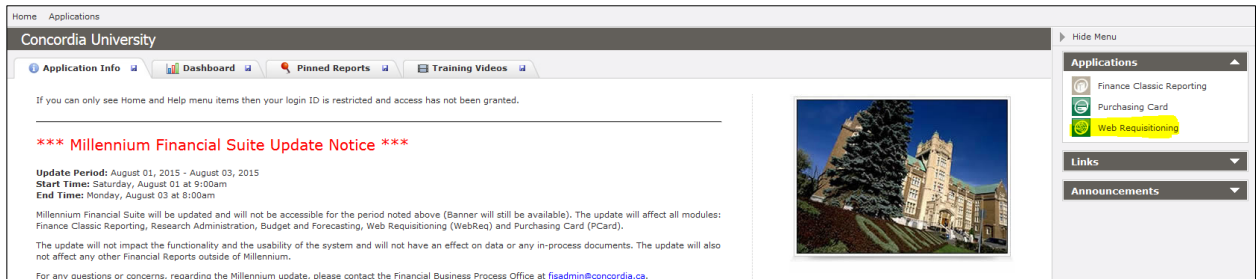


Create a WR

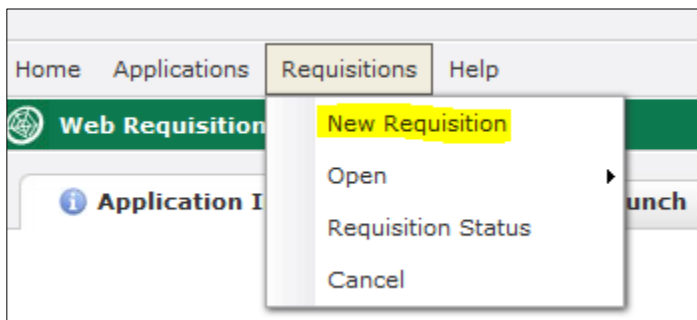
A pdf quote is not required to accompany the webreq when purchasing Adobe and Microsoft Software. For all other software, a quote is required. To request a quote, fill out a [webform](#).

To create a webreq for your software order, follow these steps:

1. Visit www.myconcordia.ca
2. Click on Financial Services > Millennium
3. Click on Web Requisitioning



4. Click on 'Requisitions' and then 'New Requisition'



5. You'll need to fill out the required fields in yellow

- a. Reference: your MyConcordia portal netname
- b. Telephone: your telephone number and extension
- c. Ship To: select SGW or LOYOLA from dropdown
- d. Building/Room: write ***NON-DELIVERABLE GOODS***
- e. Selected Vendor: for **Adobe Software** or **Microsoft Software** select SOFTCHOICE LP (1751 RUE RICHARDSON)

For all other software orders, inquire with purchasing services to select your vendor.

Vendor Name:
 Vendor Code:
 5 record(s) found

ID	VENDOR	ADDRESS	CITY	PROV	ATYP	SEQ
P-3-SOFT	SOFTCHOICE LP	PO BOX 57102	TORONTO	ON	BI	1
P-3-SOFT	SOFTCHOICE LP	6400 BOUL. TASCHEREAU	BROSSARD	QC	BU	1
P-SOFTCC	SOFTCHOICE LP	1751 RUE RICHARDSON	MONTREAL	QC	BU	1
P-SOFTCC	SOFTCHOICE LP	P.O. BOX 57102	TORONTO	ON	BU	2
P-3-SOFT	SOFTCHOICE LP	1751 RUE RICHARDSON	MONTREAL	QC	BU	2

- f. Comments: Enter the client's **netname** (who will receive the software) and **computer name** (computer the software will be installed on) for every license you order on the webreq
- g. Date Required: Click on the calendar and select the closest business day

6. Click on 'Save Requisition' to continue
7. Fill out the following fields:

Item	Commodity	Description *	Qty *	Unit *	Unit \$	Amount	Default
			0.00	EA	0.0000	0.00	<input checked="" type="checkbox"/>
						0.00	



- a. Commodity (320010 COMPUTER SOFTWARE MISC)
- b. Description (copy and paste all of the fields in the price list).
- If ordering one of the common Adobe and Microsoft software, copy and paste all of the information contained in the ITEM NUMBER (REQUIRED FOR WR) column on the price table featured on the Service Catalog.
 - Include the complete name of the software
 - If you are not ordering one of the common Adobe and Microsoft software, copy and paste all of the information contained in the description on the quote.

Purchases cannot be made for Adobe Acrobat Pro DC or Creative Cloud Complete as they are available free of charge as part of Concordia's [Adobe site license](#).








8. Click on the diskette to Save the WR and proceed.

Item	Commodity	Description *	Qty *	Unit *	Unit \$	Amount	Default
1	320010	Visio Professional 2016 D87-07313 PL-Z VisioPro 2016 ALNG MVL	1.00	EA	80.77	80.77	<input checked="" type="checkbox"/>
						80.77	

9. If you make a mistake and need to edit the Commodity Items section, click on the pencil symbol. To edit the top portion of the WR, click on the red **x**. You will lose all of the information entered in the Commodity section.

Commodity Items								
Item	Commodity	Description	Qty	Unit	Unit \$	Amount	Default	
1	320010	COMPUTER SOFTWARE MISC :: Visio Professional 2016 D87-07313 PL-Z VisioPro 2016 ALNG MVL	1.00	EA	80.7700	80.77	✓	 
						80.77		



10. Click on the following:
- 'Add Commodity Item' to add an additional item to the order
 - 'Attach Additional Information' to attach a file or pdf quote
 - 'Add Accounting Item' to add the billing information

 Attach Additional Information	 Add/Edit Requisition Notes	 Save Requisition
 Add Commodity Item		
 Add Accounting Item		
 Submit		
 fast administration support tool		

11. Enter all of the accounting details for each commodity item (Fund, etc.)

Accounting Items								
Accounting Detail for Commodity Item 1								
Line	Index	Fund *	Orgn *	Acct *	Prog *	Actv	Locn	Amount
								80.77
								0.00

12. To submit the WR for processing/approval – Click on '**Submit**'

 Submit
 fast administration support tool

13. The next step is to send the WR for approval, budget codes (where applicable) and processing. Search for the employee who can do this by clicking on the magnifying glass and enter his or her name.

Web Requisitioning > Requisition Approval > Submit requisition for approval, or to Purchasing.

Requisition: WR051631

Select a user to send requisition to for approval:

Employee

* [Search Input] [Magnifying Glass] [Star]

☒ Search for an Employee to approve this Requisition

☐ Send to a Department

☐ Requisition must be in balance with a commodity item of greater than zero dollars before it can be sent to Purchasing.

Enter additional comments here:

Total of all Commodity items : \$92.87
Total of all Accounting items : \$0.00
Requisition Balance : \$92.87

[Return to Requisition](#)

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software & service solutions

14. A message can be sent to the employee under '**Enter additional comments here:**'
15. Click on 'Submit' to send the software order.
16. The client must complete the WR and send it to Purchasing Services to process it into a PO (Purchase Order)
17. If your webreq does not required approval, you can send it directly to Purchasing Services