

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

| Laptop 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 | |
| Laptop: | → Make: _____ Model _____ Unique ID: _____ |
| Service Tag No: | → _____ (if any) |
| Processor: | → Intel 4th Gen Core i3 4005U @ 1.7 GHz <input type="checkbox"/> Intel 4th Gen Core i5 4300U @ 1.9 GHz <input type="checkbox"/> Intel 4th Gen Core i7 4600 @ 2.1 GHz <input type="checkbox"/> Others _____ |
| Cache: | → 3MB <input type="checkbox"/> 6MB <input type="checkbox"/> 8MB <input type="checkbox"/> Others _____ |
| RAM Type | → DDR2 SDRAM <input type="checkbox"/> DDR3 SDRAM <input type="checkbox"/> DDR4 SDRAM <input type="checkbox"/> Others _____ |
| RAM: | → 2GB <input type="checkbox"/> 4GB <input type="checkbox"/> 8GB <input type="checkbox"/> 16GB <input type="checkbox"/> Others _____ |
| Hard Disk: | → 500GB <input type="checkbox"/> 1TB <input type="checkbox"/> Others _____ |
| LAN Card | → Internal <input type="checkbox"/> External <input type="checkbox"/> Others _____ |
| Integrated Graphics: | → Make: _____ Configuration: _____ |
| # of USB Ports (2.0) | → 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Others _____ |
| # of USB Ports (3.0) | → 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Others _____ |
| Display: | → Touch <input type="checkbox"/> Non-Touch <input type="checkbox"/> Size: _____ (INCH) |
| Built-in Microphone & Speaker | → _____ (Y/N) , If Yes, Tested & working Fine: _____ (Y/N) |
| Integrated HD Audio | → _____ (Y/N) , If Yes, Tested & working Fine: _____ (Y/N) |
| DVD: | → DVD+RW <input type="checkbox"/> DVD+RW DL <input type="checkbox"/> Others _____ |
| Anti-Virus: | → Make: _____ Model/Version: _____ Expiry Date: _____ |
| Operating System: | → Name: _____ Version: _____ |
| OS Type: | → 32 BIT <input type="checkbox"/> 64 BIT <input type="checkbox"/> |
| OS Media: | → OS Media: _____ OS Media Label: _____ Drivers on Media: _____ (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): | → _____ (Y/N) Registration No: _____ Registration Date: _____ |
| Warranty Support SLA | → Response Time: _____ Resolution Time: _____ |
| Supplier's Website (Warranty Support): | → _____ |
| OEM's Website (Warranty Support): | → _____ |

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Laptop Installation Report

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: <u>Installation Engineer</u> Mobile: _____ Email ID: _____ Rep. of Supplier/OEM: _____ Seal: _____ | Signature: _____ (Dean/Principal/Chairman / Head of Office) Seal: _____ | Signature(s): _____ Name(s): _____ Role: <u>Installation & Verification Team (from End-User Dept. of AMU)</u> Rep. of : _____ Seal: _____ |
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AMU-CCAID # (to be issued by Computer Centre): _____