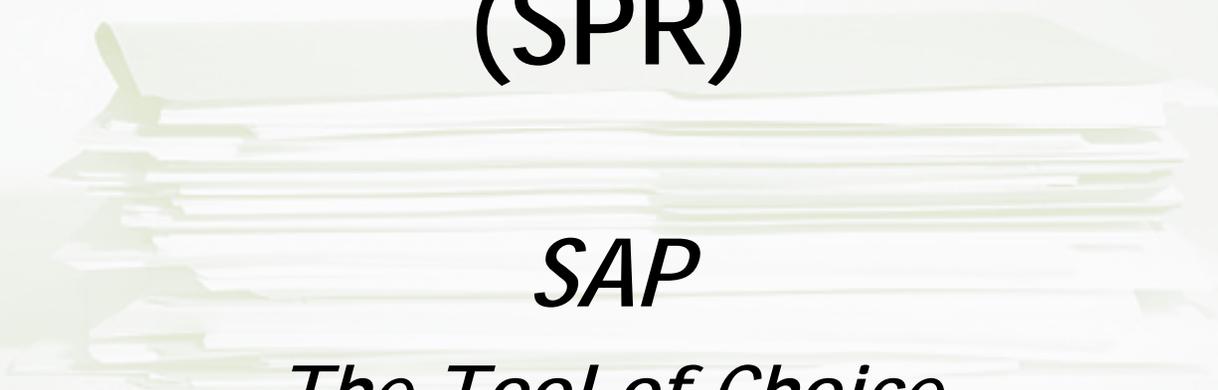




Tracking  
Affirmative Procurement  
(AP)  
at the  
Strategic Petroleum Reserve  
(SPR)



*SAP*

*The Tool of Choice*



# AP Tracking at the SPR

- SAP is proprietary software
- Business software for the SPR
- Functions as a database
- Data collection from Purchase Requests/Orders
- Data collection from credit card purchases
- SAP supplemented by Excel spreadsheet
- SAP is customizable to include tracking Bio-Based products in the future

# Data Collection in SAP

- Purchase Requests/Orders require item descriptions and item numbers if available
- Cost, quantity, vendor, site, and purchaser data input required
- All AP items are assigned a unique 2 digit code
- Purchases not in SAP are input into an Excel spreadsheet that SAP accesses in preparing reports
- Purchases not in SAP include petty cash, contracts, bench stock require hard copy AP

**Fixed Price Commer. 4500012040 Created by Angela Keller**

Document overview on Print preview Messages Personal setting

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	1	Z	S		WARRANTY REPAIR CC...		1 PU	D	06/27/2002	0.00	USD	1

Item **1 [ 1 ] WARRANTY REPAIR CCTV CAMERAS**

Services Limits Material data Quantities/weights Delivery schedule Delivery Invoice Acco...

**Affirmative Procurement Purchases (AP)**

Complete below ONLY for Affirmative Procurement Purchases

Affirmative Procurement

Item Meets the Required Recycle Content

Type of AP Item Purchased

Item with Recovered Content "Not Procured" because:

Category Code

## Edit Credit Card Purchases

Submit Clear Screen Previous Next

Transaction Number	1116	Credit Card Holder	S064MV
Order Date	09/21/2005	Received Date	09/21/2005
Vendor Name	WAL-MART		
Description of Item	PLASTIC GARBAGE CANS		
Total Purchase Price	24.12	Total Quantity	1
Site	BC	Approving Official Flag	
Dispute Flag			
Comments	NEEDED FOR TEMPORARY TRAILERS		
Credit Memo	<input type="checkbox"/>	Ref Number	Propose Ref Number

Description	Cost Cntr	WBS	GLACT	Matl. No.	PR	PR Line	Qty.	Total	
PLASTIC GARBA...		04098883-05-05	50440				1	24.12	AP Info
									AP Info
									AP Info
									AP Info
									AP Info



### Input Affirmative Procurement Information

Enter Affirmative Procurement Information for this Item

Line Item Description      PLASTIC GARBAGE CANS

Affirmative Procurement     

Item meets the AP requirements of  
    recycled content     

Item Purchased     

Item with Recoverd Content "Not  
    Procured" Because:     

Category Code     

Comments/Justification

# AP Data in SAP

- All buyers required training in AP Process
- Item numbers associated with AP items require buyer to input AP data before completing purchase
- Credit card users must indicate if item(s) purchased are AP or not, if so, AP data must be input
- AP data includes AP-Y/N, recycled or virgin, 2 digit code, justification for virgin purchase

# AP Reports in SAP

- All AP purchases report pulls records for purchases in defined time frame based on an AP item keyword search and the 2 digit code
- Resulting report allows AP program director to review all purchases for AP items not having the code input in SAP
- SAP accesses the Excel spreadsheet and includes those purchases in the report
- Reports are available for all AP purchases and all credit card AP purchases

# SAP Report Results

- AP purchases grouped by site
- Each AP purchase indicates vendor, quantity, PO number, total cost, buyer, and AP data, if input including justifications for not following AP guidelines
- AP program director can review all purchases and obtain or confirm AP information
- SAP Annual Reports give all the same information listed above and break out all purchases for the year by designated AP item

### ZMPMRM23 - Annual Affirmative Procurement report

ZMPMRM23 Annual Affirmative Procurement report  
 01/18/2006 09:43:21 Reporting Period: 10/01/2005 thru 12/31/2005 Page 1

Site	PO Number	Line	Date	Qty	Description	Recycled	Virgin	Virgin Justified	VJ CD	Total Purchases
Construction Products - Building Insulation										
BM	4500023773	6	10/28/05	5	INSULATION,THERMAL KRAFT-FACED:R38 K	330.00	0.00	0.00		330.00
BM	4500023773	8	10/28/05	3	INSULATION,THERMAL KRAFT-FACED:R38 K	198.00	0.00	0.00		198.00
Building Insulation (2 Detail records)						528.00	0.00	0.00		528.00
Construction Products - Concrete 6GBF										
BH	4500023931	8	11/14/05	1	CONCRETE,PRE MIX BLENDE:SAKRETE	8.50	0.00	0.00		8.50
Concrete 6GBF (1 Detail records)						8.50	0.00	0.00		8.50
Construction Products - Laminated Paperboard										
BH	1457	9	11/17/05	40	YEARLY PLANNER 2006	0.00	0.00	703.60	4	703.60
BH	1544	21	12/07/05	26	UN107 carboard shipping containers	0.00	0.00	652.08	4	652.08
Laminated Paperboard (2 Detail records)						0.00	0.00	1,355.68		1,355.68
Justification codes used: 4 Unable to locate item with recycled content										
<b>Total Construction Products</b> (5 Detail records)						<b>536.50</b>	<b>0.00</b>	<b>1,355.68</b>		<b>1,892.18</b>
Miscellaneous Products - Industrial Drums										
BH	1503	12	11/30/05	4	55 GAL DRUM	0.00	0.00	320.00	4	320.00
Industrial Drums						0.00	0.00	320.00		320.00

### ZMPMRM23 - Annual Affirmative Procurement report

ZMPMRM23 Annual Affirmative Procurement report  
 01/18/2006 09:43:21 Reporting Period: 10/01/2005 thru 12/31/2005 Page 2

Site	PO Number	Line	Date	Qty	Description	Recycled	Virgin	Virgin Justified	VJ CD	Total Purchases
NO	4500024189	3	12/16/05	2	FLOOR CASE #6CD445BZ	0.00	0.00	4,438.00	4	4,438.00
Office Furniture (2 Detail records)						0.00	0.00	6,427.00		6,427.00
Justification codes used: 4 Unable to locate item with recycled content										
Non-Paper Office Products - Printer Ribbons										
BH	4500024015	1	11/22/05	1	RIBBON,CARTRIDGE CARTRI:8750	60.00	0.00	0.00		60.00
Printer Ribbons (1 Detail records)						60.00	0.00	0.00		60.00
Non-Paper Office Products - Toner Cartridges										
NU	4500022280	1	10/20/05	8	HP Toner Cartridge	619.52	0.00	0.00		619.52
BM	4500024068	1	11/30/05	1	CARTRIDGE, C9730A BLACK	0.00	0.00	225.99	4	225.99
BM	4500024068	2	11/30/05	1	CARTRIDGE, C9731A CYAN	0.00	0.00	315.99	4	315.99
BM	4500024068	3	11/30/05	1	CARTRIDGE, C9732A YELLOW	0.00	0.00	315.99	4	315.99
BM	4500024068	4	11/30/05	1	CARTRIDGE, C9733A MAGENTA	0.00	0.00	315.99	4	315.99
BC	4500024158	1	12/13/05	2	CARTRIDGE,INK BLK F/HP750C :51645A	31.70	0.00	0.00		31.70
BC	4500024158	2	12/13/05	2	CARTRIDGE,INK CYAN F/HP750C :HP51644	0.00	0.00	57.00	3	57.00
Toner Cartridges (7 Detail records)						651.22	0.00	1,230.96		1,882.18
Justification codes used: 3 Item fails to meet performance standards 4 Unable to locate item with recycled content										
<b>Total Non-Paper Office Products</b> (11 Detail records)						<b>858.30</b>	<b>0.00</b>	<b>7,657.96</b>		<b>8,516.26</b>

Paper and Paper Products - Misc Paper Products

ZMPMRM23 - Annual Affirmative Procurement report

ZMPMRM23 Annual Affirmative Procurement report  
 01/18/2006 09:43:21 Reporting Period: 10/01/2005 thru 12/31/2005 Page 3

Site	PO Number	Line	Date	Qty	Description	Recycled	Virgin	Virgin Justified	VJ CD	Total Purchases
Re-Refined Lube Oil (3 Detail records) Justification codes used: 3 Item fails to meet performance standards						960.40	0.00	2,150.00		3,110.40
Vehicular Products - Rebuilt Auto Parts										
BH	1545	34	12/06/05	1	BATTERY NS40Z	0.00	0.00	51.95	4	51.95
BH	1545	35	12/06/05	1	BATTERY NX40ZL	0.00	0.00	51.95	4	51.95
BM	1586	13	11/08/05	1	60 EA. HPS LAMPS	1,455.00	0.00	0.00		1,455.00
BH	1630	11	12/28/05	4	BATTERIES GROUP D	0.00	0.00	487.80	4	487.80
BH	1630	12	12/28/05	1	BATTERY 12V SP-30	0.00	0.00	35.95	4	35.95
Rebuilt Auto Parts (5 Detail records) Justification codes used: 4 Unable to locate item with recycled content						1,455.00	0.00	627.65		2,082.65
Vehicular Products - Retread Tires										
BH	1444	4	11/16/05	4	TIRES 20.5X8	0.00	0.00	425.60	1	425.60
BH	1462	1	11/10/05	2	ALL TERRAIN TIRE 22X11	0.00	0.00	194.64	1	194.64
BH	1462	2	11/10/05	2	CARLILE TURF GLIDE 20X10	0.00	0.00	156.12	1	156.12
BH	1462	3	11/10/05	1	TIRE 20.5X8.0	0.00	0.00	91.78	1	91.78
BH	1518	3	12/05/05	2	TIRES 11L-16 12PLY	0.00	0.00	420.00	4	420.00
Retread Tires (5 Detail records) Justification codes used: 1 Item not available competitively within a reasonable period 4 Unable to locate item with recycled content						0.00	0.00	1,288.14		1,288.14
Total Vehicular Products (13 Detail records)						2,415.40	0.00	4,065.79		6,481.19
Grand Total						4,246.36	0.00	13,507.42		17,753.78



AP FORM : Form

<b>SPR SITE</b> BC	<b>SITE CONTROL NUMBER</b> BC-01-01	<b>REVIEW DATE</b> Mar-01
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P_DATE	VEN_CODE	GSA_No	ITEM_DESC	Code	V	VJ	R
01/25/01	NF	vendor	pallet	M-P	\$0.00	\$1,950.00	\$0.00
					\$0.00	\$0.00	\$0.00
*					\$0.00	\$0.00	\$0.00

Record: 1 of 2

Record: 1 of 304



## Annual AP Report

Reporting Period: 10/01/2004 9/30/2005

Category	Recycled	Virgin	Virgin Justified	Total Purchases	% With Recovered Content	Adjusted Total	Adjusted % W/Recovered Content
<b>Construction Products</b>							
<i>Summary for 'Category' = Construction Products (36 detail records)</i>							
<b>Sum</b>	\$53,014.79	\$0.00	\$5,513.34	\$58,528.13	90.6%	\$53,014.79	100.0%
<b>Miscellaneous Products</b>							
<i>Summary for 'Category' = Miscellaneous Products (57 detail records)</i>							
<b>Sum</b>	\$21,198.71	\$420.00	\$12,357.91	\$33,976.62	62.4%	\$21,618.71	98.1%
<b>Non-Paper Office Products</b>							
<i>Summary for 'Category' = Non-Paper Office Products (123 detail records)</i>							
<b>Sum</b>	\$34,461.56	\$32.50	\$80,026.68	\$114,520.74	30.1%	\$34,494.06	99.9%
<b>Paper and Paper Products</b>							
<i>Summary for 'Category' = Paper and Paper Products (37 detail records)</i>							
<b>Sum</b>	\$1,595.27	\$0.00	\$6,348.66	\$7,943.93	20.1%	\$1,595.27	100.0%
<b>Park and Recreational Products</b>							
<i>Summary for 'Category' = Park and Recreational Products (2 detail records)</i>							
<b>Sum</b>	\$987.50	\$0.00	\$104.44	\$1,091.94	90.4%	\$987.50	100.0%
<b>Transportation Products</b>							
<i>Summary for 'Category' = Transportation Products (1 detail record)</i>							
<b>Sum</b>	\$444.00	\$0.00	\$0.00	\$444.00	100.0%	\$444.00	100.0%
<b>Vehicular Products</b>							
<i>Summary for 'Category' = Vehicular Products (54 detail records)</i>							
<b>Sum</b>	\$4,131.56	\$166.62	\$17,398.96	\$21,697.14	19.0%	\$4,298.18	96.1%
<b>Grand Total</b>	\$115,833.39	\$619.12	\$121,749.99	\$238,202.50	48.6%	\$116,452.51	99.5%