Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This presentation provides an overview for creating a Property Transfer Document.

The Property Transfer Receipt provides accountability and reporting of Government property.

The Government Receiver creates a Property Transfer Receipt when no Property Transfer Shipment document has been created and submitted to iRAPT.

The Government Receiver will both create and accept the shipment with this document.
To begin creating a Property Transfer document, the Government Receiver can mouse over the Property Transfer Menu option to display the Create Document sub menu option.

Select the Create Document option.
iRAPT’s Property Transfer document accounts for transfer of property in two scenarios:

1) Receipt by DoD from Contractor

2) Receipt by DoD from DoD (also know as D2D)

"Without Shipment Document in iRAPT" means that you, the Receiver, must create a receipt because the Shipper has not created a Property Transfer document. The Shipper-initiated document would have shown up in your Receipt Folder with a status of "Submitted."

The information you need to complete a document in iRAPT comes from your contract or form and your knowledge of the applicable business processes.

If you already complete paper-based documents, you’ll find that completing a document in iRAPT doesn’t require any new or different information.

The Government Shipper may use the Form DD 1149, the Form DD 1348-1, or some other approved form to provide the data to key into the iRAPT forms.

In some cases, you may see fields in iRAPT asking for information you have not supplied in the past. If this information is not required by your business process, leave the fields blank.
Select the appropriate Property Transfer Document workflow.

Click the Next button to continue.
Depending on the selected workflow, the Gaining Contract Number may either be optional or not applicable.

1) For 'Receipt by DoD, without shipment in iRAPT, from Contractor' scenario, the Gaining Contract Number is not applicable.
2) For 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, the Gaining Contract Number field is optional.

Note: For the 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, the Gaining Contract Number is optional. In this case, a 'Transfer Document Number' on the Header Page is required instead of the Shipment Number.

Depending on the selected workflow, the Losing Contract Number may either be required, or not applicable.

1) For 'Receipt by DoD, without shipment in iRAPT, from Contractor' scenario, the Losing Contract Number is required.
2) For 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, the Losing Contract Number field is not applicable.

iRAPT routes documents electronically using the location codes so make sure the information is correct according to the latest information.
Depending on the selected workflow, the 'Shipper' Location Code may either be optional or required.

1) For 'Receipt by DoD, without shipment in iRAPT, from Contractor' scenario, the 'Shipper' Location Code is required.
2) For 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, the 'Shipper' Location Code is optional.

The 'Ship To' location code is an optional entry. However, if left blank, it will be defaulted to the the 'Receiver' location code.

The 'Ship From' location code is an optional entry. However, if left blank, it will be defaulted to the the 'Shipper' location code.

Note: You do need to enter the Ship From Code (source of shipment) and the Ship To Code (destination of shipment) if these locations are different from the Shipper code and/or the Receiver Code.
The user enters the required fields.

Note:
You can also choose to populate the data from a previously submitted Property Transfer document. When you choose this method, iRAPT will automatically fill in fields for routing information and Line Item data taken from the template document. This pre-population reduces repetitive keystrokes and data errors.

When creating a document from the template, enter the required Contract Numbers and Delivery Order Numbers, if applicable, select required Location Codes, and check the Template checkbox. Narrow the search by entering a specific Shipment Number.
Depending on the selected workflow, the Losing and Gaining Property PCO and Property ACO Location Codes may either be required, optional or not applicable.

1) For 'Receipt by DoD, without shipment in iRAPT, from Contractor' scenario, the Losing Property PCO and the Losing Property ACO Location Codes are required.
2) For 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, the Losing Property PCO and the Losing Property ACO Location Codes are not applicable.

1) For 'Receipt by DoD, without shipment in iRAPT, from Contractor' scenario, the Gaining Property PCO and the Gaining Property ACO Location Codes are not applicable.
2) For 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, the Gaining Property PCO and the Gaining Property ACO Location Codes are optional.
Enter the required fields. Note: The Issue Date is the date of the contract (not the date the document is being created).

Click the Next button to continue.
The Data Capture tabs are displayed with the Header tab as the Active tab.

The Shipment Number and Shipment Date are mandatory. Enter the Shipment Number and Shipment Date before continuing.
For 'Receipt by DoD, without shipment in iRAPT, from DoD' scenario, where the Gaining Contract Number was not entered, the 'Shipment Number' would be displayed as the 'Transfer Document Number'.

The Government Property Receiver can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.
Click the Addresses Tab to go to the Address page.

iRAPT will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.
- CAGE Code information is pulled from System for Award Management (SAM)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.
If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.

No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

Click the Comments tab to go to the Comments page.
The Comments page allows you to enter Property Transfer Document comments.

Click the Line Item Tab to go to the Line Item page.
The Line Item Details page is displayed.
Click the Add link under the 'Actions' heading to Add a Line Item.

The CLIN/SLIN page is displayed.

Notes:
1) At least one Line Item must be entered to submit a Property Transfer document to iRAPT.
2) Unit Price - Only the 'DoD to DoD' scenario will have a Unit Price field. The Government initiator may enter the unit price if the contract requires. If the Government initiator enters Unique Identification data in the UID tab form, then the iRAPT system will not allow an entry of Unit Price.
When all the required information has been added for the line item, click the UID/Serial Number tab.

The UID Summary page is displayed. Click Add UID link under the 'Actions' heading to Add UID.
The UID Details page is displayed.

2D Compliant - Two Dimensional Compliant (2D) is the equivalent of the bar code, such as RFID. If your item is 2D compliant, select Y for "Yes."

Property Category Code - E represents equipment; M represents Material.

The Unique Identifier (UID) is a number that uniquely identifies tangible items. It provides asset accountability within the DoD Supply Chain.

Enter the required information.
Click Save UID to save the UID(s) and return to the UID Summary Page.

The UID header and the associated UIDs are displayed on the UID Summary Page.
Click on the appropriate link - 'Edit UID', 'Delete UID' to modify or delete the existing UIDs.
Click 'Add UID' to add more UID headers and the associated UIIs.
Click the Milstrip tab to go to the Milstrip page.

The Milstrip form is displayed.
To add a Milstrip, enter the data in the Milstrip Number and Quantity fields, then click the "Save" link.

The Milstrip is now saved.
Click the "CLIN/SLIN" tab to return to the "CLIN/SLIN" page.

Click 'Save CLIN/SLIN/ELIN' button to return to the Line Item Summary page.
To add another Line Item, click the Add link again and repeat the procedure.

Click the Attachments tab to go to the Attachments page.
The Attachment page is now displayed.

Click the ‘Browse’ button to navigate to your file that you wish to upload.

Click the Upload button to upload the attachment file.
The attachment is now saved on the document.

The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.
To add another attachment, click the Browse button and repeat the process.

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

The user can expand all document sections by clicking the Expand All link and can collapse the contents of the tab by clicking the Collapse All link.
The user can expand and collapse individual headers by clicking on the section headers.

The Document Information section is expanded.
Note: Since this is a Receiver Created Property Transfer Document, the document needs to be dated and signed before it can be submitted into iRAPT.

Click the Header tab.

The Header page is displayed.
Enter the Signature date.

Click the 'Signature' button.
The Password confirmation page is displayed. The user enters their password.

Click the Next button to continue.
After the Property Transfer Document has been submitted, the iRAPT system informs you that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

If you would like to add more addresses, click the Send Additional Email Notifications link.

This concludes our demonstration.