

TWP PROCEDURE	JIT PROCEDURE	PRO(TWPPO)-075.000
Author: D. Sandoval		8 June 2004 Page 1 of 2

JIT Procedure

I. Purpose:

The purpose of this procedure is to provide instructions for ordering office supplies through the Los Alamos National Laboratory Just-In-Time contractor.

II. Cautions and Hazards:

- None.

III. Requirements:

- Crypto Card.
- LANL Z number

IV. Procedure:

A. Finding the item(s) you need to order

1. Look through the Boise Cascade catalog and find what you need.
 - a) Write down the order number.

B. Getting to the JIT homepage

1. Go to the LANL homepage at www.lanl.gov.
2. Click "Services."
3. Click "JIT."

C. Ordering the item(s) through JIT if you know the order number

1. If you already know the order number of the item(s), click on "Place an order."
2. Enter your "Z" number.
3. Enter "Passcode."
 - a) Get your Crypto Card and type in your pin # on your Crypto Card.
 - b) The number that comes up is the number that you use for your "Passcode."
4. Click "Sign in."
5. The order form will appear.
6. Enter the part number including the dashes.

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7. Enter the quantity.
8. Enter correct cost codes.
 - a) Check with budget analyst if you are not sure which one's to use.
9. If recycled items are not available, you will need to select one of the justification reasons.
10. Click "Review Order."
11. Submit the order form, and obtain the confirmation number.
 - a) Print out a copy of the order confirmation and file it in the JIT Order Confirmations folder at your desk until you receive your order.
 - b) Keep this confirmation in case there are any problems with your order.
12. File the order confirmation sheet in the JIT Orders folder when you receive your order.
 - a) When you receive your order you will get a delivery notification email that gives the date and time when your order was dropped off at your delivery point.
 - b) Print this out also and staple it to the Order Confirmation form before filing it in the JIT Orders folder.

D. Ordering the Item(s) through JIT if you do not have the order number:

1. Go to the JIT homepage click "Search Catalog."
2. Enter your "Z" number and your Crypto Card number.
3. Describe the item you are looking for in the description box.
4. Click "Submit."
5. This will bring up the items that match your search, if you find one that you want to order then click on "order Item."
6. Continue to follow directions from section C numbers 6-12.

V. References

None.

VI. Attachments:

None.