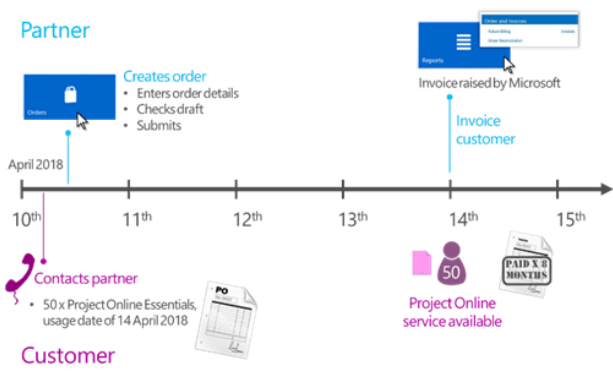


Licensing Online Services in the MPSA

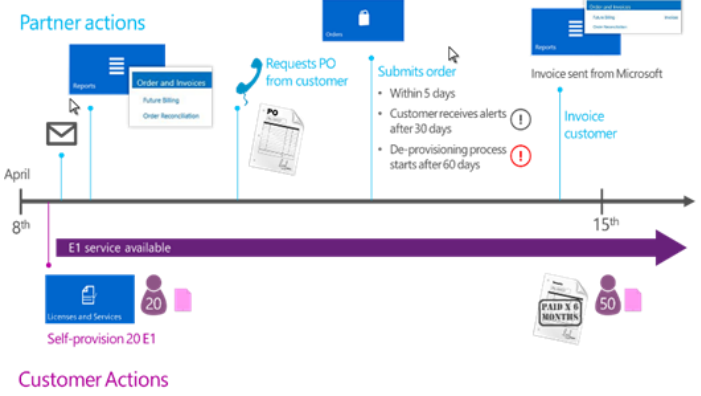
Ordering Online Services through a partner

- Online Services may be ordered through a partner
- Partners submit orders through the Orders tile in MVLPC including information such as a usage date which dictates when Online Services are available
- Online Services licenses are pro-rated to the Purchasing Account anniversary date (from the next complete month) and paid upfront in full
- Partner invoices from Microsoft can be shown via the Invoices Report and downloaded as a PDF from MVLPC



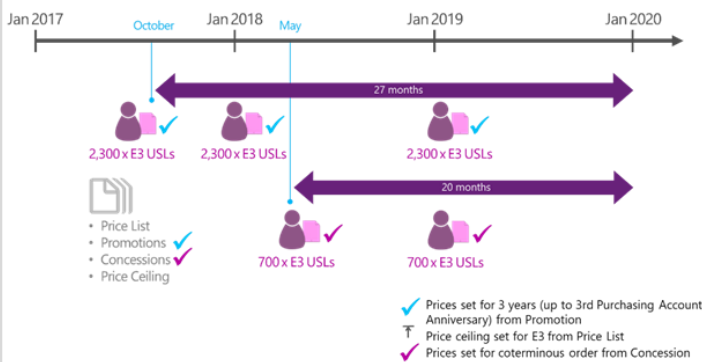
Self-provisioning Online Services

- As an alternative to ordering through their partner, customers may self-provision Online Services via MBC
- Partners receive a notification when a customer self-provisions Online Services and they can run an Order Reconciliation report for full details
- Partners should submit an order within 5 days of it being received from the customer. If Microsoft has not received an order within 30 days the customer will get an alert, and at 60 days Microsoft will start the de-provisioning process for the Online Services



Multi-year duration options

- When the first order of an Online Service is placed, a price ceiling for that service is established, which is the current price at the time of the order. An alignment end date for the service is also established, which is the end date of the first order
- When subsequent orders for the same service are placed they must be coterminous with the first order. The price for subsequent orders of the same service are on a best price basis where the most advantageous price across promotions, concessions, current price and the price ceiling is used
- Price protection is per service per Purchasing Account
- Subscriptions may not be reduced within the original term



Renewing MOSA Online Services into the MPSA

- Online Services acquired through the Microsoft Online Subscription Agreement (MOSA) may be renewed into the MPSA
- The MOSA Subscription should be cancelled before renewal and this is done by unchecking the Auto-Renew option
- Since Auto Renew is not enabled for Online Services within the MPSA, reminder notices about an upcoming renewal are sent at 90 days, 60 days and 30 days before the end of the OLS term. Before the service expires, the partner should submit a Renewal Order with a usage date aligned to the Purchasing Account anniversary

