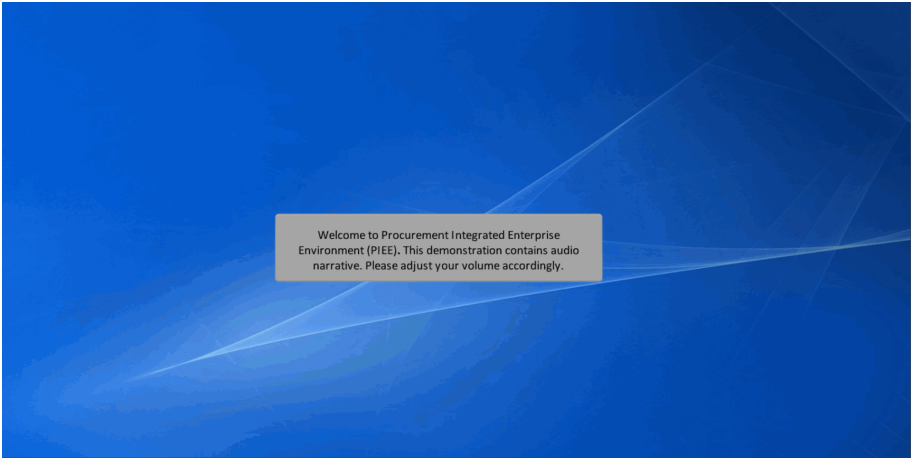
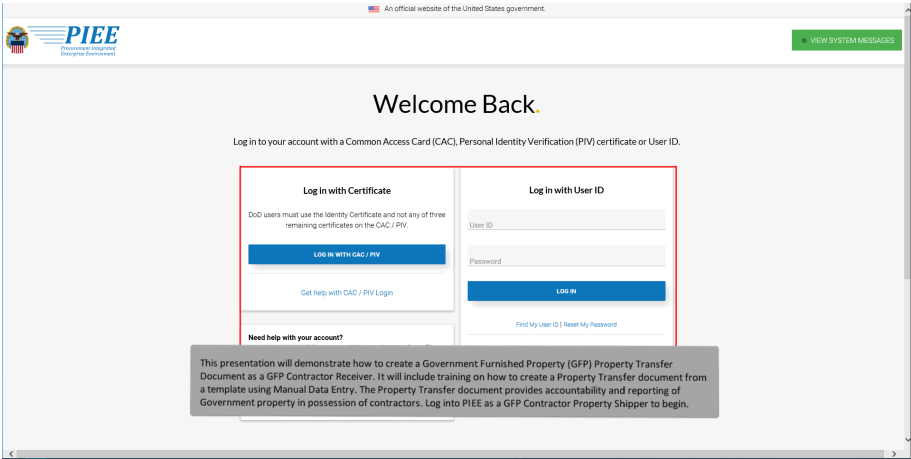


Intro



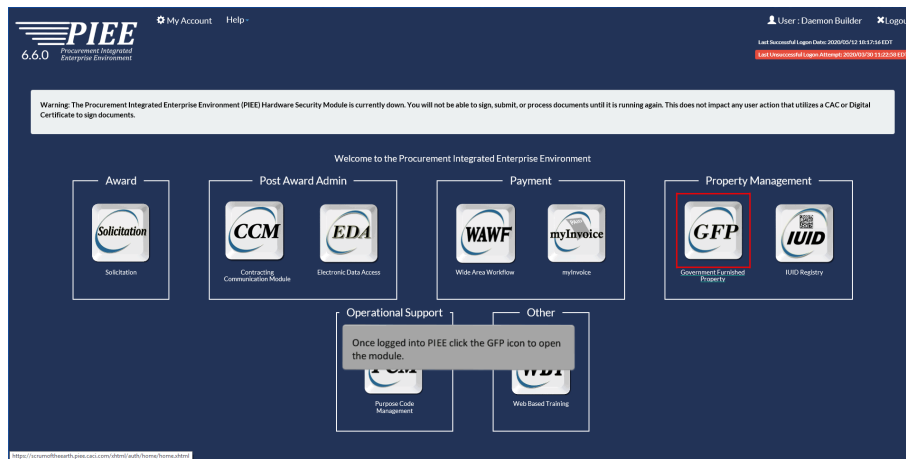
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



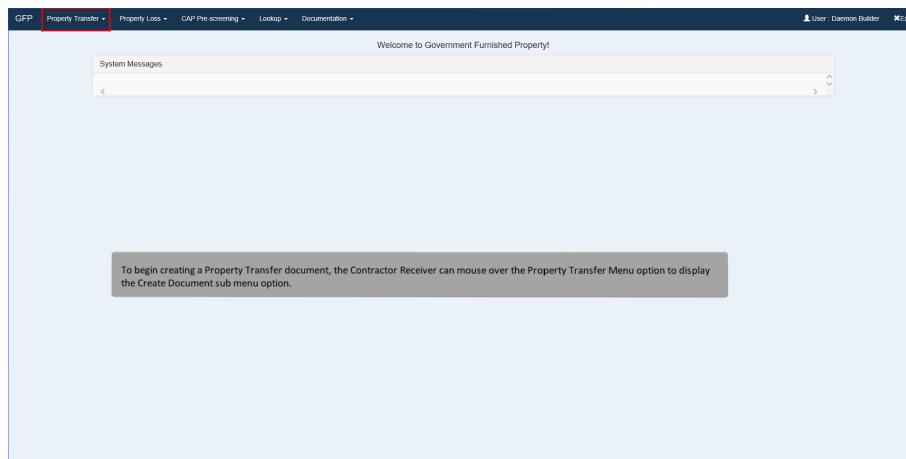
This presentation will demonstrate how to create a Government Furnished Property (GFP) Property Transfer Document as a GFP Contractor Receiver. It will include training on how to create a Property Transfer document from a template using Manual Data Entry. The Property Transfer document provides accountability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

## Step 2



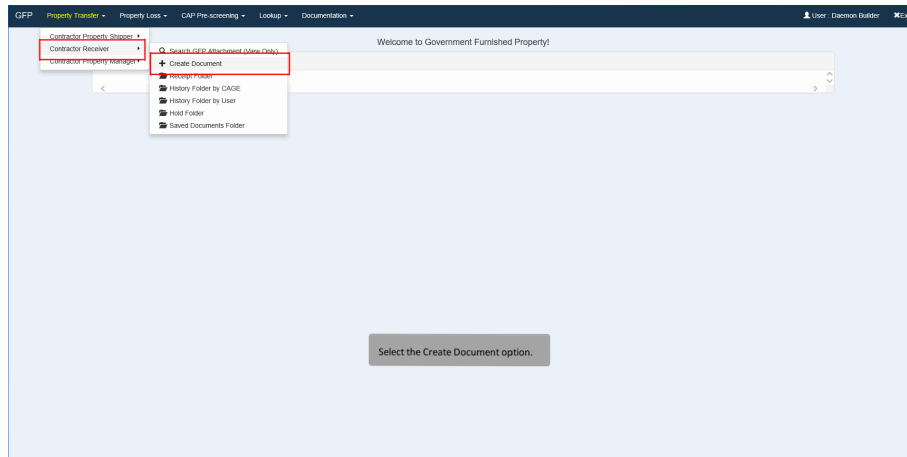
Once logged into PIEE click the GFP icon to open the module.

## Step 3



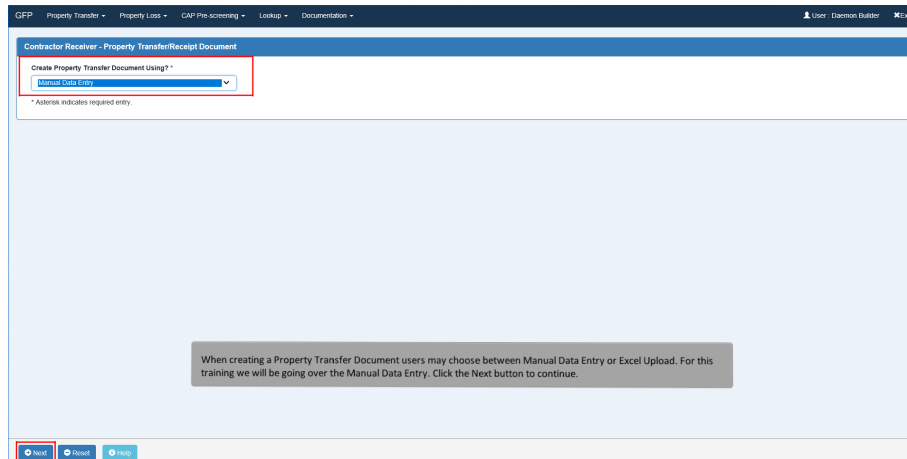
To begin creating a Property Transfer document, the Contractor Receiver can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

## 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

GFP

Property Transfer

Property Loss

CAP Pre-screening

Login

Documentation

User | Demo Builder | Exit

Contractor Receiver - Property Transfer/Receipt Document

Workflow Selection

Select Property Transfer Workflow\*

Receipt by Contractor, without shipment document in GFP from Contractor

Receipt by Contractor, without shipment document in GFP from DoD

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.

Next

Cancel

Next

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

GFP

Property Transfer

Property Loss

CAP Pre-screening

Login

Documentation

User | Demo Builder | Exit

Contractor Receiver - Property Transfer/Receipt Document

Workflow Selection

Select Property Transfer Workflow\*

Receipt by Contractor, without shipment document in GFP from Contractor

Receipt by Contractor, without shipment document in GFP from DoD

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

Next

Cancel

Next

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

Step 8

Property Transfer

Property Loss

CAP Pre-screening

Lookup

Documentation

User | Dashboard | Logout

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection | Contract Info

Gaining Contract Information

Contract Number Type

Contract Number \*

Delivery Order

Property Receiver Code \* | Extension

Property Shipper Code

Property Ship To Code

Property Ship To Code Extension

Property Ship From Code

Property Shipper Code Extension

Property Ship From Extension

Search For

Template

Shipment No.

#Active Documents/Archived Documents

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.

\* Asterisk indicates required entry

Next

Previous

Reset

Help

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

Property Transfer

Property Loss

CAP Pre-screening

Lookup

Documentation

User | Dashboard | Logout

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection | Contract Info

Gaining Contract Information

Contract Number Type

Contract Number \*

Delivery Order

Property Receiver Code \* | Extension

Property Shipper Code

Property Ship To Code

Property Ship To Code Extension

Property Ship From Code

Property Shipper Code Extension

Property Ship From Extension

Search For

Template

Shipment No.

#Active Documents/Archived Documents

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.

\* Asterisk indicates required entry

Next

Previous

Reset

Help

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.

Contractor Receiver - Property Transfer/Receipt Document [Receipt by Contractor - From Contractor]

Workflow Selection    Contract Info

**Gaining Contract Information**

Contract Number Type    Contract Number \*    Delivery Order

Cooperative Agreement    FA688517P0002   

Property Receiver Code \* / Extension

064510281342187   

**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, GIP 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    Cancel    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.

## Step 11

GFPP   Property Lease   Property Lease   CAP Pre-screening   Lookup   Documentation   User   Election Builder   M2

**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)**

Workflow Selection   Contract Info

**Gaining Contract Information**

Contract Number Type   Contract Number \*   Delivery Order

Cooperative Agreement   FA688517P0002  

Property Receiver Code \* / Extension

064510391342187

**Search For**

Template   Shipment No.

☒

\*Active Documents - Archived Documents

\* Asterisk indicates required entry.

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

Next   Previous   Cancel   Help

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

Step 12

GFPProperty TransferProperty LossCAP Pre-screeningLookupDocumentationUserDionne ButlerMC

Create New Document

Workflow SelectionContractFrom Template

Gaining Contract Information

Contract NumberFA88S170002

Delivery Order

Shipper Code / Ext.

Receiver Code / Ext.06481

Property Transfer/Receipt Document from Template

Shipment Number	Status	Date Created
<input type="radio"/> SHP2768	Received	2020/05/12
<input type="radio"/> SHP2769	Received	2020/05/12
<input type="radio"/> SHP2768	Received	2020/05/12

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.

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.

Step 13

GFPProperty TransferProperty LossCAP Pre-screeningLookupDocumentationUserDionne ButlerMC

Create New Document

Workflow SelectionContractFrom Template

Gaining Contract Information

Contract NumberFA88S170002

Delivery Order

Shipper Code / Ext.

Receiver Code / Ext.06481

Property Transfer/Receipt Document from Template

Shipment Number	Status	Date Created
<input type="radio"/> SHP2768	Received	2020/05/12
<input checked="" type="radio"/> SHP2769	Received	2020/05/12
<input type="radio"/> SHP2768	Received	2020/05/12

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 14

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection

Contract Info

Gaining Contract Information

Contract Number Type

Contract Number \*

Delivery Order

Property Receiver Code \* / Extension

Property Shipper Code

Property Shipper Code Extension

Property Ship To Code

Property Ship To Code Extension

Property Ship From Code

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.

Next

Previous

Reset

Help

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

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection

Contract Info

Routing

Gaining Information - Location Code / Extension

Property PCO

Property ACO

Government Program Manager

Government Property Administrator

Contractor Program Manager

Contractor Property Manager

Contractor Contract Administrator

Effective Date

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

\* Asterisk indicates required entry.

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.

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 16

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

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

View Validation Warnings

Gaining Contract Information

Gaining Contract Number

Gaining Delivery Order

Gaining Contract Number Type

FA880517P0002

Cooperative Agreement

Shipment Information

Shipment Number \*

Shipment Date \*

Estimated

Estimated Delivery Date

TCN

Gross Weight

Serial Shipping Container Code

Transportation Lag

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

Save Draft Document

Preview

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.

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

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

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

View Validation Warnings

Gaining Contract Information

Gaining Contract Number

Gaining Delivery Order

Gaining Contract Number Type

FA880517P0002

Cooperative Agreement

Shipment Information

Shipment Number \*

Shipment Date \*

Estimated

Estimated Delivery Date

TCN

Gross Weight

Serial Shipping Container Code

Transportation Lag

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

Save Draft Document

Preview

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.

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

GFP Property Transfer Property Loss CAP Pre-screening Lookup Documentation User Election Builder

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Attachments Preview Document

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

Gaining Contract Information

Gaining Contract Number: FA880517P002 Gaining Delivery Order: Gaining Contract Number Type: Cooperative Agreement

Shipment Information

Shipment Number: SHF2770 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: Tracking Type is entered:

Transportation Method/Type: Currency Code:

Save Draft Document Preview 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.

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 Property Transfer Property Loss CAP Pre-screening Lookup Documentation User Election Builder

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Attachments Preview Document

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

Contractor Property Shipper

CAGE: 06481 DUNS: 039134218 DUNS + 4: Extension:

Activity Name 1: NORTHROP GRUMMAN SYSTEMS CORPORATION

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

City: WOODLAND HILLS

State: CA

Zip Code: 91367

Country: USA

Save Draft Document Preview Help 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.

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.

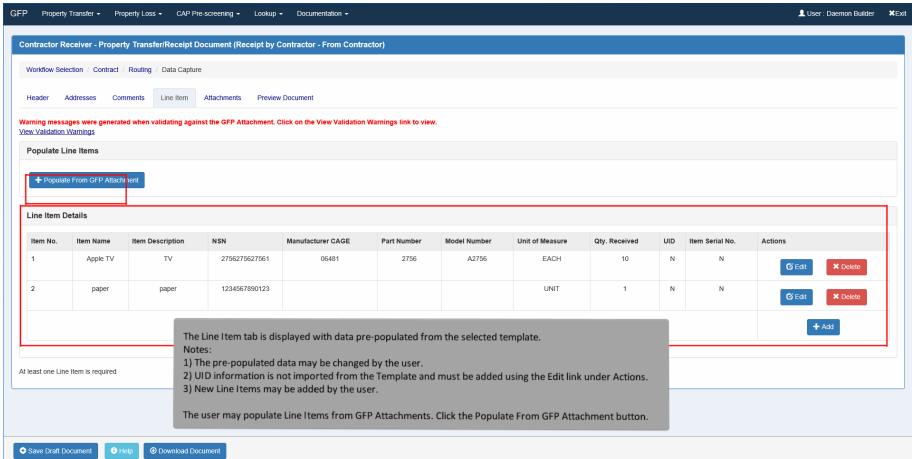
Step 20

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



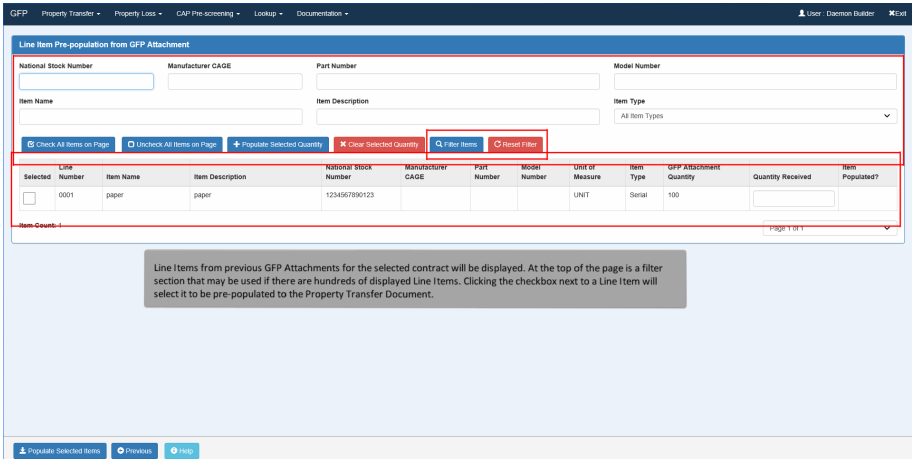
The Line Item tab is displayed with data pre-populated from the selected template.

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

Property Transfer

Property Loss

CAP Pre-screening

Login

Documentation

User

Dashboard

Logout

Line Item Pre-population from GFP Attachment

National Stock Number

Manufacturer CAGE

Part Number

Model Number

Item Name

Item Description

Item Type

Check All Items on Page

Uncheck All Items on Page

Populate Selected Quantity

Clear Selected Quantity

Filter Items

Reset Filter

Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Item Type	GFP Attachment Quantity	Quantity Received	Item Populated?
<input type="checkbox"/>	0001	paper					UNIT	Serial	100		

Item Count: 1

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.

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 checked="" type="checkbox"/>	paper	paper	1234567890123				UNIT	6	1	N

Item Serial Numbers

Select All	Populate?	Item Serial Number	Shipment Number	Shipped Date	Received Date
<input type="checkbox"/>	<input type="checkbox"/>	123	SHIP103	2020/4/23	2020/4/27
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3210123023	SHIP2770	2020/5/12	2020/5/12
<input type="checkbox"/>	<input type="checkbox"/>	9091			
<input type="checkbox"/>	<input type="checkbox"/>	9092			

Populate Selected Items

Preview

Help

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

Property Transfer

Property Loss

CAP Pre-screening

Login

Documentation

User

Dashboard

Logout

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

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

View Validation Warnings

Populate Line Items

Populate From GFP Attachment

Line Item Details

Item No.	Item Name	Item Description	NSN	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Qty. Received	UID	Item Serial No.	Actions
1	Apple TV	TV	27527527561	05481	2756	A2756	EACH	10	N	N	<div><div>Edit</div><div>Delete</div></div>
2	paper	paper	1234567890123				UNIT	1	N	N	<div><div>Edit</div><div>Delete</div></div>

Add

At least one Line Item is required.

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.

Save Draft Document

Help

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 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

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Line Item

UID/Serial No

MILSTRIP

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

UID

+ Add UID

Item Serial Number (only for non-UID items)

Item Serial Number	Supply Condition Code	Action(s)
53151023023	A - SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)	<div>+ Save</div> <div>+ Edit</div> <div>+ Delete</div>

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

+ Save Draft Document

+ Help

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

Step 31

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Line Item

UID/Serial No

MILSTRIP

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

MILSTRIP

MILSTRIP No.	MILSTRIP Qty.	Actions
53151023023	1	<div>+ Add</div> <div>+ Edit</div> <div>+ Delete</div>

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.

+ Save Draft Document

+ Help

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

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Line Item

UD/Sense No.

MILSTRIP

Item No.

2

Item Name \*

paper

National Stock Number †

1234567890123

Manufacturer CAGE †

AND

Part Number †

Model Number †

Qty. Received \*

1

Unit of Measure \*

UNIT

Advice Code

Supply Condition Code

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description \*

paper towels

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

Save Line Item

Save Draft Document

Previous

Help

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

Step 33

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

paper

Item Description

paper towels

Unit of Measure

UNIT

NSN

1234567890123

Manufacturer CAGE

Part No.

Model No.

Information on Record

Item Name

paper

Item Description

paper

Unit of Measure

UNIT

NSN

1234567890123

Manufacturer CAGE

Part No.

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

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Step 34

GFP

Property Transfer

Property Loss

CAP Pre-screening

Login

Documentation

User | Dashboard | Logout

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 35

GFP

Property Transfer

Property Loss

CAP Pre-screening

Login

Documentation

User | Dashboard | Logout

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection

Contract

Routing

Data Capture

Header

Addresses

Comments

Line Item

Attachments

Preview Document

Warning messages were generated when validating against the GFP Attachment. 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 GFP 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 Attachments tab to continue to the Attachments 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. Received	UID	Item Serial No.	Actions
1	Apple TV	TV	2756275627561	064811	2756	A2756	EACH	10	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><div>+ Add</div></div>											

At least one Line Item is required

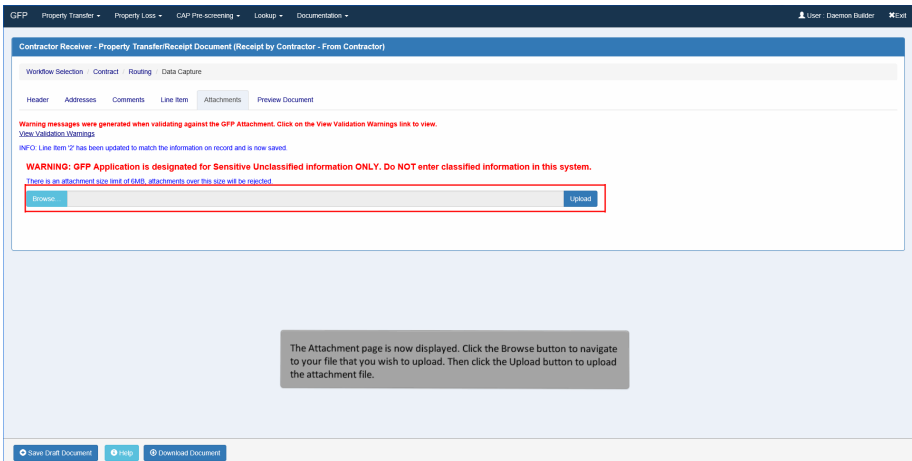
Save Draft Document

Help

Download Document

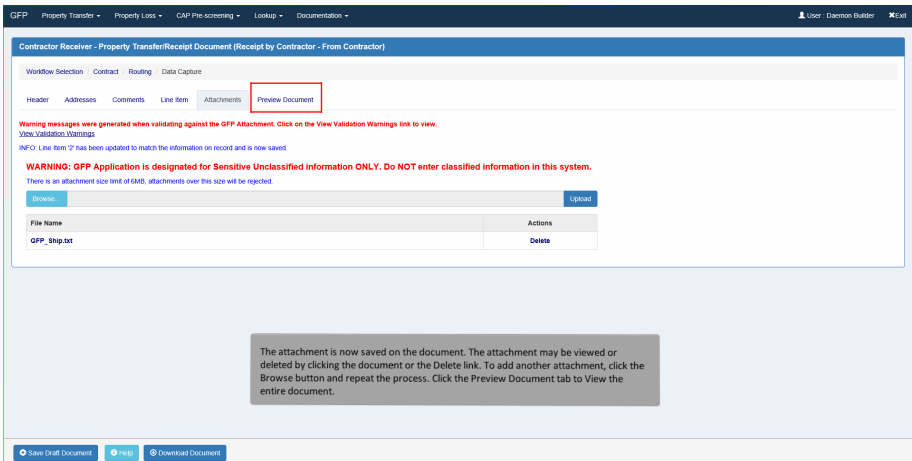
Multiple Line Items may be added to a single Property Transfer Document. Click the Add button if more Line Items need to be added to the document. Click the Attachments tab to continue to the Attachments tab for the Property transfer Document.

Step 36



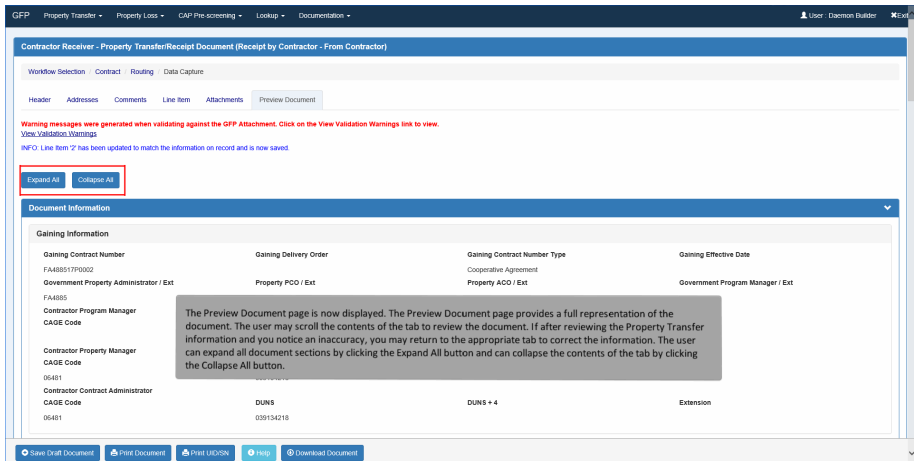
The Attachment page is now displayed. Click the Browse button to navigate to your file that you wish to upload. Then click the Upload button to upload the attachment file.

Step 37



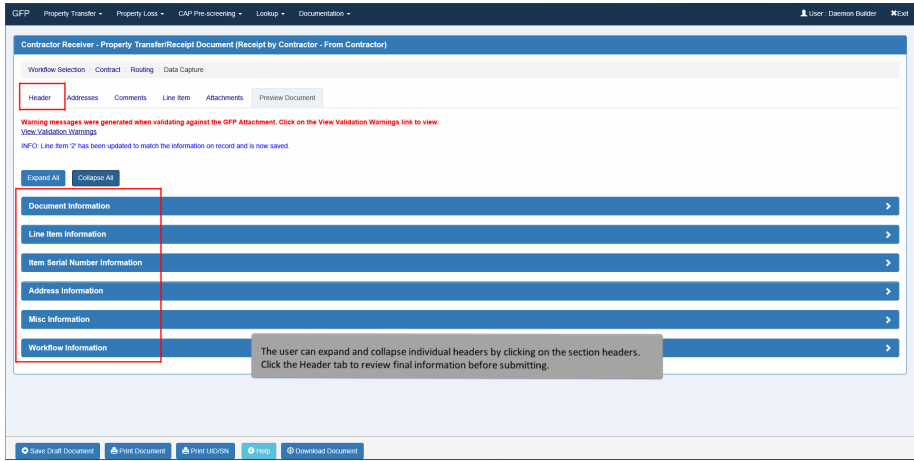
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the document or the Delete link. To add another attachment, click the Browse button and repeat the process. Click the Preview Document tab to View the entire document.

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

Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From Contractor)

Workflow Selection Contract Routing Data Capture

Header Addresses Comments Line Item Attachments Preview Document

Warning messages were generated when validating against the GFP Attachment. 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

Gaining Contract Information

Gaining Contract Number FA88517P002

Gaining Delivery Order

Gaining Contract Number Type Cooperative Agreement

Shipment Information

Shipment Number \*\* SHP2770 X

Shipment Date \*\* 2020/05/12

Estimated

Estimated Delivery Date YYYYMMDD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Lag

Standard Carrier Alpha Code

On the Header tab finish reviewing the fields here.

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

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

Save Draft Document Previous Help Download Document

On the Header tab finish reviewing the fields here.

Step 41

FA88517P002 Cooperative Agreement

Shipment Information

Shipment Number \*\* SHP2770

Shipment Date \*\* 2020/05/12

Estimated

Estimated Delivery Date YYYYMMDD

TCN

Gross Weight

Serial Shipping Container Code

Transportation Lag

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

If all information is current and correct enter a Signature Date and click the Signature button to sign the document.

Action By: 06481 \*

Signature Date 2020/05/12

Signature

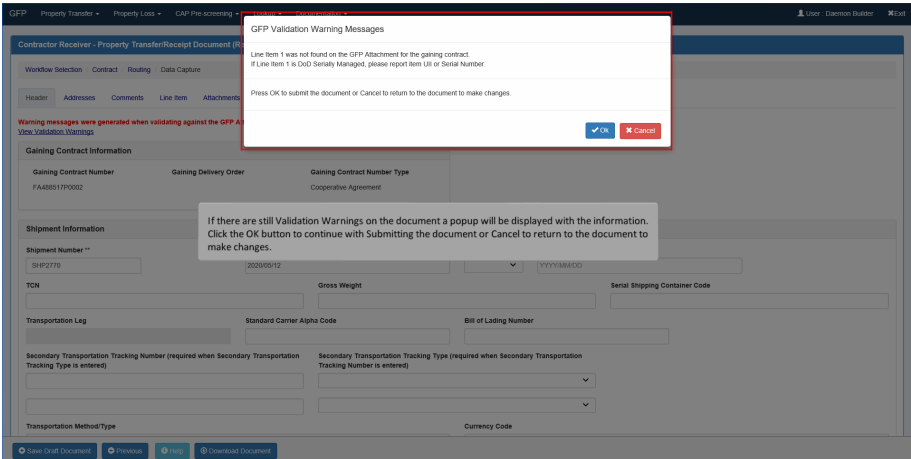
Signature of Authorized Property Recipient

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

Save Draft Document Previous Help Download Document

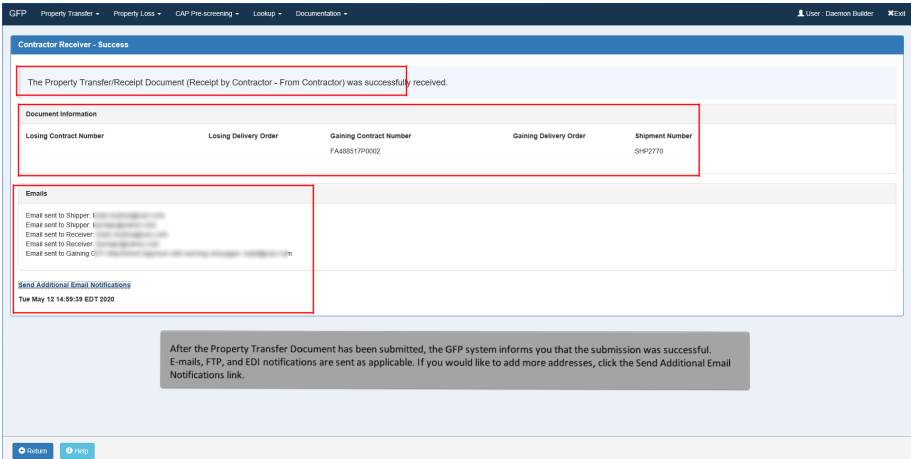
If all information is current and correct enter a Signature Date and click the Signature button to sign the document.

Step 42



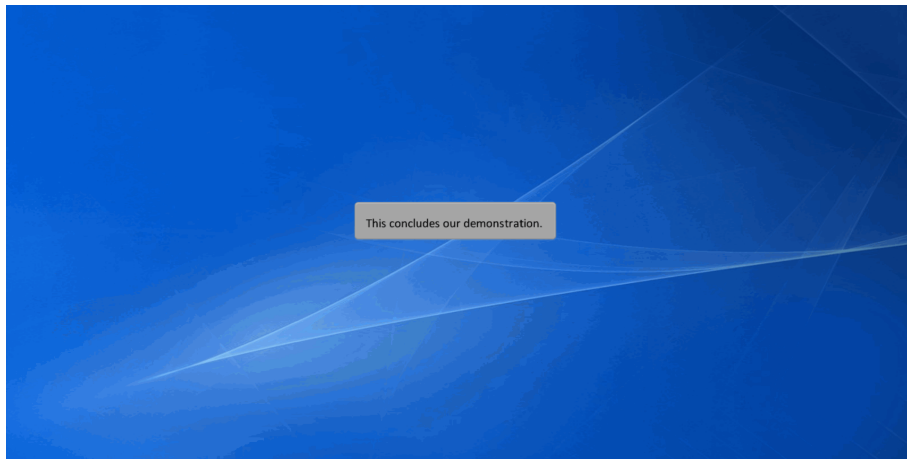
If there are still Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

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.