

GFP Create Requisition

Reference Guide

GFP

Requisition

Contractor Requisitioner

Create Requisition

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Roles

Roles that can create a requisition:

- Contractor Requisitioner

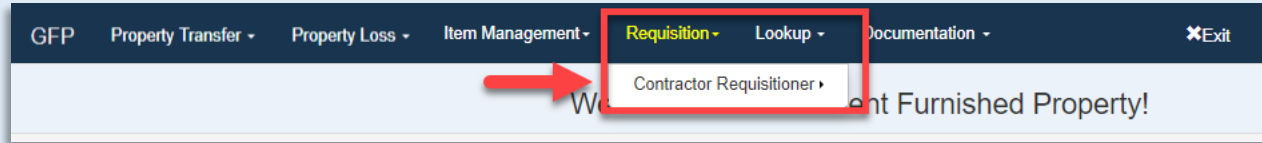
Navigation

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

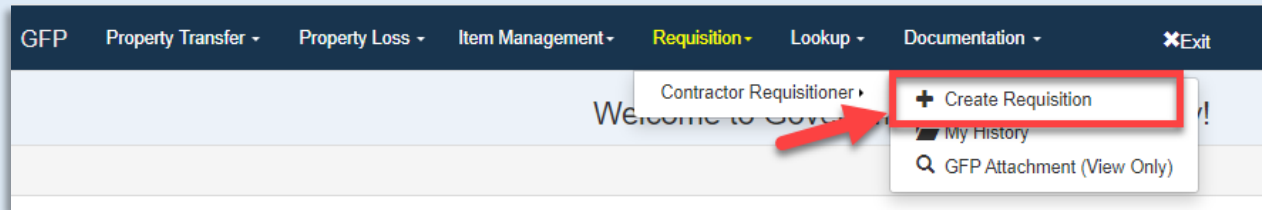


Creating Requisition

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



Select **+** Create Requisition



To create a requisition, the Contractor Requisitioner will enter information in the following fields and then click the **Continue** button.

- Contract Number Type
 - Cooperative Agreement
 - DoD Contract (Non-FAR)
 - Intragovernmental
 - International Agreement
 - Non-DoD Contract (Non-FAR)
 - Non-Procurement Instruments
 - DoD Contract (FAR)
 - Grant
 - Intergovernmental
 - Non-DoD Contract (FAR)
 - Other Agreements
 - Uniform PIID (FAR 4.16)
- **Contract Number** (*Required field)
- Delivery Order

Enter the Contract Number and click the **Continue** button.

For the scenario where the Contract Requisitioner is active for a single Contractor DoDAAC associated with the contract, the Contractor DoDAAC is auto-loaded for the user. Select the Contractor DoDAAC from the drop-down menu and click the **Continue** button.

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

Contractor Requisitioner - Create Requisition

Contract Information

Contract Number Type: DoD Contract (FAR) Contract Number: FA303011A0091 Delivery Order: S0512A18F6688

CAGE Code: 06481 Contractor DoDAAC:
--- Please Select ---
EZ2917
EZ9993

Continue **Home**

- On the Contractor Requisitioner – Create Requisition page, the Contractor Requisitioner must select populate Line Item information from GFP attachment by selecting the **+ Populate From GFP Attachment** button.
- Enter the Header Information
- Click the **Submit** button.

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Contractor Requisitioner - Create Requisition

Contract Information

Contract Number Type: DoD Contract (FAR) Contract Number: FA303011A0091 Delivery Order: S0512A18F6688

CAGE code: 06481 Contractor DoDAAC: EZ2917

Line Item Information

+ Populate From GFP Attachment

Header Information

Document Type: A0A - Domestic Ship with NSN Required Delivery Date: YYYY-MM-DD MMAC/SMIC

Government Department: Department of Air Force Fund Code: Advice Code: --- Please Select ---

Ship To DoDAAC: Bill To DoDAAC: Project Code:

Issue Priority Designator: 06 Comments:

Submit **Cancel**

Header Information fields include:

- Document Type (*Required)
 - A01 – Overseas Shipment with NSN
 - A04 – Overseas Shipment with Other (Parts Kits)
 - A0A – Domestic Ship with NSN (default)
 - A0D – Domestic Ship with Other (Parts Kits)
 - A31 – CM Requisition Overseas Shipment with NSN
 - A3A – CM Requisition Domestic Shipment with NSN
 - Required Delivery Date
- Government Department (*Required but defaulted based on Contract)
 - Department of Defense
 - Department of Navy
 - Department of Air Force
 - Department of Army
 - Federal Government
- Fund Code (*Required)
- Advice Code
- Ship To DoDAAC (*Required)
- Bill To DoDAAC (*Required)
- Project Code
- Issue Priority Designator (*Required but defaulted to 06)
- Comments

Populate from GFP Attachment must be selected for the Contractor requisitioner to see the following page:

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

Line Item Pre-population from GFP Attachment

WARNING: Only one Line Item can be selected on each Requisition.

National Stock Number: Manufacturer CAGE: Part Number: Model Number:

Item Name: Item Description: Item Type:

Requisitioned

+ Populate Selected Quantity ✕ Clear Selected Quantity 🔍 Filter Items ⌂ Reset Filter

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Quantity Authorized	Quantity Authorized Remaining	Quantity Requisitioned *
<input type="checkbox"/>	1	MACHINE GUN, 7.62 MILLIMETER	MACHINE GUN, 7.62 MILLIMETER - MMAC/SMIC/SOS/NRP: null	1005000000061	19204	12003100		Each	200	170.5	<input type="text"/>
<input type="checkbox"/>	2	CABLE ASSEMBLY, RADIO FREQUENCY	CABLE ASSEMBLY, RADIO FREQUENCY - MMAC EH; SOS/NRP: SMS	5995011840076				Each	1	0	<input type="text"/>
<input type="checkbox"/>	3	FUSE, HYDRAULIC SYSTEM	FUSE, HYDRAULIC SYSTEM - MMAC KT, SMIC P8; SOS: NRP FHZ; RIC JCD	4820015194591	97415	2-7680-2		Each	10	1	<input type="text"/>
<input type="checkbox"/>	4	DETECTOR UNIT, CHEMICAL AGENT AUT	DETECTOR UNIT, CHEMICAL AGENT AUT - SOS: A12 B14 FLZ MPB	6665010818140				Each	50	29	<input type="text"/>

⬇️ Populate Selected Items ⬅️ Previous

1. Select Line Item
2. Enter Quantity Requisitioned (*Required)
3. Click the Populate Selected Items

Contractor Requisitioner is required to populate an item from the GFP Attachment.

Enter the required information and click the submit button.

GFPProperty TransferProperty LossCAP Pre-screeningPlant ClearanceItem ManagementRequisitionLookupDocumentationExit

Contractor Requisitioner - Create Requisition

Contract Information

Contract Number TypeContract Number

DoD Contract (FAR)HT940222C0010

Delivery OrderCAGE codeContractor DoDAAC

6YF97HGC087

Line Item Information

Reset Line Item

QuantityItem Name

12TRANSISTOR

Item Description

TRANSISTOR - SMIC X3; SOS/RIC: NRP

National Stock NumberManufacturer CAGEPart Number

596101337005194271133724-43

CLINUnit of MeasureUnit Acquisition Cost

Each16

Header Information

Document Type *Required Delivery Date ¹MMAC/SMIC

A3A - CM Requisition Domestic Shipment with NSN

YYYY-MM-DD

X3

Government Department *Fund Code *Advice Code

Department of Defense

--- Please Select ---

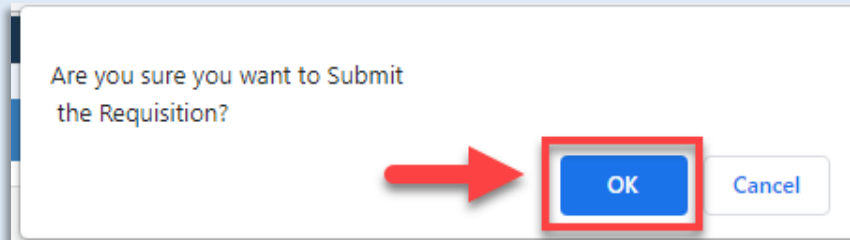
Ship To DoDAAC *Bill To DoDAAC *Project Code

Issue Priority Designator *Comments

06

SubmitCancel

A pop-up window will ask for confirmation to submit Requisition. Select the **OK** button.



When Requisition is submitted, a success message will post with contract information and line item information.

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

Contractor Requisitioner - Create Requisition - Success

The Requisition 'EZ291731585001' was successfully submitted.

Contract Information ▾

Requisition Number	Contract Number Type	Contract Number
EZ291731585001	DoD Contract (FAR)	FA303011A0091
Delivery Order	CAGE code	Contractor DoDAAC
S0512A18F6688	06481	EZ2917

Line Item Information ▾

National Stock Number	Manufacturer CAGE	Part Number	Quantity Requisitioned
1005000000061	19204	12003100	5

Return