



**Government Furnished Property**

# **Property Transfer**

To learn how to electronically submit and take action on GFP documents through simulations and step-by-step procedures, visit the [PIEE Web Based Training Main Menu](#) and select GFP.

## Table of Contents

1	Description.....	1
1.1	Affected Entitlement Systems.....	1
1.2	Extract .....	1
1.3	Exceptions to the GFP Standard Processing Rules .....	1
1.4	Workflow Processes.....	1
1.5	Roles to Process and View Property Transfer Documents.....	1
1.6	Workflow Roles .....	2
1.7	View-only Roles.....	2
2	Document Creation.....	3
2.1	EDI/FTP .....	3
2.2	Web .....	3
2.3	Workflow Selection.....	3
2.4	Contract and Routing Information .....	4
2.5	Contract & Additional Routing .....	15
2.6	Losing Contract Information .....	15
2.7	Gaining Contract Data.....	18
2.8	Document Level Detail .....	29
2.9	Address Data Tab.....	32
2.10	Comments Tab.....	33
2.11	Line Item Tab .....	33
2.12	UID/Serial No. Tab .....	35
2.13	UID Header Detail .....	35
2.14	MILSTRIP Tab.....	37
2.15	Pack Tab (adding Packages) .....	38
2.16	Pack Tab (Packing Items).....	38
2.17	Document Submission .....	39
2.18	Misc. Info Tab .....	39
2.18.1	Status.....	39
3	Document Receipt.....	40
3.1	Header .....	40
3.2	Line Item .....	40
3.3	UID.....	41
3.4	Addresses .....	42

3.5	Misc. Info .....	42
3.6	Pack .....	43
3.6.1	Status .....	43

# 1 Description

The Property Transfer document type is based upon the WAWF Receiving Report, although it has unique workflow. All GFP functionality can be found in the GFP application of the PIEE console.

## 1.1 Affected Entitlement Systems

There are no entitlement systems associated with Property Transfer reporting in GFP.

## 1.2 Extract

## 1.3 Exceptions to the GFP Standard Processing Rules

The functionality, workflow and roles related to this document/transaction type create a new set of standard rules to be applied to this document type only. However, many of the basic concepts of WAWF remain.

## 1.4 Workflow Processes

The Property Transfer document may have one of nine specific workflows within the application to handle the range of potential shipment/receipt options available for the shipping/receiving of Property Transfer. These nine workflows are:

1. Contractor to another Contractor
2. Contractor to DoD
3. DoD to Contractor
4. Contract to Contract (same Contractor)
5. Receipt by Contractor without Shipment Document in GFP from Contractor
6. Receipt by Contractor without Shipment Document in GFP from Government
7. Receipt by DoD without Shipment Document in GFP from Contractor
8. Receipt by DoD without Shipment Document in GFP from Govt. – Property Transfer Only
9. Government to Government (Dept. of Defense to Dept. of Defense, D2D) – Property Transfer Only

## 1.5 Roles to Process and View Property Transfer Documents

Many roles are associated with the creation, processing and viewing of the Property Transfer documents.

## **1.6 Workflow Roles**

Six workflow roles are available to handle the business flows. The roles are:

- Government Property Shipper
- Government Receiver (Property)
- Government Receiver (Acquisition)
- Contractor Property Shipper
- Contractor Receiver (Property)
- Contractor Receiver (Acquisition)

## **1.7 View-only Roles**

There are several roles available to provide oversight and management visibility into the movement of Property Transfer within the various workflows:

- Government Program Manager View Only
- Government Property Administrator View Only
- Property PCO View Only (equates to the Contract Issuing organization)
- Property ACO View Only (equates to the Contract Administration organization)
- Government Property Shipper View Only
- Government Receiver (Property) View Only
- Government Receiver (Acquisition) View Only
- Contractor Program Manager View Only
- Contractor Property Manager View Only
- Contractor Contract Administrator View Only
- Contractor Property Shipper View Only
- Contractor Receiver (Property) View Only
- Contractor Receiver (Acquisition) View Only
- Government Property Ship From View Only
- Contractor Property Ship From View Only
- Government Property Ship To View Only
- Contractor Property Ship To View Only

## 2 Document Creation

Creation of the Government Furnished Property document may be accomplished either by the Shipper (Contractor or Government) or by the Receiver (Contractor or Government). If created by the Receiver, there should not be a previously existing copy of a shipping document within GFP.

### 2.1 EDI/FTP

The Property Transfer document may be created via FTP or EDI using the specified file format listed in the appropriate Property Transfer guide.

### 2.2 Web

### 2.3 Workflow Selection

The initial screen will permit the document Initiator to select the type of workflow based upon their role. The following table provides a summary of which workflows are available by initiator role.

<b>Contract &amp; Routing Codes</b>		
<b>Label</b>	<b>Selection Requirement</b>	<b>Size</b>
Property Transfer	Mandatory	1/1
<i>Select a workflow scenario from the following</i>		
<i>Workflow</i>	<i>Roles</i>	
Contractor to another Contractor (VV)	Shipper: Contractor Property Shipper Receiver: Contract Receiver	
Contractor to DoD (VG)	Shipper: Contractor Property Shipper Receiver: Government Receiver	
Contract to Contract (CC)	Shipper: Contractor Property Shipper	
DoD to Contractor (GV)	Shipper: Government Shipper Receiver: Contractor Receiver	
DoD to DoD (GG)	Shipper: Government Shipper Receiver: Government Receiver	
Receipt by Contractor without Shipment Document in GFP from Contractor (VRC)	Receipt Submitter: Contract Receiver	

Receipt by Contractor without shipment Document in GFP from DoD (VRD)	Receipt Submitter: Contract Receiver
Receipt by DoD without Shipment Document in GFP from Contractor (GR)	Receipt Submitter: Government Receiver
Receipt by DoD without Shipment Document in GFP from DoD (GRD)	Receipt Submitter: Government Receiver

## 2.4 Contract and Routing Information

Following selection of the workflow type the initiator will enter in the contract data and all required routing codes. They also have the ability to indicate if the document should be created from a previously existing document within either the active or archive database.

### Contract and Routing Codes

Label	Entry Requirement	Size
Losing Contract Number	Conditional	1/19
	<b>Mandatory:</b> Contractor to another Contractor (VV), Contractor to DoD (VG) Contract to Contract (CC), Receipt by DoD without Shipment Document in GFP from Contractor (GR) <b>Optional:</b> DoD to DoD (GG) <b>Not Available:</b> DoD to Contractor, Receipt by DoD without Shipment Document in GFP from DoD (GRD), Receipt by Contractor without Shipment Document in GFP from DoD (VRD), Receipt by Contractor without Shipment Document in GFP from Contractor (VRC), DoD to Contractor (GV)	
	Label	Entry Requirement
	Contract Number Type	Mandatory
	Select one option from drop down menu (following Rules Apply); Defaults to “DoD Contract (FAR)”	
		13

	<p><b>DoD Contract (FAR) FY 18 and later:</b> Contract Number must meet all of the following conditions:</p> <ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Contract cannot contain "O" or "I" at any position.</li> <li>• First 6 positions must be a valid government DoDAAC.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66.</li> <li>• Position 9 must be alpha.</li> <li>• Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.</li> <li>• Position 10 through 13 in the Contract Number may not be "0000."</li> </ul>								
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Contract to Contract (CC)	<p><b>Mandatory:</b> Must be a valid CAGE, DUNS or DUNS+4</p>										

	<p>Populates the Receiver Location Code</p> <p>May populate the Ship From Code</p> <p>May populate the Ship To Code</p> <p>May populate the Losing and Gaining Contractor Property Manager Location Code</p> <p>May populate the Losing and Gaining Contractor Contract Administrator Location Code</p>
DoD to Contractor (GV)	<p><b>Mandatory:</b> Must be a valid DoDAAC, CAGE, DUNS or DUNS+4</p> <p>May populate the Ship From Code</p>
DoD to DoD (GG)	<p><b>Mandatory:</b> Must be a valid DoDAAC</p> <p>May populate the Ship From Code</p> <p>May populate the Losing Government Program Manager Location Code</p> <p>May populate the Losing Government Property Administrator Location Code</p>
Receipt by Contractor without Shipment Document in GFP from Contractor (VRC)	<p><b>Optional:</b> Must be a valid CAGE, DUNS or DUNS+4</p> <p>If entered may populate the Ship From Code</p>
Receipt by Contractor without Shipment Document in GFP from DoD (VRD)	<p><b>Optional:</b> Must be a valid DoDAAC, DUNS or DUNS+4</p> <p>If entered may populate the Ship From Code</p>
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Receipt by DoD without Shipment	<p><b>Optional:</b> Must be a valid DoDAAC, DUNS or DUNS+4</p>

	Document in GFP from DoD (GRD)	If entered may populate the Ship From Code	
Shipper's Extension	Conditional		1/6
Requires entry of Shipper's Location Code			
Property Receiver Code	Conditional		5/6
	<b>Workflows</b>	<b>Requirement</b>	
	Contractor to Contractor (VV)	<p><b>Mandatory:</b> Must be a valid CAGE, DUNS or DUNS+4</p> <p>May populate the Ship To Code</p> <p>May populate the Gaining Contractor Property Manager Location Code</p> <p>May populate the Gaining Contractor Contract Administrator Location Code</p>	
	Contractor to DoD (VG)	<p><b>Mandatory:</b> Must be a valid DoDAAC, DUNS or DUNS+4</p> <p>May populate the Ship To Code</p>	
	Contract to Contract (CC)	<p><b>No Input Option:</b> Populates from the Shipper Location Code, read only field</p> <p>May populate the Ship To Code</p> <p>May populate the Gaining Contractor Property Manager Location Code</p> <p>May populate the Gaining Contractor Contract Administrator Location Code</p> <p>Must be a valid CAGE, DUNS or DUNS+4</p>	
	DoD to Contractor (GV)	<p><b>Mandatory:</b> Must be a valid DoDAAC, CAGE, DUNS or DUNS+4</p> <p>May populate the Ship To Code</p> <p>May populate the Gaining Contractor Property Manager Location Code</p> <p>May populate the Gaining Contractor Contract Administrator Location Code</p>	
DoD to DoD (GG)	<p><b>Mandatory:</b> Must be a valid DoDAAC</p> <p>May populate the Ship To Code</p> <p>May populate the Gaining Government Program Manager Location Code</p>		

		May populate the Gaining Government Property Administrator Location Code	
	Receipt by Contractor without Shipment Document in GFP from Contractor (VRC)	<b>Mandatory:</b> Must be a valid CAGE, DUNS or DUNS+4 May populate the Ship To Code May populate the Gaining Contractor Property Manager Location Code May populate the Gaining Contractor Contract Administrator Location Code	
	Receipt by Contractor without Shipment Document in GFP from DoD (VRD)	<b>Mandatory:</b> Must be a valid CAGE, DUNS or DUNS+4 May populate the Ship To Code May populate the Gaining Contractor Property Manager Location Code May populate the Gaining Contractor Contract Administrator Location Code	
	Receipt by DoD without Shipment Document in GFP from Contractor (GR)	<b>Mandatory:</b> Must be a valid DoDAAC, DUNS or DUNS+4 May populate the Ship To Code	
	Receipt by DoD without Shipment Document in GFP from DoD (GRD)	<b>Mandatory:</b> Must be a valid DoDAAC, DUNS or DUNS+4 May populate the Ship To Code May populate the Gaining Government Program Manager Location Code May populate the Gaining Government Property Administrator Location Code	
Receiver's Extension	Conditional		1/6
	Requires entry of Receiver's Location Code		
Property Ship To Code	Conditional		5/6
	If absent, populates from Receiver's Location Code. Must be a valid CAGE, DoDAAC, DUNS or DUNS+		
/Extension	Conditional		1/6
	Requires entry of the Property Ship To Code.		

Property Ship From Code	Conditional	5/6
	If absent, populates from Shipper's Location Code. Must be a valid CAGE, DoDAAC, DUNS or DUNS+	
/Extension	Conditional	1/6
	Requires entry of the Property Ship From Code.	
Template (CB)	Optional	1/1
Shipment No.		1/22
	Requires selecting the Template checkbox and Shipment No. when creating document from a template	
Active Document/ Archive Document (RB)	Conditional	1/1
	Requires selecting the Template checkbox Only one of the two database options may be selected	
Shipment Number (RB)	Conditional	1/1
	Visible upon return of documents based on the template search	

## 2.5 Contract & Additional Routing

Following entry of the contract and workflow routing codes the initiator must complete the contract information and any additional routing associated with this document. Since the routing is typically associated with the managers of the organizations transferring and receiving this Property Transfer it is mandatory that these codes be entered to ensure adequate oversight of the contract requirements for Property Transfer.

## 2.6 Losing Contract Information

Note that Losing Contract information is not available for the following workflows: DoD to Contractor, Receipt by DoD without Shipment Document in GFP from DoD, Receipt by Contractor without Shipment Document in GFP from Contractor, Receipt by Contractor without Shipment Document in GFP from DoD.

When the losing contract data must be entered the application will provide routing fields for the management personnel (view-only roles) based on the following table:

**View-only Routing Information – Losing Contract**

<b>Label</b>	<b>Entry Requirement</b>		<b>Size</b>
Issue Date	Optional		10/10
	Selected via Calendar Icon or manually entered Must be in format YYYY/MM/DD.		
Property PCO	Conditional		6/6
	Workflow	Scenarios	
	Contractor to Contractor (VV)	Mandatory: Must be a valid DoDAAC, MAPAAC or FEDAAC	
	Contract to Contract (CC)	Must be a valid DoDAAC, MAPAAC or FEDAAC	
	Contractor to DOD (VG)	Mandatory: Must be a valid DoDAAC, MAPAAC or FEDAAC	
	DoD to Contractor (GV)	Not Available	
	DoD to DoD (GG)	Mandatory when the Losing Contract Information is entered else Optional	
	Receipt by Contractor from Contractor (VRC)	Not Available	
	Receipt by Contractor from DoD (VRD)	Not Available	
	Receipt by DoD from Contractor (GR)	Mandatory: Must be a valid DoDAAC, MAPAAC or FEDAAC	
	Receipt by DoD from DoD Contractor (GRD)	Not Available	
Extension	Optional		1/6
	Requires entry of Losing Property PCO Code		
Property ACO	Conditional		6/6
	Workflow	Scenarios	
	Contractor to Contractor (VV)	Mandatory: Must be a valid DoDAAC, MAPAAC or FEDAAC	
	Contract to Contract (CC)	Must be a valid DoDAAC, MAPAAC or FEDAAC	

	Contractor to DOD (VG)	Mandatory: Must be a valid DoDAAC, MAPAAC or FEDAAC	
	DoD to Contractor (GV)	Not Available	
	DoD to DoD (GG)	Mandatory when the Losing Contract Information is entered else Optional	
	Receipt by Contractor from Contractor (VRC)	Not Available	
	Receipt by Contractor from DoD (VRD)	Not Available	
	Receipt by DoD from Contractor (GR)	Mandatory: Must be a valid DoDAAC, MAPAAC or FEDAAC	
	Receipt by DoD from DoD Contractor (GRD)	Not Available	
Extension	Optional		1/6
	Requires entry of Losing Property ACO Code		
Government Program Manager	Optional		6/6
	Must be a valid DoDAAC, FEEDAC, or MAPAAC		
Extension	Optional		1/6
	Requires entry of Losing Government Program manager		
Government Property Administrator	Conditional		6/6
	Workflow	Scenario	
	DoD to DoD (GG)	Populates from Receiver's Location Code when the Government Property Administrator is not entered.	
	All Other Workflows	Populates from Losing Property ACO Location Code when the Government Property Administrator is not entered	
Extension	Conditional		1/6
	Requires entry of Losing Government Property Administrator		

Contractor Program Manager	Optional	5/5
	Must be a valid CAGE Not Available for DoD to DoD otherwise Optional	
Extension	Optional	1/6
	Requires entry of Losing Contractor Program Manager Location Code	
Contractor Property Manager	Mandatory	5/6
	Must be a valid CAGE, DUNS or DUNS+4 Not Available for DoD to DoD If absent, the Losing Contractor Property Manager is populated from the Shipper's Location Code	
Extension	Optional	1/6
	Requires entry of Losing Contractor Property Manager Location Code	
Contract Administrator	Mandatory	5/6
	Must be a valid CAGE, DUNS or DUNS+4 Not Available for DoD to DoD If absent, the Losing Contractor Contract Administrator is populated from the Shipper's Location Code	
Extension	Optional	1/6
	Requires entry of Losing Contractor Contract Administrator Location Code	

## 2.7 Gaining Contract Data

Note that Gaining Contract information is not available for the following workflows: Contractor to DoD, and Receipt by DoD without Shipment Document in GFP from Contractor.

When the gaining contract data must be entered the application will provide routing fields for the management personnel (view-only roles) based on the following table:

**View-only Routing Information – Gaining Contract**

Label	Entry Requirement		Size
Issue Date	Optional		10/10
	Selected via Calendar Icon or manually entered Must be in format YYYY/MM/DD.		
Property PCO	Conditional		6/6
	Workflow	Scenario	
	Contractor to Contractor (VV)	Optional: Must be a valid DoDAAC, DUNS or DUNS+4 Mandatory for Receipt If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.	
	Contractor to DoD (VG)	Not Available	
	Contract to Contract (CC)	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4	
	DoD to Contractor (GV)	Must be a valid DoDAAC, CAGE, DUNS or DUNS+4 Optional for Shipper created document Mandatory for Receipt If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.	
	DoD to DoD (GG)	Optional: Must be a valid DoDAAC Receiver may update the Location Code if the Shipper entered it.	
	Contractor Receipt W/O	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4	

	Ship Doc From Contractor (VRC)		
	Contractor Receipt W/O Ship Doc From DoD (VRD)	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4	
	DoD Receipt W/O Ship Doc From Contractor (GR)	Not Available	
	DoD Receipt W/O Ship Doc From DoD (GRD)	Mandatory when the Gaining Contract Information is entered else Optional	
Extension	Optional		1/6
	Requires entry of Gaining Property PCO Code		
Property ACO	Conditional		6/6
	Workflow	Scenarios	
	Contractor to Contractor (VV)	<p>Must be a valid DoDAAC, DUNS or DUNS+4</p> <p>Optional for Shipper created document Mandatory for Receipt</p> <p>If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.</p> <p>May populate the Gaining Government Property Administrator Location Code</p>	
	DoD to Contractor (GV)	<p>Must be a valid DoDAAC, CAGE, DUNS or DUNS+4</p> <p>Optional for Shipper created document Mandatory for Receipt</p>	

		<p>If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.</p> <p>May populate the Gaining Government Property Administrator Location Code</p>	
	Contractor to DoD (VG)	Not Available	
	Contract to Contract (CC)	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4	
	DoD to DoD (GG)	Optional: Must be a valid DoDAAC Receiver may update the Location Code if the Shipper entered it	
	Contractor Receipt W/O Ship Doc From Contractor (VRC)	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4	
	Contractor Receipt W/O Ship Doc From DoD (VRD)	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4	
	DoD Receipt W/O Ship Doc From Contractor (GR)	Not Available	
	DoD Receipt W/O Ship Doc From DoD (GRD)	Mandatory when the Gaining Contract Information is entered else Optional	
Extension	Optional		1/6
	Requires entry of Gaining Property ACO Code		
Government Program Manager	Conditional		6/6
	Workflow	Scenarios	

Contractor to Contractor (VV)	Optional: Must be a valid DoDAAC, DUNS or DUNS+4 If the Shipper Role did not enter this Location Code, the Receiver Role may enter the Location Code. Receiver may update the Location Code if the Shipper entered it.
Contractor to DoD (VG)	Not Available
DoD to Contractor (GV)	Optional: Must be a valid DoDAAC, CAGE, DUNS or DUNS+4 If the Shipper Role did not enter this Location Code, the Receiver Role may enter the Location Code. Receiver may update the Location Code if the Shipper entered it.
Contract to Contract (CC)	Optional: Must be a valid DoDAAC, DUNS or DUNS+4
DoD to DoD (GG)	Optional: Must be a valid DoDAAC If absent, the Gaining Government Program Manager is populated from the Receiver's Location Code. Receiver may update the Location Code if the Shipper entered it.
Contractor Receipt W/O Ship Doc From Contractor (VRC)	Optional: Must be a valid DoDAAC, DUNS or DUNS+4
Contractor Receipt W/O Ship Doc From DoD (VRD)	Optional: Must be a valid DoDAAC, DUNS or DUNS+4
DoD Receipt W/O Ship Doc From Contractor (GR)	Not Available

	DoD Receipt W/O Ship Doc From DoD (GRD)	Must be a valid DoDAAC, DUNS or DUNS+4 If absent, the Gaining Government Program Manager is populated from the Receiver's Location Code.	
Extension	Optional		1/6
	Requires entry of Gaining Government Program manager		
Government Property Administrator	Conditional		6/6
	Workflow	Scenarios	
	Contractor to Contractor (VV)	Must be a valid DoDAAC, DUNS or DUNS+4 Optional for Shipper created document Mandatory for Receipt If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it. If absent, the Gaining Government Property Manager Location Code is populated from the Gaining Property ACO Location Code	
	Contractor to DoD (VG)	Not Available	
	Contract to Contract (CC)	Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4 If absent, the Gaining Government Property Manager Location Code is populated from the Gaining Property ACO Location Code	
	DoD to Contractor (GV)	Must be a valid DoDAAC, CAGE, DUNS or DUNS+4 Optional for Shipper created document Mandatory for Receipt If the Shipper did not enter this Location Code, the Receiver must enter	

	<p>the Location Code. Receiver may update the Location Code if the Shipper entered it.</p> <p>If absent, the Gaining Government Property Manager Location Code is populated from the Gaining Property ACO Location Code</p>
DoD to DoD (GG)	<p>Mandatory: Must be a valid DoDAAC</p> <p>If absent, the Gaining Government Property Manager Location Code is populated from the Receiver's Location Code</p> <p>Receiver may update the Location Code if the Shipper entered it.</p>
Contractor Receipt W/O Ship Doc From Contractor (VRC)	<p>Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4</p> <p>If absent, the Gaining Government Property Manager Location Code is populated from the Gaining Property ACO Location Code</p>
Contractor Receipt W/O Ship Doc From DoD (VRD)	<p>Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4</p> <p>If absent, the Gaining Government Property Manager Location Code is populated from the Gaining Property ACO Location Code</p>
DoD Receipt W/O Ship Doc From Contractor (GR)	Not Available
DoD Receipt W/O Ship Doc From DoD (GRD)	<p>Mandatory: Must be a valid DoDAAC, DUNS or DUNS+4</p> <p>If absent, the Gaining Government Property Manager Location Code is populated from the Receiver's Location Code</p>

Extension	Conditional	1/6
	Requires entry of Losing Government Property Administrator	
Contractor Program Manager	Optional	5/5
	Workflow	Scenarios
	Contractor to Contractor	Optional: Must be a valid CAGE, DUNS or DUNS+4 If the Shipper Role did not enter this Location Code, the Receiver Role may enter the Location Code. Receiver may update the Location Code if the Shipper entered it.
	Contractor to DoD	Not Available
	Contract to Contract	Optional: Must be a valid CAGE, DUNS or DUNS+4
	DoD to Contractor	Optional: Must be a valid DoDAAC, CAGE, DUNS or DUNS+4 If the Shipper Role did not enter this Location Code, the Receiver Role may enter the Location Code. Receiver may update the Location Code if the Shipper entered it.
	DoD to DoD	Not Available
	Contractor Receipt W/O Ship Doc From Contractor (VRC)	Optional: Must be a valid CAGE, DUNS or DUNS+4
	Contractor Receipt W/O Ship Doc From DoD (VRD)	Optional: Must be a valid CAGE, DUNS or DUNS+4

	DoD Receipt W/O Ship Doc From Contractor	Not Available	
	DoD Receipt W/O Ship Doc From DoD	Not Available	
Extension	Optional		1/6
	Requires entry of Losing Contractor Program Manager Location Code		
Contractor Property Manager	Conditional		5/6
	Workflows	Scenarios	
	Contractor to Contractor (VV)	Must be a valid CAGE, DUNS or DUNS+4  Optional for Shipper created document  Mandatory for Receipt  If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.  If absent, the Gaining Contractor Property Manager is populated from the Receiver's Location Code.	
	Contractor to DoD (VG)	Not Available	
	Contract to Contract (CC)	Mandatory. Must be a valid CAGE, DUNS or DUNS+4  If absent, the Gaining Contractor Property Manager is populated from the Receiver's Location Code.	
	DoD to Contractor (GV)	Must be a valid DoDAAC, CAGE, DUNS or DUNS+4  Optional for shipper created document	

		<p>Mandatory for Receipt</p> <p>If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.</p> <p>If absent, the Gaining Contractor Property Manager is populated from the Receiver's Location Code.</p>	
	DoD to DoD (GG)	Not Available	
	Contractor Receipt W/O Ship Doc From Contractor (VRC)	<p>Mandatory. Must be a valid CAGE, DUNS or DUNS+4</p> <p>If absent, the Gaining Contractor Property Manager is populated from the Receiver's Location Code.</p>	
	Contractor Receipt W/O Ship Doc From DoD (VRD)	<p>Mandatory. Must be a valid CAGE, DUNS or DUNS+4</p> <p>If absent, the Gaining Contractor Property Manager is populated from the Receiver's Location Code.</p>	
	DoD Receipt W/O Ship Doc From Contractor (GR)	Not Available	
	DoD Receipt W/O Ship Doc From DoD (GRD)	Not Available	
Extension	Optional		1/6
	Requires entry of Losing Contractor Property Manager Location Code		
Contractor Contract Administrator	Mandatory		5/6
	Workflows	Scenarios	
	Contractor to Contractor (VV)	<p>Must be a valid CAGE, DUNS or DUNS+4</p> <p>Optional for Shipper created document</p>	

		<p>Mandatory for Receipt</p> <p>If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.</p> <p>If absent, the Gaining Contractor Contract Administrator is populated from the Receiver's Location Code.</p>
Contractor to DoD (VG)		Not Available
Contract to Contract (CC)		<p>Mandatory. Must be a valid CAGE, DUNS or DUNS+4</p> <p>If absent, the Gaining Contractor Contract Administrator is populated from the Receiver's Location Code.</p>
DoD to Contractor (GV)		<p>Must be a valid DoDAAC, CAGE, DUNS or DUNS+4</p> <p>Optional for shipper created document</p> <p>Mandatory for Receipt</p> <p>If the Shipper did not enter this Location Code, the Receiver must enter the Location Code. Receiver may update the Location Code if the Shipper entered it.</p> <p>If absent, the Gaining Contractor Contract Administrator is populated from the Receiver's Location Code.</p>
DoD to DoD (GG)		Not Available
Contractor Receipt W/O Ship Doc From Contractor (VRC)		<p>Mandatory. Must be a valid CAGE, DUNS or DUNS+4</p> <p>If absent, the Gaining Contractor Contract Administrator is populated from the Receiver's Location Code.</p>
Contractor Receipt W/O		Mandatory. Must be a valid CAGE, DUNS or DUNS+4

	Ship Doc From DoD (VRD)	If absent, the Gaining Contractor Contract Administrator is populated from the Receiver's Location Code.	
	DoD Receipt W/O Ship Doc From Contractor	Not Available	
	DoD Receipt W/O Ship Doc From DoD	Not Available	
Extension	Optional		1/6
	Requires entry of Losing Contractor Contract Administrator Location Code		

## 2.8 Document Level Detail

After entering the routing codes, the application performs a check to ensure the document can be processed to the intended Receiver. If the result is NO, the Initiator is notified and not allowed to proceed. If the result is YES, the Initiator is provided the opportunity to enter data at the document level.

### Document Level Header Tab

Label	Entry Requirement		Size
Shipment No	Mandatory		2/22
Transfer Document Number			14/25
	Workflow	Scenarios	
	DoD to DoD (GG)	When the Losing Contract Number is NOT entered, the Shipment Number label is changed to Transfer Document Number. The first six characters of the Transfer Document Number must be the Shipper's DoDAAC	

	DoD Receipt W/O Ship Doc From DoD (GRD)	When the Gaining Contract Number is NOT entered, the Shipment Number label is changed to Transfer Document Number.  The first six characters of the Transfer Document Number must be the Receiver's DoDAAC.	
	All workflows	Required the entry of Shipment Number	
Shipment Date	Conditional		10/10
Transfer Document Date			10/10
	Workflows	Scenarios	
	DoD to DoD (GG)	When the Losing Contract Number is NOT entered, the Shipment Date label is changed to Transfer Document Date	
	Contractor to Contractor (VV), Contractor to DoD (VG), DoD to Contractor (GV), DoD to DoD (GG), Receipt by Contractor from Contractor (VRC), Receipt by Contractor from DoD (VRD), Receipt by DoD from Contractor (GR), Receipt by DoD from DoD (GRD)	Mandatory: Selected via Calendar Icon or manually entered  Must be in format YYYY/MM/DD.	
	Contract to Contract (CC),	Optional: Select via Calendar Icon or manually entered  Must be in format YYYY/MM/DD.	

	DoD Receipt W/O Ship Doc From DoD (GRD)	When the Gaining Contract Number is NOT entered, the Shipment Date label is changed to Transfer Document Date.	
Estimated	Optional		1/1
	Refers to the estimated date indicator		
Estimated Delivery Date	Optional		10/10
	Refers to the estimated delivery date Selected via Calendar Icon or manually entered Must be in format YYYY/MM/DD.		
Effective Date	Mandatory		10/10
	Workflows Affected:		
	Workflow	Scenario	
	Contract to Contract (CC)	Requires the entry of effective Date Selected via Calendar Icon or manually entered  Must be in format YYYY/MM/DD.	
TCN	Optional		1/6
	Refers to the Transportation Control Number		
Gross Weight	Optional		1/7
	Refers to the Gross Weight		
Serial Shipping Container Code	Optional		18/18
	Refers to the Serial Shipping Container Code		
Standard Carrier	Optional		2/4
	Refers to the entry of Standard Carrier Alpha Code		
Bill of Lading Number	Optional		1/30
Bill of Lading Type (RB)			1/1
	Requires entry of Bill of Lading Number		

Transportation Method/Type (Drop Down)	Optional	1/1
	Refers to the selection from Transportation Method/Type (Drop Down list)	
Secondary Tracking Number	Optional	1/30
	Refers to the entry of Secondary Tracking Number	
Secondary Tracking Number Type Indicator	Conditional	2/2
	Requires entry of Secondary Tracking Number	
Secondary Tracking Number Description	Conditional	1/30
	Mandatory when a Secondary Tracking Type of “XY” is used	
Document Total	Calculated	9.2
Currency Code	Mandatory	1.1
	Defaults to USD	

## 2.9 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing screen. The data is modifiable by the user.

### Address Data Tab

Label	Entry Requirement	Size
Activity Name 1	Optional	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/60
Address 1	Optional	1/55

Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/25
State	Optional	2/2
Zip	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

## 2.10 Comments Tab

The Initiator is able to enter document level comments.

Label	Entry Requirement	Size
Comments	Optional	1/1200

## 2.11 Line Item Tab

The user must enter at least one line item.

Label	Entry Requirement	Size
Item No.	Mandatory	1/6
	Requires at least 1 entry and up to 999 Line Items.	
Product/Service ID	Mandatory	1/48
	Requires at least one entry NSN Rule - Requires 13 characters when Product/Service ID Qualifier is "FS – NATIONAL STOCK NUMBER"	
Product/Service ID Qualifier	Mandatory	1/1

	Requires entry of at least one entry from Product/Service ID Qualifier drop down list							
Add Additional	Optional	1/15						
	With FS – NSN: Add up to 15 Product/Service ID and Product /Service ID Qualifier  Without FS – NSN: Add up to 14 Product/Service ID and Product /Service ID Qualifier							
Qty. Shipped	Mandatory	1/8						
	Must be a whole number							
Unit of Measure	Mandatory	2/2						
	Auto Completes from the UofM Code table							
Advice Code	Optional	1/1						
	Refers to the entry from Advice Code drop down list							
Supply Condition Code	Optional	1/1						
	Supply Condition Code will be prepopulated with the Supply Condition Code entered at the line item level, if a Code at the line item level has been entered, however it may be changed. If a Supply Condition Code has been selected, a UID Number must be entered. Supply Condition Codes may be the same or different for each UID Number.							
Unit Price	Conditional	6/6						
	Unit Price is conditional for the following workflows							
	<table border="1"> <thead> <tr> <th>Workflows</th> <th>Scenarios</th> </tr> </thead> <tbody> <tr> <td>DoD To DoD (GG), Receipt by DoD from DoD (GRD)</td> <td>Unit price is allowed when UIIs are absent and vice versa</td> </tr> <tr> <td>All Other Workflows</td> <td>No Option Available</td> </tr> </tbody> </table>	Workflows	Scenarios	DoD To DoD (GG), Receipt by DoD from DoD (GRD)	Unit price is allowed when UIIs are absent and vice versa	All Other Workflows	No Option Available	
Workflows	Scenarios							
DoD To DoD (GG), Receipt by DoD from DoD (GRD)	Unit price is allowed when UIIs are absent and vice versa							
All Other Workflows	No Option Available							
Type Designation Method	Conditional	1/1						

	Refers to the entry of Type Designation Method from the drop-down list Requires when Type Designation value is entered	
Type Designation Value	Conditional	1/80
	Requires when Type Designation Method is entered	
Description	Mandatory	1/2000
	Requires description for the Line Item.	

## 2.12 UID/Serial No. Tab

Entry of these elements is considered as applicable to every Full UID and Serial number entered for a specific Header Element entry. There may be multiple Header Level entries for each Line Item.

In all cases there exists the capability to capture one or more UIDs per Line Item.

The number of UIDs entered may equal to the quantity of items submitted on the line item as entered. The UID number may NOT be utilized more than once on any single GFP document.

The acquisition cost for each UID is the Unit Price submitted at the line item level.

## 2.13 UID Header Detail

### UID Header Detail

Label	Entry Requirement	Size
Current Part Number	Optional	1/32
	Refers the entry of Current Part Number	
Current Part Number Cost	Mandatory	1.00/9.00
Current part Number Effective Date		10/10
	Required both fields when Current Part Number is entered	

	<p>Must be a numeric value up to 9 digits and can only contain up to 2 digits to the right of the decimal</p> <p>Selected via Calendar Icon or manually entered</p> <p>Must be in format YYYY/MM/DD.</p>							
2D Compliant	Mandatory	1/1						
	<p>Requires entry of at least one entry from 2D Compliant drop-down list for the following workflows</p> <table border="1"> <thead> <tr> <th>Workflow</th> <th>Scenarios</th> </tr> </thead> <tbody> <tr> <td>Contractor to Contractor (VV), Contract to DoD (VG)</td> <td>Require to select “Y” from 2D Compliant drop-down box</td> </tr> <tr> <td>Contract to Contract (CC), DoD to Contractor (GV), DoD to DoD (GG), Receipt by Contractor from Contractor (VRC), Receipt by Contractor from DoD (VRD), Receipt by DoD from Contractor (GR), Receipt by DoD form DoD (GRD)</td> <td>Option to select “Y” or “N” from the 2D Compliant drop-down box</td> </tr> </tbody> </table>	Workflow	Scenarios	Contractor to Contractor (VV), Contract to DoD (VG)	Require to select “Y” from 2D Compliant drop-down box	Contract to Contract (CC), DoD to Contractor (GV), DoD to DoD (GG), Receipt by Contractor from Contractor (VRC), Receipt by Contractor from DoD (VRD), Receipt by DoD from Contractor (GR), Receipt by DoD form DoD (GRD)	Option to select “Y” or “N” from the 2D Compliant drop-down box	
Workflow	Scenarios							
Contractor to Contractor (VV), Contract to DoD (VG)	Require to select “Y” from 2D Compliant drop-down box							
Contract to Contract (CC), DoD to Contractor (GV), DoD to DoD (GG), Receipt by Contractor from Contractor (VRC), Receipt by Contractor from DoD (VRD), Receipt by DoD from Contractor (GR), Receipt by DoD form DoD (GRD)	Option to select “Y” or “N” from the 2D Compliant drop-down box							
Property Category Code	Mandatory	1/1						
	Option to select “E” or “M” from the Property Category Code drop down box							
Special Tooling Or Test Equipment Status	Mandatory	1/1						
	Option to select “Special Tooling”, “Special Test Equipment” or “Not Special Tooling Or Test							

	Equipment” from the Special Tooling Or Test Equipment Status drop down box	
UID Number	Mandatory	1/50
	Requires entering a UID Number which exists in the IUID Registry	
Supply Condition Code	Optional	1/1
	Supply Condition Code will be prepopulated with the Supply Condition Code entered at the line item level, if a Code at the line item level has been entered, however it may be changed. If a Supply Condition Code has been selected, a UID Number must be entered. Supply Condition Codes may be the same or different for each UID Number.	
Item Serial Number	Optional	1/50
	Item Serial Numbers must be unique per line item.	

## 2.14 MILSTRIP Tab

### MILSTRIP Tab

Label	Entry Requirement	Size
MILSTRIP No.	Optional	1/15
	Refers the entry of MILSTRIP Number	
MILSTRIP Qty.	Mandatory	1/13
	Required if MILSTRIP Number provided MILSTRIP Qty. total should equal the Quantity shipped from Line Item Tab	

## 2.15 Pack Tab (adding Packages)

### PACK Tab (Adding packages)

Label	Entry Requirement	Size
Package ID	Mandatory	See Note
	Number represents the binary coding of an RFID tag; must be 16, 24, 32 or 64 characters	
Package Type	Mandatory	1/1
	Defaults to RFID – Radio Frequency identification (Passive) form drop down box	

## 2.16 Pack Tab (Packing Items)

### PACK CLIN (CLIN/SLIN Data)

Label	Entry Requirement	Size
Item No.	Read Only	1/6
	Populated from the line item number entered in Line Item tab	
Product/Service ID	Read only	1/48
	Populated from the Product/Service ID entered in Line Item tab	
Qty. Shipped	Read Only	1/8
	Populated based on Total Qty. entered in the Item Number.	
Total Qty. Packed	System Generated	
Difference	System Generated	
Package ID	Mandatory	1/1
	Populated based on Package ID entered on pack tab screen	
Quantity packed	System Generated	
	Populated based on UIIs entered for the Package ID	
UII	Read Only	1/50

	Populated based on UII data entered for the Item Number being packed	
Item Serial No.	Read Only	1/1
	The user will be able to pack by Item Serial Number. Each Item Serial Number is counted one time towards the Quantity Packed. Existing pack edits will be applied. Once packed, the Item Serial Numbers will be listed for each pack.	
UII	Read Only	1/50
	Populated based on UII data entered for the Item Number being packed.	
Pack All UIIs/Item Serial No.	Optional	1/1
Unpack All UIIs/Item Serial No.		1/1
	Pack/unpack apply to all UIIDs on the selected Item Number being packed	
Pack	Optional	1/1
	Refers to Pack the particular line item as in whole when check box is selected	

## 2.17 Document Submission

### 2.18 Misc. Info Tab

Label	Entry Requirement	Size
Attachments	Optional	2MB

#### 2.18.1 Status

When the Property Transfer document is created, the document's status is dependent upon the workflow selected.

1. "Submitted" – upon submission of a Shipper created document except for the subsequent rules.

2. “Received” – upon submission of a Contract to Contract document
3. “Received” – upon submission of a Receiver created document.

## 3 Document Receipt

For Shipper created documents this is a mandatory workflow step; otherwise this step is not utilized to work the Property Transfer document. The Receiver indicates the receipt of the material shipped, enters any UID information that was not previously entered and locks the document.

The Receiver is able to:

- Receipt material on the document.
- Reject the document to the Initiator.
- Enter UID information.

### 3.1 Header

Header tab provides a summary of the document level data entered by the document initiator.

Label	Entry Requirement	Size
Action By: Location	Mandatory	1/1
	Refers to the following actions are available: <ul style="list-style-type: none"> <li>• Received</li> <li>• Partially Received</li> <li>• Reject to Initiator</li> </ul>	
Date	Mandatory	10/10
	Select via Calendar Icon or manually entered  Must be in format YYYY/MM/DD	

### 3.2 Line Item

The Receiver can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

Label	Entry Requirement	Size
Qty. Received	Conditional	1/1
	Not available if UIDs on the document are not marked for receipt. If the document does not contain UIDs, the user may enter in the Quantity Received	
Deficiency Report	Optional	1/1
	Refers to the Deficiency Report Indicator check box If the Deficiency Report Indicator is selected, the Government Property Receiver will be allowed to enter the EzPDR system upon receipt/rejection of the Property Transfer document. The GFP Success page will provide links to create a Product Quality Deficiency Report (PQDR) or Supply Discrepancy Report (SDR) in EzPDR.	
Type Designation Method	Conditional	1/1
Type Designation Value		1/80
	The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory.	

### 3.3 UID

If UIDs have been entered on the document; receipt MUST be by the UID number. If UIDs were not previously entered on the document, then the UID tab will not display.

The Receiver has the option to modify the 'Special Tooling or Test Equipment' status by choosing the options available in the dropdown menu. The options are 'Special Tooling', 'Special Test Equipment' or 'Not Special Tooling or Test Equipment' status.

The 'Special Tooling or Test Equipment' status selected by the Receiver will be applicable for all the UIIs under that UID header.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Receive All UIDs	Optional	1/1
	Applies to all UIDs on the document	
Reject All UIDs	Optional	1/1
	Applies to all UIDs on the document	
Qty. Received	System Generated	
Qty. Rejected	System Generated	
Receive All	Optional	1/1
	Applies to all UIDs on the Line Item	
Reject All	Optional	1/1
	Applies to all UIDs on the Line Item	
Receive	Optional	1/1
	Applies to the individual UID	
Reject	Optional	1/1
	Applies to the individual UID	

### 3.4 Addresses

The Receiver may not adjust any data on this tab.

### 3.5 Misc. Info

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Comments	Conditional	1/2000
	Mandatory when document is rejected.	
Attachments	Optional	2 MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 2 MB; however, this is subject to change	

### **3.6 Pack**

Provides a visible diagram detailing the pack details of the shipment.

#### **3.6.1 Status**

When the document is received by the Property Transfer Receiver the status is “Received.”