## **Documentation: SITA OEM Agreement Process (MoA)**



In order for any products to be certified, the brand first needs to get an OEM Agreement in place with SITA. Go to <u>www.sita.co.za/prodcert.htm</u> and download the following 2 documents:

- OEM Memorandum of Agreement (MoA) agreement between the brand and SITA
- **OEM Checklist:** Excel file listing MoA process requirements and deliverables

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TCP Documents and Forms	Technology Certification: OEM Memorandum of Agreement	Notes/Conditions for MoA Process This shottler must be careful and an anyonemetric complete with Settler the MoA meeting care be actediated Plan method when anyon the plant and an additions much net when the function carego parts the rCEM meeting Carejan of generic determinates are specified below much terminate the CEM meeting plant between the method when a careful of below much terminates plant between plant are much are much and a careful on a careful of blant meeting.
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Complete the MoA in full, indicating in Section 3 all the organisation's details as well as the **Technology Domain(s)** (PCD / Peripherals / Assistive / AVCT / Srv&Stor / NET / INFRA / EDU / SAC) into which the products will fit. Sign the completed MoA and scan it to PDF for the 1<sup>st</sup> copy.

Complete the OEM Checklist, and source all the required deliverables. (There are about <u>10</u> different deliverables, **including** the completed Checklist and <u>2 copies</u> of the MoA.)

Once the above is done, submit all the documents via <u>e-mail</u> or <u>cloud file share</u>. Upon receipt of the documentation, SITA will request a meeting to process the MoA paperwork.

Once the MoA is concluded, the process to certify products for supply to Government can start.

**Note:** If SITA does not revert within 2-3 days, please follow up. It could be a comms issue.