

PURCHASING MICROSOFT & ADOBE SOFTWARE

MICROSOFT – MANDATORY (STATE CONTRACT)

A mandatory state contract for Microsoft Software products was awarded to SHI. Departments that need to order Microsoft Software products should contact one of the following SHI representatives for a price quote:

David Rounds david_rounds@shi.com - 1-800-509-2295 ext. 8024

Karen Reybert Karen_Reybert@shi.com

Dean Tsistinas dean_tsistinas@shi.com

Derek Summersett derek_summersett@shi.com

Departments can also contact Whitney Smith wesmith@uark.edu in Purchasing for the request of quotes, and forwarding of information.

Departments need to provide the following information when requesting a quote:
(licensing is per machine)

Product Name

Quantity of License(s)

Quantity of Media (optional)

Computer Platform (MAC or PC)

After a quote is received, the **department will enter a Purchase from Contract Requisition** to initiate the ordering process - **refer to handout on how to enter PC type requisitions**. The department will begin on REQH and enter a Req Type of PC, contract number ST-02-0422 and contract line 9999. When building your requisition, the following should be entered on REQH F9, comments to print on the PO:

-Quote Number

-Requestor Name & Email

NOTE: When a complete computer system is purchased at the University of Arkansas Campus Computer Store, departments may have Microsoft Software pre-installed on the computer. Otherwise, departments **MUST** use the State Contract / Microsoft Select Agreement with our contract vendor SHI.

NOTE: Microsoft software is available for purchase from the University of Arkansas Campus Computer Store for personal use with personal funds only. If departments are requesting Microsoft software for departmental use then the requestor should comply with the mandatory state contract requirements, as referenced above. Departments will not be reimbursed for purchase of Microsoft software through any means other than the mandatory state contract.

ADOBE - OPTIONAL (AGENCY CONTRACT)

An agency contract for Adobe Software products was awarded to SHI. Departments that need to order Adobe Software products should contact one of the following SHI representatives for a price quote:

David Rounds david_rounds@shi.com - 1-800-509-2295 ext. 8024

Karen Reybert Karen_Reybert@shi.com

Dean Tsistinas dean_tsistinas@shi.com

Derek Summersett derek_summersett@shi.com

Departments can also contact Whitney Smith wesmith@uark.edu in Purchasing for the request of quotes, and forwarding of information.

Departments need to provide the following information when requesting a quote:

(licensing is per machine)

-Product Name

-Quantity of License(s)

-Quantity of Media (at least 1 copy should be purchased)

-Computer Platform (MAC or PC)

After a quote is received, the **department will enter a regular requisition** and include the following on REQH F9, comments to print on the PO:

-Adobe Contract Number **4400110159**

-Quote Number

-Requestor Name & Email

For more information, Refer to the following website:

<http://www.uark.edu/admin/busaffrs/purchasing/contracts.html#s> click on U of A Adobe (CLP)

NOTE: Software, other than MS & Adobe products, can be purchased from the vendor of your choice as long as the amount does not exceed the bid limit of \$5,000.00. The P-Card can also be used for purchasing other software as long as the purchase does not exceed \$2,500.00 and does not require a licensing agreement where signature is required.

Any software licensing agreement that requires signature must be routed to the Purchasing Office, attention of Whitney Smith, for review and acceptance of terms before procurement takes place. Electronic version (pdf) documents are preferred for timely processing.

NOTE: Installation codes for both MS & Adobe products are available through the Purchasing Office only. Contact Whitney Smith wesmith@uark.edu for access.

PC REQUISITIONS - MS SOFTWARE

Quick Reference Guide for Creating Purchase from Contract Requisitions for Microsoft Software purchases.

(REQH, REQL, REQT)

REQH

1. Input the following keys in the banner area of the screen and press "Enter".
 - Command: REQH
 - Action: "A"
2. Input the Req. Type of "PC" in the Req. Type field.
3. Press PF1 in the Contract field for the list of contracts. Type "Software" in the keyword field and press enter. Select the contract you want by marking with an "x" and press Enter. (State Contract Number for MS products - ST020422, contract line number 9999)
4. Tab to the CCC Field and input the Cost Center that is shown on your worksheet.
5. Tab to the % Field and input 100. (Use 100% if only one cost center and category).
6. Tab to the Category field and press PF1. Mark the "Alphabetic Order" and press "Enter".
7. Select the appropriate Category and press "Enter".
8. Leave the est. req. amount, freight and tolerance blank. (This field can be changed.)
9. Tab to the Request field and input your name. (The name prints out on the attn. line of the Ship to address and on the PO for questions).
10. Tab to the Telephone field. (On campus users can enter the last 4 digits).
11. Tab to the Ship To field. Press PF1 and input your BU at the bottom of the screen and press "Enter" then select your address mark with an x press "Enter".
12. Tab to the Reference ID field and input your initials.
13. Press PF10 to save the header.
14. You will have a requisition number for this transaction.

REQL

1. Input the following keys in the banner areas of the screen and press "Enter".
 - Command: REQL
 - Action: "A"
 - You will be entering line number 1
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2. Press PF1 in the contract line field. Select the item needed (Line number 9999). Press "Enter".
3. Press "Enter".
4. The Description will need to be entered, and vendor item number if applicable. The commodity field will already be entered.
5. Tab to the Quantity field and input the quantity to be ordered.
6. The UM field will already be entered.
7. The Unit Price will need to be entered.
8. Press PF10 to save the line.

After you save the first line, the cursor will immediately go to the req. line and allow you the opportunity to create other lines. To create a second line, change the 1 to 2 and press Enter. You will then enter line #2, repeat these steps for other lines.

REQT

1. Input the following keys in the banner areas of the screen and press Enter.
 - Command: REQT
 - Action "S"

Review the information that has been entered and if everything is correct proceed to the next step. Press PF10 to save and complete the final submittal stage.

For general questions contact Whitney Smith in the Purchasing Office,
wesmith@uark.edu