

Approve GFP Attachment

Training Document



Table of Contents

- Roles 1**
- Approve a GFP Attachment 1**
- Search Criteria GFP Attachment 1**
 - GFP Approver Search Page 1
 - Fields:* 1
- Search Results 2**
 - GFP Approver – Review Folder – Search Results 2
 - Columns:* 2
- GFP Attachment 3**
- Header Tab 4**
 - GFP Attachment Information Fields:* 4
 - Contract Information Fields:* 5
 - Solicitation Information Fields:* 5
 - General Fields:* 6
- Provisioned Items Tab 6**
 - Add Provisioned Item Fields:* 7
- Requisitioned Items Tab 8**
 - Add Requisitioned Item Fields:* 9
- Routing Tab 10**

<i>Routing Information Separated by Roles:</i>	10
Document History Tab	11
<i>Table information:</i>	11
Completing the Review Process	12
Submit Success	12
<i>Success Screen</i>	12
<i>Document Information:</i>	12
Returning a GFP Attachment	13

<p>Roles</p>	<p>The role(s) required to Approve a GFP Attachment submitted by a GFP Initiator in the Government Furnished Property (GFP) application:</p> <ul style="list-style-type: none"> • GFP Approver
<p>Approve a GFP Attachment</p>	<p>This training document provides an overview of how a GFP Approver Approves a GFP Attachment in the GFP application for.</p> <div data-bbox="365 375 690 821" data-label="Image"> </div> <p>Log in to PIEE as a GFP user with access to Create GFP Attachment as described above and access the GFP application. In the GFP application go to Government > (USER ROLE) > Search GFP Attachment.</p>
<p>Search Criteria GFP Attachment</p>	<p>GFP Approver Search Page</p> <p><i>Fields:</i></p> <ul style="list-style-type: none"> • Search Folder (<i>options: View Only / Saved Folder / History Folder / Approval Folder / Returned Folder</i>) • Contract Number • Contract Order Number • Modification Number • Solicitation Number • Amendment Number • Pre-stage ID • Attachment Number • Attachment Date Start • Attachment Date End • Location Code

GFP Approver - Search

Search Folder

Contract Number Contract Order Number Modification Number

Solicitation Number Amendment Number

Pre-stage ID

Attachment Number Attachment Date Start Attachment Date End

Location Code

When the Search Folder is 'Approval Folder', the search will return GFP Attachments in the 'Reviewed' and 'Initiated' statuses.

When the Search Folder is 'Saved Folder', the search will return saved GFP Attachments.

When the Search Folder is 'View Only', the search will return approved GFP Attachments.

When the Search Folder is 'History Folder', the search will return GFP Attachments in all statuses except 'Draft'. The user will also be able to search on the status when the Search Folder is 'History Folder'.

When the Search Folder is "Returned Folder", the search will return GFP Attachments in the 'Returned' status.

NOTE: The date range will default to the last 30 days. The Search Folder will default to 'Review Folder'.

Search Results

GFP Approver – Review Folder – Search Results

Columns:

- Attachment Type
- Contract / Solicitation No.

- Contract Order No.
- Modification / Amendment No.
- Attachment No.
- Attachment Date
- Pre-stage ID
- GFP Approver DoDAAC
- Action
 - View
 - Open
 - Change Routing

GFP Approver - Approval Folder - Search Results

Show 10 entries

Previous 1 2 3 Next

Attachment Type	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	Pre-stage ID	GFP Approver DoDAAC	Action
<input type="text" value="Filter"/>								
Contract Award				1919	2025-02-05	1001006	S0512A	View Change Routing
Contract Modification	0650650650			56416	2025-02-04		S0512A	Open Change Routing
Solicitation	12345678A0123			1	2025-01-14		S0512A	Open Change Routing
Contract Award	F0300024C1211			1	2025-01-23		S0512A	Open Change Routing
Contract Award	F0300024D1210	F0300024F0001		1	2025-01-23		S0512A	Open Change Routing
Contract Award	F0300024D1210	F0300024E0002		1	2025-01-23		S0512A	Open

Click **Open** to begin approving the GFP Attachment.

GFP Attachment

The following tabs will be displayed for all GFP Attachments:

- Header
- Provisioned Items
- Requisitioned Items
- Routing
- Document History

Header Provisioned Items Requisitioned Items Routing Document History

Buttons:

- Save
- Approve
- Return
- Previous
- Download PDF
- Download Excel (*downloads the GFP Attachment data into the GFP Attachment Excel Template*)

All of the GFP Attachment data is editable by the GFP Approvers during the review process.

*NOTE: The **Save** button is available during the approval, and saves all information currently input. During the GFP Attachment workflow process, the current status is maintained when clicking the **Save** button. Take note of the GFP Attachment Information and Contract Information at the top of the page; this number may be used to locate the saved document via the GFP Attachment Search page.*

Header Tab

GFP Attachment Information Fields:

- Attachment Type ** (*options: Contract Award / Contract Modification / Solicitation / Solicitation Amendment*)
- Attachment Number *
- Attachment Date *
- Pre-stage? (*Contract Number Unknown*)

GFP Attachment Information

Attachment Type ** Contract Modification	Attachment Number * 	Attachment Date * 2025-02-04
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NOTE: When the user changes the Pre-stage Indicator from No to Yes, the system will display a Confirmation box. Click the OK button on the Confirmation box accept, click the Cancel button to decline. When the Pre-stage Indicator is Yes, the user cannot add Contract Information.

When the user creates or saves the pre-stage document, the system will add a system generated Pre-stage Identifier to the document to allow the document to be located in the system.

NOTE: When the user changes the Attachment Type from Contract Modification or Contract Award to Solicitation or Solicitation Amendment, the system will display a Confirmation box. When the user clicks the OK button, the system will clear out the Contract Information fields and display the Solicitation Information. Similarly, when the user changes the Attachment Type from Solicitation or Solicitation Amendment to Contract Award or Contract Modification, the system will clear out the Solicitation Information fields.

(section DOES NOT display when “Solicitation” or “Solicitation Amendment” is selected for the ‘Attachment Type’ field)

Contract Information Fields:

- Contract Number Type * (options: Cooperative Agreement / DoD Contract (FAR) / DoD Contract (Non-FAR) / Intragovernmental / Intergovernmental / International Agreement / Micropurchase / Non-DoD Contract (FAR) / Non-DoD Contract (Non-FAR) / Other Agreement / Grant / Non-Procurement Instruments / Uniform PIID (FAR 4.16))
- Contract Number **
- Contract Order Number
- Modification Number (field displays when “Contract Modification” is selected in the ‘Attachment Type’ field)
 - If the Contract Number Type is DoD Contract (FAR), then the Modification Number is restricted to either 2 or 6 characters.
 - If 2 characters are entered, the 2 characters must be 0-9, A-H, J-N or P-Z and cannot be 00.
 - If 6 characters are entered, they must be 0-9, A-H, J-N or P-Z and first character must be A or P.
 - If the Contract Number Type is any other type, then the Modification Number is simply a maximum of any 6 alphanumeric characters.

The screenshot shows a form titled "Contract Information" with four input fields: "Contract Number Type *" (a dropdown menu with "DoD Contract (FAR)" selected), "Contract Number **" (an empty text box), "Contract Order Number" (an empty text box), and "Modification Number" (an empty text box).

NOTE: A GFP Attachment with the same key data (Contract Number, Order Number, and Contract Modification Number) cannot exist and must be unique.

(section ONLY displays when “Solicitation” or “Solicitation Amendment” is selected for the ‘Attachment Type’ field)

Solicitation Information Fields:

- Solicitation Number **
- Amendment Number

Solicitation Information

Solicitation Number **

Amendment Number

NOTE: The Pre-stage Indicator is not available on the Solicitation Amendment.

NOTE: A GFP Attachment with the same key data (Solicitation Number and Solicitation Amendment Number) cannot exist and must be unique.

General Fields:

- Program Title
- Comments

Program Title

Comments

*NOTE: * = Required Fields on Submit. ** = Required Fields on Submit and Saving draft document*

**Provisioned
Items Tab**

Buttons:

- Add Provisioned Item (*buttons display after adding at least one Item*)
- Check All Items on Page
- Uncheck All Items on Page
- Edit Selected
- Delete Selected

Provisioned Items Table Columns:

- Selected
- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacture CAGE
- Part Number
- Model Number
- Serially Managed?
- Property Classification
- Property Usage
- Property System ID
- Quantity
- Unit of Measure
- Unit Acquisition Cost
- Use As Is
- Upgradable?
- Delivery Date
- Duration
- Time Unit
- Delivery Event
- Notes

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Serially Managed?	Property Classification	Property Usage	Property System ID	Unit of Measure	Quantity	Unit Acquisition Cost	Use As Is	Upgradable?	Delivery Date	Duration	Time Unit	Delivery Event	Notes
Item Count: 0																					

Click the **Add Provisioned Items** button, an Add Provisioned Item page displays.

Add Provisioned Item Fields:

- Line Number
- Item Name *
- Item Description *
- National Stock Number †
- Manufacture CAGE †
- Part Number †

- Model Number †
- Serially Managed? * (options: Yes / No)
- Property Classification (options: Equipment / Material / ST/STE / Repairable / FMS / Test / Embeddable)
- Property Usage (options: Consume / Return / Storage)
- Property System ID (menu)
- Quantity *
- Unit of Measure *
- Unit Acquisition Cost
- Use As Is * (options: True / False)
- Upgradable? (options: Yes / No; default: Yes)
- Delivery Date
- Duration
- Time Unit
- Delivery Event
- Notes

NOTE: * = Required. † At least one.

The screenshot shows a form titled "Add Provisioned Item". It contains the following fields and controls:

- Item Number * (text input)
- Item Name * (text input)
- Item Description * (text area)
- National Stock Number † (text input)
- Manufacturer CAGE † (text input)
- AND (text label)
- Part Number † (text input)
- Model Number † (text input)
- Serially Managed? * (dropdown menu)
- Property Classification ⓘ (dropdown menu)
- Property Usage ⓘ (dropdown menu)
- Property System ID (dropdown menu)

Buttons:

- Save/Clone (save the current Item and keep the same input field values on the screen)
- Save/Clear (save the current Item and reset the input fields on the screen)
- Save/Close (save the current Item and return to the Provisioned Items page)
- Cancel (return to the previous screen without saving changes. A Confirmation box will be displayed after clicking the Cancel button)

Requisitioned Items Tab

Buttons:

- Add Requisitioned Item (buttons display after adding at least one Item)
- Check All Items on Page
- Uncheck All Items on Page

- Edit Selected
- Delete Selected

Requisitioned Items Table Columns:

- Selected
- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacture CAGE
- Part Number
- Serially Managed?
- Property Classification
- Property Usage
- Property System ID
- Quantity
- Unit of Measure
- Unit Acquisition Cost
- Use As Is
- Upgradable?

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Serially Managed?	Property Classification	Property Usage	Property System ID	Unit of Measure	Quantity	Unit Acquisition Cost	Use As Is	Upgradable?
Item Count: 0															

Add Requisitioned Item Fields:

- Line Number *
- Item Name *
- Item Description *
- National Stock Number †
- Manufacture CAGE †
- Part Number †
- Serially Managed? * (options: Yes / No; default: No)
- Property Classification (options: Equipment / Material / ST/STE / Repairable / FMS / Test / Embeddable)
- Property Usage (options: Consume / Return / Storage)
- Property System ID (menu)
- Quantity *
- Unit of Measure *

- Unit Acquisition Cost
- Use As Is * (options: True / False)
- Upgradable? (options: Yes / No; default: No)

Add Requisitioned Item

Item Number *	Item Name *						
<input type="text"/>	<input type="text"/>						
National Stock Number †	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Manufacturer CAGE †</td> <td style="width: 10%; text-align: center;">AND</td> <td style="width: 60%;">Part Number †</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> </table>	Manufacturer CAGE †	AND	Part Number †	<input type="text"/>		<input type="text"/>
Manufacturer CAGE †	AND	Part Number †					
<input type="text"/>		<input type="text"/>					
Serially Managed? *	Property Classification ⓘ	Property Usage ⓘ					
<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>					
Quantity *	Unit of Measure *	Unit Acquisition Cost					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

* - Required, † - At Least One

NOTE: * = Required. † At least one.

Buttons:

- Save/Clone (save the current Item and keep the same input field values on the screen)
- Save/Clear (save the current Item and reset the input fields on the screen)
- Save/Close (save the current Item and return to the Requisitioned Items page)
- Cancel (return to the previous screen without saving changes. A Confirmation box will be displayed after clicking the Cancel button)

Routing Tab

The Routing tab contains the location codes for the GFP Initiator, GFP Approver, and any GFP Reviewers added to the GFP Attachment. This data is read-only and can be modified by navigating back to the Routing page.

Routing Information Separated by Roles:

- Location Code
- Office Name

Header Provisioned Items Requisitioned Items **Routing** Document History

Routing Information

GFP Initiator

Location Code	Office Name
S0512A	DCMA SOUTHERN CALIFORNIA

GFP Approver

Location Code	Office Name
S0512A	DCMA SOUTHERN CALIFORNIA

GFP Reviewer(s)

Review Order	Location Code	Office Name	Reviewer Name	Reviewer Function
1	S0512A	DCMA SOUTHERN CALIFORNIA		COR

**Document
History Tab**

Displays all actions taken on the GFP Attachment.

Table information:

- Role
- Name
- Title
- Date of Action
- Action(s)
- Phone Number
- Email

- Org Email
- DSN
- Comments

Header Provisioned Items Requisitioned Items Routing Document History

GFP Initiator

Name	Title	Location Code	Date of Action	Action(s)
Tom Jones	Correctional Institution Administration	S0512A	2025-02-04 17:29 UTC	Saved via Web

Phone Number	Email	Org Email	DSN
532-885-6574	tom.jones@dla.mil	support@dla.mil	

Comments

Completing the Review Process

After the information is reviewed, the document is ready for completion. Click **Review** to continue the workflow process. Document validation runs displaying soft warnings/errors; make necessary corrections before completion. Click **Review** to continue after errors have been fixed.

Submit Success

Successfully approving a GFP Attachment directs the user to a Success screen with the information for the document. The document is in the 'Approved' status.

Success Screen

NOTE: The Contract Award GFP Attachment was successfully approved

Document Information:

- Contract Number
- Contract Order Number
- Attachment Number
- Attachment Date

GFP Reviewer - Success

The Contract Modification GFP Attachment was successfully reviewed.

Contract Number	Contract Order Number	Modification Number	Attachment Number	Attachment Date
0650650650			56416	2025-02-04

Email sent to GFP Initiator: tom.jones@dia.mil.
Email sent to GFP Approver Organizational Email: support-gov@dia.mil.

Tue Feb 04 17:45:13 UTC 2025

NOTE: If the attachment is marked as Pre-staged, then a Pre-staged Identifier is provided instead of the Contract Number and Contract Order Number.

Returning a GFP Attachment

Click **Return** on the GFP Attachment to return it to the originator of the document. A comment is required.