Ricoh Site Acceptance Certificate

www.ricoh-europe.com

|  |
| --- |
| Transformation Site Acceptance Certificate |
| **Project Name** | Henkel SLNX 2023 (HEN1621) | **Country Name/Site Name** | [country/site name] |
| **Client Name** | Henkel AG & Co | **Transformation Completion Date** | [ENTER DATE HERE] |
| **Ricoh Regional Project Manager** | Teh Sue Ching <Teh.Sue.Ching@ricoh.com.my> | **Ricoh Regional Service Manager** | Ted Tan <Ted.Tan@ricoh.com.my> |
| **Henkel Cluster Manager** | [Henkel Local DX] | **Henkel Regional Service Manager** | SeungJun Lee <seungjun.lee@henkel.com> |
| **Ricoh Local Account Manager** | [LAM’s name] | **Ricoh Onsite Engineer** | [Onsite engineer name] |

The following deliverable(s) have been provided that support the requirements of the above project.

|  |
| --- |
| **Deliverables** |
| **Completion:** |

|  |  |
| --- | --- |
| YES / NO | Device(s) installed successfully at site and at the agreed location |
| YES / NO | Configuration requirements met (all equipment configured as per agreed configurations) |
| YES/ NO | All non-pull print devices successfully completed functional testing (print, copy, scan, fax (where applicable) |
| YES/ NO / NA | All pull print devices successfully completed LRS user acceptance testing (delivered by Ricoh or Henkel where agreed) |
| YES / NO | Captured all device information within the Henkel UAT form |
| YES / NO | Device labelled as per the build book |
| YES / NO | Basic green button training provided |
| YES / NO | All Ricoh devices to be disposed have been collected |
|  |  |

 |
|  | All user training material provided by Atos to end-users. |
| **Outstanding Tasks or Issues** |  |
| **Service Handover Notes**  |  |
| **Henkel Site Acceptance Approval**  |

|  |  |
| --- | --- |
| Name: |  |

 |
|

|  |  |
| --- | --- |
| Signature |  |

 |