Omega Customer / Project Request Form

Please complete form and send to Arn Heese ([arn.heese@hp.com](mailto:arn.heese@hp.com)) and CC Dick Cote ([Richard.Cote@HP.Com](mailto:Richard.Cote@HP.Com)), Sue Post ([Susan.Post@HP.Com](mailto:Susan.Post@HP.Com) and Kyla Crumbly ([kyla.crumbly@hp.com](mailto:kyla.crumbly@hp.com)). Thank you. \*\*\* Please download and review services and activities information spreadsheet which will be useful for the completion of this form. \*\*\*

## Requestor: Date:

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| --- | --- |
| Customer Information | |
| **Customer Name** (please note if a new customer) |  |
| **Country, Region, State, City** (EMEA, AMS, Andover, Dallas, etc.) |  |
| **Project Name** |  |
| **Description of project** (text explanation that provides further clarification of delivery points) |  |
| **Engagement Team** (Andover, Dallas, AMS Vol., SDC AMS - US) |  |
| **Business Unit** (TS, IPG, ESS, PSG, etc.) (Who is getting the revenue?) |  |
| **CPM Name** (Name of GID individual responsible - engagement person) |  |
| **Reason to create the project / approved by**. |  |
| **End Date** (If project is ongoing enter no end date; if not, **enter end date**) |  |
| **Billing Type** (Manual billing on the SharePoint **or** Time and Material or (autobilling) **[autobilling must have a cost location]** |  |
| **Recovery of Costs** (Location code /cost location) if applicable (If TM, WBS code is REQUIRED) |  |
| **Services required:** (presales, fulfillment, account management, setup, sustain) enter all applicable |  |
| **Activities required:** (Customer Document, DHL Invoice, DOC, Fulfillment, HW Integration, IT tool set up, IT tools ong-support, Industrialization, Presales, On-site-Install, Order Admin, Process and quality, Procurement, Quotes, Project Mgmt, Repair, Set up, Software Integration, Staging n Logistics, Travel Expenses, catalog, Other, N.A.) enter all applicable |  |
| **People to be added to the project**: (Teams or individuals needing access - enter all applicable, SDC AMS–US, SDC AMS-CAN, SDC OPS-US, SDC OPS-CAN, SDC Tech-US, SDC Tech-CAN, SWM, SWM-Partner, DOC-AMS, or individual name/s ) |  |
| **Internal program/project only** (yes or no) – is management approval needed? |  |
| **Other info if required** for entry to Omega | No info required in this field |