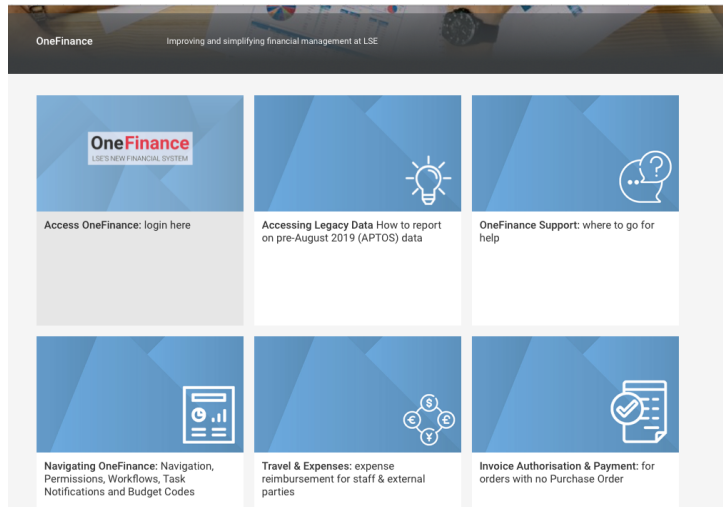
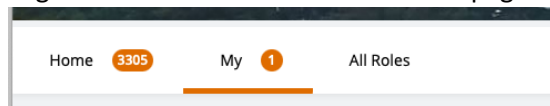


Adobe Acrobat Pro Subscription: Step-by-Step Guide

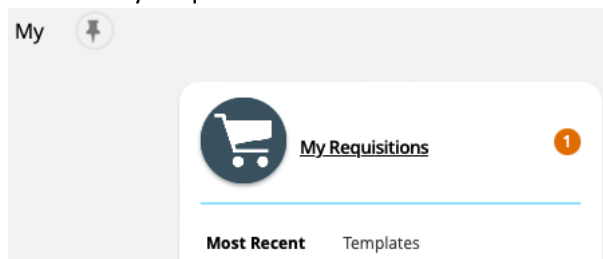
1. Login to [OneFinance](#):



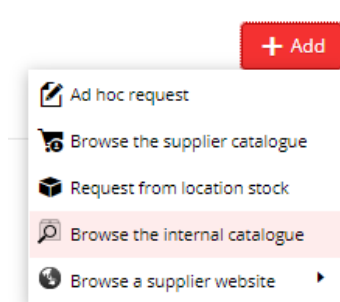
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- Click on My Requisitions



- Click on the **+ Add** button and select **"Browse the internal catalogue"**.




2. Filter the Internal Catalogue:

- You are presented with internal catalogue items from both Estates and DTS. Click on the supplier filter **"SOFTCAT LIMITED"**

Filters		Clear all
^ CATALOGUE		Clear
<input type="checkbox"/>	Estates Stores	0
<input checked="" type="checkbox"/>	IT Catalogue	7
<input type="checkbox"/>	LSE Main Catalogue	0
^ SUPPLIER		Clear
<input checked="" type="checkbox"/>	SOFTCAT LIMITED	7

3. Choose the Adobe Acrobat Pro subscription required:

Click the check boxes  next to subscription(s) required and then click the [Add and continue](#) button.

0 TOTAL (EX) 0.00 Review
Continue

Filters
Clear all
1 SELECTED
Add
Add and continue
< 7 records.

CATALOGUE	Clear			Adobe AcrobatPro (Teams)	
<input type="checkbox"/> Estates Stores	0			ACROBAT SOFTCAT LIMITED 65297936BB04A12 Software	GBP 78.84 65.70 (Ex) EACH (1)
<input checked="" type="checkbox"/> IT Catalogue	7			65297936BB04A12 - Adobe Acrobat Pro (Teams) - a named user subscription licence for the Adobe Acrobat Pro (Annual subscription is charged on a pro-rata basis until the agreement renewal March 2026. (Generic/shared email addresses may not be used))	7 DAYS
<input type="checkbox"/> LSE Main Catalogue	0				
SUPPLIER	Clear				
<input checked="" type="checkbox"/> SOFTCAT LIMITED	7				

Quantity

Add

4. **You will be returned to the requisition screen:**

- Click on the  button

Requested Items

+ Add

1 record.

...

Adobe AcrobatPro (Teams)

ACROBAT | SOFTCAT LIMITED | 65297936BB04A12

Quantity

1.00

Unit Amount (Inclusive)

78.84

REQUIRED 04-JUN-2025

793

PURCHASE

GOODS

GBP 78.84

65.70 (Ex)

EACH

1 DISSECTION

Edit

...

5. Add End User Details:

- In the comment field, provide the following details of the recipient:
 - Full Name
 - LSE Email address

Adobe Acrobat Pro Subscription

Item : Adobe Acrobat Pro Subscription (65297936BB04A12)

Line Type

Catalogue

Line Action

Purchase

Description *

Adobe Acrobat Pro Subscription

Long Description

65297936BB04A12 Adobe Acrobat Pro - a named user subscription licence for the Adobe Acrobat Pro (Annual subscription is charged on a pro-rata basis until the agreement renewal March 2025. (Generic/shared email addresses may not be used)

Comment

Joe Bloggs

j.bloggs@lse.ac.uk

6. Specify Delivery Details

- Select the Delivery Point to **"110 – DTS Administration"** for campus delivery. Orders with other delivery points will be rejected.

Delivery Point Type *

UUKGEN (LSE Delivery Pol...

Destination Inventory Location

Categorisation

Commodity Code

43211503 (Notebook computers)

IT Procurement

IT Service Desk Number

Delivery Point *

TBC

Accounting Admin

106 Post Room-Accounting

107 Post Room-Accounting Admin

108 Post Room-CARR

109 Post Room-Anthropology

110 DTS Administration

Advanced search

Unit Amount (Exclusive) (GBP)

678.54

Line Amount (Exclusive) (GBP)

678.54

Delivery Point Type *

UUKGEN (LSE Delivery Pol...

Delivery Point *

110 (DTS Administration)

Destination Inventory Location

7. Procurement Policy

- Select the Procurement Procedure followed to “**CAT (Catalogue Order)**”
- In the Contract / Framework Reference No. type in “**T25-042**”

^ Procurement Policy

Procurement Procedure followed
CAT (Catalogue Order)
Contract / Framework Reference No.
T25-042 Adobe Licences
Additional Comments for Procurement

8. Complete Cost Account Selection

- Click on Account and select “**Advanced search**” and in the pop-up window input your budget code into the **cost centre box** and click OK.

^ Contact Details

Contact Details (If raised on behalf of)

^ External Reference

Spear Reference (IGC Staff Only)

Planon Reference (Estates Staff Only)

^ Cost Account

Charge Type *

UUKDEFAULT (Default Item)

Ledger *

GL (23GLACT)

VAT Rate *

P1 (Partially Recoverable - ...)

☐ Apply Cost Account To All Lines ☐ Add Another Cost Account

Account

Account	Account Name
10.0.1000.1267.33004	LSE, Operating - Core, Service Line Mana
10.0.1000.1267.33009	LSE, Operating - Core, Service Line Mana
10.0.1000.1267.33017	LSE, Operating - Core, Service Line Mana
10.0.1000.1267.34002	LSE, Operating - Core, Service Line Mana
10.0.1000.1268.34001	LSE, Operating - Core, Research, IT Hard
10.0.1000.1268.34101	LSE, Operating - Core, Research, IT Appli
10.0.1000.1268.34103	LSE, Operating - Core, Research, IT Cloud

Advanced search

Account

Components

Accounts

Entity

10 (LSE)

Activity

0000 (Default)

Cost Centre

@@@@

Nominal Account

10.0.0000.@@@@.---

Account "10.0.0000.@@@@.34002" failed the validation checks.
Please enter a valid Account.

OK Cancel

Account

Components

Accounts

Entity

10 (LSE)

Activity

1000 (Operating - Core)

Cost Centre

Nominal Account

OK Cancel

- FI (Financially Recoverable) - ...

☒ Apply Cost Account To All Lines ☐ Add Another Cost Account

9. Save and Submit for Approval:

- Save

Adobe Acrobat Pro Subscription

Procurement Procedure followed CMT (Catalogue Order)	*
Contract / Framework Reference No. T23-070	
Additional Comments for Procurement	

< **Contact Details**

Contact Details (If raised on behalf of another user)

< **External Reference**

Spear Reference (JGC Staff Only)

Pension Reference (Etansas Staff Only)

< **Cost Account**

Charge Type *	Charge Code *
LUUKDEFAULT (Default item...)	NA (NA)
Ledger *	Account *
GL (24GLACT)	
VAT Rate *	
P1 (Partially Recoverable - ...)	

☐ Apply Cost Account To All Lines ☐ Add Another Cost Account

[illegible]

- [Submit for Approval](#)

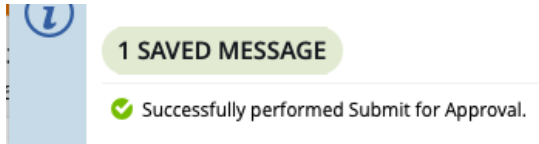
Submit for Approval

Requisition (RQ00046591) 🔗 📄

1 item, Total (Exclusive) GBP 65.70

<div style="margin-bottom: 10px;"> Requested Items 1 Item 1 Item is not fully costed </div> <div> Costing Summary 1 dissection </div> <div> Settings LSE purchasing location Required 04-Jun-2025 Entered </div>	<div style="margin-bottom: 10px;"> Requested Items + Add 📄 </div> <div style="margin-bottom: 10px;"> 🔍 🔖 1 record. </div> <div> <div style="display: flex; align-items: center;"> <div> <p>Adobe AcrobatPro (Teams)</p> <p>ACROBAT SOFTCAT LIMITED 65297936BB04A12</p> <p>Quantity 1.00</p> <p> REQUIRED 04-JUN-2025</p> <div style="display: flex; justify-content: space-between; align-items: center;"> PURCHASE NOT FULLY COSTED </div> </div> <div style="margin-left: 20px;"> <p>Unit Amount (Inclusive) 78.84</p> <p> 110</p> </div> </div> </div>
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- You will then be notified that the requisition has been successfully submitted for approval.



- **Please note you order will not be placed until budget holder approval has been given via the One Finance approvals process.**