

ANNEX E

SERVICE ORDER REQUEST - SAMPLE

From: The e-mail address of the point of contact for the SSC Satellite Service Manager
To: The e-mail address(es) for the Contractor representative(s)/point(s) of contact for the overall management of the SO specific related activity.
Carbon copied (cc): E-mail address for each of the following area(s) of primary interest:

- Contractor representative as named in the Contract;
- Technical Authority as named in the Contract;
- Administration contact for SSC and Technical Authority; and
- SSC Contracting Authority as named in the Contract.

Supplier Order Report
MM/DD/YYYY

Order No.....: Unique identifier (alphanumeric) assigned by the Technical Authority for each SO issued under this Contract (I.e. ITSB-000000).
Order Status.....: New
Action Type.....: ESTABLISH, RECONFIGURE OR DISCONNECT
Service.....: Enter type of Service
Supplier.....: Full legal name of the Supplier
Customer.....: Full name of Federal Government Department and/or Agency of SSC
Customer Order No.....:
Related Order No.....:
Priority.....: No or Yes
Date Required for Goods: YYYY/MM/DD (YYYYMMDD)
Date Customer Ready..: YYYY/MM/DD (YYYYMMDD)
Order Originator.....: Name of Administrator for ITSB
Phone #.....: (000) 000-0000 Ext:

ORDER REMARKS:

Start Date for Services...: YYYY/MM/DD
End Date for Services....: YYYY/MM/DD

SUB-TOTAL: \$
GST/HST: \$
TOTAL ESTIMATED AMOUNT: \$

Supplier Service: Service name Supplier Acct: _____ Account no. _____
Contract: EN000-000000/000/00
