



Microsoft® Select Plus Program Guide

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Select Plus Overview and Benefits

When it comes to licensing software and getting the most value from software investments, customers have asked for a Microsoft® Volume Licensing solution that offers more flexibility, better asset management, and a way to balance growing technology needs with predictable costs.

Driven by customer research, Microsoft Select Plus is for large organizations with multiple affiliates that want to acquire their software licenses and services at any affiliate level, while realizing advantages as one organization.

Helping your organization get the most value from your software investment, Select Plus benefits include:

- **Accessible, flexible purchasing**
Select Plus uses a single, organization-wide agreement that supports both centralized and decentralized purchasing of licensed products on an as-needed basis. The agreement never expires and allows for consistent, predictable pricing that simplifies budgeting for short- and long-term projects.
- **Better manageability**
With Select Plus, you'll have far fewer agreements to track and manage. Because all affiliate purchases are tied to their own unique customer IDs, you'll have a clear view of your entire license and software asset portfolio—either in a comprehensive report containing all affiliates or an individual report with the ability to drill down into a specific affiliate. New self-service tools also make it easier for you to register and access all the information you need about your agreement. In addition, there is no need to renegotiate and renew agreements every three years with Select Plus.
- **Maximized value**
Simple, automated, volume-based discounts are based on software license and services purchases across your entire organization, including purchasing affiliate locations. To help ensure you receive the appropriate price level for greater volume purchasing, the price-level adjustment is based on actual purchase volume throughout the organization. You no longer need to wait for an anniversary date to achieve a better discount, as the order that puts your organization to the next price level instantly receives the correct discount set by your reseller.
- **Better returns with Software Assurance**
Select Plus helps you maximize your return on investment (ROI) by giving you the full prorated value of your coverage when you acquire Microsoft Software Assurance, regardless of the timing of your purchase. Software Assurance is a comprehensive maintenance offering that helps you deploy, manage, and migrate software. It combines the latest software with 24 hour a day phone support, partner services, and the latest IT tools to help your organization increase business productivity, accelerate performance, and realize a greater return on your software investment.

Select Plus Features

Beyond reducing the price that organizations pay for software licenses over full packaged product prices, Select Plus offers many other opportunities to help maximize the value organizations receive by participating in the program. Benefits include:

Reduced purchasing complexity through:

- **Simplified purchasing agreements.** Organizations are provided with a single agreement under the Master Business and Service Agreement (MBSA). This agreement never expires for transactional purchases, providing more flexibility, while eliminating the need to renegotiate and renew every three years.
- **Affiliate purchasing.** Select Plus purchases are associated to a unique customer ID per affiliate. All purchases are tied to a single agreement and Lead Affiliate customer ID that allows organization-wide reporting or detailed affiliate level reporting.

Improved asset management with:

- **License management.** Enhanced self-service, online tools give customers and partners better management capabilities.
- **Downgrade rights.** Organizations can now standardize on versions. Downgrade rights offer the right to license the latest software version available, yet still run a previous version.

Added value by offering ways to:

- **Save money.** Simple, automated, volume-based discounts can be applied to licensed product purchases across the entire customer organization at the corporate and affiliate locations.
- **Realize more value from Software Assurance.** Organizations can buy and receive a full value for their benefits with proration of coverage to the purchase month providing between 25 and 36 months of coverage.
- **Make a seamless transition.** You have the option to renew or sign a new agreement under the Select Plus program. Software Assurance covered by a Select agreement still applies to the licensed products until its original expiration, and it may be renewed under Select Plus—enabling you to accrue the full value of Software Assurance starting with the new agreement.

Increased flexibility by:

- **Cross-language use rights.** These rights can help enhance an organization's global presence by ensuring that staff located in different countries can easily communicate. Note that you may not license in one language and deploy that licensed product in another language with a higher value.
- **Training and evaluation software licenses.** These licenses help organizations budget for software training and evaluation, and include:
 - 20 copies per software title for use in a dedicated training facility.
 - 10 copies per software title for a 60-day evaluation.
- **Re-Imaging rights.** Providing added convenience during product rollouts, these rights allow the use of certain licensed product media for copying of software onto multiple devices from one standard image.
- **Secondary use rights.** These rights can help increase productivity by allowing primary users of a licensed desktop computer to share the same application license with a portable computer (for work-related purposes only).

Note: For complete details, reference the Select Plus agreement.

Software Assurance with Select Plus

Microsoft Software Assurance for Volume Licensing helps boost productivity across your organization by enabling you to get the most out of your Microsoft software with 24x7 support, deployment planning services, end-user and technical training, and the latest software releases and unique technologies, all in one cost-effective program.

With Select Plus, you have the option to include Software Assurance with your software licenses. When you add Software Assurance, Microsoft will prorate your coverage to your third affiliate anniversary so you only pay for the coverage you are using, providing greater value for your Software Assurance coverage.

For more information about Software Assurance benefits, please visit www.microsoft.com/softwareassurance.

Purchase Options for Software Assurance

The Spread Payments benefit for Software Assurance offers a more flexible way to manage technology expenditures by allowing you to spread payments annually over the term of the Software Assurance coverage. Select Plus offers both Affiliate Anniversary (similar to Agreement Anniversary) that allows you to spread payments annually and Order Anniversary that allows you to spread payments over full-year increments. This can help reduce initial upfront costs and provide annual budget predictability.

Software Assurance may also be purchased on its own when:

- System or server software products are purchased through retail full-packaged product (FPP) or from an original equipment manufacturer (OEM). There is a 90-day enrollment period during which time Software Assurance may be added to these purchases.
- Microsoft Office 2010 or newer version licenses are purchased through an OEM. Again, there is a 90-day enrollment period during which time Software Assurance may be added to these purchases. The versions must be identical.

Microsoft Financing

The Microsoft Financing program helps customers by providing one financing resource for all their IT needs, including software, services, or your product offerings. For organizations that already license software from Microsoft, flexible payment options are convenient and allow them to spread out the costs of the software during an extended period of time, thus preserving cash resources.

Go to www.microsoft.com/financing for more information.

Extending Software Assurance Coverage

It is easy to continue the benefits enjoyed through Software Assurance after the initial term ends. Because Select Plus is an ongoing agreement that does not expire, Software Assurance may be extended through the existing agreement. When extending multiple Software Assurance orders that were purchased through Select Plus at different times, the coverage period is adjusted to a common date, and the prices prorated to reflect the coverage period, in order to simplify management and facilitate annual budgeting cycles.

To ensure that upgrade protection remains uninterrupted through Software Assurance, you may extend Software Assurance coverage through your authorized reseller.

If Software Assurance purchased under another program is about to expire, it may be renewed into your Select Plus agreement by working with your authorized reseller to obtain Software Assurance coverage under your Select Plus agreement.

In cases where Software Assurance coverage lapses, new License and Software Assurance purchases are required before Software Assurance may be acquired again.

To learn more about Software Assurance, visit www.microsoft.com/softwareassurance.

Select Plus Agreement Structure

The Microsoft Volume Licensing agreement structure makes it easier to negotiate the terms and conditions of multiple agreements. A Select Plus agreement has three components: (1) the Microsoft Business and Services Agreement (MBSA); (2) the agreement itself; and (3) the Select Plus affiliate registration form.

Microsoft Business and Services Agreement. The MBSA is a perpetual agreement between the customer and Microsoft. It contains high-level terms and conditions that are applicable to all agreements signed under it, such as use and ownership, confidentiality, and warranties. It must be signed either with or prior to the effective date for the Select Plus agreement.

To add flexible contract maintenance for Microsoft licensed products, a separate license or Services Agreement work order is signed to cover specific terms of the Select Plus or services programs. A key benefit to this structure is that the agreement terms common to Microsoft licensing, service and support agreements and Select Plus only need to be signed once.

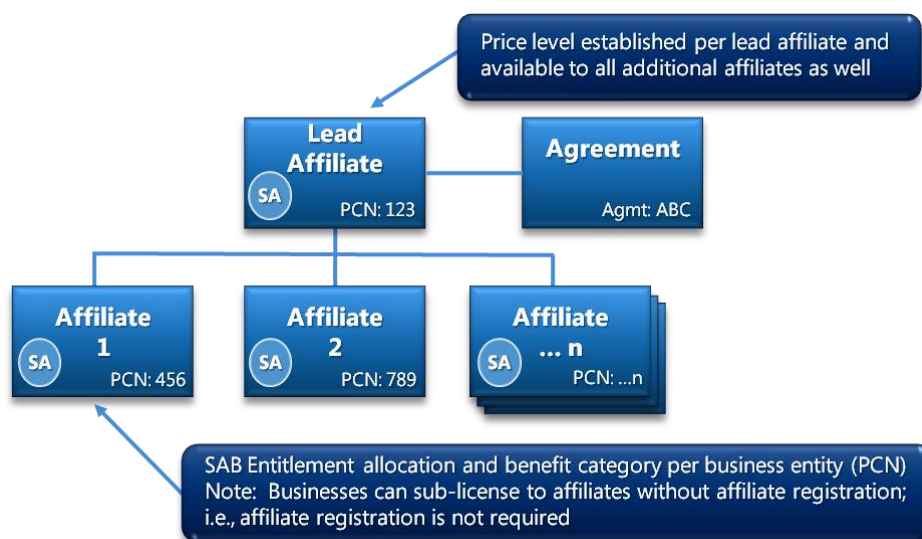
Note: Select Plus for Academic and Select Plus for Government do not include the MBSA.

Select Plus Agreement. This agreement enrolls your organization in the Volume Licensing program so that you can purchase products and services at volume discount prices.

The Select Plus affiliate registration form. This one-page form identifies buying affiliates within your organization and registers them in the program. As a result, they can acquire software licenses and services under the Select Plus agreement. The Large Account Reseller (LAR) that works directly with the affiliate is also identified on the affiliate registration form. Having a separate Select Plus Agreement and Select Plus affiliate registration structure allows greater flexibility for registered affiliates located in different countries and regions, while providing a single, companywide purchasing agreement with improved reporting and management. Although purchasing is conducted independently, all licenses are managed under one master agreement.

Affiliate Structure for Select Plus Agreements

With Select Plus, a single agreement and Lead Affiliate customer ID is established with the public customer number (PCN) of an organization's lead affiliate. The PCN is associated with the PCNs of any number of affiliates, linking them to the same agreement. This framework is used to calculate price levels based on the organization's volume purchases and helps streamline purchasing, Software Assurance benefit delivery, and licensing reporting.



A Select Plus agreement cannot be initiated without an MBSA, and a Select Plus affiliate registration cannot be initiated without a Select Plus agreement.

Licensing Scenarios with Select Plus

The following scenarios can help you determine when Select Plus is right for your business.

Scenario One:	With Select Plus:
A large corporation has multiple locations that purchase licenses for each affiliate or department. Headquarters has signed an Enterprise Agreement to standardize the IT infrastructure with each affiliate purchasing licenses using a separate Select License agreement to support unique IT projects. This situation can create a few possible problems: - Purchasing can get out of control. - Decentralized purchasing can cause fragmentation, causing you and your affiliates to potentially not get the best price for your volume purchases. - No easy way exists to accurately track and manage licensed assets. - Renewing multiple agreements occurs at different times, making it difficult to evaluate or predict the best value. - Managing the procurement process takes time and can be costly.	The Enterprise Agreement remains the optimal way to standardize the desktop environment, and Select Plus is a great way to consolidate purchases across business units to take advantage of volume pricing and improved asset management. The organization has a single, organization-wide agreement that does not have to be renegotiated and renewed. This enables: - Affiliate-level purchasing under a single master agreement. - A single Lead Affiliate customer ID to provide organization-wide purchase benefits and asset reporting. - Licensed product purchasing at both centralized and decentralized procurement locations. - A single price level for all volume purchases with automatic, tiered volume discounting. - Easy tracking and reporting on all software license assets across the organization—all the way to the affiliate level. - The new Microsoft Licensing Statement to combine all of your organization's software assets, including numbers for affiliates, in one report. - An organization-wide asset view to help determine how to efficiently deploy newly licensed products.

Scenario Two:	With Select Plus:
An affiliate needs to buy multiple servers for a number of projects that are scheduled to launch soon. This situation creates a few problems: • The affiliate does not have time to negotiate a new contract. However, they do want to make sure they get the best price. • While the affiliate does not have the time to go to corporate for sign-off, they want the price advantage of being part of the organization. • They are under a tight deadline and are unsure that they can deploy the new servers soon enough.	The customer can purchase the server licenses through their Microsoft partner using a one-page affiliate registration form that is associated with a single corporate agreement. This means: • The affiliate is ensured the best possible price level based on volume. • Because they have the software, they can either deploy or download and access the Volume Licensing Keys at the Microsoft Volume Licensing Service Center and launch the project without costly delays. • Corporate is satisfied because the affiliate got the best price and did not have to circumvent the corporate agreement.

How to Get Started

Select Plus is offered through the Large Account Reseller (LAR) channel that can help you evaluate your organization's needs to make the right choice for your business. For more information regarding worldwide reseller locations, please refer to the reseller locator tool at <https://solutionfinder.microsoft.com/>.

Select Plus Pricing

Establishing Price Levels for Commercial Organizations

Select Plus categorizes software products into three distinct product pools: applications, systems, and servers. The price level for each pool is based on product points that you earn for automatic tiered discount levels.

- **Applications.** Examples of Microsoft applications include Microsoft Office Professional 2013, Microsoft Lync 2013 client, and Microsoft Office Project 2013.
- **Systems.** An example of a Microsoft desktop computer operating system software program is Windows operating system upgrades such as Windows 8 Professional Edition.
- **Servers.** Examples of Microsoft server software programs include the Windows Server® operating system, Microsoft Exchange Server, Microsoft SQL Server database software, and associated Client Access Licenses (CALs).

Each software product carries a point value. For example, Office Professional 2013 is worth 2 points, Microsoft Online Services Subscription is 1 point, and Windows Server Standard 2012 is 15 points. The Software Assurance component of License & Software Assurance is worth half the total point value of its accompanying license annually. For example, if Office Professional 2013 is worth 2 points, Software Assurance is worth 1 point for each year it is maintained during the term of the Select Plus agreement for a total of 3 points during the three-year term of the coverage (prorated between 25 and 36 months).

You can acquire points for each product pool with these three options:

- Acquire new Licenses.
- Acquire License & Software Assurance.
- Renew Software Assurance for products already covered with Licenses & Software Assurance from a previous order or where Software Assurance is purchased based on the eligibility rules.

Your organization will automatically move to a lower price level whenever one of these events occurs:

- You increase the amount you spend through your Select Plus agreement and purchase enough points to take you to the next price level.
- You associate your Select Plus agreement with an existing commercial or government Enterprise Agreement, Enterprise Subscription Agreement, Campus and School Agreement, or Select License agreement that has a lower price level.

The points you earn apply to all your affiliates registered under the agreement. For more information and to see a full product point list, please visit www.microsoftvolumelicensing.com/userights/PL.aspx.

Example Product List and Points

Applications Pool	Points	Systems Pool	Points	Servers Pool	Points
Office Professional Edition 2013	2	Windows 8 Professional Upgrade Edition	2	Windows Server 2012 Standard Edition	15
Lync 2013 client	1			Microsoft Online Services Subscription	1
Office Project 2013	1				

Price Level for Government Organizations

Eligible government organizations receive volume pricing for all government entities within a country. This will most often be equivalent to the Select Plus price level (Level D) offered to commercial organizations. Government eligibility definitions vary by region.

Government eligibility requirements are available at www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=6.

To locate your regional Microsoft Volume Licensing website, go to www.microsoft.com/licensing/index/worldwide.msp.

Price Level for Academic Organizations

Eligible academic organizations receive special pricing. Academic eligibility definitions vary by region.

Academic eligibility requirements are available at www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=7.

To locate your regional Microsoft Volume Licensing website, go to www.microsoft.com/licensing/index/worldwide.msp.

How to Qualify for Select Plus

There are three ways you can qualify for the Select Plus programs:

Option 1. Qualify with an active Enterprise Agreement, Enterprise Subscription Agreement, or Campus and School Agreement.

When you associate your Select Plus agreement with a qualifying Enterprise Agreement, Enterprise Subscription Agreement, or Campus and School Agreement contract, you are **not** required to meet an annual minimum purchase quantity under Select Plus. You receive the corresponding price level for your Select Plus agreement through the duration of your qualifying Enterprise Agreement, Enterprise Subscription Agreement, or Campus and School Agreement contract. When the associated qualifying Enterprise Agreement, Enterprise Subscription Agreement, or Campus and School Agreement licensed term expires and is not renewed, you can still receive the corresponding price level on Select Plus until the agreement anniversary date, at which time a compliance check of your organization's purchase history determines the ongoing price level (or, in the case of Select Plus for Academic and Select Plus for Government, your ability to continue to purchase under your Select Plus agreement).

Option 2. Qualify with a Select License or other Volume Licensing agreement.

If you have an existing Select License or other Volume Licensing agreement, and have acquired 500 points or more over the past 12 months under that Volume Licensing agreement, the initial price level for each pool is determined based on the points from the previous 12 months. To continue purchasing under a given product pool after your next agreement anniversary, you are required to reach an annual minimum of 500 points for that product pool. In general, if you have passed your most recent compliance check for the Select Program you will be given the corresponding price level in Select Plus.

Option 3. Qualify as a new customer with a minimum purchase of 500 points.

If you do not qualify through an existing Volume Licensing agreement, you may start a Select Plus agreement by meeting the minimum purchase requirements during your first year. For each pool, in your first year of your Select Plus agreement you must meet a minimum of 500 points to continue purchasing in that pool. You can purchase under a single pool; however, if you purchase under multiple pools, you must qualify under each pool. You are subject to annual compliance checks. To continue purchasing under a given product pool, you are required to reach an annual minimum of 500 points for that product pool.

For commercial organizations, there are four price levels. The points for each price level are listed below.

Select Plus Price Level – Commercial	Annual Point Minimums Per Pools
A	500
B	4,000
C	10,000
D	25,000

For government organizations, pricing is generally set at Select Plus Level D. For academic institutions, pricing is set at the same single price level (Level A) as for Select License for Academic.

Price-Level Adjustment

If your Select Plus agreement is associated with an active Enterprise Agreement, Enterprise Subscription Agreement, or Campus and School Agreement, you do not need to comply with annual point minimums. However, if your Select Plus Agreement has been associated with a Select License or other Volume Licensing agreement to set the initial price level, you must meet the point minimums for each subsequent annual compliance check.

Your initial order, which can be submitted by a registered affiliate, qualifies your organization for the corresponding price level. Once you are qualified for a price level, you can purchase at that level for the remainder of the year or until you qualify for the next price level through increased purchase volume. Purchases made under your Select Plus agreement by registered affiliates are aggregated and continuously factored into point minimums per pool to achieve the most beneficial price level. You will attain the next price level for a pool as soon as your organization meets the corresponding annual point minimums. The order that qualifies you for the next discount threshold (e.g., Level A to Level B) receives the discount. Price levels for each product pool are reviewed every year on the agreement anniversary date. Any points that you have achieved in a given year that are in excess of the current price level but below the next price level will be carried over to the next year to be counted toward that year's compliance.

Note: For eligible academic and government organizations, there is a single price level and the price level adjustment does not apply.

If you purchase below the annual point minimum in a product pool during any given year, your organization's price level changes one level (e.g., moving from Level C to Level B) for that pool the following year and no points will be carried over to the next year. Your pricing level can only descend a maximum of one level each year.

If you are at Level A (or an academic or government customer) and achieve fewer than 500 annual points in a product pool for a given year, the pool will be put on hold until you reach the 500 point level again. An order for the minimum annual points automatically reactivates the product pool, with no need to sign new forms or renegotiate the agreement terms.

Product Fulfillment

Media can be web-based downloads of Microsoft Volume Licensing Products from Microsoft Volume Licensing Service Center, materials such as a CD-ROM or DVD for a licensed software product, and may also include printed materials such as a user's guide or product manual.

Digital by Choice

Through the Digital by Choice initiative, you have the option to access your licensed software digitally via download, instead of receiving physical media. By choosing this option, you help Microsoft in our efforts to reduce our carbon footprint by eliminating the need for discs, packaging, and shipping.

Note: This is the default choice for all Volume Licensing programs (with the exception of the Microsoft ISV Royalty Licensing Program and Services Provider License Agreement). If you require physical media, you must complete a media order form. Your registered affiliates may choose their own media delivery preference (digital or physical).

Volume Licensing Product Fulfillment Kits

If you choose to receive physical media for your licensed software, media kits are customized according to the languages specified on the Select Plus media form. Media is sent at no charge only for the licensed products ordered. The Welcome Kit and Update Kits are automatically provided to the contacts specified on the Select Plus agreement. Registered affiliates that have chosen the physical media option will be shipped media for the specific products they order.

Use the Product Fulfillment User's Guide website to help you manage the media kit. You can access these site features from the Microsoft Volume Licensing Service Center (VLSC) at <https://www.microsoft.com/licensing/servicecenter/>. You can also download the products from the VLSC, or order additional media via your designated LAR.

Making Copies

With Select Plus, you can immediately reproduce and use Microsoft licensed products, as long as licenses are ordered for all copies of the deployed licensed products by the end of the month in which they were installed.

Microsoft Volume Licensing Service Center

The Microsoft Volume Licensing Service Center makes it easy to manage your Volume Licensing agreements, download licensed products, and access product keys for your software—all in one place. Use the Microsoft Volume Licensing Service Center to view your Microsoft License Statement, an easy-to-use report that provides a real-time calculation of Volume Licensing entitlements across agreements. You can also quickly identify and activate Software Assurance benefits. You can access the Microsoft Volume Licensing Service Center at <https://licensing.microsoft.com>.

Additional Resources

Microsoft offers detailed information about the Select Plus program and other Volume Licensing programs on the Microsoft Volume Licensing website at www.microsoft.com/licensing.

Government eligibility requirements:

www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=6

Qualified Education User definitions:

www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=7

To learn more about Software Assurance:

www.microsoft.com/softwareassurance

Volume Licensing for Academic institutions:

www.microsoft.com/licensing/programs/education/default.aspx

Volume Licensing for Government organizations:

www.microsoft.com/licensing/programs/gov/default.aspx

Microsoft Volume Licensing Service Center:

<https://licensing.microsoft.com>

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