

## SEWP V Ordering Guide

### Ordering Process

The process and accompanying forms for PR's and DO's that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP Program Management Office (PMO). The typical process, however, is for an end-user to determine a requirement and generate a purchase request (PR). The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a delivery order (DO). Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

### General SEWP Order Flow:



*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

## ThunderCat SEWP V Contract Info

### Program Support

How to obtain a quote for hardware, software, or services/support:

To request a SEWP quote directly from ThunderCat Technology, please reach out to our SEWP Program and/or Deputy Program Managers. You may also make your request on NASA SEWP utilizing the SEWP Quote Request Tool.

Delivery Order Issues:

Please contact our SEWP Program and/or Deputy Program Managers with any NASA SEWP related issues you are experiencing.

### Surcharge

As of November 1, 2019, the SEWP surcharge for all orders is a 0.36%. The fee is included in the price of all products and is not separately listed on quotes. It is the Contract Holder's responsibility to pay the fee from their quoted product prices.

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP Program Management Office (PMO) budget so requires.

### ThunderCat Technology SEWP V Contract Point of Contacts

ThunderCat Technology is ready to assist you with all your SEWP V requirements.

Please contact us for more information

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**NASA SEWP Help Line**

(301) 286-1478

[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)