2023 REGION 5 DATA ENTRY STANDARD FOR SUPPLIES

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Introduction

The following guide and examples have been developed to assist you in ordering and filling Supply Requests in (IROC) Interagency Resource Ordering Capability in Region 5 Communication Centers. Please take a few minutes to glance through this guide. We hope you find this guide user-friendly and informative. Feel free to share our information with your home unit.

Our goal is to create a complete document (like that produced on card stock), from order to audit in the IROC system. By standardizing our order and fill information we can use IROC to generate any number of reports. REMEMBER this is still a work in progress. If you find areas that need correction or clarification, please bring them to our attention.

If you are an occasional IROC user or need a more in-depth explanation for entering, and filling orders refer to the IROC home page (https://famit.nwcg.gov/applications/IROC) and utilize the IROC Quick Reference Cards/Videos or training materials.

Creating New Requests

In IROC, items under the Supply catalog can be ordered from the following categories: **NFES Supplies, Non-NFES Supplies and Services**.

When creating an order first select the desired Catalog Category/ Catalog Item.

If you need a service that is not among the selections available, for Catalog Category select: ***Service, Category Not Listed;** then for Catalog Item select: **!Service Supply – Not Listed**

Here are some factors to consider when creating a Supply request.

Quantity Requested/ Number of Requests

When ordering various Supplies, depending on what item, IROC will determine if the item will be "Quantity Requested" or "Number of Requests". If the option is "Quantity Requested", you can enter the number of items you want, IROC will only generate one S#. If the option is "Number of Requests", IROC will generate multiple S#s.

Blocks

Supply requests are often broken out by block. For example, an incident may have a block of numbers set aside for the buying team, local purchase, incident replacement etc. Before creating a request, make sure you know what custom request block of numbers you should be using. Refer to the local center's policy on block use.

Special Needs

Use the "Special Needs" field for a brief description/documentation area. Pertinent information such as model numbers, part numbers, etc. should be entered in clear and concise language.

Do not repeat information already supplied in other boxes such as "Resource Requested" or "Navigation/Reporting Instructions".

Tracking

When you order an NFES item, IROC determines whether the item will be tracked or not. When a "Service" Category item is ordered, IROC will allow the same filling options, but you will use the "Fill with Agreement" option (see Filling Requests). This will automatically track the resource by placing it in Incident Resources. Make sure to check the Incident Resources on a regular basis for items that may need to be released. Remember that releasing the resource in IROC does not guarantee the resource leaves the incident. You need to coordinate and document vendor contacts when demobing resources. This will help to ensure no over payments for resources that do not get picked up by the vendor.

When a NON-NFES Supply - !Not in Catalog Supplies item is ordered, IROC gives the option to "Track" the resource. You get two chances to do this. The first is by selecting the "Trackable" button in the New Request screen. The second chance is on the info tab when you are in the manage request screen. You do not get a third chance to track an item after it has been filled.

If the "Track" option is not desired and/or not selected the order will be "Filled/Closed" after the fill information has been entered. This is the method to use for consumable items.

Buying Team Button

This button appears on Non-NFES and Service requests. Click it if the Buying Team will be purchasing and tracking the order. You get two chances to do this. The first is by selecting the "Buying Team" button in the New Request screen. The second chance is on the info tab when you are in the manage request screen. You do not get a third chance after it has been filled. Use this button as appropriate to the local center's protocol.

Filling A Request

Region 5 only uses the "Fill with Agreement" and "Fill with Local Purchase" selections.
All items marked with an asterisk must be filled out in IROC. When using "Fill with Agreement", you must enter the resource name, fill catalog item, and provider.

When using "Fill with Local Purchase", you must enter Description, the quantity, posted date and time, time zone and vendor. Use the drop-down list under vendor or check the "Enter Vendor by Name" box to fill it in manually. To get the Vendor name to show up on the printed Resource Order you have to add the vendor's name into the Description box.

NFES requests are filled by the North Zone Cache (Northern California Service Center). Some centers may fill NFES supplies placed with a local cache, consult the local unit for their protocol. Never use "Fill with Requested Item", "Fill with New Resource" or "Fill with Substitution".

Fill with Agreement

From Manage Request, click Fill With tab, then click Fill With Agreement.

The only required fields are, Resource Name, Fill Catalog Item and Provider. No other fields print to the resource order.

For Resource Name, enter the vendor providing the service.

Fill Catalog item is a drop-down box that will be the same as that which was selected when creating the request.

The Provider is the agency who issued the credit card or established the agreement.

Once all the fill information is entered, you will click Save at the bottom of the screen, and then you will need then to click Complete Fill w/ Agreement.

Enter Travel as applicable. Remember this resource will mob to Incident Resources screen, don't forget to release it.

Fill with Local Purchase

From Manage Request, click Fill With tab, then click Fill With Local Purchase.

When using "Fill with Local Purchase", you must enter Description, the quantity, posted date and time, time zone and vendor.

Use the drop-down list under vendor or check the "Enter Vendor by Name" box to fill it in manually. To get the Vendor name to show up on the printed Resource Order, add the vendor's name into the Description box.

Once all the fill information is entered, you will click Save at the bottom of the screen, then you will need then to click Complete Local Purchase.

Examples

Creating a NON-NFES Supplies Request (Bottled Cases of Water) – Also see WATER, BOTTLE section below

- Incident: choose the correct incident
- Catalog: Supply
- Category: Non NFES
- Catalog Item: !Not in Catalog Supplies
- Item Description: Enter the item description in concise terms.
- Enter Quantity Requested
- Financial Code: Choose the correct financial code or add a new one.
- Select Need Date/Time and Deliver To location.
- Select the "Trackable" button, if needed.
- Select Request Contact. Add New Contact as needed to the incident.
- More specific descriptions can be entered as Special Needs if needed.
- Add Documentation as needed
- Click [Save (Ctrl + s)]

Filling (Bottled Cases of Water) NON-NFES Request

- From Manage Request screen, click **FILL WITH** tab, then click **Fill w/ Local Purchase**
- Here you will fill in the required fields; Description, Quantity, Post Date/ Time, and Vendor
- The Item Description field will already be populated with what was entered as the Item Description when the order was created. That information will print on the resource Order in the Resource Requested block
- The Item Description box is what populates the Resource Assigned block on the Resource order, not the Vendor box. Here is where you will want to enter the vendor providing the service.
- For Vendor, check Enter Vendor By Name as needed otherwise use the drop down to select the correct Vendor, this box however does not populate on the Resource Order.
- The Payment Type, and Card Holder Name does not show on the Resource Order.
- Once you click Save at the bottom of the screen, you will then need to click Complete Local Purchase.

The information entered when the request was created shows up on the resource order in the blocks outlined in **red**. The information entered when the order was filled shows in the blocks outlined in **green**.

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date
S-13	2021-05-16 1436 PDT	Mitch Hokanson 530-226-2886	CA-ONCC	1	WATER - Bottles, CS	2021-05-16 1200 PDT	Northern California Incident Support Cache	CA-ONCC	CA-ONCC	2021-05-16 1450 PDT		Safeway - 2275 Pine St. Redding, CA	M D	2021-05-16 1450 PDT 2021-05-16 1450 PDT	2021-05-16 1450 PDT 2021-05-16 1450 PDT	

Travel Mode	Financial Code WGE5X3 (0520)	Named Request	Special Needs Need 4 pallets , case count can be adjusted dependent on size of bottles. Would prefer 1 ltr. size bottles.	Navigation/Reporting Instructions 6101 Airport Rd. Redding CA. 96002

Creating a Service Request (Ice Delivery)

- Catalog: Supply
- Category: Service – IROC has 8 Service Sub-categories. If the Service being requested is not in the catalog pick list, see ordering instructions for Service not found
- Catalog Item: Select the applicable item
- Services will always be trackable
- Pay close attention to Quantity
- Select Need Date/Time and Deliver To location
- Select Request Contact
- More detailed information can be added in Special Needs

- Click **Save (Ctrl + s)**

Filling a Service Request

- From manage Request, click **FILL WITH** tab, then click **FILL WITH AGREEMENT**
- The only required fields are: Resource Name, Fill Catalog Item and Provider. No other fields print to the resource order.
- For Resource name, enter the vendor providing the service.
- Fill Catalog Item is a drop down box that will be the same as that which was selected when creating the request.
- The Provider is the agency who issued the credit card or established the agreement.
- The Payment Type, and Card Holder Name does not show on the Resource Order.
- Once you click Save at the bottom of the screen, you will need then to click Complete Fill w/Agreement.
- Enter Travel as applicable. Remember this resource will mob to the Incident Resources screen, don't forget to release it.

The information entered when the request was created shows up on the resource order in the blocks outlined in **red**. The information entered when the order was filled shows in the blocks outlined in **green**.

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-8	2021-05-06 1646 PDT	Sandy Nieman 909-665-2490	CA-ONCC	1	Service, Delivery, Ice	2021-05-10 1200 PDT	Oakland Coliseum	CA-ONCC	CA-ONCC	2021-05-06 1706 PDT	CA-R05	Oakland Ice Company, #34A556	M	2021-05-06 1703 PDT	2021-05-06 1703 PDT		

Travel Mode	Financial Code	Named Request	Special Needs	Navigation/Reporting Instructions
G	F51104-0520		Need 100 bags on 1st delivery, keep stocked at 40 bags for duration of assignment. Check supply 3 times weekly for Vaccinators at the Coliseum.	Oakland Coliseum 7000 Coliseum Way Oakland, CA 94621 Lot C (use Hegenberger Exit from freeway)

A

AUDIO/VISUAL EQUIPMENT

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Office Support**
CATALOG ITEM:	**Service, Audio/Visual Equipment Rental**
SPECIAL NEEDS:	**Note, Type of Equipment / Specifications**

   2. From the <u>Pending Request Screen</u> select, the Manage Request Icon **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

AVIATION (AV) GAS AGREEMENTS, see FUEL

AVIATION (AV) GAS JP4 AGREEMENTS, see FUEL

B

BAR OIL, see OIL

BLACK WATER REMOVAL, see Sanitation Service

BREAKFAST...see MEALS

BUILDING RENTAL/AGREEMENT, see Facility-Lands Rentals

C

CAMPGROUND RENTAL/AGREEMENT, see Facility-Land Rental

CELL PHONE: See EDSP or CORD for ordering details. Will need Agency Administrator approval.

CHAIN SAW/PARTS

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**

CATALOG ITEM:	**!Not in Catalog Supplies**	
Item Description:	**SNCS – Chain Saw Parts**	
SPECIAL NEEDS:	**Specify make and model of saw or what parts are needed.**	
	DO NOT TRACK ITEM	

OR

1.

CATALOG:	**Supply**	
CATEGORY:	**NON-NFES Supplies**	
CATALOG ITEM:	**CP2C - Chainsaw Parts - 2-cycle Mix**	
	CPAF - Chainsaw Parts - Air Filters	
	CPBO - Chainsaw Parts - Bar Oil	
	CPCN - Chainsaw Parts - Chain	
	CPOP - Chainsaw Parts - Other Parts	
	CPRF - Chainsaw Parts - Round Files	

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor name again in the Vendor block as a required field.**

COMPUTER RENTAL, for any duration of use

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Office Support**
CATALOG ITEM:	**Service, Computer Rental**
SPECIAL NEEDS:	**Note, equipment needs/specifications**

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

COPY MACHINE RENTAL, for any duration of use

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Office Support**
CATALOG ITEM:	**Service, Copy Machine Rental**
SPECIAL NEEDS:	**Note, equipment needs/specifications**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** ⬈ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

COPY MACHINE SERVICE/REPAIR, one-time Repair/Service Call

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Office Support**
CATALOG ITEM:	**Service, Office Machine Repair**
SPECIAL NEEDS:	**Note, make and model number**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** ⬈ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

COPY MACHINE PRINT CARTRIDGE, or other parts not covered by agreement

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**

ITEM DESCRIPTION:	**Printer Cartridge, note color, EA**
SPECIAL NEEDS:	**Note make and model number**
	DO NOT TRACK ITEM

2. From the <u>Pending Request Screen</u> select, the Manage Request Icon ↗ from your newly created supply request.
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

D

DATA LINES (T1 ETC) Agreements, Installations, Activation etc.…

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Communications**
CATALOG ITEM:	**Service, Data Line (NON-NFES)**
SPECIAL NEEDS:	**what for or where to install**

2. From the <u>Pending Request Screen</u> select, the Manage Request Icon ↗ from your newly created supply request.
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

DIESEL FUEL AGREEMENTS, see FUEL

DIESEL/GAS AGREEMENTS, see FUEL

DINNERS, see MEALS

DIP TANK (NON-NFES), see TANK

DRIP TORCH FUEL, see FUEL

E

ELECTRICAL SERVICE/REPAIRMAN, see SERVICE/REPAIR

EQUIPMENT INSPECTION SERVICE, any duration of use

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Miscellaneous**
CATALOG ITEM:	**Equipment Inspection**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**

   - **Select**: **Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

EXCAVATION SERVICE for one time/non incident use

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SCNS - !Not in Catalog Supplies**
ITEM DESCRIPTION:	**EXCAVATION SERVICE**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**

   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

F

FACILITY – LAND RENTAL (AGREEMENTS), see IROC for listing

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Facility-Land Rental**
CATALOG ITEM:	**Choose from Conference, Land, Refrigeration Facility or Shower Facility Rental**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**

    - **Select: Fill with Agreement**
    - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
    - **Fill Catalog Item will be the same as that which was selected when creating the request.**
    - **Provider is the agency that established the agreement or issued the credit card.**
    - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

FAIRGROUND RENTAL/AGREEMENTS, see Facility-Land Rental

FAX MACHINE RENTAL, for any duration of use

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SCNS - !Not in Catalog Supplies**
ITEM DESCRIPTION:	**Fax Machine Rental**
SPECIAL NEEDS:	**Note, equipment needs/specifications**
	DO NOT TRACK ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**

    - **Select: Fill with Agreement**
    - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
    - **Fill Catalog Item will be the same as that which was selected when creating the request.**
    - **Provider is the agency that established the agreement or issued the credit card.**
    - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

FAX MACHINE SERVICE/REPAIR, one-time Repair/Service Call

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Office Support**
CATALOG ITEM:	**Service, Office Machine Repair**
SPECIAL NEEDS:	**Note make and model number**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

FAX MACHINE TONER CARTRIDGE, or other parts not covered by agreement

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
ITEM DESCRIPTION:	**Cartridge, Fax**
SPECIAL NEEDS:	**Note make and model number**
	DO NOT TRACK ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

FUEL/GAS, SELECT APPROPRIATE TYPE

FUEL AGREEMENTS, for all types of fuel

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Fuel Delivery**
CATALOG ITEM:	**Select desired type from drop down**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** from your newly created supply request.
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

FUEL PURCHASE, one-time purchase. Specify Unleaded, Diesel, Saw, Drip Torch etc. as desired type.
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SCNS - !Not in Catalog Supplies**
ITEM DESCRIPTION:	**FUEL- specify type (unleaded, diesel, saw, drip torch etc.) and size/quantity.**
	DO NOT TRACK THIS ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** from your newly created supply request.
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

G

GAS, see Fuel Purchase

GATORADE, see Sports Drinks

GENERATOR RENTAL, for any duration of use
1. **How to Create Request in IROC**

CATALOG:	**Equipment**
CATEGORY:	**Miscellaneous**
CATALOG ITEM:	**Generator**

GRAY WATER DISPOSAL

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Sanitation**
CATALOG ITEM:	**Service, Gray Water Disposal**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

GOVERNMENT Bldg. RENTAL/AGREEMENT, see Facility-Land Rental

H

HAND WASH STATIONS & SERVICE, **for any duration of use. (Trailer Mounted are ordered as VIPR EQUIPMENT.)**

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Sanitation**
CATALOG ITEM:	**Service – Handwashing Station (Portable) Only one request number needed per vendor per incident. Quantity and location of hand washing stations to be added to documentation in IROC.**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

HARDWARE, **MISC generally low-cost MISC items, (buying teams will need individual S numbers for each item, if a local purchaser is procuring, check if there's local guidance that one S number could be created with the detailed items listed in special needs.)**

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SCNS - !Not in Catalog Supplies**
Item Description:	**Misc. Hardware**
SPECIAL NEEDS:	**Specific Items**
DO NOT TRACK LOW-COST ITEMS	

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon** **from your newly created supply request.**
    - **Select: Fill with Local Purchase**
    - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter Posted Date and Time.**

HEATING SERVICE/REPAIRMAN, see SERVICE/REPAIR

HOSPITAL VISIT**, for any duration.**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Miscellaneous**
CATALOG ITEM:	**Service - Medical**

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon** **from your newly created supply request.**
    - **Select: Fill with Local Purchase**
    - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter Posted Date and Time.**

HOTEL/MOTEL ROOMS**, for any duration**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Meals, Food, Lodging**
CATALOG ITEM:	**Service - Lodging**
SPECIAL NEEDS:	**Lodging for person or name of module.**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** [icon] **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**

|

ICE (BAGGED), one-time purchase

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
Item Description:	**ICE - BAGGED, BG**
	DO NOT TRACK ITEM.

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** [icon] **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

ICE (BLOCK), one-time purchase

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
Item Description:	**ICE - BLOCK, EA**
	DO NOT TRACK ITEM.

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** [icon] **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**

- **Enter Posted Date and Time.**
- **Enter the vendor's name again in the Vendor block as a required field.**

ICE DELIVERY SERVICE, agreement for ongoing delivery

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Delivery**
CATALOG ITEM:	**Service, Delivery, Ice**
SPECIAL NEEDS:	**Specify amount and terms of delivery**

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

L

LAND USE AGREEMENT/RENTAL, see Facility-Land Rental

LOCAL CATERER'S

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Meals, Food, Lodging**
CATALOG ITEM:	**Service – Food Catering**
SPECIAL NEEDS:	**Specify meals and number to be fed.**

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

LUMBER, Due to its high-cost lumber is ordered separately from MISC HARDWARE parts.

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
Item Description:	**Lumber**
SPECIAL NEEDS:	**Specify items desired.**
	DO NOT TRACK ITEM

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ⬈ **from your newly created supply request.**

    - **Select: Fill with Local Purchase**
    - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter Posted Date and Time.**
    - **Enter the vendor's name again in the Vendor block as a required field.**

LUNCH, DINE-IN OR SACK, see MEALS

M

MAPS, **Any Kind**

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
Item Description:	**MAPS - Type/Location, EA**
	DO NOT TRACK ITEM

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ⬈ **from your newly created supply request.**

    - **Select: Fill with Local Purchase**
    - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter Posted Date and Time.**
    - **Enter the vendor's name again in the Vendor block as a required field.**

MEALS**, Any Kind**

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Meals, Food, Lodging**

CATALOG ITEM:	**Service - Meals**
SPECIAL NEEDS:	**Document type and number**

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

MEETING ROOM RENTALS (AGREEMENTS), see Facility-Land Rental

MISC BUILDING/LAND RENTALS (AGREEMENTS), see Facility-Land Rental

MISC FOOD, SUNDRIES**, non-commissary**
   1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Meals, Food, Lodging**
CATALOG ITEM:	**Service, Groceries/Sundries (see documentation)**
SPECIAL NEEDS:	**Document type and number**

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**

MISC MEDICAL SUPPLIES, one-time purchase, consumable
   2. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**!Not in Catalog Supplies**
Item Description:	**SNCS - MEDICAL - Desired Item, size, EA/CS/BX DO NOT TRACK ITEM**

OR
   3.

CATALOG:	**Supply**
CATEGORY:	**Consumable**

CATALOG ITEM: **MSCC - Medical Supply – Cold Compress**
        MSCH - Medical Supplies- Chapstick
        MSCM - Medical Supplies-Cold Medicine
        MSFP - Medical Supplies-Foot Powder
        MSMT - Medical Supplies-Cloth, medical Tape
        MSOT - Medical Supplies-Other Meds
        MSRP - Medical Supplies-Repellant (insect/Animal)
        MSSU - Medical Supplies-Sunscreen

4. **From the <u>Pending Request Screen</u> select, the Manage Request Icon   from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

MISC MEDICAL SUPPLIES, non-consumable, returnable or service

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **Service, Miscellaneous**
   CATALOG ITEM: **Service - Medical**
   SPECIAL NEEDS: **Note items/service desired**

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon   from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

N

NEWSPAPER DELIVERY SERVICE agreement for continuous delivery or for one-time purchase. See examples below…

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **Service, Delivery**
   CATALOG ITEM: **Service, Delivery, Newspaper**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

NFES SUPPLIES, ALL,

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NFES Supplies**
CATALOG ITEM:	**Desired NFES Number**
	BE SURE TO ENTER SHIPPING ADDRESS

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Place request to Northern California Fire Cache, they will fill in IROC.**

O

OFFICE EQUIPMENT RENTAL, for any duration of use

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**!Not in Catalog Supplies**
ITEM DESCRICTION:	**Office Equipment Rental**
SPECIAL NEEDS:	**Note, Type of equipment rental needed**
	DO NOT TRACK ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

OFFICE MACHINE REPAIR, service, or cleaning

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **Service, Office Support**
   CATALOG ITEM: **Service, Office Machine Repair**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** ⬈ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

OFFICE SUPPLIES, generally low-cost misc. items, (buying teams will need individual S numbers for each item, if a local purchaser is procuring, check if there's local guidance that one S number could be created with the detailed items listed in special needs.)

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **NON-NFES Supplies**
   CATALOG ITEM: **SNCS - !Not in Catalog Supplies**
   ITEM DESCRIPTION: **Misc. Office Supplies**
   SPECIAL NEEDS: **List items or reference General Message**
   DO NOT TRACK ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** ⬈ **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

OIL, one-time purchase. Specify Bar, Saw, Motor (weight) as desired type.

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **NON-NFES Supplies**
   CATALOG ITEM: **SNCS - !Not in Catalog Supplies**
   ITEM DESCRIPTION: **OIL- Specify Bar, Saw, Motor etc.**
   DO NOT TRACK ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**

- **Select: Fill with Local Purchase**
- **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
- **Enter Posted Date and Time.**
- **Enter the vendor's name again in the Vendor block as a required field.**

OTHER TYPES OF FUEL AGREEMENTS, see FUEL

P

PALLET JACK RENTAL – **Due to cost of this item it might be better to buy it if a longer duration of use is desired. Order as NON-NFES item in this case**.

1. **How to Create Request in IROC**

CATALOG:	Supply
CATEGORY:	NON-NFES Supplies
CATALOG ITEM:	SNCS - !Not in Catalog Supplies
	TRACK THIS ITEM

2.**From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**

- **Select: Fill with Local Purchase**
- **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
- **Enter Posted Date and Time.**
- **Enter the vendor's name again in the Vendor block as a required field.**

PHONES, **see Cell Phones, Voice Lines and Satellite Phones**

PORTA POTTIES & SERVICE, **for any duration/Incident and non-incident use**

1. **How to Create Request in IROC**

CATALOG:	Supply
CATEGORY:	Service, Sanitation
CATALOG ITEM:	Service – Porta Potties

Only one request number needed per vendor per incident.
Quantity and location of Porta Potties to be added to documentation in IROC.

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

PORTA TANK (NON-NFES), see TANK

POTABLE WATER DELIVERY, see WATER

PROPANE DELIVERY **for any duration of use.**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Fuel Delivery**
CATALOG ITEM:	**Service – Fuel Delivery, Propane**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

PLUMBING SERVICE/REPAIRMAN, see SERVICE/REPAIR

R

RADIO KIT, 4390 – KIT **– STARTER SYSTEM ICS COMMAND/LOGISTICS RADIO SYSTEM**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NFES Supplies**
CATALOG ITEM:	**004390 – KIT – STARTER SYSTEM ICS COMMAND/LOGISTICS RADIO SYSTEM**
SUPPLY DETAILS:	**Shipping Contact/Shipping Method must be added.**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** from your newly created supply request.
    - **Select: Place request to Northern California Geographic Area Coordination Center CA-ONCC.**

RADIOS, SATELLITE, See Satellite Radios

RECYCLING**, ALL for any duration of use.**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Sanitation**
CATALOG ITEM:	**Service - Recycling**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** from your newly created supply request.
    - **Select: Fill with Agreement**
    - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
    - **Fill Catalog Item will be the same as that which was selected when creating the request.**
    - **Provider is the agency that established the agreement or issued the credit card.**
    - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

REFRIGERATED BUILDING RENTAL/AGREEMENT, see Facility-Land Rental

REFRIGERATION SERVICE, **for any duration of use**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Facility-Land Rental**
CATALOG ITEM:	**Service – Refrigeration Facility Rental**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** from your newly created supply request.
    - **Select: Fill with Agreement**
    - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
    - **Fill Catalog Item will be the same as that which was selected when creating the request.**
    - **Provider is the agency that established the agreement or issued the credit card.**
    - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

S

SACK LUNCHES, see Meals

SANITATION NEEDS, MISC for any duration of use. Other than those listed in Catalog.
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**!Not in Catalog Supplies**
ITEM DESCRIPTION:	**Misc. Sanitation Needs**
SPECIAL NEEDS:	**Note, Type of sanitation needs being requested**
	DO NOT TRACK ITEM

2. **From the** Pending Request Screen **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

SATELLITE PHONE for any duration of use.
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Communication**
CATALOG ITEM:	**Service - Satellite Phone (NON-NFES)**

2. **From the** Pending Request Screen **either, place your newly created supply request up to your parent or select the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

SATELLITE RADIO**, for any duration of use.**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Communications**
CATALOG ITEM:	**Service – Satellite Radio (NON-NFES)**

2. **From the** Pending Request Screen **select, the Manage Request Icon** ↗ **from your newly created supply request.**
    - **Select: Fill with Agreement**
    - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
    - **Fill Catalog Item will be the same as that which was selected when creating the request.**
    - **Provider is the agency that established the agreement or issued the credit card.**
    - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

SAW GAS, see FUEL

SAW OIL, see OIL

SERVICE/REPAIRMAN **one-time Repair/Service Call**
1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SSNL - !Service Supply – not listed**
ITEM DESCRIPTION:	**SERVICE - Desired Service (i.e., Electrical, Plumbing, Dry Walling, Landscaper etc.)**
	DO NOT TRACK FOR ONE TIME SERVICE

2. **From the** Pending Request Screen **select, the Manage Request Icon** ↗ **from your newly created supply request.**
    - **Select: Fill with Local Purchase**
    - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter the vendor's name again in the Vendor block.**
    - **DO NOT TRACK FOR ONE TIME SERVICE**

SCHOOL Facility-Land Rental/AGREEMENT, see Facility-Land Rental

SHOWER Facility-Land Rental/AGREEMENT, see Facility-Land Rental

SPORTS DRINKS

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
ITEM DESCRIPTION:	**Sports Drink, CS/EA**
	DO NOT TRACK ITEM

OR

2.

CARALOG:	**Supply**
CATEGORY:	**Consumable**
CATALOG ITEM:	**CCSD - Case of Sports Drink /or/**
	CPSD - Pallet of Sport Drink

3. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

T

TABLE OR CHAIR, Purchase

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**NON-NFES Supplies**
CATALOG ITEM:	**SNCS - !Not in Catalog Supplies**
ITEM DESCRIPTION:	**Type of table or chairs. Amount /EA**
	DO NOT TRACK ITEM

2. **From the <u>Pending Request Screen</u> select, the Manage Request Icon** ↗ **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

TABLE OR CHAIR, Rental

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **NON-NFES Supplies**
   CATALOG ITEM: **SNCS - !Not in Catalog Supplies**
   ITEM DESCRIPTION: **Type of table or chairs. Amount /EA**
                         DO NOT TRACK ITEM

2. **From the Pending Request Screen select, the Manage Request Icon** ⤴ **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

TANK (NON-NFES) ...Specify Dip or Portable

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **NON-NFES Supplies**
   CATALOG ITEM: **SCNS - !Not in Catalog Supplies**
   ITEM DESCRIPTION: **TANK, Type, (size) GL**
                         TRACK THIS ITEM

2. **From the Pending Request Screen select, the Manage Request Icon** ⤴ **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

TELEPHONE LINE AGREEMENTS , for any duration of use.

1. **How to Create Request in IROC**

   CATALOG: **Supply**
   CATEGORY: **Service, Communication**
   CATALOG ITEM: **Service - Voice Line**

2. From the <u>Pending Request Screen</u> select, the Manage Request Icon from your newly created supply request.
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**

CATALOG ITEM:	SNCS - !Not in Catalog Supplies
ITEM DESCRIPTION:	Type of table or chairs. Amount /EA
	DO NOT TRACK ITEM

3. From the <u>Pending Request Screen</u> select, the Manage Request Icon from your newly created supply request.
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

TIRE REPAIR / REPLACEMENT

1. **How to Create Request in IROC**

CATALOG:	Supply
CATEGORY:	Service, Miscellaneous
CATALOG ITEM:	STRP – Service Tire Repair/Replacement

2. From the <u>Pending Request Screen</u> select, the Manage Request Icon from your newly created supply request.
   - **Select: Fill with Local Purchase**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

TOW TRUCK

1. **How to Create Request in IROC**

      CATALOG: **Supply**
      CATEGORY: **NON-NFES Supplies**
      CATALOG ITEM: **SSNL - !Service Supply – not listed**

      ITEM DESCRIPTION: **SERVICE - Tow Truck, towing capacity/size**

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Vendor box is what populates the Resource Assigned block on the Resource order. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

V

VEHICLE MOTOR OIL, see OIL

VEHICLE PART, misc.

1. **How to Create Request in IROC**

      CATALOG: **Supply**
      CATEGORY: **NON-NFES Supplies**
      CATALOG ITEM: **SNCS - !Not in Catalog Supplies**
      ITEM DESCRIPTION: **Identify Item and quantity**
      SPECIAL NEEDS: **Specify parts and vehicle ID**
                          DO NOT TRACK THIS ITEM

2. **From the** <u>**Pending Request Screen**</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Local Purchase**
   - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
   - **Enter Posted Date and Time.**
   - **Enter the vendor's name again in the Vendor block as a required field.**

VEHICLE REPAIR, for one-time use. For any duration of use order as EQUIPMENT (VIPR). NERV vehicle repair is arranged through Enterprise.

1. **How to Create Request in IROC**

      CATALOG: **Supply**
      CATEGORY: **NON-NFES Supplies**
      CATALOG ITEM: **SSNL - !Service Supply – not listed**

ITEM DESCRIPTION: Vehicle Repair
SPECIAL NEEDS: **Specify the type of repair and vehicle ID**
    DO NOT TRACK THIS ITEM

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon**   **from your newly created supply request.**
    - **Select: Fill with Local Purchase**
    - **The Vendor box is what populates the Resource Assigned block on the Resource order. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter Posted Date and Time.**
    - **Enter the vendor's name again in the Vendor block as a required field.**

W

WATER, BOTTLE, one-time purchase

1. **How to Create Request in IROC**

    CATALOG: **Supply**
    CATEGORY: **NON-NFES Supplies,**
    CATALOG ITEM: **SNCS - !Not in Catalog Supplies**
    ITEM DESCRIPTION: **WATER - Bottled, CS/EA**
        DO NOT TRACK ITEM

OR

1. **CATALOG:**   **Supply CATEGORY:**   **Consumable**
    CATALOG ITEM: **CWTR – Case of Water**
        CPWA – Pallet of Water

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon**   **from your newly created supply request.**
    - **Select: Fill with Local Purchase**
    - **The Item Description box is what populates the Resource Assigned block on the Resource order along with the Vendor Name box. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number).**
    - **Enter Posted Date and Time.**
    - **Enter the vendor's name again in the Vendor block as a required field.**

WATER, BOTTLED, service

1. **How to Create Request in IROC**

CATALOG:	**Supply**
CATEGORY:	**Service, Delivery**
CATALOG ITEM:	**Service, Delivery, Potable Water**

2. **From the** <u>Pending Request Screen</u> **select, the Manage Request Icon** **from your newly created supply request.**
   - **Select: Fill with Agreement**
   - **Resource Name is the vendors name, serial number, and payment method (agreement number or name on credit card).**
   - **Fill Catalog Item will be the same as that which was selected when creating the request.**
   - **Provider is the agency that established the agreement or issued the credit card.**
   - **IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.**

WOOD, see Lumber