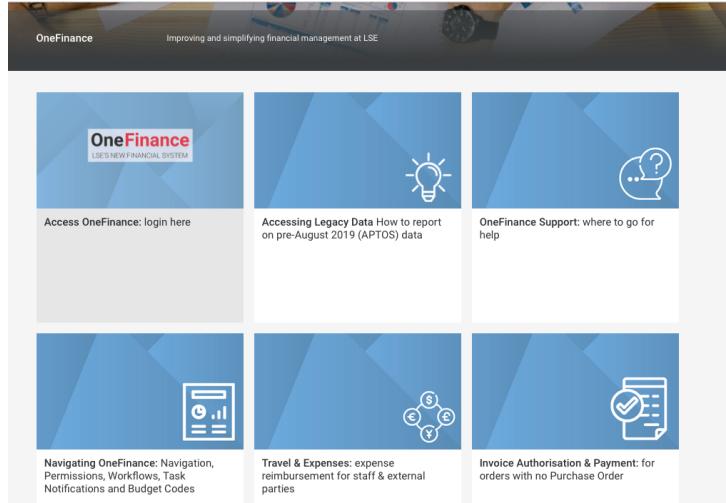
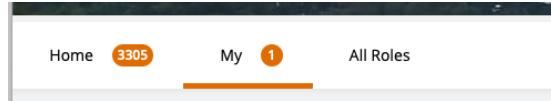


Adobe Creative Cloud Subscription: Step-by-Step Guide

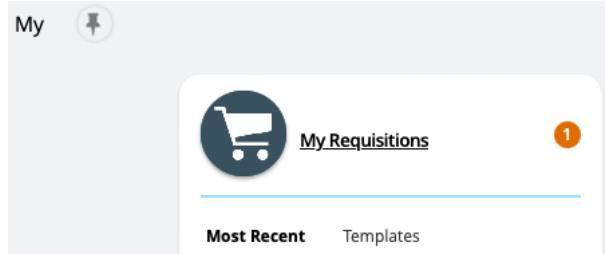
1. Login to [OneFinance](#):



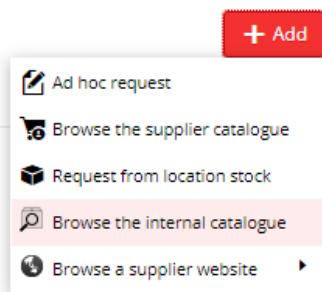
- Log in to OneFinance and in the Home page click "My" in the navigation bar



- Click on My Requisitions

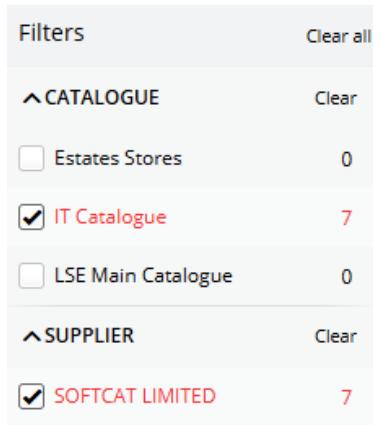


- Click on the button and select "Browse the internal catalogue".



2. Filter the Internal Catalogue:

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



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		Add and continue	
^ CATALOGUE		1 SELECTED	
<input type="checkbox"/> Estates Stores	0	<input checked="" type="checkbox"/>	Adobe Creative Cloud All Apps
<input checked="" type="checkbox"/> IT Catalogue	7		CCALLAPP SOTFCAT LIMITED 65272477BB04A12 Software
<input type="checkbox"/> LSE Main Catalogue	0		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)
^ SUPPLIER		Quantity	
		1	
		Add	

4. You will be returned to the requisition screen:

- Click on the **Edit** button

The screenshot shows a list of requested items. The first item is 'Adobe Creative Cloud All Apps' with the following details:

- Quantity:** 1.00
- Unit Amount (Inclusive):** 175.50
- Delivery Point:** 110 (Accounting Admin)
- Category:** 1 DISSECTION
- Unit:** EACH
- Unit Price:** GBP 175.50
- Ex-Unit Price:** 146.25 (Ex)

Buttons at the bottom right include 'Edit' and '...'.

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 Pol... ▾

Delivery Point * TBC ▾

Destination Inventory Location	106 Post Room-Accounting
Categorisation	107 Post Room-Accounting Admin
Commodity Code	108 Post Room-CARR
IT Procurement	109 Post Room-Anthropology
IT Service Desk Number	110 DTS Administration

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
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

Account Details (If raised on behalf of)	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		

▲ External Reference

Spear Reference (IGC Staff Only)
Planon Reference (Estates Staff Only)

▲ Cost Account

Charge Type * JUKE/DEFAULT (Default Item)	Advanced search
Ledger * GL (23GLACT)	10.0.0000.@@@@.34002
VAT Rate *	P1 (Partially Recoverable - ...)
<input type="checkbox"/> Apply Cost Account To All Lines <input type="checkbox"/> Add Another Cost Account	

▲ Requested Items

Base/Dell Latitude 5340 XC

Contract / Framework Reference	NDNA
Additional Comments for Procurement	
▲ Contact Details	Contact Details (If raised on behalf of)
▲ External Reference	Spear Reference (IGC Staff Only)
▲ Cost Account	Account Components Accounts Entity: 10 (LSE) ✓ Activity: 0000 (Default) ✓ Inactive Cost Centre: @@@@ Invalid Nominal Account: 10.0.0000.@@@@.34002 <small>10.0.0000.@@@@.34002 Account '10.0.0000.@@@@.34002' failed the validation checks. Please enter a valid Account.</small>

Components	Accounts
Entity: 10 (LSE) ✓	
Activity: 1000 (Operating - Core) ✓	
Cost Centre:	✓
Nominal Account:	✓
<input type="button" value="OK"/> <input type="button" value="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

Apply Cost Account To All Lines

9. Save and Submit for Approval:

- Save the information – click

Requisition (R000038059) *

1 item, Total (Exclusive) GBP: 178.75

Requested Items
1 item

Costing Summary
1 dissection

Settings
Let purchasing option
Requires: 75-May-2024
Entered

Addresses
Address Not Used
United Kingdom

Authorisation History
2 items

Attachments
0 Attachments

[View audit details](#)

Changed by James Harvey at 22-May-2024 13:53:10

Requested Items

Costing Summary

Procurement Policy

Contact Details

External Reference

Cost Account

Apply Cost Account To All Lines Add Another Cost Account

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 Procedure Followed
CAT (Catalogue Order)

Contract / Framework Reference No.
T23-070

Additional Comments for Procurement

Contact Details

Contact Details (raised on behalf of another user)

External Reference

Cost Account

Charge Type *	Charge Code *
UUODEFAULT (Default Item)	IT_CATALOG (IT Catalogue)
Letter *	Account *
GL (246LACT)	10.0.1000.1271.34101 (IT Application)
VAT Rate *	P1 (Partially Recoverable - ...)

REQUISITION

UNAPPROVED

Reference	22-May-2024
Entered	22-May-2024
Requirement	James Harvey
Requirement User	
Requirement Total	GBP 214.50

Additional Details

Do you want to Transfer Purchasing Details to the Supplier *

Display Amounts on Purchase Orders

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

Costing Summary

Length	100.000 (200.341)	Excl. VAT	178.75	Incl. VAT	GBP 214.50
DISCOUNT	10% (Up to: 0% if applicable)				
			Total	214.50	

- Submit the request for approval – click 

Submit for Approval

Requisition (RQ00046593)  

1 item, Total (Exclusive) GBP 146.25

 Requested Items + Add 

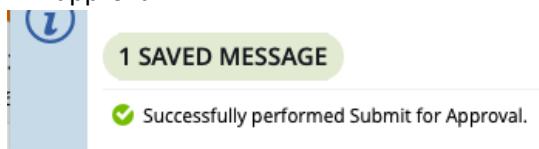
 Costing Summary 1 dissection 

 Settings LSE purchasing location
Required 04-Jun-2025 Entered

Requested Items 1 record.

Requested Items		Unit Amount (Inclusive)	GOODS
 Adobe Creative Cloud All Apps	1.00	175.50	146.25 EACH
CALLAPP SOFTCAT LIMITED 65272477BB04A12			1 DISSECTION
Quantity	1.00		
REQUIRED	04-JUN-2025		
 PURCHASE			

- You will then be notified that the requisition has been successfully submitted for approval.



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