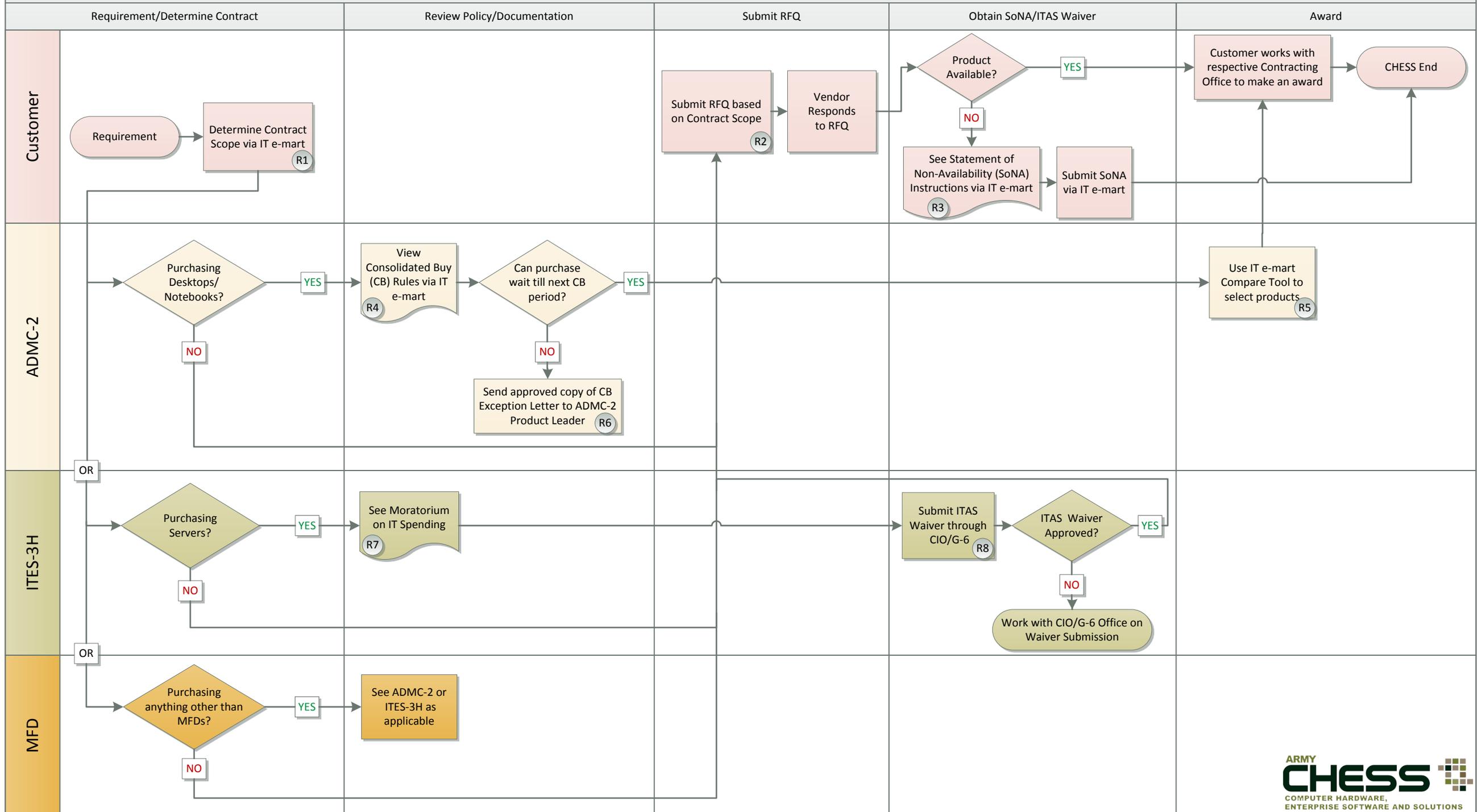


HOW TO PROCURE HARDWARE THROUGH CHES



- R1 Visit the CHES IT e-mart at <https://www.chess.army.mil> to determine contract scope
- R2 Submit RFQ based on Contract Scope via the RF Process Tool found on the CHES IT e-mart at <https://chess.army.mil/rftool/Admin/RFQIndex>
NOTE: You must be logged in to the CHES IT e-mart to access the RF Process Tool.
- R3 Visit the CHES IT e-mart for SoNA instructions at <https://chess.army.mil/Content/Page/SONA>
- R4 Visit the CHES IT e-mart for Consolidated Buy (CB) Rules at https://chess.army.mil/Content/Page/CB_RES
- R5 Visit the CHES IT e-mart to view the CB Compare Tool to select products at <https://chess.army.mil/ConsolidatedBuy>
- R6 Send approved copy of CB Exception letter to ADMC-2 Product Leader. Email (Subject: CB Exception) as attachment to: armychess@mail.mil
- R7 Visit the CHES IT e-mart to view the Moratorium on IT Spending at https://chess.army.mil/Content/Page/RES_DIRECT
- R8 To submit an ITAS Waiver to CIO/G-6 visit