

NOTE: Installation Report (completely filled and signed by all concerned) will have to be deposited to Office of Director-Computer Centre, AMU, Aligarh, for creation of CCAID in CMDB (Configuration Management Database) of AMU.

Rev-1.0 Date:01.02.2015

Copier Installation Report

Funding Agency:	→	Externally Funded Project <input type="checkbox"/>	Purchase from University Funds <input type="checkbox"/>
Head of Account:	→	Code: _____	Description: _____
Purchase Order No.:	→	P. O. Date: _____	
Date of P.O. Delivery to Supplier:	→		
Delivery Challan No.	→	Delivery Challan Date: _____	
Installation date	→		
Warranty valid upto	→		
OEM (Original Equipment Manufacturer):	→	Name: _____ (Website: _____)	
Supplier Invoice No.	→	Invoice Date: _____	
Invoice Value (in Indian Rupees)	→		

Details of Technical Specifications & Warranty Support

Copier:	→	Make _____	Model: _____	Printer's Serial Number (from OEM): _____
Performance:	→	20 Page per minute <input type="checkbox"/>	35 Page per minute <input type="checkbox"/>	30 Page per minute <input type="checkbox"/>
			45 Page per minute <input type="checkbox"/>	Others: _____
DADF Unit (Y/N):	→	_____		
OEM Supplied Trolley(Y/N)	→	_____		
Stabilizer	→	_____ (Y/N)	Voltage range: 90V to 270V _____ (Y/N)	
Supplier's E-Mail-ID (Warranty Support):	→			
OEM's E-Mail-ID (Warranty Support):	→			
Supplier's Phone# (Warranty Support):	→			
OEM's Phone# (Warranty Support):	→			
Registered with OEM(for Warranty Support, as per entitlement of AMU):	→	_____ (YES / NO)	Product # _____	Regn-Date: _____
Warranty Support SLA	→	Response Time: _____	Resolution Time: _____	
Supplier's Website (Warranty Support):	→			
OEM's Website (Warranty Support):	→			

Important Information (regarding warranty support):

For any support during warranty period, end-user will have to contact supplier/OEM on the Phone Number(s)/ E-Mail IDs/Websites, mentioned above, and acquire support ticket number. A log of all the Support Tickets (Incident Numbers) is important to be retained by end-user, for future references and also for any escalations through Computer Centre.

Timings of Telephonic Support (during Warranty Period):

Supplier's Timings: _____ (Weekdays) / _____ (Sundays/Holidays)
 OEM's Timings: _____ (Weekdays) / _____ (Sundays/Holidays)

CERTIFICATE FROM USER'S DEPARTMENT

Verified that the material has been received in good condition, strictly according to the specifications as given in the purchase order. The same has been successfully installed and accepted by _____ of _____. Stock entry has also been made on Page No. _____ of relevant stock register: _____.

Signature: _____
 Name: _____
 Role: **Installation Engineer**
 Mobile: _____
 E-Mail ID: _____
 Rep. of Supplier/OEM: _____
 Seal: _____

Signature: _____
 (Dean/Principal/Chairman / Head of Office)
 Seal: _____

Signature(s): _____
 Name(s): _____
 Role: **Installation & Verification Team (from End-User Dept. of AMU)**
 Rep. of : _____
 Seal: _____

AMU-CCAID # (issued by Computer Centre): _____