

Property Loss Case Create - CPM

Reference Guide



Homepage

GFP Module

Property Loss

Create Document

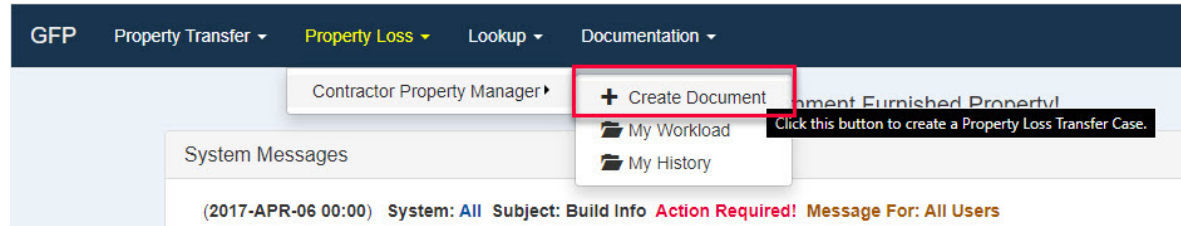
Roles

Roles that will have access to Create a Property Loss Case in GFP Module.

- Contractor Property Manager

Creating a Property Loss Case

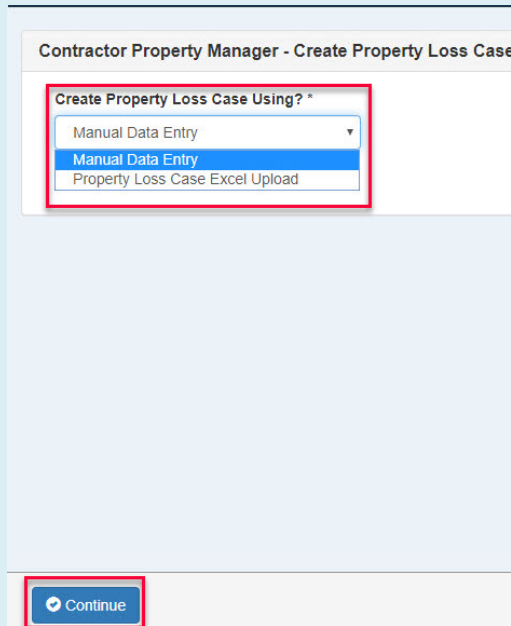
Log into PIEE as a Contractor Property Manager and access the GFP module. In the GFP module go to **Property Loss > Contractor Property Manager > Create Document**.



Two Create Options

There are two ways to begin creating a Property Loss Case:

- Manual Data Entry
- Property Loss Case Excel Upload



Contractor Property Manager - Create Property Loss Case

Create Property Loss Case Using? *

Manual Data Entry

Manual Data Entry

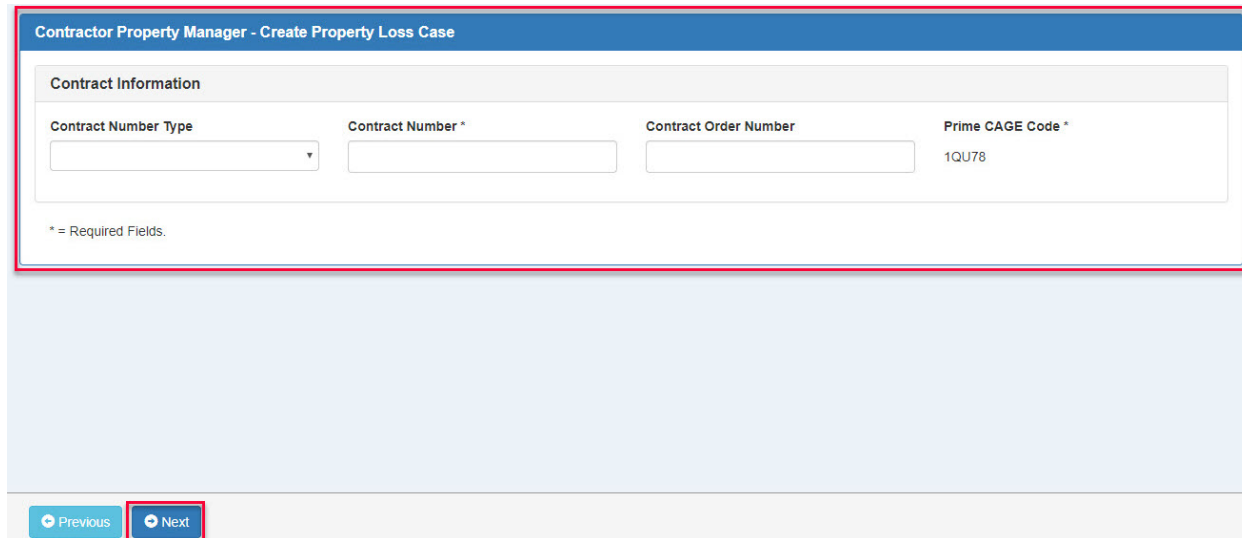
Property Loss Case Excel Upload

Continue

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.



Contractor Property Manager - Create Property Loss Case

Contract Information

Contract Number Type Contract Number * Contract Order Number Prime CAGE Code *

1QU78

* = Required Fields.

Previous Next

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.

Contractor Property Manager - Property Loss Case

Header

Line Item

Documentation

Contract Information

Contract Number Type

Contract Number

Contract Order Number

Prime CAGE Code

DoD Contract (FAR)

SP470116D2001

8880

1QU78

Case Information

Total Acquisition Value

0.00

Header Information

Date of Incident *

Case Type *

Property Type *

YYYY-MM-DD

CAP

GFP

Combat Loss *

Contractual Coverage *

No

Yes

Submit

Save

Void

Download PDF

Header Information

Date of Incident *

Case Type *

Property Type *

YYYY-MM-DD

CAP

GFP

Combat Loss *

Contractual Coverage *

No

Yes

Contractor Reference Number

Does the location where the property loss occurred have a CAGE code? *

Yes

No

Property Loss Location CAGE Code *

Routing Information

Property Administrator DoDAAC *

Property Administrator *

Contracting Officer DoDAAC

Contracting Officer

Comments

Submit

Save

Void

Download PDF

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

Header Information

Date of Incident * ⓘ

Case Type *

Destroyed Accident
Damaged
Destroyed Accident
Destroyed Combat
Lost
Theft

Property Type * ⓘ
☐ CAP ☒ GFP

Combat Loss *
☐ No ☒ Yes

Contractor Reference Number ⓘ

Does the location where the property loss occurred have a CAGE code? *
☒ Yes ☐ No

Property Loss Location CAGE Code *

Routing Information

Property Administrator DoDAAC *

Property Administrator *

Contracting Officer DoDAAC

Contracting Officer

Comments

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

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

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

Routing Information

Property Administrator DoDAAC *

S0512A

Tim Norman

Contracting Officer DoDAAC

Contracting Officer

Comments

Submit

Save

Void

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Header Information

Date of Incident * ⓘ

2019-09-30

Case Type *

Destroyed Accident ▼

Property Type * ⓘ

☐ CAP
☒ GFP

Combat Loss *

☐ No
☒ Yes

Contractor Reference Number ⓘ

CRN2019-08-19- 14:55:00

Contractual Coverage *

Post June 2007 - DEARS 252-228-7001.G ▼

Anthony IPMS
Darren King
Gov DOD 611
Govt User_510
Hubert Weber
Industrial Property
Joselyn Quitzon
Kyle IPMS_User
Kyle PADemoUser
Louvenia Kessler
Lynn Schiller
Mark Smith
Nicole Raine
Nik Raine
Paul Giacchetto
Paul IPMS2 Giacchetto
Ron Cert
SeleniumFirstNameGov SeleniumLastNameGov
Sheree Harris
Tim Norman
Tim Norman ▼

Does the location where the property loss occurred

☒ Yes
☐ No

Property Loss Location CAGE Code *

0HC11

Routing Information

Property Administrator DoDAAC *

S0512A

Contracting Officer DoDAAC

Contracting Officer

▼

Comments

Submit

Save

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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.

Contractor Property Manager - Property Loss Case

INFO: Property Loss Case saved as of: '2019-09-30 16:23:52'.

Header Line Item Documentation

Contract Information >

Case Information >

Populate Line Items

No receipted items were found for the given contract information.
An approved GFP Attachment was not found for the given contract information.

Line Item Details

Show 25 entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Ull Count	ISN Count	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	

No data available in table

[Submit](#) [Save](#) [Void](#) [Download PDF](#)

[+ Add Line Item](#)

Add Line Item

Line Number: 1

Item Name *

Item Description *

National Stock Number

Manufacturer CAGE † AND Part Number †

Model Number

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

Repair or Replacement Cost

Index Serial Number Action

[+ Add Serial Number](#)

Index Ull (Unique Item Identifier) Action

[+ Add Ull](#)

* - Required, † - At Least One

Line Item Information:

- Line Number
- Item Name *
- Item Description *
- National Stock Number
- Manufacture CAGE and Party Number
- Model Number
- Unit of Measure * (Unit of Measure List is available for review in the GFP module.)
- Quantity *
- Unit of Acquisition Cost *
- Total Acquisition Cost
- Repair or Replacement Cost
- Serial Number
- Ull (Unique Item Identifier)

Repair or Replacement Cost

Index Serial Number Action

+ Add Serial Number

1		Delete Serial Number
---	--	----------------------

Index Ull (Unique Item Identifier)

* - Required, † - At Least One

Save/Clone Save/Clear Save/Close Cancel

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.

Contractor Property Manager - Property Loss Case

INFO: Successfully added item with Line Number '1'.

Header Line Item Documentation

Contract Information

Case Information

Populate Line Items

No receipted items were found for the given contract information.
An approved GFP Attachment was not found for the given contract information.

Line Item Details

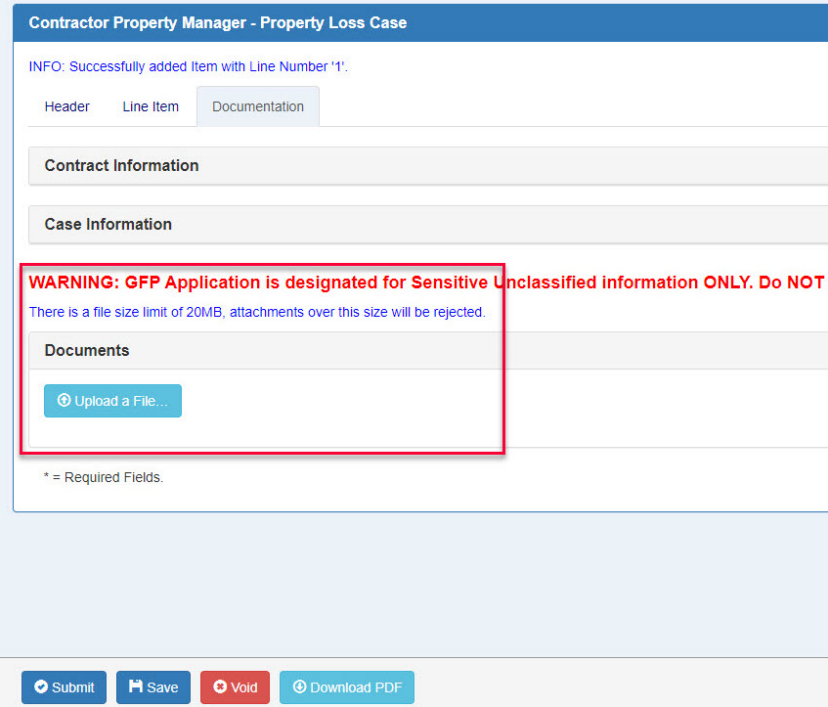
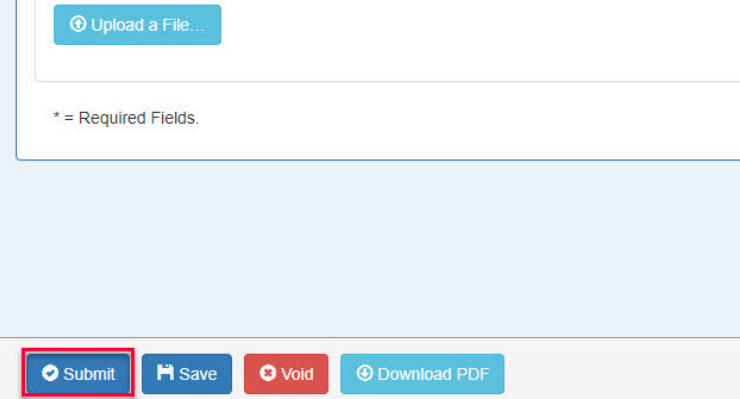
+ Add Line Item

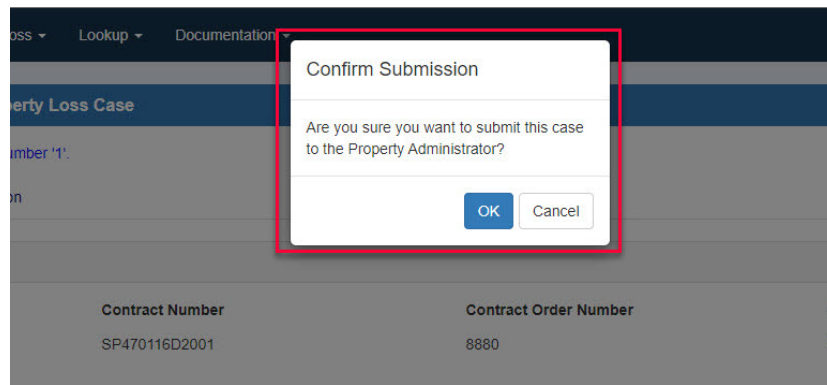
Show 25 entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Ull Count	ISN Count	Action(s)
1	Ergonomic Wooden	streamline front-end e-	1394674641809	OHC11	6533852F15	8A347BC539	Each	1	100	100		1	View/Edit Delete

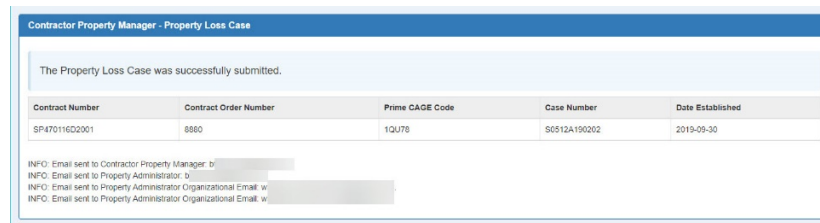
Submit Save Void Download PDF

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

<p>Property Loss Case – Documentation</p>	<p>Upload any files that are needed for the Property Loss Case.</p>		
<p>Property Loss Case - Submit</p>	<p>After entering all information click the “Submit” button.</p>		



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.