

# ADOBE JOINT ENTERPRISE LICENSE AGREEMENT (JELA) II ORDERING GUIDE (As of September 2020)

## OVERVIEW:

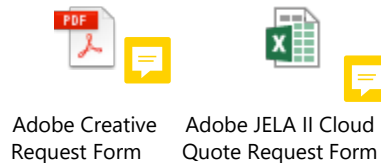
Adobe JELA II was awarded as a five-year blanket purchase agreement (BPA). The period of performance (PoP) for the base period is 30 Sep 16 – 29 Sep 17 and each subsequent option will follow the same one year model. The products available for purchase in the agreement are listed in **Attachment A** and are prorated on a monthly basis. **NOTE: All items available on Adobe JELA II are term licenses and expire at the end of period purchased. Customers are financially responsible for the renewal of term licenses for subsequent PoPs.**

All Adobe software, available on the Adobe JELA II, must be purchased via the Adobe JELA II IAW Air Force Manual 17-1203, Information Technology (IT) Asset Management (ITAM), paragraph 3.2.1, dated October 2016. **NOTE: All AF Creative Cloud requirements must obtain Air Force Public Affairs Agency (AFPAA) approval IAW AFH 35-115, Visual Information, Paragraph 5.1.2.**

Renewal purchases do “not” require re-approval by AFPAA; therefore, for all Adobe software products renewals –please skip to the “*How to Request NON-Creative Cloud Products and ALL Renewal Purchases*” section.

## ***How to Request Creative Cloud Products – NEW Purchases only?***

**STEP 1:** MAJCOM/COCOM Customer – Complete the appropriate request forms below.



**STEP 1a:** MAJCOM/COCOM Customer – Send the completed *Adobe Creative Cloud Authorization Request* form (PDF) to your Wing PA office for approval. Contact your MAJCOM/COCOM SBA for assistance to locate your PA office:

<https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>

**STEP 1b:** Local/PA – Send the signed authorization form to the MAJCOM/PA for approval and signature.

**STEP 1c:** MAJCOM/PA – Send signed authorization form to AFPAA for approval.

**STEP 1d:** AFPAA – If the request is approved, forward the approved request form to MAJCOM/COCOM Customer and the SEAMLS Team ([AFLCMC.HICA-SEAMLS@us.af.mil](mailto:AFLCMC.HICA-SEAMLS@us.af.mil)).

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**STEP 2:** MAJCOM/COCOM Customer - Send the Excel quote request form and the order confirmation number/document from the previous purchase to the SEAMLS Team at [AFLCMC.HICA-SEAMLS@us.af.mil](mailto:AFLCMC.HICA-SEAMLS@us.af.mil).

**STEP 3:** SEAMLS Team – Send the quote request form to CDW-G to receive a quote.

**STEP 4:** CDW-G – Provides quote to requesting MAJCOM/COCOM customer and SEAMLS Team ([AFLCMC.HICA-SEAMLS@us.af.mil](mailto:AFLCMC.HICA-SEAMLS@us.af.mil)).

**STEP 5:** MAJCOM/COCOM Customer – The unit GPC card holder contacts the CDW-G agent via phone or email with the quote confirmation number/document, listed on the quote, to make the software purchase.

**STEP 6:** MAJCOM/COCOM Customer – Provides order confirmation/proof of purchase to your BSLM/USLM, MAJCOM/COCOM SBA, and [AFLCMC.HICA-SEAMLS@us.af.mil](mailto:AFLCMC.HICA-SEAMLS@us.af.mil) for license accountability.

MAJCOM/COCOM SBA Listing:

<https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>

**STEP 7:** SEAMLS Team – Request software user(s) contact info from customer and provide Air Force Center for Electronic Distribution of Systems (AFCEDS) download instructions.

**STEP 8:** MAJCOM/COCOM Customer – Submit software download request in AFCEDS: <https://ceds.gunter.af.mil/AISHome.aspx?AIS=63>.

**STEP 9:** SEAMLS Team – Approved software download request in AFCEDS. Downloads will not be approved without order confirmation or approval from your MAJCOM/COCOM SBA.

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## ***How to Request NON-Creative Cloud Products and ALL Renewal Purchases?***

**STEP 1:** MAJCOM/COCOM Customer – Complete the *Adobe JELA II Quote Request Form* (Excel spreadsheet) below.



Adobe JELA II  
Quote Request Form

**STEP 2:** MAJCOM/COCOM Customer - Send the Excel quote request form and the order confirmation number/document from the previous purchase to the SEAMLS Team at [AFLCMC.HICA-SEAMLS@us.af.mil](mailto:AFLCMC.HICA-SEAMLS@us.af.mil).

**STEP 3:** SEAMLS Team – Send the quote request form to CDW-G to receive a quote.

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## Frequently Asked Questions

- 1. Are any of the licenses on the Adobe JELA II perpetual?**  
No, all licenses are term and expire at the end of the purchased option period. Customers with requirements to extend term licenses past the purchased option period will provide funding and interact directly with CDW-G to renew licenses. To increase license quantity, the customer will first need to get re-approval from AFPAA. See ordering steps above.
- 2. What if my required product is not a part of the Adobe JELA?**  
Refer to IAW AFMAN 17-1203, paragraph 3.2, for the AF software acquisition ordering precedence.
- 3. Does the Adobe JELA include a Home Use Program (HUP)?**  
No, the Adobe JELA does not include a provision for the personal use of Adobe software.
- 4. How much Acrobat Professional and Experience Manager software is AF authorized to use?**  
AF is authorized to use an unlimited quantity of Acrobat Professional and Experience Manager Licenses for official government business.
- 5. Is Creative Cloud licensed per device or per user?**  
Creative Cloud licenses are specifically for named users; therefore, per named user on their given device(s).
- 6. Does Creative Cloud licenses allow multiple installations?**  
Named users can install the software on up to 2 work devices, but only the named user shall be authorized to access the software on those devices. Only one instance of the software may be used at a time by the named user.

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**Attachment A**

Adobe Product Family List		GSA SKU	Unit Price Base Year	Prorated Monthly Price
Creative Cloud	Creative Cloud Enterprise - Full Suite	210-3280-1	\$ 455.40	\$ 37.95
	After Effects Enterprise Term License with Maintenance & Support	210T-3270	\$ 227.70	\$ 18.98
	Audition Enterprise Term License with Maintenance & Support	210T-3223	\$ 227.70	\$ 18.98
	<b>Dimension Enterprise Term License with Maintenance &amp; Support</b>	<b>210T-3291</b>	<b>\$ 227.70</b>	<b>\$ 18.98</b>
	Dreamweaver Enterprise Term License with Maintenance & Support	210T-3217	\$ 227.70	\$ 18.98
	Flash Professional Enterprise Term License with Maintenance & Support	210T-3215	\$ 227.70	\$ 18.98
	Illustrator Enterprise Term License with Maintenance & Support	210T-3210	\$ 227.70	\$ 18.98
	InCopy Enterprise Term License with Maintenance & Support	210T-3240	\$ 56.64	\$ 4.72
	InDesign Enterprise Term License with Maintenance & Support	210T-3211	\$ 227.70	\$ 18.98
	<b>Lightroom Enterprise Term License with Maintenance &amp; Support</b>	<b>210T-3243</b>	<b>\$ 227.70</b>	<b>\$ 18.98</b>
	Muse Enterprise Term License with Maintenance & Support	210T-3283	\$ 227.70	\$ 18.98
	Photoshop Enterprise Term License with Maintenance & Support	210T-3207	\$ 227.70	\$ 18.98
	Prelude Enterprise Term License with Maintenance & Support	210T-3265	\$ 227.70	\$ 18.98
	Premiere Pro Enterprise Term License with Maintenance & Support	210T-3220	\$ 227.70	\$ 18.98
<b>Premiere Rush Enterprise Term License with Maintenance &amp; Support</b>	<b>210T-3292</b>	<b>\$ 227.70</b>	<b>\$ 18.98</b>	
Non-Creative Cloud	Adobe Connect License General Server Term with Platinum Maintenance and Support - On Premise	210-6470-9-120	\$ 9,824.79	\$ 818.73
	Adobe Connect Meeting License Concurrent User Term with Platinum Maintenance and Support - On Premise	210-6474-9-120	\$ 442.12	\$ 36.84
	Adobe Experience Manager Document Security - OnPremise Term Minimum 1000 Recipients - Per Recipient	210T-1426-63R-120	\$ 46.97	\$ 3.91
	Captivate Enterprise Term License with Maintenance & Support	210T 3225-1	\$ 419.83	\$ 34.99
	ColdFusion Enterprise Term License with Maintenance & Support	210T-3226-1	\$ 3,755.99	\$ 313.00
	ColdFusion Builder Enterprise Term License with Maintenance & Support	210T-3226-B-1	\$ 132.56	\$ 11.05
	FrameMaker Enterprise Term License with Maintenance & Support	210T-3238-1	\$ 466.74	\$ 38.90
	FrameMaker Publishing Server Enterprise Term License with Maintenance & Support	210T-3274-1	\$ 6,996.46	\$ 583.04
	Presenter Enterprise Term License with Maintenance & Support	210T-6178-1	\$ 232.93	\$ 19.41
	RoboHelp Office Enterprise Term License with Maintenance & Support	210T-3251-1	\$ 466.74	\$ 38.90
	RoboHelp Server Enterprise Term License with Maintenance & Support	210T-3251-S-1	\$ 883.76	\$ 73.65
	Technical Communication Suite Enterprise Term License with Maintenance & Support	210T-3254-1	\$ 792.62	\$ 66.05

**Additions are in red**