**TEMPLATE GEN 18-3: Index Simple Procedure Procurement File**

(For procurements between EUR 300 – 9,999)

**LOT <xx>: <name of purchase>**

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| **1** | Purchase Request (GEN 1-1) |
| **2** | Procurement Request or  Simple Procedure Quotation Form (SUP 1) OPTIONAL, or Request for Proposal (SER 2) OPTIONAL |
| **3** | Proof of minimum 3 prices in Note to file or Supplier’s Quotations or Candidates’ Proposals |
| **4** | Procurement Committee evaluation and justification for selection of Contractor (SUP 1-1) OPTIONAL  Declaration of Impartiality and Confidentiality (GEN 2-1) |
| **5** | Purchase Order (SUP 6) or Contract (SER 4) |
| **6** | Copy of Invoice |
| **7** | Shipping documents (e.g. packing list, air way bill, bill of lading, customs papers etc.) |
| **8** | Proof of Receipt (e.g. SUP 13: Goods Received Note or Way bill for suppliers; Final report for services or Certificate of Final completion for works) |
| **9** | Note to File |
| **10** | Other relevant documents (e.g. relevant import, export permissions etc.) |
| **11** |  |