



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 Commenc. 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 ☐ 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

Enter Affirmative Procurement Information for this Item

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										
Total Construction Products (5 Detail records)						536.50	0.00	1,355.68		1,892.18
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
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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										
Total Non-Paper Office Products (11 Detail records)						858.30	0.00	7,657.96		8,516.26

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						960.40	0.00	2,150.00	3,110.40
(3 Detail records)						Justification codes used: 3 Item fails to meet performance standards			
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						1,455.00	0.00	627.65	2,082.65
(5 Detail records)						Justification codes used: 4 Unable to locate item with recycled content			
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						0.00	0.00	1,288.14	1,288.14
(5 Detail records)						Justification codes used: 1 Item not available competitively within a reasonable period 4 Unable to locate item with recycled content			
Total Vehicular Products						2,415.40	0.00	4,065.79	6,481.19
(13 Detail records)									
Grand Total						4,246.36	0.00	13,507.42	17,753.78

Microsoft Access - [AP Calcs Accum 8-1-05 : Database (Access 2000 file format)]

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Type a question for help

AP FORM : Form

SPR SITE: BC

SITE CONTROL NUMBER: BC-01-01

REVIEW DATE: Mar-01

	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

Form View

NUM SCRL

Start TCE ... W:\D... Inbo... SPR ... Micro... SAP ... ZMP... Docu... Micr... EXEC... 9:49 AM

Microsoft Access - [Annual AP Report]							
File Edit View Tools Window Help Adobe PDF							
Type a question for help							
80% Close Setup							
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
Construction Products							
Summary for 'Category' = Construction Products (36 detail records)							
Sum	\$53,014.79	\$0.00	\$5,513.34	\$58,528.13	90.0%	\$53,014.79	100.0%
Miscellaneous Products							
Summary for 'Category' = Miscellaneous Products (57 detail records)							
Sum	\$21,198.71	\$420.00	\$12,357.91	\$33,976.62	62.4%	\$21,618.71	98.1%
Non-Paper Office Products							
Summary for 'Category' = Non-Paper Office Products (123 detail records)							
Sum	\$34,461.56	\$32.50	\$80,026.88	\$114,520.74	30.1%	\$34,494.06	99.9%
Paper and Paper Products							
Summary for 'Category' = Paper and Paper Products (37 detail records)							
Sum	\$1,595.27	\$0.00	\$6,348.66	\$7,943.93	20.1%	\$1,595.27	100.0%
Park and Recreational Products							
Summary for 'Category' = Park and Recreational Products (2 detail records)							
Sum	\$987.50	\$0.00	\$104.44	\$1,091.94	90.4%	\$987.50	100.0%
Transportation Products							
Summary for 'Category' = Transportation Products (1 detail record)							
Sum	\$444.00	\$0.00	\$0.00	\$444.00	100.0%	\$444.00	100.0%
Vehicular Products							
Summary for 'Category' = Vehicular Products (54 detail records)							
Sum	\$4,131.56	\$166.62	\$17,398.96	\$21,697.14	19.0%	\$4,298.18	96.1%
Grand Total	\$115,833.39	\$619.12	\$121,749.99	\$238,202.50	48.6%	\$116,452.51	99.5%