

# GFP – Add UID

## Training Document

PIEE Homepage

GFP

Item Management

Contractor Item Management

Manage Accountable Items

### Table of Contents

**GFP Roles.....1**

**Navigation.....1**


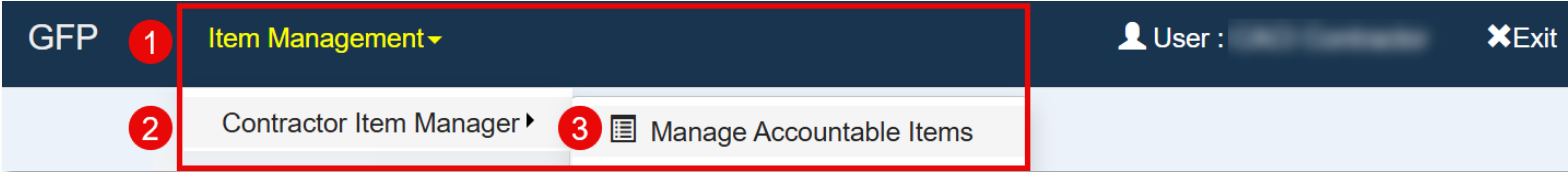
**Search Criteria.....1**

**Search Results .....3**

**Add UID – Detail page .....4**

**Individual Item – Detail page .....5**

**Submission Page .....8**

<b>GFP Roles</b>	<p>The role(s) required to add a UID:</p> <ul style="list-style-type: none"><li>• Contractor Item Manager</li></ul>
<b>Navigation</b>	<p>Log in to PIEE GFP as a Contractor Item Manager and click <b>GFP</b>.</p> <div data-bbox="344 440 1184 862">A screenshot of the PEEE GFP welcome page. The header includes the PEEE logo, 'My Account', 'Help', 'User:', and 'Logout'. Below the header, it says 'Welcome to the Procurement Integrated Enterprise Environment'. In the center, there is a 'Property Management' box containing a 'GFP' logo and the text 'Government Furnished Property'. The 'GFP' logo is highlighted with a red rectangle.</div> <p>On the GFP welcome page, select the <b>Item Management</b> drop-down (1), then <b>Contractor Item Manager</b> (2), and then <b>Manage Accountable Items</b> (3).</p> <div data-bbox="344 1065 1902 1235">A screenshot of the GFP navigation menu. The menu is divided into two sections. The top section is dark blue and contains 'GFP' (1) and 'Item Management' (2) with a dropdown arrow. The bottom section is light blue and contains 'Contractor Item Manager' (2) and 'Manage Accountable Items' (3) with a document icon. A red rectangle highlights the 'Item Management' dropdown and its options.</div>
<b>Search Criteria</b>	<p>In the Action drop-down, select <b>Add UID</b> and enter the appropriate search criteria. You must enter a CAGE Code, a Contract Number, or both; all other criteria are optional. Click <b>Search</b>.</p>

**Contractor Item Manager - Search Accountable Items - Search Criteria**

Action \*

**Contract Information**

Contract Number †

Order Number

CAGE Code †

CLIN

**Item Information**

National Stock Number

Manufacturer CAGE

Part Number

Model Number

Item Name

Item Description

Unique Item Identifier (UII)

Item Serial Number

Record Control Document Number

Contractor Reference Number

\* - Required  
† - At least one is required

The Add UID search criteria include:

#### *Action Drop-down*

- View Only
- Update Condition Codes/CLIN
- Update Product ID
- Add UID
- Embed Items
  - Recall Embed

#### *Contract Information Fields*

- Contract Number †
- Order Number

- CAGE Code † (*drop-down*)
- CLIN

*Item Information Fields*

- National Stock Number (NSN)
- Manufacturer CAGE
- Part Number
- Model Number
- Item Name
- Item Description
- Unique Item Identifier (UII)
- Item Serial Number
- Record Control Document Number
- Contractor Reference Number

\* Required

† At least one of these is required

**Search Results**

The Add UID Search Results page includes the following information:

- Contract Number
- Order Number
- Item Name
- Item Description
- NSN
- Manufacturer CAGE
- Part Number
- Model Number
- Accountable Quantity
- Serially Managed?
- Action(s)

*NOTE: When the action is “Add UID”, only serially managed items are shown.*

Find the item to update and click its **Add UID** button.

Contractor Item Manager : Search Accountable Items - Search Results										
Contract Number	Order Number	Item Name	Item Description	NSN	Manufacturer CAGE	Part Number	Model Number	Accountable Quantity	Serially Managed?	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
FA303025C0303		KIT	KIT				MODEL SM	1	Y	<a href="#">Add UID</a>
F0300024C1211		Raven Drone	test	9999967890123				8	Y	<a href="#">Add UID</a>

The “Add UID” detail view displays three sections:

- Contract Information
- Line Item Information
- Individual Item Information

## Add UID – Detail page

Contractor Item Manager - Accountable Items - Add UID

Contract Information

Contract Number
Order Number
CAGE Code

Line Item Information

Item Name

Item Description

paper

paper

National Stock Number

Manufacturer CAGE

Part Number

Model Number

1234567890123

Quantity

Unit of Measure

14

UNIT

Individual Item Information

UID

Item Serial Number

Condition Code

Condition Effective Date

CLIN

RCDN

Contractor Reference Number

Action

Filter

Filter

Show All

Filter

Filter

Filter

Filter

Add UID
Add UID
Add UID

Previous

*Contract Information*

(*read-only; collapsible*)

- Contract Number
- Order Number
- CAGE Code

*Line Item information*

(*read-only; collapsible*)

- Item Name
- Item Description
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- Quantity
- Unit of Measure

*Individual Item Information*

- UII
- Item Serial Number
- Condition Code
- Condition Effective Date
- CLIN
- RCDN
- Contractor Reference Number
- Action

**Individual Item  
– Detail page**

To add a UID to an individual item, click its **Add UID** button under the Action column.

Individual Item Information							
UII	Item Serial Number	Condition Code	Condition Effective Date	CLIN	RCDN	Contractor Reference Number	Action
Filter	Filter	Show All ▾	Filter	Filter	Filter	Filter	
	20250303						<a href="#">Add UID</a>

### UII Information Fields

- Acquisition Cost \* (*required*) (*floating decimal format; maximum 18 characters*)
- Category Code \* (*required*) (*E - Equipment, M - Material*)
- Special Tooling or Test Equipment Status \* (*required*) (*Not Special Tooling or Test Equipment (NS), Special Test Equipment (STE), Special Tooling (ST)*)
- CAGE Code \* (*required*) (*5 alphanumeric characters*)
- Part Number (*optional*) (*1–32 alphanumeric characters*)
- Serial Number \* (*required*)
- Unique Item Identifier (UII) \* (*required; read-only*)

Contractor Item Manager - Accountable Items - Add UID

UII Information

Acquisition Cost \*

Category Code \*

Special Tooling or Test Equipment Status\*

CAGE Code \* ⓘ

Part Number ⓘ

Serial Number \*

Unique Item Identifier (UII) \*

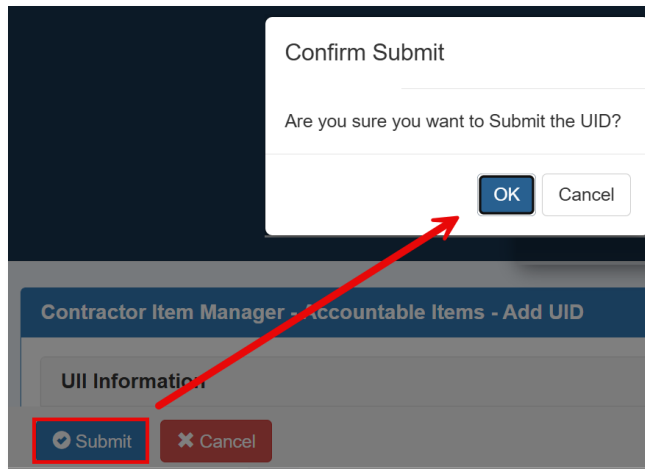
Submit

Cancel

Fill out the fields as appropriate. Then click **Submit** or **Cancel**.

### Submitting

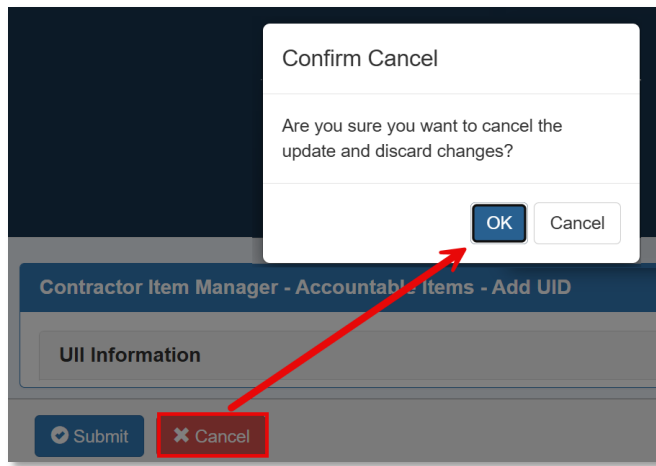
When you are finished entering information, click **Submit**. A pop-up displays asking: “Are you sure you want to submit the UID?”



Click **OK** to submit or **Cancel** to return to the Add UID page.

### Cancelling

To stop updating this item, click **Cancel**. A pop-up displays asking: “Are you sure you want to cancel the update and discard changes?” Click **OK** to continue cancelling. Click **Cancel** to return to the Add UID page.



**NOTE:** You may click **Cancel** at any time to return to the UII Information page.



## Submission Page

### Success


If there are no validation errors, a success page displays. To return the Search Results page, click **Previous**.

**Contractor Item Manager - Accountable Items - Add UID - Success**

The UID was successfully submitted to the IUID Registry.

**Add UID Success**

<b>Contract Number</b> ABCDEFGH12345	<b>Order Number</b> 
<b>CAGE Code</b> 12345	<b>Unique Item Identifier (UII)</b> ABCDEFGH12345

 Previous

*NOTE: After a successful submission, the GFP system sends the UID data to the IUID Registry.*

### Errors



If there *are* any validation errors, address the error messages and submit again.

**Contractor Item Manager - Accountable Items - Add UID**

ERROR: Special Tooling or Test Equipment Status is required.  
ERROR: Cage Code is required.  
ERROR: Category Code is required.  
ERROR: Acquisition Cost is required.

**UII Information**

**Acquisition Cost \***

**CAGE Code \*** **Part Number** 

**Unique Item Identifier (UII) \***