**VOSA Ordering Process**

1. Customer/User/Requester contacts Redacted under FOI Act 2000 for use of VOSA;
2. Request form emailed to Requester from Redacted under FOI Act 2000;
3. Requester completes the Demander Detail and the Product Detail sections (Columns “TYPE” to “Vendor Contact Details If Available” as applicable) then returns the Form to SAM Team;
4. Redacted under FOI Act 2000 allocate a MOD Reference Number then submit the Request Form (via email) to VOSA Supplier;
5. VOSA Supplier obtains a quote from the product vendor (and annotate the Request Form Product Detail section (columns “Quotation Unit Cost (GBP)” to “Comments”)) and return to Redacted under FOI Act 2000;
6. Redacted under FOI Act 2000 forwards the Request form to the Requester for their acceptance of the quote;
7. Requester completes the “Offer and Acceptance” section of the Request Form with confirmation of the products quoted they wish to purchase and returns the Form to the Redacted under FOI Act 2000;
8. Redacted under FOI Act 2000 forward Request Form to Redacted under FOI Act 2000 managing the VOSA (currently Redacted under FOI Act 2000) for signature;
9. Redacted under FOI Act 2000 forward the signed Form to VOSA Supplier for their signature;
10. VOSA Supplier returns signed Form to Redacted under FOI Act 2000, and VOSA supplier expedites the Order with the Vendor;
11. Requester raises the Purchase Reqn in CP&F;
12. Redacted under FOI Act 2000 raises the Purchase Order in CP&F (against the VOSA Contract Purchase Agreement (CPA) with the VOSA Supplier);
13. The VOSA Supplier submits the Invoice into CP&F; and
14. Requester receipts the invoice (if the Order has been successfully completed) allowing payment to be made to the VOSA Supplier.