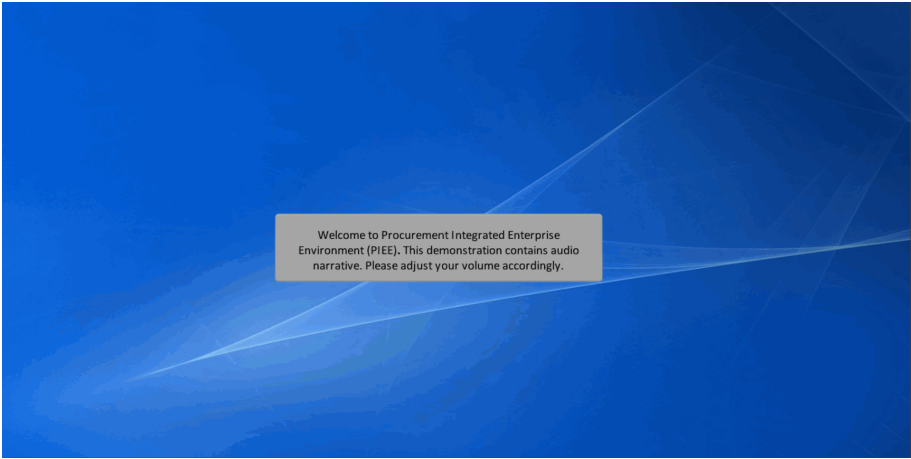
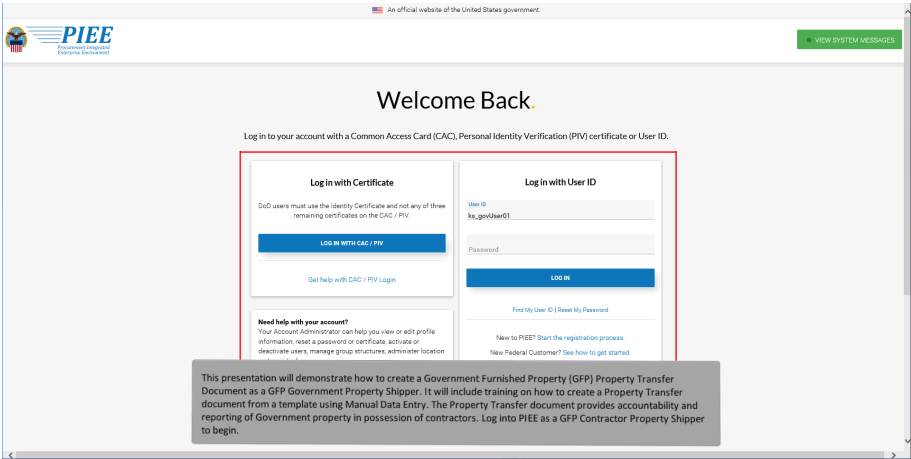


Intro



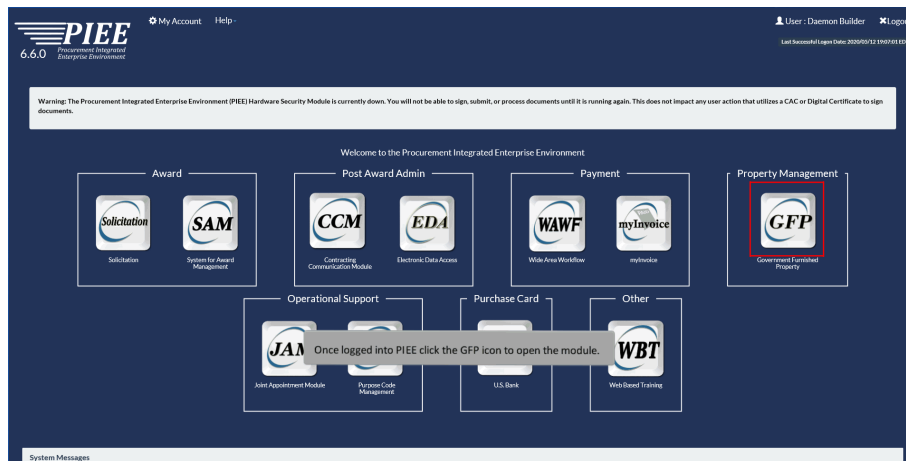
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



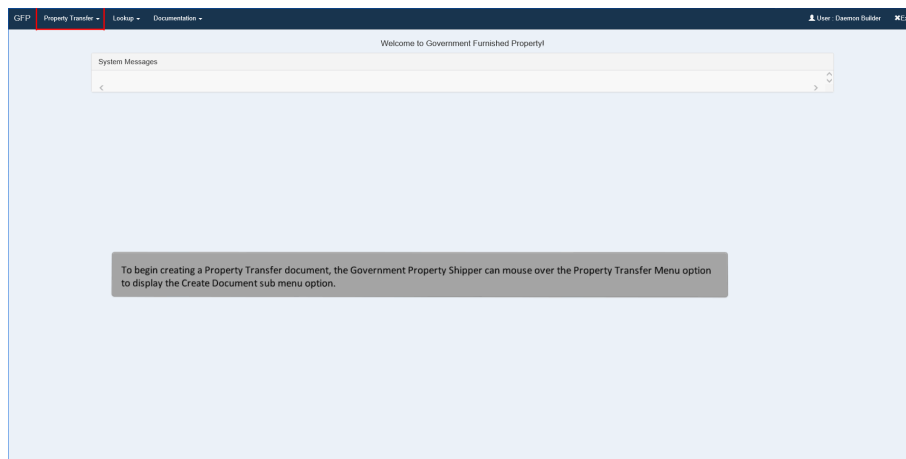
This presentation will demonstrate how to create a Government Furnished Property (GFP) Property Transfer Document as a GFP Government Property Shipper. It will include training on how to create a Property Transfer document from a template using Manual Data Entry. The Property Transfer document provides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

Step 2



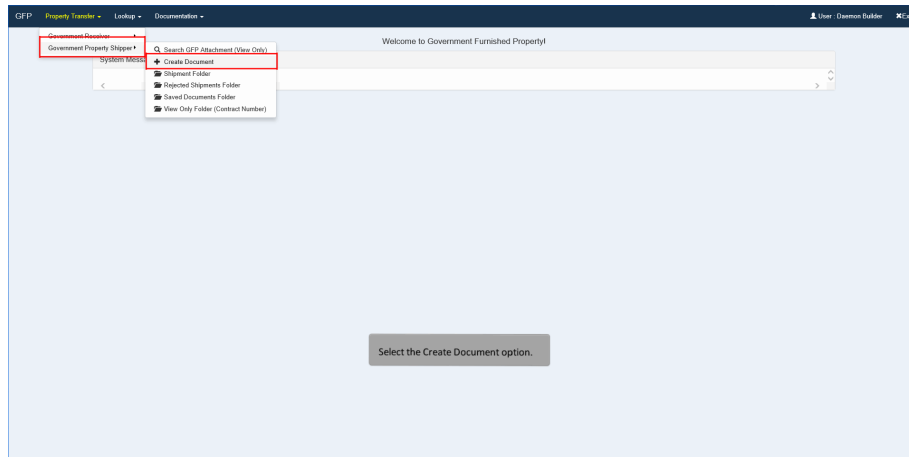
Once logged into PIEE click the GFP icon to open the module.

Step 3



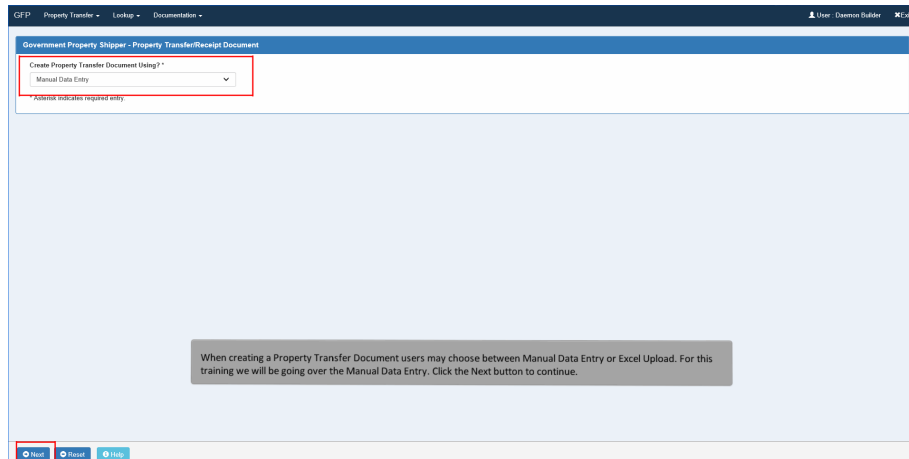
To begin creating a Property Transfer document, the Government Property Shipper can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

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

Logout

Documentation

User: Daemon Builder

MC

Government Property Shipper - Property Transfer/Receipt Document

Workflow Selection

Select Property Transfer Workflow *

Property Select

DoD to Contractor

DoD to DoD

GFP Property Transfer document accounts for transfer of property in two scenarios:

1) From Government (DoD) to Contractor

2) From one Government service or agency to another Government service or agency (also known as DoD to DoD or D2D)

The Government Shipper 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 document forms.

Next

Reset

Help

GFP Property Transfer document accounts for transfer of property in two scenarios:

- 1) From Government (DoD) to Contractor
- 2) From one Government service or agency to another Government service or agency (also known as DoD to DoD or D2D)

The Government Shipper 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 document forms.

Step 7

GFP

Property Transfer

Logout

Documentation

User: Daemon Builder

MC

Government Property Shipper - Property Transfer/Receipt Document

Workflow Selection

Select Property Transfer Workflow *

Property Select

DoD to Contractor

DoD to DoD

Click the Next button to continue.

Next

Reset

Help

Click the Next button to continue.

Step 8

Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)

Workflow Selection Contract Info

Gaining Contract Information

Contract Number Type Contract Number * Delivery Order

Property Shipper Code * / Extension Property Receiver Code * Property Receiver Code Extension

Property Ship To Code Property Ship To Code Extension Property Ship From Code Property Ship From Extension

Search For

Template Shipment No.

#Active Documents/Archived Documents

* Asterisk indicates required entry.

Depending on the selected workflow, the Gaining Contract Number may either be required or optional.

1) For DoD to Contractor scenario, the Gaining Contract Number is required.

2) For DoD to DoD scenario, the Gaining Contract Number field is optional.

Note: For the DoD to DoD scenario, the Losing and Gaining Contract Numbers are optional. In this case, a 'Transfer Document Number' on the Header Page is required instead of the Shipment Number.

Depending on the selected workflow, the Gaining Contract Number may either be required or optional.

1) For DoD to Contractor scenario, the Gaining Contract Number is required.

2) For DoD to DoD scenario, the Gaining Contract Number field is optional.

Note: For the DoD to DoD scenario, the Losing and Gaining Contract Numbers are optional. In this case, a 'Transfer Document Number' on the Header Page is required instead of the Shipment Number.

Step 9

Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)

Workflow Selection Contract Info

Losing Contract Information

Contract Number Type Contract Number * Delivery Order

Property Shipper Code * / Extension Property Receiver Code * Property Receiver Code Extension

Property Ship To Code Property Ship To Code Extension Property Ship From Code Property Ship From Extension

Search For

Template Shipment No.

#Active Documents/Archived Documents

* Asterisk indicates required entry.

Depending on the selected workflow, the Losing Contract Number may either be optional, or not applicable.

1) For DoD to Contractor scenario, the Losing Contract Number is not applicable.

2) For DoD to DoD scenario, the Losing Contract Number field is optional.

Depending on the selected workflow, the Losing Contract Number may either be optional, or not applicable.

1) For DoD to Contractor scenario, the Losing Contract Number is not applicable.

2) For DoD to DoD scenario, the Losing Contract Number field is optional.

Step 10

GFP - Property Transfer - Lookup - Documentation

User: Daemon Builder

Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)

Workflow SelectionContract Info

Gaining Contract Information

Contract Number TypeContract Number *Delivery Order

Cooperative AgreementFA488517P0002

Property Shipper Code * / Extension

S8512A

Search For

Template

Shipment No.

Active DocumentsArchived 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, 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.

NextPreviousResetHelp

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

GFP - Property Transfer - Lookup - Documentation

User: Daemon Builder

Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)

Workflow SelectionContract Info

Gaining Contract Information

Contract Number TypeContract Number *Delivery Order

Cooperative AgreementFA488517P0002

Property Shipper Code * / Extension

S8512A

Search For

Template

Shipment No.

Active DocumentsArchived Documents

* Asterisk indicates required entry.

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

NextPreviousResetHelp

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

Built with Tanida Demo Builder

www.demo-builder.com

Step 12

CFP

Property Transfer

Lookup

Documentation

User: Daemon Builder

MC

Create New Document

Workflow Selection

Contract

From Template

Gaining Contract Information

Contract Number

FA48B517P002

Delivery Order

Shipper Code / Ext.

S8512A

Receiver Code / Ext.

Property Transfer/Receipt Document from Template

Shipment Number	Status	Date Created
<input type="radio"/> SHP2764	Submitted	2020/05/12
<input type="radio"/> SHP2757	Submitted	2020/05/12
<input type="radio"/> SHP9408	Partial	2020/04/08

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.

Next

Previous

Reset

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

CFP

Property Transfer

Lookup

Documentation

User: Daemon Builder

MC

Create New Document

Workflow Selection

Contract

From Template

Gaining Contract Information

Contract Number

FA48B517P002

Delivery Order

Shipper Code / Ext.

S8512A

Receiver Code / Ext.

Property Transfer/Receipt Document from Template

Shipment Number	Status	Date Created
<input checked="" type="radio"/> SHP2764	Submitted	2020/05/12
<input type="radio"/> SHP2757	Submitted	2020/05/12
<input type="radio"/> SHP9408	Partial	2020/04/08

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

Next

Previous

Reset

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 screenshot shows the 'Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)' form. The 'Addresses' tab is selected. A tooltip is displayed over the 'Save Draft Document' button, stating: '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

The screenshot shows the 'Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)' form. The 'Addresses' tab is selected. A tooltip is displayed over the address fields, stating: '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.

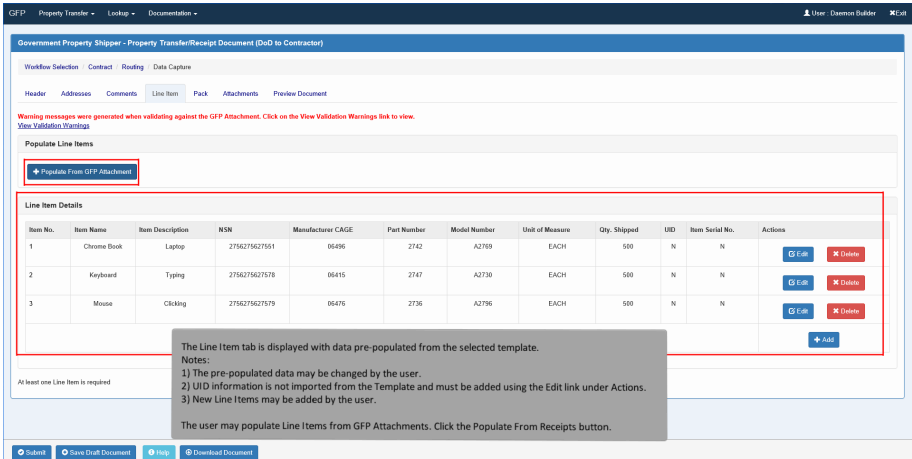
Step 20

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



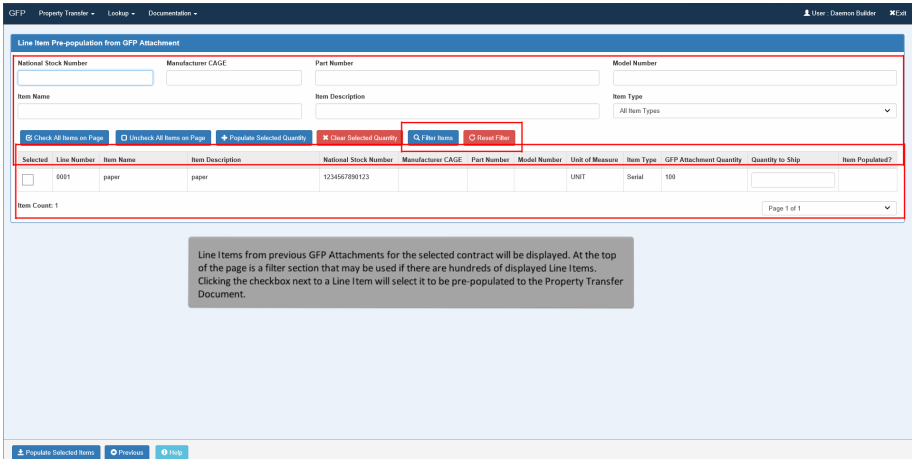
The Line Item tab is displayed with data pre-populated from the selected template.

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 Receipts 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

GFP - Property Transfer - Lookup - Documentation -

User: Daemon Butler

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

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Item Type	GFP Attachment Quantity	Quantity to Ship	Item Populated?
<input type="checkbox"/>	0001	paper	paper	123456789123				UNIT	Serial	100		

Item Count: 1

Page 1 of 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	123456789123				UNIT	5	1	N
+ Item Serial Numbers										
<input type="checkbox"/>	Select All									
	Populate?	Item Serial Number	Shipment Number		Shipped Date		Received Date			
<input type="checkbox"/>		123	SH11103		2020/04/28		2020/04/27			
<input checked="" type="checkbox"/>		5315123023	SH12770		2020/05/12		2020/05/12			
<input type="checkbox"/>		5691								
<input type="checkbox"/>		5692								

Populate Selected Items

Previous

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

GFP - Property Transfer - Lookup - Documentation -

User: Daemon Butler

Government Property Shipper - Property Transfer/Receipt Document (DoD to Contractor)

Workflow Selection

Contract

Reading

Data Capture

Header

Addresses

Comments

Line Item

Pack

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. Shipped	UD	Item Serial No.	Actions
1	Chrome Book	Laptop	2756275627551	06496	2742	A2769	EACH	500	N	N	<div>Edit</div> <div>Delete</div>
2	Keyboard	Typing	2756275627578	06415	2747	A2730	EACH	500	N	N	<div>Edit</div> <div>Delete</div>
3	Mouse	Clicking	2756275627579	06476	2736	A2796	EACH	500	N	N	<div>Edit</div> <div>Delete</div>
<div>Add</div>											

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.

Submit

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.

CFP - Property Transfer - Logout - Documentation - User - Dameron Builder - Exit

Government Property Shipper - Property Transfer/Receipt Document (DoD to 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-200 items)

Item Serial Number	Supply Condition Code	Action(s)
<input type="text"/>	<input type="text"/>	Save

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.

[Save Draft Document](#) [Help](#)

Step 29

Government Property Shipper - Property Transfer/Receipt Document

Line Item: UCD/Serial No. **MILSTRIP**

Warning messages were generated when validating against the GPF Attachment Validation Warnings

UID

2D Compliant * Property Category Code * Special Tooling Or Test Equipment Status *

UID Number * Supply Condition Code Action(s)

Save UID Cancel Help

Item Serial Number (only for non-UID Items)

Item Serial Number

Save Draft Document Help

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.

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

- 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.

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

Step 30

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 31

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

Step 32

GFPProperty TransferLookupDocumentationUser: Daemon Builder

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?

Item Name	Item Description	Unit of Measure
Mouse	Clicking a lot	EACH

NSN	Manufacturer CAGE	Part No.	Model No.
2756275627579	06476	2736	A2796

Item Name	Item Description	Unit of Measure
Mouse	Clicking	EACH

NSN	Manufacturer CAGE	Part No.	Model No.
2756275627579	06476	2736	A2796

☐ 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

PreviousContinue

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 33

GFPProperty TransferLookupDocumentationUser: Daemon Builder

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?

Item Name	Item Description	Unit of Measure
Mouse	Clicking a lot	EACH

NSN	Manufacturer CAGE	Part No.	Model No.
2756275627579	06476	2736	A2796

Item Name	Item Description	Unit of Measure
Mouse	Clicking	EACH

NSN	Manufacturer CAGE	Part No.	Model No.
2756275627579	06476	2736	A2796

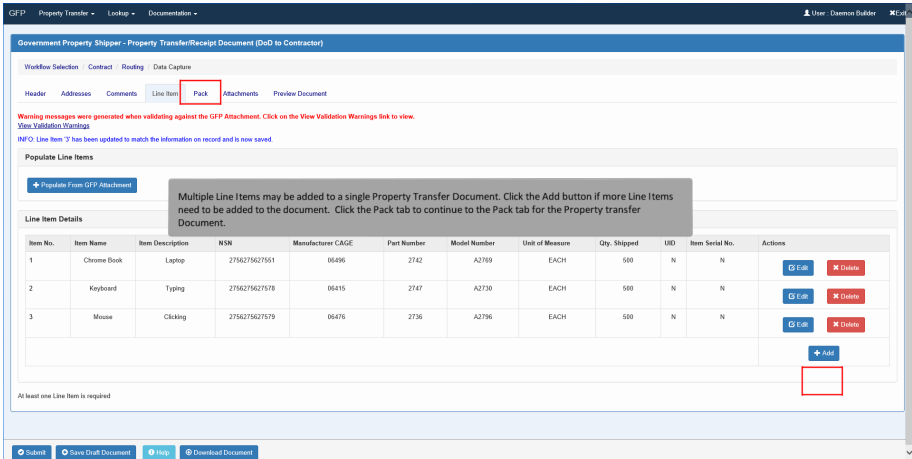
☐ Yes, replace the information on Record with my Current Line Item. ☒ No, replace my Current Line Item with the information on Record.

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

PreviousContinue

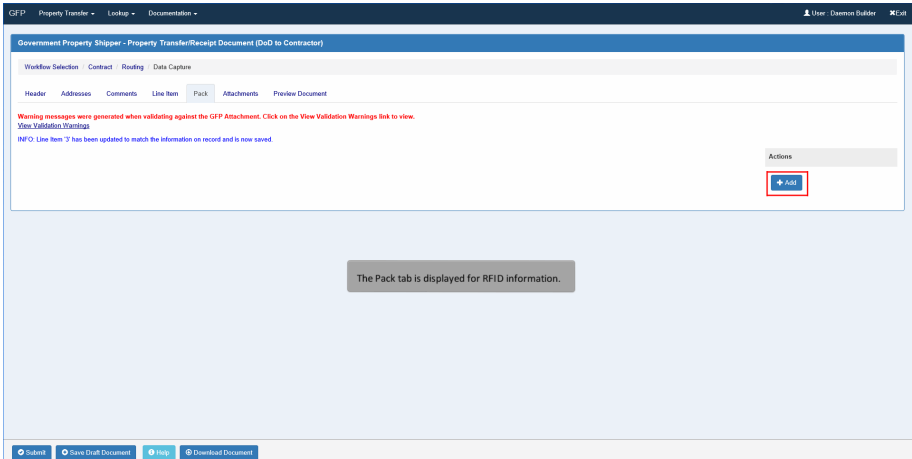
Select the appropriate option or click Previous to cancel. After selecting click the Continue button.

Step 34



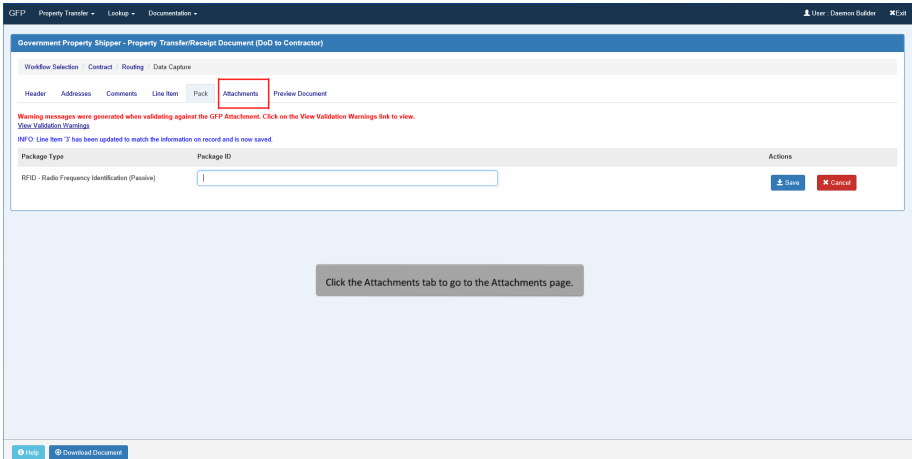
Multiple Line Items may be added to a single Property Transfer Document. Click the Add button if more Line Items need to be added to the document. Click the Pack tab to continue to the Pack tab for the Property transfer Document.

Step 35



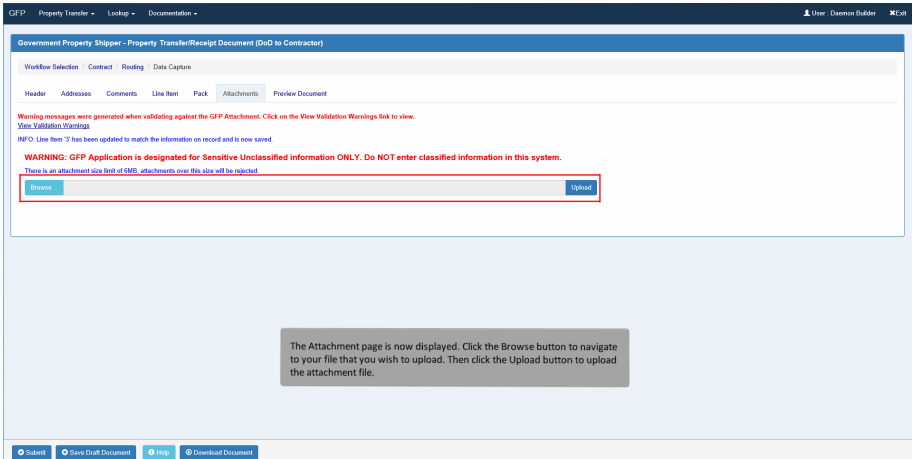
The Pack tab is displayed for RFID information.

Step 36



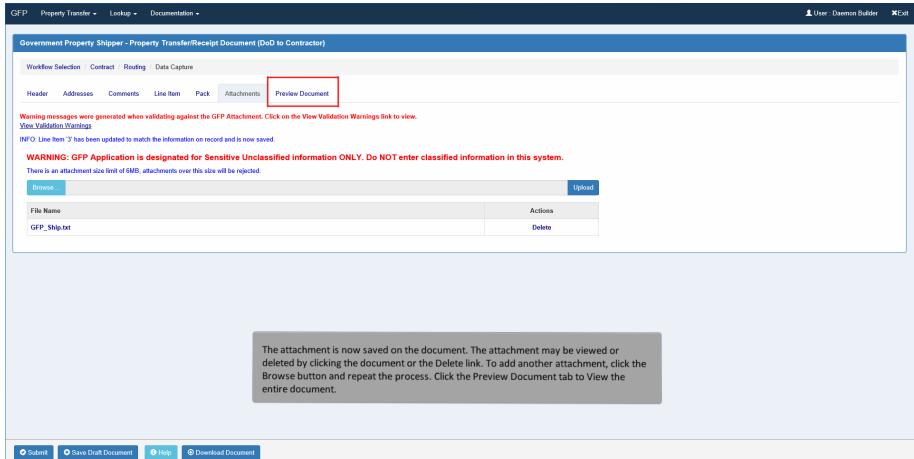
Click the Attachments tab to go to the Attachments page.

Step 37



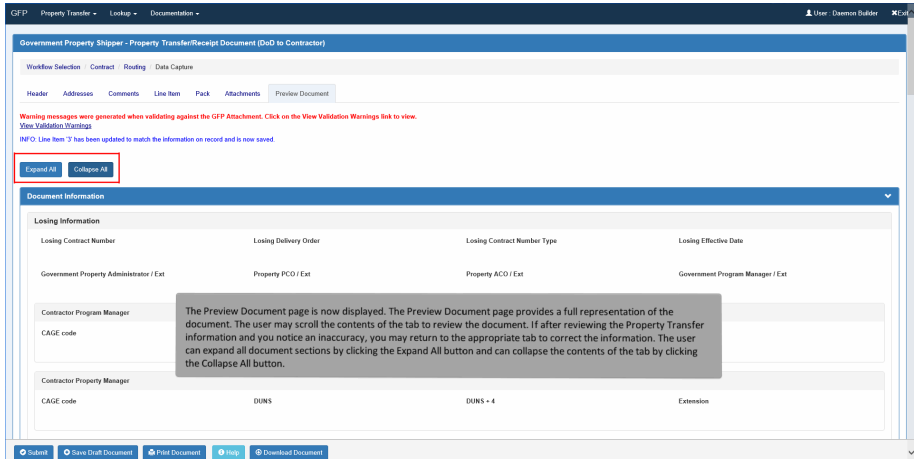
The Attachment page is now displayed. Click the Browse button to navigate to your file that you wish to upload. Then click the Upload button to upload the attachment file.

Step 38



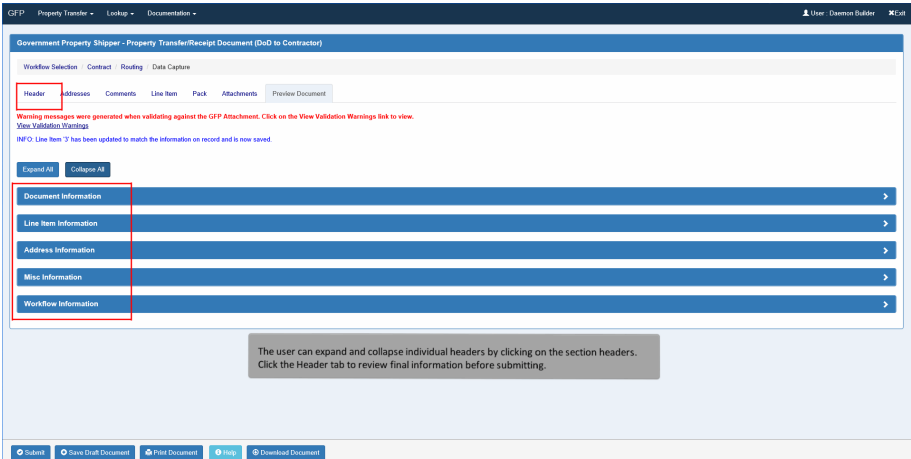
The attachment is now saved on the document. The attachment may be viewed or deleted by clicking the document or the Delete link. To add another attachment, click the Browse button and repeat the process. Click the Preview Document tab to View the entire document.

Step 39



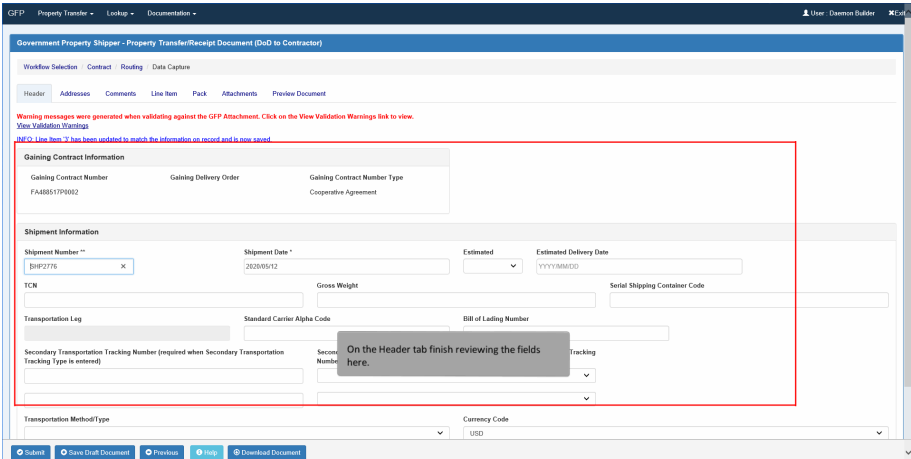
The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The user may scroll the contents of the tab to review the document. If after reviewing the Property Transfer information and you notice an inaccuracy, you may return to the appropriate 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 40



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 41



On the Header tab finish reviewing the fields here.

Step 42

Header Addresses Comments Line Item Pack 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 FA48B517P002	Gaining Delivery Order	Gaining Contract Number Type Cooperative Agreement
---	------------------------	---

Shipment Information

Shipment Number ** SHIP2776 X	Shipment Date * 2020/05/12	Estimated YYMMDD	Estimated Delivery Date
TCN	Gross Weight	Serial Shipping Container Code	
Transportation Leg	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)		
If all information is current and correct click the Submit button to finish creating the Property Transfer Document.			
Transportation Method Type	Currency Code USD		

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

Submit Save Draft Document Previous Help Download Document

If all information is current and correct click the Submit button to finish creating the Property Transfer Document.

Step 43

GFP Property Transfer - Lookup - Documentation - User: Demo Builder

Government Property Shipper - Property Transfer/Receipt Document

Workflow Selection Contract Reading Data Capture

Header Addresses Comments Line Item Pack Attachments

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 FA48B517P002	Gaining Delivery Order	Gaining Contract Number Type Cooperative Agreement
---	------------------------	---

Shipment Information

Shipment Number ** SHIP2776	Shipment Date *	Estimated	Estimated Delivery Date
TCN	Gross Weight	Serial Shipping Container Code	
Transportation Leg	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 USD		

GFP Validation Warning Messages

Line Item 1 was not found on the GFP Attachment for the gaining contract.
Line Item 2 was not found on the GFP Attachment for the gaining contract.
Line Item 3 was not found on the GFP Attachment for the gaining contract.

Press OK to submit the document or Cancel to return to the document to make changes.

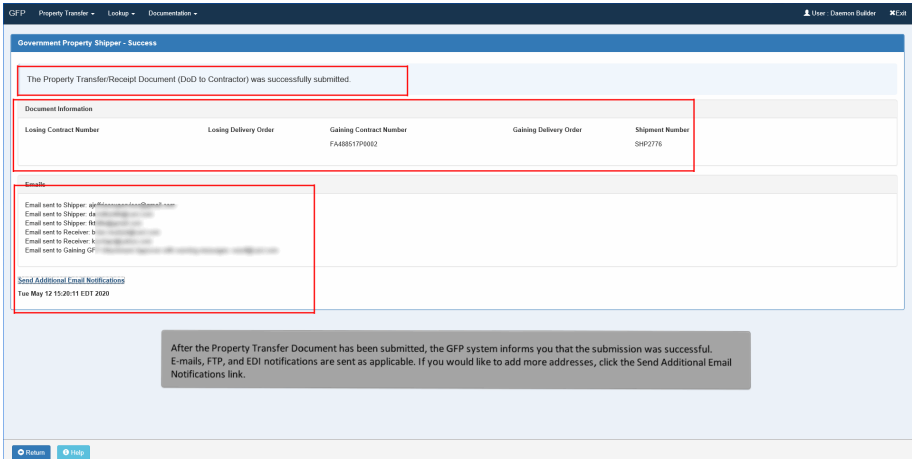
OK Cancel

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.

Submit Save Draft Document Previous Help Download Document

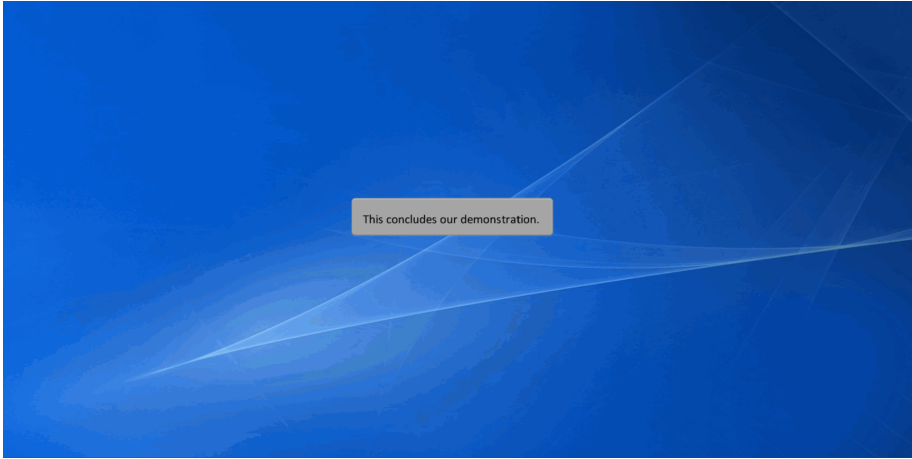
If there are still Validation Warnings on the document a popup will be displayed with the information. Click the OK button to continue with Submitting the document or Cancel to return to the document to make changes.

Step 44



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.