



# Performing a Substitution on a ROSS Initiated Incident

DATE: 03/21/2011

*This Quick Reference Guide explains how to perform a substitution on an order that was initiated in ROSS.*

## To locate the incident for the substitution

For Cache Administrators, the ROSS initiated incident displays under Queues and Alerts. For non-cache administrators, the incident displays only under Queues.

- 1 On your Home page under Alerts, click the NWCG INCIDENT SUCCESS queue.
- 2 On the Alert List screen, click the PlaceResourceRequestExternalReq Alert ID for the ROSS initiated incident of your choice.

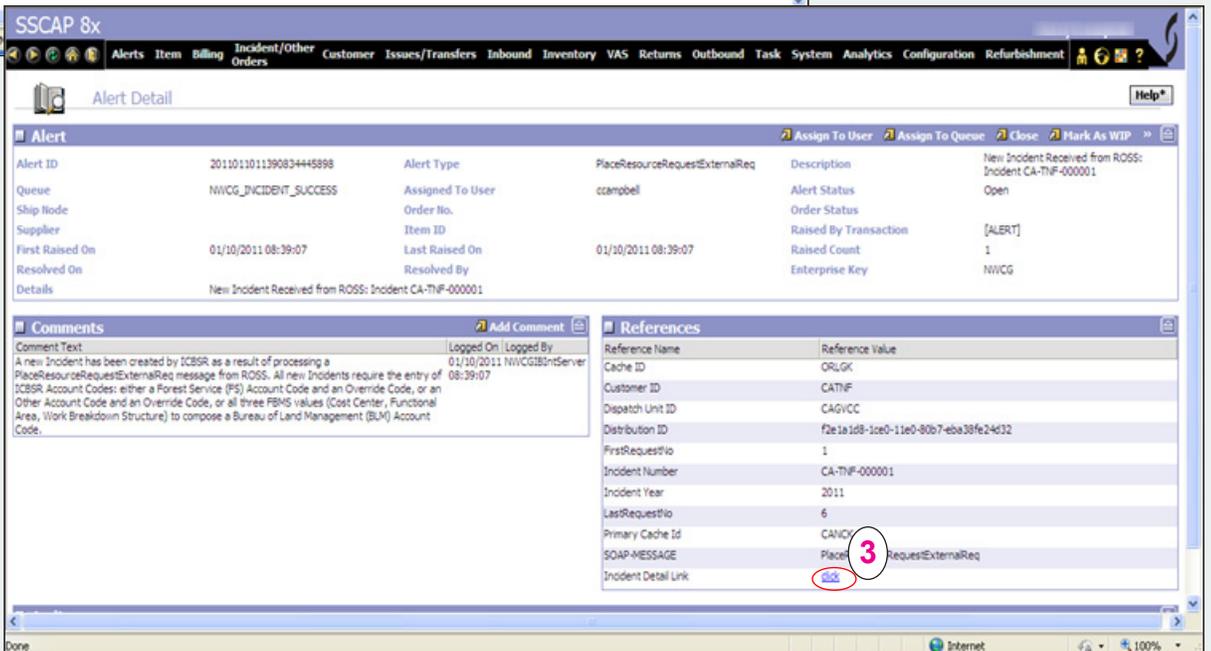
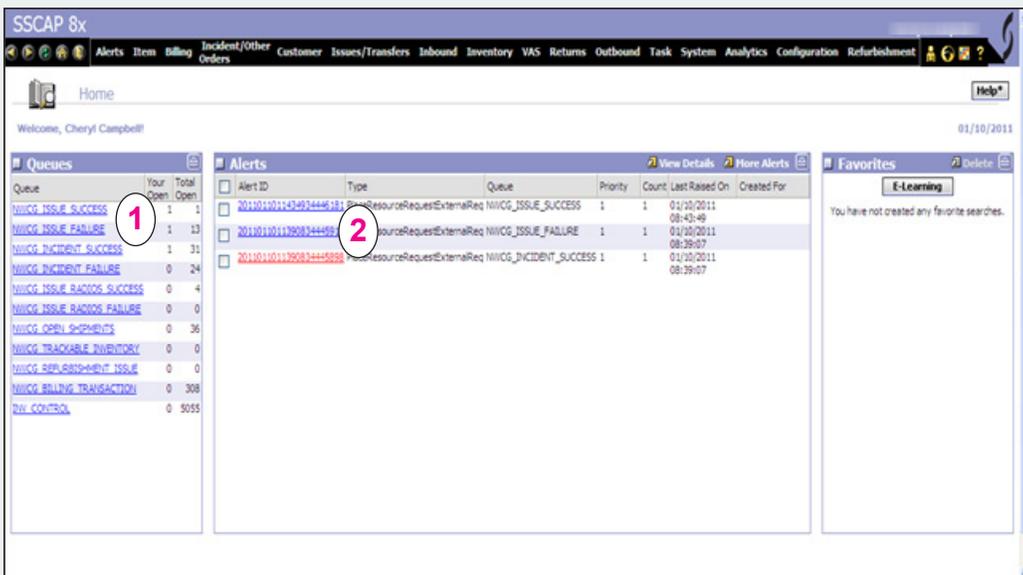
You may also click to select the check box next to the Alert ID of your choice, and then click [View Details](#)

- 3 On the Alert Detail screen under References, scroll down and then click to select the Incident Detail Link.

To assign the Alert to a specific user, click [Assign To User](#)



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## To add the ICBS account codes to the incident

Clicking the Incident Detail Link on the Alert Detail screen opens the Incident Details screen.

- 1 On the **Incident Details** screen under **Incident Properties**, complete the appropriate **agency accounting code information**, and then click **Save**
- 2 On the **Incident Details** screen, click the **View Issues for Incident / Year** link.

You may also click the **NWCG ISSUE SUCCESS** queue from your **Home** page under **Alerts** and then return to the **PlaceResourceRequestExternalReq** Alert ID for the ROSS initiated incident of your choice.

- 3 Under **Issue List**, click to select the **Issue Number** of your choice, and then click **View Details**

- 4 On the **Issue Details** screen, click the **Service** drop-down arrow, and then click to select the **service** of your choice.

- 5 Click **Save**

At this point you can proceed with the substitution.

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As appropriate, complete the Incident Team Type and Incident Team Name.

Incident Details

Incident Properties

Incident No CA-THF-000001

Incident Name BLUE CANYON

Year 2011

ICBS Fiscal Year 2011

Customer/Unit Name USFS TAHOE NATIONAL FOREST

Incident Team Type Type2

FS Acct Code P51709

Functional Area

Work Breakdown Structure

Other Acct Code

Date Closed

Shared Cost

Active Flag

Register Interest in ROSS

Cache ID CANCEL

View Issues for Incident / Year

ROSS Financial Codes

Period Code P51709

Override 0517

Fiscal Year 2011

Operating Agency U.S. Forest Service

ROSS Fields

ROSS Incident Status Open

ROSS Dispatch ID CA-GICC

Request Number Block Start 300000

Request Number Block End 299999

Geographic Coordinate Latitude 39.15.51.North

Geographic Coordinate Longitude 120.41.2

Customer Details

Unit Type Federal

Department USDA

Note that the Active Flag and Register Interest in ROSS check boxes are already checked!

Issue List

| Issue Number | Cache ID | Status                      | Incident No   | Incident Year | Enterprise | Customer ID/Unit ID | Order Date          | Total Amount |
|--------------|----------|-----------------------------|---------------|---------------|------------|---------------------|---------------------|--------------|
| 0000043501   | ORLJK    | Draft Order Created By ROSS | CA-THF-000001 | 2011          | NWCG       | CATNF               | 01/10/2011 08:43:48 | \$ 16,547.85 |

Issue Details

Order

Enterprise NWCG

Issue Number 0000424964

Issue Type Normal

Document Type Incident Issue

Incident Type Fire - Wildfire

Incident FS Account Code P51709

Incident Other Acct Code

Incident No CA-THF-000001

Incident Name BLUE CANYON

Incident Year 2011

Issue Date 01/10/2011 08:43:48

Requested Ship Date 01/10/2011

Requested Delivery Date 01/07/2011

Shipping Method Shipping Address

Customer ID/Unit ID CATNF

Customer/Unit Name USFS TAHOE NATIONAL FOREST

Agency FS

ROSS Information

ROSS P51709

631 COVOTE STREET



# Performing a Substitution on a ROSS Initiated Incident

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## To substitute an item and complete the issue

1 On the **Issue Detail** screen under **Order Lines**, click to select the check box for the **item that will be substituted**.

2 On the **Order Lines** header, click **>>**

*The Next button is to the right of the View Kit Components button.*

3 On the drop-down menu, click **Substitute Item**

4 On the **Item Substitution** menu, complete the following text boxes, and then click **Save**

- Item ID

- Issue Qty.

*continued on next page*

The screenshot shows the 'Order Lines' section of the Sterling Multi-Channel Fulfillment Solution. A table lists various items with columns for Request Number, Item ID, PC, UOM, Description, Requested Qty, Available RPI Qty, Issue Qty, Actual Pricing Qty, UTF Qty, Backordered Qty, Forwarded Qty, Ship Date, and Comments. The first row (Request #1) is selected. A red circle highlights the 'Substitute Item' button in the right-hand menu.

| Request Number | Item ID | PC     | UOM | Description  | Requested Qty | Available RPI Qty | Issue Qty | Actual Pricing Qty | UTF Qty | Backordered Qty | Forwarded Qty | Ship Date | Comments   |
|----------------|---------|--------|-----|--|---------------|-------------------|-----------|--------------------|---------|-----------------|---------------|-----------|------------|
| 1              | 000975  | Supply | EA  | SHELTER - FIRE,LARGE SIZE,COMPLETE,M2002                 | 25.00         | 38.0              | 25        | 25.00              | 0.00    | 0.00            | 0.00          |           |            |
| 2              | 001197  | Supply | EA  | BAG - BACKPACK PUMP, WITH 2 LINERS AND COUPLINGS         | 10.00         | 1.0               | 10        | 10.00              | 0.00    | 0.00            | 0.00          |           |            |
| 3              | 001295  | Supply | PR  | GLOVES - LEATHER, MED,UM, FOREST WORKER, NFPA COMPLIANCE | 15.00         | 187.0             | 15        | 15.00              | 0.00    | 0.00            | 0.00          |           | \$ 211.50  |
| 4              | 000151  | Supply | EA  | PUMP - TROMBONE, BACKPACK, SINGLE ACTION                 | 16.00         | 8.0               | 16        | 16.00              | 0.00    | 0.00            | 0.00          |           | \$ 621.60  |
| 5              | 002946  | Supply | PR  | JEAN - BOU, KEVLAR,NOMEX, 32" - 36" X 34" INSEAM         | 50.00         | 0.0               | 50        | 50.00              | 0.00    | 0.00            | 0.00          |           | \$ 6350.00 |
| 6              | 000997  | Supply | EA  | LINER - BACKPACK BAG W/O COUPLINGS                       | 15.00         | 22.0              | 15        | 15.00              | 0.00    | 0.00            | 0.00          |           | \$ 92.40   |

*ICBS automatically generates "S-1.1" for the request number. In this example, the NFES 000975 Large Fire Shelter (S-1) request is being substituted with a 000925 Regular Fire Shelter (S-1.1).*

The screenshot shows the 'Item Substitution' form. The 'Order Line' section displays the selected item: Issue Number 0000624364, Line # 1, Unit of Measure EA, Product Class Supply, and Status Draft Order Created By ROSS. The 'Substitution Items' section has a table with columns for Request Number, Item ID, UOM, Description, Avail RPI Qty, Issue Qty, Backordered Qty, Ship Date, and Comments. The 'Request Number' field is populated with 'S-1.1' and circled in red.

| Request Number | Item ID | UOM | Description                   | Avail RPI Qty | Issue Qty | Backordered Qty | Ship Date | Comments |
|----------------|---------|-----|-------------------------------|---------------|-----------|-----------------|-----------|----------|
| S-1.1          | 000925  | EA  | SHELTER - FIRE,COMPLETE,M2002 | 176           | 25        |                 | 1/10/2011 |          |

*To substitute more than one item for the original, type the item number in the text box next to **Add** and then press **[TAB]** to advance to the Issue Qty text box. ICBS will add the appropriate lines and corresponding S#,s, such as S-1.1, S-1.2, and so on.*



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## To substitute an item and complete the issue - continued

5 Complete the **Shipping Contact Name** and **Shipping Contact Phone** text boxes.

*If you do not know this information, type N/A.*

6 Click **Save** and then click **Confirm** to confirm the issue.

7 To schedule and release the issue, click **Schedule & Release** and then click **OK** on the **Schedule Order** dialog box.

*At this point, issue tasks are released to the scan guns and the Status of the shipment displays, "Included in Shipment."*

| Line | Request Number | Item ID | PC     | UOM | Description  | Requested Qty | Available RFI Qty | Issue Qty | Actual Pricing Qty | UTF Qty | Backordered Qty | Forwarded Qty | Ship Date  | Comments | Amount     | Status                        |
|------|----------------|---------|--------|-----|--|---------------|-------------------|-----------|--------------------|---------|-----------------|---------------|------------|----------|------------|-------------------------------|
| 1    | S-1            | 000975  | Supply | EA  | SHELTER - FIRE,LARGE SIZE,COMPLETE,M2002                 | 25.00         | 38.00             | 0         | 0.00               | 25.00   | 0.00            | 0.00          |            |          | \$ 0.00    | Cancelled due to substitution |
| 2    | S-2            | 001197  | Supply | EA  | BAG - BACKPACK PUMP, WITH 2 LINERS AND COUPLINGS         | 10.00         | 1.00              | 10        | 10.00              | 0.00    | 0.00            | 0.00          |            |          | \$ 482.10  | Draft Order Created By ROSS   |
| 3    | S-3            | 001295  | Supply | PR  | GLOVES - LEATHER, MEDIUM, FOREST WORKER, NFPA COMPLIANCE | 15.00         | 187.00            | 15        | 15.00              | 0.00    | 0.00            | 0.00          |            |          | \$ 211.50  | Draft Order Created By ROSS   |
| 4    | S-4            | 000151  | Supply | EA  | PUMP - TROMBONE, BACKPACK, SINGLE ACTION                 | 16.00         | 8.00              | 16        | 16.00              | 0.00    | 0.00            | 0.00          |            |          | \$ 621.60  | Draft Order Created By ROSS   |
| 5    | S-5            | 002946  | Supply | PR  | JEAN - BDU, KEVLAR,NOMEX, 32" X 34" INSEAM               | 50.00         | 0.00              | 50        | 50.00              | 0.00    | 0.00            | 0.00          |            |          | \$ 6350.00 | Draft Order Created By ROSS   |
| 6    | S-6            | 000597  | Supply | EA  | LINER - BACKPACK BAG W/O COUPLINGS                       | 15.00         | 22.00             | 15        | 15.00              | 0.00    | 0.00            | 0.00          |            |          | \$ 92.40   | Draft Order Created By ROSS   |
| 7    | S-1.1          | 000925  | Supply | EA  | SHELTER - FIRE,COMPLETE,M2002                            | 0.00          | 176.00            | 25        | 25.00              | 0.00    | 0.00            | 0.00          | 01/10/2011 |          | \$ 6212.50 | Draft Order Created           |

*In this example, S-1 displays, "Cancelled due to substitution," and S-1.1 displays "Draft Order Created."*

Enterprise: NWCG | Seller: NWCG | Incident Year: 2011  
 Issue Number: 0000624364 | Status: Draft Order Created By ROSS | Issue Date: 01/10/2011 08:43:48  
 Issue Type: Normal | Service: GOVERNMENT OWNED VEHICLE | Requested Ship Date: 01/10/2011  
 Document Type: Incident Issue | Incident No: CA-TNF-000001 | Incident Name: BLUE CANYON  
 Incident Type: Fire - Wildfire | Incident BLM Account Code: | Incident FS Account Code: PS1709 | Override Code: 0517  
 Incident Other Acct Code: | Shipping Acct Code: PS1709 | Shipping Account Override Code: 0517  
 Cost Center: | Functional Area: | Work Breakdown Structure: |  
 Ship Cache: ORLCK | Customer ID/Unit ID: CATNF  
 Customer/Unit Name: USFS TAHOE NATIONAL FOREST  
 Recent Incident: | Previous Incident: | Requested Delivery Date: 01/07/2011 19:27:00  
 Actual Delivery Date: 01/10/2011 09:44:22 | Estimated Delivery Date: 01/10/2011 09:44:22  
 Shipping Contact Name: Dan Able | Shipping Contact Phone: 530 934-9088 | Shipping Method: Shipping Address  
 Unit Type: Federal | Department: USDA | Agency: PS