

Ordering Instructions

NORTH AMERICA UNIVERSITY SOFTWARE PROGRAM

The following instructions are provided as an aid to step you through the process of ordering Cadence software through the University Software Program:

1. Thoroughly review the University Program Policies. The Professor ordering the tools or one of his/her appointed Technical Liaisons should sign the Policies document, not the Legal or Purchasing Departments.
2. An authorized university representative must sign the University Program License Agreement before we can order software.
3. Fill out the University Information & Software Selection Form. All 8 pages need to be completed legibly and returned with the renewal packet.
4. The persons you designate as Primary and Secondary Technical Liaisons should be the people responsible for installation and maintenance of the Cadence software.
5. Print the University Software Quotation form. A quotation is often requested by University Purchasing departments; this form allows you to provide the quotation directly, because the processing fees are fixed.
6. Forward the following five (5) items to your Purchasing department:
 - Purchasing Instruction Sheet
 - A copy of the completed, legible Software Selection form
 - A completed Software Quotation form
 - A signed Policies document. (Please retain one for your records.)
 - A University Software Program License Agreement completed and signed by an authorized university representative.