

This Quick Reference Guide explains how to process a Not Ready For Issue (NRFI) return using the scan gun.

To process an NRFI return

All NRFI items are automatically returned to "NRFI-1" before you can move them to their respective refurbishment locations.

- Under **Menu**, double-tap **NRFI Returns**.
- On the **NRFI Return Header** screen, complete the following information and then tap **Add Return Lines**
 - type the **Incident Year** in the **Inc Year** text box
 - type the **Incident Number** in the **Inc No** text box.

Type any notes for the return in the Notes text box, as appropriate.

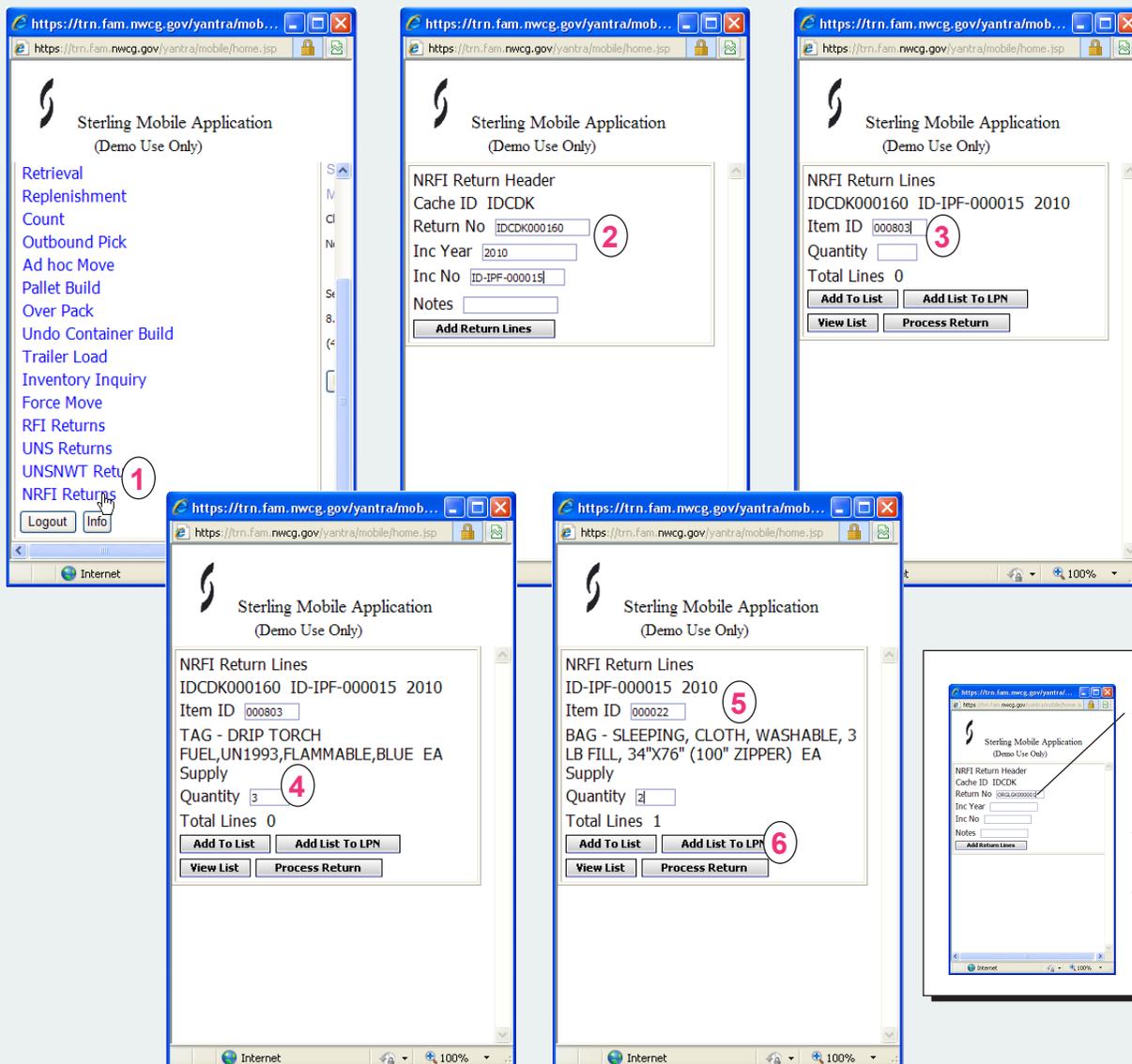
- On the **NRFI Return Lines** screen, enter or scan the **Item ID** of the NRFI item.

*For a trackable item, scan the **Trackable ID #** for the NRFI item.*

- Type the **NRFI quantity**, and then tap **Add To List**
- Repeat steps #4 and #5 to enter all NRFI items.
- When finished, tap **Process Return**

Ad hoc moves are not processed for NRFI items. Instead, the system creates the move task from NRFI-1 to the appropriate refurbishment location .

For guidance on classifying returned items (RFI, NRFI, UNS, and UNSNWT), consult with the cache standard operating procedures or the cache refurbishment guide.



*For returns from an "Other" order, type the **other order number** in the **Return No** text box on the **NRFI Return Header** screen, and then tap **Add Return Lines**.*

To return NRFI items using LPN

As compared to using LPN to return RFI items, using LPN to return NRFI items will not save you time! For NRFI returns, move tasks are automatically generated by the system and moved to their respective refurbishment zones under the normal Putaway process.

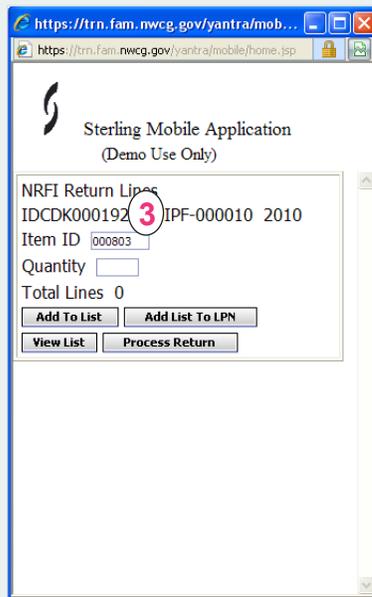
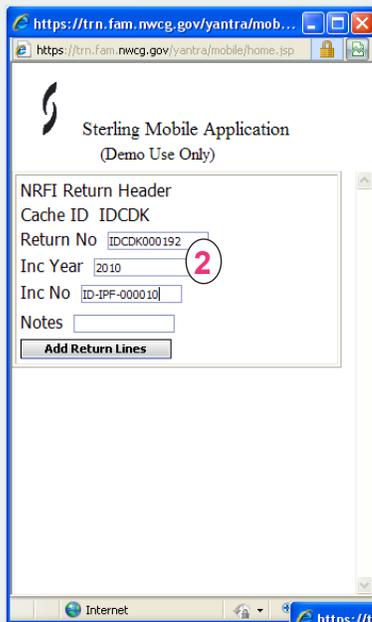
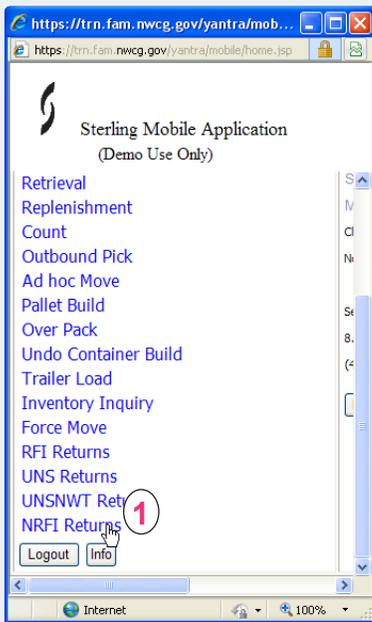
- 1 Under **Menu**, double-tap **NRFI Returns**.
- 2 On the next screen that appears, complete the following information and then tap **Add Return Lines**
 - type the **Incident Year** in the **Inc Year** text box
 - type the **Incident Number** in the **Inc No** text box.

Type any **notes for the return** in the **Notes** text box, as appropriate.

- 3 On the **NRFI Return Lines** screen, enter or scan the **Item ID** of the NRFI item.

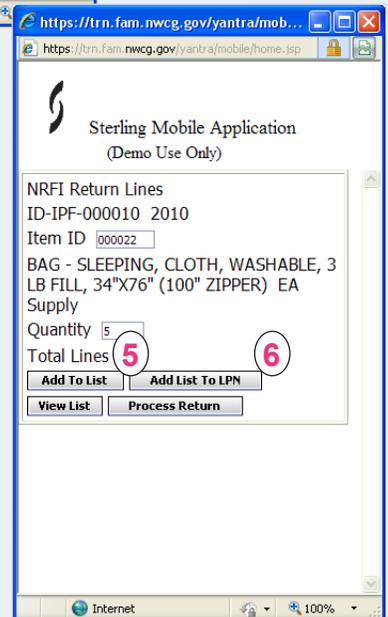
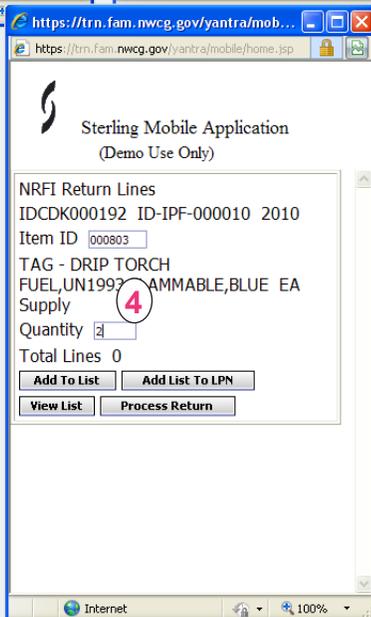
For a trackable item, enter or scan the **Trackable ID #** for the NRFI item.

- 4 Type the **NRFI quantity**, and then tap **Add To List**
- 5 Repeat steps #4 and #5 to enter all NRFI items.
- 6 When finished, tap **Add List To LPN**



If you decide to use LPN, returned NRFI items will be consolidated during the LPN process. To move them to the targeted refurbishment location, perform an Ad hoc Move. For more information see the task, "To complete the move request for an LPN return," on the last page of this Quick Reference Guide.

If not already in use, you can enter your own LPN number in place of the system-generated one.





Processing NRFI Returns with the Scan Gun

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To return NRFI items using LPN - *continued*

7 On the **Enter LPN No** screen, tap **Add**

Type to replace the LPN No if appropriate.

8 On the **Last LPN** screen, tap **Process Return**

*After successful completion of the return, the **Process Return Success** screen displays.*

9 On the **Process Return Success** screen, tap **Create Another Return** or tap **Go Back to Menu** to return to the **Menu**.

You may now complete the Ad hoc Move tasks for the return! For more information about this process see the task, "To complete the move request for an LPN return," at the end of this Quick Reference Guide.

To view a list of NRFI items ready for the Ad hoc Move process

Both trackable and non-trackable items display on the NRFI Return Item List screen.

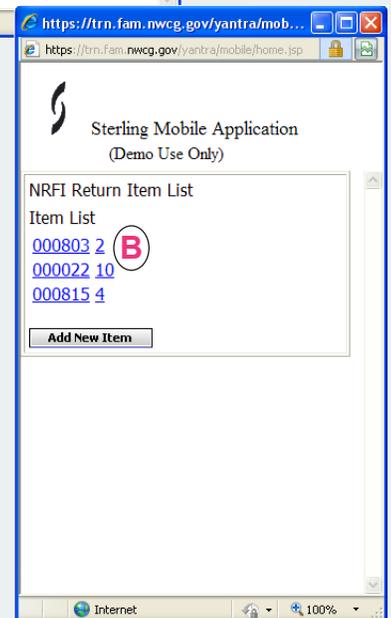
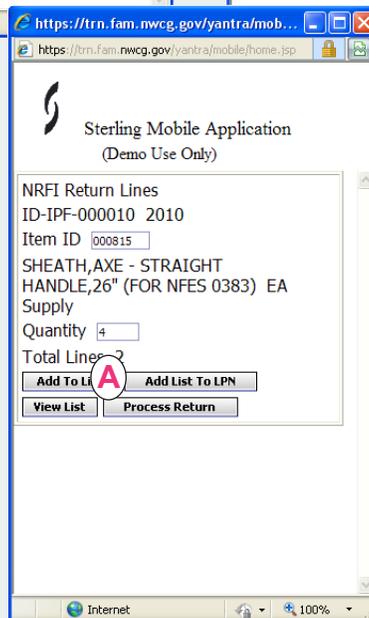
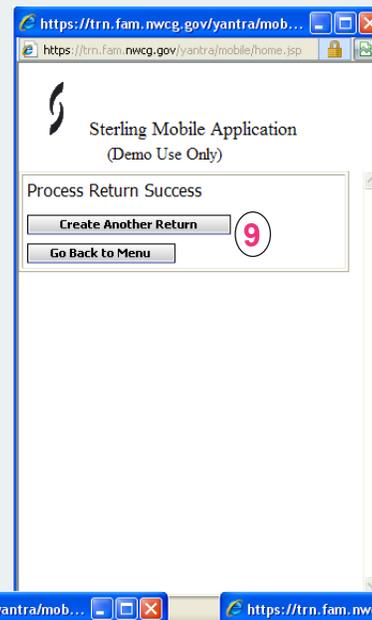
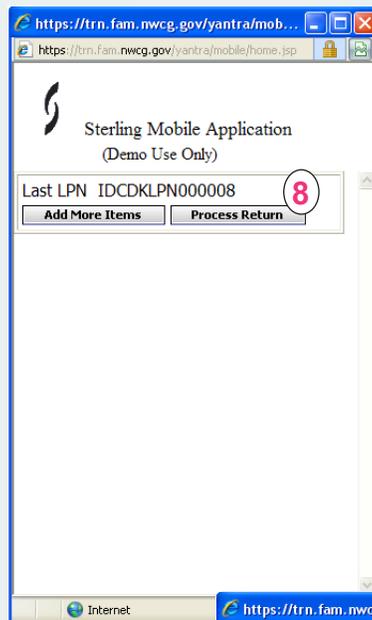
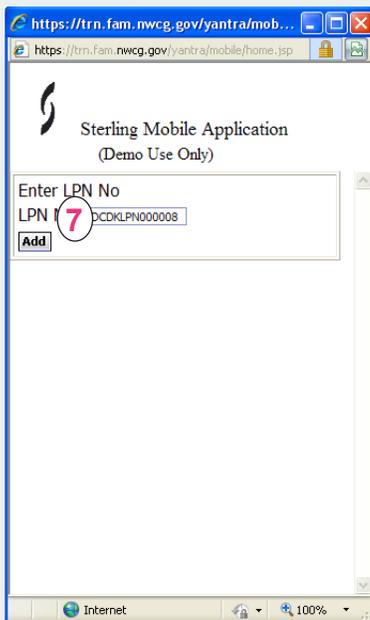
● On the **NRFI Return Lines** screen, tap **View List**

To delete unwanted or incorrectly entered NRFI items from the NRFI Return Item List

A On the **NRFI Return Lines** screen, tap **View List**

B Double-tap the NRFI item of your choice.

You may now add and/or delete additional NRFI items as appropriate to complete the return.



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email: helpdesk@dms.nwcg.gov

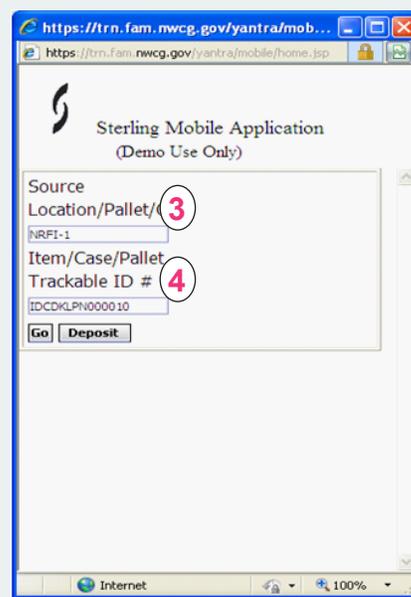
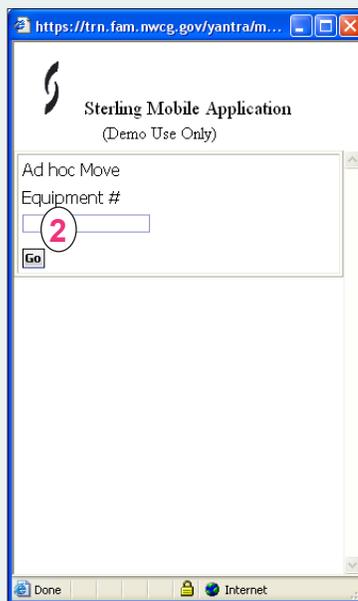
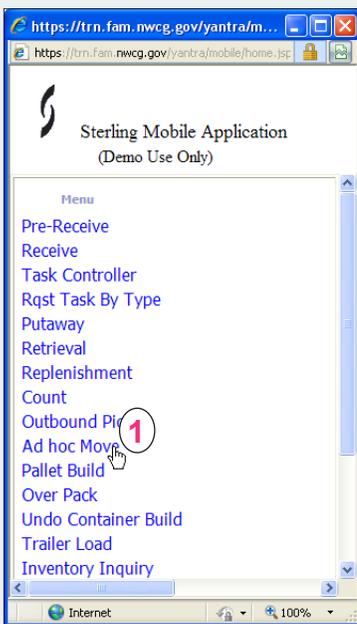
To complete the move request for an LPN return

- 1 On the **Menu**, tap **Ad hoc Move**.
 - 2 On the **Ad hoc Move** screen, tap **Go**
 - 3 On the **Source** screen in the **Location/Pallet/Case** text box, enter or scan the **Location ID**.
- For NRFI returns, always enter "NRFI-1" in the Location/Pallet/Case text box!*
- 4 In the **Item/Case/Pallet/Trackable ID #** text box, type the **LPN Number** for the return, and then tap **Go**

- 5 On the **Deposit** screen for that **Item ID**, enter or scan the **Location ID** where that **Item ID** will be refurbished, and then tap **Go**

The Quantity for that Item ID and suggested refurbishment zone automatically display on the screen.

- 6 Continue entering or scanning every refurbishment **Location ID** for every **Item ID** in that LPN, and then tap **Deposit All**



All NRFI items are automatically returned to NRFI-1 for both RRP nodes and non-RRP nodes.

Once those items have been moved to their respective deposit locations, the LPN is released and you may reuse the number.

