

Software as a Service (SaaS)

Software as a Service (SaaS) is third party software that is hosted by a third party and delivered over the internet as a service.

Corporate approved software is available to order in Procurement Cloud. This guide also includes information for ordering non-standard SaaS software.

Pricing

- SaaS options in Procurement Cloud have negotiated supplier pricing.
- For SaaS software not available in the Supremo catalog:
 - One quote is required above \$5,000.
 - Procurement review is always required for this category.
 - When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than \$100,000.
 - Please work with your Procurement Contact if you need assistance.
 - **Note:** All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- There is no contract requirement when ordering SaaS software available in Procurement Cloud.
- For non-standard SaaS software requests:
 - A contract is required for transactions of \$100,000 or more.

- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Ellie Elmer (EMEA)
- Jason Jung (JAPAC)
- Luis Lorenzo (LAD)
- Natalie Norman (North America)

Additional Ordering Instructions

Visit Procurement Cloud to request for SaaS software.

For non-standard software requests:

- Attach a document from Supplier, or a Supplier quote or proposal to the Purchase Requisition. Identifying the service, pricing and term.
- Any agreement required by the Supplier or quote that requires signature should be attached to the Purchase Requisition. **Corporate Security Solution Assurance Process (CSSAP)**: For any Purchase Requisition in this category (no matter the value), CSSAP qualification needs to be submitted to determine if a CSSAP review is required. A CSSAP qualification must be performed for that Supplier PER instance no matter if another department has previous approval for that software or Supplier.
- You are required to add the "Service Start Date" and "Service End Date" in the description for SaaS requests