

SERVICE BRIEF

MLS Normalization

Thank you for your interest in Connection's Microsoft License Statement (MLS) Normalization Engagement. The purpose of this document is to define the service by offering a clear view into the process, deliverables, and expectations.

Services/Consulting to be Provided

To accurately review and normalize Client's Microsoft License Statement (MLS). This will include normalization of: company name, product description, and version for all volume license purchases available on the MLS report.

Project Tasks

- Project kickoff
- Normalization of MLS
- Final deliverable review

Project Deliverables

Consolidated "MPSA" and "Transaction Data" tabs into a single excel worksheet via a pivot table format, reflecting:

- License Product Family
- Version
- Coverage End Date (for active subscriptions and software assurance)
- Quantity
- License Program
- Enrollment Number
- (Optional) Customer name on agreement,
- (Optional – not available for MPSA Agreements) Country on agreement, country of usage

Customer Responsibility

To ensure successful project delivery, the customer will:

- Microsoft License Statement (MLS) Report including all locations and company names that will be evaluated during this engagement.
- Review MLS for completeness and accuracy
- Will meet with consultant to review final assessment deliverables

Service Assumptions

- This process does not constitute an audit or assume audit risk
- All documentation provided by Service Provider will be in electronic format only

Out of Scope and Exclusions

- Any services, tasks, or activities other than those specifically noted in this service description are out of scope
- Review of inventory reports

Service Delivery Area

- Delivery for remote services is limited to the United States and its territories

Prerequisites

- Services will be delivered remotely
- Force Majeure: A party shall not be liable for any failure of or delay in the performance of this service for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders, or any other force majeure event

Notes

- A service representative will contact you within five business days to schedule the initial kickoff call
- Scheduling requires two weeks to staff the engagement
- Services will be conducted during normal Connection business hours
- Customer may wish to consider these additional services: Microsoft Advisory Services