UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UC ANR Software / App Purchasing

Has the software/app passed a Vendor Risk Assessment (VRA)?

Submit Vendor Risk Assessment (VRA) Request through ANR Portal.

Did the software/app pass the VRA?

Is the software/app available in Aggie Enterprise (AE)*?

Is there an Agreement Number or Purchase Order Number for the software/app in the VRA listing **AND** is the Reassessment Date in the future?

Is there a Purchase Agreement listed for the software/app in Aggie Enterprise Procurement? (Procurement -> Purchase Agreements)*

Submit AE Requisition w/ appropriate approval and proof of VRA ****

Put the Purchase Agreement / Purchase Order Number in the Agreement / PO# box on the Purchase Request Form.

Download (or screenshot & save) Terms & Conditions/Terms of Service for the software/app (usually available on the website for the software/app).

Follow advice from ANR IT and/or select a different software/app.

Submit the Purchase Request Form to BOC, along with Director-signed Software Related Services (SRS) form to BOC. **Depending on the VRA Protection Level**, additional materials may be required. See Important Notes section on the next page of this document.

BOC will submit a PO/No-Cost Agreement and a Software-Related Services Form to UC Davis along with your Purchase Request Form.*** BOC will follow up with you after hearing back from UC Davis.

Did UC Davis approve & provide Purchase Order (PO)?

Did UC Davis approve the purchase?

Has the software/app passed a Vendor Risk Assessment (VRA)?

Purchase the software/app with your P-Card. **

Follow BOC instructions and/or select a different software/app.

Legend

→ If yes, follow this arrow

→ If no, follow this arrow

Purchase requester completes this Data Security step

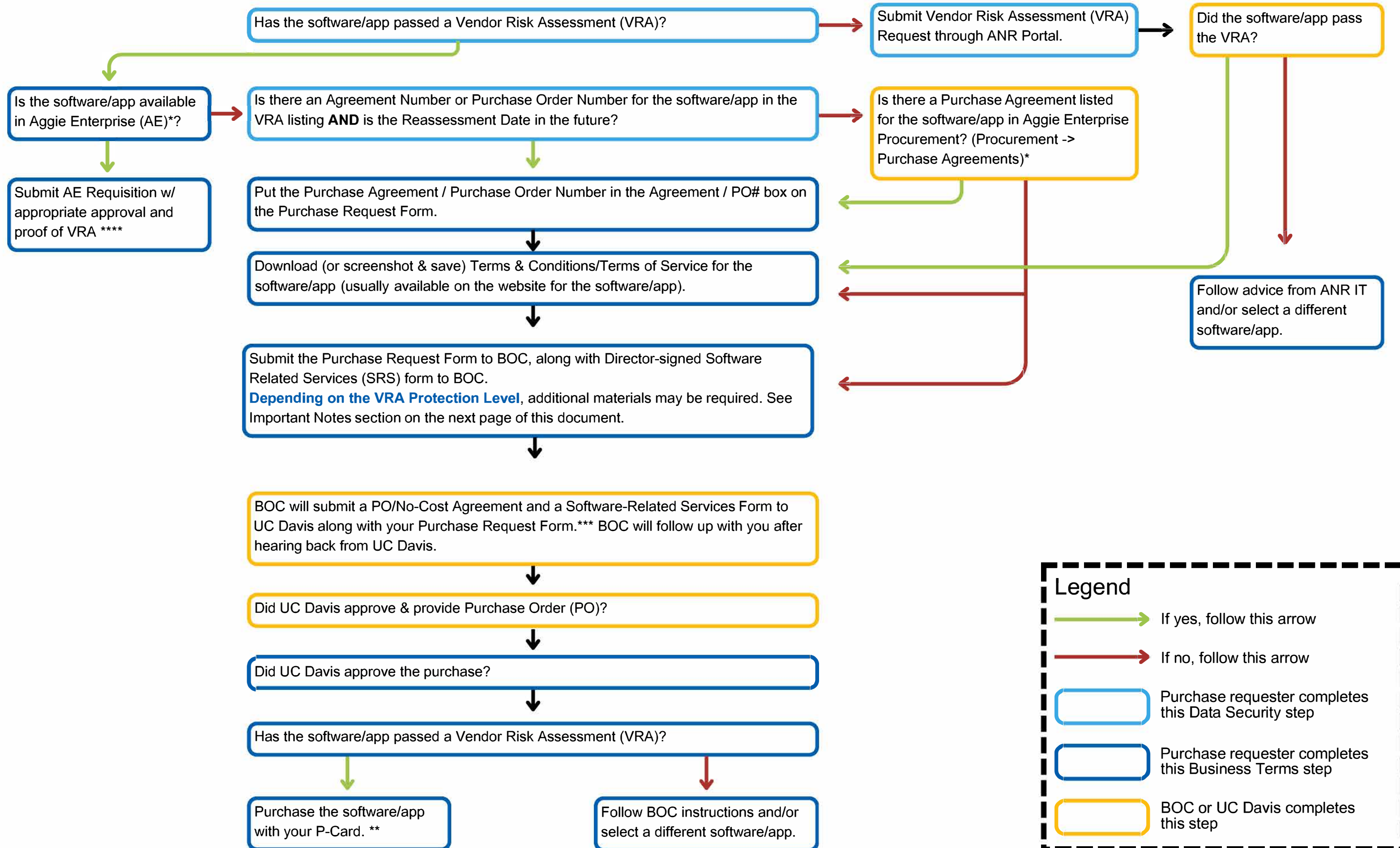Purchase requester completes this Business Terms step

BOC or UC Davis completes this step

IMPORTANT NOTES

* Aggie Enterprise (AE)
- If you don't have access to AE Procurement, contact anr-aggieenterprise@ucanr.edu to inquire about access.
- Our primary software/app retailers accessible as AE Punchout Catalogs are Dell and CDW-G, but if the software/app you need is not available through Dell or CDW-G, please check the other catalogs to see if your requested software/app is available.
- (AE Procurement -> Purchase Requisitions -> All Punchouts)
- Software/apps purchased through AE **are not VRA-exempt**. You must verify that the software/app has passed a VRA, or get it VRA approved prior to purchasing the software/app.
- Just because a software/app has a Purchase Agreement listed for the software/app in AE Procurement under Purchase Agreements does not necessarily mean it's available through the AE Punchout Catalog.

**When filling out the expense report in AggieExpense, after the expense becomes available, attach the Purchase Agreement and VRA.

***UC Davis has signing authority for any Terms & Conditions. **No staff member nor unit within UC ANR is authorized to accept Terms & Conditions** nor sign contracts if using University funds (this includes reimbursement situations). Download PDF or take screenshot of the Terms & Conditions and submit them to BOC with the Purchase Request form if the VRA indicates Protection Levels 3 or 4.

****Take a screenshot of the software listing on the Vendor Risk Assessment (VRA) list on the ANR Portal with the Reassessment Date visible, save it as a PDF, and attach it to the Aggie Enterprise Requisition in addition to the Supervisor approval document.

If you need to pay for this with a check, you also need to include a quote showing the pricing of the purchase.

Materials required in addition to the Purchase Request Form and Software Related Services (SRS) form:

VRA Protection Level: P1 or P2

For new software:
a. Approved VRA and its expiration date
b. **Software Related Services Form**

If repurchasing software (w/ active VRA):
a. Note in the email that the VRA is active and include expiration date.
b. Software Related Services Form

If repurchasing software (w/ expired VRA):
a. Renewed VRA and its expiration date
b. Software Related Services Form

VRA Protection Level: P3 or P4

For new software:
a. Approved VRA and its expiration date
b. Software Related Services Form
c. Vendor Terms & Conditions

If repurchasing software (w/ active VRA):
a. Note in the email that the VRA is active and include expiration date.
b. Software Related Services Form
c. Vendor Terms & Conditions

If repurchasing software (w/ expired VRA):
a. Renewed VRA and its expiration date
b. Software Related Services Form
c. Vendor Terms & Conditions