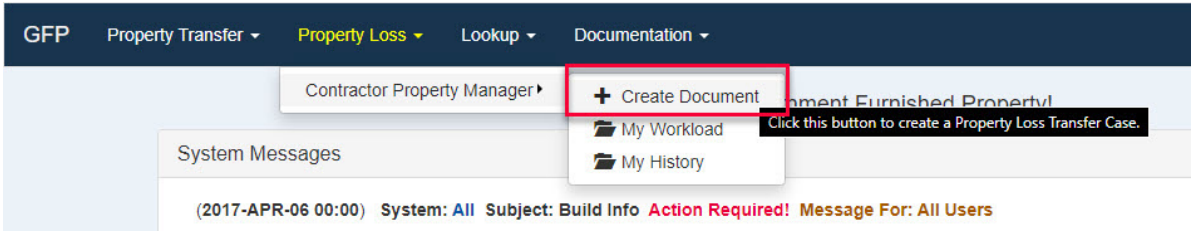
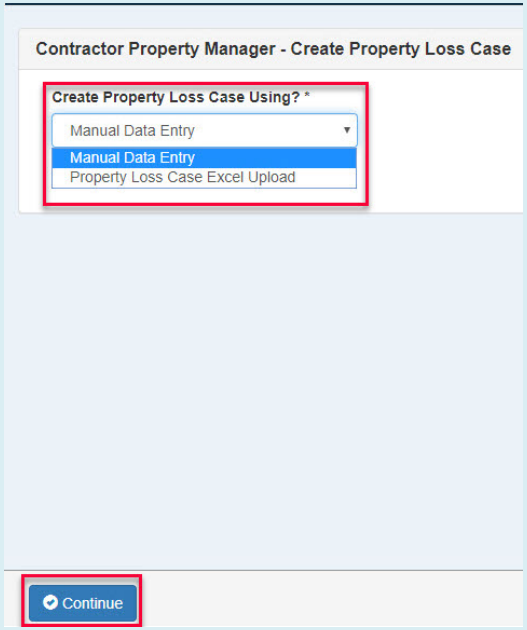
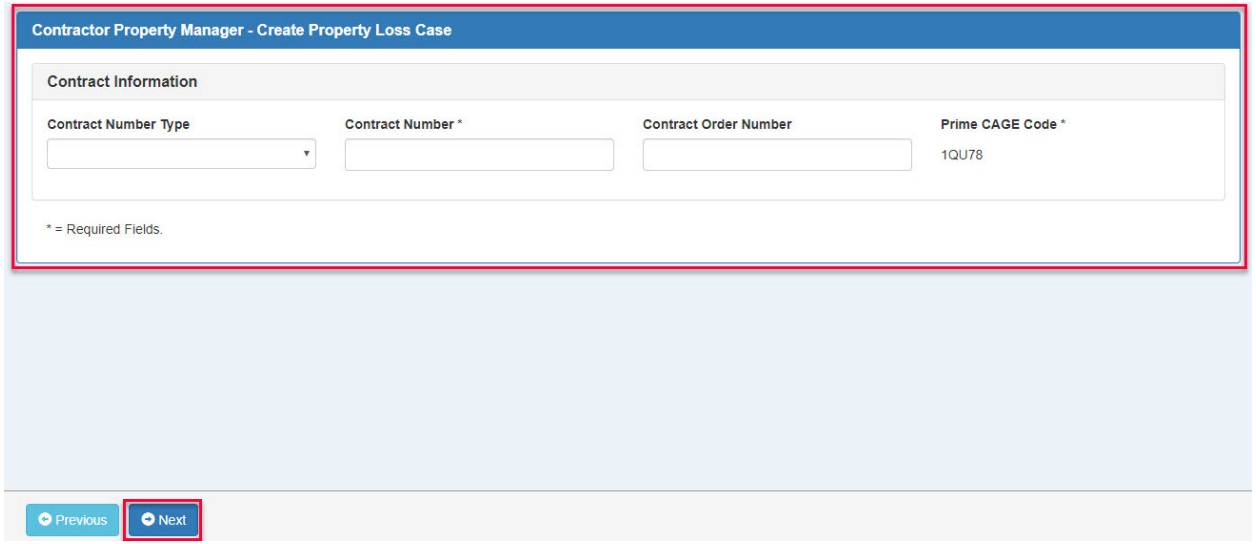
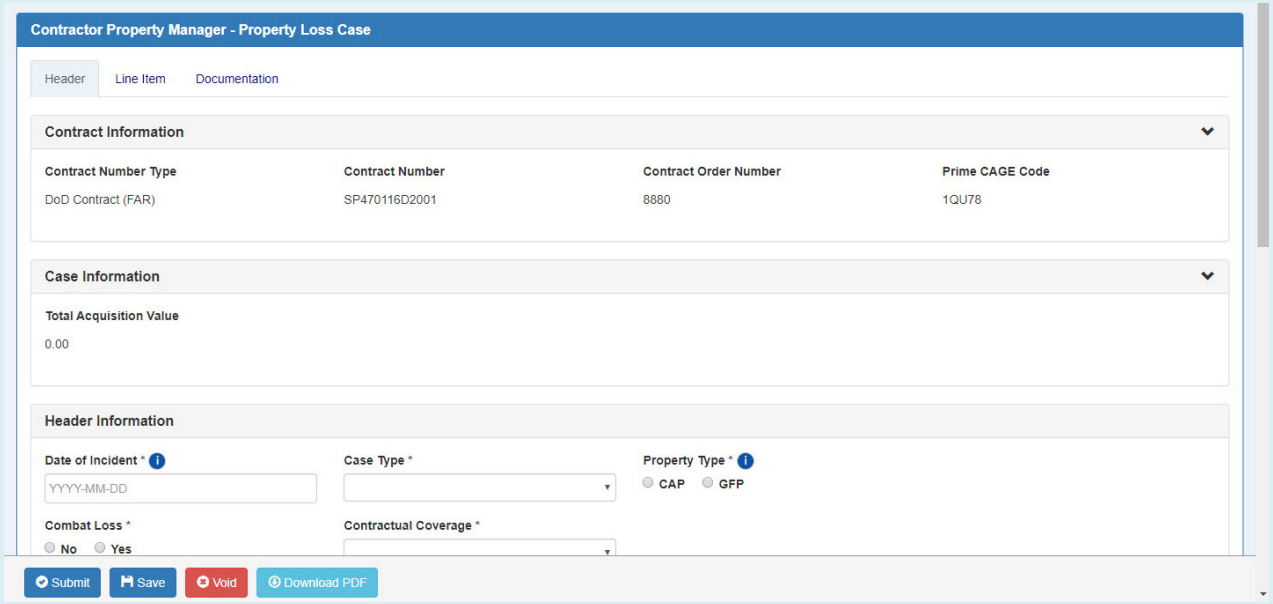
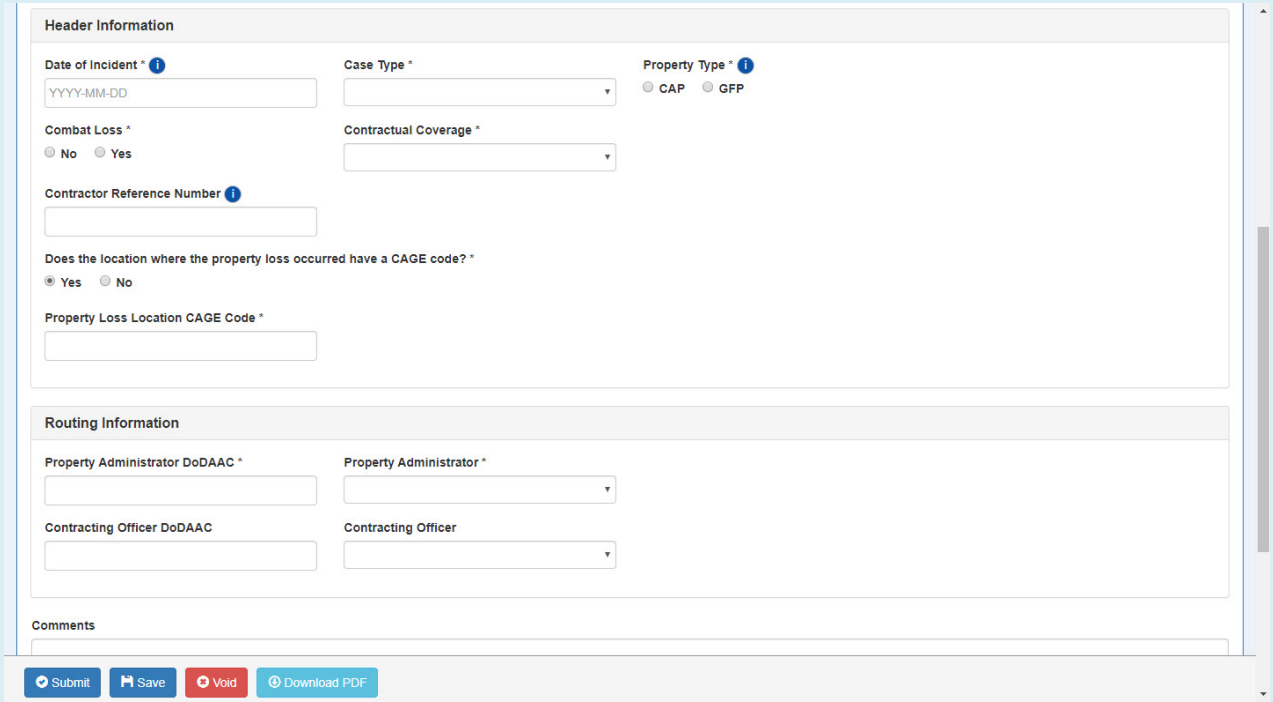
Property Loss Case Create - CPM

Reference Guide

Homepage > GFP Module > Property Loss > Create Document

Roles	Roles that will have access to Create a Property Loss Case in GFP Module.	• Contractor Property Manager
Creating a Property Loss Case	Log into PIEE as a Contractor Property Manager and access the GFP module. In the GFP module go to **Property Loss > Contractor Property Manager > Create Document.**	

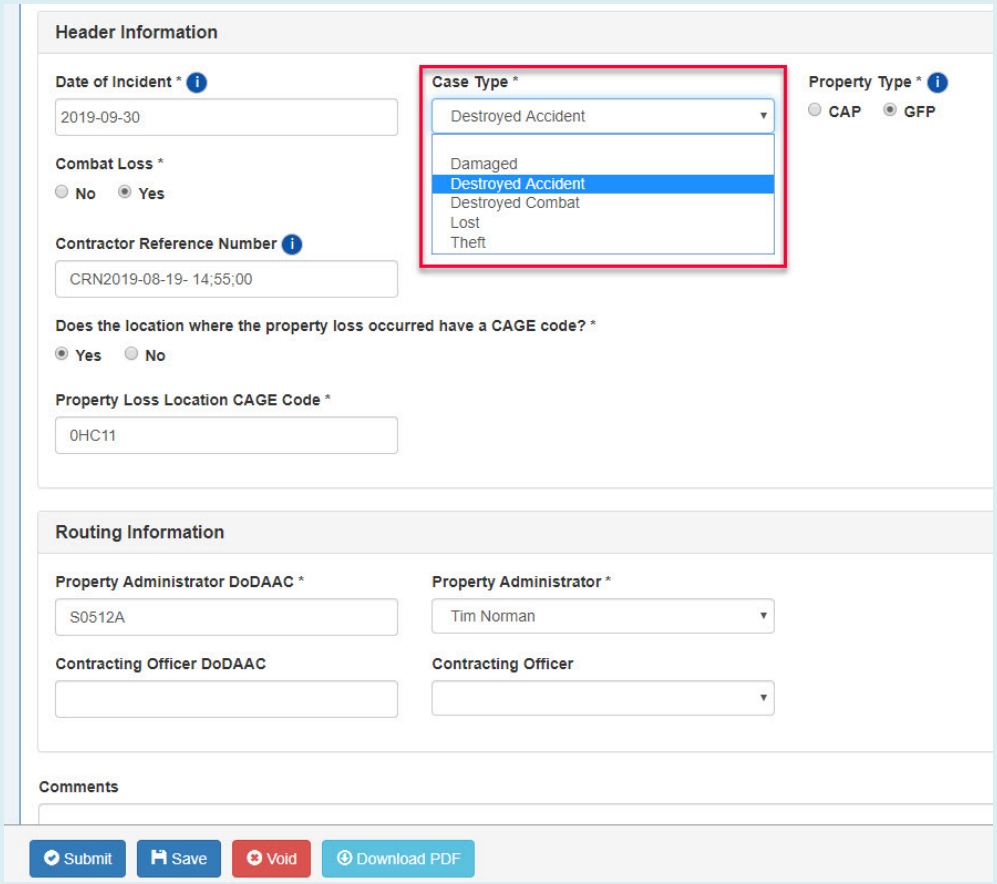
Two Create Options	There are two ways to begin creating a Property Loss Case: • Manual Data Entry • Property Loss Case Excel Upload	 A Property Loss Case Excel Template is available in the GFP module for download.
Contract Information	Enter the contract Information for the Property Loss Case. Click the "Next" button.	 Contract Information: • Contract Number Type • Contract Number * • Contract Order Number • Prime CAGE Code * (Prepopulated from user profile)

Property Loss Case has been created – Header	The user will now enter all necessary information for the Property Loss Case.	  **Header information:** • Date of Incident * • Case Type * • Property Type * • Combat Loss * • Contractual Coverage *

- Contractor Reference Number
- Does the location where the property loss occurred have a CAGE code?*
- Property Loss Location CAGE code *

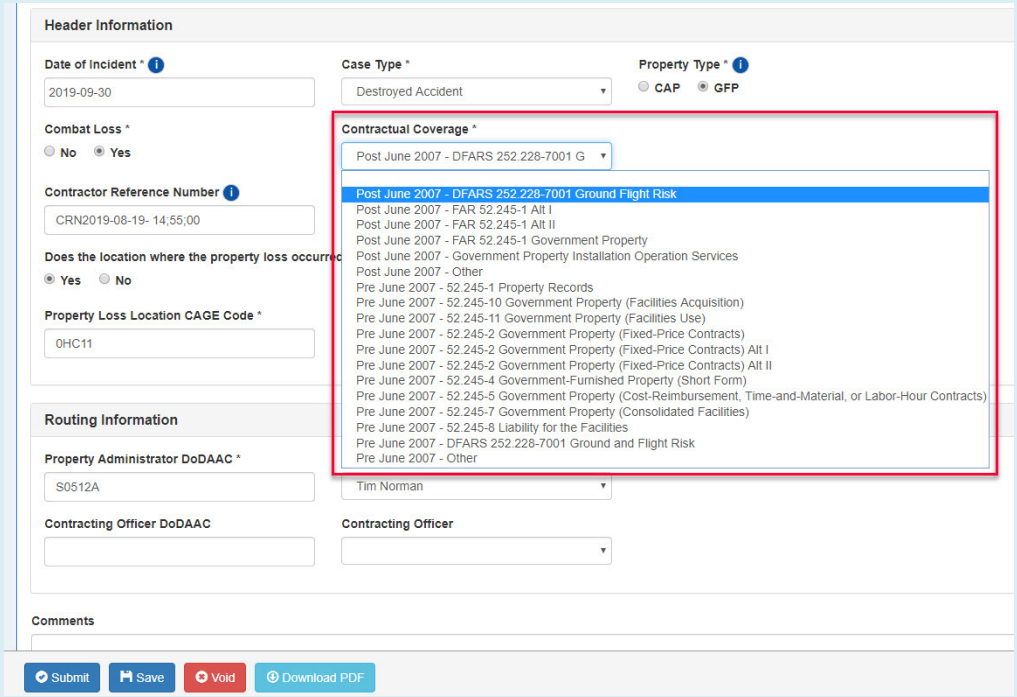
Routing Information:

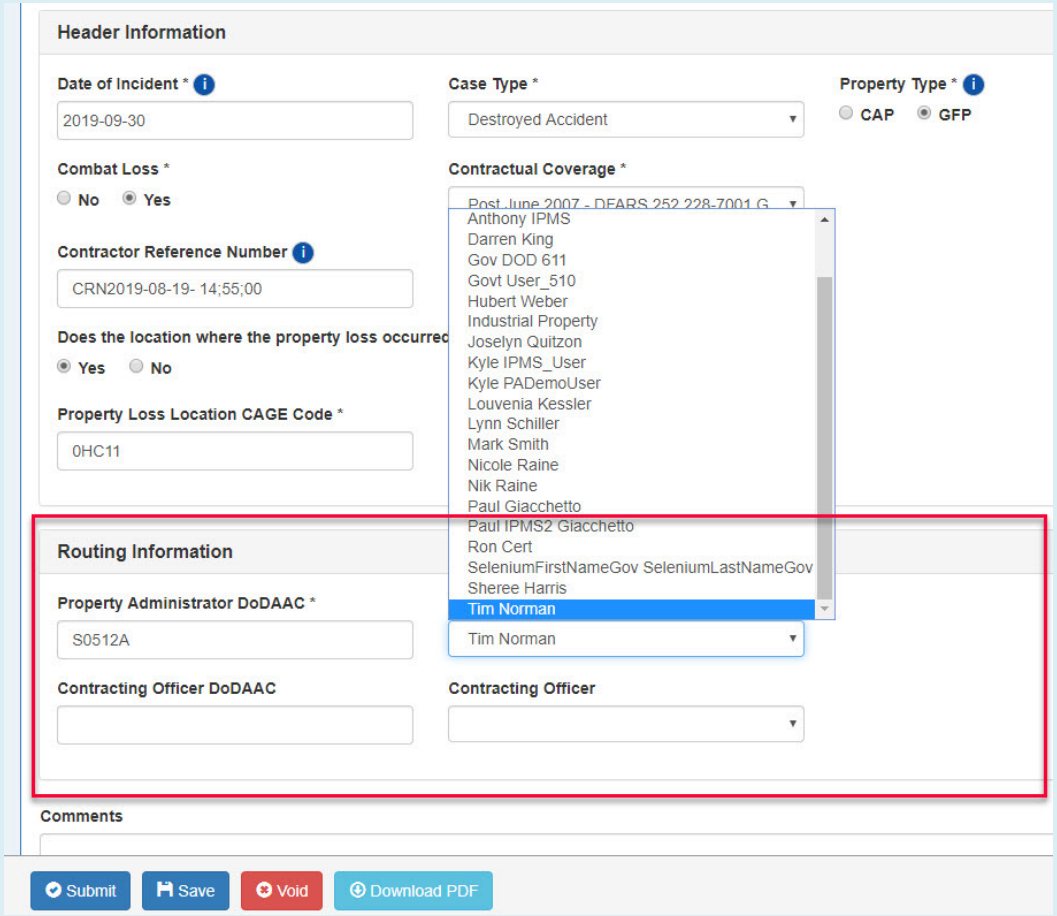
- Property Administrator DoDAAC *
- Property Administrator *
- Contracting Officer DoDAAC
- Contracting Officer



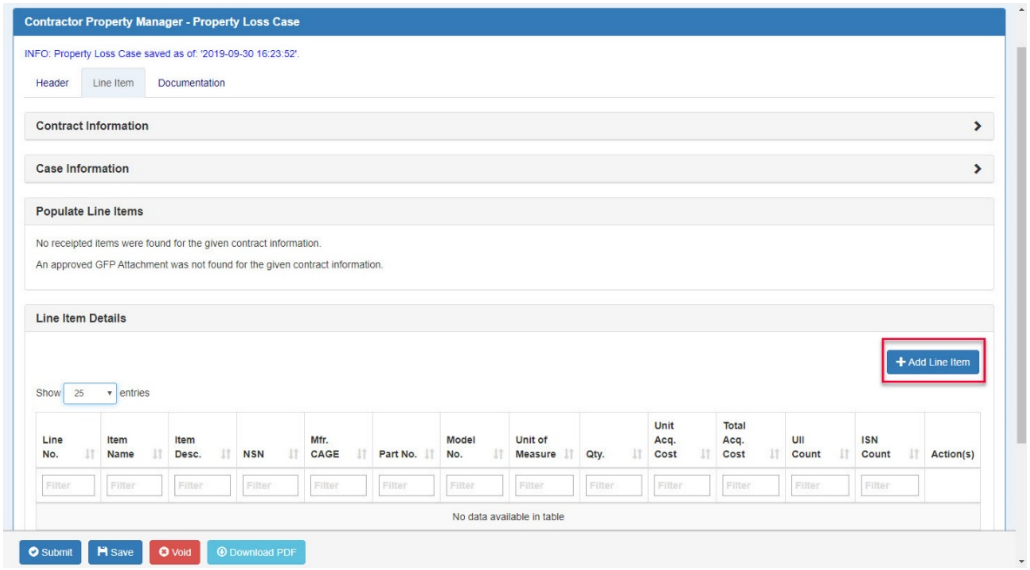
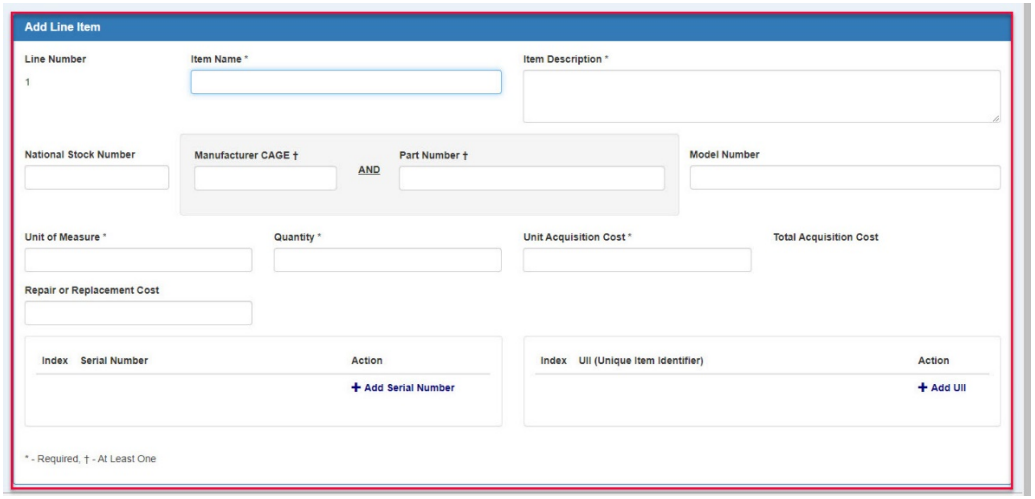
Case Type:

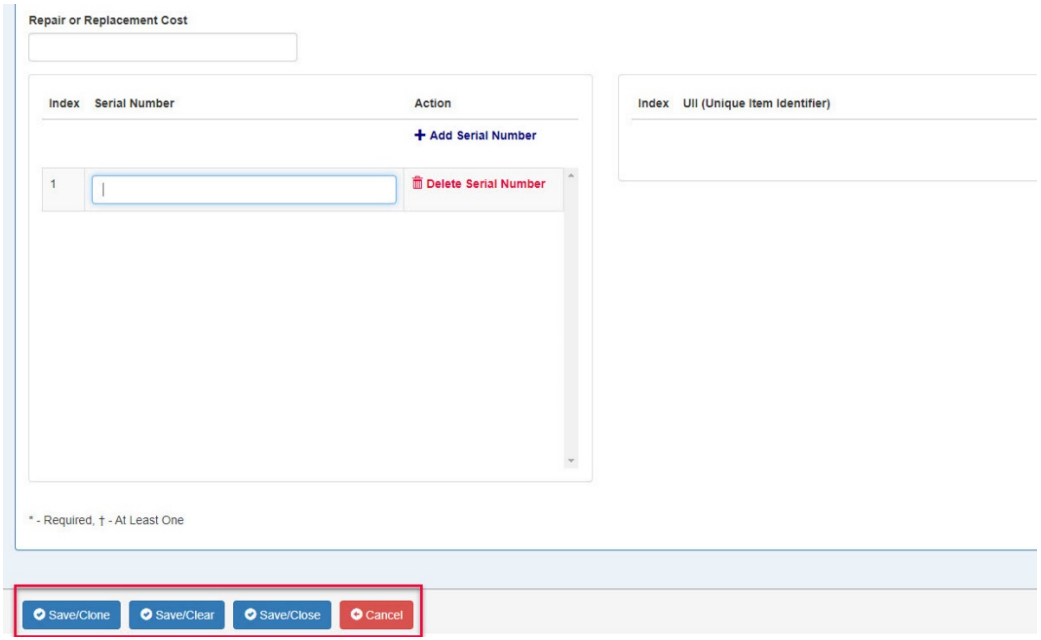
- Damaged
- Destoryed Accident
- Destroyed Combat
- Lost
- Theft


Header Information
Date of Incident *
2019-09-30
Case Type *
Destroyed Accident
Property Type *
CAP
GFP
Combat Loss *
No
Yes
Contractual Coverage *
Post June 2007 - DFARS 252.228-7001 G
Post June 2007 - DFARS 252.228-7001 Ground Flight Risk
Post June 2007 - FAR 52.245-1 Alt I
Post June 2007 - FAR 52.245-1 Alt II
Post June 2007 - FAR 52.245-1 Government Property
Post June 2007 - Government Property Installation Operation Services
Post June 2007 - Other
Pre June 2007 - 52.245-1 Property Records
Pre June 2007 - 52.245-10 Government Property (Facilities Acquisition)
Pre June 2007 - 52.245-11 Government Property (Facilities Use)
Pre June 2007 - 52.245-2 Government Property (Fixed-Price Contracts)
Pre June 2007 - 52.245-2 Government Property (Fixed-Price Contracts) Alt I
Pre June 2007 - 52.245-2 Government Property (Fixed-Price Contracts) Alt II
Pre June 2007 - 52.245-4 Government-Furnished Property (Short Form)
Pre June 2007 - 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)
Pre June 2007 - 52.245-7 Government Property (Consolidated Facilities)
Pre June 2007 - 52.245-8 Liability for the Facilities
Pre June 2007 - DFARS 252.228-7001 Ground and Flight Risk
Pre June 2007 - Other
Contractor Reference Number
CRN2019-08-19- 14;55;00
Does the location where the property loss occurred
Yes
No
Property Loss Location CAGE Code *
0HC11
Routing Information
Property Administrator DoDAAC *
S0512A
Tim Norman
Contracting Officer DoDAAC
Contracting Officer
Comments
Submit
Save
Void
Download PDF



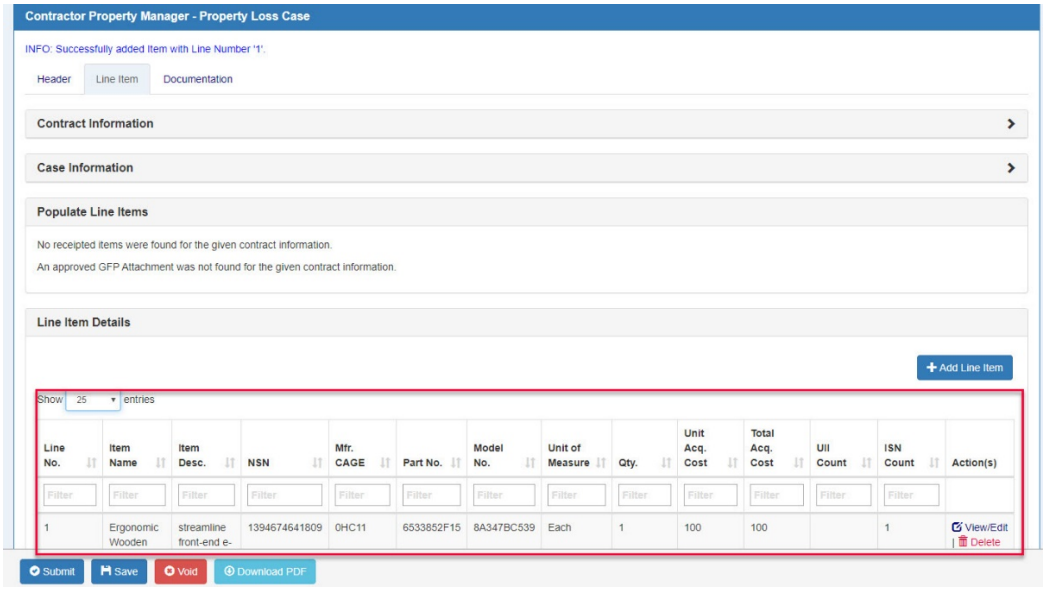
After Entering the Property Administrator DoDAAC * the Property Administrator pick list will populate with available PA/IPMS users.

Property Loss Case - Line item	Enter information for the Line Item(s). Click the "Add Line Item" button.	  **Line Item Information:** • Line Number • Item Name * • Item Description * • National Stock Number • Manfacture CAGE and Party Number • Model Number • Unit of Measure * (Unit of Measure List is availble for review in the GFP module.) • Quantity * • Unit of Acquisition Cost * • Total Acquisition Cost • Repair or Replacement Cost • Serial Number • UII (Unique Item Identifier)

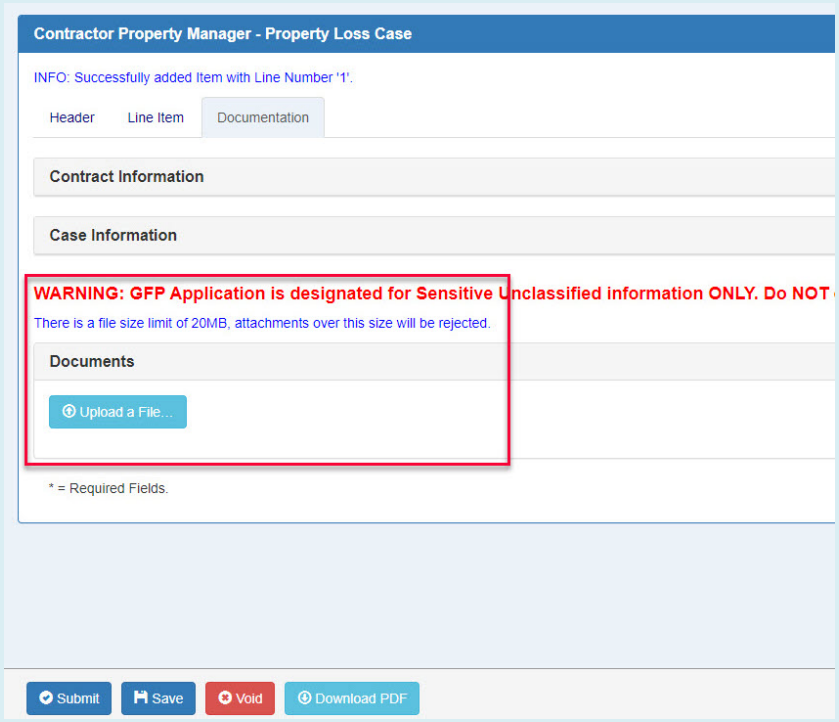
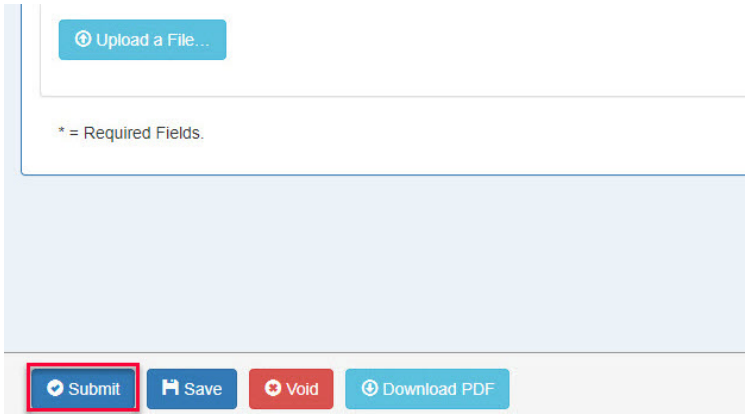


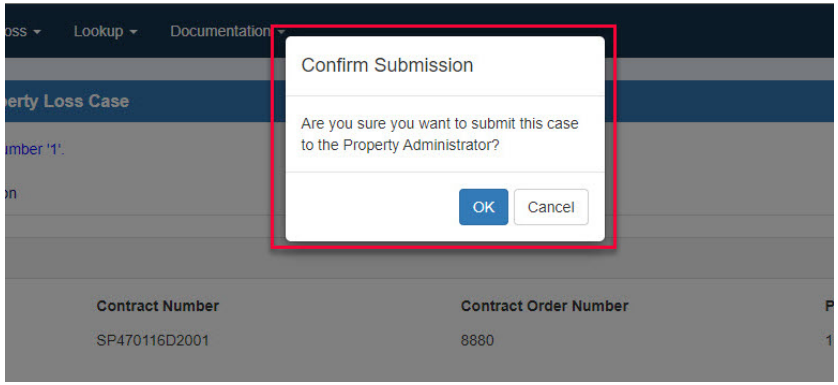
After entering the Line Item information there are four options:

- 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.

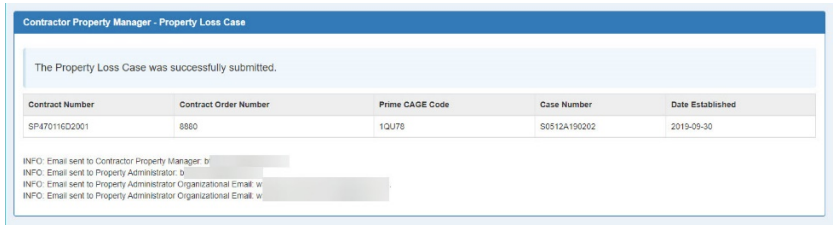


The Line Items will now be viewable on the Line Items Details view screen.

Property Loss Case – Documentation	Upload any files that are needed for the Property Loss Case.	
Property Loss Case - Submit	After entering all information click the "Submit" button.	



A Confirm Submission window will popup. Click the "OK" button to submit the Property Loss Case to the PA.



A Success Screen will be displayed with Property Loss Case information and info messages for the emails being sent.