

DPAS Order Processing Instructions

To ensure expedient and smooth processing for DPAS rated orders, Resellers should follow the steps below when submitting orders to their Ingram Micro Sales Team:

1 Submitting Orders to Ingram Sales

- Identify order as DPAS Rated to your Ingram Micro Sales Team.
- Identify order in email subject line. **“DPAS Rated Order – Rating and Required Delivery Date”**
- Submit Reseller Purchase Order to Sales Team with DPAS Rating and required date highlighted on the physical order.
- Provide a copy of the Customer Order to confirm DPAS Rating and identify the government authorizing end user. *(Note: Customer could be government agency, system integrator or commercial company on behalf of government requirement.)*

2 Four Key Elements of DPAS Orders

- Priority Rating (“DX or DO”)
- A required delivery date (on or about or asap will not do)
- Manual or electronic signature of person authorized to rate order
 - Authorizing End User Agency and point of contact must be identified.
- A statement that reads in substance:
 - “This is a rated order certified for national defense use, and you are required to follow all provisions of the Defense Priorities and Allocations System regulation (15 CFR 700).” “(FAR 52.211-15)”
 - or “This rated order is placed for the purpose of emergency preparedness. It must be accepted or rejected within [Insert a time limit no less than the minimum applicable time limit specified in §700.13(d)(2)]” (FAR 52.211-15).”

3 What to Expect

- Ingram Sales and DPAS Team will work to identify if product is available in the warehouse to meet required date. If not in inventory, they will work with the Manufacturer to identify the requirement, make sure delivery can be met and flow down the rated order to the manufacturer.
- Provide timely feedback on order acceptance or rejection. Including written or electronic communication back regarding the order.
- Ingram DPAS Team will oversee order to ensure product is successfully processed as requested.
- Provide communication on any order related delivery issues or notification or completion of order process.

General Inquiries: DPAS@Ingrammicro.com

**AJ Hury- Public Sector Program Mgr.
DPAS Lead**
716-633-3600 Ext 65326
Alexander.Hury@ingrammicro.com

**Amanda Brant- Public Sector Program Mgr.
Secondary POC**
716-633-3600 Ext 66207
Amandab@promarktech.com

Need Help?