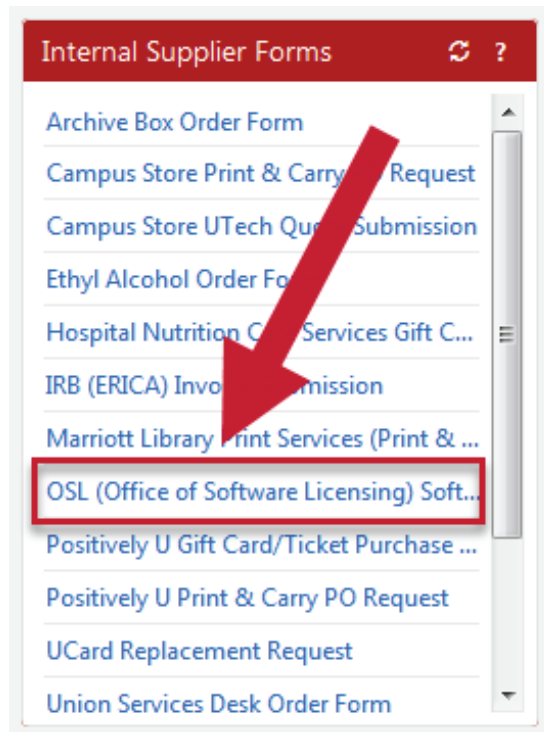The Office of Software Licensing (OSL) now accepts UShop Purchase Orders as a payment method for OSL Orders. Purchasing Cards and Credit Cards are still accepted payment methods and don't require a UShop Purchase Order.

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.

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.

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.

Complete the transaction as with any UShop order.