WideAreaWorkFlow
e-Business Suite

GFP Attachment Template Instructions

Version 5.11.1
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Prepared For:
Defense Logistics Agency

Prepared By:

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Under:
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Project Name: Wide Area Workflow

Approved By:

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5/17/2018   Recoverable Signature

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History Page

Version	Date	Initials	Change Description
5.11.1	12/10/2017	TMC	Created
5.11.1	05/17/2017	TMC	Maximum character limit for Item Name, Part Number, and Model Number updated from 50 characters to 48 characters.

Table of Contents
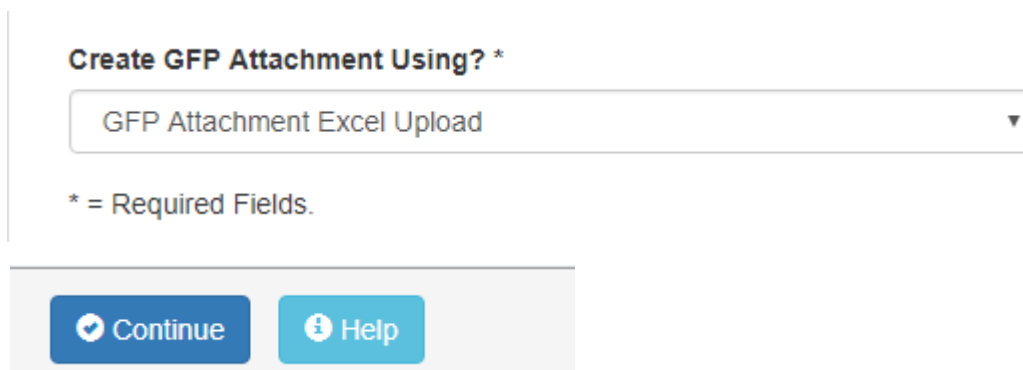
1   Download GFP Attachment Excel Template

To obtain the latest copy of the GFP Attachment Excel Template, log into the GFP Module as a GFP Initiator or GFP Approver. Then select the Documentation dropdown and click 'GFP Template Download'.
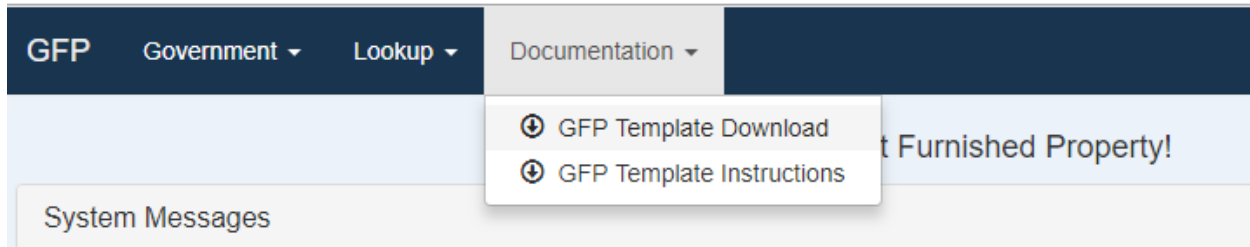
Data can be entered and saved in the downloaded Excel template. This populated template can then be used for initiating a GFP Attachment via Excel Upload.

2   Upload GFP Attachment Excel Template

As a GFP Initiator or GFP Approver, go to the Government dropdown and click 'Create GFP Attachment'. Select 'GFP Attachment Excel Upload' in the 'Create GFP Attachment Using?*' dropdown, then click the 'Continue' button.

After clicking the 'Browse…' input button, select the populated Excel Template file. Next, click the 'Upload' button.

If the GFP Module detects any errors within the uploaded workbook, the following screen will be presented to the user. They can review the errors via text file by clicking the 'Download Errors' button. They can then update their Excel Template accordingly and upload the file again.

If no errors are encountered, the user will be redirected to the Routing screen to complete initiation of the GFP Attachment.

3   GFP Attachment Field Restrictions

3.1 Contract Information Fields

Field Name	Mandatory?	Restrictions
Attachment Number	Y	Up to 5 numeric digits
Attachment Date	Y	'CCYY-MM-DD' format
Name	N	Not used by GFP Module
Email	N	Not used by GFP Module
Phone	N	Not used by GFP Module
Document Description	Y	Values limited to those in dropdown
Mod Number	N	If Document Description is 'Contract Mod', enter a 6 character Modification Number. If this is a modification to an Order enter a 2 character modification number. Value is alpha-numeric.
Amendment No.	N	If Document Description is 'Amendment', enter a 4 numeric-digit Amendment Number.
Contract Number Type	Y	Values limited to those in dropdown
SOLICITATION, CONTRACT or UNIFORM PIID NUMBER – Issuing Office DoDAAC	Y	Issuing Office must be 6 uppercase alphanumeric characters. "I" and "O" are not allowed. Issuing Year, Contract Type & Sequence Number must also be provided.
SOLICITATION, CONTRACT or UNIFORM PIID NUMBER – Issuing Year	Y	2 numeric digits. Issuing Office DoDAAC, Contract Type & Sequence Number must also be provided.
SOLICITATION, CONTRACT or UNIFORM PIID NUMBER – Contract Type	Y	Values limited to those in dropdown. Issuing Office DoDAAC, Issuing Year & Sequence Number must also be provided.
SOLICITATION, CONTRACT or UNIFORM PIID NUMBER – Sequence Number	Y	4 alphanumeric characters. The letters "I" and "O" are not allowed. Letters must be uppercase. Issuing Office, Issuing Year & Contract Type must be entered.
Order Number – Issuing Office DoDAAC	N	Issuing Office must be 6 uppercase alphanumeric characters. "I" and "O" are not allowed. Issuing Year, Contract Type & Sequence Number must

		also be provided.
Order Number – Issuing Year	N	2 numeric digits. Issuing Office DoDAAC, Contract Type & Sequence Number must also be provided.
Order Number – Contract Type	N	Values limited to those in dropdown. Issuing Office DoDAAC, Issuing Year & Sequence Number must also be provided.
Order Number – Sequence Number	N	4 uppercase alphanumeric characters. The letters "I" and "O" are not allowed. Issuing Office, Issuing Year & Contract Type must be entered.
Order Number – Old Order Format	N	4 upper case alphanumeric characters and cannot contain the letter "I" or "O". An Old Order Format and Order Number cannot be entered at the same time.

3.2 GFP Attachment Item Fields

Field Name	Mandatory?	Restrictions
Line Number	Y	Up to 5 numeric digits. Must be unique per tab. (*i.e. Only a single instance of Line Number '1' is permitted on the Serially Managed Items tab*)
Item Name	Y	Up to 48 alphanumeric characters
Item Description	Y	Up to 250 alphanumeric characters
NSN	N	13 numeric digits not starting with zero. One of NSN, MFR CAGE and Part Number, or Model Number is required.
MFR CAGE	N	5 uppercase alphanumeric characters. If provided, Part Number must be provided. One of NSN, MFR CAGE and Part Number, or Model Number is required.
Part Number	N	Up to 48 alphanumeric characters. If provided, MFR CAGE must be provided. One of NSN, MFR CAGE and Part Number, or Model Number is required.
Model Number	N	Up to 48 alphanumeric characters. One of NSN, MFR CAGE and Part Number, or Model Number is required. Model Number is not applicable to Requisition Items.
Qty	Y	Numeric. Must be greater than or equal to 0.00001
Unit of Measure	Y	Values limited to those in dropdown
Unit Acq Cost	N	Numeric. Must be a greater than or equal to zero with no more than 2 decimal places. Numbers with more than two decimals will be rounded.
Use As-Is	Y	Values limited to those in dropdown
Delivery Date	N	'CCYY-MM-DD' format. If this value is present, do not enter any information in the 'Duration', 'Time Unit', or 'Delivery Event' fields. Delivery Date is not applicable to Requisition Items.
Duration	N	Numeric. Must be a decimal value between 0.01 and 9999.99. If this value is present, do not enter any information in the 'Delivery Date' field. If provided, Time Unit and Delivery Event must be provided. Duration is not applicable to Requisition Items.

Time Unit	N	Values limited to those in dropdown
		If this value is present, do not enter any information in the 'Delivery Date' field.
		If provided, Duration and Delivery Event must be provided.
		Time Unit is not applicable to Requisition Items.
Delivery Event	N	Values limited to those in dropdown
		If this value is present, do not enter any information in the 'Delivery Date' field.
		If provided, Duration and Time Unit must be provided.
		Delivery Event is not applicable to Requisition Items.
Notes	N	Up to 250 alphanumeric characters.
		Notes are not applicable to Requisition Items.

4 GFP Attachment Validations and Limitations

- The combination of Attachment Number and Attachment Date must be unique per Contract/Order or Solicitation.

- Currently, the GFP Module limits users to 22500 Serially Managed Items, 22500 Non-Serially Managed Items, and 1000 Requisition Items per GFP Attachment. These amounts are subject to change in future GFP Module releases.

- The number of blank rows allowed on the Excel Template between item data is managed by a system parameter. To avoid data issues during upload, eliminate as much blank space as possible between item rows.

- Reference Section 3 for all field-specific validations.