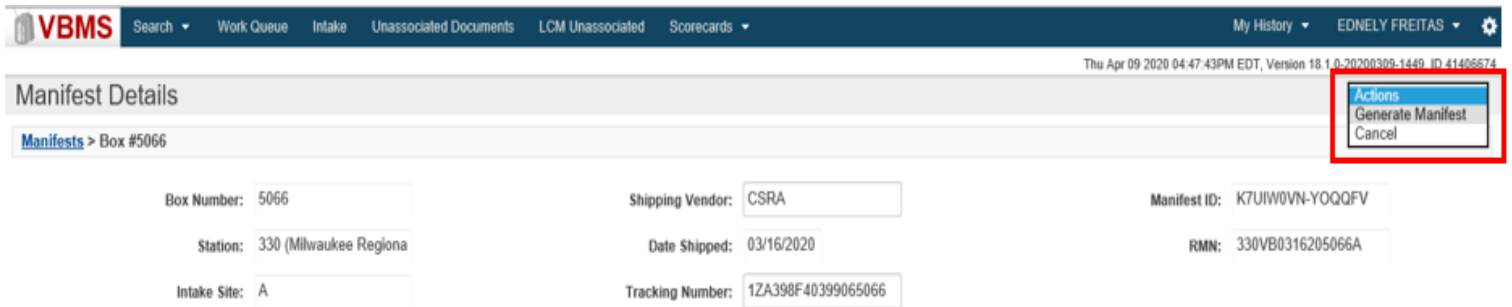


## Quick Guide for Shipping to CSRA

### Steps in VBMS.

1. After all the DCS IDs have been generated, printed, and attached to each paper folder by a rubber band, create the **Shipping Manifest**
2. In VBMS, locate the shipment/box by RMN, Tracking, or Box #. From the **Manifest Details** view type **CSRA** as shown in **Figure 1**
3. Print the **Shipping Manifest**, place the sheet on top of all the DCSIDs and paper folders found in the box
4. Next, on the outside of the box at the top right corner write the RMN in permanent black ink
5. The final step is to ship the box(es) to:

Exela Technologies  
C/O Clarissa Hubbard  
30 Industrial Park Rd  
Mt. Vernon, KY 40456



VBMS Search Work Queue Intake Unassociated Documents LCM Unassociated Scorecards My History EDNELY FREITAS

Thu Apr 09 2020 04:47:43PM EDT, Version 18.1.0.20200309.1449 ID:41405674

### Manifest Details

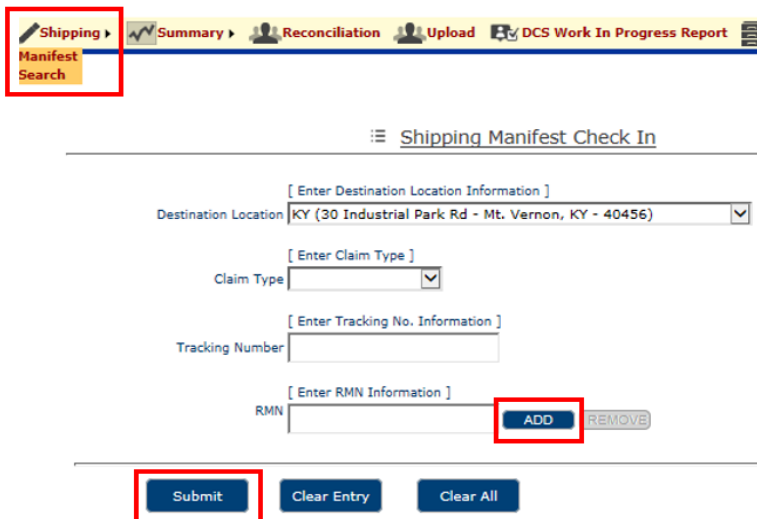
Manifests > Box #5066

Box Number: 5066	Shipping Vendor: CSRA	Manifest ID: K7UIW0VN-YOQQFV
Station: 330 (Milwaukee Region)	Date Shipped: 03/16/2020	RMN: 330VB0316205066A
Intake Site: A	Tracking Number: 1ZA398F40399065066	

Figure 1

### Steps in the Vendor's Portal.

1. To add shipping information (RMN and UPS Tracking) in the [ICMHS Tracking Portal](#) select **Shipping** then **Manifest** as shown in **Figure 2**
2. Select the **Claim Type** from the dropdown menu
3. Type or use your wand to scan the shipping information into the **Tracking Number** and **RMN** fields
4. Press **ADD** then **Submit**
5. The shipping information is added when the **Shipping Manifest** message appears as shown in **Figure 3**
6. Press the **OK** button to return to the Home page.



Shipping > Manifest Search

Summary Reconciliation Upload DCS Work In Progress Report

### Shipping Manifest Check In

[ Enter Destination Location Information ]  
Destination Location: KY (30 Industrial Park Rd - Mt. Vernon, KY - 40456)

[ Enter Claim Type ]  
Claim Type: [ ]

[ Enter Tracking No. Information ]  
Tracking Number: [ ]

[ Enter RMN Information ]  
RMN: [ ] **ADD** REMOVE

**Submit** Clear Entry Clear All

Figure 2

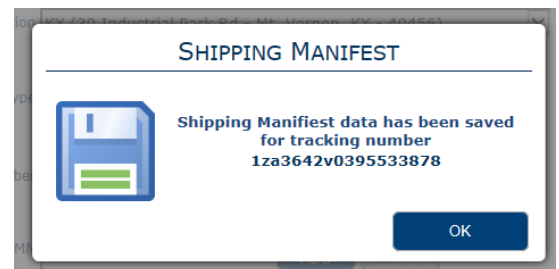


Figure 3