Government Furnished Property Using the Excel Upload for Property Transfer

Defense Pricing and Contracting (DPC)

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Topics

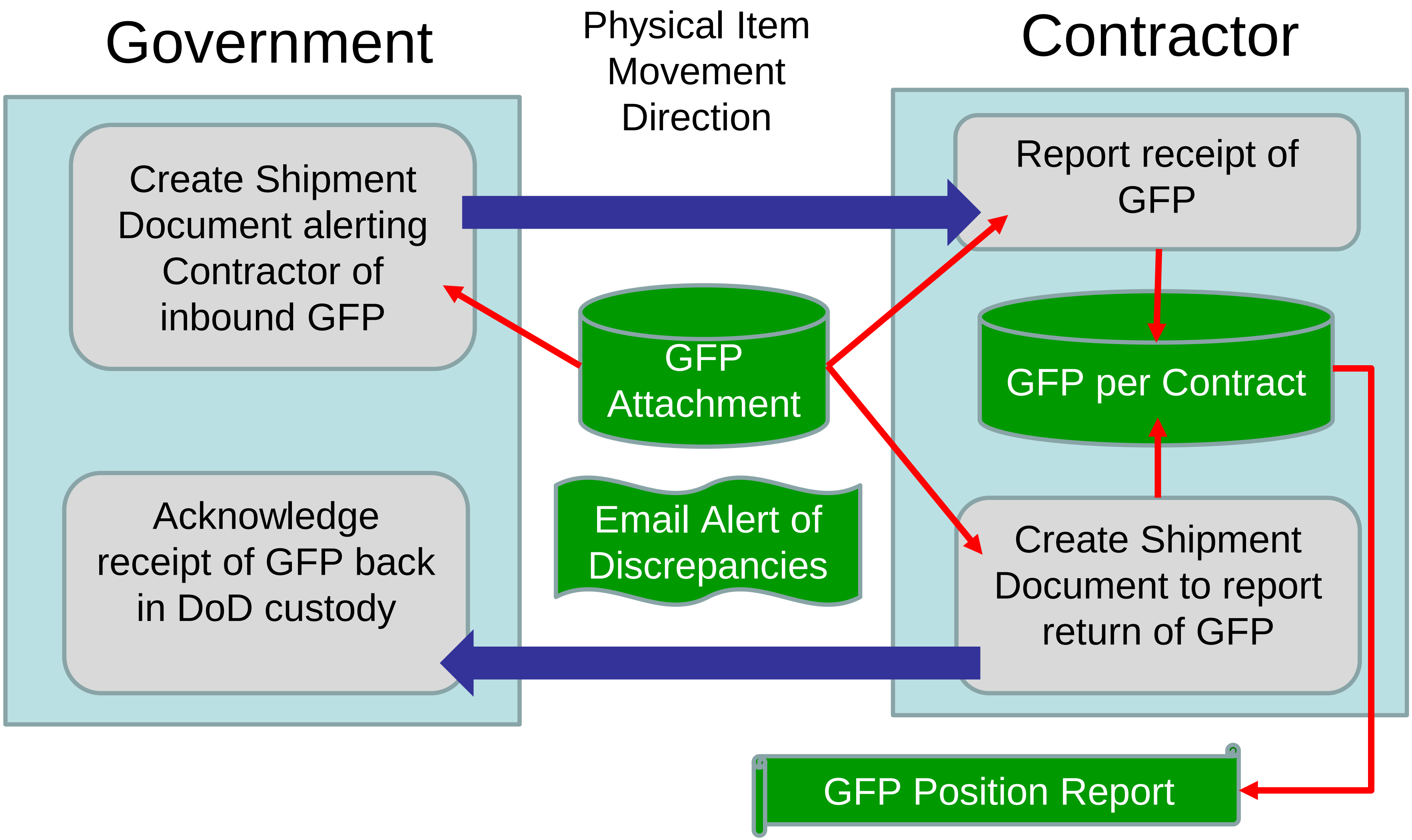
- **The Excel Option**
- **DoD Shipment Using Excel**
- **Contractor Use of Excel**
  - » **Unilateral Receipt**
  - » **Receipt Against Shipment**
  - » **Shipment**
- **Resources**

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

The Excel Option

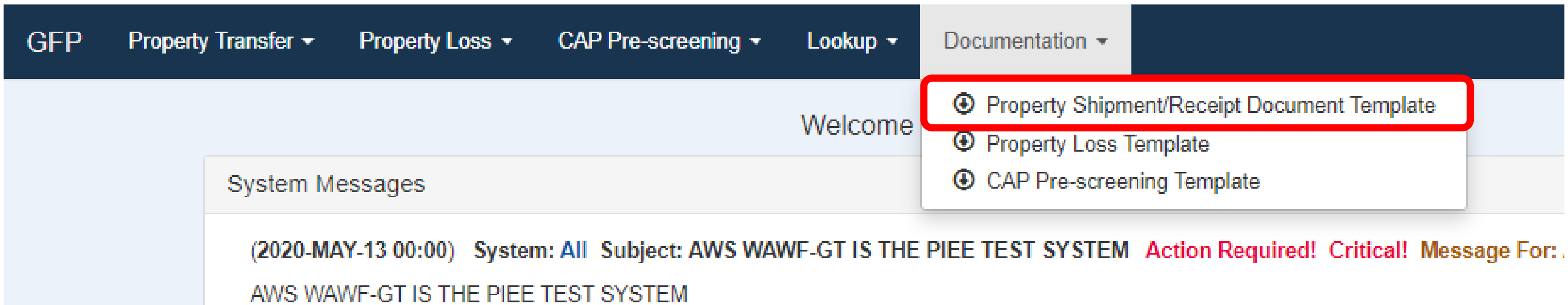
- Requested by Industry users to enable easier upload of data when manual data entry is too burdensome and EDI is not an option
- Benefits DoD shippers who want to include many SNs or UIIs
- All Property Transfer functions can be accommodated by the Excel doc
  - Same business rules as manual or EDI options
- One Excel template for all functions
  - Shipment and Unilateral receipt start from blank template
  - Receipt against a shipment starts from downloaded template

The Excel Can Be Used for All Property Transfer Processes



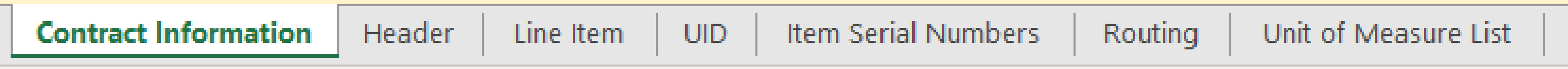
Download the Excel Template – 2 Options

1. From the GFP Module in PIEE Documentation tab



2. From the DoD Procurement Toolbox

Property Transfer Excel Tabs



- **Contract Info – Workflow, contract numbers, Shipper, Receiver, reference**
- **Header – Shipment number/date, comments, receive/reject all UII/SN for receipt against shipment only**
- **Line Item – Item Name/Description, Product ID, UoM, quantity shipped/received, receive/reject all UII/SN for line**
- **UID – UIIs per line**
- **Item Serial Numbers – Serial Numbers per line for serially managed items that do not have UII**
- **Routing – View Only POCs**
- **Unit of Measure List – Reference data for copying into UoM field**

Select Your Workflow – 13 Options

Property Workflow *

Shipment by Contractor, to DoD
Shipment by Contractor, to Contractor
Contractor (Contract to Contract)
Shipment by DoD, to Contractor
Shipment by DoD, to DoD

The first 5 options are for SHIPMENT
- Contractor (Contract to Contract) is used to transfer GFP (NOT CAP) from one contract to another within a single CAGE

Property Workflow *

Receipt by Contractor, from Contractor
Receipt by Contractor, from DoD
Receipt by DoD, from Contractor
Receipt by DoD, from DoD

For Receipt against shipment doc ONLY. Download the spreadsheet from GFP Module, enter data, re-upload

Property Workflow *

Receipt by Contractor, without shipment document in GFP, from Contractor
Receipt by Contractor, without shipment document in GFP, from DoD
Receipt by DoD, without shipment document in GFP, from Contractor
Receipt by DoD, without shipment document in GFP, from DoD

For unilateral receipt, select one of these options

Align Workflow Selection to Web Selection

These error messages indicate a mismatch:

ERROR: An attempt was made to save invalid data. The document did not save successfully. Please ensure that all document quantities, amounts, and totals are within allowed size limits before trying to 'Save Draft Document' again.

The selected document has been updated prior to your selection. Please try selecting again.

NOTE: The record may no longer be available if the prior submission changed the status

Row 21 of Contract Info tab identifies the data elements required for each option:

Required Fields per Shipment Scenario:

Shipment by Contractor, to DoD: Property Workflow, Losing Contract Number Type, Losing Contract Number, Property Shipper Code, Property Receiver Code
Shipment by Contractor, to Contractor: Property Workflow, Losing Contract Number Type, Losing Contract Number, Property Shipper Code, Property Receiver Code
Contractor (Contract to Contract): Property Workflow, Losing Contract Number Type, Losing Contract Number, Gaining Contract Number Type, Gaining Contract Number, Property Shipper Code
Shipment by DoD, to Contractor: Property Workflow, Gaining Contract Number Type, Gaining Contract Number, Property Shipper Code, Property Receiver Code
Shipment by DoD, to DoD: Property Workflow, Property Shipper Code, Property Receiver Code

Receipt by Contractor, from Contractor: Gaining Contract Number, Gaining Contract Number Type
Receipt by Contractor, from DoD: No Contract Information fields required.
Receipt by DoD, from Contractor: No Contract Information fields required.
Receipt by DoD, from DoD: No Contract Information fields required.

Receipt by Contractor, without shipment document in GFP, from Contractor: Property Workflow, Gaining Contract Number Type, Gaining Contract Number, Property Receiver Code
Receipt by Contractor, without shipment document in GFP, from DoD: Property Workflow, Gaining Contract Number Type, Gaining Contract Number, Property Receiver Code
Receipt by DoD, without shipment document in GFP, from Contractor: Property Workflow, Losing Contract Number Type, Losing Contract Number, Property Receiver Code, Property Shipper Code
Receipt by DoD, without shipment document in GFP, from DoD: Property Workflow, Property Receiver Code

Property Transfer Excel Tips

- There are 13 “Workflow” options in cell A3 of the Contract Info tab – make sure you select the right one
  - E.g., “Receipt by Contractor, from DoD” assumes that the receipt is against a downloaded shipment document
- The “Receive/Reject” fields are ONLY used after downloading a shipment doc and using it to report receipt
- Most columns have info buttons that appear when title is clicked

Topics

- The Excel Option
- **DoD Shipment Using Excel**
- Contractor Use of Excel
  - » Unilateral Receipt
  - » Receipt Against Shipment
  - » Shipment
- Resources

Potential Use Cases

- **No GFP Attachment - Data entry to Excel copying data from APSR**
- **Hybrid Approach - Populate Line Item data from GFP Attachment, download populated Excel for subsequent entry of Serial Numbers and UIIs before upload**

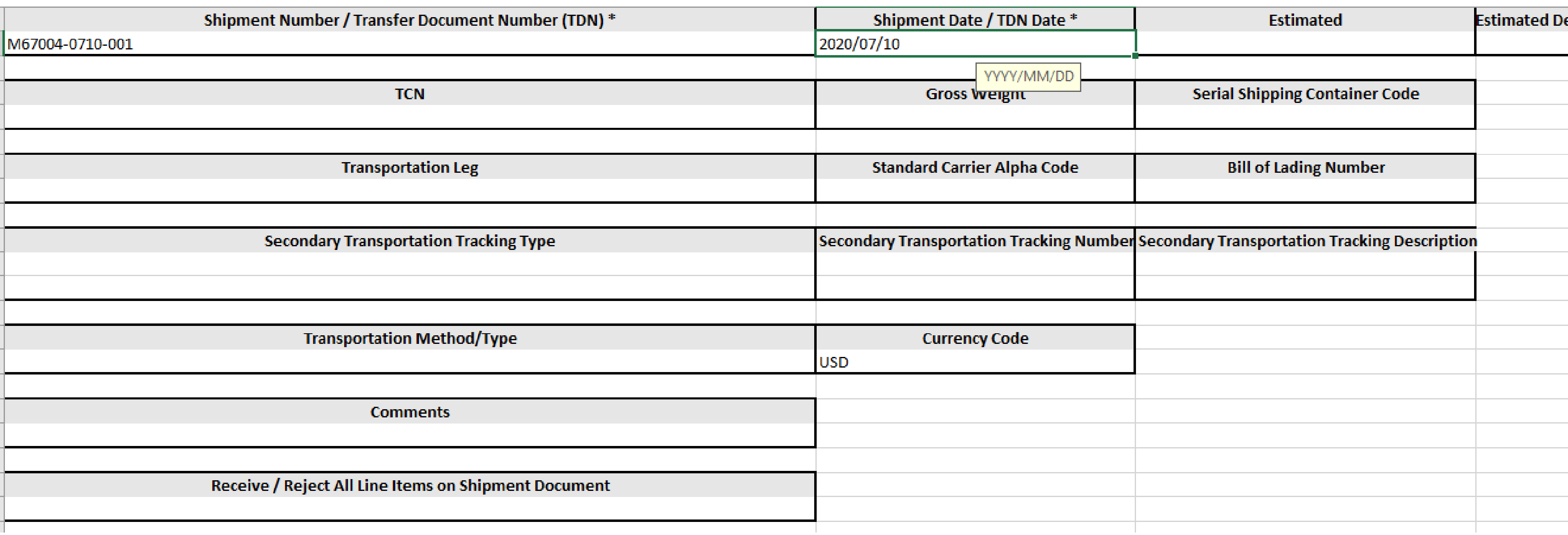
Contract Information Tab

Workflow = Shipment by DoD, to Contractor
Gaining Contract Number = The contract (and order) authorized to have the GFP
Property Shipper = Your DoDAAC
Property Receiver = The Prime CAGE on the contract
Property Ship To = The physical location to which the items are destined (if different from Prime CAGE)
Reference = Optional for subsequent reference

Property Workflow *			**Reference**
Shipment by DoD, to Contractor			Initial shipment
Losing Contract Number Type	**Losing Contract Number**	**Losing Delivery Order**	
Gaining Contract Number Type	**Gaining Contract Number**	**Gaining Delivery Order**	
	M6785420C0603		
Property Shipper Code	**Property Ship From Code**		
M67854			
	Property Ship From Extension		
Property Receiver Code	**Property Ship To Code**		
5MVT5			
Property Receiver Extension	**Property Ship To Extension**		

Header Tab

Enter the Shipment Number and Shipment Date.
You may add additional data as relevant including comments.
Ignore the “Receive/Reject…” drop down.



Shipment Number / Transfer Document Number (TDN) *	Shipment Date / TDN Date *	Estimated	Estimated De
M67004-0710-001	2020/07/10		
	YYYY/MM/DD		
TCN	Gross Weight	Serial Shipping Container Code	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	
Secondary Transportation Tracking Type	Secondary Transportation Tracking Number	Secondary Transportation Tracking Description	
Transportation Method/Type	Currency Code		
	USD		
Comments			
Receive / Reject All Line Items on Shipment Document			

Shipment Includes

- 4 Line items
- 2 Lines are Serially Managed
  - Tank – qty 5 – 1 UII, 4 SNs
  - Alternator – qty 5 – 5 SNs
- 2 Lines are not serially Managed
  - Tracks
  - Fasteners
- The shipper IS including UII/SN
  - Entry of UII and SN of serially managed items is <u>optional</u> for DoD shipments
  - Enter UII/SN for ALL Serially Managed items or do not enter UII/SN – do NOT add UII/SN for only some serially managed lines

Line Item Tab – Left side of rows

Item Number – the sequential line number. This will be used as the reference number for UID and Serial Number tabs

Item Name and Description – from the GFP Attachment or your APSR

Product ID – Enter NSN, Manufacturer CAGE AND Part Number, or Model Number from GFP Attachment or APSR. If the item has no product ID, enter item name in Model Number

Item No*	Item Name *	Description*	National Stock Number	Manufacturer CAGE	Part Number	Model Number
1	Tank, M1A2	Heavy duty M1A2 with special turret options		03538	PN-Tank-1!	
2	Tracks, M1A2	Extended life tracks for rough terrain	1234009876543			
3	Alternator	Alternator for M1A2				ALT-1A
4	Fasteners	Special fasteners for tank to track connection	4444004444444			

Line Item Tab – Right side of rows

Unit of Measure – Find the unit of measure on the Unit of Measure reference data tab. Copy the text and paste it in the Unit of Measure field on the Line Item tab. If it is not exactly correct, the file will fail upload.

Qty Shipped – the quantity of items being shipped

Qty Received – IGNORE on shipment document

Receive/Reject All UIDs and Item Serial Numbers on Line Item – IGNORE

Supply Condition Code – optional – select from the drop down list

Remaining columns are optional

Unit of Measure*	Qty Shipped	Qty. Received	Receive / Reject All UIDs and Item Serial Numbers on Line Item	Supply Condition Code
Each	5			
Each	10			
Each	5			
Box	200			

UID Tab - optional

<u>Item No</u> – The row number from the Line Item tab; there can be multiple UID rows for the same Line Item row

<u>UII</u> – Concatenated UII – must be in the IUID Registry

<u>Receive/Reject</u> – IGNORE for shipment

<u>Supply Condition Code</u> – optional – select from the drop down list

<u>Property Category Code</u> – E=Equipment/M=Materiel – optional for shipper; required by Contractor receiver

<u>ST/STE</u> – Select from the drop down whether the item is ST, STE or neither – optional for shipper; defaults to neither ST nor STE.

Please enter all applicable UID information. Item No refers to the line's sequential number on the Line Item tab.

Item No*	UII*	Receive / Reject	Supply Conditon Code	Property Category Code	Special Tooling Or Test Equipment Status
1	D5MVT522222			E	Not Special Tooling Or Test Equipment

This field will be ignored for scenarios other than Receipt of an existing shipment document.

Note that many cells have an info pop up message that appears when the column title is clicked

Item Serial Number Tab - optional

Item No – The row number from the Line Item tab; there can be multiple UID rows for the same Line Item row

Item Serial Number – the serial numbers

Receive/Reject – IGNORE for shipment

Supply Condition Code – optional – select from drop down list

Please enter all applicable Item Serial Number information. Item No refers to the line's sequential number on the Line Item tab.

Item No*	Item Serial Number*	Receive / Reject	Supply Condition Code
1	M1-1111		
1	M1-2222		
1	M1-3333		
1	M1-4444		
3	ALT-AA		
3	ALT-BB		
3	ALT-CC		
3	ALT-DD		
	ALT-EE		

Please select a Supply Condition Code from the dropdown list

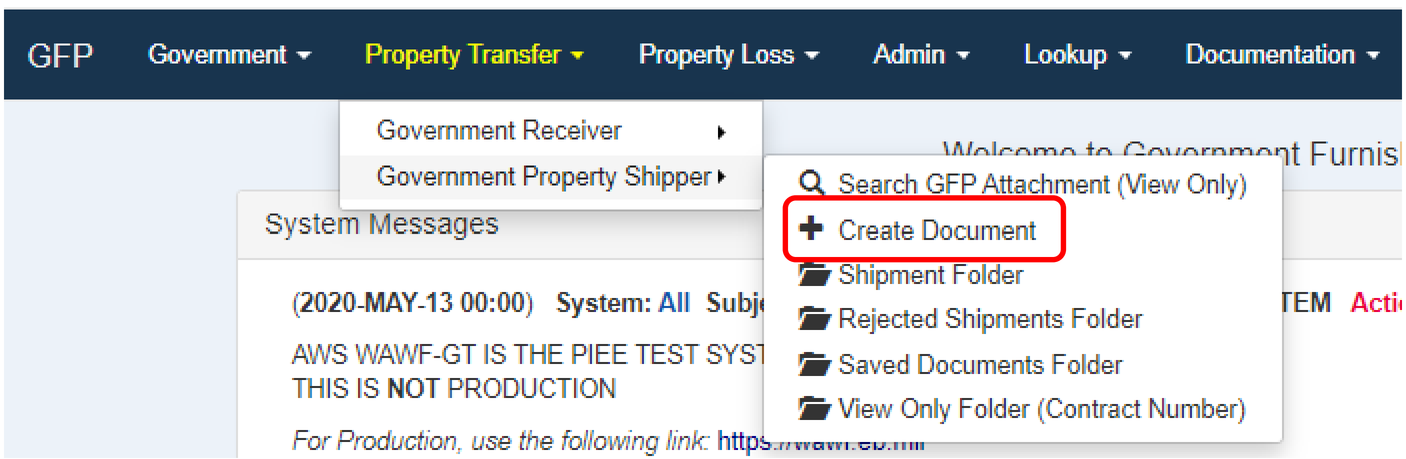
The sum of UIIs plus Serial Numbers must equal the quantity shipped on Line Item tab

The user has neglected to enter the Item Number

Submit the Shipment Excel

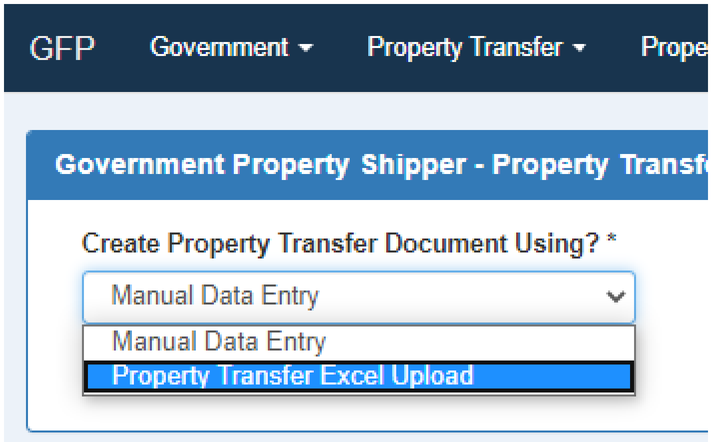
Save the Excel to your computer or network drive – No spaces or special characters in file name!

Log on to PIEE
Select GFP Module tile
Select Property Transfer/Government Property Shipper/Create Document

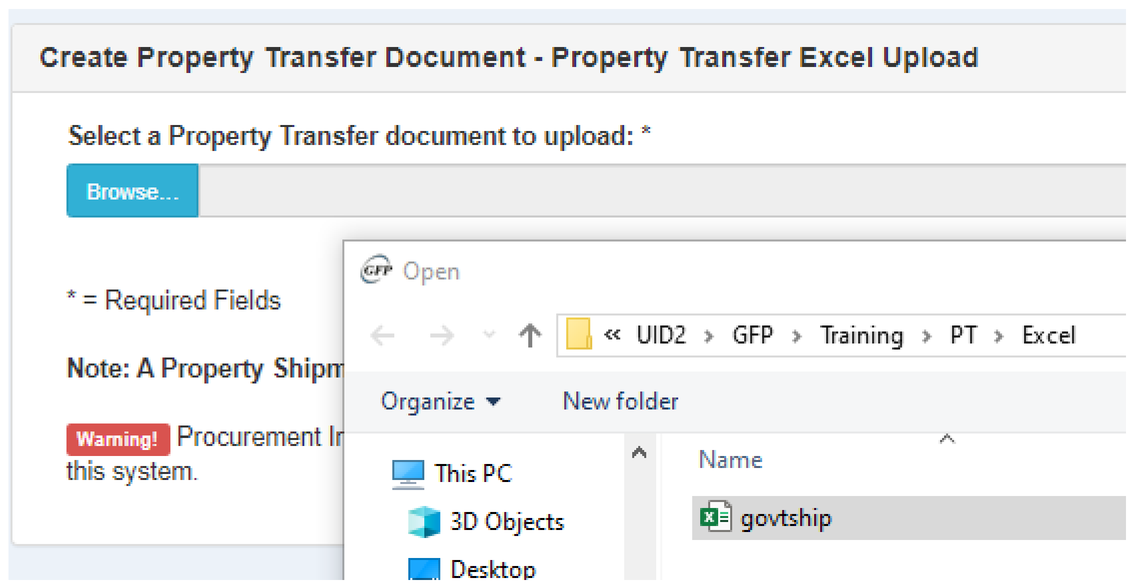


Upload the Shipment Excel

Select “Property Transfer Excel Upload” and click “Next”

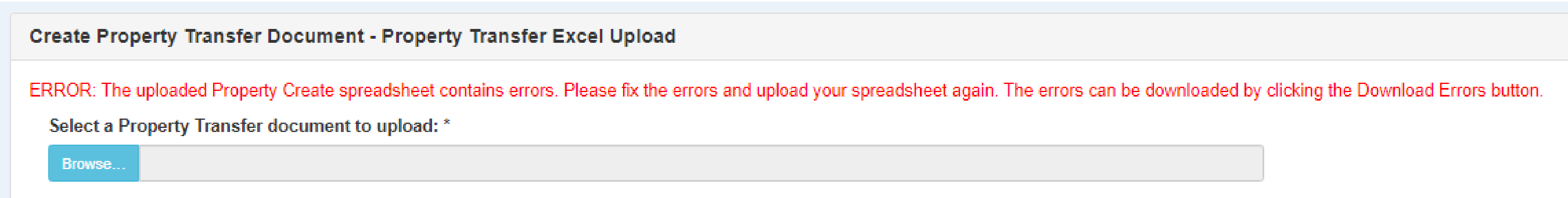


Browse to the file and click “Open” to select the populated Excel. Click “Upload.”



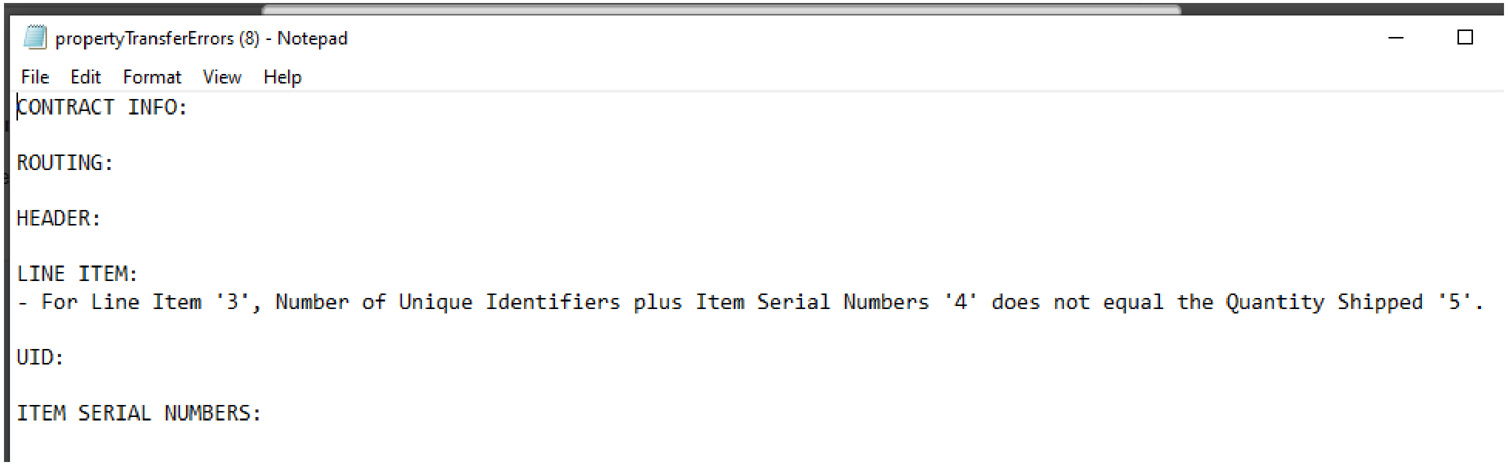
Uh Oh…Excel Errors

The system will run edits against the Excel doc. If there are errors, an error message will be displayed.



Click “Download Errors” at the bottom of the screen.

A text file will be dropped. Open the text file to see the errors. Fix errors and reupload.




```
CONTRACT INFO:

ROUTING:

HEADER:

LINE ITEM:
- For Line Item '3', Number of Unique Identifiers plus Item Serial Numbers '4' does not equal the Quantity Shipped '5'.

UID:

ITEM SERIAL NUMBERS:
```

Successful Upload

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

MODIFICATION: Gaining Contract Number Type was not entered and has been defaulted to Contract Number Type 'DoD Contract (FAR)'.
MODIFICATION: Special characters have been removed from the Shipment Number. Field was entered as: 'M67004-0710-001'.
MODIFICATION: The Ship From Location and Ship From Extension fields have been defaulted to the Shipper Location and Shipper Extension values.
MODIFICATION: The Ship To Location and Ship To Extension fields have been defaulted to the Receiver Location and Receiver Extension values.
MODIFICATION: Special characters have been removed from the Line Item Number. Field was entered as: '1 '.
MODIFICATION: Property Gaining ACO Location Code has been defaulted to the value found in EDA.
MODIFICATION: Property Gaining PCO Location Code has been defaulted to the value found in EDA.

Gaining Contract Information

Gaining Contract Number	Gaining Delivery Order	Gaining Contract Number Type
M6785420C0603		DoD Contract (FAR)

Shipment Information

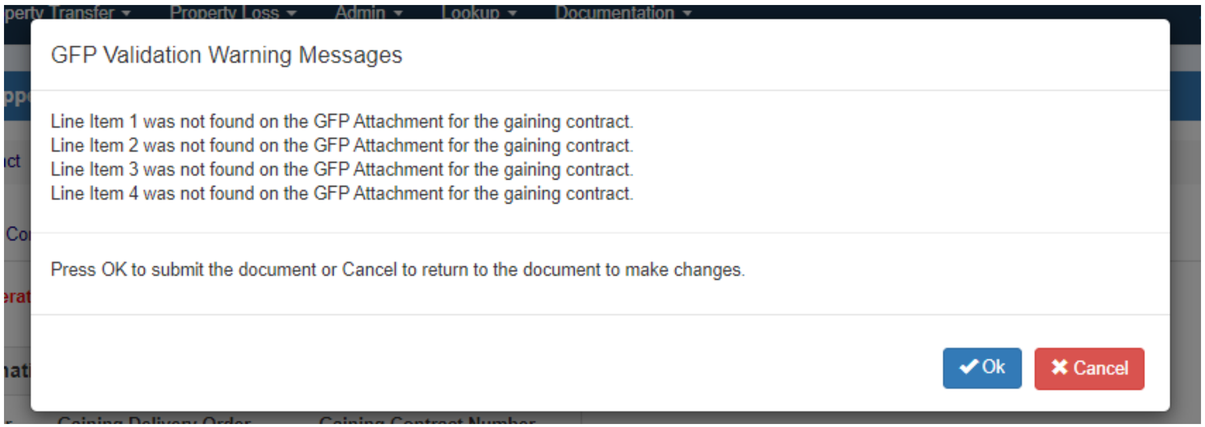
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date
M670040710001	2020/07/10		YYYY/MM/DD

Submit | Save Draft Document | Previous | Help | Download Document

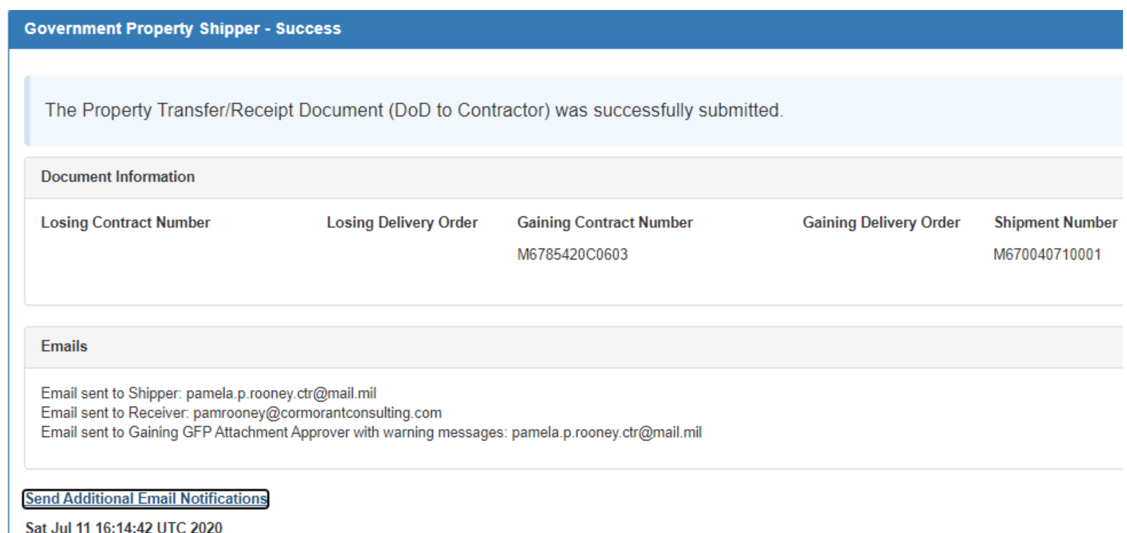
Review uploaded data and click Submit to create the shipment document.

Complete the Shipment Document

Same validation messages as manual input. Click “Ok.”



Receive submission confirmation; send additional emails



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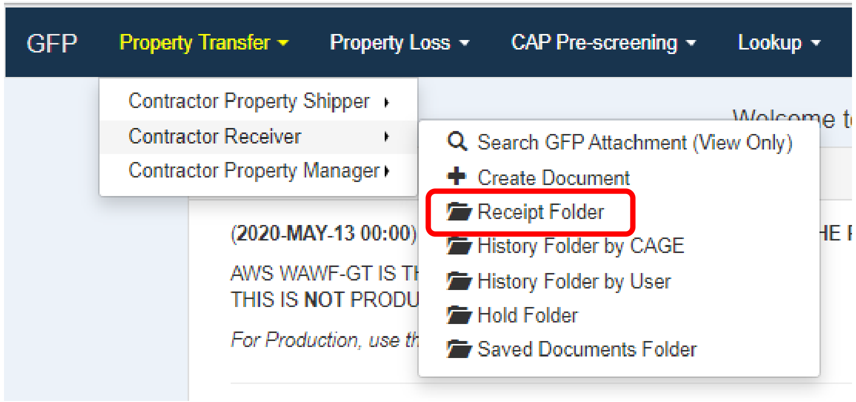
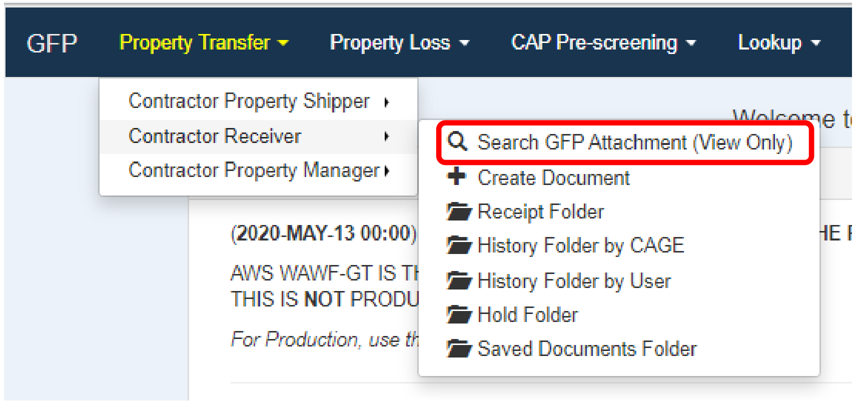
Prepare to Report Receipt

As Contractor Property Receiver, first check the "Receipt Folder" to ensure there is no pending shipment doc

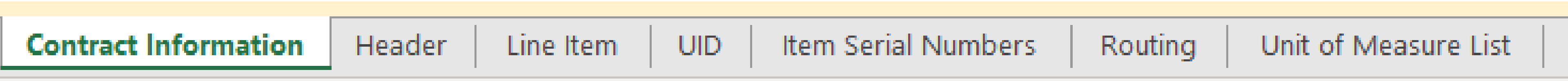


Reference the GFP Attachment to copy Product ID and Item data to the Excel doc



Populate the Excel Template

Download the Excel Template from the GFP Module or DoD Procurement Toolbox (See Chart 5 for sources)



- **Contract Info – Workflow, contract numbers, Shipper, Receiver, reference**
- **Header – Shipment number/date, comments, receive/reject all UII/SN for receipt against shipment only**
- **Line Item – Item Name/Description, Product ID, UoM, quantity shipped/received, receive/reject all UII/SN for line**
- **IUD – UIIs per line**
- **Item Serial Numbers – Serial Numbers per line for serially managed items that do not have UII**
- **Routing – View Only POCs**
- **Unit of Measure List – Reference data for copying into UoM field**

Contract Info Tab

Property Workflow – Select "Receipt by Contractor, WITHOUT SHIPMENT DOC since this is a unilateral receipt

Select Gaining Contract Number Type and enter gaining contract number without dashes (the contract that is authorized to be accountable for GFP) Contract number is NOT editable after upload

Property Shipper Code – optional, but if it is on paperwork, or in your contract, enter it

Property Receiver Code – the Prime CAGE on the contract

Property Workflow *			Reference
Receipt by Contractor, without shipment document in GFP, from DoD			Shipment arrived by LTL with no documentation

You can use this field for your internal reference

Optional i
about this
Not uploa
Module. N
characters

Losing Contract Number Type	Losing Contract Number	Losing Delivery Order

Gaining Contract Number Type	Gaining Contract Number	Gaining Delivery Order
DoD Contract (FAR)	M6785420C0603	

Property Shipper Code	Property Ship From Code
	Property Ship From Extension

Property Receiver Code	Property Ship To Code
5MVT5	
Property Receiver Extension	**Property Ship To Extension**

Header Tab

Enter Shipment Number from paperwork. If there is no Shipment Number, establish a convention in your org to create an internal dummy Shipment Number.
Enter the Shipment Date. If unknown, enter receipt date.
All other data elements are optional – enter if known.

Shipment Number / Transfer Document Number (TDN) *	Shipment Date / TDN Date *
M67854261-010	2020/06/30
TCN	**Gross Weight**

Line Item Tab

Copy data from GFP Attachment if one exists for the contract

Line 1 – Serially Managed (SM) item aligns with GFP Attachment
Line 2 – SM item – Product ID aligns with GFP Attachment, but Item Name and Description vary from GFP Attachment
Line 3 – Non-serially managed item data aligns with GFP Attachment
Line 4 – Item not on GFP Attachment

Item No*	Item Name *	Description*	National Stock Number	Manufacturer CAGE	Part Number	Model Number
1	tanks, tracked	super cool tanks	1234001234567			
2	alternator, green	green alternators		99999	PN-Alternator	
3	Fastener*s	fasteners				MN-rigid#
4	Racing Stripes	Racing stripes burgandy and gold				RS-001

Unit of Measure*	Qty Shipped	Qty. Received	Receive / Reject All UIDs and Item Serial Numbers on Line Item	Supply Condition Code
Each		2		
Each		5		
Package		400		
Box		3		

Copy Unit of Measure from Unit of Measure tab
IGNORE Quantity Shipped
Enter quantity received (physically received with this shipment, not GFP Attachment qty)
Enter condition code if this is a repair item

UID Tab

The Item No column identifies the Line Item number from the Line Item Tab with which this UII is associated.

If the Property Category Code (E/Equipment or M/Materiel) is known, select from the drop down – if not entered, it will have to be entered via the web interface after upload.

If the ST/STE identification is known, select from the drop down – if not entered, it will have to be entered via the web interface after upload.

Please enter all applicable UID information. Item No refers to the line's sequential number on the Line Item tab.

Item No*	UII*	Receive / Reject	Supply Conditon Code	Property Category Code	Special Tooling Or Test Equipment Status
1	D5MVT511111				

This number refers to the "Item No" from the Line Item tab. There can be as many "Item No" 1's on this tab as there are UIIs associated with the "tanks, tracked" identified as Item No 1 on the Line Item tab.

Item Serial Number Tab

Just like on the UID Tab, the “Item No” identifies the Line Item number from the Line Item Tab

Please enter all applicable Item Serial Number information. Item No refers to the line's sequential number on the Line Ite

Item No*	Item Serial Number*	Receive / Reject	Supply Condition Code
1	Tank-2		
2	Alt-11		
2	Alt-12		
2	Alt-13		
2	Alt-14		
2	Alt-15		

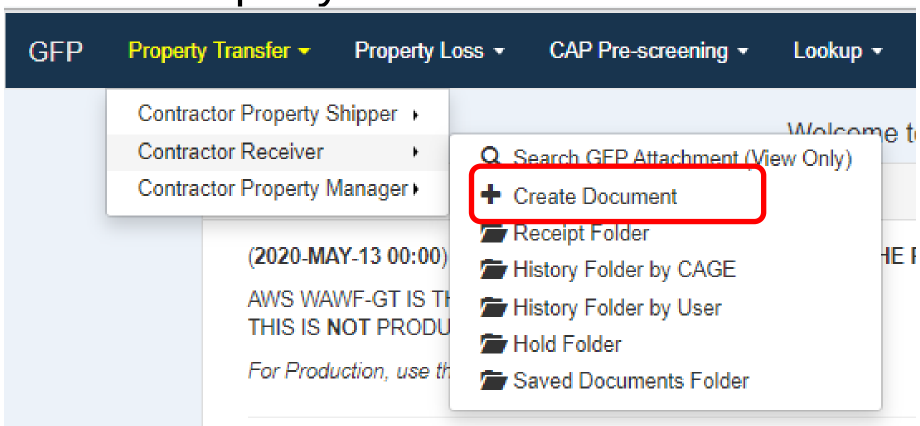
Item No 1 on the Line Item tab quantity 2 “tanks, tracked” are being receipted. One Item No 1 had a UII and was entered on the UID tab. The other “tanks, tracked” does not have a UII, so its Serial Number is entered on the Serial Number tab

The system will check that the quantity of UID’s plus Serial Numbers for a given Item No equals the quantity receipted for that Item No on the Line Item tab.

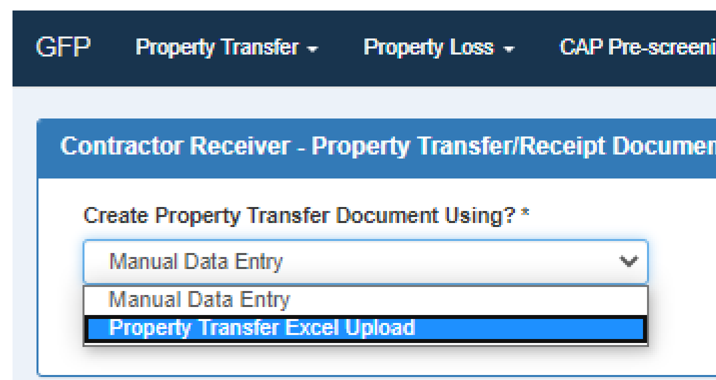
All 5 of the Alternators (Line 2 on the Line Item tab) have only serial numbers so there are 5 “Item No” 2 entries on the Serial Number tab.

Submit the Unilateral Receipt Excel

After the Excel is complete
Log on to PIEE
Select the GFP Module tile
Select Property Transfer/Contractor Receiver/Create Document

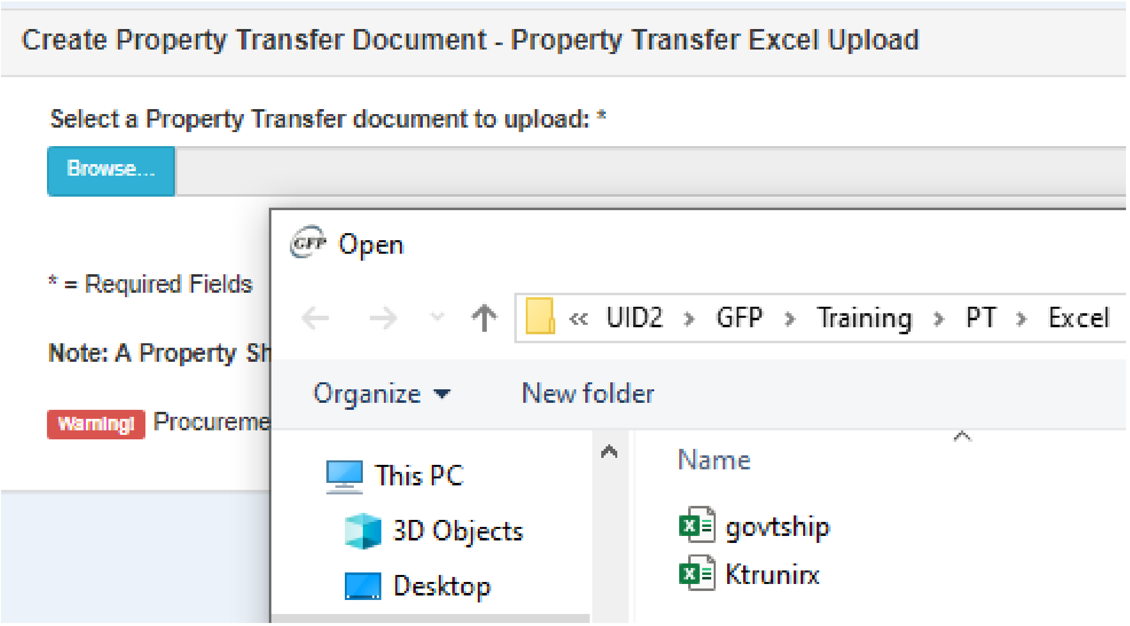


Select the “Property Transfer Excel Upload” option and click “Next”



Upload Excel

Click “Browse,” navigate to the stored populated Excel doc, select it and click “Open.” The file name appears in the Browse field.
Click “Upload.”



Review the Unilateral Receipt

Successful upload will display the Header tab.
Review the doc – you can make changes to the uploaded data including adding lines (use "Add"), changing lines (use "Edit"), or deleting lines (use "Delete"). Note that if the Product ID matches to an existing accountable item list entry, but the Item Name or Description differ, submitted data will be changed to match the existing entry*.

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

Populate Line Items

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

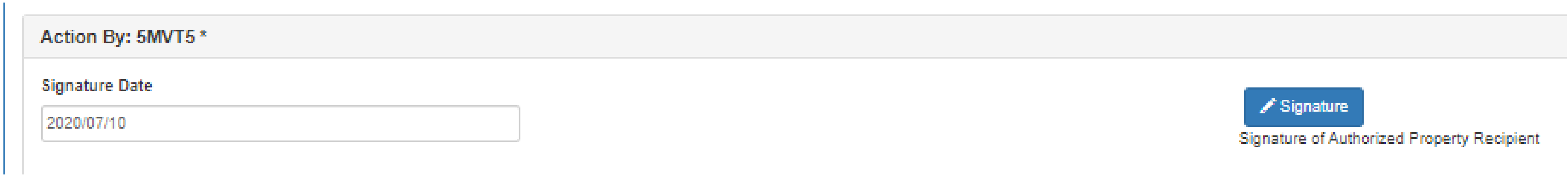
Line Item Details

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	tanks, tracked	super cool tanks		1234001234567				EACH	2	Y	Y	Edit Delete
2	alternator, green	green alternators			99999	PN-ALTERNATOR		EACH	5	N	Y	Edit Delete
3	Fastener*s	fasteners					MN-RIGID#	PACKAGE	400	N	N	Edit Delete
4	Racing Stripes	Racing stripes burgandy and gold					RS-001	BOX	3	N	N	Edit Delete
												+ Add

*This is the same process for EDI submissions

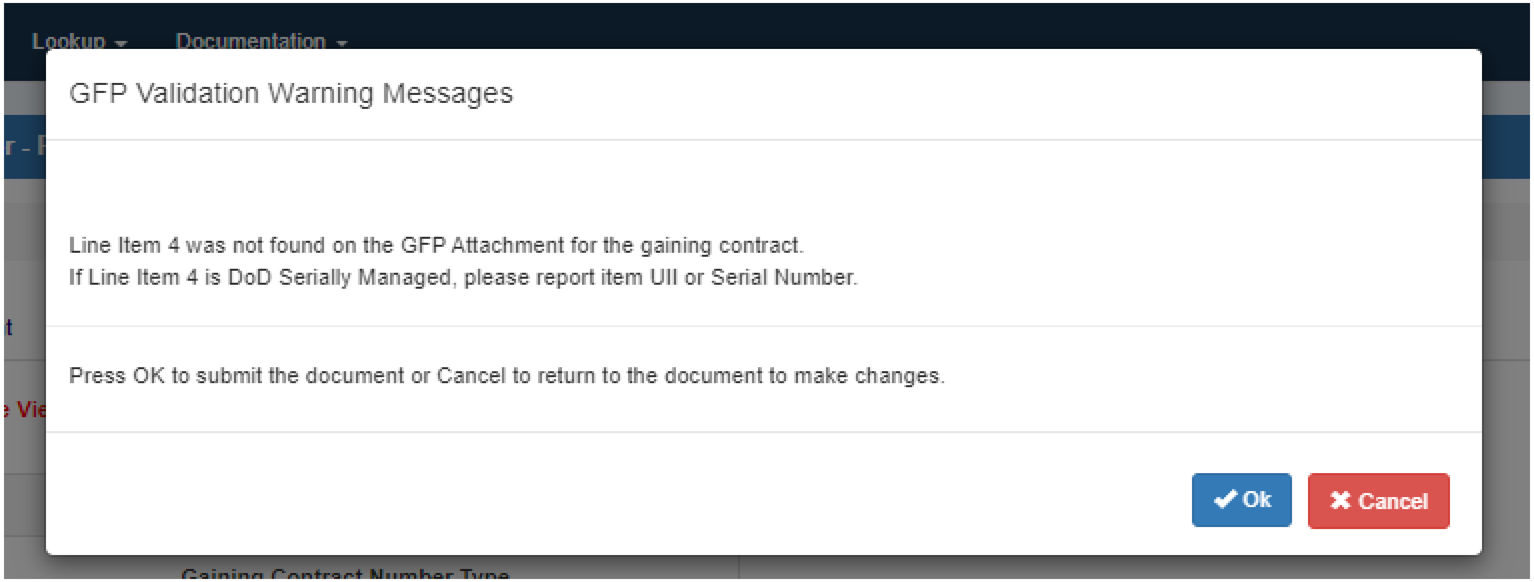
Sign the Receipt Document

When satisfied, return to the Header tab
Scroll to the bottom, enter the Date and click the Signature button



Review the Validation Messages

Line Item 4 was not on the Attachment
Any discrepancies between physical world and GFP Attachment will be noted – click Ok



Two-Factor Authentication

As of 2020/08/20 12:38:59 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	☑	

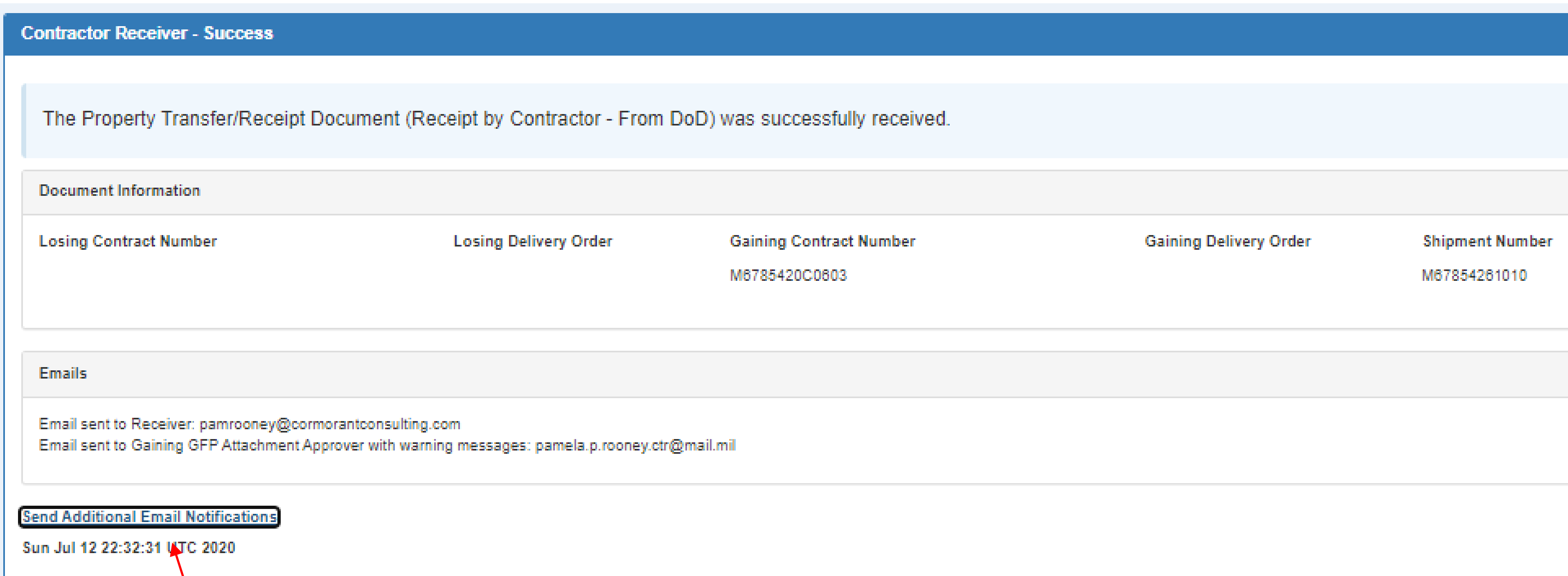
Signature of Authorized Property Recipient

✔ Sign And Submit   ✔ Cancel

Set up your PIN in "Manage Accounts" on the PIEE home page under "Security" column

The One Time Password will be sent to email on file. It is valid for 15 minutes. If you don't see it, check your junk folder. If it times out, you can request another by clicking the link.

Receive Confirmation



Can transmit additional emails about this receipt

Topics

- The Excel Option
- DoD Shipment Using Excel
- **Contractor Use of Excel**
  - » Unilateral Receipt
  - » **Receipt Against Shipment**
  - » Shipment
- Resources

Email to Contractor upon Shipment Doc submission

\ \M6785421C0419\ \M67854\ \Property GV\NOEORM\ \5MVT5\ \Submitted

WG wawf-gt@eb.mil
To Pam Rooney

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

Action CAGE\Ext: 5MVT5

Document Type: Property Transfer

Status: Submitted

Receipt Date:

Processed Date: 2021/04/19

Losing Contract Number:

Losing Delivery Order Number:

Gaining Contract Number: M6785421C0419

Gaining Delivery Order Number:

Contract Issue Date:

Gaining Contract Issue Date:

Shipper DoDAAC\Ext: M67854

Shipment Number: NOEORM

Shipment Date: 2021/04/01

Has been Submitted by Pam Rooney on 2021/04/19. Status is Submitted.

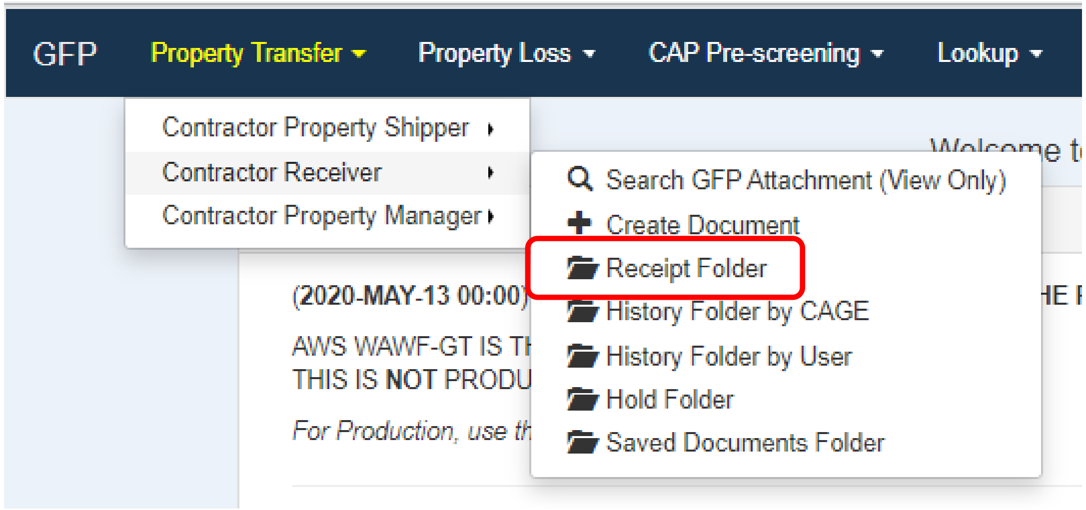
The document is ready for your action.

When DoD (or another contractor) creates a shipment in the GFP Module (or an APSR sends the shipment to the GFP Module) the organization email receives an email that looks like this.

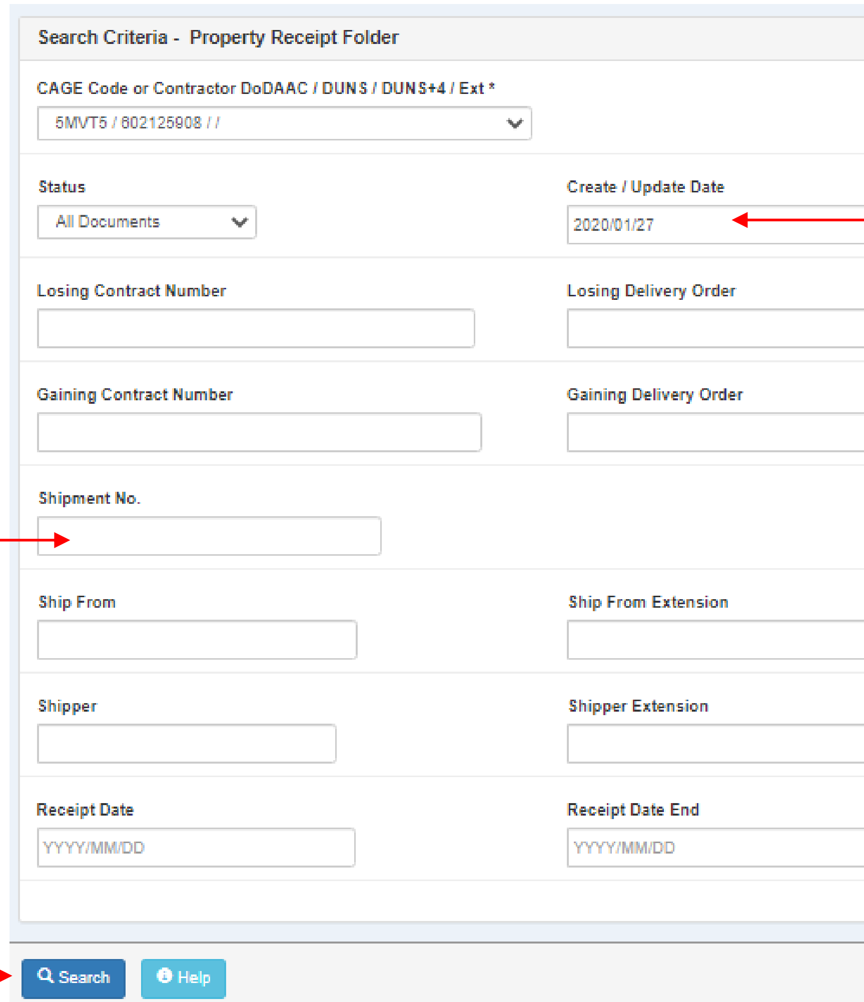
Find the Shipment Doc

If the Shipment Document includes UIIs and Serial Numbers, it's easiest to report receipt via manual web entry.
If the shipment doc has many line items and UIIs and Serial Numbers were not entered by the shipper, it may be easier to use the Hybrid Excel option to enter the UIIs and Serial numbers.

Emails are transmitted to the gaining organizational email when the shipment doc is created.
Also good practice to periodically review the "Receipt Folder"
To retrieve a shipment document pending receipt action, go to the "Receipt Folder."



Enter Search Parameters



Move the "Create Date" back in time to ensure inclusion. Default is last 30 days.

Shipment Number if looking for specific shipment doc from email

Click Search

Notes:
- All search fields are optional except receiver
- Check the Receipt Folder periodically

Receipt Folder Content

Select the Shipment Number of the shipment against which to report receipt

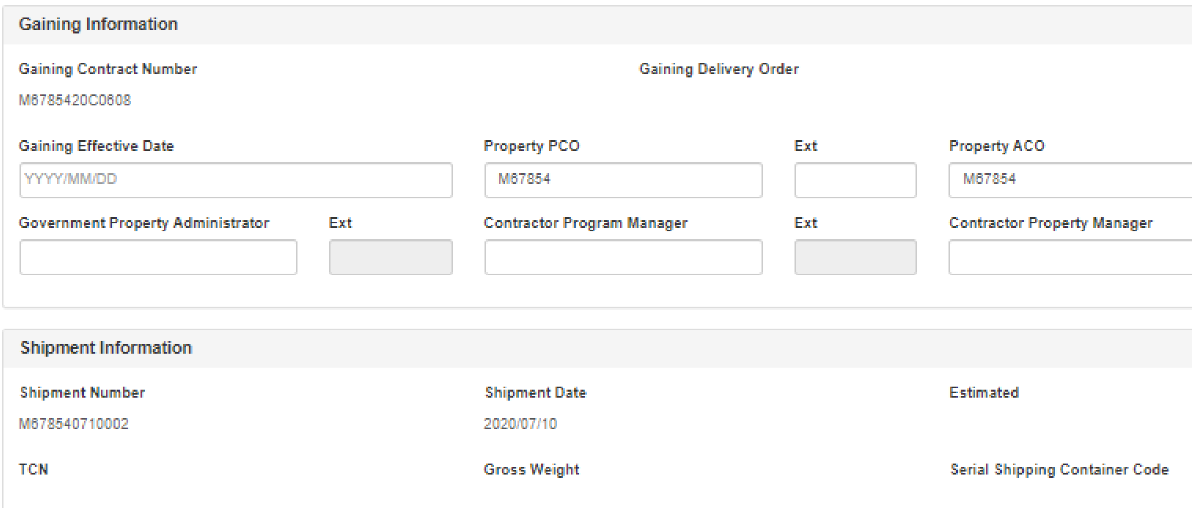
Property Receipt Folder for '5MVT5' (9 items found)

Show 10 entries

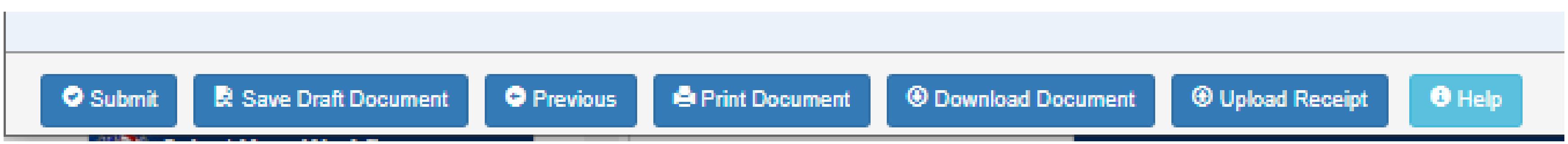
Initiator	DUNS	DUNS+4	Ext	Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Delivery Order	Shipment Number	Submit Date	Receipt Date	Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
M67854						M6785421C0419		NOEORM	2021-04-19		Submitted
M67854						M6785420C0603		SHIPWATTACH	2021-03-05		Submitted
M67854						M6785420C0603		WATTACHNOSN	2021-03-05		Submitted
M67854						M6785421C0305		NOATTACH	2021-03-05		Submitted

Header Tab

The middle of the header tab is displayed to show the Contract and Shipment info



Review the shipment info including the line item tab and determine whether the shipper included UID/Serial Number data for serially managed items. If yes, then use manual receipt. If no, and there are many rows and you want to enter the UID/Serial Numbers on the Excel, then click “Download Document” at bottom of Header tab to download the Excel doc of the Shipment.



Enter UIIs and Serial Numbers

The Excel doc will be downloaded to your computer
Open the Excel doc and click the “Enable Editing” button at the top
Review the Contract Info and Header tabs
The Line Item tab contains the items and quantities that were shipped to you:

Item No*	Item Name *	Description*	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure*	Qty Shipped	Qty. Received
1	pump	high capacity continuous run	1234009876543				EACH	2	
2	Filter	large capacity sand filter - blue				FL-1234	EACH	3	
3	security alarm	special chlorine gas sensor added		03538	PN-sensor		EACH	1	
4	chlorine	liquid chlorine	9999009999999				GALLON	50	
5	hydrochloric acid	clean the deck	8888008888888				KILOLITER	50	
6	tile	decorative coping		99999	pretty		LINEAR FOOT	50	

<u>Be sure to reference the GFP Attachment to identify which items are serially managed and need UIIs or Serial Numbers entered</u>. If the contract does not have a GFP Attachment, ask the Govt Property Administrator or Contracting Officer which items are serially managed.

For this contract, the first three items are serially managed on the GFP Attachment.

Item 1 has 2 SNs; Item 2 has 1 UII and 2 SNs; Item 3 has 1 SN

Enter the UII

If items have an IUID Data Matrix and the UII is in the IUID Registry, Click the UID tab

Note that the UII is associated with the item on Line 2 of the Line Item tab – the Filter – so "Item No" is "2" indicating Item No 2 from the Line Item tab

Enter the UII(s) associated with the appropriate Item Number from the Line Item tab

Please enter all applicable UID information. Item No refers to the line's seque

Item No*	UII*	Receive / Reject	Supply Conditon Code	Property Category Code	Special Tooling Or Test Equipment Status
2	D5M VT53 3333	Receive			

Note: Although Property Category Code (E=Equipment/M=Materiel) is not required to upload the Excel, it WILL be required before submission (so it's easier to enter it on the Excel).
Special Tooling selection will default to Neither Special Tooling nor Test Equipment. If this is incorrect, select the correct option from the drop down.

Enter the Serial Number

Click the “Item Serial Number” tab

Enter the Serial Numbers that correspond to each serially managed item by row from the Line Item tab

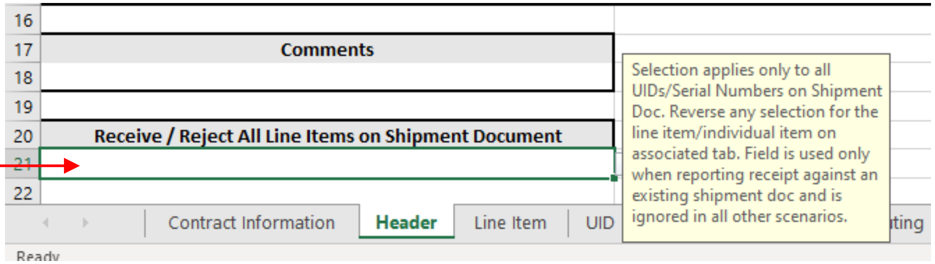
Please enter all applicable Item Serial Number information. Item No refers to the line's sequential number on the Line Item tab.

Item No*	Item Serial Number*	Receive / Reject	Supply Condition Code
1	Pump-AAA		
1	Pump-BBB		
2	Filter-xxx		
2	Filter-yyy		
3	SA-12345		

Three Options to Receive/Reject

Just like in manual entry, each serially managed item must be individually received or rejected
There are three options to receive/reject (same as in web entry)

- At the document level – all serially managed items are marked as received or rejected and individual items can be changed. Found at bottom of Header Tab



- At the Line Item level – all serially managed items are marked as received or rejected for THAT line and individual items can be changed. Found in column K of Line Item tab

H	I	J	K
Unit of Measure*	Qty Shipped	Qty. Received	Receive / Reject All UIDs and Item Serial Numbers on Line Item
EACH	2		
EACH	3		
EACH	1		
GALLON	50		
KILOLITER	50		

- At the individual item level on the UID or Item Serial Number tab

Item No*	UII*	Receive / Reject
1	D03538ABCDE	

Note: Receive/Reject at Document/Header level performs the action for ALL items, serially managed and non-serially managed on the document.

Scenario Selections

No receive/reject selection is made at the header level
Line 1 – Pump – are received at the Line Item level
Line 2 – Filters – are received at the Line Item level
Line 3 – Security Alarm – is rejected at the Line Item level

Manufacturer CAGE	Part Number	Model Number	Unit of Measure*	Qty Shipped	Qty. Received	Receive / Reject All UIDs and Item Serial Numbers on Line Item
			EACH	2		Receive
		FL-1234	EACH	3		Receive
03538	PN-sensor		EACH	1		Reject
			GALLON	50	50	
			KILOLITER	50	50	
99999	pretty		LINEAR FOOT	50	50	

Nothing is entered for the Line 2 UII because it was received at the Line Item level

Item No*	UII*	Receive / Reject
2	D5M VT53 3333	

Even though line 2 is "Received" at the Line Item level, one of the items is rejected at the individual item level. The lowest level takes precedence.

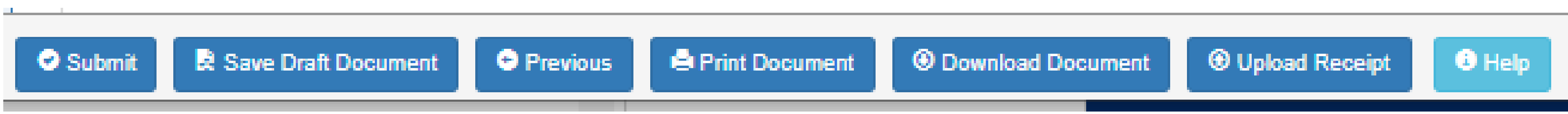
Item No*	Item Serial Number*	Receive / Reject
1	Pump-AAA	
1	Pump-BBB	
2	Filter-xxx	Reject
2	Filter-yyy	
3	SA-12345	

Rejections will require a comment after upload on the "Misc Info" tab

Upload the Receipt Document

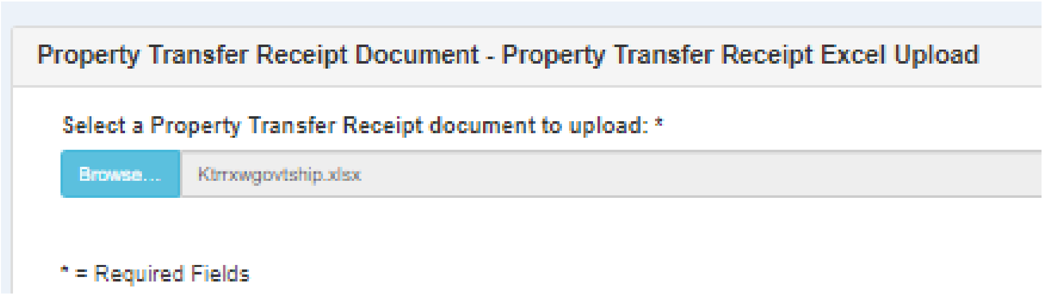
Save the Excel doc with a file name that does not contain spaces or special characters

Log back on to PIEE
Select Property Transfer/Contractor Receiver/Receipt Folder
Click Search
Select Shipment number of Excel receipt
On the Header tab, click “Upload Receipt”

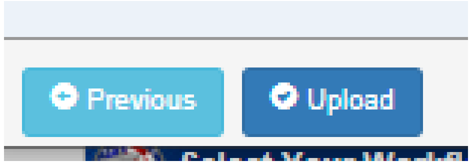


Upload the Receipt Document

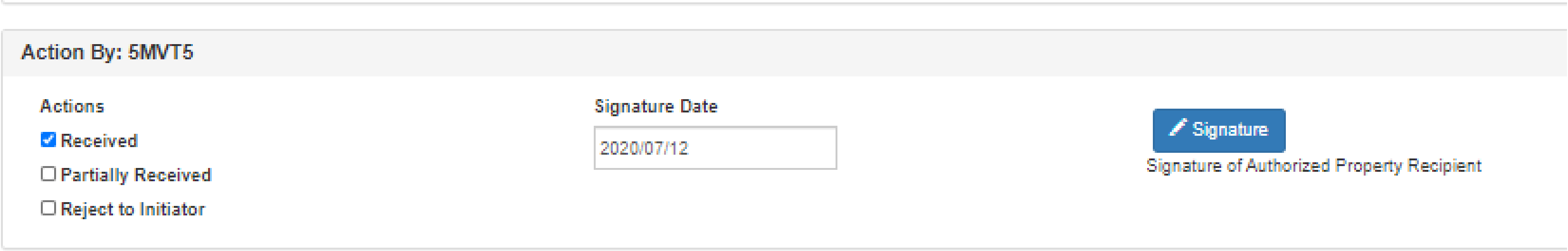
Click “Browse”, navigate to the receipt Excel, click open and the receipt Excel populates the Browse field



Click “Upload”



At bottom of Header Tab, Click “Received,” enter the date and click the Signature block. (If you didn’t enter the UID 2D or ST/STE elements on the Excel, you’ll be prompted to do that at this point)



Complete Receipt

Enter PIN and One Time Password
Receive Confirmation screen and ability to send additional emails

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
		M6785420C0608		M678540710002

Emails

Email sent to Shipper: pamela.p.rooney.ctr@mail.mil

Send Additional Email Notifications

Mon Jul 13 01:52:28 UTC 2020

Topics

- The Excel Option
- DoD Shipment Using Excel
- **Contractor Use of Excel**
  - » Unilateral Receipt
  - » Receipt Against Shipment
  - » **Shipment**
- Resources

Contract Information Tab

Useful when the items have not been previously entered and there is no GFP Attachment.

Select the workflow “Shipment by Contractor, to DoD”

“Losing Contract Number” is the contract under which the GFP is authorized

Property Shipper is the Prime CAGE on the Contract

Property Receiver is the DoD organization that has accountability for the property

Property Workflow *			
Shipment by Contractor, to DoD			Returning GFP
Losing Contract Number Type	**Losing Contract Number**	**Losing Delivery Order**	
DoD Contract (FAR)	M6785420C716B		
Gaining Contract Number Type	**Gaining Contract Number**	**Gaining Delivery Order**	
Property Shipper Code	**Property Ship From Code**		
5MVT5			
	Property Ship From Extension		
Property Receiver Code	**Property Ship To Code**		
M67004			
Property Receiver Extension	**Property Ship To Extension**		

Header Tab

Enter Shipment Number and Date
Other data optional

Shipment Number / Transfer Document Number (TDN) *	Shipment Date / TDN Date *	Estimated
5MVT5SHIP001	2020/07/16	
TCN	**Gross Weight**	**Serial Shipping Containe**
Transportation Leg	**Standard Carrier Alpha Code**	**Bill of Lading Numb**
Secondary Transportation Tracking Type	**Secondary Transportation Tracking Number**	**Secondary Transportation Tracki**
Transportation Method/Type	**Currency Code**	
	USD	

YYYY/MM/DD

Line Item Tab

Item No – sequential row number – used as reference in UID and SN tabs
Item Name – match to accountable items
Description – match to accountable items
Product ID – NSN, CAGE/PN, Model Number – MUST match exactly to accountable item to decrement (NSN “123” in accountable item does NOT equal row with NSN “123” and Model Number “ABC” in shipment)

Item No*	Item Name *	Description*	National Stock Number	Manufacturer CAGE	Part Number	Model Number
1	Laptop computer	Ruggedized laptop		7FLY7	D-2488-(rev 1)	
2	mixed population!	banana	5555015555555			
3	Scanner	Scanners, Motorola 2408 or equivalent	4321017654321			

Unit of Measure*	Qty Shipped	Qty. Received	Receive / Reject All U
Each	3		
Each	2		
Box	2		

Pull from UoM reference tab

This is a shipment so only populate “Qty Shipped” (don’t enter anything in the receive/reject fields on any tab)

UID Tab

Two items on Row 2 on the Line Item tab “mixed population!” are being shipped
One item was receipted by its UII, the other by its serial number
Enter Item No 2 to reference Row 2 on the Line Item tab and the UII

Item No*	UII*	Receive / Reject	Supply Con
2	D5MVT5MIXPOP3		

Item Serial Number Tab

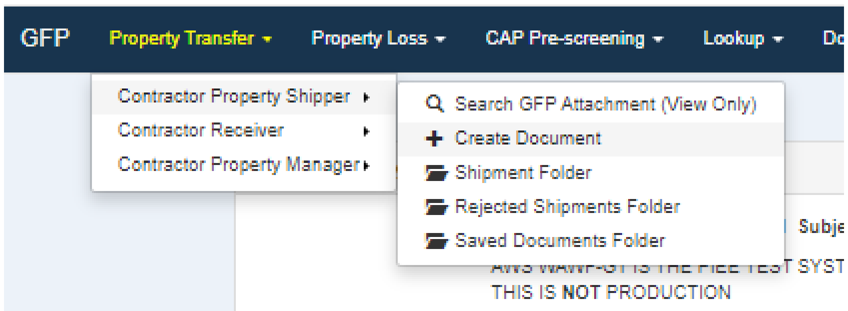
The 3 “Laptop computers” being shipped on Row 1 of the Line Item tab were all receipted by Serial Number

The other non-UII “mixed population!” item from Row 2 of the Line Item tab is identified

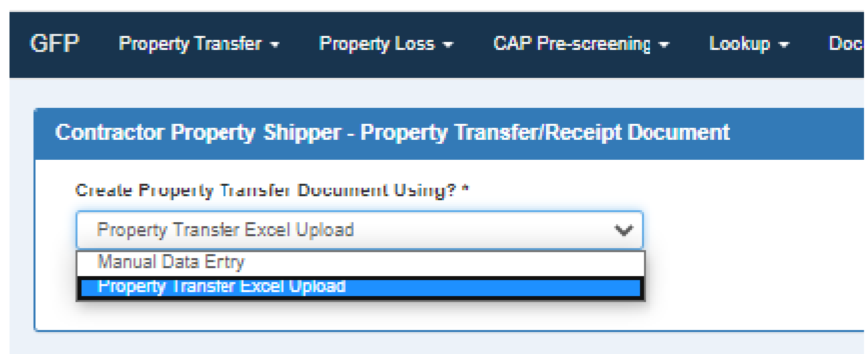
Item No*	Item Serial Number*	Receive / Reject	Supply Conc
1	LT-AAA		
1	LT-BBB		
1	LT-CCC		
2	MIX-POP-X		

Prepare to Upload the Excel Doc

Log on to PIEE
Select the GFP Module tile
Select Property Transfer/Contract Shipper/Create Document

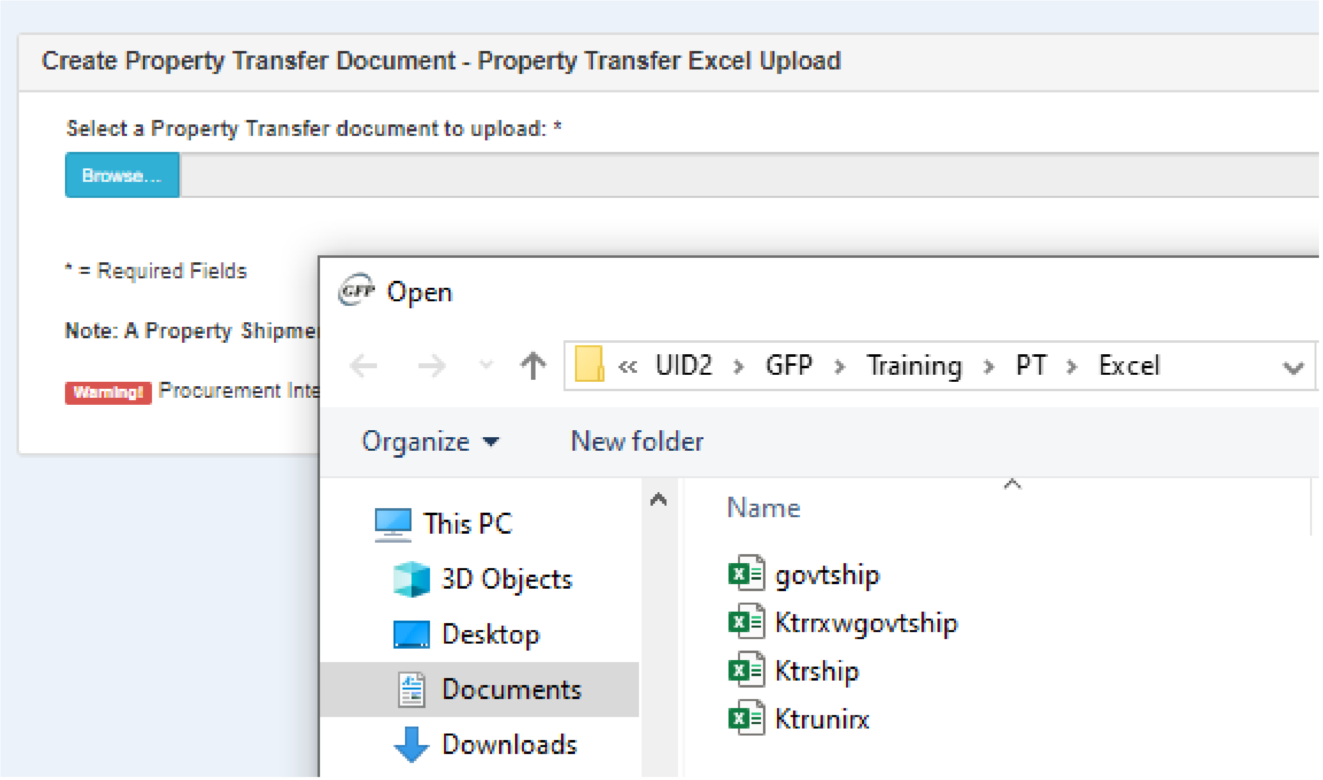


Select Property Transfer Excel Upload
Click "Next"



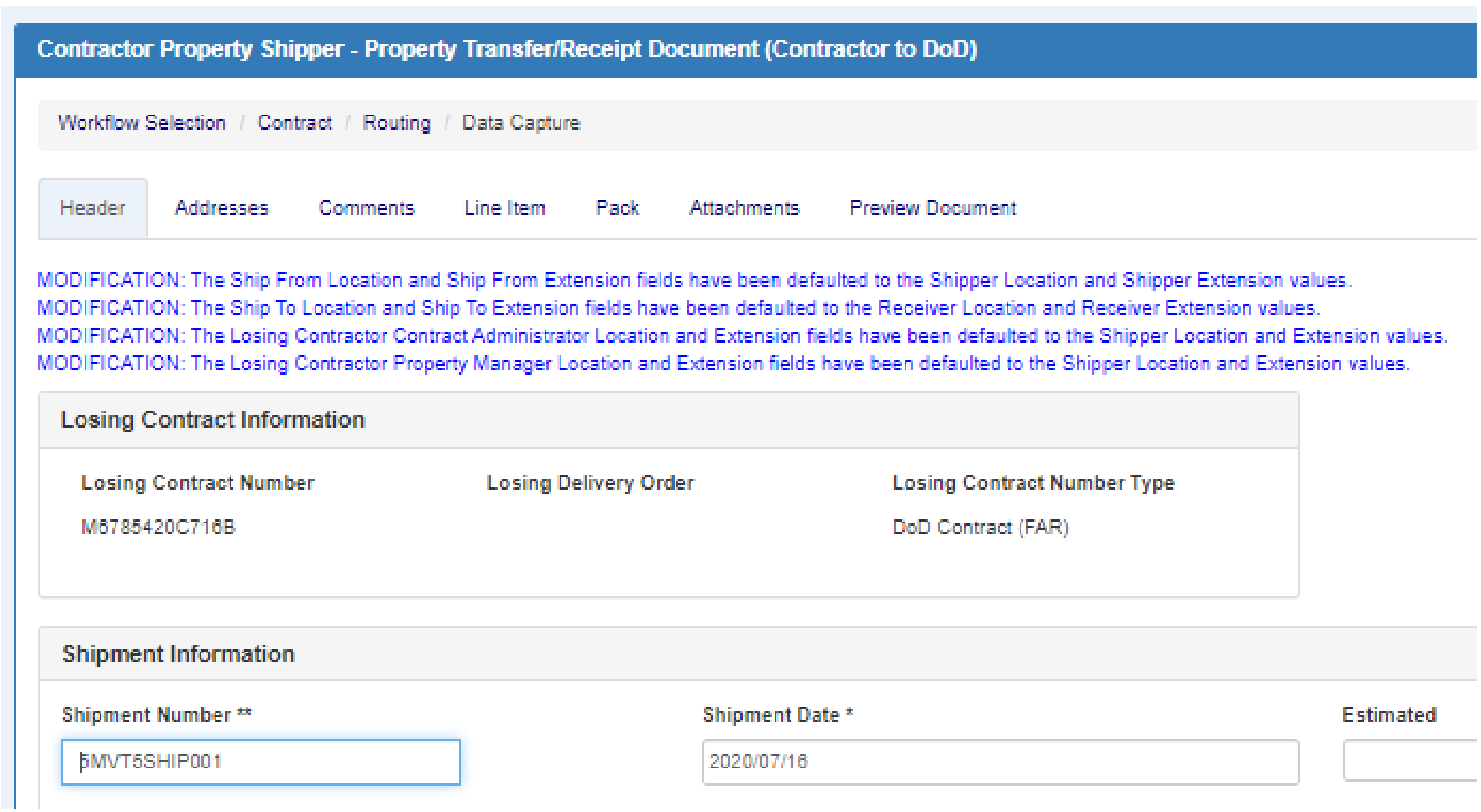
Upload the Excel Doc

Click Browse
Select Shipment Excel from computer
Click Open
When file name is in Browse window, click Upload



Successful Upload

Successful Upload will display the Header tab
The blue text are just defaults the system is noting

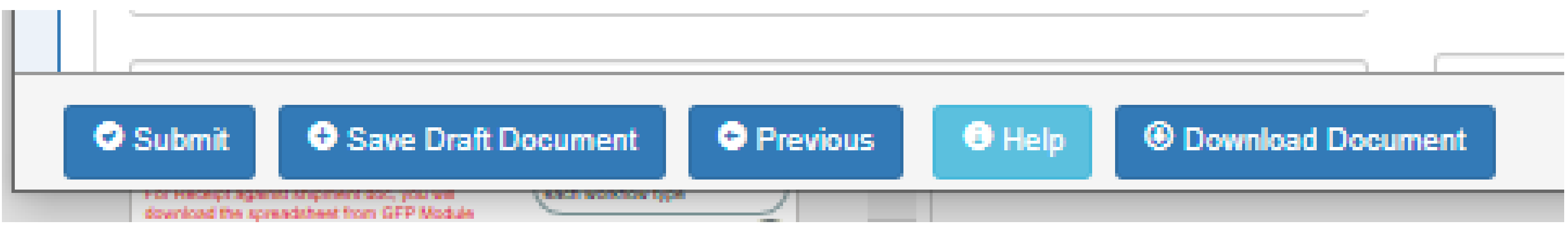


Submit the Shipment

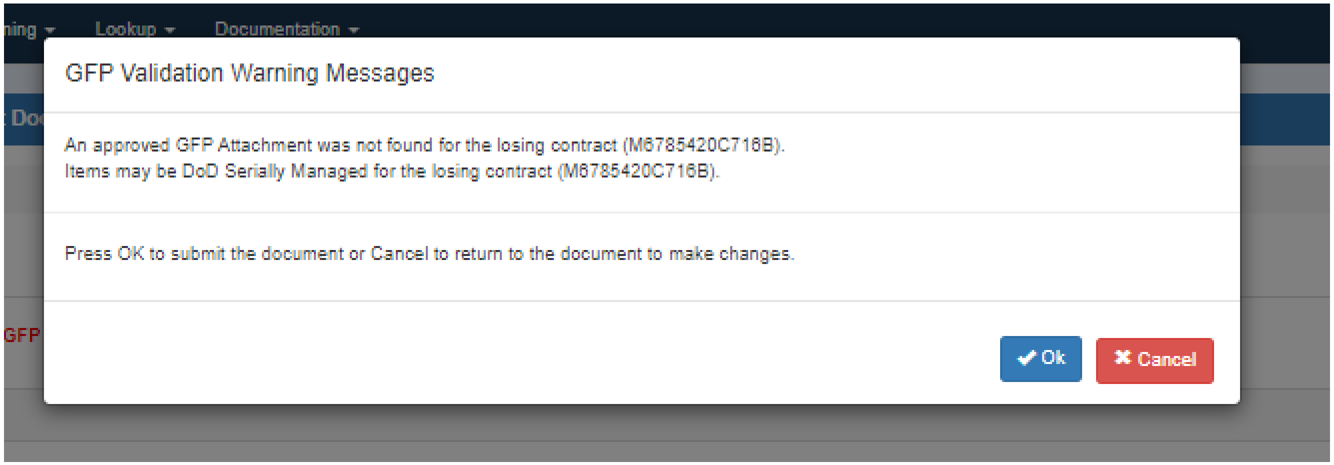
Review the content of the shipment document
Click “Submit” at the bottom of any page

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	Laptop computer	Ruggedized laptop			7FLY7	D-2488-(REV 1)		EACH	3	N	Y	Edit Delete
2	mixed population!	banana		5555015555555				EACH	2	Y	Y	Edit Delete
3	Scanner	Scanners, Motorola 2408 or equivalent		4321017654321				BOX	2	N	N	Edit Delete

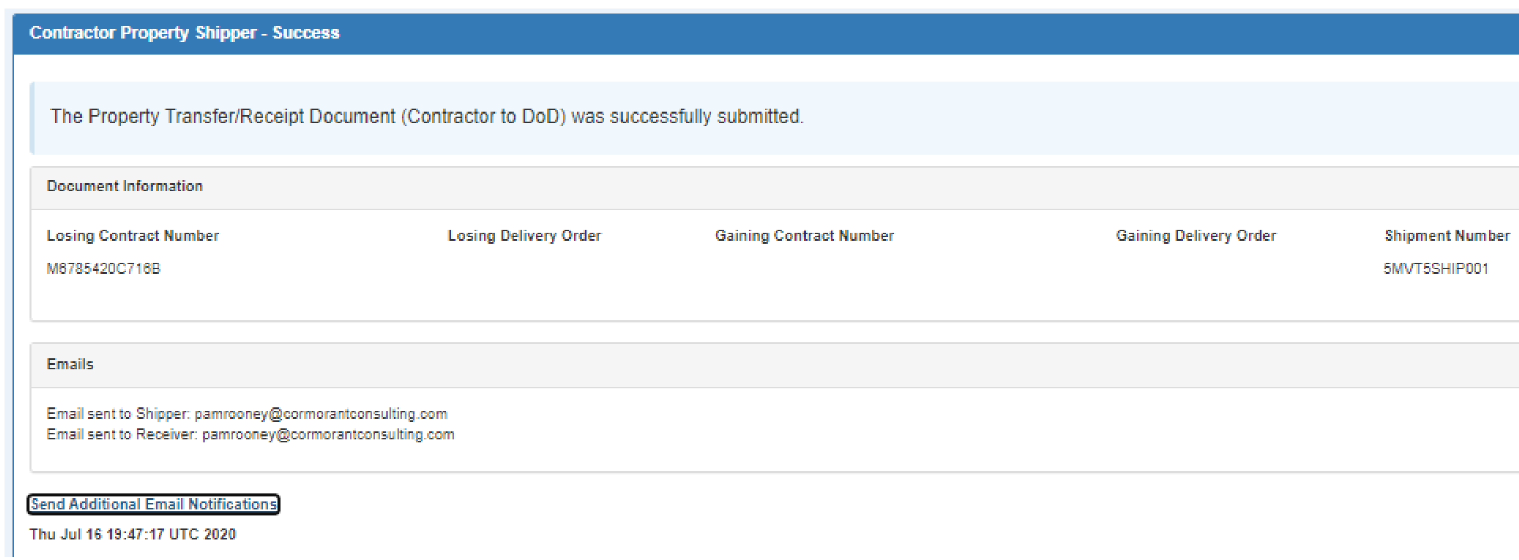


Complete the Submission



Acknowledge validations
Click “Ok”

Receive confirmation of submission



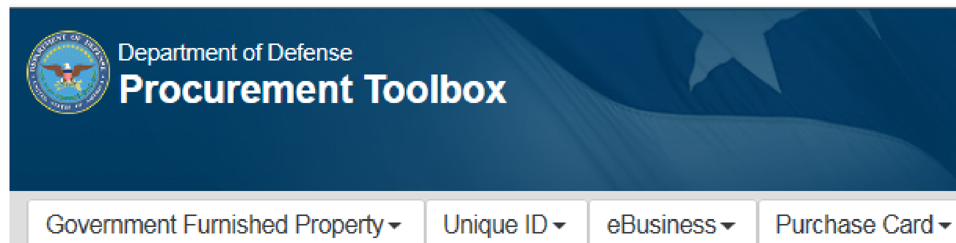
Topics

- The Excel Option
- DoD Shipment Using Excel
- Contractor Use of Excel
  - » Unilateral Receipt
  - » Receipt Against Shipment
  - » Shipment
- **Resources**

For More Information

GFP Policy

Training, Procedures, Tools



Department of Defense
Procurement Toolbox

http://www.acq.osd.mil/dpap/pdi/gfp/index.html

www.dodprocurementtoolbox.com

or

Contact Carol Brown at carol.a.brown160.civ@mail.mil

GFP Resources

- **DoD Procurement Toolbox (www.dodprocurementtoolbox.com)**
  - **GFP Module Transition information**
  - **General GFP Information**
  - **Sign up for updates and ask questions ("Contact Us")**

GFP Resources

Information regarding the DoD GFP processing and tracking environment.

Name	Date	
Data Item Description DI-PSSS-80727A - Government Furnished Material by National Stock Number	1/2021	View >>
GFP Module Reports Provides guidance on access to and content of GFP Module reports	1/2021	View >>
Registering for Roles in the PIEE Government Furnished Property Module – Government Provides guidance on registering for GFP Module roles for government users	5/2020	View >>
Registering for Roles in the PIEE Government Furnished Property Module – Contractors Provides guidance on registering for GFP Module roles for contractor users	5/2020	View >>
Electronic File Formats Guide How to access the formats to electronically exchange data with the GFP Module for shipping and receiving.	11/2019	View >>
CDRL for reporting Government Inventory IAW DFARS PGI 245.103-73.	9/2019	View >>

Additional GFP Training

Government Furnished Property (GFP)

- Policy
- General GFP Information
- Attachment Information
- GFP Shipping and Receiving Information
- GFP Disposition Information
- Resources
- Training
- FAQs

Training available on the DoD Procurement Toolbox

(http://dodprocurementtoolbox.com/site-pages/gfp-training)

GFP Training

General GFP Topics

Name	Date	
GFP Property Transfer for Government Users Describes the government roles, processes, and procedures to ship, receipt, and view GFP	3/2021	View >>
GFP Property Transfer for Contractors Describes the contractor roles, processes, and procedures to ship, receipt, and view GFP	3/2021	View >>
GFP Module Attachment Training This training describes the workflow concepts and execution steps to create, review, and approve GFP Attachments in the GFP Module	3/2021	View >>
GFP Property Loss for Government Users Describes the GFP Module Property Loss capability to adjudicate loss cases. The roles of Property Administrator, Industrial Property Management Specialist, Contracting Specialist, Contracting Officer, and Ground and Flight Risk Representative are addressed.	3/2021	View >>
GFP Process Training Provides overview of the end-to-end GFP Process including policy, GFP Attachment, GFP Receipt and Reconciliation. Information systems and DoD and Contractor roles and responsibilities are addressed.	10/2020	View >>
Property Transfer Excel Tutorial Provides walk through of using the Property Transfer Excel template for various DoD and Contractor scenarios	8/2020	View >>

Training Certificates

Please use the link below to fill out a request:

https://docs.google.com/forms/d/e/1FAIpQLSeZnqUKKvoNRttNQ4jlwavP94GimaMrfzMqyPqej9niKh14Zw/viewform?c=0&w=1

Note that training certificates are available for "in-person" training sessions only

Questions?

Carol Brown, OSD A&S DPC, carol.a.brown160.civ@mail.mil
Pam Rooney, Support to OSD A&S DPC, www.dodprocurementtoolbox.com