

DROP OFF AT ACCENTURE OFFICE:

- Log a [Return a PC](#) ticket request via Accenture Support and choose “drop off in office”
 - *Note: If you can no longer log a ticket because your EID is already disabled, please have someone from your team to log a ticket on your behalf.*
- Leaver to provide drop off location on the ticket and exact date of return (refer to the available expresslane locations)

Facility	Floor Cube Location	Operating Hours	Local Ext #	Remarks Status
Axis One	9.05	M-F 8AM-6PM	25201	Operational
CP1	23.06	M-F 8AM-6PM	50933	Operational
CZ1	4.15	M-F 8AM-6PM		Operational
CZ2	20.05	M-F 8AM-6PM	38900	Operational
Ebloc2	14.02	M-F 9AM-7PM	23332	Operational
Ilocos	2.03	M-F 8AM-6PM		Operational
SH1	3.45	M-F 8AM-6PM	51310	Operational
UT2	8.07	M-F 9AM-7PM	89292	Operational
GW2	6.52	M-F 9AM-7PM		Operational
CG	Park N Go	M-S 9AM – 5PM		Operational - See below for further guidelines
GB1	8.08	M-F 8AM-5PM		ASK Location ONLY

DROP OFF AT PARK N GO (CYBERGATE TOWER):

- Log a [Return a PC](#) ticket request via Accenture Support and choose “drop off in office”

Note: If you can no longer log a ticket because your EID is already disabled, please have someone from your team to log a ticket on your behalf.

 - Book a Schedule on the [Expresslane Appointment site](#)
 - Select Robinsons Cybergate Tower 2 as the location
 - Select the purpose of your visit and make sure it is the same as the request approved by your project manager
 - Choose your preferred time of appointment.
 - Returning an IT asset, together with your company ID, photo ID and badge, you must schedule your visit **Mondays to Saturdays.**
- Once you receive your Expresslane confirmation e-mail from Accenture Support, you’re good to go!

WHAT TO BRING:	DURING YOUR EXPRESSLANE VISIT:
<ul style="list-style-type: none">○ Your Accenture ID (if available) or a valid, government-issued ID○ Your Accenture Support ticket number You are required to follow health and safety protocols. Please make sure you wear a face mask and face shield when you go to your appointment.	<p>Step 1: Proceed to Accenture Expresslane at the Lower Ground Floor Level of Cybergate Tower 1. Please be present at least 5 minutes before your scheduled appointment.</p> <p>If you are driving a personal vehicle, we have a designated parking space for Accenture Expresslane clients, and you must wait inside your vehicle until your ticket number is called.</p> <p>If you don't have a personal vehicle, please arrive 5 minutes before your schedule as there is a limited space where you can wait.</p> <p>Step 2: When your number is called, show a valid identification card and your ticket number (a screenshot in your mobile phone will do).</p> <p>And that's it—your zero-touch transaction is complete—all in less than 10 minutes! Of course, when you're done, please make sure to vacate the premises so other Accenture Expresslane clients can utilize the parking space.</p>

- Kindly provide us below details upon drop off along with your proof of asset return (picture of logsheet). Send it to us with the provided subject line format.

Date & Time Returned Onsite:

POC or Engineer Name to whom you surrender the asset/s:

Facility:

Lists of asset/s returned (including peripherals):

TO: ISA.Philippines.Clearance.Team@accenture.com and
ISA.Philippines.IEPS.PCRetrieval@accenture.com

SUBJECT LINE: DROP OFF - <EID>

NOTE:

- Please ensure that you have an appointment schedule prior returning the assets as part of contact tracing and to avoid inconvenience of dropping your asset.

ALL LEAVERS:

Kindly ensure that all Accenture asset(s) must be returned including your Badge access and Company ID on or before your Separation Effective Date. Failure to do so, may lead to filing of ASOC case and salary deduction(s).