How to purchase software through GovConnection for MIT use

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IS&T recommends checking with the finance team for your Department, Lab or Center before making any purchase as they would know your GL and Cost Objects this purchase needs to go to.

> **Learn B2P**
> Go to this VPF site to learn more about using B2P. https://vpf.mit.edu/buy-to-pay-b2p-training-series

1. Go to MIT Buy2Pay (B2P)**.**
2. Click on **GovConnection** under the **Shop Online** column on the right.
3. Use the **Search** bar at the top of the page to look for the software you need to purchase.
4. Enter the quantity of licenses you need.
5. Click on **Add To Cart**.
6. Click on **View Cart**.
7. Click on **Begin Secure Checkout**.
8. Click on either **Submit Cart** or **Complete Licensing/Warranty Info**.
9. Fill in the **Additional Information** section, if requested, and click on **Save & Continue**.
    - License Administrator First Name - (Financial Approver in your DLC)
    - License Administrator Last Name - (Financial Approver in your DLC)
    - Email - (Financial Approver in your DLC)
10. Click on **Submit Cart**.
11. Fill in the **General Info** page and complete the order.
    - Any questions about how to fill this page and completing your order should be answered by the Finance people in your Department, Lab or Center.

When a PO has successfully been created, please forward it to software-distribution@mit.edu and we can then assist in your product download access and activation.