



How to Order Supplies

CFCNCA



1. Access Supplies Tool

A. After logging into Nexus, hover the mouse over MY TOOLS in the account toolbar. View a dropdown menu

B. Within that menu, hover the mouse over CAMPAIGN MANAGER – COORDINATOR TOOLS

C. Select supplies in the sub-menu that appears to the right of the dropdown menu



2. View the Supply Order Options

- A. Create a new order
- Choose this option to begin an order
 - May order for multiple reporting units



SELECT AN OPTION BELOW

Create a new order

List all existing orders



- B. List all existing orders
- Chooses this option to view all existing orders for supplies
 - Read more about this option on slide 11

3. Supply Form Overview

This form has 5 sections in the following order:

1. Select the Federal Agency or Agencies for this Order
2. Order Information
3. Contact Information
4. Delivery Information
5. Supplies Needed

CAMPAIGN MANAGER COORDINATOR - SUPPLIES

[BACK](#)

Fields marked with an asterisk (*) are required.

1 Select the Federal Agency or Agencies for this Order *

Department of Defense [SHOW](#)

2 Order Information

Placed by *
Mark Center
Government Agency assigned to order *
DOD AF 59th AW

Number of Employees in units selected: 100
Number of Representatives * 10
Date the supply order is needed * 2013-01-01

3 Contact Information

Primary contact name *
Mark Center
From email address *
markcenter@dod.mil
Primary Contact phone *
123-555-9900

Secondary contact name *
First and Last Name
Secondary Contact email address *
Secondary Contact phone *
123-555-9900

4 Delivery Information

Delivery contact name *
First and Last Name
Delivery email address *
Delivery Contact phone *
123-555-9900

Delivery Contact alternate phone
123-555-9900
Delivery Contact fax
123-555-9900

Security Contact name
First and Last Name
Security Contact email address
user@email.com
Security Contact phone
123-555-9900

Delivery address 1 *
123 Delivery Street
City Name
DC

Delivery address 2
Suite 99

Delivery address 3
Loading Dock 2

Delivery zip *
00000

Delivery state *
DC

Delivery emp *
00000

Is there a loading dock? *
 Yes No

Is there a truck size limit? *
 Yes No

Special Instructions

Add any notes on security procedures, delivery limitations, or any other notes about this delivery.

5 Supplies Needed *

Items	Description	Image	Items Ordered
Catalog of Daring	Listing all 4,488 items, the Catalog of Daring is a great reference tool. Users can also search for charities at http://www.dodmilitary.com/charities	No Image Uploaded	
Poster	Six different poster designs to remind and/or inform federal employees make provisions. Each is sized 12" x 18".	No Image Uploaded	
Campaign Card	Three different versions of this full-color campaign card inspire employees to give to the CFC. Each version features a federal employee and school he or she wishes to provide and asks federal workers to give to their favorite charities through the Government Federal Campaign.	No Image Uploaded	
Second Touch Card	This card can be used by Representatives when they follow-up with their assigned employees. It both thanks people who have already made their CFC pledge and reminds those who have not yet participated that it's not too late to contribute to the CFC.	No Image Uploaded	
Pledge Form	Paper pledge forms are used by donors to make contributions by cash, check, and payroll deduction.	No Image Uploaded	
Pledge Form - Camer	This is the envelope Representatives use to track and form contributions from their assigned employees.	No Image Uploaded	
Donor's Bag	This is used to make order deposits into. Reuse.	No Image Uploaded	
Representative Guide		No Image Uploaded	
Representative Bag		No Image Uploaded	
Lanyard (for KW)		No Image Uploaded	

[SUBMIT ORDER](#)

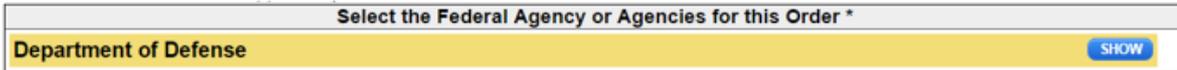
4. Select the Federal Agency or Agencies for this Order

Be sure to complete this initial section of the form. Choosing the agency, group, or reporting unit for the order will populate value based fields (number of employees, number of supplies ordered). The next 3 slides explain the different ways to manipulate this field

Select the Federal Agency or Agencies for this Order *	
Department of Defense	SHOW

5. Select Federal Agency Groups for this Order

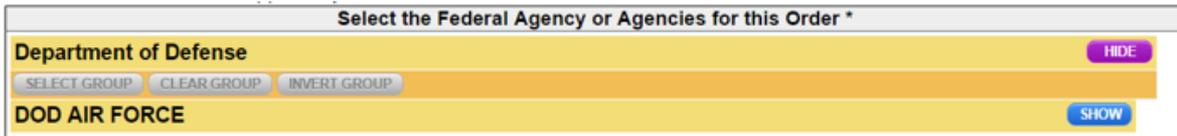
A. Press the blue SHOW button to the right of the name of the agency on the order form



Select the Federal Agency or Agencies for this Order *

Department of Defense SHOW

B. Beneath the agency's name, you can now view a list of groups within the agency. In this example, AIR FORCE is the only group shown



Select the Federal Agency or Agencies for this Order *

Department of Defense HIDE

SELECT GROUP CLEAR GROUP INVERT GROUP

DOD AIR FORCE SHOW

C. Above the list of groups are three buttons: SELECT GROUP, CLEAR GROUP, INVERT GROUP.

Here's how they work.

SELECT GROUP: adds all reporting units in all groups to the order

CLEAR GROUP: removes all reporting units in all groups from the order (undoes SELECT GROUP)

INVERT GROUP: same as SELECT GROUP



SELECT GROUP CLEAR GROUP INVERT GROUP

D. To view further details for any group, click the blue SHOW button to the far right of any group's name in the list of groups



SHOW

6. Select Agency Sub-Groups for this Order

A. Press the blue SHOW button to the right of the name of a group on the order form. In the largest agencies, this will reveal beneath the initial group another list of groups, also known as sub-groups.

Select the Federal Agency or Agencies for this Order *

Department of Defense HIDE

DOD AIR FORCE HIDE

DOD AF SHOW

DOD AF AFDW SHOW

C. Above the list of sub-groups are three buttons: SELECT GROUP, CLEAR GROUP, INVERT GROUP.

Here's how they work.

SELECT GROUP: adds all reporting units in all sub-groups of a group to the order

CLEAR GROUP: removes all reporting units in all sub-groups of a group from the order (undoes SELECT GROUP)

INVERT GROUP: same as SELECT GROUP

D. To view further details for any sub-group, click the blue SHOW button to the far right of any sub group's name in the list of sub-groups

7. Select Reporting Units for this Order

A. Selecting all SHOW buttons will reveal lists of individual reporting units within an agency's groups or sub-groups (depending on an agency's size). View long lists of reporting units by manipulating the scroll bar to the right of the SHOW buttons.

C. Above each list of reporting units are three buttons: SELECT GROUP, CLEAR GROUP, INVERT GROUP.

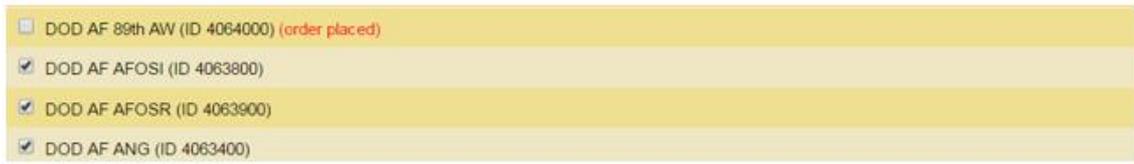
Here's how they work.

SELECT GROUP: adds all reporting units in the list of reporting units to the order

CLEAR GROUP: removes all reporting units in the list from the order (undoes SELECT GROUP)

INVERT GROUP: same as SELECT GROUP

D. You may also select an individual reporting unit by clicking the check boxes to the left of the unit's name. The red '(order placed text)' to the right of a reporting unit's name means an order has already been submitted.



8. Enter order information and date

A. The fields “Placed By” and “Number of Employees in units selected” will auto-populate and cannot be updated on the form

B. “Government Agency assigned to this order” field will auto-populate, but may be updated on the form if necessary

The screenshot shows a form with the following fields and values:

Placed By *	Government Agency assigned to order *	
Jim CM	DOD AF HAF HC	
Number of Employees in units selected	Number of Keyworkers *	Date the supply order is needed *
343	15	2013-01-01

A calendar for July 2015 is displayed, with the date 22nd selected. The calendar shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

C. Enter the “Number of keyworkers” in all units selected for the order

D. Click on the “Date the supply order is needed” to reveal a calendar of the month

E. View the calendar, toggle month if needed, then indicate a delivery date; the earliest an order can arrive is 7 calendar days from present day

9. Enter contact information for order and delivery

A. Primary Contact name and email address will prepopulate; enter a Primary contact phone number

B. Enter Secondary Contact name, email address, and contact phone number (these are required to complete the Contact Information section)

Contact Information		
Primary contact name *	Primary Contact email address *	Primary Contact phone *
Jim CM	john.cm@af.mil	123-456-7890
Secondary contact name *	Secondary Contact email address *	Secondary Contact phone *
Jen CC	jen.cc@af.mil	123-456-7891
Delivery Information		
Delivery contact name *	Delivery Contact email address *	Delivery Contact phone *
Jim CM	john.cm@af.mil	123-456-7890
Delivery Contact alternate phone	Delivery Contact Fax	
123-555-9900	123-555-9900	
Security Contact name	Security Contact email address	Security Contact phone
Joe Security	joes@af.mil	123-456-7892

C. In the next section, Delivery Information, required fields are Delivery contact name, email address, and contact phone number

D. Once the aforementioned delivery contact information is entered, all remaining information is optional, including: delivery contact alternate phone and fax; Security Contact name, email address, contact phone

10. Enter address for delivery information

A. With the exception of additional address fields and special instructions, all fields for delivery address information are required

B. Enter delivery address, city, state, and zip. Two additional fields for address information are provided (suite, loading dock, etc.)

Delivery address 1 *	Delivery address 2	Delivery address 3
123 Pentagon	Suite 4	Loading Dock 7
Delivery city *	Delivery state *	Delivery zip *
Pentagon City	DC ▾	99999
Is there a loading dock? *	Is there a truck size limit? *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Special Instructions		
Security will ask for ID.		

D. Below the address fields, use the radio buttons to mark Yes or No for “Is there a loading dock?” and “Is there a truck size limit?”

C. A large optional field is available for leaving any Special Instructions for the delivery team (i.e. directions to drop-off, security checkpoints, etc.)

11. Indicate supplies needed and submit

A. The final section of the order form is a four column table used to indicate the items for the order

B. Names and descriptions of items are included in the first and second columns

C. Click "View Image" in the third column to display a pop-up image of the item

Name	Description	Image	Items Ordered
Catalog of Caring	Listing all 4,400 charities, the Catalog of Caring is a great reference tool. Donors can also search for charities at www.cfnca.org/donors/charity-search	View Image	114 <input type="text"/>
Keyworker Materials	Includes a Keyworker Guide, Keyworker bag, and a Keyworker lapel pin.	View Image	1 <input type="text"/>
Poster	Six different posters describe in vivid color what individual federal employees make possible. Each is sized 12"x18".	View Image	23 <input type="text"/>
Campaign Card	Three different versions of this full-color campaign card inspire employees to give to the CFC. Each version features a federal employee and what he or she makes possible and asks federal workers to give to their favorite charities through the Combined Federal Campaign.	View Image	343 <input type="text"/>
Second Touch Card	This card can be used by Keyworkers when they follow-up with their assigned employees. It both thanks people who have already made their CFC pledge and reminds those who have not yet participated that it's not too late to contribute to the CFC.	View Image	172 <input type="text"/>
Pledge Form	Paper pledge forms are used by donors to make contributions by cash, check, and payroll deduction.	View Image	172 <input type="text"/>
Pledge Form Carrier	This is the envelope Keyworkers use to track and turn-in contributions from their assigned employees.	View Image	43 <input type="text"/>
Deposit Bag	This is used to make enter deposits into Nexus.	View Image	6 <input type="text"/>

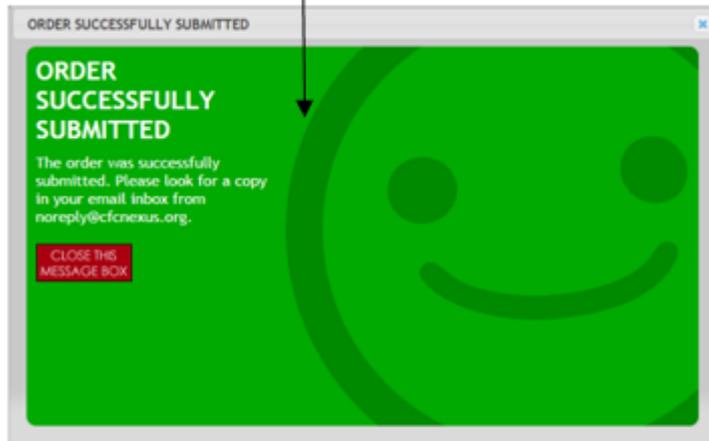
SUBMIT ORDER

E. To complete the order, select the blue SUBMIT ORDER button to the bottom left of the table, a pop-up will follow

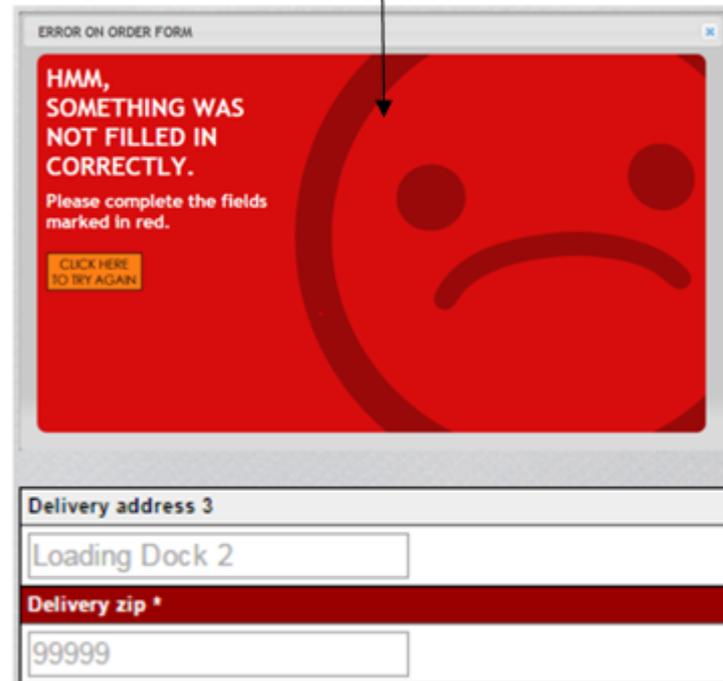
D. The fourth column, Items Ordered, will prepopulate with the maximum allotment of items that may be ordered based on the selection of reporting units. The allotment may be adjusted, but cannot exceed the maximum.\

12. View Pop-up message

A. The green pop-up message with smiley-face background indicates a successfully submitted order. A confirmation email will be sent from noreply@cfcnexus.org. Select CLOSE THE MESSAGE BOX or the X in the upper right of the pop-up to close the pop-up.



B. The red pop-up message with frowny-face background indicates one or more errors on the order form. Select CLICK HERE TO TRY AGAIN or the X in the upper right of the pop-up to return to order form. Review the order form and correct errors.



The image shows a red pop-up message box with a white border and a close button (X) in the top right corner. The title is "ERROR ON ORDER FORM". The main text reads: "HMM, SOMETHING WAS NOT FILLED IN CORRECTLY." followed by "Please complete the fields marked in red." Below this is a yellow button with black text that says "CLICK HERE TO TRY AGAIN". A large, faint frowny face is visible in the background of the red area. An arrow points from the text in box B to the "CLICK HERE TO TRY AGAIN" button.

Below the pop-up, a form is visible. The title is "Delivery address 3". There are two input fields: "Loading Dock 2" and "Delivery zip *". The "Delivery zip *" field has a red background and contains the text "99999". An arrow points from the text in box C to the "Delivery zip *" field.

C. Example of an error. Any fields with an error will display red in title above the field. A common mistake is a missed required field.

13. Viewing the list of all existing orders for supplies

A. View the table of all existing, or press blue BACK button to return to award supply ordering options

B. Every order has a unique 4 digit Order ID; refer to this ID if you contact the Help Desk for assistance

C. Agency Name can also mean the name of the Reporting Unit

D. Delivery Date for the order is listed in year-month-day format

E. Select VIEW in the Details column to view a digital copy of the submitted order form

Order ID	Agency Name	Parent Group Name	Delivery Date	Order Status	Details
1119	DOD AF HAF A1	Department of Defense	2015-06-20	Submitted	<input type="button" value="VIEW"/>
1120	DOD AF HAF A1	Department of Defense	2015-06-25	Submitted	<input type="button" value="VIEW"/>

Questions or Concerns?

- Please view tutorials and FAQs at the link below
 - support.cfcnca.org
- Contact CFCNCA Customer Support
 - Email: support@cfcnca.org
 - Phone: 202-465-7230