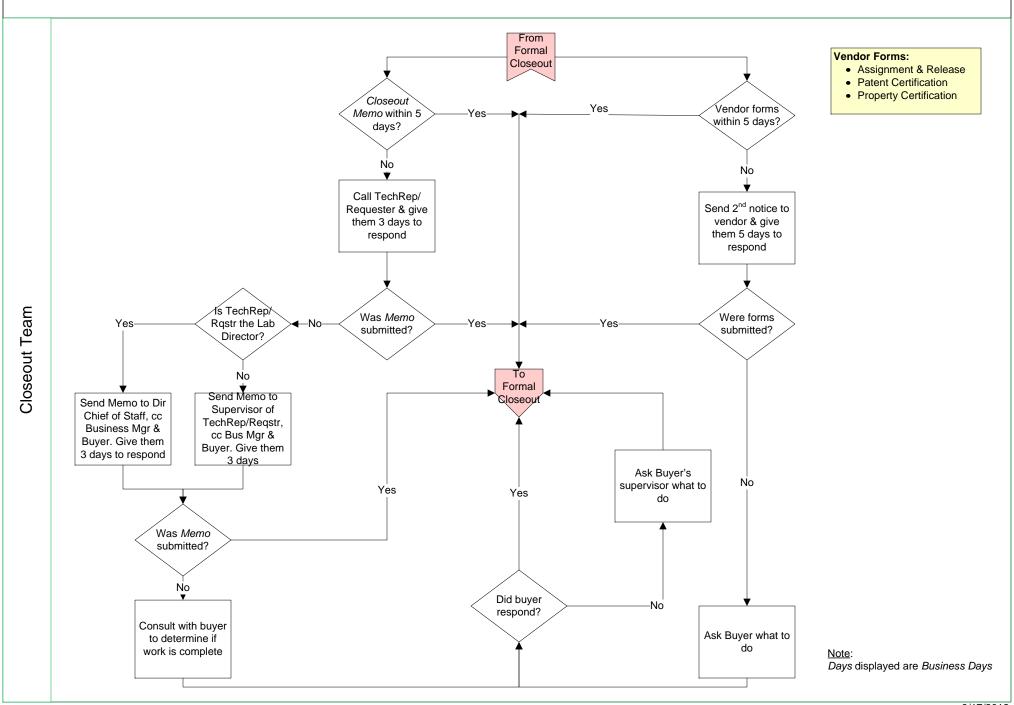
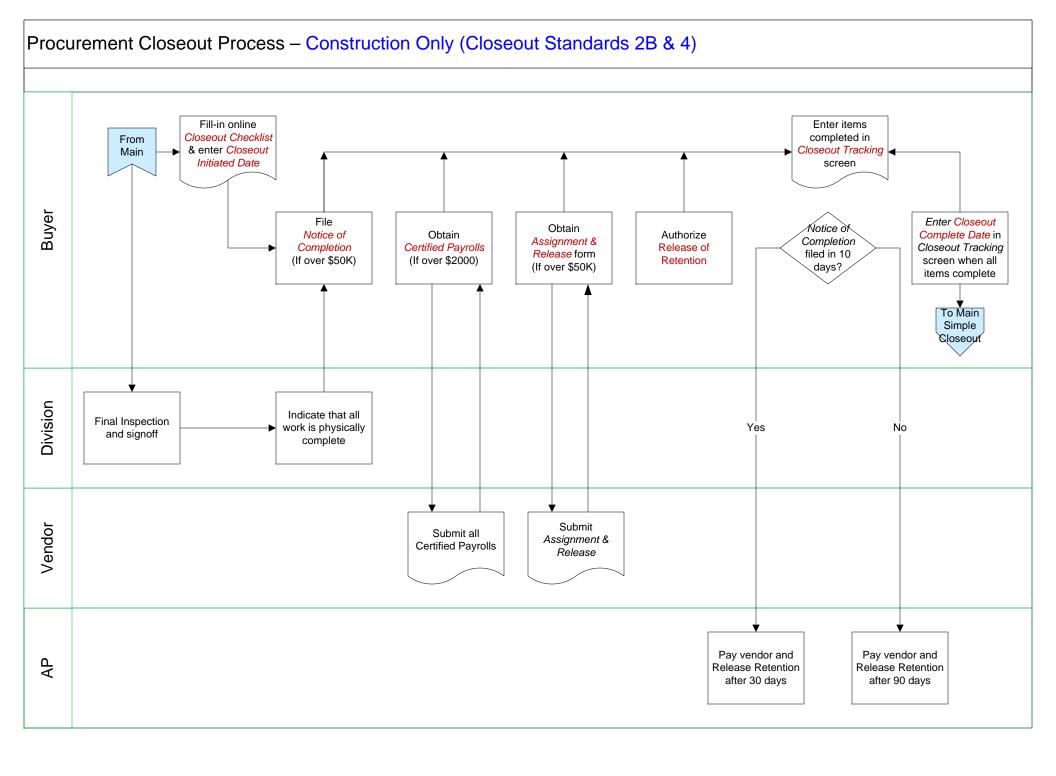
Procurement Closeout Process - Main Page PO is on Expired System PO Report after assigns Wait 100 days and PO is expired or Due Date (Typ 1) Closeout Is PO close PO PO Complete Type 2 will expire or 30 days before (Run 2nd Tuesday Standard & matched? in FMS in 90 days End Date (Typ.2) Target CO of each month) Date FMS No System sends Matching assumes Division Renewal Is it an physical completion From Email 3 mo & 1 mo | ← Yes-Extended-Term and final payment Constbefore End Date PO? ruction Work with Closeout Team to 8hould PO be No closeout the PO renewed or Close—▶ (Complete closed? Simple Closeout Closeout Memo Division when requested) **Process** Renew No Create new OPTIONAL ePro Req to Division requests: extend PO or 1. Early Closeout (before End date) send email for No Cost and/or Extension 2. De-obligation 1. Process Early Closeout Resolve Physical (Change PO End Date & Completion with Close PO Mod old PO to Initiate Closeout) Does it warrant manually in FMS ls PO Standard Division and/or renew and/or Formal 1A or 2A? Invoices with after all invoices 2. De-obligate PO Closeout? Vendor/AP paid (follow de-obligation rules Buyer (N/A Construction) and Initiate Closeout) No Follow SP 4.3 for To documenting file / Wait for PO to Is PO Consretention / Construction? expire truction/ archiving. Send file to Closeout Team No Closeout Team Yes It is Closeout Archive POs To Standard 1B, 2B, PO Closed received from Formal 3, 4 or A&E. Closeout buyer Use Formal Closeout Process 8/17/20<mark>12</mark>

Procurement Closeout Process - Formal Closeout Process (Closeout Standards 1B, 2B, 3, & 4 and A&E) Expired PO Report Expired PO Report & Closeout FMS shows new POs to PO Complete Tracking Screen be closed in FMS show status of POs in closeout 1. Fill-in online Closeout For POs with CO Checklist If Cost-Type PO, Work with Buyer 2. Enter Closeout Initiated Date handle Quick Initiated, monitor From Closeout Team on Main ■ 3. Send paper PO file to CO Closeout, Final above for timely closing GFP/SAP Team OR Indirect Rates. & closeouts by Target issues Email Closeout Team that an Audit request Closeout Date electronic PO is ready to close As necessary, Call Vendor and Send Closeout Memo Work with buyer work with Buyer, get Vendor Are all to Division TechRep Are Patents AP. & Vendor to on resolving Checklist items Contact name of -No-▶ if identified or GFP/SAP issues determine that all involved? person to send complete? Requester for with Vendor payments made & vendor documents completion no match issues Yes Yes Determine documents to send **Enter Closeout** From to vendor from To Complete Date in Closeout Checklist Patents **Patents** Closeout Tracking Team Screen Send documents to the vendor Closeout contact 1s PO closed in Yes-FMS? 1. Gather docs from Division and Vendor No 2. Update Closeout Tracking screen with Follow SP 4.3 for requested and Close PO documenting file / completed dates manually in FMS buyer-chosen after all invoices retention period / are paid archiving To From Are documents Esca-Escalate / lations lations ncomplete? PO Closed

8/17/2012

Procurement Closeout Process - Escalation Process





Procurement Closeout Process - Patent Notifications (At Time of Award & At Closeout) Is it R&D or New PO awarded Cnslt/PSA/ Patent Process is (Red) letters designate documents in (Not IUT or NIH) Other with the Closeout Reference N/A Patents? Buyer Yes-Fill-in Patent Attach Patent Information (A) & Set PO ModTable Responsibility (B) Email it to Patent flag to to PO & Closeout Team "Yes" Send it to subcontractor Review Closeout From Memo (G) & Email Patent Info Formal 2 Patent Certification Enter date sent in (A) to BSO, DOE-At Closeout FMS CO Tracking (H) forms Chicago, & LBNL No screen Patent Office Was PO Do both forms canceled or no say there are Novendor patent Closeout Team No Inventions? disclosure? At Time Weekly run the FMS of Award Potential Yes Yes Patent Sub Send Notice of Send Patent auerv Send Patent Invention (E) to Send Patent Cert Close-out Notice Close-out Notice BSO & LBNL To (H) form to BSO & (D-Alt) to BSO & (D) form to BSO & **Patents** Formal 2 LBNL Patents LBNL Patents & **LBNL Patents** Delete a) or b) if Look at query for delete applicable ¶ No Inventions Patent=Y but no Patent Info Memos sent. Send Memo, if necessary Enter date sent in Enter date sent in FMS CO Tracking ► FMS CO Tracking ◀ screen Screen **BSO-Patents** Send Final Patent File LBNL Patent Resolve patent Clearance (I) to Information (A) issues / coordinate Closeout Team form and wait for with LBNL Patents closeout 8/17/2012