Argonne National Laboratory

PARIS System/User Documentation

February, 2003

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Preface

Welcome to the PARIS System. This operations guide provides a reference to the features available in the PARIS application (Procurement and Requisition Integrated System). The Procurement process encompasses all function related to the acquisition of supplies and services. It begins at the point when procurement needs are established, and continues through receipt of the required products and/or services, and payment of contractors for services rendered.

Overview: Procurement and Requisition Integrated System (PARIS)

PARIS is an electronic, integrated procurement process. Employees use the system to create a requisition, route it for approval, forward it to the Procurement Department for processing, and check on its status. The Procurement Department uses the system to manage the requisition throughout its lifetime. PARIS is operated by the Procurement Department.

Audience

This system manual is an aid for those who are responsible for operation, maintenance, and performance of the PARIS system. The purpose is to provide thorough and consistent knowledge to users as to the functions of the PARIS System.

Chapter 1: Introduction

The PARIS System Documentation is designed to help you gain an understanding of the Requisition and Procurement terms and procedures:

- Basic operations and features common to all PARIS modules
  - Features and layout of the Workspace Window,
  - How to navigate the system, identifying icons, menu types, drag and drop and other commands
  - Using the Main Menu Bar
  - Organizing the Workspace
  - Routing
- Create, Process and Manage Requisitions
  - Explains how to create a Procurement Requisition (PR)
  - Use of the Requisition Window and Requisition Line Item Window
  - How to create Forms
  - Change Status of the Requisition
- Procurement Operations
  All data entered in the creation of a PR, are submitted electronically to the Procurement Department, when a Requisition Folder is routed, transferred, moved or copied, so the following operations can be performed:
  - Ascertain appropriate procurement methods
  - Generate Solicitations
  - Process Responses
  - Award and Manage Contracts
- Shipping
- Receiving

Chapter 2: System Capabilities

The PARIS system runs in a MS Windows and Citrix for Macs environments, and its windows, menus, dialog boxes, and other feature are based on Windows standards. The Navigator is similar to the Windows File Manager.

System Features Include:

- Automation of procurement operations
- Workflow
- Reporting tools
- Drag and drop design
- Document generation
- Detailed security

Chapter 3: System-Wide Functions

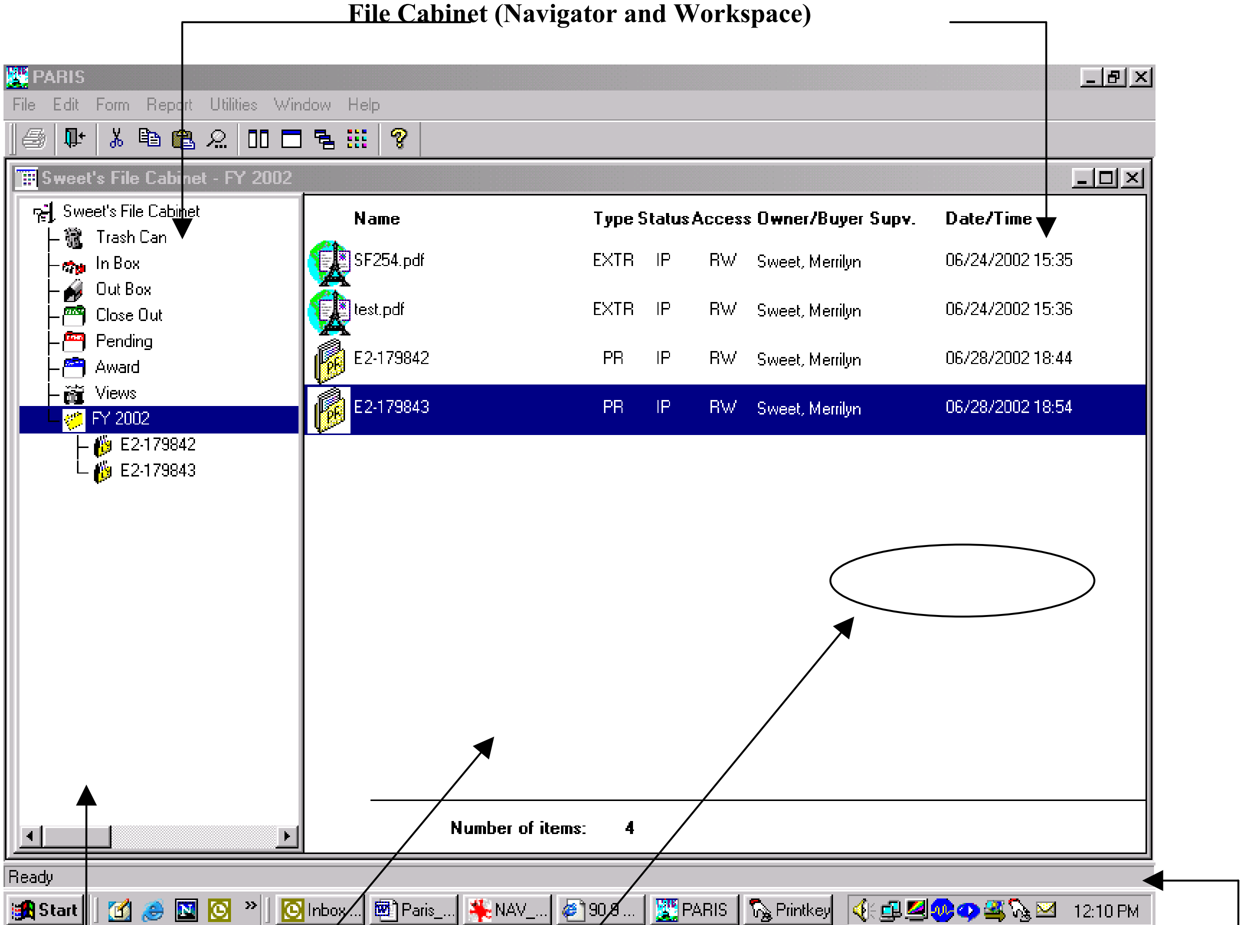
The functions described in this chapter, are applicable across PARIS modules.

3.1 Navigating the PARIS System:

The PARIS System automatically opens your file cabinet on the desktop, when the PARIS system is started. It is from this area, that you create a Purchase Requisition (PR).

The File Cabinet is organized into 2 sections, the **Navigator** , or "left pane" and **Workspace**, or "right pane". You perform all actions within the Workspace.

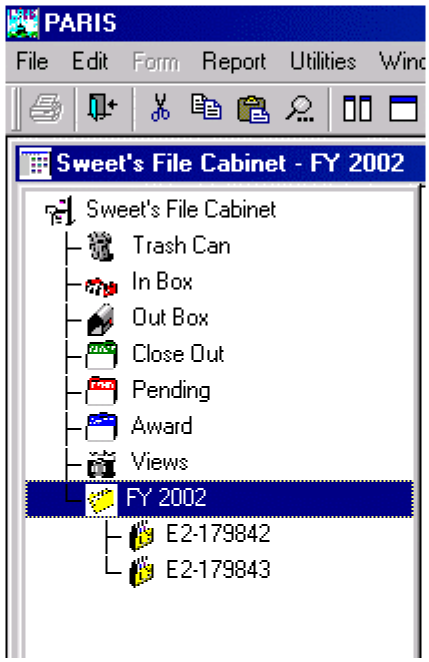
File Cabinet (Navigator and Workspace)



Navigator **Workspace** **Right click in workspace to open Pop Up Menu** **Status Bar**

3.1.1 Navigator Directory

The left pane of the File Cabinet is the **Navigator.** The Navigator is a directory listing of the contents of your file cabinet. It is similar to the Microsoft Windows File Manager directory listings. To expand or condense the directory, double-click on the File Cabinet icon at the top of the list.



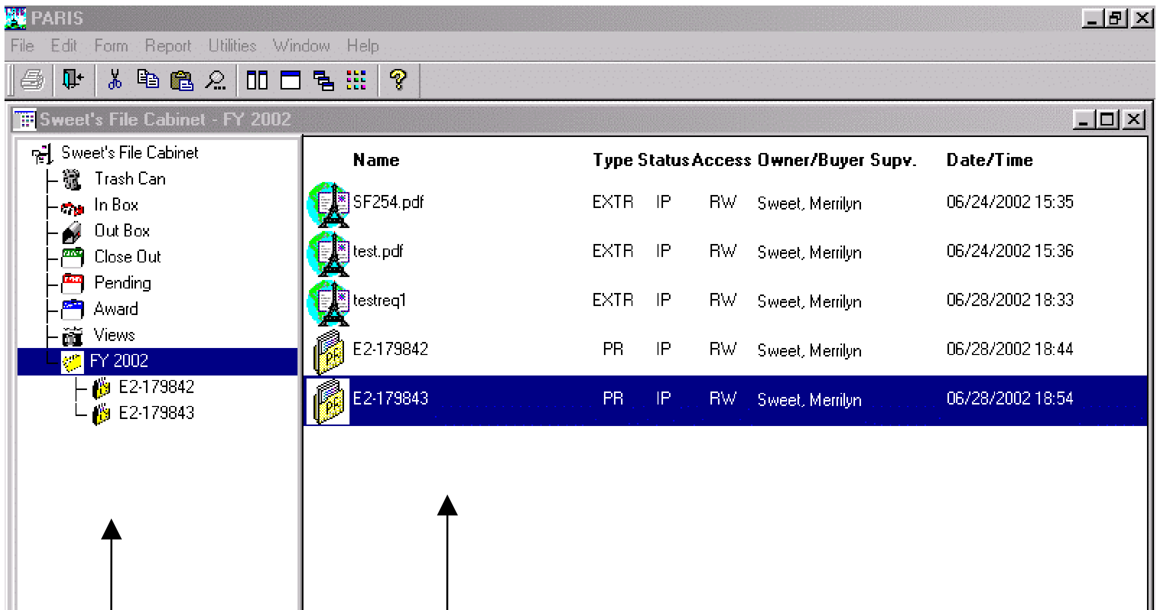
- To open a folder, double-click on its icon, or name in the Navigator. The directory tree expands to show any folders that are members of the selected folder, and the workspace get populated with the contents of that folder. Objects include: folders, documents, forms, or other items filed in the open folder are displayed in the right workspace. Only one folder's contents may be displayed in the Workspace at any time. The highlighted title and open folder icon in the directory tree indicates which folder's contents are displayed in the right workspace.

- To close an open folder, double-click on the folder's name or icon, in the navigator.

3.1.2 Workspace

The right pane of the File Cabinet is the Workspace. The Workspace shows the contents of the folder that is highlighted in the Navigator. The name of your personal file cabinet is displayed there. The Workspace window is organized into columns. **All actions are initiated from the work space**. From the workspace, you can initiate actions pertaining to the displayed objects, such as creating, completing, routing, etc.

Tip! *It is a best practice to keep your workspace organized. Create well-named miscellaneous folders, and objects within these folders. By right-clicking on an object, you can rename it, as shown below.*



Navigator **Workspace**

3.1.2.1 Workspace Organization:

THIS COLUMN….	DESCRIBES…..
Name	Name of the objects in the file cabinet. The object is preceded by an icon. See the following list of object icons, and their names, which you may see in the workspace, e.g., Award, Modification, etc.
Type	An acronym of one to four letters used to identify the type of object used to create the item.
Status	A code identifying the status of the object, e.g., APVD, AWRD. The object's icon is stamped in the lower right-hand corner, indicating its status. See the following list of status codes and their object icons.
Access	**RW** means the object is Read-Write, and can be modified**.** **RO** means the object is Read-only.
Owner	The name of the current owner is displayed
Date/Time	The date/time you received access to the object.

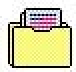
3.1.2.2 Object Type Icons

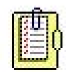
This Icon… **Represents…….**

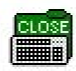

Administration


Award

Award (System Folder)


Modification

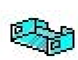

Close Out

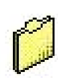


Closed Out (System Folder)

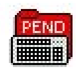
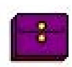
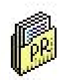
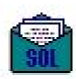

Correspondence

Executed


In Box (System Folder)


Miscellaneous


Ordering

This Icon…	**Represents…….**
	Out Box (System Folder)
	Pending (System Folder)
	Planning
	Procurement Package
	Procurement Requisition (PR)
	Solicitation Folder
	Trash Can (System Folder)

3.1.2.3 S Codes

Represents…..

This Code and Ic

APVD Approved

ASGN Assigned

Cancelled

AWRD ded

CANC Cancelled PR or Cancelled Modification

CLSO Closed Out

CMPL

DAP

ISSD Completed

(No Updates) Disapproved

PALT Issued

SUSP Locked

PC PALT (active)

RET PALT (suspended)

RFA Physically Completed

Retired

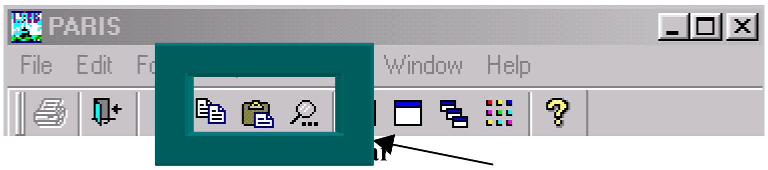
Routed for Approval

MODF MODF/POINT PR

IP -- In Progress

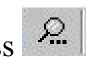
3.2 PARIS Menu Descriptions

The main menu bar displays the names of drop-down menus from which the following commands may be selected



The toolbar lets you select certain commands by clicking a button.

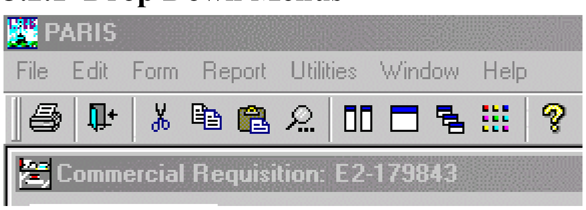
Position cursor over the icon on the tool bar, for an explanation of its' function, e.g.,

"Look up" will display when the cursor is held over the magnifying glass 
The magnifying glass indicates there is information behind the object

Menu Types

There are two types of menus from which commands may be selected: drop-down menus and pop-up menus. The commands included on the menus depend on your user role and the current status of items in your workspace.

3.2.1 Drop Down Menus

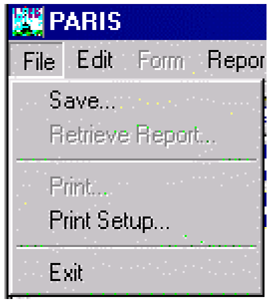


3.2.1.1 File Menu

The *File Menu* is accessed by clicking File in the main menu bar at the top of the File Cabinet. The following commands are usually available:

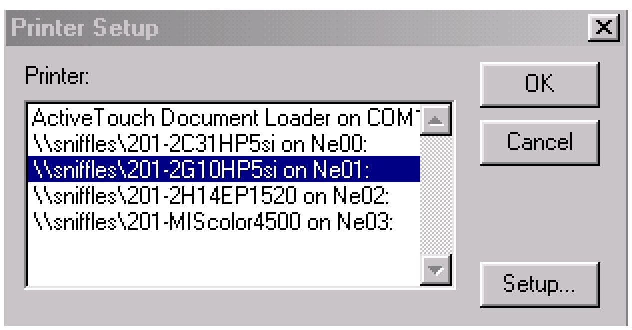
- **Print** sends the contents of the current form, data window, or report to the default printer.
- **Print Setup** allows you to modify the printer settings, including selecting Portrait or Landscape page orientation, and designating the default printer.
- **Exit** closes the program.

The *File* menu lets you send the contents of the current window to your default printer with the Print command; enter or change printer information with the Print Setup command; and close the program with the Exit command**.**



- *Save* Option saves the contents of the window you are currently in.

  - The Print setup allows you to set the current printer, paper orientation, paper size, and paper source. Selecting this option opens the following dialog box. **Note:** The print option does not work at the File Cabinet level.
  - Select the printer from the pull down list, and click on setup button to set the printer options and then click OK.



  - The print commands prints information to the printer you specify, if there is data available to be printed. Most forms may also be printed by selecting “Print” from the File Menu, or clicking the Print button on the toolbar. Some Windows require that you print from the pop-up menu.
  - Exit Program option allows you to exit the application. You can also exit the application by clicking on 'X' mark in the upper-right hand corner of the application main window.

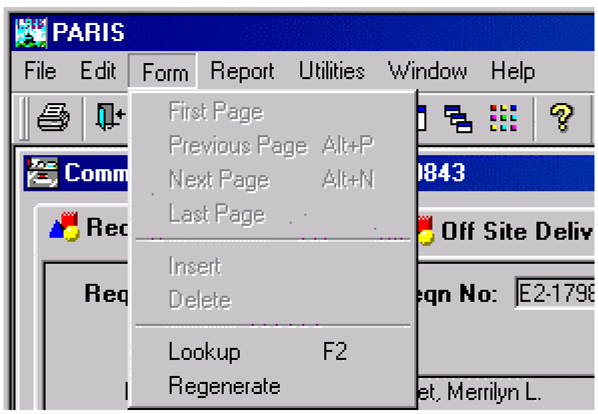
3.2.1.2 Edit Menu

The Edit Menu is accessed by clicking Edit in the main menu bar at the top of the File Cabinet. The following commands are available when appropriate for the current program activity:

- **Cut** removes the selected text.
- **Copy** stores the selected text in the Windows clipboard.
- **Paste** inserts the contents of the Windows clipboard at the location of the cursor.

3.2.1.3 Form Menu

The Form Menu is available on the Main Menu bar only when the current form has more than one page, or data must be entered by adding rows. The following commands are available on the Form Menu when appropriate:



- To change pages:
  Open a multi-page form or report. The first page is always displayed when you open a form or report.
- From the Form or Report menu, as appropriate, select Next Page to move to the second and subsequent pages of the form or report, or Last Page to go to the end.
- Select Previous Page to move backwards through the pages.
- To move to the next-to-the-last page in a long form or report, select Last Page, then Previous Page.

- Working with Rows:
  Some forms and dialog boxes have special tables or lists to which rows of data are added with the Insert Row or Append Row options on the Form Menu, or removed with the Delete Row option. The difference between inserting a row and appending a row is that Insert Row places a new row between existing rows, while Append Row places a new row at the bottom of the table.
  - **To add a row after existing rows:**
    Select Append Row from the Form Menu.

A blank row will be inserted at the end of the form or list.

- **To add a row between existing rows:**
  Highlight the row that should follow the new row.
  Select Insert Row from the Form Menu.
  A blank row will be inserted before the row you highlighted.
- **To remove a row:**
  Highlight the row you want to delete.
  Select Delete Row from the Form Menu.

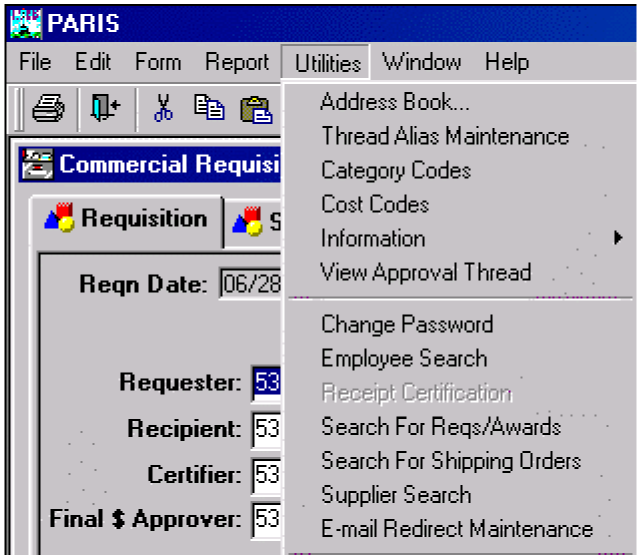
3.2.1.4 Report Menu

The Report Menu is visible to all users. It is accessed by clicking Report in the main menu bar at the top of the File Cabinet.

- **Administration:** (Assigned workload, Organization) Displays quick reports, of assigned work (Buyer use only).
- **Reports:** Clicking on the Reports option opens the reports and inquiry Application (PARIS Reporting System).
- **Blanket Agreements Call Report:** This is used by designated officials to record calls made against BOA's.

3.2.1.5 Utilities Menu

The Utilities Menu is accessed by clicking Utilities in the main menu bar at the top of the program window. The Utilities Menu gives you access to features such as personal address book, various searches, and viewing approval threads.



The Utilities Menu contains the following commands:

- **Address Book:** This option is your short list of frequently used addressees. To route items electronically to other system users using *General Routing* or *Transfer*, you must select a personal list of addresses, known as your private address book, from a public list of all available addresses.

  To maintain your private address book:
  - Select Address Book from the *Utilities Menu*.
  - To add a user, select a name in the Available System Users list. Click the *Add* button to place the name in your Private Addresses list.
  - To delete a user, select a name in the Private Addresses list. Click the Remove button to move the name back to the Available System Users list.
  - Click OK when you have finished adding and deleting names.

- **Thread Alias Maintenance** is used when you designate another system user as an alias. All items routed to you for approval on the dates you specify will automatically go to the alias instead.

  Tip: *An alias is very useful when you are on vacation, taking leave, or away from the Lab for an extended period of time. Once the alias has been saved, it can not be removed. To inactivate an alias, change the End Date.*

  - **To specify an Alias**:
    - From the *Utilities Menu,* select Alias Maintenance.
    - The Thread Alias Maintenance dialog box is displayed.
    - To designate an alias, select a system user from the left-hand list; Click the Add button to place the name in the right-hand list.
    - In the Start Date and End Date columns, enter the time period that you want to use the alias.

    - Additional aliases may be specified, if the time periods do not overlap.
    - You can change the "End Date" of an alias.
    - Click OK to close the dialog box.

- **Category Codes:** displays a read-only list of category codes, descriptions, cost code account numbers, and status that apply to each category and is used by PARIS in Requisition preparation and approval routing. To view category codes:
    - From the *Utilities Menu*, select Category Codes.
    - The Category Codes window is displayed.
    - To exit the window, double-click the close bar

- **Cost Codes**: The Query Cost Codes Window is a read-only list of valid cost codes. This window allows you to view information about the cost codes available to the user for cost center.
    - Select Cost Codes.
    - The Query Cost Codes window is displayed.
    - The cost center, task (cost code), description and status is listed for each cost code.
    - To exit the window, double-click the close bar

- **Information:** Used by Procurement to track open awards and Receipt exceptions **(**option is used by the Procurement Department only).

- **View Approval Threads:** List of Threads panel which is displayed when the View Approval Threads window is opened

  Tip: Hot Key function can be used to get you immediately to your Division's Thread

- **Change Password:** Allows you to enter a new password. PARIS requires you to change your password the first time you log on to the system, every 6 months. The Change Password feature will also let you change your current password.
    - If PARIS requires you to change your password, the Change Password dialog box is displayed when you log on. If you want to change your password at another time, select Change Password from the Utilities Menu.
    - In the Change Password dialog box, type your current password in the Old Password field, and enter the new password according to the following rules:
        - At least 8 characters, including at least one numeric
        - must start with an alphabetic character
        - cannot contain special characters, or spaces
  - Click OK

- **Employee Search:** This window offers a variety of ways to search and sort the names in the employee database. This is the same window that is displayed when you double-click certain Lookup fields in data windows and forms.
    - From the Utilities Menu, select Employee Search. (Or double-click a Lookup field for an employee name or badge number.)
    - The PARIS Employee Search window is displayed.
    - In the Search Selection Criteria section, click the radio button next to the data element you want to use for the search.
    - In the Type section, mark *Equals To,* if you want to search for a specific name or number. Select, *Begins With* if you want to enter the beginning of a name or number. Select, *Contains* if you want to search for names or numbers that include specific characters.
    - In the *Value* section, enter the number, name or characters you want to use for the search.
    - Click Search. If no matches are found, an information message is displayed.
    - All records in the data base which match the criteria are displayed.
    - To arrange the records in alphabetical order by any column, click the Sort button to display the Specify Sort Columns, dialog box .
    - If you are performing a search to select a name for a Lookup field, click the desired name to select it, then click OK.
    - Click OK or Cancel to exit the Employee Search window.

- **Search for Reqs/Award**: Allows you to locate Purchase Requisition or Award folders within the PARIS system.
    - Open the window.
    - Select the item you want to Search For (either Requisition Number or Award Number)
    - The Operator should normally remain "*Equals*".
    - Enter the Requisition or Award Number.
    - Click on the Search Button.
    - The window will display the Requisition or Award folder, and who currently has access to it.
    - The radio button in the upper right dictates what will happen when you double clicked on the folder.
    - "*Read Only*" access results and a viewable copy of the folder will be placed into your Views
    - Folder Maintenance: *When you are done viewing the folder move it to your trash can. every night;* the system will remove items left in you Views Folder.
    - "Open Item on Your Desk Top", will open the folder on your desk top just as if you had double clicked it. This feature is useful if you can not remember where you filed something in your desktop

- **Search for Shipping Orders:** This allows you to perform a search on shipping order number, by Shipping Order Number, PR number, or Award number, and either open the object on your desktop, or get a copy of it into your Views folder.
    - Open the window.
    - Select the item you want to perform a search on, (either Shipping Order number, Award Number, or requisition number).
    - The Operator should normally remain "Equals".
    - Enter the Shipping Order number, Award Number, requisition number.
    - Click on the Search Button.
    - The window will display the shipping folder, and who currently has access to it.
    - The radio button in the upper right dictates what will happen when you double clicked on the folder.
    - "Read Only" access results and a viewable copy of the folder will be placed into your Views.
    - Folder Maintenance: When you are done viewing the folder move it to your trash can every night; the system will remove items left in you Views Folder.
    - "Open Item on Your Desk Top", will open the folder on your desk top just as if you had double clicked it. This feature is useful if you can not remember where you filed something in your desktop.

NOTE: The system empties your Views from *"Reqs/Awards"* and *Shipping Order* Folders, every night.

- **Supplier Search:** The Supplier Search Window allows you to perform a Look Up, of a PARIS system supplier, and is available either from the menu pull-down, by selecting *Utilities*, then selecting Supplier Search. Or, from the window that required entry of a supplier name.

    To use the Supplier Search Window:

    - Search using the pre-set values (the default search criteria are "Supplier Name" and "Begins With"), enter the first word(s) of the Supplier name in the "Value" window and click on the "Search" button at the right of the window.
    - One or more lines may appear in the display window: to view the hidden part of a line, move the scroll bar below the display window; if there are more than seven lines to view, move the scroll bar at the right of the display window.
    - To view more information about a listed Supplier, click on that line to highlight it and click on the "Details" button on the right side of the window.
    - To exit from the Supplier Search Window, click on the "Cancel" button on the right side of the window. However, when the Supplier Search has been launched from the Supplier Panel of the Requisition Window, refer to

detailed instructions at the Requisition Window: Suppliers Panel other options.

- **E-Mail Redirect Maintenance:** This allows you to redirect emails sent by the PARIS System, to a designated party.

- **Tip**: *This may be used when an employee has left the Lab.*

3.2.1.6 Window Menu

The Window Menu is accessed by clicking Window in the main menu bar at the top of the program window. It contains commands that help you customize and organize your workspace. The following commands may be available:

- **Tile** resizes all open windows to fit on the screen.

- **Layer** stacks all open windows on top of each other, with only the current window visible.

- **Cascade** arranges all open windows so that the title bars are visible.

- **Toolbar** allows you to display the program toolbar.

- **Workspace** allows you to open your file cabinet and select the List or Graphics mode or sort the contents of the workspace. *Tip: If you have accidentally closed your File Cabinet, clicking on Workspace, "New", opens your file cabinet.*

3.2.1.7 Help Menu

The Help Menu gives you access to on-line help. It is accessed by clicking Help in the main menu bar at the top of the program window. The following commands are available:

- **Contents** opens Help and displays the main Help screen.
- **How to Use Help** gives you access to the Windows Help instructions.
- **About** displays information about the software, including the version number.

3.2.1.8 Admin Menu

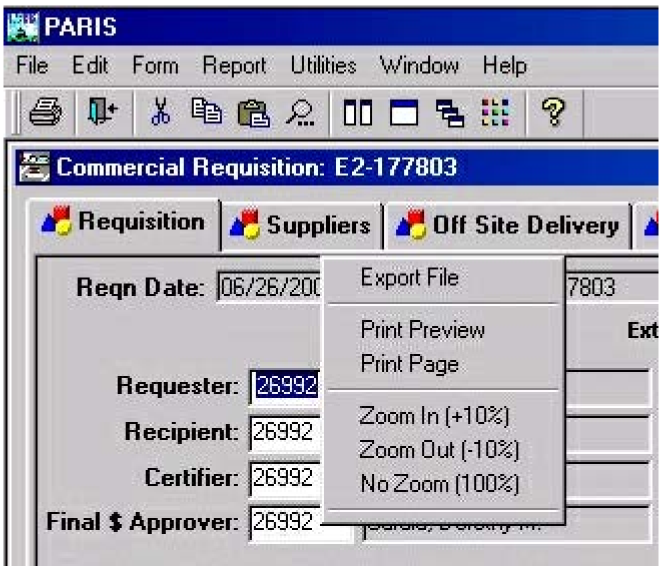
The Administration Menu is only available to you if your user roles include that of system administrator. The Admin menu contains the following commands:

- Approval Thread Maintenance
- Division-Branch Maintenance
- Organization Code Maintenance i
- Supervisor/Team Leader Maintenance
- User Administration
- Government Organizations
- EEOC Organizations
- Document Pre-fill Maintenance
- Load OLE Templates
- Load Clauses
- Clause Admin
- Procurement Milestone Templates
- Routing Maintenance:
  - Division Approvers
  - External Routing Business Rules
  - Routing Finance Threshold
  - “Unroute” Routed Object
- Procurement Maintenance:
  - Buyer Assignment
  - Procurement Buyers
  - Dollar Threshold
- Logon Failures
- FSC Maintenance
- SIC Maintenance
- Category Codes

3.2.2 Pop-up Menus:

Pop-up menus appear by right-clicking on an object in the white space, or workspace , or on a form, after opening the folder where the new form should be located. PARIS includes the following pop-up menus, Object Menu, Workspace Menu, and Form Menu.

Pop-up menus are activated by clicking the **right** mouse button or, the secondary mouse button. The Pop-up Object Menu and the Pop-up Workspace Menu are activated from the File Cabinet; other pop-up menus are activated from within data windows, forms, and certain dialog boxes. Here is an example of the Pop-up menu you see from the Requisition.



Depending on the position of the cursor, you will get a different pop-up menu. For example, the Workspace Menu appears if your cursor is positioned on white space. If the cursor in on an object, you will get an Object menu.

A pop-up menu for forms and other data windows may be activated by the right mouse button while working on a form or in a data window in a dialog box. For example, Popup Workspace Menu is activated by positioning the mouse pointer anywhere within the blank white area of the right pane of the Workspace window (**not** on an icon), then clicking the secondary mouse button

3.2.2.1 Pop-up Form Menu:

A pop-up menu for data windows may be activated by pressing and holding the right mouse button while working on a form or in a data window in a dialog box. This menu may include the following commands, depending on the context:

This menu may include the following commands, depending on the context:

- Open the form or data window that contains the data you want to save in an external file.
- Activate the Pop-up Data Form Menu, and select Export File.
- The Save As dialog box is displayed.
- Select the File Format you want to use for your data. Most of the choices are compatible with specific spreadsheet or database programs. The Text format choice is not program-specific; data is saved as "tab separated" text.
- The suggested file name is UNTITLED plus the appropriate three-character extension for the selected file format. Replace UNTITLED with the name you want to give your file. Retain the file extension.
- Include the directory path in the file name if you do not want to use the default directory suggested. (If you enter a new directory name, your work will be saved there and the next time you export a file, the new directory name will be suggested as the default directory.)
- Click OK.
- Your data is saved in the file format you selected, ready for use by another program if appropriate

- Print Page: Allows you to print the current form

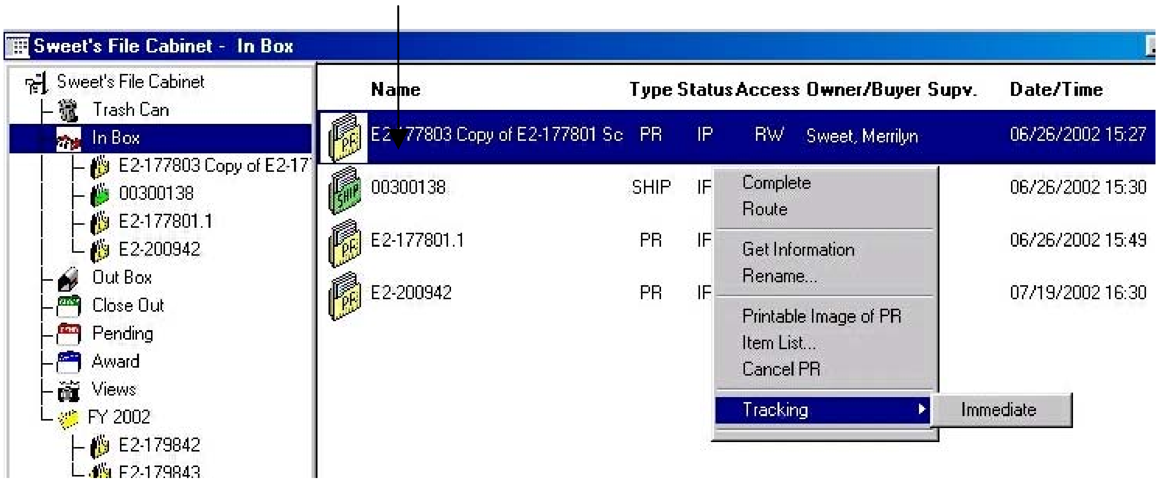
- Print Preview: Allows you to preview the form in print format

- <u>Zoom In/Zoom Out:</u>
  You can change the scale, or size, of the contents of a data window or print preview window by using the Zoom commands on the Pop-up Data Window Menu. To enlarge a portion of the form, use the Zoom In command; to see more of the form, use the Zoom Out command
  - Zoom In (+10%): Clicking on this, zooms in the image, and makes the window larger, , in increments of 10%. You may repeat Zoom Out until everything you want to see is visible in the window
  - Zoom Out (-10%): Clicking on this, zoom out the image and make the window smaller, in increments of 10%. You may repeat Zoom Out until everything you want to see is visible in the window
  - No Zoom (100%): Clicking on this takes you back to the normal sized image.

3.2.2.2 Object Menu

This menu is activated by positioning the mouse pointer **on an icon** for a folder, document or form in the right pane of the Workspace window, and clicking the secondary mouse button (the right mouse button unless you have changed the default assignment in the Windows Control Panel.)

This menu may be identified by the presence of the Get Information command, which is unique to it.

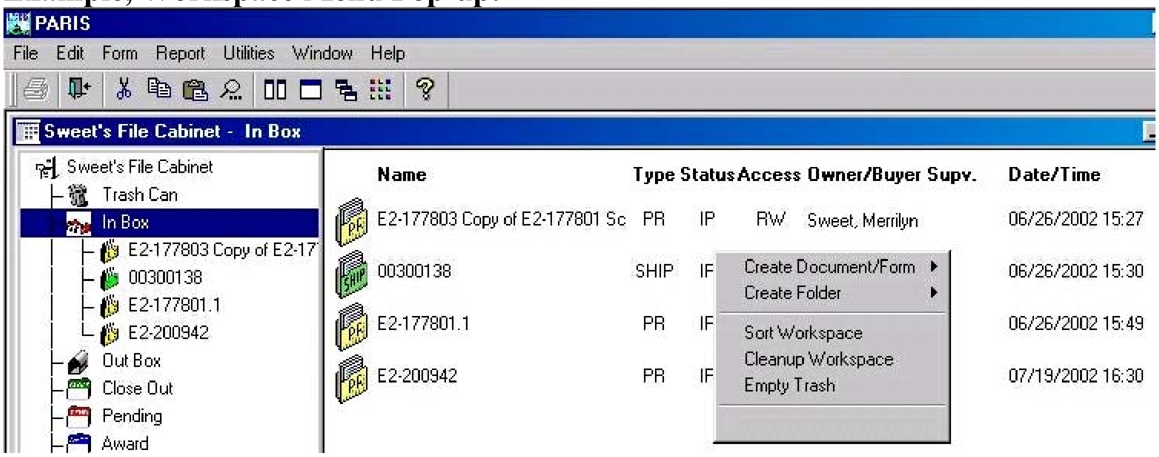


3.2.2.3 Workspace Menu

The Popup Workspace Menu is activated by positioning the mouse pointer anywhere within the blank white area of the right pane of the Workspace window (**not** on an icon), then clicking the secondary mouse button (the right mouse button unless you have changed the default assignment in the Windows Control Panel). This menu may be identified by the presence of the Create Document/Form command, which is unique to it.

The commands visible on the Pop-up Workspace Menu affect the contents of the open folder: you can create new folders, documents and forms; edit procurement information; and perform certain actions that change the status of the open folder. The current status of the procurement, the type of open folder, and your user role(s) determine which commands you see when you activate the menu.

Example, Workspace Menu Pop-up:



3.3 PARIS Drag and Drop Commands

In addition to menu commands, some functions are performed by dragging objects within the Workspace window. To perform this action, Left click on the object , holding it, and drag to new location. Here are some actions available through drag-and-drop commands.

- Copy
- Delete by moving to trash can
- Open
- Move
- Retrieve (from Trash Can)

Also, the following routing functions may be initiated either by dragging an item to the Out Box, or by selecting the Route command from the Object Menu (when available):

- Approve/Disapprove
- Assign
- Route
- Route for Approval
- Transfer Ownership

Tip: After pressing the mouse button to start a drag and drop action, it may be helpful to wait for the cursor to change to a hand holding a page before you move the mouse.

3.3.1 Copying An Object:

A duplicate of any document, form, or folder may be placed in another folder. When a document is copied, it is available in both the original and new locations. While holding the control key, use the drag and drop technique described above, to create a new object, as a copy of the original object).

NOTE: If you are copying an Existing Purchase Requisition, the copy will be assigned a New Purchase Requisition Number

3.3.2 Delete an Object:

Many folders, documents or forms may be deleted by dragging it to the Trash Can folder depending on the type and status of the item being discarded. When you delete a folder, all documents, forms and other folders contained in the folder also are deleted. Items may be retrieved from the trash by reversing the delete procedure. To permanently delete an item, clear the Trash Can folder using the **Empty Trash** command.

- In the **Navigator** , locate the folder which contains the item you want to delete.
- Point to the folder's icon in the Navigator, and click the left mouse button to display the folder's contents in the right pane of the Workspace window.
- Scroll down the directory listing in the Navigator until the desired destination folder is visible, but do not open the folder.
- In the right pane of the Workspace window, point to the icon which represents the item to be removed, then press and hold the left mouse button, and drag the icon to the Trash Can (located near the top of the Navigator directory listing).

3.3.3 Moving an Object:

Many documents, forms, or folders may be moved from one folder, to another, dependent on the type, status or destination folder. When a document is moved, it is only available in the new location. To make a duplicate, use the copy procedure. Never move a Requisition form icon out of the Requisition Folder in which it was created, as information contained in the folder, belongs with the requisition.

- In the Navigator, locate the folder which contains the item or object you want to move.

- Point to the folder's icon in the Navigator, and click the left mouse button to display the folder's contents in the right pane of the Workspace window.

- Scroll down the directory listing in the Navigator until the desired destination folder is visible, but do not open the folder.

- In the right pane of the Workspace window, point to the icon which represents the object you want to move, press and hold the left mouse button, and drag the icon from to the desired location.

- The folder, document or form is removed from the original folder and placed in the destination folder.

Tip:
After pressing the mouse button to start the Move action, it may be helpful to wait for the cursor to change to a hand holding a page before you move the mouse.

3.4 Other PARIS Mouse Commands:

3.4.1 Eraser:
By Clicking on the eraser deletes the selected item.

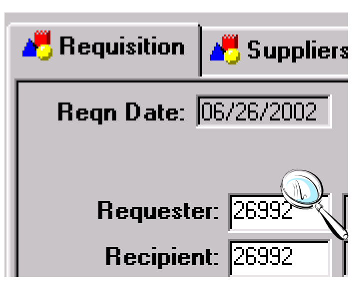
3.4.2 Save
Clicking on the Save button saves the changes made to the record.

3.4.3 Cancel
Clicking on Cancel button will cancel the changes made without saving it.

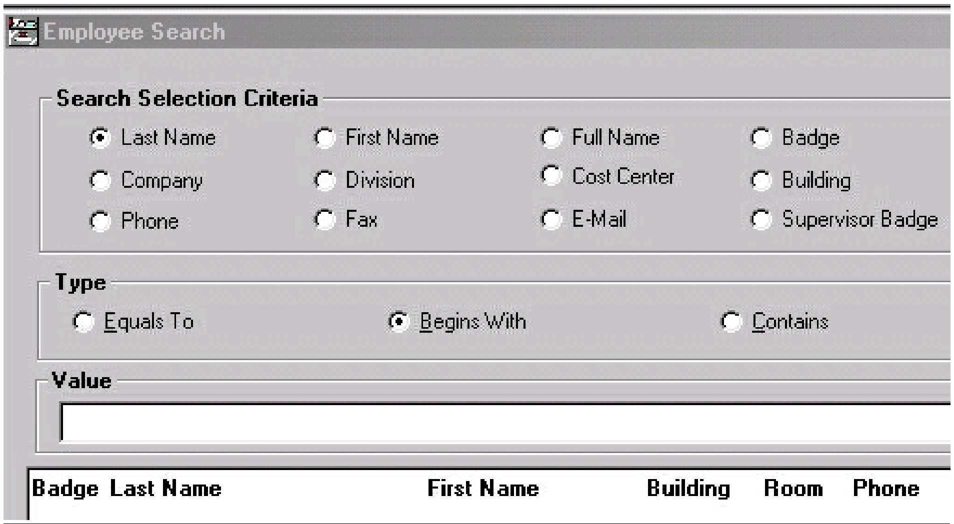
3.4.4 Delete
Clicking on Delete button deletes the entire record and all the associated information after confirming this from a warning message.

3.4.5 Magnifying Glass:
When a magnifying glass appear on a field, double clicking on it will bring up a search window for that item.

For example, a magnifying glass appears on the field "Requestor".

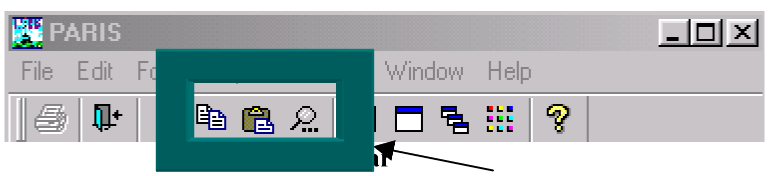


Double-clicking on the requestor field, brings us the following search:



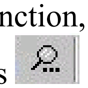
3.5 PARIS Main Menu Bar

The main menu bar displays the names of drop-down menus from which commands may be selected. See Section 3.2, for instruction on each command.



The toolbar lets you select certain commands by clicking a button.

Position cursor over the icon on the tool bar, for an explanation of its' function, e.g.,

"Look up" will display when the cursor is held over the magnifying glass 
The magnifying glass indicates there is information behind the object

3.6 Organizing Your Workspace

Your file cabinet comes with seven system folders: Trash Can, In Box , Out Box, Close out, Award, Pending, and Views:?

3.6.1 Inbox:

Items that are transferred to your or routed to you , will be placed n your Inbox.

3.6.2 Outbox:

To route an object, you can drag it into the outbox. However, the preferred method is to perform "routing". Select "Route" from the pop-up menu on the object.

3.6.3 Trash Can:

Move objects inside here if you want to delete them. You can use the "Empty Trash Can" function from the pop-up menu to clean up the area. The system will automatically empty your trash can once a week.

3.6.4 Close-out:

Predefined organization folder

3.6.5 Award

A predefined organization folder

3.6.6 Pending:

The Pending System Folder is provided for the convenience of users who wish to file in one location all Procurement Package folders that contain procurements not yet Awarded. It is a red folder located near the top of the Navigator directory listing.

3.6.7 Views:

When searching for Requisition/Award, or searching for Shipping Orders, and you choose Get Access, a view of the object is placed in this folder. When you are done viewing the folder, make sure you move it to your trash can. The System will empty your views folder each evening.

Tip: These System Folders should be left in their original configuration. Do not Move or Delete them.

New folders are added to your file cabinet in the order you <u>create</u> them. You should keep your work arranged in folders, and when appropriate, store those folders inside other folders to further organize your work. For example, you might store all work related to one procurement in a folder labeled with an appropriate name or number. Within this master folder, you might have a number of folders containing different parts of the procurement effort.

You must always open the proper folder before you can create a specific document or form. By providing more than a dozen different types of folders with unique icons, the system makes it easy to organize your work.

When you open a folder and activate the Pop-up Workspace Menu, you will find specific document and form choices that reflect the folder type. When you create a document or form, it is placed in the open folder, where it belongs

3.6.8 Exiting the PARIS

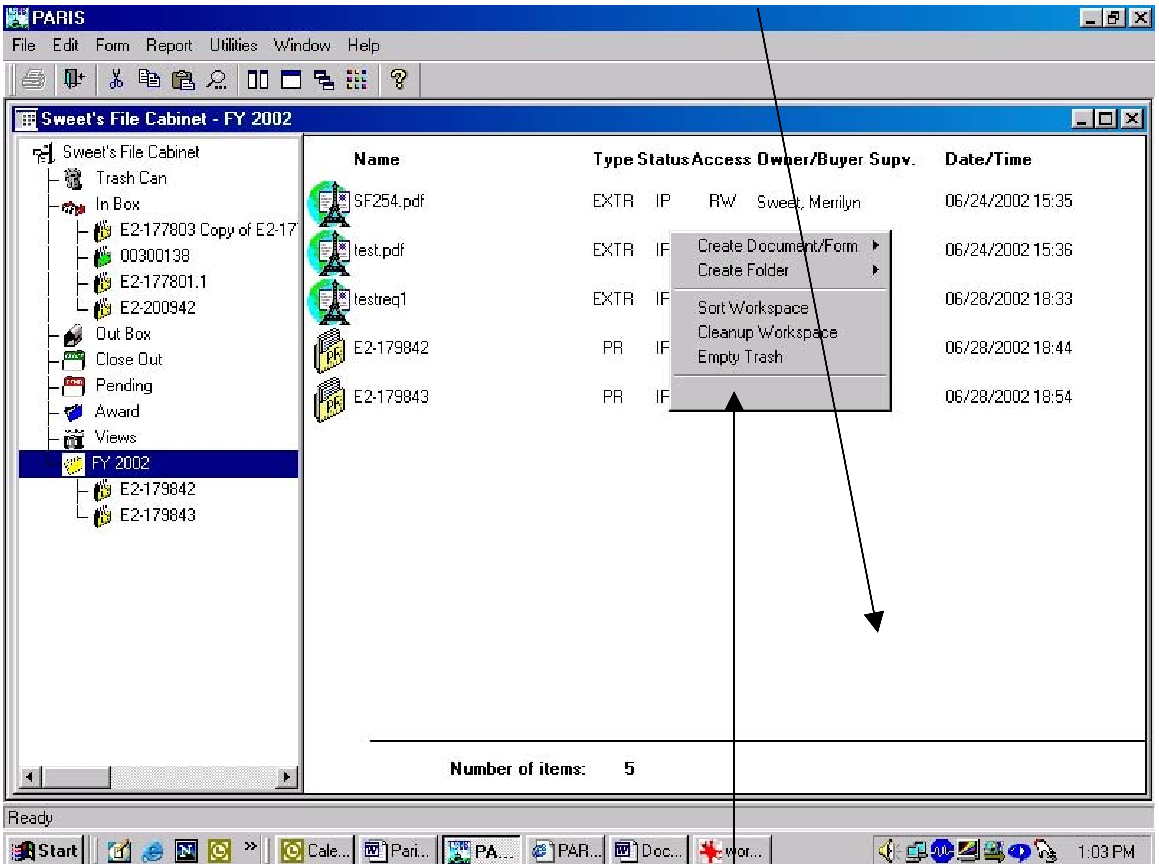
When you finish your work, you should always exit PARIS, before turning off your computer. To Exit PARIS:

- Close any Word documents that you have opened from your Workspace, using the Return to PARIS button.
- Close any open windows within PARIS by double-clicking the close bar, in the upper left corner of the window(s). If the Closing dialog box is displayed, click the Save Then Exit button to save our work.
- From the PARIS File Menu, select, Exit.
- Click Yes, in the “Are you sure you want to quit PARIS?” dialog box.

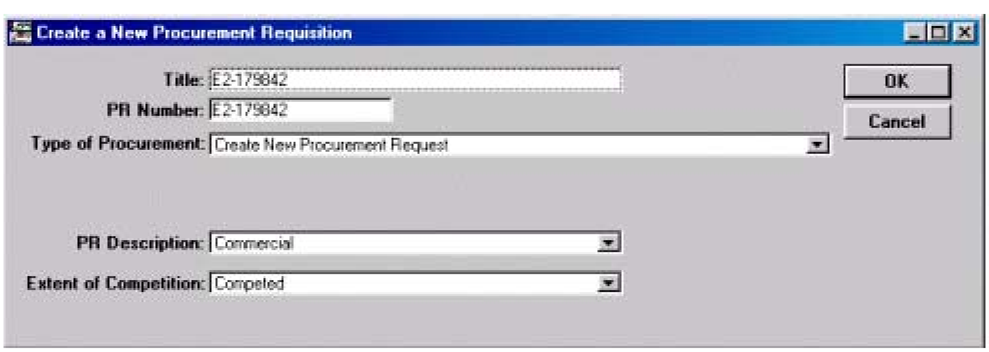
Chapter 4: Requisitions

4.1 Create a new Requisition

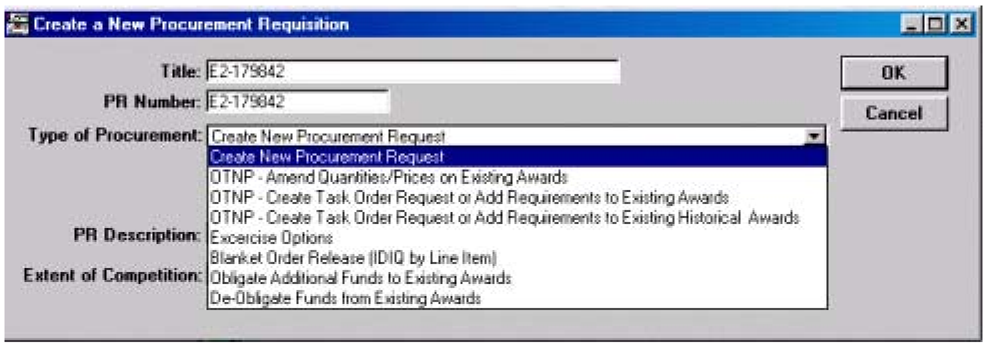
- To create a new Requisition (PR), open the appropriate folder, where the requisition will be stored. Right-mouse click in the white space of the Workspace.



- This activates a pop-up work space menu. Select "Create Folder"
  - o Select Procurement Requisition
  - o The "Create a New Procurement" window is displayed:



- Enter the following information:
  - **Title**: By default the requisition number is used as the title for the requisition folder. Retain the PR number and add on to it, your own descriptive title.
  - **PR Number**: A requisition number is automatically assigned and entered in this field
  - **Type of Procurement**: Select one of the types from the drop-down menu.



4.1.1 Procurement Types and Descriptions:

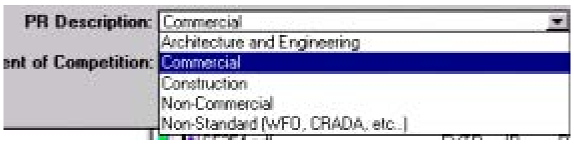
- Create new procurement request for new PR's:
- OTNP – Amend Quantities/Prices on Existing Awards: Select this type, if you need to change the quantity or price on an awarded requisition.
- OTNP – Create Task Order Request or Add Requirements to Existing Awards: Select this type if you need to create a release against an ordering agreement, to extend a contract, etc.
- OTNP – Create Task Order Request or Add Requirements to Historical Awards: Select this type if you need to change a quantity or price on historical (pre-PARIS), awarded requisition
- Exercise Options: Allows you to exercise options on existing awards.
- Blanket Order Release (xxx by Line Item): Use this to do a blanket order release.
- Obligate Additional Funds to Existing Awards: Select this type to obligate additional funds.
- De-obligate Funds from Existing Awards: Use this to de-obligete funds from awards.

4.1.2 PR Description:

Select the description that best describes the requisition: Architecture and Engineering, Commercial, Construction, Non-Commercial, or Non-standard. Commercial is the most common description.

4.1.3 Award Number:

This will display for all types other than a NEW Procurement Request. You will need to search for an award number.



4.1.4 Recommended Extent of Competition

- Select Competed or Sole Source from the drop-down list box. This can be changed later from the PR Header.
- Click OK.

A Procurement Requisition Folder is created, and a requisition form is created inside the folder. The system automatically opens the requisition header, so you can enter requisition data.

4.2 Requisition Header:

4.2.1 General Information about the Requisition Window:

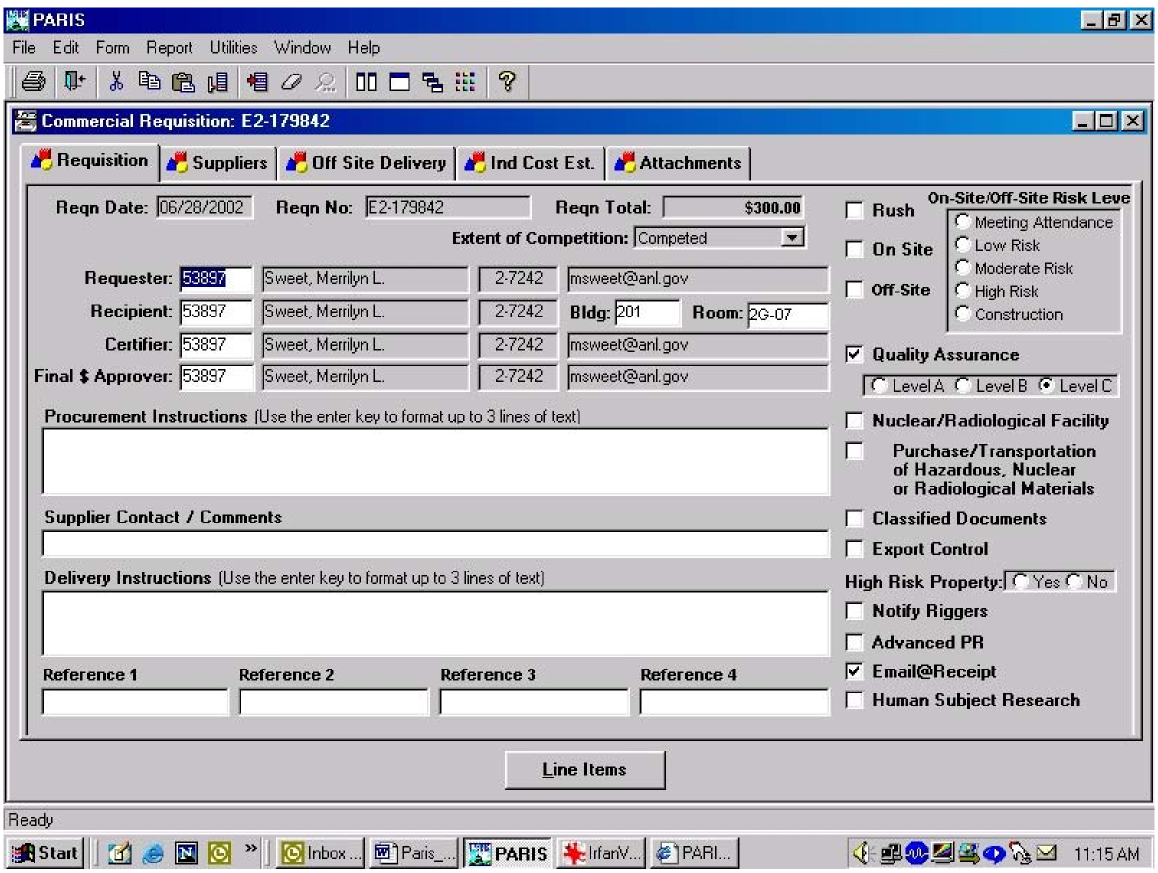
- The requisition header holds data that occurs only once and applies to the entire requisition. The requisition window is automatically opened when a PR folder is created. PR data can be entered immediately by the requisitioner.
- This window may be re-opened later by double-clicking the requisition form. The requisition Line Item Window is opened from the requisition window

4.2.2 To reopen the Requisition :

- Open a Requisition Folder.
- Double-click the requisition form (identified by the requisition number and descriptive title.
- The Requisition Header is displayed.
- At the top of the window, there are five tabs, which may be selected by pointing to the name on the tab and clicking. A panel corresponding to each tab name is displayed when the tab is selected. When you open the Requisition, the Requisition header tab is displayed.
  - o Requisition
  - o Suppliers
  - o Off Site Delivery
  - o Ind. Cost Est.

  - o Attachments
- For data entry instructions, see the topics about each panel listed below.
- Additions and changes are saved automatically each time you add a new row to a tab, or select a new tab.
- Data cannot be changed if the status of the folder is Read Only (RO).
- The Line Items button at the bottom of the Requisition Window opens the Requisition Line Item Window.
- To exit from the Requisition Window, click the 'X' button. When the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

4.2.3 Requisition Header



4.2.4 Requisition Window: Requisition Panel

The Requisition panel of the Requisition Window holds general information about the requisition.

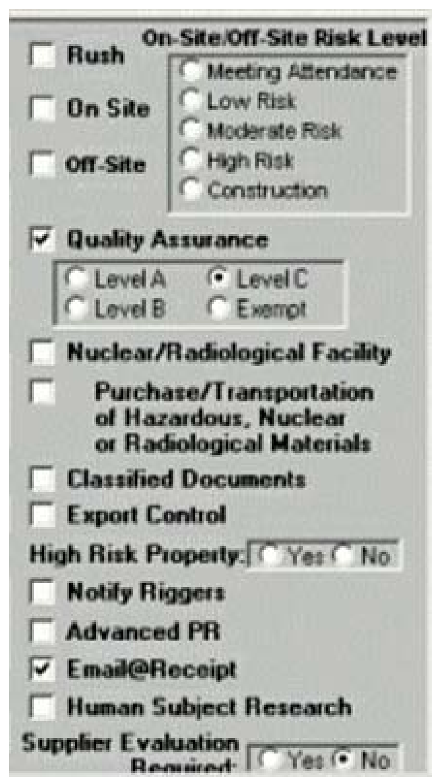
- The Requisition/Current date and requisition number are pre-filled.

- The requisition total and obligated amount are calculated automatically after line items are entered.
- The Requestor, Recipient, Certifier and Final Approver are identified by badge numbers. You are the default for the first three, but if other individuals should be identified, their badge numbers may be entered, or you may double-click the badge number field in the row you want to change to open the PARIS Employee Search Window. A Final Approver must be specified before exiting the window.
- Sole Source: The choice is either “YES” or “NO”. No is the default.
- The Procurement Instructions block to enter information for the buyer or contract specialist who processes your requisition.
- Supplier Contact/Comments block is where you give specific information about the Supplier's contact; see also Supplier Information Tab instructions
- Use the Delivery Instructions block to enter special handling information for the Receiving Department. Mark the Notify Riggers checkbox if the Rigging Department should also be notified of the award and delivery.

4.2.4.1 Right Side of Header Panel Check Boxes:

ANL - EAST

ANL – WEST

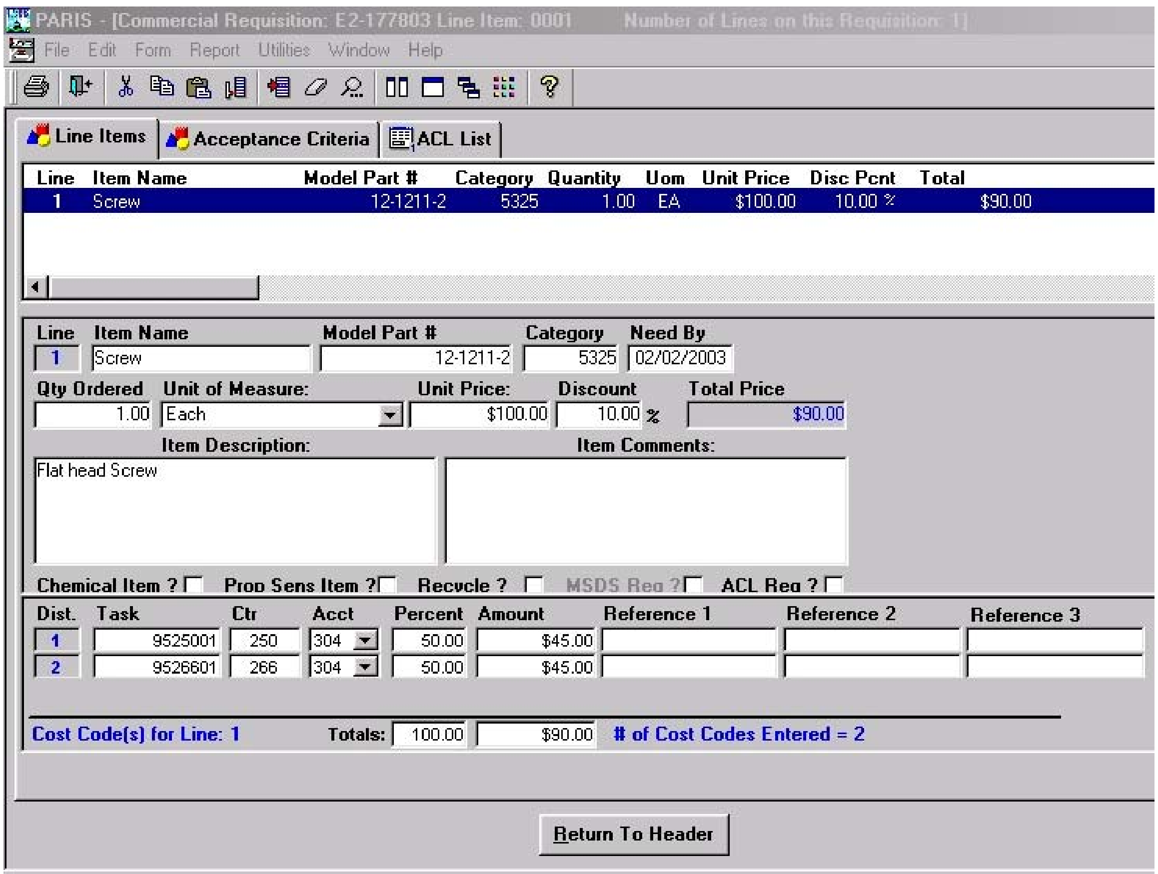


- **Complete any of the other checkboxes that apply:**
  - **RUSH**- Check if required- Remember if everything is rushed, then nothing is!

- **On Site/Off Site** - To be used whenever work by supplier is to be done on site (or off site). This requires a mandatory route through appropriate ANL Division or ESH personnel. Mandatory addition to approval thread is made. Requisitioner should consult with ESH or Division ESH representative for designation of risk level (Low, Moderate, High, Meeting Attendance, or Construction).
- **Nuclear/Radiological Facility** - Indicator to Procurement that the requirement is in support of a nuclear radiological facility. The requisitioner should add the Division QAR to the approval thread.
- **Purchase/Transportation of Hazardous or Nuclear Materials** - Check if appropriate. This will route requirements through ESH-HP and OCF-PIM for approval. Mandatory addition to approval thread is automatically made.
- **Quality Assurance** - Default QA Level for all procurements is Level "C"; change to "A"" or "B" as appropriate. In addition, ANL West has level "Exempt".
- **Classified Docs** - Check if appropriate - Will route requirement through Security for review. Mandatory addition to approval thread is made.
- **Export Control** - Check if PR includes materials subject to export control. This requires mandatory review through Legal. Mandatory addition to approval thread is made.
- **High Risk Property** - Check if the item is property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled in other than the routine manner.
- The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.
- **Notify Riggers** - Check if requirement is expected to be handled by the Rigging crew - Instructions will be e-mailed to Riggers upon award and upon receipt of materials.
- **Advanced PR** - method to alert Procurement immediately of a "Hot" or extremely "long-lead time requirement", requiring initiation of immediate Procurement department actions. This will bypass "normal" approval channels, and will require ALD and Procurement manager approval.
- **Email @Receipt** - E-mail Message to alert requestor that materials have been received. The E-mail Receipt checkbox is marked by default, so that the requestor will be notified by e-mail when the item(s) are received. If you do not want to be notified by e-mail, clear the checkbox by clicking it.
- **Human Subject Research** - Check if requirements of DOE Order 443.1 "Protection of Human Subject" applies - will route through Institutional Review Board for review. Mandatory addition to approval thread is made.

- Click on the Line Items button on the bottom of the Requisition panel to enter data about items.
- To continue entering data in the Requisition Window, click any of the various tabs across the top, if applicable.
- Supplier Evaluation Required: Only available for ANL West. It will always be defaulted to “YES” if Quality Assurance Inspection level is A. For any other inspection levels, system users have an option to choose “Yes” or “No”.

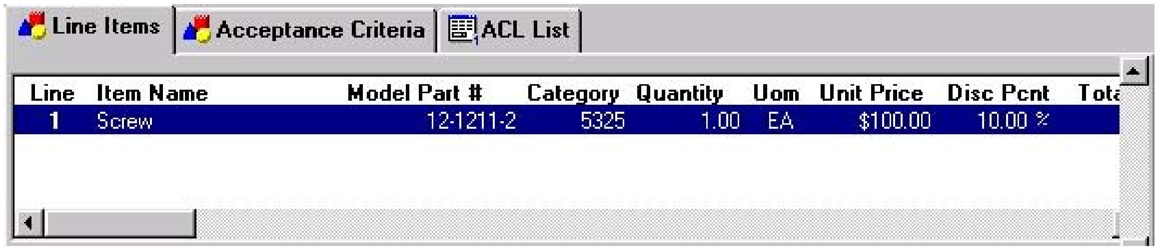
4.3 Line Item Window:



There are 3 main parts to the Line Item Window: *Line List*, *Line Detail*, and *Cost Codes* :

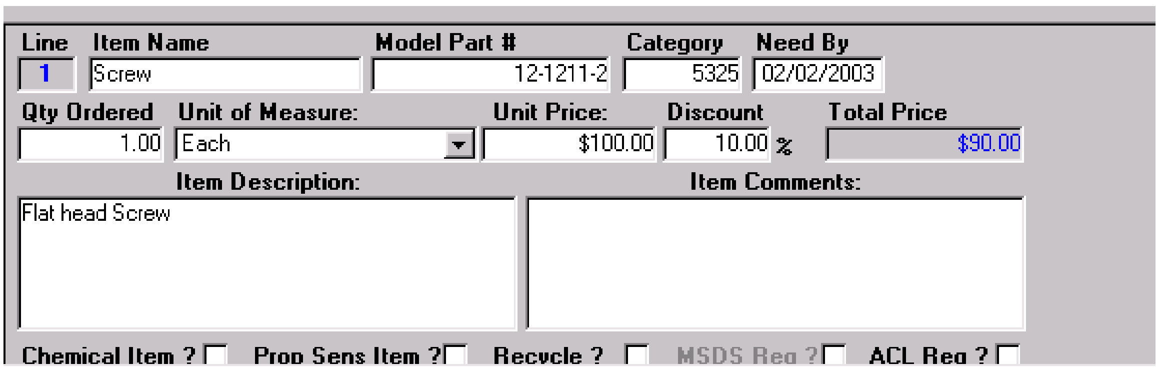
4.3.1 Line List:

Lists the lines of this requisition. It is used to navigate between the line detail.



4.3.2 Line Detail:

Used to enter item detail, and to display the default information of the selected line.



Completing Fields on Line Item Tab:

- Line Number: System automatically numbers each line item
- Line Name: Enter the basic generic name of the item or service requested. Required.
- Model Part #: Enter the manufacturer's model, part number or catalog number. Required
- Category: Search on this to select a category code. Required
- Item Description: Enter the description, as Receiving uses this field. Required
- Need By date: (date must be greater than today). Required.
- Quantity Ordered: Specify the amount of the item or service requested, in a format compatible with the UOM. Required.
- Unit of Measure (UOM): Pre-filled , for each. Select other unit of measures if appropriate from unit of measures available in drop-down list. Required
- Unit Price: Complete by using past experience, catalog, vendor contact, etc. If necessary, cite the maximum amount to be paid for the item or service without prior approval. Required.
- Discount: Calculated by the system
- Total Price: Calculated automatically.
- Item Comments: Enter additional information that you want Argonne personnel to see, such as notes to Receiving, but not vendors

After entering the line item information, you must enter the cost code distribution for each line, by clicking on the cost code area of the Window. A new Line will appear for you to enter the information.

The Task and Center information can be either entered, or search on these fields to browse for the Task and Center, using the magnifying glass. The account is automatically filled in, but can be changed. Enter the distribution percent or the dollar amount to distribute to this cost code. The reference fields are free-form. You can enter information, there, of leave these reference fields blank.

For multiple distributions, click on the Append Icon in the menu to add additional line. When you are done, your cost distribution should always total 100%

4.3.3 Line List Complete check Boxes:

If appropriate, select the check box items:

- **Chemical Item**: Check this if the item is chemical. It will be used to interface to the Chemical Mgmt. System, during completion of requisition. It will also display “Surplus Chemical Bulletin Board” button, which, when checked, will take you to the CMS? Web-based Surplus Chemical Bulletin Board.

Recycle box

If the category codeis tied to the Laboratory’s Affirmative Procurement program, the RECYCLE flag will be checked automatically, indicating that recycled materials are acceptable. If that check box is turned off, the requestor must provide an explanation as to why recycle materials are not acceptable

- **ACL Req:** Check if information is included on the ACL panels to alert Receiving of the inspection requirements (Under Construction)

- **Property Sensitive Item** – Check this box if the item is a sensitive item.

Note: If checked will advise Receiving/Property that an item that needs "tagging" is on the PR. This should include equipment coded to 381 and 8xx accounts, Items defined as having a unit cost in excess of $5,000 and an expected useful life of at least two years, and all sensitive items in excess of $500 in value. Examples of the two categories of items are as follow:

- **Accountable and Capital Equipment:** Power Supplies, computer Workstations, Servers, Lasers, Cryogenic Equipment, Microscopes, Analyzers, Oscilloscopes, Spectrometers, Network Routers and Switches, Lathes, Grinders and Milling Machines, X-ray Equipment, Meters, Lab Equipment, Chromatographs.

- o **Sensitive Items:** Balances, Digital, Binoculars, Cameras, Cellular Phones, Communications Equipment, Computers, Disk Drives, *Photographic Equipment, Fax Machines, Power Hand tools, Printers, Projectors, TV Receivers, Typewriters, Vacuum Cleaners and Video Cassette Cameras and Recorders*

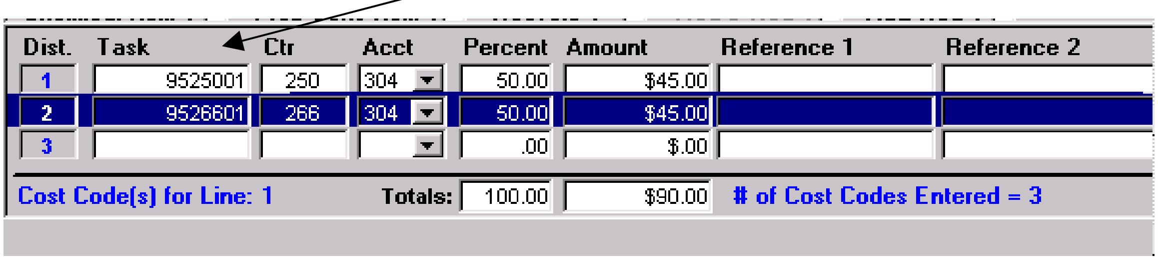
4.3.4 Cost Codes:

Used to enter and display the cost code information for the selected line.

Dist.	Task	Ctr	Acct	Percent	Amount	Reference 1	Reference 2	Reference 3
1	9525001	250	304	50.00	$45.00			
2	9526601	266	304	50.00	$45.00			
3				.00	$.00			

Cost Code(s) for Line: 1 Totals: 100.00 $90.00 # of Cost Codes Entered = 3

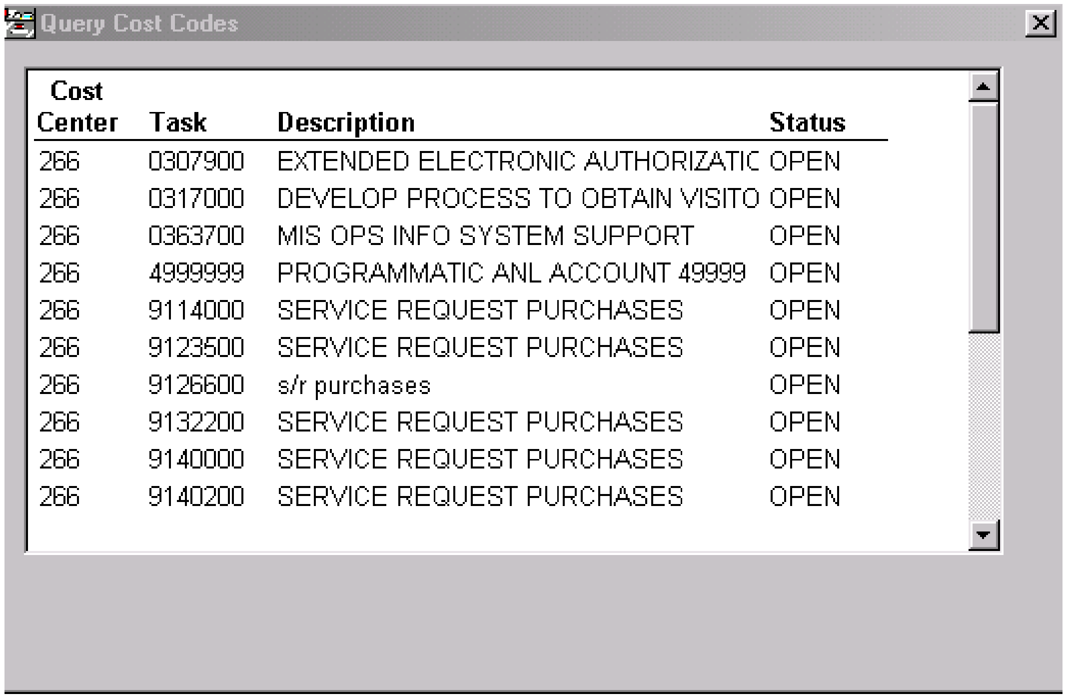
- **Define Cost Codes**:
  - o To search the cost codes, double click on the Task field, where the magnifying glass appears, to display the below pop-up menu.



Dist.	Task	Ctr	Acct	Percent	Amount	Reference 1	Reference 2
1	9525001	250	304	50.00	$45.00		
2	9526601	266	304	50.00	$45.00		
3				.00	$.00		

Cost Code(s) for Line: 1 Totals: 100.00 $90.00 # of Cost Codes Entered = 3

- Double click to select the appropriate cost code to return it to the Line Item window.
- If you need to use cost codes form another Division, go to the upper portion of this window, to change the cost center. Select from the appropriate cost center, given the cost code you want to select. The window will display cost codes from the cost center you have chosen.
- Note the following conditions
  - o **SAA** – Stop at Approval: Allows you to create a requisition and pass it on, but buyer can not create an award.
  - o **NFA** – No Funds Available: Requires special approval.
  - o **TBA** – To Be Decided: Cost Codes are to be assigned later, e.g., in the example of a new fiscal year, when cost codes are not yet assigned, one can assign the cost code later in the year, after the determinations are made.

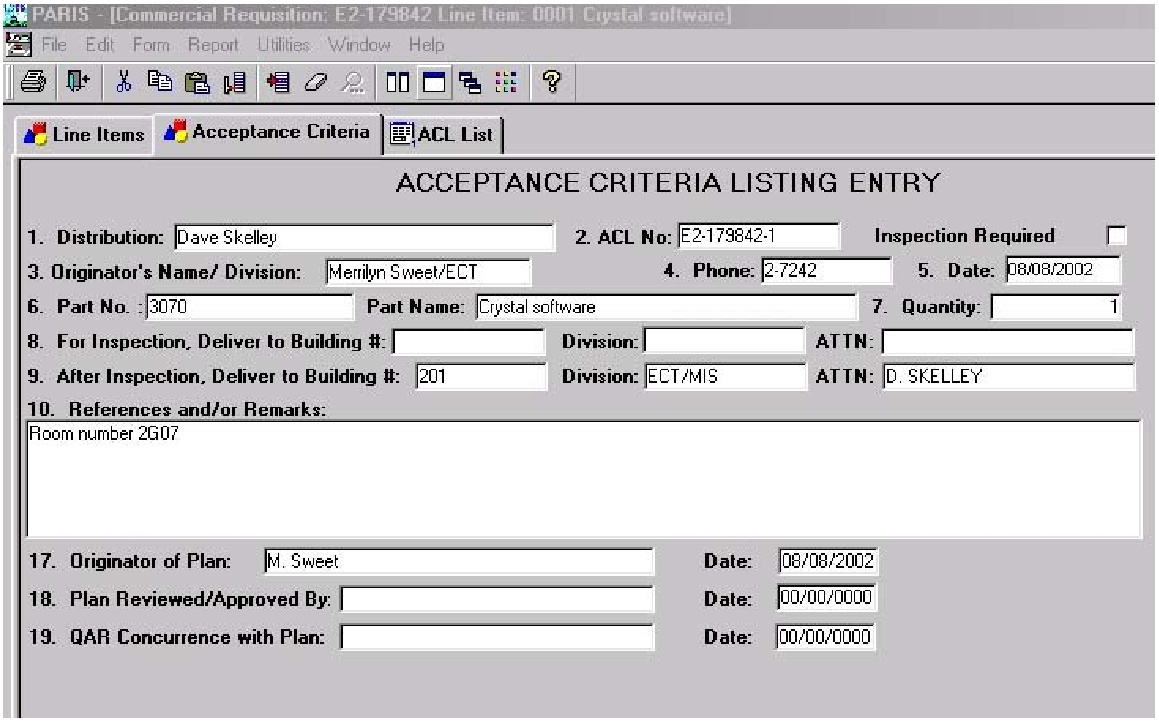


Query Cost Codes

Cost Center	Task	Description	Status
266	0307900	EXTENDED ELECTRONIC AUTHORIZATIC	OPEN
266	0317000	DEVELOP PROCESS TO OBTAIN VISITO	OPEN
266	0363700	MIS OPS INFO SYSTEM SUPPORT	OPEN
266	4999999	PROGRAMMATIC ANL ACCOUNT 49999	OPEN
266	9114000	SERVICE REQUEST PURCHASES	OPEN
266	9123500	SERVICE REQUEST PURCHASES	OPEN
266	9126600	s/r purchases	OPEN
266	9132200	SERVICE REQUEST PURCHASES	OPEN
266	9140000	SERVICE REQUEST PURCHASES	OPEN
266	9140200	SERVICE REQUEST PURCHASES	OPEN

4.4 Acceptance Criteria List Tab

The Acceptance Criteria panel of the Requisition Line Item Window allows the requisitioner to enter general information about the acceptance inspection or testing requirements for the item currently selected in the Line Items panel. Information from both ACL panels is pre-filled in the ANL-266 Acceptance Criteria Listing form, which may be created in a Procurement Requisition Folder.



4.4.1 Use of the ACL Entry panel:

- In the Requisition Window, click the Line Items button.
- The Requisition Line Item Window is displayed, with the Line Items panel selected.
- Click to select the line item for which you want to enter or review the acceptance criteria.
- Click the Acceptance Criteria tab.
- Enter information in all applicable fields, as described below. All information entered applies only to the line item selected in the Line Items panel.
  - **Distribution** - Identify the individuals or departments that should receive a copy of the ACL form.
  - **ACL Number** - Enter a Purchase Requisition, Service Request, or other number to identify the ACL form. Add a dash and sequential numbers starting with 1, if more than one ACL is completed. This block is required. The system will pre-fill with the ACL number.
  - **Originator's Name/Division** – Pre-filled with the name and Division of the requester entered in the Requisition Window.
  - **Phone** - Pre-filled with the telephone number of the individual identified in the previous block.
  - **Date** - Enter the date.
  - **Part Number** - Pre-filled with the Model Part Number entered in the Line Items panel.
  - **Part Name -** Pre-filled with the Item Name entered in the Line Items panel.

- **Quantity** – Enter the quantity to specify the number of units to be inspected or tested.
- **For Inspection, Deliver to Building Number, Division, Attn.** - Identify where to deliver and who is to receive the items for the first inspection or test step.
- **After Inspection, Deliver to Building Number, Division, Attn.** - Identify where to deliver and who is to receive the items and inspection results after inspections or tests are completed.
- **References and/or Remarks** - Enter Quality Assurance Level and Requirements and other useful references, e.g., drawing number, a procurement requirement (the number of the Statement of Work, Specification, Contractual Data Requirements). This space is also used to provide special instructions, remarks, or to elaborate on information in the ACL.
- **Originator of Plan, Date** - Identify the individual responsible for preparing the acceptance criteria, and the date of preparation.
- **Plan Reviewed/Approved by, Date** - If applicable, identify the individual responsible for reviewing the plan and the approval date.
- **QAR Concurrence with Plan, Date** - Identify the quality assurance representative responsible for reviewing the plan and the approval date.

4.5 ACL Tab

To view the Acceptance Criteria List, click the ACL List tab.

- From the Form Menu, select Append or Insert to add a row of data entry blocks.
- Enter information as described below.
- Add a new row of data blocks for each step of the inspection or testing.
- After data is entered in the ACL panels, the ANL-266 form may be created in the Procurement Requisition Folder:
  - **Step Number** - Identify inspection or test steps beginning with 1.
  - **Inspection/Test Requirement** - Describe what is to be inspected or tested and the acceptance criteria for each step.
  - **Inspection Test Location** - Enter the location where the inspection or test is to be conducted, and the organization that is to perform the inspection or test.
  - **Accepted By or Non-conformance Report No. -** Reserved for the person who performs the inspection or test. The inspector's name indicates conformance. If a nonconformance is found, the inspector enters the number of the Report of Nonconformance that details what was found.
  - **Date** - Reserved for the date that the inspection or test setup was completed, or the date of the Report of Non-conformance.

The following Acceptance Criteria Listing will be created in your Requisition Folder.

Not Required Fields

1. DISTRIBUTION: safasdf

ARGONNE NATIONAL LABORATORY

ACCEPTANCE CRITERIA LISTING

2. PAGE 1 of 1 3. ACL NO.: E2-177801-1 INSPECTION REQUIRED: ☑

4. ORIGINATOR'S NAME & DIVISION: Dorothy Cardia/ECT 5. PHONE: 2-6763 6. DATE: 00/00/0000

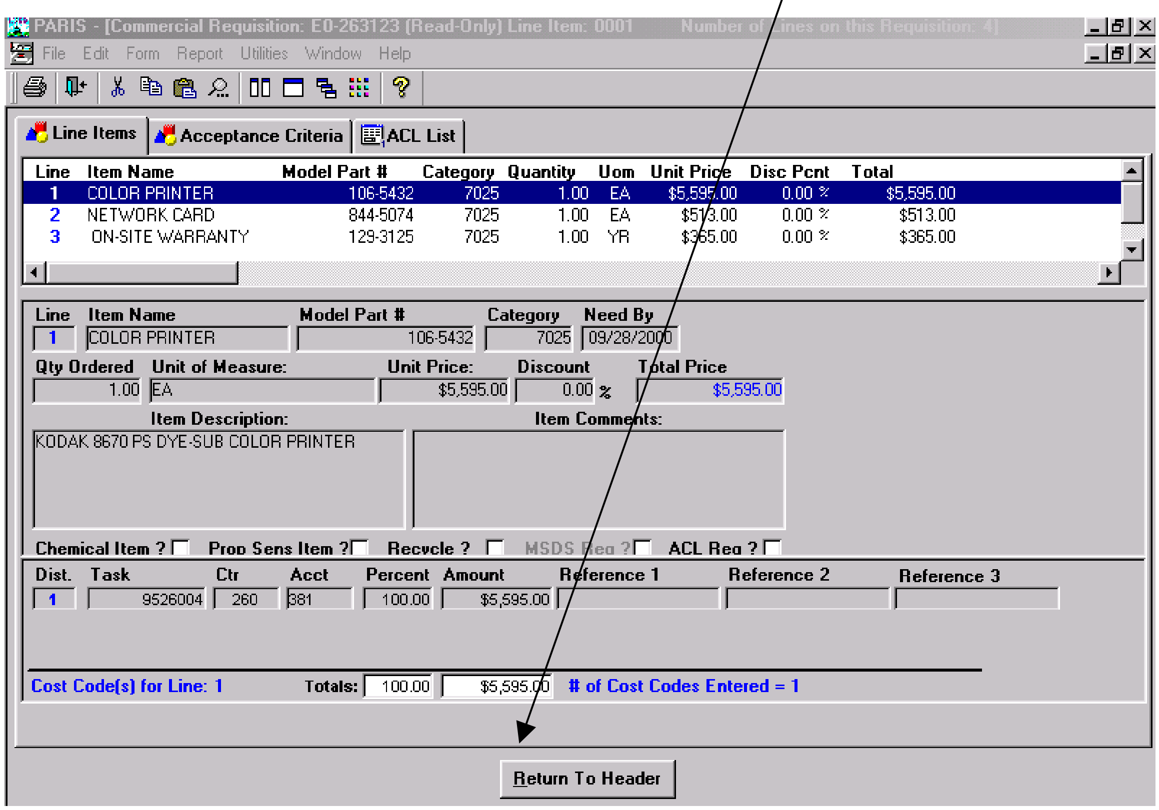
7. PART NO. & NAME: 12-1211-2 screw 8. QUANTITY:

9. FOR INSPECTION, DELIVER TO BLDG. NO.: 201 DIVISION: ECT ATTN.: Skelley

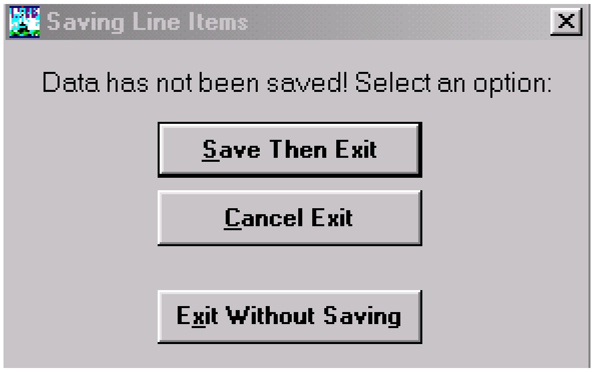
10. AFTER INSPECTION, DELIVER TO BLDG. NO.: 222 DIVISION: ECT ATTN.: Jones

11. REFERENCES AND/OR REMARKS:
lasdfjasdf;asj;

- To close the Requisition Line Item Window, click the Return to Header button at the bottom of the window.



- Save: Auto saves by line item. To save the Line Item window



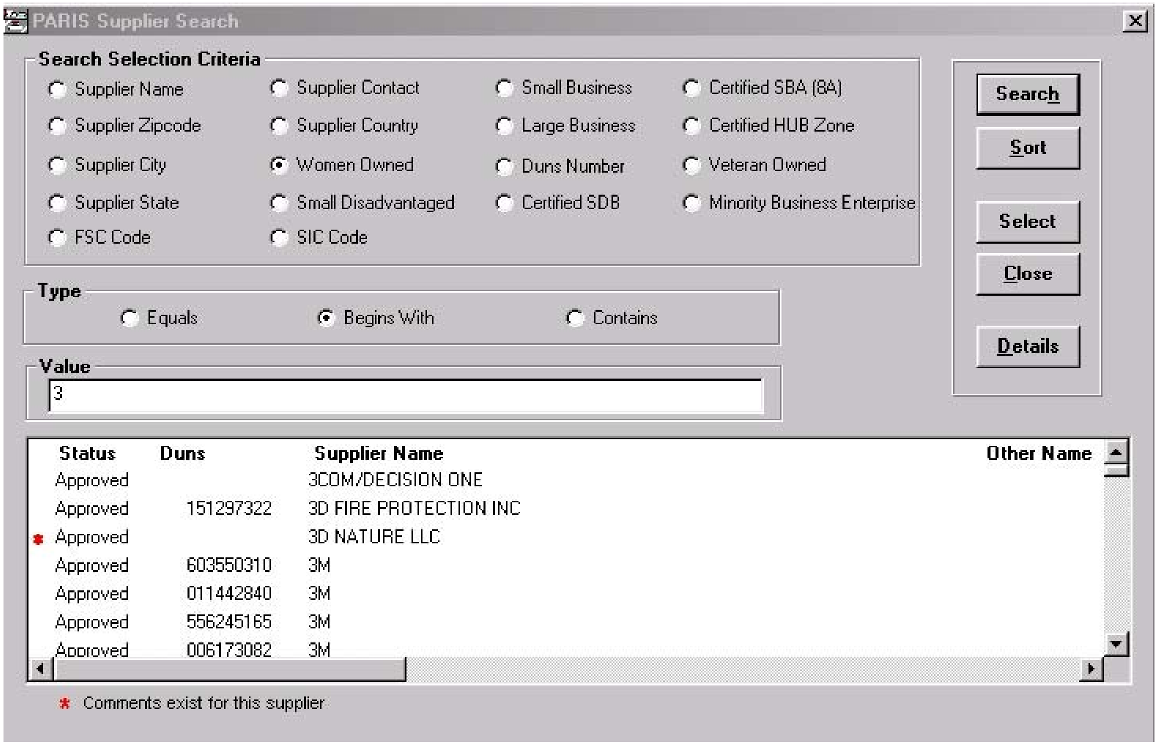
***Note**: Exit Without Saving only applies to the LAST CHANGED LINE*

4.6 Requisition Window: Suppliers Tab

The Suppliers Panel of the Requisition Window allows the requisitioner to recommend suppliers for the buyer or contract specialist to consider when awarding the purchase order or contract. Requisitioners may recommend suppliers from those already in the PARIS database or create new supplier records (which will be given temporary status).

To use the Suppliers Panel:

- In the Requisition Window, click the Suppliers tab to display the Suppliers Panel.
- Create a blank row in which to put a suggested supplier: either (a) click on the Append icon or (b) from the menu select Form, then select Insert.
- Search for an existing Supplier: double-click on the Supplier Name box to display the Supplier Search Window.



- Follow the detailed instructions for the Supplier Search Window to search for an existing Supplier.
- If the Supplier is found, then select it for the Purchase Requisition while in the Supplier Search Window: either (a) highlight the line with the Supplier's name and click on the "Select" button on the right side of the window or (b) double-click on the line with the Supplier's name and address. Either action will copy the information to the Suppliers Panel and then exit from the Supplier Search Window.
- Supplier Contact: If your selected Supplier does not have your contact's name or telephone number, use the "Supplier contact / Comments" block on the Requisition panel to enter the new information. Do not create a new Supplier record for a new contact.
- Supplier URL: If your selected Supplier is an Internet URL address, use the "Supplier contact / Comments" block on the Requisition panel to enter this information. Do not create a new Supplier record for an Internet address.
- Supplier Address Change: If a Supplier's location and address differs from that on the existing record, use the "Procurement Instructions" block on the Requisition panel to provide that information. Do not create a new Supplier record for an address change.
- Create a new suggested Supplier record only if the Supplier is not found:
  - click on the Cancel button on the right side of the Supplier Search Window, then.
  - click on the button labeled "Supplier Not Found - Add New Supplier" to open the Enter New Suppliers Window.

    - Follow the detailed instructions for the "Enter New Suppliers Window" to provide information about the suggested Supplier, then,
    - click OK to add it to the Supplier panel.
  - Add as many rows of suggested Suppliers as needed, repeating the above steps.
  - To delete a Supplier row that you have already created,:
    - click once to highlight the row, then either,
    - click on the Eraser icon or, from the menu select *Form*, then select *Delete*.
  - To exit from the Suppliers Panel, click on any other tab in the Requisition Window.

4.6.1 Enter New Suppliers Window

The Enter New Suppliers Window is available from the Suppliers Panel, which is displayed by clicking on the Suppliers Tab of the Requisition Window. After a diligent search has failed to find an existing Supplier, the Requisitioner then creates a new Supplier record for the Purchase Requisition.

Note: that the Suppliers name and all address lines are stored in upper case.
To use the Enter New Suppliers Window:

- **Name:** this is the name of the official contracting entity for the purchase order or contract and, therefore, it is not the name of a contact person or a manufacturer's representative. Rules for the name include:
  - Avoid abbreviations within the name, for example, spell out UNIVERSITY.
  - Use an appropriate abbreviation to end the name, e.g., CORP for corporation, INC for incorporated, CO for company, LLC for limited liability corporation; do not put a comma before INC and do not put a period after an abbreviation.
  - Do not use "THE" at the beginning of a name although it is commonly used in the spoken name.
  - Do not include commas, periods, quotes, numbers, dashes, or slashes unless they are an essential part of the Supplier's official name.
  - Do not put a space after a prefix, for example, enter MCMASTER-CARR rather than MC MASTER-CARR.
  - Do not place a title at the beginning of a contractor's name.

Note: If the reason for creating this new Supplier is solely for the purpose of providing an Internet URL, then don't. Instead, use the box on the Requisition header to inform the Buyer of the Internet address.

- **State:** select the state from the drop-down list; however, for a non-USA address, select the value N/A and then select the value of the country.

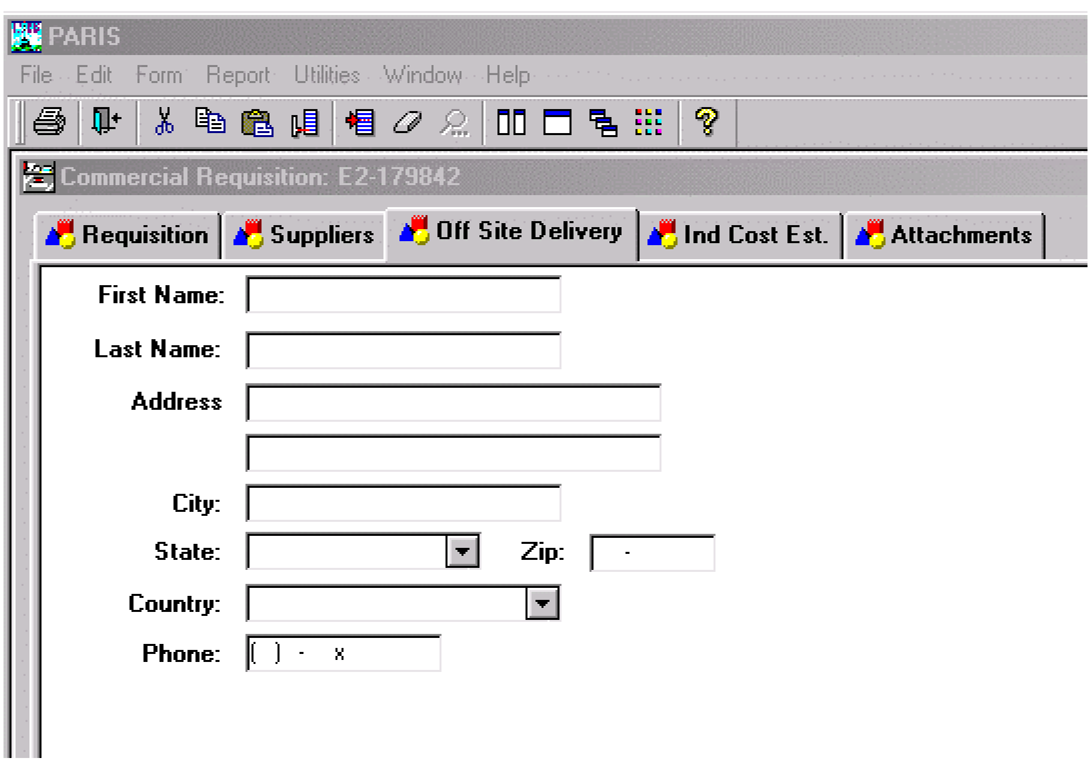
Note: If the only information being provided for this new Supplier is the name and the state, then don't create it.

- **Street:** if a post office box is the only address, enter the value in the format P.O. BOX 12345 in the first address line; when there is both a street address and a post office box, put the street address on the first line and box number on the second line; use common abbreviations such as ST and BLVD; if too long for one line, put the suite # on the second line.
- **City:** do not abbreviate, use SAINT LOUIS not ST. LOUIS; and do not put a comma at the end of the city.
- **Zipcode:** if entering the long form, separate the values with a hyphen.
- **Contact:** if a contact is known for the Supplier then enter the value after clicking on the Contact tab; enter telephone and fax numbers in the boxes provided and note that the value entered for a USA number will be formatted appropriately.

Note: If the reason for creating this new Supplier is solely for the purpose of providing a contact name, then don't. Instead, use the box on the Requisition header to inform the Buyer of this contact information

4.7 Requisition Window: Off Site Delivery Tab

The Off-Site Delivery panel of the Requisition Window allows the requisitioner to identify an individual at another location to receive the material being procured. Only one Off-Site Delivery may be entered.

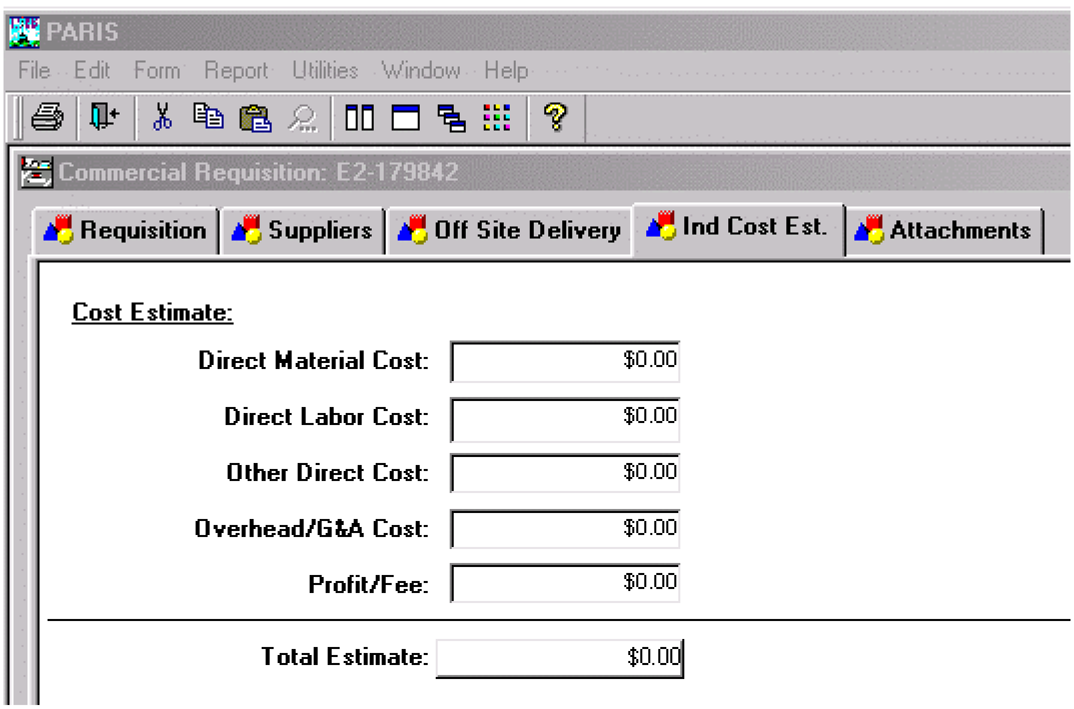


To use the Off-Site Delivery panel:

- In the Requisition Window Using the Requisition Window, click the Off-Site Delivery tab.
- The Off-Site Delivery panel is displayed.
- Enter the information about the recipient.
  - Name
  - Address
  - Phone
- To continue entering data in the Requisition Window, click the Ind Cost Est. tab.

4.8 Requisition Window: Ind. Cost Est. Tab

The Individual Cost Estimate panel of the Requisition Window allows the requisitioner to record an estimated amount for a requisition.



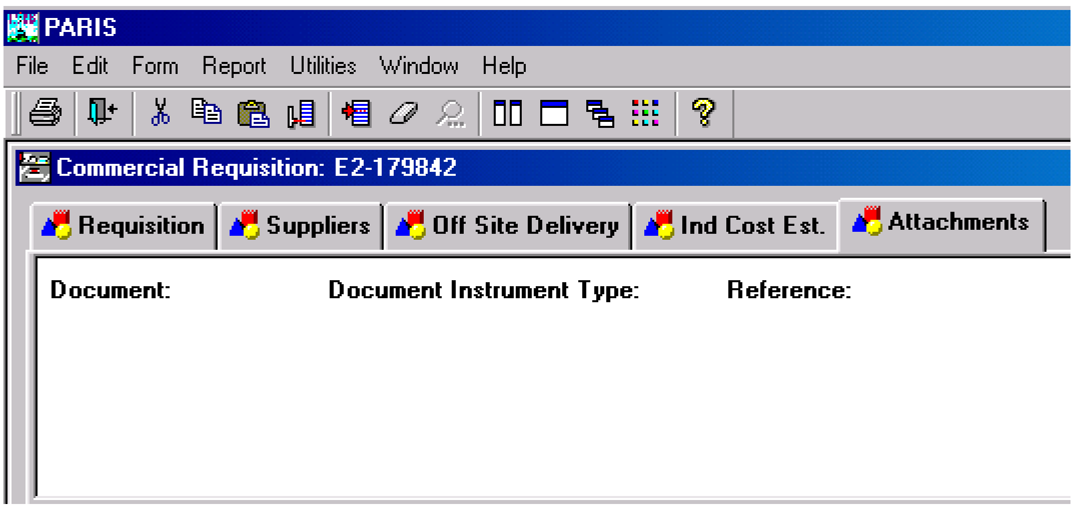
To use the Independent Cost Estimate panel:

- In the Requisition Window, click the Independent Cost Estimate tab.
- The Independent Cost Estimate panel is displayed.
- Enter each dollar amount except the *Total* which is calculated automatically. Do not type the dollar sign.
  - Direct Material Cost
  - Direct Labor Cost
  - Other Direct Cost

  - o Overhead/Other G&A Cost
  - o Profit/Fee
  - o Total Estimate
- To continue entering data in the Requisition Window, click the Attachments tab.

4.9 Requisition Window: Attachments Tab:

The Attachments panel of the Requisition Window allows the requisitioner to specify documents that should be included in the Purchase Requisition or made available to Procurement



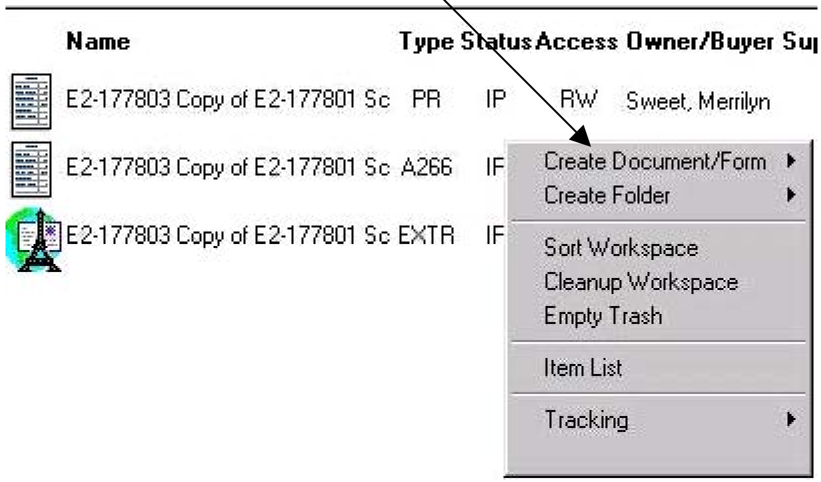
To use the Attachments panel:

- In the Requisition Window, click the Attachments tab.
- The Attachments panel is displayed.
- From the Form Menu, select Append or Insert to add a row of data entry blocks.
- Select the type of document from the first drop-down list box, select the document instrument type from the drop-down list box, and enter a reference number or description of the attachment
- When you finish entering data in the Requisition Window, click the Line Items button at the bottom of the window to open the Requisition Line Item Window.

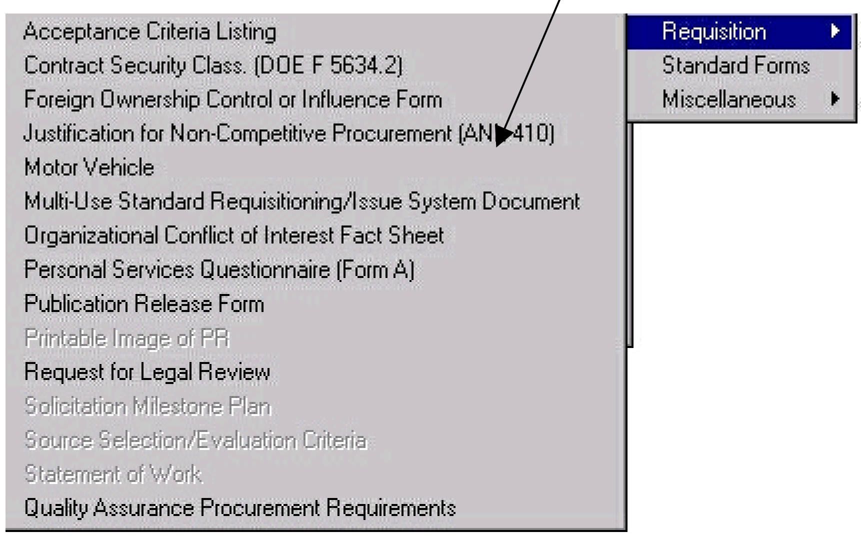
4.10 Create Forms

Individual forms are created by selecting the type of form from the Pop-up Workspace Menu in the workspace window. Before you can create a specific form, you should be positioned within the appropriate folder, but with no current forms highlighted. Then the menu displays a customized list of forms, which belong in folders of that type.

Select Create Document/Form.



- Open the folder where the new form should be located.
- Activate the Pop-up Workspace Menu, by right clicking in the workspace.
- Select the menu choice that represents the type of folder.
- Select the desired form from the list.



Tip: Forms should be created in the Requisition Folder. The Requisition Folder will be routed with it, when the Requisition is created.

- If a dialog box is displayed, which asks you to name the form, either accept the default title by clicking OK, or enter a title and click OK. Forms may be renamed later if necessary, by highlighting and right clicking on the form, and selecting “Rename”.
- An icon representing the selected form is placed in the open folder, with the specified title. To edit the form, double-click the icon.

- Forms available in the in the Miscellaneous menu option are shown below. This feature allows you to attach external files to this folder. Mail Message
  - Request for Legal Review
  - Note to File
  - Add External File, such as a scan of Statement of Work.
  - Create blank Word document
  - Pricing report Cost Summary

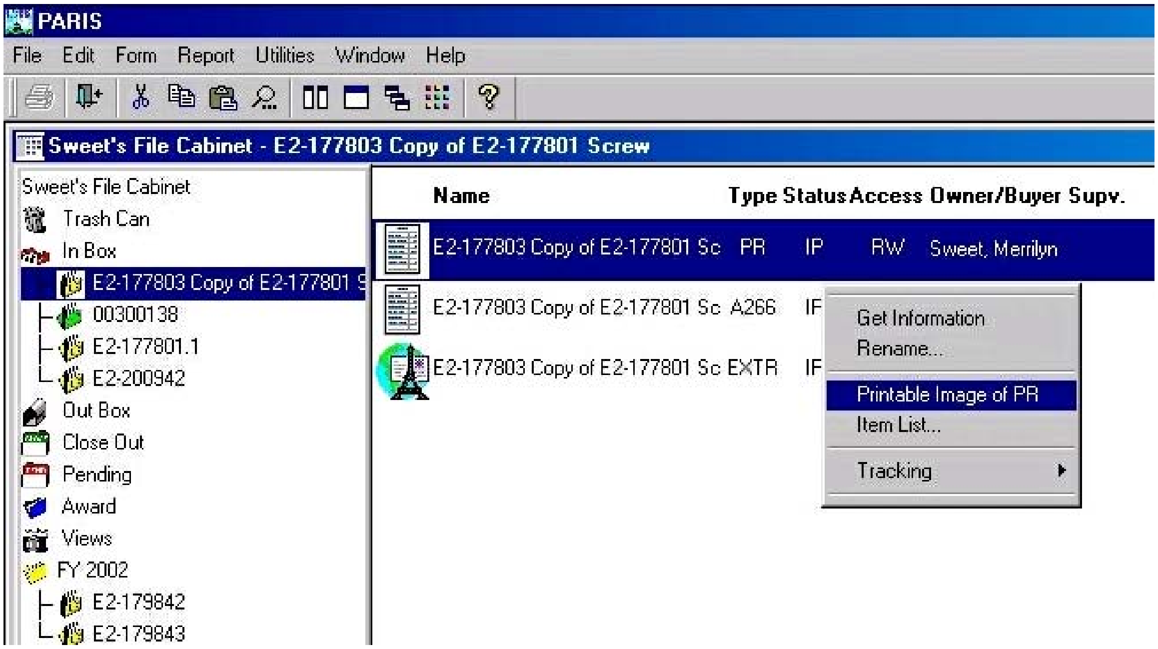
4.11 Print PR:

At any time the Requisitioner or Approver can print out the PR by right-clicking on it and selecting "Printable Image of PR" from the menu. Other forms in the PR folder can be printed by opening them, then right-clicking and selecting PRINT page

4.12 Change the Status:

4.12.1 Change the Requisition Folder to "Complete"

- When you finish working with the requisition folder, you should mark it "Complete". Changing the status to Complete protects finished work from unintended changes, and is required for approval routing. A "Smile" symbol attached to an icon indicates that the status is "Complete".
- When you open a Completed form, it is displayed with "Read-Only" in the title bar. If you want to edit a Completed form, rather than just inspect it, you must change its folder's status back to In-Process before you open it.
- To change status from "In-Process" to "Complete", display in the right workspace the folder that contains the requisition to be given the
  - Highlight the folder by a single right mouse click.
  - Select "Complete" from the menu.
  - In the dialog box that is displayed, click Yes to confirm the command.
  - A "Smile" symbol attached to the icon indicates its status is Complete.



4.13 Route the Requisition Folder for Approval

Any folder marked Complete can be routed for approval. Approval routing sends the item to a list of reviewers known as an approval thread. Each member of the thread approves the item and it continues automatically to the next member, or the thread member disapproves the requisition and it is sent back to the original user who routed it. Routing can be sequential (to one user at a time), parallel (to multiple users at the same time), or a combination of sequential and parallel steps. While in-route for approvals the status icon changes to a padlock to signify that changes are locked out.

Once the last approver (the buyer) approves the item, the folder's ownership changes to the buyer's supervisor, and the buyer is assigned to work the requisition.. The requisition assumes a status of PALT (Procurement Acquisition Lead Time) until it is awarded, represented by a blue ribbon symbol.

To route an item for approval:

- Display in the right workspace the folder to be routed. Make sure the folder has the Completed status.
- Right mouse click on the requisition folder and select ROUTE from the pop-up menu
- A routing window is displayed. Choose Route for Approval and click OK.
- The Select an Approval Thread window is displayed. If no approval threads are displayed for your Division, or, if the approval thread of your choice is not displayed, select "Show All Threads" button. This displays all available threads.

Enter the first character of your division to get rapidly to your listing of thread choices. Select an approval thread and click OK.

- Depending on the nature of your requisition, additional approvers may be required. For example, if your selected thread does not contain someone with signature authority to approve the dollar amount for the requisition, a window will be displayed to select a financial approver for that dollar amount.
- The system also automatically adds members to the thread based on the business rules (see Business Rules, in Appendix X) and the nature of or requisition.
- The Dynamic Thread Builder Window is displayed. The Thread Parameters section contains read-only information which is maintained by a system administrator. Each rectangle contains the name of one thread member, and includes information as to whether the individual will receive an e-mail notice to take action and whether the individual as mandatory. Mandatory approvers can not be removed from the thread. Additional approvers can be added by dragging names from the user list to the appropriate location on the thread. The arrangement of names from left to right determines the order of sequential routing, while each vertical arrangement identifies users who will receive the item simultaneously (parallel routing).
- To send the item and start the route for approval process, click OK.
- A Locked symbol (padlock) is attached to the icon in your workspace to indicate that the folder or item cannot be edited while it is routed for approval. Approval thread members will see the same icon in their In Boxes with an envelope symbol attached to it. (See Appendix C for illustration of status icons).
- Disapproved folders are identified by a Disapproved symbol (prohibitory slash in a circle), and a status change to "DAP"
- If you realize that you need to change the Requisition, while it is in route for approval, contact PARIS helpline, and ask them to "Un-Route the requisition.
- When the folder or item is approved by the buyer, (last person in the thread), the status changes to PALT to indicate the Procurement Department is processing it.
- Requisitioners and Approvers can obtain detailed information on the progress of the requisition in two different ways. By right-clicking on the PR Folder and selecting Tracking Immediate the viewer can see who has the requisition as of what date and time. By right-clicking the PR Folder and selecting View Thread the viewer can see past and future approvers.

4.14 Creating "Change Requisitions" in PARIS

Once a Requisition Folder has been approved and accepted by Procurement, any modifications must be submitted using a Change Requisition (Point PR). A Change Requisition can only be used PRIOR to Contract Award—make all necessary changes.

When you create a Change Requisition with the Modify PR command, it contains all data, documents,and forms present in the orginal Requisition Folder. Once a Point PR has been created, the completely revised Requisition **must be routed**, and will **completely** replace the original PR. The original PR will be disabled and cannot be accepted by Procurement.

4.14.1 Amend a PR, or submit a follow-on requisition to a PARIS contract award.

Purchase requisition is in Procurement, locked and in "PALT" status and a modification is required before the contract is awarded; the following process should be utilized to create a Modify/Point PR:

- Select (highlight) the PR folder, then use the right mouse button to bring up the menu choice "MODIFY PR".
- Activate this menu selection.
- PARIS will create a "Point PR" by copying the information from the original PR (and renumber the PR) with ".1, .2, etc." for each successive change. For example a "point PR" for PR E9-123001, will be numbered E9-123001.1
- Open this PR and make any required changes.
- Upon completion of the changes, complete and route the "point PR" as normal. The PARIS system will advise the buyer assigned to the original PR, that a new PR is in-route. The buyer will not be able to complete the award from the original which will now have a status of "MODF"
- Upon receipt of the "point PR", the buyer can not cancel a PR in MODF status. The buyer will replace the original with the point PR" and continue through contract award.
- After a PARIS PR has been awarded and a "follow-up" requisition is needed to amend/modify the contract award, the following process should be utilized for "Other Than New Procurement (OTNP)" requisition
- Create a New PR folder as normal, but change the Procurement Type, as required.
  - Select the existing award number that needs to be modified , by searching for an award.
  - For certain types of OTNP's, the system will bring up an additional screen that lists the awarded lines for the PR. You will then select and change the Quantity , or Price.
- If you are adding new lines to an existing award, you will be presented a "new PR" as usual. The only difference from the processing of an original PR is that the routing will send the PR to the buyer from the original award, and the PR will reference the original contract award.

4.15 Cancellation Of PR

A requisition may be canceled at any point in the procurement process. Cancellation must be initiated by the originator, and performed by the current owner (who may or may not be the originator).

Before a Requisition Folder has been Approved, the originator can cancel it with the Cancel PR command. After a Requisition Folder has been Approved and ownership has been transferred to Procurement, the originator must contact the Procurement Representative to which the Requisition already is assigned and request that the requisition be canceled.
The contents of a canceled Requisition Folder are read-only, and the status can not be changed. However, a copy of the Requisition Folder may be made if the information is needed in the future.

4.15.1 To Cancel a Requisition (Originator = Owner)

- This procedure may be performed at any time before the ownership is transferred to another user, such as may happen at the end of the approval process. Routed Requisition Folders may be cancelled this way if they have not been approved.
- Display the Requisition Folder in the right workspace.
- Point to the Requisition Folder icon and activate the Pop-up Icon Menu.
- Select Cancel PR from the Pop-up Icon Menu.
- In the confirmation message box, click Yes.
- If the Requisition Folder is in an approval thread or routed to another user when it is canceled, it is removed from the recipient's workspace.
- The status of the Requisition Folder is changed to Canceled, and a cancellation symbol consisting of wavy red lines is attached to the lower corner of the Requisition Folder icon to represent the Canceled status.

4.15.2 To Request that a Requisition be Cancelled

This procedure may be performed when the originator no longer owns the Requisition Folder (for example, after it has been transferred to Procurement at the end of an approval thread).

- Contact the Procurement Representative to which the Requisition Folder is assigned and request that the Requisition be cancelled.
- When the Procurement Representative cancels the Requisition folder (as described below), its status is changed to Canceled, and a cancellation symbol consisting of wavy red lines is attached to the lower corner of the Requisition Folder icon in your workspace.

4.15.3 To Cancel a PR (Owner other than Originator)

- This procedure is performed by the Procurement Representative upon receipt of a request from the Requisition originator.
- When a request to cancel a Requisition Folder is received, display the Requisition Folder in the right workspace.
- Point to the Requisition Folder icon and activate the Pop-up Icon Menu.
- Select Cancel PR from the Pop-up Icon Menu.

- In the confirmation message box, click Yes.
- The status of the Requisition Folder is changed to Canceled.
- Ownership of the Requisition Folder is returned to the originator, and a linked copy remains in your workspace.

Chapter 5: Routing

The routing features of the system allow you to interact with other users by sending and receiving items, transferring ownership, and participating in a paperless approval process. Approval routing and general routing allow you to send items to other users with restrictions. Transfer allows you to give items to other users. If you have an appropriate managerial user role, Assign allows you to distribute work to other users within your working group. A Mail Message form is available for composing messages to other users.

5.1 Types of Routing

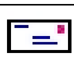
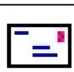
Type	Recipient	Source of Address List	User Responsible for Maintaining Address List
Approval Routing	Member of Approval Thread	Thread Builder Window	System Administrator
Assign	Selected Subordinate	Supervisor/Team Leader Maintenance window	System Administrator
General Routing	Selected User	Private Address Book	Individual User
Transfer	Selected User	Private Address Book	Individual User

5.1.2 In Box

The In Box is located at the top of the Navigator on the left side of the workspace. If you have mail or routed items in your In Box, the color changes from blue to red. To empty the In Box, move incoming items to other folders. To find out who owns an item routed to you, use the Get Information command. To identify an item's status or type, look at the symbols attached to the icons in your In Box.

5.1.3 Identifying Routed Items

The following symbols may be attached to items in your In Box:

	Routed to you for Approval
	Assigned: a Req folder has been sent to you for procurement action
	General Routing
	Transferred Items

The following symbols are attached to items you previously routed to show the new status:

	**Approved:** An item you routed for approval has been returned to you with the necessary approvals
	**Disapproved:** An item you routed for approval has been returned to you for revisions

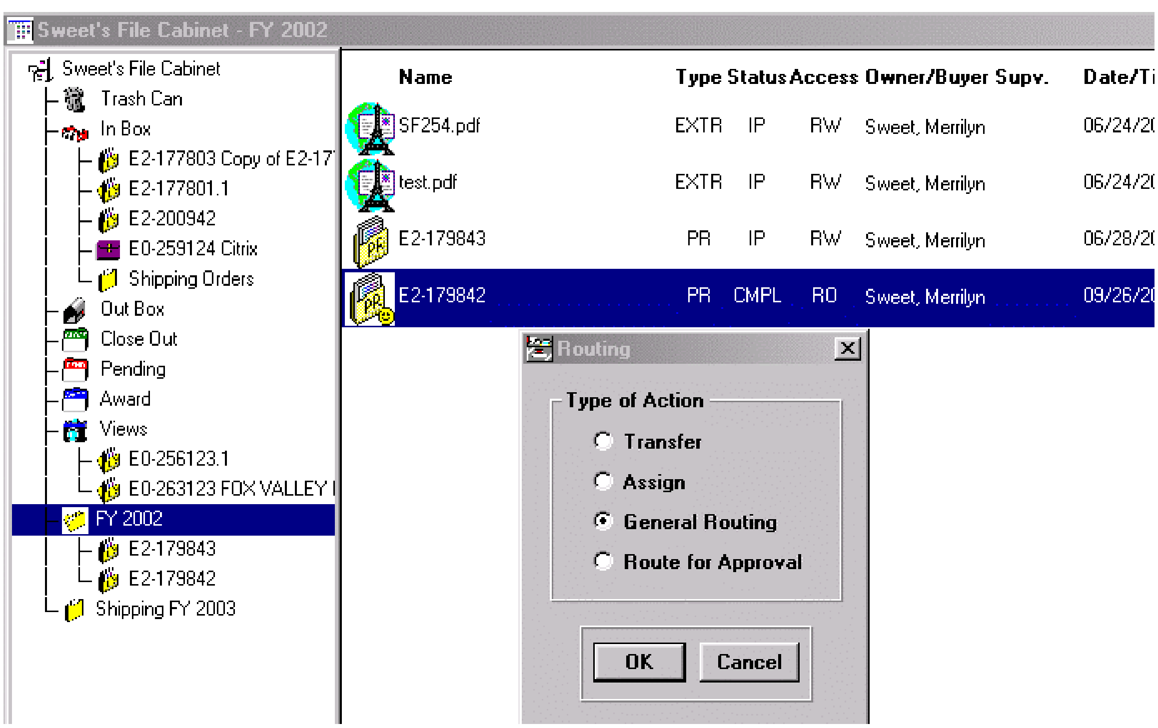
5.1.4 Out Box

The Out Box is one of the system folders in the File Cabinet. Dragging an item to the Out Box activates the Routing dialog box. (You should be sure the Out Box is visible before dragging an item to it.)

5.2 General Routing

General routing extends privileges to any number of users, but only one user at a time may edit a routed item. When you Route an item, you retain ownership of the routed material. To route an item or folder:

- Open the folder where the item or folder to be routed, is located. (The icon that represents the item to be routed must be displayed in the right side of the Workspace window.)



Do one of the following:

- point to the icon and click the right mouse button to activate the Pop-up Icon Menu, select “Route”, or drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.)
- The Routing dialog box is displayed. Select General Routing and click OK.
- The Route To dialog box is displayed. Select the user(s) to whom you want to send the item. The list contains the users in your private address book.
- To prevent the recipient from making changes, select Read Only under Access.
- To give the recipient editing privileges, select Read/Write under Access. Then, under Type, select Send Copy if you want to route a copy of the document rather than the original, and select Protect for Revisions if you want to record the recipient's changes to a document with revision marks.
- Click OK to route the item.

Icon Tip: When selecting Read-Write, it is a good idea to specify Protect for Revisions to record changes to Word documents. When a document is returned, you may select Revisions from the Word Tools menu to view any changes and accept or reject them. For information about using revision marks, see the Microsoft Word documentation.

5.3 Approval Routing

Any folder, document or form marked “Complete” can be routed for approval. Approval routing sends the item to a list of reviewers known as an approval thread. Each member of the thread approves or disapproves the item, and it continues automatically to the next member or back to the user who routed it.

Routing can be sequential (to one user at a time), parallel (to multiple users at the same time), or a combination of sequential and parallel steps.

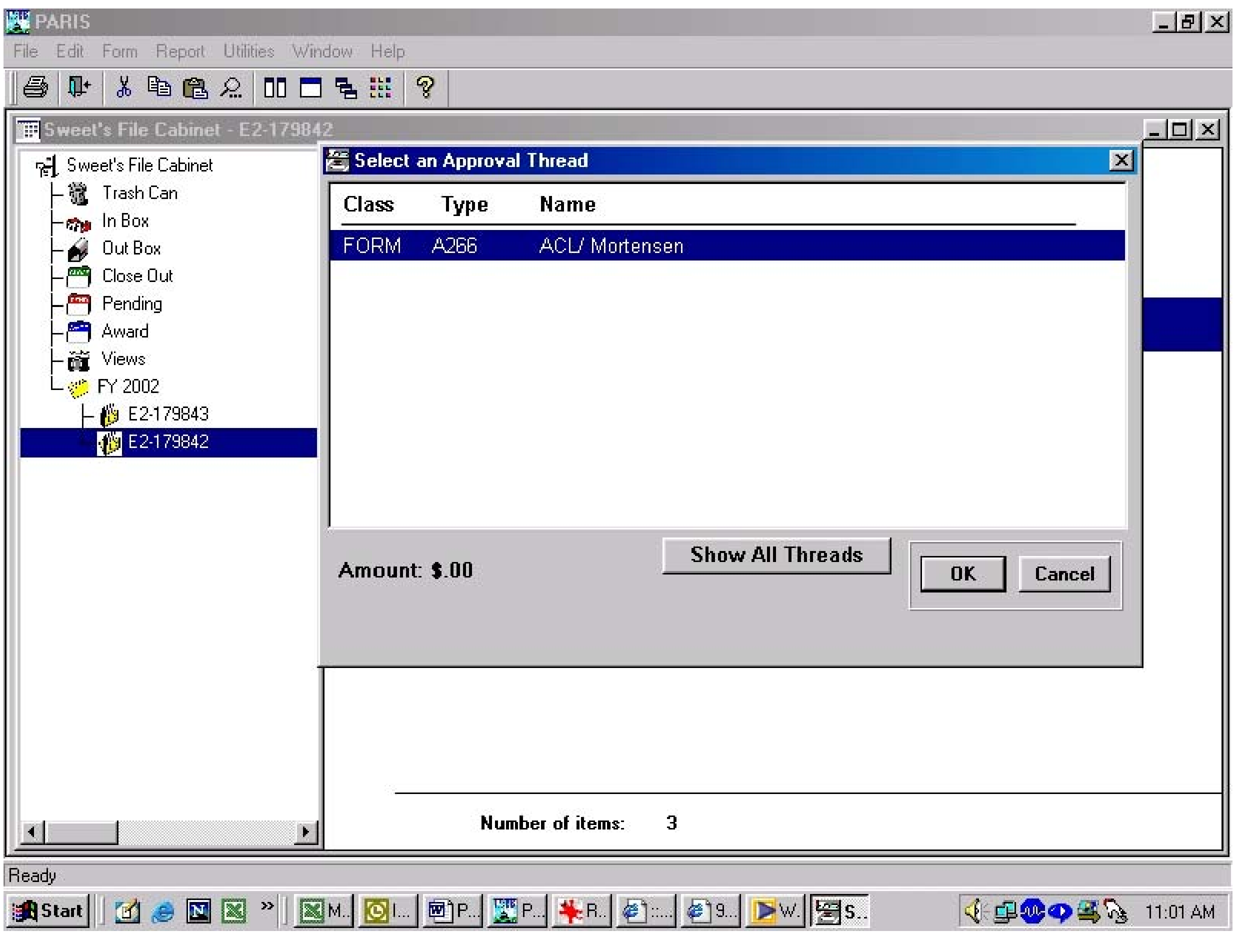
Only individuals with the system administrator user role can create threads. Each type of folder, document or form that users may want to route must have an approval thread created by a system administrator in the Thread Builder Window. When you initiate a Route for Approval action and choose an approval thread, the Dynamic Thread Builder Window allows you to add or delete reviewers (mandatory thread members can not be deleted).

Approvals have Business Rules applied, and authorized individual will be added to the thread. Refer to Appendices A, B, and C, for Business Rules, ANL East, West, and APS.

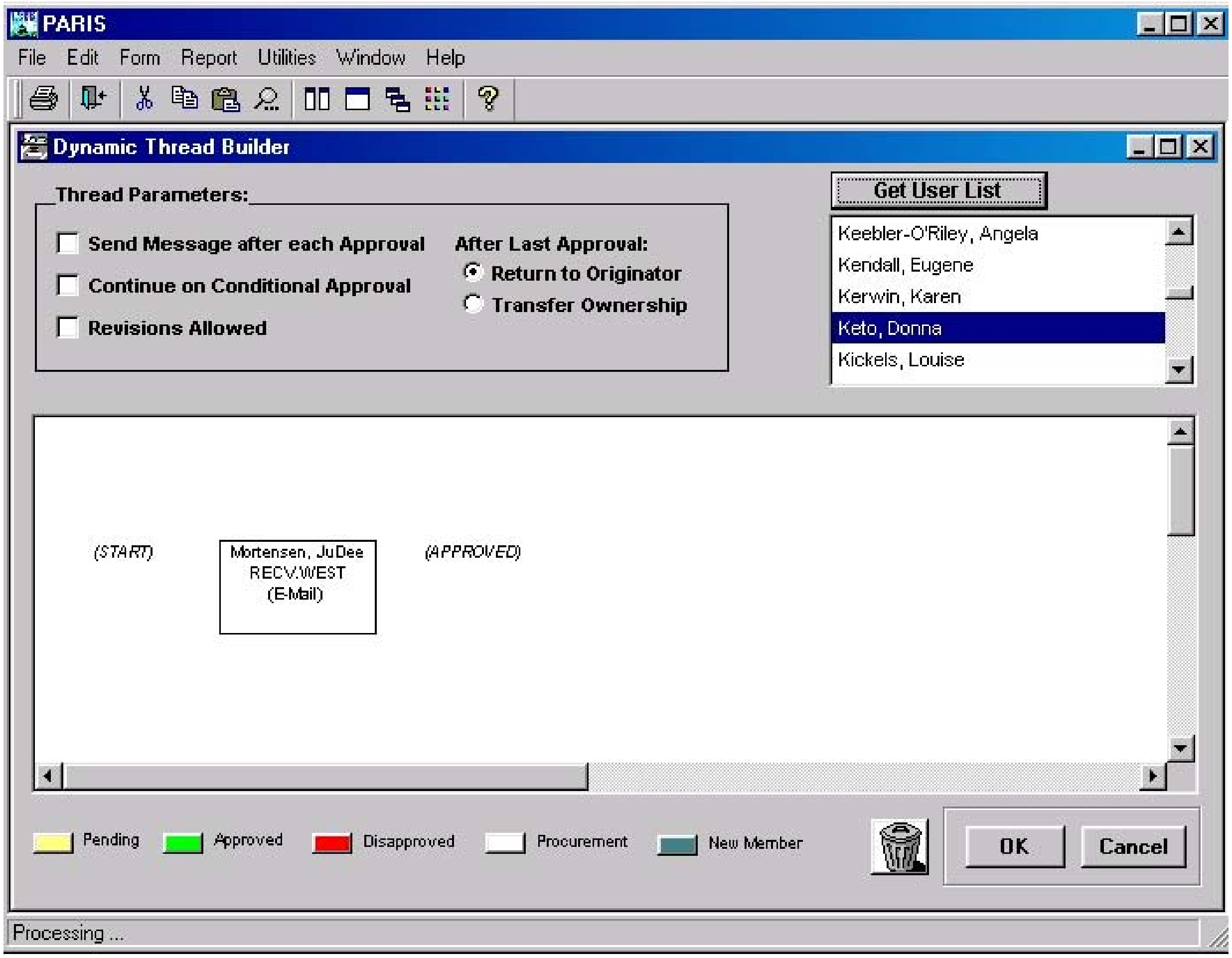
Once the item is approved by the last user in the approval thread, it is either returned to the originator of the thread, or it changes ownership to the current user (the last person in the thread), depending on the parameters specified in the approval thread. After an item has cleared the entire approval thread, it is marked with an Approved symbol.

5.3.1 To route an item for approval:

- Open the folder where the item to be routed is located. Make sure the item has the Completed status.
- Do one of the following: point to the item and click the right mouse button to activate the Pop-up Icon
- Select Route or drag the item from the right side of the workspace window to the Out Box in the Navigator. (If necessary, first use the Navigator's vertical scroll bar to display the Out Box.)
- The Routing dialog box is displayed. Select Route for Approval and click OK.
- The Select an Approval Thread window is displayed. Select an approval thread and click OK.
- List of threads are displayed.



The Dynamic Thread Builder Window will be displayed:



- The Thread Parameters section contains read-only information which is maintained by a system administrator.
  - To populate the user list, click on "Get User" and all valid system users will be retrieved. The User List section contains the names of all system users. Names may be dragged from this list to the lower section of the window where the approval thread members and the routing sequence are shown graphically. Each rectangle contains the name of one thread member, Division, and includes the following Properties:
    - "E" if e-mail messages are enabled
    - Asterisk for Mandatory status

The arrangement of names from left to right determines the order of sequential routing, while each vertical arrangement identifies users who will receive the item simultaneously (parallel routing). Requisition Folders, when routed for approval, will select members for the thread on the basis of the thread selected as well as business rules governing financial approvals, budgetary approvals, category code approvals, and unique requirements, (such as classified or precious metals). The inclusion of members into a thread based on business rules will always occur after the division members have been listed and will be listed for parallel, or sequential routing.

Procurement Package items routed for approval (such as solicitation or award folders or documents) will always be inserted based on the thread selected with no external business rules defining members of the thread. You may add members to these threads but they will be inserted in sequential order based on where you place their name.

The Thread Parameters section contains read-only information that is maintained by a system administrator. The User List section contains the names of all system users. Names may be dragged from this list to the lower section of the window where the approval thread members and the routing sequence are shown graphically. Each rectangle contains the name of one thread member, and includes the following Properties if applicable:

The arrangement of names from left to right determines the order of sequential routing, while each vertical arrangement identifies users who will receive the item simultaneously (parallel routing).

- **Adding Members to the Thread:**
  If the item you are routing should be reviewed by an individual not listed in the thread:
  - Locate the name in the User List
  - Drag it to the position in the thread (drop zone) where you want the individual to receive the item and release the mouse button to drop it in place. The order of individual thread members can be rearranged by dragging and dropping the rectangles containing their names.

Tip: Always drop members from the User List, before you reach the last person in the thread

- **Removing Member from the Thread:**
  Remove a member by dragging to the Trash Can within the window.

Note: One cannot remove a "Mandatory"

- **To send the item and start the route for approval process**:
  - Click OK to start the Route for Approval process.
  - A Locked symbol (padlock) is attached to the icon in your workspace to indicate that the folder or item cannot be edited while it is routed for approval. Approval thread members will see the same icon in their In Boxes with an envelope symbol attached to it.
  - When the folder or item is approved, an Approval symbol (Check Mark) is attachd to the icon. Disapproved folders or items are identified by a Disapproved symbol (prohibitory slash, in a circle).

- **To send the item and start the route for approval process**
  - click OK.
  - A message box confirms the start of the route for approval process. Click OK.
  - A Locked symbol (padlock) is attached to the icon in your workspace to indicate that the folder or item can not be edited while it is routed for approval. Approval thread members will see the same icon in their In Box with an envelope symbol attached to it.
  - When the folder or item is approved, an Approved symbol (check mark) is attached to the icon. Disapproved folders or items are identified by a Disapproved symbol (prohibitory slash in a circle).

5.3.2 Drop Zone for Dynamic Threads

The drop zone for sequential routing extends from the middle of the red dash after the word "Start" to the right-hand edge of the window, and includes the top half of each rectangle. The drop zone for parallel routing extends from the middle of each rectangle to the bottom of the window

Note: The drop zone for **sequential** routing is the rectangle that you wish to insert the new member in front of, and the drop zone for **parallel** routing extends parallel from each rectangle to the bottom or top of the window.

5.4 Transfer

When you transfer ownership of a folder, document or form, it is removed from your workspace and placed in the "In Box" of the recipient you select. You can only transfer these items to other system users listed in your private address book.

Folders and other items may be transferred automatically at the end of any approval thread. The thread parameters determine whether a folder is transferred automatically. Also, if a Change Requisition is submitted, its ownership is transferred to the user who owns the original Requisition Folder, and it is automatically assigned to the user to whom the original Requisition Folder is Assigned.

To transfer ownership:

- Display the folder or item to be transferred in the right workspace
- Do one of the following:
  - Point to the icon and click the right mouse button to activate the Pop-up Icon Menu.
  - Select Route or drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.)
- The Routing dialog box is displayed.
- Select Transfer and click OK.
- The Transfer To dialog box is displayed.

- Select the recipient, and click OK. The list of names is from your private address book.
- A message box is displayed to inform you of the successful transfer. Click OK to acknowledge it.

5.5 Assign

Only users with specific managerial user roles and designated subordinates can assign folders, documents or forms to other users, and they must own an item to assign it. Routed or previously assigned items cannot be assigned, but may be de-assigned and then assigned again. When you assign something, you retain ownership and can view its current location in the Assigned Workload Report.

If you want to assign a Requisition Folder, its status must be Approved. When a Requisition Folder is assigned, its PALT (Procurement Administrative Lead Time) clock is started, and the PALT Report displays data about it. If a Change Requisition is submitted, its ownership is transferred to the user who owns the original Requisition Folder, and it is automatically assigned to the user to whom the original Requisition Folder is Assigned.

5.5.1 To assign an item or folder:

- Display the item or folder to be assigned in your right Workspace.
- Do one of the following:
  - Point to the icon and click the right mouse button to activate the Pop-up Icon Menu.
  - Select Route or drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.)
- The Routing dialog box is displayed.
- Select Assign and click OK.
- The Assign To dialog box is displayed. Select the recipient from the list of your subordinates. (This list is maintained by a system administrator in the Supervisor/Team Leader Maintenance window.)
- Click OK. The assigned item is placed in the "In Box" of the user you selected, and a read-only copy remains in your workspace. A portrait symbol attached to the lower corner of the icon indicates its Assigned status. (Assigned PR Folders have a green PALT clock symbol attached instead of the portrait symbol.)

5.5.2 De-Assign

A folder or item may be assigned to only one user at a time. If work needs to be reassigned to a different user, you must remove the first assignment, then repeat the assign procedure.

To remove an assignment:

- Select "Manage Routing/Assignments" from the *Utilities* menu
- The Manage Assignments window is displayed.
- Select the item or folder in the Assigned Documents/Forms/Folders section of the list.
- Click the De-Assign button.
- The folder or item is removed from the recipient's workspace, and it is available for you to assign to another user.
- Click OK to close the Manage Assignments window.

5.6 Approving Work

Documents, folders and other items which have been routed to you for approval arrive in your In Box. Your Inbox will be red in color, if there are items to approve.

To approve a folder or item:

- Open your *In Box*. Any items with an envelope attached requires that an approved action be taken. It will also have "Approval Required" specified under the object name.
- Open the folder, document, or form and review the contents.

If you are satisfied with the contents, display the icon for the folder or item you want to approve in your right Workspace. (If it is still in your In Box, click the In Box icon in the Navigator.)

- Do one of the following:
  - To keep a copy of the item you are approving, drag the item to another folder prior to taking the following actions.
  - Point to the icon and click the right mouse button to activate the Pop-up Icon Menu. Select Route, or,
  - Drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.)
- The Approval Action dialog box is displayed. To approve the folder or item, click Approve.
- The folder or item is automatically routed to the next person in the approval thread.
- The folder or item is marked "Approved" when the last person in the thread has approved it.
- If you want to Approve With Comments, click on it, and the window will be displayed for entry of Comments. Type the Comments and close the window.
- If you want to Approve With No Comments, click on "Approve No Comments".

- Ownership of the folder or item either stays with the originator or is transferred to the last person in the thread when the approval process is finished, depending on the parameters in the approval thread

5.7 To Disapprove an item:

Documents, folders and other items which you choose to disapprove, are processed as follows:

- Display the icon for the folder or item you want to disapprove, in the right Workspace.
- Point to the icon and click the right mouse button to activate the Pop-up Icon Menu. Select Route, or,
- Drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display theOut Box.)
- The Approval Action dialog box is displayed. To disapprove the folder or item, click Disapprove.
- A window will be displayed for you to enter comments. Type your comments and close the window.
- The folder or item is returned to the originator for revision.

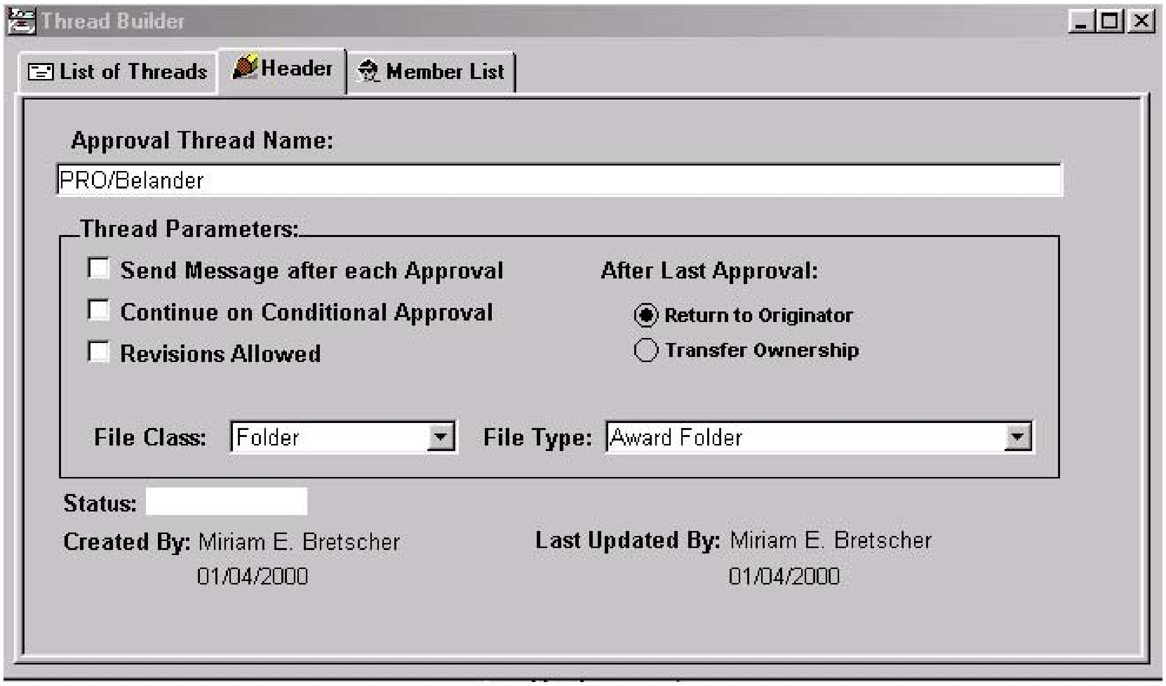
5.8 Approval Thread Maintenance

This function is restricted to individuals with System Administrator user roles. Approval threads are created and edited in the Thread Builder Window. Each type of folder, document or form that users may want to route must have at least one approval thread. Any user may customize an existing approval thread for a specific folder or item being routed for approval in the Dynamic Thread Builder Window. However, only system administrators can create or modify the original approval thread. For instructions, refer to PARIS on line help, Approval Thread Maintenance topic

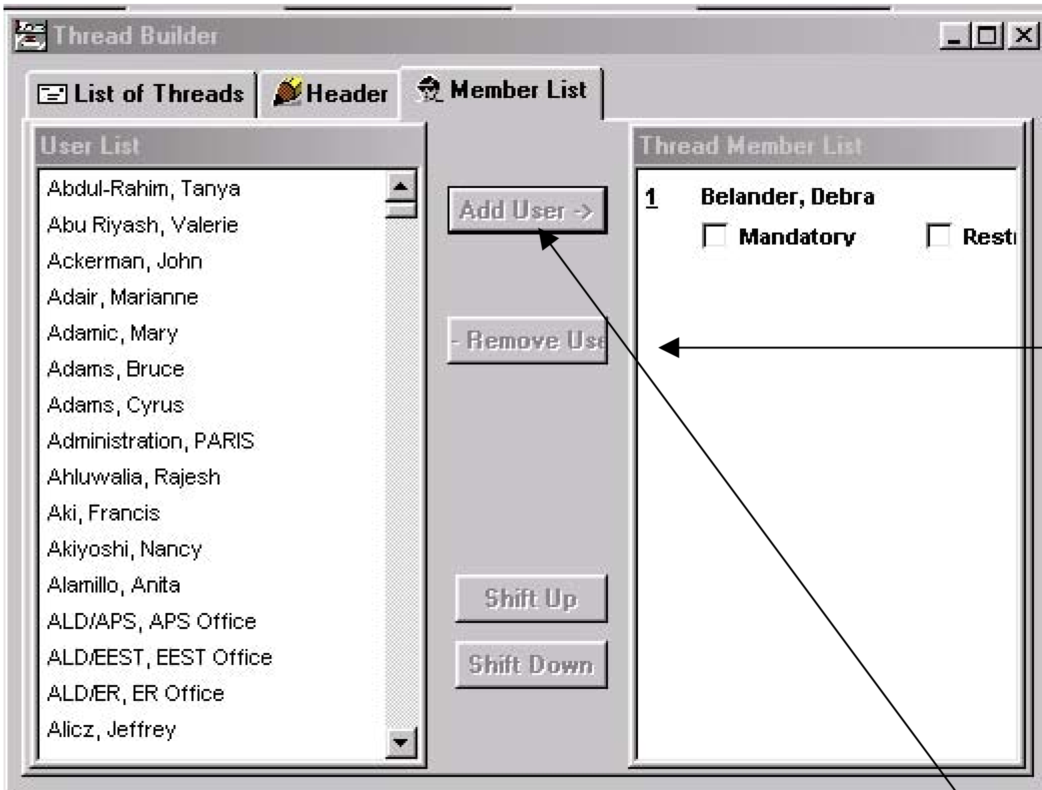
5.9 Thread Builder Window: Member List Panel

All data entered or changed in the Member List panel applies to the approval thread selected in the List of Threads panel which is displayed when the Thread Builder Window is opened.

Note: This can only be maintained by the PARIS system administrator.



The left side of the User List contains the names of all system users, and the Thread Member List at the right shows the users in the approval thread. The names should be arranged in the desired order for sequential routing, with the first user to receive a routed item at the top of the list.



To specify approval thread members:

- To add a user to the thread, highlight a name in the User List and click "Add " button to move the name to the Thread Member List. Add names in the order that they should receive the routed folder or item.
- To reposition a user in the thread, first select the name in the Thread Member List, then click the Shift Up or Shift Down button as many times as necessary.
- To make a user a required member of the thread, mark the Mandatory box. (For Requisition Folder threads, the division financial approver and the final approver for the specified cost centers should be Mandatory.)
- If a thread member should review only folders or items which involve specific funding levels, mark the Restrict box and enter the Minimum and Maximum dollar amounts.
- To delete a thread member, select the name in the Thread Member List, then click the Remove User button.
- When both the Header and Member List panels are correct, either return to the List of Threads panel to work on another thread, or exit the window by double-clicking the Close Bar. If the Closing dialog box is displayed, click the Save Then Exit button.
- To open the Properties dialog box for a thread member, point to the rectangle that represents that user and press the right mouse button to activate the Pop-up Thread Builder Menu. Select Properties. Enter the maximum number of days you want the individual to have the item before making an approval decision (When

the routed material is in the recipient's workspace, the system calculates the Suspension Date and lists it in the individual's Tickler Report.) Mark the E-Mail checkbox to enable automatic mail messages. Click OK to close the Properties dialog box.

5.10 Thread Parameters

OPTION	FUNCTION
Send Message After Each Approval	If this option is marked, the system sends a message to the originator after each user approves the routed item. If it is not marked, the approval process continues silently.
Continue on Conditional Approval	If this option is marked, the item continues in the approval thread if it is disapproved by a member, then returns to the originator for revisions when it reaches the end of the approval thread. If it is not marked, a disapproved item is returned to the originator immediately.
Revisions Allowed	If this option is marked, the routed item has read-write access and changes may be made by reviewers. If it is not marked, access is read-only.
After Last Approval...Return to Originator	If this option is marked, ownership of approved items remains with the user who routed them.
After Last Approval...Transfer Ownership	If this option is marked, ownership of approved items is transferred to the last member of the approval thread. Approved Requisition Folders are transferred to a user in the contracts office.

This is a *Display Only* function. To view the available list of approval threads, choose "View Approval Thread" from the Utilities menu:

- **Approval Thread Name** A unique descriptive title which will help users select the appropriate approval thread.
- **Thread Parameters** - Thread Parameters may be specified:
  - **Send Message After Each Approval:** Mark this option to send a message to the originator after each user approves the routed item. Leave it unmarked to let the approval process continue silently.
  - **Continue on Conditional Approval:** Mark this option to allow an item to continue in the approval thread after it is disapproved by a member, then return to the originator for revisions when it reaches the end of the approval thread. Leave it unmarked to return disapproved items to the originator immediately.
  - **Revisions Allowed:** In the implementation of PARIS, Revisions are NOT allowed during the approval process. DELETE: Mark this option to give

reviewers read-write access to the routed item. Leave it unmarked for read-only access.

- **After Last Approval. Return to Originator:** Mark this option to automatically return approved items to the user who routed them (the originator).
- **After Last Approval. Transfer Ownership:** Mark this option to transfer ownership of approved items to the last member of the approval thread.
- **File Class:** Select Folder, Document or Form from the drop-down list box. Only one file class may be selected. **Always select the file class before the file type.**
- **File Type:** Select the type of folder or item to be routed on the thread. Only one file type may be selected. If Folder is selected as the File Class, the drop-down list box displays the names of individual folders. If Document or Form is selected, the list of file types may contain names that represent groups of similar items.
- **Created By** - (Read Only) This field identifies the name of the system administrator who created the approval thread.
- **Last Updated By** - (Read Only) This field identifies the name of the system administrator who most recently edited the approval thread.??

5.11 Address Book

To route items electronically to other system users using General Routing or Transfer, you must select a personal list of addresses, known as your private address book, from a public list of all available addresses.

To maintain your private address book:

- Select Address Book from the Utilities Menu.
- The Private Address Book dialog box is displayed.
- To add a user, select a name in the Available System Users list. Click the Add button to place the name in your Private Addresses list.
- To delete a user, select a name in the Private Addresses list. Click the Remove button to move the name back to the Available System Users list.
- Click OK when you have finished adding and deleting names

Chapter 6: Procurement Office Procedures

6.1 Procurement Package Folder

In PARIS, the Procurement Package Folder and its subfolders are where you perform the majority of your work for award and administration of contracts. This folder contains the Solicitation, Negotiation, and Award folders, which are created automatically at the same time as the Procurement Package folder. As the procurement develops into a contract, this folder becomes the equivalent of a contract master file. This section will enable you to:

- Review a Requisition Folder.
- Create a Procurement Package Folder.
- Migrate a Requisition Folder into a Procurement Package Folder.

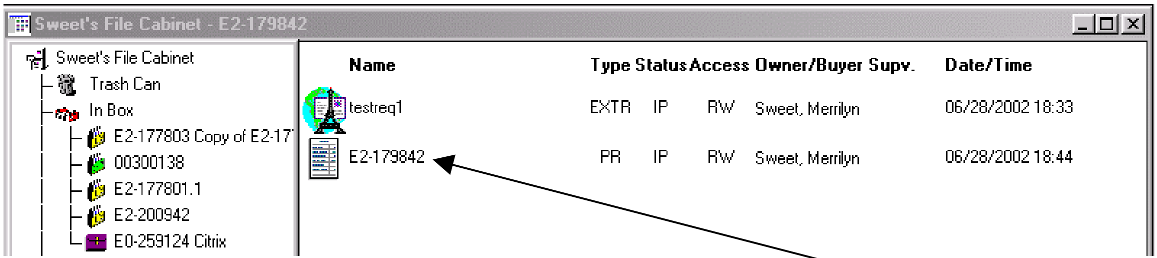
6.1.1 Procurement Package Folder Contents

This folder contains the Solicitation and Award folders, which are created automatically at the same time as the Procurement Package folder. As the procurement develops into a contract, this folder becomes the equivalent of a contract master file. There are documents and forms available in the Procurement Package Folder, such as the Checklist Procurement Documentation and Clearance, Cost Reduction Report, Facsimile Transmittal.

6.1.2 Reviewing Requisition Folders

When a Requisition Folder is assigned to a Procurement official, it arrives in the *In Box* of the designated recipient. All the information in a Requisition Folder has Read-Only access when the Procurement office receives it. Only the originator may change an assigned Requisition Folder by preparing a revised Requisition Folder.

The Procurement official may open the Requisition Folder and examine the contents to decide whether the procurement request is complete or if additional information is required. This review usually occurs before the requisition is processed in a Procurement Package Folder. To review a requisition folder:



- Double-click the *In Box* or other folder icon containing the Requisition Folder in the Navigator to open
- Double-click the icon for a newly received Requisition Folder to display its contents in the right portion of the Workspace Window.
- Double-click the icon for the Purchase Requisition form to open the Purchase Requisition Window. Review the information on the Requisition Form
- To view the Requisition lines, click on the Line Item, in the Requisition Header Tab.
- Activate the Pop-up Workspace Menu and select the Item List. The Requisition Lines are listed.
- The Requisition *Recommended Sources* are displayed in the Supplier tab of the Purchase Requisition window. Look at the organizations listed, then close the window.
- Open and review any documents and forms that accompany the Requisition. Close the documents by clicking the *Return to PARIS* button on the floating toolbar and close the forms by double-clicking the close bar.
- Activate the pop-up menu, and select *Printable Image* of the PR, to print the requisition.
- Procurement instructions specified by the Requisition, are located on the Requisition main panel.
- Display the Requisition Folder in the Workspace, by clicking the *In Box* icon or *File Cabinet* icon in the Navigator

6.1.3 Procurement Package Folder

The Procurement Package folder is a master folder which holds all information associated with a specific procurement, from receipt of the requirement (Requisition Folder) to retirement of the contract file (Close Out Folder). It is the PARIS equivalent of a contract master file.

Each phase of the procurement process is accomplished in specialized subfolders within the master Procurement Package folder. When a Procurement Package folder is created, three subfolders, Solicitation and Award, Negotiation, are automatically placed in it.

Other subfolders are added by the user or PARIS as they are needed, Following is a list of folders/subfolders used in the Procurement Package Folder and their purpose.

6.1.3.1 Requisition (PR) Folder

The Requisition Folder (also referred to as a Procurement Requisition or PR folder) serves as the requirements package holder for all information submitted by the program office.

The Requisition Folder is created in a program office and routed for approval, then transferred to the contracts office. Data is migrated from the Requisition Folder into the Procurement Package Folder to establish the initial data in the Procurement Parameters and Procurement Line Item windows.

The Object Icons are pictured and described in section 3.1.2.2. of this document.

6.1.3.2 Solicitation Folder

The Solicitation Folder is automatically placed in a new Procurement Package Folder. It holds documents and forms needed before a purchase order is awarded, including the Request for Quotations document. It holds all the bidding information from the contractors. The folder provides Sources, Solicitation Parameters, Solicitation Line Items, Documents and Forms, needed for solicitation preparation.

6.1.3.4 Amendment Folder

The folder provides menu access to the Amendment Parameters, Amendment Line Item Windows, and the Amendment document. The Amendment Folder can be created inside the Solicitation Folder, to amend the Solicitations after they are issued.
(See Modification Folder)

6.1.3.5 Award Folder

An Award Folder is automatically placed in a new Procurement Package Folder. If necessary for multiple awards, additional Award Folders may be created in the same Procurement Package Folder. The Award Folder provides menu access to the Award

Parameters window and Award Line Item window, and documents and forms needed for award preparation (including the Purchase Order document).

6.1.3.6 Executed Folder

The Executed Folder is automatically placed in an Award Folder when an Award status is applied. The Executed Folder provides menu access to forms needed after a purchase order or other award instrument is executed.

6.1.3.7 Modification Folder

A Modification Folder may be created inside an Award Folder, or a Task Order (Ordering Folder), after they are awarded. The *Purchase Order* or other procurement action must be changed or terminated. The Modification Folder provides menu access to *the Modification Parameters and Modification Line Item* windows, and the *Modification document*. A separate Modification Folder should be created for one change at a time.

6.1.3.8 Post-Award Administration Folder

The Post-Award Administration Folder contains documents needed for contract administration, such as responses to claims and protests. An post-award Administration Folder may be created in an Award Folder which has the Awarded status.

6.1.3.9 Correspondence Folder

A Correspondence Folder may be created in a Procurement Package, Award, Modification, or, Ordering Folder, to hold documents used for official communications. The Correspondence Folder provides menu access to Incoming and Outgoing correspondence documents.

6.1.3.10 Close Out Folder

The Close Out Folder is automatically placed in an Award Folder when the user changes the status from Awarded to Physically Complete. The Close Out Folder holds the forms necessary to retire a procurement action.

6.1.3.11 Negotiation Folder

The Negotiation folder is automatically placed in each new Procurement Package Folder and Modification Folder. It holds contains all documentation created during the negotiation process.

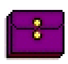
6.1.3.12 Miscellaneous Folder

The Miscellaneous Folder is a generic folder which may be created in any folder or at the file cabinet level and Renamed to reflect its contents. The primary purpose of the Miscellaneous Folder is to provide a filing location for work that does not belong in other folders.

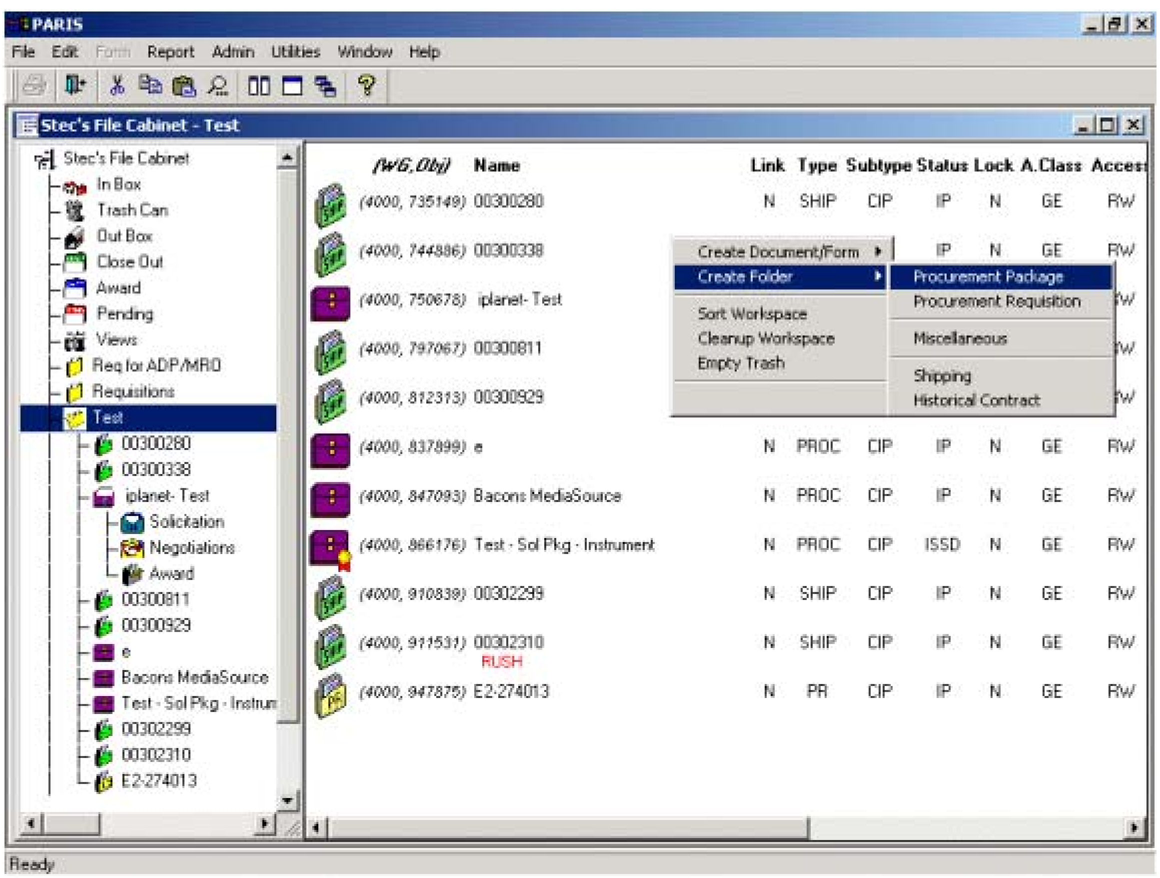
6.1.3.13 Ordering

Ordering Folders are used to process orders under Blanket Ordering Agreements (BOA). An Ordering Folder may be created in the original Award Folder which contains the BOA.

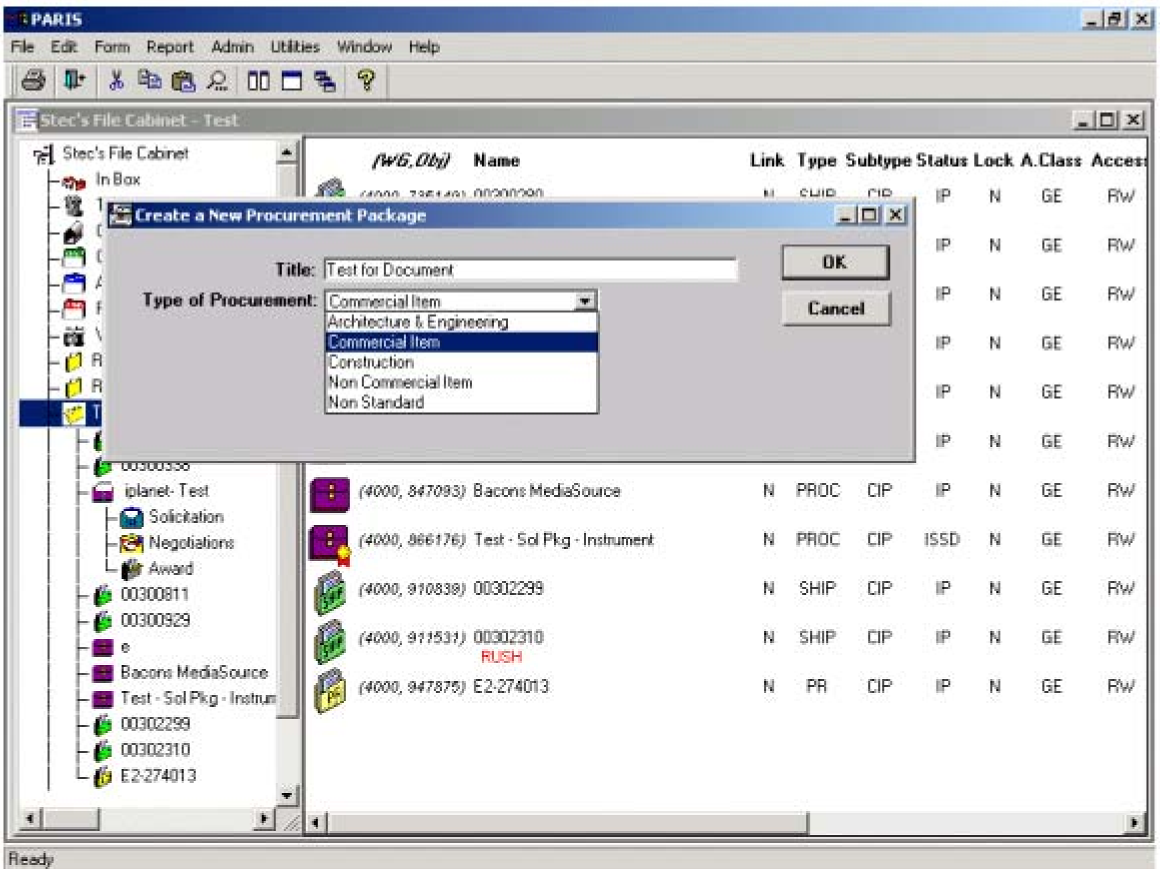
6.1.4 Creating a Procurement Package Folder



The Procurement Package Folder is the master contract file. It contains the Negotiation, Solicitation, and Award Folder, within it. Requisitions are migrated into the Procurement Package. It provides menu access to the Procurement Package parameter line items, and documents.



The procurement type you select when you create a Procurement Package Folder becomes the subtype (e.g. Commercial items, Construction, etc.) of the folder and determines what documents and forms will be available on the menus in the folder and its subfolders. The Location List help topic tells you whether an item can be found in a folder with a specific procurement type. To create a Procurement Package Folder:



- Open the Pending System Folder or select the file cabinet at the top of the Navigator listing to close any open folders.
- Activate the Pop-up Workspace Menu.
- Select Create Folder, then Procurement Package.
- In the Create a New Procurement Package window, enter a title and select one of the five procurement types from the Type of Procurement drop-down list box (i.e. Commercial Items, Non-Commercial Items, Construction, A&E, or Non-Standard). Click OK.
- A Procurement Package Folder is created with a Solicitation and Award Folder inside.

6.1.5 Migrating a Requisition

When a Requisition Folder is moved to a Procurement Package Folder, the action is interpreted as a special system activity known as Migrating a Requisition. Before you migrate a Requisition Folder, you must first create a Procurement Package Folder to hold it. Requisition Folders assigned to you arrive in your In Box. The windows, documents and forms in the Requisition Folder are read-only (they are a record of what you received). The process of migrating the Requisition Folder copies the data into the Procurement Package Folder so that the Contracting Official may edit or modify the data to prepare solicitation and contract documents. This eliminates the necessity of re-keying Requisition information into the Procurement Package Folder. To migrate a requisition:

- Open the In Box (or other folder where the Requisition Folder is located). The Requisition Folder must be displayed in the right workspace. *The Requisition must be already assigned to you.*

- Use the scroll bar to make the Procurement Package Folder visible in the Navigator. (Do not open the Procurement Package Folder.)

- Use the mouse to drag the Requisition Folder from the In Box (right workspace) to the Procurement Package Folder in the Navigator. Release the mouse button when the correct Procurement Package Folder title is highlighted.

When you drop the Requisition Folder on the Procurement Package Folder, some of the following messages may be displayed:

- *Migrate PR Parameters?* This question affects the data in the Line Item, Parameters and Recommended Sources windows. Click Yes to copy data from the migrated Requisition Folder to these windows in the Procurement Package Folder. (You may edit the information later if necessary.) Click *No,* if you do not want to copy the information from the Requisition Folder to the Procurement Package Folder.

Note: By clicking *No*, the Line Requisition lines will not be migrated to the Procurement Package.

- *Rename Procurement Folder?* Click Yes to replace the Procurement Package Folder title with the Requisition Folder title (displayed in the dialog box). Click No to retain the Procurement Package Folder title.

- *Append Lines*? If there are already line items and parameters in the Procurement Package Folder, you are asked whether you want to add the Requisition Folder line items to the existing line items, or replace the line items and parameters. If you click Yes, the new line items are **appended** to the list in the Procurement Line Item Window. If you click No, the line items and parameters in the new Requisition Folder **replace** the information in the Procurement Package Folder.

- After you reply to the last message, the Requisition Folder is placed in your Procurement Package Folder and the actions you selected in the dialog boxes are implemented.

- Double-click the Procurement Package Folder icon in the Navigator to open it.

6.2 Parameters

The Parameters Window and the Line Item Window are two of the most important tools in PARIS. Information that applies to the entire procurement is entered and edited in the Parameters Window.

Exception to the Parameters data or data that applies to individual line items are recorded in the Line Item Window, where a list of line items for the procurement is maintained. This unit covers the Parameters Window. The Line Item Window is described in the next unit.

When you finish this unit, you will be able to do the following:

- Differentiate between the Line Item Window and Parameters Window.
- Open the Parameters Window when working with various folders within the Procurement Package Folder.
- Enter and edit Parameters data in all panel of the Parameters Window.
- Assign contract and solicitation numbers using the Procurement Auto-Numbering dialog box.

6.2.1 Parameters and Line Item Data

Large amounts of procurement data are maintained in the Parameters and Line Item Windows, ranging from general information (such as contract type, and addresses of parties involved in the procurement) to detailed shipping instructions. PARIS retrieves this information and places it where it belongs in forms and documents.

Data in the Parameters or Line Item Windows may be edited only when the status of the open folder is In-Process, or the folder is routed for approval with revisions allowed. In all other instances, the windows are Read-Only. A record of the Parameters or Line Item data for each folder is retained in the database. As you move on to use the Parameters and Line Item Windows in other folders, your work does not affect previous folders in the procurement sequence. You may open a folder at any time and view the data in the Parameters or Line Item Windows for that folder.

For example, when you Issue a Solicitation document, the Procurement Parameters Window becomes Read-Only, but the same Parameters data can be retrieved and edited in the Amendment or Award Folders.

6.2.2 Parameters or Line Items — Which Window to Use?

Parameters information applies to the entire procurement or *all* line items of the procurement, while Line Item information applies to *individual* line items. You should use the Parameters Window to enter information about the entire procurement, such as names and addresses of points of contact, identification of reference material, contract expiration date, shipping destination, method of payment, etc. The same information should be entered in the Line Item Window only if it needs to be customized for individual line items.

Data should be entered in the Parameters Window before opening the Line Item Window. Because data must be entered separately for each line item in the Line Item Window, it is more efficient to use the Parameters Window for information that applies to all line items, then note any exceptions in the Line Item Window.

6.2.3 Parameters Window

Selecting the Parameters command from the Pop-up Workspace Menu opens Parameters Window, where information that applies to the entire procurement is entered and edited in the Parameters window. PARIS takes information from the Parameters Window and pre-fills it in forms and documents when you create them.

The Parameters command is available on the Pop-up Workspace Menu when you open a Procurement Package Folder or certain of the subfolders within it.

6.2.3.1 Opening the Parameters Window

- Open a folder that has parameters, and activate the pop-up workspace menu.
- Select Parameters.

-OR-

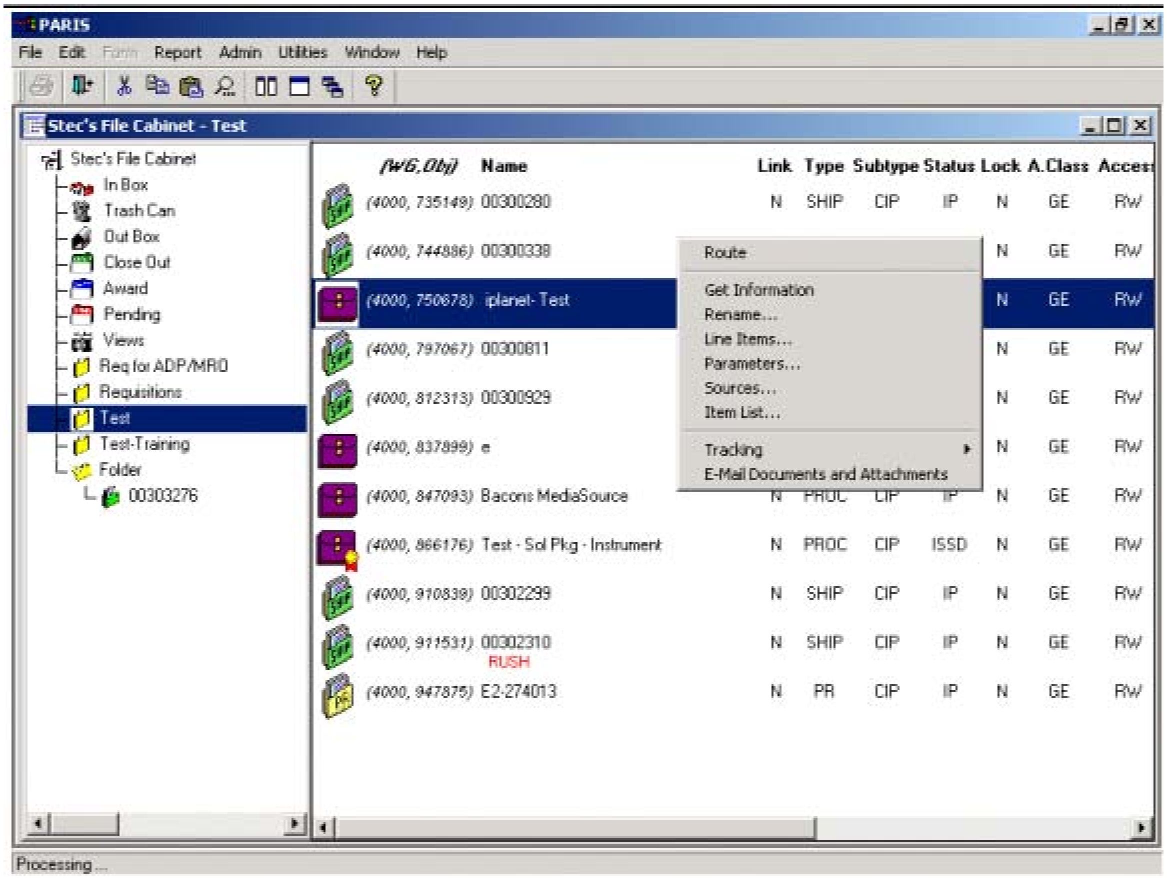
- Right-click on the folder whose parameters need to be viewed or modified and activate the Pop-up menu.
- Select Parameters.

- The Parameters window is displayed with the Main Panel displayed.. The title bar identifies the type of open folder. (In a Solicitation Folder, the title is Procurement Parameters.)
- At the top of the Parameters window, there are two rows of tabs which may be selected by pointing to the desired tab and clicking. A panel corresponding to each tab name is displayed when the tab is selected.

- Additions and changes are saved automatically each time you select a new panel, or insert or append a new row.
- To exit from the Parameters window, click the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

6.2.3.2 Parameters Window: Main Panel

The Main panel of the Parameters window holds basic information about the procurement, such as the contract type and number. Always enter information in the Main panel before proceeding to other panels, and before entering line items in the Line Item Window. To enter information in the Main panel:



- Open the Parameters window. The Main tab panel is displayed.

- Enter information in all applicable blocks as described below.

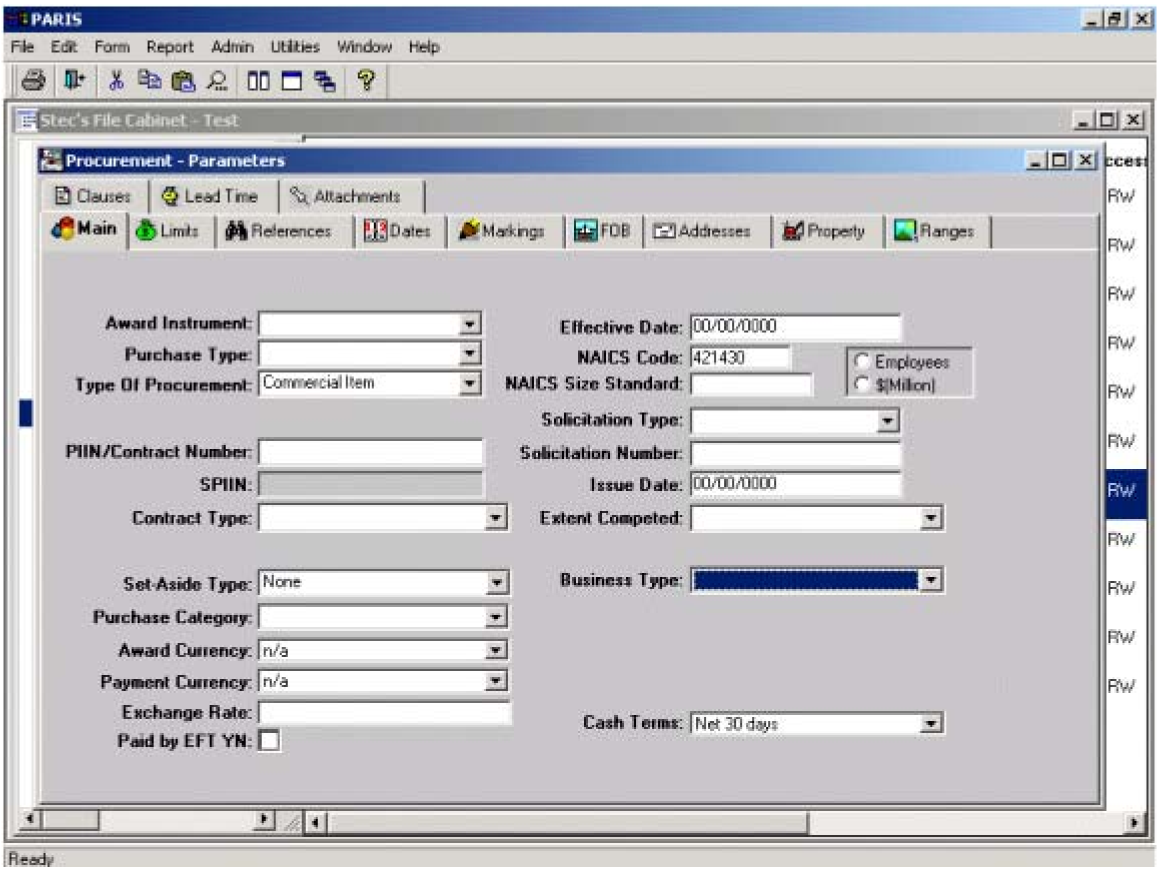
Note: Many of the fields have drop-down menu lists for you to select the appropriate entry. Many of the options available in these menu lists are determined by the type of Procurement Package Folder Selected.

The following is an explanation of each block in the Parameters Main Panel:

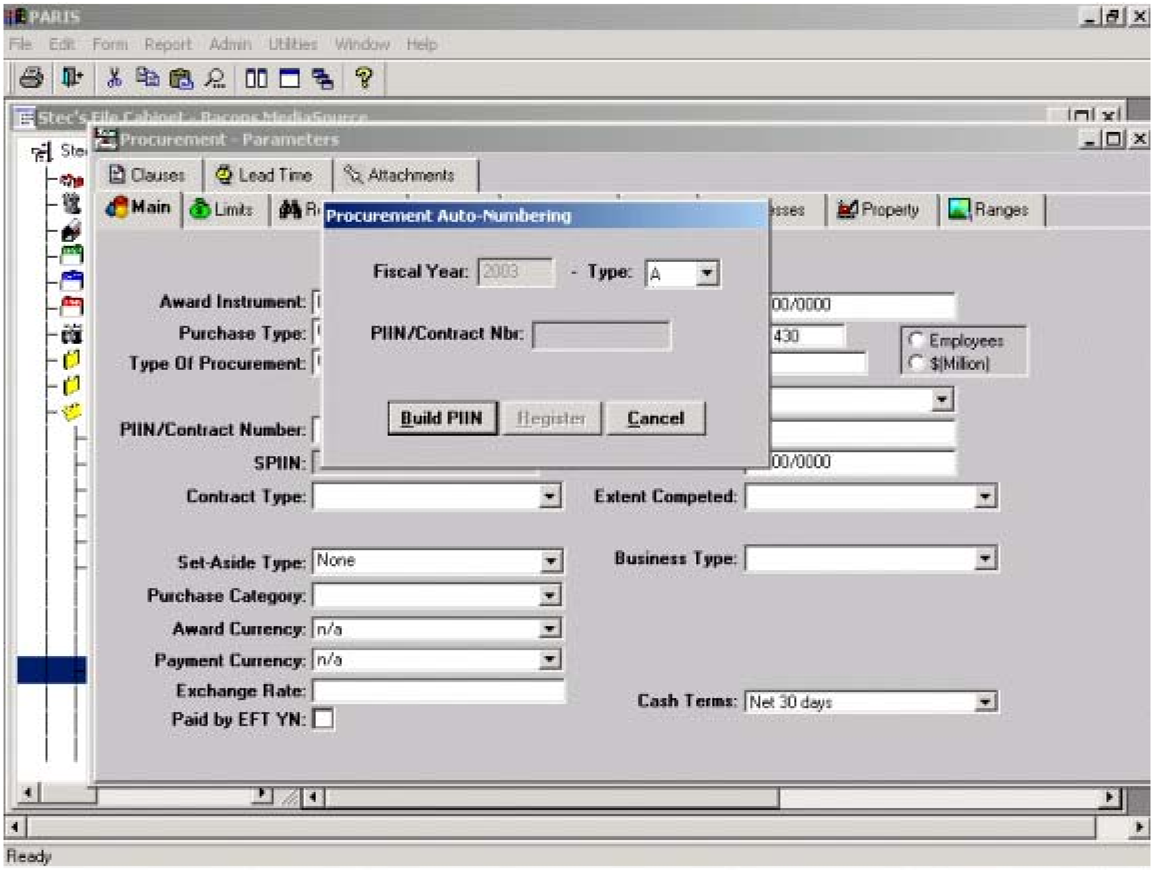
Field	Explanation
Award Instrument	Select the type of award or order from the drop-down list box.
Purchase Type	Select the Purchase Type from the drop-down
Type of Procurement	Select Type of Procurement from the drop-down list box.
Modification Number (Amendment or Change Order Only)	A sequential number is assigned by the system.
Piin/Contract Number	Assign a purchase order number or PIIN using the Procurement Auto-Numbering dialog box, after you have selected an Award Instrument (See description in this unit
SPIIN	If applicable, assign a SPIIN using the Procurement Auto-Numbering dialog box.
Contract Type	Select contract type from the drop-down list box.
Set-Aside Type	Select the type of set-aside from the drop-down list box. If there is no set-aside, select None.
Purchase Category	Select a description from the drop-down list box.
Award Currency	Select a country from the drop-down list box, or select n/a.
Payment Currency	Select a country from the drop-down list box, or select n/a.
Exchange Rate	Enter the exchange rate to be used, if applicable.
Naics Code	Will default from the category of the requisition, but may be changed.
Naics Size Standard	Enter this and also specify if size relates to standard corresponds to number of employees, or sales dollars relates to Sales dollars in millions
Paid by EFT	Mark the box if Electronic Funds Transfer applies to the Procurement.
Solicitation Number	Assign a solicitation number using the Procurement Auto-Numbering dialog box after you have selected a Solicitation Type (or RFQ Type).
Solicitation Type	Select the type of solicitation from the drop-down list box, or select n/a.
Issue Date	Enter the issue date for the solicitation.
Extent Competed	Select the type of competition from the drop-down list box, or select n/a.
Business Type	Select the business type from the drop-down list box.
Cash Terms	Select Cash Terms from the drop-down list.
P-Card Holder	If cash Terms is P-Card, enter this information
Transaction Reference number	If Cash Terms is P-Card, enter this information

6.2.3.3 Procurement Auto-Numbering

- The Procurement Auto-Numbering dialog box is displayed when you double-click a Contract or Solicitation Number. The system keeps track of assigned numbers and suggests the next available number. The number with the appropriate letter(s) that represent the Type of Award Instrument or Solicitation Type is suggested automatically when the user opens the dialog box. (Select the Award Instrument or Solicitation Type before opening the Procurement Auto-Numbering dialog box.) To use the Procurement Auto-Numbering dialog box:



- Highlight the Procurement Package Folder in the Navigator.
- Activate the Pop-up Workspace Menu and select Parameters.
- In the main Parameters Window Panel, point to the Contract Number field (or other number field). When the cursor changes to a magnifying glass, double-click to “Lookup” a number. The Procurement Auto-Numbering dialog box is displayed.
- Click on Build PIIN, a new contract number will be displayed

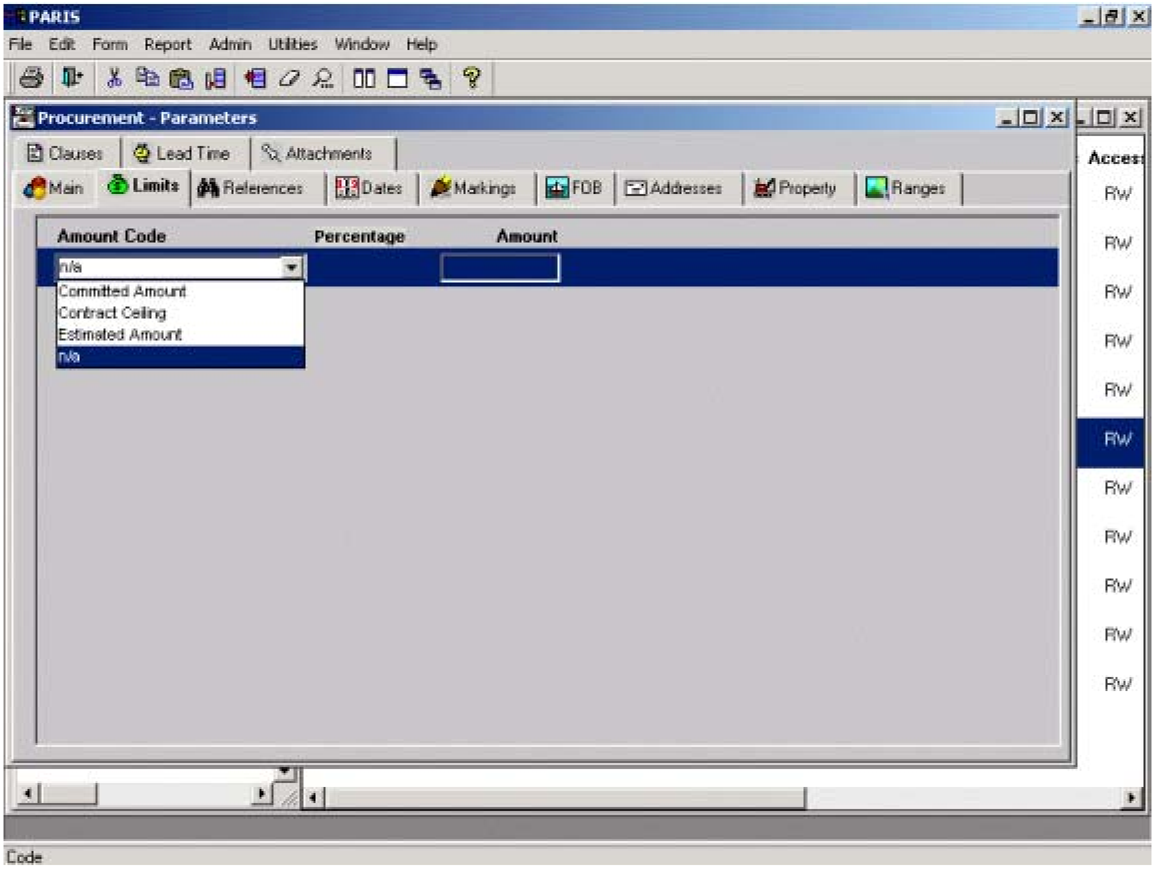


- o Click on Register, to use this number
- o When you register a number, the Procurement Auto-Numbering dialog box is closed and the number placed in the field where you clicked to activate it.

6.2.4 Parameters Window: Limits Panel

The Limits panel allows you to specify the various components that make up the total award amount for the Procurement Instrument. The amounts specified will vary based on the type of contract selected (such as estimated cost and fixed fee for CPFF and total for FFP). To enter pricing for individual line items, use the Line Item window Pricing panel. To use the Limits panel:

- Open the Parameters window and click the Limits tab.

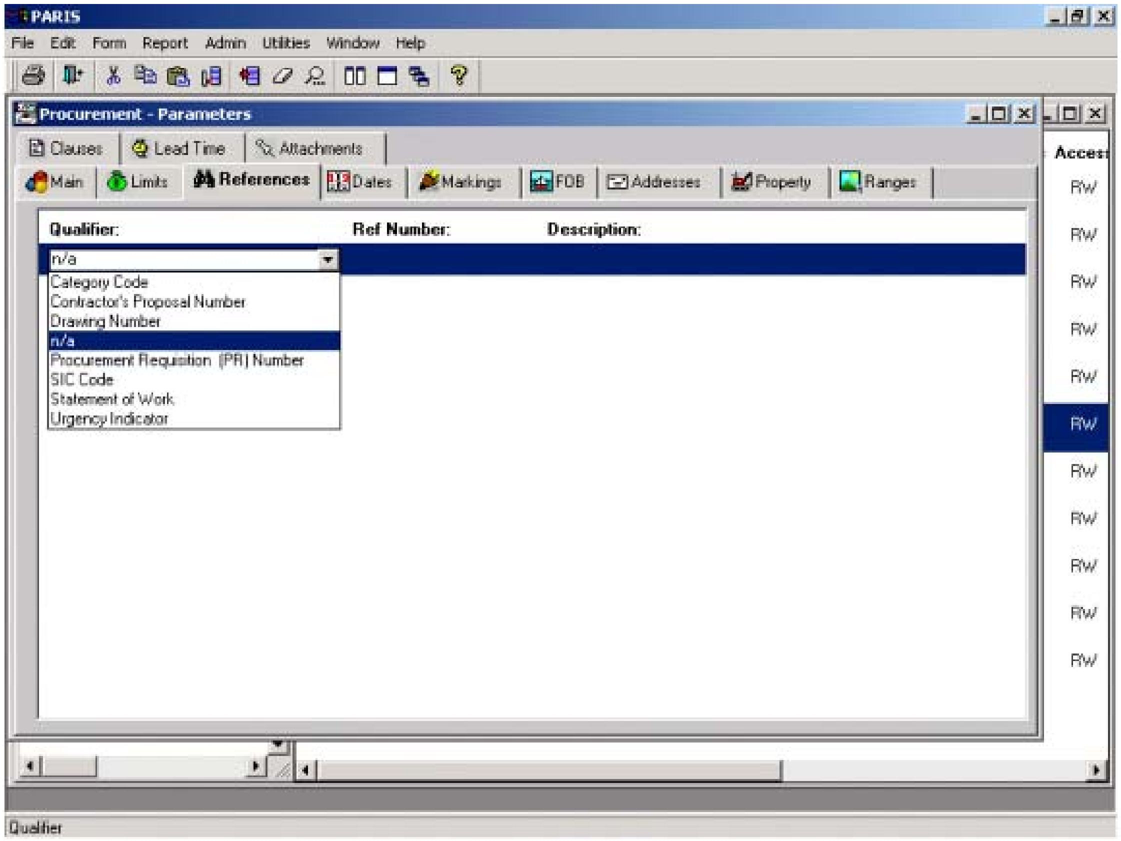


- Add a row of data blocks by selecting Append or Insert from the Form Menu. A set of data entry blocks is added to the panel.
- Enter the appropriate data.
- To delete a limitation row, select it by clicking within one of its data blocks, and select Delete from the Form Menu.

Note: If you change the type of contract in the main panel

6.2 5 Parameters Window: References Panel

The References panel in the Parameters window allows you to identify sources of detailed information that apply to the entire procurement. Use the Line Item Window References panel to enter reference information for individual line items. To use the References panel:



- Open the Parameters window and click the References tab.

- Certain references, such as a Purchase Requisition (PR) Number, may be identified by the system and pre-filled in the panel.

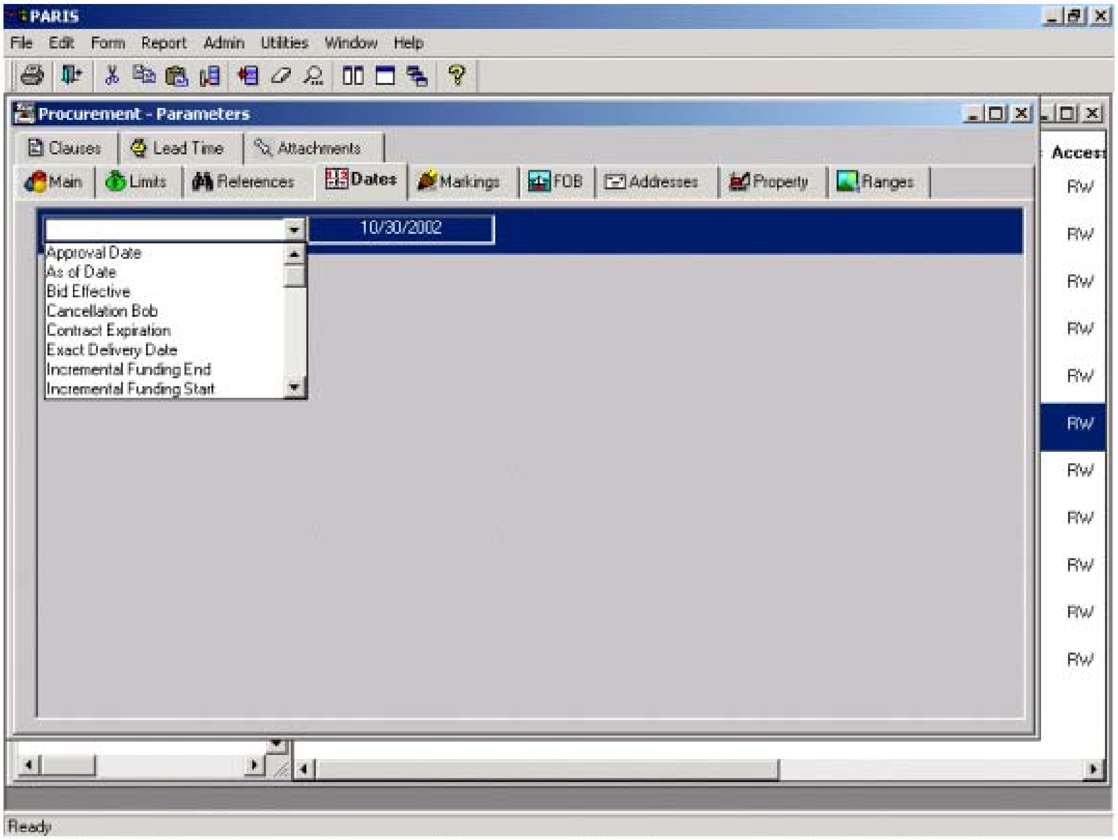
- Add a row of data blocks by selecting Append or Insert from the Form Menu. A set of data entry blocks is added to the panel.

- For each reference, select a Qualifier which identifies the type of reference, enter the Reference Number, and briefly describe it. You may add as many references as necessary.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.2.6 Parameters Window: Dates Panel

The Dates panel in the Parameters window allows you to specify dates that apply to the entire procurement. To customize dates for individual line items, use the Line Item window Dates panel. To use the Dates panel:



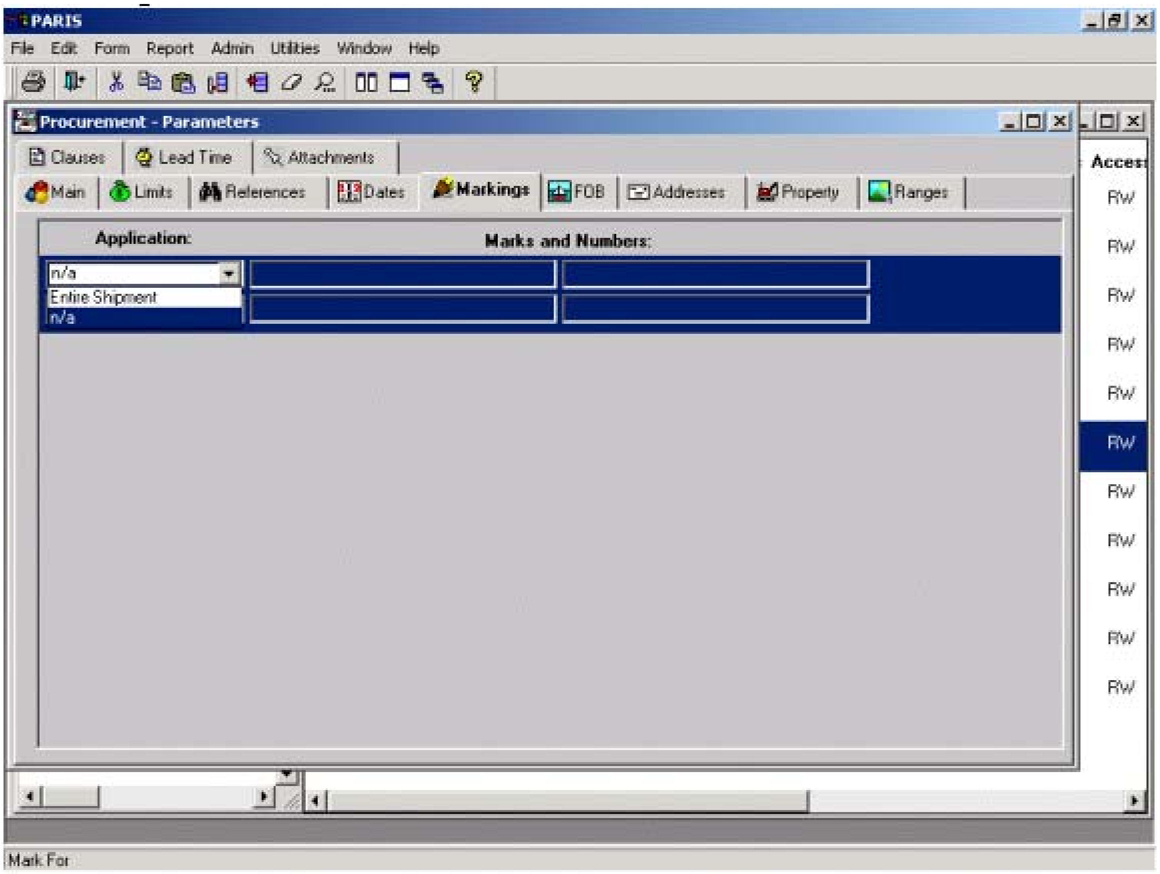
- Open the Parameters window and click the Dates tab.
- Add a row of data blocks by selecting Append or Insert from the Form Menu. A set of data entry blocks is added to the panel.
- In the first data entry block, select the type of date or time from the drop-down list box.
- Enter the date in the second data entry block.

To delete a date row, point to one of its data entry blocks and click to select it. Then select Delete from the Form Menu.

6.2.7 Parameters Window: Markings Panel

The Markings panel allows you to specify the way shipments are to be marked or numbered. The information you enter here applies to the entire procurement. To specify markings for individual line items, use the Line Item window Markings panel. To use the Markings panel:

- Open the Parameters window and click the Markings tab.

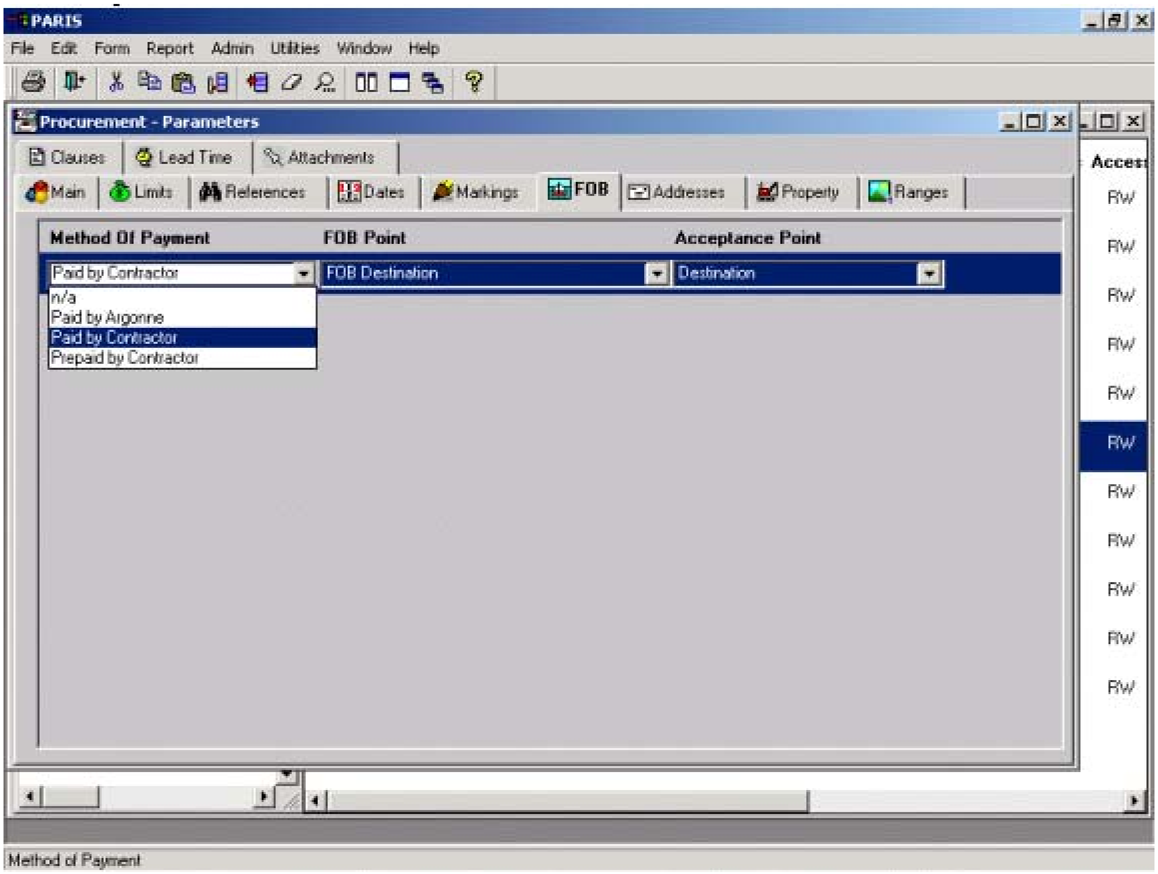


- Add blank rows by selecting Append or Insert from the Form Menu.
- Two rows of blank data entry blocks are added to the panel. (Rows are added in pairs to match electronic data standards.)
- Enter the markings information
- If you need only one row, use the first and leave the second blank.
- To specify two sets of markings, use each row to specify one set.
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

Note: If you have one blank row at the bottom of the panel, do not use the Delete function as this will delete the bottom two rows.

6.2.8 Parameters Window: FOB Panel

- Open the Parameters window and click the FOB tab.



- Add a row of data blocks by selecting Append or Insert from the Form Menu. A set of data entry blocks is added to the panel.

- Enter the FOB information. (Paris defaults to FOB Destination as it is used most often)

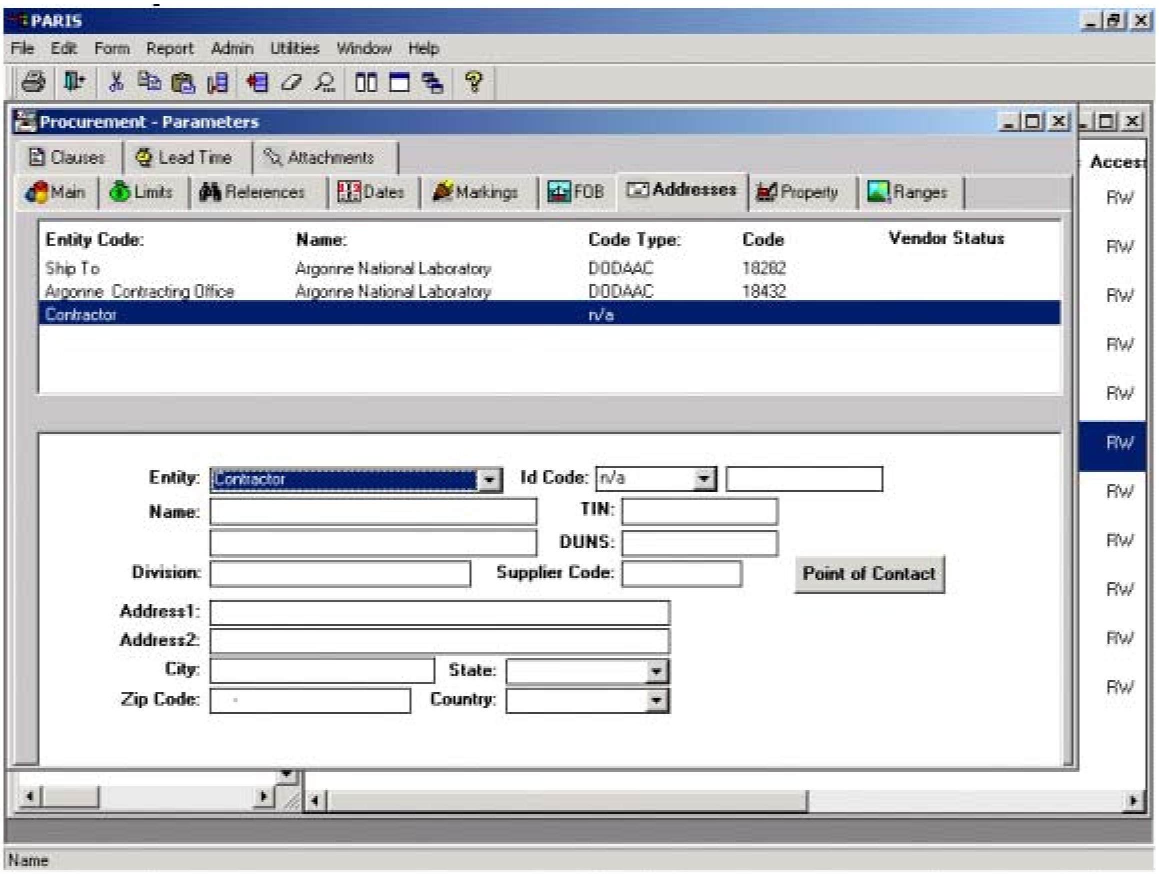
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.2.9 Parameters Window: Addresses Panel

The Addresses panel allows you to identify the parties responsible for procurement activities, such as shipping, receiving, inspecting goods, processing payment, and auditing activities. The contractor and subcontractor are also identified here.

The information in the Addresses panel in the Parameters window applies to the entire procurement. To enter government organization or contractor information for individual line items, use the Line Item window Addresses panel. To use the Addresses panel:

- Open the Parameters window and click the Addresses tab.



- In a Procurement Package Folder, the Addresses panel is pre-filled with one or more entities migrated from a PR Folder, and your organization is recorded as the Contracting Office. If a contractor has been selected from the SF 1409, the Contractor is added to the Addresses panel the first time the Parameters Window is opened in an Award Folder.

- Add an address by selecting Append or Insert from the Form Menu.

- A set of blank data entry blocks is displayed in the top section of the Addresses panel, and a blank row is added to the list of addresses in the lower section of the panel.

- Select an Entity from the drop-down list box.

- Then point to the Name field and click to activate the Lookup feature. Names of organizations associated with the entity you selected are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a name in the Name field.

- Add or edit the other address information by putting the mouse pointer over the field to be edited, clicking the primary mouse button, and then typing in the desired information.

- To enter a name of an individual who is a point of contact for the entity, select the organization in the list, then click the Point of Contact button to open the Organization/Contractor Contacts window.

To delete an address from the list, point to the address in the list and click to select it. Then select Delete from the Form Menu.

6.2.10 Organization/Contractor: Contact Window

The Organization/Contractor Contacts window allows you to identify individuals associated with each entity listed in the Parameters Window Addresses panel. To use the Organization/Contractor Contacts window:

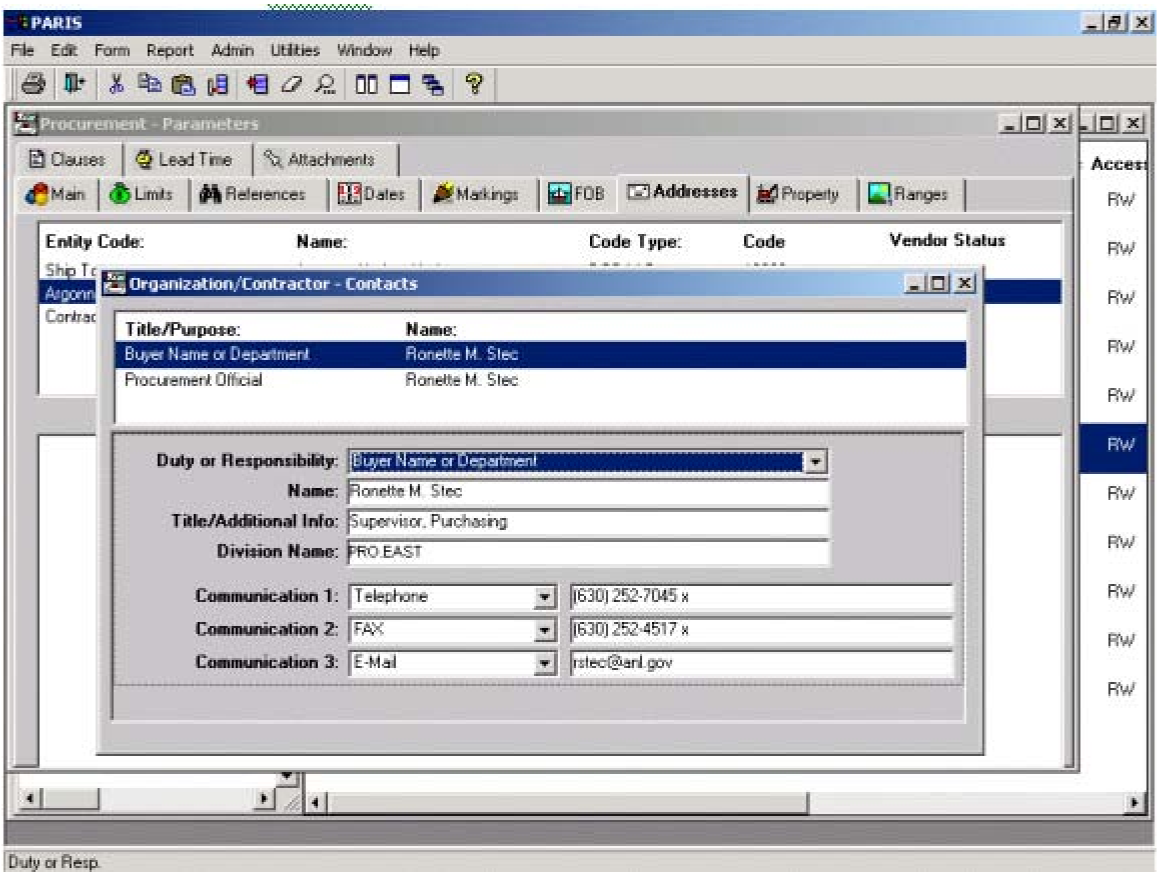
- Click on the *Point of Contact* button in the Addresses panel of the Parameters window.

- To add a Point of Contact, select Append or Insert from the Form Menu. A blank row is added to the list in the top section of the panel, and a set of blank data entry blocks is displayed in the lower section of the window.

- Select a Duty or Responsibility from the drop-down list box.

- Then point to the Name field and double-click to activate the Lookup feature. Individuals who have the duty or responsibility you selected are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a new name in the Name field.

- Add or edit the other information for the Point of Contact.



- To delete a Point of Contact, point to the name in the list and click to select it. Then select Delete from the Form Menu.

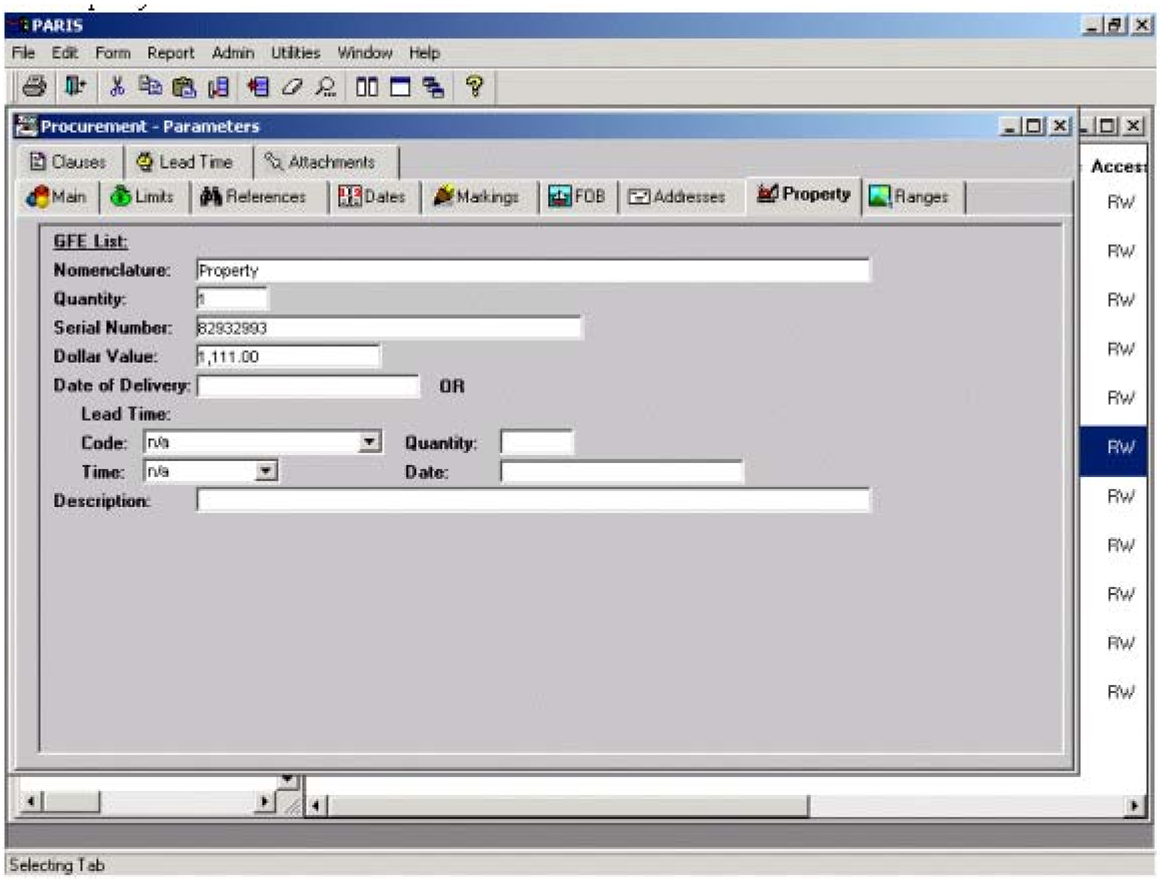
- Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

6.2.11 Parameters Window: Property Panel

The Property panel in the Parameters window allows you to enter information about equipment that will be made available to the contractor by Argonne National Laboratory. You may enter delivery dates and descriptions of the items. To use the Property panel:

- Open the Parameters window and click the Property tab.

- Add a property item by selecting Append or Insert from the Form Menu. A set of data entry blocks is added to the panel.



- Enter information about the property as described below.

- If multiple rows are added in the panel, use the scroll bar to display each set of data entry blocks.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

- The following is an explanation of each field in the Property Panel:

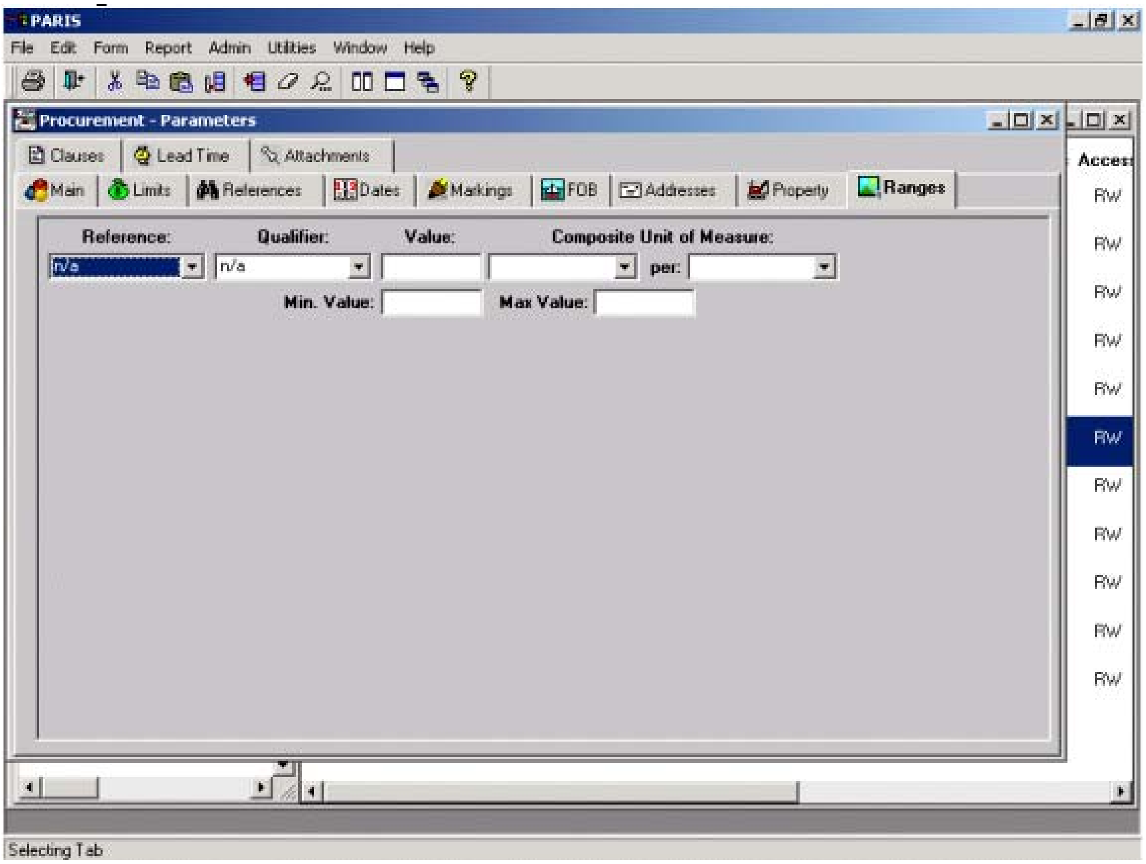
The following is an explanation of each field in the Property Panel:

Field	Explanation
Nomenclature	Identify the type of ANL item
Quantity	Enter the number of items of the identified type
Date of Delivery	Enter the date the item will be delivered
Description	Enter a brief description of the equipment or material to be provided.

6.2.12 Parameters Window: Ranges Panel

The Ranges panel in the Parameters window allows you to specify physical measurements or counts that apply to the entire procurement. You can specify minimum and maximum variations in quantity, per order or by specific time periods. Other measurements might include warranty periods, dimensions, tolerances, or weights. To use the Ranges panel:

- Open the Parameters window and click the Ranges tab.



- Add a range by selecting Append or Insert from the Form Menu. A set of data entry blocks is added to the panel.
- Enter the range information as described below:

Field	Explanation
Reference	Select the type of range from the drop-down list box
Qualifier	Select the measurement which identifies the type of measurement to be used
Value	Enter a value that corresponds to the unit(s) of measure
Composite Unit of Measure	Select a unit of measure from the drop-down list box(es). If only one unit of measure is needed, enter it in the first field, and select nla in the second field. Use both fields to specify a composite unit of measure (for example, pieces per carton, or gallons per hour).
Minimum	Enter the minimum acceptable amount or quantity
Maximum	Enter the maximum acceptable amount or quantity

- You may add as many ranges as necessary.

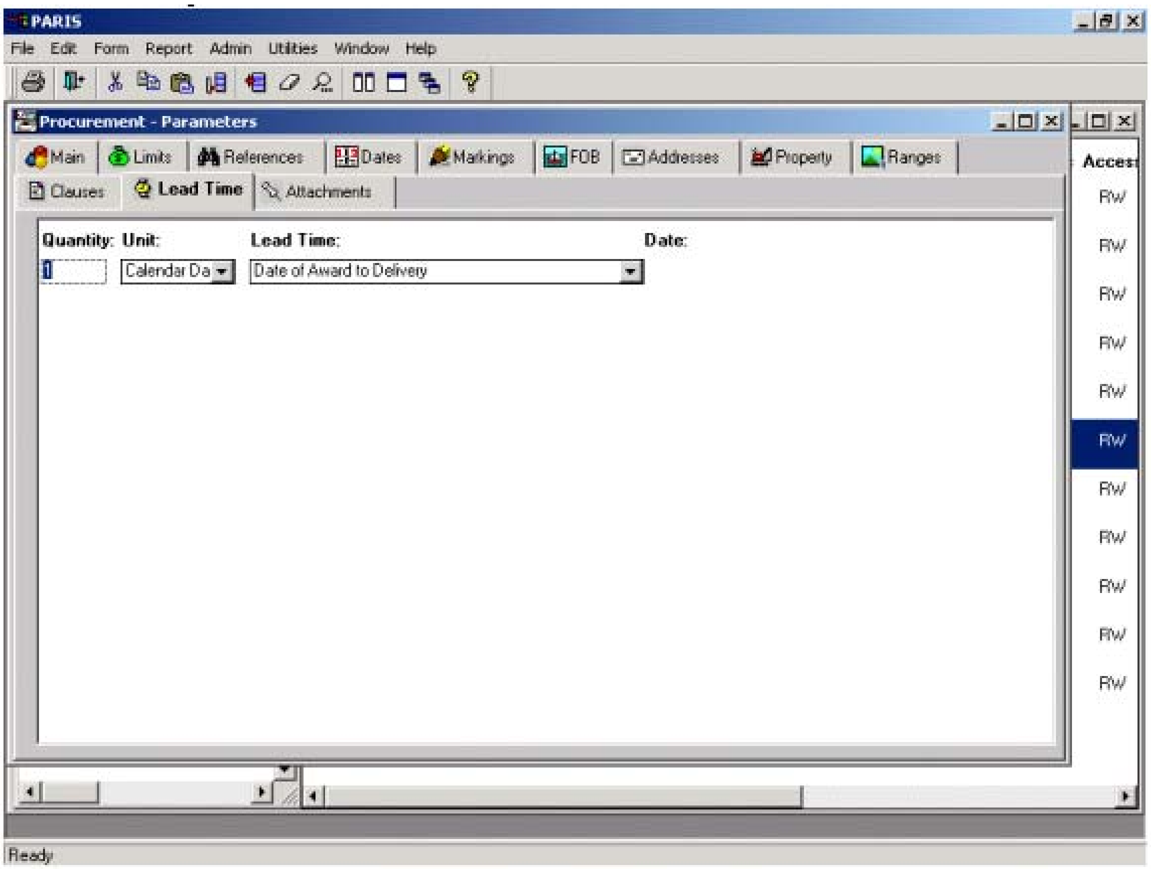
- To delete a range, point to it and click to select it. Then select Delete from the Form Menu.

6.2.13 Parameters Window: Lead Time Panel

The Lead Time panel allows you to specify the delivery of all line items at a certain time relative to the contract award date. Information in the Parameters window Lead Time panel applies to the entire procurement. To vary the delivery instructions for various line items, open the Line Item Window Lead Time panel and Line Item Window Addresses panel.

To use the Lead Time panel:

- Open the Parameters window and click the Lead Time tab.



- Add a row of data blocks by selecting Append or Insert from the Form Menu. A set of Lead Time blocks is added to the panel.

- Enter the lead time information as described below:

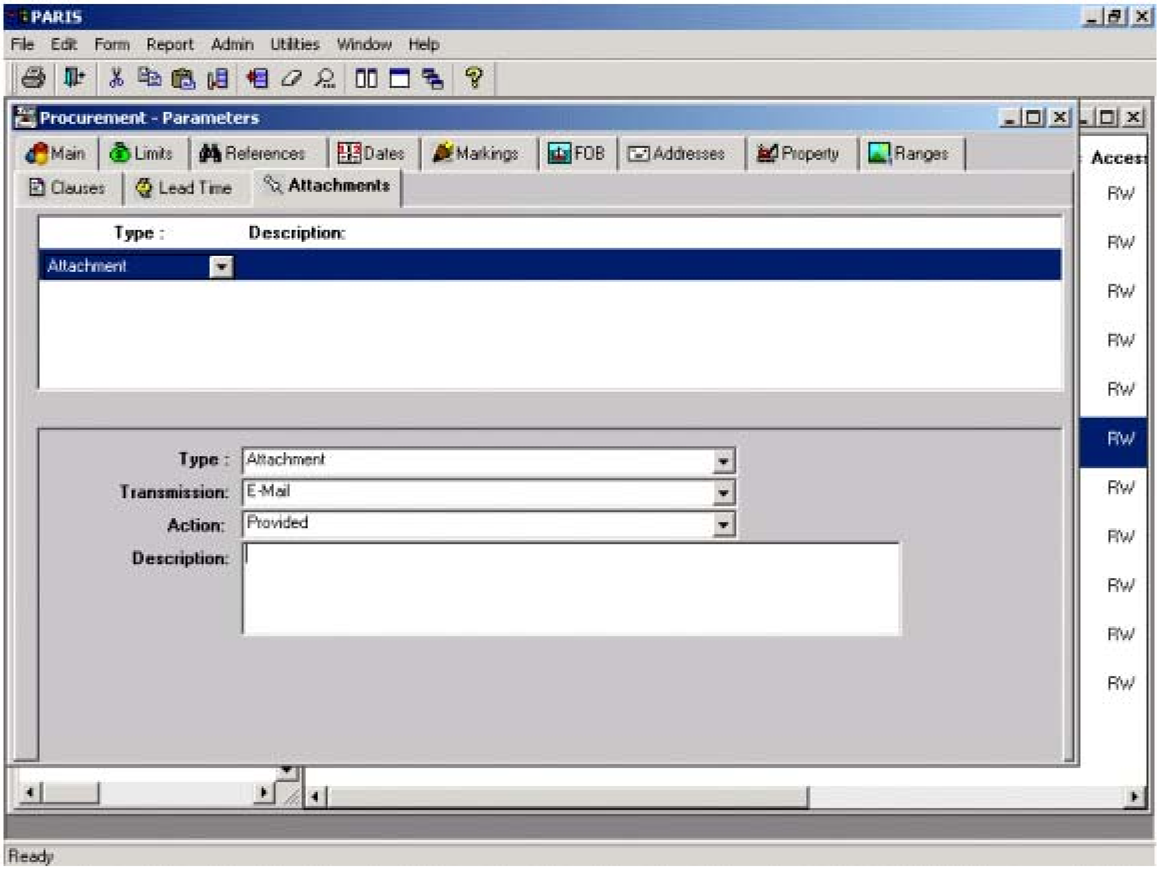
Field	Explanation
Quantity	Enter a time period that matches the Unit selected in the next column, for example, use the two columns to specify 10 weeks.
Unit	Select the time period unit from the drop-down list box. If none of the selection apply, select n/a.
Lead Time	Select the type of time period from the drop-down list box. If none of the selections apply, select n/a.
Date	Enter the effective date or start date of the time period

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.2.14 Parameters Window: Attachments Panel

The Attachments panel allows you to specify the documents and forms that should be listed as attachments in the solicitation, RFQ, contract or order document. Information in the Parameters window Attachments panel applies to the entire procurement. For attachments that apply only to individual line items, use the Line Item Window Attachments panel. To use the Attachments panel:

- Open the Parameters window and click the Attachments tab.



- Add a row of data blocks,. By selecting Append or Insert from the Form Mendu. A set of data entry blocks is added to the panel
- Identify the attachments, as described below.

Field	Explanation
Type	Select an attachment type from the drop-down list box,. Or select n/a
Transmission	Select a transmission method from the drop down list box
Action	Select Provided or Report to be filed
Description	Double click to look up a list of documents that are available in the current folder. If the item to be attached is not located in the current folder. You may typed a description instead of making a selection from the look up list.

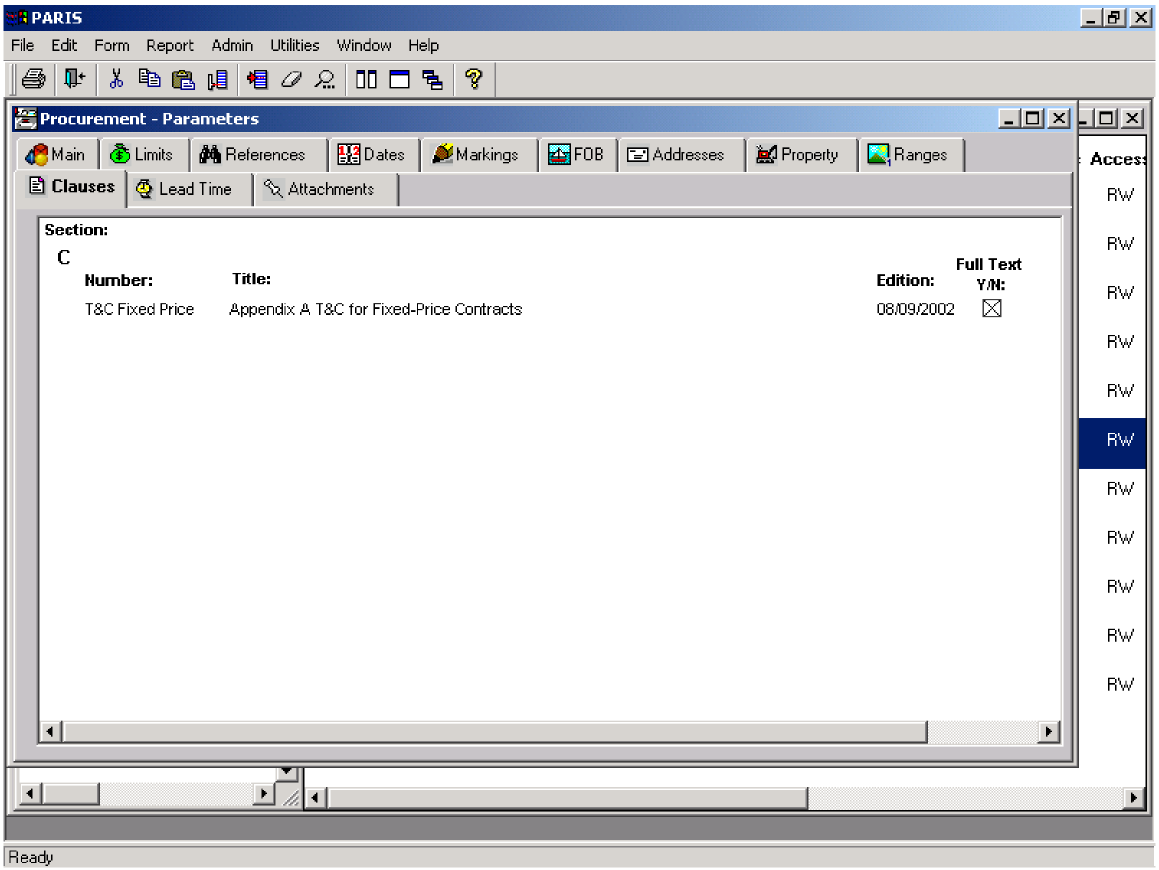
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.2.15 Parameters Window: Clauses Panel

The Clauses panel in the Parameters window allows you to build a list of clauses (Argonne Terms & Conditions) for a solicitation or contract document. A set of typical clauses may be generated based on the selections in the Main panel in the Parameters window. Clauses may be added or deleted from the list one at a time, or a new set may be retrieved using the Regenerate command.

To use the Clauses panel:

- Open the Parameters window and click the Clauses tab.

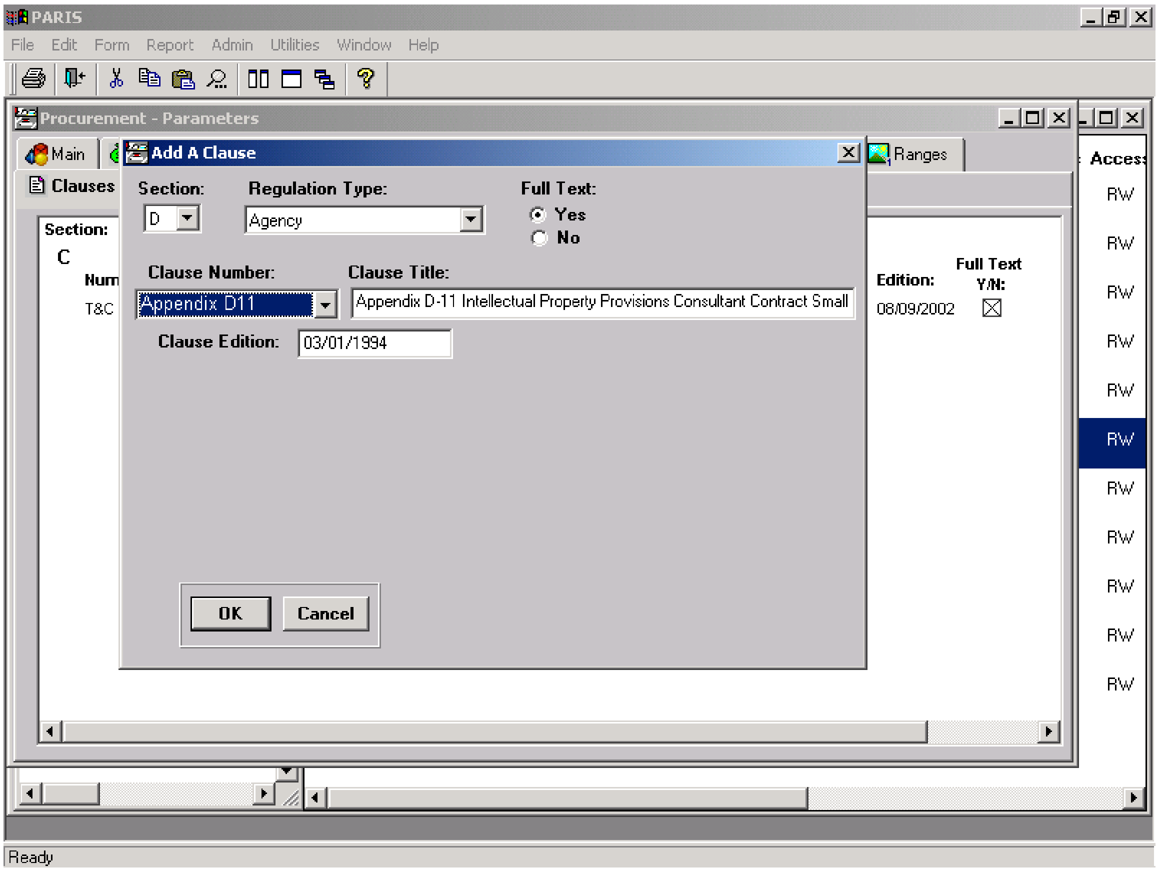


- If you have not previously built a list of clauses for the contract, a dialog box is displayed asking whether you want the system to compile a list. Click Yes to have the system select clauses based on the contract type you entered in the Main panel of the Parameters window. If you click No, an empty Clauses panel is displayed; you may either build a list by adding clauses one at a time (as described below), or you may re-open the Clauses panel to activate this dialog box again.

- There may be a slight delay as the system assembles the list of templates. Then a dialog box is displayed asking you whether you want the system to pre-fill clauses. Click Yes to have the system automatically enter data such as names and solicitation numbers. If you click No, you must enter all data required in the clauses. (Clicking Yes only pre-fills the clause fields for which the system has data.)

- There may be a slight delay as the system pre-fills the clauses, then the list of clauses is displayed in the Clauses panel. Clauses are organized by the section of the solicitation or contract document where they belong. The clause number, title and edition (date) are listed.

- To add a clause, select Append Clause or Insert Clause from the Form Menu. The Add a Clause window is displayed.



- To delete a clause, select the clause and choose Delete Clause from the Form menu.

- To incorporate the complete language of a clause in the document, make sure the box in the *Full Text* column is marked. To include the clause by reference only, without including its text, clear the *Full Text* box.

6.3 Line Items

The Parameters Window and the Line Item Window are two of the most important tools In PARIS. In the previous unit, you learned about the Parameters Window and its associated panels. The Line Items Window and its panels are used for exceptions to the Parameters data that apply to individual line items as well as to record the basic information about each Line Item being recorded. These exceptions are recorded in the Line Item Window, where a list of line items for the procurement is maintained. Information contained in the Parameters Window will apply to each line item in the procurement unless there is an exception entered for the individual line item to which the exception applies.

Each Procurement Package Folder should have one or more line items associated with it in the Line Item Window. When you finish this unit, you will be able to do the following:

- Enter and edit data in each panel of the Line Item Window
- Copy Line Items
- Create a Delivery Schedule for Shipments going to multiple sites
- View a list of line items

6.3.1 Entering Line Item Information vs Parameters

Some of the panels in the Parameters Window are similar to panels in the Line Item Window. However, Parameters information applies to all line items while Line Item information applies to individual line items. You should use the Parameters Window to enter information about the entire procurement, such as names and addresses of points of contact, identification of reference material, contract expiration date, shipping destination, method of payment, etc. The same information should be entered in the Line Item Window only if it needs to be customized for individual line items.

Generally, you should first enter data in the Parameters Window, then open the Line Item Window. Because data must be entered separately for each line item in the Line Item window, it is more efficient to use the Parameters Window for information that applies to all line items, then specify any exceptions in the Line Item Window.

6.3.2 Using the Line Item Window

Selecting the Line Items command from the Pop-up Workspace Menu opens the Line Item Window where line items and related information are entered and edited. When you build a solicitation or award instrument document, PARIS retrieves the line items and places them in the document. To use the Line Item Window:

- Open a folder that has line items.

- Choose Line Items from the Pop-up Workspace Menu. The Line Item window is displayed.

- At the top of the Line Item window, there are a number of tabs which may be selected by pointing to the name on the tab and clicking. A panel corresponding to each tab name is displayed when the tab is selected.

- When you open the Line Item window, the CLIN tab is selected and a list of the current line items is displayed in the top section of the CLIN panel. A scroll bar is provided when the list is longer than the space available. If you have not entered any line items, the box is empty.

- When you click another tab, the current line item remains selected, and is identified in the title bar. All information you enter in other panels is applied only to the line item selected in the CLIN panel.

- Additions and changes are saved automatically each time you insert or append a new row, or select a new panel.

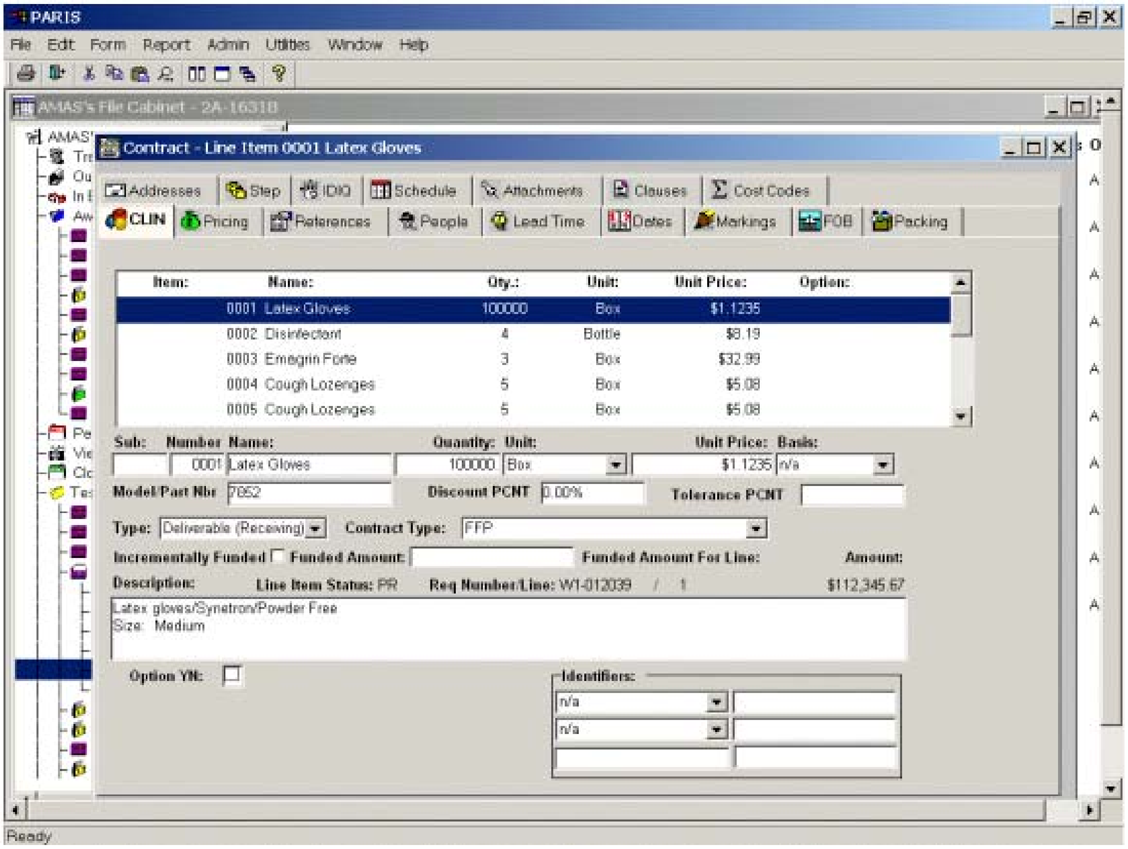
- To exit from the Line Item window, click the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

6.3.3 Line Item Window: CLIN Panel

The CLIN panel of the Line Item window holds the list of line items, descriptions, quantities, prices, etc. The other panels allow you to enter information about the line item selected in the CLIN panel. The current line item is identified in the title bar, where it is visible from all panels.

A line item must be entered and selected in the CLIN panel before additional information can be added to it in the other panels. To use the CLIN panel:

- Open the Line Item window and display the CLIN panel.



- Select Append or Insert from the Form Menu to add a line item. A blank row is added in the list at the top of the window, and blank data entry blocks are displayed in the lower section. (The difference between inserting a row and appending a row is that Insert places a new row before the current row, while Append places a new row at the end of the list.)

- Starting with Number, enter the CLIN information. The line item number and name are displayed in the list at the top of the window as you tab to the next data block.

- To designate a line item as an option, click the Option YN box, and fill in the additional data entry blocks.

- To edit an existing line item, point to it in the CLIN list and click. The selected line item is highlighted in the list, and the data blocks in the lower section of the panel are filled with previously entered information for the line item. You may edit the CLIN information in these blocks, or display other panels by clicking the appropriate tab. (A line item must be selected in the CLIN panel before you can enter or edit information about it in other panels.)

- To delete a line item, select it by pointing to it and clicking. (It should be highlighted.) Choose Delete from the Form Menu. Confirm the command by clicking OK in the message box that is displayed.

- To renumber a line item, select it in the CLIN list and edit the Number field in the lower section of the CLIN panel. Line items are automatically rearranged by number when you insert a new line item.

- After you create a line item in the CLIN panel, click the other tabs in the Line Item window and enter any information that applies to the individual line item. Information that applies to all line items should be entered only in the Parameters window.

The following is an explanation of the data fields in the CLIN Panel:

Field	**Explanation**
Line Item Number	Enter a line item (CLIN) number
Sub-Line Item Number	Enter a sub-line (SLIN) item number, if applicable
Name	Enter a short title for the item (1-3 descriptive words)
Quantity Unit	Enter the quantity to be procured
Unit	Select a unit of issue from the drop-down list box
Unit Price	Enter a unit price for the unit of issue
Basis for Price	Select a basis for the price listed from the drop-down list box
Amount	The total for the individual line item is calculated automatically
Description	Enter a brief purchase description
Discount Percentage	Enter if the unit price listed should have a discount percentage applied to it, and if so. The amount of the percentage
Tolerance Percentage	Enter if the quantity listed has a tolerance percentage and if so, the amount.
Type	Identify type of line item, Service/Invoice Certification, BPA Deliverable (Receiving), Special Charge Item.
Contract Type	Identify the type of contract being used. Use only if “mixed” (multiple) contract type.
Incrementally Funded	Indicate if line item is to be partially funded. If true, then show funded amt.
Funded Amount	Enter amount of funding being provided for the line item
Option Y/N	Click the box if the line item is an option. The following items are displayed only for options: Number — Enter a sequential number for the option. Example: Entering 1 indicates that the line item or sub-line item is an option item to be listed under option 1 requirements in the Line Item Section of the Solicitation/contract. Entering I for additional line items or sub-line items will group all those line items under option 1 requirements in the Solicitation/Contract. Additional options may be identified by entering numbers 2,3,4,etc. In each case the line items will be grouped appropriately in the Solicitation/contract document.
Identifier	Select a type of identifier from the drop-down list box, if appropriate.
Line Item Status	The status of the line item identifies the PR or Line Item information and is taken from PR and number.

6.3.4 Copying Line Items:

To avoid repetitive typing of line items with minor differences, you may copy a line item similar to one you need to add. To copy a line item:

- Select the line item to be copied in the CLIN.
- Select Copy from the Edit Menu.
- In the Duplicate CLINs as Options dialog box that is displayed, click the OK button if the copied line item is not an option.
- If the copied line item is an option, click inside the box and then click OK.
- Additional fields will appear for fill in.

Note: If you select the incorrect line item to be copied, allow the line item to process through the copy function, and then select the incorrect line item and delete it.

6.3.5 Editing Line Items

To edit an existing line item, point to it in the CLIN list and click. The selected line item is highlighted in the list, and the data fields in the lower section of the panel are filled with previously entered information for the line item. You may edit the CLIN information in these fields, or display other panels by clicking the appropriate tab. A line item must be selected in the CLIN Panel before information pertaining to it is edited in other panels.

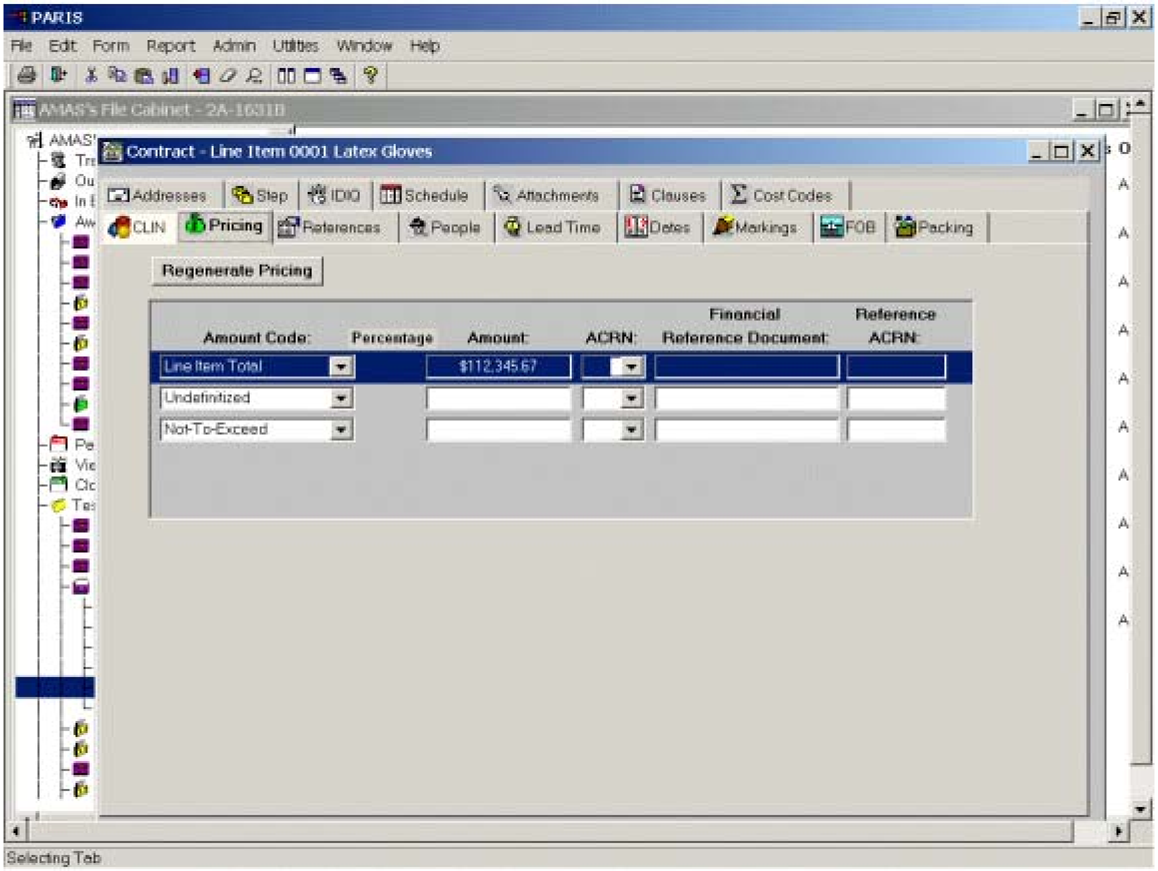
6.3.6 Deleting Line Items

To delete a line item, select it by pointing to it and clicking. (It should be highlighted.) Choose Delete Line Item from the Form Menu. Confirm the command by clicking OK in the message box that is displayed

6.3.7 Line Item Window: Pricing Panel

The Pricing panel allows you to enter pricing information. Data in the Pricing panel applies only to the current line item. Cost codes are maintained in the Cost Codes panel. To use the Pricing panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the Pricing tab.



- The first time you go to the Pricing tab for each line item, a customized set of one or more data blocks is generated in the Pricing panel. The entries in the Amount Code column are based on the Contract Type selected in the CLIN panel. Additional data blocks are displayed in the lower section of the Pricing panel only for contract types which incorporate cost sharing or incentive fees. For other contract types, this area is empty.

- To edit information, select a data block and enter the changes.

Field	Explanation
Amount Code	Select the type of pricing from the drop-down list box
Percentage	Enter percentage of total price for line item to be funded by individual cost code
Amount	Enter the amount that corresponds to the type of pricing you selected in the Amount Code Column
ACRN	Select the cost code that relates to the line item
Financial Reference Document	If this field is accessible for the selected Amount Code, enter the reference document title
Reference ACRN	If this field is accessible for the selected Amount Code, enter the appropriate Cost Code

- To add a new row, select Append or Insert from the Form Menu. Blank data entry blocks are displayed.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

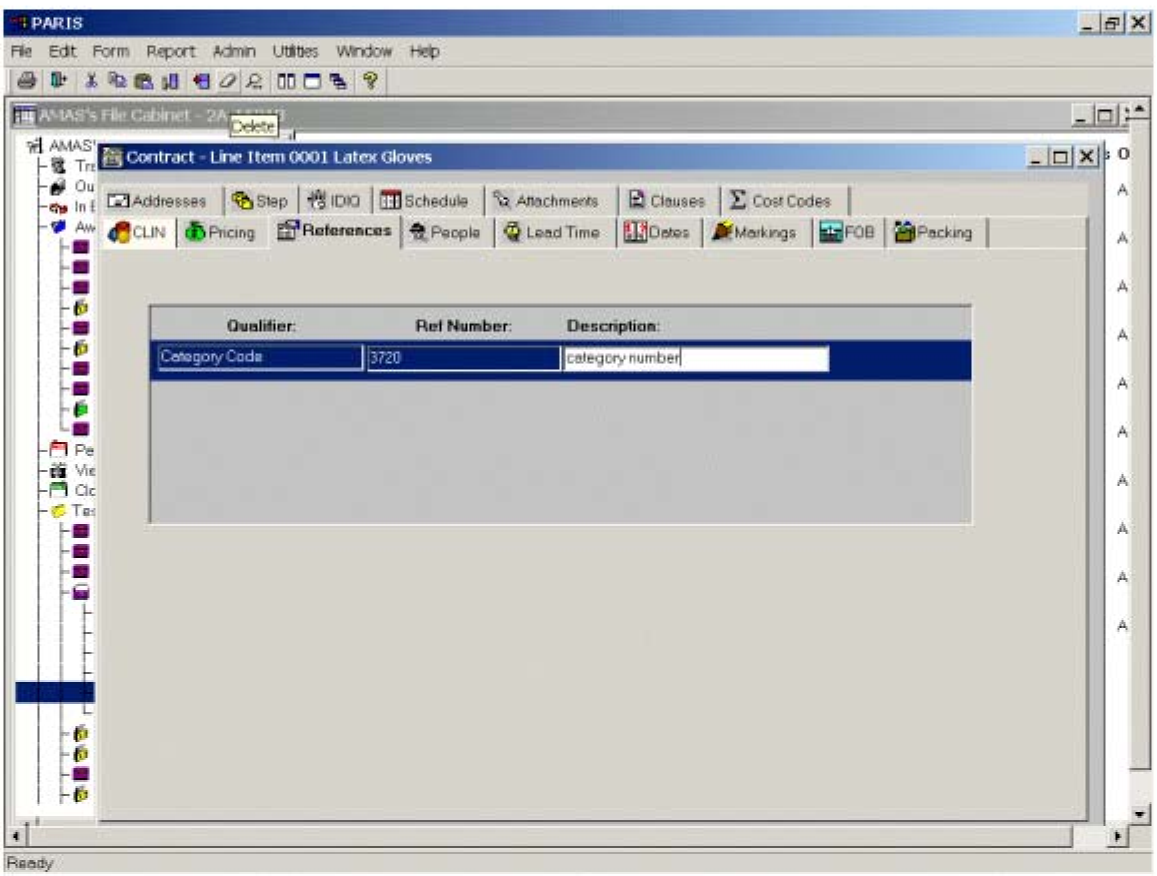
- If you change the Contract Type in the CLIN panel, click the Regenerate Pricing button at the top of the Pricing panel to generate a new set of data blocks and recalculate the figures in the Amount column. (Any data you entered is erased when you regenerate the pricing.)

6.3.8 Line Item Window: References Panel

The References panel allows you to identify sources of detailed information pertaining to the current line item selected in the CLIN panel. If a reference applies to the entire procurement package, enter it in the Parameters window References panel. The References Panel in the CLIN Maintenance Window operates the same as the one in the Parameters data window. To use the References panel:

- Open the Line Item window.

- Select a line item in the CLIN panel, then click the References tab.



- To add a blank row, select Append or Insert from the Form Menu.

- For each reference, select a Qualifier which identifies the type of reference, enter the Reference Number, and briefly describe it. You may add as many references as necessary.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.3.9 Line Item Window: People Panel

The People panel allows you to specify the names and telephone numbers of the personnel responsible for an individual line item. Information in the People panel applies only to the current line item. To enter information that applies to the entire procurement, use the Parameters window Addresses panel and the Organization/Contractor - Contacts Window. To use the People panel:

- Open the Line Item window.

- Select a line item in the CLIN panel, then click the People tab.

- To add an individual, select Append or Insert from the Form Menu. A set of blank data entry blocks is displayed in the top section of the People panel, and a blank row is added to the list of personnel in the lower section of the panel.

- Select a Duty or Responsibility from the drop-down list box.

- Point to the Name field and double-click to activate the Lookup feature. Individuals who have the duty or responsibility you selected are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a name.

- Add or edit the other information in the panel.

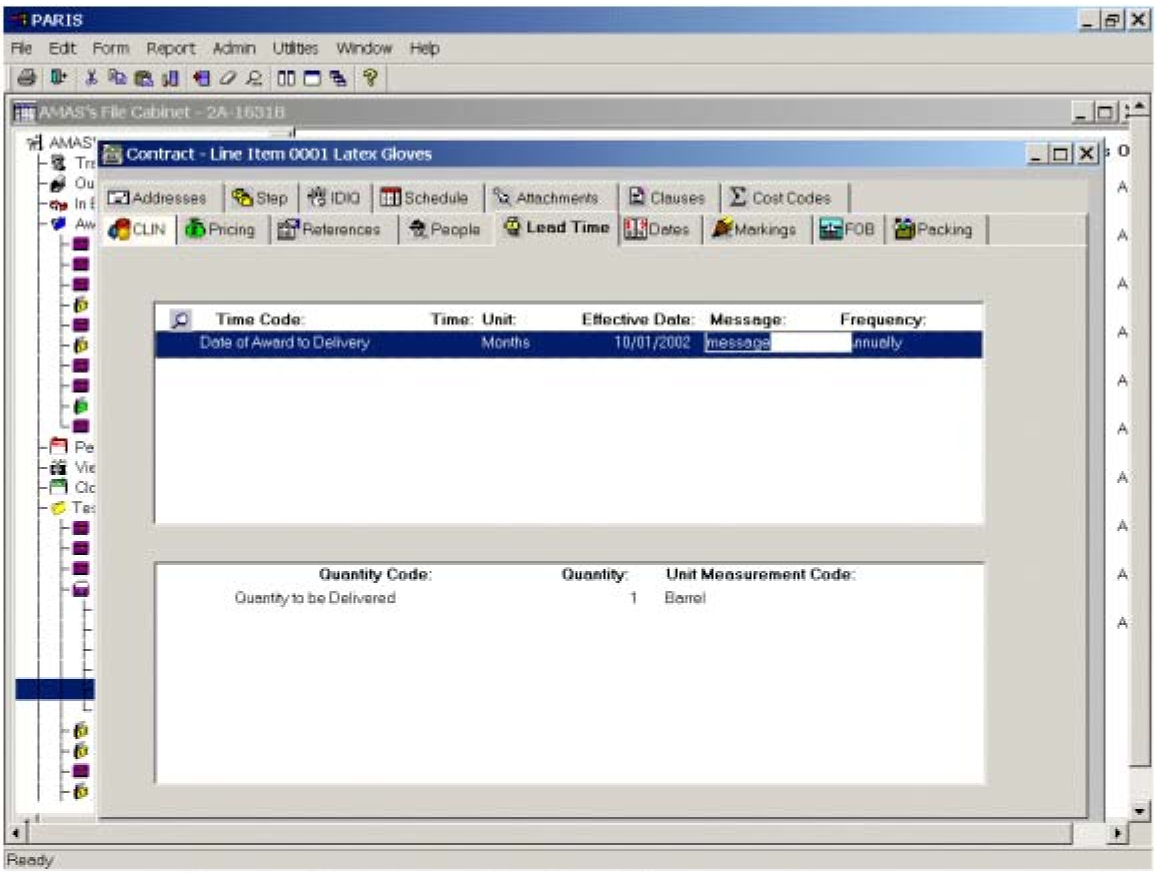
- To delete an individual, point to the name in the list and click to select it. Then select Delete from the Form Menu.

6.3.10 Line Item Window: Lead Time Panel

The Lead Time panel allows you to specify delivery times for various quantities of an individual line item (including the total quantity in one shipment). This is useful when a consumable item is needed regularly, the manufacture and delivery of additional quantities is expected to follow the completion of the first delivery, or an item is required by a certain time relative to the contract award. Information in the Lead Time panel applies to the current line item selected in the CLIN panel.

The Lead Time panel is intended for deliveries at specific times to one address. If you want to specify multiple addresses for one line item, use the Delivery Schedule window that is accessed from the Addresses panel. To ship all line items to one address, use the Parameters window Addresses panel or the Parameters window Lead Time panel. The Lead Time Panel in the CLIN Maintenance Window operates the same as the one in the Parameters data window. To use the Lead Time panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the Lead Time tab.



- Delivery times are entered in the top section of the Lead Time panel in the form of a list. For each delivery time, information about the quantity needed is entered in the lower section of the panel. Only the data for the delivery time selected in the top panel (the highlighted row) is displayed in the lower section of the panel
- To add a delivery time, click in a blank area of the top section of the panel, and select Append or Insert from the Form Menu. A row is added to the top panel and highlighted. Enter the delivery time data as described below, and add a message only if necessary to provide additional information.

- To add information about the quantity to be delivered, first make sure the appropriate delivery time is selected in the top section of the panel, then click in a blank area of the lower section and add a row. Enter the quantity data as described below.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

Screen Section	Field	Explanation
Upper Section	**Time Code:**	Select the type of time period
	Time	Enter a time period that matches the Unit selected in the next column, for example, use the two columns to specify 10 Weeks
	Unit	Select the type of time period from the drop-down list box
	Effective Dt.	Enter the effective date or start date of the time period
	Message	Enter additional information here if necessary
	Frequency	Select the type of quantity from the drop-down list box
Lower Section	**Quantity Code:**	Select the type of quantity from the drop-down list box
	Quantity	Enter the Quantity cover by the time period
	Unit Measurement Code	Select the unit of measurement for the time period from the drop-down list box

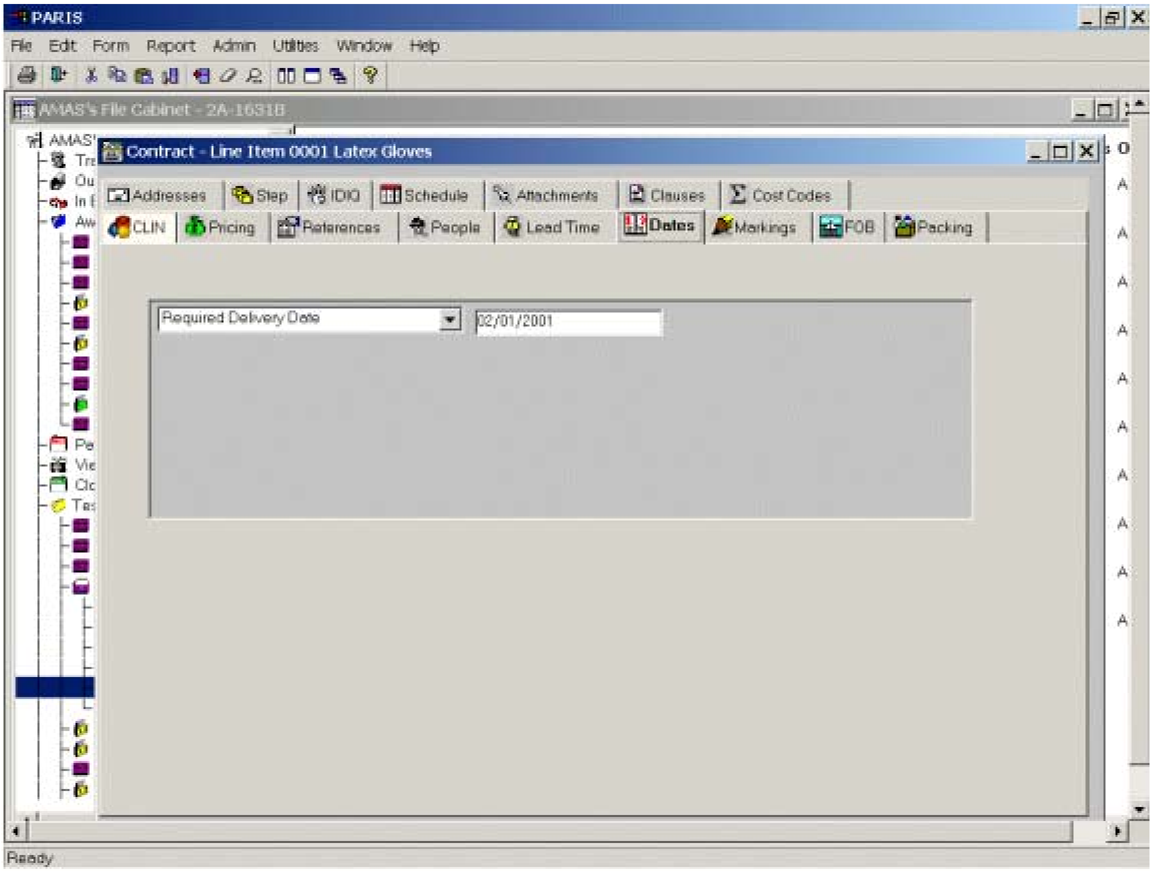
6.3.11 Line Item Window: Dates Panel

Relevant dates for individual line items may be entered in the Dates panel. Information in the Dates panel applies only to the current line item.

The Dates panel in the Line Item window is intended for tailoring dates to individual line items. If you want to specify dates for the entire procurement package, use the Parameters window Dates panel. The Dates Panel in the CLIN Maintenance Window operates the same as the one in the Parameters data window. To use the Dates panel:

- Open the Line Item window.

- Select a line item in the CLIN panel, then click the Dates tab.

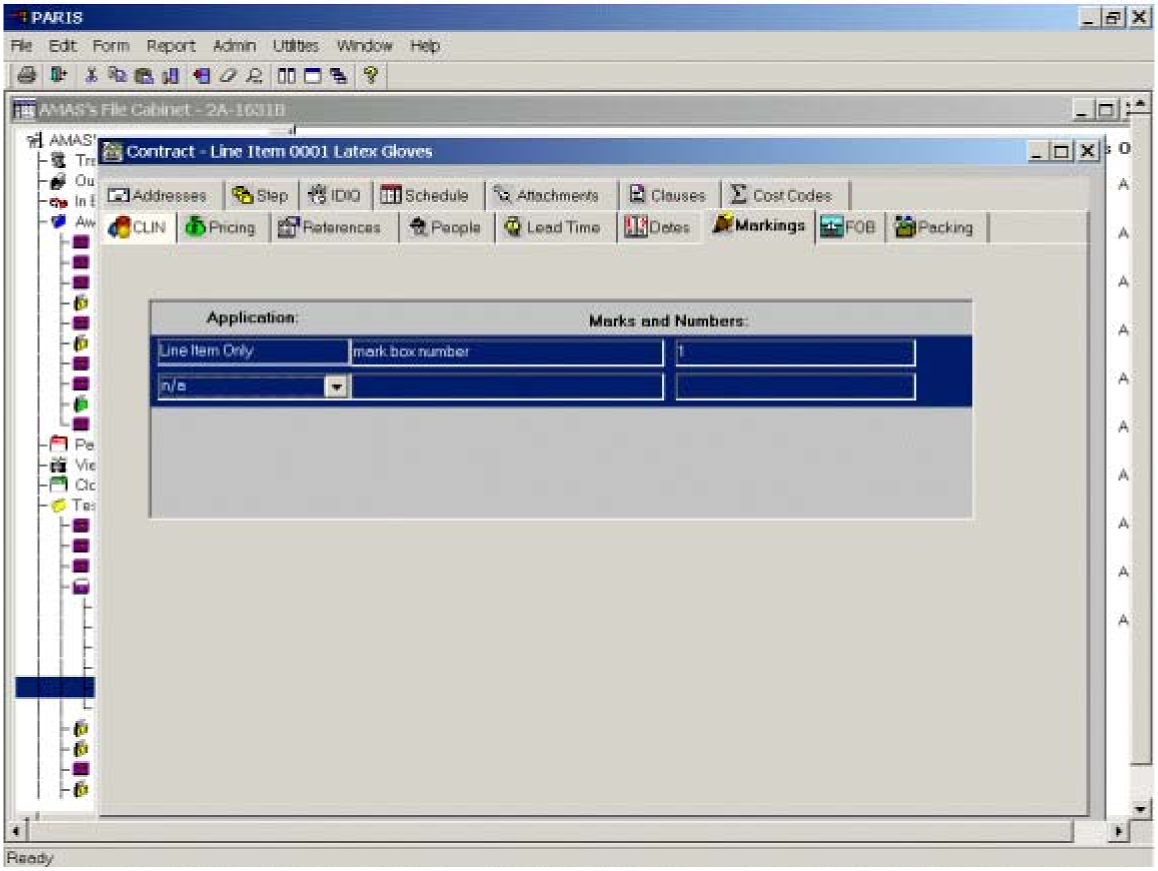


- To add a date, select Append or Insert from the Form Menu. A row of blank data entry blocks is created.
- Enter the date information.
- To delete a date, point to the row and click to select it. Then select Delete from the Form Menu.

6.3.12 Line Item Window: Markings Panel

The Markings panel allows you to specify the way shipments are to be marked or numbered. Information entered in the Markings panel applies only to the current line item. If all line items are to be marked the same way, use the Parameters window Markings panel. The Markings Panel in the CLIN Maintenance Window operates the same as the one in the Parameters data window. To use the Markings panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the Markings tab.



- To add blank rows, select Append or Insert from the Form Menu.

- Two rows of blank data entry blocks are created. (Rows are added in pairs to match electronic data standards.)

- Enter the markings information as described below.

- If you need only one row, use the first and leave the second blank.

- To specify two sets of markings, use each row to specify one set.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

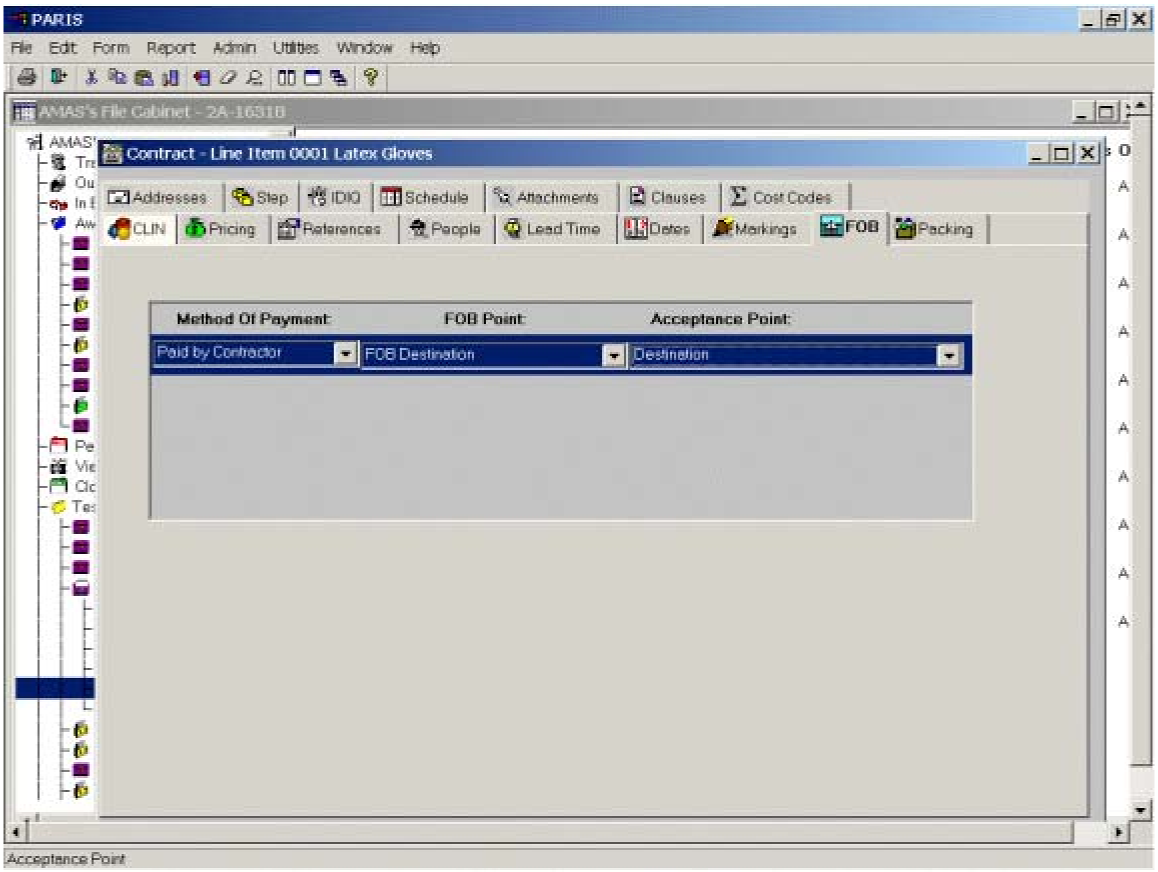
Note: This deletes the pair of rows, not just one.

6.3.13 Line Item Window: FOB Panel

FOB points for individual line items are entered in the FOB panel of the Line Item window. If all line items in the procurement are to be shipped the same way, use the

Parameters window FOB panel. Information in the FOB panel of the Line Item window applies only to the current line item. The FOB Panel in the CLIN Maintenance Window operates the same as the one in the Parameters data window. To use the FOB panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the FOB tab.



- To add a blank row, select Append or Insert from the Form Menu.
- Enter the FOB information.
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

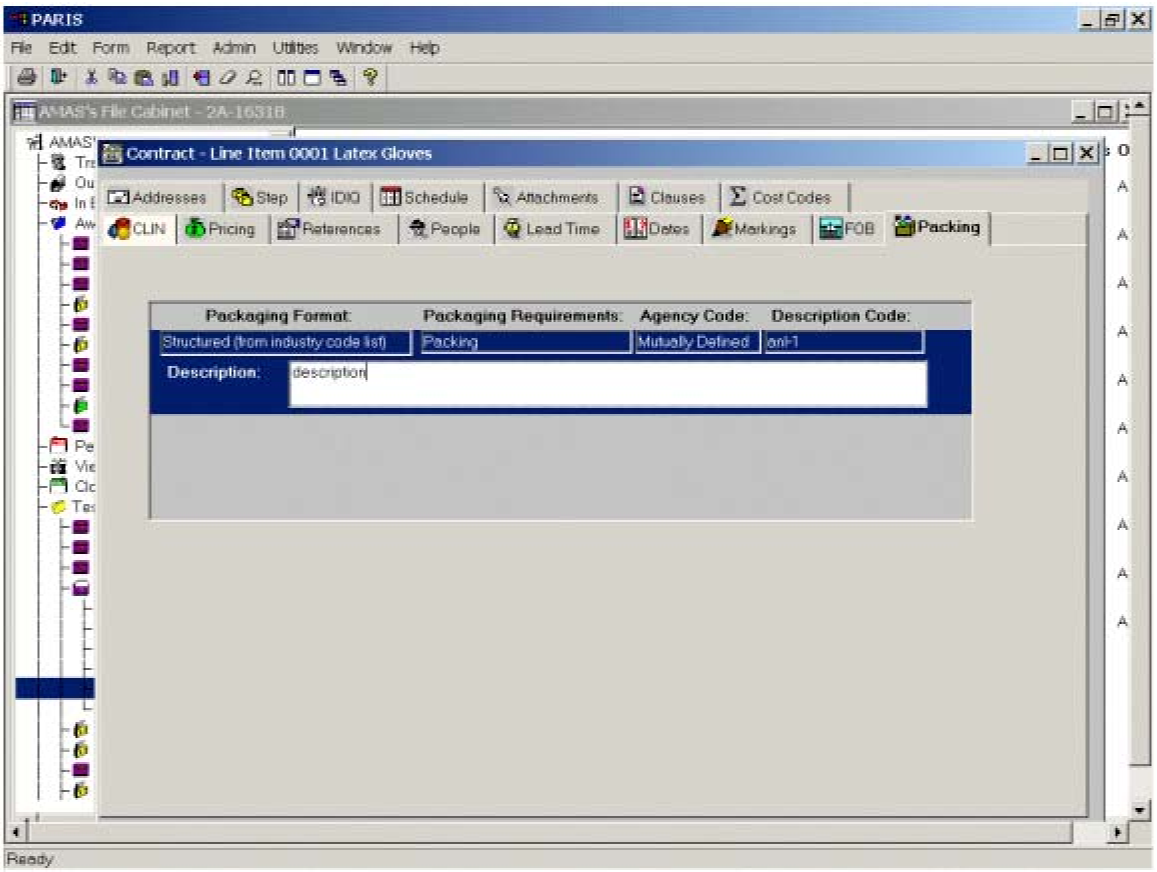
6.3.14 Line Item Window: Packing Panel

The Packing panel allows you to record special handling and packing instructions for the current line item.

To use the Packing panel:

- Open the Line Item window.

- Select a line item in the CLIN panel, then click the Packing tab



- To add a blank row, select Append or Insert from the Form Menu. Enter the packing information as described below.

- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

Field	**Explanation**
Packaging Format	Select LAW Description Text if instructions consist of descriptive text (enter the text in the Description Field). Select Structured if an industry description code is used to convey instructions. Select Semi-Structured if the instructions are a combination of an industry code and descriptive text.
Packaging Requirements	Select the type of special handling required from the drop-down list box or select n/a if special handling is not necessary. Select DoD, GSA, or Mutually Defined from the drop-down list box. If none of these apply, select n/a

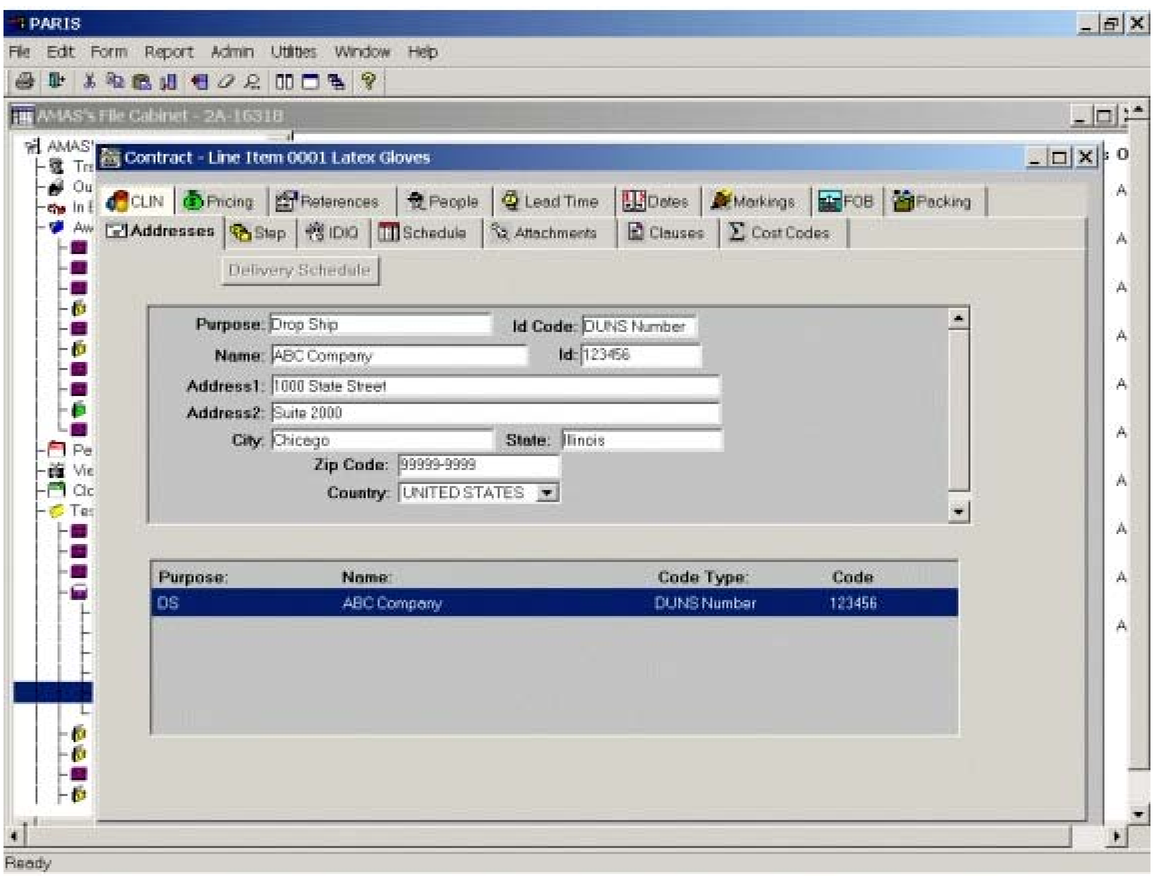
Agency code	Select from the Drop Down list
Description Code	Enter the description or industry code for packing and handling. (from military or commercial s ecifications).
Description	Describe the handling instructions or packing specifications that apply to the line item

6.3.15 Line Item Window: Addresses Panel

The Addresses panel allows you to identify the parties responsible for procurement activities, such as shipping, receiving, inspecting goods, processing payment, and auditing activities. The contractor and subcontractor may be identified here.

The information in the Addresses panel in the Line Item window applies only to the current line item. To enter information that applies to the entire procurement, use the Parameters window Addresses panel. The Addresses Panel in the CLIN Maintenance Window operates the same as the one in the Parameters data window. To use the Addresses panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the Addresses tab.



- To add an organization or name, select Append Addresses or Insert Addresses from the Form Menu.
- A set of blank data entry blocks is displayed in the top section of the Addresses panel, and a blank row is added to the list of addresses in the lower section of the panel.
- Select a Purpose from the drop-down list box.
- Select ID code from the drop-down list box.
- Then point to the Name field and double click to activate the Lookup feature. Names of individuals associated with the purpose or organization you selected are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a name in the Name field.
- Add or edit the other address information.
- To delete an address from the list, point to the address in the list and click to select it. Then select Delete Addresses from the Form Menu.
- The Delivery Schedule button is available only for Ship To addresses. The Delivery Schedule window is similar to the Lead Time panel, but is intended for partial deliveries of a line item to multiple addresses.

Line Item Window: Lead Time/Schedule Window

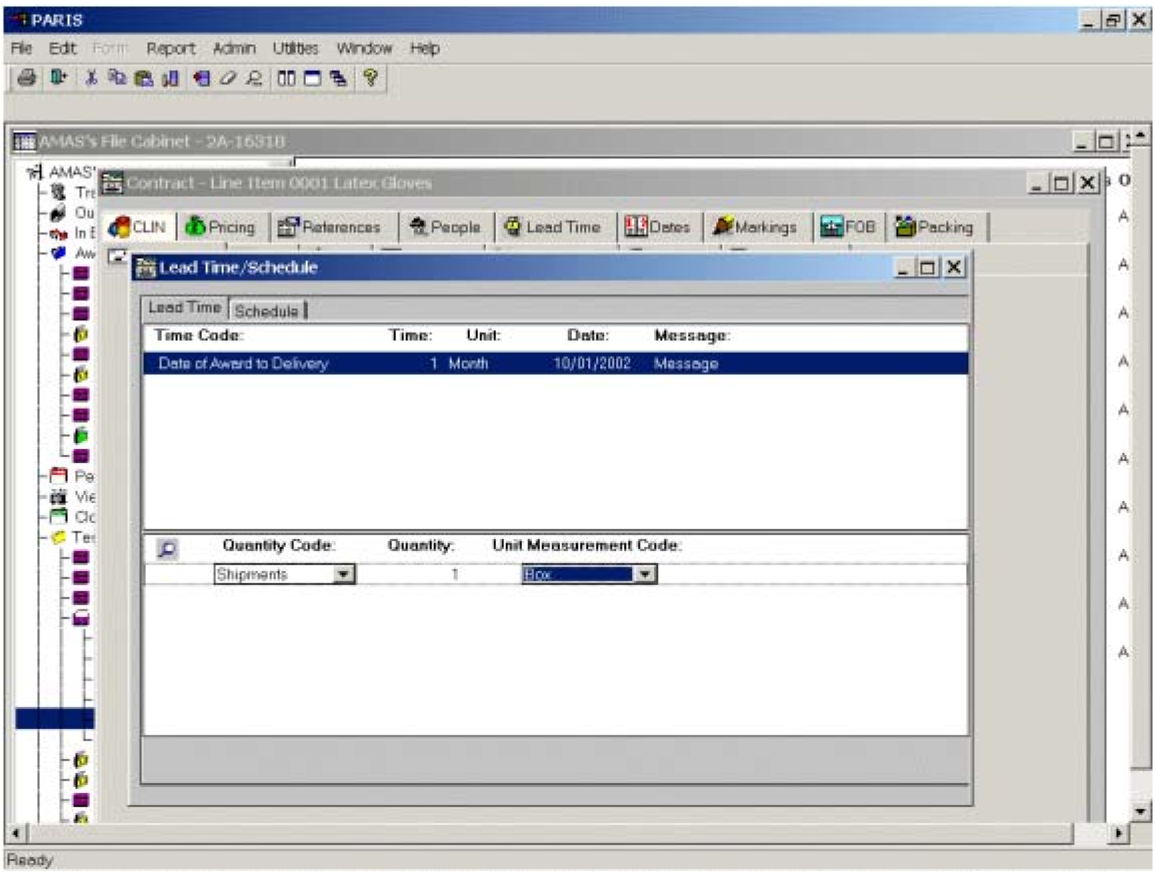
The Lead Time/ Schedule Window is intended for split deliveries of a line item to *multiple* addresses. This allows you to take advantage of a lower unit price by placing a large order for an item needed in many locations.

If you want to specify multiple deliveries to *one* address at specific times, use the Schedule Panel in the Line Item Window. To ship all line items to one address use the Addresses Panel or the Lead Time Panel in the Parameters Window.

To access the Lead Time/ Schedule Window, you must open the Line Item Window, select a line item in the CLIN Panel, go to the Addresses Panel, select or enter the Ship To organization and address, and click the Delivery Schedule button.

The Lead Time/ Schedule Window has two panels: the Lead Time Panel and the Schedule Panel. The Lead Time Panel is used to enter the relative days for delivery of the line item, while the Schedule Panel is used to designate various deliveries at specific dates. To use the Lead Time/ Schedule Window Lead Time Panel:

- Open the Line Item Window.
- Select a line item in the CLIN Panel, then click the Addresses tab.
- In the Addresses Panel, select or enter the Ship To organization and address.
- Click the Delivery Schedule button at the top left of the Addresses Panel. The delivery Schedule Window is displayed.



- Delivery times are entered in the top section of the Lead Time Panel in the form of a list. For each delivery time, information about the quantity needed is entered in the lower section of the panel. *Only the data for the delivery time selected in the top panel is displayed in the lower section of the panel.*
- To add a delivery time, click in a blank area of the top section of the panel, and select Append or Insert from the Form Menu. A row is added to the top panel and highlighted. Enter the delivery time data as described in the table below, and add message only if necessary to provide additional information.

- To add information about the quantity to be delivered, first make sure the appropriate delivery time is selected in the top section of the panel, then click in a blank area of the lower section and add a row using the Append Quantity or Insert Quantity commands on the Form Menu. Enter the quantity data as described in the table below.

- To delete a row, point to it and click to select it. Then select the Delete or Delete Quantity command from the Form Menu.

The following is an explanation of each field in the Lead Time Panel:

Field	Explanation
Time Code	Select the type of time period. Selections include: Date Of Award To Delivery, From Date of Award to Delivery, From Date of Purchrase Order Receipt To Delivery, From Date of Receipt of First Article to First Article Approval, From Date of Receipt of Item To Date of Approval of Item, From Previous Delivery, From Specified Date, and From Specified Event. If none of these apply, select pr/a.
Time	Enter a time period that matches the (hr it selected in the next column, for example, use the two columns to specify 10 Weeks.
Unit	Select the type of time period from the drop-down list box. Selections include: Calendar Days, Calendar Year, Maximum Calendar Days, Months, Quarter of a Year, Semi-Annual, and Weeks. If none of these apply, select n/a.
Effective Date	Enter the effective date or start date of the time period.
Message	Enter additional information here if necessary.
Quantity Code	Select the type of quantity from the drop-down list box. Selections include: CDRL Distribution Draft, CDRL Distribution Regular, CDRL Distribution Repro, Length of Delivery Period, Quantity to be Delivered, and Shipments.
Quantity	Enter the quantity covered by the time period.
Unit Measurement Code	Select the unit of measurement for the time period from the drop-down list box.

To use the Lead Time Schedule Window Schedule Panel:

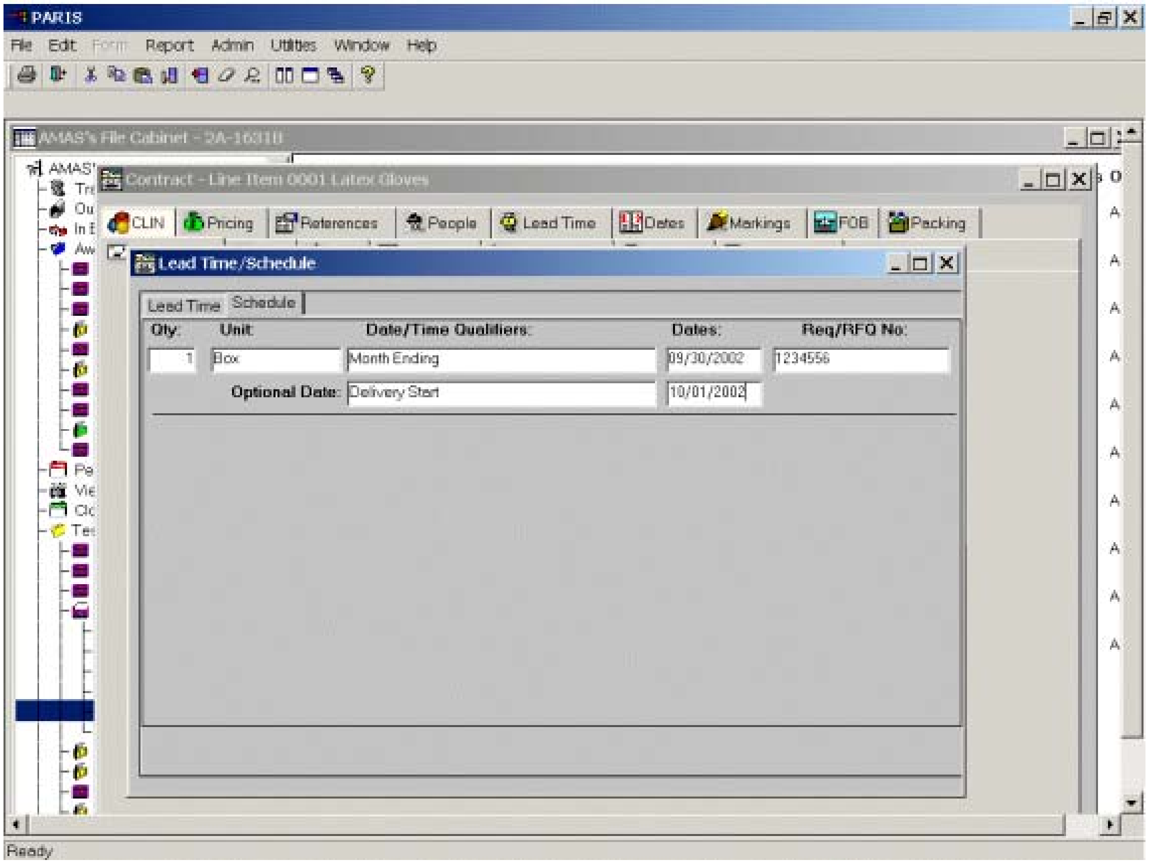
- Open the Line Item Window.

- Select a line item in the CLIN Panel, then click the Addresses tab.

- In the Addresses Panel, select or enter the Ship To organization and address.

- Click the Delivery Schedule button at the top left of the Addresses Panel. The Delivery Schedule Window is displayed.

- Click the Schedule Panel



- To add a blank row, select Append or Insert from the Form Menu. A set of blank data entry fields is added to the panel.
- Fill in the information as described below
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.
- To close the Lead Time/Schedule Window, simply select another panel or double-click the close bar to return to the file cabinet.

The following is an explanation of each field in the Schedule Panel:

Field	**Explanation**
Quantity	Enter the quantity to be delivered in the shipment.
Unit	Select the quantity unit from the drop-down list box.
Date/Time Qualifiers	Select the type of date being specified. If an Optional Date is needed, use the second line for it; otherwise leave the second line blank. Selections include: Delivery Start, Month Ending, Required By (exactly on date specified), and Required Delivery (on or before date specified).
Dates	Enter a date on the first line, and on the Optional Date line only if a Date/Time Qualifier was specified for it.
REQ/IRFQ No.	The number is pre-filled in this field, and may be edited.
Optional Date	Select from drop-down list and enter the date ________

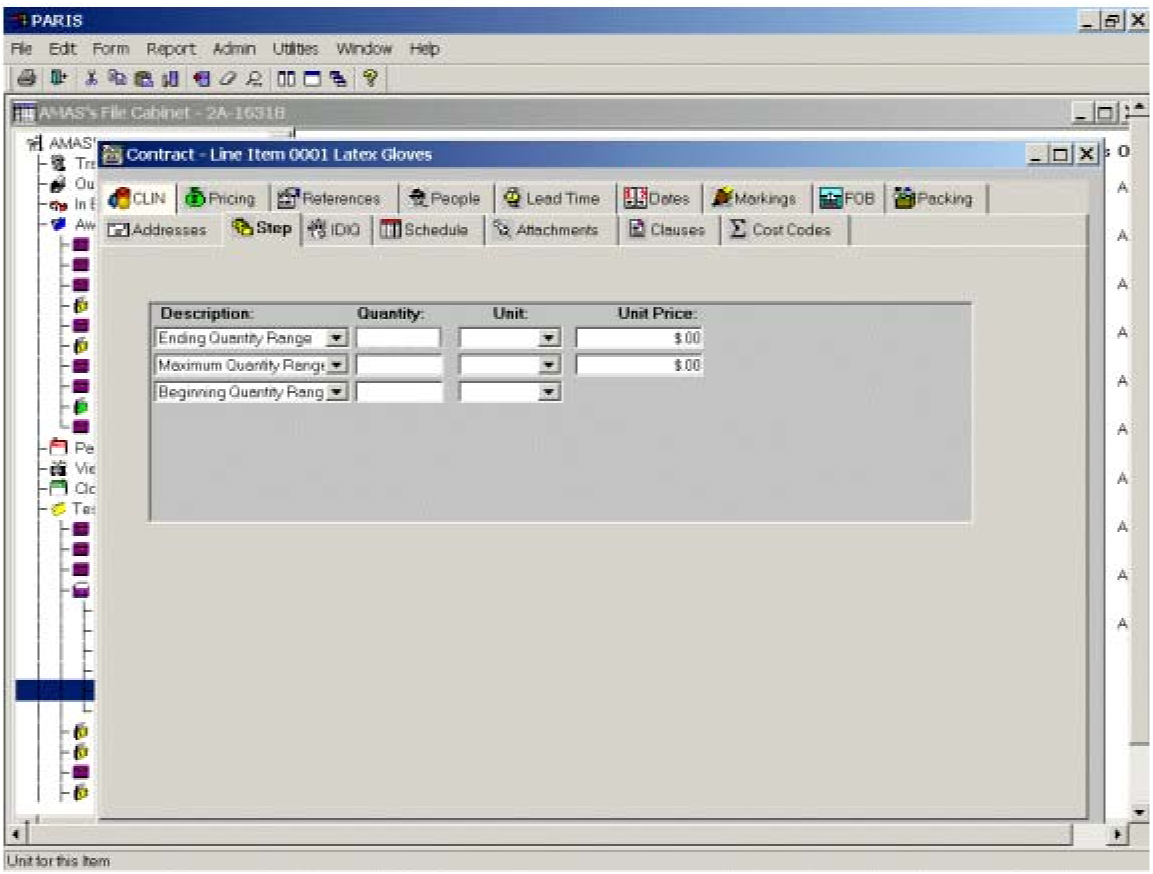
6.3.17 Line Item Window: Step Panel

The Step panel allows you to enter information about step ladder (quantity) pricing for firm fixed price contracts. If the contract type selected for the line item in the CLIN panel is not FEP, a message is displayed when you click the Step tab. Information in the Step panel applies only to the current line item. To use the Step panel:

- Open the Line Item window.

- In the Line Item window, select a line item (with FFP as the contract type), then click the Step tab.

- To add a blank row, select Append or Insert from the Form Menu. A set of blank data entry blocks is displayed.



- Fill in the information as described below, starting with the initial quantity in the first row, and ending with the maximum or ending quantity in the last row you append.

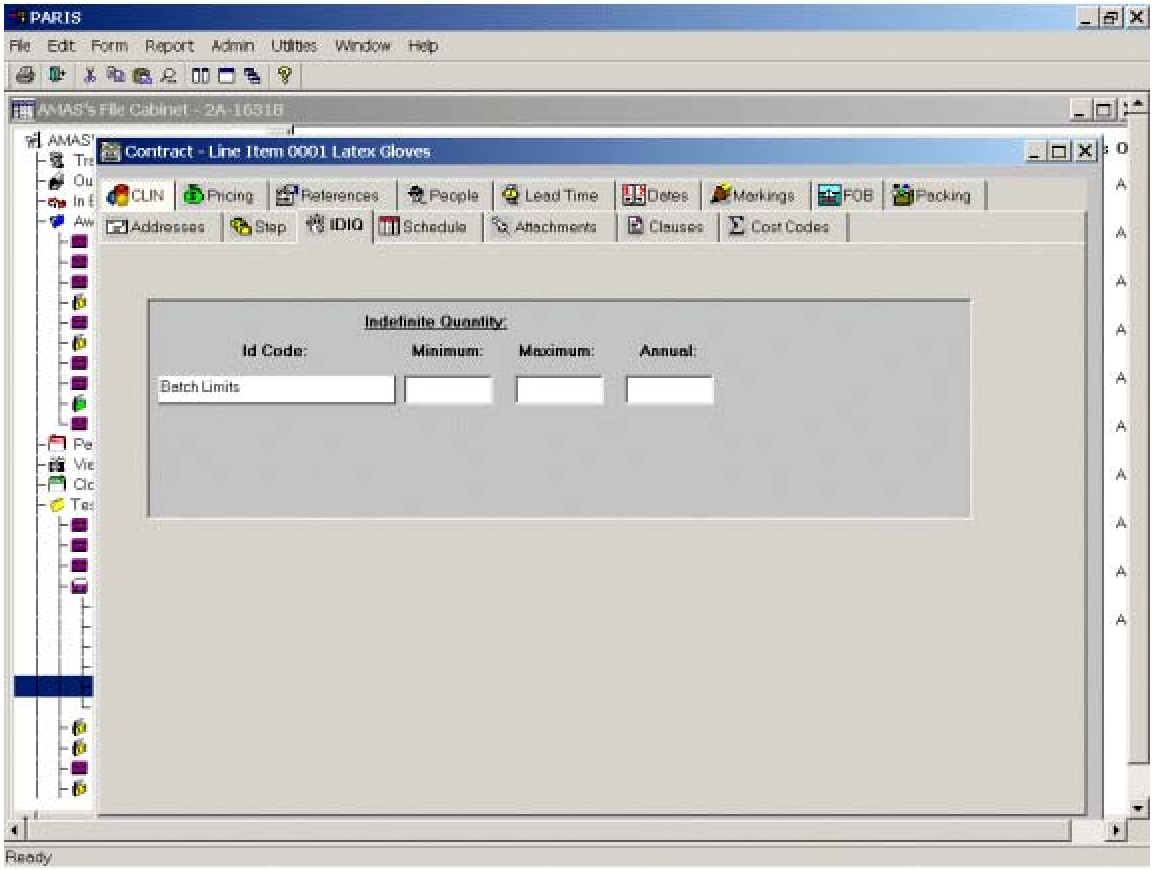
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

Field	Explanation
Description	Select the type of quantity to be used in the step pricing from the drop-down list box. Make your selections in the following order: Beginning Quantity Range, Ending Quantity Range, and Maximum Quantity Range
Quantity	Enter the quantity for which a step price is being sought
Unit	Select the type of unit for the pricing from the drop-down list box
Unit Price	Enter the unit price (A unit price data field is not displayed in a Beginning Quantity Row; the unit price for the initial quantity is entered in the CLIN Panel.)

6.3.18 Line Item Window: IDIQ Panel

The IDIQ panel allows you to enter quantities for Indefinite Delivery - Indefinite Quantity procurements.
This panel is available only when an IDIQ contract is specified in the Award Instrument block of the Parameters window Main panel. Information in the IDIQ panel applies only to the current line item. To use the IDIQ panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the IDIQ tab.
- A row of data blocks is displayed. (Multiple rows are not allowed.)

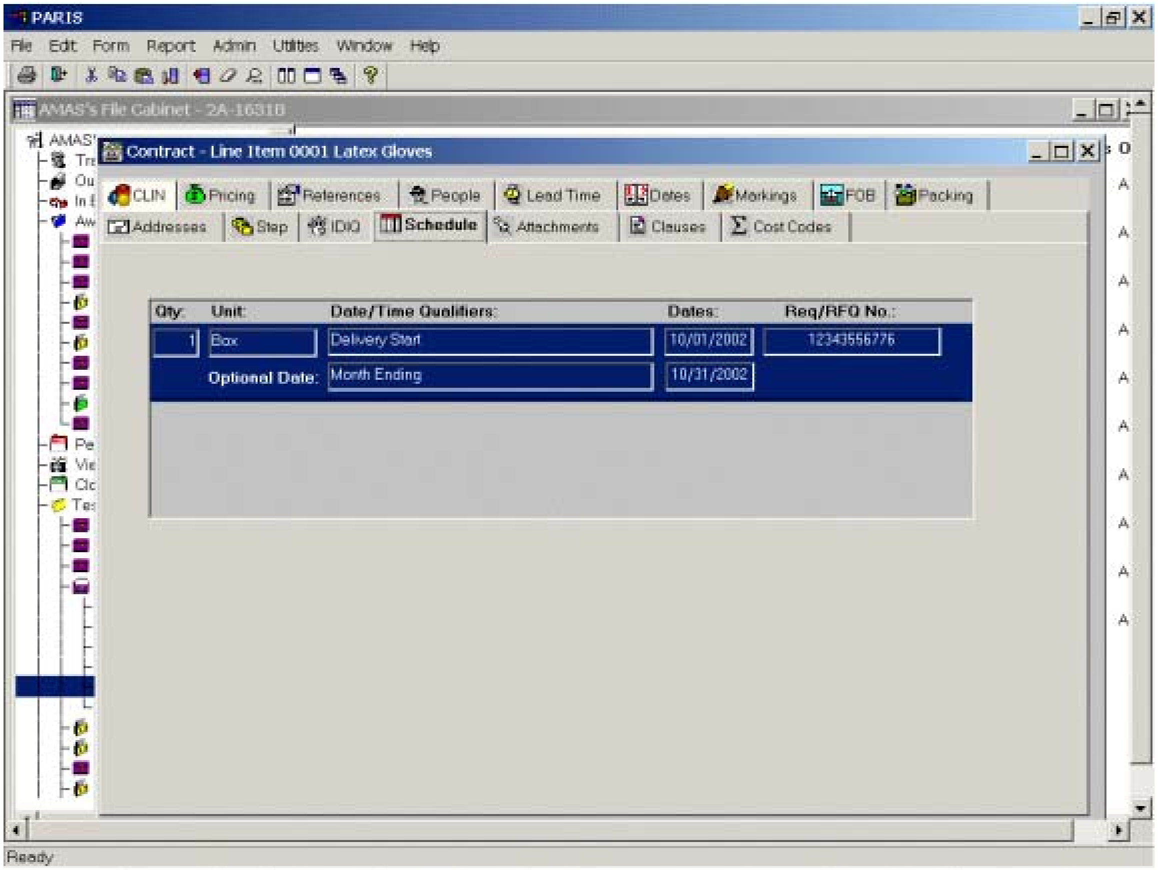


- The ID Code is always Batch Limits.
- Enter the minimum quantity, maximum quantity and expected annual quantity for the selected line item.

6.3.19 Line Item Window: Schedule Panel

The Schedule Panel allows you to specify a delivery schedule for designated quantities of a line item. Information in the Schedule Panel applies only to the current line item selected in the CLIN Panel. To use the Schedule Panel:

- Open the Procurement Line Item Window.
- Select a line item in the CLIN Panel, and click the Schedule Tab.
- To add a blank row, select Append or Insert from the Form Menu. A set of blank data entry fields is added to the Panel.



- Fill in the data fields as appropriate.
- To delete a row, point to row and click to select it. Then select Delete from the Form Menu.

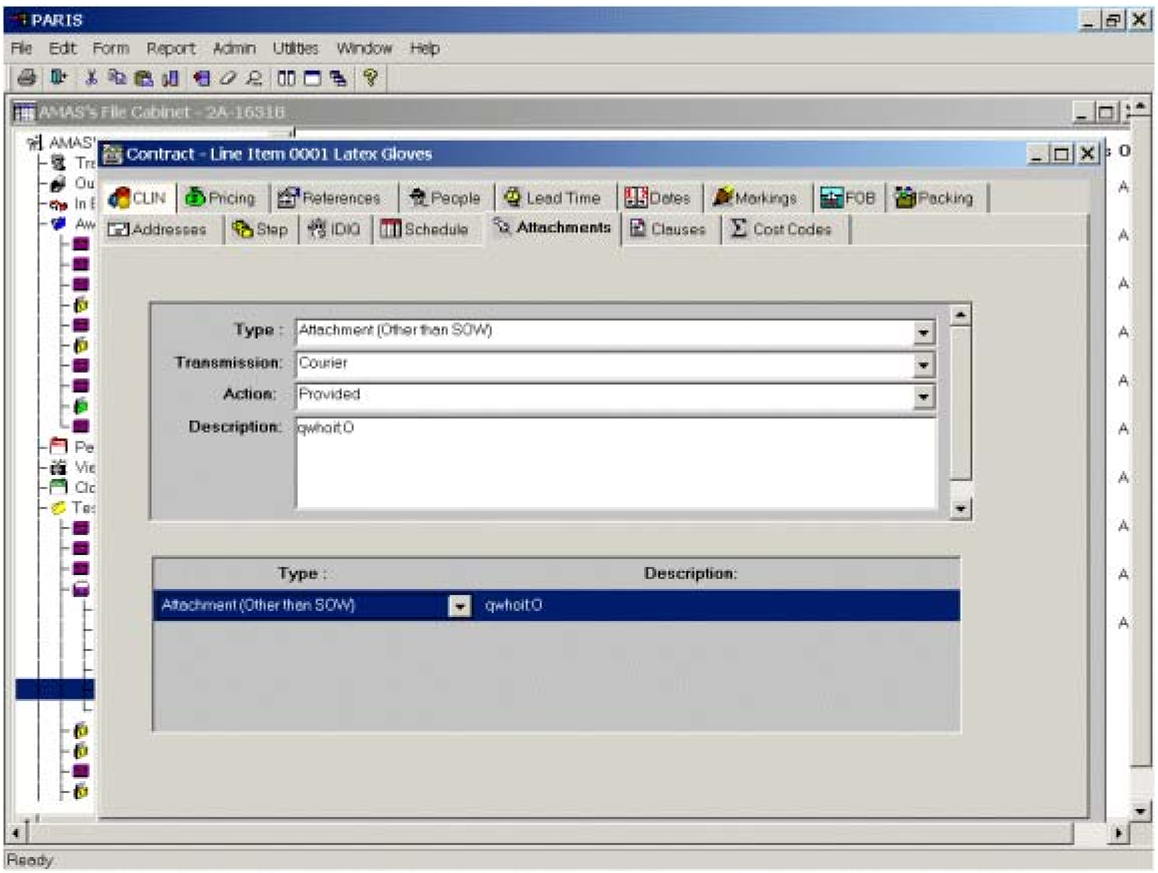
The following is an explanation of each field in the Schedule Panel:

Field	**Explanation**
Quantity	Enter the quantity to be delivered in the shipment
Unit	Select from the drop-down list
Date/Time Qualifiers	Select the type of date being specified. If an Optional Date is needed, use the second line for it; otherwise leave the second line blank.
Dates	Enter a date on the first line, and on the Optional Date line only if Date/Time Qualifier was specified for it.
REQ/RFQ No.	The number is pre-filled in this field, and may be edited.
Optional Date	Select from drop-down list and enter the date next to it.

6.3.20 Line Item Window: Attachments Panel

The Attachments panel allows you to identify documents that contain information relevant to the current line item. Information in the Line Items window Attachments panel applies to individual line items. To specify attachments for the entire procurement, use the Parameters window Attachments panel. The Attachments Panel located in the CLIN Maintenance Window is the same as the one located in the Parameters data window. To use the Attachments panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, and click the Attachments tab.

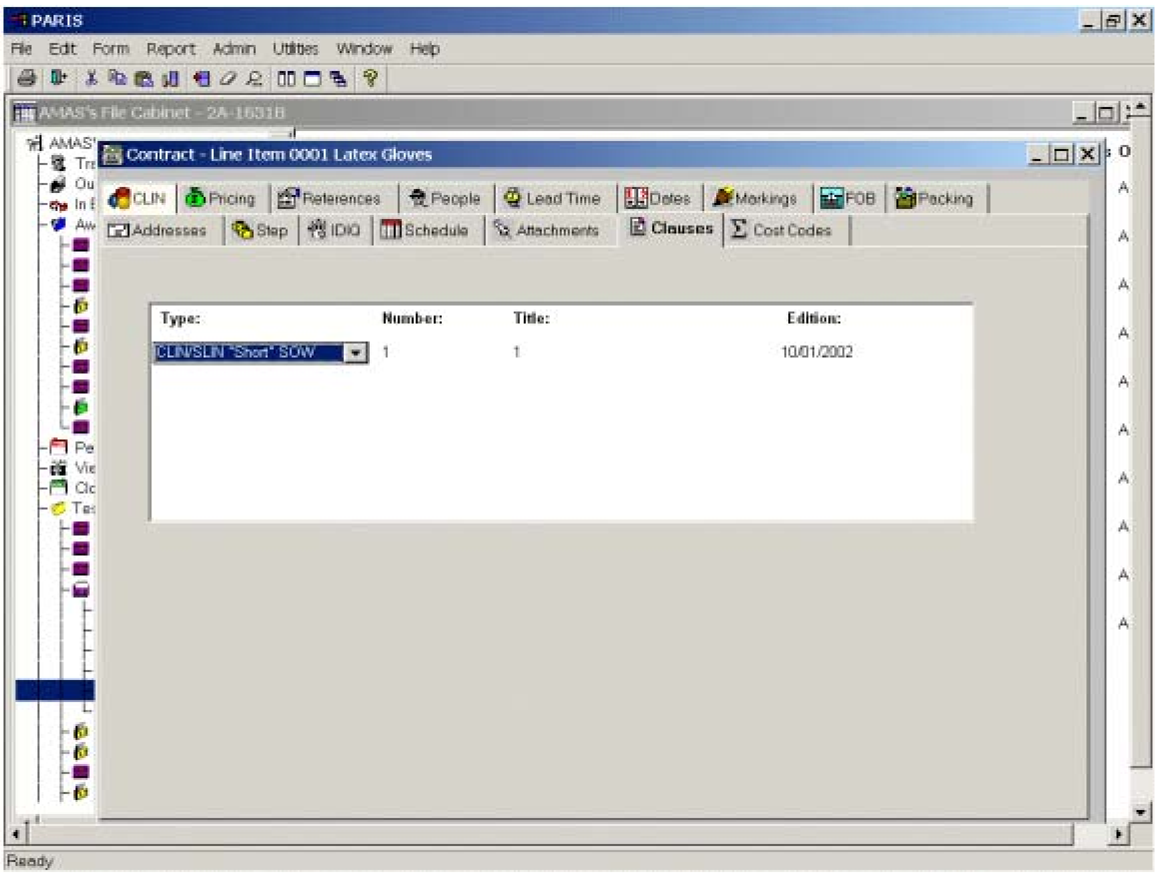


- To add a blank row, select Append or Insert from the Form Menu. A set of blank data entry blocks is added to the panel.
- Fill in the information as appropriate.
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.3.21 Line Item Window: Clauses Panel

The Clauses panel in the Line Item window allows you to build a list of clauses that apply to the current line item. To specify a complete set of clauses for the entire procurement, use the Parameters window Clauses panel. To use the Clauses panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, and click the Clauses tab.

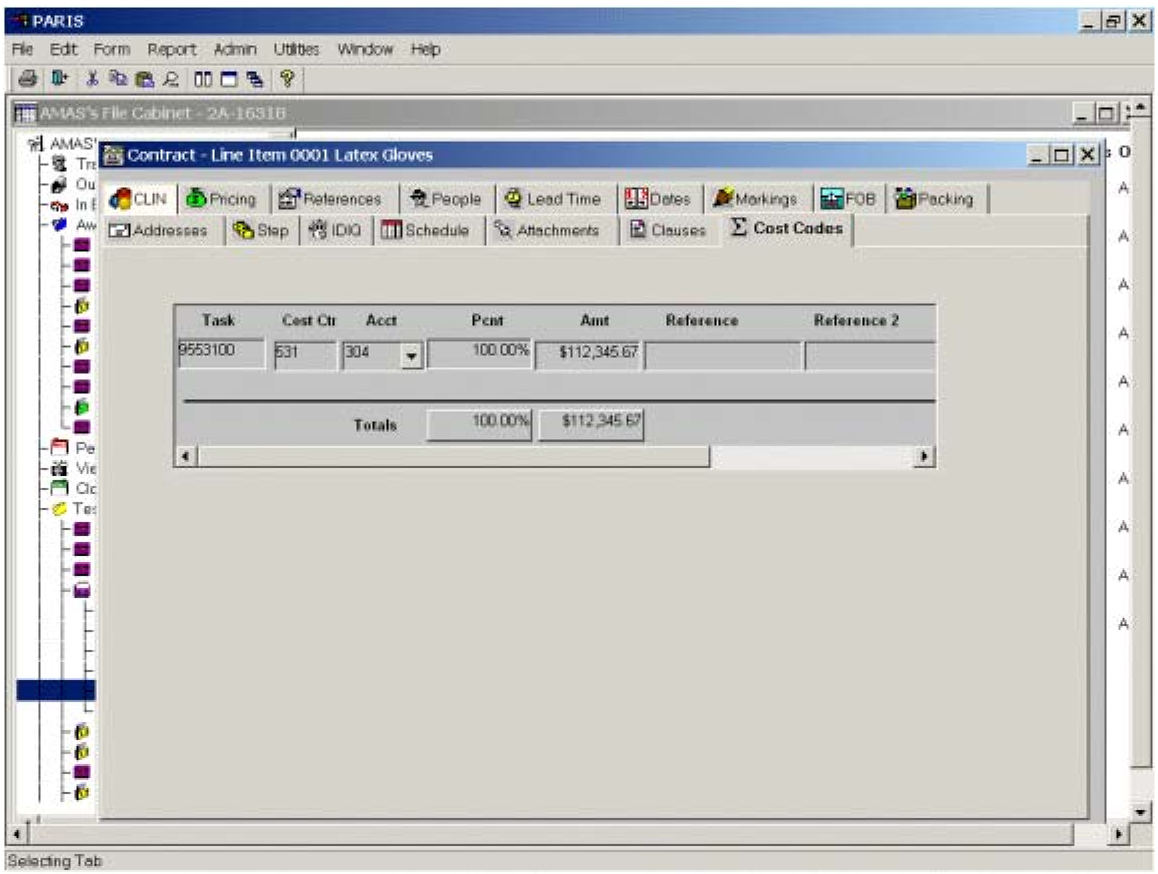


- To add a blank row of data entry blocks, select Append or Insert from the Form Menu.
- Use the Tab key to move from one field to the next, and enter information as appropriate.
- To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

6.3.22 Line Item Window: Cost Codes Panel

If a Requisition Folder is migrated into a Procurement Package, the cost codes for each line item are copied to this panel. Information in the Cost Codes panel applies only to the current line item. To use the Cost Codes panel:

- Open the Line Item window.
- Select a line item in the CLIN panel, then click the Cost Codes tab.



- This is a view only panel. Data can not be changed.

6.3.23 Viewing an Item List

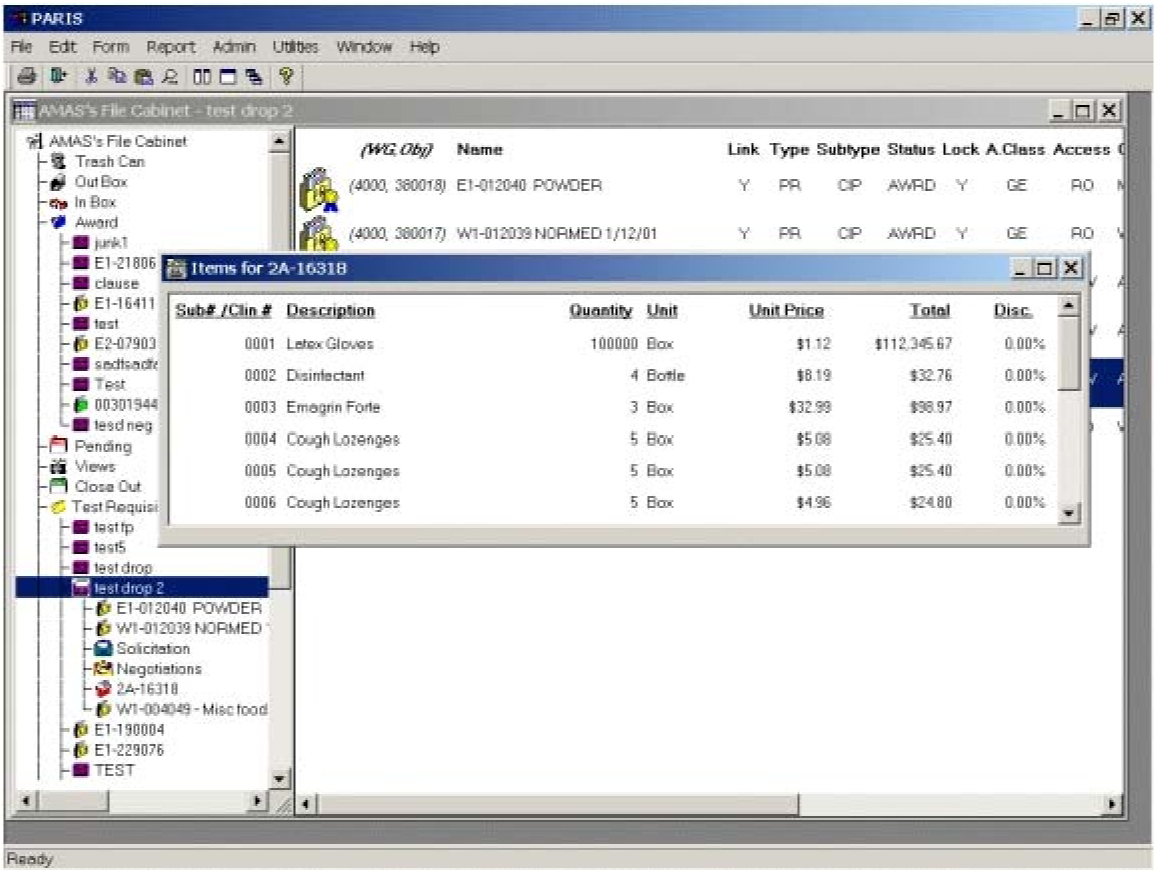
The Items Window displays a list of all line items in any folder which has access to the Line Item window. This list shows all the lines in the most current form, including all the “Mods”

- Do one of the following: Display the folder in the right workspace. Point to the folder and click the right mouse button to activate the Pop-up Icon Menu. Select

Item List or open the folder. Activate the Pop-up Workspace Menu, and select *Item List*.

- The Items Window is displayed, with the award number in the title bar.

- The following information is displayed: Line/Item number, description, quantity, unit, unit price, total price, and Disc.%, for each line item. All data in the Items window is read-only.



- To print the list of line items, point to the Items window and click the right mouse button to activate the Pop-up Data Window Menu. Select Print Page.

- To close the Items Window, double-click the close bar.

6.4 Sources

This chapter describes how to identify potential sources, create synopsis notices, prepare solicitation mailing lists, record quotes, and generate bid abstracts. The procedures in this chapter are used in many different stages of the procurement process. Not all the windows, panels and commands are available to every user, or available at every stage of a procurement. Your user role and the type of open folder determine which activities you may perform. Throughout the procurement process, users may access detailed information about contractors in the Organization window. This chapter describes how to:

- Enter and edit recommended sources.
- View and print solicitation mailing lists.

6.4.1 Identifying Recommended Sources in the Procurement Package Folder

The Recommended Sources window is used throughout the procurement process, first to identify potential contractors, next to generate the solicitation mailing list, then to enter offerors and identify the Contractor to receive the award.

When the parameters and line items are migrated from the Requisition Folder into a Procurement Package Folder, the sources data is automatically placed in the Recommended Sources window in the new folder.

The first time you open the Recommended Sources window in a Procurement Package Folder, recommended sources from the Requisition Folder is displayed in the window to serve as a starting point for your work.

- **To use the Recommended Sources window:**
  - Open a Procurement Package Folder. *(Do not open a Requisition Folder inside a Procurement Package.)*
  - Activate the Pop-up Workspace Menu.
  - Select *Sources* from the Pop-up Workspace Menu.
  - The Recommended Sources window is displayed, with the Source Detail panel selected. (The panel is blank if no sources have been entered.)
  - At the top of the Recommended Sources window, there are several tabs which may be selected by pointing to the name of the tab and clicking. A panel corresponding to the tab name is displayed when the tab is selected.

- Additions and changes are saved automatically each time you insert or append a new row, or select a new panel.
- To exit from the Recommended Sources window, double-click the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

6.4.1.1 Recommended Sources Window: Source Detail Panel

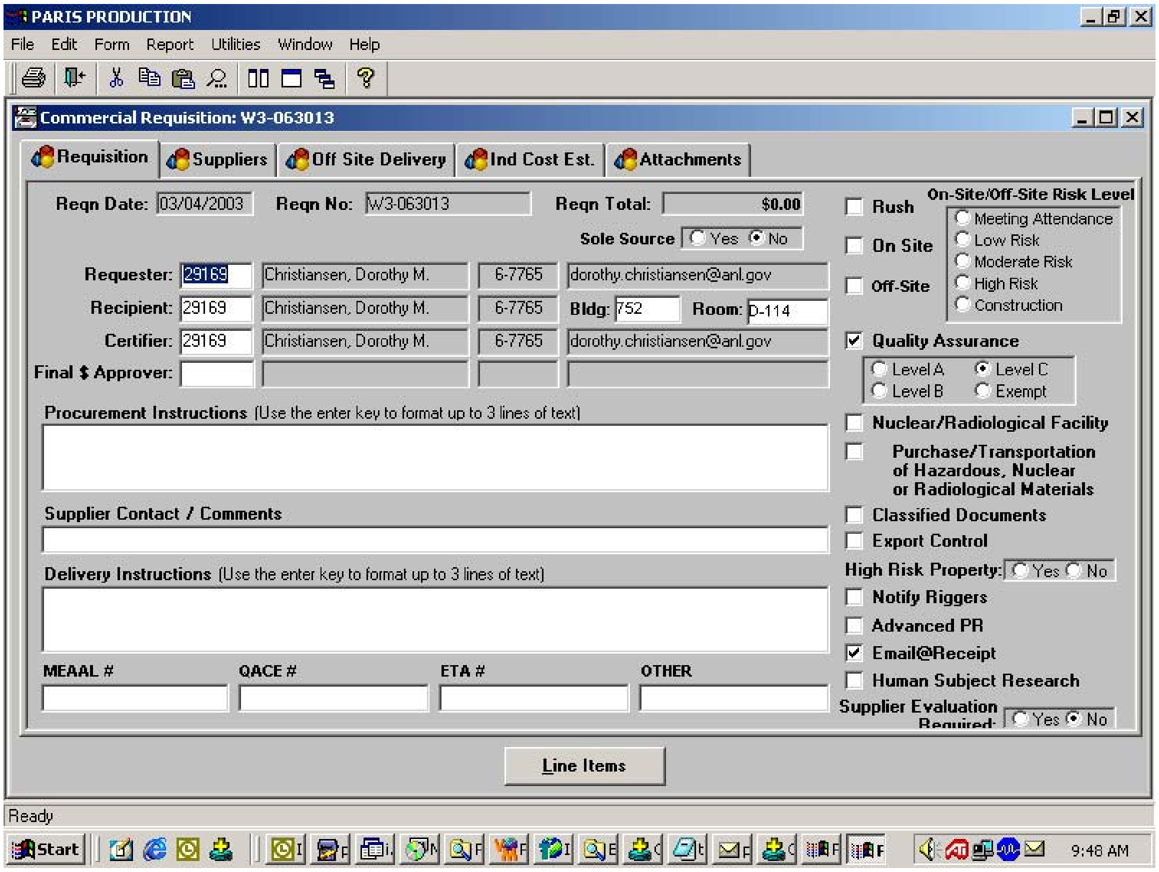
The Source Detail panel of the Recommended Sources window contains the names and addresses of potential sources for a procurement. The names and addresses entered here become the Solicitation Mailing List, which may be viewed and printed form the Labels panel.

Insert Source Panel

- **To use the Source Detail panel:**
  - Open the Recommended Sources window and display the Source Detail panel.
  - To add a source, select *Append* or *Insert* from the Form Menu. A blank row is created and highlighted in the source list.
  - Move the mouse pointer to the *Name* field. When the pointer changes to a magnifying glass, double-click the field to Lookup a name in the Select a Trading Partner window. A list of vendors entered in the Organization window is displayed. Select a vendor and click *OK.*
  - Address information is entered automatically for Lookup selections. You may add the name of a Point of Contact in the POC field.
  - To enter a source that is not in the Lookup list, type the requested information in each field.
  - To delete a source, select the name, then choose Delete Source from the Form Menu.
  - When Quotations are received, the Exclude From Further Consideration box may be checked for any source when appropriate. Excluded offers are not included in the SF 1409.

6.4.1.2 Recommended Sources Window: Labels Panel

The solicitation mailing list is compiled in the Source Detail panel of the Recommended Sources window and printed from the Labels panel.



- **To use the Labels panel:**
  - Open the Recommended Sources window.
  - Click the Labels tab.
  - The mailing list is displayed in a standard mailing label format.
  - The list may be viewed by using the scroll bar, or the Zoom commands on the Pop-Up Form Menu.
  - To check the current page orientation setting, select Print Setup from the File Menu. In the Printer Setup dialog box, click the Setup button to display the Document Properties dialog box. If necessary, change the page orientation to Portrait (vertical) to match the label sheet format. Click OK to close both dialog boxes.

- Load the label stock in your printer. Acceptable labels are *Avery # 8162.*

- Do one of the following: activate the Pop-up Data Window Menu then select *Print Page,* select *Print* from the File Menu, or click the Print button on the toolbar.

- The labels are printed, using your default printer and current settings.

6.4.2 Quote Header:

Use the Quote Header to enter individual quotations/proposals received from Offerors. See Section 6.7.2 for explanation.

6.4.3 SF1409:

This is an Abstract of Offerors. See Section 6.7.3

6.5 Clauses

The Clauses panel in the Parameters window allows you to build a list of clauses for a solicitation or contract document. A set of typical clauses may be generated based on the selections in the Main panel in the Parameters window. Clauses may be added or deleted from the list one at a time, or when changes are made in the parameters that would affect the clause package, a new set may be retrieved using the Regenerate command. This chapter instructs you to:

- Prepare a list of clauses for use in solicitation, contract and order document
- Add regulatory or customized clauses
- Update clauses after generation
- Regenerate a new set of clauses

6.5.1 Using the Clauses Panel in the Parameters Window

The Clauses Panel in the Parameters Window allows you to build a set of clauses for youR solicitation or contract. Clauses are extracted from the database based primarily on the selections made in the Main Panel of the Parameters Window. To use the Clauses panel:

- Open the Parameters window and click the Clauses tab.

- If you have not previously built a list of clauses for the contract, a dialog box is displayed asking whether you want the system to compile a list.

Click	**And the System will**
Yes	Select clauses based on the contract type and other data you entered in the Main panel of the Parameters window.
No	Display an empty Clauses panel where you may either build a list by adding clauses one at a time (as described below), or you may re-open the Clauses panel to activate this dialog box again.

Note: There may be a slight delay as the system assembles the list of templates.

- Then a dialog box is displayed asking you whether you want the system to pre-fill clauses.

Click	**And the System will……**
Yes	Automatically enter data in fill-in clauses, such as names and solicitation numbers, for the clause fields which the System has data.
No	Leave all clause field fill- ins blank for manual data entry

Note: There may be a slight delay as the system pre-fills the clauses, then the list is displayed in the Clauses Panel.

- To add a clause, select Append or Insert from the Form Menu. The Add a Clause window is displayed.

- To delete a clause, select the clause and choose “Delete” from the Form menu.

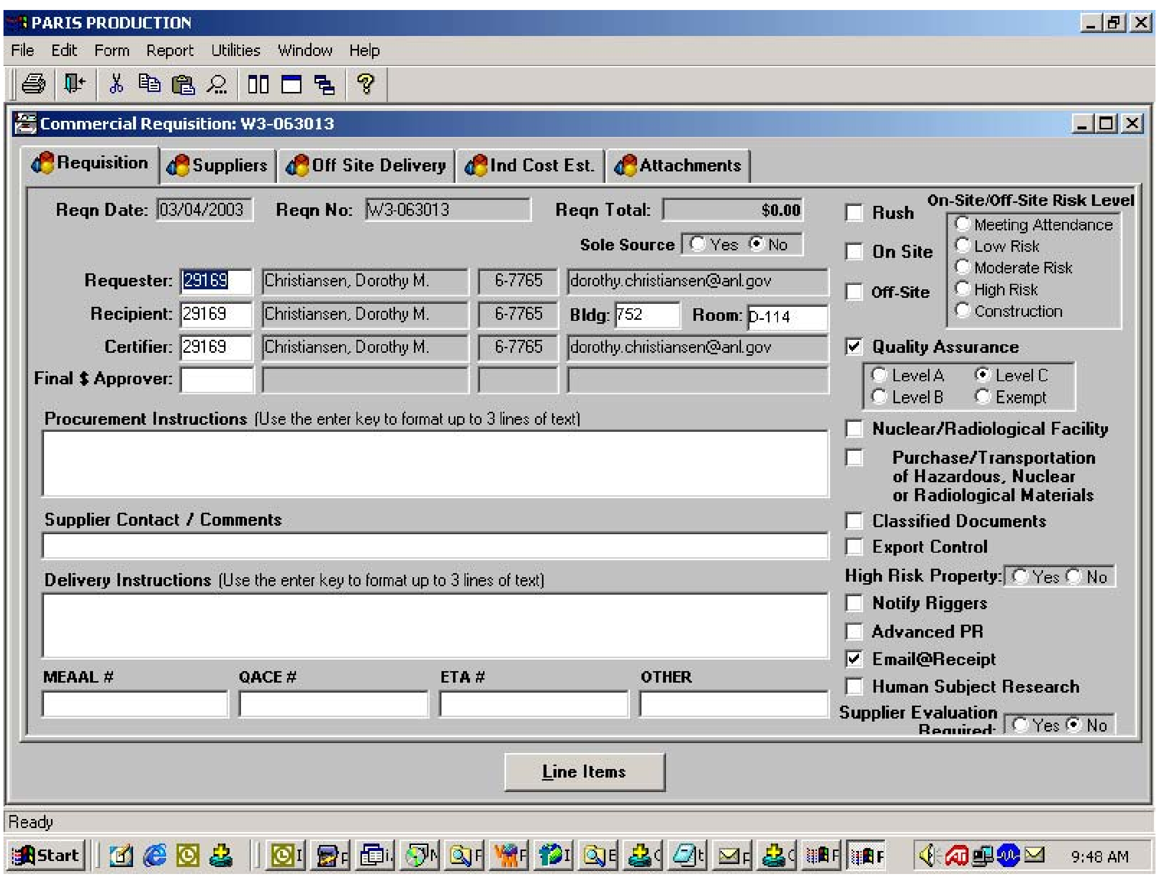
- To incorporate the complete language of a clause in the document, make sure the box in the Full Text column is marked. To include the clause by reference only, without including its text, clear the Full Text box.

6.5.1.1 Add a Clause Window

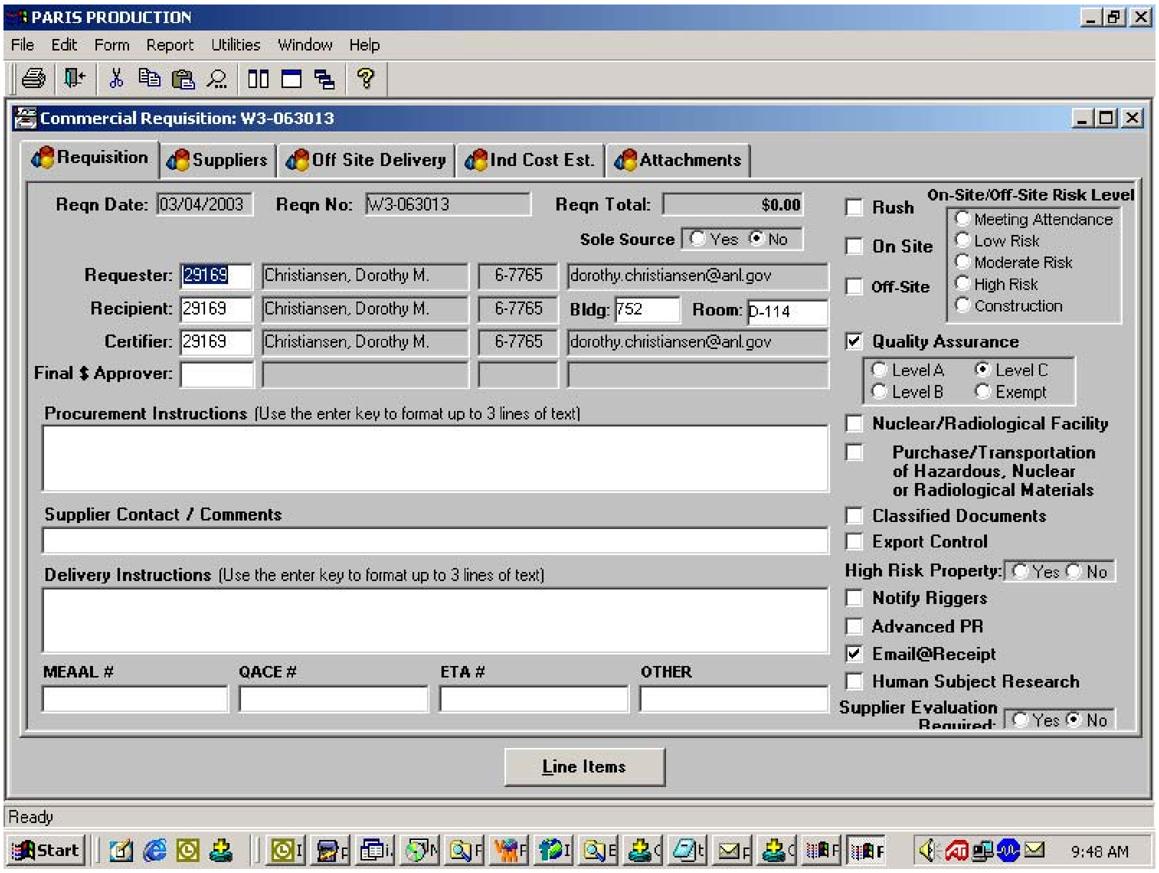
Clauses may be added to the list in the *Clauses Panel* of the Parameters window, using the Add a Clause window, You may add clauses to the list that the system generates automatically, or you may add all necessary clauses one at a time.

If you add individual clauses using the Add a Clause window, then Regenerate a set of clauses at a later date, all clauses will be deleted and replaced. To Add a Clause:

- Open the Parameters window and click the “Clauses” tab.



- Select Append or Insert from the Form menu. The Add a Clause window is displayed.



6.5.1.1.1 Standard Clause:

- To add a *standard clause*, select the appropriate Section and then select the appropriate clause from the list box.

- Change the Full Text radio button to Yes or No, if necessary.

- Click OK to add the clause. A dialog box or message box is displayed with one of the following messages:

    - Do you want to add another clause? - This means the clause was successfully added to the list. Click Yes to continue using the Add a Clause window. Click No to close the Add a Clause window and return to the Clauses panel.

    - Clause is already in the procurement, no need to add it again. - This means the clause you tried to add is already in the clause list and has not been duplicated. When you click OK you are returned to the Add a Clause window.

- Unable to locate clause number in the database. - This means you entered a clause number that is not in the system. The new clause number is added to the list, but without a title. When you click OK you are returned to the Add a Clause window.

- To close the Add a Clause window without adding another clause, click Cancel.

6.5.1.1.2 Customized Clause:

- To add a customized clause, select the appropriate Section. In the Regulation drop-down list box, select Specific Terms and Conditions. Enter a Clause Number and a Clause Title, then enter the text of the clause in the Specify Terms and Conditions text entry block.

- Change the Full Text radio button to Yes or No, if necessary.

- Click OK to add the clause. A dialog box or message box is displayed with one of the following messages:

  - Do you want to add another clause? - This means the clause was successfully added to the list. Click Yes to continue using the Add a Clause window. Click No to close the Add a Clause window and return to the Clauses panel.

  - Clause is already in the procurement, no need to add it again. - This means the clause you tried to add is already in the clause list and has not been duplicated. When you click OK you are returned to the Add a Clause window.

  - Unable to locate clause number in the database. - This means you entered a clause number that is not in the system. The new clause number is added to the list, but without a title. When you click OK you are returned to the Add a Clause window.

- To close the Add a Clause window without adding another clause, click Cancel.

6.6 Solicitation Folder

The Solicitation Folder is used to prepare the solicitation and associated documents and forms. The purpose of this chapter is to instruct you in the following:

- Prepare a Solicitation Document
- Issue a Solicitation
- Amend a Solicitation

6.6.1 Solicitation Folder Contents

The documents and forms that are available inside the Solicitation Folder are made available based on the information provided in the Requisition Package and included in the Procurement Package Parameters.

6.6.2 Building a Solicitation

Using the Solicitation Folder, you will be able to generate a solicitation package, which can take the format of Request for Proposal (RFP), Request for Quotation (RFQ), Request for Information (RFI) or Invitation for Bid (IFB). PARIS provides the capability to automatically incorporate standard clauses and appendices into your solicitation package as well as to maintain versions of solicitations. You can make modifications to existing clauses automatically incorporated by PARIS as well as incorporate additional information from word processing documents or other types o electronic media. To create a solicitation or RFQ document:

- Open a Solicitation Folder inside a Procurement Package Folder*****.

- Activate the Pop-up Workspace Menu and select Create Document/Form, then Solicitation*.

- From the menu of documents and forms, select the appropriate document*****.

- A solicitation document icon is placed in your workspace*.

- To edit the solicitation document, double-click the icon*****.

- The document opens and builds on it's own, based on information in Parameters and Clauses*.

- The system retrieves information from the database for the cover page form and the sections of the document. The line items are placed on the page following the cover page. The appendices identified in the Clauses panel of the Parameters Window are inserted after the line items. All data retrieved from the database is displayed in red.

- To edit the data pre-filled in the cover page (gray boxes), click the Protect for Forms button on the document toolbar, then use the TAB key to move from field to field.

- To edit text outside form fields, click the Unprotect button on the document toolbar. Be careful not to delete any of the gray-shaded form fields while editing the document.

To build a Solicitation document section by section:

- Follow above first 6 steps, **(starred *).**
- In the list at the top right, select the desired data to be retrieved.
- Place your cursor where the data is to be inserted (Data is always pasted in at the cursor location)
- Click the Retrieve button. Data for the selected section is added to the solicitation document.
- If you accidentally retrieve data in the wrong location, use the Undo command on the word processing Edit menu to reverse the command.
- Click the Page Numbers Button in the Solicitation Builder Dialog box to update the page numbering.
- To save and exit the Solicitation Document, click the footprints button on the floating toolbar.

Note:

BPA Documents have been added to the Document Forms in the Solicitation and Award Folder.

- "Addendum and Acknowledgement Doc" has been added to the Document Forms in the Solicitation Folder.

6.6.2.1 Retrieving Changes in a Solicitation Document

Changes may be made to this document before it is issued by editing the Parameter and Line Item Windows in the appropriate folder. The following is a guideline for retrieving the changed data. To retrieve changes in a Solicitation Document:

- Open the Parameters window or Line Item window and make desired changes.

- Open the Document to be changed.

- Open the Solicitation Builder and select the desired section from the Go To Section List.

- Delete the old text. (This step does not apply if you are revising the cover page) Make sure to delete only the Section being replaced.

- Place the cursor at the point you want to insert the retrieved data. (This step is important since the date will be inserted where you place the cursor.)

- In the Retrieve box at the top right corner select the information to be retrieved.

- Click on the Retrieve button to retrieve the data.

6.6.3 Preparing the Solicitation for Approval

When you finish working with an item or folder, you should mark it Complete. Changing the status to Complete protects finished work from unintended changes, and is required for approval routing. A smile symbol attached to an icon indicates that the status is Complete.

When you open a Completed document, a message box is displayed to warn you that the document can not be changed. When you open a Completed form, it is displayed with Read-Only' in the title bar. If you want to edit a Completed document or form, rather than just inspect it, you must change its status back to In-Process before you open it. To change status from In-Process to Complete:

- Open the folder that contains the folder, document or form to be given the Complete status.

- Point to the icon for the folder or document and click the right mouse button to activate the Pop-up Icon Menu.

- Select Complete from the menu.

- In the dialog box that is displayed, click Yes to confirm the command.

- A smile symbol attached to the icon indicates its status is Complete.

- Once the Solicitation Folder or Solicitation Document is marked Complete, you may route it for approval by placing your cursor on the icon for the Solicitation Folder then selecting Route then Route for Approval then the appropriate thread (see Unit 3 for detailed explanation of route for approval of folders and documents).

6.6.4 Issue the Solicitation

Before issuing an RFQ, RFP, or other solicitation, you must complete all necessary documents and forms, and route the Solicitation Folder for approval. To change the status of a Solicitation Folder to Issued:

- After the approval process is complete, do one of the following: open the Procurement Package Folder, point to the Solicitation Folder, and activate the Pop-up Icon Menu or open the Solicitation Folder and activate the Pop-up Workspace Menu.
- Select Issue from the pop-up menu.
- Enter the official date of issuance in the dialog box.
- A red ribbon symbol attached to the icon indicates the Solicitation Folder is Issued.

6.6.5 Create a Solicitation Amendment/Change Order

After an RFQ has been issued (the status of the Solicitation Folder is Issued), changes are processed in Amendment Folders. After a Purchase Order is awarded (the status of the Award Folder is Awarded, modifications are prepared in Change Order Folders. The procedures for amendments and change orders are the same, the ANL-7 lA Change Order document is used for both, and the folder icon is identical.

6.6.5.1 To create an Amendment or Change Order Folder:

- Open the Solicitation Folder with the Issued Status, or open the Award Folder with the Awarded Status.
- Activate the Pop-up Workspace Menu.
- Select Create Folder, then Amendment or Change Order.
- In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK.
- An Amendment or Change Order Folder is placed in the open folder.
- Double-click the Amendment or Change Order Folder icon to open it, then edit the Amendment or Change Order Parameters and Line Items.

6.6.5.2 Editing Amendment or Modification Parameters

To prepare an Amendment or Modification, you specify changes in the familiar Parameters window in an Amendment or Modification Folder. The title bar includes a modification number, which confirms that you are recording modifications to the original information, not overwriting it. To edit the Amendment or Modification Parameters:

- Open the Amendment or Modification Folder.
- Activate the Pop-up Workspace Menu and select Parameters.
- The Parameters window is displayed.
- The title bar of the Parameters window displays a modification number which is automatically assigned by the system in sequence. This number is also displayed in the Modification Number block in the Main panel.
- In the Main panel, select a transaction type from the drop-down list box in the Transaction Code block.
- You may edit, add or delete information in any panel of the Parameters window.
- When you click a tab for a panel that contains data, a message box is displayed asking you to confirm that you want to make changes. Click Yes to continue, or No if you do not want to modify the selected panel.
- Double-click the close bar to exit the Parameters window. If the Closing dialog box is displayed, click the Save Then Exit button.

6.6.5.3 Editing Amendment or Change Order Line Items

To prepare an Amendment or Change Order, you specify changes in the familiar Line Item window in an Amendment or Change Order Folder. The title bar includes a modification number, which confirms that you are recording changes to the original information. To edit the Amendment or Change Order Line Items:

- Open the Amendment or Change Order Folder.
- Activate the Pop-up Workspace Menu and select Line Items.
- The Select Line Items dialog box should be displayed.

- In the Select Line Items dialog box, click Yes if you want to modify existing line items, or No if you want to add additional line items without changing the existing ones.
- If you click Yes, the Select CLINs to Modify dialog box is displayed. From the list of all line items, select those that you want to modify, and click OK. (To select more than one, press and hold the CTRL key as you click each selection.)
- The Line Item window is displayed, with only the line items you selected. (If you did not select any line items, it is empty.)
- You may edit, add or delete line items.
- Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save, then Exit button.

6.6.5.4 Creating an Amendment/Change Order Document

To prepare an amendment or change order document, you must first create an Amendment or Change Order Folder, then edit the Parameters and Line Items in the folder. To create an Amendment or Change Order document:

- Open the Amendment or Change Order Folder.
- Select Create Document/Form from the Workspace Pop-up Menu, then Amendment or Change Order.
- From the menu of Amendment or Change Order documents and forms, select Amendment or Change Order.
- In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK.
- An icon for the Amendment or Change Order document is placed in the right workspace.
- To edit the document, double-click the icon.
- The first time you open the document, it contains a blank ANL-71A Change Order cover page form.
- Click the Retrieve button on the document toolbar to retrieve data for the form.
- Scroll to page 2 of the document, or click the next page button.

- Click at the top of page 2 to place the text insertion point (blinking cursor) there.

- Click the Retrieve Mod Text button to have the system generate the modification text, based on your changes in the Parameters and Line Item windows.

- Add additional text to the document if necessary.

- To print the Amendment or Change Order document, select Print from the File Menu.

- To close the document, select Close and Return to Document from the File Menu, or click the document toolbar button with the two feet on it.

6.6.5.5 Prepare the Amendment/Change Order for Approval (Complete), Route for Approval and Issue the Amendment.

- The Amendment/Change Order is completed, routed for approval and issued at the Folder level. Follow the same procedures outlined for the Solicitation.

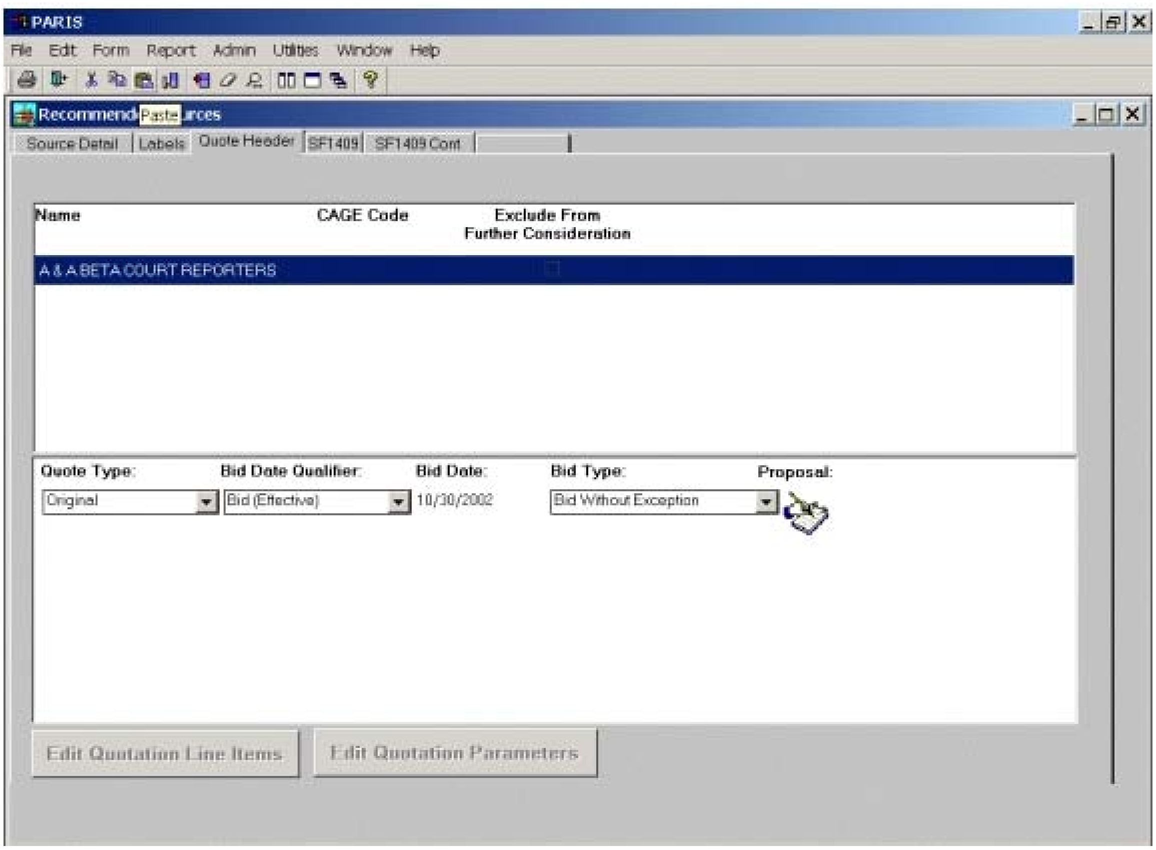
6.7 Offers

The Offers function, allows you to:

- Enter price quotes.
- Generate an SF 1409.
- Designate the winning contractor.

6.7.1 Recommended Sources Window: Quote Header Panel

Offers are recorded using the Quote Header panel of the Recommended Sources window, which gives you access to the Line Item and Parameters windows. Working with duplicates of the original line items and procurement parameters, you enter pricing and other information from each offer. Quotes are saved separately for each offer or, and do not overwrite the original line item data used for your solicitation or RFQ. You may view the original line items or parameters at any time by closing the Recommended Sources window, then selecting Line Items or Parameters from the Workspace Pop-up Menu.

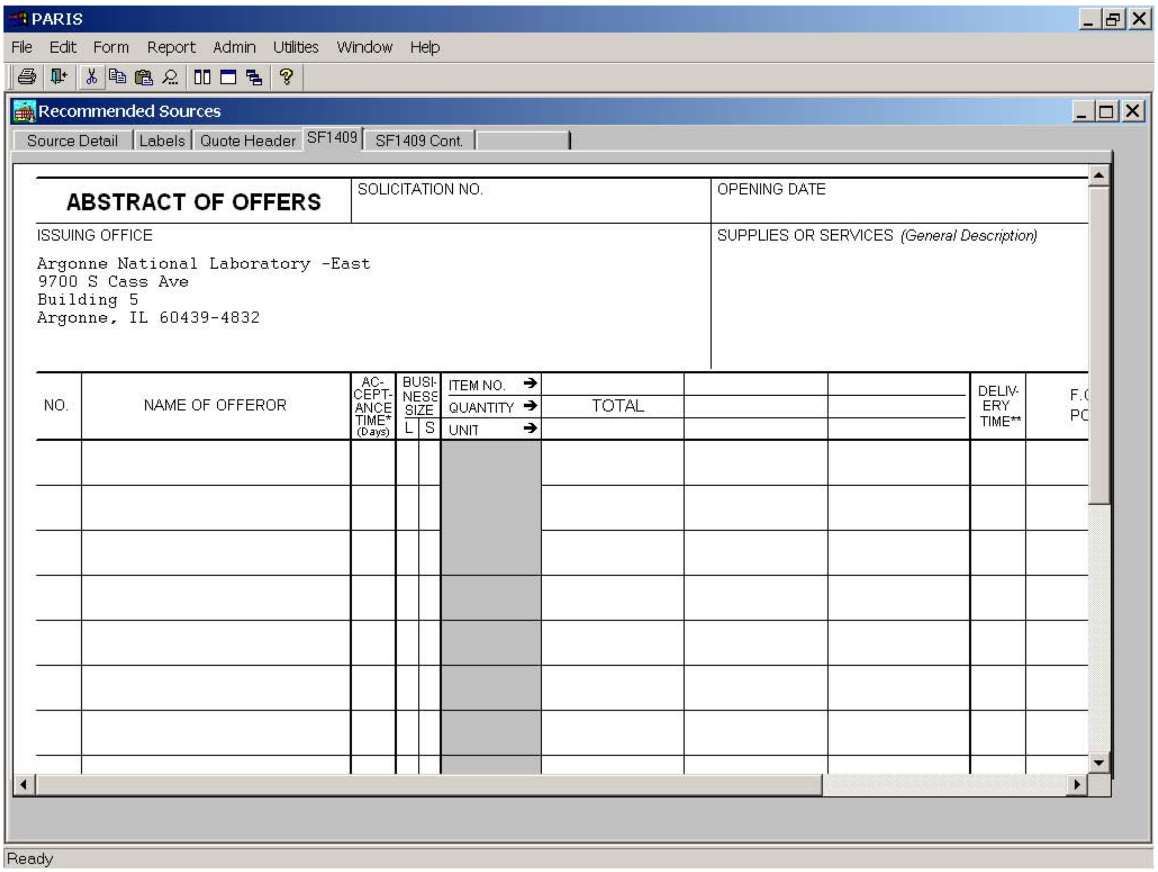


6.7.2 To use the Quote Header panel:

- Open the Recommended Sources window in a Procurement Package or Simplified Acquisition Procurement Folder.
- Click the Quote Header tab.
- The list of sources from the Source Detail panel is displayed in the top portion of the Quote Header panel.
- Select the name of the vendor making an offer.
- Add a row for the quote in the lower portion of the Quote Header panel by selecting Append Quotation or Insert Quotation from the Form Menu. A blank row is placed in the lower portion of the panel.
- If necessary, edit the Quote Type, Bid Date Qualifier and Bid Type by making selections from the drop-down list boxes. (For Bid Type, select ***Bid with Exception*** if the terms of the offer differ from the solicitation or RFP.)
- Enter the date of the offer in the Bid Date field.
- The Proposal column allows you to view the vendor's EDI submissions in Microsoft ***Word.***
- The Edit Quotation Line Items and Edit Quotation Parameters buttons at the bottom of the Quote Header panel give you access to the Line Item and Parameters windows, so that you can enter, not only pricing information for each line item, but other data about the offer, such as delivery schedule, exceptions, and bid iformation that differs from the solicitation or RFQ.
- To enter price quotes, click the Edit Quotation Line Items button.
- The familiar Line Item window in which you built the line items for the solicitation or RFQ is displayed.
- Click a line item to select it and enter the offeror's price quote in the *Unit Price* field.
- If an offeror does not quote on a line item, delete it.
- If the quote contains any information about the line item that varies from the information entered in the Procurement Line Item window, select the appropriate Line Item window panel and enter the revised information.
- Double-click the close bar to exit the Line Item window and return to the Recommended Sources window. If the Closing dialog box is displayed, click the Save Then Exit button.
- If necessary, click the Edit Quotation Parameters button to open the Parameters window and enter the offeror's modifications. The Parameters should be edited only if something in the bid differs from the information specified in the Procurement Parameters window (and applicable Amendment Parameters windows).
- To enter information about another offer, select the source name in the top portion of the window and repeat the process described in steps 6.7.2.5 through 6.7.2.16
- The Exclude From Further Consideration box will be marked for the sources you excluded in the Source Detail panel.

6.7.3 Recommended Sources/ SF 1409

After you have entered all offers using the Quote Header panel of the Recommended Sources window, you may evaluate the offers in the SF 1409 panels, where the SF 1409 Form and continuation page(s) are generated. The winning offer may be designated from the SF 1409 panel.



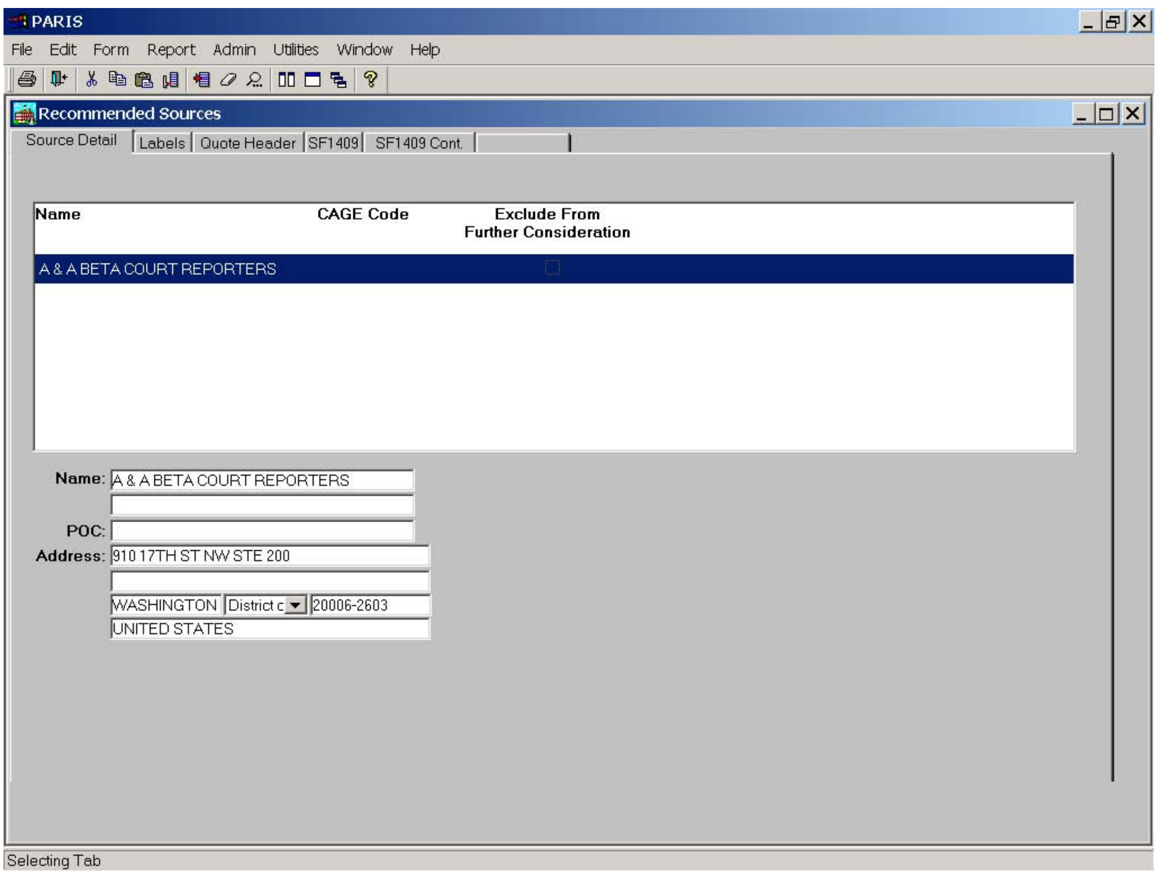
To use the SF 1409 panels:

- Open the Recommended Sources window in a Procurement Package or Simplified Acquisition Procurement Folder.
- Click the SF 1409 tab.
- A slight delay is normal as the system retrieves the quotes and summarizes them in the SF 1409 panel,
- If necessary, the information about offers is continued in the SF 1409 Cont. panel.
- The lowest offer is identified with a red check mark.
- To designate the winning bidder as the ***Contractor*** for the contract or order, point to the name of the winning offeror in the SF 1409 and double-click. In the message box, click Yes to confirm your selection.

Note: After you designate the winning offeror in the SF1409 Panel, the information entered in the Edit Parameters and Edit Line Items Windows for the winning offer will be inserted in the Parameter and Line Item Windows of the Award Folder. This data may be edited when the Award Folder is opened.

6.7.4 Print the SF 1409

- Check the current page orientation setting by selecting Print Setup from the File Menu. In the Printer Set Up dialog box, click the set up button to displany the Document Properties dialog box. If necessary, change the page orientation to Landscape. Click OK, to close both the dialog boxes.
- Either activate the Pop-up Data Window menu, then select Print Page, select Print from the File Menu, or click the Print button on the toolbar.
- The SF 1409 is printed, using your default printer and current settings.



6.8 Award Folder

Contracts and other types of award instruments are prepared in the Award Folder located in the Procurement Package Folder. The Award Folder holds all documents and forms associated with the award including the award instrument (such as the contract, consulting agreement, work-for-others, or subcontract), appropriate correspondence and memorandums, and reports. In addition, the Award Folder is used to issue all administrative actions, change orders and to process receiving and contract close out activities.

Much of the data you used for the solicitation is automatically made available in the Award Folder, which also has Contract Parameters and Contract Line Item Windows. Data entered from the successful Contractor's Quote is also brought forward to the Award Folder. You may edit this information or add contract data, then build the award instrument document the same way you built the solicitation. Changes made in the Parameters and Line Item Windows in the Award Folder only affect the award instrument document and do not change the information in the Procurement Package or Solicitation Folder which was used to build the Solicitation.

The purpose of this chapter is to allow you to:

- Synchronize line items and parameters when necessary
- Review and edit parameter and line item information
- Create and build a award instrument document
- Award a Contract

6.8.1 Award Folder Contents

The documents and forms available inside the Award Folder are made available based on the information provided in the Requisition Package and included in the Procurement Package Parameters.

Note:

- BPA Documents have been added to the Document Forms in the Solicitation and Award Folder.

6.8.2 Synchronizing Line Items and Parameters

When you first open the Award Parameters and Award Line Item windows, the system retrieves the information entered in the Line Item and Parameters windows in the Procurement Package folder and all

Amendment folders, and synchronizes this information to display the most recent data. However, if you edit the Procurement Parameters or Line Items or issue Amendments to the Solicitation after you have opened the Award Line Item and Award Parameters windows, the new information in the Amendment folder is not automatically added to the Award folder. This is when you may want to use the Synchronize command.

The Synchronize command replaces the line items and parameters in the Award folder with the information in the Procurement Package and Amendment folders. It is not necessary to use the Synchronize command unless the Award Parameters and Award Line Item windows were opened before the Procurement Parameters and Procurement Line Items were finished or an Amendment folder was prepared. To synchronize Line Items and Parameters:

- Open the Procurement Package Folder.
- Do one of the following: point to the Award folder and activate the Pop-up Icon Menu or open the Award folder and activate the Pop-up Workspace Menu.
- Select Synchronize from the pop-up menu.
- In the Synchronize Line Items dialog box, click Yes.
- The data in the Award Parameters and Award Line Item windows is replaced with the data from the Procurement Package folder and any revisions entered in Amendment folders.
- When you open the Award Parameters and Award Line Item windows in the Award folder, the synchronized information is displayed and may be edited.

Note: If you have already selected a Contractor from the SF 1409 in the Recommended Sources window, the Contractor and the line item data are erased when you use the Synchronize command. To restore this information after Synchronization, return to the SF 1409 panel in the Recommended Sources window and repeat the Contractor selection.

6.8.3 Reviewing and Editing Line Items and Parameters

The line items and parameters information used to build the solicitation, modified by the information entered from the selected contractor's quotation, is reflected in the Award Line Item and Award Parameters Windows in the Award Folder. However, before creating the Contract document, this information should be reviewed and edited if necessary. Additional information must also be added. To edit Contract Line Items:

- Open the Contract Folder in the Procurement Package Folder.
- Open the Contract Line Item Window.
- Review quantity, prices, and descriptions in the CLIN Panel.
- Check the cost code selected for the line item in the Pricing Panel.

- Check delivery schedules.
- Review other panels as necessary.
- Close the Line Item Window.

To edit Contract Parameters:

- Open the Award Folder in the Procurement Package Folder
- Open the Contract Parameters Window.
- Add the effective date of the contract in the Main Panel.
- Check the other information in the Main Panel.
- Add organizations such as the paying office and the receiving office in the Addresses Panel.
- Review other panels as necessary.
- Close the Parameters Window.

6.8.4 Creating an Award Instrument Document

To create an award instrument document:

- Open Award folder in a Procurement Package folder.
- Activate the Pop-up Workspace Menu and select Create Document/Form, then Contract.
- From the menu of Contract documents and forms, select the appropriate document.
- An icon for the contract document is created in your workspace.

6.8.5 Awarding a Contract

Contract Award folders are given the Awarded status when the award instrument document is final and all supporting documentation is finished. Before awarding a purchase order or other award instrument, you must route the Award Folder for approval (if you have completed all objects within the folder) or you may route the Contract document for approval.

An Executed folder is automatically placed in an Award Folder when the status is changed to Awarded. Pop-up Workspace Menu choices in the Executed folder allow you to create documents and forms that are needed after a purchase order is awarded. To change the status of a Contract Folder to Awarded:

- After the approval process is finished, do one of the following: open the Procurement Package Folder, point to the Award Folder, and activate the Pop-up Icon Menu or open the Award Folder and activate the Pop-up Workspace Menu.
- Select Award from the pop-up menu.
- Enter the official date of award in the dialog box.
- The status of ihe Award Folder is changed to Awarded, and a blue ribbon is attached to the folder to identify its status.
- An Executed folder is automatically created in the Award Folder.

6.8.6 Executed Folder Contents

An executed Folder is automatically placed in the Award Folder when you award the contract. The following forms and documents may be created in an Executed Folder:

6.9 Contract Administration

The purpose of this chapter is to describe the following:

- Prepare and award a Change Order.
- Close-out a purchase order or contract.

6.9.1 Change Order (Modification Folder)

After a Purchase Order or other contract action is awarded (the status of the Award Folder is Awarded), modifications are prepared in Change Order Folders. The procedures for change orders is the same as that used for amendments with the ANL-71A Change Order document being used for both and the folder icon being identical. To create an Amendment or Change Order Folder:

6.9.1.1 Create a Solicitation Amendment/Change Order

After an RFQ has been issued (the status of the Solicitation Folder is Issued), changes are processed in Amendment Folders. After a Purchase Order is awarded (the status of the Award Folder is Awarded, modifications are prepared in Change Order Folders. The procedures for amendments and change orders are the same, the ANL-71A Change Order document is used for both, and the folder icon is identical.

To create an Amendment or Change Order Folder:

- Open the Solicitation Folder with the Issued Status, or open the Award Folder with the Awarded Status.
- Activate the Pop-up Workspace Menu.
- Select Create Folder, then Amendment or Change Order.
- In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK.
- An Amendment or Change Order folder is placed in the open folder.
- Double-click the Amendment or Change Order folder icon to open it, then edit the Amendment or Change Order Parameters and Line Items.

6.9.1.1.1 Editing Amendment or Modification Parameters

To prepare an Amendment or Modification, you specify changes in the familiar Parameters window in an Amendment or Modification folder. The title bar includes a modification number, which confirms that you are recording modifications to the original information, not overwriting it. To edit the Amendment or Modification Parameters:

- Open the Amendment or Modification folder.

- Activate the Pop-up Workspace Menu and select Parameters.

- The Parameters window is displayed.

- The title bar of the Parameters window displays a modification number which is automatically assigned by the system in sequence. This number is also displayed in the Modification Number block in the Main panel.

- In the Main panel, select a transaction type from the drop-down list box in the Transaction Code block.

- You must select the modification type.

- You may edit, add or delete information in any panel of the Parameters window.

- When you click a tab for a panel that contains data, a message box is displayed asking you to confirm that you want to make changes. Click *Yes* to continue, or No if you do not want to modify the selected panel.

- Double-click the close bar to exit the Parameters window. If the Closing dialog box is displayed, click the Save Then Exit button.

6.9.1.1.2 Editing Amendment or Change Order Line Items

To prepare an Amendment or Change Order, you specify changes in the familiar Line Item window in an Amendment or Change Order folder. The title bar includes a modification number, which confirms that you are recording changes to the original information. To edit the Amendment or Change Order Line Items:

- Open the Amendment or Change Order folder.

- Activate the Pop-up Workspace Menu and select Line Items.

- The Select Line Items dialog box should be displayed.

- In the Select Line Items dialog box, click Yes if you want to modify existing line items, or No if you want to add additional line items without changing the existing ones.

- If you click Yes, the Select CLINs to Modify dialog box is displayed. From the list of all line items, select those that you want to modify, and click OK. (To select more than one, press and hold the CTRL key as you click each selection.)

- The Line Item window is displayed, with only the line items you selected. (If you did not select any line items, it is empty.)
- You may edit, add or delete line items.
- Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

6.9.1.1.3 Creating an Amendment/Change Order Document

To prepare an amendment or change order document, you must first create an Amendment or Change Order Folder, then edit the Parameters and Line Items in the folder. To create an Amendment or Change Order document:

- Open the Amendment or Change Order folder.
- Select Create Document/Form from the Workspace Pop-up Menu, then Amendment or Change Order.
- From the menu of Amendment or Change Order documents and forms, select Amendment or Change Order.
- In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK.
- An icon for the Amendment or Change Order document is placed in the right workspace.
- To edit the document, double-click the icon.
- The first time you open the document, it contains a blank ANL-71A Change Order cover page form.
- Click the Retrieve button on the document toolbar to retrieve data for the form.
- Scroll to page 2 of the document, or click the next page button.
- Click at the top of page 2 to place the text insertion point (blinking cursor) there.
- Click the Retrieve Mod Text button to have the system generate the modification text, based on your changes in the Parameters and Line Item windows.

- Add additional text to the document if necessary.

- To print the Amendment or Change Order document, select Print from the File Menu.

- To close the document, select Close and Return to Document from the File Menu, or click the document toolbar button with the two feet on it.

6.9.1.1.4 Prepare the Amendment/Change Order for Approval (Complete), Route for Approval and Issue the Amendment.

- The Change Order is completed, routed for approval and awarded at the Folder level. Follow the same procedures outlined for the Solicitation.

6.9.2 Change Order Folder Contents

The documents that are available inside the Change Order Folder of the rocurement Package are made available based on the information provided in the requisition package and included in the Procurement Package Parameters. Certain documents are only available in specific folders while others are available in multiple folders.

6.9.3 Administration Folder

The Administration Folder contains documents that may be needed after a contract or purchase order is awarded. To create these documents, you must first create an Administration Folder in the Award Folder. Administration Folders are created in the Award Folder with an Awarded status.

6.9.3.1 To create an Administration Folder:

- Open the Award Folder.

- Activate the Pop-up Workspace Menu and select Create Folder then Administration.

- In the name dialog box, accept the default title by clicking OK or enter a title for the folder and click OK. An Administration Folder is placed in the Award Folder.

6.9.3.2 To create an Administration Folder document:

- Open the Administration Folder.

- Activate the Pop-up Workspace Menu and select Create Document/Form then Administration.

- Select the desired document from the menu.

- If the name dialog box is displayed, either enter a new title or click OK, or accept the default name by clicking OK. The document is created in the workspace. It may be edited the same way as any other document.

6.9.3.2.1 Administration Folder Documents

The user will be able to review and print documents or listings of information for the modifications, correspondence (receipt log), and Close-out actions (moving from active to inactive to closed out). User will be able to create (or edit from existing documents) modifications (change order cover and continuation page) and correspondence (standard template) and electronically route documents for review and approval. User will be able to record execution date of administration documents and prepare ad-hoc reports for information contained in the database.

6.9.4 Contract Close-out

Certain types of contracts, e.g., A's, (Commercial P.O's). and U's, (GSA FSS Delivery Orders), get closed automatically by the system, when certain criteria are met. Also, you can use PARIS to initiate and manage the Close-out process including creating and approving Closeout documents and forms. During contract Close-out you can:

- Handle the physical completion activities.

- Review the contract file.

- Perform dollar reconciliation for funded, awarded, and invoiced amounts.

- Handle disposition of classified materials and Argonne property furnished to contractors.

- Record subcontract settlement results.

- Establish and record the final contract price.

- Process contractor closing statements.

- Record the retirement and archiving (removal from active files) of the closed out contracts.

After all the goods and services under a contract are received, you should change the status of the Award Folder to Physically Complete, prepare the appropriate Close-out forms, and obtain approval to change the status to Closed Out. At that time, the Procurement Package Folder is automatically moved by the system from the Awarded Actions system folder to the Closed Out Actions system folder. The contract may then be retired.

PARIS will provide a listing of all active, physically complete, and closed out contracts and orders. They will be listed in the active status listing upon award and will remain in this listing until you move the status to physically complete and then closed out.

6.9.5 Changing Status from Active to Physically Complete

Open the Procurement Package Folder that contains the Award Folder to be closed out. (The Award Folder must have the Awarded status).

- Point to the Award Folder and activate the Pop-up Icon Menu.
- Select Physically Complete. A dialog box appears asking if you are sure you want to mark this physically complete. Click Yes.
- A dialog box appears stating that a Close-out Folder has been created. Click OK.
- A Close-out Folder is placed in the Award Folder and a flag symbol is attached to the Award Folder to indicate its status is Physically Complete.

6.9.5.1 Close Out a Contract or Purchase Order

- Open the Close-out Folder
- Activate the Pop-up Workspace Menu and select the correct forms or documents the edit them as necessary (make sure they are in the Close-out Folder).
- Open the folder containing the Close-out Folder. (The Close-out Folder will appear in the right workspace.)
- Point to the Close Out Folder and activate the Pop-up Icon Menu then select Complete.
- A dialog box appears asking if you are sure you want to mark this completed. Click Yes to mark it complete. A completed symbol appears on the Close-out Folder.

- Point to the Close-out Folder icon, activate the Pop-up Icon Menu then select Route.

- Select Route for Approval then click OK in the Routing dialog box. When the Close-out Folder receives final approval, it is returned to you and the status of the Award Folder is automatically changed to Closed Out. A checklist symbol appears in the lower right corner identifying the Closed Out status. The Procurement Package Folder is placed in the Closed Out Actions system folder.

6.9.5.2 Retiring a Procurement Package Folder

The closed contracts will be retired by the system after the contract has been closed for a specified period of time, --------------.

6.9.5.3 Close-out Folder Documents and Forms

The documents that are available inside the Close-out Folder of the Procurement Package are made available based on the information provided in the requisition package and included in the Procurement Package Parameters. Certain documents are only available in specific folders while others are available in multiple folders.

6.10 Utilities

The Utilities Menu allows the user to perform a variety of routine functions associated with general routing, workload assignment, working with vendors, maintaining security for their own desktop, search for information about other ANL employees and work with category codes.

The Utilities Menu contains the following commands:

- Address Book
- Alias Maintenance
- Cost Codes
- Information
- Manage Routing/Assignments
- Temporary Vendors (Enter and Search)
- View Approval Threads
- Change Password
- Employee Search
- PALT line Cancel
- Supplier Search
- Category Codes
- Receipt Certification
- Search for Reqs/Awards
- Search for Shipping Orders
- Change Line Type
- Get Valid Buyer's Contracts
- E-mail Redirect Maintenance
- Commercial Operations
- Approve Temporary Vendors

6.10.1 Address Book

To route items electronically to other system users using General Routing or Transfer, you must select a personal list of addresses, known as your private address book, from a public list of all available addresses. To maintain your private address book:

- Select Address Book from the Utilities Menu.

- The Private Address Book dialog box is displayed.

- To add a user, select a name in the Available System Users list. Click the Add button to place the name in your Private Addresses list.

- To delete a user, select a name in the Private Addresses list. Click the Remove button to move the name back to the Available System Users list.

- Click OK when you have finished adding and deleting names.

6.10.2 Alias Maintenance (of Threads)

When you designate another system user as an alias, all items routed to you for approval on the dates you specify will automatically go to the alias instead. An alias might be useful when you are taking leave or when you need to delegate your approval responsibilities. To specify an Alias:

- From the Utilities Menu, select Alias Maintenance.

- The Thread Alias Maintenance dialog box is displayed. *Procurement system administrators have special rights to set aliases for other users*.

- To designate an alias, select a system user from the left-hand list. Click the Add button to place the name in the right-hand list.

- In the Start Date and End Date columns, enter the time period that you want to use the alias.

- Additional aliases may be specified, if the time periods do not overlap.

- To delete an alias, select it, then click the Remove button.

- Click OK to close the dialog box.

6.10.3 Cost Codes (Query)

The Query Cost Codes Window is a read-only list of valid cost codes which are maintained outside the PARIS applications. This window allows you to view information about the cost codes associated with line items in a Requisition or Procurement Package. To view cost codes:

- From the Utilities Menu, select Cost Codes.

- The Query Cost Codes window is displayed.

Query Cost Codes

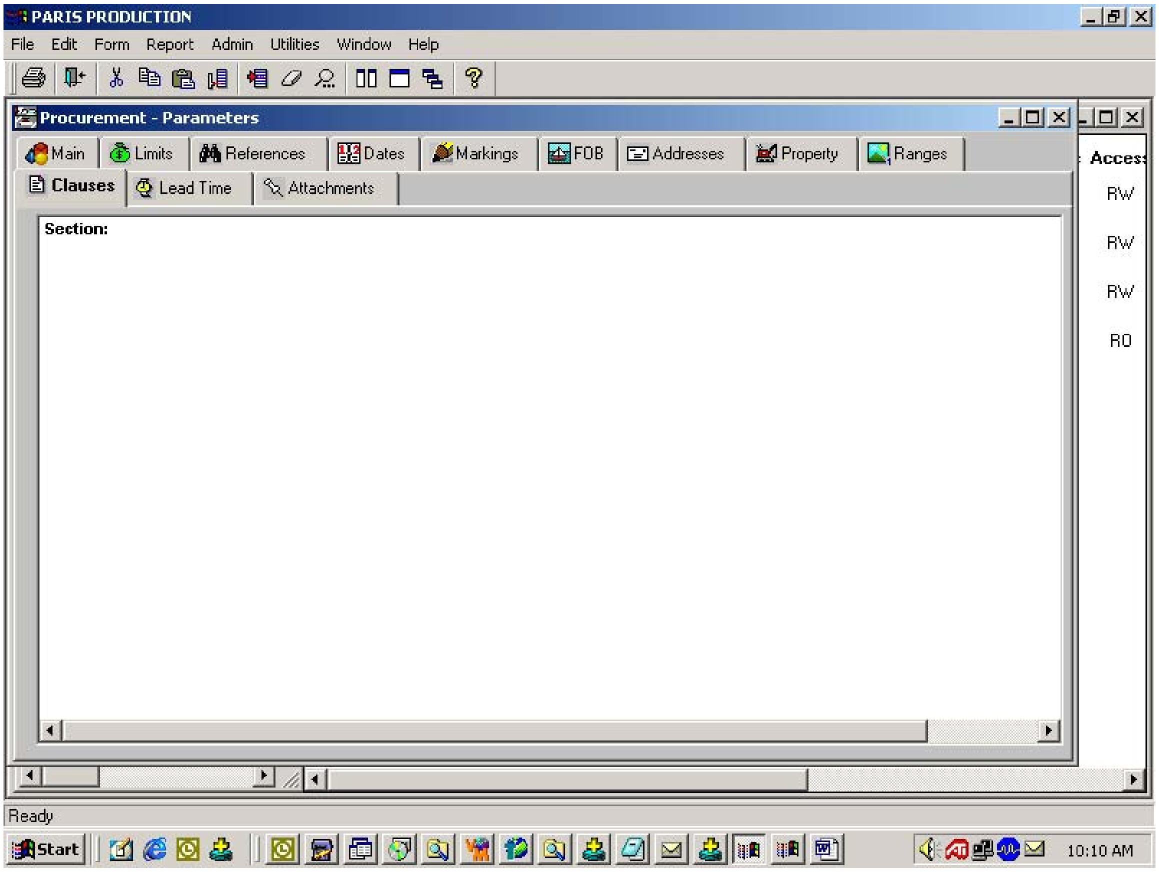
Cost Center	Task	Description	Status
266	0307900	EXTENDED ELECTRONIC AUTHORIZATIC	OPEN
266	0317000	DEVELOP PROCESS TO OBTAIN VISITO	OPEN
266	0363700	MIS OPS INFO SYSTEM SUPPORT	OPEN
266	4999999	PROGRAMMATIC ANL ACCOUNT 49999	OPEN
266	9114000	SERVICE REQUEST PURCHASES	OPEN
266	9123500	SERVICE REQUEST PURCHASES	OPEN
266	9126600	s/r purchases	OPEN
266	9132200	SERVICE REQUEST PURCHASES	OPEN
266	9140000	SERVICE REQUEST PURCHASES	OPEN
266	9140200	SERVICE REQUEST PURCHASES	OPEN

- The cost center, task (cost code), description and status is listed for each cost code.
- To exit the window, double-click the close bar.

6.10.4 Manage Routing/Assignments

This requires a Procurement Supervisor. To remove an assignment:

- Select Manage Routing/Assignments from the Utilities menu.
- The Manage Assignments window is displayed.



- Select the item or folder in the Assigned Documents/Forms/Folders section of the list.
- Click the De-Assign button.
- The folder or item is removed from the recipient's workspace, and it is available for you to assign to another user.
- Click OK to close the Manage Assignments window.

6.10.5 Temporary Vendors (Enter and Search)

6.10.5.1 Enter Temporary Vendors

General information about a potential supplier or vendor for a procurement may be entered by any user in the Enter New Suppliers dialog box. Requisitioners may open this dialog box from the Requisition Window Suppliers Panel. All users may open it from the Utilities Menu, by selecting the Temporary Vendors command, then Enter.

The status of each supplier or vendor is temporary until a system administrator changes "pending" to "approved" in the Approve Temporary Vendors Window. Approved vendors are available to all users in Lookup lists of commercial organizations. Temporary vendors are available only to the user who entered them.

You may view and edit the information you entered for any "pending" vendor by selecting the Temporary Vendors command from the Utilities Menu, then Search. To enter a new supplier with pending status:

- From the Utilities Menu, select Temporary Vendors, then Enter. (Or in the Requisition Window Suppliers panel, add a new row and double-click it.)

- The Enter New Suppliers dialog box is displayed**.**

- Enter data in each field except the Supplier Code, which is automatically assigned when you tab out of the Organization Name field.

- To exit the dialog box, click OK.

6.10.5.2 Search Temporary Vendors

You may view or edit the information you entered for any "pending" vendor by selecting the Temporary
Vendors command from the Utilities Menu, then Search. To perform a temporary vendor search:

- From the Utilities Menu, select Temporary Vendors, then Search.

- The Vendors with Pending Status dialog box is displayed.

Vendors with Pending Status Screen

- All temporary vendors you entered which still have the "pending" status are listed. Vendors which have been "approved" are not included.

- To view or edit the information for a vendor, point to its name and double-click to open the Enter New Supplier dialog box. Make the desired changes and click OK.

- To exit the Vendors with Pending Status dialog box, click Cancel.

6.10.6 View Approval Threads

If you are not sure which thread to select for approval routing, you may want to examine one or more threads before you make your choice. By opening the Thread Viewer window, you may research individual approval threads to see who is included, what restrictions apply to items as they are routed along the thread, and who will own the routed item after approval. The capability to create and edit approval threads is limited to users with the system administrator role. To examine an existing approval thread:

- To examine an approval thread, select View Approval Thread from the Utilities menu.

- The Select a Thread to View window is displayed.

Select a Thread to View Screen

- Select the name of the thread you want to examine and click OK.

- The Thread Viewer window is displayed.

Thread Viewer Screen

- When the following options are marked in the Thread Parameters section of the window, they apply to the thread:

- Send Message After Each Approval: If this option is marked, the system sends a message to the originator after each user approves the routed item. If it is not marked, the approval process continues silently. (PR Folders always activate a mail message from the originator to the last thread member, regardless of whether this option is marked.

- Continue on Conditional Approval: If this option is marked, the item continues in the approval thread if it is disapproved by a member, then returns to the originator for revisions when it reaches the end of the approval thread. If it is not marked, a disapproved item is returned to the originator immediately.

- Revisions Allowed: If this option is marked, the routed item has read-write access and changes may be made by members of the approval thread. If it is not marked, the routed item has read-only access.

- After Last Approval... Return to Originator: If this option is marked, ownership of approved items remains with the user who routed them.

- After Last Approval... Transfer Ownership: If this option is marked, ownership of approved items is transferred to the last member of the approval thread.

- File Class: Each thread has a file class that specifies what category of items the approval thread accepts: folders, documents or form

- File Type: The type of item that may be routed on the thread is displayed here. This may be either the name of an individual document, form or folder; or a group of similar docum

- The Thread Members list on the right shows the members of the approval thread in the order in which they will receive items routed for approval

- Click the OK button when you are finished reviewing the thread.

6.10.7 Change Password

The Change Password dialog box allows you to enter a new password. PARIS requires you to change your password the first time you log on to the system, if your password matches your User ID. You can not reuse your original password later. To enter a new password:

- If PARIS requires you to change your password, the Change Password dialog box is displayed when you log on. If you want to change your password at another time, select Change Password from the Utilities Menu.

- In the Change Password dialog box, type your current password in the Old Password field, and enter a new password that contains at least six characters in the New Password and Confirmation fields.

Change Password Screen

- Click OK.

Tip : The Cancel button is functional only if the Change Password dialog box was opened from Utilities
Menu. If entering a new password is mandatory, the Cancel button is grayed-out.

6.10.8 Employee Search

Employee Search:

The Employee Search window is displayed when you double-click certain Lookup fields in data windows and forms, or when you select Employee Search from the Utilities Menu. This window offers a variety of ways to search and sort the names in the employee database. To perform an employee search:

- From the Utilities Menu, select Employee Search. (Or double-click a Lookup field for an employee name or badge number.)

- The PARIS Employee Search window is displayed.

Employee Search Screen

- In the Search Selection Criteria section, click the radio button next to the data element you want to use for the search.

- In the Type section, mark Equals To if you want to search for a specific name or number. Mark Begins With if you want to enter the beginning of a name or number. Mark Contains if you want to search for names or numbers that include specific characters.

- In the Value section, enter the number, name or characters you want to use for the search. Seaches are case sensitive.

- Click Search. If no matches are found, an Information message is displayed.

- All records in the database which match the criteria are displayed.

- To arrange the records in alphabetical order by any column, click the Sort button to display the Specify Sort Columns dialog box.

- If you are performing a search to select a name for a Lookup field, click the desired name to select it, then click OK.

- Click OK or Cancel to exit the Employee Search window.

6.10.9 Specify Sort Columns Dialog Box

The Sort buttons in the Employee Search and Vendor Search windows open the Specify Sort Columns dialog box, where you can specify how the data is sorted. You must perform a search before sorting the results. To sort the results of a search:

- Perform a search in the Employee Search Window or Vendor Search.
- Click the Sort button.
- In the Specify Sort Columns dialog box, database column names are displayed on the left side (Source Data) and may be dragged to the right side (Columns) to establish the criteria for sorting.

Specify Sort Columns screen

- Drag only the column name(s) you want to use to determine the sorting order. For example, to sort vendors in alphabetical order by name, drag the "org..name" column to the Columns section. Or, to sort vendors by cities within states, place "state" at the top of the Columns list followed by "city."
- Click OK. The Specify Sort Columns dialog box is closed and the data in the Employee Search or Vendor Search window rearranged.
- For each search, you must specify the sort order if you want the data arranged in a certain way. PARIS does not remember the previous sort specifications.

6.10.10 Supplier Search

The Vendor Search window is displayed when you double-click certain Lookup fields in data windows and forms, or when you select Supplier Search from the Utilities Menu. This window allows you to search and sort the names of "approved" commercial organizations (vendors or suppliers) in the database. To perform a vendor search:

- From the Utilities Menu, select Supplier Search. (Or double-click a Lookup field for an vendor name.)
- The PARIS Vendor Search window is displayed.

Vendor Search Window

- In the Search Selection Criteria section, click the radio button next to the data element you want to use for the search.

- In the Type section, mark Equals To if you want to search for a specific word or number. Mark Begins With if you want to enter the beginning of a word or number. Mark Contains if you want to search for words or numbers that include specific characters.

- In the Value section, enter the number, word or characters you want to use for the search. Seaches are case sensitive.

- Click Search. If no matches are found, an Information message is displayed.

- All records in the database which match the criteria are displayed.

- To arrange the records in alphabetical order by any column, click the Sort button to display the Specify Sort Columns dialog box.

- If you are performing a search to select a name for a Lookup field, click the desired name to select it, then click OK.
- Click OK to exit the Vendor Search window.

6.10.11 Category Codes

The Category Codes window displays a read-only list of category codes, descriptions, cost code account numbers, and special needs that apply to each category. This information is maintained in a database external to PARIS, and is used by PARIS in Requisition preparation and approval routing. To view category code:

- From the Utilities Menu, select Category Codes.

- The Category Codes window is displayed.

- To exit the window, double-click the close bar.

6.10.12 Information

Provides access to two windows showing items that need some action
- Show Open Awards
- Show Receipt Exceptions

6.10.13 Palt Line Cancel

Allows supervisors to cancel requistion lines that will not be awarded.

6.10.14 Change Line Type

Not used.

6.10.15 Get Invalid Buyers Contracts

Buyers can take ownership and work on contracts created by buyers who no longer work in procurement.

6.10.16 Email Redirect Maintenance

Allows divisions to set up an email address for users who have left the lab that PARIS will use when sending the expiration notifications to that user.

6.10.17 Commercial Organizations

6.11 Creating a Synopsis Notice

There are three types of synopsis notices, all of which are created and maintained in almost identical windows. These are as follows:

Sources Sought Synopsis Notice - used to obtain information concerning capabilities of potential sources for research and development contracts, commercial sources, or sources for architect-engineer services. It may also be used to obtain information from sources concerning their capabilities in providing other supplies and services. This synopsis notice is used to perform market surveys by obtaining literature or capabilities statements from potential sources as well as to conduct industry briefings to impart information to contractors who may submit a proposal in response to a specific requirement.

Pre-Award Synopsis Notice - used to announce solicitations for competitive procurements or to announce the intent to contract for a certain product or service on a sole source basis. Offerors are invited to request copies of the solicitation for competitive procurements or to submit capability statements for sole source procurements. The pre-award synopsis notice is used to transmit information to the Commerce Business Daily for the synopsis of proposed contract actions and of pre-solicitation notices. When pre-solicitation notices are used, an additional synopsis notice may still be required prior to issuance of any resulting solicitation.

Post-Award Synopsis Notice - used to announce contract awards including information about the successful offeror including name and address and contract number and dollar value awarded. This notice contains similar information as to that contained in the letters to unsuccessful offerors.

To create a synopsis notice, you must open one of the following folders:

Folder	Notice
Planning	Sources Sought Synopsis Notice
Solicitation	Pre-Award Synopsis Notice
Executed	Post-Award Synopsis Notice

- To create a Synopsis Notice:
  - Open the folder where the Synopsis Notice you need is available.
  - Select *Create Document/Form* from the Pop-up Workspace Menu, then choose the type of folder, then the Synopsis Notice type.
  - Enter a title in the dialog box, or accept the default title. Click *OK.* A form icon is placed in the open folder.

Insert Synopsis Notice Data Window

- Fill in the appropriate information, as described below.

- To include CBD Numbered Notes (footnotes) in the description, click the Look Up Notes button. The Choose the CBD Notes dialog box is displayed. Select a note and click OK, or use the close bar to exit without adding a note.

- To generate a CBD file, click the Create File button. (You may need to use the scroll bar to see the button at the bottom of the window.) Enter a file name and directory in the Select File dialog box. Click OK. The data is saved as a .7XT file in the directory you specified, and made available to the CBD Express Office for transmittal to the *Commerce Business Daily.*

Select (Save) File Dialog Box

- Click the close bar to exit. If you have unsaved data, the Closing dialog box is displayed. Click the Save, then Exit button to save your work. The data is saved and displayed the next time you open the Synopsis Notice window. (Saving data does *not* add it to the CBD file.)

The following is an explanation of each block in the Synopsis Notice window.

Field	**Explanation**
Action Code	The pre-filled selection may be changed using the drop-down list box. Selections include: A ward Announcement, Modification, Pre-solicitation, and Sources Sought. If none of these apply, select it/a.
Date	Enter the month and day of transmission to the CBD. Example: 0125 for January 25.
Year	Enter the calendar year as two digits.
FIPS Number	The FIPS number identifying the agency is pre-filled.
Classification Code	.Select the code from the drop-down list box that best describes the overall acquisition
Subject	Enter a brief title or summary of the acquisition, which will be used as the bold title at the beginning of the CBD listing.
Description (Sources Sought and Pre-Award Only)	Enter a description of the acquisition. To add CBD footnotes to the description, use the Look Up Notes button (described above).
Contact Point	Identify the official responsible for answering inquiries, and include a telephone number and other contact information. If the point of contact is not the contracting officer, also identify the contracting officer.
Address, ZIP Code	Enter the address of the government agency submitting the notice. Place the ZIP Code in the separate block that is provided.
Proposed Solicitation Number (Pre-Award Only)	The solicitation number you entered in the Procurement Parameters window is pre-filled here.

Opening/Closing Date (Pre-Award Only)	Enter the deadline for receipt of bids, proposals or responses.
CLIN (Post-Award Only)	The number(s) of the line item(s) awarded in this contract are pre-filled in this block.
Contract Number (Post-Award Only)	The Contract number is pre-filled in this block.
Award Date (Post-Award Only)	The date if the contract award is pre-filled in this block.
Award Amount $	The amount of the contract award is pre-filled in this block.

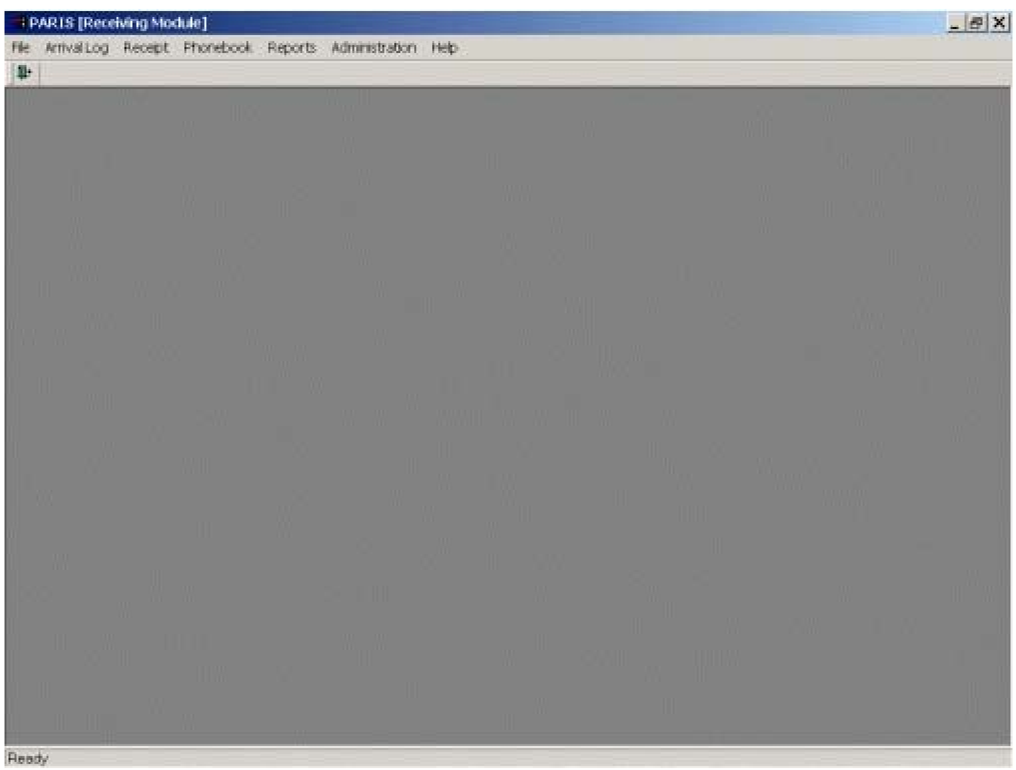
Chapter 7: PARIS Receipt Processing

The PARIS Receiving Module consists of two fundamental processes; arrival log processing, and receipt processing. The arrival log process is used to record the arrival of everything that is delivered to the ANL Receiving dock, including merchandise that was procured by a method other than PARIS. In this case, no purchase order would exist against which to apply the receipt. This module also allows the Receiving personnel to account for all merchandise that passes through their area. The receipts process follows the arrival and is used to record the receipt of the actual line items associated with the P0. The receipt header information is defaulted from the arrival log information, so there is no ‘double entry’ of receiving information.

In addition, the ANL Property Manager and Accounting staff have rights to updates. These are also described in this chapter.

Receipt Module

When you log in to the Receiving Module, the window with the available drop-down menu is displayed. The options in the menu bar provide access to the primary functions in the receiving module. The menu options change, depending on your system access rights



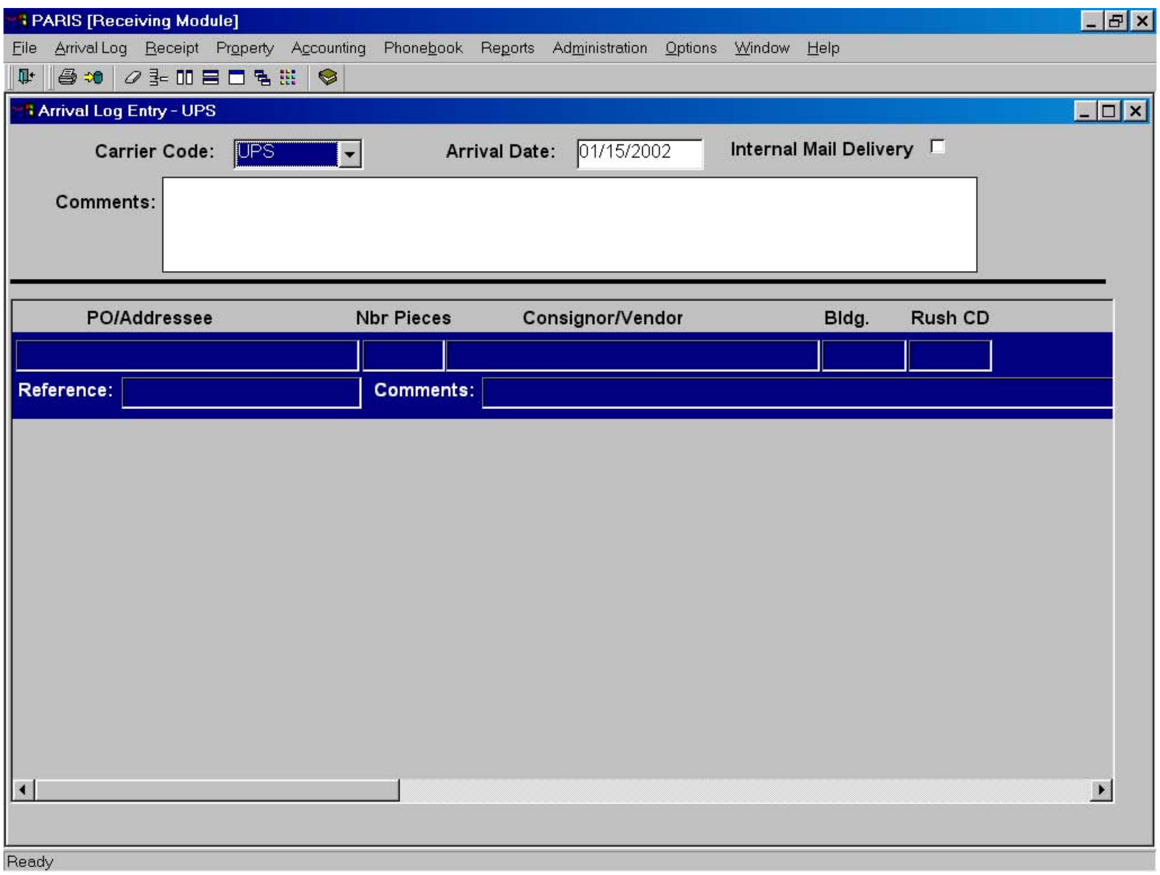
7.1 Arrival Log

The Arrival Log is used to enter maintain, inquire and report arrival log information. These primary functions are performed using the *Arrival Log menu options*.

All deliveries to the receiving dock need to be entered in the Arrival Log Screen. There are two different types of *Arrival Log Screen one for UPS* and one for all the *other carriers*. The UPS screen needs less information then the other screen.

7.1.1 Creating an Arrival Log Entry

The Arrival Log Entry option presents you with the ability to enter the carrier code of the shipment. To create an Arrival Log entry. All deliveries to the receiving dock need to be entered in the Arrival Log Screen. The are two different types of Arrival Log Screen one for UPS and one for all the other carriers. The UPS screen needs less information then the other screen:



- Select *Arrival Log,* then *Entry* in the menu bar. The Arrival Log Entry - UPS window is displayed.

- The *Carrier Code* and *Arrival Date* fields default to UPS and the current system date. You may choose a different Carrier Code by selecting from the options available using the drop-down list box. You may change the date to any previous date.

7.1.2 Adding UPS Arrival Entries

The Arrival Log Entry window defaults to the UPS setting that is used to enter arrival information for UPS shipments only. You may now enter an unlimited number of arrival entries. Each entry contains a P0 number (or addressee last name, if no P0 number is available), number of pieces arrived, consignor or vendor and transfer building (optional entry). The *rush code* field is "Read-Only" and is extracted from the P0 records that already exist within PARIS. The *transfer building* field is used to auto-receive non-PARIS merchandise (merchandise that was procured outside of the PARIS application).

To enter a UPS entry:

- Select a blank row in the entry area.
- Enter the *P0/Addressee* or perform a Lookup to find the P0/Addressee.
- Enter the *Number of Pieces.*
- Enter the *Consignor/ Vendor.*
- Enter the *Transfer Building,* if required.
- Click the Save icon. 
- Select Options, then Save in the menu bar to add your entry.

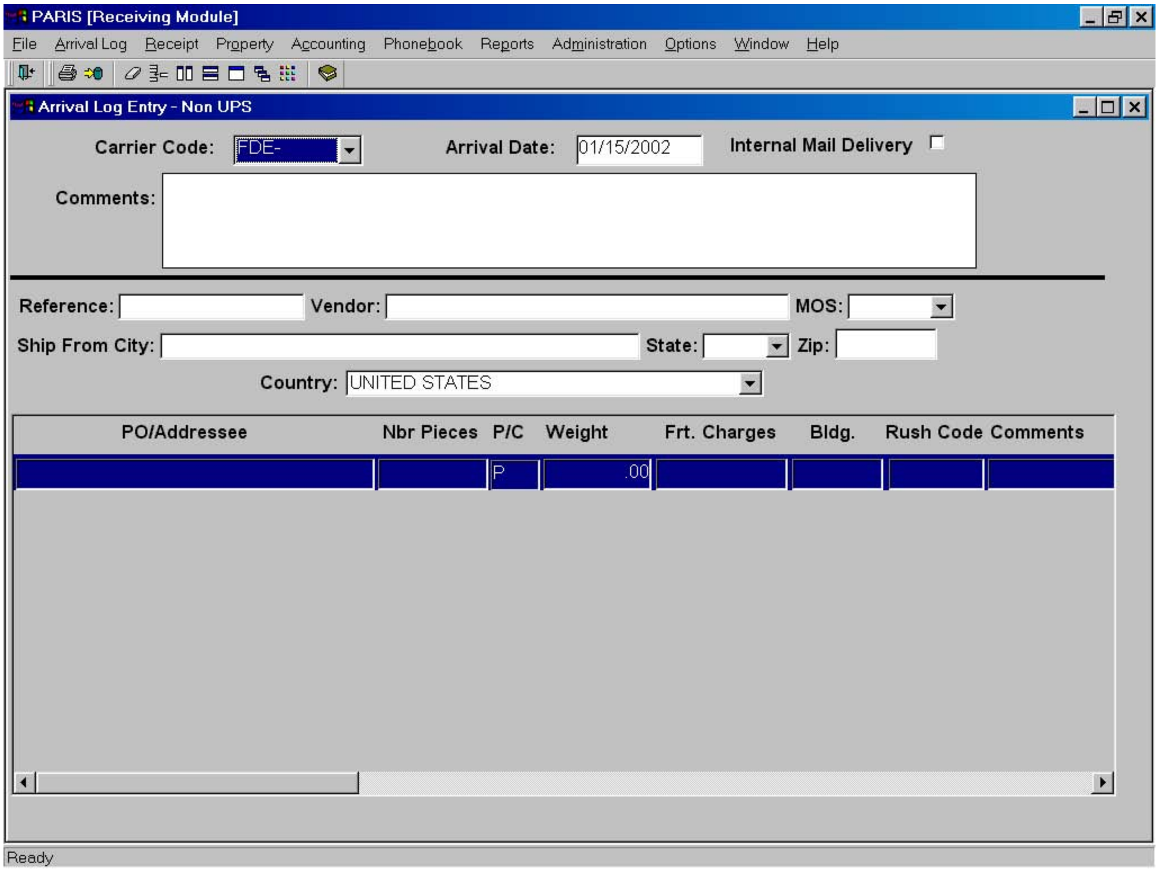
You may continue to enter UPS entries in this manner.

Note: Nothing is added to the data base until you save

7.1.3 Adding Non-UPS Entries

If you have selected a *Carrier Code* other than UPS, the following entry window is displayed:

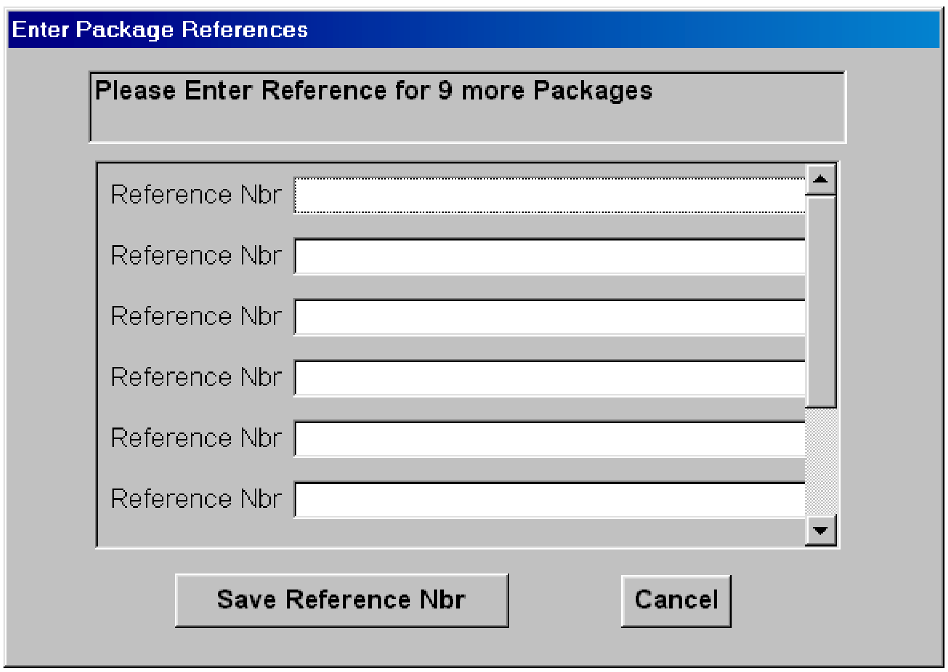
Arrival Log Entry — Non-UPS Window



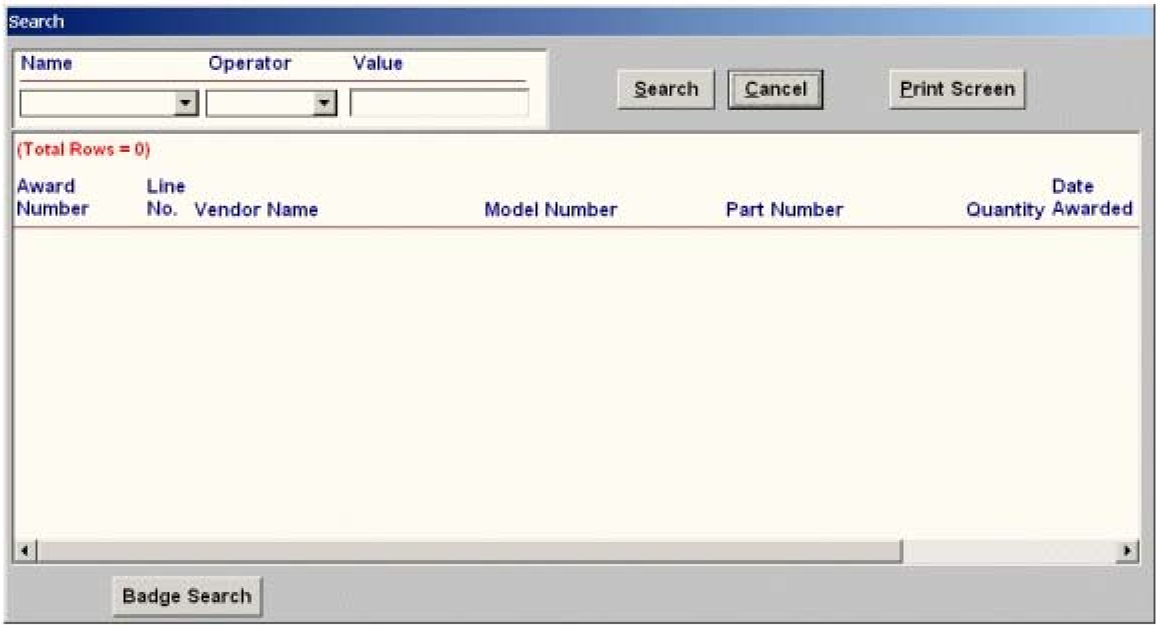
- The Non-UPS Arrival Log Entry window is used to enter arrival information for all shipments except UPS. The reference information must be added before adding the shipment entry information. To enter Reference information:
  - Enter the *Reference* number, *Vendor, Ship from City* and *Zip.*
  - Select a *MOS* (method of shipment) and *State* from the drop-down list boxes.
- To Add Non-UPS entries:
  - Select the blank row.
  - Enter the *P0/Addressee* or perform a P0/Addressee Lookup.
  - Enter the *Number of Pieces.*
  - Enter the *Weight.*
  - Select a *P/C* from the drop-down list box.

- Enter any *Freight Changes.*
- Enter the *Building Number,* if required.

On both these arrival logs there is a space for number of packages received and a reference. If the number of packages is greater than 1 and you have also entered a reference, then the following screen will ask you to enter the reference for the rest of the packages



7.1.4 Performing a P0/Addressee Lookup



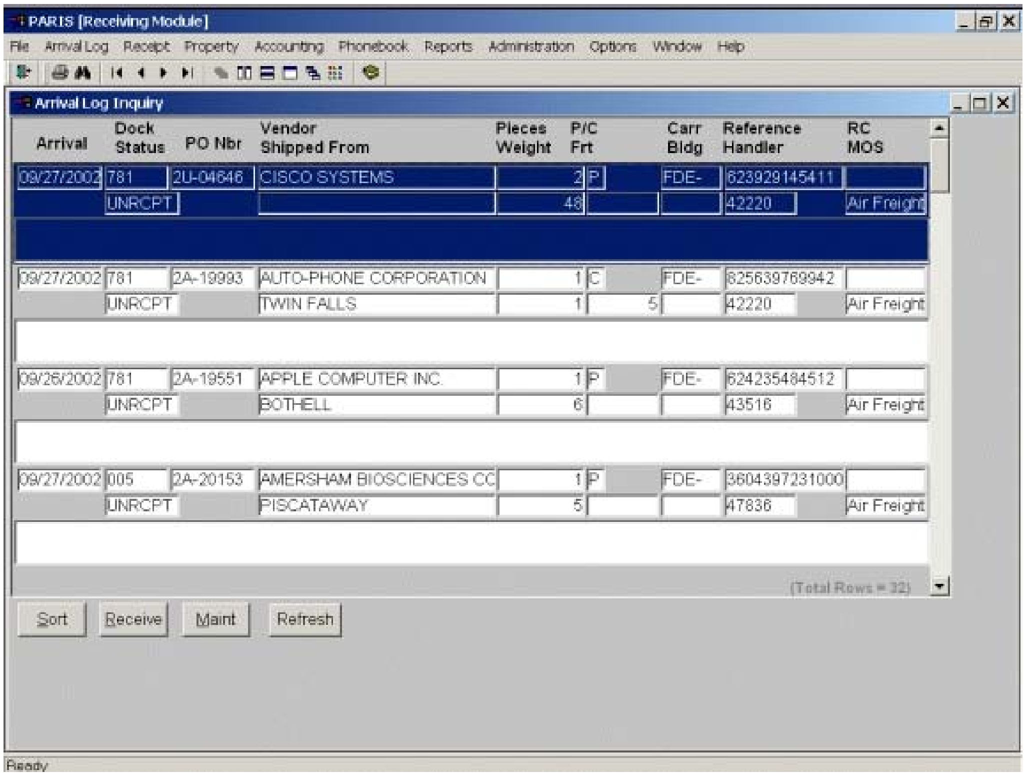
To perform a lookup:

- Double click in the *P0/Addressee* field. The Purchase Order Search dialog box is displayed.
- Select a field to be searched from the drop-down.
- Select the operator from the drop-down.
- Enter a *Value.*
- Select *Search.* The entries meeting your search criteria are displayed.
- Select an entry from the results list, by double-clicking on the item.

You may also search for active ANL personnel by selecting *Badge.* This activates the Employee Search.

7.1.5 Arrival Log Inquiry

The Arrival Log Inquiry window displays 'un-receipted' arrival information. To search the Arrival Log:



- Select *Arrival Log* then *Inquiry* in the menu bar. The Arrival Log Inquiry window is displayed.

- To sort the Arrival Log:

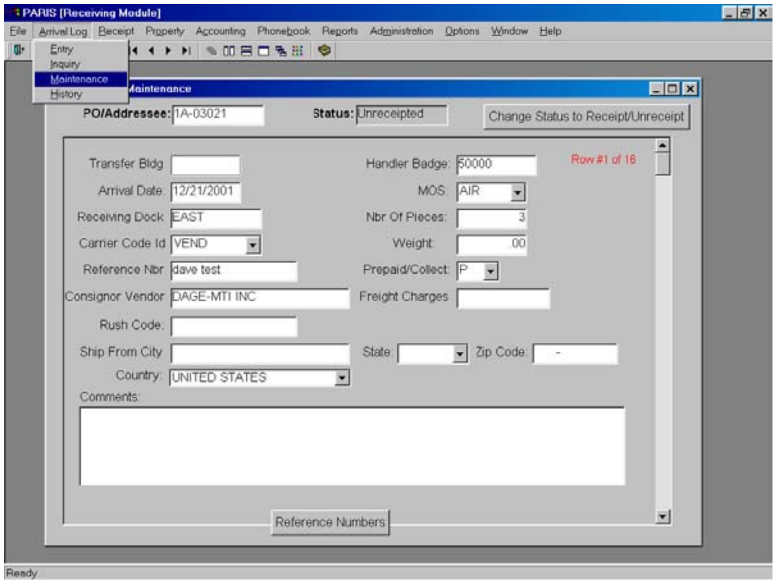
    - Select *Sort.* The Sort dialog box is displayed.

    - Specify Sort Column Dialog Box

    - Select the columns to sort in the *Source Data* column and drag them to the *Columns* list.

    - Select *OK* to sort the arrival log.

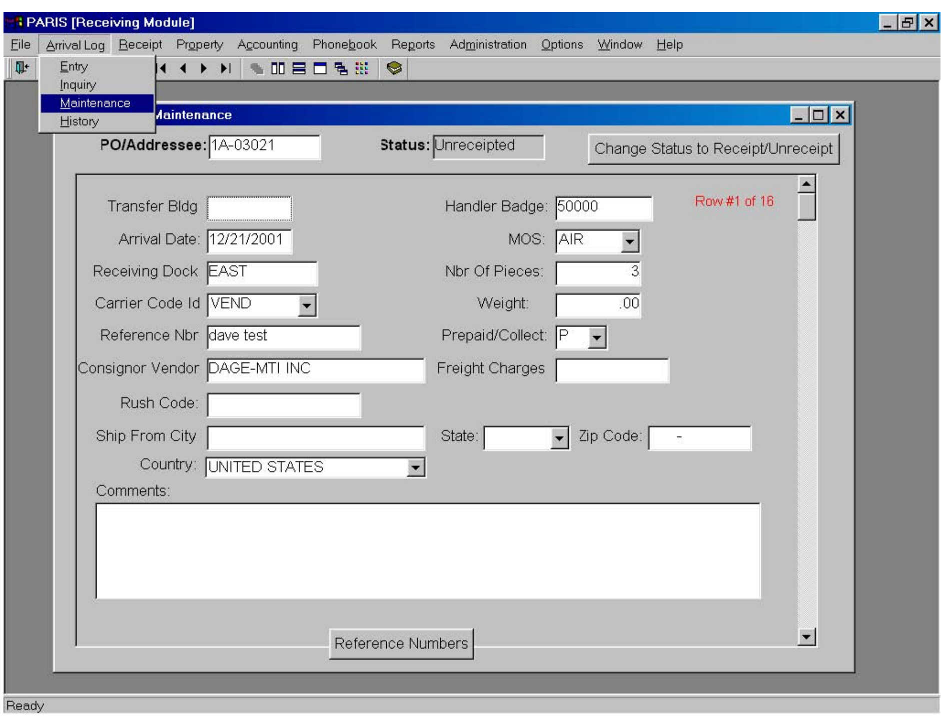
In addition to viewing and sorting the Arrival Log, you may also select an arrival entry and either process a receipt by selecting *Receive* (see subsection for more information on Receipt Entry). or modify or delete the selected entry's arrival log information by selecting *Maintenance*



7.1.6 Maintaining the Arrival Log

The Arrival Log Maintenance window is used to modify or delete existing arrival data. To maintain the arrival log:

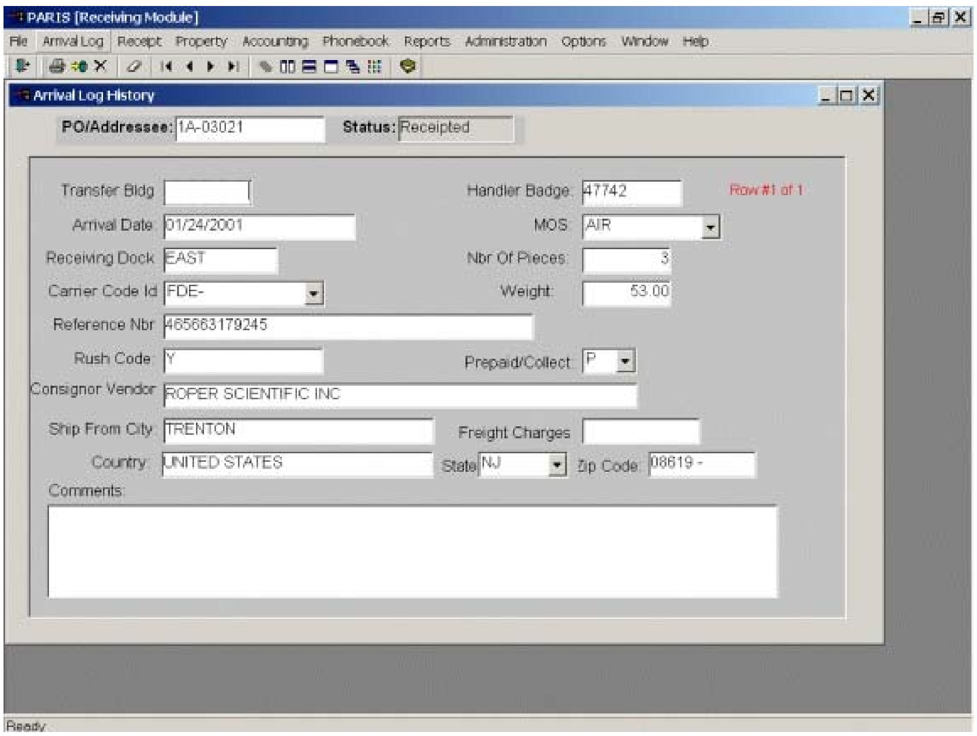
- Select *Arrival Log,* then *Maintenance* in the menu bar. The Arrival Log Maintenance



- Enter a *P0/Addressee* or perform a P0/Addressee Lookup.
- The Arrival Log entries for that P0/Addressee are displayed.
- You may now edit the arrival entry fields.

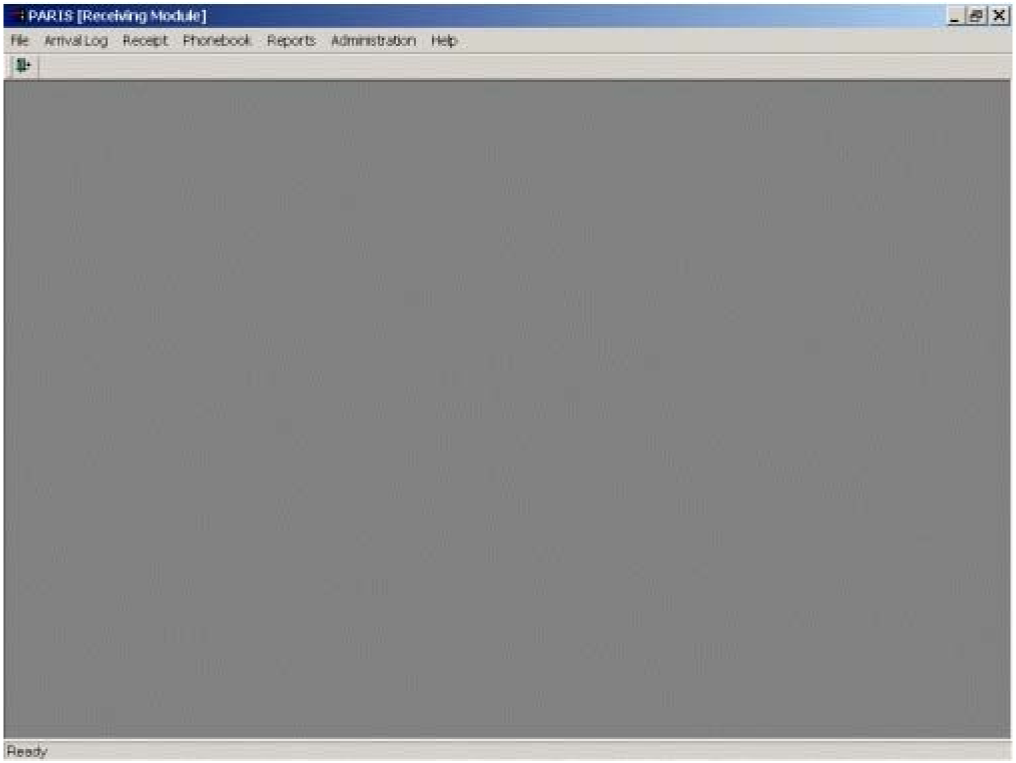
7.1.7 Arrival Log History:

This shows all of the arrival logs for a particular PO/Addressee:



7.2 Receipts

The Receipts functions allow you to enter, maintain (if authorized), inquire and report receipt information. In order for you to be able to receipt any items you must have an Arrival Log created for the PO.

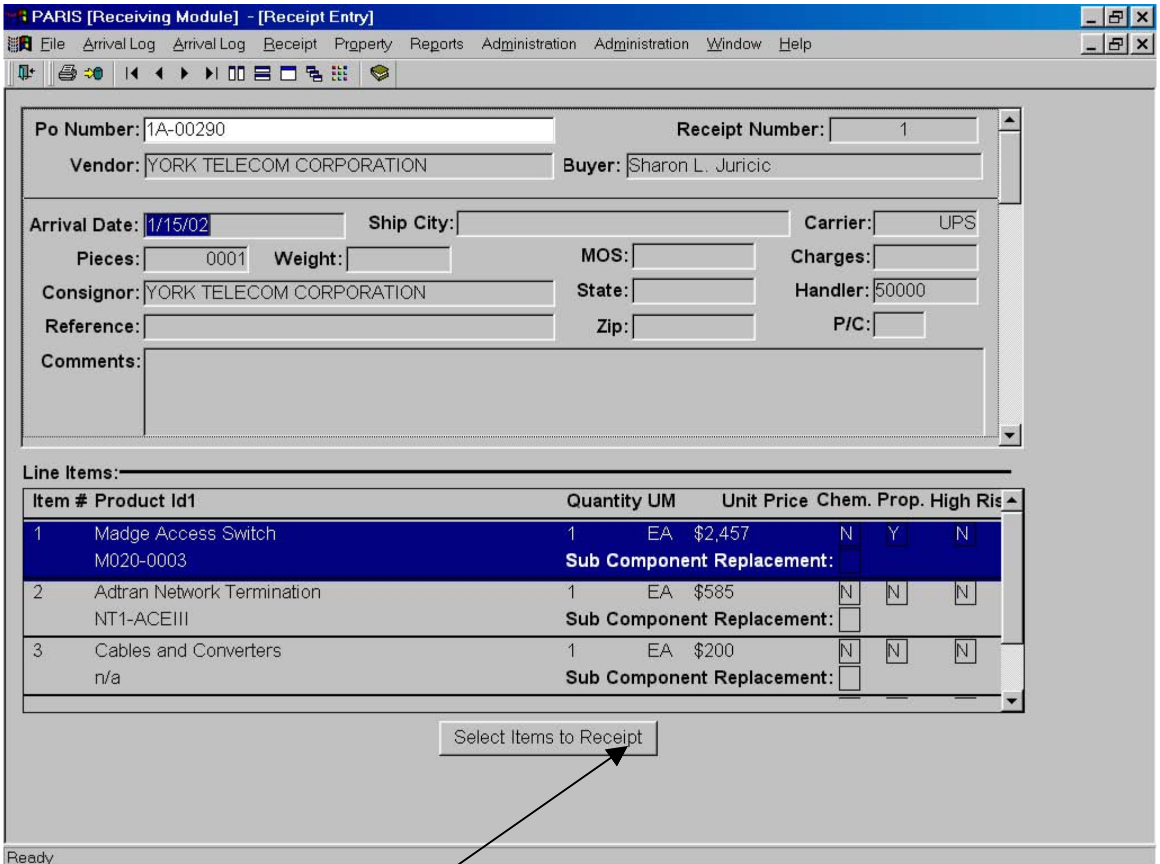


7.2.1 Entering Receipts

If this is the first time this PO is being receipted then, the 'Select Items to Receipt' button will be available and it will take you to the 'Select Lines to Receipt' Screen. If The 'Select Items to Receipt' button is not available then you need to double click on the line you need to receipt and it will take you to the 'Receipt Line Item Entry' Screen.

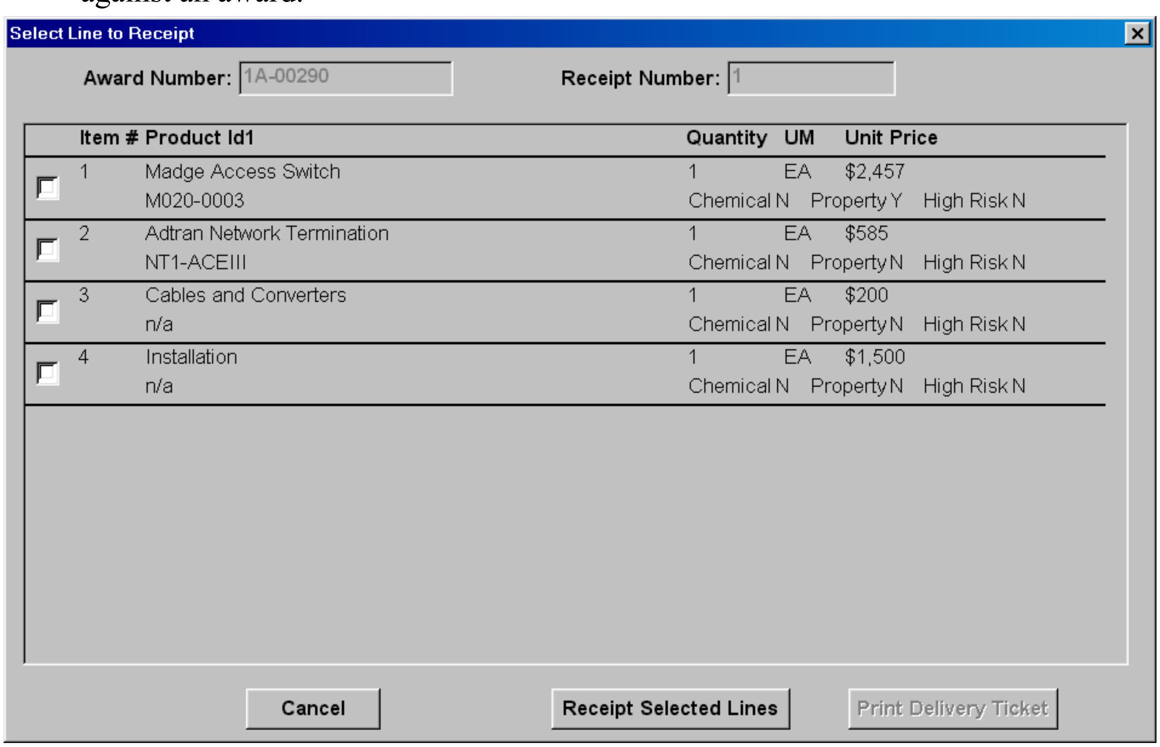
- To enter a receipt:
  - Select *Receipt,* then *Entry* in the menu bar. The Receipt Entry window is displayed.
  - Enter the *P0 Number* or perform a Lookup to locate a P0 Number.

NOTE: If the Receipt Entry window is accessed by selecting Receive on the Arrival Log Inquiry window, then the PO Number is already selected and the PO information is displayed.



Click on *Select Lines to Receipt,* to view the following window**:**

- Select Lines to Receipt Window. This window only appears on the first receipt against an award.

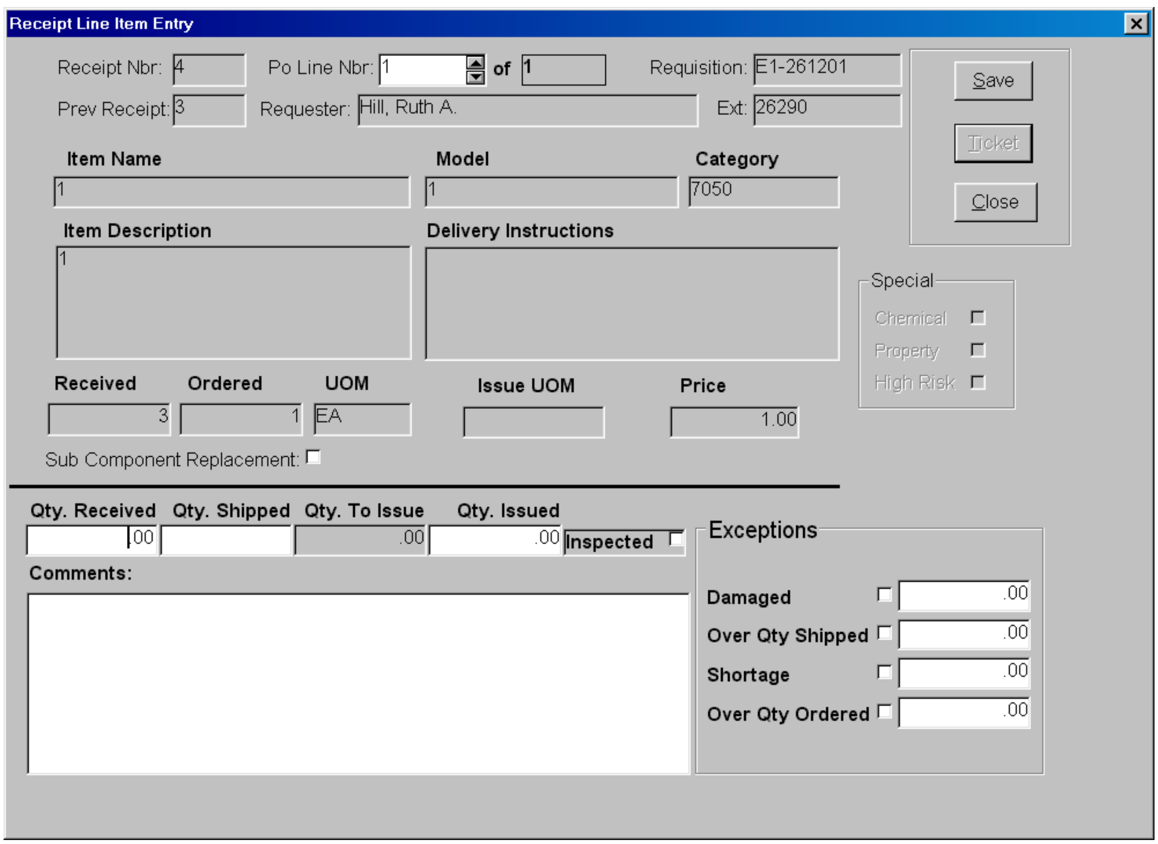


On this screen you can check of the boxes next to the line that you need to receipt and click the 'Receipt Selected Lines' button and it will receipt the checked off lines exactly as they were ordered. The 'Print Delivery Ticket' button will be available to you after all the checked off lines are saved. You need to click it to print the delivery ticket which will take you to the 'Number of Delivery Tickets to Print' screen.

7.2.2 Entering Receipt Line Items

On this screen you will need to enter the Qty. Received and Qty Shipped. Qty. Issued needs to be entered for 'AMMS' Requisitons only.

The Exceptions 'Over Qty Shipped', 'Shortage' and 'Over Qty Ordered' will be calculated for you based on the Qty Ordered, Qty. Received and Qty Shipped.



To enter line item receipts, Double click on a line item displayed in the Receipt Entry window. The Receipt Line Item Entry window is displayed.

- Edit the *P0 Line Nbr* field, if necessary.
- Enter the *Quantity (Qty.) Received.*

- Enter the *Quantity (Qty.) S/zipped.*

- Enter any *Qty. Exceptions.*

On this screen there is a check box called 'Sub Component Replacement ':

If this box is checked then you will see a button 'Receipt Sub Component', you should click on this button to receive a component of an item, previously received, which was sent to the vendor for replacement. This will solve the over shipment problem we currently have when a sub component needs to be received. You cannot use this to receive an item that is shipped in multiple shipments, e.g., when you get a set of wrenches orders from Sears as one unit and they get shipped in 5 shipments.

- Select the appropriate check boxes for Exceptions.

Note: The Qty. Issued field is only used for Stores (AMMS) orders to reflect UOM differences

- Select Ticket to indicate that the line item receipt is complete and begin to print delivery tickets. You are prompted about the receipt information being complete.

- Select *Yes* to accept the line item receipt information and begin the processing delivery tickets

The exceptions will be calculated for you, based on the QTY Ordered, Qty Received, and Qty. Shipped.

- Over Qty Shipped
  Calculated for you based on the Qty. Received and Qty Shipped. If the Qty Received is MORE then the Qty. Shipped then the 'Over Qty Shipped' will be checked off and the qty difference will be placed in the field next to it.

- Shortage
  Calculated for you based on the Qty. Received and Qty Shipped. If the Qty Received is LESS then the Qty. Shipped then the 'Shortage' will be checked off and the qty difference will be placed in the field next to it.

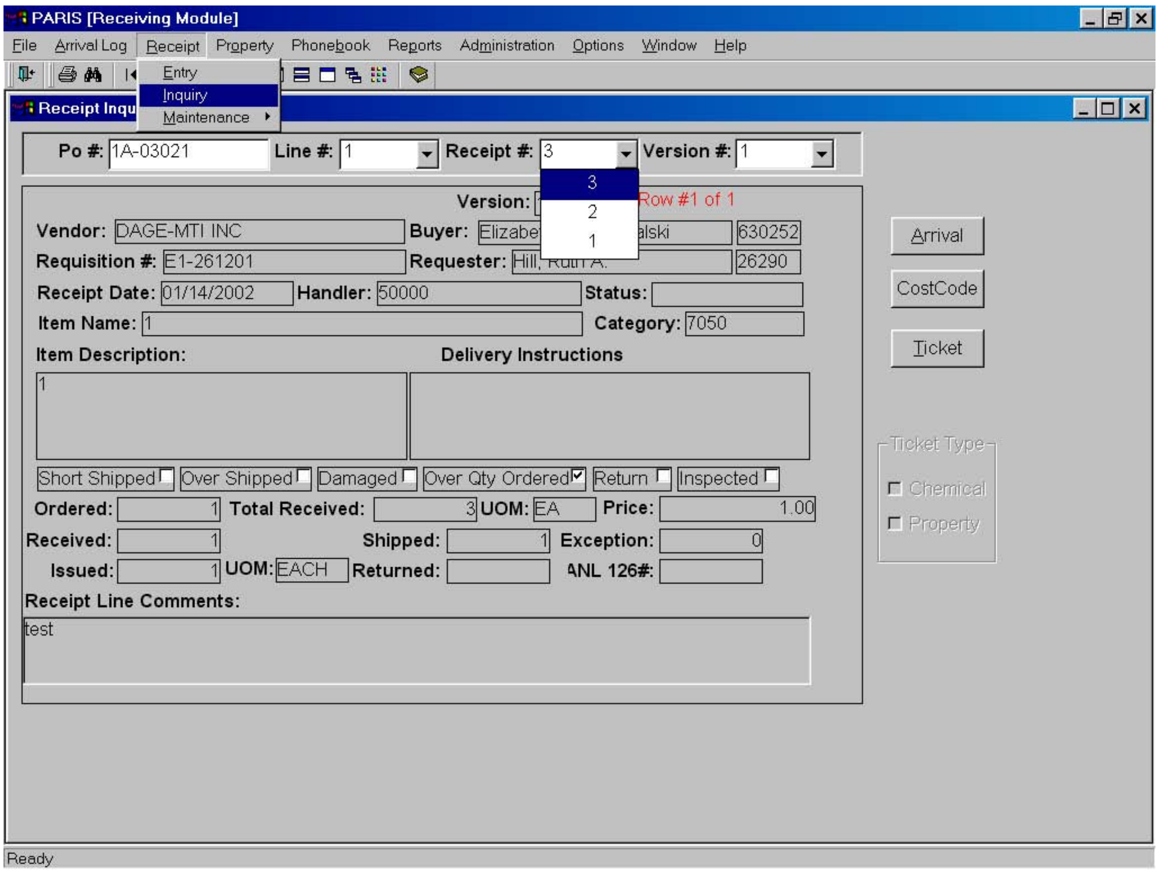
- Over Qty Ordered
  Calculated for you based on the Qty. Received and Qty Ordered. If the Qty Received is MORE then the Qty. Ordered then the 'Over Qty Ordered' will be checked off and the qty difference will be placed in the field next to it.

- Damaged
  If you find any item that is damaged then you need to check off the box next to the 'Damaged' and enter the qty damaged in the field next to it.

After you have entered all the data then click on the 'Save' button. This will save all the data and make the 'Ticket' button available to you. You need to click it to print the delivery ticket which will take you to the 'Number of Delivery Tickets to Print' screen.

7.2.3 Receipts Inquiry

The Receipts Maintenance option is only available to authorized supervisory personnel. It allows you to access the receipt correction and rush code maintenance processes.

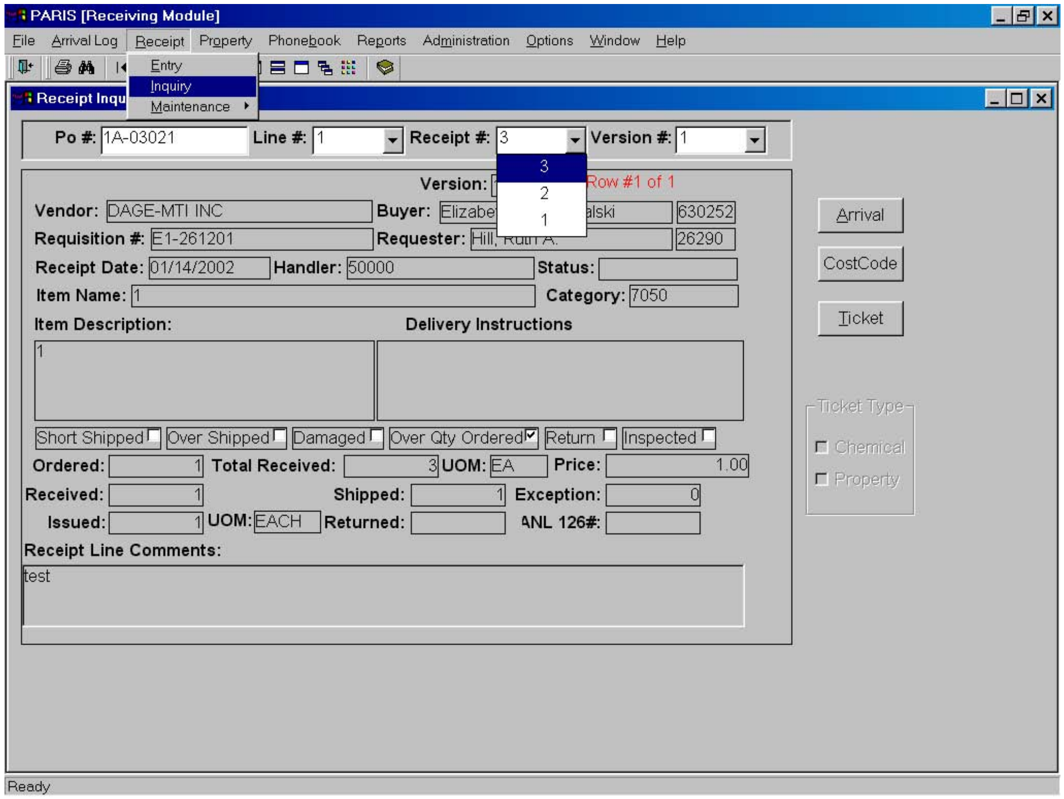


7.2.4 Correcting Receipts

Receipt Correction allows you to edit receipt information.

To correct a receipt:

- Select Receipt, then Maintenance in the menu bar.
- Select Correction in the menu. The Receipt Correction window is displayed.



Enter a *P0 Number* or perform a P0 Lookup to locate a P0 Number. The P0 Number information is displayed.

- Edit the *Receipt* number and *P0 Line Number,* if required (the default values are displayed in these fields).

    - Damaged
      If you find any item that is damaged then you need to check off the box next to the 'Damaged' and enter the qty damaged in the field next to it.

- *Damaged* or R*eturn for Credit* items can be selected. Be sure to check the appropriate box and enter the quantity next to it.

- Over *Qty Shipped Shortage, and Over Qty Ordered*, can be adjusted by altering the *Qty Received,* or *Qty Shipped* fields*, as shown:*

These exceptions will be calculated for you, based on the values in the *QTY Ordered, Qty Received, and Qty. Shipped fields:*

- ➢ Over Qty Shipped: Calculated for you based on the Qty. Received and Qty Shipped. If the

- Qty Received is MORE then the Qty. Shipped then the ‘Over Qty Shipped’ will be checked off and the qty difference will be placed in the field next to it.

Shortage
Calculated for you based on the Qty. Received and Qty Shipped. If the Qty Received is LESS then the Qty. Shipped then the ‘Shortage’ will be checked off and the qty difference will be placed in the field next to it.

- Over Qty Ordered
  Calculated for you based on the Qty. Received and Qty Ordered. If the Qty Received is MORE then the Qty. Ordered then the ‘Over Qty Ordered’ will be checked off and the qty difference will be placed in the field next to it.

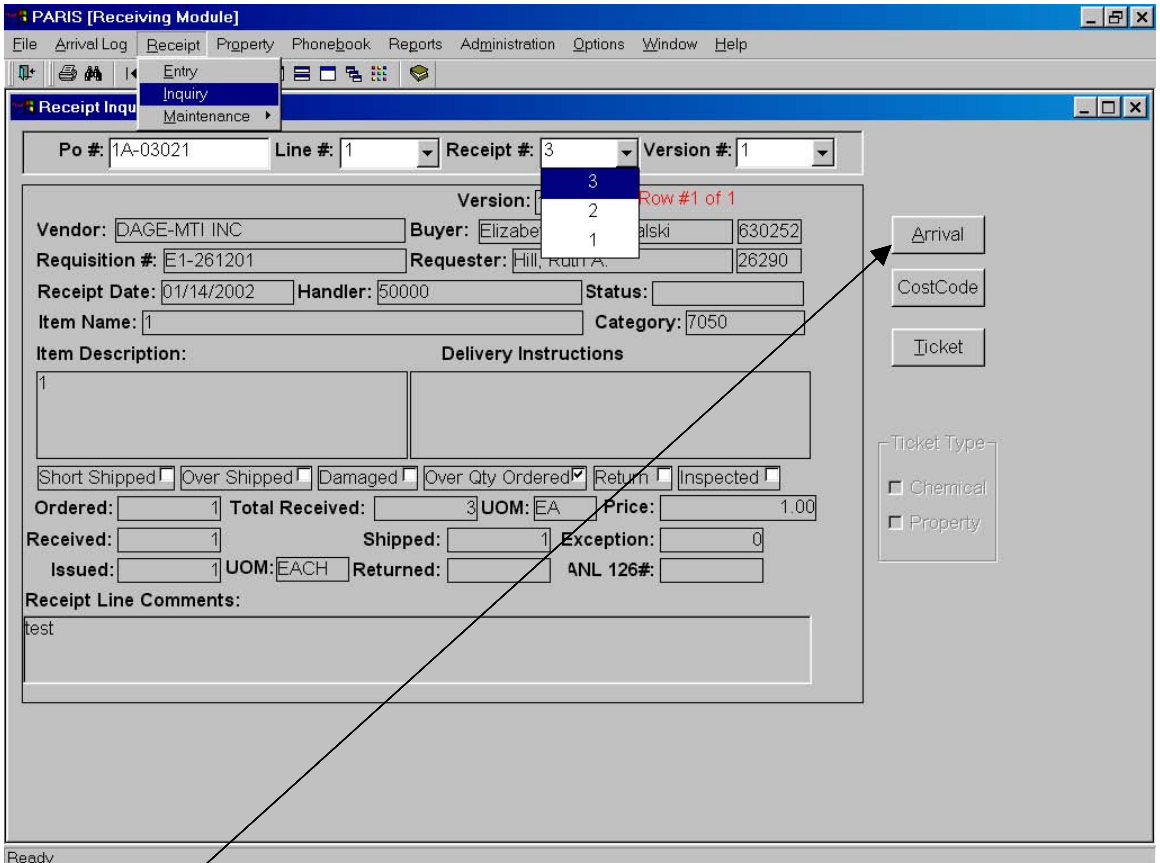
- After you have entered all the data then click on the ‘Save’ button. This will save all the data and make the ‘Ticket’ button available to you. You need to click it to print the delivery ticket which will take you to the ‘Number of Delivery Tickets to Print’ screen.

- Enter any *Correction comments* (mandatory).

- Select *Save* to save your corrections.

7.2.5 Accessing the Arrival Log

When you have located a Receipt entry, you may access the Arrival Log Maintenance. To access the Arrival Log Maintenance:

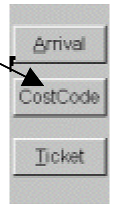


- Select *Arrival.*

The Arrival Log Maintenance window is displayed containing the P0 Number for which you have searched

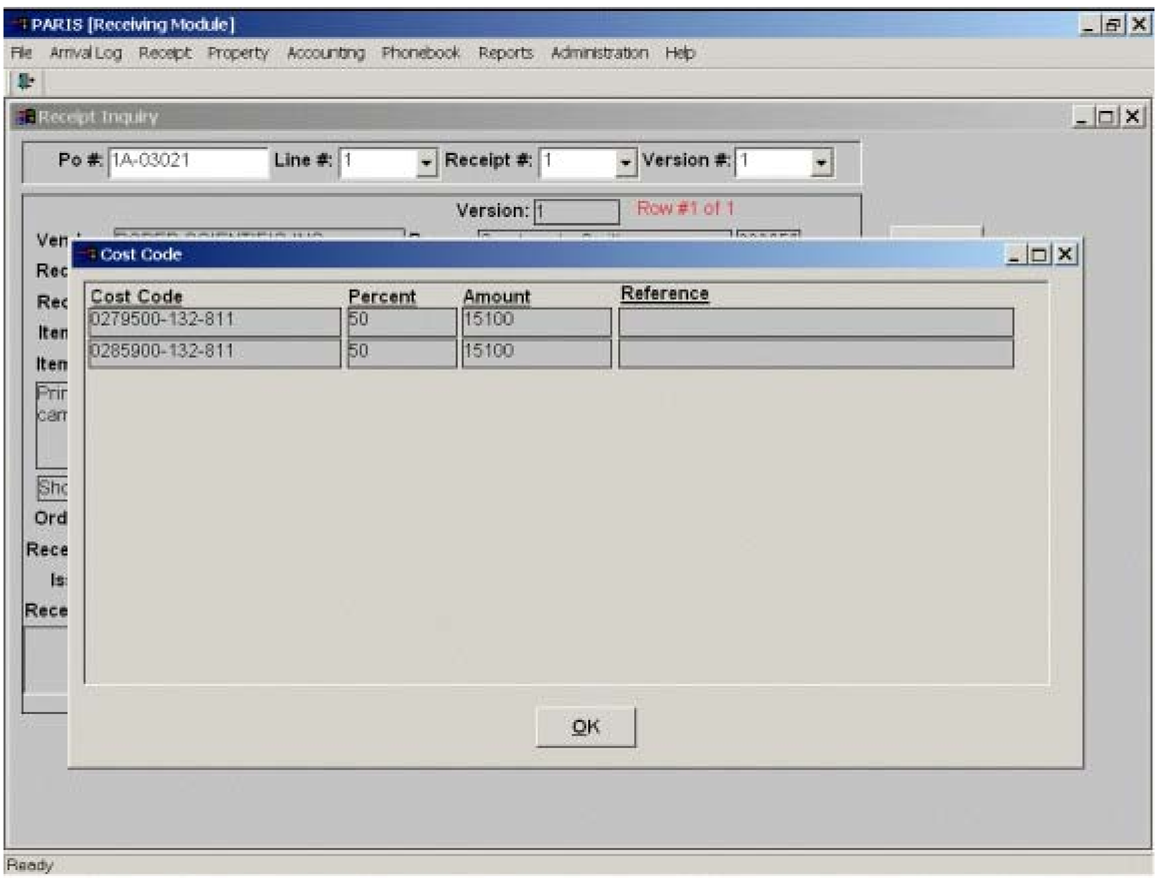
7.2.6 Viewing Cost Codes from the Receipt Inquiry Window

To view Cost Codes:



- Select *Cost Code.*

The Cost Code window is displayed.



7.2.7 Viewing Ticket Information

To view and edit ticket information:

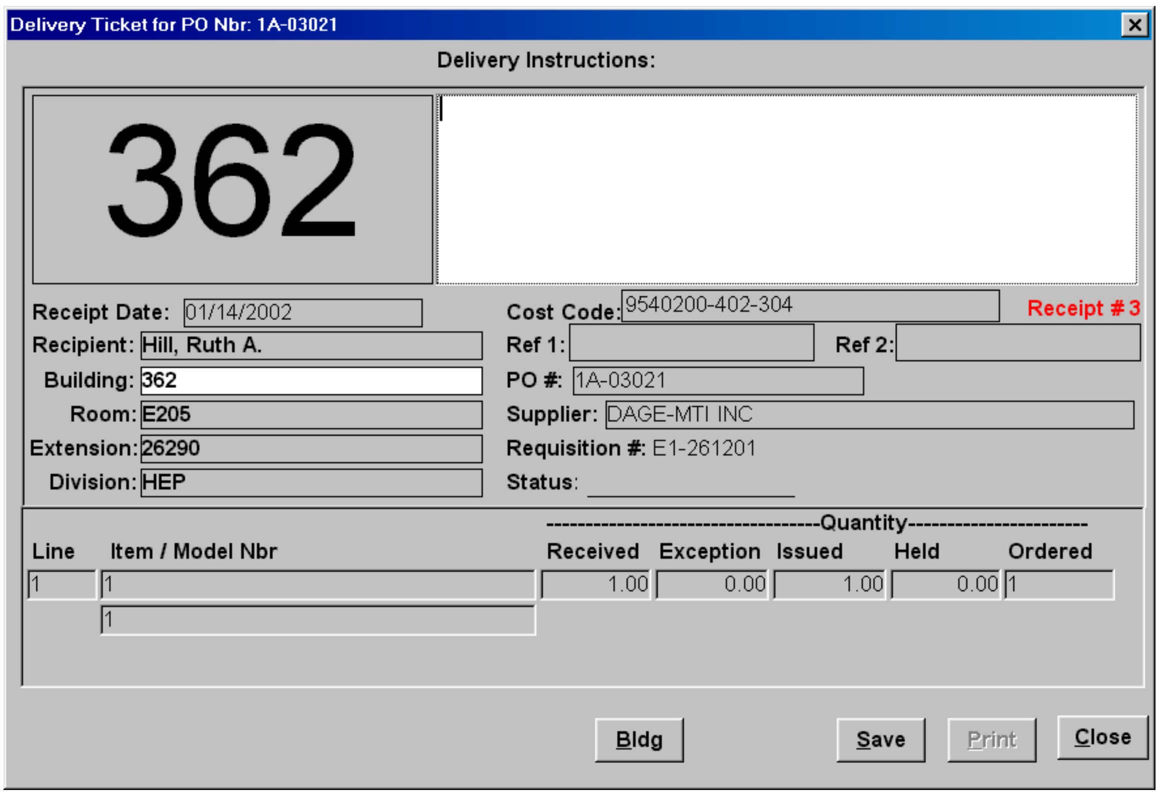
- **Select** *Ticket.* **The** Delivery Ticket window displays information related to that P0 Number.

7.2.8 Accessing the Delivery Ticket Window

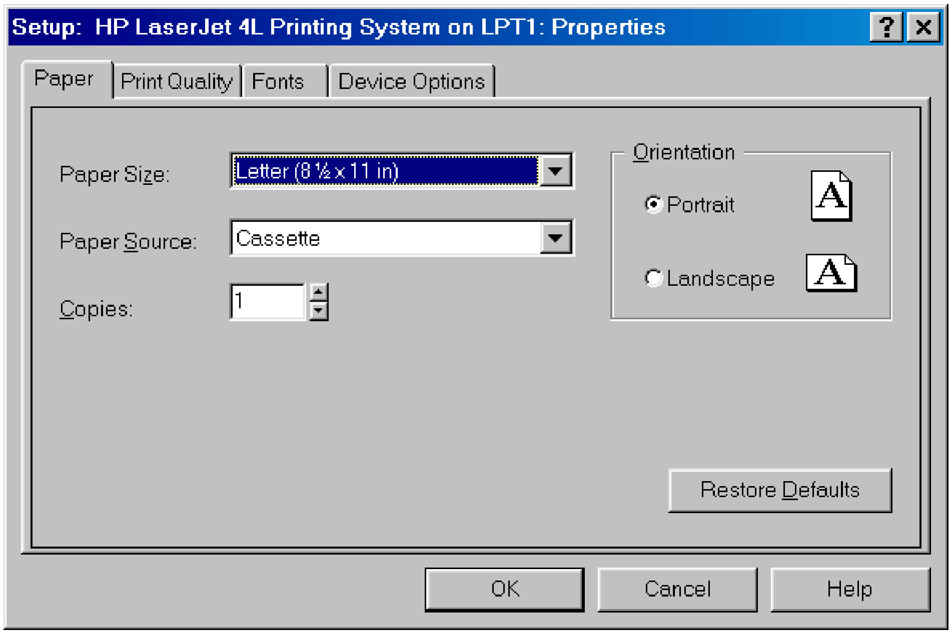
On this screen you need to enter the number of packages that you need delivery tickets for (one per package) and press the 'Ok' button. This will take you to the 'Delivery Ticket' screen

The Ticket button activates the Delivery Ticket window. The window displays information about the selected P0 Number. To activate the Delivery Ticket window:

- Select *Ticket.* The Delivery Ticket window displays the information about this P0 Number.



On this screen you need to verify the data. You can change the building number if it is not correct by clicking the 'Bldg' button and enter a new building number. If all the data is correct then click the 'Save' button which will take you to the 'Printer Setup' screen.



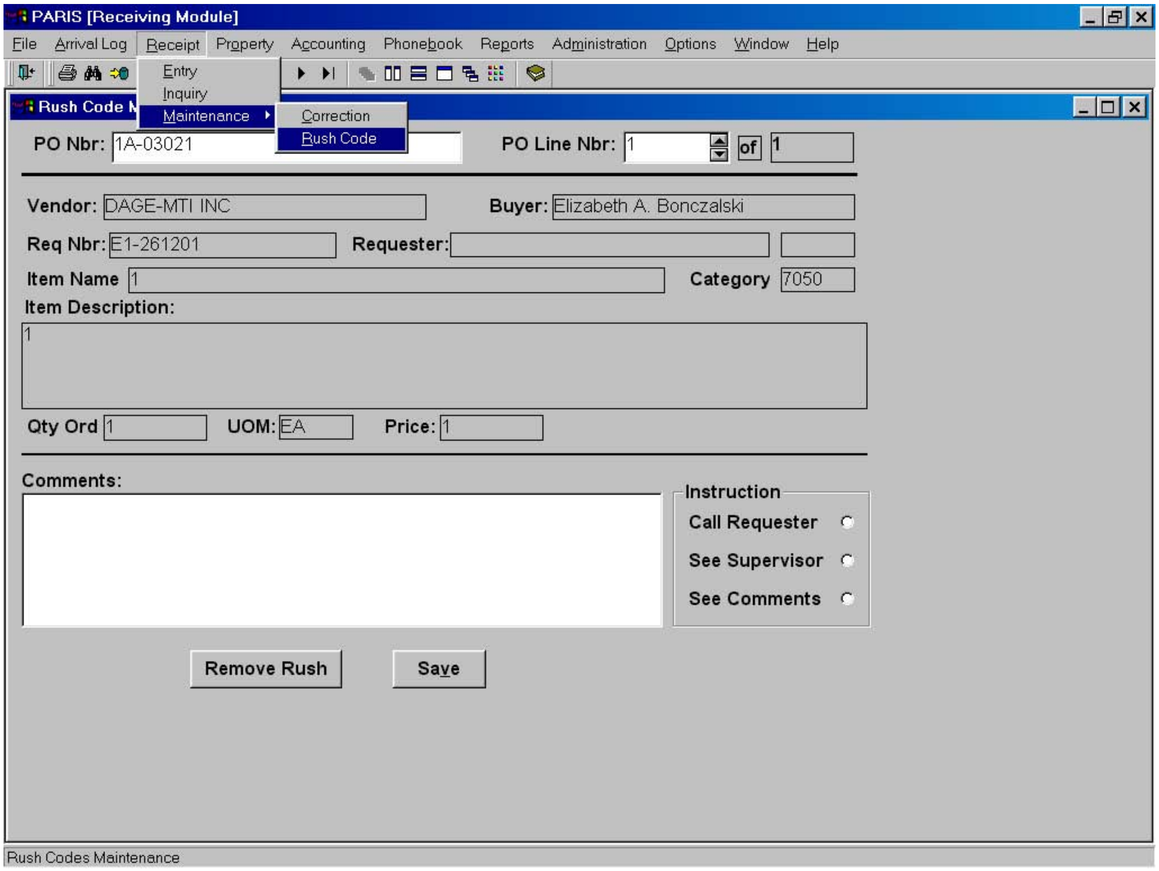
7.2.9 Printer Setup Screen:

This screen allows you to select the paper size, paper source and number of copies for the delivery tickets. You should change the number of copies only it you need multiple copies with the same package tracking number. Then click on the ‘OK’ button to print the delivery tickets.

7.2.10 Maintaining Rush Codes

Rush Codes are used internally by Receiving personnel to communicate special instruction requirements that are to be taken when a specific material arrives. Purchase Orders have been assigned a rush code by the Receiving Supervisor. This code is identified during the Arrival Log Entry process. To maintain Rush Codes:

- Select *Receipt,* then *Maintenance* in the menu bar.
- Select *Rush Codes* in the menu. The Rush Code Maintenance dialog box is displayed.



- Enter a *P0 Nbr* and *P0 Line Nbr* or select *Retrieve.* The dialog box for performing a P0 Lookup is displayed. Perform a P0 Lookup.The information for the P0 is displayed.

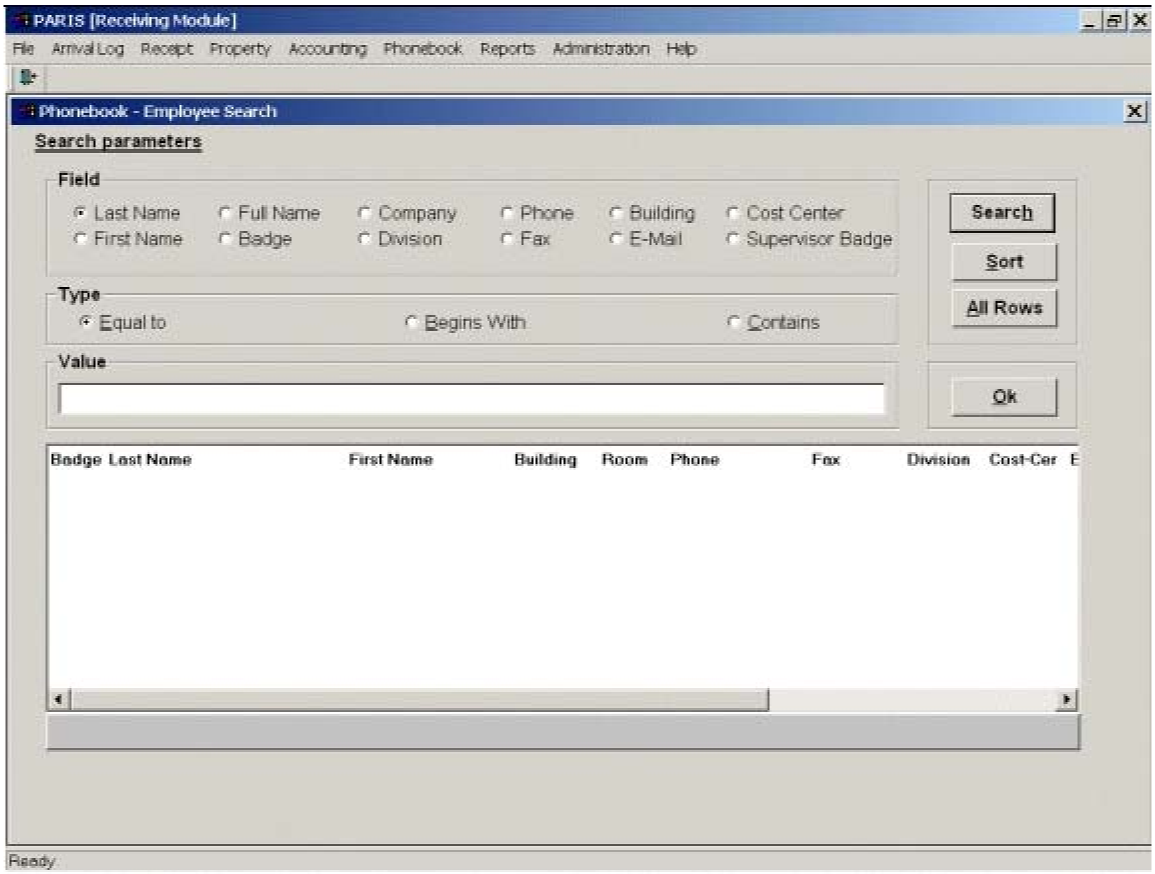
- Select the appropriate radio button for *Instruction*

- Select *Save* to save your Rush Code corrections.

7.3 Using the Phonebook

The Phonebook is used to search for active ANL personnel. When using the Receipt option in the menu bar, the Phonebook option is enabled or when using the P0 Search window, you may select the Badge button. To search for personnel:

- Select *Phonebook* in the menu bar or on the P0 Search window, select *Badge.* The Employee Search dialog box is displayed.



- Select the radio button for the Field to be searched.
- Select the radio button for the Type of search to perform.
- Enter a Value.
- Select Search. A list of search result will be displayed.
- Select the listing to be added to the P0 Search window, if necessary
- Select OK to enter the listing in the Value field of the P0 Search window.

You may also sort your results list. To sort the results list:

- Select *Sort.* The Specify Sort Columns dialog box is displayed.
- In the *Source Data* column, select the column to be sorted and while holding down the mouse button.

- Drag it to the *Columns* Column.
- Release the mouse button.
- Select *OK* to sort the results list.
- To display all employee listings without specifying a search criteria:
    - Select *All Rows.* All employee listings are displayed in the results list.

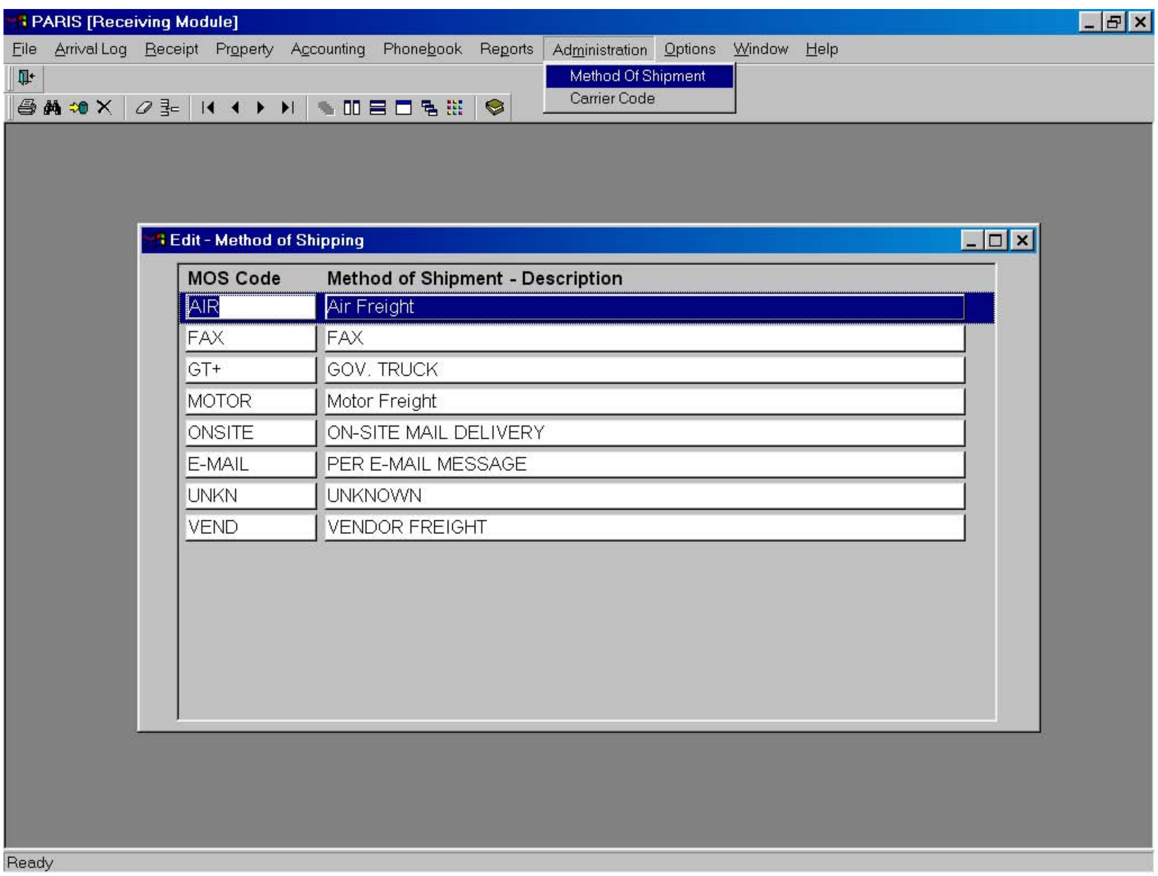
7.4 Using the Administration Tools

Administration tools are provided to allow you to edit the codes used in the receiving module.

7.4.1 Editing the Method of Shipping Entries

To edit the Method of Shipping entries:

- Select *Administration,* then *MOS.* The Edit - Method of Shipping window is displayed



- Select the Method of Shipping listing to be edited.

- Edit the *MOS Code* and the *Method of Shipment* - *Description* fields.

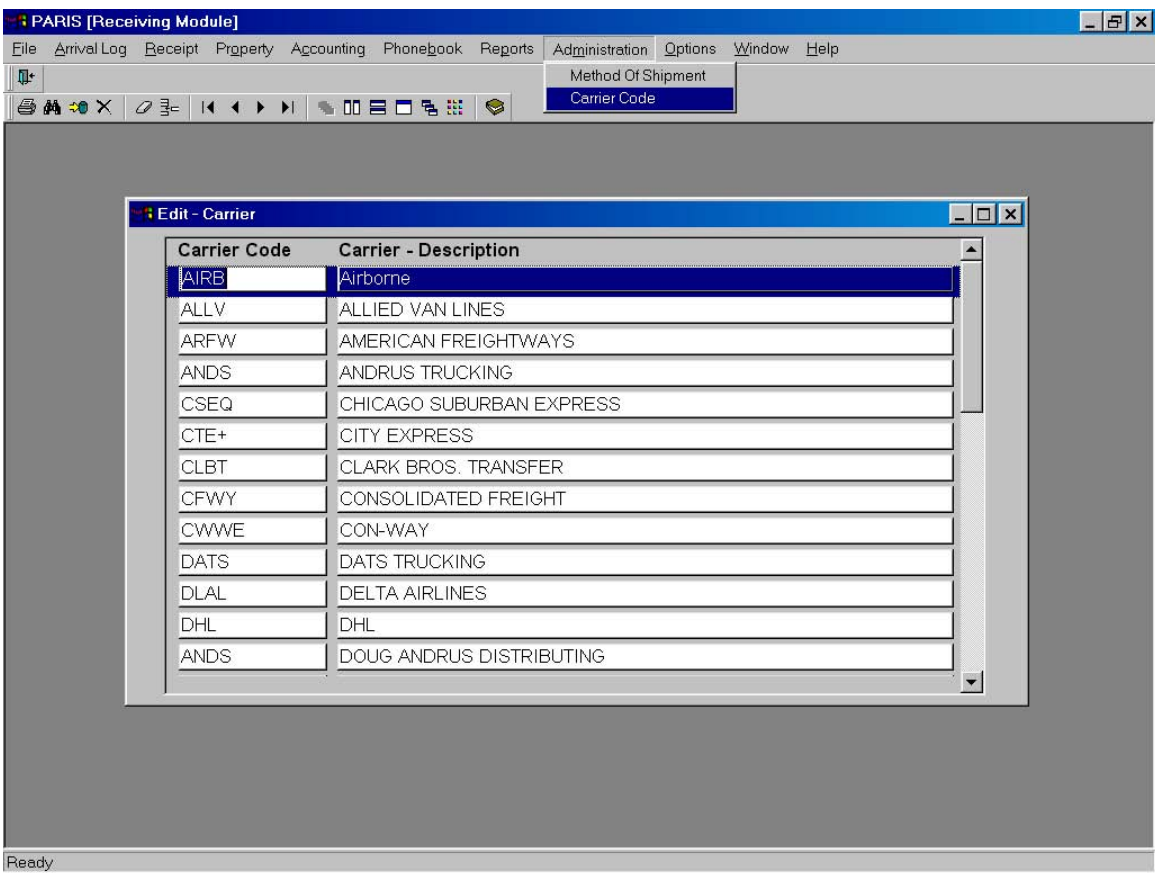
- Select Options, then Save in the menu bar.

7.4.2 Editing Carrier Codes

- To edit the Carrier Codes entries:
  - Select Administration, then Carrier Codes. The Edit — Carrier window is displayed.

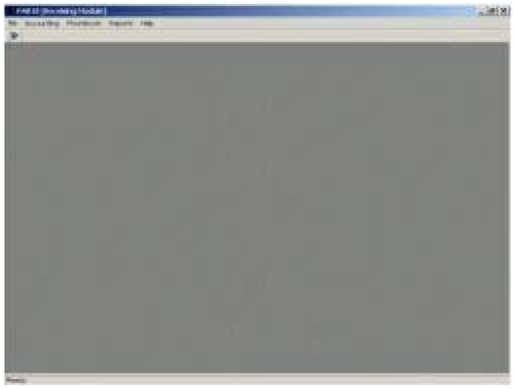
7.4.3 Edit Carrier Window.

- Select the Carrier Code listing to edited.
- Edit the *Carrier Code* and the *Carrier* - *Description* fields.
- Select *Options,* then *Save* in the menu bar.

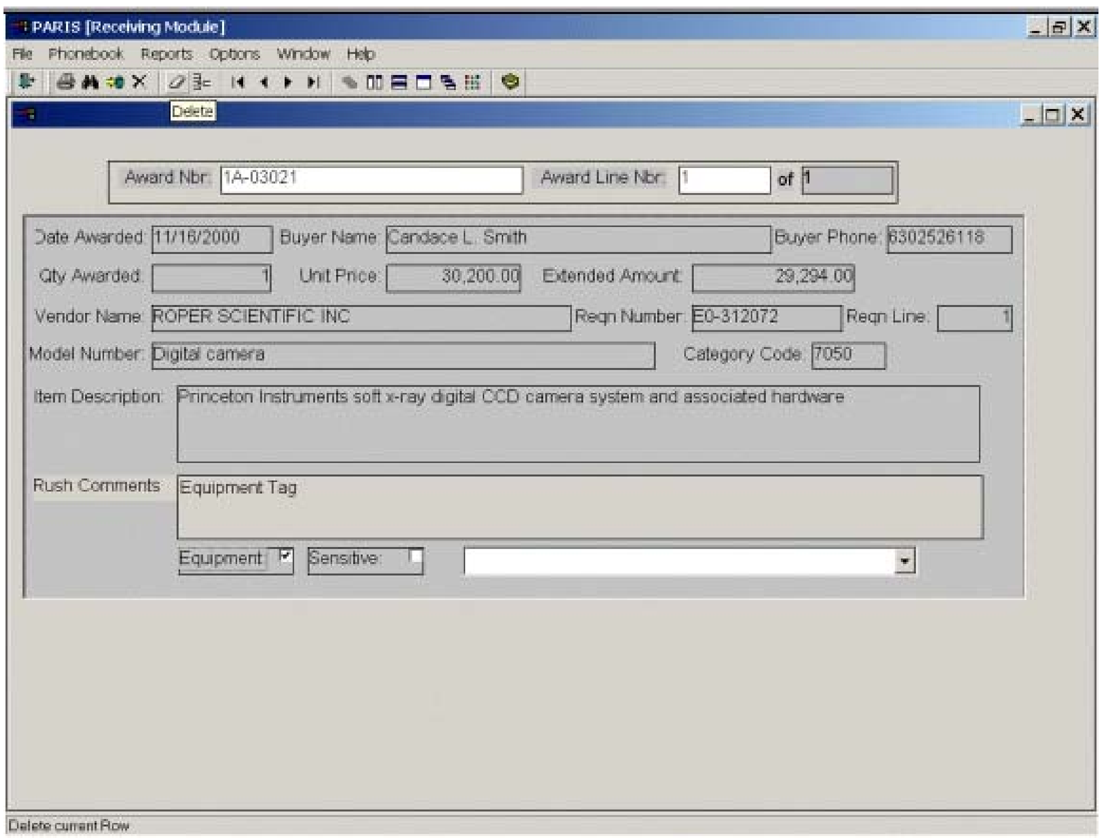


7.5 Using the Property Window

Another option that is displayed when using the Receipt menu is the Property option. To access the Property window:



- Select *Property* in the menu bar. The Property window is displayed.



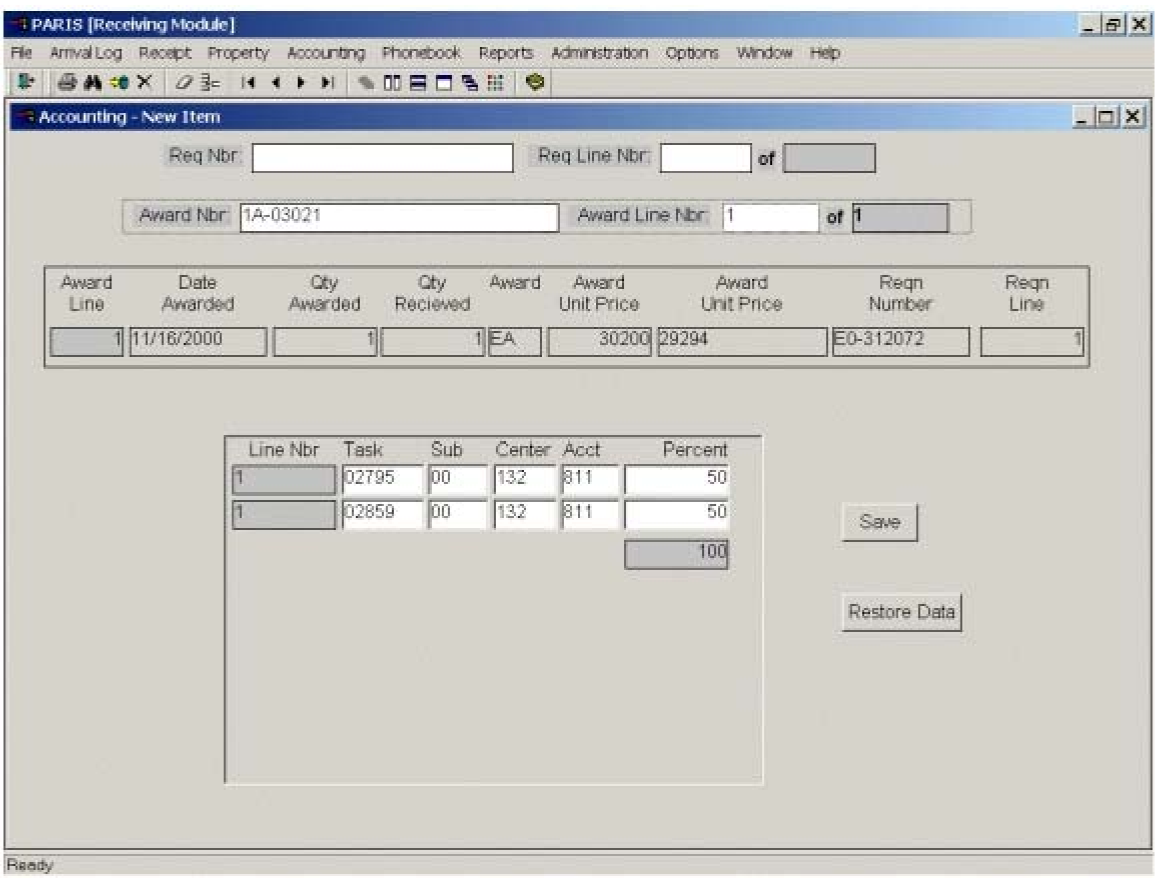
- Enter a *P0 Number* or select *Search* to activate the P0 Search window to perform a P0 Lookup. The *P0* Number, *Receipt* number, *P0 Line Number, Manufacturer* and *Number of CSI labels* is displayed.

- Edit the appropriate Property information.

7.6 Using the Accounting Window

Another option that is displayed when using the Receipt menu is the Accounting option. To access the Accounting window:

- Select Accounting from the menu. The Accounting window will open:
- Enter a *P0 Number* or select *Search* to activate the P0 Search window to perform a P0 Lookup. The *P0* Number, *Receipt* number, *P0 Line Number, Manufacturer* and *Number of CSI labels* is displayed.
- Edit the appropriate Accounting information.

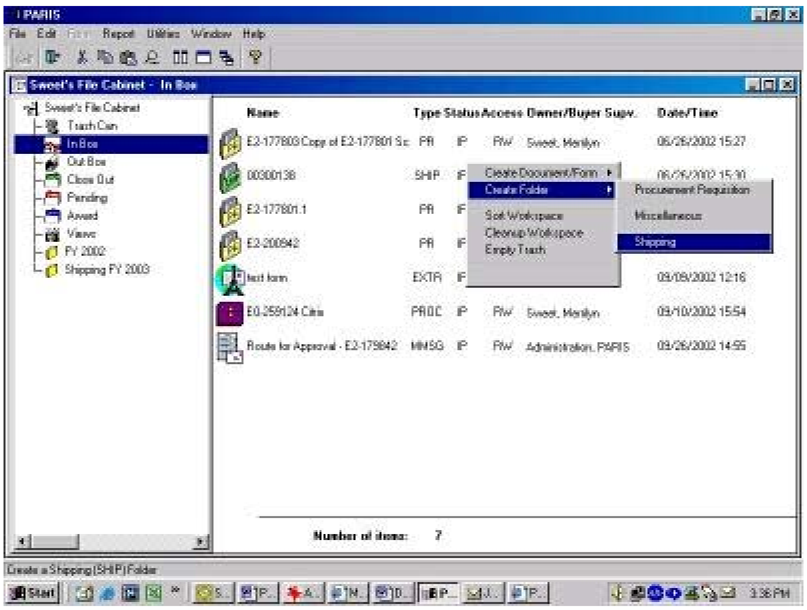


Chapter 8: Shipping

8.1 Shipping Order Folders

8.1.1 Create Shipping Folders

- From the desktop (can be in a PR or System Folder): right mouse click, select "Create Folder", then select "Shipping".



- A pop-up menu will prompt you to select the type of folder (Stand-Alone or PR). Procurement Officials will have a third option to select PARIS/Historical Award

- When the PARIS/Historical Awards menu is selected (Procurement option only) a request for additional information will be displayed. The Stand-Alone or PR

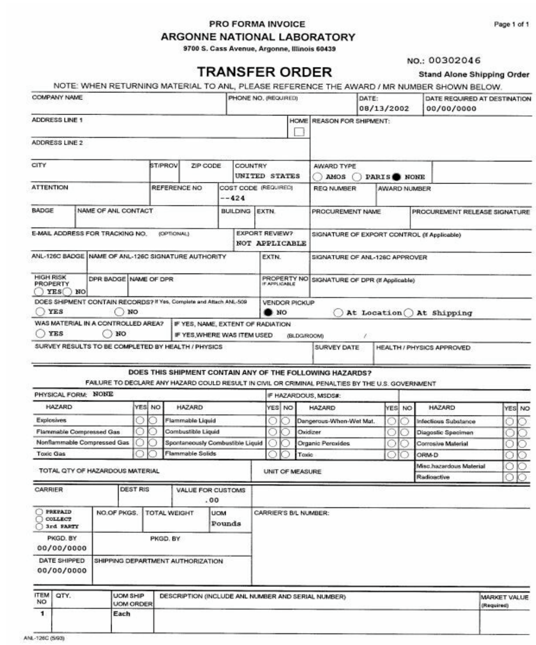
Shipping Order Folders do NOT require any of this additional information. The Procurement Official must provide the following information:

- The PARIS AWARD Number
- A reason code (Damage, Overage, Return for Replacement, Return).

- A second dialog box will be activated to select the appropriate line item.
  Note: Before a Shipping Order can be created for "Damage" or "Overage" the Receiving Department must have created a material exception. The system will display the lines that have been written against the material exception. If an award has a material exception for both damage and overage, a separate shipping order will have to be completed for each type of action. The "Return for Replacement" or "Return" code will automatically display all conformed line items of the award which have a material receipt against them, and the Procurement Official can select the appropriate item.

After you select the type of Shipping Order, click "OK". The system will open the ANL-126 document automatically.

Complete the document and route (same process as routing a requisition). See "Routing the Shipping Order".



PRO FORMA INVOICE
ARGONNE NATIONAL LABORATORY
9700 S. Cass Avenue, Argonne, Illinois 60439

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NO.: 00302046

TRANSFER ORDER

Stand Alone Shipping Order

NOTE: WHEN RETURNING MATERIAL TO ANL, PLEASE REFERENCE THE AWARD / MR NUMBER SHOWN BELOW.

COMPANY NAME | PHONE NO. (REQUIRED) | DATE: 08/13/2002 | DATE REQUIRED AT DESTINATION 00/00/0000

ADDRESS LINE 1 | HOME | REASON FOR SHIPMENT:

ADDRESS LINE 2

CITY | ST/PROV | ZIP CODE | COUNTRY UNITED STATES | AWARD TYPE ○ AMOS ○ PARIS ● NONE

ATTENTION | REFERENCE NO | COST CODE (REQUIRED) --424 | REQ NUMBER | AWARD NUMBER

BADGE | NAME OF ANL CONTACT | BUILDING | EXTN. | PROCUREMENT NAME | PROCUREMENT RELEASE SIGNATURE

E-MAIL ADDRESS FOR TRACKING NO. (OPTIONAL) | EXPORT REVIEW? NOT APPLICABLE | SIGNATURE OF EXPORT CONTROL (If Applicable)

ANL-126C BADGE | NAME OF ANL-126C SIGNATURE AUTHORITY | EXTN. | SIGNATURE OF ANL-126C APPROVER

HIGH RISK PROPERTY ○ YES ○ NO | DPR BADGE | NAME OF DPR | PROPERTY NO IF APPLICABLE | SIGNATURE OF DPR (If Applicable)

DOES SHIPMENT CONTAIN RECORDS? If Yes, Complete and Attach ANL-509 ○ YES ○ NO | VENDOR PICKUP ● NO ○ At Location ○ At Shipping

WAS MATERIAL IN A CONTROLLED AREA? ○ YES ○ NO | IF YES, NAME, EXTENT OF RADIATION | IF YES,WHERE WAS ITEM USED (BLDG/ROOM) /

SURVEY RESULTS TO BE COMPLETED BY HEALTH / PHYSICS | SURVEY DATE | HEALTH / PHYSICS APPROVED

DOES THIS SHIPMENT CONTAIN ANY OF THE FOLLOWING HAZARDS?
FAILURE TO DECLARE ANY HAZARD COULD RESULT IN CIVIL OR CRIMINAL PENALTIES BY THE U.S. GOVERNMENT

PHYSICAL FORM: NONE | IF HAZARDOUS, MSDS#:

HAZARD	YES	NO	HAZARD	YES	NO	HAZARD	YES	NO	HAZARD	YES	NO
Explosives	○	○	Flammable Liquid	○	○	Dangerous-When-Wet Mat.	○	○	Infectious Substance	○	○
Flammable Compressed Gas	○	○	Combustible Liquid	○	○	Oxidizer	○	○	Diagostic Specimen	○	○
Nonflammable Compressed Gas	○	○	Spontaneously Combustible Liquid	○	○	Organic Peroxides	○	○	Corrosive Material	○	○
Toxic Gas	○	○	Flammable Solids	○	○	Toxic	○	○	ORM-D	○	○
									Misc.hazardous Material	○	○
									Radioactive	○	○

TOTAL QTY OF HAZARDOUS MATERIAL | UNIT OF MEASURE

CARRIER | DEST RIS | VALUE FOR CUSTOMS .00

○ PREPAID ○ COLLECT ○ 3rd PARTY | NO.OF PKGS. | TOTAL WEIGHT | UOM Pounds | CARRIER'S B/L NUMBER:

PKGD. BY 00/00/0000 | PKGD. BY

DATE SHIPPED 00/00/0000 | SHIPPING DEPARTMENT AUTHORIZATION

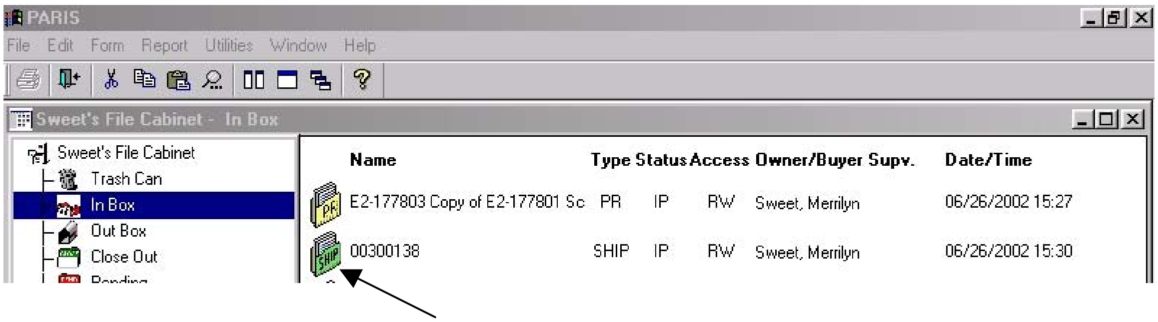
ITEM NO	QTY.	UOM SHIP UOM ORDER	DESCRIPTION (INCLUDE ANL NUMBER AND SERIAL NUMBER)	MARKET VALUE (Required)
1		Each		

ANL-126C (5/93)

New features of the ANL-126, are:

- "Annual Property Renewal" has been added as a "Ship Reason" in the ANL-126 Document. The reason code should be selected to renew "at-home" equipment property records.

8.1.2 There are several different types of Folders



8.1.2.1 Create a Stand-Alone Shipping Order:

- This option will be available to all PARIS Users. Example shown above. A Stand-Alone Shipping order will be used for all types of shipments; i.e., non-procurement related, transfer of material to other locations.
- A Stand-Alone cannot be used to return an item against a PARIS Purchase Order; i.e., wrong item received, Damage, Overage, etc. A Stand-Alone Shipping Order can reference a PARIS Award if the shipment does NOT back-out the receipt of a previously receipted item; i.e., warranty repair.
- A Stand-Alone Shipping Order can be used by an authorized Technical Representative to return a shipment against a BPA (Blanket Purchase Agreement) release, or by an AMOS decentralized user to return a shipment against an AMOS Material Order. The folder can be created from within any Desktop Agenda Folder (Pending, Miscellaneous Folder).

8.1.2.2 Create a Shipping Order within a Purchase Requisition (PR):

- This option will be available to all PARIS Users authorized to create Requisitions. A PR Shipping Order will be used when a PR includes a “Statement of Work” that requests that material/equipment be shipped to the Contractor; i.e., repairs.

- The Shipping Order Folder will be created inside a Purchase Requisition Folder. Any additional routing threads required to route the Shipping Order will be added to the PR routing thread. The Shipping Order will be automatically routed to the Shipping Department upon Award of the Contract by Procurement.

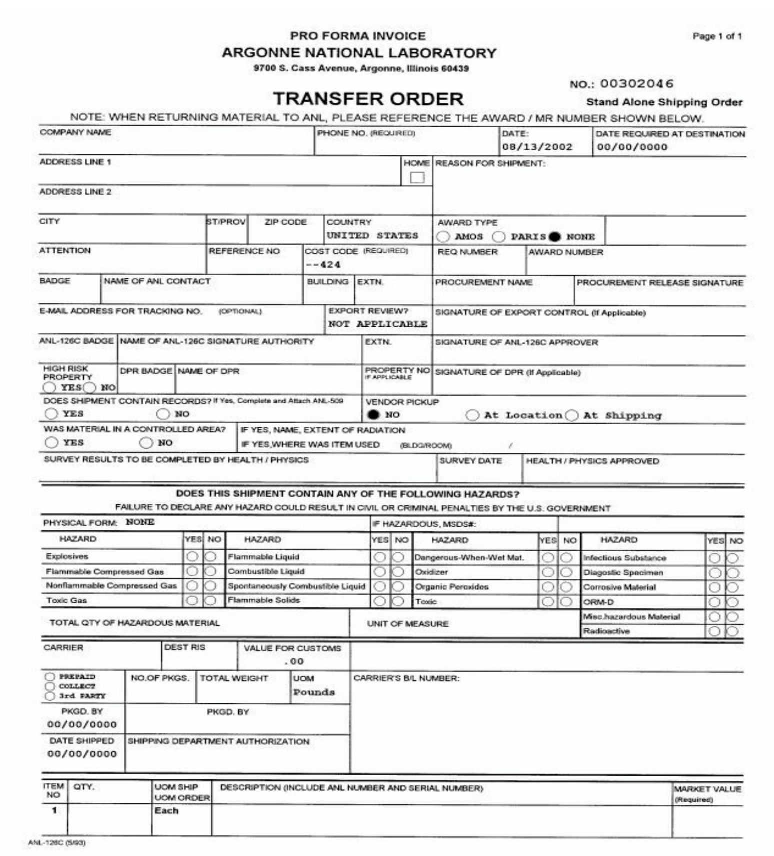
8.1.2.3 Create a Shipping Order against a PARIS/Historical Award:

- This option will be available to Procurement Officials ONLY. A PARIS Award Shipping Order will be used when returning an item that was received against a PARIS Award.

- A Shipping Order created against a PARIS Award automatically backs out the receipt of the item being returned, and will often be tied to a Receiving Material Exception (Damage, Overage, Wrong Material Received). The folder can be created from within any Desktop System Folder (Pending, Award, Procurement Package, Miscellaneous Folder).

- When the Shipping Department approves the Shipping Order, the Receiving Department does not have to back out the original receipt of the item because the system automatically updates the quantity and clears the material exception (10 items received, 1 item returned, system adjusts quantity to 9 received, and exception is cleared). If applicable, this action will put a hold on the payment or allow accounting to issue a credit to the Contractor.

8.2 Shipping and Transfer Order, ANL 126C



PRO FORMA INVOICE
ARGONNE NATIONAL LABORATORY
9700 S. Cass Avenue, Argonne, Illinois 60439
Page 1 of 1
NO.: 00302046
TRANSFER ORDER
Stand Alone Shipping Order
NOTE: WHEN RETURNING MATERIAL TO ANL, PLEASE REFERENCE THE AWARD / MR NUMBER SHOWN BELOW.

COMPANY NAME | PHONE NO. (REQUIRED) | DATE: 08/13/2002 | DATE REQUIRED AT DESTINATION 00/00/0000
ADDRESS LINE 1 | HOME | REASON FOR SHIPMENT:
ADDRESS LINE 2
CITY | ST/PROV | ZIP CODE | COUNTRY UNITED STATES | AWARD TYPE ○ AMOS ○ PARIS ● NONE
ATTENTION | REFERENCE NO | COST CODE (REQUIRED) --424 | REQ NUMBER | AWARD NUMBER
BADGE | NAME OF ANL CONTACT | BUILDING | EXTN. | PROCUREMENT NAME | PROCUREMENT RELEASE SIGNATURE
E-MAIL ADDRESS FOR TRACKING NO. (OPTIONAL) | EXPORT REVIEW? NOT APPLICABLE | SIGNATURE OF EXPORT CONTROL (If Applicable)
ANL-126C BADGE | NAME OF ANL-126C SIGNATURE AUTHORITY | EXTN. | SIGNATURE OF ANL-126C APPROVER
HIGH RISK PROPERTY ○ YES ○ NO | DPR BADGE | NAME OF DPR | PROPERTY NO IF APPLICABLE | SIGNATURE OF DPR (If Applicable)
DOES SHIPMENT CONTAIN RECORDS? If Yes, Complete and Attach ANL-509 ○ YES ○ NO | VENDOR PICKUP ● NO ○ At Location ○ At Shipping
WAS MATERIAL IN A CONTROLLED AREA? ○ YES ○ NO | IF YES, NAME, EXTENT OF RADIATION | IF YES,WHERE WAS ITEM USED (BLDG/ROOM) /
SURVEY RESULTS TO BE COMPLETED BY HEALTH / PHYSICS | SURVEY DATE | HEALTH / PHYSICS APPROVED

DOES THIS SHIPMENT CONTAIN ANY OF THE FOLLOWING HAZARDS?
FAILURE TO DECLARE ANY HAZARD COULD RESULT IN CIVIL OR CRIMINAL PENALTIES BY THE U.S. GOVERNMENT
PHYSICAL FORM: NONE | IF HAZARDOUS, MSDS#:

HAZARD	YES	NO	HAZARD	YES	NO	HAZARD	YES	NO	HAZARD	YES	NO
Explosives	○	○	Flammable Liquid	○	○	Dangerous-When-Wet Mat.	○	○	Infectious Substance	○	○
Flammable Compressed Gas	○	○	Combustible Liquid	○	○	Oxidizer	○	○	Diagostic Specimen	○	○
Nonflammable Compressed Gas	○	○	Spontaneously Combustible Liquid	○	○	Organic Peroxides	○	○	Corrosive Material	○	○
Toxic Gas	○	○	Flammable Solids	○	○	Toxic	○	○	ORM-D	○	○
TOTAL QTY OF HAZARDOUS MATERIAL			UNIT OF MEASURE						Misc.hazardous Material	○	○
									Radioactive	○	○

CARRIER | DEST RIS | VALUE FOR CUSTOMS .00
○ PREPAID ○ COLLECT ○ 3rd PARTY | NO.OF PKGS. | TOTAL WEIGHT | UOM Pounds | CARRIER'S B/L NUMBER:
PKGD. BY 00/00/0000 | PKGD. BY
DATE SHIPPED 00/00/0000 | SHIPPING DEPARTMENT AUTHORIZATION

ITEM NO	QTY.	UOM SHIP UOM ORDER	DESCRIPTION (INCLUDE ANL NUMBER AND SERIAL NUMBER)	MARKET VALUE (Required)
1		Each		

ANL-126C (5/93)

The ANL 126C document will be created in PARIS within a “Shipping Order Folder”.

8.2.1 Difference between a Transfer Order and a Shipping Order

The document will be known as a "Transfer Order" until fully approved by Shipping, at which time it will be re-named "Shipping Order." The two terms (Transfer Order/Shipping Order) are used interchangeably within this procedure. All users should be aware that the document is a "Transfer Order" during on-site routing and the document will automatically be renamed "Shipping Order" upon Shipping Department approval at which time the material will be released from the site and turned over to a carrier. A "Transfer Order" is **NOT** an approved document to transport material off-site.

8.2.2 When do I print a copy and send the Material to Shipping?

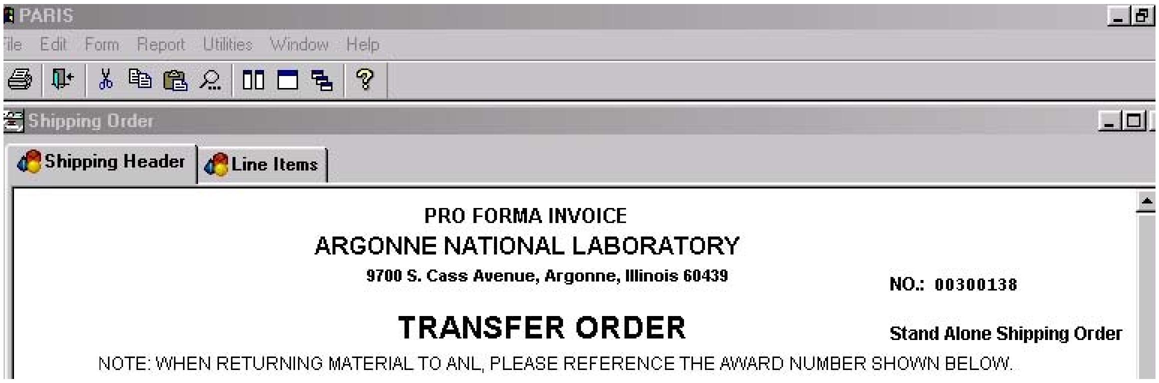
After completion of the ANL 126C document, the creator will "Complete" and "Route" the Shipping Order Folder in the same manner as a Requisition Folder. A copy of the document should be printed, affixed to the material being shipped, and transferred to the Shipping Department. The material transfer should take place before shipping approves the Shipping Order Folder. The Shipping Department will not approve the folder until all of the preparations required for shipment of the material are complete. If the material is dropped off at shipping and the transfer order is not approved within one week, Shipping will notify the requestor that they have one additional week to have the transfer order approved by those remaining on the thread so that Shipping can approve and release the shipment. After that time, the material will be sent back to the requestor. If a transfer order is approved and no material is received by shipping within two weeks of the transfer order approval, the transfer order will be disapproved.

8.2.3 Does the Shipping Order Number Change from Transfer Order to Shipping Order?

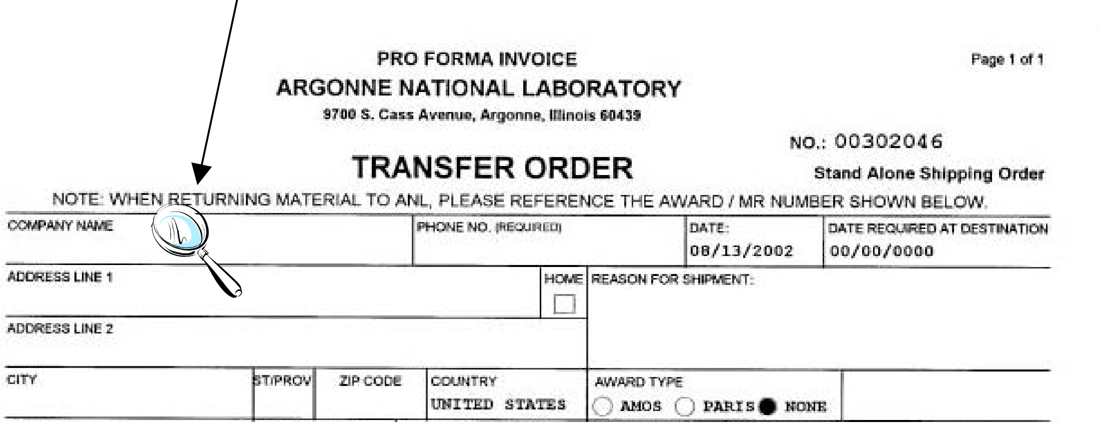
The system will automatically provide a unique sequential Shipping Order Document Number, and its' respective Bar Code. *The Bar Code will only be visible on the final Shipping Document (as printed-out on the hard copy created in Shipping).* The unique sequential Shipping Order number will NOT change during routing or at any time during the transfer process (while the document is identified as a transfer document).

8.3 Completing the Tranfer/Shipping Order Document

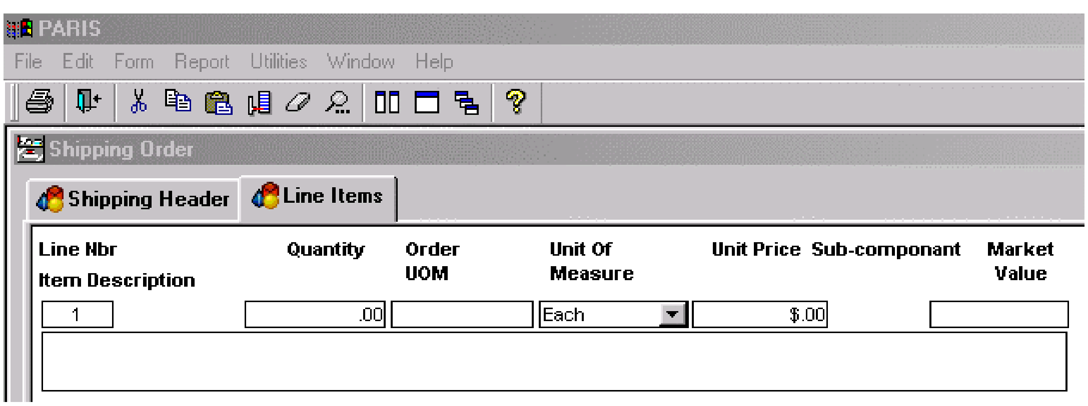
The Document opens to the "Shipping Header" or main parameters. Line Item description is available under the tab titled "Line Item". Each section prints as a separate page.



The Document can be completed by typing in the appropriate information or by using the system look-up menus. Hold the curser over an information box such as "Company Name." If an magnifying glass is displayed a system look-up menu is available. Double click to activate the menu or single click and type in the appropriate information. Typing over the information can change pre-filled information



.Line Item description is available under the tab titled "Line Item".



Line Items Panel

.Any information box that cannot be activated is filled-in by PARIS; i.e., "Name of ANL-126C Signature Authority". Just double-click on the ANL-126C Badge box and select a name, the system will complete the badge number, name, and extension that you have selected.

8.3.1 Completing the Shipping Header

The Document requires the following Information:

- Date (System automatically fills-in the date)

- Date Required at Destination (Mandatory):
  The Date chosen should be the date that you want the material to reach its destination. Allow sufficient time for the approval thread to be completed and allow for adequate time for the carrier to get the material to the destination. Delivery times for the fastest shipments are next day for most domestic air express services and 3 days for international shipments, including those to Canada and Mexico. The longer the lead-time, the lower your transportation costs.

- Company/Address Information:
  Double click in the Company name box and select from a look-up menu. Company Name/address can be entered manually if a system vendor is not selected. Be sure to verify that the address is the correct address. In many cases, the address for the business office is not the correct address. When this happens the address can be manually changed.

  NOTE*: Assumes that the PR parameters have been entered with Contractor/Supplier information. If the Supplier Section of the PR Parameters has not been entered, the Company information section of the Shipping Order will remain blank and can be manually entered or a new supplier can be selected from a database vendor file (just double-click in the box).*

  - If the shipment is to be delivered to a residential address the "Home" checkbox must be checked. Addresses CANNOT be entered as P.O. Box or APO. A full street address, city, country, and postal code are required. For international shipments, the postal code should be entered in the zip/postal code field.

- Carrier Label Restrictions:
  Address lines and City Lines are restricted to 25 characters. The document has fields for two address lines and one city line. The second address line is intended for international shipments. If any of these fields are more than 25 characters, the line will display in red. The name MUST be revised by abbreviating. Do not enter a PO Box or APO on the second address line.

- For Canadian Shipments, use the "State" field to identify Canadian Providences. The "State" Box drop-down menu now includes the abbreviations of all Canadian Providences.

- If you exceed the 25-character restriction, the system will display a reminder message advising that abbreviations are required.
  - When you download a PARIS Vendor file that exceeds the 25 character restriction; or
  - When you close the shipping order document; or
  - The system will "Stop" you from completing the shipping order if the number of characters has NOT been adjusted by order completion.

- **Phone Number** (Mandatory) If the PARIS Supplier file is down-loaded and the files contact information has been entered, the phone number will pre-fill

Note: *International shipments, including those to Canada and Mexico, require an international phone number.*

- **Reference Number** or Contractors' Return Authorization (RMA) Number, if applicable

- **Cost Code** The system will verify that a legitimate cost code has been selected.

- **Badge/Name of ANL Contact/Extension**

The contact person must be someone who is familiar with the Transfer Order. That person may be contacted in the event of questions. When hazardous materials are being shipped, the contact will be listed as the ANL-E Fire Department's point of contact in case of an emergency call from an outside response agency requesting technical information. *NOTE: The Recipient information in the PR will be pre-filled as the Contact person. However, the Contact name can be changed from that of the PR Recipient, if so desired. Double-click to pull up a table of ANL employees.*

- **E-Mail Address for Tracking Number** (Optional*)* If the ANL Contact provides an e-mail address, the Shipping Department will e-mail carrier tracking information to that address.

- **Reason for Shipment** (a drop-down menu will allow you to select the reason as coded in the table below). The "Reason for Shipment" Box contains a data field to enter additional instructions to shipping or a message to the vendor. For shipments being charged to another company's account number, the name of the carrier and the account number should be listed here.

Reason Code	Creator	Mat'l Exception	Type
Hand Carry *	All		All
Loan	All		All
Other (Explain)	All		All
Return of Loan	All		All
Annual Property Renewal***			
Return to Vendor – Damaged	PRO	Yes	**PARIS Awards
Return to Vendor – Erroneous Shipment	PRO	Not Required	**PARIS Awards
Return to Vendor – Overage	PRO	Yes	**PARIS Awards
Return to Vendor – Replacement	PRO	Not Required	**PARIS Awards
Return to Vendor – Return	PRO	Not Required	**PARIS Awards
Warranty Repair	All		All

* ***Note:*** *The Hand Carry Reason Code is to be used if an employee is hand-carrying material off-site; i.e., computer equipment for home use or display items being hand carried to an off-site conference. Before hand carried materials can leave the site, the Shipping Department MUST complete the approval thread. A printed copy of the Shipping Order MUST accompany the material when carried off-site.*

*****Note:*** *A reason code that starts with "Return to Vendor" is only available to Procurement officials, an authorized BPA Call Manager, or to an AMOS Decentralized User. The System will not allow a "Return to Vendor" reason to be processed from within a standalone, or PR Shipping Folder, if selected, the requestor will be given a message to contact Procurement when exiting the document.*

******Note:*** "Annual Property Renewal" has been added as a "Ship Reason" in the ANL-126 Document. The reason code should be selected to renew "at-home" equipment property records.

- **Req Number** If the Shipping Order Folder is created within a PR Folder, the PR Number will automatically fill-in.

- **Award Type (PARIS, AMOS, or NONE Checkbox)** Identify type of Award. When the PARIS or AMOS checkbox is activated, a PARIS Award number or AMOS MR number should be entered in the data field below the checkboxes. If the shipment is NOT against a PARIS order or an AMOS MR, "None" should be activated.

- **AMOS Receipt Correction** This checkbox must be activated to back-out an AMOS receipt when a credit is required. If you do not know if a credit is required, the AMOS Buyer will activate the checkbox.

- **P Card Order** (only used at ANL-West, not visible to ANL-East).

- **Procurement Name** (Can be manually entered by the creator – any folder type) When Procurement creates a PARIS Award Folder or awards a PR that contains a Shipping Folder, the system automatically fills-in the appropriate Buyer name.

- **Procurement Release Signature** When the shipment is related to a Procurement action, and the Procurement Official approves the Shipping Order, the system will automatically fill-in the signature block.

- **Export Reviewed/Signature of Export Control** (if Applicable) For international shipments, Export Control will automatically be added to the routing thread and the "Export Reviewed" box will indicate "Export Review Approve". For domestic shipments, the "Export Reviewed" box will indicate "Export Review Not Required" and export control will not be added to the routing thread.

    - Signature of Export Control *(The system will automatically insert the name of the approver. The approvers name will not appear until after their review and approval.)*

    - *Complete information in this section is especially important when a foreign destination is indicated. All of the key fields, i.e., quantity, unit of measure, unit price, and item description are utilized to perform an Export Control. Incomplete or insufficient information may result in delays of Export Control approval.*

- ***ANL-126*** **Badge/Signature Authority/Extension** An authorized approver can be selected from a list of authorized ANL-126C approvers, just double-click. ANL-East and ANL-West will display their own appropriate lists.

    - Signature of ANL-126C Approver (*The system will automatically insert the name of the approver. The approvers name will not appear until after their review and approval.)*

    - How to be an authorized ANL-126 Approver: To be included in the list of authorized ANL-126 approvers, a user must:

    - ANL-E & ANL-W - Complete a "Request for Signature Authorization" (ANL-38) and submit it to the Chief Operations Office.

    - ANL-E Only - Approvers must have answered "YES" to question D7.4 (Administrative or Management responsibilities) of the "Argonne Job Hazard Questionnaire."

- ANL-E Only - COMING SOON!! The Shipping Department will require that an authorized ANL-126 approver complete an on-line training course. Once implemented, the course must be completed in order to be included in the list of authorized ANL-126 approvers. Shipping will advise when the course is activated.

- **High Risk Property/DPR/Badge/Property Tag/Signature of DPR** (Mandatory) The Shipping Order "High Risk Property" button is now separated from the DPR Badge/Name. When "Yes" is activated, the Division Property Rep. must be added to the form. Double-click in the DPR field to get a list of Authorized Property Representatives. The list will be refreshed daily from the Property System listing of the KARAS Table so that the list remains current with valid PARIS Account DPR's. ANL-East and ANL-West will display their own appropriate lists.

Note 1*:* You may now enter the DPR when the material is NOT a high risk property.

Note 2: Signature of DPR (The system will automatically insert the name of the approver. The approvers name will not appear until after his review and approval.)

- **Does Shipment Contain Records/Yes/No** If "Yes" is activated, the creator must create an ANL-509 Form (Off Site Records Transfer Verification Form) inside the Shipping Folder. The system will not allow you to complete and route the folder until the ANL-509 is completed. The ANL-509 Form can be created within the Shipping Order Folder, just right mouse click on the desktop, select "Document/Forms," then Select "ANL-509".

- **Vendor Pickup**

Note: The default is set for "No"

  - **At Location** Activate the button when the Vendor will pickup the shipment at a location other than the Shipping Department. IT IS MANDATORY that the Shipping Order Folder be "routed to" and "approved by" the Shipping Department before the material can be turned over to the Vendor/Carrier for release from the site and shipment off-site. It should be noted that prior to Shipping Approval the document is not a "Shipping Order," it is a "Transfer Order" (internal use only for on-site movement of materials). Upon approval, an e-mail notification will be sent to advise that the ANL-126 has been approved. After Shipping's approval, the creator can print the shipping order and give a copy to the Vendor for shipment off-site.

- **At Shipping** Activate the button when the return authorization provided by the Contractor requires that the Shipping Department hold the material for pick-up by an authorized Carrier or Vendor-owned truck.

- **Was Material in a Controlled Area** – *Health*/Physics Review (includes Boxes for Extent of Radiation, Where was item used (Bldg/Room), Survey Results, Survey Date, and Health/Physics Approved Boxes)

  - **ANL-West**: Mandatory Requirement, must select "Yes" or "No". If the question "Was Material in a Controlled Area," is marked "Yes", the creator must enter a green tag number. Health/Physics review not required.

  - **ANL-East:** Mandatory Requirement, must select "Yes" or "No". If the question "Was Material in a Controlled Area?" is marked "Yes", a Heath/Physics Approver will be automatically added to the thread. A list of Health/Physics Approvers will be displayed when the Creator routes the Shipping Order. The Creator will be required to pick a Health Physics Approver from the List. The Health/Physics Approver will be able to review and/or complete the remaining Health/Physics boxes; i.e., "Extent of radiation", "Where was item used", "Survey results", and "Survey date". The Health/Physics Approver's name will be automatically filled-in by the system when Health/Physics approves the shipping order.

  - **Signature of Health/Physics Approved:** The system will automatically insert the name of the approver. The approvers name will not appear until after their review and approval.

- **Declaration of Hazards contained in the Shipment** (Field for "Does This Shipment Contain any of the Following Hazards" and all associated checkboxes). Any material that is classified as a hazardous material by the Department of Transportation must be indicated in this area.

Note: Failure to declare a hazard may result in fines and incarceration.

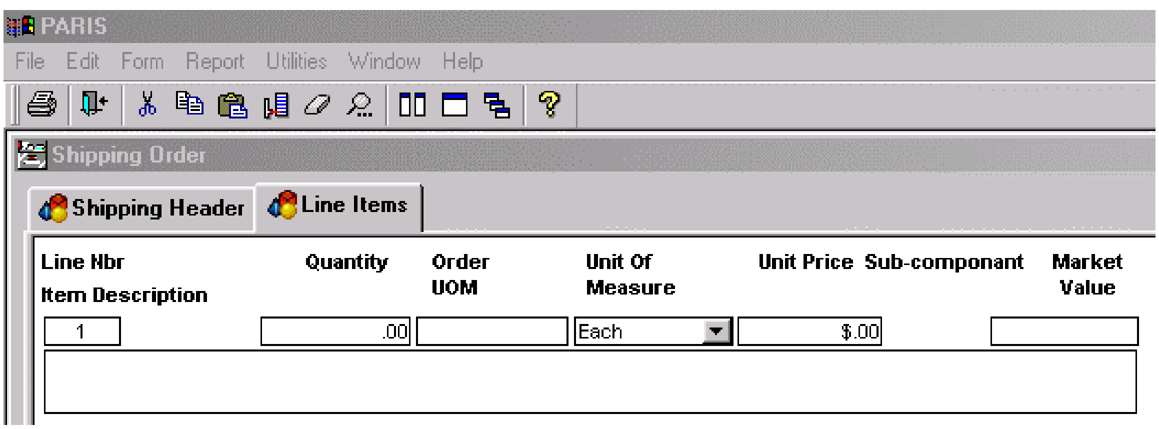
  - **ANL-EAST**: Each *Hazard listed must be answered with "Yes" or "No". If "Yes" is selected, the system will prompt the user to attach, if needed, an MSDS document. An MSDS document could be added to the Shipping Order Folder as an "external attachment" upon completion of the Shipping Order Document. (see the PARIS Help File on how to add a external document). A pop-up message will remind the requestor that an MSDS must be included on the package when transferred to the Shipping Department in Building 46. If you are unsure as to the proper classification of the material you should contact the Shipping Department or Traffic Manager for assistance. The physical form and total quantity of material must be filled in.*

- o **ANL-West:** If a*ny hazard is marked "Yes", an MSDS number must be provided in the appropriate box. ANL-West does not require that an MSDS document be added to the folder. The West Shipping Order Document has an option box (not available to East) to activate when no Hazard is Present. When selected, the system automatically pre-fills all of the Hazard selections as "NO".*

8.3.2 Completing the Line Item Panel

- All information regarding the material being shipped is to be addressed in this section.
- The fields to be addressed are:
  - o Quantity,
  - o Unit of measure,
  - o Unit price, and
  - o Item description.

The creator must complete all information fields. The system displays one line item; however, additional line items can be added by selecting "Append" from the PARIS Tool Bar. When a Shipping Order is created against a PARIS Award (only available to procurement), the system will activate a list of award line items; and the appropriate line(s) can be selected for return.



Additional line items cannot be added to a PARIS Award Shipping Order. If Receiving has created a material exception, only the items displayed in the material exception will be available for selection. Additional line items can be added by selecting "Append" from the PARIS Tool Bar.

NOTE: *Complete information in this section is especially important when a foreign destination is indicated. All of the key fields, i.e., quantity, unit of measure, unit price,* *and item description are utilized to perform an Export Control. Incomplete or insufficient information may result in delays of Export Control approval.*

- Item Nbr: The System automatically enters the Shipping Order Line # (sequential).

- Award #: When a Shipping Order is created against a PARIS Award, the award line item number will be displayed.

- Quantity: The quantity of the item(s) being shipped should be entered.

  PARIS Award Shipping Orders: When the list of award line items is displayed, the award quantity is provided, and the Buyer must enter the quantity being returned (10 items purchased, 2 items returned). Once the line items are selected and the return quantity entered, the system will automatically download the information into the line item parameters.

- Order Uof M: he “Unit of Measure” of the item at time of award (Each, Box, Package, etc.)

  PARIS Award Shipping Orders: When the list of award line items is displayed, the award U of M is provided, and the Buyer must enter the U f that is being returned. If a partial U of M is to be returned, evaluation of the Unit of Measure is necessary (next field). If one box of 100 capacitors has been ordered, and 25 are being returned, the award quantity can not be 1 box. The Buyer will have to calculate the amount to be returned as 25 % (0.25)

- **Unit of Measure:** The “Unit of Measure” of the item being returned under this shipping order.

- **Unit Price:** The cost or approximate value of the material being returned

- **Market Value:** The system will calculate the total value (quantity X’s unit price)

- **Sub-Component:** Only visible for reason codes that cover “Return to Vendor” and “Replacement”, and should be activated to indicate that a part of an item is being returned; for example, 1 computer system was ordered (UoM is each), and the item being returned is a network card (a component of the system).

- **Item Description:** A complete information identifying the material, including, manufacturer, model number, and serial number, if applicable.

8.4 Routing The Shipping Order

8.4.1 Who Completes and Routes the Shipping Order?

The Creator/Requestor is responsible for the "COMPLETE" and *"*ROUTE" function, including those PARIS Award Shipping Orders that are created by Procurement. When Procurement creates the PARIS Award Shipping Order, the Procurement Official will "*TRANSFER"* it to the Requestor to complete and Route.

8.4.2 Can approvers in the routing process add or change information on the Documents?

A Shipping Order Folder is routed in Read-Write mode with the exception of the PARIS Award Shipping Order, which will contain fields that are Read-Only. Those fields will be Procurement related info only (Contractor, PO #, line item information), all other fields in the document will remain in Read-Write mode.

8.4.3 How are the Threads activated?

- **Division Threads:** The shipping order may differ from that of a requisition, for internal division routing there is an option to select the existing "Approved System Thread" or create a new system thread. To create a new system thread, select the "Create System Thread" button. The system will generate the list of division approvers that is activated from the mandatory requirements delegated by the completion of the Shipping Order Document. You (the person performing the complete, route function) will be the first approver on the thread; any additional approvers can be added into the thread chain as required by your internal approval requirements.

- **Shipping Approval Threads:** The Shipping Order Document activates the approvals required by Laboratory Policies and automatically adds them to the thread; i.e., ANL-126 Authority, DPR, Export Control, Health Physics, etc. The respective badge number, approver name, and approval date will be captured in the system thread and tracking log. Once approval has been completed, the approvers name will automatically fill-in on the Document form.

8.4.4 How do I route a Shipping Order that is created inside a Purchase Requisition?

If a Shipping Order is created inside a PR, the thread for the shipping order document requirements will be added to the Requisition's routing thread. The Shipping Order Approvers will be inserted after the financial authorities of the PR. The Buyer will be the last Approver to review the document before it is routed to Shipping for the final approval.

8.4.4.1 The routing thread will build in the following order:

- Division Thread, if applicable (similar to that selected for a PR)
- ANL-126C Signature Authority, Mandatory
- Export Control, if applicable
- DPR for High Risk Property, if applicable
- Health Physics Approver (ANL EAST ONLY), if applicable
- Procurement Official, if applicable (if a PARIS Award number has been entered). **Note**: When Procurement creates the Shipping Folder (PARIS Award), Procurement will be the first approver.
- Shipping Department, Mandatory

8.5 Automatic Updates to the Receiving System (PARIS Awards only)

The system will automatically create a return in the Receiving System, adjust the quantity originally received, and clear the Receiving Material Exception. The adjustment is made upon approval of the Shipping Order by the Shipping Department, all without manual intervention or tracking during the process

8.6 Shipping Department Approval

- The Shipping Department will complete the carrier information and approve the shipping Folder.

- After Approval of the Shipping Order, the Shipping Department will print the document and secure it to the package being shipped.

8.7 System Generated E-Mail Notifications

- Notice to Shipping - Stand-Alone & PARIS Award Shipping Folders: An e-mail message will be automatically sent to the shipping department when the Requestor completes and routes the shipping order folder.

- Notice to Shipping - PR Shipping Folders: An e-mail message will be automatically sent to the shipping department when the Requestor completes and routes the PR Folder.

- The current system e-mail notice that advises an approver that he has a requisition in PARIS to approve will include a notification that that Requisition Package includes the existence of a shipping document that will also need to be reviewed and approved. Approval of the Requisition package automatically includes approval of the shipping document.

- **Notice to Creator (All Shipping Order Folders):** An e-mail message will be automatically sent from Shipping to the Creator, when the Shipping Department Approves the Shipping Order Folder.

8.8 Search Utilities and Copies

- **View a Copy:** The shipping order Folder can be viewed at any time during the routing and shipping process. From the PARIS Toolbar select:
  - "Utilities," from the pull-down menu select "Search for Shipping Orders." A dialog box will be activated requesting the search parameters. The system will search by PR Number, Award Number or Shipping Order Number.
  - By selecting the action, "Open Item on Your Desk Top," and double clicking on the item list from the search, the system will interrogate your desktop and open the shipping Folder.
  - By selecting the "Get Read Only Access," and double clicking on the item list from the search, a read only view will be brought in the VIEWS Folder. The user can open and look at the shipping order or create a printable image and print it.

Note: Remember to drag and drop the View Only copy from the Views Folder, to your trash Folder, and empty the trash, as soon as you are done viewing the shipping Folder.

- Creator/Approver Copy:
  - The system will automatically leave a copy for the creator (person performing the complete, route function).
  - The system will automatically leave a copy for an approver (person in the routing thread whose role is to review and approve) if the shipping order has been moved from the "In Box" to another folder prior to approval. A copy will be retained in the "System/Miscellaneous Folder). If approved or routed from within the "In Box", a copy will not be retained.

- **Automatic Copies:** A copy of a PARIS Award Shipping Order or a PR Shipping Order will be automatically stored in the Executed Folder of the Award. Any user can view an Award Folder by selecting "Search for Reqs/Awards" from the toolbar Utilities Menu.

- **When is Copy Stored in Executed Folder?**
  - PR Shipping Order is automatically stored upon award of the Purchase Order. If the PR results in an award that is a Modification or Task Order, the system

will automatically store the copy in the "Executed Folder" of the original Award, never in the "Executed Folder" of the Mod or Task Order.

- PARIS AWARD Transfer Orders will be "transferred" (not routed) by Procurement to the Requestor, who will perform the complete/route function. Once the Transfer Order has been activated by the complete/route function, a copy will be automatically stored in the executed Folder of the award.

- The Award copy (stored in the Executed Folder) will always contain the most current information. Any information added by an approver will be immediately visible to all viewers. However, the Freight information that is entered by Shipping will not be visible until the document has been fully approved by Shipping.

Chapter 9 Appendices:

Appendix A: Requisition Routing Business Rules - East

Revised 11/23/2004

Specific Requirement or Type of Purchase	Rule	Category Code	Internal	External Approval	Primary (Backup) Approver
A & E (Architect-Engineering) Services	PR type, Category	C211		PFS-FEC	Boehlen (Logue)
After-the-Fact Procurements			ALD		
Audible Warning Signal Devices	Category	6350		PFS-FP&CS	Winner
Aviation: Charter Aircraft	Category	1510		PFS-FP&CS	Boehlen
Bio-Hazards/Medical Waste	Category	6840	Divisional ESH	EQO-IH	Van Gorp
Budget Office Review	total PR $			OCF-BUD	Blogg
Card Reader Technology (see Locks and Keys)	Category	5315		SEC-Lock Shop	Ferrazzi
Cellular Phones	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Chemicals	PR check box		Divisional ESH		
Classes (on or off site)	Category	U099		HR	Robinson
Classified Documents	PR check box			SEC	Metta/Berglund
Communications Devices (see also Telephones)	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Computing Resources > $25K	obsolete 12/16/99				
Computers	Category	7010		OPS,ADP	Buonomo (Dust)
Construction Services	PR type, Category	Y999		PFS-FP&CS, PFS-FEC	Taibl, Boehlen (Logue)
Consultants (see also Individuals)	Category	R499		HR	Bottino (Griparis)
Cost Code(s) To Be Assigned	task = TBA			OCF-ACT	O'Connor (Parini)
Cost Code for General Purpose Equipment (GPE)	task = 49999			PFS-SP	Pagel (Malhotra)
Cranes, Hoisting & Lifting Equipment	Category	3940		PFS-Safety Group	Hennebry (Benkert)
Cranes, Hoisting & Lifting Operator Training	Category	U089		PFS-Safety Group	Hennebry (Benkert)
Ethyl Alcohol (Legal Issues)	Category	8965		Legal	Wojciechowski

Requisition Routing Business Rules – EAST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Explosives, Pyrotechnics	Category	1145		EQO-SPC, SEC	Dely, Metta (Mickulas)
Export to Foreign Country or National	PR Foreign Address			SCD-SSP Export Control	Kolsto, E
Fabrications and Machining	Category	3408		PFS-Central Shops	Sleeth
Fasteners			Divisional QAR		
Firearms or Ammunition	Category	1095, 1395		EQO-SPC, SEC	Dely, Metta (Mickulas)
Fire Estinguishers	Category	4210		PFS-FP&CS	Veerman (Tess)
Flammable/Combustible Storage Units			Divisional ESH	PFS-FP&CS, EQO-SPC	Veerman, Dely
Foreign Ownership Control or Influence	PR check box			SEC	Metta (Mickulas)
High Risk Labor	PR check box		Divisional ISM	PFS-FP&CS	Taibl (McGhee)
High Risk Property	PR check box			OCF-PPIM	Frankowski (Martello)
Hoisting, Rigging, Slings, Block&Tackle (see Cranes)	Category	3940		PFS-Safety Group	Hennebry (Benkert)
Human Subject Research	PR check box			EQO-IH (ANL/IRB)	Van Gorp
Individuals - former ANL employees	Category	R499		HR	Bottino (Griparis)
Individuals - work performed in other divisions	Category	R499		HR	Bottino (Griparis)
Individuals - collective bargain agreements	Category	R499		HR	Bottino (Griparis)
Institutional Review Board (IRB)					
Internet Domain Registration				HR OPS-Legal	
Journal Subscriptions	Category	7630		IPD-TIS	Razo (Woell)
Laser Light Sources	Category	5850		EQO-IH	Murdoch (Woodring)
Locks and Keys	Category	5315		SEC-Lock Shop	Ferrazzi
Low or Moderate Risk Labor	PR check box		Divisional ISM		

Requisition Routing Business Rules – EAST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Machine Tools			Divisional QAR	EQO-SPC	Dely
Make-or-Buy Acquisitions			Division Office	COO	
Medical Supplies and Equipment	Category	6515		HR-MED	Park
Networking Resources > $25K	obsolete 12/16/99				
Nuclear Materials	PR check box,Category	1140		OSS-PIM, EQO-SPC	Lang (Shore)
Offsite Labor	PR check box		Divisional ISM	EQO FP & CS	Taibl (McGhee)
Onsite Labor, Installations (based on risk level)	PR check box		Divisional ISM	EQO-FP&CS	Taibl (McGhee)
Organizational Conflicts of Interest	PR check box			Procurement	
Overseas Reactors (Export Control)	PR check box			SCD	Kolsto
Paper Cutters			Divisional ESH		
Personal Protection Equipment/ Supplies(Radiation)	Category	5860	Divisional ESH	EQO-SPC	Murdoch (Baker)
Pesticides, Herbicides, Disinfectants (Bio-Hazards)	Category	6840	Divisional ESH	EQO-IH	Van Gorp
Photocopy Equipment	Category	3610		IPD-MED	Bennett
Precious Metals	Category	9545		OCF-PPIM	Frankowski (Martello)
Printing	Category	T011		IPD-MED	Bennett
Printing Equipment	Category	T011		IPD-MED	Bennett
Publications	Category	7610		IPD-TIS	Razo (Woell)
Radiant Heaters			Divisional ESH	PFS-FP&CS	Veerman
Radiation Devices, Supplies	Category	5860	Divisional ESH	EQO-SPC	Murdoch (Baker)
Radio Frequency Emitting Devices, TV Equipment	Category	5820		ECT-COM	Omiecinski (Zimmerman)
Reactor Metals (see Nuclear Materials)	Category	1140		SCD-PIM	Lang (Shore)

Requisition Routing Business Rules – EAST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Repair of Contaminated Containers (see Radiation)	Category	5860		EQO-SPC	Murdoch (Baker)
Respirators	Category	4241		EQO-IH, SCD-PIM	Juscius, Lang (Labno)
Safety Shoes or Glasses (special needs)	Category	8415		HR-MED	Park
Scaffolds			Divisional ESH	PFS-FP&CS	Taibl (Heckler)
Seminars on site or off site (see Classes)	Category	U099		HR	Quinn (Robinson)
Service Work (on site or off site, based on risk level)	PR check box		Divisional ISM	PFS-FP&CS	Taibl (Heckler)
Shipping Containers Radioactive Materials	Category	1140		SCD-PIM	Lang (Shore)
Site Beautification (Landscaping)	Category	S208		PFS-FEC, PFS-SS	Vanderwall, Markwenas
Suspect and/or Counterfeit Parts			Divisional QAR		
Telecommunications Devices	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Telephones (pagers)	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Tools			Divisional QAR	PFS-FP&CS	McGhee (Heckler)
Trailers			Divisional QAR		
Unallowable Items (as per list)			Division Office	OCF-ACT	
Vehicle Rentals	Category	W025		OCF-ACT	Crowley
Vehicles and Materials Handling Equipment	Category	2310		PFS-VM, EQO-CFFP	Uppal, Barrett
Waste Treatment & Disposal (Hazardous)	Category	S222		PFS-WMO	Rock
Watercraft			Divisional ESH		

Appendix B: Requisition Routing Business Rules - West

Revised 06/21/2004

Specific Requirement or Type of Purchase	Rule	Category Code	Internal	External Approval	Primary (Backup) Approver
A & E (Architect-Engineering) Services	PR type, Category	C211		N/A	
After-the-Fact Procurements			ALD		
Audible Warning Signal Devices	Category	6350		RPS - RFS	Nelson, R (Nielsen, D)
Aviation: Charter Aircraft	Category	1510		SSEP	
Bio-Hazards/Medical Waste	Category	6840		RPS - RFS	Havlovick (Rubick, R)
Budget Office Review	total PR $			OCF-BUD	Blogg
Card Reader Technology (see Locks and Keys)	Category	5315		Security	Burnham (Wartchow)
Chemicals	PR check box	6810		RPS - RFS	Havlovick (Rubick, R)
Classes (on or off site)	Category	U099		HR	Taylor, L (Brooks, T)
Classified Documents	PR check box			Security	Walker R (French)
Communications Devices (see also Telephones)	Category	5805		IS	Staffon (Cawley)
Computing Resources	Category	7010 - 7050		IS	Staffon (Fernandez, Killpack)
Construction Services	PR type, Category	Y999		CM	Inskeep (Wray, R)
Construction Services	PR type, Category	Y999		RPS - RFS	Nielsen, D (Nelson, R)
Consultants (see also Individuals)	Category	R499		HR	Taylor, L (Brooks, T)
Cost Code(s) To Be Assigned	task = TBA			OCF-ACT	O'Connor (Parini)
Cost Code for General Purpose Equipment (GPE)	task = 49999			N/A	N/A
Electronic Equipment Repairs	Category	J059, J070		OD	Jones (Pfannenstiel)
Ethyl Alcohol (Legal Issues)	Category	8965		Legal	Wojciechowski
Ethyl Alcohol (Safety Issues)	Category	8965		RPS - RFS	Havlovick (Rubick, R)

Requisition Routing Business Rules - WEST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Explosives, Pyrotechnics	Category	1145		Security	Burnham (Wartchow)
Explosives, Pyrotechnics	Category	1145		RPS - RFS	Nielsen, D (Nelson, R)
Export to Foreign Country or National	PR Foreign Address			OSS-SSP - Export Control	Krekel, D
Fabrications and Machining	Category	3408		ED - MS	Wartchow (Jorgensen)
Fasteners			Divisional QAR		
Firearms or Ammunition	Category	1095, 1395		Security	Burnham (Wartchow)
Firearms or Ammunition	Category	1095, 1395		RPS - RFS	Nielsen, D (Nelson, R)
Fire Estinguishers	Category	4210		RPS - RFS	Nelson, R (Cawley, P)
Flammable/Combustible Storage Units			Divisional QAR		
Foreign Ownership Control or Influence	PR check box			Security	Rapp (Walker R)
High Risk Labor (see Onsite Labor)	PR check box			CM	Inskeep (Wray, R)
High Risk Labor (see Onsite Labor)	PR check box			RPS - RFS	Nielsen, D (Nelson, R)
High Risk Property	PR check box			RPS - Property	Walker R
Hoisting, Rigging, Slings, Block&Tackle, Cranes	Category	3940, U089		Hoists/Rigging	Russell (Nielsen, D)
Human Subject Research	PR check box			EQO-IH (ANL/IRB)	Van Gorp
Individuals - former ANL employees	Category	R499		HR	Taylor, L (Brooks, T)
Individuals - work performed in other divisions	Category	R499		HR	Taylor, L (Brooks, T)
Individuals - collective bargain agreements	Category	R499		HR	Taylor, L (Brooks, T)
Internet Domain Registration				HR OPS-Legal	
Journal Subscriptions	Category	7630		VMS	Klingler
Laser Light Sources	Category	5850		RPS - RFS	Havlovick (Rubick R)
Locks and Keys	Category	5315		Security	Burnham (Wartchow)

Requisition Routing Business Rules - WEST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Low or Moderate Risk Labor (see Onsite Labor)	PR check box			CM	Inskeep (Wray, R)
Low or Moderate Risk Labor (see Onsite Labor)	PR check box			RPS - RFS	Nielsen, D (Nelson, R)
Machine Tools					
Make-or-Buy Acquisitions			Divisional QAR		
Medical Supplies and Equipment	Category	6515	Divisional QAR	HR-MED	Taylor, L (Brooks, T)
Networking Resources	Category	5915		IS	Staffon (Killpack)
Nuclear Material	PR check box,Category	1140		SSEP	Haga (Moedl, K.
Nuclear Material	PR check box,Category	1140		RPS - RFS	Kirschner (Burke, L)
Offsite Labor	PR check box				
Onsite Labor, Installations	PR check box			CM	Inskeep (Wray, R)
Onsite Labor, Installations	PR check box			RPS - RFS	Nielsen, D (Nelson, R)
Organizational Conflicts of Interest	PR check box			Procurement	
Overseas Reactors (Export Control)	PR check box			Export Control	Krekel
Paper Cutters				N/A	
Personal Protection Equipment/ Supplies(Radiation)	Category	5860		RPS - RFS	Thalgott (Burke, L)
Pesticides, Herbicides, Disinfectants (Bio-Hazards)	Category	6840		RPS - RFS	Havlovick (Rubick, R)
Photocopy Equipment	Category	3610		VMS	Klingler
Precious Metals	Category	9545		SSEP	Powell (Moedl, K.)
Printing	Category	T011		VMS	Klingler
Printing Equipment	Category	T011		VMS	Klingler
Publications	Category	7610		VMS	Klingler
Radiant Heaters			Divisional ESH	RPS - RFS	Nelson, R (Nielsen, D)
Radiation Devices, Supplies	Category	5860		RPS - RFS	Thalgott (Burke, L)
Radio Frequency Emitting Devices	Category	5820		Security	Burnham (Marshall)

Requisition Routing Business Rules - WEST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Reactor Metals (see Nuclear Materials)	Category	1140		SSEP	Powell (Wright)
Reactor Metals (see Nuclear Materials)	Category	1140		RPS - RFS	Thalgott (Burke, L)
Repair of Contaminated Containers	Category	5860		RPS - RFS	Thalgott (Burke, L)
Respirators	Category	4241		RPS - RFS	Rubick, R (Thalgott)
Safety and Rescue	Category	4240		RPS – RFS	Kirschner, D (Nielsen, D)
Safety Shoes or Glasses (special needs)	Category	8415		RPS - RFS	Nelson, R (Nielsen, D)
Scaffolds				RPS - RFS	Nielsen, D (Nelson, R)
Seminars on site or off site (see Classes)	Category	U099		HR	Taylor, L (Brooks, T)
Service Work (on site or off site)	PR check box			CM	Inskeep (Wray, R)
Service Work (on site or off site)	PR check box			RPS - RFS	Nielsen, D (Nelson, R)
Shipping Containers Radioactive Materials	Category	1140		SSEP	Darrington (Moedl, K)
Shipping Containers Radioactive Materials	Category	1140		RPS - RFS	Thalgott (Burke, L)
Site Beautification (Landscaping)	Category	S208		PS	Shiosaki, H (Larsen, J)
Suspect and/or Counterfeit Parts			Divisional QAR		
Telecommunications Devices	Category	5805		IS	Staffon (Cawley)
Telephones (cellular, pagers)	Category	5805		IS	Staffon (Cawley)
Tools			Divisional QAR		
Trailers			Divisional QAR		
Unallowable Items (as per list)			Divisional QAR	OCF-ACT	
Vehicle Rentals	Category	W025		Supply	Walker, N
Vehicles and Materials Handling Equipment	Category	2310		SSEP	Kingler

Requisition Routing Business Rules - WEST (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Waste Treatment & Disposal (Hazardous)	Category	S222		RPS - RFS	Collins, A (Watson, R)
Watercraft			Divisional ESH		

Appendix C: Requisition Routing Business Rules - APS

Revised 11/23/2004

Specific Requirement or Type of Purchase	Rule	Category Code	Internal	External Approval	Primary (Backup) Approver
A& E (Architect-Engineering) Services	PR type, Category	C211		APS-AOD	Janik
After-the-Fact Procurements			ALD		
Audible Warning Signal Devices	Category	6350		PFS-FP&CS	Winner
Aviation: Charter Aircraft	Category	1510		APS-AOD	Hislop
Bio-Hazards / Medical Waste	Category	6840	Divisional ESH	EQO-IH	Van Gorp
Budget Office Review	total PR $			OCF-BUD	Blogg
Card Reader Technology (see Locks and Keys)	Category	5315		SEC-Lock Shop	Ferrazzi
Cellular Phones	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Chemicals	PR check box		Divisional ESH		
Classes (on or off site)	Category	U099		HR	Robinson
Classified Documents	PR check box			SEC	Metta/Berglund
Communications Devices (see also Telephones)	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Computing Resources > $25K	obsolete 12/16/99				
Construction Services	PR type, Category PR type, Category	Y999		APS-AOD	Janik
Consultants (see also Individuals)	Category	R499		HR	Bottino (Griparis)
Cost Code(s) To Be Assigned	task = TBA			OCF-ACT	O'Connor (Parini)
Cost Code for General Purpose Equipment (GPE)	task = 49999			PFS-SP	Pagel (Malhotra)
Cranes, Hoisting & Lifting Equipment	Category	3940		PFS-Safety Group	Hennebry (Benkert)
Cranes, Hoisting & Lifting Operator Training	Category	U089		PFS-Safety Group	Hennebry (Benkert)
Ethyl Alcohol	Category	8965		Legal	Wojciechowski

Requisition Routing Business Rules - APS (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Explosives, Pyrotechnics	Category	1145		EQO-SPC, SEC	Dely, Metta (Mickulas)
Export to Foreign Country or National	PR Foreign Address			SCD-SSP - Export Control	Kolsto
Fabrications and Machining	Category	3408		APS-AOD	DePaolo (PRO-EAST/APS)
Fasteners			Divisional QAR		
Firearms or Ammunition	Category	1095, 1395		EQO-SPC, SEC	Dely, Metta (Mickulas)
Fire Estinguishers	Category	4210		PFS-FP&CS	Veerman (Tess)
Flammable/Combustible Storage Units			Divisional ESH	PFS-FP&CS, EQO-SPC	Veerman, Dely
Foreign Ownership Control or Influence	PR check box			SEC	Metta (Mickulas)
High Risk Labor	PR check box		Divisional ISM	APS-AOD	Hislop
High Risk Property	PR check box			OCF-PPIM	Frankowski (Martello)
Hoisting, Rigging, Slings, Block&Tackle (see Cranes)	Category	3940		PFS-Safety Group	Benkert (Hennebry)
Human Subject Research	PR check box			EQO-IH (ANL/IRB)	Van Gorp
Individuals - former ANL employees	Category	R499		HR	Bottino (Griparis)
Individuals - work performed in other divisions	Category	R499		HR	Bottino (Griparis)
Individuals - collective bargain agreements	Category	R499		HR	Bottino (Griparis)
Internet Domain Registration				HR OPS-Legal	
Journal Subscriptions	Category	7630		IPD-TIS	Razo (Woell)
Laser Light Sources	Category	5850		EQO-IH	Murdoch (Woodring)
Locks and Keys	Category	5315		SEC-Lock Shop	Ferrazzi
Low or Moderate Risk Labor	PR check box		Divisional ISM		
Machine Tools			Divisional QAR	EQO-SPC	Dely
Make-or-Buy Acquisitions			Division Office	COO	

Requisition Routing Business Rules - APS (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Medical Supplies and Equipment	Category	6515		HR-MED	Park
Networking Resources > $25K	Obsolete 12/16/99				
Nuclear Materials	PR check box, Category	1140		SCD-PIM, EQO-SPC	Lang (Shore)
Offsite Labor	PR check box		Divisional ISM	EQO FP & CS	Taibl (McGhee)
Onsite Labor, Installations	PR check box		Divisional ESH	APS-AOD	Hislop
Organizational Conflicts of Interest	PR check box			Procurement	
Overseas Reactors (see also Export)	PR check box			SCD	Kolsto
Paper Cutters			Divisional ESH		
Personal Protection Equipment/ Supplies(Radiation)	Category	5860	Divisional ESH	EQO-SPC	Murdoch
Pesticides and Herbicides	Category	6840	Divisional ESH	EQO-IHS	Van Gorp
Photocopy Equipment	Category	3610		IPD-MED	Bennett
Precious Metals	Category	9545		OCF-PPIM	Frankowski (Martello)
Printing	Category	T011		IPD-MED	Bennett
Printing Equipment	Category	T011		IPD-MED	Bennett
Publications	Category	7610		IPD-TIS	Razo (Woell)
Radiant Heaters			Divisional ESH	PFS-FP&CS	Veerman
Radiation Devices, Supplies	Category	5860	Divisional ESH	EQO-SPC	Robinet
Radio Frequency Emitting Devices	Category	5820		ECT-COM	Omiecinski (Zimmerman)
Reactor Metals (see Nuclear Materials)	Category	1140		SCD-PIM	Lang (Shore)
Repair of Contaminated Containers (see Radiation)	Category	5860		EQO-SPC	Murdoch (Baker)
Respirators	Category	4241		EQO-IH, SCD-PIM	Juscius, Lang (Labno)
Safety Shoes or Glasses (special needs)	Category	8415		HR-MED	Park
Scaffolds			Divisional ESH	APS-AOD	Hislop

Requisition Routing Business Rules - APS (Cont.)					
Specific Requirement or Type of Purchase	**Rule**	**Category Code**	**Internal**	**External Approval**	**Primary (Backup) Approver**
Seminars on site or off site (see Classes)	Category	U099		HR	Quinn (Robinson)
Service Work (on site or off site)	PR check box			APS-AOD	Hislop
Shipping Containers Radioactive Materials	Category	1140		SCD-PIM	Lang (Shore)
Site Beautification (Landscaping)	Category	S208		PFS-FEC, PFS-SS	Vanderwall, Markwenas
Suspect and/or Counterfeit Parts			Divisional QAR		
Telecommunications Devices	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Telephones (pagers)	Category	5805		ECT-COM	Omiecinski (Zimmerman)
Tools			Divisional QAR	APS-AOD	Hislop
Trailers			Divisional QAR		
Unallowable Items (as per list)			Division Office	OCF-ACT	
Vehicle Rentals	Category	W025		OCF-ACT	Crowley
Vehicles and Materials Handling Equipment	Category	2310		PFS-VM, EQO-CFFP	Uppal, Barrett
Waste Treatment & Disposal (Hazardous)	Category	S222		PFS-WMO	Rock
Watercraft			Divisional ESH		

Appendix Q: Identifying the status of work

Appendix X: MacIntosh Client Installation for PARIS, as of September, 2002
(http://www.ocf.anl.gov/citrix.htm)

Macintosh Client Installation for PARIS and AMOS

I. Client Installation

1. **Open a browser and download the Macintosh Client Installation software: Citrix ICA Client 3.0.**

2. **Use the ICA Client Editor to create and edit connection files. Connection files contain configuration options that define the attributes of the ICA sessions that can run on Citrix servers. Double click the Citrix ICA Client Editor icon in your ICA Macintosh Client installation directory.**

Then setup the following parameters:

- **Choose Options from menu bar, Default Setting, Windows set the resolution to 800x600**

- **Choose Options from menu bar, Default Setting, Server Location Address, type in the server name: farm3.ocf.anl.gov.**

II. Connect to Citrix Server

1. **In your installation folder, double-click the Citrix ICA Client Editor icon. The Citrix ICA Client Editor dialog box appears with the Network Connection page selected.**

2. **Click Published application and select the published application name " Paris Desktop" from the pop-up menu.**

3. **Enter values for Username, Password, and Domain. Use Domain name OCFCitrix.**

4. **Click Save. Select a location in which to save the file. By default, the Save connection as field displays the chosen Citrix server or published application name.**

5. **Click Quit, or choose Quit from the File menu, to exit the ICA Client Editor.**

III. Client Printer Setup

- **Client printers are a combination of a local printer and a network printer. They represent printers that exist on the client computer and under the control of both the client computer and the WinFrame server.**

- **Connect to a client printer using the Connect Printer selection in Print Manager or use the default printer mapping facility of the WinFrame client.**

- **Client printer mapping lets you access printers attached to your client computer from an ICA session. When a Citrix server is configured to allow client printer mapping, applications running remotely on the Citrix server can print to network or local printers.**

- **The printer name information is automatically retrieved from the client computer and used to create the local WinFrame client printer. The client printer name consists of the client host. It generates a client printer name of hostname#MAC. This name cannot be changed and is used to locate the specific printer on the specific client computer. The local printer will have the name host#lpt1**

- **After configuring printer mapping, I recommend that you logoff and then reconnect any active ICA sessions for the changes to take effect. Changes made to your printer mapping configuration apply to all connection files.**

To map a printer

1. **Check that you have the PostScript printer selected in your Macintosh Chooser.**
2. **Using SimpleText or any other suitable application, verify that you can print to the printer from your Macintosh.**
3. **Run the Citrix ICA Client Editor.**
4. **In the ICA Client Editor Options menu, select Default Settings. In the Citrix ICA Client Editor Default Settings dialog box, select Printer Setup from the pull-down menu. The Printer Setup screen appears.**
5. **Select PostScript Printer and select the type of printer from the pull-down menu. If your printer is not available, select the Generic PostScript Printer option.**
6. **Select Enable Local Printer and then click Save.**

IV. Setup Printer Orientation for PARIS Application

1. **Double click Print Manager**
2. **You should see a printer with Hostname#MAC. Highlight it.**
3. **Choose Printer, Properties, Details, JobDefaults, Choose Landscape radio button from Orentation section.**
4. **Click OK twice.**
5. **Remove Description field contents so that the field is empty.**
6. **Click OK**

OCF has three Winframe servers (farm1, farm2, and farm3) for the purpose of load balancing. The server will automatically be passing the user to the least busy server at that time. It is important that the above step (Step IV) is repeated for all 3 servers. Otherwise users will have major problem with printing. The easiest way to go is make note of which server you are configuring on step IV by noticing the title bar. Then connect the other servers directly using IP numbers so that you force to bypass the load balancing and go directly to the other 2 servers.

1. **In the installation Folder, double-click the Citrix ICA Client Editor icon. The Citrix ICA Client Editor dialog box appears with the Network Connection page selected.**

2. **Click Server and enter an IP number of your choice as shown below:**

- **Farm1: 146.137.134.68**
- **Farm2: 146.137.134.69**
- **Farm3: 146.137.134.70.**

1. **Enter values for Username, Password, and Domain. Use Domain name OCFCitrix.**
2. **Do not save the settting then click Quit, or choose Quit from the File menu, to exit the ICA Client Editor.**
3. **Repeat the process for the other server.**

Note: It would be helpful to create a shortcut for the application on the users desktop