Purchases – Requisitions, eMarketplace, ProCard
PPD Policy 018-v03

Purpose

The policy describes the procedures to be followed for purchase requisitions including ProCard and eMarketplace in order to ensure compliance with Laboratory and DOE policies and regulation and the efficient operation of the division.

Policy

The sections below describe the actions to be taken by members of the PPD staff in preparing purchase requisitions. The following roles are described:

- Requestors
- Requisition Preparers
- Requisition Approvers
- Requisition Gatekeepers
- eMarketplace: eShoppers
- eMarketplace: eLicense Holders
- ProCard Holders
- Finance

Special attention should be paid to procedures for purchases of computer equipment and requests for excess property.

Purchase requisitions, eMarketplace orders, and ProCards purchases, or claim items from government surplus, must be reviewed for environment, safety, and health (ES&H) concerns. The ES&H review process responsibilities of and procedures for PPD personnel who initiate and process purchases of services, supplies, and equipment are found in PPD Policy 034.

REQUESTORS

- Follow the Laboratory requisition policies and procedures, including EPEAT requirements. See the Procurement documents: https://fermipoint.fnal.gov/organization/fin/fin-prc/General%20Forms%20%20Documents/Forms/AllItems.aspx

- Following the guidelines, provide the PPD Purchase Request Template ("PRT") to the Requisition Preparer including: the correct line type (SN, GN, or GR), PO line category, expenditure type, and project/task for each requisition line and distribution as well as all other required documentation as noted on the PRT.
    - Download the PRT:
      https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/Forms/Purchase%20Request%2

[0Template](#)

- Provide additional information upon request from the Requisition Preparer. This includes approval documentation, rush justifications, explanation for quote/total mismatch, etc.

- Provide additional information upon request from the buyer. This includes justifications for after-the-fact requisitions, order specifications, etc.

- Obtain all signatures and funding approvals at the department level and verify that the individual(s) approving the requisition has signature authority up to the dollar amount of the requisition before the requisition is entered by the Preparer.
    - See the PPD signature authority list: https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx

- **RUSH** requisitions require a short justification as to why this requisition should take precedence over all other high-priority work.
    - Acceptable justification: Critical piece of equipment broken (e.g.: A/C unit out in the summer)
    - Unacceptable justification: License term renewals or PO change orders—these are items that could be known in advance. Please plan ahead.

- Use the Web Queries to check the status of an entered req or PO.
    - Requisition Query: https://reporting.fnal.gov/labqueries/req
    - PO Query: https://reporting.fnal.gov/labqueries/po

- Complete the required Invoice Approver training, ensure that EBS Invoice Approver responsibility is added to your EBS account profile, and adhere to all invoice approver rules including but not limited to reviewing invoices for accuracy and approving them for payment in a timely manner.

- Provide packing slips/invoices/etc. to ProCard holder for ProCard orders.

- Enter procurements in the ALP tool if they are over $250,000 or mission critical: https://raptr.fnal.gov/AcquisitionPlan/All

- Contact Finance if a project/task code needs to be made available in eMarketplace and/or for ProCard purchases.
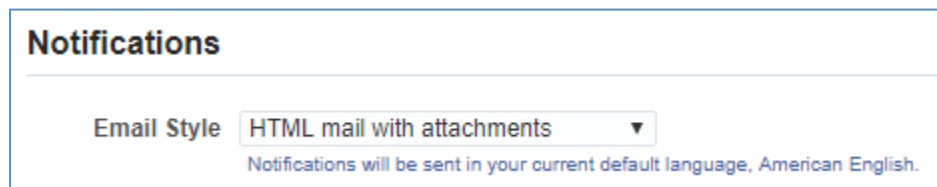
REQUISITION PREPARERS

- Confirm the PRT and documentation received from the Requestor is complete. This includes checking that attachments, justifications, and requirements of requestor are met.

- Verify all funding approvals obtained by the Requestor are correct based on the most recent PPD signature authority list.
    - See the PPD Signature Authority list: https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx

- Follow up with the Requestor if any required information is missing.

- Enter the requisition, attach the PRT, funding approvals, any other documents and notes at the header level, and submit the requisition to PPD Finance.
    - Any **emails** that need to be attached must be in PDF format
    - The PRT should be attached as one document (keep PRT in Excel format) with the Title and Description in EBS being the requisition number and the relevant tabs. Unused tabs in the PRT should be hidden.
        - Example: *"123456 – Requisition, PF-18, Sole Source, and SOW"*

Main	Source					
Seq	Category	Title	Description	Data Type	May Be Changed	
10	To Buyer	123456 - Requisition, PF-1	tion, PF-18, Sole Source, SOW	File	☑	
					☐	
					☐	
					☐	

Entity Name: REQ Header

- Change orders to existing purchase orders must include the original amount, the increase, and the new total amount of the PO in a note to approver at the header level.

- Registration and/or conference fees should be handled via ProCard or a memorandum to the Accounting Department.

- **Excess Property Requisition** preparer requirements:
    - Req header field - "Excess Property for ___ (provide Dept. name or experiment)."
    - Note to approver field - Include the answered questions from the requestor. This may be added as an attachment if it does not fit in the text field.
    - Item description field – include the original acquisition value, the description, and other pertinent information.
    - Price - $0 or $1.

- **Radioactive Materials Requisition** preparer requirements:

- o "Deliver to" location must be Site 40LLWHB.
  - o Note to vendor – "Removable activity must be less than 37 Becquerels (one nanoCurie)."
  - o Note to receiver – "Hold at receiving. Contact ES&H Section HCTT x4498 on arrival."
  - o Note to buyer – "Contains radioactive material. Prime DOE Contractor. No license required."

- Use the Web Queries to check the status of an entered req or PO.
  - o Requisition Query: https://reporting.fnal.gov/labqueries/req
  - o PO Query: https://reporting.fnal.gov/labqueries/po

- Check their rejected and incomplete requisition queues and resolve the outstanding items on a monthly basis.
  - o This can involve making changes to the requisition, re-reserving it, and re-submitting it to PPD Finance, cancelling, or deleting the requisition.

- Read the rejection notes in the system notification email if a requisition is rejected by the Gatekeeper or returned by the Buyer.
  - o Ensure EBS account preferences are set to receive email notifications in "HTML with attachments."

Notifications

Email Style: HTML mail with attachments ▼

Notifications will be sent in your current default language, American English.

- Retain purchase request documentation for auditing purposes. Records can be destroyed 6 years after final payment or cancellation, but longer retention is authorized if required for business use per the Administrative Records File Plan: https://fermipoint.fnal.gov/org/CS/ccd/ird/records/recordsmanagement/Shared%20Documents/PPD%20DIV%20OFFICE%20Admin_File_Plan_11-23-2020.pdf

REQUISITION APPROVERS

Such as department managers, Principal Investigators, or those with signature authority.

- Review that the requisition is using the appropriate task.

- Only approve for tasks and dollar amounts that they are authorized to sign for.
    - See the PPD signature authority list:
      https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx

- Ensure that there are funds available for the purchase, and that it is part of the spending plan.

REQUISITION GATEKEEPERS

The goal of the Gatekeeper is to ensure that a viable, error-free requisition is submitted to Procurement and can be processed into a Purchase Order without the need for additional information or revision of the requisition.

- Review the requisition details to ensure that all required information on the PRT for the type of purchase being requested is included.
  - Requisition information from the PRT matches what was data entered in EBS
    - Ensure that the project/task code on the PRT matches the project/task code in EBS
    - Correct funding approvals obtained by Requestor
  - Notes and attachments outlined in the PRT are at the header level and all additional requirements for specific types of purchases are met.
    - All requisitions need PF-18
    - Specific situations to note (see the PRT for <u>**all**</u> situations):
      - Computers require Computer Justification and EPEAT rating
      - Requisitions over $10,000 need Sole Source
      - Service requisitions need an SOW
      - Excess property requisitions require information about how the item will be used
      - Change orders need a note indicating the PO, the old amount, and the new amount
      - Rush requests have a valid justification

- Obtain division/directorate level approvals, ES&H approvals, other lab-wide approvals for restricted categories, purchases on Accounts Receivable project/task codes, Pass-Thru expenditure types when necessary.

- Provide a detailed explanation in the EBS Response Notes when rejecting a requisition.
  - If a situation requires more explanation than fits in the Notes section in EBS, additional communication with the Requestor and/or Preparer will be initiated.

- Review financial reports to ensure there is enough budget on the specified project/task to cover the purchase
  - Contact task owners as needed if the purchase is not noted in the spending plan
  - Obtain appropriate alternate project/task numbers from task owners or Division Office as needed

EMARKETPLACE: ESHOPPERS and ELICENSE HOLDERS

- Follow the Laboratory eMarketplace policies and procedures in the eMarketplace Users Guide: https://fermipoint.fnal.gov/org/fin/fin-prc/Website%20Files/eMarketplace_Users_Guide_2021.pdf

- Requestors that do not have the eShopper responsibility need to follow the Guidelines for eMarketplace purchases on the PRT.

ESHOPPER responsibilities:

- Obtain proper approval per Signature Authority - https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx

- Follow PPD requirements for computer requisitions (see details under responsibilities for Requestors).

- Saved eMarketplace cart names will have the following format (40-character limit):
  - Format: eShopper name – Task number – identifying description
  - Example: *J. Green–40PD.50.01.01–Rack*

- Add to Cart Description field (255-character limit): Requestor name, project/task number, approver name, delivery information.

- Share the cart with only one eLicense holder and yourself.

- Recommended – Use only one project/task per cart to expedite processing.

ELICENSE HOLDER responsibilities:

- Verify all approvals obtained by the Requestor are correct based on the most recent PPD signature authority list.
  - See the PPD Signature Authority list: https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx

- Ensure that appropriate documentation has been obtained and attached to the order. This is the same level of responsibility as a ProCard holder and includes:

- NEPA, ESH&Q and EPEAT approvals
- The PRT with Computer Justification filled out

- The header-level requisition description should have the following format:
  - Format: Requestor name, project/task number, approver name "- Approver", delivery location, identifying description.
  - Example: *Johnny Green, 40PD/40PD.50.01.01, Vadim Rusu - Approver, WH14E, Ergonomic keyboard*

- Deleting the cart from the queue once the order is placed.

- Retain purchase request documentation for auditing purposes. Records can be destroyed 6 years after final payment or cancellation, but longer retention is authorized if required for business use per Administrative Records File Plan: https://fermipoint.fnal.gov/org/CS/ccd/ird/records/recordsmanagement/Shared%20Documents/PPD%20DIV%20OFFICE%20Admin_File_Plan_11-23-2020.pdf

PROCARD HOLDERS

- Follow the Laboratory ProCard policies and procedures: https://fermipoint.fnal.gov/org/fin/fin-prc/Website%20Files/ProCard%20Users%20Guide_REV12_10.04.2021_GeB.pdf
  - Any purchases that are in violation of either the Laboratory ProCard policies and procedures or PPD procedures outlined in this document must have explicit approval from the lab's ProCard Program Administrator with the approval included as a header level note.

- Verify all approvals obtained by the Requestor are correct based on the most recent PPD signature authority list.
  - See the PPD Signature Authority list: https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx

- PPD ProCard holders may not purchase items on a PPD ProCard for other Divisions/Sections or Universities.

- In addition to the Laboratory ProCard policies, the purchase of any type of furniture or clothing must also have division/directorate approval.

- Software licenses and/or subscriptions may not be purchased on ProCard. This includes both new licenses/subscriptions and renewals. A standard purchase requisition must be entered.

- The default task for each PPD ProCard is a holding task that may not be used as a final cost destination. All orders must be placed on and reconciled to the appropriate task code, which is not the holding task.

- Each ProCard order requires documentation for audit trails and monthly bank statement review. The following required documentation should be attached to each order:
  - The PRT with PRN# and all other required information
  - Approval(s)
  - Quote/Cart/Email/Other
  - Order Confirmation
  - Order Invoice/Payment Receipt
  - Packing slip (if available)
  - Proof of delivery/receipt
  - Any other meaningful documentation that supports the purchase or "tell[s] the complete story of the transaction"

- ProCard holders must perform a monthly reconciliation:
  - Verify Front-end project and task number is not the holding task
  - Enter Front-end shipping total and note shipping costs on the PRT for auditing purposes
  - Check Front-end grand total to ensure that it matches bank statement
  - Check Accounting total

- Retain purchase request documentation for auditing purposes. Records can be destroyed 6 years after final payment or cancellation, but longer retention is authorized if required for business use per Administrative Records File Plan: https://fermipoint.fnal.gov/org/CS/ccd/ird/records/recordsmanagement/Shared%20Documents/PPD%20DIV%20OFFICE%20Admin_File_Plan_11-23-2020.pdf

FINANCE

- Change flags to enable or disable a PPD task for use in eMarketplace/ProCard. R-code and LDRD project/tasks are not managed by the divisions and are updated by other areas within the lab.

- Follow the Laboratory ProCard policies and procedures for Field Financial Managers: https://fermipoint.fnal.gov/org/fin/fin-prc/Website%20Files/ProCard%20Users%20Guide_REV12_10.04.2021_GeB.pdf

- Review ProCard holding task transactions to ensure orders are not improperly costed to the holding task.

- Maintain and update, as needed, the PPD Signature Authority list.

- Provide guidance to Requestors, Preparers, ProCard holders, eShoppers, and eLicense holders on selecting the proper Enterprise Systems and Role choices on the Enterprise Applications Account Request form.

Owner

Responsibility for reviewing, updating, and communicating changes to this policy rests with the PPD Senior Field Financial Manager.

Review Cycle

This policy is to be reviewed every three years.

Revision History

Version	Date	Author	Notes
v01	8/14/12	Ami Dave	Original Creation
v02	6/5/19	Corinne Vendetta & Kate Jones	Combine and update policies on purchase requisitions (#018) and ProCard (#020). Include eShopper. Format with new template.
		Raymond Lewis	Added information about ESH review of purchases.
v03	3/9/2023	Corinne Vendetta & Kate Jones	Updated procedures to include "the PRT," expanded Requestor and Preparer responsibilities, added Gatekeeper and Finance responsibilities, revised ProCard documentation requirements