SMARTSHEET README

The Smartsheet license consists of 2 documents the rider and the license. The rider is called “Smartsheet\_Rider\_Final\_2-25-19 DOJ approved.pdf” the license is “Smartsheet Final.pdf”

Smartsheet is purchased through SHI or the current SVAR. The minimum Smartsheet purchase level is three (3) business level licenses. Any level above Business may alos be purchased. If Smartsheet sees a domain of Oregon.gov or State.or.us they will steer you to this license and SHI.

Smartsheet is considering all sales to either of the above domains as sales to a single entity. Smart sheet may align purchases so all licenses renew at the same time. SHI will be the point of sale and will maintain the list of agency or authorized purchaser licenses.

The process to purchase Smartsheet through SHI is:

* Determine the number of licenses needed (please familiarize yourself with how Smart sheet is used before deciding on the number of licenses).
* Contact SHI for a quote noting the license and rider.
* Place a PO with SHI based on the quote noting the on the PO the license. You may use the docusign envelop ID as the number of you so choose.