**CFSWeb – Access Request Form**

**End user notice**

*IBM's internal systems must only be used for conducting IBM's business or for purposes authorized by IBM management.*

*Usage of CFSW is subject to IBM Intranet Terms of Use and Business Conduct Guidelines, and is subject to audit at any time by IBM management.*

*CFSW contains employee information and business contact information classified as IBM Confidential such as business contact information (e.g.: name, serial number, intranet id, country code).*

*In using the CFSW website, you have access to IBM confidential and proprietary information. You may not share or discuss it with third parties or with anyone inside of IBM other than those who have a business need for the information, subject to appropriate confidentiality obligations.*

*End-users with access to this information must adhere to all applicable IBM policies, practices and guidelines regarding the protection of employee information and IBM Confidential information. They must not further disseminate the data to anyone.*

*Important Note*

*By filling out this form you agree that your personal information is stored and will be used by CFSW support teams providing technical support.*

*Any Personal information other than business contact information necessary for ordering SHOULD NOT be entered into the CFSW system.*

*Anyone entering personal information agrees that IBM may use and transfer it across country borders according to IBM privacy policies to provide the requested services.*

*You can review the personal information maintained about you by contacting CFSW support.*

IBM notice that explains the purpose for which Personal Information will be used and with whom it will be shared:

<https://w3.ibm.com/w3-privacy-notice/>

<https://w3.ibm.com/w3-privacy-notice/details/>

Special access request guidelines:

* + **US Federal access:** restricted and only US citizens are allowed to have it permanently. The user’s manager confirms the citizenship when approving the access request.
  + As of 2018 it is no longer required to be a US citizen to access federal data in CFSW. In exceptional cases (technical or quarter-end support) we can assign this authority to non-US citizens.
  + **Pre-Announced Product access:** restricted world-wide.
  + **Do not request all access levels if they don’t match your need. Do not request access to pre-announced products or federal access unless you work in a specific project that requires it. Please provide specific business justification in this case when you need federal or pre-announced access.**

**Requestor:**

|  |
| --- |
| **User’s name:** |
| **User’s country:** |
| **IBM serial number**, otherwise: Business Partner or Customer? |
| **Intranet email / IBM ID (web ID for partners)** (example@us.ibm.com)**:** |
| **Manager’s name:** |
| **Manager’s email:** |

**CFSWeb access level:**

|  |  |  |
| --- | --- | --- |
| **Crossborder access**  List of countries for which access is needed, Country Name (code) |  | |
| **Levels of authorization. The options are:** | **Description** | **Y/N** |
| **WLP access** | | |
| Retrieve inventory in Workload Pricer (WLPComm) | Allows the WLP user to retrieve inventory from SAP iBASE (interfaced by CFSW). |  |
| **CFSW Base access** | | |
| Retrieve inventory in CFSW website | Allows the user to retrieve customer inventory from SAP iBASE. |  |
| Request pricing from SAP | Allows the user to retrieve (list) pricing for the configuration (inventory access must be required). |  |
| Submit orders to SAP | Allows the user to submit the configuration to SAP as an order request (inventory access must be required). |  |
| **CFSW Additional access** | | |
| Configure withdrawn products | Allows the user to configure withdrawn products. This is only for shipped products, new shipments are not allowed. |  |
| Inventory correction | Allows the user to request correction of customer inventory in SAP when the order is submitted. |  |
| Retrieve US Federal inventory (restricted) | Allows the user to retrieve US Federal and commercial customer inventory from SAP iBASE. |  |
| Configure pre-announced products (restricted) | Allows the user to configure pre-announced products. |  |

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| **Business justification** | |
| Business justification if any of the base access is selected with ‘Y’. |  |
| Business justification to retrieve US Federal inventory in case the access is required. |  |
| Business justification to configure pre-announced products in case the access is required. |  |