# Submit a NFST Finance & Supply Chain Project or Solution Request

**Navigate to: ServiceNow@KP – Project, Development and Solution Consulting**

1. Click the ***Select the type of service(s)** field and select the appropriate services
2. Click the drop down under ***Do you want the demand to be routed…** and select "Business Unit"
3. Click the drop down under ***Which Business Unit?** and select **"PO KFHP Po/Ho Corp OneLink & Finance Tech"**
4. Enter a title for the demand in the ***Provide a title for your request** field
5. Enter a description of the request in the ***Provide detailed description of the request** field

   NOTE: Describe the problem, pain point, or inefficiency you are trying to solve. Include an example: "*As a user, I must be able to do this action in order to achieve this benefit.*"

6. Provide a business justification in the **"Provide a business justification for your request and explain the business impact if this request is not implemented"** field. Please include all of the numbered information below:
   1. Business Justification
   2. Impacted Business Area (AP, Accounting, AM, Leasing, etc)
   3. Benefits
   4. Current Process
7. Enter any additional comments in the **"User Comments"** field
8. Enter your contact number in the **"Preferred Contact Number"** field

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9. Enter the date the requested update is needed in the **"Requested Due Date"** field

10. Enter the accountable Sponsor for this request in the **"Executive Sponsor"** field

    NOTE: No other fields are required

11. Optional Step: Click 

to provide any relevant documents

12. Click 


- **After the Form is Submitted**
  - You will receive an email from the NFST Finance and Supply Chain Technology PMO to schedule a brief review of the submitted request with the NFST Finance and Supply Chain Technology panel
  - Meetings are scheduled every Wednesday from 1:00 – 2:00 pm pst
- **After the Panel Review Meeting**
  - If the item is approved to move forward to the next step during the Review Meeting, the Business Area BPO will receive a request to approve the work. Please provide the BPO background information and notify them that they will receive this request to approve
  - If the BPO approves the request, the request status will be updated. Options include:
    - Approved
    - Backlog
    - Cancelled
    - Denied