ORDERING FROM NWCG NFES Catalog Part 2: Publications

If orders are charged to an incident, Resource Orders are to be placed in accordance to existing mobilization plans. Refer to the National Interagency Mobilization Guide and area mobilization guides for details.

If orders are not charged to an incident, the order should be sent directly to the Great Basin Cache at NIFC. All the items listed in this catalog are stocked at the Great Basin Cache located at NIFC.

Mail or fax orders: (no phone orders accepted)
National Interagency Fire Center, Attn: Great Basin Cache Supply Office
3833 S. Development Avenue, Boise, ID 83705
FAX: 208-387-5573/5548

If you have questions about items listed in the catalog, about the status of your order, or about the ordering procedures, please call the Great Basin Cache Supply Office: 208-387-5104.

The Great Basin Cache performs inventory during January every year. **Please call in early December to verify ordering cut-off date. During inventory, resource orders for active incidents are the ONLY orders processed.** All other orders are processed after inventory in the order they were received at the Great Basin Cache at NIFC.

Use the order and/or credit card forms provided or any other order form as long as the essential criteria is stated:

- Correct shipping address **(do not use P.O. Box address)**, contact person & phone number.
- Payment method: ***do not send any payment (cash, check) with the order.***
  - -- **Credit card:** All ordering units may use credit cards. The Great Basin Cache requires the use of Visa/Mastercard/Discover/Amex credit cards for orders by *private individuals, university/college bookstores and military units.* Orders from these groups will not be processed without a credit card number, expiration date and card holder information. *For credit security, Visa/Mastercard/ Discover/Amex information needs to be separate from order form.*
  - -- **Invoice:** *As of October 2003, federal agencies must have a reimbursable work authorization in place before any order can be processed. Questions regarding this may be directed to the NIFC BLM Finance Office at 208-387-5533/5104.*
    All other agencies/businesses: order number and invoice address are required.
- Shipping method.
- For **each** item being ordered, the following information is necessary:
  - -- NFES (catalog) number
  - -- short description/title
  - -- quantity ordered AND Unit of Issue (e.g., each, package, set)

There is an assigned NFES number for each item. The NFES number must be used to order an item.

Use the correct "unit of issue" for each item ordered. "Unit of issue" in this catalog is EACH unless otherwise stated. Some other unit of issue amounts used in this catalog are:

SE	Set	PG	Package	SH	Sheet

Items are priced on a cost recovery basis. Prices are adjusted by February 1 of each year. Abbreviations used: $nc - there is no charge for this item. est - estimated cost of an item

ORDER RECEIPT

Once a purchase order/requisition is received, a computer "issue" for the requested items is generated. The items are then packaged and shipped, with a copy of the "issue". When you receive your order, immediately verify that all items listed on the computer "issue" have been sent. **Note the "Message" area on the computer "issue" for information about back-orders, out of stock items, items not carried, or any other specific information about your order. ORDERS BILLED TO A CREDIT CARD WILL NOT ALLOW FOR "BACK-ORDERED" ITEMS. YOU WILL NEED TO REORDER IF AN ITEM IS OUT OF STOCK.** If there are questions once the order is received, please refer to the "issue number" when calling the NIFC Great Basin Cache Supply Office, 208-387-5104.

Any return by an office is credited to its specific account--please refer to the "issue number" when returning an item or inquiring about your order. Items ordered from this catalog may be returned for credit within 30 days ONLY if they have not been used and are still a viable item stocked by the Great Basin Cache at NIFC. Obsolete items will not be credited.

INVOICE PROCEDURES

Federal agencies are billed through an automated payment system: Interagency Payment and Collection (IPAC). ***Federal agencies must have a reimbursable agreement or a credit card to accommodate finance reimbursement procedures implemented in FY04.***

Orders that need to be invoiced are billed within 45 days. Payment is due upon receipt of a "Bill For Collection" issued by National Interagency Fire Center. The cost of the items ordered and the shipping charge will appear on the bill. If you have any questions regarding NIFC billing procedures, please call NIFC Finance, 208-387-5533.

Send this suggested order format or your own form with the same information to: National Interagency Fire Center, Great Basin Cache Supply Office, 3833 S. Development Ave., Boise, ID 83705. FAX: 208-387-5573.

ORDERING OFFICE ORDER # DATE:

SHIPPING ADDRESS: ***If incomplete, the order will not be processed.***

Company/Agency Title:

Shipping Address: (NO P.O. Box) " Business " Residential

City, State, Zip:

CONTACT PERSON:_____ PHONE:_____

SHIPPING CHOICE:

" OVERNIGHT (FEDERAL EXPRESS) (normally sent within 48 hours upon receipt of order.) ***Contact name & phone number required for shipping address.*** Preferred delivery date:_____

" SHIP "BEST MEANS" (most economical means) (normally sent within 2 weeks upon receipt of order)

"Best Means" = If less than 200 pounds: FEDX-Ground . If more than 200 pounds: ground freight.

PAYMENT CHOICE: *Credit Card or Invoice.*

Do not write credit card information on this or any order form. *Send credit card information sheet (sample on page 6) with your order form. The credit card information sheet is protected separately from your order form.*

If using credit card, indicate type: " VISA " DISCOVER " MASTERCARD " AMEX

INVOICE ADDRESS *(if different than shipping address):*

Company/Agency Title:

Mailing Address:

City, State, Zip:

I authorize this order for materials. I understand that the cost of the items and shipping charge will be invoiced or the credit card account will be billed as indicated by my payment choice above.

AUTHORIZED BY: _____

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					

Suggested Ordering Format Continuation Page

page _____ of ORDER # _____

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
10					
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16					
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UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NIFC GREAT BASIN AREA CACHE
3833 S. DEVELOPMENT AVE.
BOISE, ID 83705
FAX NUMBER (208) 387-5573

CREDIT CARD INFORMATION (MAIL OR FAX WITH ORDER)

To protect credit card information, please complete the following information and submit with a copy of your order. Do not put credit card information on your order form. Mail or fax the order and this page to Great Basin Cache Supply Office.

The Great Basin Cache requires the use of Visa/MasterCard/Discover/Amex for orders placed by private individuals, university/college bookstores and military organizations placing orders from the Part 2: Publication Catalog. Orders received from these groups without a credit card number, expiration date, and card holder information will not be processed. If you have any questions please call the Great Basin Cache Supply Office at (208) 387-5104.

Note: **ORDERS BILLED TO A CREDIT CARD WILL NOT ALLOW FOR "BACK-ORDERED" ITEMS. YOU WILL NEED TO REORDER IF AN ITEM IS OUT OF STOCK.**

DATE: _____

_____
NAME

_____
ADDRESS **(NO PO BOX)**

_____
CITY / STATE / ZIP CODE

_____
TELEPHONE #

VISA ( ) MASTERCARD ( ) DISCOVER ( ) AMEX ( )

CREDIT CARD NUMBER

EXPIRATION DATE *(MM/YR)*

_____
SIGNATURE (required)