

Purchasing Windows 7 From UCSD Market Place

Conrad McGarry updated July 17, 2014 at 6:34 PM

This purchase is for a single license good for use on one computer along with a digital copy of Windows 7.

Questions Addressed

- How to purchase and download Windows 7 How to purchase and download Windows 7

What you will need:

- A [Business Systems](#) account.
- Index Number

You can self-register for an account at [Single Sign-On: How to Self-Register](#).

Procedure

1. Go to [Market Place](#).
2. Log in with your Business Systems credential.

[UC San Diego](#) ▶ Single Sign-On

[Business Systems](#)

Sign on only from secure locations.

If you remain inactive, you'll be automatically signed-off and you'll lose your w

Sign on using your UCSD email and Business Systems password

Username - [New User?](#)

Password - [Reset your password?](#)

*UCSD logs all transactions for audit and security purposes.
Access violators will be prosecuted.*

3. In the search bar at the top of the screen enter in the Part#: **FQC-02425**

Search [More Search Options](#)

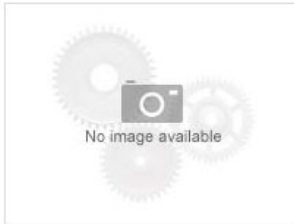
4. Look for "Microsoft Windows Professional - Upgrade & software assurance - 1 PC - EDU - Campus, School, Enterprise, Select, Select Plus - All Languages" and click on **Select from Punchout**.


Microsoft Windows Professional - Upgrade & software assurance - 1 PC - EDU - Campus, School, Enterprise, Select, Select Plus - All Languages
Select from Punchout

From SHI (Software House International) EA
 larger image Catalog No. 21015970 Favorite | Compare
 Manufacturer Info FQC-02425 - (Microsoft)

5. Click on **Add to Ariba**.

Windows Pro - upgrade & software assurance



Microsoft

Category: PC OS software:

Product Pricing: **\$60.62**

Inventory: In Stock

Quantity To Order:

[View all PC OS software by Microsoft >>](#)

General Information	Main Specifications	Extended Specifications
ProductId:	21015970	
Description:	Windows Pro - Upgrade & software assurance - 1 PC - EDU - Campus, School, Enterprise, Select, Select Plus - All Languages	
Product Line:	Microsoft Licensing, Systems	
Manufacturer:	Microsoft View all products by this Manufacturer >>	
Mfr Num:	FQC-02425	
Your Price:	\$60.62	
Category:	PC OS software View all products in this Category >>	
Product Type:	Software Licenses	
UNSPSC:	43161602	

6. In the next window click on **Proceed to Checkout**.

Home | Favorites | Requests | **Carts** | Order Query | Invoice History | Profile | Contracts | Customize

Active Cart | Pending Carts | Favorites | My Recent Requisitions

Shopping Cart for KHOA PHAM Continue Shopping

1 Item(s) for a total of **65.47** USD
 Subtotal: 60.62 USD
 Estimated Tax, SHI: 4.85 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update Add miniRequest Empty cart Perform an action on (0 Items Selected)... Select All

SHI (Software House International) ei More Info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?
 Need to make changes? [PUNCHOUT AND EDIT CART](#) | [VIEW ITEMS](#) | Punchout returned: 8/23/2013 1:47:25 PM

Line(s):	Product/Service Description	Unit Price	Quantity	Total
1	Windows Pro - upgrade & software assurance Item added on Aug 23, 2013 Catalog No. 21015970 Manufacturer Info FQC-02425 - (Microsoft) Contract 960/OP/226 Contract Details Software Reseller/SHI Change... Account Code 638079-Comp Software Purchases & Licenses Taxable? <input checked="" type="checkbox"/>	60.62 USD	1	60.62 USD

7. Under the Payment: Index(es) click on **Required Field** enter you Index Number and click **Save**.

Summary | Shipping | Payment: Index(es) | UCID/FAB & RUA | Taxes/SAH

Payment: Index(es) Hide Value Descriptions

These values apply to all lines unless specified by line item.

Index (CAPS ONLY)	Business Unit	Department
Required Field	No Value	No Value

Favorite, Delete or Move selected items: Add To Favorites Go

8. Select the **Summary** tab to review your information and edit any necessary fields. Then click **Submit**.

Shipping
 Payment: Index(es)
 UCID/FAB/WO & RUA
 Final Review
 Submit

Assign Cart

[Return to Shopping Cart](#)
[Continue Shopping](#)

All Done! You can now Submit or Assign your cart.

Requisition | [Approval Steps](#) | [Comments](#) | [Attachments](#) | [History](#)

Summary | [Shipping](#) | [Payment: Index\(es\)](#) | [UCID/FAB/WO & RUA](#) | [Taxes/SAH](#)

Shipping To:
Index (CAPS ONLY)
Business Unit
Department

IGPP-NETWORK-62034A-438610-434030
IGPP - Janet Matsumoto

Shipping Speed (if applicable):

Options: Best Carrier-Best Way

[Edit By Line Item...](#)

9. You will be sent a notification email of your order from <mphelp@ucsd.edu> and within a day or two you will receive two emails.
- a. The first email will contain the license key for Windows 7 and a link that would lead you to a log in screen to download the digital copy of the operating system as seen below. You will need to use your UCSD email.



shi.com

Software House International ESD

Please enter your Email address and Password:

Email:

Password:

- b. The second email will contain the password to the log in screen above.

If you need further assistance, please [contact IGPP Net Ops](#).