

See the below instructions for filling out the proof of delivery form. Blocks 1-14 will be filled out by VA personnel and blocks 15-31 will be filled out by the Awardee.

Block	Instructions
Block 1-14 are filled in by VA Personnel	
1: Manufacturer:	List the OEM of the hardware or Software.
2: Awardee:	List the Awardee as listed in the Award Document.
3: Product Name Description:	List the Product Name as defined in the Award Document.
4: Purchase Type(s)	Choose the product that represents a majority of the price.
5: Fiscal Year:	Choose the fiscal Year of the Current Action
6: Contract #:	List the contract number (GSA/SEWP/T4 etc. – Ex: GS-35F-1234A, NNG15SC04B If the contract is an open market buy, list the Contract number here and “Not Applicable” in the Task Order block (7) blank.
7: Task/Delivery Order #:	List the Task Order Number. Example: VA118-16-F-1234
8: VA Purchase Order #:	List the Ifcap Purchase Order Number. Example: 200-J12345
9: Performance Start Date:	List the Performance Start Date for the current period of performance as listed in the Award Document. Example: January 01, 2016
10: Performance End Date:	List the Performance End for the current period of performance as listed in the Award document. Example: December 31, 2016
11: End Date (including all options):	List the ultimate end date including all options as listed in the Award document. Example December 31, 2021
12: Contracting Officer Representative:	List the VA Contracting Officer's Representative appointed to the acquisition. Include the Name, E-mail, and Phone number.
13: Customer Portal (TAC) ID:	List the Customer Portal ID, referred to as the TAC ID. Example: VA-16-12345
14: Change Order:	List the Change Order assigned to the initial purchase. Example: CO123456FY16
Blocks 15-31 are filled in by the Awardee	
15: Coverage:	List the Coverage being provided as listed in the Award document. Example: 24X7, 8X5
16: End of Life Date:	List the Date the asset will reach its end of life (if applicable).
17: End of Service Life Date:	List the Date the OEM will no longer provide updates & firmware or no longer maintains the asset (if applicable).
18: Level of Service:	List the level of service being provided. Example: Platinum, Premium, Gold
19: Manufacturer Contract #:	List the Contract number between the Vendor and the OEM (if applicable).
20: Technical Support Name:	List the name of the technical support.
21: Technical Support Phone:	List the phone number that VA personnel can contact for support. Include appropriate extensions (if applicable).
22: Technical Support Email:	List the email address that VA personnel can contact for support (if applicable).
23: Technical Support Website:	List the Web address that VA personnel can access for support (if applicable).
24: Hardware Serial/Part #(s)	List the Serial numbers and/or Part numbers of the products being acquired or maintained. If the list exceeds the space allotted on the form, include an attachment with the pertinent data and reference the attachment in this block (if applicable).
25: Software Serial/SKU #(s)	List the Serial numbers and/or SKU numbers of the products being acquired or maintained. If the list exceeds the space allotted on the form, include an attachment with the pertinent data and reference the attachment in this block (if applicable).
26: SW Licensing Key(s)	List the Software Licensing Key(s) of the products being acquired or maintained. If the list exceeds the space allotted on the form, include an attachment with the pertinent data and reference the attachment in this block (if applicable).
27: Comments/Addtl. info required to contact support:	Add any additional information that the will be required for VA personnel to obtain support.
28: Completed By (Name):	List the Name of the person that provided the information and that can be contacted in case additional information is needed.
29: Completed By (Phone):	List the Phone number.
30: Completed By (Email):	List the email address.
31: Attachment(s):	List any additional attachments that may be needed to obtain support.

*Note – if any of the fields do not apply, state “Not Applicable” in the field.