

SEWP VI Ordering Guide

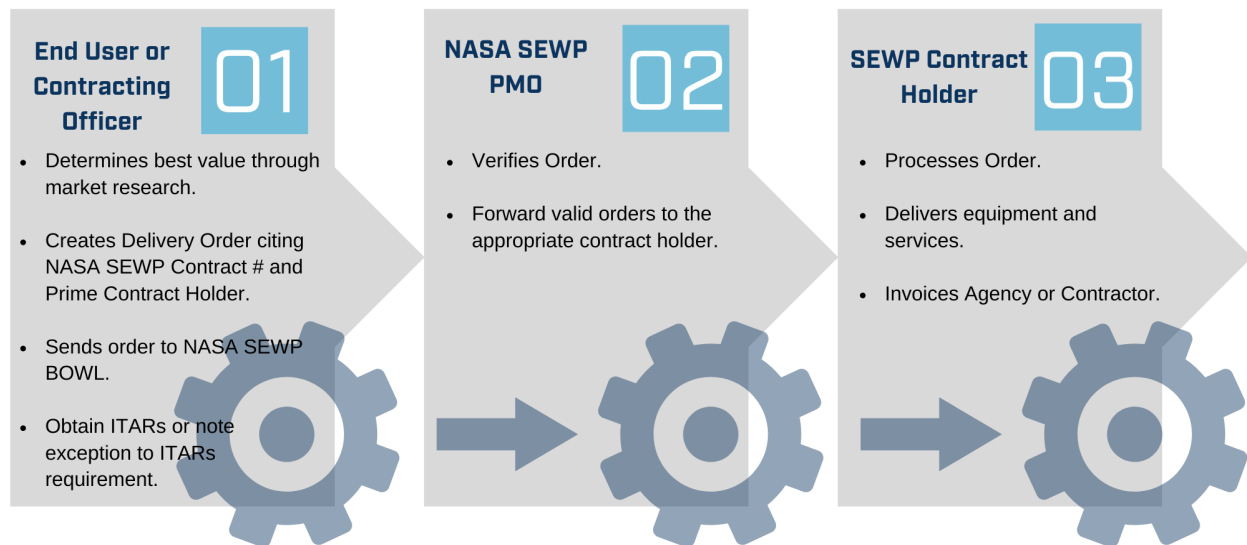
The SEWP (Solutions for Enterprise-Wide Procurements) contracts are open to NASA civil employees, NASA contractors, federal agencies and federal agency contractors. This document explains how to procure through SEWP. The contracts are managed and administered by NASA's Goddard Space Flight Center (GSFC) at the NASA SEWP Program Management Office (PMO).

SEWP contracts focus on Information Technology product: servers, peripherals, software, supporting equipment and associated training, installation and implementation solutions.

Ordering Process:

The internal ordering process of each agency varies. Some agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any agency-specific policies regarding issuing orders via an existing contract vehicle and Government Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing agencies to use other intermediary procurement offices, except as directed through their own internal policies.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:



If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed or processing may be delayed.

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- Date Delivery Order issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: agency name and mailing address
- Ship to Office: agency name and mailing address
- Total dollar amount of order
- Contracting Officer's signature
- Contracting Officer's phone number
- Date Delivery Order signed
- Line Items/Pricing

Please note SEWP Delivery Orders should be routed to the NASA SEWP Program Office either via fax at 301-286-0317 or sewporders@sewp.nasa.gov. Contract Holders may only accept Delivery Orders tracked through the NASA SEWP Program Office. The [SEWP fax cover sheet](#), or a similar form providing contact information, should accompany all orders. The processing time is typically less than one business day between the receipt of a Delivery Order at the NASA SEWP Program Office and delivery of the order to the Contract Holder.

SEWP VI includes a fee of .34%.

Please visit www.sewp.nasa.gov to view the SEWP Training Video for a comprehensive walk-through of the website and tools, as well as SEWP VI Terms and Conditions and complete ordering instructions