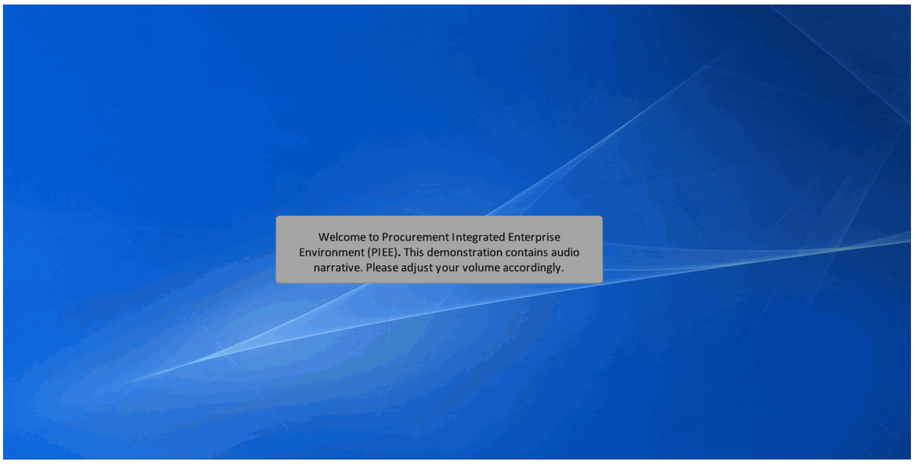
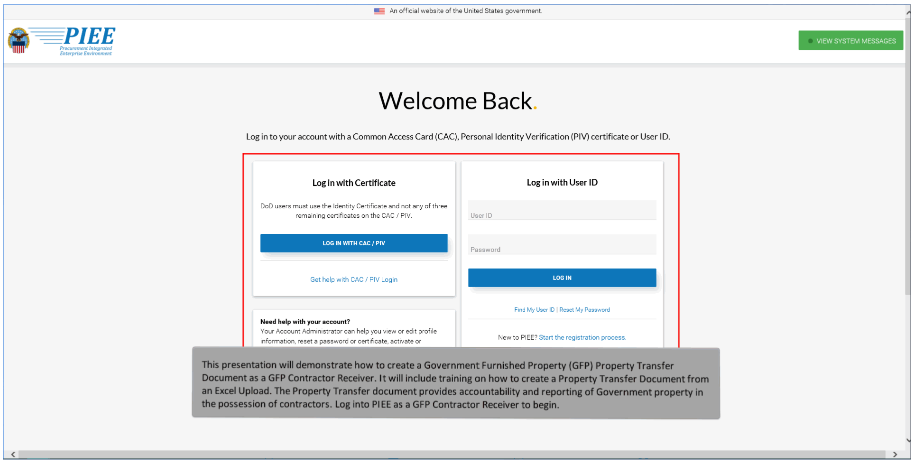
Intro



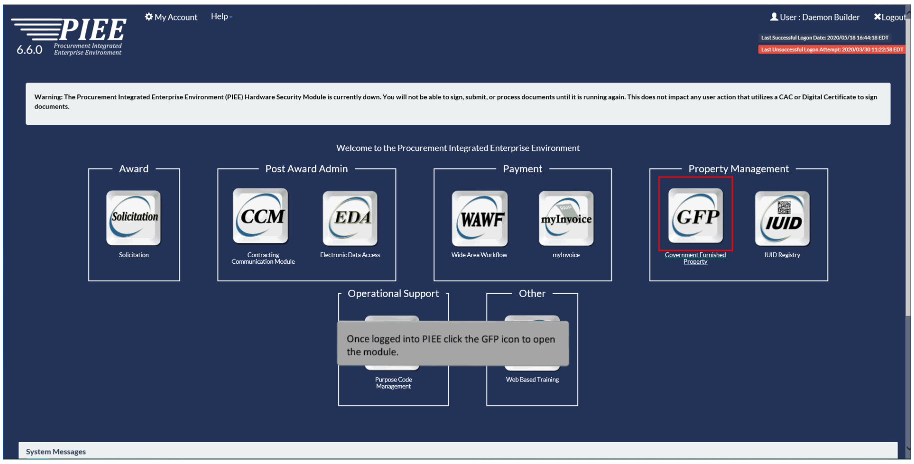
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



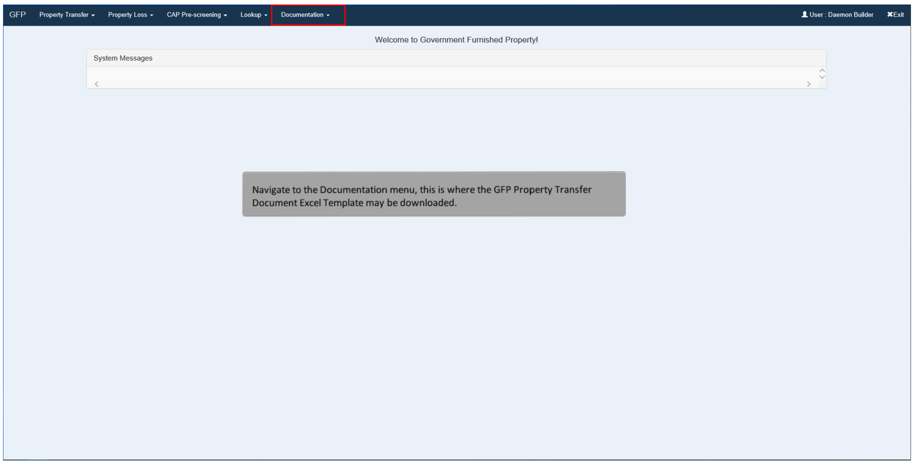
This presentation will demonstrate how to create a Government Furnished Property (GFP) Property Transfer Document as a GFP Contractor Receiver. It will include training on how to create a Property Transfer Document from an Excel Upload. The Property Transfer document provides accountability and reporting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

Step 2



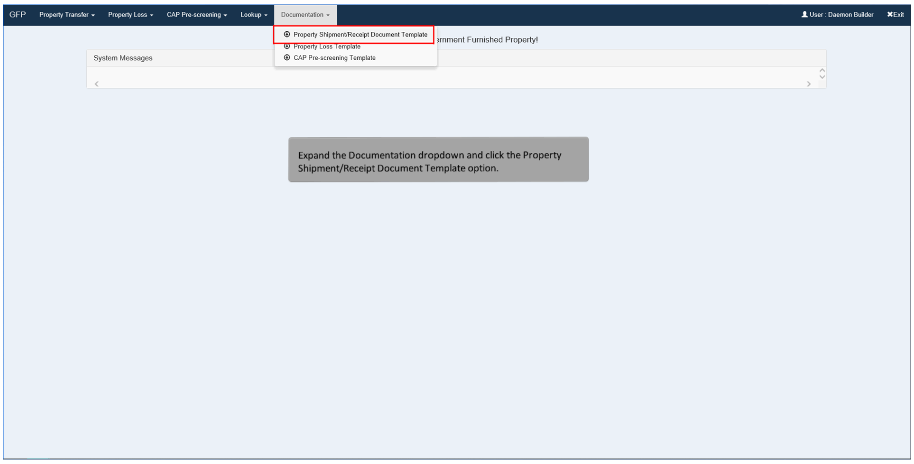
Once logged into PIEE click the GFP icon to open the module.

Step 3



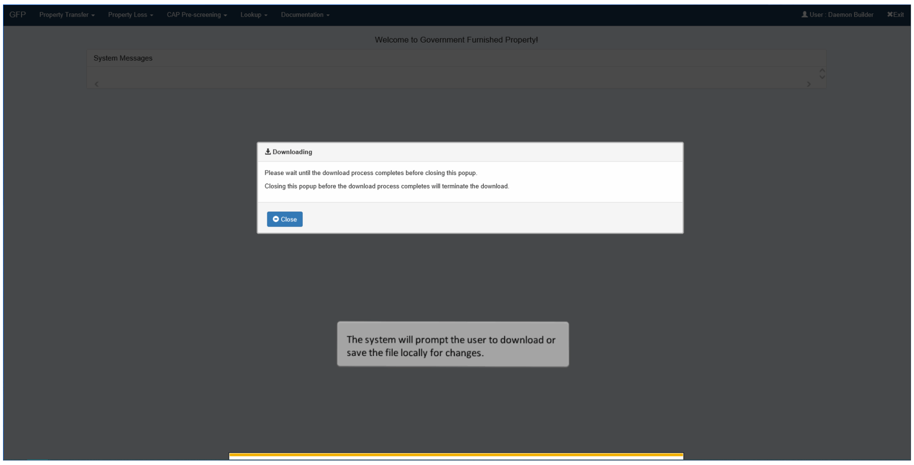
Navigate to the Documentation menu, this is where the GFP Property Transfer Document Excel Template may be downloaded.

Step 4



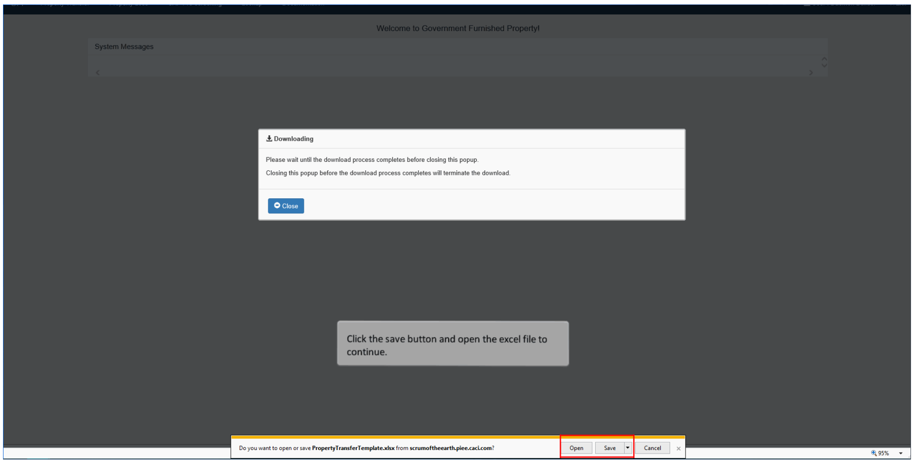
Expand the Documentation dropdown and click the Property Shipment/Receipt Document Template option.

Step 5



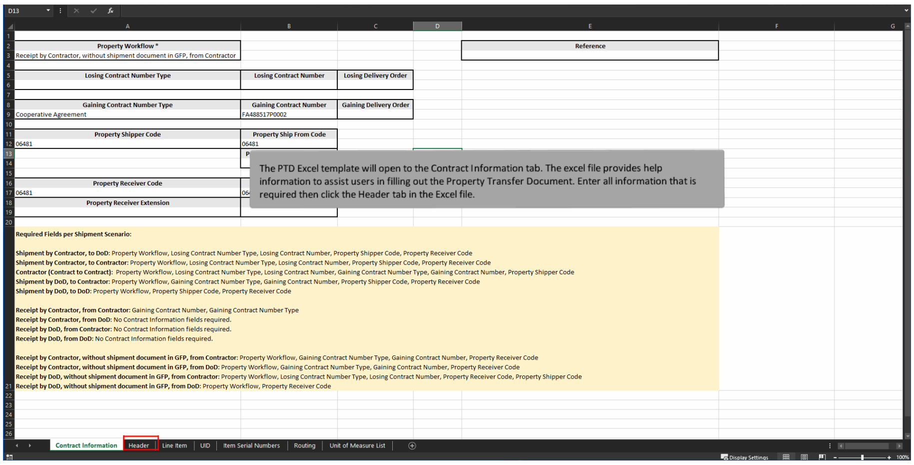
The system will prompt the user to download or save the file locally for changes.

Step 6



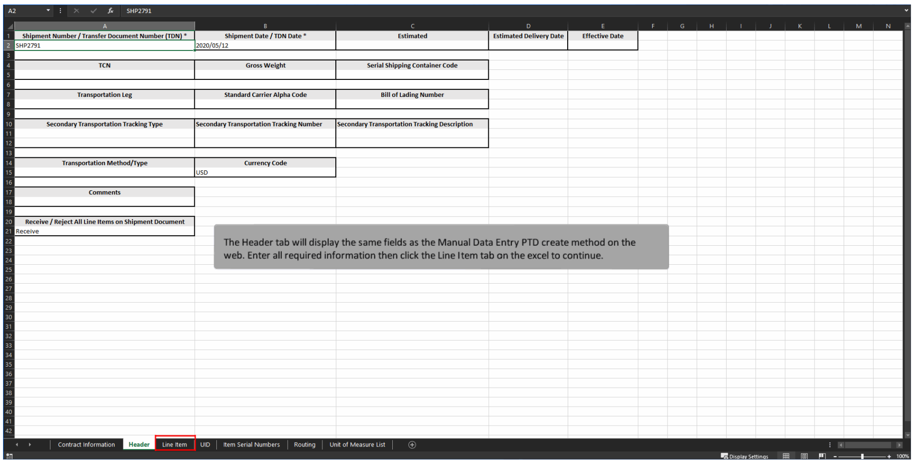
Click the save button and open the excel file to continue.

Step 7



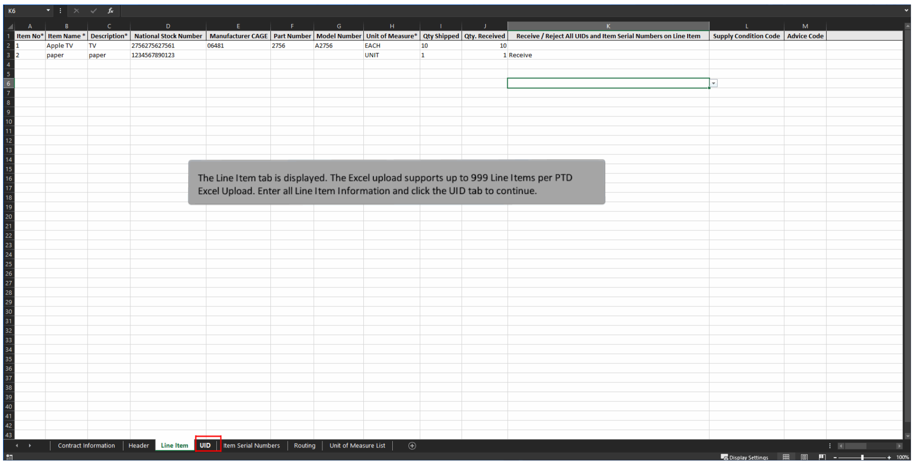
The PTD Excel template will open to the Contract Information tab. The excel file provides help information to assist users in filling out the Property Transfer Document. Enter all information that is required then click the Header tab in the Excel file.

Step 8



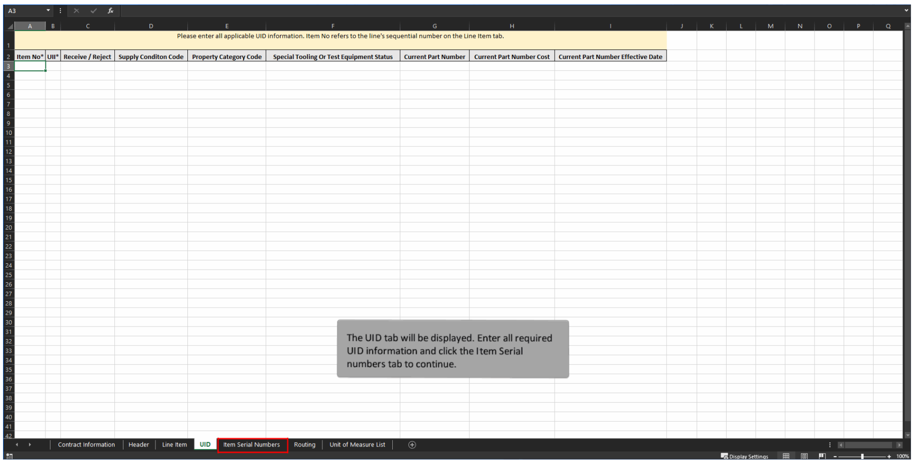
The Header tab will display the same fields as the Manual Data Entry PTD create method on the web. Enter all required information then click the Line Item tab on the excel to continue.

Step 9



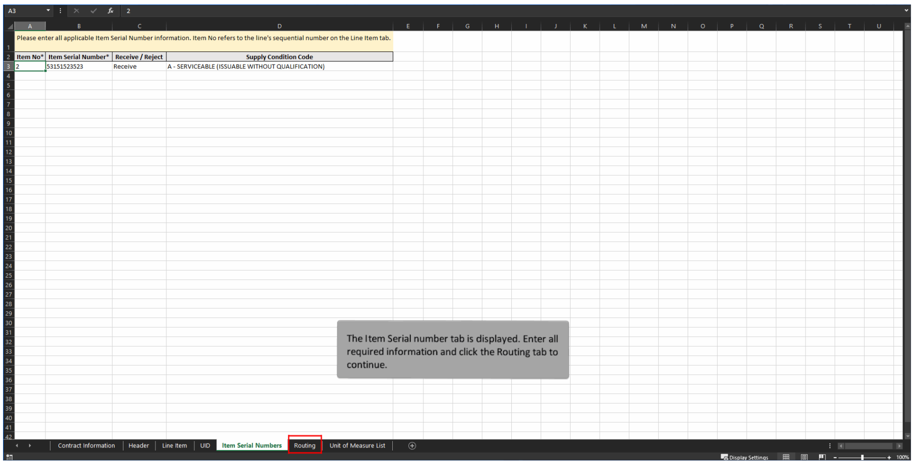
The Line Item tab is displayed. The Excel upload supports up to 999 Line Items per PTD Excel Upload. Enter all Line Item Information and click the UID tab to continue.

Step 10



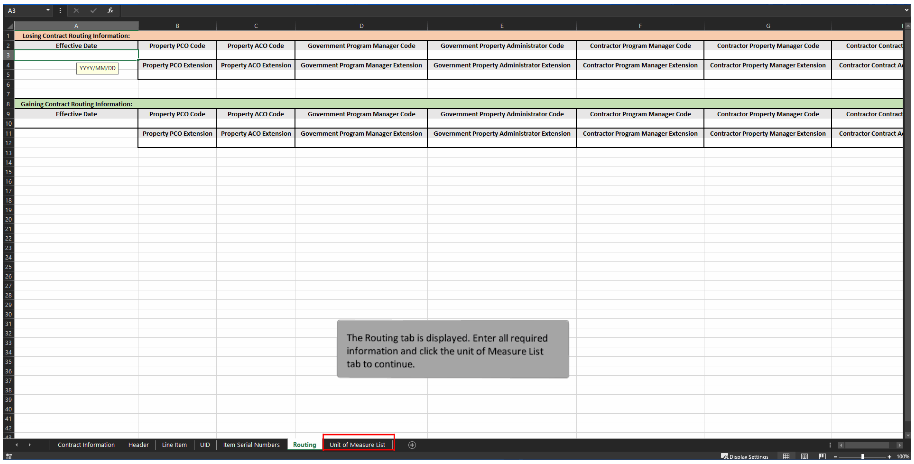
The UID tab will be displayed. Enter all required UID information and click the Item Serial numbers tab to continue.

Step 11



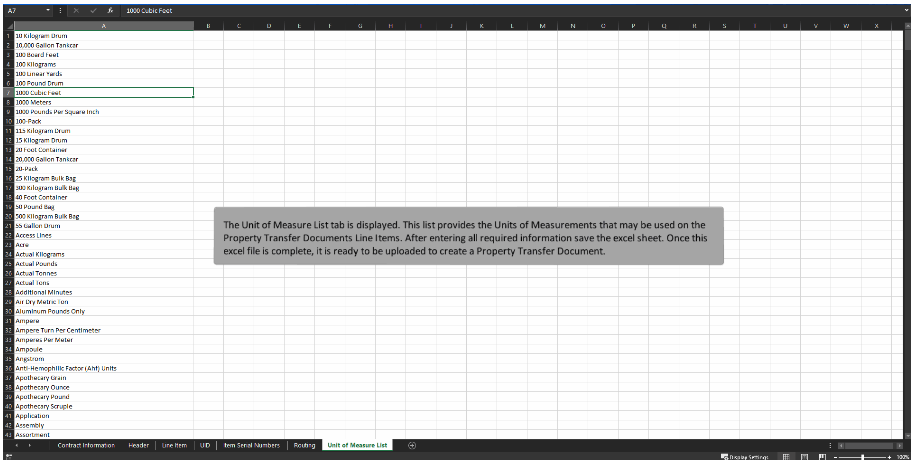
The Item Serial number tab is displayed. Enter all required information and click the Routing tab to continue.

Step 12



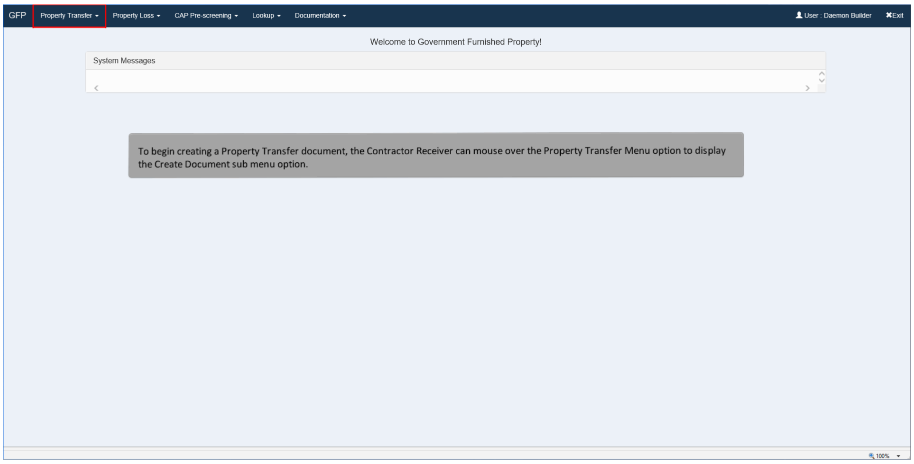
The Routing tab is displayed. Enter all required information and click the unit of Measure List tab to continue.

Step 13



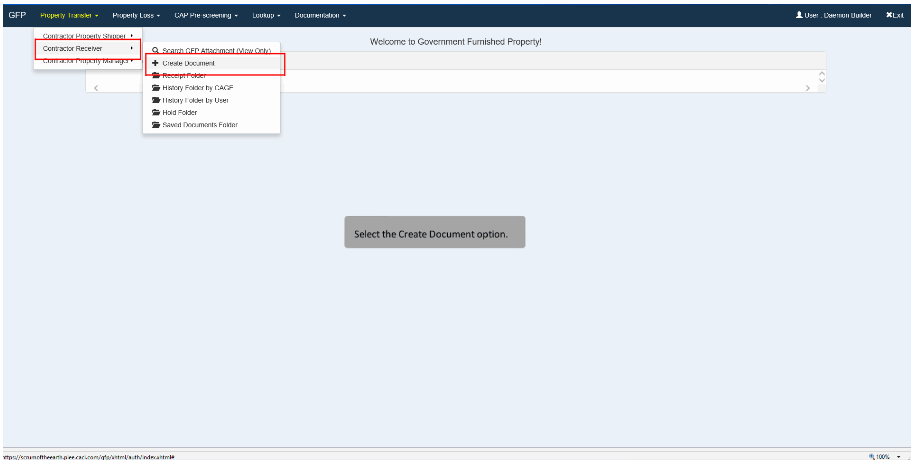
The Unit of Measure List tab is displayed. This list provides the Units of Measurements that may be used on the Property Transfer Documents Line Items. After entering all required information save the excel sheet. Once this excel file is complete, it is ready to be uploaded to create a Property Transfer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

Step 14



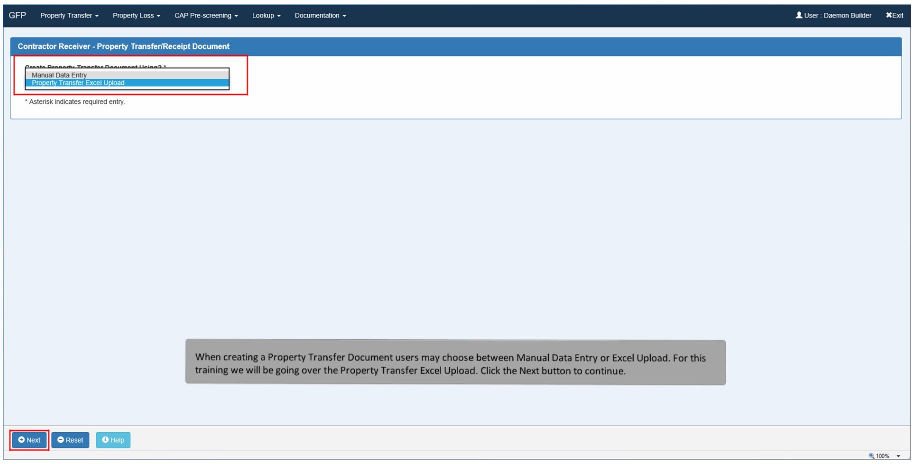
To begin creating a Property Transfer document, the Contractor Receiver can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

Step 15



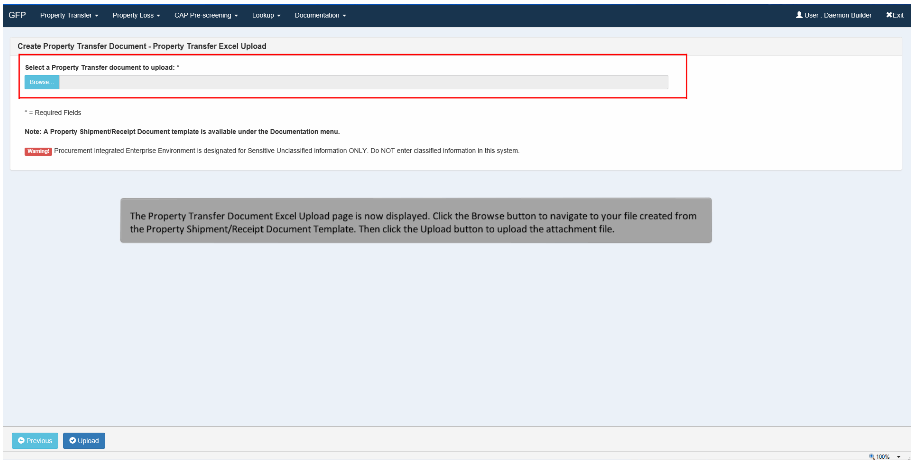
Select the Create Document option.

Step 16



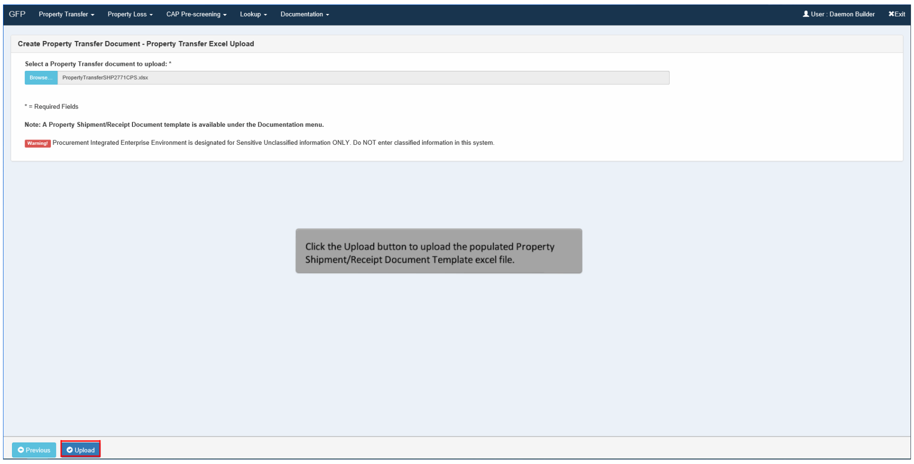
When creating a Property Transfer Document users may choose between Manual Data Entry or Excel Upload. For this training we will be going over the Property Transfer Excel Upload. Click the Next button to continue.

Step 17



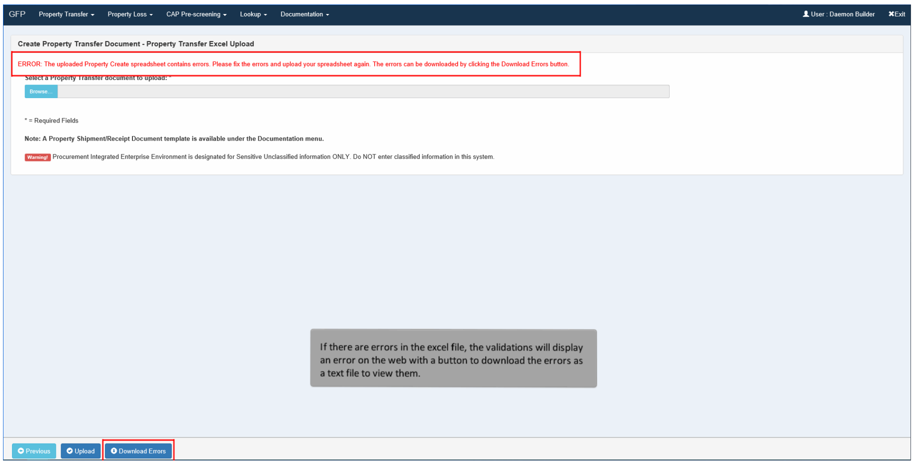
The Property Transfer Document Excel Upload page is now displayed. Click the Browse button to navigate to your file created from the Property Shipment/Receipt Document Template. Then click the Upload button to upload the attachment file.

Step 18



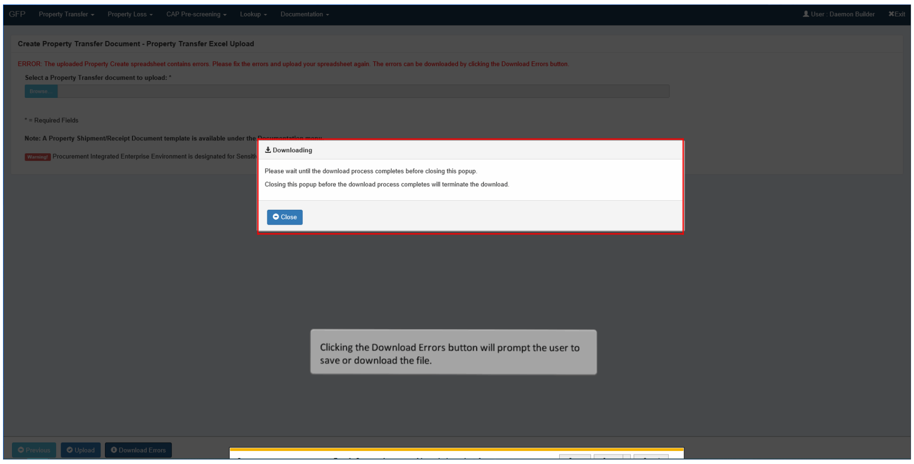
Click the Upload button to upload the populated Property Shipment/Receipt Document Template excel file.

Step 19



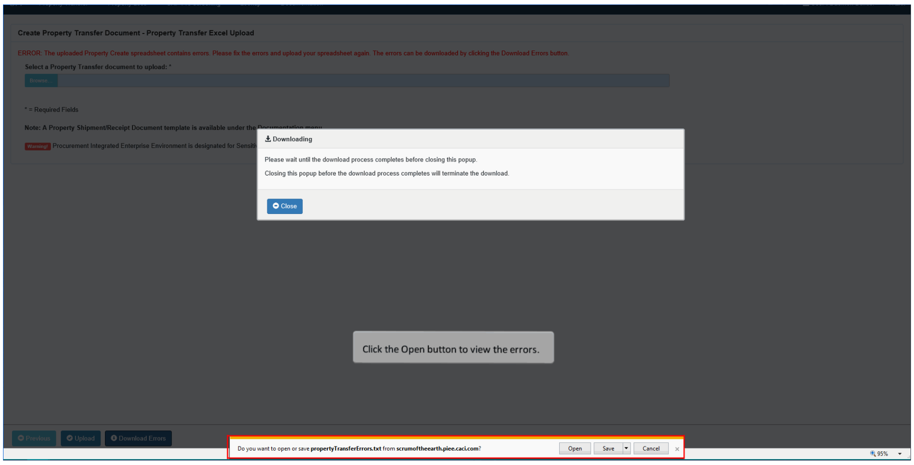
If there are errors in the excel file, the validations will display an error on the web with a button to download the errors as a text file to view them.

Step 20



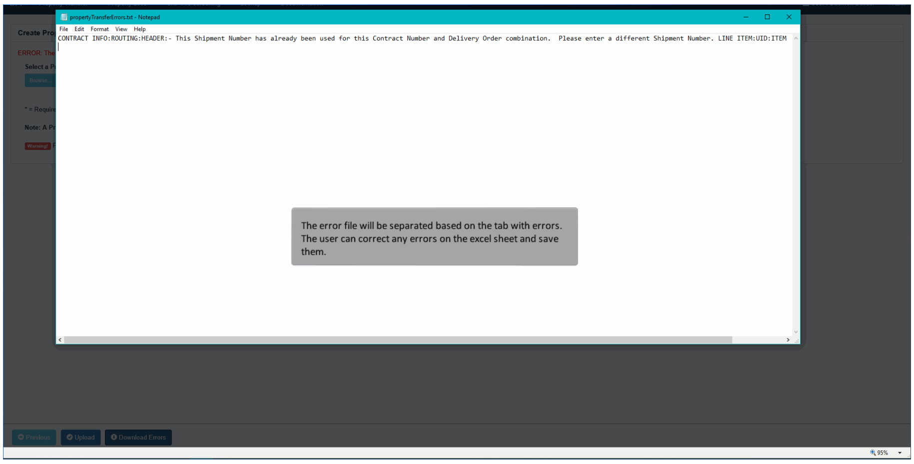
Clicking the Download Errors button will prompt the user to save or download the file.

Step 21



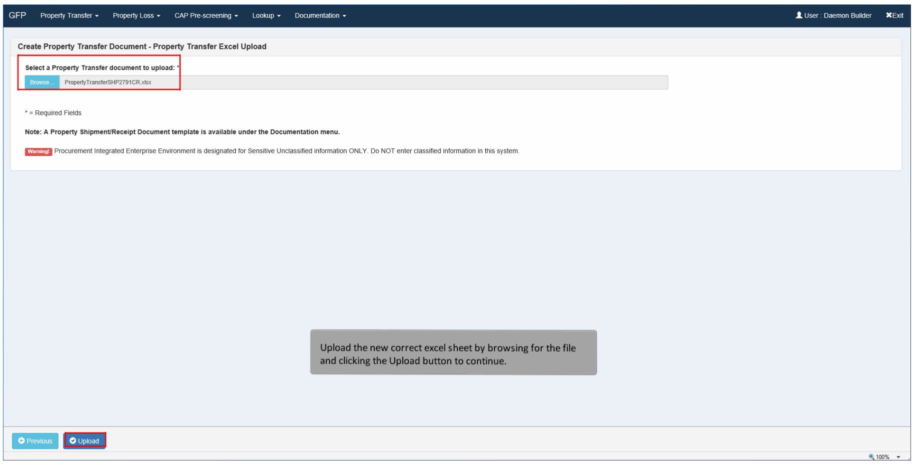
Click the Open button to view the errors.

Step 22



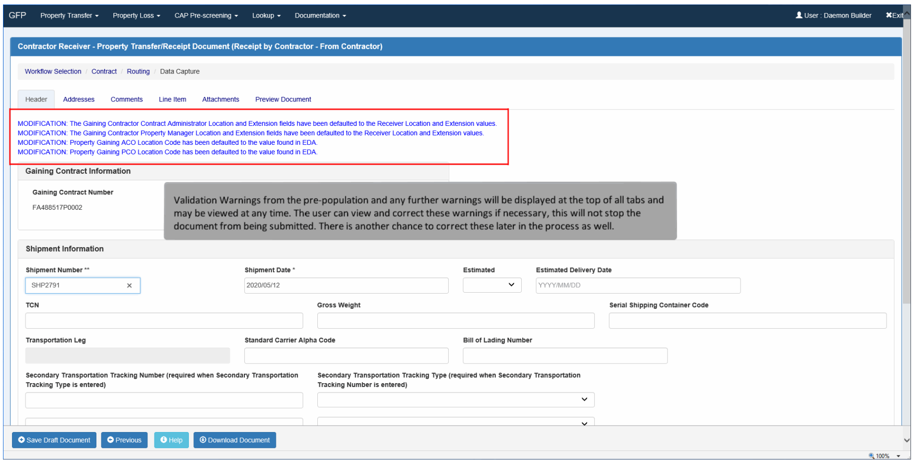
The error file will be separated based on the tab with errors. The user can correct any errors on the excel sheet and save them.

Step 23



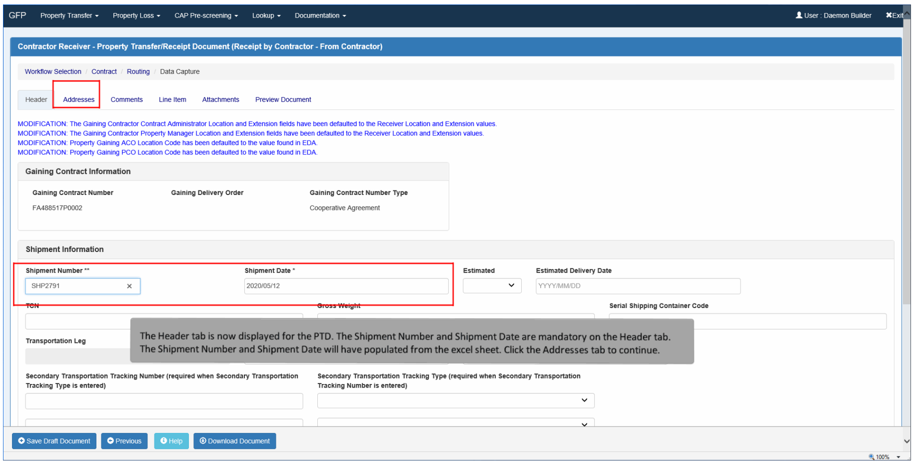
Upload the new correct excel sheet by browsing for the file and clicking the Upload button to continue.

Step 24



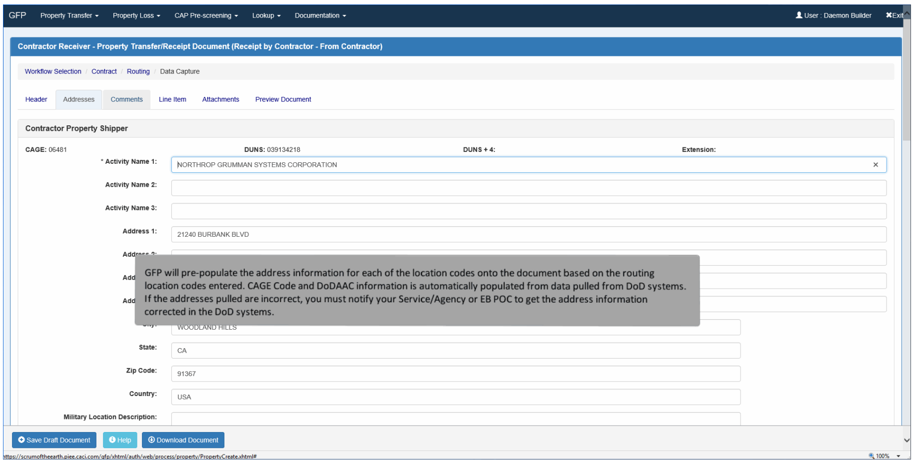
Validation Warnings from the pre-population and any further warnings will be displayed at the top of all tabs and may be viewed at any time. The user can view and correct these warnings if necessary, this will not stop the document from being submitted. There is another chance to correct these later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

Step 25



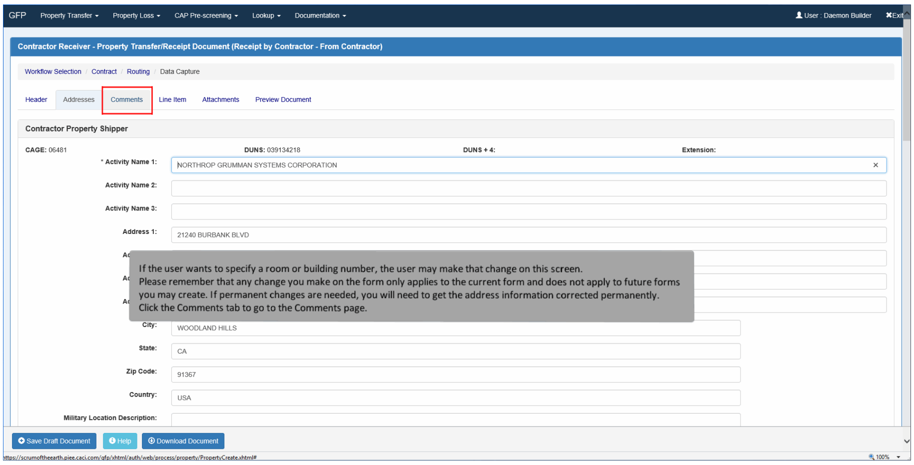
The Header tab is now displayed for the PTD. The Shipment Number and Shipment Date are mandatory on the Header tab. The Shipment Number and Shipment Date will have populated from the excel sheet. Click the Addresses tab to continue.

Step 26



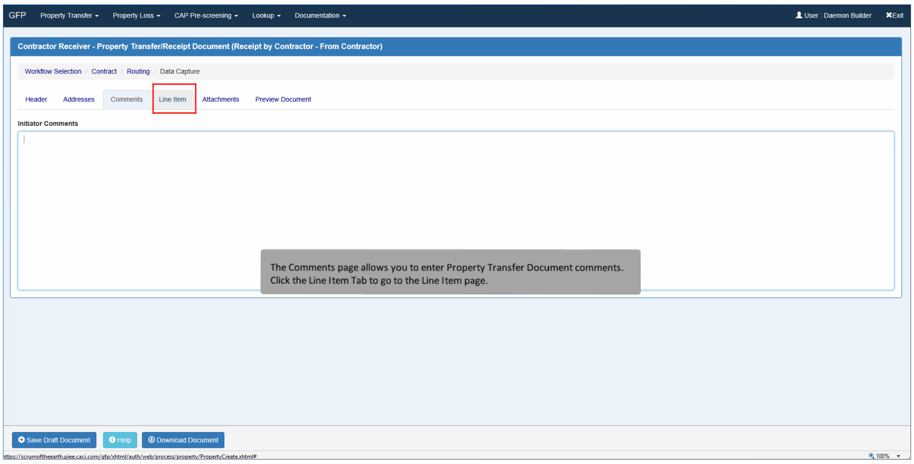
GFP will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered. CAGE Code and DoDAAC information is automatically populated from data pulled from DoD systems. If the addresses pulled are incorrect, you must notify your Service/Agency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

Step 27



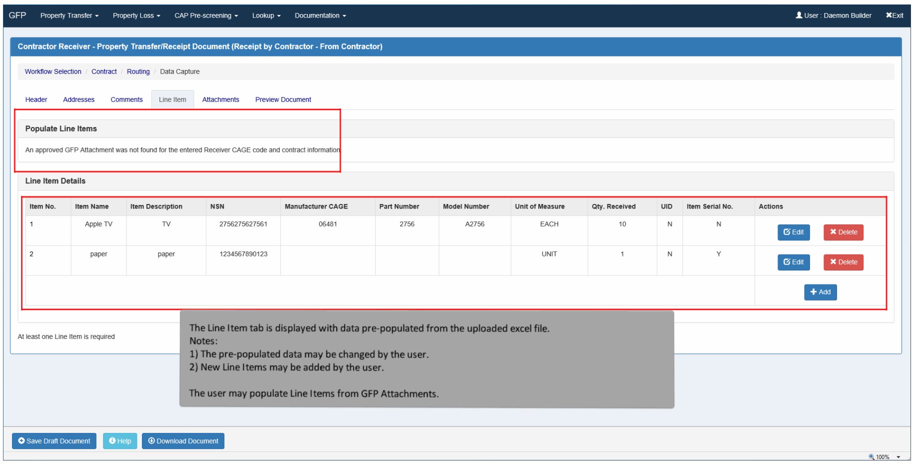
If the user wants to specify a room or building number, the user may make that change on this screen.
Please remember that any change you make on the form only applies to the current form and does not apply to future forms you may create. If permanent changes are needed, you will need to get the address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

Step 28



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

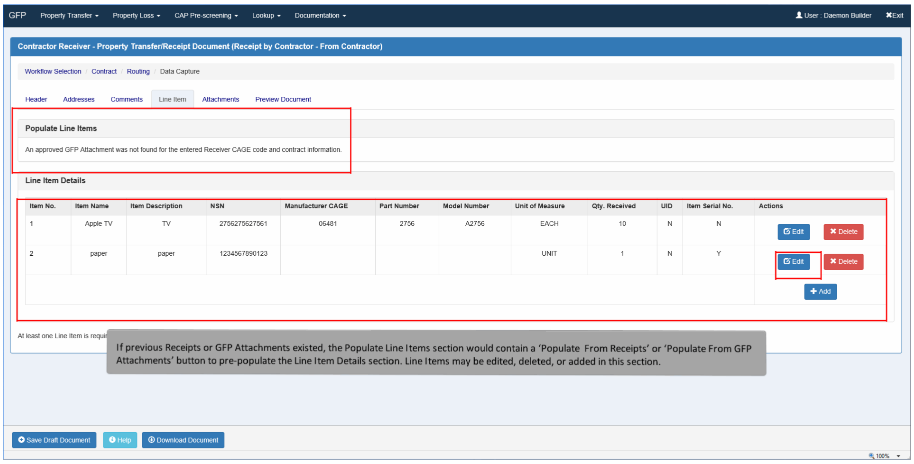
Step 29



The Line Item tab is displayed with data pre-populated from the uploaded excel file.
Notes:
1) The pre-populated data may be changed by the user.
2) New Line Items may be added by the user.

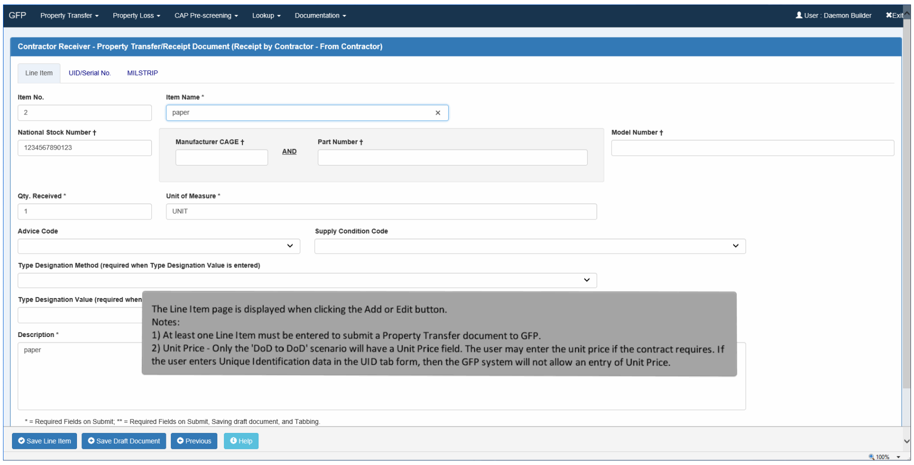
The user may populate Line Items from GFP Attachments.

Step 30



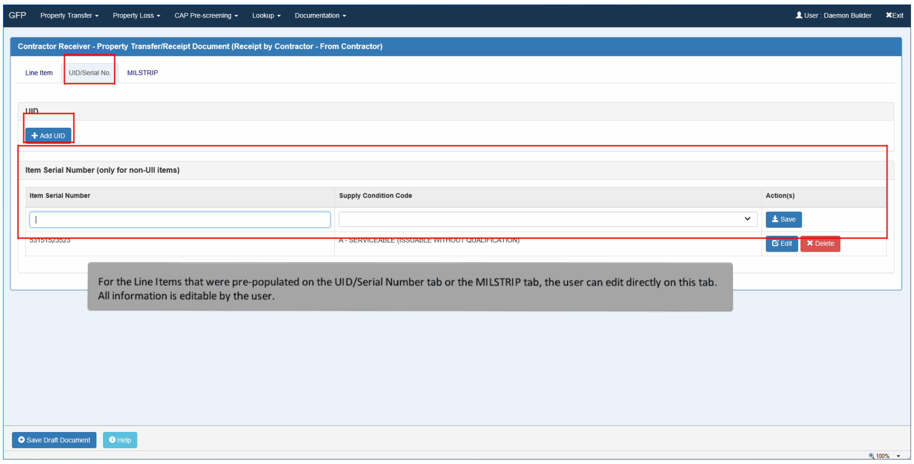
If previous Receipts or GFP Attachments existed, the Populate Line Items section would contain a 'Populate From Receipts' or 'Populate From GFP Attachments' button to pre-populate the Line Item Details section. Line Items may be edited, deleted, or added in this section.

Step 31



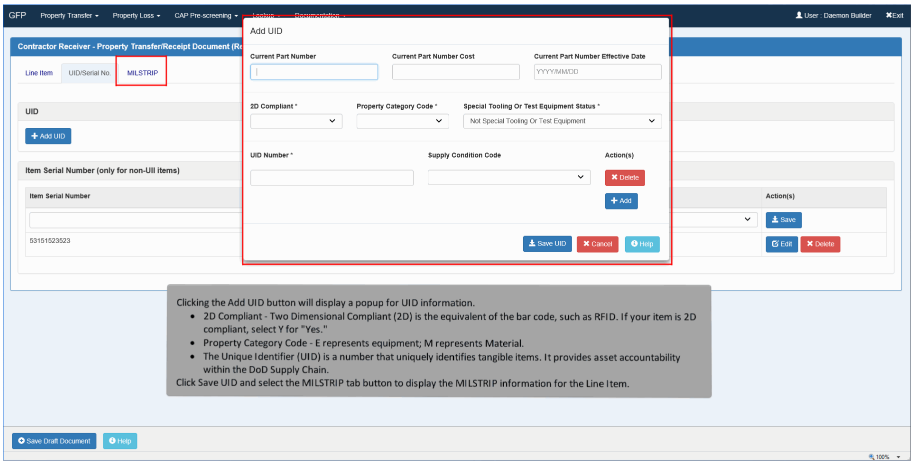
The Line Item page is displayed when clicking the Add or Edit button.
Notes:
1) At least one Line Item must be entered to submit a Property Transfer document to GFP.
2) Unit Price - Only the 'DoD to DoD' scenario will have a Unit Price field. The user may enter the unit price if the contract requires. 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 32



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. All information is editable by the user.

Step 33

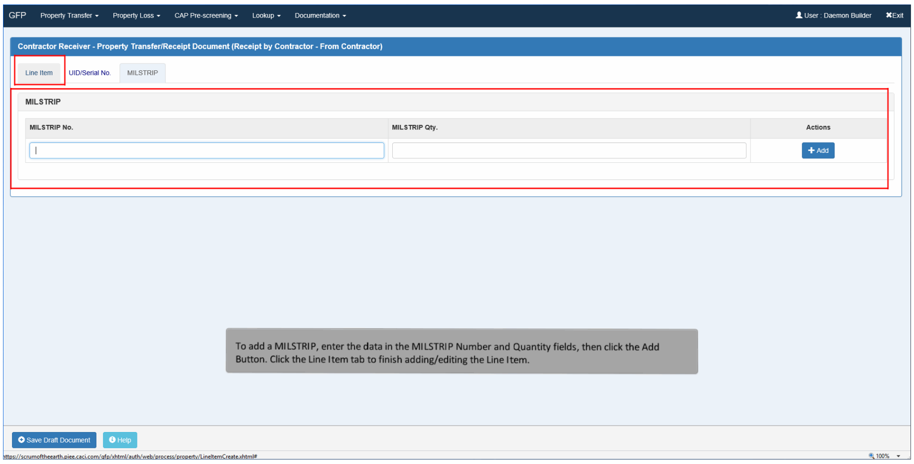


Clicking the Add UID button will display a popup for UID information.

- 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.

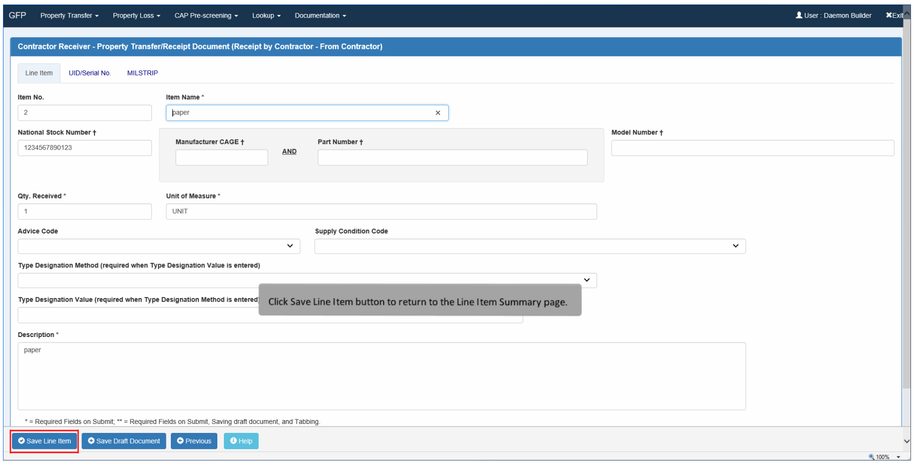
Click Save UID and select the MILSTRIP tab button to display the MILSTRIP information for the Line Item.

Step 34



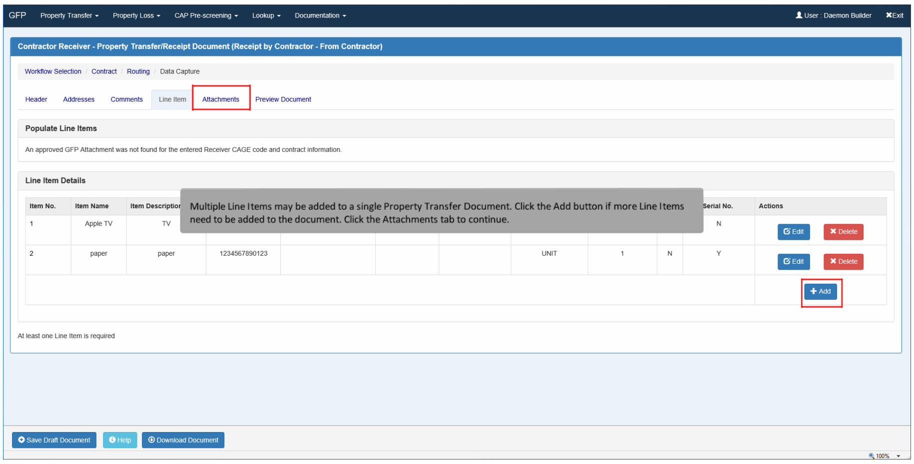
To add a MILSTRIP, enter the data in the MILSTRIP Number and Quantity fields, then click the Add Button. Click the Line Item tab to finish adding/editing the Line Item.

Step 35



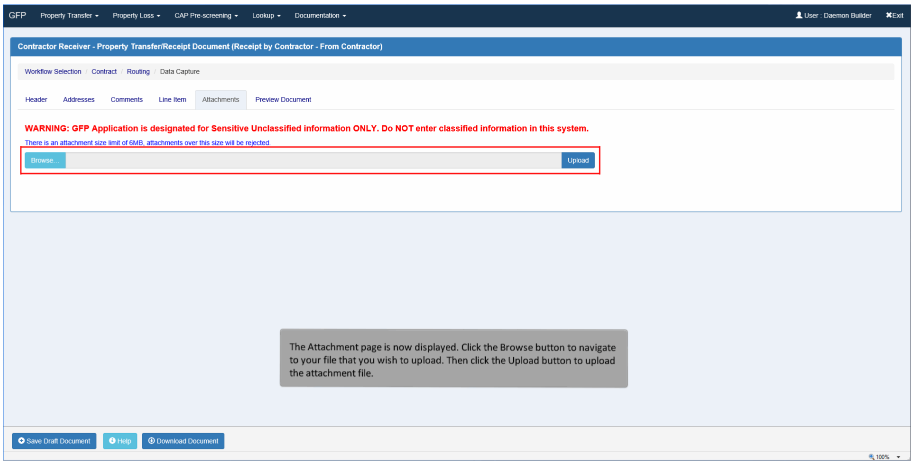
Click Save Line Item button to return to the Line Item Summary page.

Step 36



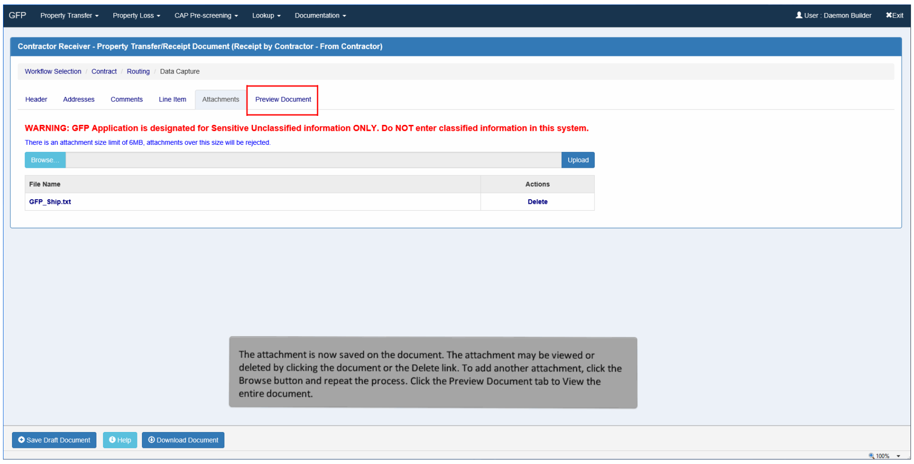
Multiple Line Items may be added to a single Property Transfer Document. Click the Add button if more Line Items need to be added to the document. Click the Attachments tab to continue.

Step 37



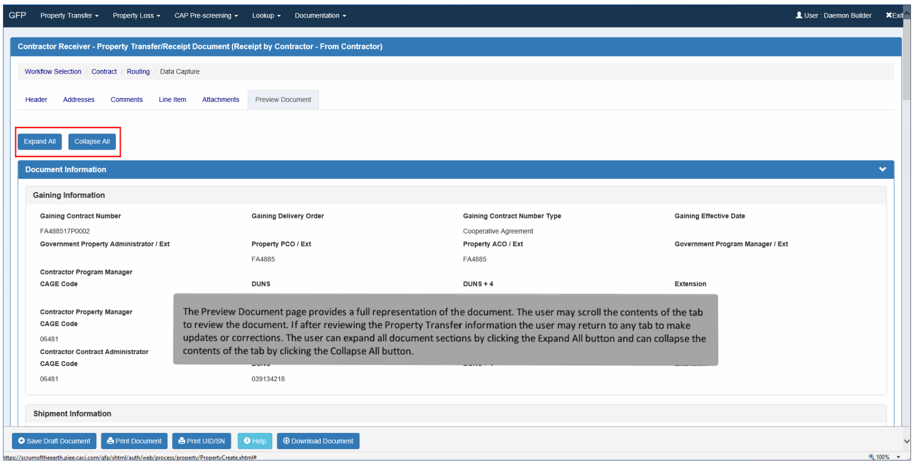
The Attachment page is now displayed. Click the Browse button to navigate to your file that you wish to upload. Then click the Upload button to upload the attachment file.

Step 38



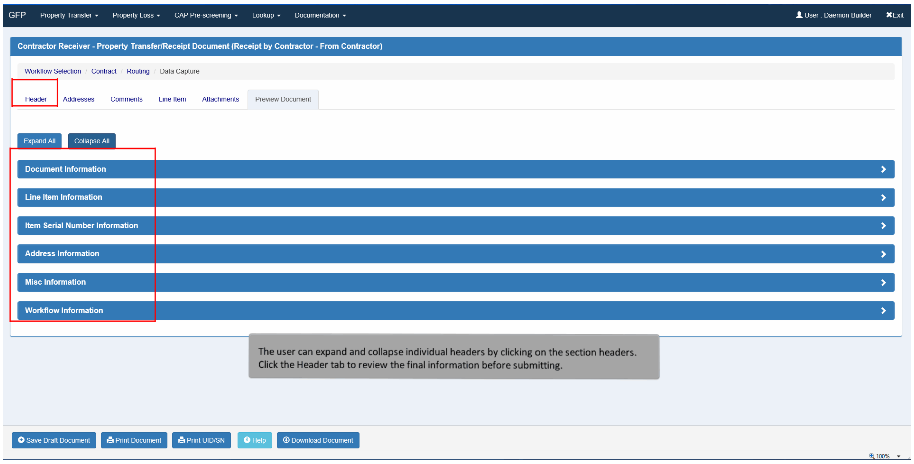
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the document or the Delete link. To add another attachment, click the Browse button and repeat the process. Click the Preview Document tab to View the entire document.

Step 39



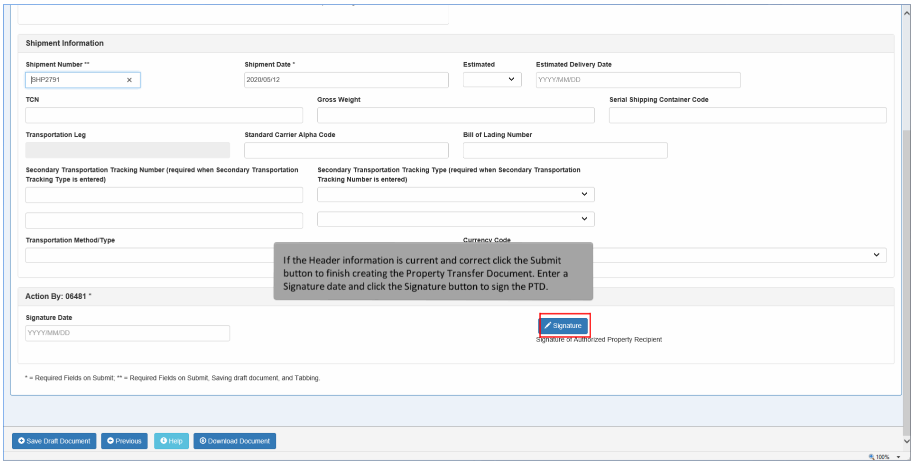
The Preview Document page provides a full representation of the document. The user may scroll the contents of the tab to review the document. If after reviewing the Property Transfer information the user may return to any tab to make updates or corrections. The user can expand all document sections by clicking the Expand All button and can collapse the contents of the tab by clicking the Collapse All button.

Step 40



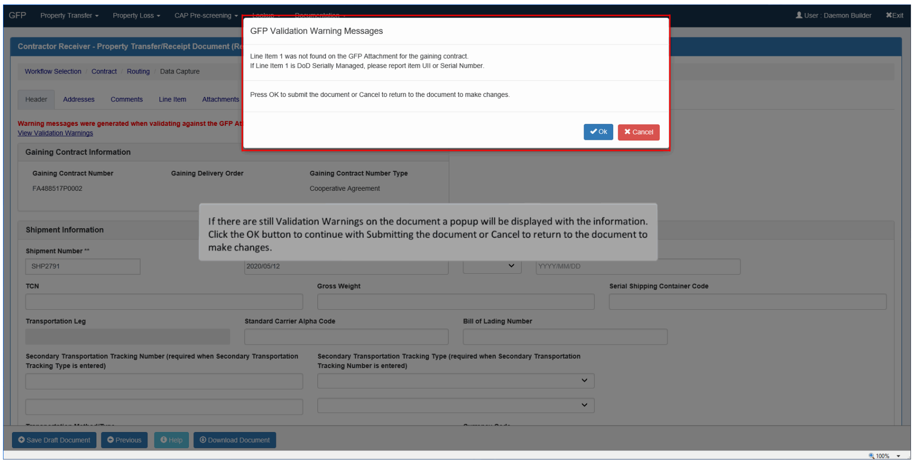
The user can expand and collapse individual headers by clicking on the section headers. Click the Header tab to review the final information before submitting.

Step 41



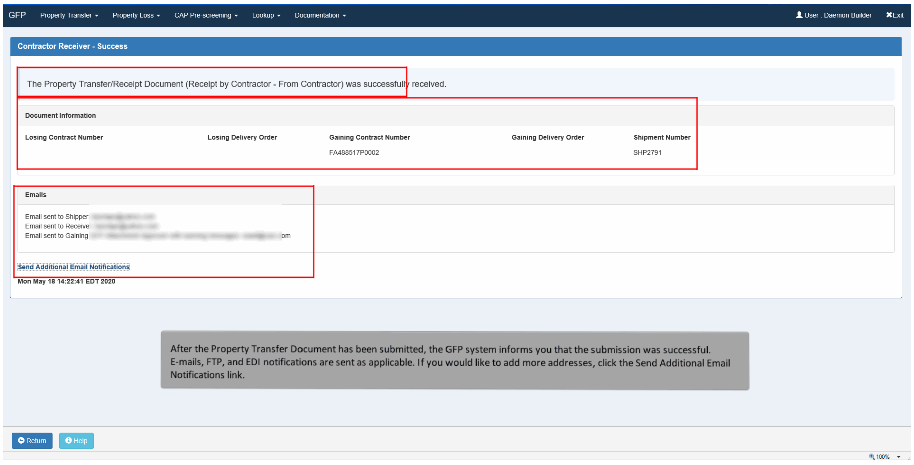
If the Header information is current and correct click the Submit button to finish creating the Property Transfer Document. Enter a Signature date and click the Signature button to sign the PTD.

Step 42



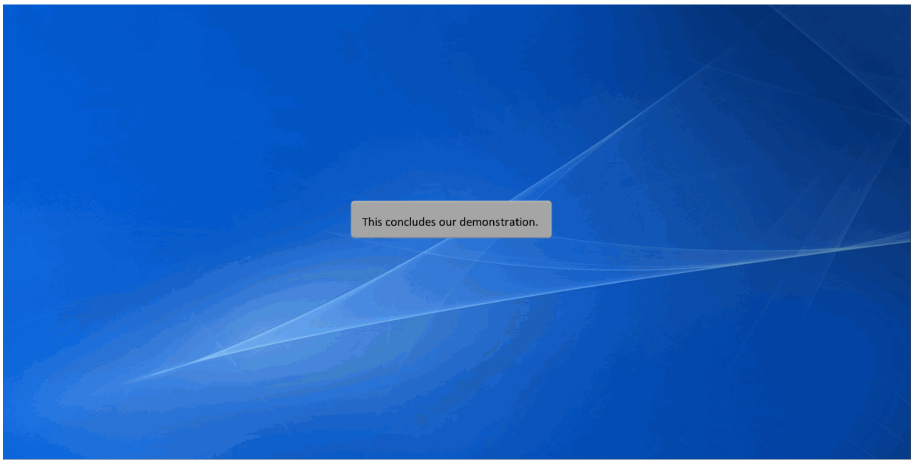
If there are still Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

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.