

### A Strategic Choice for Your Business

The Microsoft® Enterprise Agreement program is designed specifically for your organization if you have 250 or more desktop PCs and want a simple, flexible, and affordable way to standardize your business on the latest Microsoft technology (applications, operating systems, and servers). The Enterprise Agreement can help you drive IT standardization across your organization, streamline administration and budgeting, and build a flexible infrastructure that responds rapidly to your changing needs.

The Enterprise Agreement includes the advantages of Software Assurance, Microsoft's comprehensive maintenance program that helps you get the most out of your licensed products through a broad range of benefits that can also help you save time and money while increasing productivity. These benefits support your organization as you plan, deploy, use, maintain, and transition your software solutions.

### Minimize Cost, Maximize Value

The Enterprise Agreement helps you reduce the cost of IT computing and get the most out of your software investments through benefits, including:

- The right tools and resources that can help your IT staff and employees be more productive.
- Upgrade rights to the latest technology through Software Assurance.
- The ability to standardize your IT choices across the organization, so you can tap into the latest technology at substantial savings.
- Spread payments during a three-year term helps to streamline your budgeting process, giving you the flexibility you need to improve your bottom line. You can also purchase additional software product licensing as needed at the original purchase price for ordered licensed products covered under your agreement terms.
- Software Assurance benefits that offer a broad range of tools, services, and solutions to help you get the most out of your software expenditure.

### More Value by Design

Reduce the time spent managing your software licenses. With the Enterprise Agreement, you can do the following:

- Eliminate the need to count individual licenses; you just count the number of desktop PCs (desktops), making it easier to manage and track licenses.
- Streamline the procurement process; you only need to place one order annually.
- Make administration and budgeting processes easier; centrally track purchases and managing licenses with online management tools.

- Centralize your purchasing; you can share software products and extended benefits with qualified affiliates.

## **A Program that Keeps Pace with Your Business**

With the Enterprise Agreement, you can be confident that your IT infrastructure can adapt and grow with evolving business needs through benefits such as the following:

- Access to the latest technology—Microsoft Office Professional Plus 2007, Microsoft Office Enterprise 2007, Windows Vista™ Enterprise Edition, Core Client Access License (CAL) Suite, and Enterprise CAL Suite.
- The software, tools, and resources you need to build and maintain a responsive and flexible IT infrastructure.
- The opportunity to evaluate any product for 60 days before you buy a license for it.
- The ability to license additional products under the terms of your original agreement to help you respond rapidly to changing business needs while keeping costs predictable.
- Software Assurance facilitates simple migration of licensed products, such as Office Professional Plus 2007 to Office Enterprise 2007 by providing access to a Step-Up License. This allows for the upgrade of the License & Software Assurance, eliminating the need and extra costs associated with licensing two separate software editions to benefit from the updated edition.

For more information on how you can maximize your investment with Software Assurance benefits, go to: <http://www.microsoft.com/licensing/sa>.

## **How the Enterprise Agreement Works**

The structure of the Enterprise Agreement is framed by the enrollment term, the annual price per desktop, Step Up, and true-up orders (that way your software license purchases are consolidated on an annual basis).

### **Agreement Term**

Each Enterprise Agreement enrollment term has a three-year term, providing you with a defined amount of time that the terms and prices of your purchasing relationship with Microsoft will remain consistent for all products covered in the initial order. This gives you the ability to plan and budget for software license purchases up to three years in advance, reducing annual budget restrictions and easing fiscal year spending challenges. Each enrollment has the option for either a one- or three-year renewal term.

## Annual Price per Desktop

The annual price per desktop feature of the Enterprise Agreement provides a predictable budgeting framework that you can use to forecast desktop technology costs up to three years in advance.

A payment (based on the pre-established price per desktop and initial order), is due each year at the anniversary date of your Enterprise Agreement enrollment. Because you pay for your software licenses once annually, the costs normally associated with software license acquisition are reduced. In most cases, the number of software license purchase orders made annually is reduced from hundreds to two or three total. The predetermined price paid for software licenses covered in your initial order protects you from unanticipated price increases, making it easier to stay within your software budget.

## “True-up” Orders Defined

During the time you are enrolled in the Enterprise Agreement enrollment, it is likely that your organization will grow and you will add desktops. When you add desktops, they immediately get the same license coverage as the desktops enrolled at the beginning of the agreement term. You just report added desktops through an annual process, called a “true-up” order. True-up orders consolidate purchases for additional software licenses for all products covered by your initial order into just one annual order, reducing the time and expense it takes to manage and process multiple software purchase orders.

## Determining Price Levels

For commercial organizations, the total quantity of qualified desktop PCs when you enroll in the Enterprise Agreement determines the price level of your enterprise products and any additional products that you license under the corresponding product pool.

Eligible government organizations receive special pricing, equivalent to the Enterprise Agreement price level (Level D, defined below) offered to commercial organizations. An eligible government entity is defined as follows:

- Meets the eligibility requirements in your region, and
- Your government, as an aggregated whole, will be licensing 15,000 desktop PCs. Note that this requirement is per government entity, not per agreement, so the requirement can be met with multiple agreements totaling a minimum of 15,000 licenses.

As part of your enrollment, you are responsible for reporting the number of qualified desktops in your organization. This number is the quantity you indicate on the initial order at signing, along with any additional desktop PCs added throughout the term of your enrollment, which would be covered by submitting the annual true-up order. (For an explanation of true-up, see the preceding section.)

Qualified desktop PCs are the personal desktop computers, portable computers, workstations, and similar devices that are used by or for the benefit of an enrolled affiliate (including affiliates in the enterprise) and meet the minimum requirements for running any of the licensed products included in your agreement.

## Defining Your Enterprise

Customers who sign an Enterprise Agreement enrollment are referred to as an “enrolled affiliate.” An enrollment is an option that gives global organizations greater flexibility in defining their enterprise. Each enterprise must consist of entire legal entities, not partial entities such as departments, divisions, or business units. Each affiliate must be entirely “in” or entirely “out” of the enrollment.

**Important:** Qualified desktop PCs do not include any computers designated for use as a server (as opposed to those used as a personal computer), any system dedicated to run only line-of-business software products, or any system running an embedded operating system (for example, the Windows® 9.x embedded or Windows XP embedded).

## Enhance Your Licenses with Software Assurance

The Microsoft Enterprise Agreement includes Software Assurance, a comprehensive maintenance program from Microsoft that helps extend the value of your licensed product at each phase of the process. Access to training, deployment planning, software upgrades, and product support can help your organization be more productive, reduce overhead, and lower operating costs. Some Software Assurance benefits include:

- Upgrades to the latest technology
- Desktop Deployment Planning Services (DDPS)
- Microsoft Windows Vista Enterprise Edition
- Home Use Rights
- 24 X 7 Problem Resolution Support
- E-Learning
- Training vouchers

Having Software Assurance in place across your organization can reduce the time it takes to track multiple versions of software. Plus, it can make it easier to put business solutions in place, because you no longer need piecemeal approvals to finance new software licenses.

For more information on how you can maximize your investment with Software Assurance benefits, go to: <http://www.microsoft.com/licensing/sa>.

## Getting Your Products and Media

Customized based on the languages and product pools specified in your Enterprise Agreement enrollment, the Welcome Kit and subsequent Update Kits offer convenient access to a broad range of licensed product titles. The kits are automatically sent to the contacts specified on each Enterprise enrollment. You can order additional media kits from your reseller for an additional charge. The media kits contain only the groups and languages specified in your agreement. The three product pools are divided into seven groupings and are color coded to make them easier to organize, as described in the following table.

Pool	Group	Color Code	Examples
<b>Applications</b>	Microsoft Office Family	Blue	Microsoft Office suites and individual applications such as Microsoft Project, Microsoft Visio® drawing and diagramming software, etc.
	Developer Tools	Gold	Microsoft Visual Studio® development system, SQL Server™ Developer Edition, Office Developer, etc.
	Training and Learning	Purple	Microsoft Press® titles (Step by Step, Mastering, etc.), Microsoft Encarta® multimedia encyclopedia, etc.
	Products for Macintosh	Olive	Microsoft Office suites and individual applications for Macintosh
<b>Systems</b>	Windows Client: Business	Green	Windows NT® Workstation, Windows® 2000 Professional, Windows® XP Professional, Windows Vista
<b>Servers</b>	Server Applications	Red	SNA Server, Proxy Server, Site Server, Office Live Server, SharePoint® Portal Server, SQL Server, etc.
	Windows Servers	Aqua	Windows 2000 Servers, Windows NT Servers, and Microsoft Exchange Server

## Managing Licenses Made Easy

Microsoft Volume License Services (MVLS) offers online, secure, multilingual, and personalized access to details about your licenses, including Volume License Product Keys, agreement status, purchase order information, and Software Assurance entitlements. For details, visit: <http://licensing.microsoft.com/>.

## Renewing Your Agreement

The initial term of the Enterprise Agreement enrollment is three years. At the end of the third year, you can renew your enrollment for one- or three-year terms. Renewal pricing for existing licensed desktop PCs is based on Software Assurance only.

## Stay Up-to-Date

You will find details and the latest updates about the Enterprise Agreement and other Microsoft Volume Licensing programs at: <http://www.microsoft.com/licensing>

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