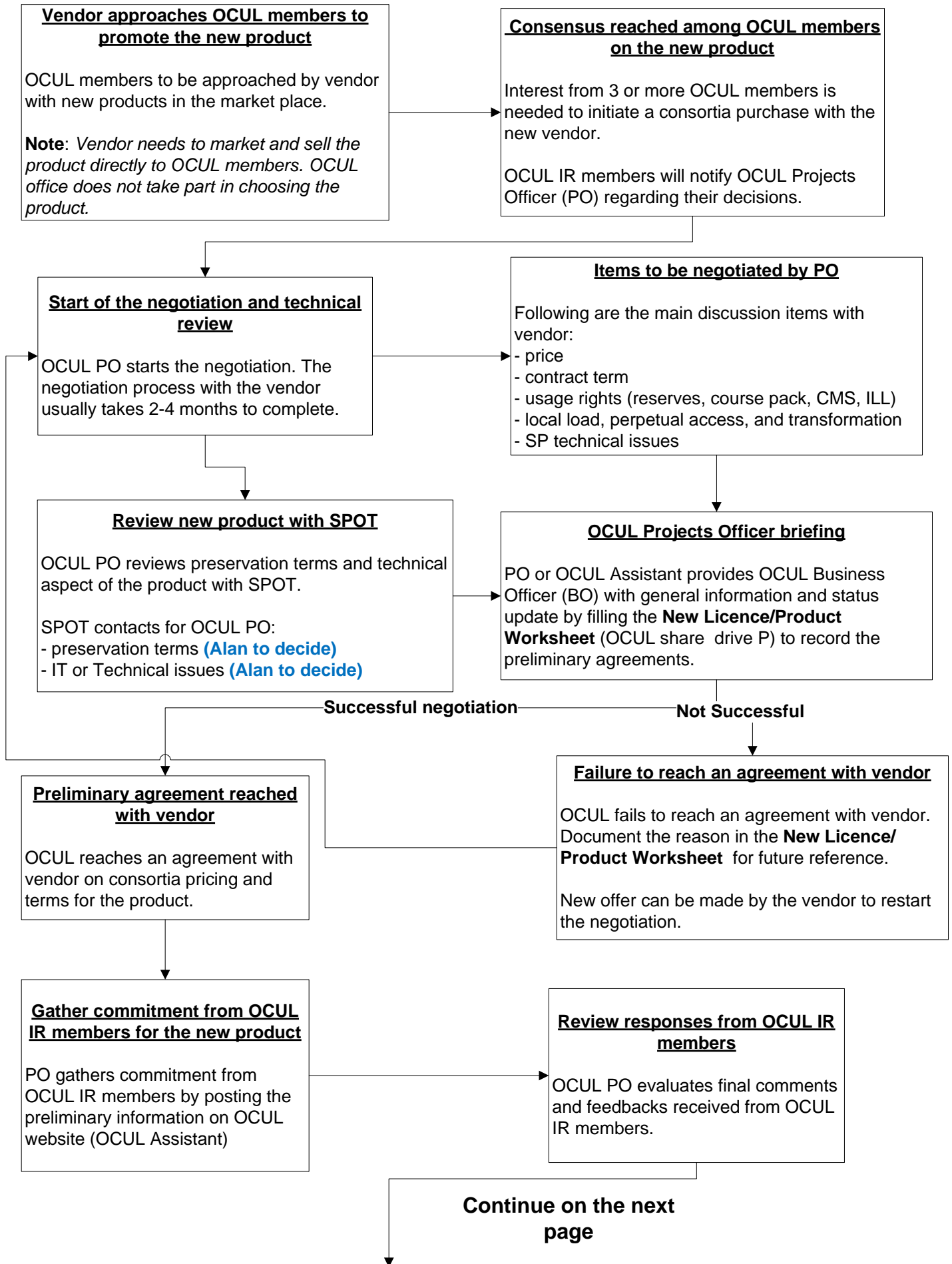


OCUL E-resources License Management Workflow

- New licence/product with a new vendor



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Confirming rights and detail license terms with vendor

OCUL PO works to confirm the rights and detail license terms with vendor. At this point OCUL PO provides the vendor with a list of participating OCUL schools for the product.

OR

OR

Using the OCUL licence

OCUL office prefers the vendor to use the OCUL licence. Vendor has the option to amend the licence.

Record the vendor amendments in **New Licence/Product Worksheet**.

Using the vendor license

OCUL office prefers the vendor to use the OCUL license, but when is not possible OCUL will use vendor license with OCUL ammendments

Completing the PO portion of the New Licence/ Product worksheet

OCUL PO completes the PO portion of the **New Licence/Product Worksheet** with finalized pricing, terms, and agreement.

Licence and contracts management (OCUL Business Officer)

After finalizing the licence terms and agreement OCUL PO sends the **New Licence/Product Worksheet** and licence to OCUL BO for OCUL Executive Director's signature.

OCUL Executive Director signature

OCUL ED reviews and signs the licence agreement prepared by OCUL PO.

Obtain vendor's signature

OCUL office mails out the signed licence for vendor's signature. An electronic copy is scanned and send to vendor as well.

A fully executed copy (Print, sign by both parties) of the licence is required on file for record management.

Notification from vendor for access

Vendor provides access to the product. Date of access should be recorded in **New Licence/Product Worksheet**.

Note- Sometimes vendor provides access before signature on basis of an e-mail agreement with PO.

Update the OCUL OUR Database regarding usage rights

Usage rights information to be input on the OUR Database and OCUL selectors website to be updated by OCUL Assistant.

Invoicing for the product

Invoice is received after access has been provided by the vendor. Payment to be made by COU through existing E-resources accounts payable process.

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