

Below is the communication sent to markets for couriering back the system for decommissioning

For all asset decommissioning following would be an additional process. This is to ensure employees are 100% system enabled and does not get into compliance issue due to multiple assets.

This option would be over and above travelling to office to decommission the asset and returning the faulty asset as part of shipping the new system at home within DC limits.

This option is to capture below scenarios

- Employees who are outstation having multiple system and are not able to travel to office to decommission their old / faulty asset
- Employee who are within city however cannot travel to office to decommission due to various reasons
- Desktop refresh program, where employee can decommission their old desktop once they receive a new laptop

Process to be followed by employee to courier and decommission Laptop / Desktop:

- **Option 1 – Travel to office** – This option is 1st priority, if possible, employee to travel to office and decommission the system
 - o Raise the request in SharePoint under Return of Asset and get the office visit date to return the asset
https://ts.accenture.com/sites/India_info/Survey/SitePages/Home.aspx
- **Option 2 – Couriering** - Incase employee is not able to travel to office, due to various reasons
 - o Carton pack the asset for couriering (suggested vendors given below)
 - o Employee needs to duly fill and print the attached declaration form and stick it on the courier box where it is clearly visibility
 - "Value in INR" column mention amount as 49500 INR in column
 - Mention IT Facility POC name along with Accenture facility name where it is being couriered in the To column and then update the address (refer attachment for facility POC and address)
 - For eg – If employee is couriering this to Bangalore BDC7 then please mention "BDC7 – POC name", follow similar process for facility where employee will courier the system
 - Accenture IT facility POC and facility wise address is as attached for your reference
 - o **For couriering desktop, please follow below additional checks and process**
 - Desktop needs to be couriered back to the facility from where it was issued to the employee, follow below steps to get the details of the facility
 - Go to My equipment portal (<https://myequipment.accenture.com/>)
 - Click on "View more" option at the end of the page
 - Facility details would be available under "Location Last Level" at the end of the page

- For couriering desktop, gate pass is mandatory, this was issued while handing over the system to employee for WFH and should be couriered along with the asset
 - Incase employee does not have gate pass for the desktop then please write to
IS.ISA.India.Covid19ITAssetWFHReturn@accenture.com
 - Immediately after couriering the asset, employee to update tracking ID on the **SharePoint** and also update the delivery status once delivered.
 - Post the asset has been delivered, please wait for 4 working days and then check on Myequipment portal (<https://myequipment.accenture.com/>), if the system has been de tagged
 - Incase it is still reflecting under the employees name then please write to ATCI.RLMTeam@accenture.com
 - Use WBS "AMKCO06M" to claim this as onetime expense only (**Claims will be on actuals, maximum one-time claim allowed is INR 2500/-**)
 - **The myTE team will carry out regular audits on the charges being claimed (in case of discrepancy in expense submission, it will be considered a violation of Policy 63) - The DU leads and supervisors are accountable for approvals and should apply diligence while approving such claims.**
- **Courier vendor to be used for the activity:**
- Karnataka & Andhra – Blue dart, Professional & DTDC.
 - Tamil Nadu - Blue dart, Professional, DTDC & ST
 - Rest of India - Blue dart, Professional, DTDC, Gati, Maruthi, Sri Maruthi & AFL

For any other queries related to the above process, please write to
ATCI.RLMTeam@accenture.com

