



# Electronic Commerce

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Fluor Hanford  
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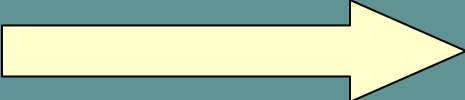





# Disclaimer

- This presentation is not legal advice

*It's Taylor's assemblage of facts opinions and recommendations*

- Develop a legal counsel advocate
- Train and educate users
- Hold suppliers to a standard
- Keep on top of technology changes

# EC – Aha!

- Value grows exponentially from mid 1990s
- Consumers  B to B
- Communication  Data Management
- Technically complex  Simple
- Expensive  Cost effective
- Limited market  Pervasive
- Individual efforts  Collaboration

# What is it?

- Ordering online
- Sharing information, expertise
- Enhance communication
- Consolidate data – avoid redundant data input
- Create & retain electronic records
- Leverage supply chain processes
- Trading Communities – Ariba, Commerce-one

# What is it Fluor Hanford?

- Electronic contract files
- Mixed media records
- Email communication & notices to contractors
- Electronic stores for users
- Online Vendor registration
  - GSA: CCR & SBA: ESRS
- DCAA & Internal Audit are system savvy

# How? E-Commerce Agreement

- We will do business electronically!
- Process description & User Training
- Security & system access control
- Scope: products and service covered
- Trip points for manual intervention & checking
- Data ownership & retention
- Errors; problem handling and resolution

# OnLine Issues

- Privacy
- Spam, virus, hackers
- User & contractor training
- Data Persistence
- Record Recovery
- System compatibility
- Secure payment

# Contracting Issues

- Contract Formation – when is it a contract?
- Send & Receipt time – location –method
- System garbage –
  - *If the system screws up am I still responsible?*
- Long Term record storage
- Fraud
- Repudiation – Did we form a contract?
- Legal Framework



# UCITA

## A Few Facts About The...

### **UNIFORM COMPUTER INFORMATION TRANSACTIONS ACT**

#### **PURPOSE:**

The Uniform Computer Information Transactions Act represents the first comprehensive uniform computer information licensing law. This act uses the accepted and familiar principles of contract law, setting the rules for creating electronic contracts and the use of electronic signatures for contract adoption-thereby making computer information transactions as well-grounded in the law as traditional transactions.

#### **ORIGIN:**

Completed by the Uniform Law Commissioners in 1999, and amended in 2000 and 2002.

#### **STATE ADOPTIONS:**

Maryland  
Virginia

#### **2005 INTRODUCTIONS:**

For any further information regarding the Uniform Computer Information Transactions Act, please contact John McCabe, Katie Robinson, or Mike Kerr at 312-915-0195.

# Digital Signature Act of 1999

- HR 1572 IH.  
Date introduced: April 27, 1999.  
Sponsor: Rep. Bart Gordon (D-TN).  
Source: Library of Congress.
- To require the adoption and utilization of digital signatures by Federal agencies and to encourage the use of digital signatures in private sector electronic transactions.

# UETA

## UNIFORM ELECTRONIC TRANSACTIONS ACT

### PURPOSE:

The Uniform Electronic Transactions Act is designed to support the use of electronic commerce. The primary objective of this act is to establish the legal equivalence of electronic records and signatures with paper writings and manually-signed signatures, removing barriers to electronic commerce.

### ORIGIN:

Completed by the Uniform Law Commissioners in 1999.

### APPROVED BY:

American Bar Association

### SUPPORTED BY:

American Council of Life Insurance  
Equipment Leasing Association of America

### STATE ADOPTIONS:

Alabama	Louisiana	Ohio
Alaska	Maine	Oklahoma
Arizona	Maryland	Oregon
Arkansas	Massachusetts	Pennsylvania
California	Michigan	Rhode Island
Colorado	Minnesota	South Carolina
Connecticut	Mississippi	South Dakota
Delaware	Missouri	Tennessee
District of Columbia	Montana	Texas
Florida	Nebraska	U.S. Virgin Islands
Hawaii	Nevada	Utah
Idaho	New Hampshire	Vermont
Indiana	New Jersey	Virginia
Iowa	New Mexico	West Virginia
Kansas	North Carolina	Wisconsin
Kentucky	North Dakota	Wyoming

### 2005 INTRODUCTIONS:

# UCC Amendment

## A Few Facts About The...

### Amendements to UCC Articles 2 and 2A

**PURPOSE:**

Article 2 of the Uniform Commercial Code has governed the sale of goods since its promulgation in 1951. UCC2 has been amended to accommodate electronic commerce and to reflect development of business practices, changes in other law, and interpretive difficulties of practical significance. UCC2A provides a legal framework for leases of personal property; it has been amended to update and modernize the Article, and to conform to the changes in Article 2.

**ORIGIN:**

Completed by the National Conference of Commissioners on Uniform State Laws and the American Law Institute in 2003.

**APPROVED BY:**

American Bar Association

**STATE ADOPTIONS:**

**2005 INTRODUCTIONS:**

Kansas  
Nevada

# UCC Article 2 Amendment

- Electronic transactions are enforceable
- Electronic signature defined
- Statute of Frauds = \$5K
- Contract formation separated from terms
- Consumer contracts
- Shipment terms deleted

# More Help

- Washington State (1997)
  - ELECTRONIC AUTHENTICATION ACT
  - E-sign is acceptable for some documents
- Utah (1997)
  - DIGITAL SIGNATURES
  - Technology Specific
- United Nations (UNCITRAL) (2004)
  - ICC e-terms
  - Model Ecommerce language

# References

- [www.techlawjournal.com/cong106/digsig/hr1572ih.htm](http://www.techlawjournal.com/cong106/digsig/hr1572ih.htm)
- [http://www.uncitral.org/uncitral/en/commission/working\\_groups/4Electronic\\_Commerce.html](http://www.uncitral.org/uncitral/en/commission/working_groups/4Electronic_Commerce.html)
- Ecommerce Checklist & Links  
[www.mltweb.com/ec/eccheck.htm](http://www.mltweb.com/ec/eccheck.htm)
- [www.mltweb.com/prof/tools.htm#B2B%20E-COMMERCE](http://www.mltweb.com/prof/tools.htm#B2B%20E-COMMERCE)
- [www.mltweb.com/ec/ecref.htm](http://www.mltweb.com/ec/ecref.htm)
- Virus & security resources  
[www.mltweb.com/ec/fraud.htm](http://www.mltweb.com/ec/fraud.htm)

# More references

- US DOJ E-Process Guide for Federal Agencies
  - <http://www.usdoj.gov/criminal/cybercrime/eprocess.pdf>
- Fluor Hanford - implementation leaders
  - Chris Hopkins, Rita Magnaghi, Karin Garcia, Mauri Tionku Shannon Malisani



# If Time Allows

- Questions?
- Mike's Path Forward
- Fluor Hanford Progress Report

# Path Forward; Mike's View

- Find a technical guru who understands the business process – it's NOT an IT function.
- Demand computer literacy of employees
- Demand computer literacy of vendors
- Use an electronic payment mechanism
- Manage the data flow between users and suppliers - not transactions
- Integrate Auditors and Electronic Records

# Fluor Hanford Progress Report

- 1994 Procurement Web site
- 1994 Transfer files via ftp to contractors
- 1995 Solicitation Posting
- 1995 Approval of some electronic record files
- 1996 Use of the Internet training for Suppliers
- 1999 Online ordering agreement with BT Office
- 2000 OnLine ordering rollout to Pcard holders
- 2001 DCAA trained to view electronic files
- 2005 QA, Safety, Internal Audit, Project Managers, etc.

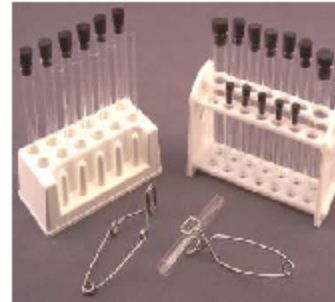
# Fluor Hanford Procurement - today

- Online E-Store of Ordering Agreements
- Electronic Commerce ordering by Pcard
- Email to communicate with contractors
- Contract records include electronic data
- Electronic record archives of standard provisions, vendor forms, insurance certificates, shared data files, invoice copies

# E-STORE

User Self Registration

Required  
Source List



## Hardware

- Hand Tools and General Hardware
- Slings\*
- Swagelok Fittings
- Tie Downs\*

## Food & Water

- Overtime Lunches\*
- Water & Dispensers

## Industrial Supplies

- Chemicals
- Electrical
- Safety & Lab Equipment
- Prescription Safety Eyewear
- Gases\*
- Janitorial
- Safety Footwear
- Winter Wear

## Office Supplies & Furniture

- Office and Copier Paper Products
- Computers
- Standard Computer Information
- Monitors
- Printers & Scanners
- Workstation Furniture

## Services

- M&TE Calibration

*\* Items with asterisks do not have on-line ordering sites implemented yet. You may order those items through BMS PassPort.*

*Please email questions regarding eStore to [eStore Support](#) and/or call Chris Hopkins 372-0286*

*On-Line Ordering Requires the Use of a P-Card.*

**By Submitting this form, Vendor is**

- 1- requesting addition or changes to the Vendor Database**
- 2- authorizing Buyer to verify the information submitted**

*These certification statements concern matters within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may render Vendor subject to prosecution under Section 1001, Title 18, United States Code (Criminal Code).*

**Vendors:** This is the registration database for contractors and suppliers to Fluor Project Hanford and CH2M Hill Hanford Group, Inc.

VENDOR REGISTRATION			
Complete and submit this form using the "Submit Registration" button on the last screen.			
Vendor Code <input style="width: 90%;" type="text"/> - <input style="width: 10%;" type="text"/>	Vendor Business Contact * <input style="width: 98%;" type="text"/>		Contact Phone * <input style="width: 98%;" type="text"/>
Legal Business Name * <input style="width: 98%;" type="text"/>		Date <input style="width: 98%;" type="text" value="12/14/2005"/>	
Business Street Address * <input style="width: 98%;" type="text"/>			
City * <input style="width: 98%;" type="text"/>	State * <input style="width: 30%;" type="text"/>	Zip Code + 4 * <input style="width: 98%;" type="text"/>	Foreign Zip Code <input style="width: 98%;" type="text"/>
Country <input style="width: 98%;" type="text"/>	Business Phone * <input style="width: 98%;" type="text"/>	FAX Number <input style="width: 98%;" type="text"/>	Toll Free Number <input style="width: 98%;" type="text"/>
Company Web Address <input style="width: 98%;" type="text"/>			
E-mail Address * If none, enter "N/A". <input style="width: 98%;" type="text"/>			
SECTION A VENDOR MAILING ADDRESS (Please complete if different from business address.)			



Contracts & Supply Chain Management

eStore Marketplace

Material Coordinator

Online Tools

PassPort

P-Card

Prime Contract Management

Procurement

Property

Training

Resource Library

- Glossary
- Content Management
- Forms & Templates
- Procedures and Processes
- Reports

Site Map

Frequently Asked Questions

Search

What's New

Test & Development

Administration

Print Preview

## Contracts & Supply Chain

# Resource Library

--Select Option--  
UPDATE SECTION GO

## Resource Library

*Useful web pages for Contracts & Supply Chain functions*

### Procedures & Processes

- [Procedures](#)
- [Business Process Guides](#)
- [PHMS Doc On Line](#)
- [General and Special Provisions](#)

### Archive Data

- [IDMS Records](#)
  - [Vendor Insurance Certificates](#)
  - [General and Special Contract Provisions](#)
- [IDMS Vendor Registration Forms](#)
  - *note: restricted access, contact Kim Schultz or Mike Taylor for copies of registration forms*
- [IDMS User Support Documentation](#)
- [Process Guides, Clauses, etc.](#)

### Quick Links to:

- [Accruals \(Finance Web Site\)](#)
- [Account Codes in PassPort \(Finance Web Site\)](#)
- [Content Management task team](#)
- [Laws and Regulations](#)  
Copies of selected regulations and directives
- [Frequently Asked Questions](#)
- [RL Integrated Management System](#)  
Links to DOE Directives, regulations and policies

### Glossary

- [FH Contracts & Supply Chain Glossary](#)
- [Hanford Abbreviation and Acronym list](#)
- [Standard Abrieivation list for materials ordering](#)

### Reports & Forms

- [Archived Data](#)
- [Crystal Reports](#)
- [PIDS Purchase Order data](#)
- [Reports Definition Document](#)
- [Contracts & Supply Chain forms and templates](#)
- [Site Forms](#)

# Executive Assistant

Executive Assistants: [BTRs](#) / **Contract Specialists** / [Managers](#) / [Material Coordinators](#)

## Service Acquisition

...popular links for acquiring services

- > [Accruals](#)
  - > [BTR Designation letter](#)
  - > [BTR Designation letter - CLR](#)
  - > [Federal Travel Regulations- per diem rates](#)
  - > [Hazard Review Prescreening Questions](#)
  - > [Map to Central Badging](#)
  - > [Subcontractor Identification](#)
- Use to identify lower-tier contractors*

## Procedures & Guides

...click here for procedure page

- > [Cost Price Analysis](#)
- > [Contract Payments & Invoice Review](#)
- > [Contract Closeout](#)
- > [DOCs OnLine, Hanford PROs and RDs](#)
- > [Preaward Reviews and Approvals](#)
- > [Provisions, General and Special](#)
- > [Procurement Quick Reference](#)
- > [Records and File Documentation BPG](#)
- > [FOCI and Facility Clearance Requirements](#)
- > [Required Source List](#)

## Materials Acquisition

...popular links for acquiring materials

- » [Capital Fund Requirements](#)
- » [Quality Assurance](#)
- » [HNF-PRO-268: Control of Purchased/Acquired Items and Services](#)
- » [HNF-PRO-259: Graded Approach](#)
- » [Parts and Tools Return site form A-6001-535](#)
- » [Thomas Register](#)
- » [Tabulation of Offers template](#)

## References

- » [Account Codes in PassPort \(Finance\)](#)
- » [Accruals \(finance\)](#)
- » [Blanket Wage Determination](#)
- » [Burn Rate Chart - FY05 \( FH finance\)](#)
- » [DOE Regulations and Guidance reference](#)
- » [Excluded Parties List](#)
- » [Insurance Certificates in PassPort](#)
- » [Integrated Contractor Procurement Team \(ICPT\)](#)
- » [Provisions, General and Special](#)
- » [Provisions Archive:](#)
- » [QA Evaluated Suppliers and QA Clauses](#)
- » [RFP Postings \(External web site\)](#)
- » [Safety and Health web site](#)


## Forms

...click here for forms page

- > [Acquisition Planning Document](#)
- > [Badge Request Form \(Word Template\)](#)
- > [Security Badge OnLine web site](#)
- > [File Index \(siteform\)](#)
- > [File Summary Memo - Templates and Instructions](#)
- > [File Transfer Checklist](#)
- > [Request for Proposal Review \(Site form A-6000-721\)](#)
- > [HNF-RD-10704 Work Turndown](#)

## Systems & Reports

...click here for OnLine Tools page

- > [PassPort Log in Page...](#) 
- > [Clause Tool](#)
- > [Links to useful web sites](#)
- > [NAICS codes](#)
- > [Request RFP Posting](#)
- > [Vendor Registration form](#)
- > [Vendor Name Change form](#)
  
- > [Crystal Reports](#)
- > [BTRs on Active Contracts](#)
- > [Production Report Folder](#)
- > [Socioeconomic Reports](#)




## OnLine Tools

Links to Supply Chain functions. Last Updated 02/15/05

Executive Assistants: [BTRs](#) / [Contract Specialists](#) / [Managers](#) / [Material Coordinators](#)

### Business Systems

... [click here for more info.](#)

- [E-Store Market Place](#)
- [M & T E Calibration](#)
- [PassPort Log in page](#) 
- [PassPort Training](#)
- [Property Management - Sunflower Asset Mgt System \(SAMS\)](#)
- [P-Card](#)

### Contract Processing

...[click here for more info.](#)

- [Archive Tool](#)
- [Clause Tool](#)
- [RFP/RFI Posting Request form](#)

### Resources

...[click here for more info.](#)

- [Acquisition Process Tool](#)
- [CutePDF](#) - *Replaces the Supply Chain PDF tool*
- [Crystal Reports](#)
- [Excess Property Bulletin Board](#) **\*NEW\***
- [IDMS - VKC](#)  
Procurement Records - contact Mike Taylor
- [Material Source Search Tool](#)
- [Negotiation Tracking](#)
- [OnLine Training](#) - Centra
- [Shareview](#) -  
*Display a complete list of network and printer PC connections. Useful when upgrading or moving to a new location.*

### Administration

...[click here for more info.](#)

- [Add Supply Chain Folder to your Favorites menu](#)
- [Vendor Registration Form](#) (external web site)
- [Vendor Registration Form Archive \(IDMS\)](#)  
Vendor administration -restricted access
- [Master Administration Tool \(MAT\)](#)  
Web Site Administration -restricted access

### Quick Links to:

- [Accruals \(Finance Web Site\)](#)
- [Account Codes in PassPort \(Finance Web Site\)](#)
- [Contacts in the Contracts & Supply Chain Organization](#)
- [Glossary of Supply Chain Terms](#)
- [Procedures and Process Guides](#)
- [Frequently Asked Questions](#)
- [Links to useful web sites](#)

Send updates or ideas for additions to this page to [FH Contracts & Supply Chain Support](#)

# More Examples

- Gateway integrates UPS into production line to handle shipping.
  - Expanded so UPS to stores monitors and matches to orders in transit
  - Expanded so UPS tracking is part of gateway order acknowledgement
  - Expanded so UPS manages some types of returns and repairs
- GM Supplier Management – Business Week