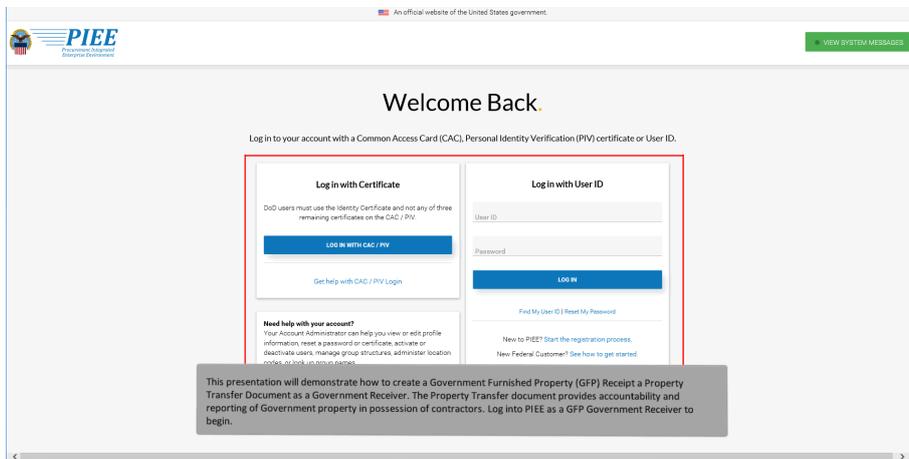


Intro



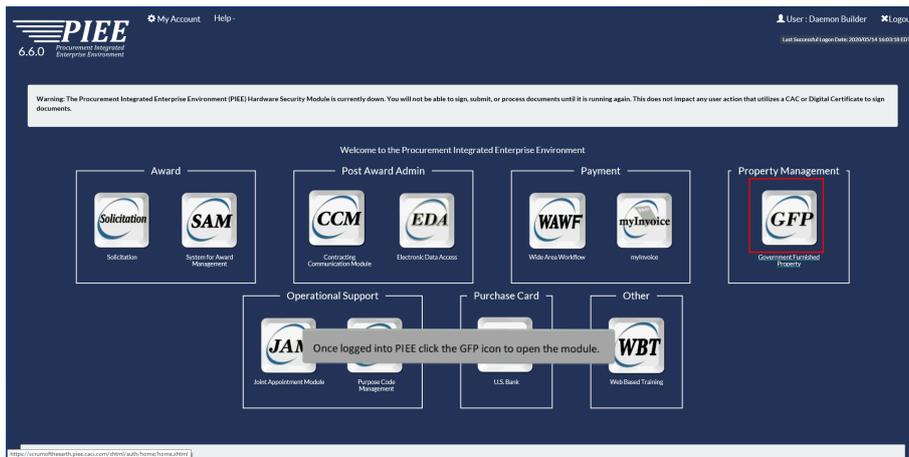
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



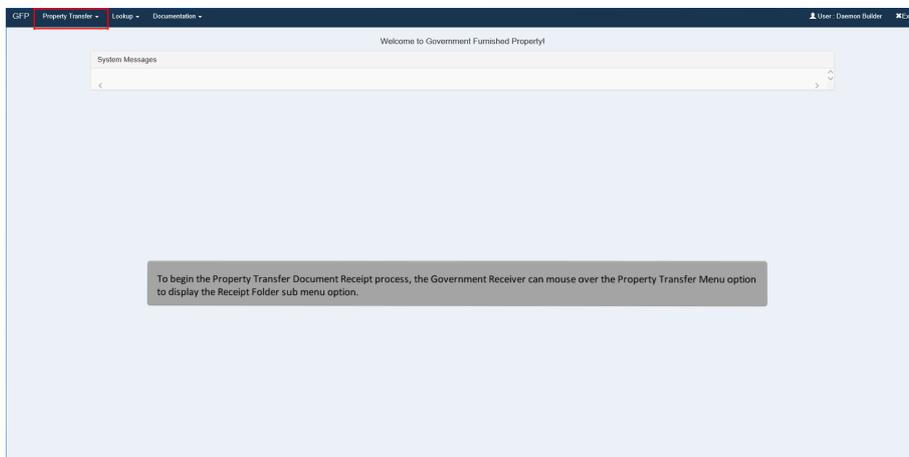
This presentation will demonstrate how to create a Government Furnished Property (GFP) Receipt a Property Transfer Document as a Government Receiver. The Property Transfer document provides accountability and reporting of Government property in possession of contractors. Log into PIEE as a GFP Government Receiver to begin.

Step 2



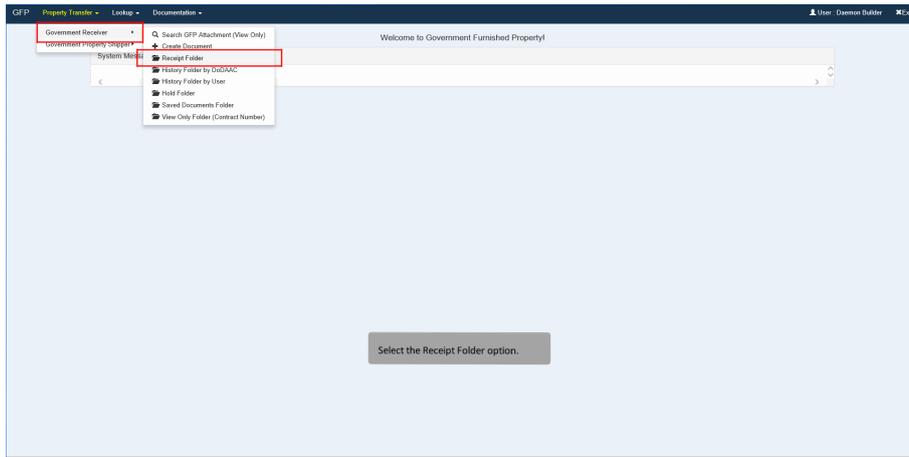
Once logged into PIEE click the GFP icon to open the module.

Step 3



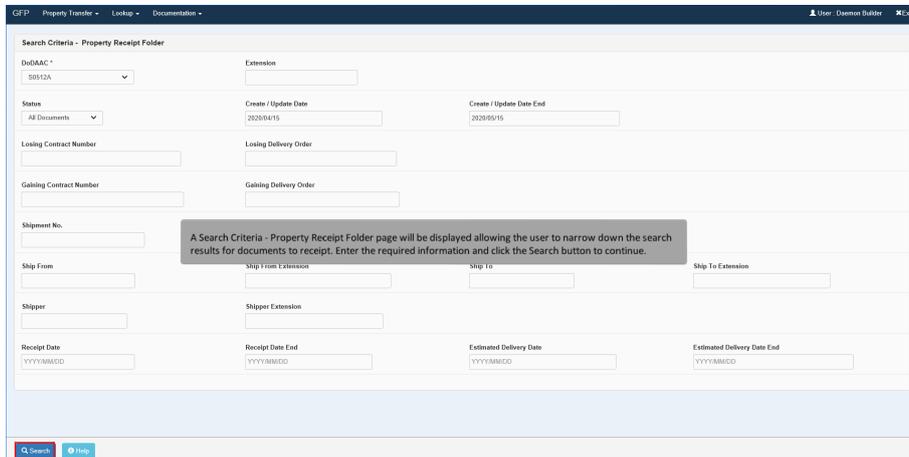
To begin the Property Transfer Document Receipt process, the Government Receiver can mouse over the Property Transfer Menu option to display the Receipt Folder sub menu option.

Step 4



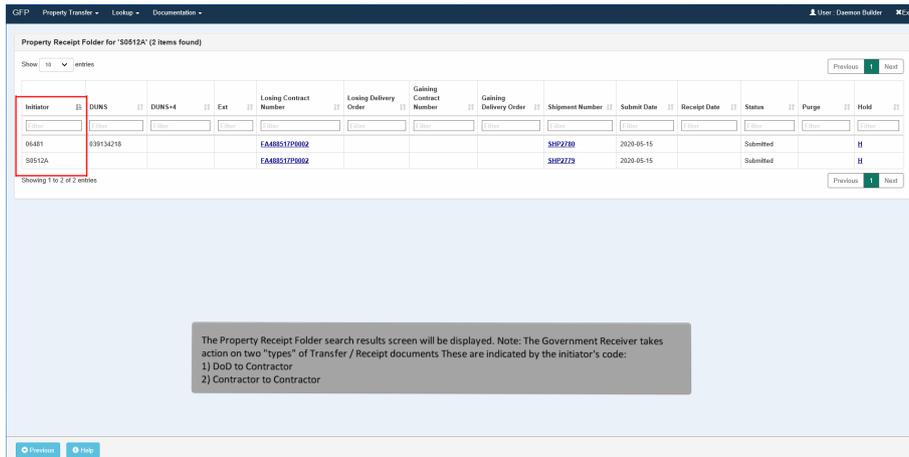
Select the Receipt Folder option.

Step 5



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

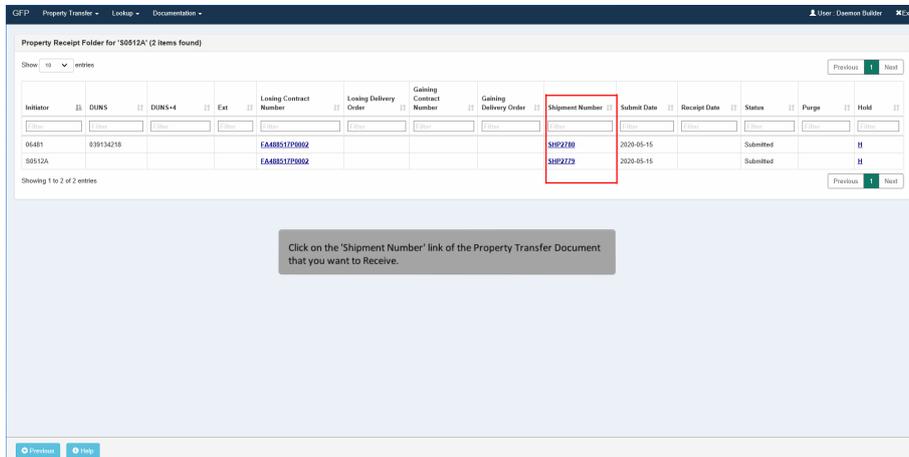
Step 6



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

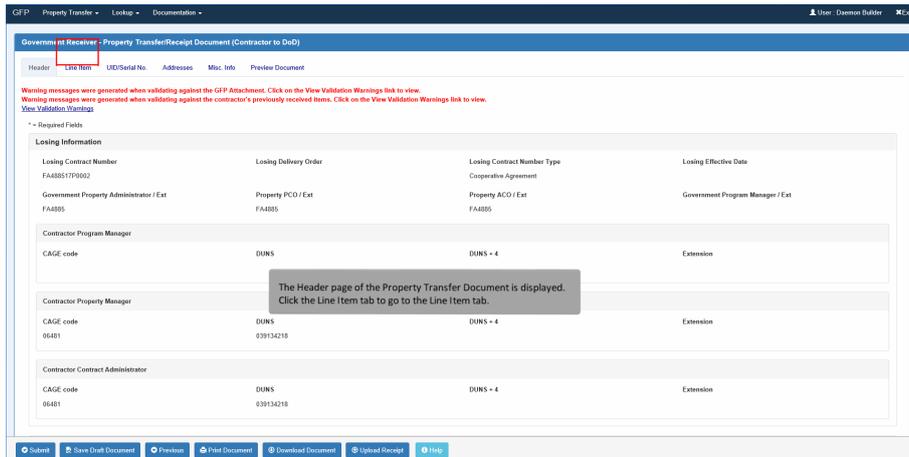
- 1) DoD to Contractor
- 2) Contractor to Contractor

Step 7



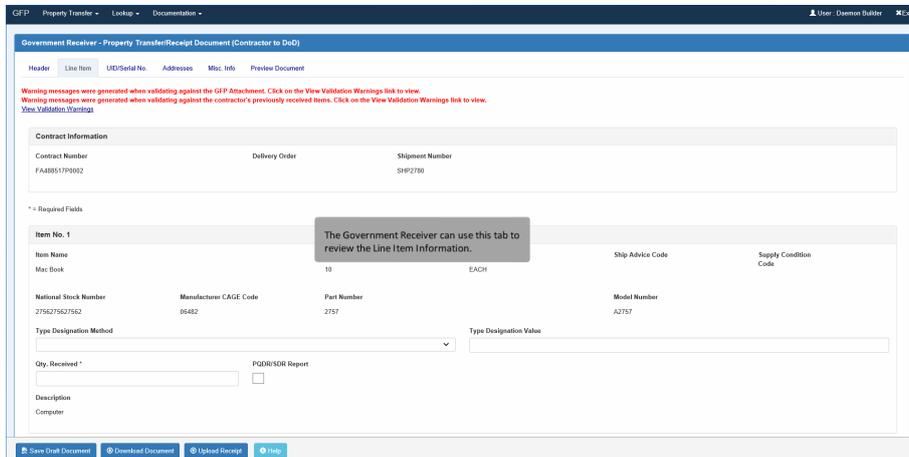
Click on the 'Shipment Number' link of the Property Transfer Document that you want to Receive.

Step 8



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

Step 9



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

Step 10

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
Warning messages were generated when validating against the contractor's previously received items. Click on the View Validation Warnings link to view.
[View Validation Warnings](#)

Contract Information

Contract Number	Delivery Order	Shipment Number
FA48517P002		SH2780

* = Required Fields

Item No. 1

Item Name	Qty. Shipped	Unit of Measure	Ship Advice Code	Supply Condition Code
Mac Book	10	EACH		

National Stock Number: 2796279627962
Manufacturer CAGE Code: 06482
Part Number: 2757
Model Number: A2757

Type Designation Method: [Dropdown]
Type Designation Value: [Text Field]

Qty. Received * [Input: 1] PQDR/SDR Report

Description: Computer

Item No. 2

Item Name	Qty. Shipped	Unit of Measure	Ship Advice Code	Supply Condition Code
paper	1	UNIT		

National Stock Number: 123456789123
Manufacturer CAGE Code: [Blank]
Part Number: [Blank]
Model Number: [Blank]

Type Designation Method: [Dropdown]
Type Designation Value: [Text Field]

Qty. Received [Input: 0] PQDR/SDR Report

Description: paper

Buttons: Save Draft Document, Download Document, Upload Receipt, Help

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

Step 11

Mac Book 10 EACH

National Stock Number: 2796279627962
Manufacturer CAGE Code: 06482
Part Number: 2757
Model Number: A2757

Type Designation Method: [Dropdown]
Type Designation Value: [Text Field]

Qty. Received * [Input: 0] PQDR/SDR Report

Description: Computer

Item No. 2

Item Name	Qty. Shipped	Unit of Measure	Ship Advice Code	Supply Condition Code
paper	1	UNIT		

National Stock Number: 123456789123
Manufacturer CAGE Code: [Blank]
Part Number: [Blank]
Model Number: [Blank]

Type Designation Method: [Dropdown]
Type Designation Value: [Text Field]

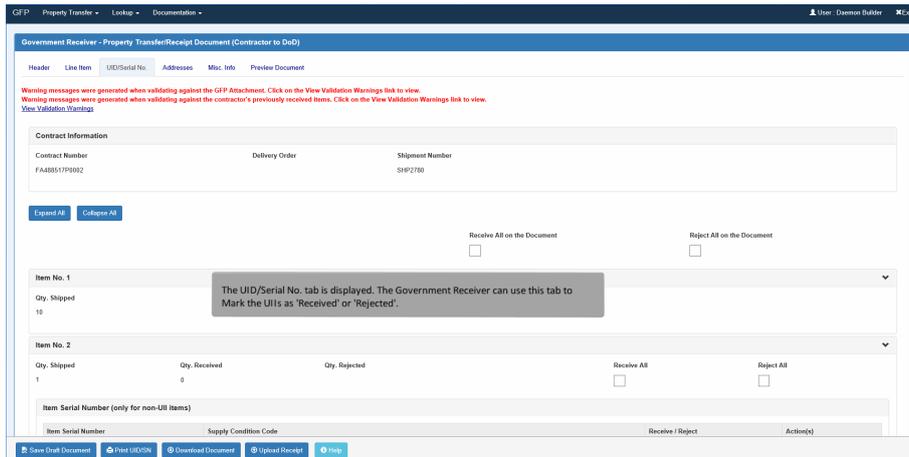
Qty. Received [Input: 0] PQDR/SDR Report

Description: paper

Buttons: Save Draft Document, Download Document, Upload Receipt, Help

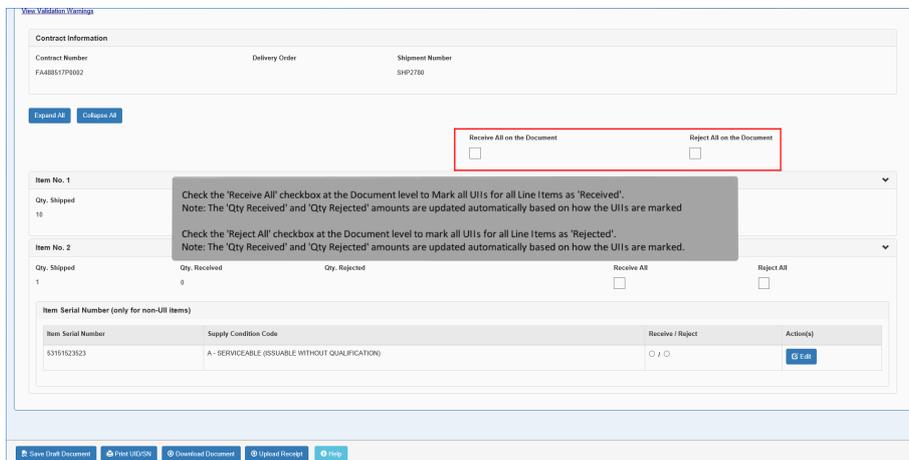
After entering a Quantity Received click the UID/Serial No. tab to go to the UID/Serial No. tab.

Step 12



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

Step 13



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

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

Step 14

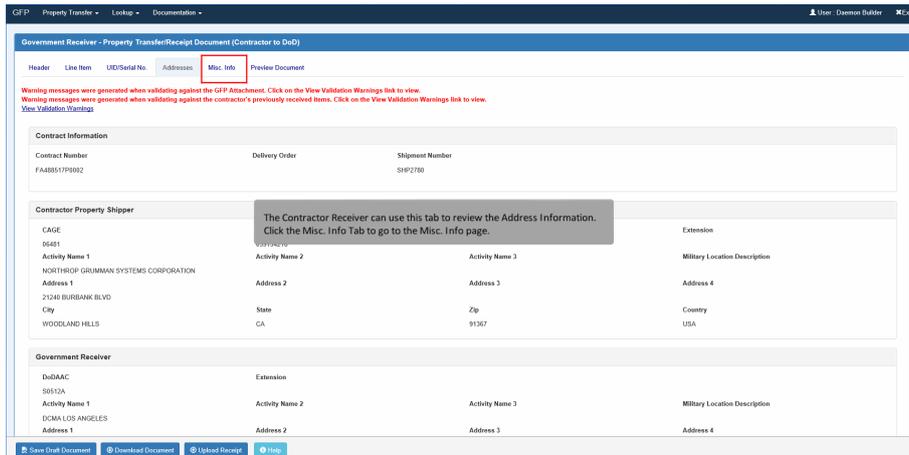
Check the 'Receive All' checkbox at the Line Item level to mark all UIIs for that Line Items as 'Received'.
 Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked.

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

Step 15

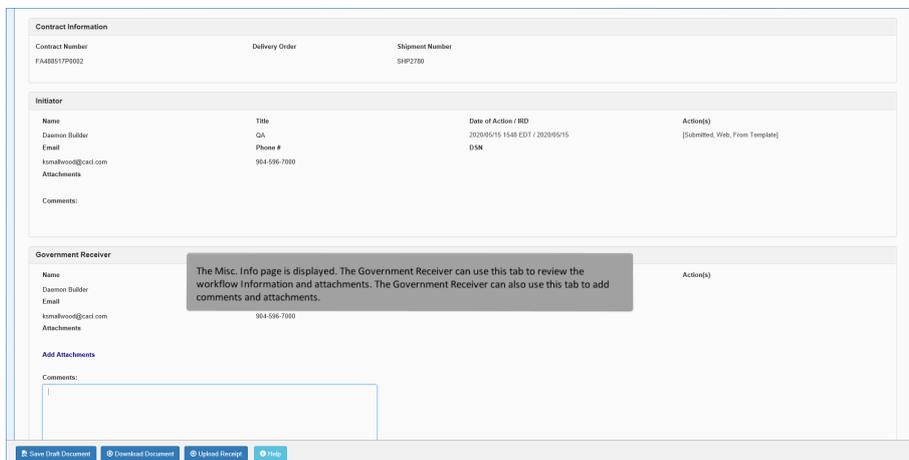
UIIs may also be marked individually by selecting the 'Receive' or 'Reject' radio button.
 Note: The 'Qty Received' and 'Qty Rejected' amounts are updated automatically based on how the UIIs are marked. Click the Addresses Tab to go to the Address tab.

Step 16



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

Step 17



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

Step 18

Contract Information			
Contract Number	Delivery Order	Shipment Number	
FA48517P002		SHP2700	

Initiator			
Name	Title	Date of Action / RID	Action(s)
Daemon Builder	GA	2020/05/15 15:48 EDT / 2020/05/15	[Submitted, Web, From Template]
Email	Phone #	DSN	
ksm@wood@csd.com	904-596-7000		
Attachments			
Comments:			

Government Receiver			
Name	Title	Date of Action	Action(s)
Daemon Builder	Contracting	2020/05/15 15:50 EDT	
Email	Phone #	DSN	
ksm@wood@csd.com	904-596-7000		
Attachments			
Add Attachments			
Comments:			

Notes:

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

[Save Draft Document](#) | [Download Document](#) | [Upload Receipt](#) | [Help](#)

Notes:

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

Step 19

Contract Information			
Contract Number	Delivery Order	Shipment Number	
FA48517P002		SHP2700	

Initiator			
Name	Title	Date of Action / RID	Action(s)
Daemon Builder	GA	2020/05/15 15:48 EDT / 2020/05/15	[Submitted, Web, From Template]
Email	Phone #	DSN	
ksm@wood@csd.com	904-596-7000		
Attachments			
Comments:			

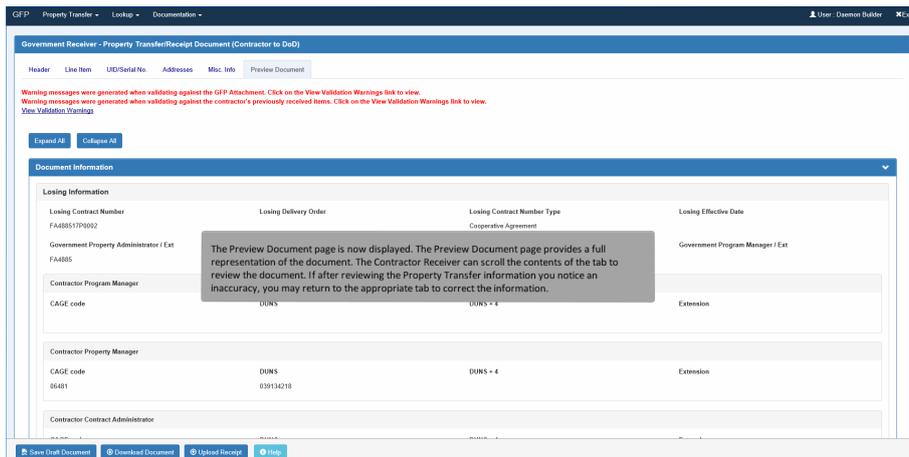
Government Receiver			
Name	Title	Date of Action	Action(s)
Daemon Builder	Contracting	2020/05/15 15:50 EDT	
Email	Phone #	DSN	
ksm@wood@csd.com	904-596-7000		
Attachments			
Add Attachments			
Comments:			

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

[Save Draft Document](#) | [Download Document](#) | [Upload Receipt](#) | [Help](#)

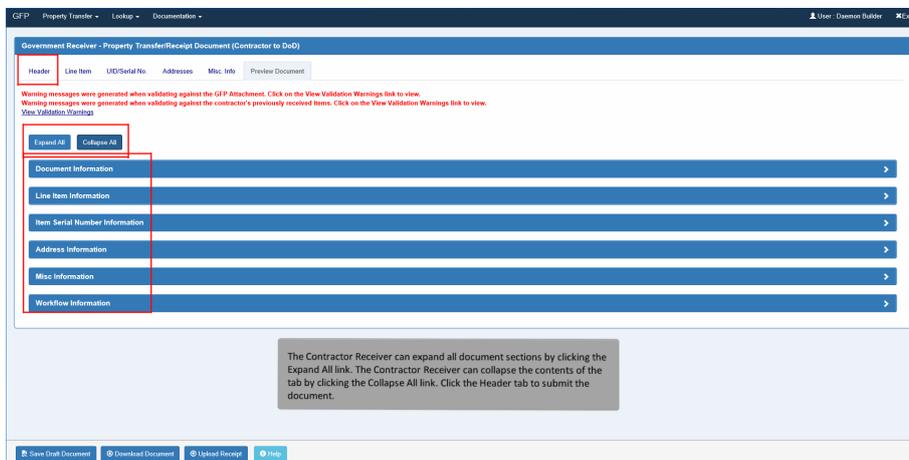
Click the Add Attachments link to add attachments. Click the Preview Document tab to view the entire document.

Step 20



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

Step 21



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

Step 22

The Receiver needs to do the following on the Header tab before it can be submitted into GFP:

- 1) Mark the document as 'Received', 'Partial' or 'Reject to Initiator'.
- 2) Date and Sign the Document.

Step 23

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

Step 24

The screenshot shows a web form titled "Government Receiver Receipt Folder" with several sections: "Transportation Method/Type", "Summary of Detail Level Information" (Total Number of Line Items: 2), "Routing Information" (Property Ship From: Location Code 06481, Extension, Name: NICKERSON-GELBMAN SYSTEMS CORPORATION; Property Ship To: Location Code 08512A, DCMA LOS ANGELES), and "Action By: 50912A". Under "Actions", there are checkboxes for "Received", "Partially Received", and "Reject to Initiator", along with a "Signature Date" field (2020/05/15) and a "Signature" field (Signature of Authorized Property Recipient). A blue "Signature" button is present. A grey popup box is overlaid on the form with the text: "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." At the bottom, there are navigation buttons: "Submit", "Save Draft Document", "Previous", "Print Document", "Download Document", "Upload Receipt", and "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 25

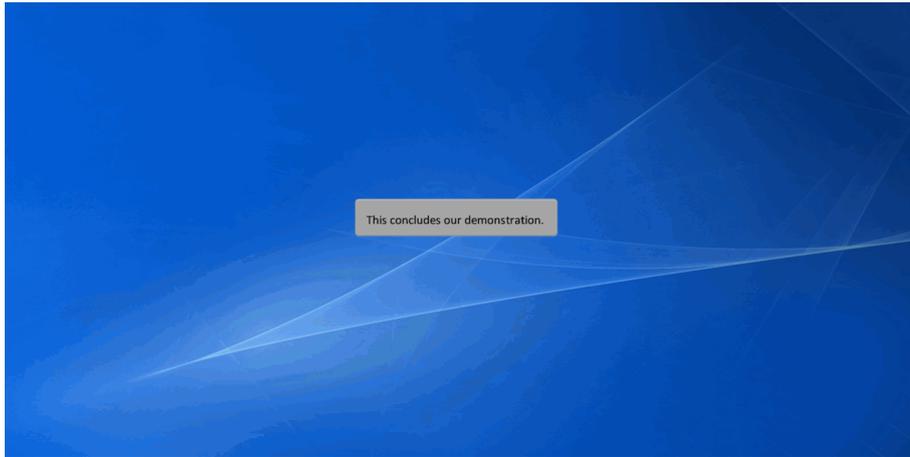
The screenshot shows a success message page titled "Government Receiver - Success". The main message is: "The Property Transfer/Receipt Document (Contractor to DoD) was successfully received." Below this, there is a "Document Information" table with the following data:

Leasing Contract Number	Leasing Delivery Order	Cabling Contract Number	Gaining Delivery Order	Shipment Number
FA4085170402				SHIP2768

Below the table, there is an "Emails" section with the text: "Email sent to Shipper: k...@...". There is also a "Send Additional Email Notifications" section with the text: "Fri May 15 15:51:32 EDT 2020". A grey popup box at the bottom of the page contains the text: "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". At the bottom, there are "Return" and "Help" buttons.

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.