



*This Quick Reference Guide explains how to process an ICBS initiated order that is already registered with ROSS.*

### To create an incident issue

- 1 On the **Issues/Transfers** menu, click **Create Incident Issue**.
- 2 On the **Issue Entry** screen in the **Incident/Other Order #** 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] twice.

*Once you tab through the Customer ID text box, the Issue Entry screen will populate with all available information about the incident.*

- 4 Verify that all **accounting code information** is correctly populated for the agency processing the order.

*For example, if the issue was originally processed using an FS Account code but is now being processed by a BLM agency, you must add the BLM account code information. To do this, access the **Incident Console**, query the **incident**, update the **account code information**, and then return to the **issue**.*

- 5 Click the **Issue Type** drop-down arrow, and then click to select the **issue type**.

- 6 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.*

- 7 If you selected **Shipping Instructions** or **Will Pick Up**, complete all required shipping information.

*In this example, Shipping Instructions is selected as the Shipping Type.*

- 8 Complete the **Requested Delivery Date** text boxes, and then click **Create Order**



The screenshot displays the SSCAP 8x 'Issue Entry' screen. The interface includes a navigation bar at the top with options like Alerts, Item, Billing, Incident/Other Orders, Customer, Issues/Transfers, Inbound, Inventory, VAS, Returns, Outbound, Task, System, Analytics, and Conf. The main area is divided into several sections: Header Details, Customer Details, Ship To, Shipping Instructions, and Will Pick Up. Numbered callouts (1-8) highlight specific steps in the process: 1. 'Issues/Transfers' menu; 2. 'Incident/Other Order #' field; 3. 'Incident Year' field; 4. 'Issue Type' dropdown; 5. 'Issue Type' dropdown; 6. 'Shipping Type' radio buttons; 7. 'Shipping Instructions' section; 8. 'Requested Delivery Date' field.





# Processing an ICBS Initiated Issue/Already Registered in ROSS

DATE: 02/28/2011

## 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**.
- 2 Complete the **Shipping Contact Name** and **Shipping Contact Phone** text boxes.  
*If you do not know this information, type N/A.*
- 3 Under **Order Lines**, click **New**
- 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.*

**continued on next page**

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The screenshot shows the SSCAP 8x software interface with several tabs and data fields. Red circles 1 through 5 highlight specific steps in the process:

- 1**: Points to the **Service** dropdown menu in the **Order** tab.
- 2**: Points to the **Shipping Contact Name** and **Shipping Contact Phone** text boxes in the **Order** tab.
- 3**: Points to the **New** button in the **Order Lines** section.
- 4**: Points to the **Request Number** text box in the **Order Lines** section.
- 5**: Points to the **Item ID** text box in the **Order Lines** section.

The interface includes the following sections:

- Order**: Contains fields for Enterprise (NWCG), Issue Number (000623545), Issue Type (Backordered), Incident Name (CHURCHES PARK), Incident Year (2011), Incident Date (02/28/2011 07:31:40), Requested Ship Date (02/28/2011), and various account codes.
- Customer Details**: Shows Unit Type (Federal), Department (USDA), and Agency (FS).
- ROSS Information**: Displays Request (ICBSR), Initiated By (ROSS Fiscal), and Organization (ROSS Owning Agency).
- Bill To**: Shows address 2150 CENTRE AVENUE, BLDG E, PORT COLLING CO 80526 US.
- Shipping Instructions**: Includes instructions to contact Joe Warehouse at 303-555-1212.
- Will Pick Up**: Shows the pick-up time as 02/28/2011 17:00:00.
- Charges**: A summary table showing Line Sub Total (0.00), Total (0.00), Charges (0.00), Total Tax (0.00), Total (0.00), Discount (0.00), and Grand Total (0.00).
- Order Lines**: A table with columns for Line Number, Request Number, Item, PC, UOM, Description, Requested Qty, Available Qty, Issue Qty, Actual Pricing Qty, UTR Qty, Backordered Qty, Forwarded Qty, Ship Date, Comments, Amount, and Status. The first line (S-10000) is highlighted.



# Processing an ICBS Initiated Issue/Already Registered in ROSS

DATE: 02/28/2011

## 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, click **Save** and then click **Confirm** to confirm the issue.

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

9 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."*

The collage consists of four screenshots from the SSCPAP 8x software interface, illustrating the steps to schedule and release an issue:

- Screenshot 1 (Top Left):** Shows the 'Order Lines' table. A red circle highlights the 'Requested Qty' field for the first line item (Request Number 0-10000, Item 000280, Description KTT - ACCESSORY VOLUME PUMP).
- Screenshot 2 (Top Right):** Shows the 'Issue Details' form. A red circle highlights the 'Status' dropdown menu, which is set to 'Created'.
- Screenshot 3 (Middle):** Shows the 'Issue Details' form with various fields filled out, including 'Enterprise: NWCG', 'Issue Number: 000023545', and 'Incident Year: 2011'. A red circle highlights the 'Status' dropdown menu, which is set to 'Created'.
- Screenshot 4 (Bottom):** Shows the 'Schedule Order' dialog box. A red circle highlights the 'OK' button.



# Processing an ICBS Initiated Issue/Already Registered in ROSS

DATE: 02/28/2011

## 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.

continued on next page

SSCAP 8x  
Issue Details

Order

Enterprise: MWCG  
Issue Number: 0000623545  
Issue Type: Backordered  
Document Type: Incident Issue  
Incident Type: Fire - Wildfire  
Incident BLM Account Code: [Blank]  
Incident Other Acct Code: 12345

Seller: MWCG  
Status: Included In Shipment  
Service: FEDEX 3DAY FREIGHT  
Incident No: CO-ARF-000677  
Incident Name: CHURCHES PARK  
Incident FS Account Code: EDPWQ3  
Shipping Acct Code: P2345  
Incident Year: 2011  
Issue Date: 02/28/2011 07:31:40  
Requested Ship Date: 02/28/2011

Customer/Unit Name: [Blank]  
Customer/Unit No: [Blank]  
Requested Delivery Date: [Blank]

Actual Delivery Date: 02/28/2011 07:31:40  
Estimated Delivery Date: 02/28/2011 07:31:40  
Shipping Contact Name: Joe Warehouse  
Shipping Contact Phone: 303-555-1212

Customer Details  
Unit Type: Federal  
Department: USDA  
Age: [Blank]

ROSS Information  
ROSS Financial Code: [Blank]  
ROSS Billing Organization: [Blank]  
ROSS Owning Agency: [Blank]

Bill To  
Request: Y2SR  
Initiated By: ROSS Fiscal Year: [Blank]

2150 CENTRE AVENUE  
FOST COLLING CO 80526  
US

Sterling Multi-Channel Fulfillment Solution -- Webpage Dialog

Order Shipment Items and Containers

Enterprise: MWCG  
Issue Number: 0000623545  
Issue Type: Backordered  
Document Type: Incident Issue  
Incident Type: Fire - Wildfire  
Incident BLM Account Code: [Blank]  
Incident Other Acct Code: 12345  
FS Amount: 0.00  
BLM Amount: 0.00  
Recent Incident: [Blank]  
Ship Cache: EDCOK  
Customer ID/Unit ID: COARF  
Customer/Unit Name: USFS ARAPAHO & ROOSEVELT NPS/PAWNEE NGS  
Actual Delivery Date: 02/28/2011 07:31:40  
Estimated Delivery Date: 02/28/2011 07:31:40  
Shipping Account: EDCOK  
Override Code: [Blank]

Shipment Items

Issue Number	Order Line	Item	UOM	PC	Actual Ship Date	Tracking #	Carrier/Service	Shipment #	Ship's Ref. #
0000623545	2	001040	Supply	KT			FEDEX 3DAY FREIGHT	0000623545-01	
0000623545	1	000506	Supply	BA			FEDEX 3DAY FREIGHT	0000623545-01	

Shipment Containers

Tracking #	Carrier/Service	Expected Ship Date	Actual Ship Date	Ship Node	Recv Node	Shipment #	Status

Sterling Multi-Channel Fulfillment Solution -- Webpage Dialog

Shipment Details

Shipment #: 0000623545-01  
Enterprise: MWCG  
Customer ID/Unit ID: [Blank]  
Has Hazardous Items: N  
Actual Shipment Date: [Blank]  
Driver Name: [Blank]  
Vehicle ID: [Blank]

Shipper's Ref. #: [Blank]  
Ship Node: EDCOK  
Receiving Node: [Blank]  
Status: Shipment Created  
Shipping Account Code: P2345  
Estimated Depart Date: 02/28/2011 07:31:40  
Estimated Arrival Date: 02/28/2011 07:31:40  
Shipment Tracking Number: [Blank]  
Shipment Pieces: [Blank]

Execution Attributes  
Execution Status: Not Started  
Pack and Hold: [Blank]  
Shipment Sort Lane: SFP-SQRT01  
Wave No.: [Blank]  
Packed Quantity: 0.00

Ship To  
USFS ARAPAHO & ROOSEVELT NPS/PAWNEE NGS  
2150 CENTRE AVENUE  
FOST COLLING CO 80526  
US

Totals  
Weight: 403.70 Pounds  
Volume: 35.7943 Cubic Feet  
No. of Containers: 0

Carrier Info  
Delivery Method: Shipping  
Service: FEDEX 3DAY FREIGHT  
Ship Mode: Parcel  
Trailer #: [Blank]  
Seal #: [Blank]  
Routing Source: Pre-assigned  
Routing Error Code: [Blank]  
Always Bill #: [Blank]

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

Sterling Multi-Channel Fulfillment Solution -- Webpage Dialog

Task List

Retrieved: 2 record(s)

Task ID	Task Name	Date Created	Item	Quantity	Task Status	Source Location	Target Location	Primary Reference	Predecessor Task	Assigned To User
356433032	SF Based	Normal	02/28/2011	000606	20.00	Open	B104	SFP-SQRT01	356433030	
356433030	SF Based	Normal	02/28/2011	001040	5.00	Open	STOR1-12020401	SFP-SQRT01	356433030	



# Processing an ICBS Initiated Issue/Already Registered in ROSS

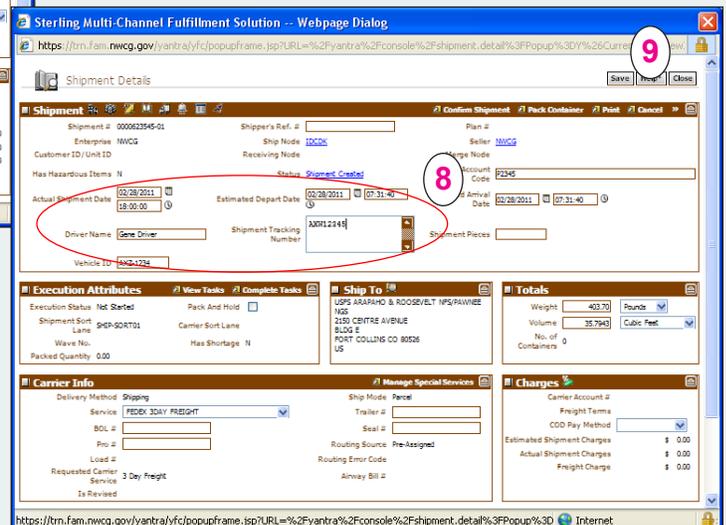
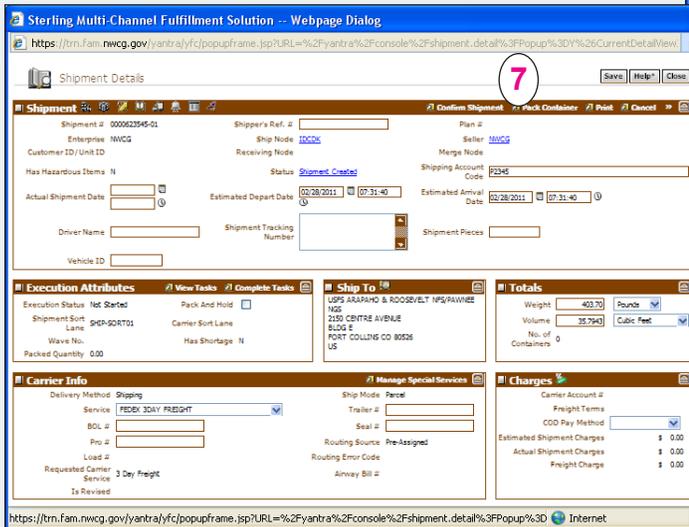
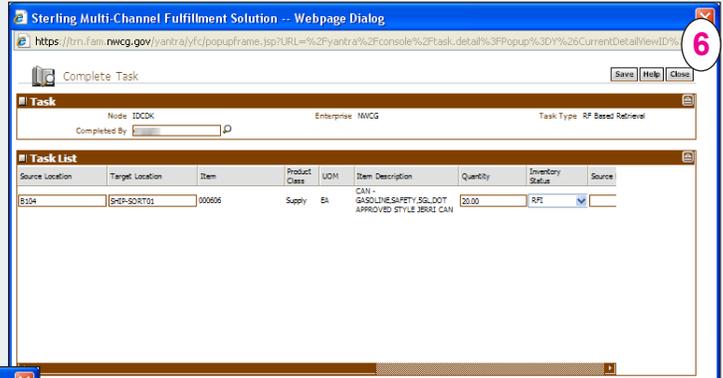
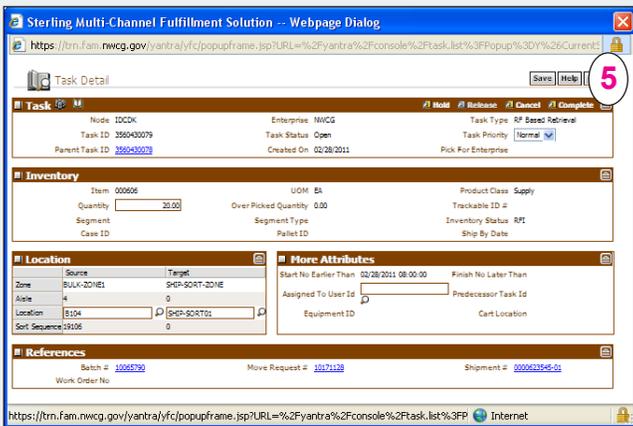
DATE: 02/28/2011

## To complete and confirm the shipment information - continued

- 5 On the **Task Detail** dialog box, click **Complete**
  - 6 On the **Complete Task** 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.

