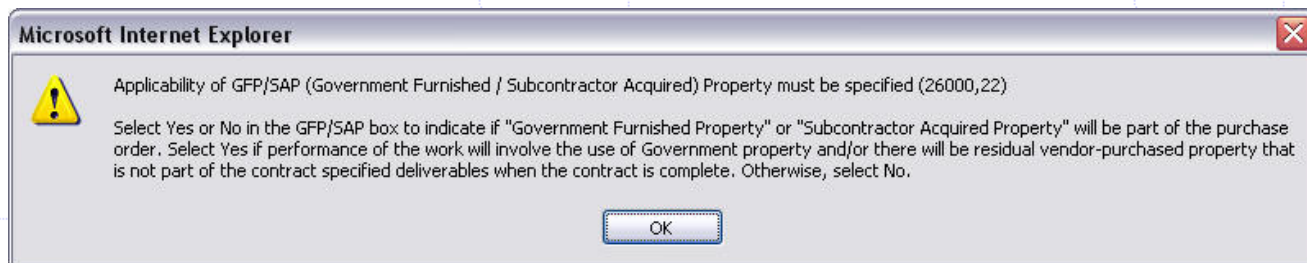


## ePro FAQ - How do I handle GFP/SAP when trying to submit a requisition?

Before you can "Save & submit" or "Save & preview" your requisition, you must select **Yes** or **No** in the new **GFP/SAP** box which, by default, is blank. It is located on the *Requisition Summary* page as shown below. The box indicates whether or not Government Furnished Property (GFP) or Subcontractor Acquired Property (SAP) will be part of the purchase order / contract that results from your requisition.

If you do not enter Yes or No in this box, the following error will appear:



Enter **Yes** in the GFP/SAP box when:

- The work covered by the purchase order / contract will involve the use of Government property (GFP) or
- There will be residual vendor-purchased property (SAP) that is not part of the contract-specified deliverables when the contract is complete.

Otherwise, enter **No**.

Here is some additional guidance. If the requisition is for the straightforward purchase of an item (e. g. a PC, a VME crate, or a book, etc.), then enter **No** in the GFP/SAP box.

You should enter **Yes** if either of these two cases is true:

1. The Laboratory will send Laboratory/Government property (equipment, material, etc.) to the vendor to help them perform the work under the PO.
  - An example is when we send the vendor wire to install in a magnet they are fabricating and delivering to us or if we send them a piece of machinery to help them in fabricating an item they will be delivering to us. We would expect the Government Furnished Property (GFP)--the wire or machinery--to be returned to the Lab.
  - Click No when you send Lab equipment out for repair.
2. The vendor will be purchasing property (and billing the Lab for it) to help them perform the work required by the PO and we expect the vendor to have leftover property that will not be part of the PO item they will be delivering to us.
  - An example is when a vendor will buy a PC to help them fabricate an item for us, and they bill us for the PC. We would expect the Subcontractor Acquired Property (SAP)--the PC--to be returned to the Lab along with the fabricated item.
  - Another example is when the vendor buys a ton of wire to go into a magnet they are fabricating for us. If they only used half a ton of wire, but the Lab agreed to pay for the full ton, we would expect the vendor to send us the magnet ordered plus the leftover half ton of wire.

Further GFP/SAP information is located in [Procurement Standard Practice 45.1](#).

**Menu**

- eProcurement
  - Buyer Center
  - Manage ERP Integration
  - LBNL Custom Pages
  - LBNL Processes
  - Create Requisition**
  - Easy Request
  - Manage Requisitions
  - Manage Approvals

**Create Requisition**

Settings → Find Items → Modify Shipping → Modify Accounting → Submit Requisition

Requisition Name:

\*Requester: Hammer, Derrol J  Priority: Medium

**Requisition Summary**

Description	Qty	Unit	Price	Total
1 Model 12345, Test Tubes, WWR	33.0000	Each	4.000	132.00

Total Amount: 132.00 USD

Select All / Deselect All

Delete  Shipping / Accounting

Sole Source Flag Reason   Just Attachment **GFP/SAP**

**Requester Comments**

Save as Template

[Here's a PDF version of the above](#)

[Privacy and Security Notice](#)

For problems or questions regarding this web contact [PRP](#)

Last updated: 03/10/06.