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## What is the EASI?

EASI is a portal that allows secure and traceable transactions of IBM technical information (design data, specifications, bills of material, and corporate standards) between registered companies and IBM using a web interface.

<https://www.ibm.com/procurement/plmeasi/EASI>

EASI

Sign In

Access Removal Request

Report a problem

## Sign In

→ Sign In

New User? Follow two steps below:

Step 1: Create an IBM account. This is called an IBMid.

Step 2: Register your IBMid to use EASI.

### EASI Homepage:

IBM

**EASI** v1.0.20180824

Engineering And Supplier Information made easy

- Request ECO Documents
- View Existing Requests
- View My Documents and Team Documents
- Material Codes
- Crimp Book
- IBM Corporate Standards
- Help

**KNOWN ISSUES:** [Link to Known Issues](#)

## *USERID Removal*

To request that your IBMid userid be revoke/removed, go to <https://www.ibm.com/procurement/plmeasi/EASI> and Select “*Access Removal Request*”.

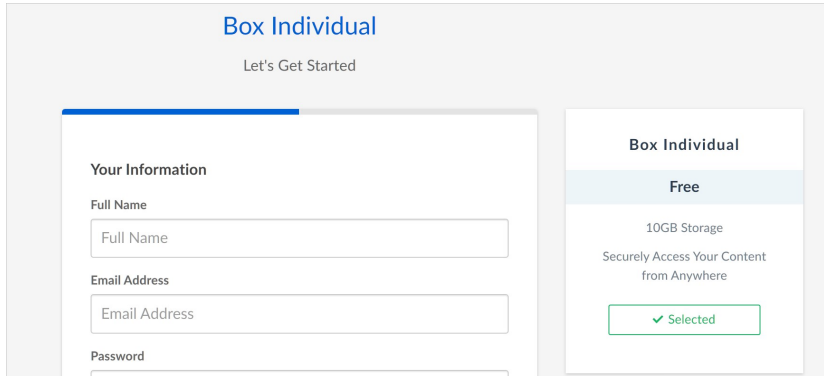
## Create Box Individual Account

Box delivery of files is recommended.

**Note:** China does not allow access to Box so files must be downloaded directly from EASI.

### 1) Create a Box Individual account (free):

<https://account.box.com/signup/n/personal#w3mgw>

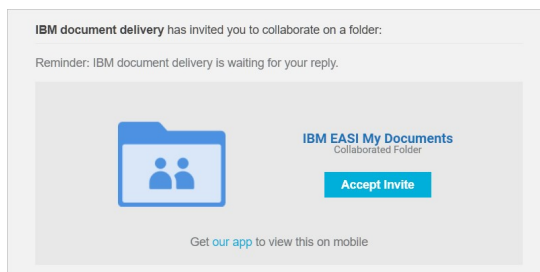


(Note: If your Box Account email is different from your IBMid, please [contact support](#).)

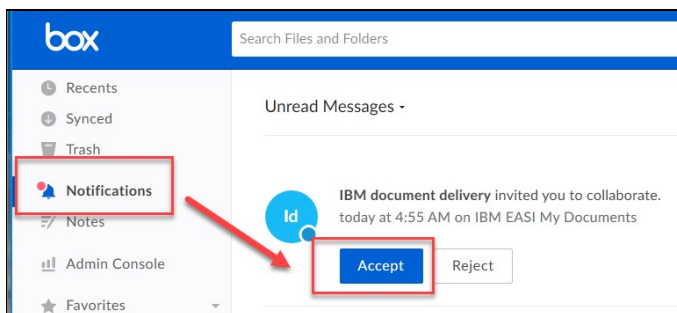
### 2) Collaborate with IBM document delivery

After your Box Individual account is complete, submit a request using EASI and Accept the Invite to collaborate with IBM document delivery:

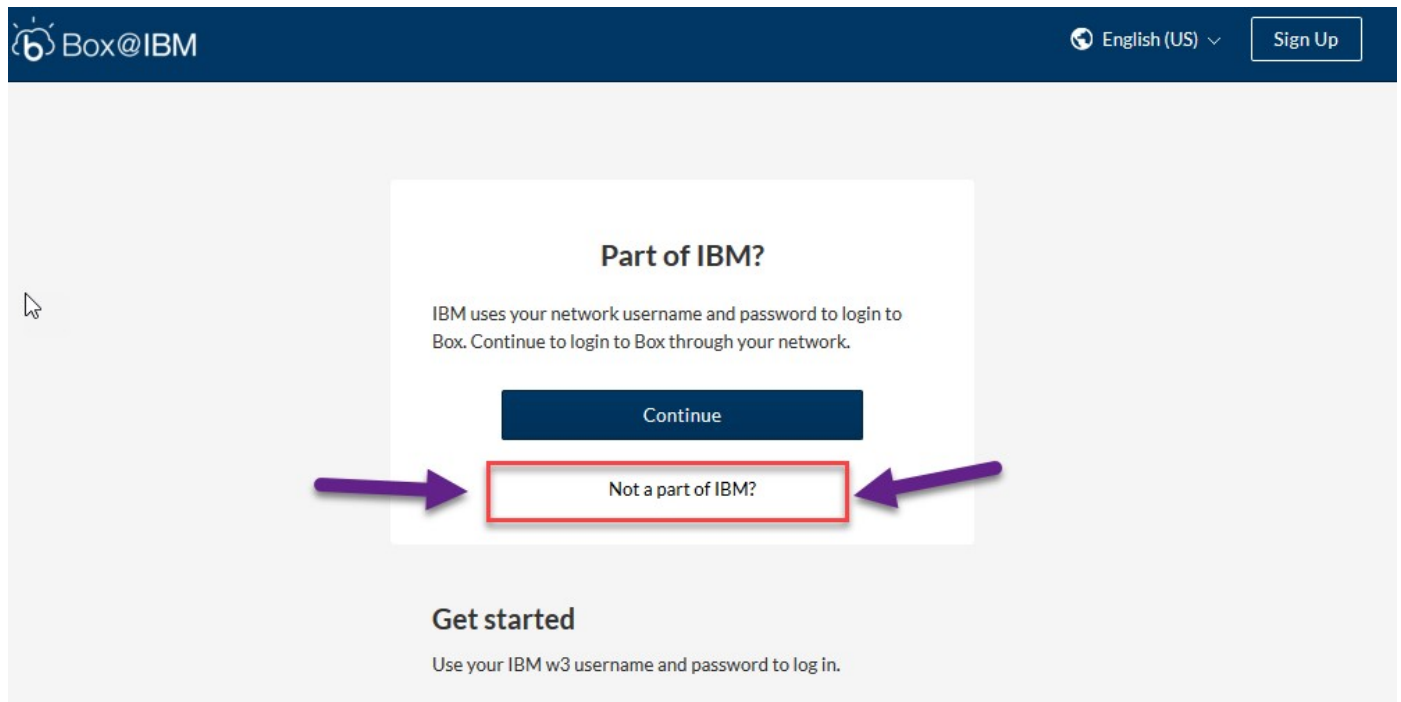
Email example:



Box example:



When selecting a Box link from EASI you will see this:



**Make sure you select “Not a Part of IBM?”.**

Sign in with your Box account.

## [Request ECO Documents - Up to 25 PNs](#)



Request ECO Documents allows you to request to 25 Part Numbers (cut and paste):

**Step 1 - Enter Part Numbers (Limit 25) then List Available Formats**

Request Documents by:

☒ IBM Part Number ☐ ECO Number

IBM Part Numbers: \*

0000000AD005  
0000000AD007  
0000000AD009

Paste list of PNs

List Available Formats

Cancel


Or request by an ECO Number:

Request Documents by:

☐ IBM Part Number ☒ ECO Number



### List Available Formats - Select All

List Available Formats shows the formats available for each IBM Part Number or ECO Number. Check the format(s) you want to request or check the Header (top line) to select all the Formats Available:

IBM Part Number	EC Number	<input checked="" type="checkbox"/> Formats Available	View
0000000AD005	10000N34637B	<input checked="" type="checkbox"/> Additional Item Info	
0000000AD005	10000N34637B	<input checked="" type="checkbox"/> Bill of Materials Levels of Explode: <input type="text" value="5"/>	

### List Available Formats - View PDF and Text Formats

List Available Formats allows you to view PDF and Text formats in the browser. Select the icons in the View column:

IBM Part Number	EC Number	<input type="checkbox"/> Formats Available	View	Status	Release
0000000E4407	10000P10183	<input type="checkbox"/> MS Word Document		Active	2011
0000000E4407	10000P10183	<input type="checkbox"/> Word PDF Data		Active	2011
0000000E4407	10000P10183	<input type="checkbox"/> Additional Item Info		Active	2011
0000000E4407	10000P10183	<input type="checkbox"/> Bill of Materials		Active	2011

## Submit – Box Folder Delivery Options

Prior to submitting a request for documents, select a Box folder option to have the documents delivered to:

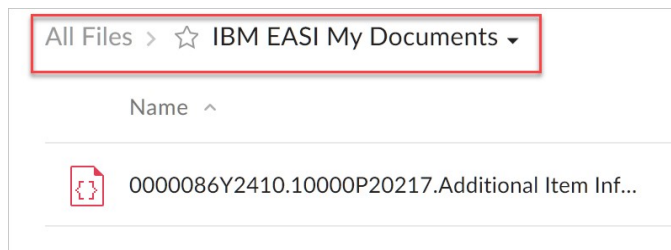
**Step 2 - Select formats then Submit to have the documents delivered to Box folder**

IBM Part Number	EC Number	<input type="checkbox"/> Formats Available	View	Status
0000086Y2410	10000P20217	<input type="checkbox"/> Additional Item Info	↓	Active

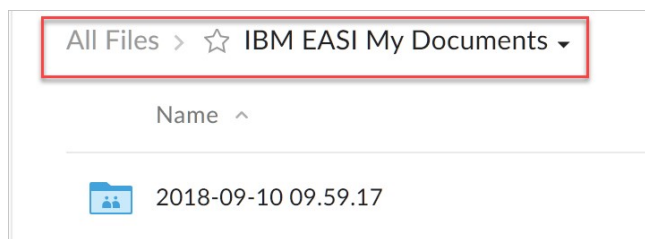
IBM EASI My Documents, Current Date/Time  
 IBM EASI My Documents  
**IBM EASI My Documents, Current Date/Time**  
 IBM EASI Team Documents

SCHEMATIC

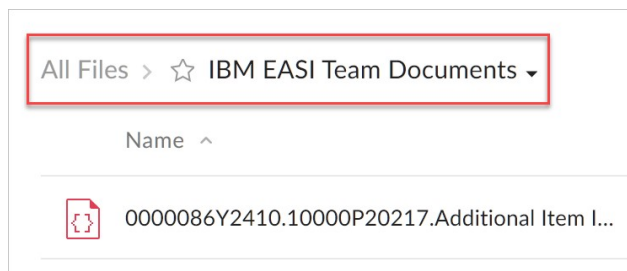
- **IBM EASI My Documents:** This option will put the files directly in the top-level folder named **IBM EASI My Documents**. The files are accessible by your Box account.



- **IBM EASI My Documents, Current Date/Time:** This is the default option. This option will create a sub folder under the **IBM EASI My Documents** folder with the sub folder name being the date/time **YYYY-MM-DD HH:MM:SS** and place the files in this subfolder. The files are accessible by your Box account.



- **IBM EASI Team Documents:** This option will put the files directly in the top-level folder named **IBM EASI Team Documents**. This folder is accessible to all Box accounts registered with your company in EASI.





## [View Existing Request – Refresh and Search](#)

→ View Existing Requests

View Existing Requests displays your request. Select **Refresh** to get the latest status as requests complete:

Action	Last Modified	State	Documents	Box Folder (hyperlink)
✓	Oct 23, 2018 11:53:52 AM	Completed	PN:0000086Y2410 - EC:10000P20217 - EXTERNAL PDF Data	<a href="#">100000P8X7/IBM EASI My Documents/2018-10-23 11.53.13</a>
			PN:0000086Y2410 - EC:10000P20217 - EXTERNAL PDF Data	

Search box is used to find specific criteria. The search is dynamic as you type:

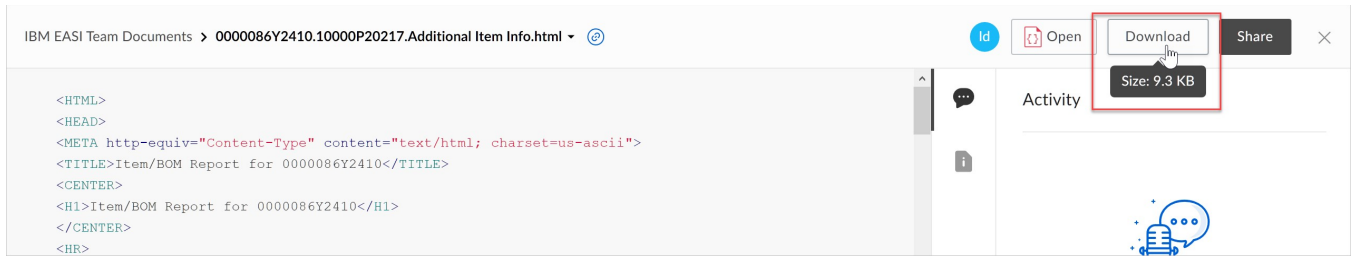
Last Modified	State	Documents	Box Folder (hyperlink)
Oct 17, 2017 1:58:01 PM	In-process	PN:0000000E4407 - EC:10000P10183 - MS Word Document PN:0000000E4407 - EC:10000P10183 - Word PDF Data PN:0000000E4407 - EC:10000P10183 - Additional Item Info PN:0000000E4407 - EC:10000P10183 - Bill of Materials	

Previous **1** Next

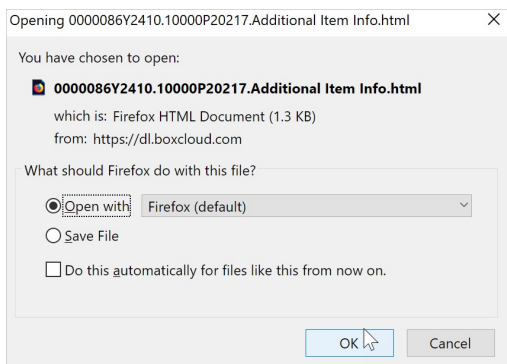
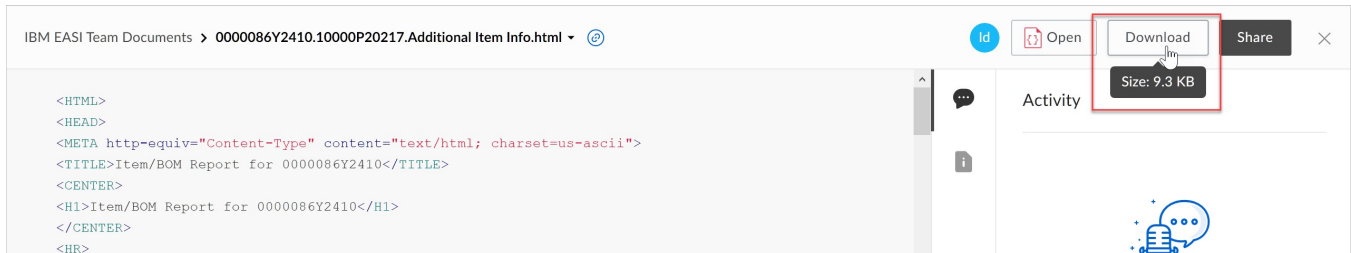
## [Box - View HTML documents in Browser](#)

Some documents such as EC Notice and Bill of Material are delivered in html format. When opened in Box they will be viewed as a text files as shown below:

## IBM EASI Portal - Getting Started V6



To view them has html, select Download and Open with your browser:



## Box - Secure File Sharing, Storage, and Collaboration

EASI uses box.com, a Content Collaboration Platform. EASI delivers the files to Box and users can then make use of Box functions. Explore the Box website to learn more about these features.

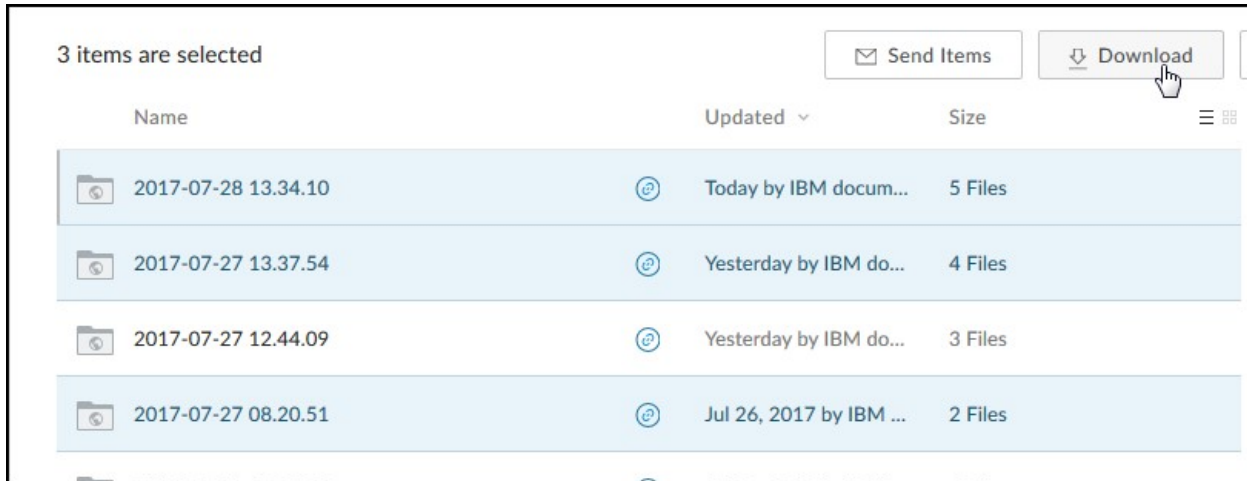
- Share files
- Store files
- Collaborate
- BoxSync to sync with local drives....

### *Box – Multi Select for Download, no Un-Zipping*

The **Ctrl** key can be used to select multiple folders/files one at a time.

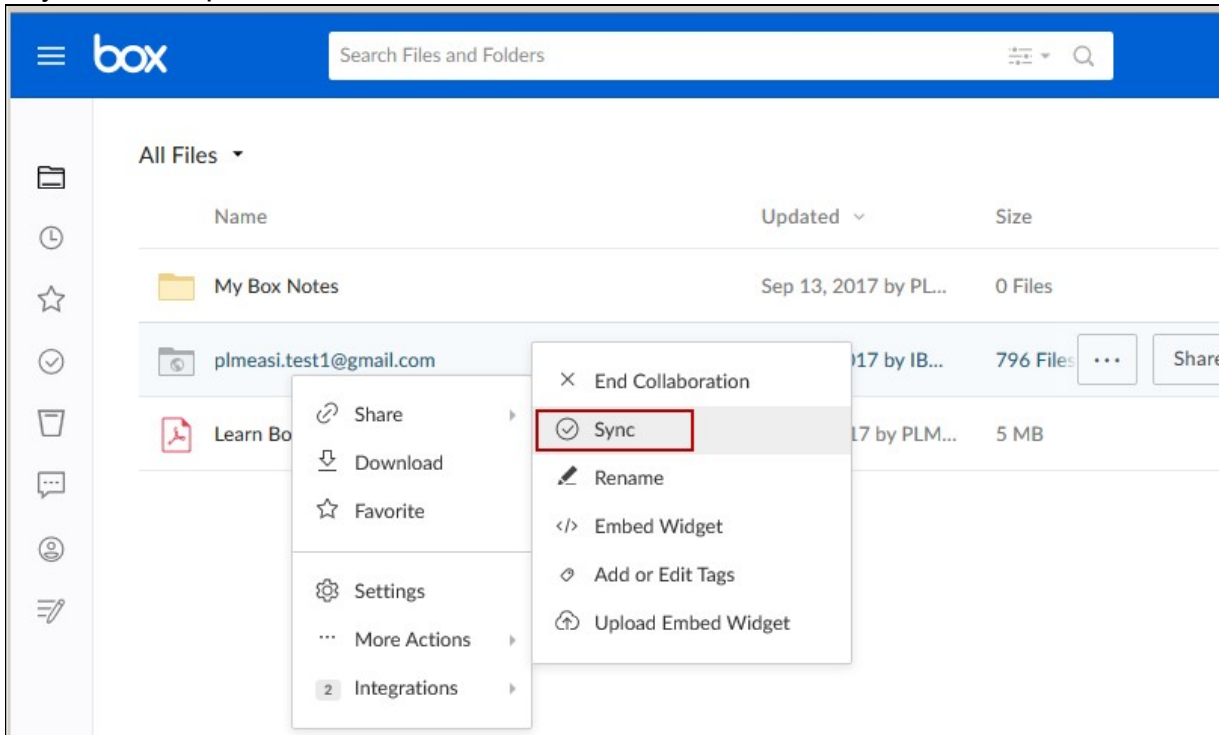
The **Shift** key can be used to select multiple folders/files in a range.


Download will deliver the folders/files to your local drive unzipped and ready to use.

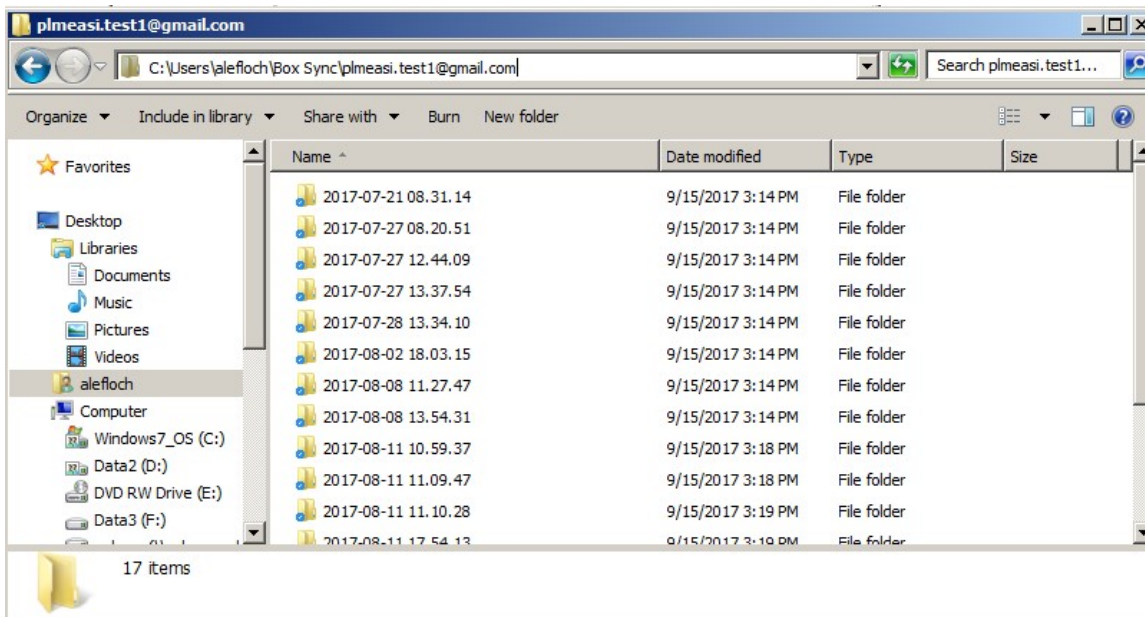


## Box Sync – Download Automatically

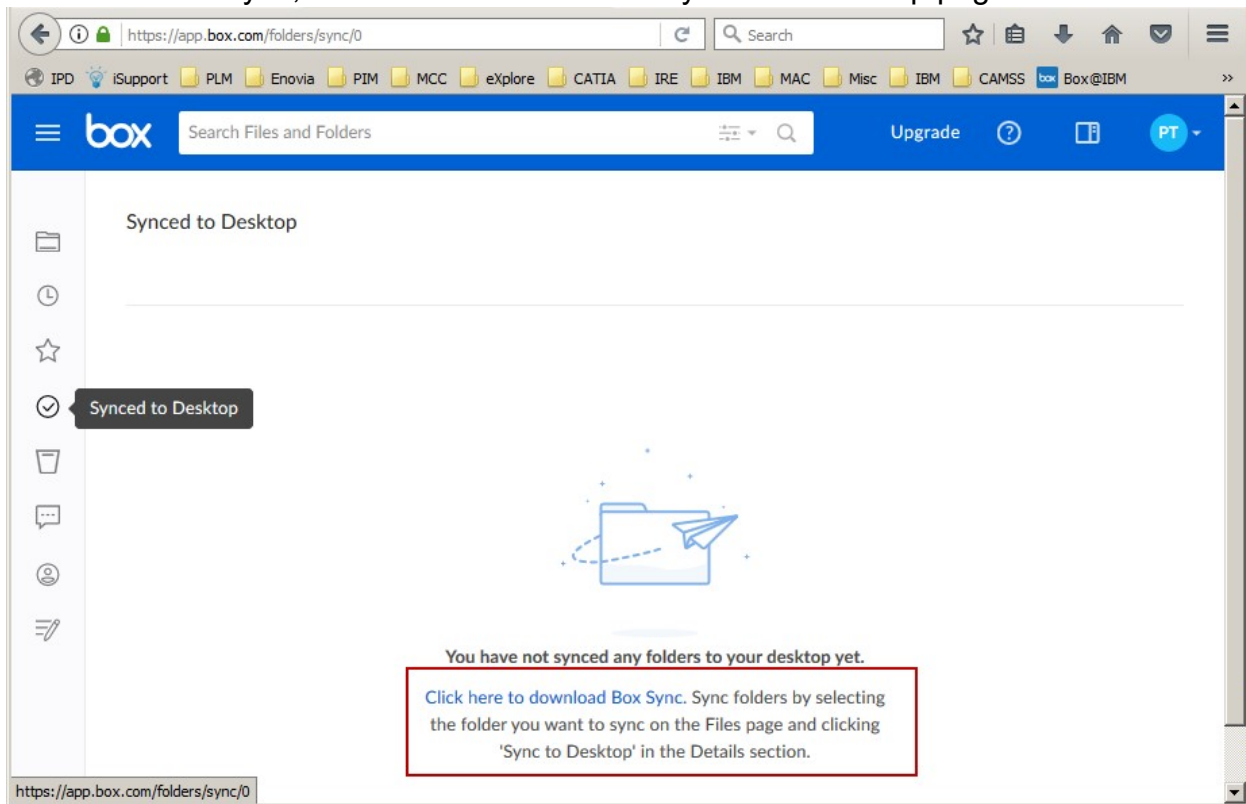
Box Sync is an application that can be installed, allowing documents to automatically download to your desktop:



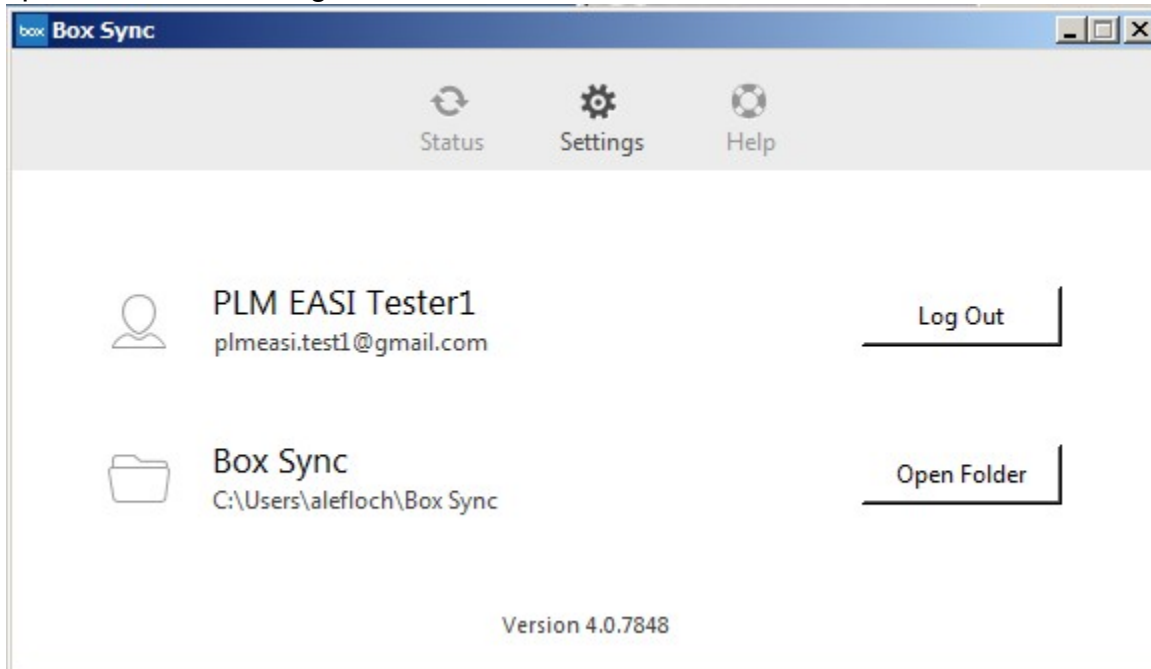
Files are automatically downloaded to your local desktop in the Box Sync folder. By clicking on the Box icon  on the screen bottom right, all the box documents and folders appears in a window:



To enable Box Sync, download the code from Synced to Desktop page:

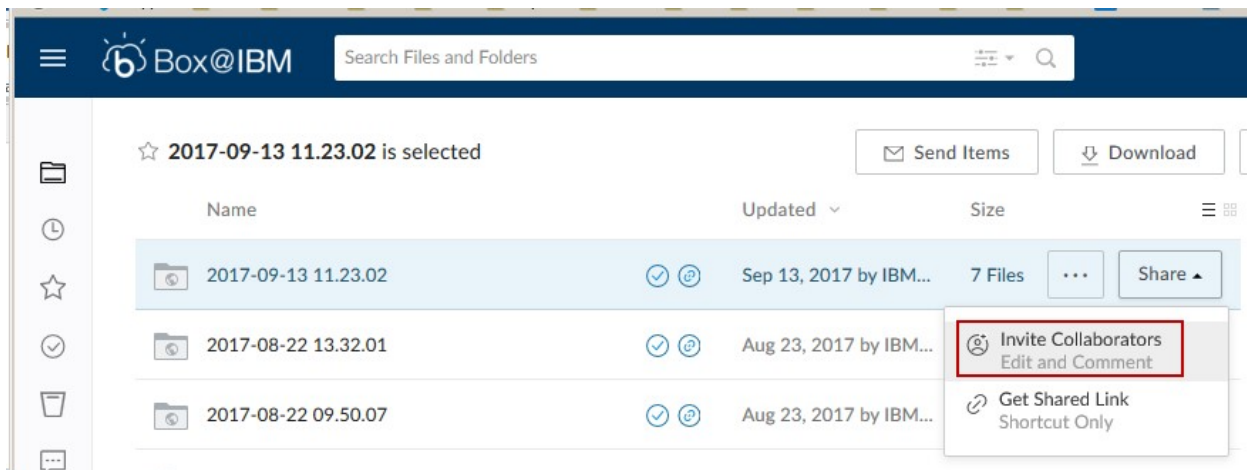


After installation, files are downloaded to the Box Sync folder C:\Users\userid\Box Sync as specified in the Settings:



## Box - Sharing Documents

You can invite other to download and comment on documents in Box.



×

Invite to 2017-09-13 11.23.02

Invite

Names or email addresses

Invitee Permissions

Editor

Learn More

Personal Message (Optional)

Hello, I want to share my folder, "2017-09-13 11.23.02", on Box.

Cancel

Send Invites

The shared link of documents can be sent to others:

☰

Box@IBM

Search Files and Folders

🔍

☆ 2017-09-13 11.23.02 is selected

✉ Send Items

⬇ Download

Name	Updated	Size	
<div>📁</div> <div>2017-09-13 11.23.02</div>	<div>✓</div> <div>🔒</div> <div>Sep 13, 2017 by IBM...</div>	7 Files	<div>⋮</div> <div>Share ▲</div>
<div>📁</div> <div>2017-08-22 13.32.01</div>	<div>✓</div> <div>🔒</div> <div>Aug 23, 2017 by IBM...</div>		
<div>📁</div> <div>2017-08-22 09.50.07</div>	<div>✓</div> <div>🔒</div> <div>Aug 23, 2017 by IBM...</div>		

👤 Invite Collaborators

Edit and Comment

🔗 Get Shared Link

Shortcut Only

Shared Link for 2017-09-13 11.23.02

Shared Link

https://ibm.box.com/s/xj9oasg7i27omi4g0yiexli8saslp

Copy

Any collaborator on the folder with the link can access this folder.

People in this folder ▾

Email Shared Link

Enter names or email addresses.

Message

I'd like to share my folder with you on Box.  
- PLM EASI Tester1

Cancel

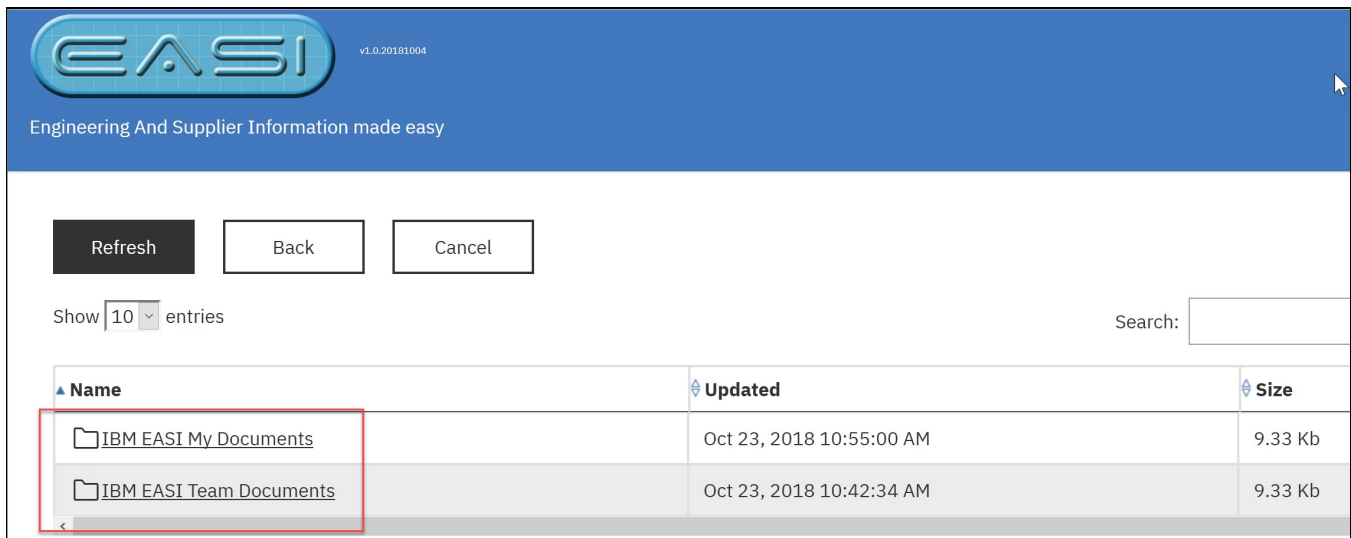
Send



## [View My Documents and Team Documents - Direct Download from EASI](#)

→ [View My Documents and Team Documents](#)

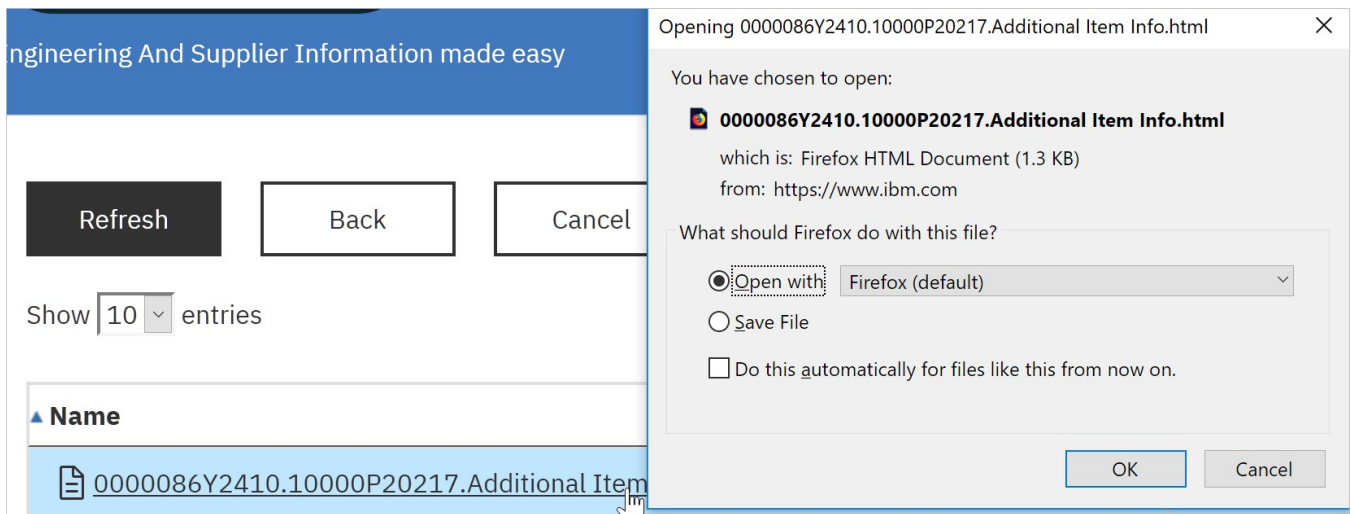
Select the folder (and subfolder) where the document were sent to navigate to the files:



The screenshot shows the EASI portal interface. At the top, there is a blue header with the EASI logo and the text "Engineering And Supplier Information made easy". Below the header, there are three buttons: "Refresh", "Back", and "Cancel". A "Show 10 entries" dropdown is visible. A search bar is on the right. The main content is a table with three columns: "Name", "Updated", and "Size". Two folders are listed: "IBM EASI My Documents" and "IBM EASI Team Documents", both with a size of 9.33 Kb and updated on Oct 23, 2018.

Name	Updated	Size
IBM EASI My Documents	Oct 23, 2018 10:55:00 AM	9.33 Kb
IBM EASI Team Documents	Oct 23, 2018 10:42:34 AM	9.33 Kb

Click on the file link and you will be able to Open or Save the file



The screenshot shows the EASI portal interface with a file download dialog box open. The dialog box is titled "Opening 0000086Y2410.10000P20217.Additional Item Info.html". It contains the text "You have chosen to open:" followed by the file name "0000086Y2410.10000P20217.Additional Item Info.html" and its details: "which is: Firefox HTML Document (1.3 KB)" and "from: https://www.ibm.com". Below this, there is a section "What should Firefox do with this file?" with three options: "Open with" (selected), "Save File", and "Do this automatically for files like this from now on.". The "Open with" option is set to "Firefox (default)". There are "OK" and "Cancel" buttons at the bottom right of the dialog box.

engineering And Supplier Information made easy

Refresh Back Cancel

Show 10 entries

Name

0000086Y2410.10000P20217.Additional Item

Opening 0000086Y2410.10000P20217.Additional Item Info.html

You have chosen to open:

**0000086Y2410.10000P20217.Additional Item Info.html**  
which is: Firefox HTML Document (1.3 KB)  
from: https://www.ibm.com

What should Firefox do with this file?

☒ Open with Firefox (default)

☐ Save File

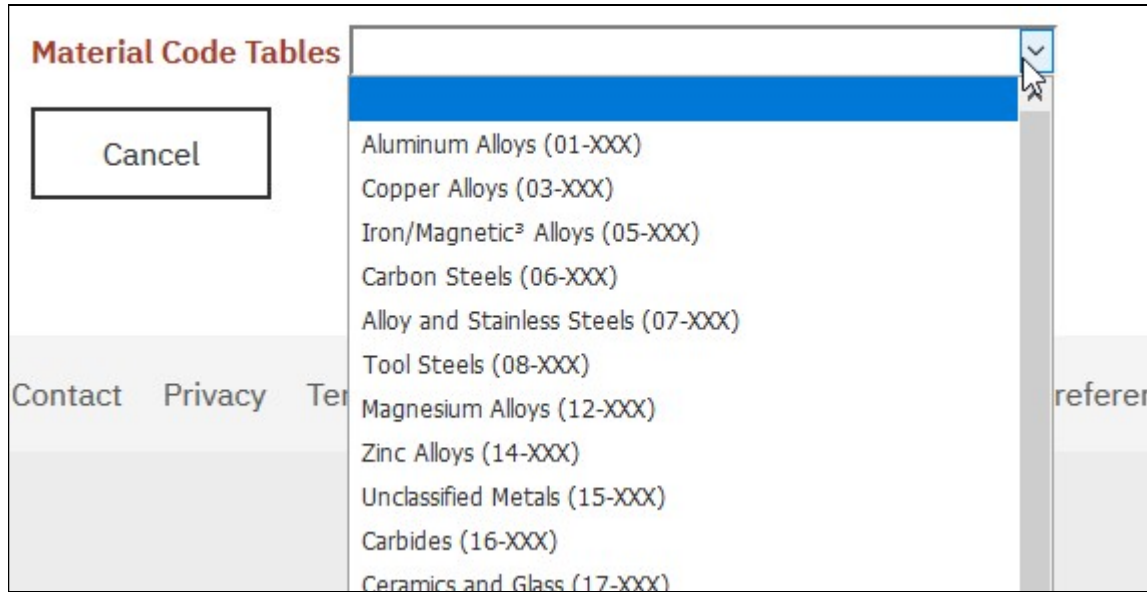
☐ Do this automatically for files like this from now on.

OK Cancel

## Material Codes

→ Material Codes

Material Codes will bring you to drop down list of the Material Code Tables:



Selecting a Material Code Table will open the table. The Search box can be used to refine the search. The search is dynamic, updating as you type.

**Material Code Tables** Aluminum Alloys (01-XXX) ▼

Show 25 entries

Search: 01-9

Code	Description	Specification, Date	Trade and Source Names
01-960	Aluminum alloy 771.0, formerly AA precedent 71, UNS A07710	ASTM B26	
01-961	Aluminum alloy 771.0, formerly AA precedent 71, sand casting, UNS A07710	ASTM B26	Precedent 71; Jobbins

## [Crimp Book](#)

→ [Crimp Book](#)

Crimp Book opens the Crimp Table. The Search box can be used to refine the search. The search is dynamic, updating as you type.

Click on the IBM P/N (crimp) link to open detailed information on the specific crimp.

Show

25

entries

Search:

IBM P/N	Vendor P/N	Description	Date
<div> <div></div> <div>0000000</div> </div>		CRIMPBOOK STATUS	Jan 4, 2013
<div> <div></div> <div>0000001</div> </div>		CRIMPBOOK COVER SHEET	Feb 9, 2000



## [IBM Corporate Standards](#)

→ [IBM Corporate Standards](#)

IBM Corporate Standard will bring you to a Box folder containing a partial list of IBM Standards.

Currently, this is only supported with use of an individual Box account.

If you cannot find a Standard Number, open a ticket requesting the standard be added to EASI [contact support](#).

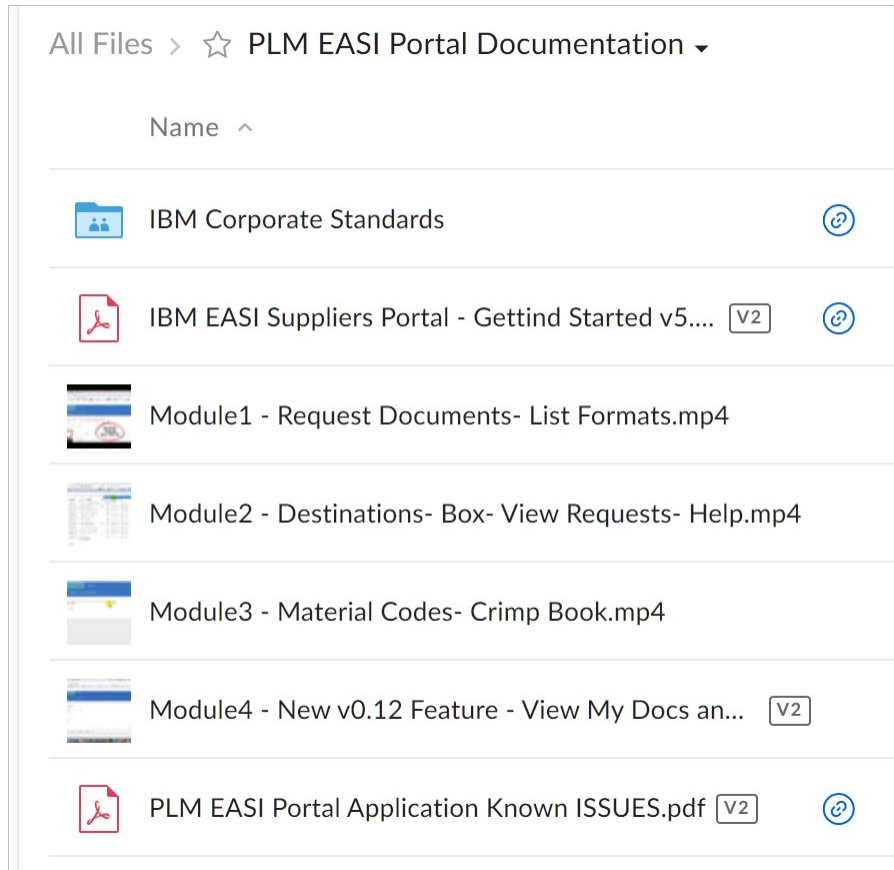
All Files > PLM EASI Portal... > ☆ IBM Corporate Standards ▼		
Name ^	Updated	Size
 C-B 0-2027-000.pdf	Apr 2, 2018 by Josep...	19.1 KB
 C-B 0-3700-000.pdf	Apr 2, 2018 by Josep...	8.3 MB

## [Help](#)

→ Help

Help will bring you to a Box folder containing documents and videos that can be used for education and to help answer questions.

Currently, this is only supported with use of an individual Box account.



For help with issues [contact support](#). This link will send an email to [plmhelpp@gmail.com](mailto:plmhelpp@gmail.com).

If the link does not work, send an email to [plmhelpp@gmail.com](mailto:plmhelpp@gmail.com) with the **Subject: EASI** and provide as much detail as you can to recreate the issue.