

Narsanolla, Shivalingam

From: NL, ABN AMRO Operations
Sent: Thursday, June 07, 2018 5:38 PM
To: Narsanolla, Shivalingam
Cc: Verma, Uma Shankar
Subject: FW: Pick-up and/or delivery of order Work Square Laptop - New / Order number: 1259400

Hi,

We requested a laptop for you.

You can pick this up on your first working day at location:

FOPPINGADREEF 22,1102BS AMSTERDAM

Met vriendelijke groet, *Kind regards*,

END  END

Sameera Yaddanapudi
Capgemini ABN AMRO Operations

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Sameera.yaddanapudi@capgemini.com



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From: sameera.yaddanapudi@nl.abnamro.com [mailto:sameera.yaddanapudi@nl.abnamro.com]
Sent: Thursday, June 07, 2018 5:23 PM
To: Yaddanapudi, Sameera
Subject: Fw: Pick-up and/or delivery of order Work Square Laptop - New / Order number: 1259400

----- Forwarded by Sameera Yaddanapudi/NL/ABNAMRO/NL on 07-06-2018 13:52 -----

From: myit.shop@nl.abnamro.com
To: shivalingam.narsanolla@nl.abnamro.com
Cc: patricia.kol@nl.abnamro.com, sameera.yaddanapudi@nl.abnamro.com
Date: 06-06-2018 13:09
Subject: Pick-up and/or delivery of order Work Square Laptop - New / Order number: 1259400



Dear Shivalingam,

Below you will find important information regarding the pick-up or delivery of your laptop at a MyIT Servicedesk or the MyIT Locker. Please read the complete mail carefully.

General information about the pick-up of your laptop:

- If you want to pick up your laptop at a location where you normally don't work then you need to make sure that you have the correct access rights for the building you want to visit! You can check and apply for access rights through the page [Access control](#).
- Bring your old laptop with you if you have ordered a new one. Don't forget to bring the adaptor of the old laptop.
- Please make sure to save your data by connecting your laptop directly to the ABN AMRO network (via docking station or a network cable). Shut down your laptop completely. Closing the laptop is not sufficient.
- If you replace your old laptop you need to secure your roaming profile yourself. More information on how to do this and why it is important to do can be found in the manuals "Q&A Roaming Profile" and "" User Settings Backup" on the "Laptop" page on MyIT.
- Pick up or return your laptop within the correct delays: 10 workingdays for the MyIT Servicedesk and 24 hours for the MyIT Locker. Otherwise your order is cancelled and you will need to order again.

New laptops

In November 2017, we started the distribution of laptops with model number **E7480**. You might receive this new type but won't know until the actual delivery of the laptop. This new type of laptop isn't compatible with the existing docking stations, which are installed in all workstations. However, there are several possibilities to connect these new laptops with the existing screens through a cable, an adaptor or a personal WD15 docking station on the productpage [Accessories](#). Please wait until your laptop has been delivered to see which type you have received. Did you receive the new type? Read the additional information on the MyIT [Laptop page](#) before ordering accessories.

You have selected the option to return or to pick up a laptop at the MyIT Servicedesk?

- You can walk in directly after confirmation of your order **or** make an appointment whenever it is most convenient for your.
- Take the MyIT order number that corresponds with your order with you so that the MyIT Servicedesk can execute the request.

You have selected the MyIT Locker location?

- You will receive a confirmation email from IBM. This email explains how to proceed.

It is possible that due to unforeseen circumstances the availability of laptops is limited. In those circumstances it might take longer for your laptop to be ready to pick up at the MyIT Servicedesk of MyIT Locker location. If this is the case we will inform you as soon as possible.

The addresses of the **MyIT Servicedesks** can be found on the [Contact page](#) on MyIT. The MyIT Servicedesks are open from Monday to Friday 07:30AM to 06.00PM.

The **MyIT Locker** is located in Utrecht at the Daalse Singel, Ground floor, Room 71/A/00

Order information

Order number: 1259400
 User: Shivalingam Narsanolla
 Ordered by: Sameera Yaddanapudi

[Click here to view your orders](#)

With kind regards,

ABN AMRO | MyIT Shop
 Eleanor Rooseveltlaan 1 | 1183 CC Amstelveen | AM0030

For questions regarding telephones, call: +31 (0)20-6291950.
 For questions regarding hardware/networking, call: +31 (0)20-6291961.
 Please send all responses to myit.shop@nl.abnamro.com

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