

## Ordering Process Summary

	RESPONSIBLE	ACTIVITY	COMPLETE
Order placement	PEO	Verify that all supporting documentation and sign-off is attached to equipment orders	
	PEO	Consolidate order requests for large-scale national equipment buys	
	VAMC Equipment Program Manager	Where national contracts have been established for a given equipment item, translate approved EERs into orders through the NEC	
	VAMC Equipment Program Manager	Prepare corresponding “one-page” memo notifying PEO of orders placed via NEC/against a national contract	
	PEO	Maintain database of “one-page” synopses for facility orders placed directly with suppliers via ordering officer delegation	
	National Contracting	Assigns ordering officer delegation (OOD) to VAMCs to execute contract orders at sites	
	VISN Network Contracting Offices	Support execution of facility orders against local/regional contracts	
	VAMC Clinical Service Chiefs	Provide sign-off on EERs sent to VAMC Equipment Committee for review	

	RESPONSIBLE	ACTIVITY	COMPLETE
Order placement	VAMC Biomedical Engineers	Verify that all EERs receive sign-off from facility BME shop	
	VAMC Finance	Participate in VAMC Equipment Committee reviews of EERs and provide fiscal sign-off	
	VAMC Equipment Committee	Votes to approve facility EERs	
	VAMC Facility Director/Executive Leadership	Provide final sign-off on facility EERs	
	VAMC Equipment Committee	Oversee efforts to align target delivery date with timelines across key functions to ensure facility is able to receive/install equipment	
	VAMC Logistics	Maintain visibility into facility equipment orders to ensure site is able to receive/install equipment by target delivery date	
	VAMC Finance	On as-needed basis, provide fiscal sign-off on emergency funding requests not accounted for within SEPG	
	VISN Finance, VISN Equipment Committee	Review and provide fiscal sign-off on emergency funding requests >\$100k in value not accounted for within SEPG, as needed	

	RESPONSIBLE	ACTIVITY	COMPLETE
Order placement	VAMC Clinical Service Chiefs	Coordinate with VAMC Equipment Program Manager, Logistics and Contracting to ensure orders are being processed in a timely manner to mitigate risk of disruptions to clinical care	
Order management	PEO	Support coordination across key stakeholders to ensure facility is able to receive and install equipment on delivery date	
	VAMC Logistics	Ensure order fulfillment systems are operational and effective at VAMC	
	VAMC Equipment Program Manager	Track status of existing orders and notify Equipment Committee and requesting clinical service of any delays	
	National Contracting	Provide PEO with periodic updates containing statistics on facility usage of national contract vehicles	
	PEO	Maintain/update NEC	