Bulk Transfer PLC Documents – GFP SAM

Training Document

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This guide demonstrates how to Bulk Transfer Plant Clearance Inventory Schedules and Case documents as a GFP System Administrator (SAM) from a Plant Clearance Officer (PLCO) to another active (PLCO). Inventory Schedules and Case documents in the Accepted and Submitted statuses may be transferred. This process will benefit the time sensitive Plant Clearance process for when a PLCO is unavailable.
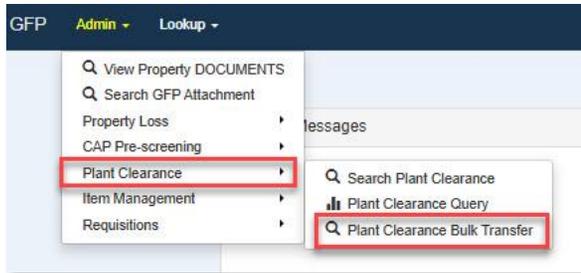
Roles	The Admin role required to perform Plant Clearance Bulk Transfer in the GFP Module. • GFP SAM
GFP – GFP SAM – Navigation	Log into PIEE as a GFP – GFP SAM and access the GFP module. In the GFP module go to **Admin > Plant Clearance > Plant Clearance Bulk Transfer.**
Bulk Transfer Search Criteria	**Search Criteria:** On the Bulk Transfer Search Criteria screen, enter at least one search criterion and click the **Search** button. Matching Inventory Schedules or Case documents will display in the search results. **Search Criteria Fields:** • Inventory Schedule • Case • Contract Number • Contract Order Number • Prime CAGE • Case Number • Schedule Reference Number • Alternative Schedule Reference Number • DoDAAC • Property Location CAGE Code • Plant Clearance Officer First Name • Plant Clearance Officer Last Name • Date Submitted Start • Date Submitted End

Bulk Transfer Search Criteria

Please select the type of Plant Clearance Document to search for: *

☉ Inventory Schedule
○ Case

Contract Number	Contract Order Number	Prime CAGE

Case Number	Schedule Reference Number	Alternative Schedule Reference Number

DoDAAC	Property Location CAGE Code

Plant Clearance Officer First Name	Plant Clearance Officer Last Name

Date Submitted Start	Date Submitted End

You are required to fill in at least one input field.

🔍 Search

Bulk Transfer Search Results

The **Search Results** will display all Inventory Schedules/Case documents assigned to the PLCO users. To quickly select all available documents, click the **Select All** button. Clicking it again will deselect all selected documents.

Bulk Transfer Search Results - Inventory Schedules

☐ Select All	Schedule Reference Number	Case Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Location CAGE Code	Property Location State	Line Item Count	Total Acquisition Cost	Termination	Plant Clearance Officer
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
☐								0	0.00	No	
☐								0	0.00	No	
☐								8	3,744.97	No	
☐						12345	PA	8	3,744.97	No	
☐								13	53,894.97	No	
☐	06481-							0	0.00	No	

⊕ Previous   🔍 Bulk Transfer

| | Click the **View** link under the **Action(s)** column to open Inventory Schedule documents (in Accepted or Submitted status) or Case documents (in Draft or Established status) in view-only mode.

Click the checkbox next to all Inventory Schedules/Case documents that need to be transferred to a new PLCO user.
Then, click the **Bulk Transfer** button under the **Action(s)** column to proceed. |
|---|---|
| **Bulk Transfer – Routing Screen** | On the **Transfer** screen the **GFP SAM** may change the assigned **PLCO** by changing the **Plant Clearance Officer DoDAAC** and selecting a **PLCO** from the new **DoDAAC**. The GFP SAM can also transfer to a new **PLCO** within the existing Plant Clearance **Officer DoDAAC**.

 |

The **Plant Clearance Officer** * field is populated based on available active **PLCO** users registered with the input **Plant Clearance Officer DoDAAC** *.

Routing Information

Plant Clearance Officer DoDAAC *

S0512A

Plant Clearance Officer *

Comments *

⊙ Return to Search Results   ⊙ Transfer

Select a new **PLCO** and enter **Comments** *.
After selecting a new **PLCO** click the **Transfer** button at the bottom of the **Bulk Transfer** screen.

Comments *

This documents are time sensitive and need reviewed by an active PLCO.

⊙ Return to Search Results   ⊙ Transfer

Transfer – Success	A Success Screen will be displayed with Inventory Schedule or Case Document information and info messages for the emails being sent. Emails will be sent to the CPMs and the PLCOs involved in the Transfer. The Inventory Schedules will be available in the new PLCO's Schedule Workload/Search folder located: **Plant Clearance > Plant Clearance Officer > Schedule Workload/Search** tab in GFP. The Case documents will be available in the new PLCO's Case Workload/Search folder located: **Plant Clearance > Plant Clearance Officer > Case Workload/Search** tab in GFP.

Bulk Transfer Success

These Plant Clearance Inventory Schedules were successfully Bulk Transferred.

Schedule Reference Number	Contract Number	Contract Order Number	Prime CAGE	Update Date
1PJF2-kelweb102620b	KBFCON22R0001	1111	1PJF2	2020-10-26
1PJF2kelweb100520a	M6700405D0007	0001	1PJF2	2020-10-22
06481-0000	TESTINGDASH		06481	2020-10-05
Filter	Filter	Filter	Filter	Filter

Showing 1 to 3 of 3 entries

INFO: Email sent to Plant Clearance Officer: c⬛⬛⬛⬛⬛⬛
INFO: Email sent to Contractor Property Manager: alb⬛⬛⬛⬛⬛
INFO: Email sent to Contractor Property Manager Organizational Email: ka⬛⬛⬛⬛⬛
INFO: Email sent to Plant Clearance Officer: qat⬛⬛⬛⬛
INFO: Email sent to Contractor Property Manager: kf⬛⬛⬛⬛⬛
INFO: Email sent to Contractor Property Manager Organizational Email: wa⬛⬛⬛⬛⬛
INFO: Email sent to Plant Clearance Officer: kf⬛⬛⬛⬛