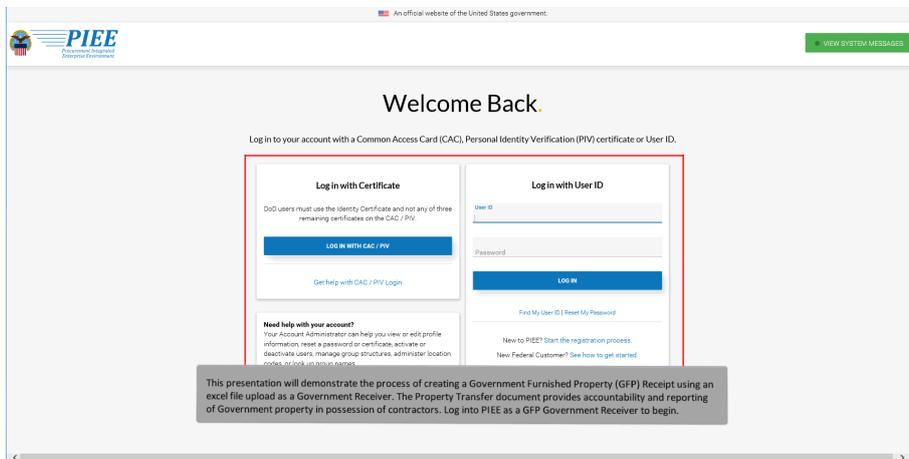


Intro



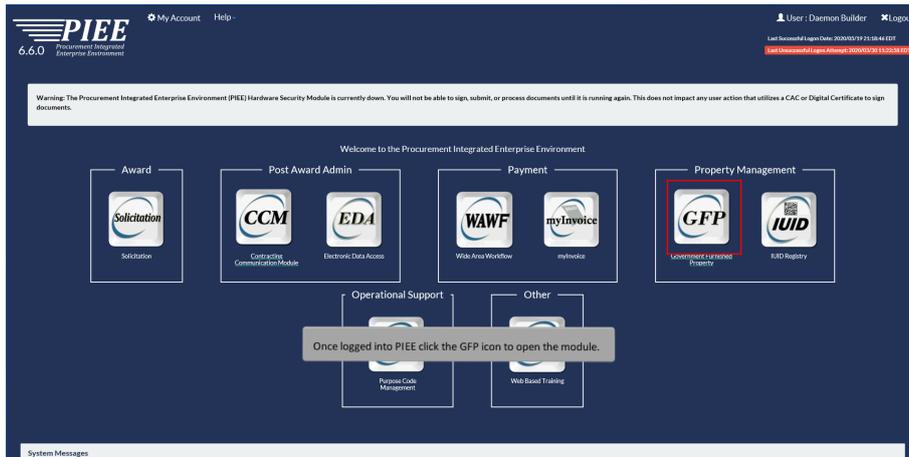
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



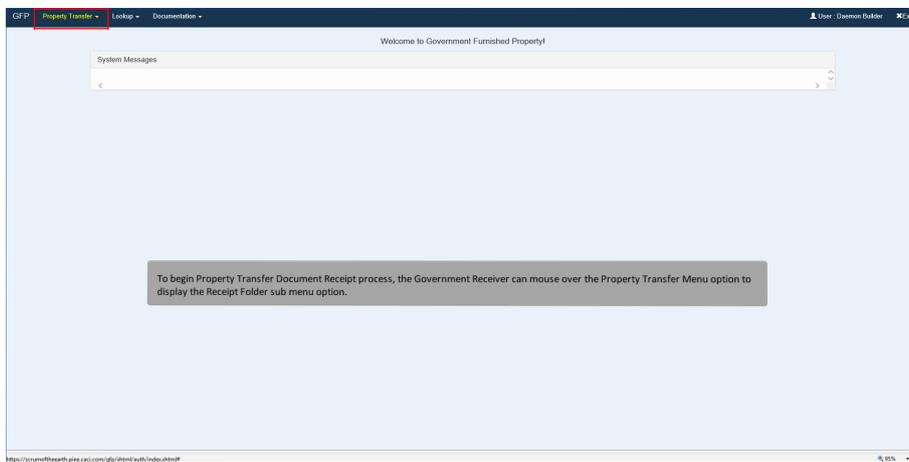
This presentation will demonstrate the process of creating a Government Furnished Property (GFP) Receipt using an excel file upload as a Government Receiver. The Property Transfer document provides accountability and reporting of Government property in possession of contractors. Log into PIEE as a GFP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

Step 2



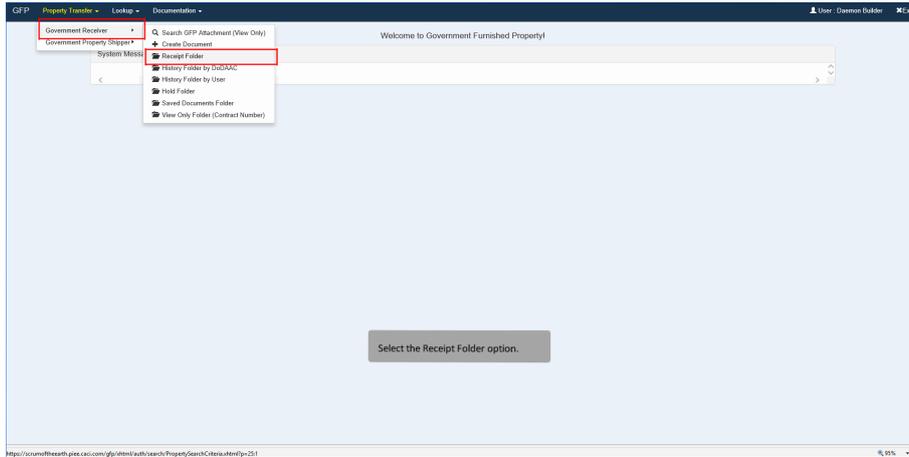
Once logged into PIEE click the GFP icon to open the module.

Step 3



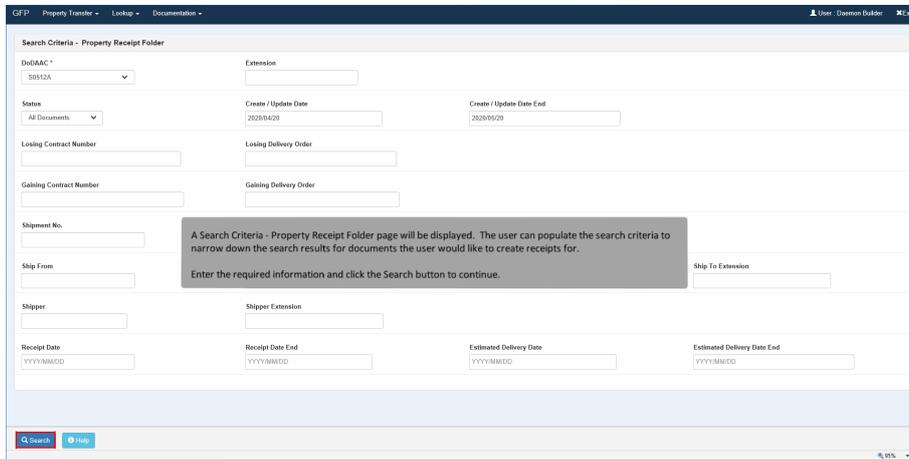
To begin Property Transfer Document Receipt process, the Government Receiver can mouse over the Property Transfer Menu option to display the Receipt Folder sub menu option.

Step 4



Select the Receipt Folder option.

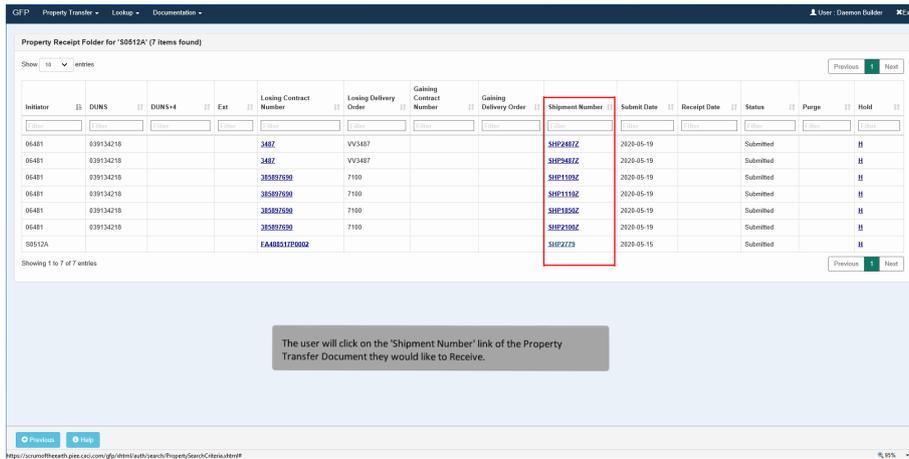
Step 5



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

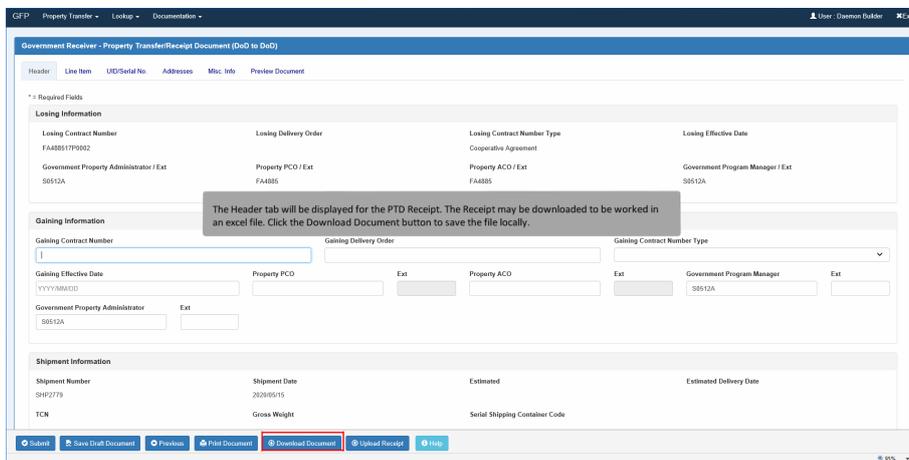
Enter the required information and click the Search button to continue.

Step 6



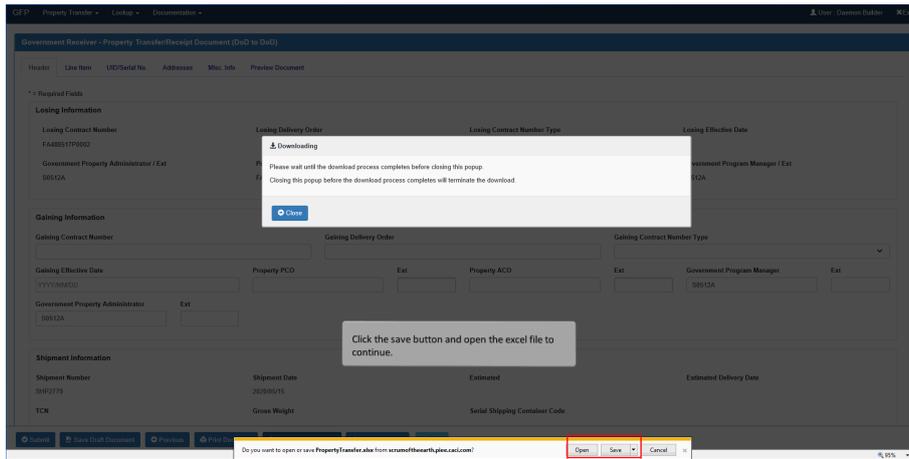
The user will click on the 'Shipment Number' link of the Property Transfer Document they would like to Receive.

Step 7



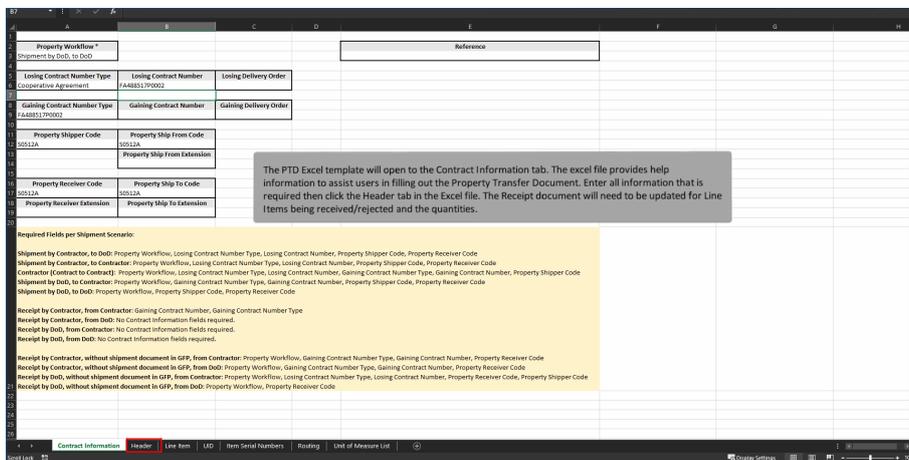
The Header tab will be displayed for the PTD Receipt. The Receipt may be downloaded to be worked in an excel file. Click the Download Document button to save the file locally.

Step 8



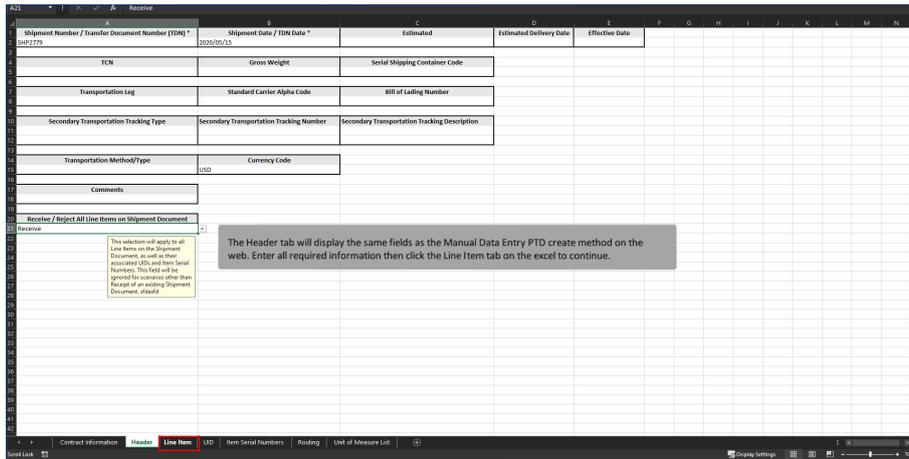
Click the save button and open the excel file to continue.

Step 9



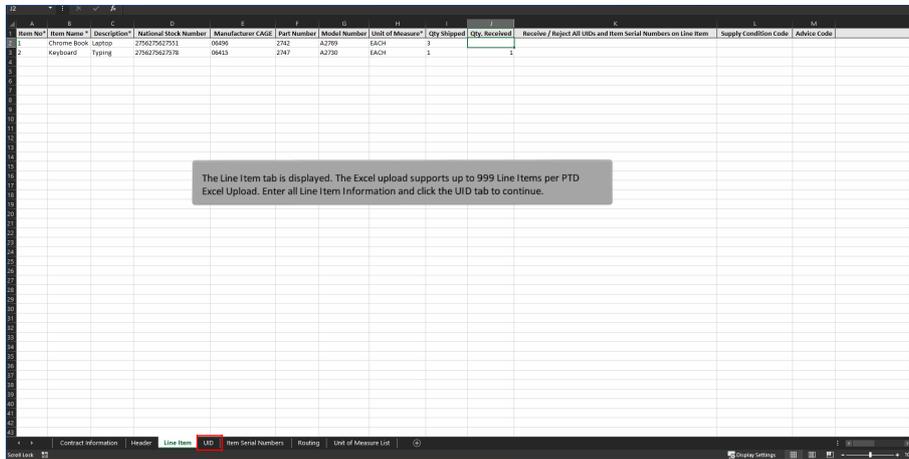
The PTD Excel template will open to the Contract Information tab. The excel file provides help information to assist users in filling out the Property Transfer Document. Enter all information that is required then click the Header tab in the Excel file. The Receipt document will need to be updated for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

Step 10



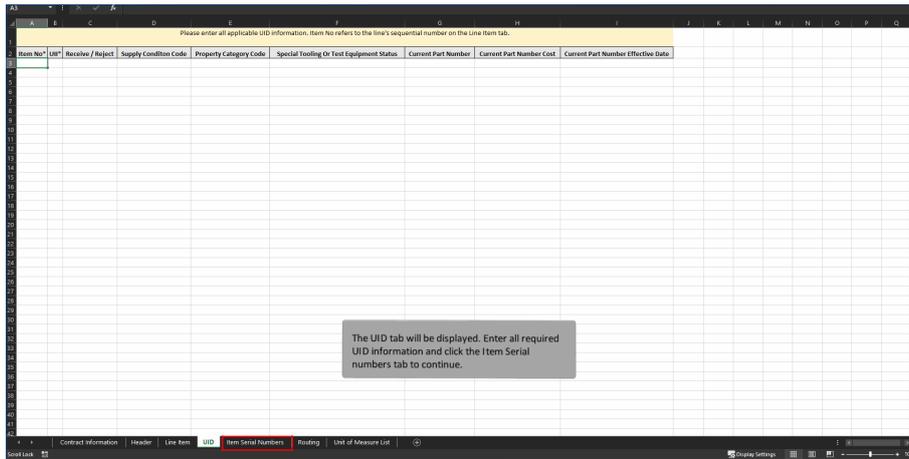
The Header tab will display the same fields as the Manual Data Entry PTD create method on the web. Enter all required information then click the Line Item tab on the excel to continue.

Step 11



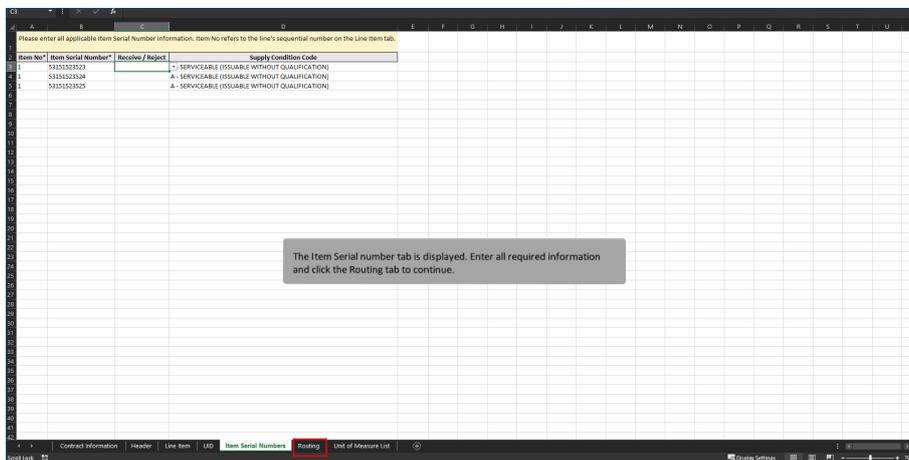
The Line Item tab is displayed. The Excel upload supports up to 999 Line Items per PTD Excel Upload. Enter all Line Item Information and click the UID tab to continue.

Step 12



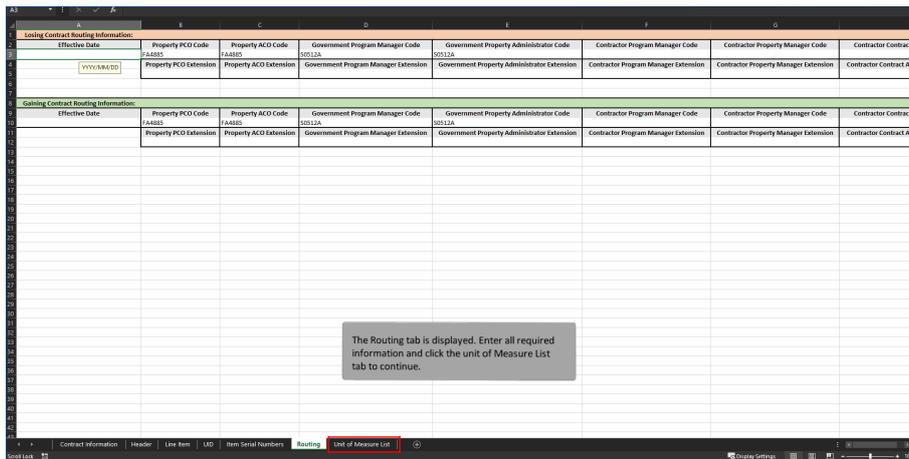
The UID tab will be displayed. Enter all required UID information and click the Item Serial numbers tab to continue.

Step 13



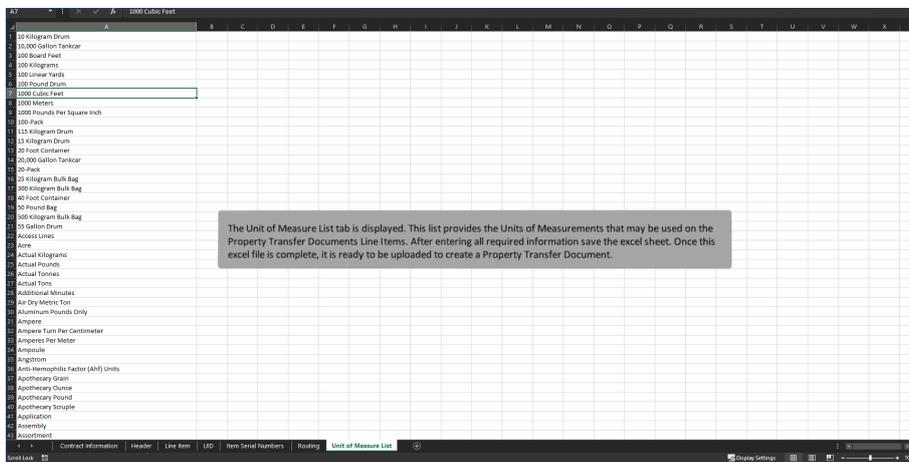
The Item Serial number tab is displayed. Enter all required information and click the Routing tab to continue.

Step 14



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

Step 15



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

Step 16

The screenshot shows a web application interface for a 'Government Receiver - Property Transfer/Receipt Document (DoD to DoD)'. The interface includes several sections: 'Losing Information' with fields for contract numbers and dates; 'Gaining Information' with fields for contract numbers and dates; and 'Shipment Information' with fields for shipment numbers and dates. At the bottom of the form, there is a navigation bar with buttons for 'Submit', 'Save Draft Document', 'Previous', 'Print Document', 'Download Document', 'Upload Receipt', and 'Help'. The 'Upload Receipt' button is highlighted with a red box, and a grey callout box points to it with the text: 'Upload the updated Receipt excel by clicking the Upload Receipt button.'

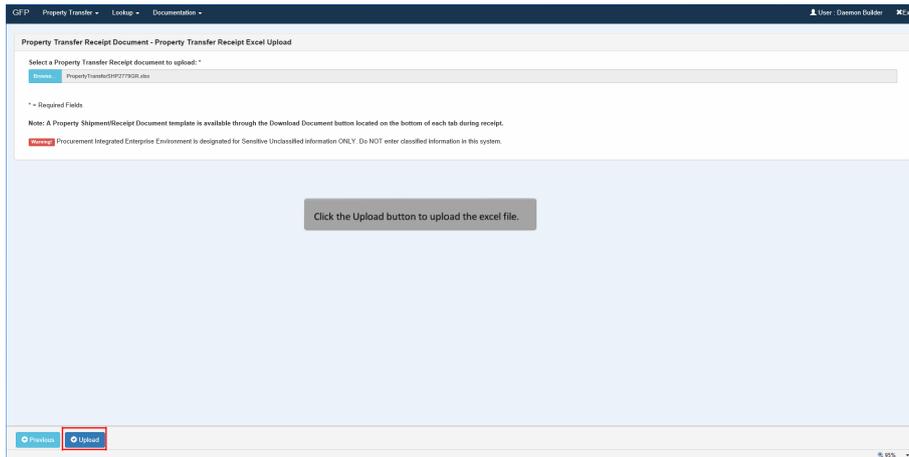
Upload the updated Receipt excel by clicking the Upload Receipt button.

Step 17

The screenshot shows the 'Property Transfer Receipt Document - Property Transfer Receipt Excel Upload' page. At the top, there is a text prompt: 'Select a Property Transfer Receipt document to upload:'. Below this prompt is a 'Browse' button, which is highlighted with a red box. Below the 'Browse' button, there is a note: 'Note: A Property Shipment/Receipt Document template is available through the Download Document button located on the bottom of each tab during receipt.' and a warning: 'Warning: Procurement Integrated Enterprise Environment is designed for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.' At the bottom of the page, there is a grey callout box with the text: 'The Property Transfer Document Excel Upload page is now displayed. Click the Browse button to navigate to the updated Receipt excel file.' At the bottom of the page, there are 'Previous' and 'Upload' buttons.

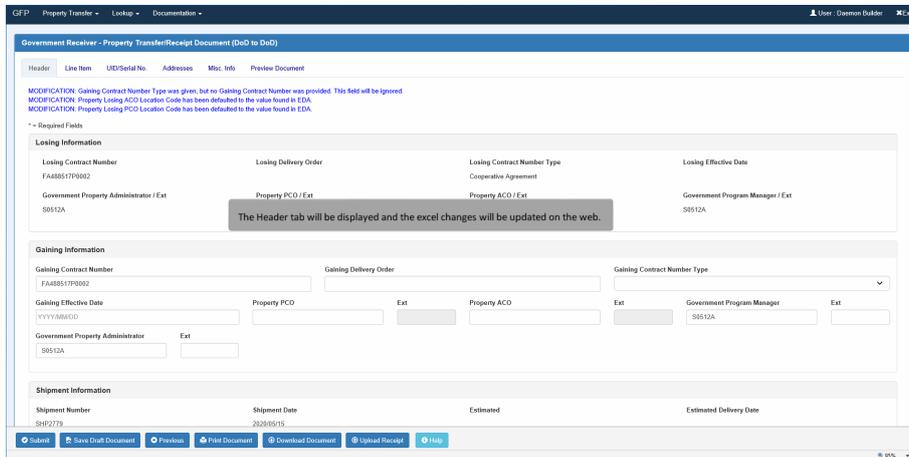
The Property Transfer Document Excel Upload page is now displayed. Click the Browse button to navigate to the updated Receipt excel file.

Step 18



Click the Upload button to upload the excel file.

Step 19



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

Step 20

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

Step 21

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

Step 22

Summary of Detail Level Information

Total Number of Line Items	Total \$
2	0.00

Routing Information

Property Ship From

Location Code	Extension	Name
S0512A		DICMA LOS ANGELES

Property Ship To

Location Code	Extension	Name
S0512A		DICMA LOS ANGELES

Action By: S0512A

Actions

- Received
- Partially Received
- Reject to Initiator

Signature Date: 2020/05/20

Signature: [Signature]

Signature of Authorized Property Recipient

Buttons: Submit, Save Draft Document, Previous, Print Document, Download Document, Upload Receipt, Help

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

Step 23

Government Receiver - Success

The Property Transfer/Receipt Document (DoD to DoD) was successfully received.

Document Information

Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number
F44085170902		F44085170902		SH92779

Emails

- Email sent to Shipper
- Email sent to Shipper
- Email sent to Shipper: vic@imgpma.com

Send Additional Email Notifications

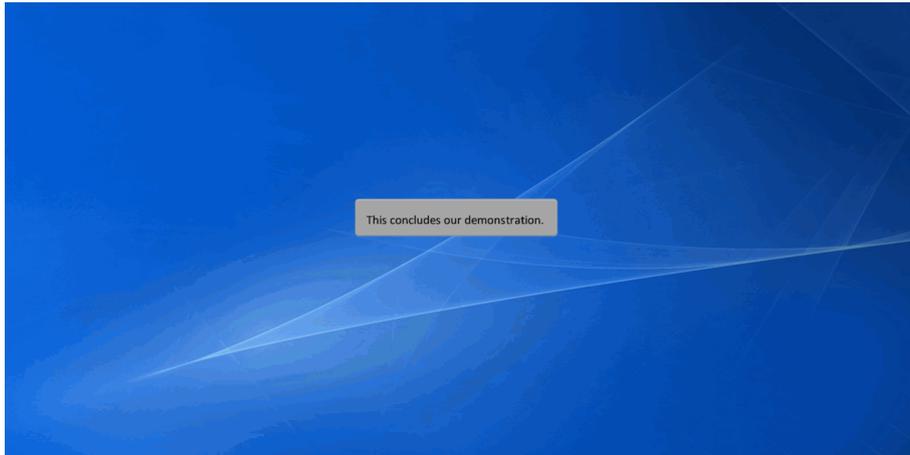
Wed May 20 09:29:27 EDT 2020

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

Buttons: Submit, Help

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.