Intro



GFP Initiator Creating a GFP Attachment with a Named Approver

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

### Step 1



This presentation provides an overview of a GFP Initiator creating a GFP attachment with a Named Approver. After reading the Privacy Statement, click the Accept button to continue.

# Step 2



Login with a GFP Initiator User ID and password, then click the Login button.

### Step 3



Click on the GFP icon button.

## InitiatorCreateAttachment

## Step 4

GFP	Government - Lookup -	Documentation -	👤 User : GFP User	<b>X</b> Exit
	GFP Initiator + C GFP Reviewer + Q S GFP Approver + sages	reate GFP Attachment Welcome to Government Furnished Property!		
	(2013-JAN-17 12:08	5) System: All Subject: Build Info Action Required! Message For: All Users	^	
	Version Build Date Application Strever HTD Server Ditabase FTIPED Server FTIPED Server FTIPED Server Status Corrent Usage	V 6.1 0 BuildQ_03 VetSpore 9 0.0 5 gitt i.8 0_181) IBM IHS 00.5 TGTOW Commodue Accomm	nu ,	

To create a GFP attachment, click on the 'Government' menu dropdown.

Next, click the 'GFP Initiator' link from the Government menu dropdown and choose the '+ Create GFP Attachment' link.

### Step 5

GFP Government - Lookup - Documentation -	LUser : GFP User	¥Exit	
GFP Initiator - Create GFP Attachment			
Create GFP Attach			
Existing GFP Attachment Manual Data Entry			
The GFP Initiator will select a method to o	reate a		2
After selecting the Attachment			
method, click on the continue button.			
Continue Help			Ĩ

The GFP Initiator will select a method to create a GFP Attachment. After selecting the Attachment method, click on the continue button.

## Step 6

GFP Initiator - Create GFP Attachment	- Manual Data Entry			
Routing Information				
GFP Initiator Location Code *	GFP Approver Loca	ation Code	a	
S0512A	N00025	×	Lookup	
* = Required Fields.			For this demonstration, the choice for Attachment Type is 'Manual Data Entry'.	
			First, insert the GFP Approver Location Code click on 'Lookup'. The list of GFP Approvers of be dependent on the location code entered.	and will

For this demonstration, the choice for Attachment Type is 'Manual Data Entry'.

First, insert the GFP Approver Location Code and click on 'Lookup'. The list of GFP Approvers will be dependent on the location code entered.

## Step 7

Routing Information				
GFP Initiator Location Code *	GFP Approver Loca	ation Code *	GFP Approver Name	
S0512A	S0512A	Q Lookup	Select	
+ Add (SEP Reviewer/s)			Adam Miller	
The off Revenues			Gov UserId510	
= Required Fields.			GFP App2 Approver	
			Govt Adm510	
			GER Ann Annrover	
			or appropriate	
The User has the option to ad	ld GFP			
The User has the option to ac Reviewer. This process is dis in detail in a different demo.	ld GFP cussed		on AppAppiona	
The User has the option to ac Reviewer. This process is dis in detail in a different demo.	ld GFP cussed	To des	signate a 'Named Approver' f	or the
The User has the option to ac Reviewer. This process is dis in detail in a different demo.	ld GFP cussed	To des attach	signate a 'Named Approver' f	or the SFP Approver
The User has the option to ac Reviewer. This process is dis in detail in a different demo.	ld GFP cussed	To des attach Name	signate a 'Named Approver' f iment, the user will click on G	or the GFP Approver from the list of

To designate a 'Named Approver' for the attachment, the user will click on GFP Approver Name field and select an Approver from the list of values. The User has the option to add GFP Reviewer. This process is discussed in detail in a different demo. Click 'Continue'.

### Step 8

Header Serially Managed Items Non-Serially Manage	d Items Requisitioned Items Routing D	Document History	
GFP Attachment Information			
Attachment Description **	Attachment Number	Attachment Date Pre-stage? (Contract Number Unknown)	
Contract Award	24545	2019-06-14 Yes	•
DoD Contract (FAR) v rogram Title * GFP Attachment		attachment, then click on the 'Create' button. Note: If Pre-Stage field is set to 'No', the Contract	
owneeds Testing		Field is set to 'Yes', the Contract Information Fields will be cleared out and disabled.	

Fill in the required information to create a GFP attachment, then click on the 'Create' button.

Note: If Pre-Stage field is set to 'No', the Contract Information will be required. If the Pre-Stage Field is set to 'Yes', the Contract Information Fields will be cleared out and disabled.

### Step 9

GFP Government - Lookup - Documentation -				1	User : GFP User 🗶
GFP Initiator - Create GFP Atlachment					
Header Serially Managed Items Non-Serially Managed Items Requis	itioned Items Routing Document Histo	ху			
GFP Attachment Information					
Attachment Description ** Attachment M	lumber	Attachment Date	1	Pre-stage? (Contract Number Unknow	m)
Contract Award ¥ 24547		2019-05-14		Yes	~
Contract Information	Message from webpage	×			
Contract Number Type Contract Num	nber 🖉				
DoD Contract (FAR)	Are you sure yo	ou want to Create this GFP Attachment?			
Program Title *		OK Cancel			
GFP Atlachment					
Comments					
Test		The system will ask	, "Are yo	u sure you want	to
* = Required Fields on Submit. ** = Required Fields on Submit and Saving draft do	cument.	Create this GFP Atta	achment	" At this point th	he
		user can 'Cancel', or Attachment by click	r proceed ting on th	to create the e'OK' button.	
Create Save Previous @ Download PDF @ Download	Dicel	,			
	C				

The system will ask, "Are you sure you want to Create this GFP Attachment?" At this point the user can 'Cancel', or proceed to create the Attachment by clicking on the 'OK' button.

## InitiatorCreateAttachment

# Step 10

	Louise Decementation		100000000
P Government -	Cookup - Documentation -		Lost CPP us
FP Initiator - Success	8		
The Contract Awar	rd GFP Attachment was successfully crea	ated.	
Pre-stage Identifier		Attachment Number	Attachment Date
1000003		24547	2019-06-14

After clicking 'Ok' to create attachment, the GFP Initiator will be sent to a Success page that the Attachment was created successfully. Emails will be sent to the other GFP Approvers from the Location Code to inform them of the GFP Attachment.

#### End



This concludes our demonstration.