Oracle
**Textura**
**Getting Started on the Oracle Cloud Store**

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# Oracle Cloud Store and PQM

To continue using Oracle Textura Pre-Qualification Management Cloud Service (PQM), you need to create an account on the Oracle Cloud Store and purchase a subscription. Registering with the Oracle Cloud Store is a short, onetime process, and will enable you to purchase future subscriptions for the PQM product.

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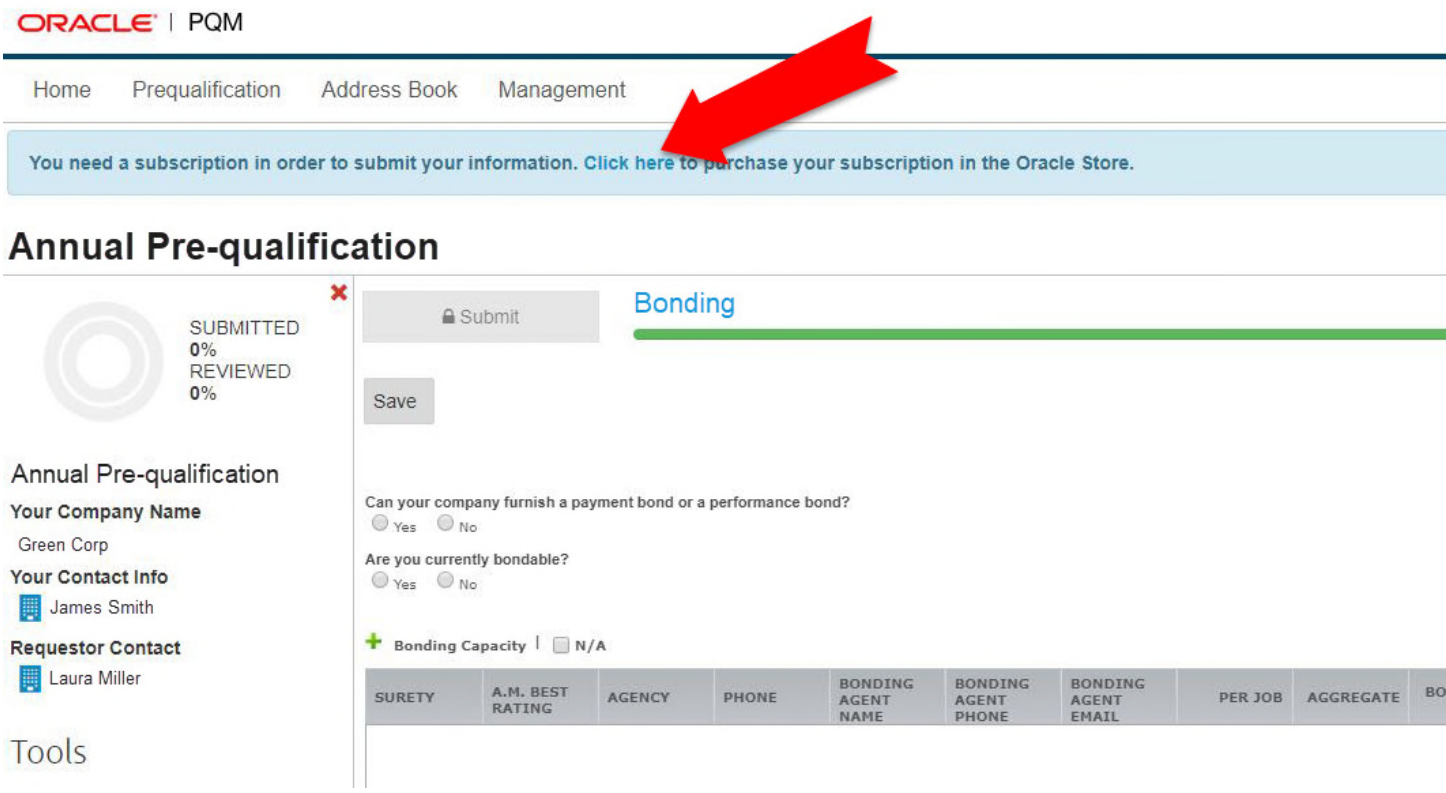
## Oracle Cloud Store Link

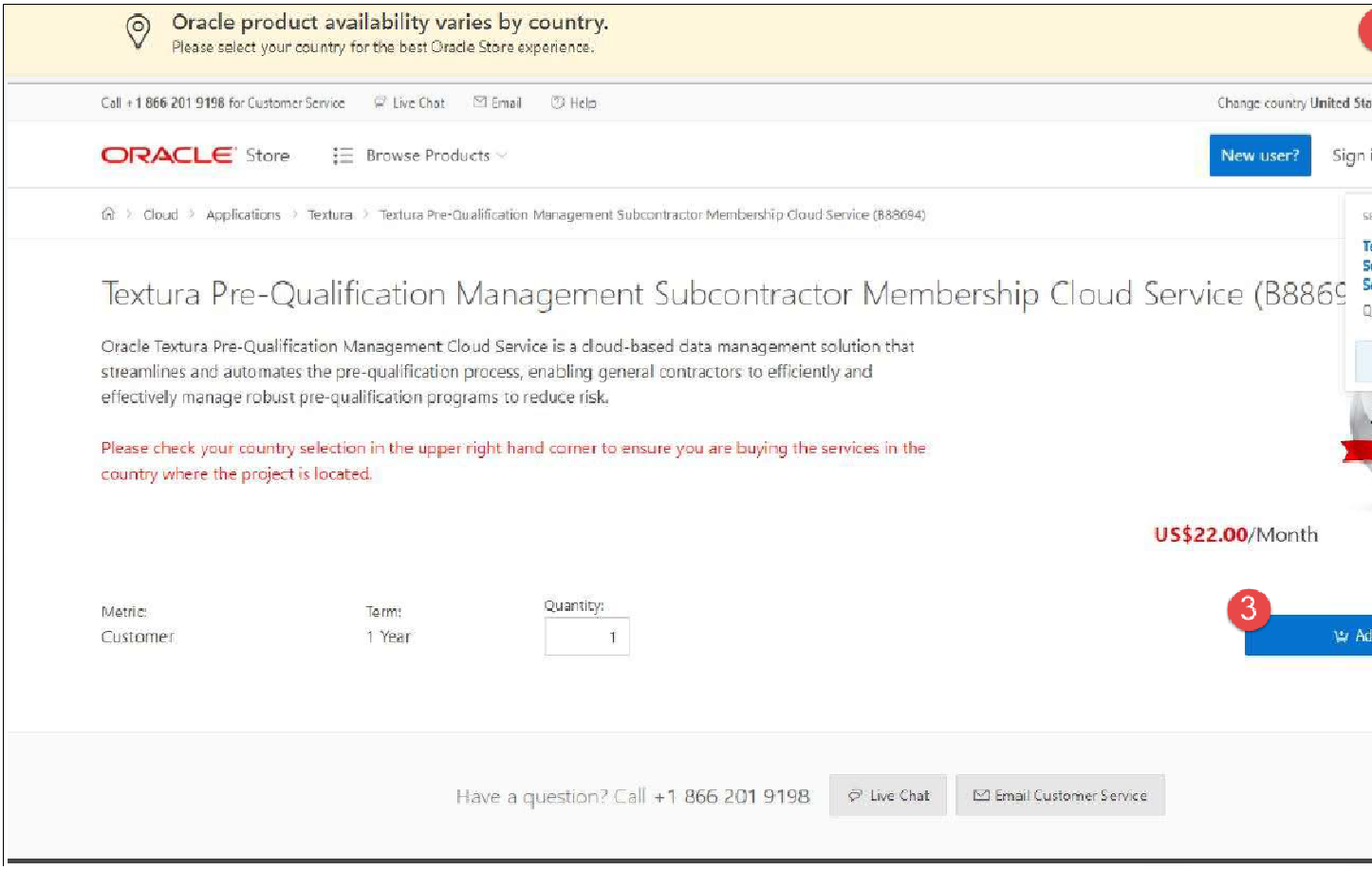
A blue message displays at the top of the workspace when you need to renew your PQM subscription. Select the **Click Here** link to go to the Oracle Cloud Store.



## Add PQM to the Cart

> **Caution:** Do not choose the New User? button at the top of the page. This will disrupt the Oracle Cloud Store setup workflow.

The Oracle Cloud Store displays information about the Oracle Textura Pre-Qualification Management Cloud Service (PQM) product, including usage fees. PQM is a standalone product. Other Oracle products cannot be added to the cart.




1) From the top of the page, choose the **Add Country** button.
   A **Set Country and Language** dialog box displays.
2) In the dialog box, select a country and language and choose **Apply Changes**.
   The dialog box closes.
3) Select the blue **Add to Cart** button.
   A message confirms the item has been added to the cart, and a red **1** displays next to the cart icon at the top of the page.
4) From the top of the page, select the cart icon and choose **View Cart** from the drop-down.
   The store navigates to the **Your Shopping Cart** page.
5) From the **Your Shopping Cart** page, view the subscription cost.

> **Note:** Oracle only offers yearly PQM subscriptions. The **Your Shopping Cart** screen will show a subscription rate of $22 USD per month. This rate over twelve months equals the $264 USD annual subscription rate.

6) Choose **Checkout**.
   The page reloads and displays a **Checkout** message.
7) From the **Checkout** message, choose the blue **New User** button.
   The Oracle Cloud Store opens a **Create an Oracle Account** page.

## Create an Oracle Cloud Store Account

An Oracle Cloud Store account is separate from an Oracle Textura Pre-Qualification Management Cloud Service. It is needed to purchase a PQM subscription.

1) From the **Create Your Oracle Account** page, enter contact and password details.

> **Note:** *Your email address becomes your username.*

2) (Optional) Select the check box to receive emails about Oracle products, services, and events.
3) Choose the blue **Create Account** button.
   The Oracle Cloud Store sends a verification email to the address entered on the **Create an Oracle Account** page.
4) From your email, find and open the message from the Oracle Cloud Store.
5) In the Oracle Cloud Store email, select the **Verify email and sign in** button.
   The Oracle Cloud Store opens in your default browser.
6) From the Oracle Cloud Store, enter the username and password you created, and choose the blue **Sign in** button.
   The Oracle Cloud Store returns to the **Your Shopping Cart** page.

## Continue Checkout Process

The **Your Shopping Cart** page includes additional sections and fields. Complete each section before continuing.

### Add Additional Information

The **Additional Information** section includes **Company Information**, **Cloud Account Administrator**, and **Main Location Phone Number** details.

Complete all fields:

- **Company Information**—Enter company details.
- **Cloud Administrator Account**—Enter contact information for the Oracle Cloud Store account.
- **Main Location Phone Number**—Enter a contact number.

**Note:** *Consider entering an office phone number.*

## Add Service Details

The **Service** section includes address details.

1) Complete all required fields.
2) (Optional) Select the **Make Preferred** option to set this address the as the preferred address on file.
3) If a **Verify Address** dialog box displays, select the **Use Standardized** button.

## Add Billing Information

The **Billing** section includes billing address details. If the service and billing address are the same, choose the address and then move to the next section.

If the billing address is different than the service address:

1) Complete all required fields.
2) (Optional) Select the **Make Preferred** option to set this address as the preferred billing address on file.

## Add Payment Information

The **Payment** section includes the annual price rate for a PQM subscription. Enter your credit card information to purchase access to the PQM product.

1) Select the Add a Card button.
   A **New Card** dialog box displays.
2) In the dialog box, select a card type and complete the required fields.
3) Select **Finish**.
   The dialog box closes.

## Add Tax Exemption Status

The **Tax Exemption** section allows new users to declare their company as tax exempt. When selected, Oracle begins an internal review and verification process.

If your company is not tax exempt, move to the next section.

If your company is tax exempt:

1) Select the check box.
   Required tax exemption fields display.
2) From the drop-down list, select a tax exempt reason.
3) Upload a tax exemption certificate.

## Accept Terms and Conditions

The **Terms and Conditions** section includes the terms of usage for Oracle Cloud Services.

Select **Accept** and choose **Save and Continue**. The **Confirm and Place Your Order** page displays.

## Confirm and Place Order

The **Confirm and Place Your Order** page shows the information added during the checkout process. Verify all information is correct and choose **Place Order** near the bottom of the page.

A **Your Order** has been placed page appears, and the Oracle Cloud Store sends an order confirmation to the email address held on file.

The confirmation includes an order number and a CSI Number.

Once the system processes your order, the PQM system sends an email, confirming your subscription is now active.

### Tip

It can take up to two hours for the email to arrive in your inbox. While waiting for the email to arrive, you can log in to PQM and begin working on your pre-qualification forms. The system will will still save your work. Once you receive the confirmation email, you can submit your forms.

This concludes the Oracle Cloud Store setup process.

# Copyright

Oracle Textura Getting Started on the Oracle Cloud Store

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