



Purchasing Department Instructions

NORTH AMERICA UNIVERSITY SOFTWARE PROGRAM

Dear Purchasing Representative:

Attached are:

- Completed Software Selection form
- Completed Software Quotation form
- Program Policies signed by the Licensing Professor or a Technical Liaison
- Software License Agreement signed by an authorized representative of the University.

We require the receipt of these items, along with your Purchase Order, before any software licenses will be emailed. Please FAX these items to:

Cheryl Mendenhall
Fax: 512-342-5021

To avoid delays in processing your order, please adhere to the following guidelines when generating your Purchase Order:

- The Purchase Order must include a “Bill To” and a “Ship To” address.
- Terms of payment must be clearly stated as “Net 30”.
- Stated delivery date must match the date of the Purchase Order (or, preferably, “ASAP”). The stated delivery date should NOT be the software license expiration date, or any date longer than 15 days from the date of the Purchase Order.
- The Purchase Order should state “Cadence University Software Program Annual Processing Fee”. You may include an itemized list of the Bundles and the length of the license term (one or two years as stated on the Software Quotation). **Do not use words such as “maintenance” or “resale” in the Purchase Order.**