

## PURCHASING CONTRACTS AND POLICIES

### **MICROSOFT SELECT CONTRACT (Required)**

The Office of State Procurement (OSP) has established a state Microsoft Select Contract (MSC) which is a binding contract for all state agencies and institutions for the purchase of all Microsoft software products. The MSC requires purchase of Microsoft software licensing at cost per machine. SHI is the contracted reseller for the MSC. **Microsoft software products for departmental use must be purchased through SHI in compliance with the state MSC.** This is an ongoing contract. SHI Account Representative: James Lynch, [James\\_Lynch@shi.com](mailto:James_Lynch@shi.com), 512-501-7675

Departments requesting orders for Microsoft software should contact the SHI team for official price quotations: [ARKANSAS@shi.com](mailto:ARKANSAS@shi.com)

Departments may also contact Whitney Smith [wesmith@uark.edu](mailto:wesmith@uark.edu) in Purchasing to request price quotes.

**Departments should provide the following information when requesting an official quote** (licensing per machine):

- **Product Name**
- **Quantity of License(s)**
- **Quantity of Media (at least one copy suggested)**
- **Computer Platform (Mac or Win)**

After an official quote is received, the department will enter a Purchase from Contract Requisition to initiate the ordering process - **refer to the attached instructions on how to enter PC type requisitions.** The department will begin on REQH and enter a Req Type of PC, contract number ST090208 and contract line 9999. **When building your requisition, be sure to include the following information in the appropriate areas:**

- **Description of Order**
- **SHI Quote Number**
- **Requestor Name AND Email** (for notification of access to electronic download)

**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 are required to process Microsoft software orders through SHI in compliance with the state MSC.

**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 state MSC contract requirements, as referenced above. Departments will not be reimbursed for purchase of Microsoft software through any means other than the required ordering process. **NOTE:** Installation codes for Microsoft products are available through the Purchasing Office only. Contact Whitney Smith [wesmith@uark.edu](mailto:wesmith@uark.edu) for access.

## PC REQUISITIONS - MICROSOFT 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 - ST090208, 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. Write the number down for reference purposes to avoid losing the number due to distraction.

##### 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
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. Be sure to reference SHI's quote number in the F9 extended text area, as well as the requestor name AND email address. (Helpful Tip: To start a new paragraph when entering the description in your F9 extended text

window, press the F4 key, mark “Start a new paragraph” with an “X” and press F10 to save).

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](mailto:wesmith@uark.edu)