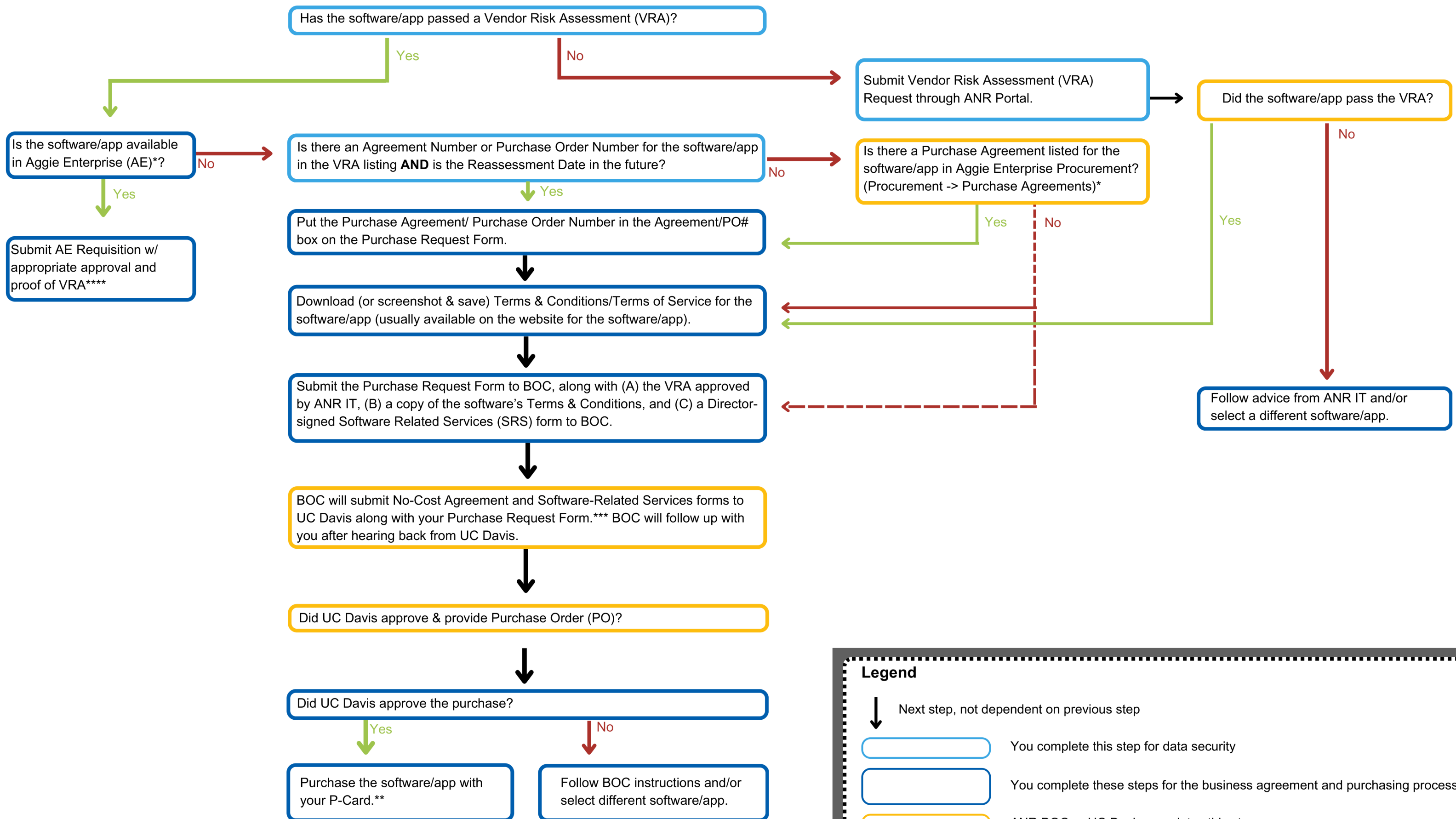


UC ANR Software Purchasing



Legend

- ↓ Next step, not dependent on previous step
- You complete this step for data security
- You complete these steps for the business agreement and purchasing process
- ANR BOC or UC Davis completes this step

IMPORTANT NOTES

*Aggie Enterprise (AE)

- If you don't have access to AE Procurement, contact anr-aggieenterprise@ucanr.edu to inquire about access.
- Our primary software/app retailers accessible as AE Punchout Catalogs are Dell and CDW-G, but if the software/app you need is not available through Dell or CDW-G, please check the other catalogs to see if your requested software/app is available.
(*AE Procurement -> Purchase Requisitions -> All Punchouts*)
- Software/apps purchased through Aggie Enterprise are VRA-exempt ***unless purchased through Amazon***. You must verify that the software/app has passed a VRA, or get it VRA approved **prior to purchasing the software/app**.
- Just because a software/app has a Purchase Agreement listed for the software/app in AE Procurement under Purchase Agreements does not necessarily mean it's available through the AE Punchout Catalog.

**When filling out the expense report in AggieExpense, after the expense becomes available, attach the Purchase Agreement and VRA.

***UC Davis has signing authority for any Terms & Conditions. **No staff member nor unit within UC ANR is authorized to accept Terms & Conditions nor sign contracts** if using University funds (this includes reimbursement situations).

****Take a screenshot of the software listing on the Vendor Risk Assessment (VRA) list on the ANR Portal with the Reassessment Date visible, save it as a PDF, and attach it to the Aggie Enterprise Requisition in addition to the Supervisor approval document.