

# Create a WR

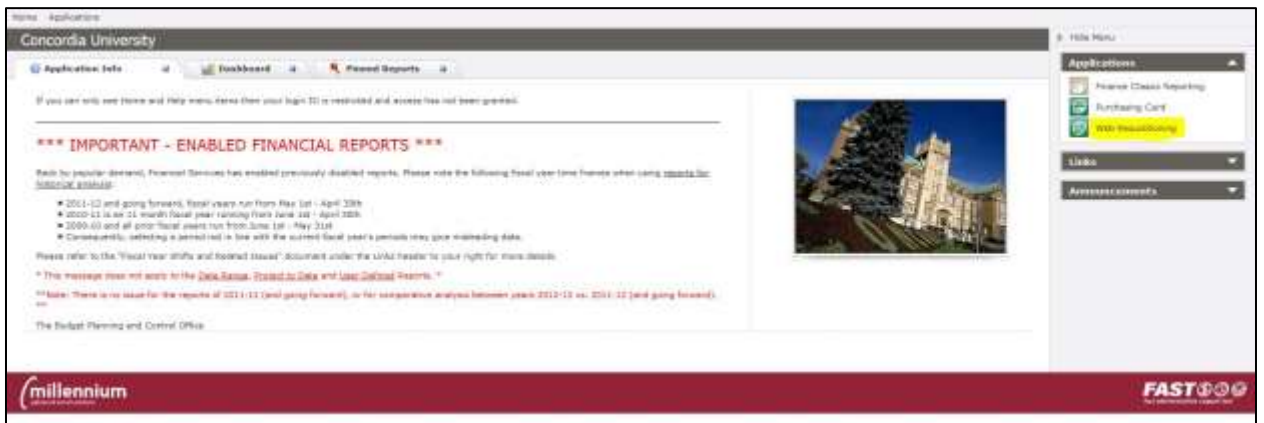
A pdf quote is not required to accompany the webreq when purchasing Adobe CLP and Microsoft VL Software. For Adobe Creative Cloud, and all other software, a quote is required.

To request a quote, fill out a [webform](#).

To view the list of required information when requesting a software quote, visit the [Adobe Creative Cloud](#) webpage.

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

1. Visit [www.myconcordia.ca](http://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.**



- 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. If the license you are ordering is assigned to a computer and not a named-user, indicate so here.
- 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 type="checkbox"/>
						0.00	

History PDF Cancel Copy

- a. Commodity (320010 COMPUTER SOFTWARE MISC)
- b. Description (copy and paste all of the fields in the price list).
  - i. 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: (link)
  - ii. Include the complete name of the software (example: Adobe Acrobat Professional DC)
  - iii. 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.

*In the example below, you would copy and paste all of the information found in the CODE PART, NO. MANUF MFGSKY and DESCRIPTION DU PRODUIT column of this quote in the Description of the webreq.*

CODE PART	NO. MANUF MFGSKU	DESCRIPTION DU PRODUIT ITEM DESCRIPTION
TW1315	65258634AB03A00	ACROBAT PRO DOCUMENT CLOUD (MLP) v2015 E-CERTIFICATE CLP-EDU 5 LVL3
TK0536	65234513AB03A00	ADOBE PHOTOSHOP ELEMENTS LICENSE (MLP) AOO LICENSE 1 USER - 100,000+ v5.x E-CERTIFICATE CLP-EDU 5 LVL3.
MEMO		English Version
		<b>TOTAL</b>
		LIVRAISON: Économique

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

Item	Commodity	Description *	Qty *	Unit *	Unit \$	Amount	Default
	320010	Adobe Acrobat Professional XI 11 Multiple Platforms Angels Licence 1 USER Months 65195512AB03A00	1	EA	-75.38	150.76	<input type="checkbox"/>
						0.00	

History PDF Cancel Copy

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.

Requisition : WR042302 Created By : ANDREWS

Originator	Reference	Telephone	Ext.	Ship To	Building/Room	Attachments	Quote	Selected Vendor
AANDREWS	AANDREWS	514-8482424	5991	SGE	*NON-DELIVERABLE	<input type="checkbox"/>	<input type="checkbox"/>	TECHNOLOGIES

Date Required: 20/11/2014 Chart: C - CONCORDIA UNIVERSIT

**Commodity Items**

Item	Commodity	Description	Qty	Unit	Unit \$	Amount	Default
1	320010	COMPUTER SOFTWARE MISC :: Adobe Acrobat Professional XI 11Multiple Platforms/English/License1 USER0 Month#65195512ABC3A00	2.00	EA	75.3800	150.76	<input checked="" type="checkbox"/>
						150.76	

**Accounting Items**

Accounting Detail for Commodity Item

Line	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount
								0.00

History PDF Cancel Copy

10. To add an additional item to the order - Click on **'Add Commodity Item'**.

Add/Edit Requisition Notes Save Requisition

**Add Commodity Item**

Add Accounting Item

11. For Adobe Creative Cloud Software, a quote is required. Adobe CLP and Microsoft VL software does not require a quote to order.

12. To attach a file or pdf quote - Click on **'Attach Additional Information'**.

**Attach Additional Information** Add/Edit Requisition Notes


Submit

**FAST**  
fast administration support tool


13. Click on the + document symbol to attach the file to the webreq


**Attachments**


Document Reference ID : WR045632





14. To add the billing information - Click on 'Add Accounting Item'.


 Add/Edit Requisition Notes

 Save Requisition

 Add Commodity Item

 Add Accounting Item


 Submit





**FAST**   
fast administration support tool

15. 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	
								94.00	
								0.00	

 History  PDF  Cancel  Copy

**millennium**  
software & service solutions

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

 Submit

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17. 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.

The screenshot shows a web interface for requisition approval. At the top, a green header bar contains the text: "Web Requisitioning + Requisition Approval + Submit requisition for approval, or to Purchasing." Below this, the requisition number "WR042302" is displayed. A section titled "Select a user to send requisition to for approval:" contains a search box with "Employee" entered and a magnifying glass icon. Below the search box are three radio button options: "Search for an Employee to approve this Requisition" (which is selected), "Send to a Department", and "Requisition must be in balance with a commodity item of greater than zero dollars before it can be sent to Purchasing." A text area labeled "Enter additional comments here:" is highlighted in yellow. Below the text area, summary statistics are shown: "Total of all Commodity items : \$173.34", "Total of all Accounting items : \$0.00", and "Requisition Balance : \$173.34". At the bottom, there are two buttons: "Submit" and "Return to Requisition".

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