

Review GFP Attachment

Training Document



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<p>Roles</p>	<p>The role(s) required to Review a GFP Attachment submitted by a GFP Initiator in the Government Furnished Property (GFP) application:</p> <ul style="list-style-type: none"> • GFP Reviewer • GFP Approver
<p>Reviewing a GFP Attachment</p>	<p>This training document provides an overview of how a GFP Reviewer or Approver reviews a GFP Attachment in the GFP application.</p> <p><i>NOTE: This training document demonstrates from the perspective of the GFP Reviewer, but the steps are the same for the GFP Approver. The difference being the pages and buttons will be GFP Approver instead.</i></p>  <p>Log in to PIEE as a GFP user with access to Review GFP Attachment as described above and access the GFP application. In the GFP application go to Attachment > GFP Reviewer > Search GFP Attachment.</p>
<p>Search Criteria GFP Attachment</p>	<p>Search Page</p> <p>Choose the folder to search from the Search Folder menu.</p> <ul style="list-style-type: none"> • Search Folder (<i>default: History</i>) <ul style="list-style-type: none"> ○ View Only ○ Saved ○ History ○ Approval ○ Returned

NOTE: The remaining sections depend on which Search Folder is chosen. Not all fields are visible for all Search Folders.

Fields:

- Contract Number
- Contract Order Number
- Modification Number
- Solicitation Number
- Amendment Number
- Pre-stage ID (*appears for all folders except View Only*)
- Attachment Number
- Attachment Date Start (*default: 30 days ago*)
- Attachment Date End (*default: today*)
- Status (*only appears when History Folder is chosen*)
 - Void
 - Initiated
 - Reviewed
 - Approved
 - Approved – Not in EDA
 - Returned
 - Draft
- Location Code (*appears for all folders except View Only*)

Search Folder
 History Folder

Contract Number **Contract Order Number** **Modification Number**

Solicitation Number **Amendment Number**

Pre-stage ID

Attachment Number **Attachment Date Start** **Attachment Date End**

2025-03-02 2025-04-01

Status
 --- Please Select ---

Location Code

Search Results

The following information displays for the GFP Reviewer or GFP Approver Search Results:

- Attachment Type
- Contract / Solicitation No.
- Contract Order No.
- Modification / Amendment No.
- Attachment No.
- Attachment Date
- Pre-stage ID
- GFP Reviewer DoDAAC
- Action
 - View
 - Open

GFP Reviewer - Review Folder - Search Results

Show entries

Previous **1** 2 Next

Attachment Type	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	Pre-stage ID	GFP Reviewer DoDAAC	Action
<input type="text" value="Filter"/>								
Contract Modification	0650650650			56416	2025-02-04		S0512A	Open
Contract Award	F0300024C1211			1	2025-01-23		S0512A	View
Contract Modification	FA820518D0001	FA820518F0009	24	6353	2025-02-03		S0512A	View
Contract Modification	FA820518D0001	FA820518F0009	21	99999	2025-01-31		S0512A	View
Contract Modification	FA820518D0001	FA820518F0009	20	99999	2025-01-31		S0512A	Open
Contract Award	FA820518D0001	FA820518F0009		1010	2025-01-21		S0512A	Open
Contract Modification	FA820518D0001	FA820518F0009	23	99999	2025-01-21		S0512A	View
Contract Award	FA820518D0001	FA820518F0009		8888	2025-01-21		S0512A	View
Contract Award	FA820518D0001	FA820518F0009		7777	2025-01-21		FA3030	View
Contract Modification	FA820518D0001	FA820518F0009		6353	2025-01-21		FA3030	View

Showing 1 to 10 of 12 entries

Previous **1** 2 Next

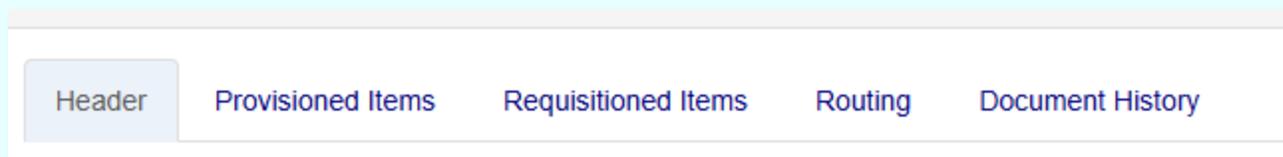
Click **View** to examine a GFP Attachment or **Open** to review and edit it.

*NOTE: If you have previously reviewed the current GFP Attachment and click **Open**, a message displays: "You have already reviewed this GFP Attachment. If you want to review again, click 'OK'". Click **OK** to review again or click **Cancel** to stay in the Review folder.*

GFP Attachment

All GFP Attachments have the following tabs:

- Header
- Provisioned Items
- Requisitioned Items
- Routing
- Document History



Buttons:

- Save

- Review
- Return
- Previous
- Download PDF
- Download Excel (*downloads the GFP Attachment data into the GFP Attachment Excel Template*)

All of the GFP Attachment data is editable by the GFP Reviewers and Approvers during the review process.

*NOTE: The **Save** button is available during the review and saves all information. During the GFP Attachment workflow process, the current status is maintained when clicking **Save**. Take note of the GFP Attachment Information and Contract Information at the top of the page; this number may be used to locate the saved document via the GFP Attachment Search page.*

GFP Attachment Information Fields:

- Attachment Type ** (*options: Contract Award / Contract Modification / Solicitation / Solicitation Amendment*)
- Attachment Number *
- Attachment Date *
- Pre-stage? (*Contract Number Unknown*)

Header Tab

*NOTE: When the user changes the Pre-stage Indicator from No to Yes, the system displays a confirmation box. Click **OK** on the Confirmation box to accept or click **Cancel** to decline. When the Pre-stage Indicator is Yes, the user cannot add Contract Information. When the user creates or saves the pre-stage document, the system adds a system-generated Pre-stage Identifier to the document to allow the document to be located in the system.*

*NOTE: When the user changes the Attachment Type from Contract Modification or Contract Award to Solicitation or Solicitation Amendment, the system displays a confirmation box. When the user clicks **OK**, the system clears the Contract Information fields and display the Solicitation Information. Similarly, when the user changes the Attachment Type from Solicitation or Solicitation Amendment to Contract Award or Contract Modification, the system clears the Solicitation Information fields.*

(section DOES NOT display when "Solicitation" or "Solicitation Amendment" is selected for the 'Attachment Type' field)

Contract Information Fields:

- Contract Number Type:
- Contract Number **
- Contract Order Number
- Modification Number (field displays when "Contract Modification" is selected in the 'Attachment Type' field)
 - If the Contract Number Type is DoD Contract (FAR), then the Modification Number is restricted to either 2 or 6 characters.
 - If 2 characters are entered, the 2 characters must be 0-9, A-H, J-N or P-Z and cannot be 00.
 - If 6 characters are entered, they must be 0-9, A-H, J-N or P-Z and first character must be A or P.
 - If the Contract Number Type is any other type, then the Modification Number is simply a maximum of any 6 alphanumeric characters.

Contract Information			
Contract Number Type *	Contract Number **	Contract Order Number	Modification Number
<input type="text" value="DoD Contract (FAR)"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: GFP Attachments must be unique; one cannot be created with the same key data (Solicitation Number and Solicitation Amendment Number) as an existing Attachment.

(section displays when "Solicitation" or "Solicitation Amendment" is selected for the 'Attachment Type' field)

Solicitation Information Fields:

- Solicitation Number **
- Amendment Number

Solicitation Information	
Solicitation Number **	Amendment Number
<input type="text"/>	<input type="text"/>

NOTE: The Pre-stage Indicator is **not** available for Solicitation Amendments.

General Fields:

- Program Title
- Comments

Program Title

Comments

*NOTE: * = Required Fields on Submit.*

*** = Required Fields on Submit and Saving draft document*

**Provisioned
Items Tab**

Buttons:

- Add Provisioned Item (*buttons display after adding at least one Item*)
- Check All Items on Page
- Uncheck All Items on Page
- Edit Selected
- Delete Selected

Results Columns:

- Selected
- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacture CAGE
- Part Number
- Model Number
- Serially Managed?
- Property Classification
- Property Usage
- Property System ID
- Quantity
- Unit of Measure

- Unit Acquisition Cost
- Use As Is
- Upgradable?
- Delivery Date
- Duration
- Time Unit
- Delivery Event
- Notes

Header																					
Provisioned Items																					
Requisitioned Items																					
Routing																					
Document History																					
+ Add Provisioned Item																					
Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Serially Managed?	Property Classification	Property Usage	Property System ID	Unit of Measure	Quantity	Unit Acquisition Cost	Use As Is	Upgradable?	Delivery Date	Duration	Time Unit	Delivery Event	Notes
Item Count: 0																					

Click **Add Provisioned Items** to bring up the Add Provisioned Item page.

Add Provisioned Item Fields:

- Line Number
- Item Name *
- Item Description *
- National Stock Number †
- Manufacture CAGE †
- Part Number †
- Model Number †
- Serially Managed? * (options: Yes / No)
- Property Classification (options: Equipment / Material / ST/STE / Repairable / FMS / Test / Embeddable)
- Property Usage (options: Consume / Return / Storage)
- Property System ID (menu)
- Quantity *
- Unit of Measure *
- Unit Acquisition Cost
- Use As Is * (options: True / False)
- Upgradable? (options: Yes / No; default: Yes)
- Delivery Date
- Duration
- Time Unit
- Delivery Event
- Notes

NOTE: * = Required
† = At least one

Add Provisioned Item

Item Number *

Item Name *

Item Description *

National Stock Number †

Manufacturer CAGE † AND Part Number †

Model Number †

Serially Managed? *

Property Classification

Property Usage

Property System ID

Buttons:

- Save/Clone (save the current Item and keep the same input field values on the screen)
- Save/Clear (save the current Item and reset the input fields on the screen)
- Save/Close (save the current Item and return to the Provisioned Items page)
- Cancel (return to the previous screen without saving changes. A Confirmation box will be displayed after clicking Cancel)

**Requisitioned
Items Tab**

Buttons:

- Add Requisitioned Item (buttons display after adding at least one Item)
- Check All Items on Page
- Uncheck All Items on Page
- Edit Selected
- Delete Selected

Results Columns:

- Selected
- Line Number
- Item Name
- Item Description
- National Stock Number
- Manufacture CAGE
- Part Number
- Serially Managed?
- Property Classification
- Property Usage

- Property System ID
- Quantity
- Unit of Measure
- Unit Acquisition Cost
- Use As Is
- Upgradable?

Header	Provisioned Items	Requisitioned Items	Routing	Document History											
+ Add Requisitioned Item															
Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Serially Managed?	Property Classification	Property Usage	Property System ID	Unit of Measure	Quantity	Unit Acquisition Cost	Use As Is	Upgradable?
Item Count: 0															

Add Requisitioned Item Fields:

- Line Number *
- Item Name *
- Item Description *
- National Stock Number †
- Manufacture CAGE †
- Part Number †
- Serially Managed? * (options: Yes / No; default: No)
- Property Classification (options: Equipment / Material / ST/STE / Repairable / FMS / Test / Embeddable)
- Property Usage (options: Consume / Return / Storage)
- Property System ID (menu)
- Quantity *
- Unit of Measure *
- Unit Acquisition Cost
- Use As Is * (options: True / False)
- Upgradable? (options: Yes / No; default: No)

Add Requisitioned Item

Item Number *

Item Name *

National Stock Number †

Manufacturer CAGE † AND Part Number †

Serially Managed? *

Property Classification ⓘ

Property Usage ⓘ

Quantity *

Unit of Measure *

Unit Acquisition Cost

* - Required, † - At Least One

NOTE: * = Required
 † = At least one

Buttons:

- Save/Clone (save the current Item and keep the same input field values on the screen)
- Save/Clear (save the current Item and reset the input fields on the screen)
- Save/Close (save the current Item and return to the Requisitioned Items page)
- Cancel (return to the previous screen without saving changes. A Confirmation box will be displayed after clicking Cancel)

Routing Tab

The Routing tab contains the location codes for the GFP Initiator, GFP Approver, and any GFP Reviewers added to the GFP Attachment. This data is read-only and can be modified by navigating back to the Routing page.

Routing Information Separated by Roles:

- Location Code
- Office Name

Routing Information

GFP Initiator

Location Code S0512A	Office Name DCMA SOUTHERN CALIFORNIA
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GFP Approver

Location Code S0512A	Office Name DCMA SOUTHERN CALIFORNIA
--------------------------------	--

GFP Reviewer(s)

Review Order	Location Code	Office Name	Reviewer Name	Reviewer Function
1	S0512A	DCMA SOUTHERN CALIFORNIA		COR

Document History Tab

This tab displays all actions taken on the GFP Attachment along with the following information:

Document History Table Information:

- Role
- Name
- Title
- Date of Action
- Action(s)
- Phone Number
- Email
- Org Email
- DSN

- Comments

Header Provisioned Items Requisitioned Items Routing Document History

GFP Initiator

Name	Title	Location Code	Date of Action	Action(s)
Tom Jones	Correctional Institution Administration	S0512A	2025-02-04 17:29 UTC	Saved via Web

Phone Number	Email	Org Email	DSN
532-885-6574	tom.jones@dla.mil	support@dla.mil	

Comments

Completing the Review Process

After the information is reviewed, the document is ready for completion. Click **Review** to continue the workflow process. Document validation runs and displays any soft warnings or errors. Make the necessary corrections, and then click **Review** to continue.

Submit Success

After successfully reviewing a GFP Attachment, a success screen appears. The document is now in the 'Reviewed' status and routes to the selected Approver or added GFP Reviewers (if more were added).

Success Screen

Document Information:

- Contract Number
- Contract Order Number
- Attachment Number
- Attachment Date

GFP Reviewer - Success

The Contract Modification GFP Attachment was successfully reviewed.

Contract Number	Contract Order Number	Modification Number	Attachment Number	Attachment Date
0650650650			56416	2025-02-04

Email sent to GFP Initiator: tom.jones@dla.mil.
 Email sent to GFP Approver Organizational Email: support-gov@dla.mil.
 Tue Feb 04 17:45:13 UTC 2025

	<p><i>NOTE: If the attachment is marked as Pre-staged, then a Pre-staged Identifier is provided instead of the Contract Number and Contract Order Number.</i></p>
<p>Returning a GFP Attachment</p>	<p>Click Return on the GFP Attachment to return it to the originator of the document.</p> <p><i>NOTE: A comment is required.</i></p>