Form of Purchase Order

*[The red highlighted text indicates information provided to assist the completion of the Purchase Order and should be deleted prior to the Purchaser’s signing of the Order.]*

This Purchase Order has been issued under the VTS Head Agreemententered into by the State of Victoria through the Department of Premier and Cabinet and *[name of Supplier]* (*[ABN of Supplier]*).

**Purchaser details:**

|  |  |
| --- | --- |
| Name |  |
| ABN/ACN (if applicable) |  |
| Address |  |
| Notice Details | address:  email: |
| Purchaser’s Contract Representative | name:  position: |

**Administrative details:**

|  |  |
| --- | --- |
| PO Number |  |
| Will this Purchase Order create a new Purchase Contract or vary existing Purchase Contract | *[The VTS Head Agreement allows Purchasers to create multiple Purchase Contracts (and different Purchase Orders are issued under each Purchase Contract). The first Purchase Order issued by a Purchaser will create a Purchase Contract between the Supplier and the Purchaser. Subsequent Purchase Orders can simply amend that Purchase Contract.]*  New Purchase Contract: *[Insert the reference number of the new Purchase Contract.]*  Vary existing Purchase Contract: *[Insert the reference number of the existing Purchase Contract.]* |

**Additional Purchase Order Details:**

|  |  |
| --- | --- |
| Key person(s) |  |
| Key positions to be filled |  |
| Is a Service Management and Governance Manual required? (cl. 33.1) | *[‘Yes’ or ‘No’.]* |
| Mode of payment (cl. 39.6) | *[Specify whether payment of amounts in Supplier Invoices will be by cheque, electronic funds transfer or other mode of payment.]* |
| Third Party Contracts to be managed or novated (cl. 47, 49) | *[Specify any agreements or arrangements between the Purchaser and a third party that relate to the Services covered by the Purchase Order.]* |
| Purchaser Policies (cl. 14) | *[Specify any specific Purchaser policies and requirements that apply.]* |
| Applicable policies, access or security requirements (cl 56.2) | *[Where the Purchaser requires that the Supplier comply with particular requirements with respect to access to, or conduct at, Locations, or has other requirements concerning matters, such as confidentiality or security, these should be specified.]* |

**Service details:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Services required (excluding Project Services) | *[Specify the Services to be provided under the Purchase Contract under the relevant Service Tower. Purchase Orders must not be used to order Project Services; such services are to be requested and agreed under clause 28 of the VTS Head Agreement.]*  *-Complete below table and provide as much information as possible*   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | *Service Tower* | *Product/Service name* | *Unit Price* | *Quantity* | *Service Term* | *Start Date* | *End Date* | *Subject to acceptance (Y/N)* | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |
| Locations to which Services are to be provided:  *[Specify below the particular premises, locations or sites at or to which the Services are to be supplied.]* | |
| Locations: |  |
| Data Locations: |  |
| Persons/individuals to be supplied: | *[Specify the particular persons or individuals to whom the Services are to be supplied.]* |

**Service Tower-specific details**

|  |  |
| --- | --- |
|  | *[Each of the Service Scopes for the respective Service Towers (other than Schedule 4E) offer Purchasers scope to opt into, or request, particular functionality, capacity or the features that are offered by the Supplier as part of the scope of that Service Tower. Such 'opt-in' or request(s) should be inserted in this section.]* |

**Transition:**

|  |  |
| --- | --- |
| Is Transition required? (cl 17) | *[Specify ‘Yes’ or ‘No’.*  *Please note that Purchasers are required to consult with the Supplier to ascertain whether Transition will or may be required in respect of a Purchase Order.]* |

**Invoicing details:**

|  |  |
| --- | --- |
| Additional Supplier Invoice requirements | *[Specify any requirements applying to Supplier Invoices for the Services supplied under this Purchase Order in addition to those set out in the Agreement (e.g., cl. 38 Invoicing).]* |
| Invoicing address (if different to Purchaser address above). | address:  email: |
| Signature of authorised representative responsible for Fee payments (if not Purchaser) (see cl 37.2) | *[If the Purchaser is responsible for Fee payments, insert ‘N/A’.]* |
| Name and position of authorised representative responsible for Fee payment. | *[If the Purchaser is responsible for Fee payments, insert ‘N/A’.]*  name:  position: |

**Hardcopy Documentation:**

|  |  |
| --- | --- |
| Minimum number of hardcopy Documentation  (cl. 52.2) | *[Specify the minimum number of hardcopies of the Documentation that the Supplier must provide at no additional charge or cost to the Purchaser.*  *If no hardcopy Documentation is to be provided as part of the Services covered by this Purchase Order, insert ‘N/A’.]* |

**Local Jobs First:**

|  |  |
| --- | --- |
| Does Schedule 10 of the VTS Head Agreement (Local Jobs First Policy) apply?  (cl. 11.6) | Schedule 10 of the VTS Head Agreement is applicable to this Purchase Order. *[If this option is selected, attach the agreed PO LIDP.]*  Schedule 10 of the VTS Head Agreement is not applicable to this Purchase Order. |

**Social Procurement**

|  |  |
| --- | --- |
| Does Schedule 11 of the VTS Head Agreement (Social Procurement) apply?  (cl. 11.7) | Schedule 11 of the VTS Head Agreement applies to this Purchase Order. *[If this option is selected, attach the agreed PO Social Procurement Commitments]*  Schedule 11 of the VTS Head Agreement is not applicable to this Purchase Order. |
| Frequency of Social Procurement Performance Reports | *[The default frequency under Schedule 11 is bi-annual]* |

|  |  |  |
| --- | --- | --- |
| **Signed by [insert name], a duly authorised officer of the Purchaser in the presence of:** |  |  |
|  |  |  |
| Signature of Witness |  | Name of Witness (print) |
|  |
| Date |