

Contractor Acquired Property Pre-screening Create - CPM

Reference Guide

Request Type: Convert CAP To GFP

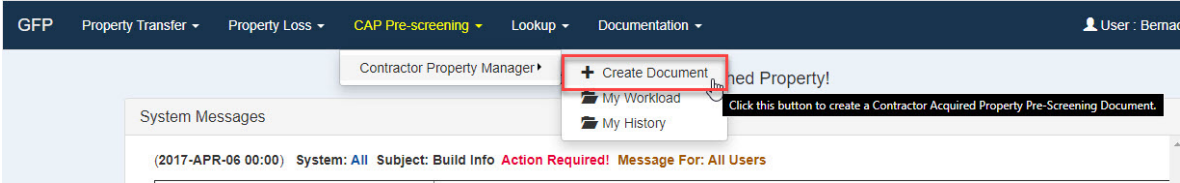
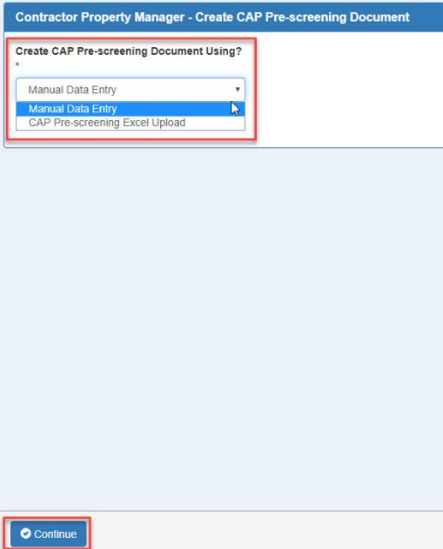
Homepage

GFP Module

CAP Pre-screening

Create Document

This guide demonstrates how to create a CAP Pre-screening document for the Request Type Convert CAP to GFP. The Request Type Convert CAP to GFP is used when the CAP items are being added to another contract.

Roles	<p>The role required to Create a CAP Pre-screening Document in GFP Module.</p> <ul style="list-style-type: none">Contractor Property Manager
Creating a CAP Pre-screening Document	<p>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.</p>  <p>The screenshot shows the GFP module interface. The top navigation bar includes 'GFP', 'Property Transfer', 'Property Loss', 'CAP Pre-screening', 'Lookup', and 'Documentation'. The user is logged in as 'User : Bernadine'. The 'Contractor Property Manager' dropdown menu is open, showing options: '+ Create Document', 'My Workload', and 'My History'. The '+ Create Document' option is highlighted with a red box. A system message is visible: '(2017-APR-06 00:00) System: All Subject: Build Info Action Required! Message For: All Users'.</p>
Two Create Options	<p>There are two ways to begin creating a CAP Pre-screening Document:</p> <ul style="list-style-type: none">Manual Data EntryCAP Pre-screening Excel Upload (Please refer to section CAP Pre-screening Document – Excel Upload at the end of this document for further instructions.)  <p>The screenshot shows the 'Contractor Property Manager - Create CAP Pre-screening Document' dialog box. It asks 'Create CAP Pre-screening Document Using?' and provides two options: 'Manual Data Entry' and 'CAP Pre-screening Excel Upload'. The 'Manual Data Entry' option is selected. A 'Continue' button is at the bottom.</p>

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 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: '2019-12-16 10:56:08'.

Header Line Item Documentation

Losing Contract Information

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code
DoD Contract (FAR)	SP470116D2001	8881	1QU78

CAP Document Information

Total Document Value

0.00

Request Type Information

Request Type *

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: Buy back CAP and Donation of CAP Request Types will be presented in another Guide.

Select Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i) for this demonstration.

0.00

Request Type Information

Request Type *

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 *

After selecting Convert CAP to GFP as a Request Type a Gaining Contract Information section will become available for data entry.

CAP Document Information

Total Document Value

0.00

Request Type Information

Request Type *

Convert CAP to GFP (after Delivery) in accordance with ▼

Gaining Contract Information

Gaining Contract Number Type

▼

Gaining Contract Number * ⓘ

Gaining Contract Order Number

Gaining Prime CAGE Code *

Routing Information

Contracting Officer DoDAAC *

Contracting Officer *

Gaining Contract Information:

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

Gaining Contract Information

Gaining Contract Number Type

▼

Cooperative Agreement
DoD Contract (FAR)
DoD Contract (Non-FAR)
Grant/Cooperative Agreement
Intragovernmental
Intergovernmental
International Agreement
Non-DoD Contract (FAR)
Non-DoD Contract (Non-FAR)
Other Agreement
Non-Procurement Instruments
Uniform PIID (FAR 4.16)

Gaining Contract Number * ⓘ

Gaining Contract Order Number

Contracting Officer *

▼

Routing Information:

- Contracting Officer DoDAAC*
- Contracting Officer*

Gaining Contract Information

Gaining Contract Number Type: DoD Contract (Non-FAR) | Gaining Contract Number *: SP470116D2001 | Gaining Contract O: 8882

Routing Information

Contracting Officer DoDAAC *: S0512A | Contracting Officer *: 1102 KO, EDA12 CERT, Barretta, Anthony, CAC, Ron, Cert_User, Kyle, Cruickshank, Mariel, Denesik, Dennis, Giacchetto, Paul, Jakubowski, Candie, Prosacco, Sarina, Raine, Nicole, Smallwood, Kyle, Stokes, Jennifer, User_510, Govt, govt, MadhuALL, test, acceptor1, visor, super

Comments

* = Required Fields.

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: '2019-12-16 10:59:34'.

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

Add Line Item

Line Number

1

Item Name *

Item Description *

National Stock Number †

Manufacturer CAGE †

AND

Part Number †

Model Number †

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 * (Mandatory for each line item when Convert CAP to GFP Request Type is selected.)
- 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.

Contractor Property Manager - CAP Pre-screening Document

INFO: Successfully added Item with Line Number '1'.

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	
1	Ergonomic Wooden Wallet	Streamline Front-end	1394674641809	0HC11	6533852F15	8A347BC539	Each	1	100	100	View/Edit Delete

Showing 1 to 1 of 1 entries

Submit

Save

Void

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

INFO: Successfully added Item with Line Number '1'.

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...

* = Required Fields.

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	2019-12-16 11:01:38	View Delete

CAP Pre-screening Document - Submit

After entering all information click the "Submit" button.

Contracting Officer DODAAC
S0512A

Contracting Officer
Jakubowski, C

Comments

Submitting request to convert CAP to GFP.

* = Required Fields.

Submit **Save** **Void**

Contract Number
D2001

Contract Number

Confirm Submission

Are you sure you want to submit this document to the Contracting Officer?

OK **Cancel**

Officer *
ki, Candie

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

Contractor Property Manager - CAP Pre-screening Document

The CAP Pre-screening document was successfully submitted.

Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code	Gaining Contract Number	Gaining Contract Order Number	Gaining Prime CAGE Code	CAP Document Number	Submit Date
SP470116D2001	8881	1QU78	SP470116D2001	8882	1QU78	S0512A190077	2019-12-16

INFO: Email sent to Contractor Property Manager: [REDACTED]

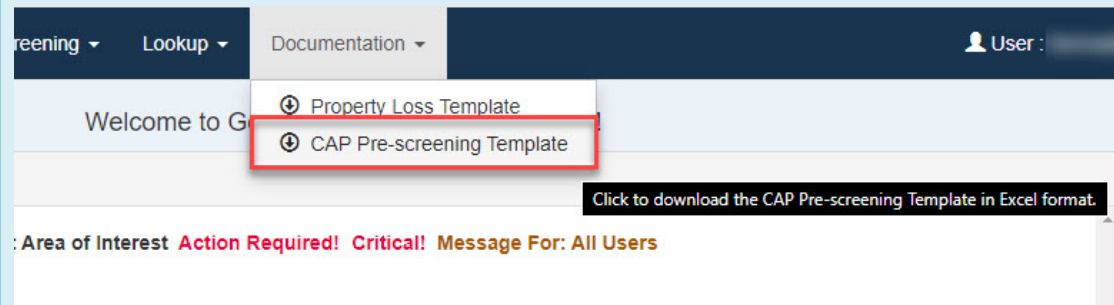
INFO: Email sent to Contracting Officer: [REDACTED]

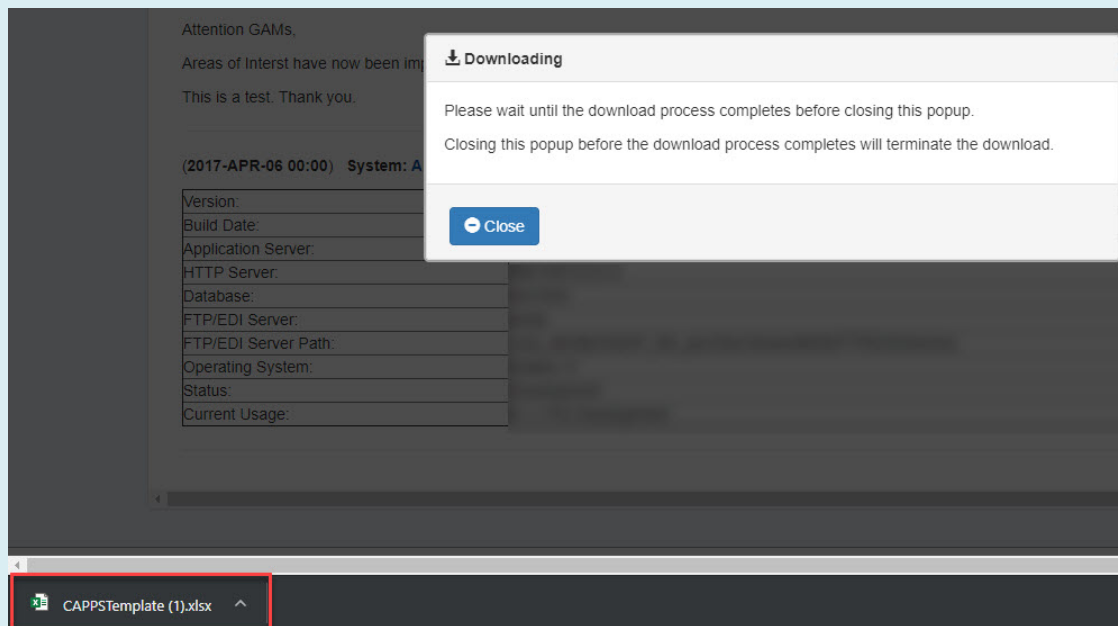
INFO: Email sent to Contracting Officer Organizational Email: [REDACTED]

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.

A CAP Pre-screening Excel Template is available in the GFP module for download.

CAP Pre-screening Document – Excel Upload





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					
4	Cooperative Agreement				
5	DoD Contract (FAR)				
6	DoD Contract (Non-FAR)				
7	Intragovernmental				
8	Intergovernmental				
9	International Agreement				
10	Non-DoD Contract (FAR)				
11					

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						

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 Num	Manufacturer CAGE	Part Number †	Model Number	Unit of Measure *	Quantity *	Unit Acquisition C	Serially Managed? †	Notes
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

< > | 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.