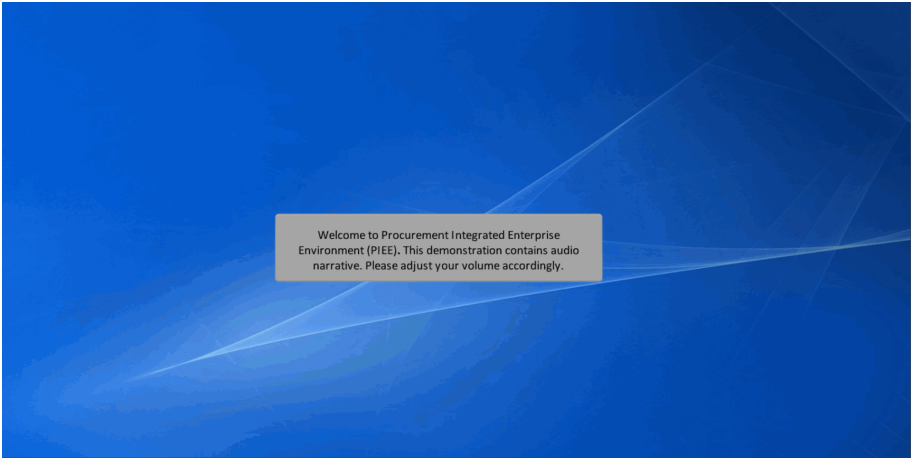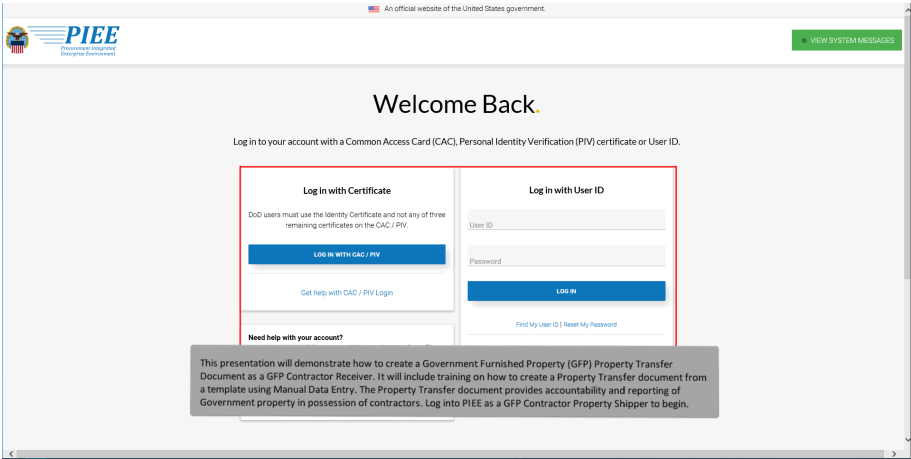## Intro


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 Receiver. 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.
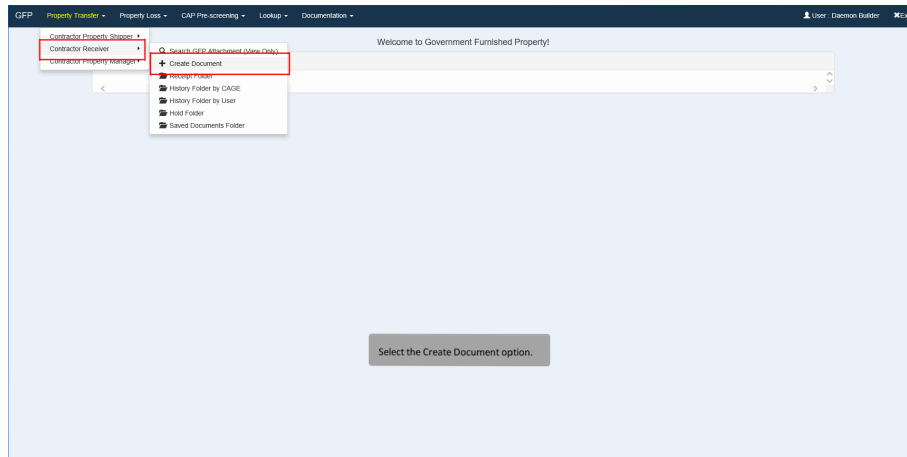
Step 2
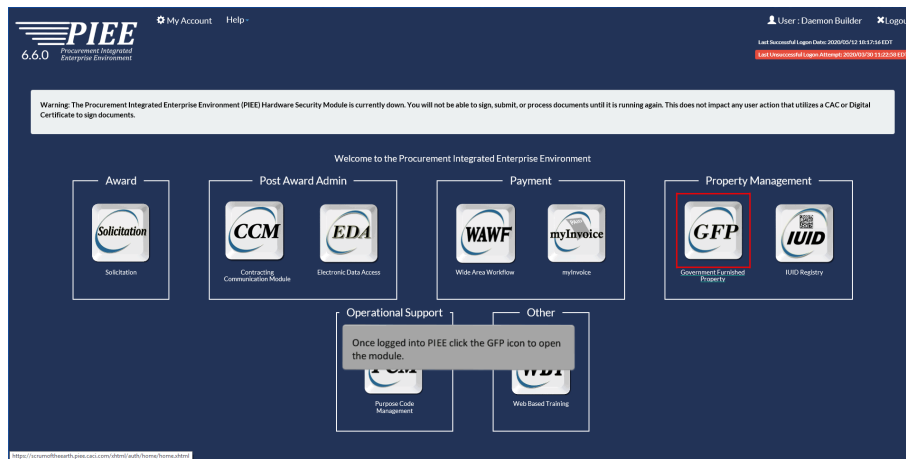
Once logged into PIEE click the GFP icon to open the module.
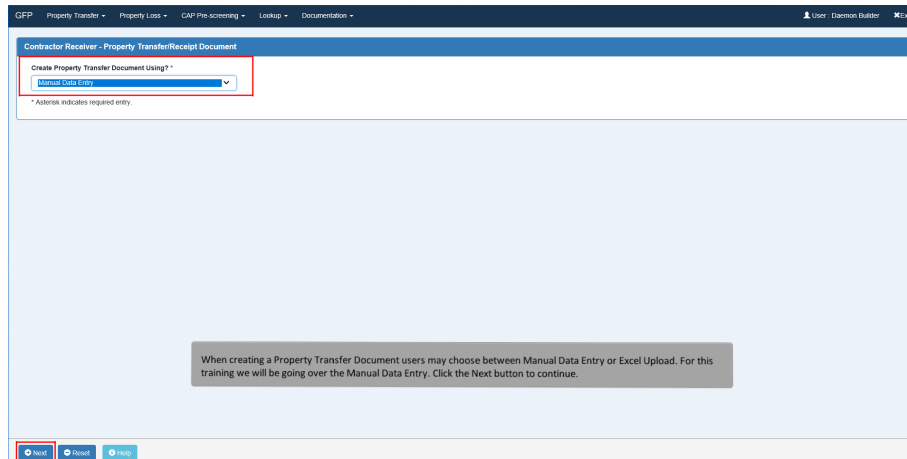
Step 3
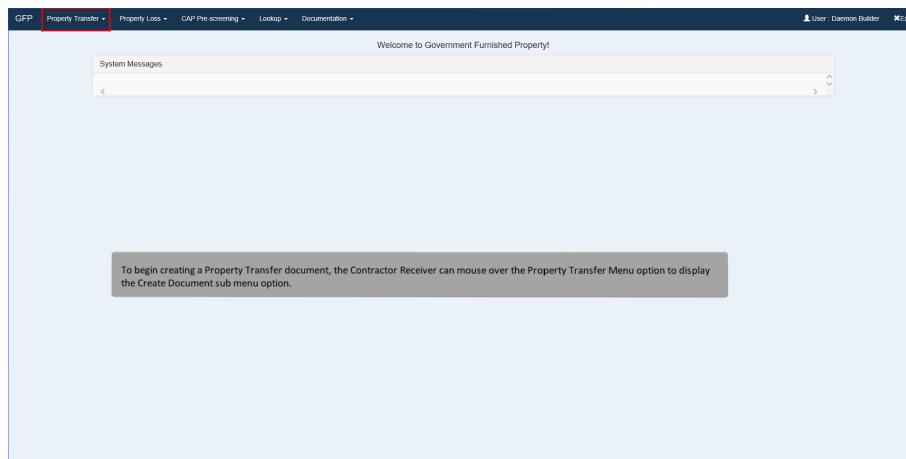
To begin creating a Property Transfer document, the Contractor Receiver can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

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

For the Contractor Receiver, GFP's Property Transfer document accounts for transfer of property in two scenarios:
1) Receipt by Contractor, without Shipment Document in GFP from Contractor
2) Receipt by Contractor, without Shipment Document in GFP from DoD
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

Select the appropriate Property Transfer Document workflow. Click the Next button to continue.

Step 8

For a Contractor Receiver created Receipt without Shipment scenarios, the Losing Information is not applicable.
Users may use the 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 9

The Shipper location code is an optional 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.

Step 10

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.

Step 11

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

Step 12

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.

Step 13

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

Step 14

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 15

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 16

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 17

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 18

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 19

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 20

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.

Step 21

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

Step 22
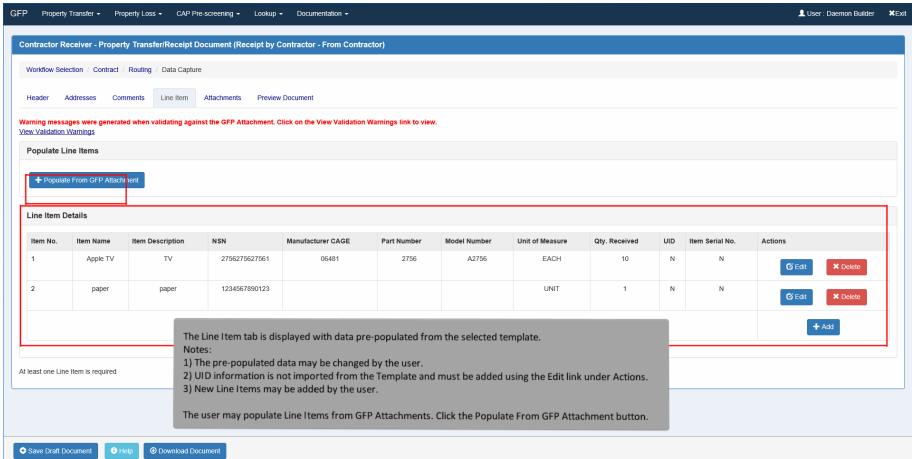
The Line Item tab is displayed with data pre-populated from the selected template.
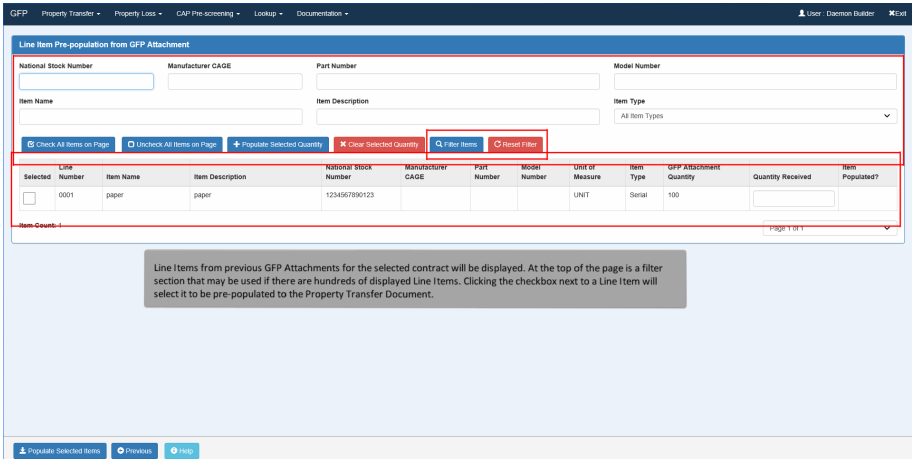Notes:
1) The pre-populated data may be changed by the user.
2) UID information is not imported from the Template and must be added using the Edit link under Actions.
3) New Line Items may be added by the user.

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

Step 23

Line Items from previous GFP Attachments 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 24

If the Line Item is serially managed the user will be required to expand the Item Serial Numbers below the selected Line Item. 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. Please see sample below. Click the Populate Selected Items button to continue.

Step 25

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 26

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 27

The fields are editable for pre-populated Line Items. Click the UID/Serial Number tab to view the UID/Serial Number tab for the Line Item.

Step 28

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 29

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.

Step 30

Then clicking the MILSTRIP tab button will display the MILSTRIP tab for the Line Item.

Step 31

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 32

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

Step 33

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 34

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

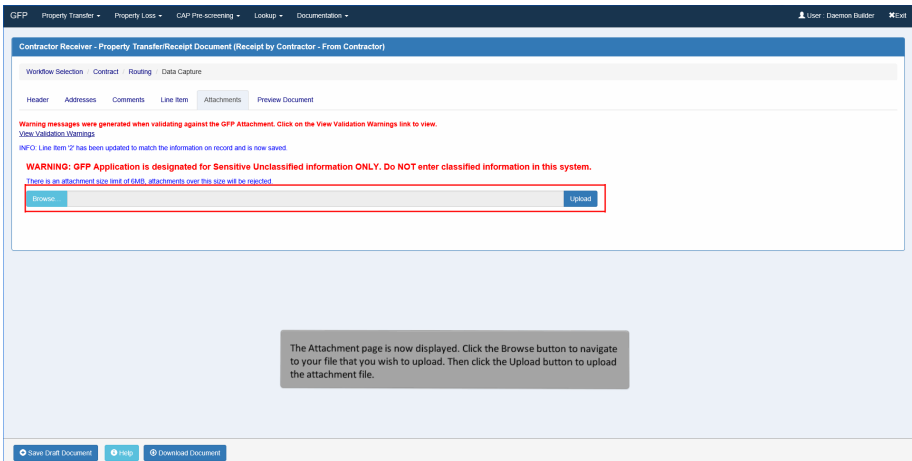## Step 35

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 Attachments tab to continue to the Attachments tab for the Property transfer Document.

Step 36

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 37
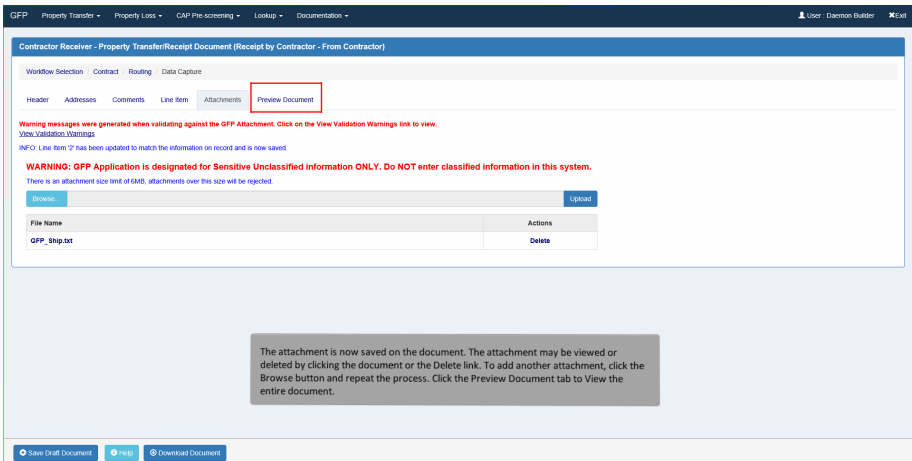
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the document or the Delete link. To add another attachment, click the Browse button and repeat the process. Click the Preview Document tab to View the entire document.

Step 38
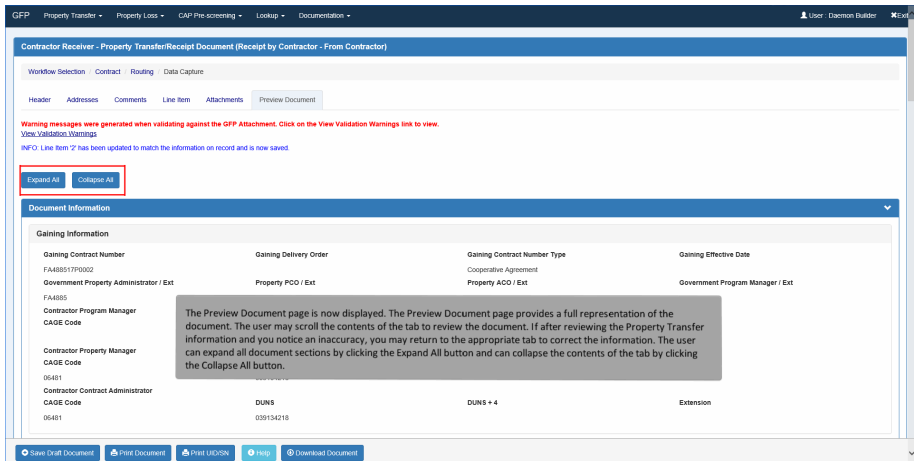
The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The user may scroll the contents of the tab to review the document. If after reviewing the Property Transfer information and you notice an inaccuracy, you may return to the appropriate 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 39
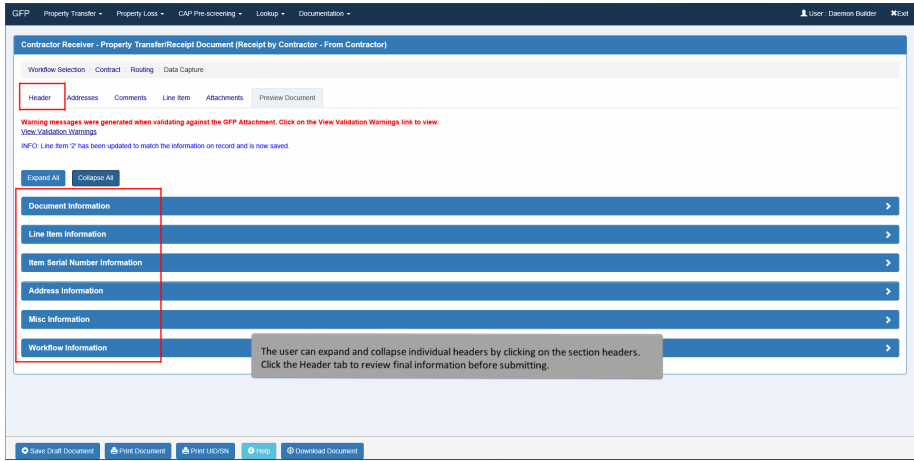
The user can expand and collapse individual headers by clicking on the section headers. Click the Header tab to review final information before submitting.

Step 40

On the Header tab finish reviewing the fields here.

Step 41

If all information is current and correct enter a Signature Date and click the Signature button to sign the document.
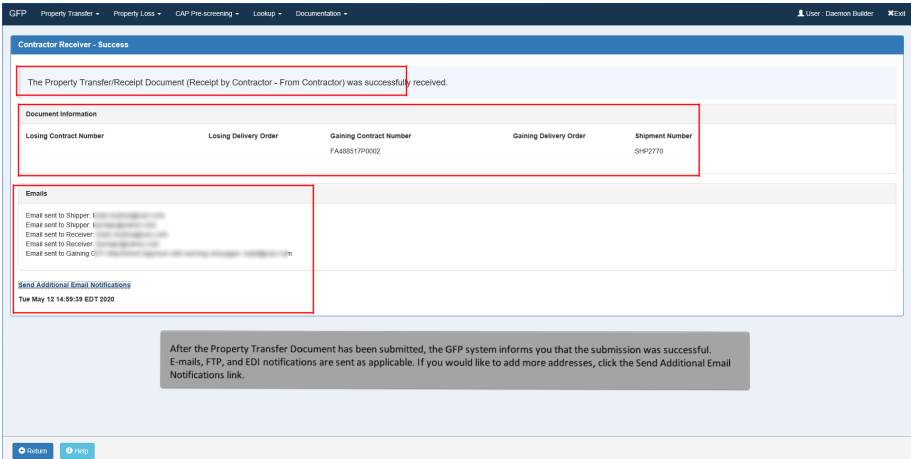
Step 42
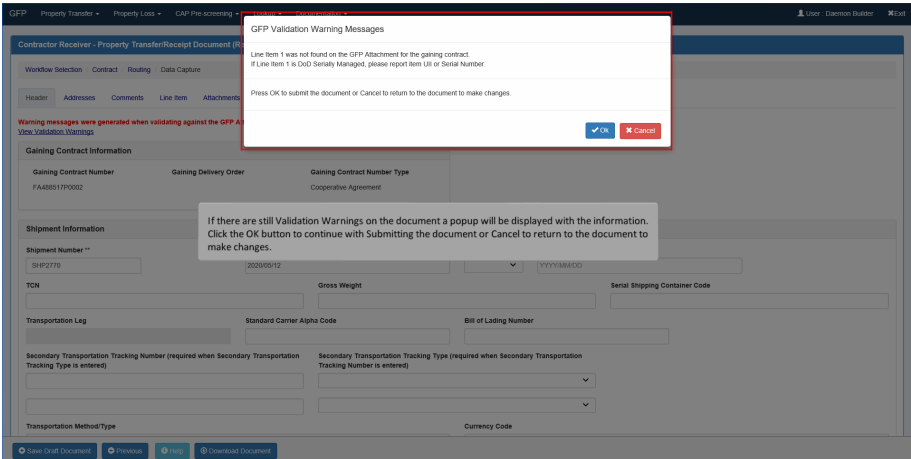
If there are still Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

Step 43

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
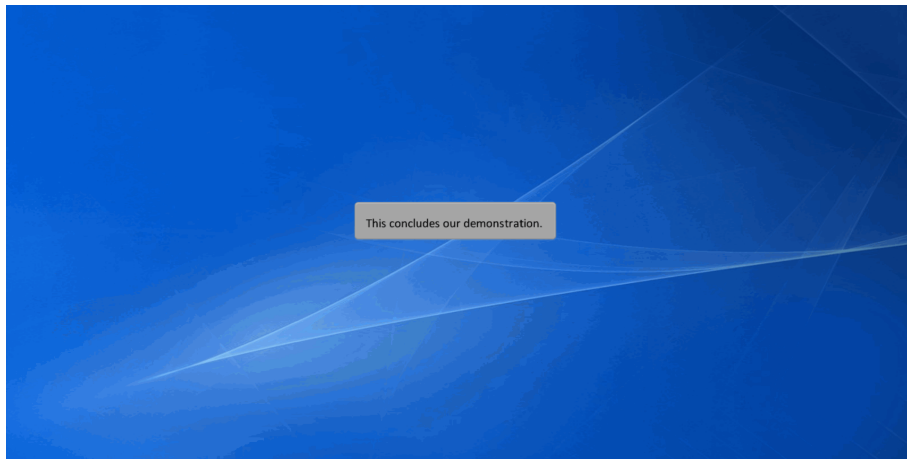
This concludes our demonstration.