

Fiscal Year:  
2013

## 2013 Exchange/Sale Data Entry: Naval Petroleum Reserves

### Data Status

Status of FY 2013 Data for this organization is:  
incomplete  complete  no data to report

### Exchange/Sale Data

This form is used to enter, edit or delete exchange/sale data for your organization. Fields on this form whose labels are shown **like this** are required (i.e., these fields must be supplied in order for the form to be submitted). A brief definition of most fields can be viewed by placing your mouse over the "tip balloon" (i).  
You can view and download a complete list of FSC groups and descriptions in [Adobe PDF format](#) by clicking on the following link: [FSC-Groups.pdf](#)  
Click on the icon above (i) to hide these instructions.

Exchanged/Sold	FSC Group	Quantity	Original Acquisition Cost	Exch Allowance/Net Proceeds	Comments
Exchanged	--		\$	\$	

### Bulk Import

This form provides the ability to upload a Microsoft Excel file with your organization's exchange/sale data for automated import into the GSA Personal Property tool. The data must be uploaded using the Excel template found below, and must be formatted according to the requirements contained in that file.

#### Template

Download the template file from the link below in order to compile your data for import:  
[Exchange/Sale Import Template](#)

#### Importing Data

Start by downloading the above template, and saving the corresponding file to your computer system. Open the downloaded file using Microsoft Excel (or a compatible spreadsheet program). Review the "Instructions" sheet within the template, and then fill in the corresponding rows on the appropriate sheet within the template. Click the "Browse" button on the form below, and select the saved template on your computer system using the "File Upload" window that will open. After closing the "File Upload" window, the name of the file to be uploaded will appear in the "Import File" field on the form. Click the "Import Data" button to start the import process.

The data import process will validate all of the information included on the corresponding sheet(s) of the uploaded template, verifying that the data in the uploaded template meets all of the same validation criteria as if you had manually entered that same information. If no errors are encountered, the data will be imported into the system and a success message will appear at the top of this page.

If errors are identified in the data contained within the template, one or more messages identifying each row containing an error will be generated, along with a description of the type of error encountered.

It is important to note that if **any** errors are encountered, **none** of the data will be imported. In that situation, you must return to the template on your computer system, correct the errors, save the template with the correction, and re-import the template using the form below. Only when **all** of the data is validated as having no errors will **any** of the data be imported.

Click on the icon above (i) to hide these instructions.

Data File  Browse...

Fiscal Year:  
2013

## 2013 Non-Federal Recipient Data Entry: Naval Petroleum Reserves

### Data Status

Status of FY 2013 Data for this organization is:  
incomplete  complete  no data to report

### Non-Federal Recipient Data

This form is used to enter, edit or delete non-federal recipient data for your organization. Fields on this form whose labels are shown **like this** are required (i.e., these fields must be supplied in order for the form to be submitted). A brief definition of most fields can be viewed by placing your mouse over the "tip balloon" (i).

You can view and download a complete list of FSC groups and descriptions in [Adobe PDF format](#) by clicking on the following link: [FSC-Groups.pdf](#)

Click the following link to open a new page with the United States Postal Service (USPS) Zip Code Lookup tool:

<http://zip4.usps.com/zip4/welcome.jsp>

Click on the icon above (i) to hide these instructions.

Recipient Name	Zip/Postal Code	Authority	FSC Group	FEA	FEA Weight	Original Acq Cost	Comments
		Abandon/Destroy (A/D)	--	<input type="checkbox"/>		\$	

### Bulk Import

This form provides the ability to upload a Microsoft Excel file with your organization's non-federal recipient data for automated import into the GSA Personal Property tool. The data must be uploaded using the Excel template found below, and must be formatted according to the requirements contained in that file.

#### Template

Download the template file from the link below in order to compile your data for import:

[Non-Federal Recipient Import Template](#)

#### Importing Data

Start by downloading the above template, and saving the corresponding file to your computer system. Open the downloaded file using Microsoft Excel (or a compatible spreadsheet program). Review the "Instructions" sheet within the template, and then fill in the corresponding rows on the appropriate sheet within the template. Save the template. Click the "Browse" button on the form below, and select the saved template on your computer system using the "File Upload" window that will open. After closing the "File Upload" window, the name of the file to be uploaded will appear in the "Import File" field on the form. Click the "Import Data" button to start the import process.

The data import process will validate all of the information included on the corresponding sheet(s) of the uploaded template, verifying that the data in the uploaded template meets all of the same validation criteria as if you had manually entered that same information. If no errors are encountered, the data will be imported into the system and a success message will appear at the top of this page.

If errors are identified in the data contained within the template, one or more messages identifying each row containing an error will be generated, along with a description of the type of error encountered.

It is important to note that if **any** errors are encountered, **none** of the data will be imported. In that situation, you must return to the template on your computer system, correct the errors, save the template with the correction, and re-import the template using the form below. Only when **all** of the data is validated as having no errors will **any** of the data be imported.

Click on the icon above (i) to hide these instructions.

Data File  Browse...