

To create and place a new request for an NFES item

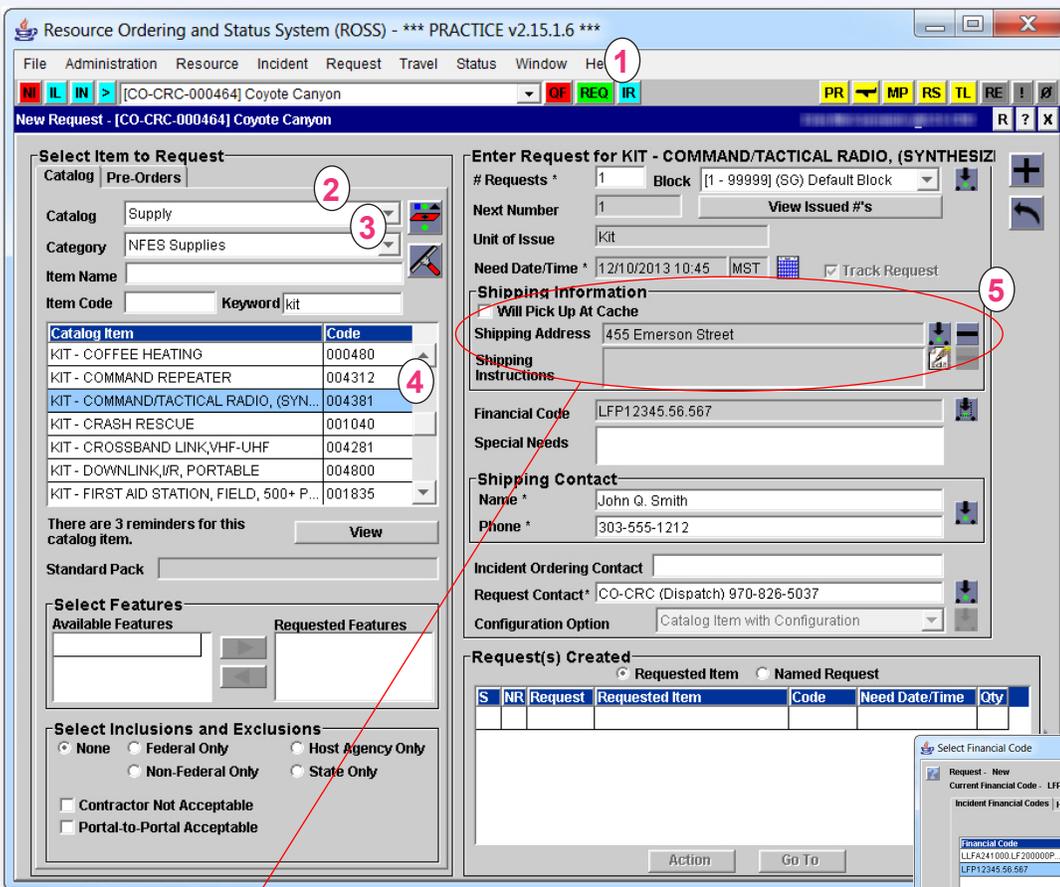
Before creating a request for an NFES item, the Incident must have a **default financial code** assigned to it. Otherwise, you will not be able to place the request to the cache!

- 1 On the **Request** menu, click **New Request**, or click **REQ**
- 2 On the **New Request** screen under **Select Item to Request**, click the **Catalog** drop-down arrow, and then click **Supply**.
- 3 Click the **Category** drop-down arrow, click **NFES Supplies**, and then click 
- 4 Search for and then click the **NFES Item** of your choice.

- 5 Complete the **Shipping Information** as appropriate for the order.
- 6 If the Incident does not have a default **Financial Code**, click  next to the **Financial Code** text box, and then select the appropriate **Financial Code**.

You must assign a Financial Code to the NFES request! The Incident must also have a default financial code assigned to it. Otherwise, ICBS will not accept the request!

Proceed to next page



Resource Ordering and Status System (ROSS) - *** PRACTICE v2.15.1.6 ***

File Administration Resource Incident Request Travel Status Window Help

MLIN > [CO-CRC-000464] Coyote Canyon OF REQ IR PR MP RS TL RE !

New Request - [CO-CRC-000464] Coyote Canyon R ? X

Select Item to Request

Catalog Pre-Orders

Catalog Supply

Category NFES Supplies

Item Name

Item Code Keyword kit

Catalog Item	Code
KIT - COFFEE HEATING	000480
KIT - COMMAND REPEATER	004312
KIT - COMMAND/TACTICAL RADIO, (SYN...	004381
KIT - CRASH RESCUE	001040
KIT - CROSSBAND LINK,VHF-UHF	004281
KIT - DOWNLINK,IR, PORTABLE	004800
KIT - FIRST AID STATION, FIELD, 500+ P...	001835

There are 3 reminders for this catalog item. View

Standard Pack

Select Features

Available Features Requested Features

Select Inclusions and Exclusions

None Federal Only Host Agency Only

Non-Federal Only State Only

Contractor Not Acceptable

Portal-to-Portal Acceptable

Enter Request for KIT - COMMAND/TACTICAL RADIO, (SYNTHESIZ

Requests * 1 Block [1 - 99999] (SG) Default Block

Next Number 1 View Issued #'s

Unit of Issue Kit

Need Date/Time * 12/10/2013 10:45 MST Track Request

Shipping Information

Will Pick Up At Cache

Shipping Address 455 Emerson Street

Shipping Instructions

Financial Code LFP12345.56.567

Special Needs

Shipping Contact

Name * John Q. Smith

Phone * 303-555-1212

Incident Ordering Contact

Request Contact* CO-CRC (Dispatch) 970-826-5037

Configuration Option Catalog Item with Configuration

Request(s) Created

Requested Item Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty
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Action Go To



Select Financial Code

Request - New

Current Financial Code - LFP12345.56.567

Incident Financial Codes | Host Financial Codes

Financial Code	Default	Owned By	Assigned By	Fiscal Year
LLF4211000.LF200000P	No	Bureau of Land Manag	Craig Interagency Disp...	2013
LFP12345.56.567	Yes	Bureau of Land Manag	Craig Interagency Disp...	2013

Cancel

You must designate Shipping Information before the cache will accept the request! For complete information about completing Shipping Information for a request placed to a cache please see the Quick Reference Card, "Completing Shipping Information for Supply Request," on the ROSS web site.

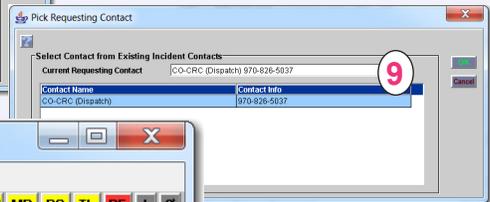
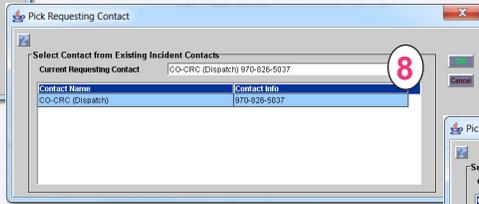
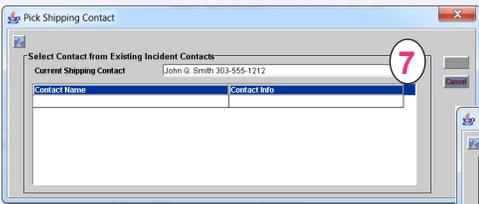


Helpdesk: 866-224-7677 <https://iia-hd.peckham-enclave.us/>
ROSS Website: <https://famit.nwcg.gov/applications/ROSS>

To create and place a new request for an NFES item - continued

- 7 Click  next to the **Shipping Contact** text box, and then select the appropriate **Shipping Contact Name** and **Shipping Contact Phone**.
- 8 Click  next to the **Requesting Contact** text box, and then select the appropriate **Contact Name**.
- 9 Complete all remaining information, and then click .

- 10 To place the NFES request(s) to the external cache from the **New Request** screen, click **Action** and then click **Place to External Cache**.
- 11 On the **Place to External Cache** dialog box, click the **Name** drop-down arrow, click the **Cache** of your choice, click  and then click  on the **Request Action Message** dialog box.



Resource Ordering and Status System (ROSS) - *** PRACTICE v2.15.1.6 ***

File Administration Resource Incident Request Travel Status Window Help

NI IL IN [CO-CRC-000464] Coyote Canyon QF REO IR PR MP RS TL RE !

New Request - [CO-CRC-000464] Coyote Canyon R ? X

Select Item to Request

Catalog: Supply
Category: NFES Supplies

Catalog Item	Code
KIT - COFFEE HEATING	000480
KIT - COMMAND REPEATER	004312
KIT - COMMAND/TACTICAL RADIO, (SYN...	004381
KIT - CRASH RESCUE	001040
KIT - CROSSBAND LINK/VHF-UHF	004281
KIT - DOWNLINK/IR, PORTABLE	004800
KIT - FIRST AID STATION, FIELD, 500+ P...	001835

There are 3 reminders for this catalog item. **View**

Standard Pack

Select Features

Available Features: [] Requested Features: []

Select Inclusions and Exclusions

None Federal Only Host Agency Only
 Non-Federal Only State Only

Contractor Not Acceptable
 Portal-to-Portal Acceptable

Enter Request for KIT - COMMAND/TACTICAL RADIO, (SYNTHESIZ

Requests * 1 Block [1 - 99999] (SG) Default Block +

Next Number 2 View Issued #'s ↶

Unit of Issue Kit

Need Date/Time * 12/10/2013 10:45 MST Track Request

Shipping Information

Will Pick Up At Cache

Shipping Address 455 Emerson Street

Shipping Instructions

Financial Code LFP12345.56.567

Special Needs

Shipping Contact

Name * John Q. Smith
Phone * 303-555-1212

Incident Ordering Contact

Request Contact * CO-CRC (Dispatch) 970-826-5037

Configuration Option Catalog Item with Configuration

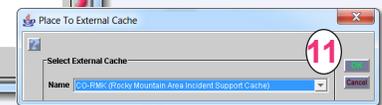
Request(s) Created

Requested Item Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty
	S-1		004381 - KIT - COMMAND/T...	004381	12/10/2013 10:4...	1

Action **Go To**

- Add Documentation+
- Edit Request+
- Delete Request+
- Create Support Request
- Clear List
- Place Request Up+
- Place To External Cache+** 10

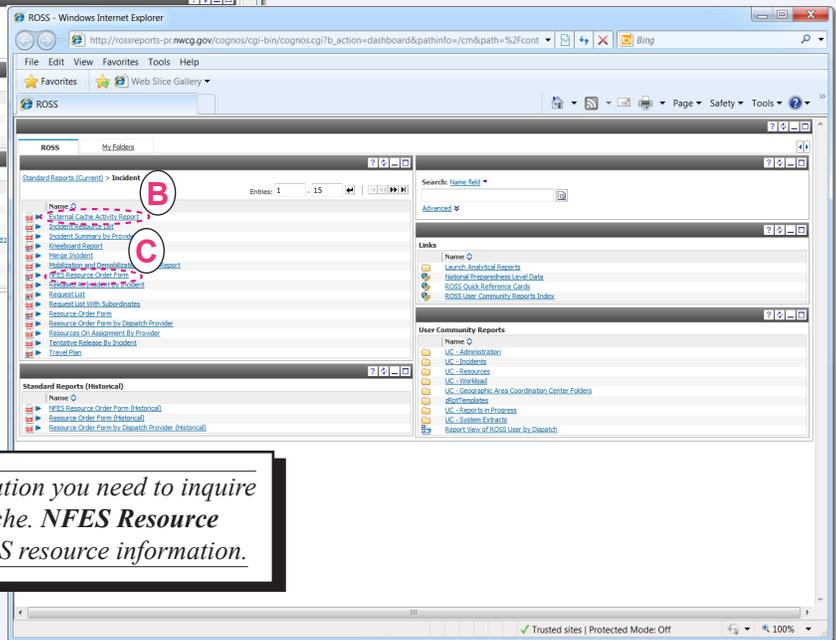
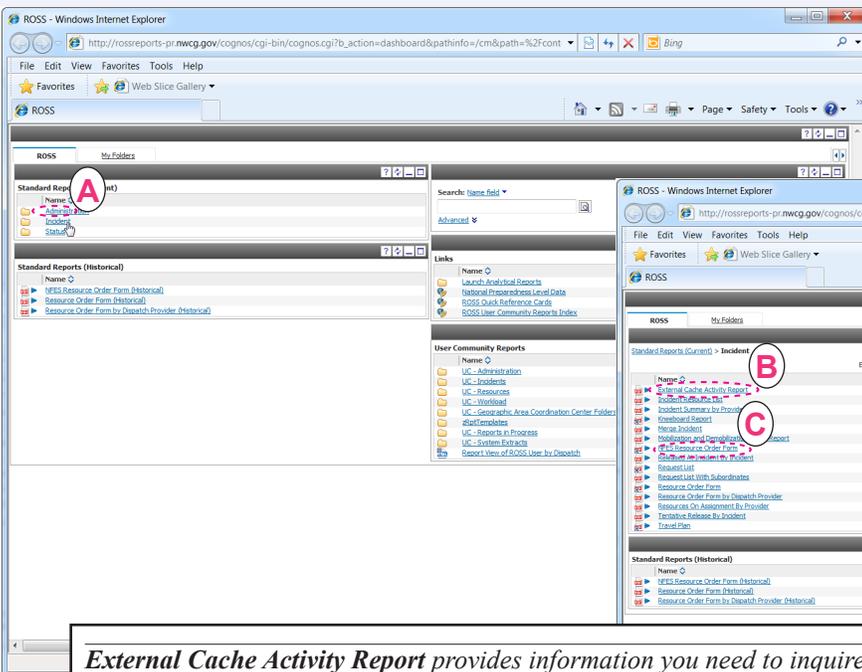
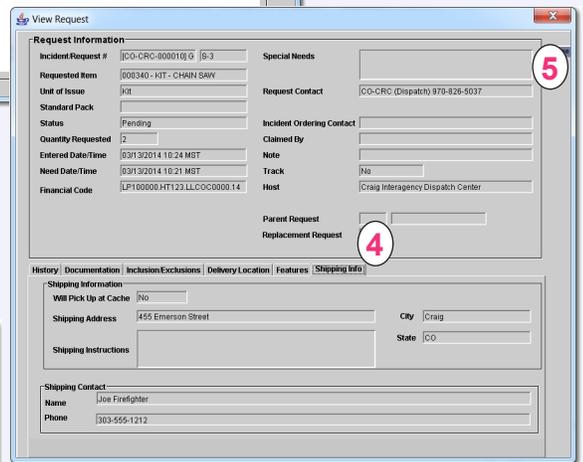
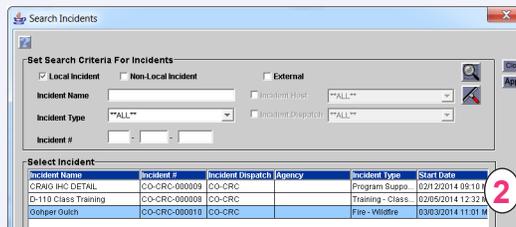
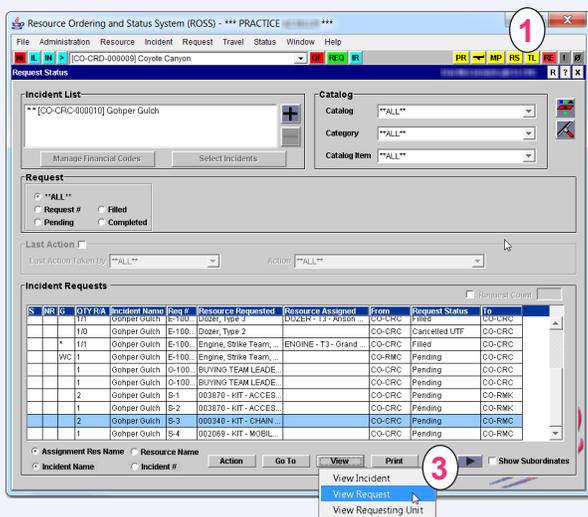


To view the status of requests placed to an external cache

- 1 On the **Request** menu, click **Request Status** or click **RS**
- 2 On the **Search Incidents** dialog box, search for and then click the **Incident** of your choice.
- 3 On the **Request Status** screen, click **View** and then click **View Request**.
- 4 On the **View Request** dialog box, click the **Shipping Info** tab.
- 5 Review the information as needed, and then click **Close**

To obtain a report for NFES requests and their status

- A On the **Administration** menu, click **Reports**, and then click the **Incident** folder.
- B To view information about external supply issue activity to provide to cache personnel when inquiring of a request, click **External Cache Activity Report**, and then complete the report filters as appropriate.
- C To view inventory and shipping information for NFES resources, click **NFES Resource Order Form**, and then complete the report filters as appropriate.



External Cache Activity Report provides information you need to inquire about the progress of NFES requests from the cache. NFES Resource Order Form provides incident, request, and NFES resource information.