

# Oak Ridge National Laboratory Environmentally Preferable Procurement Report

## Due Dates: Calendar quarters

First quarter - 01/01 through 03/31 – due 04/30

Second quarter - 04/01 through 06/30 – due 07/31

Third quarter - 07/01 through 09/30 – due 10/31

Fourth quarter - 10/01 through 12/31 – due 01/31

## Data Requirements:

File Type: Excel

File Name: [Last Date of Qtr]\_[Assigned Vendor Number] – Vendor No. to be provided by ORNL Subcontract Administrator

Example –XYZ Company report for first quarter 2006 would be named:  
03312006\_9999999.xls

For all purchases during a calendar quarter:

<u>Field Name</u>	<u>Field Description</u>	<u>Field Format</u>
Date	Order Date	date (yyyymmdd)
Part_Number	Part Number	text (max 50 characters)
Vendor_Number	ORNL assigned vendor number	number
Description	Part Description	text (max 254 characters)
Recycle_Status	Recycle status of product Use R for contains recycled content Use B for biobased product Use V for contains only virgin materials Use U for unknown	text (max 10 characters)
Unit	Unit (i.e., each, carton, package)	text (max 50 characters)
Quantity	Quantity	number
Price	Price per unit	currency

**Submission:** Submit as an E-mail attachment to [recycle@ornl.gov](mailto:recycle@ornl.gov)

**Questions:** Debbie Dillener  
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