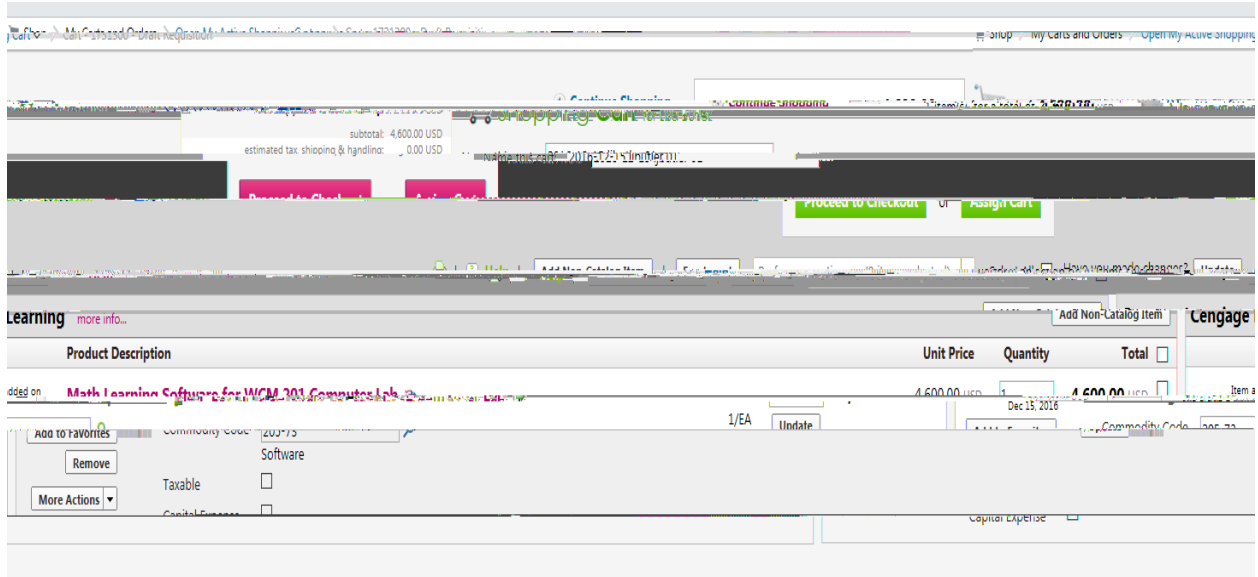


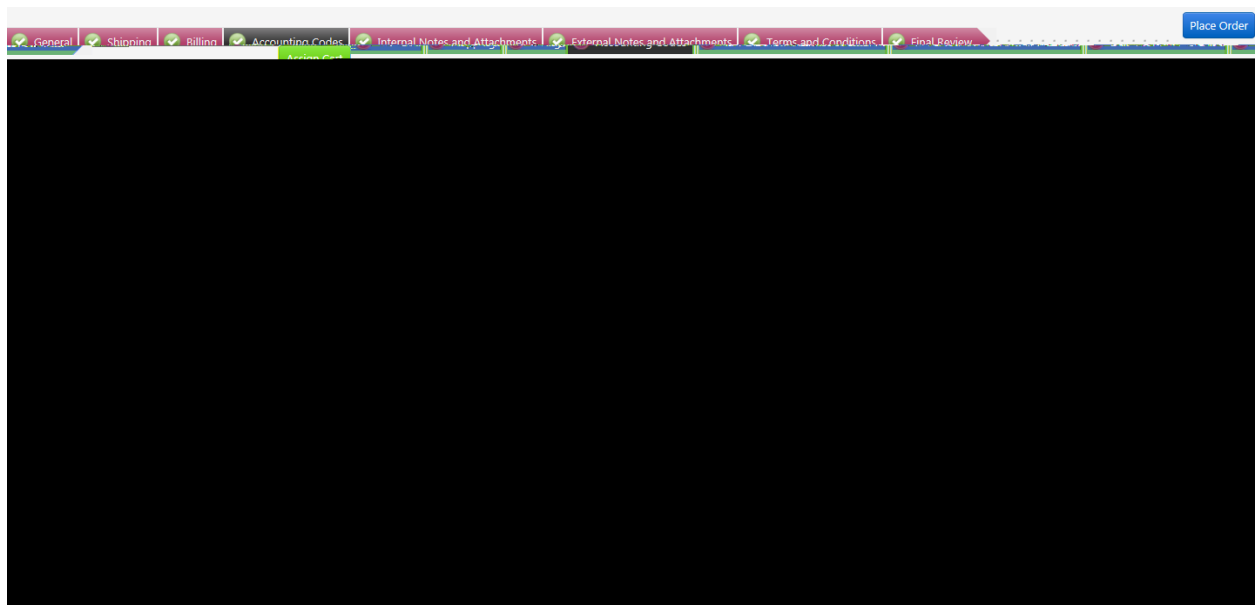
# Procedures for procuring New Software and Software Renewals

## New Software Purchase

**Step 1:** Prepare a requisition for new and renewal software purchases through UCMarket using the following account and commodity codes:



Click Proceed to Checkout



For new software, please use the account code of 750936. Once you have reviewed, please proceed to the next step Internal Notes and Attachments.

**Step 2:** Attach the quote and applicable license agreement to that requisition and submit the requisition for approval.

**Step 3: Review your order and submit your requisition for approval.**

The screenshot displays the 'Final Review' stage of a procurement process. At the top, a breadcrumb trail shows the navigation path: Internal Notes and Attachments, External Notes and Attachments, Terms and Conditions, Final Review, General, Shipping, Billing, and Acquisition Codes. Below this, a header bar contains account codes: 100010, Chart C, 501010, General Unrestricted Fund, 750936, Procurement, 6300, Computer Software < \$5000, and General Admin & Logistical Services. The main interface is divided into several sections:

- External Notes and Attachments:** A section for adding or viewing external documents.
- Internal Notes and Attachments:** A section for adding or viewing internal documents, including a list of actions: 200 REFUSING DELIVERY and 300 INSPECTION/ACCEPTANCE.
- Supplier / Line Item Details:** A section for viewing details for the selected line item, including a 'Go' button and 'Hide line details' option.
- Product Description Table:** A table with columns for Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, Ext. Price, and Prod. The table contains one row:
 

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Prod
Learning Software for WCM 201 Computer Lab		1/EA	4,600.00	1 EA	4,600.00 USD	1 Math
- Summary Table:** A table at the bottom right showing financial totals:
 

Supplier subtotal	4,600.00
Shipping	0.00
Handling	0.00
Supplier total	4,600.00

The requisition will route through the Office of Technology for approval. The Office of Technology will review your requisition and contact you if there are any questions about your purchase. If the software is deemed non-compatible with the campus infrastructure, the requisition will be returned to you with an explanation. Note: The Technology Support Center will also create a ticket for the installation of your software at this point, and will probably send you some questions regarding the installation locations for your software purchase.

**Step 4:** Once the requisition appears in the “Procurement Queue”, the Office of Procurement will work with Legal Affairs for review and approval of the End User License Agreement and any other required legal documents. Note: If the vendfa9-6(i)-6(o)nxon a(c)4(hnc(e)4(m)p-2( a)-2(he)4(( )]-2(ur)

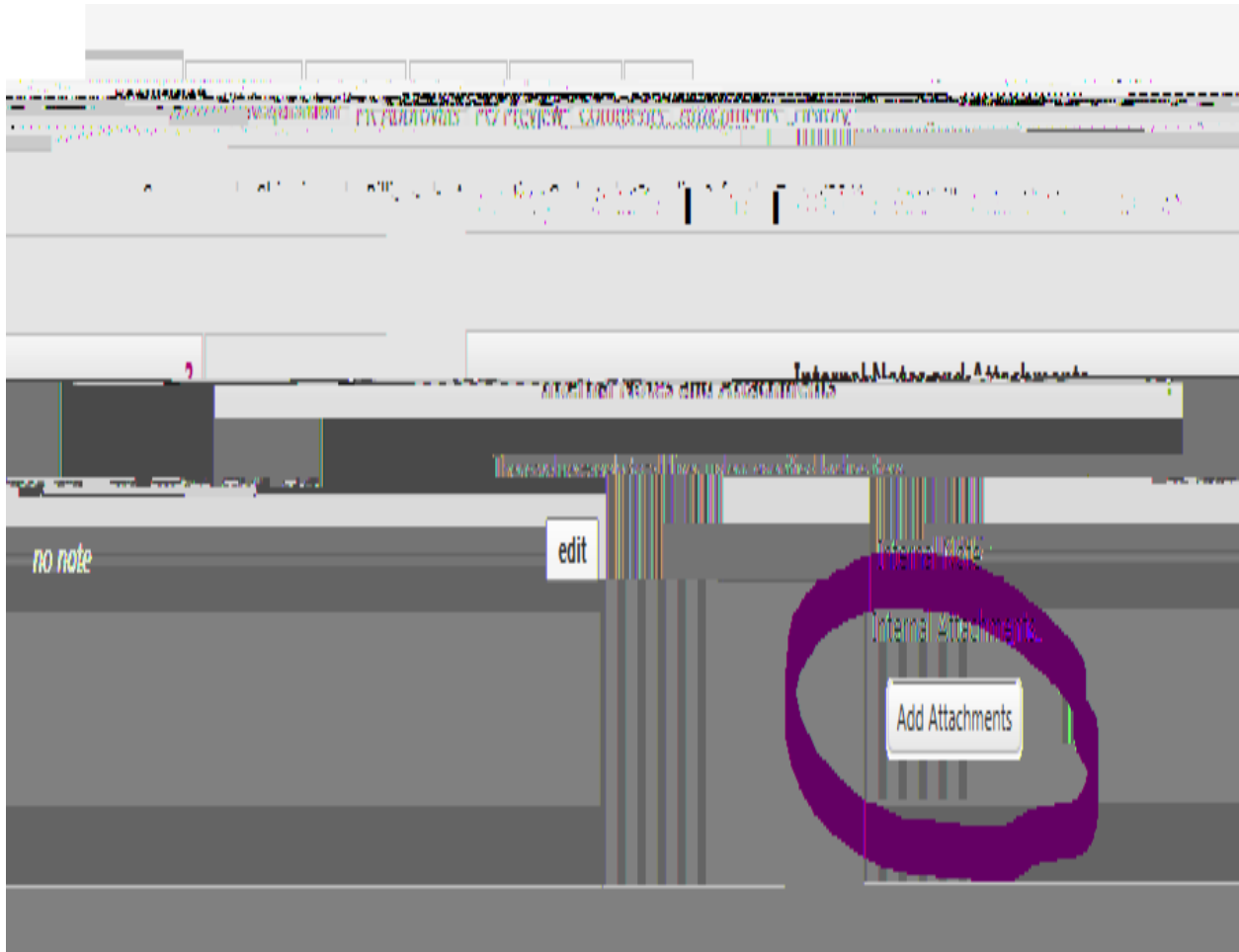
## **Renewal and/or Maintenance Software Purchase**

**Step 1:** Prepare a requisition for new and renewal software purchases through **UCMarket** using the following account and commodity codes:

Click Proceed to Checkout

For renewal and/or software software, please use the account code of 733050. Once you have reviewed, please proceed to the next step Internal Notes and Attachments.

**Step 2:** 3.6( 6D 7 >>Bd(f)4(aB6sc(Ma)94(aB6sc(Ma)94(aB6scuc(Ma)94(aB6snS0075 04q/630 06 Tw -gBAn]



**Step 3:** Review your order and submit your requisition for approval.



The requisition will route through the Office of Technology for approval. The Office of Technology will review your requisition and contact you if there are any questions about your purchase. If the software is deemed non-compatible with the campus infrastructure, the requisition will be returned to you with an explanation. Note: The Technology Support Center will also create a ticket for the installation of your software at this point, and will probably send you some questions regarding the installation locations for your software purchase.

**Step 4:** Once the requisition appears in the “Procurement Queue”, the Office of Procurement will work with Legal Affairs for review and approval of the End User License Agreement and any other required legal documents. Note: If the vendor does not accept the revised terms and conditions and this procurement is necessary for the department’s operations, an email (and signature on the EULA) will be required from either the Dean or the Vice President of that area before the purchase order can be created.

**Step 5:** Procurement will create the purchase order and request that all key codes and/or other electronic media is sent to

**Step 6:** If applicable, after the Office of Technology has received any key codes and/or other electronic information, Office of Technology staff will work with the department to install and deploy the software.

Note 1: Software purchases in excess of \$5,000 (\$3,000 if grant-funded) must follow the university's procurement solicitation processes. For additional information, please visit <https://www.ucmo.edu/procurement>

Note 2: If the vendor does not accept purchase orders, the department will need to submit their request and all applicable documentation to [procurement@ucmo.edu](mailto:procurement@ucmo.edu). Procurement will reach out to TSC to initiate a ticket and will work with Legal Affairs regarding the End User License Agreement and seek approval from the Office of Technology. Approval from the Office of Technology will be sent to [procurement@ucmo.edu](mailto:procurement@ucmo.edu). Once terms and conditions have been agreed upon and approval has been received from the Office of Technology, Procurement will procure software and all documentation will be filed.

If you have any questions regarding the procurement of any good and services, please contact the Office of Procurement at ext. 4001.