

INSTRUCTIONS

(Please Read Carefully)

The Contract/Delegation Purchase Order must be submitted as follows: Copy 1 and Copy 3 to the Vendor, Copy 2 to Office of Procurement: Copies 4—7 for agency use.

The form may be completed by hand or typewriter. If handwritten, sufficient pressure must be used to assure that all copies will be legible. Please print.

Adherence to the following specific instructions for completing the Contract/Delegation Purchase Order form will promote timely processing of each document. Emphasis on neatness and accuracy is extremely important.

1. **AGENCY BILLING CODE** - Enter correct Agency Billing Code.
2. **CONTRACT/DELEGATION NUMBER** - Enter the appropriate contract, delegation, or state price schedule number, left to right.
3. **PAGE OF PAGE** - Enter page number and total number of pages for each order. This should be shown with two digits.
4. **DATE** - Enter the date the order is prepared. The month, day, and year should be indicated with two digits (i.e.,—July 1, 1987 as 07/01/87.)
5. **AGENCY ORDER NUMBER** - The appropriate agency order number, as prescribed by the agency accounting office, shall be entered from left to right. This number may be required in the invoice payment process to cross-reference the vendor's invoice to the specific Contract/Delegation Order. The number is required for contract or State Price Schedule purchases.
6. **VENDOR NUMBER** - For Contracts, Delegations, and State Price Schedules - enter the appropriate number.
7. **SMALL BUSINESS (S/B) CODE** - For Contract and State Price Schedules - omit, do not complete this information. For Delegations - enter the appropriate information.
Small Business
S = Small Business
N = Not Small Business
B = Unknown
8. **ETHNIC CODE (ETH)** - For Contracts and State Price Schedules - omit, do not complete this information. For Delegations - enter the appropriate information.
Ethnic Code
MALE
FEMALE
a = American Indian W = Woman-owned Business
b = Asian
c = Black
d = Filipino
e = Hispanic
f = White
9. **VENDOR'S TAXPAYER IDENTIFICATION NUMBER** - Enter Federal Employer Identification Number (FEIN)
10. **ITEM NUMBER** - Enter Item Number.
11. **QUANTITY** - Enter appropriate quantity.
12. **UNIT** - For Contracts - this information must be entered exactly as shown on the contract. For Delegations - enter the order unit listed in Purchasing Information Network (PIN) catalog. For State Price Schedules - enter the order unit listed in the State Price Schedules.
13. **COMMODITY CODE** - For Contracts - the commodity code must be entered exactly as shown on the contract. If the commodity code is not indicated on the contract, then leave this space blank. For Delegations - enter the approved commodity codes from the PIN catalog. For State Price Schedule - omit, unless there are instructions contained in the State Price Schedule being used.
14. **DESCRIPTION** - Enter the appropriate PIN Catalog description for delegations. All other descriptions shall be taken from the Contract Notification or State Price Schedule Notification. If the description of the commodity exceeds one line, the second and any succeeding lines may be extended into the commodity code column.
15. **UNIT PRICE** - The unit price must be entered for each commodity. Since some contracts and State Price Schedules are based on a market price index, the unit price may be unknown at the time of order. In such cases, do not submit this form until the priced copy is received from the vendor. For Delegations - enter the appropriate price.
16. **SELF INVOICING** - This may be used as a self-invoicing form. If so, the vendor shall return (Copy 1" as the invoice, with the "Self-Invoicing" box completed. All other distribution shall be identical.

Completion of all other data requirements on the Contract/Delegation Purchase Order form is self-explanatory.