Custodian Form for Cisco Asset & License Procurements to Ensure Coverage Under Navy GEMSS Enterprise Agreement

PEO DIGITAL

- The Navy, via the Global Enterprise Modernization Software and Services (GEMSS) program, *has* ***a contract that entitles GEMSS covered organizations to*** **(1) unlimited licenses for DNA Routing, Switching and Wireless at the DNA ADVANTAGE level, and (2) to Cisco hardware support/SmartNet for the Navy's entire Cisco infrastructure.**
- This form ensures procured Cisco assets are recorded in the correct "Virtual Account" reflective of the end user's Budget Submitting Office (BSO) and Unit Identification Code (UIC) to effectively manage Cisco assets and licenses, and **ENSURE receipt of the coverages provided by GEMSS.**
- The "**Virtual Account**" field in Section 2 **is mandatory** and corresponds to the **REQUIRING COMMANDs Virtual Account** in Cisco's asset management portal, My Cisco Entitlements (MCE). Submissions without the Virtual Account filled in will be rejected. **If you don't know your Virtual Account, contact your BSO Administrator-- it is often your command UIC or sub-UIC and is reflected in MCE**. You can find the Virtual Accounts in the Navy.mil GEMSS program at: **Navy.mil Virtual Account Hierarchy**
- **Navy users must cite the** <mark>"**Navy GEMSS SNT #204215489**"</mark> **on orders and request** DNA Advantage **for license renewals.**
- **Attach this form with the ITPR for your BSO Admin's approval.**
- **Attach "just" the filled-out Custodian Form to the Purchase/Task Order for the Cisco product.**

Section 1) Ordering Customer Information

Customer Name
(Last, First, MI) _____

E-mail _____

Date
(MM-DD-YY) _____-_____-_____

Phone Number
123-456-7899 _____

Ext. _____

Ordering UIC#
NXXXXX _____

Section 2) Requiring Customer/Command Responsible for Sustainment Information

BSO _____

*Receiving Command UIC _____

ITPR # (Required) _____

Virtual Account _____

Point of Contact Name _____
(Last, First, MI)/Product Owner

**Primary Contact Cisco ID (CCOID) _____

Phone Number _____ Ext. _____
e.g. 123-456-7899 ext. 123

Email Address _____

* As a rule of thumb, when identifying "Receiving Command", answer is "who owns the asset once the project/contract is complete?" The answer is usually a good indicator of who will own the licenses and/or who will receive the SmartNet support for hardware purchases. ** Your CCO ID can be found at Cisco.software.com. After logging into your account, click your Initials in the upper right hand side of the screen bringing up "My Account"; click on Manage Profile, you will see your CCOID in left column. Visit the Navy Digital Community page if you don't have a CCO ID. Navy GEMSS Community Page

Section 3) Procurement Approval Authority

Command Approver _____
Enter name of unit level purchase approver responsible for sustainment, eg. lead, APL, PAPM, etc.

BSO Administrator _____

Section 4) Vendor Use Only – Navy GEMSS SNT# 204215489

Sales Order # (CCW) _____

- **Cisco Partners & Resellers:**
  1. The Navy GEMSS program Smart Account is: "navy.mil" and shall be entered into Cisco Commerce (CCW).
  2. Entering the correct Virtual Account from Section 2 on the custodian is essential to placing the asset in the correct command's account and ensures asset visibility for tracking and inventory control.
  3. When the sales order number is generated in (CCW), enter it into Field #5 on the form. (The sales order number and this custodian form connect the approved purchase request to the final order, and serves as truth data if a discrepancy occurs.)