



HOW TO... GUIDE

1. Information available on Info Hub

For the outline agreements/contracts put in place under the Federated GPSS business model, you will find the following information on the Info Hub:

✓ **A repository of contracts' information including:**

- Terms and Conditions
- Price lists
- Instructions or call-off templates, if necessary
- Points of contact and contact details of both the contractor and the NATO Procurement Officer managing the contract



Please note that contracting information is updated as necessary (e.g. price evolution, changes to the contract). It is the responsibility of the Info Hub users to regularly verify that they are using the latest versions.

✓ **A gateway to the vendor's catalogues and webshop** (when available) that you access via the dedicated icons in "Available web shops" section



2. Direct contact with the suppliers for ordering, billing and communication

The outline agreements/contracts are made available for the GPSS User Entities on a direct ordering, direct billing and direct communication basis. Information necessary to make use of these contracts is available via the Info Hub.

3. Contracts' scope

Be mindful of the contracts' scope.

Under the new Federated GPSS, activities are run in a decentralized ("federated") procurement model where User Entities collaborate the effort by taking on the lead for establishing certain contracts. The allocation of contracts across the User Entities is defined by the GPSS Procurement User Group, composed of procurement representatives of the User Entities (NATO HQ Head of Procurement, NCIA Principal Contracting Officer, NSPA Chief of Procurement Division).

The User Entity designated by the Procurement User Group to lead the sourcing effort of a certain category applies its own procurement processes and regulations. The scope of the contract (in terms of required services, locations,...) is defined by the designated Procurement Officer based on the requirements available at the time of sourcing, the specificities of the industry, regulations, sourcing time,...

Please refer to section "GPSS portfolio" for contracts' description and in case of doubt, contact the designated Procurement Officer (contact details are available in the repository).

4. How to get access?

The repository contains sensitive contractual information, while webshops give direct access to privileged prices. Therefore the list of NATO staff to which access rights are granted is confirmed by the GPSS Procurement User Group. For accesses and updates, please liaise with your PUG representative.

Should you need additional clarifications, please contact your GPSS representative at gpss@nspace.nato.int