

## SPO ALERT

**Date:** October 20, 2015

**To:** State Agency Chief Procurement Officers and Other Interested State Personnel

**From:** State Procurement Office

**Re:** ADOBE Enterprise License Agreement

The State Procurement Office (SPO) has signed a three year Enterprise License Agreement with ADOBE. The license for this year has been prepaid by ASET. The product offerings are Acrobat, Creative Cloud and the ADOBE Publishing Suite. In order to place an order for any ADOBE ETLA products, the following process must be followed:

1. Obtain a quote for the product through the State's Software Value Added Reseller, SHI International and utilizing contract number ADSPO11-007500.
2. Upon receipt of the quote (which should be for zero dollars, if the purchase is for ETLA covered products), issue the purchase order to SHI using the contract number referenced.
3. The purchase order issued from Step 2 above, should be for .01. ProcureAz will not allow zero dollar purchase orders, as they cannot be closed out.
4. Your purchase order from Step 2 will not include any administrative fees.
5. Send the purchase order to SHI as you would for any other software purchase.

To introduce and start you using the ETLA, ADOBE and SHI have put together a tutorial, and webinars for the State of Arizona. Please visit the link below that will start the onboarding process.

Invite: <http://gov.adobeeventsonline.com/License/2015/AZ/invite.html>

If you have questions regarding the ETLA please call or email, Terri Johnson at 602-542-9122, [terri.johnson@azdoa.gov](mailto:terri.johnson@azdoa.gov) If you have questions about the issuance of the purchase order, please call or email the ProcureAz Help Desk at 602-542-7600 or [procure@azdoa.gov](mailto:procure@azdoa.gov)