

Enterprise Agreement: Deal Execution 1

Getting started

There are various systems and tools which are required in your daily engagement with Microsoft. The type of agreement your organization signed with Microsoft determines the systems and tools that you will have access to.

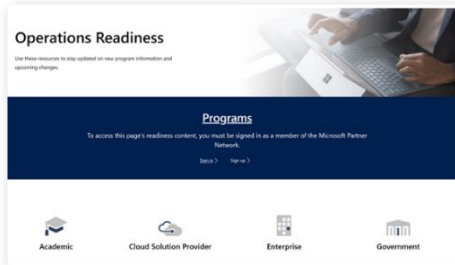
The New Partner Starter Guide gives you an introduction to the primary tools that you need to transact an Enterprise Agreement, and includes how to access the tools and where to find additional information. Find it here: <https://bit.ly/33qxW0v>.

Typically, you will need to sign in with your Microsoft Partner Network credentials to access the resources detailed in this document.



Operations Readiness resources

The Operations Readiness resources site contains all the operations resources that you will need. Find it here: <https://bit.ly/2V9M6yc>.



explore.ms

This is one of the most commonly used portals for operations activities. Find a useful overview document here: <https://bit.ly/36ZDrnx>.

Reports

There are many reports available within explore.ms enabling you to find customer information relating to agreements, orders and invoices. Below are search results when searching by an agreement number or a customer:

By agreement

1 rows found To sort, click the column header. Click, hold and drag to move a column.

Agreement Number	Primary Customer Name	Primary Public Customer Number	Master Agreement Number	Business Agreement Number	Program	Contract Version	Agreement Type	Agreement Trade Status
21100	Comissariats/Parròquia de Montornès del Castell, Sala d'Atenció al Client de l'Espai Alta	21100000	21100000	Unknown	School 3	3.4	Standard Enrollment	Approved

By customer

Agreement Number	Primary Customer Name	Primary Public Customer Number	Master Agreement Number	Business Agreement Number	Program	Contract Version	Agreement Type
21100	Comissariats/Parròquia de Montornès del Castell, Sala d'Atenció al Client de l'Espai Alta	21100000	21100000	Unknown	School 3	3.2	Standard Enrollment
21100	Comissariats/Parròquia de Montornès del Castell, Sala d'Atenció al Client de l'Espai Alta	21100000	Unknown	Unknown	Open Value	6.6	Agreement
21100	Comissariats/Parròquia de Montornès del Castell, Sala d'Atenció al Client de l'Espai Alta	21100000	Unknown	Unknown	Open Value	6.4	Agreement
21100	Comissariats/Parròquia de Montornès del Castell, Sala d'Atenció al Client de l'Espai Alta	21100000	Unknown	Unknown	Open Value	6.6	Agreement
21100	Comissariats/Parròquia de Montornès del Castell, Sala d'Atenció al Client de l'Espai Alta	21100000	Unknown	Unknown	Open Value	6.4	Agreement
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Call Logging Tool (CLT)

The Call Logging Tool is accessed from within explore.ms and allows you to raise a support ticket if you have problems with explore.ms or if you have questions transacting a new product, for example.

Enterprise Agreement documentation

The formal contract documentation for an Enterprise Agreement may be accessed from explore.ms enabling you to view the MBSA, EA, Enterprise Enrollments and Product Selection Form.

Price lists

Price lists for the Enterprise Agreement are available from explore.ms. Relevant criteria are selected to generate exactly the price list required, which are delivered in Excel format. The price list below shows L&SA annual prices and True-Up prices for Office Professional Plus as a single Enterprise product or as part of the Platform, as well as one- and three-year SA prices:

	C	D	J	K	L	M	P
1	Part Number	Item Name	Offering	Level	Purchase Un	Purchase Period	Product Family
19895	269-05623	OfficeProPlus ALNG LicSAPk MVL	Enterprise	B	1 Year(s)	TrueUp Yr3	Office Professional Plus
21098	269-05623	OfficeProPlus ALNG LicSAPk MVL	Enterprise	B	2 Year(s)	TrueUp Yr2	Office Professional Plus
21100	269-05623	OfficeProPlus ALNG LicSAPk MVL	Enterprise	B	3 Year(s)	TrueUp Yr1	Office Professional Plus
21855	269-05623	OfficeProPlus ALNG LicSAPk MVL	Enterprise	B	1 Year(s)	Added at Signing	Office Professional Plus
21857	269-05704	OfficeProPlus ALNG SA MVL	Enterprise	B	1 Year(s)	1 Yr(s) Remaining	Office Professional Plus
23152	269-05704	OfficeProPlus ALNG SA MVL	Enterprise	B	3 Year(s)	3 Yr(s) Remaining	Office Professional Plus
24209	269-12442	OfficeProPlus ALNG SA MVL Pltfrm	Enterprise	B	1 Year(s)	1 Yr(s) Remaining	Office Professional Plus
24210	269-12442	OfficeProPlus ALNG SA MVL Pltfrm	Enterprise	B	3 Year(s)	3 Yr(s) Remaining	Office Professional Plus
24214	269-12445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	Enterprise	B	3 Year(s)	TrueUp Yr1	Office Professional Plus
24697	269-12445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	Enterprise	B	1 Year(s)	TrueUp Yr3	Office Professional Plus
24698	269-12445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	Enterprise	B	2 Year(s)	TrueUp Yr2	Office Professional Plus
24700	269-12445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	Enterprise	B	1 Year(s)	Added at Signing	Office Professional Plus
500002							

Partner Quotes

This tool enables a partner to begin the process of preparing Enterprise Agreement documentation without the need to involve a Microsoft CE.

Find a useful overview document here:

<https://bit.ly/3fDILL3>.



Partner Quotes process flow: simple agreements

- A partner creates a quote which is automatically approved if there is no requirement for customization, and there are no errors or exceptions detected. Partners can view the Product Selection Form (detailing the number of Qualified Devices and the choice of Enterprise Products) and the Customer Price Sheet (detailing the Initial Order and locking prices for the duration of the enrollment)
- The partner and associated Microsoft CE are notified of the approval, and documents are sent to the customer for signature
- Documents are then submitted to the Regional Operations Center (ROC) for completion of the process

Partner Quotes: more complex agreements

Partner Quotes supports more complex agreements too, although in most cases the quote needs to be approved by the Microsoft CE.

A more complex agreement could include:

- Adding SA credits into quotes
- Offering discounts
- Using previous and future price lists
- Setting up multiple profiles

Discount transparency

Partners are required to pass through discounts which Microsoft provides to its partners selling to government and State Owned Entity customers. Partner Quotes will identify the discount that Microsoft provides and will also highlight that a Discount Transparency Form is required.

Additional Partner Quotes guides

Search for “partner quotes” on the Operations Readiness resources site to find useful L100, L200 and L300 guides.

Partner Order Entry Tool (POET)

POET is used to submit Enterprise Agreement orders. Find a useful overview document here: <https://bit.ly/3nOUaP>.

POET is utilized for three main order types:

- Annual Order for the Enterprise Subscription Enrollment
- True-Up Order for the Enterprise Enrollment
- Additional Product orders

Volume Licensing Service Center (VLSC)

Customers use VLSC for a variety of tasks such as managing their licenses, downloading software, or activating and managing Software Assurance benefits. Partners can also assist with these tasks.

Find how-to videos and a comprehensive collection of guides here:

<http://bit.ly/2rCqwmZ>.

