

EQUIPMENT REQUEST

Equipment Request-Instructions

Dear Shanmugam

Please read the instructions for request equipment.

Laptop:

Laptops will not be issued to the associates if the Associates ID is not active in the system.
The project would be charged back 100 Dollars/month for the laptop for a period of 36 months.
The laptops would be standard laptops decided by the NSS teams, so that they meet our operating/ technical and standardization requirements.
Special language keyboards for laptops would be provided only if they are mentioned specifically in the request template.
Laptop will be provided with the Standard set of software which include MS Office suite, Anti Virus Software, Adobe reader, VPN client, Office Communicator.
The SLA for provisioning the laptops would be 14 days from the approval date in the CEAsset System.
Laptops should be returned to NSS once the requirement is over or upon separation from Cognizant.
Associates are advised not to handover their laptop to their teammates when the requirement is over as it is their responsibility to ensure that the laptop is returned to NSS.

Cellphones:

Cell Phones will not be issued to the associates if the Associates ID is not active in the system.
The project would be charged back on actual billing incurred every month.
Personal Cell Phone numbers cannot be ported to Cognizant subscription. Incase of exception, we need an approval from BU Head.
The cellphones would be standard cellphone instruments decided by the NSS teams, so that they meet our operating/technical and standardization requirements.
Data would not be enabled on the voice connection.
The SLA for provisioning the Cell Phones would be 14 days from the approval date in the CEAsset System.
Cellphones should be returned to NSS once the requirement is over or upon separation from Cognizant.
Associates are advised not to handover their cellphone to their teammates when the requirement is over as it is their responsibility to ensure that the cellphone is returned to NSS.

Blackberry:

Blackberry Devices will not be issued to the associates if the Associates ID is not active in the system.
The project would be charged back on actual billing incurred every month.
Personal Phone numbers cannot be ported to Cognizant subscription. Incase of exception, we need an approval from BU Head.
The Blackberry Devices would be standard Blackberry devices decided by the NSS teams, so that they meet our operating/technical and standardization requirements.
Blackberry Data will be enabled with the voice connection.
The SLA for provisioning the Blackberry Devices would be 14 days from the approval date in the CEAsset System.
Blackberry Devices should be returned to NSS once the requirement is over or upon separation from Cognizant.
Associates are advised not to handover their Blackberry Device to their teammates when the requirement is over as it is their responsibility to ensure that the Blackberry Device is returned to NSS.

Datacards:

Datacard will not be issued to the associates if the Associates ID is not active in the system.
The project would be charged back on actual billing incurred every month.
The SLA for provisioning the Datacard would be 14 days from the approval date in the CEAsset System.
Datacard should be returned to NSS once the requirement is over or upon separation from Cognizant.
Associates are advised not to handover their Datacard to their teammates when the requirement is over as it is their responsibility to ensure that the Datacard is returned to NSS.

Equipment Request Form

Candidate Id	<input type="text" value="316778316"/>
Candidate First Name	<input type="text" value="Shanmugam"/>
Candidate Last Name	<input type="text" value="Ü,ü"/>
Equipment Name	<div><div><input type="text" value="CellPhone"/></div><div>+</div></div>
Designation	<input type="text" value="Chairman & CEO"/>
Shipping Location	<div><div><input type="text" value="Cognizant-Denmark"/></div><div>▼</div></div>
Joining Location	<input type="text" value="Budapest"/>
Request Initiation Date	<input type="text" value="09 Oct 2013"/>
SLA Date	<input type="text" value="23 Oct 2013"/>