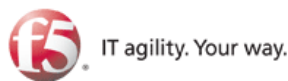


## Vendor Order Requirements



Dear Customer,

Most IT vendors have certain requirements for data collection that need to be met prior to processing orders. Outlined below are the requirements for each:

### For all purchase orders

1. Your company information
2. Delivery address (not a PO box)
3. End User Company Name and address
4. Part code(s) and quantities
5. Pricing
6. A quote number if we have provided one to you
7. A stock hold (QP) reference number if you have requested that we hold the stock for you
8. Your contact details should we need to get in touch with you.

### Vendor specific information

#### Acme Packet

1. End User company name and address

#### Aruba

1. End User company name and address

#### Avaya

1. Pricing discount granted by Avaya include SBA number (and Westcon Group quote number if possible)
2. Westcon Group's quote number must be provided
3. Reseller's Avaya **Link-ID** number must be provided with the order
4. Promotion code (SBA/SBR number) if there are any.

#### Cisco Hardware

1. End User Company Name and address
2. A deal ID number or a reference to a promotion if your pricing differs from your standard buy price.

#### Cisco Smartnet

1. Install address of the Hardware
2. If the hardware to be covered is not on the same purchase order number, either:  
Existing contract number(s)  
Serial number(s)  
Your purchase order number that the hardware was ordered from Westcon Group on, so we can identify the serial number(s) for you.



### Check Point

1. End User company name, address, contact name and email
2. Westcon Group quote number
3. User Centre ID number
4. Valid EBS or CES renewal quote reference (For support orders only and if available)
5. Any relevant forms completed and attached for current promotions.

### EMC

1. All EMC quotes must be approved by Westcon Group and EMC
2. End User contact name with email and telephone details
3. Technical contact details email and telephone details (Contact will be required to know technical information)
4. If possible please supply EMC Cart number (supplied on Westcon Group quote).

### Emerson

1. Education or Government discounted pricing – please provide a copy of your end user's purchase order (you may black out the pricing if you prefer).

### F5 Networks

1. End User street address (not a PO Box)
2. Deal Registration number - (F5 Partners can obtain extra discount via deal registration).
3. All orders require the F5 order processing form to be completed.

### Juniper

1. SPA approval number from Juniper for non-standard pricing
2. Any relevant forms completed and attached for current promotions.

### McAfee

1. End User contact name; contact phone; contact email address
2. Grant number for any McAfee renewals or upgrade orders
3. McAfee competitive crossgrade – A declaration (in writing) from the end user stating current licence status.

### Polycom

1. NST number or Westcon Group quote number for non-standard pricing
2. All Video part codes on order must have the relevant support part codes associated
3. All Demo part codes require the Demo form to be completed.

### Radware

1. End User contact name; contact phone number and contact email address.
2. Discount pricing requires a Westcon Group quote number.

### Riverbed

1. Westcon Group quote number

## Vendor Order Requirements