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### **Software and Cloud Services**

To install Microsoft software and cloud services for business use, visit ProductsWeb. Find all information on purchasing software and cloud services below. Have questions? Read our FAQs on the Get help section of the site.

To purchase pre-approved non-Microsoft software and cloud services for business use:  
[including Adobe, Jetbrains, Mathworks, Parallels, Techsmith Camtasia, etc.]

Visit MyOrder and click "View Product Catalog" in the Buy Products section. (If a catalog is not available in your country or company code, please contact XXX for assistance.)

Once in the catalog, enter a search term to find software and cloud services matching your keyword, refine your search by using filters on the left, and select items to compare side-by-side.

Add the software to your cart and confirm the items and quantity in the shopping cart details. Complete your purchase in the MyOrder PO form.

For all other software and cloud services purchases or for software contracting support: You must gain approval for your purchase, Request for Proposal, or contract negotiation from Core Services Engineering (CSE). Start the CSE Pre-Approval process.

Upon receiving your Approval ID from CSE, start the Procurement sourcing process here and complete the form.

For engagements involving Personal or Confidential data, please familiarize yourself with the SSPA Program and ensure your supplier is SSPA compliant before initiating a Purchase Order.

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### **SSPA Program overview**

At StarDeck, we believe that privacy is a fundamental right. In our mission to empower every individual and organization on the planet to achieve more, we strive to earn and maintain the trust of our customers every day.

Strong privacy and security practices are critical to our mission, essential to customer trust, and in several jurisdictions required by law. The standards captured in StarDeck's privacy and security policies reflect our values as a company and these extend to our suppliers that handle StarDeck data on our behalf.

The Supplier Security and Privacy Assurance (SSPA) program is a partnership between StarDeck Procurement, Corporate External and Legal Affairs, and Corporate Security. These partners develop and contribute to the supplier requirements to ensure that privacy and security principles are followed when suppliers handle StarDeck personal data or confidential data.

To learn more, view the SSPA Walking Deck and watch a video for a quick overview of SSPA and the buying process at StarDeck.

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**What is the status of my new supplier set up request?**

You can check the status of your new supplier set-up request by visiting Microsoft Payment Central and scrolling to the middle of the page under In Progress Requests. The typical new supplier set up request takes approximately 3 weeks; however, this is dependent on the supplier providing the required information.

**What is SSPA and how do I make sure my supplier is SSPA compliant?**

The Supplier Security & Privacy Assurance Program (SSPA) sets security and privacy requirements for Microsoft suppliers and drives compliance to these requirements.

To learn more about this program, go to the SSPA site for more information.

Is your supplier currently SSPA non-compliant? Reach out to SSPAhelp to have your supplier reviewed for compliance.

**Where can I learn more about GDPR?**

Access key resources and information on Procurement's purchasing tools and process supporting General Data Protection Regulation (GDPR) requirements by visiting the GDPR focus page. The key resources will help you plan and engage early.

**How is the buying process in my MyOrder changing if the engagement involves personal and/or confidential data?**

For engagements involving personal and/or confidential data, enhanced privacy questions are being frontloaded into the MyOrder buying process, and all buyers will be required to respond to specific data handling questions before being allowed to complete a Purchase Order.