

Appendix - Addresses and Other Information

1. Commercial Officer

Email: _____

2. Project Manager, Equipment Support Manager or IPT Leader
(from whom technical information is available)

Email: _____

3. Packaging Approving Authority
CTS Defence Packaging
Building S11
Fort Halstead
Sevenoakes
Kent
TN14 7BP
Tel: 01959 897253

4. (a) Supply/Support Management Branch or JIGSAW Order Manager:

Tel No: _____

(b) U.I.N. _____

5. Drawings/Specifications are available from

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

(where no address is shown the mauve copy should be destroyed)

7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and DEF STANs are available from Stan 1, Kentigern House, 65 Brown St, Glasgow, G2 8EX. A self addressed label should be sent with each application. Website is: www.dstan.mod.uk

8. Public Accounting Authority
(for Government owned stores issued or to be held by the Contractor)
Ministry of Defence, CAS/Asset Accounting Centre (AAC), West Point, 12th Floor, 501 Chester Road, Old Trafford, Manchester, M16 9HU

☎ 0161 908 3001 Fax : 0161 908 3000

9. Consignment Instructions
The items are to be consigned as follows:

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. **AIR** Air Freight Centre, Defence Supply Chain Operations & Movements (DSCOM), Building 400, Andover, Monxton Road, Andover, Hants, SP11 8HJ. Overseas:
☎ 01264 38 1589 for exports Fax. 01264 381598
☎ 01264 38 1580 for imports Tel. 01264 381585
Fax 01264 38 1581 Tel. 01264 381577

B. **SURFACE** DSDA HQ Transport Stream, Building E1, E Site, Bicester, Oxon, OX25 2LD:
☎ 01869 258406/258403 for UK Ex-Works contracts
Fax 01869 257295 (Ex-Works)
☎ 01264 38 1605 for IMPORTS
☎ 01264 38 1602 for EXPORTS
Fax 01264 38 1643 (Imports and Exports)
Also note: www.freightcollection.com

11. The Invoice Paying Authority (see Note 1)
Ministry of Defence ☎ 0151-242-2000
DGFM FM SSC
Walker House, Exchange Flags Fax: 0151-242-2809
Liverpool, L2 3YL **Website is: www.fmssc.mod.uk**

12. Forms and Documentation are available through *:
Ministry of Defence, Forms and Pubns Commodity Management
PO Box 2, Building C16, C Site
Lower Arcott
Bicester, OX25 1LP (Tel. 01869 256052)
A self-addressed label should be sent with each application.

NOTES

1. Forms. Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

2.* Many DEFCONs and DEFFORMs can also be obtained from the MOD Internet Website;
www.aof.mod.uk/aofcontent/tactical/toolkit/index

For Official Use Only Recoverable YES NO

Issue of Government Property YES NO

VAT Contractor - Country of Origin (delete those not applicable)

UK	Overseas (non-EC Country)	Overseas (EC Country)
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If EC specify country: _____

Outside the scope	<input type="checkbox"/>	Item Nos	
Exempt	<input type="checkbox"/>	Item Nos	
Taxable Zero Rate	<input type="checkbox"/>	Item Nos	
Taxable - Standard Rate	<input type="checkbox"/>	Item Nos	

Finance Branch _____

LH No/Project No _____

Requisition No _____

Project Management/
Production branch
reference _____

Place of manufacture _____

Place of packaging _____

Contractor's Tel No _____

(where contract is with an overseas contractor RP (FIN) VAT Guidance Note No 3 should be consulted)