

Request an ACME Co. Part Number for New Hardware

The section provides the process for how to request a new ACME Co. Part Number (APN). An item must have an APN if it will be shipped to an ACME Co. office outside of the US or from one country to another. Typically, this process is performed after Corporate Assets Team announces a new hardware model and the item already has a part number. If part number doesn't exist, [request a new part number](#).

Prior to requesting a new APN, always confirm that the APN does not already exist in [APN Database](#). If the APN does not exist, follow the process below to collect the documents required per country and submit a ticket with attached documents to the International Shipping Team.

For more in-depth information, see [Data Requirements for New/ Legacy APN Requests](#).

Best practice note: Create one APN for one keyboard layout. Do not create an APN for each language's keyboard. This helps reduce the number of APNs per model.

Tools:

- [ServiceNow Ticketing System](#)
- [APN Database](#)
- [APN Creation Request spreadsheet](#)
- [Global Inventory Declarations Document Page](#)

Stakeholders:

- International Shipping Team
- Value Added Reseller (for shipping documentation)
- OEM/ODM (Original Equipment Manufacturer / Original Design Manufacturer)

Process:

1. Create a new ticket with International Shipping Team.
2. To request a new APN, you need to gather some or all of the required information/certifications below. The requirements depend on the country being shipped to. International Shipping Team may request for you to submit additional certificates or documents.

Minimum Requirements:

- Supplier's Item Description
- Manufacturer Name
- Manufacturer Orderable Part Number (supplier's part number)
- Vendor Name
- Vendor Orderable Part Number
- URL of Spec Sheet or Data Sheet for Part (Technical Specifications from manufacturer's website)
- Proof of Value (Invoice, Quote, or Purchase Order)

Typically Also Required for APAC:

- Manufacturer's corporate address
- Declaration of Conformity
- Country of Origin (COO)
- CB Certificate
- EMC Certificate
- Material Safety Data Sheet (MSDS)
- Wi-Fi Frequency Specs

- HTS (Harmonized Tariff Schedule) code
 - BIS Certificate (for India only)
3. Open the APN Creation Request spreadsheet and fill out the “Requestor Section” (provide APN creation request details).
 4. If part of our APAC Team, upload the certificates and APN to the [Global Inventory Declarations Document Page](#). This is APAC Team’s central repository for declarations documents and weights and dimensions for transportation sheets.
 5. If you do not receive an update or approval for this new request, send a reminder to the people involved in this approval or escalate it to your inventory-supervisor@acme.com