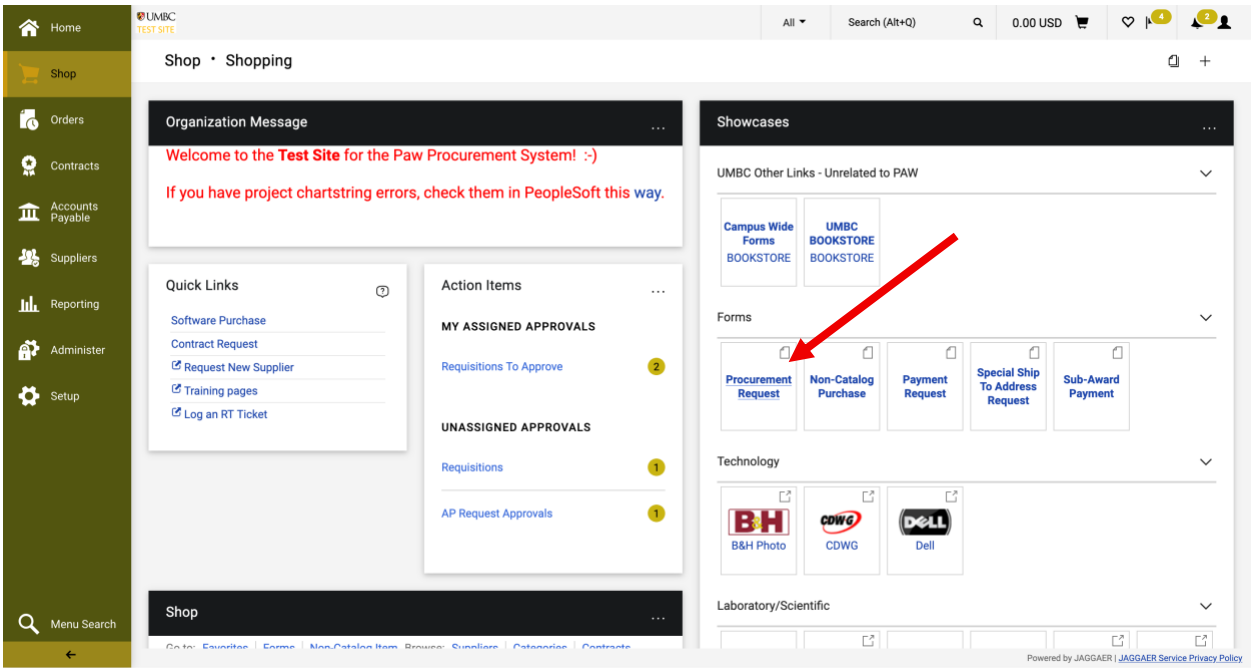
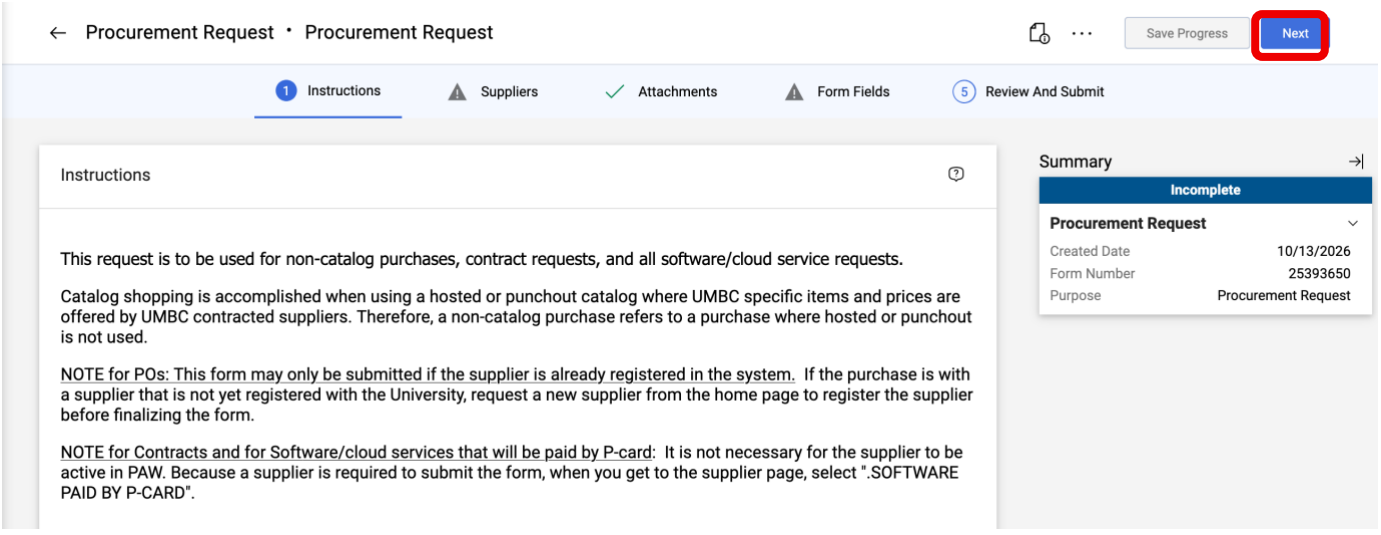
Using Procurement Request for a Contract and/or Software/Cloud Service or a Contract Amendment

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.

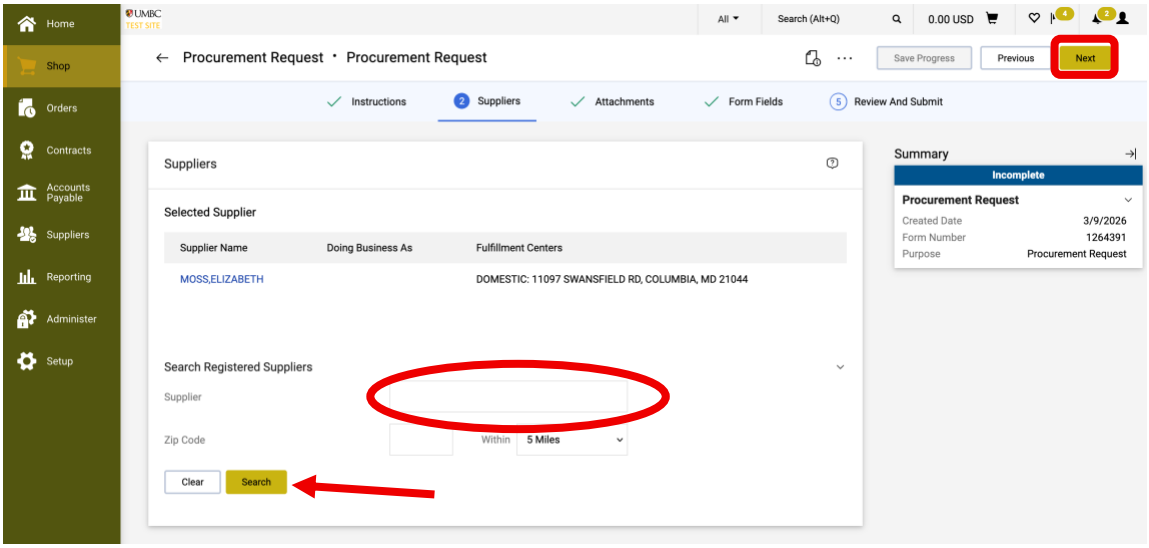
1. Locate the Form section under Showcases and click on **Procurement Request**.



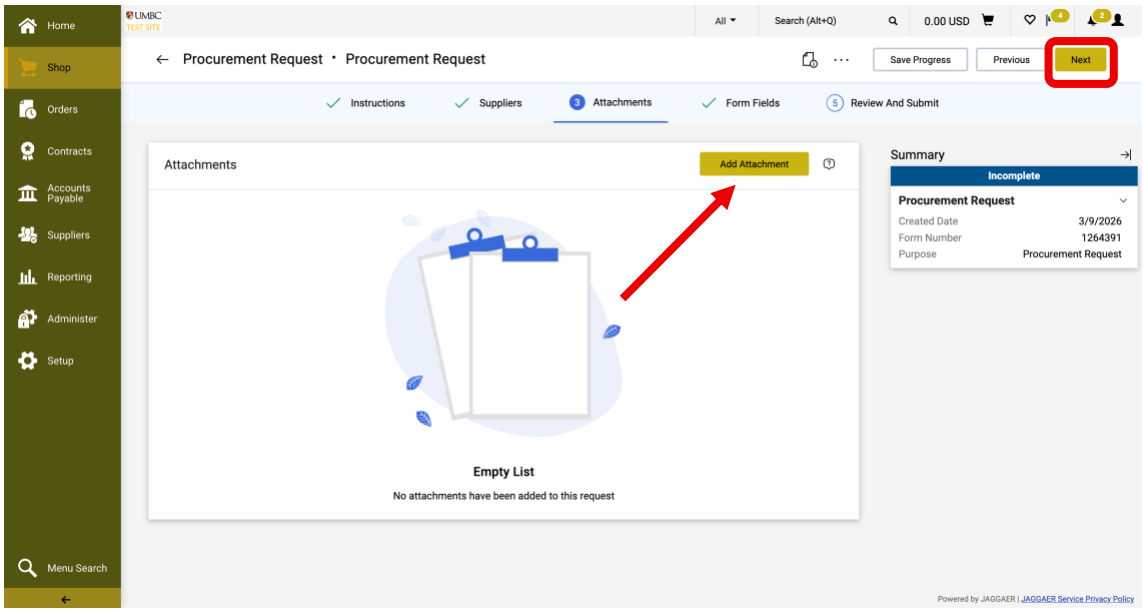
2. Once you have read the instructions, click **Next** to go to the Supplier Search page.



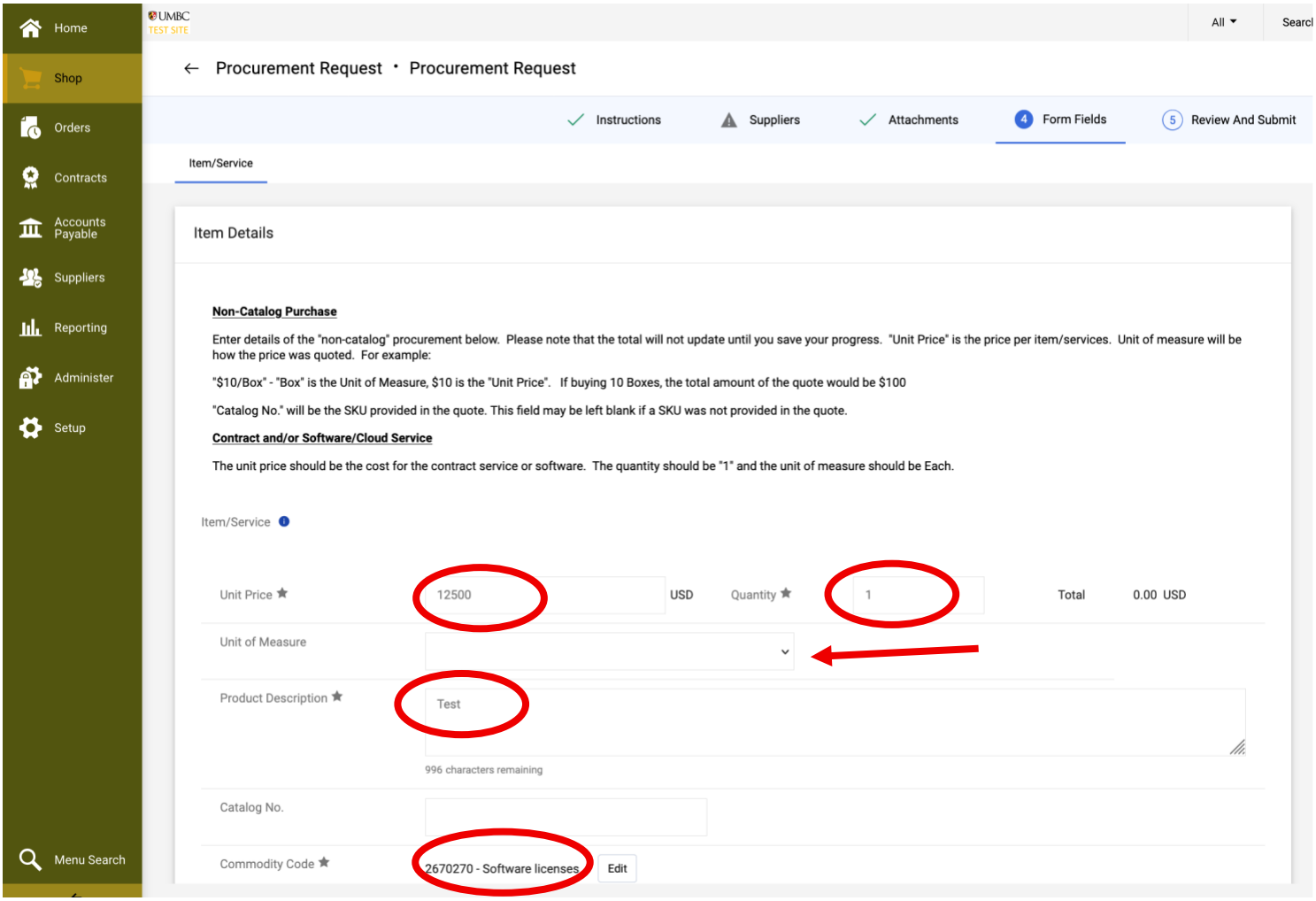
3. Search for the supplier. (Note: leaving the Supplier field blank in your search will list all registered suppliers alphabetically). Verify the address is correct. If not, it might not be the correct supplier or the supplier might not be in PAW.
    a. If the supplier isn't found:
        i. For a 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, select ".SOFTWARE PAID BY P-CARD". If you are paying by PO or contract, the supplier must be in PAW before proceeding.
    b. When you are done, click **Next** button.



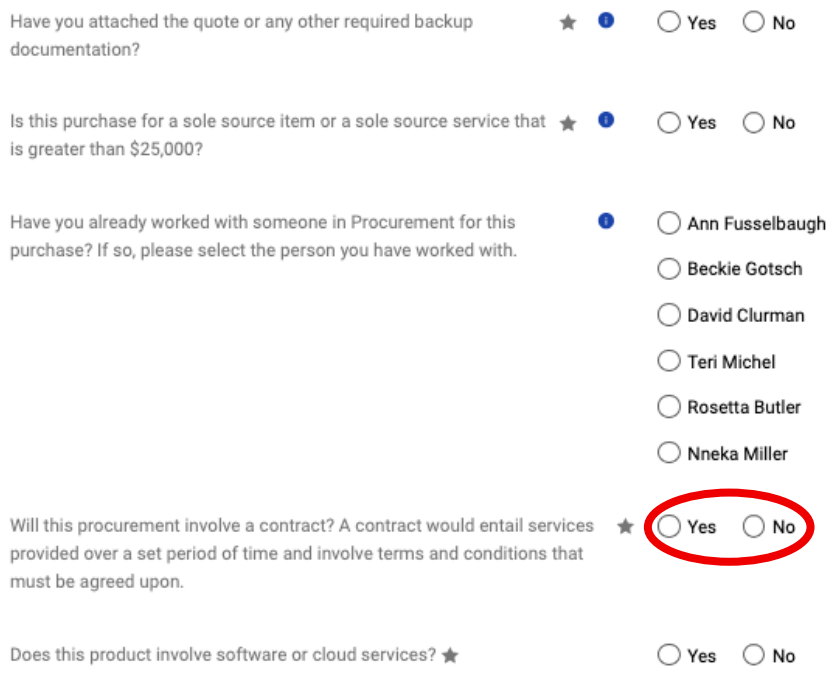
4. Click the **Add Attachment** button to upload an attachment. This attachment should be a quote or order form from the supplier or any other information that indicates what is being purchased. You should also include terms and conditions, licensing agreements, security documentation (HECVAT 4 or CAIQ), 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**.



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**.

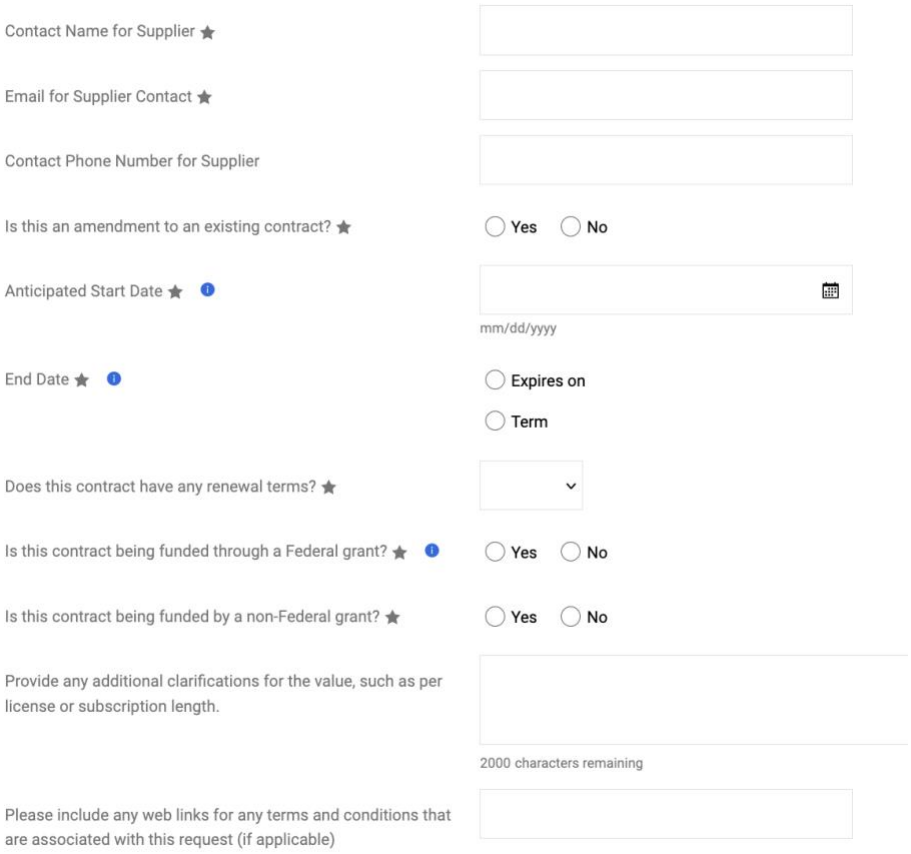


6. Form Fields (Part 2) Scroll down to answer required questions. If you worked with a specific person in Procurement, select that individual.



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.

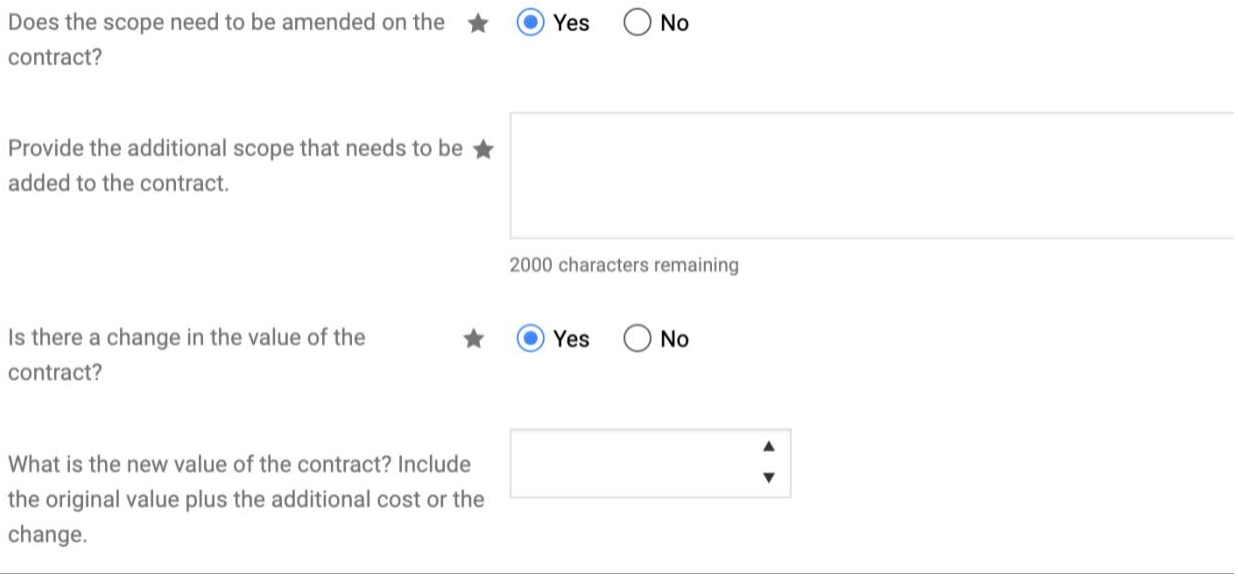
8. Complete all required information.



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



10. If you select Yes for question #9, the following questions will populate. If you select Yes for either of the questions below, additional information will need to be provided.



11. 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.



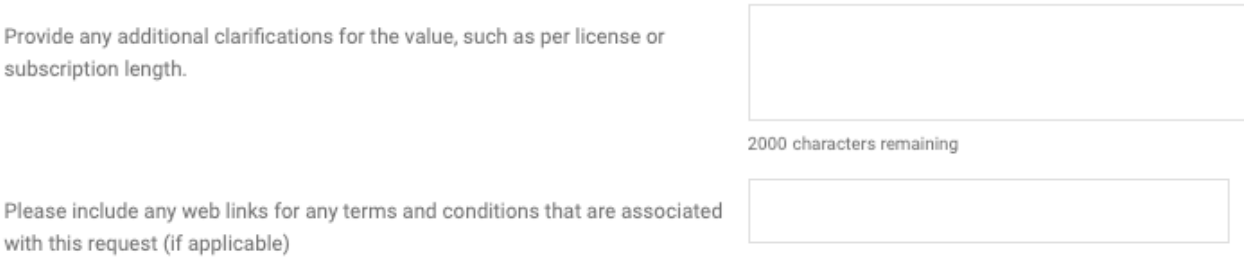
12. Option 2 - If the agreement is for a certain length of time (i.e. one year), select "Term" and enter the term of service.



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

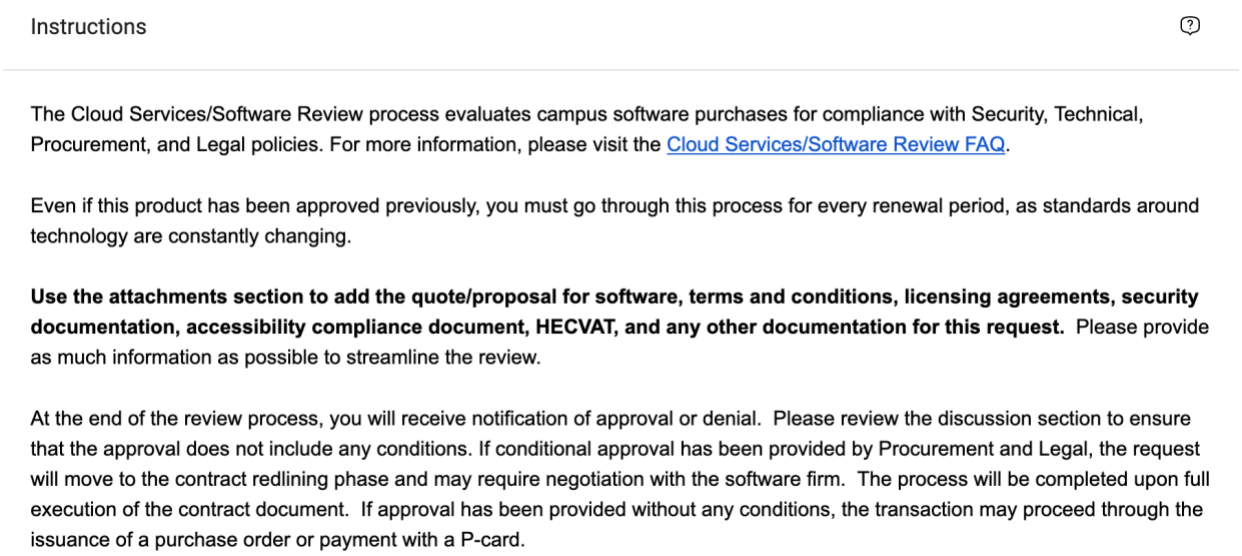


14. There are optional fields for additional information.

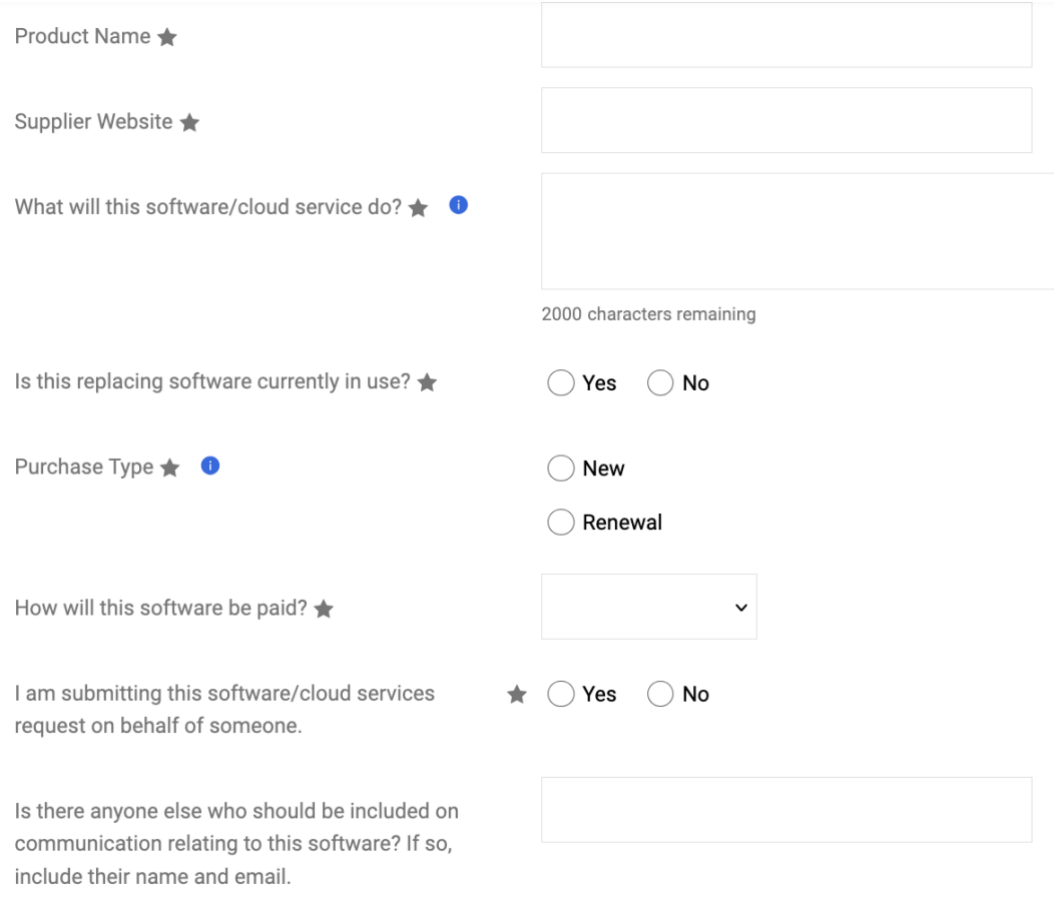


15. If this not a software/cloud service, click **Next** and go to Step #20. Otherwise, proceed to the next step.

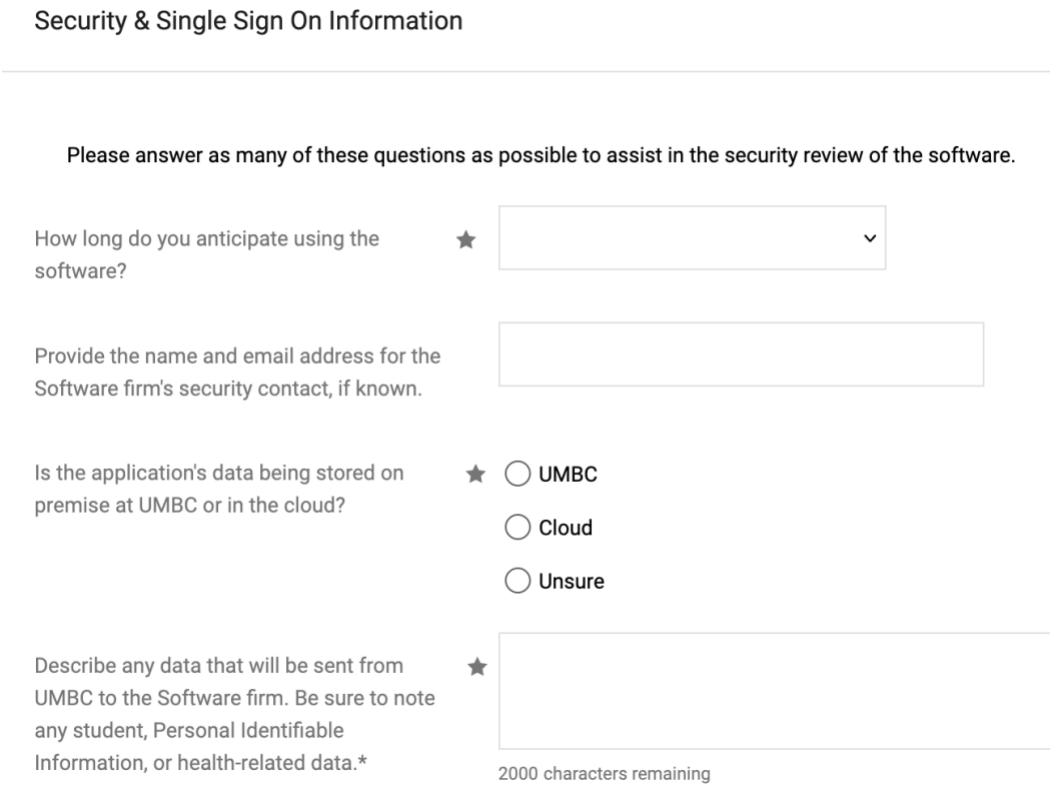
16. Review the instructions and then scroll down the page.



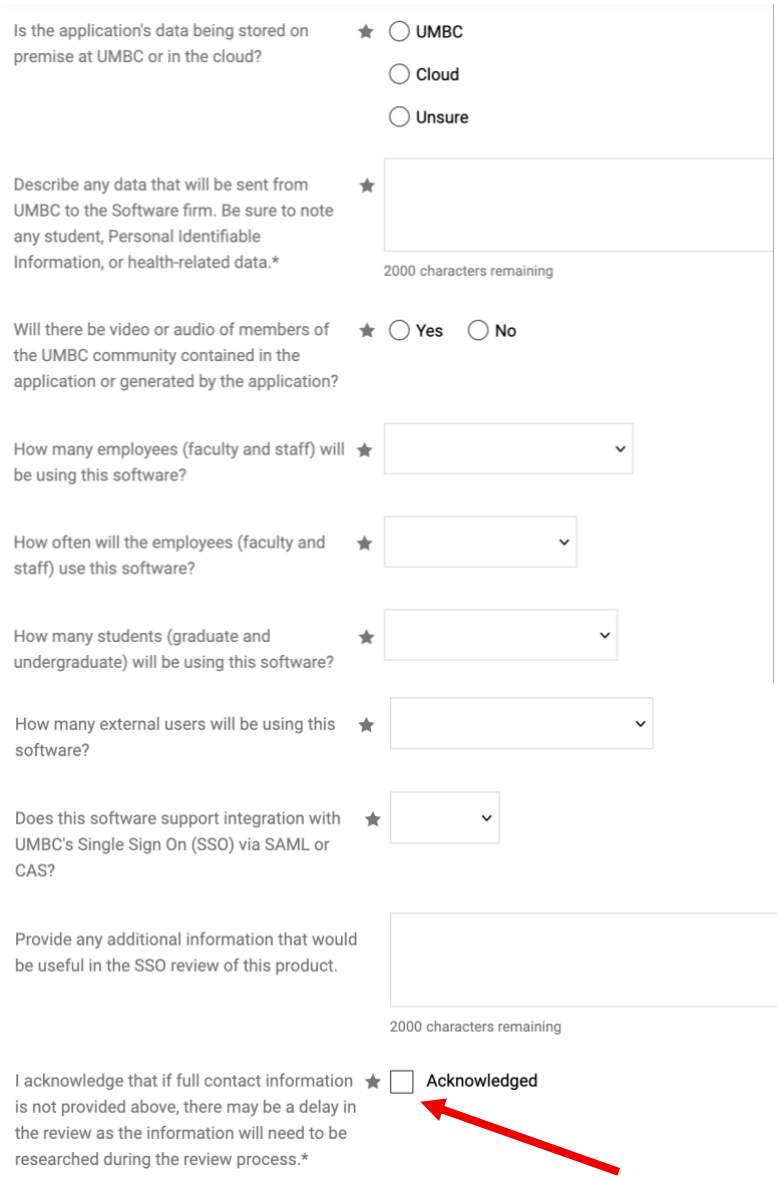
17. Answer all questions on this page about the software/cloud service.



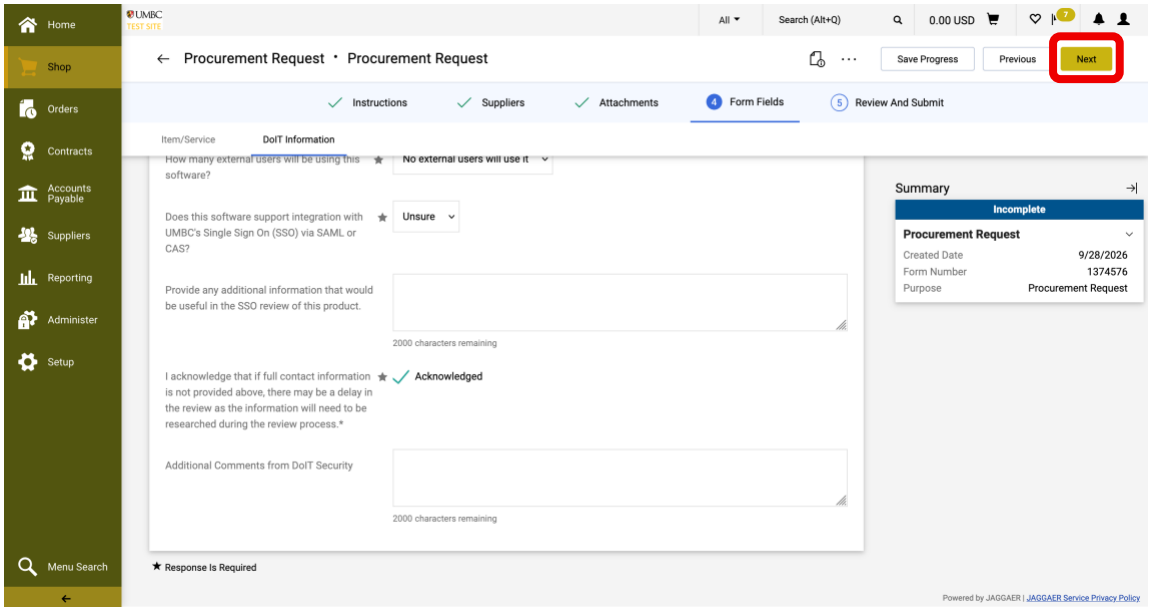
18. Answer questions in the *Security & Single Sign On Information* section and scroll down.



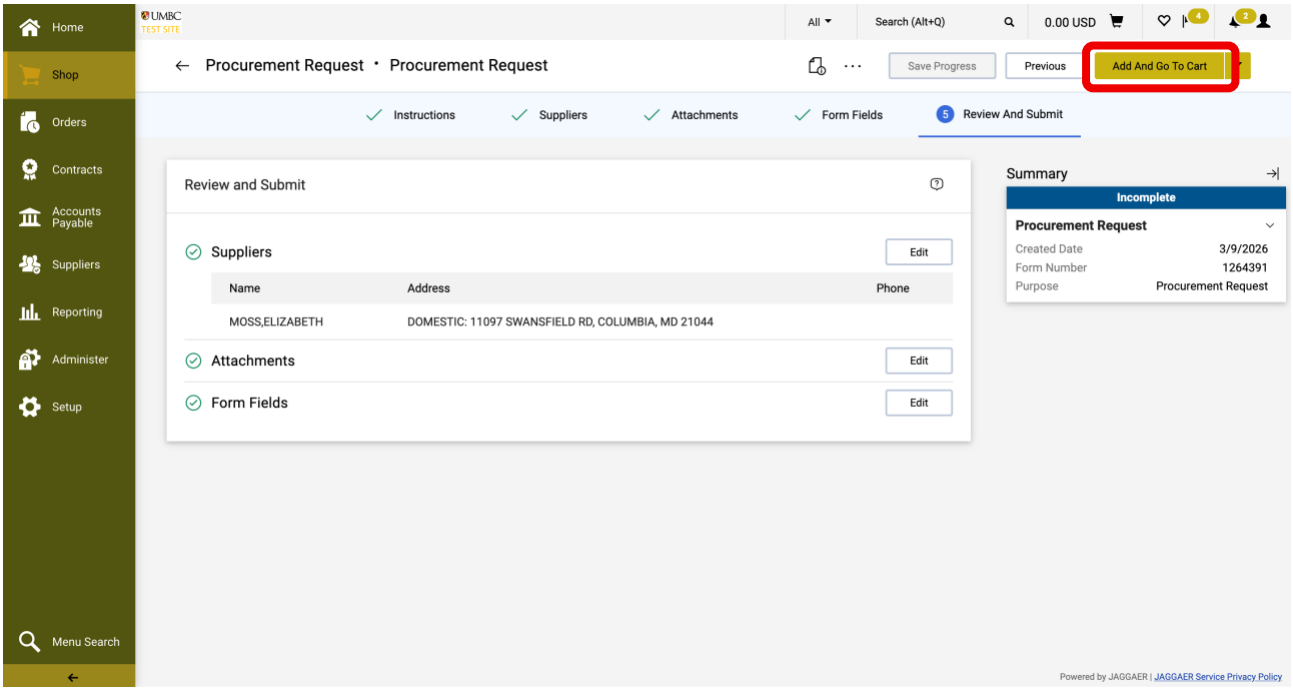
19. Answer all the questions and acknowledge the last item on this page.



20. Click **Next.**



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



22. You will then be able to go to your cart and Assign Cart or Proceed to Checkout the procurement. Please note in the checkout process that you will need to enter chartstring information. If paying by P-card, please enter a valid chartstring. Since it will be paid by P-card, the chartstring won't be touched for transactions marked in the Procurement Request as being paid by P-card.

