**RM6202 DIRECT AWARD TEMPLATE**

|  |  |
| --- | --- |
| Awarded Supplier | OT Group |
| Buying Organisation | [Insert organisation name] |
| Buying Organisation Address | [Insert main organisation address] |
| Main/Admin contact name | [Insert main contact name] |
| Main/Admin contact email address | [Insert main contact email address] |
| Main/Admin contact phone number | [Insert main contact phone number] |
| Approximate number of users required for solution | [Insert the estimated number of users expected to access the solution within the organisation, who will therefore require a login] |
| Preferred method(s) of payment for goods within the solution (tick all take apply) | * Invoice
* Advance Payment Pro-forma
* Credit Card (e.g. Visa, Mastercard etc)
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Is an ERP / punch-out Integration required? | * Yes
* No
 |
| Date sent to supplier | [Insert Date Award Template completed and sent to successful supplier] |