

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE
ADAP-05-0001
PROCEDURE FOR PROCESSING REQUISITIONS

RESPONSIBLE DEPARTMENT AD HEADQUARTERS

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1. PURPOSE AND SCOPE

1.1. PURPOSE

The purpose of this procedure is to establish and define the general requirements concerning the processing of purchase requisitions within the Accelerator Division. It includes appropriate steps to be taken concerning the following aspects of the process:

- a. Document Prerequisites
- b. Signature Approvals Required
- a. Routing of Documents after Securing Appropriate Approvals

1.2. SCOPE

Types of requisitions covered by this procedure:

- a. ProCard Requisitions
- b. eMarketplace Requisitions
- c. Standard Purchase Requisitions (including Ordering Agreements)
- d. T&M and Fixed Price T&M Requisitions

2. ABBREVIATIONS

AD	Accelerator Division
D/S/C	Divisions, Sections and Centers
ESH&Q	Environmental, Safety, Health and Quality
FESS	Facilities Engineering Services Section
FFM	Field Financial Manager
T&M	Time and Material

3. PROCEDURE

3.1. PROCARD REQUISITIONS

ProCard requisitions are those which are eligible for processing under the Fermilab Procurement Credit Card Program. The procurement credit card (ProCard) is a procurement tool which offers an alternative to standard laboratory procurement processes and which provides an extremely efficient and effective method of purchasing and paying for goods and off-site services with a value of less than \$2,500. Other restrictions may apply.

Note: access to internal FNAL links provided in this document will require your FNAL SERVICES USERNAME AND PASSWORD. Detailed documentation and training on the FNAL Purchase Requisition System as it applies to ProCard is available from the AD Finance staff.

3.1.1. DOCUMENT PREREQUISITES

- a. ProCard requisitions must be completed using the online FNAL Purchase Requisition Database. This database, when properly used, is able to capture all relevant data, coding, supporting documents and approvals. Detailed documentation and training is available from the AD Finance staff.
- b. ProCard requisitions must be in full compliance with the policies and procedures set forth in the Fermilab Procurement Card (ProCard) User's Guide available on the Procurement website: <https://fermipoint.fnal.gov/organization/fin/fin-prc>. Under the heading Documents and Forms, choose ProCard Documents and Information to access the ProCard Users Guide.
- c. ProCard requisitions for goods which are subject to ESH&Q review and/or ESH&Q restrictions must bear the appropriate ESH&Q approvals. A copy of Accelerator Division ESH&Q Procedure ADSP-08-0601 Environmental, Safety, and Health Review of Procurement Actions and Proposed Projects is available at <https://ad-esh.fnal.gov/ad/adsp/ADSP-08-0601.pdf>. If you have any questions, please contact the current ESH&Q Manager for assistance.
- d. In the interest of supporting the Sustainable Acquisition program, ProCard holders have the right and responsibility to question the requisition originator as to the availability of environmentally-sound alternatives to the items listed on the requisition. To learn more about this program, as well as sustainable acquisition products and services and the vendors who provide them, please visit the ESH&Q website: <http://esh.fnal.gov/xms/Resources/EPP>. If you have any questions, please contact the current ESH&Q Manager for assistance.
- e. Requisition originators and not the ProCard holder are responsible for ensuring Electrical and Electronics purchases are NRTL (Nationally Recognized Testing Laboratory) rated. If you have any questions, please contact the current ESH&Q Manager for assistance.
- f. ProCard requisitions may only be written against project(s) and tasks(s) which have been flagged as chargeable in Oracle PA and for which the ProCard flag has been enabled. The following query is available on the Finance website and can be used to verify the

current chargeable status of tasks:

<https://fermipoint.fnal.gov/organization/fin/webqueries/SitePages/Home.aspx> sign in and then choose Project Authorization List (PAL). If you need further assistance in this regard the AD FFM, or designee, can assist you.

- g. ProCard requisitions must reflect the appropriate expenditure type for each item that's being ordered. An Expenditure Type Glossary is available on the Finance website: <https://fermipoint.fnal.gov/organization/fin/FormsRates/SitePages/Home.aspx>. If you need further assistance in identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.

3.1.2. SIGNATURE APPROVALS REQUIRED

- a. ProCard requisition approvals are governed by the established General Procurement Authority limits in effect at the time the requisition is processed.
- b. It is the responsibility of the electronic requisition originator to forward to the next department level approver or an AD Finance WebReq Gatekeeper within the online FNAL Purchase Requisition system.
- c. If you require assistance in identifying the appropriate individual(s) to approve a ProCard requisition the AD FFM, or designee, can assist you.

3.1.3. ROUTING & ORDER PLACEMENT

- a. Approved ProCard requisitions are routed to the appropriate ProCard holder for placement and entry into the Fermilab ProCard Front End System.
- b. AD ProCard holders are required to have the proper documentation bearing the appropriate approvals for the project(s) and task(s) being charged prior to placing a ProCard order and/or entry into the ProCard Front-End System. All requisitions should be initiated within the FNAL Purchase Requisition system to ensure the proper capture, approval and retention policies are met.
- c. AD ProCard holders may not purchase items on an AD ProCard for another D/S/C or a university without AD FFM approval.

All documentation accompanying the actual receipt of goods relative to ProCard purchases should be uploaded and attached to the online purchase requisition. If you are unfamiliar with the system, these documents should be forwarded to the ProCard holder that placed the order, i.e. invoices, shipping notices and packing receipts.

3.2. eMARKETPLACE REQUISITIONS

eMarketplace (<http://emarketplace.fnal.gov/>) requisitions are those which are eligible for processing under the Fermilab online procurement system for off-the-shelf supplies commonly requested by laboratory employees. There are currently nine supplier catalogs participating in this Vinimaya hosted / Oracle EBS integrated program. Authorized FNAL users

(eShoppers or eLicense Holders) are able to quickly and easily find products in the vendor catalogs and leverage pre-negotiated supplier prices; perform price comparisons between suppliers; reduce paper-generated forms; and deliver reduced costs to the lab. eMarketplace further provides automatic approval of requisitions totaling \$2,500 or less. Orders in excess of \$2,500 are allowed in certain circumstances, (i.e. bulk order computers, multiple vendor orders etc.). In these cases, additional approvals and/or requirements must be complied with.

In the Accelerator Division, shopping carts are imported into the FNAL Purchase Requisition system to capture both data and approvals and shared with an eLicense Holder for final review and processing. Once a requisition is processed, a purchase order will be generated automatically and transmitted electronically to the supplier. After the items are received and checked in, an invoice for payment will be generated automatically. It is hoped that in time, eMarketplace will make the current ProCard system obsolete.

Note: access to internal FNAL links provided in this document will require your FNAL SERVICES USERNAME AND PASSWORD. Detailed documentation and training on the FNAL Purchase Requisition System as it applies to eMarketplace is available from the AD Finance staff.

3.2.1. DOCUMENT PREREQUISITES

- a. eMarketplace created requisitions must be completed in the Accelerator Division by using the customized import into the online FNAL Purchase Requisition Database. This database, when properly used, is able to capture all relevant data, coding, supporting documents and approvals. Detailed documentation and training is available from the AD Finance group.
- b. eMarketplace requisitions must be in full compliance with the policies and procedures set forth on the eMarketplace website: <http://emarketplace.fnal.gov/>.
- c. eMarketplace license holders are expected to know and comply with all ProCard requirements and restrictions however the expectation is that the online vendor catalogs will have most of this built-in. Instances of non-compliance or questions should be directed to the eMarketplace, Ask a question link.
- d. eMarketplace requisitions for goods which are subject to ESH&Q review and/or ESH&Q restrictions must bear the appropriate ESH&Q approvals. A copy of Accelerator Division ESH&Q Procedure ADSP-08-0601 Environmental, Safety, and Health Review of Procurement Actions and Proposed Projects is available at <https://ad-esh.fnal.gov/ad/adsp/ADSP-08-0601.pdf>. If you have any questions, please contact the current ESH&Q Manager for assistance.
- e. eMarketplace requisitions may only be written against project(s) and tasks(s) which have been flagged as chargeable in Oracle PA and for which the ProCard (yes, this reference is correct) flag has been enabled The following query is available on the Finance website and can be used to verify the current chargeable status of tasks: <https://fermipoint.fnal.gov/organization/fin/webqueries/SitePages/Home.aspx> sign in and

then choose Project Authorization List (PAL). If you need further assistance in this regard the AD FFM, or designee, can assist you.

- f. eMarketplace requisitions must reflect the appropriate expenditure type for each item that's being ordered. An Expenditure Type Glossary is available on the Finance website: <https://fermipoint.fnal.gov/organization/fin/FormsRates/SitePages/Home.aspx> . If you need further assistance in identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.
- g. All eMarketplace non-bulk order requisitions for desktop computers, laptops and integrated systems must be accompanied by a copy of an approved AD Networking Abbreviated Implementation Plan (AIP). The AD Abbreviated Implementation Plan - AIP request can be accessed from this website: <https://fermipoint.fnal.gov/organization/as/ad/shareit/requests/default.aspx>.
- h. Only AD Finance WebReq Gatekeepers/eLicense Holders are allowed to purchase computers through eMarketplace with the approval of the AD-Controls Department Networks Group Leader.

3.2.2. SIGNATURE APPROVALS REQUIRED

- a. eMarketplace requisition approvals are governed by the established General Procurement Authority limits in effect at the time the requisition is processed.
- b. It is the responsibility of the electronic requisition originator to forward to the next department level approver or an AD Finance WebReq Gatekeeper within the online FNAL Purchase Requisition system.
- c. If you require assistance in identifying the appropriate individual(s) to approve an eMarketplace requisition the AD FFM, or designee, can assist you.

3.2.3. ROUTING & ORDER PLACEMENT

- a. Approved eMarketplace (requisitions) shopping carts are routed to the appropriate eLicense holder for final processing within the eMarketplace environment in Oracle.
- b. AD eLicense holders may not purchase items in eMarketplace for another D/S/C or a university without AD FFM approval.
- c. Aside from obtaining the completed and approved FNAL Purchase Requisition and any special quotes prior to placing the order there is no requirement for any additional documentation, (i.e. invoices, shipping notices and packing receipts) for items purchased through eMarketplace.

3.3. STANDARD PURCHASE REQUISITIONS (including Ordering Agreements)

A standard purchase requisition is any requisition that is not eligible for processing under the Fermilab Procurement Credit Card Program, the Fermilab eMarketplace Procurement Program or which does not represent T&M subcontract services (orders for T&M subcontract services must be strictly reviewed to ensure that they are not more properly categorized as Fixed Price T&M procurements). Standard purchase requisitions, other than those which are associated with ordering agreements (the use of an ordering agreement is highly discouraged by Laboratory management), must be entered into Oracle EBS and forwarded as an electronic requisition, with required and other supporting documents scanned in and attached at the header level, to Procurement for order placement whereas those which represent an ordering agreement are printed out and manually routed out of the division.

3.3.1. DOCUMENT PREREQUISITES

- a. Standard purchase requisitions must be completed using the online FNAL Purchase Requisition Database. This database is able to capture all relevant data, coding, supporting documents and approvals.
- b. A Sole Source Justification form is required for single vendor purchases which exceed \$10,000. The Sole Source Justification form and instructions for completing it are available at the following link on the Procurement website: <https://fermipoint.fnal.gov/organization/fin/fin-prc/SitePages/Home.aspx> under General Forms and Documents.
- c. Standard purchase requisitions for goods and services which are subject to ESH&Q review and/or ESH&Q restrictions must bear the appropriate ESH&Q approvals. A copy of Accelerator Division ESH&Q Procedure ADSP-08-0601 Environmental, Safety, and Health Review of Procurement Actions and Proposed Projects is available at <https://ad-esh.fnal.gov/ad/adsp/ADSP-08-0601.pdf>. If you have any questions, please contact the current ESH&Q Manager for assistance.
- d. Standard purchase requisitions are sometimes accompanied with a Material Move Request (MMR). MMR's and very detailed instructions on completing and tracking them are found on the Service Now website: <https://fermi.service-now.com/wp>. Type MMR into the search box. The MMR # is also to be entered into the Oracle EBS electronic requisition as a buyer's note.
- e. All non-bulk order requisitions for desktop computers, laptops and integrated systems must be approved by the AD-Controls Department Networks Group Leader to ensure that an approved AD Networking Abbreviated Implementation Plan (AIP) exists. The AD Abbreviated Implementation Plan - AIP request can be accessed from this website: https://www-bd.fnal.gov/cgi-net/AD_AIPForm.pl. However, it is expected that such purchases will be made through eMarketplace now.
- f. All requisitions for computers and displays, imaging equipment (i.e. copiers, digital duplicators, facsimile machines, mailing machines, multifunction devices, printers and scanners (if not already subject to FNAL Managed Print Services control) and TV's must be for equipment which is EPEAT certified. A search engine for identifying EPEAT

certified products is available here: <http://www.epeat.net/>. Computers deployed as servers or as non-desktop systems are exempted from the EPEAT requirement.

- g. All requisitions for agency personnel (temporary help) must include a paragraph describing the “essential functions” of the assignment and a “need by” date which reflects the end date of the assignment (not the beginning). The end (need by) date of an assignment may not fall within the month of September.
- h. Standard purchase requisitions may only be written against project(s) and task(s) which have been flagged as chargeable in Oracle PA. The following query is available on the Finance website and can be used to verify the current chargeable status of tasks: <https://fermipoint.fnal.gov/organization/fin/webqueries/SitePages/Home.aspx> sign in and then choose Project Authorization List (PAL). If you need further assistance in this regard the AD FFM, or designee, can assist you.
- i. Standard purchase requisitions must reflect the appropriate expenditure type for each item that’s being ordered. An Expenditure Type Glossary is available on the Finance website: <https://fermipoint.fnal.gov/organization/fin/FormsRates/SitePages/Home.aspx> . If you need further assistance with identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.
- j. Requisitions for registration and/or conference fees should be processed as a ProCard requisition rather than a standard purchase requisition.

3.3.2. SIGNATURE APPROVALS REQUIRED

3.3.2.1. GENERAL

- a. Standard purchase requisition approvals are governed by the established General Procurement Authority limits in effect at the time the requisition is processed.
- b. It is the responsibility of the electronic requisition originator to forward to the next department level approver or an AD Finance WebReq Gatekeeper within the online FNAL Purchase Requisition system. If you need further assistance in this regard the AD FFM, or designee, can assist you.
- c. If you require assistance in identifying the appropriate individual(s) to approve a standard purchase requisition the AD FFM, or designee, can assist you.

3.3.2.2. SPECIAL CIRCUMSTANCES

- a. All requisitions over \$25,000 must be electronically acknowledged by the AD FFM for funding verification.
- b. All requisitions for agency personnel (temporary help) must be electronically acknowledged by the AD FFM for funding verification. In addition, they require the approval of the AD Division Head or designee.
- c. All requisitions for business cards require the approval of the AD FFM.

3.3.3. ROUTING

- a. Standard purchase requisitions should be routed to an AD Finance WebReq Gatekeeper within the online FNAL Purchase Requisition system, for further entry into the Oracle EBS electronic requisitioning system.
- b. Requisitions which represent ordering agreements, such as those for agency personnel, do not get entered into the Oracle EBS electronic requisitioning system. These are printed out and manually forwarded, by the AD Field Acquisition Coordinator or designee, for subsequent approval in accordance with laboratory requisition approval guidelines as outlined in the REQUIRED SIGNATURE APPROVAL FOR REQUISITION PROCESSING document maintained and distributed by the Finance Section and found at their website: <https://fermipoint.fnal.gov/organization/fin/so/ffms/default.aspx>.
- c. Standard purchase requisitions must bear all necessary division and/or project approvals before they can be entered into the Oracle EBS electronic requisitioning system for subsequent review and approval in accordance with laboratory requisition approval guidelines as outlined in the REQUIRED SIGNATURE APPROVAL FOR REQUISITION PROCESSING document maintained and distributed by the Finance Section at their website: <https://fermipoint.fnal.gov/organization/fin/so/ffms/default.aspx>.

3.4. TIME & MATERIAL REQUISITIONS

Time & material (T&M) requisitions are used when the work scope is not fully developed, field conditions are not well known, and/or associated costs are not well defined.

Fixed Price T&M requisitions must be used when the work scope, field conditions and costs are well defined.

3.4.1. DOCUMENT PREREQUISITES

- a. T&M and Fixed Price T&M requisitions must be completed using online FNAL Purchase Requisition Database. This database is able to capture all relevant data, coding, supporting documents and approvals.
- b. T&M and Fixed Price T&M requisitions must be accompanied by all required supporting documentation as required by Procurement. Documents typically required at the time of this draft, include: Section 010010 – General Requirements, Section 013100 – ES&H Requirements, FESS Design Review Form (AD-2019-06), Scope of Work (SOW), Independent Cost Estimate (ICE), Subcontractor's Estimate (SE), Hazard Analysis (HA), and Work Permit (WP). Forms are available on the FESS website: <http://fess.fnal.gov/atwork/tm-contracts/>
- c. T&M and Fixed Price T&M requisitions are subject to ESH&Q review and/or ESH&Q restrictions and must bear the appropriate ESH&Q approvals. A copy of Accelerator Division ESH&Q Procedure ADSP-08-0601 Environmental, Safety, and Health Review of Procurement Actions and Proposed Projects is available at <https://ad-esh.fnal.gov/ad/adsp/ADSP-08-0601.pdf>. If you have any questions, please contact the current ESH&Q Manager for assistance.

- d. T&M requisitions may only be written against project(s) and task(s) which have been flagged as chargeable in Oracle PA. The following query is available on the Finance website and can be used to verify the current chargeable status of tasks:
<https://fermipoint.fnal.gov/organization/fin/webqueries/SitePages/Home.aspx> sign in and then choose Project Authorization List (PAL). If you need further assistance in this regard the AD FFM, or designee, can assist you.
- e. T&M requisitions must reflect the appropriate expenditure type for each item that's being ordered. An Expenditure Type Glossary is available on the Finance website:
<https://fermipoint.fnal.gov/organization/fin/FormsRates/SitePages/Home.aspx>. If you need further assistance with identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.

3.4.2. SIGNATURE APPROVALS REQUIRED

3.4.2.1. GENERAL

- a. T&M requisition approvals are governed by the General Procurement Authority limits in effect at the time the requisition is processed.
- b. It is the responsibility of the electronic requisition originator to forward to the next department level approver or an AD Finance WebReq Gatekeeper (within the online FNAL Purchase Requisition system. If you need further assistance in this regard the AD FFM, or designee, can assist you.
- c. If you require assistance in identifying the appropriate individual(s) to approve a T&M requisition the AD FFM, or designee, can assist you.

3.4.2.2. SPECIAL CIRCUMSTANCES

- a. All requisitions over \$25,000 must be electronically acknowledged by the AD FFM for funding verification.

3.4.3. ROUTING

- a. T&M requisitions should be routed to an AD Finance WebReq Gatekeeper (within the online FNAL Purchase Requisition system, for further entry into the Oracle EBS electronic requisitioning system.
- a. T&M requisitions must bear all necessary division and/or project approvals before they can be entered into Oracle EBS.

4. REFERENCES

4.1. GENERAL PROCUREMENT AUTHORITY

General procurement authority records are maintained in the form of a General Procurement Authority chart which serves as a reference for those engaged in the requisitioning process. You may obtain a copy of this chart from the AD FFM, or designee.

5. DISTRIBUTION

Standard ADAP Distribution via AD website.

