

# Oak Ridge National Laboratory Environmentally Preferable Procurement Report

**Due Dates:** Calendar quarters

- First quarter - 01/01 through 03/31 – due 04/30
- Second quarter - 04/01 through 06/30 – due 07/31
- Third quarter - 07/01 through 09/30 – due 10/31
- Fourth quarter - 10/01 through 12/31 – due 01/31

**Data Requirements:**

File Type: Excel

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

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

For all purchases during a calendar quarter:

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

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

**Questions:** Susan Michaud  
(865) 576-1562