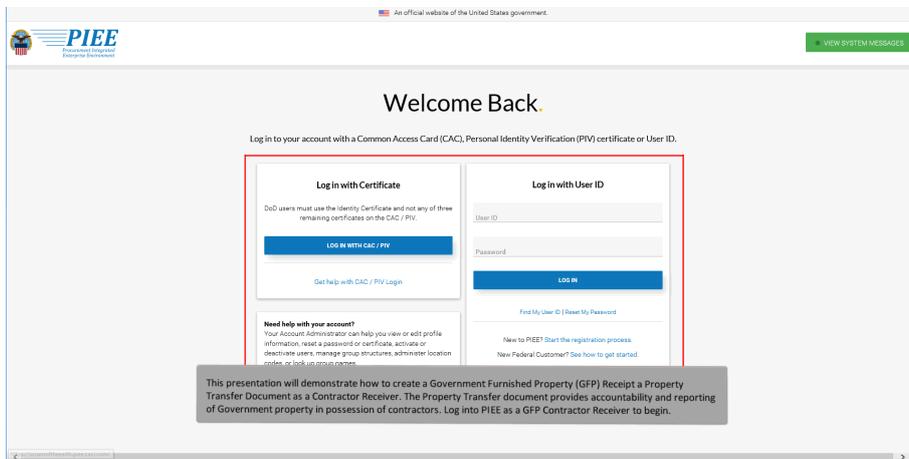## Intro


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) Receipt a Property Transfer Document 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.
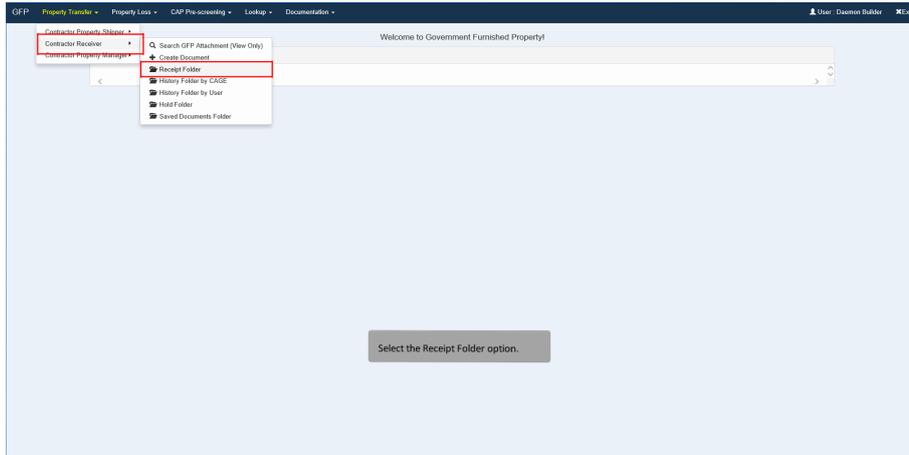
Step 2
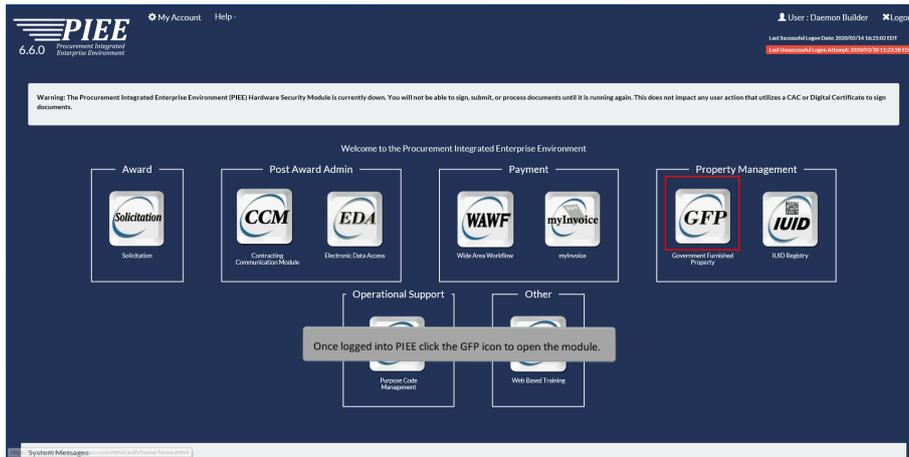
Once logged into PIEE click the GFP icon to open the module.
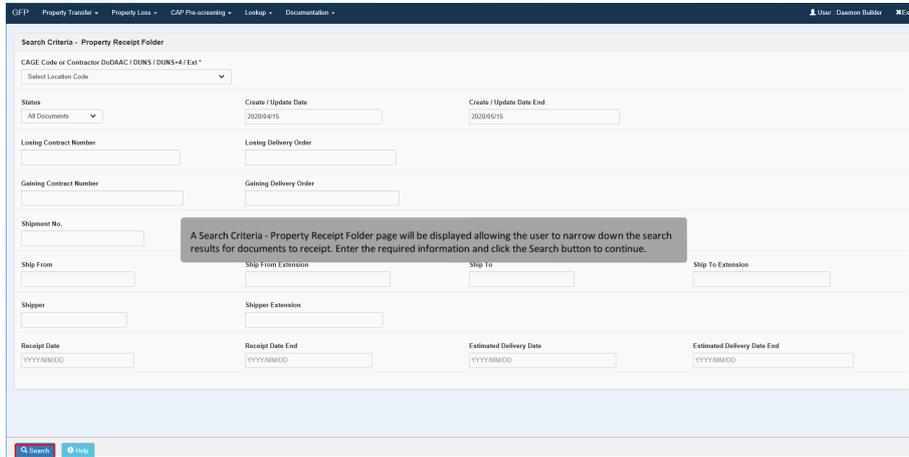
Step 3
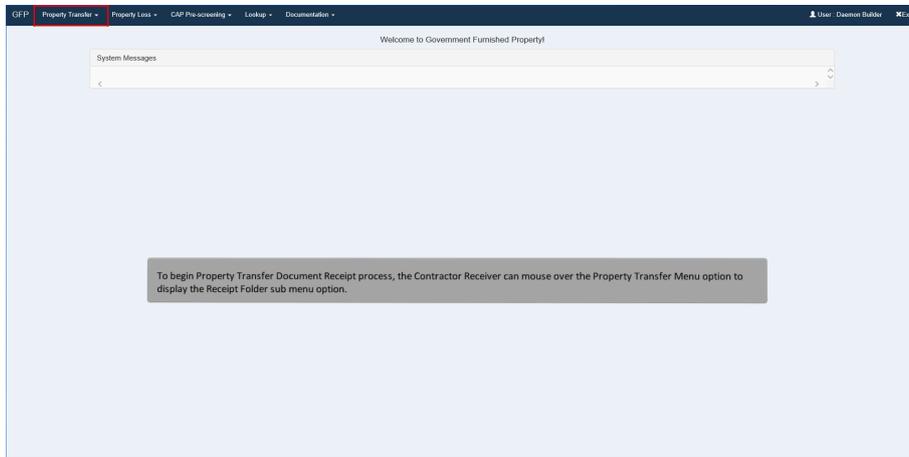
To begin Property Transfer Document Receipt process, the Contractor Receiver can mouse over the Property Transfer Menu option to display the Receipt Folder sub menu option.
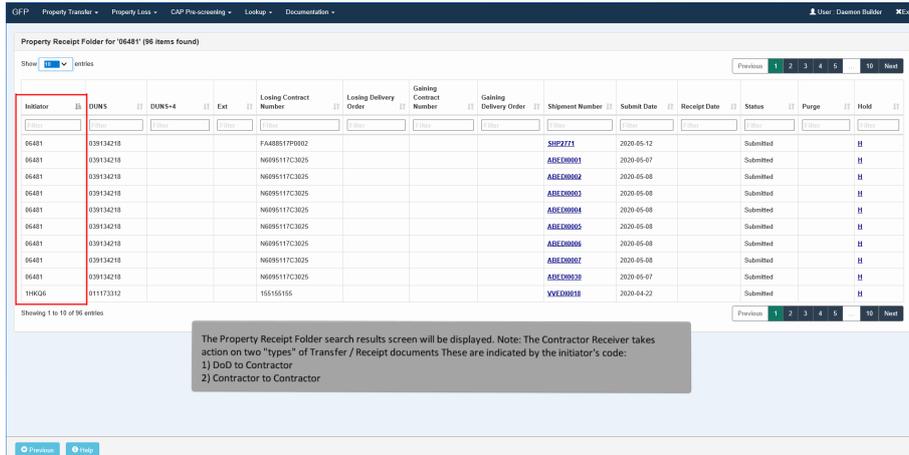
Step 4

Select the Receipt Folder option.

Step 5

A Search Criteria - Property Receipt Folder page will be displayed allowing the user to narrow down the search results for documents to receipt. Enter the required information and click the Search button to continue.
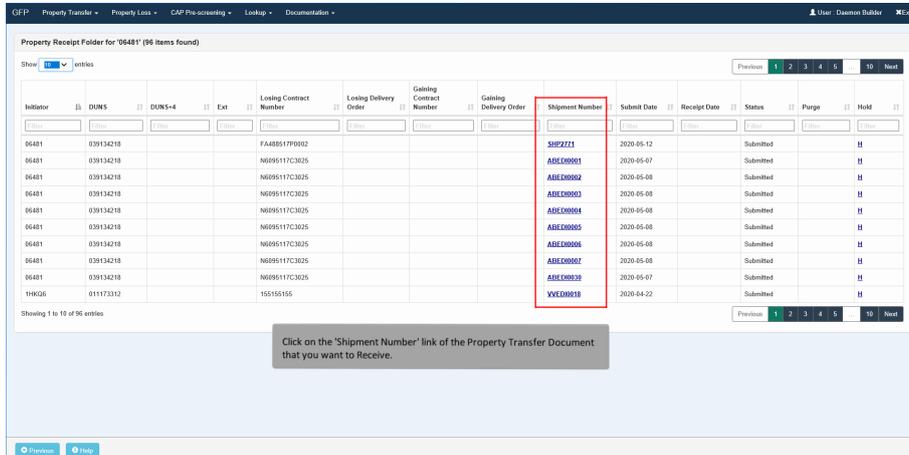
Step 6

The Property Receipt Folder search results screen will be displayed. Note: The Contractor Receiver takes action on two "types" of Transfer / Receipt documents These are indicated by the initiator's code:
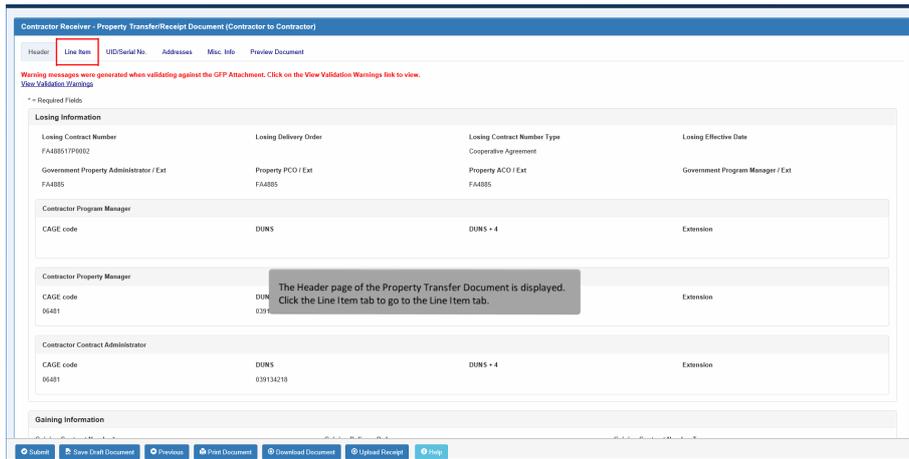1) DoD to Contractor
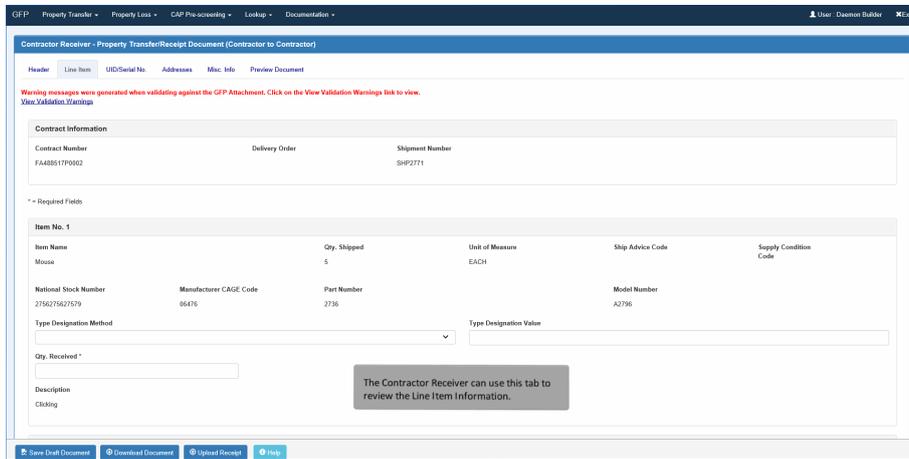2) Contractor to Contractor

Step 7

Click on the 'Shipment Number' link of the Property Transfer Document that you want to Receive.

Step 8

The Header page of the Property Transfer Document is displayed. Click the Line Item tab to go to the Line Item tab.

Step 9

The Contractor Receiver can use this tab to review the Line Item Information.

Step 10

The Quantity Received field is mandatory and may be entered here.

Step 11

After entering a Quantity Received click the UID/Serial No. tab to go to the UID/Serial No. tab.

Step 12
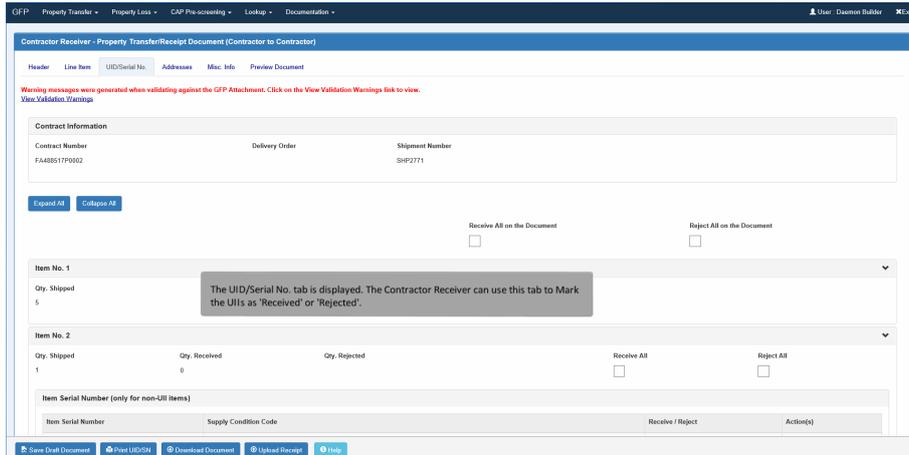
The UID/Serial No. tab is displayed. The Contractor Receiver can use this tab to Mark the UIIs as 'Received' or 'Rejected'.

Step 13
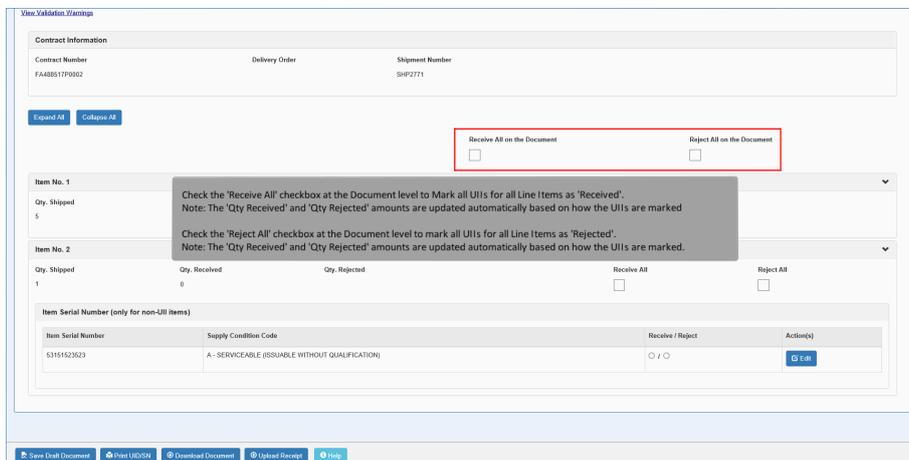
Check the 'Receive All' checkbox at the Document level to Mark all UIIs for all Line Items as 'Received'.
Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked

Check the 'Reject All' checkbox at the Document level to mark all UIIs for all Line Items as 'Rejected'.
Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked.

Step 14

Check the 'Receive All' checkbox at the Line Item level to mark all UIIs for that Line Items as 'Received'.
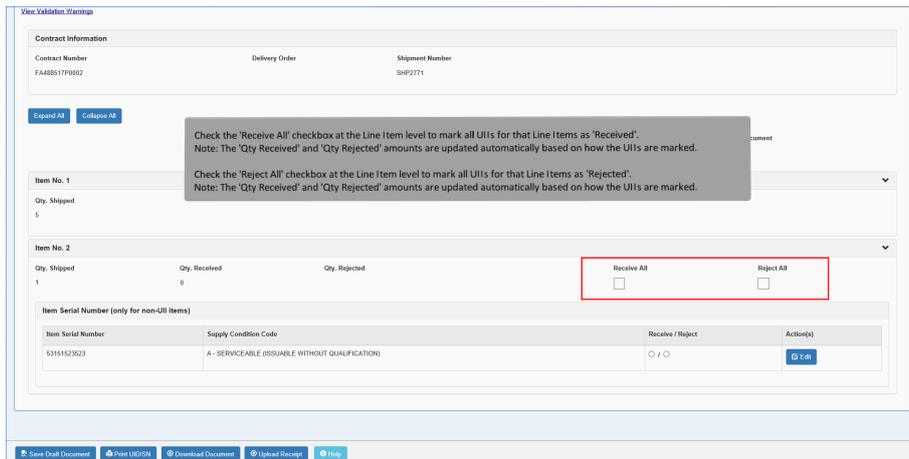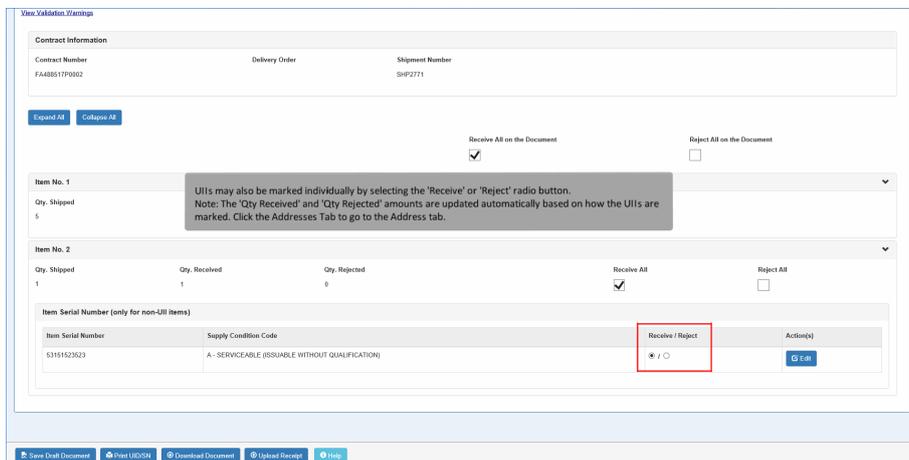Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked.

Check the 'Reject All' checkbox at the Line Item level to mark all UIIs for that Line Items as 'Rejected'.
Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked.

Step 15

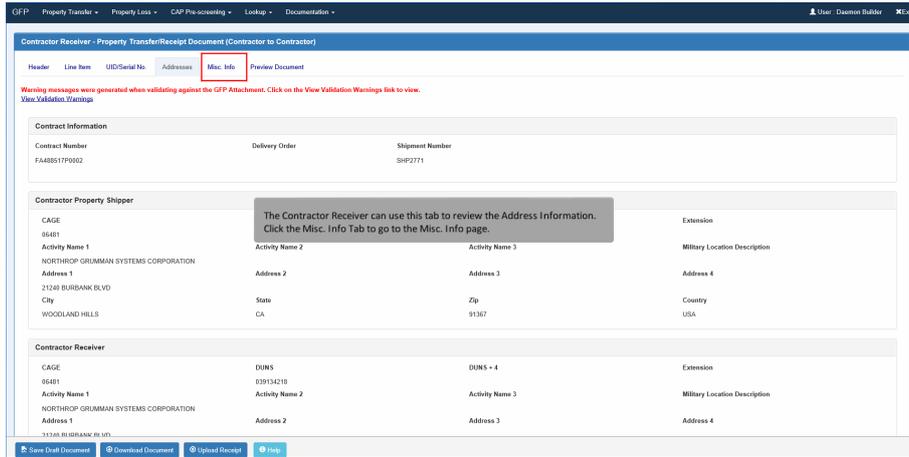UIIs may also be marked individually by selecting the 'Receive' or 'Reject' radio button.
Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked. Click the Addresses Tab to go to the Address tab.

Step 16

The Contractor Receiver can use this tab to review the Address Information. Click the Misc. Info Tab to go to the Misc. Info page.

Step 17
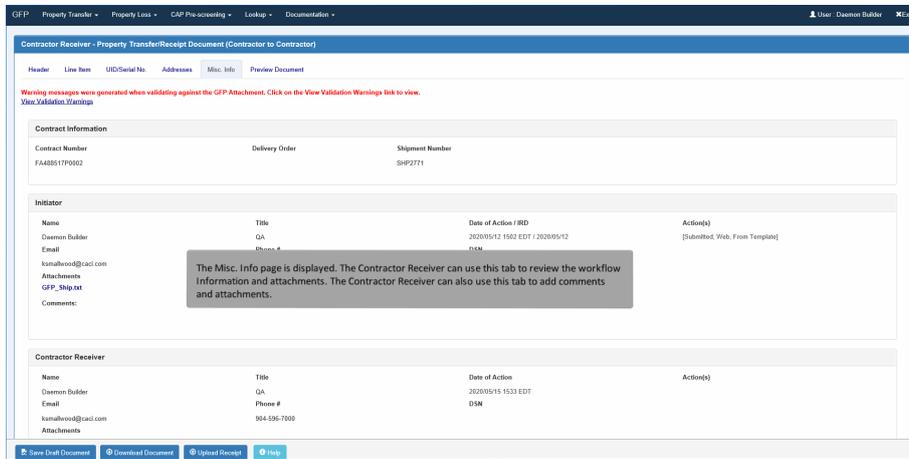
The Misc. Info page is displayed. The Contractor Receiver can use this tab to review the workflow Information and attachments. The Contractor Receiver can also use this tab to add comments and attachments.

Step 18

Notes:
1) Comments are mandatory if the document is being rejected back to the Initiator.
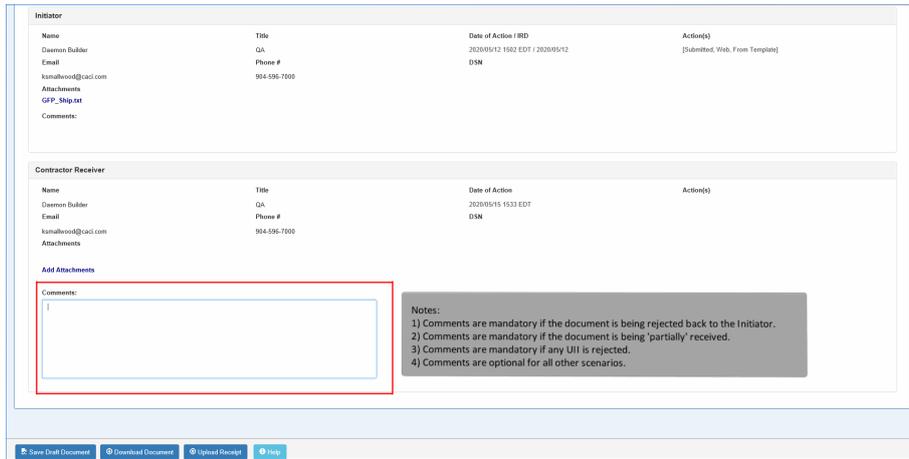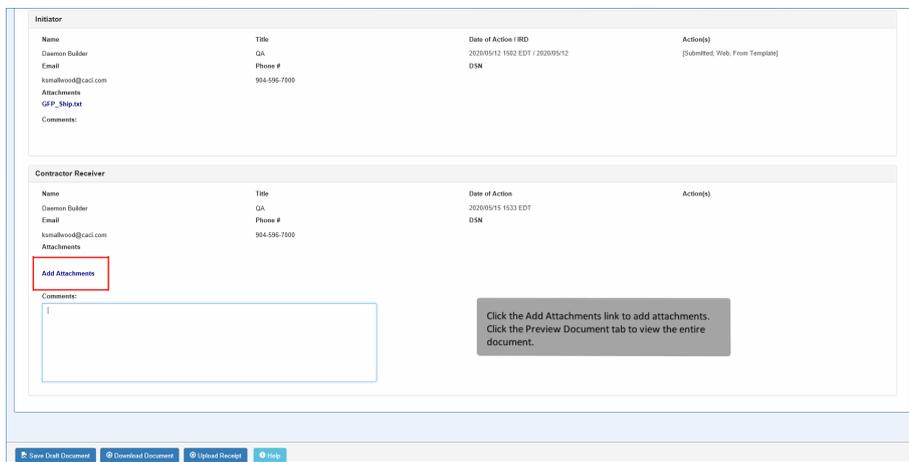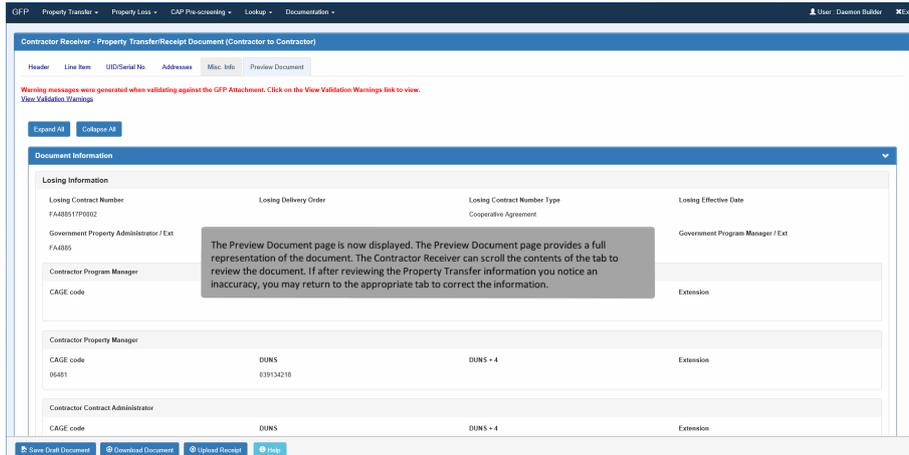2) Comments are mandatory if the document is being 'partially' received.
3) Comments are mandatory if any UII is rejected.
4) Comments are optional for all other scenarios.

Step 19

Click the Add Attachments link to add attachments. Click the Preview Document tab to view the entire document.

Step 20

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Contractor Receiver can scroll the contents of the tab to review the document. If after reviewing the Property Transfer information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Step 21
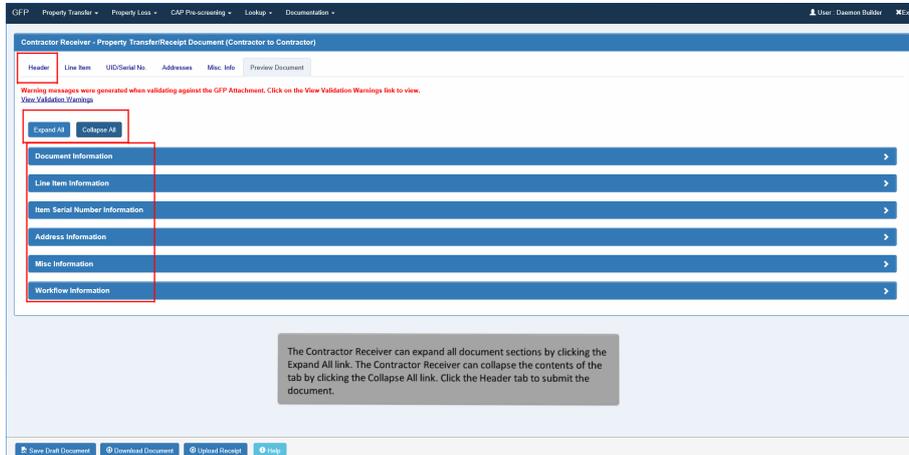
The Contractor Receiver can expand all document sections by clicking the Expand All link. The Contractor Receiver can collapse the contents of the tab by clicking the Collapse All link. Click the Header tab to submit the document.
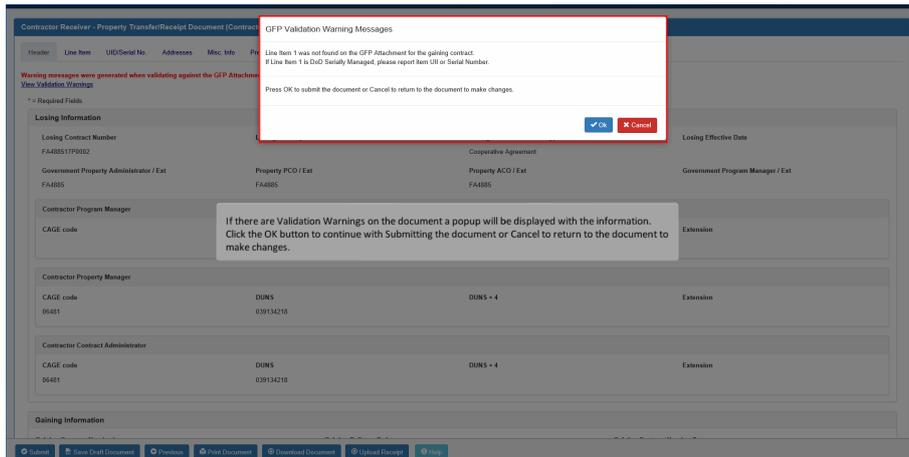
Step 22

The Receiver needs to do the following on the Header tab before it can be submitted into GFP:
1) Mark the document as 'Received', 'Partial' or 'Reject to Initiator'.
2) Date and Sign the Document.

Step 23

·   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 24

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 25
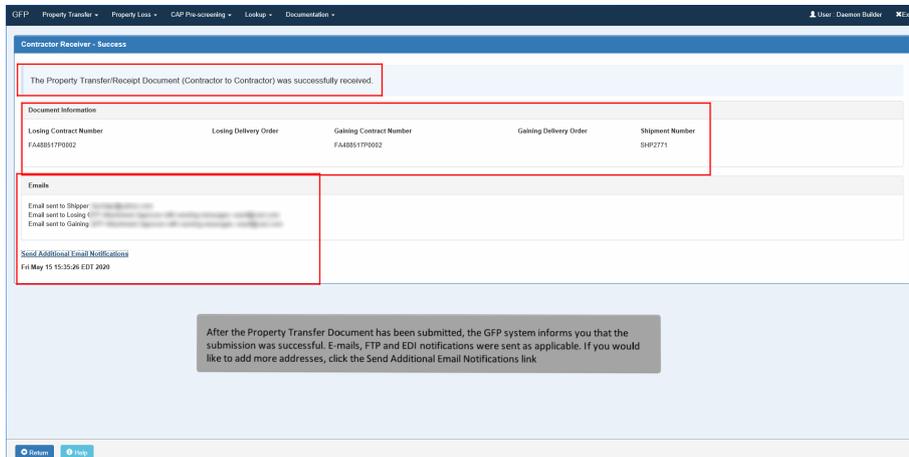
After the Property Transfer Document has been submitted, the GFP system informs you that the submission was successful. E-mails, FTP and EDI notifications were sent as applicable. If you would like to add more addresses, click the Send Additional Email Notifications link

End
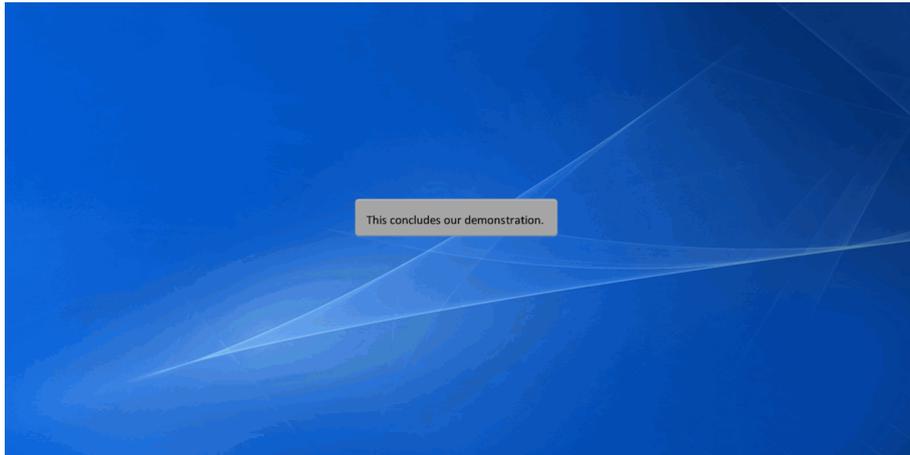
This concludes our demonstration.