

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>W900KK-15-D-0000</b>				2. DELIVERY ORDER/ CALL NO. <b>1234</b>		3. DATE OF ORDER/CALL (YYYYMMDD) <b>2018 Jul 12</b>		4. REQ./ PURCH. REQUEST NO.  00123456789123456789		5. PRIORITY					
6. ISSUED BY <b>ARMY CONTRACTING COMMAND</b>  <b>POC: William Smith (404) 123-7534</b>				CODE <b>W900KK</b>		7. ADMINISTERED DD (if other) <b>DCMA ORLANDO</b> <b>Walt Disney World, Orlando, FL</b>				CODE <b>S1002A</b>  SCD: C					
9. CONTRACTOR <b>Sophisticated Office Equipment</b> <b>NAME AND ADDRESS Orlando, FL</b>				CODE <b>555SOE</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO <b>US Army</b>  <b>Sheldon Cooper (404) 123-4567</b>				CODE <b>SHIP12</b>		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b>  <b>DFAS-COLUMBUS CENTER</b> <b>DFAS-CO SOUTH ENTITLEMENT OPERATIONS</b> <b>P.O. BOX 182317</b> <b>COLUMBUS OH 43218-2264</b>				12. DISCOUNT TERMS Net 30 Days					
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15															
<p style="text-align: center;"><b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b></p>															
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:												
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
		<b>SEE SCHEDULE</b>													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: <b>(404) 123-7534</b> EMAIL: <b>William.B.Smith.civ@mail.mil</b> BY: William Smith				<i>William Smith</i>  CONTRACTING / ORDERING OFFICER				25. TOTAL <b>\$125,500.00</b>		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER					
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

**Section B** - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	large office desk	15	EA	1,800.00	\$27,000.00

FFP  
 Delivery IAW PWS-EXAMPLE  
 FOB: Destination  
 PURCHASE REQUEST NUMBER:00123456789123456789

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NET AMT	\$27,000.00
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ACRN AA	\$27,000.00
CIN: GFEB00AAA123456	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	desk extension	15	EA	\$1,400.00	\$21,000.00

FFP  
 Delivery IAW PWS-EXAMPLE  
 FOB: Destination  
 PURCHASE REQUEST NUMBER:00123456789123456789

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NET AMT	\$21,000.00
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ACRN AA	\$21,000.00
CIN: GFEB00AAA123456	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Book case FFP Delivery IAW PWS-EXAMPLE FOB: Destination PURCHASE REQUEST NUMDER: 00123456789123456789	20	EA	\$1,350.00	\$27,000.00

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NET AMT	\$27,000.00
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ACRN AA CIN: GFEB00AAA123456	\$27,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Credenza FFP Delivery IAW PWS-EXAMPLE FOB: Destination PURCHASE REQUEST NUMDER: 00123456789123456789	10	EA	\$1,500.00	\$15,000.00

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NET AMT	\$15,000.00
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ACRN AA CIN: GFEB00AAA123456	\$15,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Plush office chair FFP Delivery IAW PWS-EXAMPLE FOB: Destination PURCHASE REQUEST NUMDER: 00123456789123456789	15	EA	\$700.00	\$10,500.00

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NET AMT	\$10,500.00
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ACRN AA CIN: GFEB00AAA123456	\$10,500.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Medium size meeting table FFP Performance IAW PWS-EXAMPLE FOB: Destination PURCHASE REQUEST NUMDER: 00123456789123456789	10	EA	\$900.00	\$9,000.00

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NET AMT	\$9,000.00
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ACRN AB CIN: GFEB00AAA987654	\$9,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Standard meeting chair FFP Performance IAW PWS-EXAMPLE FOD: Destination PURCHASE REQUEST NUMBER: 00123456789123456789	80	EA	\$200.00	\$16,000.00

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NET AMT	\$16,000.00
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ACRN AB CIN: GFEB00AA987654	
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Assembly instructions FFP Performance IAW PWS-EXAMPLE FOB: Destination PURCHASE REQUEST NUMDER: 00123456789123456789	1	EA		NSP

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NET AMT

Section C - Descriptions and Specifications

C-1 DESCRIPTION/SPECIFICATION/WORK STATEMENT

The Contractor shall perform the Firm Fixed Price effort as identified in Section B in this contract in accordance with the Performance Work Statement (PWS-2017-30-D) dated 26 January 2017) entitled "Joint Multinational Readiness Center (JMRC) Audio Voice Over Internet Protocol (VOIP) Communications Subsystem" Attachment (1) to this task order.

C-2 All terms and conditions of the basic contract apply to this order.

**Section E** - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government

**Section F** - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0001	30-SEP-2019	1	US ARMY FOB: Destination	SHIP12
0002	30-SEP-2019	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12
0003	30-SEP-2019	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12
0004	30-SEP-2019	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12
0005	30-SEP-2019	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12
0006	POP 12-JUL-2018 TO 30-SEP-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12
0007	POP 12-JUL-2018 TO 30-SEP-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12
0008	POP 12-JUL-2018 TO 30-SEP-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SHIP12

The delivery information provided above is necessary for acceptance of deliveries and payment purposes. The following is the actual physical location where delivery will occur:  
US ARMY

ATTN: Sheldon Cooper (404) 123-4567



**Section G** - Contract Administration Data**ACCOUNTING AN APPROPRIATION DATA**

AA: 0212017201920350000MMAMA631E      A.0003414.32.1      6100.9000021001

COST CODE: PIHEBF                      CIN GFEB00AA1234560001: \$27,000.00  
 AMOUNT: \$100,500.00                  CIN GFEB00AA1234560002: \$21,000.00  
    CIN GFEB00AA1234560003: \$27,000.00  
    CIN GFEB00AA1234560004: \$15,000.00  
    CIN GFEB00AA1234560005: \$10,500.00

AB: 0212018202020350000MMAMA631E      A.0003414.42.1      6100.9000021001

COST CODE: PIHEBB  
 AMOUNT: \$25,000.00

CIN GFEB00AA9876540006: \$9,000.00  
 CIN GFEB00AA9876540007: \$16,000.00

**CLAUSES** INCORPORATED DD FULL TEXT**252.232-7006** WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF Home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(D) Document type. The Contractor shall use the following document type(s).

COMBO (Receiving Report and Invoice)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

SHIP12 Destination Inspection/Destination Acceptance

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

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 Field Name in WAWF    Data to be entered in WAWF  
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Pay Official DoDAAC	HQ0338
Issue By DoDAAC	W900KK
Admin DoDAAC	S1002A
Inspect By DoDAAC	SHIP12
Ship To Code	SHIP12
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

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 (\*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Sheldon Cooper (404) 123-4567 sheldoncooper@bigbangtheroy.com

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Howard Wolowitz (404) 123-9874

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

**Section H** - Special Contract Requirements

## CLAUSES INCORPORATED BY FULL TEXT

## 252.229-7001 TAX RELIEF (SEPT 2014)

(a) Prices set forth in this contract are exclusive of all taxes and duties from which the United States Government is exempt by virtue of tax agreements between the United States Government and the Contractor's government. The following taxes or duties have been excluded from the contract price:

NAME OF TAX: Germany Value Added Tax  
RATE (PERCENTAGE): 19%

(b) The Contractor's invoice shall list separately the gross price, amount of tax deducted, and net price charged.

(c) When items manufactured to United States Government specifications are being acquired, the Contractor shall identify the materials or components intended to be imported in order to ensure that relief from import duties is obtained. If the Contractor intends to use imported products from inventories on hand, the price of which includes a factor for import duties, the Contractor shall ensure the United States Government's exemption from these taxes. The Contractor may obtain a refund of the import duties from its government or request the duty-free import of an amount of supplies or components corresponding to that used from inventory for this contract.

(End of clause)

## 252.229-7002 CUSTOMS EXEMPTIONS (GERMANY) (JUNE 1997)

Imported products required for the direct benefit of the United States Forces are authorized to be acquired duty-free by the Contractor in accordance with the provisions of the Agreement Between the United States of America and Germany Concerning Tax Relief to be Accorded by Germany to United States Expenditures in the Interest of Common Defense.

(End of clause)

**Section I - Contract Clauses**

All clauses from basic contract W900KK-D5-D-0000 apply to this order and its cognizant contract type with the clarifications noted below for payment purposes:

- 1) FAR 52.232-16 Progress Payments is NOT applicable to this order.
- 2) DFARS 252.232-7004 DoD Progress Payment Rates is NOT applicable to this order.
- 3) FAR 52.232-32 Performance-Based Payments is NOT applicable to this order.

**CLAUSES INCORPORATED BY FULL TEXT****52.215-23 LIMITATIONS ON PASS-THROUGH CHARGES (OCT 2009)**

(a) Definitions. As used in this clause--

Added value means that the Contractor performs subcontract management functions that the Contracting Officer determines are a benefit to the Government (e.g., processing orders of parts or services, maintaining inventory, reducing delivery lead times, managing multiple sources for contract requirements, coordinating deliveries, performing quality assurance functions).

Excessive pass-through charge, with respect to a Contractor or subcontractor that adds no or negligible value to a contract or subcontract, means a charge to the Government by the Contractor or subcontractor that is for indirect costs or profit/fee on work performed by a subcontractor (other than charges for the costs of managing subcontracts and any applicable indirect costs and associated profit/fee based on such costs).

No or negligible value means the Contractor or subcontractor cannot demonstrate to the Contracting Officer that its effort added value to the contract or subcontract in accomplishing the work performed under the contract (including task or delivery orders).

Subcontract means any contract, as defined in FAR 2.101, entered into by a subcontractor to furnish supplies or services for performance of the contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

Subcontractor, as defined in FAR 44.101, means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime Contractor or another subcontractor.

(b) General. The Government will not pay excessive pass-through charges. The Contracting Officer shall determine if excessive pass-through charges exist.

(c) Reporting. Required reporting of performance of work by the Contractor or a subcontractor. The Contractor shall notify the Contracting Officer in writing if--

(D) The Contractor changes the amount of subcontract effort after award such that it exceeds 70 percent of the total cost of work to be performed under the contract, task order, or delivery order. The notification shall identify the revised cost of the subcontract effort and shall include verification that the Contractor will provide added value; or

(2) Any subcontractor changes the amount of lower-tier subcontractor effort after award such that it exceeds 70 percent of the total cost of the work to be performed under its subcontract. The notification shall identify the revised cost of the subcontract effort and shall include verification that the subcontractor will provide added value as related to the work to be performed by the lower-tier subcontractor(s).

(d) Recovery of excessive pass-through charges. If the Contracting Officer determines that excessive pass-through charges exist;

(1) For other than fixed-price contracts, the excessive pass-through charges are unallowable in accordance with the provisions in FAR subpart 31.2; and

(2) For applicable DoD fixed-price contracts, as identified in 15.408(n)(2)(i)(B), the Government shall be entitled to a price reduction for the amount of excessive pass-through charges included in the contract price.

(e) Access to records. (1) The Contracting Officer, or authorized representative, shall have the right to examine and audit all the Contractor's records (as defined at FAR 52.215-2(a)) necessary to determine whether the Contractor proposed, billed, or claimed excessive pass-through charges.

(2) For those subcontracts to which paragraph (f) of this clause applies, the Contracting Officer, or authorized representative, shall have the right to examine and audit all the subcontractor's records (as defined at FAR 52.215-2(a)) necessary to determine whether the subcontractor proposed, billed, or claimed excessive pass-through charges.

(f) Flowdown. The Contractor shall insert the substance of this clause, including this paragraph (f), in all cost-reimbursement subcontracts under this contract that exceed the simplified acquisition threshold, except if the contract is with DoD, then insert in all cost-reimbursement subcontracts and fixed-price subcontracts, except those identified in 15.408(n)(2)(i)(B)(2), that exceed the threshold for obtaining cost or pricing data in accordance with FAR 15.403-4.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

Attachment (1) Performance Work Statement (PWSEXAMPLE Dated 26 January 2017) entitled  
"Joint Multinational Readiness Center (JMRC) Audio Voice Over Internet Protocol  
(VOIP) Communications Subsystem"

Attachment (2) COR Appointment

Exhibit A Contract Data Requirements List (CDRL) A00D-A002

Exhibit B Contract Data Requirements List (CDRL) D00D-D008

Exhibit C Contract Data Requirements List (CDRL) C00D-C006