

USERS OPERATIONS GUIDE FOR THE NASA ONLINE SUPPLY CATALOG

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Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

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NOSC (NASA Online Supply Catalog)

CUSTOMER ORDERING

The **NOSC** application combines a catalog query process and customer ordering process within the same application. Anyone with a valid login id can query the catalog to locate items. Only those authorized can order items. All available supply items can be viewed. This includes JIT contract items (warehoused by the vendor) along with store, program and stand-by stock items.

NOTE: For MAC users using IE 5.0, NOSC will run under this browser but some visual anomalies may occur.

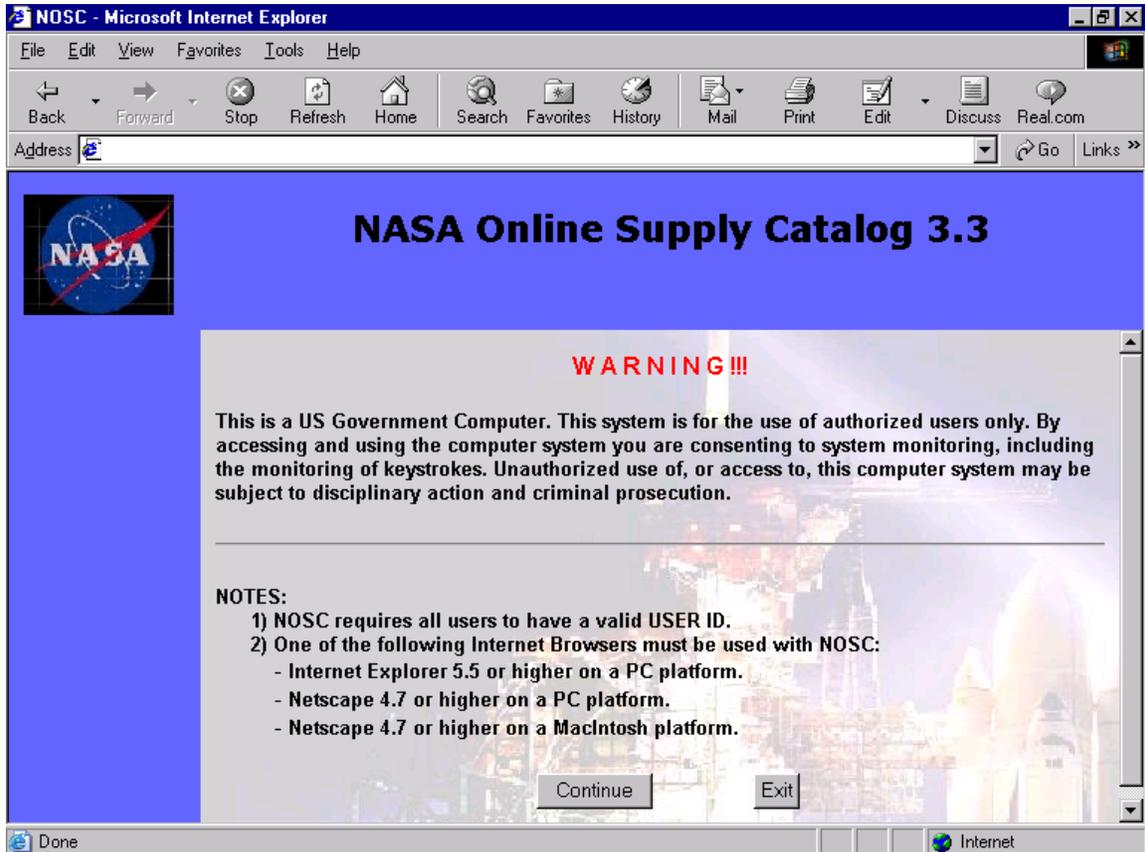
STOCK STATUS CODES (SSC)

STORE STOCK assets are those items still warehoused and available directly from the center (stock status code of '1'). STAND-BY STOCK assets are those items at the center with a stock status code of '3'. PROGRAM STOCK assets are those items at the center with a stock status code of '2'. JUST-IN-TIME (JIT) assets are those items available directly from a vendor. The vendor has agreed to ship and deliver the item to the customer within an agreed period of time. DIRECT STOCK assets are other items provided by the vendor but not identified by contract as JIT.

NOSC LOGIN PROCESS

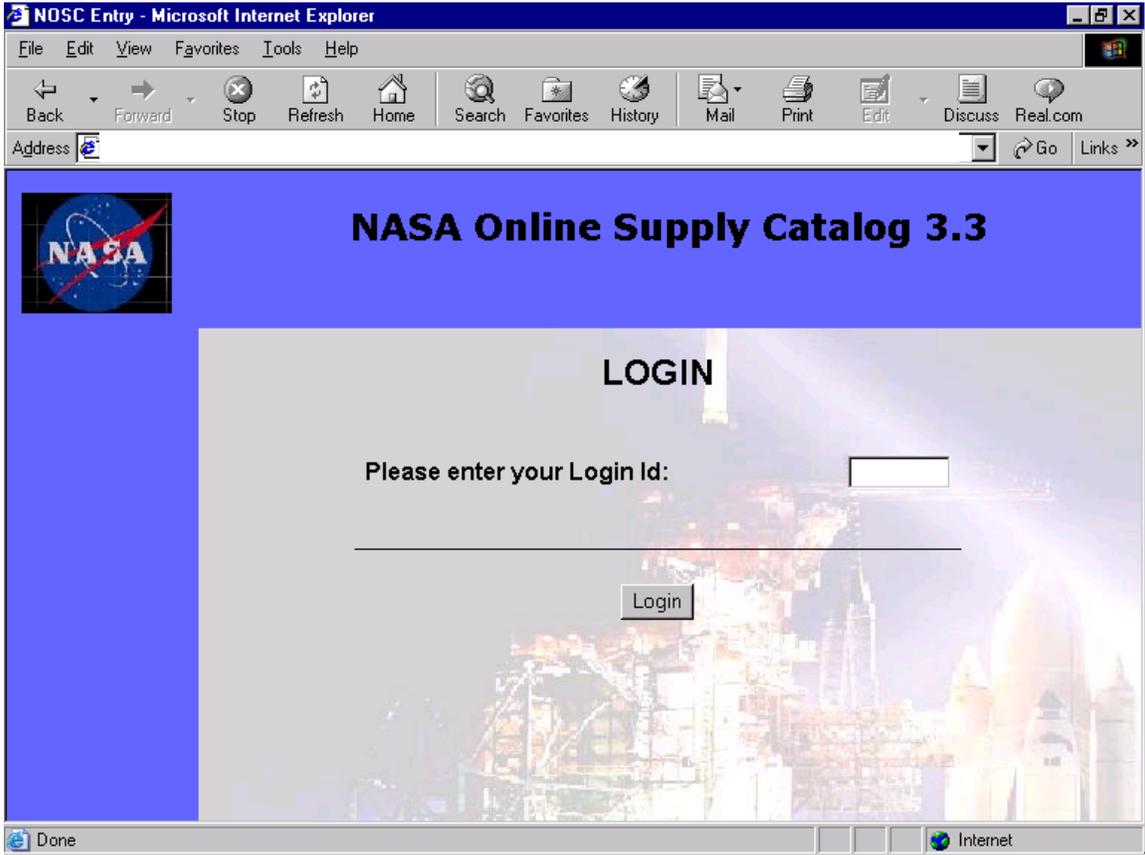
The first screen presented to the user is the Warning Screen. If the user wishes to leave the NOSC application, they should click the **Exit** button; otherwise, they should click the **Continue** button to proceed to the Login Screen.

NOTE: Beginning with NOSC 3.0, all users must have a USER ID to use NOSC for ordering assets or querying assets.



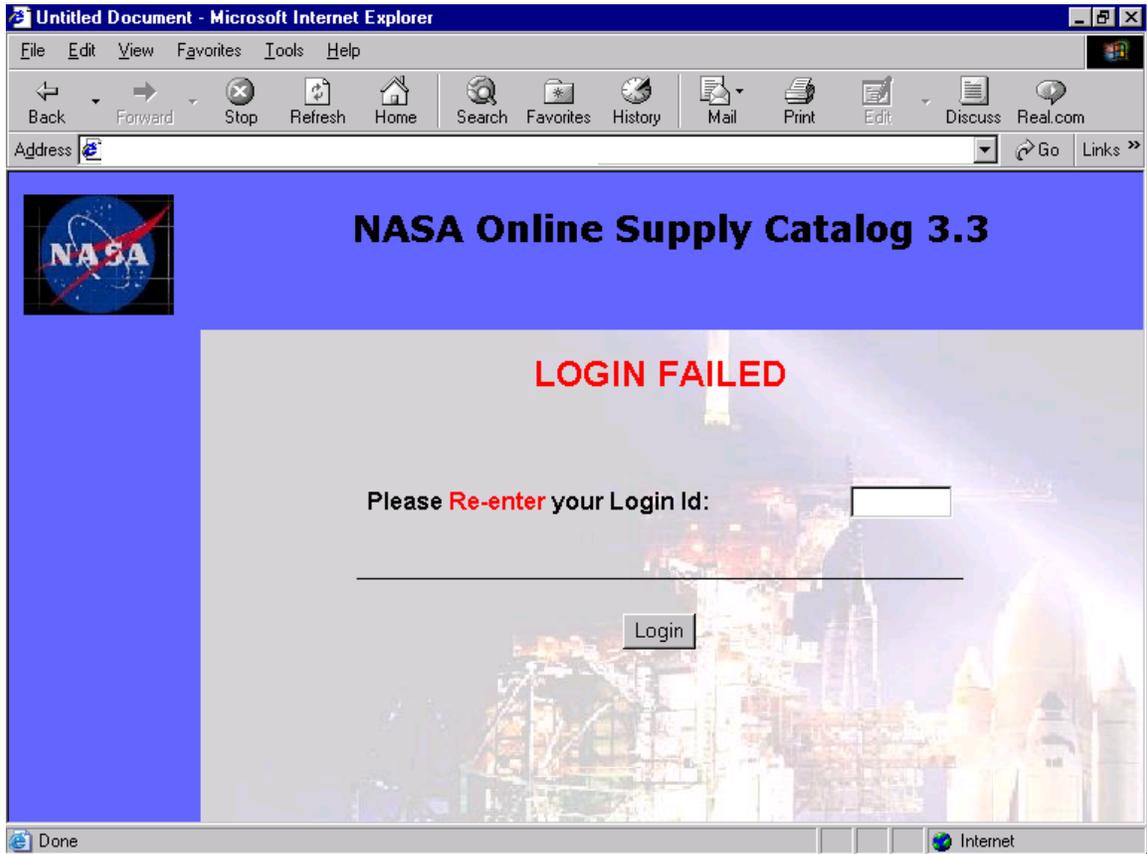
WARNING SCREEN

The next screen presented to the user is the Login Screen. The user should enter their Login ID and click the **Login** button.



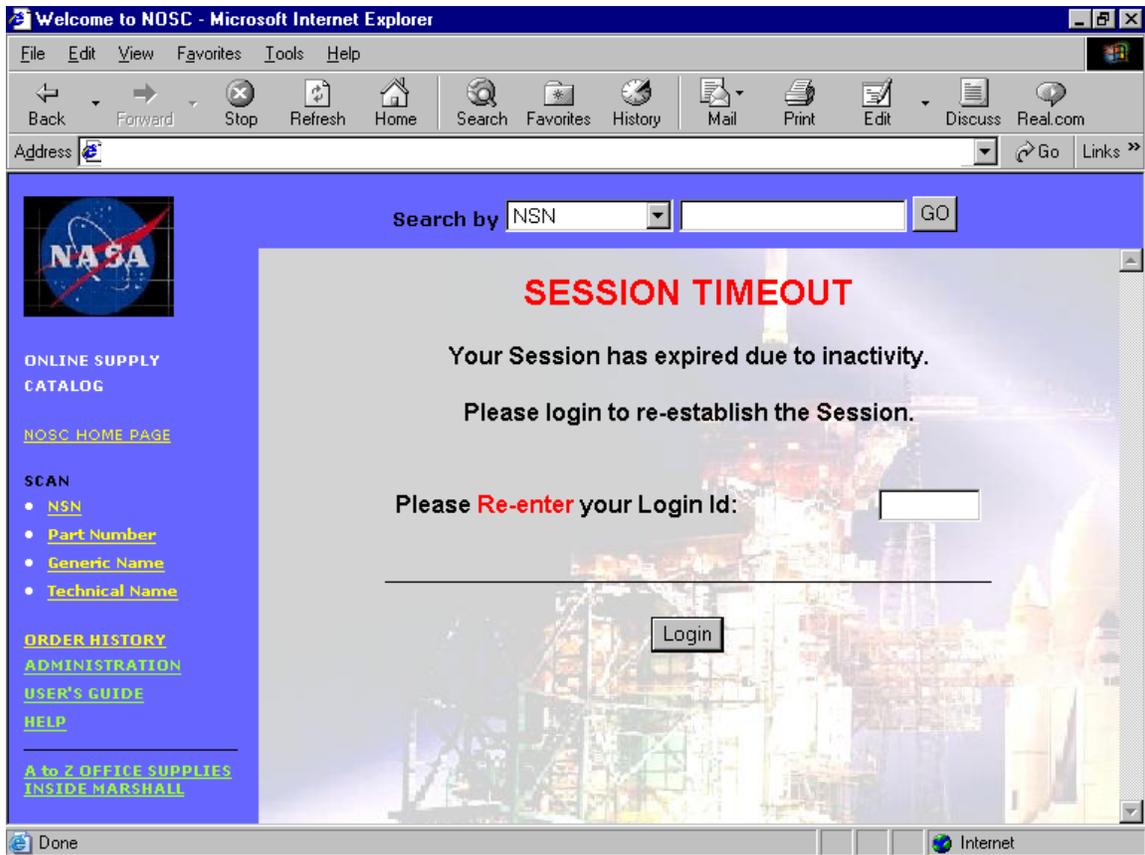
LOGIN SCREEN

If an invalid login id is entered, the Login Failed Screen will be displayed. The user may try again to enter their login id.



LOGIN FAILED SCREEN

In the event of prolonged inactivity, the user's session information is lost. This will result in the user being directed to the Session Timeout Screen to enter their login id again.



SESSION TIMEOUT SCREEN

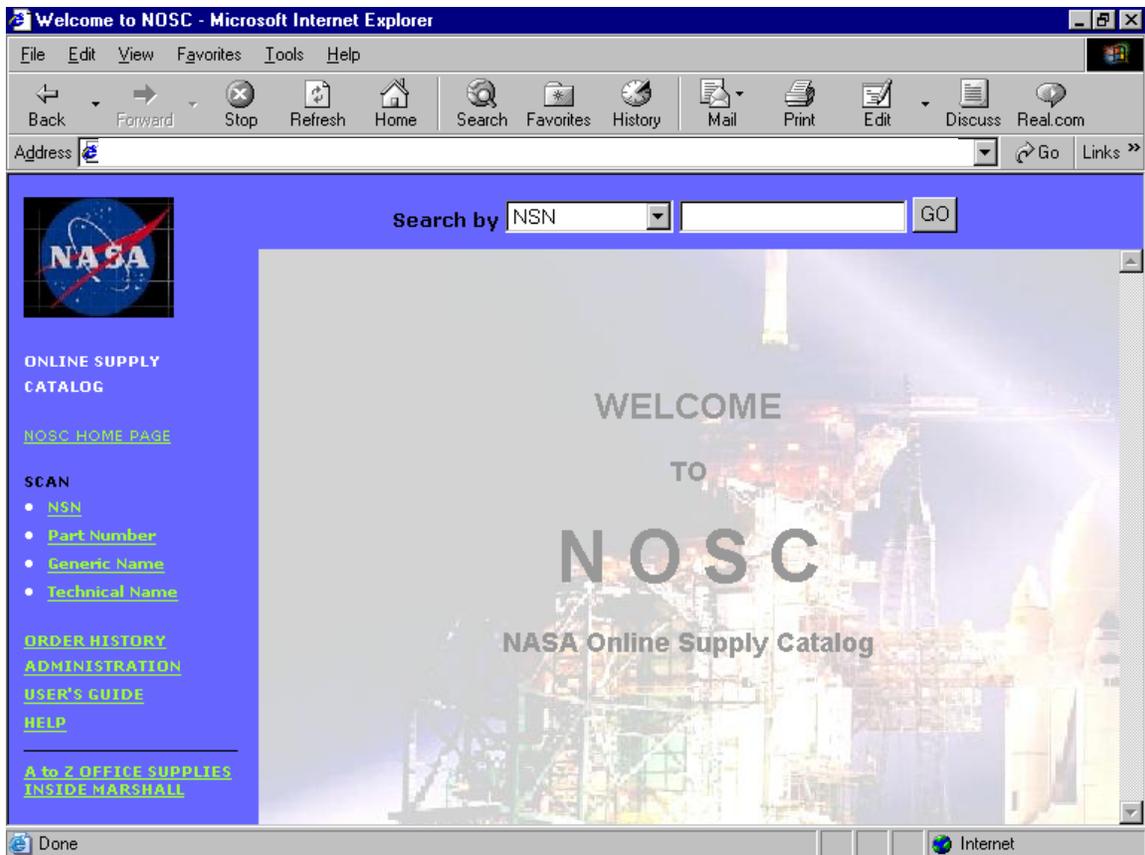
NOSC HOME PAGE

Next, the NOSC Home Page is presented to the user.

At the top of the screen, there is a drop-down menu where the user can elect to search by NSN, Part Number, or Generic Name. Each of these functions will be discussed in detail.

Down the left side of the NOSC Home Page there are links allowing the user to scan on NSN, Part Number, Generic Name, and Technical Name. Also on the left side of the page are links to Order History, Administration (if the user has authority for this function), the User's Guide, and Help. Each of these functions will also be discussed in detail.

Links specific to each NASA site are listed next.



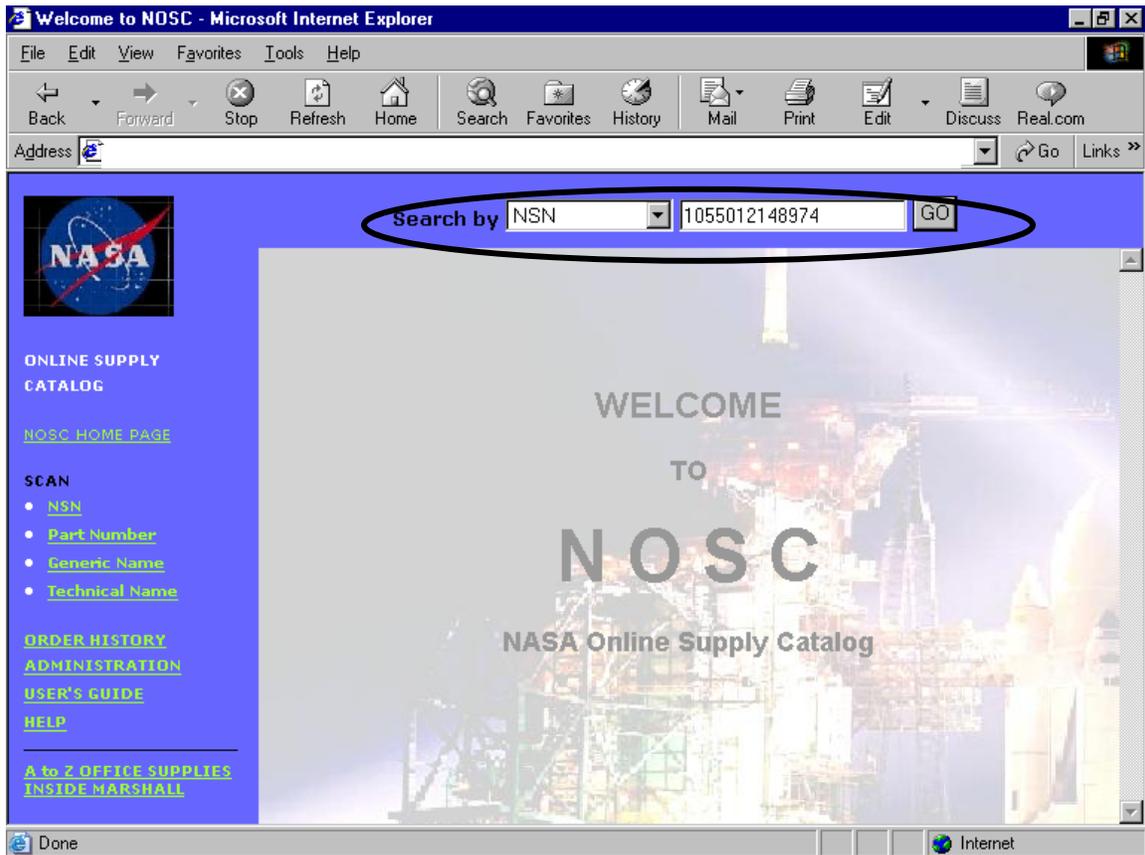
NOSC HOME PAGE

The drop-down menu provides a means for the user to narrow his search to the desired asset. When the **GO** button is clicked, if an exact match on only one NSN is found, the Catalog/Asset Detail Screen is presented. If more than one match is found, the user is presented with this information. The user may then select from the set of matched items to further refine the search. Eventually the user will locate the NSN in which they are interested. After clicking on the item, the Catalog/Asset Detail Screen will be presented.

Each of the three choices on the drop-down menu will now be examined in detail.

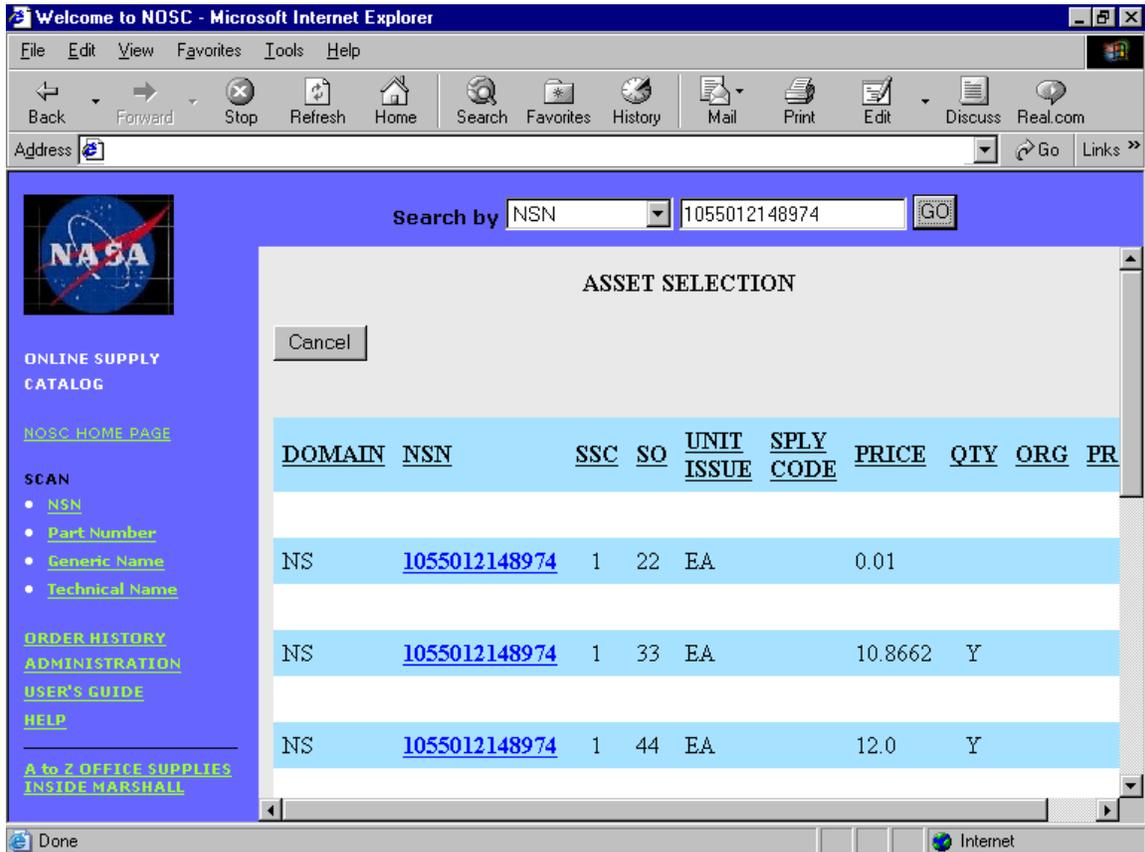
SEARCH BY NSN

To search for an asset by NSN, the user chooses 'NSN' from the drop-down menu and types in the NSN of the asset for which he is searching. Then, the user clicks the **GO** button. Depending on the assets available, this will take the user to the Asset Selection Screen or to the Catalog/Asset Detail Screen.



NOSC HOME PAGE - NSN SEARCH

The Asset Selection Screen will provide the user with the relevant data associated with the NSN in question.

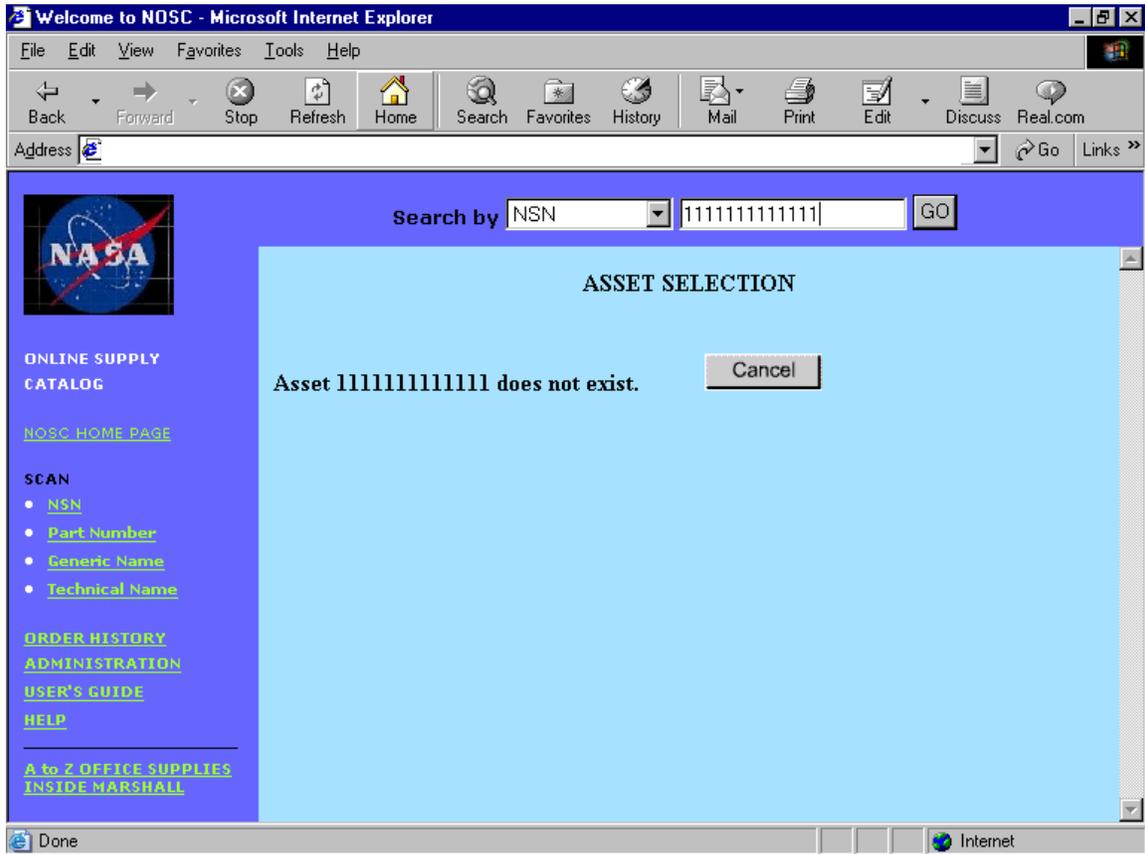


ASSET SELECTION SCREEN

The user can scroll through the listing by using the scroll bar on the right side of the screen.

An asset can be selected by clicking the desired NSN. The next screen displayed will be the Catalog/Asset Detail Screen. (See Catalog/Asset Detail Screen Section for a detailed overview of this screen.)

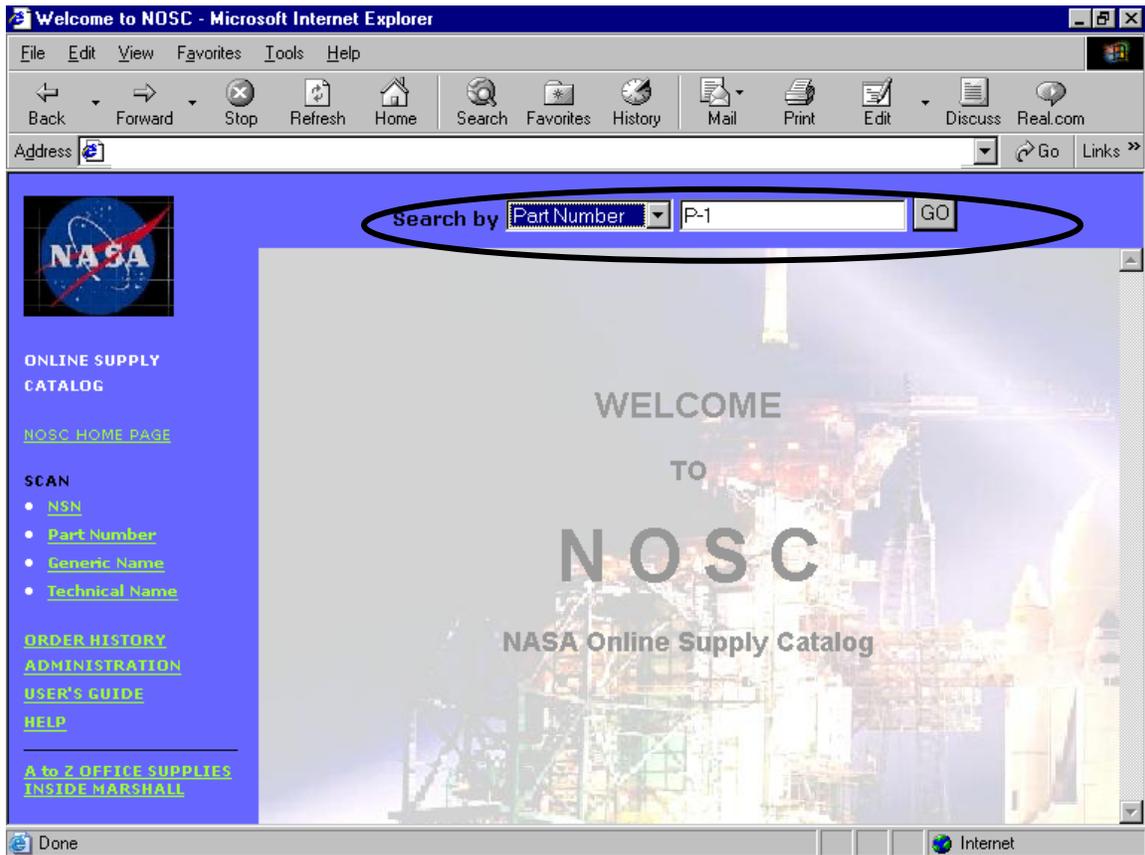
If the user enters an invalid NSN when initiating the NSN search, the following screen will be displayed.



ASSET SELECTION SCREEN

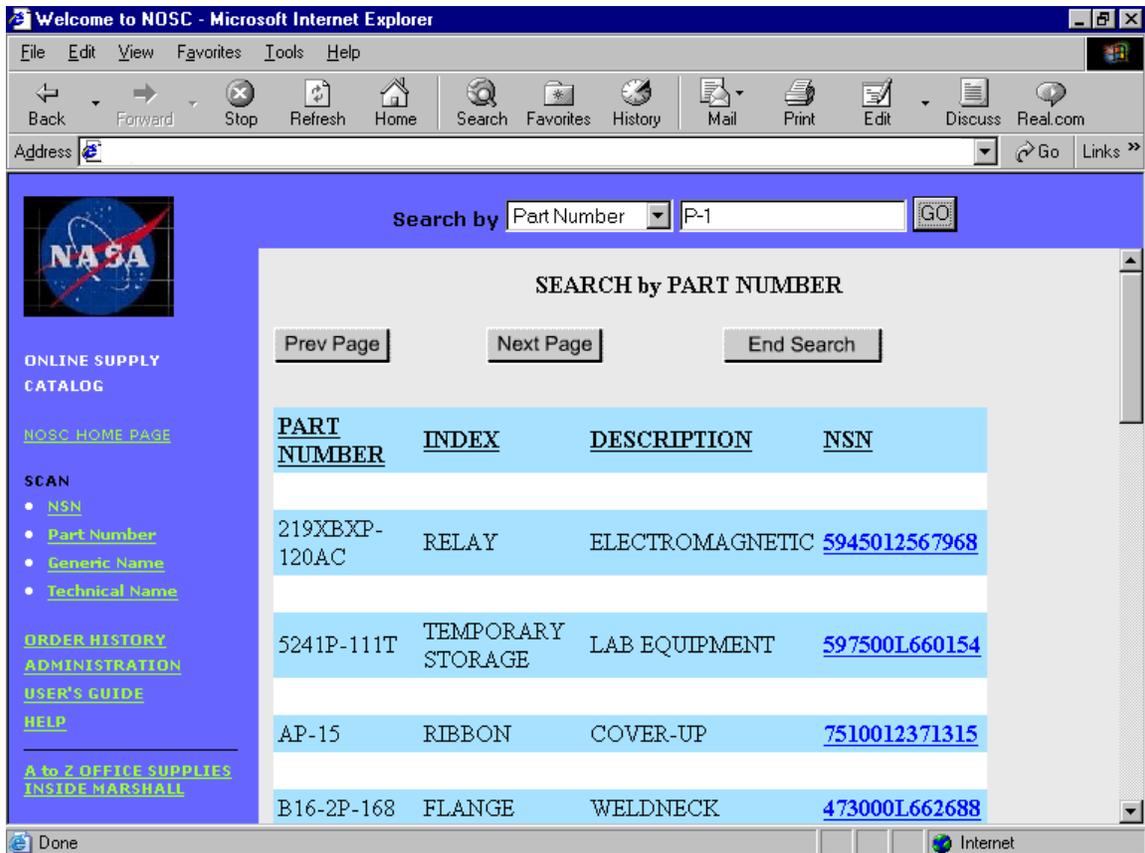
SEARCH BY PART NUMBER

To search for an asset by Part Number, the user chooses 'Part Number' from the drop-down menu and types in the part number (or partial part number) of the asset for which he is searching. Then, the user clicks the **GO** button. This will take the user to the Search by Part Number Screen.



NOSC HOME PAGE - PART NUMBER SEARCH

The Search by Part Number Screen will provide the user with listing of assets with like part numbers. The part number, an associated index, a description, and an NSN will be displayed.



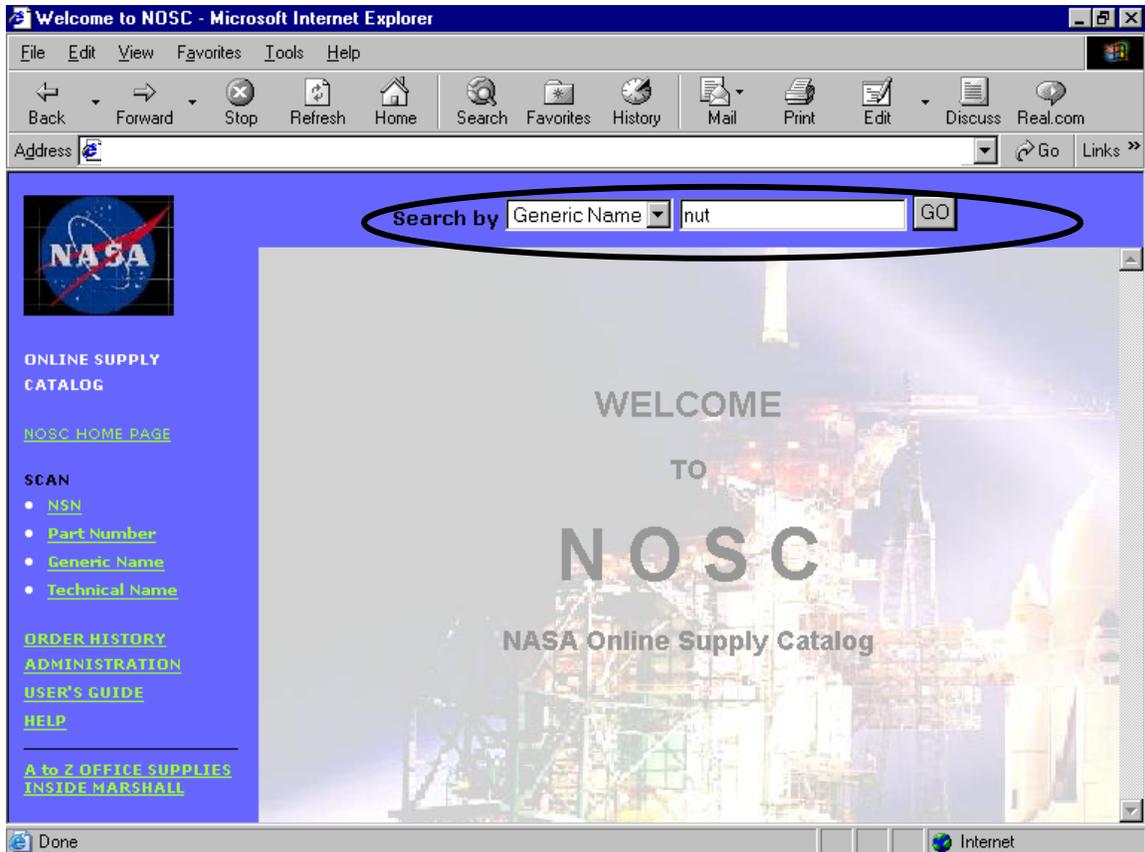
SEARCH BY PART NUMBER SCREEN

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

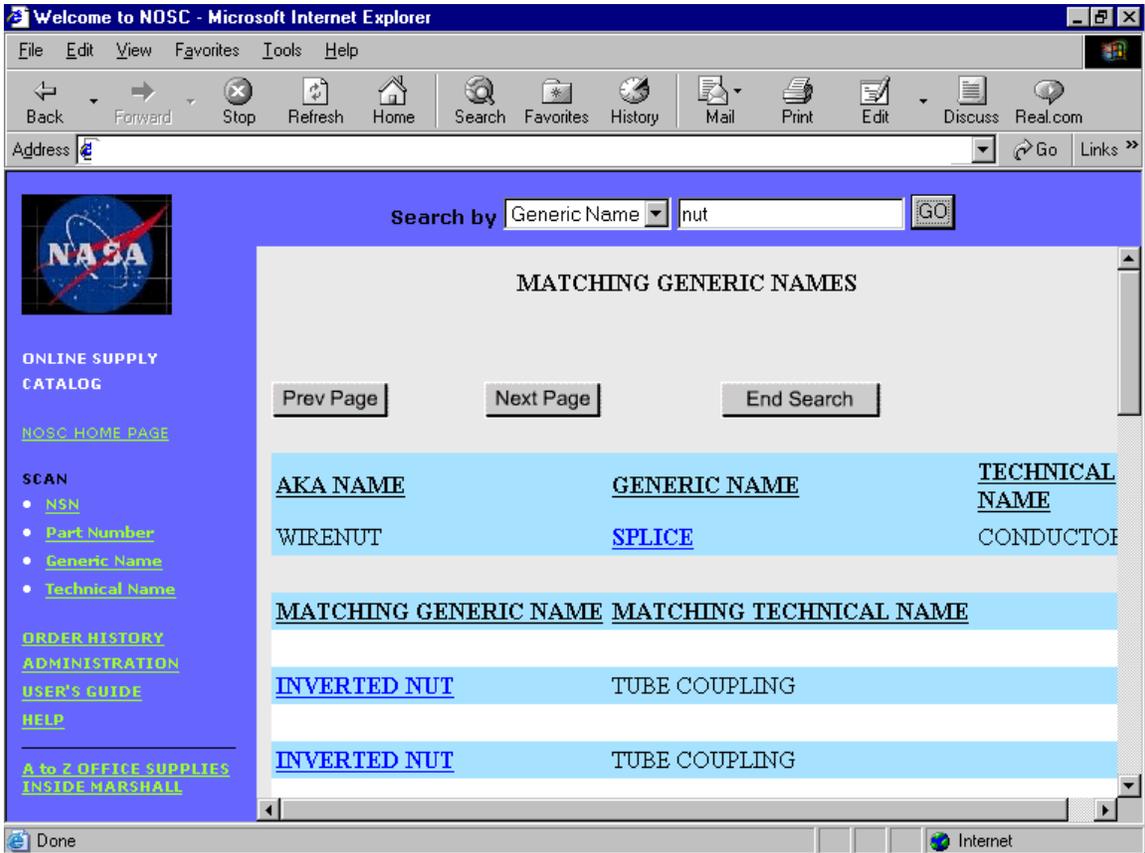
SEARCH BY GENERIC NAME

The generic name is a word relating to a characteristic of a group or class; nut, for example. To search for an asset by Generic Name, the user chooses 'Generic Name' from the drop-down menu and types in the generic name (or partial generic name) of the asset for which he is searching. Then, the user clicks the **GO** button. This will take the user to the Matching Generic Names Screen.



NOSC HOME PAGE – GENERIC NAME SEARCH

The Matching Generic Names Screen shows the Generic Name and the Technical Name associated with the chosen asset. It also shows any AKA Names and their associated Generic and Technical Names.

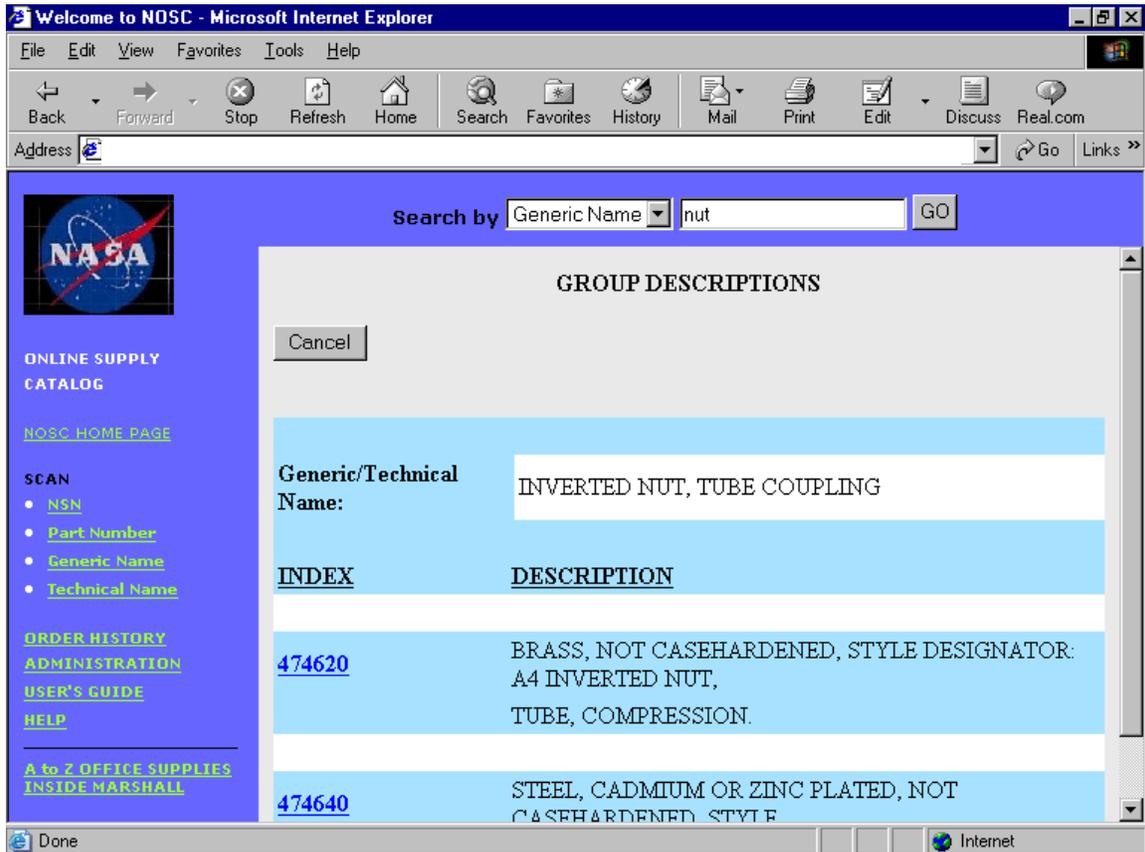


MATCHING GENERIC NAMES SCREEN

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

Depending on the assets available, clicking on the matching Generic Name will take the user to the Group Descriptions Screen, the Technical Name Detail Screen, or to the Catalog/Asset Detail Screen.

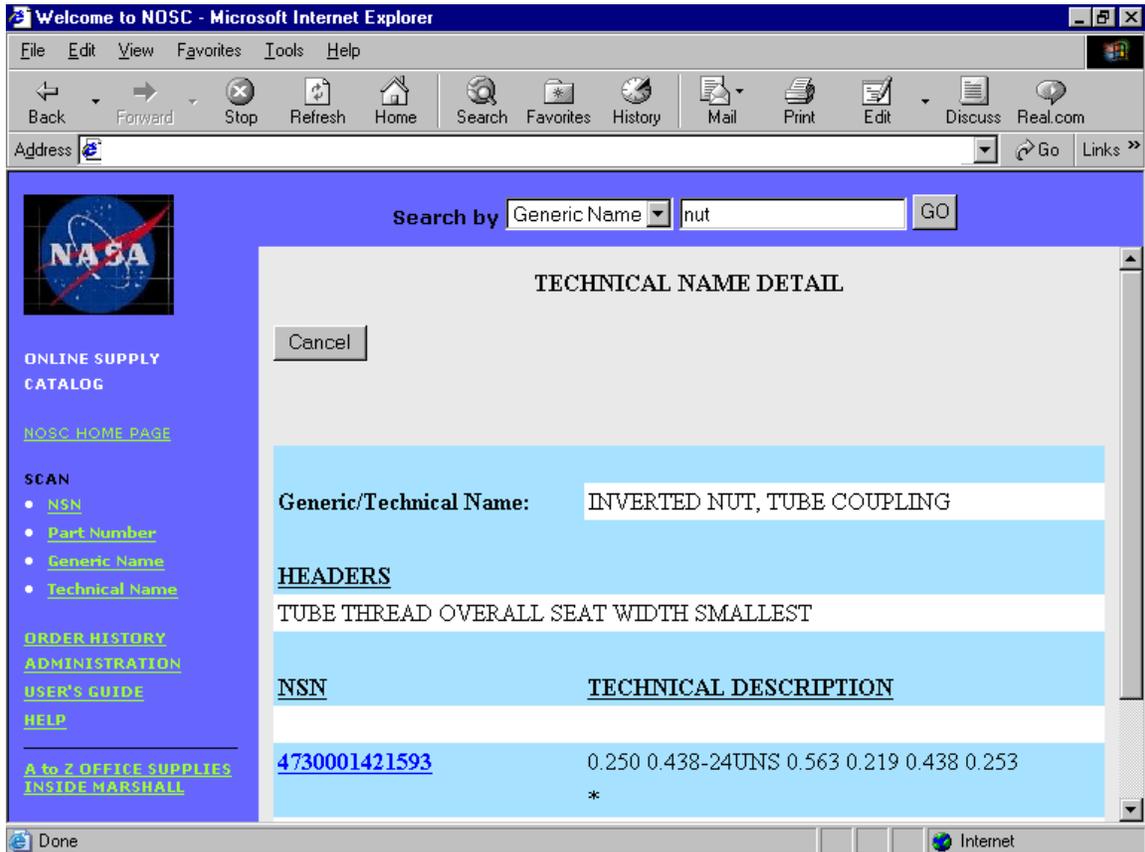
The Group Descriptions Screen shows the chosen asset in greater detail and provides the user with a description of the asset and an index number.



GROUP DESCRIPTIONS SCREEN

Depending on the assets available, clicking on the index number will take the user to the Technical Name Detail Screen or to the Catalog/Asset Detail Screen.

The Technical Name Detail Screen further narrows the search by displaying possible NSN's and their technical description.

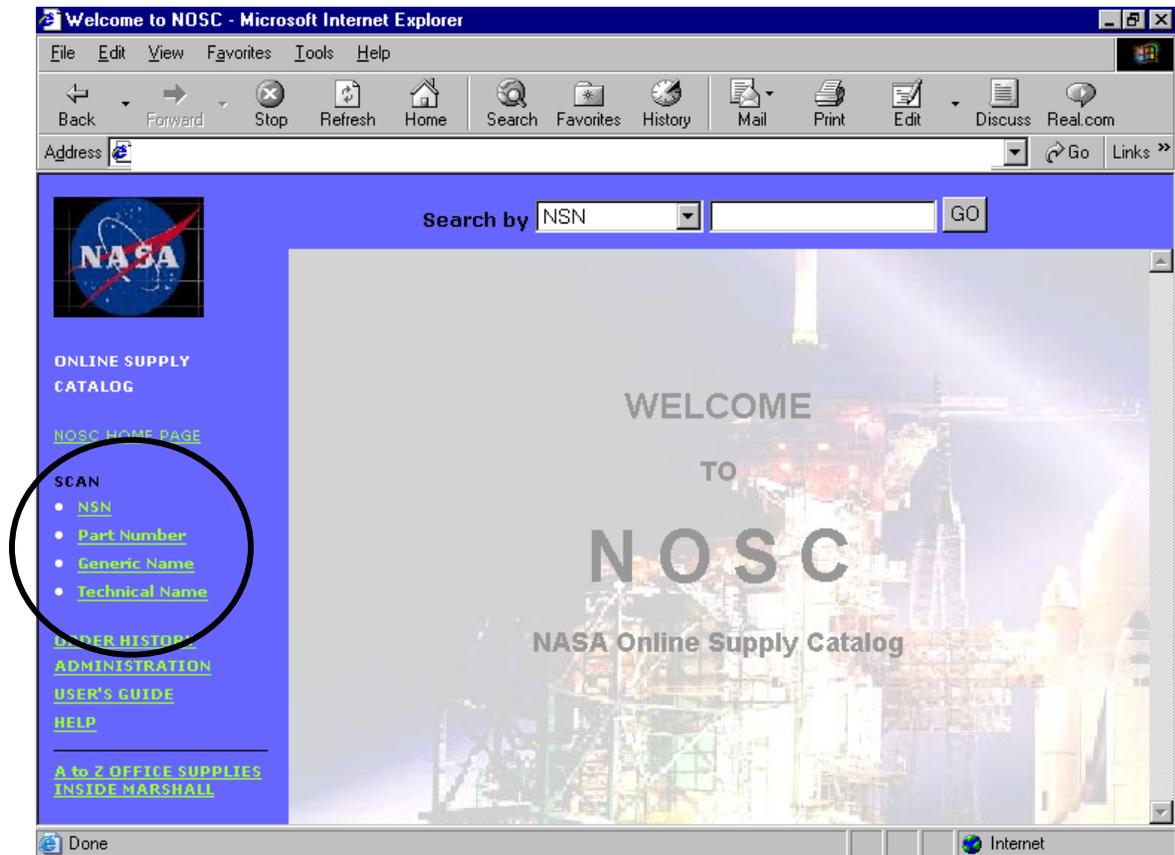


TECHNICAL NAME DETAIL SCREEN

The user can use the scroll bar to view the available NSN's. Clicking on the chosen NSN will take the user to the Catalog/Asset Detail Screen.

SCAN OPTIONS

By using the Scan options on the NOSC Home Page, the user can have all available assets displayed sorted in one of four ways. The sort options are by NSN, by Part Number, by Generic Name, or by Technical Name.



NOSC HOME PAGE – SCAN OPTIONS

When the user chooses one of the SCAN links on the NOSC Home Page, the Scan by Screen for the chosen option is displayed.

Description of Scan Screens

For each Scan option, the NSN, the Part Number, the Generic Name, and the Technical Name for the asset will be displayed. The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Scan** button will return the user to the NOSC Home Page.

Once the user has chosen the desired Scan By option, he may also enter a value from which to start in the space beside the **Execute** button.

Once the desired asset is located, the user should click on the NSN. Depending on the chosen asset, the user will be taken to the Asset Selection Screen or the Catalog/Asset Detail Screen.

If the NSN chosen has multiple assets (a mixture of program stock, standby stock, and/or program stock), the Asset Selection Screen will be displayed. The user can then choose the desired asset and will be taken to the Catalog/Asset Detail Screen.

If the NSN chosen does not have multiple assets, the user will be taken directly to the Catalog/Asset Detail Screen.

An example of each of the Scan Screens is shown next. After that, the Asset Selection Screen and the Catalog/Asset Detail Screen are briefly discussed.

Scan By NSN

Search by

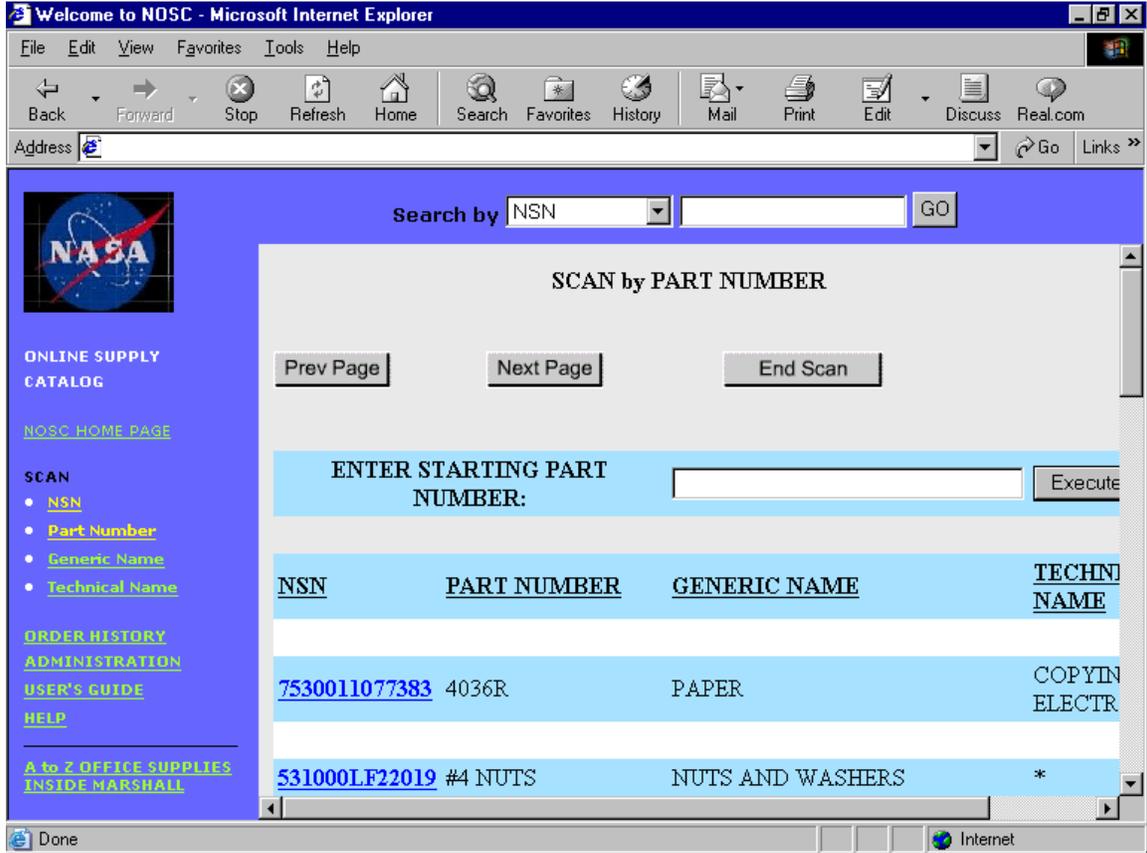
SCAN by NSN

ENTER STARTING NSN:

<u>NSN</u>	<u>PART NUMBER</u>	<u>GENERIC NAME</u>	<u>TECHNICAL NAME</u>
1055012148974	S1 3/16 FM	BLOCK	PILLOW, BEARING
1055012148974	S1 3/16FM	BLOCK	PILLOW, BEARING
1201152541203	1201152541203	PIN	LIFT ARM

SCAN BY NSN SCREEN

Scan By Part Number



SCAN BY PART NUMBER SCREEN

Scan By Generic Name

Search by

SCAN by GENERIC NAME

ENTER STARTING GENERIC NAME:

<u>NSN</u>	<u>PART NUMBER</u>	<u>GENERIC NAME</u>	<u>TECHNICAL NAME</u>
793000269127	PS865	ABSORBENT MATERIAL	OIL AND WATER
813500L663831	EB33	ABSORBER MATERIAL	FOAM

SCAN BY GENERIC NAME SCREEN

Scan By Technical Name

Search by

SCAN by TECHNICAL NAME

ENTER STARTING TECHNICAL NAME:

<u>NSN</u>	<u>PART NUMBER</u>	<u>GENERIC NAME</u>	<u>TECHNICAL NAME</u>
185000L667501	TD63	ACOUSTIC FLIGHT DATA	*
185000L667501	TD63/RE001-004	ACOUSTIC FLIGHT DATA	*

SCAN BY TECHNICAL NAME SCREEN

ASSET SELECTION SCREEN

The Asset Selection Screen is displayed if the chosen NSN has multiple assets (a mixture of program stock, standby stock, and/or program stock). All of these assets and the associated data are displayed. From the Asset Selection Screen the user may click on the desired asset and they will be taken to the Catalog/Asset Detail Screen.

Search by NSN 1255004501266 GO

ASSET SELECTION

Cancel

DOMAIN	NSN	SSC	SO	UNIT ISSUE	SPLY CODE	PRICE	QTY	ORG	PR
NS	1255004501266	1	85	EA		1230.0	Y		
NS	1255004501266	1	86	EA		500.0	Y		
NS	1255004501266	2	10	EA		123.0	Y	AD21	B11

ASSET SELECTION SCREEN

CATALOG/ASSET DETAIL SCREEN

The Catalog/Asset Detail Screen displays various details about the selected asset. Some of these details are the asset's Description, Part Number, Manufacturer Name, Technical Description, Price, Unit of Issue, and Trace Code. Depending on the asset and the user's authority to order assets, one of the following combinations of buttons will be displayed at the top of this screen:

- **Cancel** (Traceable and Non-Traceable Assets)
- **Order Quantity**, and **Cancel** (Non-Traceable Non-Program Stock Assets)
- **View Quantity**, **Order Quantity**, and **Cancel** (Non-Traceable Program Stock Assets)
- **View Trace Quantity**, **Order Trace Quantity**, and **Cancel** (Traceable Assets only)

The **Cancel** button is always enabled. If the user is not authorized to order from NOSC, the **Cancel** button is the only one that will be enabled. Clicking the **Cancel** button will take the user back one screen.

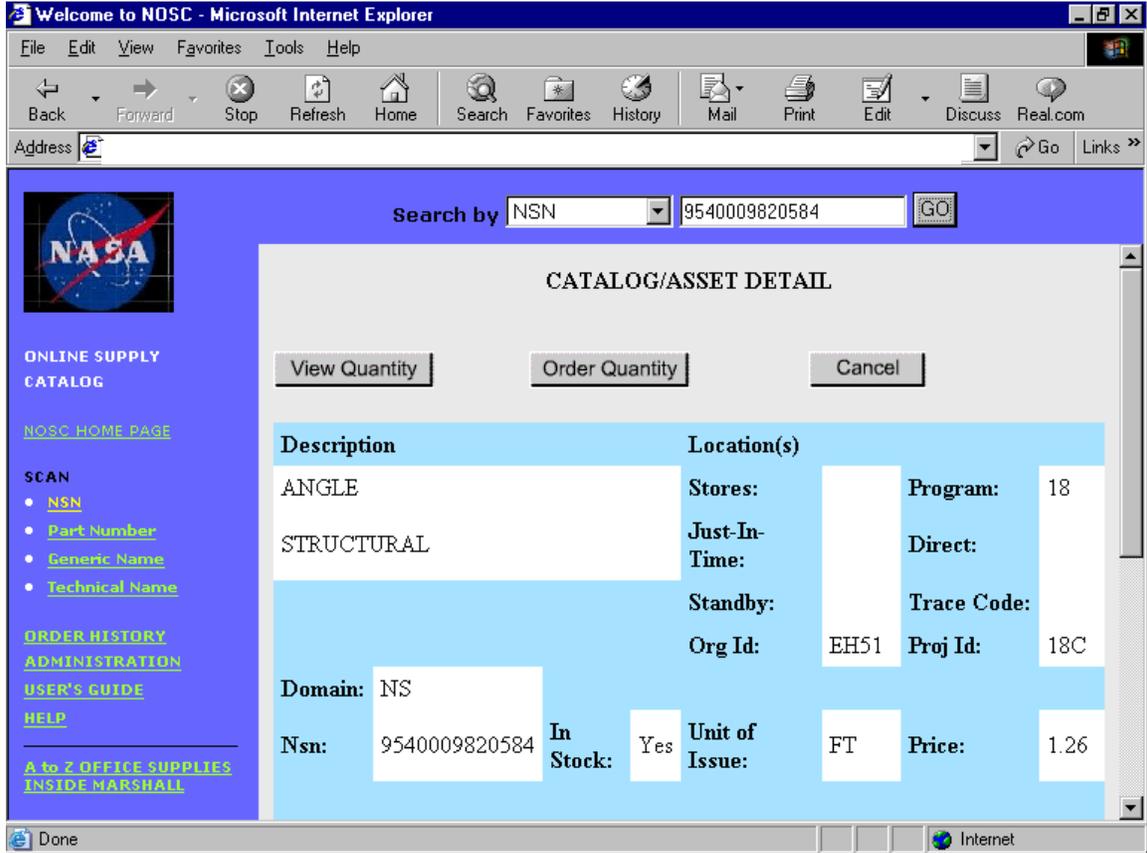
The **View Quantity** button is enabled when the user is authorized to order from NOSC, the asset has quantity on hand, and the asset is non-traceable program stock (stock status code of '2').

The **Order Quantity** button is enabled in the following situations:

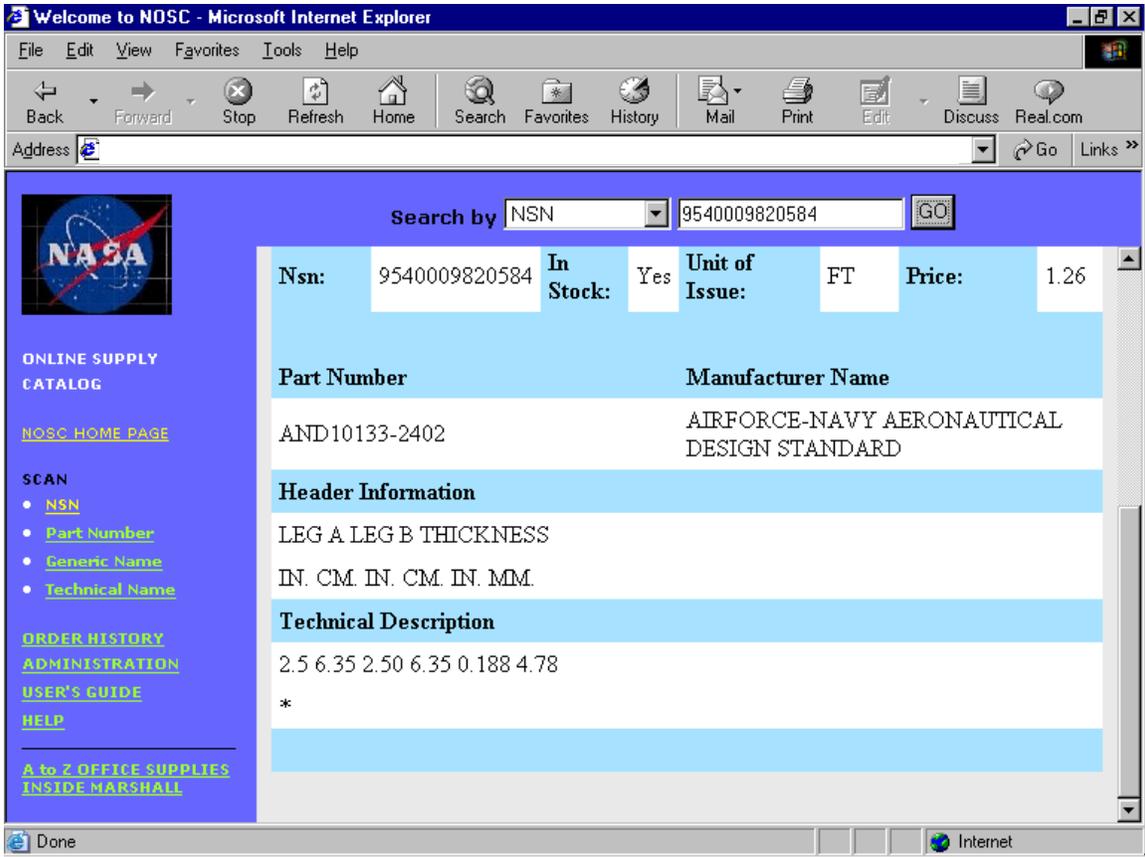
1. When the user is authorized to order from NOSC, the asset is non-traceable program stock, and has quantity on hand.
2. When the user is authorized to order from NOSC, the asset is stand-by stock, and has quantity on hand.
3. When the user is authorized to order from NOSC and the asset is non-traceable store stock.
4. When the user is authorized to order from NOSC and the asset is a JIT item.

The **View Trace Quantity and Order Trace Quantity** buttons are enabled when the user is authorized to order from NOSC, the asset is traceable, and has quantity on hand.

Non-Traceable Asset

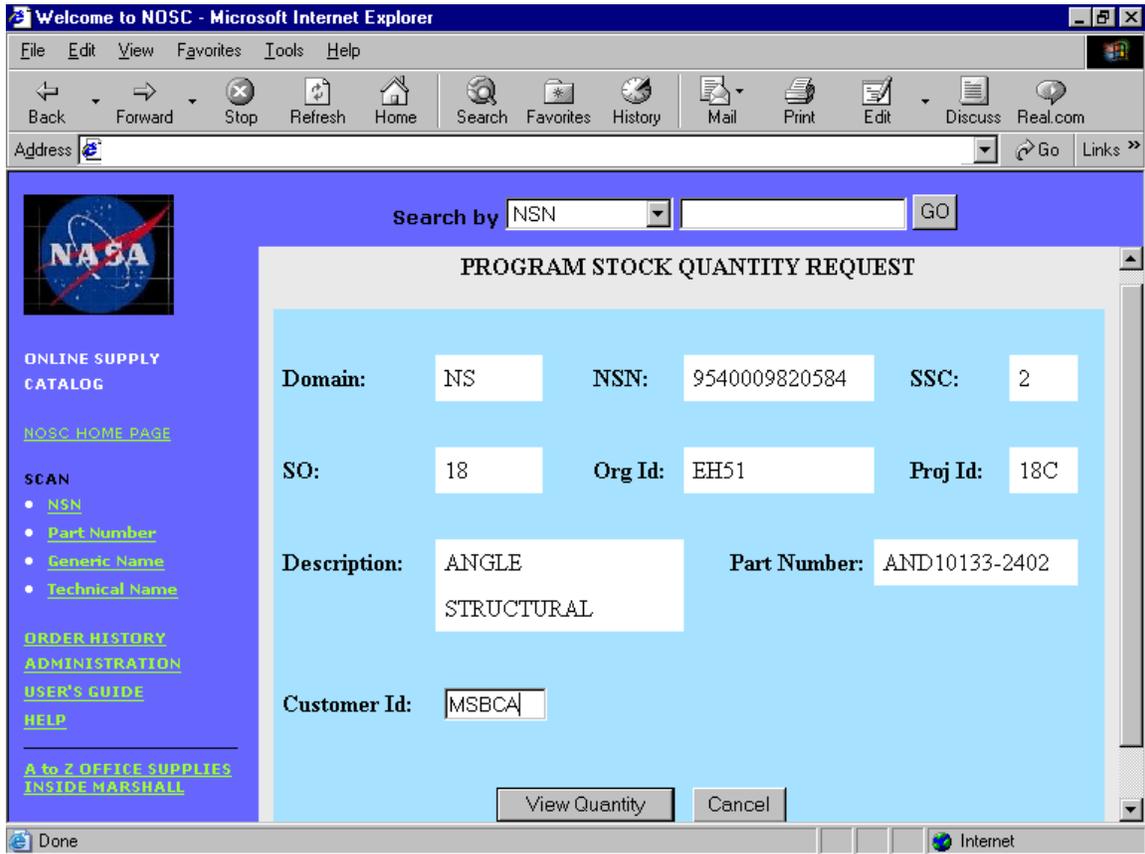


**TOP OF CATALOG/ASSET DETAIL SCREEN
showing a Non-Traceable Asset**



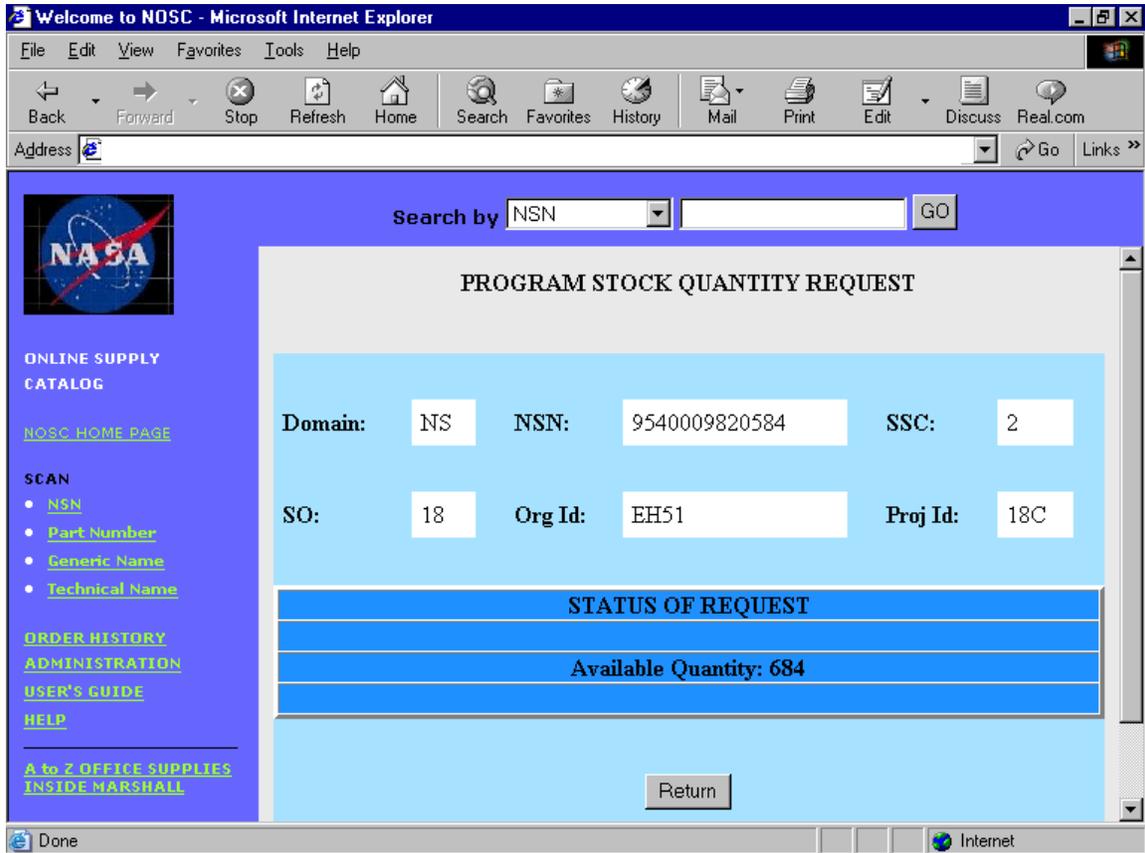
**BOTTOM OF CATALOG/ASSET DETAIL SCREEN
showing a Non-Traceable Asset**

When the user clicks on the **View Quantity** button on the Catalog/Asset Detail Screen, the Program Stock Quantity Request Screen is displayed.

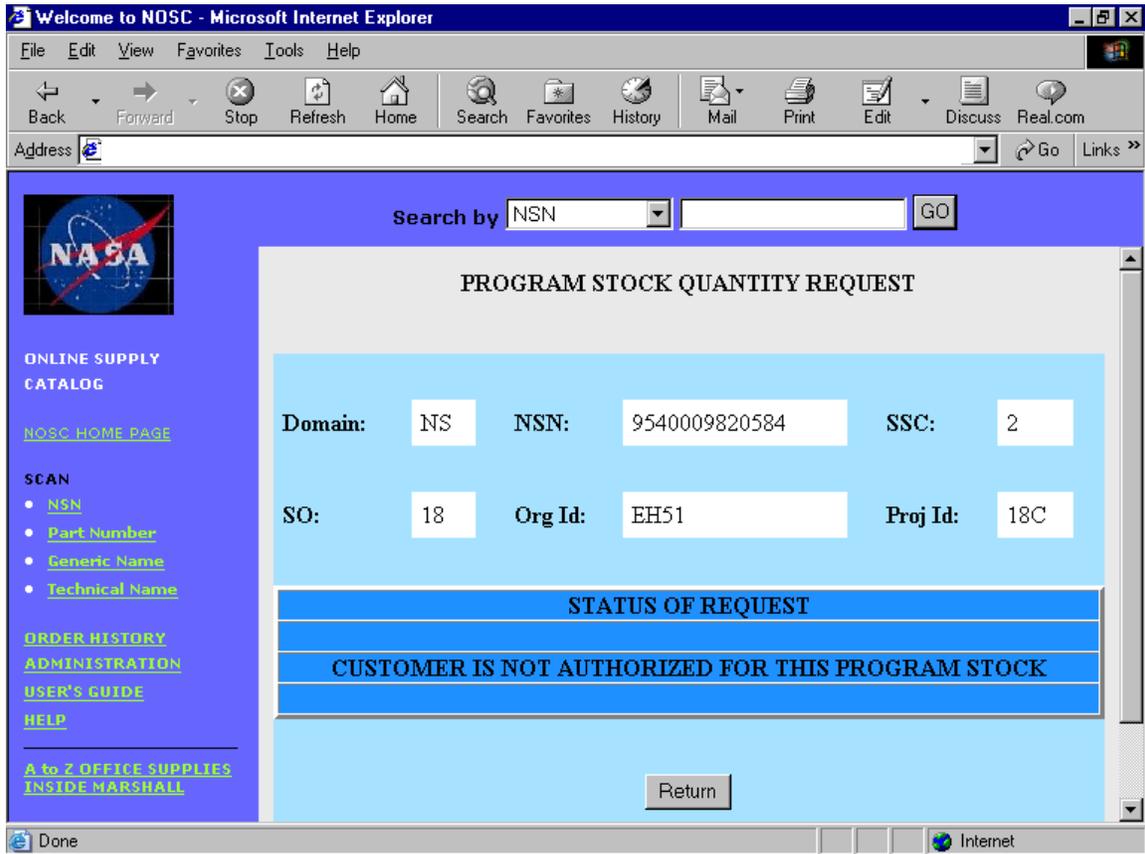


PROGRAM STOCK QUANTITY REQUEST SCREEN

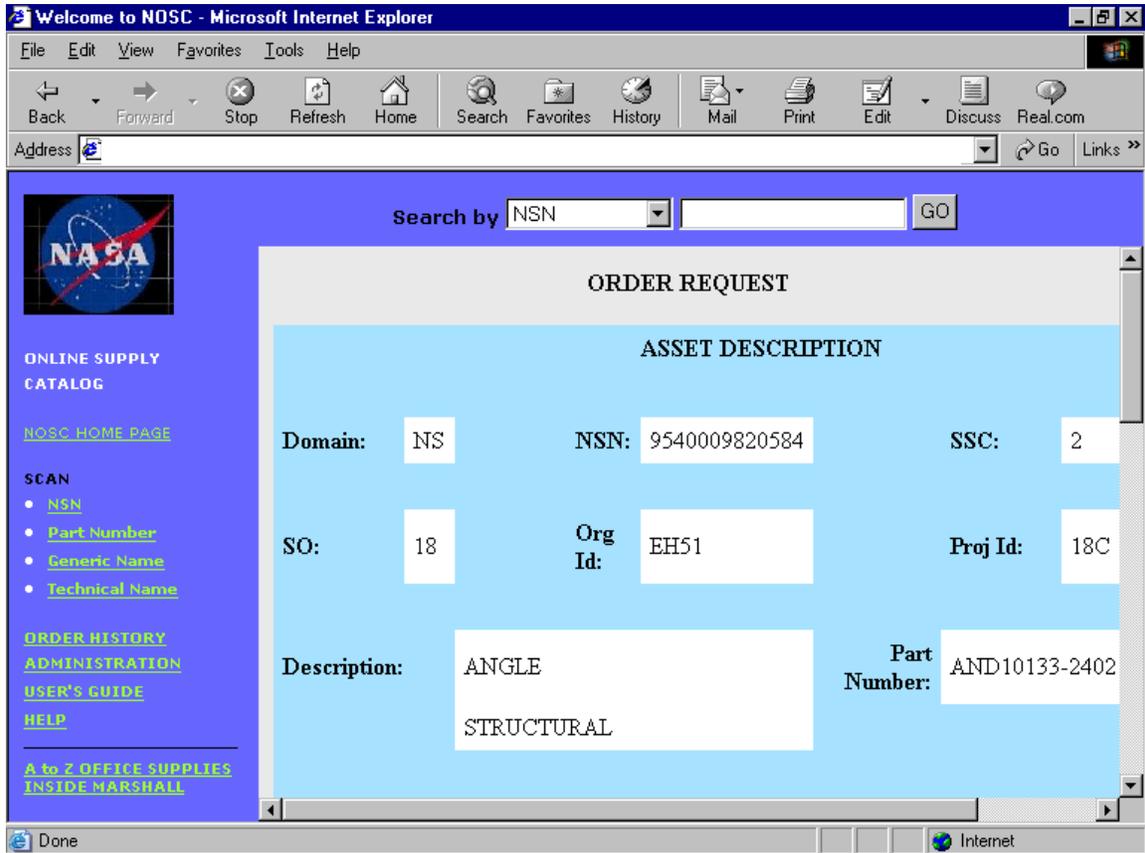
When user clicks the **View Quantity** button on the Program Stock Quantity Request Screen, if the user has authority for this asset, the quantity on hand is returned.



If the user is not authorized to look at the particular asset in question, he will receive an error message similar to the one shown below.

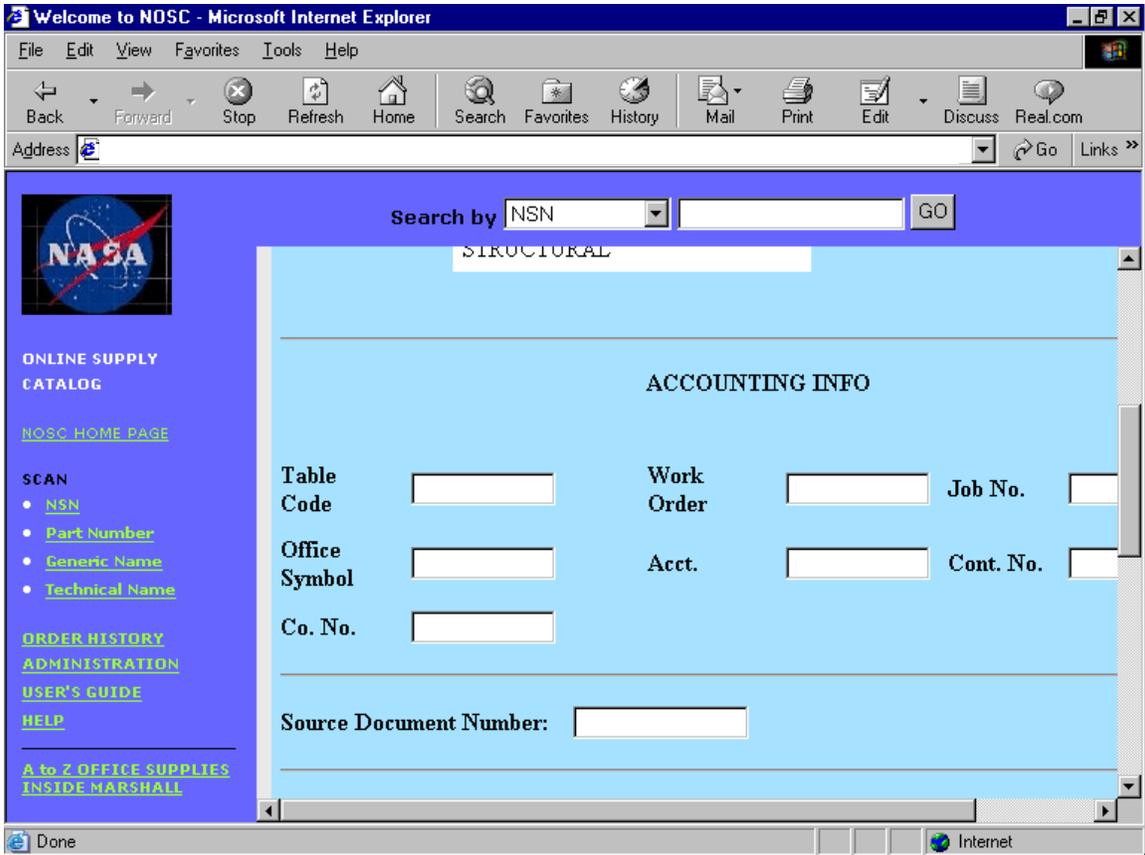


When the user clicks on the **Order Quantity** button on the Catalog/Asset Detail Screen, the Order Request Screen is displayed. This screen is divided into four sections. A description of each follows.



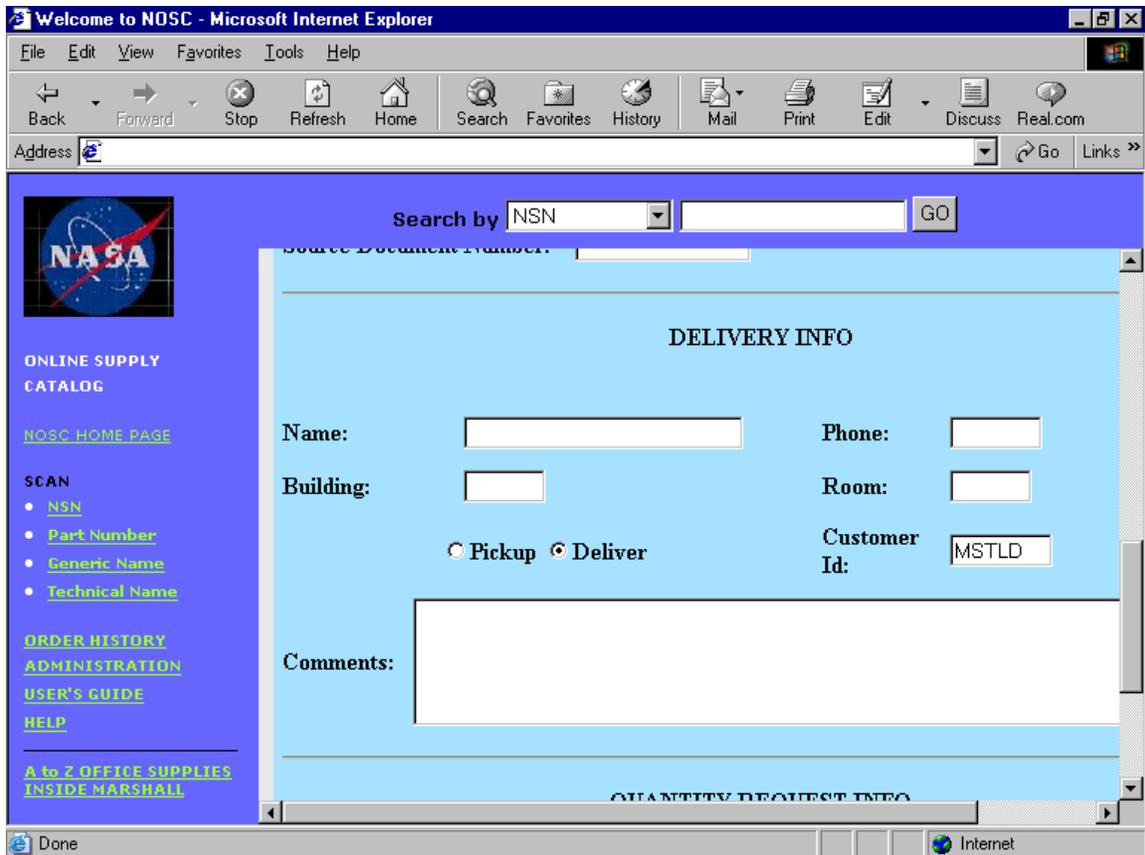
**ORDER REQUEST SCREEN
ASSET DESCRIPTION SECTION**

The Asset Description Section of the Order Request Screen displays the NSN, Stock Status Code (SSC), Stock Ownership Number (SO), Org Id, Project Id, Description, and Part Number of the asset.



**ORDER REQUEST SCREEN
ACCOUNTING INFO SECTION**

The Accounting Info Section allows the user to enter the accounting information for his order. Each NASA site individually determines the information required.



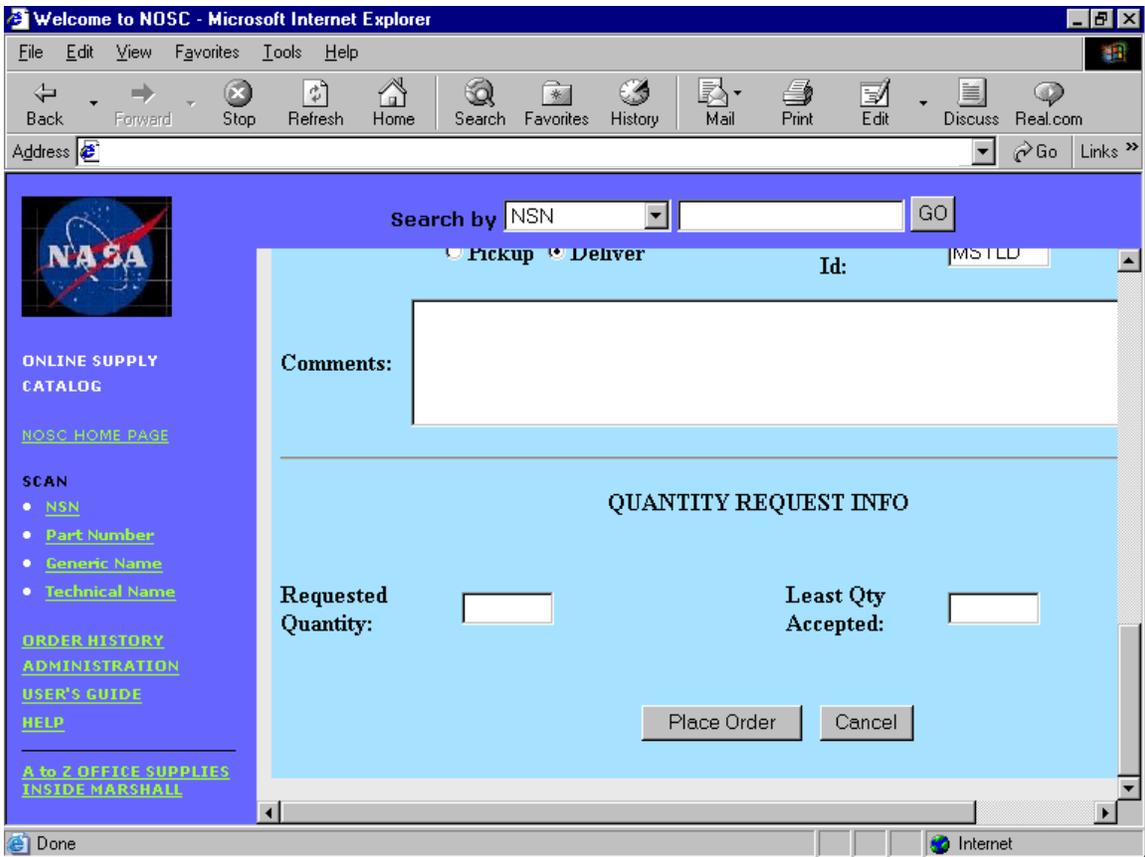
**ORDER REQUEST SCREEN
DELIVERY INFO SECTION**

The Delivery Info Section allows the user to enter delivery information. The user is required to enter their Name, Phone Number, Building, and Room.

The Customer ID is the identification within NSMS indicating whether or not that person can request that particular item. It is important to keep in mind that the person executing the application has authority to place orders, but, as far as specific items are concerned, the Customer Id is the determining factor.

This section has two radio buttons by which the user can indicate whether he will pick up his order or wishes it to be delivered.

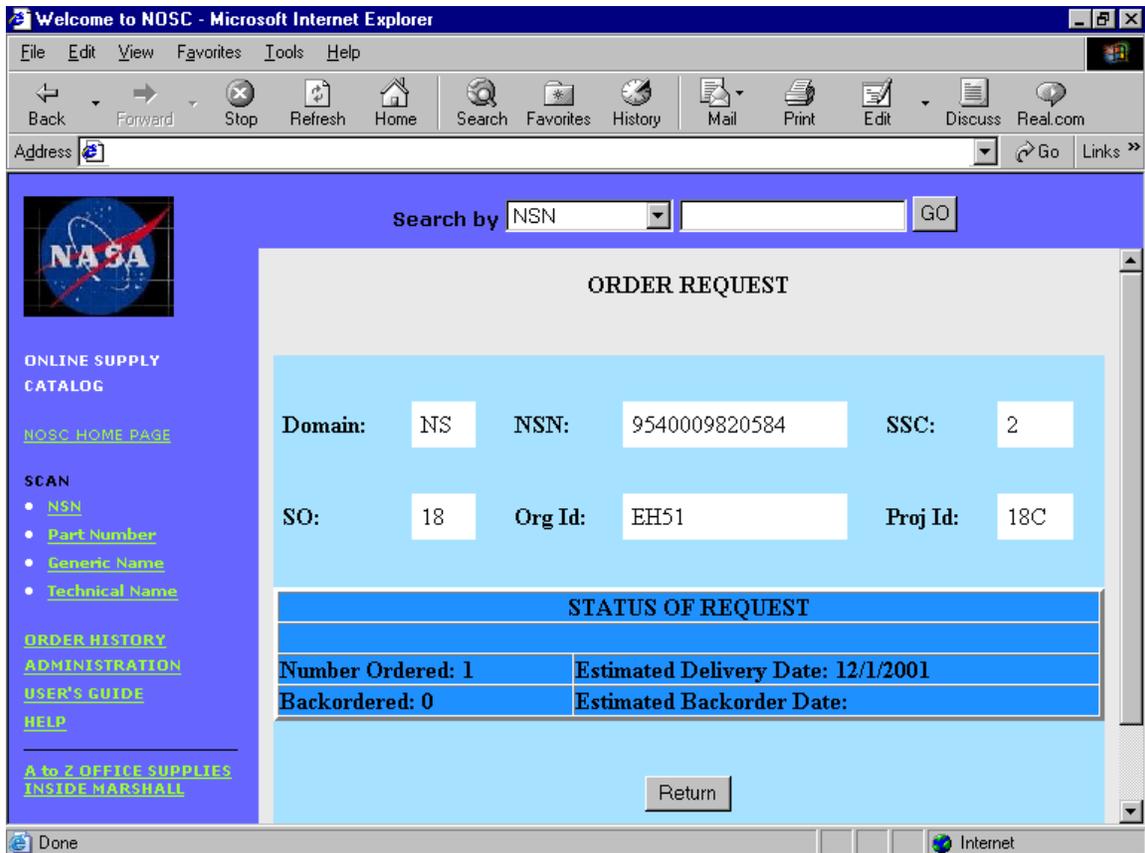
The user can enter text information relevant to his order. This comment is attached to the order transaction and is available for viewing through the transaction display process on the NSMS main frame.



**ORDER REQUEST SCREEN
QUANTITY REQUEST INFO SECTION**

In the Quantity Request Info Section, the user will enter the Requested Quantity and the Least Accepted Quantity.

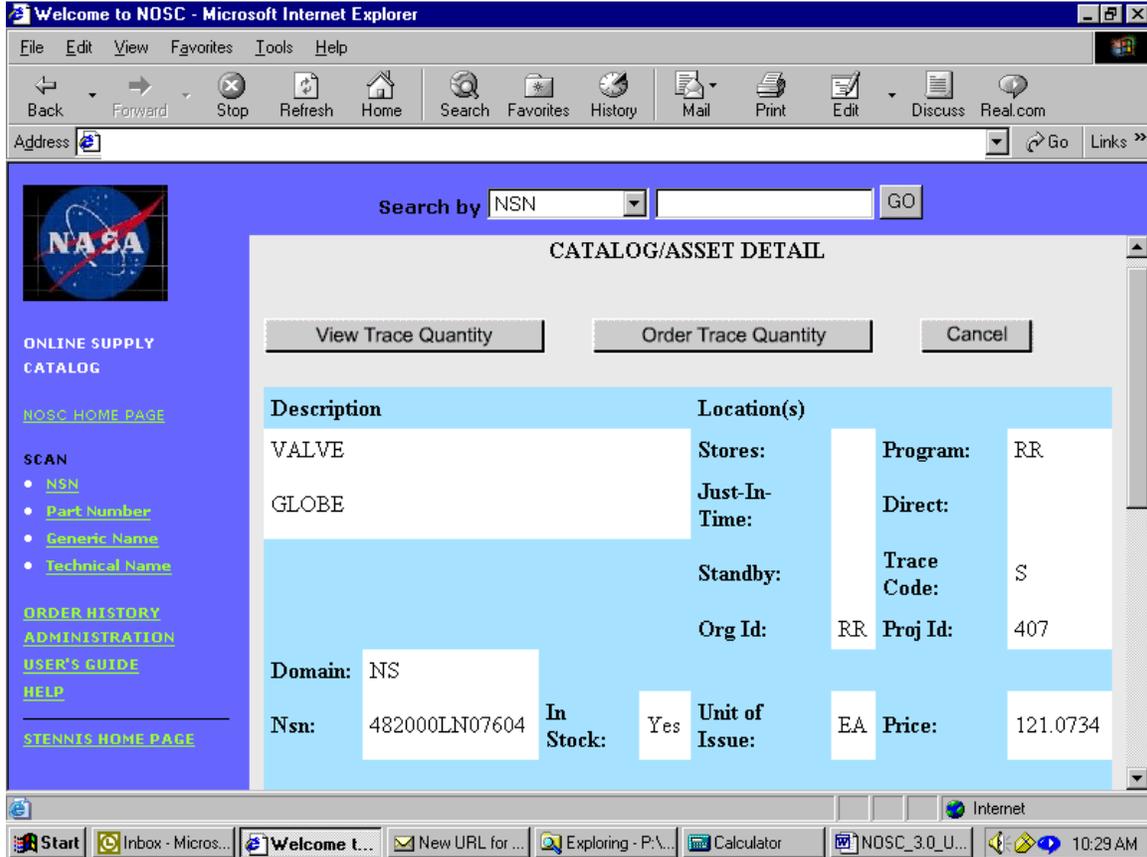
When the user has entered the required information, he should click the **Place Order** button. The Order Request Screen with the status of the user's order will then be displayed.



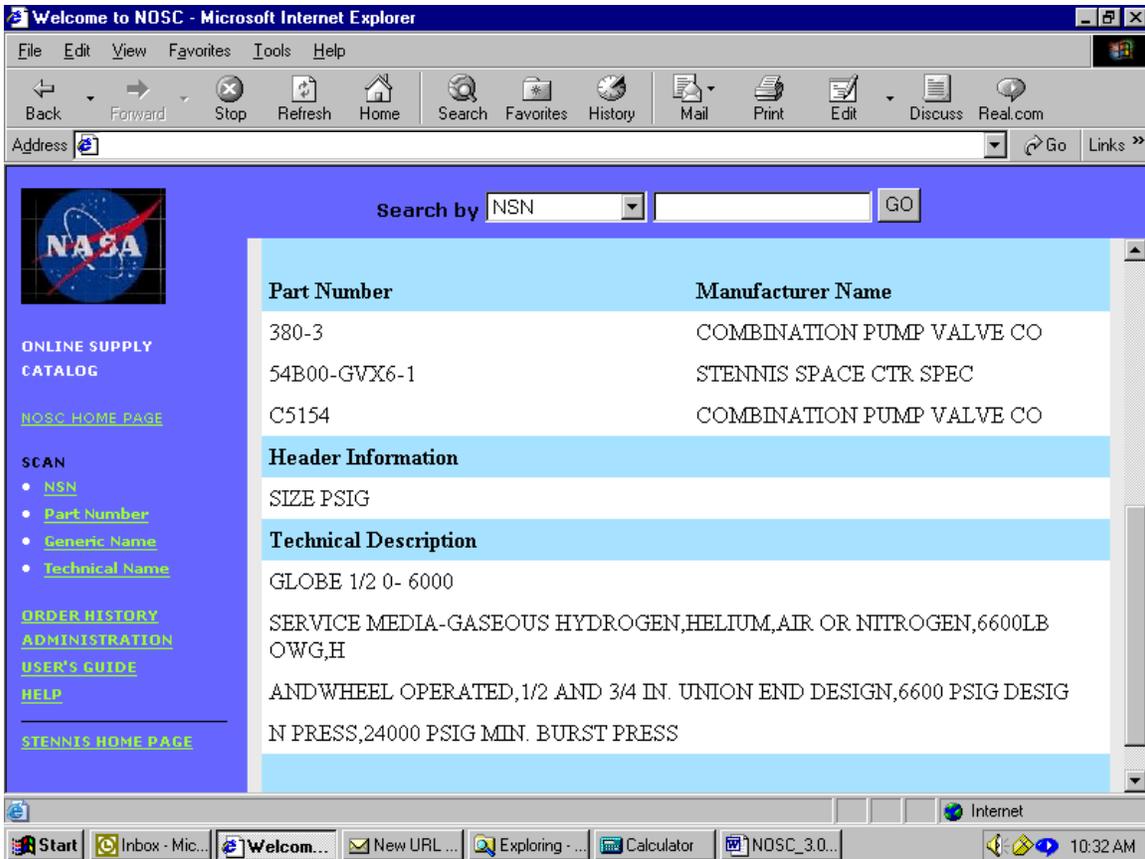
If an order is successfully created, the user will get a confirmation message. This message is displayed at the bottom of the Order Request Screen. It provides an immediate order status to the user. 'Number Ordered' is the quantity currently available and ready to ship to the user. The 'Backordered' quantity represents the amount not currently available. This quantity will have to be ordered then shipped to the user. Clicking the **Return** button will return the user to the Order Request Screen.

A backorder will be created when the quantity requested is greater than the quantity available for a store stock item. A backorder will not be created when the quantity requested is greater than the quantity available for program stock, stand-by stock, or a traceable asset.

Traceable Asset

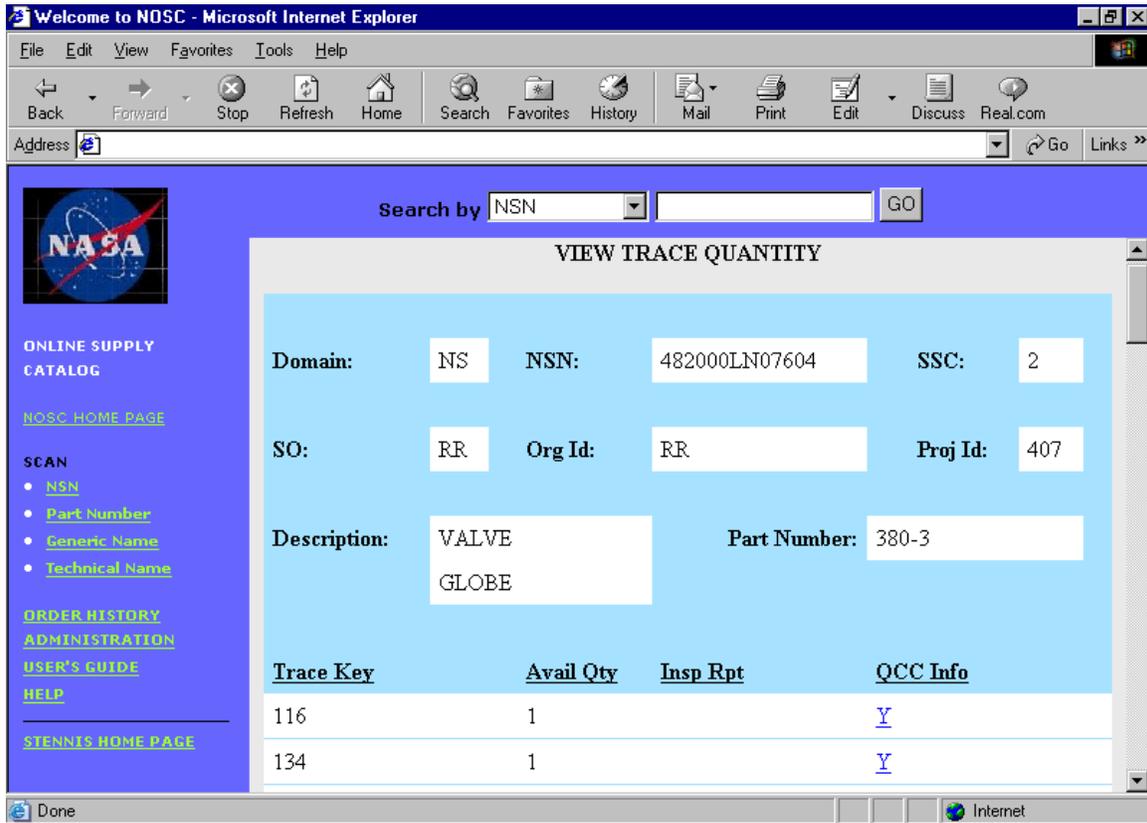


**TOP OF CATALOG/ASSET DETAIL SCREEN
showing a Traceable Asset**

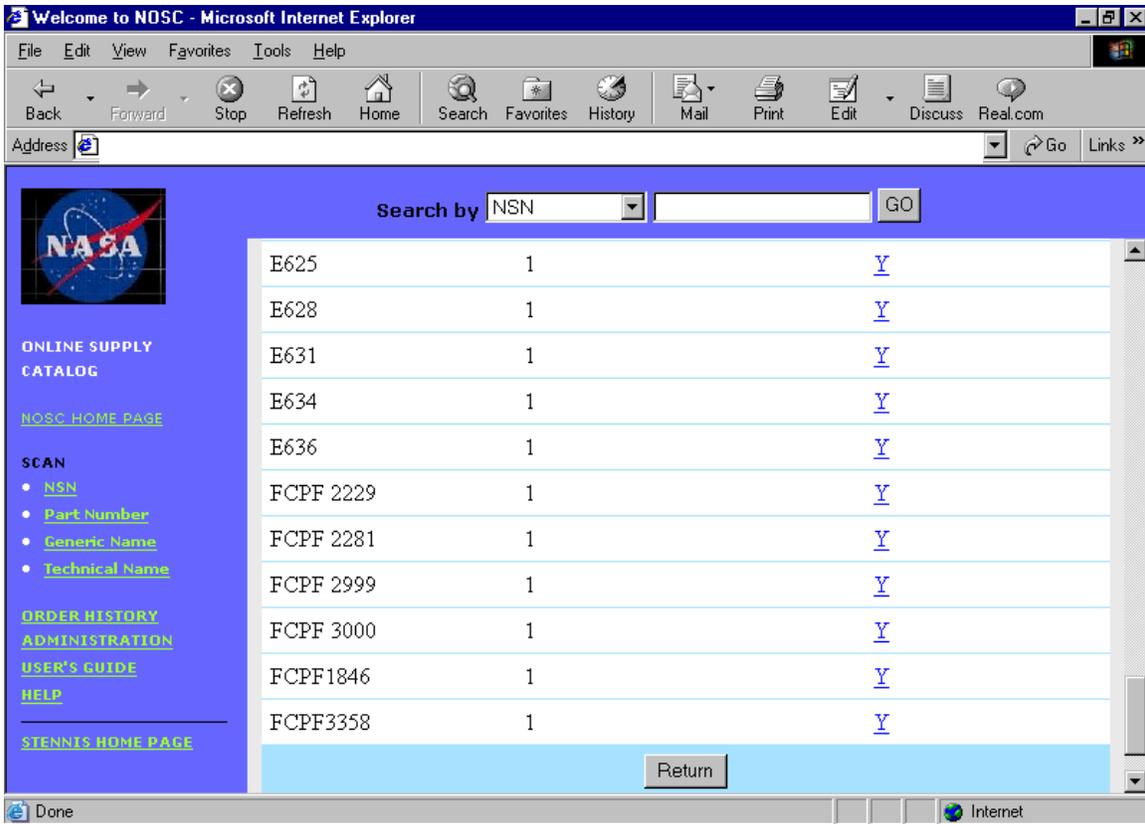


**BOTTOM OF CATALOG/ASSET DETAIL SCREEN
 showing a Traceable Asset**

When the user clicks on the **View Trace Quantity** button the Catalog/Asset Detail Screen, the View Trace Quantity Screen is displayed.



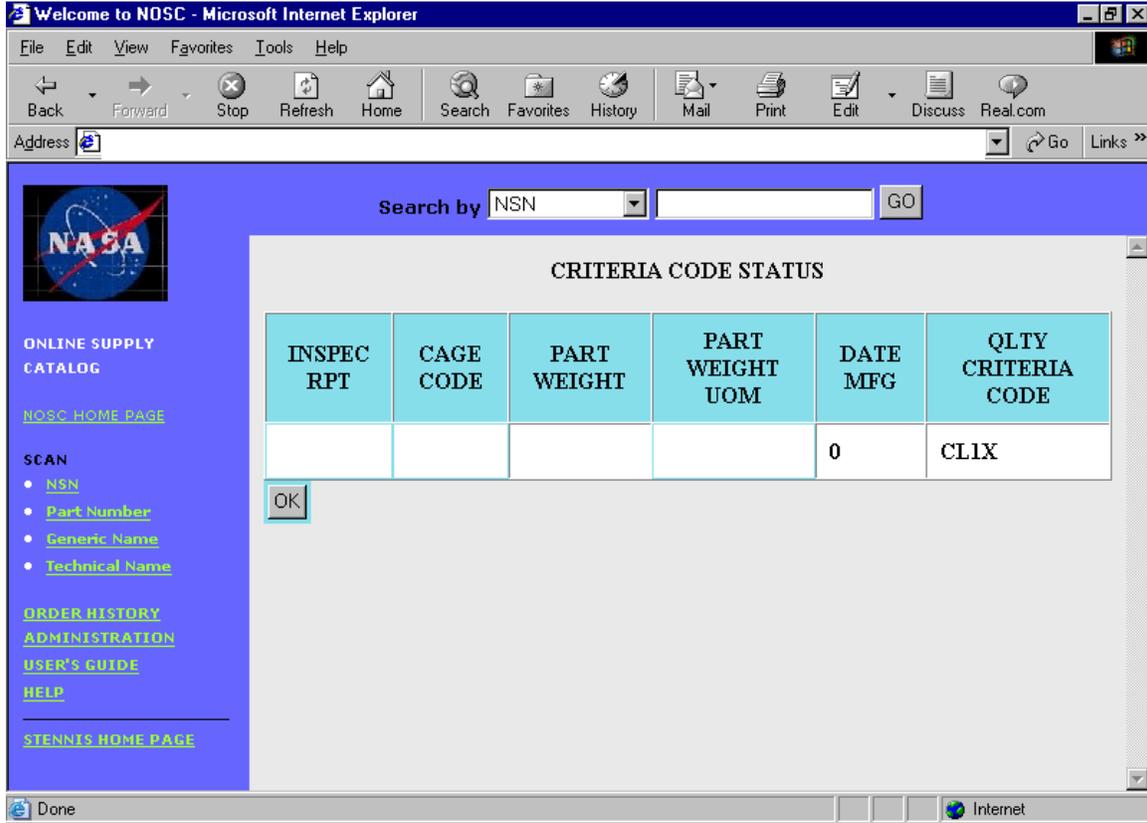
TOP OF VIEW TRACE QUANTITY SCREEN



BOTTOM OF VIEW TRACE QUANTITY SCREEN

If the QCC Info field contains a “Y”, the user may click on this “Y” to view the quality criteria codes associated with the trace key the user has selected.

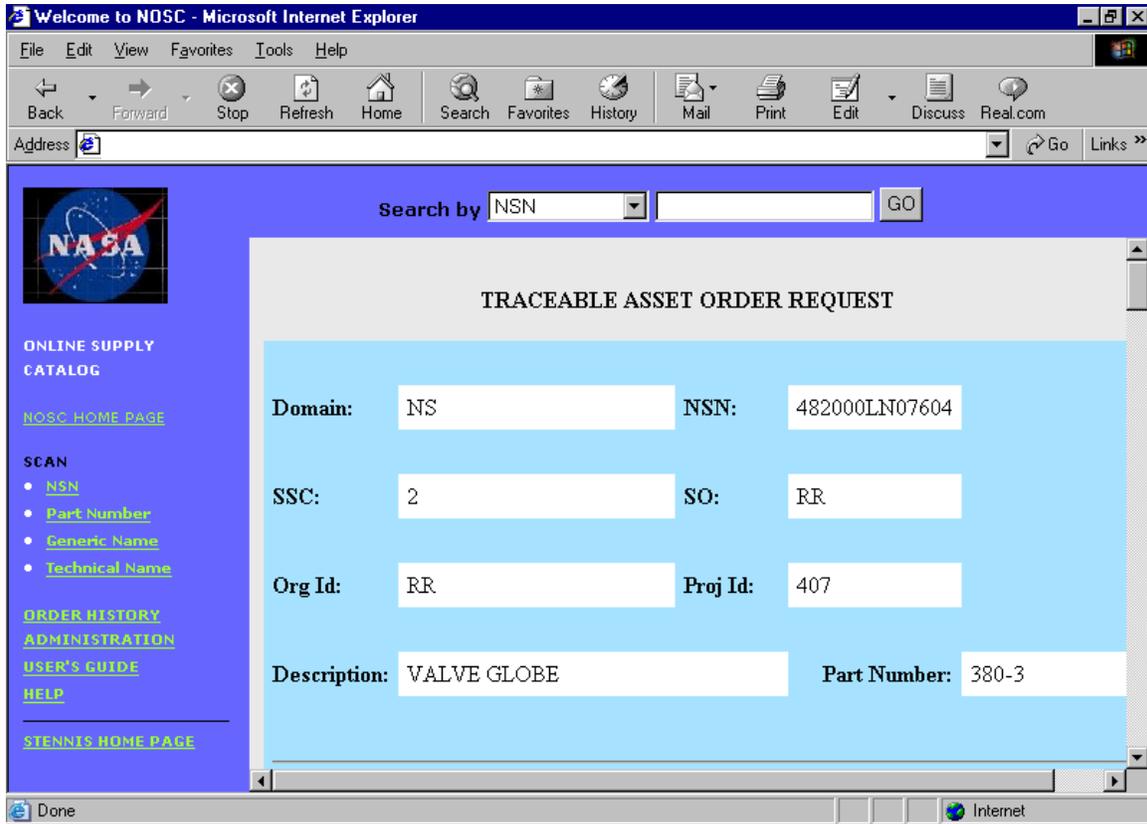
The criteria code data will be displayed for the user.



CRITERIA CODE STATUS SCREEN

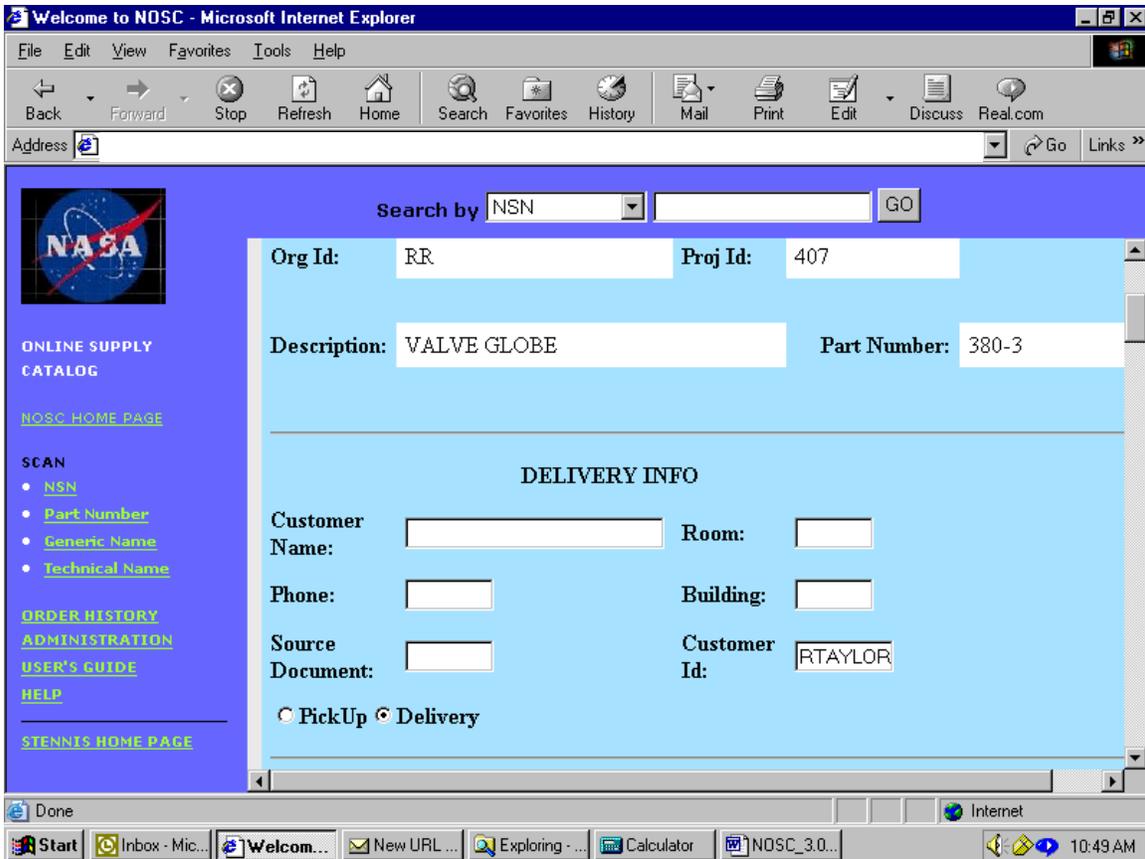
The user can click the **Ok** button to return to the View Trace Quantity Screen.

When the user clicks on the **Order Trace Quantity** button on the Catalog/Asset Detail Screen, the Traceable Asset Order Request Screen is displayed. This screen is divided into four sections. A description of each follows.



**TRACEABLE ASSET ORDER REQUEST SCREEN
ASSET DESCRIPTION SECTION**

The first section displays the Domain, NSN, Stock Status Code (SSC), Stock Ownership Number (SO), Org Id, Proj Id, Description, and Part Number of the asset.

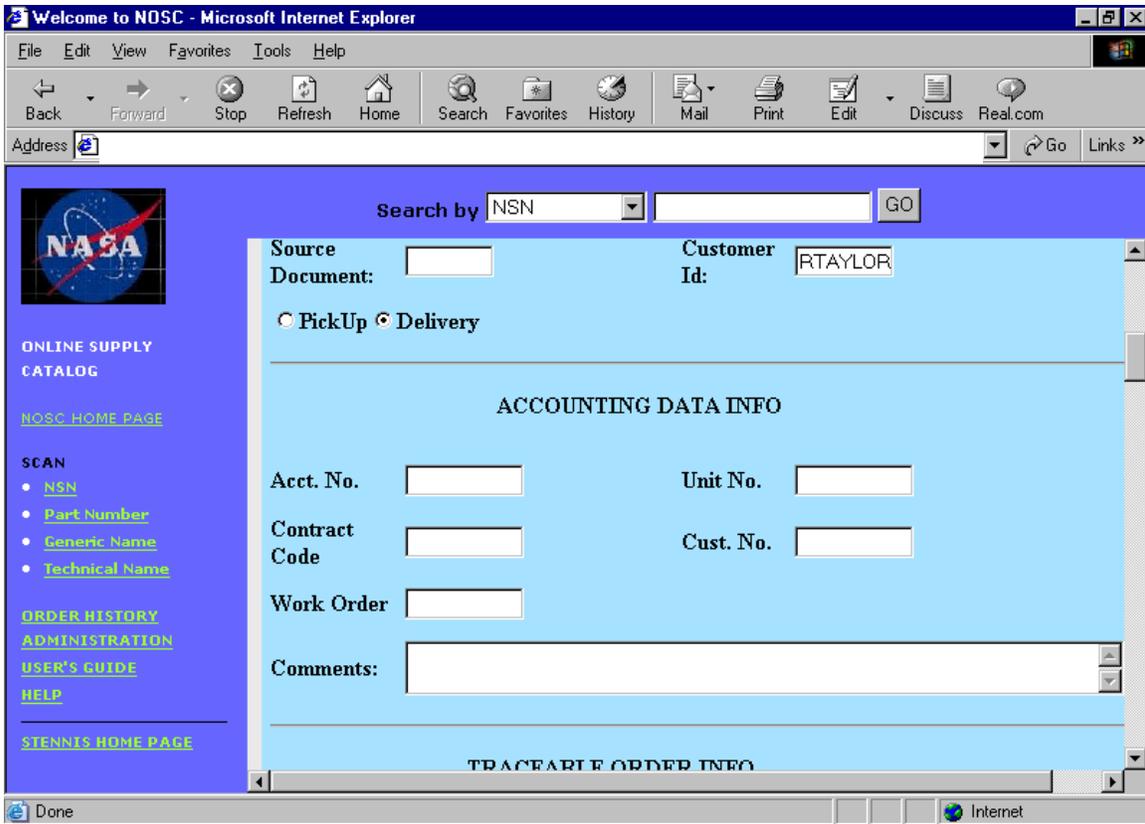


**TRACEABLE ASSET ORDER REQUEST SCREEN
DELIVERY INFO SECTION**

The Delivery Info Section allows the user to enter delivery information. The user is required to enter their Name, Phone Number, Building, and Room.

The Customer ID is the identification within NSMS indicating whether or not that person can request that particular item. It is important to keep in mind that the person executing the application has authority to place orders, but, as far as specific items are concerned, the Customer Id is the determining factor.

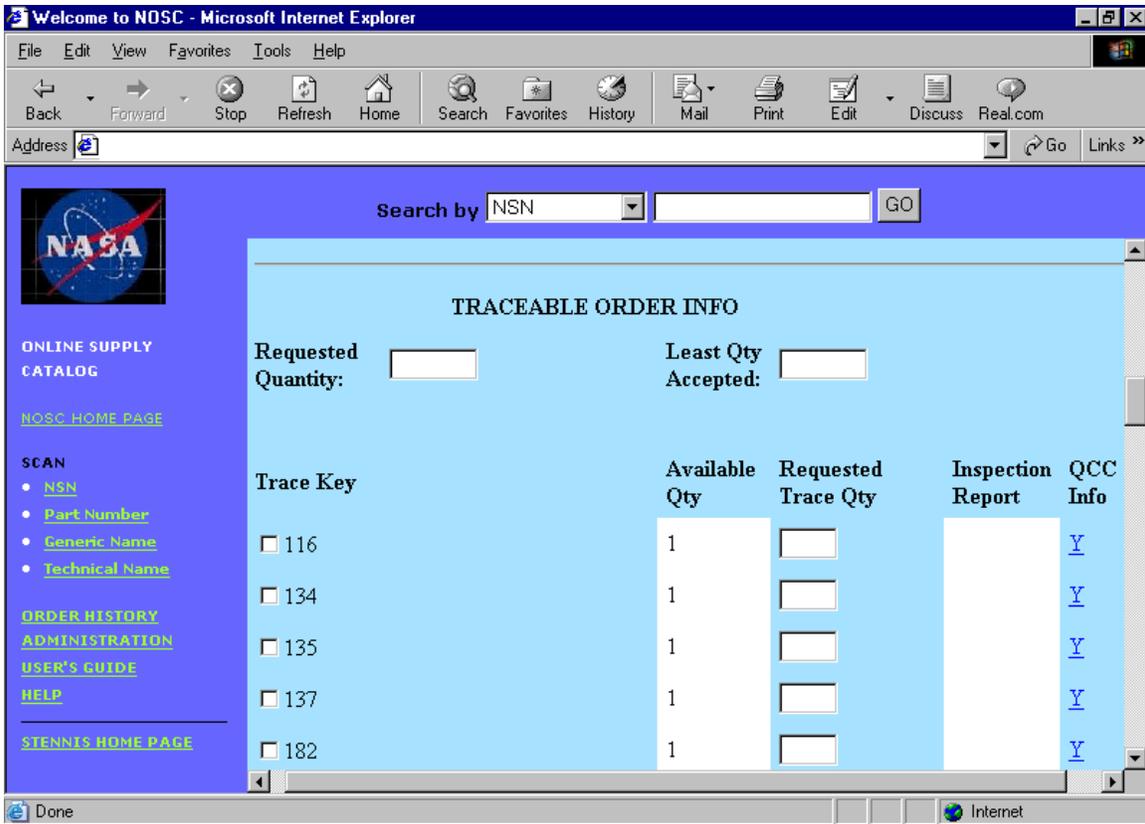
This section has two radio buttons by which the user can indicate whether he will pick up his order or wishes it to be delivered.



**TRACEABLE ASSET ORDER REQUEST SCREEN
ACCOUNTING DATA INFO SECTION**

The Accounting Data Info Section allows the user to enter the accounting information for his order. Each NASA site individually determines the information required.

The user can enter text comments relevant to his order. This comment is attached to the order transaction and is available for viewing through the transaction display process on the NSMS main frame.

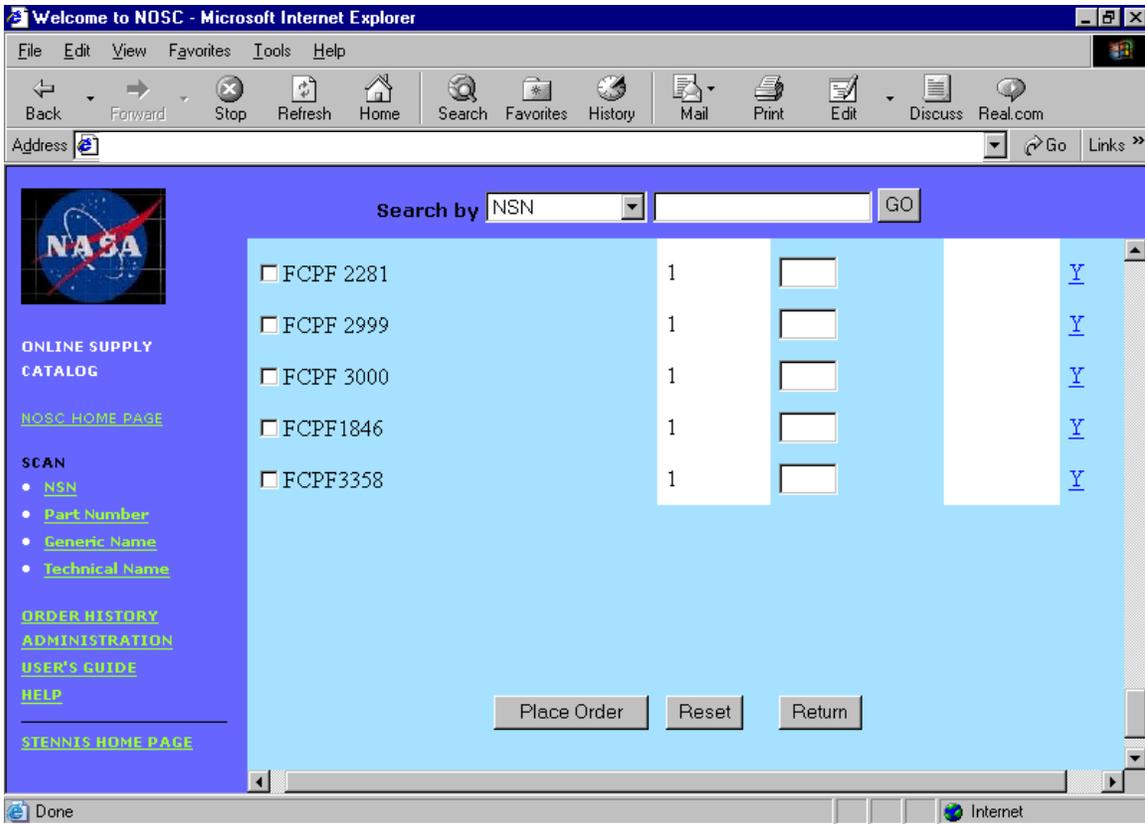


**TRACEABLE ASSET ORDER REQUEST SCREEN
TOP OF TRACEABLE ORDER INFO SECTION**

The Traceable Order Info Section on the Traceable Asset Order Request Screen displays the Trace Keys, the quantity available of each trace key, and the Inspection Report number, for the asset being viewed.

If there is Quality Criteria Code Information for the trace key, there is a "Y" in the QCC Info column. The user may click on this "Y" to view the quality criteria codes associated with the trace key.

To select a particular trace key, the user should click the check box beside the desired trace key. Then they should enter the desired quantity in the Requested Trace Qty field. Only 25 trace keys may be selected at a time. The total quantity selected must equal the amount entered in the Requested Quantity field.



**TRACEABLE ASSET ORDER REQUEST SCREEN
BOTTOM OF TRACEABLE ORDER INFO SECTION**

When the user has entered the required information, he should click the **Place Order** button.

If the order is processed, the Number Ordered and the Estimated Delivery Date will be displayed on the Traceable Order Request – Status of Request Screen.

Search by

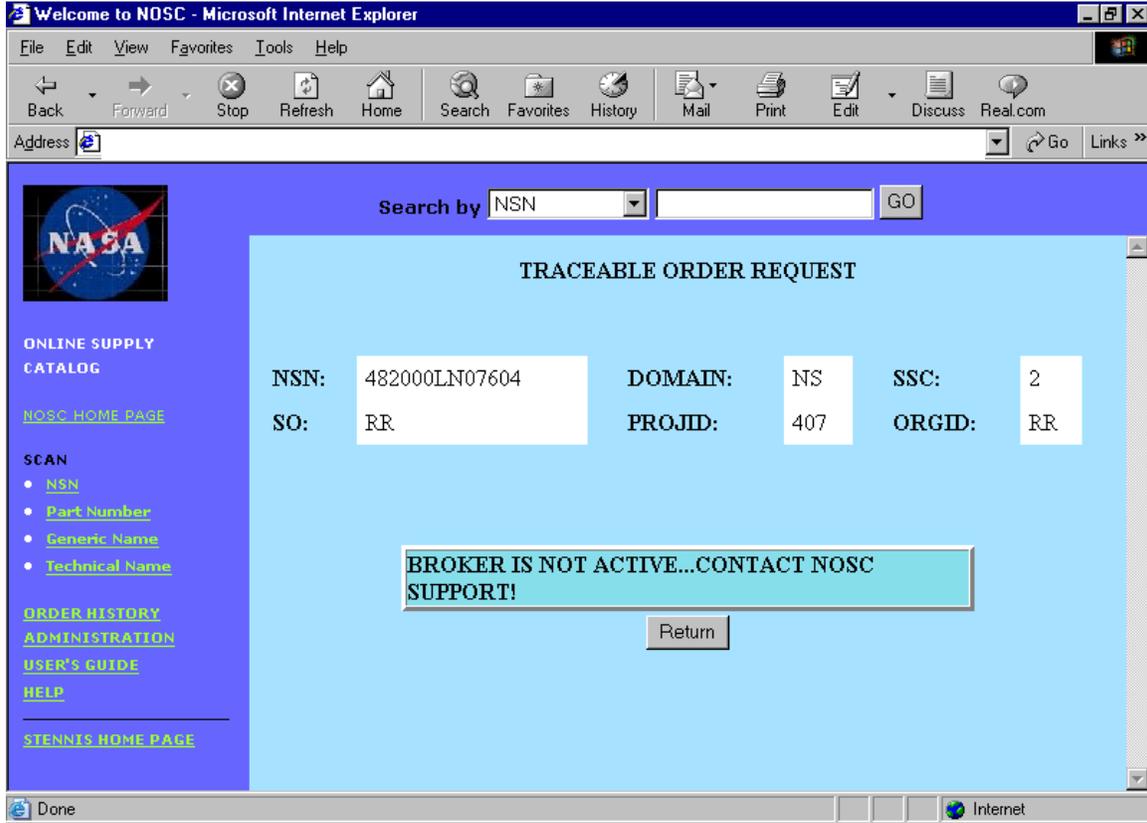
TRACEABLE ORDER REQUEST

NSN:	137700L318982	DOMAIN:	NS	SSC:	2
SO:	61	PROJID:	61A	ORGID:	ED73

STATUS OF REQUEST

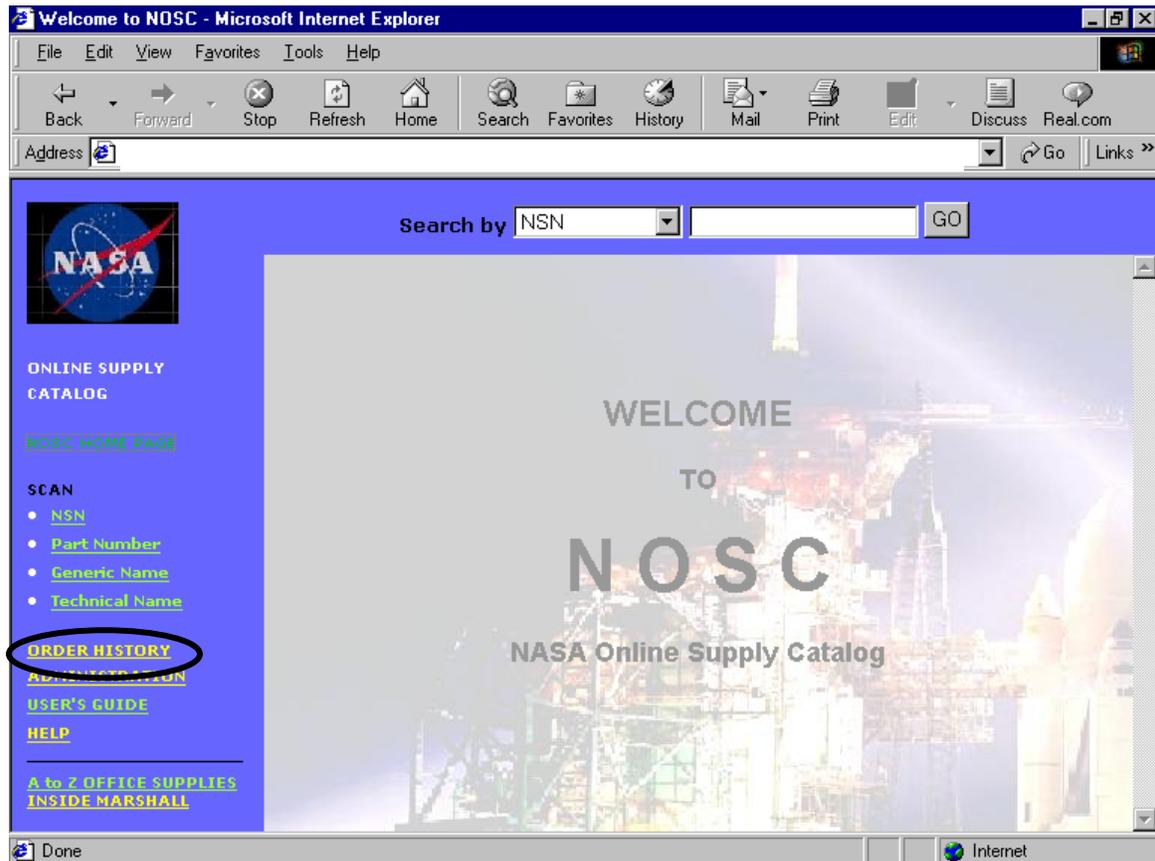
Number Ordered	Estimated Delivery Date
1	12 / 31 / 2001

If the order is not processed, a message will be displayed for the user.

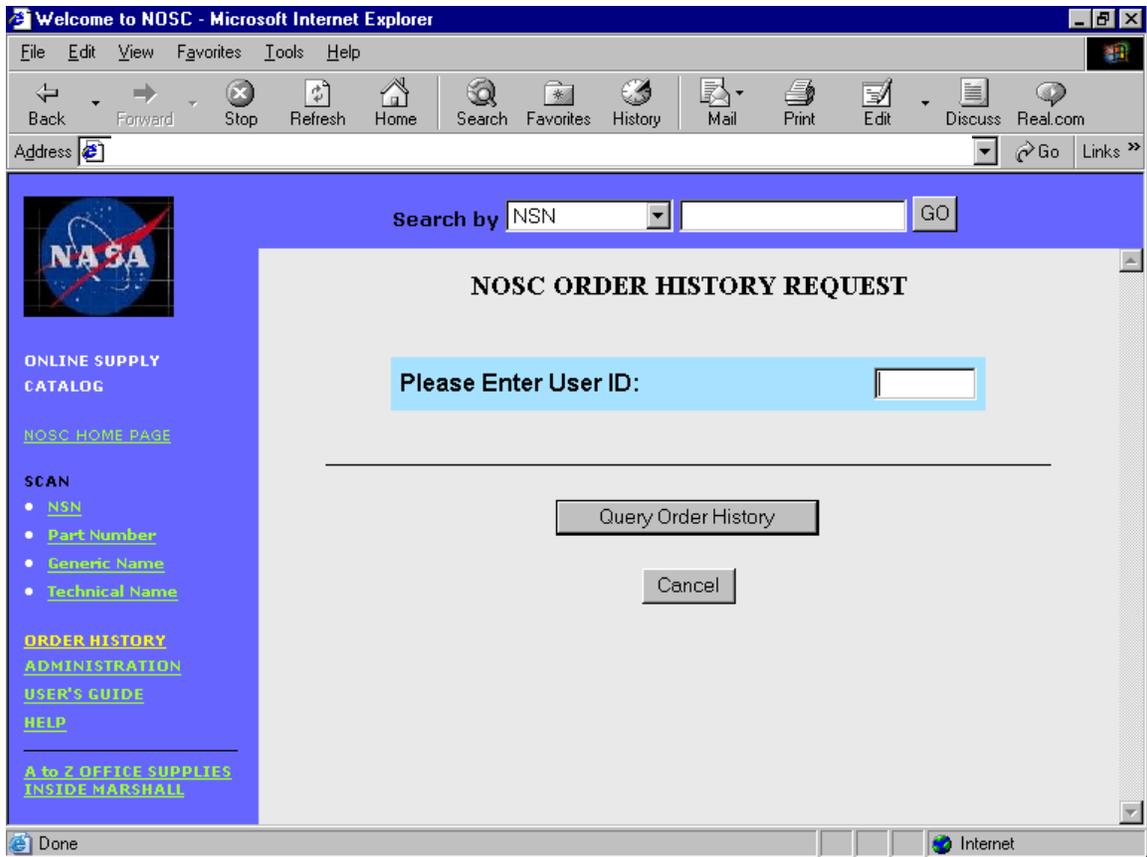


ORDER HISTORY

Order History is used to attain a listing of the history of orders placed by a specific user. This option is shown on the left side of the NOSC Home Page. The user should click on the Order History link and the NOSC Order History Request Screen will be invoked.

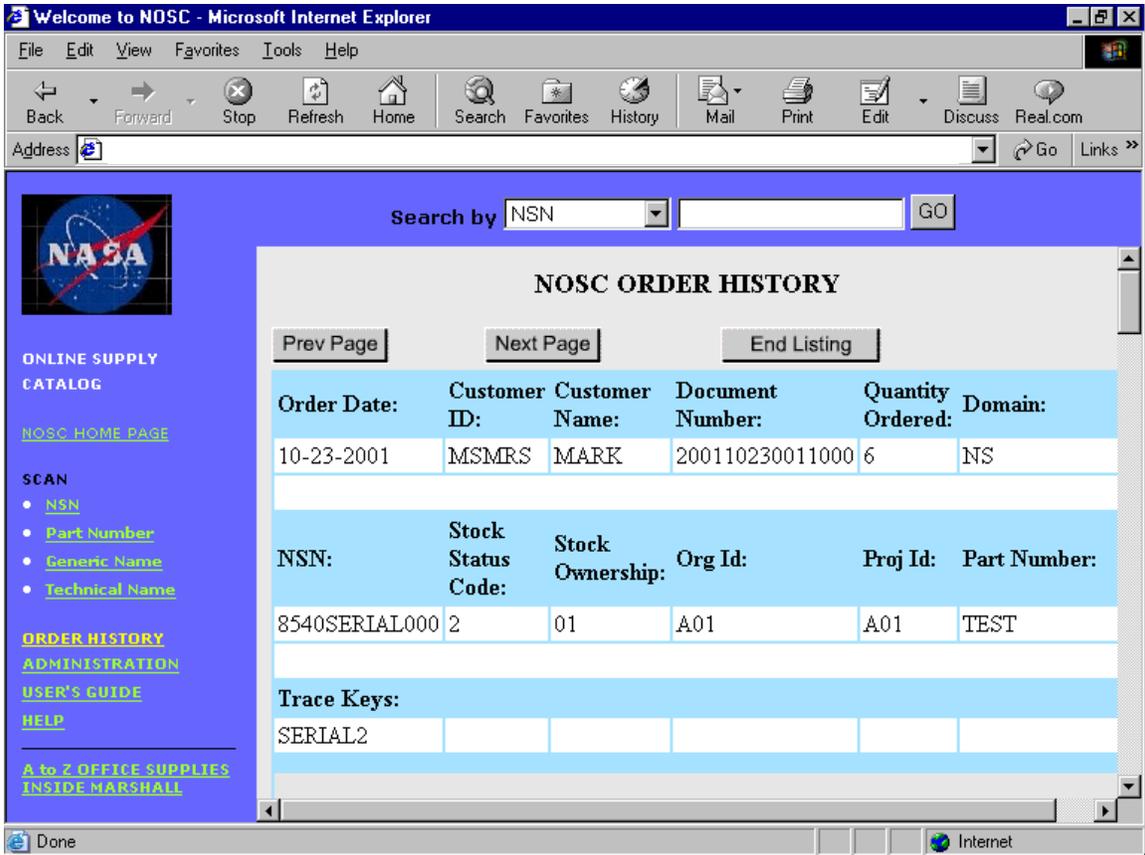


NOSC HOME PAGE – ORDER HISTORY LINK



NOSC ORDER HISTORY REQUEST SCREEN

To view a user's order history, the user should enter the desired user id and click the **Query Order History** button.

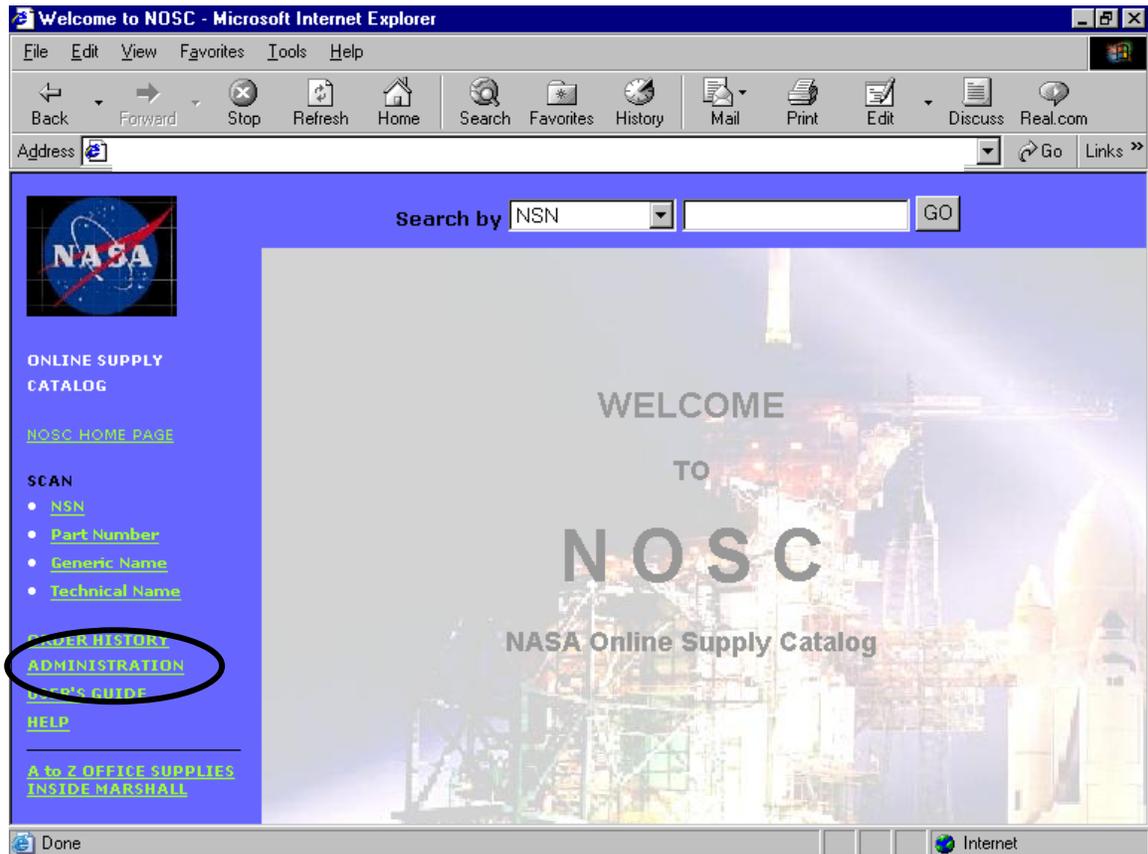


NOSC ORDER HISTORY SCREEN

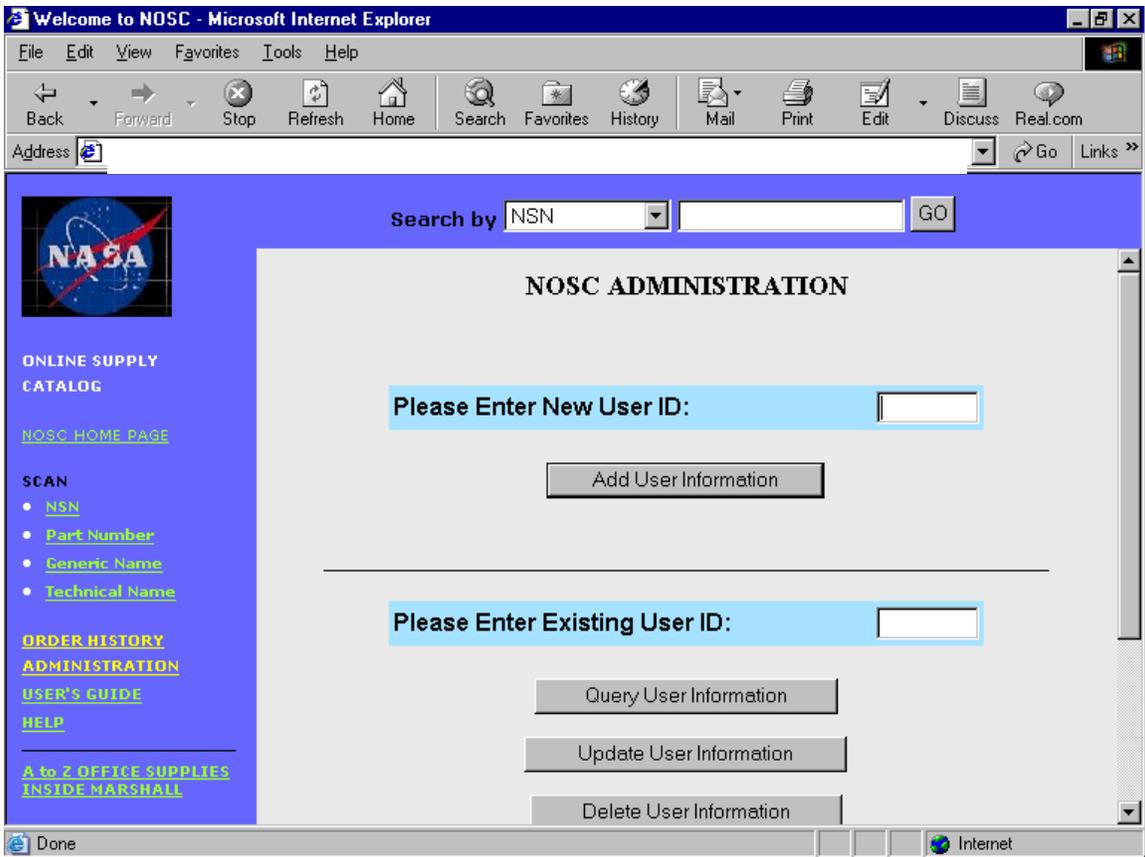
All pertinent data from the order history file will be displayed. The user can scroll through the listing by using the scroll bar, **Prev Page** button, and **Next Page** button. The user can click on the **End Listing** button to return to the NOSC Order History Request Screen.

ADMINISTRATION

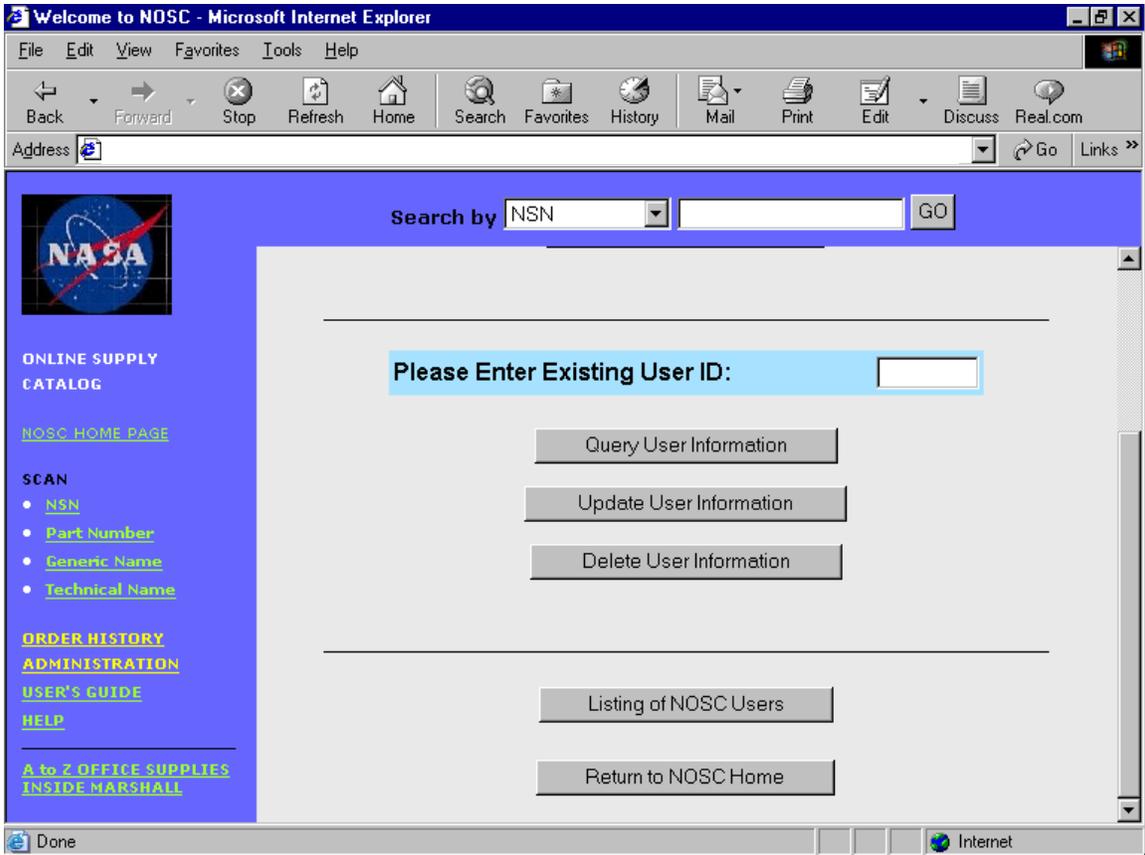
The NOSC Administration process is used to grant ordering authority to users of the application. This option is shown on the left side of the NOSC Home Page for any administrator of the application. The administrator should click on the Administration link and the NOSC Administration Screen will be invoked.



NOSC HOME PAGE- ADMINISTRATION LINK



TOP OF NOSC ADMINISTRATION SCREEN

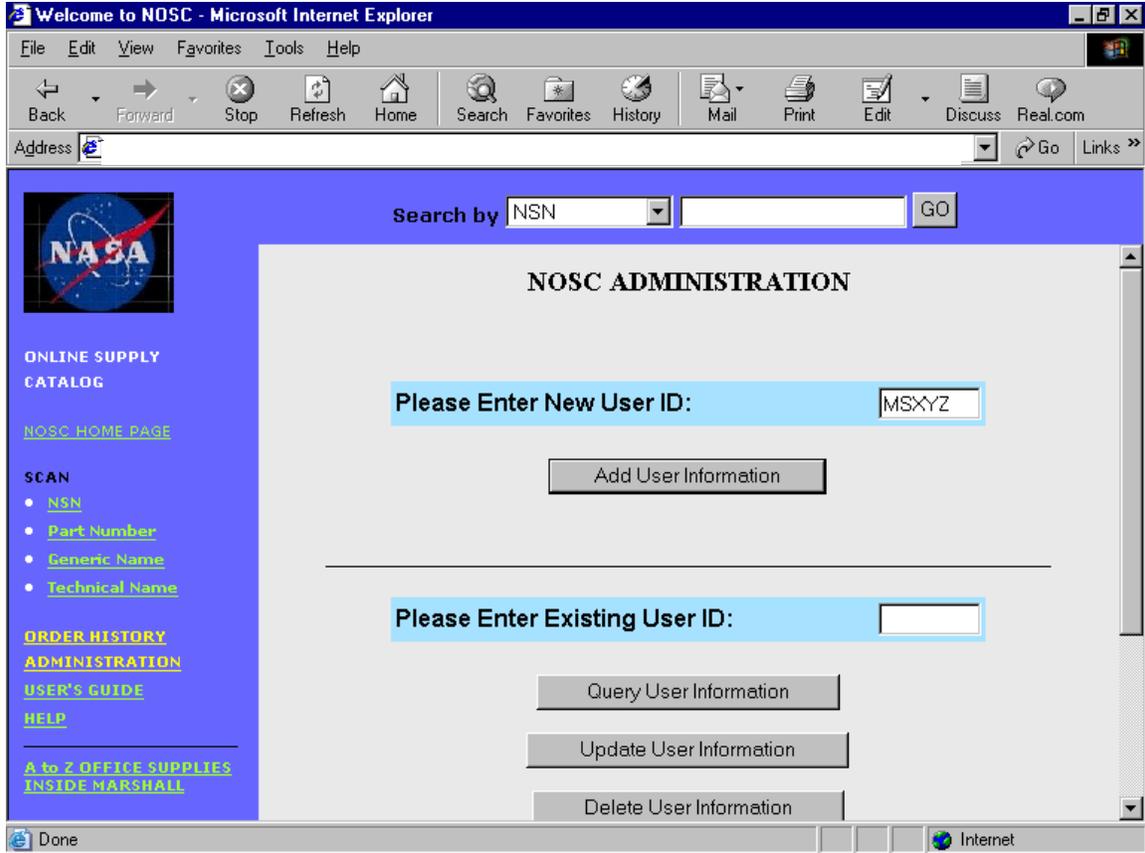


BOTTOM OF NOSC ADMINISTRATION SCREEN

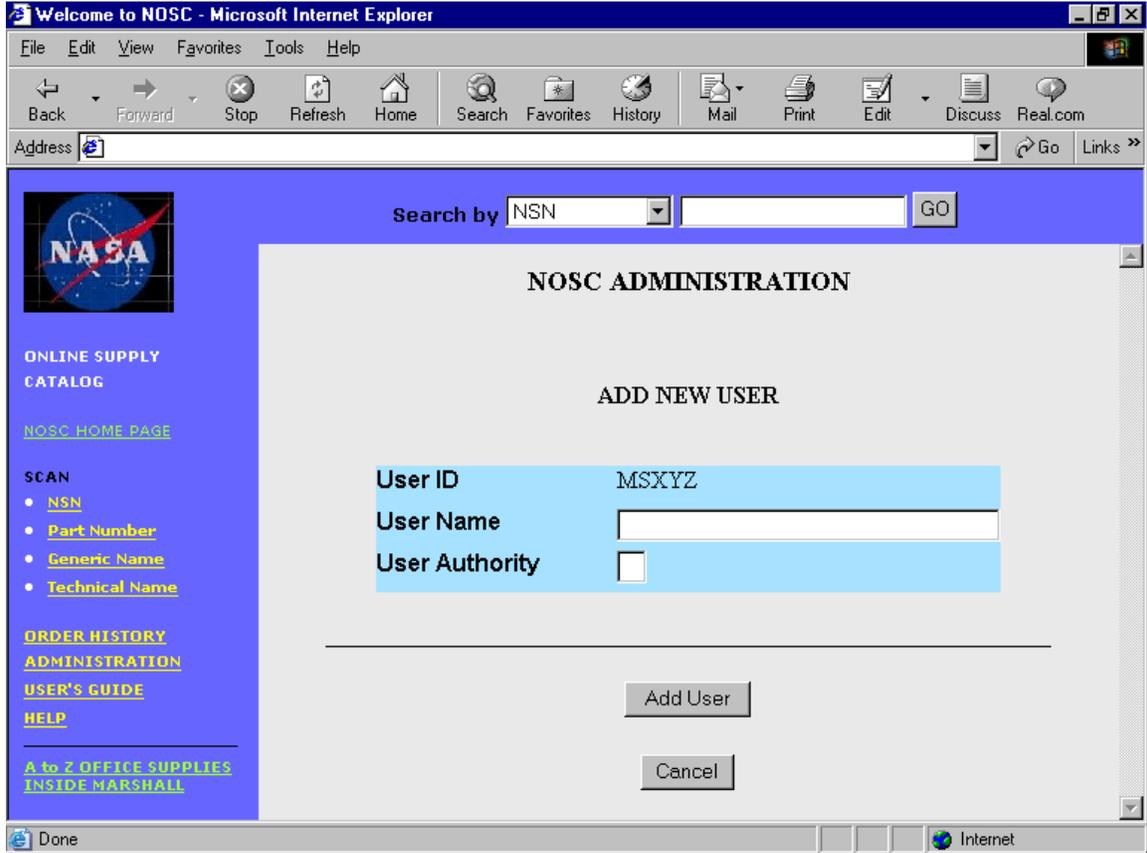
From this screen, the application administrator can add user information, query user information, update user information, delete user information, or view a listing of NOSC users. The administrator can also return to the NOSC Home Page by clicking the **Return to NOSC Home** button on this page.

ADDING NEW USER INFORMATION

To add a new user to NOSC, the administrator should enter the new user id and click the **Add User Information** button.

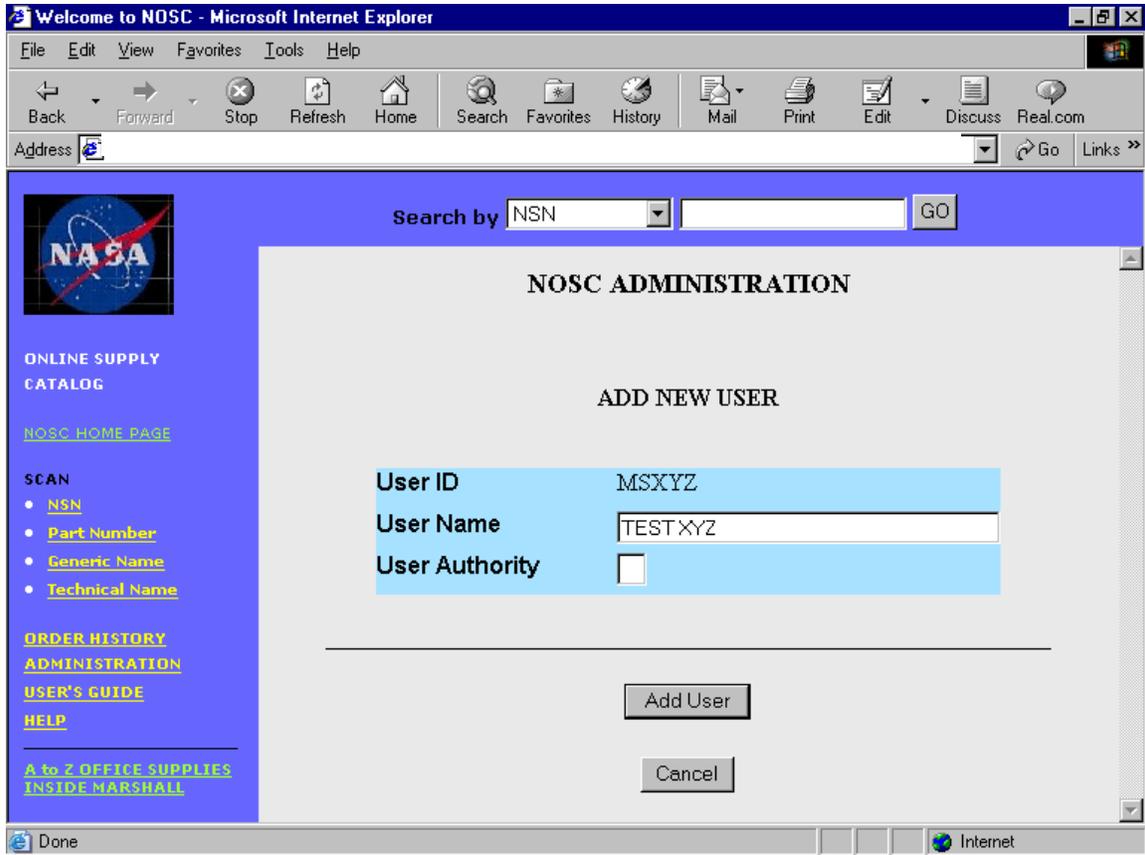


The Add New User Screen will be displayed.

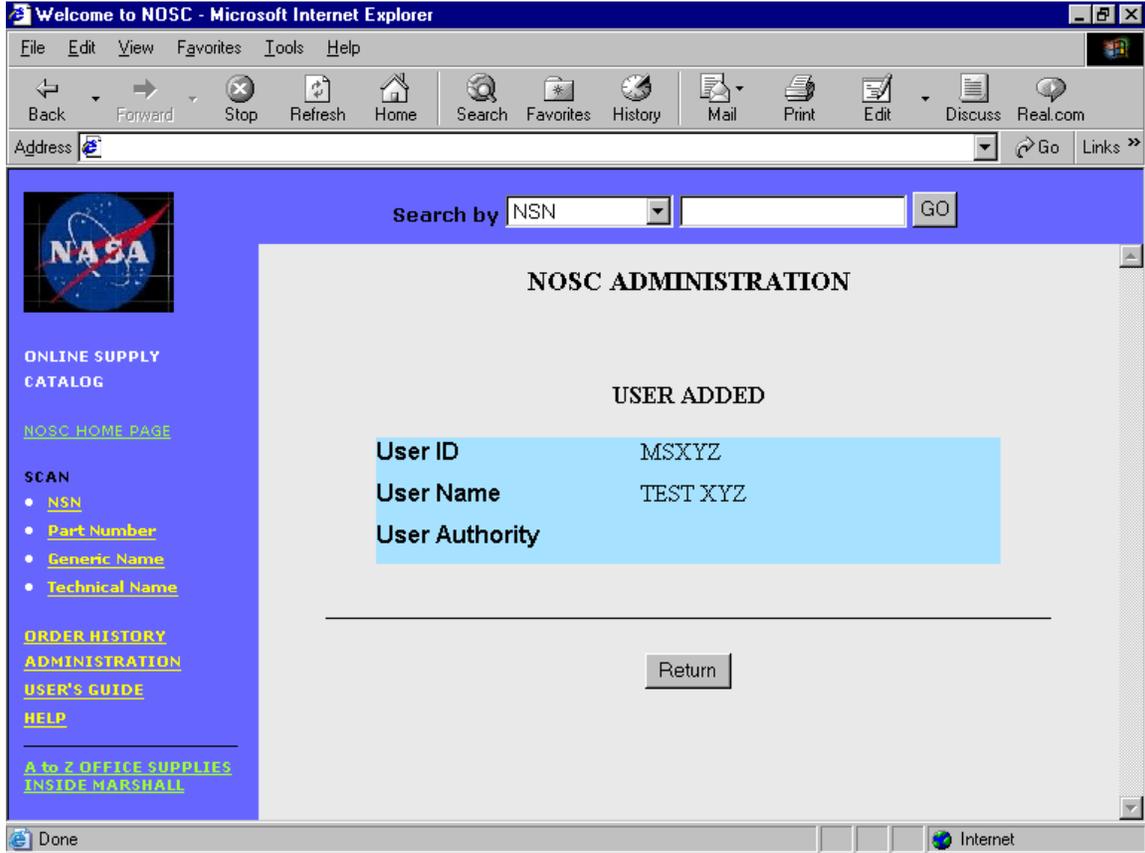


ADD NEW USER SCREEN

The administrator will then enter the user's name in the User Name field. If the new user being added is to have administration capability, a 'Y' should be entered in the User Authority field; otherwise, this field should be left blank. The administrator should then click the **Add User** button.



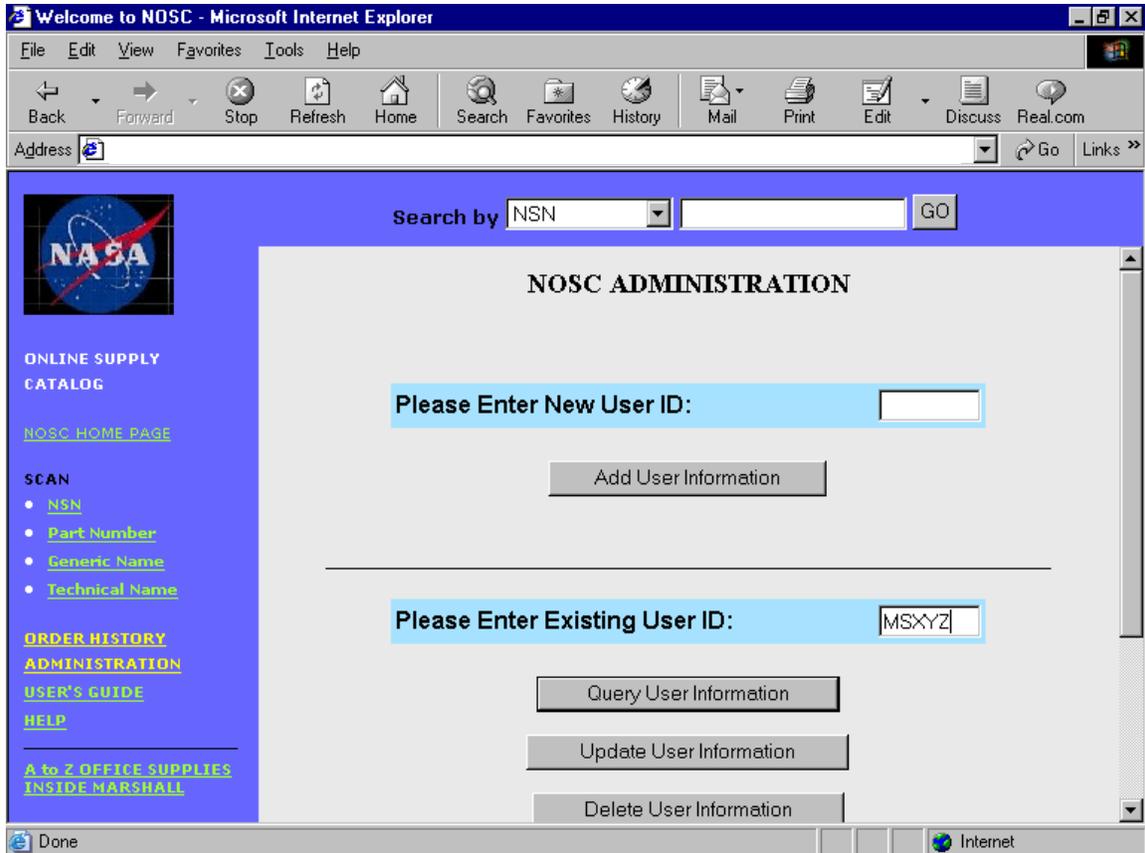
The next screen displayed will show the user information that was added.



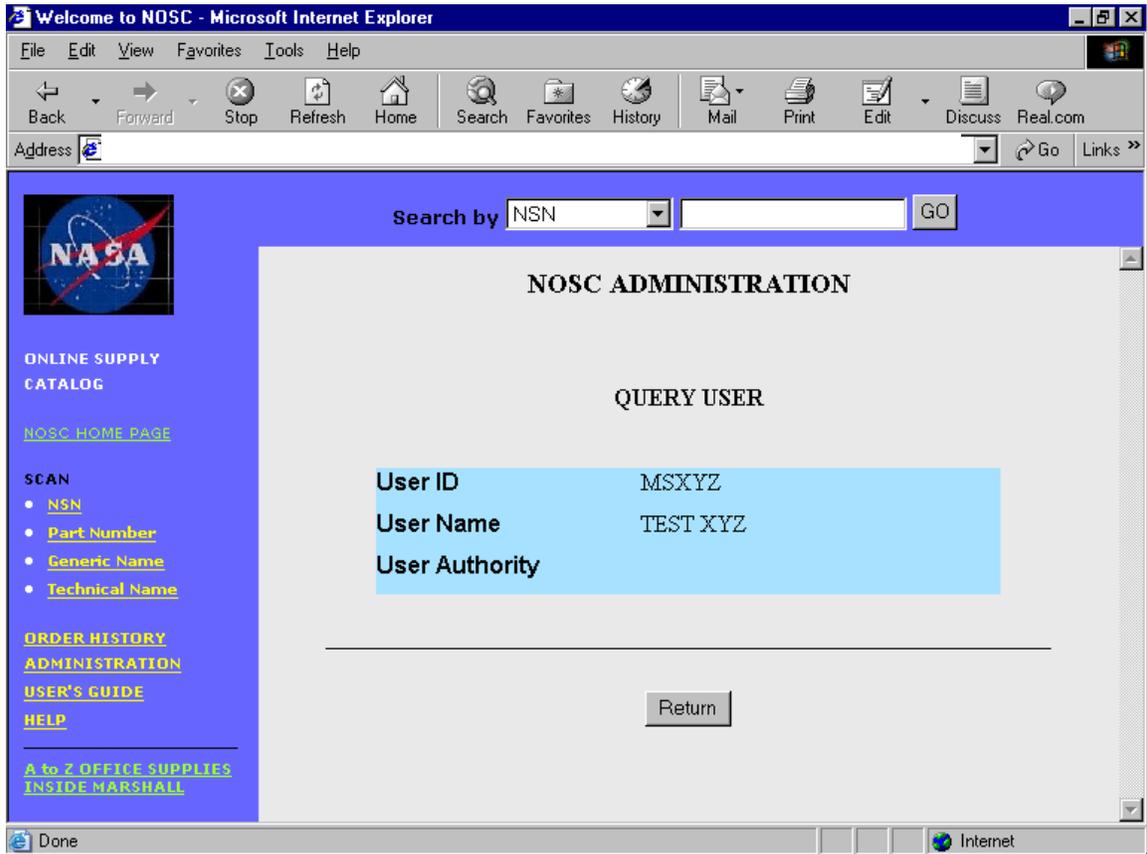
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

QUERYING USER INFORMATION

To query the information about an existing user in NOSC, the administrator should enter the existing user id and click the **Query User Information** button.



The Query User Screen will be displayed. The current information relating to the user id will be displayed. No changes can be made to the data from this screen.

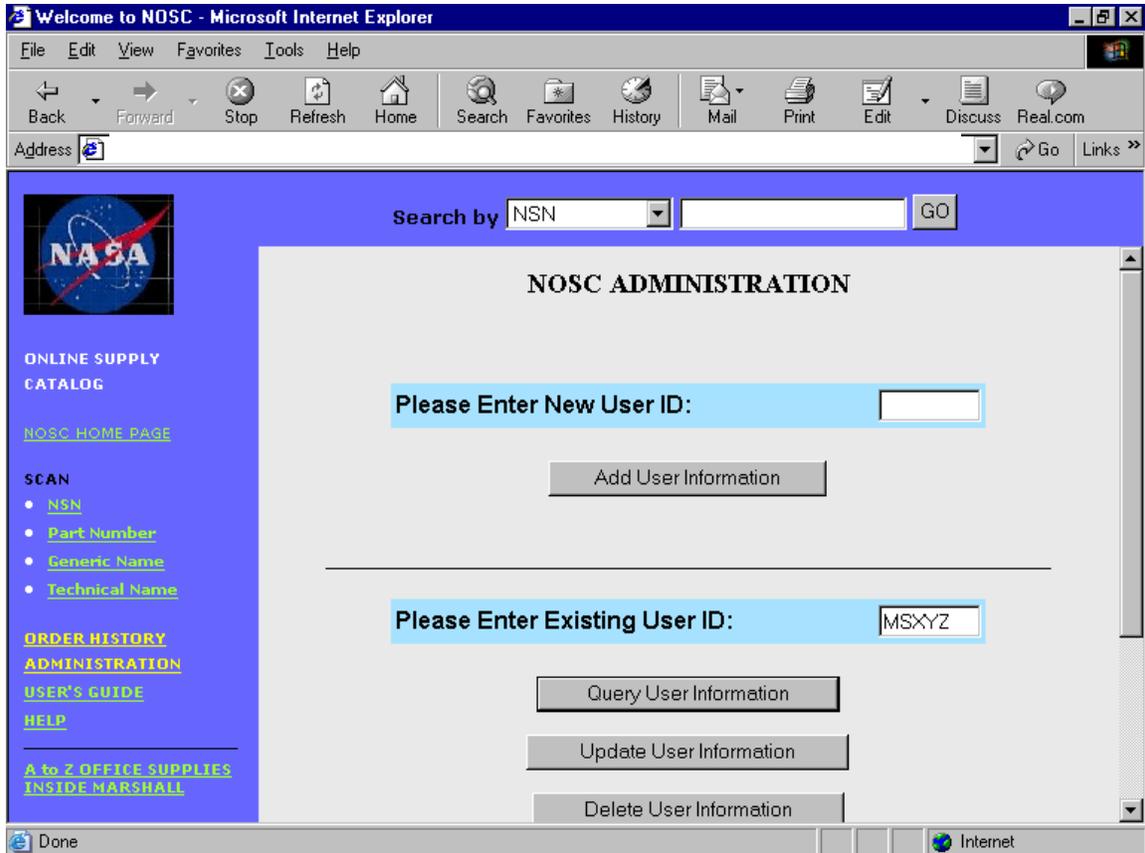


QUERY USER SCREEN

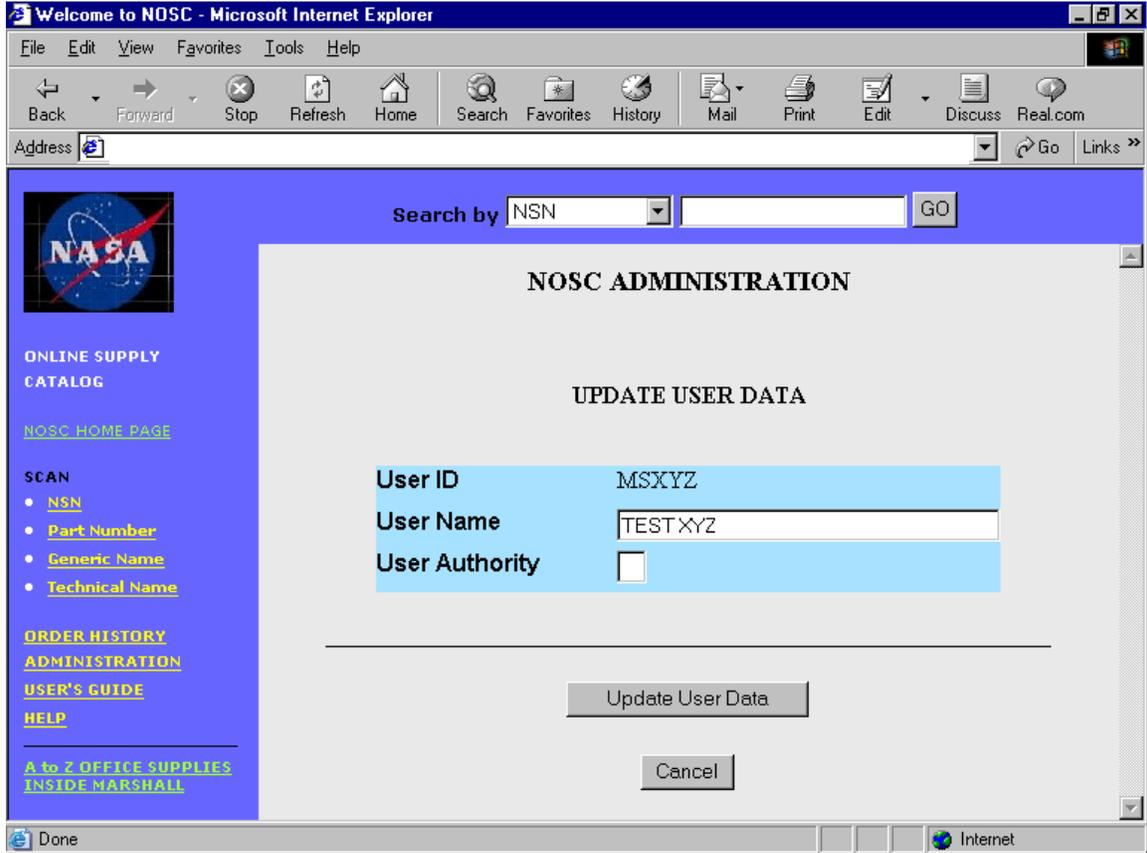
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

UPDATING USER INFORMATION

To update the information of an existing user in NOSC, the administrator should enter the existing user id and click the **Update User Information** button.

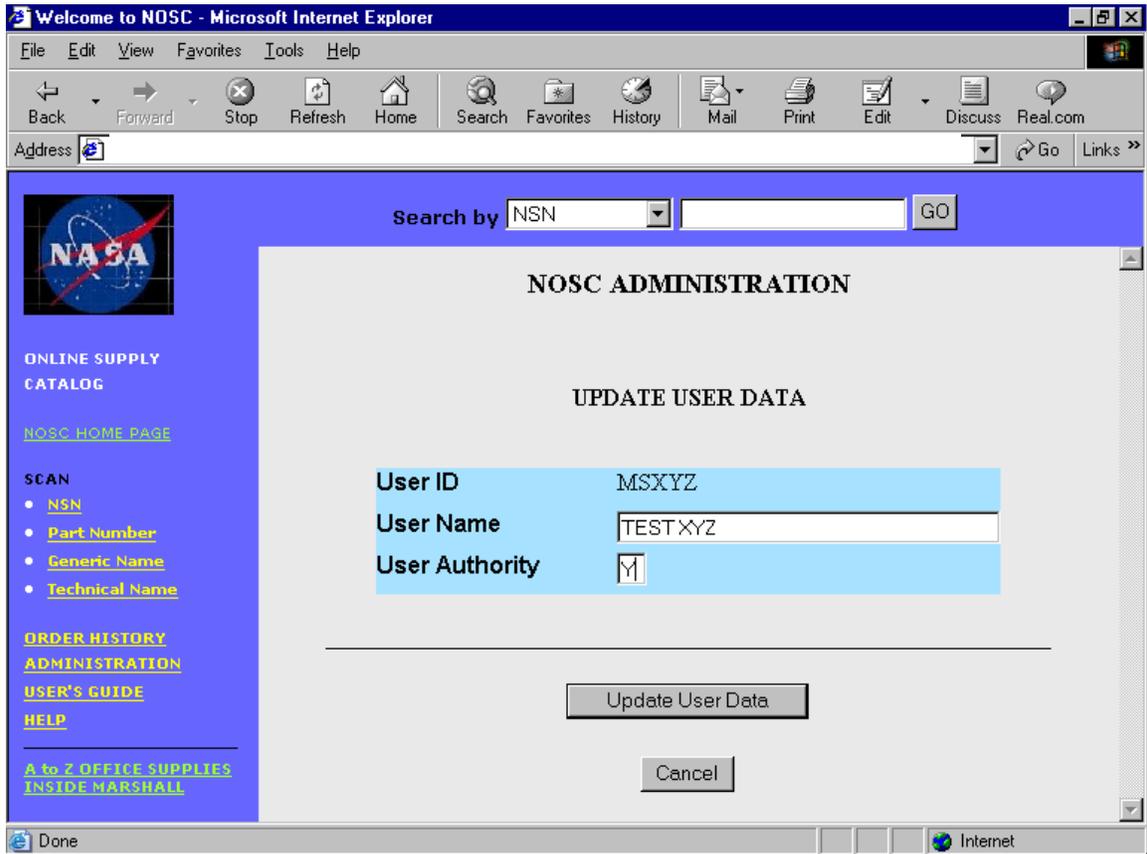


The Update User Data Screen will be displayed.

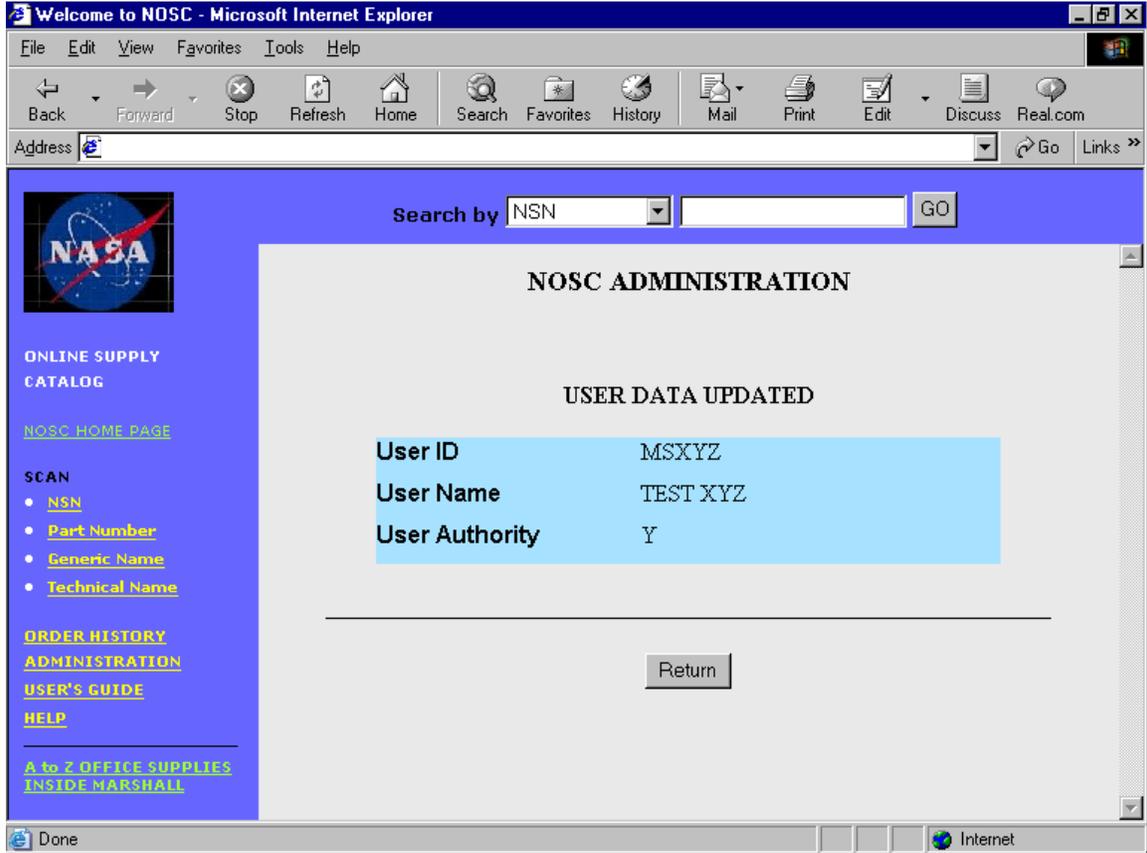


UPDATE USER DATA SCREEN

The administrator should then make the desired changes and click the **Update User Data** button.



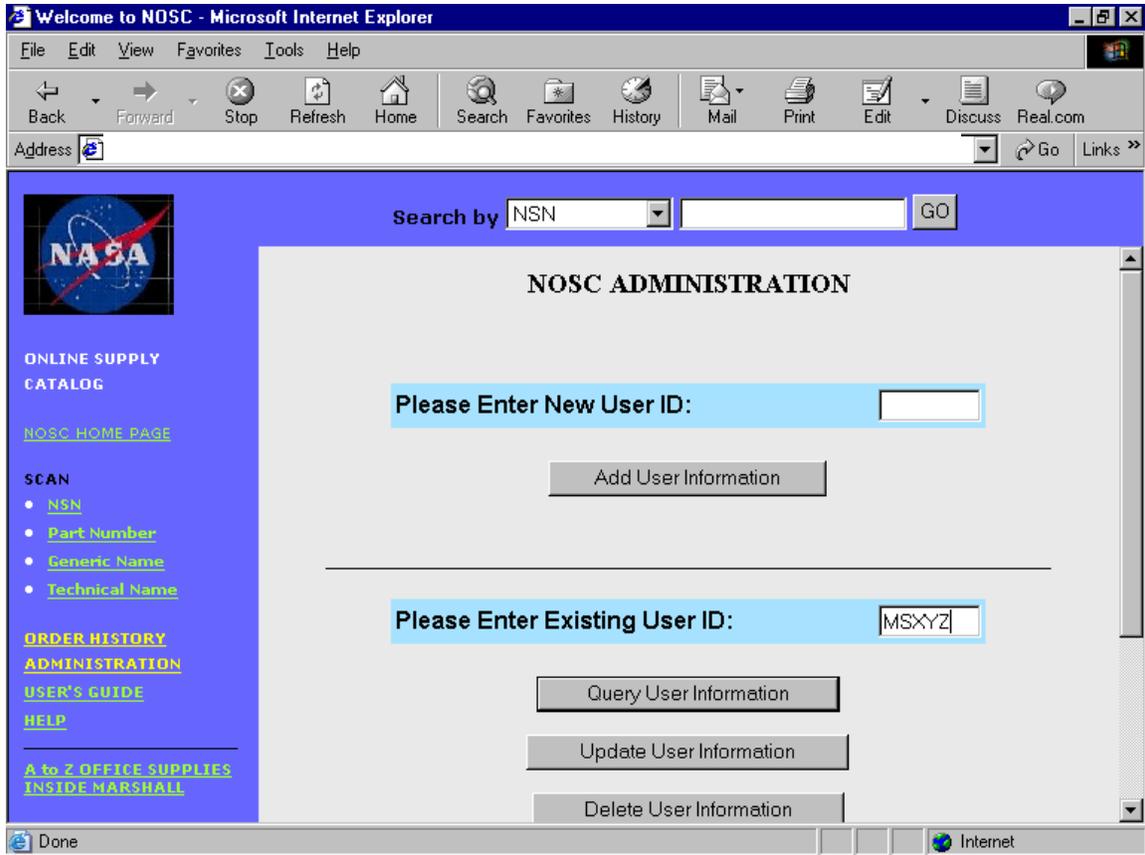
The screen displayed will show the user information as it is after it was updated.



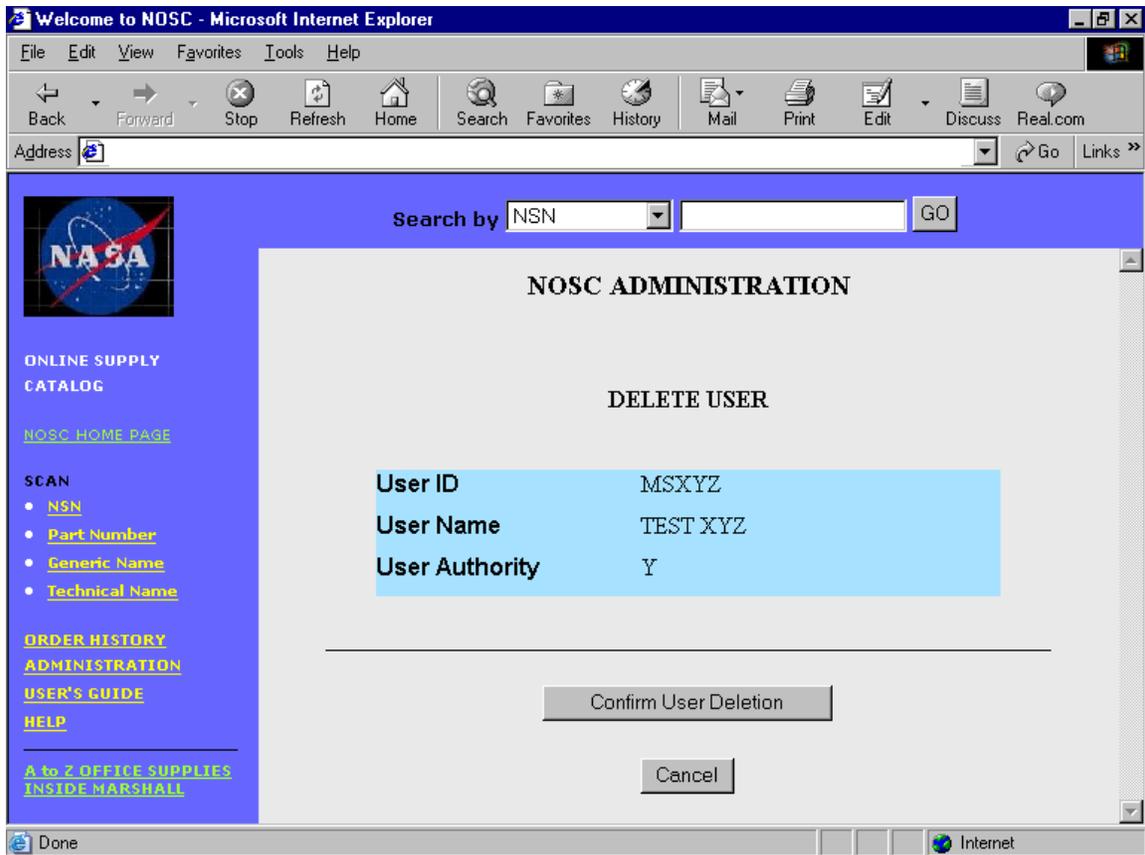
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

DELETING USER INFORMATION

To delete an existing user in NOSC, the administrator should enter the existing user id and click the **Delete User Information** button.

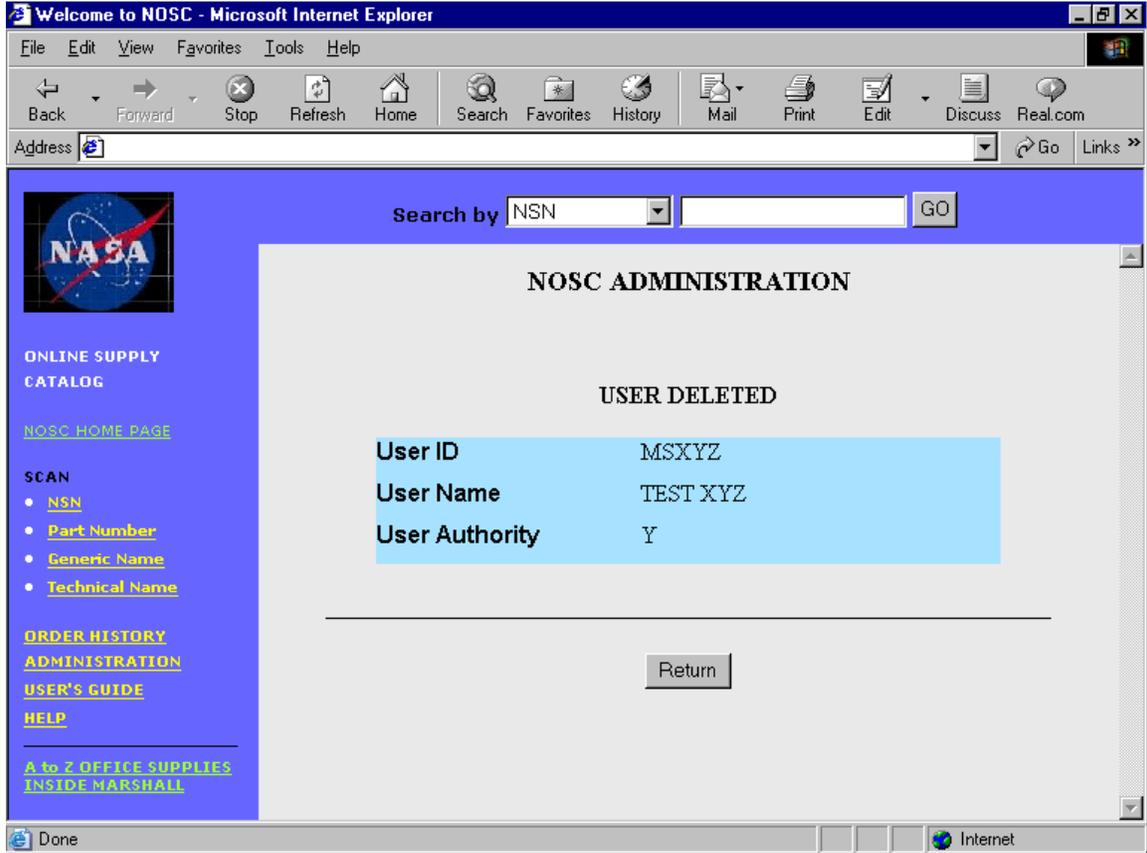


The current user information will be displayed on the Delete User Screen. If this is the information that the administrator wishes to delete, they should click the **Confirm User Deletion** button.



DELETE USER SCREEN

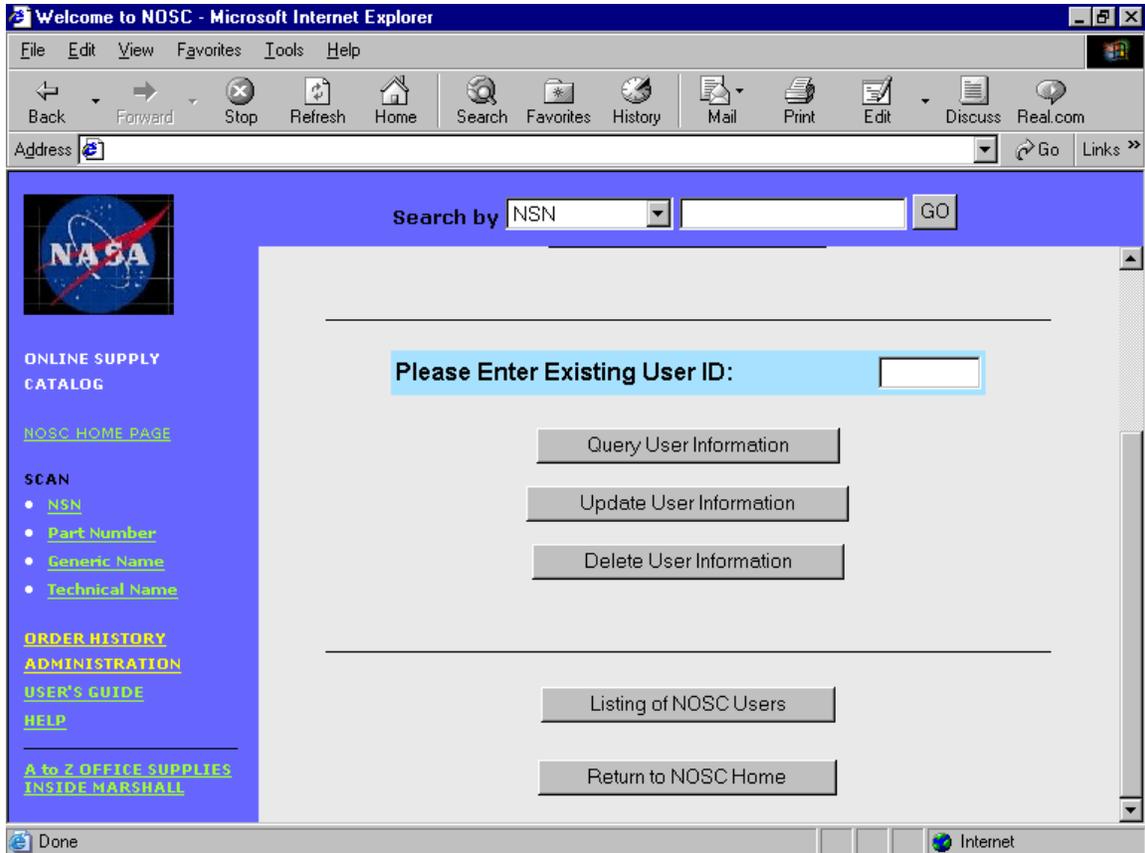
The User Deleted Screen will be displayed.



The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

LISTING OF NOSC USERS

If the administrator is unsure of the desired user id, they can click the **Listing of NOSC Users** button on the NOSC Administration Screen.



The information for the current users of NOSC will be displayed. The administrator can scroll through the listing by using the scroll bar, **Prev Page** button, and **Next Page** button. To return to the first NOSC Administration Screen the administrator should click on the **End Listing** button.

Search by

NOSC ADMINISTRATION

LISTING OF NOSC USERS

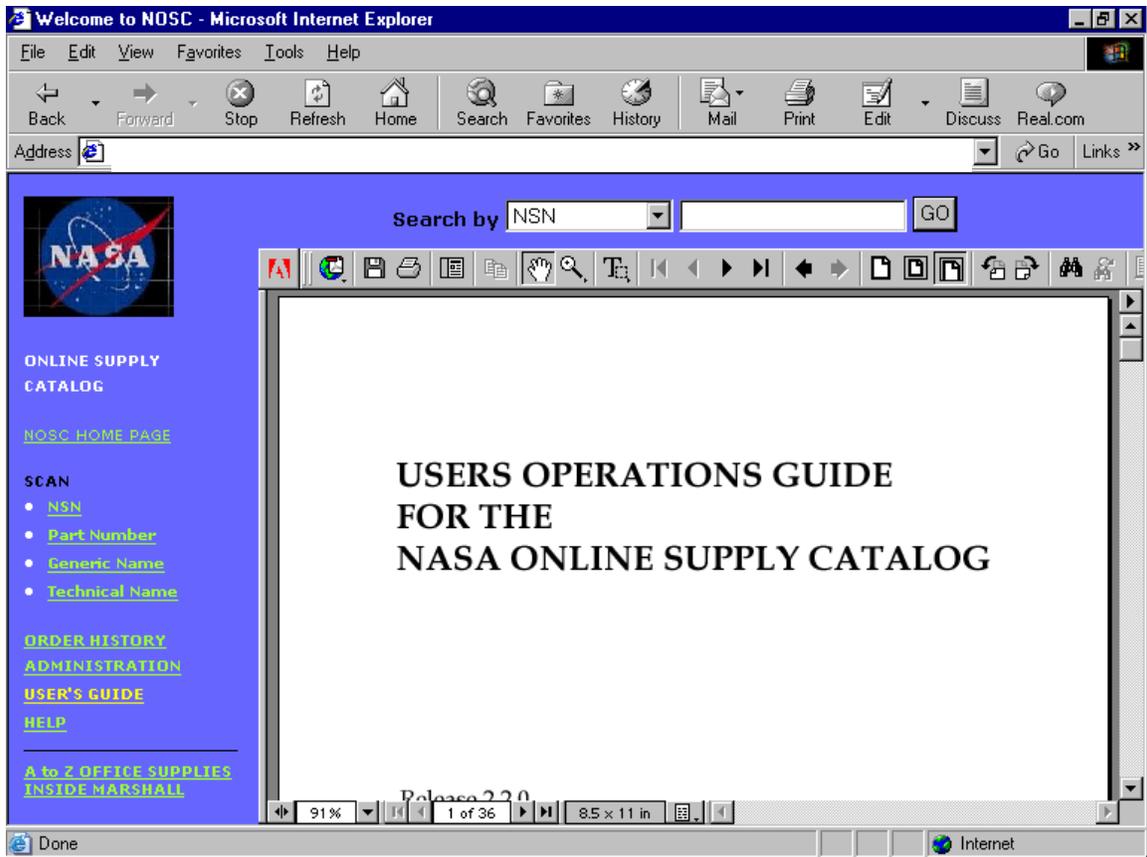
<u>USER ID</u>	<u>USER NAME</u>	<u>AUTHORITY</u>
BATTLSM	SYLVIA BATTLES	Y
LEAKPD	PAM LEAK	
MSBCA	CHARMAINE STYLES-OSCARSON	Y
MSCLK	CHRIS KARR	Y

USER'S GUIDE

When the user clicks on the User's Guide link on the left side of the NOSC Home Page, a PDF version of the Users Operations Guide for the NASA Online Supply Catalog is displayed.



NOSC HOME PAGE – USER'S GUIDE LINK

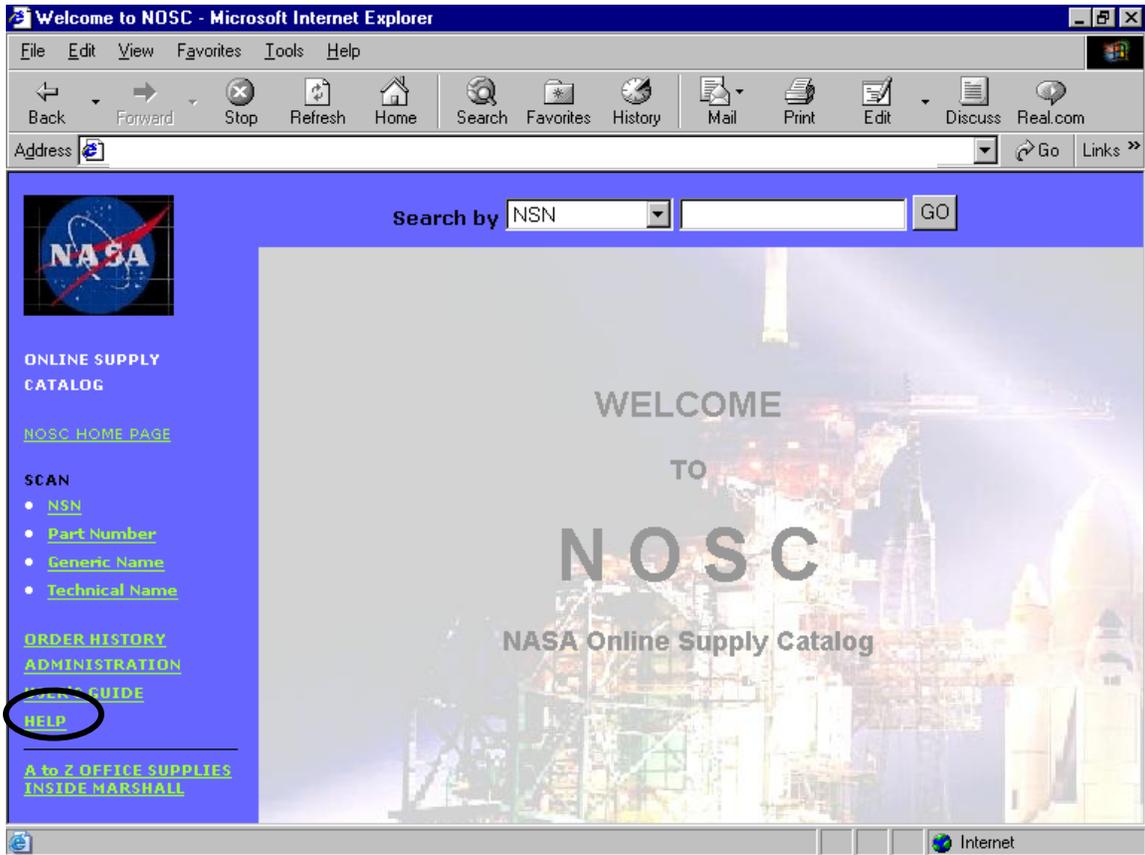


USERS OPERATIONS GUIDE

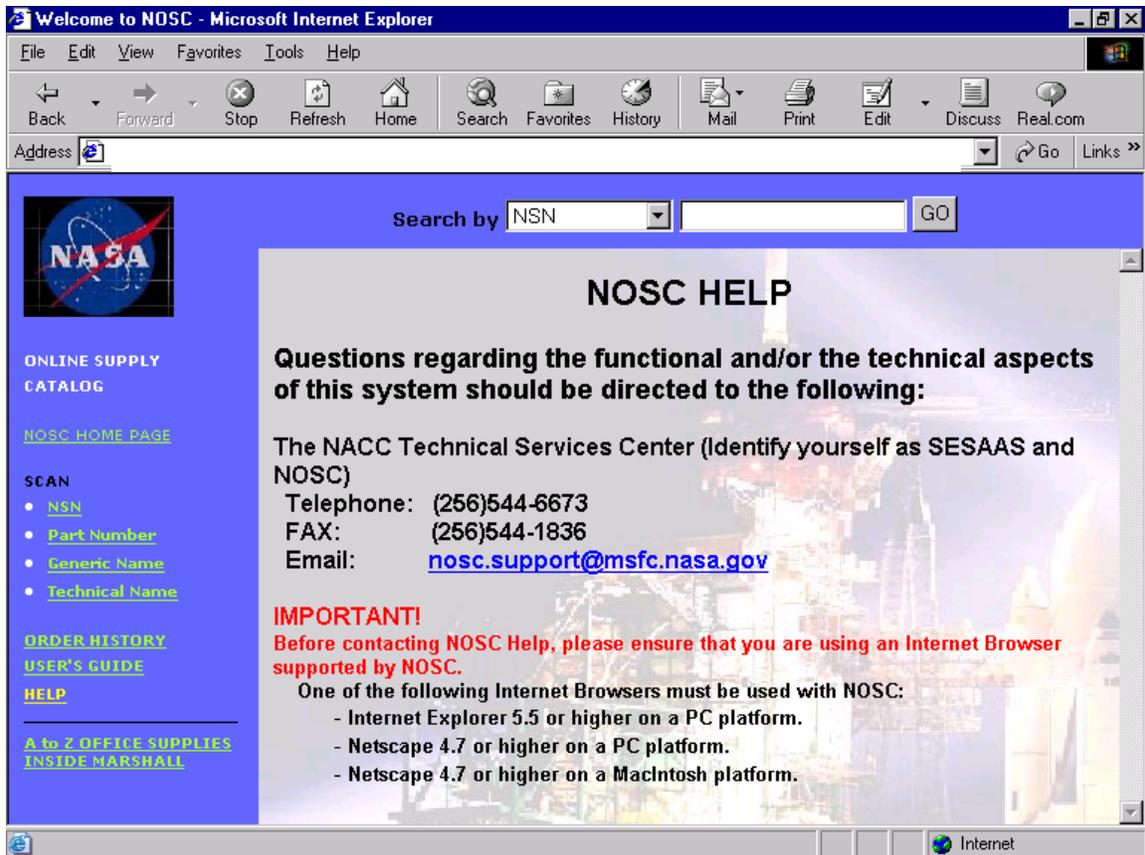
The user can use the scroll bar at the right side of the screen to view the Users Operations Guide in its entirety.

HELP

When the user clicks on the Help link on the left side of the NOSC Home Page, a screen will be displayed that tells the user where to direct questions about or requests for help with NOSC.



NOSC HOME PAGE – HELP LINK



HELP SCREEN

Phone numbers and an email link are provided for the user to utilize to garner support of problems that they are having with the NOSC application.