**Standard Operating Procedure (SOP) for Ordering Supplies and Equipment For Surveys**

1. **Generate an Excel spreadsheet of supplies and equipment needed for the survey.**
	1. Sort supplies according to means of procurement:
		1. UNICEF Supply Catalogue
		2. LTA contracts
		3. Purchase Locally

* 1. **Note:** there will be approximately 3 purchase orders for the survey (i.e., this number will depend on the size of the survey). Do not wait to order supplies via the UNICEF Supply Catalogue while waiting on a quote from LTA contractor or local procurement. Proceed with the preparation of all purchase orders quickly, and **DO NOT** delay the ordering process.
1. **For supplies and equipment being purchased via the UNICEF Supply Catalogue, proceed with generating a purchase order to procure these supplies and equipment.**
	1. Supplies and equipment include:
		1. All items (and quantities) on the UNICEF Supply Catalogue tab in the Excel spreadsheet that has the supplies listed.
2. **For supplies and equipment being purchased via LTA contracts, follow the below steps.**
	1. First request a quote for all supplies and equipment needed from the LTA contractor.
* This process takes on average 1-2 weeks.

* 1. Once the quote is received, proceed with generating a purchase order to order all supplies and equipment.
		1. Include on the purchase order:
			1. LTA contract name, address and contact information (example below for MEG):

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* + - 1. Reference Quote # **xxxxx** (to be determined)
			2. Reference LTA # **xxxxx** (to be determined)
			3. UNICEF delivery address and contact information
			4. Issue Date, Delivery Date, Delivery Terms, etc.
			5. Include **ALL** supplies and equipment (correct quantities, descriptions, and pricing (in Euro) listed on the quote provided.

1. **For supplies being purchased locally, please procure these items prior to the survey so that they will be available for training.**