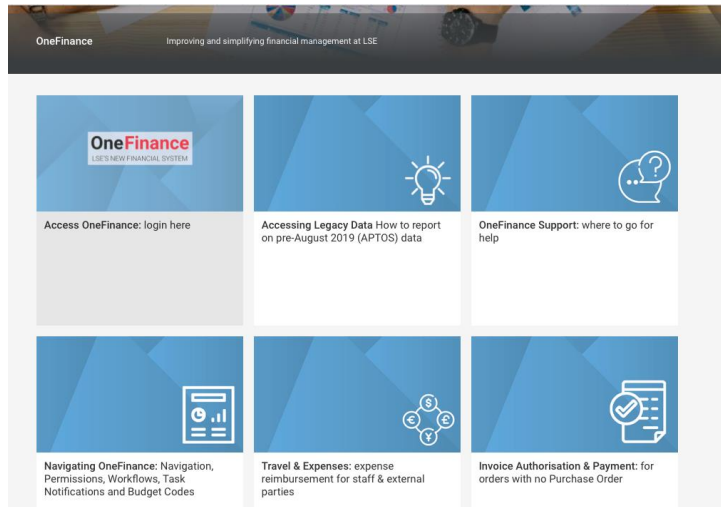
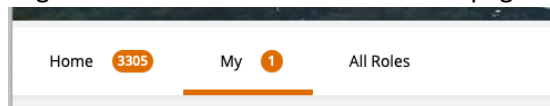


Adobe Creative Cloud Subscription: Step-by-Step Guide

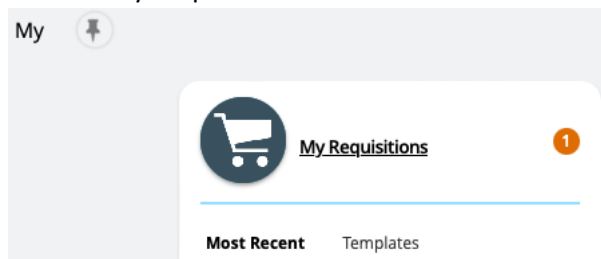
1. Login to [OneFinance](#):




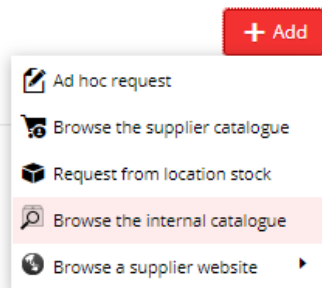
- Log in to OneFinance and in the Home page click “My” in the navigation bar



- 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 “**Academia Ltd**”

Filters	Clear all
^ CATALOGUE	
<input type="checkbox"/> Estates Stores	0
<input type="checkbox"/> IT Catalogue	6
<input type="checkbox"/> LSE Main Catalogue	0
^ SUPPLIER	
<input checked="" type="checkbox"/> Academia Ltd	6

3. Choose the Creative Cloud subscription required:

Click the check boxes next to subscription(s) required and then click the button.

Browse Catalogue Go to enquiry

Search

Filters Clear all 1 SELECTED < 6 records.

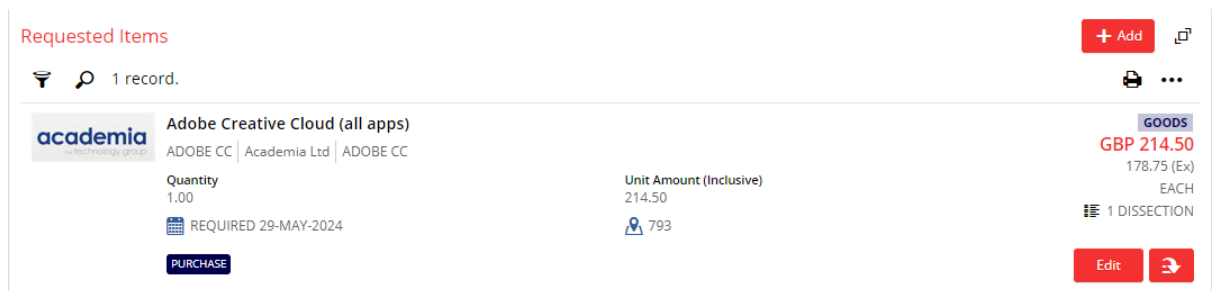
Quantity	1
<input type="checkbox"/>	<input type="button" value="+ Add"/>
<input checked="" type="checkbox"/>	<input type="button" value="+ Add"/>
<input type="checkbox"/>	<input type="button" value="+ Add"/>

academia **Adobe Audition**
ADOBE AUD | Academia Ltd | ADOBE AUD | Software
Adobe Audition - 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))
Quantity: 1
Price: **GBP 92.00**
76.67 (Ex)
EACH (1)
7 DAYS

academia **Adobe Creative Cloud (all apps)**
ADOBE CC | Academia Ltd | ADOBE CC | Software
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))
Quantity: 1
Price: **GBP 214.50**
178.75 (Ex)
EACH (1)
7 DAYS


4. You will be returned to the requisition screen:

- Click on the  button



Requested Items + Add

1 record.

	Adobe Creative Cloud (all apps) ADOBE CC Academia Ltd ADOBE CC	GOODS GBP 214.50 178.75 (Ex) EACH 1 DISSECTION
Quantity 1.00	Unit Amount (Inclusive) 214.50	
REQUIRED 29-MAY-2024	793	
PURCHASE		Edit

5. Add End User Details:

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

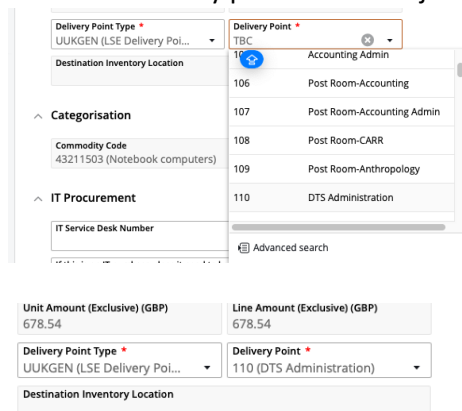
Adobe Creative Cloud (all apps)

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

Delivery Point * TBC
106 Accounting Admin
106 Post Room-Accounting
107 Post Room-Accounting Admin
108 Post Room-CARR
109 Post Room-Anthropology
110 DTS Administration

IT Procurement

IT Service Desk Number

Advanced search

Unit Amount (Exclusive) (GBP) 678.54	Line Amount (Exclusive) (GBP) 678.54
Delivery Point Type * UUKGEN (LSE Delivery Poi... Destination Inventory Location	Delivery Point * 110 (DTS Administration)

7. Procurement Policy

- Select the Procurement Procedure followed to “CAT (Catalogue Order)”
- In the Contract / Framework Reference No. type in “T23-070”

^ Procurement Policy

Procurement Procedure followed CAT (Catalogue Order)
Contract / Framework Reference No. T23-070
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.

Account Selection Pop-up Window

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

Cost Centre: 10.0.0000.@@@.34002

Account Selection Pop-up Window (Error State)

Components	Accounts
Entity	10 (LSE) ✓
Activity	0000 (Default) ✓ Inactive
Cost Centre	@@@ @ Invalid
Nominal Account	34002 (IT Hardware Accessories) ✓

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

OK Cancel

Account Selection Pop-up Window (Success State)

Components	Accounts
Entity	10 (LSE) ✓
Activity	1000 (Operating - Core) ✓
Cost Centre	1271 (End User Computing) ✓
Nominal Account	34101 (IT Application Software) ✓

10.0.1000.1271.34101 ✓

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

IT (Partially Recoverable - ...)

Apply Cost Account To All Lines Add Another Cost Account

9. Save and Submit for Approval:

- Save the information – click



Requisition (RQ00038059) 1 item, Total (Exclusive) GBP 178.75

Requested Items: Adobe Creative Cloud (all apps)

IT Service Desk Number: [Field]

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

Procurement Policy: CAT (Catalogue Order)

Contract / Framework Reference No. T23-070

Contact Details: [Field]

Cost Account: Charge Type: UUNKDEFAULT, Charge Code: IT_CATALOG (IT Catalogue), Ledger: GL (24GLACT), Account: 10.0.1000.1271.34101 (IT Applicat...), VAT Rate: P1 (Partially Recoverable - ...)

Buttons: Cancel, Save

- Submit the request for approval – click



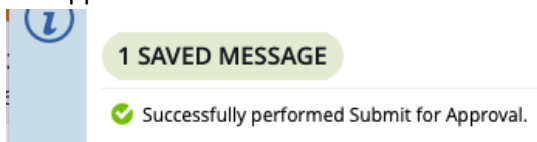
Requisition (RQ00038059) 1 item, Total (Exclusive) GBP 178.75

Requested Items: 1 record.

Item	Description	Quantity	Unit	Unit Amount (Inclusive)
1	Academia Adobe Creative Cloud (all apps)	1.00	each	214.50

Buttons: Add, Edit, Submit for Approval

- 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.