

Dear Customer:

Microsoft Cloud Services Guidance for De-centralized Payments:

Once an ordering agency has made a determination to move forward with a solution they will either issue a delivery order/use a credit card. A copy of that purchase order will be issued to Dell. Once the order is issued the customer will need to name an Online Services Administrator that will be in charge of managing the addition/removal of users from the Microsoft Portal. This POC would typically be the administrator of your current email solution and/or the POC that manages your active directory.

POC information for the Online Service Administration along with Proof of MIPR transfer/Government Delivery order/or Credit Card information will then be sent to the Dell Program Manager, Wes Dunn, for activation. Wes Dunn is reachable via phone at 571-209-7380 or via email at wes_dunn@dell.com. Typical process time for partitioning of your email licenses is 5-7 days. Your online service administrator will receive electronic confirmation of access to the Microsoft Portal upon completion of processing. Education on use of the site will be provided to your Online Services Administrator following confirmation of the POCs to Dell.

The customer will receive a unique identifying number for your licenses allotment from Microsoft called an Enrollment number. Your enrollment number is how your agreement is recognized with Microsoft.

At expiration of the initial term you will be given the option to renew your subscription directly with Dell for a 1 year period at the negotiated BPA price. Options must be exercised prior to expiration of your current agreement to prevent interruption in service.