

# NEED HELP OBTAINING SUPPLIES AND SERVICES?

## Ordering Services from Internal Resources Other Than Procurement at LBNL

### CONFERENCES

LBNL-organized conferences and meetings must be coordinated with Conference Services.

Call Conference Services at X5073, or visit <http://www.lbl.gov/Workplace/CFO/conferences/index.html>.

### FACILITIES

Modifications and repairs to LBNL buildings are processed through the Facilities Division. A valid project ID is needed.

Call the Work Request Center at X6274, or visit <http://iss15501.lbl.gov:591/wrc/>.

### GUESTS

Stipends and honoraria for short-term visitors providing noncommercial advisory or speaking services are processed through Disbursements.

Call X6954, and see RPM 11.29 (Honoraria) at [http://www.lbl.gov/Workplace/CFO/assets/docs/fpt/policies/Honoraria\\_issued\\_12-31-04.pdf](http://www.lbl.gov/Workplace/CFO/assets/docs/fpt/policies/Honoraria_issued_12-31-04.pdf).

### MANUFACTURING

Electronic/mechanical hardware to be made at LBNL is ordered through the Engineering Division.

For electronic fabrications, call X5473; for mechanical fabrications, call X5904.

### PRINTING AND GRAPHICAL COMPOSITION

Must be performed through the Creative Services Office.

Call Cheryl Ventimiglia at X6541, or visit <http://www.lbl.gov/LBL-PID/CSO/>.

### PUBLICATIONS

Publication of technical papers in scientific journals is processed through the Library.

Contact the Division Business Office; or call the Library at X6504, or visit <http://www-library.lbl.gov/>.

### TRAVEL

Travel and off-site conference costs are processed through the Laboratory's Travel System.

Call X4500, or visit <http://travel.lbl.gov/>.

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### FRIENDLY REMINDER:

To avoid problems with your requirement, make sure you have the appropriate approval and follow these approved paths. Buying outside these approved paths can result in personal liability for the costs.

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## Buying Commercial and Noncommercial Supplies and Services from External Resources

Before you start, make sure you know the approximate cost and description of your requirement (i.e., scope of service or supply), and that you also have a valid project ID and approval (generally from a supervisor or PI) to charge this expense.

### A. For frequently used commercial products under Lab-wide sub-contracts covering computers and related products, electrical hardware, laboratory materials and glass/hardware, office products, tools, etc.:

1. Go to eBay System at <http://ebuy.lbl.gov> to place your order.
2. Enter the following required information:
  - LDAP user ID
  - Employee Number
  - Project ID
  - Approver Name

For contact information on eBay contracts, go to <http://ebuy.lbl.gov>, and visit the merchant page for a particular eBay vendor.

### B. For other frequently used, commercially available commodities or services not covered in A, above:

1. Go to the Procurement Web site at <http://procurement.lbl.gov> or <http://www.lbl.gov/Workplace/CFO/pro/links.html> to get a list of available blanket subcontracts.
2. Place your order directly with the vendor via Web, fax (see vendor website), or phone by using an LBNL or division blanket

subcontract. "Deliver to" name and location, and a Project ID are required when placing your order. Authorized users may be limited.

For information or assistance regarding usage of a particular blanket subcontract, contact the buyer listed on the respective blanket subcontract.

### C. For other supplies and services not covered in A and B, above:

An approved ePro requisition is required to place an order. See instructions located on the Procurement Web site at <http://procurement.lbl.gov>. A Procurement Specialist will place the purchase order.

For information or assistance on preparing a requisition through the ePro System, contact your Division Business Manager or designee.

**Planning assistance and other information are available from Procurement Liaisons assigned to your division or subject matter; find your division's Procurement Liaison at <http://procurement.lbl.gov/liaisons.html>.**

**Other information about obtaining goods and services is available in the LBNL Regulations and Procedures Manual, Section 11.38 (Obtaining Goods and Services), at <http://www.lbl.gov/Workplace/RPM/R11.38.html>; and the Procurement and Property Web site at <http://procurement.lbl.gov>.**

