

License Mobility through Microsoft Software Assurance

# Verification Guide for Customers



## Customer Verification Guide

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# 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 Windows 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<sup>1</sup> 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 an Authorized Mobility Partner or Windows Azure are eligible as identified in the current Product Use Rights (PUR).
- ▶ The application server licenses you want to deploy with an Authorized Mobility Partner or Windows Azure have active Software Assurance coverage.

### Choose a deployment method

To use License Mobility through Software Assurance, you need to deploy on Windows 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.

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#tab=2>. Contact your chosen Authorized Mobility Partner before completing the License Verification form.

You will need to specify Windows 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.

#### 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.

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<sup>1</sup>Eligible products are identified in the Microsoft Product Use Rights (PUR) document under the Appendix "Software Assurance Benefits." Microsoft Dynamics ERP (enterprise resource planning) products are not licensed through Volume Licensing and are not licensed online, but there are mobility rules that allow for similar use when deploying in shared environments.

# Microsoft Volume Licensing

## 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, provided that 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).

## Where to find the License Verification Form

Go to the Microsoft Product Licensing Search page at <http://www.microsoftvolumelicensing.com/DocumentSearch.aspx>. You will see the following:

### About Licensing

#### Product Licensing Search

Product Licensing Web is now Product Licensing Search, providing quick access to licensing terms, conditions and supplemental information relevant to the use of products licensed through Microsoft Volume Licensing programs.

Document Search

Find supporting documents related to Volume Licensing programs and products such as Microsoft Product Use Rights, government qualifiers, language options, currency tables, and more. Select a region from the list below to show all documents for that region then filter the results by sector, document type, and language.

**Note:** This page does not include any signed Volume Licensing agreements, enrollments or Microsoft Business and Services Agreement, and is intended solely for reference purposes.

Update: The Product Use Rights format has changed; review [frequently asked questions](#) about the new design to learn more.

#### Browse Categories:

Document Type Language Region Sector

Document Type	Language	Region	Sector
<b>1</b> License Verification	<b>2</b> English	Japan	<b>4</b> Commercial
Media Kit Shipments	Spanish	WW (World Wide)	Public Sector
Media Subscription Letter	Portuguese EMEA	LatAm	Third Party
Online Services PUR	Czech	<b>3</b> EMEA (Europe, Middle Ea	Common Document
Enterprise Online Service	Danish	Korea	Academic
Data Transfer Notices	Dutch	China	Government
Academic OLS Terms	Finnish	Malaysia	Nonprofit
Online Services SLA	French	Taiwan	

Search Results: items 1-1 of 1 Page: 1 of 1  Show Archived

Title	Language	Sectors	Regions
<b>5</b> LicenseMobilityVerif(EMEA)(ENG)(Oct2012) (CR)	English	Commercial, Public Sector, Third Party, Common, Academic, Gov, Nonprofit	EMEA

1. At the "Document Type" window, scroll down to "License Verification."
2. Choose your preferred language.
3. Choose your region (choosing "WW (World Wide)" will not bring up the form).
4. Under Sector, choose a sector or "Common Document."
5. The Search Results box below the categories will show the document "LicenseMobilityVerif" document with the region, language, and publication date. If there are multiple versions of the document, choose the one that corresponds to your region. Below are the first two pages of the License Verification form.

# Microsoft Volume Licensing

## Completing the Verification Form

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

Microsoft Volume Licensing  
**Microsoft License Mobility through Software Assurance  
License Verification Form**

The purpose of this License Verification Form (the "Form") is to verify that the Microsoft Volume Licensing entity identified below is properly licensed for the Microsoft software products to be deployed with the authorized License Mobility through Software Assurance Partner ("Authorized Mobility Partner") identified below. For the purposes of this Form, "entity" can mean the signing entity, Customer, Enrolled Affiliate, Government Partner, Institution, or other party that has entered into the volume licensing agreement identified below.

### Instructions.

Entity must complete, sign and submit this Form to Microsoft for verification of licenses that are deployed under License Mobility through Software Assurance. The asterisks (\*) indicate required fields. During license deployment at the Authorized Mobility Partner's facility, entity must:

- follow the License Mobility through Software Assurance use rights set forth in the Product Use Rights (PUR), available at <http://www.microsoft.com/licensing/about-licensing/about-software-assurance.aspx>, and
- purchase and maintain sufficient license quantities with Software Assurance as required by entity's volume license agreement identified below.

Upon completion of the verification process, Microsoft will return a countersigned copy of this Form to both entity and its Authorized Mobility Partner. Microsoft's approval of this Form should not be considered validation of entity's compliance with its volume licensing agreement. This Form is valid through the duration of the entity's volume license agreement.

### When to complete this form.

Entity must submit to Microsoft a Form within ten (10) calendar days of each of the following events:

- Initial deployment of licensed products under License Mobility through Software Assurance
- deployment of products not previously verified through a Form
- deployment with a different or additional Authorized Mobility Partner
- renewal of entity's Software Assurance coverage on products selected for License Mobility through Software Assurance

### Entity information.

Entity must provide details about the volume license agreement under which they have acquired the applicable licenses and Software Assurance. Entity may include only one volume license agreement on this Form. However, the Form can include multiple enrollments or license numbers, provided that they are supported by the same channel partner.

Name of entity (must be legal entity name): \_\_\_\_\_

Complete only one table.

Volume License Agreement Program (select program name)	Agreement Number*	Enrollment Number(s)*	Software Assurance Expiration Date(s)*
<input type="checkbox"/> Choose Agreement			

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Open License Programs (complete for Open License programs only)	Authorization Number*	License Number(s)*	Software Assurance Expiration Date(s)*
<input type="checkbox"/> Choose Agreement			

Open Value Programs (complete for Open Value programs only)	Agreement Number*	Software Assurance Expiration Date(s)*
<input type="checkbox"/> Choose Agreement		

Select Programs (complete for Select Plus programs only)	Public Customer Number*	Software Assurance Expiration Date(s)*
<input type="checkbox"/> Choose Agreement		

### Authorized Mobility Partner information.

Entity must select an Authorized Mobility Partner from the list provided at <http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#abp>, or at a successor site identified by Microsoft. Microsoft will be unable to complete verification if entity selects an unauthorized service provider.

Authorized Mobility Partner Name\* \_\_\_\_\_

Authorized Mobility Partner Website URL\* \_\_\_\_\_

Authorized Mobility Partner Email Address\* \_\_\_\_\_

Instead of selecting an Authorized Mobility Partner above, entity may indicate Windows Azure as their Authorized Mobility Partner of choice by checking the box below:

Windows Azure Platform Services

### Licenses available for deployment (see table in Exhibit A).

Entity must indicate, in the table provided in Exhibit A, which products (including quantities) with active Software Assurance they will deploy with its Authorized Mobility Partner. Products not listed in the table are not available for License Mobility through Software Assurance. Products not selected by entity will not be verified by Microsoft for License Mobility through Software Assurance.

If verification cannot be completed by Microsoft for any of entity's indicated products, then entity must purchase the required licenses and Software Assurance to meet the requirements for License Mobility through Software Assurance and submit a new Form. If available, entity may alternatively purchase software services from their Authorized Mobility Partner. If entity does not implement either of the previous options, entity will be considered non-compliant within the terms of their volume licensing agreement identified above.

By participating in License Mobility through Software Assurance, entity consents to the following:

- the disclosure of the information in this Form to its Authorized Mobility Partner
- voluntary survey requests and communications related to License Mobility through Software Assurance
- its Authorized Mobility Partner providing information to Microsoft upon request, with respect to products entity has deployed under License Mobility through Software Assurance, in order to verify compliance
- its Authorized Mobility Partner terminating non-compliant deployments under License Mobility through Software Assurance, after notification to entity by Microsoft

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## 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, Campus and School Agreement, 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
  - Use the contact information provided to you by your Authorized Mobility Partner
  - "Windows Azure" can be selected as the hosting partner
- ▶ The number of eligible licenses your will be deploying with License Mobility

# Microsoft Volume Licensing

## Where to find the required information

### The Microsoft Volume Licensing Service Center

The Volume Licensing Service Center (VLSC) includes agreement information to help you complete the License Verification form. The VLSC is where Microsoft Volume Licensing customers can view their licensing information. A Windows Live ID and a valid business email address are required for registration if you are a new user. The VLSC is at <http://www.microsoft.com/licensing/servicecenter>.

For information on how to sign up for and sign in to the VLSC, download the VLSC User Guide at <http://www.microsoft.com/download/en/details.aspx?id=10585> or view several training videos at <http://www.microsoft.com/licensing/existing-customers/manage-my-agreements.aspx>.

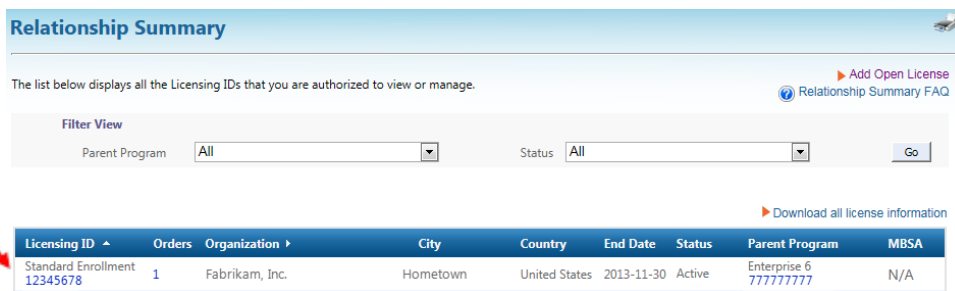
### The Microsoft Product Use Rights (PUR)

Application server products eligible for License Mobility through Software Assurance are identified in the Microsoft Product Use Rights document found at <http://www.microsoft.com/licensing/about-licensing/product-licensing.aspx>.

## 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 VLSC, with the exception of 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.



**Relationship Summary**

The list below displays all the Licensing IDs that you are authorized to view or manage. [Add Open License](#) [Relationship Summary FAQ](#)

**Filter View**

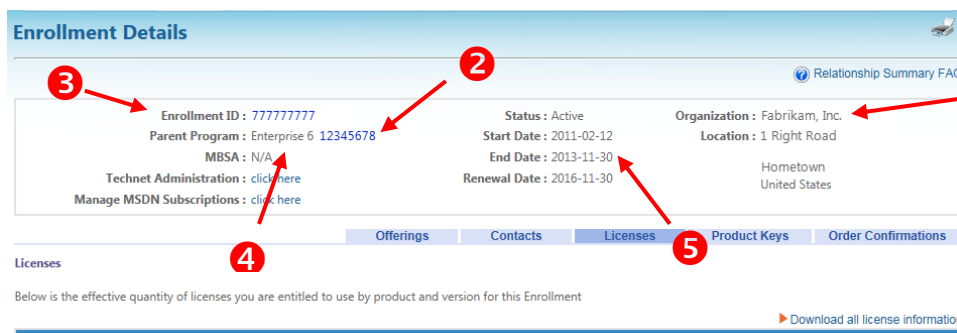
Parent Program:  Status:  [Go](#)

[Download all license information](#)

Licensing ID	Orders	Organization	City	Country	End Date	Status	Parent Program	MBSA
<a href="#">Standard Enrollment 12345678</a>	1	Fabrikam, Inc.	Hometown	United States	2013-11-30	Active	Enterprise 6 77777777	N/A

1. On the Relationship Summary screen, click the Enrollment number to show the Enrollment Details.

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.



**Enrollment Details**

[Relationship Summary FAQ](#)

Enrollment ID : 77777777  
Parent Program : Enterprise 6 12345678  
MBSA : N/A  
Technet Administration : [click here](#)  
Manage MSDN Subscriptions : [click here](#)

Status : Active  
Start Date : 2011-02-12  
End Date : 2013-11-30  
Renewal Date : 2016-11-30

Organization : Fabrikam, Inc.  
Location : 1 Right Road  
Hometown  
United States

[Offerings](#) [Contacts](#) [Licenses](#) [Product Keys](#) [Order Confirmations](#)

**Licenses**

Below is the effective quantity of licenses you are entitled to use by product and version for this Enrollment. [Download all license information](#)

1. Legal Entity Name (as shown on your agreement and listed in the VLSC)
2. Agreement Number
3. Enrollment Number
4. Program Type
5. Software Assurance expiration date (usually the same as Enrollment end date)

# Microsoft Volume Licensing

The License Summary page will show you the active Software Assurance licenses.

**License Summary**

The table below shows the effective quantity of licenses across all active and inactive Microsoft Licensing IDs for which you have authorization to view information. The Relationship Summary displays the specific Licensing IDs that are included in the License Summary below, prior to filtering.

- ▶ Add Open License
- ▶ License Summary FAQ
- ▶ Get a Quote for more licenses
- ▶ Filter Licensing IDs included in this summary
- ▶ View Relationship Summary
- ▶ Download all license information

Product Pool	License Product Family	License Version	Effective Quantity	Unresolved Quantity	Active SA Quantity
Applications	Streets and Trips	2011	1	0	1
Applications	TechNet Direct	2006	20	30	0

6. Eligible Software Assurance quantity

## 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.

**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 (M SFT Only)	
<b>Exchange Server</b>					
Exchange Server	Standard	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exchange Server	Enterprise	<input checked="" type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exchange Server Standard for Small Business		<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Lync Server</b>					
Lync Server	Standard	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lync Server	Enterprise	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lync Server		<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Microsoft Dynamics</b>					
Microsoft Dynamics CRM Server		<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Microsoft Dynamics AX Server		<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>SharePoint Server</b>					
SharePoint Server	Standard	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SharePoint Server	Enterprise	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SharePoint Server for Internet Sites	Standard	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SharePoint Server for Internet Sites	Enterprise	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>SQL Server</b>					
SQL Server (Per Processor)	Standard	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SQL Server (Per Processor)	Enterprise	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SQL Server (Per Processor)	Datacenter	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SQL Server (Server/CAL)	Standard	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SQL Server (Server/CAL)	Enterprise	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SQL Server (Server/CAL)	Datacenter	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SQL Server (Server/CAL)	Business Intelligence	<input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

1. Find the product(s) to be deployed from the list.
2. Check "Selected for Verification" at the appropriate product edition.
3. Input the quantity to deploy.

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

# Microsoft Volume Licensing

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

Entity warrants that the information provided on this Form is true and correct.

Entity	Microsoft Affiliate
<b>Name of Entity (must be legal entity name)*</b> [Redacted]	<b>Microsoft Ireland Operations Limited</b>
<b>Signature*</b> _____	<b>Signature</b> _____
<b>Printed First and Last Name*</b> [Redacted]	<b>Printed First and Last Name</b> [Redacted]
<b>Printed Title*</b> [Redacted]	<b>Printed Title</b> [Redacted]
<b>Signature Date*</b> [Redacted]	<b>Signature Date</b> [Redacted] <small>(date Microsoft Affiliate countersigns)</small>

Entity: Please send your completed Form to your channel partner or Microsoft Account Manager (as applicable).

Channel Partner/Account Manager: Submit completed Form to Microsoft at the following address for verification.

**Microsoft Ireland Operations Limited**

Atrium Building Block B  
Carmenhall Road  
Sandyford Industrial Estate  
Dublin 18  
Ireland  
Attention: EOC Program Operations Dept.

When the Form is verified and counter-signed by Microsoft, entity and Authorized Mobility Partner will receive a confirmation copy.

<b>Prepared By:</b> Name of Preparer Email of Preparer
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## 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.

If you do not know who your channel partner is, contact your procurement department or whoever signed the original Microsoft Volume Licensing agreement. You can find contacts for your organization in the VLSC under the "Contacts" tab for each enrollment (Licenses→License Summary→Enrollment). You can also contact Microsoft Volume Licensing support at <http://www.microsoft.com/licensing/contact-us.aspx>.

### 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.

## Help with the VLSC

- ▶ Find Volume Licensing information at <http://www.microsoft.com/licensing>, including video demonstrations for the VLSC, the VLSC User Guide, and additional program details.
- ▶ For self-help with the VLSC, you can consult the Frequently Asked Questions (FAQ) for each page of the site.
- ▶ Support contact details are available in the Help section of the VLSC.



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# Microsoft Volume Licensing

## **Use the VLSC to manage your agreement**

The VLSC is a great resource for you to:

- ▶ Download products and keys
- ▶ Access all your licensing information in one location
- ▶ View your relationship summary and license summary details
- ▶ Review the status of your enrollments
- ▶ Activate and consume Software Assurance benefits

For more information on License Mobility through Microsoft Software Assurance, see the License Mobility page at <http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx>.