

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.

Printer 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			
Printer	→	Make _____	Model: _____
Printer's Serial Number (from OEM):	→	_____	
Printing Type:	→	Mono <input type="checkbox"/>	Color <input type="checkbox"/> Others: _____
Functionality:	→	SFP <input type="checkbox"/>	MFP <input type="checkbox"/> Others: _____
Printer Type:	→	Stand-Alone <input type="checkbox"/>	Network Printer <input type="checkbox"/> Wi-Fi Enabled: _____ (Y/N)
Printing Technology:	→	Intank <input type="checkbox"/> LaserJet <input type="checkbox"/> DMP <input type="checkbox"/> Inkjet <input type="checkbox"/> Others: _____	
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)	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: _____		Signature(s): _____	
Name: _____		Name(s): _____	
Role: Installation Engineer		Role: Installation & Verification Team (from End-User Dept. of AMU)	
Mobile: _____		Rep. of : _____	
E-Mail ID: _____		Seal:	
Rep. of Supplier/OEM: _____		Signature: _____	
Seal:		(Dean/Principal/Chairman / Head of Office)	
		Seal:	

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