

# LCLS PARIS REQUEST FORM

(Use this form when requesting other people to create PARIS requisitions in your behalf or as a guide when creating PARIS requisitions yourself)

**CHECK HERE IF THIS REQUISITION IS A RUSH**

Requisition Title:

Previous PO# if applicable

DATE OF REQUEST	REQUESTOR NAME	DIVISION	BUILDING	ROOM	EXTENSION
DELIVER TO:		DIVISION	BUILDING	ROOM	EXTENSION

**ANL POLICY REQUIREMENTS** (Requester to check all that apply)

- SOLE SUPPLIER + DOLLAR TOTAL OVER \$15,000 + (Requires ANL-410 Sole Source justification form)
- PURCHASE, TRANSPORTATION OR ACCESS TO HAZARDOUS, NUCLEAR, OR RADIOLOGICAL MATERIAL  NUCLEAR/RADIOLOGICAL FACILITY
- EXPORT CONTROL (Foreign supplier >\$100,000)
- ATTACHMENTS  ACCESS TO CLASSIFIED DOCUMENTS  PROTECTED CRITICAL INFRASTRUCTURE INFORMATION

**ANL ENVIRONMENT, SAFETY & HEALTH REQUIREMENTS** (Requester to check all that apply)

- CONSTRUCTION  ON-SITE WORK ( High Risk  Moderate Risk  Low Risk  Meeting Attendance) (Typically applies if supplier is coming to ANL to perform work. See Chapter 17 of the ANL ESH Manual or contact division ESH Coordinator for assistance.)
- RIGGING DEVICE (See online ANL Hoisting & Rigging Manual or contact LCLS QA Coordinator Tom Barsz at 2-9177 for assistance)

**LCLS QUALITY ASSURANCE REQUIREMENTS** (Requester to check all that apply)

- FABRICATED ITEM** (Attach designs and obtain QA Coordinator signature before continuing)
- Quality Level A** (HIGH QA Risk)  **Quality Level B** (MODERATE QA Risk)  **Quality Level C** (LOW QA Risk) (See LCLS QA Coordinator for help)
- ADDITIONAL SUPPLIER QUALITY REQUIREMENTS ARE NECESSARY (Consider attaching ANL-407 Procurement Quality Requirements form)
- INSPECTION or TESTING IS REQUIRED upon receipt to verify compliance per attached ACCEPTANCE CRITERIA LISTING form(s).
- NO ADDITIONAL QUALITY CONTROLS ARE NECESSARY. Manufacturer's processes are adequate to ensure quality.

**Additional Procurement Instructions**

**Additional Supplier/Contract information**

**Additional handling, packaging or delivery instructions**

VENDOR NAME, STREET ADDRESS, CITY, STATE, ZIP CODE, COUNTY	VENDOR CONTACT	VENDOR PHONE

\* THE CATEGORY CODE SHOULD BE DETERMINED BY THE ENGINEER OR TECH. REP. (PARIS category codes can be found on the pages 3 & 4)

ITEM NO	Drawing/Model/Part/Catalog No.	Item or Service Description	CATEGORY CODE*	QUANTITY	Unit of Measure	Estimated unit Price	DATE REQUIRED
1							

Line numbers \_\_\_\_\_ are Chemicals. Line numbers \_\_\_\_\_ require an MSDS Sheet. Line numbers \_\_\_\_\_ require an Acceptance Criteria Listing

Item#	Cost Code	Percent	Cost Ref 1 (ex: 1.04.03.01)	Cost Ref 2 (ex: UN33_00310)
1				



**Note: Selecting the proper category code helps ensure that your requisition will receive the proper reviews and be routed to the correct Buyer**

<b>Code</b>	<b>Description</b>
<b>AGRICULTURE</b>	
3720	Agricultural, Harvesting Equipment
3730	Dairy, Poultry, and Livestock Equipment
8820	Live Animals, Not Raised for Food
<b>APPAREL</b>	
8400	Clothing, Apparel, and Footwear
8415	Safety Shoes or Glasses (special needs)
<b>AVIATION</b>	
1510	Aviation: Charter Aircraft
<b>COMMUNICATION SUPPLIES/SERVICES</b>	
5805	Telephones (cellular, pagers), Telephone Equipment
5820	Radio Frequency Emitting Devices, Radio and TV Equip.
5915	Networking Resources
7730	Radio, TV, and Video Equipment
<b>COMPUTER SUPPLIES/SERVICES</b>	
7010	ADP Computer Systems, PCs, Workstations, Servers
7025	ADP Computer Input/Output and Storage Devices
7030	ADP Computer Software (commercial off the shelf)
7035	ADP Computer Software (custom applications)
7045	ADP Computer Supplies
7050	ADP Computer Components
D311	ADP Computer Data Services
<b>CONSTRUCTION SUPPLIES/SERVICES</b>	
5610	Mineral Materials (Cement/Concrete)
5615	Mineral Materials (Flowable Fill)
5620	Tile, Brick, and Block (Patio Block)
5640	Wallboard, Bldg. Paper, and Thermal Insulation
5660	Fencing, Fences and Gates
5661	Landscape Nonwood Timbers & Posts
5675	Nonwood Construction – Structural Fiberboard
5676	Nonwood Construction – Shower and Restroom Partitions
5680	Construction Materials, Miscellaneous
P400	Demolition of Buildings/Structures/Facilities
P500	Decontamination & Decommissioning
Y999	Construction Services: Structures, Facilities
<b>ELECTRICAL SUPPLIES/SERVICE</b>	
5975	Electrical Hardware and Supplies
5999	Electronic Components, Miscellaneous
6135	Batteries, Nonrechargeable
6140	Batteries, Rechargeable
<b>EXCESS PROPERTY</b>	
9900	Excess & Surplus Property
<b>FABRICATED ITEMS/SERVICES</b>	
3408	Metal Fabricated Materials
9320	Rubber Fabricated Materials
9330	Plastics Fabricated Materials
<b>HARDWARE/TOOLS/SERVICES</b>	
4730	Fittings and Specialties; Hose, Pipe, Tube

5133	Drill Bits, Centerbores, Center-sinks: Hand and Machine
5136	Taps, Dies, and Collets: Hand and Machine
5180	Hand Tools, Kits and Sets
5315	Locks and Keys; Card Reader Technology
5325	Fasteners, Fastening Devices
5330	Packing and Gasket Materials
5340	Hardware, Miscellaneous
<b>HVAC/PLUMBING SUPPLIES/FILTER/SERVICES</b>	
4110	Refrigeration Equipment & Supplies
4120	Air Conditioning Equipment & Supplies
4540	Plumbing, Heating Equipment & Supplies, Misc.
4610	Water Purification Equipment
4630	Sewage Treatment Equipment
6007	Filters
<b>JANITORIAL SUPPLIES/SERVICES</b>	
4250	Recycling and Reclamation Equipment, Containers
4251	Office Waste Receptacles
4252	Plastic Trash Bags
7910	Floor Polishers and Vacuum Cleaners Equipment
7920	Brooms, Brushes, Mops, and Sponges
7930	Cleaning & Polishing Compounds & Preparations
8010	Paints, Dopes, Varnishes, & Related Product
8540	Toiletry Paper Products
<b>LABORATORY SUPPLIES</b>	
6630	Chemical Analysis Instruments
6635	Physical Properties Testing Equipment
6637	SNS Instrumentation
6640	Laboratory Equipment & Supplies
6650	Optical Instruments, Test Equip, Comps & Accys
6810	Chemicals
6830	Gases, Compressed and Liquefied
6835	Cryogenic Equipment & Supplies
6840	Bio-Hazards/Medical Waste, Pesticides, Herbicides,
8965	Ethyl Alcohol, Other Alcoholic Forms
F999	Analytical or Testing Services – Buyer Assignment
<b>LANDSCAPE SUPPLIES/SERVICES</b>	
3711	Landscape Hydraulic Mulch
3712	Landscape Compost: Yard Trimmings and/or Food Waste
3713	Landscape Edging: Lawn and Garden
3714	Landscape/Construction: Railroad Grade Crossing
4721	Landscape Garden and Soaker Hoses
7831	Playground Surfaces
7832	Running Tracks
S208	Landscaping/Groundskeeping Services – Site
<b>MACHINERY SUPPLIES/SERVICES</b>	
3040	Power Transmission Equip, Miscellaneous
3220	Woodworking Machines
3230	Tools & Attachments for Woodworking Machines
3439	Welding, Coating, Soldering, Brazing
3449	Metal Forming & Cutting Machines

3510	Laundry and Dry Cleaning Equipment
3550	Vending Services and Supplies
3600	Cafeteria Equipment & Supplies (ANL-West)
3605	Food Products Machinery and Equipment
3610	Photocopy, Printing, Bookbinding Equipment
4300	Compressors and Vacuum Pumps (ANL-West)
4310	Compressors and Vacuum Pumps & Supplies
4320	Power and Hand Pumps
4430	Industrial Furnaces, Kilns, Lehrs, Ovens
9150	Oils & Greases: Cutting, Lubricating and Hydraulic
W099	Lease or Rental of Miscellaneous Equipment
<b>ELECTRONIC SUPPLIES/SERVICES</b>	
J059	Electronic Equipment Repair, Maintenance
J070	ADP Computer Hardware Maintenance
J099	Misc. Equipment Repair, Maintenance
<b>MATERIAL HANDLING SUPPLIES/SERVICES</b>	
3940	Cranes, Hoisting & Lifting Equipment
3990	Materials Handling Equip, Miscellaneous
U089	Cranes, Hoisting & Lifting Operator Training
<b>MEDICAL SUPPLIES/SERVICES</b>	
6515	Medical Supplies, Equipment and Services
<b>NUCLEAR/RADIATION SUPPLIES/SERVICES</b>	
1140	Nuclear Materials, Reactor Metals, Isotopes, Components
5860	Radiation Devices, Supplies, Personal Protection Equip.
<b>OFFICE SUPPLIES/SERVICES</b>	
7110	Furniture, Office
7195	Furniture and Fixtures, Miscellaneous
7220	Floor Coverings, Carpet
7221	Floor Coverings, Floor Tiles
7222	Floor Coverings, Carpet Cushion
7223	Floor Mats (Plastic/Rubber)
7490	Miscellaneous Office Machines
7510	Office Supplies
7511	Plastic Desktop Accessories
7512	Toner Cartridges
7513	Binders
7514	Plastic Trash Bins
7515	Printer Ribbons
7516	Binders (Solid Plastic)
7517	Plastic Clipboards
7518	Plastic File Folders
7519	Plastic Clip Portfolios
7520	Plastic Presentation Folders
7521	Awards & Plaques
7530	Stationery and Record Forms (Coated printer/writing)
7531	Uncoated Printer/Writing Paper (Copier Paper)
7532	Bristols (File folders, index cards, tags, tickets)
7533	Plastic Envelopes
9905	Signs, Advertising Displays, and Identification Plates

	<b>PACKING/SHIPPING SUPPLIES/SERVICES</b>
4010	Chain and Wire Rope
4020	Fiber Rope, Cordage and Twine
5511	Pallets
8110	Packing Drums, Industrial (Steel, Plastic or Fiberboard)
8115	Packing Boxes, Cartons, and Crates
8135	Packing and Packaging Bulk Materials
8150	Strapping and Stretch/Shrink Wrap
9310	Paper and Paperboard and Packaging Products
	<b>PHOTOGRAPHIC SUPPLIES/SERVICES</b>
6750	Photographic Supplies
6760	Photographic Equipment and Accessories
	<b>PRINTED MATERIALS/SERVICES</b>
7610	Publications, Books, Pamphlets
7630	Newspapers, Periodicals, Subscriptions
7631	Newsprint
T011	Printing Equipment, Printing and Binding Services
	<b>RAW MATERIALS/SERVICES</b>
8305	Textile Fabrics
9515	Plate, Sheet, Strip, Foil: Iron and Steel
9520	Structural Shapes, Iron and Steel
9545	Precious Metals: Plate, Sheet, Strip, Foil, Wire
	<b>REAL ESTATE SUPPLIES/SERVICES</b>
X111	Lease/Office Buildings
X293	Lease/Unimproved Real Property (Land)
	<b>RESEARCH &amp; DEVELOPMENT</b>
AG51	RDTE/Energy – Nuclear – Basic Research
AG91	RDTE/Other Energy – Basic Research
AL13	RDTE/Employment Advertising
AN46	RDTE/Health Services – Management Support
B510	Environmental Studies & Assessments
B537	Medical and Health Studies
	<b>SAFETY RELATED SUPPLIES/SERVICES</b>
4210	Fire Extinguishers, Fire Fighting Equipment
4235	Sorbents, Absorbents
4240	Safety and Rescue Equipment
4241	Respirators, Dust Masks, Breathing Apparatus
5850	Lasers, Visible and Invisible Light Equipment
6350	Audible Warning Signal Devices
	<b>STORAGE EQUIPMENT/SERVICES</b>
5450	Prefabricated Structures, Miscellaneous
8340	Tents and Tarpaulins
	<b>SUBCONTRACT/PROFESSIONAL SERVICES</b>
B599	Services, Professional Studies & Analyses
C211	Architect-Engineering Services
R499	Services, Personal (HR Approval Required)
R699	Services, Personal (HR Approval Not Required)
U099	Classes, Seminars, Education, Training Services Misc.
V231	Hotel, Convention, and Event Services
V999	Other Transportation Travel & Relocation Services
	<b>VEHICULAR TRAFFIC SUPPLIES/SERVICES</b>

2310	Vehicles and Materials Handling Equipment
2590	Vehicle Components, Miscellaneous
2610	Tires and Tubes, Pneumatic, Except Aircraft
2930	Engine Cooling Sys Comps, Coolant
6311	Traffic Cones
6312	Traffic Barricades
6313	Traffic Channelizers
6314	Traffic Delineators (Flexible)
6315	Traffic Delineators
6316	Traffic Parking Stops
9140	Fuel Oils, Coal, Gasoline
9145	Oil, Vehicular lubricating
W025	Vehicle Rental (individual)
	<b>WASTE MANAGEMENT SUPPLIES/SERVICES</b>
S222	Waste Treatment & Disposal (Hazardous)
	<b>WEAPONRY SUPPLIES/SERVICES</b>
1095	Firearms, Weapons Miscellaneous
1145	Explosives, Pyrotechnics
1395	Ammunition, Miscellaneous

