

Earth Sciences Division Business Practices Procurement (ESD-BPT-002 REV00, May 2004)

Overview/Background

If you (Requester/**End User**) would like to procure (purchase) an item, service, subcontract, etc. you must submit a purchase requisition using the ePROCUREMENT System (ePRO). Since 2003, ePRO has replaced the ProCARD and Purchase Order systems at the End User level. This system, and LBNL's procurement process ensures detailed file maintenance and reconciliations for each procurement. The following describes the current Procurement process within the Earth Sciences Division.

Obtain Quote & Pre-Approval

End User

1. Contact the desired vendor to obtain a quote.
2. Check with the **PI** of the Project ID (account number) you are charging for the **procurement (< \$10K)**. A notification (e-mail is best) should also be sent to the appropriate Program Head and/or the Division Director for:
 - **Procurements > \$10K but < \$50K**—Notify **Program Head**.
 - **Procurements > \$50K**—Notify **Program Head and Division Director**.
 - ***SENSITIVE ITEMS***: If you are purchasing a sensitive item, please send a justification to Peter Lau, ESD Computers Coordinator for **Division approval of procuring Sensitive Items**. This justification an approval must be forwarded to the appropriate Inputter along with the ESD ePRO Requisition Worksheet (see Create a Requisition).

Create a Requisition

End User

1. Check to see if requisition can be met by using one of LBNL's B2B System Contracts. Here, you can order directly from a supplier--often over the Web. We have **B2B System Contracts** for standard office, laboratory, computer, electronics, and gas supplies. (Go to the B2B Systems Contract page for details on ordering from B2B vendors. <http://purch1.lbl.gov/system.htm>)
 - a. Also check if any **Special Requirements** are required, such as **Blanket Orders**. (For current Blanket, Consultant, Personal Service, and other current extended-term subcontracts, go to <http://procurement.lbl.gov/LBNL/Blanksub.XLS>).
 1. BOISE (Office supplies): <http://procurement.lbl.gov/lbnl/Boise.htm>
 2. VWR (Laboratory supplies): <http://procurement.lbl.gov/lbnl/vwr.htm>
2. If you can't get what you need using B2B Systems Contracts, send your requisition to **Procurement**. (Go to the Requisitioning page for details on ordering from Procurement <http://purch1.lbl.gov/requisitioning.htm>)
 - a. To "Procure" something, fill out the **ESD ePRO Requisition Worksheet** (click to download word file)
 - b. Send the worksheet and other documentation to the appropriate **PI** and one of the appropriate **Inputters** (via email). (Also see Pre-Approval step.)
 - c. Ensure that the **Approver** will be able to approve the requisition in ePRO, especially if this is a RUSH order. (Refer to Authorizations step.)

Inputter (PRP Requisition Preparers)

1. Upon receiving **pre-approval** (and **sensitive item justification and approval**), input End User's requisition information into ePROCUREMENT (ePRO) system (Inputters should have received training credit on ePRO. Go to <http://Purch1.lbl.gov/LBNL/eProLink.htm>).
2. Reply to End User's email AND CC the PI to confirm input into ePRO.
3. If End User requests, track progress of procurement. (End User can also track procurement progress. Go to <http://purch1.lbl.gov/>)
4. Make modifications to ePRO entry as needed (i.e., modifying Approver name)
 - a. Document the entry modification in the 1st line item description under COMMENTS field. Include description of change, date, and your initials. Note, modifications cannot be made after ePRO has been approved.
 - b. Send an email to original Inputter, End User, PI, and Buyer (if applicable) to clarify change.

Authorizations

Authorization will be processed via the ePRO system in which an email will be sent to the **Approver** to authorize or deny the procurement. (For information on ESD Authorizations refer to ESD Procurement Authorizations, ESD-SIG-005 REV00.)

Approver:

You must be on-site to be able to access the ePRO approvals. Otherwise you will need to acquire a VPN account for \$80 (<http://www-lblnet.lbl.gov/vpn.html>).

1. Click on the link provided in the ePRO email "eProcurement@lbl.gov"
2. Click on Approve or Deny (End User: If item is denied, immediately discuss issue with the PI, Program Head, or Division Director)
3. Verify items and that the **correct Project ID** is being charged
4. Comments field will only be seen for a denied procurement

DPU (Distributed Purchasing Unit) Center Assignment

The Purchase Requisition (ePRO) goes into a queue where the DPU will review and route to applicable procurement groups and assigns a specific **Buyer** for the procurement based on the following criteria

1. Total cost \$0-5000: ordered with PCard (by a DPU **Buyer**)
2. Total cost \$5000+: ordered through a Purchase Order *
3. Total cost over \$500K: requires Operations Director Approval*
4. Procurement is a Restricted Item*
5. Procurement falls under a certain Category Code which may require additional EHS and special approvals*

* FYI, these criteria will be forwarded to a Specialized Buyer and may delay the procurement process.

Purchasing

Buyer:

The assigned Buyer will be able to do the following to any Purchase Requisition order:

1. Work with End User on any substantive changes, such as making a substitution, competing a potential sole source, modifying specifications, or extending the due date, prior to proceeding with the change. Once the Buyer and End User agree on what they want to do, one of them should contact the Approver and ask that a re-approval be sent to the Buyer if there is a *significant* increase in the cost or price of an order.
 - a. The additional approvals will be processed accordingly, depending on the situation but is generally done through email.
2. Notify/confirm with End User the due date, total cost and any other pertinent information.

Receiving

When your order arrives, Receiving (Building 69) will log the item before it is delivered. Receiving will keep the original packing slips and you will be issued an internal LBNL-receipt to make sure everything is correct. This will initiate **Property Management** processing as necessary (contact Marie Butson, ESD Property Manager for more information).

Returns, Repairs, Evaluations (Changes to Shipments)

End User:

1. If you have any changes to the shipping (i.e., returns, repairs, evaluations), please contact the original Buyer directly.
2. Provide them the Requisition No., the Vendor Name, and the item description.
3. Provide the Buyer the **LBNL Shipping Document Form** with the required information filled out. **This form is required to accompany anything considered to be LBNL property.**
 - a. Get the form from one of the Inputters or the Buyer

Buyer:

1. Rectify End User's shipments.
2. Ensure that proper LBNL shipping and handling requirements are met.

DO's and DON'T's [PDF for End User, Approvers, Inputters]

KEY CONTACTS

Procurement Help Desk: x7774

Procurement Directory: <http://procurement.lbl.gov/staff.pdf>

ESD Buyer: Gina Goodman (GLGoodman@lbl.gov), x4713

ESD Business Manager: Maryann Villavert (mvillavert@lbl.gov), x7357

ESD Property Manager: Marie Butson (mlbutson@lbl.gov), x6455

ESD Computers Coordinator: Peter Lau (pklau@lbl.gov), x5570

Inputters:

Nuclear Waste: Peter Lau (pklau@lbl.gov)

Energy Resources: Joyce Pfeiffer (JDPfeiffer@lbl.gov)

Environmental Remediation: Valarie Espinoza-Ross (VMEspinoza-Ross@lbl.gov)

Fundamental and Exploratory Research: Joyce Pfeiffer (JDPfeiffer@lbl.gov)

Climate Change and Carbon Management: Valarie Espinoza-Ross (VMEspinoza-Ross@lbl.gov)

OTHER RESOURCES

- Berkeley Lab Procurement Website (<http://purch1.lbl.gov/>)
- Berkeley Lab Procurement flow chart for PCard orders (PDF)
- Berkeley Lab Procurement connect to ePRO (<http://procurement.lbl.gov/LBNL/eProLink.htm>)
- ESD Procurement flow chart (In Progress)
- ESD ePRO Requisition Form (Form No. EBPT2-1)
- ESD Authorization Process (Graphic and memo)
- ESD List of PIs Approvers

FAQs

- ESD FAQs
- Berkeley Lab Procurement FAQ (<http://purch1.lbl.gov/faq.htm>)

DO YOU HAVE ANY QUESTIONS OR COMMENTS?

Contact:

Maryann Villavert
mvillavert@lbl.gov
x7357