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Invoice details follow the Requester Information by default. Please adjust manually if different.

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Request Type

Is this a new request or a replacement? *

New Request **Replacement (please specify asset ID if known):** _____

Requested Product / Service – Print/Scan/Copy Service

The Print/Scan/Copy Service includes the management of multifunctional devices (MFDs), i.e. devices with combined print, scan and copy functionality, as well as document management and workflow solutions to improve an organization's printing environment. The Print/Scan/Copy service enables the user to create hardcopies of digital content or to digitise hardcopies. *For more information about the available services, please refer [here](#) (WPS007).*

Requester Acknowledgement of Prerequisites

Please tick the checkboxes below to confirm that you have reviewed and acknowledge the listed prerequisites. Requests cannot be processed unless all mandatory prerequisites are acknowledged.

<i>Description</i>	<i>Acknowledgment*</i>
The Requester needs to be using already NCIA-managed network	<input type="checkbox"/>
The Requester needs to be a subscriber of NDW001/NDW002 and NDW003 services to consume this product.	<input type="checkbox"/>
Presence of the NCIA-managed network at the desired location of implementation	<input type="checkbox"/>
Order of TEMPEST-certified accessories is possible only during initial order	<input type="checkbox"/>

Please select one or more printer models below. For each selected model, choose the applicable options. Any additional requirements may be indicated in the **Additional Information section**.

Product ID & Name : WPS007-1-A - Large print volume A3-size MFD

Product description: Provides a large print volume A3-size (up to 30,000 prints per month) multi-functional device with secure follow-me printing using user identification and scan-to-email functionality.

Quantity *: _____ New/Replacement (Asset No, if applicable)

Options (Model A only):

- A1: Large print volume A3-size MFD - Stapler finisher QTY*: _____
- A2: Large print volume A3-size MFD - Booklet finisher QTY*: _____
- A3: Large print volume A3-size MFD - High volume document feeder QTY*: _____
- A4: Large print volume A3-size MFD - Hole puncher QTY*: _____
- A5: TEMPEST-C Europe certification add-on QTY*: _____
- A6: TEMPEST-B Europe certification add-on QTY*: _____
- A7: TEMPEST-A Europe certification add-on QTY*: _____
- A8: TEMPEST-C North America certification add-on QTY*: _____

Product ID & Name : WPS007-1-B - A3-size MFD

Product description: Provides an A3-size (up to 10,000 prints per month) multi-functional device with secure follow-me printing using user identification and scan-to-email functionality.

Quantity *: New/Replacement (Asset No, if applicable)

Options (Model B only):

- B1: A3-size MFD - Stapler finisher QTY*: ____
- B2: A3-size MFD - Booklet finisher QTY*: ____
- B3: A3-size MFD - High volume document feeder QTY*: ____
- B4: A3-size MFD - Hole puncher QTY*: ____
- B5: TEMPEST-C Europe certification add-on QTY*: ____
- B6: TEMPEST-B Europe certification add-on QTY*: ____
- B7: TEMPEST-A Europe certification add-on QTY*: ____
- B8: TEMPEST-C North America certification add-on QTY*: ____

Product ID & Name : WPS007-1-C - A4-size MFD

Product description: Provides an A4-size multi-functional device with secure follow-me printing using user identification and scan-to-email functionality.

Quantity *: New/Replacement (Asset No, if applicable)

Options (Model C only):

- C1: A4-size MFD - High volume document feeder QTY*: ____
- C5: TEMPEST-C Europe certification add-on QTY*: ____
- C6: TEMPEST-B Europe certification add-on QTY*: ____
- C7: TEMPEST-A Europe certification add-on QTY*: ____
- C8: TEMPEST-C North America certification add-on QTY*: ____

Product ID & Name : WPS007-1-D - A4-desktop size MFD

Product description: Provides an A4-size multi-functional device with secure follow-me printing using basic user identification and scan-to-email functionality.

Quantity *: New/Replacement (Asset No, if applicable)

Accessories (Model C only):

- C5: TEMPEST-C Europe certification add-on QTY*: ____
- C6: TEMPEST-B Europe certification add-on QTY*: ____
- C7: TEMPEST-A Europe certification add-on QTY*: ____
- C8: TEMPEST-C North America certification add-on QTY*: ____

Additional Information (Optional):

Delivery Constraints *: YES NO

If YES, please indicate any delivery constraints or special considerations (e.g. access restrictions, security requirements, preferred delivery windows):

Reason for Request & Priority *:

Operational Impact *: _____

Priority: Choose an item.

Funding Confirmation *:

Funding Confirmed *: YES NO

Estimated Budget Availability:

Estimated Budget Available Date:

Next Steps – What to Expect:

- ✓ Your request will be reviewed by the Standard Product Team.
- ✓ A Price Proposal (PP) will be prepared and sent to you for review and acceptance.
- ✓ Upon acceptance and confirmation of funding, delivery will be initiated.
- ✓ You will be kept informed throughout the process.

Acceptance & Acknowledgment

By signing this Customer Request (CR), the Requester formally confirms that the information provided is accurate and complete and acknowledges the applicable Standard Product conditions, processes, and prerequisites. This CR must be signed in order to be considered valid and to initiate the preparation of a Price Proposal.

The Requester acknowledges that they have read, understood, and accept the applicable Terms & Conditions. Forms submitted without this confirmation will not be processed.

Signature:

Date of Submission:

Submission of the Customer Request :



After approval, click the **SUBMIT** button to send the **CR for processing**.

Submission of this form confirms that the information provided is accurate and that all required approvals have been obtained. Should additional information or clarification be required during the review process, the Agency will contact the Requester accordingly. **Please download the form and open it with Adobe Acrobat Reader. The submit button may not work in a browser.**

NCIA Contact:

If you have any questions or require clarification, please contact:

Email Address: **SPraaSRequests@ncia.nato.int**

