

## Microsoft Open Agreements

### Licensing options for small and midsize organizations

Microsoft Volume Licensing makes it easier and more affordable to run software on multiple devices within your organization and in the cloud. Purchasing in volume often reduces overall cost and improves software management

Microsoft Volume Licensing's Open agreements—Open Value and Open License—offer a convenient and simple way to acquire the latest Microsoft technology and cloud services. Choose from Open Value, including the Open Value Subscription option, or Open License to help track your licenses, reduce compliance risk, and have more time to focus on your organization.

Take advantage of the benefits that Open agreements offer:

#### **Licensing simplicity**

You can place an order and start using licensed products and online services immediately. The flexible pay-as-you-go model helps eliminate the need for forecasting. After you place your order through Open License, you receive an authorization identification number that you can reuse and share with qualified affiliates. Good for the entire two-year agreement, this identification number helps reduce procurement costs and simplifies the purchasing process.

#### **Licensing flexibility**

Open Value gives you a single platform option that allows you to choose components from the Windows client, Microsoft Office, and Client Access Licenses (CALs) under a single platform, rather than being required to choose between the Small Business or Desktop Professional platforms.

If your organization requires Microsoft's Enterprise Solutions, Microsoft Office Pro Plus, Enterprise CAL, Office 365 E Plans and Windows E3 are now available for Open Value and Open Value Subscription.

#### **Licensing manageability**

Online tracking tools make managing licenses easy and convenient. With the Microsoft Volume Licensing Service Center (VLSC), you can electronically manage your license orders, review purchase history, find the appropriate product keys for software product installation, track compliance, and receive order confirmations.

# Open agreements licensing options at a glance

Compare the Open Value, Open Value Subscription option, and Open License agreements.

Open License	Open Value	Open Value Subscription
A good choice for organizations that want a minimum initial purchase of five software licenses. This program is a two-year term commitment and is ideal if you prefer to pay as you go, an important feature for a growing organization's changing business needs.	A flexible and affordable way to use and manage Microsoft licensed products and cloud services under a single agreement. It's great for organizations that want to standardize their IT infrastructure, customize their platform, and maximize their investment with Microsoft Software Assurance. Open Value has a three-year commitment term and allows you to upgrade at any time so there is no need to track versions or open new agreements.	Offers the same benefits as Open Value, but with lower up-front costs. With Open Value Subscription you have the ability to increase or decrease your license count on an annual basis to accommodate changes in your overall desktop PC quantity. This agreement provides access to Microsoft software licenses and cloud services for the term of the agreement through subscription-based licensing and offers new customers a potential savings of up to 50 percent on their first year's payment through credit for qualified existing software.

## Eligibility

With an initial purchase of five or more licenses or five qualified desktops, you can acquire licenses and cloud services as you need them over the term of your agreement.

Eligibility	Open Value	Open Value Subscription	Open License
Commercial organizations			
Government organizations			
Educational institutions			
Eligible nonprofit organizations			

*Note: Industry specific offer availability varies depending on the program and geography. Please contact your reseller for more detail.*

*Education institutions can license through the Open Value Subscription Education program (OVS-ES)*

## How to buy

To buy or renew Microsoft software licenses and cloud services at a significant cost savings through Microsoft Volume Licensing, contact a Microsoft reseller.

To get started with Microsoft Volume Licensing, we recommend following these steps:

### 1. Audit your current technology, and forecast your future technology needs

Assess how you are currently using Microsoft software and online services in all aspects of your business. Look ahead 2-3 years and develop a rough projection of what you think your technology needs might be. Take into account your network, connectivity, mobility and overall functionality.

### 2. Contact a Microsoft reseller

A Microsoft reseller will review your current technology and your two- to three-year technology projection and recommend the Microsoft Volume Licensing option and product and cloud services mix that best fits your organization's needs. To find a Microsoft reseller near you, call (800) 426-9400 in the United States or (877) 568-2495 in Canada. Outside the United States or Canada, please visit <https://www.microsoft.com/en-US/solution-providers/search>.

### 3. Submit your order

Once your technology needs have been established and you and your partner have selected the Microsoft Volume Licensing agreement for your organization, your reseller will submit an order for the Microsoft software and cloud services you have identified.

Note: Open Value customers will be asked to sign the agreement prior to the order being submitted to Microsoft.

### 4. Receive your order confirmation

Microsoft will confirm the receipt of your order and issue a Microsoft Volume Licensing authorization or agreement number. Open License customers receive an authorization number. Open Value customers receive an agreement number. Authorization/Agreement numbers are assigned to new orders and can be used on additional orders to receive the same price level as the original order. This number is also used to activate and manage your licenses.

### 5. Activate licensed software and manage your licenses

The activation process is different depending on which licensing program was purchased. All customers will receive an email invitation to log onto the Volume Licensing Service Center (VLSC) website, to access their agreement and purchase history information, download purchased products, and access product keys to activate licensed software.

Note: Open License customers will be asked to sign an electronic version of their Agreement on the VLSC prior to downloading their licensed product(s).

## Predictable and affordable financing from Microsoft

Reducing costs is on the mind of every business leader, but it is also important to maintain growth and sustain your business. Now your organization can do both. Microsoft Financing offers credit approved customers competitive interest rates that are fixed and terms that range from two to five years. Payments are customized to meet your needs with options such as monthly, quarterly, semi-annual structures, as well as deferral, ramped or skipped payments available.

Find out more about [Microsoft Financing](#).

## Online tools make managing software licenses easy

### Microsoft License Advisor

The [Microsoft License Advisor](#) is an easy-to-use online resource that can help you research and budget for the Microsoft Volume Licensing program that best fits your organization. A friendly three-step process makes it easy to select products and compare the licensing programs and pricing differences, without having in-depth knowledge of Microsoft Volume Licensing programs. Save your quote in License Advisor and a unique Quote ID will be generated, enabling you to securely share your quote with others in your business or your reseller.

### Volume Licensing Service Center

The [Volume Licensing Service Center](#) is an online tool that makes it easy for you to view your Licensing information, download Microsoft software, and manage your subscriptions and Software Assurance benefits. With the Microsoft Volume Licensing Service Center, you can:

- ▶ Quickly access your licensing information in one location
- ▶ Learn what's new with easy updates from the information center
- ▶ View all agreements or purchases by your organization
- ▶ Receive a licensing summary that illustrates all entitlements by product and version
- ▶ Open License customers may obtain proof of license
- ▶ View all assigned product keys and download products faster
- ▶ View Software Assurance Entitlements

## Additional resources

Microsoft Volume Licensing:  
[www.microsoft.com/licensing/](http://www.microsoft.com/licensing/)

Microsoft Open agreements:  
[www.microsoft.com/licensing/licensing-options/open-license.aspx](http://www.microsoft.com/licensing/licensing-options/open-license.aspx)

Microsoft Software Assurance for Volume Licensing:  
[www.microsoft.com/softwareassurance](http://www.microsoft.com/softwareassurance)

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