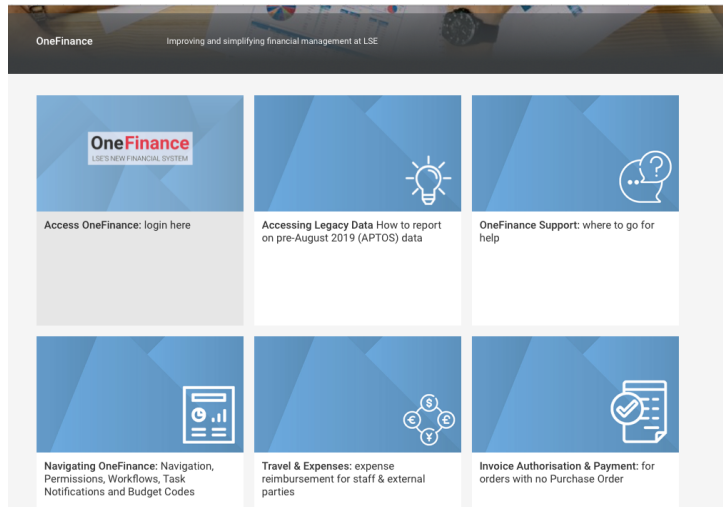
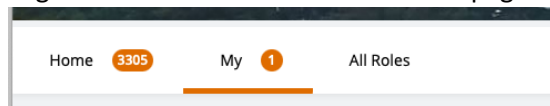


Adobe Creative Cloud Subscription: Step-by-Step Guide

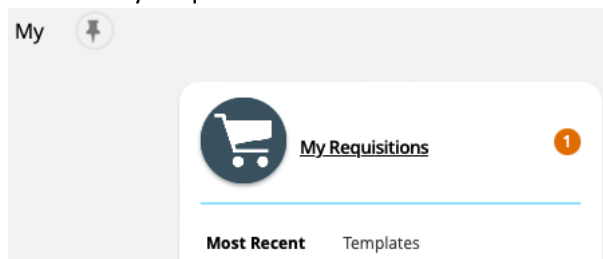
1. Login to [OneFinance](#):



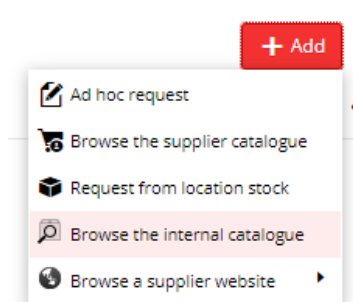
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- 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 Creative Cloud subscription required:

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

adobe creative cloud all apps

Filters

Clear all

1 SELECTED

Add

Add and continue

< 7 records.

^ CATALOGUE

Clear

☐

Estates Stores

0

☒

IT Catalogue

7

☐


LSE Main Catalogue

0

^ SUPPLIER

Clear

☒



Adobe Creative Cloud All Apps

CCALLAPP | SOFTCAT LIMITED | 65272477BB04A12 | Software

65272477BB04A12 Creative Cloud All Apps- a named user subscription licence for the full creative cloud suite (Annual subscription is charged on a pro-rata basis until the agreement renewal March 2026. Generic/shared email addresses may not be used)

Quantity

1

GBP 175.50

146.25 (Ex)

EACH (1)

7 DAYS

Add

4. You will be returned to the requisition screen:

- Click on the [Edit](#) button

Requested Items

+ Add

1 record.

...

Adobe Creative Cloud All Apps

CCALLAPP | SOFTCAT LIMITED | 65272477BB04A12

Quantity 1.00

REQUIRED 04-JUN-2025

PURCHASE

NOT FULLY COSTED

Unit Amount (Inclusive)

175.50

110

GOODS

GBP 175.50

146.25 (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 Creative Cloud (all apps)

Item : Adobe Creative Cloud (all apps) (ADOBE CC)

Line Type

Catalogue

Line Action

Purchase

Description *

Adobe Creative Cloud (all apps)

Long Description

Adobe Creative Cloud (all apps) - a named user subscription licence for the full creative cloud suite (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 Poi...

Destination Inventory Location

Categorisation

Commodity Code

43211503 (Notebook computers)

IT Procurement

IT Service Desk Number

Delivery Point *

TBC

110 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 Poi...

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

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 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

10.0.0000.@@@@.34002

Requested Items

Base: Dell Latitude 5340 X...

Contract / Framework Reference
NDNA

Additional Comments for Procurement

^ Contact Details

Contact Details (if raised on behalf of)

^ External Reference

Spear Reference (IGC Staff Only)

Planon Reference (Estates Staff Only)

^ Cost Account

Account

Components Accounts

Entity 10 (LSE) ✓

Activity 0000 (Default) ✓ Inactive

Cost Centre @@@@ ✗ Invalid

Nominal Account ✗

10.0.0000.@@@@.34002
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

- If there are multiple lines on the requisition you will need to complete the process above for each item. On completing the final line tick the button below to ensure all lines are charged to your designated code

P1 (Partially Recoverable - ...)

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

9. Save and Submit for Approval:

- Save the information – click **Save**.

Submit for Approval

Requisition (RQ0003859)
1 item, Total (Exclusive) GBP 178.75

Requested Items
1 item

Costing Summary
1 dissection

Settings
LSE purchasing location
Required 20-May-2024
Entered

Addresses
Address Not Used
United Kingdom

Authorisation History
2 items

Attachments
0 Attachments

Requested Items
Adobe Creative Cloud (all apps)

IT Service Desk Number

If this is an IT purchase, does it need to be delivered to IT?
N (No)

Procurement Policy
Procurement Procedure followed
CAT 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

Cost Account
Charge Type *
URUNDEFAULT (Default ite...
Charge Code *
IT_CATALOG (IT Catalogue)

Ledger *
GL (24GLACT)
Account *
10.0.1000.1271.34101 (IT Applicat...

VAT Rate *
P1 (Partially Recoverable - ...)

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

Cancel **Save**

REQUISITION **UNAPPROVED**

Requisition RQ0003859

Reference RQ0003859
Requisition Date 20-May-2024
Requisition User James Harvey
Requisition Total GBP 214.50

Additional Details
Do you want to Transfer Purchase Details to the Supplier? Y Display Amounts on Purchase Order? Y

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Adobe Creative Cloud (all apps)	1.00	each	178.75	GBP 178.75

Costing Summary

Supplier	Account	Exclusive	Inclusive
CCALLAPP	10.0.1000.1271.34101	178.75	GBP 214.50
Total			214.50

- Submit the request for approval – click **Submit for Approval**.

Submit for Approval

Requisition (RQ00046593)
1 item, Total (Exclusive) GBP 146.25

Requested Items
1 item

Costing Summary
1 dissection

Settings
LSE purchasing location
Required 04-Jun-2025
Entered

Requested Items
1 record.

Adobe Creative Cloud All Apps
CCALLAPP | SOFTCAT LIMITED | 652724778B04A12

Quantity 1.00

REQUIRED 04-JUN-2025

PURCHASE

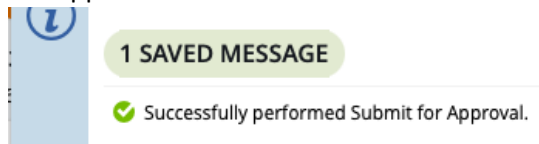
Unit Amount (Inclusive) 175.50

110

GOODS
GBP 175.50
146.25 (Ex)
EACH
1 DISSECTION

Edit **...**

- 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.