

PROCESSING MS OFFICE SOFTWARE ORDERS WITH NWS – Software License

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

For software purchases other than Microsoft Office, please follow the instructions for hardware and substitute the appropriate vendor and the software quote as well as the hardware quote.

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 STATE CONTRACT VA-200114-SHI EXPIRES 1/13/2023** (Very Important)
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 Plus, followed by your NTS-Quote number, or
 - MS Office Standard, followed by your NTS-Quote number
10. Quantity, Unit of Measure, Price per Unit
 - Office Prof Plus = 409.34 each
 - Office Standard = 300.86 each
11. G/L Account: must use a 08260-account code when available. If not available, use the same G/Laccount that was charged for the related hardware requisition
12. Vendor Part Number:
 - Office Professional Plus 79P-05855
 - Office Standard 021-10695
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 NTS quote (attach in NWS, not Laserfiche).
19. Press Save.
20. Approve the requisition (both level 1 & level 2).
21. Forward your approved requisition to IT Routing for approval (Level 3). Do not select an individual, please forward to all.

PROCESSING PC ORDERS WITH NWS – Software License

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To approve this requisition, IT needs to review the associated NTS requisition as well. If you're purchasing an MS Office license without hardware, email: pc.orders@hampton.gov 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 Plus). 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 Plus, etc.
- The quantity of licenses (Standard & Professional Plus combined) should equal the number of pc's (desktops & laptops combined) on your NTS requisition.
- After IT posts the requisition, it will be available for Procurement to process as a purchase order IT will 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 with the vendor.