

Specific Process for the Enhanced Parts Inventory (Parts Locker) BP Offering

NOTE: This offering is a Special Bid Plug a Price offering and can be a standalone transaction document or combined with other ISAT offering(s). Additional special bid (TEP) discounts are not available for this offering.

Step 1. The BP must validate that all equipment is either on warranty or HWMA.

Step 2. The BP must complete the current version of the Parts Locker Template spreadsheet located in PartnerWorld document library which can be reached via the “BP Special Bid forms and process documents” link in COL under the “Related Links” section.

Step 3. The BP will create an ISAT merge proposal from the existing contract or new proposal (if machines are on warranty only and not currently on a CHIS contract) with the [ENHANCED PARTS INVENTORY - BP](#) offering on the proposal. BPSOS will add the pricing upon approval. New proposals will only be accepted in unique situations and only if approved by the BPSOS prior to submission.

Step 4. The BP will request Special Bid pricing via COL by selecting the [IBM - Special Bid Quote and Waiver Requests - Supplier](#) organization, [Parts Locker Request](#) Transaction Type and [ALF OR PARTS LOCKER 2017](#) document flow. Attach the completed current version of the Parts Locker Template spreadsheet and the ISAT proposal HTML that was created in step 3.

Step 5. BPSOS focal will create the Special Bid and submit internally for pricing and approvals.

Step 6. If approved, BPSOS focal will provide the Schedule/Proposal with pricing applied and Service Delivery approval to the BP.

Step 7. BP should submit signed contract to COL thru normal processes, but must also notify BPSOS of the win so that implementation steps will be initiated.