

## Appendix - Addresses and Other Information

### 1. Commercial Officer

Name: Des McMenamin

Address: COO & DG Fin Delivery Team, Head Office  
Commercial, Room 2.1.02, Level 2, Kentigern House, 65  
Brown Street, Glasgow, G2 8EX.

Email: des.mcmenamin465@mod.gov.uk

☎ 0141-224-2528

### 2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: Helen Sheridan

Address FMC Infra Pol SustMOD, FMC Capability  
Infrastructure, 1st Floor, Zone 5, IDL 418 Ramillies Building,  
Marlborough Lines, Monxton Road, Andover, SP11 8HJ..

Email: helen.sheridan643@mod.gov.uk

☎ 030-679=89604

### 3. Packaging Design Authority

Organisation & point of contact:

(Where no address is shown please contact the Project Team  
in Box 2)

☎

### 4. (a) Supply / Support Management Branch or Order Manager:

Branch/Name: As Box 2

☎

(b) U.I.N. D0934C

### 5. Drawings/Specifications are available from

N/A

### 6. Intentionally Blank

### 7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance  
requirements should be listed under the General Contract  
Conditions.

**AQAPS** and **DEF STANs** are available from UK Defence  
Standardization, for access to the documents and details of the  
helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or  
<https://www.dstan.mod.uk/> [extranet, registration needed].

### 8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be  
sent to DBS Finance ADMT – Assets In Industry 1, Level 4  
Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy,  
Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394

### 9. Consignment Instructions

The items are to be consigned as follows:

### 10. Transport. The appropriate Ministry of Defence Transport Offices are:

**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c,  
Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913  
8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117  
913 8946

### **B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then  
option 3)

JSCS Fax No. 01869 256837

[www.freightcollection.com](http://www.freightcollection.com)

### 11. The Invoice Paying Authority

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

### 12. Forms and Documentation are available through \*:

Ministry of Defence, Forms and Pubs Commodity  
Management

PO Box 2, Building C16, C Site

Lower Arncott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email:**

[Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk)

### \* NOTE

1. Many **DEFCONs** and **DEFFORMs** can be obtained from  
the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on  
the MOD Internet site requests should be submitted through  
the Commercial Officer named in Section 1.

