



**PEO
DIGITAL**

PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES

USMC CISCO GEMSS TRAINING

GLOBAL ENTERPRISE MODERNIZATION SOFTWARE & SUPPORT

Adding Serial Numbers to Contract

As new orders are placed, and assigned to the correct smart account, they will populate in MCE. If serial numbers are not in MCE, you can email the USMC HTOM mailer and request that they be added.

Mailer: usmchtom@cisco.com

To:	<input type="text" value="usmchtom@cisco.com"/>
Cc:	<input type="text"/>
Bcc:	<input type="text"/>
Subject:	<input type="text" value="USMC Device Addition"/>

 This message will be digitally signed.

To manually request licenses, the information needed will be:

- Serial Numbers
- Smart Account
- Virtual Account

Request devices be added to the GEMSS Contract

Contract number: 204250592

Serial Number: XXX

Smart Account: usmc.mil

Virtual Account: 2nd MarDiv