

SCHEDULE U
ORDERING PROCEDURE

CONTENTS

1. THE AUTHORITY – ORDERING PROCEDURE.....1

2. POLICE FORCES – ORDERING PROCEDURE3

SCHEDULE U**ORDERING PROCEDURE****1. THE AUTHORITY – ORDERING PROCEDURE**

- 1.1 All Orders from the Authority to the Contractor will be placed from an agreed single point of contact.
- 1.2 The Authority will nominate a Representative for each Order, who will be responsible for the Acceptance of the Products and/or Services to be supplied by the Contractor under that Order.
- 1.3 All Orders from the Authority to the Contractor will be sent to a single point of contact within the Contractor's organisation, to be nominated by the Contractor.
- 1.4 All Orders will detail the following:
 - 1.4.1 date of Order;
 - 1.4.2 origin of Order;
 - 1.4.3 statement of Originator's requirement;
 - 1.4.4 agreed Requirement (if different from Clause 1.4.3);
 - 1.4.5 The Authority's reference;
 - 1.4.6 invoicing address;
 - 1.4.7 delivery address;
 - 1.4.8 Implementation Plan Requirements;
 - 1.4.9 date required;
 - 1.4.10 Acceptance Period;
 - 1.4.11 Dependencies / Milestones;
 - 1.4.12 Charges and payment profiles (if applicable)
 - 1.4.13 Acceptance Criteria (in line with Schedule H (**Acceptance Procedures**));
 - 1.4.14 details of Liquidated Damages; and
 - 1.4.15 Authority's Representative.
- 1.5 Details of an Order will not be accepted by the Contractor containing terms and conditions or any other statement that would conflict with the terms of this Contract.
- 1.6 The Contractor will supply all Products and/or Services in accordance with the requirements specified within the Order.
- 1.7 "Part Delivery" will only be carried out by the Contractor with the prior written approval of the Authority.

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- 1.8 The Contractor shall receive written confirmation from the Authority that the Order has been accepted before payment can be made unless otherwise specified in the payment profile.
- 1.9 Both Parties shall agree the Charges (if any) and the payment profile detailed in Clause 1.4.12 above only after the Requirement has been agreed between both parties (as detailed in 1.4.4 above).
- 1.10 Charges for Optional Services pursuant to Clause 8 of Schedule B (**Conditions of Contract**) shall be as set out in Schedule E (**Pricing**), or if not stated in that schedule as agreed between the Parties in the manner set out elsewhere within the Contract. Such Charges shall be identified when an Order is placed in accordance with this Ordering Procedure.
- 1.11 All Orders from Police Forces to the Contractor shall be in accordance with Clause 2 below.

2. POLICE FORCES – ORDERING PROCEDURE

- 2.1 Police Forces may place orders directly with the Contractor for appropriate IDENT1 options as set out in Clause 8 of Schedule E (**Pricing**).
- 2.2 All Orders from the Police Force to the Contractor will be placed from an agreed single point of contact.
- 2.3 The Police Force will nominate a Representative for each Order, who will be responsible for the Acceptance of the installation of the Products and/or Services to be supplied by the Contractor under that Order.
- 2.4 All Orders from the Police Force to the Contractor will be sent to a single point of contact within the Contractor's organisation, to be nominated by the Contractor.
- 2.5 All Orders placed under this Schedule with the exception of Livescan and EIU's shall be placed under Schedule B (**Conditions of Contract**). All Orders placed under this Schedule for Livescan and EIU's shall be placed in accordance with the terms and conditions of Schedule R (**Livescan and EIU's**).
- 2.6 All Orders shall detail at least the following items:
- 2.6.1 order number;
 - 2.6.2 Originator name and phone number(s);
 - 2.6.3 type of order (LiveScan units, spares, repairs) or Statement of Requirement;
 - 2.6.4 delivery Address(es);
 - 2.6.5 invoice Address;
 - 2.6.6 delivery Date(s);
 - 2.6.7 description and Quantities of what is being ordered;
 - 2.6.8 unit Prices of Items being Ordered and payment profile;
 - 2.6.9 Other Charges (e.g., shipping);
 - 2.6.10 total Value of the Order;
 - 2.6.11 Force Signature/Date; and
 - 2.6.12 Contractor Signature/Date.
- 2.7 Details of an Order will not be accepted by the Contractor containing terms and conditions or other statements that would conflict with the terms of this IDENT1 Contract or the IDENT1 Schedule B (**Conditions of Contract**)/Schedule R (**Livescan and EIU's**) as appropriate.
- 2.8 The Contractor will supply all Products and/or Services in accordance with the requirements specified within the Order.
- 2.9 "Part Delivery" will only be carried out by the Contractor with the prior written approval of the Force.

2.10 The Contractor will ensure that a copy of the Order is sent to the Authority's representative.