

# Plant Clearance Inventory Schedule Create - CPM

## Training Document

Homepage

GFP Module

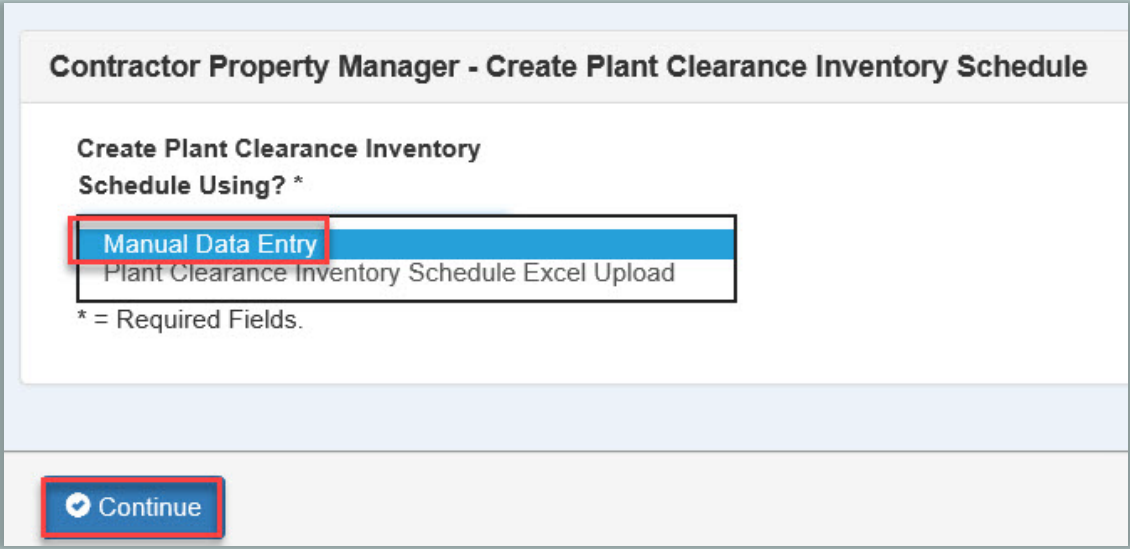
Plant Clearance

Create Document

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This training document demonstrates how to create a Plant Clearance Inventory Schedule as a Contractor Property Manager. Contractor Property Managers submit Inventory Schedules to Plant Clearance Officers (PLCO). Plant Clearance and Support Plant Clearance Officers review and accept the schedules. The Plant Clearance module allows acquiring agencies to view excess property, create requisitions, and see the status of current requisitions.

<b>Roles</b>	The role required to Create the Inventory Schedule Document in the GFP Module. <ul style="list-style-type: none"><li>• Contractor Property Manager</li></ul>
<b>Create a Inventory Schedule Document</b>	Log into PIEE as a Contractor Property Manager and access the GFP module. In the GFP module go to <b>Plant Clearance &gt; Contractor Property Manager &gt; Create &gt; Inventory Schedule.</b>
<b>Two Create Options</b>	There are two ways to begin creating an Inventory Schedule Document: <ul style="list-style-type: none"><li>• Manual Data Entry</li><li>• Plant Clearance Inventory Schedule Excel Upload (<i>refer to section Inventory Schedule Document – Excel Upload at the end of this document for further instructions</i>)</li></ul> 
<b>Contact Information</b>	<b>Manual Data Entry</b> <p>This training document shows the “Manual Data Entry” process. Enter the contract Information for the Inventory Schedule. Click the <b>Next</b> button.</p>

**Contractor Property Manager - Create Plant Clearance Inventory Schedule**

**Contract Information**

Contract Number Type  Contract Type \*  Contract Number \*  Contract Order Number  Prime CAGE \* 2AAE1

\* = Required Fields.

[Previous](#) [Next](#)

Enter all necessary information for the Inventory Schedule.

Inventory Schedule – Header Tab

**Contractor Property Manager - Plant Clearance Inventory Schedule**

Header Line Item Documentation

**Contract Information**

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

**Header Information**

Schedule Reference Number \*  Alternative Schedule Reference Number

Program Title \*

Scrap List \*  No  Yes Termination \*  No  Yes Termination Docket Number †

Final Schedule \*  No  Yes Property Type \*  CAP  GFP Is the property allocable to a FMS contract/FMS portion of a contract? \*  No  Yes

**Prime Contractor**

INFO: Address information has been populated using the Prime Contractor CAGE Code '2AAE1'.

Prime Contractor CAGE Code \*  Prime Contractor Name \*

Authorizing Official \*  Authorizing Official Title \*

[Submit](#) [Save](#) [Void](#) [Download Excel](#)

**Prime Contractor** ▼

INFO: Address information has been populated using the Prime Contractor CAGE Code '2AAE1'.

Prime Contractor CAGE Code \*

2AAE1

Prime Contractor Name \*

PLEXSYS INTERFACE PRODUCTS, INC

Authorizing Official \*

Authorizing Official Title \*

Address +

POC Name \*

POC Phone \*

POC Email \*

**1st Tier Subcontractor** ▼

1st Tier Subcontractor Contract Number

1st Tier Subcontractor CAGE Code

1st Tier Subcontractor Name

Address +

POC Name

POC Phone

POC Email

**2nd Tier Subcontractor** ▼

2nd Tier Subcontractor Contract Number

2nd Tier Subcontractor CAGE Code

2nd Tier Subcontractor Name

### Property Location ▼

Does the location of the property have a CAGE code?  
\*

Yes  No

Property Location CAGE Code \*

Property Location Name \*

**Address +**

POC Name \*  POC Phone \*  POC Email \*

### Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC \*  Plant Clearance Officer \*

Comments

**Routing Information:**

- Plant Clearance Officer DoDAAC \*
- Plant Clearance Officer \* (*drop-down*)
- Plant Clearance Officer Phone Number (*auto-populates as read-only with the 'Commercial Phone' or 'Intl Country Code and Phone' (if entered) from the assigned Plant Clearance Officer's PIEE Profile*)
- Plant Clearance Officer Email (*auto-populates as read-only with the 'Email' from the assigned Plant Clearance Officer's PIEE Profile*)

#### Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC * S0512A	Plant Clearance Officer * PO Test User ▼	Plant Clearance Officer Phone Number ██████████	Plant Clearance Officer Email ██████████
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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 - Plant Clearance Inventory Schedule**

INFO: Plant Clearance Inventory Schedule saved as of: '2025-06-09 20:16:51'.

Header **Line Item**

**Contract Information** >

**Line Item Details**

Show 10 entries

**+ Add Line Item**

**Inventory Schedule –  
Line Item Tab**

**Add Line Item**

Line Number: 1

Item Name \*

Item Description \*

National Stock Number †

Manufacturer CAGE †  AND Part Number †

Model Number †

**Populate FLIS**

FSC †

LSN

**Filter LSN**

Unit of Measure \*

Quantity \*

Unit Acquisition Cost \*

Total Acquisition Cost

Estimate

Manufacturer Name

Manufacturer Model Name

Manufacture Date

Contractor ID		Contractor Offer	
<input type="text"/>		<input type="text"/>	
Condition Code *		Property Class *	
<input type="text"/>		<input type="text"/>	
Demil Code		Demil Integrity Code	
<input type="text"/>		<input type="text"/>	
Hazardous Material Code		Precious Metal Code	
<input type="text"/>		<input type="text"/>	
CIIC			
<input type="text"/>			
Comments			
<input type="text"/>			
Index	Serial Number	Action	
		+ Add Serial Number	
Index	Ull (Unique Item Identifier)	Action	
		+ Add Ull	

\* - Required, † - At Least One OR Conditional

Index	Serial Number	Action		Index	Ull (Unique Item Identifier)	Action	
		+ Add Serial Number				+ Add Ull	
1	<input type="text"/>	Delete Serial Number		1	<input type="text"/>	Delete Ull	

**Line Item Information:**

- Line Number
- Item Name

- Item Description
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- FSC
- LSN
- Unit of Measure (*Unit of Measure List is available for review in the GFP module*)
- Quantity
- Unit of Acquisition Cost
- Total Acquisition Cost
- Estimate
- Manufacture Name
- Manufacture Model Name
- Manufacture Date
- Contractor ID
- Contractor Offer
- Condition Code
- Property Class
- Demil Code
- Demil Integrity Code
- Hazardous Material Code
- Precious Metal Code
- CIIC
- Comments
- Serial Managed
- UII

### *Populating FLIS Data*

Check for existing FLIS data by selecting the Populate FLIS button during creation of the Inventory Schedule Line Item. This process may only be done prior to submission of the Inventory Schedule. If no FLIS data is found, no data populates, and an info message displays this information. The logic sequence for checking FLIS data is as follows:

- 1st (*search NSN if provided against the NSN in the FPDW table*)
- 2nd (*if no NSN, search Part Number (without Manufacturer cage code match) against the Part Number in the FPDW table*)
- 3rd (*if no NSN or Part Number, search model number against the Part Number in the FPDW table*)

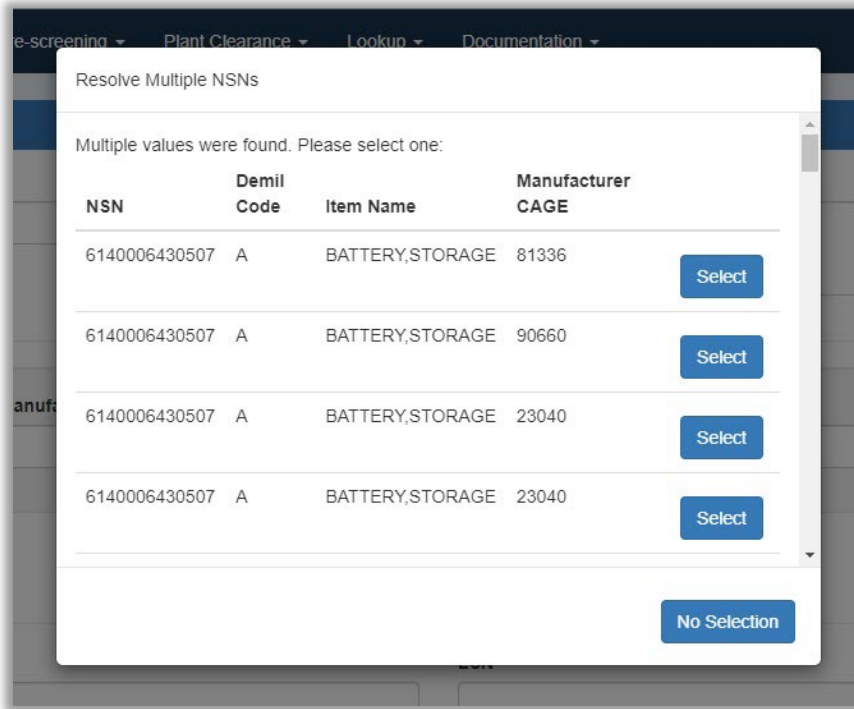
If FLIS data is available, the following data elements auto-populate:

- Demil Code
- Demil Integrity Code
- Hazardous Material Code
- Precious Metal Code
- CIIC
- FSC (*should overwrite the FSC if the FSC was input incorrectly*)

The image shows a screenshot of a web form. At the top, there is a label "Item Description \*" followed by a large text input field. Below this, there are two smaller input fields: "Part Number †" on the left and "Model Number †" on the right. A blue button with a downward arrow icon and the text "Populate FLIS" is located in the bottom right corner of the form area. The button is highlighted with a red rectangular border. At the bottom left of the form, the text "LSN" is visible.

When multiple FLIS data records exist for an NSN, Manufacturer CAGE/Part Number, or Model Number, the system displays a modal for selecting the desired data. To close the modal without selecting any FLIS data, click the **No Selection** button.

*NOTE: If FLIS data is found and used to populate a field, the corresponding value is annotated with a '#' symbol to indicate it was sourced from FLIS.*



The system checks for existing FLIS data when you create an Inventory Schedule from an Excel upload. If the system finds FLIS data, it displays a 'FLIS Data Populated' column in the Line Item table.

### *Filtering LSN Data*

Upon selecting an FSC, a Local Stock Number may be selected. To filter only LSNs that correspond to the selected FSC in the LSN dropdown menu, select the **Filter LSN button**.

Part Number †

Model Number †

AND

Populate FLIS

LSN

Filter LSN

Unit Acquisition Cost \*

Total Acquisition Cost

Estimate

Manufacture Date

YYYY-MM-DD

*Line Item information 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 now display on the Line Items Details view screen.

The Documentation Tab provides the document's Contract Information.

**Inventory Schedule –  
Documentation  
Tab**

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item Documentation

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

\* = Required Fields, † = Conditional.

Submit Save Void Download Excel

After entering all the information, click the **Submit** button.

Inventory Schedule –  
Submit

**Contractor Property Manager - Plant Clearance Inventory Schedule**

Header Line Item Documentation

**Contract Information**

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

**Header Information**

Schedule Reference Number \* Alternative Schedule Reference Number

2AAE1 - 064812020082011 54765476

Program Title \* Scrap List \* Termination \* Termination Docket Number †

**Submit** **Save** **Void** **Download Excel**

**Confirm Submission**

Are you sure you want to submit this inventory schedule to the Plant Clearance Contracting Officer?

**OK** Cancel

A Confirmation window displays. Click the **OK** button to submit the Inventory Schedule document to the PLCO.

**Contractor Property Manager - Plant Clearance Inventory Schedule**

The Plant Clearance Inventory Schedule was successfully submitted.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number
20082011	20082011	2AAE1	2AAE1-064812020082011

INFO: Email sent to Contractor Property Manager: ks  
 INFO: Email sent to Plant Clearance Officer: qal  
 INFO: Email sent to Plant Clearance Officer Organizational Email: a  
 INFO: Email sent to Plant Clearance Officer Organizational Email: d  
 INFO: Email sent to Plant Clearance Officer Organizational Email: fk

A Success Screen displays the Inventory Schedule Document information and info messages for the emails being sent. To complete the Inventory Schedule process, the following steps occur:

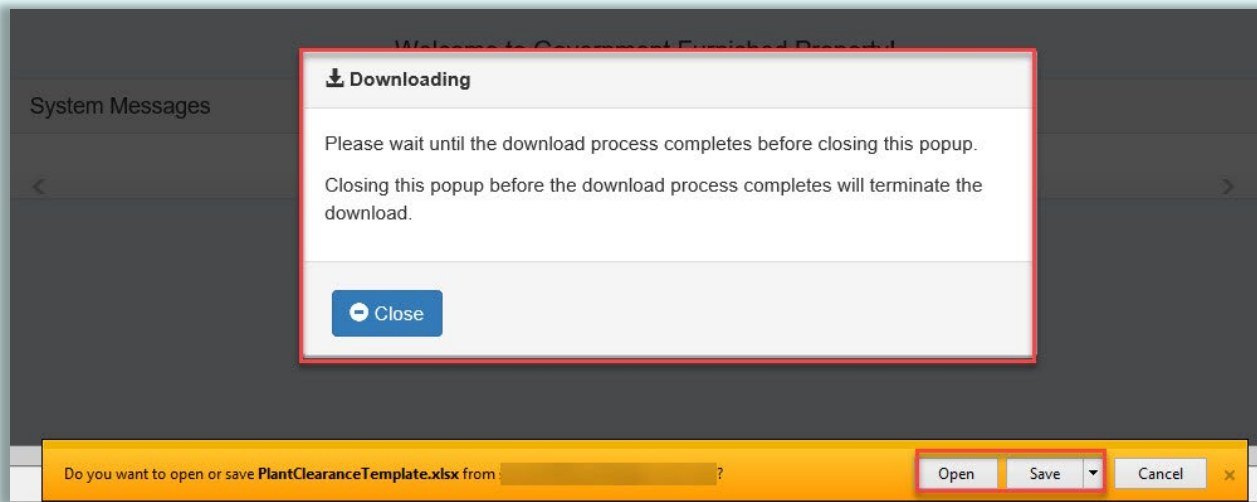
- The system generates the "Schedule Reference Number" from the Submitting CPM's "Prime CAGE-Input Schedule Reference Number" after document submission.
  - If the Inventory Schedule is accepted the process is complete and a PLCO can begin creating a Case Document from the accepted Inventory Schedule Document.
  - If the Inventory Schedule is Rejected, it is available in the **Plant Clearance > Contractor Property Manager > Schedule Workload** tab in GFP for the CPM to review and either resubmit or void.

### Plant Clearance Inventory Schedule Template

A Plant Clearance Inventory Schedule Excel Template is available in the GFP module for download. This is an alternate method of creating an Inventory Schedule. The template is downloaded and populated by the Contractor Property Manager and uploaded back into Plant Clearance.

### Inventory Schedule – Excel Upload

The screenshot shows the GFP navigation bar with the following menu items: GFP, Property Transfer, Property Loss, CAP Pre-screening, Plant Clearance, Lookup, and Documentation. The 'Documentation' menu is expanded, showing three options: Property Loss Template, CAP Pre-screening Template, and Plant Clearance Inventory Schedule Template. The 'Plant Clearance Inventory Schedule Template' option is highlighted with a red rectangular box.



The template downloads and is populated completely by the CPM on the Plant Clearance Inventory Schedule template. The excel template contains five tabs. This template contains the same fields as the Manual Data Entry option of creating an Inventory Schedule.

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

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

Contract Number Type  
Select Contract Number Type from the list.

Contract Information | Header Information | Line Items | Unit Of Measure List | LSN | +

**Contract Information:**

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

1	Schedule Reference Number	Alternative Schedule Reference Number	Program Title	Scrap List	Termination	Termination Docket Number	Final Schedule	Property Type (CAP/GFP)	Is the property allocable to a FMS contract/FMS portion of a contract?	Prime CAGE Code
2										
3										
4										
5										
6										
7										
8										
9										

**Header Information:**

- Schedule Reference Number
- Alternative Schedule Reference Number
- Program Title
- Scrap List
- Termination
- Termination Docket Number
- Final Schedule
- Property Type (CAP/GFP)
- Is the property allocable to a FMS contract/FMS portion of a contract?
- Prime CAGE Code
- Authorizing Official
- Authorizing Official Title
- Prime Contractor POC Name
- Prime Contractor POC Phone
- Prime Contractor POC Email
- Property Location CAGE
- Property Location Name
- Property Location Address
- Property Location City
- Property Location State
- Property Location Zip Code
- Property Location Country
- Property Location POC Name
- Property Location POC Phone
- Property Location POC Email
- 1st Tier Subcontractor Contract Number
- 1st Tier Subcontractor CAGE Code
- 1st Tier Subcontractor POC Name
- 1st Tier Subcontractor POC Phone
- 1st Tier Subcontractor POC Email
- 2nd Tier Subcontractor Contract Number
- 2nd Tier Subcontractor CAGE Code
- 2nd Tier Subcontractor POC Name
- 2nd Tier Subcontractor POC Phone

- 2nd Tier Subcontractor POC Email

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Line Number	Item Name *	Item Description *	National Stock Number †	Manufacturer CAGE †	Part Number †	Model Number †	FSC †	LSN	Unit of Measure *	Quantity *	Unit Acquisition Cost *	Estimate (E OR leave blank)	Manufacturer Name	
2														
3														
4														
5														
6														
7														
8														
9														

**Line Items:**

- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- FSC
- LSN
- Unit of Measure
- Quantity
- Unit Acquisition Cost
- Estimate (E OR leave blank)
- Manufacturer Name
- Manufacturer Model Name
- Manufacture Date
- Contractor ID
- Contractor Offer
- Condition Code
- Property Class
- Demil Code
- Demil Integrity Code
- Hazard Material Code
- Precious Metal Code
- CIIC
- Serial Number
- UII
- Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
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																						

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Matl	Group	Material	Material Description																				
2	1005	DSRACKWEA	WEAPONS RACK, GUN, SMALL ARMS DEMIL A																					
3	1005	DSSWEPARA	WEAPON PARTS, DEMIL A																					
4	1005	DSSWEPASA	WEAPON ACCESSORIES DEMIL A																					
5	1095	DSMISCWAA	MISC WEAPON ACCESSORIES DEMIL A																					
6	1905	DSLNDCFTA	Landing Craft, Demil A																					
7	2040	DSSHIPHUL	SHIP HULL TILES CONTAINING LEAD DEMIL A																					
8	5820	DSRADTELN	RADIO, TV COMM EQUIP, EX AIR, DEMIL A																					
9	5895	DSMULTIPA	MULTIPLEXER, DEMIL A																					

The LSN list provides all useable Local Stock Numbers for the line items as a reference.

### Contractor Property Manager - Create Plant Clearance Inventory Schedule

**Create Plant Clearance Inventory Schedule Using? \***

Plant Clearance Inventory Schedule Excel Upload ▼

\* = Required Fields.

Continue

After populating the information on the Excel template, upload the information into the GFP module. Select the **Plant Clearance Inventory Schedule Excel Upload** option for Create, then click the **Continue** button.

**Contractor Property Manager - Create Plant Clearance Inventory Schedule - Plant Clearance Inventory Schedule Excel Upload**

Select a Plant Clearance Inventory Schedule Excel document to upload: \*

Browse... 20082011200820112AAE1.xlsx

\* = Required Fields

**Note:** A Plant Clearance Inventory Schedule 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

After locating the correct file, click the **Upload** button. No spaces or special characters are allowed in the file names.

*NOTE: If the Excel file contains errors, the system stops the upload until all errors are corrected. Download the list of errors as a tool to identify the corrective actions needed. See the steps to download the error file (plantClearanceErrors.txt) at the end of this document.*

**Contractor Property Manager - Plant Clearance Inventory Schedule**

Header Line Item Documentation

**Contract Information**

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

**Header Information**

Schedule Reference Number \*  
 2AAE1 - 64812020082011

Alternative Schedule Reference Number  
 54765476

Program Title \*  
 pt

Scrap List \*  No  Yes

Termination \*  No  Yes

Termination Docket Number †  
 897689769876987

Final Schedule \*  No  Yes

Property Type \*  CAP  GFP

Is the property allocable to a FMS contract/FMS portion of a contract? \*  
 No  Yes

**Prime Contractor**

INFO: Address information has been populated using the Prime Contractor CAGE Code '2AAE1'.

Submit Save Void Download Excel

Any information that was input on the excel template is automatically input into the GFP Inventory Schedule Document on the web. For additional information on the Inventory Schedule creation for each document Tab refer to the Manual Document Creation section of this document.

**Routing Information**

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC \*  
 S0512A

Comments

Ba  
 Be  
 Go  
 ha  
 PL  
 Po  
 Sm  
 Te  
 Tu

Enter the Plant Clearance Officer DoDAAC \* and select a Plant Clearance Officer from the generated list of values based on the entered DoDAAC.

The Line Item Tab displays the data from the uploaded Excel template. Manually update the line item data on this tab.

**Contractor Property Manager - Plant Clearance Inventory Schedule**

Header Line Item **Documentation**

**Contract Information** ▼

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

\* = Required Fields, † = Conditional.

Submit Save Void Download Excel

The Documentation Tab provides the document's Contract Information.

**Contractor Property Manager - Plant Clearance Inventory Schedule**

Header Line Item Documentation

**Contract Information**

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

**Header Information**

Schedule Reference Number \* Alternative Schedule Reference Number

2AAE1 - 64812020082011 54765476

Program Title \* Scrap List \* Termination \* Termination Docket Number †

pt  No  Yes  No  Yes 897689769876987

Final Schedule \* Property Type \* Is the property allocable to a FMS contract/FMS portion of a contract? \*

No  Yes    No  Yes

After the CPM verifies the Inventory Schedule data, click the **Submit** button to complete the process.

**Confirm Submission**

Are you sure you want to submit this inventory schedule to the Plant Clearance Contracting Officer?

A confirmation window displays, click the **OK** button.

### Contractor Property Manager - Plant Clearance Inventory Schedule

The Plant Clearance Inventory Schedule was successfully submitted.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number
20082011	20082011	2AAE1	2AAE1-64812020082011

INFO: Email sent to Contractor Property Manager: ksi

INFO: Email sent to Plant Clearance Officer: qat

INFO: Email sent to Plant Clearance Officer Organizational Email: aj

INFO: Email sent to Plant Clearance Officer Organizational Email: d

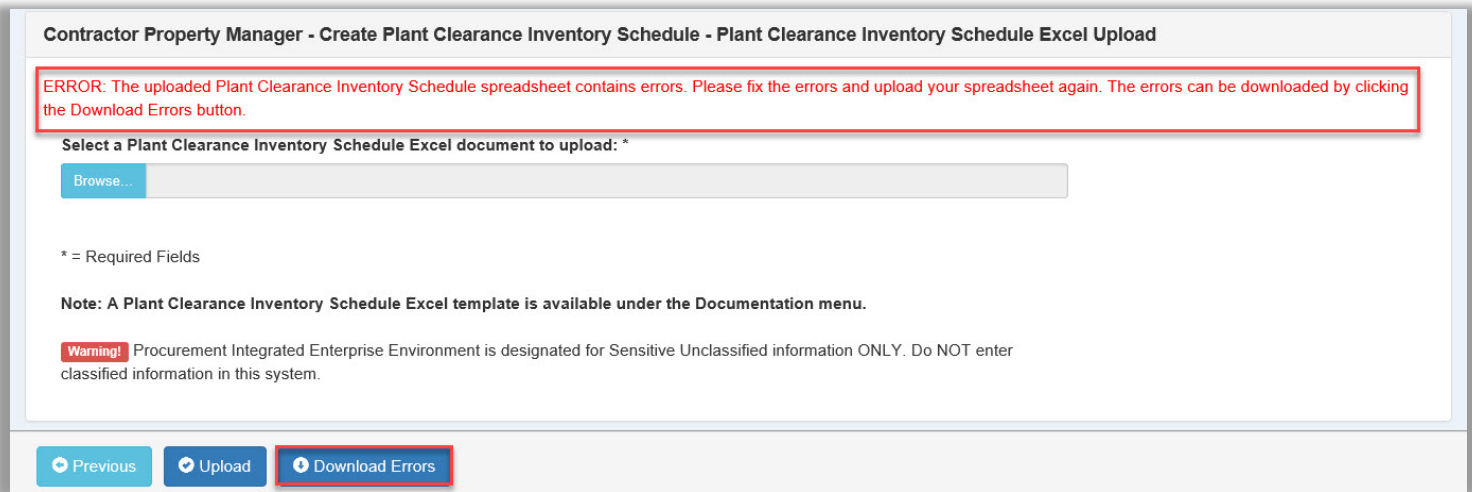
INFO: Email sent to Plant Clearance Officer Organizational Email: fk

A Success Screen displays the Inventory Schedule Document information and info messages for the emails being sent. To complete the Inventory Schedule process, the following steps occur:

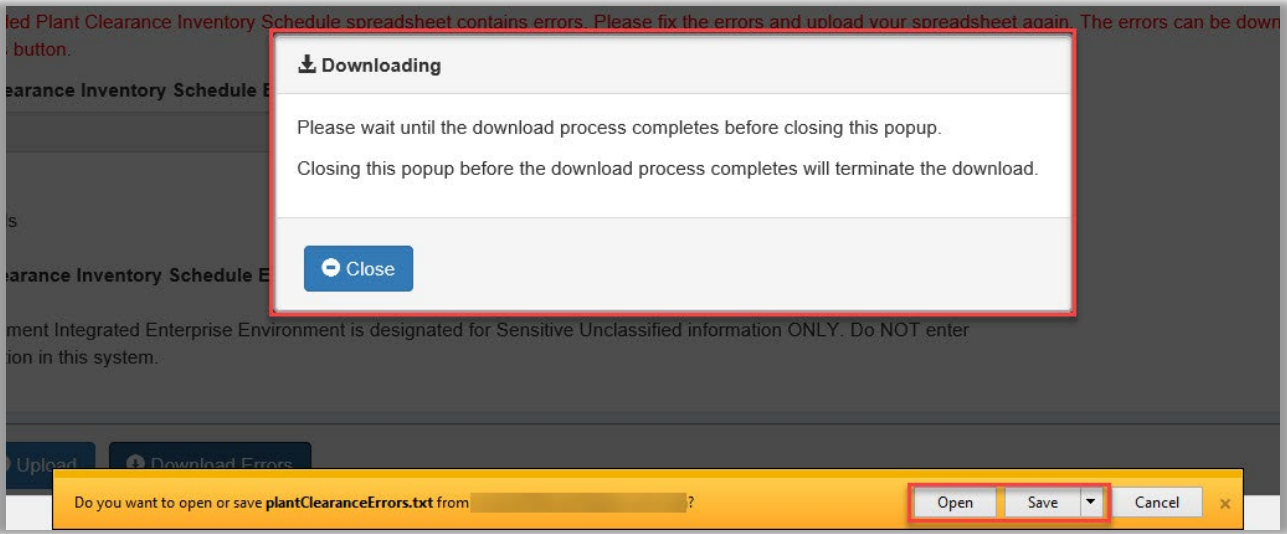
- The system generates the "Schedule Reference Number" from the Submitting CPM's "Prime CAGE-Input Schedule Reference Number" after document submission.
  - If the Inventory Schedule is accepted the process is complete and a PLCO can begin creating a Case Document from the accepted Inventory Schedule Document.
  - If the Inventory Schedule is Rejected, it is available in the **Plant Clearance > Contractor Property Manager > Schedule Workload** tab in GFP for the CPM to review and either resubmit or void.

### Inventory Schedule – Excel Upload Errors

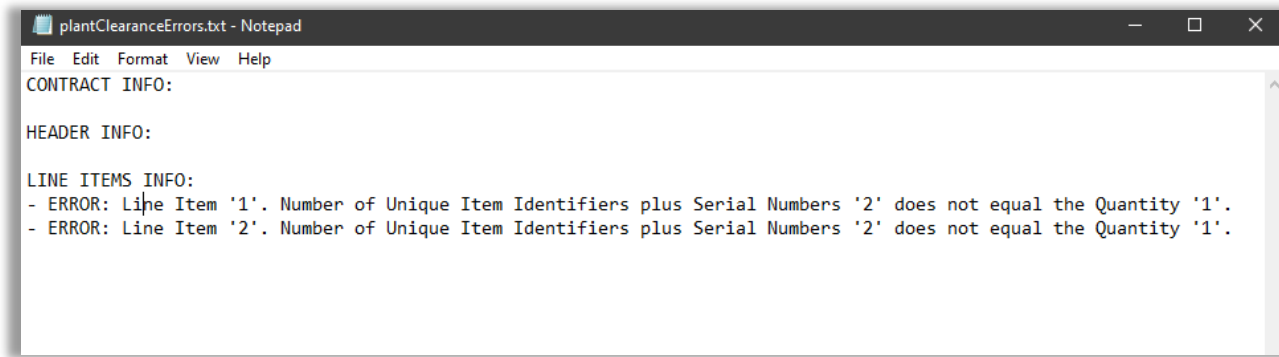
If there is an error with an excel upload, a download of the errors is available. The errors are separated based on each excel tab.



Click the **Download Errors** button to view the errors.



The Error file can be saved to the local drive or opened.



```
plantClearanceErrors.txt - Notepad
File Edit Format View Help
CONTRACT INFO:

HEADER INFO:

LINE ITEMS INFO:
- ERROR: Line Item '1'. Number of Unique Item Identifiers plus Serial Numbers '2' does not equal the Quantity '1'.
- ERROR: Line Item '2'. Number of Unique Item Identifiers plus Serial Numbers '2' does not equal the Quantity '1'.
```

The errors may can be corrected on the excel and reuploaded.