

GFP Cancel Requisition

Reference Guide



Table of Contents

- Roles 1
- Navigation 1
- Cancel Requisition 2

Roles

Roles that can submit cancellation request for a requisition:

- Contractor Requisitioner

Navigation

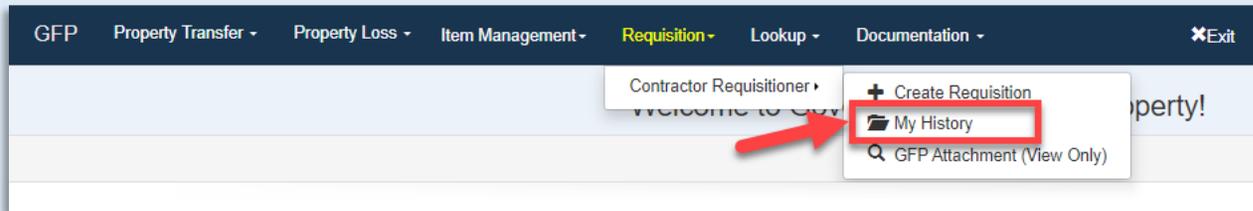
1. Log in to PIEE as a Contractor Requisitioner
2. Select the **GFP** icon on the PIEE home page.



On the GFP homepage select the Requisition tab and click on the **Contractor Requisitioner** from the drop down.



Select My History



In the My History Search Results find the requisition to be cancelled and in the Action column of that requisition, select **x Cancel**.

Cancel Requisition

Requisition Number	Contract Number	Delivery Order	CAGE code	Contractor DoDAAC	National Stock Number	Manufacturer CAGE	Part Number	Submit Date	Quantity Requisitioned	Requisition Status	Update Date	Quantity Shipped	Quantity Received	Action(s)
EZ48973125001	FA820518D0001	FA820518F0009	81755	EZ4897	5961013370051	94271	13372443	2023-05-04	7	Submitted	2023-05-04			View Cancel
HGC0873125007	HT940222C0010		6YF97	HGC087	6665010818140			2023-05-03	2	Submitted	2023-05-03			View Cancel
HGC0873125001	HT940222C0010		6YF97	HGC087	4920014661502	89944	18910480104	2023-05-03	2	Received	2023-05-03	2	2	View
HGC0873125005	HT940222C0010		6YF97	HGC087	4920014661502	89944	18910480104	2023-05-03	2	Submitted	2023-05-03			View Cancel

Comments are mandatory.

Add comments and select the **Cancel Requisition** button.

GFP Property Transfer - Property Loss - CAP Pre-screening - Plant Clearance - Item Management - Requisition - Lookup - Documentation - ✕Exit

Contractor Requisitioner - Cancel Requisition

Requisition History

Contract Information

Requisition Number	Contract Number Type	Contract Number
EZ489731245001	DoD Contract (FAR)	FA820518D0001
Delivery Order	CAGE code	Contractor DoDAAC
FA820518F0009	81755	EZ4897

Line Item Information

Quantity	Item Name
7	TRANSISTOR

Item Description
TRANSISTOR - SMIC X3; SOS/RIC: NRP

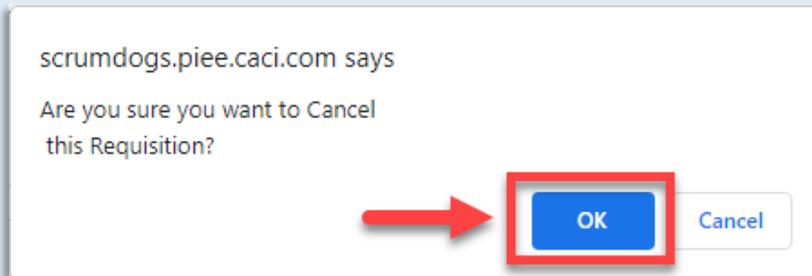
National Stock Number	Manufacturer CAGE	Part Number
5961013370051	94271	13372443
CLIN	Unit of Measure	Unit Acquisition Cost
	Each	16

Header Information

Document Type	Required Delivery Date	<u>MMAC/SMIC</u>
A0A		X3
Government Department	Fund Code	Advice Code
Department of Air Force	HM	
Ship To DoDAAC	Bill To DoDAAC	Project Code
EZ4897	FA3030	
Issue Priority Designator	Comments *	
06	<input type="text" value="Comments should be the reason that the Requisition is being cancelled."/>	

 **Cancel Requisition** Previous

A confirmation box will pop-up. Select the OK button.



Contractor Requisitioner will receive a message that the Cancellation request for the requisition selected was successfully sent.

A confirmation message box with a light blue background and a thin border. The message text is "The Cancellation request for Requisition 'EZ489731245001' was successfully sent." and is enclosed in a red rectangular box. A red arrow points from the right towards the message. Below the message are two expandable sections: "Contract Information" and "Line Item Information".

Contract Information		
Requisition Number	Contract Number Type	Contract Number
EZ489731245001	DoD Contract (FAR)	FA820518D0001
Delivery Order	CAGE code	Contractor DoDAAC
FA820518F0009	81755	EZ4897

Line Item Information			
National Stock Number	Manufacturer CAGE	Part Number	Quantity Requisitioned
5961013370051	94271	13372443	7

At the bottom left of the page is a blue button with a circular arrow icon and the text "Return".