Search Plant Clearance Documents – GFP Admins

Reference Guide

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This guide demonstrates how to Search for Plant Clearance documents - Inventory Schedule, Case, and Transfer Requests.

Roles

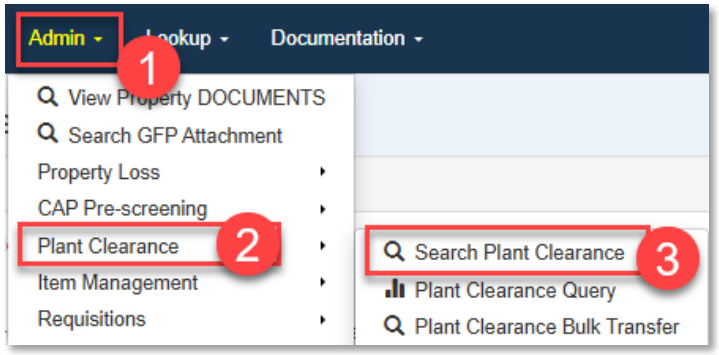
The following **Administration** roles is required to search for Plant Clearance (PLC) documents in the GFP Module.

- Group View All
- GFP-GFP SAM

Navigation

Log into PIEE as a **Group View All** user and open GFP. Go to Admin (1), Plant Clearance (2), and then Search Plant Clearance (3).

Note: The process for the Group View All role and the GFP SAM role are similar, so for this training document, the role for Group View All is being used.

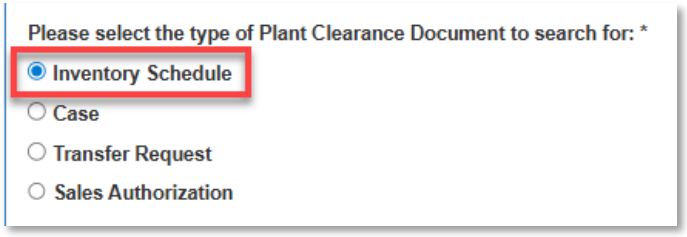


Search Criteria

On the Search Criteria screen, it is a requirement to select a type of Plant Clearance document to search for.

Types of Plant Clearance documents include:

- Inventory Schedule
- Case
- Transfer Request
- Sales Authorization



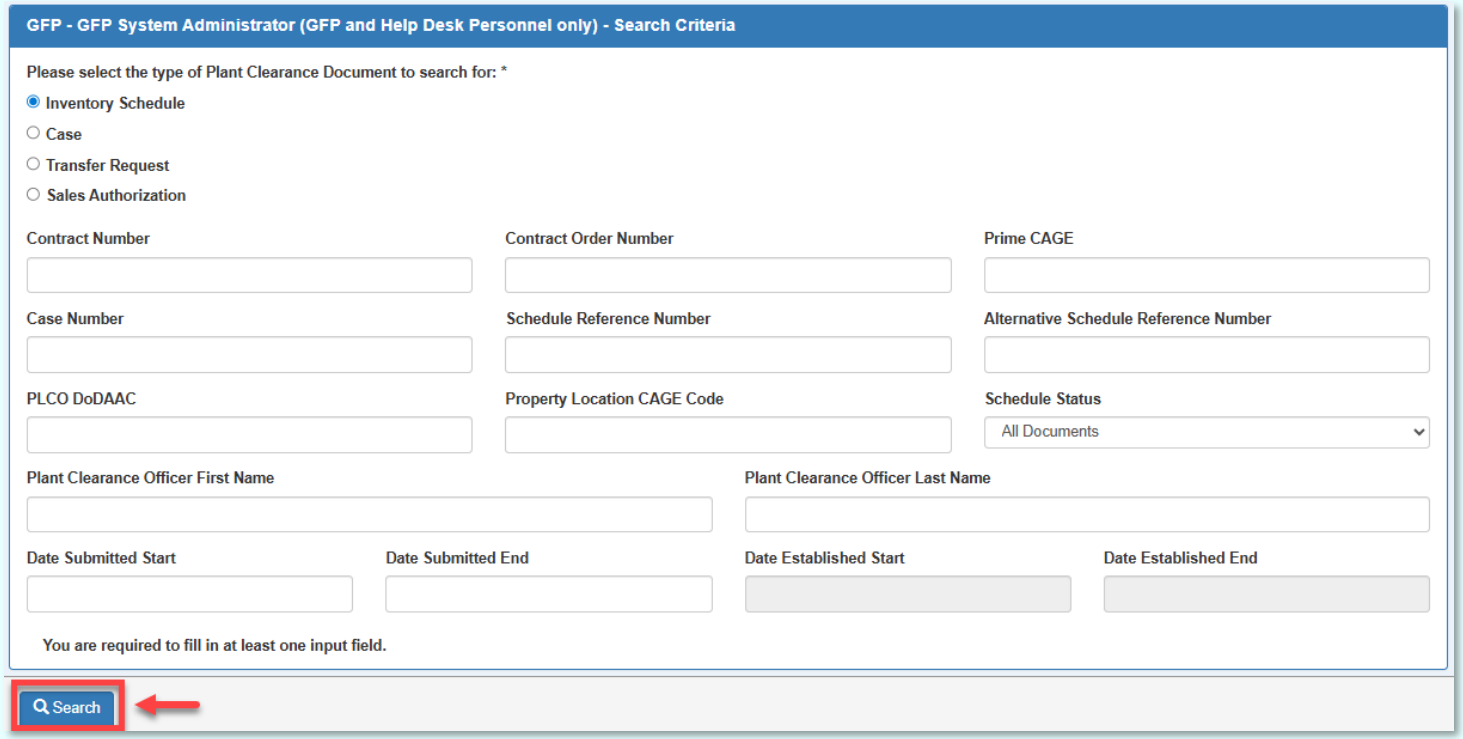
Inventory Schedule

Inventory Schedule Search Criteria

This section has the following fields (***at least one is required***):

- Contract Number
- Contract Order Number
- Prime CAGE
- Case Number
- Schedule Reference Number
- Alternative Schedule Reference Number
- PLCO DoDAAC
- Property Location CAGE Code
- Schedule Status
  - ***All Documents***
  - ***Draft***
  - ***Submitted***
  - ***Rejected***
  - ***Recalled***
  - ***Accepted***
  - ***Accepted-Established to Case***
- Plant Clearance Officer First Name
- Plant Clearance Officer Last Name
- Date Submitted Start (***calendar date selection***)
- Date Submitted End ((***calendar date selection***)
- Date Established Start (***read-only***)
- Date Established End (***read-only***)

Input the search criteria and select the **Search** button.



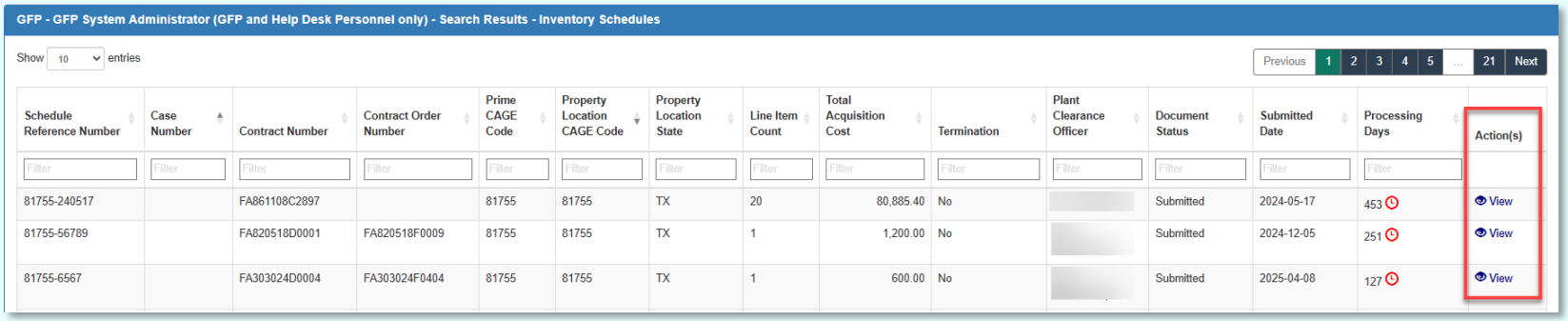
The Search Results will display all Inventory Schedules assigned to the PLCO users.

Inventory Schedule Search Result Columns:

- Schedule Reference Number
- Case Number
- Contract Number
- Contract Order Number
- Prime CAGE Code
- Property Location CAGE Code
- Property Location State
- Line Item Count
- Total Acquisition Cost
- Termination
- Plant Clearance Officer
- Document Status

- Submitted Date
- Processing Days
- Action(s)

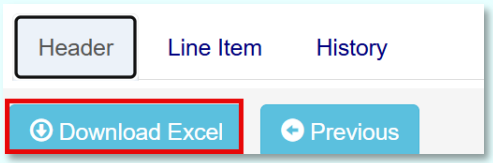
Note: All columns can be filtered except for the Action column.



To open a document, click that item's ***View*** link under the **Action(s)** column. It will open in view-only mode, displaying the following tabs:

- Header
- Line Item
- History

NOTE: On any of these tabs, you may download the information currently being presented by clicking the **Download Excel** *button.*

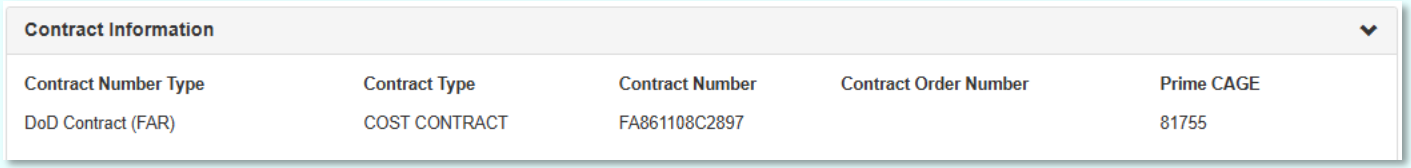


Header

This section displays the following fields:

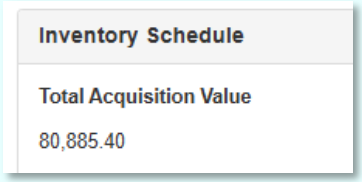
Contract Information

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



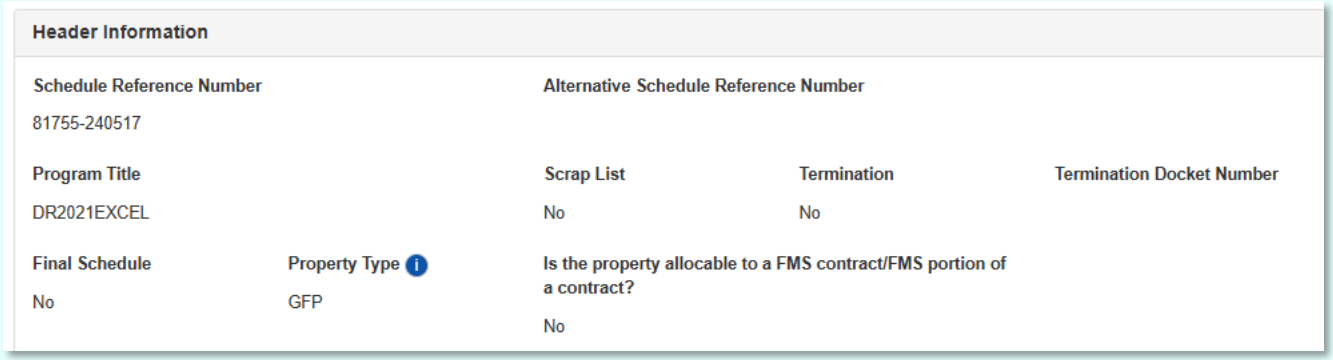
Inventory Schedule

- Total Acquisition Value



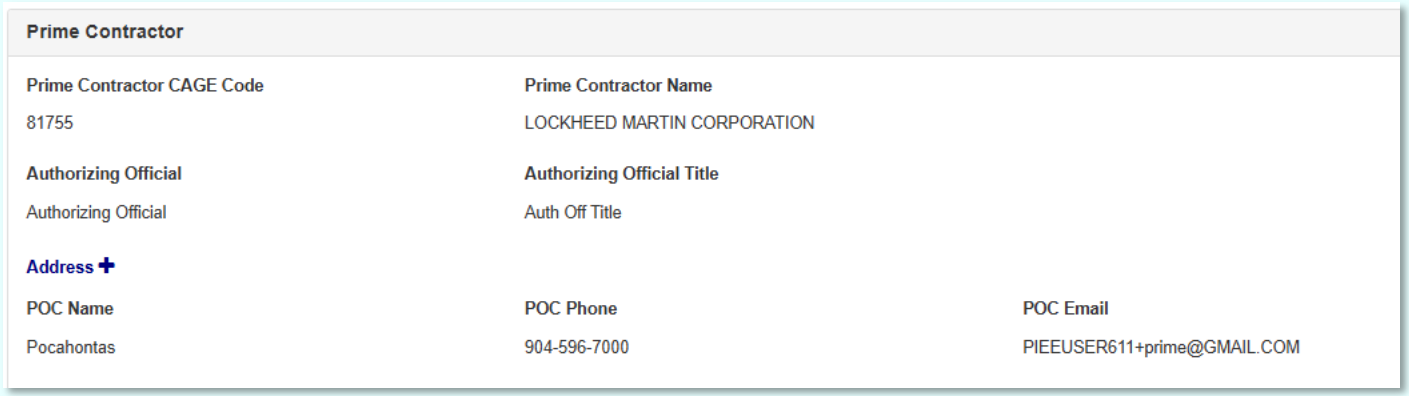
Header Information

- Schedule Reference Number
- Alternative Schedule Reference Number
- Program Title
- Scrap List
- Termination
- Termination Docket Number
- Final Schedule
- Property Type
- Is the property allocable to an FMS contract/FMS portion of a contract? (***Yes/No***)



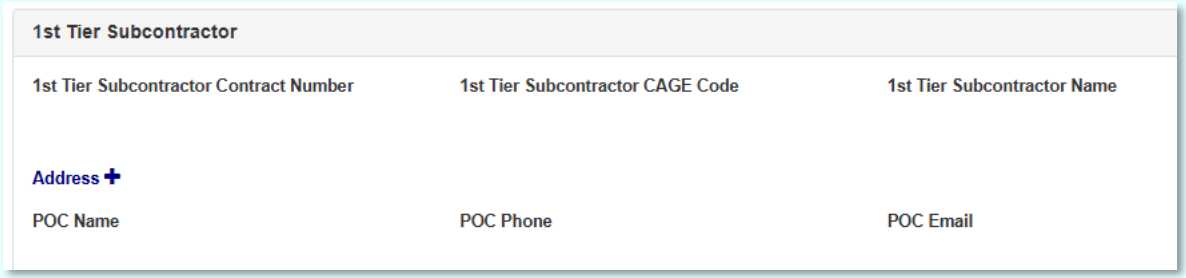
*Prime Contractor (***Only if "Is the property allocable to an FMS contract/FMS portion of a contract?" is "No"***)*

- Prime Contractor CAGE Code
- Prime Contractor Name
- Authorizing Official
- Authorizing Official
- Authorizing Official Title
- Auth Off Title
- Address
    - POC Name
    - POC Phone
    - POC Email



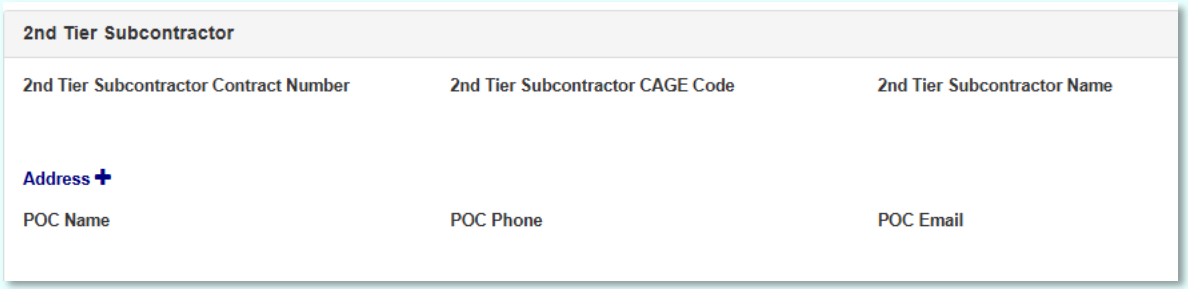
*1st Tier Subcontractor (***Only if "Is the property allocable to an FMS contract/FMS portion of a contract?" is "No"***)*

- 1st Tier Subcontractor Contract Number
- 1st Tier Subcontractor CAGE Code
- 1st Tier Subcontractor Name
- Address
    - POC Name
    - POC Phone
    - POC Email



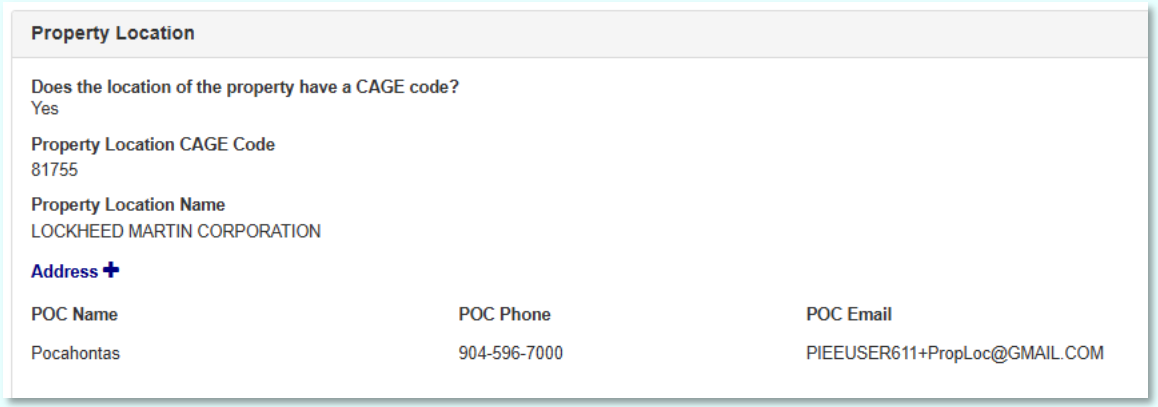
*2nd Tier Subcontractor (***Only if "Is the property allocable to an FMS contract/FMS portion of a contract?" is "No"***)*

- 2nd Tier Subcontractor Contract Number
- 2nd Tier Subcontractor CAGE Code
- 2nd Tier Subcontractor Name
- Address
    - POC Name
    - POC Phone
    - POC Email



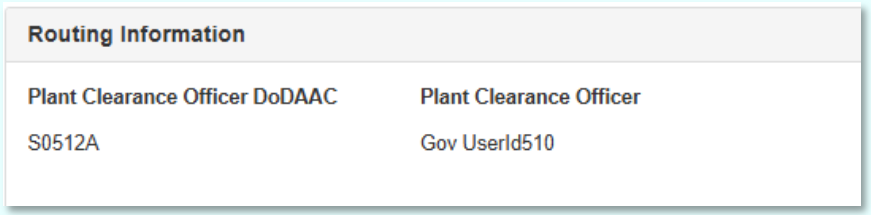
Property Location

- 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 Officer DoDAAC
- Plant Clearance Officer



Line Item

Contract Information fields:

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

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
DoD Contract (FAR)	COST CONTRACT	FA861108C2897		81755

Inventory Schedule

- Total Acquisition Value

Inventory Schedule

Total Acquisition Value
80,885.40

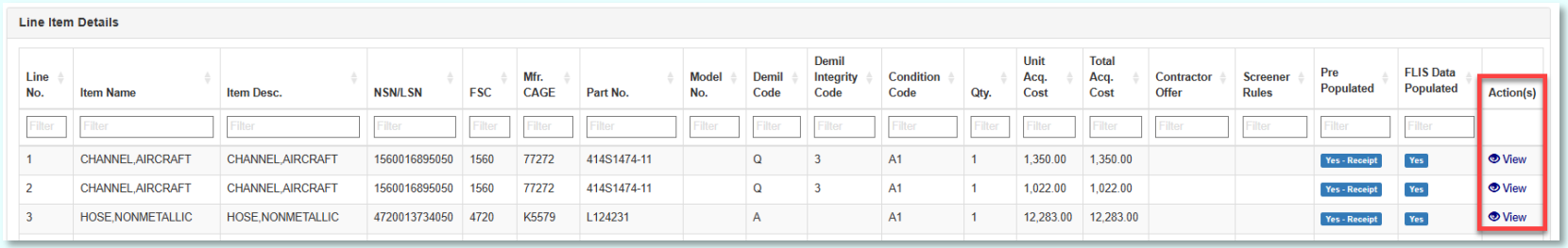
Line Item Details

Line Item Details Columns:

- Line No.
- Item Name
- Item Description
- NSN/LSN
- FSC
- Manufacture CAGE
- Part Number
- Model Number
- Demil Code
- Demil Integrity Code
- Condition Code
- Quantity
- Unit Acquisition Cost
- Total Acquisition Cost
- Contractor Offer
- Screener Rules
- Pre-Populated
- FLIS Data Populated
- Action(s)

Note: All columns can be filtered except for the Action(s) column.

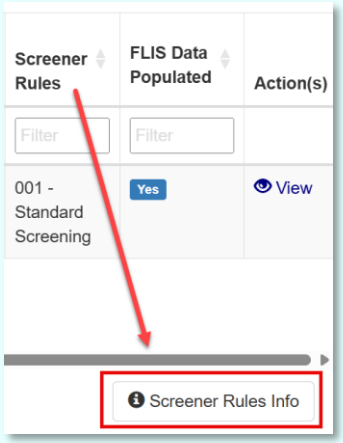
Click ***View*** in the **Action(s)** column for a more detailed information about the Line Item:

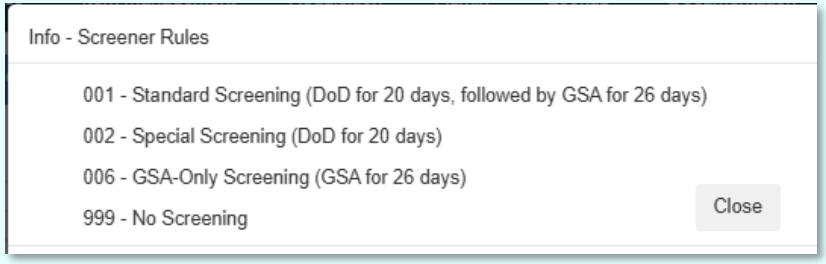


NOTE: Under the Screener Rules column, the following options are possible:

- *001 - Standard Screening (DoD for 20 days, followed by GSA for 26 days)*
- *002 - Special Screening (DoD for 20 days)*
- *006 - GSA-Only Screening (GSA for 26 days)*
- *999 - No Screening*

Alternatively, click the Screener Rules Info *button beneath the Line Item Details section for rule explanation.*





History

Contract Information

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

Inventory Schedule

- Total Acquisition Value

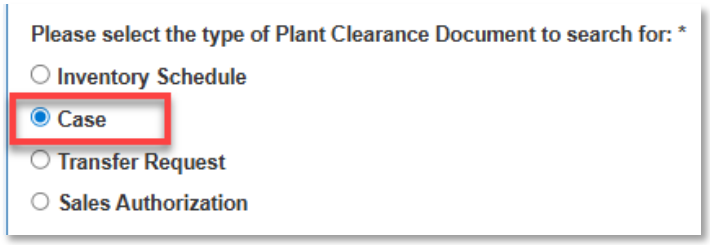
Contractor Property Manager

- Name
- Title
- Location Code
- Date of Action
- Action(s)
- Phone Number
- Email
- Org Email
- DSN
- Comments

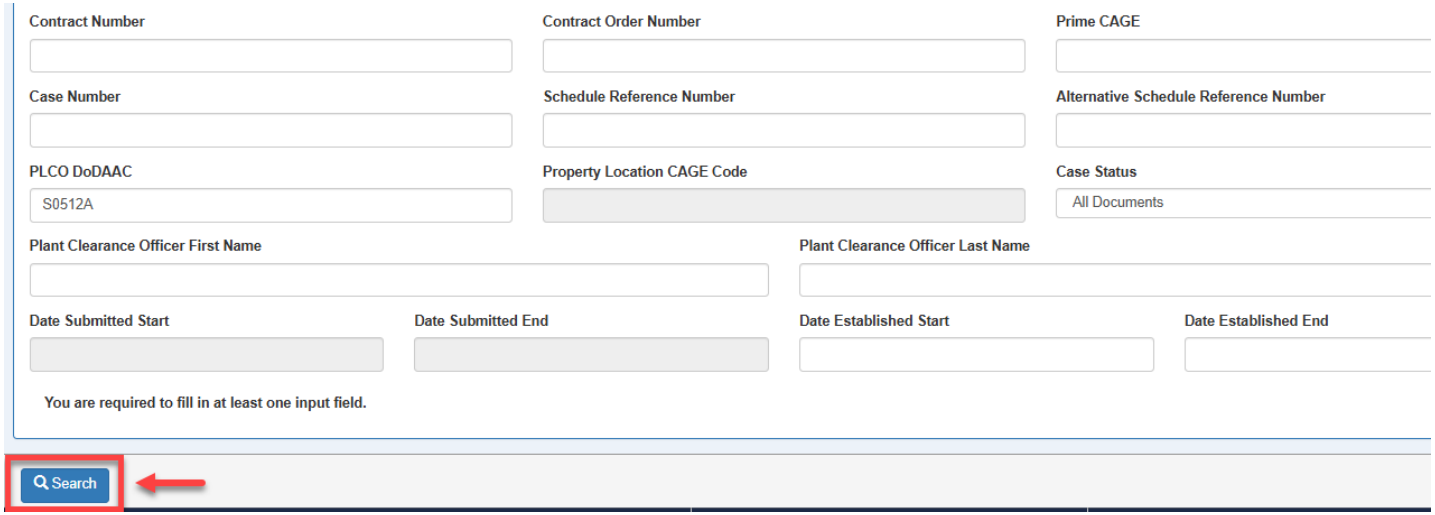
Plant Clearance Officer (if there is one)

- Name
- Title
- Location Code
- Date of Action
- Action(s)

	• Phone Number • Email • Org Email • DSN • Comments

Case	**Case Search Criteria**
	 
	
	This section has the following fields (***At least one is required***):
	• Contract Number
	• Contract Order Number
	• Prime CAGE
	• Case Number
	• Schedule Reference Number
	• Alternative Schedule Reference Number
	• PLCO DoDAAC
	• Property Location CAGE Code (***read-only***)
	• Case Status
	  ○ ***All Documents***
	  ○ ***Established***
	  ○ ***Closed***
	• Plant Clearance Officer First Name
	• Plant Clearance Officer Last Name
	• Date Submitted Start (***read-only***)
	• Date Submitted End (***read-only***)
	• Date Established Start (***calendar date selection***)
	• Date Established End (***calendar date selection***)

Enter search criteria and click the **Search** button.

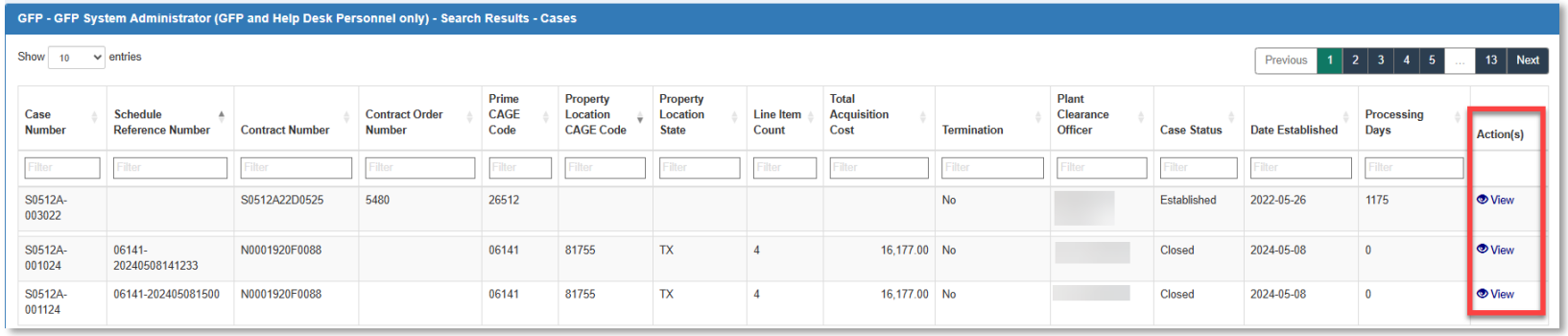


The Search Results will display all Cases that assigned to the PLCO users.

Case Search Results Columns:

- Case Number
- Schedule Reference Number
- Contract Number
- Contract Order Number
- Prime CAGE code
- Property Location CAGE Code
- Property Location State
- Line Item Count
- Total Acquisition Cost
- Termination
- Plant Clearance Officer
- Case Status
- Date Established
- Processing Days
- Action(s)

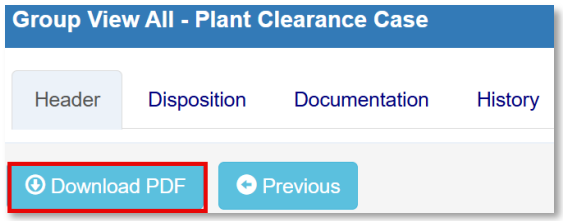
Note: All columns can be filtered except for the Action(s) column.



To open a document, click that item's ***View*** button under the **Action(s)** column. It will open in view-only mode, displaying the following tabs:

- Header
- Disposition
- Documentation
- History

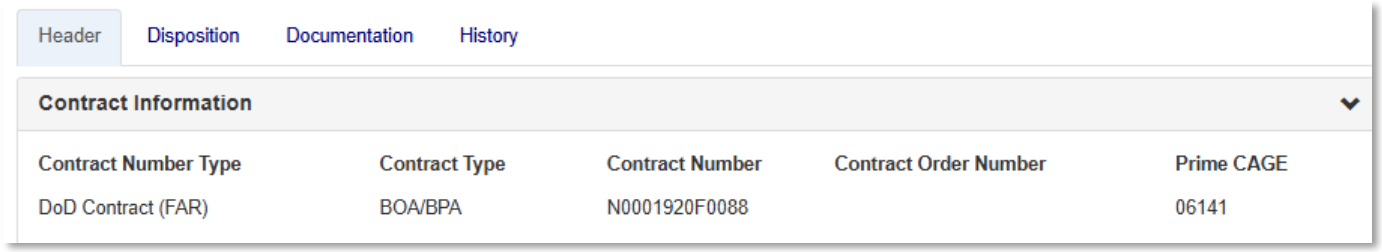
NOTE: On any of these tabs, you may download the information currently being presented by clicking the **Download PDF** *button.*



Header

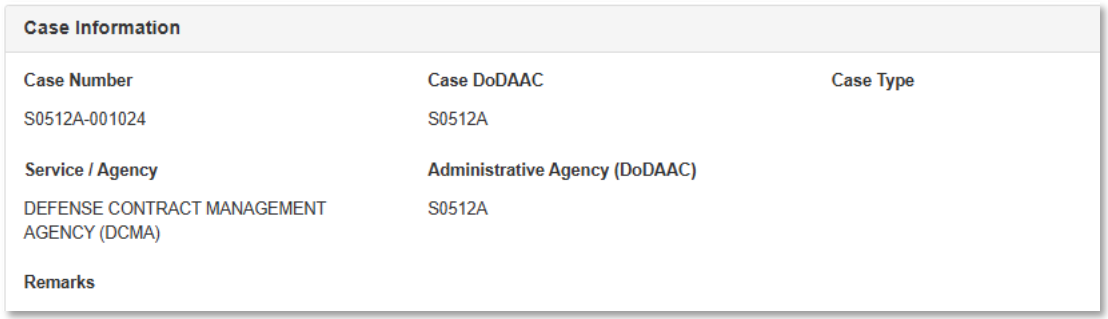
Contract Information

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



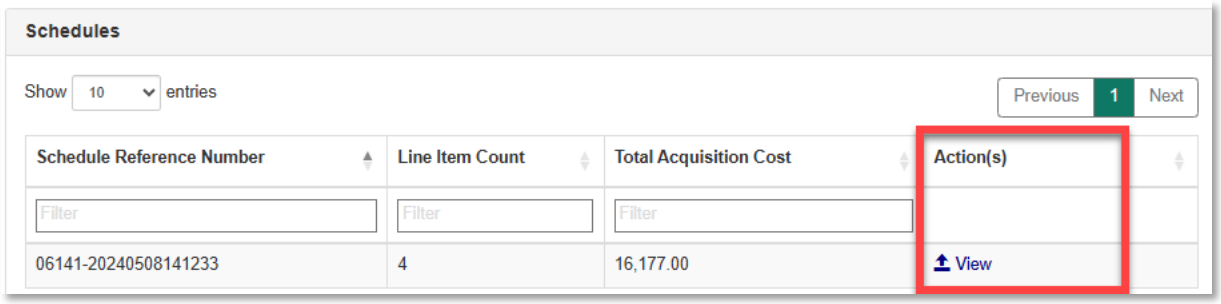
Case Information

- Case Number
- Case DoDAAC
- Case Type
- Service / Agency
- Administrative Agency (DoDAAC)
- Remarks



Schedules

- Schedule Reference Number
- Line Item Count
- Total Acquisition Cost
- Action(s)



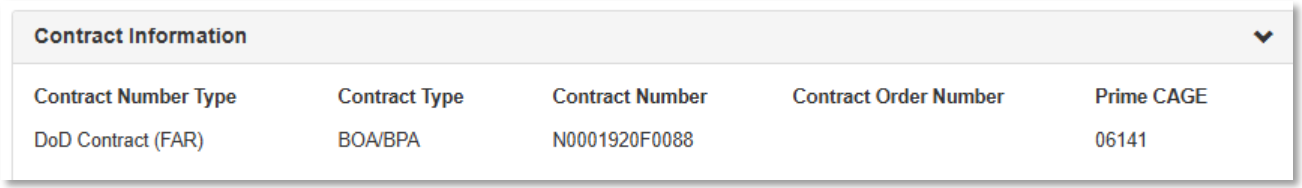
This section displays a list of matching Line Items. Click the ***View*** link in the **Action(s)** column for a pop-up of more information about the Line Item.

Disposition

Contract Information

Contract Information fields:

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



Disposition Codes

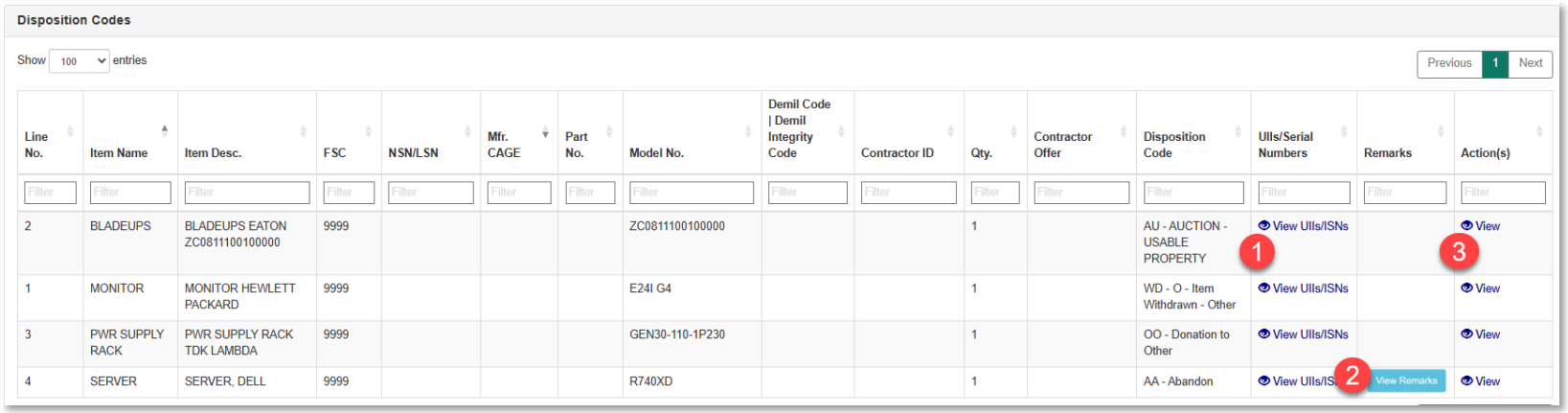
Disposition Codes Table Columns:

- Line Number
- Item Name
- Item Description
- FSC
- NSN/LSN

- Manufacture CAGE
- Part Number
- Demil Code
- Contractor ID
- Quantity
- Contractor Offer
- Disposition Code
- UIIs/Serial Numbers
- Remarks
- Action(s)

This section displays a list of matching Line Items. Depending on the item, you may have the following actions:

1. View its Unique Item Identifiers or International Stock Numbers by clicking *View UIIs/ISNs*
2. View any remarks about the item by clicking *View Remarks*
3. View more information about the item by clicking *View*



NOTE: You may download the information currently being presented, either as an Excel document (1) or as a PDF (2) by the clicking Download Disposition Excel (1) *or* Download PDF (2) *button at the bottom of the page.*

Documentation

Documents

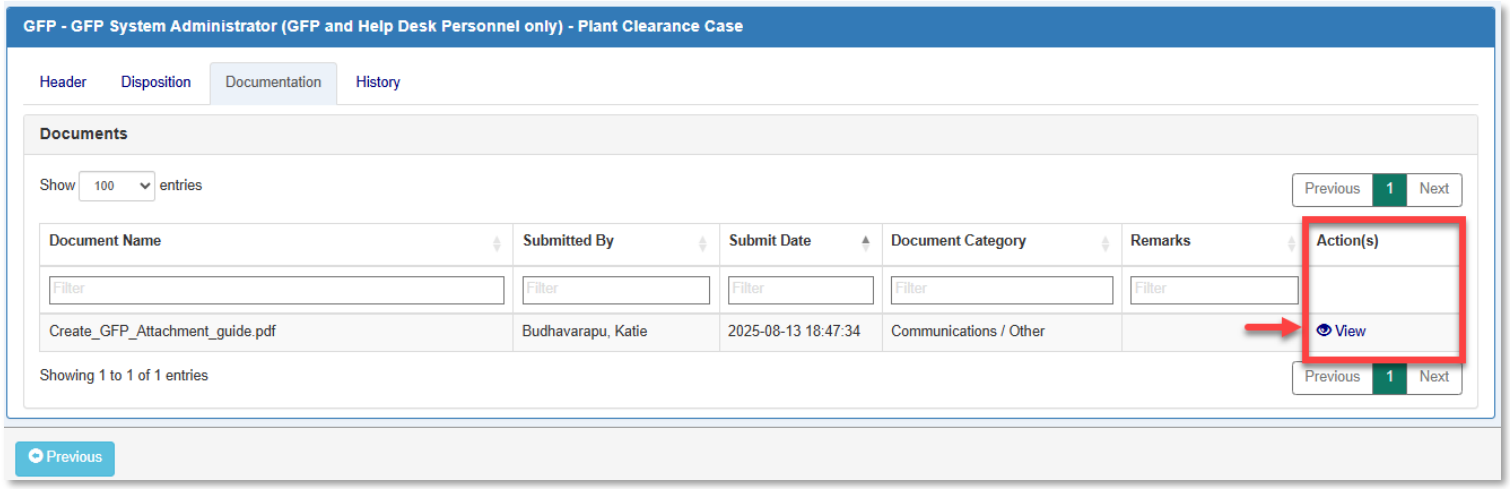
This section shows attached documents of selected case(s).

Documents Table Columns:

- Document Name
- Submitted By
- Submit Date
- Document Category
- Remarks
- Action(s)

NOTE: All columns can be filtered except for the Action(s) column

To view the document select the **View** link in the **Action(s)** column.



History

Contract Information

- Contract Number Type
- Contract Type

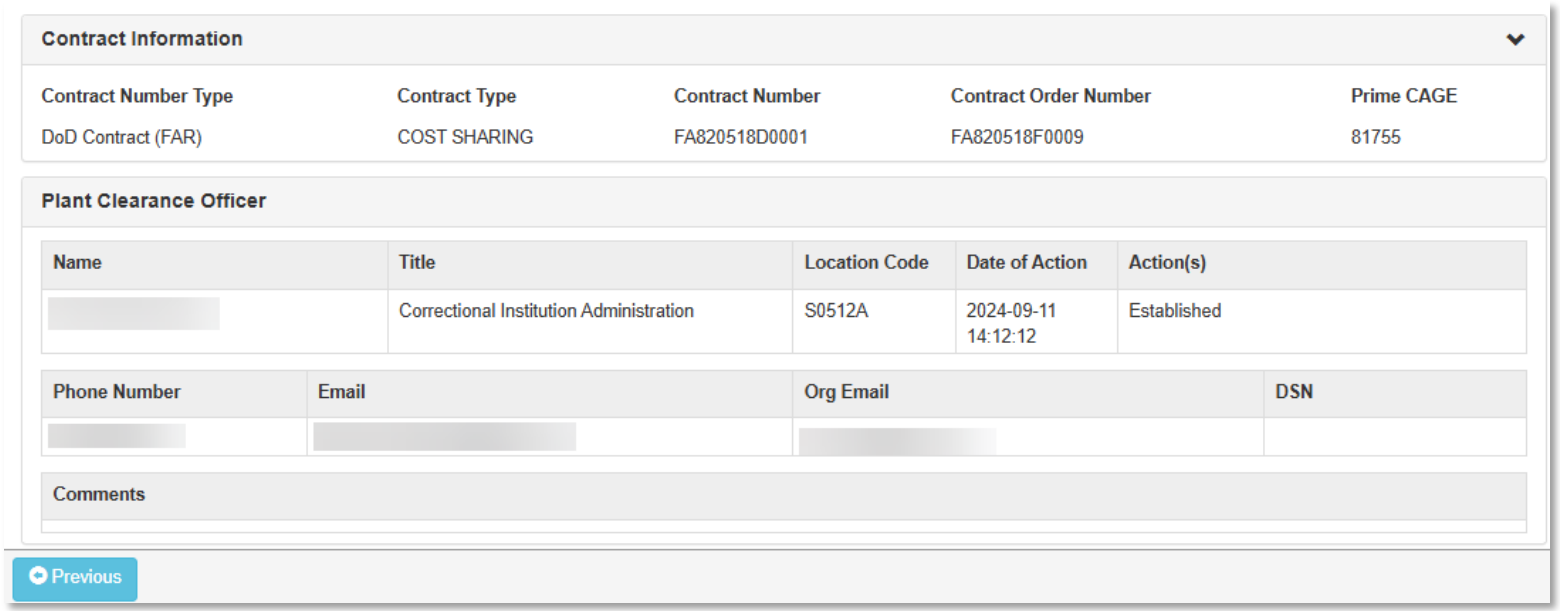
- Contract Number
- Contract Order Number
- Prime CAGE

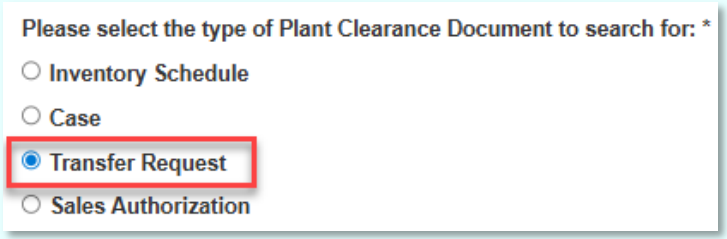
Plant Clearance Officer

(Note: It is possible to have more than one Plant Clearance Officer)

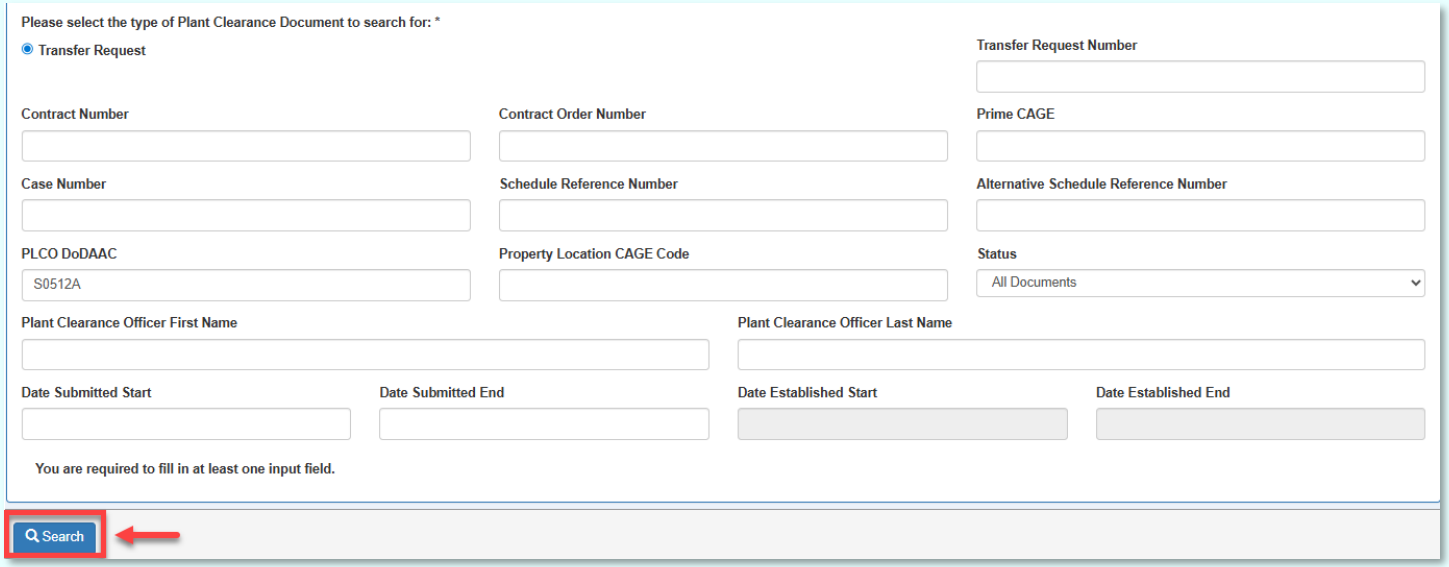
Plant Clearance Officer fields:

- Name
- Title
- Location Code
- Date of Action
- Action(s)
- Phone Number
- Email
- Org Email
- DSN
- Comments



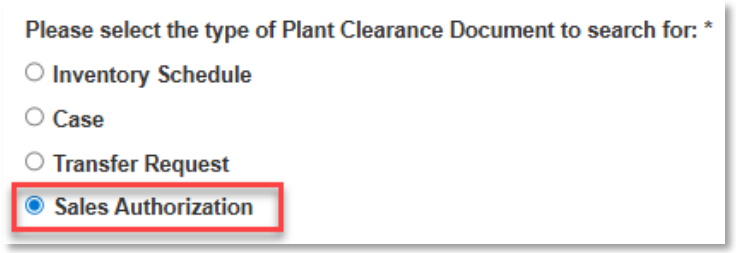
Transfer Request	**Transfer Request Search Criteria**  This section searches for Transfer Requests and has the following fields (***At least one field is required***): Transfer Request fields: • Transfer Request Number • Contract Number • Contract Order Number • Prime CAGE • Case Number • Schedule Reference Number • Alternative Schedule Reference Number • PLCO DoDAAC • Property Location CAGE Code • Status • Plant Clearance Officer First Name • Plant Clearance Officer Last Name • Date Submitted Start (***calendar date selection***) • Date Submitted End (***calendar date selection***) • Date Established Start (***read-only***) • Date Established End (***read-only***)

When search criteria is entered, click the **Search** button



Sales Authorization

Sales Authorization Search Criteria

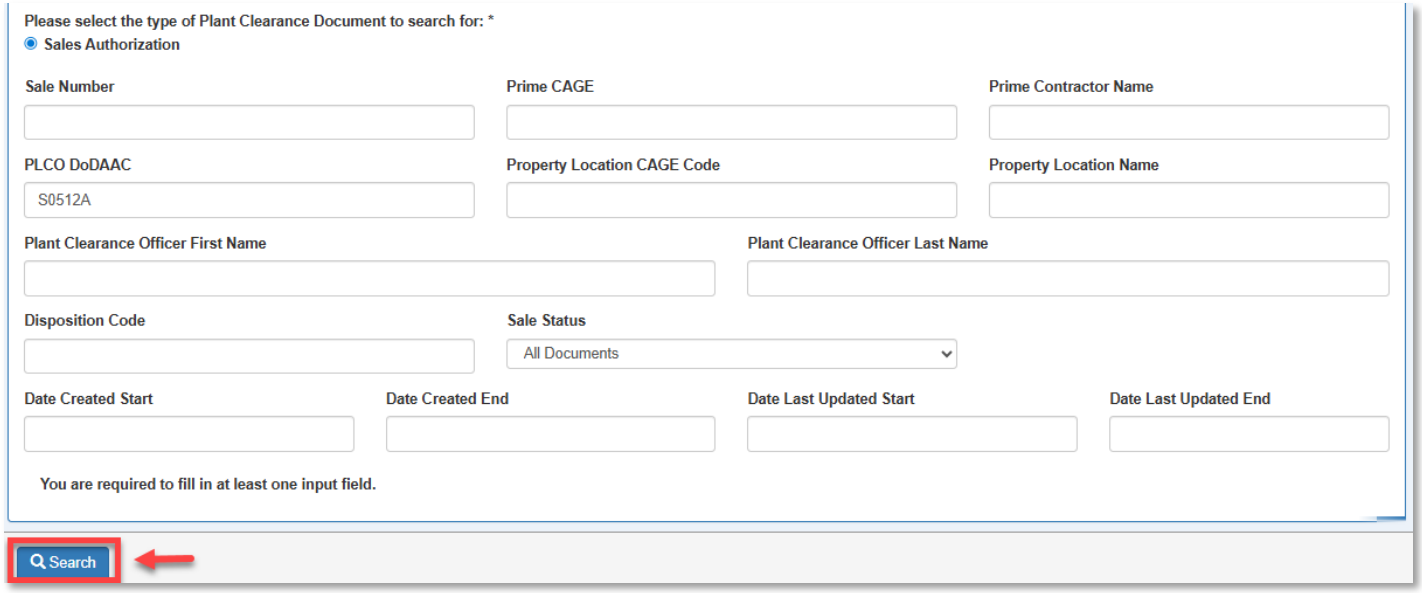


This Sale Authorization page has the following fields (***At least one is required***):

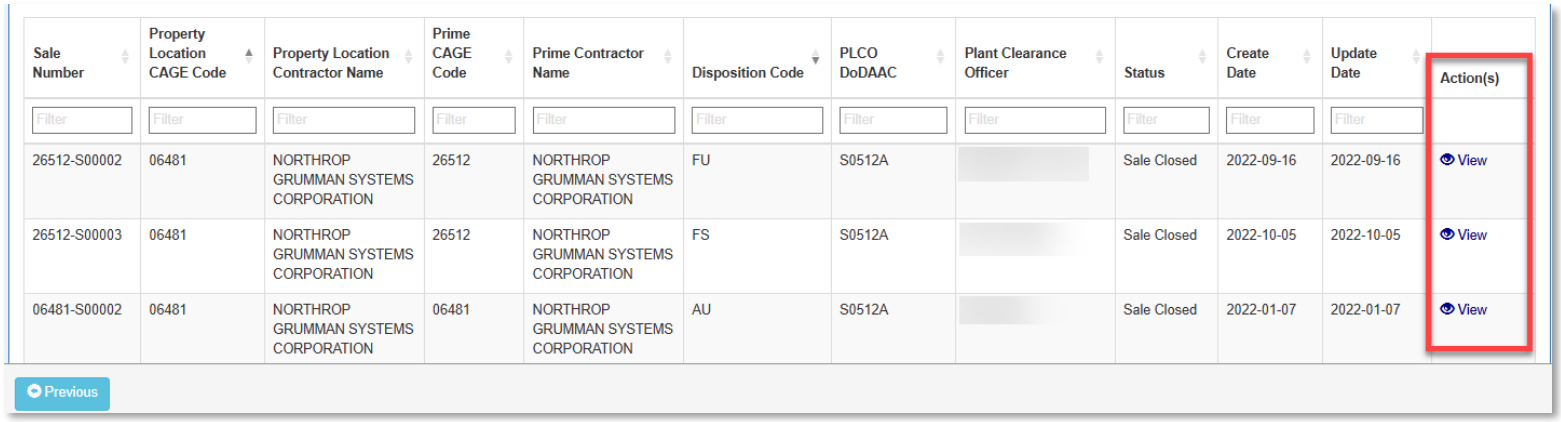
- *Sale Number*

- *Prime CAGE*
- *Prime Contractor Name*
- *PLCO DoDAAC*
- *Property Location CAGE Code*
- *Property Location Name*
- *Plant Clearance Officer First Name*
- *Plant Clearance Officer Last Name*
- *Disposition Code*
- *Sale Status*
    - ***All Documents***
    - ***Draft***
    - ***Pending***
    - ***Closed***
- *All Documents*
- *Date Created Start* (***calendar date selection***)
- *Date Created End* (***calendar date selection***)
- *Date Last Updated Start* (***calendar date selection***)
- *Date Last Updated End* (***calendar date selection***)

Enter the search criteria and select the **Search** button.



(Note: The Search Results will display all Cases that assigned to the PLCO users).



Sale Number	Property Location CAGE Code	Property Location Contractor Name	Prime CAGE Code	Prime Contractor Name	Disposition Code	PLCO DoDAAC	Plant Clearance Officer	Status	Create Date	Update Date	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
26512-S00002	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	NORTHROP GRUMMAN SYSTEMS CORPORATION	FU	S0512A		Sale Closed	2022-09-16	2022-09-16	View
26512-S00003	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	NORTHROP GRUMMAN SYSTEMS CORPORATION	FS	S0512A		Sale Closed	2022-10-05	2022-10-05	View
06481-S00002	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	AU	S0512A		Sale Closed	2022-01-07	2022-01-07	View

Previous

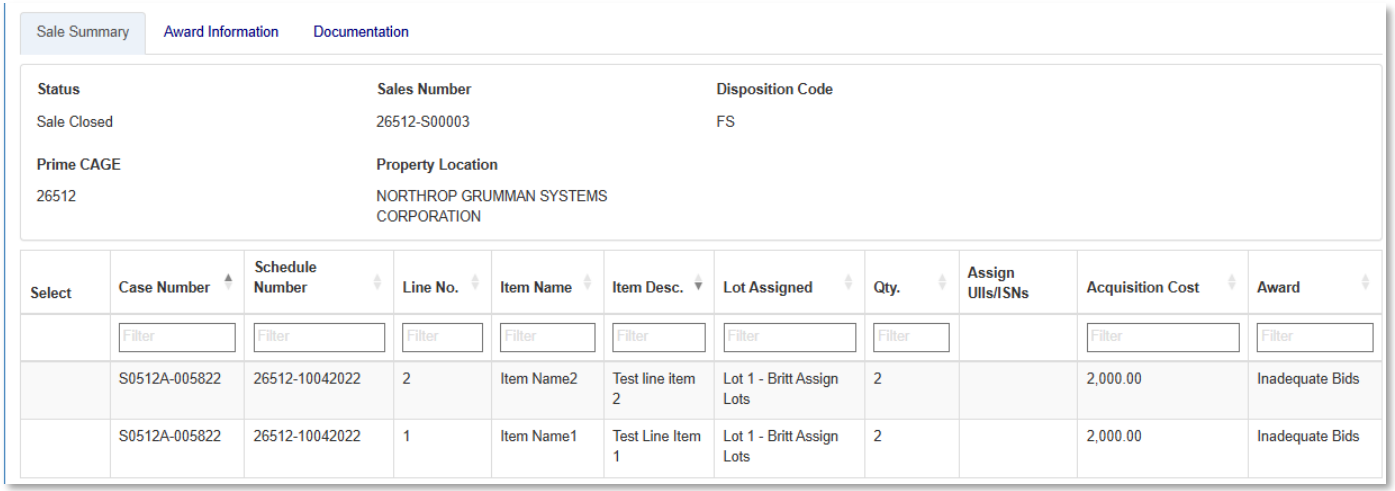
To open a document, click that item's ***View*** button under the **Action(s)** column. It will open in view-only mode, displaying the following tabs:

- Sale Summary
- Award Information
- Documentation

Sale Summary

- Status
- Sales Number
- Prime CAGE
- Property Location
- Disposition Code

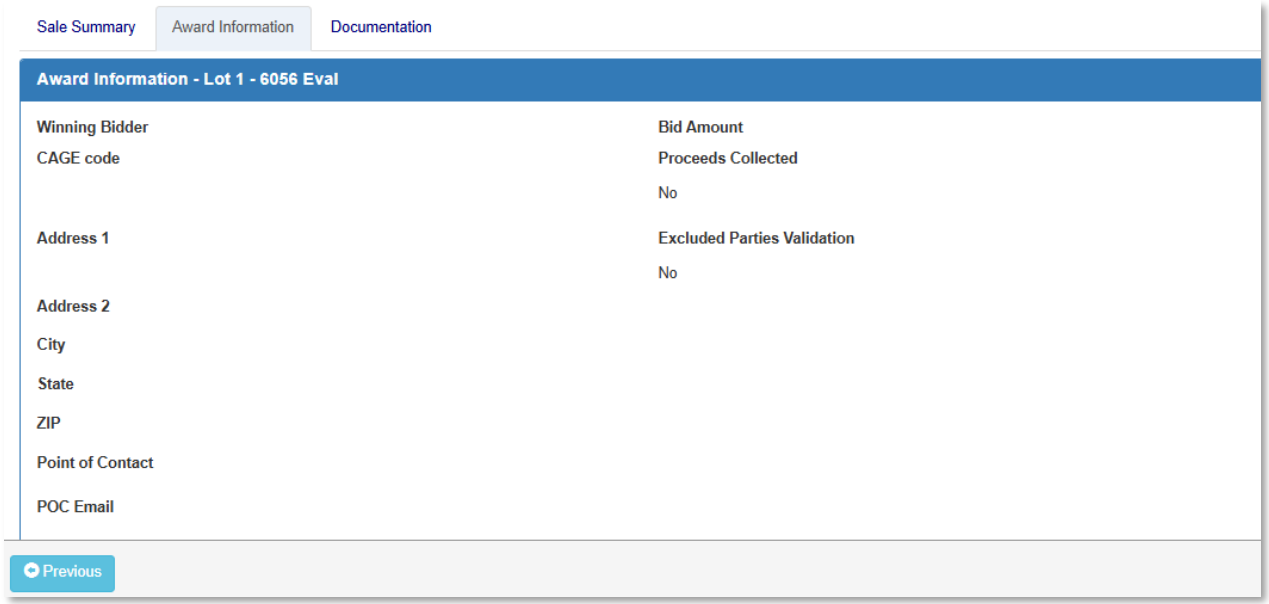
A matching list of Line Items is also shown.



Award Information

Award Information Fields:

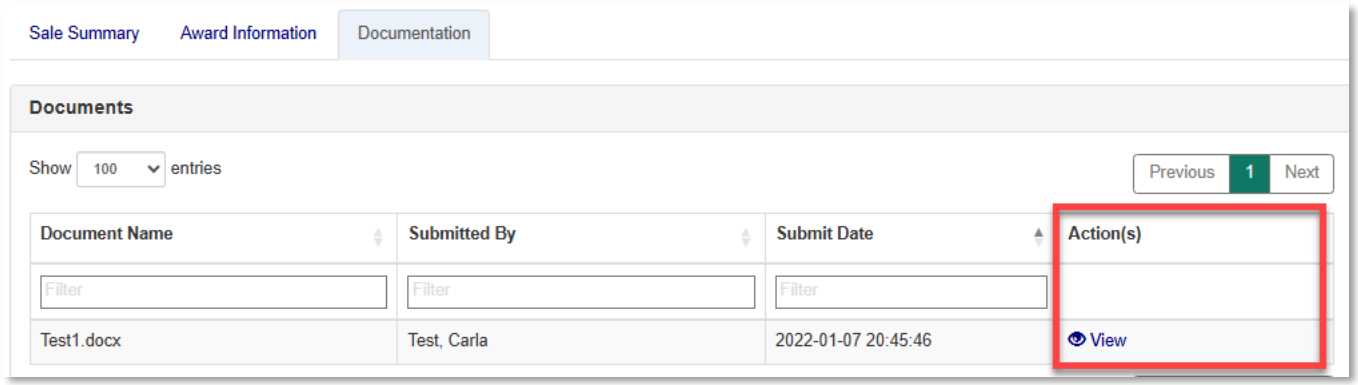
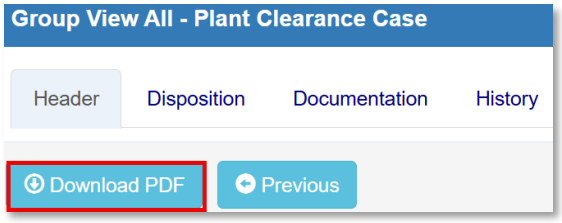
- Winning Bidder
- CAGE code
- Address 1
- Address 2
- City
- State
- ZIP
- Point of Contact
- POC Email
- Bid Amount
- Proceeds Collected
- Excluded Parties Validation



Documentation

Documents Column Headers:

- Document Name
- Submitted By
- Submit Date
- Action(s)



Reminder: On any of these tabs, you may download the information currently being presented by clicking the ***Download Excel*** *button.*