**G- Cloud Customer Benefits Record**

**Customer Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1. Organisation Name:** | | | |  |  |  |  |
|  | ------Insert here------- | | | |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **2. Contact Name:** | |  | **3. Email Address:** | |  | **4. Telephone Number** |  |
|  | ------Insert here------- | |  | ------Insert here------- | |  | ------Insert here------- |  |
|  |  |  |  |

**Successful Supplier Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **5. Company Name:** | | | |  |  |  |  |
|  | ------Insert here------- | | | |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **6. Contact Person:** | |  | **7. Email Address:** | |  | **8. Telephone Number/s:** |  |
|  | ------Insert here------- | |  | ------Insert here------- | |  | ------Insert here------- |  |
|  |  |  |  |

**Order Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **9. Lot/Service Description & Service ID Number:** | | | | | |  |
|  | ------Insert here------- | | | | | |  |
|  |  |
|  |  |  |  |  |  |  |  |
|  | **10. Order Date:** | |  | **11. Order Terms (0 - 24months):** |  | **12. Price & Unit measure** |  |
|  | ------Insert here------- | |  | ------Insert here------- |  | ------Insert here------- |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **13. Previous Service Spend/Budget:** |  | | **14. Forecast Spend following Award(Contract Value):** |  |
| ------Insert here------- | |  | ------Insert here------- |  |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **15. Payment Term:** |  | **16. Commencement Date:** |  | **17. First Invoice Date:** | |  |
|  | ------Insert here------- |  | ------Insert here------- |  | ------Insert here------- | |  |
| **18. Additional Information - Please provide below all prices for the short listed services together with supplier name and indicate which supplier/price resulted in contract award** | | | | | |  | |
| |  |  |  | | --- | --- | --- | | **Supplier Name** | **Service ID** | **Service Cost** | | *E.g Supplier X1* |  | *£250.000.00* | | *Supplier X2* |  | *£275,500.00* | | *Supplier X3* |  | *£310,000.00* | |  |  |  | |  |  |  | | | | | | |  | |

**19. Submission - Once complete, please email a copy to:** [gcloud-benefits@crowncommercial.gov.uk](mailto:gcloud-benefits@crowncommercial.gov.uk)

**Guidance Notes For Completion**

**Customer Information.**

1. Please enter your name your organisations name.
2. Please enter your name.
3. Please enter your corporate email address.
4. Please enter your corporate contact number and mobile phone number if applicable.

**Successful Supplier Information.**

1. Please enter the successful Suppliers name.
2. Please enter the name of your contact point / contract manager within the supplier’s organisation.
3. Please enter a telephone number for your contact point.
4. Please enter the email address for your supplier contact point.

**Other Information.**

1. Please enter the Lot/Service Description & Service ID Number
2. Please enter the order date
3. Please enter the order term
4. Please enter the Price & Unit measure
5. Please enter the Previous Service Spend (if known)
6. Please enter the Forecast spend following award (contract value)
7. Please enter the payment term
8. Please enter the commencement date of the contract
9. Please enter the first invoice date
10. Additional Information - Please provide all the prices for the short listed services together with supplier name and indicate which supplier/price resulted in contract award.