



N8 Acquaint



Helen Hale
Budget Administration and Analyst

N8 Presentation



N8 Duties



- Plan and Bid for funds,
- Buy things (travel, equipment, services)
- Account
- Audit

Driven by you “the user” delivering the requirement within the regulations



N8 Responsibilities



MC Northwood (inc Mar Air and Sub North)

NCSA Sqn Northwood

JEWCS Yeovilton

NCSA Sqn Yeovilton

IFC Molesworth

Oakhanger

Plus OOS, training, exercise PfP, MD and ICI budgets



N8 Reception



Front office that can receive and deal with your daily business needs

Back office to provide technical support and detail



N8 Reception



M Sgt Rita Upchurch

N8 Front Office
First Point of Contact

Ext 56678

How to book travel.



NAFS



NAFS INFO. REQUIRED FOR NEW JOINERS

(To be completed only if job requires TDY)
Return completed form to BUDFIN Rm 3.28. or 3.25

PERSONAL INFORMATION:

LAST NAME :.....FIRST NAME.....
(As in your passport – this is the name your tickets will be booked in)
RANK/GRADE: OF/OR :.....
NATIONALITY :.....NATO ID NO.....
(This is on the card handed in at security)
DIVISION :.....POST NUMBER.....
EXTENSION NUMBER.....REPLACEMENT FOR.....
DATE OF FIRST TRAVEL.....

BANK DETAILS (This must be a UK account):

BANK NAME :.....
BRANCH NAME :.....
ACCOUNT NO :.....
SORT CODE :.....

TRAVEL DETAILS: (To be signed by the Traveller and Divisional Travel Co-ordinator)

TRAVELLER NAME.....
Traveller signature.....DATE.....
DIVISIONAL TRAVEL CO-ORDINATOR NAME (DTC).....
DTC signature:..... DATE.....

BUDFIN USE:

DATE ENTERED:

- BANK DETAILS
- EMPLOYEE DETAILS
- SUPPLIER DETAILS
- LOGON
- PASSWORD
- ASSIGNED AS FM (if applicable)
- **FORWARD NAFS INFO BY E-MAIL TO NEW JOINERS**

Signature.....

DEACTIVATING ADMINISTRATION FORM

NAME & INITIALS.....

GRADE...OF/OR.....

LEAVING DATE.....

EXT. NO.....

N NUMBER

-
- ALL MONIES OWED TO THE HEADQUARTERS HAVE BEEN PAID
 - ALL EXPENSES HAVE BEEN SUBMITTED AND RECEIVED
 - ALL OUTSTANDING EXPENSE REPORTS HAVE BEEN SUBMITTED
INCLUDING ALL NIL CLAIMS
 - IN THE EVENT THAT THERE ARE STILL UNSUBMITTED NAFS EXPENSE
REPORTS AFTER DEPARTURE, THEY WILL BE DELETED

(Signature)

NATO UNCLASSIFIED



Access and Common User Issues on

NAFS

- Invalid Password
- Invalid Account
- New Destinations
- Other Travellers
- Mozilla Firefox



NAFS GENERAL HELP



NAFS Training



N8 Travel



- Travel CPO **Julien Martini** FRA N56685
- Carlson Wagonlit Travel Mrs **Lynda Brown**
56810



TRAVEL - STEP ONE



Division Level Approval

Division Heads or their delegated personnel must consider:

- Relevance to the MC mission
- Whether travel is essential
- Affordability within allocated funds

DOS approval for multiple travellers

Approval for National related costs



TRAVEL - STEP TWO

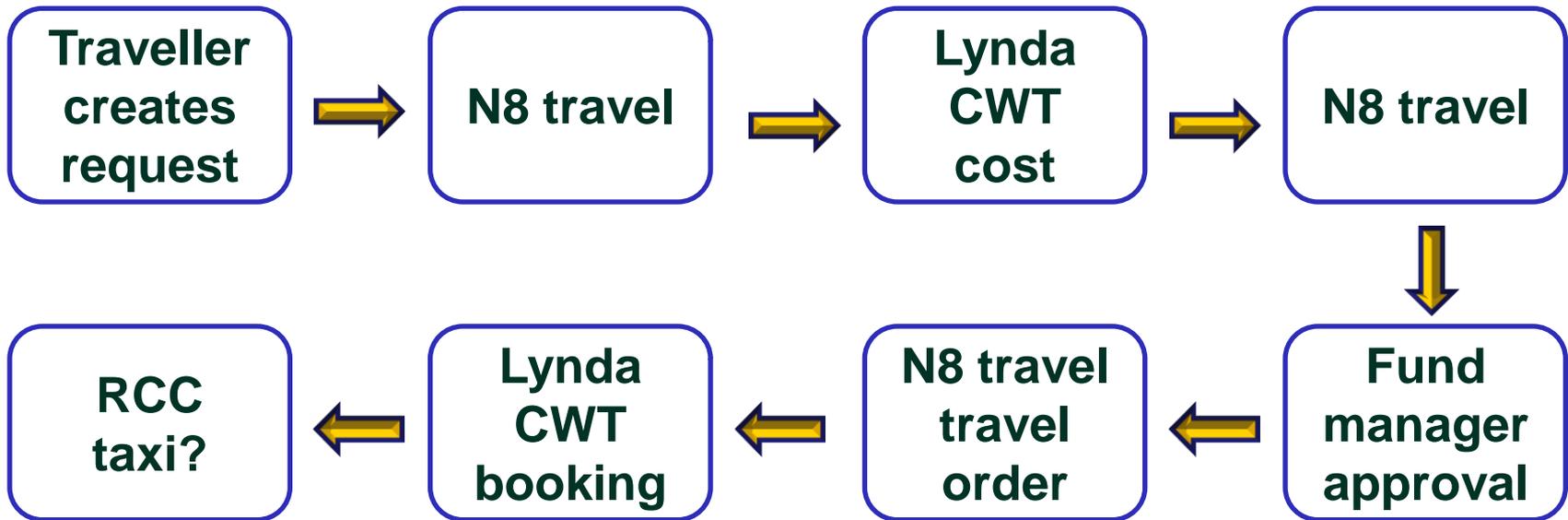


Complete the NAFS Booking

- Book early to avoid disappointment
- Consult with Lynda Brown on travel options and costs
- Include address & mobile number



Travel Process



All travel document to be picked up from
Travel office, Room 3.30, Mrs Lynda Brown
56810



Travel Policy



MC Northwood conducts its travel policy in accordance with:

ACO Directive 60/50 TRAVEL ON INTERNATIONAL DUTY

NATO Northwood Standing Instructions (NNSI)
Chapter 7 (NATO DUTY TRAVEL & TRANSPORT
NU010908)

These items can be found on the N8 WISE page



ENFORCEMENT OF TRAVEL POLICY



- Travel to and from destination
- Cheapest airline available
- Least expensive within a 2 hour slot
- 6 weeks notice
- Travel request approval before self arrangement
- Travel claims submitted within 2 weeks of return

TRAVEL - STEP THREE

- Fund Mangers approval
- N8 will process travel request as soon as is practically possible
- Check request carefully before submitting
 - cancellations/adjustments can be costly



Self-arrangement



- Submit travel request – mode of transport “Self Arrangement”
- Ceiling = normal mode of travel
- Pay all costs, claim expenses after return up to ceiling figure.
- Travel order internal mail
- Insurance cover?



TRAVEL - STEP FOUR



■ NAFS TRAVEL CLAIM

Will be paid promptly if submitted correctly

Does not include:

hotel, meals and refreshments, personal incidental expenses, etc

Or Fines for parking or speeding



PURCHASING AND CONTRACT



- Flt Lt Andy Innes & FS Mark Hayward
- Located in room 3.28
- Form part of N8 HELPDESK



Enter into Contracts for Goods and Services
on behalf of HQ MC Northwood and
numerous Satellite Units within the UK



EXAMPLES OF GOODS AND SERVICES



- **GOODS** – Stationary, Furniture, IT Supplies and Infrastructure
- **CONTRACTS** – Exercise Simulated Press, Temporary Contractors and Outsourced Services

PURCHASE REQUEST – FORM 10 – ON WISE



NORTH ATLANTIC TREATY ORGANISATION
Headquarters Allied Maritime Command Northwood



PURCHASE REQUEST

Fund Manager Reference:

Highlight an input box then press F1 to see help text for that entry

TO: PURCHASING & CONTRACTS OFFICE, ROOM 3.28, ATLANTIC BUILDING							DATE: 01/09/10	
DETAILS OF SERVICES/SUPPLIES REQUIRED							P&C USE ONLY	
No	Item Code	Description	Qty	UOM	Unit Cost	Total Cost	J No	Actual Unit Cost
1	BB56100	SYSTEM PROJECT CASE	2	PACK				
2								
3								
4								
5								
6								
7								
8								
9								
10								
Currency: GBP					Total:		Total:	
RDD: 13/09/10		Deliver to:	Room: 3.28		Building: AB		UN: 60	
JUSTIFICATION: BANKING RECORDS AND PAYMENT DETAILS REQUIRE ROBUST AND PORTABLE STORAGE TO ENABLE ACCURATE FILING, STORAGE AND ACCESS FOR AUDIT.								
RECOMMENDED SUPPLIER(S)								
No	Company Name	Address			Tel No	Fax No		
1	ANNODATA							
2								
3								

PURCHASE REQUEST – FORM 10 – ON WISE



	DEPT	POST	RANK	NAME	EXT	DATE	SIGNATURE		
INVENTORY HOLDER	N8	N831	SGT	MALLABY	56688	010910			
END USER DETAILS	N8	N83	FG OFF	HILTON	56687				
DivHead/BRANCH CHIEF APPROVAL: I confirm that the above request constitutes a bona-fide requirement			FG OFF	HILTON	56687	010910			
FUND MANAGER APPROVAL	NATO DEPOT CDR	D16	FLT LT	SEGAR	57380				
COMMITMENT TO BE CHARGED TO:									
Budget	Year	Account	Sub Acct	Fund Manager	IRM	Activity Code	Spare	Local Spare	Set of Books
118	2010	721131	00	D18	JC1	401	000	000	210
P&C USE ONLY									
Date Received		Supplier(s) Selected			Requisition No		Purchase Order No		

- Signatures Required
- Inventory Holder
- Divisional Head
- Fund Manager



WHAT WE CAN DO FOR YOU?



- Provide guidance, clarification and assistance
- Source goods requested according to the specifications provided
- Confirm eligibility for goods to maintain integrity of Public Funding



WHAT YOU CAN DO FOR US



- Provide as much detail as possible on items required.
- Provide realistic Required Delivery Dates (RDD)
- Ensure goods are needed, not wished for



WHY USE PURCHASING AND CONTRACTS



HQ MC Northwood will **NOT** be held liable for associated costs against a commitment **IF** that commitment was not placed by Purchasing and Contracts. The cost will lie with the **INDIVIDUAL** placing the order.

Questions?