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### **Obtaining Product Pricing and Availability Information**

- Business Partner utilizes Private Trading Exchange (PTX) tool for product pricing and availability determination
- OR
- Business Partner submits completed Used Equipment Business Partner Worksheet and attaches equipment configuration file and sends to [iccused@us.ibm.com](mailto:iccused@us.ibm.com) via e-mail.
- If utilizing PTX, a system e-mail notification is automatically sent to [iccused@us.ibm.com](mailto:iccused@us.ibm.com) to notify that a request has been made.
- If utilizing e-mail process, a system generated acknowledgement is sent to Business Partner upon receipt of worksheet.
- The worksheet is reviewed by IBM Global Financing for necessary information to fulfill request. Business Partner is contacted for clarification, if necessary.
- For leases or rentals—credit approval for the end user customer is required. The IBM Global Financing Customer Contracts Rep (CCR) will request the credit approval utilizing the information about the end user customer that is provided by the Business Partner. (This process is identical to new hardware leasing requests, with the exception being that we have a credit analyst dedicated to used equipment credit requests.)
- Upon receipt of all pertinent information for purchase, lease or rental request, the opportunity (“deal”) is entered into the IBM Global Financing pricing system by IBM Global Financing CCR (process identical to new hardware lease requests).
- Deal is priced—if there is more than one product type, the deal will be routed to different pricers as our pricers are specialized by product.
- Priced deal is sent to IBM Global Financing CCR.
- Purchase deals—contract is sent to Business Partner via e-mail by IBM Global Financing CCR.
- Lease deals—contract is sent to Business Partner via fax by IBM Global Financing CCR.

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### **Ordering Product(s)**

- Business Partner Worksheet is attached to contract by the IBM Global Financing CCR, and the contract package is sent to the WINS processing desk.

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### **Fulfillment Process**

- Expected Release Date sent via e-mail to the Business Partner by the Assistant Product Manager.
- Assistant Product Manager sends transportation release form to the Business Partner once the order is released for shipment.
- Business Partner is responsible for arranging shipping. The instructions for doing so are included in the release form that is sent to the Business Partner providing notification that the order is released for shipment.

# IBM Global Financing Used Equipment Business Partner Worksheet



Please complete where applicable and forward to: iccused@us.ibm.com

Note: Business Partner must electronically attach or cut and past a valid configuration using PC Configurator or ibmlink/hone

## [A] Business Partner Information Section

Are you a (please check one):	<input type="checkbox"/> IBM Distributor	<input type="checkbox"/> IBM Solution Provider
Legal name of your business:		
Address:		
City:	State:	Zip:
Business Partner contact name:		
Business Partner phone #:	Business Partner fax #:	
Business Partner e-mail:		
Is this a revision of a previous quote?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide previous quote number (i.e., Qxxxxxxx-xx)		

## [B] End-User Information Section (where equipment will be installed)

Legal name of end user:		
Install street:		
Install city:	Install state:	Install zip:
End user install contact name:		
End user install phone #:		
Nature of business:		

## [C] Whole Machine

<input type="checkbox"/> Purchase	<input type="checkbox"/> Lease	<input type="checkbox"/> Rental	(Rentals of AS/400 and RS/6000 equipment include maintenance and selected software.)
Software version:	Client access:		
For LEASE or RENTAL, please indicate:	Term requested:	Effective start date:	
For LEASE ONLY, please indicate:	Uplift percent ___% (30% max), OR use section below to itemize end user sales prices.		

*For Processor and Networking Products:* An electronically attached configurator report is required prior to pricing.

*For S/390 Products:* An electronically attached configurator, placement and chip ID report is required. Please ensure that you answer YES to Question #138 in HONE.

*For all other products:* Complete the following table or cut and paste a configuration.

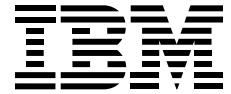
Quantity	Type	Model	Features	Feature Qty per Unit	End User Price (Lease only)

Comments:

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**[D] Model/Feature Upgrade**

Purchase     Lease     Rental    (AS/400 and RS/6000 features only. Model upgrades not eligible for rent.)

For upgrades, please provide:

Machine: \_\_\_\_\_ Model: \_\_\_\_\_ Serial # of base box: \_\_\_\_\_  
 Owner of base box:     IBM Credit     Customer     Third party

Note: If IBM Credit owns base box, end date of lease will be coterminous to the base box.

For LEASE or RENTAL, please indicate:    Term requested: \_\_\_\_\_    Effective start date: \_\_\_\_\_

For LEASE ONLY, please indicate:    Uplift percent \_\_\_\_% (30% max), OR  
 use section below to itemize end user sales prices.

*For Processor and Model Upgrades and for S390 Features:* An electronically attached configurator report is required prior to pricing.

*For S/390 Products:* A placement and chip ID report is required. We require reports to be sent to manufacturing database. Please ensure that you answer YES to Question #138 in HONE.

*For all other products:* Complete the following table.

Quantity	Type	Model	Features	Feature Qty per Unit	End User Price (Lease only)

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IBM Global Financing Remarketing Sales**  
 One North Castle Drive  
 Armonk, NY 10504

**Business Partner Contracts Representatives**  
 Evie Rivera                      914-765-5605  
 Anthony Gasperini            914-765-5643  
 Fax                                    914-765-5727  
 e-mail                                iccused@us.ibm.com