DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-MGT-SAC-V5.3
2. TITLE: Supplies Acceptance Certificate
3. DESCRIPTION and intended use

The Supplies Acceptance Certificate (SAC) provides for formal Acceptance of deliverables without prejudice to any remedies that the Commonwealth may have under the Contract when the deliverables do not conform to the requirements, or do not comply with the terms of the Contract.

The Contractor uses the SAC to detail the type and quantities of products being delivered to the Commonwealth for Acceptance.

The Commonwealth uses the SAC for formally acknowledging and recording the Acceptance of products from the Contractor.

1. INTER-RELATIONSHIPS

The SAC is subordinate to the following data items, where these data items are required under the Contract:

Nil

1. APPLICABLE DOCUMENTS

The following documents form a part of this DID to the extent specified herein:

Nil

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions required by the form at Annex A to this DID (or equivalent electronic form) and, as applicable, the SOW clause for ‘Deliverable Data Items’ or the CDRL clause entitled ‘General Requirements for Data Items’.

* 1. Specific Content
     1. General Requirements

A SAC is required to be submitted with all products submitted to the Commonwealth for Acceptance in accordance with the Contract.

* + 1. Specific Requirements

Except as otherwise specified in the Contract, all SACs shall be prepared using a Department of Defence form, as per the example included at Annex A.

The SAC form submitted by the Contractor shall include sections ‘a’ to ‘k’ completed as applicable, and section ‘l’, ‘Contractor’s Certification’, signed by an authorised signatory of the Contractor, prior to offering the supplies to the Commonwealth.

Note: If the Contractor has access to the Defence Protected Network, the Contractor should use the electronic form SG 001 available from the ‘e-Forms’ application (as updated from time to time). Alternatively, the embedded PDF version may be used instead of the form at Annex A.



Annex:

1. Supplies Acceptance Certificate

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| 1. a. Contractor’s reference number | | | | | 1. b. CAPO or purchase order number | | | 1. c. Project or ordering authority | | | | | | 1. d. Invoice number | | 1. e. Receipt voucher number | | |
| 1. f. From *(full name and address of contractor and ACN)* | | | | | Packaging details | | | | | | | | | 1. k. To *(Full name and address of consignee)* | | | | |
| 1. g. Number | | 1. h. Type | 1. i. Gross weight | | 1. j. Package markings | | | |
|  | |  |  | |  | | | |
| 1. CAPO or order item number. 1 | 1. Class  2 | 1. Identity. part, catalogue or other reference number 3 | | | 1. Description of Supplies  *(Include batch number, lot or serial number, deviation number and remarks)* 4 | | | | | | | 1. Qty ordered 5 | | 1. Previously accepted 6 | 1. Offered today 7 | 1. Accepted today 8 | 1. Total to date 9 | 1. Balance due 10 |
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| 1. l. Contractor’s certification 2. The supplies detailed hereon and quantified in column 7 are hereby offered for Acceptance by the Commonwealth of Australia. It is hereby certified that the supplies conform in all respects of the conditions and requirements of Contract Number       (Amendment Number      ) *except as stated in the Attachment (delete words in italics if not applicable).* It is also certified that all other conditions and requirements of the Contract have been met in relation to the above - detailed Supplies. | | | | | | 1. m. **Commonwealth’s Acceptance** 2. The Supplies detailed hereon and quantified in Column 8 have been Accepted without prejudice to the Commonwealth’s remedies under the Contract in the event that the Supplies do not conform in all respects with the conditions and requirements of the Contract. | | | | | | | 1. n. **Commonwealth’s Reference or file number** | | | | | |
| 1. o. **Is CAPO or order complete?**  Yes  No | | | | | |
| 1. p. **Recommended Distribution** 2. *Original – To be forwarded with payment claim* 3. *One Copy – To be forwarded by Contractor with supplies* 4. *One Copy – To be retained by Commonwealth’s authorised signatory* 5. *One Copy – To be forwarded to project or ordering authority* 6. *One Copy – To be retained by Contractor* | | | | | |
| 1. Authorised signatory | | | 1. Printed name | | | 1. Authorised signatory | | | 1. Printed name | | | |
| 1. Position held | | | | 1. Date | | 1. Appointment | | | | | 1. Date | |

Explanation

1. The boxes and columns on the Supplies Acceptance Certificate form are to be completed as follows:

|  |  |
| --- | --- |
| 1. Box a **Contractor’s Reference Number**. Supplier’s number to record an internal file / job number. 2. Box b **CAPO or purchase order number**. Relevant Contract / purchase order number. 3. Box c **Project or ordering authority**. The Defence authority that placed the order, also referred to as the procurement authority. 4. Box d **Invoice number**. The invoice number as supplied by the supplier, when applicable. | 1. Box e **Receipt voucher number**. For use by the receiving officer at the point of receipt. 2. Box f **From**. The full name, address, and Australian Company Number (ACN) of the supplier, as shown in the Contract. 3. Boxes g to j **Packaging details**. Enter relevant information. 4. Box k **To**. The address to which the supplies are to be delivered, as shown in the Contract. |
| 1. Column 1 **CAPO/Order Item No**. The item number as listed in the contract. 2. Column 2 **Class**. The first four numbers of the NSN, or the Class number from the ‘Classes of Supply’ group for the item (see box at right). 3. Column 3 **Identity, part, catalogue or other reference number**. The remaining nine numbers of the NSN, and/or relevant manufacturer code and item information to identify the item ordered. 4. Column 4 **Description of Supplies**. A description of the item(s) as shown in the Contract. Reference is to be made to relevant details (ie, batch or lot numbers, serial numbers, and approved Application(s) for a Deviation (including variances, if applicable)). 5. Column 5 **Qty ordered**. The total number of items ordered under this contract item number. 6. Column 6 **Previously accepted**. The total number of items ordered under this contract item number, and identified in column 3, which have been Accepted prior to the raising of this SAC. 7. Column 7 **Offered today**. The number of items ordered under this contract item number, and identified in column 3, which are being submitted by the Contractor for Acceptance vide this SAC. 8. Column 8 **Accepted Today**. The number of items ordered under this contract item number, and identified in column 3, for which the accepting authority is satisfied, meet the requirements of the Contract and has agreed to Accept on this SAC. 9. Column 9 **Total to date**. The number of items ordered under this contract item number, and identified in column 3, which have previously been Accepted including the number Accepted vide this SAC. 10. Column 10 **Balance due**. The number of Items ordered under this contract item number, and identified in column 3, which are still outstanding. | |  | | --- | | 1. Classes of Supply based on the NATO conventions (from Land Warfare Doctrine 4-1, Supply Support): 2. Class 1 **Subsistence Items**. Foodstuffs, combat rations and packaged water. 3. Class 2 **General Stores**. Clothing, tents, tarpaulins, minor equipment, stationery, administrative and housekeeping items. 4. Class 3 **Petrol, Oils and Lubricants**. 5. Class 4 **Construction Items**. Construction materials, engineer stores and defence stores. 6. Class 5 **Ammunition**. All types of ammunition and explosive ordnance. 7. Class 6 **Personal Demand Items**. Personal items and canteen stores. 8. Class 7 **Principal Items**. Major items of equipment such as vehicles and weapons, major assemblies and included accessories. Items usually have a serial number. 9. Class 8 **Medical and Dental Stores**. Pharmaceutical items, medical and dental equipment, and repair parts. 10. Class 9 **Repair Parts**. Repair parts for maintenance support. 11. Class 10 **Material Support to Non-military Programs**. Item to support non-government program such as a UN mission or for economic development. Items should be segregated where possible. | |
| 1. Box l **Contractor's certification**. The supplier's authorised representative is required to complete this box, signifying that the Supplies meet the requirements of the Contract in all respects, with the exception of any listed approved production permits and/or concessions. 2. Box m **Commonwealth’s Acceptance**. By signing this box the Accepting Authority provides legal Acceptance of the Supplies on behalf of the Commonwealth. | 1. Box n **Commonwealth’s Reference or file number**. Reference to an official file or other document that can at a later date provide traceability of events. 2. Box o **Is this CAPO/Order complete?** Enter whether the contract is complete when the deliveries of Supplies listed on this SAC have been made. 3. Box p **Recommended Distribution**. Distribution of the completed SAC by the accepting authority, as required by the procurement authority. |

1. Boxes and columns are not to be left blank on any line of entry on the form. Where it is not necessary to enter information N/A (Not Applicable) is to be inserted.