

1. Enter the information regarding the equipment needing repair and/or repair parts in the box labeled "Specified Equipment."
2. Enter the name of the proposed authorized dealer in the blank which is indicated with an asterisk.
3. Send the form to the MANUFACTURER of the specified equipment for completion OR attach other documentation from the manufacturer that confirms supplier's authorized dealer status, such as: a printout from the manufacturer's website, an email from the manufacturer, or a current letter from the manufacturer.
4. Once certification is obtained, you can proceed with purchase via LaCarte, Direct Charging to AP, or by submitting a request for proposal (RFQ) to the manufacturer.

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