

Purchasing - Requester

Department Agreements (Software)

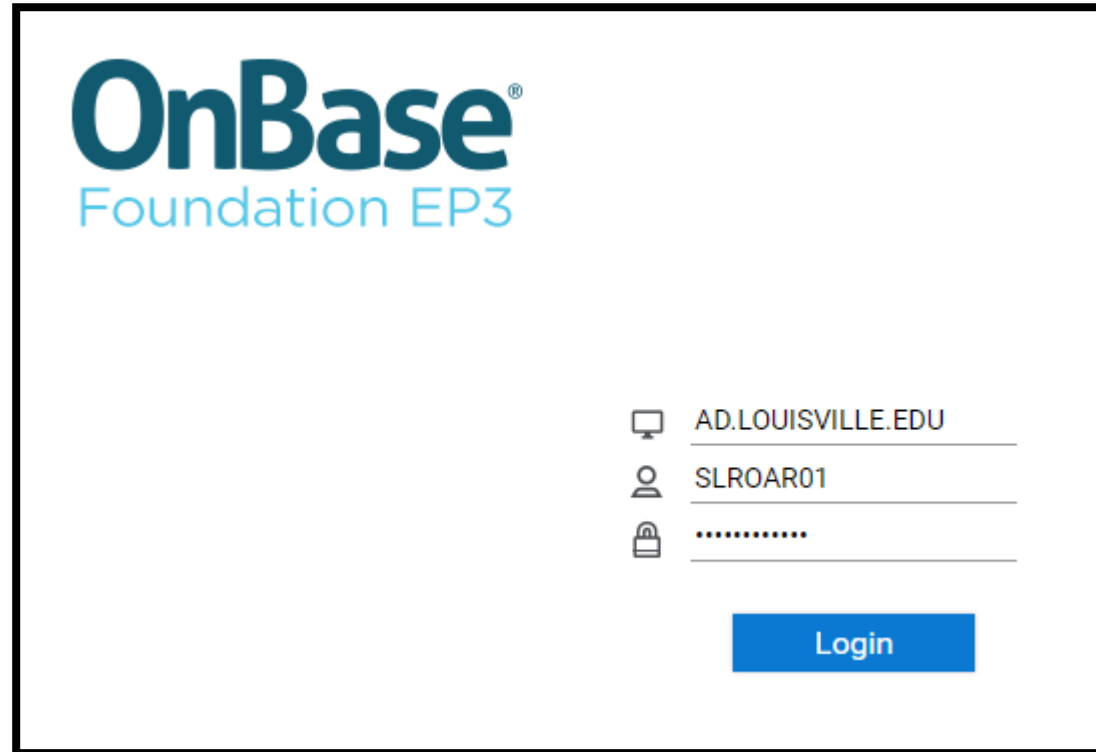
Link to Form

It will open the current form until the updated one is moved to production.

<https://onbase.louisville.edu/onbase/UnityForm.aspx?d1=ARZM%2fO86dzisfY3mL7wqJoOvK9jkyh6JTwijKdCKN%2fDbHGowW6AnxsniYUq%2f%2bVt2KHi5mddFbGTXXKVmAvKSz64qD7OC4QHj50DShHgMoG6aLL64O7uNj4FyhVW1tr6ofe22s202r3J6jTvJ%2foe%2bCI%3d>

Login To Access Form

It will open the current form until the updated one is moved to production.



The screenshot shows the OnBase Foundation EP3 login interface. In the top left corner, the logo "OnBase®" is displayed in a large, bold, dark blue font, with "Foundation EP3" in a smaller, lighter blue font directly below it. On the right side of the page, there are three input fields for login credentials, each preceded by a small icon: a monitor icon for the domain, a person icon for the username, and a lock icon for the password. The domain field contains "AD.LOUISVILLE.EDU", the username field contains "SLROAR01", and the password field is filled with ten dots. Below these fields is a solid blue rectangular button with the word "Login" written in white text.

Request Information

Information will automatically populate

 UNIVERSITY OF LOUISVILLE		Department Agreement		Procurement Services Service Complex Building Belknap Campus 2215 S. Brook St., Louisville KY (502) 852-6247 Hours 8am-4:30pm Procurement Website Link
Request Number	Dean/VP Code	Request Date	Status	
DA-4741-23	20	08/19/2022 01:43:46 PM	NEW	



Request #



Dean/VP
Code



Date



Current
Status

General Information

Information will automatically populate

Automatically Populated



No Your Request



Software Request "Yes"



Add Software Name



Brief Description



General Information

Requester Department
IT SERVICES

Requester DeptID
2090000156

Are you submitting request for another department?
NO

Is this a software purchase?
 Yes
 No

All "Software" purchases require additional approval. This approval comes from Information Technology and Information Security. **Someone from from each department will be contacting you and will need additional information.**
To start this process complete the [Vendor Assessment Form](#).

Software Name *

Brief Software Description *

License Term

Comments / Additional Information

Recommended by information should be on the document prior to submission.

Department Vendor Contract (1)

PUR-DA -Vendor Department Agreement (Pending) [new.txt](#) [\[Remove\]](#)

[Attach PUR-DA -Vendor Department Agreement](#)

Are you submitting request for another department?
YES

Select from the list of College / School / Division's

College / School / Divisions
ARTS & SCIENCES

Attach Contract

If Yes.
Enter College / School Info

Funding Over 40,000

If software and contract in place. Will follow the software review before going to Purchasing.

A sole source purchase is **one where there is only one vendor capable of providing an item or service**, and therefore it is not possible to obtain competitive bids.

Is this a Sole Source? *

- Yes
- No

Do you already have a contract in place? *

- Yes
- No

Is this a software purchase?

- Yes
- No

Anything over \$40,000 and NOT Sole Source needs to be bid.

A sole source purchase is **one where there is only one vendor capable of providing an item or service**, and therefore it is not possible to obtain competitive bids.

Is this a Sole Source? *

- Yes
- No

Do you already have a contract in place? *

- Yes
- No

Continues With
Software Review

Goes To
Purchasing



Funding Under 4,500

Anything under 4,500 can be purchased on a ProCard

Funding			
Speedtype	Speedtype Category	Account Code	Amount
<input type="text" value="GB230021"/>	<input type="text" value="FEDERAL"/> FY23KY AUTISM TRAINING CENTER	<input type="text" value="110155 - BOND TRUSTEE CASH"/>	<input type="text" value="4499"/> <input type="button" value="Ren"/>

Purchase Total Amount	
Total Amount <input type="text" value="4499.00"/>	Do you plan to pay for this with Procard? * <input checked="" type="radio"/> Yes <input type="radio"/> No

Continues With
Software Review 

NOTE: Any Federal Funded Positions will be reviewed inside of the ProCard process.

<p>Is this a software purchase?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>All "Software" purchases require additional approval. This approval comes from Information Technology and Information Security. Someone from each department will be contacting you and will need additional information.</p> <p>To start this process complete the Vendor Assessment Form.</p>

One Funding Source

Enter requested funding information

Additional
FEDERAL
Questions

Enter Funding

Product Purchase Information

Because this is a Federal Speetype Category we need you to answer the following questions.

Was this amount included in your budget proposal? *

Yes
 No

Is the time frame of the Software purchase within the time frame of the award? *

Yes
 No

Funding Add

Speedtype	Speedtype Category	Account Code	Amount	
GB230021	FEDERAL - FY23KY AUTISM TRAINING CENTER	110104 - BANK 4 - ULF	12000	Remove

Purchase Total Amount

Total Amount	12000.00
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Speedtype = FEDERAL

Amount

Note: No additional questions if not federal funded.

Multiple Funding Sources

Enter requested funding information

Product Purchase Information

Because this is a Federal Speetype Category we need you to answer the following questions.

Was this amount included in your budget proposal? *

Yes
 No

Is the time frame of the Software purchase within the time frame of the award? *

Yes
 No

If cost split between multiple speedtypes.
Please tell us why and how you are splitting the cost.

Funding

Speedtype	Speedtype Category	Account Code	Amount	
<input type="text" value="GB230021"/>	<input type="text" value="FEDERAL - FY23KY AUTISM TRAINING CENTER"/>	<input type="text" value="110104 - BANK 4 - ULF"/>	<input type="text" value="12000"/>	<input type="button" value="Remove"/>
<input type="text" value="S1070"/>	<input type="text" value="MISC - CONTRACT TECHNOLOGY SUPPORT"/>	<input type="text" value="110101 - BANK 1 - CASH CONSOLIDATION"/>	<input type="text" value="1000"/>	<input type="button" value="Remove"/>

Purchase Total Amount

Total Amount

Additional
FEDERAL
Questions

Add Additional
Funding Lines

Enter Funding



Amount

Note: No additional questions if not federal funded.

Software Purchase Questions

Software Purchase Questions

Do you plan to have this product make use of ULink userid/passwords for authentication? *

- Yes
- No

Do you plan to use this product to send email claiming to be from any @louisville.edu address? *

- Yes
- No

Do you plan to use this product to send email to UofL accounts? *

- Yes
- No

Do you plan to receive data from or send data to any other UofL computer system? *

- Yes
- No

Is the product locally installed with no access to data by the vendor? *

- Yes
- No

Is this product hardware or other service that does not involve any form of data, audio or personal image? *

- Yes
- No

If data/audio/image is involved, is it only non-human/non-individual data (e.g. animal, numbers, graphics, music, etc.) *

- Yes
- No

Vendor Information

Information About the Vendor and Software / License Term

Vendor Information	
Vendor Name * <input type="text" value="Hyland"/>	Vendor Email * <input type="text" value="OnBase@Hyland.Com"/>
Software Name * <input type="text" value="OnBase"/>	Vendor Website Link <input type="text" value="Https://www.hyland.com"/>
License Term <input type="text" value="1 Year"/>	

Request Copy

A copy of the status will be sent to this person or service account

Request Copy

Add name of dept head or anyone needing a copy of the form.

Last Name

ROARK

Middle Name

LYNN

First Name

SHERRY

Email Address

SLROAR01@LOUISVILLE.EDU

Add email address of service account(s) needing a copy of the form.

Service Account Email

Service Account Email

Software Review Started

Requester Confirmation Email With Dashboard Link

DA Request # DA-5214-23 (ROARK, IT SERVICES) Started Review



Purchasing Request Number and Requester Information



purchase@louisville.edu
To ● Roark, Sherry

Reply Reply All Forward

Mon 11/7/2022 1:25 PM

Start your reply all with: [Thank you!](#) [Approved.](#) [Received, thank you.](#) [Feedback](#)

Dear SHERRY ROARK,

Request # DA-5214-23 has started the software review process.

Use this link to access the software status dashboard:

<https://onbase.louisville.edu/ReportingViewer/viewer.aspx?enc=AYQ8oPm3AUUZmjnqMc9uC4YfgaltzRQbYAkHEaRK2%2fi8GXtzgLCmddWLRqDEuElZ9l3QsvywpvgVhluX0HhazrIHRBghGNMXNAJPRgh5f57oSlyWycIQZUR%2b5fNtcbGFQgm8RWP3P8DTuVqnN2XeLt0tCzGJZ6FOpqclz4Sk%2fDFpcJmOx55TAxTgVM%2b%2fZoFcJePQUeY9mdQOelewilRpRISPF%2fIHJGZGp3F1i8CSAGn1>



Thank You,
Procurement Services

Dashboard - Monitor Review Progress

Dashboard (Review Status)

All software requests will show on this dashboard until complete (link to dashboard below)

Software Request Status IT SERVICES												
Department	Request Detail											
<input checked="" type="checkbox"/> (All)	Request Date	Number	Software Name	Department	Sponsored Date	Sponsored	ITS Date	ITS	Compliance Date	Compliance	Purchasing Date	Purchasing
<input checked="" type="checkbox"/> IT SERVICES	11/5/2022 4:00 PM	DA-5200-23	TEST	IT SERVICES	11/7/2022 2:00 PM	FUNDING ISSUE CORRECTED						
	11/5/2022 5:00 PM	DA-5201-23	MICROSOFT	IT SERVICES	11/5/2022 5:00 PM	RECOMMENDED	11/5/2022 5:00 PM	SENT FOR REVIEW				
	11/5/2022 5:00 PM	DA-5202-23	POWERPOINT	IT SERVICES	11/5/2022 5:00 PM	REQUESTER CHANGED SPEEDTYPE	11/5/2022 5:00 PM	SENT FOR REVIEW				
	11/5/2022 5:00 PM	DA-5203-23	PHOTOSHOP	IT SERVICES	11/5/2022 5:00 PM	RECOMMENDED	11/5/2022 5:00 PM	NOT RECOMMENDED				
	11/6/2022 8:00 AM	DA-5204-23	WORD	IT SERVICES	11/6/2022 8:00 AM	RECOMMENDED	11/6/2022 8:00 AM	NOT RECOMMENDED				
	11/6/2022 8:00 AM	DA-5205-23	ADOBE	IT SERVICES	11/6/2022 8:00 AM	RECOMMENDED	11/6/2022 8:00 AM	RECOMMENDED				
	11/6/2022 3:00 PM	DA-5207-23	MICROSOFT TEAMS	IT SERVICES	11/6/2022 3:00 PM	RECOMMENDED	11/6/2022 3:00 PM	RECOMMENDED	11/6/2022 3:00 PM	SENT FOR REVIEW		
	11/7/2022 11:00 AM	DA-5210-23	DISNEY	IT SERVICES		REVIEW NOT NEEDED						
	11/7/2022 1:00 PM	DA-5213-23	MICKEY MOUSE	IT SERVICES		REVIEW NOT NEEDED						
	11/7/2022 1:00 PM	DA-5214-23	MICRO SOFTWARE	IT SERVICES		REVIEW NOT NEEDED	11/7/2022 1:00 PM	SENT FOR REVIEW				
	11/7/2022 3:00 PM	DA-5219-23	TESTER LESTER	IT SERVICES		REVIEW NOT NEEDED	11/7/2022 3:00 PM	SENT FOR REVIEW				
	11/8/2022 9:00 AM	DA-5228-23	LESTER TESTER	IT SERVICES		REVIEW NOT NEEDED	11/8/2022 9:00 AM	SENT FOR REVIEW				

<https://onbase.louisville.edu/ReportingViewer/viewer.aspx?enc=AYQ8oPm3AUUZmjnqMc9uC4YfgaltzrRQbYAkHEaRK2%2fi8GXtzgLcMddWLRqDEuEIz9I3QsvywpvgVhluX0HhazrIHRBghGNMXNAJPRgh5f57oSlyWyclQZUR%2b5fNtcbGFQgm8RWP3P8DTuVqnN2XeLt0tCzGJZ6FOpqclz4Sk%2fDFpcJmOx55TAxTgVM%2b%2fZoFcJePQUeY9mdQOelewilRpRISPF%2fIHJGZGp3F1i8CSAGn1>