

PARIS TIPS

1. Question

How to sort folders in PARIS? 

Answer

Sort Folders on Desktop

1. Right Mouse Click on Right Side of Workspace
2. Select from Menu "Sort Workspace"

You can sort by

1. Folder name
2. Type
3. Status
4. Date
5. And more

USES:

Organizes your desktop or use the sort to facilitate a search for a particular requisition.

2. Question

How to Copy a Requisition?

EXCEPTION: Sorry - you cannot copy Transfer Orders

Answer

Copy One of Your Own Reqs

(Let's say you have to do a similar req and you don't want to have to redo all the work –copy req and make changes if needed)

1. Get req you want to copy on right side of workspace
2. While holding down on the CTRL KEY, Click on Req FOLDER and DRAG from rightside to a folder on left side
3. As you are dragging you will see a hand holding pieces of paper
4. Release to drop it into the folder – you will be given a new req number
5. To RENAME folder Right Mouse click on folder and select RENAME from menu
6. Make appropriate changes to req, complete and route for approval

Copy Someone Else's Req

(Let's say you need to do a point req but the req is on someone else's desktop or requisitioner is not here and you have a RUSH to get the req out today)

1. Get a VIEW Copy of req – Select UTILITIES/VIEW
2. Select VIEW FOLDER to get req on rightside of workspace
3. While holding down on the CTRL KEY, Click on Req FOLDER and

DRAG from rightside to a folder on left side

4. As you are dragging you will see a hand holding pieces of paper
5. Release click to drop it into the folder – you will be given a new req number
6. To RENAME folder Right Mouse click on folder and select RENAME from menu
7. Make appropriate changes to req, complete and route for approval

REMINDER:

Tell person you copied req from to trash old req to prevent a duplicate.

3. Question How to look up information about a requisition or award?

Answer PARIS REQUISITION INQUIRY (online SEARCH tool)

This is a great SEARCH tool online and you don't need to have an account in PARIS!

Here is the LINK (be sure save this link in your favorites):

<https://portalapp8.anl.gov/paris/faces/search.jsp>

Just a Few of the Various Searches You Can Do...

(recommended that you use dates framing a specific period)

1. Search by req number – look up requisition **status**
2. Search by **Status** – look up all reqs in your division that are still “IN PROCESS” or “OPEN” or AWARDED, etc.
3. Search by req number or creator – after you get search results, click the req number, a view of req will open and then you can **print a copy of req**
4. Search by keyword – say you want to find out what types of glass containers were **ordered in the past** by the lab or by a division.
5. Search by creator – say a requisitioner has left the lab and you want a list of all the requisitions she created for the past 6 months so that you can check the status of them.
6. Search by Division – say that you want a list of all the **requisitions for the past year** to see if something was ordered.
7. Search by Cost Code or Division– say something that was ordered in the past needs to be ordered again and you want to **copy the req but you don't know the req number.**

After search results if you click on the “+” you will get:

- Date created
- View Line Items
- Description of Line Items

- Buyer name
- Corresponding Award or Req Number
- Recipient
- Requester

After Search Results by clicking on Requisition # – you will get:

- Preview of requisition
- List of approvers – 2nd page
- Ability to print a copy of requisition

4. Question How to Keep a Copy of Requisitions You Approve On Your Desktop?

Answer Create a MISCELLANEOUS FOLDER to keep your approved reqs in (ONLY NEED TO DO THIS STEP ONCE)

1. Click on your File Cabinet Name on Left side
2. Right mouse click on right side of workspace and select CREATE FOLDER/MISCELLANEOUS
3. Name Folder – (something like “Approved Reqs” or “My Approved Reqs” or anything you want)

THEN BEFORE APPROVING...

1. From Inbox - Click and **drag requisition to “My Approved Reqs” folder**
2. Now open req to **Review**
3. And **Approve** from this folder – by approving requisition from this folder the system will leave you a copy

5. **Question** **Where to Find Delivery Date and Supplier Contact Info**

Answer **There are many places to find Delivery Date info**

1. You can use the **PARIS Inquiry SEARCH TOOL online** and do a search for Requisition. By double clicking on the Requisition hyperlink, a preview of the Requisition will pull up. You can see the “required by date” there also.
2. In **PARIS Utilities** select “Search for Req/Awards” do a search and double click on REQUISITION number to get a copy of Requisition in your View Folder. In your View folder open req and go to Requisition/Line Items page – Here is where you will find the “required by date” NOT the actual delivery date.
3. In **PARIS Utilities** select “Search for Req/Awards” do a search and double click on AWARD number to get a copy in your View Folder Right mouse click on AWARD Folder and select Contract Index. In the contract index you will also find the “required by date”. You can also get the date item was received. ***

*****DATE RECEIVED is the only true Delivery Date.**

It is impossible for the system to give the actual delivery date of an LINE item until it is receipted. Please keep in mind that “required by dates” may differ per line item, yet only 1 date may be given on Requisition/Award. Therefore Date Received is the only TRUE Delivery Date.

Supplier Contact Info

Contract info for Vendor can be found in CONTRACT INDEX also

- In Utilities select “Search for Req/Awards” do a search
- double click on AWARD number to get a copy in your View Folder
- Right mouse click on AWARD Folder
- Select Contract Index.

6. **Question** **How to Add A Tech Rep?**

Answer **Trouble Adding a Tech Rep? *The reason could be...***

- *They do not have a account in PARIS or*
 - *They have not completed the Tech Rep Training ESH374*
 - *Or their training profile has not been updated (update takes overnight)*
1. Find out if they have an account in PARIS or call PARIS Help Desk x8100 to check
 2. Check to see if they have taken the Tech Rep Training Course
To CHECK Training go to: *My Argonne/Roles & Responsibilities/Training Profile/Insert Badge*
 3. Once everything is in place, then just put their badge in the Tech Rep field on the Requisition

7. **Question** **How To Become A Tech Rep?**

Answer

1. Enroll in PARIS:
http://inside.anl.gov/resources/business_systems/paris_enrollment.html
2. Take Tech Rep Training Course:
3. <https://www.wbt.anl.gov/CourseContent.asp?COURSENO=ESH374>

More info: http://www.eshtesting.anl.gov/course_info/wbt.htm

8. **Question** **How to Get a PARIS Account?**

Answer

1. Fill out the **ONLINE PARIS ENROLLMENT FORM**
http://inside.anl.gov/resources/business_systems/paris_enrollment.html
Be sure to save this link in your Favorites or Bookmarks
2. When this process is complete, the new PARIS user will be given notification and a temporary password via email.
3. Contact System Support at x9999 and asked to have the PARIS Application installed on your computer.
4. Although PARIS training is up to the individual departments, the **PARIS Help Desk x8100** is available if you need a walk-through, have any questions, problems or just need your PARIS Password reset. If you do not get response you can also call **System Support at x9999**.

If you are unable to have PARIS installed on your desktop, you can access the PARIS application at:

<http://www.adminapps.anl.gov/tsc/launch.shtml>

Be sure to save this link in your Favorites or Bookmarks

Keep in mind that **there are 2 login prompts** when you login into PARIS this way.

1. 1st LOGIN PROMPT: Log into server using your **domain login ID** and password
2. 2nd LOGIN PROMPT: Log into PARIS using your **PARIS password**

9. **Question** **How do I Get the PARIS Application**

Answer There are 2 ways

1. Through an icon on your desktop (must have PARIS installed call x9999) HIGHLY RECOMMENDED.

2. Through INSIDE ARGONE – Administrative Applications

<http://www.adminapps.anl.gov/tsc/launch.shtml>

Be sure to save this link in your Favorites or Bookmarks

Keep in mind that **there are 2 login prompts** when you login into PARIS through Administration Applications.

1. 1st LOGIN PROMPT: Log into server using your **domain login ID** and password

2. 2nd LOGIN PROMPT: Log into PARIS using your **PARIS password**

10. **Question** **How to Prevent Requisition Delays**

Answer **APPROVERS - by Setting an Alias You Can Prevents Delays**

Setting an alias is so **IMPORTANT AS it will prevent delays** in getting requisitions approved.

Please be sure to set alias before you leave on travel or vacation. Your alias **MUST** have same or greater authorization for:

- Training
- Cost Code
- Work Project
- \$ Signature Authorization

PARIS system checks for proper authorization, so if your alias does not have same or greater authorization as you, the requisition will not be forwarded to your alias and requisition will remain in your inbox, thereby causing delays.

REQUISITIONERS - ways you can Prevent Delays

1. If approver forgot to set an alias, please call PARIS Help Desk x8100 immediately

2. You can **VIEW THREAD**** and see who has approved and who has not (approver box turns GREEN when approved). You can then follow up with a phone call to the next approver.

*****To view approval thread, right mouse click on requisition folder and select VIEW THREAD***

11. **Question** **How do I set my Alias?**
- Answer** **Approvers - How to Set an Alias**
1. Go to UTILITIES/Thread Alias Maintenance
 2. Make sure alias has same or greater authority than you
12. **Question** **How to Remove a Tech Rep On a Requisition**
- Answer** **To Removed A Tech Rep and Stop From Receiving Training Notices**
1. Create an OTNP.
 2. Put New Tech Rep badge on requisition
 3. In Procurement instructions mention NEW Tech Rep name and who they are replacing
 4. Save, Complete, and Route for Approval with new Tech Rep in place
(make sure that new Tech Rep has completed the Tech Rep Training Course
<https://www.wbt.anl.gov/CourseContent.asp?COURSENO=ESH374>
13. **Question** **What happens when my Tech Rep Training Expires?**
- Answer** **PLEASE NOTE:** If you are a Tech Rep on a requisition, you are required to take the ESH374 Technical Representative Training when your training expires .
- When your training expires you can:**
1. Ignore training notices until requisition expires. Training notices will then stop or drop off.
 2. Or you can take the required training.
- If you are on an ongoing blanket requisition YOU MUST either:**
1. Continue taking the Tech Rep Training or
 2. Have Yourself Removed as the Tech Rep by creating an OTNP and Changing the Tech Rep on the requisition.
14. **Question** **How do I find out what changes were made in the PARIS System**
- Answer** **All PARIS Users are notified of Changes in the PARIS System Through Email.**
- Please look for these emails Subject titled “PARIS System Changes (Version ____)”.
- SUGGESTION:**
These changes are important to Requisitioners and Approvers so please **READ and SAVE these emails** for future reference in an Email folder.

LOOK UP:

If you save PARIS System Changes Emails to an Email Folder, you will be able to **use the search tool in email** to look up a NEW change that you noticed in PARIS. You may want to know more about the change or when it went into effect.

If you have additional questions, you can always call the PARIS Help Desk, x8100

15. Question Why is an Approver on the Thread?

Answer Approvers are on the thread for various reasons and most of the time they are **Mandatory Approvers**, which means they cannot be removed.

Approvers maybe in the thread because they are approving for

- Cost Code
- Work Project
- Safety
- Technical Representative
- Financial Approver
- or other reasons

When approvers approve a requisition, they are accepting the responsibilities for their role as an approver for that requisition.

NOTE: All approvers have an important role in the approval process and all are necessary. **This is the reason approvers can't be removed or skipped over.**

How to Find Out Why An Approver is on the Thread

1. Right Mouse click on the requisition folder and select VIEW THREAD
2. Double click on each approver box to reveal APPROVER TYPE – (this is the role of the approver and the reason they are on the thread.)

16. Question How do I skip over an Approver?

Answer **NOTE:** All approvers have an important role in the approval process and all are necessary. **This is the reason approvers can't be removed or skipped over.**

Although PARIS System does not allow you to skip over an approver

What you can do is this:

1. Call PARIS Help desk x8100 and ask them to unroute the req. The requisition will come back to you. You can then select different approvers, complete and reroute or
2. If an approver is out of the office and your req is a RUSH you can call the PARIS Help Desk x8100. In most cases, the PARIS Help

Desk can assist with setting up an alias as long as that **alias has same or greater authority.**

17. **Question** **How do Approvers get on the Thread**

Answer **There are 2 ways Approvers get on the Thread:**

1. You selected them - by selecting your department thread, Tech Rep, ESH approver or Final Approver.
2. The PARIS system may also include “**Special Approvers**” in the thread due to certain triggers in the requisition like checkboxes and category codes.