

Matching Gift Program

North America

Nokia Siemens Networks North America Matching Gifts Program

Nokia Siemens Networks in North America believes in strengthening the communities where our employees live and work through donations of time, talent and monetary gifts. In an effort to encourage individuals to support non-profit institutions, Nokia Siemens Networks in North America has established a Matching Gifts Program for employee contributions to qualified non-profit institutions or registered charities of their choice.



Program

Nokia Siemens Networks' Employee Matching Gifts Program is designed to increase employee donations to qualified charitable and non-profit organizations by 100%. Nokia Siemens Networks will match all eligible U.S.- and Canada-based full-time employees' gifts ranging from a minimum of \$20 to a maximum of \$1,500 each calendar year, as long as funds are available. Employees with a job grade level of 13 or higher are not eligible for matching gifts.

Gifts are matched only on the basis of donations made, not pledges or commitments. Only donations made by individual employees will be matched. Nokia Siemens Networks may change, suspend, or terminate this Program at any time and reserves the right to determine whether any gifts are eligible for matching. Recipient eligibility and compliance will be verified.

Eligible Organizations

Any private or public non-partisan non-profit with tax exempt status under 501(c)(3) of the Internal Revenue Code or qualified under section 170(c) of the IRS code or, in Canada, recognized as a “register charity” under subsection 248(1) of the Income Tax Act (Canada) and registered with the Canada Revenue Agency, with the exception of ineligible organizations listed below. Religiously-affiliated charities are eligible if they provide services to the community-at-large regardless of faith, are not evangelistic in nature, and have a separate Employer Identification Number (EIN) from any house of worship or religious or spiritual institution.

Public or private pre-school through graduate school, including primary and secondary schools, high schools, colleges and universities. Trade and vocational schools are also eligible. Private schools must be non-profit, nonproprietary, and accredited. Religiously-affiliated schools must admit students of any faith, treat all students equally and otherwise fully comply with our Code of Conduct. They do not need a separate EIN.

Eligible organizations include, but are not limited to:



Ineligible Organizations

- Religious institutions
- Theological schools; including seminaries, bible colleges, and yeshivas
- Political, veteran, and fraternal organizations and professional associations (associated 501(c)(3) foundations are eligible)
- Community foundations
- Private operating foundations
- Athletic organizations
- Scholarship funds
- Fraternities and sororities
- Any organization in which the donation benefits the employee making it. This includes any dues, subscriptions, fees, loan repayments, bequests, insurance premiums, tuition or tickets



Requesting a Matching Gift

Matching gift requests will be processed via myOrders, NSN's purchasing tool. If you are unfamiliar with myOrders, the following are step-by-step instructions. Please also note that processing and payment times will vary and can be up to 60 days, so please do not commit an immediate payment to the organization.

Also, all matching gift payments will be made via a credit card only. Please ensure your organization accepts American Express.

Requests for 2010 must be submitted no later than Jan. 31, 2011. Requests for 2011 must be submitted no later than Jan. 31, 2012.

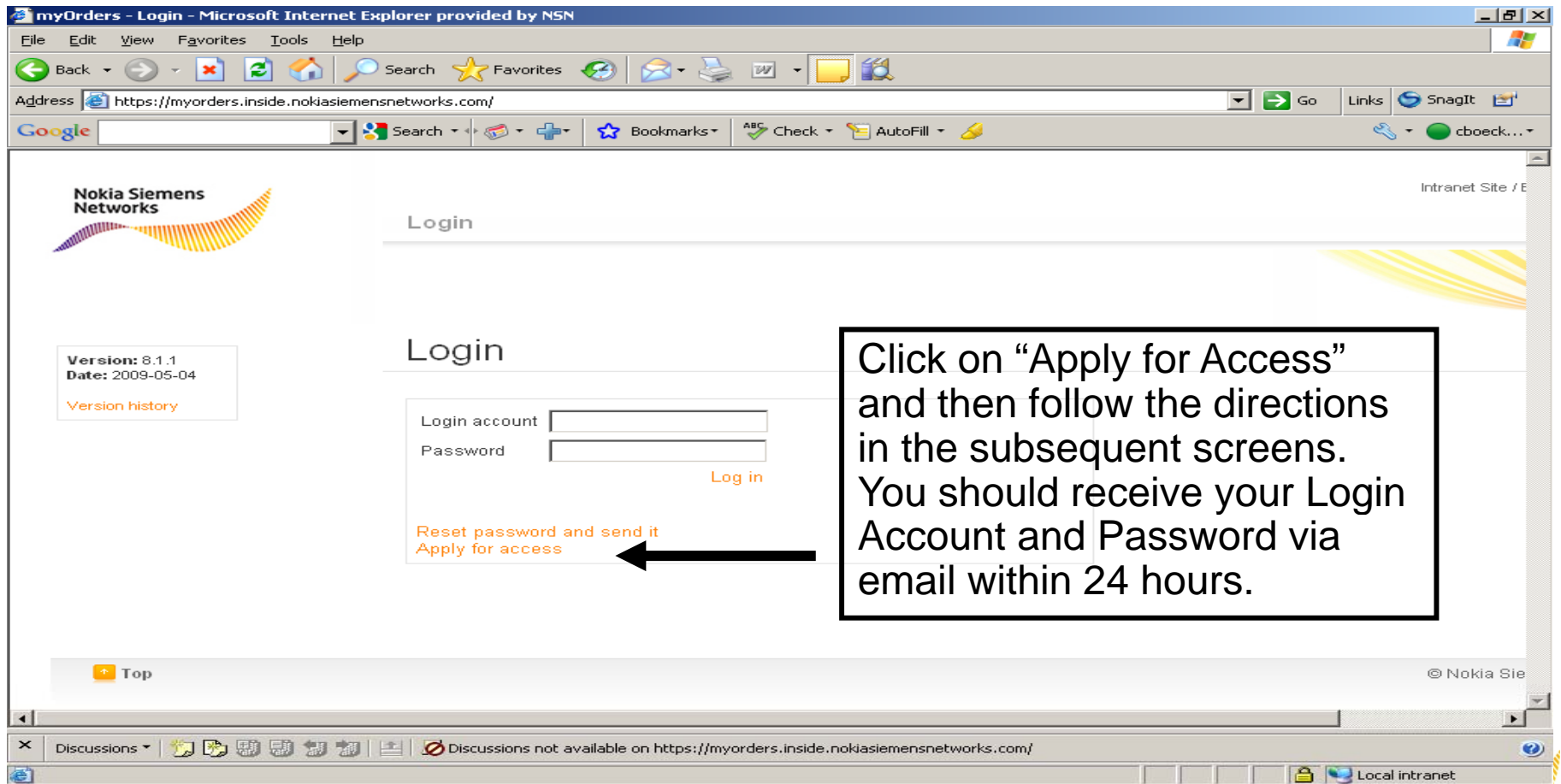
Before beginning this process, ensure you have the following:

- 1) myOrders account (see next page for how to obtain one)
- 2) Electronic copy of proof of the organization's 501(c)(3) status (the organization will supply this to you), or if in Canada, the registered charity's registration number (you can obtain this form from the Canada Revenue Agency's website www.cra-arc.gc.ca)
- 3) Electronic copy of a receipt from the organization of your personal donation that you are asking NSN to match. This can be a scanned copy of your receipt.
- 4) Contact information for the organization, including contact name for credit card payment processing, contact phone number, organization's physical address.

myOrders Account Request

If you have a myOrders account, please proceed to the next page.

Click [here](#) or insert the following URL to request a myOrders account:
<https://myorders.inside.nokiasiemensnetworks.com/>. Note that you need to be on the NSN network to reach this site.



Making a Request in myOrders

Once you've logged in to myOrders, click on "Home" at the top left of the screen. You should see the following page:

The screenshot shows the myOrders web application interface. At the top, there is a navigation bar with "Home" and "List of requests" tabs. The main content area displays a welcome message for Teresa Wolke and a yellow maintenance notice: "Due to maintenance work myOrders will be closed on Sunday, March 21st, 1 - 2 a.m. (UTC-6)". Below this, there are several sections: "My tasks" (No requests to process), "New requests" (with a "Hide" button), and "My roles" (with a "Hide" button). The "New requests" section contains two options: "Standard Request" and "Free Text Request". A callout box with a black border and white text says "Click on 'Free Text Request'" with a black arrow pointing to the "Free Text Request" link. The "Free Text Request" section includes a description: "If you know your need is not covered in a catalogue. Purchasing of indirect goods and services, such as office supplies, software, hardware, training and maintenance services." The "My roles" section contains a table with columns "Role", "Client", and "Process".

Role	Client	Process
GR	Global	All
RQ	USA	STD, RDC

Below the table, there are two lines of text: "I would like to... [maintain my delegation.](#)" and "I would like to... [apply for roles.](#)"

At the bottom of the page, there is a "My settings" section with a "Hide" button.

Making a Request – Create new request

1

The “Request title” box will help you easily identify your request in the tool. Please name your request as follows:
Organization Name, Match Request Amount, Your Full Name, Date of Request. E.g. March of Dimes, \$50, Teresa Wolke, 11/01/10

Request title

March of Dimes, \$50, Teresa Wolke, 11/01/10 [Apply](#)

Orders in request (0)

Type	Order title	Accounting	Net price	This order...
			0.00 EUR	

2

Click “Next”

[Next](#)

© Nokia Siemens Networks

Making a Request – Category and Vendor

The screenshot shows a web interface for creating an order. The main content area is titled "Order | March of Dimes, \$50, Wolke, 01/06/2011" and includes a "myOrders" logo. The order title is "March of Dimes, \$50, Wolke, 01/06/2011". The form is divided into sections: "Expense / Cost Center Order" (selected) and "Invest / Asset order". The "Goods recipient" section includes fields for "Goods recipient" (Wolke, Teresa), "Department" (CEF MCA NAM iComms & PR US), "Location" (Irving, 6000), and "Direct supply" (Information). The "Delivery data" section includes "Quotation no." (n/a), "Order currency" (USD), and "Delivery" (Direct to goods recipient). The "Category and vendor" section includes "Category Group" (Professional Services), "Category" (Marketing Services), "Sub-category" (Event Expenses), "Commodity" (Sponsorship of event or celebrity), and "Suggested vendor" (None / Please select). Annotations include: 1. "Insert 'n/a' in the 'Quotation no.' box" pointing to the quotation number field. 2. "Make sure 'Order Currency' reads 'USD'" pointing to the order currency dropdown. 3. "Click drop down menus and select:" pointing to the category and vendor dropdowns. A red box on the left contains the text: "The Cost Center and G/L Account fields are very important, please ensure they're filled in correctly."

March of Dimes, \$50, Wolke, 01/06/2011
M210748621117774

Order explorer
Order
Items (0)
Attachments (0)
Modification history
Forward
History
Overview

Order | March of Dimes, \$50, Wolke, 01/06/2011 myOrders

Order title March of Dimes, \$50, Wolke, 01/06/2011

Expense / Cost Center Order Invest / Asset order

Goods recipient

Goods recipient Wolke, Teresa
Department CEF MCA NAM iComms & PR US Phone +12146766535
Location Irving, 6000
Direct supply Information
Add more goods recipients

Delivery data

Quotation no. Not available? Enter 'n/a!' n/a
Order currency USD
Delivery Direct to goods recipient

Category and vendor

Category Group Professional Services
Category Marketing Services
Sub-category Event Expenses
Commodity Sponsorship of event or celebrity
Suggested vendor None / Please select

1 Insert "n/a" in the "Quotation no." box

2 Make sure "Order Currency" reads "USD"

3 Click drop down menus and select:
Category Group: Professional Services
Category: Marketing Services
Sub-category: Event Expenses
Commodity: Sponsorship of event or celebrity
Suggested Vendor: None

The Cost Center and G/L Account fields are very important, please ensure they're filled in correctly.

Making a Request – G/L Account & Cost Center

4

Click on the + icon under accounting and select G/L account 689200 from the pull down menu

5

Enter Cost center 7044190 (this will not automatically populate with this cost center, so please be sure to enter this)

References

If required, please select

Internal tool

Reference number

Comments for Purchase Order Center

I would like to... [...edit or add items to this order](#)
[...add or edit file attachments for this order](#)
[...copy this order](#) (Copies)
[...delete this order](#)

[Cancel](#)

6 Click "Next"

[Apply](#) [Next](#)

Nokia Siemens
Networks

Making a Request – Amount & Organization Info

The screenshot shows the 'List of requests' page in the Nokia Siemens Networks intranet. The main content area displays a request for 'March of Dimes, \$50, Teresa Wolke, 11/0...'. Below this, there is a 'Create new item' section with a table for item details. The table has columns for 'Item', 'Cat.', 'Quantity', 'Unit', 'Net price usd', and 'Supplier'. The 'Quantity' field is set to '1' and the 'Net price usd' field is set to '50.00'. A 'Free text entry' box contains the text: 'Matching gift request for March of Dimes; contact information for payment is: Sally Smith, 469-903-7483; 6007 Unite Drive, Irving, TX 75039'. Below the table, there are fields for 'ERP mat. no.' and 'Vendor article id'. At the bottom right, there is an 'Apply Next' button. Four numbered annotations are present: 1 points to the 'Quantity' field, 2 points to the 'Net price usd' field, 3 points to the 'Free text entry' box, and 4 points to the 'Apply Next' button.

1 Enter "1" for Quantity

2 Enter dollar amount of matching gift

3 In the free text box, enter the comment as it appears here. State it is a matching gift request and include organization name along with contact info. Procurement will call this person with credit card information for payment.

4 Click "Next"

Making a Request – Uploading Required Information

Nokia Siemens Networks

Intranet Site / English | [Help](#) | [Support center](#) | [Contact](#) | [Version](#) | [Log off](#)

Home List of requests

Attachments | March of Dimes

Attachments

No file attachments available
Upload new file attachment

Please note that on upload most files will be converted to PDF format if not supported correctly. Some formats, like compressed archives (ZIP, ...) are not supported.

Local path of file	Action
<input type="text"/> Browse...	Upload
<input type="text"/> Browse...	
<input type="text"/> Browse...	

Cancel [Apply](#) [Next](#)

Click "Next"

On this page, upload the electronic copies of 1) the receipt of your donation and 2) the organization's 501(c)(3) form. Be sure to click "Upload" after you Browse for each document. Your request will be rejected if these items are not included.

The Last Page of the myOrders Request!

Add a comment

1

In the comment, state that this is a matching gift request and include your full name and employee ID number along with any other special instructions

2

Click on "I want to edit the approval chain..."

What's next?

For cost center orders, always make sure that at least the relevant cost center manager as per AL

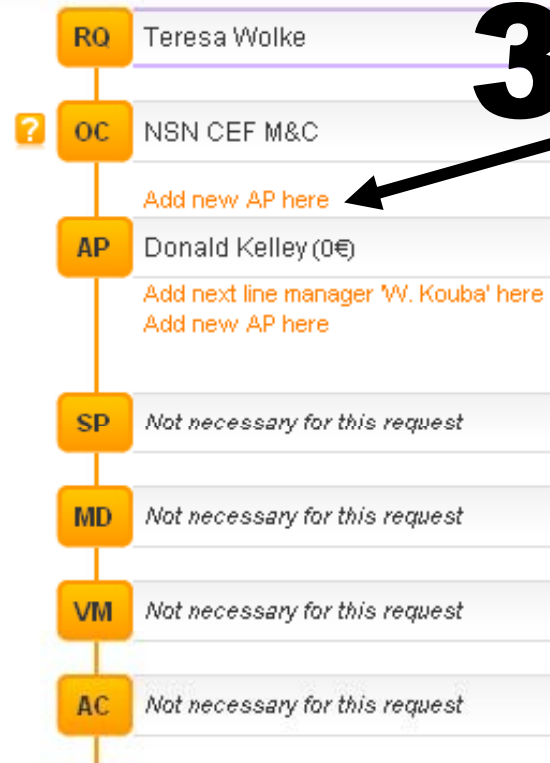
- My line manager **Susan Schramm**
- My 2nd line manager **Barry French**
- Last used approver **Donald Kelley**
- I want to edit the approval chain and/or change Strategic Procurement (SP) person/group.

Send for approval

4

Click "Send for approval"

Approval chain for this request



3

Click on "Add new AP here."
In the next screen, under Person Search, enter Kelley, Donald. Click Search. Accept and return to this page.

Make sure to delete your manager's name. The only AP should be Donald Kelley.

After you've submitted your request

- The approver will review your request to ensure 1) you are eligible to participate in the matching gift program; 2) Legal and Compliance & Corporate Affairs review that the organization is eligible; 3) you've not exceeded your matching gift request amount for the year.
- Upon approval, Procurement will process the matching gift payment via a credit card. The NSN procurement representative will tell the organization that the donation is being made by Nokia Siemens Networks on your behalf.
- We will do what we can to alert you when the payment is processed, but please be patient with us in these early stages of the program.
- See FAQs for more information.

FAQs

How do I verify if my request was received?

If your request was submitted properly, you should have an order number associated with your request. You can go to your myOrders homepage and see if the request is listed under “List of Requests.” If it is there, that means it was submitted correctly.

How will I know if the matching gift has been made to or received by the organization?

You can check the status of your request in myOrders. When the organization has been paid, your request will read PAID.

How will I know if I’ve reach the annual limit?

We ask that you please try to keep record, but myOrders will keep a record of your past requests that you can access at any time.

Whom do I contact for help with myOrders?

Don Kelley at don.kelley@nsn.com

Whom do I contact to find out if my organization is eligible?

Please refer back to the requirements for eligible organizations. Your request will be evaluated based on those requirements, and you must also have proof of the organization’s 501(c)(3) or Canadian registered charity status.

What if my organization does not accept credit card payments?

Unfortunately, we will not be able to match your donation at this time.