

ePROCUREMENT 8.8

MODTABLE INFORMATION

The PO's ModTable screen captures unique LBNL-required statistical information for each PO and change order to assist in producing various reports. It is important that this information be as accurate as possible to assure reliable reporting to various LBNL stakeholders such as DOE & UC. To get to the ModTable, click on the [Mod Table Details](#) link on the *Maintain Purchase Orders* page.

Unit: LBNL	Vendor: GSE CONSTRUCTI
PO ID: 8881015	PO Date: 05/19/2009
Req GFP/SAP: No	PO Status: Dispatched PO ARRA Type: Primary-ARRA

Main Information		Vendor Classification	
Award Date	05/19/2009	Entity	SB
Confirm Date	05/18/2009	Set Aside	SS
Confirmed to	BILL WILLIAMS	NAICS	238220
Po Type	2	<input checked="" type="checkbox"/> Disadvantaged <input type="checkbox"/> Women <input type="checkbox"/> Hub Zone <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran	
*Award Type	FF	<input checked="" type="checkbox"/> Debarred Checked <input type="checkbox"/> Ca Dis Vet	
Buyer Name	ATCAMPBE	Ethnicity	Native American
Amt Change	\$22,888,000	PO Administration	
Incremental Funding?	Yes	Start Date	08/01/2009
PO Total Value	\$50,000,000	End Date	05/31/2010
Documentation		Cert Required	AL
<input type="checkbox"/> GSA <input checked="" type="checkbox"/> UC Agreement <input type="checkbox"/> Foreign Made <input type="checkbox"/> ICPT		Certifier	022097 Farmer, Donita
# Firms Solicited	2	Cert Location	
<input checked="" type="checkbox"/> Sole Source		Retention %	
Sole Source Basis	UU	Previous Order	8801234
*Price Reason	RP	Quality	
Price List Date		Req Date	5/10/09
Price List No		GFP/SAP	No
Comments		Req. Services Details	
		Safety Plan Required	Yes

ARRA	
ARRA Jobs Created (Hrs)	100
ARRA Jobs Retained (Hrs)	100
ARRA Domestic Mat & Svcs	10000
ARRA Foreign Mat & Svcs	10000
Performance Location	WPL_LLNL
Officer Compensation Applicable	Yes
Highly Compensated Officers:	
ARRA Officer 1	John Smith
ARRA Officer Compensation 1	\$500,000
ARRA Officer 2	Mary Smith
ARRA Officer Compensation 2	\$450,000
ARRA Officer 3	
ARRA Officer Compensation 3	
ARRA Officer 4	
ARRA Officer Compensation 4	
ARRA Officer 5	
ARRA Officer Compensation 5	

OK Cancel Refresh

Header Information (at top of ModTable)

This section displays general information about the PO/Mod such as: PO Number, Change Order Number, Requisition GFP/SAP, Vendor, PO Date, PO Status, and PO ARRA Type.

Main Information

This section contains overall PO information.

- **Award Date:** Defaults to the date the PO was created. Update this to the date the PO or Modification is issued to the vendor.
- **Confirm Date:** The date the salesperson is given a PO number on the phone
- **Confirmed to:** The name of the salesperson who was given the PO number
- **PO Type:** This defaults to 1. Change it to 2 for blanket subcontracts.
 - 1 for a one-time PO (usually when something is received by Receiving)
 - 2 for a blanket subcontract/extended term subcontract. Blanket subcontracts are billed over several months and do not involve formal receiving.
- * **Award Type:** The method for pricing the contract. Defaults to Firm Fixed Price.

CA	Cost Plus Award Fees
CF	Cost Plus Fixed Fees
CI	Cost Plus Incentive Fees
CN	Cost No-Fee
CS	Cost Sharing
FE	Fixed Price Economic Price Adj
FF	Firm Fixed Price
FI	Fixed Price Incentive
FR	Fixed Price Redetermination
LH	Labor Hour
MR	Memorandum Request
NF	No Funds
TM	Time & Materials

- **Buyer Name:** The buyer/subcontract administrator who issued the latest PO Modification (Mod). (The Buyer on the PO Header is the one responsible for administering the PO.)
- **Amt Change:** Automatically displays the dollar change from the previous Mod. (This changes to the correct value after you Save the PO.)
- * **Incremental Funding:**
 - Select Yes if the PO will be funded in increments and modifications will later be issued to add additional funding to the PO. When Yes is selected, enter a value in the "PO Total Value" field. Incremental funding will typically be used for only PO Type 2 POs.
 - Select No if incremental funding of the PO is not expected.
- **PO Total Value:** Enter the expected dollars to be spent over the total life of the subcontract when Yes has been entered for "Incremental Funding." The PO Total Value should be greater than or equal to the sum of the current PO lines.

Documentation

This section contains pricing and sourcing information.

- **GSA:** Check to indicate that the PO is issued under the terms of a Federal Supply Schedule (GSA contract)
- **UC Agreement:** Check to indicate that the PO is issued under the terms of a University of California-negotiated agreement.
- **Foreign Made:** Check to indicate that the item is foreign-made.
- **ICPT:** Check to indicate that the PO is issued under the terms of a DOE Integrated Contractor Purchasing Team agreement.
- **# of Firms Solicited:** Enter the number of vendors you solicited prices for on this PO.
- **Sole Source:** If checked, indicates that the Requester/Requisition Preparer prefer an award on a sole source basis. This should be unchecked if the PO is to be competitively awarded.
- **Sole Source Basis:** Indicates the reason why the Requester/Requisition Preparer want the award to be a sole source. This should be changed to the final valid reason for a sole source or left blank if competitively awarded.

AS	Authorized by Statute
CO	Compatibility w/ existing equip
FO	Follow-on w/ same vendor
IA	International Agreement
IM	Industrial Mobilization or Eng
LF	Leader in field of expertise
NS	National Security
PI	Public Interest
UC	Unique capability, only known
UU	Unusual Urgency

- * **Price Reason:** Select the principal reason why the price is reasonable. (Required field.)

BK	Buyers knowledge of market
CA	Cost Analysis
CO	Competition
MP	Generally uniform market price
PP	Established published price
RP	Comparison w/ recent prices

- **Price List Date:** Enter the date of the price list used as a basis for pricing this PO, if applicable.
- **Price List No:** Enter the price list number/name used as a basis for pricing this PO, if applicable.

Vendor Classification

This section contains socioeconomic information about the PO.

- * **Entity:** Shows the kind of business the PO is awarded to (Small Business, Large Business, etc.) IT IS IMPORTANT THAT THIS BE PRESENT FOR EVERY PO. If blank or incorrect, have the AP Vendor Desk update the Vendor table. This information often comes from the Rep/Cert form or Central Contractor Registration (CCR).

<u>DO</u>	<u>DOE Contractor</u>
<u>ED</u>	<u>Educational Institute (Not UC)</u>
<u>FE</u>	<u>Federal Government</u>
<u>FO</u>	<u>Foreign Contractor</u>
<u>LB</u>	<u>Large Business</u>
<u>NP</u>	<u>Non Profit</u>
<u>SB</u>	<u>Small Business</u>
<u>SL</u>	<u>State & Local Government</u>
<u>UC</u>	<u>University of California (IUT)</u>
<u>VA</u>	<u>Various & Utilities</u>

- **Set Aside:** Indicates the kind of set aside, if any, that applies to the PO. Leave blank if not set-aside.

<u>8A</u>	<u>8A Set-Aside</u>
<u>HZ</u>	<u>HubZone Set-Aside</u>
<u>NO</u>	<u>None</u>
<u>SD</u>	<u>SDB Set-Aside</u>
<u>SS</u>	<u>SB Set-Aside</u>

- * **NAICS:** The *North American Industry Classification System* code. This number is required for all written solicitations. It defaults from the Vendor table but update it for what is being purchased.
- **Debarred Checked:** For POs over \$30,000, check this to indicate that the *Excluded Parties List System* has been checked and the vendor is not debarred from Federal transactions.
- **Disadvantaged:** Check to indicate the vendor is a disadvantaged business.
- **Women:** Check to indicate that the vendor is a woman-owned business.
- **Hub Zone:** Check to indicate that the vendor is in a Hub Zone
- **Veteran:** Check to indicate that the vendor is owned by a veteran.
- **Disabled Veteran:** Check to indicate that the vendor is owned by a disabled veteran.
- **Ca Dis Vet:** Check to indicate that the vendor is owned by a California disabled veteran.
- **Ethnicity:** If applicable, select one of the following, otherwise leave this field blank:
 - Native Am./Alaska Native Corp
 - Native American

PO Administration

This section generally contains information associated with post-award activities and Type 2 (blanket) subcontracts.

- **Start Date:** Applies only to Type 2 POs (blanket subcontracts). It defaults to the Due Date from the requisition. Adjust this to be the date when the vendor is to begin providing goods or services to the Lab. This does not need to be changed for Type 1 POs.
- **End Date:** Applies only to Type 2 POs (extended-term subcontracts). Adjust this to be the date when the vendor is to stop providing goods or services to the Lab (when the subcontract will expire). This does not need to be changed for Type 1 POs.
- **Cert Required:** This defines the kind of invoice certification required. If left blank, no certification is required. Defaults to highest certification level of all Item Categories. Certification is generally not needed for POs that are received by Receiving.

>\$	> Invoice \$ (5K)
AL	Always Required
NV	Never Required
PN	Payment Notification

- **Certifier:** The Employee # of the certifier who will be sent PO invoices to certify by AP. Defaults to the requester when Cert Required is not blank
- **Cert Location:** The certifier's Bldg/Room entered by the system (generally not needed).
- **Retention %:** The percent of invoice amounts that are to be withheld for payment by AP.
- **Previous Order:** The previous Type 2 blanket PO number that was replaced by this PO.
- **Quality:** Not used. Leave blank.
- **Req Date:** This defaults to the requisition approval date of the last requisition added to PO Mod 0. It is used to calculate *Lead Time* (Award Date minus Req Date). Update this date to reflect the date all required information was received from the requester to proceed with the purchase.
- **GFP/SAP:** Click Yes to indicate if *Government Furnished Property* or *Subcontractor Acquired Property* applies to this PO.
- **Req. Services Details:** This appears when a requisition/PO line could involve services. Use this value to help in determining if a safety plan / *Subcontractor Job Hazards Analysis and Work Authorization* (SJHAWA) form is required for the PO. Requisition Preparers enter one of these values for service requisitions:
 - No Services
 - Off-Site Services
 - On-Site Services Hands On Work
 - On-Site Srvcs No Hands On Work
- * **Safety Plan Required:** Select Yes if the PO involves *On-Site Srvcs Hands On Work*. In this case, a Safety Plan or SJHAWA form is required. Select No if a Safety Plan/SJHAWA is not required.

Comments

Enter the reason for issuing the PO Mod/Change Order.

ARRA

The ARRA portion of the ModTable has additional information required for reporting POs funded by the American Recovery and Reinvestment Act of 2009 (ARRA). The ARRA Rep/Cert Supplement form is completed by the subcontractor and its information is used to fill-in the ARRA fields below. ARRA POs over \$25,000 may not be saved without first filling-in ARRA ModTable information. Once a PO is dispatched, the ARRA ModTable fields cannot be changed.

- **PO ARRA Type:** This appears at the top of the ModTable and indicates the ARRA status of the PO:
 - NON-Primary ARRA: There are no ARRA-funded projects on the PO so no ARRA requirements apply to the PO. ARRA ModTable fields are not open for editing.
 - Primary-ARRA: The PO has ARRA funding and ARRA requirements apply to the PO if it is over \$25,000.
 - ARRA Mixed: Some PO lines have ARRA funding and ARRA requirements apply to the PO. There are currently only 3 POs planned to have mixed funding.

Here is how to fill-in the ARRA ModTable fields, shown below:

ARRA	
ARRA Jobs Created (Hrs) <input style="width: 100px;" type="text" value="100"/>	Performance Location <input style="border: 1px solid #ccc;" type="text" value="WPL_LLNL"/>
ARRA Jobs Retained (Hrs) <input style="width: 100px;" type="text" value="100"/>	Add New Location
ARRA Domestic Mat & Srvc <input style="width: 150px;" type="text" value="10000"/>	Officer Compensation Applicable <input style="width: 80px;" type="text" value="Yes"/>
ARRA Foreign Mat & Srvc <input style="width: 150px;" type="text" value="10000"/>	
▼ Highly Compensated Officers:	
ARRA Officer 1 <input style="width: 150px;" type="text" value="John Smith"/>	ARRA Officer Compensation 1 <input style="width: 100px;" type="text" value="\$500,000"/>
ARRA Officer 2 <input style="width: 150px;" type="text" value="Mary Smith"/>	ARRA Officer Compensation 2 <input style="width: 100px;" type="text" value="\$450,000"/>
ARRA Officer 3 <input style="width: 150px;" type="text"/>	ARRA Officer Compensation 3 <input style="width: 100px;" type="text"/>
ARRA Officer 4 <input style="width: 150px;" type="text"/>	ARRA Officer Compensation 4 <input style="width: 100px;" type="text"/>
ARRA Officer 5 <input style="width: 150px;" type="text"/>	ARRA Officer Compensation 5 <input style="width: 100px;" type="text"/>

- **ARRA Jobs Created (Hrs):** Estimated hours of work by subcontractor's personnel and, for construction subcontracts, estimated hours by the subcontractor's next lower tier subcontractor(s). This includes only positions established in the United States and outlying areas.
- **ARRA Jobs Retained (Hrs):** Estimated hours of work by subcontractor's personnel and, for construction subcontracts, estimated hours by the subcontractor's next lower tier subcontractor(s). This includes only positions established in the United States and outlying areas.
- **ARRA Domestic Mat & Srvc:** Dollar value of domestic material, indirect costs, and other subcontracted work, not included in hours reported above.
- **ARRA Foreign Mat & Srvc:** Dollar value of material purchased directly from foreign sources, foreign indirect costs, and other subcontracted work performed outside the U.S. (The total project price less the price for labor).

- **Performance Location:** Select an existing location where work will be performed by the subcontractor. Click the lookup icon (🔍) then click on the applicable Location Code. If the location is not there, go to the next step (“Add New Location”) then return here to select it.

Look Up Performance Location

SetID: LBNL

Location Code: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-8 of 8 Last

Location Code	Description	Congressional District
FISHER	FISHER PERFORMANCE LOCATION	CA37
LBNL	BERKELEY LAB - 1 CYCLOTRON RD.	CA09
VWR	VWR ARRA Location	CA4
WPL_JGI	JGI	CA10
WPL_LLNL	Lawrence Livermore Natl Lab	CA10
WPL_SLAC	SLAC	CA14
WPL_STANU	Stanford University	CA14
WPL_VWR	VWR MAIN	CA16

- **Add New Location:** Click the “Add New Location” link to add a location for the place where work will be performed by the subcontractor.
 - When you click the link, go to the new window or tab that opened.
 - Enter a new Location Code. Enter WPL_ followed by the first 4 digits of the vendor’s name, followed by a number starting with 1. If the name is already there, enter the next higher number. Click the Add button.

Location

[Find an Existing Value](#) [Add a New Value](#)

SetID: LBNL 🔍

Location Code: WPL_GOAT1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Enter a Descr (longer vendor name plus number from above), Address, City, State, 9-digit Zip Code, and Congressional District (2-digit state followed by 2-digit Congressional District number). Click the Save button.

Location Definition | **Location Detail**

SetID: LBNL Location Code: WPL_GOAT1

Location Definition Find | View All First 1 of 1 Last

*Eff Date: 05/19/2009 Active *Descr: Goats R Us 1

Country: USA 🔍 United States Prefix:

Address 1: 1234 Main Street Phone:

Address 2: Ext:

Address 3: Fax:

City: Vallejo In City Limit

County: Postal: 94623-1234

State: CA 🔍 California Congress Distr: CA08 Jurisdiction:

Building #: Floor #: Sector:

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

- Return to the ARRA “Performance Location” field, search for the new location you created above, and then click on it.
- **Officer Compensation Applicable:** Change this value from blank to Yes or No:
 - If the ARRA Rep/Cert form has the “Officers” box checked, click No to indicate that the subcontractor is not required to provide the names and total compensation of its highly compensated officers. You are finished with the ModTable data entry.
 - If the “Officers” box on the form was not checked, click Yes. The “Highly Compensated Officers” fields open up at the bottom of the ModTable so you can enter the names and compensation of the subcontractor’s most highly compensated officers.
- **Highly Compensated Officers:** Enter the ARRA Officer names and Compensation for up to five of the most highly compensated officers provided by the subcontractor in the ARRA Rep/Cert form.

Printing ModTable Information

To print PO ModTable information, you can either:

1. Go to the ModTable and click you’re the printer icon in Internet Explorer (only prints the current/latest Mod) OR
2. Navigate to **eProcurement | Buyer Center | Inquiries and Reports** and click **LBNL PO Modifications Report**. This does not display many of the fields that are on the ModTable screen.
3. Create a PeopleSoft Query.