Microsoft Open Programs:
Software licensing options for small and mid-sized businesses

Volume licensing makes it easier and more affordable to run software on multiple computers within your business. Purchasing in volume often reduces overall cost and improves software management.

Microsoft® Volume Licensing's Open Programs offer a convenient and simple way to acquire the latest Microsoft technology. Choose from **Open Value, Open Value Subscription** or **Open License** to help track your licenses, reduce compliance risk, and have more time to focus on your business.

Take advantage of the many benefits Open Programs have to offer:

- **Licensing Simplicity.** Now you can place an order and start using licensed products immediately. The flexible pay as you go model helps eliminate the need for forecasting. After you place your order in Open License, you receive a single authorization identification number that you can reuse and share with qualified affiliates. Good for the entire two-year agreement, this identification number helps reduce procurement costs and simplifies the purchasing process.

- **Licensing Flexibility.** Open Value now gives you a single platform option, which allows you to choose components from the Windows® Client, the Microsoft Office System, and Client Access Licenses (CALs) under a single platform, rather than being required to choose between the Small Business or Desktop Professional platform.

  If your organization requires Microsoft's Enterprise Solutions, Microsoft Office Pro Plus, Enterprise CAL, and Microsoft Desktop Optimization Pack (MDOP) are now available for Open Value and Open Value Subscription.

- **Licensing Manageability**. Online tracking tools make managing licenses easy and convenient. With the Microsoft Volume Licensing Service Center (VLSC), you can electronically manage your license orders, review purchase history, find the appropriate product keys for software product installation, track compliance, and receive order confirmations.

Open Value	Open Value Subscription	Open License
Open Value is a flexible and affordable way to use and manage Microsoft licensed products under a single agreement. It's optimal for organizations that want to standardize their IT infrastructure, customize their platform, and maximize their investment with Microsoft® Software Assurance. Open Value has a three-year commitment term and allows you to upgrade at any time so there is no need to track versions or open new agreements.	Open Value Subscription offers the same benefits as Open Value, but with lower up-front costs. With Open Value Subscription you have the ability to increase or decrease your license count on an annual basis to accommodate changes in your overall desktop PC quantity. This program provides access to Microsoft software licenses for the term of the agreement through subscription-based licensing and offers new Open Value Subscription customers a potential savings up to 50 percent on their first year's payment through credit for qualified existing software.	Open License is a good choice for organizations that want a minimum initial purchase of five software licenses. This program has a two-year term and is ideal if you prefer to pay as you go, an important feature for a growing organization's changing business needs.

Eligibility

With an initial purchase of five or more licenses or five qualified desktops, you can acquire Microsoft products as you need them over the term of your agreement.

	Open Value	Open Value Subscription	Open License
Commercial organizations	●	●	●
Government organizations	●	●	●
Educational institutions			●
Eligible non-profit organizations			●

Note: Industry specific offer availability varies depending on the program and geography. Please contact your reseller for more detail.

How to Buy

To buy or renew the latest Microsoft technology at a significant cost savings through
Microsoft Volume Licensing, contact your Microsoft Reseller.

To get started with Microsoft Volume Licensing, we recommend following these steps:

1. Audit your current technology, and forecast your future technology needs
Assess how you are currently using Microsoft software in all aspects of your business. Look ahead 2-3 years and develop a rough projection of what you think your technology needs might be. Take into account your network, connectivity, mobility and overall functionality.

2. Contact a local Microsoft Reseller
A Microsoft Reseller will review your current technology, and your 2-3 year technology projection and recommend the Microsoft Volume Licensing option and software mix that best fits your organization's needs. To find a Microsoft Reseller near you, call (800) 426-9400 in the United States or (877) 568-2495 in Canada. Outside the United States or Canada, please visit *https://solutionfinder.microsoft.com/*

3. Submit your order
Once your technology needs have been established and you and your partner have selected the Microsoft Volume Licensing program for your business, your Microsoft Reseller will submit an order for the Microsoft software you've identified.
Note: Open Value and Open Value Subscription customers will be asked to sign the agreement prior to the order being submitted to Microsoft.

4. Receive your order confirmation
Microsoft will confirm the receipt of your order and issue a Microsoft Volume Licensing authorization or agreement number. Open License customers receive an authorization number. Open Value or Open Value Subscription customers receive an agreement number. Authorization/Agreement numbers are assigned to new orders and can be used on additional orders to receive the same price level as the original order. This number is also used to activate and manage your licenses.

5. Activate licensed software and manage your licenses
The activation process is different depending on which licensing program was purchased. All customers will receive an email invitation to log onto the Volume Licensing Service Center (VLSC) web site, to access their agreement and purchase history information, download purchased products, and access product keys to activate licensed software.

Note: Open License customers will be asked to sign an electronic version of their Agreement on the VLSC prior to downloading their licensed product(s).

Predictable and Affordable Financing from Microsoft

Reducing costs is on the mind of every business leader, but it is also important to maintain growth and sustain your business. Now your organization can do both. The Microsoft Financing Program offers credit approved customers competitive interest rates that are fixed and terms that range from two to five years. Payments are customized to meet your needs with options such as monthly, quarterly, semi-annual structures, as well as deferral, ramped or skipped payments available.

Find out more about Microsoft Financing at: *http://www.microsoft.com/licensing/how-to-buy/financing.aspx*

Online tools make managing software licenses easy

Microsoft License Advisor - *http://www.microsoft.com/licensing/mla*
The **Microsoft License Advisor** is an easy-to-use online resource that can help you research and budget for the Microsoft Volume Licensing program that best fits your organization. A friendly three-step process makes it easy to select products and compare the licensing programs and pricing differences, without having in-depth knowledge of Microsoft Volume Licensing programs. Save your quote in License Advisor and a unique Quote ID will be generated, enabling you to securely share your quote with others in your business or your reseller.

Volume Licensing Service Center - *https://www.microsoft.com/licensing/servicecenter/*
The **Volume Licensing Service Center** is an online tool that makes it easy for you to view your Licensing information, download Microsoft software, and manage your subscriptions and Software Assurance benefits.

With the Microsoft Volume Licensing Service Center you can:
- Quickly access your licensing information in one location
- Learn what's new with easy updates from the information center
- View all agreements or purchases by your organization
- Receive a licensing summary that illustrates all entitlements by product and version
- Open License customers may obtain proof of license
- View all assigned product keys and download products faster
- View Software Assurance Entitlements

For more information on Microsoft Volume Licensing please visit: *http://www.microsoft.com/licensing*