

# Technology Leasing

Benefits of leasing with Equigroup  
and the Commonwealth Bank.



# More than Technology Leasing.

Did you know that Equigroup offers total technology management solutions tailored for your agency?

Lifecycle technology management, Equigroup can offer a comprehensive solution that addresses your specific needs in acquiring technology assets without upfront costs via a straightforward rental agreement.

Inner agencies already benefit from attractive financing of technology assets and have access to contract and asset information online via our leading Technology Fleet Management system - TheAssetAdvantage®.

Equipment categories include:

- Desktops
- Notebook computers
- Photocopiers/MFD's
- Printers
- Servers
- Operating systems
- Communications equipment
- Network equipment
- Scanners and Plotters
- Security/Telecommunications
- Other technology-based assets.

## Equigroup and the Commonwealth Bank for all your technology needs

Financing technology is made simple. Online management of new financing requirements and end of finance workflow makes it easy to finance with Equigroup and the Commonwealth Bank.

# Benefits of leasing with Equigroup and the Commonwealth Bank

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- Upgrade to the latest equipment
- Low cost quarterly rental instalments
- You can acquire equipment when you need it
- Protect your organisation against technology obsolescence
- You retain the choice of technology supplier
- Choice of leasing terms: 24 – 60 months
- Flexible end of finance options
- Monthly settlements (payments to suppliers)
- No minimum settlement amount
- Ability to exchange or upgrade equipment during the rental period
- Ability to return assets early
- Proper disposal rests with the lessor
- Lower IT asset lifecycle costs.

# Equigroup Technology Fleet Management

TheAssetAdvantage® is the leading online, real-time Technology Fleet Management system developed by Equigroup to provide organisations with the ability to get the most out of their technology investment. TheAssetAdvantage® is available to all participating agencies with leased assets from previous or current contracts. The website is available at: [ap.theassetadvantage.com](http://ap.theassetadvantage.com). Users who have used Equigroup systems previously can login using their existing user ID and password.

## TheAssetAdvantage®

- Asset inquiry for single items or group searches; by location, cost centre, etc.
  - Online transfers with full security audit trail
  - Asset updates for single items or group selection
  - All end of lease options can be managed and tracked online:
    - Returns
    - Extensions
    - Purchase of leased equipment
  - Data download to Microsoft Excel for supporting other systems and analysis.
  - Personalised Dashboard including saved searches and additional Technology fleet information
- Online lease calculator
  - Ability to configure your department structure, including cost centres, locations, staff, etc.
  - Ability to structure your rental invoices according to your needs
  - Ability to allocate and report rentals and other costs for departments
  - Online reporting, including IAS17 compliant financial report
  - Ability to add, manage and report owned assets and assets financed elsewhere
  - Unlimited users.



# Enjoy the Equigroup Difference

Reminders are forwarded 90 and 30 days prior to the due date outlining a list of assets due to return.

An End of Lease guide and dedicated Lease Managers are available to assist.

Assets are tracked individually; therefore, there is no need to return schedule by schedule.

## Additional Services

- Release valuable resources: Collection and removal service to reduce the time and effort it takes to return equipment.
- Ensure security: Protect sensitive information with standard or premium data security services.
- Reduce financial impact: Inclusion of service costs in rental payments.
- Exploit value: Discover untapped value in obsolete or unused owned technology with Equigroup's remarketing service.
- Go green: Secure and environmentally responsible handling and disposal of equipment.

# Six Simple Steps to Setting Up a Lease



## Step 1: Suppliers & Equipment Purchases

Your purchasing process is unchanged when you use the Lease Facility. You will continue with your preferred suppliers and continue to follow internal procedures for the acquisition of IT equipment requirements. Equipment delivery and acceptance processes also remain unchanged.

## Step 2: Invoicing

If you are leasing equipment, it must be invoiced to the Bank and addressed as follows:

Invoice to:

Commonwealth Bank of Australia  
C/- Your Agency  
<Your Agency's address>

Ship To:

Your agency  
<Your Agency's address>

Your supplier should send the original invoice to you, not directly to Equigroup or the Bank.

## Step 3: Settlement Spreadsheet and Supplier Invoices

When you receive the invoices, simply email copies to your lease manager (i.e. [manda.rainbird@equigroup.com](mailto:manda.rainbird@equigroup.com)) with acknowledgement of receipt of the equipment.

## Step 4: Settlement Documentation

Upon receipt of the emailed copies of invoices, Equigroup collates, and quality assesses all information on the invoices. All data is then entered into the asset database, the settlement prepared and the settlement documentation produced for signing by the appropriate delegate.

## Step 5: Signing of Settlement Documentation & Return to Equigroup

The settlement documentation is emailed back to you for verification and approval. The appropriate delegate then signs the documentation. The Rental Schedules should be signed and the Purchase Order Summary initialled by the Authorised Signatory.

The documents should then be scanned and emailed to the Lease Manager at Equigroup, but original documents must be returned as soon as possible by express post.

The settlement documentation includes; Equigroup generated Purchase Order, Purchase Order Summary and Rental Schedules (Lease Agreement). Signed Settlement Documentation must be received before 2:00 pm on the 15th of the month.

## Step 6: Payment to Supplier

Equigroup forwards executed Settlement Documentation to the Bank. The Bank then settles the lease by paying the supplier electronically by direct deposit into their bank account shown on the supplier's invoice or as otherwise nominated.



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