

## 8.406-1 Order placement.

(a) *Ordering activities* may place orders orally, except for-

(1) *Supplies* and services not requiring a statement of work exceeding the *simplified acquisition threshold*;

(2) Services requiring a statement of work (SOW); and

(3) Orders containing brand-name specifications that exceed \$25,000.

(b) *Ordering activities* may use [Optional Form 347](#), an agency-prescribed form, or an established electronic communications format to order *supplies* or services from schedule contracts.

(c) The *ordering activity* shall place an order directly with the contractor in accordance with the terms and conditions of the price lists (see [8.402\(b\)](#)). Prior to placement of the order, the *ordering activity* shall ensure that the regulatory and statutory requirements of the *requiring agency* have been applied.

(d) Orders shall include the following information in addition to any information required by the schedule contract:

(1) Complete shipping and billing addresses.

(2) Contract number and date.

(3) Agency order number.

(4) F.o.b. delivery point; *i.e.*, origin or destination.

(5) Discount terms.

(6) Delivery time or period of performance.

(7) *Special item number* or national stock number.

(8) *Line item* or *subline item*.

(9) A statement of work for services, when required, or a brief, complete description of each item (when ordering by model number, features and *options* such as color, finish, and electrical characteristics, if available, *must* be specified).

(10) Quantity and any variation in quantity.

(11) Number of units.

(12) Unit price.

(13) Total price of order.

(14) Points of *inspection* and acceptance.

(15) Other pertinent data; *e.g.*, delivery instructions or receiving hours and size-of-truck limitation.

(16) Marking requirements.

(17) Level of preservation, packaging, and packing.

**Parent topic:** 8.406 Ordering activity responsibilities.