

SF 6430-RDO # (5-2000)  
Supersedes (10-99) issue

Press F1 for Help on a particular field or go to the Instruction Section provided on Page 3.

## SANDIA CORPORATION PURCHASE REQUISITION WORKSHEET

Email: [PHDesk@sandia.gov](mailto:PHDesk@sandia.gov)  
 Phone No: (505)284-4PHD  
 NM mail to MS 0202  
 NM Fax No: (505)844-8433  
 CA mail to MS 9116  
 CA Fax No: (925)294-3331

Date (dd-mmm-yyyy)	Number		Page	Pages	
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Preparer	Mail Stop	Org.	Phone	Fax	Funds Available
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Description

No.	Type <sup>1</sup>	Item No. <sup>2</sup>	Rev. <sup>3</sup>	Category <sup>4</sup>			
1.	Description/Specification (240 Characters Max) <sup>5</sup>			UOM <sup>6</sup>	Qty. <sup>7</sup>	Price <sup>8</sup>	Need By Date <sup>9</sup>
				Hazard <sup>10</sup>			
	Destination Type <sup>11</sup>	Requester (Deliver To) <sup>12</sup>	Phone <sup>13</sup>	Fax <sup>14</sup>	Org. <sup>15</sup>	Location (Deliver to Bldg/Room No.) <sup>16</sup> <input type="checkbox"/> No Shipment <sup>17</sup>	
	<b>SNL Master</b>					<input type="checkbox"/>	
DISTRIBUTION							
Project <sup>18</sup>		Task <sup>19</sup>	Type <sup>20</sup>		Org. <sup>21</sup>	Quantity <sup>22</sup>	

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	<b>SNL Master</b>					<input type="checkbox"/>	
DISTRIBUTION							
Project <sup>18</sup>		Task <sup>19</sup>	Type <sup>20</sup>		Org. <sup>21</sup>	Quantity <sup>22</sup>	

<p>SUGGESTED SOURCES <sup>23</sup></p> <p>Contact:</p> <p>Phone:                      Fax:</p>	<p>Send to Buyer Name<sup>24</sup></p> <p>Single/Sole Source/Make<sup>25</sup> <input type="checkbox"/></p> <p>Note to Buyer<sup>26</sup></p>	<p>PO No. Reference<sup>28</sup></p> <p>Contract Purchase Agreement No<sup>29</sup></p> <p>Estimated Ceiling Price<sup>30</sup></p>
<p>Ship to<sup>27</sup> <b>SNL Albuquerque</b></p>		

3.	No. <input type="text"/>		Type <sup>1</sup>		Item No. <sup>2</sup>		Rev. <sup>3</sup>		Category <sup>4</sup>								
	Description/Specification (240 Characters Max) <sup>5</sup>								UOM <sup>6</sup>		Qty. <sup>7</sup>		Price <sup>8</sup>		Need By Date <sup>9</sup>		
	Hazard <sup>10</sup>																
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										SNL Master						<input type="checkbox"/>	
<b>DISTRIBUTION</b>																	
Project <sup>18</sup>				Task <sup>19</sup>			Type <sup>20</sup>				Org. <sup>21</sup>			Quantity <sup>22</sup>			

4.	No. <input type="text"/>		Type <sup>1</sup>		Item No. <sup>2</sup>		Rev. <sup>3</sup>		Category <sup>4</sup>								
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	Hazard <sup>10</sup>																
	Destination Type <sup>11</sup>		Requester (Deliver To) <sup>12</sup>			Phone <sup>13</sup>		Fax <sup>14</sup>		Org. <sup>15</sup>		Location (Deliver to Bldg/Room No.) <sup>16</sup>				No Shipment <sup>17</sup>	
										SNL Master						<input type="checkbox"/>	
<b>DISTRIBUTION</b>																	
Project <sup>18</sup>				Task <sup>19</sup>			Type <sup>20</sup>				Org. <sup>21</sup>			Quantity <sup>22</sup>			

5.	No. <input type="text"/>		Type <sup>1</sup>		Item No. <sup>2</sup>		Rev. <sup>3</sup>		Category <sup>4</sup>								
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Project <sup>18</sup>				Task <sup>19</sup>			Type <sup>20</sup>				Org. <sup>21</sup>			Quantity <sup>22</sup>			

# INSTRUCTIONS FOR PREPARING PURCHASE REQUISITION (PR) WORKSHEET

## Use this form to request:

- the purchase, lease, or borrowing of property, materials, or services including JIT items,
- revising, canceling, or terminating a contract.

## Procedure:

1. Complete all parts of the PR worksheet (if you need help completing this form, contact the Procurement Help Desk at 284-4PHD).
2. Make copy of PR for Requester.
3. Forward PR for input into Oracle by one of the following methods:
  - Your department secretary or other internal department Oracle user (for listing, contact your [Oracle Advisor](#))
  - Email: [PHDesk@sandia.gov](mailto:PHDesk@sandia.gov)
  - Mail 10204/MS-0202 at SNL/NM, or 8534/MS-9116 at SNL/CA
  - Fax 844-8433 at SNL/NM, or 294-3331 at SNL/CA

**Note:** The Requester may check the [status](#) of their Purchase Requisitions at the following URL. [http://www-irm.sandia.gov/organization/div10000/procurement\\_ctr/htmldocs/oralogin.htm](http://www-irm.sandia.gov/organization/div10000/procurement_ctr/htmldocs/oralogin.htm)

**Multiple lines:** When the PR has more than one page, complete all fields on the first page and include additional information on succeeding pages.

## SPECIAL CONSIDERATIONS SECTION

### Emergency Requisitions Procedure:

- Call the Procurement Help Desk (284-4PHD) to enter an "urgent" Oracle PR and ask for the assigned Sandia Contracting Representative (SCR) or call the SCR assigned to your organization to enter an "urgent" Oracle Purchase Requisition in your behalf.
- After the Oracle Purchase Requisition has been electronically approved, contact the person assigned to the PR for placement.

### Canceling a line item:

- For assistance in canceling a line item, please contact the Procurement Help Desk (284-4PHD).

## HOW TO COMPLETE THE FIELDS

All shaded fields in these instructions are mandatory fields and must be completed.

<b>Date</b>	Month, day, and year of request.
<b>PR Number</b>	The number will be electronically assigned once it has been input into Oracle.
<b>Page/Pages</b>	Current page number and total number of pages (Example: 1 of 3).
<b>Preparer</b>	Enter your Name, Mail Stop, Org., Phone number, and Fax number.
<b>Funds Available (this action)</b>	Amount for all material/services requested on this PR.
<b>Description</b>	Provide a brief summary of all the material or service being purchased on this PR. This field will appear on management reports and should be as descriptive as possible. This will help identify your requisitions/POs.
<b><sup>1</sup>Type</b>	<p>Enter one of the following line <i>Types</i> for the requisition line. Line types help you define how you want to categorize your items. The line type selected may impact the <b>Unit of Measure (UOM)</b> and <b>Price</b> fields. Use "Services...Amount" if the exact cost of service is dependent on actual usage, i.e., - cost type services. Also use "...Amount" type if Supplier is expected to invoice for partial payments, i.e., construction services, R&amp;D, Staff augmentation, etc.</p> <p>A <b>Service Quantity based line type</b> would be chosen when you need a known quantity of something. Oracle computes the total amount based on quantity times price. A quantity-based line type is invoiced for the entire PO value when delivery is complete, such as a commercial service for a hardware installation, training class, etc. A <b>service amount-based line type</b> would be chosen when invoicing is to be in increments (progress payments on a construction, R&amp;D, staff augmentation, etc.) as effort progresses. If <u>either</u> multiple invoices <u>or</u> amount is unknown, choose an amount-based line type.</p> <p style="text-align: center;"> <b>Goods Unclassified - Quantity</b>  <b>Goods Classified - Quantity</b>  <b>Service Classified - Amount</b>  <b>Service Unclassified - Amount</b>  <b>Service Classified - Quantity</b>  <b>Service Unclassified - Quantity</b> </p>
<b><sup>2</sup>Item No.</b>	Enter the appropriate Sandia assigned part number if applicable. If ordering a JIT item, enter the JIT part

	number; otherwise leave this field blank.		
<sup>3</sup> Rev.	Applies to Manufacturing/MDE. Enter the Revision number (if any) that corresponds to the item being ordered.		
<sup>4</sup> Category	If you have provided an <b>Item No.</b> , or if this is a JIT item, leave this field blank, otherwise enter one of the following purchasing <b>Categories</b> .		
	<b>Automotive</b>	<b>Greases/Lubricants/Solvents</b>	<b>Nuclear/Radioactive</b>
	<b>Building</b>	<b>Government</b>	<b>Office Supplies</b>
	<b>Chemicals</b>	<b>Hardware</b>	<b>Paper</b>
	<b>Computer</b>	<b>International</b>	<b>Photographic</b>
	<b>Construction Materials</b>	<b>Janitorial Supplies</b>	<b>Plastic</b>
	<b>Construction</b>	<b>Laboratory Supplies</b>	<b>Printing</b>
	<b>Consultant</b>	<b>Machinery</b>	<b>Professional Services</b>
	<b>Copier</b>	<b>Maintenance/Repairs</b>	<b>R&amp;D</b>
	<b>Drafting</b>	<b>Material Handling/Transp</b>	<b>Rentals/Leases</b>
	<b>Electrical</b>	<b>Medical</b>	<b>Services</b>
	<b>Electronics</b>	<b>Metal</b>	<b>Speaker Letter</b>
	<b>Equipment</b>	<b>Mfg</b>	<b>Staff Augmentation</b>
	<b>ES&amp;H/Safety Supplies</b>	<b>Mfg Dev Eng</b>	<b>Support Svs - General</b>
	<b>Fabrication</b>	<b>Miscellaneous Goods</b>	<b>Support Svs - Program M&amp;O</b>
<b>Furniture</b>	<b>Miscellaneous Services</b>	<b>Weapons</b>	
<b>Gases</b>	<b>New</b>		
<sup>5</sup> Material or Service Description/ Specification	<p>Provide a complete description/SOW that begins with the most descriptive word and includes terms that will be clearly understood by all potential offerors and the SCR administering the PO/PR. If the description is complex or includes drawings, specifications, or engineering procedures, attach to the PR a separate titled and dated document with the information. The public may gain access to PR information-do not include extraneous or superfluous comments. Address only the applicable bullets. <b>NOTE:</b> Oracle has a field limitation of 250 characters. The SOW may be attached to the PR if required.</p> <ul style="list-style-type: none"> <li>• <b>Funds Available:</b> State the total estimated value of the contract action if it is different from the funding available in this requisition. Full funding should be available for any contract actions less than \$250,000.</li> <li>• <b>On Requisitions modifying a PO:</b> Write the description as it should read for each item being changed referencing the correct item number of the PO. If you are adding an item, enter the new item and reference the PO number in <b>PO Number Reference #29</b> below.</li> <li>• <b>Classified Information:</b> Put classified information in a separate document and reference it on the PR. Send the classified document marked for the SCR to Personnel Security Department, 7437 (Security Operations Department, 8811) referencing the PR# and Line #. If a contractor requires access to or will originate classified information, describe the circumstances.</li> <li>• <b>Classified Material:</b> Reference Sandia Packaging Specification (SPS 230). Include specifications, referencing the PR# and Line #, and send required strapping seals to the packaging point. Strapping seals are available from Shipping, Receiving, and Mail Services, 7613 (Property Management Department, 8532, at SNL/CA).</li> <li>• <b>Sandia Property or Material:</b> Property/Material furnished to commercial contractor or institution to be used in conjunction with performance of contract: Include quantity, description, property number, and value of item(s) and a reason or justification for furnishing the item(s).</li> <li>• <b>Property or Material Acquired or Fabricated by a Contractor for Sandia:</b> Include description of property or material. <b>Important:</b> Rules regarding type of funds used and approvals required are the same whether property is acquired directly or through the contractor.</li> <li>• <b>Hazardous Material:</b> Include clear description.</li> <li>• <b>Quality Program:</b> Usage <u>Index of Active EP's for Commercial Procurement in Engineering Procedures</u> manual states available quality programs. Reference EPs.</li> <li>• <b>Engineering Cost Estimates:</b> Send original draft to SCR. Reference the estimate by date and addressee in this section.</li> <li>• <b>GSA and FSS Materials:</b> For items available from the General Services Administration (GSA) or Federal Supply Schedules (FSS) stock numbers and FSS expiration dates, if known.</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Borrowing Property:</b> Include the words "Borrowed Property" and the property's description, intended use, proposed location, estimated purchase value, loan period, and return date.</li> <li>• <b>Trade-in or Exchange:</b> Consult your SCR for restrictions.</li> <li>• <b>Excess Property:</b> Include the words "Excess Property" and the property's description and original acquisition value.</li> <li>• <b>Drawing No:</b> Insert applicable drawing number.</li> </ul>		
<sup>6</sup> UOM	Enter the unit of measure (UOM) you want to use for your requisition line. If you enter a <b>Line Type</b> that is "...Amount Based" enter <b>US Dollar</b> as the UOM.		
<sup>7</sup> Qty	Enter the quantity required of the item. If your UOM equals <b>US Dollar</b> , enter the dollar amount as the quantity required. (i.e., UOM = <b>US Dollar</b> ; Qty = <b>100,000</b> ; Price = <b>\$1</b> )		
<sup>8</sup> Price	Enter your best estimate of the cost of each item. If you are modifying an existing PO, and changing the unit price, enter the new amount. If deleting an item, enter zero (-0-). If <u>borrowing property</u> , enter associated costs such as shipping, installation and maintenance. If <u>Excess Property Acquisition</u> , enter \$0. If you create a requisition line for an amount based line <b>type</b> , you should set the price to \$1.		
<sup>9</sup> Need By Date	Enter a realistic date for delivery/performance.		
<sup>10</sup> Hazard	Enter one of the following Hazard names. If none apply, enter <b>None</b> .		
	<table border="0"> <tr> <td> <b>None</b>  173.136 Corrosive Material  173.124 Dangerous When Wet Material  173.50 Explosives (with a Mass Explosion Hazard)  173.50 Explosives (with a predominately fire hazard)  173.50 Explosives (with a Projection Hazard)  173.50 Extremely insensitive detonating substances  173.120 Flammable and Combustible Liquid  173.115 Flammable Gas  173.124 Flammable Solid  173.54 Forbidden Explosives  173.21 Forbidden Materials </td> <td> 173.134 Infectious Substance (etiologic Agent)  173.140 Miscellaneous Hazard Material  173.115 Non-Flammable Compressed Gas  173.128 Organic Peroxide  173.144 Other Regulated Material ORM-D  173.127 Oxidizer  173.115 Poisonous Gas  173.132 Poisonous Materials  173.403 Radioactive Material  173.124 Spontaneously Combustible Material  173.50 Very insensitive Explosives: Blast Agents </td> </tr> </table>	<b>None</b> 173.136 Corrosive Material 173.124 Dangerous When Wet Material 173.50 Explosives (with a Mass Explosion Hazard) 173.50 Explosives (with a predominately fire hazard) 173.50 Explosives (with a Projection Hazard) 173.50 Extremely insensitive detonating substances 173.120 Flammable and Combustible Liquid 173.115 Flammable Gas 173.124 Flammable Solid 173.54 Forbidden Explosives 173.21 Forbidden Materials	173.134 Infectious Substance (etiologic Agent) 173.140 Miscellaneous Hazard Material 173.115 Non-Flammable Compressed Gas 173.128 Organic Peroxide 173.144 Other Regulated Material ORM-D 173.127 Oxidizer 173.115 Poisonous Gas 173.132 Poisonous Materials 173.403 Radioactive Material 173.124 Spontaneously Combustible Material 173.50 Very insensitive Explosives: Blast Agents
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<sup>11</sup> Destination Type	Enter one of the following: <b>Expense</b> - The goods are delivered to the requester (default). <b>Inventory</b> - The goods are received into inventory upon delivery (Manufacturing only).		
<sup>12</sup> Requester (Deliver To)	Enter the name of the person the material/services will be delivered to.		
<sup>13</sup> Phone	Enter the Requester phone number.		
<sup>14</sup> Fax	Enter the Requester fax number.		
<sup>15</sup> Org	Modify the Organization name if necessary. <b>NOTE:</b> Default is <b>SNL Master</b> .  <b>Manufacturing</b> <b>Precious Metals CA</b> <b>Precious Metals Alb</b> <b>Satellite Systems</b> <b>Special Source Materials</b> <b>Strategic Reserves</b> <b>Test Stores</b>		
<sup>16</sup> Location (deliver to Bldg/Room No)	Enter the number of the building, room and site location where the material will be delivered. Example: Building 800, Room No 225R and Site Sandia Albuquerque, should be entered as 800.225R.SA		
<sup>17</sup> No Shipment	Check this box if this is a service requirement and no shipment will be involved.		
<b>DISTRIBUTION</b>			
If the line source type is "Inventory", you may not enter more than one distribution line, otherwise, use a separate line for each distribution. <b>Note:</b> For Excess Property Acquisitions, include a valid Project/Task and organization number for charging shipping and handling costs. When <u>borrowing property</u> , include a valid Project/Task, and organization for charging incidental costs such as shipping, installation, and maintenance.			
<sup>18</sup> Project	Verify that funds are available. Use a separate line for each <b>Project</b> number when you split <b>Line Item</b> costs. If you need more than three lines for a particular line item, prepare Form SF 6430-RDB, "Purchase Requisition Accounting Data Supplement."		
<sup>19</sup> Task	Use a separate line for each <b>Task</b> number when you split <b>Line Item</b> costs.		

<sup>20</sup> <b>Type</b>	Enter one of the Expenditure <b>Types</b> listed below. <b>ICO Purchases</b> <b>PO Items Purchased</b> <b>PO Services Off-Site</b> <b>PO Services On-Site</b>
<sup>21</sup> <b>Org.</b>	Enter the charging organization number (usually the Requester's).
<sup>22</sup> <b>Quantity</b>	Enter the Quantity you want to distribute. The quantity must be in decimal format. Multiple distribution quantities must total to the requisition line quantity. By using decimal quantities in this field, you can easily distribute costs across distributions using percentages. For instance, you can have a simple quantity of one (1) on your requisition line. If you want to charge one Project/Task number for 30% of the cost of the item and another Project/Task number for 70% of the cost of the item, simply enter .3 and .7 as the respective quantities for the requisition distribution lines.

### SOURCING INFORMATION

<sup>23</sup> <b>Suggested Source</b>	Include suggested source for each line. If more space is needed, attach a separate sheet with the information.
<sup>24</sup> <b>Send to Buyer Name</b>	If you are in California, co-located or know the identity of the buyer who will be procuring the goods or services, enter that name in this field, otherwise, leave blank.
<sup>25</sup> <b>Single/Sole Source/Make</b>	Check this box if this is a Sole/Single Source or Sole Make procurement valued at \$25,000 or less. If this is Sole/Single-Source or Sole Make procurement valued in excess of \$25,000, refer to the "REQUIRED ATTACHMENTS" section below.
<sup>26</sup> <b>Note to Buyer</b>	Enter any other pertinent information that will be useful to the buyer, i.e., <ul style="list-style-type: none"> <li>• <b>SNL Furnished Property/Material will be furnished</b></li> <li>• <b>SNL Property Acquisition will be authorized</b></li> </ul>
<sup>26</sup> <b>Ship to</b>	Modify the ship to location if necessary; default is <b>SNL Albuquerque</b> .
<sup>27</sup> <b>PO No. Reference</b>	Enter the PO number if this is a requisition modifying an existing PO; otherwise, leave blank.
<sup>28</sup> <b>Contract Purchase Agreement No.</b>	If this is a requisition procuring materials/services that have been previously negotiated as a Contract Purchase Agreement, enter the Contract Purchase Agreement Number here, otherwise, leave blank.
<sup>29</sup> <b>Estimated Ceiling Price</b>	Enter the estimated value of the contract if it is different from the funding available in this requisition ("Funds Available" field above). Full funding should be available for any contract actions less than \$250,000.

### REQUIRED ATTACHMENTS

- When ordering Capital or Capital-like Property that falls into one of the categories exempt from numbering, prepare and attach [Form SF 6920-B, "Capital-Like Property Purchase Justification."](#)
- [Sole/Single-Source and Sole-Make Justification for Procuring PRODUCT\(S\) Form](#) or [Sole/Single-Source Justification for Procuring SERVICE\(S\) Form](#) required for acquisitions valued in excess of \$25,000. Avoid specifications for materials and services available from only one source or produced by only one manufacturer if possible. Additional information is also available in the [Procurement Manual, "3.5 Sole/Single-Source and Sole-Make Justifications"](#)
- If clearances are required, [Form DOE F 5634.2 "Contract Security Classification Specification"](#) must be prepared and attached to the PR.

### ADDITIONAL INFORMATION

Contact the following:

**At New Mexico:**

- Administrative Assistant for your organization
- Sandia Contracting Representative, 10200
- Accounting Services, 10501

**At California:**

- Procurement Coordinator, 2211
- Sandia Contracting Representative, 8533
- Business Office, 8502

Procurement Help Desk 284-4743 (284-4PHD)

Additional information is also available in the [Procurement Manual, Section 3.0 "Preparing the Procurement Forms."](#) The manual is located in the Internal Web site.