



Network Engineering Technologies
3140 Deming Way
Middleton, WI 53562
www.nettechnology.com

Vendor: 60426
Purchase Order: 641120-1301607-738
Work Order: 1301607
Service ETA: 8/2/2021 8:00 AM
*Purchase Order MUST appear on all invoices and
emailed to apinbox@nettechnology.com or invoice will be
rejected, Invoice must match this Purchase Order Receipt.

Site Location Information

Customer: Macy's Inc
Site Number: 738
Location: Macys Northlake (Ga)
Northlake Mall - 4880 Briarcliff Road
Atlanta, GA 30345
(770) 491-2985
Site Contact: Ashiko Moore

Technician Information

Technician Name:
Technician Phone:
Techs Manager:

Manager Phone: 4058021262

***** MUST CALL UPON ARRIVAL AND BEFORE SITE DEPARTURE *****

NET Please Call: 608-827-2273 *Your call will be handled in the order received* The
Contact following Login information is needed: your name, Company Name, work order#,
Info: callback number(mobile#)

Scheduling

1 billable technician required Arrival Time: 8/2/2021 8:00 AM

Scope of Work

Macys – 1 Data Line for Network Switch

READ THE ENTIRE Scope Of Work.

Ask NET if there are any questions regarding the SOW.

Log in/out with NET at 608-827-2273.

Tech will meet with Site Contact: "Lauren Fairbanks

" 770-491-2985

Need tech to install 1 cat5e data lines (YELLOW OR BLUE) to: Network Switch (see attached map)

Special Note =

Call NET support prior to doing this = if the lines require a lift, need (2) technicians or don't have proper access we can use the existing PC line. We'll just need the PC# to change to VLAN status and plug it into the new switch. PC then will be patched into new switch after new switch is configured.

DO NOT POWER UP SWITCH UNTIL NCR CONFIGURES - CALL NET ESGGR SUPPORT FOR ASSISTANCE

Data:

- Device end has to be terminated with RJ45 jack on a biscuit box. Connect patch cable to biscuit box and devices (if available) or leave patch cable (if device not available). DO NOT TROUBLESHOOT DEVICES.

- Network end has to be terminated to a patch panel port in an IDF. Patch data cables from patch panel to:

__SWITCH_PORT_INFO_TBD__

-Take picture of cables patched to configured switch ports. [Pictures: DATA (5)]

-Take legible pictures of labeling for required deliverables to NET. [Pictures: DATA (1)(2)(3)(4)]

-Tech will test all data cables with cable tester. A picture of this testing is a required deliverable to NET. [Pictures: DATA (6)]

__SWITCH_PORT_INFO_TBD__: Check map or survey for info. Tech must inform NET Support of the Switch Serial Number (found on the back usually starting with a "Q" or an "F"), Port Numbers, and Device Type (POS, Printer, etc) for each data cable. NET Support will have the port configuration confirmed by NCR while the tech runs the cable. Tech must patch data cables from patch panel into designated switch ports. Pictures of the patch cables connected to configured ports is a required deliverable to NET. [Pictures: DATA (5)]



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Materials needed: Cable tester, butt set, label maker (no hand-written labels allowed), YELLOW (data) and WHITE (voice) cat5e plenum, single-port biscuit boxes or flush-mount wall plates, RJ45 jacks, RJ11 jacks, network patch cables, satin phone line cords, tie wraps, label tape, 10 ft ladder etc..

Label both ends of every cable per the MACYS-LABELING REQUIREMENTS V2.0 document. (Summary of labeling: Label according to the patch panel port for data cables and/or phone extension number for voice cables. There are 4 labels per cable. The labels go on the patch panel front and/or 66/110 block [cable label 1], both ends of cable jacket sheathing [cable labels 2 and 3] and surface mount box. [cable label 4] The cable jacket sheathing gets an additional "NT".)

Take required photos and send to NET via DSS or Mobile App Link before calling to log out. Pictures must be reviewed by NET before tech is released from site.

Required Photos:

DATA:

- (1) DATA - Front of Patch Panel – Must be labeled with the DATA Standard (IDF location – Patch panel # - Patch panel Port #) - DO NOT PUT 'NT' on this label.
- (2) DATA - Back of Patch Panel on the cable jacket – We must use our unique code 'NT' followed by the DATA Standard (IDF location – Patch Panel # - Patch panel Port #).
- (3) DATA - Faceplate / Biscuit on the cable jacket - We must use our unique code 'NT' followed by the DATA Standard (IDF location – Patch Panel # - Patch panel Port #).
- (4) DATA - Faceplate / Biscuit side - Must be labeled with the DATA Standard (IDF location – Patch panel # - Patch panel Port #) - DO NOT PUT 'NT' on this label.
- (5) DATA - Pictures of cables patched to configured switch ports.
- (6) DATA - Test results from each cat5e cable. Tech should send picture of passing results from tester screen for each cable.

FORMS:

- (1) Picture of signed Work Order (digital okay).

DATA Standard is XX-Y-XY
XX = IDF Location
Y = Patch Panel #
XY = Port #

Mobile App Link: Request this link from NET or use Vendor Portal to obtain link. Click on the link to open the webpage. Go to Deliverables. Use the New File in the upper right to add. Use only 1 deliverable per new file. There is no need to rename the photos. NET can view pictures if they are "In Review"

DSS: Send an email to dss@nettechnology.com with ONLY the Work Order number in the subject line surrounded by square brackets [] NOT PARENTHESIS (). The subject line should look like this: [xxxxxxx]
xxxxxxx = Work Order ID found on Purchase Order; usually starting with a 1.

Resolution



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Customer - Managers Name (PRINT)

Customer - Managers Name (SIGN)

Date Time

Technicians Name (PRINT)

Technicians Name (SIGN)

Date Time

MANDATORY SIGN OFF OF TECHNICIAN AND CUSTOMER CONTACT MANAGER

Sign Off does not release tech from the job site. Any questions need to be directed to NET Tech Support.