

This Quick Reference Guide explains how to process a Ready For Issue (RFI) return using the scan gun.

To process an RFI return

If your cache has been configured as a non-RRP node, RFI returned inventory will be in RFI-1. If your cache has been configured as an RRP node, RFI returned inventory will be in REFURB-RFI.

- Under **Menu**, double-tap **RFI Returns**.
- On the **RFI 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.

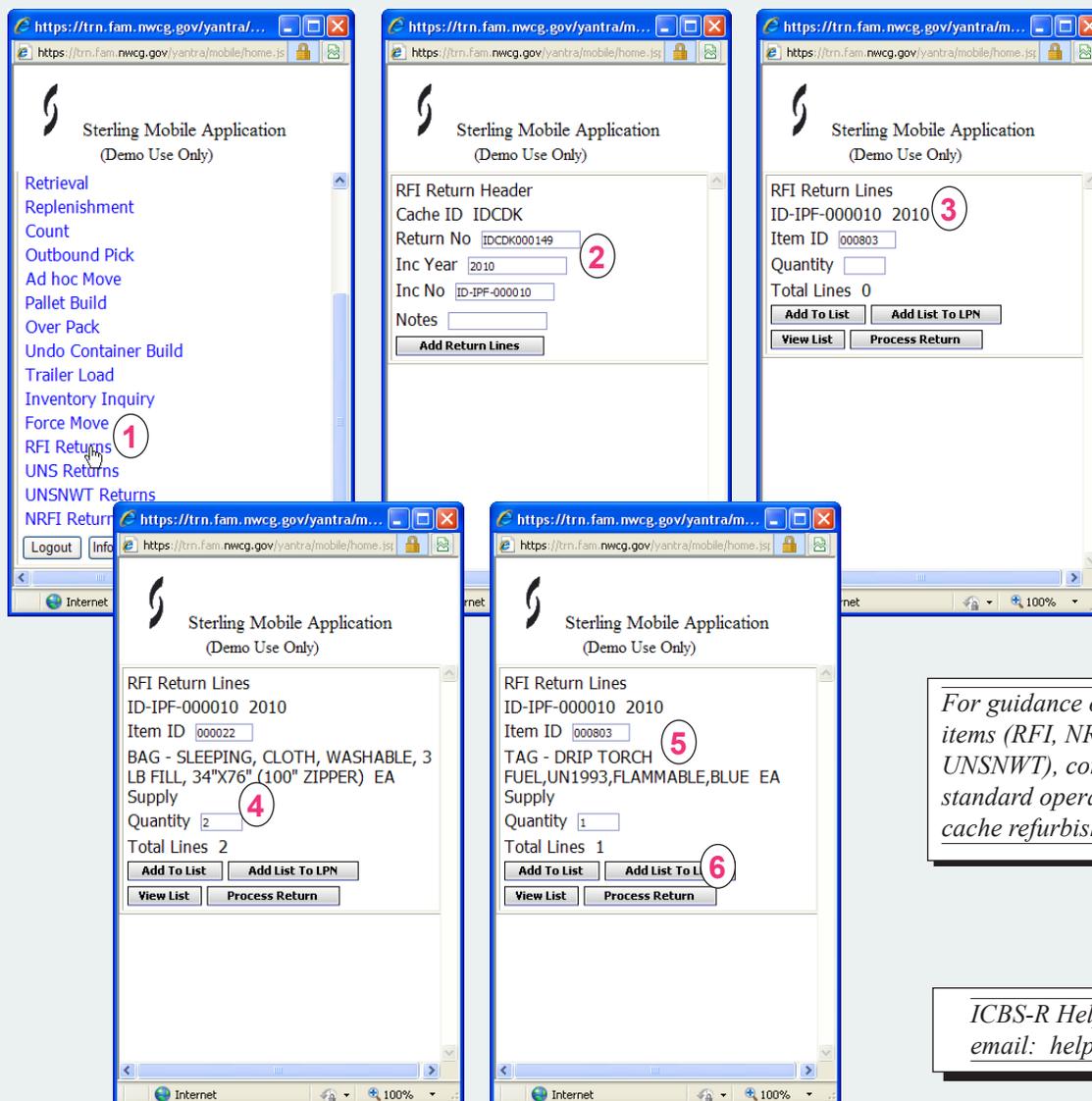
Type any notes for the return in the Notes text box, as appropriate.

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

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

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

Using LPN (License Plate Number) consolidates RFI returned items and eliminates the need for re-scanning returned NFES items during the Ad hoc Move process! For more information see the task on the next page, "To return RFI items using LPN."



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

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email: helpdesk@dms.nwcg.gov

To return RFI items using LPN

The LPN return process speeds up the process for moving RFI items to their respective locations!

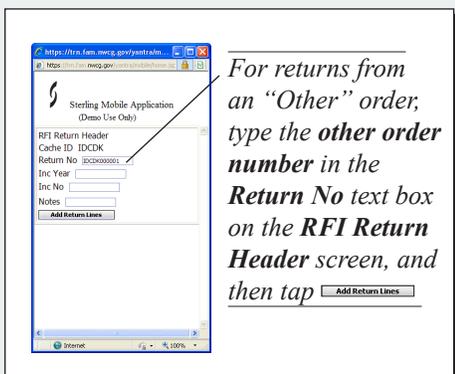
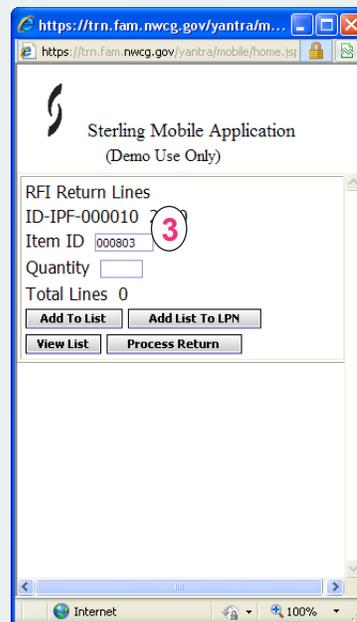
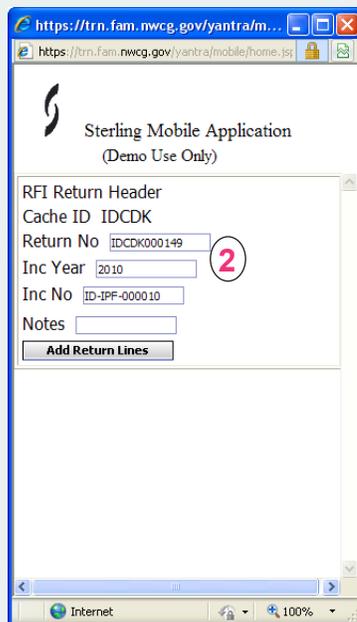
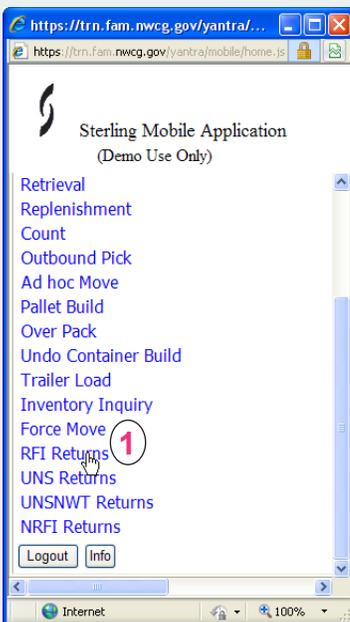
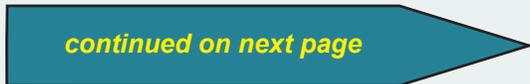
- 1 Under **Menu**, double-tap **RFI Returns**.
- 2 On the next screen that appears, complete the following information and then tap **Add Return Lines**
 - type the **Incident Year** in the **Inc Year** text box
 - type the **Incident Number** in the **Inc No** text box.

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

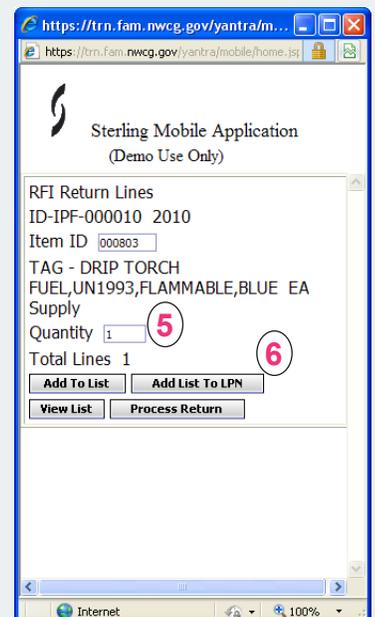
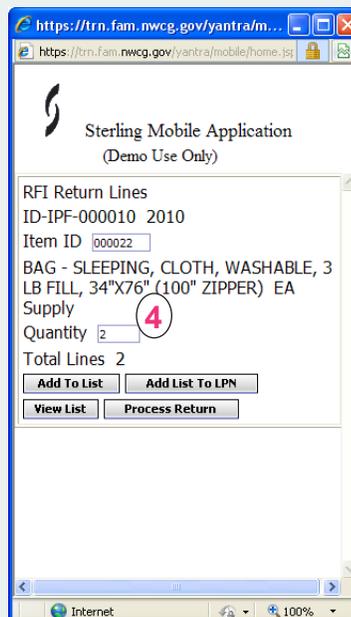
- 3 On the **RFI Return Lines** screen, enter or scan the **Item ID** of the **RFI item**.

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

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



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



To return RFI 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 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 RFI items ready for the Ad hoc Move process

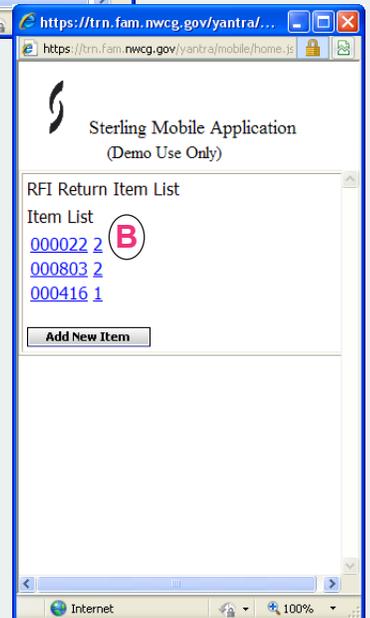
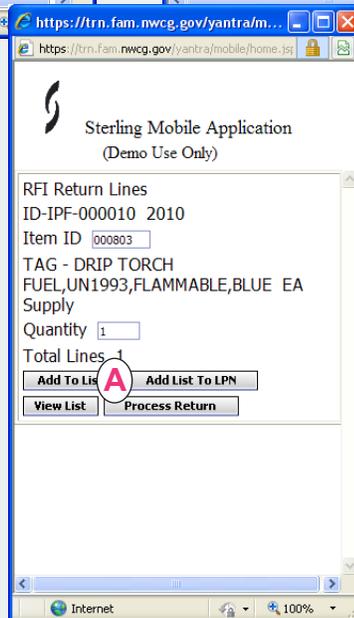
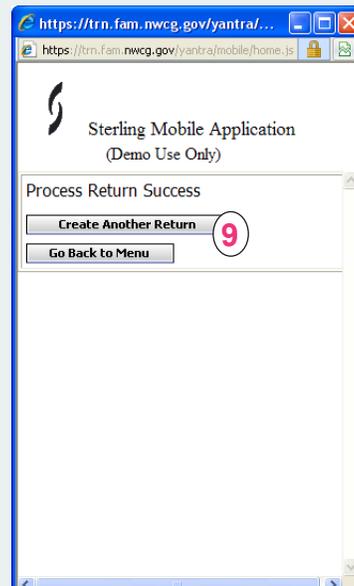
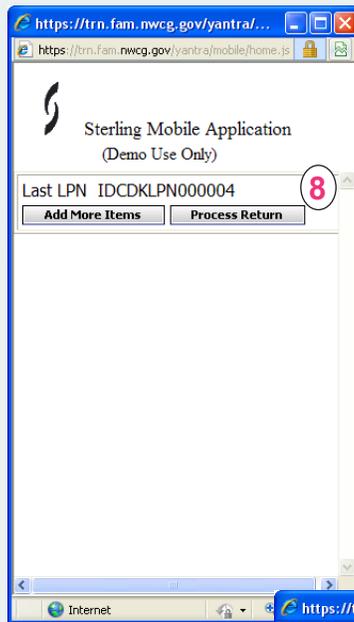
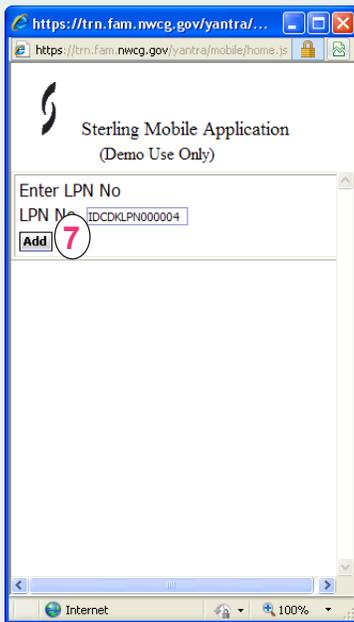
Both trackable and non-trackable items display on the RFI Return Item List screen.

- On the **RFI Return Lines** screen, tap **View List**

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

- A On the **RFI Return Lines** screen, tap **View List**
- B Double-tap the RFI item of your choice.

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



Benefits of using LPN. Under a Standard Return in a RRP node, the items are returned to REFURB-RFI. Once all RFI items are returned, the items will need to be ad hoc moved from REFURB-RFI to the final storage locations. To do this, you must scan each NFES item at the REFURB-RFI location, and then deposit each to the final storage location. By using the LPN return process at an RRP node, you only need to scan the RFI items upon the initial return, which, when you tap **Add List to LPN** consolidates all the items. At this point you can perform an Ad hoc Move, enter the REFURB-RFI and LPN number, and then continue with the move tasks to the storage locations. For a non-RRP node on a normal return, Putaway tasks are system-generated. To complete the return using the Putaway process, all items are moved from RFI-1 to storage.

To complete the move request for an LPN return

Once you scan in the return zone, the LPN return process allows you to type in the LPN to sequentially display all NFES items in the return. To move these items to their respective locations, simply scan each NFES item's locations!

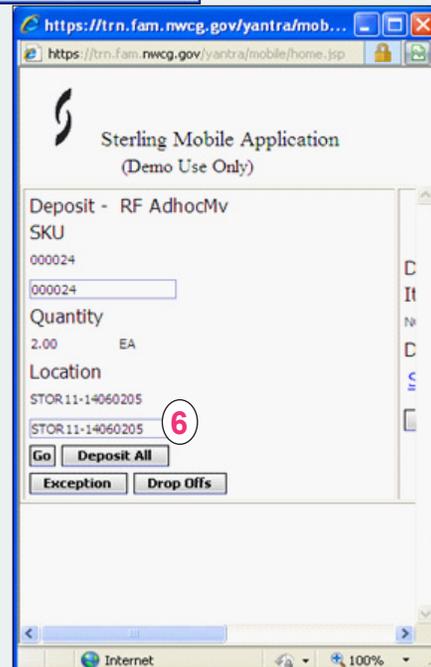
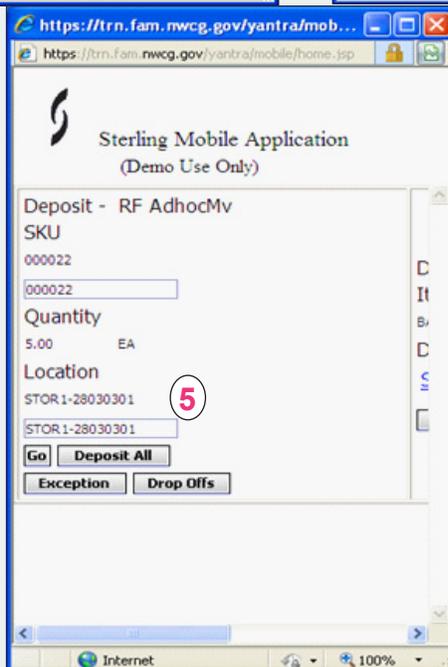
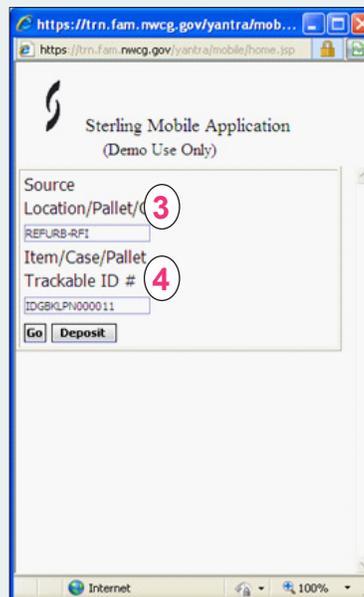
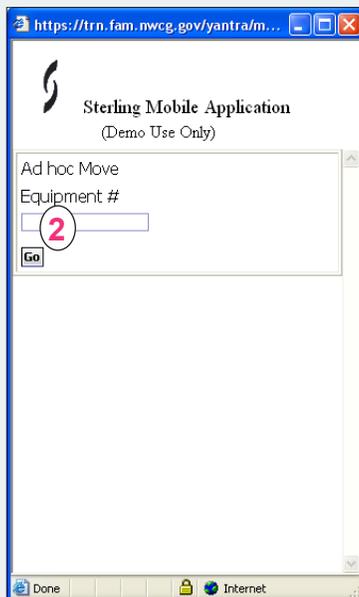
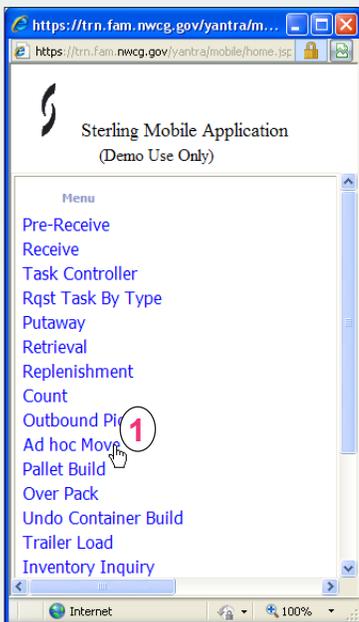
- 1 On the **Menu**, tap **Ad hoc Move**.
- 2 On the **Ad hoc Move** screen, tap **Go**
- 3 On the **Source** screen in the **Location/Pallet/Case** text box, enter or scan the **Location ID**.

For RFI returns in an **RRP node**, enter "REFURB-RFI." For RFI returns in a **non-RRP node**, enter "RFI-1."

- 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 deposited, and then tap **Go**

The *Quantity* for that *Item ID* automatically displays on the screen.

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



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

