GFP Create Requisition

Reference Guide

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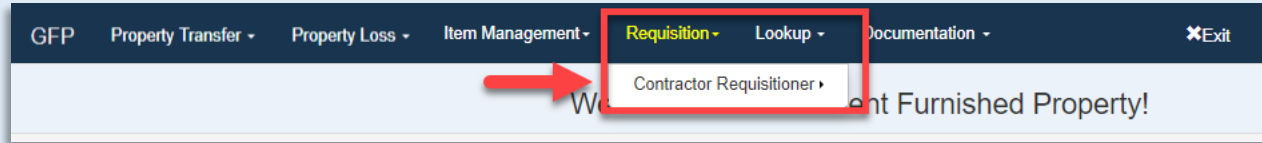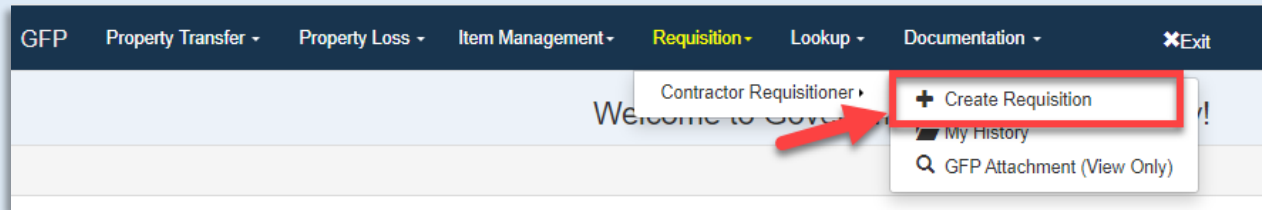|	
Roles	Roles that can create a requisition: • Contractor Requisitioner
Navigation	1. Log in to PIEE as a Contractor Requisitioner 2. Select the **GFP Icon** on the PIEE home page.

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
  - o Cooperative Agreement
  - o DoD Contract (Non-FAR)
  - o Intragovernmental
  - o International Agreement
  - o Non-DoD Contract (Non-FAR)
  - o Non-Procurement Instruments

  - o DoD Contract (FAR)
  - o Grant
  - o Intergovernmental
  - o Non-DoD Contract (FAR)
  - o Other Agreements
  - o 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.

- 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.

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:

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.

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

Are you sure you want to Submit
the Requisition?

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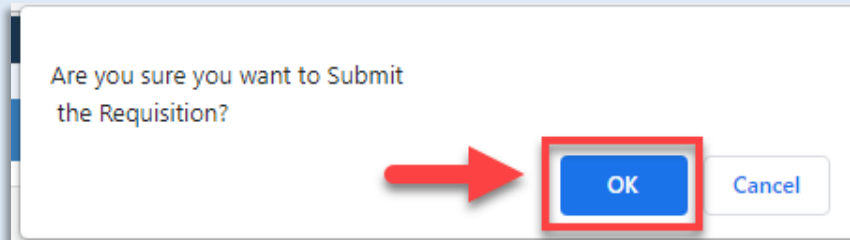
When Requisition is submitted, a success message will post with contract information and line item information.

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