Intro



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



This presentation will demonstrate how to create a Government Furnished Property (GFP) Property Transfer Document as a GFP Government 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.



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

Step 3

GFP	Property Transfer •	Lookup +	Decumentation •	L User : Daemon Builder	XExit
			Welcome to Government Furnished Propertyl		
		System Messag			
			A	0	
		<		>	
		To beg	gin creating a Property Transfer document, the Government Receiver can mouse over the Property Transfer Menu option to display		
		the Cre	eate Document sub menu option.		

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

~	
2	

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.



For the Contractor Receiver, GFP's Property Transfer document accounts for transfer of property in two scenarios:

1) Receipt by DoD, without Shipment Document in GFP, from Contractor

2) Receipt by DoD, 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

Property Transfer • Lookup • Documentation •		L User : Daemon Beilder
vernment Receiver - Property Transfer/Receipt Do	sument	
forkflow Selection		
elect Property Transfer WorkFlow *		
Receipt by DoD, without shipment document in GFP, from C	onfracter 🗸	
Asterisk indicates required entry.		
	Select the appropriate Property Transfer Document workflow. Click the Next button to continue.	
	Select the appropriate Property Transfer Document workflow. Click the Next button to continue.	
	Select the appropriate Property Transfer Document workflow. Click the Next button to continue.	
	Select the appropriate Property Transfer Document workflow. Click the Next button to continue.	
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	Select the appropriate Property Transfer Document workflow. Click the Next button to continue.	

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

Property Transfer • Lookup • Document		🛓 User : Daemen Beilde
vernment Receiver - Property Transfer/Rece	hipt Document (Receipt by DoD)	
forkflow Selection / Contract Info		
osing Contract Information		
Contract Number Type Co	ontract Number* Delivery Order	
roperty Receiver Code * / Extension	Property Shipper Code *	Property Shipper Code Extension
	operty Ship To Code Extension Property Ship From Code	Property Ship From Extension
earch For		
mplate	Shipment No.	
Active Documents		
Asterisk indicates n 1) Receipt by DoD, v 2) Receipt by DoD, v	elected workflow, the Gaining Contract Number may ei without Shipment Document in GFP, from Contractor without Shipment Document in GFP, from DOD	
Note: For the Receip Number' on the Hea	pt by DoD, without shipment Document in GFP, from D ider Page is required instead of the Shipment Number.	oD' scenario, the Gaining Contract Number is optional. In this case, a 'Transfer Document

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

1) Receipt by DoD, without Shipment Document in GFP, from Contractor

2) Receipt by DoD, without Shipment Document in GFP, from DoD

Note: For the 'Receipt by DoD, without Shipment Document in GFP, from DoD' scenario, the Gaining Contract Number is optional. In this case, a 'Transfer Document Number' on the Header Page is required instead of the Shipment Number.

Step 9

sing Contract Information				
Contract Number Type Co	intract Number *	Delivery Order		
Cooperative Agreement	FA488517P0002			
operty Receiver Code * / Extension	Property Shipper Code		Property Shipper Code Extension	
50512A	×			
operty Ship To Code Pr	operty Ship To Code Extension	Property Ship From Code	Property Ship From Extension	
arch For				
mplate	Shipment No.			
Active Documents				
The Ch	pper location code is an option	al antru		
			k, it will be defaulted to the Receiver location code.	
The Sh	p From location code is an optic	onal entry. However, if left b	lank, it will be defaulted to the Shipper location code.	
Note: Y	ou do need to enter the Ship Fr nt from the Shipper code and/o	om Code (source of shipmer	at) and the Ship To Code (destination of shipment) if thes	e locations are

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.

GFP Property Tanake - Lookup - Documentation -	ser : Daemon Builder 🛛 🗙 Exit
Government Receiver - Property Transfer/Receipt Document (Receipt by DoD)	
Workfow Selection Contract Info	
Losing Contract Information	
Cottors Husber Type Cottors Unides * Dallway Oxfor Comparative Agreement V FASDS1799022	
Preparty Receiver Code */ Extension (5552A • ·	
Search For	
Template Shipmert No.	
*Active Documents/Archived Documenta	
* Anteriok 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 keystroke and data errors. When reating a document from the template, enter the required Gotnarct 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.	5

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 + Leohap + Decumentation +	L User : Daemon Boilder 🛛 🗙 Ex
Government Receiver - Property TransferiReceipt Document (Receipt by DoD)	
Workflow Selection / Contract Info	
Losing Contract Information	
Contract Namber Type Clinical Namber* Dallwery Order Cooperative Agreement V FAGIS117P002	
Poppry Receive Cols* / Estension 5550.	
Saarch For Tamptan Shipment No.	
Na Antonia	
#Active Documents/Archived Documents	
* Asteriés indicates required entry.	
Click the Template checkbox. Click the Next button to continue.	
Nora O Parendeza O Reset 0 Hilding	

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

	Nocumentation 👻	
te New Document		
ektion Selection / Contract / From Tem	plate	
sing Contract Information		
Contract Number	Delivery Ord	der
A488517P0002		
Shipper Code / Ext.	Receiver Co	ulo / Eur
apper code i cac	\$1612A	
operty Transfer/Receipt Document	from Template	
		Date Created
ipment Number	Status	
	Status Received	2020/05/12
SHP2765		2020/06/12 2020/06/12
SHP2765 SHP2764	Received	
hipmant Number SHP2765 SHP2764 SHP2763 SHP2761	Received	2020/05/12
SHP2765 SHP2764 SHP2763	Received Received Received	2020/05/12 2020/05/12
SHP2765 SHP2764 SHP2763	Received Received Received	2020/05/12 2020/05/12
SHP2765 SHP2764 SHP2763	Received Received Received A list of previo	2020/05/12 2020/05/12 2020/05/12 2020/05/12
SHP2765 SHP2764 SHP2763	Received Received Received A list of previo number is disg	2020/06/12 2020/06/12 2020/06/12

A list of previously created documents for the given Losing Contract Number and the Losing 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

sate New Document			
Vorkflow Selection / Contract / From Templat	le .		
Losing Contract Information			
Contract Number Delivery FA488517P1002		ter	
Shipper Code / Ext.	Receiver Co SI612A	ide / Ext.	
Property Transfer/Receipt Document fro			
		Date Created	
	Status		
O SHP2765	Received	2020/05/12	
O SHP2765		2020/05/12 2020/05/12	
○ SHP2765 ● SHP2764	Received		
Shipmant Number SH92765 SH92764 SH92763 SH92761	Received	2020/05/12	
○ SHP2765 ● SHP2764 ○ SHP2763	Received Received Received	2020/05/12 2020/05/12	

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

	sumentation +		L User : Daemon E
vernment Receiver - Property Transfer	Receipt Document (Receipt by DoD)		
forkflow Selection / Contract Info			
osing Contract Information			
Contract Number Type Cooperative Agreement	Contract Number * FA488517P0062	Delivery Order	
roperty Receiver Code * / Extension	Property Shippe	rr Code '	Property Shipper Code Extension
roperty Ship To Code	Property Ship To Code Extension	Property Ship From Code	Property Ship From Extension
06481		06481	
Antopic indicates succinal actor			
Asteritik indicates required entry.		pre-populated data may be cha	text boxes pre-populated with the data pulled from the selected aged by the user.

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

Property Transfer • Lookup • Documentation •		L User : Daemon Baild
ernment Receiver - Property TransferiReceipt Docum	it (Receipt by DoD)	
akflow Selection / Contract Info / Routing		
sing Information - Location Code / Extension		
Property PC0	Property PCO Extension	
FA4885		
Property ACO	Property ACO Extension	
FA4885		
Sovernment Program Manager	Government Program Manager Extension	
iovernment Property Administrator	Government Property Administrator Extension	
FA4885		
Contractor Program Manager	Contractor Program Manager Extension	
Contractor Property Manager	Contractor Property Manager Extension	
05481		
Contractor Contract Administrator	Contractor Contract Administrator Extension	
05481		
flective Date		
YYYYMMOD		
sterisk indicates required entry. T	e Routing page is displayed with the input text boxes pre-populated v lected template. e pre-populated data may be changed by the user at this time. ck the Next button to continue.	ith data pulled from the

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.

GFP Property Transfer + L	ookup v Docum	mentation +						L User : Daemen Bailder 🔰
Government Receiver - Pro	perty Transferi®	teceipt Document (Receipt by DoD)						
Workflow Selection / Contract	/ Routing / Data	e Capture						
Header Addresses C	omments Line	Item Attachments Preview Docum	sot					
		ng against the GFP Attachment. Click on ng against the contractor's previously re-			o view.			
Losing Contract Informat	ion					•		
Losing Contract Number		Losing Delivery Order	Losing Contract Number T	rpe				
FA488517P0002			Cooperative Agreement					
Shipment Information			Varnings from the pre-					
Shipment Number**			d at the top of all tabs a d correct these warning				y Date	
		document	rom being submitted. T					
TCN		later in the	process as well.				Serial Shipping Container Code	
Transportation Leg		Standard Carri	er Alpha Code		Bill of Lading N	umber		
Secondary Transportation Tr Tracking Type is entered)	acking Number (re	equired when Secondary Transportation	Secondary Transportation Number is entered	n Tracking Type (requi	ired when Second	dary Transportation Track	ing	
							•	
							•	
Transportation Method/Type					Currency Code			
				~	USD			v .

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

Property Transfer • Lookup • Documentation •			L User : Daemen Beilder
overnment Receiver - Property Transfer/Receipt Docume	nt (Receipt by DoD)		
Workflow Selection / Contract / Routing / Data Capture			
Header Addresses Comments Line Item Attachm	ents Preview Document		
aming messages were generated when validating against the GF aming messages were generated when validating against the co ew Validation Warrings			
Losing Contract Information			
Losing Contract Number Losing Delivery FA488517P1012	Order Losing Contract Number Type Cooperative Agreement		
Shipment Information			
Shipment Number **	Shipment Date *	Estimated Estimated Delivery Date	
	YYYYMMDD	VYYYMMDD	
TCN	Gross Weight	Serial Shipping Container Code	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	
Secondary Transportation Tracking Number (required when Sec Tracking Type is entered)	ondary Transportation Secondary Transportation Tra Number is entered]	cking Type (required when Secondary Transportation Tracking	
	The Header tab is now displayed for the		
Transportation Method/Type	Shipment Date are mandatory on the H and Shipment Date before continuing.	eader tab. Enter the Shipment Number	

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.

Property Transfer Lookup Documentation						
vernment Receiver - Property Transfer/Receipt I	Document (Receipt by Do))				
Forkflow Selection / Contract / Routing / Data Capture						
leader Addresses Comments Line Item	Attachments Preview Dor	umant .				
ming messages were generated when validating again ming messages were generated when validating again			Namings link to view.			
e Validation Warnings						
osing Contract Information						
	Delivery Order	Losing Contract Number Type				
FA488517P1002		Cooperative Agreement				
ihipment Information						
hipment Number **	Shipment [ate '	Estimated	Estimated Delivery Date		
SHP2778	2020/05/11		×	YYYYYMM/DD		
CN		Gross Weight		Serial Shippi	ing Container Code	
ransportation Leg	Standard C	arrier Alpha Code	Bill of Lading Number			
econdary Transportation Tracking Number (re The racking Type is entered)	Contractor Property	Shipper may save an incomple	te document by clicking the	Save Draft Document but	ton	
		unctionality allows the user to s				
		document or come back to it la				
Clic	k the Addresses tab	to continue to the Addresses Ta	b.			
			Currency Code			
ransportation Method/Type						

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

GI	FP Property Transfer 👻	Lookup + Docum	ntadon •	🏦 User : Daemon Builder	X Exit
l	Government Receiver -	Property Transfer/Re	celpt Document (Receipt by DoD)		
	Workflow Selection / Con	tract / Routing / Data (aphre		
	Header Addresses	Comments Line It	en Attachments Preview Document		
			against the GTP Attachment, Click on the Waw Validation Warnings link to view. against the constructor's periodoxity received Imms. Click on the Waw Validation Warnings link to view.		
	Contractor Property S	ihipper			
	CAGE: 06481	* Activity Name 1:	DUNS: 039134218 DUNS + 4: Extension:		
		,	NORTHROP GRUMMAN SYSTEMS CORPORATION	×	
		Activity Name 2:			
		Activity Name 3:			
		Ad GFP w locatio Ad If the	III pre-populate the address information for each of the location codes onto the document based on the routing in codes entered. CAGE Code and DoDAAC information is automatically populated from data pulled from DoD systems. addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information ted in the DoD systems.		
		City:	WOODLAND HILLS		
		State:	CA		
		Zip Code:	91367		
		Country:	USA		
	Military Lo	cation Description:			

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.

P Property Transfer +	Lookup 👻 Docum	entation +			er : Daemon Builder
Government Receiver - P	roperty TransferiRe	eceipt Document (Receipt by DoD)			
Workflow Selection / Contr	act / Routing / Data	Capture			
Header Addresses	Comments Line II	tem Attachments Preview Document			
		g against the GFP Attachment. Click on the View Validation Warnin g against the contractor's previously received items. Click on the '			
Contractor Property Sh	hipper				
CAGE: 06481		DUNS: 039134218	DUN 5 + 4:	Extension:	
	* Activity Name 1:	NORTHROP GRUMMAN SYSTEMS CORPORATION			×
	Activity Name 2:				
	Activity Name 3:				
	Ad you m	e remember that any change you make on the	ber, the user may make that change on this screen form only applies to the current form and does no you will need to get the address information corre e.		
	City:	WOODLAND HILLS			
	City: State:	WOODLAND HILLS			
	,				
	State:	CA.			

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

GFP Property Transfer + Lookup + Documentation +	🎩 User : Daemen Builder	X Exit
Government Receiver - Property TransferiReceipt Document (Receipt by DoD)		
Workflow Selection / Contract / Routing / Data Capture		
Header Addresses Comments Line Item Attachments Preview Document		
Winning messages were generated where validating against the GPF Attachment. Click on the View Validation Warnings Init to view. Winning messages were generated where validating against the contractor's previously received Items. Click on the View Validation Warnings Init to view. Your Validation Winnings		
Initiate Comments		
The Comments page allows you to enter Property Transfer Document comments. Click the Line Item Tab to go to the Line Item page.		
O Sirve Druk Dicoment O Help: © Dranksd Dicoment		

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

	Receiver - Property	r TransferiReceipt Do	cument (Receipt by DoD	0								
forkflow Sele	ection / Contract / Ro	outing / Data Capture										
teader A	Addresses Commer	uts Line Item A	ttachments Preview Docu	ment								
	ages were generated w			in the View Validation Warnin received items. Click on the '		gs link to view.						
Populate Li			_									
opulate Ci	ane items		The Line Item tab is Notes:	displayed with data	a pre-populated	from the selecte	ed template.					
+ Populati	te From Receipts		1) The pre-populate	ed data may be char								
				is not imported from	m the Template	and must be add	led using the Edit	link under Actio	ns.			
		_			, usor							
+ Populati	te From GFP Attachmen	_		nay be added by the	e user.							
		st.	3) New Line Items r The user may popu	nay be added by the late Line I tems from		P Attachments.	Click the Populate	From GFP				
.ine Item D	Details	ut	3) New Line Items r The user may popu Attachment button	nay be added by the late Line Items from	Receipts or GFI							
ine Item D	Details Item Name	Item Description	3) New Line Items r The user may popu Attachment button	nay be added by the late Line I tems from Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Qty. Received	UID	Item Serial No.	Actions	
.ine Item D	Details	ut	3) New Line Items r The user may popu Attachment button	nay be added by the late Line Items from	Receipts or GFI				UID	Item Serial No. N	Actions CE Edit	¥ Delete
ine Item D	Details Item Name	Item Description	3) New Line Items r The user may popu Attachment button	nay be added by the late Line I tems from Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Qty. Received			_	× Delete × Delete
ine Item D Item No. 1	Details Rem Name Mac Book	tt Hem Description Computer	3) New Line Items r The user may popu Attachment button NSN 2756275627562	nay be added by the late Line I tems from Manufacturer CAGE 06182	Part Number 2757	Model Number A2757	Unit of Measure EACH	Gty, Received	N	N	GER	_
line Item D Item No.	Details Norme Mac Book Keyboard	N Heen Description Computer Typing	3) New Line Items r The user may popu Attachment button NSN 2756275627562 275627562757578	may be added by the late Line I tems from Manufacturer CAGE 06482 06415	Part Number 2757 2747	Model Number A2757 A2730	Unit of Measure EACH EACH	City. Received 1 50	N	N	G Edit	× Delete

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 Receipts or GFP Attachments. Click the Populate From GFP Attachment button.

Step 23



Line Items from previous Receipts 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 prepopulated to the Property Transfer Document.

	Pre-population from Re	eceipted Items								
stional Sto	ick Number	Manufacturer CAGE	Part Number				Mode	d Number		
m Name			Item Descriptic				UII			
m Serial P	Number									
Check.	All Items on Page	Uncheck All Items on Page + Po	spulate Selected Quantity X Clear Sele	ted Quantity Q. Filter Is	C Reset Fil	Ner				
selected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity Received	Item Populates
		Missile				SERVICES	LOT	1		N
Selected	Item Name	léala a lina lanar in nanialla	managed the user will be rea		- Item Casial I	turn han a hala		isty	Quantity Received	Item Populated
		If the Line item is serially	managed the user will be rea	quired to expand th	e item serial i	vumbers belo	w the selected	Line item.		N
Selected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity Received	
Selected	_					Model Number	Unit of Measure	Accountable Quantity	Quantity Received	Item Populated
	Item Name	Item Description	National Stock Number			Model Number			Quantity Received	Item Populated
	Item Name paper	Item Description	National Stock Number			Model Number			Quantity Received	Item Populater
+ Item Si	Itam Name paper erial Numbers	Item Description	National Stock Number 1234567699123	Manufacturer CAGE	Part Number		UNIT	4		Item Populated
	Item Name paper	Item Description	National Stock Number			Model Number Model Number A2795			Quantity Received	Item Populater

If the Line Item is serially managed the user will be required to expand the Item Serial Numbers below the selected Line Item.

Step 25

ielected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity	to Ship	Item Populated
		Missile				SERVICES	LOT	1			N
ielected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity	to Ship	Item Populated
		Missile				SERVICES	LOT	2			N
elected	item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity	to Ship	item Populated
~	paper	paper	1234567890123				UNIT	6	1		N
+ Item Se	arial Numbers										
Select	All	Populate?	Item Serial Number		Shipment Numbe	ır		Shipped Date		Received Date	
			123		SHP1103		3	020/04/28		2020/04/27	
		✓	53151523523		SHP2770		5	020/05/12		2020/05/12	
			SER1								
			SER2								
elected	Item Name	Item Descripti	erial Number will need to b	e nonulated by sele	cting the che	kboy in the re	w of the requ	ired Serial	Quantity	to Ship	Item Populated
	Mouse		he amount selected must r								N
+ Item Se	arial Numbers	continue.									
elected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity		Item Populated

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. Click the Populate Selected Items button to continue.

Notkfow Sele	ection / Contract / Re	ufina / Data Carbure										
Header A	Addresses Comme	nts Line Item Att	achments Preview Docu	ment								
ming messa	iges were generated w			in the View Validation Warnin received items. Click on the V		gs link to view.						
w Validation V Populate Lin												
· opulate Lif	ine items											
+ Populate	e From Receipts			From Receipts or Po led to this section.	pulate From GF	P Attachments w	vill be pre-popula	ed in the Line It	em Det	ails section. Lin	ie Items	
			ea, Deletea, or Aat	ied to this section.								
+ Populate	e From GFP Attachmen		ed, Deleted, or Add	ed to this section.								
+ Populate			ea, Deletea, or Add	ieu to uns section.								
Line Item De	Netaile				Part Number	Model Number	Helt of Mourone	Obs Received	100	Item Sarial No.	Artions	
			NSN 2756275627562	Manufacturer CAGE 96482	Part Number 2757	Model Number A2757	Unit of Measure EACH	Qty. Received	UID	Item Serial No.	Actions	_
Line Item De	Netails Item Name	tem Description	NSN	Manufacturer CAGE							Actions (SEdt	¥ Delete
Line Item De	Netails Item Name	tem Description	NSN	Manufacturer CAGE								X Delete
Line Item De Item No. 1	Netails Nem Name Mac Book	Item Description Computer	NSN 2756275627562	Manufacturer CAGE 06482	2757	A2757	EACH	1	N	N	GEGI	_
litem No. 1	Metalle Mere Name Mac Book Keyboard	Hern Description Computer Typing	NSN 2756275627562 2756275627562	Manufacturer CAGE 06482 06415	2757 2747	A2757 A2730	EACH	1	N	N	(G) Edit	× Delete

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 27

FP Property Transfer + Lookup		🛓 User : Daemen Belider 🛛 🗙 Ex
Government Receiver - Property	y TransferiReceipt Document (Receipt by DoD)	
Line Item UID/Serial No. M	ILSTRIP	
	when validating against the GFP Attachment. Click on the View Validation Warnings link to view. when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.	
Item No.	Item Name *	
4	Mouse ×	
National Stock Number 1		Model Number 1
2756275627579	Manufacturer CAGE † Part Number †	A2796
	06476 AND 2736	
Qty. Received *	Unit of Measure *	PQ0R/SDR Report
500	EACH	D Paulo Suk Report
Advice Code	Supply Condition Code	
	v	v
Type Designation Method (required v	when Type Designation Value is entered)	
		v
Turne Designation Value (required wh	ten Type Destauration Markad Incomentation	
	The Line Item page is displayed when clicking the Add or Edit button.	
	Notes:	
Description *	1) At least one Line Item must be entered to submit a Property Transfer de	ocument to GEP
Cacking	2) Unit Price - Only the 'DoD to DoD' scenario will have a Unit Price field. T	
	the user enters Unique Identification data in the UID tab form, then the G	FP system will not allow an entry of Unit Price.
* = Required Fields on Submit; ** = R	Required Fields on Submit, Saving draft document, and Tabbing.	
Save Line Item Save Draft D	Decument O Previous O Help	

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.

P Property Transfer + Looks	p • Documentation •					L User : Daemon Builder
Government Receiver - Propert	y Transfer/Receipt Document (Receipt I	vy DoD)				
Line Item UID/Serial No. 1	ALSTRIP					
	when validating against the GFP Attachment					
New Validation Warnings	when validating against the contractor's pre-	iously received items. Click o	the View Validation Warnings link to view.			
tem No.	Item Name *					
4	Mouse					
National Stock Number †	Manufacturer CAGE †	Part Numt		Model Numb	er†	
2756275627579	06476	AND 2736	T	A2796		
	00410	2130				
Dty. Received *	Unit of Measure *			PODR/S		
500	EACH			PQDR/S	UR Report	
Advice Code		Supply Cor	ition Code			
		× .			~	
Type Designation Method (required	when Type Designation Value is entered)					
				~		
Type Designation Value (required w	then Type Designation Method is entered)					
			litable for pre-populated Line Items.			
		Number tab to	view the UID/Serial Number tab for t	he Line Item.		
Description *						
Description *						
Description * Clicking a let						

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 29

P Preparty Transfer • Lookup • Documentation •		1 User : Daemen Beilder
Sovernment Receiver - Property Transfer/Receipt Document	Receipt by DoD)	
Line Item UID/Serial No. MILSTRIP		
Vaming messages were generated when validating against the GFP A Vaming messages were generated when validating against the contra Sex Validation Warrings	ntechnost. Click on the View Validation Warnings link to view. Early previously received hums. Click on the View Validation Warnings link to view.	
Item Serial Number (only for non-Ull items)		
Item Serial Number	Supply Condition Code	Action(s)
1		 ✓ ± Save
	For the Line Items that were pre-populated on the UID/Serial Number tab or the MILSTRP tab, the user can edit directly on this tab.	

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.

	Current Part Number Current Part Number Cost Current Part Number Effective Date	
ine Item UID/Serial No. MILSTRIP		
ming messages were generated when validating against the GFP Attachme ming messages were generated when validating against the contractor's pr w Validation Warriega	20 Compliant * Property Category Code * Special Tooling Or Test Equipment Status *	
HD + Add UID	UD Namber* Actin(c)	
tem Serial Number (only for non-Ull items)	(+ AM	
Item Serial Number	± Save UD X Cansal ● Hop	Action(s)
	D button will display a popup for UID information.	
compliant, s	t- Two Dimensional Compliant (2D) is the equivalent of the bar code, such as RFID. If your item is 2D elect Y for "Yes," the equivalent of the bar code, such as RFID. If your item is 2D elect Y for "Yes," and an under that uniquely identifies tangible items. It provides asset accountability identifier (UID) is a number that uniquely identifies tangible tems. It provides asset accountability	

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 31

Property Transfer • Lookup • Documentation •		🔔 User : Daemen Beilde
vernment Receiver - Property Transfer/Receipt Documen	(Receipt by DoD)	
tellem UID/Serial No. MILSTRIP		
ning messages were generated when validating against the GFP ning messages were generated when validating against the cont (Validation Warnings)	tttachment. Click on the View Validation Warnings link to view. octor's previously received Items. Click on the View Validation Warnings link to view.	
- Validation Vramitiga		
ID		
+ Add UID		
em Serial Number (only for non-Ull items)		
Item Serial Number	Supply Condition Code	Action(s)
		✓ ± Save
	Click the MILSTRIP tab to continue.	
	cite die meaning dat o continue.	

Click the MILSTRIP tab to continue.

1 reputy musi	ar • Lookup • Documentation •		🔔 User : Daemen Belic
Government Receiv	er - Property Transfer/Receipt Document (Recei	pt by DoD)	
Line Item UID/S	erial No. MILSTRIP		
Warning messages we	re generated when validating against the GFP Attachr	tent. Click on the View Validation Warnings link to view.	
Warning messages w View Validation Warnin	rre generated when validating against the contractor's 24	previously received items. Click on the View Validation Warnings link to view.	
MILSTRIP			
MILSTRIP No.		MIL STRIP Qty.	Actions
			+ Add
		add a MILSTNP, enter the data in the MILSTNP Number and Quantity fields, then click the Add	

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 33

Government Pecelver - Proper	ty TransferiReceipt Document (Receipt by Do	N	
Sovernment Receiver • Proper	y mansienkeceipt bocument (keceipt by bo	0	
Line Item UID/Serial No.	MILSTRIP		
Naming messages were generated	when validating against the GFP Attachment. Click	on the View Validation Warnings link to view.	
Varning messages were generated New Velidation Warnings	when validating against the contractor's previously	received items. Click on the View Validation Warnings link to view.	
tem No.	Item Name *		
4	Mouse	×	
Antional Stock Number †			Model Number †
2756275627579	Manufacturer CAGE †	Part Number † AND	A2796
	06476	2736	
Qty. Received *	Unit of Measure *		PQDR/SDR Report
500	EACH		
Advice Code		Supply Condition Code	
		×	v
ype Designation Method (required	when Type Designation Value is entered)		
	Cli	k Save Line Item button to return to the Line Item Sum	nmary page.
Type Designation Value (required v	then Type Designation Method is entered)		
Description *			
Clicking a lot			

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

Item Sume Doccyption Dot of Messure Mose Cliskings bit E/C/L NSM Mountheum CAER Pat No. Model No. 256/256/2579 66/6 27/6 A/296	
NSN Manufacturer CAGE Part No. Model No.	
275627579 06405 2736 A2796	
Information on Record	
Name Hem Description Unit of Measure	
Mouse Cikiling 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.	
C) Yes, replace the Information on Rescared We my Carrent Like Ress. O No. replace or Querent Like Ress with the Information on Rescard.	

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 35

Property Transfer 👻 Lookup 👻 Doe	umentation -			L User : Daemon Builder
ching Information on Record Found				
Current Line Item you have entered differs fro	m the matched information on Record. The Information on Record will be update	d with your Current Line Item data. Do you confirm this action?	a	
Current Line Item				
em Name	Item Description		Unit of Measure	
louse	Clicking a lot		EACH	
(5N	Manufacturer CAGE	Part No.	Model No.	
1756275627579	06476	2736	A2796	
formation on Record				
em Name	Item Description		Unit of Measure	
louse	Clicking		EACH	
ISN	Manufacturer CAGE	Part No.	Model No.	
756275627579	06476	2736	A2796	
es, replace the Information on Record with	my Current Line Item. 🔹 No, replace my Current Line Item with the Infor	mation on Record.		
	Select the appropriate click the Continue but	option or click Previous to cancel. After ton.	selecting	

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

rennment	Receiver - Property	Transfer/Receipt Do	ument (Receipt by DoD										
forkflow Sele	lection / Contract / Re	uting / Data Capture											
eader /	Addresses Comme	ets Line item Att	achments Preview Docu	ment									
ning messa v Validation	ages were generated w Warnings	rhen validating against t	se contractor's previously r	in the View Validation Warnin received items. Click on the V		igs link to view.							
		match the information on	record and is now saved.										
opulate Li	ine Items												
	te From Receipts te From GFP Attachmen	ne		ay be added to a sin he document. Click 1									
	te From GFP Attachmen	ne ne	ed to be added to the							Item Serial No.	Actions		
+ Populat	te From GFP Attachmen Details	ne tra	ed to be added to the standard	he document. Click t	he Attachments	s tab to continue	to the Attachme	nts tab for the Pr	operty		Actions Ø Edit	× Deduce	
+ Populat ine Item D Item No.	te From GFP Attachmen Details Item Name	tem Description	ed to be added to the nsfer Document.	Manufacturer CAGE	Part Number	s tab to continue Model Number	to the Attachmen	nts tab for the Pr	UID	Item Serial No.		X Delete	
+ Populat ine Item D Item No.	te From GFP Attachmen Details Nem Name Mac Book	Item Description Computer	NSN 2756275627562	he document. Click 1 Manufacturer CAGE 06482	Part Number 2757	Model Number	Unit of Measure EACH	Qty. Received	UID N	Item Serial No. N	G Edit		
+ Populat Ine Item D Item No. 1	te From GFP Attachmen Details Nem Name Mac Book Keyboard	Item Description Computer Typing	NSN 2756275627562 2756275627578	Manufacturer CAGE 06402 06415	Part Number 2757 2747	Model Number A2757 A2730	Uait of Measure EACH EACH	Qty. Received 1 50	UID N	Item Serial No. N	G Edit	× Delete	

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 37

Pro Pro	perty Transfer	Lookup +	Documentation	•		💄 User : Daemon Builder
overnm	ent Receiver	- Property Tr	ansferiReceipt D	locument (Re	sipt by DoD)	
Workflow	v Selection / C	ontract / Routin	g / Data Capture			
Header	Addresses	Comments	Line Item	Attachments	Preview Document	
Varning m iew Valida IFO: Line WARN	ation Warnings I from '4' has bee IING: GFP A an attachment of	generated when in updated to ma opplication is	r validating agains	on record and is	inclassified information ONLY. Do NOT enter classified information in this system.	
					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.	

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.

GF	P Prop	oerty Transfer 👻	Lookup +	Documentatio	¥ nc									1 User : Daemon Builder	X Exit
6	Sovernm	ent Receiver -	Property Tr	ansferiReceip	t Document (Re	celpt by DoD)									
	Workflow	Selection / Co	ntract / Routin	g / Data Captu	re										
	Header	Addresses	Comments	Line Item	Attachments	Preview Document									
Š	Varning m New Valida	essages were g tion Warnings	enerated when	n validating aga	inst the contracto	r's previously received	a w Validation Warnings link to view. Items. Click on the View Validation Warnings	s link to view							
1					on on record and is		mation ONLY. Do NOT enter classi	fied inforr	mation in this system	m					
					er this size will be n										
	Browse									Upload					
	File Nat	me							Actions						
	GFP_S	hip.txt							Delete						
						deleted by d	nent is now saved on the docu clicking the document or the De tton and repeat the process. Cli ment.	elete link.	. To add another	attachmer	t, click th	e			

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

Property Transfer • Lookup • Documental	ion •		L User : Daemen Builder
rnment Receiver - Property TransferiRecei	pt Document (Receipt by DoD)		
rkflow Selection / Contract / Roufing / Data Capt	ure		
ader Addresses Comments Line Item	Attachments Preview Document		
	ainst the GFP Attachment. Click on the View Validation Warnings ainst the contractor's previously received items. Click on the Vie		
Line Item '4' has been updated to match the informa	tion on record and is now saved.		
and All Collapse All			
ocument Information			
Losing Information			
Losing Contract Number FA488517P0002	Losing Delivery Order	Losing Contract Number Type Cooperative Agreement	Losing Effective Date
Government Property Administrator / Ext	Property PCO / Ext	Property ACO / Ext	Government Program Manager / Ext
FA4835	The Provide Document page is now displayed	d. The Preview Document page provides a full repres	and the state
	document. The user may scroll the contents i	of the tab to review the document. If after reviewing	the Property Transfer
	information and you notice an inaccuracy, yo		formation The user
CAGE code		the Expand All button and can collapse the contents of the the second seco	
CAGE code	can expand all document sections by clicking		
CAGE code	can expand all document sections by clicking		

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.

Government Receiver Create PTD

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

P Property Transfer + Lookup + Docum	entation +				L User : Daemon Bailder
Government Receiver - Property TransferiRe	ceipt Document (Receipt by DoD)				
Workflow Selection / Contract / Routing / Data	Capture				
Header Addresses Comments Line It	em Attachments Preview Document				
Naming messages were generated when validatin Naming messages were generated when validatin Anne Validation Warnings NFO. Line item '4 has been updated to match the ieff	g against the contractor's previously received		ink to view.		
Losing Contract Information					
Losing Contract Number FA488517P0002	Losing Delivery Order	Losing Contract Number Type Cooperative Agreement			
Shipment Information					
Shipment Number **	Shipment Date *		Estimated Estimated Delivery D	ate	
βHP2778 × TCN	2020/05/11	Gross Weight	✓ YYYYMMDD	Serial Shipping Container Code	
Transportation Leg	Standard Carrier Al	On the Header tab finis	Bill of Lading Number		
Secondary Transportation Tracking Number (ret Tracking Type is entered)	uired when Secondary Transportation	Secon here.	Tracking		
			~		
Transportation Method/Type			Currency Code		
Save Draft Document O Previous	Operational Document				

On the Header tab finish reviewing the fields here.

Losing Contract Number	osing Delivery Order	Losing Contract Number Type	
FA488517P0002		Cooperative Agreement	
ihipment Information			
hipment Number **	Shipment D	ate '	Estimated Delivery Date
\$HP2778 ×	2020/05/11		VYYYMMDD
CN		Gross Weight	Serial Shipping Container Code
ransportation Leg	Standard Ca	arrier Alpha Code	Bill of Lading Number
racking Type is entered)		Number is entered)	
			v
			• •
ransportation Method/Type			correct enter a Signature Date and
ransportation Method/Type		If all information is current and	correct enter a Signature Date and
Action By: S0512A *		If all information is current and	correct enter a Signature Date and the document.
Action By: S0512A *		If all information is current and	Correct enter a Signature Date and the document.
Action By: \$0512A *	n Submit, Saving dati document, and	If all information is current and click the Signature button to sig	correct enter a Signature Date and the document.
isolon By: 50512A * lignature Date YYYYAMADD	n Submit, Saving drall document, and	If all information is current and click the Signature button to sig	correct enter a Signature Date and the document.

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

Step 43

						_		
		n Warning Messages						
Government Receiver - Property Transfer/Receipt Documen		ot found on the losing contra	ctor's Accountable Line I	lterro.				
Workflow Selection / Contract / Routing / Data Capture		ot found on the GFP Attachn oD Serially Managed, please						
	Line Item 2 was n	ot found on the losing contra ot found on the GEP Attache	ctor's Accountable Line I	Items.				
Header Addresses Comments Line Item Attachmen	If Line Item 2 is D	oD Serially Managed, please	report item UII or Serial	Number.				
Warning messages were generated when validating against the GFP Warning messages were generated when validating against the cost View Validation Warnings	Attachmen Line Item 3 was n H Line Item 3 is D Line Item 4 was n	at found on the losing contra at found on the GFP Attacher oD Serially Managed, please at found on the GFP Attacher oD Serially Managed, please	ent for the losing contra report item UII or Serial sent for the losing contra	ct. Number. ct.				
Losing Contract Information	II ONE NEIL & IS O	or, genary managed, prease	report item on or senai	NUMBER				
Losing Contract Number Losing Delivery C	rder Press OK to subr	it the document or Cancel to	return to the document	to make changes.				
FA488517P1032								
						× Cancel		
Shinment Information					↓ UK	A Caller		
Shipment Information					• 04	* Caller		
Shipment Number **				ent a popup will be d		the information		
Shipment Number **	Click the OK butt			ent a popup will be d e document or Cance		the information		
Shipment Number **						the information		
Skipnast Nanber ** Stig278 TCN	Click the OK butto make changes.	on to continue with		e document or Cance		the information		
Shipment Number **	Click the OK butt	on to continue with				the information		
Skyrnest Humker ** Se#2270 TCR Transportation Lag	Click the OK butto make changes. Standard Carrier Alph	on to continue with	n Submitting the	e document or Cance	el to return to	the information		
Skipnast Nanber ** Stig278 TCN	Click the OK butto make changes. Standard Carrier Alph	on to continue with	n Submitting the	e document or Cance	el to return to	the information		
Skippenet Number ** 992775 952775 1CM Fransportation Eng Secondary Transportation EngLing Number (proprior) advant Second	Click the OK butto make changes. Standard Carrier Alph	on to continue with a Code Secondary Transportatio	n Submitting the	e document or Cance	el to return to	the information		
Skippenet Number ** 992775 952775 1CM Fransportation Eng Secondary Transportation EngLing Number (proprior) advant Second	Click the OK butto make changes. Standard Carrier Alph	on to continue with a Code Secondary Transportatio	n Submitting the	e document or Cance	el to return to	the information		
Skippenet Number ** 992775 952775 1CM Fransportation Eng Secondary Transportation EngLing Number (proprior) advant Second	Click the OK butto make changes. Standard Carrier Alph	on to continue with a Code Secondary Transportatio	n Submitting the	e document or Cance	ortation Tracking	the information		

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.

The Property Transfer/Receipt	Document (Receipt by DoD) was successfully	r received.			
Document Information					
Losing Contract Number FA488517P0002	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number SHP2778	
maile		-			
Email sent to Shipper: I Email sent to Receiver Email sent to Receiver Email sent to Receiver Email sent to Losing GF	e da este a la companya de la company Recentra de la companya de la company				
nd Additional Email Notifications e May 12 15:26:13 EDT 2020					

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.	

This concludes our demonstration.