Office of Software Licensing

Annual License Renewal Process
Changes for FY19
OSL License Renewals - Background

• OSL’s Renewal with the Supplier
  • OSL pays an annual license fee to each Supplier in July
    • Acquires new license keys to extend expiration date
    • OSL makes the software available for departments to purchase

• OSL’s Transactions with Departments
  • OSL processes ~1000 orders in July/August
  • OSL distributes new license keys after the department’s purchase
OSL License Renewals - Background

• OSL’s Renewal Process with Departments

  • In the past, worksheets were emailed to BA’s
  • Approved worksheets were uploaded into OSL’s database
  • License keys were distributed as they became available.
FY19 Renewal Process – Two Changes

• An email will be sent to the Purchaser, not to the Approver

• A link will display a list of all the orders the Purchaser placed in FY18
  • Orders that are eligible for renewal will be noted

  • If the renewal link is chosen, the Order Confirmation screen displays
    • Information from original order populates the fields
    • Purchaser can change only the payment information (budget code, BA info)
    • If Purchaser proceeds, then the order moves on to BA for approval
      • Identical to the current ordering process
Sample Renewal Screen

Previous Orders

Below is a list of the orders you placed in FY18. Orders can be renewed for products purchased as full-year licenses in FY18. All other products would be purchased as new full-year licenses using the OSL Order Form.

Click on the order ID to view the details of the order or to renew the order (if eligible). Orders are eligible for renewal if all of the items ordered were full-year licenses for products that are available again in the current price list.

Order ID 319, October 2, 2017 (Eligible for renewal)
- SPSS - SPSS Premium Single License

Order ID 424, November 8, 2017 (Eligible for renewal)
- JMP - JMP Pro Single User

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.
Sample Confirmation Screen

Order ID: 424
Order Submitted: November 6, 2017
Order Status: Approved (approved on November 6, 2017)

Customer Name: Drumheller Anne
Form Submitter's PennKey Name: ald
Department/Address: Clinical Studies - NICB NIB1692
Phone: 610-925-6433
Email: ald@vet.upenn.edu
Secondary Name: Jessica Morgan
Budget Code: 580 5805 4 52794 5223 2000 5050
Lawson Number:
BA Name: Karen Cronin
BA Phone: 610-925-6209
BA Email: kcronin@vet.upenn.edu

Order comments provided by requester: Software for Dr. Jessica Morgan approved by Dr. Mary Robinson

Product Supplier and Description | Unit Price | Quantity | Total Price
---------------------------------|------------|----------|-----------------|
JMP - JMP Pro Single User       | $45.00     | 1        | $45.00

Order Total: $45.00

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.
Sample Renewal Screen

Previous Orders

Below is a list of the orders you placed in FY18. Orders can be renewed for products purchased as full-year licenses in FY18. All other products would be purchased as new full-year licenses using the OSL Order Form.

Click on the order ID to view the details of the order or to renew the order (if eligible). Orders are eligible for renewal if all of the items ordered were full-year licenses for products that are available again in the current price list.

- **Order ID 131, August 9, 2017** (Eligible for renewal)
  - MATLAB - MATLAB Single License

- **Order ID 134, August 11, 2017** (Eligible for renewal)
  - MATLAB - MATLAB Single License

- **Order ID 164, August 23, 2017** (Eligible for renewal)
  - MATLAB - MATLAB Single License

- **Order ID 434, November 10, 2017** (Eligible for renewal)
  - MATLAB - MATLAB Single License

- **Order ID 654, March 26, 2018** (Eligible for renewal)
  - MATLAB - MATLAB PT-YR Single License

- **Order ID 722, April 24, 2018** (Eligible for renewal)
  - MATLAB - MATLAB PT-YR Single License
### Sample Confirmation Screen

**Order ID 131, August 9, 2017 (Eligible for renewal)**
- MATLAB - MATLAB Single License

**Order ID 134, August 11, 2017 (Eligible for renewal)**
- MATLAB - MATLAB Single License

**Order ID: 134**
**Order Submitted: August 11, 2017**
**Order Status: Approved (approved on August 22, 2017)**

**Customer Name:** Yunhe Xie  
**Form Submitter's FirstName:** Koi  
**Department/Address:** Radiation Oncology 3400 Civic Center Blvd 4W  
**Phone:** 215-662-4843  
**Email:** Yunhe.Xie@uphs.upenn.edu  
**Secondary Name:** Ting Zhu  
**Budget Code:** 496  
**Lawson Number:**  
**BA Name:** Memna  
**BA Phone:** 215-988-0066  
**BA Email:** swamneam@upenn.edu

<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>MATLAB - MATLAB Single License</td>
<td>$200.00</td>
<td>1</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Order comments provided by requester/justification for purchase is in the file**

**HostID:** 7C-67-A2-56-A5-66  
**Order Total:** $200.00

---

**Order ID 164, August 23, 2017 (Eligible for renewal)**
- MATLAB - MATLAB Single License

**Order ID 434, November 10, 2017 (Eligible for renewal)**
- MATLAB - MATLAB Single License
What Orders Can be Renewed?

• Orders from FY18 that were for full-year products
• Plus, no other changes to the order can be made
  • Such as User Name, Secondary Name, Products, Quantities, HostID
• In cases where any of the above need to change, orders should be submitted on the OSL Order Form as a new order
  • There is no difference in price for a renewal vs. a new order
What Information can be Changed?

• Only the payment information
  • Budget Code
  • BA contact information

• The order is then routed to the BA for approval
Summary

• On July 2\textsuperscript{nd}, the End User (Purchaser) will receive an email with a link that will display all the orders he/she purchased in FY18

• No mailing will be sent to the BA (Approver)

• Orders that the Purchaser renews will be routed to the BA for approval, and OSL will fulfill the order when new keys are available.

• Your feedback on this process is valued and needed.
Office of Software Licensing
licenses@upenn.edu
215-573-3587