Processing an ICBS Initiated Issue/Already Registered in ROSS

DATE: 02/28/2011

This Quick Reference Guide explains how to process an ICBS initiated order that is already registered with ROSS.

To create an incident issue

1 On the **Issues/Transfers** menu, click **Create Incident Issue**.

2 On the **Issue Entry** screen in the **Incident/Other Order #** text box, type the **incident order number**, and then press [TAB].

3 In the **Incident Year** text box, type the **incident year**, and then press [Tab] twice.

Once you tab through the Customer ID text box, the Issue Entry screen will populate with all available information about the incident.

4 Verify that all **accounting code information** is correctly populated for the agency processing the order.

*For example, if the issue was originally processed using an FS Account code but is now being processed by a BLM agency, you must add the BLM account code information. To do this, access the **Incident Console**, query the **incident**, update the **account code information**, and then return to the issue.*

5 Click the **Issue Type** drop-down arrow, and then click to select the **issue type**.

6 Click to select the **Shipping Type** of your choice.

If you select Ship To, shipping information automatically populates the screen and defaults to the Customer ID address.

7 If you selected **Shipping Instructions** or **Will Pick Up,** complete all required shipping information.

In this example, Shipping Instructions is selected as the Shipping Type.

8 Complete the **Requested Delivery Date** text boxes, and then click Create Order

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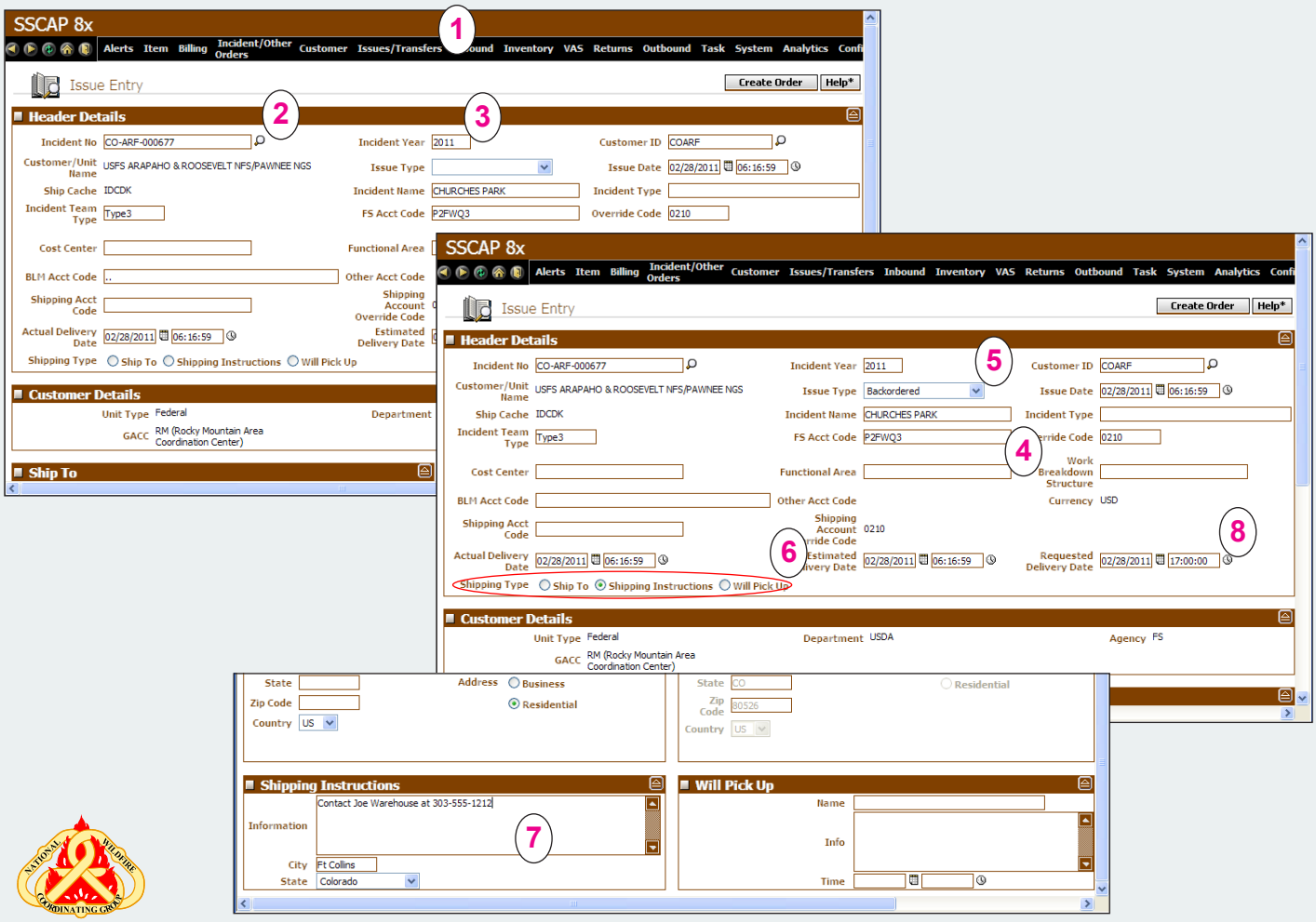

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To complete, schedule, and release the incident issue

1 On the **Issues Detail** screen under **Order**, click the **Service** drop-down arrow, and then click to select the **type of service**.

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

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

3 Under **Order Lines**, click New

4 Under **Order Lines**, click once in the first **Request Number** text box, type the **request number** of the first request, and then press [TAB].

Remember, S numbers for ICBS initiated orders must be within block S-100000 to S-199999!

5 In the **Item ID** box, type or search for the **six-digit item number**, and then press [TAB].

Once you advance the cursor to the next available entry, the order line will populate all available information for that supply item.

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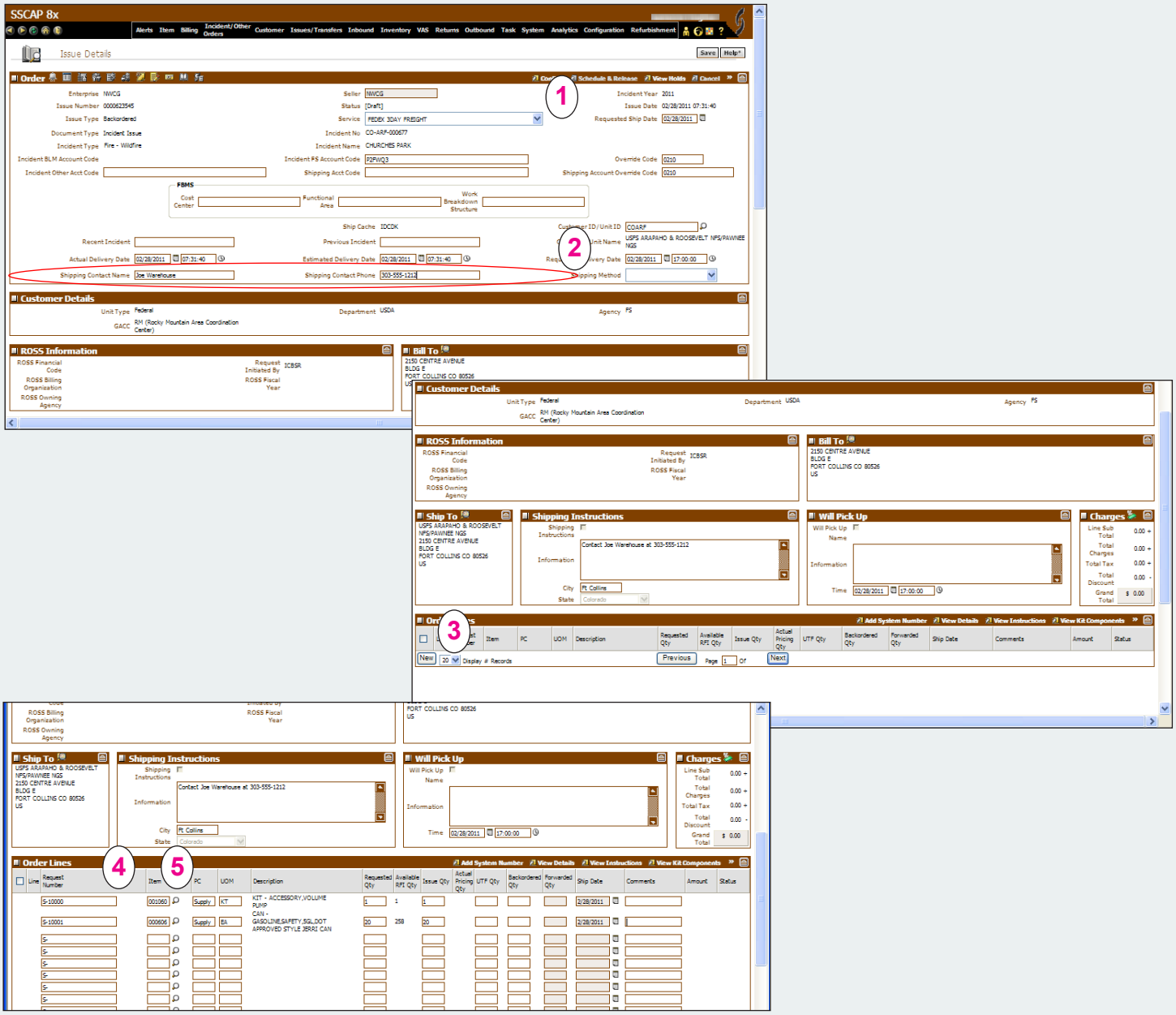


To complete, schedule, and release the incident issue - *continued*

6 Complete the following fields as appropriate, pressing [TAB] after each entry

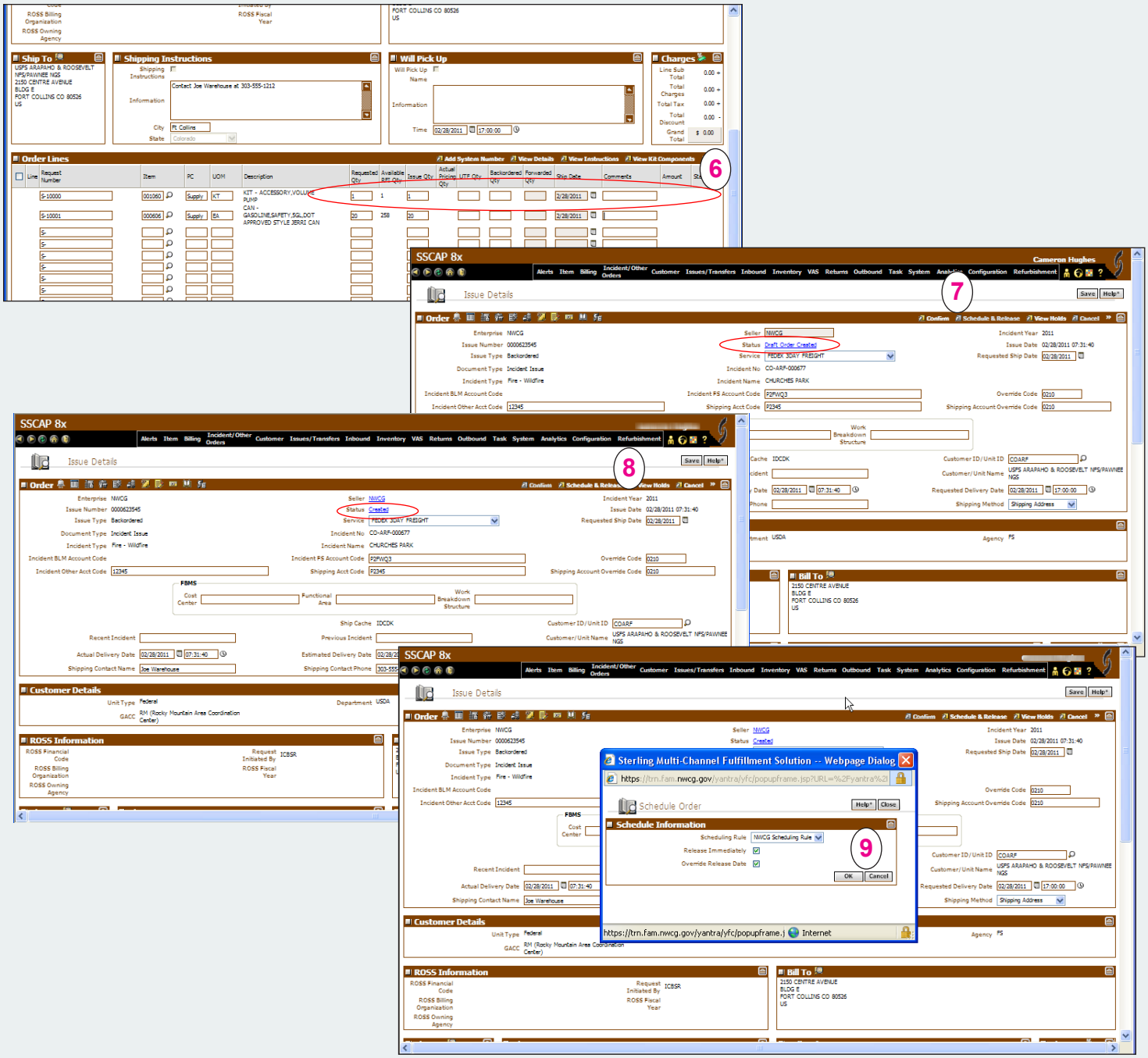
- Requested Qty
- UTF Qty
- Forwarded Qty
- Issue Qty
- Backordered Qty
- Comments.

7 Complete the remaining **requests** listed on the **Resource Order Form**, click **Save** and then click **Confirm** to confirm the issue.

8 To schedule and release the issue, click **Schedule & Release**

9 On the **Schedule Order** dialog box, click **OK**

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



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To complete and confirm the shipment information

As a rule, this task is usually completed using the scan gun. Limit your use of the console for move tasks!

1 On the **Order** header, click

2 On the **Order Shipment Items and Container** dialog box, click to select the **Shipment #** link of your choice.

3 On the **Shipment Details** dialog box on the **Execution Attributes** header, click View Tasks

4 On the **Task List** dialog box under **Primary Reference**, click the **BatchNo** link(s) of your choice.

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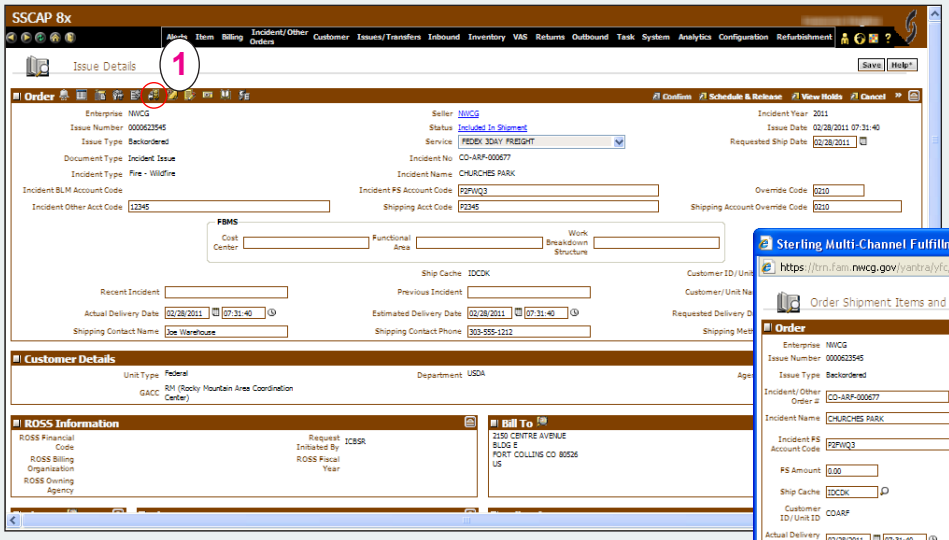

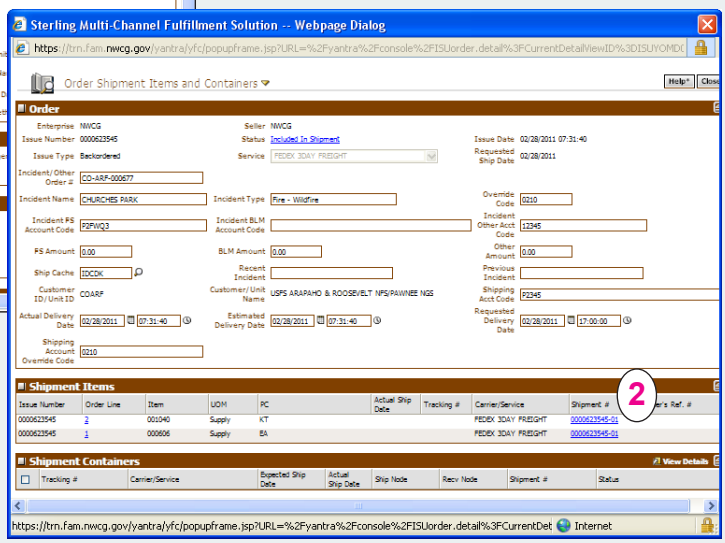

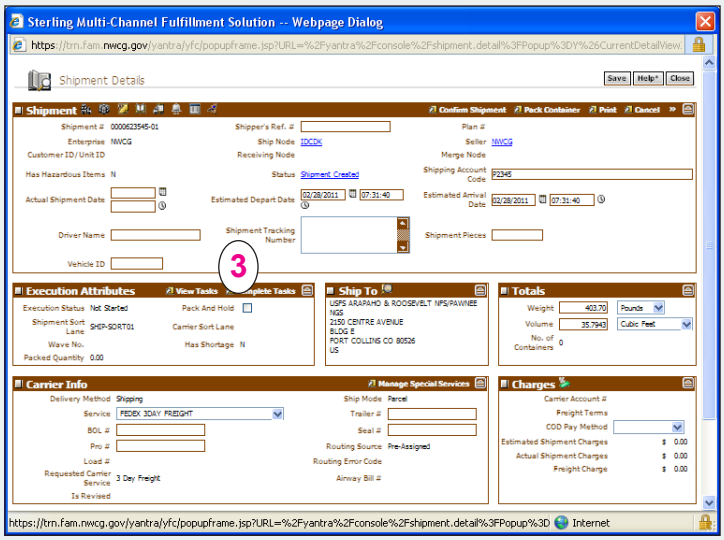

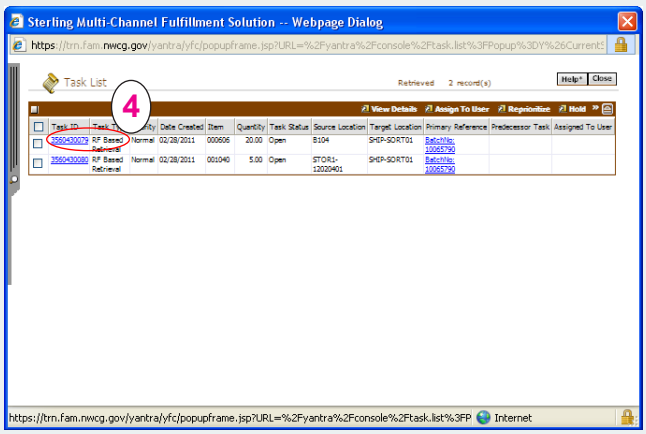

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To complete and confirm the shipment information - *continued*

5 On the **Task Detail** dialog box, click **Complete**

6 On the **Complete Task** dialog box, click **Close** twice.

If you selected more than one BatchNo during step #4, the Complete Batch dialog box displays in place of the Task Detail dialog box. In this case, click **Save** *and then click* **Close** *twice to complete the move tasks for the entire batch.*

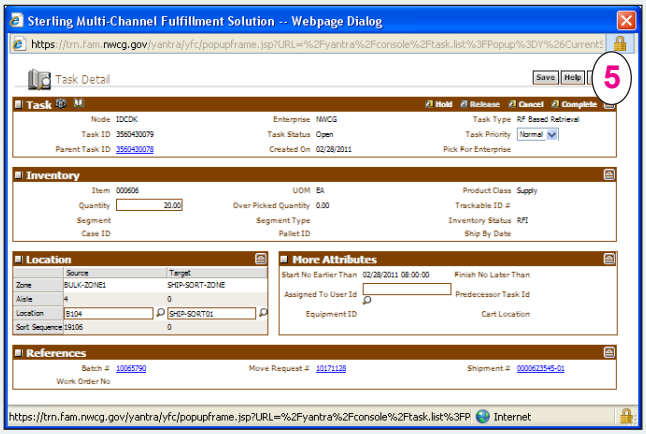
7 On the **Shipment Details** dialog box, click **Confirm Shipment**

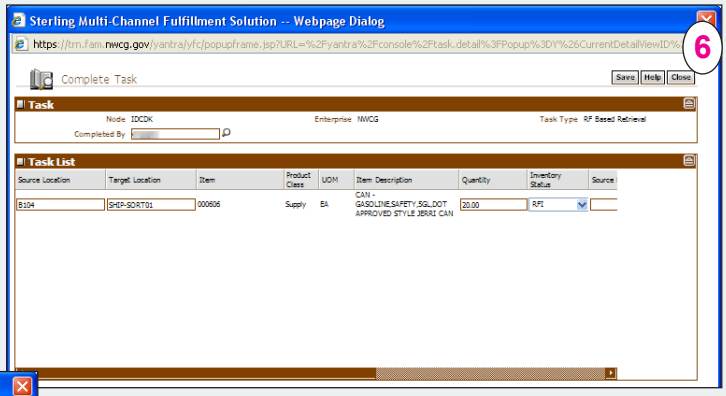
8 Complete the following fields as appropriate for that shipment

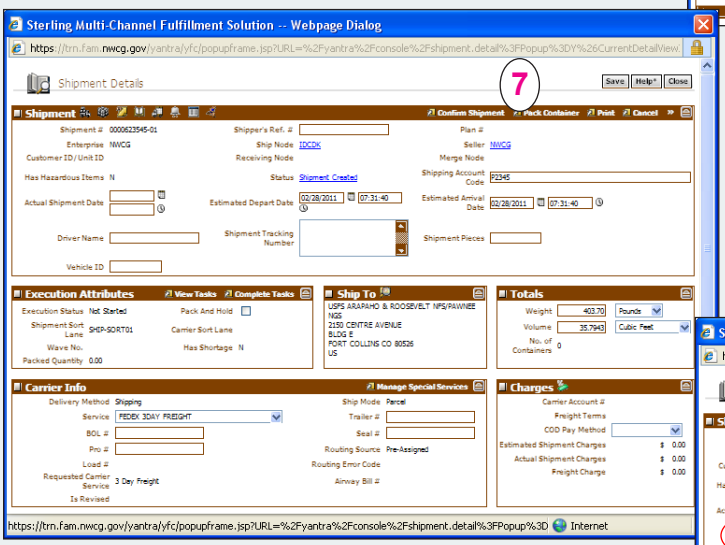
- ETD/ETA
- Driver Name
- Shipment Tracking Number
- BOL #

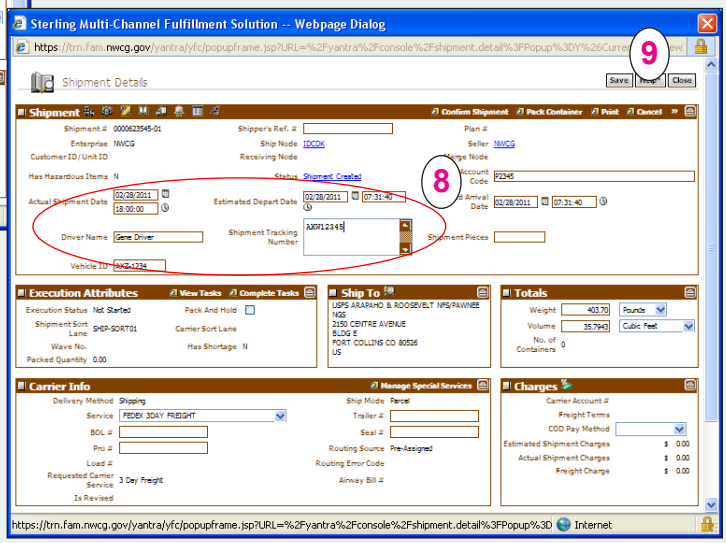
9 When finished entering all shipping information, click **Save** and then print your reports.

See the next page for more information about printing the NWCG Issue and Shipping Status reports!









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To print the NWCG Issue Report and the NWCG Shipping Status Report

1 On the **Shipment Details** screen, click **Print**

2 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.

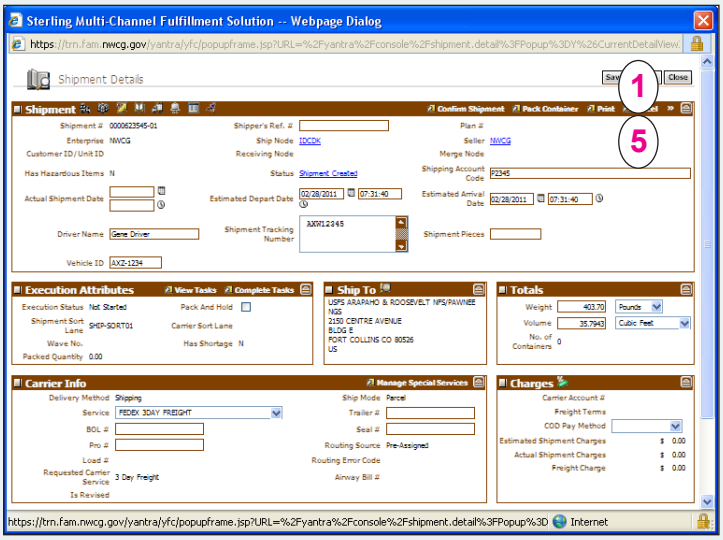
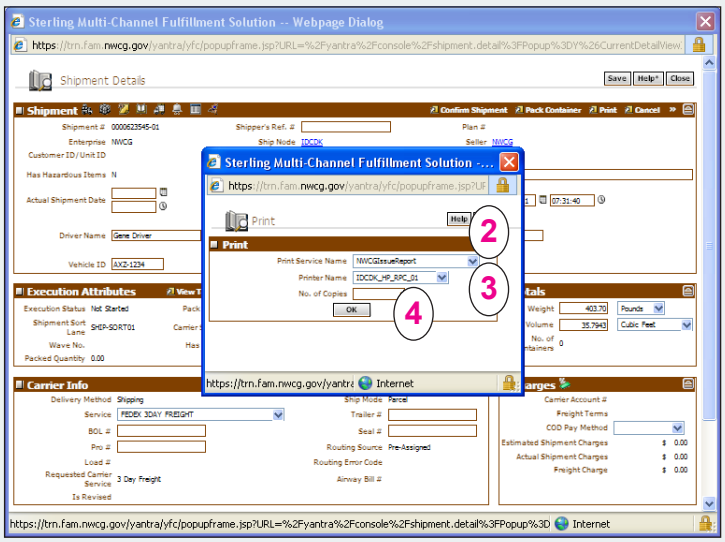
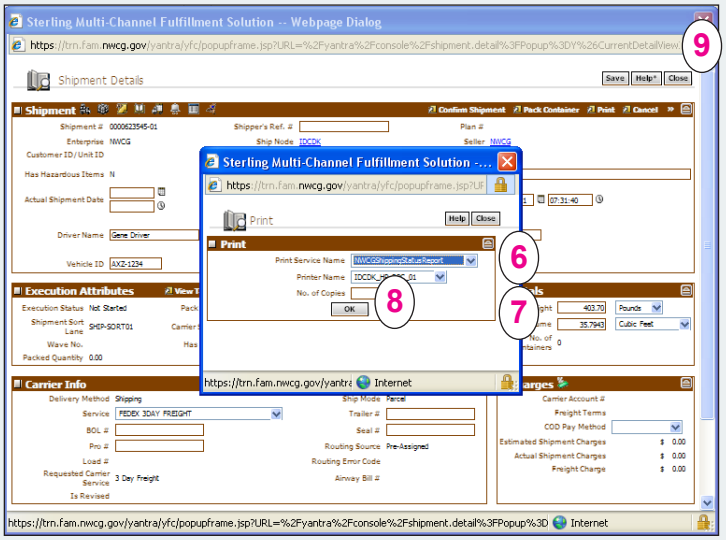
3 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.

4 In the **No. of Copies** text box, type the **number of copies**, and then click **OK**

5 On the **Shipment Details** screen, click **Print**

6 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGShippingStatusReport**.

7 Click the Printer Name drop-down arrow, and then click to select the printer of your choice.

8 In the **No. of Copies** text box, type the **number of copies**, and then click **OK**

9 To return to the **Shipment Details** screen, click **Close** twice.