# Government Furnished Property Property Transfer Training For Contractor Users

## Defense Pricing and Contracting (DPC)

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# Topics

- **Background**

- **Reporting Receipt of GFP**

- **Reporting Shipment of GFP**

- **Resources**

This training assumes basic knowledge of the DoD GFP environment. For additional information see the basic training on the DoD Procurement Toolbox at https://dodprocurementtoolbox.com/site-pages/gfp-training

For additional advanced scenarios, see the GFP Property Transfer for contractors – Extended Scenarios

# Policy: Property Clauses in Contracts

- [FAR 52.245-1](#) **Government Property, in <u>all</u> cost type and T&M solicitations and contracts, and in labor hour and fixed-price solicitations and contracts <u>when</u> the Government will provide property**

- [FAR 52.245-9](#) **Use and Charges, in solicitations and contracts when the clause at 52.245-1 is included**

- [DFARS 252.245-7003](#) **Contractor Property Management System Administration**

- <mark>NEW!!!</mark> [DFARS 252.245-7005](#) **Management and Reporting of Government Property** (effective 22 Jan 2024)  <mark>NEW!!!</mark>

- [DFARS Appendix F](#) **WAWF RRR will capture the shipment of Government-furnished property items after acceptance of repair service**

> DFARS clauses 252.245-7001, 7002 and 7004 and 252.211-7007 have been consolidated into the new clause
> https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses

# Highlights of Consolidated Clause

- **Requires all GFP to be reported to the GFP Module**
    - Receipt
    - Transfer to another contract (after contract mods have been executed)
    - Shipment
    - Incorporation of Serially Managed items into higher assembly
    - Property Loss
    - Plant Clearance
    - Request to buy back or convert CAP to GFP
    - **Eliminates direct Reporting of GFP into the IUID Registry**

- **Clarifies GFP marking requirements**
- **Standardizes reporting time frames to support audit requirements**
- **Reduces DFARS Property Clauses from 5 to 2**
- **Eliminates multiple paper form requirements**
- **Requires use of CAP Pre-screening Tool**

# Roles and Capability Areas for Contractor Reporting in accordance with DFARS 252.245-7005

| Required Reporting | GFP Module Capability Area | Contractor Role |
|---|---|---|
| Receipt | Property Transfer | Contractor Property Receiver |
| Transfer to another contract | Property Transfer | Contractor Property Shipper |
| Shipment to DoD or another contractor | Property Transfer | Contractor Property Shipper |
| Incorporation of Serially Managed items into higher assembly | Item Management | Contractor Item Manager |
| Property Loss | Property Loss | Contractor Property Manager |
| Plant Clearance | Plant Clearance | Contractor Property Manager |
| Request to buy back or convert CAP to GFP | CAP Pre-screening | Contractor Property Manager |

# Requirement for Contractors to report receipt/shipment to the GFP Module

**252.211-7007  Reporting of Government-Furnished Property (Mar 2022)**
As prescribed in <u>211.274-6</u>(b), use the following clause:
 (f)  *Procedures for reporting of Government-furnished property*.  Except as provided in paragraph (c) of this clause, the Contractor shall establish and report to the IUID Registry the information required by FAR clause 52.245-1, paragraphs (e) and (f)(1)(iii), in accordance with the data submission procedures at
https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2021-09/GFP%20Reporting%20Guide_Vendors_June%202018.pdf

Reporting Government Furnished Property Vendor Guide:

3.1.1 GFP Module Implementation
   Reporting of receipt for all GFP, and reporting of shipment, and transfer to other contracts of serially managed GFP as required by DFARS 252.211-7007 is conducted through the GFP Module. When an item with a registered UII is reported as received by a contractor, the GFP Module automatically updates the custody record for that item in the IUID Registry. Contractors should report receipt of all GFP to the GFP Module. There should be no reporting of GFP receipt to the IUID Registry.

# The GFP Module is a PIEE Application
## Consolidates GFP capabilities into single tool

- **Phase 1 – GFP Attachment**
  - » **Launched 2 April 2018**
  - » **Provides authorization for Contractor to have custody of Government Property**
  - » **Provides workflow for initiator, reviewer, approver**
  - » **Automatically uploads to EDA**
- **Phase 2 – GFP Property Transfer**
  - » **Launched 16 July 2018**
  - » **Captures GFP Shipments and Receipts**
  - » **Reuses data in the Module to prepopulate transactions to reduce data entry burden and increase data accuracy**
  - » **Compares shipment or receipt to Attachment and alerts discrepancies**
  - » **Populates real time GFP Position Report (in EDA)**
- **Phase 3 – Plant Clearance and Property Loss**
  - » **Property Loss launched 19 November 2019; CAP Pre-Screening launched 4 February 2020**
  - » **Supports workflow, communication, and visibility to enable dispositioning of Government Property**
  - » **Enables APSR out of inventory data capture (as part of Phase 5)**
- **Phase 4 – Update items while in Contractor custody**
  - » **Currently performed in CAV, IUID Registry**
- **Phase 5 – Integration**
  - » **Data sharing with APSRs and DLA**

# The GFP Module



**Applications grouped in functional areas**

**GFP Module shares data with other PIEE Applications**

# The GFP Attachment

- Formalizes the "deal" of what property will be provided to the Contractor; Authorizes Contractors to have custody of Government Property

- Available in the GFP Module for view only; also uploaded to EDA

- Identifies the type and quantity of Government Property the Contractor is allowed to have over the life of the contract

- Identifies which items are serially managed versus non-serially managed for Contractor reporting under DFARS 252.211-7007

- Available for pre-population of receipt and shipment documents

- **Report Receipt and Shipment of GFP using the GFP Module Property Transfer capability**

- **Per DFARS 252.211-7007 and 252.245-7005, Contractors are compelled to report receipt, shipment, transfer of accountability of GFP**

- **All GFP – non-serially managed, serially managed via serial number, and serially managed via UII is reported to the GFP Module**
  - ➢ **Custody section of UII record in IUID Registry automatically updated when UII is receipted**

# GFP Module Property Transfer Enablers

◆ **Enables pre-population of unilateral receipt document from GFP Attachment**

◆ **Allows selection from previously receipted items for population of Contractor shipment**

◆ **Enables pre-population of shipment document from GFP Attachment (if items have not been previously receipted)**

◆ **Alerts discrepancies between physical receipt/shipment and GFP Attachment to contracting officer**

◆ **Tracks real-time GFP position against a contract and CAGE – GFP Position Report**

# GFP Module Roles

- **Contractor Roles**
  - » **GFP Module**
    - Contractor Property Shipper
    - Contractor Property Receiver
    - Various View Only
  - » **WAWF**
    - Vendor to create/submit Reparable Receiving Report
    - Vendor or Vendor View Only to view GFP Position Report in EDA

# Register for GFP Module Access

**Self-register for role on the PIEE home page (after log in)\*:**



\*If this is the first PIEE role, go to wawf.eb.mil and select "Register." See https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2020-05/Register%20for%20GFP%20Module%20Roles%20-%20Contractors%20May%202020.pdf for detailed role request info and instructions.

# The Contractor View

GFP    Vendor ▾    Property Transfer ▾    Property Loss ▾    CAP Pre-screening ▾    Lookup ▾    Documentation ▾

Report property
receipt, shipment
and transfer

# Topics

- **Background**
- **Reporting Receipt of GFP**
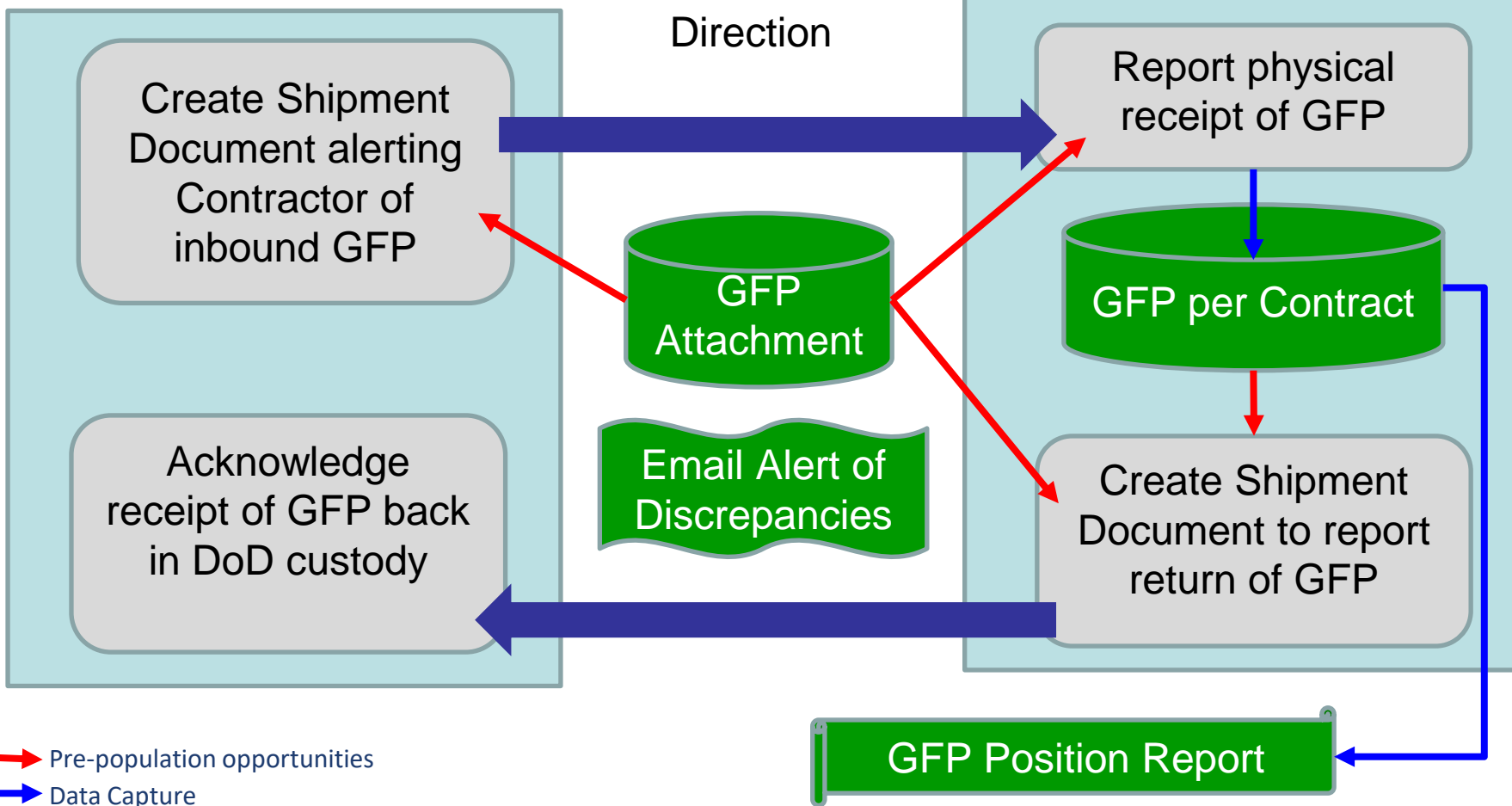- **Reporting Shipment of GFP**
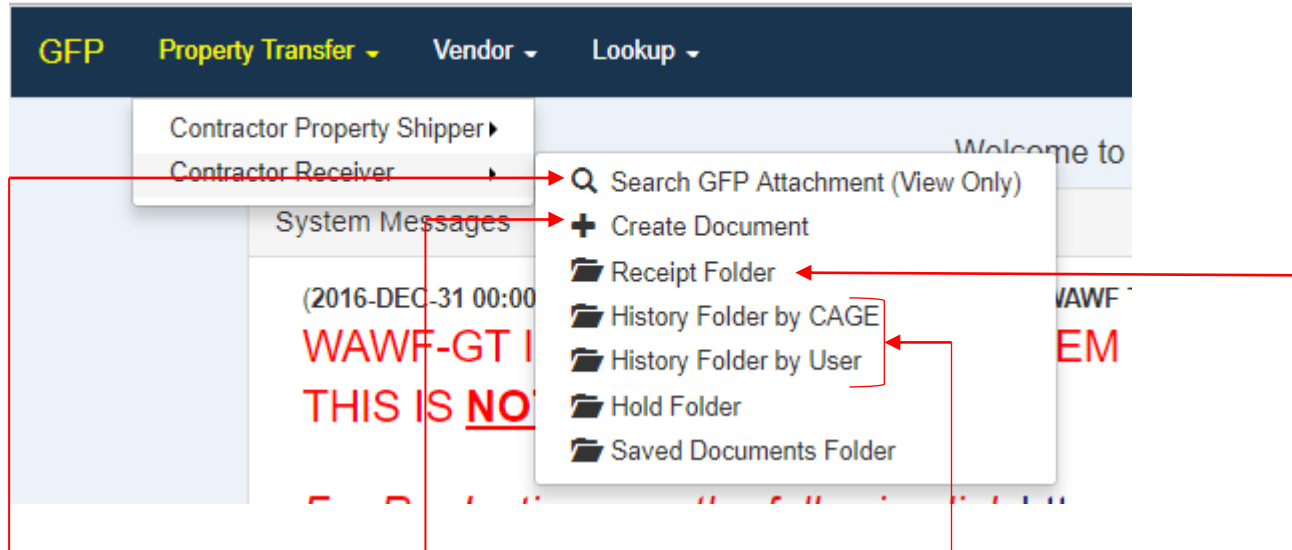- **Resources**

# GFP Module Property Transfer Process Flow

# Contractor Receiver Folders

GFP    Property Transfer ▾    Vendor ▾    Lookup ▾

Contractor Property Shipper ▶
Contractor Receiver              ▶
      System Messages                    🔍 Search GFP Attachment (View Only)
                                          ➕ Create Document
      (2016-DEC-31 00:00                 📁 Receipt Folder
      WAWF-GT I                          📁 History Folder by CAGE
      THIS IS NO                         📁 History Folder by User
                                          📁 Hold Folder
                                          📁 Saved Documents Folder

Welcome to

Search GFP Attachment to see if an Attachment exists for the contract; review Attachment content

Create a unilateral receipt – report receipt with no preceding shipment document

View previously submitted receipts

View inbound shipments; report receipt against a shipment document

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# Property Receipt Scenarios

◆ **GFP Module**

   » **Unilateral receipt (Slides 19 – 39)**

   » **Receipt with previous shipment document (Slides 40 – 61)**

The web entry approach is described; Excel upload and electronic file submission are also available.
For Excel upload, see
http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2020-08/Property%20Transfer%20Excel%20-%20Aug%202020.pdf
For electronic file submission, see
http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2016-04/iRAPT%20Web%20Based%20Training%20access.pdf

- ◆ **You have a contract with the GFP Attachment (Note – even if you do NOT have a GFP Attachment or it isn't in the Module, you must still report receipt of GFP)**

- ◆ **GFP shows up on your receiving dock (or you already had it and you are catching up)**
  - » **5 Items**
  - » **4 are on the GFP Attachment; 1 is not**
  - » **2 of the items on the GFP Attachment are serially managed**

- ◆ **You are going to report receipt of these items**

Reminder: All GFP, including UII'd GFP, can be reported via the GFP Module. The GFP Module is the only way to report non-UII'd GFP. The DFARS is being updated to require all GFP to be reported via the GFP Module.
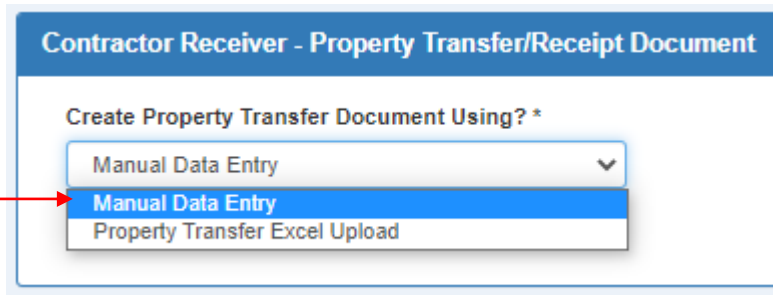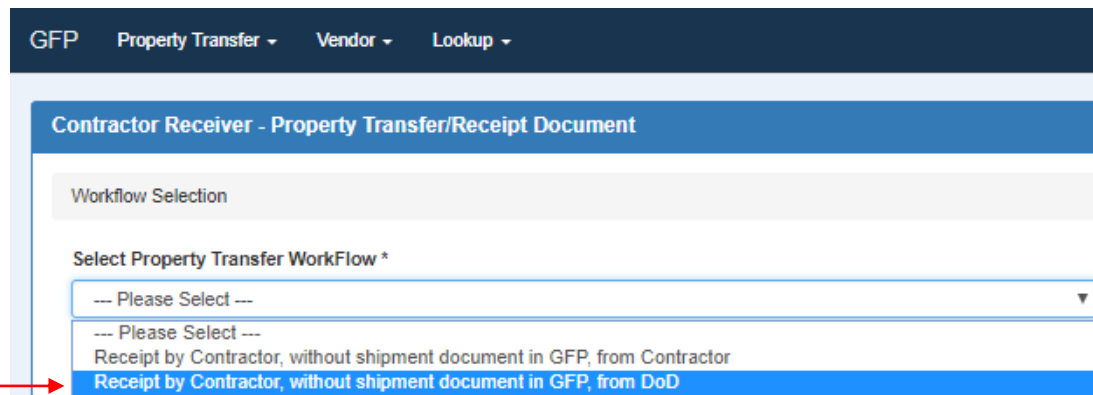
# Create the Unilateral Receipt

First, check the Receipt Folder to make sure there is not a shipment doc. Finding none…
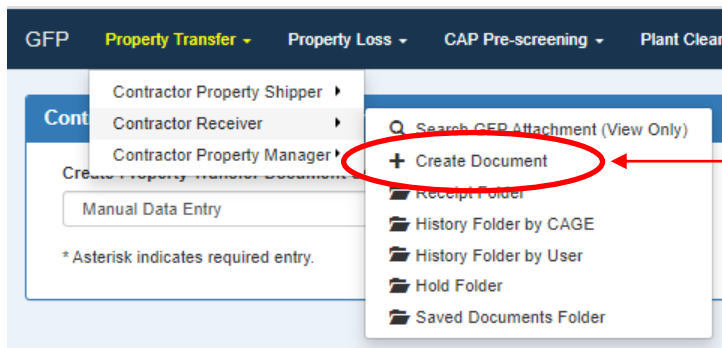


Select "Create Document"

Identify creation method

Identify source

# Enter Header Data

Enter the contract number AND order number if there is one.

Contract Number Type will default to "DoD Contract (FAR). If you have a different type of contract number, select it from the drop down

Enter the CAGE that is the prime on the contract as the Property Receiver.

**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

Workflow Selection / Contract Info

**Gaining Contract Information**

| Contract Number Type | Contract Number * | Delivery Order |
| --- | --- | --- |
| ▼ | M6785414C6526 | |

| Property Receiver Code * / Extension | Property Shipper Code |
| --- | --- |
| 5MVT5/602125908// ▼ | |

If you know the DoDAAC of the DoD org that is the shipper, enter the 6 character DoDAAC so they receive email notification of receipt. But shipper is optional.

| Property Ship To Code | Property Ship To Code Extension | Property Ship From Code |
| --- | --- | --- |
| | | |

The CAGE or contractor DoDAAC of the physical recipient can go here - optional

Click "Next"

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# Enter Routing Data

There are no data entry requirements on this screen

The PCO and ACO will be pulled from the contract when found in EDA

You can optionally enter other Govt DoDAACs and Contractor CAGEs or DoDAACs for view-only visibility

Click "Next"



**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

Workflow Selection / Contract Info / Routing

**Gaining Information - Location Code / Extension**

| Property PCO | Property PCO Extension |
|---|---|
| M67854 | |

| Property ACO | Property ACO Extension |
|---|---|
| S2305A | |

| Government Program Manager | Government Program Manager Extension |
|---|---|
| | |

| Government Property Administrator | Government Property Administrator Extension |
|---|---|
| | |

| Contractor Program Manager | Contractor Program Manager Extension |
|---|---|
| | |

| Contractor Property Manager | Contractor Property Manager Extension |
|---|---|
| | |

| Contractor Contract Administrator | Contractor Contract Administrator Extension |
|---|---|
| | |

**Effective Date**

# Enter Shipment Info

1. Enter Shipment Number. This is usually found on accompanying paperwork. Use the shipment number if there is one or use the document number. If there is no DoD number, create a shipment number following organizational conventions.
2. Enter Shipment Date if it is on the paperwork. If not, enter receipt date.
3. Click the Line Item tab.



**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

Workflow Selection / Contract / Routing / Data Capture

| Header | Addresses | Comments | Line Item | Attachments | Preview Document |

3.

**Gaining Contract Information**

| Gaining Contract Number | Gaining Delivery Order | Gaining Contract Number Type |
|---|---|---|
| M6785414C6526 | | DoD Contract (FAR) |

**Shipment Information**

1.

**Shipment Number ***
M67004312002

2.

**Shipment Date ***
2021/02/22

**Estimated**
▼

**Estimated Delivery Date**
YYYY/MM/DD

**TCN**

**Gross Weight**

**Serial Shipping**

# Report Items

You have two ways to identify the items:
1. Select from the GFP Attachment (Slides 25 – 32)
2. Enter item data (Slides 33 – 34)

**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

Workflow Selection / Contract / Routing / Data Capture

Header    Addresses    Comments    Line Item    Attachments    Preview Document

**Populate Line Items**

1. **+ Populate From GFP Attachment**

**Line Item Details**

| Item No. | Item Name | Item Description | NSN | Manufacturer CAGE | Part Number | Model Number | UofM Code | Qty. Received | UID | Item Serial No. | Actions |
|----------|-----------|------------------|-----|-------------------|-------------|--------------|-----------|---------------|-----|-----------------|---------|
|          |           |                  |     |                   |             |              |           |               |     |                 | **+ Add** 2. |

Note: If there is no GFP Attachment, the blue button will be replaced with the text below.
   You must still report receipt using "Add" (see Slide 33)

**Populate Line Items**

An approved GFP Attachment was not found for the entered Receiver CAGE code and contract information.

# Select from GFP Attachment

The lines from the GFP Attachment are displayed sequentially within the Serially Managed section, then Non-Serially managed section, then Requisitionable.

For mass receipt, select all and populate (Attachment) quantity can be helpful.

## Line Item Pre-population from GFP Attachment

| National Stock Number | Manufacturer CAGE | Part Number | Model Number |
|---|---|---|---|
| | | | |

| Item Name | Item Description | Item Type |
|---|---|---|
| | | All Item Types ▼ |

☑ 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 Received | Item Populated? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | Tank tracked | M1A2 with special features | | 0LFY7 | 14-6457-33 | | EACH | Serial | 10 | | |
| ☐ | 2 | Tank tracks | Heavy duty tracks for M1A2 tank | 4565016745632 | | | | EACH | Serial | 20 | | |
| ☐ | 3 | Engine Tank | Engine for M1A2 tank; heavy duty | | | | E-24392 | EACH | Serial | 10 | | |
| ☐ | 4 | Crack test set | Special test set to identify chassis cracks | | 0LFY7 | 99-678 | | EACH | Serial | 1 | | |
| ☐ | 5 | Server | Dell high performance, dual core | | 7X3W7 | 24251 | | EACH | Serial | 4 | | |
| ☐ | 6 | Server | HP heavy duty, hard care | | 3X7W3 | HP7632 | | EACH | Serial | 8 | | |
| ☐ | 1 | Chassis support | Support for M1A2 chassis during repair | | | | 23-789665 | EACH | Non-Serial | 2 | | |
| ☐ | 2 | Fasteners track | Heavy duty fasteners that connect track to tank | 2431013465789 | | | | BAG | Non-Serial | 3 | | |

**200 rows/page**
**Additional pages shown at bottom of screen**

# Filter GFP Attachment

The fields at the top can be used to filter the Attachment rows.

Product ID (NSN, CAGE, Part Number, Model) must be exact match.
Item Name and Item Description are partial word search.
Item Type filters to Attachment section (serially managed, non serially managed, req).

The user entered "track" into the "Item Name" field and clicked the "Filter Items" button.

## Line Item Pre-population from GFP Attachment

**National Stock Number**

**Manufacturer CAGE**

**Part Number**

**Model Number**

**Item Name**

track

**Item Description**

**Item Type**

All Item Types ▼

[Check All Items on Page] [Uncheck All Items on Page] [+ Populate Selected Quantity] [✖ Clear Selected Quantity] [Q Filter Items] [C 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 Received | Item Populated? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | Tank tracked | M1A2 with special features | | 0LFY7 | 14-6457-33 | | EACH | Serial | 10 | | |
| ☐ | 2 | Tank tracks | Heavy duty tracks for M1A2 tank | 4565016745632 | | | | EACH | Serial | 20 | | |
| ☐ | 2 | Fasteners track | Heavy duty fasteners that connect track to tank | 2431013465789 | | | | BAG | Non-Serial | 3 | | |

Item Count: 3

Page 1 of 1 ▼

# Select Filtered Items

For those items for which you are reporting receipt, click the "Selected" box and enter the quantity that have physically received.
Add them to the receipt document by clicking "Populate Selected Items."

# Serially Managed Items Require UII or Serial Number

Two of the populated items are on the serially managed section of the GFP Attachment, so the user must edit them to add the UII or SN. Click "Edit" for the Tank.

**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

Workflow Selection / Contract / Routing / Data Capture

Header   Addresses   Comments   Line Item   Attachments   Preview Document

ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Invalid Line Item to view a more detailed error message.

## Populate Line Items

**+ Populate From GFP Attachment**

## Line Item Details

| Item No. | Item Name | Item Description | Comments | NSN | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Qty. Received | UID | Item Serial No. | Actions | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Tank tracked | M1A2 with special features | | | 0LFY7 | 14-6457-33 | | EACH | 1 | N | N | ☑ Edit ✖ Delete | Invalid |
| 2 | Tank tracks | Heavy duty tracks for M1A2 tank | | 4565016745632 | | | | EACH | 2 | N | N | ☑ Edit ✖ Delete | Invalid |
| 3 | Fasteners track | Heavy duty fasteners that connect track to tank | | 2431013465789 | | | | BAG | 1 | N | N | ☑ Edit ✖ Delete | |

# Adding UII or Serial Number

The "Line Item" page is displayed. The error is described.
Click the "UID/Serial No." tab.

---

**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

| Line Item | UID/Serial No. | MILSTRIP |
|---|---|---|

ERROR: The associated Line Item on the gaining contract's GFP Attachment for Line Item '1' is Serially Managed. Therefore, Line Item '1' requires at least one Item Serial Number or UII.

**Item No.**

`1`

**Item Name \***

`Tank tracked`

**National Stock Number †**

**Manufacturer CAGE †**

`0LFY7`

**AND**

**Part Number †**

`14-6457-33`

**Model Num**

**Qty. Received \***

`1`

**Unit of Measure \***

`EACH`

**Advice Code**

**Supply Condition Code**

**Type Designation Method (required when Type Designation Value is entered)**

**Type Designation Value (required when Type Designation Method is entered)**

# Add UII

If the item has an IUID Data Matrix, enter the derived UII by clicking the "Add UID" button. This is the tank which has a registered UII. Note the UII must already be in the IUID Registry. If the UII is not in the IUID Registry, an error will be returned.

**Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)**

| Line Item | UID/Serial No. | MILSTRIP |
|---|---|---|

**UID**

**+ Add UID**

**Item Serial Number (only for non-UII items)**

| Item Serial Number | Supply Condition Code |
|---|---|
| | | | |

# Add UII for Tank

Select "Yes" for 2D Compliant (the item has an IUID data matrix), Select "E" (Equipment) or "M" (Material); and select Special Tooling Status.
Enter the UID info and click "Add" if more UIIs need to be entered. Click "Save UID" when all UIIs have been entered.
Return to the summary and select "Edit" for the tank tracks.

# Enter Serial Numbers for Tank Tracks

The tank tracks do not have IUID Data Matrices on them, so the user will enter the Serial Numbers.

Note that there can be a combination of UIIs and serial numbers for a line.

The sum of UII plus serial number must equal the quantity received for a line.

Do NOT enter a UII AND a serial number for the same item.

Return to the Line Item tab and click "Save Line Item."

# Report Receipt of Item Not on Attachment

Receipt the CARC paint by selecting from the GFP Attachment.
Racing stripes also came with the shipment, but they are not on the GFP Attachment.
Click "Add" to access the data entry screen.

**Populate Line Items**

+ Populate From GFP Attachment

**Line Item Details**

| Item No. | Item Name | Item Description | Comments | NSN | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Qty. Received | UID | Item Serial No. | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Tank tracked | M1A2 with special features | | | 0LFY7 | 14-6457-33 | | EACH | 1 | Y | N | Edit  Delete |
| 2 | Tank tracks | Heavy duty tracks for M1A2 tank | | 4565016745632 | | | | EACH | 2 | N | Y | Edit  Delete |
| 3 | Fasteners track | Heavy duty fasteners that connect track to tank | | 2431013465789 | | | | BAG | 1 | N | N | Edit  Delete |
| 4 | CARC Paint | CARC Paint | | 6758012342347 | | | | GALLON | 4 | N | N | Edit  Delete |
| | | | | | | | | | | | | + Add |

# Data Entry Screen

Enter the data about the item. Note that you must provide a product ID of either NSN, manufacturer CAGE AND Part Number, or Model Number.
Do not put variable data in the description field (e.g., RMA Number).
Click "Save Line Item" when finished.

## Contractor Receiver - Property Transfer/Receipt Document (Receipt by Contractor - From DoD)

Line Item | UID/Serial No. | MILSTRIP

**Item No.**
5

**Item Name ***
Racing Stripes

**National Stock Number †**
2323003354321

**Manufacturer CAGE †**

**AND**

**Part Number †**

**Model Number †**

**Qty. Received ***
1

**Unit of Measure ***
PACKAGE

**Advice Code**

**Supply Condition Code**

**Type Designation Method (required when Type Designation Value is entered)**

**Type Designation Value (required when Type Designation Method is entered)**

**Description ***
Red racing stripes

# Item Matching

If entered Product ID data (NSN, CAGE/PN, Model Number) match with items previously receipted, but item name, description, or Unit of Measure do not match, you will indicate whether the item data previously receipted is correct and you want to use that ("No") or if you want to overwrite the data in the accountable items list with the data you've just entered ("Yes").

## 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?

### Current Line Item

| Item Name | Item Description | Unit of Measure |
|---|---|---|
| Tank | Tank | EACH |

| NSN | Manufacturer CAGE | Part No. | Model No. |
|---|---|---|---|
| 1234001234567 | | | M1A2 |

### Information on Record

| Item Name | Item Description | Unit of Measure |
|---|---|---|
| tanks, tracked | super cool tanks | EACH |

| NSN | Manufacturer CAGE | Part No. | Model No. |
|---|---|---|---|
| 1234001234567 | | | M1A2 |

◉ Yes, replace the Information on Record with my Current Line Item.    ○ No, replace my Current Line Item with the Information on Record.

# Unilateral Receipt Item Summary

The items to be receipted are shown on the summary screen.
Return to the Header tab to submit.

## Populate Line Items

+ Populate From GFP Attachment

## Line Item Details

| Item No. | Item Name | Item Description | Comments | NSN | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Qty. Received | UID | Item Serial No. | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Tank tracked | M1A2 with special features | | | 0LFY7 | 14-6457-33 | | EACH | 1 | Y | N | ✏ Edit  ✖ Delete |
| 2 | Tank tracks | Heavy duty tracks for M1A2 tank | | 4565016745632 | | | | EACH | 2 | N | Y | ✏ Edit  ✖ Delete |
| 3 | Fasteners track | Heavy duty fasteners that connect track to tank | | 2431013465789 | | | | BAG | 1 | N | N | ✏ Edit  ✖ Delete |
| 4 | CARC Paint | CARC Paint | | 6758012342347 | | | | GALLON | 4 | N | N | ✏ Edit  ✖ Delete |
| 5 | Racing Stripes | Racing stripes for tricked out tank | | 2323003354321 | | | | PACKAGE | 1 | N | N | ✏ Edit  ✖ Delete |
| | | | | | | | | | | | | + Add |

NOTE: Regardless the method used to add items to the Receipt document, a Product ID (NSN, CAGE/PN, Model Number) can be used only ONE time. Multiple rows of the same Product ID must be aggregated into one row with summed quantity. Duplicate Product ID on the Receipt Doc will throw this error:

ERROR: Line Item '2' contains duplicate Product Identifiers compared to Line Item '1' (NSN, Manufacturer CAGE, Part Number, Model Number). To avoid issues with data integrity in the contractor's accountable quantity, please aggregate these line items into one line and update the quantity. UIDs and Serial Numbers may be entered on the UID/Serial No. tab.

# Submit Receipt

At the bottom of the Header tab, enter the date of the receipt and click "Signature"

Action By: 5MVT5 *

Signature Date

2021/02/24

✏ Signature

Signature of Authorized Property Recipient

Receive the validation warning that item 5 is not on the GFP Attachment. Click "Ok." The contracting officer will receive an email with the discrepancy.

GFP Validation Warning Messages

Line Item 5 was not found on the GFP Attachment for the gaining contract.
If Line Item 5 is DoD Serially Managed, please report item UII or Serial Number.

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

✔ Ok    ✖ Cancel

# One Time Password (OTP)

As of 2020/08/25 12:32:37 UTC, an email was sent to your email account pamrooney@cormorantconsulting.com with a One-Time Password (OTP). This password will expire in 900 seconds.

ℹ The PIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.
⚙ If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.
🕐 If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One Time Password page.

| User ID | GFPMODVEND | |
|---|---|---|
| PIN (Digital PIN) | •••••• | Manage Digital PIN |
| OTP (One-Time Password) | | Send OTP via E-Mail |
| Submit Without Preview | ☑ | |

Signature of Authorized Property Recipient

✔ Sign And Submit     ✔ Cancel

The system requires a one time password (OTP)

Enter your PIN
The system will automatically send a one time password to your email on record
Copy the OTP and paste in the data field
Click "Sign and Submit"

NOTE: If you have not yet established your PIN, see the instructions here:
https://dodprocurementtoolbox.com/articles/piee-now-requires-a-one-time-password

# Submission Confirmation

Receive the success message. You can send email to others within your company or in DoD.

**Contractor Receiver - Success**

The Property Transfer/Receipt Document (Receipt by Contractor - From DoD) was successfully received.

**Document Information**

| Losing Contract Number | Losing Delivery Order | Gaining Contract Number | Gaining Delivery Order | Shipment Number |
|---|---|---|---|---|
| | | M6785414C6526 | | M67004312002 |

**Emails**

Email sent to Receiver: pamrooney@cormorantconsulting.com
Email sent to Gaining GFP Attachment Approver with warning messages: pamela.p.rooney.ctr@mail.mil

**Send Additional Email Notifications**
Wed Feb 24 20:26:22 UTC 2021

The Approver of the GFP Attachment (generally the Contracting Officer) email identifies the discrepancies.

- **DoD has entered a GFP shipment document to Contractor**
  - » **4 items total**
  - » **3 items are selected from GFP Attachment and 1 is added via data entry**
  - » **2 of the items selected from GFP Attachment are serially managed; 1 is not**
  - » **No UIIs or Serial Numbers have been entered by DoD Shipper**
- **The items physically arrive at your facility**
  - » **You, as Contractor will now report receipt of the GFP against the shipment document**

# DoD Shipment Doc View

This is the DoD Shipper's summary view of the items being shipped by DoD to the Contractor

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

Workflow Selection / Contract / Routing / Data Capture

Header   Addresses   Comments   Line Item   Pack   Attachments   Preview Document

## Populate Line Items

+ Populate From GFP Attachment

## Line Item Details

| Item No. | Item Name | Item Description | Comments | NSN | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Qty. Shipped | UID | Item Serial No. | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Airplane Engines | Engine for fighter jet | | 1234567890123 | | | | EACH | 2 | N | N | Edit  Delete |
| 2 | Vertical Stabilizers | Vertical stabilizers for fighter jets | | | 0FTL5 | 456-7890-012 | | EACH | 4 | N | N | Edit  Delete |
| 3 | Support equipment | Support equipment for fight jets | | | | | FGH-17A | KIT | 1 | N | N | Edit  Delete |
| 4 | Horizontal Stabilizers | Horizontal stabilizers for fighter jets | | | 0FTL5 | 456-7890-013 | | EACH | 4 | N | N | Edit  Delete |
| | | | | | | | | | | | | + Add |

# Email Notification of Shipment

The Contractor will receive an email alerting them that the shipment document has been submitted.

Subject: \ \M6700421C5555\ \M67004\ \Property GV\5USA123\ \13499\ \Submitted

This email was generated in a TEST environment from the AWS PIEE-GT platform. If you are a PRODUCTION user, then please ignore it.

Action CAGE\Ext: 13499

Document Type: Property Transfer

Status: Submitted

Receipt Date:

Processed Date: 2021/02/25

Losing Contract Number:

Losing Delivery Order Number:

Gaining Contract Number: M6700421C5555

Gaining Delivery Order Number:

Contract Issue Date:

Gaining Contract Issue Date:

Shipper DoDAAC\Ext: M67004

Shipment Number: 5USA123

Shipment Date: 2021/02/25

# Report Receipt Against Shipment Doc

Once the items physically arrive, report receipt. The receipt process is the same for items transferred from DoD or items shipped to the Contractor on a Receiving Report (new delivery) or Reparable Receiving Report from another Contractor.

Click Property Transfer/Contractor Receiver/Receipt Folder
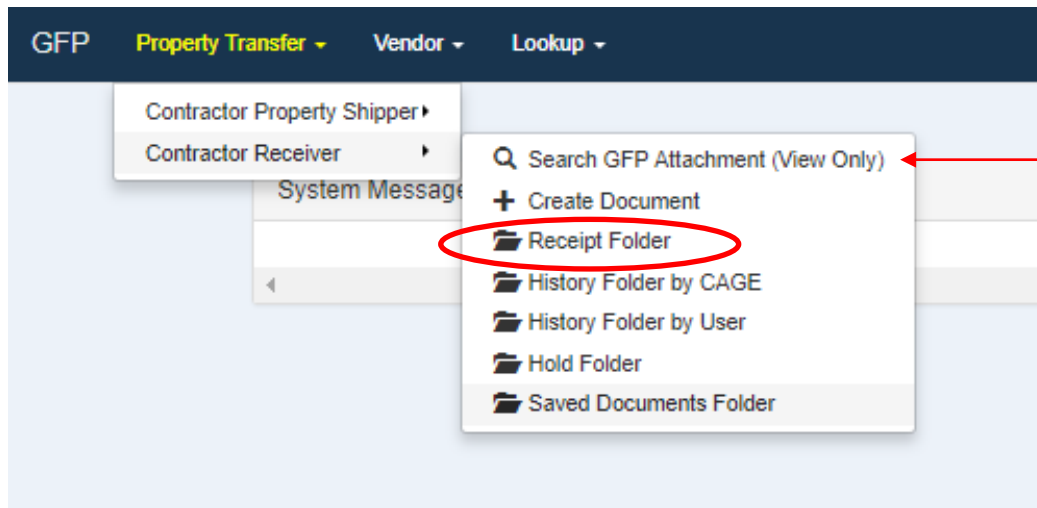


Tip: you can review the GFP Attachment associated with the shipment before reporting receipt

NOTE: If the Government did not create a shipment document, the Contractor is still compelled to report receipt of all GFP. A change to DFARS 252.211-7007 will require all GFP movement to be reported via the GFP Module. Currently the GFP Module is the ONLY way to report non-UII GFP movement.

# Search for the Shipment Doc

Tip: Remove the create date if you are not sure shipment was within last 30 days

Select the CAGE doing the receipt and any other filter criteria and click Search

**Search Criteria - Property Receipt Folder**

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *

13499 / 060605883 / /

| Status | Create / Update Date | Create / Update Date End |
|---|---|---|
| All Documents | 2021/01/26 | 2021/02/25 |

Losing Contract Number

Losing Delivery Order

Gaining Contract Number

Gaining Delivery Order

Shipment No.

| Ship From | Ship From Extension | Ship To |
|---|---|---|

| Shipper | Shipper Extension | |
|---|---|---|

| Receipt Date | Receipt Date End | Estimated Delivery Date |
|---|---|---|
| YYYY/MM/DD | YYYY/MM/DD | YYYY/MM/DD |

🔍 Search    ❶ Help

All shipment documents that are pending receipt are displayed.
Select the shipment associated with the receipt being reported.

# **Review Summary**

Note that if warning messages were presented to the shipper, they will also be presented to the receiver.



Review the Header tab including the number of line items and click the Line Item tab

Item No. 1 is the engines, which are serially managed. Because the shipper did NOT enter SNs or UIIs, the receiver must enter the quantity received. Go to the UID/Serial No. tab to report the unique identifier.

If the shipper HAD included a UII or SN, the Qty Received field would be a non-editable "0" and you would go to the UID/Serial No. tab to confirm receipt of those individual items.

Quantity received of any serially managed items must be entered before moving to the UID/Ser No tab.

---

**Item No. 1**

| Item Name | | Qty. Shipped | Unit of Measure | Ship Advice Code | Supply Condition Code |
|---|---|---|---|---|---|
| Airplane Engines | | 2 | EACH | | |

| National Stock Number | Manufacturer CAGE Code | Part Number | | Model Number |
|---|---|---|---|---|
| 1234567890123 | | | | |

**Type Designation Method**

▼

**Type Designation Value**

**Qty. Received ***

**Description**

Engine for fighter jet

# Items with IUID Data Matrix

If the item has an IUID Data Matrix, click "Add UID" and enter the derived UII (you likely have to use a scanner to derive the UII). It will be a string of characters, commonly starting with D or LH with no special characters (other than slash and dash).

Item No. 1

Qty. Shipped

2

UID

+ Add UID

Item Serial Number (only for non-UII items)

+ Add Item Serial Number

# Enter the IUID Info

Enter the 2D compliant = "Yes" (it has a data matrix) and category. Enter the UII in the "UID Number" field. Click "Add" (add additional UIIs) and then "Save UID."
If the derived UII is NOT registered, an error will be returned.
If you are the OEM and can guarantee that the data matrix is intended to be globally unique, register the UII in the IUID Registry as GFP.
If you are NOT the OEM, report receipt using the item's serial number (shown on slide 53)

Add UID

ERROR: The entered UII: D123456789012 was not found in the Registry. Please enter the appropriate UII or call the IUID help desk at 269-961-4745.

| Current Part Number | Current Part Number Cost | Current Part Number Effective Date |
|---|---|---|
| | | YYYY/MM/DD |

| 2D Compliant * | Property Category Code * | Special Tooling Or Test Equipment Status * |
|---|---|---|
| Yes | E | Not Special Tooling Or Test Equipment |

| UID Number * | Supply Condition Code | Action(s) |
|---|---|---|
| D0353812345 | | ✖ Delete |
| | | ➕ Add |

Select the condition code for Reparables

⬇ Save UID    ✖ Cancel    ⓘ Help

# Confirm Receipt of UII

A UII that is found in the Registry will be added to the item data.
Click "Receive" and the Quantity Received will reflect the quantity to be reported.
Note that if the shipper had entered the UII, you would still do this step.



| Item No. 1 | | | | |
| --- | --- | --- | --- | --- |
| **Qty. Shipped** | **Qty. Received** | **Qty. Rejected** | **Receive All** | **Reject All** |
| 2 | 1 | 0 | ☐ | ☐ |

**UID**

| Current Part Number | Current Part Number Cost | Current Part Number Effective Date | Action(s) |
| --- | --- | --- | --- |
| | | | [Edit UID] [Delete UID] |

| 2D Compliant | Property Category Code | Special Tooling Or Test Equipment Status |
| --- | --- | --- |
| Yes | E | Not Special Tooling Or Test Equipment |

| UID Number | Supply Condition Code | Receive / Reject |
| --- | --- | --- |
| D0353812345 | | ◉ / ○ |

| Current Part Number | Current Part Number Cost | Current Part Number Effective Date | Action(s) |
| --- | --- | --- | --- |
| | | | [Edit UID] [Delete UID] |

| 2D Compliant | Property Category Code | Special Tooling Or Test Equipment Status |
| --- | --- | --- |
| Yes | E | Not Special Tooling Or Test Equipment |

| UID Number | Supply Condition Code | Receive / Reject |
| --- | --- | --- |
| D03538ABCDE | | ○ / ○ |

# **Report Receipt**

Return to Header tab and scroll to the bottom

Action By: 13499

Actions
☑ Received
☐ Partially Received
☐ Reject to Initiator

Signature Date
2021/02/25

✎ Signature
Signature of Authorized Property Recipient

Check "Received," add date and click "Signature"

# Errors Alerted

At submission, the document is validated. If errors are found, the user will be alerted. Any items that are on the serially managed items section of the GFP Attachment require UII or Serial Number. In this case, the user neglected to enter UII or SN for Line 2.

---

**Contractor Receiver - Property Transfer/Receipt Document (DoD to Contractor)**

| Header | Line Item | UID/Serial No. | Addresses | Misc. Info | Preview Document |

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
View Validation Warnings

ERROR: This document contains errors in the following Tab(s) - Line Item

* = Required Fields

**Losing Information**

| Losing Contract Number | Losing Delivery Order | Losing Contract Number Type |

| Government Property Administrator / Ext | Property PCO / Ext | Property ACO / Ext |

---

**Contractor Receiver - Property Transfer/Receipt Document (DoD to Contractor)**

| Header | Line Item | UID/Serial No. | Addresses | Misc. Info | Preview Document |

Warning messages were generated when validating against the GFP Attachment. Click on the View Validation Warnings link to view.
View Validation Warnings

ERROR: The associated Line Item on the gaining contract's GFP Attachment for Line Item '2' is Serially Managed. Therefore, Line Item '2' requires at least one Item Serial Number or UII.

# Enter Serial Numbers

The Contractor receiver did not enter UII or Serial Number for Line 2 which was selected from the serially managed items tab by the Government shipper.
He returns to the UID/Serial No. tab to enter the item level data.
These items (the vertical stabilizers) do not have UID data matrices, so the serial numbers will be reported. Click "Add Item Serial Number."
Note: the sum of UIIs and Serial Numbers must equal the quantity received

# Enter Serial Numbers

Enter the first serial number, click "Save." Scroll back down to Item No. 2 and enter second, third, and fourth serial numbers. The sum of serial numbers and UIIs must equal the quantity shipped. Once the serial numbers are entered, click "Receive All" at the line item to receipt them (or reject by specific individual item).

## Item No. 2

| Qty. Shipped | Qty. Received | Qty. Rejected | | Receive All | Reject All |
|---|---|---|---|---|---|
| 4 | 4 | 0 | | ✔ | |

### UID

**+ Add UID**

### Item Serial Number (only for non-UII items)

| Item Serial Number | Supply Condition Code | Receive / Reject | Action(s) |
|---|---|---|---|
| 123-XYZ-1 | | ◉ / ○ | ☑ Edit ✖ Delete |
| 123-XYZ-2 | | ◉ / ○ | ☑ Edit ✖ Delete |
| 123-XYZ-3 | | ◉ / ○ | ☑ Edit ✖ Delete |
| 123-XYZ-4 | | ◉ / ○ | ☑ Edit ✖ Delete |

**+ Add Item Serial Number**

# Print UIIs and Serial Numbers

**+ Add Item Serial Number**

**Save Draft Document**    **Print UID/SN**    **Download Document**

## Property Transfer
## (DoD to Contractor)
-- UID / Item Serial Number Details --
(Access the GFP Module to view signed copy)

| Losing Contract Number | Losing Delivery Order | Shipment Number |
| --- | --- | --- |
| | | 5USA123 |
| Gaining Contract Number | Gaining Delivery Order | |
| M6700421C5555 | | |

| Item No | Qty. Shipped | Qty. Received | Qty. Rejected |
| --- | --- | --- | --- |
| 1 | 2 | 2 | 0 |

| Current Part Number | Current Part Cost | Current Part Effective Date |
| --- | --- | --- |
| 2D Compliant | Property Category | Special Tooling Or Test Equipment Status |
| Y | E | Not Special Tooling Or Test Equipment |

| UID No. | Supply Condition Code | |
| --- | --- | --- |
| D0353812345 | | Received |

| Current Part Number | Current Part Cost | Current Part Effective Date |
| --- | --- | --- |
| 2D Compliant | Property Category | Special Tooling Or Test Equipment Status |
| Y | E | Not Special Tooling Or Test Equipment |

| UID No. | Supply Condition Code | |
| --- | --- | --- |
| D03538ABCDE | | Received |

| Item No | Qty. Shipped | Qty. Received | Qty. Rejected |
| --- | --- | --- | --- |
| 2 | 4 | 4 | 0 |

| Item Serial No. | Supply Condition Code | |
| --- | --- | --- |
| 123-XYZ-1 | | Received |
| 123-XYZ-2 | | Received |
| 123-XYZ-3 | | Received |
| 123-XYZ-4 | | Received |

| Item No | Qty. Shipped | Qty. Received | Qty. Rejected |
| --- | --- | --- | --- |
| 3 | 1 | 1 | 0 |

# Report Receipt

Once again return to Header tab and scroll to the bottom

Action By: 13499

Actions
☑ Received
☐ Partially Received
☐ Reject to Initiator

Signature Date
2021/02/25

✏ Signature
Signature of Authorized Property Recipient

Check "Received," add date and click "Signature"

# One Time Password (OTP)

As of 2020/08/25 12:32:37 UTC, an email was sent to your email account pamrooney@cormorantconsulting.com with a One-Time Password (OTP). This password will expire in 900 seconds.

ⓘ The PIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.

⚙ If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.

🕒 If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One Time Password page.

| User ID | GFPMODVEND | |
| --- | --- | --- |
| PIN (Digital PIN) | •••••• | Manage Digital PIN |
| OTP (One-Time Password) | | Send OTP via E-Mail |
| Submit Without Preview | ☑ | |

Signature of Authorized Property Recipient

✔ Sign And Submit    ❯ Cancel

The system now requires a one time password (OTP)

Enter your PIN
The system will automatically send a one time password to your email on record
Copy the OTP and paste in the data field
Click "Sign and Submit"

NOTE: If you have not yet established your PIN, see the instructions here:
https://dodprocurementtoolbox.com/articles/piee-now-requires-a-one-time-password

# Acknowledge Validation Messages

You might see Validation Warning messages. These notifications are informational and DO NOT prevent submission of the receipt. Click "Ok" to continue.

GFP Validation Warning Messages

Line Item 4 was not found on the GFP Attachment for the gaining contract.
If Line Item 4 is DoD Serially Managed, please report item UII or Serial Number.

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

✔ Ok    ✖ Cancel

# **Success Message**

The shipper will receive an email confirming the receipt

**Contractor Receiver - Success**

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

**Document Information**

| Losing Contract Number | Losing Delivery Order | Gaining Contract Number | Gaining Delivery Order | Shipment Number |
|---|---|---|---|---|
| | | M6700421C5555 | | 5USA123 |

**Emails**

Email sent to Shipper: pamrooney@cormorantconsulting.com
Notification sent for CAGE code 13499 to EDI Routing Codes- ISA07: 01, ISA08: 123456789, GS03: JITC
Notification sent for CAGE code 13499 to FTP Directory: /caci_db/efp/WAWF_RA_sec/FTPEDIDirectory/ftp_working/GEXAWS/notifications
Email sent to Gaining GFP Attachment Approver with warning messages: pamrooney@cormorantconsulting.com

Send Additional Email Notifications  ← You can send email confirmation to others

Mon Mar 01 20:14:51 UTC 2021

# History Folder

Once submitted, the receipt will appear in the History folder

Property Receipt History from Active Folder for '13499' (1 items found)

Show [10 ▼] entries

| Initiator | DUNS | DUNS+4 | Ext | Losing Contract Number | Losing Delivery Order | Gaining Contract Number | Gaining Delivery Order | Shipment Number | Submit Date | Receipt Date | Status | Purge |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter |
| M67004 | | | | | | M6700421C5555 | | 5USA123 | 2021-02-25 | 2021-02-25 | Received | |

Showing 1 to 1 of 1 entries

# Topics

◆ **Background**

◆ **Reporting Receipt of GFP**

◆ **Reporting Shipment of GFP**

◆ **Resources**

# Property Shipments

- **Shipping GFP on Property Transfer in the GFP Module**
  - » **To DoD, another Contractor**
  - » **To another contract**

- **Returning a reparable via the Reparable Receiving Report (covered in Extended Scenarios training)**

The web entry approach is described; Excel upload and electronic file submission are also available.
For Excel upload, see
http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2020-08/Property%20Transfer%20Excel%20-%20Aug%202020.pdf
For electronic file submission, see
http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2016-04/iRAPT%20Web%20Based%20Training%20access.pdf

# Contractor PT Shipper Folders
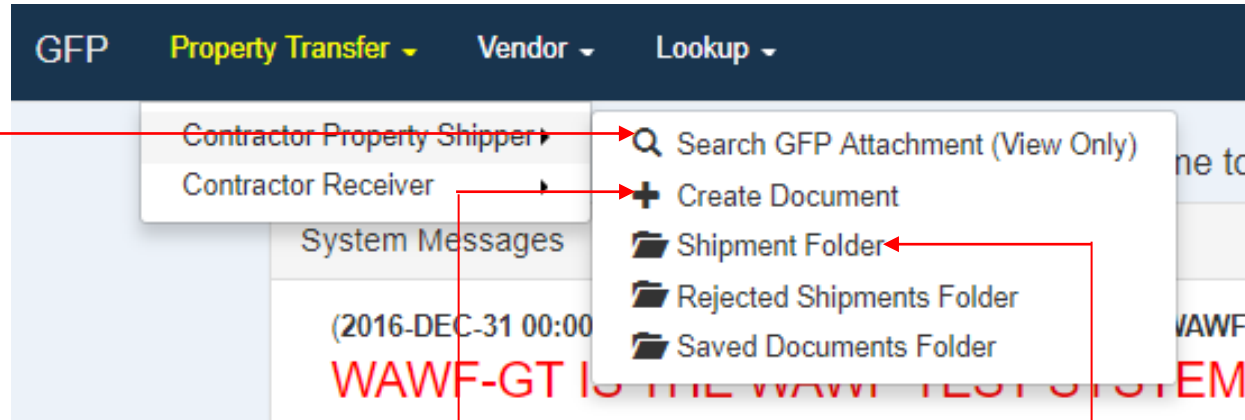


Search GFP Attachment to see if an Attachment exists for the contract or to review Attachment content

Create a shipment document; report shipment of serially managed GFP back to DoD or to another Contractor

See shipments submitted and their status

# Shipping GFP Scenario

◆ **You have been instructed to ship GFP back to DoD** (note – this works the same if the GFP is shipped to another Contractor)

» One previously receipted serially managed item

» One item not previously receipted in the Module, but on the GFP Attachment

» One item neither previously receipted nor on the GFP Attachment

# Create the Shipment Document
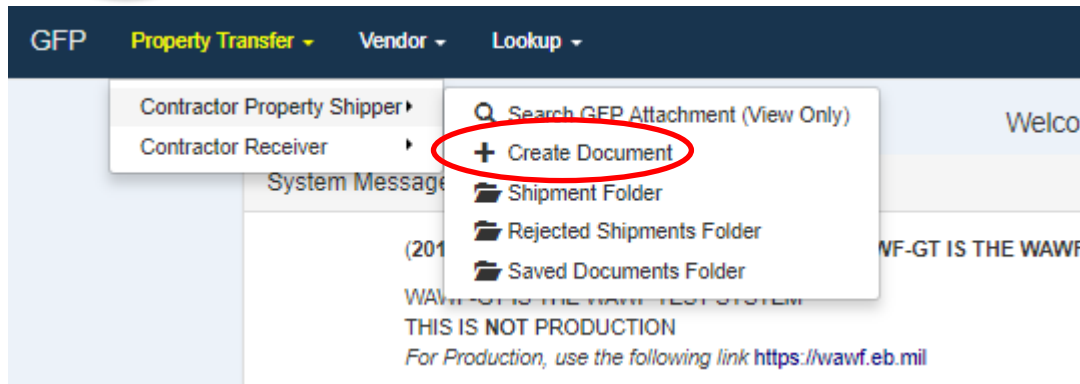


Select Property Transfer/ Contractor Property Shipper/ Create Document

Identify creation method
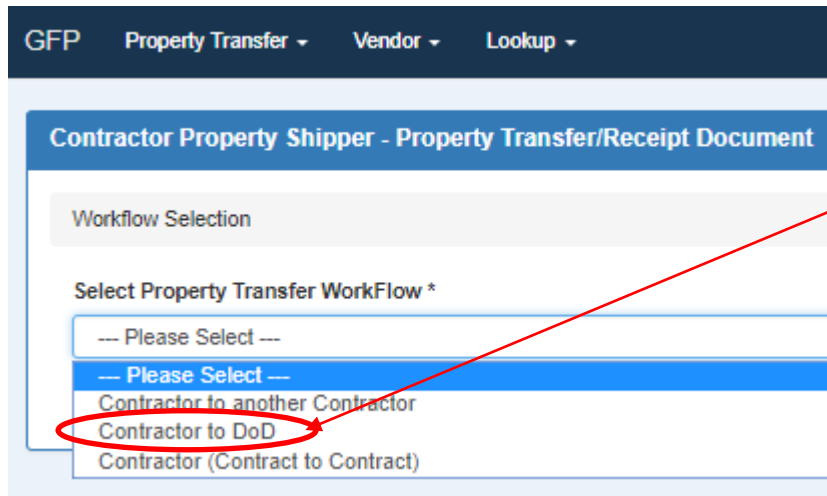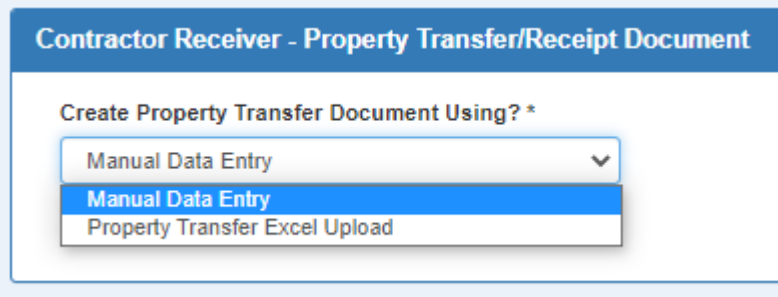
Select "Contractor to DoD"

Note: For transfer of GFP from one contract to another within a CAGE, use the "Contractor (Contract to Contract" option. The accountability will be moved to the gaining contract; no separate receipt action is required. This action is taken ONLY after the contract modification directs transfer of accountability.

# Enter Contract and Routing

Enter contract number (and delivery order for A, G, and optionally D type contract numbers) under which the GFP is authorized (contract number type will default to DoD Contract (FAR) – if you have a different type of contract number, select from the drop down list).

Property Shipper - Enter the Prime CAGE code of the contract; physical location may be entered in the "Ship To".

Property Receiver – Enter the DoDAAC that will acknowledge receipt from their Receipt Folder.

Note: the Contract/Delivery Order/Shipper CAGE must be exactly as it is on the GFP Attachment to have the Attachment available for line item selection.

---

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

Workflow Selection  /  Contract Info

### Losing Contract Information

| Contract Number Type | Contract Number * | Delivery Order |
|---|---|---|
| ▼ | M6700421C5555 | |

| Property Shipper Code * / Extension | Property Receiver Code * | Property Receiver Code Extension |
|---|---|---|
| 13499/060605883// ▼ | M67004 | |

| Property Ship To Code | Property Ship To Code Extension | Property Ship From Code | Property Ship From Extension |
|---|---|---|---|
| | | | |

**Contractor Property Shipper - Property Transfer/Receipt**

Workflow Selection / Contract Info / Routing

## Losing Information - Location Code / Extension

Property PCO

M67854

Property ACO

M67854

Government Program Manager

Government Property Administrator

M67854

Contractor Program Manager

Contractor Property Manager

13499

Contractor Contract Administrator

13499

Effective Date

YYYY/MM/DD

The PCO and ACO will be pulled from the contract automatically if the contract is found in EDA.

The user can enter any other POCs to enable view only access for users registered for those roles.

# Enter Shipment Info

Enter Shipment Number and Date
Click Line Item tab



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

Workflow Selection / Contract / Routing / Data Capture

| Header | Addresses | Comments | Line Item | Pack | Attachments | Preview Document |

**Losing Contract Information**

| Losing Contract Number | Losing Delivery Order | Losing Contract Number Type |
|---|---|---|
| M6700421C5555 | | DoD Contract (FAR) |

**Shipment Information**

Shipment Number **
23456

Shipment Date *
2021/03/01

TCN

Gross Weight

# Shipment Doc Population Options

Option #1 – Populate from Receipts – items that have been previously receipted in the GFP Module. Selecting these items removes them from your accountable property list. (Slides 71 – 72)

Option #2 – Populate from GFP Attachment – items that were in your custody before the GFP Module but are on the GFP Attachment (Slides 73 – 76)

Option #3 – Add – items that have neither been previously receipted nor are on the GFP Attachment (Slides 77 – 78)

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

Workflow Selection / Contract / Routing / Data Capture

Header    Addresses    Comments    Line Item    Pack    Attachments    Preview Document

**Populate Line Items**

1. ✚ Populate From Receipts

2. ✚ Populate From GFP Attachment

**Line Item Details**

| Item No. | Item Name | Item Description | NSN | Manufacturer CAGE | Part Number | Model Number | UofM Code | Qty. Shipped | UID | Item Serial No. | Actions |
|----------|-----------|------------------|-----|-------------------|-------------|--------------|-----------|--------------|-----|-----------------|---------|
|          |           |                  |     |                   |             |              |           |              |     |          3.     | ✚ Add   |

Bottom section is the accountable items - the items previously receipted for this contract (and not shipped or adjudicated through Property Loss).
Top section enables filtering of the accountable items list. Product ID (NSN, CAGE, PN, Model, SN, UII) must have exact match.
Item Name and Description allow partial word search. Enter filter and click "Filter Items."
Click "Reset Filter" to see complete accountable items list after filtering.

**Line Item Pre-population from Receipted Items**

| National Stock Number | Manufacturer CAGE | Part Number | Model Number |
|---|---|---|---|
| | | | |

| Item Name | Item Description | UII |
|---|---|---|
| stabil | | |

**Item Serial Number**

☑ Check All Items on Page  ☐ Uncheck All Items on Page  + Populate Selected Quantity  ✖ Clear Selected Quantity  🔍 Filter Items  ↻ Reset Filter

| Selected | Item Name | Item Description | National Stock Number | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Accountable Quantity | |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Vertical Stabilizers | Vertical stabilizers for fighter jets | | 0FTL5 | 456-7890-012 | | EACH | 4 | |

+ Item Serial Numbers

Note: Serial Numbers or UIIs are present when the "+" is displayed

| Selected | Item Name | Item Description | National Stock Number | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Accountable Quantity | |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Horizontal Stabilizers | Horizontal stabilizers for fighter jets | | 0FTL5 | 456-7890-013 | | EACH | 4 | |

Item Count: 2

Note: Non-serially managed items do not have the "+" and require entry of quantity only

Select the item by checking the "Selected" box.
Enter the quantity of the item being shipped.
If serially managed, select the specific item being shipped.
Click "Populate Selected Items" at the bottom of the screen.

# Option #2 - Populate from GFP Attachment

To populate from the GFP Attachment, select the button.

# Populate from GFP Attachment

The top section provides filtering to find the items on the Attachment. Top row product ID is exact match; second row Item Name/Description are partial key word search. Select the items and enter quantity, then click "Populate Selected Items" at the bottom of the screen.
These items are in your custody but were not received in the GFP Module.

## Line Item Pre-population from GFP Attachment

**National Stock Number**

**Manufacturer CAGE**

**Part Number**

**Model Number**

**Item Name**

**Item Description**

**Item Type**

All Item Types ▼

☑ 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? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☑ | 1 | Airplane Engines | Engine for fighter jet | 1234567890123 | | | | EACH | Serial | 2 | 2 | |
| ☐ | 2 | Vertical Stabilizers | Vertical stabilizers for fighter jets | | 0FTL5 | 456-7890-012 | | EACH | Serial | 4 | | |
| ☐ | 1 | Support equipment | Support equipment for fight jets | | | | FGH-17A | KIT | Non-Serial | 1 | | |

# Edit Item to Add Identifier

The engines selected from the GFP Attachment are in the serially managed section, so the system throws an alert to require the user to enter a serial number or UII. To do this, click "Edit."

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

Workflow Selection / Contract / Routing / Data Capture

Header    Addresses    Comments    Line Item    Pack    Attachments    Preview Document

ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Invalid Line Item to view a more detailed error message.

## Populate Line Items

+ Populate From Receipts

+ Populate From GFP Attachment

## Line Item Details

| Item No. | Item Name | Item Description | Comments | NSN | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Qty. Shipped | UID | Item Serial No. | Actions | |
|----------|-----------|------------------|----------|-----|-------------------|-------------|--------------|-----------------|--------------|-----|-----------------|---------|---|
| 1 | Vertical Stabilizers | Vertical stabilizers for fighter jets | | | 0FTL5 | 456-7890-012 | | EACH | 2 | N | Y | ☑ Edit  ✖ Delete | |
| 2 | Airplane Engines | Engine for fighter jet | | 1234567890123 | | | | EACH | 2 | N | N | ☑ Edit  ✖ Delete | Invalid |

+ Add

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The Line Item tab identifies the error. Click on the UID/Serial No. tab

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

Line Item    UID/Serial No.    MILSTRIP

ERROR: The associated Line Item on the losing contract's GFP Attachment for Line Item '2' is Serially Managed. Therefore, Line Item '2' requires at least one Item Serial Number or UII.

**Item No.**
2

**Item Name ***
Airplane Engines

**National Stock Number †**
1234567890123

**Manufacturer CAGE †**
   **AND**

**Part Number †**

**Model Number †**

Enter the UII or the Serial Number for the item(s). Return to Line Item tab and click "Save Line Item."

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

Line Item    UID/Serial No.    MILSTRIP

**UID**

| Current Part Number | Current Part Number Cost | Current Part Number Effective Date | Action(s) |
|---|---|---|---|
| | | | ☑ Edit UID   ✖ Delete UID |

**2D Compliant**
Yes

**Property Category Code**
E

**Special Tooling Or Test Equipment Status**
Not Special Tooling Or Test Equipment

| UID Number | Supply Condition Code |
|---|---|
| D0353812345 | |

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# Option #3 - Add Item from Scratch

If you are shipping an item that has not been previously receipted and is not on the GFP Attachment, click the "Add" button at the bottom of the summary list.

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

Workflow Selection / Contract / Routing / Data Capture

Header    Addresses    Comments    Line Item    Pack    Attachments    Preview Document

## Populate Line Items

**+ Populate From Receipts**

**+ Populate From GFP Attachment**

## Line Item Details

| Item No. | Item Name | Item Description | Comments | NSN | Manufacturer CAGE | Part Number | Model Number | Unit of Measure | Qty. Shipped | UID | Item Serial No. | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Vertical Stabilizers | Vertical stabilizers for fighter jets | | | 0FTL5 | 456-7890-012 | | EACH | 2 | N | Y | ☑ Edit   ✖ Delete |
| 2 | Airplane Engines | Engine for fighter jet | | 1234567890123 | | | | EACH | 2 | Y | N | ☑ Edit   ✖ Delete |
| | | | | | | | | | | | | **+ Add** |

NOTE: Regardless the method used to add items to the Shipment document, a Product ID (NSN, CAGE/PN, Model Number) can be used only ONE time. Multiple rows of the same Product ID must be aggregated into one row with summed quantity. Duplicate Product ID on the Shiment Doc will throw this error:

ERROR: Line Item '2' contains duplicate Product Identifiers compared to Line Item '1' (NSN, Manufacturer CAGE, Part Number, Model Number). To avoid issues with data integrity in the contractor's accountable quantity, please aggregate these line items into one line and update the quantity. UIDs and Serial Numbers may be entered on the UID/Serial No. tab.

Enter item data – Item Name and Description, Quantity Shipped, UoM and Product ID are required. Product ID is at least one of NSN, or Model Number, or CAGE AND Part Number. If the items are serially managed, click the UID/Serial No. tab and enter the UIIs or serial numbers.
Click "Save Line Item."

# New Condition Code Edit

The system will compare the shipment condition code to the quantity of the item in that condition code in the accountable items list.

This is to preclude incorrect items from being removed as the result of the shipment.

Note that if the contractor reports receipt without selecting condition code (which is required only for reparables) and ships without selecting condition code, the error will not be thrown.

# Shipment Summary Screen

When all items to be shipped have been entered, click "Submit" at the bottom of the screen

# Complete the Shipment

**GFP Validation Warning Messages**

Line Item 3 was not found on the losing contractor's Accountable Line Items.
Line Item 3 was not found on the GFP Attachment for the losing contract.
If Line Item 3 is DoD Serially Managed, please report item UII or Serial Number.

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

[✔ Ok] [✖ Cancel]

Validation warnings identify items not on the accountable property list or not on the attachment. The same validations will be displayed to the receiver. Click "Ok." These are notifications and DO NOT prevent submission of the shipment document.

Shipment document confirmation. Shipper and Receiver get email. Shipper can send additional emails.

**Contractor Property Shipper - Success**

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

**Document Information**

| Losing Contract Number | Losing Delivery Order | Gaining Contract Number | Gaining Delivery Order | Shipment Number |
|---|---|---|---|---|
| M6700421C5555 | | | | 23456 |

**Emails**

Email sent to Shipper: jerolyn.r.melendez.ctr@mail.mil
Email sent to Receiver: pamrooney@cormorantconsulting.com
Notification sent for CAGE code 13499 to EDI Routing Codes- ISA07: 01, ISA08: 123456789, GS03: JITC
Notification sent for CAGE code 13499 to FTP Directory: /caci_db/efp/WAWF_RA_sec/FTPEDIDirectory/ftp_working/GEXAWS/notifications
Email sent to Losing GFP Attachment Approver with warning messages: pamrooney@cormorantconsulting.com

Send Additional Email Notifications

Mon Mar 01 21:54:25 UTC 2021

# Email to Receiver

From: wawf-gt@eb.mil <wawf-gt@eb.mil>
Sent: Monday, March 1, 2021 4:55 PM
To: Pam Rooney <PamRooney@CormorantConsulting.com>
Subject: M6700421C5555\ \ \ \13499\ \Property VG\23456\ \M67004\ \Submitted

This email was generated in a TEST environment from the AWS PIEE-GT platform. If you ar

Action DoDAAC\Ext: M67004

Document Type: Property Transfer

Status: Submitted

Receipt Date:

Processed Date: 2021/03/01

Losing Contract Number: M6700421C5555

Losing Delivery Order Number:

Gaining Contract Number:

Gaining Delivery Order Number:

Contract Issue Date:

Gaining Contract Issue Date:

Shipper CAGE\Ext: 13499

Shipment Number: 23456

Shipment Date: 2021/03/01

Has been Submitted by Quentin Harris on 2021/03/01. Status is Submitted.

The document is ready for your action.

Access the site at Procurement Integrated Enterprise Environment

# Topics

◆ **Background**

◆ **Reporting Receipt of GFP**

◆ **Reporting Shipment of GFP**

◆ **Resources**

# For More Information

## GFP Policy



## Training, Procedures, Tools



Department of Defense
**Procurement Toolbox**

| Government Furnished Property ▾ | Unique ID ▾ | eBusiness ▾ | Purchase Card ▾ |

Department of Defense
## Procurement Toolbox

https://www.acq.osd.mil/asda/dpc       www.dodprocurementtoolbox.com
or
Contact Carol Brown at carol.a.brown160.civ@mail.mil

# GFP Resources

- **DoD Procurement Toolbox (www.dodprocurementtoolbox.com)**
  - » **Policy Implementation Guidance for each GFP Module Capability Area**



  - » **Use "Contact Us" to ask specific questions**

# GFP Training



Government Furnished Property ▾ | PIEE ▾ | eBusiness ▾ | Purchase Card ▾ | Cybersecurity ▾ | Procure to Pay (P2P) | Contract Closeout ▾ | SAM.gov ▾

Home » Government Furnished Property » Training

**Government Furnished Property**

- Policy
- General GFP Information
- GFP Attachment Information
- GFP Shipping and Recieving Information
- GFP Disposition Information
- GFP Item Management Information
- Resources
- **Training**
- FAQs

## GFP Training

### General GFP Topics

| Name | Date | |
|------|------|---|
| **GFP Property Transfer for Contractors – Extended Scenarios** Describes how to return reparables, report embedded items, and report assigned UIIs | 03/2024 | View >> |
| **GFP Clause Consolidation Overview** This session highlights and describes the changes from legacy DFARS clauses (252.211-7007, 252.245-7001, 252.245-7002 and 252.245-7004) to the consolidated clause DFARS 252.245-7005 published 22 December 2023 and effective 22 January 2023. | 02/2024 | View >> |
| **GFP Item Management Training** Describes the Item Management capability area features including real-time view of accountable items, updating condition code and Contract Line Item, and consuming or embedding GFP into other items. | 02/2024 | View >> |
| **Contractor Acquired Property Pre-Screening Training** Provides overview of the CAP Pre-Screening policy and process. The workflow including both DoD and contractor roles and actions are addressed. | 02/2024 | View >> |

View and download training on the DoD Procurement Toolbox
Some sessions are recorded
http://dodprocurementtoolbox.com/site-pages/gfp-training

# Training Certificates

*Please use the link below to fill out a request:*

*https://docs.google.com/forms/d/e/1FAIp QLSeZnqUKKvoNRttNQ4jlwavP94GimaMr fzMqyPqej9niKh14Zw/viewform?c=0&w=1*

Training certificates are issued for live webinar sessions only

# Questions?

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