USERS OPERATIONS GUIDE FOR THE NASA ONLINE SUPPLY CATALOG

Release 3.8

PrISMS Contract

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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.

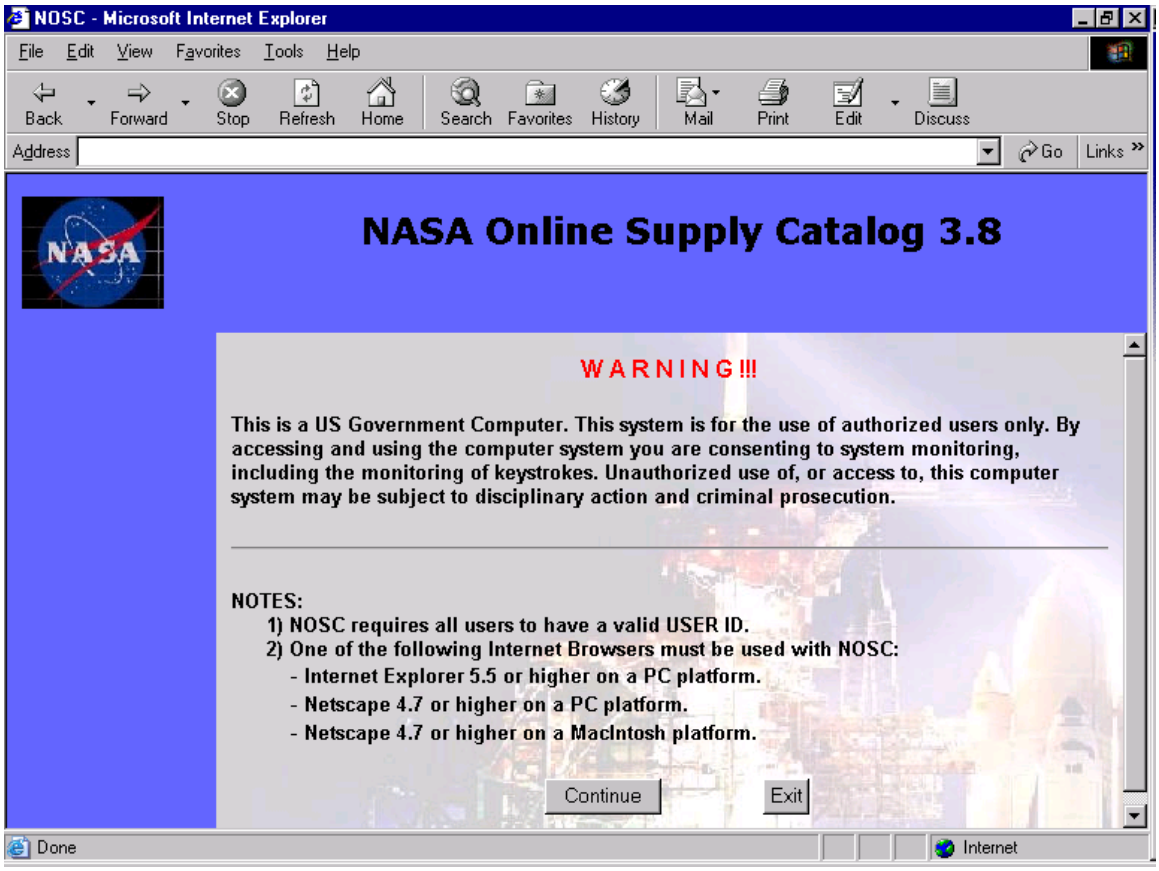
STOCK STATUS CODES (SSC)

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

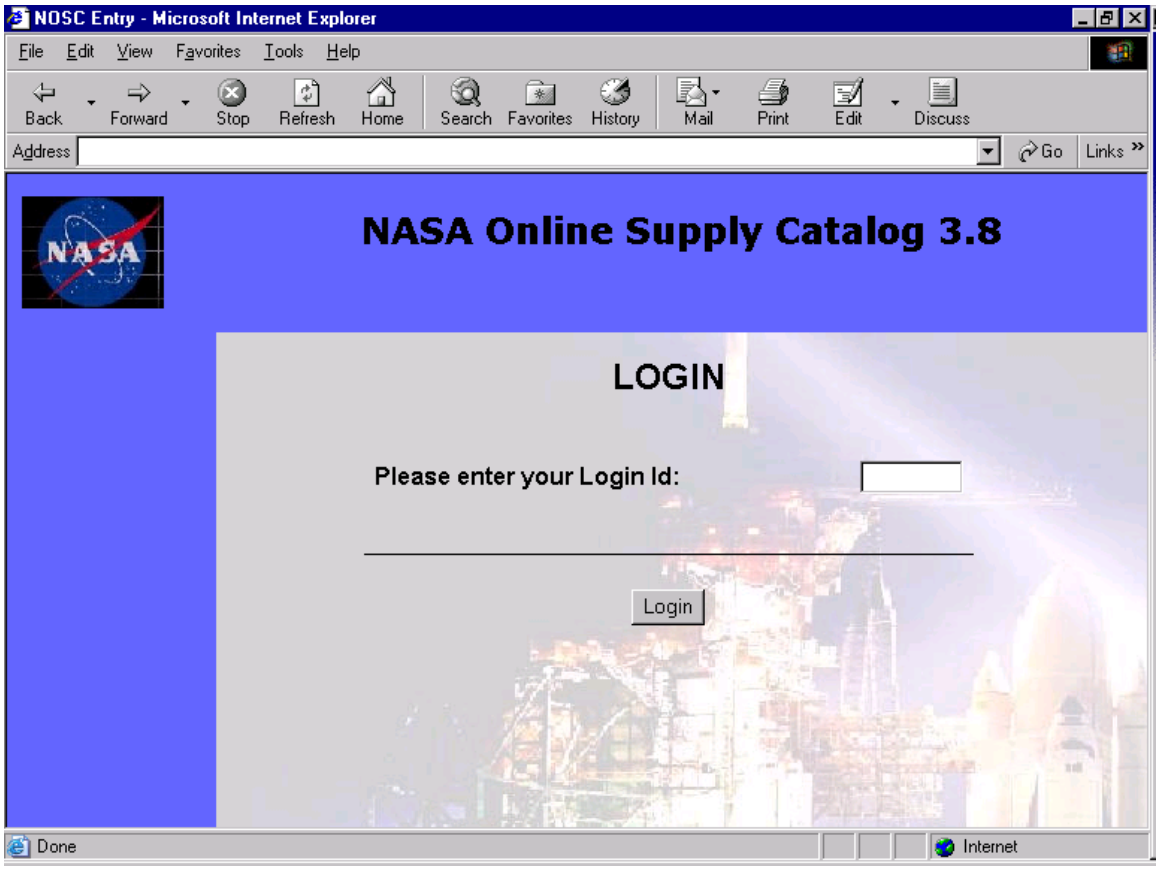
The first screen presented to the user is the Warning Screen. If the user wishes to leave the NOSC application, they should click the **Exit** button; otherwise, they should click the **Continue** button to proceed to the Login Screen.

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



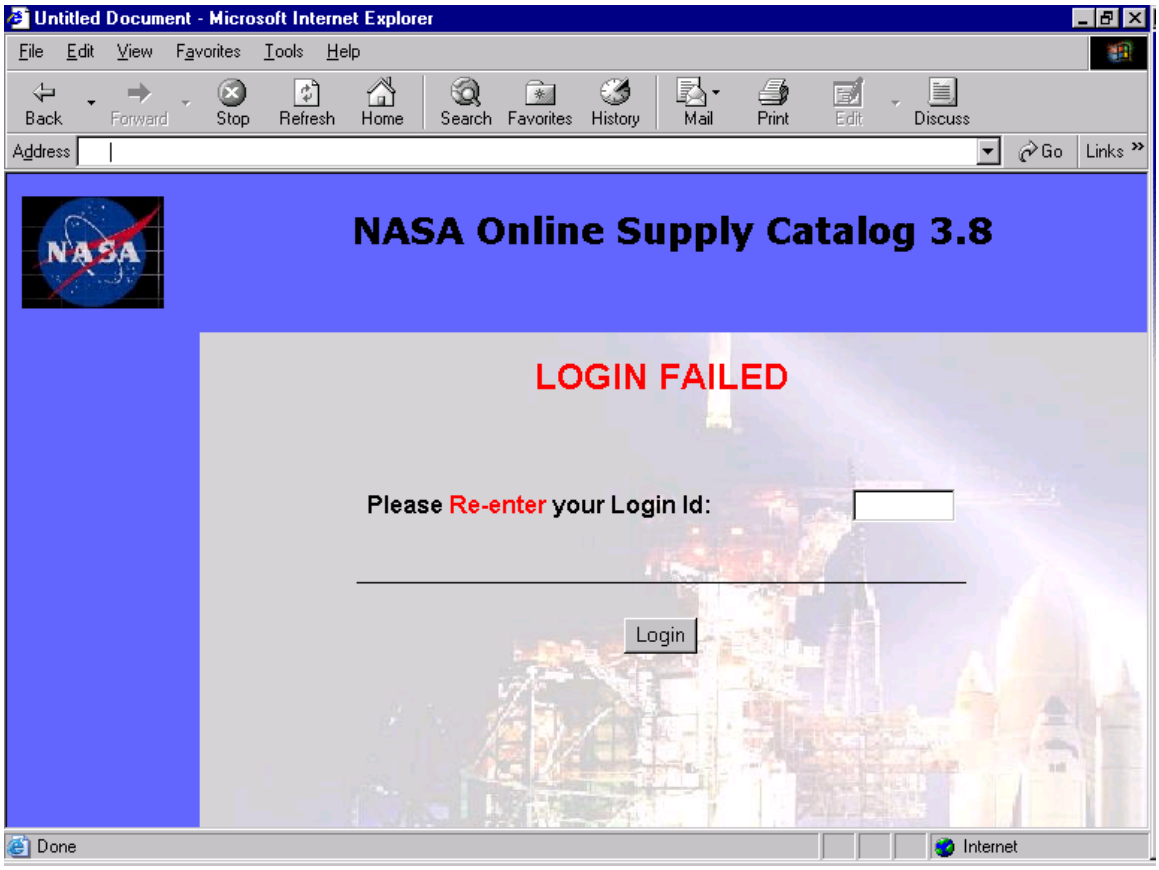
WARNING SCREEN

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



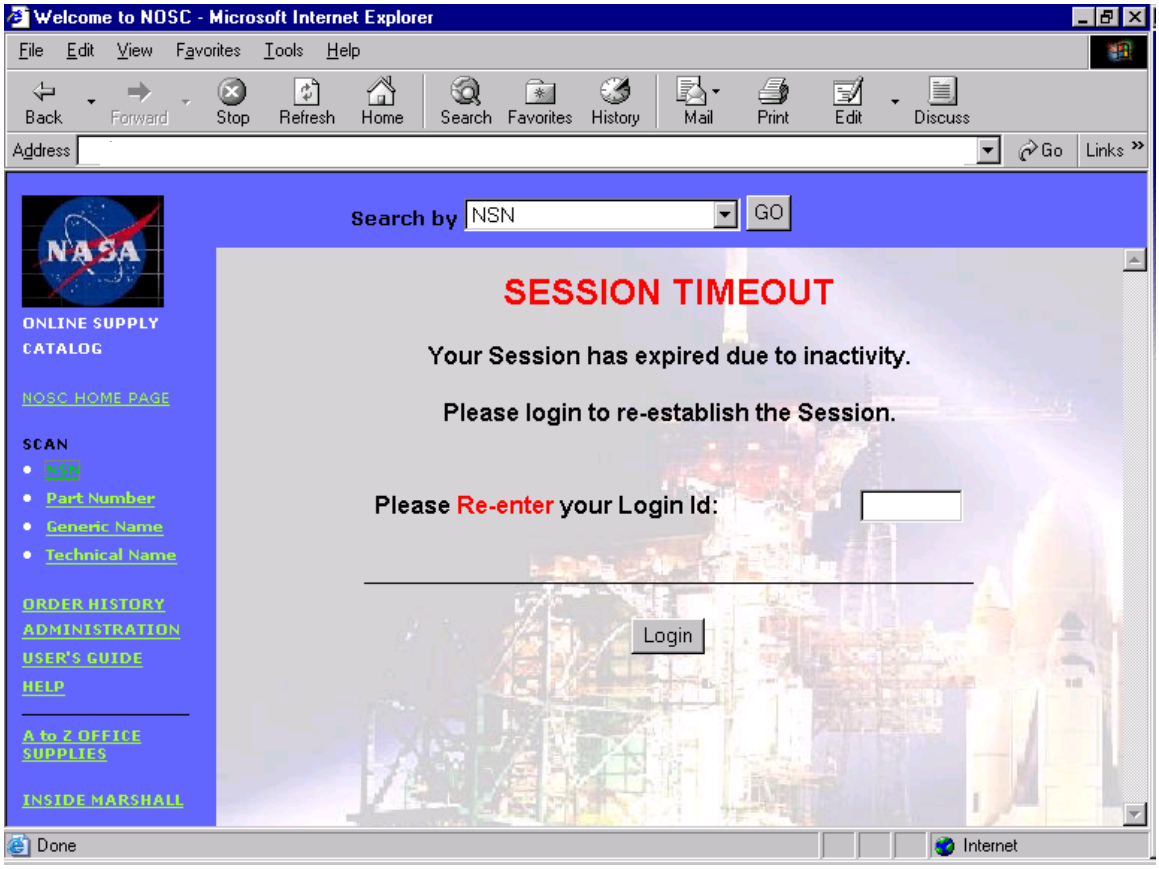
LOGIN SCREEN

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, Generic Name, Technical Name, Last Service, Max Allowable Pressure, Size, Max Working Temperature, Min Working Temperature, Manufacturer Name, Relative Pressure Rate, or Serial Number. Each of these functions will be discussed in detail.

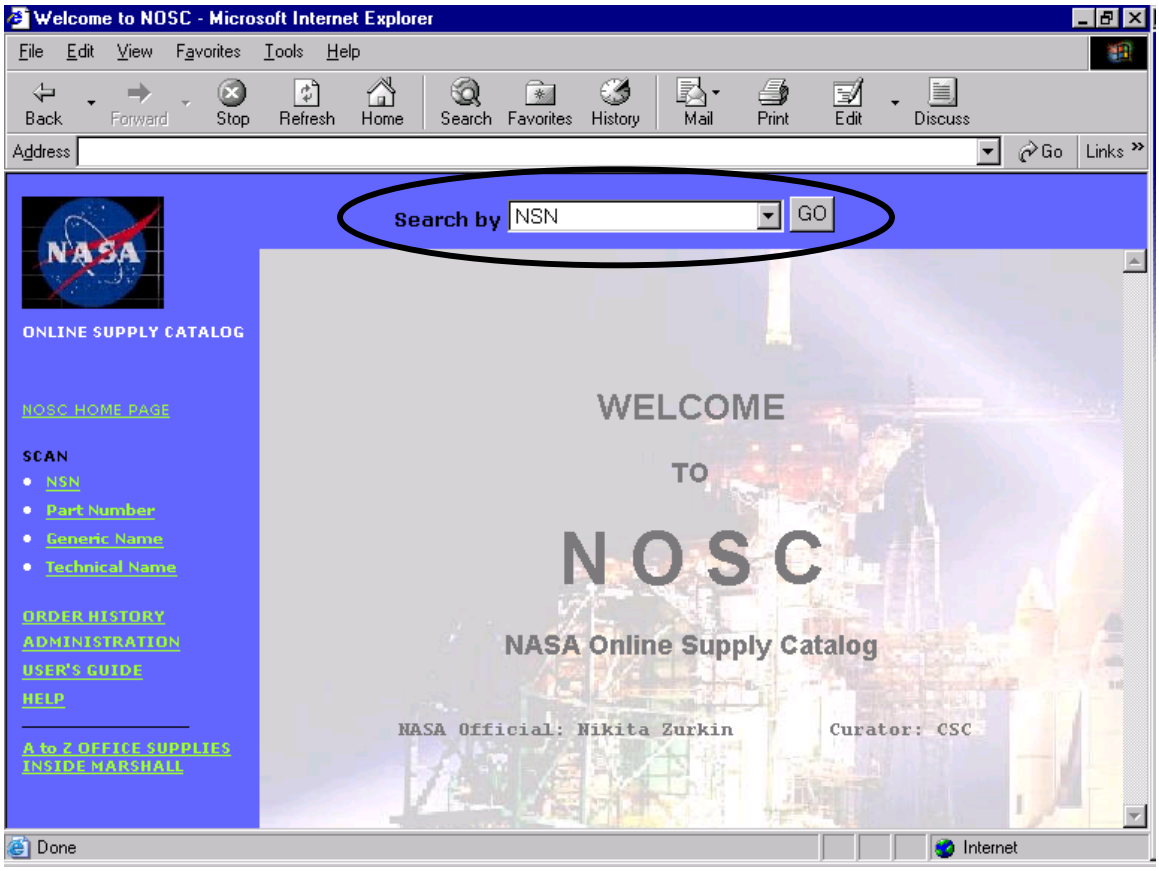
Down the left side of the NOSC Home Page there are links allowing the user to scan on NSN, Part Number, Generic Name, and Technical Name. Also on the left side of the page are links to Order History, Administration (if the user has authority for this function), the User's Guide, and Help. Each of these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

Links specific to each NASA site are listed next.

NOSC HOME PAGE

SEARCH OPTIONS

The drop-down menu provides a means for the user to narrow his search to the desired asset. When the **GO** button is clicked, the SEARCH by [CHOSEN SEARCH METHOD] Screen is displayed.



NOSC HOME PAGE – SEARCH OPTION

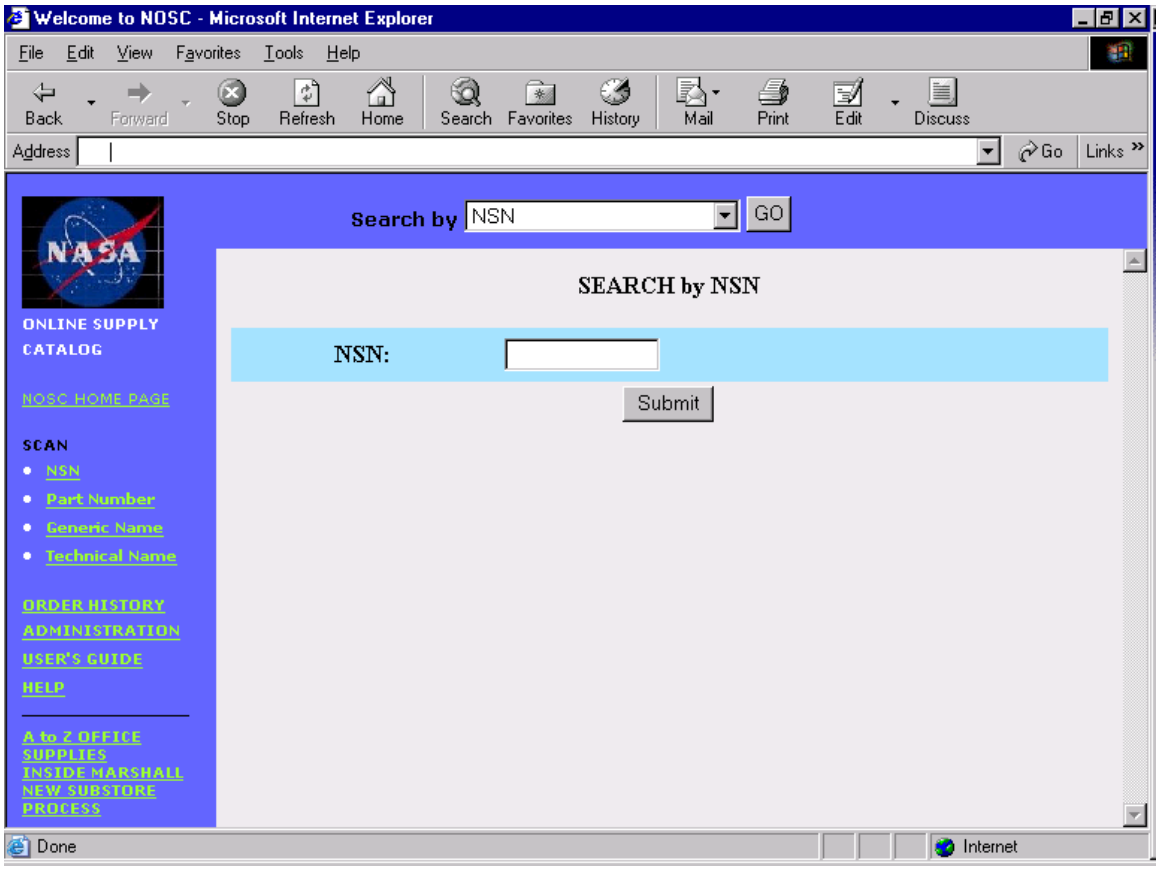
One or more data entry boxes will be presented for the user to fill. The data entered by the user will help to narrow the search to the desired asset.

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 twelve choices on the drop-down menu will now be examined in detail.

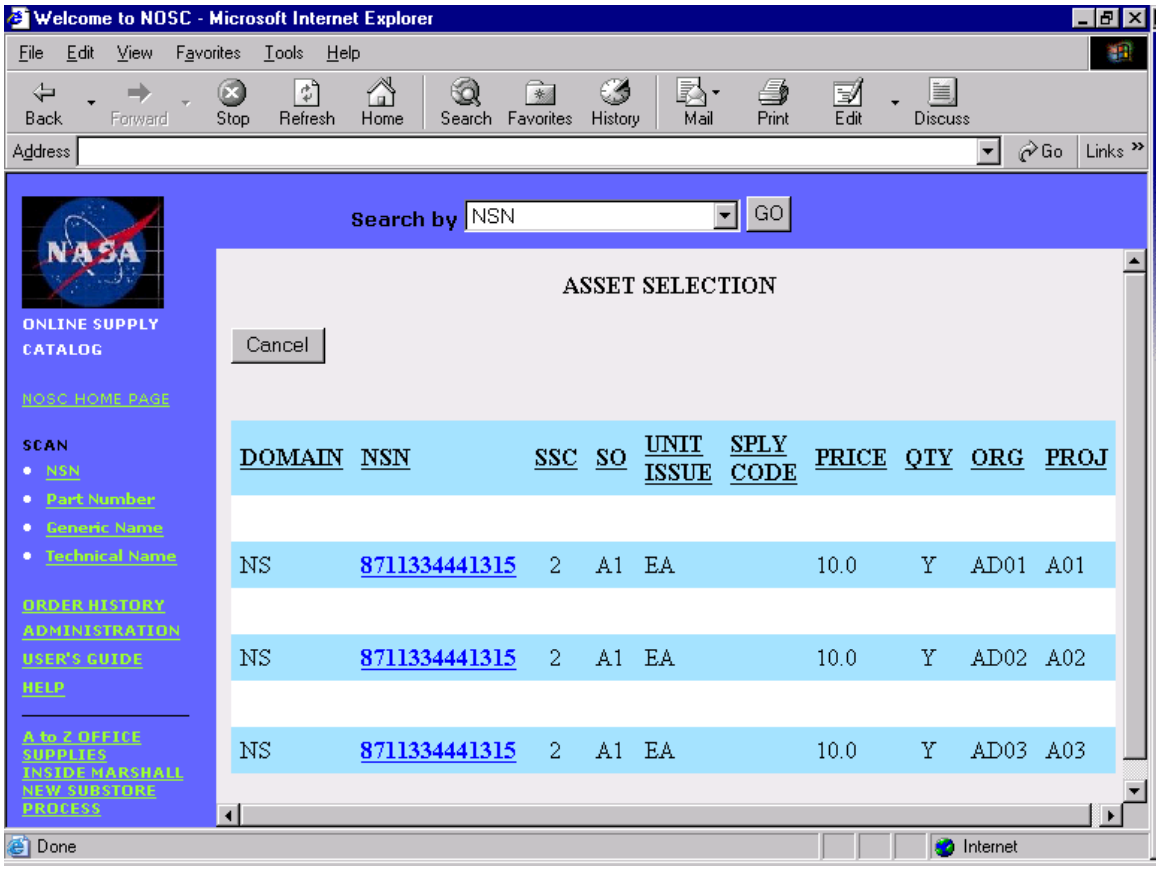
Search by NSN

To search for an asset by NSN, the user chooses 'NSN' from the drop-down menu. The Search by NSN Screen is displayed. The user should type in the NSN of the asset for which he is searching and click the **Submit** button. (A thirteen character NSN must be entered.) Depending on the assets available, this will take the user to the Asset Selection Screen or to the Catalog/Asset Detail Screen.



SEARCH by NSN SCREEN

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

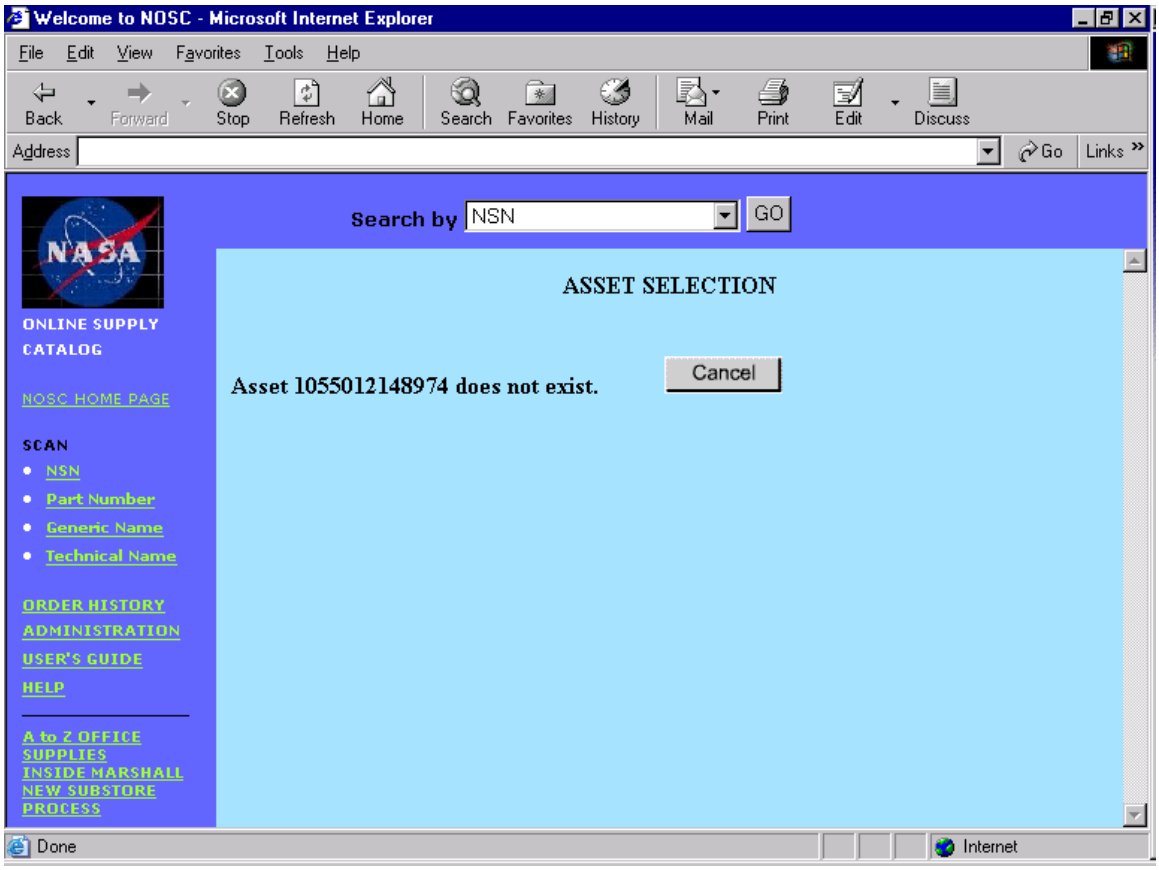


ASSET SELECTION SCREEN

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.)

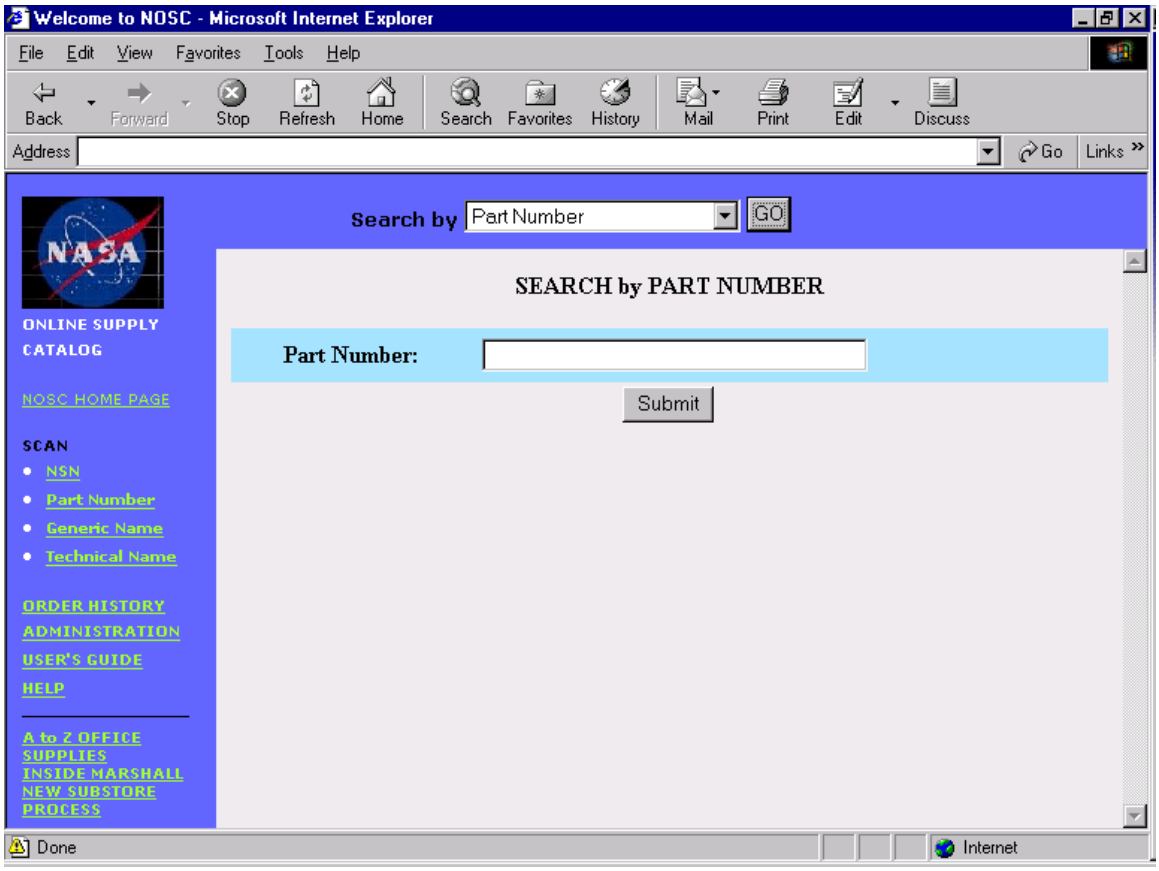
If the user enters an invalid NSN when initiating the NSN search, the following screen will be displayed.



ASSET SELECTION SCREEN

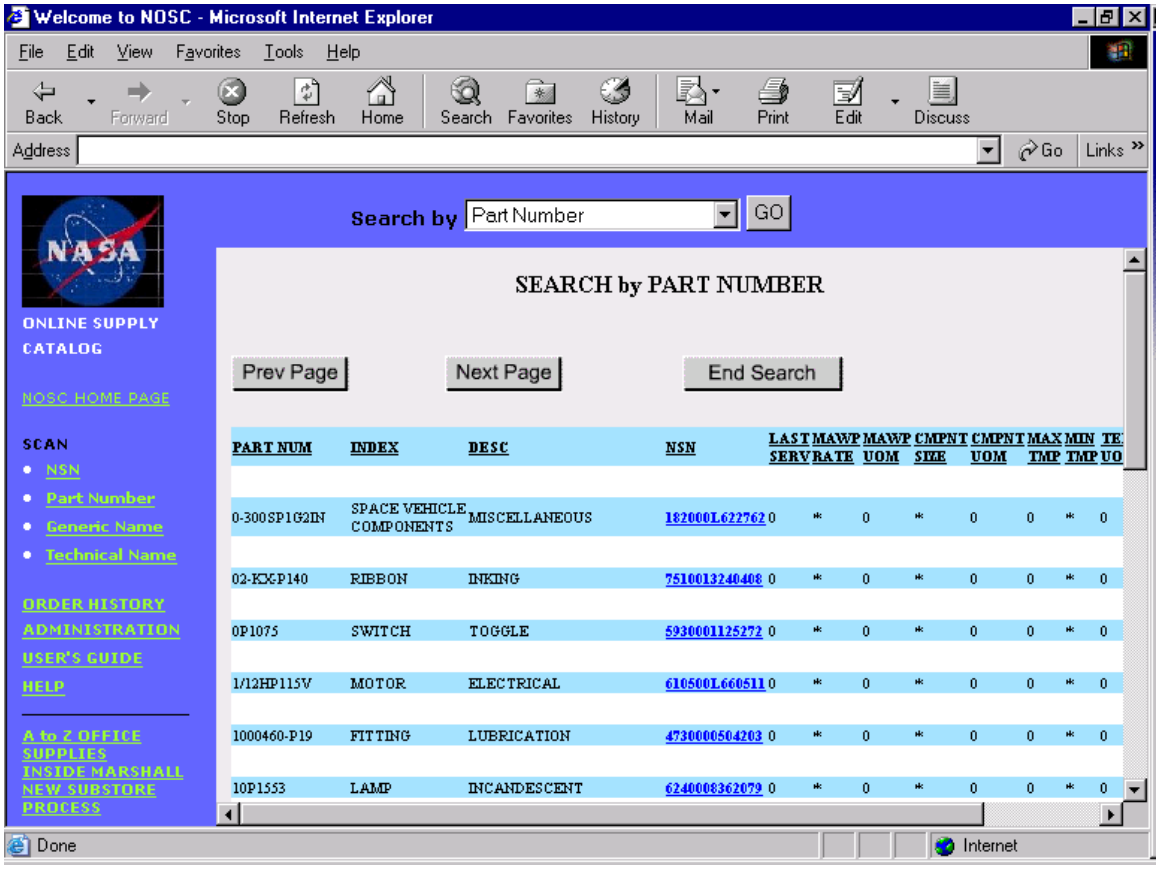
Search by Part Number

To search for an asset by Part Number, the user chooses 'Part Number' from the drop-down menu. The Search by Part Number Screen is displayed. The user should type in the part number (or partial part number) of the asset for which he is searching and click the **Submit** button.



SEARCH by PART NUMBER SCREEN

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



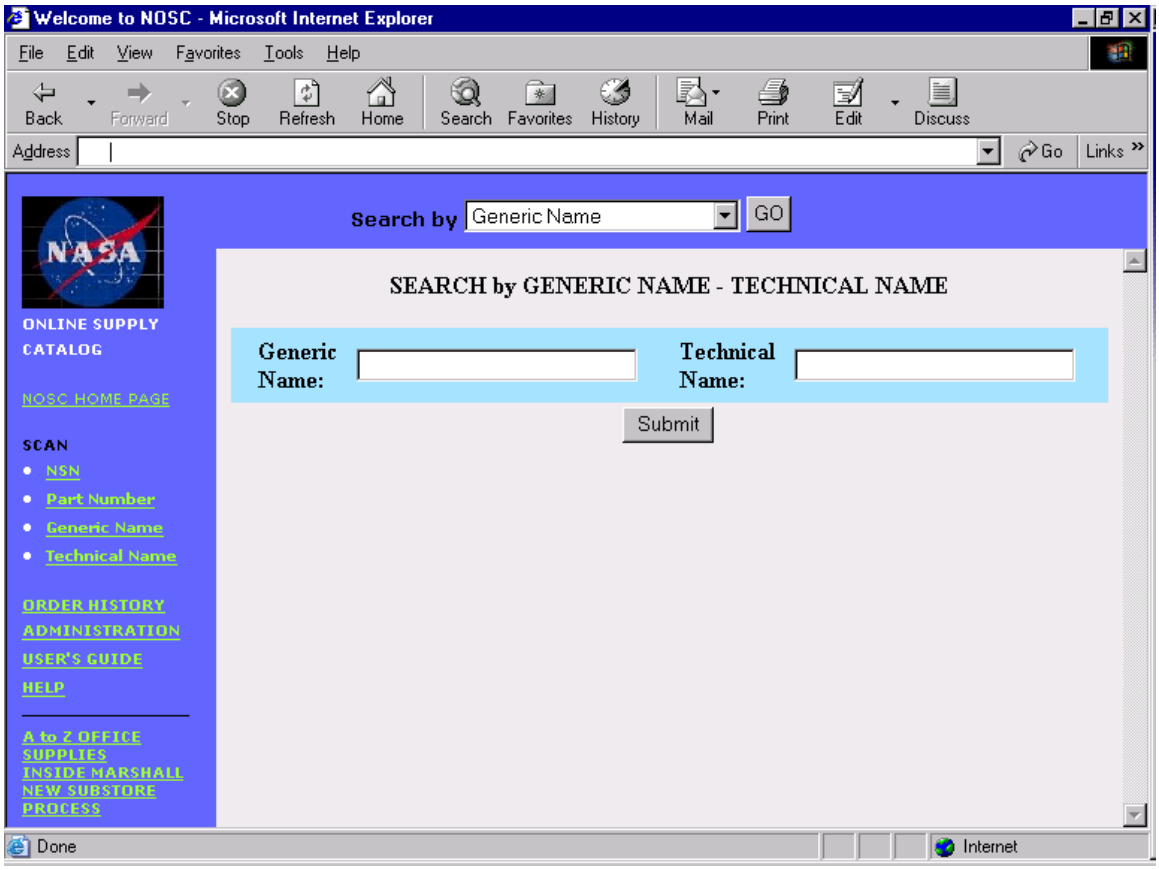
SEARCH by PART NUMBER SCREEN

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.

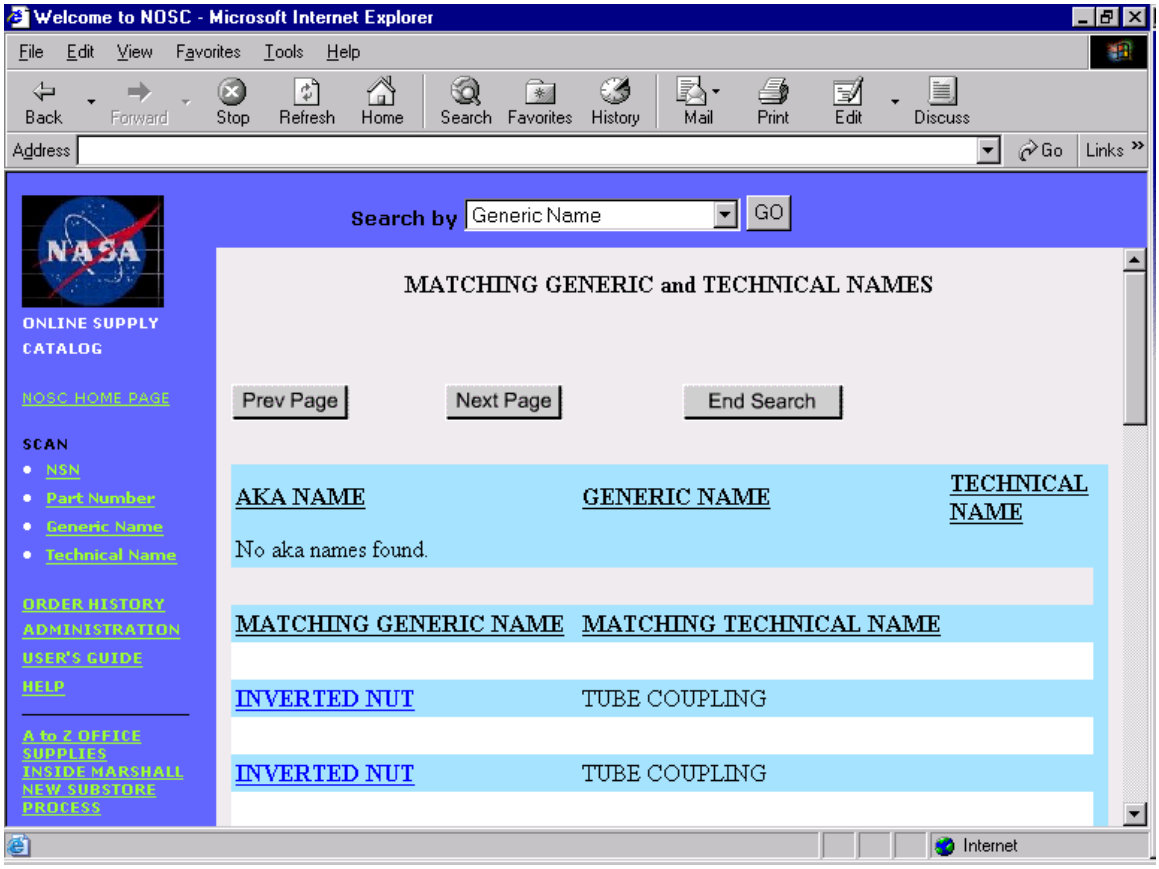
Search by Generic Name

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. The Search by Generic Name – Technical Name Screen is displayed. The user should type in the generic name (or partial generic name) of the asset for which he is searching and click the **Submit** button. (At least one value—Generic Name or Technical Name—must be entered. Both can be entered.) This will take the user to the Matching Generic and Technical Names Screen.



SEARCH by GENERIC NAME – TECHNICAL NAME SCREEN

The Matching Generic and Technical 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.

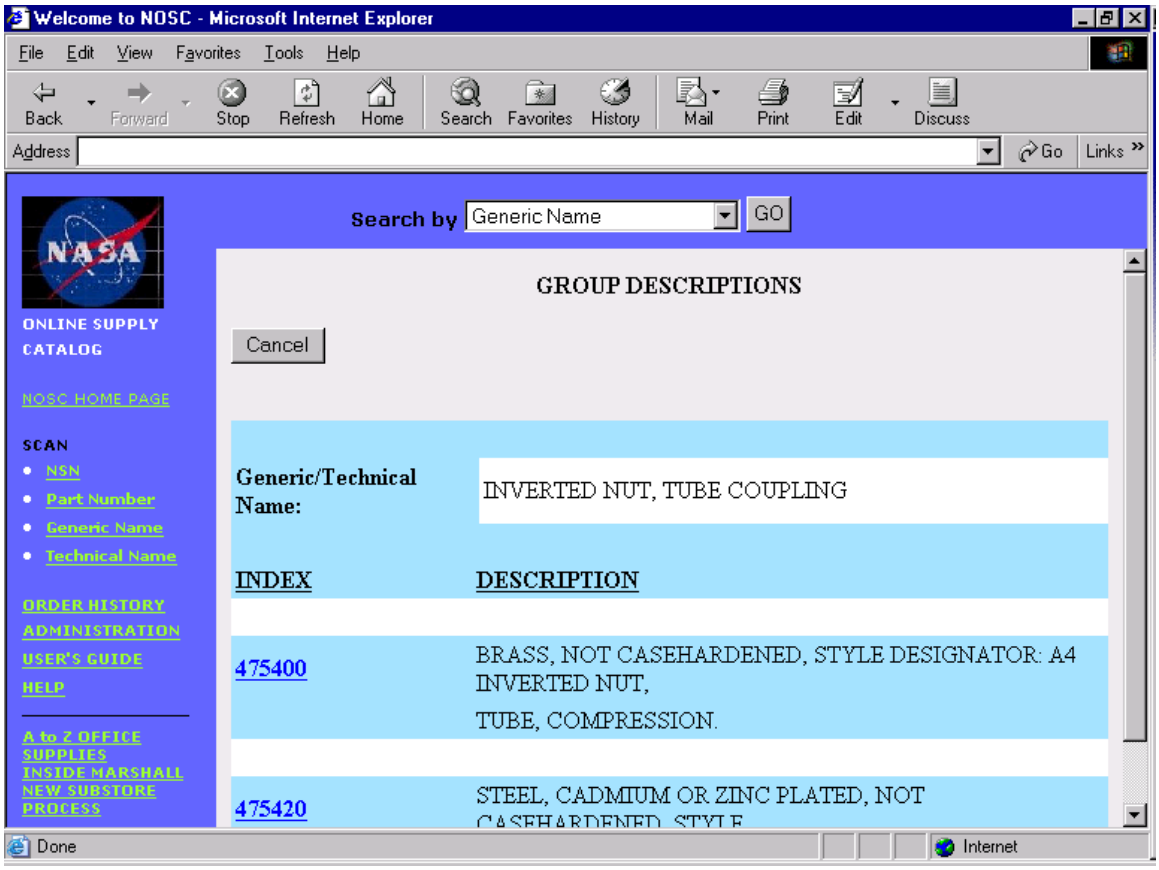


MATCHING GENERIC and TECHNICAL NAMES SCREEN

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.

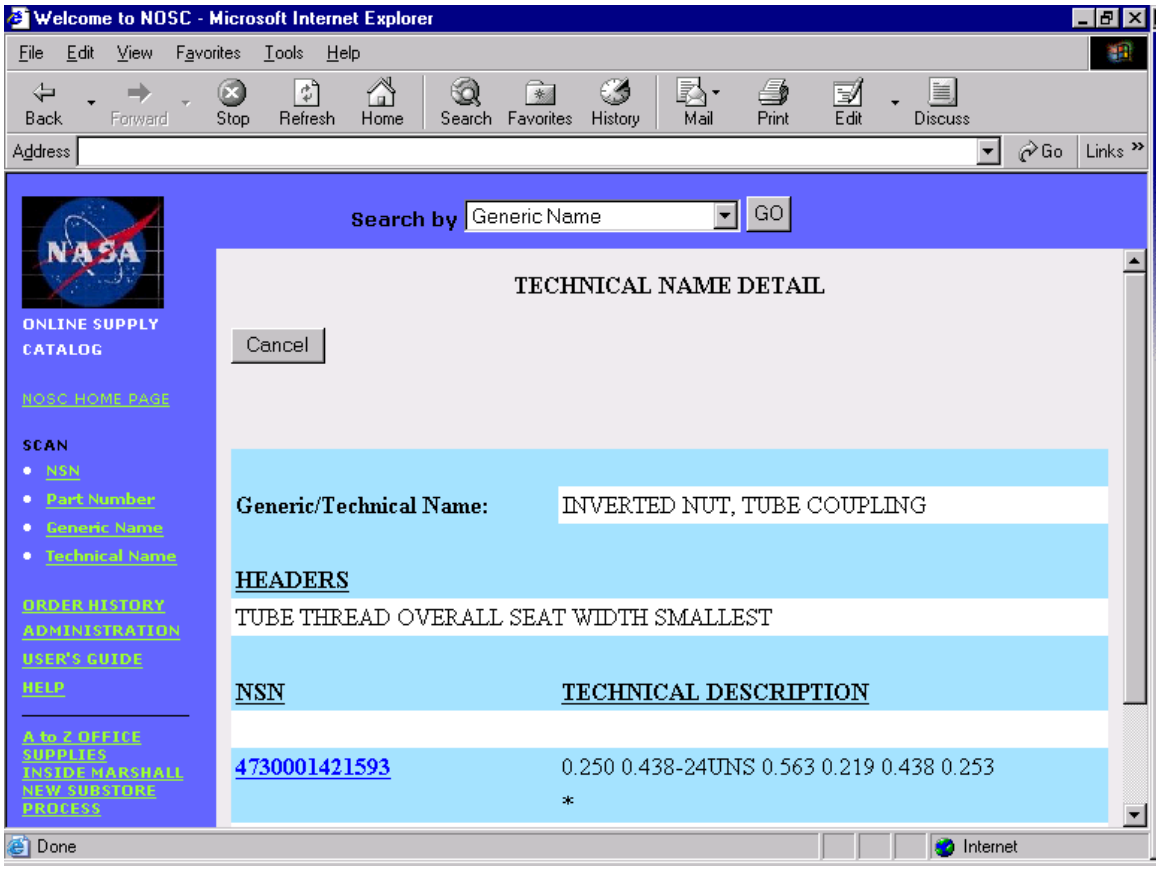
The Group Descriptions Screen shows the chosen asset in greater detail and provides the user with a description of the asset and an index number.



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.

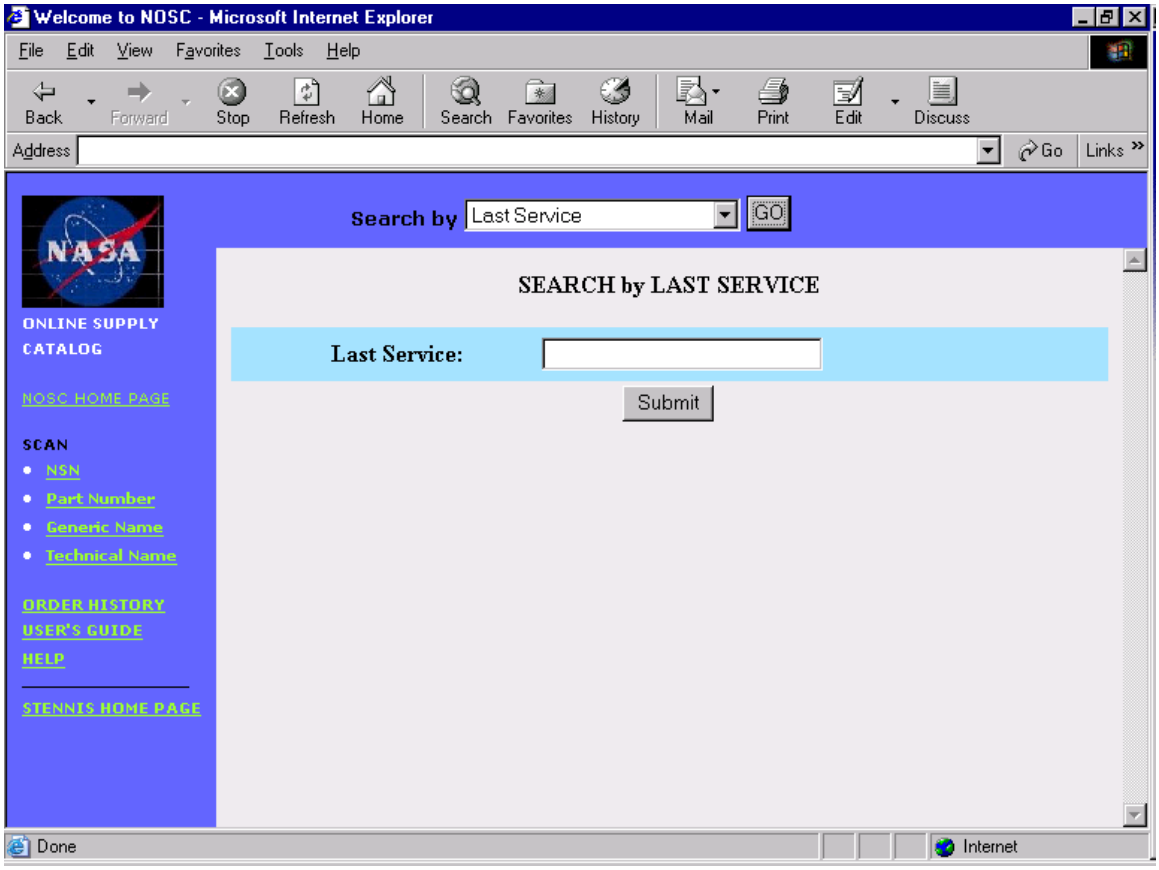
Search by Technical Name

To search for an asset by Technical Name, the user chooses 'Technical Name' from the drop-down menu. The Search by Technical Name – Generic Name Screen is displayed. The user should type in the technical name (or partial technical name) of the asset for which he is searching and click the **Submit** button. (At least one value—Technical Name or Generic Name—must be entered. Both can be entered.) This will take the user to the Matching Generic and Technical Names Screen.

SEARCH by TECHNICAL NAME – GENERIC NAME SCREEN

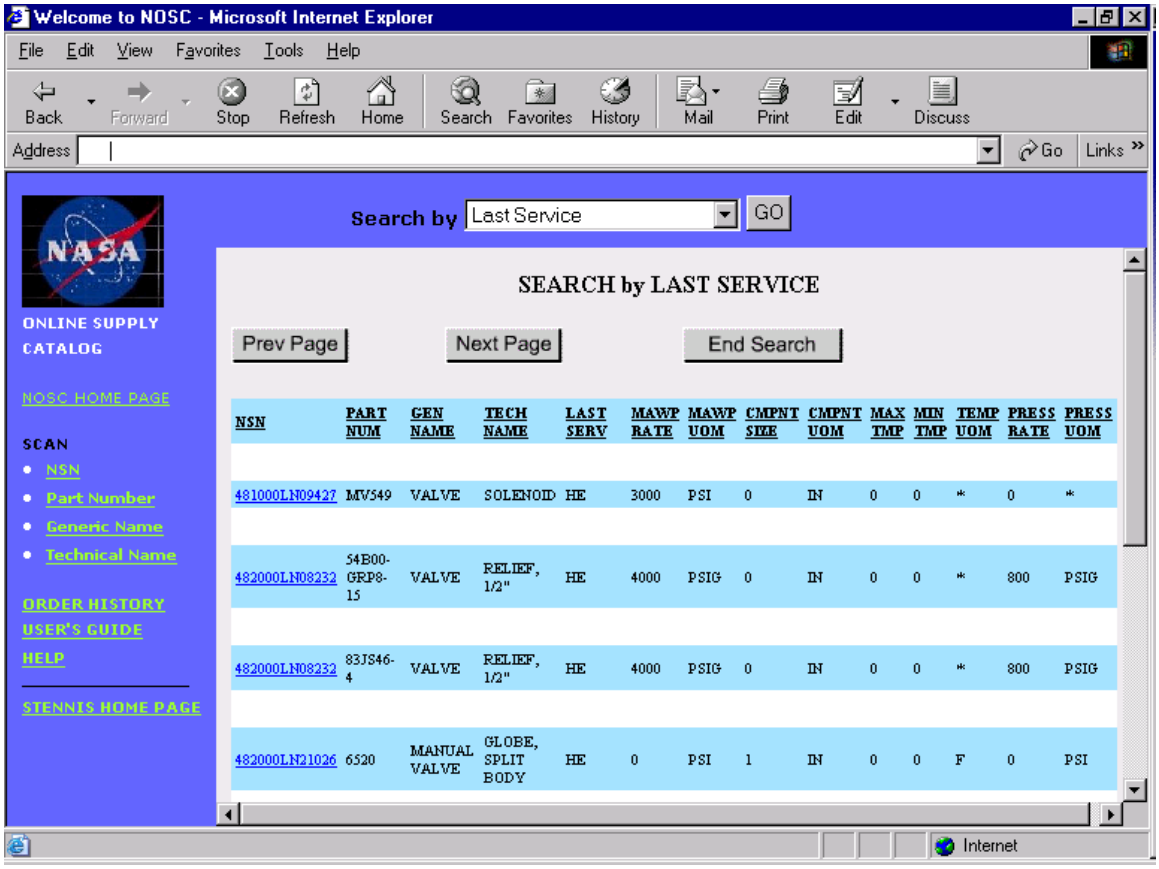
Search by Last Service

To search for an asset by Last Service, the user chooses 'Last Service' from the drop-down menu. The Search by Last Service Screen is displayed. The user should type in a value for the last system service search and click the **Submit** button. (A value must be entered.) This will take the user to the Search by Last Service Screen.



SEARCH by LAST SERVICE SCREEN

The Search by Last Service Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



NSN	PART NUM	GEN NAME	TECH NAME	LAST SERV	MAWP RATE	MAWP UOM	CMPNT SIZE	CMPNT UOM	MAX TMP	MIN TMP	TEMP UOM	PRESS RATE	PRESS UOM
481000LN09427	MV549	VALVE	SOLENOID	HE	3000	PSI	0	IN	0	0	*	0	*
482000LN08232	54B00-GRP8-15	VALVE	RELIEF, 1/2"	HE	4000	PSIG	0	IN	0	0	*	800	PSIG
482000LN08232	83JS46-4	VALVE	RELIEF, 1/2"	HE	4000	PSIG	0	IN	0	0	*	800	PSIG
482000LN21026	6520	MANUAL VALVE	GLOBE, SPLIT BODY	HE	0	PSI	1	IN	0	0	F	0	PSI

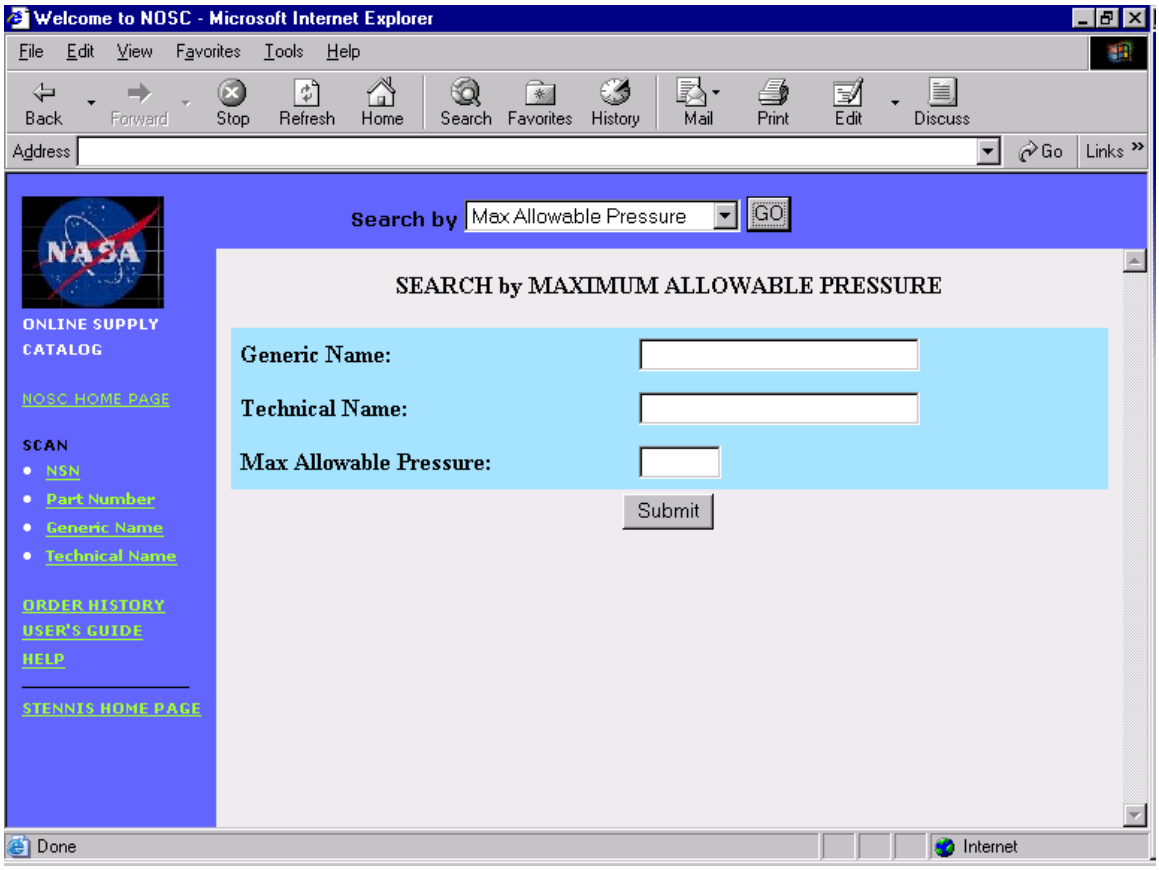
SEARCH by LAST SERVICE SCREEN

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.

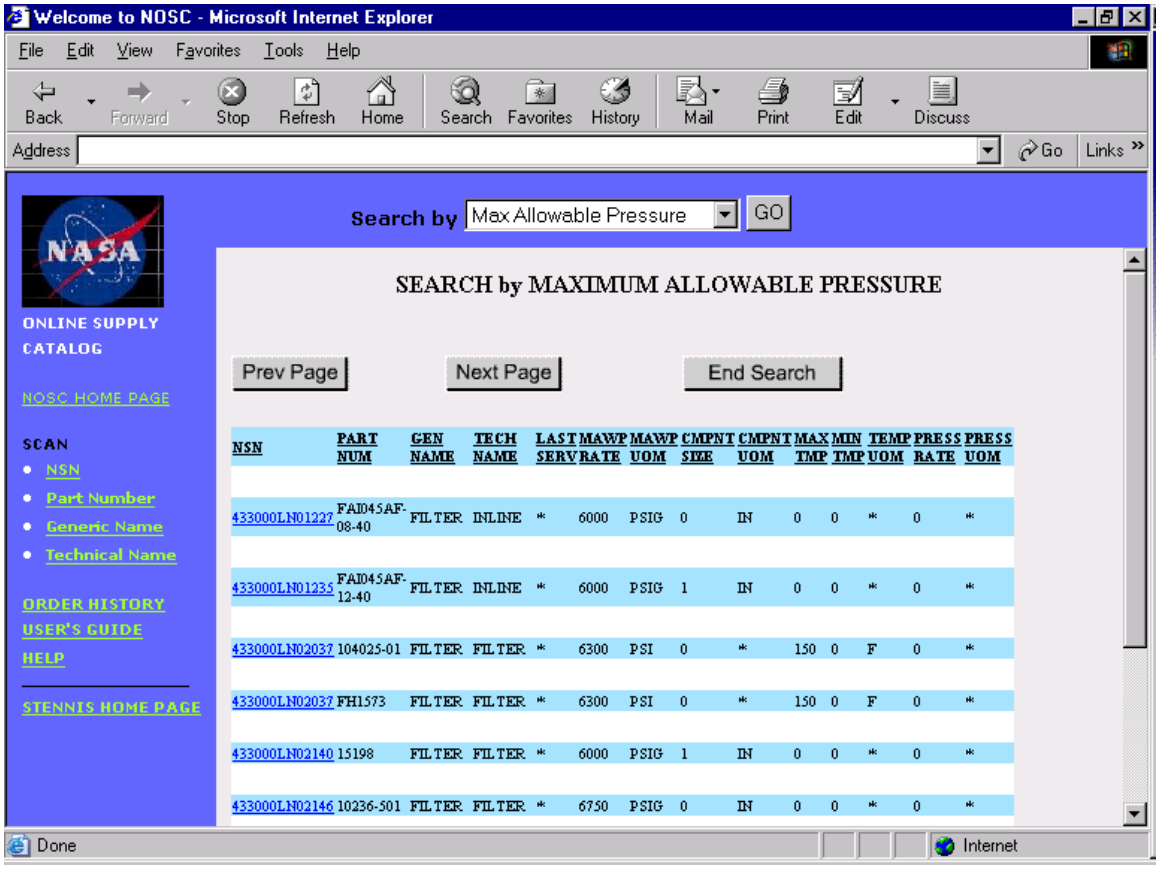
Search by Max Allowable Pressure

To search for an asset by Max Allowable Pressure, the user chooses 'Max Allowable Pressure' from the drop-down menu. The Search by Maximum Allowable Pressure Screen is displayed. The user must enter a generic name and a maximum allowable pressure rate. The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Maximum Allowable Pressure Screen.



SEARCH by MAXIMUM ALLOWABLE PRESSURE SCREEN

The Search by Maximum Allowable Pressure Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



NSN	PART NUM	GEN NAME	TECH NAME	LAST SERV	MAWP RATE	MAWP UOM	CMPNT SIZE	CMPNT UOM	MAX TMP	MIN TMP	TEMP UOM	PRESS RATE	PRESS UOM
433000LN01227	FAI045AF-08-40	FILTER	INLINE	*	6000	PSIG	0	IN	0	0	*	0	*
433000LN01235	FAI045AF-12-40	FILTER	INLINE	*	6000	PSIG	1	IN	0	0	*	0	*
433000LN02037	104025-01	FILTER	FILTER	*	6300	PSI	0	*	150	0	F	0	*
433000LN02037	FH1573	FILTER	FILTER	*	6300	PSI	0	*	150	0	F	0	*
433000LN02140	15198	FILTER	FILTER	*	6000	PSIG	1	IN	0	0	*	0	*
433000LN02146	10236-501	FILTER	FILTER	*	6750	PSIG	0	IN	0	0	*	0	*

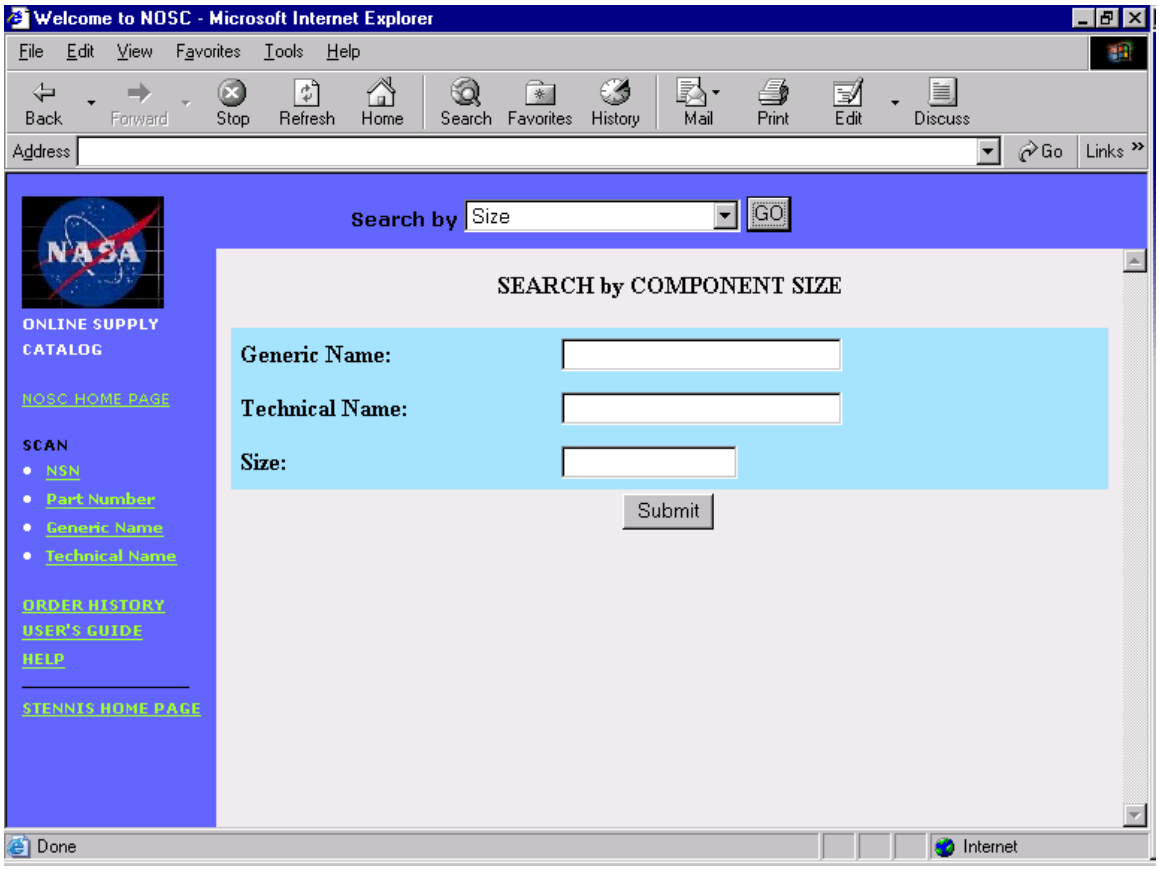
SEARCH by MAXIMUM ALLOWABLE PRESSURE SCREEN

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.

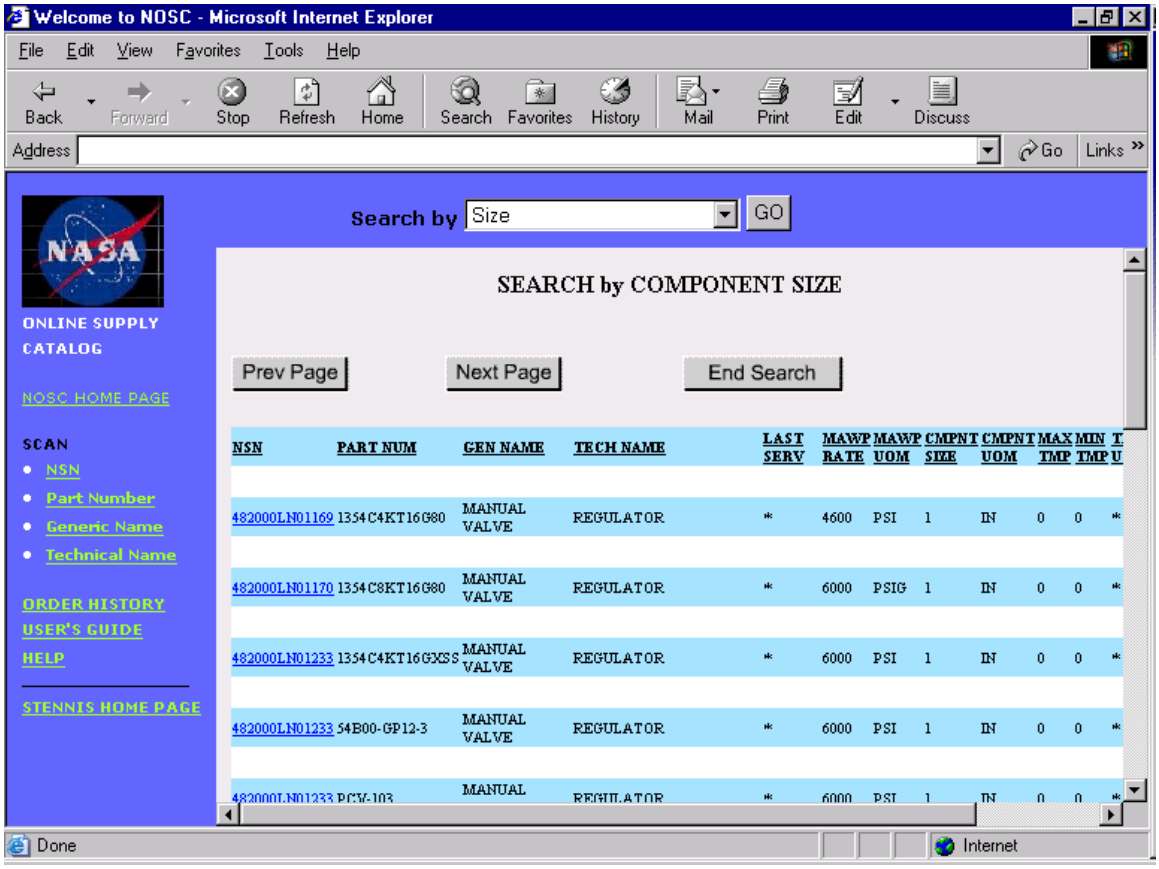
Search by Component Size

To search for an asset by Component Size, the user chooses 'Size' from the drop-down menu. The Search by Component Size Screen is displayed. The user must enter a generic name and a component size. (NOTE: Do **NOT** use a leading zero if entering a decimal number.) The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Component Size Screen.



SEARCH by COMPONENT SIZE SCREEN

The Search by Component Size Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



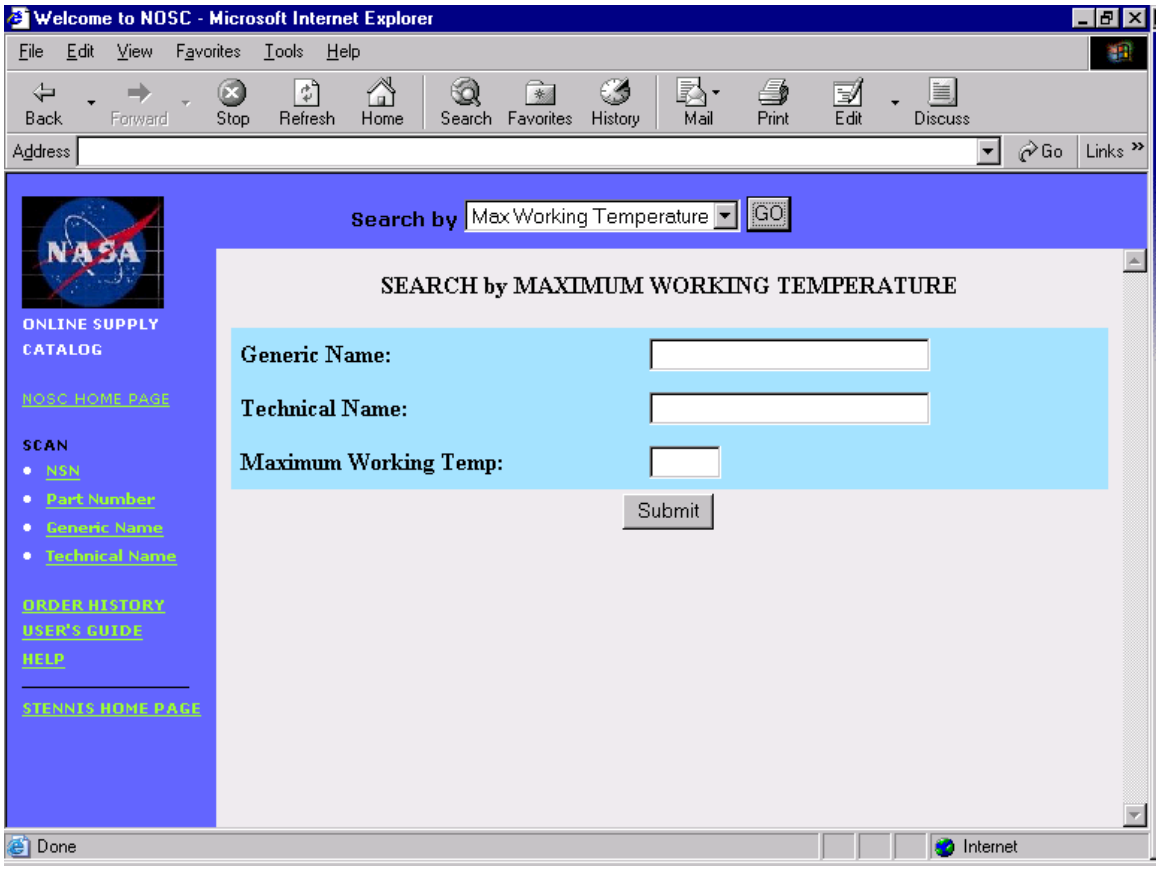
SEARCH by COMPONENT SIZE SCREEN

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.

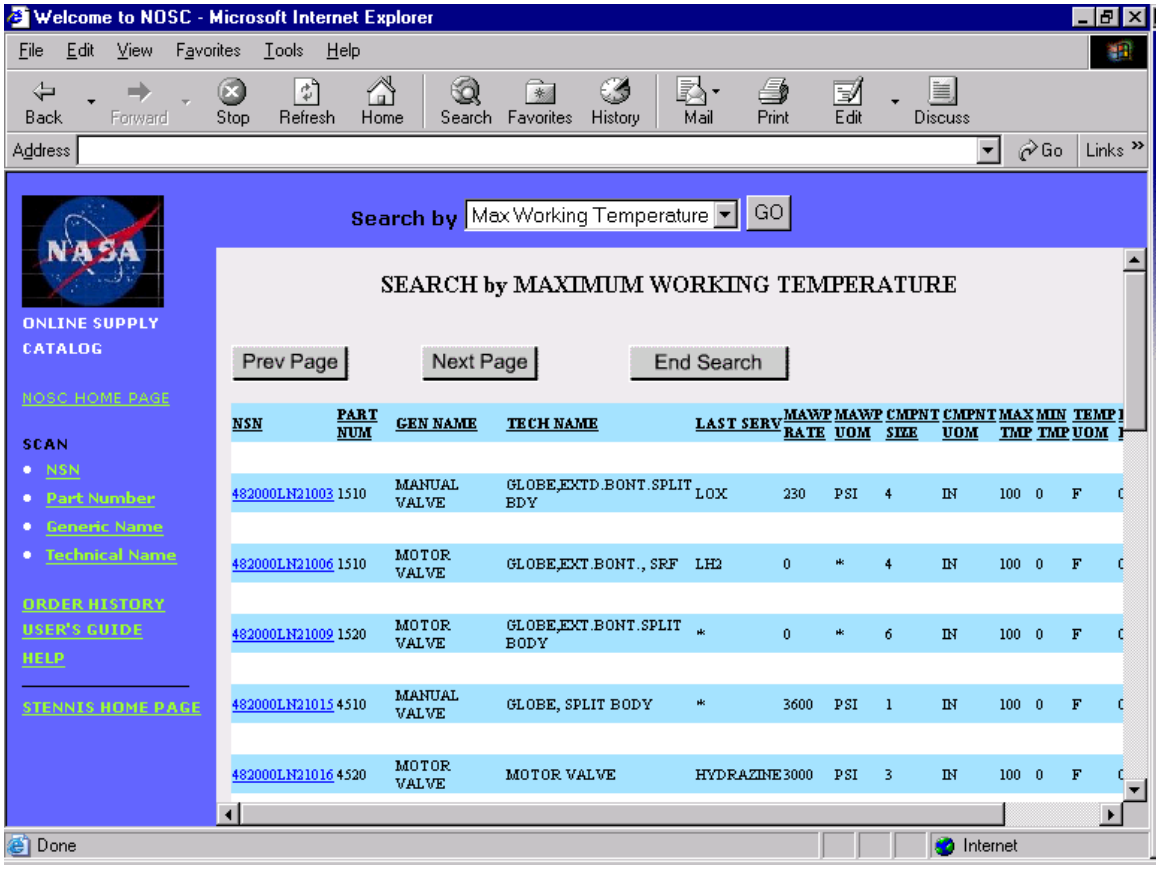
Search by Max Working Temperature

To search for an asset by maximum working temperature, the user chooses 'Max Working Temperature' from the drop-down menu. The Search by Maximum Working Temperature Screen is displayed. The user must enter a generic name and a maximum work temp. The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Maximum Working Temperature Screen.



SEARCH by MAXIMUM WORKING TEMPERATURE SCREEN

The Search by Maximum Working Temperature Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



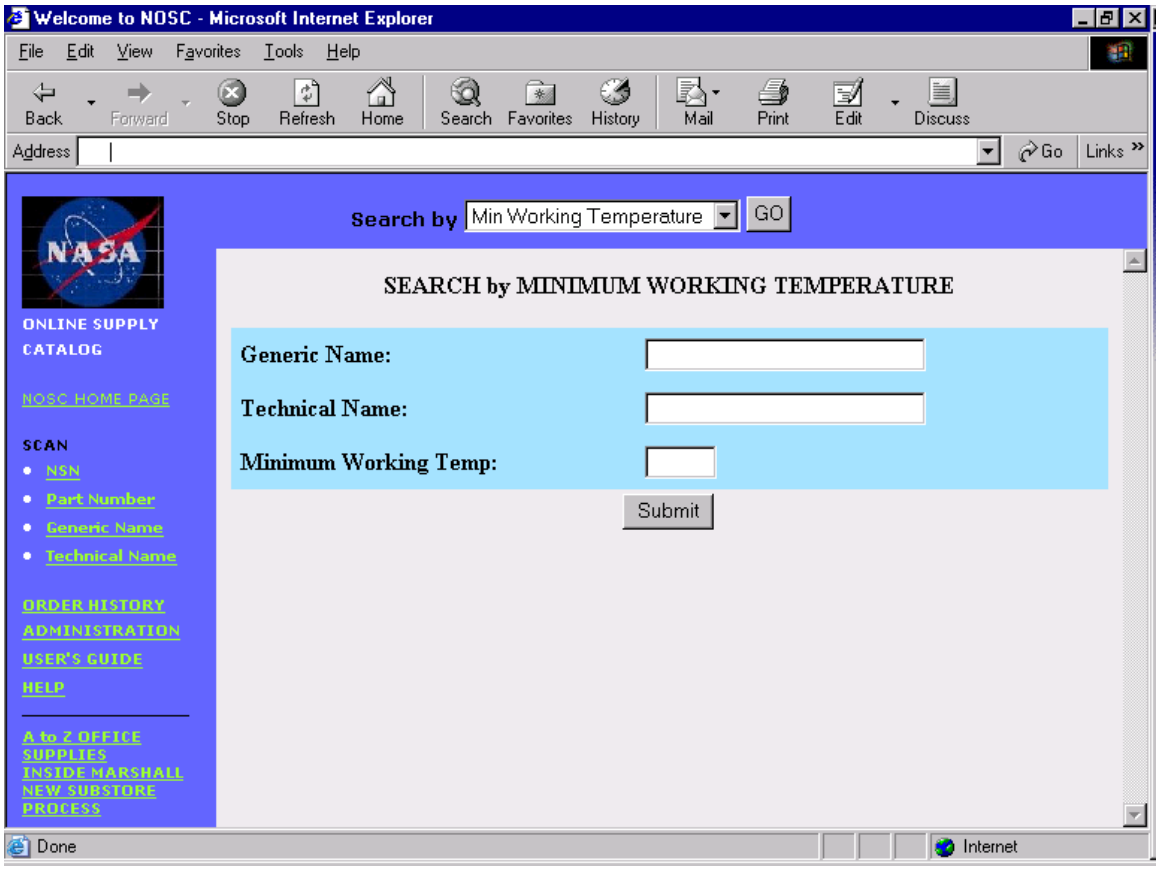
SEARCH by MAXIMUM WORKING TEMPERATURE SCREEN

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.

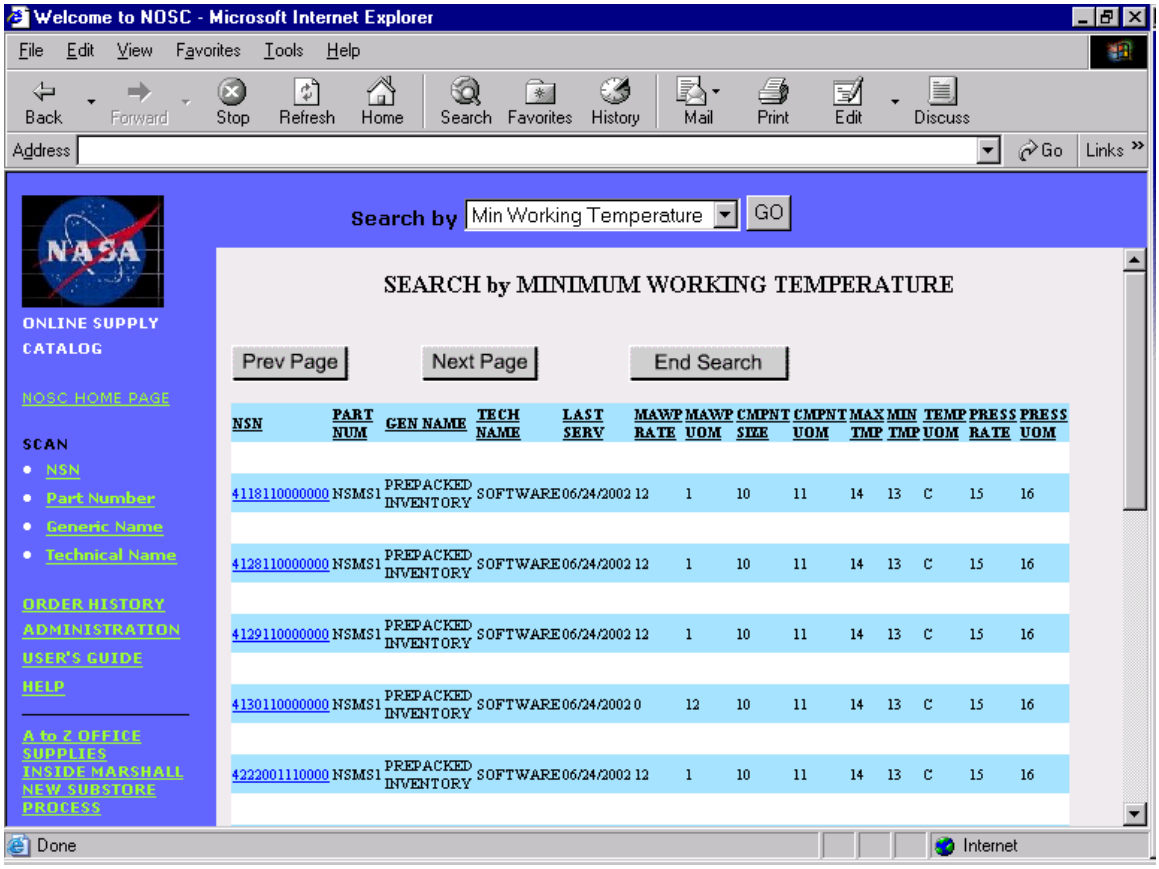
Search by Min Working Temperature

To search for an asset by minimum working temperature, the user chooses 'Min Working Temperature' from the drop-down menu. The Search by Minimum Working Temperature Screen is displayed. The user must enter a generic name and a minimum working temp. The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Minimum Working Temperature Screen.



SEARCH by MINIMUM WORKING TEMPERATURE SCREEN

The Search by Minimum Working Temperature Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



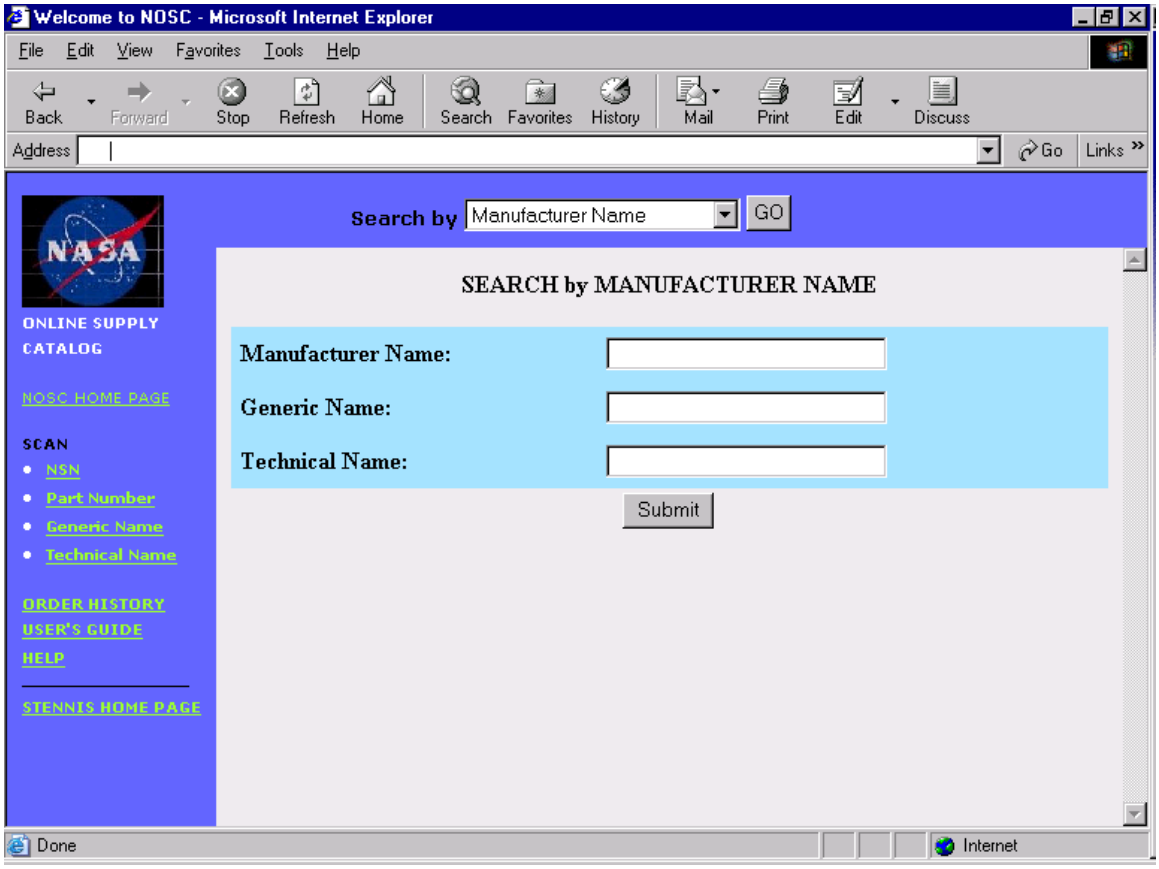
SEARCH by MINIMUM WORKING TEMPERATURE SCREEN

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.

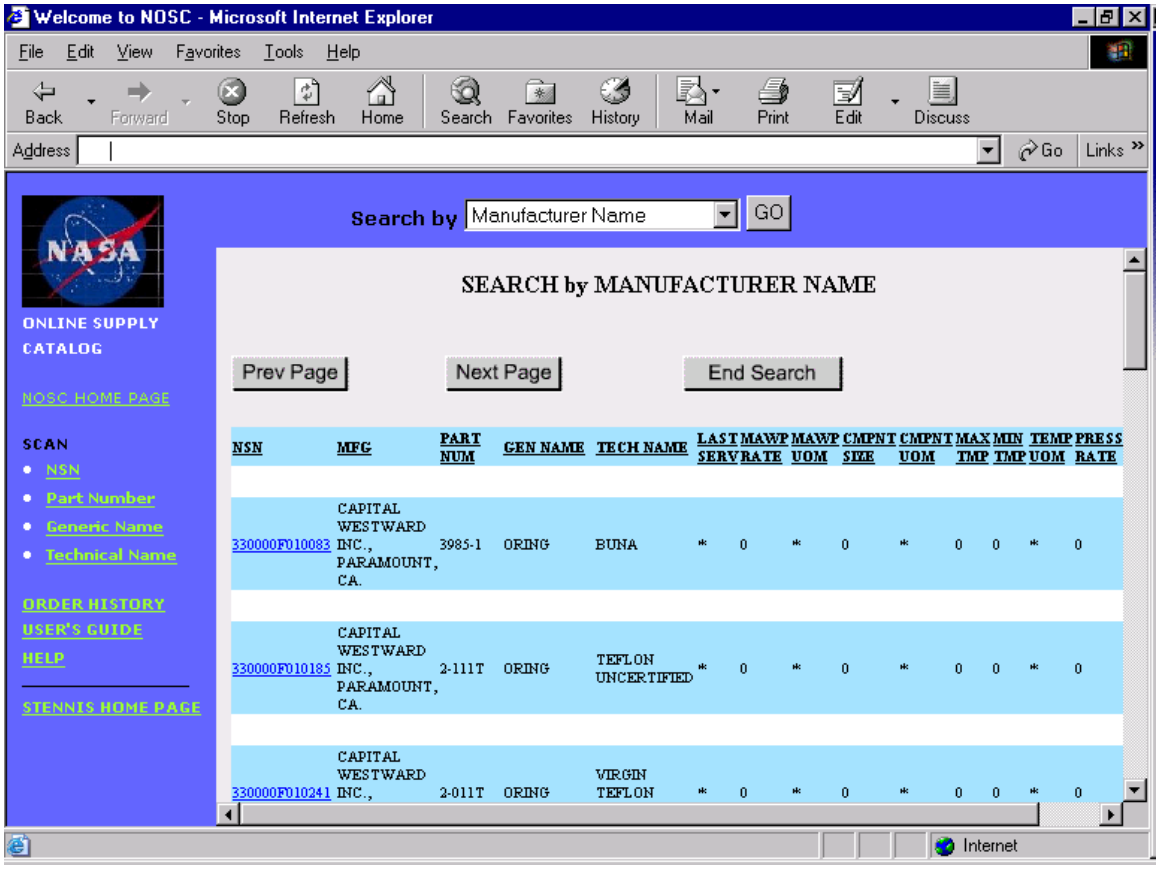
Search by Manufacturer Name

To search for an asset by Manufacturer Name, the user chooses 'Manufacturer Name' from the drop-down menu. The Search by Manufacturer Name Screen is displayed. The user must enter a manufacturer name. The user can also enter a generic name and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the Search by Manufacturer Name Screen.



SEARCH by MANUFACTURER NAME SCREEN

The Search by Manufacturer Name Screen will provide the user with a listing of assets. The NSN, manufacturer name, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



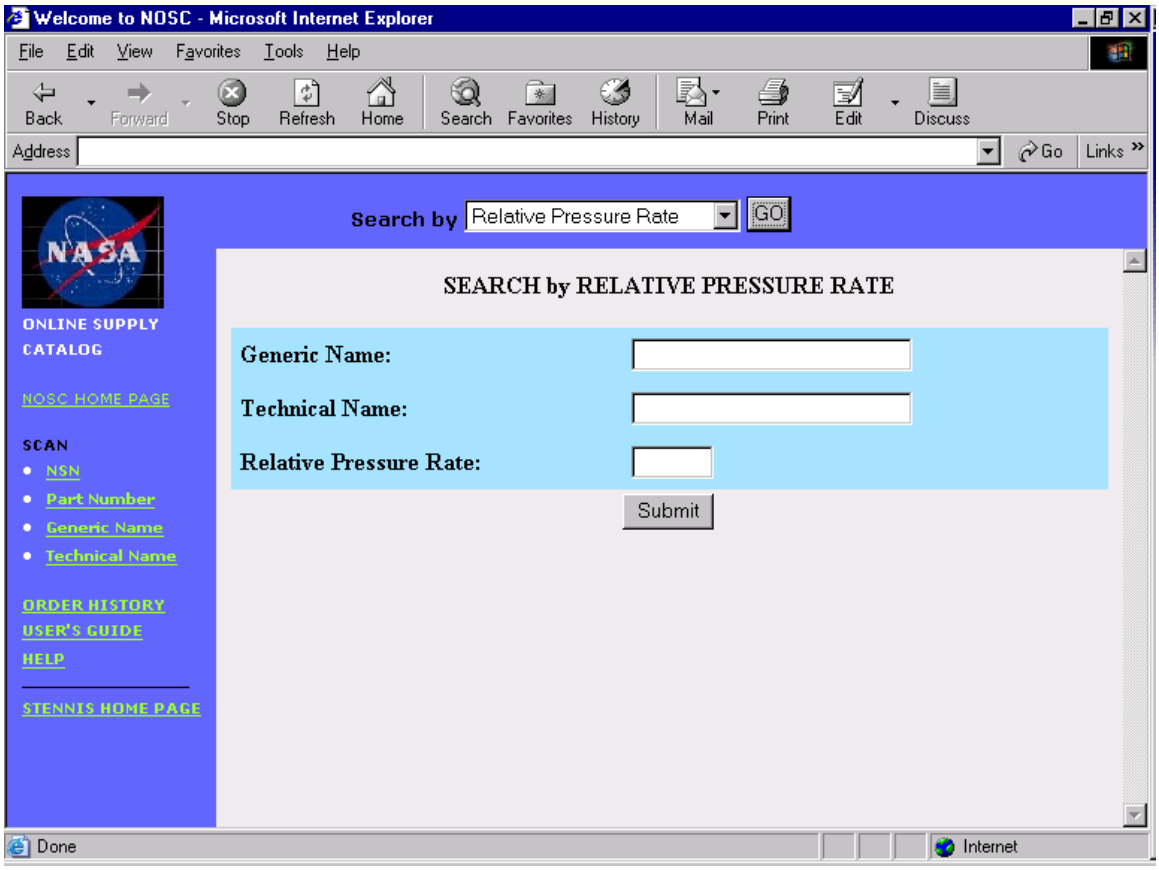
SEARCH by MANUFACTURER NAME SCREEN

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.

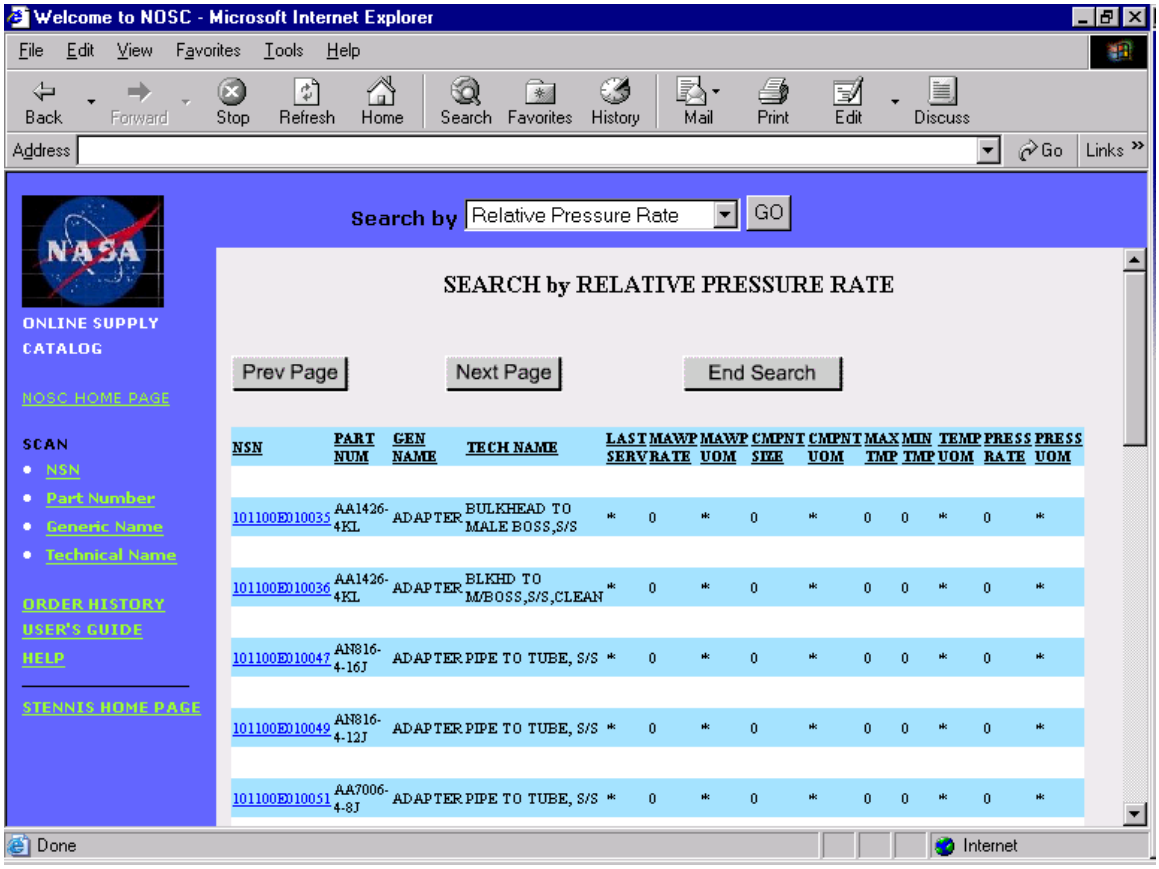
Search by Relative Pressure Rate

To search for an asset by Relative Pressure Rate, the user chooses 'Relative Pressure Rate' from the drop-down menu. The Search by Relative Pressure Rate Screen is displayed. The user must enter a generic name. The user can also enter a relative pressure rate and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the Search by Relative Pressure Rate Screen.



SEARCH by RELATIVE PRESSURE RATE SCREEN

The Search by Relative Pressure Rate Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



NSN	PART NUM	GEN NAME	TECH NAME	LAST SERV	MAWP RATE	MAWP UOM	CMPNT SIZE	CMPNT UOM	MAX TMP	MIN TMP	TEMP UOM	PRESS RATE	PRESS UOM
101100E010035	AA1426-4KL	ADAPTER	BULKHEAD TO MALE BOSS,S/S	*	0	*	0	*	0	0	*	0	*
101100E010036	AA1426-4KL	ADAPTER	BLKHD TO M/BOSS,S/S,CLEAN	*	0	*	0	*	0	0	*	0	*
101100E010047	AN816-4-16J	ADAPTER	PIPE TO TUBE, S/S	*	0	*	0	*	0	0	*	0	*
101100E010049	AN816-4-12J	ADAPTER	PIPE TO TUBE, S/S	*	0	*	0	*	0	0	*	0	*
101100E010051	AA7006-4-8J	ADAPTER	PIPE TO TUBE, S/S	*	0	*	0	*	0	0	*	0	*

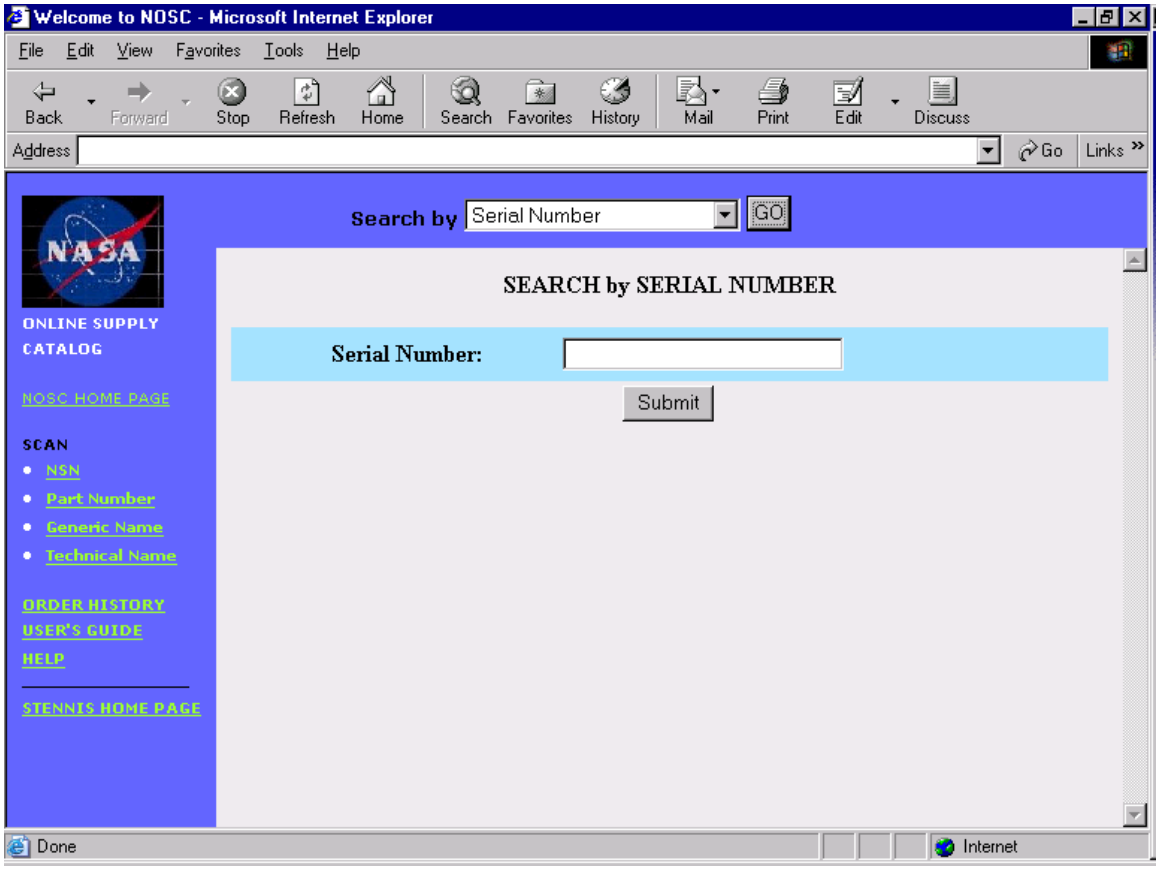
SEARCH by RELATIVE PRESSURE RATE SCREEN

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.

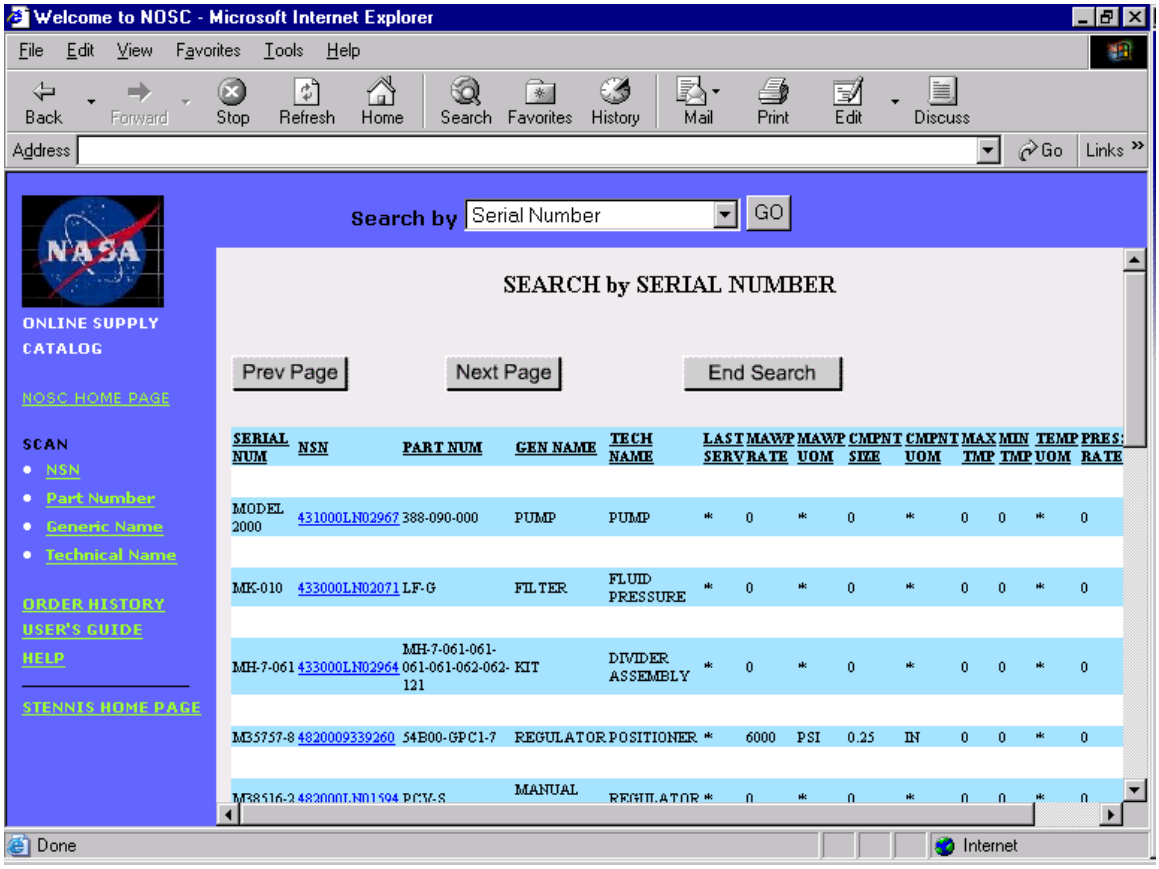
Search by Serial Number

To search for an asset by Serial Number, the user chooses 'Serial Number' from the drop-down menu. The Search by Serial Number Screen is displayed. The user should type in the serial number (or partial serial number) of the asset for which he is searching and click the **Submit** button. This will take the user to the Search by Serial Number Screen.



SEARCH by SERIAL NUMBER SCREEN

The Search by Serial Number Screen will provide the user with a listing of assets. The serial number, NSN, part number, generic name, technical name, and the propulsion component data for each asset will be displayed.



SERIAL NUM	NSN	PART NUM	GEN NAME	TECH NAME	LAST SERV	MAWP RATE	MAWP UOM	CMPNT SIZE	CMPNT UOM	MAX TMP	MIN TMP	TEMP UOM	PRES RATE
MODEL 2000	431000LN02967	388-090-000	PUMP	PUMP	*	0	*	0	*	0	0	*	0
MK-010	433000LN02071	LF-G	FILTER	FLUID PRESSURE	*	0	*	0	*	0	0	*	0
MH-7-061	433000LN02964	MH-7-061-061-061-061-062-062-121	KIT	DIVIDER ASSEMBLY	*	0	*	0	*	0	0	*	0
M35757-8	4820009339260	54B00-GPC1-7	REGULATOR	POSITIONER	*	6000	PSI	0.25	IN	0	0	*	0
M38516-2	482000LN01594	PCV-S	MANUAL	REGULATOR	*	0	*	0	*	0	0	*	0

SEARCH by SERIAL 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.

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 propulsion component data for each asset is also shown. 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.

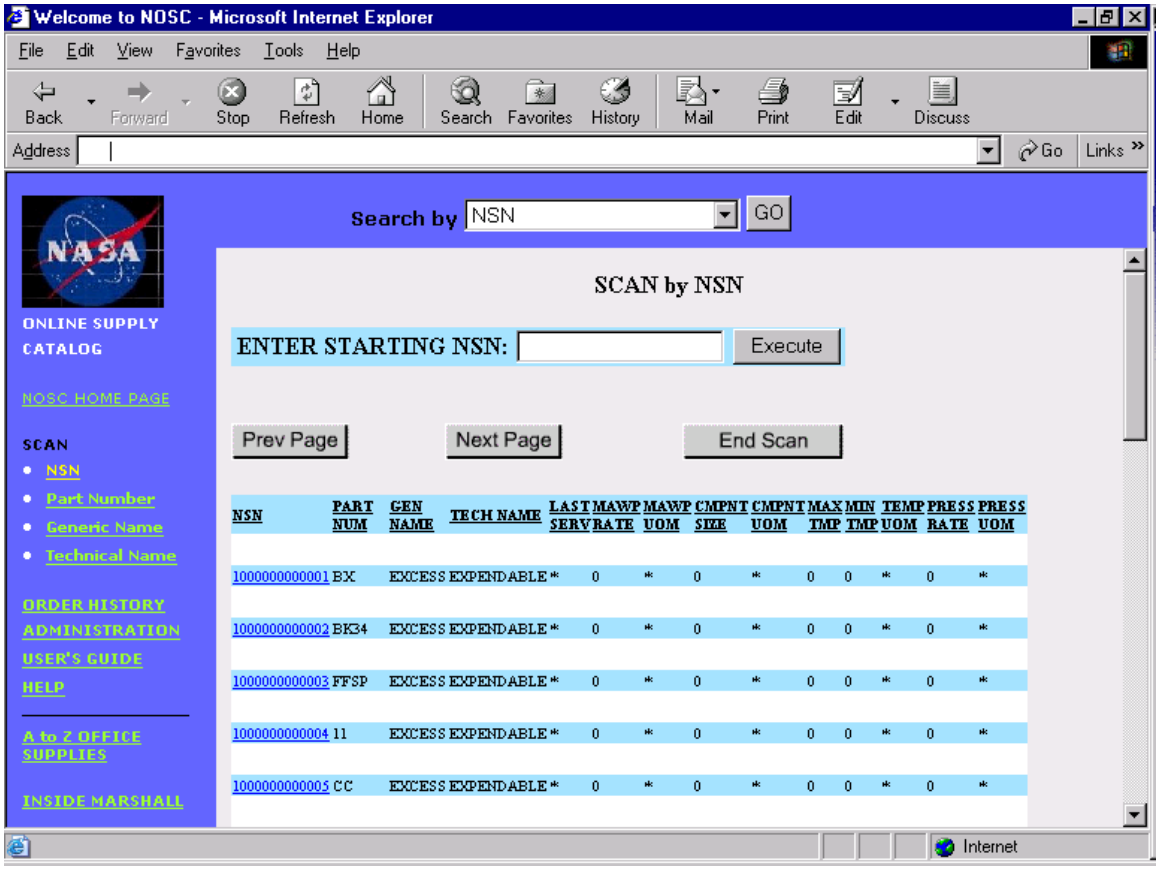
Once the desired asset is located, the user should click on the NSN. Depending on the chosen asset, the user will be taken to the Asset Selection Screen or the Catalog/Asset Detail Screen.

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.

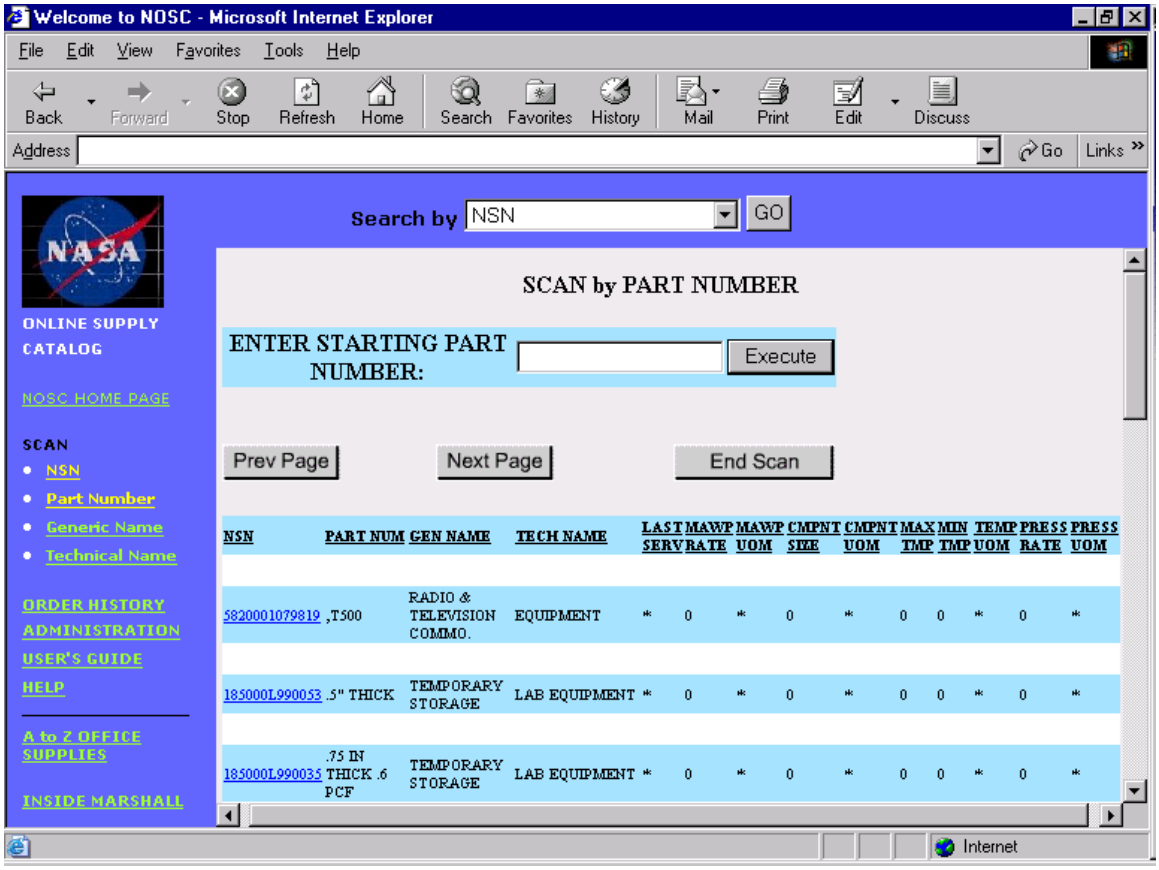
An example of each of the Scan Screens is shown next. After that, the Asset Selection Screen and the Catalog/Asset Detail Screen are briefly discussed.

Scan by NSN



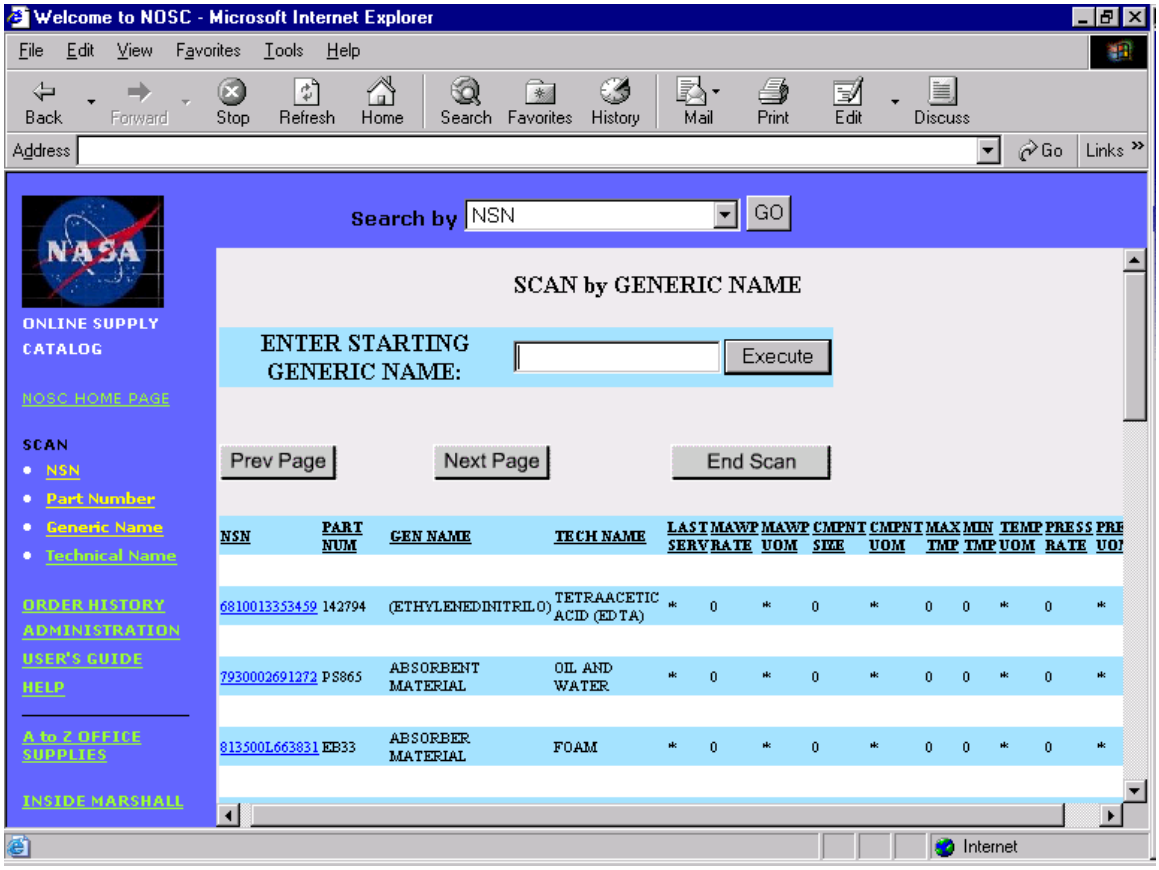
SCAN by NSN SCREEN

Scan by Part Number



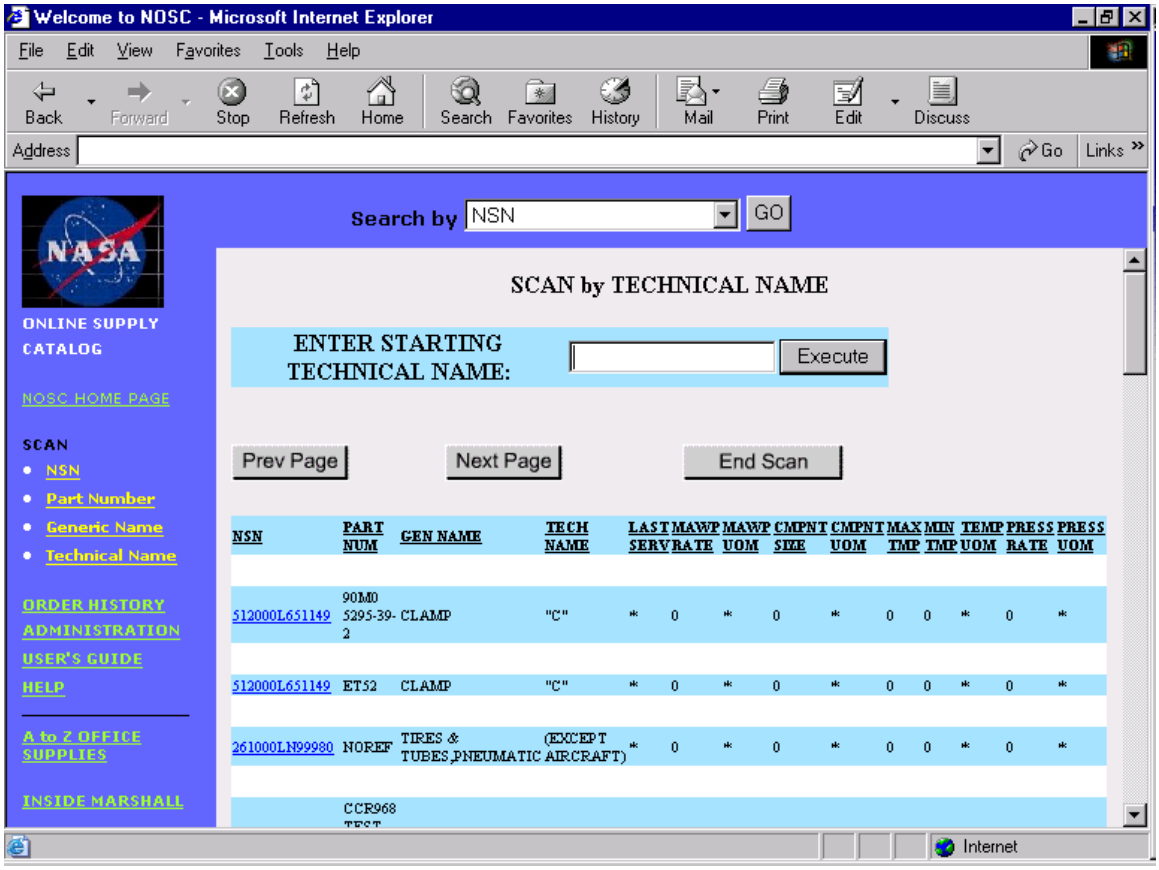
SCAN by PART NUMBER SCREEN

Scan by Generic Name



SCAN by GENERIC NAME SCREEN

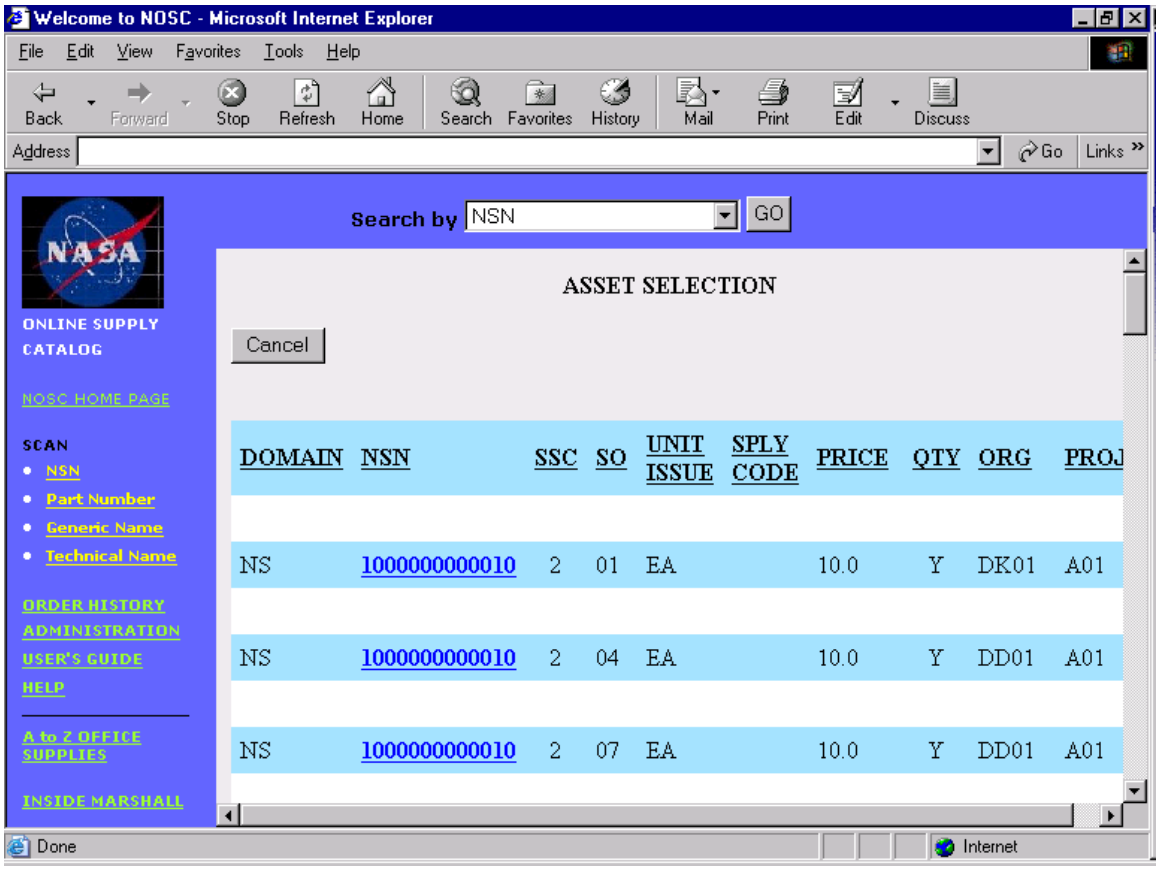
Scan by Technical Name



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.



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, View & Order Trace Quantity,** and **Cancel** (Traceable Assets only)

In addition to the buttons listed above, the View Picture button could also be displayed. The **View Picture** button is enabled if the user's site has an image database, which provides a link to the images to be displayed.

The **Cancel** button is always enabled. Clicking the **Cancel** button will take the user back one screen.

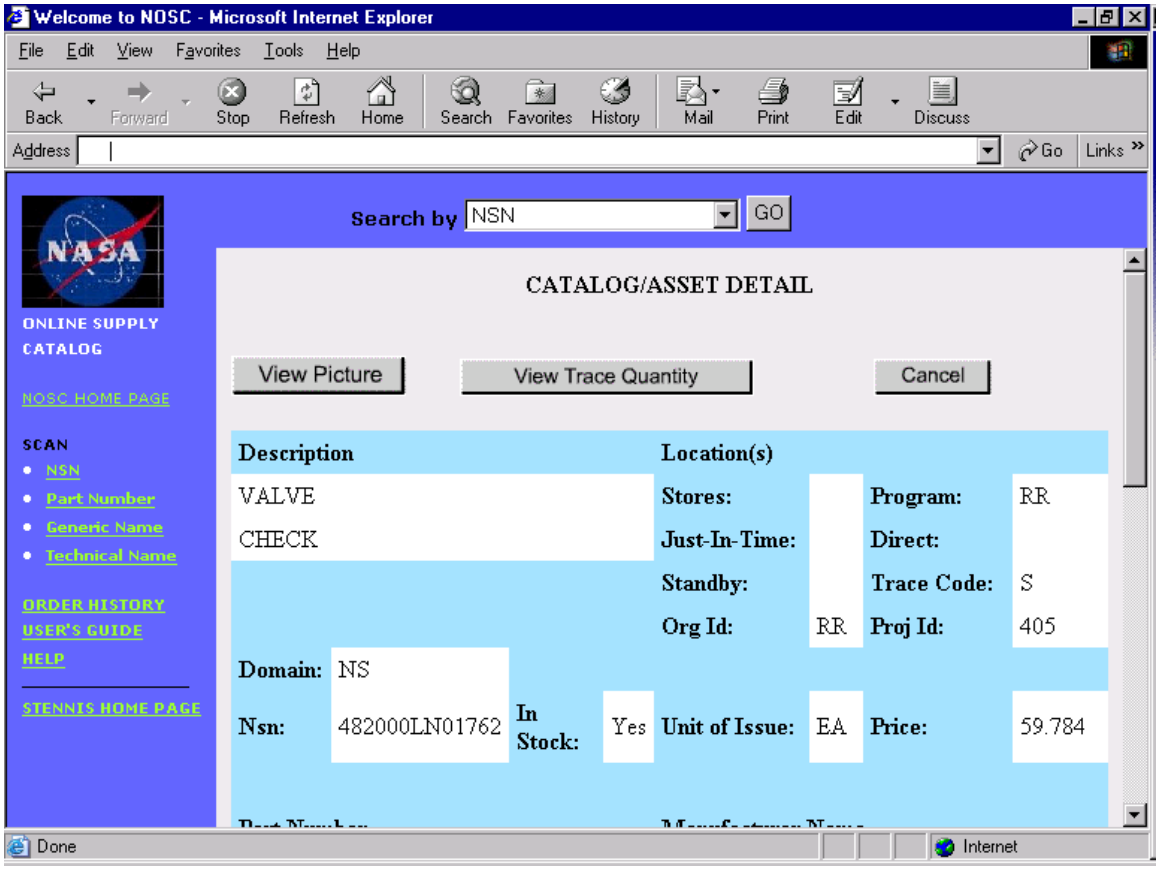
The **View Quantity** button is enabled when the asset has quantity on hand and the asset is non-traceable program stock (stock status code of '2').

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

View Picture Button



VIEW PICTURE BUTTON

The **View Picture** button is active if the site has an image database to which NOSC can connect. If the site has this database, the **View Picture** button will be active for all assets.

When the View Picture button is clicked, a separate browser window will be opened. If the asset has an illustration stored in the image database, the picture will be displayed in this new browser window.

IMAGE DISPLAYED SCREEN

If there is no representation available in the image database, this will be noted in the new browser window.

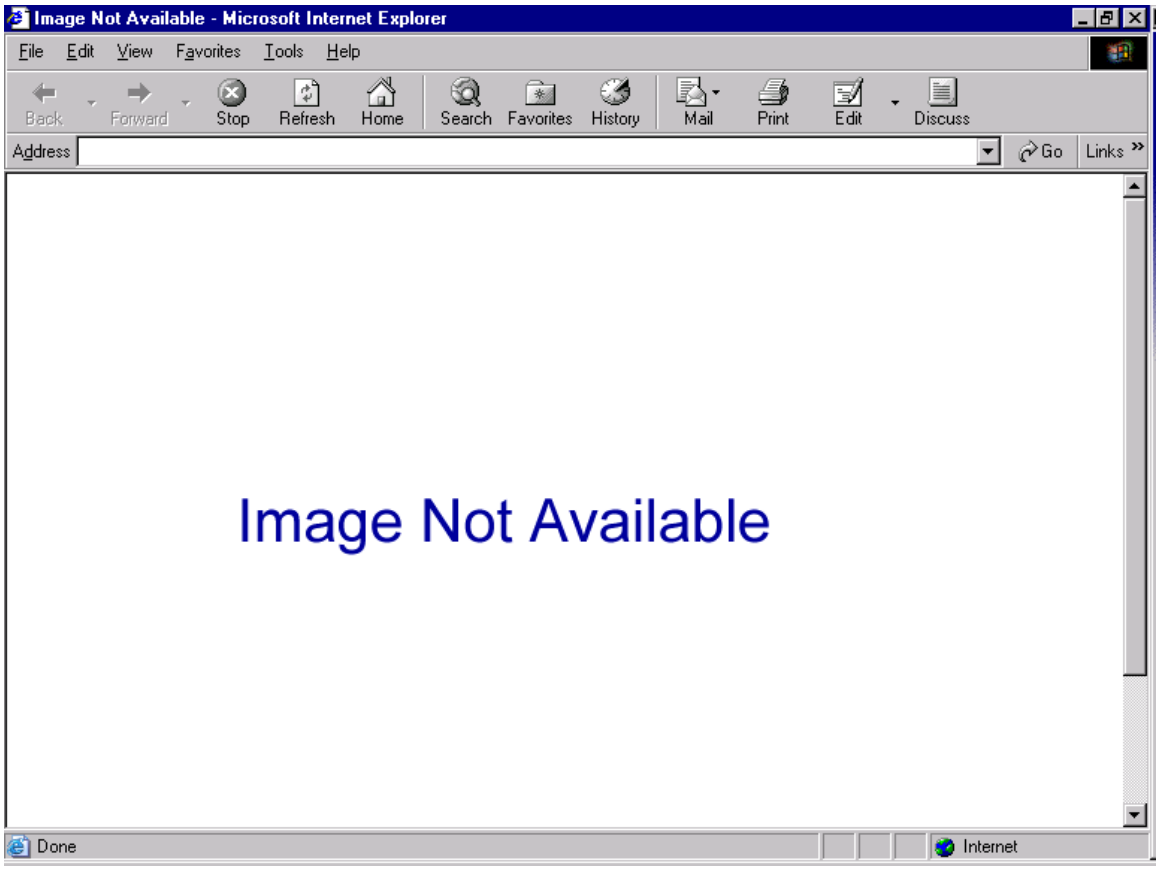


IMAGE NOT AVAILABLE SCREEN

Non-Traceable Asset

Welcome to NOSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address Go Links

Search by NSN GO

ONLINE SUPPLY CATALOG

NOSC HOME PAGE

SCAN
- NSN
- Part Number
- Generic Name
- Technical Name

ORDER HISTORY
ADMINISTRATION
USER'S GUIDE
HELP

A to Z OFFICE SUPPLIES

INSIDE MARSHALL

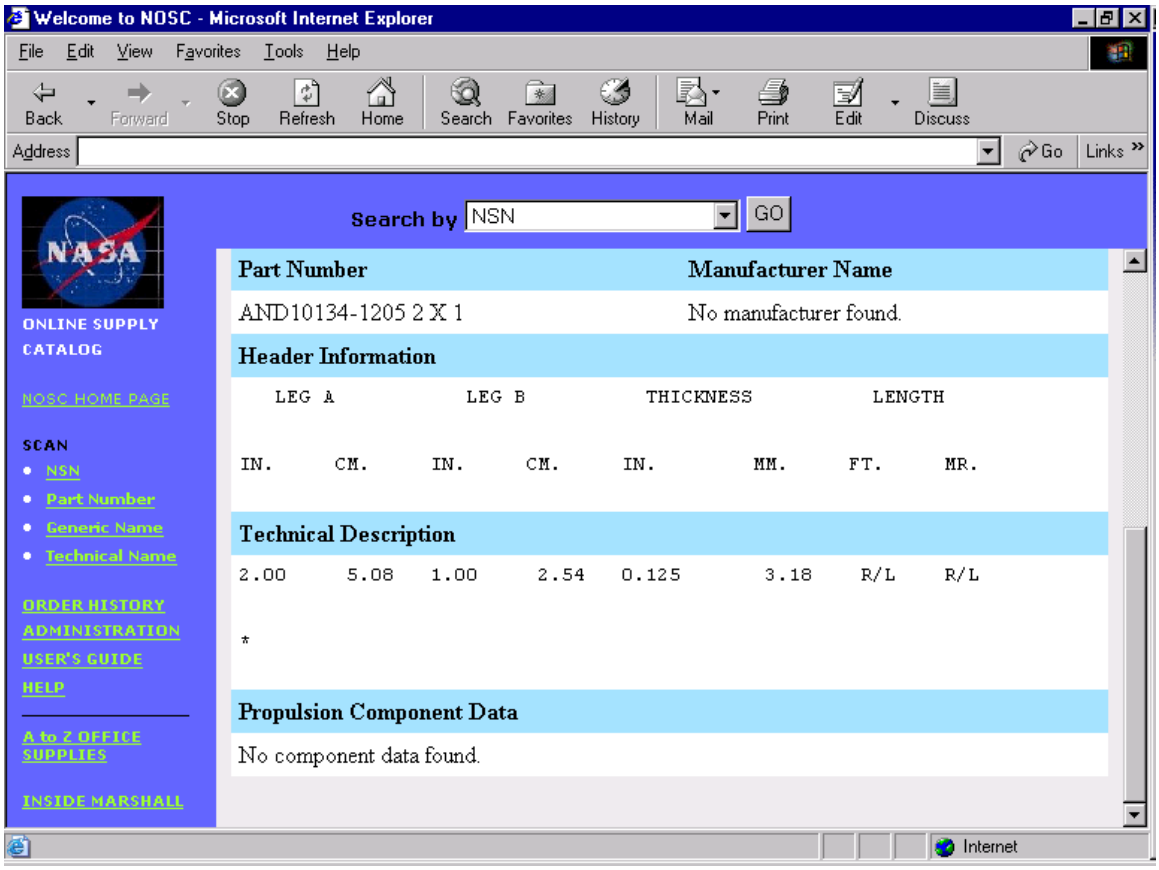
CATALOG/ASSET DETAIL

View Quantity | Order Quantity | Cancel

Description				Location(s)			
ANGLE				Stores:		Program:	18
STRUCTURAL				Just-In-Time:		Direct:	
				Standby:		Trace Code:	
				Org Id:	EH51	Proj Id:	18C
Domain:	NS						
Nsn:	954000LN47220	In Stock:	Yes	Unit of Issue:	FT	Price:	1.03
Part Number				Manufacturer Name			

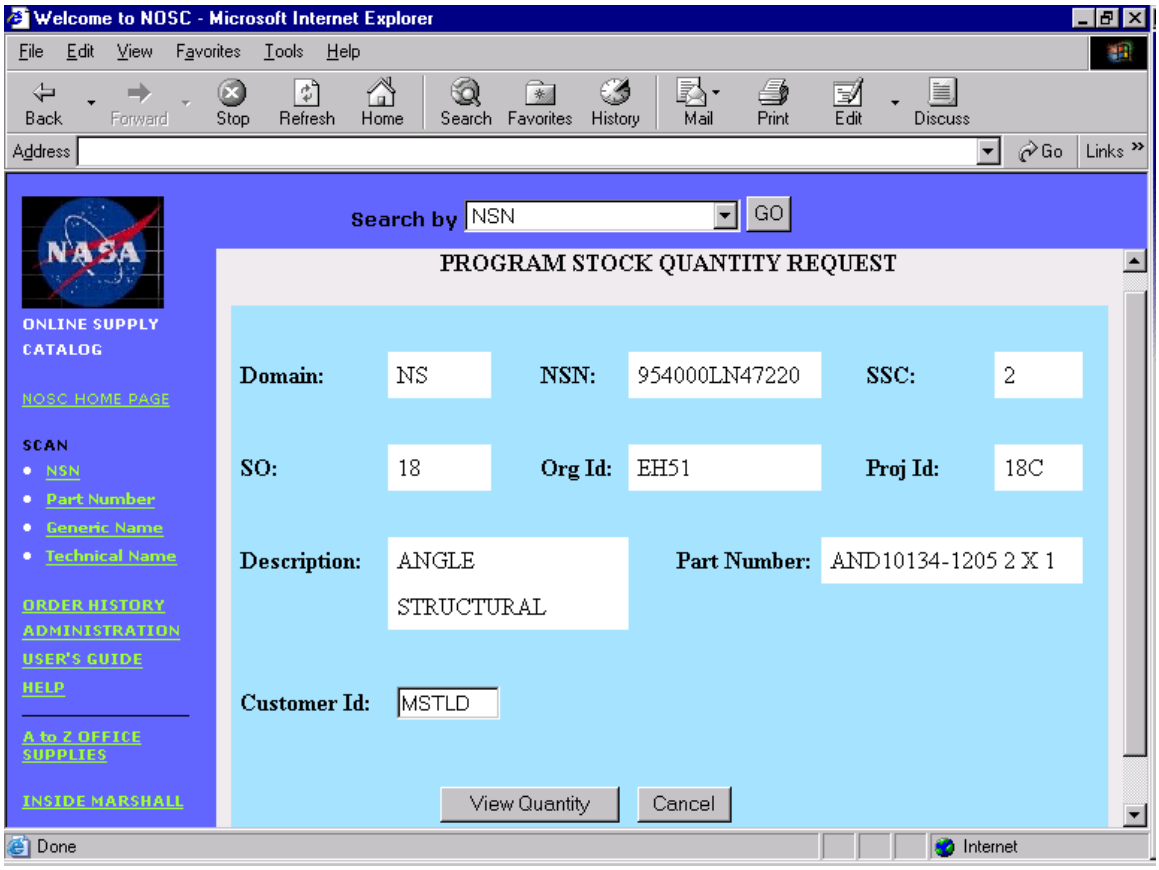
Done Internet

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



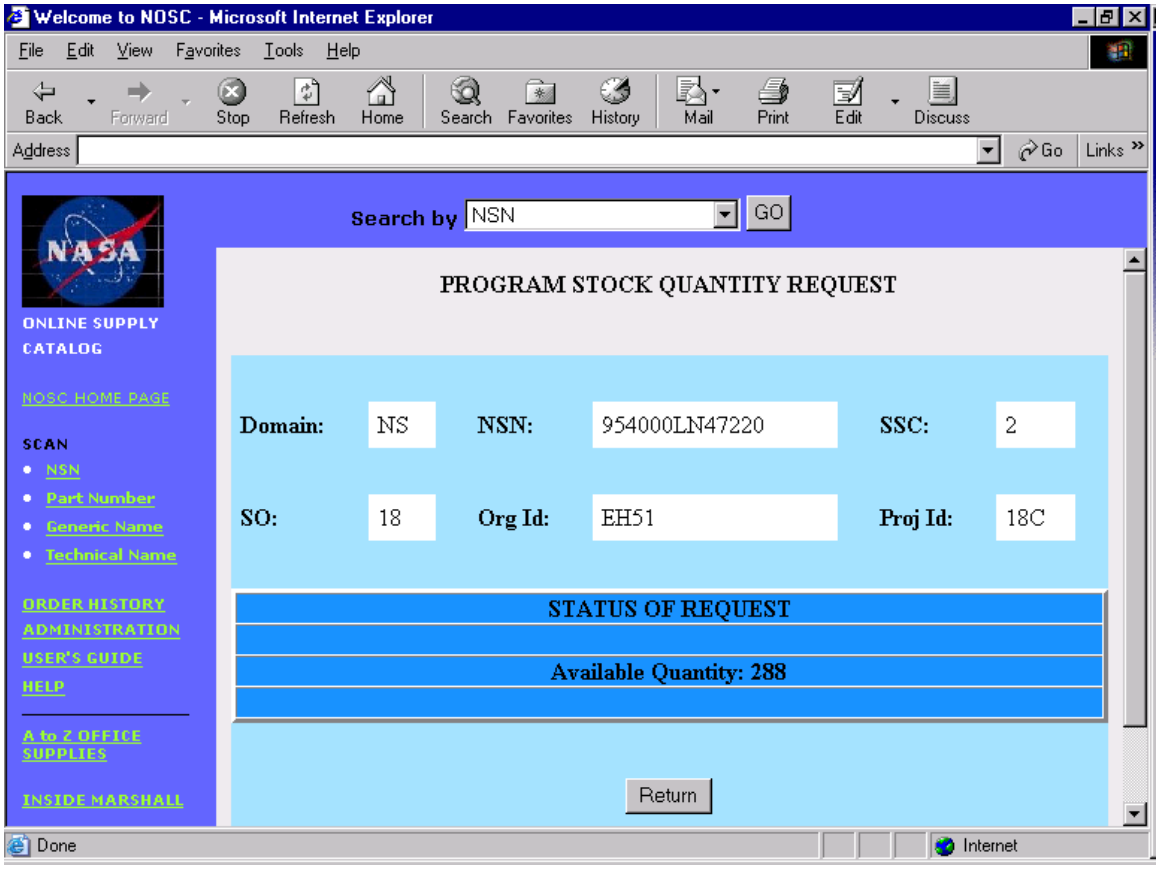
BOTTOM OF CATALOG/ASSET DETAIL SCREEN
showing a Non-Traceable Asset

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

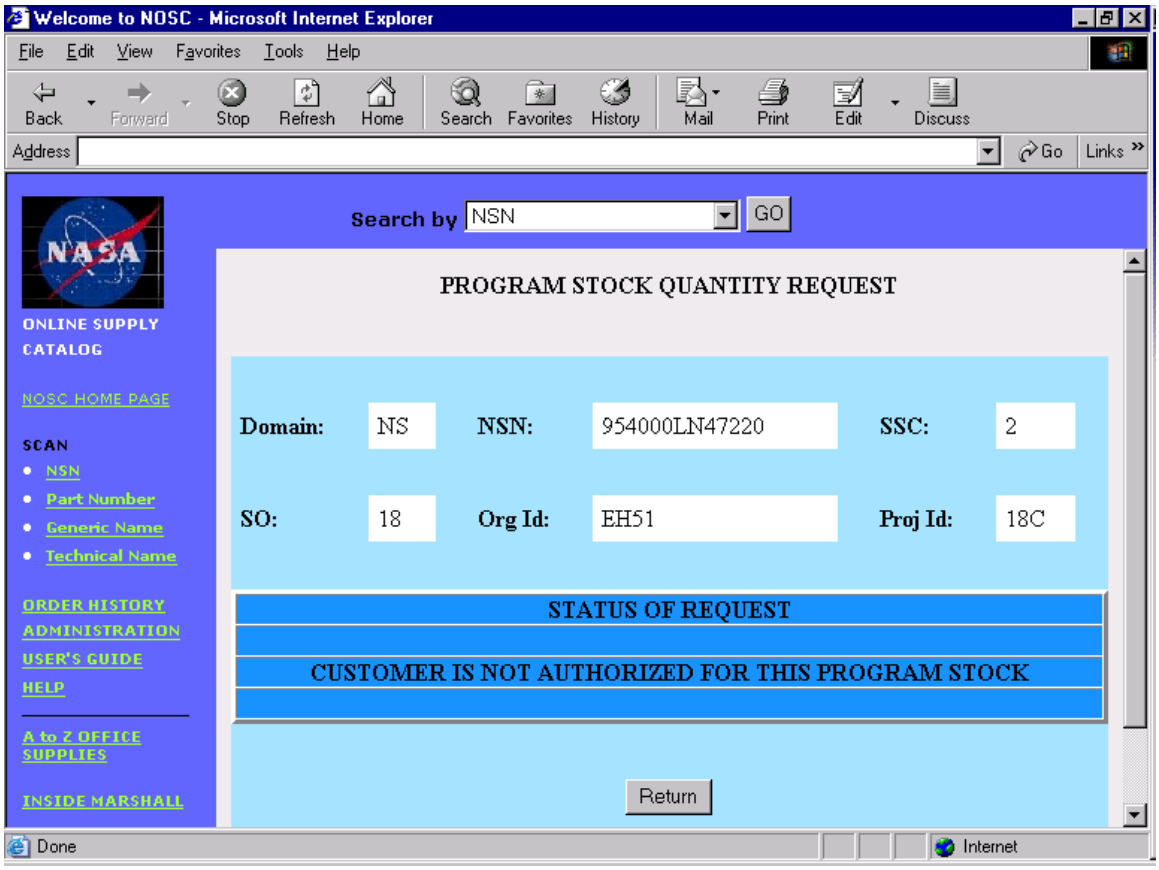


PROGRAM STOCK QUANTITY REQUEST SCREEN

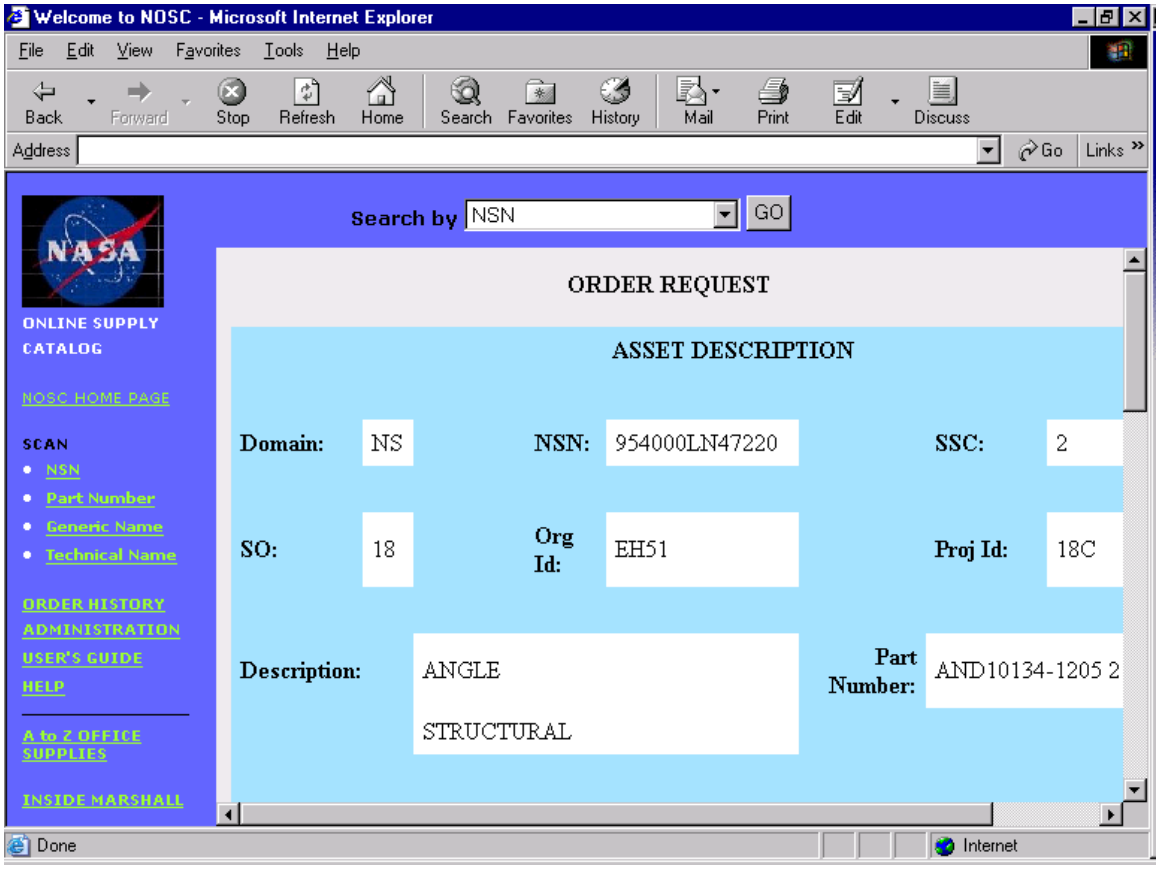
When user clicks the **View Quantity** button on the Program Stock Quantity Request Screen, if the user has authority for this asset, the quantity on hand is returned.



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.

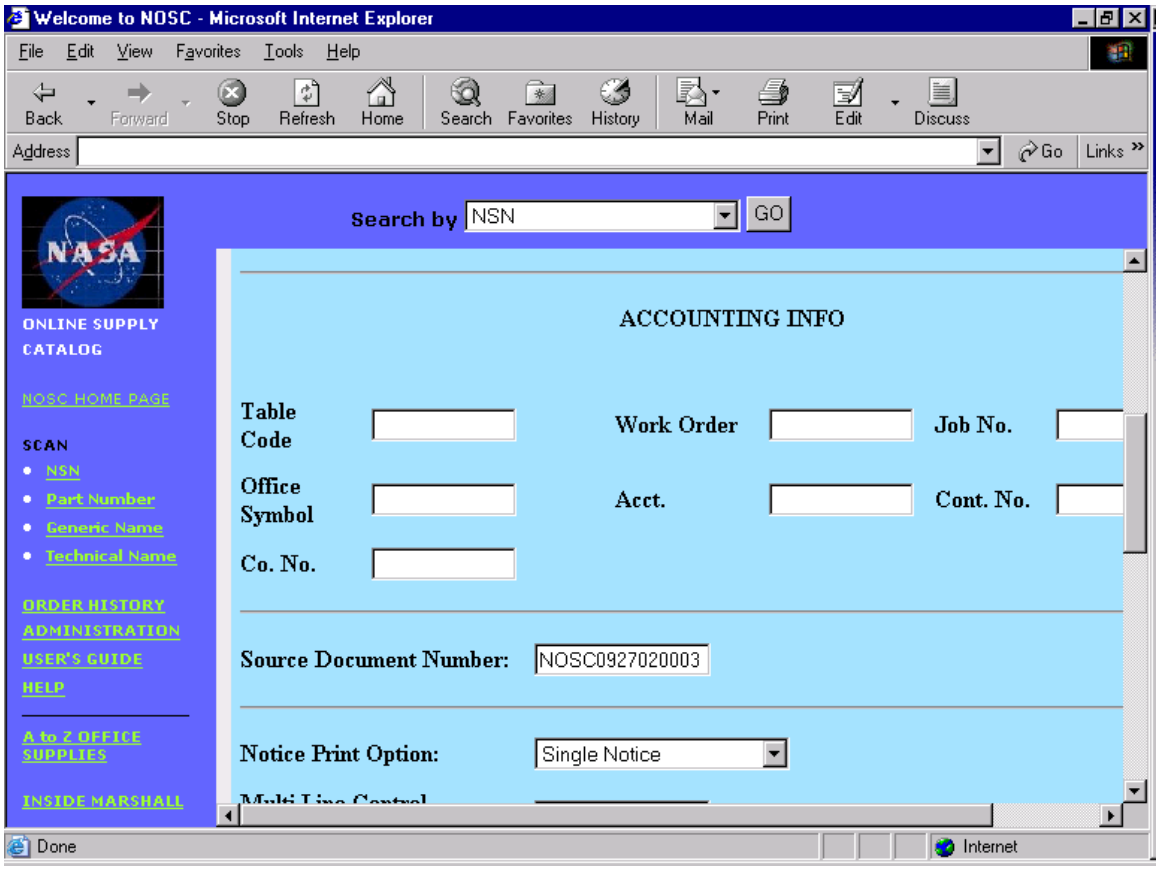


When the user clicks on the **Order Quantity** button on the Catalog/Asset Detail Screen, the Order Request Screen is displayed. This screen is divided into four sections. A description of each follows.



ORDER REQUEST SCREEN
ASSET DESCRIPTION SECTION

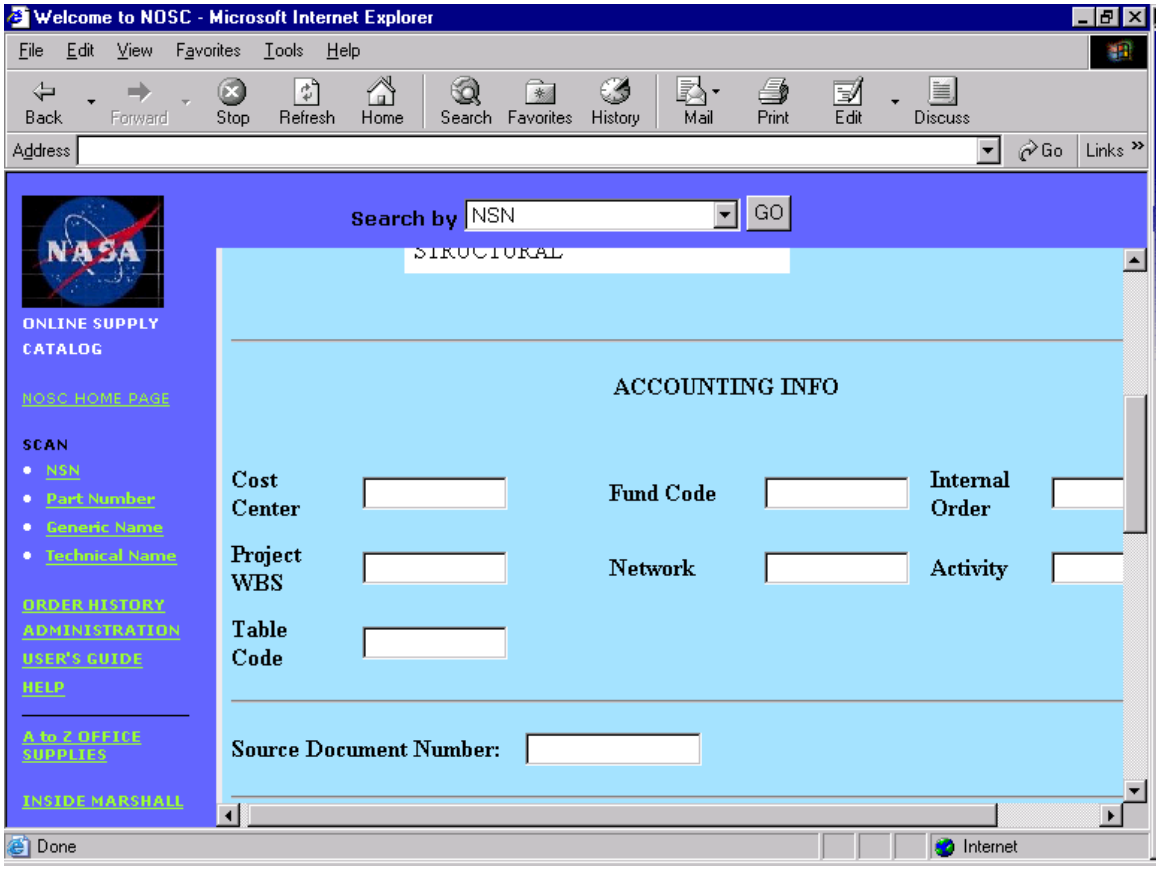
The Asset Description Section of the Order Request Screen displays the Domain, NSN, Stock Status Code (SSC), Stock Ownership Number (SO), Org Id, Project Id, Description, and Part Number of the asset.



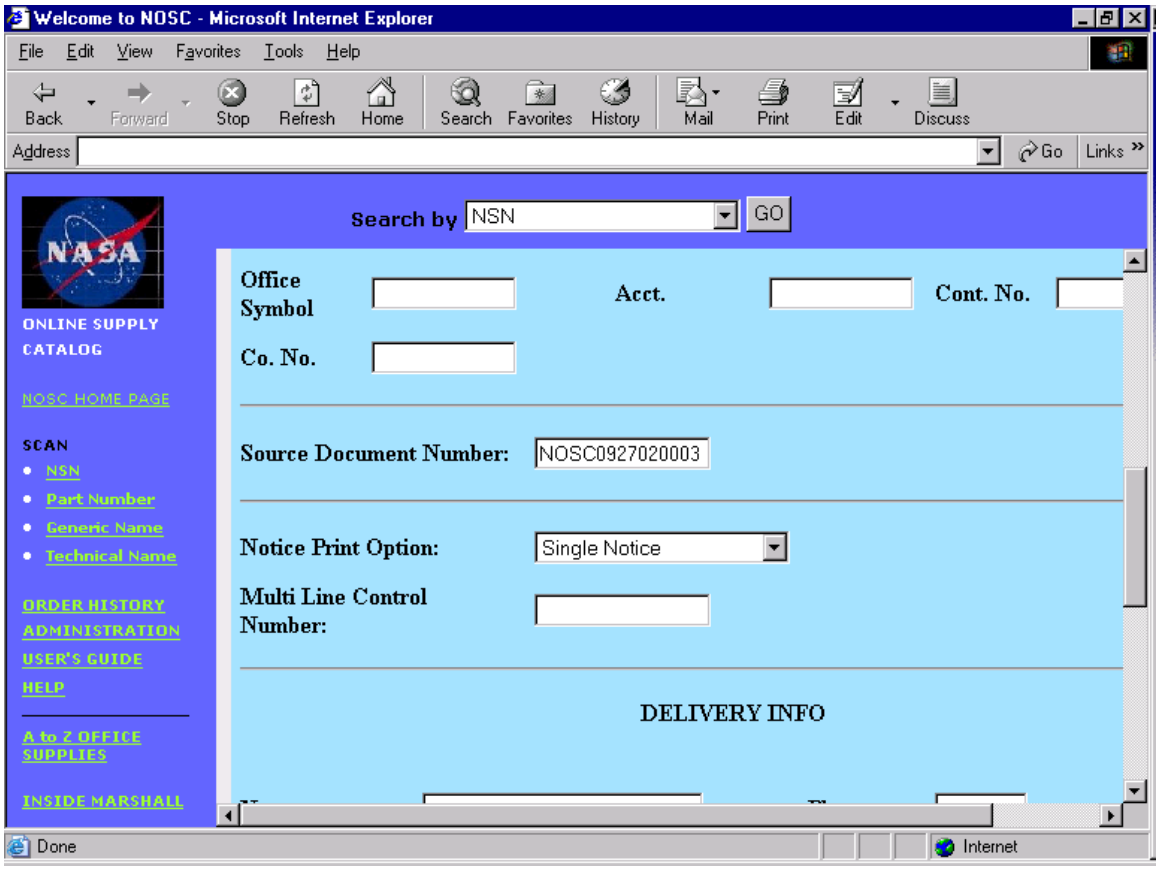
ORDER REQUEST SCREEN
ACCOUNTING INFO SECTION

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

If a center has transitioned from using their site-specific financial system to the Integrated Financial Management Procurement (IFMP) core finance system, the accounting information for every transitioned center will consist of all the fields below except Table Code. This is a site-specific field.

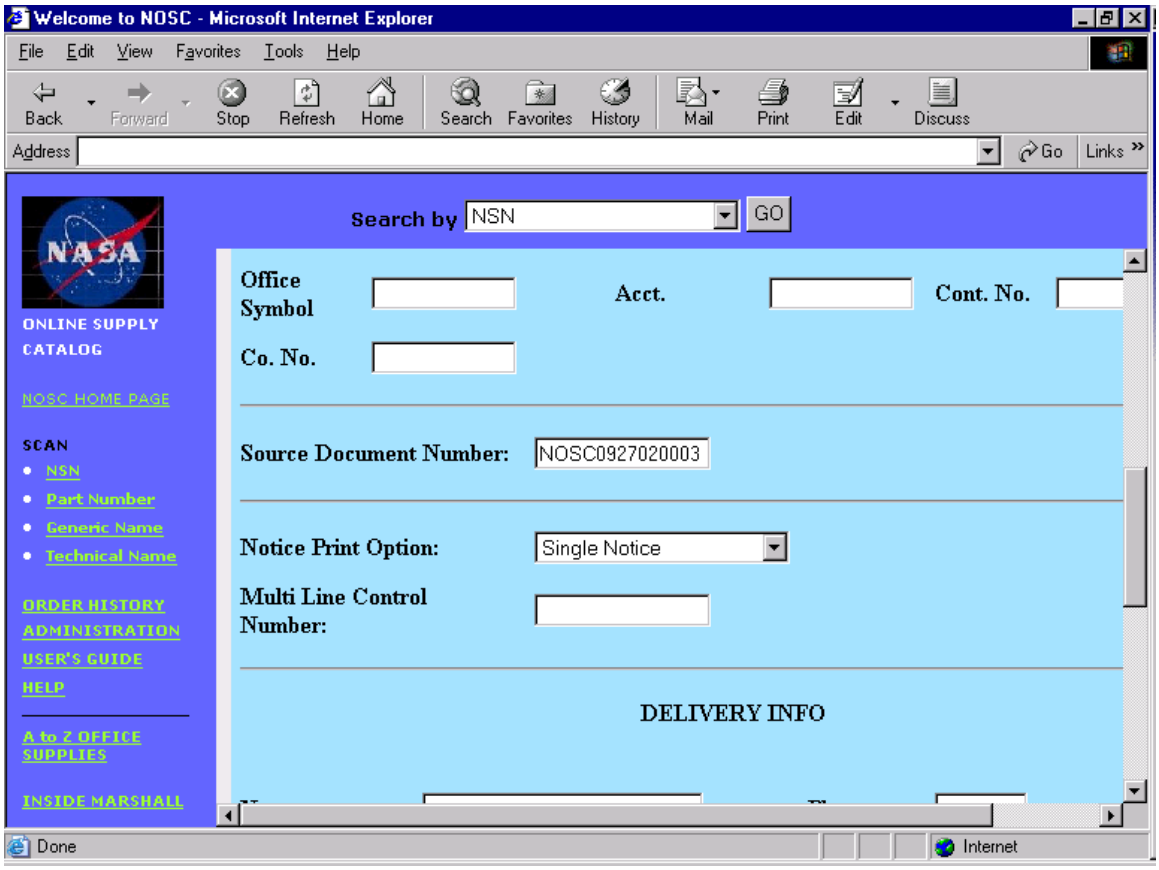


ORDER REQUEST SCREEN
IFMP ACCOUNTING INFO SECTION



SOURCE DOCUMENT NUMBER

The capability exists for the Source Document Number to be automatically generated at each site. It consists of the literal 'NOSC', the date in MMDDYY format, and a four-digit sequence number. See the screen above for an example.

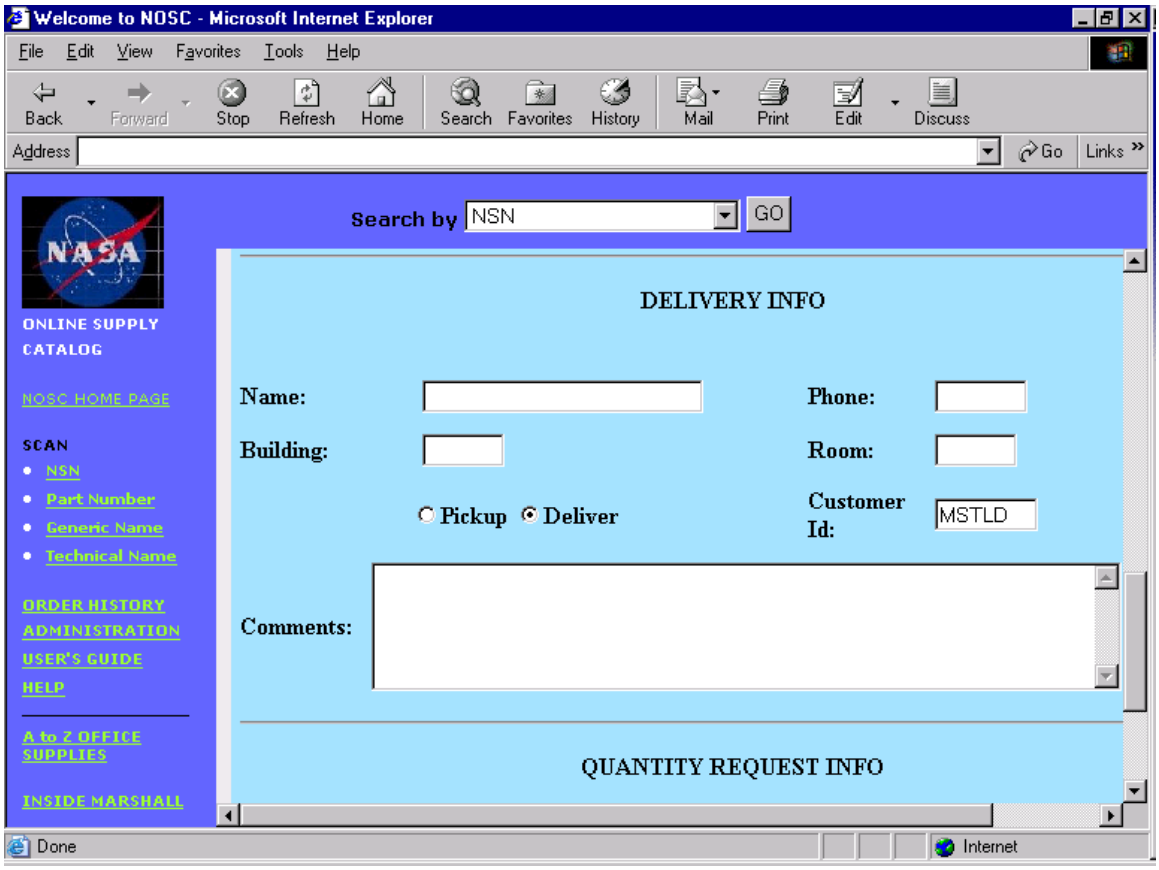


MULTI LINE PRINT OPTION

The user has the option to print order notices as each order is placed or to queue the notices and print them all at one time. The drop-down menu gives the user the choice of 'Single Notice', 'Multi-Notices – Print Now', and 'Multi-Notices – Print Later'.

If the user wishes to print the order notice with each order, he should choose the 'Single Notice' option from the drop-down menu.

If the user wishes to queue the order notices and print them all at the same time, he should choose 'Multi-Notices – Print Later' and enter a control number in the Multi Line Control Number field. This number is for tracking purposes, so that all of the user's orders will be kept together in one queue. (NOTE: The Multi Line Control Number **SHOULD NOT** contain any imbedded spaces.) When placing his last order, the user should choose the 'Multi-Notices – Print Now' option from the drop-down menu.



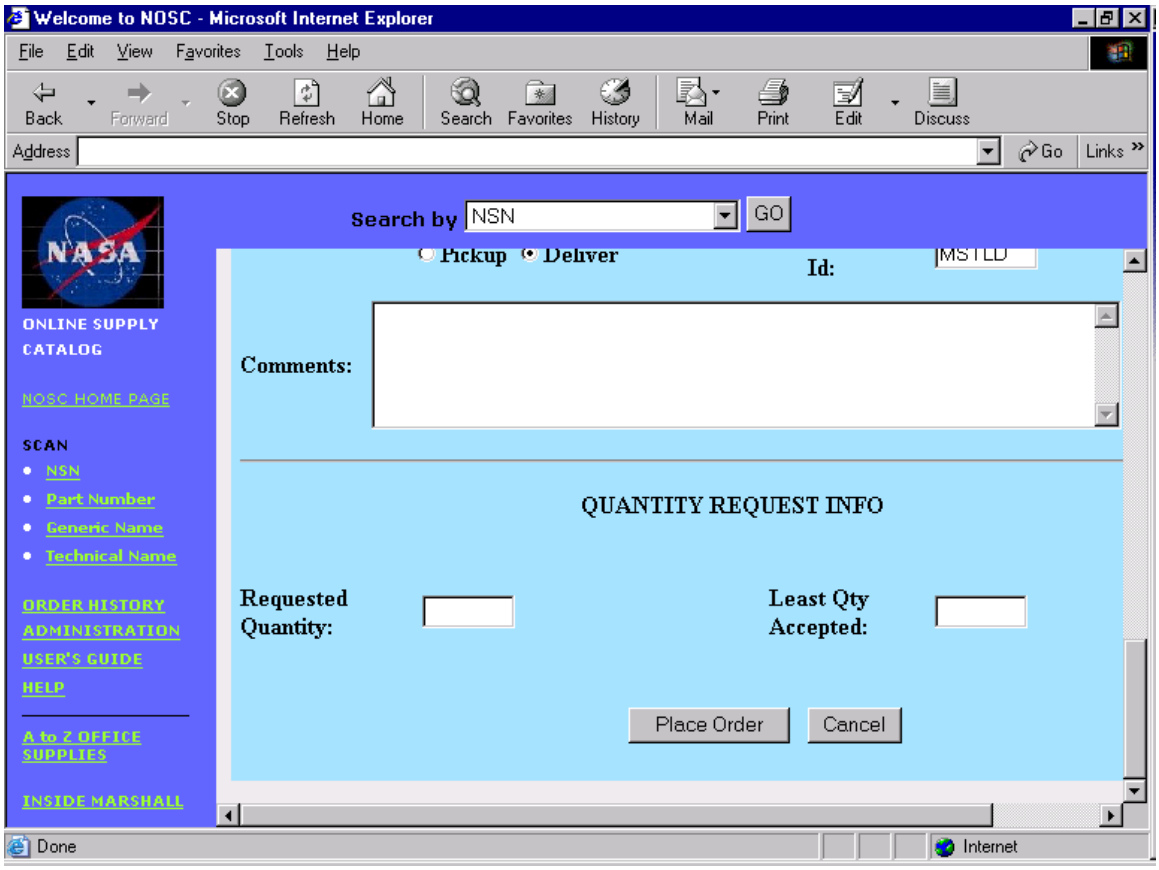
ORDER REQUEST SCREEN
DELIVERY INFO SECTION

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.

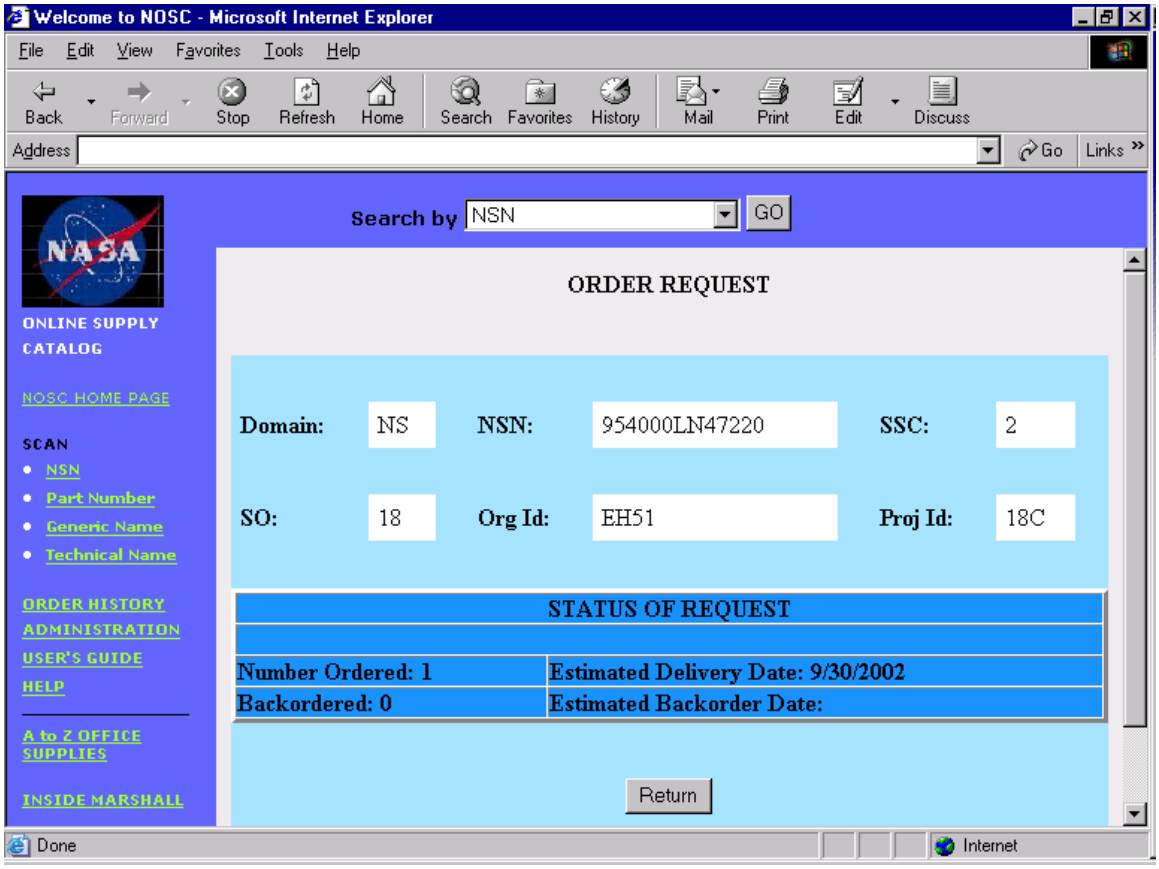
The user can enter text information relevant to his order. This comment is attached to the order transaction and is available for viewing through the transaction display process on the NSMS main frame.



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.

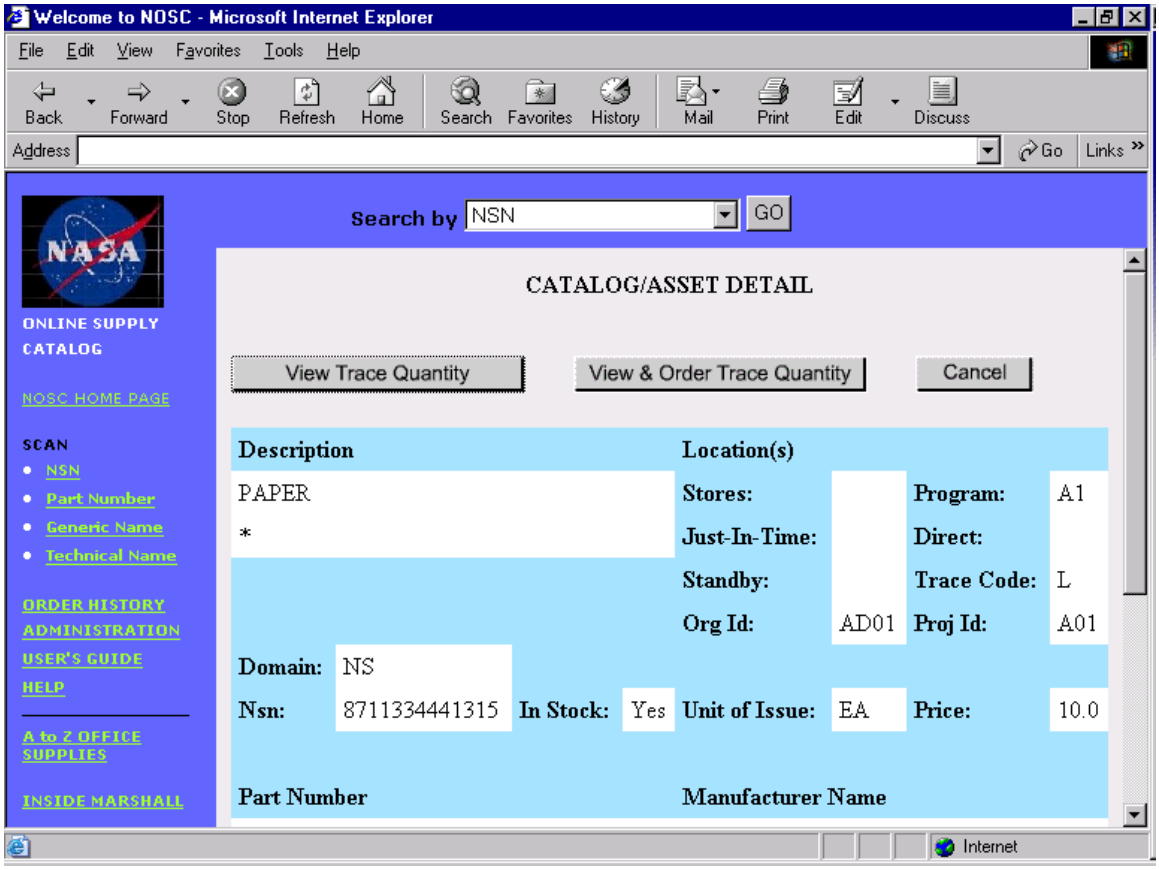
When the user has entered the required information, he should click the **Place Order** button. The Order Request Screen with the status of the user's order will then be displayed.



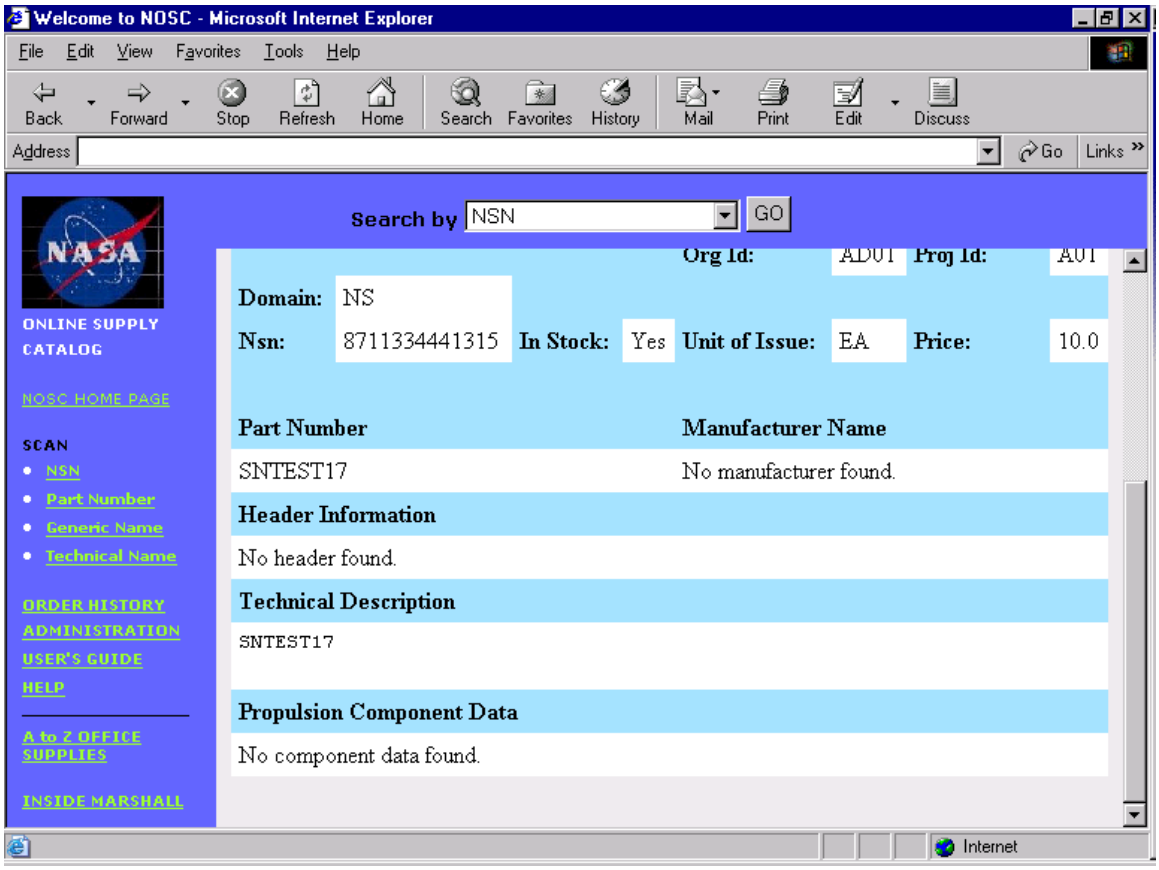
If an order is successfully created, the user will get a confirmation message. This message is displayed at the bottom of the Order Request Screen. It provides an immediate order status to the user. 'Number Ordered' is the quantity currently available and ready to ship to the user. The 'Backordered' 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

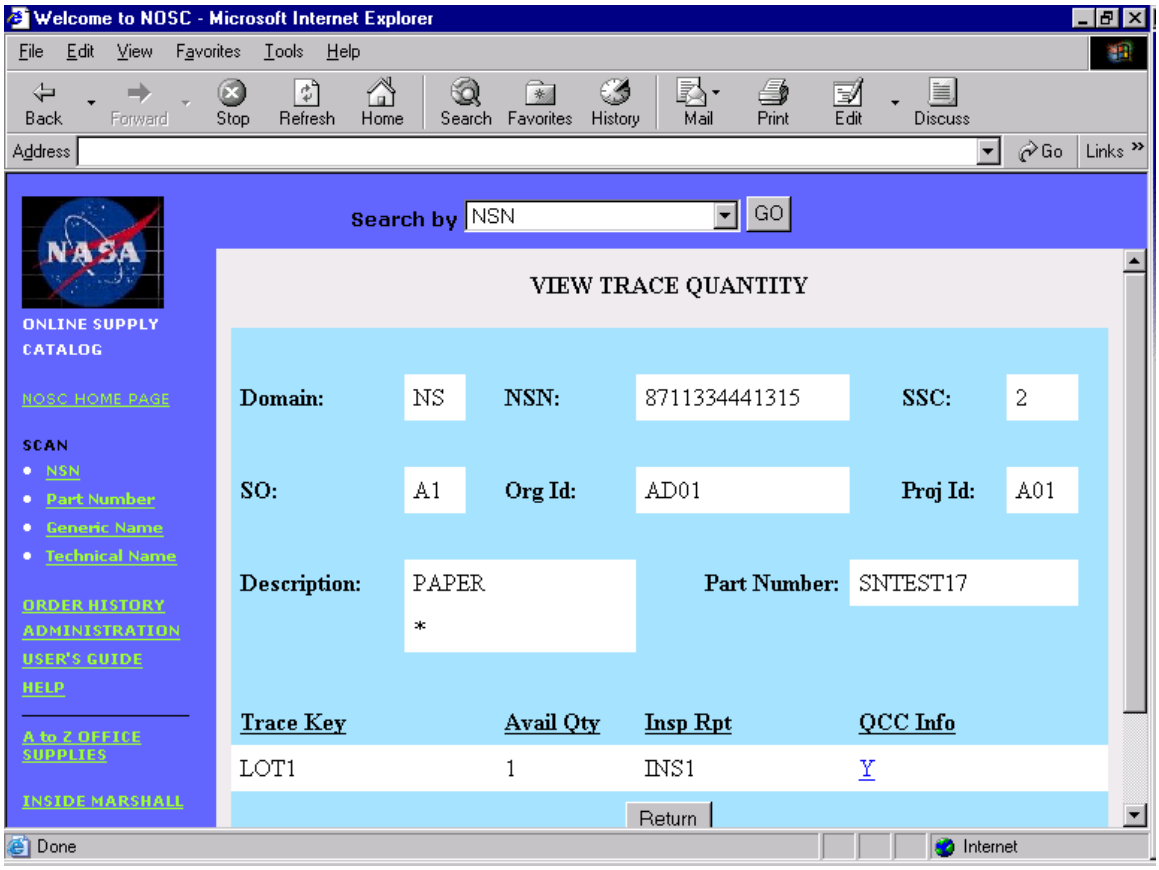


TOP OF CATALOG/ASSET DETAIL SCREEN
showing a Traceable Asset



BOTTOM OF CATALOG/ASSET DETAIL SCREEN
showing a Traceable Asset

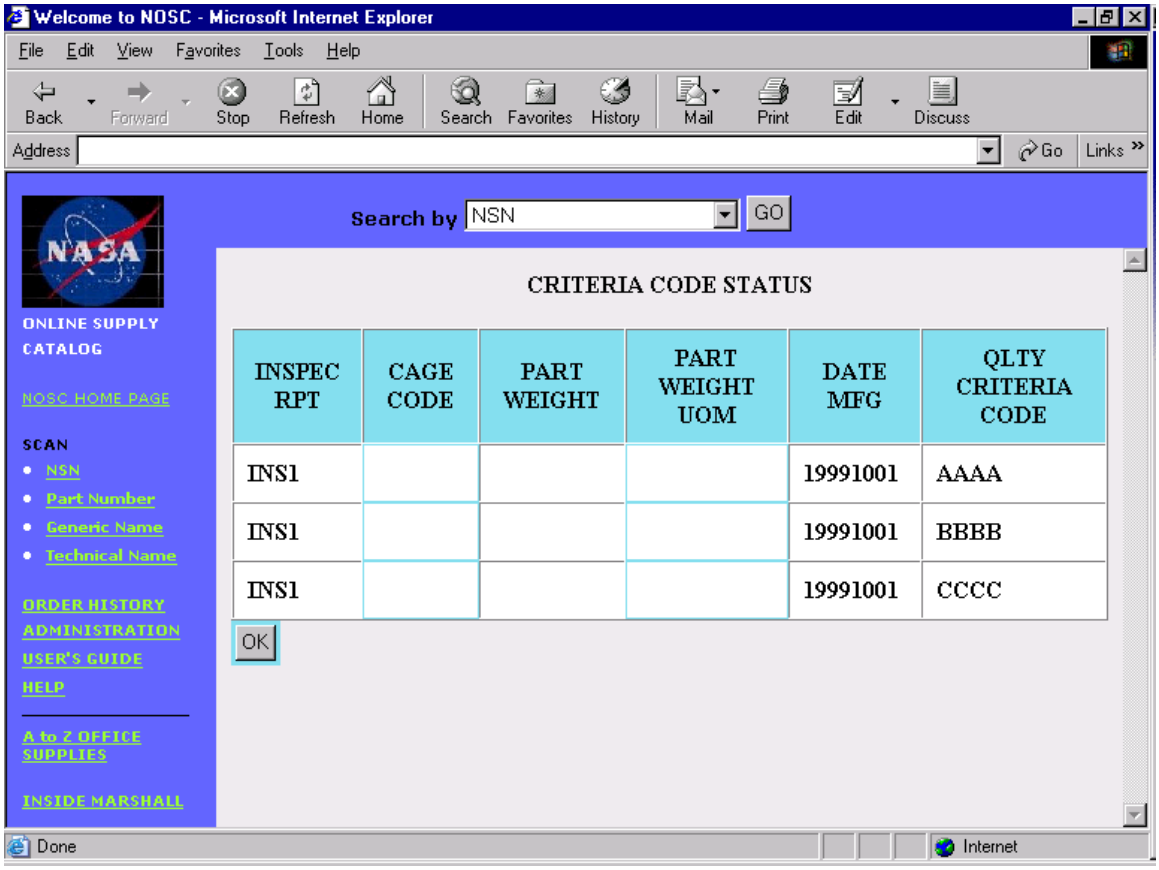
When the user clicks on the **View Trace Quantity** button the Catalog/Asset Detail Screen, the View Trace Quantity Screen is displayed.



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.

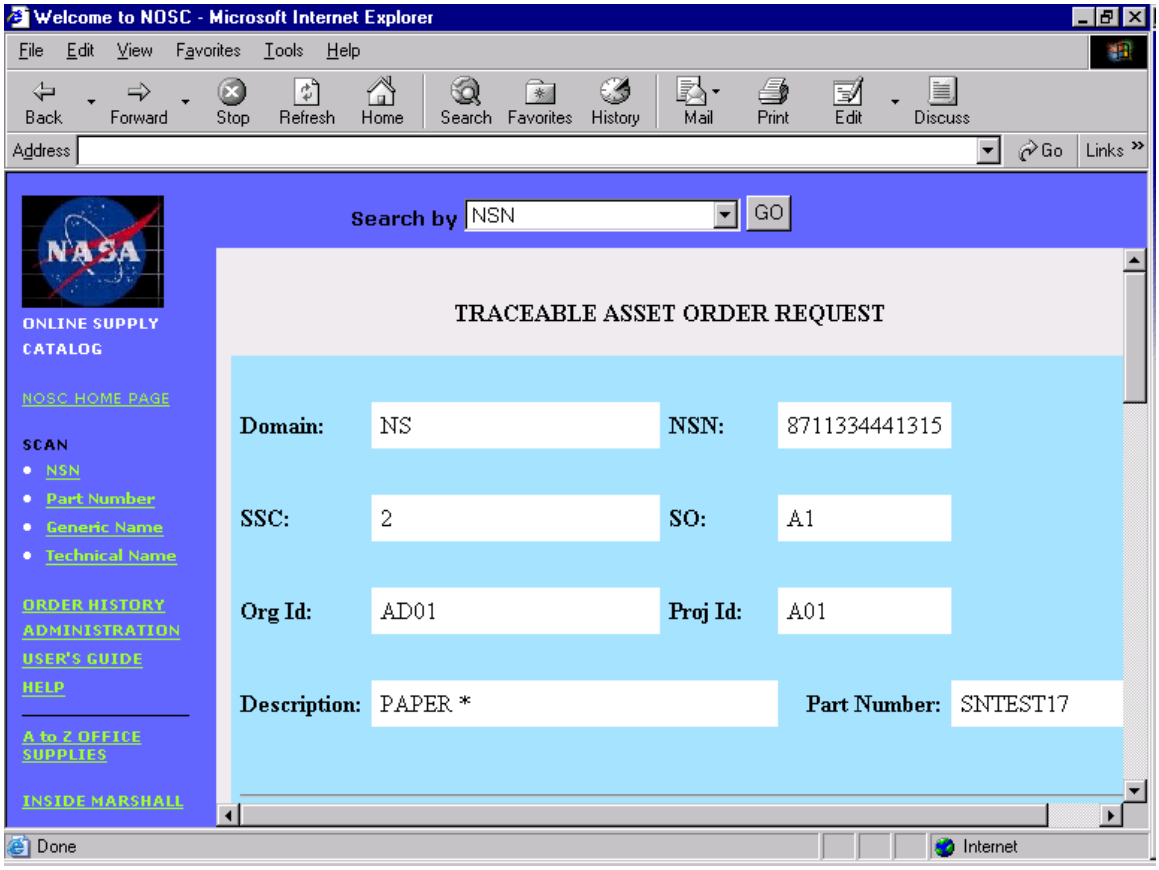


INSPEC RPT	CAGE CODE	PART WEIGHT	PART WEIGHT UOM	DATE MFG	QLTY CRITERIA CODE
INS1				19991001	AAAA
INS1				19991001	BBBB
INS1				19991001	CCCC

CRITERIA CODE STATUS SCREEN

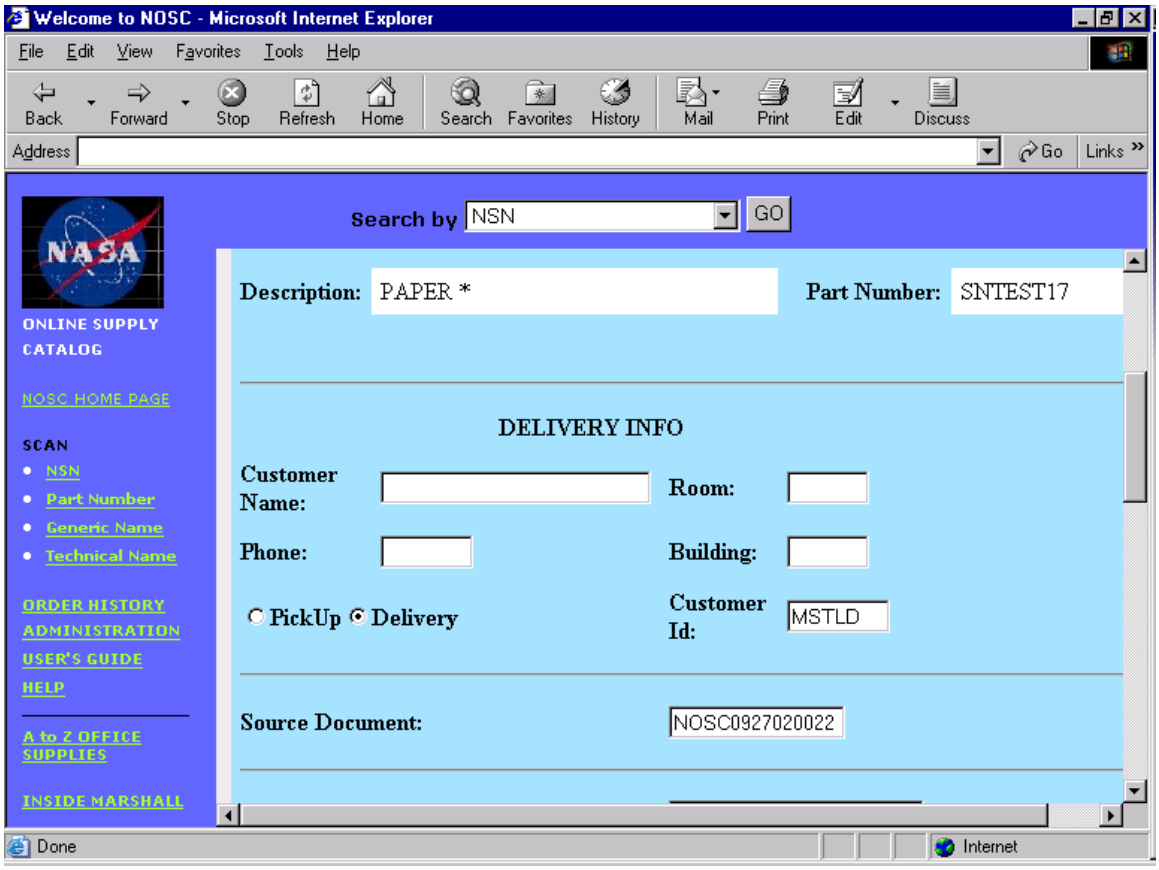
The user can click the **Ok** button to return to the View Trace Quantity Screen.

When the user clicks on the **View & 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.

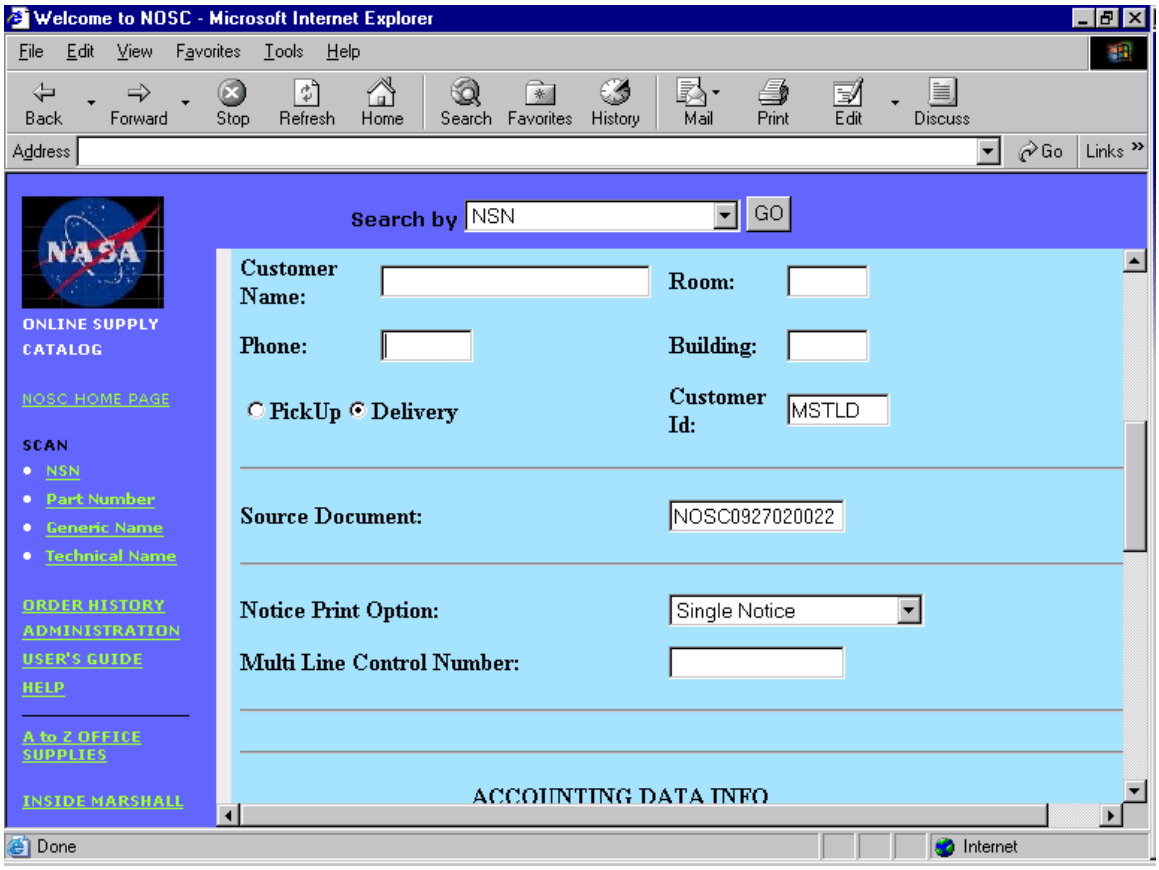


TRACEABLE ASSET ORDER REQUEST SCREEN
DELIVERY INFO SECTION

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

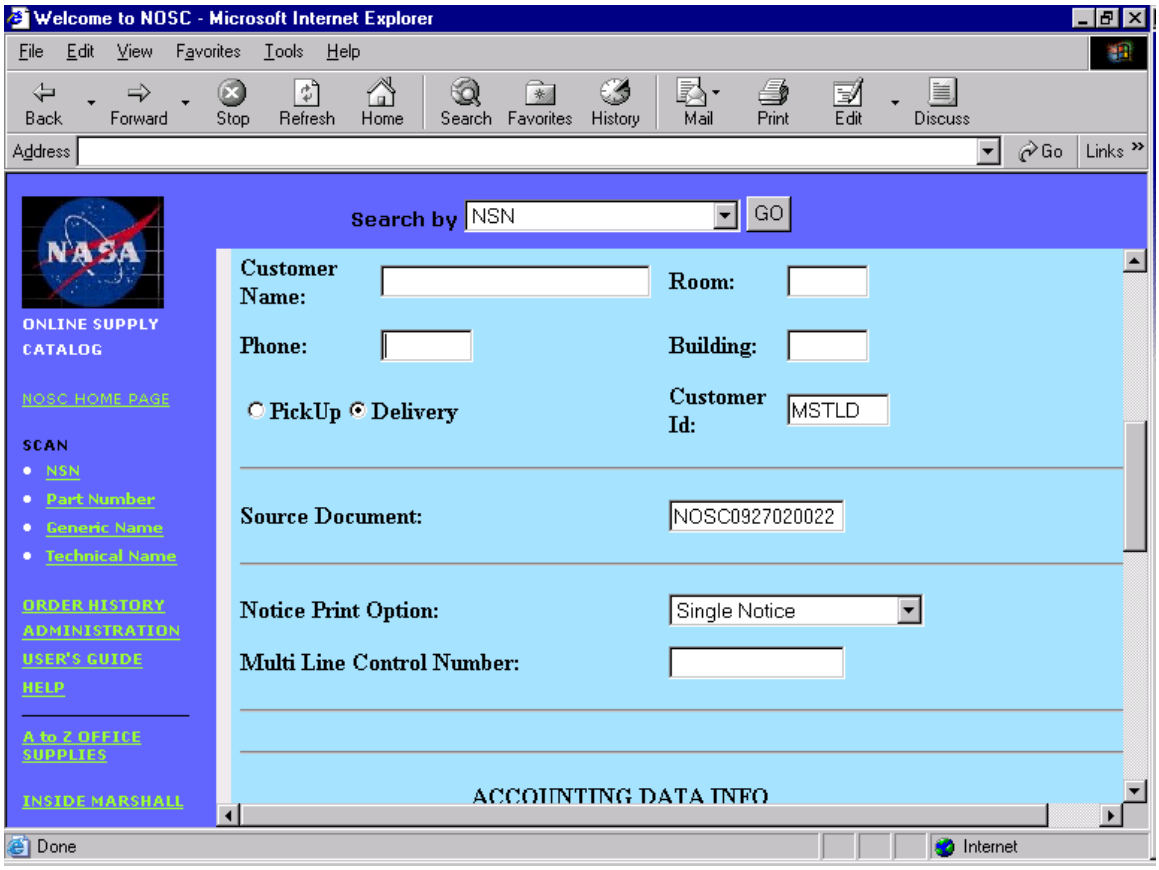
The Customer ID is the identification within NSMS indicating whether or not that person can request that particular item. It is important to keep in mind that the person executing the application has authority to place orders, but, as far as specific items are concerned, the Customer Id is the determining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



SOURCE DOCUMENT NUMBER

The capability exists for the Source Document Number to be automatically generated at each site. It consists of the literal 'NOSC', the date in MMDDYY format, and a four-digit sequence number. See the screen above for an example.

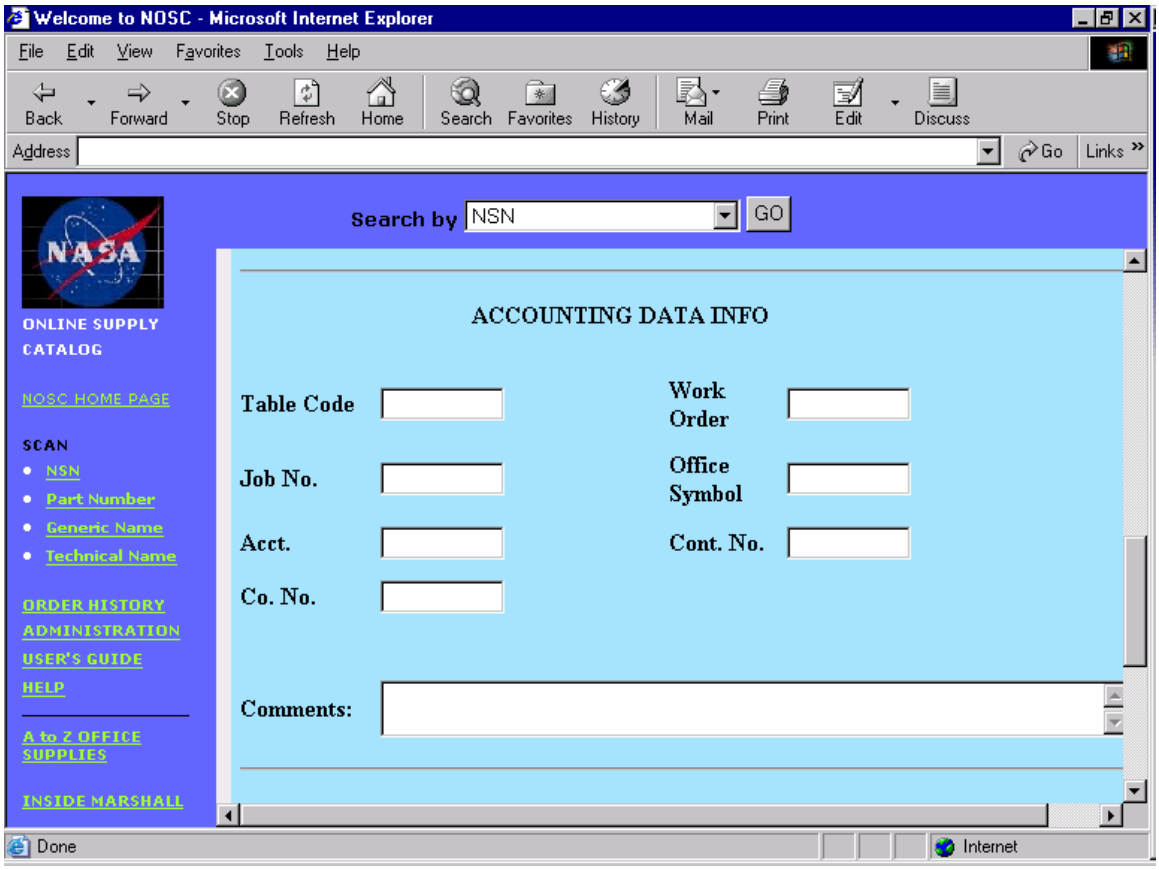


MULTI LINE PRINT OPTION

The user has the option to print order notices as each order is placed or to queue the notices and print them all at one time. The drop-down menu gives the user the choice of 'Single Notice', 'Multi-Notices – Print Now', and 'Multi-Notices – Print Later'.

If the user wishes to print the order notice with each order, he should choose the 'Single Notice' option from the drop-down menu.

If the user wishes to queue the order notices and print them all at the same time, he should choose 'Multi-Notices – Print Later' and enter a control number in the Multi Line Control Number field. This number is for tracking purposes, so that all of the user's orders will be kept together in one queue. (NOTE: The Multi Line Control Number **SHOULD NOT** contain any imbedded spaces.) When placing his last order, the user should choose the 'Multi-Notices – Print Now' option from the drop-down menu.

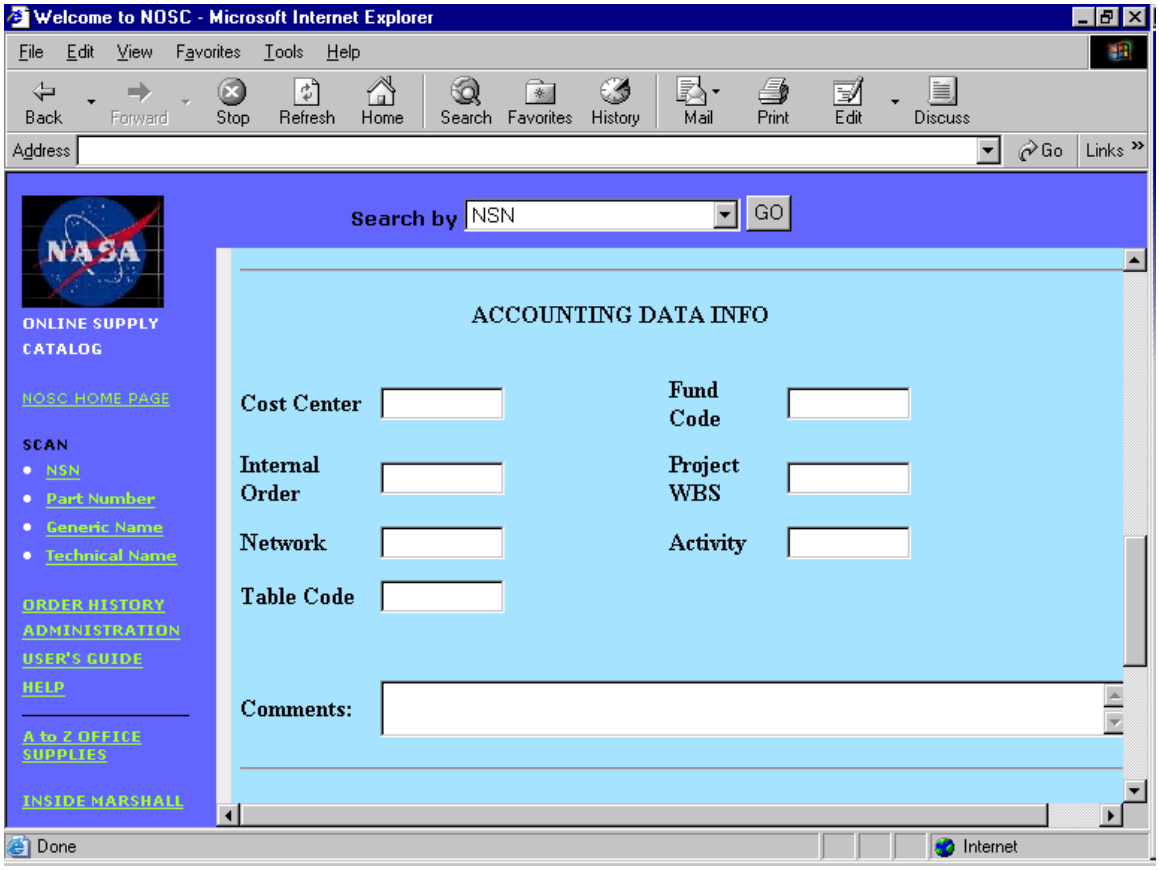


TRACEABLE ASSET ORDER REQUEST SCREEN
ACCOUNTING DATA INFO SECTION

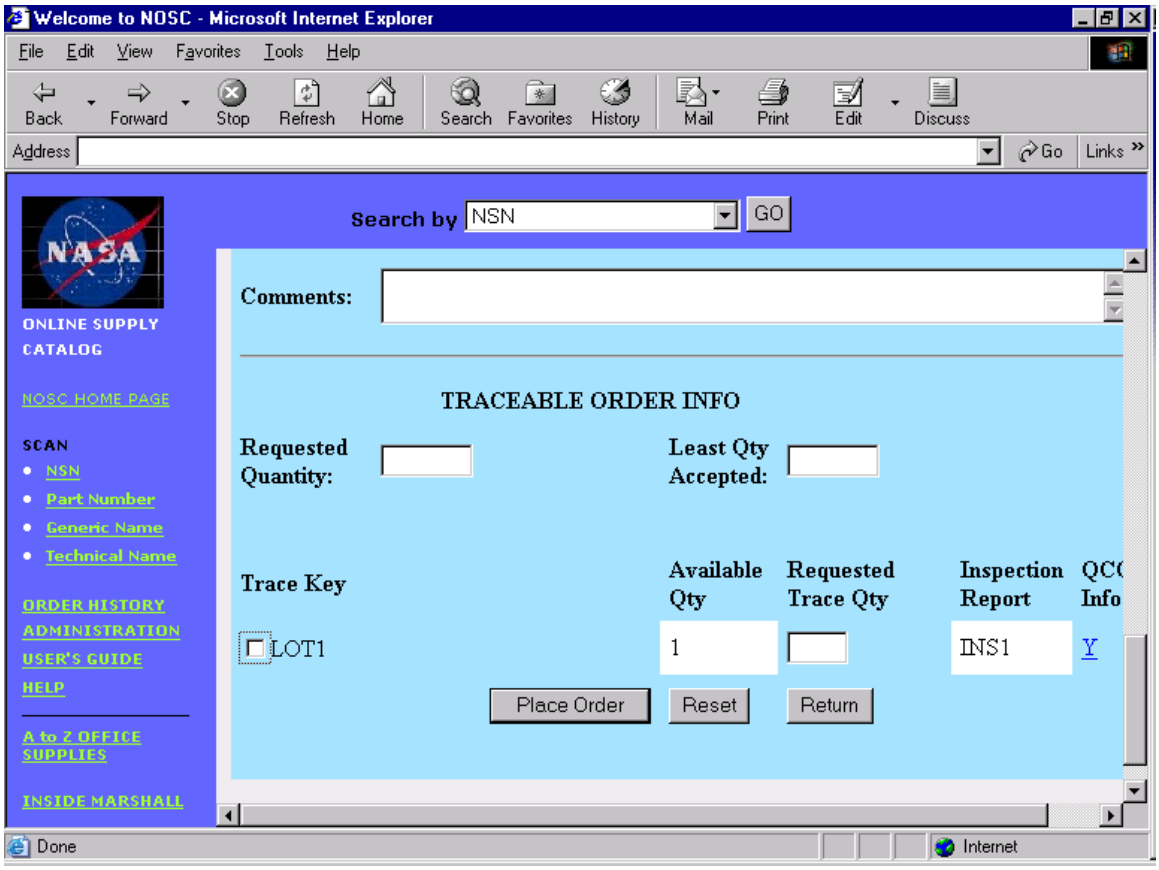
The Accounting Data Info Section allows the user to enter the accounting information for his order. Each NASA site individually determines the information required.

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.

If a center has transitioned from using their site-specific financial system to the Integrated Financial Management Procurement (IFMP) core finance system, the accounting information for every transitioned center will consist of all the fields below except Table Code. This is a site-specific field.



ORDER REQUEST SCREEN
IFMP ACCOUNTING INFO SECTION



TRACEABLE ASSET ORDER REQUEST SCREEN
TRACEABLE ORDER INFO SECTION

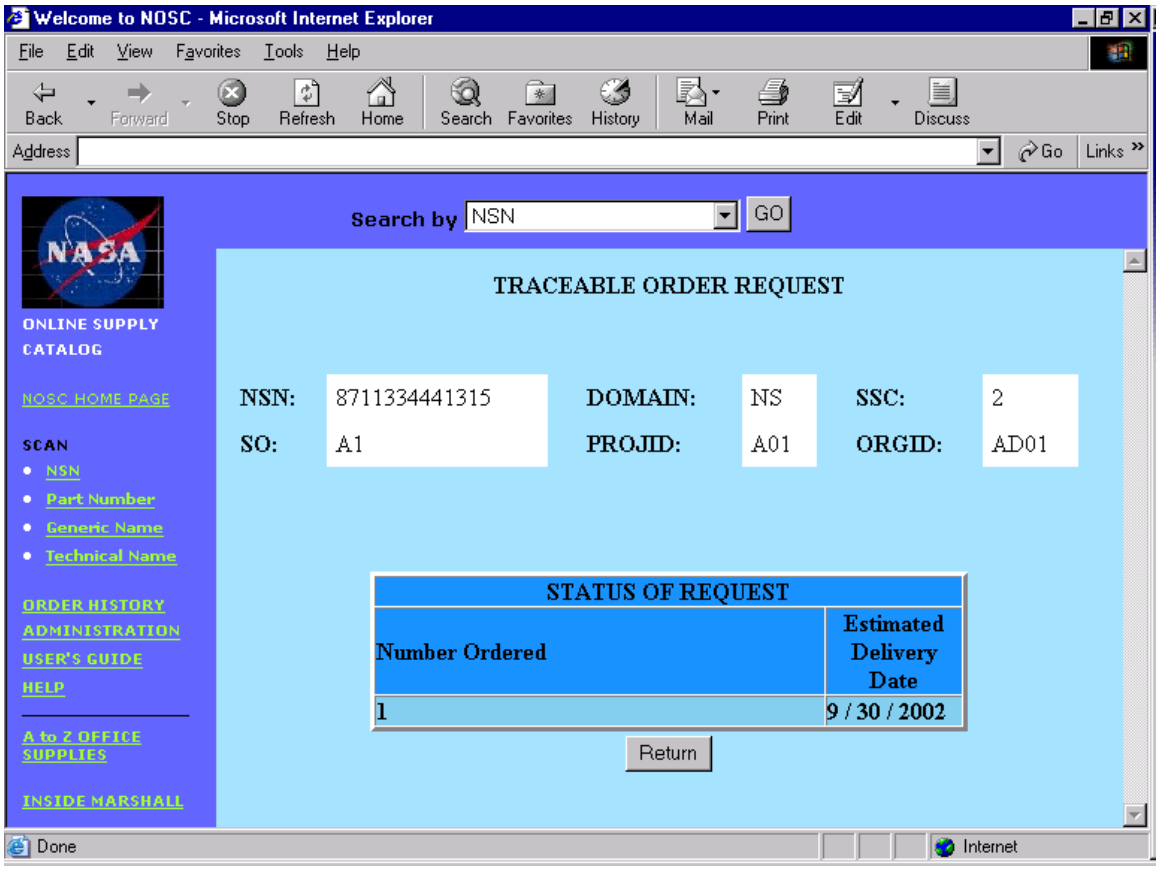
The Traceable Order Info Section on the Traceable Asset Order Request Screen displays the Trace Keys, the quantity available of each trace key, and the Inspection Report number, for the asset being viewed.

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.

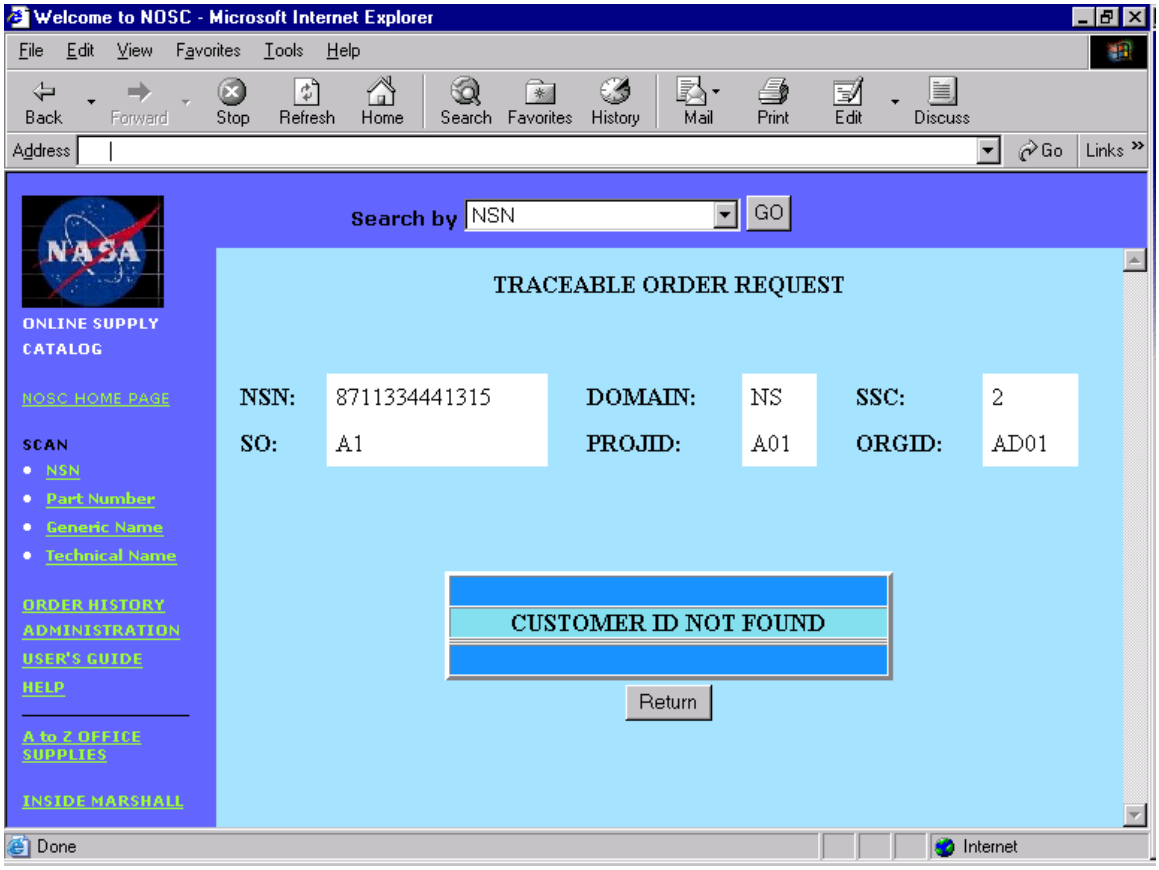
To select a particular trace key, the user should click the check box beside the desired trace key. Then they should enter the desired quantity in the Requested Trace Qty field. Only 25 trace keys may be selected at a time. The total quantity selected must equal the amount entered in the Requested Quantity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

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.



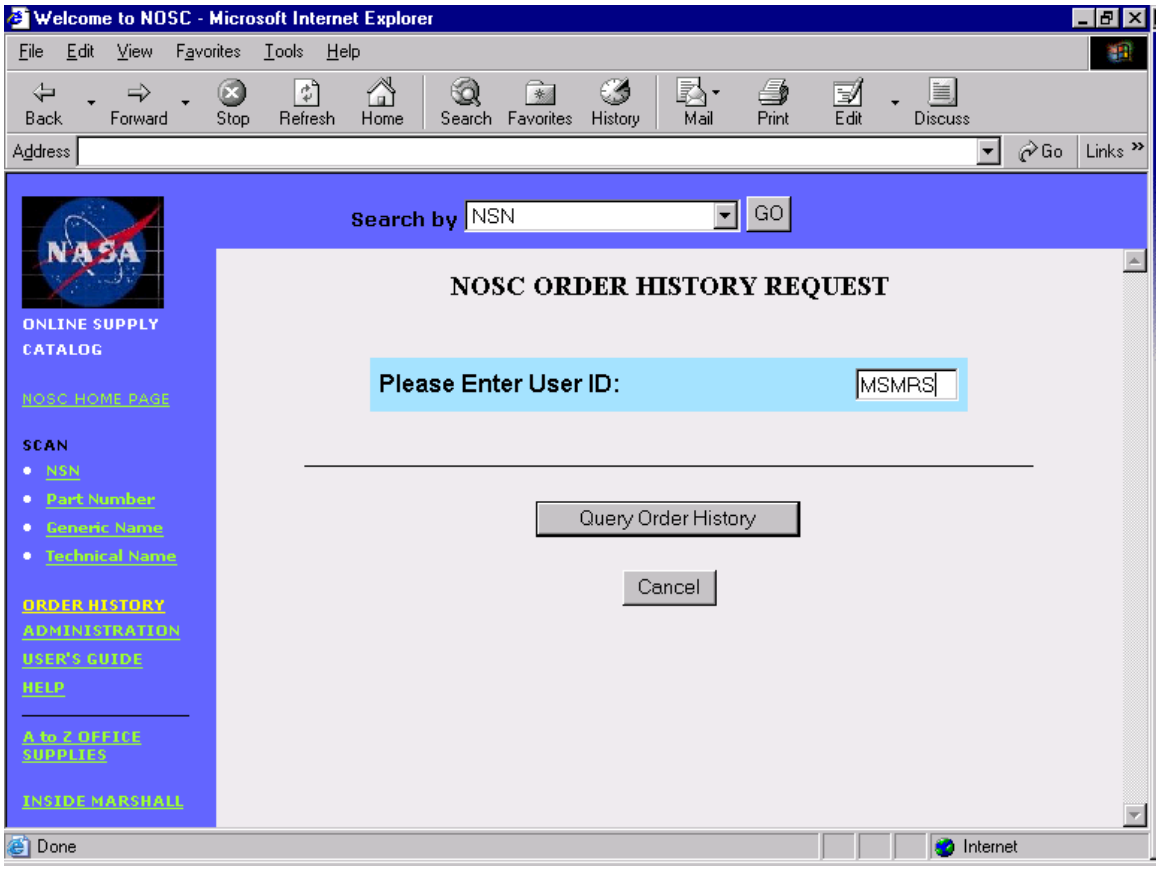
If the order is not processed, a message will be displayed for the user.



ORDER HISTORY

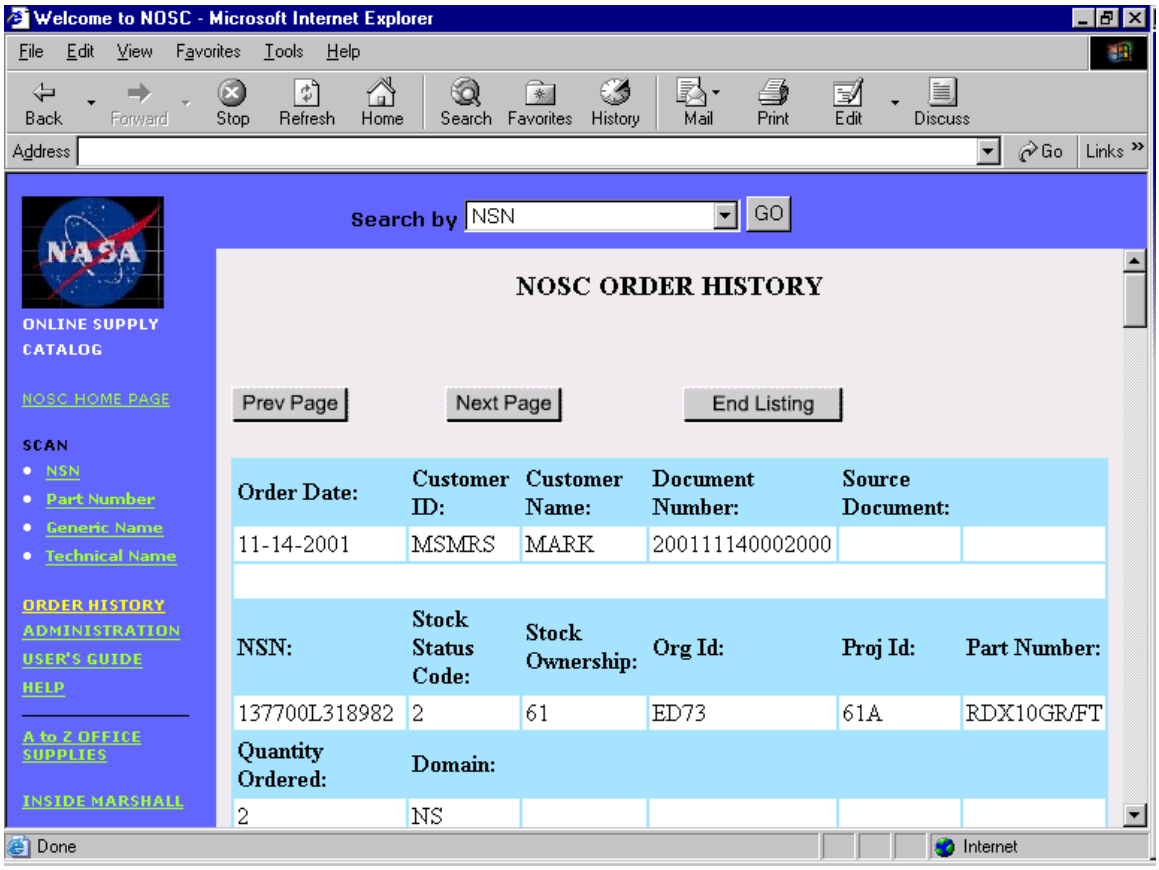
Order History is used to attain a listing of the history of orders placed by a specific user. This option is shown on the left side of the NOSC Home Page. The user should click on the Order History link and the NOSC Order History Request Screen will be invoked.

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.



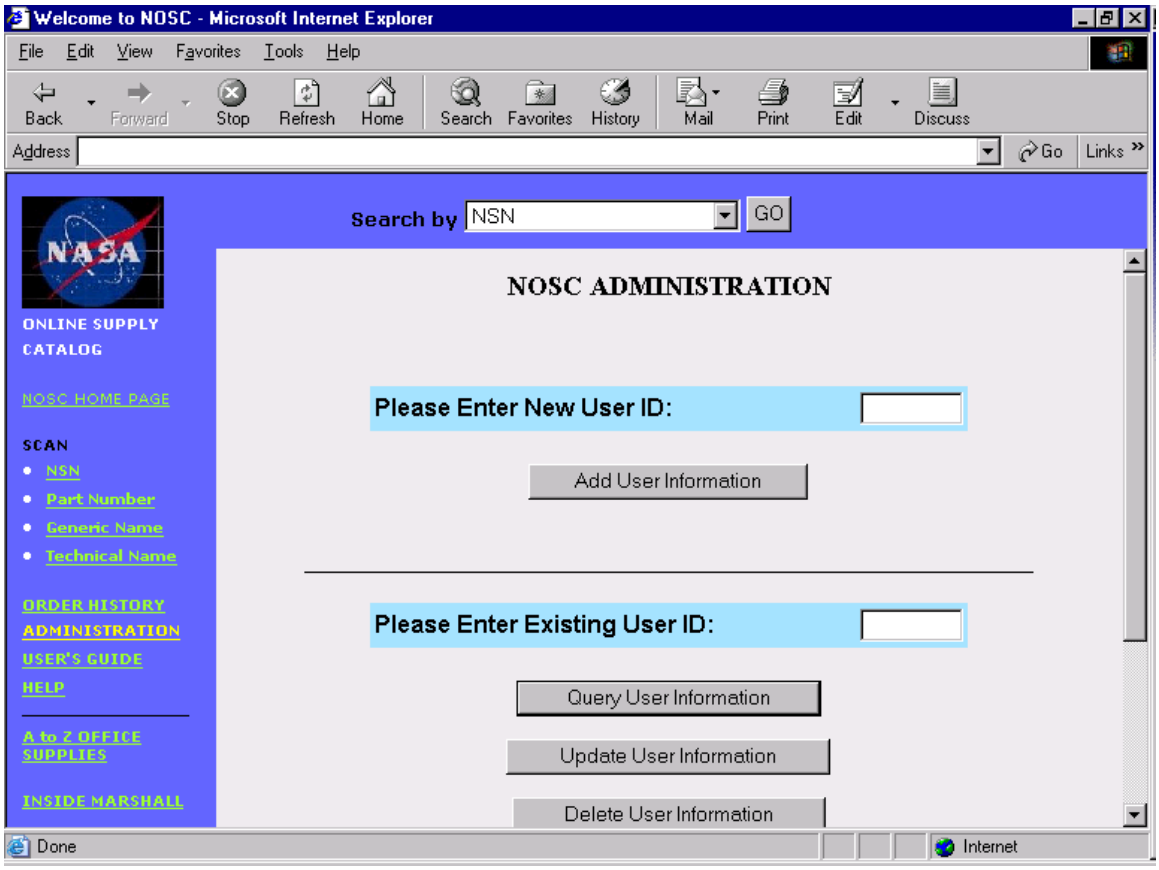
NOSC ORDER HISTORY SCREEN

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.

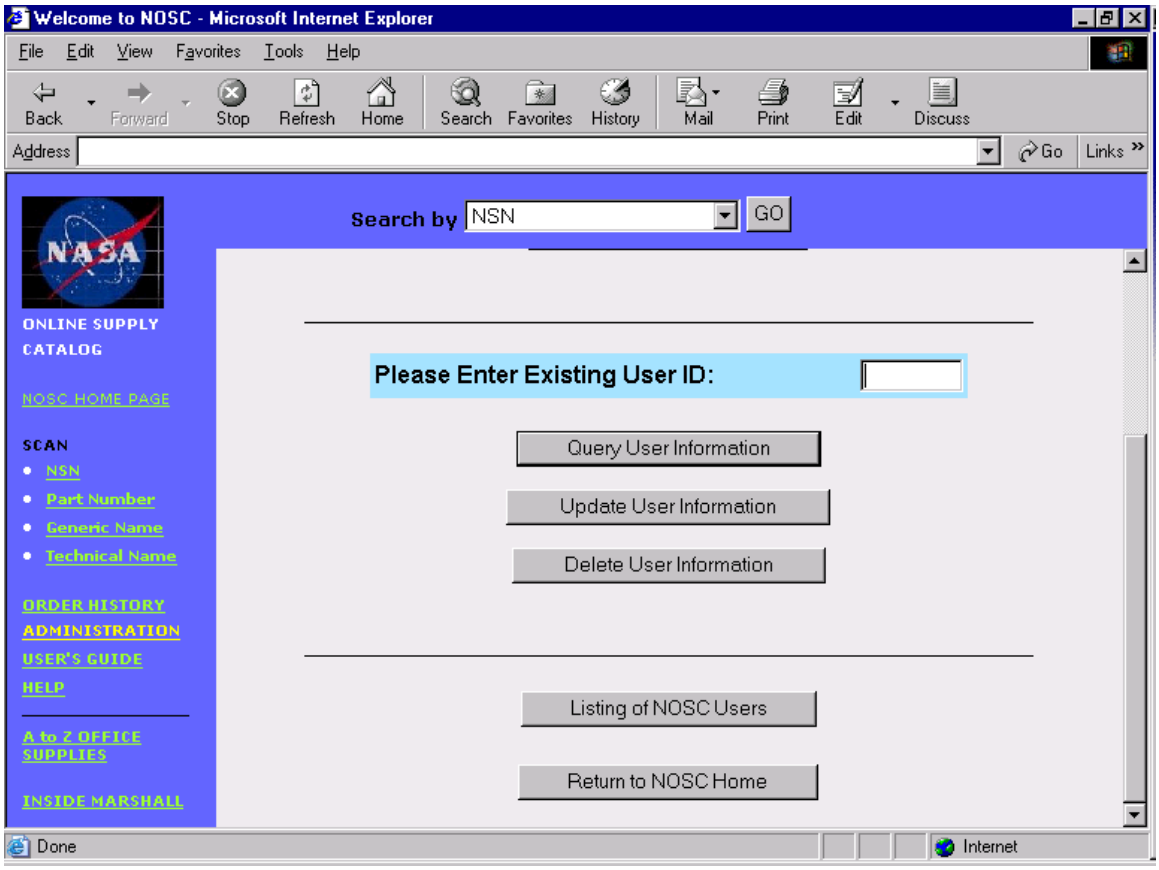
ADMINISTRATION

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

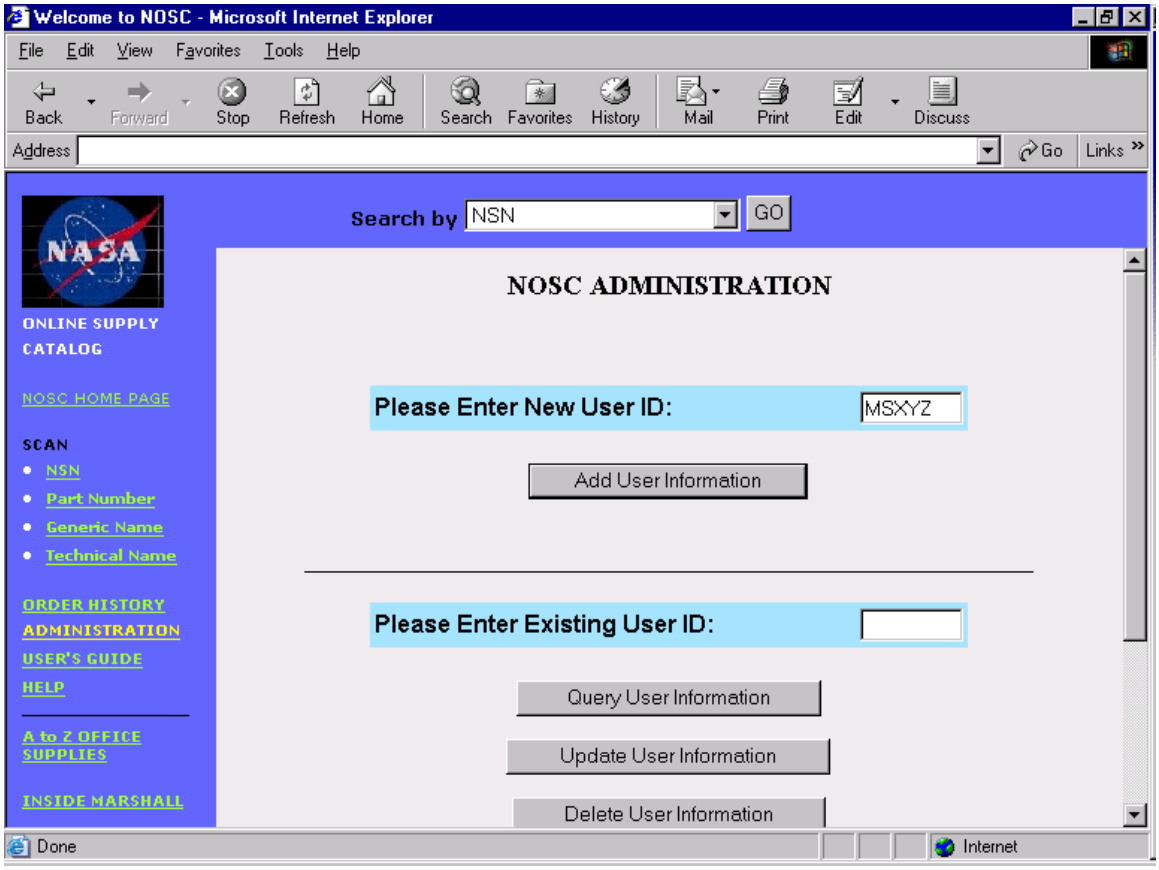


BOTTOM OF NOSC ADMINISTRATION SCREEN

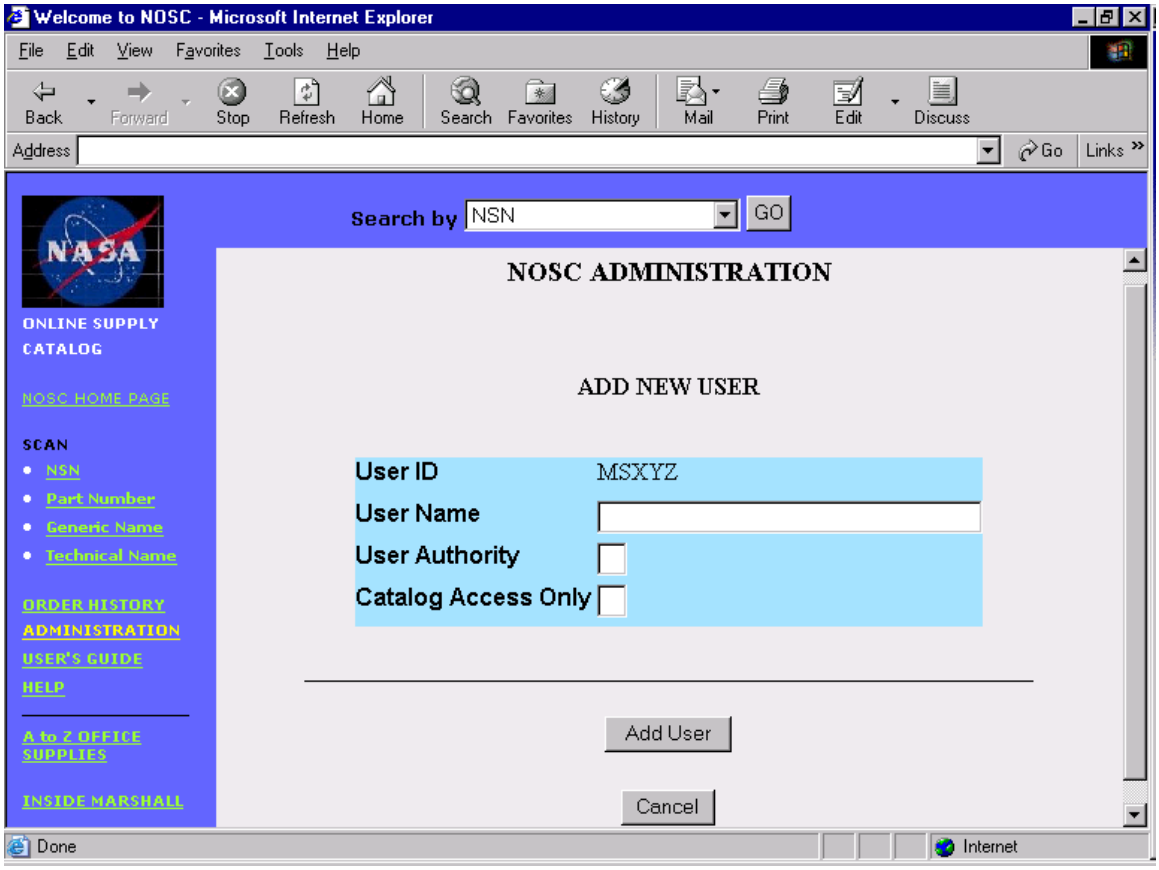
From this screen, the application administrator can add user information, query user information, update user information, delete user information, or view a listing of NOSC users. The administrator can also return to the NOSC Home Page by clicking the **Return to NOSC Home** button on this page.

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.

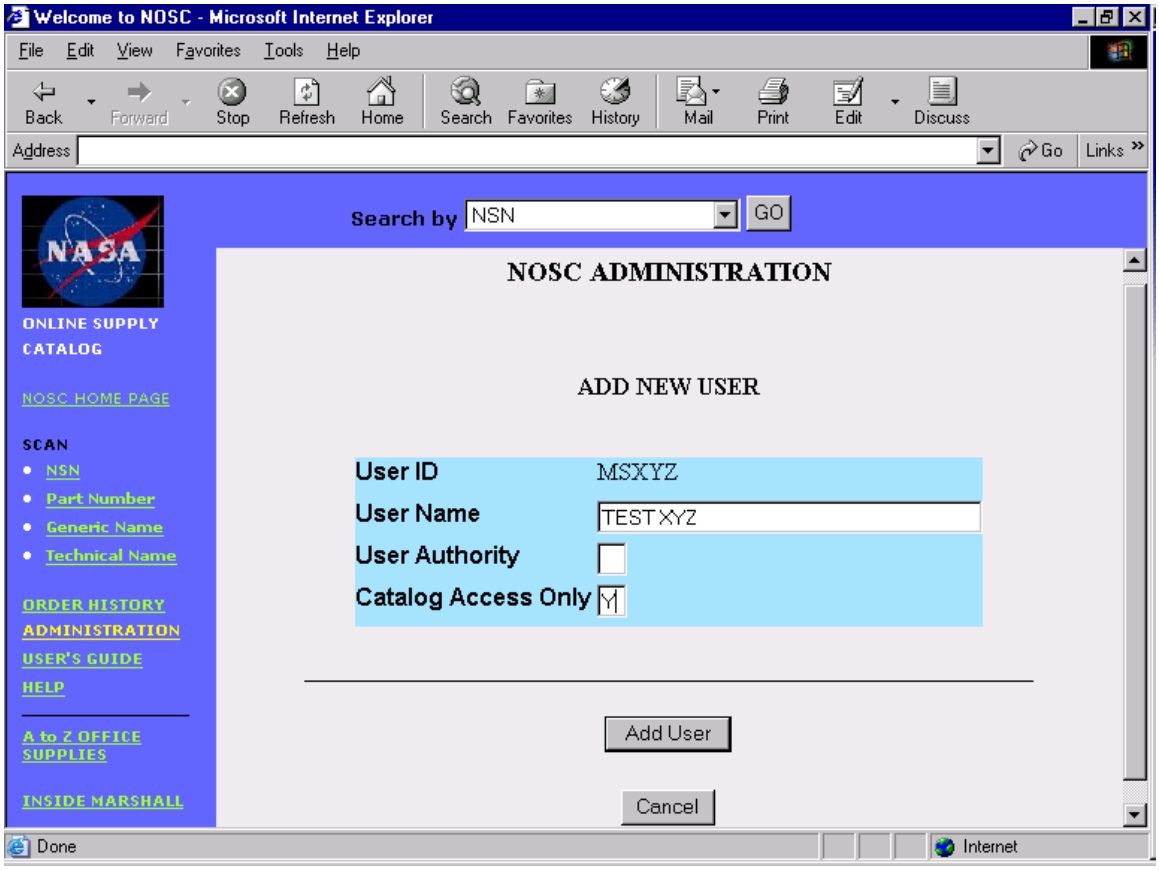


The Add New User Screen will be displayed.

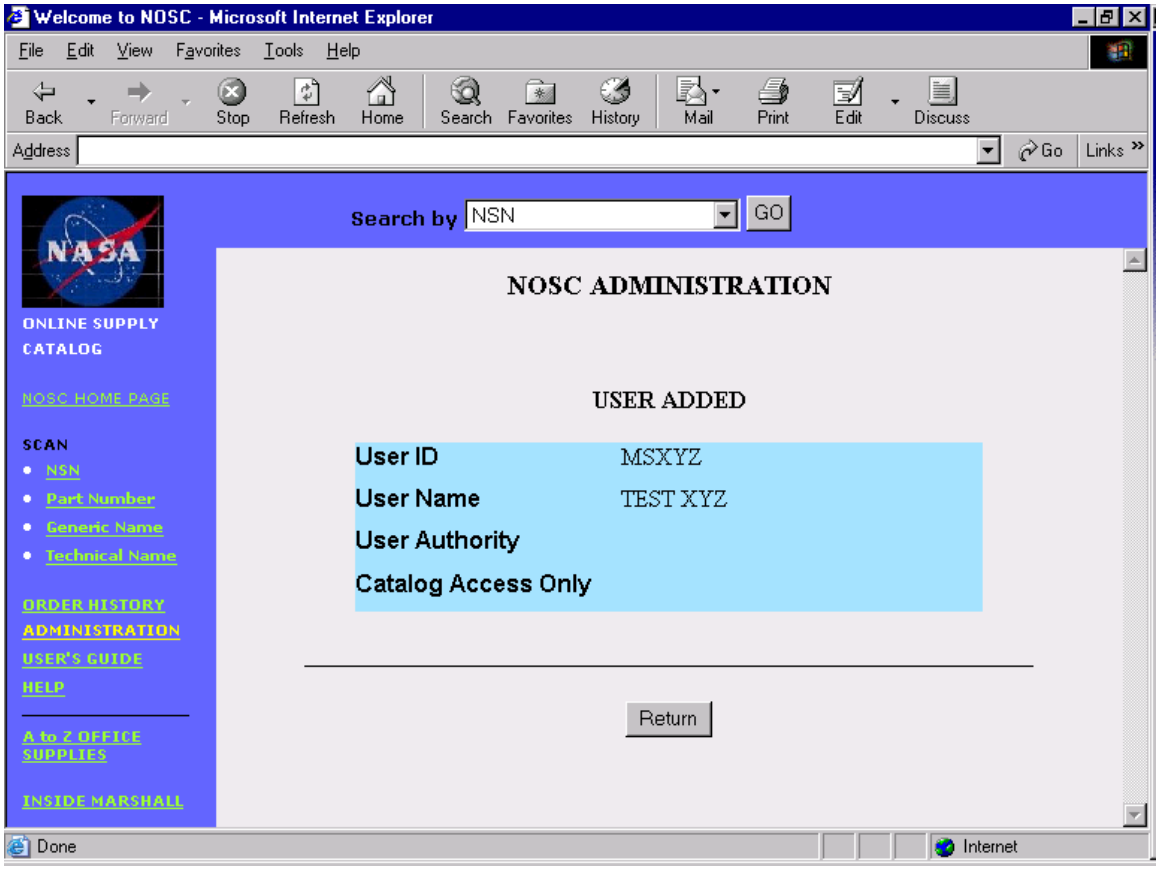


ADD NEW USER SCREEN

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. If the user will only be allowed to view the catalog, a 'Y' should be entered in the Catalog Access Only field. If the user is to have ordering authority, this field should be left blank. The administrator should then click the **Add User** button.

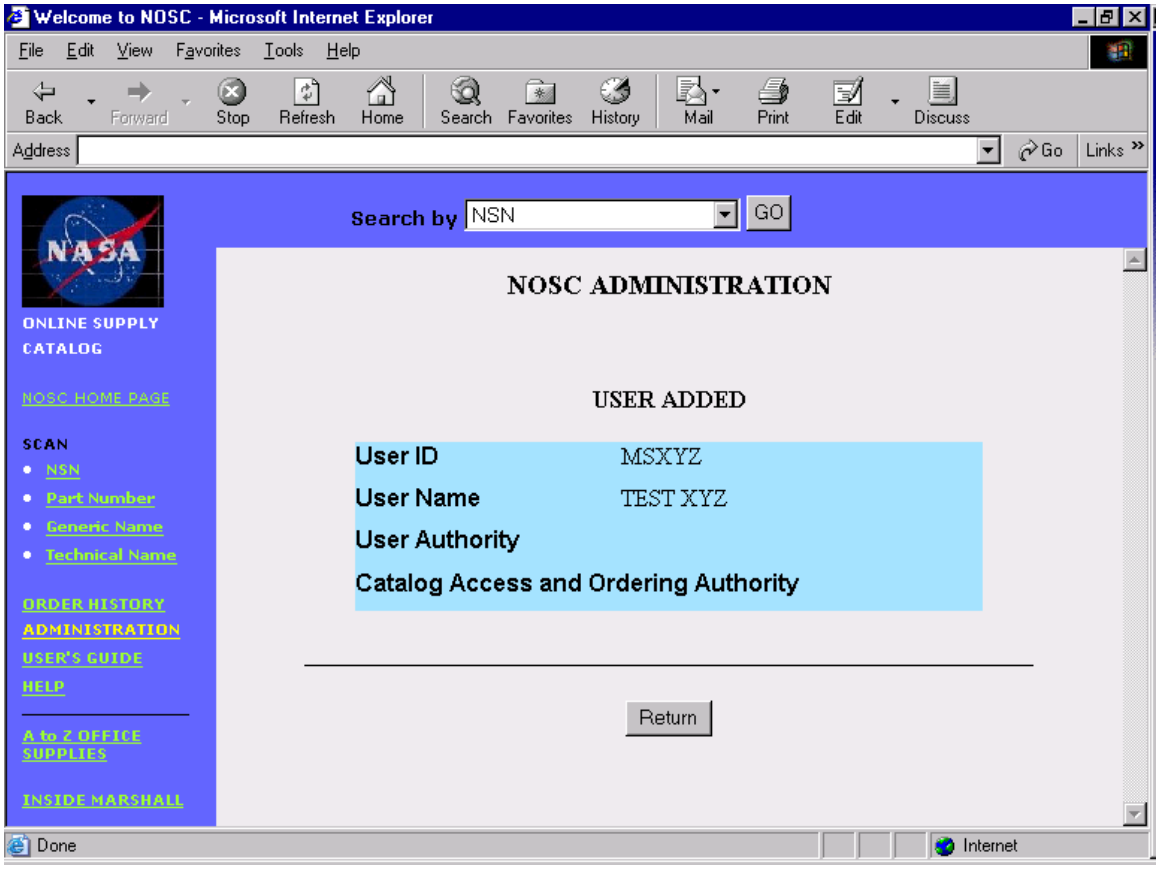


The next screen displayed will show the user information that was added.



The above screen shows a new user that was added with a 'Y' in the Catalog Access Only field. This user will only be able to view the NOSC catalog. They will not be able to place orders.

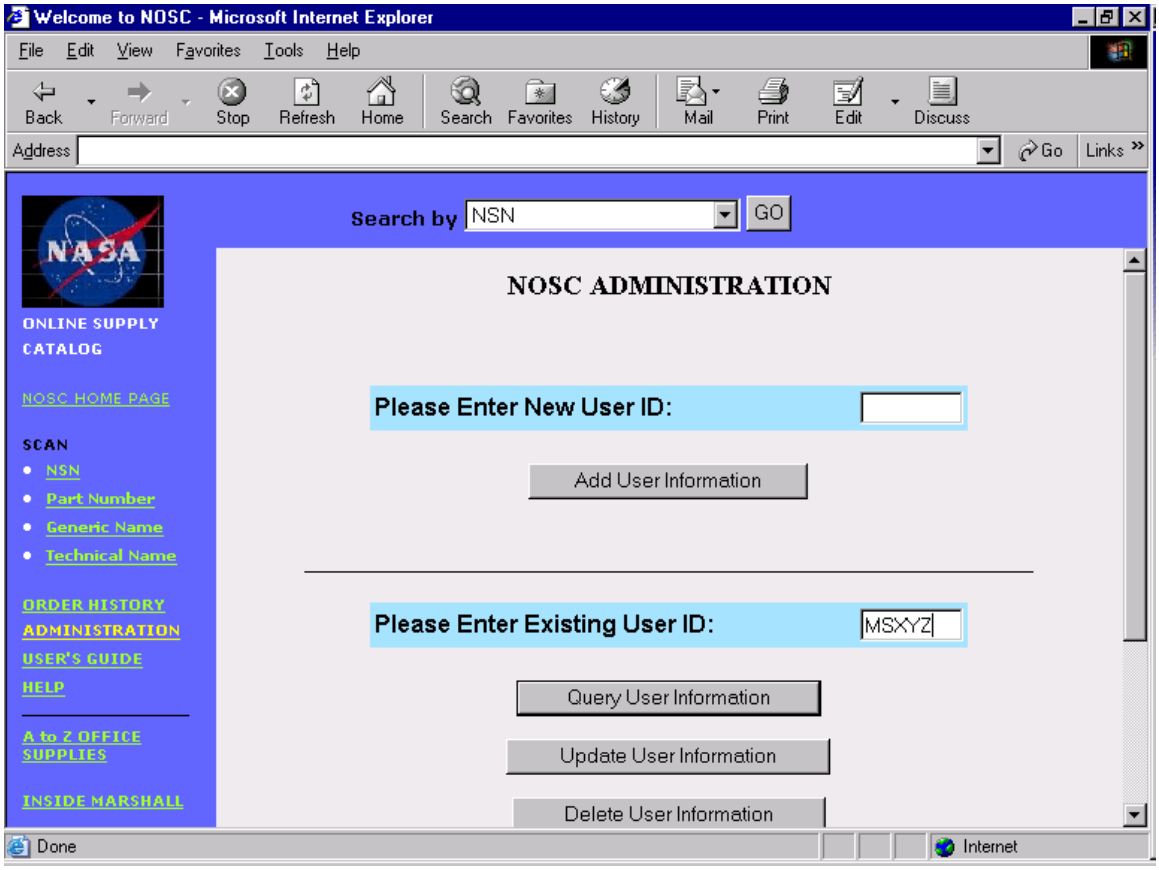
The screen below shows a new user that was added with a blank Catalog Access Only field. This user will be able to view the NOSC catalog and place orders.



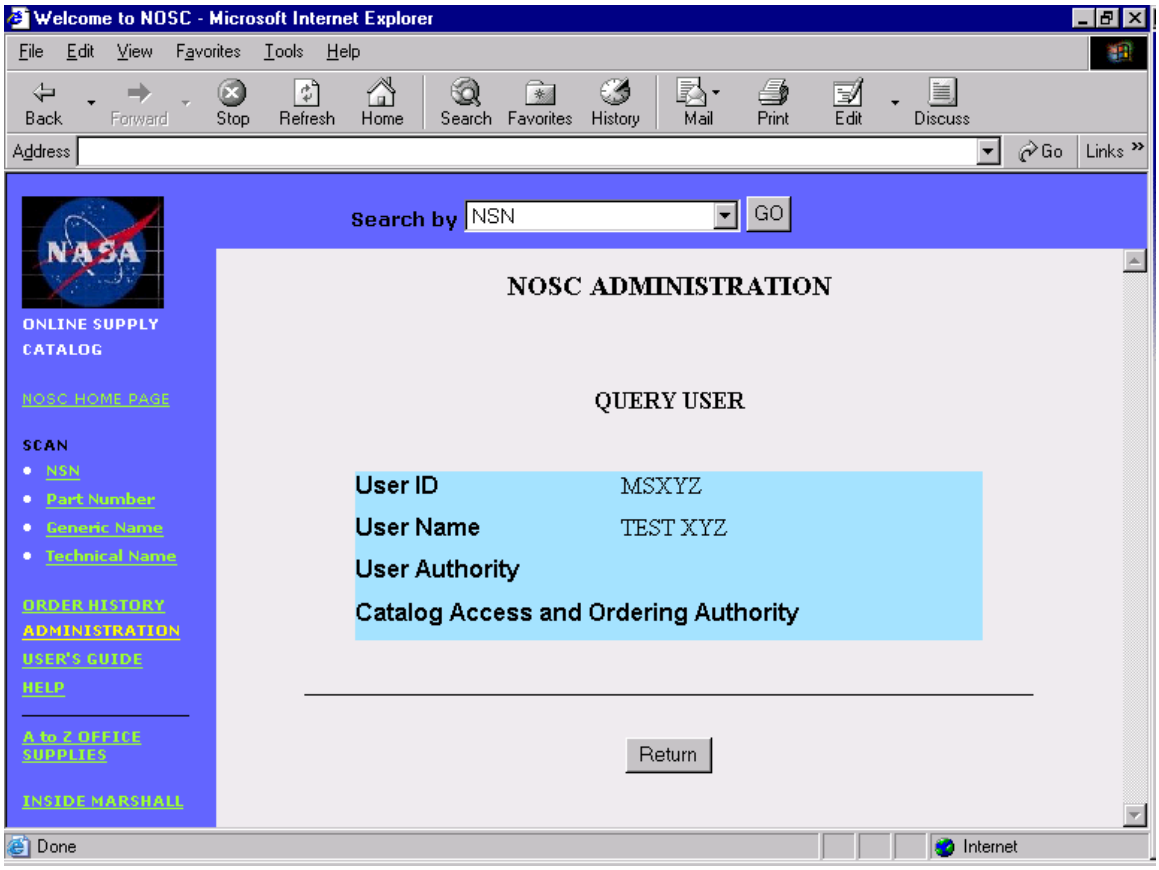
After viewing the User Added Screen, the administrator should click the **Return** button to return to the first NOSC Administration Screen.

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.

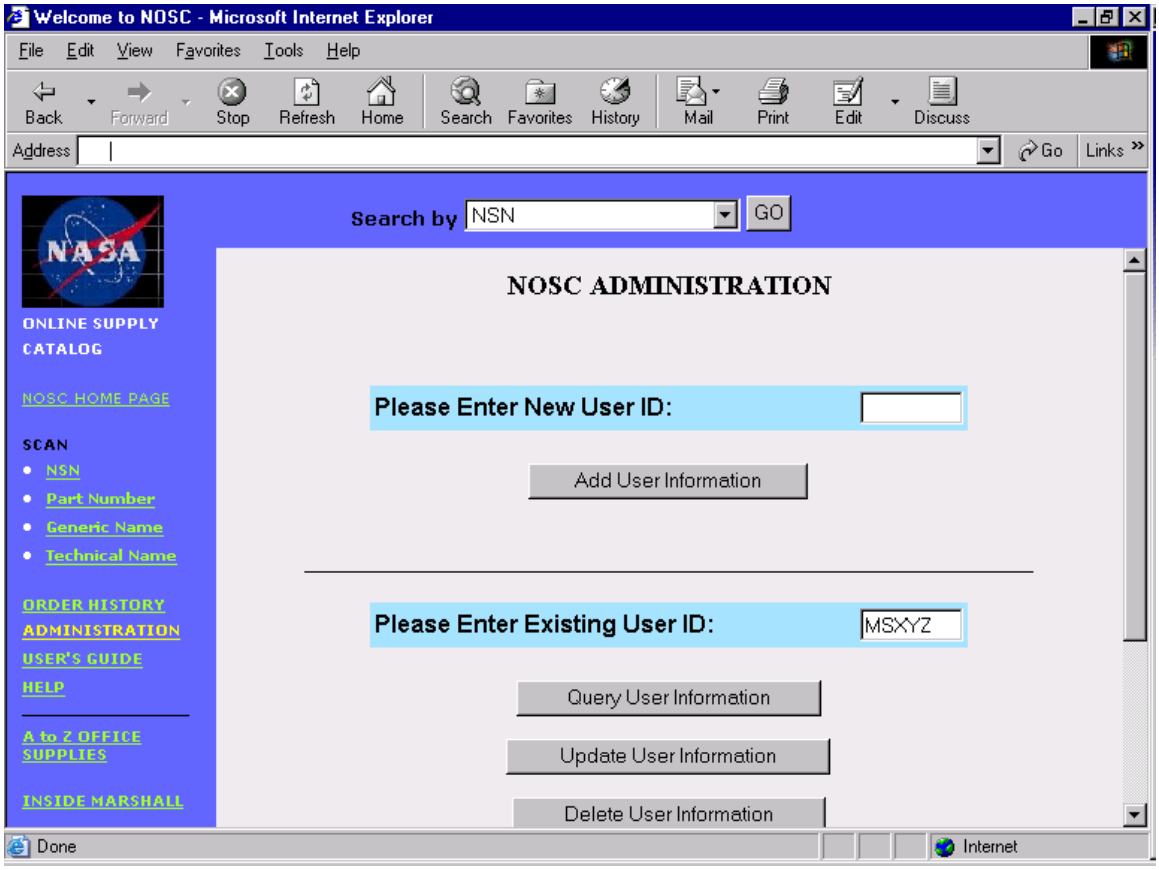


QUERY USER SCREEN

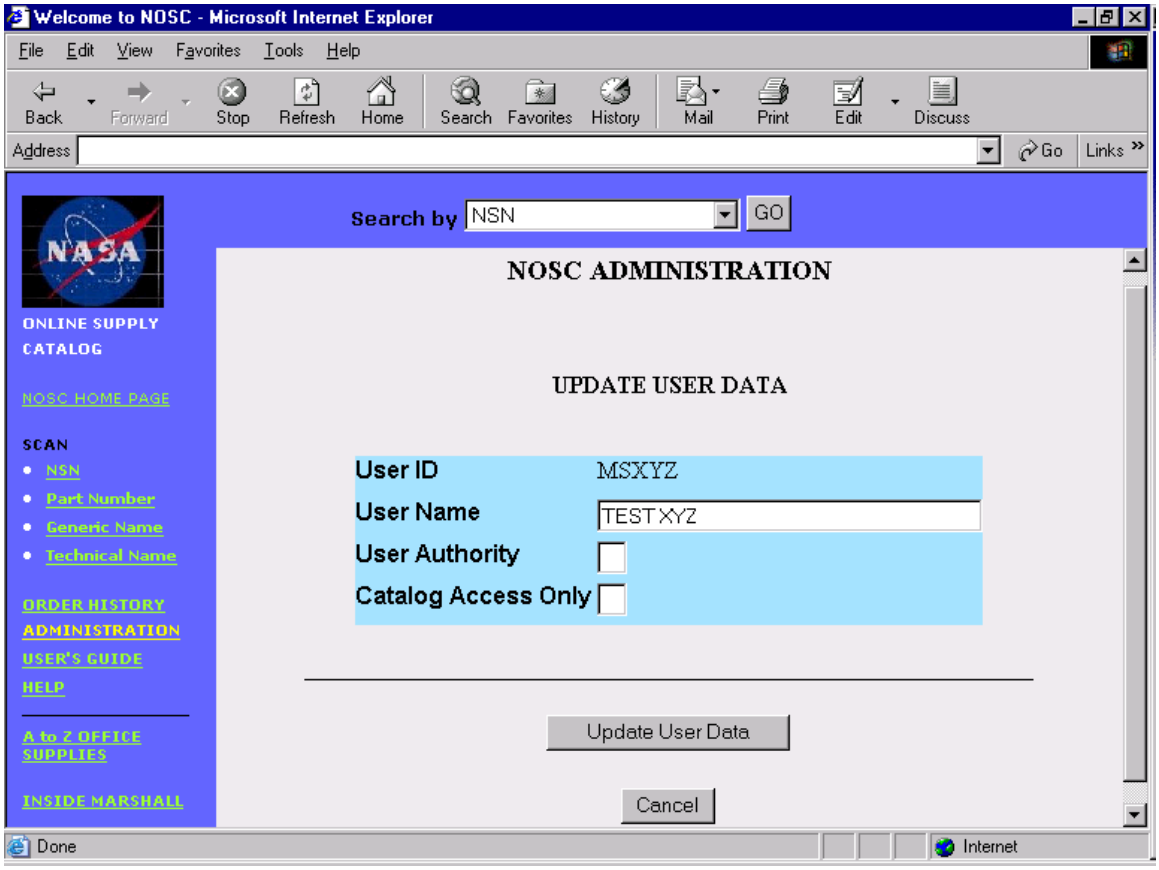
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

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.

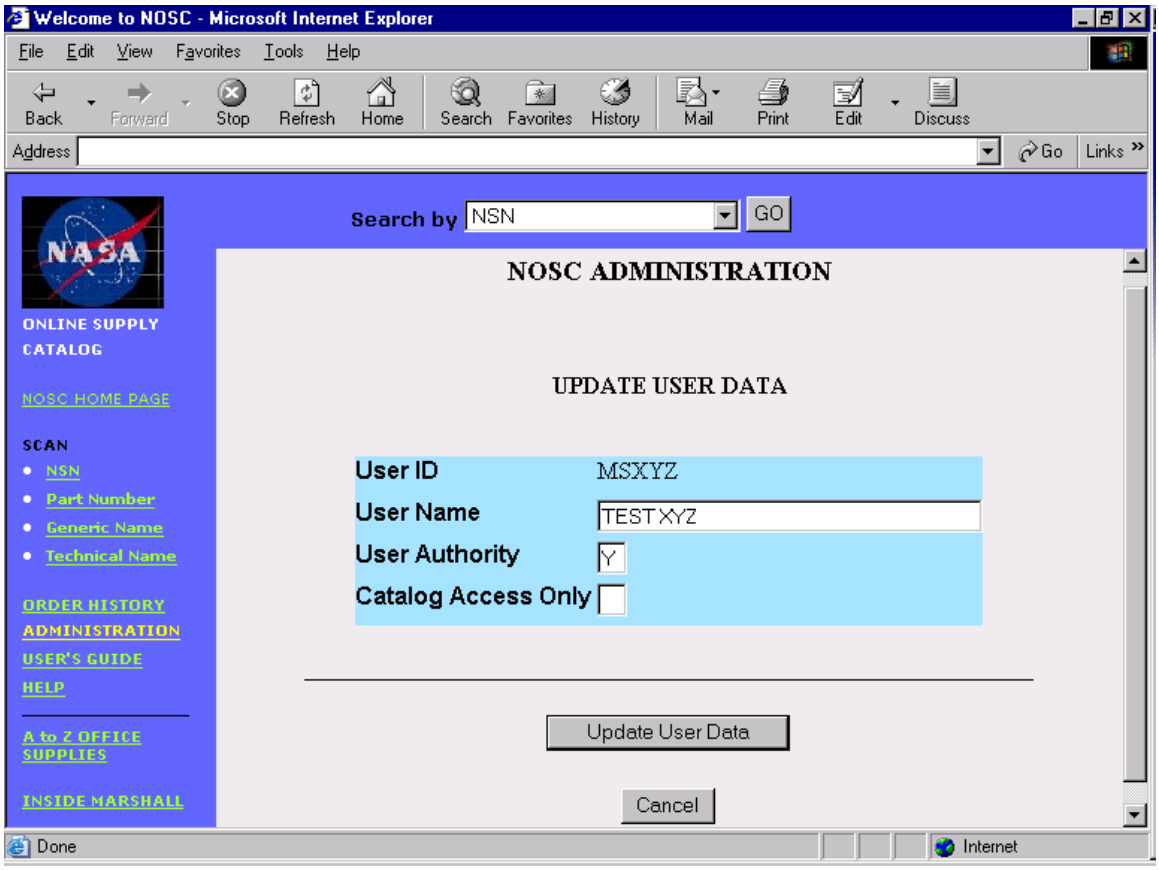


The Update User Data Screen will be displayed.

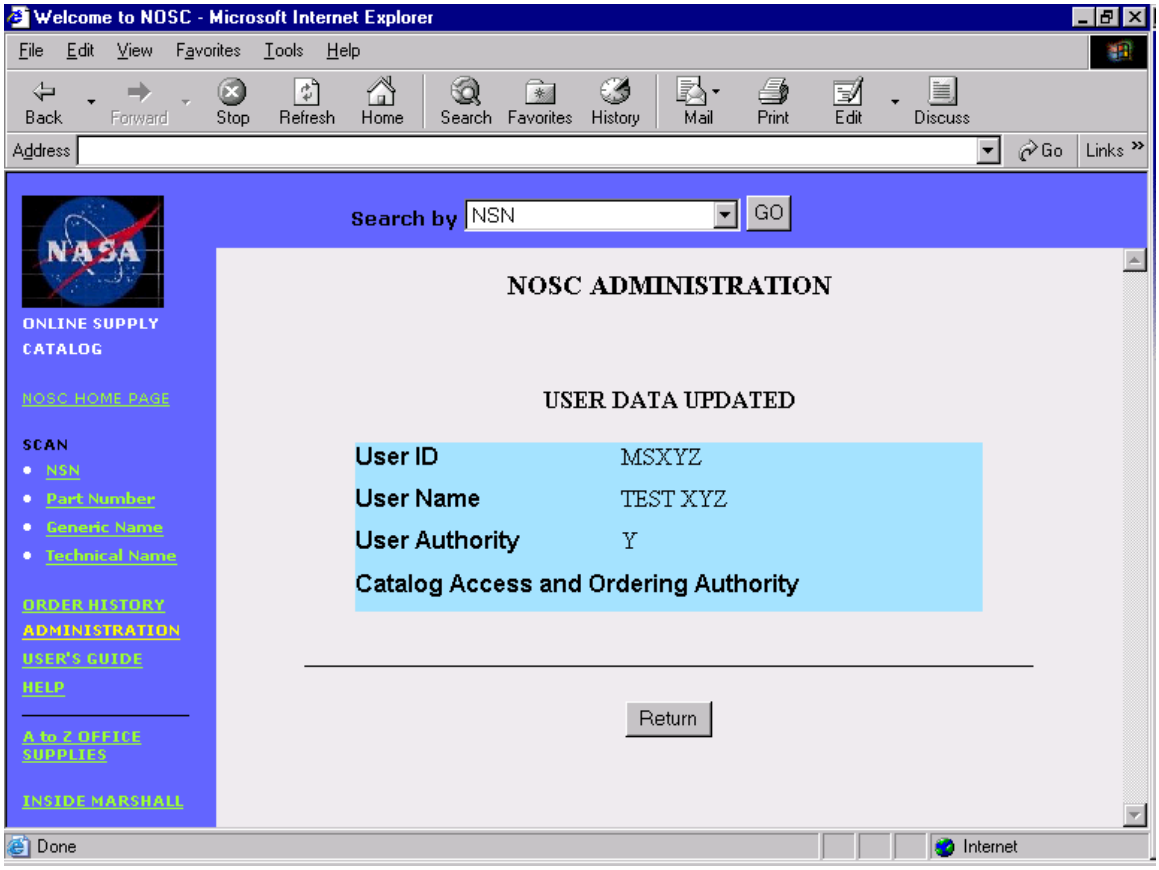


UPDATE USER DATA SCREEN

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



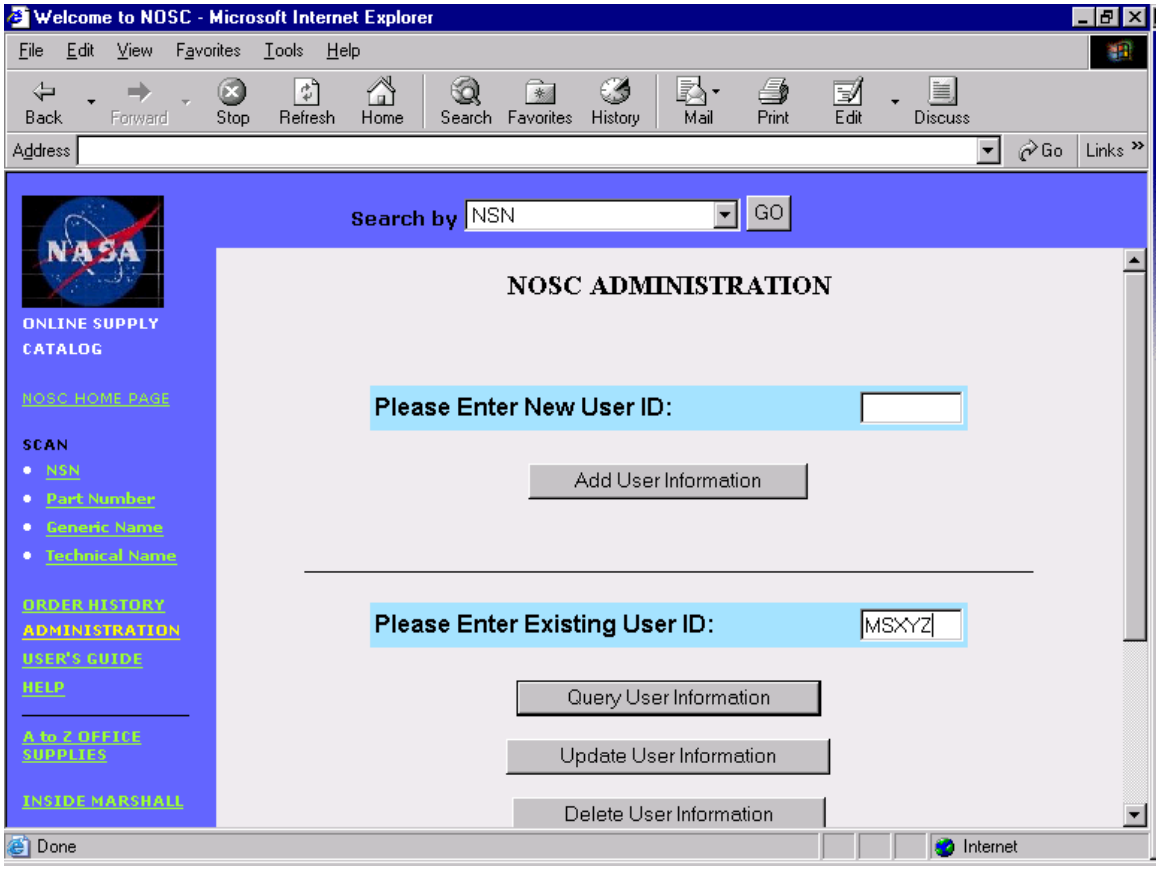
The screen displayed will show the user information as it is after it was updated.



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

DELETING USER INFORMATION

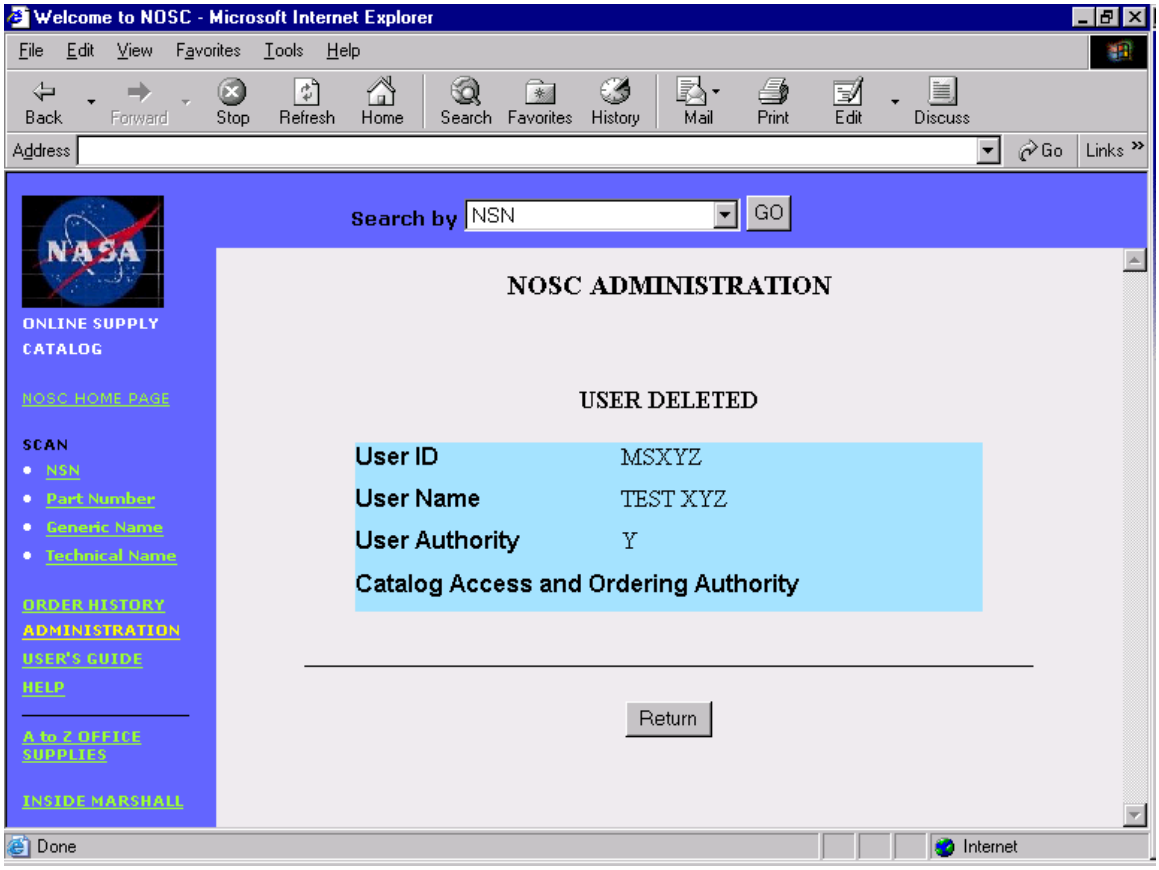
To delete an existing user in NOSC, the administrator should enter the existing user id and click the **Delete User Information** button.



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

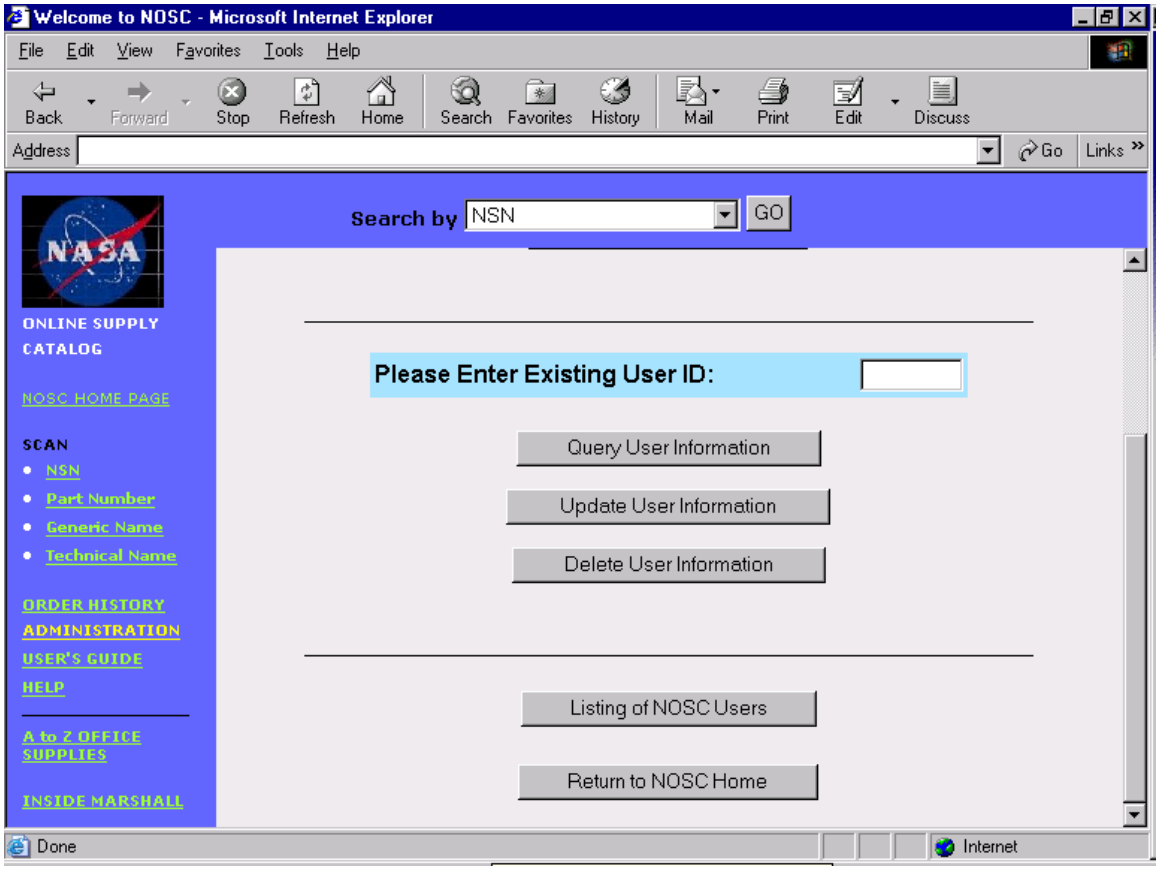
The User Deleted Screen will be displayed.



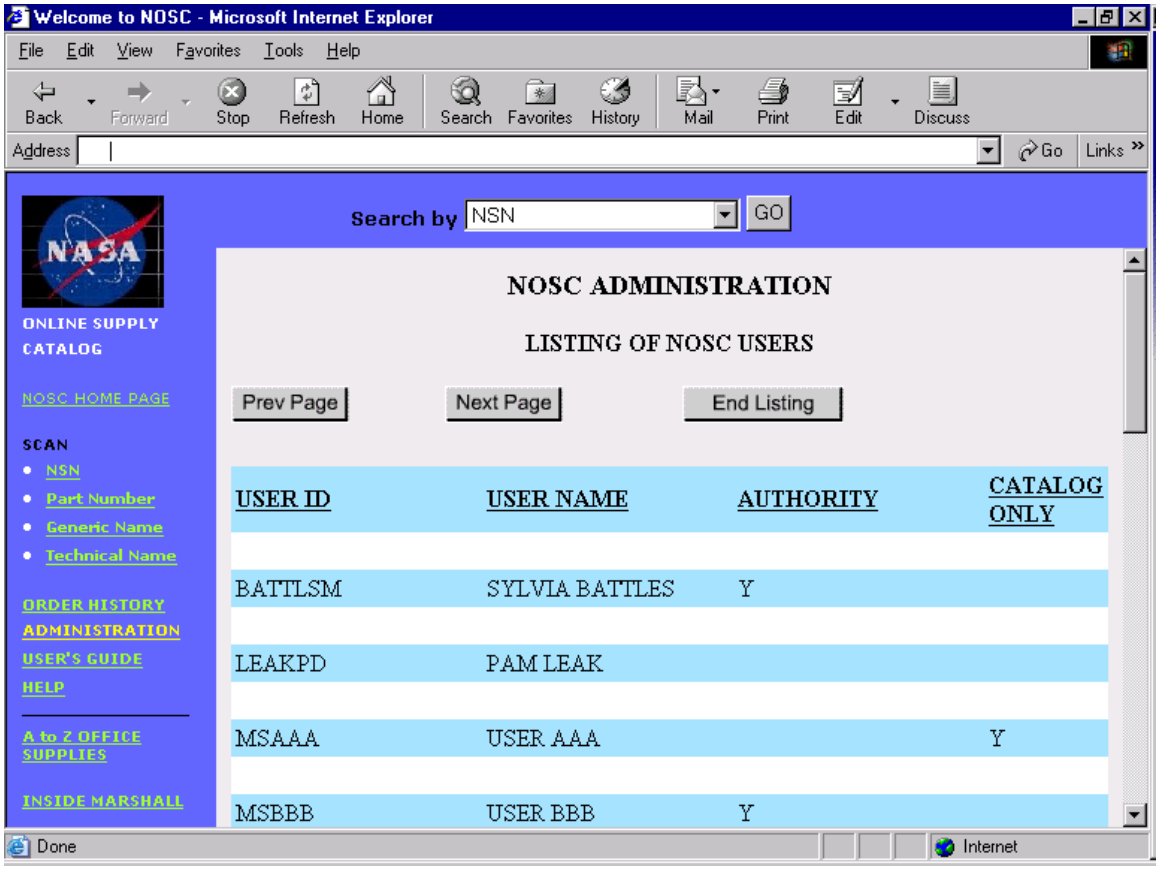
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

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.



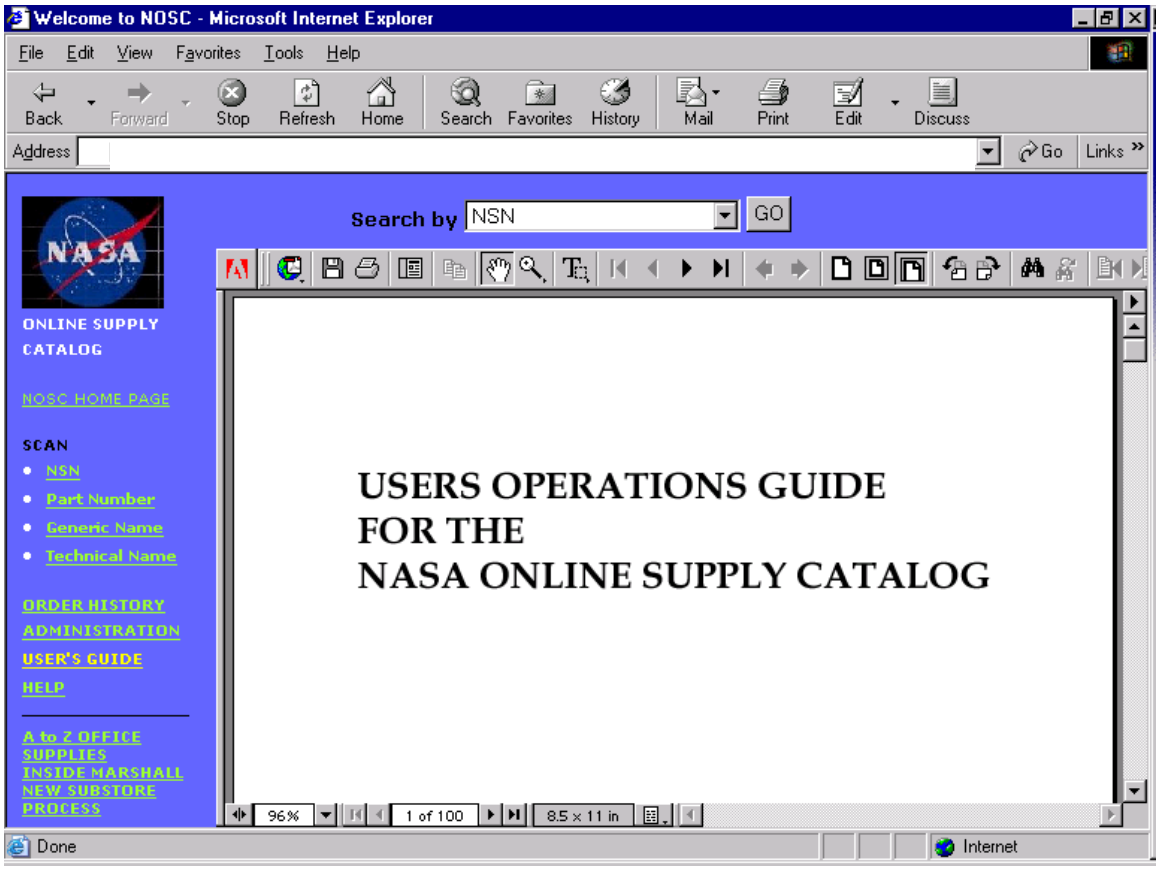
The information for the current users of NOSC will be displayed. The administrator can scroll through the listing by using the scroll bar, **Prev Page** button, and **Next Page** button. To return to the first NOSC Administration Screen the administrator should click on the **End Listing** button.



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



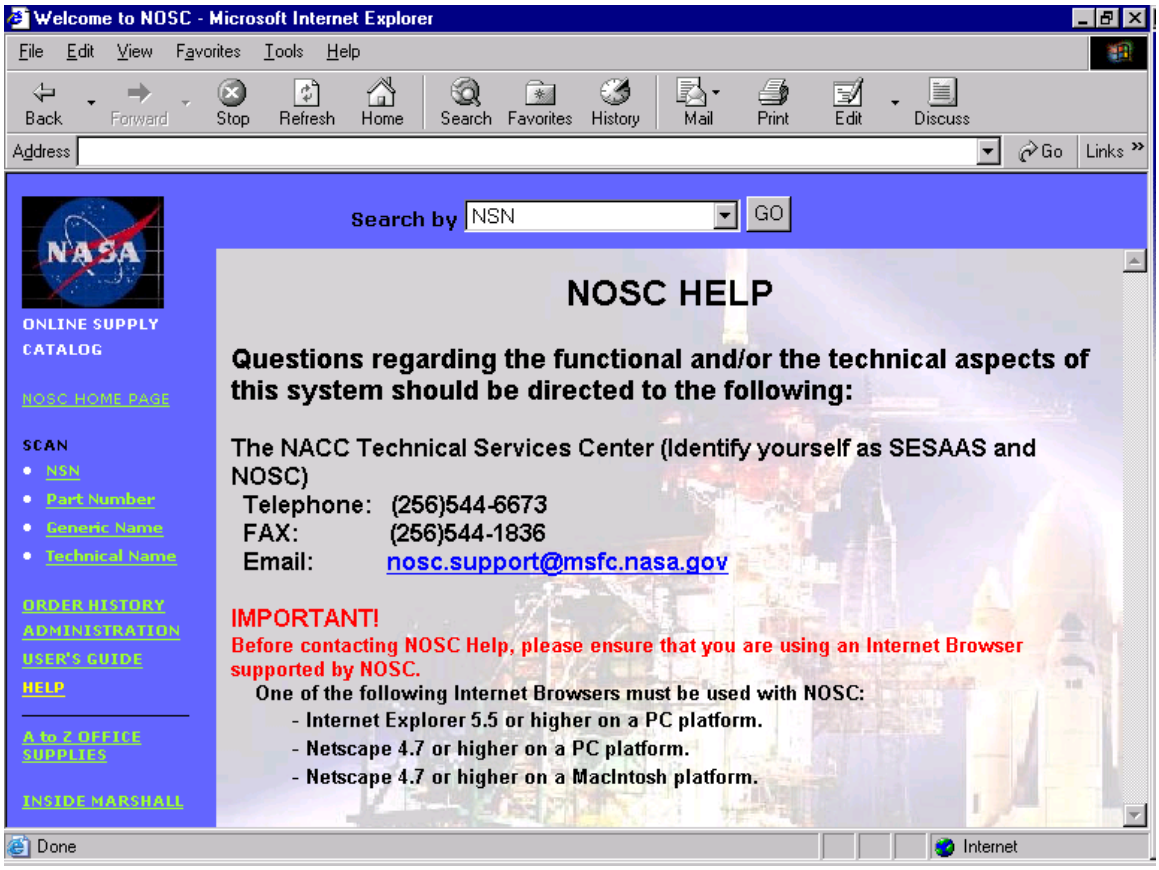
USERS OPERATIONS GUIDE

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.