To create a new request for a telecommunications 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 create an NFES request.

1. On the Request menu, click New Request, or click 🔊.

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 Telecommunication Item of your choice.

5. Under Shipping Information, perform one of the following:
   - click to select the Will Pick Up At Cache check box
   - complete the Shipping Address text box
   - complete the Shipping Instructions text box.

You must designate Shipping Information for the cache to fill the Supply order!

6. Complete the following information, and then click 🔊.
   - Shipping Contact Name
   - Shipping Contact Phone
   - Request Contact #.

All NFES telecommunications equipment requests must be placed from the local unit to the GACC.

To place telecommunications requests from the Pending Request screen

Use the Requested Item filter to display only the telecom items you wish to place!

A. On the Pending Request screen, search for and then click the Incident of your choice.

B. Under Select Filter for Pending Requests, click the Request # drop-down arrow, and then click S.

C. Click the Catalog Category drop-down arrow, and then click NFES Supplies.

D. Click the Requested Item drop-down arrow, click the Telecommunications Item of your choice, and then click 🔊.

E. Under Select Pending Request(s), click the Requested Item of your choice.

F. Click Action and then place up the telecommunications equipment to appropriate GACC.

G. On the Request Action Message, click ✗.
To view the status of requests placed to an external cache

1. From the Request menu, click Request Status or click View Request.
2. On the Search Incidents dialog box, search for and then click to select the Incident of your choice.
3. On the Request Status screen, click View Request.
4. On the View Request dialog box, click the Shipped Items tab.
5. Review the information as needed, and then click Close.

To obtain a report for telecommunications 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.