

## To create an NRFI Cache to Cache Transfer

- 1 On the **Returns** menu, click **Create Return**.
- 2 On the **Incident Return** screen, click **Generate Return No** and then complete the **Return Header** text boxes.
- 3 Under **Return Lines**, click **Add a Return Line** and then type the **Item ID** and **quantity** of NRFI item being returned.  
*Repeat step #3 to enter all returned items.*
- 4 For **Trackable items**, click next to **Trackable ID** text box.

- 5 For each **Trackable ID NRFI item to be returned**, click next to the **Trackable ID** on the **Trackable ID List** dialog box.

*The remaining text boxes are automatically completed for you.*

- 6 Under **Return Lines**, press [TAB] to advance to the drop-down arrow, and then click **NRFI**.
- 7 When finished processing the return for all NRFI items, click **Process Return**

*continued on next page*

**1** Create Return

**2** Return Header

CacheID	IDGBK
Return No	IDGBK017225
Incident Year	2012
Incident/Other Order #	OR-UMF-000139
Incident Name	BLUE MOUNTAIN RAPELLERS MIS
Customer ID	ORUMF
Issue #	
Receiving Dock	RETURN-1
Return Notes	

**3** Return Line

ItemID	Description	PC	UOM	RFI	NRFI	QtyLns	QtyLnsDueToNWT	TotalQtyRet	RecdQtyComp	Line N
000148	PUMP - PORTABLE, HIGH	SL	EA			2		2		
Trackable ID: NWK-0148-130 Manufacturers Serial: 3493721 NRFI Manufacturer Name: WILDFIRE Manufacturer Mod: 03/27/1997										
Tested: 09/03/2012 Trackable ID: NWK-0148-130 Owner Unit ID: ORNWK										
Trackable ID: NWK-0148-134 Manufacturers Serial: 3703914 NRFI Manufacturer Name: WILDFIRE Manufacturer Mod: 03/27/1997										
Tested: 09/29/2012 Trackable ID: NWK-0148-134 Owner Unit ID: ORNWK										
001239	HOSE - SYNTHETIC, LINE	Supply	LG			20		20		
000171	SHOVEL - WITH PLASTIC	Supply	EA			20		20		
000022	BAG - SLEEPING, COLD	Supply	EA			10		10		

**4** Add a Return Line

**5** Trackable ID List

Trackable ID	Manufacturer Serial #	Incident No	Incident Year	Issue #	Item ID	Cache ID	Manufacturing Date
<input checked="" type="checkbox"/>	NWK-0148-130	3493721	2012	00148	IDGBK	03/27/1997	
<input checked="" type="checkbox"/>	NWK-0148-134	3703914	2012	00148	IDGBK	03/27/1997	

**6** NRFI

**7** Process Return

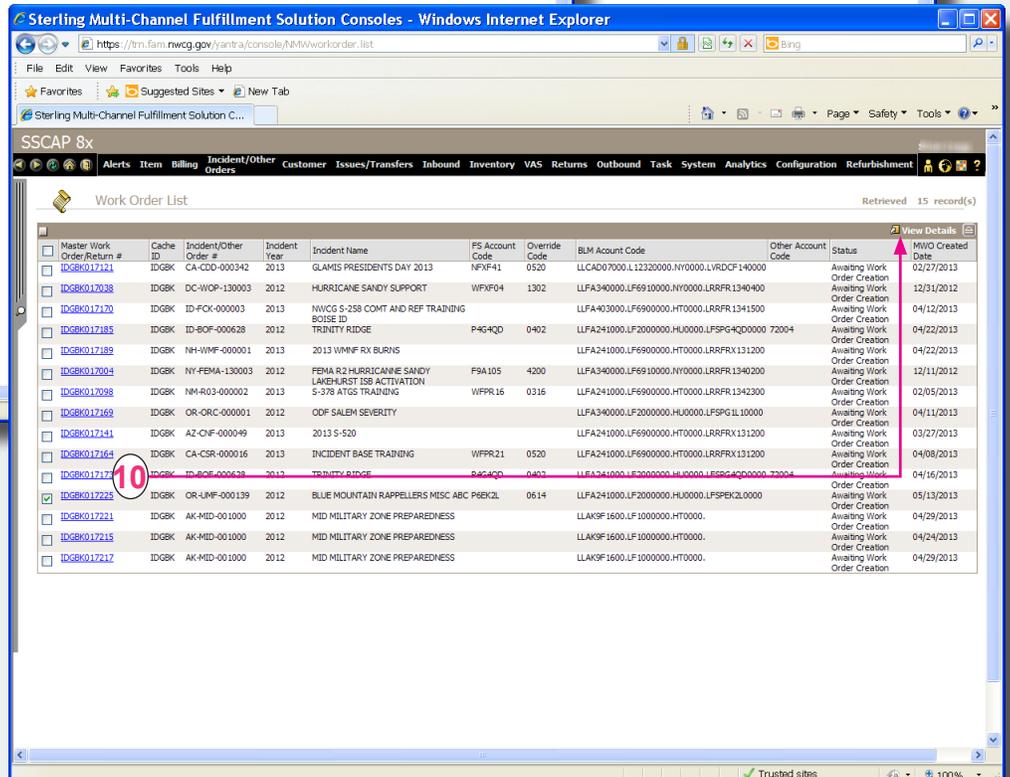
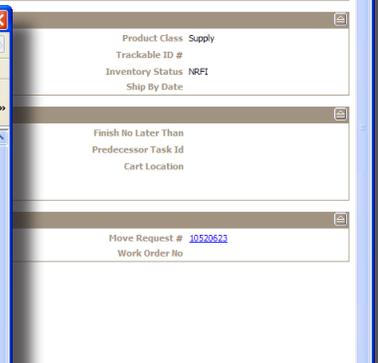
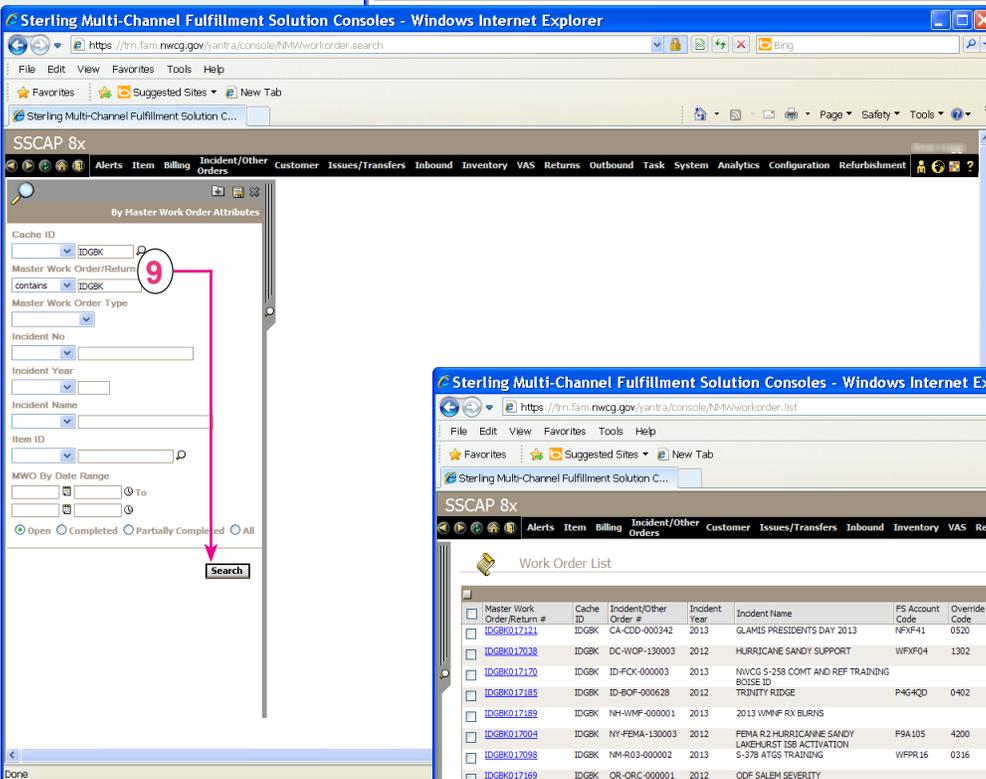
**Helpdesk: 866-224-7677**  
**email: helpdesk@dms.nwcg.gov**



## To create an NRFI Cache to Cache Transfer - continued

- 8 On the Refurbishment menu, click **Master Work Order Console**.
- 9 On the Search panel, search for the **Master Work Order/Return #** of your choice, and then press [Enter] or click **Search**

- 10 On the Work Order List screen, click the **Master Work Order /Return #** link, and then click **View Details**



## To create an NRFI Cache to Cache Transfer - continued

11 On the **Master Work Order Details** screen, click the check box(es) for the **Item ID(s) to be transferred**, and then click **Transfer Refurb**

*You must process items transferred to multiple caches as separate transactions!*

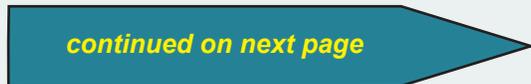
12 On the **Transfer Refurbishment** dialog box, click the **Destination Cache** drop-down arrow, and then click the destination cache for the NRFI item(s).

13 In the **Transfer\_Qty** text box, type the **number of items to be transferred**, and then click **Transfer**

*Trackable items will auto-populate with Trackable ID and Qty=1.*

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

*Note that the Status of transferred items changes from Awaiting Work Order Creation to Work Order Transferred.*



Item ID	PC	UOM	Description	Trackable ID	Actual Qty	RFI Qty	UNS NWT Qty	Total Refurbished Qty	Transfer Qty	Remaining Qty	Refurb Amount	Status
000148	Supply	EA	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	NWK-0148-130	1.00				0.00	1.0	0.00	Awaiting Work Order Creation
000148	Supply	EA	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	NWK-0148-134	1.00				0.00	1.0	0.00	Awaiting Work Order Creation
001239	Supply	LG	HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'		20.00				0.00	20.0	0.00	Awaiting Work Order Creation
000171	Supply	EA	SHOVEL - WITH PLASTIC SHEATH, SIZE #1		20.00				0.00	20.0	0.00	Awaiting Work Order Creation
000022	Supply	EA	BAG - SLEEPING, COLD WEATHER, 34" X 76"		10.00				0.00	10.0	0.00	Awaiting Work Order Creation

Item ID	Trackable ID	Description	Destination Cache	UOM	Actual Qty	Remaining Qty	Transferred Qty	Transfer Qty
000148	NWK-0148-130	PUMP - PORTABLE,HIGH PRESSURE W/F	CORMK	EA	1.00	1.0	0.00	1
000148	NWK-0148-134	PUMP - PORTABLE,HIGH PRESSURE W/F	CORMK	EA	1.00	1.0	0.00	1
001239		HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'	CORMK	EA	20.00	20.0	0.00	20
000171		SHOVEL - WITH PLASTIC SHEATH, SIZE #1	CORMK	EA	20.00	20.0	0.00	20
000022		BAG - SLEEPING, COLD WEATHER, 34" X 76"	CORMK	EA	10.00	10.0	0.00	10

Item ID	Trackable ID	Description	Destination Cache	PC	UOM	Actual Qty	Remaining Qty	Transferred Qty	Transfer Qty
000148	NWK-0148-130	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	CORMK	Supply	EA	1.00	1.0	0.00	1
000148	NWK-0148-134	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	CORMK	Supply	EA	1.00	1.0	0.00	1
001239		HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'	CORMK	Supply	LG	20.00	20.0	0.00	20
000171		SHOVEL - WITH PLASTIC SHEATH, SIZE #1	CORMK	Supply	EA	20.00	20.0	0.00	20
000022		BAG - SLEEPING, COLD WEATHER, 34" X 76"	CORMK	Supply	EA	10.00	10.0	0.00	10

Are you sure you want to perform this action?  
Changes made to the data on the current screen will be lost.  
Press OK to continue or **14** to stay on the current screen.

OK Cancel

## To create an NRFI Cache to Cache Transfer - continued

- 15 On the **Issues/Transfers** menu, click **Cache Transfer Console**.
- 16 On the **Search** panel, type the **Refurbishment Work Order Number** in the **Master Workorder #** text box, and then press [Enter] or click **Search**
- 17 On the **Issue List** screen, click the check box for the **Order Number** for refurb transfer, and then click **View Details**

18 On the **Cache Transfer Detail** screen, click the **Service** drop-down arrow, and then click **service for the cache transfer**, and then click **Save**

*In this example, the selected Service is CACHE DELIVER.*

19 On the **Modification Reason** dialog box, click the **Reason Code** drop-down arrow, click the **reason for the transfer**, and then click **OK**



The screenshots show the following steps:

- Step 15:** The 'Incident/Other Orders' menu is open, and 'Cache Transfer Console' is selected.
- Step 16:** The search panel is shown with 'IDGB017225' entered in the 'Master Workorder #' field.
- Step 17:** The 'Issue List' table shows a record with Order Number 0000691601. The 'View Details' button is highlighted.
- Step 18:** The 'Cache Transfer Detail' screen shows the 'Service' dropdown menu open, with 'CACHE DELIVER' selected. The 'Save' button is highlighted.
- Step 19:** The 'Modification Reason' dialog box is shown with 'Miscellaneous' selected in the 'Reason Code' dropdown and 'Sample cache transfer' in the 'Reason Text' field. The 'OK' button is highlighted.

## To create an NRFI Cache to Cache Transfer - continued

20 On the Cache Transfer Detail screen, click



21 On the Schedule Order dialog box, click

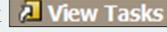


22 On the Cache Transfer Detail screen, click



23 On the Order Shipment and Contains dialog box, click the Shipment # link.

24 On the Shipment Details dialog box under Execution Attributes, click



*continued on next page*

The screenshots illustrate the following steps:

- Step 20:** On the 'Cache Transfer Detail' screen, the 'Schedule & Release' button is highlighted.
- Step 21:** In the 'Schedule Order' dialog box, the 'OK' button is highlighted.
- Step 22:** On the 'Cache Transfer Detail' screen, the 'Shipment' icon is highlighted.
- Step 23:** In the 'Order Shipment Items and Containers' dialog box, the 'Shipment #' link in the table is highlighted.
- Step 24:** In the 'Shipment Details' dialog box, the 'View Tasks' button under the 'Execution Attributes' section is highlighted.

## To create an NRFI Cache to Cache Transfer - continued

- 25 On the **Task List** dialog box, click the **Batch No** link of your choice.
- 26 On the **Batch Detail** screen, click **Complete**
- 27 To transfer a **Trackable Item** on the **Complete Batch** dialog box, click **+** and then type the **Trackable ID #**.

- 28 Repeat Step #27 to enter all Trackable ID #(s), and then click **Save**
- 29 On the **Message from webpage** dialog box, click **OK**
- 30 To advance to the **Shipment Details** screen, click **Close** twice.



**Task List**

Task ID	Task Type	Priority	Date Created	Item ID	Item Description	Quantity	Task Status	Source Location	Target Location	Primary Reference	Predecessor Task
3872440292	RF Based Retrieval	Normal	05/16/2013	001239	HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'	20.00	Open	HOSE-1	REFURB-SORT01	BatchNo: 10138477	
3872440288	RF Based Retrieval	Normal	05/16/2013	000022	BAG - SLEEPING, COLD WEATHER, 34" X 76"	10.00	Open	LAUNDRY-1	REFURB-SORT01	BatchNo: 10138477	
3872440289	RF Based Retrieval	Normal	05/16/2013	000148	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	1.00	Open	SMALL-ENGINE-1	REFURB-SORT01	BatchNo: 10138477	
3872440290	RF Based Retrieval	Normal	05/16/2013	000148	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	1.00	Open	SMALL-ENGINE-1	REFURB-SORT01	BatchNo: 10138477	
3872440291	RF Based Retrieval	Normal	05/16/2013	000171	SHOVEL - WITH PLASTIC SHEATH, SIZE #1	20.00	Open	TOOL-1	REFURB-SORT01	BatchNo: 10138477	

**Batch Detail**

Node: IDGBK Task Type: RF Based Retrieval Batch # 10138477  
 Batch Status: Open Equipment Type: Fork Lift Manually Created: N  
 User ID: slegg Created On: 05/16/2013

**Complete Batch**

LAUNDRY-1 REFURB-SORT01 000022 Supply EA BAG - SLEEPING, COLD WEATHER, 34" X 76" 10.00 NRFI-RFB

SMALL-ENGINE-1 REFURB-SORT01 000148 Supply EA PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE Trackable ID No. [ + ]

SMALL-ENGINE-1 REFURB-SORT01 000148 Supply EA PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE Trackable ID No. [ + ]

TOOL-1 REFURB-SORT01 000171

**Message from webpage**

Batch Is Confirmed OK

**Batch Detail**

Node: IDGBK Task Type: RF Based Retrieval Batch # 10138477  
 Batch Status: Completed Equipment Type: Fork Lift Manually Created: N  
 User ID: slegg Created On: 05/16/2013

**Task List**

Task ID	Task Type	Task Status	Source Location	Target Location	Primary Reference	Item ID	Unit Of Measure	Product Class	Quantity
3872440292	RF Based Retrieval	Open	HOSE-1	REFURB-SORT01	BatchNo: 10138477	001239	LG	Supply	20.00
3872440288	RF Based Retrieval	Open	LAUNDRY-1	REFURB-SORT01	BatchNo: 10138477	000022	EA	Supply	10.00
3872440289	RF Based Retrieval	Open	SMALL-ENGINE-1	REFURB-SORT01	BatchNo: 10138477	000148	EA	Supply	1.00
3872440290	RF Based Retrieval	Open	SMALL-ENGINE-1	REFURB-SORT01	BatchNo: 10138477	000148	EA	Supply	1.00
3872440291	RF Based Retrieval	Open	TOOL-1	REFURB-SORT01	BatchNo: 10138477	000171	EA	Supply	20.00

**Task List**

Task ID	Task Type	Priority	Date Created	Item ID	Item Description	Quantity	Task Status	Source Location	Target Location	Primary Reference	Predecessor Task	Assigned To User
3872440292	RF Based Retrieval	Normal	05/16/2013	001239	HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'	20.00	Completed	HOSE-1	REFURB-SORT01	BatchNo: 10138477		slegg
3872440288	RF Based Retrieval	Normal	05/16/2013	000022	BAG - SLEEPING, COLD WEATHER, 34" X 76"	10.00	Completed	LAUNDRY-1	REFURB-SORT01	BatchNo: 10138477		slegg
3872440289	RF Based Retrieval	Normal	05/16/2013	000148	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	1.00	Completed	SMALL-ENGINE-1	REFURB-SORT01	BatchNo: 10138477		slegg
3872440290	RF Based Retrieval	Normal	05/16/2013	000148	PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	1.00	Completed	SMALL-ENGINE-1	REFURB-SORT01	BatchNo: 10138477		slegg
3872440291	RF Based Retrieval	Normal	05/16/2013	000171	SHOVEL - WITH PLASTIC SHEATH, SIZE #1	20.00	Completed	TOOL-1	REFURB-SORT01	BatchNo: 10138477		slegg

To complete move tasks individually, click the Task ID(s) of your choice on the Task list dialog box, and then click **Complete** and **Save** for each move task.

## To create an NRFI Cache to Cache Transfer - continued

- 31 On the **Shipment Details** dialog box, click to complete the **Estimated Depart Date**, and then click to complete the **Estimated Depart Time**.
- 32 Click to complete the **Estimated Arrival Date**, and then click to complete the **Estimated Arrival Time**.
- 33 Click **Save** and then click **Confirm Shipment**

*Note that the Shipment Status changes to Shipment Shipped.*

34 Click **Print**

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

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

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

**Sterling Multi-Channel Fulfillment Solution -- Webpage Dialog**

Shipment Details

Shipment # 0000691601-01 Shipper's Ref. # [ ] Plan # [ ]  
 Enterprise NWCG Ship Node IDGBK Seller NWCG  
 Customer ID/Unit ID [ ] Receiving Node COBMS Merge Node [ ]  
 Has Hazardous Items N Status **Shipment Created** Shipping Account Code LLFA241000.LF2000000.HU0000.LFSPD1MB0000

Actual Shipment Date [ ] Estimated Depart Date 05/13/2013 13:07:10 **31**  
 Driver Name [ ] Shipment Tracking Number [ ] Estimated Arrival Date 05/13/2013 13:07:10 **32**  
 Vehicle ID [ ] Shipment Pieces [ ]

**Execution Attributes**  
 Execution Status Picked Completed Pack And Hold [ ]  
 Shipment Sort Lane REFLRB-SORT01 Carrier Sort Lane [ ]  
 Wave No. [ ] Has Shortage N  
 Packed Quantity 0.00

**Ship To**  
 ROCKY MOUNTAIN CACHE  
 DENVER FEDERAL CENTER, BLDG 810  
 LAKEWOOD CO 80225  
 US

**Totals**  
 Weight 504.70 Pounds  
 Volume 56.7865 Cubic Feet  
 No. of Containers 0

**Carrier Info**  
 Delivery Method Shipping Ship Mode TL  
 Service CACHE DELIVER Trailer # [ ]  
 BOL # [ ] Seal # [ ]  
 Pro # [ ] Routing Source Pre-Assigned  
 Requested Carrier Service DEL Routing Error Code [ ]  
 Is Revised Airway Bill # [ ]

**Charges**  
 Carrier Account # [ ]  
 Freight Terms [ ]  
 COD Pay Method [ ]  
 Estimated Shipment Charges \$ 0.00  
 Actual Shipment Charges \$ 0.00  
 Freight Charge \$ 0.00

**Sterling Multi-Channel Fulfillment Solution -- Webpage Dialog**

Shipment Details

Shipment # 0000691601-01 Shipper's Ref. # [ ] Plan # [ ]  
 Enterprise NWCG Ship Node IDGBK Seller NWCG  
 Customer ID/Unit ID [ ] Receiving Node COBMS Merge Node [ ]  
 Has Hazardous Items N Status **Shipment Shipped** Shipping Account Code LLFA241000.LF2000000.HU0000.LFSPD1MB0000

Actual Shipment Date 05/16/2013 11:00:52 Estimated Depart Date 05/13/2013 13:07:10  
 Driver Name [ ] Shipment Tracking Number [ ] Estimated Arrival Date 05/13/2013 13:07:10  
 Vehicle ID [ ] Shipment Pieces [ ]

**Execution Attributes**  
 Execution Status **Shipped** Pack And Hold [ ]  
 Shipment Sort Lane REFLRB-SORT01 Carrier Sort Lane [ ]  
 Wave No. [ ] Has Shortage N  
 Packed Quantity 0.00

**Ship To**  
 ROCKY MOUNTAIN CACHE  
 DENVER FEDERAL CENTER, BLDG 810  
 LAKEWOOD CO 80225  
 US

**Totals**  
 Weight 504.70 Pounds  
 Volume 56.7865 Cubic Feet  
 No. of Containers 0

**Carrier Info**  
 Delivery Method Shipping Ship Mode TL  
 Service CACHE DELIVER Trailer # [ ]  
 BOL # [ ] Seal # [ ]  
 Pro # [ ] Routing Source Pre-Assigned  
 Requested Carrier Service DEL Routing Error Code [ ]  
 Is Revised Airway Bill # [ ]

**Charges**  
 Carrier Account # [ ]  
 Freight Terms [ ]  
 COD Pay Method [ ]  
 Estimated Shipment Charges \$ 0.00  
 Actual Shipment Charges \$ 0.00  
 Freight Charge \$ 0.00

**Sterling Multi-Channel Fulfillment Solution -- Print**

Print

Print Service Name NWCGRefurbTransferReport **35**  
 Printer Name WHSE SHIPPING\_HP\_02 **36**  
 No. of Copies [ ] **37**  
 OK



Helpdesk: 866-224-7677  
 email: helpdesk@dms.nwcg.gov