**Annex GEN 18-3: Index Template for a Simple Procedure (rev May 2021)**

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| --- | --- |
| **Procurement file reference number** | **<Insert>** |
| **Lot number** | **<Insert>** |
| **Description** | **<Insert>** |

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|  | Document | Mark ✔ to indicate inclusion of document |
| **1** | Purchase Request (GEN 7-3) |  |
| **2** | Simple Procedure Quotation Form (SUP 1)  OR Request for Proposal – RFP (SER 2 or Terms of Reference only) |  |
| **3** | Quotations (Minimum 3 competitive quotations or prices stated in a note to file) |  |
| **4** | Evaluation (Comparison of specifications and prices with justification for selection of supplier) Evaluation criteria is always: lowest price meeting the specifications! |  |
| **5** | Counter-Terrorism Screening has been completed  Enter screening tool Transaction/Batch ID number/s here: |  |
| **6** | Purchase Order - Optional below EUR 2.000  (SUP 6, signed by the supplier and the buyer)  OR  Contract (SER 4, signed by the consultant and the buyer) |  |
| **7** | Invoice |  |
| **8** | Shipping documents (e.g. packing list, air way bill, bill of lading, delivery note etc.) - list |  |
| **9** | Proof of Receipt (e.g. signed invoice or signed delivery note) |  |
| **10** | Other documents – list  *Proof of end usage if applicable (ie – beneficiary distribution list)* |  |