

Inventory Schedule Create - CPM

Training Document

Homepage

GFP Module

Plant Clearance

Create Document

This guide demonstrates how to create a Plant Clearance Inventory Schedule document as a Contractor Property Manager. Inventory Schedules are submitted to Plant Clearance Officers (PLCO) and may be Reviewed and Accepted by Plant Clearance Officers and Support Plant Clearance Officers. The Plant Clearance module allows acquiring agencies to view excess property, create requisitions, and see the status of current requisitions.

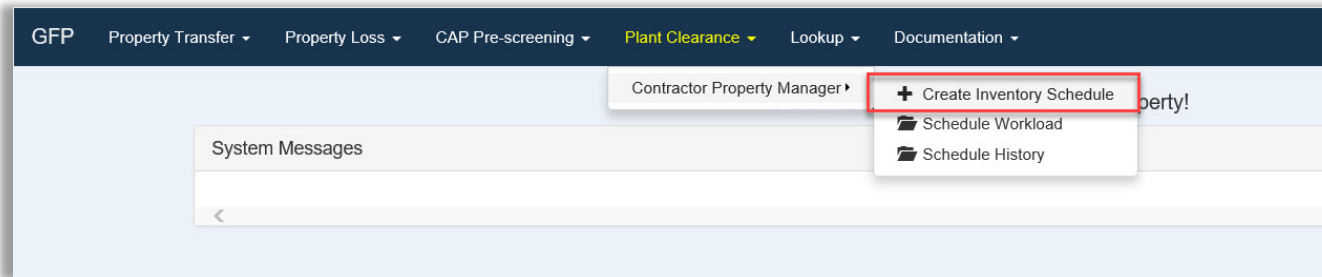
Roles

The role required to Create the Inventory Schedule Document in the GFP Module.

- Contractor Property Manager

Creating an Inventory Schedule Document

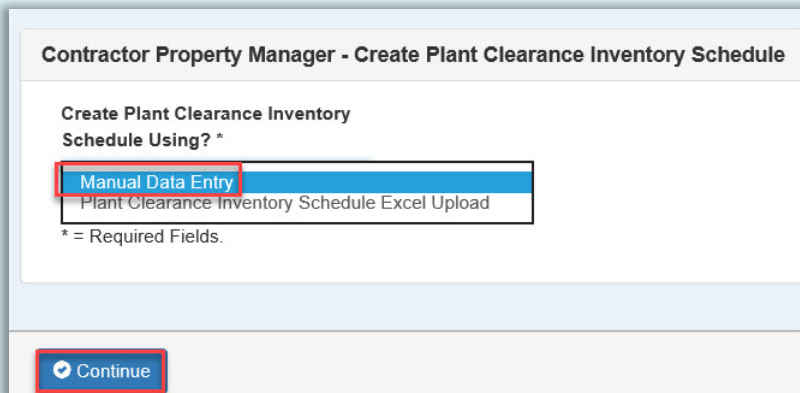
Log into PIEE as a Contractor Property Manager and access the GFP module. In the GFP module go to **Plant Clearance > Contractor Property Manager > Create > Inventory Schedule**.



Two Create Options

There are two ways to begin creating an Inventory Schedule Document:

- Manual Data Entry
- Plant Clearance Inventory Schedule Excel Upload (Please refer to section **Inventory Schedule Document – Excel Upload** at the end of this document for further instructions.)



Manual Data Entry

This guide will be showing the “Manual Data Entry” process. Enter the contract Information for the Inventory Schedule. Click the “Next” button.

Contractor Property Manager - Create Plant Clearance Inventory Schedule

Contract Information

Contract Number Type	Contract Type *	Contract Number *	Contract Order Number	Prime CAGE *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2AAE1

* = Required Fields.

Contract Information

Contract Information:

- Contract Number Type
- Contract Type *
- Contract Number *
- Contract Order Number
- Prime CAGE *

* Required

Inventory Schedule – Header Tab

The user will now enter all necessary information for the Inventory Schedule.

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item Documentation

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

Header Information

Schedule Reference Number *

2AAE1 -

Alternative Schedule Reference Number

Program Title *

Scrap List *

No Yes

Termination *

No Yes

Termination Docket Number †

Final Schedule *

No Yes

Property Type * i

CAP GFP

Is the property allocable to a FMS contract/FMS portion of a contract? *

No Yes

Prime Contractor

INFO: Address information has been populated using the Prime Contractor CAGE Code '2AAE1'.

Prime Contractor CAGE Code *

Prime Contractor Name *

Authorizing Official *

Authorizing Official Title *

Prime Contractor ▼

INFO: Address information has been populated using the Prime Contractor CAGE Code '2AAE1'.

Prime Contractor CAGE Code * Prime Contractor Name *

Authorizing Official * Authorizing Official Title *

Address +

POC Name * POC Phone * POC Email *

1st Tier Subcontractor ▼

1st Tier Subcontractor Contract Number 1st Tier Subcontractor CAGE Code 1st Tier Subcontractor Name

Address +

POC Name POC Phone POC Email

2nd Tier Subcontractor ▼

2nd Tier Subcontractor Contract Number 2nd Tier Subcontractor CAGE Code 2nd Tier Subcontractor Name

Property Location ▼

Does the location of the property have a CAGE code?
*

Yes No

Property Location CAGE Code *

Property Location Name *

Address +

POC Name * POC Phone * POC Email *

Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC * Plant Clearance Officer *

Comments

Routing Information:

- Plant Clearance Officer DoDAAC
- Plant Clearance Officer

Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC *
S0512A

Plant Clearance Officer *
Barre
Bebo
Godfr
hays,
PLCC
Pons
Smal
Test,
Turne

Comments

After Entering the Plant Clearance Officer DoDAAC the Plant Clearance Officer pick list will populate with available PLCO users.

Enter information for the Line Item(s) by clicking the Line Item tab at the top of the page. Click the "Add Line Item" button.

**Inventory
Schedule –
Line Item Tab**

Contractor Property Manager - Plant Clearance Inventory Schedule

INFO: Plant Clearance Inventory Schedule saved as of: '2025-06-09 20:16:51'.

Header **Line Item**

Contract Information >

Line Item Details

Show 10 entries

+ Add Line Item

Add Line Item

Line Number: 1
Item Name *:
Item Description *:

National Stock Number †
Manufacturer CAGE † AND Part Number † Model Number †

Populate FLIS

FSC † LSN

Filter LSN

Unit of Measure * Quantity * Unit Acquisition Cost * Total Acquisition Cost Estimate

Manufacturer Name Manufacturer Model Name Manufacture Date

Contractor ID Contractor Offer

Condition Code * Property Class *

Demil Code Demil Integrity Code

Hazardous Material Code Precious Metal Code

CIIC

Comments

Index	Serial Number	Action
		+ Add Serial Number

Index	UII (Unique Item Identifier)	Action
		+ Add UII

* - Required, † - At Least One OR Conditional

Index	Serial Number	Action	Index	UII (Unique Item Identifier)	Action
		+ Add Serial Number			+ Add UII
1	<input type="text"/>	Delete Serial Number	1	<input type="text"/>	Delete UII

[Save/Clone](#)
[Save/Clear](#)
[Save/Close](#)
[Cancel](#)

Line Item Information:

- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- FSC
- LSN
- Unit of Measure (Unit of Measure List is available for review in the GFP module.)
- Quantity
- Unit of Acquisition Cost
- Total Acquisition Cost
- Estimate
- Manufacture Name
- Manufacture Model Name
- Manufacture Date
- Contractor ID
- Contractor Offer
- Condition Code
- Property Class
- Demil Code
- Demil Integrity Code
- Hazardous Material Code
- Precious Metal Code
- CIIC
- Comments
- Serial Managed
- UII

Populating FLIS Data

Users may check for existing FLIS data by selecting the Populate FLIS button during creation of the Inventory Schedule Line Item. This process may only be done prior to submission of the Inventory Schedule. The logic sequence for checking FLIS data is as follows:

- 1st – Search NSN if provided against the NSN in the FPDW table
- 2nd – If no NSN, search Part Number (without Manufacturer cage code match) against the Part Number in the FPDW table

- 3rd – If no NSN or Part Number, search model number against the Part Number in the FPDW table

If FLIS data is available, the following data elements will be auto populated:

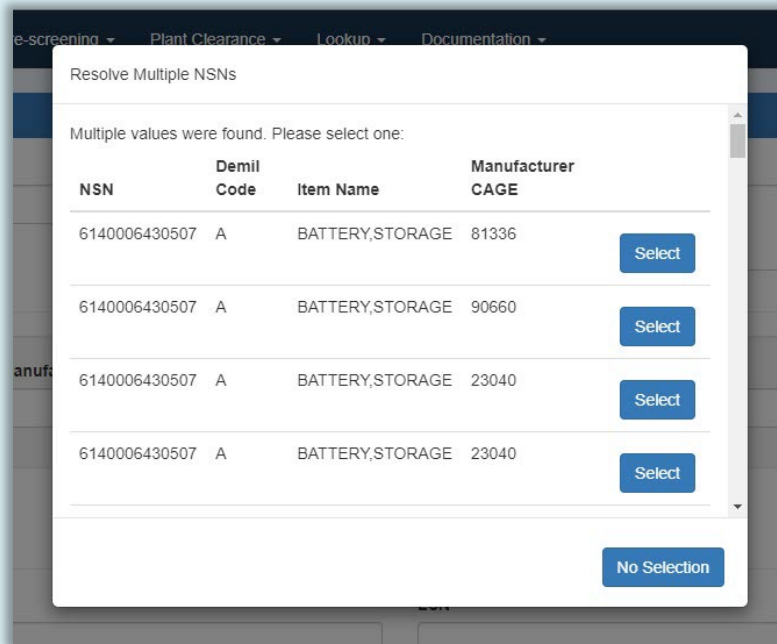
- Demil Code
- Demil Integrity Code
- Hazardous Material Code
- Precious Metal Code
- CIIC
- FSC (should overwrite the FSC if the FSC was input incorrectly)

If no FLIS data is found, no data will be populated and an info message will inform the user of such.

The screenshot shows a web form with the following elements:

- Item Description ***: A large text input field.
- Part Number †**: A text input field, highlighted with a grey background.
- Model Number †**: A text input field.
- Populate FLIS**: A blue button with a downward arrow icon, highlighted with a red border.
- LSN**: A label at the bottom left of the form.

Where multiple FLIS data exists for an NSN, Manufacturer CAGE/Part Number, and/or Model Number, a modal will display allowing the user to select the desired data. To close the modal without selecting any of the available FLIS data, select the No Selection button.



When creating an Inventory Schedule from an Excel upload, a check will be done for any existing FLIS data. If FLIS data is found, a 'FLIS Data Populated' column will be displayed within the Line Item table.

Filtering LSN Data

Upon selecting an FSC, a Local Stock Number may be selected. To filter only LSNs that correspond to the selected FSC in the LSN dropdown menu, select the Filter LSN button.

Part Number †

Model Number †

AND

Populate FLIS

LSN

Filter LSN

Unit Acquisition Cost *

Total Acquisition Cost

Estimate

Manufacture Date

After entering the Line Item information there are four options:

- Save/Clone – Save the current entry and clone fields for the next entry.

- Save/Clear – Save the current entry and clear fields for the next entry.
- Save/Close – Save the current entry and return to the view screen.
- Cancel – Cancel adding the current entry.

The Line Items will now be viewable on the Line Items Details view screen.

Inventory Schedule – Documentation Tab

The Documentation Tab will provide the document’s Contract Information.

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item **Documentation**

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

* = Required Fields, † = Conditional.

Submit Save Void Download Excel

After entering all information click the “Submit” button.

Inventory Schedule – Submit

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item Documentation

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

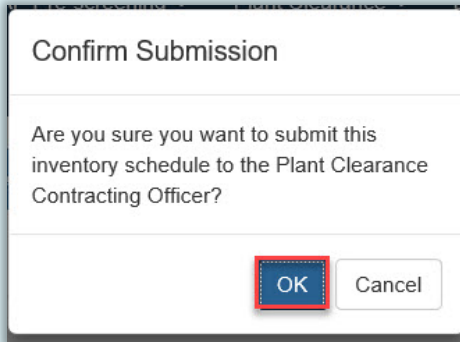
Header Information

Schedule Reference Number * Alternative Schedule Reference Number

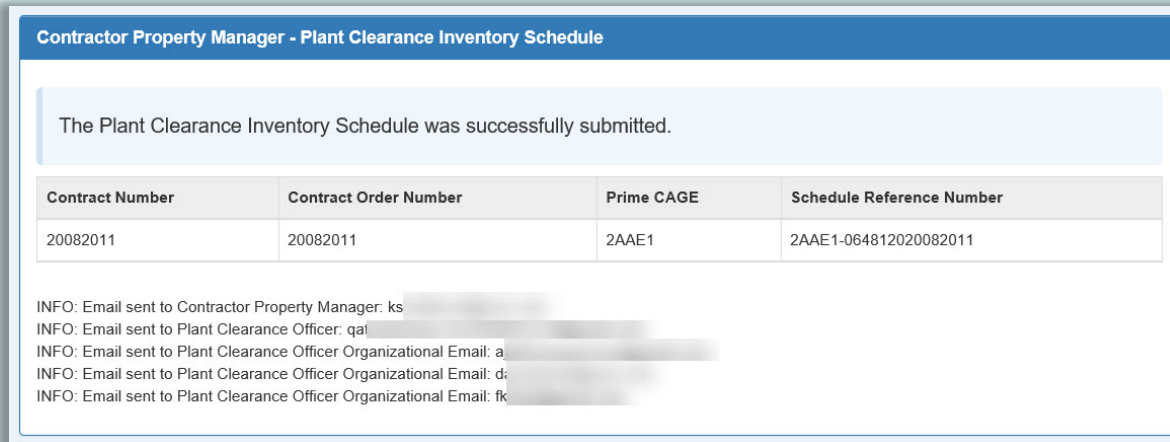
2AAE1 - 064812020082011 54765476

Program Title * Scrap List * Termination * Termination Docket Number †

Submit Save Void Download Excel



A Confirm Submission window will pop-up. Click the "OK" button to submit the Inventory Schedule document to the PLCO.



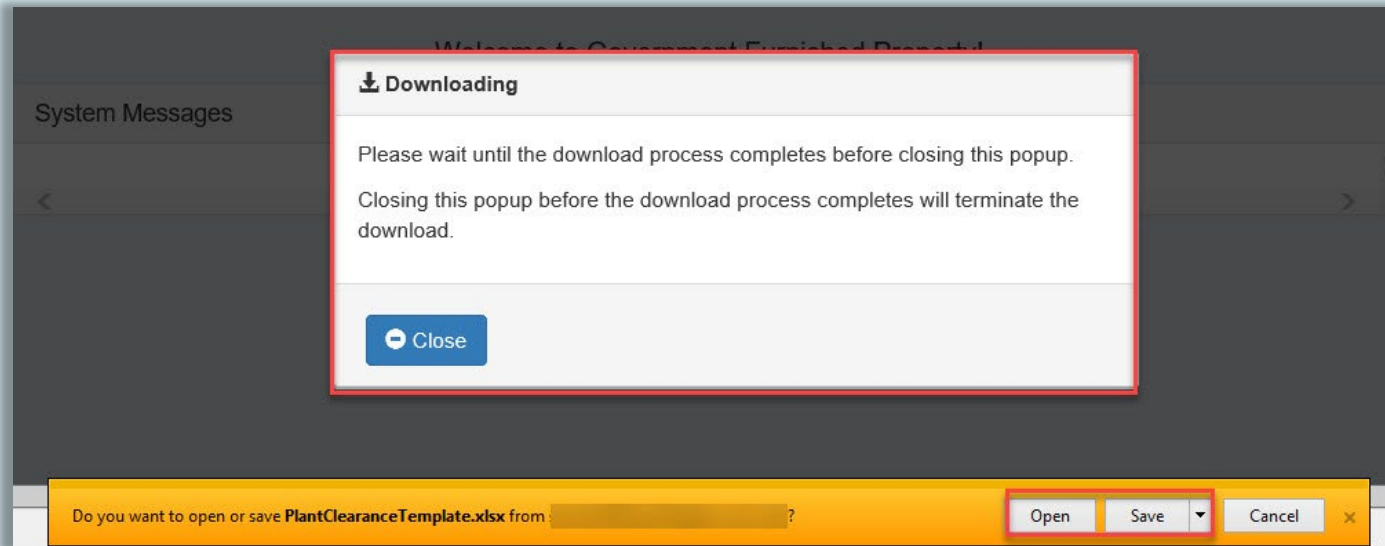
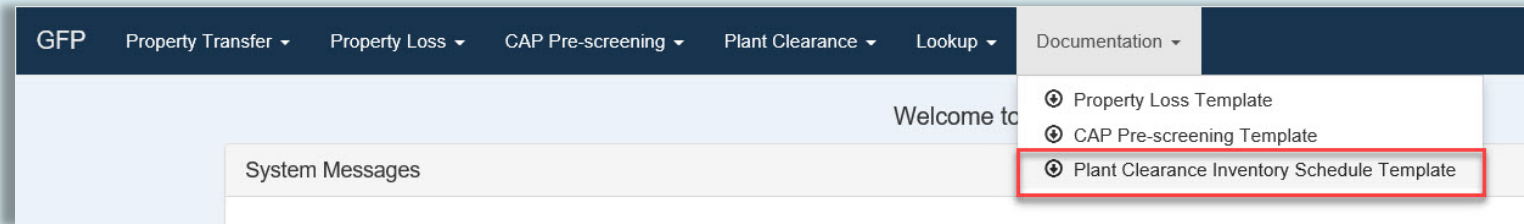
A Success Screen will be displayed with the Inventory Schedule Document information and info messages for the emails being sent. In order to complete the Inventory Schedule process, the following steps will occur:

- Once the document has been submitted the "Schedule Reference Number" will be generated from the Submitting CPM's "Prime CAGE-Input Schedule Reference Number".
- The PLCO or Support PLCO will either accept or reject the Inventory Schedule.
 - If the Inventory Schedule is accepted the process is complete and a PLCO can begin creating a Case Document from the accepted Inventory Schedule Document.
 - If the Inventory Schedule has been Rejected, it will be available in the **Plant Clearance > Contractor Property Manager > Schedule Workload** tab in GFP for the CPM to review and either resubmit or void.

Plant Clearance Inventory Schedule Template

Inventory Schedule – Excel Upload

A Plant Clearance Inventory Schedule Excel Template is also available in the GFP module for download. This is an alternate method of creating an Inventory Schedule. The template is downloaded and populated by the Contractor Property Manager and uploaded back into Plant Clearance.



The template will download and will be populated completely by the CPM on the Plant Clearance Inventory Schedule template. The excel template contains five tabs. This template will contain the same fields as the Manual Data Entry option of creating an Inventory Schedule.

- Contract Information
- Header Information
- Line Items
- Unit Of Measure List
- LSN

	A	B	C	D	E	F
1	Contract Number Type *	Contract Type *	Contract Number *	Contract Order Number	Prime CAGE Code *	
2						
3						
4						
5						
6						
7						
8						
9						

Contract Number Type
Select Contract Number Type from the list.

Contract Information | Header Information | Line Items | Unit Of Measure List | LSN

Contract Information:

- Contract Number Type

- Contract Type
- Contract Number
- Contract Order Number
- Prime CAGE Code

A	B	C	D	E	F	G	H	I	
Schedule Reference Number	Alternative Schedule Reference Number	Program Title	Scrap List	Termination	Termination Docket Number	Final Schedule	Property Type (CAP/GFP)	Is the property allocable to a FMS contract/FMS portion of a contract?	Prime CAGE Code

Header Information:

- Schedule Reference Number
- Alternative Schedule Reference Number
- Program Title
- Scrap List
- Termination
- Termination Docket Number
- Final Schedule
- Property Type (CAP/GFP)
- Is the property allocable to a FMS contract/FMS portion of a contract?
- Prime CAGE Code
- Authorizing Official
- Authorizing Official Title
- Prime Contractor POC Name
- Prime Contractor POC Phone
- Prime Contractor POC Email
- Property Location CAGE
- Property Location Name
- Property Location Address
- Property Location City
- Property Location State
- Property Location Zip Code
- Property Location Country
- Property Location POC Name
- Property Location POC Phone
- Property Location POC Email
- 1st Tier Subcontractor Contract Number
- 1st Tier Subcontractor CAGE Code
- 1st Tier Subcontractor POC Name
- 1st Tier Subcontractor POC Phone
- 1st Tier Subcontractor POC Email
- 2nd Tier Subcontractor Contract Number
- 2nd Tier Subcontractor CAGE Code
- 2nd Tier Subcontractor POC Name
- 2nd Tier Subcontractor POC Phone
- 2nd Tier Subcontractor POC Email

Line Number	Item Name *	Item Description *	National Stock Number †	Manufacturer CAGE †	Part Number †	Model Number †	FSC †	LSN	Unit of Measure *	Quantity *	Unit Acquisition Cost *	Estimate (E OR leave blank)	Manufacturer Name

Line Items:

- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- FSC
- LSN
- Unit of Measure
- Quantity
- Unit Acquisition Cost
- Estimate (E OR leave blank)
- Manufacturer Name
- Manufacturer Model Name
- Manufacture Date
- Contractor ID
- Contractor Offer
- Condition Code
- Property Class
- Demil Code
- Demil Integrity Code
- Hazard Material Code
- Precious Metal Code
- CIIC
- Serial Number
- Ull
- Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	10 Kilogram Drum																							
2	10,000 Gallon Tankcar																							
3	100 Board Feet																							
4	100 Kilograms																							
5	100 Linear Yards																							
6	100 Pound Drum																							
7	1000 cubic Feet																							
8	1000 Meters																							
9	1000 Pounds Per Square Inch																							

The Unit Of Measure List provides all useable Unit of Measurements for the line items as a reference.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Matl Group	Material	Material Description																					
2	1005	DSRACKWEA	WEAPONS RACK, GUN, SMALL ARMS DEMIL A																					
3	1005	DSSWEPARA	WEAPON PARTS, DEMIL A																					
4	1005	DSSWEPASA	WEAPON ACCESSORIES DEMIL A																					
5	1095	DSMISCWAA	MISC WEAPON ACCESSORIES DEMIL A																					
6	1905	DSLNDCFCTA	Landing Craft, Demil A																					
7	2040	DSSHIPHUL	SHIP HULL TILES CONTAINING LEAD DEMIL A																					
8	5820	DSRADTELN	RADIO, TV COMM EQUIP, EX AIR, DEMIL A																					
9	5895	DSMULTIPA	MULTIPLEXER, DEMIL A																					

The LSN list provides all useable Local Stock Numbers for the line items as a reference.

Contractor Property Manager - Create Plant Clearance Inventory Schedule

Create Plant Clearance Inventory Schedule Using? *

Plant Clearance Inventory Schedule Excel Upload ▾

* = Required Fields.

Continue

Once the information is populated on the excel template the user may upload the information into the GFP module. Select the “Plant Clearance Inventory Schedule Excel Upload” option for Create then click the “Continue” button.

Contractor Property Manager - Create Plant Clearance Inventory Schedule - Plant Clearance Inventory Schedule Excel Upload

Select a Plant Clearance Inventory Schedule Excel document to upload: *

Browse...
20082011200820112AAE1.xlsx

* = Required Fields

Note: A Plant Clearance Inventory Schedule Excel template is available under the Documentation menu.

Warning! Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Previous
Upload

The user will browse to the location of the completed excel template with the information for the Inventory Schedule Document. After locating the correct file, click the “Upload” button. No spaces or special characters are allowed in the file names.

NOTE: If the excel file contains errors the upload will not continue until all errors have been corrected. The list of errors can be downloaded as a tool to identify the corrective actions needed. Please see the steps to download the error file (plantClearanceErrors.txt) at the end of this document.

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item Documentation

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

Header Information

Schedule Reference Number *
2AAE1 - 64812020082011

Alternative Schedule Reference Number
54765476

Program Title *
pt

Scrap List *
 No Yes

Termination *
 No Yes

Termination Docket Number †
897689769876987

Final Schedule *
 No Yes

Property Type * i
 CAP GFP

Is the property allocable to a FMS contract/FMS portion of a contract? *
 No Yes

Prime Contractor

INFO: Address information has been populated using the Prime Contractor CAGE Code '2AAE1'.

Submit Save Void Download Excel

Any information that was input on the excel template will be automatically input into the GFP Inventory Schedule Document on the web. For additional information on the Inventory Schedule creation for each document Tab refer to the Manual Document Creation section of this document.

Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC *
S0512A

Comments

Ba
Be
Go
ha
PL
Po
Sr
Te
Tu

The Routing Information is not pre-populated the user will need to enter the Plant Clearance Officer DoDAAC * and select a Plant Clearance Officer from the generated list of values based on the entered DoDAAC.

Line Item Tab will display the data from the uploaded excel template. The user may manually update the line item data on this tab.

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item **Documentation**

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

* = Required Fields, † = Conditional.

Submit Save Void Download Excel

The Documentation Tab will provide the document's Contract Information.

Contractor Property Manager - Plant Clearance Inventory Schedule

Header Line Item Documentation

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

Header Information

Schedule Reference Number * Alternative Schedule Reference Number

2AAE1 - 64812020082011 54765476

Program Title * Scrap List * Termination * Termination Docket Number †

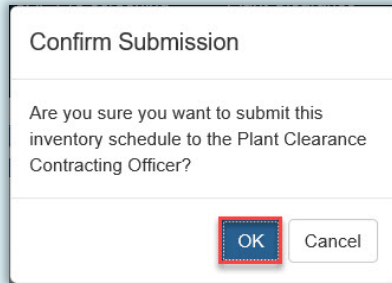
pt No Yes No Yes 897689769876987

Final Schedule * Property Type * Is the property allocable to a FMS contract/FMS portion of a contract? *

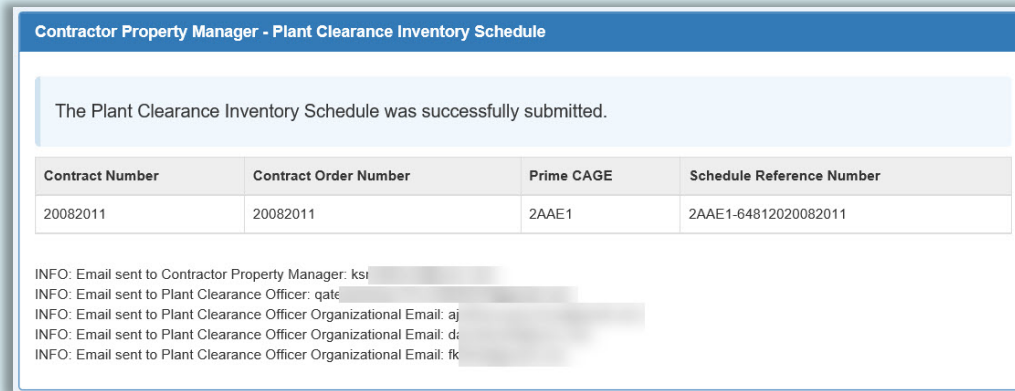
No Yes CAP CFB No Yes

Submit Save Void Download Excel

Once the CPM has verified the Inventory Schedule data, click the Submit button complete the process.



A confirmation window will pop-up, click the OK button.



A Success Screen will be displayed with the Inventory Schedule Document information and info messages for the emails being sent. In order to complete the Inventory Schedule process, the following steps will occur:

- Once the document has been submitted the "Schedule Reference Number" will be generated from the Submitting CPM's "Prime CAGE-Input Schedule Reference Number".
- The PLCO or Support PLCO will either accept or reject the Inventory Schedule.
 - If the Inventory Schedule is accepted the process is complete and a PLCO can begin creating a Case Document from the accepted Inventory Schedule Document.
 - If the Inventory Schedule has been Rejected, it will be available in the **Plant Clearance > Contractor Property Manager > Schedule Workload** tab in GFP for the CPM to review and either resubmit or void.

Inventory Schedule – Excel Upload Errors

If there is an error with an excel upload the user will be able to download the errors to a text file to review each error. The errors will be separated based on each excel tab.

Contractor Property Manager - Create Plant Clearance Inventory Schedule - Plant Clearance Inventory Schedule Excel Upload

ERROR: The uploaded Plant Clearance Inventory Schedule spreadsheet contains errors. Please fix the errors and upload your spreadsheet again. The errors can be downloaded by clicking the Download Errors button.

Select a Plant Clearance Inventory Schedule Excel document to upload: *

Browse...

* = Required Fields

Note: A Plant Clearance Inventory Schedule Excel template is available under the Documentation menu.

Warning! Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Previous Upload Download Errors

Click the Download Errors button to view the errors.

ed Plant Clearance Inventory Schedule spreadsheet contains errors. Please fix the errors and upload your spreadsheet again. The errors can be down
button.

earance Inventory Schedule E

s

earance Inventory Schedule E

ment Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter
ion in this system.

Upload Download Errors

Downloading

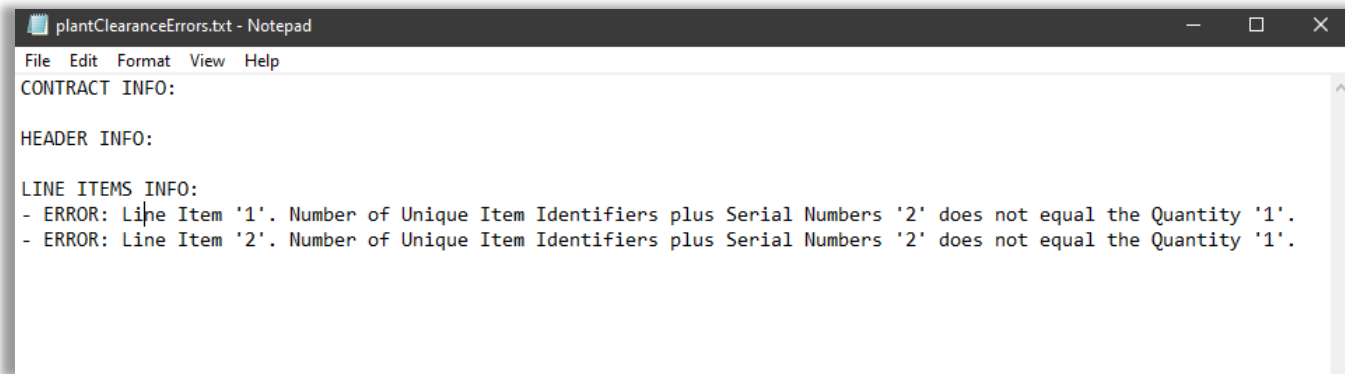
Please wait until the download process completes before closing this popup.
Closing this popup before the download process completes will terminate the download.

Close

Do you want to open or save plantClearanceErrors.txt from [redacted] ?

Open Save Cancel

The Error file may be saved to the local drive or Opened.



plantClearanceErrors.txt - Notepad

File Edit Format View Help

CONTRACT INFO:

HEADER INFO:

LINE ITEMS INFO:

- ERROR: Line Item '1'. Number of Unique Item Identifiers plus Serial Numbers '2' does not equal the Quantity '1'.
- ERROR: Line Item '2'. Number of Unique Item Identifiers plus Serial Numbers '2' does not equal the Quantity '1'.

The errors may be corrected on the excel and the excel reuploaded to GFP.