**Annex GEN 18-2: Index Template for a General Procurement File**

|  |  |
| --- | --- |
| **1** | Application / Grant Contract |
| **2** | Procurement Plan (GEN 7-1), updates and budget |
| **3** | Donor communication e.g.  derogations and VAT issues |
| **4** | Signed Declaration of Impartiality and Confidentiality (GEN 2-1) |
| **5** | Advertisement of Business Opportunities and supplier responses and supplier responses |
| **6** | Completed GEN 18: Procurement Documentation Template |
| **7** | General Note to File |
| **8** | Other relevant procurement documents (e.g. List of eligible countries (if Rules of Nationality and Origin apply) permissions etc. |
| **9** |  |
| **10** |  |