

To receive an NRFI Cache to Cache Transfer

- 1 On the **Inbound** menu, click **Inbound Shipment Console**.
- 2 On the **Search** panel, click the **Document Type** drop-down arrow, and then click **Cache - Cache Transfer Order**.
- 3 Click the **Shipment #** drop-down arrow, click **contains**, and then type the **Transfer Number**.
- 4 Press [Enter] or click **Search**

- 5 On the **Inbound Order Shipment List**, perform one of the following
 - click the **Shipment #** link of your choice
 - click the **Shipment #** check box of your choice, and then click **View Details**
- 6 On the **Inbound Order Shipment Details** screen, click **Start Receipt**

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The screenshots illustrate the following steps:

- Step 1:** The user navigates to the **Inbound** menu and selects **Inbound Shipment Console**.
- Step 2:** In the search panel, the **Document Type** dropdown is set to **Cache - Cache Transfer Order**.
- Step 3:** The **Shipment #** dropdown is set to **contains**, and the **Transfer Number** is entered.
- Step 4:** The **Search** button is clicked.
- Step 5:** The **Inbound Order Shipment List** is displayed, showing a table with columns: Shipment #, Expected Ship Date, Actual Ship Date, Expected Delivery Date, Actual Delivery Date, Origin, Destination, Mode. A shipment with ID 0000691601-01 is selected.
- Step 6:** The **Inbound Order Shipment Details** screen is shown, with the **Start Receipt** button highlighted.

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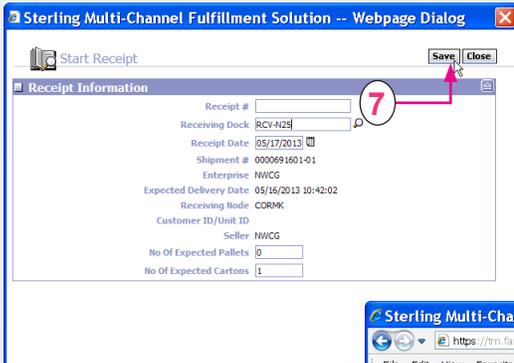
To receive an NRFI Cache to Cache Transfer - continued

- On the **Start Receipt** dialog box, type **RCV-N25** in the **Receiving Dock** text box, and then click **Save**
- On the **Inbound Order Shipment Details** screen, click **>>** to the right of the **Receive** button, and then click **Report/Record Receipt**.

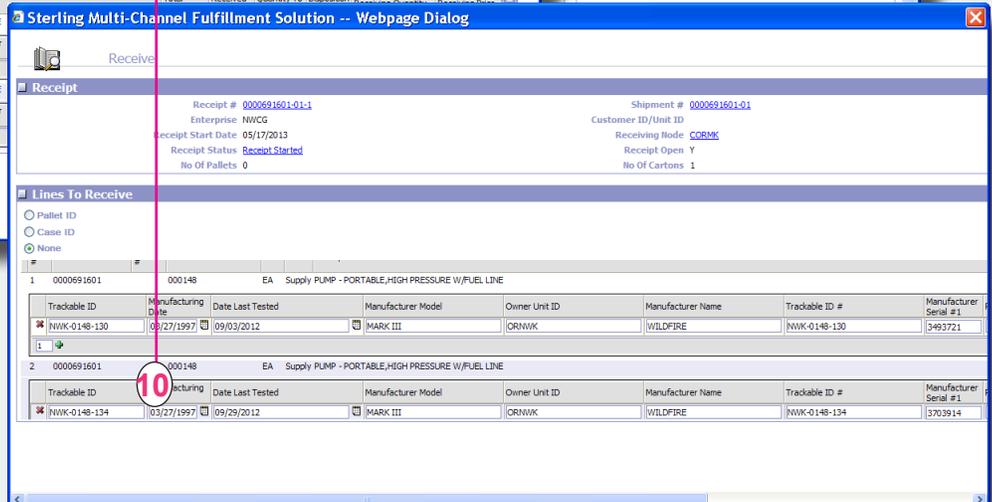
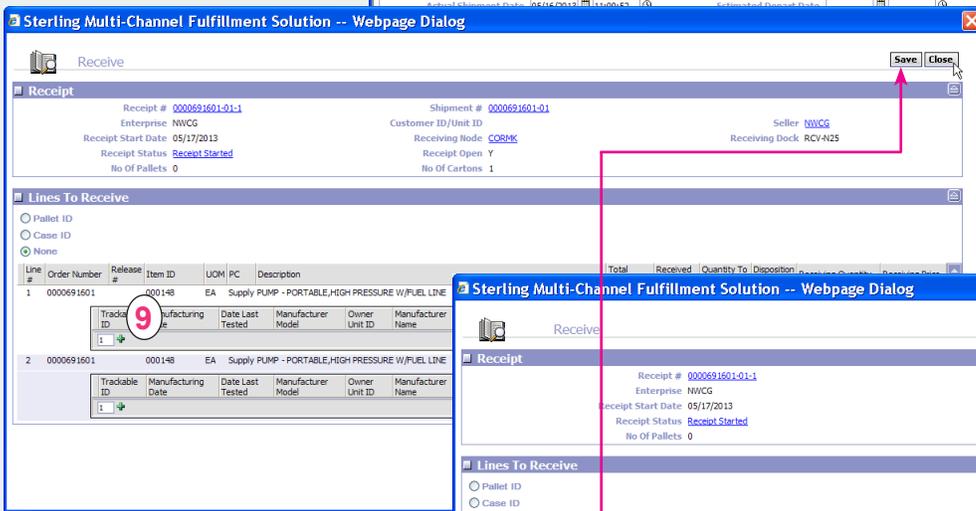
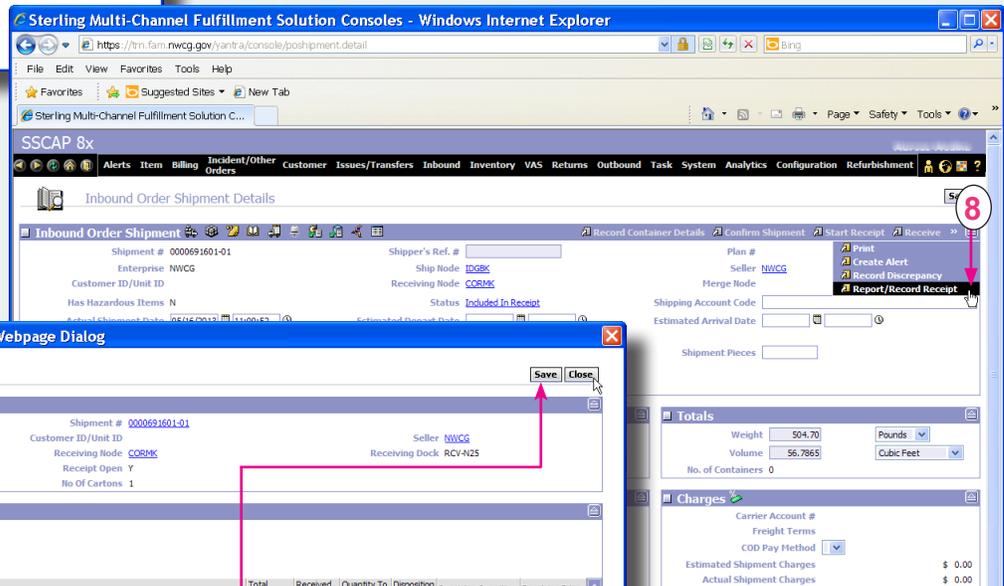
- To receive a **Trackable Item**, click **+**, and then type the **Trackable ID #**.

The remaining text boxes are automatically completed for you.

- Repeat Step #9 to enter all Trackable ID #(s) included in the receipt, click **Save** and then click **Close**



If an incident does not have the appropriate agency finance account code and/or override defined for items being transferred, an error message will be displayed. For example, if IDGBK transfers items to CORMK from an incident that has a BLM finance account code but no FS finance or override account code, when CORMK tries to receive the items the error message will display. To remedy this, you must first go to the Incident Console, add the FS finance and override account codes, and then start the receipt again.



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- 11 On the **Task** menu, click **Task Console**.
- 12 On the **Search** panel, click the **Task Status** drop-down arrow, click **Open**, and then click **Detail Tasks**.
- 13 Click the **Shipment #** drop-down arrow, click **contains**, enter the **Issue Transfer Number**, and then click **Search**

- 14 On the **Task List** screen, click the appropriate **TaskIDs**, and then click **View Details**
- 15 On the **Task Detail** screen, click **Complete** and then click **Save** to move the items from **RCV-N25** to the appropriate **Refurbishment zones**.



The screenshots illustrate the workflow for receiving an NRFI Cache to Cache Transfer. The top screenshot shows the 'Task Console' menu with 'Task Console' circled in red and labeled '11'. The middle-left screenshot shows the 'Task List' table with a task selected and 'View Details' circled in red and labeled '14'. The middle-right screenshot shows the 'Task Detail' screen with the 'Complete' button circled in red and labeled '15'. The bottom screenshot shows the 'Complete Task' dialog box with the 'Save' button circled in red and labeled '15'. A red line connects the 'Complete' button in the middle-right screenshot to the 'Save' button in the bottom screenshot.

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After completing all move tasks, process the refurbishment of items.

15 On the Refurbishment menu, click **Master Work Order Console**.

16 Click the **Master Work Order/Return #** drop-down arrow, click **contains**, and then type the **Issue Transfer Number** of your choice.

The Issue Transfer Number is now the Work Order Number for the transferred items.

17 Press [Enter] or click **Search**

17 On the **Work Order List** screen, perform one of the following

- click the **Master Work Order/Return#** link
- click the **Master Work Order/Return#** check box of your choice, and then click **View Details**

18 Process the refurbishment as normal.

For more information please see the Quick Reference Guide, "Refurbishing NRFI Items."

Work Order List Retrieved 1 record(s)

Master Work Order/Return #	Incident/Other Order #	Incident Year	Incident Name	FS Account Code	Override Code	BLM Account Code	Other Account Code	Status	MWO Created Date
<input type="checkbox"/> 0000691601-01	CORNK-OR-UMF-000139	2012	BLUE MOUNTAIN RAPPPELLERS MISC ABC	P6EK2L	0614			Awaiting Work Order Creation	05/17/2013

Master Work Order Details

Primary Information

Mode: CORNK Enterprise: NWCG
 Master Work Order/Receipt #: 0000691601-01-1 Purpose: [Refurb Transfer]
 Priority: [] Master Work Order Type: [Refurb Transfer]
 Service Item ID: REFURBISHMENT Incident/Other Order #: OR-UMF-000139 Incident Year: 2012
 Incident Name: BLUE MOUNTAIN RAPPPELLERS FS Acct Code: P6EK2L Override Code: 0614
 BLM Acct Code: [] Other Acct Code: [] Original Master Work Order #: IDGK []

Master Work Order Lines

Item ID	PC	UOM	Description	Trackable ID	Actual Qty	RFI Qty	UNS Qty	Total Refurbished Qty	Transfer Qty	Remaining Qty	Refurb Amount	Status	Display Kit Components
<input checked="" type="checkbox"/>	001239	Supply	LG HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'		20.00	0.00	0.00	0.00	20.00	0.00	20.00	Awaiting Work Order Creation	
<input type="checkbox"/>	000171	Supply	EA SHOVEL - WITH PLASTIC SHEATH, SIZE #1		20.00	0.00	0.00	0.00	20.00	0.00	20.00	Awaiting Work Order Creation	
<input type="checkbox"/>	000022	Supply	EA BAG - SLEEPING, COLD WEATHER, 34" X 76"		10.00	0.00	0.00	0.00	10.00	0.00	10.00	Awaiting Work Order Creation	
<input type="checkbox"/>	000148	Supply	EA PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	NWK-0148-130	1.00	0.00	0.00	0.00	1.00	0.00	1.00	Awaiting Work Order Creation	
<input type="checkbox"/>	000148	Supply	EA PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	NWK-0148-134	1.00	0.00	0.00	0.00	1.00	0.00	1.00	Awaiting Work Order Creation	