The Office of Software Licensing manages software site license programs and volume discounts at Penn for popular academic computing products.
Ordering OSL Software

Click the Order Form link on the left and authenticate with your Pennkey. Enter your contact information as well as your Business Administrator’s (BA) contact information, and include your 26-digit budget code.

- Make sure you have entered a valid budget code and that the name of the BA you enter is one who can authorize the purchase.
- Only one budget number can be used with each order, but multiple products can be requested in the order.

Browse through the Order Form and select products. Some software requires additional information such as HostID or operating system which can be entered on the form.

When ready, click Continue to Order Summary to finalize your order, modify the order if needed, and then click Submit Order for BA Approval.

Your BA will receive an email to inform of your purchase which will include a link to approve the charge to the budget number on the order. After approving, your BA will receive a confirmation of the purchase.
Penn WebLogin

Log in to gain access to many protected University web resources.

**PennKey**

**Username** janedoe  
**Password** **********

[Log in]

Forgot PennKey username / password?  
[Test Your PennKey]

Change My Password  
[About Penn WebLogin]
Order Form

Please fill in the form below, selecting the products and quantities that you wish to order, then click "Continue to Order Summary Page" at the bottom of this form. Important Note: Make sure your information is correct before placing your order. An incorrect budget code or the wrong Business Administrator’s name will delay the order or cause it to be cancelled. You will be given an opportunity to confirm or change your selections. After you confirm your selections, the order will be emailed to your BA for electronic approval.

Important: If you licensed software in FY17, check with your Business Administrator before using this form. You might not need to place an order here. OSL has requested auto-renewal approvals from BA’s and expects to receive them in July. If your license is renewed automatically you will receive confirmation directly from OSL.

Contact OSL at 215-573-3567 or at licenses@exchange.upenn.edu if you have questions about placing an order.

Customer Information

- **First Name:** *
- **Last Name:** *
- **Department:** *
- **Campus Address:**
- **Phone:** *
- **E-mail:** *
- **Secondary Name Associated with purchase:**

Payment Information

- A valid budget number must be included with all orders.
- The Business Administrator (BA) must be able to authorize payment from the budget code shown above.
- If your BA (or other approver) needs to be changed, please contact the Business Office.
<table>
<thead>
<tr>
<th><strong>Customer Information</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
<td>Jane</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td>Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>BSD</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Campus Address:</strong></td>
<td>3401 Walnut, Suite 440A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>215-898-5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:janedoe@upenn.edu">janedoe@upenn.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Secondary Name Associated with purchase:</strong></td>
<td>Barbara Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payment Information

- A valid budget number must be included with all orders.
- The Business Administrator (B.A.) must be able to authorize payment from the budget code shown.
- For UPHS orders using Object Code 1520, a Lawson Number must be entered. Otherwise, Lawson number can remain blank.

<table>
<thead>
<tr>
<th>Budget Code:</th>
<th>Lawson Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>930 9344 1 039304 5274 7910 5411</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B.A. First Name:</th>
<th>B.A. Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly</td>
<td>Williams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B.A. E-mail:</th>
<th>B.A. Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:kelly@upenn.edu">kelly@upenn.edu</a></td>
<td>215-898-1234</td>
</tr>
</tbody>
</table>
Order Form - Please try again

You must enter a valid budget code to submit an order. The budget code you entered is formatted correctly, but is not currently valid in BEN. Please go back to the form and supply the required information in order to continue with your order.
Product Information

Click on any software vendor name below to expand and view a list of available products from that vendor; click on the vendor name a second time to hide its product list. Indicate the quantity of each product that you wish to order. When finished, click “Continue to Order Summary Page” at the bottom of this form.

NOTE: Certain products require additional information, such as operating system type, which will be requested when you select the product.

Most products have an expiration date of July 31, 2018.

- ArcGIS
- Filemaker
- Ghost
- Identity Finder
- IDL
- InCommon
- JMP
- Mathematica
- MATLAB
- SAS
- SPSS
- Thawte
- Uniprint

Continue to Order Summary Page
<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArcGIS Advanced Plus Extensions, Single License (Version 10.5)</td>
<td>1</td>
<td>$225.00</td>
</tr>
<tr>
<td>ArcGIS Advanced Plus Extensions volume price 5 licenses (Version 10.5)</td>
<td>0</td>
<td>$130.00</td>
</tr>
<tr>
<td>ArcGIS Advanced Plus Extensions volume price 10 licenses (Version 10.5)</td>
<td>0</td>
<td>$112.50</td>
</tr>
<tr>
<td>ArcGIS Advanced Plus Extensions volume price 20 licenses (Version 10.5)</td>
<td>0</td>
<td>$82.50</td>
</tr>
<tr>
<td>ArcGIS Advanced Plus Extensions volume price 40 licenses (Version 10.5)</td>
<td>0</td>
<td>$46.25</td>
</tr>
<tr>
<td>ArcGIS Advanced Plus Extensions volume price 100 licenses (Version 10.5)</td>
<td>0</td>
<td>$21.75</td>
</tr>
</tbody>
</table>

For more information on the above products, visit our Available Software page.

- Filemaker
- Ghost
- Identity Finder
- IDL
<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATLAB Single License (Version 2017b)</td>
<td>1</td>
<td>$200.00</td>
</tr>
<tr>
<td>Enter operating system (Win, Mac, Linux)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter HostID. Separate multiple HostIDs with commas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATLAB Concurrent License (Version 2017b)</td>
<td>0</td>
<td>$300.00</td>
</tr>
<tr>
<td>MATLAB Distributed Computing Server (32 worker pack) (Version 2017b)</td>
<td>0</td>
<td>$1200.00</td>
</tr>
</tbody>
</table>

For more information on the above products, visit our Available Software page.
Order Form - Please try again

You must supply additional information about your computing devices for the products that you ordered. Please go back to the form and supply the required information in order to continue with your order.
<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATLAB Single License (Version 2017b)</td>
<td>1</td>
<td>$200.00</td>
</tr>
<tr>
<td>Enter operating system (Win, Mac, Linux)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter HostID. Separate multiple HostIDs with commas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08-00-27-5B-90-C4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATLAB Concurrent License (Version 2017b)</td>
<td>0</td>
<td>$300.00</td>
</tr>
<tr>
<td>MATLAB Distributed Computing Server (32 worker pack) (Version 2017b)</td>
<td>0</td>
<td>$1200.00</td>
</tr>
</tbody>
</table>

For more information on the above products, visit our Available Software page.
MATLAB Single License (Version 2017b)  
1  $200.00

Enter operating system (Win, Mac, Linux)  
Mac

Enter HostID. Separate multiple HostIDs with commas  
08-00-27-5B-90-C4

MATLAB Concurrent License (Version 2017b)  
0  $300.00

MATLAB Distributed Computing Server (32 worker pack) (Version 2017b)  
0  $1200.00

For more information on the above products, visit our Available Software page.

- SAS
- SPSS
- Thawte
- Uniprint

Continue to Order Summary Page
Order Summary

Review the information below and click “Modify Order” to make changes.

- An incorrect budget code will have to be edited before an order can be submitted.
- An incorrect BA name will result in the order having to be resubmitted.

When you click “Place Order” an email will be sent to you and your BA asking your BA to approve the expense.

- Once the order is approved QSL will contact you about obtaining the software and license keys.

<table>
<thead>
<tr>
<th>Customer Name:</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Submitter's PennKey Name:</td>
<td>janedoe</td>
</tr>
<tr>
<td>Department/Address:</td>
<td>BSD 3401 Walnut, Suite 440A</td>
</tr>
<tr>
<td>Phone:</td>
<td>215-898-5000</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:janedoe@upenn.edu">janedoe@upenn.edu</a></td>
</tr>
<tr>
<td>Secondary Name:</td>
<td>Barbara Smith</td>
</tr>
<tr>
<td>Budget Code:</td>
<td>950 9344 1 019304 6274 7910 5411</td>
</tr>
<tr>
<td>BA Name:</td>
<td>Kelly Williams</td>
</tr>
<tr>
<td>BA Phone:</td>
<td>215-898-1234</td>
</tr>
<tr>
<td>BA Email:</td>
<td><a href="mailto:kelly@upenn.edu">kelly@upenn.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Supplier and Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArcGIS - ArcGIS Advanced Plus Extensions, Single License</td>
<td>$225.00</td>
<td>1</td>
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</tr>
<tr>
<td>MATLAB - MATLAB Single License</td>
<td>$200.00</td>
<td>1</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Order Total:** $425.00

If you have any comments you would like to add to the order (for example, a grant name or an explanation of need to help your BA process the approval), please provide them here:

**Modify Order**  **Place Order**
Order Approval In Progress

Thank you for your order! Your Order ID is 80
An email has been sent to your eA with instructions about approving the order
When the order is approved, OSL will contact you.
To contact the Office of Software Licensing, e-mail licenses@exchange.upenn.edu, call 215-573-3587, or fax 215-573-4021. Visit our office at Sansom Place East, Suite 119, from 1:00pm - 5pm, Monday - Friday.
A software order has been submitted to Penn's Office of Software Licensing (OSL) by Jane Doe (janedoe@upenn.edu), and your approval is requested.

To review details of the order and approve payment, please go to the OSL Order Approval Page at:

https://cms.business-services.upenn.edu/cms_app/osl/form/order/80

If you are not authorized to approve funds from the budget number shown on the order, please reject it so the order can be resubmitted by the requester.

If you have any questions, feel free to contact OSL at 215-573-3587 or at licenses@exchange.upenn.edu.

Best regards,

Mary Griffin

Office of Software Licensing

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University of Pennsylvania
Office of Software Licensing
Sasom Place East, Suite 119

http://www.upenn.edu/softwarelicenses
Penn WebLogin

Log in to gain access to many protected University web resources.

**PennKey**

Username: kelly
Password: ********

Log in

Forgot PennKey username / password?
Test Your PennKey
Change My Password
About Penn WebLogin
Order Approval

Business Administrator, please approve the following order:
Order ID: 81
Order Status: Submitted, awaiting B.A. Approval

Customer Name: Jane Doe
Form Submitter's PennKey Name: janedoe
Department/Address: BSD 3401 Walnut, Suite 440A
Phone: 215-898-5000
Email: janedoe@upenn.edu
Secondary Name: Barbara Smith
Budget Code: 930 9344 1 019304 5274 7910 5411
BA Name: Kelly Williams
BA Phone: 215-898-1234
BA Email: kelly@upenn.edu

Order comments provided by requester: This is for Project Alpha.

<table>
<thead>
<tr>
<th>Product Supplier and Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
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<tr>
<td>ArcGIS - ArcGIS Advanced Plus Extensions, Single License</td>
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<td>MATLAB - MATLAB Single License</td>
<td>$200.00</td>
<td>1</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

OS: Mac

HostID: 08-00-27-58-90-C4

Order Total: $425.00

If you have any comments you would like to add to the order (for example, to explain to the requester why you approved or rejected the order), please provide them here: Project Alpha disallows ArcGIS.

[Approve Order] [Reject Order]
Order Rejected

You have rejected the software license order. You will receive email confirmation of the order details.
To contact the Office of Software Licensing, e-mail licenses@exchange.upenn.edu, call 215-573-3587, or fax 215-573-4021. Visit our office at Sansom Place East, Suite 119, from 1:00pm - 5pm, Monday - Friday.
OSL Order is Rejected (Order ID 81)

Penn Software Licensing <licenses@exchange.upenn.edu>
Today, 7:21 PM
Williams, Kelly C licenses@exchange.upenn.edu Doe, Jane A

Kelly Williams:

Software License Order ID 81 has been rejected by the Business Administrator named on the order.

You may continue to review the rejected order details on the OSL Order Summary Page at:


If you want to place a new order, please make sure you have all the information you need before submitting the order.

If you have any questions, feel free to contact OSL at 215-573-3567 or at licenses@exchange.upenn.edu.

Best regards,

Office of Software Licensing

University of Pennsylvania
Office of Software Licensing
Sansom Place East, Suite 119

http://www.upenn.edu/softwarelicenses
Order Summary

Order ID: 81
Order Status: Rejected

Customer Name: Jane Doe
Form Submitter's PennKey Name: janedoe
Department/Address: BSD 3401 Walnut, Suite 440A
Phone: 215-898-5000
Email: janedoe@upenn.edu
Secondary Name: Barbara Smith
Budget Code: 930 9344 1 019304 5274 7910 5411
BA Name: Kelly Williams
BA Phone: 215-898-1234
BA Email: kelly@upenn.edu

Order comments provided by requester: This is for Project Alpha.

Order comments provided by BA: Project Alpha disallows ArcGIS. Project Alpha disallows ArcGIS.

<table>
<thead>
<tr>
<th>Product Supplier and Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
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<tr>
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Order Total: $425.00

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Order Approval In Progress

Thank you for your order! Your Order ID is 80
An email has been sent to your BA with instructions about approving the order
When the order is approved, OSL will contact you.
To contact the Office of Software Licensing, e-mail licenses@exchange.upenn.edu, call 215-573-3587, or fax 215-573-4021. Visit our office at Sansom Place East, Suite 119, from 1:00pm - 5pm, Monday - Friday.
Kelly Williams:

A software order has been submitted to Penn’s Office of Software Licensing (OSL) by Jane Doe (janedoe@upenn.edu), and your approval is requested.

To review details of the order and approve payment, please go to the OSL Order Approval Page at:

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If you are not authorized to approve funds from the budget number shown on the order, please reject it so the order can be resubmitted by the requester.

If you have any questions, feel free to contact OSL at 215-573-3587 or at licenses@exchange.upenn.edu.

Best regards,

Mary Griffin

Office of Software Licensing

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University of Pennsylvania
Office of Software Licensing
Sansom Place East, Suite 119

http://www.upenn.edu/softwarelicenses
Order Approval

Business Administrator, please approve the following order:

Order ID: 80
Order Status: Submitted, awaiting B.A. Approval

Customer Name: Jane Doe
Form Submitter's PennKey Name: janedoe
Department/Address: BSD 3401 Walnut, Suite 440A
Phone: 215-999-6500
Email: janedoe@upenn.edu
Secondary Name: Barbara Smith
Budget Code: 930 9344 1019304 5274 7910 5411
BA Name: Kelly Williams
BA Phone: 215-898-1234
BA Email: kelly@upenn.edu

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</tr>
<tr>
<td>MATLAB - MATLAB Single License</td>
<td>$200.00</td>
<td>1</td>
<td>$200.00</td>
</tr>
<tr>
<td>OS: Mac</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HostID: 06-00-27-5B-90-C4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Total: $425.00

If you have any comments you would like to add to the order (for example, to explain to the requester why you approved or rejected the order), please provide them here:

---

To contact the Office of Software Licensing, e-mail licenses@exchange.upenn.edu, call 215-573-3587, or fax 215-573-4021. Visit our office at Sansom Place East, Suite 119, from 1:00pm - 5pm, Monday - Friday.
Order Approved

Thank you for approving the software license order! You will receive email confirmation of the order details. To contact the Office of Software Licensing, e-mail licenses@exchange.upenn.edu, call 215-573-3587, or fax 215-573-4021. Visit our office at Sansom Place East, Suite 119, from 1:00pm - 5pm, Monday - Friday.
Kelly Williams:

Thank you for approving the software license order!

Note that most OSL licenses are valid through July 31, 2018, and can be renewed in the Summer of 2018.

Check OSL's Available Software menu for information about specific products.

Penn Office of Software Licensing will contact the requester with information about how to get the software and the license keys.

You may review the order details on the OSL Order Summary Page at:


If you have any questions, feel free to contact OSL at 215-573-3587 or at licenses@exchange.upenn.edu.

Best regards,

Office of Software Licensing

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University of Pennsylvania
Office of Software Licensing
Sansom Place East, Suite 119

http://www.upenn.edu/softwarelicenses
The Office of Software Licensing manages software site license programs and volume discounts at Penn for popular academic computing products.

Welcome to OSL's new website!
Wolfram Alpha Pro is now available for FREE to all Penn faculty, students, and staff. Sign in with your Wolfram ID at the site by clicking the Sign In button in the upper-right.