Contractor Acquired Property Pre-screening Create - CPM

Reference Guide

Request Type: Buy Back or Donation

Н	lomepage		GFP Module	CAP Pre-so	creening	Create Document							
This guide demons CPM is requesting recommending do	This guide demonstrates how to create a CAP Pre-screening document for the Request Types Buy Back or Donation. The Request Type Buy Back is used for CAP's where the CPM is requesting compensation for the CAP. The Request Type Donation (only applicable for contracts with FAR 52.245-1 Alt II) is used for CAP's where the CPM is recommending donating the CAP.												
Roles	The role required to C • Contractor	Create a CAP Pre-so Property Manage	creening Document ir er	n GFP Module.									
	Log into PIEE as a Co Manager > Create Do	ntractor Property N ocument.	1anager and access 1	he GFP module. In the GFI	P module go to CAP	Pre-screening > Contractor Property							
Creating a CAP Pre-screening Document	GFP Property Transfer - Pro System Message (2017-APR-06	Operty Loss - CAP Pre-screenin Contractor Prope ges 00:00) System: All Subject: Build	g • Lookup • Documentation • rty Manager • • Create Document The My Workload My History • Info Action Required! Message For: /	In hed Property! Click this button to create a Contractor Acquired Proper All Users	LUser : Bernad								
Two Create Options	There are two ways to Manual Data CAP Pre-screet instructions.)	o begin creating a a Entry sening Excel Upload CAP Pre-screening Document	CAP Pre-screening D	ocument: ion CAP Pre-screening Doc	cument – Excel Uploc	ad at the end of this document for further							

	For the remainder of the demonstration, we will be showing "Manual Data Entry". Enter the contract Information for the CAP Pre-screening Document. Click the "Next" button.
	Losing Contract Information
	Contract Number Type Contract Number Contract Order Number Prime CAGE Code *
	* = Required Fields.
Contract Information	
	Contract Information: • Contract Number Type • Contract Number * • Contract Order Number • Prime CAGE Code * (Prepopulated from user profile)
	NOTE: The asterisk * symbol indicates the field is mandatory
CAP Pre- screening Document has been created – Header	The user will now enter all necessary information for the CAP Pre-screening Document.

leader Line Item Documenta	ation			
osing Contract Information				
Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code	
OOD Contract (FAR)	SP470116D2001	8880	1QU78	
CAP Document Information	6			<**
iotal Document Value				
Request Type Information				
Request Type *	×			
Outing Information				

Request Type Information:

- •
- Buy back CAP in accordance with FAR 52.245-1(j)(1)(I or ii) Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i) ٠
- Donation of CAP in accordance with FAR 45.602-2(b) •

NOTE: Donation of CAP (only applicable for contracts with FAR 52.245-1 Alt II)

NOTE: Convert CAP to GFP Request Type will be presented in another Guide.

otal Document Value	
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equest Type *	
	•
Buy back CAP in accordance with FAR Convert CAP to GFP (after Delivery) in Donation of CAP in accordance with FA	52.245-1(j)(1)(i or ii) accordance with FAR 52.245-1(j)(1)(i) R 45.602-2(b)

Routing Information: Contracting Officer DoDAAC* ٠ Contracting Officer* ٠ Request Type Information Request Type * Buy back CAP in accordance with FAR 52.245-1(j)(1)(i o • Routing Information Contracting Officer DoDAAC * Contracting Officer * S0512A Jakubowski, Candie 1102 KO, EDA12 CERT Barretta, Anthony CAC, Ron Comments Cert_User, Kyle Cruickshank, Mariel Denesik, Dennis Giacchetto, Paul Jakubowski, Cand McDowell, Malcolm Prosacco, Sarina Raine, Nicole Smallwood, Kyle Stokes, Jennifer Submit 🖁 🖁 Save 🖲 Void User_510, Govt

Document Line item

After entering the Contracting Officer DoDAAC * the Contracting Officer (CO) pick list will populate with available CO users.

Enter information for the Line Item(s) by clicking the Line Item tab at the top of the page. Click the "Add Line Item" button.

	Header	Line Item	Docu	mentation															
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Line Number	Item Name *		Item Description *			
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		Contractor Pro	perty Manage	r - CAP Pre-so	creening Docum	nent									
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		CAP Docume	ent Information	n											>
		Line Item Det	tails												
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			Item	Item		Mfr.		Model	Unit of			Unit Acq.	Total Acq.		
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		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter		Filter	Filter	Filter		
		1	Ergonomic Wooden Wallet	Streamline front-end	1394674641809	0HC11	6533852F15	8A347BC539	Each		1	100	100	l	View/Edit
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Contractor Property Manager - CAP Pre-screening Document	
Header Line Item Pocumentation	
Losing Contract Information	>
CAP Document Information	>
WARNING: GFP Application is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in There is a file size limit of 20MB, attachments over this size will be rejected.	n this system.
O Upload a File	
Document Name Submitted By Submit Date Actions	Tooloto
	III Delete
* = Required Fields.	
Header Line Item Documentation	
Losing Contract Information Contract Number Type Contract Number DoD Contract (FAR) SP470116D2001	
CAP Pre- creening bccument - Submit	
AP Pre- reening cument - bubmit Request Type Information	
CAP Pre- Creening Do Contract Information CAP Document Information CAP Document Information Total Document Value 100.00 CAP In accordance with FAR 52.245-1(j)(1)(1 o •	
CAP Pre- contract Contract Information DoD Contract (FAR) SP470116D2001 CAP Document Information CAP Document Value 100.00 Document Value	

	e-screening - Lookup Document Are you docume		mber			
	A Confirm Submission wind Contractor Property Manager The CAP Pre-screening of Losing Contract Number	dow will pop up. Click the "OK" bu - CAP Pre-screening Document locument was successfully submitted.	utton to submit the CAP Pre-sc Losing Prime CAGE Code	reening document to the C	O. Submit Date	
	SP470116D2001 INFO: Email sent to Contractor Prop INFO: Email sent to Contracting Off INFO: Email sent to Contracting Off INFO: Email sent to Contracting Off A success screen will be d document has been subn informing them if the docu	8880 berty Manager: loer: loer Organizational Email: loer Organizational Email: lisplayed with CAP Pre-screening E hitted the "CAP Document Number ument has been Completed or Re	N Document information and inf	ormation messages for the e e CO has taken action an e been Rejected, it will be avo	emails being sent. Once mail will be sent to the ailable in the CAP Pre-s	e the CPM creening >
CAP Pre- screening Document – Excel Upload	My Workload tab in GFP. A CAP Pre-screening Exce	el Template is available in the GFP	module for download.	·		-



There are four tabs within the Excel file:

- Losing Contract Information
- Header Information
- Line Items
- Unit Of Measure List

NOTE: Mandatory fields will be denoted with an asterisk * icon.

The same information that is available during the Manual Data Entry will be available on the Excel.

1	A	В	С	D	E
1	Losing Contract Number Type *	Losing Contract Number *	Losing Order Number	Losing Prime CAGE Code *	
2		T			
3	Losing Contract Num	ber Type			
4	Select Contract Num	ber Type from			
5	the list.				
6					
7					
8					
9					
	Losing Contract Informat	ion Header Information	Line Items Unit C	of Measure List 💮 🕀	

Losing Contract Information:

- Losing Contract Number Type *
 Losing Contract Number *
- Losing Order Number
- Losing Prime CAGE Code *

	Α		В	С		D	E	
1	Losing Contract Number Type *	Lo	sing Contract Number *	Losing Order Numb	per	Losing Prime CAGE Code *		
2		-						
3 4 5	Cooperative Agreement DoD Contract (FAR) DoD Contract (Non-FAR) Intragovernmental	^	Type ype from					
6 7 8	Intergovernmental International Agreement Non-DoD Contract (FAR)	~						
9	Losing Contract Informati	on	Header Information	Line Items Ur	nit Of	f Measure List 🛛 🛞		

Losing Contract Number Type * dropdown options:

- Cooperative Agreement •
- DoD Contract (FAR)
- DoD Contract (Non-FAR) •
- Intragovernmental •
- Intergovernmental
- International Agreement ٠
- Non-DoD Contract (FAR)

A	В	c	D	E	A
1 Request Type *	Gaining Contract Number Type +	Gaining Contract Number +	Gaining Order Number +	Gaining Prime CAGE Code +	Comments
2	×				
3 Request Type 4 Select either Buy Back, GFP, or 5 Donate. If the recommendation 6 is to Buy Back OR Donate CAP 7 then there cannot be a Gaining 8 Contract Number entered, if 9 entered the system will ignore 10 the Gaining Contract					
Losing Contract Information Header Information	Line Items Unit Of Measure	e List 🛛 🕀 🕴 🕴			

Header Information:

- Request Type *
- Gaining Contract Number Type †
- Gaining Contract Number †
- Gaining Order Number †
- Gaining Prime CAGE Code †
- Comments

NOTE: 'Gaining Contract' information is only used when the Request Type is 'Convert CAP to GFP' denoted with the cross symbol †.

	C	D	E	F	Ġ	н	1	J	к	L L
1	Item Description *	National Stock Num	Manufacturer CAGE	Part Number †	Model Number	Unit of Measure *	Quantity *	Unit Acquisition Co	Serially Managed? †	Notes
2		1						24 CE 107		
3										
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	Losing Contract Informatio	n Header Info	rmation Line Ite	unit Of Mea	sure List 📔 🛞				far ar	

Line Items:

- Item Description *
- National Stock Number
- Manufacture CAGE †
- Part Number †
- Model Number
- Unit of Measure *
- Quantity *
- Unit Acquisition Cost *
- Serially Managed? †
- Notes

NOTE: Serially Managed is mandatory for each line item if the Request Type on the Header tab is GFP.

1		А	В	С	D	E	F	G
1	10 Kilogra	m Drum						
2	10,000 Gal	lon Tankcar						
3	100 Board	Feet						
4	100 Kilogra	ams						
5	100 Linear	Yards						
6	100 Pound	Drum						
7	1000 Cubio	Feet						
8	1000 Mete	rs						
9	1000 Poun	ds Per Square Inch				. I.		
	$\{ \boldsymbol{\zeta}_{i} \in \boldsymbol{Y}_{i} \}$	Losing Contract Information	Header Information	Line Items	Unit Of	Measure List	(+	

The Unit Of Measure List provides all useable Unit of Measurements for the line items.

The sample template will have the same information fields as the CAP Pre-screening document.

Create CAP Pre-screening Documer Using? *	nt
CAP Pre-screening Excel Upload	*
= Required Fields.	

Once the information is input on the Excel template the user may use it to upload the information into the GFP module. Select the "CAP Pre-screening Excel Upload" option for Create then click the "Continue" button.

ontractor Property Manager - Create CAP Pre-screening - CAP Pre-screening Excel Upload	
Select a CAP Pre-screening Excel document to upload: "	
Browse CAPPSTemplate.xlsx	
* = Required Fields	
Note: A CAP Pre-screening Excel template is available under the Documentation menu. Warning: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classifie information in this system.	d
Previous Oupload	

On the next screen the user will browse to the location of the Excel template with the information for the CAP Pre-screening Document that needs to be uploaded. After locating the correct file, click the "Upload" button.

NOTE: No spaces or special characters are allowed in the file names.

Losing Contract Information			
Contract Number Type	Contract Number	Contract Order Number	1
		0004	
DoD Contract (Non-FAR)	SP470116D2001	8881	
DoD Contract (Non-FAR) CAP Document Information	SP470116D2001	8881	
DoD Contract (Non-FAR) CAP Document Information Total Document Value	SP470116D2001	8881	

Any information that was input on the Excel template will be automatically input into the GFP CAP Pre-screening Document on the web.