Office of the Chief Financial Officer

ePro User Guide

10/22/2013

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Getting Started

Training

You must be a trained Requisition Preparer to create requisitions in eProcurement (ePro).

An on-line ePro Requisition Creation course (FSD0501) has been developed to help Requisition Preparers learn the business and technical aspects of creating new ePro requisitions. New FMS users who want to create ePro requisitions must take the on-line course to be given access to FMS. You can take the course from the Procurement & Property Training Resources website. The course will take approximately 45 minutes to complete. An exam is given at the end of the course.

A list of trained Requisition Preparers is available from the Procurement and Property Training and Resources website, ePro Requisition Preparer Training section.

Existing ePro Requisition Preparers can practice in the FMS training database at: http://fms.lbl.gov/fmstrn

If you need additional information about Requisition Preparer training, send an email to SMDaglia@lbl.gov

Accessing eProcurement

Most FMS users can login to ePro using their LDAP (email) login and password. FMS users with email names longer than eight characters must use their PeopleSoft FMS User ID and password to get into ePro/eBuy. You can access ePro (and FMS 8.8) one of two ways:

- Go to: http://fmsprd.lbl.gov
- Type ***fms*** in your browser's address area and press the Enter key

PC Users:

- Should use **Microsoft Internet Explorer** version 6 or greater to enter requisitions into ePro/eBuy
- Firefox version 1.5 or greater generally works satisfactorily, but some screens do not render as well as Internet Explorer's
- Mozilla or Netscape Communicator should not be used

Macintosh Users:

- Should use Safari version 1.2 or greater
- Firefox generally works satisfactorily
- Internet Explorer for the Mac should not be used

Remote Access:

For security, ePro/eBuy is only accessible on LBLnet. If you are working off-site, you can get onto LBLnet using a Virtual Private Network (VPN) or by establishing a Remote Desktop connection.

- VPN technology provides secure connections for remote access users. LBNL-VPN is a software-based VPN service. Employees wishing to use LBNL-VPN must install VPN client software on their computer(s). This software is provided free to Laboratory employees at the Laboratory's Software Download Page

- With Remote Desktop, you get full, secure access to your work computer via an Internet or network connection. System requirements to use Remote Desktop and instructions on making a connection are provided on IT's website. In order to connect, your computer at the Laboratory must be left on.

Creating Requisitions

How To Create Requisitions

Use the eProcurement (ePro) *Create Requisition* icon to create a requisition for goods or services that are not available through eBuy catalogs. *Create Requisition* has three main screens.

- Start Requisition
- Add Items
- Finish and Checkout

Items proceeded by an asterisk (*) are fields that must be filled-in before a requisition can be created. The "What is This?" links provide requisition help. The top of the screen will identify which screen you are working on.

Start Requisition Screen:

This screen is where you enter or update information about the requisition as a whole (see example below).


Create Requisition

1 Start Requisition — 2 Add Items — 3 Finish and Checkout

Requisition Defaults

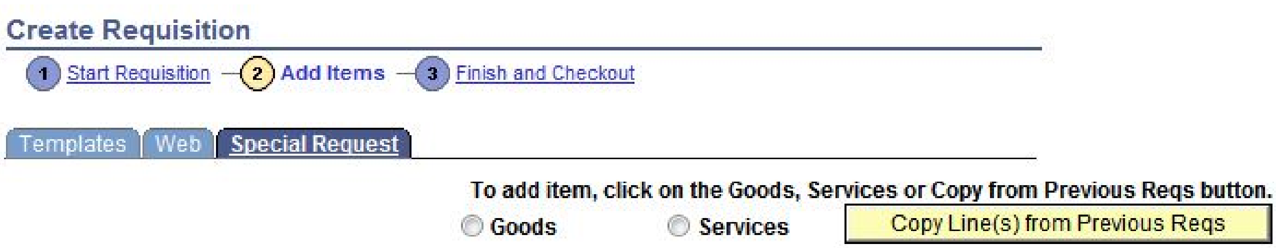
*Requester:	Speros,John P---JPSPEROS---845388	
Requisition Name:		
*Deliver To Location:	071X-0106---Cubicle Office	(Please change if necessary)
Vendor:	GOAL QPC---0000042701	If Not Listed - Request a New Vendor
Buyer:		(If Known)
*GFP/SAP:	No	(Government Furnished Property/Supplier Acquired Property) What is This?
Sole Source Flag:	What is This?	
Sole Source Reason:	Unique capability, only kn	What is This?
Default Project ID:	303120	Split Cost Among Project IDs

Next Cancel Link to Requisition Training

Add Items Screen:

This screen is where you describe the items you want to purchase.

1. Begin by selecting the *Goods* or *Services* button.


Create Requisition

1 Start Requisition — 2 Add Items — 3 Finish and Checkout

Templates | Web | Special Request

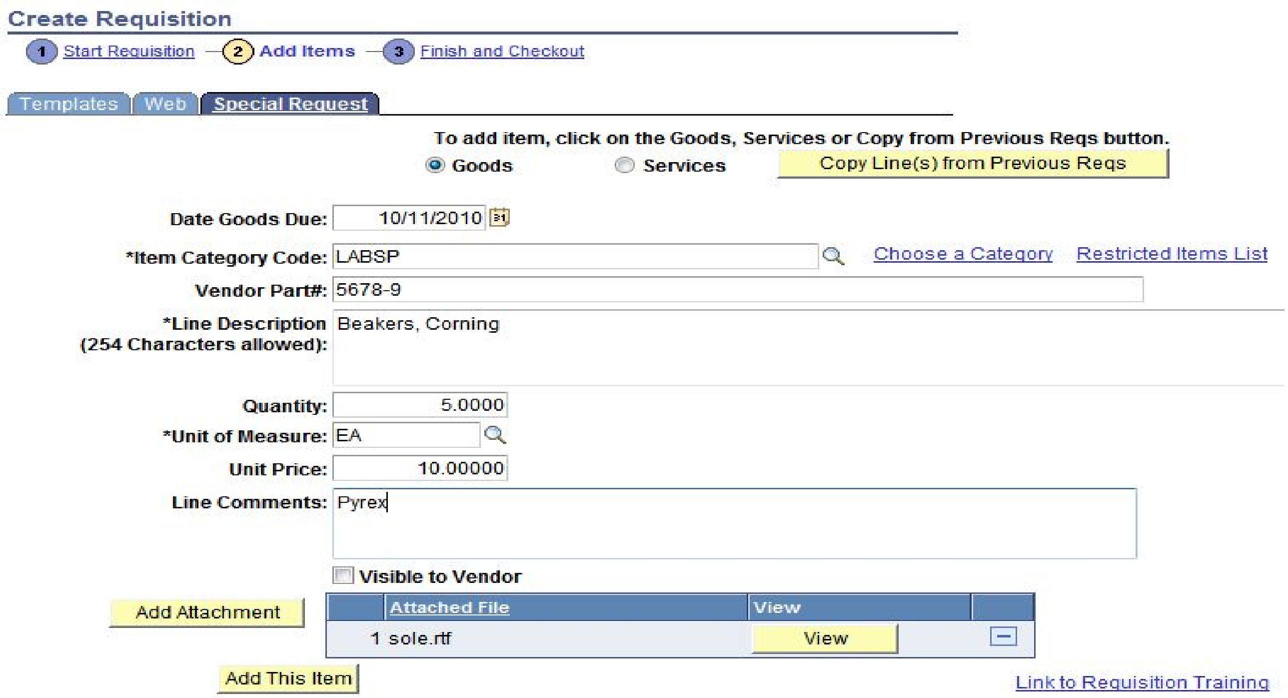
To add item, click on the Goods, Services or Copy from Previous Reqs button.

Goods Services Copy Line(s) from Previous Reqs

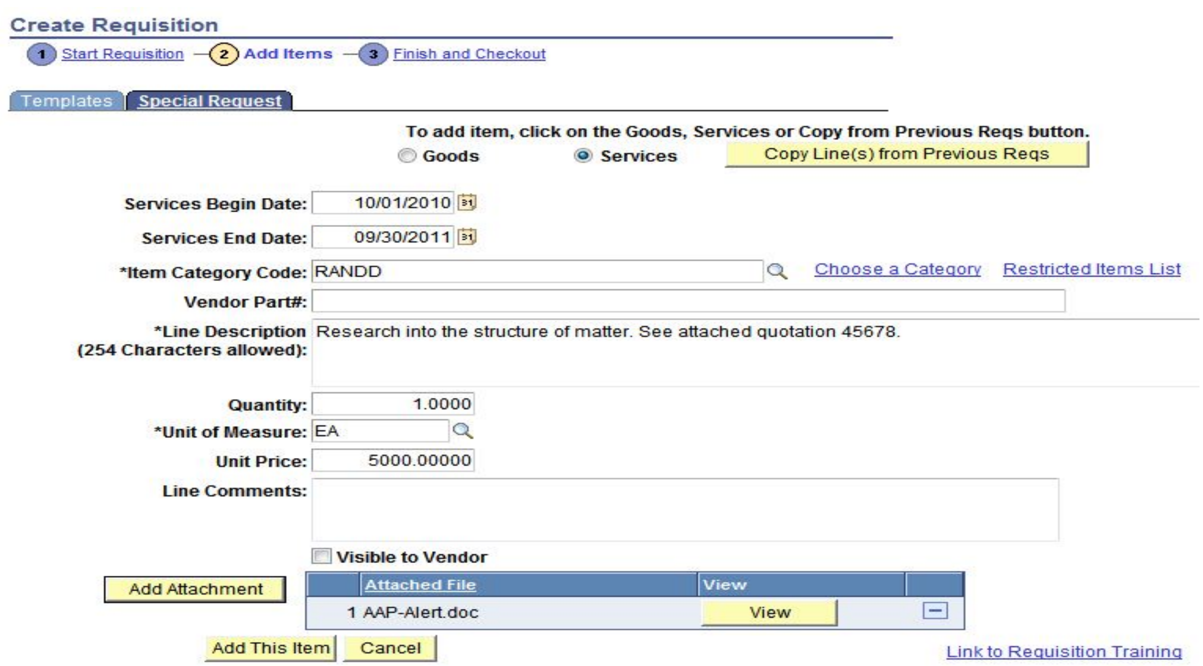
- Select *Goods* if you will be purchasing a tangible item that is manufactured or produced for sale. Examples include laboratory supplies, equipment, and chemicals
- Select *Services* for labor that does not produce a tangible product or good. Examples include consultants, repair services, and construction

2. Enter information describing the item (e.g., item category code, noun, part/model number, quantity, unit of measure, unit price). Please keep the item description as descriptive but succinct as possible. You can also attach documents to line 1 of the requisition. Click the *Add Item* button to add this item to your requisition.

A sample requisition line for *Goods* is shown below:



A sample requisition line for *Services is shown below*:



Finish and Checkout Screen

This screen summarizes the items you entered. This is where you enter a *Requisition Approver; and as applicable, an Invoice Certifier, the type of service,* whether human/animal subjects are involved, that its rush order, and any *Comments* you have.

Click the *Save and submit* button to submit the requisition to the approver. Click the *Save for later* button to save the requisition so can complete it later or to add additional reviewers/approvers.

Special Instructions

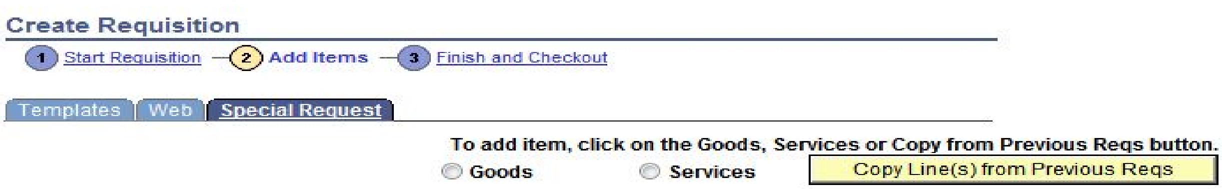
See the Exhibits for further guidance if any of the following topic(s) pertain to your requisition:

Government Furnished Property/ Subcontractor Acquired Property
Sole Source Procurements
On-Site/Off-Site Services
Consultant
Contract Labor
Splitting Projects
Certification
Technical Representative
Resource Analyst

Copying Lines From Previous Requisitions

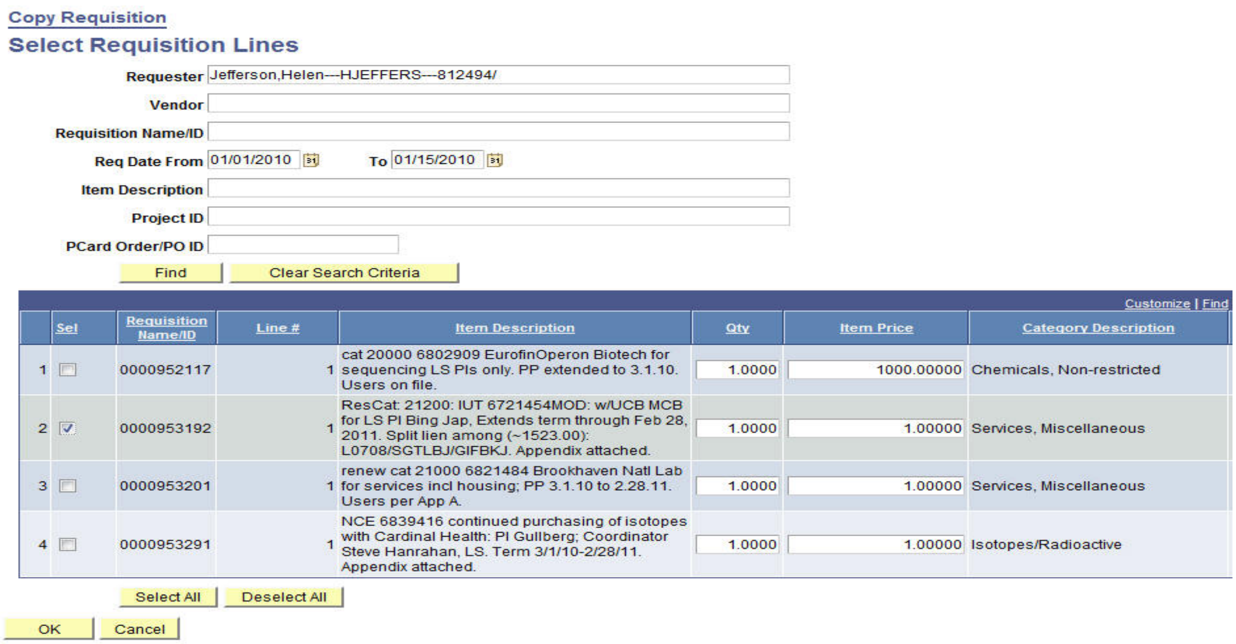
Requisition lines can be copied from previous requisitions onto a new requisition instead of typing the information from scratch. To do this:

1. Click the "Copy Line(s) from Previous Reqs" button at the top of the Create Requisition Screen.



2. Search for the requisition line(s) you want copy onto the new requisition. Narrow your search by entering a previous requisition number or other identifying information in the displayed boxes, then click the "Find" button. A list of potential requisitions will be provided.

3. Click the "Sel" (*select)* box for the previous requisition line(s) you want to copy to the new requisition then click the "OK" button. The selected requisition lines will then copy over to the new requisition and appear on the Requisition Summary page. You may then make additional changes to the line information.



Copy Requisition

Select Requisition Lines

Requester Jefferson,Helen---HJEFFERS---812494/

Vendor

Requisition Name/ID

Req Date From 01/01/2010 To 01/15/2010

Item Description

Project ID

PCard Order/PO ID

Find | Clear Search Criteria

Customize | Find

	Sel	Requisition Name/ID	Line #	Item Description	Qty	Item Price	Category Description
1	☐	0000952117	1	cat 20000 6802909 EurofinOperon Biotech for sequencing LS PIs only. PP extended to 3.1.10. Users on file.	1.0000	1000.00000	Chemicals, Non-restricted
2	☑	0000953192	1	ResCat: 21200: IUT 6721454MOD: w/UCB MCB for LS PI Bing Jap, Extends term through Feb 28, 2011. Split lien among (~1523.00): L0708/SGTLBJ/GIFBKJ. Appendix attached.	1.0000	1.00000	Services, Miscellaneous
3	☐	0000953201	1	renew cat 21000 6821484 Brookhaven Natl Lab for services incl housing; PP 3.1.10 to 2.28.11. Users per App A.	1.0000	1.00000	Services, Miscellaneous
4	☐	0000953291	1	NCE 6839416 continued purchasing of isotopes with Cardinal Health: PI Gullberg; Coordinator Steve Hanrahan, LS. Term 3/1/10-2/28/11. Appendix attached.	1.0000	1.00000	Isotopes/Radioactive

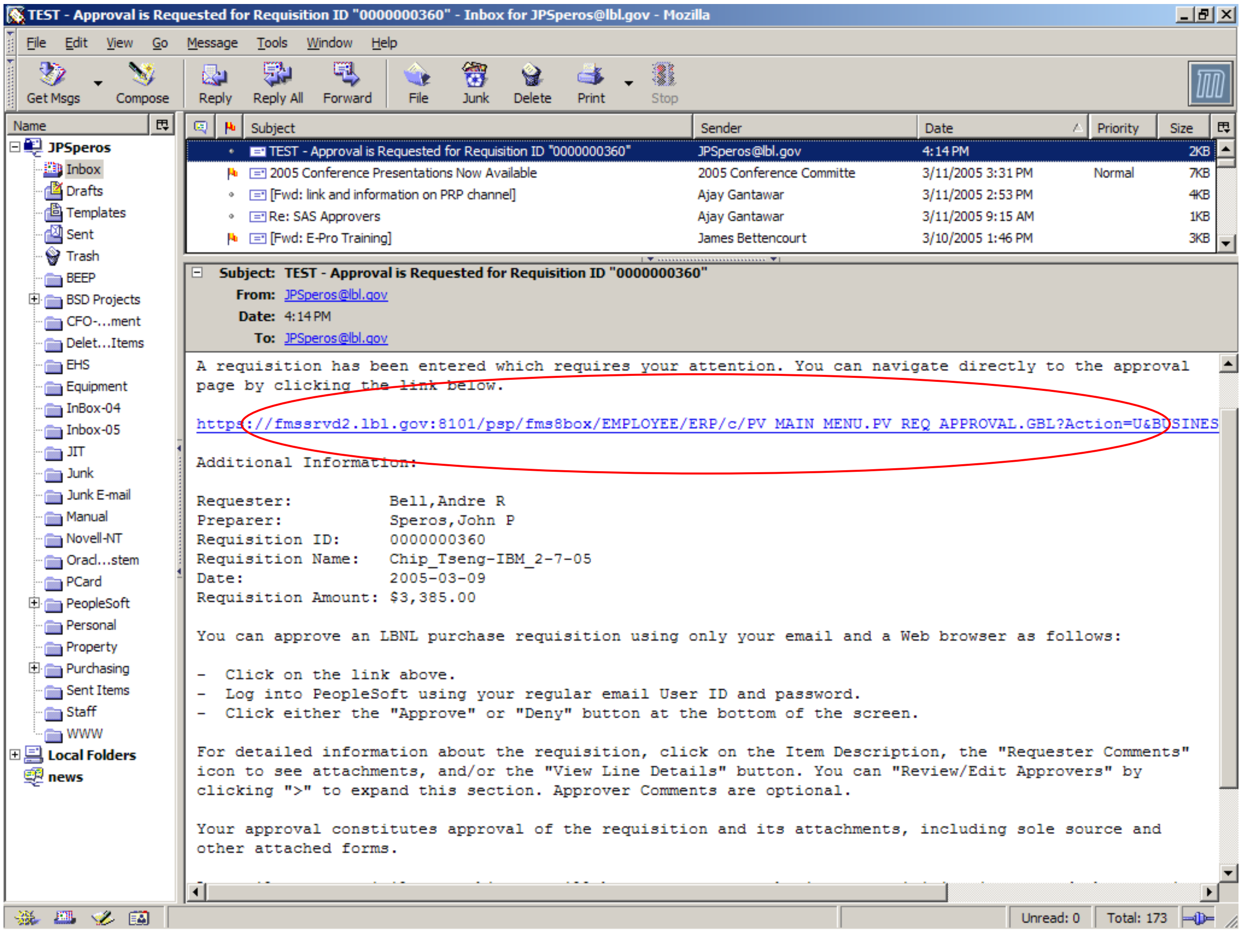
Select All | Deselect All

OK | Cancel

Approving Requisitions

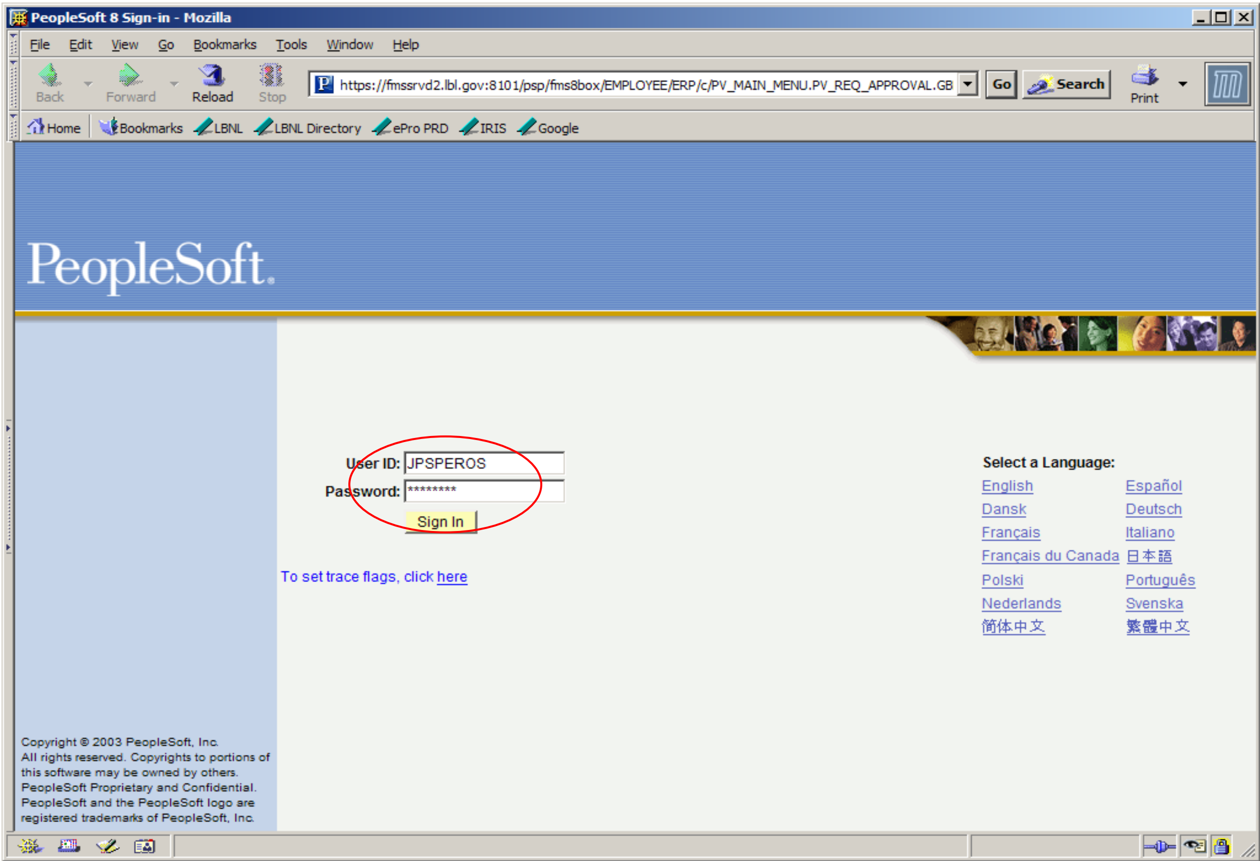
Email Notifications

An email notification is automatically sent to the *Authorized Signer's* email **Inbox** when the *Requisition Preparer* creates and submits an ePro requisition for *Approval* or *Review*. (Requisitions sent for *Review* do not require approval—they are sent for information only.) To start the approval process, click on the link in the email.



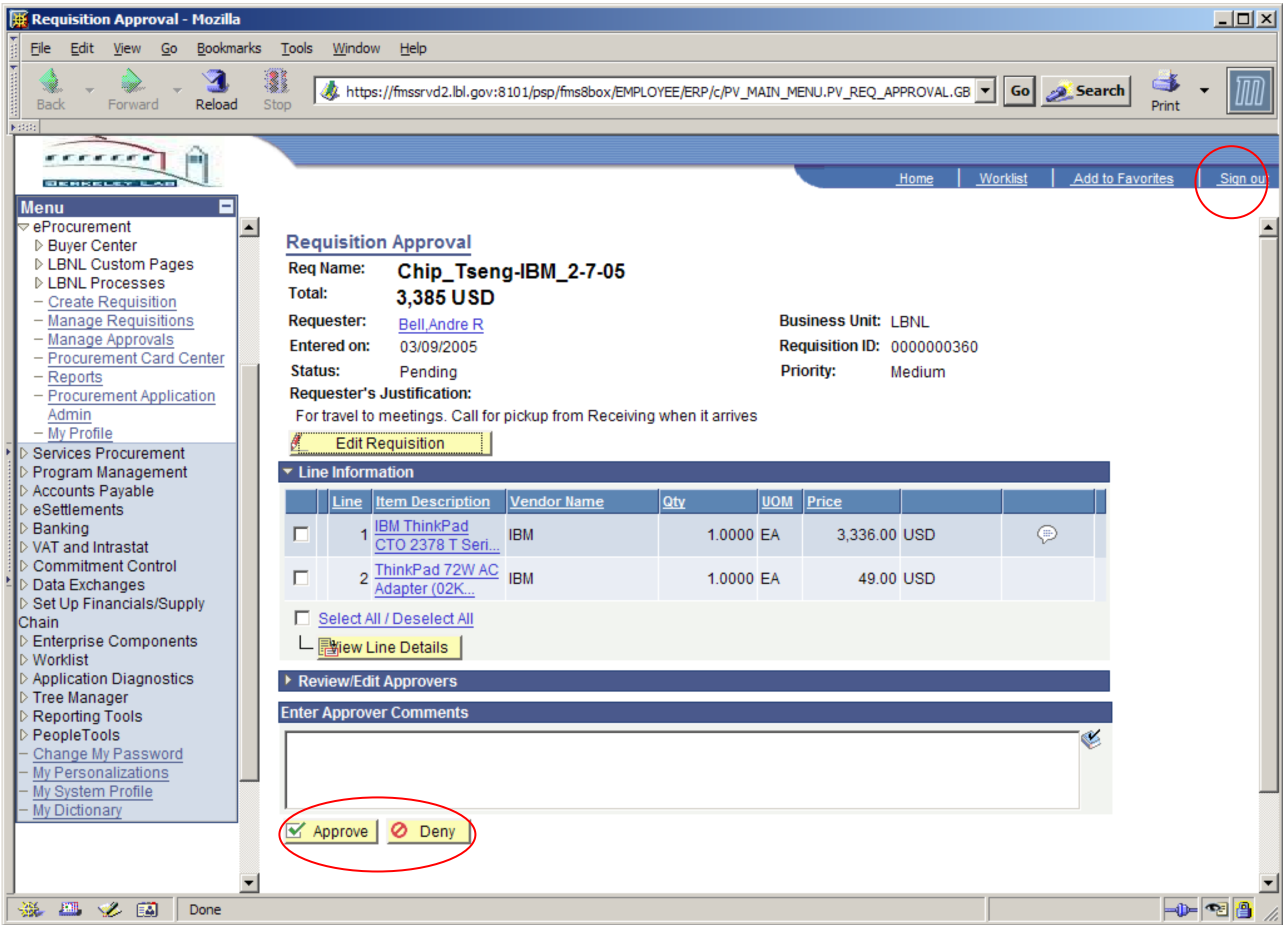
Log into eProcurement

Enter your email (LDAP) login name in the **User ID** box and email password in the **Password** box. Click on the **Sign in** button to go to the approval page for the requisition identified in the email.



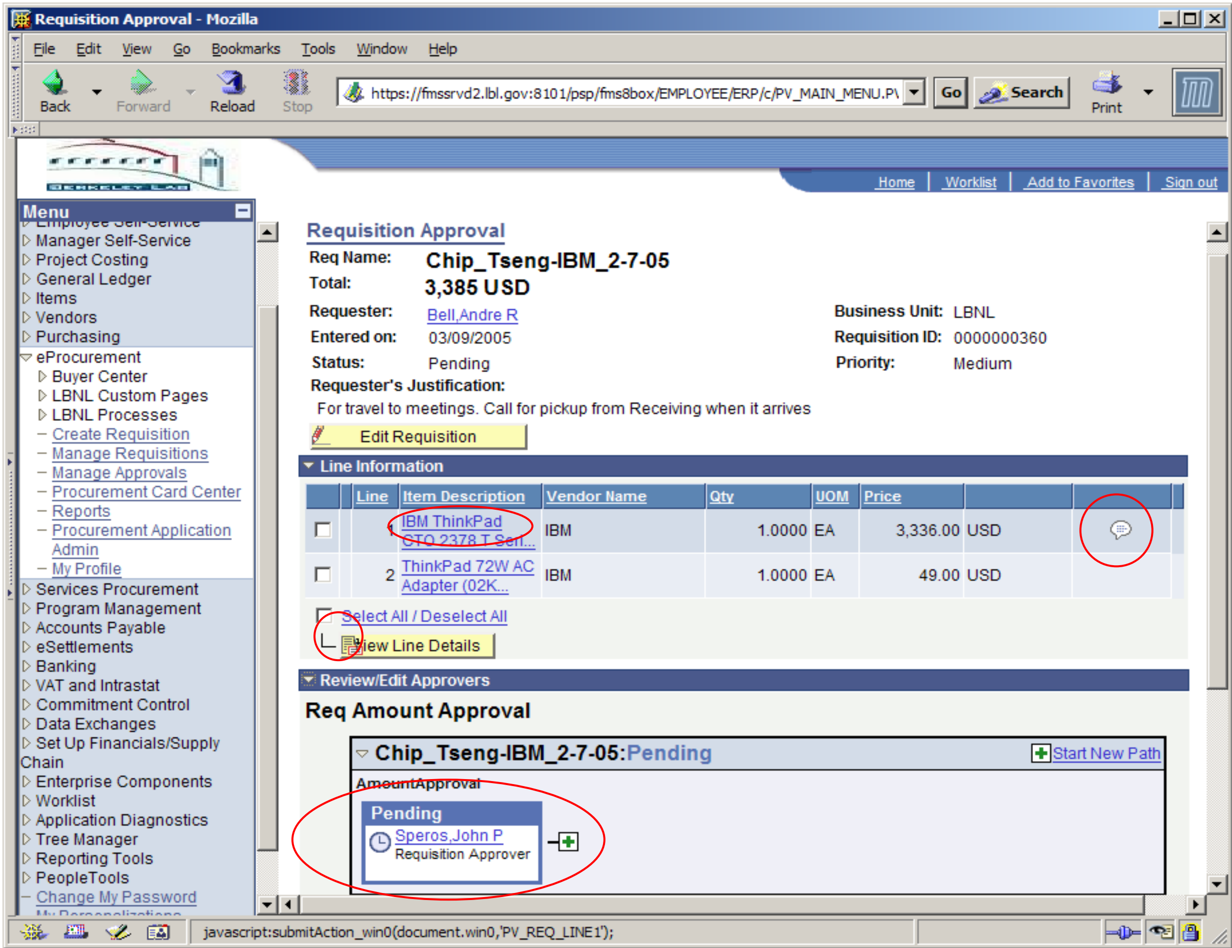
Approve or Deny a Requisition

1. Click the **Approve** button at the bottom of the page to approve the requisition
2. Click the **Deny** button at the bottom of the page to deny a requisition. Type a reason for your denial in the Enter Approver Comments box
3. Click the **Sign out** link when you are finished



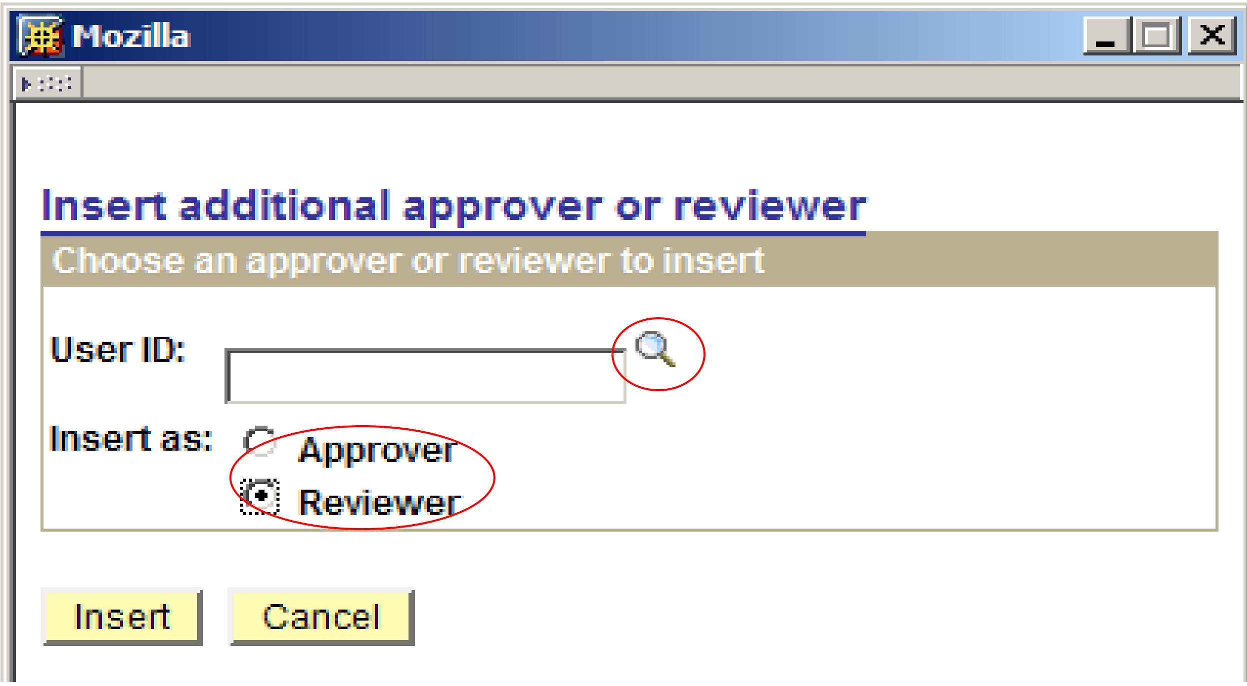
Requisition Details

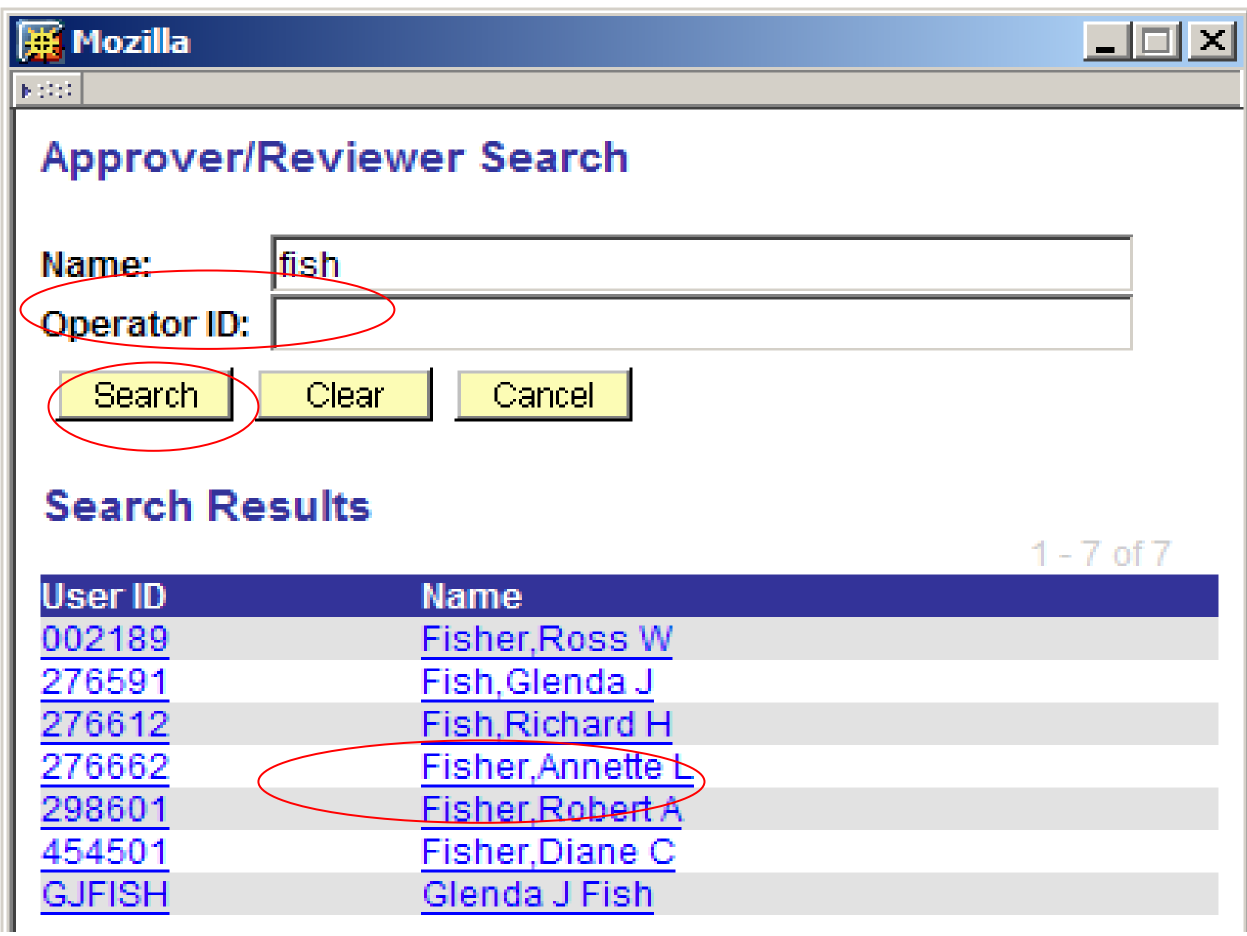
1. Click the **Item Description** link to view the complete description of an item along with its comments and suggested vendor
2. If present, click the **Requestor's Comments** icon to view an item's attachments and comments
3. Click the **Select All/Deselect All** link then click the **View Line Details** button to see Project Ids and Locations
4. Click the icon in the **Review/Edit Approvers** bar to see approvers and reviewers



Add a New Approver or Reviewer

1. Click **Insert Approver**
2. Click the **Approver** or **Reviewer** button on the new page that pops up
3. Click the **Lookup** icon to search for an employee
4. Enter the approver or reviewer's last name in the **Name** field, click the **Search** button, click on the individual's name you want, and click the **Insert** icon
5. To remove an inserted **Approver** or **Reviewer**, click in the upper right part of their box

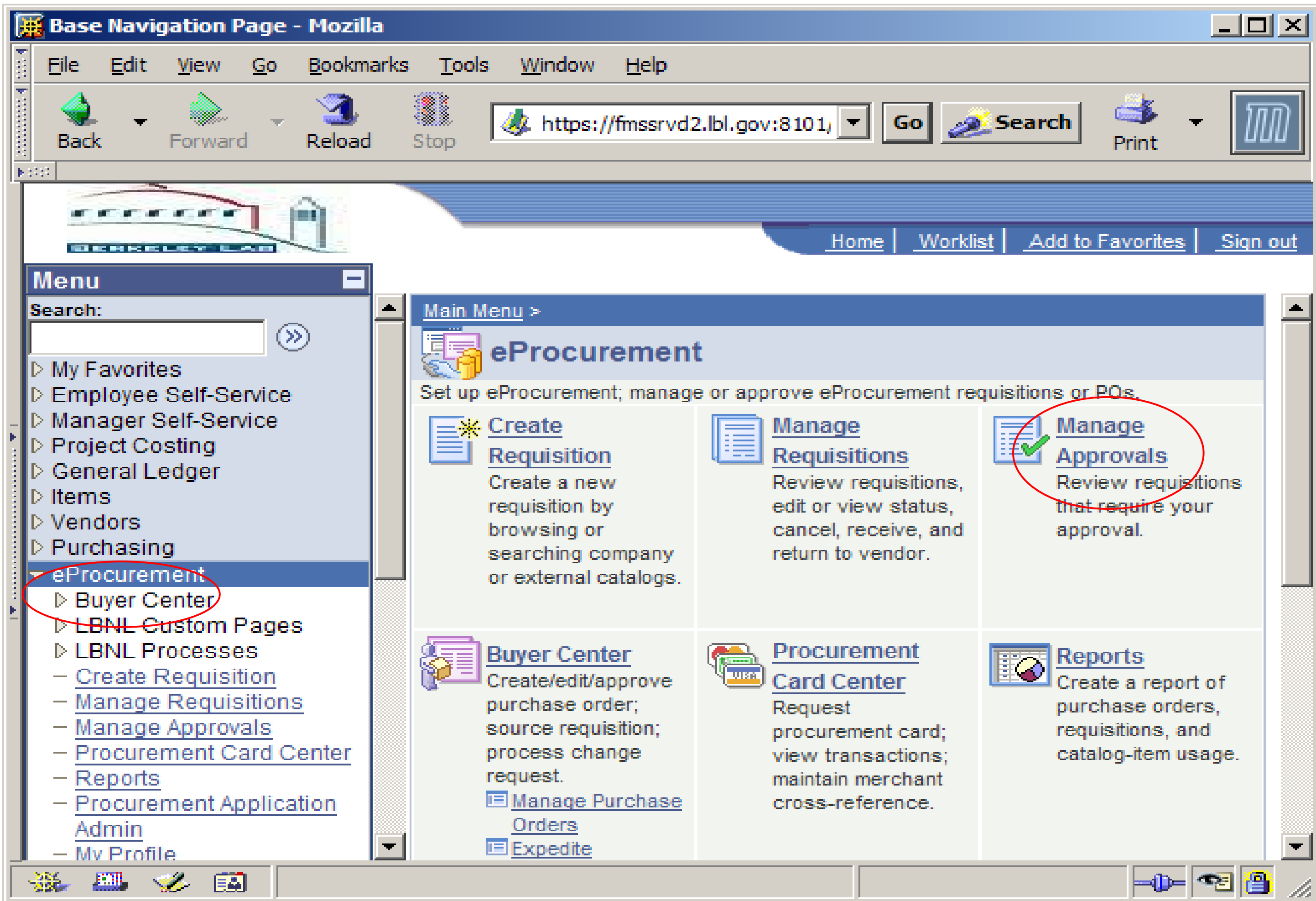

Mozilla
Insert additional approver or reviewer
Choose an approver or reviewer to insert
User ID:
Insert as:
Approver
Reviewer
Insert
Cancel


Mozilla
Approver/Reviewer Search
Name:
fish
Operator ID:
Search
Clear
Cancel
Search Results
1 - 7 of 7
User ID
Name
002189
Fisher,Ross W
276591
Fish,Glenda J
276612
Fish,Richard H
276662
Fisher,Annette L
298601
Fisher,Robert A
454501
Fisher,Diane C
GJFISH
Glenda J Fish

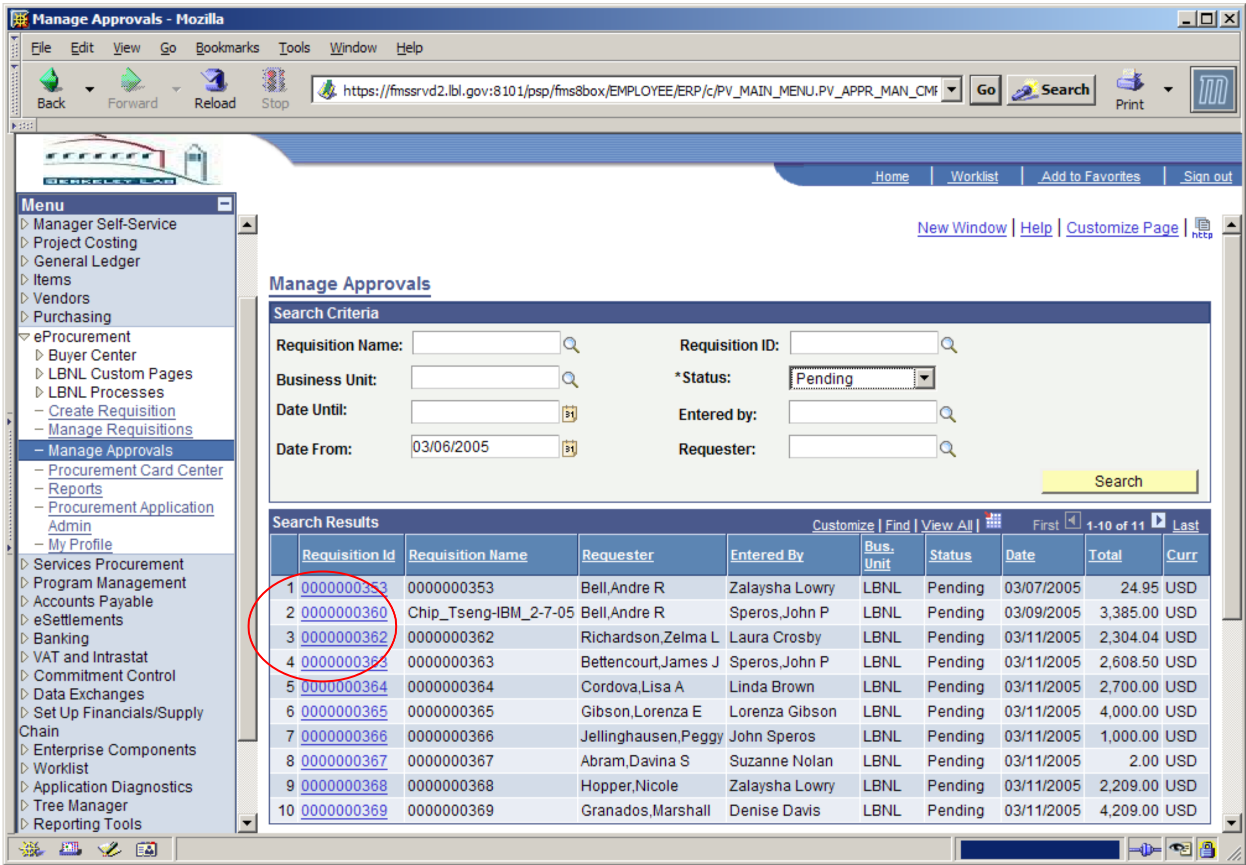
View All Your Approvals

To see all of your pending approvals:

1. Log into PeopleSoft
2. Click on **eProcurement** on the left
3. Click **Manage Approvals** on the right



4. Click on a **Requisition Id** to go to a requisition
5. Click the **Return to Approval Manager** link at the bottom of the approval page to return to the Manage Approvals page



	Requisition Id	Requisition Name	Requester	Entered By	Bus. Unit	Status	Date	Total	Curr
1	0000000353	0000000353	Bell,Andre R	Zalaysha Lowry	LBNL	Pending	03/07/2005	24.95	USD
2	0000000360	Chip_Tseng-IBM_2-7-05	Bell,Andre R	Speros,John P	LBNL	Pending	03/09/2005	3,385.00	USD
3	0000000362	0000000362	Richardson,Zelma L	Laura Crosby	LBNL	Pending	03/11/2005	2,304.04	USD
4	0000000363	0000000363	Bettencourt,James J	Speros,John P	LBNL	Pending	03/11/2005	2,608.50	USD
5	0000000364	0000000364	Cordova,Lisa A	Linda Brown	LBNL	Pending	03/11/2005	2,700.00	USD
6	0000000365	0000000365	Gibson,Lorenza E	Lorenza Gibson	LBNL	Pending	03/11/2005	4,000.00	USD
7	0000000366	0000000366	Jellinghausen,Peggy	John Speros	LBNL	Pending	03/11/2005	1,000.00	USD
8	0000000367	0000000367	Abram,Davina S	Suzanne Nolan	LBNL	Pending	03/11/2005	2.00	USD
9	0000000368	0000000368	Hopper,Nicole	Zalaysha Lowry	LBNL	Pending	03/11/2005	2,209.00	USD
10	0000000369	0000000369	Granados,Marshall	Denise Davis	LBNL	Pending	03/11/2005	4,209.00	USD

Canceling Requisitions

Requisitions, requisition lines, and partial requisition quantities are often not needed. It is desirable to cancel them so they no longer show up in the "Requisition Selection" queue where they could accidentally be placed on a PO. There are two ways to cancel requisitions—depending on their status:

1. Requisitions that are not already on a PO have a status of "Approved" in the *Manage Requisitions* screen. These can be canceled using the Cancel **X** icon in the Manage Requisitions screen.

2. Requisitions that have partial lines or quantities already put onto a PO need to be canceled through other means. The preferred way to cancel partial requisition lines/quantities in FMS 8.8 is to use "Requisition Reconciliation Workbench." You can also cancel requisitions that have not been put onto a PO using this method. In the past, these were put on a PO with a vendor of "I AM TRASH" which was left in an "Open" status. This method poses a risk of accidentally dispatching POs that show up on a division's ledger.

Canceling using Requisition Reconciliation Workbench

1. Click on **eProcurement**
2. Click **Buyer Center**
3. Click **Purchase Order Processes**
4. Click **Requisition Reconciliation Workbench**
5. Click the **Search** button
6. Click on any of the **Search Results links** that appear
7. A line showing the Requisition will be displayed. Click the **checkbox** to the left of the Requisition number.
8. Click the **Cancel** button
9. Requisitions eligible for canceling will be displayed. Click the **Yes** button to proceed to cancel the requisition
10. A screen will be displayed that says, "Continue to Cancel Reqs." Click the **Yes** button
11. When the Requisition is canceled, the "Status" shows "Canceled"

Checking Status of Requisitions

Division Status Reports

Divisions may use the following Financial Management System (FMS) queries to determine the status of all their open non-eBuy requisitions and purchase orders.

- REQ_OPEN_REPORT shows requisitions not yet on POs (about 20 seconds to run)
- ORDERS_NOT_YET_PLACED shows orders not placed (about 2 minutes to run)
- ORDERS_NOT_RECEIVED_REPORT shows orders past due or near due (about 6 minutes to run)

LBNL users may go to BRS for custom Data Warehouse of their purchasing transactions including PCard transactions, ePro/eBuy requisitions and purchase orders, receiving, and invoice payment information. In general, data is sent to BRS nightly and appears in the next day's reports

Reports can be accessed from the upper left hand BRS Reports menu under the "Purchasing" heading or from the upper right hand menu on the BRSLite page.

The IRIS *Cost Browser* available from BRSLite, is generally updated nightly with PRP project cost and encumbrance (lien) information <u>EXCEPT</u> during the monthly hard close period <u>between</u> 3 business days before the end of the month (Accounting "*Accounting Day 0*") to the second business day of the beginning of the month (Accounting "*Day* 5").

For example, the final January PRP feed to GL will be on the evening of 1/27. From 1/28 through 2/2, the Cost Browser will show PRP costs frozen as of 1/27. On the morning of 2/3 (the 2nd business day of the month), Cost Browser will again begin showing current PRP activity on a daily basis (including activity during 1/28-2/2 close period). For exact monthly hard close dates, see the General Accounting Financial Closing Schedule. Basically, count on Cost Browser not showing you current data for the last three business days of the month and the first business day of the next month. During the close period, non-GL-related PRP information (requisitions, POs, receipts, and invoices) will continue to be updated daily and be visible in other BRS reports.

ePro Requisition Status

Requisition Preparers can look up the status of a requisition or its PO in eProcurement by going to *Manage Requisitions* and entering a requisition number and:

- Click on the yellow icon to see the Approval Status
- Click on the green 360° Requisition Cycle icon to see the regular PO or PCard order details. Regular PO information in ePro is updated nightly and PCard order information in ePro is real-time

FMS Information

Users with a logon to FMS can access several purchasing Inquiries and queries designed to provide real-time purchasing, receivables, and payables information. Contact MMorgan@lbl.gov for further information on available queries.

Modification or Renewal

To modify or renew an existing subcontract or agreement, prepare and submit an eProcurement requisition. The following information should be provided:

The "Description" field should say "Renewal of XXXXXXX" or "Modification to XXXXXXX" (the current PO number) and describe the new work required. As applicable, in the appropriate requisition fields, enter the supplier, new term start and end dates, modification amount, technical representative and/or certifier. Also provide equipment model, serial number, and DOE property numbers (if applicable); a list of authorized users with their Project IDs and authority (for blanket agreements). A budget from the supplier and a revised Statement of Work should accompany the requisition as applicable. Other supporting documentation may be requested by the buyer after the requisition is received.

No Cost Extensions

The Division shall prepare and submit an eProcurement requisition for all no cost extensions. Extensions shall not be processed if received by an email request.

Consultants / Personal Services Agreement Renewals

To renew or establish a new Consultant or Personal Services Agreement, attach the form, Request for Consultant/Personal Services Agreement, to your eProcurement requisition.

Certifying Invoices and Vouchers

PO Certifier

Many Purchase Orders (POs) are setup to require that invoices/vouchers be certified by a Certifier prior to payment by Accounts Payable (AP). A Certifier can be any individual at Berkeley Laboratory who can determine that an invoice accurately reflects the work that was performed by the vendor under the terms of the PO. The original PO Certifier is entered by the Procurement Department Buyer onto the PeopleSoft Purchasing *ModTable*.

See Exhibit H for instructions on certifying invoices and vouchers

Reassigning Certifier

Contact the buyer to have the Certifier changed on the PO. The Certifier's Supervisor can also change the name of the Certifier on the PO (see the Exhibit section of this document for instructions).

Reassigning Resource Analysts or Technical Representative

Contact the buyer to have the Resource Analyst or Technical Representative (if one is assigned) changed on the PO.

Help with eProcurement

If you encounter a problem that cannot be resolved by following this ePro User's Guide, feel free to:

1. Contact the Customer Service Help Desk from 7am to 5pm at extension 6400, or
2. Send email to ProcurementHelp@lbl.gov.

When asking for assistance, please provide the following information:

- What were you working on in the system?
- What is the nature of the problem or the error message?
- Do you have a screen shot of the error?
- Can you duplicate the problem?

Procurement buyers and staff are also available to answer any questions you may have regarding the ePro system. A directory of staff is provided on the Procurement & Property website (see Contact Us).

CONTACT INFORMATION:

Procurement Department Mailing Address

Lawrence Berkeley National Laboratory
1 Cyclotron Road, MS: 971-PROC
Berkeley, California 94720
Phone: 510.486.6400
FAX: 510.486.4380

Procurement Department Physical Address

Lawrence Berkeley National Laboratory
6401 Hollis St., Suite 175
Emeryville, CA 94608

Construction and Institutional Support

MS: 76-0211

Frequently Asked Questions

How many requisition lines should I enter?

The number of requisition lines entered into ePro should match the number of lines you expect to be received and invoiced by the vendor. Normally you enter items the same way the vendor quotes you. For example, if you are buying a system that has several parts that will be received separately and invoiced separately, the requisition should have a line for each component so Receiving can receive the partial items and Disbursements can pay for the partial items. (You can still have multiple quantities on a line.)

How do I enter descriptions and comments?

The "Description" box for a requisition line in ePro is limited to 254 characters--about 2 1/2 lines. The system will truncate anything beyond that. The Description should start with a part/model number, followed by a noun describing the item, and then the manufacturer.

Next, follow with a further description, if needed. Use the "Requester Comments" box on the final "Requisition Summary" page to indicate overall requisition information that does not fit in the Description box. That would include special delivery instructions. You should also enter notes to Receiving in this box and check, "Visible to Receiving." If you have any notes for the Approver, you can also enter them here. The line description should be adequate for the requisition approver to understand what is being purchased. It should <u>not</u> just say, "See attached quote." If the vendor sent you a quote, you can attach it to the requisition and should refer to it in the Description or "Line Comments" box. Use the Line Comments box to enter an item's description beyond the initial 254 characters contained in the main Description box. The Line Comments box can hold 2001 characters.

How do I enter and view requisition attachments?

Any kind of document may be attached to an ePro Requisition. There are two places where attachments can be entered:

1. At the bottom of the *Add Items* page, click the "Add Attachment" button.
2. On the *Finish and Checkout* (Requisition Summary) screen*,* click the Attachments icon to the right of line 1 then click the "Add Attachment" button.

After you click the "Add Attachment" button:

- Click the Browse button
- Go to the location on your computer where the attachment is located
- Click the attachment on your computer
  Note: The attachment's file name must be no greater than 64 characters, counting its ending (.pdf)
- Click Open

- Click the Upload button
- Click the Add Attachment button for each additional attachment
- Click OK to return to the original page

To view attachments on saved or submitted requisitions:

- Go to the Manage Requisitions screen
- Click the Approval Status icon for the requisition
- Click on the Expand icon to the left of *Line Information*
- Click the comments icon for line 1
- Click on the link to the attachment

How do I change Approvers on a requisition I already submitted?

To change an approver on a requisition after the requisition has already been submitted for approval:

- Go to the *Manage Requisitions* page
- Click on the Edit Requisition icon
- Go to the Finish and Checkout (Requisition Summary) page and change the Requisition Approver
- Click the *Save & submit* button

You may want to do this when you determine that the original approver is not immediately available to approve the requisition. Requisitions can be changed any time before they are put onto a purchase order by the buyer.

Why isn't my requisition assigned to a buyer and placed?

One reason why requisitions do not seem to be progressing to a PO is that they have not yet been approved by the requisition Approver. Requisition preparers should periodically review the "Status" column on their Manage Requisitions screen. Requisitions go:

- From **Open** status, when the "Save & preview approvals" button is clicked
- To **Pending** approval status, when the "Submit" button is clicked
- To **Approved** status, when the approver approves the requisition

(The Status can also say PO Created, PO Dispatched, Received, Denied, and Canceled.) If the requisition has an Approved status and a buyer is shown in the "Buyer" column, you may contact the buyer directly to check on the requisition's status.

If there is no buyer assigned after the requisition has been approved for a day, contact the appropriate Procurement supervisor to check status.

How are taggable items handled in ePro?

Contract 31 requires the Laboratory to track and control three main categories of Government property:

1. **Equipment Property (Accountable Property)** – Functionally complete, non-expendable assets that retain their identity and are not intended to be incorporated into another asset with an acquisition cost of at least $10,000.

2. **Attractive Property (Other Accountable Property)** – Laptop computers, desktop computers, and tablets.

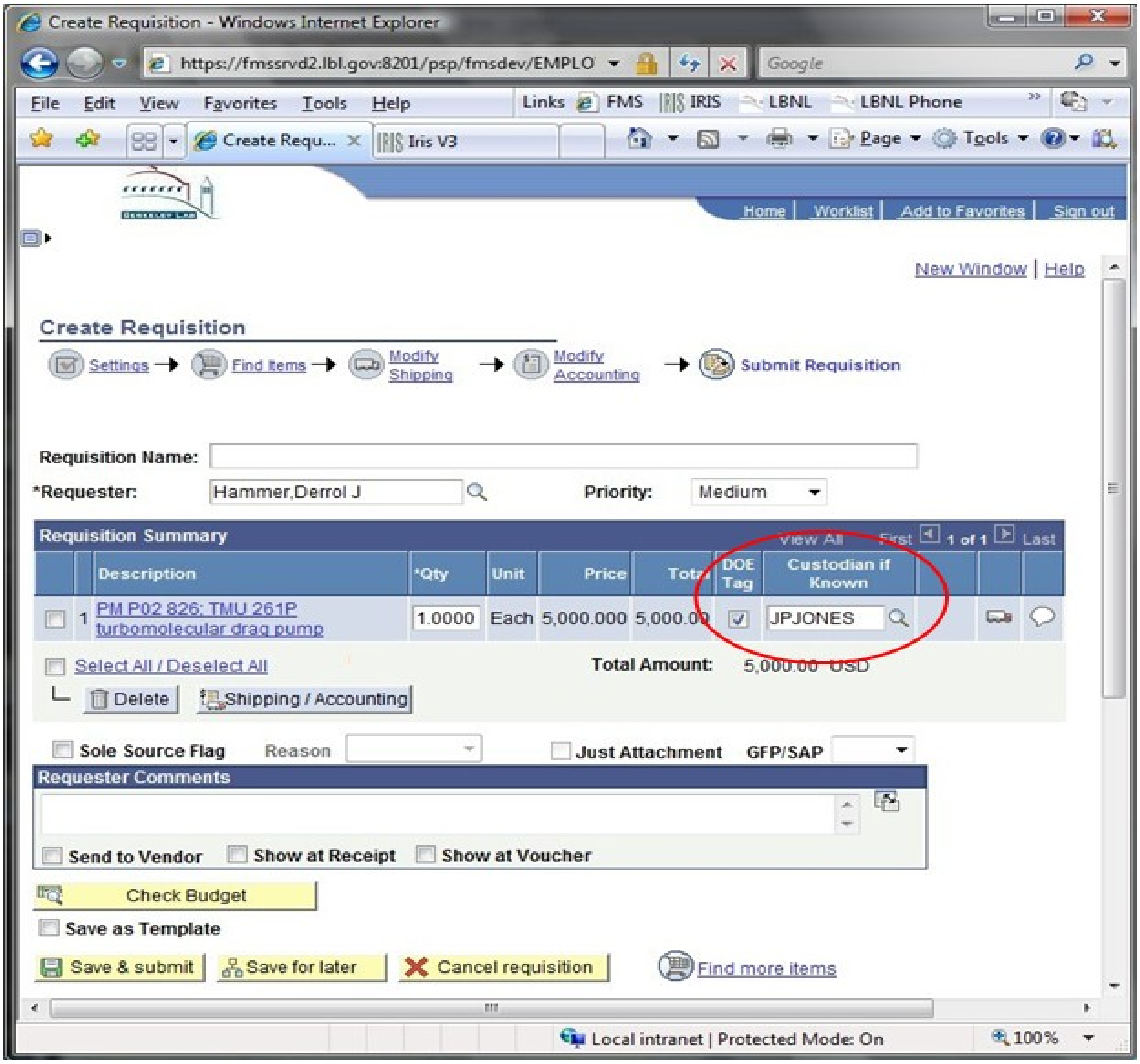
3. **High-Risk Personal Property** – Property used in the nuclear fuel cycle, firearms, ammunition and explosives, nuclear and weapon components or nuclear weapon-like components that do not contain nuclear material as listed in DOE O 474.2, items on the Department of Commerce Control List, and items on the Department of State U.S. Munitions List.

See Property Management's website for more information on controlled property.

To help identify property, "DOE Tag" and "Custodian" boxes are provided in the *Requisition Summary* page (see below). The boxes appear on each requisition and PO line where the Item Category could possibly have taggable property.

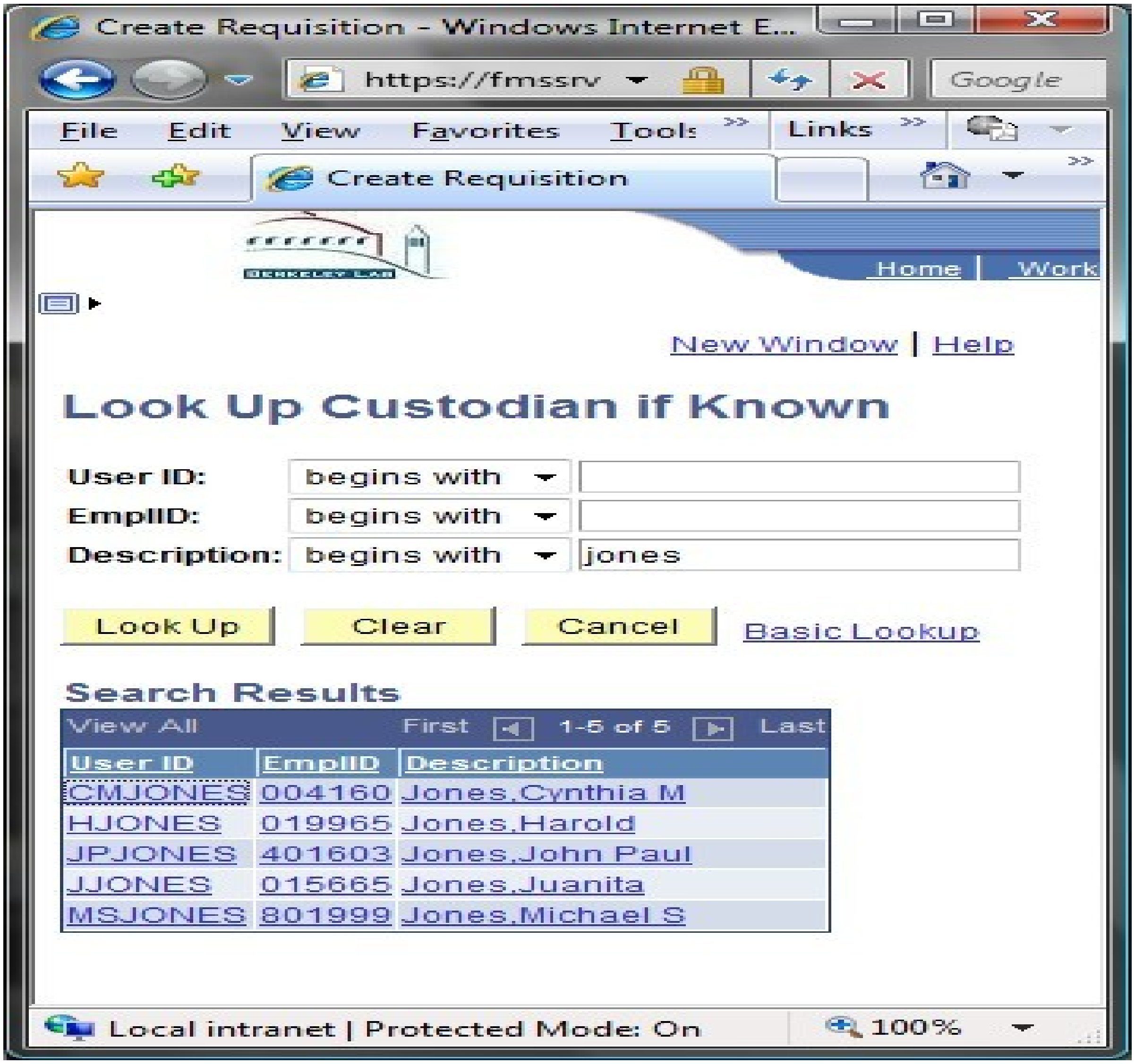
- Put a check in the DOE Tag box if you are requisitioning or ordering any Equipment, Attractive, or High Risk Personal Property as described above. This will alert Receiving of the need to tag the item.

- Enter a Custodian who will be responsible for the property. Guests may not be custodians. If there are multiple custodians for an item or if the custodian is not known, you may leave the Custodian box blank



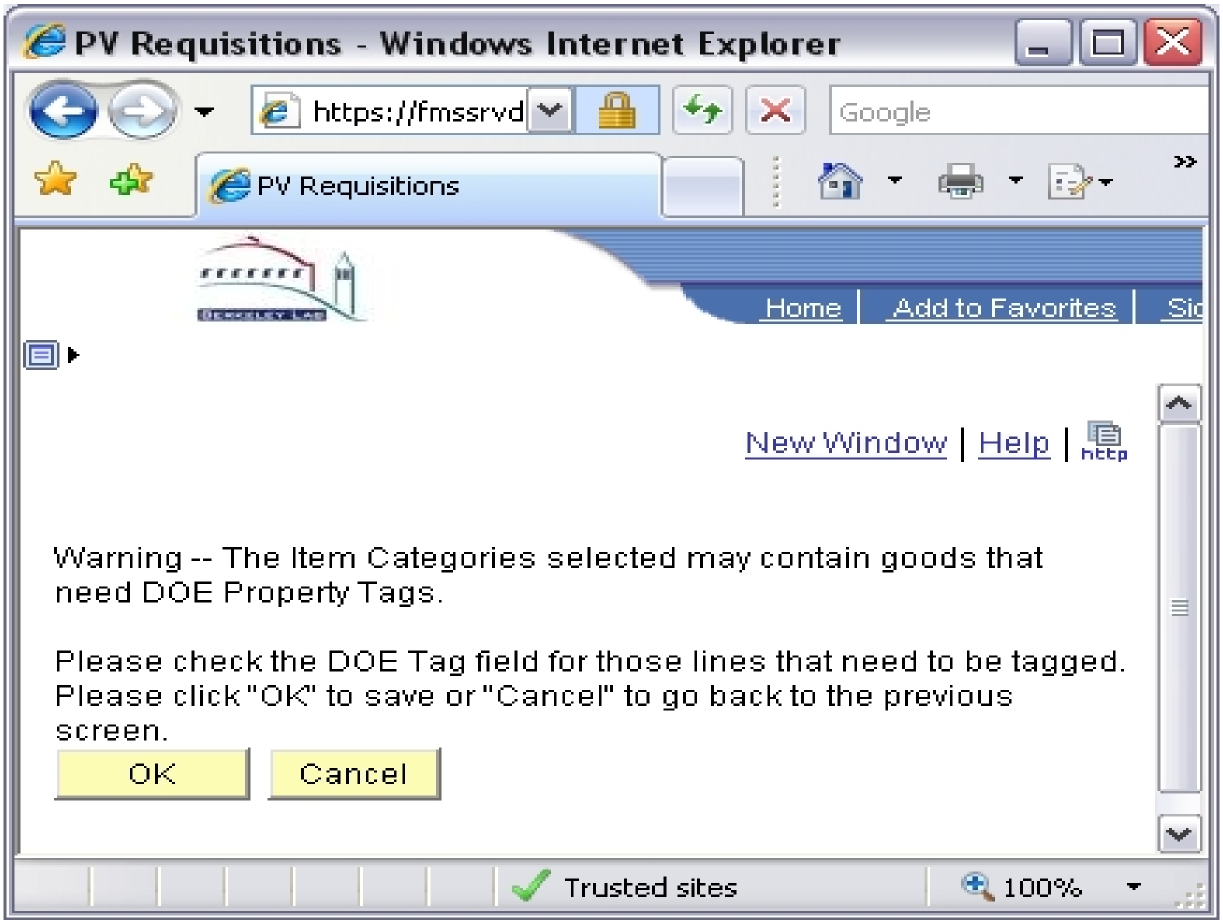
To enter a custodian:

- Click the search icon to the right of the Custodian box
- Enter the last name of the custodian in the Description box
- Click the "Look Up" button to display a list of last names
- Click on the name of the custodian you want to enter



If you do not check the DOE Tag box on a line that could possibly be tagged, you will see the below warning when you Save your document.

- Click the "OK" button if you want to go back to the Requisition Summary page to check the DOE Tag box **<u>or</u>**
- Click the "Cancel" button if you do not think the item needs a DOE tag. After you click Cancel, you are sent back to the previous screen where you can click Save again to save without the DOE Tag box being checked



What is the ePro Services box and how do I use it?

Berkeley Laboratory is required to assure all that subcontractor personnel who perform work at Berkeley Laboratory facilities do so in a safe manner in compliance with applicable regulations (Pub 3000, Chapter 31). ePro Requisitions preparers take part in this process by:

1. Indicating in the requisition *Services* box the type of service being acquired **and**

2. For non-construction On-Site Services with Hands-On work, pasting a link to the online Job Hazards Analysis and Work Authorization Form for Non- Construction Activities Performed by Subcontractors, Vendors, and Guests (SJHAWA) form to the Comments box in line 1 of the ePro requisition. The Requester/Division completes the first portion of the online form and obtains a link to the form before entering it on the requisition.

For work that involves on-site services with hands on work, Procurement includes applicable safety clauses in the subcontract and, prior to commencing work, and obtains an SJHAWA link from the on-line SJHAWA system provided by the requester.

A pre-job meeting is held between the Requester/Division and the subcontractor. The SJHAWA and the EH&S Non-Construction Safety Orientation are discussed and the hazard level for the work is determined. Further information is provided on the Environment/Health/Safety Division website under Subcontractors/Vendors (SJHA).

How to Use the Services Box

The *Services* drop-down box appears on the ePro *Requisition Summary* page when a requisition has an Item Category that could potentially involve on-site services. When the *Services* box appears, it is initially blank. You must change its value to one of the following four choices before you can *Save* the requisition:

1. Choose **No Services** if there are no services being provided by the supplier. (Only goods will be sent.)

2. Choose **Off-Site Services** if the supplier will only be providing services at an off-site location. (A location other than a Berkeley Laboratory/DOE site.)

3. Choose **On-Site Services Hands On Work** if the supplier will be providing any *hands-on* services on-site at Berkeley Laboratory. (Also attach the SJHAWA form to the requisition.)

4. Choose **On-Site Srvcs <u>No</u> Hands-On Work** if the supplier will not be providing hands-on services at LBNL.

Here are examples of services involving hands-on work (**On-Site Services Hands On Work**):

- Use of hand or power tools
- Repair or service of a device, apparatus, machine, or mechanism
- Material handling (except delivery of purchased items)
- Handling or disposing of a chemical, compressed gas, or hazardous, radioactive, or bio-hazardous material
- Construction and related real property modifications/improvements

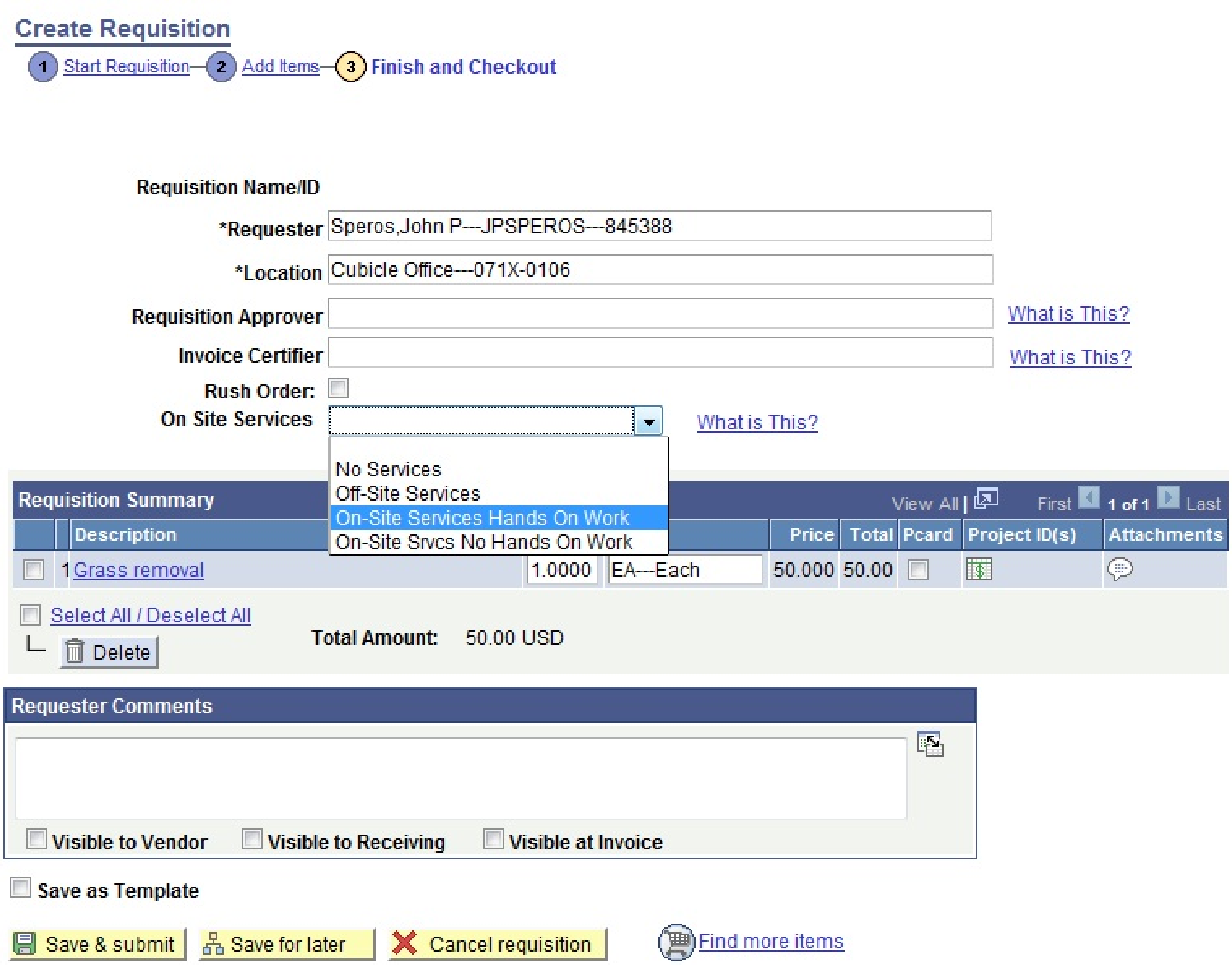
Here are examples of services not involving hands-on work (**On-Site Srvcs <u>No</u> Hands-On Work**):

- Office and administrative work
- Computer programming
- Attending or making a presentation
- Supervision of worker(s) who is not performing hands-on work
- Document archiving
- Financial auditing
- Photography

- Language translation
- Providing classroom training

On-Site services at Berkeley Laboratory are considered to be work performed on the hill or at the Berkeley Laboratory Leased Facilities listed in LBNL/PUB-3851, Worker Safety and Health Program, Appendix B (see Environment/Health/Safety Division, Safety Engineering webpage).

Here is the services box on the ePro requisition:



How is software received?

Software shall be tracked as a receivable for tangible receipt, payment purposes, and when software has been installed onto LBNL property, as follows:

- "Receiving Required" shall be turned on for all Subcontract software lines

- Receiving shall receive Subcontract lines for software licenses and media in order to record receipt of the license by the requester. This will allow AP to pay the lines automatically using the three-way match process, rather than using the certification process

- When placing orders for software, the Procurement Specialist shall tell the requester to send an e-mail (including the subcontract number provided to the requester by the procurement specialist) to Receiving to receive the software that the requester has received/downloaded
- Software that is downloaded by a requester from Berkeley Laboratory's Information Technology website (https://software.lbl.gov) is automatically recorded and tracked by DOE numbers, and therefore does not require receiving
- Procurement will not require certification for software unless acceptance criteria is provided by the requester and noted by the procurement specialist in the subcontract
- Receiving will continue to receive PCard lines for software licenses and media based on an e-mail from the requester, as is the current practice
- Subcontracts for software exceeding $750,000 with "Receiving Required" will be useful for capitalizing assets for Property Accounting purposes

How can a new Approver be Set-Up in ePro/eBuy?

ePro requisitions and eBuy transactions (generally over $350) require the approval of a Division Authorized Signer. The list of individuals in the Signature Authorization System is accessible from BRS under the Signature Authority link.

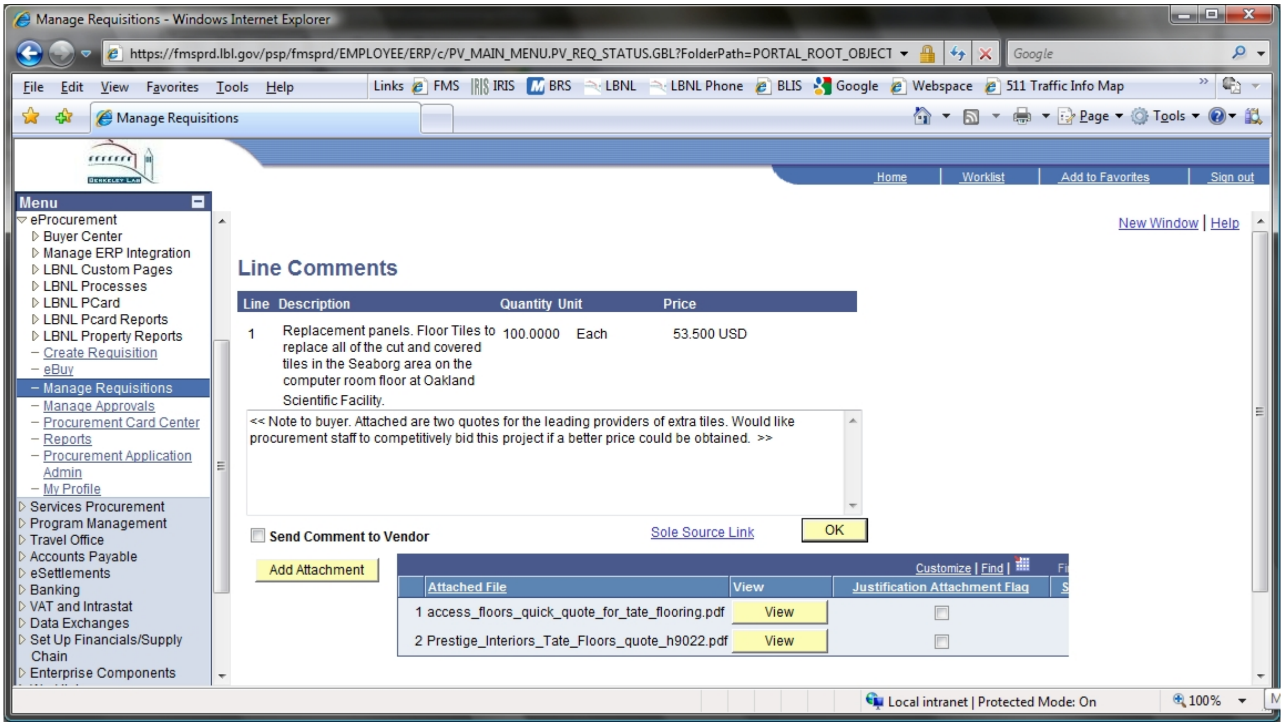
Requirements and policies regarding signature authorization and requirements are provided in the Requirements and Policies Manual (RPM) under Financial General Policies and Information, Signature Authority for Financial Transactions. The Delegation of Signature Authority form (which is provided by link in this policy section of the RPM and on the Office of the Chief Financial Officer (OCFO) website) is filled-in and sent to the OCFO, Controller's Office, 971-GA for processing.

Each employee requesting signature authority in the Signature Authorization System (SAS) database is required to complete the OCFO online Signature Authority Training course. All employees with signature authority must successfully complete a standard online training course, provided by the OCFO. The course can be accessed from the OCFO website by selecting "Quicklinks:", then "Signature Authority".

Why is the Minus Icon for Removing ePro Attachments Missing?

In Internet Explorer, the minus sign on the right side of the attachments area of the ePro Line Comments screen is cutoff when you have an attachment with a long name like "access_floors_quick_quote_for_tate_flooring.pdf."

Here is how it looks:



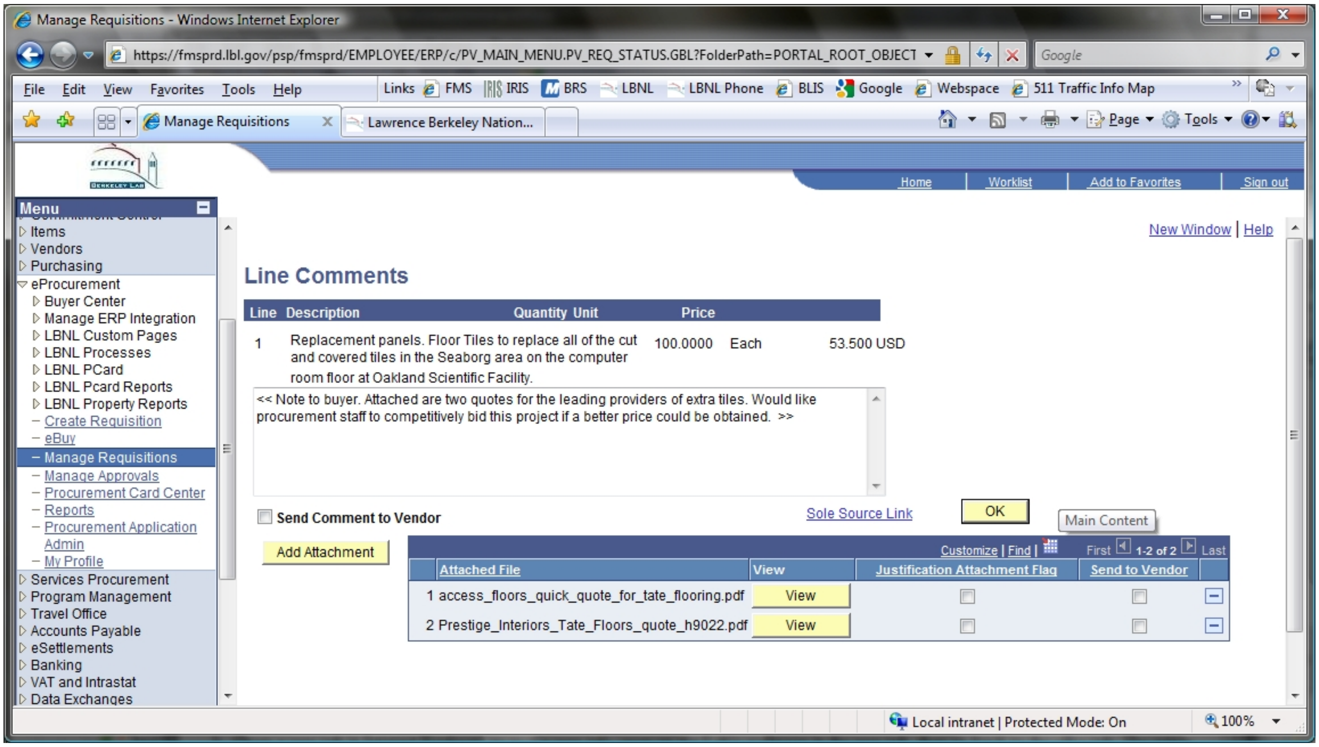
There are three workarounds:

1. Only attach attachments with short names (20 characters instead of 47)

2. Open the requisition in Firefox and use the minus sign in Firefox since Firefox does not cutoff the minus sign for long attachments.
   (Firefox may have quirks with other parts of ePro, however.)

3. Open a new tab in Internet Explorer, go to the new tab, open up the Laboratory's webpage in the new tab, then go back to the ePro tab

The minus sign will display shown below.


Manage Requisitions - Windows Internet Explorer
https://fmsprd.lbl.gov/psp/fmsprd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?FolderPath=PORTAL_ROOT_OBJECT
File Edit View Favorites Tools Help
Links FMS IRIS BRS LBNL LBNL Phone BLIS Google Webspace 511 Traffic Info Map
Manage Requisitions
Lawrence Berkeley Nation...
Page Tools
Home Worklist Add to Favorites Sign out
Menu
Items
Vendors
Purchasing
eProcurement
Buyer Center
Manage ERP Integration
LBNL Custom Pages
LBNL Processes
LBNL PCard
LBNL Pcard Reports
LBNL Property Reports
Create Requisition
eBuy
Manage Requisitions
Manage Approvals
Procurement Card Center
Reports
Procurement Application Admin
My Profile
Services Procurement
Program Management
Travel Office
Accounts Payable
eSettlements
Banking
VAT and Intrastat
Data Exchanges
New Window | Help
Line Comments
Line Description Quantity Unit Price
1 Replacement panels. Floor Tiles to replace all of the cut and covered tiles in the Seaborg area on the computer room floor at Oakland Scientific Facility. 100.0000 Each 53.500 USD
<< Note to buyer. Attached are two quotes for the leading providers of extra tiles. Would like procurement staff to competitively bid this project if a better price could be obtained. >>
Send Comment to Vendor
Sole Source Link
OK
Main Content
Add Attachment
Customize | Find | First 1-2 of 2 Last
Attached File View Justification Attachment Flag Send to Vendor
1 access_floors_quick_quote_for_tate_flooring.pdf View
2 Prestige_Interiors_Tate_Floors_quote_h9022.pdf View
Local intranet | Protected Mode: On
100%

Glossary

Here are definitions of common terms associated with eProcurement:

Approval Threshold	The division has determined a dollar threshold for when requisitions must have an approver. The requisition preparer's Business Manager may have determined either a $0 threshold or a $1,000 threshold. If a division has a $0 threshold, every requisition must be routed to an approver who has signature authority as shown in the Signature Authorization System. If a division has a $1,000 threshold, only those requisitions greater than $1000 must be routed to an approver who has signature authority as shown in the Signature Authorization System.
Approver	An Authorized Signer in the Signature Authorization System who has enough dollar approval to approve a requisition.
Blanket Subcontract	Also called Extended Term Agreements or Type 2 orders. They typically cover services or materials from a vendor over a number of months and are usually set up for 2-way matching (PO-Invoice match). Regular POs (not blanket) are setup with 3-way matching (PO-Receipt-Invoice match).
Buyer/ Subcontract Administrator/ Procurement Specialist	A Procurement employee who is authorized to issue purchase contracts.
Certifier	A division employee who has been designated in a requisition to certify invoices before they can be paid. Certification is recommended for the following service Item Categories: • Architect/Engineers (ARCH) • Consultants (CNSLT) • Personal Services Agreements (PSA) • Construction (CNSTR) • Research and Development (RANDD) • Project Management (PROJM)

Distributed Procurement Unit (DPU)	The DPU is a group of Procurement buyers who handle low-value purchases and have Procurement Cards (PCards).
Extended Term Agreement	Also called Blanket Subcontracts or Type 2 orders. They typically cover services or materials from a vendor over a number of months and are usually set up for 2-way matching (PO-Invoice match). Regular POs (not blanket) are setup with 3-way matching (PO-Receipt-Invoice match).
Goods	A tangible output of a process that has physical dimensions. Generally produced in a facility separate from the purchasing customer. They can be produced to meet very tight specifications day-in and day-out with essentially zero variability. Within the eProcurement system, goods can fall under the following Item Categories: • Office Equipment & Supplies • Biological, Chemical • Electrical, Electronic &Fabrication • Laboratory Equipment & Supplies • Computer • Construction & Maintenance of Facilities
Government Furnished Property (GFP)	Government owned property that will be provided to the subcontractor/vendor for use during the performance of work with the expectation that any unused portion will be returned to Berkeley Laboratory at the end of the work. **Example:** 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 Laboratory. **Note:** When Laboratory equipment is sent out for repair, it is not considered GFP.

<table>
<tr><td>Item Category Codes</td><td> Related to the selection of Goods or Services in the eProcurement system. Based on the selection (Goods or Services), a list of related Item Category Codes displays. Item Category Codes drive specific requisition approval workflows and resource categories, so it is imperative that requisition preparers use the most appropriate Item Category Codes. </td></tr>
<tr><td>On-Site Services</td><td> Services performed on the Laboratory’s hill or at Laboratory offsite, leased Facilities. There are two types of On Site Services: Hands-On Work and No Hands-On Work. <u>On-Site Services Hands On Work</u> Use of hand or power tools
Repair or service of a device, apparatus, machine, or mechanism
Material handling (except delivery of purchased items)
Handling or disposing of a chemical, compressed gas, or hazardous, radioactive, or bio-hazardous material
Construction and related real property modifications/improvements <u>On-Site Services No Hands-On Work</u> Office and administrative work
Computer programming
Attending or making a presentation
Supervision of a worker(s) who is not performing hands-on work
Document archiving
Financial auditing
Photography
Language translation
Providing classroom training</td></tr>
<tr><td>PCard Order</td><td>A PCard order is a purchase made using the PCard system and paid using a PCard.</td></tr>
</table>

Purchase Order (PO)	The order submitted to a vendor with intent to purchase following the approval of a requisition.
Requester	Someone who needs something. Requesters can be any person with a Berkeley Lab Employee ID # and an email address. Guests with Berkeley Laboratory email address can be requesters as well.
Requisition	A way to request goods or services. A Requisition over the Division Requisition Approval Threshold amount must be approved prior to sending a purchase order to the vendor.
Requisition Preparer	An employee who has access to Create Requisition in FMS/Procurement (ePro) system. Preparers enter requisitions into ePro and show up as the "Entered By" person in ePro screens. A Requisition Preparer may also be a Requester on an ePro Requisition.
Restricted Items	Any item that: • Has inherent safety hazards • Requires special controls and/or authorizations • If handled improperly, may: - hurt people - harm the environment - damage equipment - result in citations or DOE reportable occurrences The Procurement Department maintains the Restricted Item List, which is available via the Berkeley Laboratory Home Page A to Z Index.
Services	An intangible process that cannot be weighed or measured. It requires some degree of interaction with the customer for it to be a service. The interaction may be brief, but it must exist for the service to be complete. Where face-to-face service is required, the service facility must be designed to handle the customer's presence. Services are inherently heterogeneous -- they vary from day to day and even hour by hour as a function of the attitudes of the customer and the servers. Within the eProcurement system, goods can fall under the following Item Categories: • Facility Related Services

	• Personnel & Effort Related Services • Lease / Rental Services • Special & Other Services
Sole Source	The restriction of competition to a single source of supply. The need to restrict competition may be justified by one of the following reasons: • Unique capability, expertise, facilities, or equipment that no other source can provide to satisfy the Laboratory's requirements • Compatibility with existing equipment and/or standardization of parts • Follow-on work for continued development or enhancement of specialized systems, equipment, or services, when it is likely that award to a source other than the incumbent subcontractor would result in substantial duplication of costs (relative to overall costs) that would not be recovered or would cause unacceptable delays in fulfilling the program needs • An unusual or compelling urgency that would cause an adverse or programmatic impact of such a nature and magnitude that a sole source justification is merited • To establish or maintain a source for industrial mobilization or an essential engineering, development, or research capability • Services of an expert or neutral person for any current or anticipated litigation or dispute • Identified source is acknowledged to be the leader in its field of expertise as demonstrated in reputable and valid literature, symposia presentations, etc. While normally not appropriate for commercial goods and services, this identification may be appropriate in subcontracting for research and development. • Authorized or required by statute or International agreement • National security or public interest • Unique bonding, insurance or indemnification requirements (applies if a Large Business is selected in lieu of a Small Business)

Status - Requisition	<u>Open</u>: A requisition has been created but not submitted for approval or further processing. <u>Pending:</u> A requisition was submitted to an Approver and is awaiting approval. <u>Approved:</u> The requisition was approved by the Approver. In this status, the requisition may have also been assigned to a PO or to a Procurement Card (PCard) Order. <u>PO Created</u>: A PO has been created but not yet Dispatched (sent to the vendor). <u>PO Dispatched</u>: The PO was placed/sent to with the vendor. <u>Received</u>: Some of the items on the PO may have been formally received. <u>Canceled</u>: The requisition was canceled and will not be processed further.
Status - Purchase Orders	<u>Open</u>: The PO was created but probably not yet placed / Dispatched /sent to the vendor. <u>Approved</u>: The PO was approved by the buyer should automatically change to Dispatched status within in 20 minutes. <u>Dispatched</u>: The PO was placed / sent to the vendor. <u>Complete</u>: The PO is closed. All invoices and receipts have been processed against the PO and all of the obligations of the vendor and LBNL have been satisfied. Liens are removed and no further invoices or receipts may be made on the PO. <u>Canceled</u>: The PO was canceled--normally because it should not have been issued in the first place. No invoices or receipts were processed on the PO.
Supplier Acquired Property	Property that the subcontractor acquires and Berkeley Laboratory pays for, that will be used in performance of the work. This property is not part of the subcontract deliverable, but will still be delivered to LBNL at the completion of the work. **<u>Examples:</u>** • 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 Laboratory along with the fabricated item

	• 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 Laboratory 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
Type 2 Order	Also called Blanket Subcontracts or Extended Term Agreements. They typically cover services or materials from a vendor over a number of months and are usually set up for 2-way matching (PO-Invoice match). Regular POs (not blanket) are setup with 3-way matching (PO-Receipt-Invoice match).

List of Exhibits

A. Government Furnished Property/Subcontractor Acquired Property

B. Sole Source

C. On-Site Services

D. Consultant

E. Contract Labor

F. Splitting Projects

G. Certification

H. Resource Analyst

I. Technical Representative

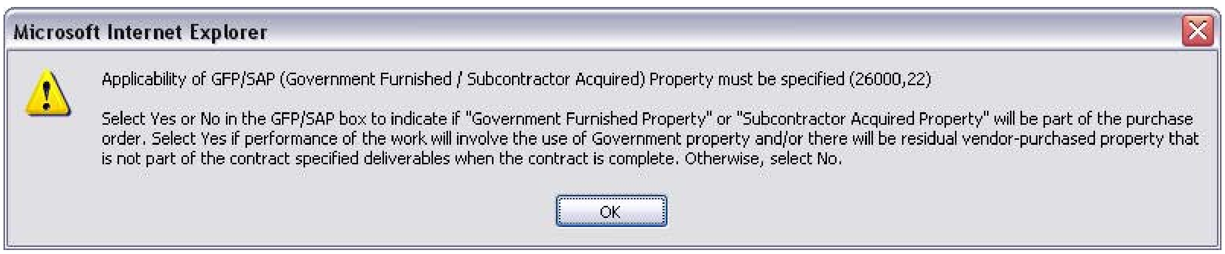
J. Reassigning Certifier

Exhibit A – GFP/SAP

GFP (Government Furnished Property) is government-owned property that will be provided to the subcontractor/vendor for use during the performance of work with the expectation that any unused portion will be returned to Berkeley Laboratory at the end of that work. Equipment sent out for repair is not considered GFP.

SAP (Subcontractor Acquired Property) is property that the subcontractor acquires, and Berkeley Laboratory pays for, that will be used in performance of the work. This property is not part of the subcontract deliverable, but will still be delivered to Berkeley Laboratory at the completion of the work.

Before you can "Save & submit" or "Save for later" your requisition, you must select **Yes** or **No** in the new **GFP/SAP** box which, by default, is blank. 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**.

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.
    - Examples of purchases that involve GFP are when we send the subcontractor 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 Laboratory.

- Click No when you send Laboratory equipment out for repair

2. The subcontractor will be purchasing property (and billing the Laboratory for it) to help it perform the work required by the subcontract and we expect the subcontractor to have leftover property that will not be part of the subcontract item they will be delivering to us.

    - An example is when a subcontractor will buy a PC to help them fabricate an item for us, and it bills us for the PC. We would expect the Subcontractor Acquired Property (SAP), the PC,to be returned to the Laboratory along with the fabricated item

    - Another example is when the subcontractor buys a ton of wire to go into a magnet it is fabricating for us. If the subcontractor only used half a ton of wire, but Berkeley Laboratory agreed to pay for the full ton, we would expect the subcontractor 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, *Government Property* which can be accessed from the Requirements and Policies Manual, Policy Area – Procurement, Section - Procurement of Goods and Services, under H. *Implementing Documents*.

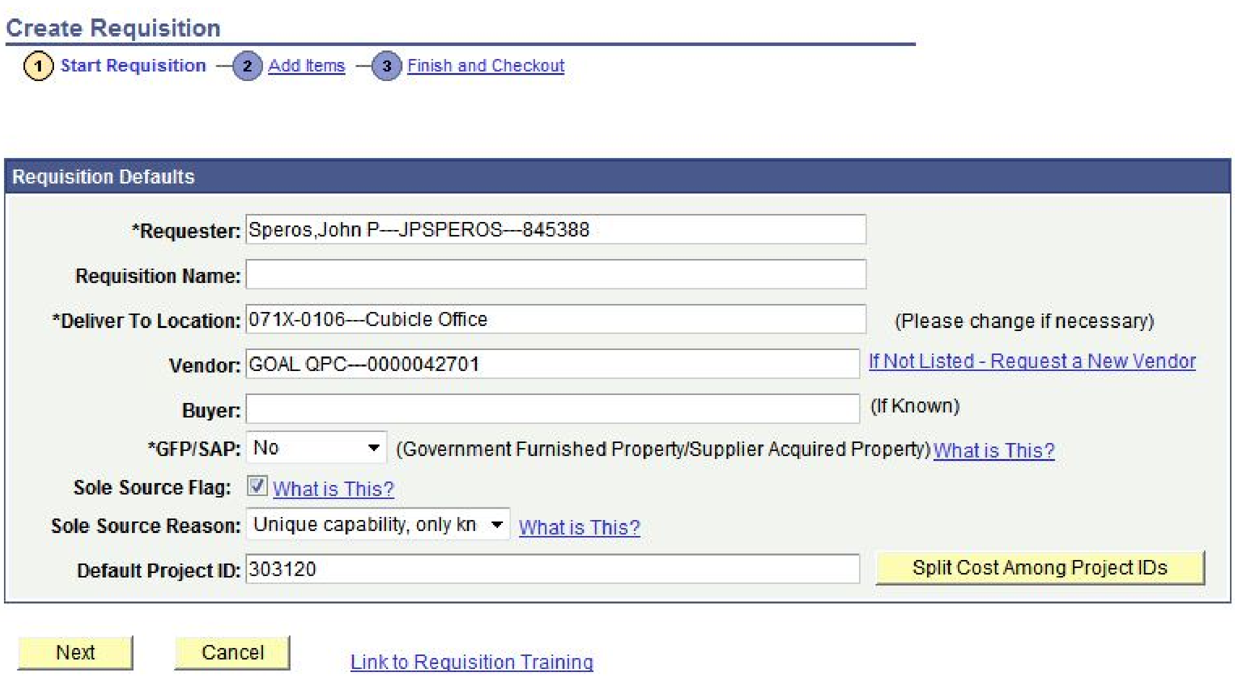
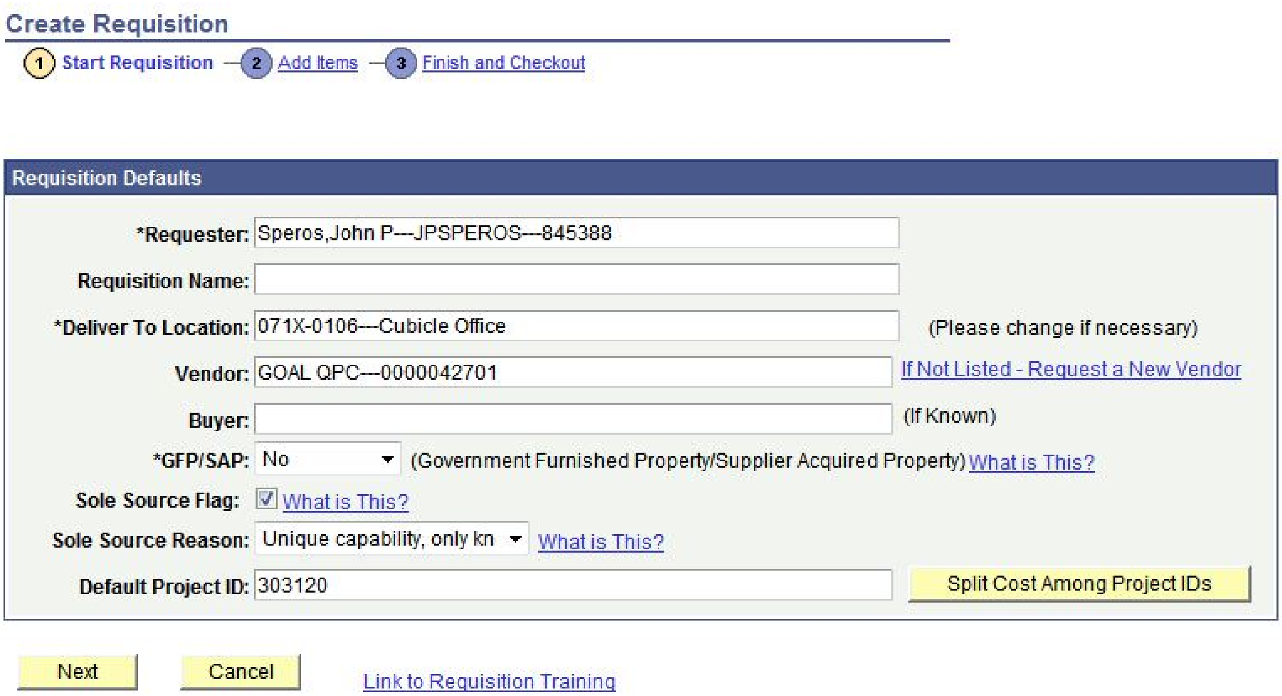


Exhibit B – Sole Source

Check the **Sole Source Flag** box if you specify a vendor and it is the only one that is able to perform this work. For requests from $25,000 - $150,000, select a **Sole Source Reason**. If the requisition is over $150,000, attach a completed Sole Source Justification form to the requisition. This form can be downloaded from the Procurement & Property website (click on Forms in top banner).

Further information appears in Laboratory Procurement Standard Practice 6.2, *Sole Source Subcontracts*, which can be accessed from the Requirements and Policies Manual, Policy Area – Procurement, Section - Procurement of Goods and Services, under H. *Implementing Documents*.



<u>Exhibit C – On-Site Service</u>

Berkeley Laboratory is required to assure all that subcontractor personnel who perform work at Laboratory facilities do so in a safe manner in compliance with applicable regulations (see PUB-3000, the Laboratory's Health and Safety Manual). ePro Requisition preparers take part in this process by:

1. Indicating in the requisition *Services* box the type of service being acquired **and**

2. For non-construction On-Site Services with Hands-On work, pasting a link to the online *Job Hazards Analysis and Work Authorization Form for Non- Construction Activities Performed by Subcontractors, Vendors, and Guests (SJHAWA)* form (see Environment/Health/Safety Division website) to the Comments box in line 1 of the ePro requisition. The Requester/Division completes the first portion of the online form and obtains a link to the form before entering it on the requisition.

For work that involves on-site services with hands on work, Procurement includes applicable safety clauses in the subcontract and, prior to commencing work, and obtains an SJHAWA link from the on-line SJHAWA system provided by the requester.

A pre-job meeting is held between the Requester/Division and the subcontractor. The SJHAWA and the EH&S Non-Construction Safety Orientation are discussed and the hazard level for the work is determined. Further information is provided on the Environment/Health/Safety, Subcontractors/Vendors (SJHA) website (requires login with LDAP User Name and Password).

How to Use the Services Box

The *Services* drop-down box appears on the ePro *Requisition Summary* page when a requisition has an Item Category that could potentially involve on-site services. When the *Services* box appears, it is initially blank. You must change its value to one of the following four choices before you can *Save* the requisition:

1. Choose **No Services** if there are no services being provided by the vendor. (Only goods will be sent.)

2. Choose **Off-Site Services** if the vendor will only be providing services at an off-site location (a location other than an Berkeley Laboratory/DOE site).

3. Choose **On-Site Services Hands On Work** if the vendor will be providing any *hands-on* services on-site at Berkeley Laboratory. (Also attach the SJHAWA form to the requisition.)

4. Choose **On-Site Srvcs <u>No</u> Hands-On Work** if the vendor will not be providing hands-on services at Berkeley Laboratory.

Here are examples of services involving hands-on work (**On-Site Services Hands On Work**):

- Use of hand or power tools
- Repair or service of a device, apparatus, machine, or mechanism
- Material handling (except delivery of purchased items)
- Handling or disposing of a chemical, compressed gas, or hazardous, radioactive, or bio-hazardous material
- Construction and related real property modifications/improvements

Here are examples of services not involving hands-on work (**On-Site Srvcs <u>No</u> Hands-On Work**):

- Office and administrative work
- Computer programming
- Attending or making a presentation
- Supervision of worker(s) who is not performing hands-on work
- Document archiving
- Financial auditing
- Photography
- Language translation
- Providing classroom training

On-Site services at Berkeley Laboratory are considered to be work performed on the hill or at the Berkeley Laboratory Leased Facilities listed in LBNL/PUB-3851, Worker Safety and Health Program, Appendix B (see Environment/Health/Safety Division, Safety Engineering webpage).

Here is the services box on the ePro requisition:

Create Requisition

1 Start Requisition — 2 Add Items — 3 **Finish and Checkout**

Requisition Name/ID

***Requester** Speros,John P---JPSPEROS---845388

***Location** Cubicle Office---071X-0106

Requisition Approver What is This?

Invoice Certifier What is This?

Rush Order:

On Site Services What is This?

- No Services
- Off-Site Services
- On-Site Services Hands On Work
- On-Site Srvcs No Hands On Work

Requisition Summary View All | First 1 of 1 Last

		Description			Price	Total	Pcard	Project ID(s)	Attachments
	1	Grass removal	1.0000	EA---Each	50.000	50.00			

Select All / Deselect All

Delete

Total Amount: 50.00 USD

Requester Comments

Visible to Vendor Visible to Receiving Visible at Invoice

Save as Template

Save & submit Save for later Cancel requisition Find more items

Exhibit D – Consultants Services

Consultant services are the advisory and/or assistance services of an expert who personally renders the services to the Laboratory on a short-term or intermittent basis. Consultants provide technical, scientific, engineering, and/or administrative expertise not otherwise available to the Laboratory. Consulting services may consist of providing information, advice, opinions, alternative, conclusions, recommendations, or consultation to Laboratory personnel in the form of studies, analysis, and evaluations.

Consultant services may be provided under a consultant agreement or a personal services agreement.

- A Consultant Agreement is an agreement between the Laboratory and an individual with special knowledge or expertise for the performance of consultant services.
- A Personal Services Agreement is an agreement between the Laboratory and an established company, which makes available by name one or more of its employees as consultants.

To obtain the services of a consultant, submit an ePro requisition and attach the *Request for Consultant Services* form to its first line. This form can be downloaded from the Procurement & Property website (click on Forms in top banner).

Procurement then establishes a *Consultant Agreement* or *Personal Services Agreement* to obtain the services of a consultant.

For details, see the Requirements and Policies Manual, Policy Area – Procurement, *Consultants to Berkeley Lab, Hiring*.

Exhibit E – Contract Labor

Contract Labor requisitions are created the same manner as regular ePro requisitions, with these differences:

Start Requisition Page

- Requester is the Division contract labor Processor
- Vendor is the contract labor company who will be furnishing the individual
- Buyer is the Procurement Subcontract Administrator issuing the Purchase Order
- GFP/SAP is No

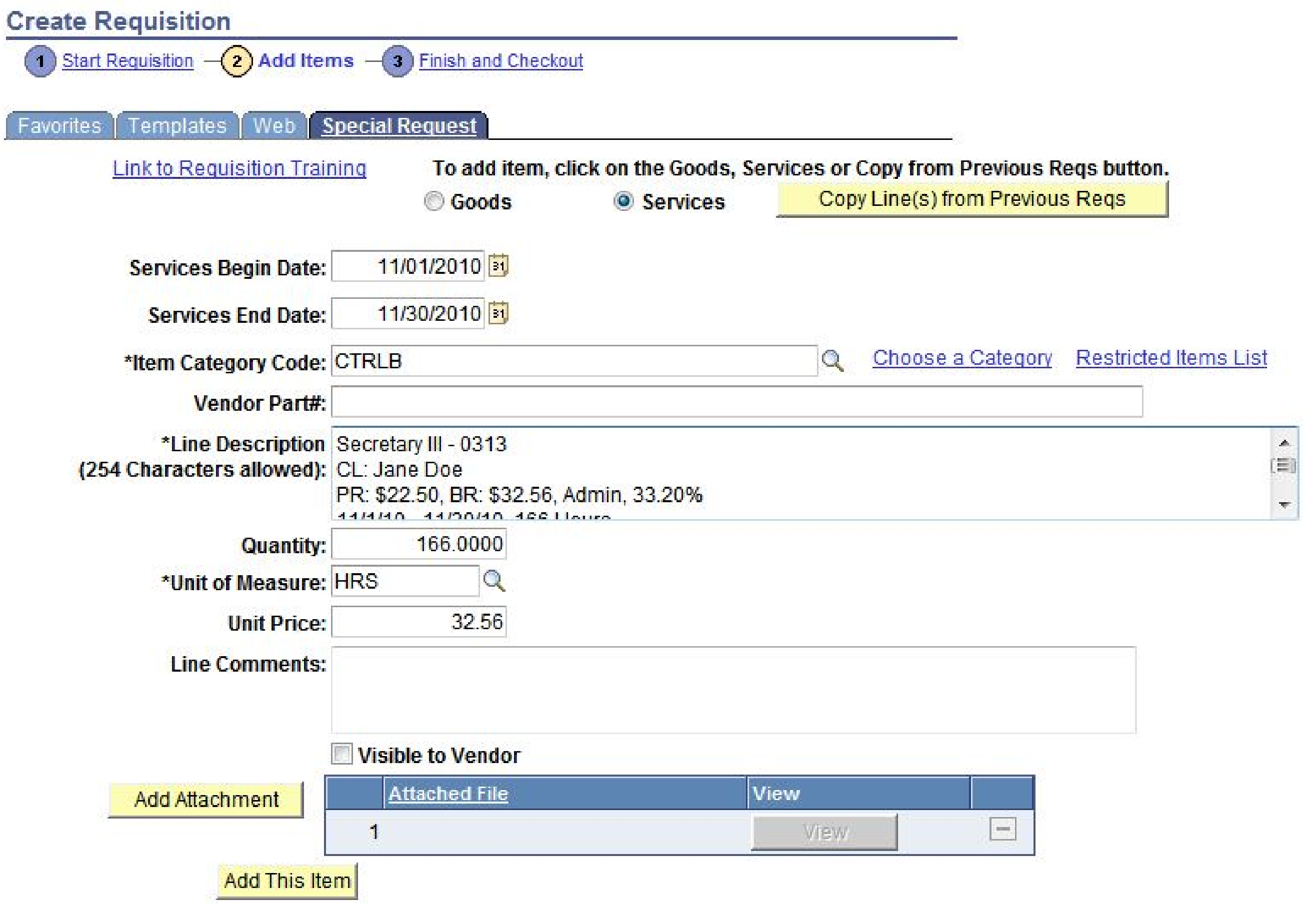
Add Items

- Special Request - Select *Services*
- Services Begin Date and Services End Date is the term of the contract labor assignment
- Item Category Code is *Services - Contract* (CTRLB)
- Line Description should contain this information:
  - Position Title and Job Code
  - Name of Contract Labor Individual
  - Pay Rate, Bill Rate, Category, MU% (Mark-Up rate)
  - Contract Period and Total Assignment Hours
  - Supervisor Name, Division, Project ID
  - Any Special Notes or Instructions

    EXAMPLE:
    Secretary III - 0313
    CL: Jane Doe
    PR: $22.50, BR: $32.56, Admin, 33.20%
    11/1/10 - 11/30/10, 166 Hours
    Sup: Tracy Bigelow, MSD, XYX123
    Note: 1 month only, no extension allowed

- Quantity is the total hours of assignment (166 in the above example)
- Unit of Measure is HRS
- Unit Price is the Hourly Bill Rate ($32.56 in the above example)

<u>Note</u>: Add a new requisition line with the overtime Bill Rate if overtime is authorized for the contract labor assignment.



Finish and Checkout

- <u>Requisition Approver</u> is the individual's supervisor unless the supervisor does not have signature authority. In that case, another Authorized Signer from the division with sufficient signature authority for the requisition can be selected. An Authorized Signer list can be obtained from BRS in the Others Reports section.

- <u>Invoice Certifier</u> is optional. If projects are to be assigned at time of invoice to projects other than those on the purchase order, a division Certifier can be entered who can change projects to be assigned to invoices.

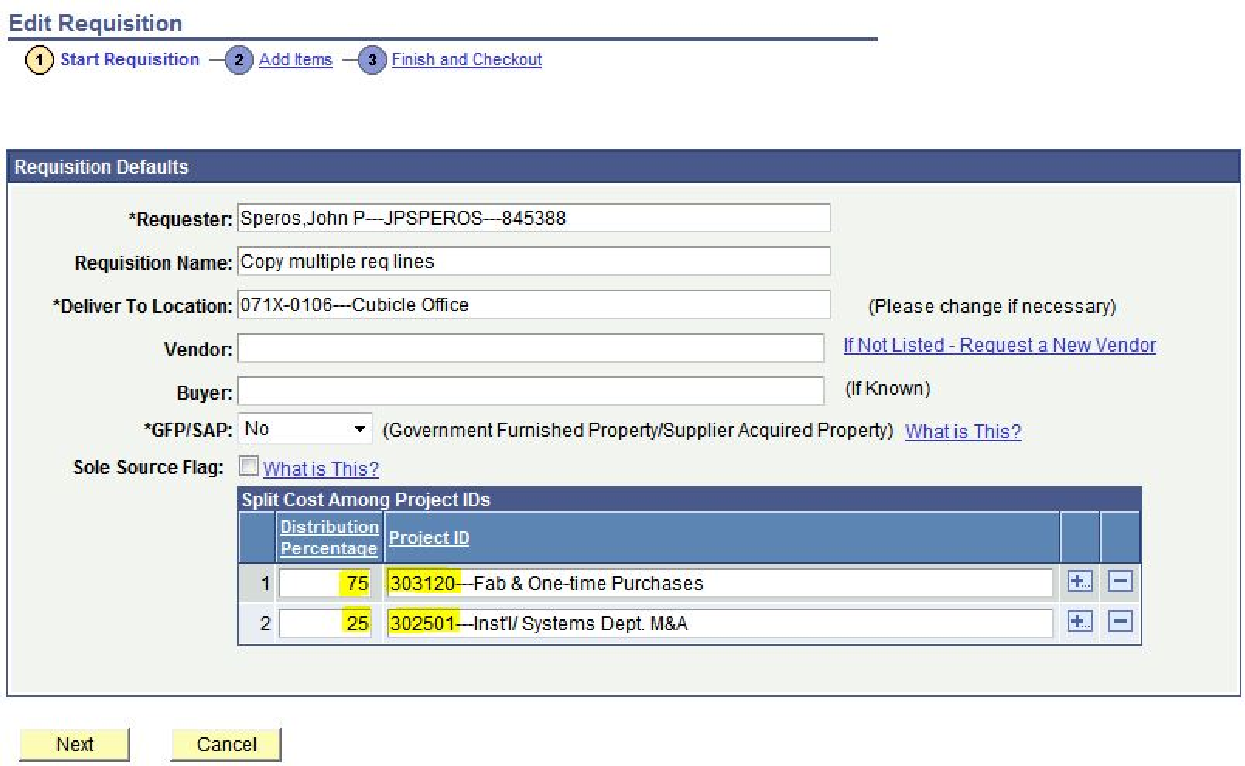
- <u>Type of Services</u> - Enter the type of services: *On-Site Services Hands On Work* or *On-Site Srvcs No Hands On Work*.

Exhibit F – Splitting Projects

There are two ways to split a requisition's costs among several Project IDs -- either the same way for all requisition lines or differently for particular requisition lines.

Split Costs the Same for All Lines

1. On the "Start Requisition" page, click the "Split Costs Among Project IDs" button. A new section will appear at the bottom of the page
2. Click the + icon on the right to add lines for the additional projects. A small window will appear with a 1 in it
3. To add more than 1 additional project line, change it to a higher number then click OK
4. For each line, enter a percent and Project ID. The percentages must add-up to 100. All requisition lines will be split according to what you entered here



Split Costs for Particular Requisition Lines

1. To put different project(s) on some requisition lines but not others or to split projects on particular lines, first create all requisition lines with one project. On the "Finish and Checkout" page, click the Project ID(s) icon **$** for the line you want to change.

2. You will next see a page that lets you "Distribute by:" Quantity (Qty) or Amount (Amt). By default, Qty is selected and this lets you specify the quantities you want for a particular project. If you change this drop down to Amt, you will be able to specify the dollar amount to be charged to a project. Begin by reducing the Quantity box or Amount box to the amount you want on the first project. Next, click the + on the right to add an additional row. The new row will have the balance left to be distributed to the new project. Change the Project ID to the new project to be used on the new distribution line. When you are finished, click OK.

3. <u>Hint</u>: The Quantities and Amounts for the distributions must add-up to those shown in the top area of the screen, otherwise an error will occur when you try to save the requisition.

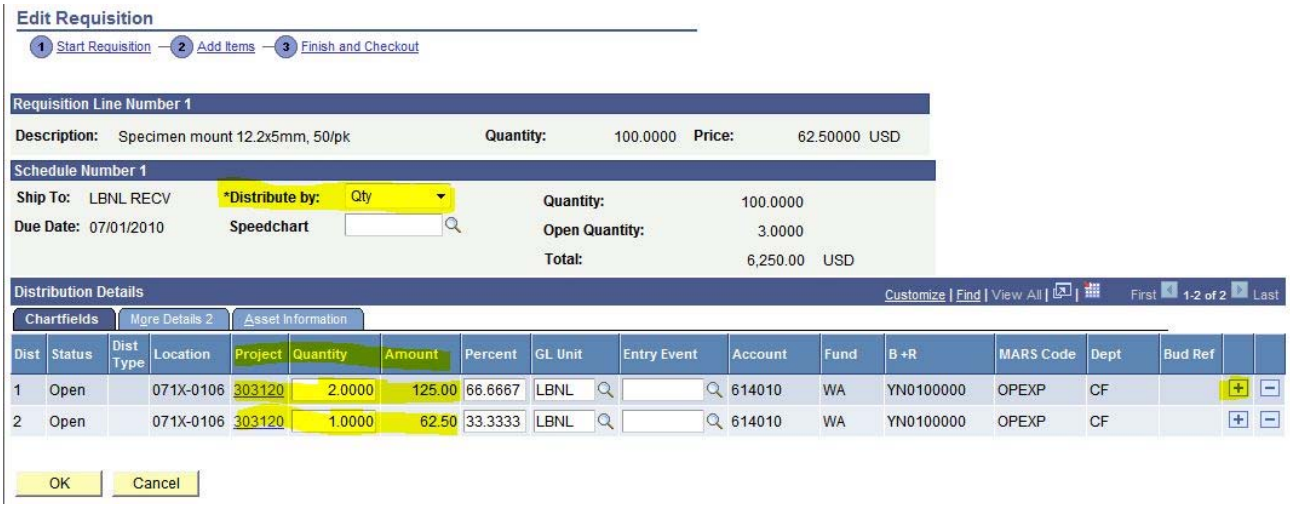


Exhibit G – Certification

When a purchase order is setup for certification, Berkeley Laboratory's Financial Management System (FMS) sends the certifier appearing on the purchase order (PO) an email to approve a vendor's invoice before it is paid by Berkeley Laboratory Accounts Payable (AP). In general, invoices are only certified if they are not formally received by Receiving. Goods typically do not need to be certified because they are received by Receiving in FMS. Invoices for services can be certified to verify that the work was performed since there is no record in Receiving that shows this. Certification is recommended for the following service Item Categories:

- Architect/Engineers (ARCH)
- Consultants (CNSLT)
- Personal Services Agreements (PSA)
- Construction (CNSTR)
- Research and Development (RANDD)
- Project Management (PROJM)

If you are ordering services, enter the name of the Invoice Certifier who will be responsible for certifying invoices. This can be left blank if you are ordering goods that will be received. A certifier must be a Berkeley Laboratory employee but does need to be an Authorized Signer in the Signature Authorization System.

More information is provided in the Requirements and Policies Manual, Section – Financial Management, Policy Area – Accounting, *Invoice Certifications*.

Create Requisition

1 Start Requisition — 2 Add Items — 3 Finish and Checkout

Requisition Name/ID:

***Requester:** Speros,John P---JPSPEROS---845388

***Deliver To Location:** 071X-0106---Cubicle Office

Requisition Approver: Hammer,Derrol J---DJHAMMER---Authorized up to $5,000,000.00 What is This?

Invoice Certifier: Chen,David T---308301---DTCHEN What is This?

Animal/Human Subjects Involved: ☐

Rush Order: ☐

Type of Services: Off-Site Services What is This?

Requisition Summary View All | First 1-2 of 2 Last

		Description	Qty	Unit	Price	Total	DOE Tag	Project ID(s)	Attachments
☐	1	Beakers, Corning	5.0000	EA---Each	10.000	50.00	☐		
☐	2	Research into the structure of matter. See attached quotation 45678.	1.0000	EA---Each	5,000.000	5,000.00			

☐ Select All / Deselect All

Delete

Total Amount:5,050.00 USD

Requester Comments

Contact requester for schedule requirements

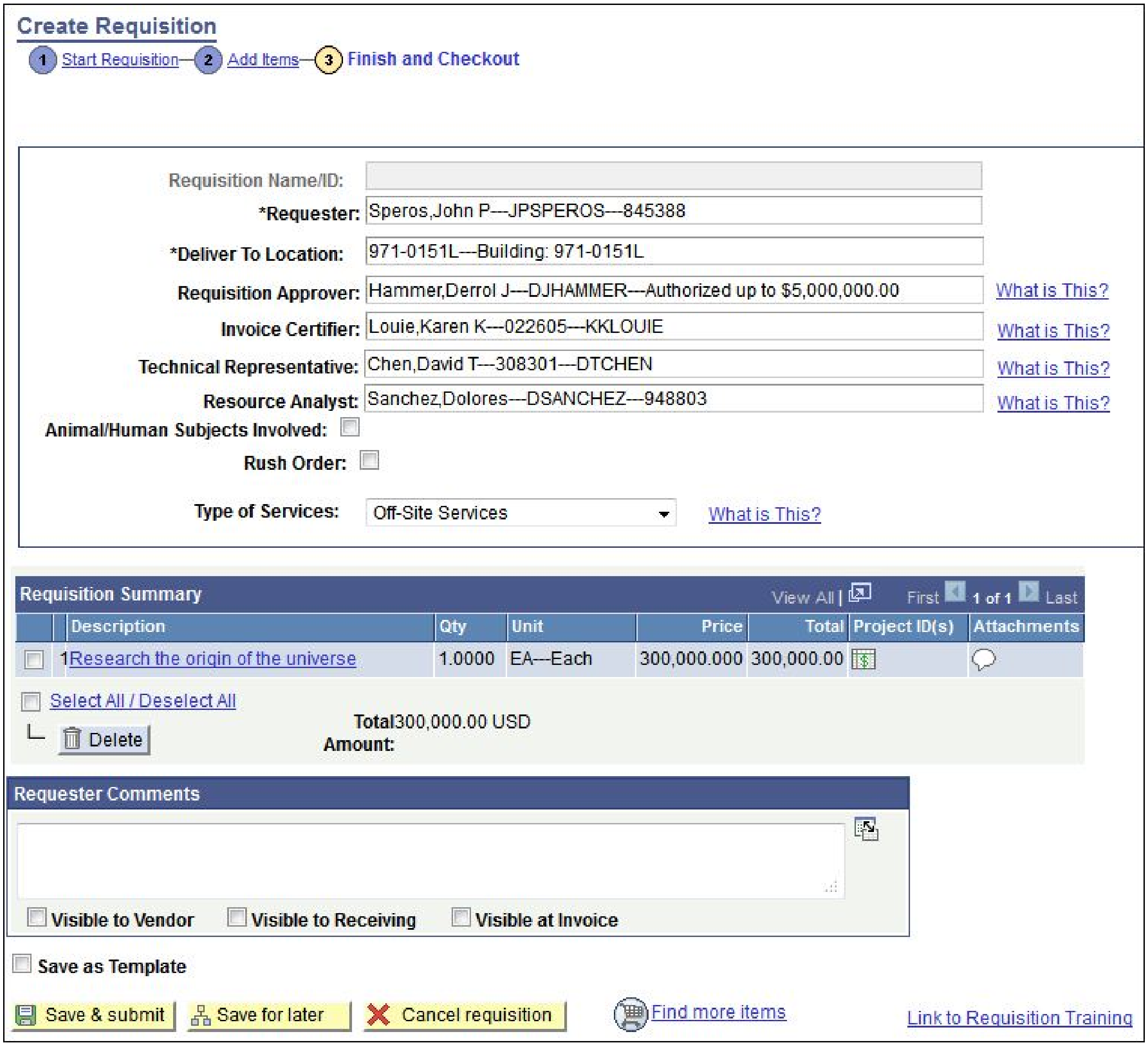
☐ **Visible to Vendor** ☐ **Visible to Receiving** ☐ **Visible at Invoice**

☐ **Save as Template**

Save & submit | Save for later | Cancel requisition | Find more items | Link to Requisition Training

Exhibit H – Resource Analyst

A Resource Analyst is an individual who oversees the financial aspects of a subcontract for a division. The ePro Requisition *Resource Analyst* field is optional for all requisitions. Please check with your division to see if a *Resource Analyst* should be entered and, if so, whose name should be entered.



Create Requisition

1 Start Requisition — 2 Add Items — 3 Finish and Checkout

Requisition Name/ID:

*Requester: Speros,John P---JPSPEROS---845388

*Deliver To Location: 971-0151L---Building: 971-0151L

Requisition Approver: Hammer,Derrol J---DJHAMMER---Authorized up to $5,000,000.00 What is This?

Invoice Certifier: Louie,Karen K---022605---KKLOUIE What is This?

Technical Representative: Chen,David T---308301---DTCHEN What is This?

Resource Analyst: Sanchez,Dolores---DSANCHEZ---948803 What is This?

Animal/Human Subjects Involved:

Rush Order:

Type of Services: Off-Site Services What is This?

Requisition Summary — View All | First 1 of 1 Last

	Description	Qty	Unit	Price	Total	Project ID(s)	Attachments
1	Research the origin of the universe	1.0000	EA---Each	300,000.000	300,000.00		

Select All / Deselect All

Delete

Total Amount: 300,000.00 USD

Requester Comments

Visible to Vendor Visible to Receiving Visible at Invoice

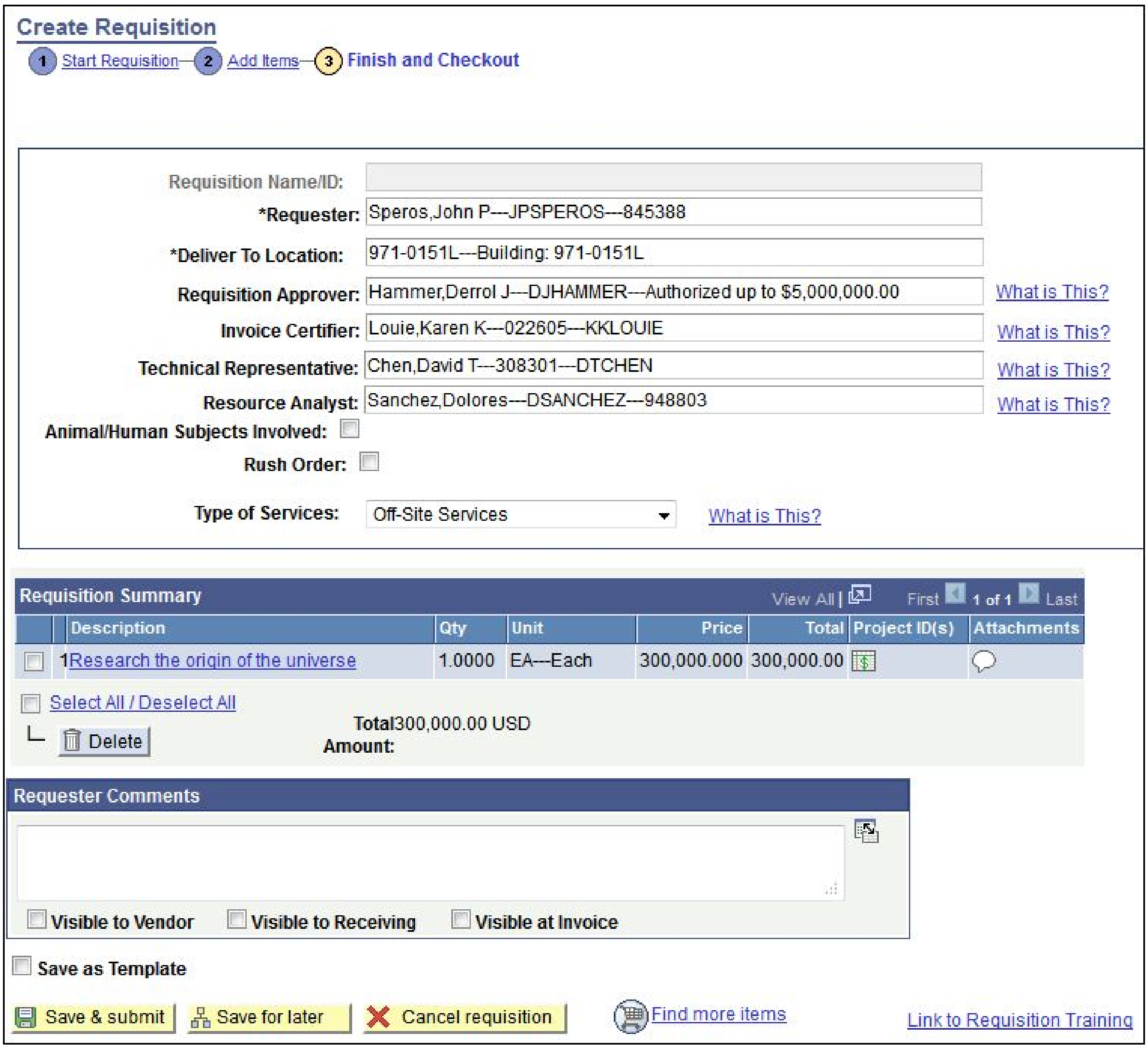
Save as Template

Save & submit Save for later Cancel requisition Find more items Link to Requisition Training

Exhibit I – Technical Representative

A Technical Representative (Tech Rep) is Berkeley Laboratory employee who oversees the technical aspects of a subcontract and is responsible for division closeout activities.

The ePro requisition Technical Representative field is required for all requisitions that have a service-related Item Category except "Services Not Otherwise Listed." Naming a Tech Rep is optional for other Item Categories although a Tech Rep should be named for other purchases that are complex in nature.



Create Requisition

1 Start Requisition — 2 Add Items — 3 Finish and Checkout

Requisition Name/ID:

*Requester: Speros,John P---JPSPEROS---845388

*Deliver To Location: 971-0151L---Building: 971-0151L

Requisition Approver: Hammer,Derrol J---DJHAMMER---Authorized up to $5,000,000.00 What is This?

Invoice Certifier: Louie,Karen K---022605---KKLOUIE What is This?

Technical Representative: Chen,David T---308301---DTCHEN What is This?

Resource Analyst: Sanchez,Dolores---DSANCHEZ---948803 What is This?

Animal/Human Subjects Involved:

Rush Order:

Type of Services: Off-Site Services What is This?

Requisition Summary — View All | First 1 of 1 Last

	Description	Qty	Unit	Price	Total	Project ID(s)	Attachments
1	Research the origin of the universe	1.0000	EA---Each	300,000.000	300,000.00		

Select All / Deselect All

Delete

Total Amount: 300,000.00 USD

Requester Comments

Visible to Vendor Visible to Receiving Visible at Invoice

Save as Template

Save & submit Save for later Cancel requisition Find more items Link to Requisition Training

Services

Facility Related Services

- Architect - Engineer Services
- Landscape / Site Maintenance
- Construction Services
- Utilities - Electric
- Utilities - Other

Personnel & Effort Related Services

- Services - Consultant
- Services - PSA (Personal Services Agreement)
- Services - Medical / Dental / Vet
- Services, UC Labor
- Research & Development
- Services - Employment Agency / Recruiter
- Services - Advertising
- Services - Contract Labor

Lease / Rental Services

- Lease / Rental Equipment
- Lease to Own
- Lease, Real Property

Special & Other Services

- Equip Maint Service Agreement
- Project Management - Restricted
- Services - Freight
- Services - Telecommunication
- Computer Software Maintenance
- Services Not Otherwise Listed

Tech Reps can be involved with the following activities:

- Define the technical requirements of the subcontract
- Provide technical direction for the subcontract
- Work with Procurement to determine when a subcontract modification is required and participate in negotiating subcontract changes
- Review and approve all documentation produced or used in subcontract performance
- Completion of the *Subcontract Closeout Memo* from Procurement to verify:
    - Physical Completion of the subcontract (all goods and services have been delivered)
    - Scientific and Technical Reports are received
    - Inventions
    - Government Furnished Property / Subcontractor Acquired Property (GFP/SAP)
    - Unresolved Issues
- Assure the safety of subcontractor personnel working at Berkeley Laboratory
- Provide Site Access for subcontractors
- Assist in managing Government property
- Work with the payment approver (certifier) to approve invoices
- Perform quality assurance to determine subcontract requirements are met

- Provide documentation and participate in resolution of any termination actions or subcontractor claims

Tech Reps and invoice Certifiers should take the online Technical Representative training. A link to the course is provided on the Procurement & Property website under Training Resources.

Exhibit J – Reassigning Certifier

Many Purchase Orders (POs) are setup to require that invoices/vouchers be certified by a Certifier prior to payment by Accounts Payable (AP). A Certifier can be any individual at Berkeley Laboratory who can determine that an invoice accurately reflects the work that was performed by the vendor under the terms of the PO. The original PO Certifier is entered by the Procurement Department Buyer onto the PeopleSoft Purchasing *ModTable*.

When the PO's Certifier is on leave or no longer working at Berkeley Laboratory, the system automatically sends an email (see below) to the Certifier's supervisor, the requester, andthe buyer. The original Certifier's supervisor or requester should certify the invoice, as explained in the email. In addition, POs and vouchers assigned to the original Certifier need to be changed to another appropriate Certifier at the Laboratory. The Certifier on the PO can be changed by:

1. The **Buyer** changing the Certifier on the Purchasing *ModTable* screen or
2. The current **Certifier's supervisor** or the **Buyer** on the *Reassign Certifier* screen.

The following provides instructions on how to change the Certifier on the *Reassign Certifier* screen.

There are two ways to go to the *Reassign Certifier* screen:

1. Click on the Reassign Certifier link in an email Certification Notice that was re-routed to you
2. Manually navigate to the *Reassign Certifier* screen as follows:
    - Log into PeopleSoft FMS
    - Navigate to, **Purchasing | Purchase Orders | Reassign Certifier**
    - Enter the employee # of the certifier who is no longer at the Laboratory
    - Press the **Search** button

The *Reassign Certifier* screen is displayed. It shows POs and vouchers assigned to the certifier who is no longer at the Laboratory. This screen has three areas:

<u>Certification Information (Upper Area)</u>

- Enter the Employee # for the **New Certifier** you wish to certify future invoices. You can search for an employee by using the magnifying glass and entering the employee's last name in the **Name** box.
- Click the **Select All** and **Deselect All** links to check or uncheck each of the checkboxes in the areas below. This is useful for changing the certifier on many POs and Vouchers without having to individually check each box.

- Click the **Reassign** button to change the certifier on the POs or vouchers that have the checkbox checked to the New Certifier.

Assigned Purchase Orders (Middle Area)

This area displays all POs that are setup to be certified by the Certifier who is no longer at the Laboratory. Check the box next to each PO for which you want to assign the New Certifier to.

Assigned Vouchers (Lower Area)

This area displays all vouchers that are setup to be certified by the Certifier who is no longer at the Laboratory. Check the box next to each voucher that you want to re-assign to a new Certifier. For each voucher selected, an email will be sent the next day to the new Certifier asking them to certify the voucher. If you are certifying a voucher through a "Reply All" to AP on the original email, you should not select the voucher, otherwise, you will receive another email the next day to certify the same voucher.