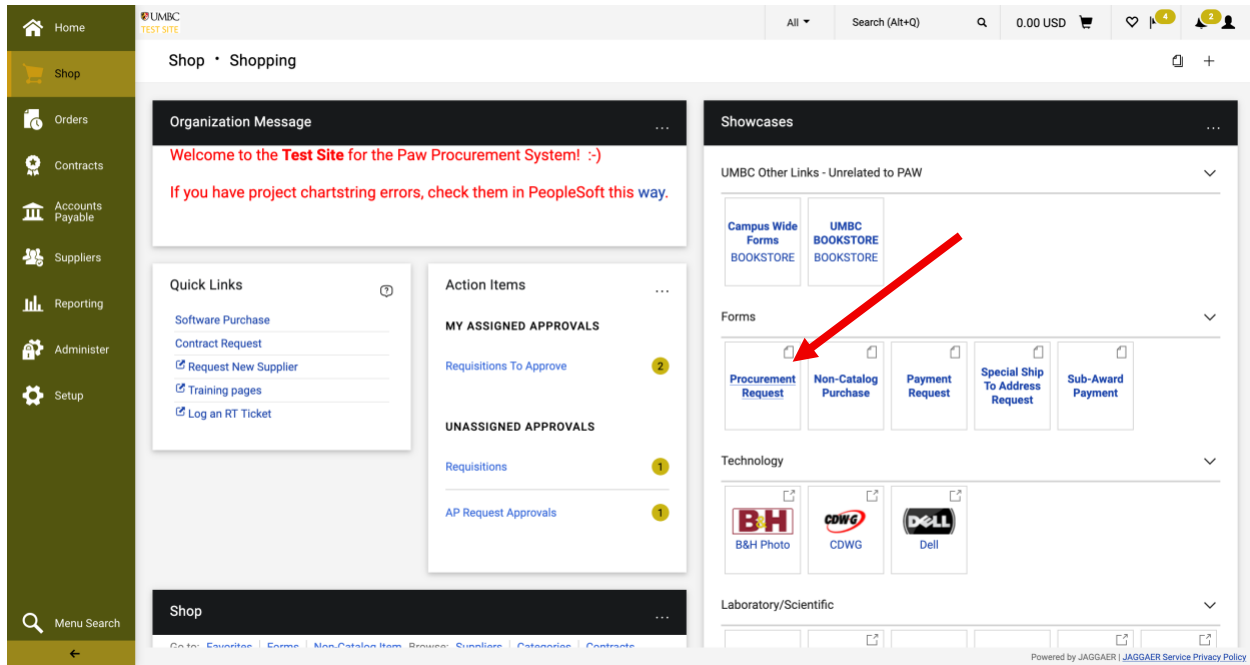


Using Procurement Request for a Contract and/or Software/Cloud Service

These instructions are specific when requesting a contract and/or software cloud service. If you are looking to make a non-catalog purchase, please refer to those instructions.

1. Locate the Form section under Showcases and click on **Procurement Request**.



2. Once you have read the instructions, click **Next** to go to the Supplier Search page.

The screenshot shows the Procurement Request form. The header includes a back arrow and the title 'Procurement Request'. Below the header is a progress bar with five steps: Instructions, Suppliers, Attachments, Form Fields, and Review And Submit. The main content area is divided into two sections: Instructions and Summary. The Instructions section contains text about the request and notes for POs and Contracts. The Summary section shows the status as 'Incomplete' and lists the Created Date, Form Number, and Purpose.

← Procurement Request • Procurement Request

Save Progress **Next**

1 Instructions 2 Suppliers 3 Attachments 4 Form Fields 5 Review And Submit

Instructions

This request is to be used for non-catalog purchases, contract requests, and all software/cloud service requests.

Catalog shopping is accomplished when using a hosted or punchout catalog where UMBC specific items and prices are offered by UMBC contracted suppliers. Therefore, a non-catalog purchase refers to a purchase where hosted or punchout is not used.

NOTE for POs: This form may only be submitted if the supplier is already registered in the system. If the purchase is with a supplier that is not yet registered with the University, request a new supplier from the home page to register the supplier before finalizing the form.

NOTE for Contracts and for Software/cloud services that will be paid by P-card: It is not necessary for the supplier to be active in PAW. When you get to the supplier page, just click "Next" to get to the attachments tab.

Summary

Incomplete

Procurement Request

Created Date 9/25/2026
Form Number 1374347
Purpose Procurement Request

3. Search for the supplier. (Note: leaving the Supplier field blank in your search will list all registered suppliers alphabetically). Verify the address is correct. If not, it might not be the correct supplier or the supplier might not be in PAW.
 - a. If the supplier isn't found:
 - i. For a contract, they must first be added to PAW as a supplier. Click on the **Request New Supplier or Update Supplier Info** link on the PAW landing page. Additional information can be viewed on the [New Supplier Guide for UMBC Users](#).
 - ii. For software/cloud service, with payment by P-card only, you can leave the Supplier field blank. If you are paying via a PO, the supplier must be in PAW before proceeding.
 - b. When you are done, click **Next** button.

The screenshot shows the 'Suppliers' step of a 'Procurement Request' workflow. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has a progress bar with steps: Instructions, Suppliers (active), Attachments, Form Fields, and Review And Submit. Below the progress bar, the 'Suppliers' section displays 'Selected Supplier' information for 'MOSELIZABETH' with the address 'DOMESTIC: 11097 SWANSFIELD RD, COLUMBIA, MD 21044'. Below this is a 'Search Registered Suppliers' section with a text input field for 'Supplier' (circled in red), a 'Zip Code' field, and a 'Within 5 Miles' dropdown. A red arrow points to the 'Search' button. On the right, a 'Summary' panel shows 'Incomplete' status for the 'Procurement Request' with details: Created Date 3/9/2026, Form Number 1264391, and Purpose Procurement Request. At the top right, a 'Next' button is highlighted with a red box.

4. Click the **Add Attachment** button to upload an attachment. This attachment should be a quote or order form from the supplier or any other information that indicates what is being purchased. You should also include terms and conditions, licensing agreements, security documentation (HECVAT 4 or CAIQ), and accessibility compliance documents (such as the VPAT), and any other documentation for this request. Provide as much information as possible to streamline the review. Then click **Next**.

The screenshot shows the 'Attachments' step of the 'Procurement Request' workflow. The left sidebar is the same as the previous screenshot. The main content area has a progress bar with steps: Instructions, Suppliers, Attachments (active), Form Fields, and Review And Submit. Below the progress bar, the 'Attachments' section features an 'Add Attachment' button (highlighted with a red arrow) and a large graphic of a clipboard with a document. Below the graphic, it says 'Empty List' and 'No attachments have been added to this request'. On the right, the 'Summary' panel is identical to the previous screenshot. At the top right, the 'Next' button remains highlighted with a red box.

5. Form Fields (Part 1) Answer all questions on this page and click **Next** button. If you are purchasing software or a service, the unit price should be the cost for the software or service and the quantity should be **1**, and unit of measure should be **Each**. Commodity code should be **Software Licenses**.

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Reporting

Administer

Setup

Menu Search

UMBC
TEST SITE

All ▾

Search

← Procurement Request • Procurement Request

✓ Instructions

⚠ Suppliers

✓ Attachments

4 Form Fields

5 Review And Submit

Item/Service

Item Details

Non-Catalog Purchase

Enter details of the "non-catalog" procurement below. Please note that the total will not update until you save your progress. "Unit Price" is the price per item/services. Unit of measure will be how the price was quoted. For example:
"\$10/Box" - "Box" is the Unit of Measure, \$10 is the "Unit Price". If buying 10 Boxes, the total amount of the quote would be \$100
"Catalog No." will be the SKU provided in the quote. This field may be left blank if a SKU was not provided in the quote.

Contract and/or Software/Cloud Service

The unit price should be the cost for the contract service or software. The quantity should be "1" and the unit of measure should be Each.

Item/Service ⓘ

Unit Price ★

12500

USD

Quantity ★

1

Total

0.00 USD

Unit of Measure

Product Description ★

Test

996 characters remaining

Catalog No.

Commodity Code ★

2670270 - Software licenses

Edit

6. Form Fields (Part 2) Scroll down to answer required questions. If you worked with a specific person in Procurement, select that individual.

Have you attached the quote or any other required backup documentation? ★ ⓘ ☐ Yes ☐ No

Is this purchase for a sole source item or a sole source service that is greater than \$25,000? ★ ⓘ ☐ Yes ☐ No

Have you already worked with someone in Procurement for this purchase? If so, please select the person you have worked with. ⓘ

- ☐ Ann Fusselbaugh
- ☐ Beckie Gotsch
- ☐ David Clurman
- ☐ Teri Michel
- ☐ Rosetta Butler
- ☐ Nneka Miller

Will this procurement involve a contract? A contract would entail services provided over a set period of time and involve terms and conditions that must be agreed upon. ★ ☐ Yes ☐ No

Does this product involve software or cloud services? ★ ☐ Yes ☐ No

7. If this item is a contract (as indicated by your answer in Step #6), additional questions about the dates of service. If it is not a contract, click **Next**, and go to Step #15.

8. Complete all required information.

Contract Information

Provide both the start and end dates for this contract.

Is this an amendment to an existing contract? ★ ☐ Yes ☐ No

Anticipated Start Date ★ ⓘ



mm/dd/yyyy

End Date ★ ⓘ

☐ Expires on

☐ Term

Does this contract have any renewal terms? ★

Provide any additional clarifications for the value, such as per license or subscription length.

2000 characters remaining

Please include any web links for any terms and conditions that are associated with this request (if applicable)

9. If this is an amendment to an existing contract, click **Yes** and enter the contract number to be amended. Otherwise, skip this step.

Is this an amendment to an existing contract? ★

☒ Yes ☐ No

What is the contract number?

10. Option 1 - After selecting the Anticipated Start Date, you will select the End Date. If there is a specific date the service will end, select “Expires on” and enter the date. You can use the calendar icon to open a calendar.

End Date ★ ⓘ

☒ Expires on

☐ Term

End Date ★


mm/dd/yyyy

11. If the agreement is for a certain length of time (i.e. one year), select “Term” and enter the term of service.

End Date ★ ⓘ

☐ Expires on

☒ Term

Term (months and/or years) ★

12. If the contract has renewal terms, select **Yes** and enter in the “Renewal Term” and “Number of renewal terms”. Otherwise, select **No** or **Unsure**.

Does this contract have any renewal terms? ★

Yes ▾

Renewal Term (list years and/or months) ★ ⓘ

Number of renewal terms ★

13. There are optional fields for additional information.

Provide any additional clarifications for the value, such as per license or subscription length.

2000 characters remaining

Please include any web links for any terms and conditions that are associated with this request (if applicable)

14. If this not a software/cloud service, click **Next** and go to Step #20. Otherwise, proceed to the next step.

15. Review the instructions and then scroll down the page.

Instructions



The Cloud Services/Software Review process evaluates campus software purchases for compliance with Security, Technical, Procurement, and Legal policies. For more information, please visit the [Cloud Services/Software Review FAQ](#).

Even if this product has been approved previously, you must go through this process for every renewal period, as standards around technology are constantly changing.

Use the attachments section to add the quote/proposal for software, terms and conditions, licensing agreements, security documentation, accessibility compliance document, HECVAT, and any other documentation for this request. Please provide as much information as possible to streamline the review.

At the end of the review process, you will receive notification of approval or denial. Please review the discussion section to ensure that the approval does not include any conditions. If conditional approval has been provided by Procurement and Legal, the request will move to the contract redlining phase and may require negotiation with the software firm. The process will be completed upon full execution of the contract document. If approval has been provided without any conditions, the transaction may proceed through the issuance of a purchase order or payment with a P-card.

16. Answer all questions on this page about the software/cloud service.

Software Product Information

Product Name ★

Contact Name for Supplier ★

Email for Supplier Contact ★

Contact Phone Number for Supplier

Supplier Website ★

What will this software/cloud service do? ★ ⓘ

2000 characters remaining

Is this replacing software currently in use? ★ ☐ Yes ☐ No

Purchase Type ★ ⓘ ☐ New ☐ Renewal

How will this software be paid? ★

I am submitting this software/cloud services request on behalf of someone. ★ ☒ Yes ☐ No

Indicate who this request is submitted for

Is there anyone else who should be included on communication relating to this software? If so, include their name and email.

17. Answer questions in the *Security & Single Sign On Information* section and scroll down.

Security & Single Sign On Information

Please answer as many of these questions as possible to assist in the security review of the software.

How long do you anticipate using the software? ★

Provide the name and email address for the Software firm's security contact, if known.

Is the application's data being stored on premise at UMBC or in the cloud? ★ ☐ UMBC ☐ Cloud ☐ Unsure

Describe any data that will be sent from UMBC to the Software firm. Be sure to note any student, Personal Identifiable Information, or health-related data.* ★

2000 characters remaining

18. Answer all the questions and acknowledge the last item on this page.

Is the application's data being stored on premise at UMBC or in the cloud? ★ ☐ UMBC ☐ Cloud ☐ Unsure

Describe any data that will be sent from UMBC to the Software firm. Be sure to note any student, Personal Identifiable Information, or health-related data.* ★ 2000 characters remaining

Will there be video or audio of members of the UMBC community contained in the application or generated by the application? ★ ☐ Yes ☐ No

How many employees (faculty and staff) will be using this software? ★

How often will the employees (faculty and staff) use this software? ★

How many students (graduate and undergraduate) will be using this software? ★

How many external users will be using this software? ★

Does this software support integration with UMBC's Single Sign On (SSO) via SAML or CAS? ★

Provide any additional information that would be useful in the SSO review of this product. 2000 characters remaining

I acknowledge that if full contact information is not provided above, there may be a delay in the review as the information will need to be researched during the review process.* ★ ☐ Acknowledged

19. Click **Next**.

UMBC TEST SITE

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administrator Setup

Procurement Request • Procurement Request

Save Progress Previous **Next**

Instructions Suppliers Attachments **Form Fields** Review And Submit

Item/Service DoIT Information

How many external users will be using this software? ★ No external users will use it

Does this software support integration with UMBC's Single Sign On (SSO) via SAML or CAS? ★ Unsure

Provide any additional information that would be useful in the SSO review of this product. 2000 characters remaining

I acknowledge that if full contact information is not provided above, there may be a delay in the review as the information will need to be researched during the review process.* ★ ☒ Acknowledged

Additional Comments from DoIT Security 2000 characters remaining

★ Response Is Required

Summary Incomplete

Procurement Request

Created Date 9/28/2026

Form Number 1374576

Purpose Procurement Request

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20. Click **Add and Go To Cart**.

The screenshot shows the 'Procurement Request' review and submit page. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The top header includes the UMBC TEST SITE logo, a search bar, and a currency display of 0.00 USD. The main content area has a progress bar with steps: Instructions, Suppliers, Attachments, Form Fields, and Review And Submit (current step). The 'Review And Submit' section includes a 'Suppliers' table with one entry: MOSS, ELIZABETH, DOMESTIC: 11097 SWANSFIELD RD, COLUMBIA, MD 21044. Below this are sections for 'Attachments' and 'Form Fields', each with an 'Edit' button. A 'Summary' panel on the right shows the 'Procurement Request' is 'Incomplete' with details: Created Date 3/9/2026, Form Number 1264391, and Purpose Procurement Request. The 'Add And Go To Cart' button is highlighted with a red box.

Name	Address	Phone
MOSS, ELIZABETH	DOMESTIC: 11097 SWANSFIELD RD, COLUMBIA, MD 21044	

Line	Item	Catalog No.	Size/ Packaging	Unit Price	Quantity	Ext. Price
1	Test for integration			500.00	Qty: 3	1,500.00

21. You will then be able to go to your cart and [Assign Cart](#) or [Proceed to Checkout](#) the procurement.

The screenshot shows the 'Shopping Cart' page. The left sidebar is the same as in the previous screenshot. The top header shows the currency as 1,500.00 USD. The main content area has a 'Shopping Cart' title and a search bar. Below the search bar, it shows '3 Items' and a 'Select All' button. The 'SUPPLIER DETAILS' section includes a table with one entry: MOSS, ELIZABETH, 3 Items, 1,500.00 USD. The 'ITEM DETAILS' section shows the 'Template Title' and 'Purpose' as 'Procurement Request'. The 'Summary' panel on the right shows the 'Total (1,500.00 USD)' and a note about shipping, handling, and tax charges. The 'Assign Cart' and 'Proceed To Checkout' buttons are highlighted with red boxes.

Line	Item	Catalog No.	Size/ Packaging	Unit Price	Quantity	Ext. Price
1	Test for integration			500.00	Qty: 3	1,500.00