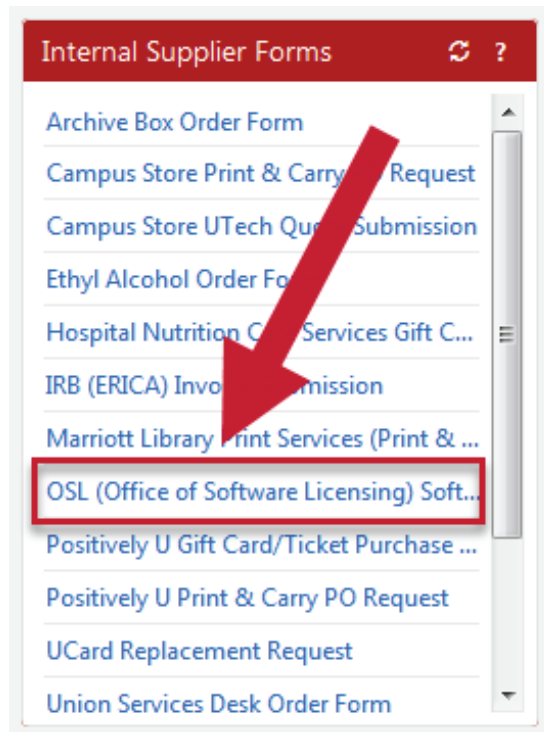


The Office of Software Licensing (OSL) now accepts UShop Purchase Orders as a payment method for OSL Orders. Purchasing Cards and Credit Cards are still accepted payment methods and don't require a UShop Purchase Order.

1. Locate the OSL form

Find the form in an alphabetized list in the Internal Supplier Forms section of the Shopping Dashboard.



2. Place order with OSL

Click on the link to the OSL website to place your OSL order and to obtain the OSL Order Number and OSL Order Total Amount. When in the OSL website, select UShop Purchase Order as the payment method.

OSL (Office of Software Licensing) Software Purchase

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

<p>UShop Operations University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu</p>	<p style="text-align: center; font-weight: bold;">OSL Order Info</p> <p>Form Instructions: Use this form to submit an order for a software purchase made through OSL. <i>You must place your order with OSL online before using this form. You will be provided with an order number.</i></p> <p style="color: red; font-weight: bold;">Enter the OSL order number and the OSL total amount in the boxes provided below.</p> <p>OSL Order Number <input style="width: 150px;" type="text"/></p> <p>OSL Order Total Amount <input style="width: 100px;" type="text"/></p>	<p>Office of Software Licensing University Information Technology 101 Wasatch Dr, Rm 215 Salt Lake City, UT 84112 Ph: (801) 581-4000, ext. 1 Fax: (801) 585-0676 software@utah.edu</p> <p>Commodity Code 43230000</p>
<p style="color: red; font-weight: bold;">If desired, upload a copy of your order from OSL using the attachment button below.</p> <p>External Attachments <input type="button" value="Add Attachments"/></p>	<p>Supplier Fulfillment Address Supplier Phone</p>	<p>OFFICE OF SOFTWARE LICENSING USHOP SOFTWARE LICENSING: 101 WASATCH DR RM 215 SALT LAKE CITY, UT 84112 US +1 801-581-4000</p>

3. Complete the OSL Form

1. Input the OSL Order Number and the OSL Order Total Amount.
2. If desired, attach a copy of the Pending UShop Purchase Order email that you received from OSL.

OSL (Office of Software Licensing) Software Purchase

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop
MARKETPLACE

UShop Operations
University of Utah
201 S. President's Circle, Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

OSL Order Info

Form Instructions:
Use this form to submit an order for a software purchase made through OSL. You must place your order with OSL online before using this form. You will be provided with an order number.
Enter the OSL order number and the OSL total amount in the boxes provided below.

OSL Order Number

OSL Order Total Amount

Office of Software Licensing
University Information Technology
101 Wasatch Dr, Rm 215
Salt Lake City, UT 84112
Ph: (801) 581-4000, ext. 1
Fax: (801) 585-0676
software@utah.edu
Commodity Code 43230000

If desired, upload a copy of your order from OSL using the attachment button below.

External Attachments

Supplier
Fulfillment Address
OFFICE OF SOFTWARE LICENSING
USHOP SOFTWARE LICENSING:
101 WASATCH DR RM 215
SALT LAKE CITY, UT 84112 US
Supplier Phone
+1 801-581-4000

4. Save the form and complete order

When you have completed the form, find the Available Actions dropdown in the upper right corner. Select Add and go to cart and click Go.

Available Actions: Add and go to Cart

Complete the transaction as with any UShop order.