Contractor Acquired Property Pre-screening Create - CPM

Reference Guide

Request Type: Buy Back or Donation
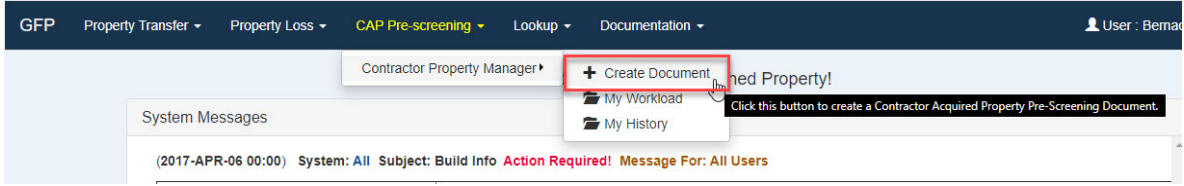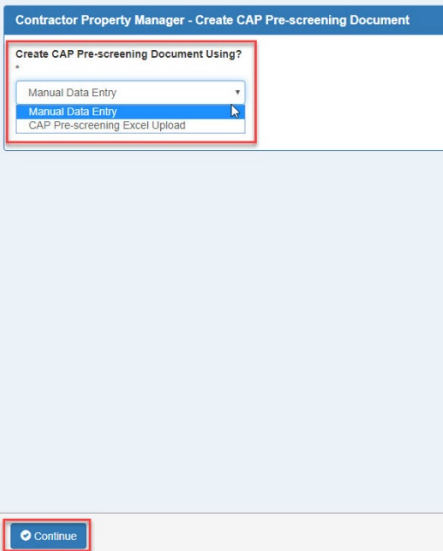
Homepage	GFP Module	CAP Pre-screening	Create Document

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 Create a CAP Pre-screening Document in GFP Module. • Contractor Property Manager
Creating a CAP Pre-screening Document	Log into PIEE as a Contractor Property Manager and access the GFP module. In the GFP module go to **CAP Pre-screening > Contractor Property Manager > Create Document**.
Two Create Options	There are two ways to begin creating a CAP Pre-screening Document: • Manual Data Entry • CAP Pre-screening Excel Upload (Please refer to section **CAP Pre-screening Document – Excel Upload** at the end of this document for further instructions.)

Contract Information	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. **Contractor Property Manager - Create CAP Pre-screening Document** Losing Contract Information Contract Number Type Contract Number * Contract Order Number Prime CAGE Code * [▼] [ ] [ ] [1QU78 ▼] * = Required Fields. ⊙ Previous ⊙ Next **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.

Contractor Property Manager - CAP Pre-screening Document

INFO: CAP Pre-screening document saved as of: '2019-11-19 13:44:31'.

Header   Line Item   Documentation

Losing Contract Information   ⌄

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code
DoD Contract (FAR)	SP470116D2001	8880	1QU78

CAP Document Information   ⌄

Total Document Value

0.00

Request Type Information

Request Type *

[dropdown ▾]

Routing Information

[Submit] [Save] [Void]

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)
- 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.

CAP Document Information

Total Document Value

0.00

Request Type Information

Request Type *

[dropdown ▾]

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)
Donation of CAP in accordance with FAR 45.602-2(b)

Contracting Officer DoDAAC *   Contracting Officer *

Routing Information:
- Contracting Officer DoDAAC*
- Contracting Officer*

Request Type Information

Request Type *

Buy back CAP in accordance with FAR 52.245-1(j)(1)(i o   ▼

Routing Information

Contracting Officer DoDAAC *

S0512A

Contracting Officer *

Jakubowski, Candie   ▼

1102 KO, EDA12 CERT
Barretta, Anthony
CAC, Ron
Cert_User, Kyle
Cruickshank, Mariel
Denesik, Dennis
Giacchetto, Paul
Jakubowski, Candie
McDowell, Malcolm
Prosacco, Sarina
Raine, Nicole
Smallwood, Kyle
Stokes, Jennifer
User_510, Govt

Comments

✔ Submit   🖫 Save   ⊘ Void

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

CAP Pre-screening Document - Line item

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.

Contractor Property Manager - CAP Pre-screening Document

INFO: CAP Pre-screening document saved as of: '2019-11-19 13:53:01'.

Header   Line Item   Documentation

Losing Contract Information   >

CAP Document Information   >

Line Item Details

＋ Add Line Item

Show 25 ▼ entries

Line No. ⇅	Item Name ⇅	Item Desc. ⇅	NSN ⇅	Mfr. CAGE ⇅	Part No. ⇅	Model No. ⇅	Unit of Measure ⇅	Qty. ⇅	Unit Acq. Cost ⇅	Total Acq. Cost ⇅	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
					No data available in table						

Showing 0 to 0 of 0 entries

Previous   Next

✔ Submit   🖫 Save   ⊘ Void

Add Line Item

Line Number	Item Name *		Item Description *
1			

National Stock Number †	Manufacturer CAGE †		Part Number †	Model Number †
		AND		

Unit of Measure *	Quantity *	Unit Acquisition Cost *	Total Acquisition Cost

Serially Managed

Notes

* - Required, † - At Least One

[✔ Save/Clone] [✔ Save/Clear] [✔ Save/Close] [✱ Cancel]

Line Item Information:
- Line Number
- Item Name *
- Item Description *
- National Stock Number
- Manufacture CAGE and Part Number
- Model Number
- Unit Of Measure * (Unit of Measure List is available for review in the GFP module.)
- Quantity *
- Unit of Acquisition Cost *
- Total Acquisition Cost
- Serial Managed
- Notes

After entering the Line Item information there are four options:
- Save/Clone – Save the current entry and clone fields for the next entry.
- Save/Clear – Save the current entry and clear fields for the next entry.
- Save/Close – Save the current entry and return to the view screen.
- Cancel – Cancel adding the current entry.

The Line Items will now be viewable on the Line Items Details view screen.

CAP Pre-screening Document – Documentation

Upload any supporting files for the CAP Pre-screening Document by clicking the Documentation tab at the top of the page.

Contractor Property Manager - CAP Pre-screening Document

Header | Line Item | Documentation

Losing Contract Information   ›

CAP Document Information   ›

WARNING: GFP Application is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is a file size limit of 20MB, attachments over this size will be rejected.

Documents

⊕ Upload a File...

Document Name	Submitted By	Submit Date	Actions
CAP_Pre_Screening_File.pdf	Kris, Bernadine	2019-11-19 13:57:49	👁 View	🗑 Delete

* = Required Fields.

⊕ Submit   💾 Save   ⊗ Void

CAP Pre-screening Document - Submit

After entering all information click the "Submit" button.

Contractor Property Manager - CAP Pre-screening Document

Header | Line Item | Documentation

Losing Contract Information

Contract Number Type   Contract Number

DoD Contract (FAR)   SP470116D2001

CAP Document Information

Total Document Value

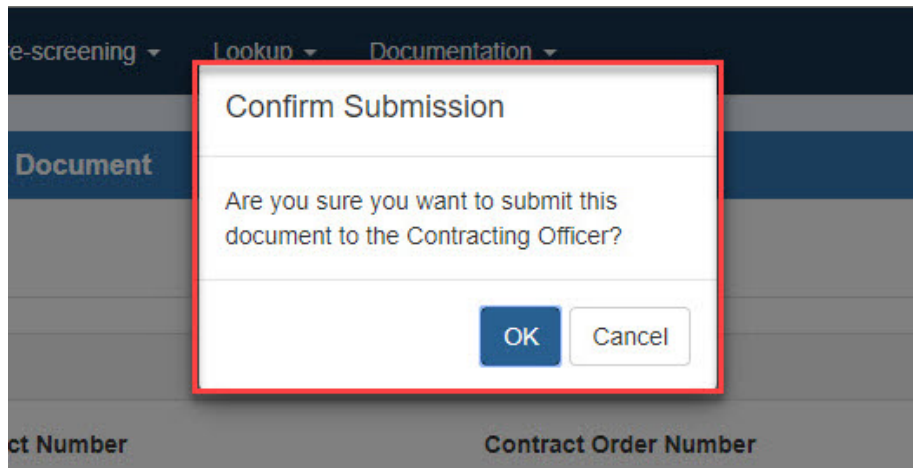100.00

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 *

⊕ Submit   💾 Save   ⊗ Void

A Confirm Submission window will pop up. Click the "OK" button to submit the CAP Pre-screening document to the CO.

A success screen will be displayed with CAP Pre-screening Document information and information messages for the emails being sent. Once the document has been submitted the "CAP Document Number" will be generated. After the CO has taken action an email will be sent to the CPM informing them if the document has been Completed or Rejected. If the document has been Rejected, it will be available in the **CAP Pre-screening > My Workload** tab in GFP.

| **CAP Pre-screening Document – Excel Upload** | A CAP Pre-screening Excel Template is available in the GFP module for download. |
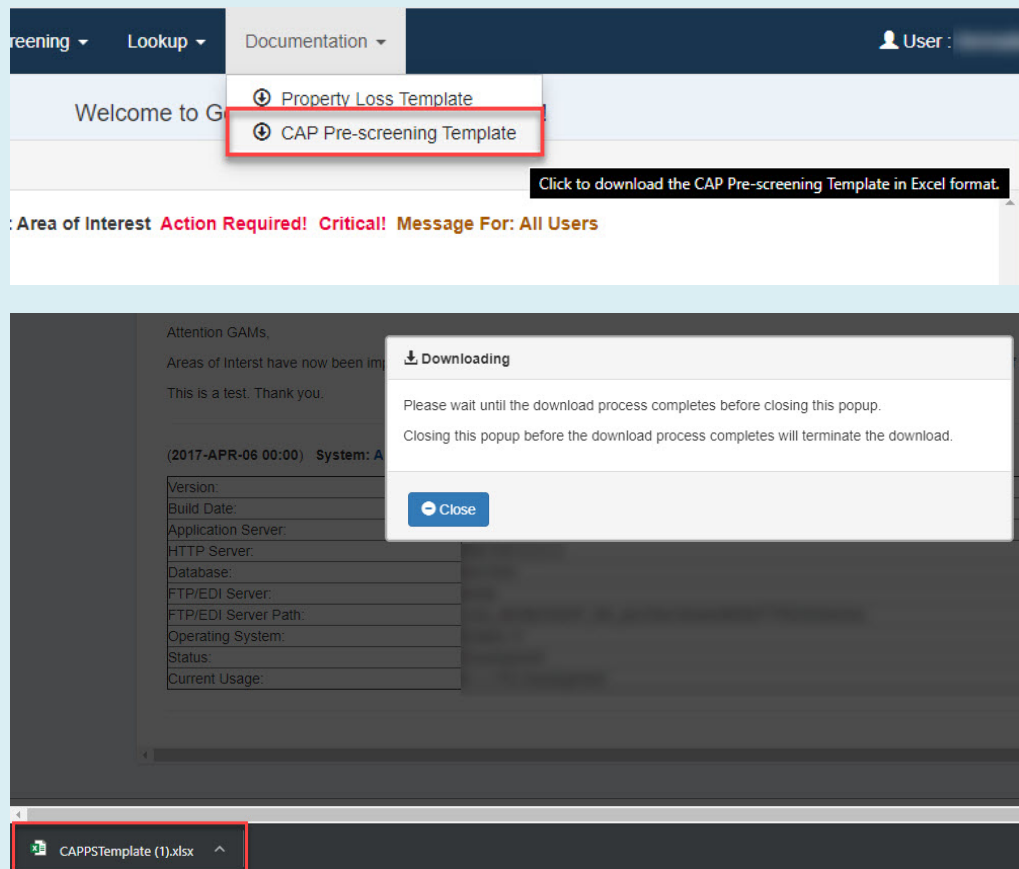
The template will download and will be available to open to fill out the information on the CAP Pre-screening template.

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.

	A	B	C	D	E
1	Losing Contract Number Type *	Losing Contract Number *	Losing Order Number	Losing Prime CAGE Code *	
2		▾			
3					
4					
5					
6					
7					
8					
9					

Losing Contract Number Type
Select Contract Number Type from the list.

◁ ▷   **Losing Contract Information**   Header Information   Line Items   Unit Of Measure List   ⊕

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

	A	B	C	D	E
1	Losing Contract Number Type *	Losing Contract Number *	Losing Order Number	Losing Prime CAGE Code *	
2		▾			
3	Cooperative Agreement				
4	DoD Contract (FAR)				
5	DoD Contract (Non-FAR)				
6	Intragovernmental				
7	Intergovernmental				
8	International Agreement				
9	Non-DoD Contract (FAR)				

Type
ype from

◁ ▷   **Losing Contract Information**   Header Information   Line Items   Unit Of Measure List   ⊕

Losing Contract Number Type * dropdown options:
- Cooperative Agreement
- DoD Contract (FAR)
- DoD Contract (Non-FAR)
- Intragovernmental
- Intergovernmental
- International Agreement
- Non-DoD Contract (FAR)

	A	B	C	D	E	
1	Request Type *	Gaining Contract Number Type †	Gaining Contract Number †	Gaining Order Number †	Gaining Prime CAGE Code †	Comments
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Request Type
Select either Buy Back, GFP, or Donate. If the recommendation is to Buy Back OR Donate CAP then there cannot be a Gaining Contract Number entered, if entered the system will ignore the Gaining Contract Information.

Tabs: Losing Contract Information | **Header Information** | Line Items | Unit Of Measure 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	G	H	I	J	K	L
1	Item Description *	National Stock Numb	Manufacturer CAGE	Part Number †	Model Number	Unit of Measure *	Quantity *	Unit Acquisition Co	Serially Managed? †	Notes
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Tabs: Losing Contract Information | Header Information | **Line Items** | Unit Of Measure List | ⊕

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.

	A	B	C	D	E	F	G
1	10 Kilogram Drum						
2	10,000 Gallon Tankcar						
3	100 Board Feet						
4	100 Kilograms						
5	100 Linear Yards						
6	100 Pound Drum						
7	1000 Cubic Feet						
8	1000 Meters						
9	1000 Pounds Per Square Inch						

◄ ► | 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.

Contractor Property Manager - Create CAP Pre-screening Document

Create CAP Pre-screening Document Using? *

CAP Pre-screening Excel Upload ▼

* = Required Fields.

✔ Continue

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.

Contractor 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 classified information in this system.

[Previous] [Upload]

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.

Contractor Property Manager - CAP Pre-screening Document

Header	Line Item	Documentation

Losing Contract Information

Contract Number Type	Contract Number	Contract Order Number	Pri
DoD Contract (Non-FAR)	SP470116D2001	8881	1Q

CAP Document Information

Total Document Value

0.00

Request Type Information

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