

PROCESSING PC ORDERS WITH NWS – Software License

*Make sure you have sufficient funds in the appropriate capital account **before** creating your requisition.*

1. Select Financial Management > Procurement > Purchasing > Requisitions
 - Press “New”
2. From the Department drop-down box, select the entry that includes “IT Routing” in the name; tab to the next field.

Enter the following header info:

3. Vendor # 57657 (SHI)
4. MS OFFICE SOFTWARE LICENSE for DEPT NAME in description field (Ex: MS OFFICE SOFTWARE LICENSE for TREAS)
 - In the notepad area type STATE CONTRACT: VA-131017-SHI
5. SSRS for Form Type
6. Confirm that the Purchasing address is 33 Knightsbridge Rd, Piscataway, NJ 08854
7. Enter a Deliver BY Date that’s 2 weeks from the GL Date shown

In the ITEM area, enter the following:

8. Item: prompt for commodity 208.11 (Application Software Microcomputers)
9. Description: either
 - MS Office Professional 2013, followed by your E-Quote number, or
 - MS Office Standard 2013, followed by your E-Quote number
10. Quantity, Unit of Measure, Price per Unit
 - Office Prof = 337.16 each
 - Office Standard = 247.59 each
11. G/L Account: must use a 08260 account code when available. If not available, use the same G/L account that was charged for the related hardware requisition
12. Vendor Part Number:
 - Office Prof = 79P-04712
 - Office Standard = 021-10293
13. Ship Via: VEND – Vendor Delivers
14. Ship To: your departmental shipping code
15. Freight Terms: None

***** Recommend that you press SAVE before going further *****

If you receive a message that you’re creating an asset under \$1,000, press “Accept.”

16. Press the notepad icon to add more detail to your item description; list names & phone numbers for staff who will receive these licenses
17. Add more SHI Items to the requisition if needed* (see below).
18. Attach the associated Dell E-Quote(s) (attach in NWS, not Laserfiche).
19. Press Save.
20. Approve the requisition (both level 1 & level 2).
21. Forward your approved requisition to an IT approver (Level 3).

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To approve this requisition, IT needs to review the associated Dell requisition as well. If you're purchasing an MS Office license without hardware, email or call Ramon Licha or Christine Bullard so we'll be aware of the circumstances.

- You may combine multiple licenses on one requisition, just be sure to use the correct quantity for each part number (Standard vs. Professional). Example, for a total order of 5 software licenses:
 - Item 1 might be for 3 licenses of Office Standard
 - Item 2 might be for 2 licenses of Office Professional, etc.
- The quantity of licenses (Standard & Professional combined) should equal the number of pc's (desktops & laptops combined) on your Dell requisition.
- After you post the requisition, it will be available for Procurement to process as a purchase order. You should track the progress of your purchase orders through the links in your requisitions.
- IT will receive a copy of the completed PO from Procurement after the Buyer has completed the posting process. We will then place your order.