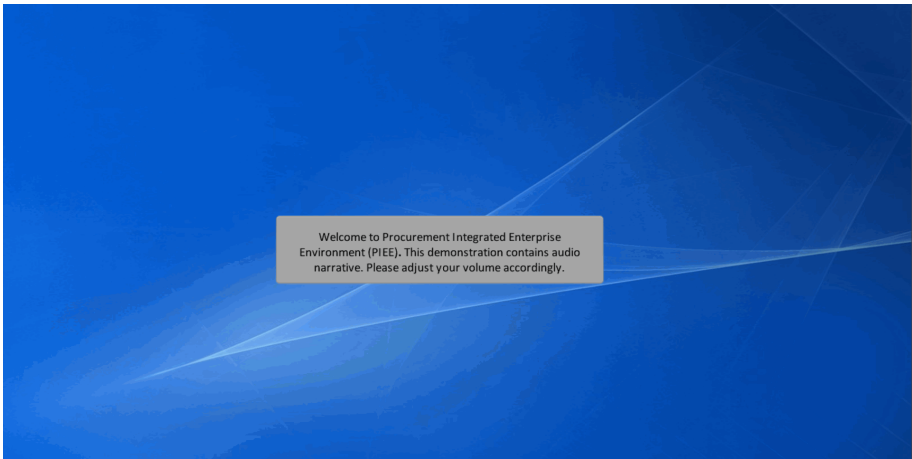
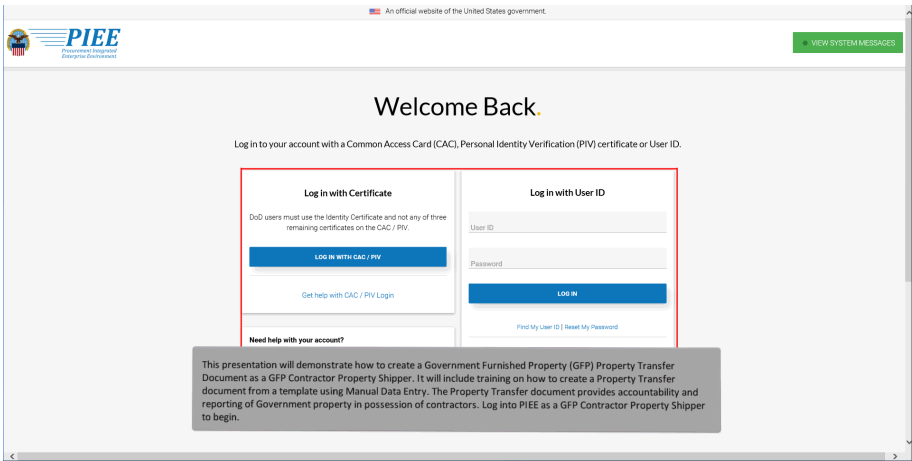


Intro



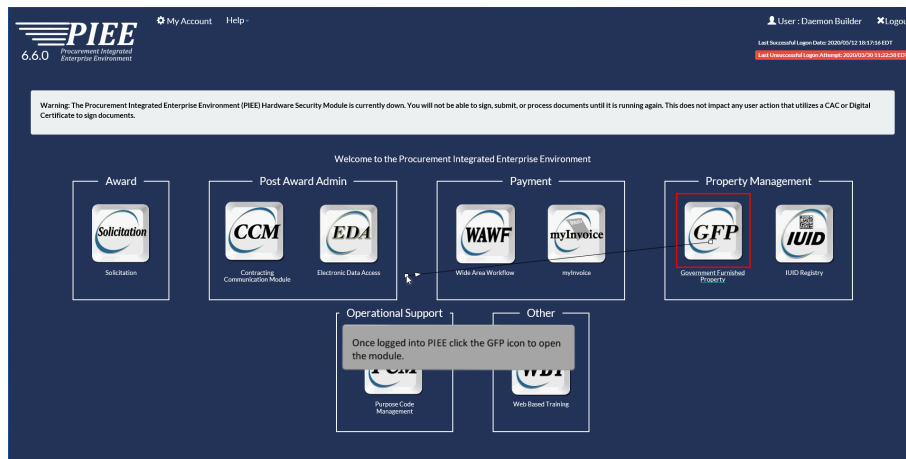
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



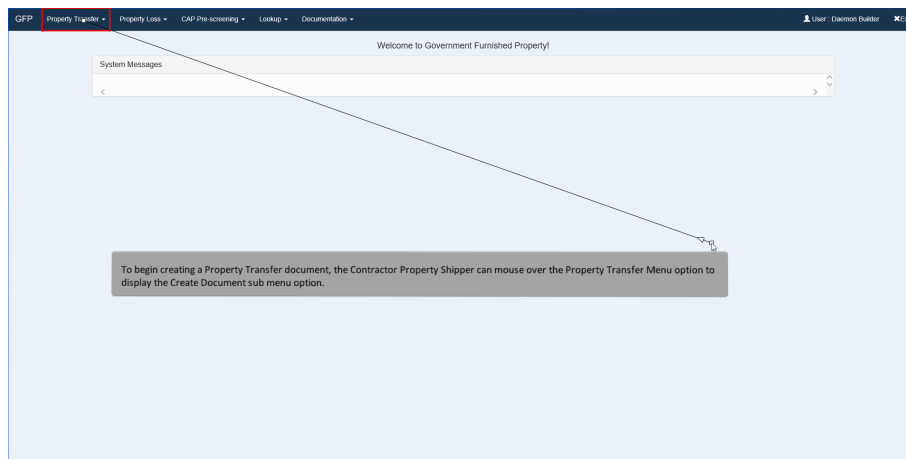
This presentation will demonstrate how to create a Government Furnished Property (GFP) Property Transfer Document as a GFP Contractor Property Shipper. It will include training on how to create a Property Transfer document from a template using Manual Data Entry. The Property Transfer document provides accountability and reporting of Government property in possession of contractors. Log into PIEE as a GFP Contractor Property Shipper to begin.

Step 2



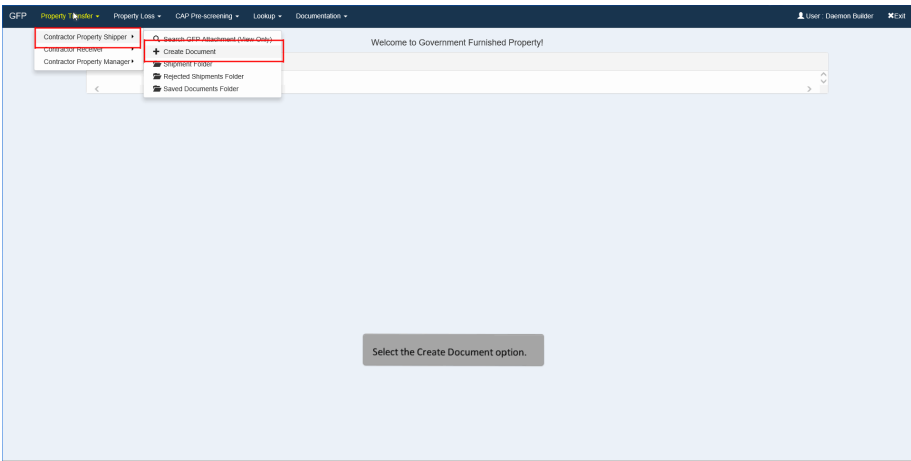
Once logged into PEE click the GFP icon to open the module.

Step 3



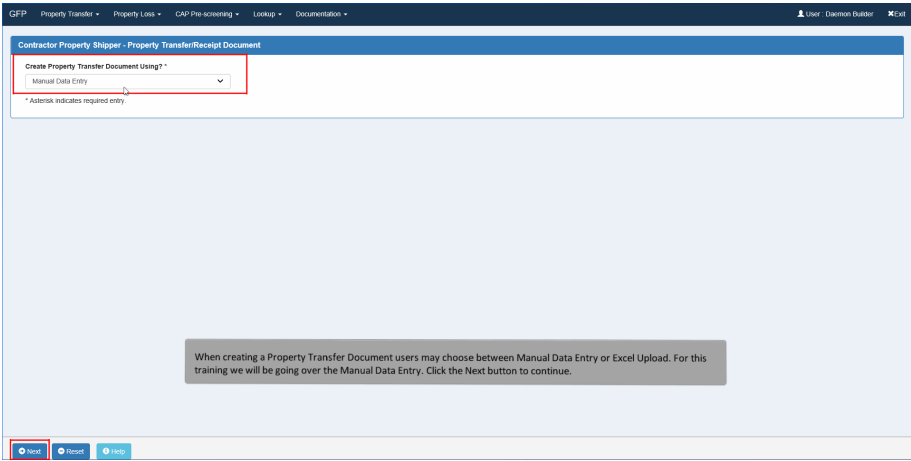
To begin creating a Property Transfer document, the Contractor Property Shipper can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

Step 4



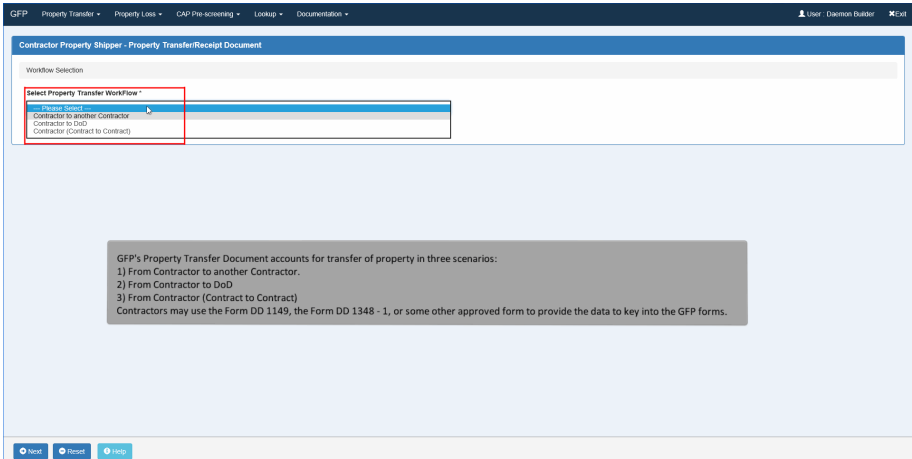
Select the Create Document option.

Step 5



When creating a Property Transfer Document users may choose between Manual Data Entry or Excel Upload. For this training we will be going over the Manual Data Entry. Click the Next button to continue.

Step 6

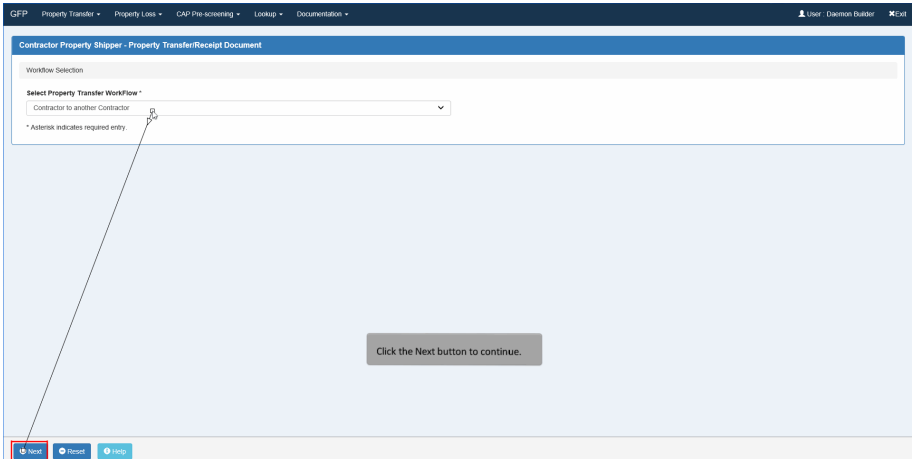


GFP's Property Transfer Document accounts for transfer of property in three scenarios:

- 1) From Contractor to another Contractor.
- 2) From Contractor to DoD
- 3) From Contractor (Contract to Contract)

Contractors may use the Form DD 1149, the Form DD 1348 - 1, or some other approved form to provide the data to key into the GFP forms.

Step 7



Click the Next button to continue.

Step 8

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Info

Losing Contract Information

Contract Number Type Contract Number * Delivery Order

Property Shipper Code * / Extension Property Receiver Code *

Property Ship To Code Property Ship To Code Extension Property Ship From Code

Gaining Contract Information

Contract Number Type Contract Number Delivery Order

Property Receiver Code Extension

Property Ship From Extension

Search For

Template ☐ Shipment No.

#Active Documents / Archived Documents

* Asterisk indicates required entry.

Depending on the selected workflow, the Gaining Contract Number may either be required, optional, or not applicable.

- 1) For 'Contractor to Contractor' scenario, the Gaining Contract Number is an optional field.
- 2) For 'Contractor to DoD' scenario, the Gaining Contract Number field is not applicable.
- 3) For 'Contract to Contract' scenario, the Gaining Contract Number is a required field.

Depending on the selected workflow, the Gaining Contract Number may either be required, optional, or not applicable.

- 1) For 'Contractor to Contractor' scenario, the Gaining Contract Number is an optional field.
- 2) For 'Contractor to DoD' scenario, the Gaining Contract Number field is not applicable.
- 3) For 'Contract to Contract' scenario, the Gaining Contract Number is a required field.

Step 9

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Info

Losing Contract Information

Contract Number Type Contract Number * Delivery Order

Property Shipper Code * / Extension Property Receiver Code *

Property Ship To Code Property Ship To Code Extension Property Ship From Code

Gaining Contract Information

Contract Number Type Contract Number Delivery Order

Property Receiver Code Extension

Property Ship From Extension

Search For

Template ☐ Shipment No.

#Active Documents / Archived Documents

* Asterisk indicates required entry.

Use your Form DD 1149, Form DD 1348 - 1, or some other approved form to key in data into these fields.
GFP routes documents electronically using the location codes so make sure the information is correct according to the latest information.

Use your Form DD 1149, Form DD 1348 - 1, or some other approved form to key in data into these fields.

GFP routes documents electronically using the location codes so make sure the information is correct according to the latest information.

Step 10

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection

Contract Info

Losing Contract Information

Contract Number Type

Contract Number *

Delivery Order

Property Shipper Code * / Extension

Property Ship To Code

Property Ship To Code Extension

Property Ship From Code

Gaining Contract Information

Contract Number Type

Contract Number

Delivery Order

Property Receiver Code *

Property Receiver Code Extension

Property Ship From Extension

Search For

Template

Shipment No.

*Active Documents

Archived Documents

* Asterisk indicates required entry.

The 'Ship To' location code is an optional entry. However, if left blank, it will be defaulted to the 'Receiver' location code.
The 'Ship From' location code is an optional entry. However, if left blank, it will be defaulted to the 'Shipper' location code.
Note: You do need to enter the Ship From Code (source of shipment) and the Ship To Code (destination of shipment) if these locations are different from the Shipper code and/or the Receiver Code.

Next

Previous

Reset

Help

The 'Ship To' location code is an optional entry. However, if left blank, it will be defaulted to the 'Receiver' location code. The 'Ship From' location code is an optional entry. However, if left blank, it will be defaulted to the 'Shipper' location code. Note: You do need to enter the Ship From Code (source of shipment) and the Ship To Code (destination of shipment) if these locations are different from the Shipper code and/or the Receiver Code.

Step 11

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection

Contract Info

Losing Contract Information

Contract Number Type

Contract Number *

Delivery Order

Property Shipper Code * / Extension

Property Ship To Code

Property Ship To Code Extension

Property Ship From Code

Gaining Contract Information

Contract Number Type

Contract Number

Delivery Order

Property Receiver Code *

Property Receiver Code Extension

Property Ship From Extension

Search For

Template

Shipment No.

*Active Documents

Archived Documents

* Asterisk indicates required entry.

Note: During Manual Data Entry the Template option allows you to populate the data from a previously submitted Property Transfer Document. When you choose this method, GFP will automatically fill in fields for routing information and Line Item data taken from the template document. This pre-population reduces repetitive keystrokes and data errors. When creating a document from the template, enter the required Contract Numbers and Delivery Order Numbers, if applicable, select required Location Codes, and check the Template checkbox. Narrow the search by entering a specific Shipment Number.

Next

Previous

Reset

Help

Note: During Manual Data Entry the Template option allows you to populate the data from a previously submitted Property Transfer Document. When you choose this method, GFP will automatically fill in fields for routing information and Line Item data taken from the template document. This pre-population reduces repetitive keystrokes and data errors. When creating a document from the template, enter the required Contract Numbers and Delivery Order Numbers, if applicable, select required Location Codes, and check the Template checkbox. Narrow the search by entering a specific Shipment Number.

Built with Tanida Demo Builder

www.demo-builder.com

Step 12

QFPProperty TransferProperty LossCAP Pre-screeningLoginDocumentation

UserDamon Butler

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow SelectionContract Info

Losing Contract Information

Contract Number Type

Contract Number *

Delivery Order

Cooperative Agreement

FA88517P0002

Gaining Contract Information

Contract Number Type

Contract Number

Delivery Order

Property Shipper Code * / Extension

06481009134218/

Search For

Shipment No.

Template

#Active Documents

#Archived Documents

* Asterisk indicates required entry.

Click the Template checkbox. Click the Next button to continue.

NextPreviousResetHelp

Click the Template checkbox. Click the Next button to continue.

Step 13

QFPProperty TransferProperty LossCAP Pre-screeningLoginDocumentation

UserDamon Butler

Create New Document

Workflow SelectionContractFrom Template

Losing Contract Information

Contract Number

Delivery Order

FA88517P0002

Gaining Contract Information

Contract Number

Delivery Order

Shipper Code / Ext.

Receiver Code / Ext.

06481

Property Transfer/Receipt Document from Template

Shipment Number	Status	Date Created
* SHP2768	Received	2020/05/12
TESTSPECCHARS2	Received	2020/05/11
EXTRACTSTEST	Submitted	2020/05/08
SHP1389	Submitted	2018/05/11

A list of previously created documents for the given Gaining Contract Number and the Gaining Delivery Order number is displayed. The results are displayed with the Shipment Number, Status of the Document and the Date that the document was created.

NextPreviousReset

A list of previously created documents for the given Gaining Contract Number and the Gaining Delivery Order number is displayed. The results are displayed with the Shipment Number, Status of the Document and the Date that the document was created.

Built with Tanida Demo Builder

www.demo-builder.com

Step 14

QFPProperty TransferProperty LossCAP Pre-screeningLookupDocumentationUserDamon ButlerMC

Create New Document

Workflow SelectionContractFrom Template

Losing Contract Information

Contract NumberFA88517P0002

Delivery Order

Gaining Contract Information

Contract Number

Delivery Order

Shipper Code / Ext.06481

Receiver Code / Ext.

Property Transfer/Receipt Document from Template

Shipment Number	Status	Date Created
* SHP2786	Received	2020/05/12
TESTSPECCHAR82	Received	2020/05/11
EXTRACTSTEST	Submitted	2020/05/08
SHP1389	Submitted	2018/05/11

Select the Document that you want to use as a template for the current document. Click the Next button to continue.

NextPreviousReset

Select the Document that you want to use as a template for the current document. Click the Next button to continue.

Step 15

QFPProperty TransferProperty LossCAP Pre-screeningLookupDocumentationUserDamon ButlerMC

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow SelectionContract info

Losing Contract Information

Contract Number TypeCooperative Agreement

Contract Number*FA88517P0002

Delivery Order

Gaining Contract Information

Contract Number Type

Contract Number

Delivery Order

Property Shipper Code * / Extension064810391342160

Property Receiver Code *06481

Property Receiver Code Extension

Property Ship To Code06481

Property Ship To Code Extension

Property Ship From Code06481

Property Ship From Extension

* Asterisk indicates required entry.

The Contract Information page is displayed with the input text boxes pre-populated with the data pulled from the selected template. Please note, the pre-populated data may be changed by the user. Click the next button to continue.

NextPreviousResetHelp

The Contract Information page is displayed with the input text boxes pre-populated with the data pulled from the selected template. Please note, the pre-populated data may be changed by the user. Click the next button to continue.

Step 16

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Info Routing

Losing Information - Location Code / Extension

Property PCO
FA4885

Property ACO
FA4885

Government Program Manager
FA4885

Contractor Program Manager
06481

Contractor Property Manager
06481

Contractor Contract Administrator
06481

Effective Date
YYYYMMDD

Gaining Information - Location Code / Extension

Property PCO
Property ACO
Government Program Manager
Government Property Administrator
Contractor Program Manager
Contractor Property Manager
Contractor Contract Administrator

Property PCO Extension
Property ACO Extension
Government Program Manager Extension
Government Property Administrator Extension
Contractor Program Manager Extension
Contractor Property Manager Extension
Contractor Contract Administrator Extension

The Routing page is displayed with the input text boxes pre-populated with data pulled from the selected template. The pre-populated data may be changed by the user at this time. Click the Next button to continue.

* Asterisk indicates required entry.

Next Previous Reset Help

The Routing page is displayed with the input text boxes pre-populated with data pulled from the selected template. The pre-populated data may be changed by the user at this time. Click the Next button to continue.

Step 17

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

Warning messages were generated when validating against the GPF Attachment. Click on the View Validation Warnings link to view. Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view. View Validation Warnings

Losing Contract Information

Losing Contract Number
FA488517P0002

Losing Delivery Order

Losing Contract Number Type
Cooperative Agreement

Shipment Information

Shipment Number **

TCN

Transportation Leg

Standard Carrier Alpha Code

Bill of Lading Number

Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)

Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)

Validation Warnings from the pre-population and any further warnings will be displayed at the top of all tabs and may be viewed at any time. The user can view and correct these warnings if necessary, this will not stop the document from being submitted. There is another chance to correct these later in the process as well.

Submit Save Draft Document Previous Help Download Document

Validation Warnings from the pre-population and any further warnings will be displayed at the top of all tabs and may be viewed at any time. The user can view and correct these warnings if necessary, this will not stop the document from being submitted. There is another chance to correct these later in the process as well.

Step 18

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.
[View Validation Warnings](#)

Losing Contract Information

Losing Contract Number	Losing Delivery Order	Losing Contract Number Type
FA88517P002		Cooperative Agreement

Shipment Information

Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date
	YYYYMMDD		YYYYMMDD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Leg

Standard Carrier Alpha Code

Bill of Lading Number

Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)

The Header tab is now displayed for the PTD. The Shipment Number and Shipment Date are mandatory on the Header tab. Enter the Shipment Number and Shipment Date before continuing.

Submit Save Draft Document Previous Help Download Document

The Header tab is now displayed for the PTD. The Shipment Number and Shipment Date are mandatory on the Header tab. Enter the Shipment Number and Shipment Date before continuing.

Step 19

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Routing Data Capture

Header **Addresses** Comments Line Item Pack Attachments Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.
[View Validation Warnings](#)

Losing Contract Information

Losing Contract Number	Losing Delivery Order	Losing Contract Number Type
FA88517P002		Cooperative Agreement

Shipment Information

Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date
SHF2771	20200512		YYYYMMDD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Leg

Standard Carrier Alpha Code

Bill of Lading Number

Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)

The Contractor Property Shipper may save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state. The user can either continue working on the document or come back to it later. Click the Addresses tab to continue to the Addresses Tab.

Submit Save Draft Document Previous Help Download Document

The Contractor Property Shipper may save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state. The user can either continue working on the document or come back to it later.

Click the Addresses tab to continue to the Addresses Tab.

Step 20

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Pack

Attachments

Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.

Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.

View Validation Warnings

Contractor Property Shipper

CAGE: 06451

DUNS: 039134218

DUNS + 4:

Extension:

* Activity Name 1:

NORTHROP GRUMMAN SYSTEMS CORPORATION

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:

WOODLAND HILLS

State:

CA

Zip Code:

91367

Country:

USA

Submit

Save Draft Document

Info

Download Document

GFP will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered. CAGE Code and DoDAAC information is automatically populated from data pulled from DoD systems. If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in the DoD systems.

Step 21

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Pack

Attachments

Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.

Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.

View Validation Warnings

Contractor Property Shipper

CAGE: 06451

DUNS: 039134218

DUNS + 4:

Extension:

* Activity Name 1:

NORTHROP GRUMMAN SYSTEMS CORPORATION

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

Address 4:

City:

WOODLAND HILLS

State:

CA

Zip Code:

91367

Country:

USA

Submit

Save Draft Document

Info

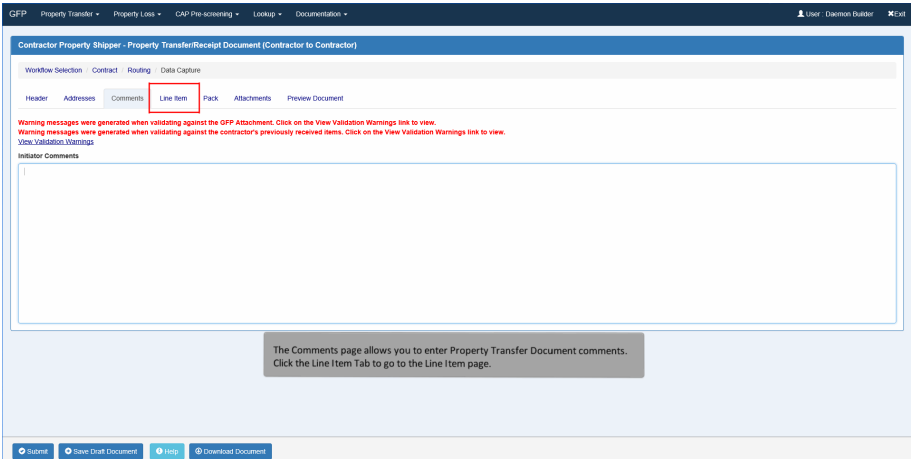
Download Document

If the user wants to specify a room or building number, the user may make that change on this screen. Please remember that any change you make on the form only applies to the current form and does not apply to future forms you may create. If permanent changes are needed, you will need to get the address information corrected permanently. Click the Comments tab to go to the Comments page.

Built with Tanida Demo Builder

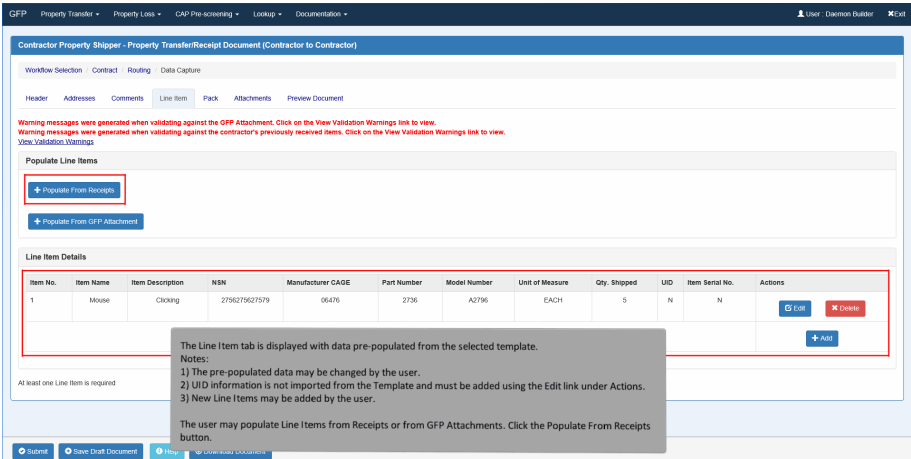
www.demo-builder.com

Step 22



The Comments page allows you to enter Property Transfer Document comments. Click the Line Item Tab to go to the Line Item page.

Step 23



The Line Item tab is displayed with data pre-populated from the selected template. Notes:

- 1) The pre-populated data may be changed by the user.
- 2) UID information is not imported from the Template and must be added using the Edit link under Actions.
- 3) New Line Items may be added by the user.

The user may populate Line Items from Receipts or from GFP Attachments. Click the Populate From Receipts button.

Step 24

Contractor Property Shipper

Property Transfer

Property Loss

CAP Pre-screening

Logging

Documentation

User: [Name]

Dismiss

Logout

Line Item Pre-population from Receipted Items

National Stock Number

Manufacturer CAGE

Part Number

Model Number

Item Name

Item Description

URI

Item Serial Number

Check All Items on Page

Uncheck All Items on Page

Populate Selected Quantity

Clear Selected Quantity

Filter Items

Reset Filter

Selected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity to Ship	Item Populated?
<input type="checkbox"/>		Missile				SERVICES	LOT	1		N
Line Items from previous Receipts for the selected contract will be displayed. At the top of the page is a filter section that may be used if there are hundreds of displayed Line Items. Clicking the checkbox next to a Line Item will select it to be pre-populated to the Property Transfer Document.										
<input type="checkbox"/>		Missile						2		N
<input type="checkbox"/>	paper	paper	1234567890123				UNIT	6		N
+ Item Serial Numbers										
<input type="checkbox"/>	Mouse	Clicking	2756275627579	06476	2736	A2796	EACH	5005		N

Populate Selected Items

Previous

Help

Line Items from previous Receipts for the selected contract will be displayed. At the top of the page is a filter section that may be used if there are hundreds of displayed Line Items. Clicking the checkbox next to a Line Item will select it to be pre-populated to the Property Transfer Document.

Step 25

Contractor Property Shipper

Property Transfer

Property Loss

CAP Pre-screening

Logging

Documentation

User: [Name]

Dismiss

Logout

Line Item Pre-population from Receipted Items

National Stock Number

Manufacturer CAGE

Part Number

Model Number

Item Name

Item Description

URI

Item Serial Number

Check All Items on Page

Uncheck All Items on Page

Populate Selected Quantity

Clear Selected Quantity

Filter Items

Reset Filter

Selected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity to Ship	Item Populated?
<input type="checkbox"/>		Missile				SERVICES	LOT	1		N
<input type="checkbox"/>		Missile					LOT	2		N
<input checked="" type="checkbox"/>	paper	paper	1234567890123				UNIT	6	1	N
+ Item Serial Numbers										
<input type="checkbox"/>	Mouse	Clicking	2756275627579	06476	2736	A2796	EACH	5005		N

Populate Selected Items

Previous

Help

If the Line Item is serially managed the user will be required to expand the Item Serial Numbers below the selected Line Item.

Step 26

Selected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity to Ship	Item Populated?
<input type="checkbox"/>		Missile				SERVICES	LOT	1		N
<input type="checkbox"/>		Missile				SERVICES	LOT	2		N
<input checked="" type="checkbox"/>	paper	paper	1234567890123				UNIT	6	1	N
+ Item Serial Numbers										
<input type="checkbox"/>	Select All	Populate?	Item Serial Number	Shipment Number	Shipped Date	Received Date				
<input type="checkbox"/>			123	SHIP1103	2020/04/28	2020/04/27				
<input checked="" type="checkbox"/>			5151523023	SHIP2770	2020/05/12	2020/05/12				
<input type="checkbox"/>			SER1							
<input type="checkbox"/>			SER2							
An Item Serial Number will need to be populated by selecting the checkbox in the row of the required Serial Number, the amount selected must match the Quantity to Ship field. Click the Populate Selected Items button to continue.										
<input type="checkbox"/>	Mouse	Clicking								N
+ Item Serial Numbers										
<input type="checkbox"/>										

Populate Selected Items

Previous

Help

An Item Serial Number will need to be populated by selecting the checkbox in the row of the required Serial Number, the amount selected must match the Quantity to Ship field. Click the Populate Selected Items button to continue.

Step 27

GFP

Property Transfer

Property Loss

CAP Pre-screening

Logging

Documentation

User

Demo Builder

Exit

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Pack

Attachments

Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.

Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.

View Validation Warnings

Populate Line Items

+ Populate From Receipts

+ Populate From GFP Attachment

Line Item Details

Item No.	Item Name	Item Description	NSN	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Qty. Shipped	UID	Item Serial No.	Actions
1	Mouse	Clicking	2756275627579	06476	2736	A2796	EACH	5	N	N	<div><div>Edit</div><div>Delete</div></div>
2	paper	paper	1234567890123				UNIT	1	N	Y	<div><div>Edit</div><div>Delete</div></div>

Line Items from the Populate From Receipts or Populate From GFP Attachments will be pre-populated in the Line Item Details section. Line Items may be Edited, Deleted, or Added to this section.

At least one Line Item is required.

Submit

Save Draft Document

Info

Download Document

Line Items from the Populate From Receipts or Populate From GFP Attachments will be pre-populated in the Line Item Details section. Line Items may be Edited, Deleted, or Added to this section.

Step 28

The Line Item page is displayed when clicking the Add or Edit button.

Notes:

- 1) At least one Line Item must be entered to submit a Property Transfer document to GFP.
- 2) Unit Price - Only the 'DoD to DoD' scenario will have a Unit Price field. The user may enter the unit price if the contract requires. If the user enters Unique Identification data in the UID tab form, then the GFP system will not allow an entry of Unit Price.

Step 29

For the Line Items that were pre-populated on the UID/Serial Number tab or the MILSTRIP tab, the user can edit directly on this tab.

Step 30

If the Line Item was pre-populated some information may be pre-populated on the UID/Serial Number tab or the MILSTRIP tab. All information is editable by the user.

Step 31

Clicking the Add UID button will display a popup for UID information.

- 2D Compliant - Two Dimensional Compliant (2D) is the equivalent of the bar code, such as RFID. If your item is 2D compliant, select Y for "Yes."
 - Property Category Code - E represents equipment; M represents Material.
 - The Unique Identifier (UID) is a number that uniquely identifies tangible items. It provides asset accountability within the DoD Supply Chain.
- Then clicking the MILSTRIP tab button will display the MILSTRIP tab for the Line Item.

Step 32

To add a MILSTRIP, enter the data in the MILSTRIP Number and Quantity fields, then click the Add Button. Click the Line Item tab to finish adding/editing the Line Item.

Step 33

Click Save Line Item button to return to the Line Item Summary page.

Step 34

GFP

Property Transfer

Property Loss

CAP Pre-screening

Lookup

Documentation

User | Damien Butler | MC-11

Matching Information on Record Found

The Current Line Item you have entered differs from the matched information on Record. The information on Record will be updated with your Current Line Item data. Do you confirm this action?

Current Line Item

Item Name	Item Description	Unit of Measure
PAPER	PAPER TOWELS	UNIT
NSN	Manufacturer CAGE	Part No.
1234567890123		Model No.

Information on Record

Item Name	Item Description	Unit of Measure
PAPER	PAPER	UNIT
NSN	Manufacturer CAGE	Part No.
1234567890123		Model No.

☐ Yes, replace the information on Record with my Current Line Item.

☐ No, replace my Current Line Item with the information on Record.

If the Line Item being Added/Edited exists in the GFP system and doesn't match what is already in the system, the user will be prompted to:

Replace the Information on Record with the Current Line Item -OR-
Replace the Current Line Item with the information on Record

Previous

Continue

If the Line Item being Added/Edited exists in the GFP system and doesn't match what is already in the system, the user will be prompted to:

Replace the Information on Record with the Current Line Item -OR-
Replace the Current Line Item with the information on Record

Step 35

GFP

Property Transfer

Property Loss

CAP Pre-screening

Lookup

Documentation

User | Damien Butler | MC-11

Matching Information on Record Found

The Current Line Item you have entered differs from the matched information on Record. The information on Record will be updated with your Current Line Item data. Do you confirm this action?

Current Line Item

Item Name	Item Description	Unit of Measure
PAPER	PAPER TOWELS	UNIT
NSN	Manufacturer CAGE	Part No.
1234567890123		Model No.

Information on Record

Item Name	Item Description	Unit of Measure
PAPER	PAPER	UNIT
NSN	Manufacturer CAGE	Part No.
1234567890123		Model No.

☐ Yes, replace the information on Record with my Current Line Item.

☒ No, replace my Current Line Item with the information on Record.

Select the appropriate option or click Previous to cancel. After selecting click the Continue button.

Previous

Continue

Select the appropriate option or click Previous to cancel. After selecting click the Continue button.

Step 36

QFPProperty TransferProperty LossCAP Pre-screeningLoggingDocumentation

UserDamon Butler

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow SelectionContractRoutingData Capture

HeaderAddressesCommentsLine ItemPackAttachmentsPreview Document

Warning messages were generated when validating against the GPF Attachment. Click on the View Validation Warnings link to view.

Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.

View Validation Warnings

INFO: Line Item '2' has been updated to match the information on record and is now saved.

Populate Line Items

+ Populate From Receipts

+ Populate From GPF Attachment

Multiple Line Items may be added to a single Property Transfer Document. Click the Add button if more Line Items need to be added to the document. Click the Pack tab to continue to the Pack tab for the Property transfer Document.

Line Item Details

Item No.	Item Name	Item Description	NSN	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Qty. Shipped	UID	Item Serial No.	Actions
1	Mouse	Clicking	2756275627579	06476	2736	A2795	EACH	5	N	N	<div><div>+ Edit</div><div>+ Delete</div></div>
2	paper	paper	1234567890123				UNIT	1	N	Y	<div><div>+ Edit</div><div>+ Delete</div></div>
<div>+ Add</div>											

At least one Line Item is required

Submit

Save Draft Document

Info

Download Document

Multiple Line Items may be added to a single Property Transfer Document. Click the Add button if more Line Items need to be added to the document. Click the Pack tab to continue to the Pack tab for the Property transfer Document.

Step 37

QFPProperty TransferProperty LossCAP Pre-screeningLoggingDocumentation

UserDamon Butler

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow SelectionContractRoutingData Capture

HeaderAddressesCommentsLine ItemPackAttachmentsPreview Document

Warning messages were generated when validating against the GPF Attachment. Click on the View Validation Warnings link to view.

Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.

View Validation Warnings

INFO: Line Item '2' has been updated to match the information on record and is now saved.

Actions

+ Add

The Pack tab is displayed for RFID information.

Submit

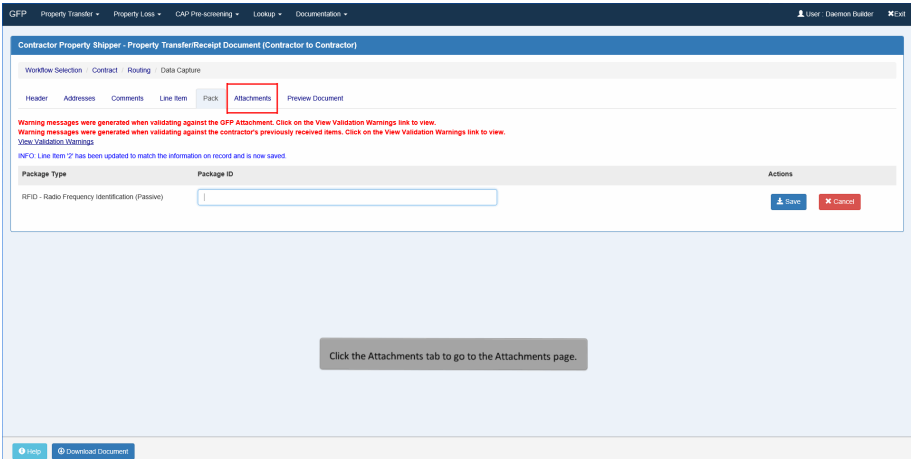
Save Draft Document

Info

Download Document

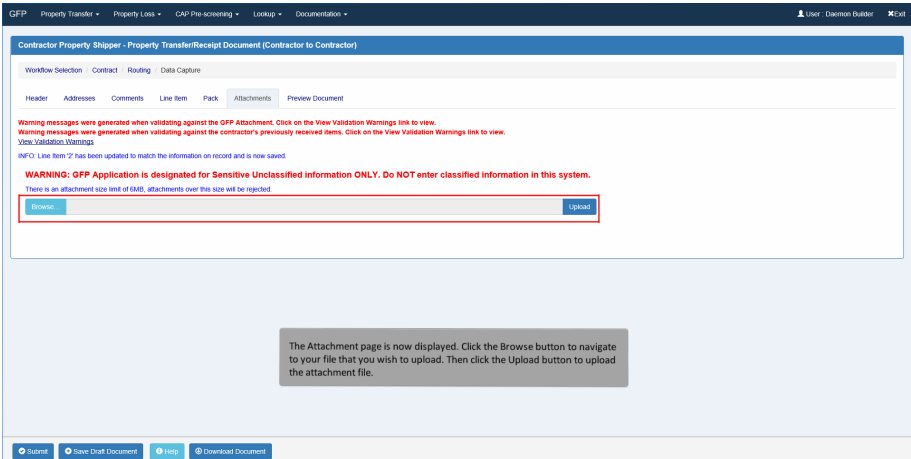
The Pack tab is displayed for RFID information.

Step 38



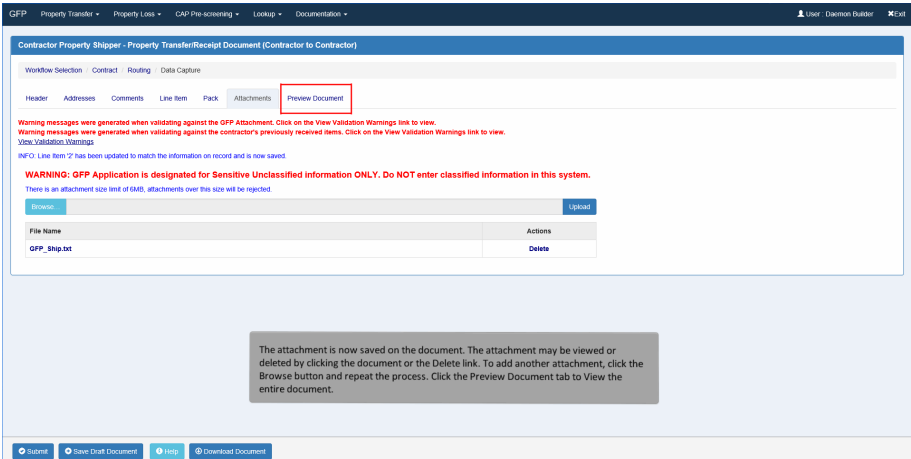
Click the Attachments tab to go to the Attachments page.

Step 39



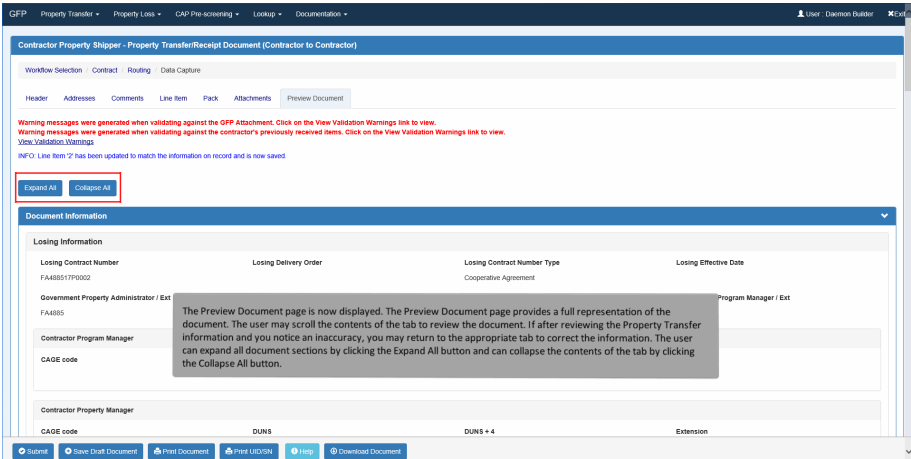
The Attachment page is now displayed. Click the Browse button to navigate to your file that you wish to upload. Then click the Upload button to upload the attachment file.

Step 40



The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the document or the Delete link. To add another attachment, click the Browse button and repeat the process. Click the Preview Document tab to View the entire document.

Step 41



The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The user may scroll the contents of the tab to review the document. If after reviewing the Property Transfer information and you notice an inaccuracy, you may return to the appropriate tab to correct the information. The user can expand all document sections by clicking the Expand All button and can collapse the contents of the tab by clicking the Collapse All button.

Step 42

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.
View Validation Warnings
INFO Line Item '2' has been updated to match the information on record and is now saved.

Expand All Collapse All

Document Information
Line Item Information
Item Serial Number Information
Address Information
Misc Information
Workflow Information

The user can expand and collapse individual headers by clicking on the section headers. Click the Header tab to review final information before submitting.

Submit Save Draft Document Print Document Print UIC/IGN Help Download Document

The user can expand and collapse individual headers by clicking on the section headers. Click the Header tab to review final information before submitting.

Step 43

Contractor Property Shipper - Property Transfer/Receipt Document (Contractor to Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Pack Attachments Preview Document

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.
View Validation Warnings
INFO Line Item '2' has been updated to match the information on record and is now saved.

Losing Contract Information

Losing Contract Number Losing Delivery Order Losing Contract Number Type
FA88517P0002 Cooperative Agreement

Shipment Information

Shipment Number ** Shipment Date * Estimated Estimated Delivery Date
SHF2771 X 2020/05/12
TCN Gross Weight Serial Shipping Container Code
Transportation Leg Standard Carrier Alpha Code
Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered) Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)

On the Header tab finish reviewing the fields here.

Submit Save Draft Document Previous Help Download Document

On the Header tab finish reviewing the fields here.

Step 44

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.
View Validation Warnings
INFO: Line Item '2' has been updated to match the information on record and is now saved.

Losing Contract Information

Losing Contract Number

FA88517P0002

Losing Delivery Order

Losing Contract Number Type

Cooperative Agreement

Shipment Information

Shipment Number **

SHIP2771

X

Shipment Date *

2020/05/12

Estimated

Estimated Delivery Date

YYYYMMDD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Leg

Standard Carrier Alpha Code

Bill of Lading Number

Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)

Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)

If all information is current and correct click the Submit button to finish creating the Property Transfer Document.

Transportation Method/Type

Currency Code

USD

* = Required Fields on Submit; ** = Required Fields on Submit, Saving draft document, and Tabbing

Submit

Save Draft Document

Previous

Help

Download Document

If all information is current and correct click the Submit button to finish creating the Property Transfer Document.

Step 45

GFP - Property Transfer - Property Lists - GFP Pre-screening - CONTRACT NUMBER: FA88517P0002

User: Dameron Butler

Exit

Contractor Property Shipper - Property Transfer/Receipt Document

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Pack

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.

Losing Contract Information

Losing Contract Number

FA88517P0002

Losing Delivery Order

Losing Contract Number Type

Cooperative Agreement

Shipment Information

Shipment Number **

SHIP2771

X

Shipment Date *

2020/05/12

Estimated

Estimated Delivery Date

YYYYMMDD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Leg

Standard Carrier Alpha Code

Bill of Lading Number

Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered)

Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered)

Transportation Method/Type

Currency Code

USD

Submit

Save Draft Document

Previous

Help

Download Document

GFP Validation Warning Messages

Line Item 1 was not found on the GFP Attachment for the losing contract.
If Line Item 1 is Dtd Serially Managed, please report Item Utl or Serial Number.
Press OK to submit the document or Cancel to return to the document to make changes.

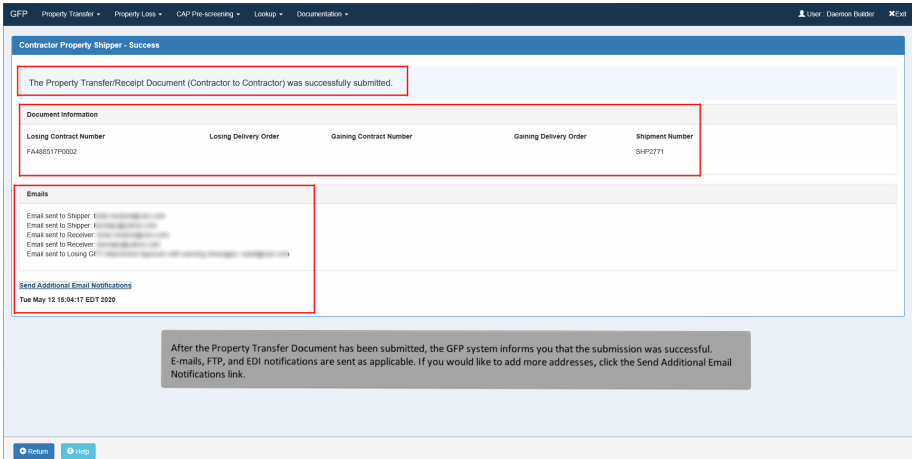
OK

Cancel

If there are still Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

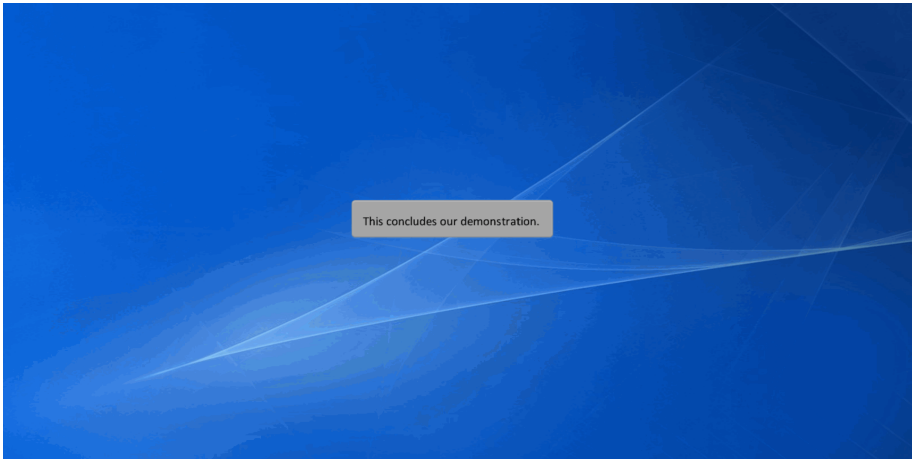
If there are still Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

Step 46



After the Property Transfer Document has been submitted, the GFP system informs you that the submission was successful. E-mails, FTP, and EDI notifications are sent as applicable. If you would like to add more addresses, click the Send Additional Email Notifications link.

End



This concludes our demonstration.