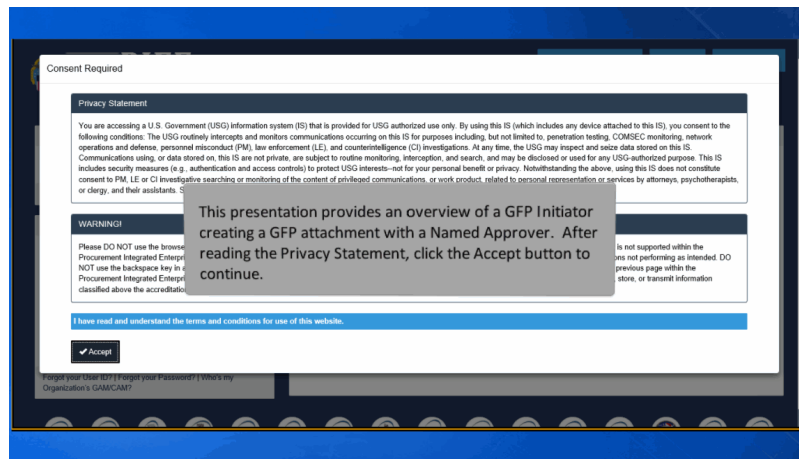


Intro



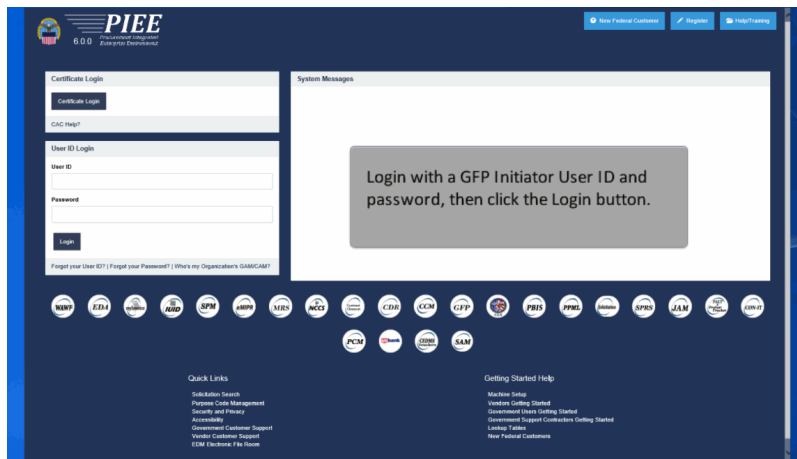
GFP Initiator Creating a GFP Attachment with a Named Approver
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



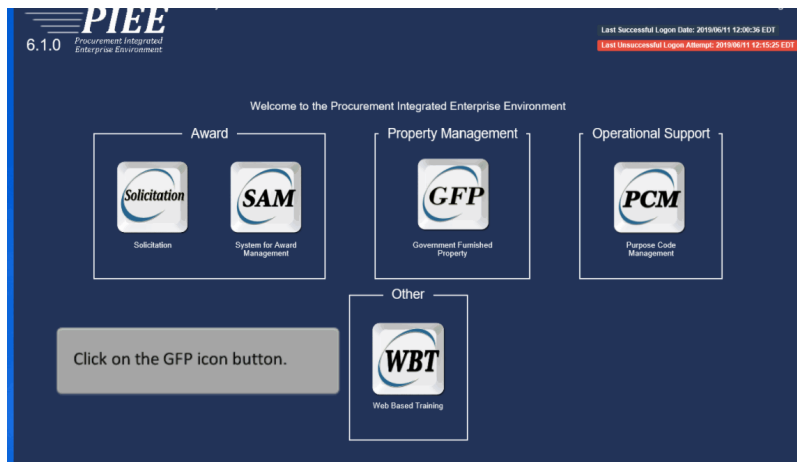
This presentation provides an overview of a GFP Initiator creating a GFP attachment with a Named Approver. After reading the Privacy Statement, click the Accept button to continue.

Step 2



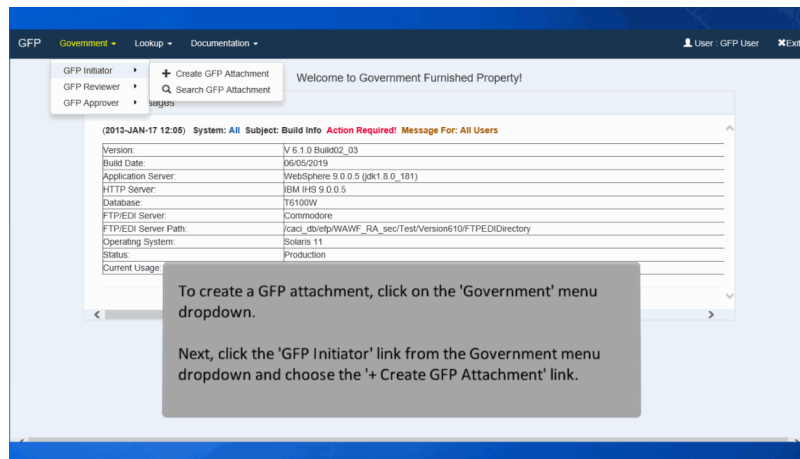
Login with a GFP Initiator User ID and password, then click the Login button.

Step 3



Click on the GFP icon button.

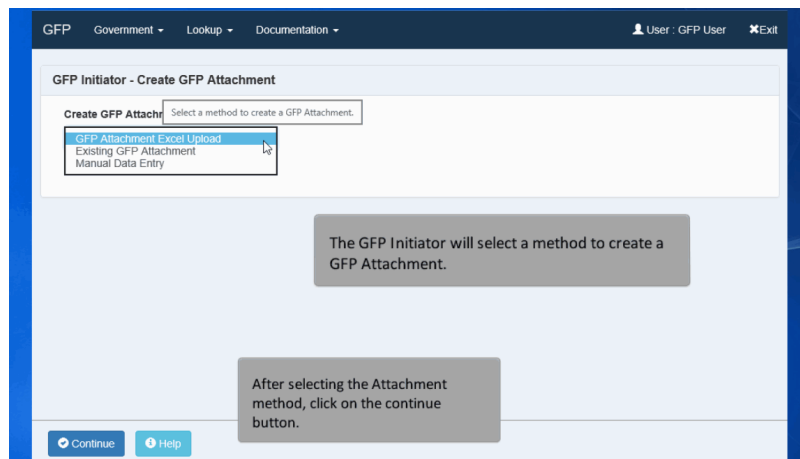
Step 4



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



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 * S0512A

GFP Approver Location Code * N00025 x Q Lookup

+ Add GFP Reviewer(s)

* = Required Fields.

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.

Continue Previous Help

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

GFP Initiator - Create GFP Attachment - Manual Data Entry

Routing Information

GFP Initiator Location Code * S0512A

GFP Approver Location Code * S0512A Q Lookup

GFP Approver Name

+ Add GFP Reviewer(s)

* = Required Fields.

The User has the option to add GFP Reviewer. This process is discussed in detail in a different demo.

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.

Click 'Con'...

Continue Previous Help

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

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.

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

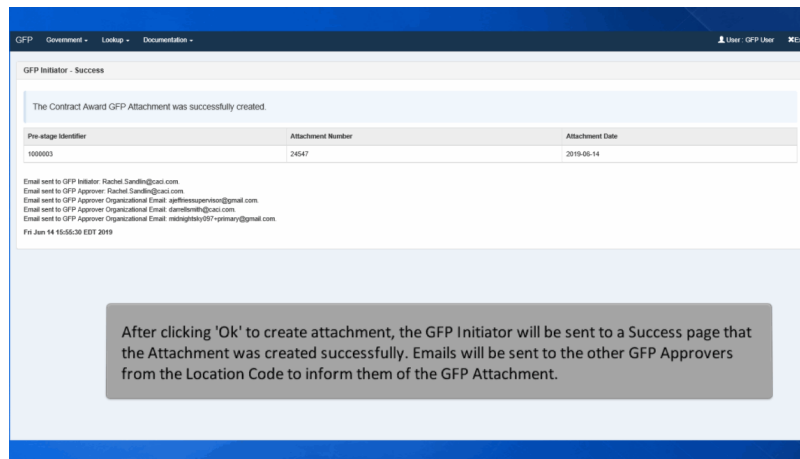
Note: If Pre-Stage field is set to 'No', the Contract Information will be required. If the Pre-Stage Field is set to 'Yes', the Contract Information Fields will be cleared out and disabled.

Step 9

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.

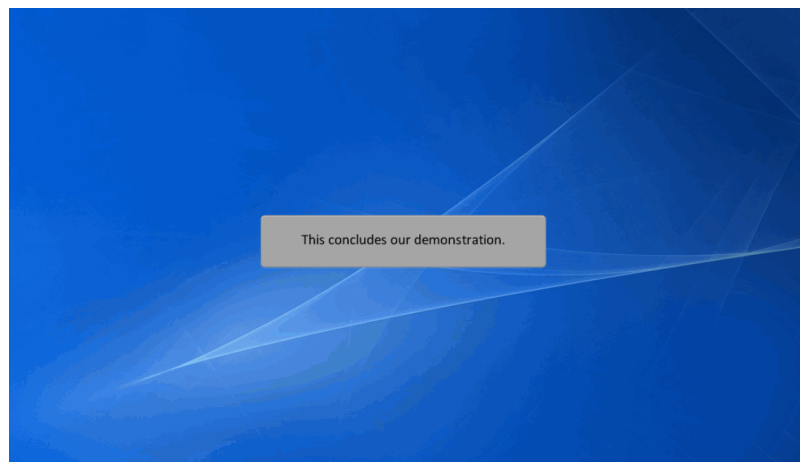
The system will ask, "Are you sure you want to Create this GFP Attachment?" At this point the user can 'Cancel', or proceed to create the Attachment by clicking on the 'OK' button.

Step 10



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.