Verification Guide for Customers Assurance

License Mobility through Microsoft Software Assurance

Contents

Microsoft Volume Licensing

License Mobility through Microsoft Software Assurance

With License Mobility through Microsoft Software Assurance, you can deploy certain server application licenses purchased under your Volume Licensing agreement to Microsoft Azure or in an Authorized Mobility Partner's data center.

This guide will take you through the process of verifying your licenses are eligible for License Mobility with Microsoft.

Required steps for License Mobility

Assess your licenses

If you are a Microsoft Volume Licensing customer with eligible[1] application server licenses that are covered by active Software Assurance, you can elect to use License Mobility through Software Assurance**.**

Work with your licensing procurement team, your Microsoft representative, or your preferred Volume Licensing reseller to understand your license position. You will want to confirm:

- The application server licenses you want to deploy with a **License Mobility through Software Assurance Partner** or Microsoft Azure are eligible as identified in the current Product Terms.
- The application server licenses you want to deploy with an Authorized Mobility Partner or Microsoft Azure have active Software Assurance coverage.

Choose a deployment method

To use License Mobility through Software Assurance, you need to deploy on Microsoft Azure or with an Authorized Mobility Partner. Any current Authorized Mobility Partner can accept your assigned licenses and deploy them as appropriate to your chosen hosted deployment solution.

> **Did you know?**
>
> You can deploy your licenses before you submit your License Verification form, but you must submit the form within 10 days of deployment.

---

[1]Eligible products are identified in the Microsoft Product Terms document under the Appendix "Software Assurance Benefits."

The Authorized Mobility Partners list includes all authorized partners and is kept current with monthly updates. It can be found at http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx. Contact your chosen Authorized Mobility Partner before completing the License Verification form.

You will need to specify Microsoft Azure or provide the Authorized Mobility Partner name, website address, and email address on the Verification form. Your Authorized Mobility Partner will provide this information.

Verify your licenses with Microsoft

Within 10 days of deployment, complete the License Verification form and provide it to your Microsoft representative or preferred reseller partner representative, so he or she can submit your form to Microsoft.

Complete the License Verification form

There are three times you should complete and submit a License Verification form:

1) When you deploy eligible licenses with an Authorized Mobility Partner.
   A new form is required each time you deploy additional licenses.

2) When you renew your Software Assurance.

3) When you renew your Volume Licensing Agreement.

The form can include multiple enrollments or license numbers under a single agreement, if they are supported by the same channel partner. However, you should complete a License Verification form for each agreement under which you are using License Mobility (for example, an Enterprise Agreement and a Select Plus agreement*).

*Effective July 1, 2016, in markets where the MPSA is available, Microsoft will stop accepting new orders and Software Assurance renewals through existing commercial Select Plus agreements at your next agreement anniversary date. This retirement does not apply to government and academic Select Plus agreements. More information is at https://www.microsoft.com/en-us/licensing/licensing-programs/select.

Where to find the License Verification Form

Go to the Microsoft Product Licensing Search page at
https://www.microsoft.com/licensing/docs You will see the following:

1) Use the "Asset Types" filter to select "License Mobility through SA License Verification"
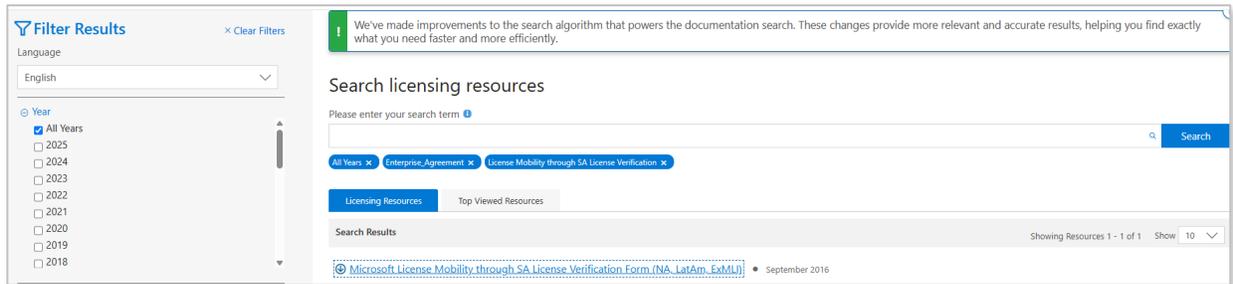
2) Select the version of the document that corresponds with your region

Completing the Verification Form

Click the link (shown in step 5 above) to open the Verification Form.

Required information

To complete the form, you need to know:

- Your organization's legal name (as shown on your Microsoft Volume Licensing agreement)
- Your Agreement Type (for example, Enterprise Agreement, Select Plus,* Enrollment for Education Solutions, Open Value, or OVS for Education Solutions)
- Your Agreement Number, Authorization Number (for Open License), or Public Customer Number (for Select License)
- Your agreement's Enrollment Number or License Number for Open License (not applicable for Select License)
- The enrollment's Software Assurance expiration date(s)
- The number of eligible licenses you have on the enrollment

- Your Authorized Mobility partner name, website address, and email contact
  - o Use the contact information provided to you by your Authorized Mobility Partner
  - o "Microsoft Azure" can be selected as the hosting partner
- The number of eligible licenses your will be deploying with License Mobility

*Effective July 1, 2016, in markets where the MPSA is available, Microsoft will stop accepting new orders and Software Assurance renewals through existing commercial Select Plus agreements at your next agreement anniversary date. This retirement does not apply to government and academic Select Plus agreements. More information is at https://www.microsoft.com/en-us/licensing/licensing-programs/select.

The Microsoft Product Terms

Application server products eligible for License Mobility through Software Assurance are identified in the Microsoft Product Terms document found at https://www.microsoft.com/licensing/terms/welcome/welcomepage.

Completing the Verification Form

Provide your organization's license information

Most of the required information for the License Verification form specific to your Microsoft Volume Licensing agreement can be found In the M365 admin center, except for the Authorized Mobility Partner information and your channel partner information (the Large Account Reseller or other partner that sold you the Microsoft licenses). The first screen to view is the Relationship Summary.
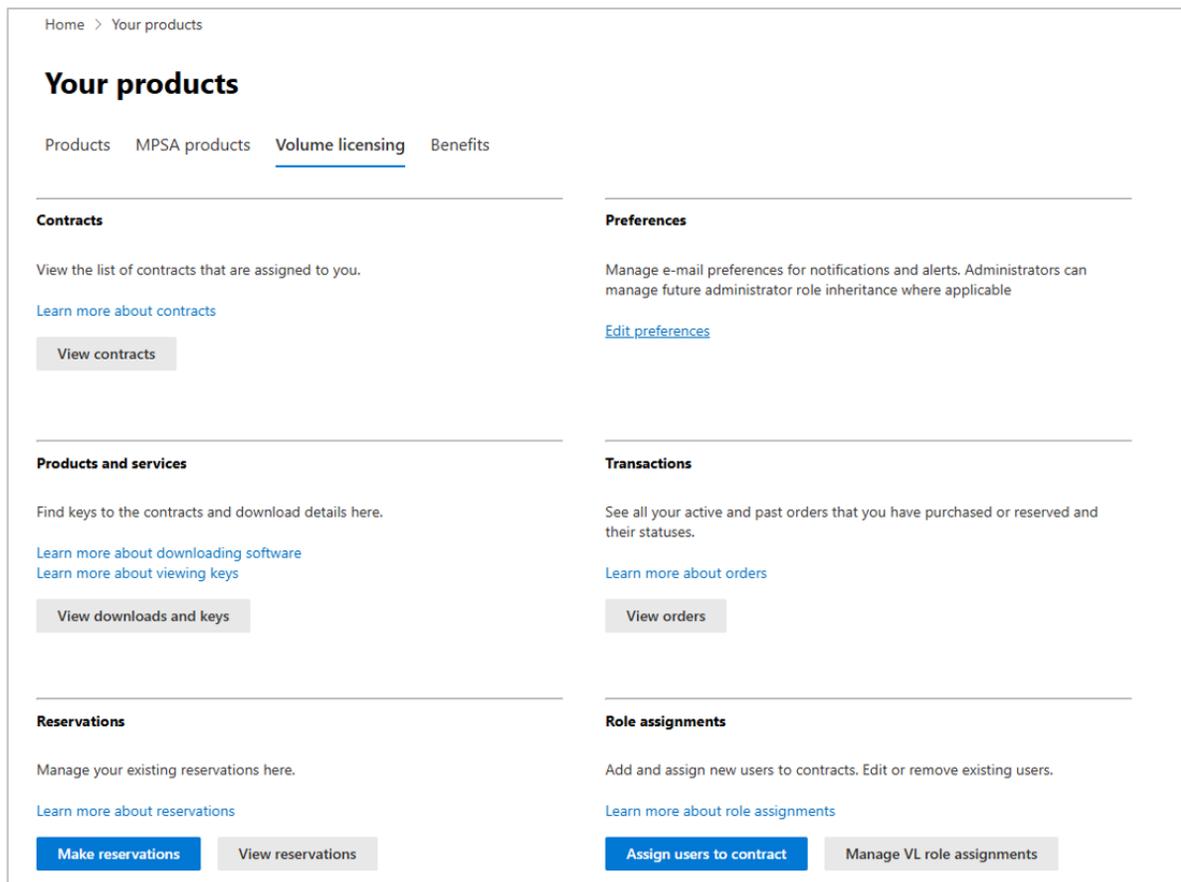
In the M365 admin center, select "Your Products" and then "Volume Licensing." If you have more than one Enrollment, choose the one with the licenses you are moving to an Authorized Mobility Partner with License Mobility. You can include each enrollment or license number under which you have licenses deployed with License Mobility as long as they are under the same master agreement and supported by the same channel partner. The **Enrollment Details** page shows you most of the information required for the License Verification form.

1) Legal Entity Name (as shown on your agreement and listed in the ❶ M365 admin center)
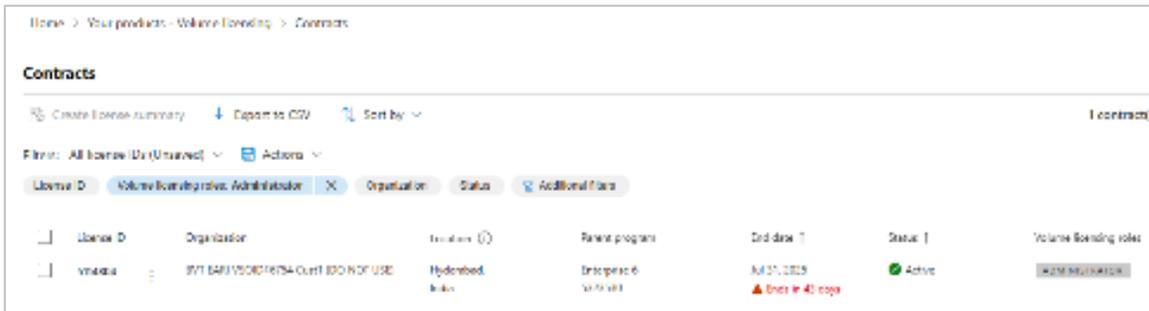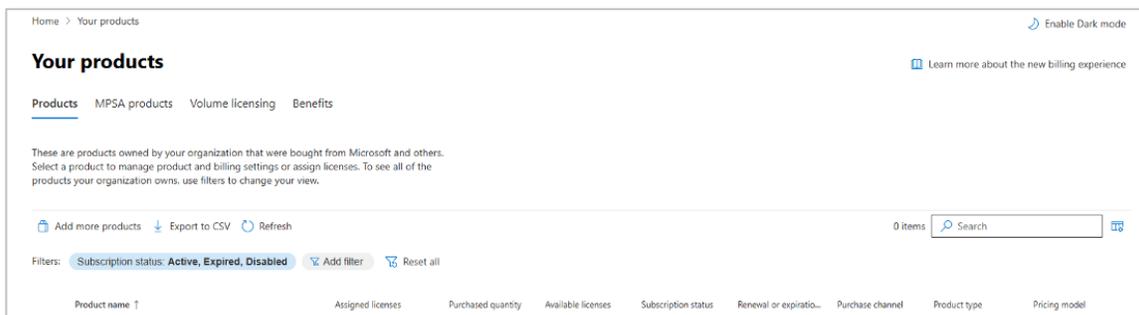

2) Agreement Number

3) Enrollment Number

4) Program Type

5) Software Assurance expiration date (usually the same as Enrollment end date)
   The License Summary page will show you the active Software Assurance licenses.

6) Software Assurance quantity Eligible

Indicate the products you will deploy

Once you have completed the required contact and agreement information, you can specify which licenses you are deploying with License Mobility.

In Exhibit A of the License Verification form, you will indicate which licenses will be deployed. In this example, Exchange Server Enterprise Edition will be deployed.

1) Find the product(s) to be deployed from the list.

2) Check "Selected for Verification" at the

3) appropriate product edition.

4) Input the quantity to deploy.

Do this for every product you will be deploying with License Mobility under this enrollment.

Exhibit A

Licenses available for deployment: Indicate, in the table below, which products (including quantities) with active Software Assurance entity will deploy with its Authorized Mobility Partner.

Product	Edition	Selected for Verification	Quantity to Deploy	Verified (MSFT Only)	
Exchange Server					
Exchange Server ①	Standard	◼		Yes ☐	No ☐
	Enterprise	☐		Yes ☐	No ☐ ③
Exchange Server Standard for Small Business		☐		Yes ☐	No ☐
Lync Server			②		
Lync Server	Standard	☐		Yes ☐	No ☐
	Enterprise	☐		Yes ☐	No ☐
Lync Server		☐		Yes ☐	No ☐
Microsoft Dynamics					
Microsoft Dynamics CRM Server		☐		Yes ☐	No ☐
Microsoft Dynamics AX Server		☐		Yes ☐	No ☐
SharePoint Server					
SharePoint Server	Standard	☐		Yes ☐	No ☐
	Enterprise	☐		Yes ☐	No ☐
SharePoint Server for Internet Sites	Standard	☐		Yes ☐	No ☐
	Enterprise	☐		Yes ☐	No ☐
SQL Server					
SQL Server (Per Processor)	Standard	☐		Yes ☐	No ☐
	Enterprise	☐		Yes ☐	No ☐
	Datacenter	☐		Yes ☐	No ☐
SQL Server (Server/CAL)	Standard	☐		Yes ☐	No ☐
	Enterprise	☐		Yes ☐	No ☐
	Datacenter	☐		Yes ☐	No ☐
	Business Intelligence	☐		Yes ☐	No ☐

Finally, your authorized representative must sign and date the completed form.

Submitting the Verification Form

Once you have completed the License Verification form, make a copy for your records and send it to your channel partner (or Microsoft Account Manager). Your channel partner will submit the form to Microsoft for verification.

Once Microsoft receives the form

After Microsoft reviews the form, there are two possible outcomes:

1) If your organization is verified as eligible for specific licenses, Microsoft will confirm your eligibility and communicate your verification status to you and your chosen Authorized Mobility Partner.

2) If your organization is not verified as eligible for specific licenses, the form will be returned to you with information on why the verification was not granted. You can make the necessary revisions and resubmit the form as many times as required to have your licenses verified by Microsoft.

Volume Licensing Information

Find Volume Licensing information at www.microsoft.com/licensing, as well as additional program details.

For more information on License Mobility through Microsoft Software Assurance, see the License Mobility page at https://www.microsoft.com/en-us/licensing/licensing-programs/software-assurance-license-mobility.