



PROCURE-TO-PAY^{Orlando} TRAINING SYMPOSIUM 2018

WAWF Government Furnished Property (GFP) Module: GFP Attachment Training

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The “GFP Module” is a new WAWF Application

Consolidates GFP capabilities into single tool

- **Phase 1 – GFP Attachment**
 - Launched 2 April 2018
 - Provides the foundation – the authorization for contractor to have custody of Government Property
 - Replaces functionality formerly performed in the Toolbox and IUID Registry
- **Phase 2 – GFP Movement**
 - Mid July 2018
 - Shipments and Receipts (currently performed in iRAPT)
 - Will reuse data in the Module to prepopulate transactions reducing data entry burden and increasing data accuracy
- **Phase 3 – Plant clearance and property loss**
 - Spring 2019
 - Disposition (currently performed in DCMA eTools)

The GFP Attachment

- Formalizes the “deal” of what property will be provided to the contractor
- Authorizes contractors to have custody of government property (important for FIAR Audits)
- Indicates which items are serially managed versus non-serially managed for contractor reporting under DFARS 252.211-7007
- Must be justified prior to providing IAW DFARS PGI 245.103-70(2)

Policy and Guidance

- PGI 245.103-72
 - Directs creation and inclusion of GFP Attachment

PGI 245.103-72 Government-furnished property attachments to solicitations and awards

(a) When Government-furnished property (GFP) is anticipated, including "Requisitioned Government Furnished Property" and/or "Scheduled Government Furnished Property" formats provided at the URLs listed in paragraphs (b) and (c) in solicitations and awards:

- (1) Specify the required GFP data elements.
- (2) Accomplish the electronic transmission of the attachment to the DoD Procurement Toolboxes.

(b) *Requisitioned Government-furnished property.* This format is a listing of Government Property to be authorized for contractor requisition from DoD supply sources in accordance with the clause at FAR 52.251-1. The fillable PDF format for this attachment is available at the DoD Procurement Toolbox <http://dodprocurementtoolbox.org/site/detail/id/26>. In accordance with [PGI 204.7105\(b\)\(5\)](#) (DFARS/PGI view), enter a numerical sequence number for the attachment.

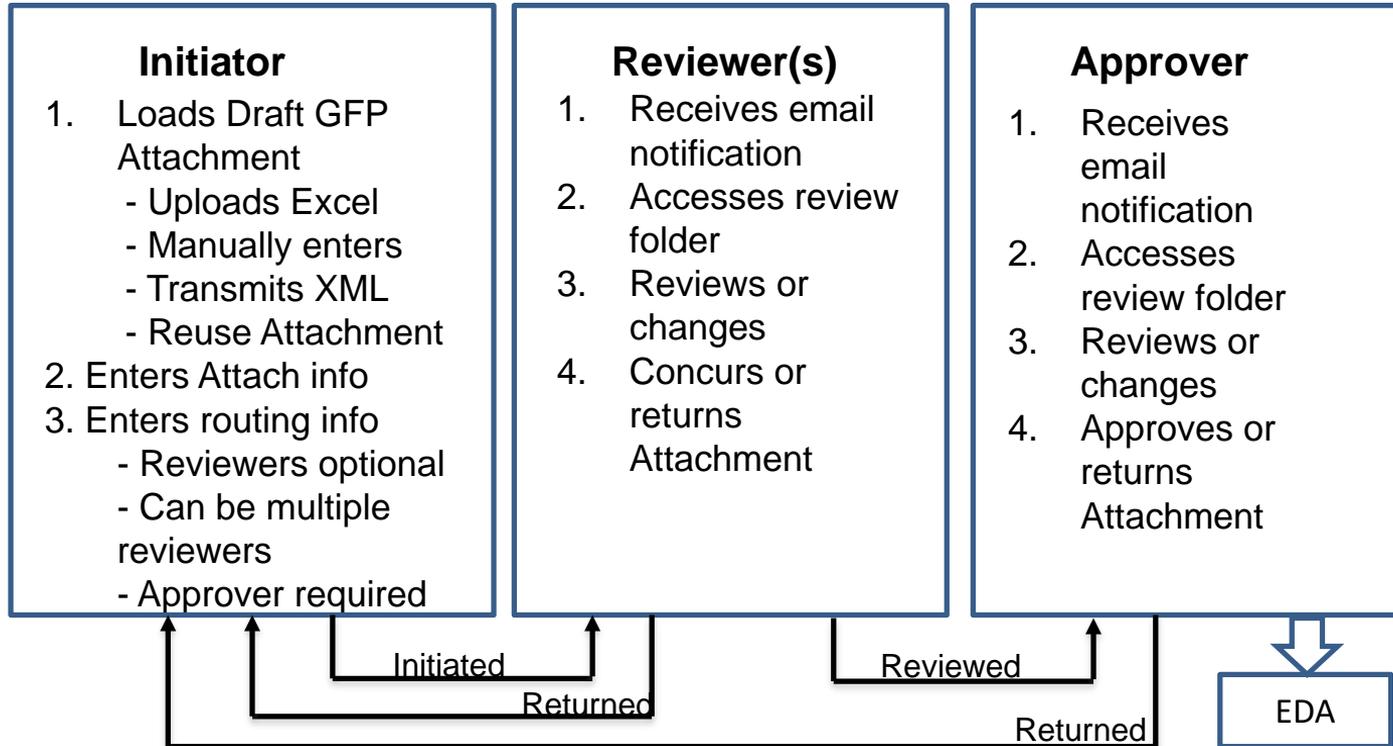
(c) *Scheduled Government-furnished property.* This format is a listing of the Government property to be provided, including when major end items are being provided under a modification or upgrade contract, or when reparables are being provided under a repair, modification, or overhaul contract. The fillable PDF format for this attachment is available at the DoD Procurement Toolbox <http://dodprocurementtoolbox.org/site/detail/id/26>. In accordance with [PGI 204.7105\(b\)\(5\)](#) (DFARS/PGI view), enter a numerical sequence number for the attachment.

To be Updated; URLs
link to new GFP
Attachment guidance

GFP Attachment in the GFP Module

- Consolidates all GFP Attachment functions into one application
- Includes workflow according to roles:
 - Initiator – Creates the GFP Attachment
 - Reviewer – Reviews (and updates if necessary)
 - Approver – Approves (and updates if necessary)
- Automatically transmits approved GFP Attachment to EDA
- Removes the conversion process
 - Excel can still be used; slightly modified template
- Retains GFP Attachment in GFP Module
 - Does not transmit to IUID Registry
 - All “Current” GFP Attachments in Registry will be automatically migrated to the GFP Module

GFP Module Attachment – Workflow



Initiate/Create the Attachment

- Creation methods
 1. Manual web entry (small number of items)
 2. Download, populate, and upload Excel
 - Similar to previous version, but cannot reuse
 - No SN or UII fields on Serially Managed tab
 - Version 2.0
 3. Reuse an existing GFP Module Attachment
 - Especially helpful for contract mods, follow-on contracts, and awards resulting from a solicitation with GFP Attachment
 4. IT system transmits XML

WAWF Landing Page

WideAreaWorkFlow
e-Business Suite 5.11.1

My Account Help

User : Pam Rooney Log

Last Successful Logon Date: 2018/03/02 05:24:58 MST

Last Unsuccessful Logon Attempt: 2018/02/23 11:34:31 M

Welcome to Wide Area Work Flow e-Business Suite

GFP
Government Furnished Property

EDA
Electronic Document Access

myInvoice
myInvoice

MRS
Management Reporting System

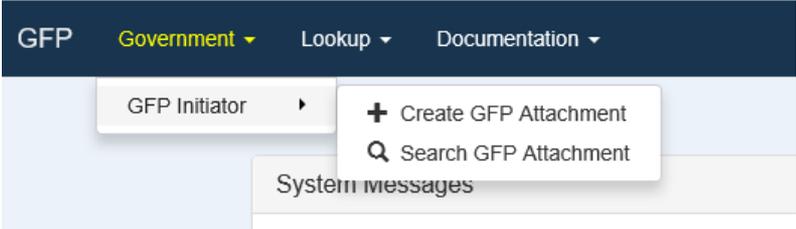
Contract Closeout
Contract Closeout

WBT
Web Based Training

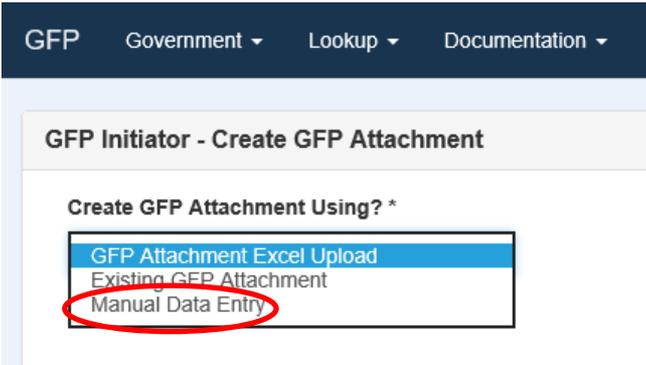
Select the GFP Module icon

Create Method 1 - Manual Web Entry

1. Click Government, “GFP Initiator”, and select “Create GFP Attachment”



2. Select “Manual Data Entry” and continue at bottom of screen



Identify the Approver

3. Enter the DoDAAC of the organization that will approve the Attachment. This is generally the issuing office. All users with 1102 job category are automatically given Approver role; other users can request the role.

If the Attachment needs reviewed, click “Add GFP Reviewer(s)”, else click continue

GFP Initiator - Create GFP Attachment - Manual Data Entry

Routing Information

GFP Initiator Location Code *	GFP Approver Location Code *
<input type="text" value="S0512A"/>	<input type="text" value="M67854"/>

[+ Add GFP Reviewer\(s\)](#)

* = Required Fields.

Identify Reviewers (optional)

4. Click Add GFP Reviewer(s). Enter the DoDAAC of the organization that will review the Attachment. This could be the MCA, Logistics, Program Office, or other stakeholder.

If you want a particular person to be the reviewer:

- a. Click the “Lookup” icon
- b. Click the down arrow on the Reviewer Name field
- c. Select the person

The screenshot shows a software interface for adding a GFP reviewer. The main window is titled "GFP Initiator - Create GFP Attachment - Manual". A modal dialog box titled "Add GFP Reviewer" is open. It contains a "Location Code *" field with the value "S0512A" and a "Lookup" button. Below this, there is a "Reviewer Name" dropdown menu. The dropdown is open, showing a list of names: "-- Select --", "Pam Rooney", "kavita sharma", "Pam Rooney", "Pam Rooney", "Pam Rooney", "Ron de Leon", "Kiesha Hale", and "Kim Fox". The "Pam Rooney" option is highlighted in blue. In the background, the "Routing Information" section of the main window is visible, showing a "GFP Initiator Location Code *" field with the value "S0512A" and a blue button labeled "+ Add GFP Reviewer(s)".

Routing Complete

5. The sequence of reviewers can be modified by clicking the move up/down buttons. Once the routing is complete, click the continue button at the bottom.

Routing Information

GFP Initiator Location Code *

GFP Approver Location Code *

[+ Add GFP Reviewer\(s\)](#)

GFP Reviewers

Review Order	Location Code	Office Name	Reviewer Name	Action
1	S0512A	DCMA LOS ANGELES	Pam Rooney	✖ Remove ⬇ Move Down
2	M67004	TRAFFIC MANAGEMENT OFFICE		✖ Remove ⬆ Move Up

Enter Contract Information

6. Select the type of Attachment – the related fields will appear (e.g., mod number for contract mod).

Enter the Attachment Number, Contract Number, Order if needed.

If you do not know the contract or solicitation number, select “Pre-stage” = Yes and a temporary number will be automatically generated. The Program Title is required for pre-stage attachments. When complete, enter the GFP items on the Serially Managed, Non-serially managed, or Requisition sections.

GFP Government Lookup Documentation User : Pam Rooney

GFP Initiator - Create GFP Attachment

Header Routing Serially Managed Items Non-Serially Managed Items Requisitioned Items Document History

GFP Attachment Information

Attachment Description ** Attachment Number * Attachment Date * Pre-stage?

Contract Award
Contract Modification
Solicitation
Solicitation Amendment

2018-02-06 No

Contract Information

Contract Number Type * Contract Number ** Contract Order Number

DoD Contract (FAR)

Program Title

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Enter Serially Managed GFP Items

7. If Serially Managed items will be provided as GFP, click the Serially Managed Items tab. Click the blue “Add Serially Managed Item” button

GFP Government Lookup Documentation User : Pam Rooney

GFP Initiator - Create GFP Attachment

Header Routing **Serially Managed Items** Non-Serially Managed Items Requisitioned Items Document History

+ Add Serially Managed Item

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event	Notes
Item Count: 0																

Enter Serially Managed Item Data

8. The Line Number is populated automatically. Enter Item Name, Description, Product ID (NSN, CAGE AND Part, and/or Model Number), Quantity, Select Unit of Measure and Use As-Is, and acquisition value if known. Enter delivery info and notes if needed.

Save/Clear saves the item and refreshes the screen for a new entry; Save/Close returns you to the tab summary. Be sure to select Unit of Measure and Use As-Is from the drop downs!

GFP Government Lookup Documentation

Add Serially Managed Item

Line Number: 1240

Item Name *: Tank, M1A1

Item Description *: Heavy duty tracked tank with specialized armor

National Stock Number †: [Empty]

Manufacturer CAGE †: 0LFY7 AND Part Number †: 56-28A1

Model Number †: [Empty]

Quantity *: 10

Unit of Measure *: e

Unit of Acquisition Cost: 475000

Use As Is *: false

Delivery Date: [Empty]

Delivery Unit: months

Delivery Event: Award Date

Notes: [Empty]

* - Required, † - At Least One

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Save/Clone Save/Clear Save/Close Cancel

SM Item Summary Screen

10. From the tab summary screen, you can add additional items, delete items or edit data about items. To edit items, check the box of the item that needs changed and click the “Edit Selected”. Add Non-Serially Managed and Requisitioned items on the respective tabs.

GFP Initiator - Create GFP Attachment

Header Routing **Serially Managed Items** Non-Serially Managed Items Requisitioned Items Document History

+ Add Serially Managed Item Check All Items on Page Uncheck All Items on Page Edit Selected Delete Selected

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event
<input type="checkbox"/>	1240	Tank, M1A1	Heavy duty tracked tank with specialized armor		0LFY7	56-28A1		10	Each	475000	false		6	Months	Award Date
<input type="checkbox"/>	1241	Truck, heavy duty	6 passenger configurable truck	4565676787898				12	Each	55000	false	2018-12-25			
<input type="checkbox"/>	1242	Tank Engine	Heavy duty, 8 cylinder, GE engine	2435003498745			T700-1	50	Each		false				

Enter Non-Serially Managed Items

GFP Government Lookup Documentation User: Pam Rooney

GFP Initiator - Create GFP Attachment

Header **Serially Managed Items** **Non-Serially Managed Items** Requisitioned Items Routing Document History

+ Add Non-Serially Managed Item

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event	Note
----------	-------------	-----------	------------------	-----------------------	-------------------	-------------	--------------	----------	-----------------	-----------------------	-----------	---------------	----------	-----------	----------------	------

Click the “Add Non-Serially Managed Item” button

Enter item data

Edit Non-Serially Managed Item

Line Number 1	Item Name * <input type="text" value="Tires"/>	Item Description * <input type="text" value="Special use vehicle tires"/>	
National Stock Number † <input type="text" value="7878014567222"/>	Manufacturer CAGE † <input type="text"/>		Part Number † <input type="text"/>
Quantity * <input type="text" value="48"/>	Unit of Measure * <input type="text" value="Each"/>	Unit Acquisition Cost <input type="text" value="250"/>	Use As Is * <input type="text" value="false"/>
Delivery Date <input type="text"/>	OR	Duration <input type="text" value="6"/> AND Time Unit <input type="text" value="Months"/> AND Delivery Event <input type="text" value="Award Date"/>	

Enter Requisitionable Items

GFP Initiator - Create GFP Attachment

Header Serially Managed Items Non-Serially Managed Items **Requisitioned Items** Routing Document History

+ Add Requisitioned Item

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is
----------	-------------	-----------	------------------	-----------------------	-------------------	-------------	----------	-----------------	-----------------------	-----------

Item Count: 0

Items in this section of the GFP Attachment may be requisitioned independently by the Contractor from the DoD supply system. By including the items here, the Contractor is notified DoD will pay for the items. This is not Contractor Furnished Material that is paid for by the contractor.

Enter Requisitionable Items

Note that there is no Model Number option because items can be requisitioned only by NSN (and in rare cases by MFR CAGE and PN). Also no delivery info or notes field.

Add Requisitioned Item

Line Number 1	Item Name * <input type="text" value="nuts"/>	Item Description * <input type="text" value="nuts, hex"/>	
National Stock Number † <input type="text" value="798900123432"/>	Manufacturer CAGE † <input type="text"/>	AND	Part Number † <input type="text"/>
Quantity * <input type="text" value="100"/>	Unit of Measure * <input type="text" value="Bag"/>	Unit Acquisition Cost <input type="text"/>	Use As Is * <input type="text" value="false"/>

* - Required, † - At Least One

“Create” Attachment

When all item data is entered, from any screen, click the “Create” button to submit the Attachment to the workflow and alert the first reviewer of pending action. Note that you can save an Attachment without creating it. The attachment can be downloaded in PDF or the GFP Attachment Excel format.

GFP Initiator - Create GFP Attachment

Header Routing Serially Managed Items Non-Serially Managed Items Requisitioned Items Document History

GFP Attachment Information

Attachment Description ** Contract Modification	Attachment Number * 11	Attachment Date * 2018-02-06
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Contract Information

Contract Number Type * DoD Contract (FAR)	Contract Number ** M6700418D0206	Contract Order Number M6700418F0026	Modification Number P00007
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Program Title

Buttons: Create Save Purge Previous Download PDF Download Excel

Initiation Confirmation

GFP Initiator - Success

The Contract Modification GFP Attachment was successfully created.

Contract Number	Contract Order Number	Modification Number	Attachment Number	Attachment Date
M6700418D0206	M6700418F0026	P00007	11	2018-02-06

Email sent to GFP Initiator: pamela.p.rooney_ctr@mail.mil

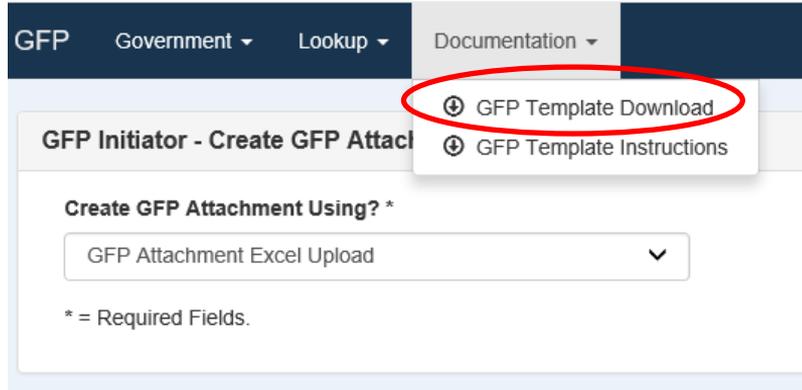
Email sent to GFP Reviewer: carol.a.vigna_civ@mail.mil

Email sent to GFP Reviewer Organizational Email: wawf_undel@ecedi.nit.disa.mil

Email sent to GFP Approver Organizational Email: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil

Wed Feb 07 05:10:44 MST 2018

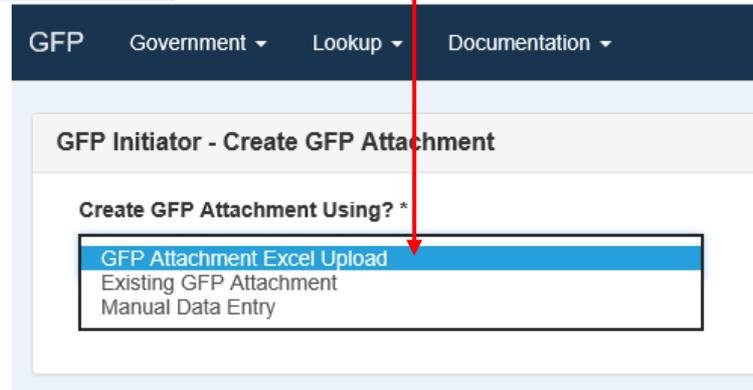
Create Method 2 - GFP Attachment via Excel



To use the Excel option:

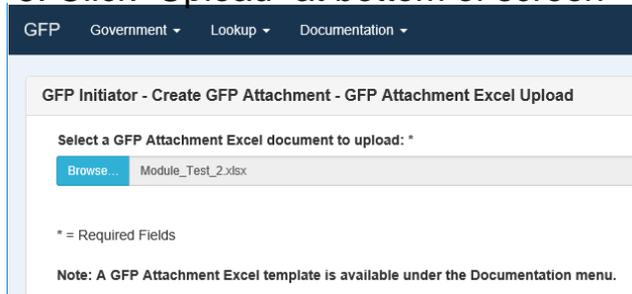
1. Download the Template from the Documentation tab
2. Populate the Excel template
3. Select "GFP Attachment Excel Upload".

Tip: The Excel is almost exactly like the previous Toolbox version, but you **must** use the GFP Module version. You can cut and past from previous version (remember to paste "values"). Note that the SN and Ull columns are no longer included for Serially Managed items. Serially managed items will continue to be shipped and receipted by Ull or SN.



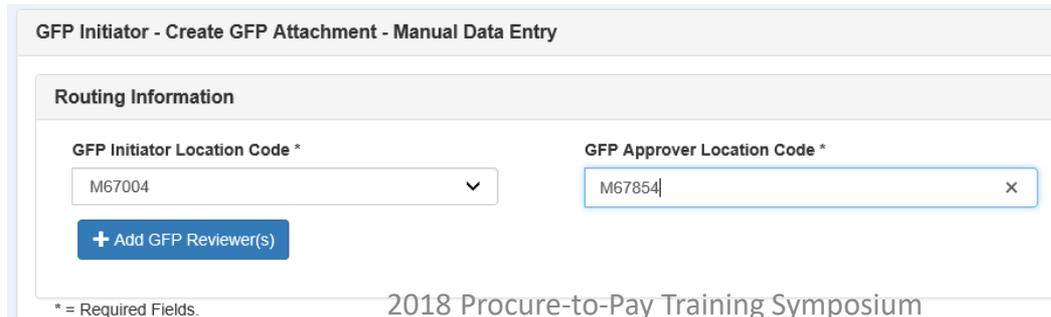
Upload Excel

4. Browse to where you've saved the Excel GFP Attachment; note the file name cannot contain spaces.
5. Click "Upload" at bottom of screen



The screenshot shows a web application interface with a dark blue header containing navigation links: "GFP", "Government", "Lookup", and "Documentation". Below the header is a light blue breadcrumb trail: "GFP Initiator - Create GFP Attachment - GFP Attachment Excel Upload". The main content area has a heading "Select a GFP Attachment Excel document to upload: *". Below this is a file selection interface with a blue "Browse..." button and a text input field containing "Module_Test_2.xlsx". A note below the input field states "* = Required Fields". At the bottom of the form, a note reads "Note: A GFP Attachment Excel template is available under the Documentation menu."

A successful upload (no errors) will display the routing screen. You can manually change the item data.



The screenshot shows a web application interface with a light blue header: "GFP Initiator - Create GFP Attachment - Manual Data Entry". Below the header is a section titled "Routing Information". This section contains two dropdown menus. The first is labeled "GFP Initiator Location Code *" and has "M67004" selected. The second is labeled "GFP Approver Location Code *" and has "M67854" entered. Below these fields is a blue button with a plus sign and the text "+ Add GFP Reviewer(s)". At the bottom left of the form, a note states "* = Required Fields."

Create Method 3 - GFP Attachment from Existing

GFP Government Lookup Documentation

GFP Initiator - Create GFP Attachment

Create GFP Attachment Using?

- GFP Attachment Excel Upload
- Existing GFP Attachment
- Manual Data Entry

* = Required Fields.

A GFP Attachment can be created from an existing GFP Attachment that is in “Approved” or “Approved – Not in EDA” status.

This is handy for Mods or Follow-on contracts.

1. Select “Existing GFP Attachment”
2. Enter limiting arguments (optional)
3. Click “Search”

GFP Initiator - Create GFP Attachment - Existing GFP Attachments - Search

Contract Number	Contract Order Number	Modification Number
<input type="text" value="M67004"/>	<input type="text"/>	<input type="text"/>
Solicitation Number	Amendment Number	
<input type="text"/>	<input type="text"/>	
Pre-stage ID		
<input type="text"/>		
Attachment Number	Attachment Date Start	Attachment Date End
<input type="text"/>	<input type="text" value="2018-01-10"/>	<input type="text" value="2018-02-09"/>

For example, if you know the issuing office of the GFP Attachment you want to reuse, but not the whole contract number

Find and Select Template

All of the Attachments that have the argument M67004 entered on the previous selection screen. Note that from the search results screen, you can further refine the search.

GFP Initiator - Create GFP Attachment - Existing GFP Attachments - Search Results

Show entries

Previous **1** Next

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	Action
<input type="text" value="Search Attachment Desc."/>	<input type="text" value="Search Pre-stage ID"/>	<input type="text" value="Search Contract / Solicitation No."/>	<input type="text" value="Search Contract Order No."/>	<input type="text" value="Search Modification / Amendment No."/>	<input type="text" value="Search Attachment No."/>	<input type="text" value="Search Attachment Date"/>	
Contract Award		M6700418C0111			201	2018-02-01	Use As Template
Contract Award		M6700418C0129			129	2018-01-29	Use As Template
Contract Award		M6700415C001B			12	2018-02-07	Use As Template
Contract Award		M6700418C0128			2	2018-01-29	Use As Template
Contract Award		M6700418C0201			21	2018-02-01	Use As Template
Contract Award		M6700418C1112			1	2018-02-01	Use As Template
Contract Award		M6700415C001A			2002	2018-02-06	Use As Template
Contract Modification		M6700418C0129		P00001	129	2018-02-05	Use As Template
Contract Modification		M6700418D0206	M6700418F0026	P00007	11	2018-02-06	Use As Template

Showing 1 to 9 of 9 entries

Previous **1** Next

Find and Select Template

For example, 15 is entered in the contract number field. Click “Use as Template”.

GFP Initiator - Create GFP Attachment - Existing GFP Attachments - Search Results

Show 10 entries

Previous 1 Next

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	Action
<input type="text" value="Search Attachment Desc."/>	<input type="text" value="Search Pre-stage ID"/>	<input type="text" value="15"/>	<input type="text" value="Search Contract Order No."/>	<input type="text" value="Search Modification / Amendment No."/>	<input type="text" value="Search Attachment No."/>	<input type="text" value="Search Attachment Date"/>	
Contract Award		M6700415C001B			12	2018-02-07	Use As Template
Contract Award		M6700415C001A			2002	2018-02-05	Use As Template

Showing 1 to 2 of 2 entries (filtered from 9 total entries)

Previous 1 Next

Modify the GFP Attachment

Example scenario: using a contract award GFP Attachment to create the GFP Attachment for a Modification that adds GFP Items.

Note that the GFP Attachment is “conformed” – so it needs to reflect the entire list of authorized GFP, not just changes

GFP Initiator - Create GFP Attachment

Header Routing Serially Managed Items Non-Serially Managed Items Requisitioned Items Document History

Remember to update the Date

GFP Attachment Information

Attachment Description ** Attachment Number * Attachment Date *

Contract Modification 12 2018-02-09

Contract Information

Contract Number Type * Contract Number ** Contract Order Number Modification Number

DoD Contract (FAR) M6700415C001B P00005

Program Title

Comments

P00005 Adds addition non-serially managed GFP that was accidentally missing in the original award attachment

Good practice to note the changes

Change the GFP Attachment content

Add Non-Serially Managed Item

Line Number 1	Item Name * Forgotten Item #1	Item Description * Very important item				
National Stock Number † 1593014569631	Manufacturer CAGE † <input type="text"/>	Part Number † <input type="text"/>	Model Number † <input type="text"/>			
Quantity * 100	Unit of Measure * Ball	Unit of Acquisition Cost <input type="text"/>	Use As Is * false			
Delivery Date <input type="text"/>	OR	Duration <input type="text"/>	AND	Time Unit <input type="text"/>	AND	Delivery Event <input type="text"/>
Notes <input type="text"/>						

Click “Save and close” and click “Create” GFP Attachment

Email to First Reviewer

Regardless of creation method, an email alerts Reviewers in DoDAAC S0512A that they have an action.

M6700418D0206\M6700418F0026\P00007\\11\2018-02-06\S0512A\Initiated

WAWF_UNDEL@ecedi.nit.disa.mil

To: Rooney, Pamela P CTR (US)

This email was generated in a TEST environment from the WAWF-RA2 platform. If you are a PRODUCTION user, then please ignore it.

Contract Number: M6700418D0206

Contract Order Number: M6700418F0026

Contract Modification Number: P00007

Attachment Number: 11

Attachment Date: 2018-02-06

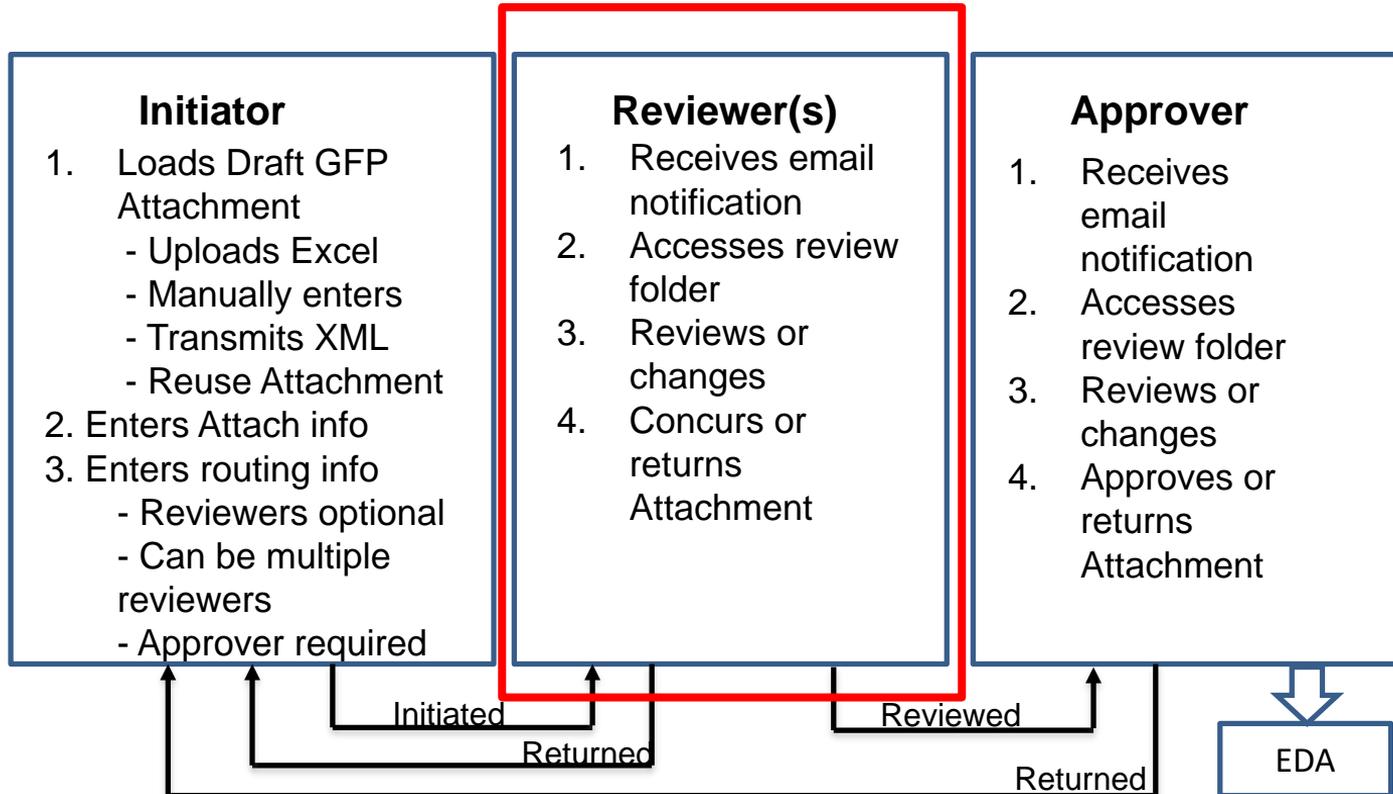
Action DoDAAC: S0512A ←

Status: Initiated

Attachment Description: Contract Modification

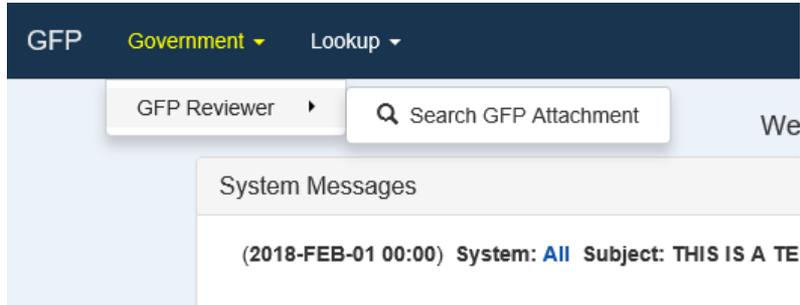
Has been Initiated via Web by GFPINIR1 on 2018-02-07.

GFP Module Attachment – Workflow



Retrieve Attachment to Review

1. To retrieve the GFP Attachment identified in the email, or to check for any GFP Attachments pending review, click Government, GFP Reviewer, and the Search button



Retrieve Attachment to Review

2. Enter any specifying data, or simply click “Search” at the bottom of the screen to search for all GFP Attachments pending review by a DoDAAC for which you are an active Reviewer. To limit search to a specific DoDAAC, select the DoDAAC in the “Location Code” field.

The screenshot shows the 'GFP Reviewer Search' interface. At the top, there are navigation links for 'GFP', 'Government', and 'Lookup'. The main search area includes a 'Search Folder' dropdown menu set to 'Review Folder'. Below this are several input fields for search criteria: 'Contract Number', 'Contract Order Number', 'Modification Number', 'Solicitation Number', 'Amendment Number', 'Pre-stage ID', 'Attachment Number', 'Attachment Date Start' (with a pre-filled date of 2018-01-08), and 'Attachment Date End' (with a pre-filled date of 2018-02-07). The 'Location Code' field contains the text 'S0512A' and is pointed to by a red arrow. At the bottom of the form, there is a 'Search' button (circled in red) and a 'Help' button.

Select Attachment to Review

3. Identify the GFP Attachment that you want to review and click “Open”. Note that if there are many attachments arguments can be entered in the boxes beneath the column titles to limit the displayed Attachments to those that meet the argument.

The screenshot displays the 'GFP Reviewer - Review Folder - Search Results' interface. At the top, there is a navigation bar with 'GFP', 'Government', and 'Lookup' menus, and a user profile for 'User: Pam Rooney'. Below the navigation bar, the page title is 'GFP Reviewer - Review Folder - Search Results'. A search filter is set to 'Show 10 entries'. A table of search results is displayed with columns for Attachment Desc., Pre-stage ID, Contract / Solicitation No., Contract Order No., Modification / Amendment No., Attachment No., Attachment Date, GFP Reviewer DoDAAC, and Action. Below the table, it indicates 'Showing 1 to 4 of 4 entries'. Navigation buttons for 'Previous', '1', and 'Next' are visible at the top right and bottom right of the table area.

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Reviewer DoDAAC	Action
<input type="text" value="Search Attachment Desc."/>	<input type="text" value="Search Pre-stage ID"/>	<input type="text" value="Search Contract / Solicitation No."/>	<input type="text" value="Search Contract Order No."/>	<input type="text" value="Search Modification / Amendment No."/>	<input type="text" value="Search Attachment No."/>	<input type="text" value="Search Attachment Date"/>	<input type="text" value="Search GFP Reviewer DoDAAC"/>	
Contract Award	1000004	SUK12A18D1072			1	2018-02-06	S0512A	Open
Contract Modification		M6700418D0206	M6700418F0026	P00007	11	2018-02-06	S0512A	Open
Solicitation		W911S118D1070		1040	1	2018-02-06	S0512A	Open
Solicitation		W911S118D1071		1040	1	2018-02-06	S0512A	Open

Review the GFP Attachment

4. Review the Contract Information tab, Serially Managed, Non-Serially Managed, and Requisitioned Items tabs. Add, remove, or change data as necessary.

GFP Reviewer - Create GFP Attachment

Header Routing Serially Managed Items Non-Serially Managed Items Requisitioned Items Document History

GFP Attachment Information

Attachment Description **	Attachment Number *	Attachment Date *
<input type="text" value="Contract Modification"/>	<input type="text" value="11"/>	<input type="text" value="2018-02-06"/>

Contract Information

Contract Number Type *	Contract Number **	Contract Order Number	Modification Number
<input type="text" value="DoD Contract (FAR)"/>	<input type="text" value="M6700418D0206"/>	<input type="text" value="M6700418F0026"/>	<input type="text" value="P00007"/>

Program Title

Comments

Example – Edit a line

5. Check the box of the item that needs corrected. This activates the “Edit Selected” button. Click the “Edit Selected” button to change data within that row.
Example - There should be 10 Engines provided, not 50.

GFP Reviewer - Create GFP Attachment

Header Routing **Serially Managed Items** Non-Serially Managed Items Requisitioned Items Document History

+ Add Serially Managed Item Check All Items on Page Uncheck All Items on Page Edit Selected Delete Selected

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event	Notes
<input type="checkbox"/>	1240	Tank, M1A1	Heavy duty tracked tank with specialized armor		0LFY7	56-28A1		10	Each	475000	false		6	Months	Award Date	
<input type="checkbox"/>	1241	Truck, heavy duty	6 passenger configurable truck	4565676787898				12	Each	55000	false	2018-12-25				The local stock number is 3465AB2343234.
<input checked="" type="checkbox"/>	1242	Tank Engine	Heavy duty, 8 cylinder, GE engine	2435003498745			T700-1	50	Each		false					

Edit Item

6. Change the data. Quantity changed to 10 and note added. The data in the Notes field will be included on the GFP Attachment that is part of the contract. When finished, click Save/Close to return to the tab summary screen.

Edit Serially Managed Item

Line Number: 1242
Item Name *: Tank Engine
Item Description *: Heavy duty, 8 cylinder, GE engine

National Stock Number †: 2435003498745
Manufacturer CAGE †:
AND
Part Number †:
Model Number †: T700-1

Quantity *: 10
Unit of Measure *: Each
Unit of Acquisition Cost:
Use As Is *: false

Delivery Date:
OR
Duration:
AND
Time Unit:
AND
Delivery Event:

Notes
10 Engines provided to match Number of tanks

* - Required, † - At Least One

Complete Review

7. The changes are reflected on the summary tab. When all tabs have been reviewed, and the GFP Attachment is ready to go to next Reviewer (or Approver), click “Review” at bottom of screen. Click “Ok” to the confirmation window. Emails are sent to Initiator and next Reviewer or Approver. If the GFP Attachment needs to be returned to the initiator for additional work, click “Return”. Note that any changes made by the Reviewer will be lost if the Attachment is “Returned”.

GFP Reviewer - Create GFP Attachment

Header Routing **Serially Managed Items** Non-Serially Managed Items Requisitioned Items Document History

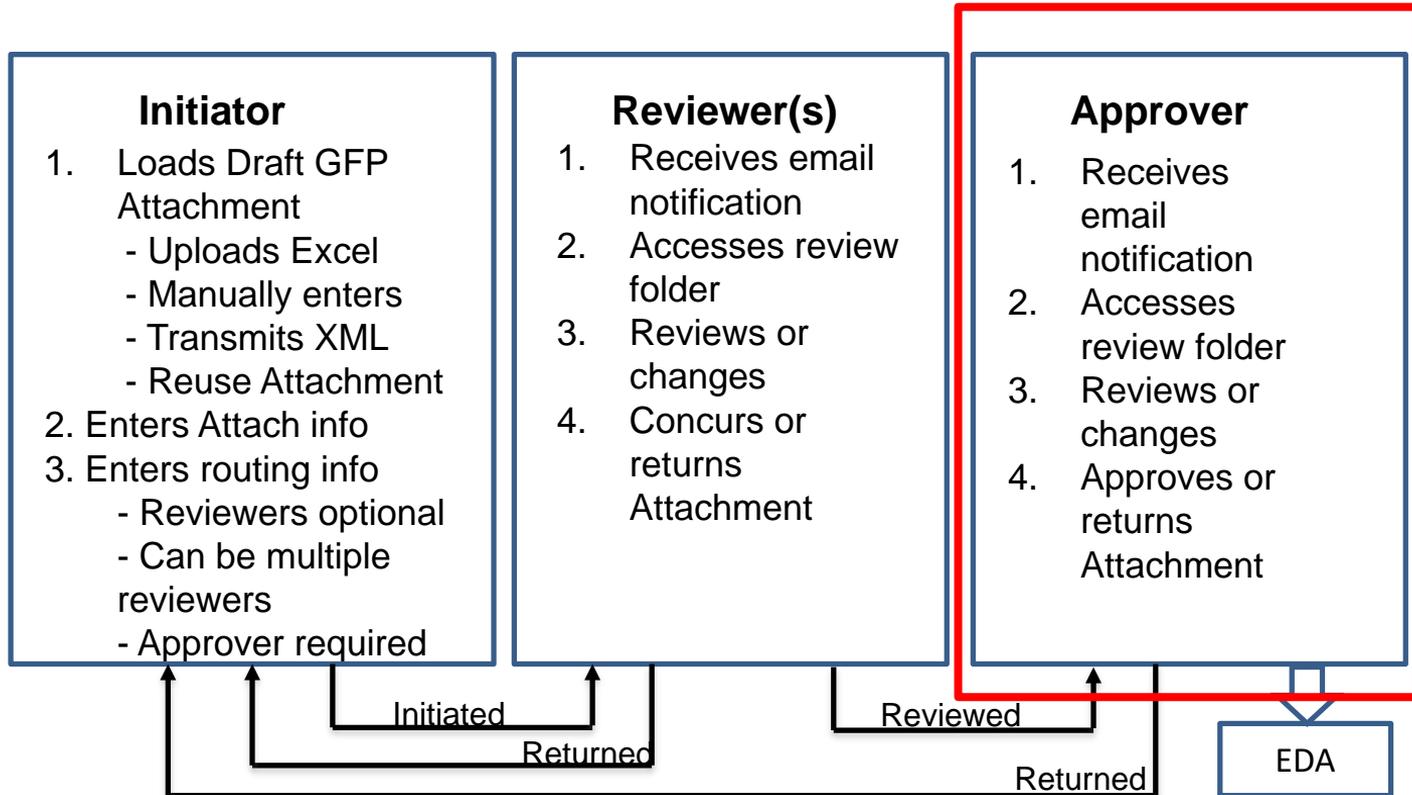
+ Add Serially Managed Item Check All Items on Page Uncheck All Items on Page Edit Selected Delete Selected

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event	Notes
<input type="checkbox"/>	1240	Tank, M1A1	Heavy duty tracked tank with specialized armor		0LFY7	56-28A1		10	Each	475000	false		6	Months	Award Date	
<input type="checkbox"/>	1241	Truck, heavy duty	6 passenger configurable truck	4565676787898				12	Each	55000	false	2018-12-25				The local stock number is 3465AB2343234.
<input type="checkbox"/>	1242	Tank Engine	Heavy duty, 8 cylinder, GE engine	2435003498745			T700-1	10	Each		false					10 Engines provided to match Number of tanks

Item Count: 3 Page 1 of 1

Save Review Return Previous Download PDF Download Excel

GFP Module Attachment – Workflow

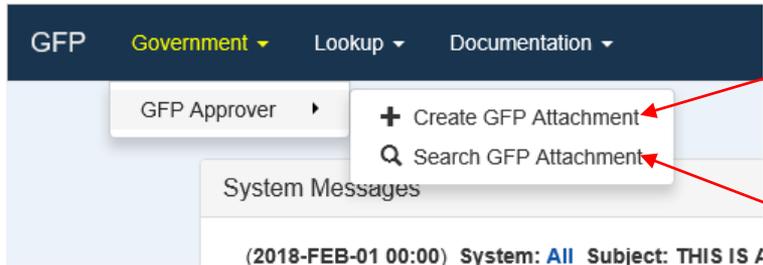


Approve the Attachment

1. Retrieve the GFP Attachment by clicking the “Search” button.

Note that the Approver role can also create GFP Attachments.

The Approver role can create and approve a GFP Attachment in one step



Create/Approve in one step
Or Create and route to Reviewers

Find GFP Attachments that have been created with an Approver DoDAAC for which you have Approver role

Retrieve the Attachment to Approve

2. Enter search criteria or click “Search” at bottom of screen

GFP Approver Search

Search Folder
Approval Folder

Contract Number

Contract Order Number

Modification Number

Solicitation Number

Amendment Number

Pre-stage ID

Attachment Number

Attachment Date Start
2018-01-08

Attachment Date End
2018-02-07

Location Code
M67004
M67854

Select the Attachment to Approve

3. The GFP Attachments with Approver DoDAACs for which the user has Approver role are displayed. Note that those Attachments ready for approver (all Reviewers have reviewed) have the “Open” icon. GFP Attachments that are waiting for completion of the reviewers, have the “View” icon. Only “Open” Attachments can be approved. Click “Open”.

GFP Approver - Approval Folder - Search Results

Show entries

Previous **1** Next

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Approver DoDAAC	Action
<input type="text" value="Search Attachme"/>	<input type="text" value="Search Pre-st"/>	<input type="text" value="Search Contract / So"/>	<input type="text" value="Search Contract C"/>	<input type="text" value="Search Modification / A"/>	<input type="text" value="Search Attachme"/>	<input type="text" value="Search Attachme"/>	<input type="text" value="Search GFP Appr"/>	
Contract Award		M6700415C001B			12	2018-02-07	M67854	<input type="button" value="View"/> <input type="button" value="Change Routing"/>
Contract Modification		M6700418D0206	M6700418F0026	P00007	11	2018-02-06	M67854	<input type="button" value="Open"/> <input type="button" value="Change Routing"/>

Approve GFP Attachment

4. Review GFP Attachment Tabs (Header (Contract Info), Serially Managed, Non-Serially Managed, Requisitioned Items) for completeness. Make any changes. From any screen click the Approve button at the bottom of the screen. Confirm the Approval in the pop-up window. Confirmation screen indicates that email notice sent to Initiator.

The screenshot shows a web interface for reviewing GFP attachments. At the top, there are navigation tabs: Header, Routing, Serially Managed Items (selected), Non-Serially Managed Items, Requisitioned Items, and Document History. Below the tabs are action buttons: Add Serially Managed Item, Check All Items on Page, Uncheck All Items on Page, Edit Selected, and Delete Selected. The main area contains a table with the following data:

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event
<input type="checkbox"/>	1240	Tank, M1A1	Heavy duty tracked tank with specialized armor		OLFY7	56-28A1		10	Each	475000	false		6	Months	Award Date
<input type="checkbox"/>	1241	Truck, heavy duty	6 passenger configurable truck	4565676787898				12	Each	55000	false	2018-12-25			
<input type="checkbox"/>	1242	Tank Engine	Heavy duty, 8 cylinder, GE engine	2435003498745			T700-1	10	Each		false				

At the bottom of the interface, there are navigation buttons: Save, Approve (circled in red), Return, Previous, Download PDF, and Download Excel.

Approved GFP Attachment

- When the Approve button is clicked for Contract Award or Mod, the system
 - Checks EDA to see if the Contract/Order/Mod is there
 - If it is, the GFP Attachment is loaded into the Attachment type of “GFP Attachment” and GFP Module status is “Approved”
 - If it is not, GFP Module status is “Approved – Not in EDA”
 - A nightly process runs looking for the corresponding entry in EDA
 - » When found, Attachment uploaded and status changed to Approved
 - An “Aging” report is available that captures the amount of time an Attachment has been waiting for the corresponding EDA entry

Contract/Order/Mod in EDA

GFP Approver - Success

The Contract Modification GFP Attachment was successfully approved. The contract was found in EDA and Contract CAGE Code, Contract Effective Date and Purchase Request Number were updated on the document.

Contract Number	Contract Order Number	Modification Number	Attachment Number	Attachment Date
M6785400C0025		P00002	1	2018-03-13

Email sent to GFP Initiator: pamrooney@cormorantconsulting.com.

Email sent to GFP Approver Organizational Email: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil.

Tue Mar 13 05:34:06 MST 2018

Approve Pending GFP Attachment

In a situation where the GFP Attachment needs to be approved, but one or more Reviewer has not yet performed the review, the Approver can remove the Reviewers and approve.

1. Select “Change Routing”

GFP Approver - Approval Folder - Search Results

Show entries

Previous **1** Next

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Approver DoDAAC	Action
<input type="text" value="Search Attachme"/>	<input type="text" value="Search Pre-st"/>	<input type="text" value="Search Contract / So"/>	<input type="text" value="Search Contract C"/>	<input type="text" value="Search Modification / A"/>	<input type="text" value="Search Attachme"/>	<input type="text" value="Search Attachme"/>	<input type="text" value="Search GFP Appr"/>	
Contract Award		M6700415C001B			12	2018-02-07	M67854	View Change Routing
Contract Modification		M6700418D0206	M6700418F0026	P00007	11	2018-02-06	M67854	Open Change Routing

Locate pending Reviewer

2. Click the “Remove” button of any reviewers that have “No” in the “Reviewed?” column.

GFP Approver - Change Routing

GFP Attachment Information

Attachment Description	Attachment Number	Attachment Date
Contract Award	12	2018-02-07

Contract Information

Contract Number Type	Contract Number	Contract Order Number
DoD Contract (FAR)	M6700415C001B	

Routing Information

GFP Initiator Location Code *
M67004

GFP Approver Location Code *
M67854

+ Add GFP Reviewer(s)

GFP Reviewers

Review Order	Location Code	Office Name	Reviewer Name	Reviewed?	Action
1	S0512A	DCMA LOS ANGELES		No	✖ Remove

Remove the Reviewer

3. Click the
“Submit” button to
remove the
Reviewer

GFP Approver - Change Routing

GFP Attachment Information

Attachment Description	Attachment Number	Attachment Date
Contract Award	12	2018-02-07

Contract Information

Contract Number Type	Contract Number	Contract Order Number
DoD Contract (FAR)	M6700415C001B	

Routing Information

GFP Initiator Location Code *	GFP Approver Location Code *
MG7004	M67054

+ Add GFP Reviewer(s)

* = Required Fields.

Submit Previous Help

Reviewer removed

4. See the routing change (deletion of the Reviewer) has occurred

GFP Approver - Change Routing Success

The Contract Award GFP Attachment Routing was successfully changed.

Contract Number	Contract Order Number
M6700415C001B	

Wed Feb 07 18:26:58 MST 2018

5. Click "Previous" at bottom of screen

Access the Attachment

6. Click “Open” and now the GFP Attachment can be approved

GFP Approver - Approval Folder - Search Results

Show entries

Previous **1** Next

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Approver DoDAAC	Action
<input type="text" value="Search Attachment Desc."/>	<input type="text" value="Search Pre-stage ID."/>	<input type="text" value="Search Contract / Solicitation No."/>	<input type="text" value="Search Contract Order No."/>	<input type="text" value="Search Modification / Amendment No."/>	<input type="text" value="Search Attachment No."/>	<input type="text" value="Search Attachment Date."/>	<input type="text" value="Search GFP Approver DoDAAC."/>	Open Change Routing
Contract Award		M6700415C001B			12	2018-02-07	M67854	

GFP Attachment

- GFP Attachment in GFP Module goes live on 2 April
- Current GFP Attachment will be decommissioned
- Existing GFP Attachments will be migrated to the GFP Module
- Transition info and documents on <https://dodprocurementtoolbox.com/site-pages/gfp-module-transition>

Tips for Excel

- Do not reuse a Line Number
 - Doesn't have to be sequential, but no duplicates
- Do not leave a row blank
 - A blank row will be seen as end of data
- Ensure that there are no links (URLs) in the data
- Paste the “Value” of your data from source spreadsheet, so format of the data column does not get overridden
 - Copy normally, then right click on your mouse, select “Paste Special” and select “123”
- Ensure that pasting does not overwrite the dropdown values. Recommend you use the drop down and then copy it.

Most Common Errors

- Manufacturer CAGE and Part Number are a pair – if you have one, you must have the other – this is flagged in the validation
- Some sort of Product Identifier is required – if you don't have one put something meaningful in Model Number field

GFP Attachment 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	
iRAPT Web Based Training access – provides instructions to access the WBT and EDI Guides that describe specific actions in iRAPT	1/2016	View >>
GFP Attachment EDA Upload Procedure – provides specific instructions to upload completed GFP Attachment to EDA for distribution to the IUID Registry	1/2016	View >>
Federal Sale/Exchange Authority – provides overview of the regulations and processes governing the exchange/sale event and addresses aircraft specific considerations	12/2014	View >>
Guidebook for Contract Property Administration – process-based description of government contract property control	11/2014	View >>
DLMS web resources – provides a list of web sites that describe DLMS transaction	8/2014	View >>

GFP Training

Training available
on the DoD
Procurement
Toolbox

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

Government Furnished Property

- Policy
- Attachment Information
- Conversion Tool
- Resources
- Training
- FAQs

GFP Training

General GFP Topics

Name	Date	
GFP Basics for Contracting Professionals – describes conditions under which GFP should be provided and the FAR and DFARS clauses that are required to support provision of GFP	5/2016	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.	3/2016	View >>
Intermediate GFP Training (PDF)	1/2016	View >>
Contractor Acquired Property Training – provides background related to CAP and describes the treatment of CAP in various contract types and scenarios	1/2016	View >>

Special Topics

Name	Date	
Contractual Transfers of "Contract" Property Accountability	8/2015	View >>
IUID and Government Furnished Property Basics – describes GFP and the interrelationships among WAWF, the IUID Registry, and APSRs	6/2014	View >>
Contractual Transfers of Government Property – describes processes, procedures, and tools used to transfer property between contracts	5/2014	View >>
GFP Fundamentals Video – provides a high level overview of the GFP mission, roles and responsibilities in animated video format	12/2013	View >>
GFP Overview – DCMA – describes GFP reporting requirements related to DFARS 252.211-7007 and the use of DCMA's tools that support certain reporting events	11/2013	View >>

Any Questions?



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