PHYSICS DIVISION ESH BULLETIN 2004-15
ORNL Procurement Quick Report (QR)
November 1, 2004

The Procurement Quick Report can be found from the ORNL home page using the alphabetical index (Q) or go to:
http://sbms.ornl.gov/sbms/SBMSearch/SubjArea/Procurement/quickreport.cfm

The purpose of the Quick Report is to give employees the opportunity to report and resolve procurement problems. IF YOU SUBMIT A QUICK REPORT, PLEASE PROVIDE A COPY TO ONE OF THE PHYSICS DIVISION PROCUREMENT SPECIALISTS. The questions on the Quick Report are:

- Was there a problem with a service you purchased?
- Please give a detailed description of the problem(s), describe the service procured (e.g., contract number, specification/description), and include the name of the supplier:
- Was there a problem with an item/material you purchased? Describe the item/material purchased (e.g., part number, catalog number, specification/description) and include the name of the supplier/vendor and the purchase order number:
- Was the item/material damaged? Describe the damage:
- Did the item/material not meet the specification? Describe the specification that was not met:
- Was the wrong item/material sent by the vendor? Explain:
- Were parts missing from the item/material? Describe the parts that were missing:
- Did the item/material not work correctly or not work at all? Explain:
- Were there any other problems? Describe:
- Was the problem related to the supplier/vendor's performance?
- Was item/material delivered late?
- Was the vendor non-responsive (e.g., to status inquiries, problems, questions)? Explain:
- Was the item/material returned to the vendor? (Note: You must contact Materials Management to have an item shipped/returned to the vendor.)
- Did you keep the item/material?
- Was the item/material tagged and moved to an area to prevent use?
- Was the item/material used “as is”?

- Was the item/material repaired to a useable condition?
- Was the item/material disposed of? Describe:
- Have you experienced other procurement-related problems (e.g., SBMS procedures, unresponsive Procurement staff, AVID or Smart Services)? Please give a detailed description of the problem(s).
- Do you want this information sent to the Contracts Division Director?

For more information regarding the Quick Report, contact the Procurement Quality Assurance Specialist, Connie Arnwine at 241-3134.