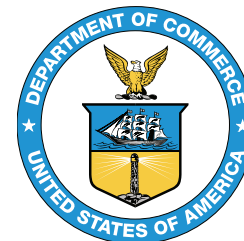


Adobe® Department of Commerce DOWO Catalog Guide



How To Order

To begin processing orders or obtain a price quote:

1. Go to www.sewp.nasa.gov (account registration is needed).
2. Select “Agency Catalog” found under SEWP Tools.
3. Select the Adobe Catalog and the link for your desired product line: Adobe AEM, **Adobe Connect** or Adobe Term (Term contains Acrobat and Creative products).

To checkout:

1. Click cart, checkout.
2. Select download ordering instructions (unless paying by credit card).
3. The generated information can be used to populate your purchase order.

For credit card purchases:

If purchasing with a government credit card, be sure to fill out the credit card authorization form found here and return it to your Emergent POC.

For Purchase Orders (prepare in C Suite in accordance with standard office procedures.)

1. Select Create Award.
2. Choose “Deliver Order/Other Agency”.
3. Enter the SEWP Contract Number (NNG15SC10B) listed above Form OF347 is Recommended for your Award Finalize your award per your normal process steps for a purchase order.
4. For pricing, licensing or general concerns, please email mstellato@emergent360.com or call (757) 233-8069. A representative will respond within 2-3 hours and a resolution will be provided within 5 business days.

Once you have your purchase order prepared:

1. Email your order to sewporders@sewp.nasa.gov and cc Emergent POC mstellato@emergent360.com.
2. SEWP will send your order within one (1) hour to Emergent for processing.

The Department of Commerce

DoC Contract: S S1301-16-BU-0006

NASA SEWP Contract: NNG15SC10B

The Department of Commerce (DoC) holds an Enterprise Term Licensing Agreement (ETLA). The contract is established as a DOC Adobe Catalog in the NASA SEWP portal where orders can be placed through the portal. Emergent LLC will fulfill the orders and will answer questions regarding pricing, licensing and products. By purchasing through the catalog, you will receive access to the software, software version updates and expert level customer support.

Competition

This award is made based on a competitive small business set-aside with a brand name justification. Therefore, a separate justification is not currently required at the order level. Contact the contracting officer, Jean Mann, at jmann@doc.gov or 202-482-6466 for any questions or additional assistance.

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