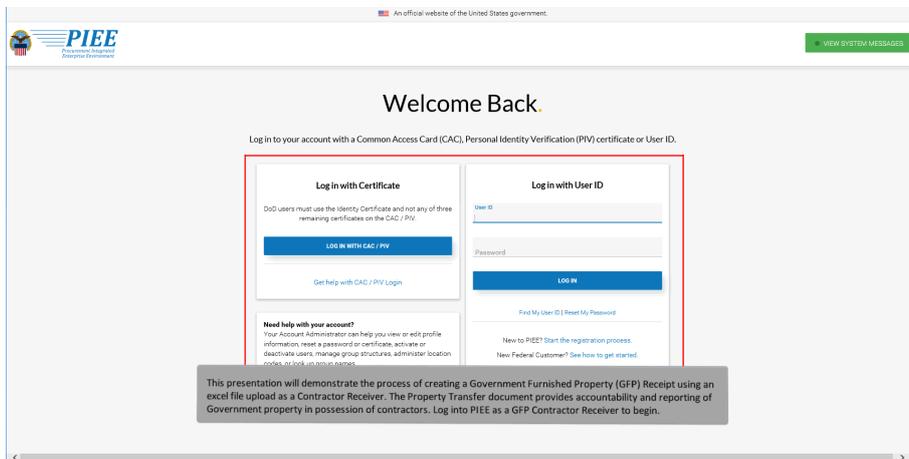


Intro



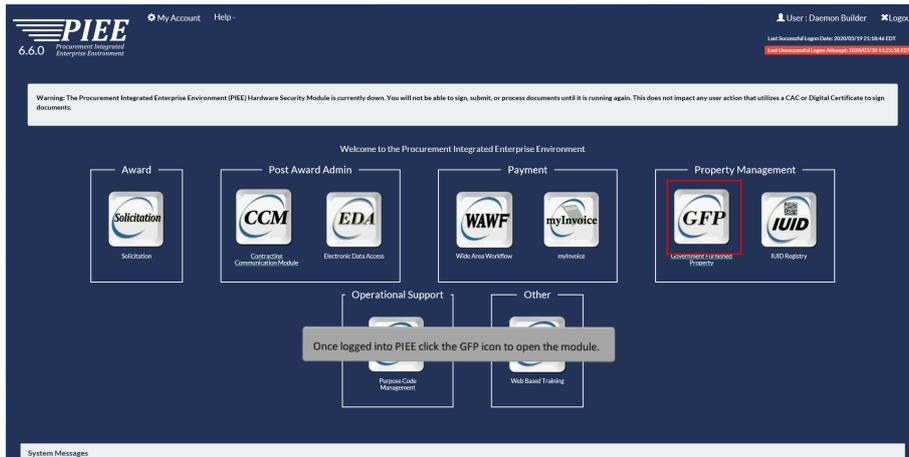
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



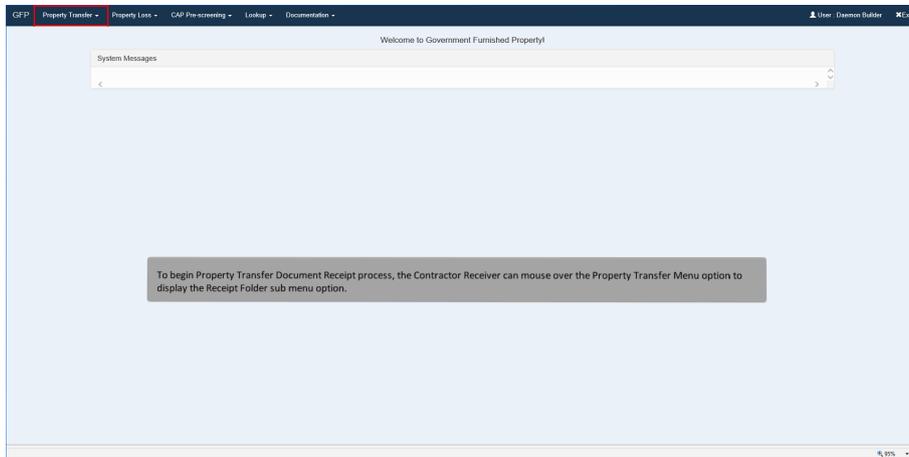
This presentation will demonstrate the process of creating a Government Furnished Property (GFP) Receipt using an excel file upload as a Contractor Receiver. The Property Transfer document provides accountability and reporting of Government property in possession of contractors. Log into PIEE as a GFP Contractor Receiver to begin.

Step 2



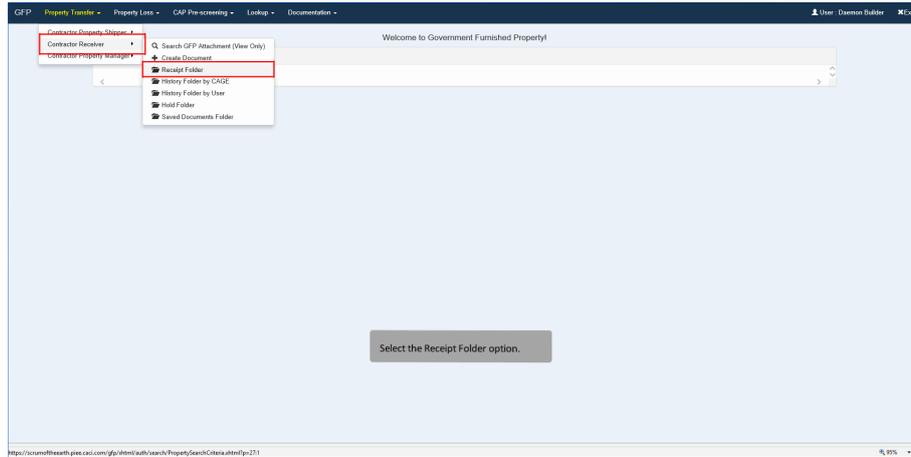
Once logged into PIEE click the GFP icon to open the module.

Step 3



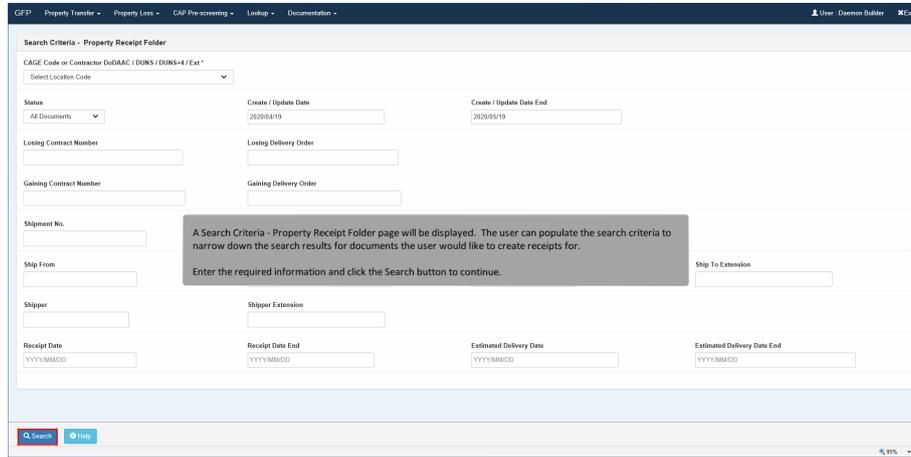
To begin Property Transfer Document Receipt process, the Contractor Receiver can mouse over the Property Transfer Menu option to display the Receipt Folder sub menu option.

Step 4



Select the Receipt Folder option.

Step 5



A Search Criteria - Property Receipt Folder page will be displayed. The user can populate the search criteria to narrow down the search results for documents the user would like to create receipts for.

Enter the required information and click the Search button to continue.

Step 6

Property Receipt Folder for '06481' (102 items found)

Initiator	DUNS	DUNS-4	Ext	Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipments	Submit Date	Receipt Date	Status	Purge	Hold
06481	039134218			FA488517P0002				SHIP2700	2020-05-18		Submitted		H
06481	039134218			N6895117C3025				ABE00001	2020-05-07		Submitted		H
06481	039134218			N6895117C3025				ABE00002	2020-05-08		Submitted		H
06481	039134218			N6895117C3025				ABE00003	2020-05-08		Submitted		H
06481	039134218			N6895117C3025				ABE00004	2020-05-08		Submitted		H
06481	039134218			N6895117C3025				ABE00005	2020-05-08		Submitted		H
06481	039134218			N6895117C3025				ABE00006	2020-05-08		Submitted		H
06481	039134218			N6895117C3025				ABE00007	2020-05-08		Submitted		H
06481	039134218			N6895117C3025				ABE00008	2020-05-07		Submitted		H
19KQ6	011173312			155155155				VXED0018	2020-04-22		Submitted		H

Showing 1 to 10 of 102 entries

The user will click on the 'Shipments' link of the Property Transfer Document they would like to Receive.

The user will click on the 'Shipments' link of the Property Transfer Document they would like to Receive.

Step 7

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

Header | Live Item | UID/Satal No. | Addresses | Misc. Info | Preview Document

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

* = Required Fields

Losing Information

Losing Contract Number	Losing Delivery Order	Losing Contract Number Type	Losing Effective Date
FA488517P0002		Cooperative Agreement	
Government Property Administrator / Ext	Property PCO / Ext	Property ACO / Ext	Government Program Manager / Ext
FA4885	FA4885	FA4885	

Contractor Program Manager

CAGE code	DUNS	DUNS + 4	Extension
06481	039134218		

Contractor Property Manager

CAGE code	DUNS	DUNS + 4	Extension
06481	039134218		

Contractor Contract Administrator

CAGE code	DUNS	DUNS + 4	Extension
06481	039134218		

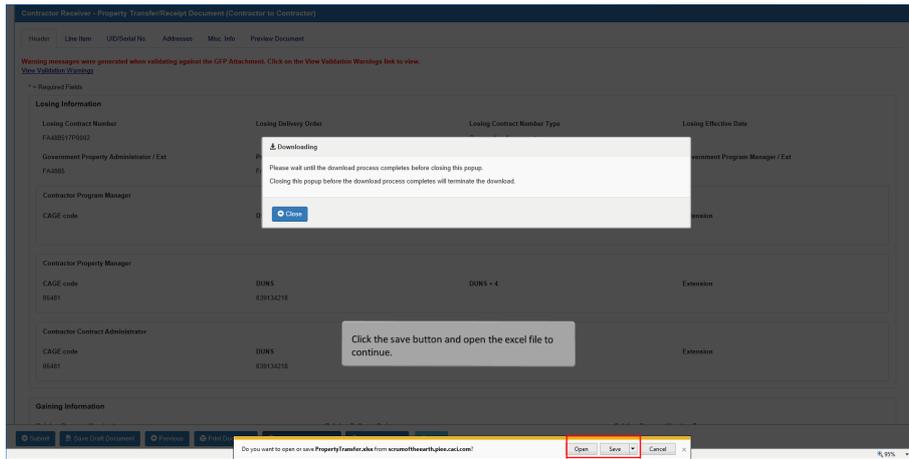
Gaining Information

Submit | Save Draft Document | Previous | First Document | **Download Document** | Upload Receipt | Help

The Header tab will be displayed for the PTD Receipt. The Receipt may be downloaded to be worked in an excel file. Click the Download Document button to save the file locally.

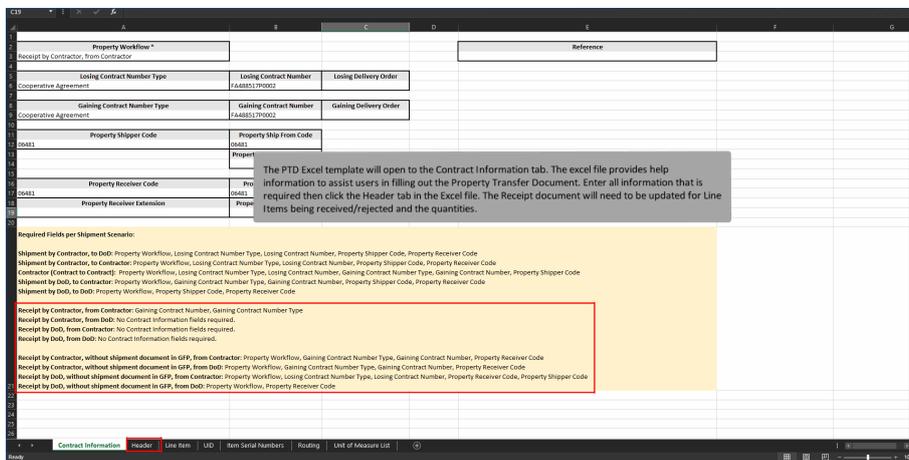
The Header tab will be displayed for the PTD Receipt. The Receipt may be downloaded to be worked in an excel file. Click the Download Document button to save the file locally.

Step 8



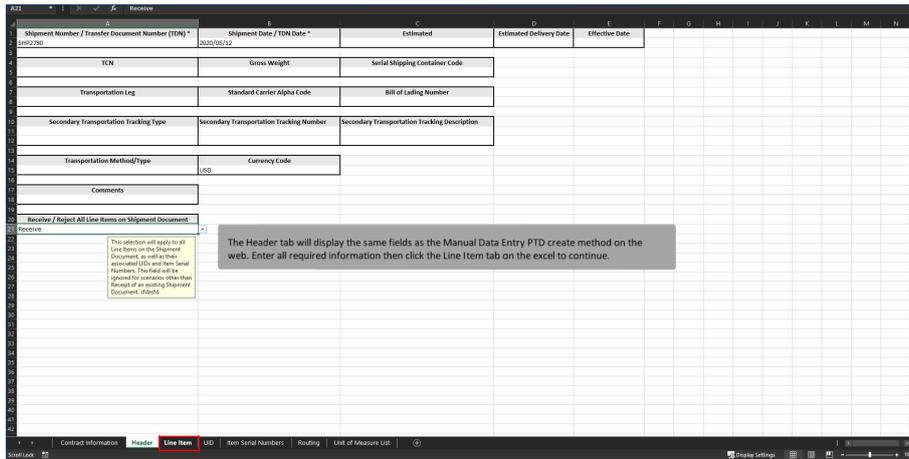
Click the save button and open the excel file to continue.

Step 9



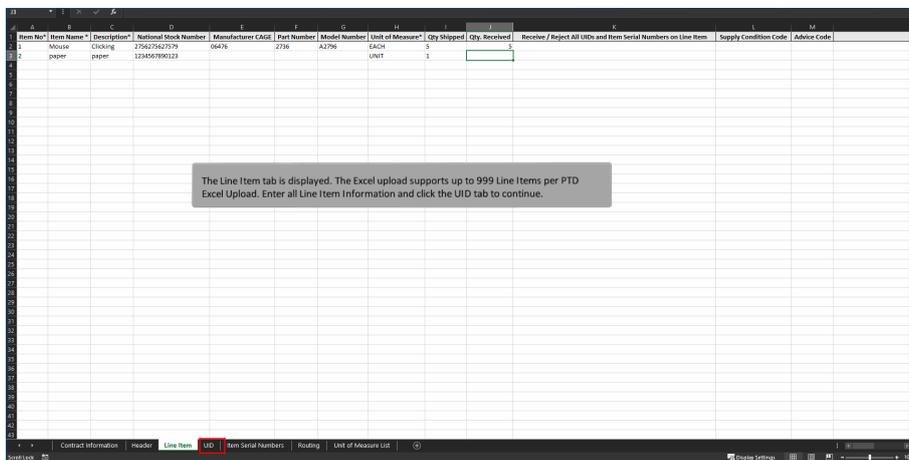
The PTD Excel template will open to the Contract Information tab. The excel file provides help information to assist users in filling out the Property Transfer Document. Enter all information that is required then click the Header tab in the Excel file. The Receipt document will need to be updated for Line Items being received/rejected and the quantities.

Step 10



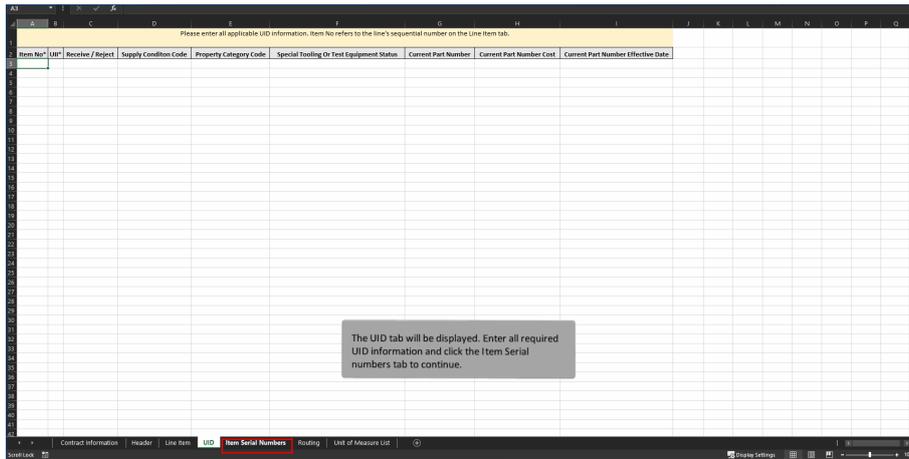
The Header tab will display the same fields as the Manual Data Entry PTD create method on the web. Enter all required information then click the Line Item tab on the excel to continue.

Step 11



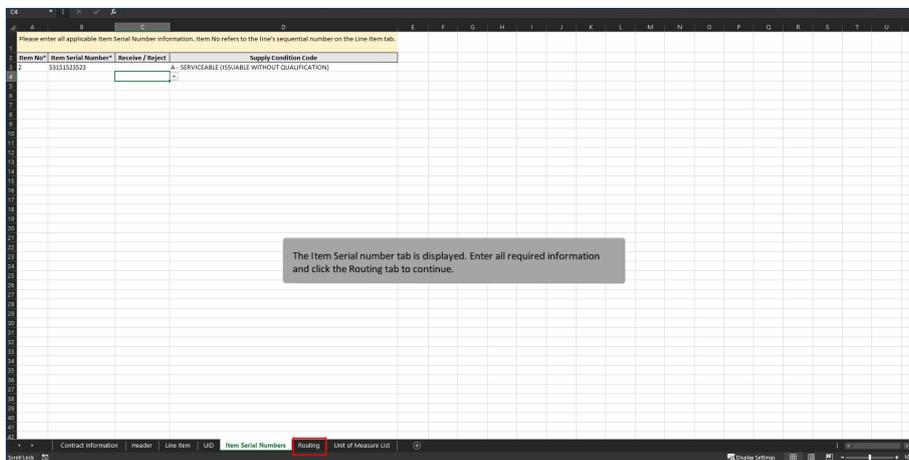
The Line Item tab is displayed. The Excel upload supports up to 999 Line Items per PTD Excel Upload. Enter all Line Item information and click the UID tab to continue.

Step 12



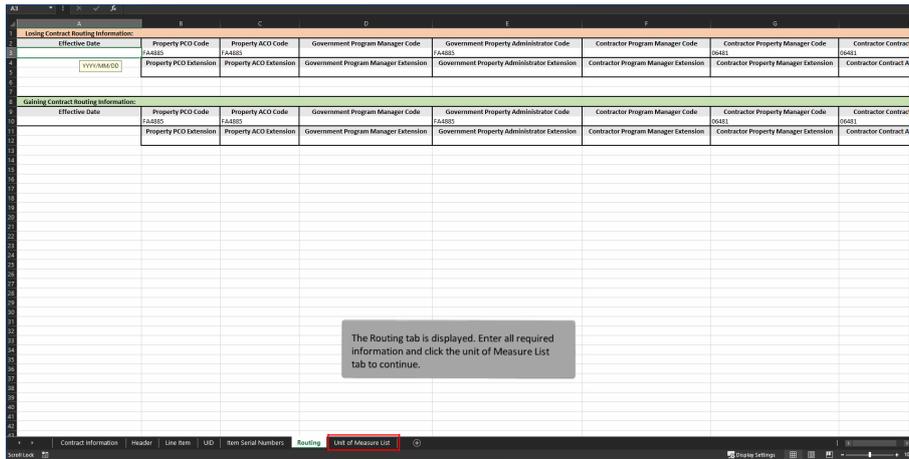
The UID tab will be displayed. Enter all required UID information and click the Item Serial numbers tab to continue.

Step 13



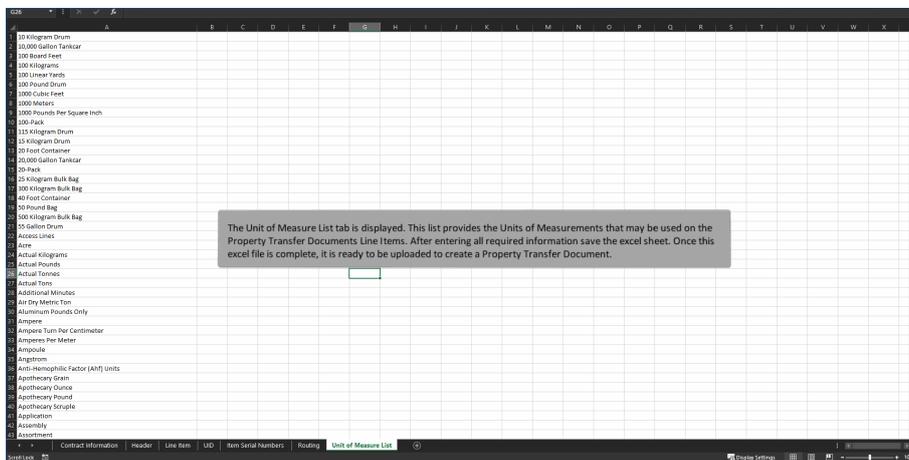
The Item Serial number tab is displayed. Enter all required information and click the Routing tab to continue.

Step 14



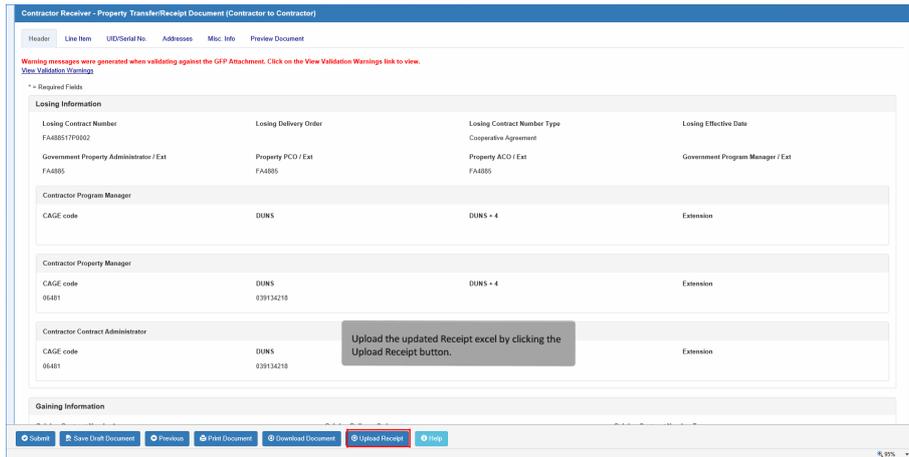
The Routing tab is displayed. Enter all required information and click the unit of Measure List tab to continue.

Step 15



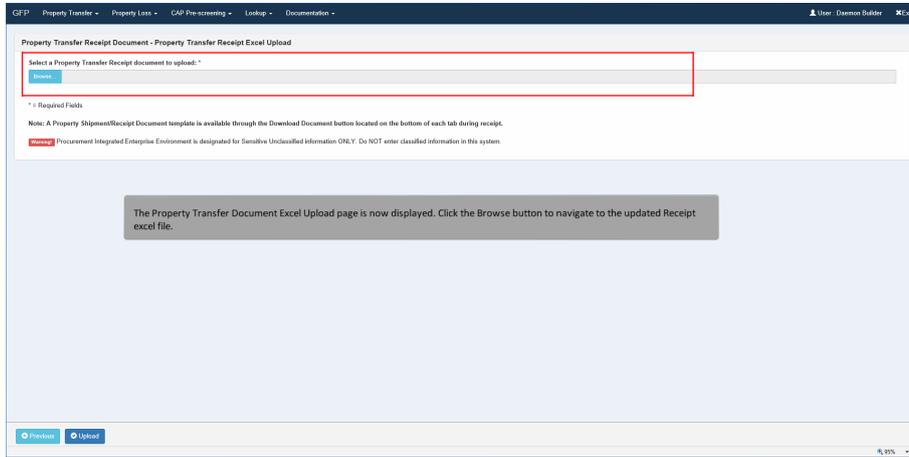
The Unit of Measure List tab is displayed. This list provides the Units of Measurements that may be used on the Property Transfer Documents Line Items. After entering all required information save the excel sheet. Once this excel file is complete, it is ready to be uploaded to create a Property Transfer Document.

Step 16



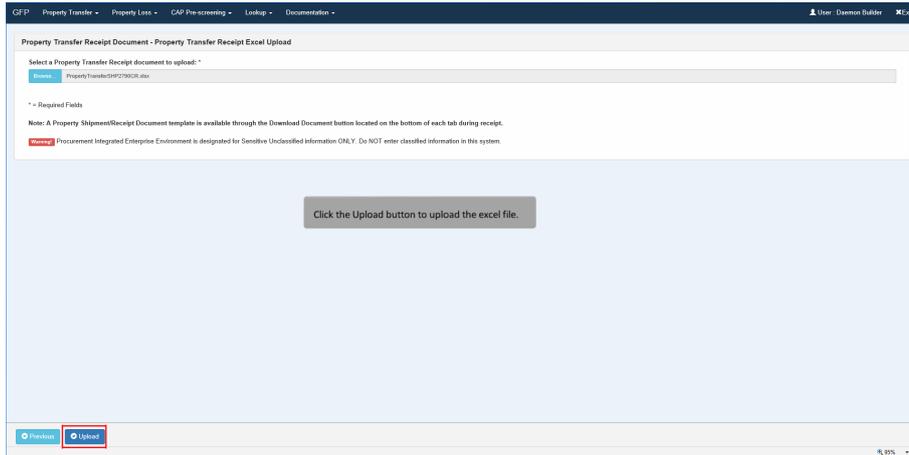
Upload the updated Receipt excel by clicking the Upload Receipt button.

Step 17



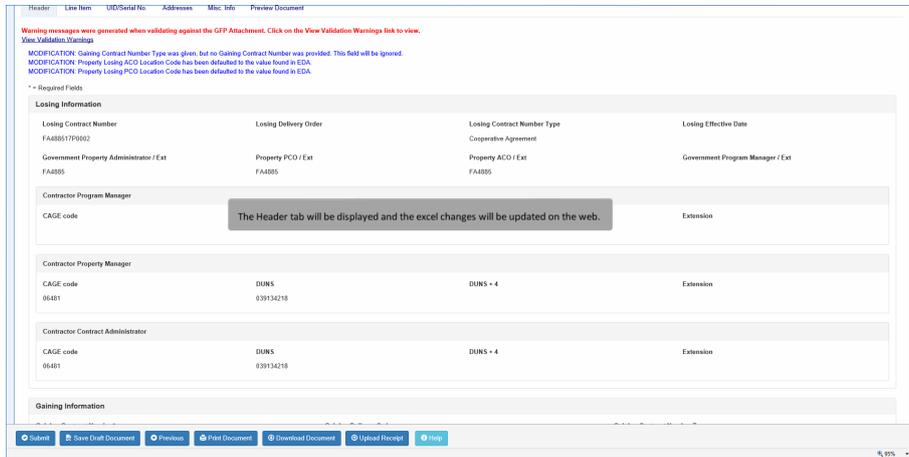
The Property Transfer Document Excel Upload page is now displayed. Click the Browse button to navigate to the updated Receipt excel file.

Step 18



Click the Upload button to upload the excel file.

Step 19



The Header tab will be displayed and the excel changes will be updated on the web.

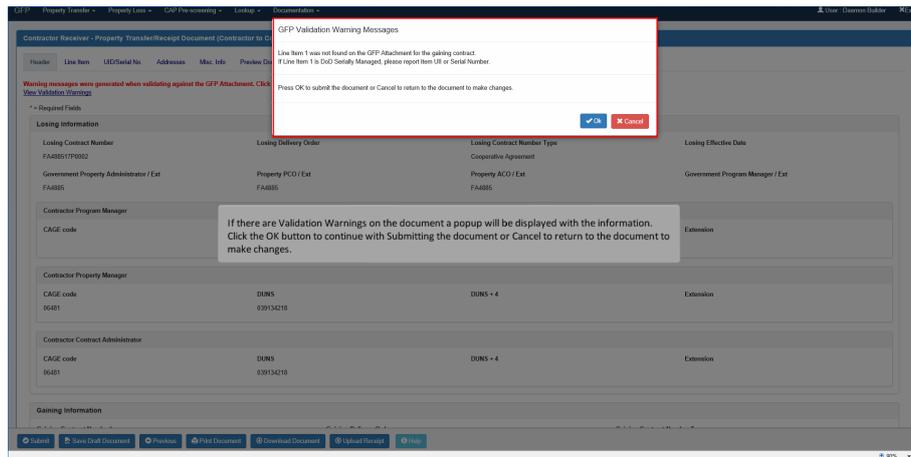
Step 20

- **Received Action:** Use this option if all the UIIs are marked as Received. The total Quantity Shipped is accounted for by adding Quantity Received for all Line Items.
- **Partially Received Action:** Use this option if one or more UII is left blank; that is, not marked as either Received or Rejected. The total Quantity Shipped is not accounted for by adding Quantity Received and Quantity Rejected for all Line Items.
- **Reject to Initiator Action:** Use this option if all the UIIs are marked as Rejected or if you need to reject the document back to the Shipper to recall, make changes, and resubmit. In the case of Shipper recall, you need not have taken action on the UID page

Step 21

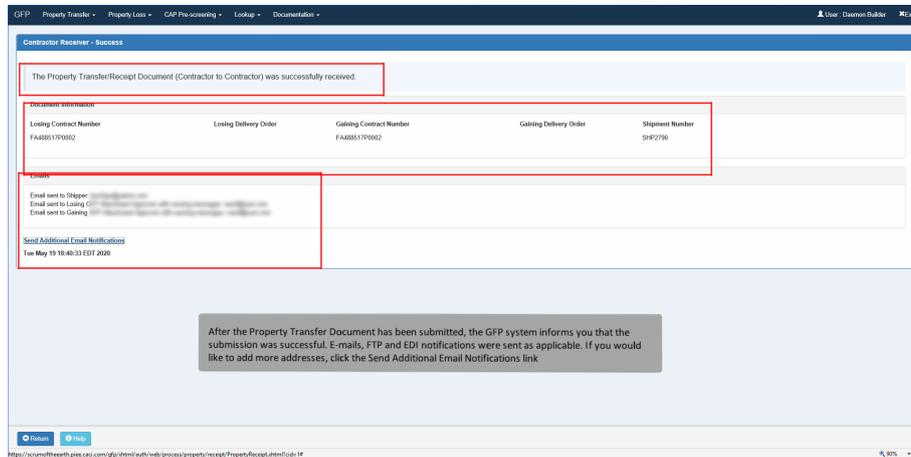
To finalize the Receipt, enter a Signature Date and Sign the Document. Click the Signature button and sign the document.

Step 22



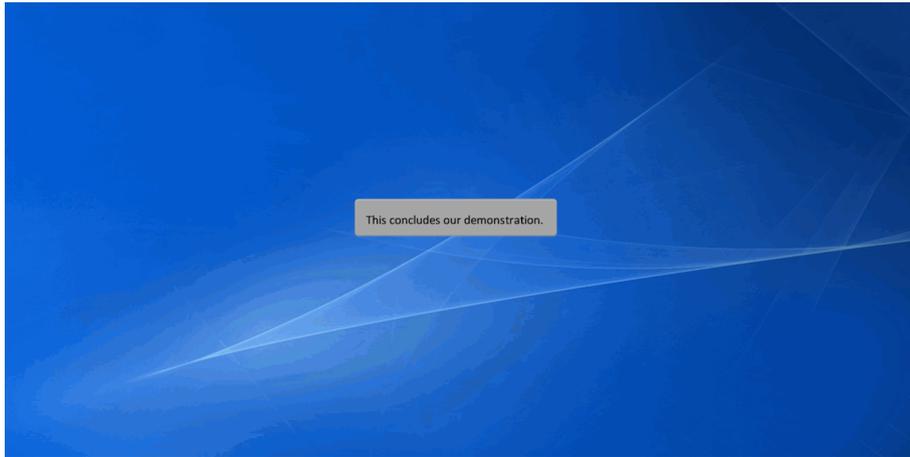
If there are Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

Step 23



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

End



This concludes our demonstration.