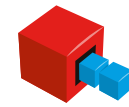


Purchase Order requirements



DISTRIBUTION CENTRAL®
your services hub for IT logistics™

Distribution Central requires a valid Purchase Order (PO) for each product and/or service order. No order will be processed without a valid PO. To be considered as valid, a PO must contain the following information.

Mandatory requirements

All POs should be on the purchasing company's letterhead and/or bear the corporate logo.

POs should be addressed to:

Distribution Central Limited
Level 2, 136 Customs Street West
Auckland, New Zealand 1001

POs should be sent to:

E-mail: orders@distributioncentral.co.nz
Fax: 09 309 8276

Invoice To Name & Address:

The full legal company name and mailing address
Including name, telephone and email of contact
Including Company NZBN (New Zealand Business Number)

Ship to address:

Physical Delivery Address
PO Box Numbers are NOT acceptable
Including name, telephone and email of contact

Please make sure all POs include the following information:

- PO Number (Quote Number is NOT acceptable)
- PO Date
- Distribution Central Quote Number
- List each product being ordered
- Include Part Number, Product Name, Quantity, Unit Price and Extended Price
- PO total excluding GST
- GST amount
- PO total including GST
- Currency – NZD unless otherwise specified
- All pricing must be in the same currency as the DC Quote
- Special Instructions – any other special instructions related to the order or delivery
- Signature – if your PO document provides for a signature it must be signed (electronically produced POs do not require a signature)

Other Requirements

PO requirements can vary on a vendor by vendor basis. As a general rule however the following are minimum requirements:

- End User Details – name, address, contact name, contact phone, contact e-mail
- Any vendor supplied Deal Registration or Discount Authorisations (including but not restricted to NFR, Education, Government etc)
- RMA Services – site information per appliance
- Renewal orders – serial number and contract dates
- Any other requirement as listed in the following "Additional Vendor Specific requirements" list or the sales quotation

Important Notice

Incomplete POs, or POs containing terms and conditions that conflict with those of Distribution Central will be referred back to the buyer and/or Distribution Central's sales representative for clarification and/or correction. Such issues may cause a delay in order entry and delivery.

Additional vendor specific requirements

The vendors listed below and on the following page have specific requirements in addition to the mandatory requirements.

Arista	A signed end user statement may be requested prior to order fulfilment, which is part of the Strategic Goods Compliance Regulation
Aruba	<ul style="list-style-type: none">• For renewals – serial numbers and support dates• Support is mandatory for new orders (except when purchasing AP units)
Avaya	<ul style="list-style-type: none">• A Feature Key must be provided for IP Office orders for existing control units• All non IP Office orders must have an End User FLID number.
Extreme	<ul style="list-style-type: none">• For renewals – serial numbers and support dates• Support is mandatory
F5	<ul style="list-style-type: none">• For renewals – serial numbers and support dates• Any orders with RMA-3 require an approved RMA-3 form• Support is mandatory for new orders
Infoblox	<ul style="list-style-type: none">• For renewals – serial numbers and support dates• Support is mandatory for new orders
NetApp	<ul style="list-style-type: none">• End User PO number is required• For Renewals – serial numbers and dates are required• For Upgrades – Serial Number of existing hardware• Delivery address MUST be confirmed prior to the PO being submitted
Palo Alto Networks	<ul style="list-style-type: none">• Support is mandatory for all orders• Serial numbers and support dates must be provided for renewals
Riverbed	<ul style="list-style-type: none">• Support is mandatory for new orders• For renewals – serial numbers and dates are required
Sonus	(formerly Network Equipment Technologies) <ul style="list-style-type: none">• For renewals – serial numbers and support dates
Varonis	<ul style="list-style-type: none">• End User email address for license registration must be provided as all licenses will be applied to this email address
Xirrus	<ul style="list-style-type: none">• Support is mandatory for new orders• For renewals – serial numbers and dates are required

Contact us!

0800 32 22 55

orders@distributioncentral.com
www.distributioncentral.com