

**UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**

No. 18-9521

NATIONAL LABOR RELATIONS BOARD)	
)	
Petitioner)	
)	
v.)	Enforcement of an
)	Agency Matter
WOLF CREEK NUCLEAR OPERATING)	
CORPORATION)	
)	
Respondent)	

CERTIFIED ADMINISTRATIVE RECORD

Volume IV - Exhibits

BOARD EXHIBITS
BEFORE THE
NATIONAL LABOR RELATIONS BOARD

In the Matter of:

Case No.: 14-RC-168543

**WOLF CREEK NUCLEAR
OPERATING CORPORATION**
Employer

And

**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS,
LOCAL UNION 225**
Petitioner

Place: Overland Park, KS

Date: 04/25/17

OFFICIAL REPORTERS

**Veritext National Court Reporters
Mid-Atlantic Region
1250 Eye Street, NW – Suite 1201
Washington, DC 20005
888-777-6690**

**UNITED STATES OF AMERICA
BEFORE THE NATIONAL LABOR RELATIONS BOARD
SEVENTEENTH SUBREGION**

Wolf Creek Nuclear Operating Corporation

Employer

and

Case 14-RC-168543

International Brotherhood of Electrical Workers, Local 225

Petitioner

INDEX AND DESCRIPTION OF FORMAL DOCUMENTS

Board Exhibit No. 1(e) Original Order Reopening Record and Notice of Further
Hearing, dated April 18, 2017

1(f) Affidavit of Service of 1(e), dated April 18, 2017;

1(g) Index and Description of Formal Documents

BOARD EXHIBIT NO. 1 (g)

JM
B/k-g

**UNITED STATES OF AMERICA
BEFORE THE NATIONAL LABOR RELATIONS BOARD**

Wolf Creek Nuclear Operating Corporation Employer and International Brotherhood of Electrical Workers, Local 225 Petitioner	Case 14-RC-168543
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AFFIDAVIT OF SERVICE OF: Order Reopening Record and Notice of Further Hearing

I, the undersigned employee of the National Labor Relations Board, being duly sworn, say that on April 17, 2017, I served the above documents by electronic mail upon the following persons, addressed to them at the following addresses:

brian.christensen@jacksonlewis.com
trecia.moore@jacksonlewis.com
Brian J. Christensen, and
Trecia Moore, Attorneys
Jackson Lewis P.C.
7101 College Boulevard, Suite 1150
Overland Park, KS 66210-2153

japears@wcnoc.com
Jayne Pearson, Labor Relations
Wolf Creek Nuclear Operating Corporation
1550 Oxen Lane
Burlington, KS 66839

will@law-assoc.com
William R Lawrence, Attorney
Lawrence & Associates
1405 George Court, Apt. 7
Lawrence, KS 66044

rcrogers@cableone.net
Ray Rogers, Bus. Mgr.
IBEW Local 225
P.O. Box 404
Burlington, KS 66839

April 18, 2017

Date

Melissa Nisly, Designated Agent of NLRB

Name


Signature



UNITED STATES OF AMERICA
BEFORE THE NATIONAL LABOR RELATIONS BOARD
SUBREGION 17



Wolf Creek Nuclear Operating Corporation

Employer

and

**International Brotherhood of Electrical Workers,
Local 225**

Case 14-RC-168543

Petitioner

ORDER REOPENING RECORD AND NOTICE OF FURTHER HEARING

On April 7, 2017, the Board granted, in part, the Employer's March 1, 2016, request for review of the Regional Director's February 1, 2016, Decision and Direction of Election, finding that the Employer's buyers are not managerial employees, despite an earlier 2000 Regional Director's unit clarification decision addressing the same issue and finding them to be managerial employees. The February 2016 Regional Director's decision found that the earlier 2000 Regional Director's decision had no preclusive effect. The Board found that the Regional Director's unit clarification decision in 2000, that buyers were managerial employees, may have preclusive effect in the instant case, unless the Petitioner satisfies its burden of presenting material changed circumstances that would vitiate the preclusive effect of the earlier ruling. The Board's Order remanded the instant case for further processing, including reopening of the record, if necessary

After considering the Board's remand, I am ordering the reopening the record to afford the parties the opportunity to supplement the record on the issue of the managerial status of the

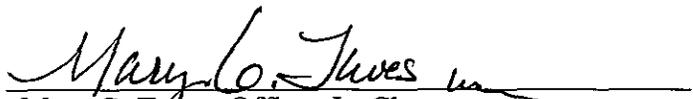
Employer's buyers, including materially changed circumstances in the buyers' workplace methods since the Regional Director's 2000 decision.

IT IS ORDERED that the record in this proceeding is reopened for further hearing before a hearing officer on the managerial issue described above.

Accordingly, YOU ARE HEREBY NOTIFIED that at 9:00 a.m. on the **25th day of April, 2017**, and on consecutive days until concluded, at the Subregional Office of the National Labor Relations Board, Sharon K. Evans Hearing Room, 8600 Farley, Overland Park, Kansas, a hearing will be held in this matter for the purpose of receiving additional evidence as described above. At the hearing, the parties will have the right to appear in person or otherwise and give testimony. Form NLRB-4669, *Statement of Standard Procedures in Formal Hearings Held Before The National Labor Relations Board Pursuant to Petitions Filed Under Section 9 of The National Labor Relations Act*, is attached.

Dated at Overland Park, Kansas, this 18th day of April, 2017.

Leonard J. Perez, Regional Director
National Labor Relations Board, Region 14, by


Mary G. Taves, Officer-In-Charge
National Labor Relations Board, Subregion 17
8600 Farley Street, Suite 100
Overland Park, KS 66212-4677

EMPLOYER EXHIBITS
BEFORE THE
NATIONAL LABOR RELATIONS BOARD

In the Matter of:

Case No.: 14-RC-168543

**WOLF CREEK NUCLEAR
OPERATING CORPORATION**
Employer

And

**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS,
LOCAL UNION 225**
Petitioner

Place: Overland Park, KS
Date: 04/25/17

OFFICIAL REPORTERS

Veritext National Court Reporters
Mid-Atlantic Region
1250 Eye Street, NW – Suite 1201
Washington, DC 20005
888-777-6690

PURCHASE ORDER



MATERIALS MANAGEMENT
P.O. BOX 411
BURLINGTON, KANSAS 66839

PAGE 1 OF 3

DATE: 11/17/1998

ORDER / REV.

0700801/0

00199601 FAX NO: 785-234-1539 TEL NO: 800-234-3423 S LINWELD P.O. BOX 1858 TOPEKA, KS 66601-1858 ATTN: EARL GORACKE S E L L E R	S H I P - T O WOLF CREEK GENERATING STATION 1550 OXEN LANE, N.E. BURLINGTON, KS 66839
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By accepting this Purchase Order or any part thereof, the Seller agrees to and shall be bound by the terms and conditions contained herein.

PAYMENT TERMS N 30 DAYS	FOB TERMS SHIP POINT, FRT COLLECT	SHIPPING DATE 11/19/1998	SHIP VIA ROADWAY EXPRESS INCORPORATED
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ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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NON-CONFIRMING PURCHASE ORDER

1	3.00	EA	WCNOC: D015140 HYDROGEN SULFIDE, 25 PPM, 58 LITERS, IN NITROGEN, +/- 5%, [WCNOC CCS #02745]	120.000 .00% Discount	360.00
2	18.00	EA	WCNOC: D015122 CARBON MONOXIDE, 50 PPM, 17 LITERS, IN AIR, +/- 2%	35.000 .00% Discount	630.00
3	1.00	EA	WCNOC: D015131 PROPANE, 0.2% (10% LEL), 17 LITERS, IN AIR, +/- 2% [WCNOC CCS #2804]	35.000 .00% Discount	35.00
4	9.00	EA	WCNOC: D015126 CARBON MONOXIDE, 10 PPM, 17 LITERS, IN AIR, +/- 2%	35.000 .00% Discount	315.00
5	12.00	EA	WCNOC: D015137 NITROGEN, 100% 17 LITERS [WCNOC CCS #02401]	35.000 .00% Discount	420.00

EXHIBIT

Ex. 4

- IMPORTANT INSTRUCTIONS -

- | | |
|--|--|
| <ul style="list-style-type: none"> - ACKNOWLEDGE RECEIPT OF THIS ORDER PROMPTLY. - REFER TO THIS PURCHASE ORDER NUMBER ON ALL CORRESPONDENCE, INVOICES, BILLS OF LADING, PACKING LISTS AND PACKAGES. - EACH ITEM SHALL BE CLEARLY MARKED WITH THE SELLER'S/MANUFACTURER'S PART NUMBER. - INVOICING QUESTIONS MAY BE DIRECTED TO ACCOUNTING INVOICING SECTION (316)364-8831 | <ul style="list-style-type: none"> - SEND ORIGINAL AND ONE (1) COPY OF INVOICE TO:
WOLF CREEK NUCLEAR OPERATING CORPORATION
ACCOUNTING/INVOICE SECTION
P.O. BOX 411
BURLINGTON, KS 66839 - PAYMENT WILL BE MADE AFTER INSPECTION AND ACCEPTANCE OF MATERIAL BY BUYER AND RECEIPT OF CORRECT INVOICE. |
|--|--|

Jm

PURCHASE ORDER



PAGE 2 OF 3

DATE: 11/17/1998

ORDER / REV.

0700801/0

SELLER: LINWELD

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
6	1.00	EA	WCNOC: D015133 HYDROGEN, 2% (50% LEL), 17 LITERS, IN AIR, +/- 2%, [WCNOC CCS #2805]	35.000 .00% Discount	35.00
7	18.00	EA	WCNOC: D015124 PROPANE, 1.1% (50% LEL), 17 LITERS, IN AIR, +/- 2%	35.000 .00% Discount	630.00
8	2.00	EA	WCNOC: D015143 CHLORINE, 10 PPM, 58 LITERS, IN NITROGEN, +/- 1 PPM [WCNOC CCS #2803]	321.000 .00% Discount	642.00
9	8.00	EA	WCNOC: D015135 AIR ZERO, 20.9% O2, 17 LITERS [WCNOC CCS #2795]	35.000 .00% Discount	280.00
10	1.00	LT	WCNOC: D010526 HAZARDOUS MATERIAL CHARGE	48.000 .00% Discount	48.00

COMPLIANCE WITH WCNOC'S CODE OF ETHICS

 In the spirit of good business practice, Seller's employees shall not violate, or cause WCNOC employees to violate the "Conflicts of Interest" section (part 6.3) of WCNOC's 'Code of Ethics' (Admin. Instructions AI 13C-002). Any such violation may be cause for termination of current contracts with the Seller as well as disqualification of Seller from consideration for future business. A copy of WCNOC's 'Code of Ethics' is available on request.

Y2K COMPLIANCE

 In our common interest of maintaining a mutually beneficial business relationship, it is Buyer's expectation that Seller has implemented a plan to address "Year 2000 (Y2K) compliance" and ensure uninterrupted business processes in the transition to the year 2000 and beyond.

WCNOC GENERAL TERMS AND CONDITIONS (154)

 WCNOC General Terms and Conditions of Purchase dated 05/94, and transmitted previously, shall apply to this purchase. Copies available upon request.

PURCHASE ORDER



PAGE 3 OF 3

DATE: 11/17/1998

ORDER / REV.

0700801/0

SELLER: LINWELD

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
------	----------	-----	-------------	------------	-------------

WOLF CREEK NUCLEAR OPERATING CORPORATION,
as agent for Kansas Gas and Electric Company,
Kansas City Power and Light Company, and
Kansas Electric Power Cooperative, Inc.
BY

Sandy Somerhalder

Sandy Somerhalder
PHONE: FAX:

PURCHASE ORDER

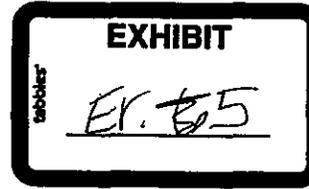


SUPPLY CHAIN SERVICES
P.O. BOX 411
BURLINGTON, KANSAS 66839

DATE: 04/20/2017

ORDER / REV.

780677/0



S E L L E R	00000501 FAX NO: 620-343-9051 TEL NO: 620-343-3821 AMERICAN ELECTRIC COMPANY 510 FUNSTON EMPORIA, KS 66801 ATTN: CURTIS ROSS	S H I P P O	WOLF CREEK GENERATING STATION 1550 OXEN LANE, N.E. BURLINGTON, KS 66839 ATTN: WAREHOUSE/P.O. 780677/0
----------------------------	--	----------------------------	--

By accepting this Purchase Order or any part thereof, the Seller agrees to and shall be bound by the terms and conditions contained herein.

PAYMENT TERMS NET 30 DAYS	FOB TERMS SHIP POINT, PREPAY & ADD	SHIPPING DATE 04/24/2017	SHIP VIA SELLER'S TRUCK		
ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE

*****NON-SAFETY RELATED*****

1	100.00	FT	WCNOC: NS01250665 Quote: Q070741 / Req. 17-83345 CONDUIT, RIGID, PLASTIC, 4 INCH, PVC, TYPE/SCH-40, WITH ONE BELL END, PER NEMA TC-2, UL LISTED (10 FT LENGTHS) APPLICABLE CLAUSES: OE000012/14	1.950	195.00
---	--------	----	--	-------	--------

SALES/USE TAX EXEMPTION

This Purchase Order is exempt from the imposition of Kansas sales and use tax pursuant to one or more of the following:

1. K.S.A. 79-3606 (kk) which exempts manufacturing machinery, equipment, parts, accessories, and installation, repair and maintenance services used directly in the process of generating electricity for resale.
2. K.S.A. 79-3606 (n) which exempts tangible personal property consumed in the production of electricity generated for resale.
3. A non-taxable service.

RECEIVING HOURS

WCNOC will accept motor freight deliveries on the following days and hours only: Monday, Tuesday, and Thursday, 7:30 AM to 11:00 AM and 12:00 PM to 3:00

- IMPORTANT INSTRUCTIONS -

- | | |
|--|--|
| <ul style="list-style-type: none"> - SELLER MUST PROVIDE MATERIAL SAFETY DATA SHEET (MSDS) TO WCNOC PRIOR TO SHIPPING WHEN APPLICABLE. E-MAIL MSDS TO "MSDSCOORDINATOR@WCNOC.COM" OR FAX MSDS TO MSDS COORDINATOR AT 620-364-4154. SELLER SHALL ALSO ENSURE THAT A COPY OF THE MSDS ACCOMPANIES ALL SHIPMENTS. - ACKNOWLEDGE RECEIPT OF THIS ORDER PROMPTLY AND PROVIDE SHOP ORDER NUMBER IF APPLICABLE. - REFER TO THIS PURCHASE ORDER NUMBER ON ALL CORRESPONDENCE, INVOICES, BILLS OF LADING, PACKING LISTS AND PACKAGES. - EACH ITEM SHALL BE CLEARLY MARKED WITH THE SELLER'S/MANUFACTURER'S PART NUMBER. | <ul style="list-style-type: none"> - INVOICING QUESTIONS MAY BE DIRECTED TO ACCOUNTS PAYABLE/INVOICING AT 620-364-8831 OR BY E-MAIL TO ACCOUNTSPAYABLEINVOICING@WCNOC.COM - SUBMIT INVOICE AND ALL SUPPORTING DOCUMENTATION TO ACCOUNTSPAYABLEINVOICING@WCNOC.COM OR VIA MAIL TO:

WOLF CREEK NUCLEAR OPERATING CORPORATION
ACCOUNTS PAYABLE/INVOICING (CC-AC)
P.O. BOX 411
BURLINGTON, KS 66839 - PAYMENT WILL BE MADE AFTER INSPECTION AND ACCEPTANCE OF MATERIAL AND RECEIPT OF CORRECT INVOICE. |
|--|--|

Jm
85

PURCHASE ORDER



PAGE 2 OF 4

DATE: 04/20/2017
ORDER / REV.

780677/0

SELLER: AMERICAN ELECTRIC COMPANY

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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PM. Deliveries at other times will not be accepted without Buyer's prior written approval.

CRATED SHIPMENTS: Wooden crates or containers shall be constructed with screws instead of nails to mitigate foreign material concerns.

DRUM SHIPMENTS: Material in drums shall be palletized. Different type products must be segregated on separate pallets; do not combine.

CLEANLINESS CONTROL/FOREIGN MATERIAL EXCLUSION:

The goods or services to be supplied by Seller under this Order are important to the operation of a power plant facility. The Seller shall establish Cleanliness Control/Foreign Material Exclusion practices to ensure that new, repaired or refurbished parts and equipment delivered under this Order are free from dirt, soil, mill scale, weld splatter, oil, grease, stains, broken or loose parts, contaminants, or other foreign material that may be detrimental to the operation of the equipment or interfacing equipment and systems of the Purchaser. Other examples of foreign material include loose fasteners, debris resulting from machining or other manufacturing processes, and tags or labels used in the manufacturing process that are not permanently affixed to internals.

Prior to shipment, Seller shall inspect the parts and equipment to ensure that no foreign material or detrimental contaminants are present, including internal surfaces and cavities of the equipment. Additional measures shall be taken by the Seller to prevent foreign material from entering the equipment, including protective caps, plugs, or covers in or over such openings.

Precautions shall also be taken to ensure foreign material is not introduced during packaging and shipping. If the equipment is shipped with other parts (such as seals, gaskets, lubricants, mounting hardware), precautions should be taken to ensure smaller items cannot be introduced into openings or cavities of larger parts and equipment. The packing list should clearly identify every item included with the shipment. If desiccants or other preservatives are used to protect the item(s), the affected part or equipment shall be clearly labeled or tagged with information including the type of preservative, its location, and any special instructions pertaining to its removal prior to installation.

BACKCHARGES: Shipment of goods as specified herein should result in the lowest possible freight rates unless otherwise specified by Buyer. Premium or increased charges due to Seller's failure to observe routing instructions or other provisions will result in back charges to the Seller, including administrative expenses. If the shipments of goods as specified herein do not meet the cleanliness control/foreign material exclusion requirements, Seller will be back charged for all associated costs for return of materials including freight, rigging and administrative expenses.

DOCUMENTATION

All documentation shall be submitted with shipment when applicable. Missing or late documentation submittals could delay payment of invoice.

PURCHASE ORDER



PAGE 3 OF 4

DATE: 04/20/2017
ORDER / REV.

780677/0

SELLER: AMERICAN ELECTRIC COMPANY

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
------	----------	-----	-------------	------------	-------------

DELIVERY OF SUSPECT/COUNTERFEIT ITEMS

The delivery of suspect/counterfeit items is of special concern to WCNOC. The Supplier shall guarantee that the parts described using a manufacturer part number or using a product description, are in accordance with all requirements listed herein. If the Supplier is not the manufacturer of the goods, the Supplier shall make all efforts to assure that the parts supplied are made by the Original Equipment Manufacturer (OEM). If suspect/counterfeit parts are furnished, such items may be returned and Supplier shall be liable for all costs relating to the removal, return and replacement of said parts.

ORIGIN

EMPORIA, KS

CARRIER SECURITY REQUIREMENTS

To comply with Buyer's security requirements, Seller shall provide* the following information at least 24 hours in advance of the expected time of arrival for all shipments delivered to Buyer's facility:

1. Name of driver and any occupants**
2. Driver's license numbers for driver and occupants (if available)
3. Carrier name

Vehicles will be searched to ensure contraband is not introduced to Buyer's facility. Carrier's driver shall have the following information/documentation in his/her possession at the time of delivery at Buyer's facility for presentation to Buyer's on-site security personnel:

1. Photo ID (see above)
2. WCNOC Purchase Order number for the goods being delivered
3. Description of the shipment contents

Driver must use the phone on the loading dock to notify Warehouse personnel of arrival.

WCNOC GENERAL TERMS AND CONDITIONS FOR GOODS AND MATERIALS

WCNOC General Terms and Conditions of Purchase for Goods and Materials dated 11/2015 and transmitted previously, shall apply to this purchase. Copies available upon request.

Pricing and availability in accordance with verbal response from Curtis Ross on 04/20/2017 to WCNOC RFQ Q070741.

PURCHASE ORDER



PAGE 4 OF 4

DATE: 04/20/2017
ORDER / REV.

780677/0

SELLER: AMERICAN ELECTRIC COMPANY

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
------	----------	-----	-------------	------------	-------------

WOLF CREEK NUCLEAR OPERATING CORPORATION,
as agent for Kansas Gas and Electric Company,
Kansas City Power and Light Company, and
Kansas Electric Power Cooperative, Inc.
BY

Sandy Somerhalder C.P.M., A.P.P., Buyer

Sandy Somerhalder C.P.M., A.P.P., Buyer
PHONE: 620-364-4253 FAX: 620-364-4154
EMAIL: sasomer@wcnoc.com

WCNOC INTERNAL USE ONLY

OE000012/14

Material has no special packaging requirements above normal
warehouse practices.

WOLF CREEK NUCLEAR OPERATING CORPORATION

Corporate Policy 19 Fiscal Prudence

RESPONSIBLE EXECUTIVE

Vice-President & Chief Administrative Officer

OVERVIEW

This policy establishes corporate expectations to maintain peak performance while maintaining fiscal prudence.

POLICY STATEMENT

The future of Wolf Creek rests with its ability to control costs while maintaining high levels of safety and plant reliability. As competition from other energy sources increases, it is paramount that Wolf Creek sharpen its competitive edge. Operations and Maintenance (O&M), Capital, Nuclear Fuel and Inventory costs must be controlled and managed prudently.

Management shall budget labor, material, expenses and other requirements reflective of planned short and long term activities and jobs based upon the comprehensive evaluation of projected resources and constraints. The direct result of this process is an operating budget reflective of the united efforts toward a common purpose and which maintains the competitive basis of Wolf Creek. The Corporate budget is organized in accordance with Federal Energy Regulatory Commission (FERC) guidelines, and permits continual measurement of performance against planned expenditures.

Maintaining expenditures at or below budgeted levels will then allow fulfillment of the Company Mission. All expenditures should be carefully scrutinized; and justified, to ensure they are necessary and the most efficient use of funds. However, the safety of Wolf Creek and its employees are paramount in making fiscal decisions.

Wolf Creek will purchase material, supplies, equipment and services for the most reasonable price consistent with required product quality. Purchase orders and contracts will be awarded to the most qualified bidder based on the selection of those competitive quotations most beneficial to the Company. Purchasing and Contracts is authorized to discuss and coordinate obligations for purchasing with outside organizations. Other Wolf Creek organizations are only expected to perform technical evaluations and cost justifications.

PETITIONER EXHIBITS
BEFORE THE
NATIONAL LABOR RELATIONS BOARD

In the Matter of:

Case No.: 14-RC-168543

**WOLF CREEK NUCLEAR
OPERATING CORPORATION**
Employer

And

**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS,
LOCAL UNION 225**
Petitioner

Place: Overland Park, KS

Date: 04/25/17

OFFICIAL REPORTERS

**Veritext National Court Reporters
Mid-Atlantic Region
1250 Eye Street, NW – Suite 1201
Washington, DC 20005
888-777-6690**

EXHIBIT
PL6

(v8.6) ENTERPRISE MPAC - MPACprod / SASOMER - PURCHASING
File Edit Details Services Links Modules Curator Window Help

Server Workbench - Requisitions (Code Items)
Requisition - 98-000000100
Requisition - 98-000000779

Requestion Number: 98-000000779 Status: P-Approved/See Pg 2 Status

Requestion Type: NON-STOCK Items for Direct Order

Department: WOLF CREEK NUCLEAR OP CO

Date Entered: 12/01/1998

Originator: ROGERS, RAYMOND C

Last Approver: DE LA CRUZ, MARIO R

Next Approver:

Work Order:

Project Number: 0099-00495

Request Line: 1

Crew:

Asset:

Category:

Action:

Estimated Total Cost: 17,000.00

Open an Existing entry to Edit

8:32 AM
4/11/2017

JM
PL6

4.8.1 ENTERPRISE MPM - MPA Code / SASCMR - PURCHASING - Requisition - 06-000000775

File Edit Details Services Links Modules Cursor Window Help

Requisition: 06-00000775 06-00000775 06-00000775

Requisition Number: 06-00000775 Requisition Type: NON-STOCK Items for Direct Charge

Product Type: SC-SERVICE LABOR Status: Closed by Buyer Workbench

Item Number: 060184C Description: Provide maintenance on 3 Atlas Copco 20441 compressors. This agreement shall be for a period of 1 year. Maximum number of compressors that can be 12.

Request Date: 02/01/2008 Unit: W30 Commodity: INTERIUS-PURCHSE (arrow)

Requested Quantity: 1.00 Deliver To: Cost Center: BC

Item Unit: EA Receipt Inspection Group: Cost: Ship:

Estimated Unit Cost: 17,800.0000 USD Total Cost: 17,800.00 Shipped From: Ship To: Shipped From:

GL Account: 6-20000-0800-0840 Cost Type: Maintenance W.G. Bld. Connect

Supplier Reference: Manufacturer: Manufacturer Reference:

Product Type	Item Number	Requested Quantity	Item Unit	Estimated Unit Cost	Total Cost	Received
SC-SERVICE LABOR	060184C	1.0000	EA	17,800.0000	17,800.00	0.0000

Ready 8:33 AM 4/11/2007

Buy closed
no more work

V8.6 ENTERPRISE MPAC - MPACprod / SASOMER - PURCHASING - (Product Catalog Maintenance - SL015342)

File Edit Details Services Links Modules Curator Window Help

9L7894

Item Number: 9L715342

Warranty Start Rule
Warranty Period
Name
Qualifier
Cost
Skill

Advisory Rebuild Limit
Advisory Rebuild Cost: 00

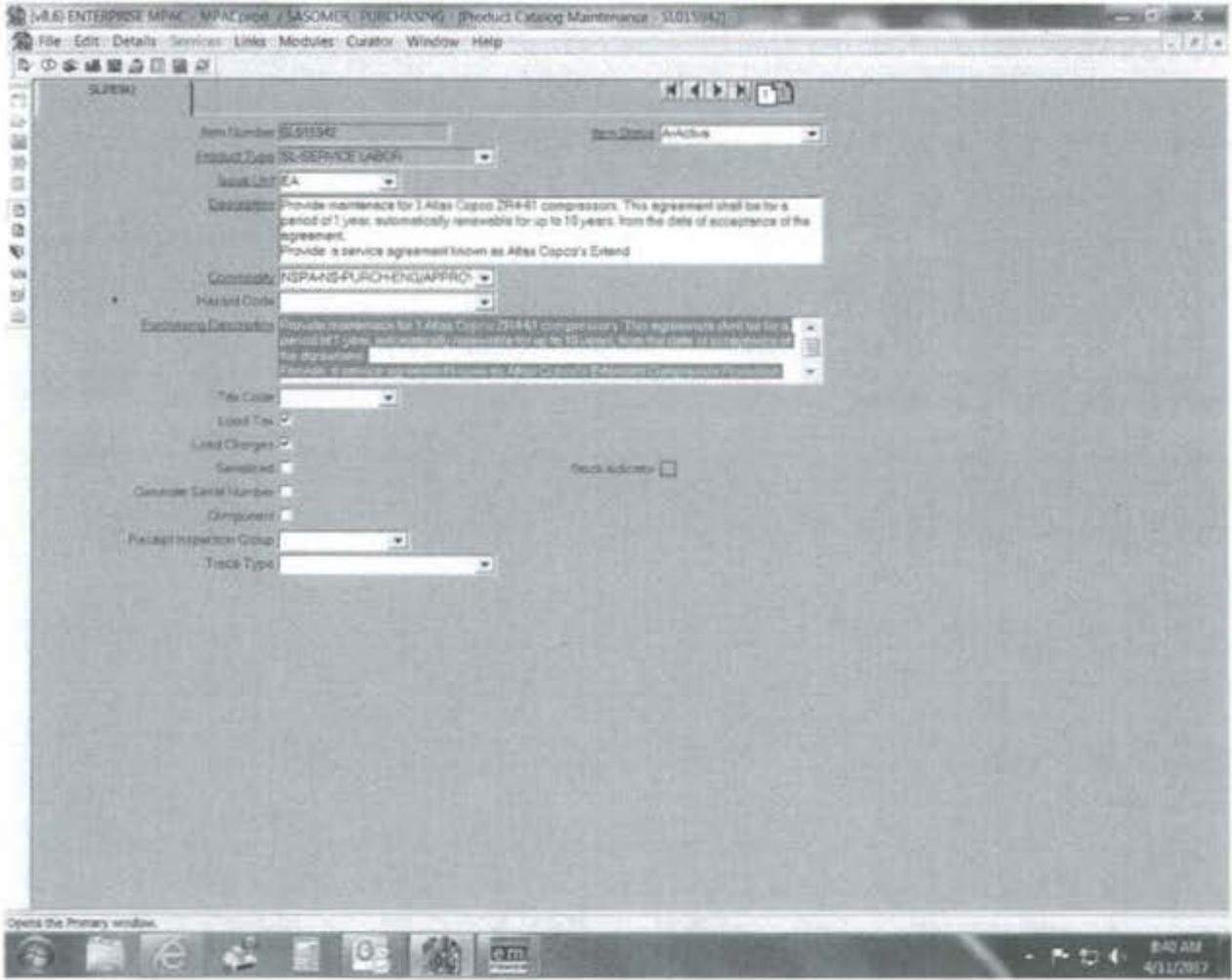
Stock Indicator

Created By: RAPOGER
Updated By: EMPAC

Created On: 12/31/1998 08:00:00
Updated On: 7/14/2005 17:09:57

Opens the Additional window.

8:40 AM
4/11/2017



DOCUMENT REVISION REQUEST (DRR)

DRR: 02-0812-P01

Document Number: AP 24-002

Revision Number: 10

Document Title: REQUISITION AND PROCUREMENT PROCESS

Type of Change: (Check Appropriate Box)

- New Document
 Document Revision
 Document Cancellation
 Temporary Procedure*
 *MUST HAVE EXPIRATION DATE
 IDENTIFIED IN APPROVAL SECTION

Reason For Change: (Check Appropriate Box)

- Commitment:
 NRC
 INPO
 QA
 Significant PIR (Level I or II)
 Incorporate SOER, ITIP, DCP, CCP, PIR, Temp Mod, EER, OTSC, etc: (List document type and number)
 PIR 2001-2888 (level III), Kansas Boiler Safety Act
 PIR 2002-1470 (level III), Confusion between procedure(s) stated responsibilities for reviewing change packages for possible modified or obsolete parts in the warehouse.

 Other (Explain):

In addition to PIRs incorporating corrective actions listed above, a revision to the EMPAC Stores computer data base. The EMPAC revision 8.5 is replacing revision 7.7 and requires some changes to terms, procurement functions and processes remain the same.

An organizational change; the Supplier/Material Quality group reporting to Manager Performance Improvement & Assessment is separated in to two groups; Material Quality now reports to Manager Purchasing and Material Services and the former 'supplier quality' group is now merged into the Quality Evaluations group reporting to Manager Performance Improvement & Assessment.

 Commitment listed in commitment section of affected document

Description of and justification for change:

Table of Contents Page

Add step 6.3 to table of contents page

Revised title of Attachment D

Section 2.0 Scope

Step 2.1.2 Added "Stored Material", This added scope will allow the assignment of item number to stored Items for field and to utilize the EMAPC database for location, tracking, and issue of stored material in warehouse facilities.

Section 3.0 References and Commitments

Step 3.1.6 Revised title of reference

Step 3.1.11 Deleted this reference, it was replaced by AP 16C-006 MPAC Work Controls. Renumbered remaining Steps.

Step 3.1.27 Revise title of reference

Step 3.1.28 Revised title of reference for AI 24A-008, result of EMPAC 8.5 revision.

Step 3.1.29 Revised title of reference for AI 24A-009, result of EMPAC 8.5 revision.

Step 3.1.59 Add new reference to PIR 2001-2888, this level III PIR outlined necessary procedure changes that did not get identified during the adoption of Kansas Boiler Safety Act revision in fall of 2001.

Step 3.1.60 Add new reference to PIR 2002-1470, this level III PIR directed procedure changes to this procedure and AP 05-005 to remove confusion of responsibilities for reviewing change packages and possible obsolete and modified parts in the warehouse.

Section 4.0 Definitions

Step 4.3 Revised the 1st sentence to read, "A four-digit code used to uniquely identify an item through approval and procurement process.", for clarity.

Step 4.9 Revised definition, to show QS Items are no longer used and only a reference item. Results of EMPAC 8.5 revision.

- Step 4.20 Revise second sentence to read "There are two (2) types; Non-Stock and Stock Requisitions, in addition there are two (2) product types under each type of requisition". Results of EMPAC 8.5 revision.
- Step 4.20.1 Changed to read "Non-Stock Requisition", Results of EMPAC 8.5 revision.
- Step 4.20.1.1 and 4.20.1.2 Revised the definitions of previous direct and service labor requisition to that of new Non-Stock Requisition with two product types of direct and service labor. Add 'non-ASME' to definition of Direct product type, will no longer use Direct Requisition for non-engineered ASME items. Action item PIR 2001-2888 and result of EMPAC 8.5 revision.
- Step 4.20.2 Changed to read "Stock Requisition", results of EMPAC 8.5 revision.
- Step 4.20.2.1 and 4.20.2.2 Revise the definitions of previous stock material and stock requisitions to that of new Stock Requisitions with two product types of service material and stock, result of EMPAC 8.5 revision.
- Step 4.26 New definition for Stored Material, to identify what material Warehouse will store in the AE West Warehouse.
- Step 4.31 Revised to match definition from source procedure AP 16C-007 Work Order.

Section 5.0 Responsibilities

- Step 5.1.1 Add new responsibility for Originator to search the Product Catalog for previously created items before Creating a new requisition.
- Step 5.1.2.1 Revised direction for requested material or services using Non-Stock Requisitions, result of EMPAC 8.5 revision.
- Step 5.1.2.1 (1st bullet) Second sentence added to give direction to Originator for the purchase of Non-Engineered ASME material to meet Kansas Boiler Safety Act requirements. Action item of PIR 2001-2888.
- Step 5.1.2.1 (2nd bullet) Revised direction for requesting Service Labor, result of EMPAC 8.5 revision.
- Step 5.1.2.4 Revised to identify Originator will search Product Catalog prior to submitting SWO for new stock Item number, result of EMPAC 8.5 revision.
- Step 5.1.2.5 New step added to give direction to Originator to submit SWO for creation of Stored Material item number for storage of non-inventory type(s) of material by Warehouse.
- Step 5.1.3 Revise second sentence to direct Originator to include the form APF 24-002-10 in the Curator Requisition Folder or e-mail it to Purchasing and Contracts mailbox to be included in Purchase Order Curator Folder. Result of EMPAC 8.5 revision.
- Step 5.1.5.1 Revised step to include form in Curator Requisition folder or e-mail to both Material Engineering & Purchasing mailbox referencing the requisition number. Forms are now attached to requisitions as result of EMPAC 8.5 revision.
- Step 5.1.5.2 Delete step no longer needed, result of EMPAC 8.5 revision.
- Step 5.2.1 Revise to read "Review and approve Non-Stock Requisitions,", result of EMPAC 8.5 revision.
- Step 5.4.2.1 New step added, Material Engineering has responsibility to initiate, approve, and issue EPR for both Engineered and Non-Engineered ASME material. This will ensure the procurement of ASME items will meet the Kansas Boiler Safety Act. Action item of PIR 2001-2888.
- Step 5.4.2.7 Revised step to remove confusion between this procedure and AP 05-005, changed from "Assist identifying stock coded items that should be modified or obsolete in order to maintain inventory configuration control" to now read "Assist to identify material which has been modified in the plant and requires a like modification to material in Warehouse stock." A corrective action of level III PIR 2002-1470.

Step 5.5.1.1 Revise to read "Review and electronic processing of General Ledger (G/L) distribution on Non-Stock Requisitions and", result of EMPAC 8.5 revision.

Step 5.5.1.2 Deleted step, financial information for new stock items is now performed by Material Control.

Step 5.6.1 thru 5.6.1.2

Revised title of supervisor was "Supervisor Supplier/Materials Quality" now it is "Supervisor Evaluations", added 'identify any procurement conditions or restrictions', and transferred responsibilities that are to remain with Supervisor Material Quality in section 5.7.4. These changes are a result of re-organization identified in Reason for Change above. This re-organization is to achieve synergy by improving production efficiencies in the quality procurement and receipt process with Material Quality now reporting to Manager Purchasing and Material Services.

Step 5.7.1 Revised to add "Stock Item/Stored Material" to first sentence, this will allow using the EMPAC database to identify and track items stored for user groups.

Step 5.7.1.1 Revised to add "Stored Material" and add Accounting portion and close of SWO of new stock item as responsibility of Material Control. This will remove the Accounting group from processing SWO(s) to close out and have Material Control perform their function during new stock item setup.

Step 5.7.1.10 New step added to direct Material Control personnel to assist other groups in the Change Package Process to identify material in warehouse that may need modification or obsolete as a result of modification in plant, corrective action of level III PIR 2002-1470.

Step 5.7.2.9 Replace "Supplier/Materials Quality" with "Quality Evaluations" per re-organization discussed earlier.

Step 5.7.2.14 1st and 3rd bullets
Replace "Supplier/Materials Quality" with "Material Quality" per re-organization discussed earlier.

Step 5.7.2.18 Replace "Supplier/Materials Quality" with "Quality Evaluations" per re-organization discussed earlier.

Step 5.7.4 thru 5.7.4.2

New section and responsibilities for Supervisor Material Quality. This section and steps are the remaining responsibilities from the division of duties of former Supervisor Supplier/Materials Quality that will be transferred to Purchasing and Material Services per re-organization discussed earlier.

Step 5.7.4.3 Add new step for Material Quality personnel to form receipt inspections on ASME Section I or IV or VIII items as directed by purchase order to meet Kansas Boiler Safety Act, action item of PIR 2001-2888. In addition, name of work group has changed due to re-organization discussed earlier.

Section 6.0 Procedure

Step 6.1.1.1b Revised second sentence to read " ... Stock Requisition (S or SM product type) ...", result of EMPAC 8.5 revision.

Step 6.1.1.3 Add "in Product Catalog", result of EMPAC 8.5 revision, remove reference to definition from AP 05-005 and reference definition in this procedure for Engineered Item for clarity.

Step 6.1.1.4 Add new step to give guidance on how to purchase non-engineered ASME items to satisfy Kansas Boiler Safety Act. Action item of PIR 2001-2888.

NOTE before step 6.1.1.5

Added new Note to remind Originators to search the Product Catalog each time initiating Non-Stock Requisitions to allow using the same Item number for subsequent orders.

Step 6.1.1.5 Add "in Product Catalog and it is Non-ASME" to step for Direct items on Non-Stock requisitions, result of EMPAC 8.5 revision and action item of PIR 2001-2888.

Step 6.1.1.6 Revised to direct Originator to initiate a Non-Stock requisition for services, result of EMPAC 8.5 revision.

- Step 6.1.1.6a Revised second sentence to direct form APF 24-002-09 be included with Curator Requisition Folder or e-mailed, result of EMPAC 8.5 revision.
- Step 6.1.1.7 Revised to give direction to search the Product Catalog and initiate a Non-Stock requisition for creating a purchase order for borrowing/loaning tools with another utility. Result of EMPAC 8.5 revision.
- Step 6.1.16 Revised to direct Originator to search the Product Catalog and making step two separate sentences. Result of EMPAC 8.5 revision.
- Step 6.1.17 – 6.1.17.4 New steps to identify the general methods of controlling the non-inventory material stored by Warehouse personnel in Warehouse controlled locations.
- Step 6.2 Revised for clarity.
- Step 6.2.1 Revised to direct Originator to search the Product Catalog before requesting new Stock Item creation. Result of EMPAC 8.5 revision.
- Step 6.2.1.3 Revised title of form APF 24-002-15.
- Step 6.3 thru 6.3.1.4 New steps to direct Originator how to request a new Stored Material item number.
- Renumber remaining steps old steps 6.3 thru 6.14 to 6.4 thru 6.15
- Step 6.4.1 Change "Direct" to "Non-Stock", result of EMPAC 8.5 revision.
- NOTE after 6.4.1
Add new Note to inform users that QS product type will not be used in EMPAC 8.5 and how to request quote using the Header Note of the Non-Stock requisition. Deleted previous revision step 6.3.3 and the three bullets associated with Quote for Service Requisitions (QS) no longer needed as result of EMPAC 8.5 revision.
- Step 6.4.1.1 Revised previous step 6.3.1 1st bullet to introduce Direct item (product type) of Non-Stock requisition and list which procedure governs the initiation and processing.
- Step 6.4.1.1 1st bullet, add 'non-ASME' to sentence. Will no longer use Direct Requisition for non-engineered ASME items, those non-engineered ASME items will be Stock item numbered and purchased on Stock requisition with Material Engineering review. Action item of PIR 2001-2888.
- Step 6.4.1.2 Revised previous step 6.3.2 and 3rd bullet to introduce Service Labor (product type) of Non-Stock requisition and list which procedure governs the initiation and processing, result of EMPAC 8.5 revision.
- Step 6.4.2 Revised previous step 6.3.5 to now read "Stock Requisitions" and remove the (S) at end, result of EMPAC 8.5 revision.
- Step 6.4.2.1 Revised previous step 6.3.4 and 4th bullet to introduce Service Material (product type) of Stock requisitions and list which procedure governs the initiation and processing, result of EMPAC 8.5 revision.
- Step 6.4.2.2 Revised previous step 6.3.5 to introduce Stock item (product type) of Stock requisitions, result of EMPAC 8.5 revision.
- Step 6.10.1 and 6.10.2
Replace "Supplier/Materials Quality" with "Material Quality" due to re-organization discussed earlier.
- Step 6.11.1 Replace "Supplier/Materials Quality" with "Material Quality or Quality Evaluations" as either organization can perform this function depending on safety significance and complexity of the item, due to re-organization discussed earlier.
- Step 6.12.1.1 and 6.12.1.2

Replaced with reworded step and substeps (6.12.1.1 thru 6.12.1.1b) for clarity to resolve a cross discipline review comment from Supervisor Material Quality and deleted step 6.12.1.2, replaced "Supplier/Materials Quality" with "Material Quality" due to re-organization discussed earlier.

Step 6.13.1 Replace "Supplier/Materials Quality" with "Material Quality" due to re-organization discussed earlier.

Step 6.14.1 Revised to direct Warehouse to route Non-Safety Related ASME items to Material Quality for additional receipt inspection prior to binning. This step will ensure ASME items receive the necessary inspections and acceptance to meet the Kansas Boiler Safety Act. Action item PIR 2001-2888.

Step 6.14.1 and 6.14.3

Replaced "Supplier/Materials Quality" with "Material Quality" due to re-organization discussed earlier.

Step 6.15.5.1c Replace "Supplier/Materials Quality" with "Quality Evaluations" due to re-organization discussed Earlier, in 1st and 2nd sentences.

Section 7.0 Records

Step 7.2 Revise end of sentence to read "... creation of the a new Stock item or Stored material item." Result of Warehouse now storing non-inventory items assigned a Stored material item number and controlling their storage and issuing.

Section 8.0 Forms

Step 8.7 Revised title of form APF 24-002-15 "New Stock Item/Stored Material Request Form"

Attachment A

NOTE at top of page no longer needed, deleted note.

Step A.2c Revised to add "& Supervisor Material Control for Warehouse stock items." To identify the Material Control process and limit for warehouse stock item purchases.

Step A.2.2 Add new second sentence to define warehouse stock items follow the same use of Commitment Approval Summary form APF 24-002-14.

Attachment D

Revise title of attachment D to read "Requesting New Stock Item or Stored Material Item Creation"

Step D.1.1 Revised to add "or Stored Material" to sentence.

Step D.1.3 Revised form APF 24-002-15 title.

Step D.1.8 Revised due to management changes and added title name.

Delete previous revision step D.2.1 not needed and renumber remaining steps.

Step D.2.2 Revised to add "or Stored Material item"

Step D.2.3 Revised to add " including the Accounting tab on the Template Page", Material Control will complete this section and Accounting will no longer receive SWO's for new Stock or Stored Material Items.

Step D.2.4 Revised to read, "Add the new Stock item or Stored Material item number to the beginning of the description of the SWO created by the Originator and update the form APF 24-002-15 "New Stock Item/Stored Material Material Request Form".

Previous revision step D.2.5

Removed step, no longer needed in new revision of EMPAC 8.5, and renumbered remaining steps.

Step D.2.5 Revised bullet to read "Ready to Work, Field Work Complete, Awaiting Supervisor Approval, Supervisor Approved, Completion Review and QARR - No field copies.

Step D.2.6 Add to end of sentence, "or Stored Material number."

Delete previous revision step D.2.7, no longer needed, Material Control now performs the Accounting function.

Delete previous step(s) D.3 thru D.3.2 Accounting function now performed by Material Control.

Step D.3 Revised the previous step D.4 to include either new stock item or stored material item number.

REVIEWS

Cross-Disciplinary Review Required By: NONE REQUIRED
 Quality Control Surveillance Coordinator
 PSRC Members Other (Specify) Division Managers, D. Henrikson, T. Krause, V. Canales, J. Kitchens, G. Ison, M. Barnes, T. Robke, T. Bradley

Review Activities Required: NONE REQUIRED
 Technical Review Administrative Review QPCVM Matrix (Form APF 15C-004-08)
Validation: Walkdown Desktop Walkthrough Simulator

PSRC review required.* PSRC review and Plant Manager approval not required.
* (Mandatory for all revisions to Administrative Control Procedures or if 50.59 Evaluation is required)

Required Training has been identified Yes No
If training is required prior to implementation, indicate latest pre-implementation training date:

Written By: Duane E. Goodlove *Duane E. Goodlove* 4611 8/23/2002
Print Name Signature Ext. Date

APPLICABILITY - SCREENING - EVALUATION

Applicability Determination Completed and: Attached to this document Attached to Procedure Rev.
50.59 Screen Completed and Completed: Attached to this document Attached to Procedure Rev.
 Screen not required
 50.59 Evaluation USQD attached with screening form USQD 50.59 Evaluation not required

QUALIFIED REVIEW

All cross-disciplinary reviews and additional review activities are complete, reviewer mandatory comments are resolved, and approval of this request is recommended. Recommend cancellation of this request.
Gary A. Jones Gary A. Jones 08/28/02
Qualified Reviewer Print Name Date

APPROVAL

Approved Disapproved PSRC Meeting No: 1020 RDF 9/5/02
Jacob PSRC Chairman (Initials) Date
09/09/02
Plant Manager (Administrative Control Procedures Only) Date

Request is approved. Request disapproved and originator notified.
Identify a specific implementation date: 09-13-02 TMP Expiration Date: _____
Training: Training Required - Complete See Form APF 15C-004-03 Training not required
Brad Vickery 9-10-02
Responsible Manager or Designee Date

PROCEDURE REVISION TRAINING REQUIREMENTS DRR: 02-0812P-01

SECTION I: Procedure Identification
 Procedure Number: AP 24-002 New Revision Number: 10
 Procedure Title: REQUISITION AND PROCUREMENT PROCESS

SECTION II: Training Identified from Comment Control Forms and Responsible Organization

Organization Title	Needs Analysis No.	Prior to Implementation	Training Completion Date
None	None	<input type="checkbox"/>	
		<input type="checkbox"/>	

SECTION III: Training Identified for the Responsible Organization

As Responsible Manager for this new or revised procedure, I recommend that the following training methods be used to inform personnel within my organization concerning this revision:
(Check Appropriate Box)

- Required Reading
 Essential Reading
 On the Job Training
 Classroom Instruction
 Simulator Training
 Other (Specify) See below:

MPAC Training classes were developed by the MPAC Implementation Team and the following courses were offered to below listed work groups prior to 07/09/2002. * - Indicates classes attended by Purchasing and Material Services personnel and other supply chain organizations that will support the revision to MPAC 8.5 Stores computer database.

- * TC1261511 MPAC Accounting
- * TC1261512 MPAC Invoice Analyst
- * TC1261513 MPAC Material Control
- * TC1261514 MPAC Material Engineering
- * TC1261516 MPAC Requisition Approval
- * TC1261517 MPAC Requisition Initiation
- * TC1261518 MPAC Warehouse/Supplier Material Quality
- * TC1261519 MPAC Buyer
- TC1261515 MPAC Mechanical/Electrical/I&C Technician
- TC1261520 MPAC Planner
- TC5261511 Curator End User Training
- TC5261501 Curator Workflow End User Training
- TC5261540 Curator Specific Training - Document Services / Document Control / Records Management
- TC1261510 Electronic Plant Scheduling (EPS) - Plant Schedules

Training needs analysis number and training schedule requirements are identified in Section II above for my organization.

The following departments outside my organization agree with the proposed training methods and will assist in the implementation of this training: N/A, no outside training assistance is required.

Date _____

_____ Department
 _____ Department Representative Signature
 _____ Print Name

<u>Department</u>	<u>Department Representative Signature</u>	<u>Print Name</u>	<u>Date</u>
<u>Department</u>	<u>Department Representative Signature</u>	<u>Print Name</u>	<u>Date</u>
SECTION IV: Responsible Organization Approval Signature			
Training methods and schedule are approved for personnel in my organization.			
<u>Brad Vichery</u>			<u>09/10/2002</u>
<u>Responsible Manager</u>			<u>Date</u>

CORRECTED COPY 10-11-2002



AP 24-002

REQUISITION AND PROCUREMENT PROCESS

Responsible Manager

PURCHASING AND MATERIAL SERVICES

Revision Number	10
Use Category	Reference
Administrative Controls Procedure	YES
Infrequently Performed Procedure	No
Program Number	24

DC12 09/13/2002

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1.0 PURPOSE

1.1 This procedure establishes responsibilities and authorization guidelines for the controlled requisition/purchase, receipt and acceptance of material/services for use at Wolf Creek Generating Station (WCGS);

- the use of WCNOG Procurement Cards;
- the return/sale of material to suppliers/customers;
- and to declare material surplus/salvage/obsolete.

1.2 This procedure also establishes the methods required to obtain material and return material to stores.

2.0 SCOPE

2.1 This procedure is applicable to the following:

- 2.1.1 Procurement, receipt and acceptance of material/services for WCGS.
- 2.1.2 New Stock Item and Stored Material item creation.
- 2.1.3 Stock Issue Request (SIR).
- 2.1.4 Material returned to stores.
- 2.1.5 Return/sale of material to suppliers/customers.
- 2.1.6 Identification, disposition and disposal of surplus/salvage/obsolete material.

2.2 This procedure does not apply to the procurement and disposal of nuclear fuel and related services such as procurement of uranium, conversion, enrichment or fabrication.

3.0 REFERENCES AND COMMITMENTS

3.1 References

- 3.1.1 Corporate Policy 3, BUSINESS CONDUCT
- 3.1.2 Corporate Policy 4, CONFIDENTIAL INFORMATION PROGRAM
- 3.1.3 Corporate Policy 15, FISCAL PRUDENCY
- 3.1.4 ASME Section XI Code Case N-517, QUALITY ASSURANCE PROGRAM REQUIRMENTS FOR OWNERS, SECTION XI, DIVISION I
- 3.1.5 ASME Section III Code Case N-528-1, PURCHASE, EXCHANGE, OR TRANSFER OF MATERIAL BETWEEN NUCLEAR PLANT SITES

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- 3.1.6 AP 05-005, DESIGN, IMPLEMENTATION AND CONFIGURATION CONTROL OF MODIFICATIONS
- 3.1.7 AP 14B-001, USE OF PLANT CHEMICALS
- 3.1.8 AP 15A-002, CONTROL OF DOCUMENTS
- 3.1.9 AP 15A-003, RECORDS
- 3.1.10 AP 16A-003, ASME SECTION XI REPAIR AND REPLACEMENT PROGRAM
- 3.1.11 AP 16C-006, MPAC WORK CONTROLS
- 3.1.12 AP 16C-007, WORK ORDER
- 3.1.13 AP 22A-001, PRIORITIZATION OF WOLF CREEK ACTIVITIES
- 3.1.14 AP 24-004, PROCUREMENT OF ITEMS AND SERVICES
- 3.1.15 AP 24C-007, PURCHASE ORDER
- 3.1.16 AP 24E-001, IDENTIFICATION AND CONTROL OF MATERIALS, PARTS AND COMPONENTS
- 3.1.17 AP 24E-003, WAREHOUSE MATERIAL STORAGE, HANDLING, PACKAGING, SHIPPING AND MAINTENANCE
- 3.1.18 AP 24E-005, REFURBISHED ITEM/REUSABLE ITEM
- 3.1.19 AP 24E-006, REPLACEMENT ITEM SELECTION
- 3.1.20 AP 24E-007, STORED ITEM MAINTENANCE, SHELF LIFE, STORAGE LEVEL AND STORAGE PACKAGING
- 3.1.21 AP 24E-008, MATERIAL ISSUE
- 3.1.22 AP 24G-001, DEDICATION OF COMMERCIAL GRADE ITEMS
- 3.1.23 AP 24H-003, COMMODITY DISCREPANCIES
- 3.1.24 AP 27-004, CONTROLLING SAFEGUARDS INFORMATION
- 3.1.25 AP 30E-003, TRAINING AND QUALIFICATION RECORDS
- 3.1.26 AI 14B-003, CONTROL OF CHEMICAL SUPPLIES
- 3.1.27 AI 15B-001, CORRESPONDENCE SCREENING
- 3.1.28 AI 24A-008, NON-STOCK REQUISITION PROCESSING FOR DIRECT ITEMS
- 3.1.29 AI 24A-009, NON-STOCK REQUISITION PROCESSING FOR SERVICE LABOR ITEMS

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- 3.1.30 AI 24A-010, SERVICE MATERIAL REQUISITION PROCESSING
- 3.1.31 AI 24E-001, OUTBOUND SHIPMENTS AND INVESTMENT RECOVERY PROGRAM
- 3.1.32 AI 24K-001, SELLING AND LENDING OF STOCK ITEMS
- 3.1.33 USAR SECTION 17.2, QUALITY ASSURANCE DURING THE OPERATION PHASE
- 3.1.34 10CFR21, REPORTING OF DEFECTS AND NONCOMPLIANCE
- 3.1.35 10CFR50 APPENDIX B, QUALITY ASSURANCE CRITERIA FOR NUCLEAR POWER PLANTS AND FUEL PROCESSING PLANTS
- 3.1.36 18CFR125.3, SCHEDULE OF RECORDS AND PERIODS OF RETENTION
- 3.1.37 EPRI NP-6629, GUIDELINES FOR PROCUREMENT AND RECEIPT OF ITEMS FOR NUCLEAR POWER PLANTS
- 3.1.38 EPRI NP-6630, GUIDELINES FOR PERFORMANCE BASED SUPPLIER AUDITS
- 3.1.39 General Electric Policy NEDO-11209-04A
- 3.1.40 Westinghouse Procedure WP 8.3
- 3.1.41 QA 92-0265, NUMARC Comprehensive Procurement Initiative Implementation Status Assessment.
- 3.1.42 Four Loop Group Spare and Replacement Parts Exchange Agreement
- 3.1.43 Inter-Utility Agreement for the Purchase and Sale of Material and Equipment
- 3.1.44 Standardized Nuclear Unit Power Plant System (SNUPPS) SNUPPS Policy Document (SPD) 2.0, Spare and Replacement Parts Exchange Policy
- 3.1.45 Letter # WM 97-0043 dated April 8, 1997, "WCNOC's Management's Action Plan to Address Owner Audit Recommendations"
- 3.1.46 General Cooperation Guideline Equipment and Tool Sharing Between Alliance Members (USA)
- 3.1.47 Loaned Tool and Equipment Policy for Callaway Plant and Wolf Creek Nuclear Generating Station
- 3.1.48 PIR NP 91-0970
- 3.1.49 PIR NP 91-1150

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- 3.1.50 PIR PM 92-0166
- 3.1.51 PIR NP 92-0378
- 3.1.52 PIR 97-2912
- 3.1.53 PIR 98-0180
- 3.1.54 PIR 98-1797
- 3.1.55 PIR 98-3327 Selling and Lending of Items
- 3.1.56 PIR 99-1906 Enhancements for Direct and Service Labor Requisitions
- 3.1.57 PIR 2000-2752 (Level IV) Creating Service Material Item(s) for use on Stock Requisitions.
- 3.1.58 PIR 2000-3306 (Level III) Confusion when ordering new chemicals.
- 3.1.59 PIR 2001-2888 (Level III) Kansas Boiler Safety Act.
- 3.1.60 PIR 2002-1470 (Level III) Responsibility confusion between AP 24-002 and AP 05-005 when dealing with Change Package closeout reviews and material in warehouse.

3.2 Commitments

- 3.2.1 ITIP 00325, SOER 84-05 R2, "Bolt Degradation or Failure in Nuclear Power Plants" [5.4.1]
- 3.2.2 WO 96-0101, LER 96-006, "Actuation of Engineered Safety Features due to failure of C Steam Generator Feedwater Regulating Valve". RCMS # 96-146, PIR 96-1571. [5.4.2.6, 5.4.2.7]
- 3.2.3 PIR 96-1330 (significant PIR), "Use of Non-Safety Related Packing in PAL01A&B". [5.4.2.2]
- 3.2.4 WO 97-0079 dated 08/28/1997, LER 97-007-01. "Failure To Procure Test Gas for a Safety Related Component Through an Appendix B Program", RCMS# 1997-193, (PIR 1997-1347 significant PIR). [5.4.2.3a]

4.0 DEFINITIONS

- 4.1 ALTERNATE NUMBER - An MPAC/CURATOR field designated for the following: manufacturer/supplier's part number, the Westinghouse SPIN number, specification number, Bulk, and/or the Four Loop shared item worksheet number.

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- 4.2 BULK ITEM - An item having a generic application throughout a nuclear unit, which lends itself to being procured to an industry standard, (e.g., nuts, bolts, materials, o-rings, gaskets, indicator lights, fuses, relays, resistors, etc.). These items are not procured for any specific application and have no special conditioning except as may be noted within the item description. A BULK item will be identified in the Alternate Number Field on page 1 of the Stock Item Maintenance screen, not in the Material Classification field on page 2.
- 4.3 COMMODITY CODE - A four-digit code used to uniquely identify an item through approval and procurement process. Specific codes can be found in each respective instruction for each type of requisition as described in section 6.4.
- 4.4 CORE COMPONENT - Includes but is not limited to fuel assemblies, burnable absorbers, control rods, thimble plugs, secondary sources, and related services.
- 4.5 ENGINEERED ITEM - Any item destined to become part of a system, structure or component that is in the configuration control program as defined in AP 05-005, Attachment D. Any consumable item such as grease or chemical that is destined to be used in/on a system, structure or component that is in the configuration control program as defined in procedure AP 05-005, Attachment D, and will not be completely removed prior to declaring the system, structure or component operable.
- 4.6 ENGINEERING PROCUREMENT REQUIREMENTS (EPR) - Engineering Procurement Requirements is electronic information contained in a controlled data base to be included into Purchase Orders (PO). EPRs include the procurement description, technical and documentation requirements, and Our Copies Only (OCO) notices and instructions. Method of acceptance will be documented in the OCO section.
- 4.7 ENGINEERED SERVICE - Activities that could have an effect on an engineered system, structure or component that is performed by an entity other than WCGS. (Example, design activities such as calculations; testing activities to determine acceptance/rejection.
- 4.8 INVESTMENT RECOVERY - Method used to report, control and dispose of material, equipment and assets in the possession of WCNOG for which title is vested in the Owners and which is obsolete or in excess of the amount needed for WCNOG requirements.
- 4.9 ITEM NUMBER - The identifier for an item entered in the Product Catalog. This includes Direct, Service Labor, Quote for Service - is no longer used (reference only), Service Material, or Stock items.

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- 4.10 LEAD TIME - The number of days for normal procurement of an item after the need is identified and until ready for release to the field.
- 4.11 MANUFACTURER REFERENCE NUMBER/MANUFACTURER ID - A unique alphanumeric identifier that associates a manufacturer with a stock item.
- 4.12 MPAC/CURATOR - An electronic system used to provide information pertaining to procurement, storage maintenance, storage conditions, material descriptions and material applications.
- 4.13 MPAC ELECTRONIC NOUN QUALIFIER TABLE - Used by the MPAC/CURATOR system to establish standard Stock Item descriptions created and maintained by Material Control.
- 4.14 NON-ENGINEERED ITEM - Any item that is not Engineered. This includes non-permanent changes controlled with procedure AP 21I-001 and temporary equipment controlled by procedure AP 21B-003. Non-Engineered items include temporary items used for testing or surveillances that are controlled by other procedures. (Example, M&TE procured without calibration.)
- 4.15 NON-ENGINEERED SERVICE - Activities that will not have an effect on an engineered structure, system or component. Activities that may have an effect on an engineered structure, system or component that is performed by an entity other than WCGS, but the activity is performed under the direct supervision of WCGS personnel and all activities are performed within the controls of WCGS procedures - is non-engineered. (Examples: A specialist to assist or provide expertise, and performs all activities under the direct supervision of WCGS personnel, and all activities are performed within the controls of the WCNOG program; personnel to augment WCGS staff.)
- 4.16 PROCUREMENT DOCUMENTS - For purpose of this procedure, any document that authorizes and facilitates the procurement process. This includes the procurement/return of an item or service, shipment/receipt of items for testing/evaluation, and the act of transferring title of an item. Examples include, but not limited to, Purchase Order/Purchase Order Revisions, Purchase Agreements/Releases, Engineering Procurement Requirements, Receipt Instruction Requirements, Receiving Notices, Shipping Notices, and Work Order/Sub Work Orders.
- 4.17 PRODUCT CATALOG - A listing of all stock items, non-stock items and services that allow selection for re-order.
- 4.18 PURCHASE AGREEMENT - Purchase Agreement is an established contract for items, material or services which are frequently used and for which requirements and prices can be established for a certain period of time.

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- 4.19 PURCHASE ORDER - A legally binding document, upon acceptance by the Supplier, that establishes commercial terms and conditions and specifies, as applicable, technical and quality requirements for the procurement of an item or service.
- 4.20 REQUISITION - An electronic record utilized to communicate a need to procure an item or service or request quotations and used to notify a supplier/customer for return/sale of material and other record purposes. There are two (2) types: Non-Stock and Stock requisitions, in addition there two (2) product types under each type of requisition.
- 4.20.1 NON-STOCK REQUISITION
1. Direct (D - product type) - used to initiate the purchase of non-stock, non-engineered, non-ASME material and loaning/borrowing of tools and equipment. (Ref. 3.1.59)
 2. Service Labor (SL - product type) - used to initiate the services of a contractor/supplier for labor and/or services either on WCNOG premises or at the supplier's premises.
- 4.20.2 STOCK REQUISITION
1. Service Material (SM - product type) - used to initiate the purchase of stock items from another utility and/or to create a purchase order when making a contingency sale to another utility to allow the return of Stock Item to WCNOG. Used by Purchasing and Material Services personnel only.
 2. Stock (S - product type) - used to initiate the purchase of stock items. Used by Purchasing and Material Services personnel only.
- 4.21 SAFETY-RELATED SERVICE - Any service procured where part or all of a supplier QA program is being invoked to meet part or all of the WCNOG 10CFR50 Appendix B QA Program.
- 4.22 SHARED INVENTORY ITEM - An item that has been evaluated and an agreement has been reached with another utility regarding how the item will be purchased and stocked. This will provide confidence of the item's acceptability for use in each plant.
- 4.23 SINGLE SOURCE - A Supplier, designated by the requester as having a singularly available performance capability and as the only source to be considered for a product or service, which is normally available from multiple sources.
- 4.24 SOLE SOURCE - A Supplier, designated by the requester, as the only source of a product or service based on a required design, quality program or other compulsory criterion.

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- 4.25 SPECIAL NUCLEAR MATERIAL (SNM) - Plutonium, Uranium 233, Uranium enriched in the Isotopes 233 and 235, and any material artificially enriched by any of the foregoing. SNM does not include Source Material.
- 4.26 STORED MATERIAL - Non-Stock material requested to be kept (stored) in Warehouse controlled facilities for preservation and later use. Items requested to be stored will be approved by P&MS and unique stored item numbers and descriptions will be established for the items. Once established the items will be cataloged, issued and delivered to field users utilizing the EMPAC Stores computer database Stock Issue Request (SIR) and Material Returned to Stores (MRS) processes.
- 4.27 SUB-WORK ORDER (SWO) - A stand alone Work Order (WO) that can be generated to support work activities of the parent Work Order.
- 4.28 SUGGESTED REORDER REPORT (SRR) - A list of stock items whose on hand quantity is at or below reorder point. This also includes stock items whose total demand exceeds the available quantity.
- 4.29 SUPPLIER INFORMATION LIST (SIL) - A listing of suppliers that are qualified by Supplier/Materials Quality to supply specific safety-related and applicable special-scope material, equipment or services. The list also provides specific evaluation information that should be considered for each procurement.
- 4.30 WORK ORDER (WO)- The MPAC/CURATOR process for implementation and tracking of WCNO work activities. These activities may include corrective and preventive maintenance work, surveillances, and corrective action (PIR, CDR, and NCR) dispositions. This program includes elements of plant scheduling, stores and accounting. A WO may be initiated either electronically or hard copy.
- 4.31 WORK REQUEST (WR) - The MPAC process utilized for identifying, documenting, and tracking in-plant, non-plant and non-hardware problems or actions. A Work Request (WR) may be initiated either electronically or by hard copy.
- 4.32 X-RAY EQUIPMENT - Portable, mobile or stationary equipment capable of converting electrical energy into x-rays by means of an electron tube.

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5.0 RESPONSIBILITIES

5.1 The ORIGINATOR shall:

5.1.1 Search the Product Catalog for previously created Item Number before creating a new requisition.

5.1.2 Request material or services by one or more of the following:

1. Initiating the on-line Non-Stock Requisition for:

- Direct Items (D) for non-stock non-engineered material or requesting lending/borrowing of non-stock tools and equipment. Except for ASME Section I, IV, VIII non-engineered items, they will be assigned a stock item and procured as an Engineered item to meet the Kansas Boiler Safety Act requirements per step 6.1.1.4. (Ref. 3.1.59)
- Service Labor Items (SL) for requesting services whether they are performed on WCNOG site or at the supplier(s) facility.

2. Completing the Parts Page of a Work Order (WO). This automatically generates the electronic Stock Issue Request (SIR) and/or places the item on the Suggested Reorder Report (SRR).

3. Completing an on-line SIR for stock material.

4. Initiating a Sub Work Order for the creation of a new Stock Item number if none available after searching Product Catalog.

5. Initiating a Sub Work Order for the creation of a Stored Material item number that is assigned for storage of non-inventory type(s) of material by the Warehouse.

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NOTE

The Manager Purchasing and Material Services or designee will independently review for adequacy and consistency, with the authority to reject, each request for Single/Sole Source procurement. (Reference 3.1.45)

- 5.1.3 On Requisitions with a value greater than \$5000, which specify a single point of supply, the Originator will provide a completed Form APF 24-002-10, "Single/Sole Source Authorization". The form shall be included in the Curator Requisition Folder or be sent to the Purchasing and Contracts via e-mail to the Purchasing Mailbox, to be included in the Purchase Order Curator Folder.
1. The completed form shall include a detailed justification that explains the singularly available performance capability qualifying the designated supplier. Single/Sole Source Authorizations require approval signatures based on the commitment amount and in accordance with Attachment A.
 2. Examples of legitimate single/sole source justification include:
compatibility/interchangeability with existing equipment, standardization of equipment, materials and/or processes, and state of the art expertise/process. Conversely, while satisfactory past performance, personal preference, superior product and lower cost are justifiable reasons to provide a company with an opportunity to bid; they are not satisfactory justification for a single/sole source procurement.
 3. As an alternative to specifying a Single/Sole Source supplier, the Originator may identify a "suggested supplier" to be included on the bid list. Such information should be identified in the Notes section of the Requisition on the requisition.
- 5.1.4 Provide justification for obtaining outside services when requesting contract labor, consulting services, or other similar contractor services.
- 5.1.5 For services to be performed on WCNOG premises, Originator shall utilize form APF 24-002-09, "Service Requisition Checklist" when completing requisition.

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1. "Service Requisition Checklist" form shall be included in the Curator Requisition Folder or be sent to the Material Engineering & Purchasing Mailbox referencing the requisition number.

- 5.1.6 Coordinate directly with the Training department (Superintendent Technical Training) for contractor training and scheduling requirements. Coordinate directly with Human Resources department (Supervisor Access Screening & EEO) for Access Authorization criteria for contractor access training and scheduling.
- 5.1.7 Perform technical evaluations of bids/quotations and provide recommendations.
- 5.1.8 Document acceptance of requested services or supplier work.
- 5.1.9 Ensure Environmental Management review on requisitions involving X-Ray Equipment by use of the correct Commodity Code.
- 5.1.10 Notify Environmental Management when a non-stock item chemical is being requisitioned in quantities of 10,000 pounds or greater.
- 5.1.11 Request of new Chemicals begins with the Originator obtaining Material Safety Data Sheets (MSDS) from the manufacturer/supplier, and forwarding them with a description of the intended use (including plant systems as applicable) to Safety Services, Manager Chemistry/Radiation Protection, and Environmental Management for approval per procedure AP 14B-001 USE OF PLANT CHEMICALS. (Ref. 3.1.58)
1. Requisitions will not be processed unless the chemical is approved for use on site and entered into the Chemical Control System (CCS) unless exempt per procedure AP 14B-001 USE OF PLANT CHEMICALS.
 2. If assistance is needed to obtain the MSDS from a manufacturer/supplier, contact Material Control personnel.
- 5.1.12 Facilitate any required additional funding authorizations, not approved in the MPAC approval cycle.
1. For expenditures less than or equal to \$50,000, this may be accomplished via e-mail (ref. Attachment A) to Purchasing and Contracts.

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2. For expenditures of greater than \$50,000, coordinate completion of APF 24-002-14 COMMITMENT APPROVAL SUMMARY, including all necessary signatures in the order indicated.

5.1.13 Coordinate, as applicable, with P&MS, Security, Administrative Services, Plant Scheduling, Health Physics (for contaminated shipments), and Work Week Manager for shipments/receipts of loaned or borrowed equipment.

5.1.14 Provide the scheduling of receipt/return of non-stock tools and equipment. Provide the inventory/validation of items received/returned and proper packaging for shipment, as applicable.

5.2 All Management Requisition Approvers shall:

NOTE

Prior to approving a requisition for a contract to obtain outside services that could be performed by IBEW Bargaining Unit personnel, notify the designated Union representatives and meet upon request for the purpose of reviewing alternatives to contracting. Where time is a critical factor preventing a meeting from taking place, notify the designated Union representatives of the need to contract out the work.

5.2.1 Review and approve Non-Stock Requisitions, to verify that the item or service expenditure is approved and requisition required date is correct.

5.2.2 Identify any excess or obsolete material that is created by the implementation of plant equipment modifications on Form APF 24-002-13, "Salvage, Surplus & Obsolescence Report", (SSOR) and submit to Supervisor Warehouse.

5.2.3 When required, review and sign form APF 24-002-14 "Commitment Approval Summary" to authorize the expenditure of funds.

5.2.4 Direct the return of borrowed tools and equipment in a timely fashion exercising care to eliminate potential for damage or loss. Ensure that materials and equipment are complete, in usable condition, and properly packaged for return shipment.

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5.3 Manager Nuclear Engineering shall:

- 5.3.1 Verify that requisitions issued for the repair of core components are the proper safety classification, evaluated for impact on core design, and contain the appropriate technical, quality, and documentation requirements.
- 5.3.2 Verify that requisitions issued for parts required for the repair and rework of core components identify the proper design specification and the attributes specified in the preceding responsibility.
- 5.3.3 Provide technical assistance to Support Engineering for processing procurement documents relating to core components.

5.4 Under the direction of Manager Support Engineering

- 5.4.1 Materials Engineering is responsible for processing Requisitions to procure materials, parts, assets, and services required to modify, maintain, repair, test or inspect engineered structures, systems or assets per this procedure and AP 24-004 PROCUREMENT OF ITEMS AND SERVICES. [Commitment 3.2.1]
- 5.4.2 In addition, Materials Engineering is responsible for the following procurement activities:
 1. ASME B&PV Code Section I, IV, and VIII components and piece parts shall have their technical and documentation requirements formally specified in an EPR. Material Engineering shall initiate, approve and issue an EPR for both Engineered and Non-Engineered ASME B&PV Code Section I, IV and/or VIII components and piece parts. (Ref. 3.1.59)
 2. Verification of Parts Classification Packages (PCP) or Safety Class Analysis (SCA) applicability shall be determined before adding safety-related (SR) asset numbers to a non-safety (NS) or special scope (SS) Stock Item per AP 24E-006. [Commitment 3.2.3]
 3. Initiate changes for part number, intended application, reference documents and purchasing descriptions, as applicable.

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a. Review and approve any Stock Item changes for Engineered material for consolidation of multiple stock items into a single stock item. This review will include part number, description, end use (intended application), SPIN numbers and safety classification prior to the consolidation of the material or changes to the electronic database. [Commitment 3.2.4]

4. Provide technical assistance for the execution of performance based audits.

5. Determine requirements for shelf life, storage level, packaging and storage maintenance of stock coded items under Warehouse control and enter the information in MPAC/CURATOR. Initiate Work Order or Sub Work Order to notify Warehouse of changes/updates.

6. Process a Commodity Discrepancy Report (CDR) for Stock Item(s) in the Warehouse that require modification. The CDR should be dispositioned with a Work Order for modification on site or for a Requisition sending the item off site for vendor modification. Modifications priorities will be established by the Central Work Authority. [Commitment 3.2.2]

7. Assist to identify material which has been modified in the plant and requires a like modification to material in Warehouse stock. [Commitment 3.2.2]

8. Review implemented and vaulted (VLT) change packages (PMR, DCP, CCP) to identify material no longer required in inventory due to plant modification.

5.5 Under the direction of Manager Financial Services

5.5.1 Supervisor Cost Analysis is responsible for the following:

1. Review and electronic processing of General Ledger (G/L) distribution on Non-Stock Requisitions and other financial information as applicable.

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5.5.2 Supervisor General Accounting is responsible for the following:

1. Coordinating with the Originator the processing of Form APF 24-002-01 "Invoice Approval Transmittal, Acceptance of Services" for the reconciliation and payment of invoices. Forward invoices requiring receipt verification and/or the acceptable stage of service completion to the Originator.
2. Process material invoices for Purchase Orders (PO) with matching receipts for payment.

5.6 Under the direction of the Manager Performance Improvement & Assessment

5.6.1 Supervisor Quality Evaluations is responsible for qualifying suppliers.

1. Maintain a Supplier Information List (SIL) of qualified suppliers that implement an adequate QA program for safety related, commercial grade, certain special scope, ASME Code, fitness for duty and access authorization items or services. Identify any procurement conditions or restrictions.
2. Perform source inspections, surveillances, audits and commercial grade surveys.

5.7 Under the direction of the Manager Purchasing and Material Services

5.7.1 Supervisor Material Control is responsible for managing inventory levels (Suggested Reorder Report), processing new Stock Item/Stored Material creation requests and initiating the sale of Stock Items to other utilities. Specific activities, which Material Control performs, are listed below.

1. Process the Sub-work order generated by Originator (field personnel) for new Stock Item/Stored Material number assignment. Complete applicable fields in MPAC/CURATOR, including Accounting data for stock item and close Sub-Work order.
2. Initiate and process the Suggested Reorder Report (SRR) for stock items.
3. Generate approved Requisitions from the SRR for warehouse restock items and new stock items requested by the field.

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4. Verify information on the SRR and coordinate with the Originator if it is determined a deficiency or discrepancy exists with the descriptive information, quantity, required date or other preliminary information.
5. Initiate changes to the stock item fields in MPAC/CURATOR. These changes do not include the Purchasing description and commodity code.
6. Maintain the stores description in accordance with the specified MPAC/CURATOR Electronic Noun Qualifier Table.
7. Control the common/exchange spares program in accordance with SNUPPS SPD 2.0 and Four Loop Group Spare and Replacement Parts Exchange Agreement.
8. Coordinate with the originator, as required, regarding target date/required date to ensure material is available to support plant schedules.
9. Initiate and coordinate the sale or loaning of Stock items, in accordance with AI 24K-001 SELLING AND LENDING OF STOCK ITEMS. Coordinate with field personnel regarding quantity, restocking, anticipated use, etc.
10. Assist Design Engineering, Material Engineering and Implementing Coordinator during Change Package (PMR, DCP, CCP) reviews by, assisting in the identification of material that has been modified in the plant and requires a like modification to material in Warehouse. Take necessary actions to adjust stock item quantities, descriptions, and obsolete material no longer required in inventory due to plant modification. (Ref. 3.1.60)

5.7.2 Supervisor Purchasing and Contracts is responsible for the procurement of materials and services including the lending and borrowing of tools and equipment, associated with a Purchase Order. In those instances where WCNOG participates in procurement activities as a member of an alliance, some or all of items 1 through 6 below may be the responsibility of alliance members. Specific activities which Purchasing and Contracts perform are listed below.

1. Determine requirements for competitive bids.
2. Determine the need for and conduct pre-bid/pre-award conferences.

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3. Solicit requests for prices, proposals or quotations.
4. Establish commercial terms and conditions.
5. Perform commercial evaluations of bids.
6. Negotiate contracts for services and PO agreements.
7. Conduct negotiations and interface functions to resolve contract problems with furnished or purchased items, material and services, and negotiate PO/contract cancellations.
8. Make final commitments for material, supplies and services and execute all applicable procurement documents.
9. Coordinate requests for additions or deletions to the SIL with Quality Evaluations.
10. Review information, as applicable, on procurement documents and interface with the Originator as necessary to resolve any questions.
11. Determine the need for and initiate expediting and follow-up activities for material, including the borrowing/lending of non-stock items if a Purchase Order is involved.
12. Coordinate and resolve issues related to WCNOG Procurement Cards.
13. Designate freight carriers and administer traffic and logistics issues.
14. For engineered and/or safety-related and applicable special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without an approval of Materials Engineering.
 - Exceptions to quality requirements by the selected supplier shall be reviewed by Material Quality.
 - Exceptions to technical, documentation or quality requirements shall be reviewed for resolution by responsible organizations as defined in step 6.12.

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- Instructions from Material Quality to revise Quality 'hold points' in the procurement documents may be communicated to Purchasing and Contracts without Engineering involvement.
- Changes in item quantity are not considered changes to a technical or quality requirement.

15. After collaboration between the Originator and Purchasing and Contracts, the award recommendation shall be established and the bid evaluation closed. The original Requisition may be used for the procurement process. Documented justification shall be provided for selection of a supplier.
16. Letters of Intent, as deemed necessary by Purchasing and Contracts, are strictly for commercial considerations and shall not be used for specifying technical and quality requirements.
17. Purchasing and Contracts shall assemble submitted documentation supporting the procurement (e.g., drawings, specifications, etc.) and appropriate information statements, commercial conditions, etc., and prepare a PO for issue. When appropriate, unsuccessful bidders will be notified by Purchasing and Contracts.
18. The supplier shall be listed on the SIL prior to placement of the order for certain Special Scope procurements and those procurements for which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed on the supplier in the Requisition verbiage. If the selected supplier is not on the SIL, Purchasing and Contracts shall request an evaluation by Quality Evaluations to determine supplier qualification.

5.7.3 Supervisor Warehouse is responsible for receiving and maintaining Wolf Creek inventory under Warehouse control and documenting the receipt and outbound shipments of inventory, materials, tools and equipment when a procurement document is involved, as applicable. Specific activities, which Warehouse performs, are listed below.

1. Offload, search, receive, store, maintain, issue and deliver items and material.

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- a. Coordinate/validate with Originator, HP, Security, and Administrative Services as applicable) the shipment or receipt of non-stock loaned/borrowed tools and equipment that is delivered/shipped to/from locations other than the main warehouse.
2. Package and ship items and material as defined in "Warehouse Material Storage, Handling, Packaging, Shipping and Maintenance" AP 24E-003 and "Outbound Shipments and Investment Recovery Program" AI 24E-001.
3. Verify and segregate physical stock quantities for ASME Section XI requested material.
4. Process items returned to the Warehouse for restock.
5. Perform a statistical sampling of items in inventory and reconcile, as required, to resolve any discrepancies.
6. Perform, as applicable, follow-up activities for material overages, shortages, damages and nonconformance.
7. Ensure all material, equipment, and parts are properly declared and execute timely economic disposition and maintain record of all material declared and/or disposed of through Investment Recovery.
8. Non conforming material will be segregated and processed per AP 24H-003 COMMODITY DISCREPANCIES (TRANSITION TO MPAC/CURATOR) and AP 24E-003 WAREHOUSE MATERIAL STORAGE, HANDLING, PACKAGING, SHIPPING AND MAINTENANCE procedures.
9. Issue, stage, and deliver material as applicable to the Plan of the Day (POD).
10. Update Vendor tracking, as applicable.
11. Coordinate the delivery of material, requiring maintenance and/or testing, to the appropriate group.
12. Coordinate and maintain Warehouse maintenance and shelf life programs per AP 24E-003 and AP 24E-007 as directed by Material Engineering via Work Order of Sub Work Order.

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5.7.4 Supervisor Material Quality is responsible for approval of procurement documents (Purchase Orders), planning and performing Receipt Inspection including material verification for safety-related, commercial grade and applicable special-scope items or services.

1. Plan and perform receipt inspections and source inspections as directed, including material verification to assure compliance with PO technical and quality requirements.
2. Verify, revise and/or add witness/hold points to procurements, as applicable.
3. Perform necessary receipt inspection on ASME Section I or IV Boilers & Section VIII Pressure Vessel items as directed by Purchase Order to meet Kansas Boiler Safety Act requirements. (Ref. 3.1.59)

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6.0 PROCEDURE

6.1 General Requirements

6.1.1 The method of requesting material, equipment and services is by use of the MPAC Work Order and/or MPAC Stores Modules.

1. If material is being used on a Work Order (WO) or Sub Work Order (SWO), the originator (requester or planner) will list material on the Parts Page of Work Order (WO) or Sub Work Order (SWO) if the material has an assigned Stock Item number.
 - a. When the WO/SWO is processed the Stock Issue Request (SIR) will be initiated for the date the material is needed.
 - b. If sufficient quantities are not available the MPAC Stores Module will indicate a demand on the Suggested Reorder Report (SRR). Items on the SRR will be ordered by initiation of a Stock Requisition (S or SM product type) by P&MS personnel.
2. If material is not to be used on a WO/SWO, the originator (requester or planner) will access the MPAC Stores Module and initiate a SIR for the date the material is needed.
3. If material is Engineered per the definition of this procedure and no Stock Item number exists in Product Catalog, the originator (requester or planner) will generate a SWO for the creation of a new Stock Item per Attachment D of this procedure.
4. If material is non-engineered per this definition of this procedure, no stock number exists in Product Catalog and is an ASME B&PV Section I, IV or VIII component and is non-engineered, it will be procured as if it were an Engineered item, with a commodity code of NSEE. Requester or Planner will generate a SWO for creation of Stock Item as identified in step 6.1.1.3 above. This action will ensure the requirements of Kansas Boiler Safety Act are met during the procurement and receipt process.
(Ref. 3.1.59)

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NOTE

When ordering materials or services on Non-Stock Requisitions, search the Product Catalog for an existing catalog Item number that could be used to order the material or service (example Dxxxxxx or SLxxxxxx). Using that existing item number will electronically populate many of the requisition fields.

5. If material is non-engineered per AP 05-005, no stock number exists in Product Catalog and it is Non-ASME, the originator (requester or planner) will initiate a Non-Stock Requisition to request the material be purchased.
 6. If services are needed, Originator (requester or planner) will initiate a Non-Stock Requisition for the service.
 - a. For services to be performed on WCNOG premises, Originator shall utilize form APF 24-002-09, "Service Requisition Checklist" when completing requisition. Form shall be included in the Curator Requisition Folder or be sent to the Material Engineering & Purchasing Mailbox referencing the requisition number.
 7. If tools or equipment are needed and the decision to borrow/loan from another utility, the originator (requester or planner) will check for existing Direct item number in Product Catalog and initiate a Non-Stock Requisition.
- 6.1.2 In the event that the MPAC/CURATOR computer system is not available and the need is emergent, initiate expedited/emergency procurement activities as specified in section 6.15.5 and/or 6.15.6.
 - 6.1.3 A Requisition is not required to return unused material to the supplier for commercial considerations or to return surplus material to Suppliers. Other exceptions to a Requisition are identified in Attachment C, Miscellaneous Exceptions to Requisition requirements.
 - 6.1.4 Communication with suppliers shall be in accordance with Corporate Policies 3, 4 and 15.
 - 6.1.5 Procurement documents which contain Safeguards Information (SI) shall be controlled in accordance with AP 27-004.

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- 6.1.6 Requisitions for computer hardware or software will be routed to Information Services for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code.
- 6.1.7 Requisitions for office furniture, tables, desks, chairs, vehicles, heavy equipment, audio/visual equipment (e.g. digital cameras and video cameras), and digital/analog copiers will be routed to Administrative Services for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code.
- 6.1.8 In-house training capabilities should be discussed with the Training Division prior to processing a Requisition for training services. Training conducted by a contractor shall be documented in accordance with AP 30E-003.
- 6.1.9 Requisition approvals shall be as delineated in Attachment A.
- 6.1.10 Detection and control of fraudulent and substandard materials is the responsibility of all who use this procedure.
- 6.1.11 Manager Chemistry/Radiation Protection will communicate and coordinate with P&MS for radioactive material receipts and outbound shipments. Forward documentation (i.e. bill of lading, shipping manifest, etc.) as applicable to P&MS.
- 6.1.12 Safety Services, Chemistry/Radiation Protection and Environmental Management will review all new chemicals for approval for use on site per AP 14B-001 USE OF PLANT CHEMICALS step(s) 6.1 thru 6.1.6.

NOTE

Prior to submission of a Requisition for a new chemical or Sub Work Order for new Stock item creation, the chemical must be approved for use on site. (Ref. 3.1.58)

1. Originator shall obtain the Material Safety Data Sheet for the non-approved chemical, and provide a description of the intended use (including plant systems as applicable) to Safety Services to start the approval process. (Ref. 3.1.58)

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2. Safety Services will initiate the approval and routing of MSDS through CURATOR to include review/approval by Chemistry/Radiation Protection and Environmental Management and entry into Chemical Control System (CCS).

3. If assistance is needed to obtain the MSDS from a manufacturer/supplier, contact Material Control personnel.

6.1.13 Documents received directly from a supplier shall be transmitted to the Mail Screening Groups in accordance with AI 15B-001.

6.1.14 Material Control will coordinate, as necessary, with the Originator for scheduling of deferred refurbishments (rebuilt). Warehouse will store deferred items until scheduled for refurbishment in accordance with AP 24E-005.

6.1.15 The sale of Stock items is processed and documented on a WCNOG Selling/Lending Acknowledgment form AIF 24K-001-01 per procedure AI 24K-001 SELLING AND LENDING OF STOCK ITEMS.

6.1.16 Originators requesting to lend or borrow non-stock tools and equipment with other utilities are responsible for searching the Product Catalog for existing Direct Item number and initiating a Non-Stock Requisition. Originator is responsible to coordinate the receipt and subsequent return of such tools and equipment. Refer to references 3.1.46 and 3.1.47 for specific guidance and requirements.

1. This includes but not limited to inventory/validation of items received/returned, loading assistance, assuring items are packaged correctly to prevent freight damage when returning borrowed tools, and scheduling of such activities, as applicable.

2. It is the responsibility of the Originator to verify/validate the receipt and return shipment of non-stock items not controlled by the Warehouse (including radioactive items).

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3. If the borrowed/loaned tools and equipment to be returned is classified as Radioactive, the Originator is responsible to inventory the item for completeness, notify Warehouse personnel for assistance with packaging to prevent damage, Work Week Manager to schedule target date for receipt/return support, HP personnel to perform necessary surveys and other documentation.

6.1.17 Stored Material (non-inventory material) will now be stored by Warehouse personnel in warehouse controlled locations. Those items will have a unique Stored Material item number assigned by Material Control. A request to store material is performed by submitting SWO and including form APF 24-002-15 or including the information from the form on page 1 and/or 3 of SWO as directed in Attachment D.

1. The Stored Material item number will consist of a two (2) letter prefix of "ZZ" and an eight (8) digit numerical number. Example; ZZ69000090 "STORED, BRACKET, GENERATOR END SHIELD, FOR TURBINE GENERATOR WORK". All Stored Material descriptions will have the noun of "Stored" following by the description of item.
2. Stored Material items will be listed in Product Catalog, which can be readily searched and located. Each Stored Material item will have a Stock Location and Stock Maintenance screen in the EMPAC stores module.
3. Material Control will coordinate with Originator of SWO and determine if material will be stored or disposed of by other means, i.e. scrap or sell.
4. The subsequent request to get the material issued to Work Group will be performed by using the Stored Material number and the EMPAC SIR process. After the material is used and needs to be stored again the material will be returned using the Material Returned to Stores process with copy and or reference to the SIR.

6.2 Requesting A New Stock Item Number

6.2.1 Originator (requester/planner) after searching the Product Catalog with no results, will perform the following steps:

1. Create SWO per procedure AP 16C-007.

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2. Place the description of the new stock item in the description field of page 1 of the SWO.
3. Complete form APF 24-002-15 "New Stock Item/Stored Material Request" per ATTACHMENT D and attach to SWO using CURATOR or include all requested form information on page 1 or 3 of the SWO.

6.3 Requesting A New Stored Material Item Number

- 6.3.1 Originator (requester/planner) after searching the Product Catalog with no results, will perform the following steps:
1. Create SWO per procedure AP 16C-007.
 2. Place the description of the new Stored Material in the description field of page 1 of the SWO.
 3. Complete form APF 24-002-15 "New Stock Item/Stored Material Request" per ATTACHMENT D and attach to SWO using CURATOR or include all requested form information on page 1 or 3 of the SWO.
 4. Material Control will review and process SWO for Stored Material creation/assignment and inform Originator of results of review Stored Material request. Material Control and/or Warehouse will give directions for storing or disposing of non-inventory material.

6.4 Types of Requisitions, guidance for their use

6.4.1 Non-Stock Requisitions

NOTE

Quote for Services (QS) product types will no longer be available in EMPAC 8.5. To request a quotation, use the appropriate product type Non-Stock requisition, and identify in the Header Notes of requisition that purpose is to obtain a quotation.

1. Direct (D) item (product type) are initiated and processed per AI 24A-008 NON-STOCK REQUISITION PROCESSING FOR DIRECT ITEMS.
 - Are used to initiate the purchase of non-stock, non-engineered, non-ASME material. (Ref. 3.1.59)

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- Will be initiated for creation of purchase order for loaning tools and equipment (non-stock items) with other utilities.

2. Service Labor (SL) item (product type) are initiated and processed per AI 24A-009 NON-STOCK REQUISITION PROCESSING FOR SERVICE LABOR ITEMS.

- Are used to request contractor services beyond the scope of WCNOG personnel or additional personnel to supplement WCNOG personnel.
- Are used to request off site testing and/or repair services.

6.4.2 Stock Requisitions

1. Service Material (SM) item (product type) are initiated and processed per AI 24A-010 SERVICE MATERIAL REQUISITION PROCESSING.

- Are generated by Material Control personnel of Purchasing and Material Services division only.
- Are used to purchase Stock numbered items from other Utilities instead of Original Equipment Manufacturer (OEM) or Suppliers.
- Are used to create a Purchase Order when making a contingency sale of WCNOG owned Stock numbered item to another utility to allow the return of Stock Item to WCNOG.

2. Stock (S) item (product type)

- Are generated by Material Control personnel of Purchasing and Material Services division only.
- As required, Material Engineering may generate a 'new' Product Catalog Item (Service Material Item) to purchase from another utility on an existing Stock Requisition. (Ref. 3.1.57)

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6.5 Material Reserves

NOTE

It is the responsibility of the Originator to verify the intended use (Asset/Spec) is appropriate for the material being reserved (AP 24E-001).

If a specific lot number is required to complete the reserve transaction, the reserve Originator shall notify Warehouse personnel via Warehouse E-mail box to segregate the material.

- 6.5.1 Material Reserves will be done automatically by placing the material on the Parts Page of the WO/SWO or by creating a Stock Issue Request.

6.6 Stock Issue Request (SIR)

NOTE

Prior to transmitting a SIR for stock coded items that are identified as restricted use for another Department/Section, the Requester shall obtain approval for its use from that Department/Section.

- 6.6.1 Stock Issue Requests may be generated through the work order process or by accessing the MPAC Stores Module.

1. Stock Issue Requests are generated when stock items are placed on the Parts Page of the Work Order. When a Work Order is not required, a new Stock Issue Request may be generated by selecting Stock Issue in the MPAC Stores Module. The Originator shall ensure all applicable sections of the SIR are correctly completed.
 - a. DATE REQUIRED - Date automatically defaults to current date. This field should be changed to reflect the actual 'need' date.
 - b. WORK ORDER NUMBER - Enter the Work Order number. The Asset, Category, and Account numbers associated with the Work Order will automatically fill in and cannot be edited. If there is no Work Order, the Originator must fill in the Project Number field or the G/L Account field.
 - c. ASSET LABEL - Will automatically fill in when the Work Order number is entered.

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- d. CATEGORY - Will automatically fill in when the Work Order number is entered.
 - e. PROJECT NUMBER - Enter the MPAC project number if applicable.
 - f. LINE NUMBER - If project number is used, select the correct line number.
 - g. G/L ACCOUNT - Will automatically fill in when the Work Order number is entered or choose appropriate distribution.
 - h. DELIVER TO - Deliver to field automatically defaults to the Originator's name. This field should be changed to reflect where or to whom the item(s) are to be delivered.
 - i. SYNCHRONIZE DATES - Checkbox is used to keep the Date Required on the Stock Issue Request 'in step' with the Parts Required date on the Work Order. If this box is checked and the date on the Work Order changes prior to the SIR printing, the date required on the SIR will also be updated.
 - j. STOCK NUMBER - Enter the warehouse stock item desired.
 - k. LOCATION CODE - Choose 723
 - l. ISSUE POINT - Choose 723
 - m. REQUEST QUANTITY - Enter number required. If more than one stock item is needed, click edit/add row and add the number and quantity to the new row.
 - n. After all information is entered, click Save and the SIR will be saved in the MPAC system, subsequently print at the Warehouse and be delivered or staged as applicable.
2. Requested material shall be retrieved from storage by the Warehouse in accordance with AP 24E-008.

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6.7 Maintenance and Receipt Testing

- 6.7.1 When Storage Maintenance and/or Testing of stock material is required to be performed by the field, the material shall be referenced on the Parts Page of the Work Order with 0 (zero) quantities listed. The field shall enter the correct delivery date to ensure the material is delivered by the date the work is scheduled to be performed. A SIR will not be generated.
- 6.7.2 For items being tested for installation on another Work Order, the words "Pre-installation Testing" shall be used in the Work Order Problem Description.

6.8 Material Returned To Stores

NOTE

Used items (material acceptable for re-use without reconditioning) shall not be returned to the Warehouse stock per this method below. Used items and rebuilt (refurbished) will be returned in accordance with the Rebuild process in accordance with procedure AP 24E-005 REBUILT ITEM/REUSABLE ITEM.

- 6.8.1 To return unused stock items and material to the Warehouse, the Stock Issue Request (SIR) should accompany the material.
1. For nonconforming material, the Originator shall provide a complete description of the problem to the Supervisor Warehouse. A CDR may be generated as necessary in accordance with AP 24H-003.

6.9 Service Acceptance

- 6.9.1 The acceptance of services shall document acceptance of all appropriate line items described in the PO. This acceptance includes such things as onsite review of supplier certifications, surveillance of the activity, review of contractor procedures to ensure compliance with the WCNOG QA Program, and verification of the results of the activity.
- 6.9.2 Upon receipt of invoice from Contractor, Invoicing will prepare and forward to the Originator via form APF 24-002-01 "Invoice Approval Transmittal, Acceptance of Services" for approval of payment.
- 6.9.3 The organization that initiates a requisition for hourly contractor on-site services shall be responsible for the acceptance of such services by approving contractor time sheets.

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6.9.4 Upon the completion of services, the organization identified in the procurement document responsible for acceptance of the services shall complete Form APF 24-002-08, "Contractor Performance Evaluation" and forward the form to Supervisor Purchasing and Contracts.

6.10 Quality Review of the Procurement Documents

6.10.1 Material Quality shall review safety-related and applicable special-scope POs, excluding Purchase Orders based on approved Agreements, to ensure incorporation of quality requirements, including:

1. Quality requirements from the Engineering Procurement Requirement (EPR) developed by Material Engineering in accordance with AP 24-004.
2. Supplier specific quality requirements from the SIL.
3. Special quality receipt inspection requirements, if applicable.
4. Desired witness/hold points during manufacture/test for the purpose of inspection and surveillance.

6.10.2 For engineered and/or safety-related and applicable special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without Materials Engineering approval. Instructions from Material Quality to revise Quality 'hold points' in the procurement documents may be communicated to Purchasing and Contracts without Materials Engineering involvement.

6.11 Shop Inspection

6.11.1 Based upon the safety significance and complexity of a safety-related or special-scope item/service, Material Quality or Quality Evaluations shall establish the need for supplier audits, surveillances and/or inspections.

6.11.2 The originating organization shall be responsible for establishing supplier monitoring points for non-safety-related items which require shop inspection.

1. If such a need exists, the procurement documents shall specify the exact inspection/surveillance to be performed or provide for establishing the inspection/surveillance at a later date (witness/hold points).

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2. In order to facilitate the identification and scheduling of audits/surveillances/inspections, the supplier may be requested to submit manufacturing/fabrication schedules.

6.11.3 Nuclear Engineering is responsible for the shop surveillance for core components.

6.12 Supplier Deviations

6.12.1 Safety-related and applicable special-scope procurement documents shall require the supplier of items and materials to submit Use-As-Is and Repair nonconformances for approval of the recommended disposition through the Design/Configuration Change process in accordance with AP 05-005. Material and services suppliers shall also be required to submit notice of deviation from procurement document requirements for approval.

1. Materials Engineering and Material Quality, as required, is/are responsible for approving technical requirements in the Requisition. In addition, a Design/Configuration Change is required by an Engineering organization to approve:

- a. supplier-recommended dispositions for technical and material nonconformance or provide an alternative disposition and technical justification.
- b. supplier requests to deviate from a technical or quality requirement of the Purchase Order.

6.13 Review And Approval Of Supplier Submittals

6.13.1 Based upon the safety classification and complexity of items and services being procured, the originating organization and/or Materials Engineering and Material Quality shall establish and define the requirements for supplier submittal of documents such as internal inspection plans, drawings, test reports (e.g., seismic and environmental), procedures and manufacturing information.

6.13.2 Review and approval of these submittals shall be in accordance with AP 15A-002 and other documented procedures.

6.13.3 Documents received directly from a supplier shall be transmitted to the Mail Screening Groups in accordance with AI 15B-001.

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6.14 Material Receipt, Inspection, and Acceptance

- 6.14.1 Warehouse personnel shall unload, search and receive material at the WCGS Warehouse. Safety-Related and Special-Scope material or Non Safety-Related (ASME Section I, IV, VIII items) as applicable, shall be routed to Material Quality for receipt inspection and acceptance prior to binning and/or issue.
(Ref. 3.1.59)
- 6.14.2 The Warehouse shall notify and/or deliver non-stock receipts to Originator or user groups.
1. The Originator shall verify non-stock items are as ordered, and coordinate with Purchasing and Contracts when discrepancies/damage is found on loaned/borrowed tools and equipment for appropriate replacement action.
 2. When notified in writing, by the user group, Warehouse shall initiate Receiving Notices for shipments associated with a Purchase Order regardless where material was off-loaded, if required by Purchase Order. Normally this will be as directed by the Originator's written validation of material received.
 3. Any discrepancies noted during the receiving process shall be controlled in accordance with approved procedures.
- 6.14.3 Material Quality shall establish inspection procedures, prepare inspection and test plans, perform receipt inspections, coordinate tests and complete receiving inspection reports for safety-related and applicable special-scope items and material.
- 6.14.4 When the method(s) of acceptance includes the results of supplier audits, surveillance's and/or inspections, they shall be documented and made a part of the receipt inspection package. Evidence of the cancellation of any witness/hold points shall also be included.

6.15 Unique Procurement Activities

- 6.15.1 ASME Section III Material may be procured from non-accredited supplier(s), a supplier without an 'N' type Certificate or Quality System Certificate, in accordance with ASME Code Case N-517.

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6.15.2 ASME Section III Material may be purchased from licensed utilities in accordance with ASME Code Case N-528-1, with the following requirements. Specifically, this Code Case will be used for Material meeting the definition in IWA-9000; may be purchased, exchanged, or transferred between nuclear plant sites, provided the following requirements are met.

1. Materials shall have been furnished to the supplying plant in accordance with NA-3700/NCA-3800.
2. Since receipt by the supplying plant, the material was not placed in service, welded, brazed, nor subjected to any operation that might affect the mechanical properties of the material (e.g., heat treatment or forming).
3. Documentation required by NA-3700/NCA-3800 shall be provided to WCNOC with the material.
4. When the material is fabricated in accordance with specific dimensional requirements in addition to those provided in a national standard (e.g., nonwelded valve bonnet or nonwelded pump casing), the evaluation of suitability required by IWA-4160 (IWA-7220 in Editions and Addenda prior to 1991 Addenda; IWA 4150 for the 1991 Addenda through the 1995 Edition, no Addenda) shall include an evaluation of the material for its intended application, including any differences that might affect form, fit, or function.
5. WCNOC shall obtain certification for the following:
 - a. The supplying plant purchased the material in accordance with NA-3700/NCA/3800 and maintained it in accordance with their Quality Assurance Program.
 - b. Since receipt by the supplying plant, the material was not placed in service, welded, brazed, nor subjected to any operation that might affect the mechanical properties of the material (e.g., heat treatment or forming).
6. Use of this Code Case shall be documented on the NIS-2 for repair or replacement using material obtained in accordance with the provisions of this Code Case.

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6.15.3 Common/Exchange Spares Program

1. The Common/Exchange Spares Program between Wolf Creek, Callaway and other partnering utilities allows exchange of spares when necessary. QA requirements and required documentation are provided to attest to the attainment of quality.
2. Shared Inventory Items between Wolf Creek, Callaway and other partnering utilities allows for, upon demand, the use by either utility of stock items evaluated for mutual acceptability. QA requirements and required documentation are provided to attest to the attainment of quality.

6.15.4 Procurement With Licensed Utilities

1. SPD 2.0 may be invoked for procurement from AmerenUE, Callaway plant.
2. The Four Loop Group Spare and Replacement Parts Exchange Agreement should be invoked for procurement from Four Loop Group Utilities.
3. The Inter-Utility Agreement for the sale and purchase of material and equipment should be invoked for procurement from other utilities.
4. Licensed utilities will not normally be listed on the SIL except for Safety-related or applicable Special Scope services.

6.15.5 Expedited Procurement

1. When items or services are urgently needed to prevent an outage or to return the unit to service, the following expedited actions may be taken:
 - a. Initiate procurement by a telephone call to Purchasing and Contracts from the Vice President Plant Operations & Plant Manager, Department Head, Call Superintendent, Shift Manager or Outage Shift Manager, with an approved Requisition to follow as soon as practicable.
 - b. Placement of a confirming telephone order by Purchasing and Contracts with the PO to follow as soon as practicable.

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- c. For Safety-Related and applicable Special-Scope items with the supplier currently on the SIL production/fabrication of the item may begin without delay. If the supplier is not currently qualified, work may not start until authorized by Quality Evaluations. The assigned Quality Evaluations representative shall witness, inspect or otherwise verify that correct material, designs and processes are utilized and that accurate documentation is produced to attest to the quality of the item. This verification includes final product and document review prior to release or shipment to WCGS.
- d. Documentation that material and equipment conform to procurement requirements shall be at WCGS prior to use of such material and equipment. The documentation shall be sufficient to identify specific requirements such as codes, standards or specifications met by the material and equipment.

6.15.6 Procurement in Emergency Situations

- 1. For those situations which constitute a threat to the plant operating status or to the health and safety of plant staff or the general public, the standard procurement process may be modified to expedite procurement by taking necessary actions, including the following:
 - a. The Vice President Operations or designee shall notify the President and Chief Executive Officer when this procurement authority is exercised.
 - b. The Vice President Operations or designee shall coordinate with P&MS with an approved Requisition to follow as soon as practicable.
 - c. Material, parts or assets procured without full qualification and documentation and utilized in a safety-related system during a situation of this significance, shall be upgraded to the required qualification level or replaced with qualified and documented items as soon as the activity can be safely accomplished. In either case, qualification and documentation shall be obtained in a timely manner.

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7.0 RECORDS

7.1 The following forms are non QA records and shall be filed with the associated procurement package; APF 24-002-01, APF 24-002-08, APF 24-002-09, APF 24-002-10, APF 24-002-13 and APF 24-002-14.

7.2 Form APF 24-002-15 is a non QA record and shall be filed, if used, with the associated Work Order that documents the creation of the new Stock Item or Stored Material item.

8.0 FORMS

8.1 APF 24-002-01, "Invoice Approval Transmittal, Acceptance of Services"

8.2 APF 24-002-08 "Contractor Performance Evaluation"

8.3 APF 24-002-09, "Service Requisition Checklist"

8.4 APF 24-002-10, "Single/Sole Source Authorization"

8.5 APF 24-002-13, "Salvage, Surplus & Obsolescence Report"

8.6 APF 24-002-14, "Commitment Approval Summary"

8.7 APF 24-002-15, "New Stock Item/Stored Material Request Form"

- END -

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ATTACHMENT A
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MINIMUM PROCUREMENT APPROVAL REQUIREMENTS

- A.1. The Requisition shall be processed by the Originator and Accounting and approved by the authorized Supervisor, Manager or designee.
- A.2. Approvals shall be in accordance with the limits specified below.
- a. up to \$5K - Supervisor
 - b. up to \$25K - Superintendent
 - c. up to \$50K - Manager & Supervisor Material Control for Warehouse stock items.
 - d. up to \$250K - Plant Manager & Director Engineering
 - e. up to \$500K - Officer reporting to the President/CEO
 - f. Over \$500K - President/CEO
- A.2.1 In the event a total dollar amount can not be estimated for a particular commitment, a dollar amount based on the work scope or project budget is to be used. If the PO will be issued for an indefinite period of time and likely exceed other levels of approval authority, approval by the President/CEO shall be obtained.
- A.2.2 Approval for Warehouse Reorder Requisitions via the Suggested Reorder Report (SRR) will be coordinated through the Supervisor Material Control or designee. Commitment Approval Summary form, APF 24-002-14, will be utilized per this procedure for purchase of Warehouse stock items.
- A.3. Procurement documents for the purpose of requesting quotations, returning received items to a vendor, or notifying a vendor for record purposes do not require management approval beyond that provided on the originating Requisition. If the purpose of the Requisition is changed to initiate a PO after close of the bid evaluation process, appropriate procurement authorization shall be obtained.

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ATTACHMENT A

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MINIMUM PROCUREMENT APPROVAL REQUIREMENTS

- A.4. Increases in PO value shall be documented and approved in accordance with approval levels specified above, based on the amount of the increase. At the discretion of the Supervisor Purchasing and Contracts, approvals are not applicable when the increase is insignificant, for accounting record purposes or PO and invoice reconciliation. Authorizations to increase PO funding will be forwarded to Purchasing and Contracts and will be included in the PO file.
- A.5. In the absence of the Vice President Operations and the Plant Manager; the Shift Manager, Call Superintendent, or Outage Shift Manager shall have approval authority up to \$100K. On a case by case basis, with verbal concurrence of the Plant Manager, Director Engineering or a WCNOG Corporate Officer, this level of authority may be increased to \$250K.

- END -

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ATTACHMENT B
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WCNOC CORPORATE PROCUREMENT CARD

- B.1 Request for Purchasing Cards shall be submitted to the Purchasing Card Administrator. A new Cardholder will be set up with the credit and transaction limits. An Officer's approval is necessary for any exceptions to the initial limits.
- B.2 Limits are as follows:
- Credit limit - \$10,000
- Transaction limit - \$1,000
- B.3 Use of the Purchasing Card is strictly limited to the following:
- Non-stock item material
 - Purchases with stated dollar limits
 - Purchases not subject to CCS label requirements
 - Non-engineered material
 - Non-safety related material
 - Non-Special Nuclear/non-radiological material
- WCNOC has placed electronic blocking on merchandise that is inappropriate for purchase on the Purchasing Card, i.e. travel and entertainment charges. Purchasing and Contracts, as needed, may use the Purchasing Card as required beyond the scope listed above.
- B.4 All Purchasing Cards shall be kept in a secure location. Lost, stolen, or damaged cards are to be immediately reported to the Purchasing Card Administrator or Control Room after hours. Intentional misuse of the Purchasing Card will result in appropriate disciplinary action.
- B.5 The Cardholder shall be prudent and cost conscious and shall seek the lowest price available.
- B.6 The Cardholder shall verify material is as ordered and coordinate with the Supplier in case of material or shipping discrepancies.
- B.7 The Cardholder shall reconcile monthly bank statements and resolve disputes/unauthorized charges that may appear on their statement. If the disputed or unauthorized charge cannot be settled with the Supplier, notification shall be sent in writing to the Procurement Card Administrator for resolution with the bank.

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ATTACHMENT B

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WCNOC CORPORATE PROCUREMENT CARD

- B.8 Accounting will E-mail a statement to the Cardholder each month listing the transactions with routing instructions attached to the document. Some line items will have default accounting distribution. User will have the capability of changing the default distribution if it is incorrect for a particular line item. After User has entered the description and reviewed the information, click on "File, Send" and the file will be routed to accounting.
- B.9 Each Cardholder will be responsible for sending all receipts to Accounting at the same time User returns the electronic file.
- B.10 Accounting will obtain management approval on Cardholders statements that have individual charges over \$750 and any items that they deem necessary. Management will be responsible for sending an e-mail back to Accounting indicating they have reviewed and approved the charges. On statements that have no charges greater than \$750, management will electronically receive a monthly summary report of transactions for their department. No response from management will indicate their approval on all items less than \$750. Accounting will follow up once a problem is identified.
- B.11 Managers shall:
- Authorize individual Purchasing Cards
 - Notify the Purchasing Card Administrator when Cardholder is transferred, terminated or for any other changes with the Purchasing card
 - Approve payment of individual charges over \$750
 - Review a monthly report of charges for their department and notify the Cardholder and Accounting if they have any questions or note any problems/discrepancies

- END -

ATTACHMENT C

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MISCELLANEOUS EXCEPTIONS TO REQUISITION REQUIREMENTS

NOTE

If you have a question as to whether or not an item requires a Requisition, call Purchasing and Material Services or Accounting.

- C.1 There are various miscellaneous items which do not require a Requisition or purchase order due to the nature of the item and/or the insignificant cost of the item. (These type purchases are often referred to as non-PO items.) Individuals should use discretion and good "common business sense" when determining an exception to the requisition requirements.
- C.2 Miscellaneous exceptions to Requisition requirements are limited to the following:
- Utilities (e.g., phone, electric, cable, etc.)
 - Services for legal, lobbyists, actuaries and arbitrators
 - Memberships, dues, and registrations
 - Nuclear Fuel
 - Central States Low Level Waste Compact
 - Regulatory/governmental fees, penalties, and permits
 - Employee benefits
 - Worker compensation claims
 - Service awards and A&R awards
 - Donations and de minimis prizes
 - Advertising/Recruitment
 - Applicant expenses/Relocation expenses
 - Employee travel expenses
 - Postage and freight
 - Cafeteria lunch charges
 - Liability and property insurance, taxes, and tags
 - Publications, books, and subscriptions
 - Sale of stock items on form AIF 24K-001-01 "WCNOC Selling/Lending Acknowledgment" in accordance with AI 24K-001

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ATTACHMENT C

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MISCELLANEOUS EXCEPTIONS TO REQUISITION REQUIREMENTS

C.3 When procuring items that do not require a Requisition, a company purchasing credit card may be used for payment; however, if the vendor does not accept credit cards, the original invoice document should be approved and submitted to Invoicing for payment. If the circumstance is such that no invoice is available, an approved KAF-13 ("white invoice" form) may be requested from Accounting, completed and submitted to Invoicing for payment.

C.4 Approval authority for Non-PO invoices is as follows:

Supervisors	\$1,000 or less
Superintendents	\$5,000 or less
Managers	\$10,000 or less
Plant Manager and Director Engineering	\$100,000 or less
Officers reporting to CEO	\$150,000 or less
President and CEO	No limit

ATTACHMENT D

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REQUESTING NEW STOCK ITEM OR STORED MATERIAL ITEM CREATION

- D.1 Originator (requester/planner) will perform the following steps:
- D.1.1 Create SWO to request a new Stock or Stored Material item number.
 - D.1.2 Place the description of the new stock item in the description field of page 1 of the SWO.
 - D.1.3 Complete APF 24-002-15 "New Stock Item/Stored Material Request Form" and attach to SWO using CURATOR or include all requested Form information on page 1 or 3 of the SWO.
 - D.1.4 Assign the Action of "Parts Issue" to SWO.
 - D.1.5 Assign a Craft of "MCS" (Material Control Specialist).
 - D.1.6 Route the sub work order in Curator.
 - D.1.7 Responsible Group will be Material Control Specialist

NOTE

Until the new Stock item is created and entered on the Parts Page, Originator should not progress the WO/SWO to 'Parts Shortage'.

- D.1.8 Status the Sub Work Order as In-Planning Planner with a planner name of Tom Robke, Supervisor Material Control.
- D.2 Material Control personnel will perform the following steps:
- D.2.1 Supervisor Material Control or designee will change the planner name to a Procurement Specialist assigned to process the Sub Work Order
 - D.2.2 Procurement Specialist will assign a new Stock item or Stored Material item number from the New Stock Database.
 - D.2.3 Complete the Stock Item setup (including the Accounting tab on the Template page), Rebuild Procedure set up (if the item is Class 4 or 6), Stock Location setup and 5 year lead time (RCT) setup in MPAC Stores Module.

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ATTACHMENT D

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REQUESTING NEW STOCK ITEM OR STORED MATERIAL ITEM CREATION

- D.2.4 Add the new Stock item or Stored Material item number to the beginning of the description of the SWO created by the Originator and update the form APF 24-002-15 "New Stock Item/Stored Material Request Form".
- D.2.5 Progress Status the Sub Work Order through the following statuses:
- Ready to Work, Field Work Complete, Awaiting Supervisor Approval, Supervisor Approved, Completion Review and QARR - No field copies.
- D.2.6 Material Control will send an e-mail to the originator (Requested By) notifying them that the Sub Work Order is closed and assignment of new Stock item or Stored Material number.
- D.3 Originator (requester/planner) utilizes the new Stock Item number or Stored Material number for EMPAC Stores processes.

- END -

EXHIBIT
tabbles
P8

WOLF CREEK

NUCLEAR OPERATING CORPORATION

AP 24C-007

PURCHASE ORDER

Responsible Manager

SUPPLY CHAIN SERVICES

Revision Number	3
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	24C

DC50 03-17-2004

Jm
P8 1

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1.0 PURPOSE

1.1 To establish responsibilities, requirements and methods for the control, preparation and issuance of Purchase Orders (PO).

2.0 SCOPE

2.1 This procedure is applicable to all POs, Purchase Order Revisions, and Purchase Agreements.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 AP 15A-003, RECORDS

3.1.2 AP 27-004, CONTROLLING SAFEGUARDS INFORMATION

3.1.3 AP 24-002, REQUISITION AND PROCUREMENT PROCESS

3.1.4 PIR 98-0588, Self Assessment 97-025 "Procurement Business Ethics"

3.1.5 PIR 2003-2646 (Level IV) Contract Incentive Programs

3.2 Commitments

3.2.1 PIR 98-0368, "Contractor awareness of the content of the WCNOG Accident Prevention Manual."

4.0 DEFINITIONS

4.1 ACCEPTABLE BIDDER - A supplier from which bids for items or services have been evaluated and determined to be acceptable. An acceptable bidder is considered able to accomplish the requested scope of supply.

4.2 BID - A response from a supplier which provides the cost, terms of sale, and delivery schedule of material, supplies or services. A bid may be verbal or written and may contain technical and quality information relative to the material, supplies or services.

4.3 BID EVALUATION - A documented review and evaluation of all bid responses to requests for quotation to the extent required to ensure that the material, supplies or services to be provided will meet the specified commercial, technical and quality requirements.

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4.4 PURCHASE AGREEMENT - An Agreement is an established contract for material or services which are frequently used and for which requirements and prices can be established for a certain period of time.

4.5 PURCHASE AGREEMENT PO/RELEASE - A document used to authorize specific items or services to be supplied and scheduled for delivery within the requirements of a Purchase Agreement.

4.6 REQUISITION - An electronic record utilized to communicate a need to: procure an item or service; return material to a supplier; ship items and material for testing/evaluation; or request quotations.

4.7 PROCUREMENT DOCUMENT - Documents and/or electronic records such as requisitions, purchase orders, drawings, contracts, specifications, instructions, etc. used to define requirements for a purchase.

4.8 PURCHASE ORDER - A legally binding document, upon acceptance by the Supplier, that establishes commercial terms and conditions and specifies, as applicable, technical and quality requirements for the procurement of an item or service.

4.9 SUPPLIER INFORMATION LIST - A listing of suppliers that are qualified by Supplier Quality to supply specific safety related and applicable special scope material, equipment or services. The list also provides specific evaluation information that should be considered for each procurement.

5.0 **RESPONSIBILITIES**

5.1 The Supervisor Purchasing and Contracts is responsible for the content and accuracy of the PO and for designating buyer assignments.

5.1.1 A copy of WCNOC Accident Prevention Manual will be provided to each contractor who is to have personnel on site at the time of contract award and renewal. [3.2.1]

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6.0 PROCEDURE

6.1 General

6.1.1 The approved Requisition, is the authority for initiation of the PO process. All exceptions, qualifications or clarifications to the selected supplier's quotation shall be resolved prior to the issuance of the PO.

6.1.2 Suppliers of safety-related and special scope material and supplies or services shall be listed on the Supplier Information List (SIL) prior to placement of the order for those procurements for which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed. If the selected supplier is not on the SIL, Purchasing and Contracts shall request an evaluation by Supplier/Materials Quality to determine supplier qualification.

6.2 Purchase Orders

6.2.1 The buyer verifies the Quality Requirements as specified by Materials Engineering and issues Quotation/Purchase Order accordingly.

6.2.2 The PO, Form APF 24C-007-01, shall contain the following information, as appropriate:

- Requirements specified in the Requisition.
- A bonus/penalty incentive program when requested by the originator.
- Items or portions of the bidder's quotation agreed upon and approved.
- Commercial terms and conditions.
- Copy of WCNOAC Accident Prevention Manual, for contractor personnel performing services on WCNOAC property. [3.2.1]
- Requirements for a Certificate of Insurance for a supplier who will provide service or labor on the Owner's property. The limits of insurance shall be determined by the Supervisor Purchasing and Contracts.

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6.2.3 A confirming PO shall contain a statement acknowledging the verbal agreement between the buyer and the supplier.

NOTE

The buyer's signature on the PO confirms that it accurately reflects all Requisition requirements.

6.2.4 The buyer reviews the PO to ensure it accurately reflects the technical, quality and commercial requirements described in the Requisition.

6.2.5 The buyer obtains Supplier Quality review and approval of the PO/procurement documents for safety related and special scope purchases.

6.2.6 The buyer ensures all necessary reviews and approvals have been obtained in accordance with AP 24-002 prior to a commitment to a supplier.

NOTE

When Safeguards Information is required, the requesting organization shall transmit that information directly to the supplier in accordance with AP 27-004.

6.2.7 The approved PO is forwarded to the supplier with applicable procurement documents.

6.2.8 A copy of the PO and supporting documents are forwarded to Document Services.

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6.3 Purchase Order Revisions

NOTES

- o For engineered and/or safety-related and special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without approval of Materials Engineering.
- o A part number change is considered a change to a technical/quality requirement.

6.3.1 Changes shall be communicated to Engineering via an acceptable form, or by memo/letter or E-Mail. Documenting of minor changes to commercial terms or correcting typographical errors is not required.

6.3.2 Form APF 24C-007-02, Purchase Order Revision, may be issued if the change will affect supplier performance.

6.3.3 Purchase Order Revisions are numbered sequentially (#1, #2, #3, etc.) as a suffix to the original PO number.

6.4 Telephone Order

6.4.1 When a confirming copy of a PO is not needed by the supplier, the buyer may issue a Telephone Order for purchases with a value up to \$2500. A note shall be added to the Purchase Order to indicate a Telephone Order was issued.

6.4.2 The Telephone Order shall not be used for safety-related/special scope material or services, or when it is in the best interest of WCNOG to have a written contract.

6.5 Purchase Agreement and PO/Releases

6.5.1 Purchase Agreements shall be prepared and distributed in accordance with this procedure.

6.5.2 Prior to approving a safety related PO/Release the buyer reviews the SIL to check the supplier's evaluation status. If the status is other than "satisfactory", the PO/Release shall be returned to Engineering, Supplier/Materials Quality or the Originator, as applicable, for review/change.

- END -

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7.0 RECORDS

7.1 Completed Forms APF 24C-007-01, APF 24C-007-02 for safety-related and special scope procurements are QA records and shall be transmitted to Records Management in accordance with AP 15A-003.

7.2 Purchase Orders, Purchase Order Revisions, Quotations and Bid Responses, and any other applicable documentation (APF 24c-007-04, APF 24C-007-05, APF 24C-007-06 and APF 24C-007-07) shall be maintained by Document Services as commercial records and processed in accordance with AP 15A-003.

8.0 FORMS

8.1 APF 24C-007-01, "Purchase Order"

8.2 APF 24C-007-02, "Purchase Order Revision"

8.3 APF 24C-007-04, "Purchase Order Change Form"

8.4 APF 24C-007-05, "Buyer's Worksheet"

8.5 APF 24C-007-06, "Buyer's Worksheet for PO (continuation sheet)"

8.6 APF 24C-007-07, "Purchase Agreement"

- END -



AP 24C-007

PURCHASE ORDER

Responsible Manager

Supply Chain Services

Revision Number	4
Use Category	Reference
Administrative Controls Procedure	No
Management Oversight Evolution	No
Program Number	24C

DC38 8/18/2006

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1.0 PURPOSE

1.1 To establish responsibilities, requirements and methods for the control, preparation and issuance of Purchase Orders (PO).

2.0 SCOPE

2.1 This procedure is applicable to all POs, Purchase Order Revisions, and Purchase Agreements.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 AP 15A-003, RECORDS

3.1.2 AP 27-004, CONTROLLING SAFEGUARDS INFORMATION

3.1.3 AP 24-002, REQUISITION AND PROCUREMENT PROCESS

3.1.4 PIR 98-0588, Self Assessment 97-025, Procurement Business Ethics

3.1.5 PIR 2003-2646 (Level IV) Contract Incentive Programs

3.2 Commitments

3.2.1 PIR 98-0368, Contractor awareness of the content of the WCNOG Accident Prevention Manual.

4.0 DEFINITIONS

4.1 ACCEPTABLE BIDDER - A supplier from which bids for items or services have been evaluated and determined to be acceptable. An acceptable bidder is considered able to accomplish the requested scope of supply.

4.2 BID - A response from a supplier which provides the cost, terms of sale, and delivery schedule of material, supplies or services. A bid may be verbal or written and may contain technical and quality information relative to the material, supplies or services.

4.3 BID EVALUATION - A documented review and evaluation of all bid responses to requests for quotation to the extent required to ensure that the material, supplies or services to be provided will meet the specified commercial, technical and quality requirements.

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- 4.4 PURCHASE AGREEMENT - An Agreement is an established contract for material or services which are frequently used and for which requirements and prices can be established for a certain period of time.
- 4.5 PURCHASE AGREEMENT PO/RELEASE - A document used to authorize specific items or services to be supplied and scheduled for delivery within the requirements of a Purchase Agreement.
- 4.6 REQUISITION - An electronic record utilized to communicate a need to: procure an item or service; return material to a supplier; ship items and material for testing/evaluation; or request quotations.
- 4.7 PROCUREMENT DOCUMENT - Documents and/or electronic records such as requisitions, purchase orders, drawings, contracts, specifications, instructions, etc. used to define requirements for a purchase.
- 4.8 PURCHASE ORDER - A legally binding document, upon acceptance by the Supplier, that establishes commercial terms and conditions and specifies, as applicable, technical and quality requirements for the procurement of an item or service.
- 4.9 SUPPLIER INFORMATION LIST - A listing of suppliers that are qualified by Procurement Quality to supply specific safety related and applicable special scope material, equipment or services. The list also provides specific evaluation information that should be considered for each procurement.
- 5.0 **RESPONSIBILITIES**
- 5.1 The Supervisor Purchasing and Contracts is responsible for the content and accuracy of the PO and for designating buyer assignments.
- 5.1.1 A copy of the WCNOG Safety Manual will be provided to each contractor who is to have personnel on site at the time of contract award and renewal. [3.2.1]

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6.0 PROCEDURE

6.1 General

6.1.1 The approved Requisition is the authority for initiation of the PO process. All exceptions, qualifications or clarifications to the selected supplier's quotation shall be resolved prior to the issuance of the PO.

6.1.2 Suppliers of safety-related and special scope material and supplies or services shall be listed on the Supplier Information List (SIL) prior to placement of the order for those procurements for which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed. If the selected supplier is not on the SIL, Purchasing and Contracts shall request an evaluation by Procurement Quality to determine supplier qualification.

6.2 Purchase Orders

6.2.1 The buyer verifies the Quality Requirements as specified by Procurement Engineering and issues the Request for Quotation (RFQ)/Purchase Order accordingly.

6.2.2 The PO, Form APF 24C-007-01, shall contain the following information, as appropriate:

- Requirements specified in the Requisition.
- A bonus/penalty incentive program when requested by the originator..
- Items or portions of the bidder's quotation agreed upon and approved.
- Commercial terms and conditions.
- Copy of WCNOC Safety Manual, for contractor personnel performing services on WCNOC property. [3.2.1]

6.2.3 A confirming PO shall contain a statement acknowledging the verbal agreement between the buyer and the supplier.

NOTE

The Buyer's approval of the PO confirms that it accurately reflects all Requisition requirements.

6.2.4 The buyer reviews the PO to ensure it accurately reflects the technical, quality and commercial requirements described in the Requisition.

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6.2.5 The buyer obtains Procurement Quality review and approval of the PO/procurement documents for safety related and special scope purchases.

6.2.6 The buyer ensures that all necessary reviews and approvals have been obtained prior to making an award to a supplier.

NOTE

When Safeguards Information is required, the requesting organization shall transmit that information directly to the supplier in accordance with AP 27-004.

6.2.7 The approved PO and associated procurement documents, as applicable, are forwarded to the supplier for order entry and processing.

6.2.8 A copy of the PO and applicable supporting documents are filed in Curator.

6.3 Purchase Order Revisions

NOTES

- o For engineered and/or safety-related and special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without approval of Procurement Engineering.
- o A part number change is considered a change to a technical/quality requirement.

6.3.1 Changes shall be communicated to Engineering via an acceptable form, or by memo/letter or e-mail. Documenting of minor changes to commercial terms or correcting typographical errors is not required.

6.3.2 A Purchase Order Revision may be issued if the change will affect supplier performance.

6.3.3 Purchase Order Revisions are numbered sequentially (#1, #2, #3, etc.) as a suffix to the original PO number.

6.3.4 Prior to approving a revision to a safety related PO (on which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed), the buyer shall review the SIL and ensure that current quality requirements are reflected in the PO. If the quality requirements and/or supplier's evaluation status have changed, the buyer shall coordinate with appropriate entities and incorporate current requirements as part of the revision.

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6.4 Telephone Order

6.4.1 When a confirming copy of a PO is not needed by the supplier, the buyer may issue a Telephone Order for purchases with a value up to \$2500. A note shall be added to the Purchase Order to indicate a Telephone Order was issued.

6.4.2 The Telephone Order shall not be used for safety-related/special scope material or services, or when it is in the best interest of WCNOG to have a written contract.

6.5 Purchase Agreement and PO/Releases

6.5.1 Purchase Agreements shall be prepared and distributed in accordance with this procedure.

6.5.2 Prior to approving a safety related PO/Release against an existing Purchase Agreement (on which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed), the buyer shall review the SIL and ensure that current quality requirements are reflected in the Agreement. If the quality requirements and/or supplier's evaluation status have changed, buyer shall coordinate with appropriate entities and revise the Purchase Agreement as necessary prior to issuing the PO/Release.

7.0 RECORDS

7.1 Completed Forms APF 24C-007-01, APF 24C-007-02 and APF 24C-007-07 for safety-related and special scope procurements are QA records and shall be maintained by Document Services as such in accordance with AP 15A-003.

7.2 Completed Forms APF 24C-007-01, APF 24C-007-02 and APF 24C-007-07 for non-safety related procurements are corporate records and shall be maintained by Document Services as such in accordance with AP 15A-003.

8.0 FORMS

8.1 APF 24C-007-01, "Purchase Order"

8.2 APF 24C-007-02, "Purchase Order Revision"

8.3 APF 24C-007-07, "Purchase Agreement"

- END -



AP 24C-007

PURCHASE ORDER

Responsible Manager

Supply Chain Services

Revision Number	5
Use Category	Reference
Administrative Controls Procedure	No
Management Oversight Evolution	No
Program Number	24C

DC38 8/15/2008

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1.0 PURPOSE

1.1 To establish responsibilities, requirements and methods for the control, preparation and issuance of Purchase Orders (PO).

2.0 SCOPE

2.1 This procedure is applicable to all POs, PO Revisions, and Purchase Agreements.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 AP 15A-003, RECORDS

3.1.2 AP 27-004, CONTROLLING SAFEGUARDS INFORMATION

3.1.3 AP 24-002, REQUISITION AND PROCUREMENT PROCESS

3.1.4 PIR 98-0588, Self Assessment 97-025, Procurement Business Ethics

3.1.5 PIR 2003-2646 (Level IV) Contract Incentive Programs

3.2 Commitments

3.2.1 PIR 98-0368, Contractor awareness of the content of the WCNOG Accident Prevention Manual.

4.0 DEFINITIONS

4.1 ACCEPTABLE BIDDER - A supplier from which bids for items or services have been evaluated and determined to be acceptable. An acceptable bidder is considered able to accomplish the requested scope of supply.

4.2 BID - A response from a supplier which provides the cost, terms of sale, and delivery schedule of material, supplies or services. A bid may be verbal or written and may contain technical and quality information relative to the material, supplies or services.

4.3 BID EVALUATION - A documented review and evaluation of bid responses to the extent required to ensure that the material, supplies or services to be provided will meet the specified commercial, technical and quality requirements.

4.4 BUYER - WCNOG Purchasing and Contracts employee with Buyer or Contracts Administrator in their title.

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- 4.5 PURCHASE AGREEMENT - An established contract for which requirements and prices can be established for an extended period of time to allow repeated purchases of the included items.
- 4.6 PURCHASE AGREEMENT PO/RELEASE - A document used to authorize supply of specific items or services for delivery within the requirements of a Purchase Agreement.
- 4.7 REQUISITION - An electronic document utilized to procure materials and services.
- 4.8 PROCUREMENT DOCUMENT - Documents and/or electronic records such as requisitions, purchase orders, drawings, contracts, specifications, instructions, etc. used to define requirements for a purchase.
- 4.9 PURCHASE ORDER (PO) - A document that establishes commercial terms and conditions, and specifies applicable technical and quality requirements for the procurement of materials and services.
- 4.10 SUPPLIER INFORMATION LIST - A listing of suppliers that are qualified by Procurement Quality to supply specific safety related and applicable special scope material, equipment or services. The list also provides specific evaluation information that should be considered for each procurement.
- 5.0 RESPONSIBILITIES**
- 5.1 The Supervisor Purchasing and Contracts is responsible for designating buyer assignments.
- 5.2 The buyer is responsible for the content and accuracy of the PO.

Revision: 5	PURCHASE ORDER	AP 24C-007
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6.0 PROCEDURE

6.1 General

6.1.1 The approved Requisition is the authority for initiation of the PO process. All exceptions, qualifications or clarifications to the selected supplier's quotation shall be resolved prior to the issuance of the PO.

6.1.2 Suppliers of safety-related and special scope material and supplies or services shall be listed on the Supplier Information List (SIL) prior to placement of the order for those procurements for which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed. If the selected supplier is not on the SIL, Purchasing and Contracts shall request an evaluation by Procurement Quality to determine supplier qualification.

6.2 Purchase Orders

6.2.1 The PO shall contain the following information, as applicable:

- Requirements specified in the Requisition.
- Items or portions of the bidder's quotation agreed upon and approved.
- Commercial terms and conditions.
- A copy of the WCNOG Safety Manual and Electrical Safety Manual if applicable, for contractor personnel performing services on WCNOG property. [3.2.1]

6.2.2 A confirming PO shall contain a statement acknowledging the verbal agreement between the buyer and the supplier.

NOTE

The Buyer's approval of the PO confirms that it accurately reflects all Requisition requirements.

6.2.3 The buyer reviews the PO to ensure it accurately reflects the technical, quality and commercial requirements described in the Requisition and any subsequent discussions.

6.2.4 The buyer obtains Procurement Quality review and approval of the PO/procurement documents for safety related and special scope purchases.

6.2.5 The buyer ensures that all necessary reviews and approvals have been obtained prior to making an award to a supplier.

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NOTE

When Safeguards Information is required, the requesting organization shall transmit that information directly to the supplier in accordance with AP 27-004.

6.2.6 The approved PO and associated procurement documents, as applicable, are forwarded to the supplier for order entry and processing.

6.2.7 A copy of the PO and applicable supporting documents are filed in Curator.

6.3 Purchase Order Revisions

NOTES

o For engineered and/or safety-related and special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without approval of Procurement Engineering.

o A part number change is considered a change to a technical/quality requirement.

6.3.1 Suggested technical and quality changes shall be communicated to Engineering by memo/letter or e-mail.

6.3.2 A Purchase Order Revision shall be issued and sent to the supplier if the change affects supplier performance or otherwise alters external terms/requirements.

6.3.3 Purchase Order Revisions are numbered sequentially (#1, #2, #3, etc.) as a suffix to the original PO number.

6.3.4 Prior to approving a revision to a safety related PO (on which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed), the buyer shall review the SIL and ensure that current quality requirements are reflected in the PO. If the quality requirements and/or supplier's evaluation status have changed, the buyer shall coordinate with appropriate entities and incorporate current requirements as part of the revision.

6.4 Telephone Order

6.4.1 When a confirming copy of a PO is not needed by the supplier, the buyer may issue a Telephone Order for purchases with a value up to \$2500. A note shall be added to the Purchase Order to indicate a Telephone Order was issued.

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6.4.2 The Telephone Order shall not be used for safety-related/special scope material or services, or when it is in the best interest of WCNOC to have a written contract.

6.5 Purchase Agreement and PO/Releases

6.5.1 Purchase Agreements shall be prepared and distributed in accordance with this procedure.

6.5.2 Prior to approving a safety related PO/Release against an existing Purchase Agreement on which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed, the buyer shall review the SIL and ensure that current quality requirements are reflected in the Agreement. If the quality requirements and/or supplier's evaluation status have changed, buyer shall coordinate with appropriate entities and revise the Purchase Agreement as necessary prior to issuing the PO/Release.

7.0 RECORDS

7.1 Completed Forms APF 24C-007-01, APF 24C-007-02 and APF 24C-007-07 for safety-related and special scope procurements are QA records and shall be maintained by Document Services as such in accordance with AP 15A-003.

7.2 Completed Forms APF 24C-007-01, APF 24C-007-02 and APF 24C-007-07 for non-safety related procurements are corporate records and shall be maintained by Document Services as such in accordance with AP 15A-003.

8.0 FORMS

8.1 APF 24C-007-01, "Purchase Order"

8.2 APF 24C-007-02, "Purchase Order Revision"

8.3 APF 24C-007-07, "Purchase Agreement"

- END -

DOCUMENT REVISION REQUEST (DRR)**I. CHANGE IDENTIFICATION**

DRR:

06-350-P01

Document Number: AP 24-002

Revision Number: 17

Document Title: REQUISITION AND PROCUREMENT PROCESS

Type of Change: (*Check Appropriate Box*) New Document Document Revision Document Cancellation Temporary Procedure****MUST HAVE EXPIRATION DATE IDENTIFIED IN APPROVAL SECTION**Reason For Change: (*Check Appropriate Box*) Commitment: NRC INPO QA Significant PIR (Level I or II) SOER, ITIP, DCP, CCP, PIR, Temp Mod, EER, OTSC, etc: (*List document type and number*)

PIR (Level IV) 2004-1407 "Critical Spares Program", PIR (Level III) 2006-0163 "QA Audit # 642 Material Services"

 Other (*Explain*): Minor changes for clarity in responsibility section for Purchasing and Contracts Commitment listed in commitment section of affected document

Description of and justification for change:

As part of corrective action to PIR 2004-1407 "Critical Spares Program", action item # 3 states: "Prepare new procedures or revisions to existing procedures as appropriate to implement the Critical Spares Program". Add a reference to new procedure AP 24-005 and add steps to general Section 6.1, specific changes are listed below.

Corrective Action to PIR 2006-0163, correct the reference in commitment step 3.2.2 that was identified during QA audit #642 "Material Services".

Other minor changes for clarity in responsibility section 5.7 due to; organizational change of Administrative Services, Material Control participating in Critical Spare Program, a rewrite of Purchasing and Contracts responsibilities and minor changes to Attachment A.

SECTION 3.0

Step 3.1.4 - Revised to indicate that Code Case should now read N-517-1, as identified during cross-disciplinary review comment received from ANII. USAR Change Request No. 06-006.

Step 3.1.11 - Added new reference to AP 16A-001 'R' Program Repairs/Alterations, as identified during cross-disciplinary review comment received from ANII. Renumbered remaining steps in this sub-section.

Step 3.1.12 - Corrected title of reference procedure to current title, as identified during cross-disciplinary review comment received from ANII.

Step 3.1.15 - Added new reference step, AP 24-005 Critical Spare Program. Renumbered the remaining references in sub-section 3.1.

Step 3.1.66 - Added new reference step, PIR 2006-0163, QA Audit #K-642, Material Services

Step 3.2.2 - Revised the reference from "RCMS 96-146, PIR 96-1571" to read "RCMS 96-147, PIR 1996-1548" and revised the referenced commitment steps listed for sub-section 5.4. Revised to now read [5.4.2.5, 5.4.2.6]. This is corrective action to PIR 2006-0163.

SECTION 4.0

Step 4.6 - Add a new definition for Critical Spare; renumber the remaining steps in section 4.0.

Step 4.18 - Add a new definition for PILOT a new computer database, and renumber the remaining steps in section in 4.0.

SECTION 5.0

Step 5.1 - Inserted (Requester/Planner) after Originator. In this procedure, Originator also means requester or planner. This was identified during cross-disciplinary review comment received from ANII.

Step 5.1.2.1 (1st bullet)

- Revised wording to be consistent in procedure, as identified during cross-disciplinary review comment received from ANII. Previously read; "... ASME Section I, IV, VIII", changed to read; "ASME Section I, Section IV and Section VIII Division 1"

Step 5.1.13 - Due to work group reorganization, Administrative Services functions now reside in the following divisions; Information Services, Human Resources and Maintenance. This step applies only the Maintenance organization and the following change is being made.
Previously read;

JM

PA

“Coordinate, as applicable, with Supply Chain Services, Security, Administrative Services, Plant Scheduling, Health Physics (for contaminated shipments), and Work Week Manager for shipments/receipts of loaned or borrowed equipment.”

Revised to now read;

“Coordinate, as applicable, with Supply Chain Services, Security, Maintenance (formally Administrative Services), Plant Scheduling, Health Physics (for contaminated shipments), and Work Week Manager for shipments/receipts of loaned or borrowed equipment.”

Step 5.4.2.1 – Revised wording to be consistent in procedure, as identified during cross-disciplinary review comment received from ANII. Previously read; *“ASME B&PV Code Section I, IV, VIII . . .”* changed to read;
“ASME Section I, Section IV and Section VIII Division 1 . . .”

Step 5.6.1.5 - Revised wording to be consistent in procedure, as identified during cross-disciplinary review comment received from ANII. Previously read; *“. . . ASME Section I or IV Boilers & Section VIII Pressure Vessel . . .”* changed to read;
“ASME Section I, Section IV and Section VIII Division 1 . . .”

Step 5.7.1.1.(k)

– Add a new sub-step in this responsibility section for Material Control to participate in the Critical Spare Program and monitor stocking levels.

Step 5.7.2 - Purchasing and Contracts work group responsibilities section is revised for clarity and condensed to refer to lower tier procedures instead of listing those specifics in this upper tier procedure. Previously this section consisted of step(s) 5.7.2 thru 5.7.2.19 and now will consist of step(s) 5.7.2 thru 5.7.2.11 Specific changes listed below:
Previously read,

“Supervisor Purchasing and Contracts is responsible for the procurement of materials and services including the lending and borrowing of tools and equipment, associated with a Purchase Order. In those instances where WCNOG participates in procurement activities as a member of an alliance, some or all of items 1 through 6 below may be the responsibility of alliance members. Specific activities which Purchasing and Contracts perform are listed below.”

Revised to read,

“Supervisor Purchasing and Contracts is responsible for the procurement of materials and services including the lending and borrowing of tools and equipment, associated with a Purchase Order. Specific responsibilities and functions of Purchasing and Contracts include the following:”

Step 5.7.2.1 – Previously read,

“Determine requirements for competitive bids.”

Revised to read,

“Process and administer requests for quotation (RFQ) in accordance with AP 24C-009, Request for Quotation.”

Step 5.7.2.2 - Moved the previous revision step 5.7.2.9 and renumbered to this step, no change to text.

Step 5.7.2.3 - Deleted the previous revision step 5.7.2.2 and replaced with new text and reference to the lower tier procedure that performs this activity.

Step 5.7.2.4 - Moved the previous revision step 5.7.2.14 and its four bullets to this step. Revised text by adding new sentence at beginning of step for clarity.

Step 5.7.2.4 1st bullet

- Reworded for clarity. Previously read,

“Exceptions to quality requirements by the selected supplier shall be reviewed by Procurement Quality.”

Revised to read,

“Procurement Quality shall review exceptions to quality requirements by the selected supplier.”

Deleted step 5.7.2.4 2nd bullet from previous revision, not needed in this section.

Step 5.7.2.4 2nd bullet

- This step was formally the 3rd bullet from previous, renumbered and no change to text.

Step 5.7.2.4 3rd bullet

- Reworded for clarity. Previously read,

“Changes in item quantity are not considered changes to a technical or quality requirement.”

Revised to read,

"Changes in commercial terms (e.g. item quantity) are not considered changes to a technical or quality requirement."

Step 5.7.2.5 - This step was moved from previous revision step 5.7.2.18 and added "Verify quality status as applicable." At beginning of step for clarity.

Step 5.7.2.6 - Added new step for clarity due to deletion of other steps, "Assemble, process and issue Purchase Orders in accordance with AP 24C-007 "Purchase Order".

Step 5.7.2.7 - Moved the previous revision step 5.7.2.16 to this step and revised for clarity, previous read;
"Letters of Intent, as deemed necessary by Purchasing and Contracts, are strictly for commercial considerations and shall not be used for specifying technical and quality requirements."
Revised to now read;
"Confirm the need for, and coordinate issuance of, Letters of Intent (LOI), Memos of Understanding (MOU) or other similar pre-contract commitment techniques. Such documents should only be used when absolutely necessary, with formal contractual documents to follow as soon as reasonably possible."

Step 5.7.2.8 - Moved the previous revision step 5.7.2.10 and renumbered to this step, previously read,
"Review information, as applicable, on procurement documents and interface with the Originator as necessary to resolve any questions."
Revised to read,
"Facilitate/coordinate resolution of contractual disputes and questions."

Step 5.7.2.9 - Moved the previous revision step 5.7.2.11 and renumbered to this step, previously read,
"Determine the need for and initiate expediting and follow-up activities for material, including the borrowing/lending of non-stock items if a Purchase Order is involved."
Revised to read,
"Perform expediting and follow-up activities as necessary to support plant activities."

Step 5.7.2.10 - Moved the previous revision step 5.7.2.13 and renumbered to this step, previously read,
"Designate freight carriers and administer traffic and logistics issues."
Revised to read,
"Manage and administer traffic and logistics activities."

Step 5.7.2.11 - Moved the previous revision step 5.7.2.19 and renumbered to this step, previously read,
"Supervisor Purchasing and Contracts is responsible for the Procurement Card program and will assign a Procurement Card Administrator. The Procurement Card Administrator is responsible for the administration of the Procurement Card Program per AI 24-001 "Procurement Card User Instructions".
Revised to read,
"Administer the WCNOG Procurement Card program in accordance with AI 24-001 "Procurement Card User Instructions".

LPS - logistics carrier
pays our freight bills
(STARs supplier)

Previous revision step(s) 5.7.2.3 thru 5.7.2.8, 5.7.2.13, 5.7.2.15, and 5.7.2.17 are being deleted not needed based on the above changes to section 5.7.2 submitted by Supervisor Purchasing and Contracts.

Step 5.7.3.1a

- Due to work group reorganization, Administrative Services functions now reside in the following divisions; Information Services, Human Resources and Maintenance. This step applies only the Maintenance organization and the following change is being made.

Previously read;

"Coordinate/validate with Originator, HP, Security, and Administrative Services as applicable) the shipment or receipt of non-stock loaned/borrowed tools and equipment that is delivered/shipped to/from locations other than the main warehouse."

Revised to read;

"Coordinate/validate with Originator, HP, Security, and Maintenance (formally Administrative Services), as applicable, the shipment or receipt of non-stock loaned/borrowed tools and equipment that is delivered/shipped to/from locations other than the main warehouse."

SECTION 6.0

Step 6.1.1.4

- Revised wording to be consistent in procedure, as identified during cross-disciplinary review comment received from ANII. Previously read; "... ASME B&PV Section I, IV or VIII ..." changed to read;
"ASME Section I, Section IV and Section VIII Division 1..."

(New) Step 6.1.2

- Add new step as result of new AP 24-005 Critical Spare Program and reference to work order and procurement prioritization. Step to read;
"Prioritization of procurement activities shall be per AP 22A-001, SCREENING, PRIORITIZATION AND PRE-APPROVAL":

(New) Step 6.1.2.1

- Add new step as result of new AP 24-005 Critical Spare Program and reference to work order and procurement prioritization. Step to read;
"Items needed for a WO or SWO carry the same priority as the WO or SWO."

(New) Step 6.1.2.2

- Add new step as result of new AP 24-005 Critical Spare Program and reference to work order and procurement prioritization. Step to read;
"Items not needed for a WO or SWO but are designated Critical Spare carry the priority of 4N24."

(New) Step 6.1.2.3

- Add new step as result of new AP 24-005 Critical Spare Program and reference to work order and procurement prioritization. Step to read;
"Items not needed for a WO or SWO and not designated Critical Spare carry the priority of 5N15."

Renumber the remaining steps in sub-section 6.1.

- Step 6.1.8 - Due to work group reorganization, Administrative Services functions now reside in the following divisions; Information Services, Human Resources and Maintenance. This step applies to both Human Resources and Maintenance organizations and the following change are made.
Previously read;
"Requisitions for office furniture, tables, desks, chairs, vehicles, heavy equipment, audio/visual equipment (e.g. digital cameras and video cameras), and digital/analog copiers will be routed to Administrative Services for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code."
Revised to read;
"Requisitions for office furniture, tables, desks, chairs, vehicles, heavy equipment, audio/visual equipment (e.g. digital cameras and video cameras), and digital/analog copiers will be routed to Human Resources or Maintenance (formally Administrative Services) for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code."

- Step 6.9.4 - Revised step due to PILOT Observation feature will replace the Contractor Performance Evaluation form.
Previous step read;
"Upon the completion of services, the organization identified in the procurement document responsible for acceptance of the services shall complete Form APF 24-002-08, "Contractor Performance Evaluation" and forward the form to Supervisor Purchasing and Contracts."

Replaced by the following new steps;
"Upon issuance of a purchase order for applicable services, Purchasing and Contracts will initiate a "Contractor Performance Evaluation Form" (CPEF), within the PILOT Software Program and assign it to the appropriate individual (typically the Contract Technical Coordinator). Upon completion of the services, the assigned individual shall complete the CPEF in PILOT."

- Step 6.1.1 - Revised sub-section title to remove confusion, as identified during cross-disciplinary review comment received from ANII. Previously read *"Shop Inspection"*, now reads, *"Supplier Inspection"*.

- Step 6.1.1.2 - Revised to remove confusion, as identified during cross-disciplinary review comment received from ANII. Previously read *"... shop Inspection."*, revised to read, *"... inspection of supplier."*

- Step 6.1.1.3 - Revised to remove confusion, as identified during cross-disciplinary review comment received from ANII. Previously read *"... shop surveillance ..."*, revised to read, *"... supplier surveillance ..."*

- Step 6.1.2.1 - Add to end of step per request of ANII during cross-disciplinary review comment received from ANII. Added following text; *"(ASME Section VIII Division 1 will require Authorized Inspector concurrence prior to acceptance by WCNOE Engineering and Procurement Quality.)"*

- Step 6.14.1 - Revised wording to be consistent in procedure, as identified during cross-disciplinary review comment received

from ANII. Previously read; "... (ASME Section I, IV or VIII items) ..." changed to read;
 "(ASME Section I, Section IV and Section VIII Division 1 items) ..."

Step 6.15.1 - Revised per recommendation identified during cross-disciplinary review comment received from ANII.
 USAR Change Request No. 06-006.

Revised from;

"ASME Section III Material may be procured from non-accredited supplier(s), a supplier without an 'N' type Certificate or Quality System Certificate, in accordance with ASME Code Case N-517."

To now read;

"ASME Section III Material may be procured from non-accredited supplier(s), a supplier without an 'N' type Certificate or Quality System Certificate, in accordance with ASME Code Case N-517-1 per the requirements identified in AP 24-004 PROCUREMENT OF ITEMS AND SERVICES."

Step 6.15.2.6

- Deleted step, it is not needed in this procedure; as identified during cross-disciplinary review comment received from ANII.

SECTION 7.0

Step 7.1 - Added new step due to removal of form APF 24-002-08 and it becoming an Observation section document.
 Renumber remaining steps in section 7.0

Step 7.2 - Remove form APF 24-002-08 from this step due to its deletion.

SECTION 8.0

Previous Revision Step 8.2

- Delete step, form APF 24-002-08 is being deleted and controlled as a PILOT Observation document, renumber remaining steps in this section.

Step 8.2 - Revise the title of form in this step to match of current form, APF 24-002-09, WCNOC Service Requisition Check List

ATTACHMENT A

Step A.2 Add to end of sentence, "based on the indicated position titles or their equivalent(s)." This change was needed for MPAC approval roles authorized to individuals that have different job titles listed in this step.

Step A.2.d - Delete step, there are no longer position/title of Director. Renumber the remaining sub-steps A.2

Step A.5 - Reworded step 1st sentence to remove the title of Outage Shift Manager and deleted the 2nd sentence, it is not needed.

Step A.6 - New step added for Outage Shift Manager approval authority.

II. REVIEWS/OTHER

QPCVM Update Required (Form APF 15C-004-08):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CSM Required (Reference AI 15D-001):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Management Oversight Required (Reference AI 15C-006):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Is this a New procedure or a Significant revision to an existing procedure that Affects Reactivity (Reference AP 19E-002, Attachment B) Yes No
 If yes, complete APF 15C-004-10

Mandatory/Cross-Disciplinary Reviews: NONE REQUIRED

<input type="checkbox"/> Quality Control	<input type="checkbox"/> Surveillance Coordinator	<input type="checkbox"/> IST Engineer
<input type="checkbox"/> Fire Protection	<input checked="" type="checkbox"/> Other (Specify)	
	ANII - B. Gaines	
	All Division Managers	
	Supervisors Supply Chain Services - M. Barnes, V. Canales, and J. Kitchens	

Review Type: Technical Review Administrative Review NONE REQUIRED

Validation: Desktop Walkthrough Simulator

III. PROCEDURE WRITER

Written By: Duane E. Goodlove *Duane E. Goodlove* 4611 3/6/2006
 Print Name Signature Ext. Date

IV. APPLICABILITY - SCREENING - EVALUATION

Applicability Determination Completed and: Attached to this document
 Attached to Procedure Rev. _____

50.59 Screen Completed and Completed: Attached to this document
 Screen not required Attached to Procedure Rev. _____

50.59 Evaluation not required 50.59 Evaluation USQD attached with screening form

V. QUALIFIED REVIEW

All cross-disciplinary reviews and additional review activities are complete, reviewer mandatory comments are resolved, and approval of this request is recommended. Recommend cancellation of this request.

Gary A. Jones

 Qualified Reviewer

Gary A. Jones

 Print Name

3/16/2006

 Date

VI. PSRC REVIEW AND RECOMMENDATION FOR APPROVAL

PSRC review required.** PSRC review and Plant Manager approval not required.
 ** (Mandatory for all revision 0 APs, all revisions to Administrative Control Procedures, or if 50.59 Evaluation is required)

Approved Disapproved PSRC Meeting No: 1155 RDF 3/23/2006
 Not an ACP PSRC Chairman (Initials) Date

[Signature]

 Plant Manager (Administrative Control Procedures Only) 3/23/2006 Date

VII. TRAINING

Training: Required Training has been identified: Yes No

Training Identified from Comment Control Forms and Responsible Organization

Organization Title	Needs Analysis No.	Prior to Implementation	Training Completion Date
		<input type="checkbox"/>	

If training is required prior to implementation, indicate latest pre-implementation training date:

Notification of Change: Notification of this change is desired for certain groups. Yes No

Training Needs Analysis is NOT required for notification. Method of Notification: (Check Appropriate Box)
 Required Reading Essential Reading Other (Specify): _____

Persons/Organizations Requiring each type of Notification:
 Email notification to all Division Managers and authorized Requisition Initiators of recent changes and deletion of APF 24-002-08 and will use the PILOT Observation mechanism to inform SCS of supplier performance for services performed.

IF Required Reading is identified, THEN a summary of changes is required to be sent to the site Required Reading representative.

VIII. MANAGER APPROVAL

Request is approved. Request disapproved and originator notified.
 Identify a specific implementation date: 4-3-06 Identify TMP expiration date: _____

Brad Vickery

 Responsible Manager or Designee

3/28/2006

 Date



AP 24-002

REQUISITION AND PROCUREMENT PROCESS

Responsible Manager

SUPPLY CHAIN SERVICES

Revision Number	17
Use Category	Reference
Administrative Controls Procedure	Yes
Management Oversight Evolution	No
Program Number	24

DC38 4/3/2006

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1.0 PURPOSE

1.1 This procedure establishes responsibilities and authorization guidelines for the controlled requisition/purchase, receipt and acceptance of material/services for use at Wolf Creek Generating Station (WCGS). In addition, guidance is provided or referenced for other procurement activities listed below.

1.1.1 The use of WCNOG Procurement Cards, see AI 24-001 for specific instructions.

1.1.2 The return/sale of material to suppliers/customers.

1.1.3 Declaring material surplus/salvage/obsolete.

1.1.4 The responsibilities and authorization guidelines for control and processing of Non-Purchase Order expenditures, see AI 09C-003 NON-PURCHASE ORDER INVOICES.

1.2 This procedure also establishes the methods required to obtain material and return material to stores.

2.0 SCOPE

2.1 This procedure is applicable to the following:

2.1.1 Procurement, receipt and acceptance of material/services for WCGS.

2.1.2 New Stock Item and Stored Material item creation.

2.1.3 Stock Issue Request (SIR).

2.1.4 Material returned to stores.

2.1.5 Return/sale of material to suppliers/customers.

2.1.6 Identification, disposition and disposal of surplus/salvage/obsolete material.

2.2 This procedure does not apply to the procurement and disposal of nuclear fuel and related services such as procurement of uranium, conversion, enrichment or fabrication.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 Corporate Policy 3, BUSINESS CONDUCT

3.1.2 Corporate Policy 4, CONFIDENTIAL INFORMATION PROGRAM

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- 3.1.3 Corporate Policy 15, FISCAL PRUDENCY
- 3.1.4 ASME Section XI Code Case N-517-1, QUALITY ASSURANCE PROGRAM REQUIRMENTS FOR OWNERS, SECTION XI, DIVISION I
- 3.1.5 ASME Section III Code Case N-528-1, PURCHASE, EXCHANGE, OR TRANSFER OF MATERIAL BETWEEN NUCLEAR PLANT SITES
- 3.1.6 AP 05-005, DESIGN, IMPLEMENTATION AND CONFIGURATION CONTROL OF MODIFICATIONS
- 3.1.7 AP 14B-001, USE OF PLANT CHEMICALS
- 3.1.8 AP 15A-002, CONTROL OF DOCUMENTS
- 3.1.9 AP 15A-003, RECORDS
- 3.1.10 AP 15B-001, CORRESPONDENCE CONTROL
- 3.1.11 AP 16A-001, 'R' PROGRAM REPAIRS/ALTERATIONS
- 3.1.12 AP 16A-003, ASME SECTION XI REPAIR/REPLACEMENT PROGRAM
- 3.1.13 AP 16C-006, MPAC WORK REQUEST/WORK ORDER PROCESSING CONTROLS
- 3.1.14 AP 22A-001, SCREENING, PRIORITIZATION AND PRE-APPROVAL
- 3.1.15 AP 24-005, CRITICAL SPARE PROGRAM
- 3.1.16 AP 24-004, PROCUREMENT OF ITEMS AND SERVICES
- 3.1.17 AP 24C-007, PURCHASE ORDER
- 3.1.18 AP 24E-001, IDENTIFICATION AND CONTROL OF MATERIALS, PARTS AND COMPONENTS
- 3.1.19 AP 24E-003, WAREHOUSE MATERIAL STORAGE, HANDLING, PACKAGING, SHIPPING AND MAINTENANCE
- 3.1.20 AP 24E-005, REBUILD/REUSABLE ITEM
- 3.1.21 AP 24E-006, REPLACEMENT ITEM SELECTION
- 3.1.22 AP 24E-007, STORED ITEM MAINTENANCE, SHELF LIFE, STORAGE LEVEL & STORAGE PACKAGING
- 3.1.23 AP 24E-008, MATERIAL ISSUE
- 3.1.24 AP 24G-001, DEDICATION OF COMMERCIAL GRADE ITEMS
- 3.1.25 AP 24H-003, COMMODITY DISCREPANCIES

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- 3.1.26 AP 27-004, CONTROLLING SAFEGUARDS INFORMATION
- 3.1.27 AP 30E-003, TRAINING AND QUALIFICATION RECORDS
- 3.1.28 AI 09C-003, NON-PURCHASE ORDER INVOICES
- 3.1.29 AI 14B-003, CONTROL OF CHEMICAL SUPPLIES
- 3.1.30 AI 24-001, PROCUREMENT CARD USER INSTRUCTIONS
- 3.1.31 AI 24A-008, NON-STOCK REQUISITION PROCESSING FOR DIRECT ITEMS
- 3.1.32 AI 24A-009, NON-STOCK REQUISITION PROCESSING FOR SERVICE LABOR ITEMS
- 3.1.33 AI 24A-010, STOCK REQUISITION PROCESSING FOR SERVICE MATERIAL ITEMS
- 3.1.34 AI 24E-001, OUTBOUND SHIPMENTS AND INVESTMENT RECOVERY PROGRAM
- 3.1.35 AI 24K-001, SELLING AND LENDING OF STOCK ITEMS
- 3.1.36 USAR SECTION 17.2, QUALITY ASSURANCE DURING THE OPERATION PHASE
- 3.1.37 10CFR21, REPORTING OF DEFECTS AND NONCOMPLIANCE
- 3.1.38 10CFR50 APPENDIX B, QUALITY ASSURANCE CRITERIA FOR NUCLEAR POWER PLANTS AND FUEL PROCESSING PLANTS
- 3.1.39 18CFR125.3, SCHEDULE OF RECORDS AND PERIODS OF RETENTION
- 3.1.40 EPRI NP-6629, GUIDELINES FOR PROCUREMENT AND RECEIPT OF ITEMS FOR NUCLEAR POWER PLANTS
- 3.1.41 EPRI NP-6630, GUIDELINES FOR PERFORMANCE BASED SUPPLIER AUDITS
- 3.1.42 General Electric Policy NEDO-11209-04A
- 3.1.43 Westinghouse Procedure WP 8.3
- 3.1.44 QA 92-0265, NUMARC Comprehensive Procurement Initiative Implementation Status Assessment.
- 3.1.45 Four Loop Group Spare and Replacement Parts Exchange Agreement

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- 3.1.46 Inter-Utility Agreement for the Purchase and Sale of Material and Equipment
- 3.1.47 Letter # WM 97-0043 dated April 8, 1997, "WCNOC's Management's Action Plan to Address Owner Audit Recommendations"
- 3.1.48 General Cooperation Guideline Equipment and Tool Sharing Between Alliance Members (USA)
- 3.1.49 Loaned Tool and Equipment Policy for Callaway Plant and Wolf Creek Nuclear Generating Station
- 3.1.50 PIR NP 91-0970, Bulk Items.
- 3.1.51 PIR NP 91-1150, Engineering Involvement in safety-related M&TE calibration services.
- 3.1.52 PIR PM 92-0166, Material Requisition added item to blanket purchase order that was beyond limitations of order.
- 3.1.53 PIR NP 92-0378, Engineering dispositions reference Matcodes.
- 3.1.54 PIR 97-2912, Nuclear licensed utilities furnishing special-scope services to WCNOC.
- 3.1.55 PIR 98-0180, Guidance to user(s) for purchases that do not require a material requisition.
- 3.1.56 PIR 98-1797, SEL 97-044, USAR Fidelity Review, Creation of procedure Material Issue AP 24E-008.
- 3.1.57 PIR 98-3327, SEL 98-030, Selling and Lending of Items
- 3.1.58 PIR 99-1906 Enhancements for Direct and Service Labor Requisitions
- 3.1.59 PIR 2000-2752 (Level IV) Creating Service Material Item(s) for use on Stock Requisitions.
- 3.1.60 PIR 2000-3306 (Level III) Confusion when ordering new chemicals.
- 3.1.61 PIR 2001-2888 (Level III) Kansas Boiler Safety Act.
- 3.1.62 PIR 2002-1470 (Level III) Responsibility confusion between AP 24-002 and AP 05-005 when dealing with Change Package closeout reviews and material in warehouse.

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- 3.1.63 PIR 2002-2787 (Level IV) SEL 02-029 Correspondence Screening
- 3.1.64 PIR 2002-2812 (Level IV) SEL 02-012 Procurement Card Usage
- 3.1.65 PIR 2003-2646 (Level IV) Contract Incentive Programs
- 3.1.66 PIR 2006-0163 (Level III) QA Audit K-642, Material Services

3.2 Commitments

- 3.2.1 ITIP 00325, SOER 84-05 R2, "Bolt Degradation or Failure in Nuclear Power Plants" [5.4.1]
- 3.2.2 WO 96-0101, LER 96-006, "Actuation of Engineered Safety Features due to failure of C Steam Generator Feedwater Regulating Valve" RCMS # 96-147, PIR 1996-1548. [5.4.2.5, 5.4.2.6]
- 3.2.3 PIR 96-1330 (significant PIR), "Use of Non-Safety Related Packing in PAL01A&B". [5.4.2.2]
- 3.2.4 WO 97-0079 dated 08/28/1997, LER 97-007-01. "Failure To Procure Test Gas for a Safety Related Component Through an Appendix B Program", RCMS# 1997-193, (PIR 1997-1347 significant PIR). [5.4.2.3a]

4.0 DEFINITIONS

- 4.1 ALTERNATE NUMBER - An MPAC/CURATOR field designated for the following: manufacturer/supplier's part number, the Westinghouse SPIN number, specification number, Bulk, and/or the Four Loop shared item worksheet number.
- 4.2 BULK ITEM - An item having a generic application throughout a nuclear unit, which lends itself to being procured to an industry standard, (e.g., nuts, bolts, materials, o-rings, gaskets, indicator lights, fuses, relays, resistors, etc.). These items are not procured for any specific application and have no special conditioning except as may be noted within the item description. A BULK item will be identified in the Alternate Number Field on page 1 of the Stock Item Maintenance screen, not in the Material Classification field on page 2.
- 4.3 CANNIBALIZE - To remove a piece part of a new stock item for use in a plant asset. To disassemble a used or damaged stock item for piece parts, that still meets design for reuse, and will be rebuilt for return to warehouse inventory.

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- 4.4 COMMODITY CODE - A four-digit code used to uniquely identify an item through approval and procurement process. Specific codes can be found in each respective instruction for each type of requisition as described in section 6.4.
- 4.5 CORE COMPONENT - Includes but is not limited to fuel assemblies, burnable absorbers, control rods, thimble plugs, secondary sources, and related services.
- 4.6 CRITICAL SPARE - A Critical Spare is an item that is maintained in stock for the purpose of minimizing the impact of an unexpected failure of a Functional Importance Level 1 component.
- 4.7 ENGINEERED ITEM - Any item destined to become part of a system, structure or component that is a controlled SSC as defined in AP 05-005, Attachment D. Any consumable item such as grease or chemical that is destined to be used in/on a system, structure or component that is in the configuration control program as defined in procedure AP 05-005, Attachment D, and will not be completely removed prior to declaring the system, structure or component operable.
- 4.8 ENGINEERING PROCUREMENT REQUIREMENTS (EPR) - EPRs include the procurement description, technical and documentation requirements, and Our Copies Only (OCO) notices and instructions. Method of acceptance will be documented in the OCO section.
- 4.9 ENGINEERED SERVICE - Activities that could have an effect on an engineered system, structure or component that is performed by an entity other than WCGS. (Example, design activities such as calculations; testing activities to determine acceptance/rejection.
- 4.10 INVESTMENT RECOVERY - Method used to report, control and dispose of material, equipment and assets in the possession of WCNOG for which title is vested in the Owners and which is obsolete or in excess of the amount needed for WCNOG requirements.
- 4.11 ITEM NUMBER - The identifier for an item entered in the Product Catalog. This includes Direct, Service Labor, Quote for Service, Service Material, or Stock items. Quote for Service is no longer used but is available in system for reference only.
- 4.12 LEAD TIME - The number of days for normal procurement of an item after the need is identified and until ready for release to the field.
- 4.13 MANUFACTURER REFERENCE NUMBER/MANUFACTURER ID - A unique alphanumeric identifier that associates a manufacturer with a stock item.

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- 4.14 MPAC/CURATOR - An electronic system used to provide information pertaining to procurement, storage maintenance, storage conditions, material descriptions and material applications.
- 4.15 MPAC ELECTRONIC NOUN QUALIFIER TABLE - Used by the MPAC/CURATOR system to establish standard Stock Item descriptions created and maintained by Material Control.
- 4.16 NON-ENGINEERED ITEM - Any item that is not Engineered. This includes non-permanent changes controlled with procedure AP 21I-001 and temporary equipment controlled by procedure AP 21B-003. Non-Engineered items include temporary items used for testing or surveillances that are controlled by other procedures. (Example, M&TE procured without calibration.)
- 4.17 NON-ENGINEERED SERVICE - Activities that will not have an effect on an engineered structure, system or component. Activities that may have an effect on an engineered structure, system or component that is performed by an entity other than WCGS, but the activity is performed under the direct supervision of WCGS personnel and all activities are performed within the controls of WCGS procedures - is non-engineered. (Examples: A specialist to assist or provide expertise, and performs all activities under the direct supervision of WCGS personnel, and all activities are performed within the controls of the WCNOG program; personnel to augment WCGS staff.)
- 4.18 PILOT - (Performance Improvement & Learning Observation & Trending) is a software database. PILOT includes, but not limited to , corrective action, corrective action planning, action tracking, quick hits/benchmarking. Self-assessments, Quality Oversight audits and surveillances, operating experience, observations and trending.
- 4.19 PROCUREMENT CARD - A credit card designated for procuring certain types of goods in accordance with AI 24-001 "Procurement Card User Instructions".
- 4.20 PROCUREMENT DOCUMENTS - For purpose of this procedure, any document that authorizes and facilitates the procurement process. This includes the procurement/return of an item or service, shipment/receipt of items for testing/evaluation, and the act of transferring title of an item. Examples include, but not limited to, Purchase Order/Purchase Order Revisions, Purchase Agreements/Releases, Engineering Procurement Requirements, Receipt Instruction Requirements, Receiving Notices, Shipping Notices, and Work Order/Sub Work Orders.
- 4.21 PRODUCT CATALOG - A listing of all stock items, non-stock items and services that allow selection for re-order.

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- 4.22 PURCHASE AGREEMENT - Purchase Agreement is an established contract for items, material or services, which are frequently used, and for which requirements and prices can be established for a certain period of time.
- 4.23 PURCHASE ORDER - A legally binding document, upon acceptance by the Supplier, that establishes commercial terms and conditions and specifies, as applicable, technical and quality requirements for the procurement of an item or service.
- 4.24 REQUISITION - An electronic record utilized to communicate a need to procure an item or service or request quotations and used to notify a supplier/customer for return/sale of material and other record purposes. There are two (2) types: Non-Stock and Stock requisitions, in addition there two (2) product types under each type of requisition.
- 4.24.1 NON-STOCK REQUISITION
1. Direct (D - product type) - used to initiate the purchase of non-stock, non-engineered, non-ASME material and loaning/borrowing of tools and equipment. (Ref. 3.1.61)
 2. Service Labor (SL - product type) - used to initiate the services of a contractor/supplier for labor and/or services either on WCNOG premises or at the supplier's premises; this includes rental of equipment supplied to WCNOG site.
- 4.24.2 STOCK REQUISITION
1. Service Material (SM - product type) - used to initiate the purchase of stock items from another utility and/or to create a purchase order when making a contingency sale or loaning a stock item to another utility to allow the return of Stock Item to WCNOG. Used by Supply Chain Services personnel only.
 2. Stock (S - product type) - used to initiate the purchase of stock items. Used by Supply Chain Services personnel only.
- 4.25 SAFETY-RELATED SERVICE - Any service procured where part or all of a supplier QA program is being invoked to meet part or all of the WCNOG 10CFR50 Appendix B QA Program.

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- 4.26 SHARED INVENTORY ITEM - An item that has been evaluated and an agreement has been reached with another utility regarding how the item will be purchased and stocked. This will provide confidence of the item's acceptability for use in each plant.
- 4.27 SINGLE SOURCE - A Supplier, designated by the requester as having a singularly available performance capability and as the only source to be considered for a product or service, which is normally available from multiple sources.
- 4.28 SOLE SOURCE - A Supplier, designated by the requester, as the only source of a product or service based on a required design, quality program or other compulsory criterion.
- 4.29 SPECIAL NUCLEAR MATERIAL (SNM) - Plutonium, Uranium 233, Uranium enriched in the Isotopes 233 and 235, and any material artificially enriched by any of the foregoing. SNM does not include Source Material.
- 4.30 STORED MATERIAL - Non-Stock material requested to be kept (stored) in Warehouse controlled facilities for preservation and later use. Items requested to be stored will be approved by Supply Chain Services and unique stored item numbers and descriptions will be established for the items. Once established the items will be cataloged, issued and delivered to field users utilizing the EMPAC Stores computer database Stock Issue Request (SIR) and Material Returned to Stores (MRS) processes.
- 4.31 SUB-WORK ORDER (SWO) - A stand alone Work Order (WO) that can be generated to support work activities of the parent Work Order.
- 4.32 SUGGESTED REORDER REPORT (SRR) - A list of stock items whose on hand quantity is at or below reorder point. This also includes stock items whose total demand exceeds the available quantity.
- 4.33 SUPPLIER INFORMATION LIST (SIL) - A listing of suppliers that are qualified by Procurement Quality to supply specific safety-related and applicable special-scope material, equipment or services. The list also provides specific evaluation information that should be considered for each procurement.
- 4.34 WORK ORDER (WO) - The MPAC/CURATOR process for implementation and tracking of WCNOG work activities. These activities may include corrective and preventive maintenance work, surveillances, and corrective action (PIR, CDR, and NCR) dispositions. This program includes elements of plant scheduling, stores and accounting. A WO may be initiated either electronically or hard copy.

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4.35 WORK REQUEST (WR) - The MPAC process utilized for identifying, documenting, and tracking in-plant, non-plant and non-hardware problems or actions. A Work Request (WR) may be initiated either electronically or by hard copy.

4.36 X-RAY EQUIPMENT - Portable, mobile or stationary equipment capable of converting electrical energy into x-rays by means of an electron tube.

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5.0 RESPONSIBILITIES

5.1 The ORIGINATOR (Requester/Planner) shall:

- 5.1.1 Search the Product Catalog for previously created Item Number before creating a new requisition.
- 5.1.2 Request material or services by one or more of the following:
1. Initiating the on-line Non-Stock Requisition for:
 - Direct Items (D) for non-stock non-engineered material or requesting lending/borrowing of non-stock tools and equipment. Except for ASME Section I, Section IV and Section VIII Division 1 non-engineered items, they will be assigned a stock item and procured as an Engineered item to meet the Kansas Boiler Safety Act requirements per step 6.1.1.4. (Ref. 3.1.61)
 - Service Labor Items (SL) for requesting services whether they are performed on WCNOG site or at the supplier(s) facility; this includes rental of equipment supplied to WCNOG site.
 2. Completing the Parts Page of a Work Order (WO). This automatically generates the electronic Stock Issue Request (SIR) and/or places the item on the Suggested Reorder Report (SRR).
 3. Completing an on-line SIR for stock material.
 4. Initiating a Sub Work Order for the creation of a new Stock Item number if none available after searching Product Catalog.
 5. Initiating a Sub Work Order for the creation of a Stored Material item number that is assigned for storage of non-inventory type(s) of material by the Warehouse.
 - For storage of cannibalized items, those items removed from an engineered asset from the plant, see procedure AP 24E-005 "Rebuild/Reusable Items" for guidance.

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NOTE

The Manager Supply Chain Services or designee will independently review for adequacy and consistency, with the authority to reject, each request for Single/Sole Source procurement.
(Reference 3.1.47)

5.1.3 For Requisitions with a value greater than \$5000, which specify a single point of supply, the Originator will provide a completed Form APF 24-002-10, "Single/Sole Source Authorization". The form shall be included in the Curator Requisition Folder or be sent via e-mail to the Purchasing Mailbox (reference the requisition number in the e-mail subject line), to be included in the Purchase Order Curator Folder.

1. The completed form shall include a detailed justification that explains the singularly available performance capability qualifying the designated supplier. Single/Sole Source Authorizations require approval signatures based on the commitment amount and in accordance with Attachment A, but in no event shall the approval signature be less than manager level.
2. Examples of legitimate single/sole source justification include:
compatibility/interchangeability with existing equipment, standardization of equipment, materials and/or processes, and state of the art expertise/process. Conversely, while satisfactory past performance, personal preference, superior product and lower cost are justifiable reasons to provide a company with an opportunity to bid; they are not satisfactory justification for a single/sole source procurement.
3. As an alternative to specifying a Single/Sole Source supplier, the Originator may identify a "suggested supplier" to be included on the bid list. Such information should be identified in the Notes section of the Requisition.

5.1.4 Provide justification for obtaining outside services when requesting contract labor, consulting services, or other similar contractor services.

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- 5.1.5 For services to be performed on WCNOG premises, Originator shall utilize form APF 24-002-09, "Service Requisition Check List" when completing requisition.
1. The Service Requisition Check List form shall be included in the Curator Requisition Folder.
- 5.1.6 Coordinate directly with the Training department (Superintendent Technical Training) for contractor training and scheduling requirements. Coordinate directly with Human Resources department (Supervisor Access Screening & EEO) for Access Authorization criteria for contractor access training and scheduling.
- 5.1.7 Perform technical evaluations of bids/quotations and provide recommendations.
- 5.1.8 Document acceptance of services or supplier work.
- 5.1.9 Ensure Environmental Management review on requisitions involving X-Ray Equipment by use of the correct Commodity Code.
- 5.1.10 Notify Environmental Management when a non-stock item chemical is being requisitioned in quantities of 10,000 pounds or greater.

NOTE

Prior to submittal of a Requisition for a new chemical or Sub Work Order for new Stock Item creation, the chemical must be approved for use on site. (Ref. 3.1.60)

- 5.1.11 Request of new Chemicals begins with the Originator obtaining Material Safety Data Sheets (MSDS) from the manufacturer/supplier, and forwarding them with a description of the intended use (including plant systems as applicable) to Safety Services, Manager Chemistry/Radiation Protection and Environmental Management for approval per procedure AP 14B-001 USE OF PLANT CHEMICALS. (Ref. 3.1.60)
1. Requisitions will not be processed unless the chemical is approved for use on site and entered into the Chemical Control System (CCS) unless exempt per procedure AP 14B-001 USE OF PLANT CHEMICALS.

2. If assistance is needed to obtain the MSDS from a manufacturer/supplier, contact Material Control personnel.
- 5.1.12 Facilitate any required additional funding authorizations, not approved in the MPAC approval cycle.
1. For expenditures less than or equal to \$50,000, this may be accomplished via e-mail (ref. Attachment A) to Purchasing and Contracts.
 2. For expenditures of greater than \$50,000, coordinate completion of APF 24-002-14 COMMITMENT APPROVAL SUMMARY, including all necessary signatures in the order indicated.
- 5.1.13 Coordinate, as applicable, with Supply Chain Services, Security, Maintenance (formally Administrative Services), Plant Scheduling, Health Physics (for contaminated shipments), and Work Week Manager for shipments/receipts of loaned or borrowed equipment.
- 5.1.14 Provide the scheduling of receipt/return of non-stock tools and equipment. Provide the inventory/validation of items received/returned and proper packaging for shipment, as applicable.
- 5.1.15 Consider the appropriateness of including a bonus/penalty incentive program in the contract, (reference step 6.16). In all cases the determination shall be based on what is in the best interests of WCNO.
1. Perform a cost/benefit analysis of the program. Identify the cost associated with the program.
 2. Obtain cost center manager's buy-in of the program and cost.
 3. Identify the attributes and determine the specific metrics that will comprise the program.
 4. In order to comply with outage schedule milestones, it may be necessary to only identify the intent to include a bonus/penalty incentive program at the time the PO is issued. The specific details related to schedule performance incentives and radiation worker incentives would then be added at such time as the project schedule is finalized and/or the outage dose budget is finalized.

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5.2 All Management Requisition Approvers shall:

NOTE

Prior to approving a requisition for a contract to obtain outside services that could be performed by IBEW Bargaining Unit personnel, notify the designated Union representatives and meet upon request for the purpose of reviewing alternatives to contracting. Where time is a critical factor preventing a meeting from taking place, notify the designated Union representatives of the need to contract out the work as soon as possible.

- 5.2.1 Review and approve Non-Stock Requisitions, to verify that the item or service expenditure is approved and requisition required date is correct.
- 5.2.2 Identify any excess or obsolete material that is created by the implementation of plant equipment modifications or other known changes to warehouse stock items on Form APF 24-002-13, "Salvage, Surplus & Obsolescence Report", (SSOR) and submit to Supervisor Warehouse.
- 5.2.3 When required, review and sign form APF 24-002-14 "Commitment Approval Summary" to authorize the expenditure of funds.
- 5.2.4 Direct the return of borrowed tools and equipment in a timely fashion exercising care to eliminate potential for damage or loss. Ensure that materials and equipment are complete, in usable condition, and properly packaged for return shipment.

5.3 Manager Nuclear Engineering shall:

- 5.3.1 Verify that requisitions issued for the repair of core components are the proper safety classification, evaluated for impact on core design, and contain the appropriate technical, quality, and documentation requirements.
- 5.3.2 Verify that requisitions issued for parts required for the repair and rework of core components identify the proper design specification and the attributes specified in the preceding responsibility.

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5.3.3 Provide technical assistance to Procurement Engineering for processing procurement documents relating to core components.

5.4 Under the direction of Manager Support Engineering

5.4.1 Procurement Engineering is responsible for processing Requisitions to procure materials, parts, assets, and services required to modify, maintain, repair, test or inspect engineered SSC per this procedure and AP 24-004 PROCUREMENT OF ITEMS AND SERVICES. [Commitment 3.2.1]

5.4.2 In addition, Procurement Engineering is responsible for the following procurement activities:

1. ASME Section I, Section IV and Section VIII Division 1 components and piece parts shall have their technical and documentation requirements formally specified in an EPR. Procurement Engineering shall initiate, approve and issue an EPR for both Engineered and Non-Engineered ASME Section I, Section IV and Section VIII Division 1 components and piece parts. (Ref. 3.1.61)
2. Verification of Parts Classification Packages (PCP) or Safety Class Analysis (SCA) applicability shall be determined before adding safety-related (SR) asset numbers to a non-safety (NS) or special scope (SS) Stock Item per AP 24E-006. [Commitment 3.2.3]
3. Initiate changes for part number, intended application, reference documents and purchasing descriptions, as applicable.
 - a. Review and approve any Stock Item changes for Engineered material for consolidation of multiple stock items into a single stock item. This review will include part number, description, end use (intended application), SPIN numbers and safety classification prior to the consolidation of the material or changes to the electronic database. [Commitment 3.2.4]
4. Determine requirements for shelf life, storage level, packaging and storage maintenance of stock coded items under Warehouse control and enter the information in MPAC/CURATOR. Initiate Work Order or Sub Work Order to notify Warehouse of changes/updates.

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5. Process a Commodity Discrepancy Report (CDR) for Stock Item(s) in the Warehouse that require modification. The CDR should be dispositioned with a Work Order for modification on site or for a Requisition sending the item off site for vendor modification. Modifications priorities will be established by the Central Work Authority.
[Commitment 3.2.2]

6. Assist to identify material, which has been modified in the plant and requires a like modification to material in Warehouse stock. [Commitment 3.2.2]

5.5 Under the direction of Manager Financial Services

5.5.1 Supervisor Cost Analysis is responsible for the following:

1. Review and electronic processing of General Ledger (G/L) distribution on Non-Stock Requisitions and other financial information as applicable.
2. Closure of Service Labor Purchase Orders.

5.5.2 Supervisor Financial Services is responsible for the following:

1. Coordinating with the designated Invoice Approver on form APF 24-002-01 "Invoice Approval Transmittal, Acceptance of Services for the reconciliation and payment of invoices.
2. Process material invoices for Purchase Orders (PO) with matching receipts for payment.
3. Performing accounting services for the approval and payment of purchases with the Procurement Card per AI 24-001, "Procurement Card User Instructions".

5.6 Under the direction of the Manager Quality

5.6.1 Supervisor Procurement Quality is responsible for the following activities dealing with procurement.

1. Maintain a Supplier Information List (SIL) of qualified suppliers that implement an adequate QA program for safety related, commercial grade, certain special scope, ASME Code, fitness for duty and access authorization items or services. Identify any procurement conditions or restrictions.

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2. Perform source inspections, surveillances, audits and commercial grade surveys.
3. Perform quality review and approval of procurement documents (Purchase Orders); verify, revise and/or add witness/hold points to procurements, as applicable.
4. Plan and perform Receipt Inspection including material verification for safety-related, commercial grade and applicable special-scope items or services to assure compliance with PO technical and quality requirements.
5. Perform necessary receipt inspection on ASME Section I Section IV and Section VIII Divison 1 items as directed by Purchase Order to meet Kansas Boiler Safety Act requirements. (Ref. 3.1.61)

5.7 Under the direction of the Manager Supply Chain Services

5.7.1 Supervisor Material Control is responsible for the Material Control functions as described below.

1. Material Control - Provide inventory management, which is all activities relating to the demand management of materials including identification and stock-level maintenance of warehoused material, identification of unneeded inventory, and initiating the sale of Stock Items to other utilities. Specific activities performed by Material Control are listed below.
 - a. Process the Sub-work order generated by Originator for new Stock Item/Stored Material number assignment. Complete applicable fields in MPAC/CURATOR, including Accounting data for stock item and close Sub-Work order.
 - b. Initiate and process the Suggested Reorder Report (SRR) for stock items.
 - c. Generate approved Requisitions from the SRR for warehouse restock items and new stock items requested by the field.
 - d. Verify information on the SRR and coordinate with the Originator if it is determined a deficiency or discrepancy exists with the descriptive information, quantity, required date or other preliminary information.

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- e. Initiate changes to the stock item fields in MPAC/CURATOR. These changes do not include the Purchasing Description and Commodity Code.
- f. Maintain the stores description in accordance with the specified MPAC/CURATOR Electronic Noun Qualifier Table.
- g. Control the common/exchange spares program in accordance Four Loop Group Spare and Replacement Parts Exchange Agreement.
- h. Coordinate with the originator, as required, regarding target date/required date to ensure material is available to support plant schedules.
- i. Initiate and coordinate the sale or loaning of Stock items, in accordance with AI 24K-001 SELLING AND LENDING OF STOCK ITEMS. Coordinate with field personnel regarding quantity, restocking, anticipated use, etc.
- j. Assist Design Engineering, Procurement Engineering and Implementing Coordinator during Change Package (PMR, DCP, CCP) reviews by, assisting in the identification of material that has been modified in the plant and requires a like modification to material in Warehouse. Take necessary actions to adjust stock item quantities, descriptions, and obsolete material no longer required in inventory due to plant modification. (Ref. 3.1.62)
- k. For Critical Spare Program, participate in evaluations and monitor stocking levels.

5.7.2 Supervisor Purchasing and Contracts is responsible for the procurement of materials and services including the lending and borrowing of tools and equipment, associated with a Purchase Order. Specific responsibilities and functions of Purchasing and Contracts include the following:

1. Process and administer requests for quotation (RFQ) in accordance with AP 24C-009 "Request for Quotation".
2. Coordinate requests for additions or deletions to the SIL with Procurement Quality.

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3. Coordinate bid evaluation and supplier selection in accordance with AP 24C-010 "Bid Evaluation and Selection of Suppliers".
4. Coordinate changes to procurement requirements. For engineered and/or safety-related and applicable special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without the approval of Procurement Engineering.
 - Procurement Quality shall review exceptions to quality requirements by the selected supplier.
 - Instructions from Procurement Quality to revise Quality 'hold points' in the procurement documents may be communicated to Purchasing and Contracts without Engineering involvement.
 - Changes in commercial terms (e.g. item quantity) are not considered changes to a technical or quality requirement.
5. Verify quality status as applicable. The supplier shall be listed on the SIL prior to placement of an order for certain Special Scope procurements and those procurements for which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed in the Requisition verbiage. If the selected supplier is not on the SIL, Purchasing and Contracts shall request an evaluation by Procurement Quality to determine supplier qualification.
6. Assemble, process and issue Purchase Orders in accordance with AP 24C-007 "Purchase Order".
7. Confirm the need for, and coordinate issuance of, Letters of Intent (LOI), Memos of Understanding (MOU) or other similar pre-contract commitment techniques. Such documents should only be used when absolutely necessary, with formal contractual documents to follow as soon as reasonably possible.
8. Facilitate/coordinate resolution of contractual disputes and questions.
9. Perform expediting and follow-up activities as necessary to support plant activities.

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10. Manage and administer traffic and logistics activities.

11. Administer the WCNOC Procurement Card program in accordance with AI 24-001 "Procurement Card User Instructions".

5.7.3 Supervisor Warehouse is responsible for receiving and maintaining Wolf Creek inventory under Warehouse control and documenting the receipt and outbound shipments of inventory, materials, tools and equipment when a procurement document is involved, as applicable. Specific activities, which Warehouse performs, are listed below.

1. Offload, search, receive, store, maintain, issue and deliver items and material.
 - a. Coordinate/validate with Originator, HP, Security, and Maintenance (formally Administrative Services) as applicable, the shipment or receipt of non-stock loaned/borrowed tools and equipment that is delivered/shipped to/from locations other than the main warehouse.
2. Package and ship items and material as defined in "Warehouse Material Storage, Handling, Packaging, Shipping and Maintenance" AP 24E-003 and "Outbound Shipments and Investment Recovery Program" AI 24E-001.
3. Verify and segregate physical stock quantities for ASME Section XI requested material.
4. Process items returned to the Warehouse for restock.
5. Perform a statistical sampling of items in inventory and reconcile, as required, to resolve any discrepancies.
6. Perform, as applicable, follow-up activities for material overages, shortages, damages and nonconformance.
7. Ensure all material, equipment, and parts are properly declared and execute timely economic disposition and maintain record of all material declared and/or disposed of through Investment Recovery.

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8. Non conforming material will be segregated and processed per AP 24H-003 COMMODITY DISCREPANCIES AP 24E-003 WAREHOUSE MATERIAL STORAGE, HANDLING, PACKAGING, SHIPPING AND MAINTENANCE procedures.
9. Issue, stage, and deliver material as applicable to the Plan of the Day (POD).
10. Coordinate the delivery of material, requiring maintenance and/or testing, to the appropriate group.
11. Coordinate and maintain Warehouse maintenance and shelf life programs per AP 24E-003 and AP 24E-007 as directed by Procurement Engineering via Work Order of Sub Work Order.

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6.0 PROCEDURE

6.1 General Requirements

- 6.1.1 The method of requesting material, equipment and services is by use of the MPAC Work Order and/or MPAC Stores Modules.
1. If material is being used on a Work Order (WO) or Sub Work Order (SWO), the originator (requester or planner) will list material on the Parts Page of Work Order (WO) or Sub Work Order (SWO) if the material has an assigned Stock Item number.
 - a. When the WO/SWO is processed the Stock Issue Request (SIR) will be initiated for the date the material is needed.
 - b. If sufficient quantities are not available the MPAC Stores Module will indicate a demand on the Suggested Reorder Report (SRR). Items on the SRR will be ordered by initiation of a Stock Requisition (S or SM product type) by Supply Chain Services personnel.
 2. If material is not to be used on a WO/SWO, the originator (requester or planner) will access the MPAC Stores Module and initiate a SIR for the date the material is needed.
 3. If material is Engineered per the definition of this procedure and no Stock Item number exists in Product Catalog, the originator (requester or planner) will generate a SWO for the creation of a new Stock Item per Attachment C of this procedure.
 4. If material is non-engineered per the definition of this procedure; no stock number exists in Product Catalog and is an ASME Section I, Section IV and Section VIII Division 1 component and is non-engineered, it will be procured as if it were an Engineered item, with a commodity code of NSEE. Requester or Planner will generate a SWO for creation of Stock Item as identified in step 6.1.1.3 above. This action will ensure the requirements of Kansas Boiler Safety Act are met during the procurement and receipt process. (Ref. 3.1.61)

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NOTE

When ordering materials or services on Non-Stock Requisitions, search the Product Catalog for an existing catalog Item number that could be used to order the material or service (example Dxxxxxx or SLxxxxxx). Using that existing item number will electronically populate many of the requisition fields.

5. If material is non-engineered per AP 05-005, no stock number exists in Product Catalog and it is Non-ASME, the originator (requester or planner) will initiate a Non-Stock Requisition to request the material be purchased.
 6. If services are needed, Originator (requester or planner) will initiate a Non-Stock Requisition for the service.
 - a. For services to be performed on WCNOG premises, Originator shall utilize form APF 24-002-09, "Service Requisition Checklist" when completing requisition. Form shall be included in the Curator Requisition Folder.
 7. If tools or equipment are needed and the decision is to borrow/loan from another utility, the originator (requester or planner) will check for existing Direct item number in Product Catalog and initiate a Non-Stock Requisition. If Direct Item number does not exist in Product Catalog, then follow guidance in AI 24A-008 "non-Stock Requisition Processing for Direct Items".
- 6.1.2 Prioritization of procurement activities shall be per AP 22A-001, SCREENING, PRIORITIZATION AND PRE-APPROVAL:
1. Items needed for a WO or SWO carry the same priority as the WO or SWO.
 2. Items not needed for a WO or SWO but are designated Critical Spare carry the priority of 4N24.
 3. Items not needed for a WO or SWO and not designated Critical Spare carry the priority of 5N15.
- 6.1.3 In the event that the MPAC/CURATOR computer system is not available and the need is emergent, initiate expedited/emergency procurement activities as specified in section 6.15.5 and/or 6.15.6.

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- 6.1.4 A Requisition is not required to return unused material to the supplier for commercial considerations or to return surplus material to Suppliers. Other exceptions to a Requisition are identified in Attachment B, Miscellaneous Exceptions to Requisition requirements.
- 6.1.5 Communication with suppliers shall be in accordance with Corporate Policies 3, 4 and 15.
- 6.1.6 Procurement documents which contain Safeguards Information (SI) shall be controlled in accordance with AP 27-004.
- 6.1.7 Requisitions for computer hardware or software will be routed to Information Services for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code.
- 6.1.8 Requisitions for office furniture, tables, desks, chairs, vehicles, heavy equipment, audio/visual equipment (e.g. digital cameras and video cameras), and digital/analog copiers will be routed to Human Resources or Maintenance (formally Administrative Services) for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code.
- 6.1.9 In-house training capabilities should be discussed with the Training Division prior to processing a Requisition for training services. Training conducted by a contractor shall be documented in accordance with AP 30E-003.
- 6.1.10 Requisition approvals shall be as delineated in Attachment A.
- 6.1.11 Detection and control of fraudulent and substandard materials is the responsibility of all who use this procedure.
- 6.1.12 Manager Chemistry/Radiation Protection will communicate and coordinate with Supply Chain Services for radioactive material receipts and outbound shipments. Forward documentation (i.e. bill of lading, shipping manifest, etc.) as applicable to Supply Chain Services.
- 6.1.13 Chemistry, Environmental Management, Fire Protection, Safety Services and Material Control groups will review all new chemicals for approval for use on site per AP 14B-001 USE OF PLANT CHEMICALS

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NOTE

Prior to submittal of a Requisition for a new chemical or Sub Work Order for new Stock item creation, the chemical must be approved for use on site. (Ref. 3.1.60)

1. Originator shall obtain the Material Safety Data Sheet for the non-approved chemical and provide the completed APF 14B-001-01 REQUEST FOR NEW CONSUMABLE PRODUCT APPROVAL FOR USE AT WOLF CREEK GENERATING STATION to Document Services, to start the approval process. (Ref. 3.1.60)
 2. Document Services will initiate the input of information into an electronic review process.
 3. If assistance is needed to obtain the MSDS from a manufacturer/supplier, contact Material Control personnel.
- 6.1.14 Documents received directly from a supplier shall be reviewed and transmitted to the appropriate group per AP 15B-001 CORRESPONDENCE CONTROL.
- 6.1.15 Material Control will coordinate, as necessary, with the Originator for scheduling of deferred refurbishments (rebuilt). Warehouse will store deferred items until scheduled for refurbishment in accordance with AP 24E-005.
- 6.1.16 The sale of Stock items is processed and documented on a WCNOG Selling/Lending Acknowledgment form AIF 24K-001-01 per procedure AI 24K-001 SELLING AND LENDING OF STOCK ITEMS.
- 6.1.17 Originators requesting to lend or borrow non-stock tools and equipment with other utilities are responsible for searching the Product Catalog for existing Direct Item number and initiating a Non-Stock Requisition. Originator is responsible to coordinate the receipt and subsequent return of such tools and equipment. Refer to references 3.1.46 and 3.1.47 for specific guidance and requirements.
1. This includes but not limited to inventory/validation of items received/returned, loading assistance, assuring items are packaged correctly to prevent freight damage when returning borrowed tools, and scheduling of such activities, as applicable.

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2. It is the responsibility of the Originator to verify/validate the receipt and return shipment of non-stock items not controlled by the Warehouse (including radioactive items).
3. If the borrowed/loaned tools and equipment to be returned is classified as Radioactive, the Originator is responsible to inventory the item for completeness, notify Warehouse personnel for assistance with packaging to prevent damage, Work Week Manager to schedule target date for receipt/return support, HP personnel to perform necessary surveys and other documentation.

6.1.18 Stored Material (non-inventory material) will now be stored by Warehouse personnel in warehouse controlled locations. Those items will have a unique Stored Material item number assigned by Material Control. A request to store material is performed by submitting SWO and including form APF 24-002-15 or including the information from the form on page 1 and/or 3 of SWO as directed in Attachment C.

1. The Stored Material item number will consist of a two (2) letter prefix of "ZZ" and an eight (8) digit numerical number. Example; ZZ69000090 "STORED, BRACKET, GENERATOR END SHIELD, FOR TURBINE GENERATOR WORK". All Stored Material descriptions will have the noun of "Stored" following by the description of item.
2. Stored Material items will be listed in Product Catalog, which can be readily searched and located. Each Stored Material item will have a Stock Location and Stock Maintenance screen in the EMPAC stores module.
3. Material Control will coordinate with Originator of SWO and determine if material will be stored or disposed of by other means, i.e. scrap or sell.
4. The subsequent request to get the material issued to Work Group will be performed by using the Stored Material number and the EMPAC SIR process. After the material is used and needs to be stored again the material will be returned using the Material Returned to Stores process with copy and or reference to the SIR.

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5. For storage of cannibalized items, those items removed from Controlled SSC, see procedure AP 24E-005 "Rebuild/Reusable Items" for guidance.

6.2 Requesting A New Stock Item Number

- 6.2.1 Originator (requester/planner) after searching the Product Catalog with no results, will perform the following steps:
 1. Create SWO per procedure AP 16C-006.
 2. Place the description of the new stock item in the description field of page 1 of the SWO.
 3. Complete form APF 24-002-15 "New Stock Item/Stored Material Request" per ATTACHMENT C and attach to SWO using CURATOR or include all requested form information on page 1 or 3 of the SWO.

6.3 Requesting A New Stored Material Item Number

- 6.3.1 Originator (requester/planner) after searching the Product Catalog with no results, will perform the following steps:
 1. Create SWO per procedure AP 16C-007.
 2. Place the description of the new Stored Material in the description field of page 1 of the SWO.
 3. Complete form APF 24-002-15 "New Stock Item/Stored Material Request" per ATTACHMENT C and attach to SWO using CURATOR or include all requested form information on page 1 or 3 of the SWO.
 5. Material Control will review and process SWO for Stored Material creation/assignment and inform Originator of results of review Stored Material request. Material Control and/or Warehouse will give directions for storing or disposing of non-inventory material.

6.4 Types of Requisitions, guidance for their use

- 6.4.1 Non-Stock Requisitions

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NOTE

Quote for Services (QS) product types will no longer be available in EMPAC. To request a quotation, use the appropriate product type Non-Stock requisition, and identify in the Header Notes of requisition that purpose is to obtain a quotation.

1. Direct (D) item (product type) are initiated and processed per AI 24A-008 NON-STOCK REQUISITION PROCESSING FOR DIRECT ITEMS.
 - Are used to initiate the purchase of non-stock, non-engineered, non-ASME material. (Ref. 3.1.61)
 - Will be initiated for creation of purchase order for loaning tools and equipment (non-stock items) with other utilities.

2. Service Labor (SL) item (product type) are initiated and processed per AI 24A-009 NON-STOCK REQUISITION PROCESSING FOR SERVICE LABOR ITEMS.
 - Are used to request contractor services beyond the scope of WCNOG personnel or additional personnel to supplement WCNOG personnel; this includes rental of equipment supplied to WCNOG site.
 - Are used to request off site testing and/or repair services.

6.4.2 Stock Requisitions

1. Service Material (SM) item (product type) are initiated and processed per AI 24A-010 SERVICE MATERIAL REQUISITION PROCESSING.
 - Are generated by Material Control personnel of Supply Chain Services division only.
 - Are used to purchase Stock numbered items from other Utilities instead of Original Equipment Manufacturer (OEM) or Suppliers.
 - Are used to create a Purchase Order when making a contingency sale of WCNOG owned Stock numbered item or loaning a stock item to another utility to allow the return of Stock Item to WCNOG.

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- As required, Procurement Engineering may generate a 'new' Product Catalog Item (Service Material Item) to purchase from another utility on an existing Stock Requisition. (Ref. 3.1.59)

2. Stock (S) item (product type)

- Are generated by Material Control personnel of Supply Chain Services division only.

6.5 Material Reserves

NOTE

It is the responsibility of the Originator to verify the intended use (Asset/Spec) is appropriate for the material being reserved (AP 24E-006).

If a specific lot number is required to complete the reserve transaction, the reserve Originator shall notify Warehouse personnel via Warehouse E-mail box to segregate the material.

6.5.1 Material Reserves will be done automatically by placing the material on the Parts Page of the WO/SWO or by creating a Stock Issue Request.

6.6 Stock Issue Request (SIR)

NOTE

Prior to transmitting a SIR for stock coded items that are identified as restricted use for another Department/Section, the Requester shall obtain approval for its use from that Department/Section.

6.6.1 Stock Issue Requests may be generated through the work order process or by accessing the MPAC Stores Module.

1. Stock Issue Requests are generated when stock items are placed on the Parts Page of the Work Order. When a Work Order is not required, a new Stock Issue Request may be generated by selecting Stock Issue in the MPAC Stores Module. The Originator shall ensure all applicable sections of the SIR are correctly completed.

a. DATE REQUIRED - Date automatically defaults to current date. This field should be changed to reflect the actual 'need' date.

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- b. WORK ORDER NUMBER - Enter the Work Order number. The Asset, Category, and Account numbers associated with the Work Order will automatically fill in and cannot be edited. If there is no Work Order, the Originator must fill in the Project Number field or the G/L Account field.
- c. ASSET LABEL - Will automatically fill in when the Work Order number is entered.
- d. CATEGORY - Will automatically fill in when the Work Order number is entered.
- e. PROJECT NUMBER - Enter the MPAC project number if applicable.
- f. LINE NUMBER - If project number is used, select the correct line number.
- g. G/L ACCOUNT - Will automatically fill in when the Work Order number is entered or choose appropriate distribution.
- h. DELIVER TO - Deliver to field automatically defaults to the Originator's name. This field should be changed to reflect where or to whom the item(s) are to be delivered.
- i. SYNCHRONIZE DATES - Checkbox is used to keep the Date Required on the Stock Issue Request 'in step' with the Parts Required date on the Work Order. If this box is checked and the date on the Work Order changes prior to the SIR printing, the date required on the SIR will also be updated.
- j. STOCK NUMBER - Enter the MPAC stock item desired.
- k. LOCATION CODE - Choose 723
- l. ISSUE POINT - Choose 723
- m. REQUEST QUANTITY - Enter number required. If more than one stock item is needed, click edit/add row and add the number and quantity to the new row.

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n. After all information is entered; click Save and the SIR will be saved in the MPAC system, subsequently print at the Warehouse and be delivered or staged as applicable.

2. Requested material shall be retrieved from storage by the Warehouse in accordance with AP 24E-008.

6.7 Maintenance and Receipt Testing

6.7.1 When Storage Maintenance and/or Testing of stock material is required to be performed by the field, the material shall be referenced on the Parts Page of the Work Order with 0 (zero) quantities listed. The field shall enter the correct delivery date to ensure the material is delivered by the date the work is scheduled to be performed. A SIR will not be generated.

6.7.2 For items being tested for installation on another Work Order, the words "Pre-installation Testing" shall be used in the Work Order Problem Description.

6.8 Material Returned To Stores

NOTE

Used items (material acceptable for re-use without reconditioning) shall not be returned to the Warehouse stock per this method below. Used items and rebuilt (refurbished) will be returned in accordance with the Rebuild process in accordance with procedure AP 24E-005 REFUBISHED ITEM/REUSABLE ITEM.

6.8.1 To return unused stock items and material to the Warehouse, the Stock Issue Request (SIR) should accompany the material. SIR form has been modified to include Quantity and Date field(s), both of which should be filled out when returning material.

1. For nonconforming material, the Originator shall provide a complete description of the problem to the Supervisor Warehouse. A CDR may be generated as necessary in accordance with AP 24H-003.

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6.9 Service Acceptance

- 6.9.1 The acceptance of services shall document acceptance of all appropriate line items described in the PO. This acceptance includes such things as onsite review of supplier certifications, surveillance of the activity, review of contractor procedures to ensure compliance with the WCNOG QA Program, and verification of the results of the activity.
- 6.9.2 Upon receipt of invoice from Contractor, Invoicing will prepare and forward to the Invoice Approver form APF 24-002-01 "Invoice Approval Transmittal, Acceptance of Services" for approval of payment.
- 6.9.3 The organization that initiates a requisition for hourly contractor on-site services shall be responsible for the acceptance of such services by approving contractor time sheets.
- 6.9.4 Upon issuance of a purchase order for applicable services, Purchasing and Contracts will initiate a "Contractor Performance Evaluation Form" (CPEF), within the PILOT Software Program and assign it to the appropriate individual (typically the Contract Technical Coordinator). Upon completion of the services, the assigned individual shall complete the CPEF in PILOT.

6.10 Quality Review of the Procurement Documents

- 6.10.1 Procurement Quality shall review safety-related and special-scope Purchase Orders to ensure incorporation of quality requirements listed below. Exceptions to this review include purchase orders for Fire Protection or Emergency Planning items or services and purchase orders for previously approved SR/SS Agreements.
1. Quality requirements from the Engineering Procurement Requirement (EPR) developed by Procurement Engineering in accordance with AP 24-004.
 2. Supplier specific quality requirements from the SIL.
 3. Special quality receipt inspection requirements, if applicable.
 4. Desired witness/hold points during manufacture/test for the purpose of inspection and surveillance.

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6.10.2 For engineered and/or safety-related and special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without Procurement Engineering approval. Instructions from Procurement Quality to revise Quality 'hold points' in the procurement documents may be communicated to Purchasing and Contracts without Procurement Engineering involvement.

6.11 Supplier Inspection

6.11.1 Based upon the safety significance and complexity of a safety-related or special-scope item/service, Procurement Quality shall establish the need for supplier audits, surveillances and/or inspections.

6.11.2 The originating organization shall be responsible for establishing supplier monitoring points for non-safety-related items, which require inspection of supplier.

1. If such a need exists, the procurement documents shall specify the exact inspection/surveillance to be performed or provide for establishing the inspection/surveillance at a later date (witness/hold points).
2. In order to facilitate the identification and scheduling of audits/surveillances/inspections, the supplier may be requested to submit manufacturing/fabrication schedules.

6.11.3 Nuclear Engineering is responsible for the supplier surveillance for core components.

6.12 Supplier Deviations

6.12.1 Safety-related and applicable special-scope procurement documents shall require the supplier of items and materials to submit Use-As-Is and Repair nonconformances for approval of the recommended disposition through the Design/Configuration Change process in accordance with AP 05-005. Material and services suppliers shall also be required to submit notice of deviation from procurement document requirements for approval. Deviations are forwarded to Procurement Engineering and Procurement Quality, as applicable for resolution. (ASME Section VIII Division 1 will require Authorized Inspector concurrence prior to acceptance by WCNOE Engineering and Procurement Quality.)

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6.13 Review And Approval Of Supplier Submittals

- 6.13.1 Based upon the safety classification and complexity of items and services being procured, the originating organization and/or Procurement Engineering and Procurement Quality shall establish and define the requirements for supplier submittal of documents such as internal inspection plans, drawings, test reports (e.g., seismic and environmental), procedures and manufacturing information.
- 6.13.2 Review and approval of these submittals shall be in accordance with AP 15A-002 and other documented procedures.
- 6.13.3 Documents received directly from a supplier shall be reviewed and transmitted to the appropriate group per AP 15B-001 CORRESPONDENCE CONTROL. A Receiving Notice (RN) will be generated for purchase order related documentation packages received in the Warehouse or upon notification of receipt from User groups, as applicable, in accordance with AP 24D-005 MATERIAL RECEIPT and AP 24D-003 RECEIPT INSPECTIONS.

6.14 Material Receipt, Inspection, and Acceptance

- 6.14.1 Warehouse personnel shall unload, search and receive material at the WCGS Warehouse. Safety-Related and Special-Scope material or Non Safety-Related (ASME Section I, Section IV and Section VIII Division 1 items) as applicable, shall be routed to Procurement Quality for receipt inspection and acceptance prior to binning and/or issue. (Ref. 3.1.61)
- 6.14.2 The Warehouse shall notify and/or deliver non-stock receipts to Originator or user groups.
1. The Originator shall verify non-stock items are as ordered, and coordinate with Purchasing and Contracts when discrepancies/damage is found on loaned/borrowed tools and equipment for appropriate replacement action.
 2. When notified in writing, by the user group, Warehouse shall initiate Receiving Notices for shipments associated with a Purchase Order regardless where material was off-loaded, if required by Purchase Order. Normally this will be as directed by the Originator's written validation of material received.

3. Any discrepancies noted during the receiving process shall be controlled in accordance with approved procedures.

6.14.3 Procurement Quality shall establish inspection procedures, prepare inspection and test plans, perform receipt inspections, coordinate tests and complete receiving inspection reports for safety-related and applicable special-scope items and material.

6.14.4 When the method(s) of acceptance includes the results of supplier audits, surveillance's and/or inspections, they shall be documented and made a part of the receipt inspection package. Evidence of the cancellation of any witness/hold points shall also be included.

6.15 Unique Procurement Activities

6.15.1 ASME Section III Material may be procured from non-accredited supplier(s), a supplier without an 'N' type Certificate or Quality System Certificate, in accordance with ASME Code Case N-517-1 per the requirements identified in AP 24-004 PROCUREMENT OF ITEMS AND SERVICES.

6.15.2 ASME Section III Material may be purchased from licensed utilities in accordance with ASME Code Case N-528-1, with the following requirements. Specifically, this Code Case will be used for Material meeting the definition in IWA-9000; may be purchased, exchanged, or transferred between nuclear plant sites, provided the following requirements are met.

1. Materials shall have been furnished to the supplying plant in accordance with NA-3700/NCA-3800.
2. Since receipt by the supplying plant, the material was not placed in service, welded, brazed, nor subjected to any operation that might affect the mechanical properties of the material (e.g., heat treatment or forming).
3. Documentation required by NA-3700/NCA-3800 shall be provided to WCNOG with the material.

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4. When the material is fabricated in accordance with specific dimensional requirements in addition to those provided in a national standard (e.g., non-welded valve bonnet or non-welded pump casing), the evaluation of suitability required by IWA-4160 (IWA-7220 in Editions and Addenda prior to 1991 Addenda; IWA 4150 for the 1991 Addenda through the 1995 Edition, no Addenda) shall include an evaluation of the material for its intended application, including any differences that might affect form, fit, or function.
5. WCNOC shall obtain certification for the following:
 - a. The supplying plant purchased the material in accordance with NA-3700/NCA/3800 and maintained it in accordance with their Quality Assurance Program.
 - b. Since receipt by the supplying plant, the material was not placed in service, welded, brazed, nor subjected to any operation that might affect the mechanical properties of the material (e.g., heat treatment or forming).

6.15.3 Common/Exchange Spares Program

1. The Common/Exchange Spares Program between Wolf Creek, Callaway and other partnering utilities allows exchange of spares when necessary. QA requirements and required documentation are provided to attest to the attainment of quality.
2. Shared Inventory Items between Wolf Creek, Callaway and other partnering utilities allows for, upon demand, the use by either utility of stock items evaluated for mutual acceptability. QA requirements and required documentation are provided to attest to the attainment of quality.

6.15.4 Procurement With Licensed Utilities

1. The Four Loop Group Spare and Replacement Parts Exchange Agreement should be invoked for procurement from Four Loop Group Utilities.
2. The Inter-Utility Agreement for the sale and purchase of material and equipment should be invoked for procurement from other utilities.

3. Licensed utilities will not normally be listed on the SIL except for Safety-related or applicable Special Scope services.

6.15.5 Expedited Procurement

1. When items or services are urgently needed to prevent an outage or to return the unit to service, the following expedited actions may be taken:
 - a. Initiate procurement by a telephone call to Purchasing and Contracts from a Department Head, Call Superintendent, Shift Manager or Outage Shift Manager, with an approved Requisition to follow as soon as practicable.
 - b. Placement of a confirming telephone order by Purchasing and Contracts with the PO to follow as soon as practicable.
 - c. For Safety-Related and applicable Special-Scope items with the supplier currently on the SIL production/fabrication of the item may begin without delay. If the supplier is not currently qualified, work may not start until authorized by Procurement Quality. The assigned Procurement Quality representative shall witness, inspect or otherwise verify that correct material, designs and processes are utilized and that accurate documentation is produced to attest to the quality of the item. This verification includes final product and document review prior to release or shipment to WCGS.
 - d. Documentation that material and equipment conform to procurement requirements shall be at WCGS prior to use of such material and equipment. The documentation shall be sufficient to identify specific requirements such as codes, standards or specifications met by the material and equipment.

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6.15.6 Procurement in Emergency Situations

1. For those situations, which constitute a threat to the plant operating status or to the health and safety of plant staff or the general public, the standard procurement process may be modified to expedite procurement by taking necessary actions, including the following:
 - a. The Vice President Operations & Plant Manager or designee shall notify the President and Chief Executive Officer when this procurement authority is exercised.
 - b. The Vice President Operations & Plant Manager or designee shall coordinate with Supply Chain Services with an approved Requisition to follow as soon as practicable.
 - c. Material, parts or assets procured without full qualification and documentation and utilized in a safety-related system during a situation of this significance, shall be upgraded to the required qualification level or replaced with qualified and documented items as soon as the activity can be safely accomplished. In either case, qualification and documentation shall be obtained in a timely manner.

6.16 Bonus/Penalty Incentive Programs

6.16.1 Bonus/Penalty Incentive Programs may be in the best interest of WCNOG for certain scopes of work. Although these will usually add additional contract costs, the overall potential project benefits can outweigh these added costs. Certain types of contracts will more readily lend themselves to incentive programs, these could include:

1. Major outage contracts.
2. Schedule critical work scopes or work scopes that have the potential to impact other activities.
3. Work scopes that have long-term operational impact such as a full cycle operation.
4. Contracts where performance is at least partially tied to targets.

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5. Long-term and/or high value work scopes where success requires the contractor to share risk.

6.16.2 Principle program performance attributes may include safety, schedule, cost, procedure compliance, personnel qualifications, cycle performance, and radiation exposure.

6.16.3 Bonus/Penalty Incentive Programs should not be considered if there is not the potential to realize benefits commensurate with the cost.

7.0 RECORDS

7.1 The Contractor Performance Evaluation Form is a PILOT Observation application non-QA record and shall be filed in the PILOT Software Database.

7.2 The following forms are non-QA records and shall be filed with the associated procurement package; APF 24-002-09, APF 24-002-10, APF 24-002-13, and APF 24-002-14.

7.3 Form APF 24-002-01 is a non-QA record and shall be filed with the Financial Services invoice batch.

7.4 Form APF 24-002-15 is a non-QA record and shall be filed, if used, with the associated Work Order that documents the creation of the new Stock Item or Stored Material item.

7.5 The Requisition is an MPAC created electronic corporate record. It is filed in the CURATOR electronic system as a Corporate/FERC 40A record.

8.0 FORMS

8.1 APF 24-002-01, Invoice Approval Transmittal, Acceptance of Services

8.2 APF 24-002-09, WCNOG Service Requisition Check List

8.3 APF 24-002-10, Single/Sole Source Authorization

8.4 APF 24-002-13, Salvage, Surplus & Obsolescence Report

8.5 APF 24-002-14, Commitment Approval Summary

8.6 APF 24-002-15, New Stock Item/Stored Material Request Form

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ATTACHMENT A

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MINIMUM PROCUREMENT APPROVAL REQUIREMENTS

- A.1 The Requisition shall be processed by the Originator and Financial Services and approved by the authorized Supervisor, Manager or designee.
- A.2 Approvals shall be in accordance with the limits specified below based on the indicated position titles or their equivalent(s):
- a. up to \$5K - Supervisor
 - b. up to \$25K - Superintendent; Material Control personnel for Warehouse stock items
 - c. up to \$50K - Manager; Supervisor Material Control for Warehouse stock items.
 - d. up to \$500K - Officer reporting to the President/CEO
 - e. Over \$500K - President/CEO
- A.2.1 In the event a total dollar amount cannot be estimated for a particular commitment, a dollar amount based on the work scope or project budget is to be used. If the PO will be issued for an indefinite period of time and likely exceed other levels of approval authority, approval by the President/CEO shall be obtained.
- A.2.2 Approval for Warehouse Reorder Requisitions via the Suggested Reorder Report (SRR) will be coordinated through the Supervisor Material Control or designee. Commitment Approval Summary form, APF 24-002-14, will be utilized per this procedure for purchase of Warehouse stock items.
- A.3. In the event that approved funding on the requisition is inadequate for purchase when compared to actual pricing, the Buyer/Contract Administrator is authorized to approve additional funding to a maximum of \$250 per line item.

ATTACHMENT A

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MINIMUM PROCUREMENT APPROVAL REQUIREMENTS

NOTE

This \$250 additional funding limitation does not apply to stock items. Stock items are individually approved for purchase based on limits specified in paragraph A.2 above, rather than on the amount identified on the requisition.

- A.4. Increases in PO value shall be documented and approved in accordance with approval levels specified above, based on the amount of the increase. At the discretion of the Supervisor Purchasing and Contracts, approvals are not applicable when the increase is insignificant, for accounting record purposes or PO and invoice reconciliation. Authorizations to increase PO funding will be forwarded to Purchasing and Contracts and will be included in the PO file. Funding increases to ongoing "time and materials" type contracts shall be coordinated with Financial Services (Cost) by the originator; typically, no revision to the PO is required.
- A.5. In the absence of the Vice President Operations & Plant Manager; the Shift Manager or Call Superintendent, shall have approval authority up to \$100K.
- A.6. During periods of an Outage (forced or refuel) the Outage Shift Manager shall have approval authority up to \$250K.

- END -

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ATTACHMENT B

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MISCELLANEOUS EXCEPTIONS TO REQUISITION REQUIREMENTS

NOTE

If you have a question as to whether or not an item requires a Requisition, call Supply Chain Services or Financial Services.

- B.1 There are certain items that do not require a requisition or purchase order due to the nature and/or insignificant cost of the item. These type purchases are often referred to as "Non-PO Items."
- B.1.1 Individuals should use discretion and good "common business sense" when determining an exception to the requisition requirements in order to ensure that both the expenditure and the supplier are authorized and appropriate for the product(s)/service(s) selected.
- B.1.2 If there is any uncertainty in this area, this process ("Non-PO Items") should not be utilized.
- B.2 Examples of Miscellaneous exceptions to Requisition requirements are shown below:
- Non-stock material, non-engineered material, non-safety related material, non-special nuclear/radiological material, and chemicals not subject to CCS label requirements
 - Payments to Credit Union for the administration of employee loans
 - Utilities (e.g., phone, electric, cable, etc.)
 - Services for legal, lobbyists, actuaries and arbitrators
 - Memberships, dues, and registrations
 - Nuclear Fuel
 - Central States Low Level Waste Compact
 - Regulatory/governmental fees, penalties, and permits
 - Employee benefits
 - Payment of payroll withholdings and taxes

ATTACHMENT B

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MISCELLANEOUS EXCEPTIONS TO REQUISITION REQUIREMENTS

- Worker compensation claims
- Service awards and A&R awards
- Donations and de minimis prizes
- Advertising/Recruitment
- Applicant expenses/Relocation expenses
- Employee travel expenses
- Postage and freight
- Cafeteria lunch charges
- Liability and property insurance, taxes, and tags
- Publications, books, and subscriptions
- Sale of stock items on form AIF 24K-001-01 "WCNOC Selling/Lending Acknowledgment" in accordance with AI 24K-001
- Non-engineered and non-safety related services performed off-site. (example - HR Benefits Study and Recommendations)

B.3 When procuring items that do not require a requisition or purchase order; a WCNOC Procurement Card may be used for payment. For guidelines on use of the procurement card see AI 24-001 PROCUREMENT CARD USER INSTRUCTIONS.

B.4 All other non-purchase order type of expenditures that will bill WCNOC via an invoice directly without a purchase order in accordance with this attachment will be processed per AI 09C-003 NON-PURCHASE ORDER INVOICES procedure. AI 09C-003 will provide approval authority and dollar limits for non-purchase order type of transactions.

- END -

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ATTACHMENT C

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REQUESTING NEW STOCK ITEM OR STORED MATERIAL ITEM CREATION

- C.1 Originator (requester/planner) will perform the following steps:
- C.1.1 Create SWO to request a new Stock or Stored Material item number.
 - C.1.2 Place the description of the new stock item in the description field of page 1 of the SWO.
 - C.1.3 Complete APF 24-002-15 "New Stock Item/Stored Material Request Form" and attach to SWO using CURATOR or include all requested Form information on page 1 or 3 of the SWO.
 - C.1.4 Assign the Action of "Parts Issue" to SWO.
 - C.1.5 Assign a Craft of "MCS" (Material Control Specialist).
 - C.1.6 Responsible Group will be Material Control

NOTE

Until the new Stock item is created and entered on the Parts Page, Originator should not progress the WO/SWO to 'Parts Shortage'.

- C.1.7 Status the Sub Work Order as In-Planning Planner with a planner title of Material Control, Supervisor.
- C.2 Material Control personnel will perform the following steps:
- C.2.1 Supervisor Material Control or designee will change the planner name to a Procurement Specialist assigned to process the Sub Work Order.
 - C.2.2 Procurement Specialist will assign a new Stock item or Stored Material item number from the New Stock Database.
 - C.2.3 Complete the Stock Item setup (including the Accounting tab on the Template page), Rebuild Procedure set up (if the item is Class 4 or 6), Stock Location setup and 5 year lead time (RCT) setup in MPAC Stores Module.

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ATTACHMENT C

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REQUESTING NEW STOCK ITEM OR STORED MATERIAL ITEM CREATION

- C.2.4 Add the new Stock item or Stored Material item number to the beginning of the description of the SWO created by the Originator and update the form APF 24-002-15 "New Stock Item/Stored Material Request Form".
- C.2.5 Progress Status the Sub Work Order through the following statuses:
- Ready to Work, Field Work Complete, Awaiting Supervisor Approval, Supervisor Approved, Completion Review and QARR - No field copies.
- C.2.6 Material Control will send an e-mail to the originator (Requested By) notifying them that the Sub Work Order is closed and assignment of new Stock item or Stored Material number.
- C.3 Originator (requester/planner) utilizes the new Stock Item number or Stored Material number for EMPAC Stores processes.

- END -

DOCUMENT REVISION REQUEST (DRR)**I. CHANGE IDENTIFICATION**

DRR:

08-1572-P01

Document Number: AP 24-002

Revision Number: 19

Document Title: REQUISITION AND PROCUREMENT PROCESS

Type of Change: (Check Appropriate Box)

 New Document Document Revision Document Cancellation Temporary or Contractor Procedure*

*MUST HAVE EXPIRATION DATE IDENTIFIED IN APPROVAL SECTION

Reason For Change: (Check Appropriate Box)

 Commitment: NRC INPO QA Significant PIR (Level I or II) SOER, ITIP, DCP, CCP, PIR, Temp Mod, EER, OTSC, etc: (List document type and number)

Condition Action # 3981 - Environmental Management notification when purchasing or leasing diesel or gasoline engines.

Condition Action # 4546 - Procedure enhancement for procurement from utilities

Condition Action # 4856 - Stock item creation prior to chemical approval per AP 14B-001

Condition Action # 4908 - Results of Gap Analysis CR 2008-3590 refurbishment of ESW pump not ready for RF16.

Condition Action # 5257 - Requisition Procedure Guidance

Condition Action # 5533 - Revise SCS procedures as result Information Services Self Assessment SEL 07-89

 Other (Explain): 2-year divisional relevancy review Commitment listed in commitment section of affected document

Description of and justification for change:

Revision result of 2-year relevancy review for clarity and actions from Pilot Condition Action(s) # 3981, 4546, 4856, 4908, 5257, and 5533. Specific changes are identified below.

SECTION 1.0

Step 1.1 - Identified during cross-disciplinary review, revise step for clarity. Previously step read;
This procedure establishes responsibilities and authorization guidelines for the controlled requisition/purchase, receipt and acceptance of material/services for use at Wolf Creek Generating Station (WCGS). In addition, guidance is provided or referenced for other procurement activities listed below.

Revised to now read;

This procedure establishes requirements for the requisition/purchase, receipt and acceptance of material/services for use at Wolf Creek Generating Station (WCGS).

Step 1.1.1 - Revised for clarity and added the procedure title PROCUREMENT CARD USER INSTRUCTIONS.

Step 1.1.2 - Deleted step in this sub-section, it already appears in section 2.0 step 2.1.5.

Step 1.1.3 - Deleted step in this sub-section, it already appears in section 2.0 step 2.1.6.

Step 1.1.4 - Deleted step in this sub-section and moved it to section 2.0, step 2.2.

Step 1.2 - Deleted step in this sub-section, it already appears in section 2.0 steps 2.1.3 and 2.1.4.

SECTION 2.0

Step 2.2 - Moved this from 1.1.4 and renumbered remaining step in this sub-section.

SECTION 3.0

Previous revision steps 3.1.7, 3.1.8, and 3.1.9

- Deleted these reference steps. They are not needed as recommended during cross-disciplinary review. Renumbered remaining references.

Step 3.1.7 - New reference to AP 15D-007, Computer Software Quality Program Requirements. This procedure and Self Assessment SEL 07-89 that added new requirements to this procedure. Renumbered the remaining references.

Step 3.1.8 - New reference to AP 15D-008, Cyber Security Program. This procedure reference will direct the Originator for guidance when coordination with Information Services is required with new sub-step added in section 5.1. Renumbered remaining references.

Previous revision steps 3.1.10, 3.1.11, 3.1.12, and 3.1.13

- Deleted these reference steps. They are not needed as recommended during cross-disciplinary review. Renumbered remaining references.

Step 3.1.31 - This reference chapter 17.2 of USAR has been moved to the WOLF CREEK Quality Program Manual. Revised to show the applicable location of reference.

Previous revision steps 3.1.37, 3.1.38, 3.1.39, 3.1.41, 3.1.42, 3.1.43, and 3.1.44

- Deleted these reference steps. They are not needed as recommended during cross-disciplinary review. Renumbered remaining references.

Step 3.1.56 - Added reference to PILOT Condition Action # 3981 – Environmental Management notification when purchasing or leasing diesel or gasoline engines.

Step 3.1.57 - Added reference to PILOT Condition Action # 4546 – Procedure enhancement for procurement from Utilities.

Step 3.1.58 - Added reference to PILOT Condition Action # 4856 – Creation of new stock item for new chemicals prior to approval.

Step 3.1.59 - Added reference to PILOT Condition Action # 4908 – Untimely refurbishment of spare ESW pump

Step 3.1.60 - Added reference to PILOT Condition Action # 5257 – Requisition procedure guidance

Step 3.1.61 - Added reference to PILOT Condition Action # 5533 – Computer Software Quality Program Improvements per SEL 07-89.

SECTION 4.0

Step 4.2 - Added new definition for Authorized Requisition Initiator (ARI) a recommendation from PILOT Condition Action # 5257. Renumber remaining definitions in section 4.0

Step 4.5 - Added new definition for Commercial Off the Shelf (COTS) Software as result of PILOT Condition Action # 5373. Renumbered remaining definitions in section 4.0.

Step 4.6 - COMMODITY CODE, revised the first sentence definition for clarity. Previously the first sentence read;
A four-digit code used to uniquely identify an item through approval and procurement process.
Revised to now read;
A four-digit code used to uniquely identify an item through the procurement approval process.

Step 4.10 - ENGINEERING PROCUREMENT REQUIREMENTS, revised definition by adding new first sentence to match definition found in AP 24-004.

Step 4.16 - MPAC/CURATOR, revised definition for clarity by inserting the words "inventory levels" after the word "descriptions".

Step 4.18 - Added new definition for Originator a recommendation from PILOT Condition Action # 5257. Renumber remaining definitions in section 4.0

Step 4.25 - Revised definition to match the current version found in AP 24C-007. Previously read;
Purchase Agreement is an established contract for items, material or services, which are frequently used, and for which requirements and prices can be established for a certain period of time.
Revised to now read;
An established contract for which requirements and prices can be established for an extended period of time to allow repeated purchases of the included items.

Step 4.26 - Revised definition to match the current version found in AP 24C-007. Previously read;
A legally binding document, upon acceptance by the Supplier, that establishes commercial terms and conditions and specifies, as applicable, technical and quality requirements for the procurement of an item or service.

Revised to now read;

A document that establishes commercial terms and conditions, and specifies applicable technical and quality requirements for the procurement of materials and services.

Step 4.30 - Remove confusion, replace the word 'Requester' with 'Originator', see new definition for Originator, as part of Condition Action # 5257.

Step 4.31 - Remove confusion, replace the word 'Requester' with 'Originator', see new definition for Originator, as part of Condition Action # 5257.

SECTION 5.0

Step 5.1 - Remove confusion, deleted the words 'Requester/Planner', see new definition for Originator, as part of recommendation CA # 5257. Identified during cross-disciplinary review - delete the word "shall", it is not needed in the individual responsibility title or position.

Step 5.1.2.4 - Revised for clarity as identified during cross-disciplinary review, replace words "none available" with "not found".

Step 5.1.2.5 first bullet

- Revised for clarity as identified during cross-disciplinary review, replace words "an engineered asset" with "a SSC".

Step 5.1.8.1 - New step added as result of evaluation (gap analysis) of PO 737143 - vendor refurbishment of ESW pump that was not ready for use RF16. CR 2008-3590, Action Plan # 2473, and CA # 4908 was developed to institutionalize the process to ensure that all necessary technical reviews occur prior to the start of work.

Step 5.1.10 - Revised step to add additional notification to Environmental Management when requesting diesel or gasoline engines on WCGS premises, Condition Action # 3981. Step previously read;
Ensure Environmental Management review on requisitions involving X-Ray Equipment by use of the correct Commodity Code.

Revised to now read;

Ensure Environmental Management review and notification on requisitions involving X-Ray Equipment and/or the purchase, lease, or rental of diesel or gasoline engine powered equipment by use of the correct Commodity Code. (Ref. 3.1.56)

Step 5.1.10.1 and .2

- Added new sub steps to further explain the revision to step 5.1.10 above.

NOTE prior to step 5.1.12

- Revised note, per Condition Action # 4856, it previously read;

Prior to submittal of a Requisition for a new chemical or Sub Work Order for new Stock Item creation, the chemical must be approved for use on site. (Ref. 3.1.60)

Revised to now read;

Prior to submittal of a Requisition for a new chemical, the chemical must be approved for use on site. (Ref. 3.1.47 and 3.1.58)

Step(s) 5.1.12 and 5.1.12.1

- Revised the title of AP 14B-001.

Step 5.1.17 - Add new step to Originator to contact the Cyber Security Group, Information Services, when procuring digital-based microprocessors.

Step 5.2 - Identified during cross-disciplinary review to remove the word "shall:". It is not needed in the individual responsibility title or position.

Step(s) 5.3 thru 5.3.3

- Added responsibilities for Authorized Requisition Initiator (ARI). Definition was added at step 4.2, as part of recommendation from PILOT Condition Action # 5257. Renumber remaining steps in section 5.0.

Step 5.4 thru 5.4.2

- Added responsibilities for Manager Information Services as result of Self Assessment 07-89 Computer Software Quality Program Improvements, Condition Action # 5373. Renumbered the remaining steps in section 5.0

Step 5.5 - Identified during cross-disciplinary review to remove the word "shall:". It is not needed in the individual responsibility title or position.

Step 5.6.2.7 - New step added as result of evaluation (gap analysis) of PO 737143 - vendor refurbishment of ESW pump that was not ready for use RF16. CR 2008-3590 and Action Plan # 2473 was developed to institutionalize the process to ensure that all necessary technical reviews occur prior to the start of work. Condition Action # 4908.

Step 5.7.1.3 - Identified during cross-disciplinary review, this additional step was needed. Personnel under supervision of Supervisor Cost Analysis process the Commitment Approval Summary form.

Step 5.8.1.1 - Revised for clarity as identified during cross-disciplinary review, replaced words "an adequate" with "an approved".

Step 5.8.1.4 - Revised for clarity as identified during cross-disciplinary review, added " ASME Material Upgrade" after "commercial grade".

Step 5.9.1.1 - Revised for clarity as identified during cross-disciplinary review, replaced the word "initiating" with "processing".

Step 5.9.1.1b - Revised for clarity as identified during cross-disciplinary review, delete the words at beginning of sentence "Initiate and".

Step 5.9.1.1c - Revised for clarity as identified during cross-disciplinary review, change the word "Requisition" to lower case.

Step 5.9.1.1g - Revised for clarity as identified during cross-disciplinary review, add the words "with the" after "accordance" and add 's' to the end of "Agreement".

Step 5.9.1.1i - deleted the last sentence not needed
procedure AI 24K-001 will direct this action.

Step 5.9.2.6 - New step added for Purchasing and Contracts when purchasing computer software with licenses per Self Assessment SEL 07-89, Computer Software Quality Program Improvements, Condition Action # 5373. Renumber remaining sub-steps in section 5.8.2.

Step 5.9.3.12 - Revised for clarity as identified during cross-disciplinary review, previously read;
Coordinate the WCNOG owned material declared obsolete, salvage or scrap under the physical custody of WCNOG Warehouse and fiscal control of the Warehouse process the Investment Recovery per AI 24E-002 Investment Recovery Program.

Revised to now read;

Process obsolete, salvage or scrap owned material under the physical custody and fiscal control of the WCNOG Warehouse in accordance with procedure AI 24E-002 Investment Recovery Program.

SECTION 6.0

Step(s) 6.1.1.1, 6.1.1.2, 6.1.1.3, 6.1.1.5, 6.1.1.6, 6.1.1.7, 6.2.1, 6.3.1, NOTE after step 6.6, and Attachment C step C.1

- Remove confusion, deleted the words '(requester or planner)', see new definition for Originator, as part of recommendation CA # 5257.

Step 6.1.1.4 - Remove confusion, deleted the words '(requester or planner)' and replaced with 'Originator', see new definition for Originator, as part of recommendation CA # 5257.

Step 6.1.13 - Revised the title of AP 14B-001 and revised as recommended during cross-disciplinary review, removed "Material Control". That group no longer is in the approval step per AP 14B-001

NOTE after step 6.1.13

- Revised note, per Condition Action # 4856, it previously read;
Prior to submittal of a Requisition for a new chemical or Sub Work Order for new Stock Item creation, the chemical must be approved for use on site. (Ref. 3.1.60)
- Revised to now read;
Prior to submittal of a Requisition for a new chemical, the chemical must be approved for use on site. (Ref. 3.1.47 and 3.1.58)

Step 6.1.13.2 - Recommendation from Condition Action # 4856, a sub-step added to permit Material Control to create a stock item for a new chemical while in the approval process, but inactivate it until the chemical is approved. Renumber the remaining sub-steps under 6.1.13.

Step 6.1.17.3 - Revised as recommended during cross-disciplinary review, add " coordination with" before "Work Week Manager" and also add "and" before "HP".

Step 6.1.18.1 - Revised as recommended for clarity during cross-disciplinary review, revised word "following" to read "followed".

NOTE before step 6.5.1

- Revised as recommended for clarity during cross-disciplinary review. In first sentence replace the word "is" with "as".

Step 6.15.4.1 – Step currently reads;

The Four Loop Group Spare and Replacement Parts Exchange Agreement should be invoked for procurement from Four Loop Group Utilities.

Revised to remove confusion and clarification per Condition Action # 4546, revised to now read;
"Four Loop Group Spare and Replacement Parts Exchange Agreement" or the "Inter-Utility Agreement for the sale and purchase of material and equipment" will be invoked for procurement from other utilities. Terms and Conditions for procurement from utilities that are not parties to existing agreements will be negotiated by Purchasing and Contracts. (Ref. 3.1.57)

Step 6.15.4.2 – Delete step, it is not needed and renumbered remaining sub-step in 6.15.4.

ATTACHMENTS

Attachment C, step C.1.1

- Revised as recommended for clarity during cross-disciplinary review, add a second sentence as another option the Originator can request a new stock item or stored item number.

Attachment C, step C.3

- Revised as recommended for clarity during cross-disciplinary review, step previously read;
Originator (requester/planner) utilizes the new Stock Item number or Stored Material number for EMPAC Stores processes.
- Revised to now read;
Originator will utilize the new Stock tem number for a reserve for procurement, or utilize the new Stored Material item number for return and storage of the Stored Material item.

II. REVIEWS/OTHER

QPCVM Update Required (Form APF 15C-004-08):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CSM Required (Reference AI 15D-001):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Management Oversight Required (Reference AI 15C-006):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this a New procedure or a Significant revision to an existing procedure that Affects Reactivity (Reference AP 19E-002, Attachment B)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No If yes, complete APF 15C-004-10
Mandatory/Cross-Disciplinary Reviews:	<input checked="" type="checkbox"/> NONE REQUIRED	
<input type="checkbox"/> Quality Control	<input type="checkbox"/> Surveillance Coordinator	<input checked="" type="checkbox"/> IST Engineer
<input type="checkbox"/> Fire Protection	<input checked="" type="checkbox"/> Other (<i>Specify</i>) All division Managers, ANII - K. Blake, M. Barnes, V. Canales, N. Hively, J. Kitchens, J. Patel, J. Schopper	
Review Type:	<input checked="" type="checkbox"/> Technical Review	<input checked="" type="checkbox"/> Administrative Review
		<input type="checkbox"/> NONE REQUIRED

Validation: Desktop Walkthrough Simulator

III. PROCEDURE WRITER

Written By: Duane E. Godlove *Duane E. Godlove* 4611 10/17/2008
Print Name Signature Ext. Date

IV. APPLICABILITY - SCREENING - EVALUATION

Applicability Determination Completed and: Attached to this document
 Attached to Procedure Rev. _____
50.59 Screen Completed and Completed: Attached to this document
 Screen not required Attached to Procedure Rev. _____
 50.59 Evaluation not required 50.59 Evaluation USQD attached with screening form

V. QUALIFIED REVIEW

All cross-disciplinary reviews and additional review activities are complete, reviewer mandatory comments are resolved, and approval of this request is recommended. Recommend cancellation of this request.
Sandra J. Somerhalder Sandra Somerhalder 11/4/2008
Qualified Reviewer Print Name Date

VI. PSRC REVIEW AND RECOMMENDATION FOR APPROVAL

PSRC review required.** PSRC review and Plant Manager approval not required.
**(Mandatory for all revision 0 APs, all revisions to Administrative Control Procedures, or if 50.59 Evaluation is required)
 Approved Disapproved PSRC Meeting No: 1253 RDF 11/13/2008
 Not an ACP *M W Sencsi* PSRC Chairman (Initials) Date
Plant Manager (Administrative Control Procedures Only) 11/13/2008
Date

VII. TRAINING

Training: Required Training has been identified: Yes No
Training Identified from Comment Control Forms and Responsible Organization

Organization Title	Needs Analysis No.	Prior to Implementation	Training Completion Date
		<input type="checkbox"/>	

If training is required prior to implementation, indicate latest pre-implementation training date:
Notification of Change: Notification of this change is desired for certain groups. Yes No
Training Needs Analysis is NOT required for notification. Method of Notification: (Check Appropriate Box)
 Required Reading Essential Reading Other (Specify): E-mail with summary of changes.
Persons/Organizations Requiring each type of Notification:
Division Managers and Authorized Requisition Initiators
IF Required Reading is identified, **THEN** a summary of changes is required to be sent to the site Required Reading representative.

VIII. MANAGER APPROVAL

Request is approved. Request disapproved and originator notified.
Identify a specific implementation date: 12/5/2008 Identify expiration date: _____
Brad Vichery 12/4/2008
Responsible Manager or Designee Date

APPLICABILITY DETERMINATION

Activity/Document Number: AP 24-002

Revision Number: 19 Page 1 of 2

Activity Title **REQUISITION AND PROCUREMENT PROCESS**

Brief Description of activity (what is being changed and why):

(what) - This applicability determination review is for the revision of administrative procedure AP 24-002 "Requisition and Procurement Process". In addition, since several of the corrective action source documents are related it will also cover the revision to administrative instruction AI 24A-008 "Non-Stock Requisition Processing for Direct Items" and AI 24A-009 "Non-Stock Requisition Processing for Service Labor Items".

(why) - This revision is required for necessary changes as result of division two-year relevancy review for minor changes to improve clarity and procedure use. In addition, changes are also result of changes recommended in Condition Actions # 3891, 4546, 4856, 4908, 5257, and 5533.

FORM USE DISCUSSION: Does the proposed activity fall with in the framework for making changes under one or more of the regulations, processes or programs below? Address the questions below for all aspects of the activity. If the answer is yes for any portion of the activity, apply the identified process(es) to that portion of the activity. Note that it is not unusual to have more than one process apply to a given activity. See Section 4 of the USA 50.59 Resource Manual (RM) for additional guidance. Coordinate activities with the organization responsible for the regulation, process or program. If through that coordination, it is determined that no change is required (e.g., no plan change), mark yes, document coordination on this form and continue. When regulatory approval has been received, later activities within the scope of the approved activity may be implemented by completing section I of this form.

I. Previous Approval or Evaluation:

Has this CHANGE been previously approved for WCNOG by the NRC or covered by another 50.59 Evaluation (APF 26A-003-03)? Or has the activity had a 50.59 review through another process or procedure. See Note Below.

If Yes, no further screening is required. Provide 50.59 Evaluation number, Amendment number or where no evaluation or amendment required, provide the document number and revision.

YES

NO

Document # _____

See section 4.2 of the RM

NOTE: If referencing a previously performed Evaluation (or USQD) contact Licensing to update the log. 50.59 reviews include Applicability Determinations, 50.59 Screens and 50.59 Evaluations. These reviews must be for the exact same activity.

II. Regulatory Requirements and Controls:

See Section 4.2.1 of the RM

Question	Yes	No	Notes
1. Technical Specifications or Operating License (ref. 10CFR50.90)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure AP 26B-001 for License Amendment Requests.)
2. Quality Assurance Plan (ref. 10CFR50.54(a))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure AI 26A-003 for QAP and related facility or procedure changes.)
3. Security Plan (ref. 10CFR50.54(p))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure AI 26A-003 for Security Plan and related facility or procedure changes.)
4. Emergency Plan (ref. 10CFR50.54(q))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure AI 26A-003 for Emergency Plan and related facility or procedure changes.)
5. IST Program Plan (ref. 10CFR50.55a(f))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedures AP 29B-001 & 002 for ASME code compliance and related facility or procedure changes.)
6. ISI Program Plan (ref. 10CFR50.55a(g))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure AP 29A-001 & 002 for ASME code compliance and related facility or procedure changes.)
7. Fire Protection Program (ref. applicable license condition)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure AI 26A-003 for Fire Protection Program changes.)

III. Maintenance Activities:

See Section 4.2.2 of the RM

1. Is the activity maintenance which restores SSCs to their original design condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If YES process per procedure for plant maintenance, e.g., AP 22C-002 or AP 15C-004 for Surveillance Procedures.)
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APPLICABILITY DETERMINATION

Activity/Document Number: AP 24-002

Revision Number: 19 Page 2 of 2

Activity Title **REQUISITION AND PROCUREMENT PROCESS**

<p>2. Is the activity a temporary alteration <i>supporting</i> maintenance that will be in effect during at-power operations for less than 90 days? <i>Note: This box does not apply to:</i></p> <ul style="list-style-type: none"> • <i>Compensatory actions that address degraded or non-conforming conditions or,</i> • <i>Activities that compensate for out of service equipment.</i> 	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	(If YES process per procedures for plant maintenance, e.g., AP 21I-001.) <i>NOTE: If the activity has the potential to be in place greater than 90 days, a screen must be performed.</i>
IV. UFSAR Modifications:			See Section 4.2.3 of the RM		
<p>Does the proposed activity involve a change to the UFSAR (including documents <i>incorporated by reference</i>) allowed by NEI 96-07 or NEI 98-03 and excluded from requirement to perform a 50.59 Review? (See Section 4.2.3 of the RM) (e.g., editorial, clarification, removing of overly detailed or duplicate information) NOTE: This is not intended to document UFSAR changes generated by other processes.</p>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	(If YES process per procedure AP 26B-003 for revising the UFSAR.)
V. Administrative:			See Section 4.2.4 of the RM		
<p>1. Does the activity involve an administrative activity or managerial or administrative procedures or processes governing the conduct of facility operations (subject to the control of 10 CFR 50, Appendix B)?</p>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	(If YES process per controlling procedures for administrative activities, e.g., AP 15C-004 for revising procedures.)
<p>2. Does the activity involve a change to a regulatory commitment not covered by another regulation based change process (see NEI 99-04)?</p>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	(If YES process per procedure AI 26D-001 for the appropriate activity.)
VI. Other Allowed Regulatory Change Processes:			See Section 4.2.1 of the RM		
<p>Could the activity impact other plant specific programs (e.g., the Environmental Protection, ODCM) which are controlled by regulations, the Operating License or the Technical Specifications? (See Section 4.2.1 of the RM)</p>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	(If YES process per the procedure AI 26A-003 for the appropriate activity.)
<p>VII. Conclusion/Comments: This revision to AP 24-002, AI 24A-008, and AI 24A-009 is being made by using the existing controlling administrative process for procedure and form changes, and are considered administrative changes per AP 15C-004. No further 50.59 review or 50.59 screen is required.</p> <p><input checked="" type="checkbox"/> All aspects of the activity are controlled by one or more of the processes above, therefore a 50.59 review is <u>not</u> required.</p> <p><input type="checkbox"/> If no other regulation or change process framework applies to the proposed activity or any part of the proposed activity, a 50.59 review is required and shall be initiated by completing the 50.59 Screen.</p>					
VIII. Signoffs:					
Preparer (Print Name)	<u>Duane E. Goodlove</u>	(Sign)	<u><i>Duane E. Goodlove</i></u>	Date:	<u>10/16/08</u>
Reviewer (Print Name)	<u>Sandra J Somerhalder</u>	(Sign)	<u><i>Sandra J. Somerhalder</i></u>	Date:	<u>11/04/08</u>
<p>By signing above the Preparer and Reviewer are also indicating that they have verified that they are currently qualified to be a preparer/reviewer. (Use QualTool to verify qualification).</p>					



AP 24-002

REQUISITION AND PROCUREMENT PROCESS

Responsible Manager

SUPPLY CHAIN SERVICES

Revision Number	19
Use Category	Reference
Administrative Controls Procedure	Yes
Management Oversight Evolution	No
Program Number	24

DC38 12/05/2008

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1.0 PURPOSE

1.1 This procedure establishes requirements for the requisition/purchase, receipt and acceptance of material/services for use at Wolf Creek Generating Station (WCGS).

1.1.1 The use of WCNOG Procurement Cards is controlled by AI 24-001 PROCUREMENT CARD USER INSTRUCTIONS.

2.0 SCOPE

2.1 This procedure is applicable to the following:

2.1.1 Procurement, receipt and acceptance of material/services for WCGS.

2.1.2 New Stock Item and Stored Material item creation.

2.1.3 Stock Issue Request (SIR).

2.1.4 Material returned to stores.

2.1.5 Return/sale of material to suppliers/customers.

2.1.6 Identification, disposition and disposal of surplus/salvage/obsolete material.

2.2 The responsibilities and authorization guidelines for control and processing of Non-Purchase Order expenditures, see AI 09C-003 NON-PURCHASE ORDER INVOICES.

2.3 This procedure does not apply to the procurement and disposal of nuclear fuel and related services such as procurement of uranium, conversion, enrichment or fabrication.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 Corporate Policy 1, CONFIDENTIAL INFORMATION PROGRAM

3.1.2 Corporate Policy 10, FISCAL PRUDENCE

3.1.3 ASME Section XI Code Case N-517-1, QUALITY ASSURANCE PROGRAM REQUIRMENTS FOR OWNERS, SECTION XI, DIVISION I

3.1.4 ASME Section III Code Case N-528-1, PURCHASE, EXCHANGE, OR TRANSFER OF MATERIAL BETWEEN NUCLEAR PLANT SITES

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- 3.1.5 AP 05-005, DESIGN, IMPLEMENTATION & CONFIGURATION CONTROL OF MODIFICATIONS
- 3.1.6 AP 14B-001, CHEMICAL CONTROL PROGRAM
- 3.1.7 AP 15D-007, COMPUTER SOFTWARE QUALITY PROGRAM REQUIREMENTS
- 3.1.8 AP 15D-008, CYBER SECURITY PROGRAM
- 3.1.9 AP 24-004, PROCUREMENT OF ITEMS AND SERVICES
- 3.1.10 AP 24-005, CRITICAL SPARE PROGRAM
- 3.1.11 AP 24C-007, PURCHASE ORDER
- 3.1.12 AP 24E-001, IDENTIFICATION AND CONTROL OF MATERIALS, PARTS AND COMPONENTS
- 3.1.13 AP 24E-003, WAREHOUSE MATERIAL STORAGE, HANDLING, PACKAGING, SHIPPING AND MAINTENANCE
- 3.1.14 AP 24E-005, REBUILD/REUSABLE ITEM
- 3.1.15 AP 24E-006, REPLACEMENT ITEM SELECTION
- 3.1.16 AP 24E-007, STORED ITEM MAINTENANCE, SHELF LIFE, STORAGE LEVEL & STORAGE PACKAGING
- 3.1.17 AP 24E-008, MATERIAL ISSUE
- 3.1.18 AP 24G-001, DEDICATION OF COMMERCIAL GRADE ITEMS
- 3.1.19 AP 24H-003, COMMODITY DISCREPANCIES
- 3.1.20 AP 27-004, CONTROLLING SAFEGUARDS INFORMATION
- 3.1.21 AP 30E-003, TRAINING AND QUALIFICATION RECORDS
- 3.1.22 AI 09C-003, NON-PURCHASE ORDER INVOICES
- 3.1.23 AI 14B-003, CONTROL OF CHEMICAL SUPPLIES
- 3.1.24 AI 24-001, PROCUREMENT CARD USER INSTRUCTIONS
- 3.1.25 AI 24A-008, NON-STOCK REQUISITION PROCESSING FOR DIRECT ITEMS
- 3.1.26 AI 24A-009, NON-STOCK REQUISITION PROCESSING FOR SERVICE LABOR ITEMS

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- 3.1.27 AI 24A-010, STOCK REQUISITION PROCESSING FOR SERVICE MATERIAL ITEMS
- 3.1.28 AI 24E-001, OUTBOUND SHIPMENTS
- 3.1.29 AI 24E-002, INVESTMENT RECOVERY PROGRAM
- 3.1.30 AI 24K-001, SELLING AND LENDING OF STOCK ITEMS
- 3.1.31 WOLF CREEK QUALITY PROGRAM MANUAL
- 3.1.32 Four Loop Group Spare and Replacement Parts Exchange Agreement
- 3.1.33 Inter-Utility Agreement for the Purchase and Sale of Material and Equipment
- 3.1.34 Letter # WM 97-0043 dated April 8, 1997, "WCNOC's Management's Action Plan to Address Owner Audit Recommendations"
- 3.1.35 General Cooperation Guideline Equipment and Tool Sharing Between Alliance Members (USA)
- 3.1.36 Loaned Tool and Equipment Policy for Callaway Plant and Wolf Creek Nuclear Generating Station
- 3.1.37 PIR NP 91-0970, Bulk Items.
- 3.1.38 PIR NP 91-1150, Engineering Involvement in safety-related M&TE calibration services.
- 3.1.39 PIR PM 92-0166, Material Requisition added item to blanket purchase order that was beyond limitations of order.
- 3.1.40 PIR NP 92-0378, Engineering dispositions reference Matcodes.
- 3.1.41 PIR 97-2912, Nuclear licensed utilities furnishing special-scope services to WCNOC.
- 3.1.42 PIR 98-0180, Guidance to user(s) for purchases that do not require a material requisition.
- 3.1.43 PIR 98-1797, SEL 97-044, USAR Fidelity Review, Creation of procedure Material Issue AP 24E-008.
- 3.1.44 PIR 98-3327, SEL 98-030, Selling and Lending of Items
- 3.1.45 PIR 99-1906 Enhancements for Direct and Service Labor Requisitions

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- 3.1.46 PIR 2000-2752 (Level IV) Creating Service Material Item(s) for use on Stock Requisitions.
- 3.1.47 PIR 2000-3306 (Level III) Confusion when ordering new chemicals.
- 3.1.48 PIR 2001-2888 (Level III) Kansas Boiler Safety Act.
- 3.1.49 PIR 2002-1470 (Level III) Responsibility confusion between AP 24-002 and AP 05-005 when dealing with Change Package closeout reviews and material in warehouse.
- 3.1.50 PIR 2002-2787 (Level IV) SEL 02-029 Correspondence Screening
- 3.1.51 PIR 2002-2812 (Level IV) SEL 02-012 Procurement Card Usage
- 3.1.52 PIR 2003-2646 (Level IV) Contract Incentive Programs
- 3.1.53 PIR 2006-0163 (Level III) QA Audit K-642, Material Services
- 3.1.54 PILOT CONDITION ACTION # 1516 - Communication with Suppliers and Bidders after requisition submittal without coordination with Purchasing and Contracts.
- 3.1.55 PILOT CONDITION ACTION # 1680 - Incentive Use Reinforcement.
- 3.1.56 PILOT CONDITIION ACTION # 3981 - Environment Management notification when purchasing or leasing diesel or gasoline engines.
- 3.1.57 PILOT CONDITION ACTION # 4546 - Procedure enhancement for procurement from utilities.
- 3.1.58 PILOT CONDITION ACTION # 4856 - Creation of new stock item for new chemicals prior to approval.
- 3.1.59 PILOT CONDITION ACTION # 4908 - Untimely refurbishment of spare ESW pump.
- 3.1.60 PILOT CONDITION ACTION # 5257 - Requisition procedure guidance.
- 3.1.61 PILOT CONDITION ACTION # 5533 - Computer Software Procurement procedure improvements.

3.2 Commitments

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- 3.2.1 ITIP 00325, SOER 84-05 R2, "Bolt Degradation or Failure in Nuclear Power Plants" [5.6.1]
- 3.2.2 WO 96-0101, LER 96-006, "Actuation of Engineered Safety Features due to failure of C Steam Generator Feedwater Regulating Valve" RCMS # 96-147, PIR 1996-1548. [5.6.2.5, 5.6.2.6]
- 3.2.3 PIR 96-1330 (significant PIR), "Use of Non-Safety Related Packing in PAL01A&B". [5.6.2.2]
- 3.2.4 WO 97-0079 dated 08/28/1997, LER 97-007-01. "Failure To Procure Test Gas for a Safety Related Component Through an Appendix B Program", RCMS# 1997-193, (PIR 1997-1347 significant PIR). [5.6.2.3a]

4.0 DEFINITIONS

- 4.1 ALTERNATE NUMBER - An MPAC/CURATOR field designated for the following: manufacturer/supplier's part number, the Westinghouse SPIN number, specification number, Bulk, and/or the Four Loop shared item worksheet number.
- 4.2 AUTHORIZED REQUISITION INITIATOR (ARI) - An individual authorized in MPAC database to create Non-Stock Requisitions (Direct and Service Labor) with the required information provided by Originator. The ARI has received training on AI 24A-008 and AI 24A-009 and MPAC requisition processing. (Ref. 3.1.60)
- 4.3 BULK ITEM - An item having a generic application throughout a nuclear unit, which lends itself to being procured to an industry standard, (e.g., nuts, bolts, materials, o-rings, gaskets, indicator lights, fuses, relays, resistors, etc.). These items are not procured for any specific application and have no special conditioning except as may be noted within the item description. A BULK item will be identified in the Alternate Number Field on page 1 of the Stock Item Maintenance screen, not in the Material Classification field on page 2.
- 4.4 CANNIBALIZE - To remove a piece part of a new stock item for use in a plant asset. To disassemble a used or damaged stock item for piece parts, that still meets design for reuse, and will be rebuilt for return to warehouse inventory.
- 4.5 COMMERCIAL OFF THE SHELF (COTS) SOFTWARE - Computer software developed by outside supplier. Supplier retains rights to proprietary source code. Product should be used as delivered. (Ref. 3.1.61)

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- 4.6 COMMODITY CODE - A four-digit code used to uniquely identify an item through the procurement approval process. Specific codes can be found in each respective instruction for each type of requisition as described in section 6.4.
- 4.7 CORE COMPONENT - Includes but is not limited to fuel assemblies, burnable absorbers, control rods, thimble plugs, secondary sources, and related services.
- 4.8 CRITICAL SPARE - A Critical Spare is an item that is maintained in stock for the purpose of minimizing the impact of an unexpected failure of a Functional Importance Level 1 component.
- 4.9 ENGINEERED ITEM - Any item destined to become part of a system, structure or component (SSC), that is a controlled SSC as defined in AP 05-005, Attachment D. Any consumable item such as grease or chemical that is destined to be used in/on a system, structure or component that is in the configuration control program as defined in procedure AP 05-005, Attachment D, and will not be completely removed prior to declaring the system, structure or component operable.
- 4.10 ENGINEERING PROCUREMENT REQUIREMENTS (EPR) - EPRs are electronic information contained in a controlled data base to be included into POs. EPRs include the procurement description, technical and documentation requirements, and WCNOG Internal Use Only notices and instructions. Method of acceptance will be documented in the WCNOG Internal Use Only section.
- 4.11 ENGINEERED SERVICE - Activities that could have an effect on an engineered system, structure or component that is performed by an entity other than WCGS. (Example, design activities such as calculations; testing activities to determine acceptance/rejection.
- 4.12 INVESTMENT RECOVERY - Method used to report, control and dispose of material, equipment and assets in the possession of WCNOG for which title is vested in the Owners and which is obsolete or in excess of the amount needed for WCNOG requirements.
- 4.13 ITEM NUMBER - The identifier for an item entered in the Product Catalog. This includes Direct, Service Labor, Quote for Service, Service Material, or Stock items. Quote for Service is no longer used but is available in system for reference only.
- 4.14 LEAD TIME - The number of days for normal procurement of an item after the need is identified and until ready for release to the field.

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- 4.15 MANUFACTURER REFERENCE NUMBER/MANUFACTURER ID - A unique alphanumeric identifier that associates a manufacturer with a stock item.
- 4.16 MPAC/CURATOR - An electronic system used to provide information pertaining to procurement, storage maintenance, storage conditions, material descriptions, inventory levels and material applications.
- 4.17 MPAC ELECTRONIC NOUN QUALIFIER TABLE - Used by the MPAC/CURATOR system to establish standard Stock Item descriptions created and maintained by Material Control.
- 4.18 ORIGINATOR - An individual that is the subject matter expert or knowledgeable in describing the need for material or services for use at or for the Wolf Creek Generating Station. Such individuals could be a WO planner, Engineer (Design/Nuclear/System/Support), any WCNOG staff member, or an authorized supplemental employee. (Ref. 3.1.60)
- 4.19 NON-ENGINEERED ITEM - Any item that is not Engineered. This includes non-permanent changes controlled with procedure AP 21I-001 and temporary equipment controlled by procedure AP 21B-003. Non-Engineered items include temporary items used for testing or surveillances that are controlled by other procedures. (Example, M&TE procured without calibration.)
- 4.20 NON-ENGINEERED SERVICE - Activities that will not have an effect on an engineered structure, system or component. Activities that may have an effect on an engineered structure, system or component that is performed by an entity other than WCGS, but the activity is performed under the direct supervision of WCGS personnel and all activities are performed within the controls of WCGS procedures - is non-engineered. (Examples: A specialist to assist or provide expertise, and performs all activities under the direct supervision of WCGS personnel, and all activities are performed within the controls of the WCNOG program; personnel to augment WCGS staff.)
- 4.21 PILOT - (Performance Improvement & Learning Observation & Trending) is a software database. PILOT includes, but not limited to, corrective action, corrective action planning, action tracking, and quick hits/benchmarking. Self-assessments, Quality Oversight audits and surveillances, operating experience, observations and trending.
- 4.22 PROCUREMENT CARD - A credit card designated for procuring certain types of goods in accordance with AI 24-001 "Procurement Card User Instructions".

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4.23 PROCUREMENT DOCUMENTS - For purpose of this procedure, any document that authorizes and facilitates the procurement process. This includes the procurement/return of an item or service, shipment/receipt of items for testing/evaluation, and the act of transferring title of an item. Examples include, but not limited to, Purchase Order/Purchase Order Revisions, Purchase Agreements/Releases, Engineering Procurement Requirements, Receipt Instruction Requirements, Receiving Notices, Shipping Notices, and Work Order/Sub Work Orders.

4.24 PRODUCT CATALOG - A listing of all stock items, non-stock items and services that allow selection for re-order.

4.25 PURCHASE AGREEMENT - An established contract for which requirements and prices can be established for an extended period of time to allow repeated purchases of the included items.

4.26 PURCHASE ORDER - A document that establishes commercial terms and conditions, and specifies applicable technical and quality requirements for the procurement of materials and services.

4.27 REQUISITION - An electronic record utilized to communicate a need to procure an item or service or request quotations and used to notify a supplier/customer for return/sale of material and other record purposes. There are two (2) types: Non-Stock and Stock requisitions, in addition there two (2) product types under each type of requisition.

4.27.1 NON-STOCK REQUISITION

1. Direct (D - product type) - used to initiate the purchase of non-stock, non-engineered, non-ASME material and loaning/borrowing of tools and equipment. (Ref. 3.1.48)
2. Service Labor (SL - product type) - used to initiate the services of a contractor/supplier for labor and/or services either on WCNOG premises or at the supplier's premises; this includes rental of equipment supplied to WCNOG site.

4.27.2 STOCK REQUISITION

1. Service Material (SM - product type) - used to initiate the purchase of stock items from another utility and/or to create a purchase order when making a contingency sale or loaning a stock item to another utility to allow the return of Stock Item to WCNOG. Used by Supply Chain Services and Procurement Engineering personnel only.

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2. Stock (S - product type) - used to initiate the purchase of stock items. Used by Supply Chain Services personnel only.

- 4.28 SAFETY-RELATED SERVICE - Any service procured where part or all of a supplier QA program is being invoked to meet part or all of the WCNOG 10CFR50 Appendix B QA Program.
- 4.29 SHARED INVENTORY ITEM - An item that has been evaluated and an agreement has been reached with another utility regarding how the item will be purchased and stocked. This will provide confidence of the item's acceptability for use in each plant.
- 4.30 SINGLE SOURCE - A Supplier, designated by the Originator as having a singularly available performance capability and as the only source to be considered for a product or service, which is normally available from multiple sources.
- 4.31 SOLE SOURCE - A Supplier, designated by the Originator, as the only source of a product or service based on a required design, quality program or other compulsory criterion.
- 4.32 SPECIAL NUCLEAR MATERIAL (SNM) - Plutonium, Uranium 233, Uranium enriched in the Isotopes 233 and 235, and any material artificially enriched by any of the foregoing. SNM does not include Source Material.
- 4.33 STORED MATERIAL - Non-Stock material requested to be kept (stored) in Warehouse controlled facilities for preservation and later use. Items requested to be stored will be approved by Supply Chain Services and unique stored item numbers and descriptions will be established for the items. Once established the items will be cataloged, issued and delivered to field users utilizing the EMPAC Stores computer database Stock Issue Request (SIR) and Material Returned to Stores (MRS) processes.
- 4.34 SUB-WORK ORDER (SWO) - A stand alone Work Order (WO) that can be generated to support work activities of the parent Work Order.
- 4.35 SUGGESTED REORDER REPORT (SRR) - A list of stock items whose on hand quantity is at or below reorder point. This also includes stock items whose total demand exceeds the available quantity.
- 4.36 SUPPLIER INFORMATION LIST (SIL) - A listing of suppliers that are qualified by Procurement Quality to supply specific safety-related and applicable special-scope material, equipment or services. The list also provides specific evaluation information that should be considered for each procurement.

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- 4.37 WORK ORDER (WO) - The MPAC/CURATOR process for implementation and tracking of WCNOG work activities. These activities may include corrective and preventive maintenance work, surveillances, and corrective action (PIR, CDR, and NCR) dispositions. This program includes elements of plant scheduling, stores and accounting. A WO may be initiated either electronically or hard copy.
- 4.38 WORK REQUEST (WR) - The MPAC process utilized for identifying, documenting, and tracking in-plant, non-plant and non-hardware problems or actions. A Work Request WR may be initiated either electronically or by hard copy.
- 4.39 X-RAY EQUIPMENT - Portable, mobile or stationary equipment capable of converting electrical energy into x-rays by means of an electron tube.

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5.0 RESPONSIBILITIES

5.1 The ORIGINATOR

- 5.1.1 Search the Product Catalog for previously created Item Number before creating a new requisition.
- 5.1.2 Request material or services by one or more of the following:
1. Initiating the on-line Non-Stock Requisition for:
 - Direct Items (D) for non-stock non-engineered material or requesting lending/borrowing of non-stock tools and equipment. Except for ASME Section I, Section IV and Section VIII Division 1 non-engineered items, they will be assigned a stock item and procured as an Engineered item to meet the Kansas Boiler Safety Act requirements per step 6.1.1.4. (Ref. 3.1.48)
 - Service Labor Items (SL) for requesting services whether they are performed on WCNOG site or at the supplier(s) facility; this includes rental of equipment supplied to WCNOG site.
 2. Completing the Parts Page of a Work Order (WO). This automatically generates the electronic Stock Issue Request (SIR) and/or places the item on the Suggested Reorder Report (SRR).
 3. Completing an on-line SIR for stock material.
 4. Initiating a Sub Work Order for the creation of a new Stock Item number if not found after searching Product Catalog.
 5. Initiating a Sub Work Order for the creation of a Stored Material item number that is assigned for storage of non-inventory type(s) of material by the Warehouse.
 - For storage of cannibalized items, those items removed from a SSC from the plant, see procedure AP 24E-005 "Rebuild/Reusable Items" for guidance.

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NOTE

The Manager Supply Chain Services or designee will independently review for adequacy and consistency, with the authority to reject, each request for Single/Sole Source procurement. (Reference 3.1.47)

- 5.1.3 The Originator will provide a completed Form APF 24-002-10, "Single/Sole Source Authorization" on Non-Stock Requisitions with a value greater than \$5000, which specify a single point of supply. The form shall be included in the Requisition Curator Folder referencing the requisition number. Such requests should be avoided whenever possible. For further guidance see AI 24A-008 and AI 24A-009.
- 5.1.4 Provide justification for obtaining outside services when requesting contract labor, consulting services, or other similar contractor services.
- 5.1.5 For services to be performed on WCNOG premises, Originator shall utilize form APF 24-002-09, "Service Requisition Check List" when completing requisition.
1. The Service Requisition Check List form shall be included in the Curator Requisition Folder.
- 5.1.6 Coordinate directly with the Training department (Superintendent Technical Training) for contractor training and scheduling requirements. Coordinate directly with Human Resources department (Supervisor Access Screening & EEO) for Access Authorization criteria for contractor access training and scheduling.
- 5.1.7 After submittal of a Requisition for materials or services, ALL communication, written or verbal, with possible suppliers or bidders shall be coordinated through Purchasing and Contracts. Reference Corporate Policy 10, Fiscal Prudence, paragraph 4. (Ref. 3.1.54)
- 5.1.8 Perform technical evaluations of bids/quotations and provide recommendations.
1. Review and approve proposed technical changes to non-engineered materials and services. Such review and approval shall include coordination with, and evaluation by, other stakeholder groups/functions (e.g. Maintenance) as needed to ensure a comprehensive evaluation. (Ref. 3.1.59)

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- 5.1.9 Document acceptance of services or supplier work.
- 5.1.10 Ensure Environmental Management review and notification on requisitions involving X-Ray Equipment and/or the purchase, lease, or rental of diesel or gasoline engine powered equipment by use of the correct Commodity Code. (Ref. 3.1.56)
1. This notification requirement applies to, but is not limited to, equipment such as generators, compressors, welders, light towers, pumps and boilers.
 2. Notification is achieved by the Commodity Code (third letter - V) per AI 24A-008 and AI 24A-009. V indicates the requisition routing stop after funding approval will be reviewed/approved by Environmental Management.
- 5.1.11 Notify Environmental Management when a non-stock item chemical is being requisitioned in quantities of 10,000 pounds or greater.

NOTE

Prior to submittal of a Requisition for a new chemical, the chemical must be approved for use on site. (Ref. 3.1.47 and 3.1.58)

- 5.1.12 Request of new Chemicals begins with the Originator obtaining Material Safety Data Sheets (MSDS) from the manufacturer/supplier, and forwarding them with a description of the intended use (including plant systems as applicable) to Safety Services, Manager Chemistry/Radiation Protection and Environmental Management for approval per procedure AP 14B-001 CHEMICAL CONTROL PROGRAM. (Ref. 3.1.47)
1. Requisitions will not be processed unless the chemical is approved for use on site and entered into the Chemical Control System (CCS) unless exempt per procedure AP 14B-001 CHEMICAL CONTROL PROGRAM.
 2. If assistance is needed to obtain the MSDS from a manufacturer/supplier, contact Material Control personnel.

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- 5.1.13 Facilitate any required additional funding authorizations, not approved in the MPAC approval cycle.
1. For expenditures less than or equal to \$50,000, this may be accomplished via e-mail (ref. Attachment A) to Purchasing and Contracts.
 2. For expenditures of greater than \$50,000, coordinate completion of APF 24-002-14 COMMITMENT APPROVAL SUMMARY, including all necessary signatures in the order indicated.
- 5.1.14 Coordinate, as applicable, with Supply Chain Services, Security, Maintenance (formally Administrative Services), Plant Scheduling, Health Physics (for contaminated shipments), and Work Week Manager for shipments/receipts of loaned or borrowed equipment.
- 5.1.15 Provide the scheduling of receipt/return of non-stock tools and equipment. Provide the inventory/validation of items received/returned and proper packaging for shipment, as applicable.
- 5.1.16 Consider the appropriateness of including a bonus/penalty incentive program in the contract. Refer to step 6.16 for further incentive program details including suggested incentive program attributes. Contact Purchasing & Contracts if assistance is required for determining the appropriateness of an incentive program for a particular work scope. In all cases the determination shall be based on what is in the best interests of WCNO.
1. Perform a cost/benefit analysis of the program. Identify the cost associated with the program.
 2. Obtain cost center manager's buy-in of the program and cost.
 3. Identify the attributes and determine the specific metrics that will comprise the program.
 4. In order to comply with outage schedule milestones, it may be necessary to only identify the intent to include a bonus/penalty incentive program at the time the PO is issued. The specific details related to schedule performance incentives and radiation worker incentives would then be added at such time as the project schedule is finalized and/or the outage dose budget is finalized.

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5.1.17 Originator will contact the Cyber Security Group (cybersecurity@wcnoc.com) when procuring digital-based microprocessors, components running firmware, programmable electronic devices, or communication networks, including hardware and software. For further guidance see AP 15D-008.

5.2 All Management Requisition Approvers

NOTE

Prior to approving a requisition for a contract to obtain outside services that could be performed by IBEW Bargaining Unit personnel, notify the designated Union representatives and meet upon request for the purpose of reviewing alternatives to contracting. Where time is a critical factor preventing a meeting from taking place, notify the designated Union representatives of the need to contract out the work as soon as possible.

- 5.2.1 Review and approve Non-Stock Requisitions, to verify that the item or service expenditure is approved and requisition required date is correct.
- 5.2.2 Identify any excess or obsolete material that is created by the implementation of plant equipment modifications or other known changes to warehouse stock items on Form APF 24-002-13, "Salvage, Surplus & Obsolescence Report", (SSOR) and submit to Supervisor Warehouse.
- 5.2.3 When required, review and sign form APF 24-002-14 "Commitment Approval Summary" to authorize the expenditure of funds.
- 5.2.4 Direct the return of borrowed tools and equipment in a timely fashion exercising care to eliminate potential for damage or loss. Ensure that materials and equipment are complete, in usable condition, and properly packaged for return shipment.

5.3 Authorized Requisition Initiator (ARI)

- 5.3.1 Create and process requisitions for their respective division or work group, after completion of training, and authorization in the MPAC database by Supply Chain Services.

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5.3.2 ARI may return the Originator's request for initiation of requisition if insufficient information is provided. Originator is responsible to comply with this procedure and AI 24A-008 and AI 24A-009 when requesting material and services.

5.3.3 Share responsibility for the requisition content with the Originator. The Originator is generally responsible for technical and descriptive content and the ARI is generally responsible for administrative content. Examples of administrative content may include:

- Required format of description per procedures AI 24A-008 and AI 24A-009.
- Required underlined fields completed per MPAC requisition database.
- NOTES entered to identify additional word documents or supplier correspondence attached.
- Required forms attached to requisition such as; Single/Sole Source Authorization, WCNOG Service Requisition Check List. The completion and submission signatures are the responsibility of the Originator.

5.4 Manager Information Services

5.4.1 Review and respond (including signature when applicable) to all software license agreements.

5.4.2 Manage and maintain software licenses/inventory in accordance with AP 15D-007.

5.5 Manager Nuclear Engineering

5.5.1 Verify that requisitions issued for the repair of core components are the proper safety classification, evaluated for impact on core design, and contain the appropriate technical, quality, and documentation requirements.

5.5.2 Verify that requisitions issued for parts required for the repair and rework of core components identify the proper design specification and the attributes specified in the preceding responsibility.

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5.5.3 Provide technical assistance to Procurement Engineering for processing procurement documents relating to core components.

5.6 Under the direction of Manager Nuclear Engineering

5.6.1 Procurement Engineering is responsible for processing Requisitions to procure materials, parts, assets, and services required to modify, maintain, repair, test or inspect engineered SSC per this procedure and AP 24-004 PROCUREMENT OF ITEMS AND SERVICES. [Commitment 3.2.1]

5.6.2 In addition, Procurement Engineering is responsible for the following procurement activities:

1. ASME Section I, Section IV and Section VIII Division 1 components and piece parts shall have their technical and documentation requirements formally specified in an EPR. Procurement Engineering shall initiate, approve and issue an EPR for both Engineered and Non-Engineered ASME Section I, Section IV and Section VIII Division 1 components and piece parts. (Ref. 3.1.48)
2. Verification of Parts Classification Packages (PCP) or Safety Class Analysis (SCA) applicability shall be determined before adding safety-related (SR) asset numbers to a non-safety (NS) or special scope (SS) Stock Item per AP 24E-006. [Commitment 3.2.3]
3. Initiate changes for part number, intended application, reference documents and purchasing descriptions, as applicable.
 - a. Review and approve any Stock Item changes for Engineered material for consolidation of multiple stock items into a single stock item. This review will include part number, description, end use (intended application), SPIN numbers and safety classification prior to the consolidation of the material or changes to the electronic database. [Commitment 3.2.4]
4. Determine requirements for shelf life, storage level, packaging and storage maintenance of stock coded items under Warehouse control and enter the information in MPAC/CURATOR. Initiate Work Order or Sub Work Order to notify Warehouse of changes/updates.

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5. Process a Commodity Discrepancy Report (CDR) for Stock Item(s) in the Warehouse that require modification. The CDR should be dispositioned with a Work Order for modification on site or for a Requisition sending the item off site for vendor modification. Modifications priorities will be established by the Central Work Authority. [Commitment 3.2.2]
6. Assist to identify material, which has been modified in the plant and requires a like modification to material in Warehouse stock. [Commitment 3.2.2]
7. Review and approve proposed changes to the technical or quality requirements for engineered materials and services. Such review and approval shall include coordination with, and evaluation by, other stakeholder groups/functions (e.g. Section XI Planning) as needed to ensure a comprehensive evaluation. (Ref. 3.1.59)

5.7 Under the direction of Manager Financial Services

5.7.1 Supervisor Cost Analysis is responsible for the following:

1. Review and electronic processing of General Ledger (G/L) distribution on Non-Stock Requisitions and other financial information as applicable.
2. Closure of Service Labor Purchase Orders.
3. Process Commitment Approval Summary form, APF 24-002-14.

5.7.2 Supervisor Financial Services is responsible for the following:

1. Coordinating with the designated Invoice Approver on form APF 24-002-01 "Invoice Approval Transmittal, Acceptance of Services for the reconciliation and payment of invoices.
2. Process material invoices for Purchase Orders (PO) with matching receipts for payment.
3. Performing accounting services for the approval and payment of purchases with the Procurement Card per AI 24-001, "Procurement Card User Instructions".

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5.8 Under the direction of the Manager Quality

5.8.1 Supervisor Procurement Quality is responsible for the following activities dealing with procurement.

1. Maintain a Supplier Information List (SIL) of qualified suppliers that implement an approved QA program for safety related, commercial grade, certain special scope, ASME Code, fitness for duty and access authorization items or services. Identify any procurement conditions or restrictions.
2. Perform source inspections, surveillances, audits and commercial grade surveys.
3. Perform quality review and approval of procurement documents (Purchase Orders); verify, revise and/or add witness/hold points to procurements, as applicable.
4. Plan and perform Receipt Inspection including material verification for safety-related, commercial grade, ASME Material Upgrade, and applicable special-scope items or services to assure compliance with PO technical and quality requirements.
5. Perform necessary receipt inspection on ASME Section I Section IV and Section VIII Division 1 items as directed by Purchase Order to meet Kansas Boiler Safety Act requirements. (Ref. 3.1.48)

5.9 Under the direction of the Manager Supply Chain Services

5.9.1 Supervisor Material Control is responsible for the Material Control functions as described below.

1. Material Control - Provide inventory management, which is all activities relating to the demand management of materials including identification and stock-level maintenance of warehoused material, identification of unneeded inventory, and processing the sale of Stock Items to other utilities. Specific activities performed by Material Control are listed below.
 - a. Process the Sub-work order generated by Originator for new Stock Item/Stored Material number assignment. Complete applicable fields in MPAC/CURATOR, including Accounting data for stock item and close Sub-Work order.

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- b. Process the Suggested Reorder Report (SRR) for stock items.
- c. Generate approved requisitions from the SRR for warehouse restock items and new stock items requested by the field.
- d. Verify information on the SRR and coordinate with the Originator if it is determined a deficiency or discrepancy exists with the descriptive information, quantity, required date or other preliminary information.
- e. Initiate changes to the stock item fields in MPAC/CURATOR. These changes do not include the Purchasing Description and Commodity Code.
- f. Maintain the stores description in accordance with the specified MPAC/CURATOR Electronic Noun Qualifier Table.
- g. Control the common/exchange spares program in accordance with the Four Loop Group Spare and Replacement Parts Exchange Agreements.
- h. Coordinate with the Originator, as required, regarding target date/required date to ensure material is available to support plant schedules.
- i. Initiate and coordinate the sale or loaning of Stock items, in accordance with AI 24K-001 SELLING AND LENDING OF STOCK ITEMS.
- j. Assist Design Engineering, Procurement Engineering and Implementing Coordinator during Change Package (PMR, DCP, CCP) reviews by, assisting in the identification of material that has been modified in the plant and requires a like modification to material in Warehouse. Take necessary actions to adjust stock item quantities, descriptions, and obsolete material no longer required in inventory due to plant modification. (Ref. 3.1.49)
- k. For Critical Spare Program, participate in evaluations and monitor stocking levels.

5.9.2 Supervisor Purchasing and Contracts is responsible for the procurement of materials and services including the lending and borrowing of tools and equipment, associated with a Purchase Order. Specific responsibilities and functions of Purchasing and Contracts include the following:

1. Process and administer requests for quotation (RFQ) in accordance with AP 24C-009 "Request for Quotation".
2. Coordinate requests for additions or deletions to the SIL with Procurement Quality.
3. Coordinate bid evaluation and supplier selection in accordance with AP 24C-010 "Bid Evaluation and Selection of Suppliers".
4. Coordinate changes to procurement requirements. For engineered and/or safety-related and applicable special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without the approval of Procurement Engineering..
 - Procurement Quality shall review exceptions to quality requirements by the selected supplier.
 - Instructions from Procurement Quality to revise Quality 'hold points' in the procurement documents may be communicated to Purchasing and Contracts without Engineering involvement.
 - Changes in commercial terms (e.g. item quantity) are not considered changes to a technical or quality requirement.
5. Verify quality status as applicable. The supplier shall be listed on the SIL prior to placement of an order for certain Special Scope procurements and those procurements for which 10CFR21 reporting requirements and a 10CFR50 Appendix B quality program have been imposed in the Requisition verbiage. If the selected supplier is not on the SIL, Purchasing and Contracts shall request an evaluation by Procurement Quality to determine supplier qualification.
6. Coordinate review and signature of software licenses with Manager Information Services. (Ref. 3.1.61)

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7. Assemble, process and issue Purchase Orders in accordance with AP 24C-007 "Purchase Order".
8. Confirm the need for, and coordinate issuance of, Letters of Intent (LOI), Memos of Understanding (MOU) or other similar pre-contract commitment techniques. Such documents should only be used when absolutely necessary, with formal contractual documents to follow as soon as reasonably possible.
9. Facilitate/coordinate resolution of contractual disputes and questions.
10. Perform expediting and follow-up activities as necessary to support plant activities.
11. Manage and administer traffic and logistics activities.
12. Administer the WCNOG Procurement Card program in accordance with AI 24-001 "Procurement Card User Instructions".

5.9.3 Supervisor Warehouse is responsible for receiving and maintaining Wolf Creek inventory under Warehouse control and documenting the receipt and outbound shipments of inventory, materials, tools and equipment when a procurement document is involved, as applicable. Specific activities, which Warehouse performs, are listed below.

1. Offload, search, receive, store, maintain, issue and deliver items and material.
 - a. Coordinate/validate with Originator, HP, Security, and Maintenance (formally Administrative Services) as applicable, the shipment or receipt of non-stock loaned/borrowed tools and equipment that is delivered/shipped to/from locations other than the main warehouse.
2. Package and ship items and material as defined in "Warehouse Material Storage, Handling, Packaging, Shipping and Maintenance" AP 24E-003 and "Outbound Shipments and Investment Recovery Program" AI 24E-001.
3. Verify and segregate physical stock quantities for ASME Section XI requested material.
4. Process items returned to the Warehouse for restock.

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5. Perform a statistical sampling of items in inventory and reconcile, as required, to resolve any discrepancies.
6. Perform, as applicable, follow-up activities for material overages, shortages, damages and nonconformance.
7. Ensure all material, equipment, and parts are properly declared and execute timely economic disposition and maintain record of all material declared and/or disposed of through Investment Recovery.
8. Non conforming material will be segregated and processed per AP 24H-003 COMMODITY DISCREPANCIES AP 24E-003 WAREHOUSE MATERIAL STORAGE, HANDLING, PACKAGING, SHIPPING AND MAINTENANCE procedures.
9. Issue, stage, and deliver material as applicable to the Plan of the Day (POD).
10. Coordinate the delivery of material, requiring maintenance and/or testing, to the appropriate group.
11. Coordinate and maintain Warehouse maintenance and shelf life programs per AP 24E-003 and AP 24E-007 as directed by Procurement Engineering via Work Order of Sub Work Order.
12. Process obsolete, salvage or scrap owned material under the physical custody and fiscal control of the WCNOG Warehouse in accordance with procedure AI 24E-002 Investment Recovery Program.

6.0 PROCEDURE

6.1 General Requirements

6.1.1 The method of requesting material, equipment and services is by use of the MPAC Work Order and/or MPAC Stores Modules.

1. If material is being used on a Work Order (WO) or Sub Work Order (SWO), the Originator will list material on the Parts Page of Work Order (WO) or Sub Work Order (SWO) if the material has an assigned Stock Item number.
 - a. When the WO/SWO is processed the Stock Issue Request (SIR) will be initiated for the date the material is needed.
 - b. If sufficient quantities are not available the MPAC Stores Module will indicate a demand on the Suggested Reorder Report (SRR). Items on the SRR will be ordered by initiation of a Stock Requisition (S or SM product type) by Supply Chain Services personnel.
2. If material is not to be used on a WO/SWO, the Originator will access the MPAC Stores Module and initiate a SIR for the date the material is needed.
3. If material is Engineered per the definition of this procedure and no Stock Item number exists in Product Catalog, the Originator will generate a SWO for the creation of a new Stock Item per Attachment C of this procedure.
4. If material is non-engineered per the definition of this procedure, no stock number exists in Product Catalog and is an ASME Section I, Section IV and Section VIII Division 1 component and is non-engineered, it will be procured as if it were an Engineered item, with a commodity code of NSEE. Originator will generate a SWO for creation of Stock Item as identified in step 6.1.1.3 above. This action will ensure the requirements of Kansas Boiler Safety Act are met during the procurement and receipt process. (Ref. 3.1.48)

NOTE

When ordering materials or services on Non-Stock Requisitions, search the Product Catalog for an existing catalog Item number that could be used to order the material or service (example Dxxxxxx or SLxxxxxx). Using that existing item number will electronically populate many of the requisition fields.

5. If material is non-engineered per AP 05-005, no stock number exists in Product Catalog and it is Non-ASME, the Originator will initiate a Non-Stock Requisition to request the material be purchased.
 6. If services are needed, Originator will initiate a Non-Stock Requisition for the service.
 - a. For services to be performed on WCNOG premises, Originator shall utilize form APF 24-002-09, "Service Requisition Checklist" when completing requisition. Form shall be included in the Curator Requisition Folder.
 7. If tools or equipment are needed and the decision is to borrow/loan from another utility, the Originator will check for existing Direct item number in Product Catalog and initiate a Non-Stock Requisition. If Direct Item number does not exist in Product Catalog, then follow guidance in AI 24A-008 "non-Stock Requisition Processing for Direct Items".
- 6.1.2 Prioritization of procurement activities shall be per AP 22A-001, SCREENING, PRIORITIZATION AND PRE-APPROVAL:
1. Items needed for a WO or SWO carry the same priority as the WO or SWO.
 2. Items not needed for a WO or SWO but are designated Critical Spare carry the priority of 4N24.
 3. Items not needed for a WO or SWO and not designated Critical Spare carry the priority of 5N15.
- 6.1.3 In the event that the MPAC/CURATOR computer system is not available and the need is emergent, initiate expedited/emergency procurement activities as specified in section 6.15.5 and/or 6.15.6.

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6.1.4	A Requisition is not required to return unused material to the supplier for commercial considerations or to return surplus material to Suppliers. Other exceptions to a Requisition are identified in Attachment B, Miscellaneous Exceptions to Requisition requirements.
6.1.5	Communication with suppliers shall be in accordance with Corporate Policies 1 and 10.
6.1.6	Procurement documents which contain Safeguards Information (SI) shall be controlled in accordance with AP 27-004.
6.1.7	Requisitions for computer hardware or software will be routed to Information Services for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code.
6.1.8	Requisitions for office furniture, tables, desks, chairs, vehicles, heavy equipment, audio/visual equipment (e.g. digital cameras and video cameras), and digital/analog copiers will be routed to Human Resources or Maintenance (formally Administrative Services) for approval and processing. Routing will be accomplished electronically via the assigned Commodity Code.
6.1.9	In-house training capabilities should be discussed with the Training Division prior to processing a Requisition for training services. Training conducted by a contractor shall be documented in accordance with AP 30E-003.
6.1.10	Requisition approvals shall be as delineated in Attachment A.
6.1.11	Detection and control of fraudulent and substandard materials is the responsibility of all who use this procedure.
6.1.12	Manager Chemistry/Radiation Protection will communicate and coordinate with Supply Chain Services for radioactive material receipts and outbound shipments. Forward documentation (i.e. bill of lading, shipping manifest, etc.) as applicable to Supply Chain Services.
6.1.13	Chemistry, Environmental Management, Fire Protection, and Safety Services groups will review all new chemicals for approval for use on site per AP 14B-001 CHEMICAL CONTROL PROGRAM.

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NOTE

Prior to submittal of a Requisition for a new chemical, the chemical must be approved for use on site. (Ref. 3.1.47 and 3.1.58)

1. Originator shall obtain the Material Safety Data Sheet for the non-approved chemical and provide the completed APF 14B-001-01 REQUEST FOR NEW CONSUMABLE PRODUCT APPROVAL FOR USE AT WOLF CREEK GENERATING STATION to Document Services, to start the approval process. (Ref. 3.1.47)
 2. Material Control may create the stock item for the new chemical, then inactivate it, until approved for use on site. (Ref. 3.1.58)
 3. Document Services will initiate the input of information into an electronic review process.
 4. If assistance is needed to obtain the MSDS from a manufacturer/supplier, contact Material Control personnel.
- 6.1.14 Documents received directly from a supplier shall be reviewed and transmitted to the appropriate group per AP 15B-001 CORRESPONDENCE CONTROL.
- 6.1.15 Material Control will coordinate, as necessary, with the Originator for scheduling of deferred refurbishments (rebuids). Warehouse will store deferred items until scheduled for refurbishment in accordance with AP 24E-005.
- 6.1.16 The sale of Stock items is processed and documented on a WCNOG Selling/Lending Acknowledgment form AIF 24K-001-01 per procedure AI 24K-001 SELLING AND LENDING OF STOCK ITEMS.
- 6.1.17 Originators requesting to lend or borrow non-stock tools and equipment with other utilities are responsible for searching the Product Catalog for existing Direct Item number and initiating a Non-Stock Requisition. Originator is responsible to coordinate the receipt and subsequent return of such tools and equipment. Refer to references 3.1.35 and 3.1.36 for specific guidance and requirements.

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1. This includes but not limited to inventory/validation of items received/returned, loading assistance, assuring items are packaged correctly to prevent freight damage when returning borrowed tools, and scheduling of such activities, as applicable.
2. It is the responsibility of the Originator to verify/validate the receipt and return shipment of non-stock items not controlled by the Warehouse (including radioactive items).
3. If the borrowed/loaned tools and equipment to be returned is classified as Radioactive, the Originator is responsible to inventory the item for completeness, notify Warehouse personnel for assistance with packaging to prevent damage, coordination with Work Week Manager to schedule target date for receipt/return support, and HP personnel to perform necessary surveys and other documentation.

6.1.18 Stored Material (non-inventory material) will now be stored by Warehouse personnel in warehouse controlled locations. Those items will have a unique Stored Material item number assigned by Material Control. A request to store material is performed by submitting SWO and including form APF 24-002-15 or including the information from the form on page 1 and/or 3 of SWO as directed in Attachment C.

1. The Stored Material item number will consist of a two (2) letter prefix of "ZZ" and an eight (8) digit numerical number. Example: ZZ69000090 "STORED, BRACKET, GENERATOR END SHIELD, FOR TURBINE GENERATOR WORK". All Stored Material descriptions will have the noun of "Stored" followed by the description of item.
2. Stored Material items will be listed in Product Catalog, which can be readily searched and located. Each Stored Material item will have a Stock Location and Stock Maintenance screen in the EMPAC stores module.
3. Material Control will coordinate with Originator of SWO and determine if material will be stored or disposed of by other means, i.e. scrap or sell.

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4. The subsequent request to get the material issued to Work Group will be performed by using the Stored Material number and the EMPAC SIR process. After the material is used and needs to be stored again the material will be returned using the Material Returned to Stores process with copy and or reference to the SIR.

5. For storage of cannibalized items, those items removed from Controlled SSC, see procedure AP 24E-005 "Rebuild/Reusable Items" for guidance.

6.2 Requesting A New Stock Item Number

6.2.1 Originator after searching the Product Catalog with no results, will perform the following steps:

1. Create SWO per procedure AP 16C-006.
2. Place the description of the new stock item in the description field of page 1 of the SWO.
3. Complete form APF 24-002-15 "New Stock Item/Stored Material Request" per ATTACHMENT C and attach to SWO using CURATOR or include all requested form information on page 1 or 3 of the SWO.

6.3 Requesting A New Stored Material Item Number

6.3.1 Originator after searching the Product Catalog with no results, will perform the following steps:

1. Create SWO per procedure AP 16C-006.
2. Place the description of the new Stored Material in the description field of page 1 of the SWO.
3. Complete form APF 24-002-15 "New Stock Item/Stored Material Request" per ATTACHMENT C and attach to SWO using CURATOR or include all requested form information on page 1 or 3 of the SWO.
5. Material Control will review and process SWO for Stored Material creation/assignment and inform Originator of results of review Stored Material request. Material Control and/or Warehouse will give directions for storing or disposing of non-inventory material.

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6.4 Types of Requisitions, guidance for their use

6.4.1 Non-Stock Requisitions

NOTE

Quote for Services (QS) product types will no longer be available in EMPAC. To request a quotation, use the appropriate product type Non-Stock requisition, and identify in the Header Notes of requisition that purpose is to obtain a quotation.

1. Direct (D) item (product type) are initiated and processed per AI 24A-008 NON-STOCK REQUISITION PROCESSING FOR DIRECT ITEMS.
 - Are used to initiate the purchase of non-stock, non-engineered, non-ASME material. (Ref. 3.1.48)
 - Will be initiated for creation of purchase order for loaning tools and equipment (non-stock items) with other utilities.
2. Service Labor (SL) item (product type) are initiated and processed per AI 24A-009 NON-STOCK REQUISITION PROCESSING FOR SERVICE LABOR ITEMS.
 - Are used to request contractor services beyond the scope of WCNOG personnel or additional personnel to supplement WCNOG personnel; this includes rental of equipment supplied to WCNOG site.
 - Are used to request off site testing and/or repair services.

6.4.2 Stock Requisitions

1. Service Material (SM) item (product type) are initiated and processed per AI 24A-010 SERVICE MATERIAL REQUISITION PROCESSING.
 - Are generated by Material Control personnel of Supply Chain Services division only.
 - Are used to purchase Stock numbered items from other Utilities instead of Original Equipment Manufacturer (OEM) or Suppliers.

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- Are used to create a Purchase Order when making a contingency sale of WCNOG owned Stock numbered item or loaning a stock item to another utility to allow the return of Stock Item to WCNOG.
- As required, Procurement Engineering may generate a 'new' Product Catalog Item (Service Material Item) to purchase from another utility on an existing Stock Requisition. (Ref. 3.1.46)

2. Stock (S) item (product type)

- Are generated by Material Control personnel of Supply Chain Services division only.

6.5 Material Reserves

NOTE

It is the responsibility of the Originator to verify the intended use (Asset/Spec) as appropriate for the material being reserved (AP 24E-006).

If a specific lot number is required to complete the reserve transaction, the reserve Originator shall notify Warehouse personnel via Warehouse E-mail box to segregate the material.

- 6.5.1 Material Reserves will be done automatically by placing the material on the Parts Page of the WO/SWO or by creating a Stock Issue Request.

6.6 Stock Issue Request (SIR)

NOTE

Prior to transmitting a SIR for stock coded items that are identified as restricted use for another Department/Section, the Originator shall obtain approval for its use from that Department/Section.

- 6.6.1 Stock Issue Requests may be generated through the work order process or by accessing the MPAC Stores Module.

1. Stock Issue Requests are generated when stock items are placed on the Parts Page of the Work Order. When a Work Order is not required, a new Stock Issue Request may be generated by selecting Stock Issue in the MPAC Stores Module. The Originator shall ensure all applicable sections of the SIR are correctly completed.

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- a. DATE REQUIRED - Date automatically defaults to current date. This field should be changed to reflect the actual 'need' date.
- b. WORK ORDER NUMBER - Enter the Work Order number. The Asset, Category, and Account numbers associated with the Work Order will automatically fill in and cannot be edited. If there is no Work Order, the Originator must fill in the Project Number field or the G/L Account field.
- c. ASSET LABEL - Will automatically fill in when the Work Order number is entered.
- d. CATEGORY - Will automatically fill in when the Work Order number is entered.
- e. PROJECT NUMBER - Enter the MPAC project number if applicable.
- f. LINE NUMBER - If project number is used, select the correct line number.
- g. G/L ACCOUNT - Will automatically fill in when the Work Order number is entered or choose appropriate distribution.
- h. DELIVER TO - Deliver to field automatically defaults to the Originator's name. This field should be changed to reflect where or to whom the item(s) are to be delivered.
- i. SYNCHRONIZE DATES - Checkbox is used to keep the Date Required on the Stock Issue Request 'in step' with the Parts Required date on the Work Order. If this box is checked and the date on the Work Order changes prior to the SIR printing, the date required on the SIR will also be updated.
- j. STOCK NUMBER - Enter the MPAC stock item desired.
- k. LOCATION CODE - Choose 723
- l. ISSUE POINT - Choose 723

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- m. REQUEST QUANTITY - Enter number required. If more than one stock item is needed, click edit/add row and add the number and quantity to the new row.
- n. After all information is entered; click Save and the SIR will be saved in the MPAC system, subsequently print at the Warehouse and be delivered or staged as applicable.

2. Requested material shall be retrieved from storage by the Warehouse in accordance with AP 24E-008.

6.7 Maintenance and Receipt Testing

- 6.7.1 When Storage Maintenance and/or Testing of stock material is required to be performed by the field, the material shall be referenced on the Parts Page of the Work Order with 0 (zero) quantities listed. The field shall enter the correct delivery date to ensure the material is delivered by the date the work is scheduled to be performed. A SIR will not be generated.
- 6.7.2 For items being tested for installation on another Work Order, the words "Pre-installation Testing" shall be used in the Work Order Problem Description.

6.8 Material Returned To Stores

NOTE

Used items (material acceptable for re-use without reconditioning) shall not be returned to the Warehouse stock per this method below. Used items and rebuilt (refurbished) will be returned in accordance with the Rebuild process in accordance with procedure AP 24E-005 REFUBISHED ITEM/REUSABLE ITEM.

- 6.8.1 To return unused stock items and material to the Warehouse, the Stock Issue Request (SIR) should accompany the material. SIR form has been modified to include Quantity and Date field(s), both of which should be filled out when returning material.
 - 1. For nonconforming material, the Originator shall provide a complete description of the problem to the Supervisor Warehouse. A CDR may be generated as necessary in accordance with AP 24H-003.

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6.9 Service Acceptance

- 6.9.1 The acceptance of services shall document acceptance of all appropriate line items described in the PO. This acceptance includes such things as onsite review of supplier certifications, surveillance of the activity, review of contractor procedures to ensure compliance with the WCNOG QA Program, and verification of the results of the activity.
- 6.9.2 Upon receipt of invoice from Contractor, Invoicing will prepare and forward to the Invoice Approver form APF 24-002-01 "Invoice Approval Transmittal, Acceptance of Services" for approval of payment.
- 6.9.3 The organization that initiates a requisition for hourly contractor on-site services shall be responsible for the acceptance of such services by approving contractor time sheets.
- 6.9.4 Upon issuance of a purchase order for applicable services, Purchasing and Contracts will initiate a "Contractor Performance Evaluation Form" (CPEF), within the PILOT Software Program and assign it to the appropriate individual (typically the Contract Technical Coordinator). Upon completion of the services, the assigned individual shall complete the CPEF in PILOT.

6.10 Quality Review of the Procurement Documents

- 6.10.1 Procurement Quality shall review safety-related and special-scope Purchase Orders to ensure incorporation of quality requirements listed below. Exceptions to this review include purchase orders for Fire Protection or Emergency Planning items or services and purchase orders for previously approved SR/SS Agreements.
1. Quality requirements from the Engineering Procurement Requirement (EPR) developed by Procurement Engineering in accordance with AP 24-004.
 2. Supplier specific quality requirements from the SIL.
 3. Special quality receipt inspection requirements, if applicable.
 4. Desired witness/hold points during manufacture/test for the purpose of inspection and surveillance.

6.10.2 For engineered and/or safety-related and special-scope procurements, no modification to the procurement documents technical or quality requirements shall occur without Procurement Engineering approval. Instructions from Procurement Quality to revise Quality 'hold points' in the procurement documents may be communicated to Purchasing and Contracts without Procurement Engineering involvement.

6.11 Supplier Inspection

6.11.1 Based upon the safety significance and complexity of a safety-related or special-scope item/service, Procurement Quality shall establish the need for supplier audits, surveillances and/or inspections.

6.11.2 The originating organization shall be responsible for establishing supplier monitoring points for non-safety-related items, which require inspection of supplier.

1. If such a need exists, the procurement documents shall specify the exact inspection/surveillance to be performed or provide for establishing the inspection/surveillance at a later date (witness/hold points).

2. In order to facilitate the identification and scheduling of audits/surveillances/inspections, the supplier may be requested to submit manufacturing/fabrication schedules.

6.11.3 Nuclear Engineering is responsible for the supplier surveillance for core components.

6.12 Supplier Deviations

6.12.1 Safety-related and applicable special-scope procurement documents shall require the supplier of items and materials to submit Use-As-Is and Repair nonconformances for approval of the recommended disposition through the Design/Configuration Change process in accordance with AP 05-005. Material and services suppliers shall also be required to submit notice of deviation from procurement document requirements for approval. Deviations are forwarded to Procurement Engineering and Procurement Quality, as applicable for resolution. (ASME Section VIII Division 1 will require Authorized Inspector concurrence prior to acceptance by WCNOE Engineering and Procurement Quality.)

6.13 Review And Approval Of Supplier Submittals

6.13.1 Based upon the safety classification and complexity of items and services being procured, the originating organization and/or Procurement Engineering and Procurement Quality shall establish and define the requirements for supplier submittal of documents such as internal inspection plans, drawings, test reports (e.g., seismic and environmental), procedures and manufacturing information.

6.13.2 Review and approval of these submittals shall be in accordance with AP 15A-002 and other documented procedures.

6.13.3 Documents received directly from a supplier shall be reviewed and transmitted to the appropriate group per AP 15B-001 CORRESPONDENCE CONTROL. A Receiving Notice (RN) will be generated for purchase order related documentation packages received in the Warehouse or upon notification of receipt from User groups, as applicable, in accordance with AP 24D-005 MATERIAL RECEIPT and AP 24D-003 RECEIPT INSPECTIONS.

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6.14 Material Receipt, Inspection, and Acceptance

- 6.14.1 Warehouse personnel shall unload, search and receive material at the WCGS Warehouse. Safety-Related and Special-Scope material or Non Safety-Related (ASME Section I, Section IV and Section VIII Division 1 items) as applicable, shall be routed to Procurement Quality for receipt inspection and acceptance prior to binning and/or issue. (Ref. 3.1.48)
- 6.14.2 The Warehouse shall notify and/or deliver non-stock receipts to Originator or user groups.
1. The Originator shall verify non-stock items are as ordered, and coordinate with Purchasing and Contracts when discrepancies/damage is found on loaned/borrowed tools and equipment for appropriate replacement action.
 2. When notified in writing, by the user group, Warehouse shall initiate Receiving Notices for shipments associated with a Purchase Order regardless where material was off-loaded, if required by Purchase Order. Normally this will be as directed by the Originator's written validation of material received.
 3. Any discrepancies noted during the receiving process shall be controlled in accordance with approved procedures.
- 6.14.3 Procurement Quality shall establish inspection procedures, prepare inspection and test plans, perform receipt inspections, coordinate tests and complete receiving inspection reports for safety-related and applicable special-scope items and material.
- 6.14.4 When the method(s) of acceptance includes the results of supplier audits, surveillance's and/or inspections, they shall be documented and made a part of the receipt inspection package. Evidence of the cancellation of any witness/hold points shall also be included.

6.15 Unique Procurement Activities

- 6.15.1 ASME Section III Material may be procured from non-accredited supplier(s), a supplier without an 'N' type Certificate or Quality System Certificate, in accordance with ASME Code Case N-517-1 per the requirements identified in AP 24-004 PROCUREMENT OF ITEMS AND SERVICES.

6.15.2 ASME Section III Material may be purchased from licensed utilities in accordance with ASME Code Case N-528-1, with the following requirements. Specifically, this Code Case will be used for Material meeting the definition in IWA-9000; may be purchased, exchanged, or transferred between nuclear plant sites, provided the following requirements are met.

1. Materials shall have been furnished to the supplying plant in accordance with NA-3700/NCA-3800.
2. Since receipt by the supplying plant, the material was not placed in service, welded, brazed, nor subjected to any operation that might affect the mechanical properties of the material (e.g., heat treatment or forming).
3. Documentation required by NA-3700/NCA-3800 shall be provided to WCNOG with the material.
4. When the material is fabricated in accordance with specific dimensional requirements in addition to those provided in a national standard (e.g., non-welded valve bonnet or non-welded pump casing), the evaluation of suitability required by IWA-4160 (IWA-7220 in Editions and Addenda prior to 1991 Addenda; IWA 4150 for the 1991 Addenda through the 1995 Edition, no Addenda) shall include an evaluation of the material for its intended application, including any differences that might affect form, fit, or function.
5. WCNOG shall obtain certification for the following:
 - a. The supplying plant purchased the material in accordance with NA-3700/NCA/3800 and maintained it in accordance with their Quality Assurance Program.
 - b. Since receipt by the supplying plant, the material was not placed in service, welded, brazed, nor subjected to any operation that might affect the mechanical properties of the material (e.g., heat treatment or forming).

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6.15.3 Common/Exchange Spares Program

1. The Common/Exchange Spares Program between Wolf Creek, Callaway and other partnering utilities allows exchange of spares when necessary. QA requirements and required documentation are provided to attest to the attainment of quality.
2. Shared Inventory Items between Wolf Creek, Callaway and other partnering utilities allows for, upon demand, the use by either utility of stock items evaluated for mutual acceptability. QA requirements and required documentation are provided to attest to the attainment of quality.

6.15.4 Procurement With Licensed Utilities

1. "Four Loop Group Spare and Replacement Parts Exchange Agreement" or the "Inter-Utility Agreement for the sale and purchase of material and equipment" will be invoked for procurement from other utilities when applicable. Terms and Conditions for procurement from utilities that are not parties to existing agreements will be negotiated by Purchasing and Contracts. (Ref. 3.1.57)
2. Licensed utilities will not normally be listed on the SIL except for Safety-related or applicable Special Scope services.

6.15.5 Expedited Procurement

1. When items or services are urgently needed to prevent an outage or to return the unit to service, the following expedited actions may be taken:
 - a. Initiate procurement by a telephone call to Purchasing and Contracts from a Department Head, Call Superintendent, Shift Manager or Outage Shift Manager, with an approved Requisition to follow as soon as practicable.
 - b. Placement of a confirming telephone order by Purchasing and Contracts with the PO to follow as soon as practicable.

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c. For Safety-Related and applicable Special-Scope items with the supplier currently on the SIL production/fabrication of the item may begin without delay. If the supplier is not currently qualified, work may not start until authorized by Procurement Quality. The assigned Procurement Quality representative shall witness, inspect or otherwise verify that correct material, designs and processes are utilized and that accurate documentation is produced to attest to the quality of the item. This verification includes final product and document review prior to release or shipment to WCGS.

d. Documentation that material and equipment conform to procurement requirements shall be at WCGS prior to use of such material and equipment. The documentation shall be sufficient to identify specific requirements such as codes, standards or specifications met by the material and equipment.

6.15.6 Procurement in Emergency Situations

1. For those situations, which constitute a threat to the plant operating status or to the health and safety of plant staff or the general public, the standard procurement process may be modified to expedite procurement by taking necessary actions, including the following:
 - a. The Vice President Operations & Plant Manager or designee shall notify the President and Chief Executive Officer when this procurement authority is exercised.
 - b. The Vice President Operations & Plant Manager or designee shall coordinate with Supply Chain Services with an approved Requisition to follow as soon as practicable.

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c. Material, parts or assets procured without full qualification and documentation and utilized in a safety-related system during a situation of this significance, shall be upgraded to the required qualification level or replaced with qualified and documented items as soon as the activity can be safely accomplished. In either case, qualification and documentation shall be obtained in a timely manner.

6.16 Bonus/Penalty Incentive Programs

6.16.1 Bonus/Penalty Incentive Programs may be in the best interest of WCNOG for certain scopes of work. Although these will usually add additional contract costs, the overall potential project benefits can outweigh these added costs. Certain types of contracts will more readily lend themselves to incentive programs, these could include:

1. Major outage contracts.
2. Schedule critical work scopes or work scopes that have the potential to impact other activities.
3. Work scopes that have long-term operational impact such as a full cycle operation.
4. Contracts where performance is at least partially tied to targets.
5. Long-term and/or high value work scopes where success requires the contractor to share risk.

6.16.2 Principle program performance attributes may include safety, schedule, cost, procedure compliance, personnel qualifications, cycle performance, and radiation exposure.

6.16.3 Incentive programs included in adopted USA agreements may or may not be appropriate for WCNOG and should not be regarded as a mandatory substitute for a more appropriate site specific program. The decision to utilize a USA agreement incentive program as is, to supplement the USA program with our own components/criteria or to replace it entirely with our site specific program should be made based on what is in the best interests of WCNOG. (Ref. 3.1.55)

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6.16.4 Bonus/Penalty Incentive Programs should not be considered if there is not the potential to realize benefits commensurate with the cost.

7.0 RECORDS

- 7.1 The Contractor Performance Evaluation Form is a PILOT Observation application non-QA record and shall be filed in the PILOT Software Database.
- 7.2 The following forms are non-QA records and shall be filed with the associated procurement package; APF 24-002-09, APF 24-002-10, APF 24-002-13, and APF 24-002-14.
- 7.3 Form APF 24-002-01 is a non-QA record and shall be filed with the Financial Services invoice batch.
- 7.4 Form APF 24-002-15 is a non-QA record and shall be filed, if used, with the associated Work Order that documents the creation of the new Stock Item or Stored Material item.
- 7.5 The Requisition is an MPAC created electronic corporate record. It is filed in the CURATOR electronic system as a Corporate/FERC 40A record.

8.0 FORMS

- 8.1 APF 24-002-01, Invoice Approval Transmittal, Acceptance of Services
- 8.2 APF 24-002-09, WCNOG Service Requisition Check List
- 8.3 APF 24-002-10, Single/Sole Source Authorization
- 8.4 APF 24-002-13, Salvage, Surplus & Obsolescence Report
- 8.5 APF 24-002-14, Commitment Approval Summary
- 8.6 APF 24-002-15, New Stock Item/Stored Material Request Form

- END -

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ATTACHMENT A

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MINIMUM PROCUREMENT APPROVAL REQUIREMENTS

- A.1 The Requisition shall be processed by the Originator and Financial Services and approved by the authorized Supervisor, Manager or designee.
- A.2 Approvals shall be in accordance with the limits specified below based on the indicated position titles or their equivalent(s):
- a. up to \$5K - Supervisor
 - b. up to \$25K - Superintendent; Material Control personnel for Warehouse stock items
 - c. up to \$50K - Manager; Supervisor Material Control for Warehouse stock items.
 - d. up to \$500K - Officer reporting to the President/CEO
 - e. Over \$500K - President/CEO
- A.2.1 In the event a total dollar amount cannot be estimated for a particular commitment, a dollar amount based on the work scope or project budget is to be used. If the PO will be issued for an indefinite period of time and likely exceed other levels of approval authority, approval by the President/CEO shall be obtained.
- A.2.2 Approval for Warehouse Reorder Requisitions via the Suggested Reorder Report (SRR) will be coordinated through the Supervisor Material Control or designee. Commitment Approval Summary form, APF 24-002-14, will be utilized per this procedure for purchase of Warehouse stock items.
- A.3. In the event that approved funding on the requisition is inadequate for purchase when compared to actual pricing, the Buyer/Contract Administrator is authorized to approve additional funding to a maximum of \$250 per line item.

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ATTACHMENT A
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MINIMUM PROCUREMENT APPROVAL REQUIREMENTS

NOTE

This \$250 additional funding limitation does not apply to stock items. Stock items are individually approved for purchase based on limits specified in paragraph A.2 above, rather than on the amount identified on the requisition.

- A.4. Increases in PO value shall be documented and approved in accordance with approval levels specified above, based on the amount of the increase. At the discretion of the Supervisor Purchasing and Contracts, approvals are not applicable when the increase is insignificant, for accounting record purposes or PO and invoice reconciliation. Authorizations to increase PO funding will be forwarded to Purchasing and Contracts and will be included in the PO file. Funding increases to ongoing "time and materials" type contracts shall be coordinated with Financial Services (Cost) by the Originator; typically, no revision to the PO is required.
- A.5. In the absence of the Vice President Operations & Plant Manager; the Shift Manager or Call Superintendent, shall have approval authority up to \$100K.
- A.6 During periods of an Outage (forced or refuel) the Outage Shift Manager shall have approval authority up to \$250K.

- END -

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ATTACHMENT B

(Page 1 of 2)

MISCELLANEOUS EXCEPTIONS TO REQUISITION REQUIREMENTS

NOTE

If you have a question as to whether or not an item requires a Requisition, call Supply Chain Services or Financial Services.

- B.1 There are certain items that do not require a requisition or purchase order due to the nature and/or insignificant cost of the item. These type purchases are often referred to as "Non-PO Items."
- B.1.1 Individuals should use discretion and good "common business sense" when determining an exception to the requisition requirements in order to ensure that both the expenditure and the supplier are authorized and appropriate for the product(s)/service(s) selected.
- B.1.2 If there is any uncertainty in this area, this process ("Non-PO Items") should not be utilized.
- B.2 Examples of Miscellaneous exceptions to Requisition requirements are shown below:
- Non-stock material, non-engineered material, non-safety related material, non-special nuclear/radiological material, and chemicals not subject to CCS label requirements
 - Payments to Credit Union for the administration of employee loans
 - Utilities (e.g., phone, electric, cable, etc.)
 - Services for legal, lobbyists, actuaries and arbitrators
 - Memberships, dues, and registrations
 - Nuclear Fuel
 - Central States Low Level Waste Compact
 - Regulatory/governmental fees, penalties, and permits
 - Employee benefits
 - Payment of payroll withholdings and taxes

ATTACHMENT B

(Page 2 of 2)

MISCELLANEOUS EXCEPTIONS TO REQUISITION REQUIREMENTS

- Worker compensation claims
- Service awards and A&R awards
- Donations and de minimis prizes
- Advertising/Recruitment
- Applicant expenses/Relocation expenses
- Employee travel expenses
- Postage and freight
- Cafeteria lunch charges
- Liability and property insurance, taxes, and tags
- Publications, books, and subscriptions
- Sale of stock items on form AIF 24K-001-01 "WCNOC Selling/Lending Acknowledgment" in accordance with AI 24K-001
- Non-engineered and non-safety related services performed off-site. (example - HR Benefits Study and Recommendations)

- B.3 When procuring items that do not require a requisition or purchase order; a WCNOC Procurement Card may be used for payment. For guidelines on use of the procurement card see AI 24-001 PROCUREMENT CARD USER INSTRUCTIONS.
- B.4 All other non-purchase order type of expenditures that will bill WCNOC via an invoice directly without a purchase order in accordance with this attachment will be processed per AI 09C-003 NON-PURCHASE ORDER INVOICES procedure. AI 09C-003 will provide approval authority and dollar limits for non-purchase order type of transactions.

- END -

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ATTACHMENT C

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REQUESTING NEW STOCK ITEM OR STORED MATERIAL ITEM CREATION

C.1 Originator will perform the following steps:

- C.1.1 Create SWO to request a new Stock or Stored Material item number. May create a SWO from the Material Control base WO for this purpose, contact Material Control for assistance.
- C.1.2 Place the description of the new stock item in the description field of page 1 of the SWO.
- C.1.3 Complete APF 24-002-15 "New Stock Item/Stored Material Request Form" and attach to SWO using CURATOR or include all requested Form information on page 1 or 3 of the SWO.
- C.1.4 Assign the Action of "Parts Issue" to SWO.
- C.1.5 Assign a Craft of "MCS" (Material Control Specialist).
- C.1.6 Responsible Group will be Material Control

NOTE

Until the new Stock item is created and entered on the Parts Page, Originator should not progress the WO/SWO to 'Parts Shortage'.

C.1.7 Status the Sub Work Order as In-Planning Planner with a planner title of Material Control, Supervisor.

C.2 Material Control personnel will perform the following steps:

- C.2.1 Supervisor Material Control or designee will change the planner name to a Procurement Specialist assigned to process the Sub Work Order.
- C.2.2 Procurement Specialist will assign a new Stock item or Stored Material item number from the New Stock Database.
- C.2.3 Complete the Stock Item setup (including the Accounting tab on the Template page), Rebuild Procedure set up (if the item is Class 4 or 6), Stock Location setup and 5 year lead time (RCT) setup in MPAC Stores Module.

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ATTACHMENT C

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REQUESTING NEW STOCK ITEM OR STORED MATERIAL ITEM CREATION

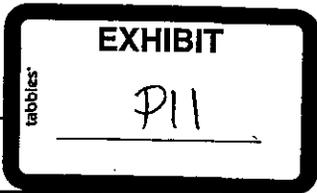
- C.2.4 Add the new Stock item or Stored Material item number to the beginning of the description of the SWO created by the Originator and update the form APF 24-002-15 "New Stock Item/Stored Material Request Form".
- C.2.5 Progress Status the Sub Work Order through the following statuses:
- Ready to Work, Field Work Complete, Awaiting Supervisor Approval, Supervisor Approved, Completion Review and QARR - No field copies.
- C.2.6 Material Control will send an e-mail to the originator (Requested By) notifying them that the Sub Work Order is closed and assignment of new Stock item or Stored Material number.
- C.3 Originator will utilize the new Stock item number for a reserve for procurement, or utilize the new Stored Material item number for return and storage of the Stored Material item.

- END -



Wolf Creek Nuclear Operating Corporation

00018370 Condition Report



AR #: 00018370 Status: COMP-NA
AR Subject: FAILURE TO ADD QUALITY REQUIREMENTS TO PO Level: FFAC
Origination Date: 07/08/2009 Initiator: SAYLER, BETTY I Age In Days: 0
Orig Department: 1030010 - Kitchens Jim

Owed To: Owed To Department: 1030010 - Kitchens Jim
Owed To Alert Group: WC SRT

Condition Report Summary:

Table with 5 columns: AR#-Assign#-Sub-Assign #, Type, Due Date, Status, Owed/Assign To. Row 1: 00018370, CR, 08/10/2009, COMP-NA

Attachments:

CR/ASGN No. CR/ASGN Type Title

CR Detail

Asset/Equip:

Description:

When generating a safety related Purchase Order 746846, the Buyer is responsible for manually adding the supplier's Quality Procurement Requirements (QPR) number prior to forming the PO. The Buyer failed to add the QPR to the PO and Procurement Quality had to reject the PO for correction. The Buyer has corrected the PO and reformatted the order and PQ has approved the Order. Recommend this CR be closed based on actions taken.

Immediate Concern: N SM Notified: N/A

Immediate Actions:

I have added the correct QPR number to PO 746846, reformatted and submitted to Procurement Quality for approval.

Extent of condition:

This condition can exist for all safety related materials or services purchase orders as this is a manual function and not system driven.

Recommended Resolution:

The Buyers needs to be more aware of the process and skip steps provided in desk top guidelines.

Screening Review:

Operability: N
Reportable: N
Environmental Issue: N
Tech Spec Sec 5: N
Screened By: KAMRAN DERAKHSHANDEGAN

SRT Review:

Significance Cat:

Reactivity Issue: N
Rework Issue: N
Radiological Occurrence: N
Potential OE: N



Training Issue: N
 Site Clock Reset: N
 Division Clock Reset: N
 Safety Issue: N
 Discovery Code:
 Critical Equipment Failure: N
 Maintenance Rule: N
 Outage Issue: N
 Culpable Org:
 Screen/SRT Notes:

Assignment Status Summary:

Total Assigns/Subs: 0 - 0
 Open Assigns/Subs: 0 - 0
 Overdue Assigns/Subs: 0 - 0

Other Related Information:

Keywords:

General Notes:

Updated By

Last Updated

Cross Reference:

Type

Number

Sub Number

Status History:

Status:	Date:	Responsible Person:	Due Date:
H/APPR	07/08/2009	SAYLER, BETTY I	
PRE-APRV	07/08/2009	DERAKHSHANDEGAN, KAMRAN	
APPROVED	07/10/2009	FULLEN, JANELLE A	



Wolf Creek Nuclear Operating Corporation

00020726 Condition Report

AR #: 00020726

Status: COMP-NA

AR Subject: FAILURE TO ADD QUALITY REQUIREMENTS TO PO

Level: FFAC

Origination Date: 10/15/2009 Initiator: SAYLER, BETTY I

Age In Days: 0

Orig Department: 1030010 - Kitchens Jim

Owed To:

Owed To Department: 1030010 - Kitchens Jim

Owed To Alert Group: WC SRT

Condition Report Summary:

AR#-Assign#-Sub-Assign #	Type	Due Date	Status	Owed/Assign To
00020726	CR	11/17/2009	COMP-NA	

Attachments:

CR/ASGN No.	CR/ASGN Type	Title
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CR Detail

Asset/Equip:

Description:

Purchase Order 747562 was issued 10/05/09 for safety related material, SR91603020. In accordance with procedure AP 24C-007, Para 6/2/3, the buyer reviews the PO to ensure it accurately reflects the technical, quality and commercial requirements and if the PO is for safety related materials submits to Procurement Quality for review and approval. The buyer failed to add the Quality Requirements but did submit the PO to PQ for approval. PQ approved the PO without comment and the PO was issued to the supplier. Revision 1 has been issued to PO 747562 to add the Quality Requirements. All actions have been completed and recommend this CR be closed based on actions taken.

Immediate Concern: N

SM Notified: N/A

Immediate Actions:

Revision 1 to PO 747562 has been issued to add the missing Quality Requirements.

Extent of condition:

This condition could exist on any safety related PO. It is a manual function to add the quality requirements to a PO with no warning flags or electronic reminders.

Recommended Resolution:

The buyer has reviewed the error and enhanced manual checklist to follow for PO preparation.

Screening Review:

Operability:	N
Reportable:	N
Environmental Issue:	N
Tech Spec Sec 5:	N
Screened By:	JIM GILMORE

SRT Review:

Significance Cat:	99 - NOT APPLICABLE
Reactivity Issue:	N
Rework Issue:	N



Radiological Occurrence: N
Potential OE: N
Training Issue: N
Site Clock Reset: N
Division Clock Reset: Y
Safety Issue: N
Discovery Code: 01 - WORKER PERFORMING TASK
Critical Equipment Failure: N
Maintenance Rule: N
Outage Issue: N
Culpable Org: SUPPLY CHAIN SERVICES - VICKERY
Screen/SRT Notes:

Assignment Status Summary:

Total Assigns/Subs: 0 - 0
Open Assigns/Subs: 0 - 0
Overdue Assigns/Subs: 0 - 0

Other Related Information:

Keywords:

General Notes:

Updated By

Last Updated

Cross Reference:

Type

Number

Sub Number

Status History:

Status:	Date:	Responsible Person:	Due Date:
H/APPR	10/15/2009	SAYLER, BETTY I	
PRE-APRV	10/15/2009	GILMORE, JAMES E	
APPROVED	10/17/2009	BRINKLEY, LOUANN N	



AR #: 00020728

Status: COMP-NA

AR Subject: PQ APPROVAL OF PO WITHOUT QUALITY REQUIREMENTS

Level: FFAC

Origination Date: 10/15/2009

Initiator: SAYLER, BETTY I

Age In Days: 0

Orig Department: 1030010 - Kitchens Jim

Owed To:

Owed To Department: 4060010 - Schopper John

Owed To Alert Group: WC SRT

Condition Report Summary:

AR#-Assign#-Sub-Assign #	Type	Due Date	Status	Owed/Assign To
00020728	CR	11/17/2009	COMP-NA	

Attachments:

CR/ASGN No.	CR/ASGN Type	Title
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CR Detail

Asset/Equip:

Description:

Purchase Order 747562 was issued 10/05/09 for safety related material, SR91603020 by the buyer. In accordance with procedure AP 24C-007, Para 6/2/3, the buyer reviews the PO to ensure it accurately reflects the technical, quality and commercial requirements and if the PO is for safety related materials submits to Procurement Quality for review and approval. The buyer failed to add the Quality Requirements but did submit the PO to PQ for approval. PQ approved the PO without comment and the PO was issued to the supplier. Recommend this CR be assigned to Supervisor, Procurement Quality.

Immediate Concern: N

SM Notified: N/A

Immediate Actions:

The Buyer has issued PO 747562 Rev 1 to add in the Quality Requirements. PQ has approved the revision.

Extent of condition:

On any safety related purchase order.

Recommended Resolution:

More attention to detail.

Screening Review:

Operability:	N
Reportable:	N
Environmental Issue:	N
Tech Spec Sec 5:	N
Screened By:	JIM GILMORE

SRT Review:

Significance Cat:	99 - NOT APPLICABLE
Reactivity Issue:	N
Rework Issue:	N
Radiological Occurrence:	N
Potential OE:	N



Training Issue: N
 Site Clock Reset: N
 Division Clock Reset: Y
 Safety Issue: N
 Discovery Code: 03 - OTHER WC PERSONNEL
 Critical Equipment Failure: N
 Maintenance Rule: N
 Outage Issue: N
 Culpable Org: MANAGER QUALITY - GARDNER
 Screen/SRT Notes:

Assignment Status Summary:

Total Assigns/Subs: 0 - 0
 Open Assigns/Subs: 0 - 0
 Overdue Assigns/Subs: 0 - 0

Other Related Information:

Keywords:

General Notes:

Updated By Last Updated

Cross Reference:

Type	Number	Sub Number
------	--------	------------

Status History:

Status:	Date:	Responsible Person:	Due Date:
H/APPR	10/15/2009	SAYLER, BETTY I	
PRE-APRV	10/15/2009	GILMORE, JAMES E	
APPROVED	10/17/2009	BRINKLEY, LOUANN N	



Wolf Creek Nuclear Operating Corporation

00024660 Condition Report

AR #: 00024660 Level: FFAC Due Date: 05/07/2010 Status: COMP-NA Status Date: 04/08/2010
AR Subject: SR PO Presented to PQ for Review W/O Quality Requirements Age In Days: 0

Owed To Name: Origination Date: 04/07/2010
Owed To Department: 1030010 - Kitchens Jim Initiator: BALDRIDGE, CHARLES R
Owed To Alert Group: WC SRT Orig Department: 0060010 - Schopper John

Condition Report Summary:

Type	AR#-Assign#-Sub-Assign#	Owed/Assign To	Due Date	Status
CR	00024660		05/07/2010	COMP-NA

Attachments:

CR Detail

Asset/Equip:

Description: Purchase Order 749396 was forwarded to Procurement Quality for review on 04/06/10. The review of the order revealed that it did not contain the required Quality requirements. Recommend assignment of this CR to Supervisor Purchasing.

Immediate Concern: N **SM Notified:** N/A

Immediate Actions:

The PO was rejected, Purchasing corrected the error and returned it to PQ for review. It has been reviewed and approved.

Extent of condition:

This condition could exist on any safety related or special scope PO that requires Quality Requirements to be included.

Recommended Resolution:

Coach Purchasing to use their human performance tools. Use of peer check, self-checking and questioning attitude could have prevented this issue.

Screening Review

Operability: N
Reportable: N
Environmental Issue: N
Tech Spec Sec 5: N
Significance Cat: 99 - NOT APPLICABLE
Screened By: KAMRAN DERAKHSHANDEGAN

Screen/SRT Notes:

General Notes:



Other Related Information

Assignment Status Summary:

Total Assigns/Subs: 0 - 0
Open Assigns/Subs: 0 - 0
Overdue Assigns/Subs: 0 - 0

Cross References:

Status & Due Date History:

Responsible Person	Date Updated	Status	Due Date
BALDRIDGE, CHARLES R	04/07/2010	INPROG	
BALDRIDGE, CHARLES R	04/07/2010	H/APPR	
DERAKHSHANDEGAN, KAMRAN	04/07/2010	PRE-APRV	
SMITH, LORAL I	04/08/2010		05/07/2010
SMITH, LORAL I	04/08/2010	APPROVED	
SMITH, LORAL I	04/08/2010	COMP-NA	

Point Workbench - Transactions (Open Item)

Purchase Order: 07808710

Order Number: 078087 Revision Number: 8
Revision Date: 4/24/2017 Last Expense Date:

Status: Approval Route (Approved)

Supplier Code: 8917902 KANSAS CITY VALVE & FITTING CO
Order Type: WH-Whole Order Communication Method: OTHER-Other
Order Date: 8/24/2017 Status: SLS Sundry Somenhauer C.P.M.
Ship Date: 8/29/2017 EQ Type: SR
Ship Via: 80348795 Agreement Number:
Order Date: 8/29/2017 Freight: Q-SHIP-POINT-FRT-COLLECT
Total Items: 3 Shipment Group:
Base Price: \$45.88 USD Order Price: \$45.88 USD

Delivery Schedule / Change Split Defaults
Project Number/Line: Destination Location:
GL Account:

Item Number	Line	Order Quantity	Supplier Reference Number	Order Price	Account Percentage
07808710	1	1.00		45.88000	88
07808710	2	5.00		45.88000	88
07808710	3	1.00		25.00000	88

Purchasing Description: PM1

Progress Status

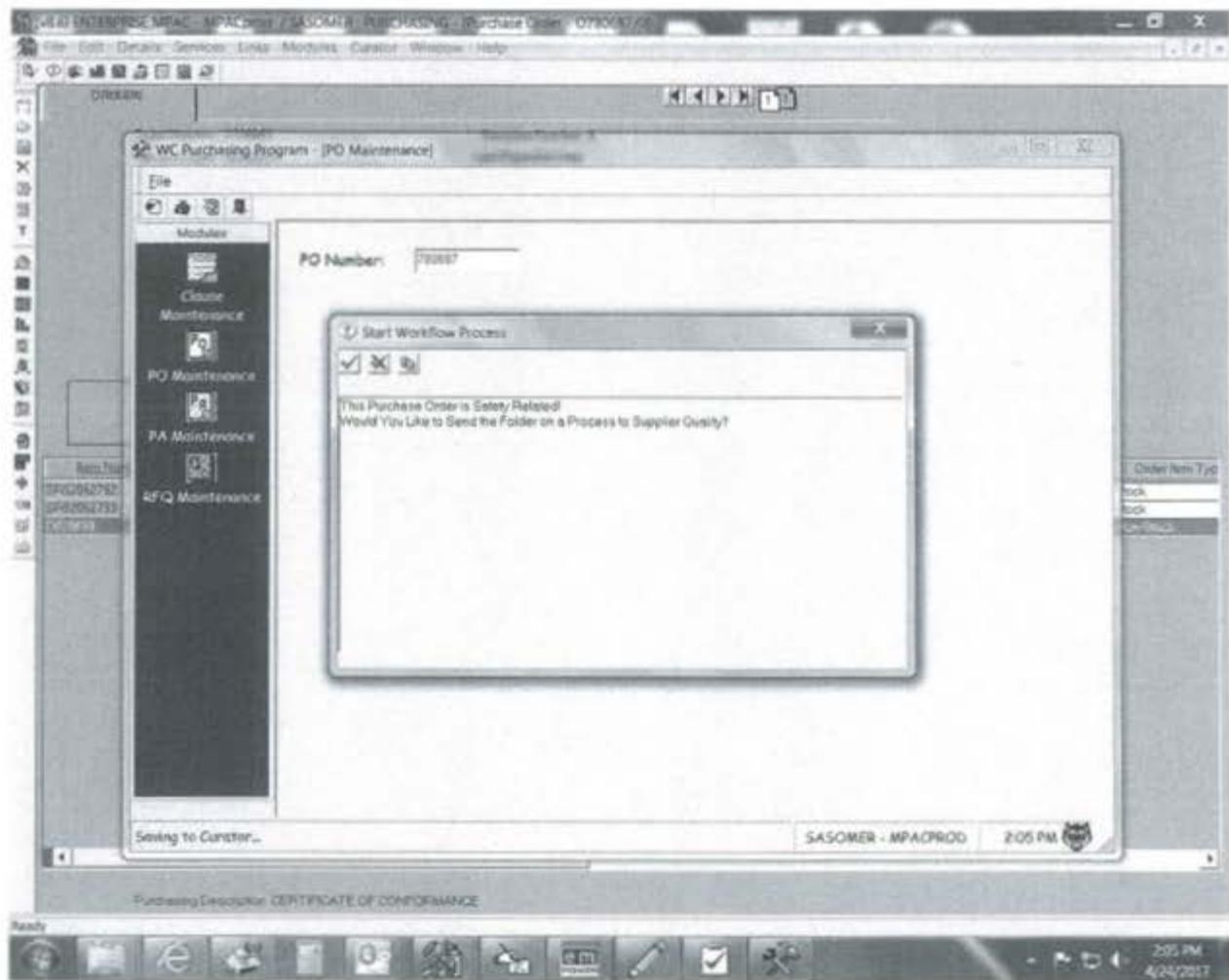
Purchase Order: 07808710
Current Status: Approval Route (Approved)

New Status:
Approval Route (Approved)
Funding Review Unfinished
Unfinished

Mail

OK
Cancel

Print Job Completed
Microsoft Word - Document1
SAC-PRINTZPR118



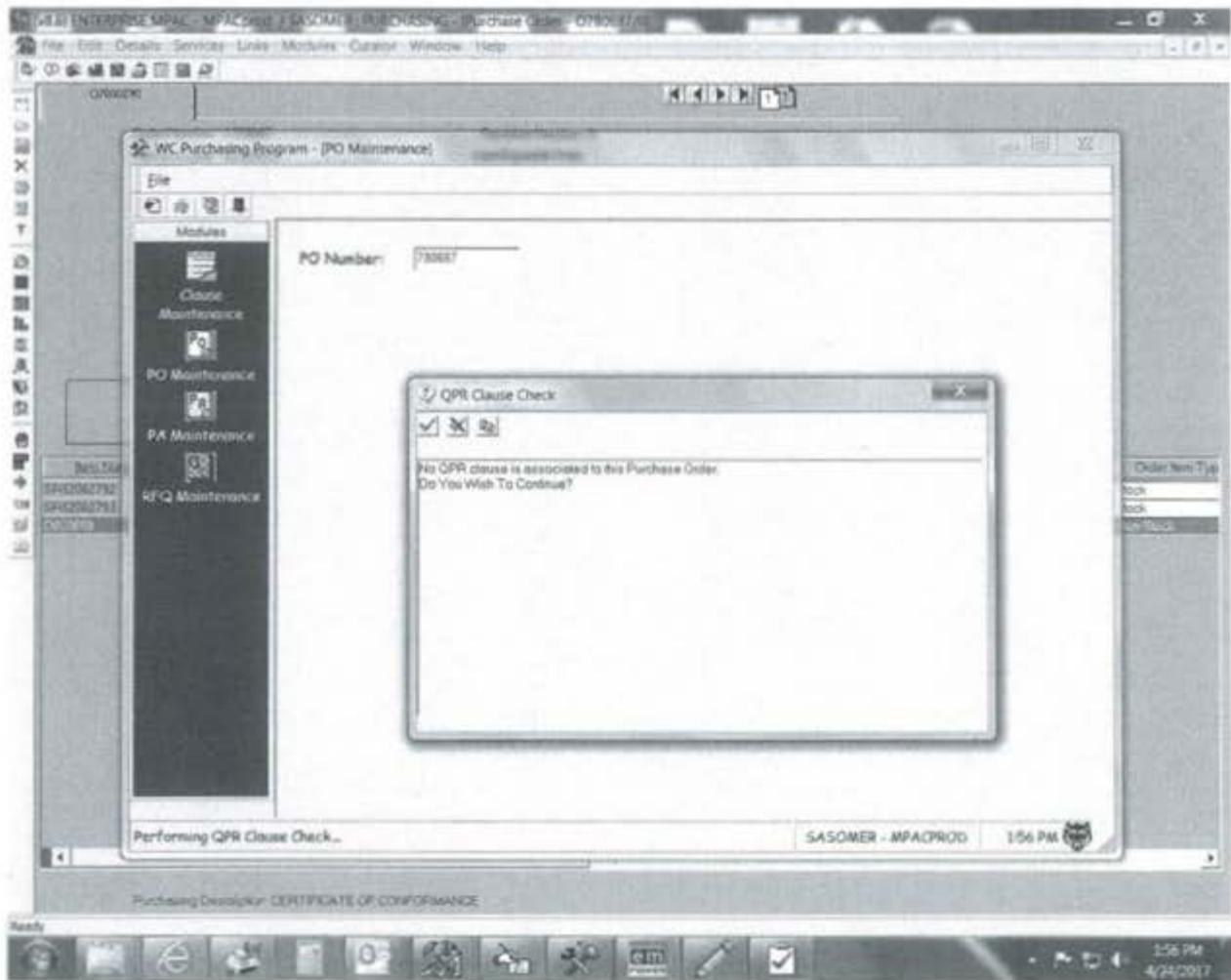


EXHIBIT
P13

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- Configuration
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- Discoverer
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- Long Range Scheduling
- Mapper History
- MPAC General Information
- OUTAGE IN-PROCESSING
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8:15 AM
4/20/2017

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- Wolf Creek Reports
 - Accounting
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Wolf Creek Nuclear Operating Committee Buyer Workbench Audit Report Report Date: 04/20/2017 08:15 AM

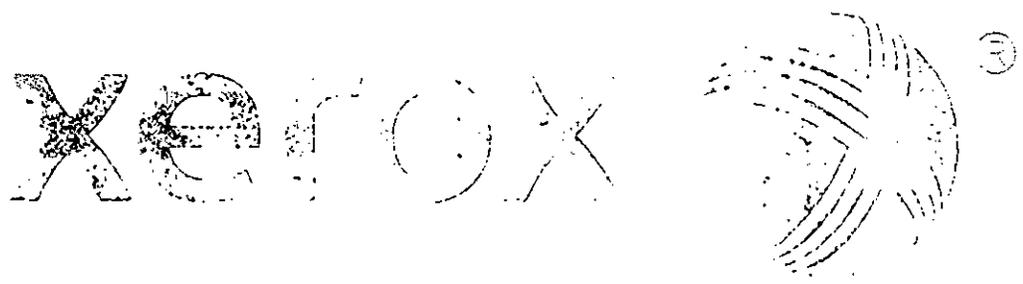
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1	BUYER_ID	JTH	PE	30-JAN-2017 14:08:00	JCHOLLA
2	BUYER_ID	PE	PLB	30-JAN-2017 15:06:02	SADLARI
2	BUYER_ID	PLB	TLJ	31-JAN-2017 07:23:50	STREBBIG
2	PROCUREMENT_STATUS	Unactioned	Quote Placed	31-JAN-2017 13:41:11	TCOSPE
1	PROCUREMENT_STATUS	Quote Placed	Unactioned	01-FEB-2017 11:24:02	TCOSPE
1	PROCUREMENT_STATUS	Unactioned	Master Control	01-FEB-2017 11:25:59	TCOSPE
1	BUYER_ID	TLJ	MCMB	01-FEB-2017 12:35:02	TCOSPE
1	PROCUREMENT_STATUS	Master Control	Return to Purchasing	03-FEB-2017 16:39:05	TCOSPE
2	BUYER_ID	MCMB	TLJ	16-FEB-2017 15:39:08	TCOSPE
2	PROCUREMENT_STATUS	Return to Purchasing	Unactioned	16-FEB-2017 15:39:23	TCOSPE
1	PROCUREMENT_STATUS	Unactioned	Granted	16-FEB-2017 16:42:54	TCOSPE

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sasomer

 **Requisition Approval Limits 2015 Update.xls**
 **04/20/17 02:33 PM**



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Non-Stock Requisition Approval

REQ_APPROVAL	CODE LEVEL_ID		AUTHORIZED
	CEO	EXEC	UNLIMITED
CHIEF EXECUTIVE OFFICER / CEO (\$unlimited) > Heflin, Adam C			
EXEC AIDE TO CEO / VEA (\$0) / Next Approver - CEO > Novinger, Cindy C	CEO	REQ	\$0
GENERAL COUNSEL / GC (\$5000000) / Next Approver - CEO > Meyers, Kevin A > Hendell, Debbie L	CEO	REQ	\$5,000,000
EXEC AIDE TO GENERAL COUNSEL / GCA (\$0) / Next Approver - GC > Rasmusson, Debra J	GC	REQ	\$0
DIRECTOR OF COMMUNICATIONS / DC (\$1000000) / Next Approver - CEO > Young, Terry E	CEO	REQ	\$1,000,000
SUPERVISOR COMMUNICATIONS / SCOM (\$10000) / Next Approver - DC > Fehr, Donna R	DC	REQ	10000
COMMUNICATIONS / COM (\$0) / Next Approver - SCOM > Lendo, Robert W	DC	REQ	0
MANAGER QUALITY / DQO (\$250000) / Next Approver - CEO > Fincher, Ronald D	CEO	DIR	\$250,000
QUALITY SUPPORT / QC (\$0) / Next Approver - DQO > Fullen, Janelle A	DQO	REQ	\$0
SUPERVISORS OF PIA / SPI (\$10000) / Next Approver - DQO > Langston, Dennis L > Heffron, Jason M > Smith, Sandra G	DQO	REQ	\$10,000
PIA PERSONNEL / PIP (\$0) / Next Approver - SPI > Smith, Charles L > Barns, Lisa R > Simpson, Matthew J	DQO	REQ	\$0
STULL, ANNETTE / CO (\$5000000) / Next Approver - CEO	CEO	REQ	\$5,000,000

Non-Stock Requisition Approval

REQ_APPROVAL	CODE	LEVEL	ID	AUTHORIZED
> Stull, Annette F				
MANAGER HUMAN RESOURCES / HRM (\$250000) / Next Approver - CO > Mcintyre, Eleanor D	CO	DIR		\$250,000
SUPERVISOR HUMAN RESOURCES / HRS (\$10000) / Next Approver - HRM > Cherry, Jacob A	CO	REQ		\$10,000
HUMAN RESOURCES STAFF / HSS (\$0) / Next Approver - HRS > Harder, Jacqueline L	CO	REQ		\$0
MANAGER INFORMATION SERVICES / MIS (\$250000) / Next Approver - CO > Broyles, Anthony D	CO	DIR		\$250,000
SUPERVISOR INFORMATION SERVICE / SIS (\$10000) / Next Approver - MIS > Ervin, James R > Hively, Nola G > Gourley, Doyle K > Befort, Warren L > Riley, Tamra L	CO	REQ		\$10,000
INFORMATION SERVICES ANALYST / ISA (\$0) / Next Approver - SIS > Byfield, Denise G > Stitzel, Margaret E	CO	REQ		\$0
MANAGER SUPPLY CHAIN SERVICES / PMS (\$250000) / Next Approver - CO > Sullivan, David F	CO	DIR		\$250,000
SUPV. SUPPLY CHAIN SERVICES / SSC (\$10000) / Next Approver - PMS > Weems, Everett C > Barnes, Michael W > Harrison, Travis S	CO	REQ		\$10,000
PURCHASING AGENT / PA (\$0) / Next Approver - SSC	CO	REQ		\$0
MATERIAL CONTROL / MC (\$0) / Next Approver - SSC > Merry, Barbara J > Gould, Rodney S > Lanning, Daniel W	CO	REQ		\$0

Non-Stock Requisition Approval

REQ_APPROVAL	CODE	LEVEL	ID	AUTHORIZED
> Hill, Cynthia K > Parks, Stacie L				
WHSE. PLANNER / WP (\$0) / Next Approver - SSC	CO	REQ		\$0
MANAGER FINANCIAL SERVICES / FSS (\$250000) / Next Approver - CO > Vickery, Bradley J	CO	DIR		\$250,000
SUPERVISOR FINANCIAL SERVICES / SCA (\$10000) / Next Approver - FSS > Skahan, Dennis P > Robke, Thomas J	CO	REQ		\$10,000
VP ENG / VP STRATEGIC PROJECTS / VPE (\$5000000) / Next Approver - CEO > Mccoy, Jaime H	CEO	REQ		\$5,000,000
MANAGER REGULATORY AFFAIRS / RAM (\$250000) / Next Approver - VPE > Koenig, Steven R	VPE	DIR		\$250,000
EAST, TIMOTHY / EPS (\$50000) / Next Approver - RAM > East, Timothy F	VPE	MGR		\$50,000
E-PLAN ANALYST / EPA (\$0) / Next Approver - EPS > Dale, Miriam J	VPE	REQ		\$0
SUPV LICENSING / ENVIRONMENTAL / RAS (\$10000) / Next Approver - RAM > Rudeen, James K > Mullenburg, William T	VPE	REQ		\$10,000
LICENSING / REG SUPPORT / RA (\$0) / Next Approver - RAS > Williamson, Daniel L > Tiemeyer, Rhonda L	VPE	REQ		\$0
ENGINEERING MANAGER / MDS (\$250000) / Next Approver - VPE > Baban, Tiffany A > Mand, Daljit S > Flannigan, Richard D > Herrman, Paul J > Kopecky, Robert E	VPE	DIR		\$250,000

Non-Stock Requisition Approval

REQ. APPROVAL	CODE	LEVEL	ID	AUTHORIZED
ENGINEERING SUPERVISOR / SDS (\$10000) / Next Approver - MDS	VPE	REQ		\$10,000
> Ketchum, William H				
> Kinn, Gregory S				
> Garcia, Carlos F				
> Keim, Justin L				
> Ferrel, Mark A				
> Wilson, Jeffrey T				
> Suter, Jeffrey F				
> Patel, Jitesh K				
> Ashley, John E				
> Kanal, Vikram				
> Dorathy, Brian D				
> Crow, Barton L				
> Bowers, Daniel R				
> Dandreo, Daniel W				
> Atkin, Susan M				
ENGINEERING STAFF / ADS (\$0) / Next Approver - SDS	VPE	REQ		\$0
> Smith, Rebecca R				
> Osmundson, Janet S				
> Neilson, Rhonda G				
> Shepheard, Gayle L				
> Harden, Wanda L				
> Allen, Chandra M				
> Gatton, Terri L				
DIRECTOR OF ENGINEERING / DE (\$1000000) / Next Approver - VPE	VPE	REQ		\$1,000,000
> Clemens, Richard P				
MANAGER PROJECTS / MPROJ (\$250000) / Next Approver - DE	VPE	DIR		\$250,000
> Dale, Brent E				
> Boyce, Michael T				
> Smith, Timothy L				
SUPERVISOR MM/FSM / MMOD (\$10000) / Next Approver - MPROJ	VPE	REQ		\$10,000
> Naab, Paul D				
> Hafenstine, Cynthia R				
MODIFICATIONS ENG STAFF / EMOD(0) / Next Approver - MMOD	VPE	REQ		\$0

Non-Stock Requisition Approval

REQ_APPROVAL	CODE	LEVEL_ID	AUTHORIZED
> Strawder, Courtney A > Kaminski, Linda R > Landis, Jennifer A > Jones, Leah M > Andersen, Collin J			
SITE VICE PRESIDENT / SVP (\$5000000) / Next Approver - CEO > Reasoner, Cleveland O	CEO	REQ	\$5,000,000
EXEC AIDE TO THE SITE VP / COA (\$0) / Next Approver - SVP > Akins, Katie L	SVP	REQ	\$0
RECOVERY MANAGER / SIM (\$250000) / Next Approver - SVP	SVP	DIR	\$250,000
MANAGER CORR ACTION & ORG EFF / CAM (\$250000) / Next Approver - SVP > Yunk, Jennifer L	SVP	DIR	\$250,000
SUPERVISOR CORRECTIVE ACTION / CAS (\$10000) / Next Approver - CAM > Thompson, Randall P	SVP	REQ	\$10,000
CORRECTIVE ACTION / ORP (\$0) / Next Approver - CAS > Dearing, Carol A > King, Selena R	SVP	REQ	\$0
ERBE,DAVE / SES (\$250000) / Next Approver - SVP > Erbe, David L	SVP	DIR	\$250,000
SECURITY / SEC (\$0) / Next Approver - SES	SVP	REQ	\$0
MANAGER TRAINING / TR (\$250000) / Next Approver - SVP > Ray, Edward A	SVP	DIR	\$250,000
TECHNICAL TRAINING / TS (\$50000) / Next Approver - TR	SVP	MGR	\$50,000
TRAINING OFFICE ASSISTANT / TOA (\$0) / Next Approver - TS > Smith, Cynthia E	SVP	REQ	\$0
SUPT TRNG SERVICES & OPS TRNG / TRS (\$50000) / Next Approver - TR > Knapp, James P	SVP	MGR	\$50,000

Non-Stock Requisition Approval

REQ_APPROVAL	CODE	LEVEL_ID	AUTHORIZED
> Roberts, William R			
TRNG SRVCS & OPS TRNG SUPPORT / SG (\$0) / Next Approver - TRS > Vannocker, Jolene C	SVP	REQ	\$0
SUPV TRNG SERVICES & OPS TRNG / STR (\$10000) / Next Approver - TRS > Fraker, Timothy W > Acree, Robert L > Roberts, William R	SVP	REQ	\$10,000
SUPERVISOR TRAINING SERVICES / STS (\$10000) / Next Approver - TR > Boyce, Jeffrey E	SVP	REQ	\$10,000
TRAINING OFFICE ASSISTANT / TSO (\$0) / Next Approver - STS > Patten, Sherri L	SVP	REQ	\$0
PLANT MANAGER / PM (\$1000000) / Next Approver - SVP > Smith, Stephen L	SVP	REQ	\$1,000,000
OCC MANAGER / OCC (\$500000) / Next Approver - PM > Sims, Ronnie L > Benham, Ronald D > Occ, Manager > Dees, David L > Isch, Jeffrey R > Camp, Johnney W	SVP	EXEC	\$500,000
EXEC AIDE FOR PLANT MANAGER / PMA (\$0) / Next Approver - PM	SVP	REQ	\$0
SUPT. SAFETY DIVISION / MSD (\$50000) / Next Approver - PM > Thompson, Kenneth L	SVP	MGR	\$50,000
SAFETY DIVISION / IH (\$0) / Next Approver - MSD > Stapp, Kim A	SVP	REQ	\$0
MANAGER RAD PROTECTION / SRP (\$250000) / Next Approver - PM > Skiles, Michael D	SVP	DIR	\$250,000
SUPERVISOR HEALTH PHYSICS / HPS (\$10000) / Next Approver - SRP	SVP	REQ	\$10,000

Non-Stock Requisition Approval

REQ_APPROVAL	CODE	LEVEL_ID	AUTHORIZED
> Gilliam, Adam L > Gilliam, Ronald D > Medency, Charles M > Cuffe, John T > Schepers, John M > Ayers, Ronald J			
HEALTH PHYSICS / HP(0) / Next Approver - HPS > Gibson, David L > Johnson, Angela K	SVP	REQ	\$0
MANAGER IPS / IPS (\$250000) / Next Approver - PM > Henry, Steven A	SVP	DIR	\$250,000
SUPERINTENDENT IPS / CWA (\$50000) / Next Approver - IPS > Finlayson, Jeffery R > Benham, Ronald D	SVP	MGR	\$50,000
IPS SUPERVISOR / OP(10000) / Next Approver - CWA	SVP	REQ	\$10,000
IPS OFFICE ASSISTANT / IPA(0) / Next Approver - CWA	SVP	REQ	\$0
MANAGER CHEMISTRY / SCH (\$250000) / Next Approver - PM > Gross, Clinton D	SVP	DIR	\$250,000
SUPERVISOR CHEMISTRY / CS (\$10000) / Next Approver - SCH > Truelove, Janet M > Denton, Richard L > Carman, Chad M	SVP	REQ	\$10,000
CHEMISTRY ADMIN ASSISTANT / CAA(0) / Next Approver - CS	SVP	REQ	\$0
MANAGER OPERATIONS / OM (\$250000) / Next Approver - PM > Edwards, James L	SVP	DIR	\$250,000
OPERATIONS SUPERINTENDENTS / OS (\$50000) / Next Approver - OM > Dees, David L > Parmenter, Leonard L > Damashek, Terry M	SVP	MGR	\$50,000

Non-Stock Requisition Approval

REQ_APPROVAL	CODE LEVEL	ID	AUTHORIZED
SHIFT CLERK / SC(0) / Next Approver - OS > Stumbaugh, Susan M > Moore, Diana K	SVP	REQ	\$0
OPS ADMIN ASSISTANT / OAA (\$0) / Next Approver - OM > Pock, Lee-Ann > Stumbaugh, Susan M	SVP	REQ	\$0
MANAGER MAINTENANCE / MM (\$250000) / Next Approver - PM > Ratzlaff, Lanny D > Occ Maintenance, Manager	SVP	DIR	\$250,000
ASSITANT TO MANAGER MAINT. / AMM (\$50000) / Next Approver - MM	SVP	MGR	\$50,000
MAINT. SUPERINTENDENT / MMS (\$50000) / Next Approver - MM > Link, Stephen L > De-Blonk, Peter S > Campbell, Donald L > Stucker, William J > Birk, Randy J > Audano, Robert D > Grove, Donald L	SVP	MGR	\$50,000
MAINT SUPPORT SPECIALIST / SST(0) / Next Approver - MMS > Tastove, Frank J > Bluma, Jeffrey F	SVP	REQ	\$0
MAINT. SUPERVISOR / SMA(10000) / Next Approver - MMS > Phelon, Raylen E > Raymer, Marcus J > Stuber, Kevin K > Smith, Stephen G > Anderson, David L > Scott, Rick L > Holman, Edward C > Isbell, Leonard L > Rethman, Randy L > Manwaring, William C	SVP	REQ	\$10,000

Non-Stock Requisition Approval

REQ_APPROVAL	CODE LEVEL ID AUTHORIZED		
> Williams, Dale M			
> Coffman, Scott A			
> Topper, Brian L			
> Cleveland, Grover M			
> Gunlock, Warnel K			
> Burger, Timothy D			
> Grigsby, Christopher J			
> Harlan, Samuel J			
> Reynolds, William C			
> Hoag, Michael L			
> Shively, Aaron C			
> Christiansen, David B			
> Rottler, Adam J			
> Mcdougal, David C			
> Birk, Jennifer A			
> Fessler, Jared R			
> Lackey, Brian L			
> Mcelroy, Dub A			
> Brinkley, Louann N			
MAINT OFFICE ASSISTANT / MOA(0) / Next Approver - SMA	SVP	0	\$0
> Tice, Daniel O			
> Cole, Jessica R			
> Hazen, Deborah S			
> Schepers, Connie L			
> Kraus, Jessica A			
> Louia, Kathy L			
> House, Carolyn E			
> Hart, Monique L			