

Create GFP Attachment

Training Document

Homepage

GFP

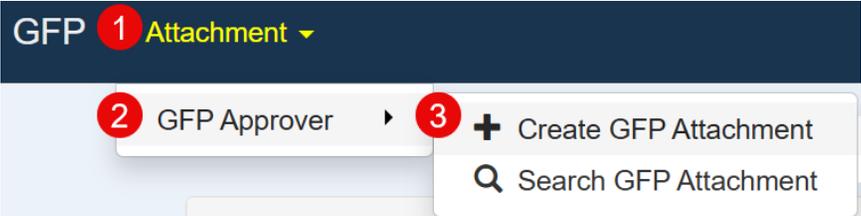
Government

Create GFP Attachment

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<p>Roles</p>	<p>The role(s) required to Create a GFP Attachment submitted for review by a GFP Approver in the Government Furnished Property (GFP) application:</p> <ul style="list-style-type: none"> • GFP Initiator • GFP Approver
<p>Creating a GFP Attachment</p>	<p>This training document provides an overview of how a GFP Initiator / Approver Creates a GFP Attachment in the GFP application for.</p> <p><i>NOTE: This training document will demonstrate from the perspective of the GFP Initiator, but the steps are the same for the GFP Approver. The difference being the pages and buttons will be GFP Approver instead and the GFP Approver may create and approve in one step.</i></p>   <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 Attachment > (USER ROLE) > Create GFP Attachment.</p>

Three Create Options

There are three ways to create a GFP Attachment:

- GFP Attachment Excel Upload
- Existing GFP Attachment
- Manual Data Entry

This training document briefs on GFP Attachment Excel Upload and Existing GFP Attachment, and then will continue with the process of Manual Data Entry Create.

Creating – GFP Attachment Excel Upload

A GFP Attachment Excel Template and GFP Template Instructions is available to GFP Initiators and GFP Approvers under the Documentation menu.

When the user selects GFP Attachment Excel Upload and clicks the **Continue** button, the system will display the GFP Attachment Excel Upload page.

GFP Initiator - Create GFP Attachment - GFP Attachment Excel Upload

Select a GFP Attachment Excel document to upload: *

Browse...

* = Required Fields

Note: A GFP Attachment 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.

Upload Previous Help

The GFP Initiator will click the Browse button to select the GFP Attachment Excel document and click the **Upload** button to upload the document. If the Excel document passes the validations, the Routing page will be displayed.

If the Excel document fails the validations, the system displays an error indicating that errors have been found on the Excel and the errors may be downloaded below. The user can download the error message text file by clicking the **Download Errors** button. The user can upload the same spreadsheet after fixing the errors.

GFP - Create GFP Attachment - GFP Attachment Excel Upload

ERROR: The uploaded GFP Attachment spreadsheet contains errors. Please fix the errors and upload your spreadsheet again. The errors can be downloaded by clicking the Download Errors button.

Select a GFP Attachment Excel document to upload: *

Browse...

Upload

Download Errors

Previous

Help



When the user selects Existing GFP Attachment and clicks the **Continue** button, the system will display the Search Existing GFP Attachments page.

The GFP Initiator may enter search criteria for a GFP Attachment and then click the **Search** button.

GFP Initiator - Create GFP Attachment - Existing GFP Attachments - Search

Contract Number

Contract Order Number

Modification Number

Solicitation Number

Amendment Number

Pre-stage ID

Attachment Number

Attachment Date Start

Attachment Date End

Search

Previous

Help

Creating –
Existing
GFP
Attachment

The system will then query the database to find any GFP Attachments that are not in Draft status and are accessible to the user.

A list of available GFP Attachments will be displayed to use as a template. The list will be sorted in descending order by Modification Number. When the GFP Initiator clicks the Use As Template button under the Action column the system will display the Routing page.

GFP Initiator - Create GFP Attachment - Existing GFP Attachments - Search Results

Show 10 entries

Previous 1 2 3 4 5 Next

Attachment Type	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	Pre-stage ID	Action
<input type="text" value="Filter"/>							
Solicitation Amendment	12345678A0123		0001	1	2025-01-14		Use As Template
Solicitation	12345678A0123			1	2025-01-14		Use As Template
Contract Award	F0300024C1028			1	2025-01-30		Use As Template
Contract Award	F0300024C1210			1	2025-01-23		Use As Template
Contract Modification	F0300024C1211		A00001	1	2025-01-31		Use As Template
Contract Award	F0300024C1211			1	2025-01-23		Use As Template
Contract Award	F0300024D1210	F0300024E0002		1	2025-01-23		Use As Template

This training document will continue with the process of Manual Data Entry Create.

Creating – Manual Data Entry

GFP Initiator - Create GFP Attachment

Create GFP Attachment Using? *

Manual Data Entry

* = Required Fields.

[Continue](#) [Help](#)

Routing Information

Fields:

- GFP Initiator Location Code * (*Field is a drop down for Initiator users and is limited to the CAGE Codes registered to the user based on their active SIR Vendor roles (on their PIII profile)*)
- GFP Approver Location Code * (*6 alphanumeric characters*)

GFP Initiator - Create GFP Attachment - Manual Data Entry

Routing Information

GFP Initiator Location Code *

GFP Approver Location Code *

* = Required Fields.

Buttons:

- Add GFP Reviewer(s) (*add one or more reviewers*)

Add GFP Reviewer Pop-up:

- Location Code * (*6 alphanumeric characters*)
- Lookup button (*searches for active GFP Reviewers*)
- Reviewer Name (*drop down populated from the GFP Reviewer Lookup button*)

OR

- Reviewer Function

Add GFP Reviewer

Location Code *

Reviewer Name
Click Lookup to select from a list of active reviewers (Optional).

OR

Reviewer Function

Pop-up Buttons:

- Add (*adds the GFP Reviewer to the GFP Attachment, the pop-up stays open to search for another Reviewer*)
- Close (*closes the pop-up*)

GFP Reviewers Columns:

- Review Order
- Location Code
- Office Name
- Reviewer Name
- Action
 - Remove
 - Move Up/Down

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

The GFP Initiator may remove a reviewer or change the Review Order via the buttons under the Action column.

The reviews will be done sequentially *in the order listed*.

Once the Review Order is decided, the GFP Initiator will click the Continue button to navigate to the GFP Attachment Header tab.

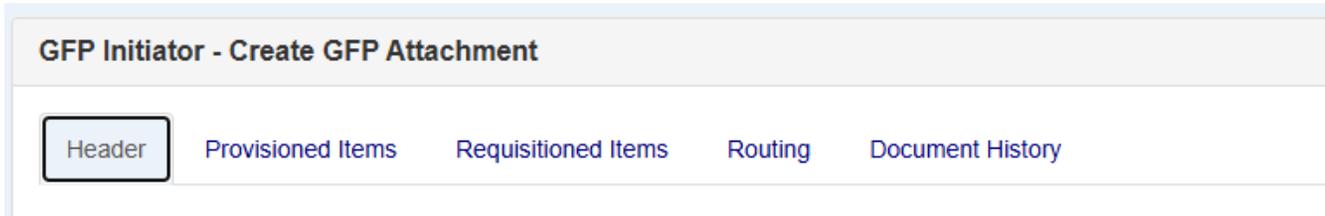
NOTE: In addition to the email that is sent to the Organization Email address for the location code, an email is also sent to the GFP Reviewer.

The following Reviewer combinations are allowed on the GFP Attachment:

- **Location Code** (*must be unique per GFP Attachment*). If the next Reviewer is only the Location Code, any active Reviewer within that Location Code may take action on the GFP.
- **Location Code + Reviewer Name** (*combination of code + name must be unique per attachment*) If the next Reviewer is a named Reviewer, ONLY that named user may take action on the GFP Attachment. All other active Reviewers assigned to the GFP Attachment will have view only access.
- **Location Code + Reviewer Function** (*combination of code + function may be duplicated per attachment*). If the next Reviewer has a designated Location Code/Function combination, any active Reviewer within that Location Code may take action on the GFP.

The following tabs will be displayed for all GFP Attachments:

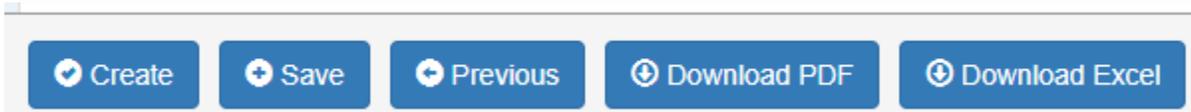
- Header
- Provisioned Items
- Requisitioned Items
- Routing
- Document History



GFP Attachment

Buttons:

- Create
- Create & Approve (*only available to GFP Approver*)
- Save
- Previous
- Download PDF
- Download Excel (*downloads the GFP Attachment data into the GFP Attachment Excel Template*)



NOTE: The Save button is available during create, 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 **	Attachment Number *	Attachment Date *	Pre-stage? (Contract Number Unknown)
Contract Award		2025-02-04	No

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 as the Attachment Type)

Contract Information Fields:

- Contract Number Type:
- 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.*

Contract Information			
Contract Number Type *	Contract Number **	Contract Order Number	Modification Number
DoD Contract (FAR)			

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

(section displays if you select "Contract Modification" as the Attachment Type)

NOTE: If the Contract Number or Order Number already exist in the GFP Attachment Repository and you attempt to create or review with a blank Modification Number field, you will see a Warning:

Warning: A GFP Attachment with the same key data (Contract Number, Order Number, and Contract Modification Number) already exists in the GFP Attachment Repository. This attachment will not be eligible for approval until a Contract Number, Order Number, and Contract Modification Number is provided that does not match an existing GFP Attachment.

The Warning box will have two options: Continue and Cancel.

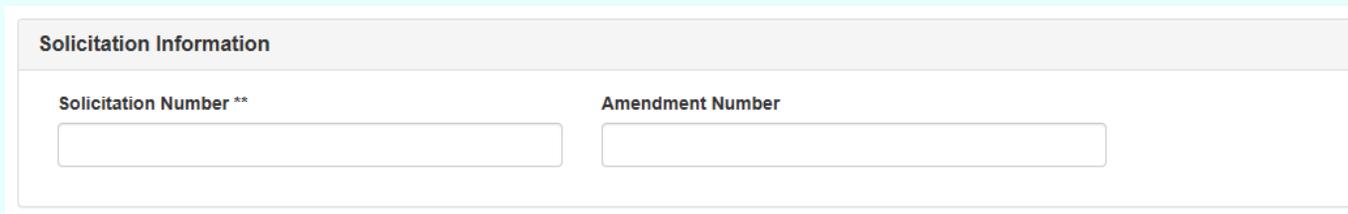
- If you click Continue, the Attachment is still sent for Review and Approval, but it **cannot** be approved until a unique Contract Modification Number is added.
- If you click Cancel, you will stay on the attachment page. You can enter a Contract Modification number, change the Attachment Type, change the Contract Number, or change the Contract Order Number.

(section displays when "Solicitation" or "Solicitation Amendment" is selected as the Attachment Type)

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

Solicitation Information Fields:

- Solicitation Number **
- Amendment Number



The screenshot shows a form titled "Solicitation Information". Below the title, there are two input fields. The first field is labeled "Solicitation Number **" and the second field is labeled "Amendment Number". Both fields are currently empty.

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**

Provisioned Items

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

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

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

Possible errors

Error: The same combination of Product Identifiers on a line item are listed more than once on the Provisioned Items tab, please update a Product Identifier or remove the duplicate line items. Line Items: 1, 2, 3, etc..

When will you see this message?

When attempting to create a GFP attachment that uses the same combination of Product Identifiers (NSN, Part Number, Manufacture CAGE, and Model Number) on more than one Line Item row on the Provisioned Items tab.

Error: The same combination of Product Identifiers are on both the Provisioned Items and Requisitioned Items tab, but they are not both serially managed or both non-serially managed. Please update one of the Line Items so they are both serially or both non-serially managed. Line Items 1, 2, 3, etc...

When will you see this message?

When attempting to create a GFP attachment that uses the same combination of Product Identifiers (NSN, Part Number, Manufacture CAGE, and Model Number) on both the Provisioned Items and Requisitioned Items tab but they are not both serially managed or non-serially managed.

**Requisition
ed 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

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?

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

[+ Add Requisitioned Item](#)

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
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 (drop down)
- 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 †		
<input type="text"/>		
	Manufacturer CAGE †	Part Number †
	<input type="text"/>	<input type="text"/>
	AND	
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*)

Possible errors

Error: The same combination of Product Identifiers on a line item are listed more than once on the Requisitioned Items tab, please update a Product Identifier or remove the duplicate line items. Line Items: 1, 2, 3, etc..

When will you see this message?

When attempting to create a GFP attachment that uses the same combination of Product Identifiers (NSN, Part Number, Manufacture CAGE, and Model Number) on more than one Line Item row on the Requisitioned Items tab.

Error: The same combination of Product Identifiers are on both the Provisioned Items and Requisitioned Items tab, but they are not both serially managed or both non-serially managed. Please update one of the Line Items so they are both serially or both non-serially managed. Line Items 1, 2, 3, etc...

When will you see this message?

When attempting to create a GFP attachment that uses the same combination of Product Identifiers (NSN, Part Number, Manufacture CAGE, and Model Number) on both the Provisioned Items or Requisition Items tab but they are not both serially managed or non-serially managed.

**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

Routing Information

GFP Initiator

Location Code S0512A	Office Name DCMA SOUTHERN CALIFORNIA
--------------------------------	--

GFP Approver

Location Code S0512A	Office Name DCMA SOUTHERN CALIFORNIA
--------------------------------	--

GFP Reviewer(s)

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

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

Document History Tab

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 1729 UTC	Saved via Web

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

Comments

Completing the Create Process

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

Submit Success

Successfully Creating a GFP Attachment directs the user to a Success screen with the information for the document. The document is in the 'Submitted' status and routed to the selected Approver or added GFP Reviewers (if added).

Success Screen

NOTE: The Contract Award GFP Attachment was successfully created

Document Information:

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

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.

GFP Initiator - Success

The Contract Modification GFP Attachment was successfully created.

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

Email sent to GFP Initiator: tom.jones@dla.mil.

Email sent to GFP Reviewer: tom.sam@dla.mil.

Email sent to GFP Approver Organizational Email: support-gov@dla.mil.

Tue Feb 04 17:32:13 UTC 2025