

CHAPTER 6- TRANSFER ORDERS - SECTION 1

A. TRANSFER ORDERS.

Transfer orders are documents received from GSA agencies requesting property available through a DRMO. A transfer order works much the same as does a MILSTRIP requisition. Transfer Orders, however, are *mailed* or sent by facsimile (FAX) to the Central/Satellite DRMO, rather than coming on-line as do MILSTRIP requisitions. GSA is not required to follow-up with an original, but if one is received, attach the original to the FAXED copy). In addition, one Transfer Order may contain many items (called lines). Once mailed to the Central/Satellite DRMO, they must be entered into DAISY. Once entered, a picking slip is automatically generated for Warehousing personnel. Transfer orders for both the transfer and donation of MLI requiring DEMIL must be inspected to ensure DEMIL statements are provided (see Supplement 4 for Demil Statement).

1. Receive GSA approved SF 122 for transfer to Other Federal Agencies (OFA) or SF 123 for transfer to authorized agencies for donation. The SF 122/123 may contain summary data (total lines and dollar value from an attached DRMS Form 103 or copy of screening list from the Central/Satellite DRMO) instead of being itemized on the SF 122/123. Note: The new GSA automated/faxed Transfer Orders are authorized.

PROCESSING SF 122s FOR OFAs (GO to paragraph 5 below for SF 123 processing)

2. Review the SF 122 for the following minimum data:

- a. Block 1 - Order number.
- b. Block 2 - Date requisition was prepared.
- c. Block 4 - OFA's identity.
- d. Block 5 – Central/Satellite DRMO's name and address.
- e. Blocks 6, 7, 8, 10, 11 & 12 - Information as needed to ship or indication of local pickup in block 6 unless it is known that local pickup is to occur.
- f. Block 13 - NSN/LSN, DTID Number, unit of issue, quantity. If reimbursement is required, fund cite (may be reflected in block 10). This block must contain the DEMIL code. If DEMIL required, have the customer sign the demil agreement (see Paragraph A.23 of this chapter for the certification agreement). Also see Supplement 4 for optional Demil Form and Codes.
- g. Block 14 - GSA AUO's signature.

3. Construct a 14 character transfer order number using the information from blocks 1, 2 and 4 of the SF 122 as follows:

a. Agency code - 6 characters. Obtain the first 2 or 4 characters from list of Federal Civil Agency/Bureau codes listed in DRMS-I 4160.14, Vol IV, Supp 1. The remaining characters may be zeros or any alpha/numeric characters from Block 1..

b. Julian date - 4 characters. The Julian date equal to GSA approved date.

c. Serial number - 4 characters. The last or any 4 characters from block 1.

4. Go to paragraph 7 below.

PROCESSING SF 123s FOR DONATION

All Donation customers must use FEDS. GSA will notify donees of property allocation.

Centralize allocation at GSA Regions 4, 7, and 9.

- ***Region 4 will do allocations for Regions 1, 2, 3, and NCR***
- ***Region 7 will do allocations for Regions 5 and 6***
- ***Region 9 will do allocations for Regions 8 and 10***
- ***Overseas allocations by Regions 3, 7, and 9***
- ***Specialized commodities:***
 - ***Aircraft at Region 9***
 - ***Vessels at Regions 3 and 4***
 - ***Firearms at Region 8***

5. Review the SF 123 for the following minimum data:

- a. Block 1 - Order number.
- b. Block 2 – Donee's identity
- c. Block 8 – Location of the property. Actual location to include warehouse or building number, street address, city, state, and zip code.
- d. Block 9 – Holding Agency. Agency which has accountability and administrative control. It may or may not be the same as Block 8.
- e. Block 11 - Pickup or shipping instructions.
- f. Block 12 - NSN/LSN, DTID Number, DEMIL Code, Quantity & Unit. Code or statement identifying special handling requirements, if any apply, (see Supplement 4 for SF 123 Coding System for Property Requiring Special Handling).
- g. Block 13a/b/c, 13a/d/e, or 14a/b/c - Donee's name, signature and date.
- h. Block 14e/f - GSA ***Regional POC***'s signature and date or other authorized means.

i. Block 14e/f – GSA Local APOs signature and date for donations processed in very short time frame i.e. immediate office moves are normally done outside FEDS and approved by local APO.

6. Construct a 14 character transfer order number using the information from blocks 1, 2 and 14f of the SF 123 as follows

- a. Agency code - 6 characters.
 - State Agency - Obtain the first 2 characters, state code, from DRMS-I 4160.14, Vol IV Supp 1, by use of information in block 1. The 3rd character is always "X." The remaining characters can be zeros or any alpha/numeric characters.
- b. Julian date - 4 characters. The Julian date equal to that in block 14f.
- c. Serial number - 4 characters. The last or any 4 characters from block 1.

Note: Service Educational Activities (SEAs) must contact the SASP to request surplus property.

7. Annotate the transfer order number in the top margin of the SF 122/123.

8. Pull matching DRMS Form 103 from transfer order awaiting approval file, obtain the Central/Satellite DRMO's control listing or obtain/access other means of controlling issues.

9. Match SF 122/123 to DRMS Form 103 or other means of control to identify data missing from paragraph A2/5 above. Annotate missing data on SF 122/123 or attach DRMS Form 103 if it has missing data. Ensure the location of property in on SF 122/123.

10. Resolve invalid/incomplete SF 122/123 by phoning GSA, OFA, and SASP. If SF 122/123 did not have invalid/incomplete or if invalid/incomplete issues are resolved, go to paragraph A2/5 above. If SF 122/123 is canceled:

a. Prepare original and copy of DRMS Form 58 (see Supplement 4 for a sample DRMS Form 58 and preparation instructions) indicating why the SF 122/123 was canceled. Send original DRMS Form 58 and copy of SF 122/123 to GSA region office. File copy of DRMS Form 58 and original SF 122/123 in requisition denial/cancellation file. If property is located at a DRMO FRA notify and send copy to DRMO FRA for their files and update of screening lists.

b. Annotate screening list to reflect that property is available for issue.

11. If SF 122/123 is pre-approved/approved on the spot, see Chapter 7 for delivery of the property,

12. If SF 122 provides a fund cite and shipping instructions:

a. Mark date sent to shipping and "advance copy mailed" on a copy of the SF 122, then file it in shipping suspense file.

b. Mark "Advance Notice" on a copy of the SF 122/123 and mail it to the OFA.

c. Forward the SF 122 to property management or to DRMO FRA. Must be number of copies needed for TO to ship.

13. **Since the SF 122/123 Transfer Orders are sent to both the customer and DRMO simultaneously there is no need for the DRMO personnel to notify the** OFA/Donee, advising that the customer must remove the property in 14 calendar days or until the end of the Final Removal Period, whichever is first.

14. Date stamp the SF 122/123 and place it in the customer pickup suspense file. If property is at a Central/Satellite DRMO/FRA, place copy in customer pickup file and send SF 122/123 to the Central/Satellite DRMO/FRA. If the property hasn't been picked up in 14 days or at the end of the Final Removal Period, do the following:

a. Pull the transfer orders from customer pick up files and stamp "PROPERTY NOT REMOVED."

b. File the stamped SFs 122/123 for a reasonable period of time, then destroy.

c. Notify GSA that customer failed to pick up property.

15. Go to Chapter 7 for issuing property to OFAs and donees.

16. Process picking slips (optional)

- A picking slip is a printed notice to advise that an item is to be pulled from its storage location for issue on a transfer order.
- A picking slip is automatically produced each time Central/Satellite DRMO personnel establish, modify or cancel a transfer order line number in DAISY. Picking slips are output daily by local printer sequenced by site location code, then storage location code.
- There are three types of picking slips:
 - Initial Picking Slip. This is produced by the establishment of a transfer order line number. It is the first picking slip produced for that transfer order line number, and it notifies Central/Satellite DRMO personnel to pull the quantity specified for issue on a transfer order.

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- Modified Picking Slip. This is produced by the modification of a transfer order line number. It is produced only after an initial picking slip has already been output for that transfer order line number, and it reflects a change in quantity (normally an increase) from the Initial Picking Slip.
- Cancel Picking Slip. This is produced by the cancellation of a transfer order line number. It is produced only after an Initial Picking Slip (and possibly a Modified Picking Slip) has already been output for that transfer order line number. It notifies Central/Satellite DRMO personnel that the item will no longer be transferred and should be returned to an appropriate storage location.

- Process picking slips as follows:
 - Receive daily picking slips from local printer.
 - Review and sort picking slips as appropriate.
 - Provide picking slips to warehousing function for pull and/or relocate items for shipment.
 - Receive from warehousing function all picking slips with annotations of action taken.
 - Pass picking slips to transfer order issue process.

17. (See DRMS-I 4160.14, Vol III, Chapter 7 or DRMS-I 4160.14, Volume II, Chapter 7 for instructions on releasing/outloading property.)

NOTE: State agencies and other donees are responsible for removing donated property or for making arrangements with a common carrier for its removal. The Central/Satellite DRMO will not act as agent or shipper in the removal of donated property.

18. If material is located at a DRMO Satellite or FRA, forward the SF 122/123 to the DRMO Satellite or FRA for filing in the customer pick-up file. Pull the corresponding SF 122/123 copy from the transfer order suspense file, annotate accordingly, and refile.

19. Review daily GSA Pickup Overdue Notices.

- If property is not picked up by the end of the Final Removal Period, the property is subject to the 3 day "blue light" period before being moved to the sales cycle.
- To access overdue notices by terminal, go to Chapter 7, Section 2.
- Pull the SF 122/123 from the customer pick-up file.
- Annotate the SF 122/123 and copies with "Customer failed to remove property."

NOTE: *DRMO Satellites/FRAs: File one copy of the SF 122/123 in an SF 122/123 cancellation file and forward original SF 122/123 with remaining copies, if any, to the Central DRMO. Ensure compliance with the above time frame.*

- Pull the corresponding SF 122/123 copy from the transfer order suspension file.
- Mail annotated SF 122/123 to the GSA Region/Allocating Office.
- File original SF 122/123 in the SF 122/123 cancellation file, destroy any remaining copies. Hold original for a reasonable length of time then destroy.

NOTE: GSA may be notified by telephone prior to mailing the SF 122/123 copy; but copies must be returned to confirm failure to pick up property. Maintain items in freeze or transfer order status if required by GSA to assure availability for reallocation.

21. Prepare the required number of copies of the release/shipping document, DD Form 1348-1A or SF 122 to ship/release property.

22. Process as follows when SF 122 property is available for release to transportation:

- Ensure property has correct condition code (if not notify Distribution function to resolve).
- Annotate shipping document with date offered or delivered to PCH and/or T, and file one copy in the pick-up or shipping suspense file.
- Forward remaining copies of shipping document to property management function/commercial activity contractor, as appropriate.

NOTE: Warehousing personnel will accomplish delivery and/or release of the shipment to the packaging and crating activity and/or the Transportation Officer.

- Annotate PC&H charges on the shipping document when PC&H is accomplished by the DRMO.

23. Surplus donated HM must have the following statement on the SF123 and it must be signed by an agent of the receiving organization:

I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgements, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

CHAPTER 6 - SYSTEMS INPUT - SECTION 2

A. ENTERING TRANSFER ORDERS.

Entering Transfer Orders consists of entering the transfer order number on one screen and then adding items, or "lines" to the number on another screen. A Transfer Order entry is required when a GSA approved Transfer Order is received by mail or a temporary transfer order number is assigned in anticipation of a GSA approved Transfer Order being received. **DO NOT FREEZE LINES IN DAISY FOR FEDERAL AND DONATION CUSTOMERS. ITEMS MUST BE AVAILABLE FOR CUSTOMERS TO SUBMIT TAGGING AND ORDERING IN FEDS.**

A Transfer Order can be established without having specific lines (items) added to it. Specific items can be added, changed or deleted anytime after the Transfer Order has been put into the system. You can access the Transfer Order Listing from the Transfer Order menu. This report shows you specific information about each line item entered under a Transfer Order number, including a code indicating if the item has been shipped.

1. **ENTERING A NEW TRANSFER.** A new transfer order is established in the DAISY system by entering the Transfer Order number, either GSA assigned or temporary. Once the new number has been entered, you can enter the lines (items) requested under the specific transfer order. To establish a new Transfer Order, complete the following steps.

Note: This procedure may be used as an optional tool to create a dummy order for DoD and Special Program customers who tag numerous line items and can not immediately input the requisition.

- a. **Access the DRMO User on DAISY Main menu.**
- b. **Access the Generate Transfer Order menu.**
- c. **Access the Initiate Transfer Order Number screen.**

```

replace not stored      find
-----
UDRS1100.001           DAISY                               10/27/95
func1                   INITIATE TRANSFER ORDER NUMBER         10:10

TRANSFER ORDER NUMBER :36X04520200014:
GSA APPROVED NUMBER (Y/N) : Y :

ENTER A TRANSFER ORDER NUMBER, PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find                F5 -Fld Help F10-More Key
    
```

Figure 6-1. Initiate Transfer Order Number Screen

- d. **Type the TRANSFER ORDER NUMBER.** (14 characters)
 A transfer order number consists of the transferee's DODAAC, transfer creation date, and transfer serial number.

 If the transfer order number came from GSA, type that number here. If the Central/Satellite DRMO has not yet received an approved transfer order number from GSA, create a number for temporary use and enter it here.
- e. **Press [F3].**
 The system verifies that this is a new transfer order number and prints the message "TRANSFER ORDER NUMBER DOES NOT EXIST."
- f. **Type Y or N in the GSA APPROVED NUMBER field.** (1 character)
 If the transfer order number is GSA approved, press **Y**.
 If the number is temporary, press **N**.
- g. **Press [F9].**
 Adds the new Transfer Order number and displays the Initiate Transfer Order Line screen (Figure 6-2) showing the new Transfer Order number.

```

replace not stored      find
-----
udrs1000.001          DAISY                               10/27/95
func1                 INITIATE TRANSFER ORDER LINE       10:10
-----
TRANSFER ORDER NUMBER      : 36X04520200014
TRANSFER ORDER LINE NUMBER : 0001
DTID NUMBER                : 5815009430572
NSN/LSN                   : W15GK801170936
TRANSFER QUANTITY REQUESTED : 5
-----
ENTER A TRANSFER ORDER NUMBER, PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find                F5 -Fld Help F10-More Key
    
```

Figure 6-2. Initiate Transfer Order Line Screen

If you do *not* have any transfer order line numbers to assign to this Transfer Order Number, press **[F1]** to return to the Initiate Transfer Order Number screen to enter another Transfer Order Number.

- h. **Type the TRANSFER ORDER LINE NUMBER.** (4 characters)
 Enter the four-digit Transfer Order Line Number for an item assigned to this Transfer Order. To enter Transfer Order Line number 2, type 0002.
- i. **Type the DTID NUMBER assigned to the item.** (14 - 15 characters)
 When the DTID number field is filled, the NSN/LSN related to the DTID just entered will be displayed.
- j. **Type the quantity of the item requested.** (1 - 5 characters)
- k. **Press [F9].**
 Saves the line number information for the transfer order number and verifies the quantity is available from the specified DTID.

If the quantity required on the line item is available from the specified DTID, the message "TRANSFER ORDER LINE NUMBER WAS ADDED" appears on the screen. To add another line (item) number to the transfer order number, press **[Enter]**.

If the quantity available on the DTID is *not* sufficient, the message "THE REQUESTED QUANTITY CANNOT BE FILLED" APPEARS ON THE SCREEN. IF YOU WANT TO SEE SPECIFIC FREEZE INFORMATION FOR THIS DTID, PRESS **[F2]**. Specific freeze information is displayed as shown in figure 6-3.

| | | | | |
|--|-----------------------------|---------|--------|-------------------|
| replace stored | update | record | 1 of | 5 records found |
| udrs1200. func7003 | FREEZE CUSTOMER INFORMATION | | | 10/27/95 09:32 |
| | CUST ID | FRZ QTY | FRZ CD | |
| | SX1283 | 1 | X | |
| | SX1293 | 3 | X | |
| | SX1303 | 7 | Y | |
| | SX1313 | 2 | X | |
| | 130500 | 1 | X | |
| PRESS <F4> PREV SET; <F15> NEXT SET; OR <F1> PREV FORM TO CONTINUE. F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key | | | | |

Figure 6-3. Freezes Applied Against a Specific DTID Information Screen

After viewing freeze information, press **[F1]** to display the Initiate Transfer Order Line screen and continue adding transfer order line items.

2. **ADDING LINES TO AN EXISTING TRANSFER ORDER.** Additional transfer order items may be added to a transfer order when advised by the GSA agency that sent the original transfer order. The steps below represent what to do to enter *one* transfer order line. Repeat the following steps as many times as necessary to enter *all* the lines on the transfer order. To enter one transfer order item, complete the following steps.
 - a. **Access the DRMO User on DAISY Main menu.**
 - b. **Access the Generate Transfer Order menu.**
 - c. **Access the Initiate Transfer Order Number screen.**

```

replace not stored      find
-----
udrs1100.001          DAISY                               10/27/95
func1                 INITIATE TRANSFER ORDER NUMBER      10:10
-----
                TRANSFER ORDER NUMBER :36X04520200014  :
                GSA APPROVED NUMBER (Y/N : Y :

ENTER A TRANSFER ORDER NUMBER, PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find                F5 -Fld Help F10 More Key
  
```

Figure 6-4. Initiate Transfer Order Number Screen

d. **Type the TRANSFER ORDER NUMBER.** (14 characters)

The Transfer Order Number consists of the transferee's DODAAC, transfer creation date, and transfer serial number.

e. **Press [F3].**

The system locates the Transfer Order Number and displays the message "REQUESTED TRANSFER ORDER NUMBER FOUND."

The Initiate Transfer Order Line screen (Figure 6-5) is displayed with the transfer order number filled in.

```

replace not stored      find
-----
udrs1000.001          DAISY                               10/27/95
func1                 INITIATE TRANSFER ORDER LINE      10:10
-----
                TRANSFER ORDER NUMBER           : 36X04520200014
                TRANSFER ORDER LINE NUMBER      : 0003
                DTID NUMBER                     : 5815009430572
                NSN/LSN                         : W15GK801170936
                TRANSFER QUANTITY REQUESTED    : 2

ENTER A TRANSFER ORDER NUMBER, PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find                F5 -Fld Help F10-More Key
  
```

Figure 6-5. Initiate Transfer Order Line Screen

- f. **Type the TRANSFER ORDER LINE NUMBER.** (4 characters)
Type the four-digit Transfer Order Line Number for an item assigned to this Transfer Order. To enter Transfer Order Line number 2, type 0002.
- g. **Type the DTID NUMBER assigned to the item.** (14 - 15 characters)
When the DTID Number field is filled, the NSN/LSN related to the DTID just entered is displayed.
- h. **Type the quantity of the item requested.** (1 - 5 characters)
- i. **Press [F9].**
Pressing [F9] saves the line number information for the Transfer Order Number and verifies that the quantity is available from the specified DTID.
 - If the quantity required on the line item is available from the specified DTID, the message "TRANSFER ORDER LINE NUMBER WAS ADDED" appears on the screen. Then the Initiate Transfer Order Line screen appears with the same transfer order number displayed, ready for entry of the next transfer order line number.
 - If the quantity available on the DTID is not sufficient, the message "THE REQUESTED QUANTITY CANNOT BE FILLED" appears on the screen. If you want to see specific freeze information for this DTID, press **[F2]**. Specific freeze information is displayed as shown in Figure 6-6.

| | | | | |
|--|-----------------------------|---------|--------|-------------------|
| replace stored | update | record | 1 of | 5 records found |
| udrs1200. func7003 | FREEZE CUSTOMER INFORMATION | | | 12/28/95 09:32 |
| | | | | |
| | CUST ID | FRZ QTY | FRZ CD | |
| | SX1283 | 1 | X | |
| | SX1293 | 3 | X | |
| | SX1303 | 7 | Y | |
| | SX1313 | 2 | X | |
| | 130500 | 1 | X | |
| PRESS <F4> PREV SET; <F15> NEXT SET; OR <F1> PREV FORM TO CONTINUE. F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key | | | | |

Figure 6-6. Freezes Applied Against a Specific DTID Screen

After viewing freeze information, press **[F1]** to display the Initiate Transfer Order Line screen and continue adding transfer order line items.

B. UPDATING (CHANGING) TRANSFER ORDERS.

From time to time, you may need to change or correct transfer orders that have already been entered into the system. The customer may want to change the quantity ordered, the initial order may have been incorrectly entered, or the temporary Transfer Order Number is to be replaced by a GSA approved Transfer Order Number.

1. **CHANGE A TRANSFER ORDER LINE QUANTITY.** Change a transfer order line (item) quantity when the customer calls requesting a change or if a mistake was made in the entry of the quantity. To change the quantity of an item on a transfer order, complete the following steps.
 - a. **Access the DRMO User on DAISY Main menu.**
 - b. **Access the Generate Transfer Order menu.**
 - c. **Access the Modify Transfer Quantity screen.**

```

replace not stored      find
-----
udrs1000.001          DAISY          10/27/95
func1                 INITIATE TRANSFER ORDER LINE      10:10
-----
TRANSFER ORDER NUMBER      : 36X04520200014
TRANSFER ORDER LINE NUMBER : 0003
DTID NUMBER                 : 5815009430572
NSN/LSN                     : W15GK801170936
TRANSFER QUANTITY REQUESTED : 2
-----

ENTER A TRANSFER ORDER NUMBER, PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key

```

Figure 6-7. Modify Transfer Quantity Screen

- d. **Type the TRANSFER ORDER NUMBER.** (14 characters)
The Transfer Order Number consists of the transferee's DODAAC, transfer creation date, and transfer serial number.
- e. **Type the TRANSFER ORDER LINE NUMBER.** (4 characters)
Type the four-digit Transfer Order Line Number. To enter Transfer Order Line number 2, type 0002.
- f. **Press [F3].**
The system displays the line information requested as shown in Figure 6-8.

```
replace not stored      find

udrs1300.003          DAISY          10/27/95
func1                 MODIFY TRANSFER QUANTITY      10:11

TRANSFER ORDER NUMBER      : 36X04520200014
TRANSFER ORDER LINE NUMBER : 0001
PRESENT QUANTITY           : 5
TRANSFER QUANTITY REQUESTED : 1

ENTER TRANSFER ORDER NUMBER, PRESS (RETURN)
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key
```

Figure 6-8. Sample Modify Transfer Quantity Screen

g. Type the new TRANSFER QUANTITY REQUESTED. (1 - 5 characters)
Transfer Quantity must be *less* than the amount in PRESENT QUANTITY.

h. Press [F9].

2. CHANGE A TRANSFER ORDER. When the GSA-approved number arrives, change the temporary number to the GSA-approved number. To change the transfer order number, complete the following steps.

- a. Access the DRMO User on DAISY Main menu.**
- b. Access the Generate Transfer Order menu.**
- c. Access the Change Transfer Order Number screen.**

```
replace not stored      find

udrs1100.001          DAISY          10/27/95
func1                 INITIATE TRANSFER ORDER NUMBER  10:10

TRANSFER ORDER NUMBER :36X04520200014  :

GSA APPROVED NUMBER (Y/N : Y :

ENTER A TRANSFER ORDER NUMBER, PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10 More Key
```

Figure 6-9. Change Transfer Order Number Screen

d. Type the current TRANSFER ORDER NUMBER. (14 characters)

A Transfer Order number consists of the transferee's DODAAC, transfer creation date, and the transfer serial number.

- e. **Press [F3].**
The system locates the Transfer Order Number you entered.
 - f. **Type the NEW TRANSFER ORDER NUMBER.** (14 characters)
 - g. **Type the GSA APPROVED indicator.** (1 character)
 - If the new Transfer Order Number is approved, press **Y**.
 - If the new number is temporary, press **N**.
 - h. **Press [F9].**
The system changes the old Transfer Order number to the new Transfer Order number. All existing Transfer Line numbers for the old Transfer Order number are assigned to the new Transfer Order number.
- 3. CANCEL TRANSFER ORDER NUMBER AND ALL LINES.** Cancel a transfer order and all lines when the original was entered incorrectly or when a customer no longer wants the items requested. To cancel an entire transfer order, complete the following steps.
- a. **Access the DRMO User on DAISY Main menu.**
 - b. **Access the Generate Transfer Order menu.**
 - c. **Access the Cancel Transfer Order Confirmation screen.**

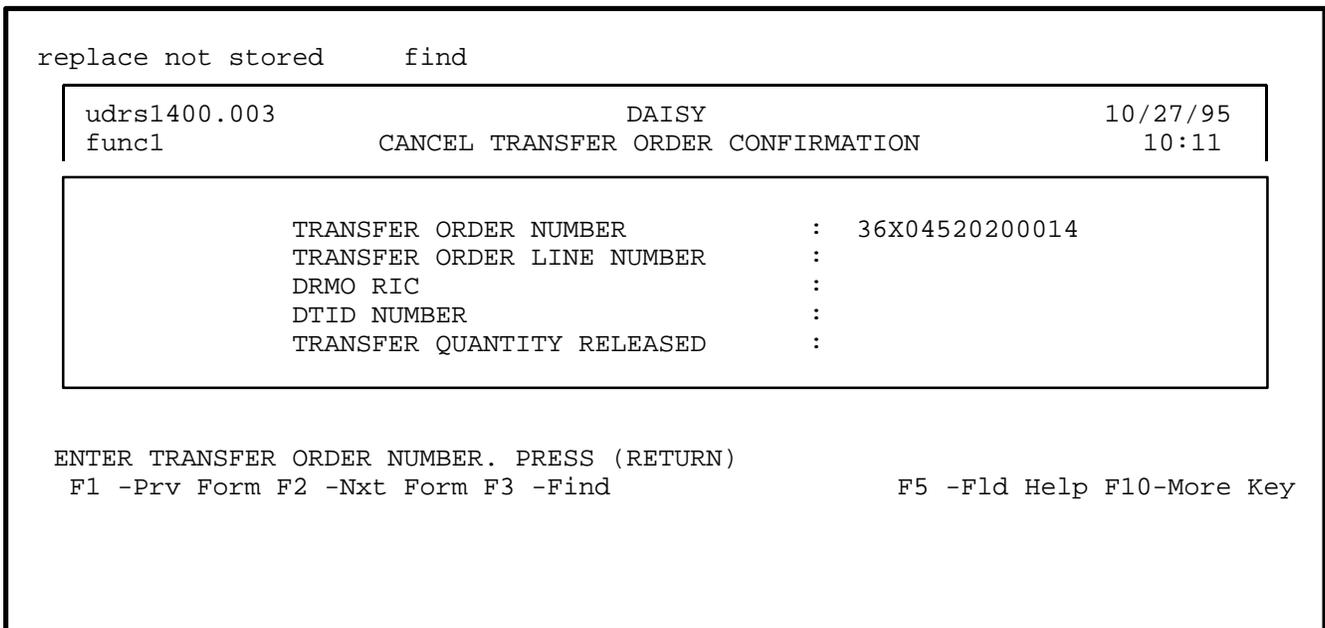


Figure 6-10. Cancel Transfer Order Confirmation Screen

- d. **Type the TRANSFER ORDER NUMBER.** (14 characters)
Type the transfer order number to be deleted from the system.
- e. **Press [F3].**
The system displays the specific transfer order number you requested to cancel and the message "ENTER Y OR N TO CANCEL TRANSFER ORDER, THEN [RETURN]..

- f. **Verify this is the Transfer Order Number you want to cancel.**
 - If this is the Transfer Order to be canceled, press **Y**.
 - If it is not, press **N**.
- g. **Press [Enter].**
- 4. **CANCEL A SPECIFIC TRANSFER ORDER LINE.** The GSA may notify you to cancel a specific line number, but leave the rest of the transfer order in effect. To cancel a line number, complete the following steps.
 - a. **Access the DRMO User on DAISY Main menu.**
 - b. **Access the Generate Transfer Order menu.**
 - c. **Access the Cancel Transfer Order Confirmation screen.**

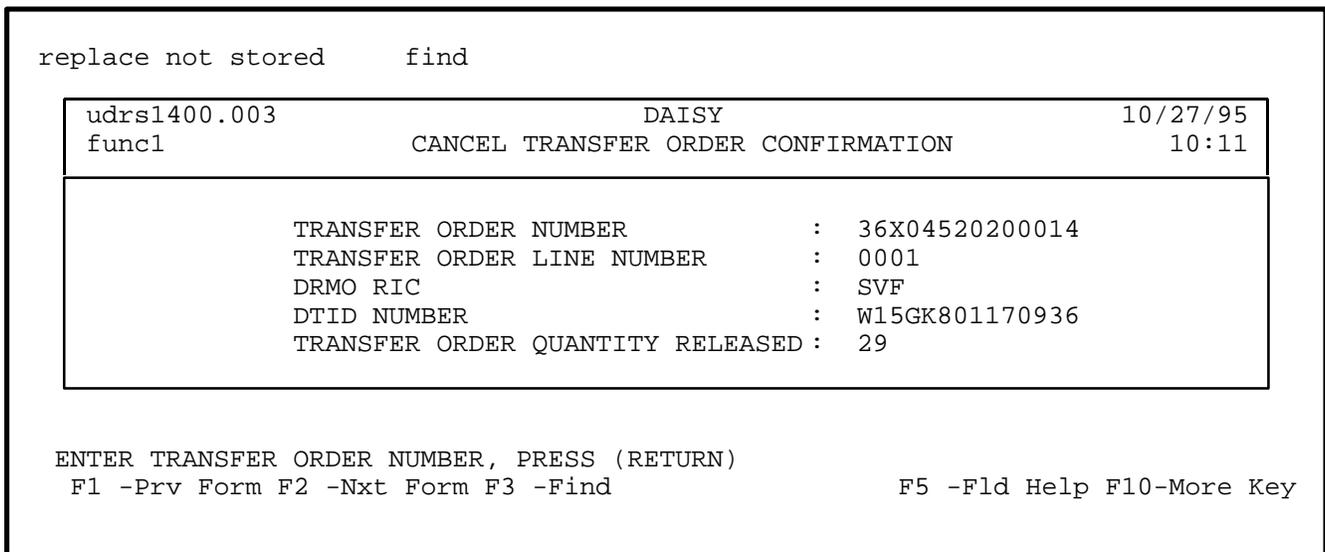


Figure 6-11. Cancel Transfer Order Confirmation Screen

- d. **Type the TRANSFER ORDER NUMBER.** (14 characters)
The Transfer Order Number consists of the transferee's DODAAC, transfer creation date and transfer serial number.
- e. **Type the TRANSFER ORDER LINE NUMBER to be canceled.** (4 characters)
Type the four-digit Transfer Order Line Number. To enter Transfer Order Line number 2, type 0002.
- f. **Press [F3].**
The systems displays information in the remaining fields on the screen and the message "ENTER Y OR N TO CANCEL, THEN PRESS [RETURN]".
- g. **Verify this is the Transfer Order and Transfer Order Line you want to cancel.** (1 character)
 - If the Transfer Order and Line number are correct, press **Y**.
 - If either or both are *not* correct, press **N**.
- h. **Press [F9].**
Pressing [F9] causes the Transfer Line number to be canceled. It is removed from the Transfer Order.

5. **ACCESS THE TRANSFER ORDER REPORT.** The Transfer Order Report contains information about one Transfer Order Number. All line items entered under the Transfer Order Number. Some information available on this report includes DTID number, Storage Location, and whether or not the item has been shipped. To look at the Transfer Order Report, follow the steps below.

a. **Access the Generate Transfer Order menu.**

b. **Access the Transfer Order Listing screen (Figure 6-12) by "TRANSFER ORDER REPORT REQUEST" from the Generate Transfer Order menu.**

```

replace not stored      find
-----
udrs1800.006           DAISY                               10/03/95
funcd01                TRANSFER ORDER LISTING                            14:03
-----
TRFR ORD#:            GSA APPROVED:          # OF OPEN LINES:
                    # OF SHIPPED LINES:
-----
LINE                                     F  R
#  DTID NO/SCRAP ID  NSN / LSN      QTY  UI  SITE STORAGE  C  M  H  DATE
-----
                    -----
ENTER TRANSFER ORDER NUMBER TO BE REASSIGNED.  PRESS F3 TO FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find             F5 -Fld Help F10-More Key
    
```

Figure 6-12. Transfer Order Listing Screen

c. **Type the Transfer Order Number.** (13 characters)

A Transfer Order number consists of the transferee's DODAAC, transfer creation date, and transfer serial number.

d. **Press [F3].**

DAISY locates specific information about the Transfer Order number you entered and displays the information on the Transfer Order Listing screen (Figure 6-13).

```

replace not stored      find
-----
udrs1800.006           DAISY                               10/03/95
funcd01                 TRANSFER ORDER LISTING                          14:03
-----
TRFR ORD#:              GSA APPROVED:              # OF OPEN LINES:
                        # OF SHIPPED LINES:
-----
LINE                                     F R
#  DTID NO/SCRAP ID  NSN / LSN  QTY  UI  SITE STORAGE  C M H DATE
-----
P 0003 ST1ALD1DFBA    0          1  LB  FA A00222251          95330
0006 ST1A00-0310-0003 6505-00-LSN  5  EA  FB F023200S2 A1    95330
* 0007 ST1A00-0310-0001 8810-00-LSN  3  EA  FB F023200S1 A1    95330
c 0008 ST1ALD1DFBA    0          0  LB  FA F023200S3          95331
-----
ENTER TRANSFER ORDER NUMBER TO BE REASSIGNED.  PRESS F3 TO FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find             F5 -Fld Help F10-More Key
    
```

Figure 6-13. Sample Transfer Order Listing Screen

You can get information you need from the screen or you can print a copy of the screen by holding down **[Shift]** and pressing **[PrtSc]**.

GSA approval, the number of lines open for shipment and the number of lines shipped are indicated at the top of the screen for the Transfer Order number displayed. Any lines marked as "canceled" are not included in either the number open or the number shipped. Information about Transfer Order Line numbers displays in columns across the page in order by line number. Each line of the report contains information about one Transfer Order Line number. Column headings identify the information in each column.

The first column, without a heading and to the left of the **LINE #** column, contains one of the following:

- P** - indicates the line item was shipped Post Post
- *** - indicates the line item was shipped
- C** - indicates the line item was canceled
- blank** - indicates the line item is open to be shipped

The **QTY** column is linked to the first column. If the first column indicates shipped (**P** or *****), then the amount in the quantity column is the amount shipped. If the first column is blank and there is an amount in the **QTY** column, this is the amount open to be shipped. A **C** in the first column and a **0** in the **QTY** column indicate the line is canceled.

The **DATE ADDED** column contains the date the Transfer Order Line number was added.

You can also look at manifest information from the Transfer Order Listing screen. If a Line Number displays a **W** in the **HZ** (Hazardous) column, press **[F2]** to display the TRFR Order Shipment and Manifest Data screen (Figure 6-14).

```

replace not stored      update      record      1 of      1
-----
udrs1900.001           DAISY           10/03/95
funcd01                TRFR ORDER SHIPMENT & MANIFEST DATA      14:05
-----
TRANSFER ORDER NO.   : JKTEST00000008      TRANSFER ORDER LINE NO. : 0005
ACTION ACCOUNTING   : 7 / 7                PROPERTY LOCATION RIC   : ST1A
REIMBSMNT/PROCEEDS : / 0.00                DATE SHIPPED            : 11/22/95

MANIFEST DOCUMENT NUMBER      : J488888888888888888
US EPA TRANSPORTER ID NO.     : JR999999999999
ADDL US EPA TRANSPORTER ID NOS. :
TSDF STATE PERMIT NO.        : JR999999999999
EPA HAZARDOUS WASTE NO.     : J999
DESIGNATED FAC. US EPA ID NO. : AAA5555555555

DESIGNATED FACILITY NAME      : ACME
ADDITIONAL DATA              :
SPECIFIC LOCATION             : BATTLE CREEK
GENERAL LOCATION/ZIP CODES    : MI

F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key
  
```

Figure 6-14. TRFR Order Shipment and Manifest Data Screen

d. Press **[F1]** to exit.