Processing an ICBS Initiated Issue/Incident Not Registered in ROSS

DATE: 05/04/2011

This Quick Reference Guide explains how to process an ICBS initiated order by registering interest for an incident that exists in ROSS, making that incident active and entering the appropriate agency account information, and then completing the ICBS initiated issue.

To register interest and activate an incident

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

2 On the **Issue Entry** screen in the **Incident No** 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].

4 On the **Message from webpage** dialog box that states, "Incident may exist in ROSS would you like to check?" click OK

After a moment, the Incident Details screen displays, populating the Incident/Other Order #, Incident Name, Year, Incident Host, Customer ID, and Customer/Unit Name text boxes.

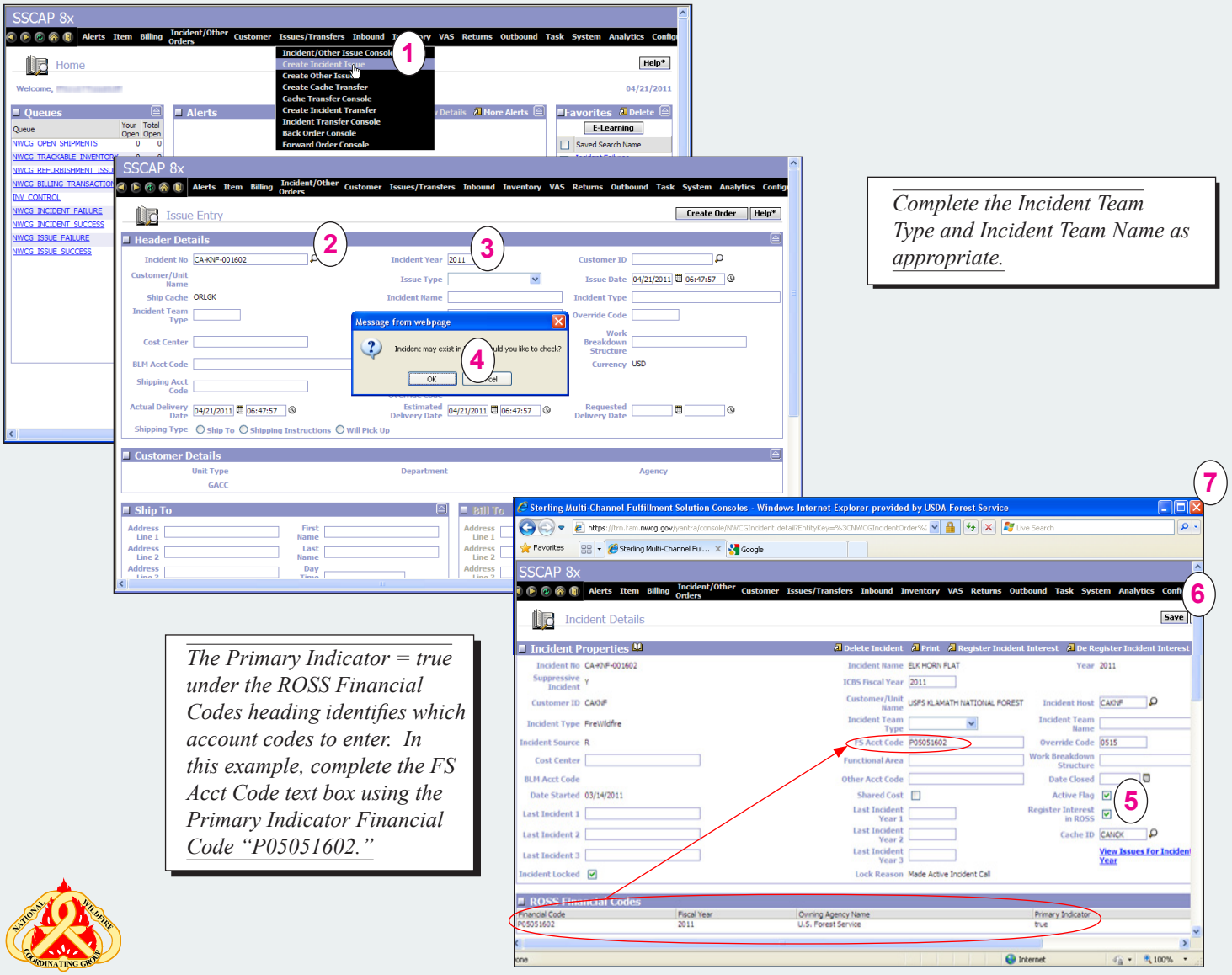
5 On the **Incident Details** screen under **Incident Properties**, click to select the **Active Flag** check box.

Note that the Register Interest in ROSS check box is already selected.

6 Complete all **accounting code information** as listed under **ROSS Financial Codes**, and then click Save

Primary Indicator column identifies which ROSS financial codes have been designated as the default code for cache orders. Although many financial codes may be listed, only one is marked as "true."

7 On the **Incident Details** screen, click



Complete the Incident Team Type and Incident Team Name as appropriate.

The Primary Indicator = true under the ROSS Financial Codes heading identifies which account codes to enter. In this example, complete the FS Acct Code text box using the Primary Indicator Financial Code "P05051602."

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To register interest and activate an incident - *continued*

8 On the **Message from webpage** dialog box, click OK

After a moment, the Issue Entry screen displays.

9 On the **Issue Entry** screen under **Header Details**, click the **Issue Type** drop-down arrow, click to select **Normal**, and then press [TAB].

10 To complete the **Requested Delivery Date** text boxes, click and then click to select the **month and day** of your choice.

11 To complete the **time of the Requested Delivery Date**, click click to select the **Hour**, **Minute**, and **Second** of your choice, and then click **OK**

12 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.

13 Click **Create Order**

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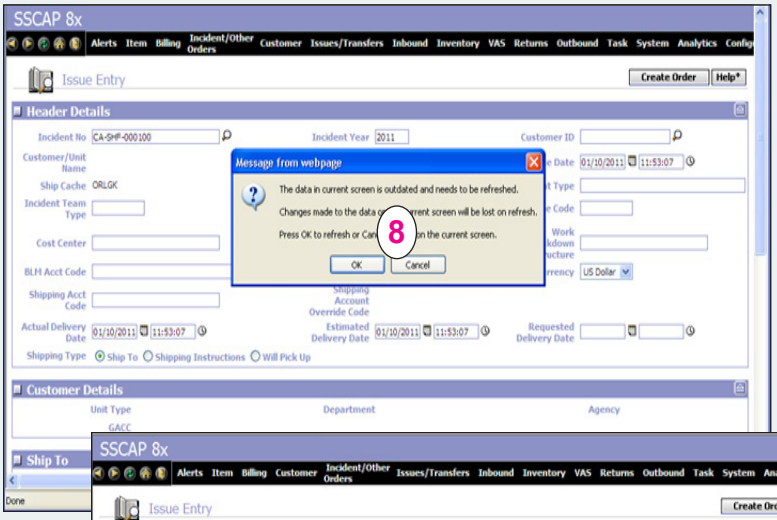

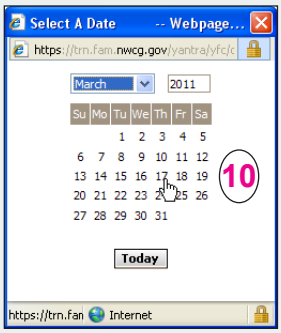

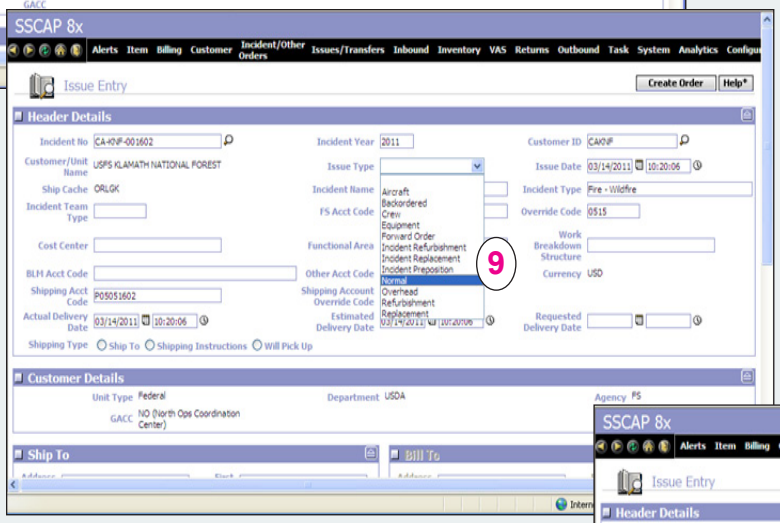

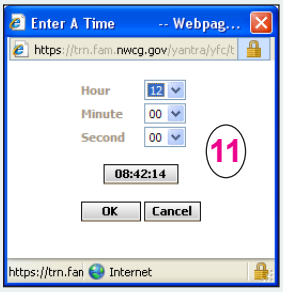

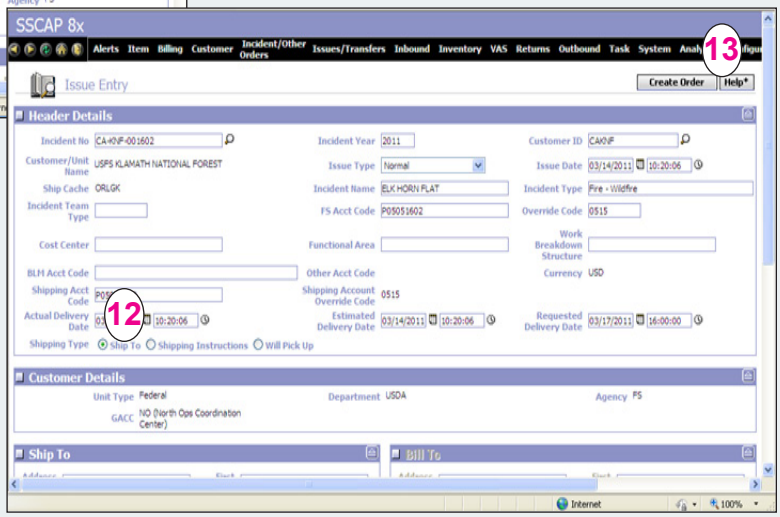

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To complete, schedule, and release the incident issue

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

*In this example, click to select **Cache Vehicle**.*

2 Complete the **Shipping Contact Name** and **Shipping Contact Phone** text boxes, pressing [TAB] after each entry.

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

3 Scroll to the bottom of the screen and then click [New] under **Order Lines**.

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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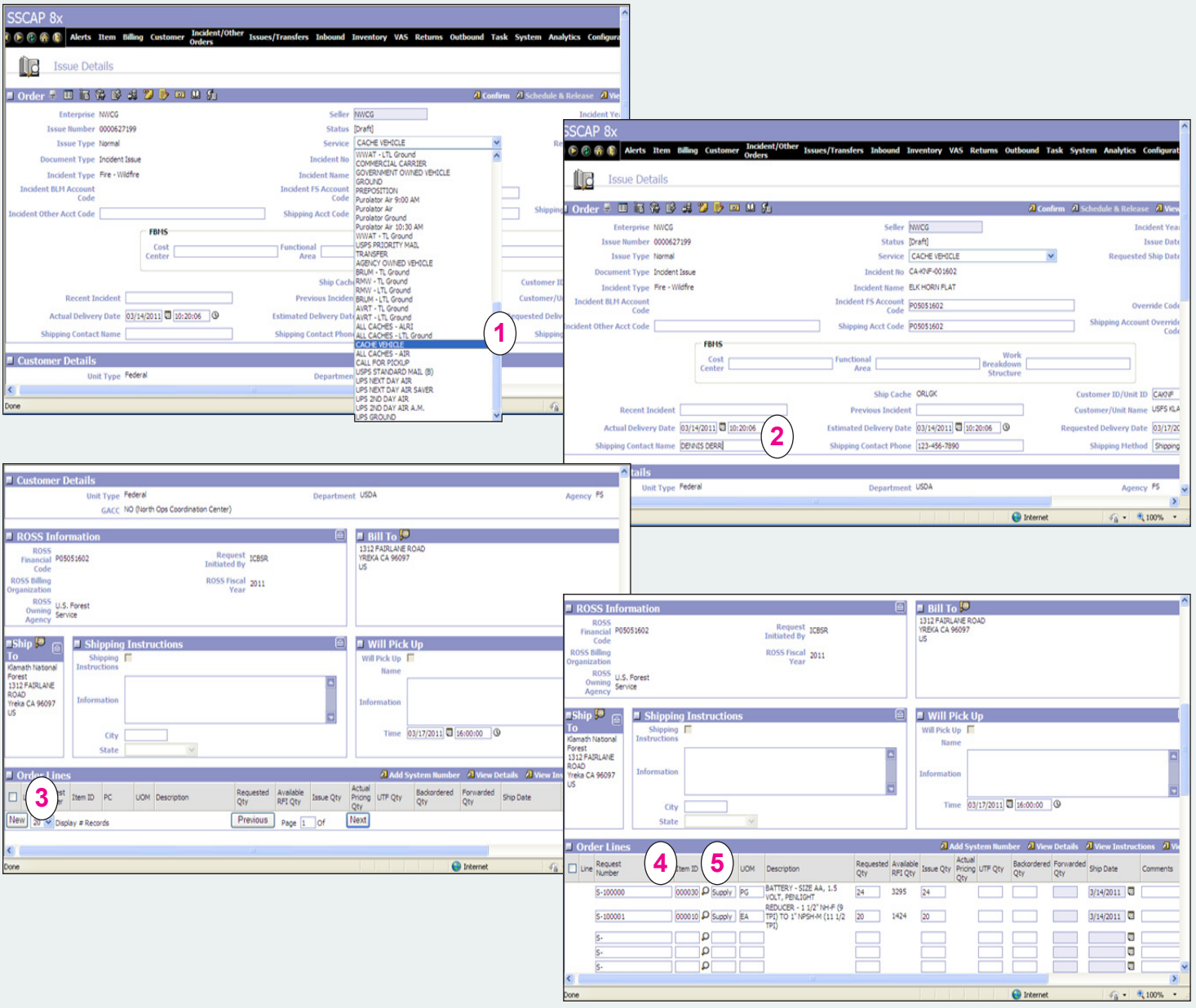

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To complete, schedule, and release the incident issue *- continued*

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

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

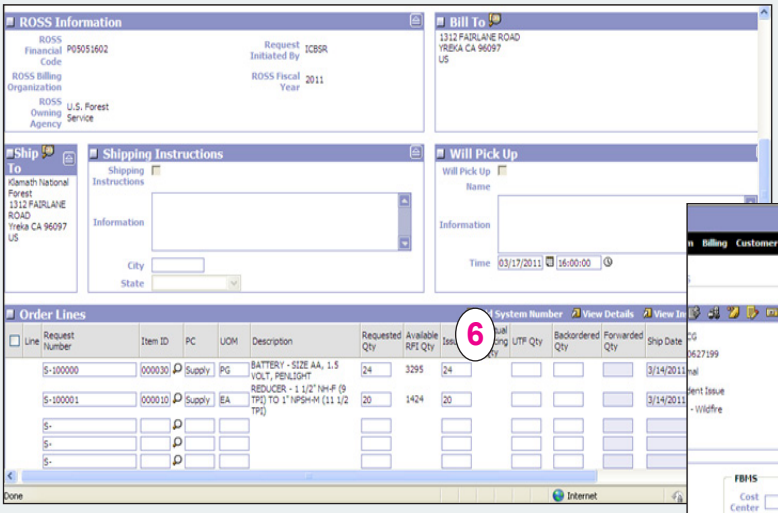
7 Complete the remaining **requests** listed on the **Resource Order Form**, and then click **Save**

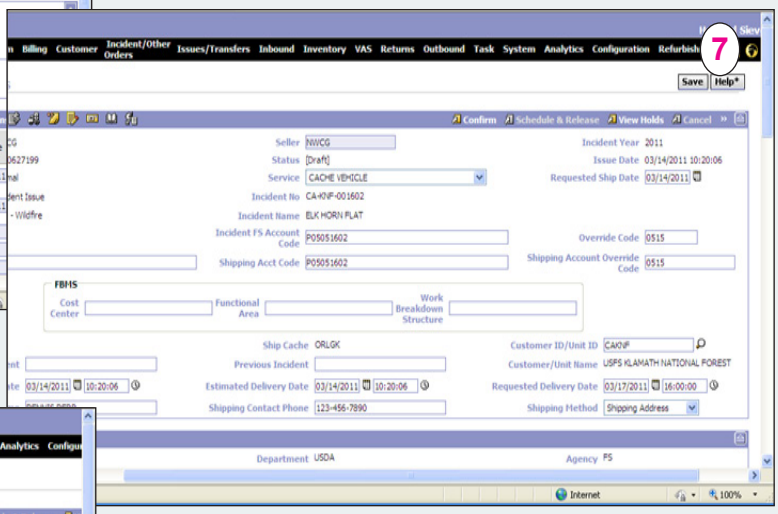
8 On the **Issue Details** screen, click **Confirm**

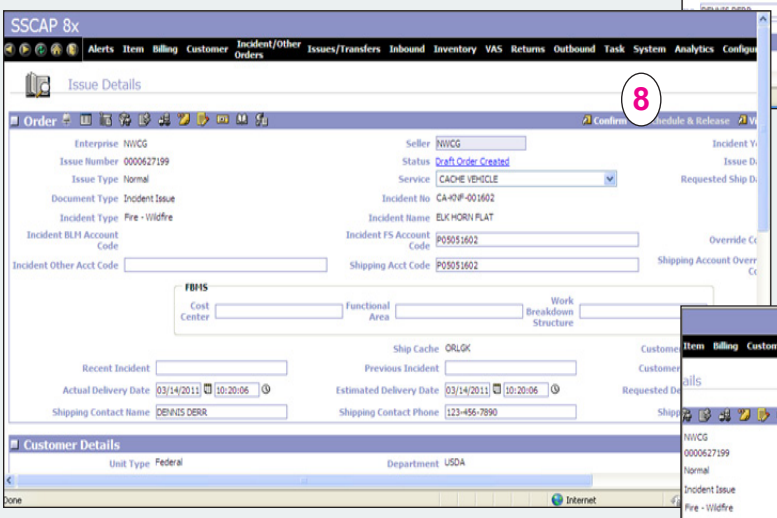
9 To schedule and release the issue, click **Schedule & Release**

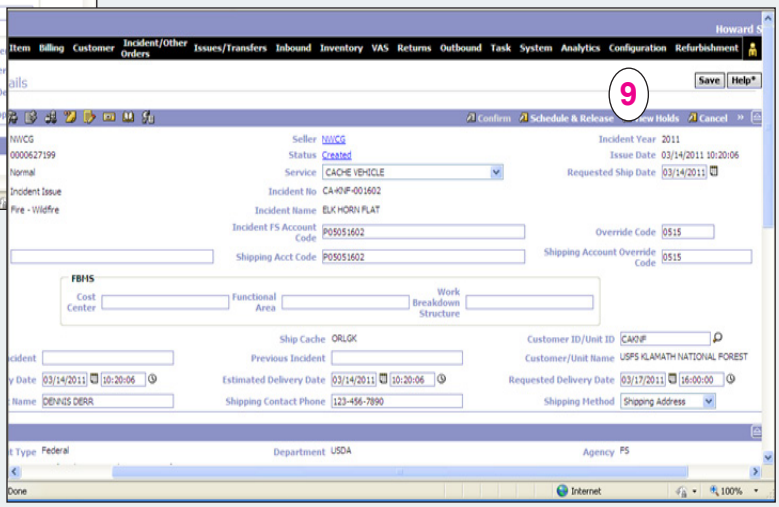
10 On the **Schedule Order** dialog box, click **OK**

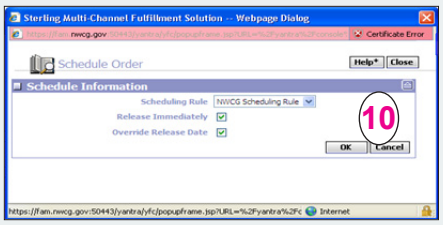
At this point, issue tasks are released to the scan guns and the Status of the shipment displays, "Included in Shipment."











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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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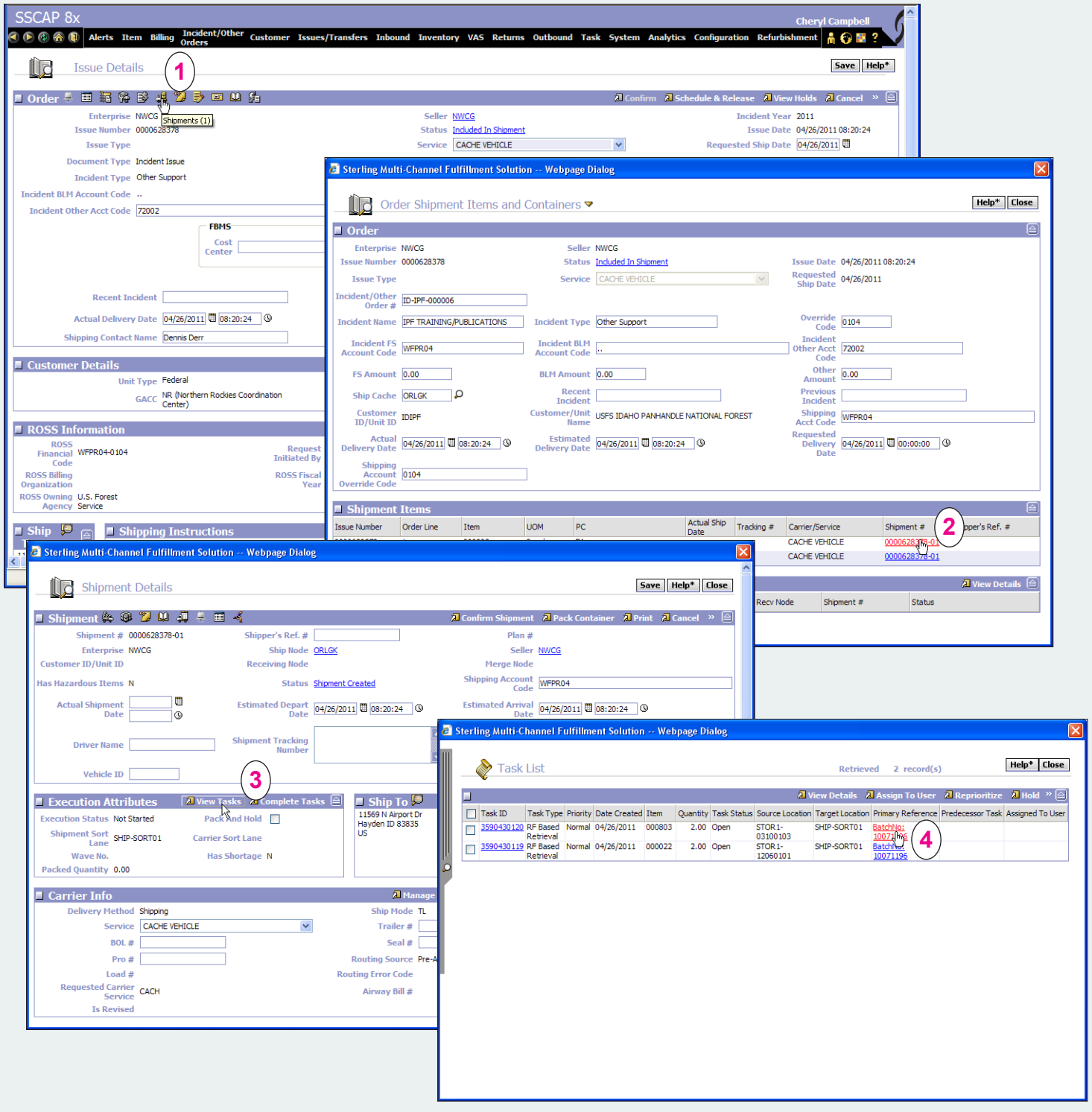

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To complete and confirm the shipment information - *continued*

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

6 On the **Complete Batch** 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.*

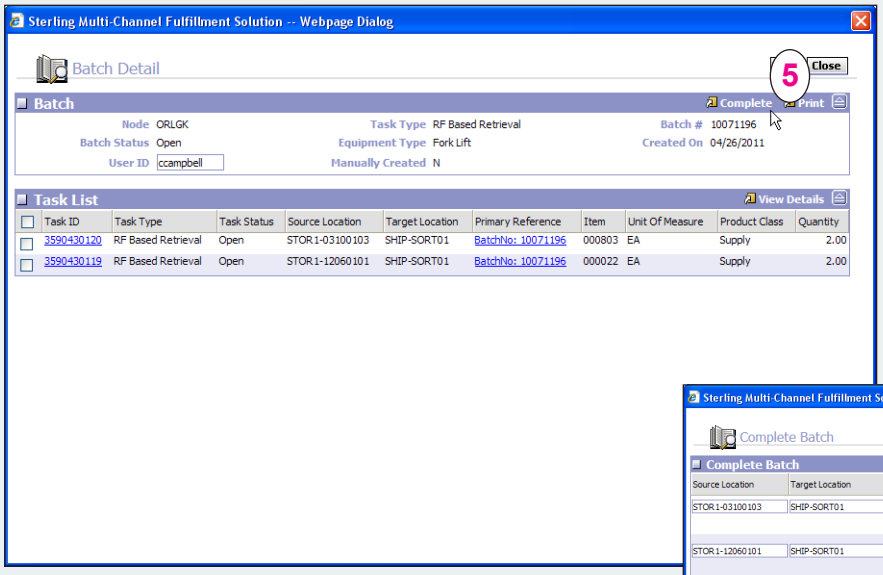
7 On the **Shipment Details** dialog box, click **Confirm Shipment**

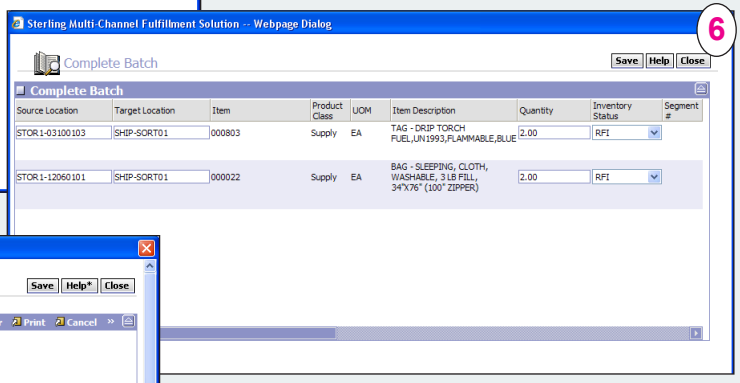
8 Complete the following fields as appropriate for that shipment

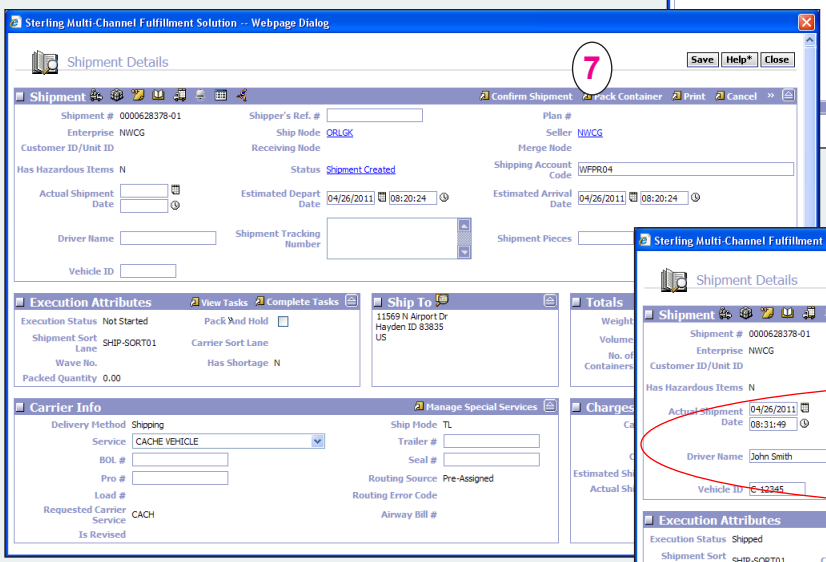
- ETD/ETA
- Driver Name
- Shipment Tracking Number
- BOL #

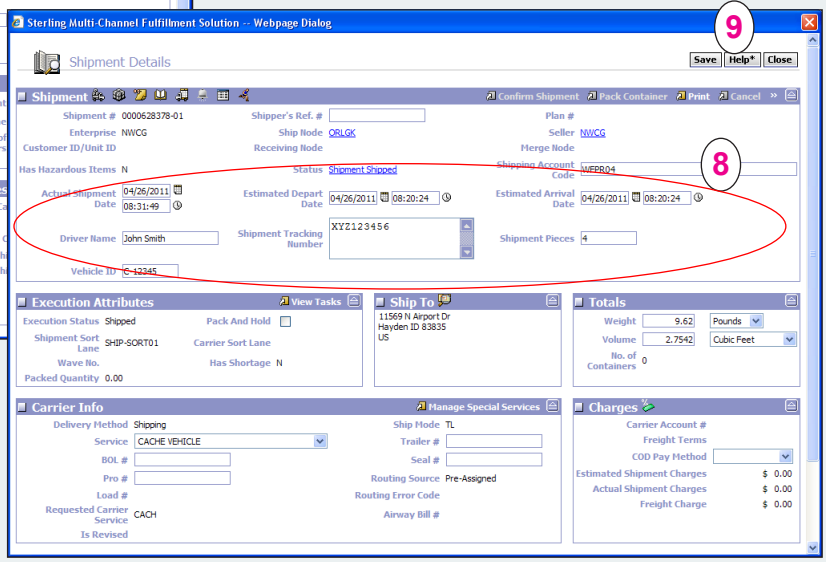
9 When finished entering all shipping information, click **Save** and then print your reports.

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**.

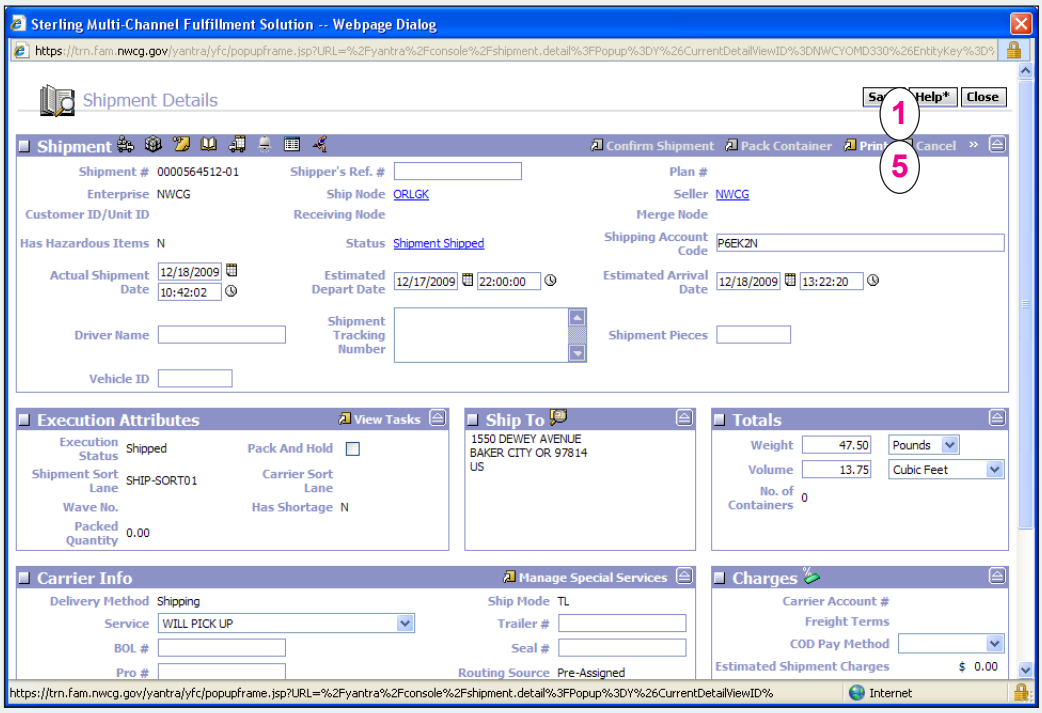
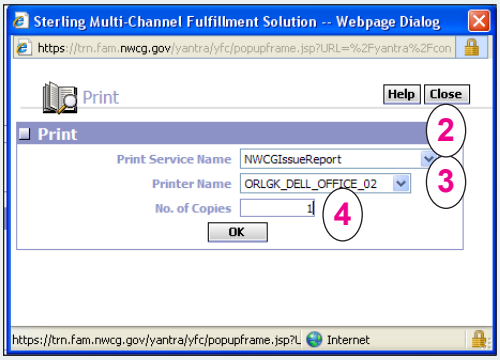
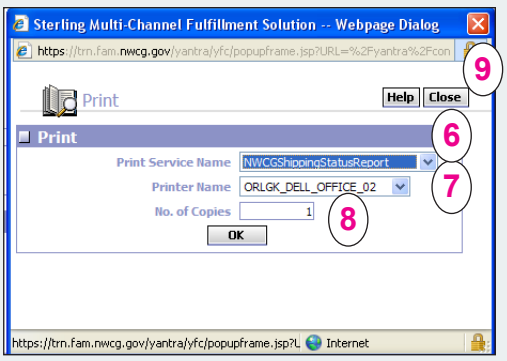
3 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.

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.