Creating and Placing NFES Requests to a Cache

Windows 7

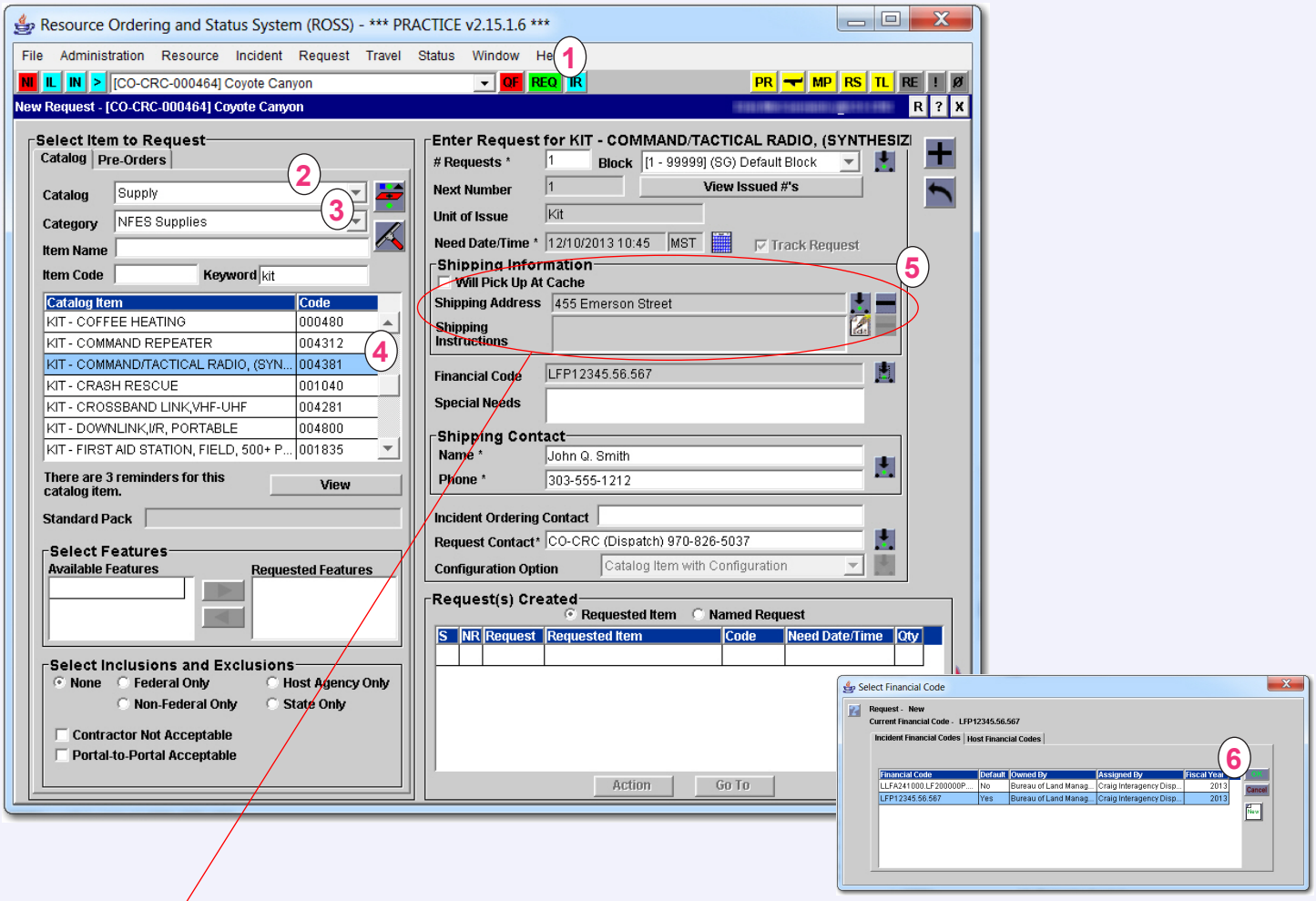
To create and place a new request for an NFES item

*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



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
email: helpdesk@dms.nwcg.gov

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

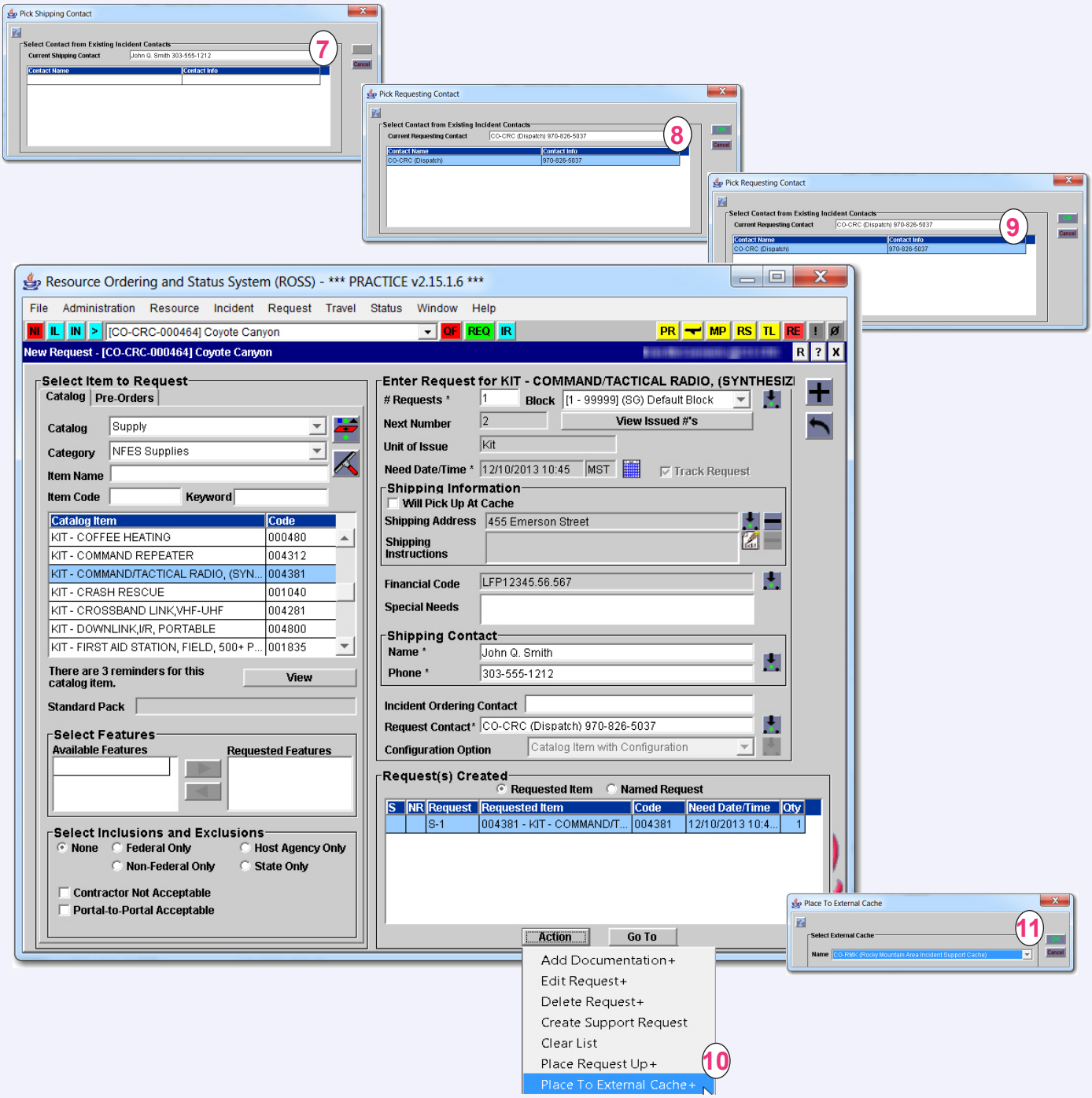
7 Click next to the **Shipping Contact** text box, and then select the appropriate **Shipping Contact Name** and **Shipping Contact Phone**.

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 OK and then click OK on the **Request Action Message** dialog box.



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Windows 7

To view the status of requests placed to an external cache

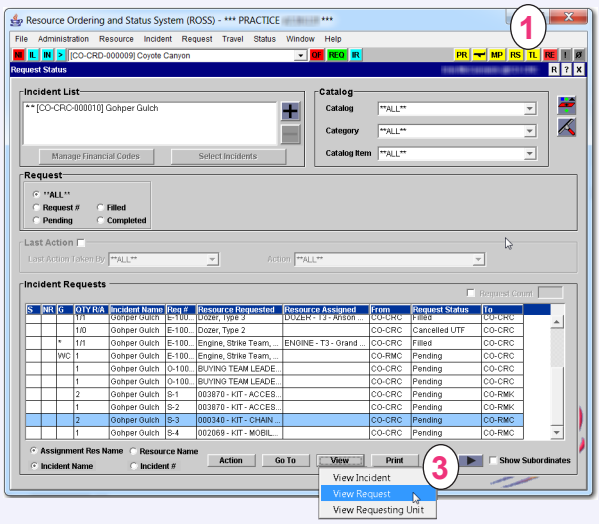
1. On the **Request** menu, click **Request Status** or click RS
2. On the **Search Incidents** dialog box, search for and then click the **Incident** of your choice.
3. On the **Request Status** screen, click View and then click **View Request**.
4. On the **View Request** dialog box, click the **Shipping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

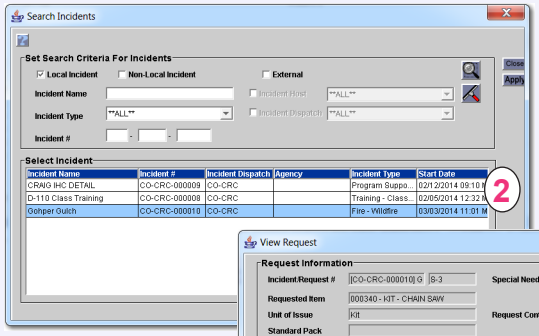
To obtain a report for NFES requests and their status

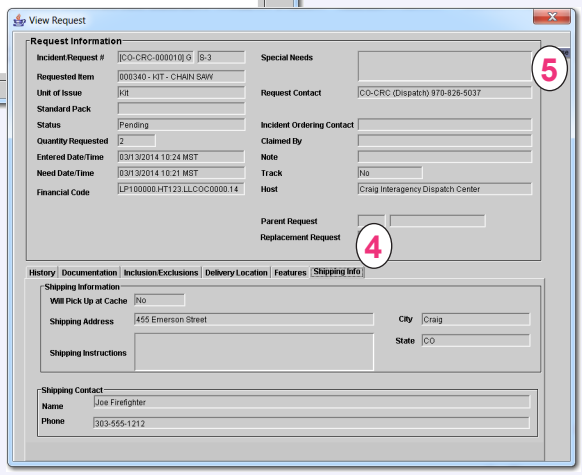
A On the **Administration** menu, click **Reports**, and then click the **Incident** folder.

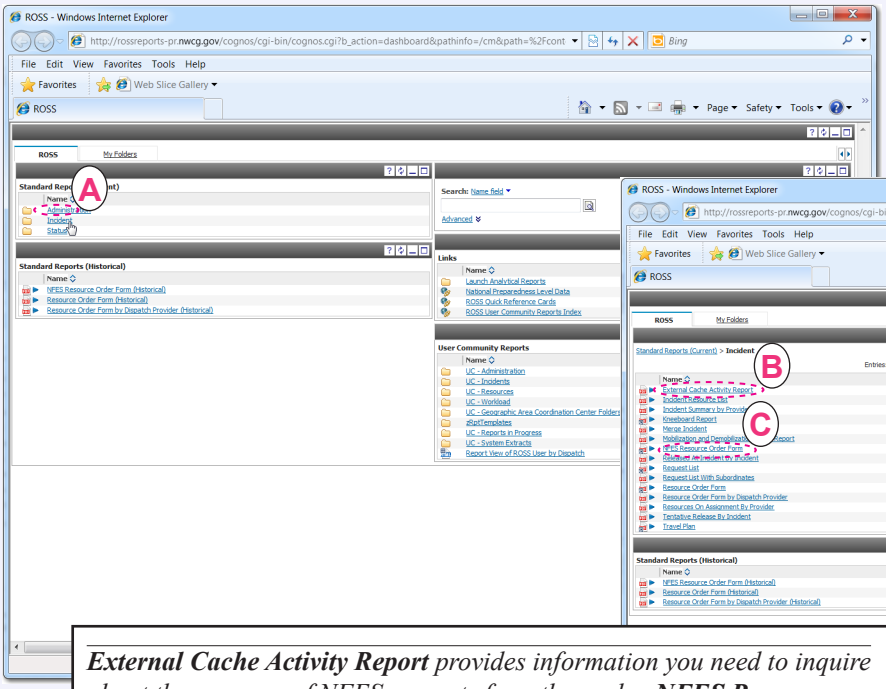
B To view information about external supply issue activity to provide to cache personnel when inquiring of a request, click **External Cache Activity Report**, and then complete the **report filters** as appropriate.

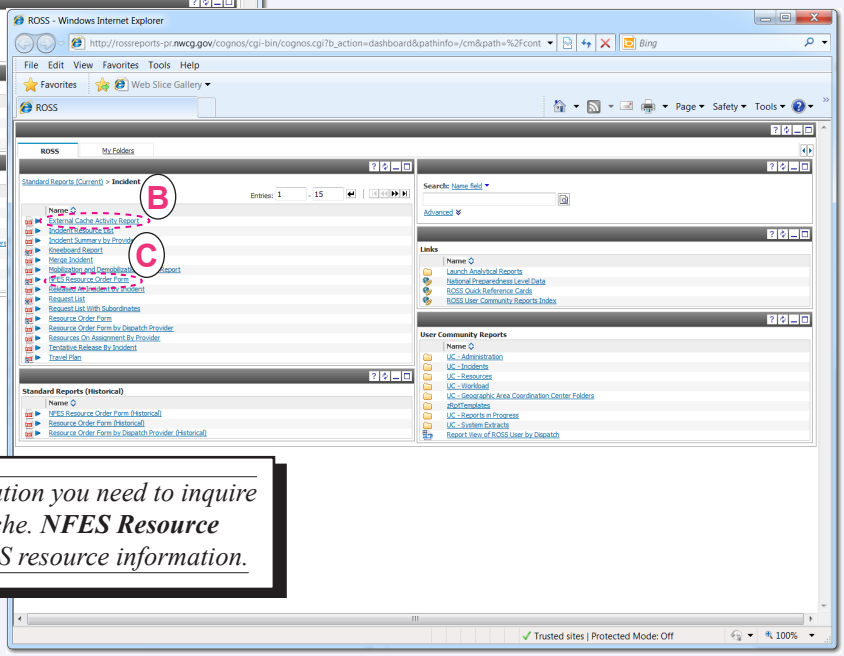
C To view inventory and shipping information for NFES resources, click **NFES Resource Order Form**, and then complete the **report filters** as appropriate.











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.*