

MICROSOFT DIGITAL OPERATIONS SERVICES USER MANUAL 23.0

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CHANGE LOG:

Version #	Date	Details Updated	
1.0	07/29/2016	Initial version	
2.0	09/02/2016	Partner Reject, Test environment switch functionality, LRM Search	
3.0	10/07/2016	Single agreement multiple business model, LRM auto approval, DPK bulk return, auto send CBR, PBR and Return to upper level system	
4.0	11/11/2016	OA 3.0 integration with IT services, DPK tagging, Bulk Import changes	
5.0	12/09/2016	MDOS Key Order, Add New Partner, Submit Optional Information	
6.0	01/13/2017	Key History, Multiple FFKI Support, auto submit CBR, PBR history	
7.0	02/10/2017	Report CBR "By Quantity", Enable/Disable down level partners, Resend MDOS FFKI credential, "Delete" or "Remove" certificate option	
8.0	03/22/2017	Rewritten the user manual, corrected the grammatical mistakes, updated screenshots with Contoso account	
9.0	09/15/2017	New onboarding flow, certificate automation changes	
10.0	12/15/2017	Updated login, email templates and certificate settings screenshots.	
11.0	01/12/2018	Disable/Delete DLP, validate existing TPI updates	

12.0	02/09/2018	DSB changes, removal of certificate automation for existing partners, credit hold updates and FAQ's	
13.0	03/16/2018	Refresh button in Key order page, content update in DLP export and content update in export keys	
14.0	04/20/2018	Search All option, Search results export, Return & PBR batch limitation and Upgrade to MDOS SC options	
15.0	05/18/2018	Product Bound status introduced for service keys, return procedure in DSB, Privacy section and screenshot updates	
16.0	07/06/2018	PBR changes and screenshot updates	
17.0	07/31/2018	GPA2.0 agreement changes	
18.0	10/05/2018	PBR, key order, search improvement changes	
19.0	11/19/2018	GPA contents updated	
20.0	01/18/2019	UI changes in dashboard, search, assign keys screens	
21.0	09/08/2019	MDOS OSP Integration, removal of certificate dependency & Use of DOC account.	
22.0	12/11/2019	Updated to reflect the launch of DA, replacing DSB	
23.0	12/02/2020	Updated to reflect the initial phase for the MDOS data archival	

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WELCOME TO MDOS

Instruction: Welcome to MDOS - a cloud-based digital key distribution and entitlement service for Microsoft OEM partners. Please read the overview and capabilities to learn more about this service.

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	MDOS	
	Welcome to Microsoft Digital Operations Services 🖲	
	OEM 1, Contoso	

MDOS Overview

Welcome to Microsoft Digital Operations Services (MDOS)

MDOS is a web based service that provides Microsoft partners (OEM, ODM/IDH and Third-Party Installers) the ability to complete the OEM Activation Services 3.0 (OA 3.0) end-to-end process that is required to order and ship devices installed with Microsoft Windows. The MDOS service provides partners the ability to digitally order, fulfill, transfer and return digital product keys (DPKs) as part of doing business with Microsoft. Microsoft is discontinuing physical Certificate of Authority (COAs) licensing stickers as a way of licensing products. Beginning with Microsoft Windows 8, partners are now required to use DPKs to manufacture and pre-license the device at manufacturing time. The MDOS system is a cloud service that can be used by partners to complete these transactions with Microsoft.

The OA 3.0 activation process is a new way to license and activate Windows. Before beginning to use this new model, it is important to understand some key concepts and requirements. Below, is a high-level overview of both the new OA 3.0 end-to-end process requirements, as well a high-level overview of the capabilities of the MDOS service.

OEM Activation 3.0 End-to-End

OA 3.0 as noted is a new digital way of manufacturing, pre-licensing, and shipping windowsbased systems. OA 3.0 provides an entire framework for how OEM/ODM partners transact with Microsoft, as well their downstream manufacturing partners and entities. In OA 3.0, the process starts by an OEM/ODM, who has already completed a GPA agreement with Microsoft. If you do

not have GPA or Licensing agreement with Microsoft, please contact your Customer Operations Manager (COM) or your Microsoft Sales Manager to understand what is required to complete a direct licensing agreement with Microsoft.

Once a partner has an agreement signed with Microsoft to sell Microsoft Windows and/or additional products, the next step is understanding the end-to-end process that is required to complete the OA 3.0 process for Windows shipments. The process starts with a toolset required to digitally connect to Microsoft. Today, the partner has a choice of whether to build an OA 3.0 client or leverage the existing solution offered by Microsoft, called MDOS. The MDOS solution is provided for partners that complete under one million transactions a year. For all other partners, building an OA 3.0 client is required. The remainder of this manual will detail aspects of the MDOS system, as well provide overview, step-by-step examples, tips, and details about the specific functionality available in the MDOS service. Below, we discuss the OA 3.0 end-toend process for understanding. We will then discuss at a high level how to use MDOS to ensure your continued success purchasing, manufacturing, and shipping Microsoft Windows to your end users.

The OA 3.0 feature set end-to-end process that is required



The Digital licensing and entitlement process starts with the OEM/ODM placing an order to Microsoft for Microsoft Windows digital product keys (DPKs). This order can either be a form of a Blanket Order, which allows the OEM's designated partners to order against (Call Off Order), or it is a direct order from the OEM to Microsoft (Standard Order), either type is supported. Once the digital order is placed to the Microsoft services, the OA 3.0 DPKs for Windows will be fulfilled into the MDOS system. The OEM then chooses a partner to complete the manufacturing portion of the project and will deploy (transfer) the digital product keys from their system to the factory, where the factory may be owned by the OEM or is a third-party Installer (TPI). Once the keys have been deployed to the factory, the factory will manufacture the Windows device and will be required to inject the DPK into the firmware (BIOS/UEFI) of the device. Once the DPK is injected, the factory will capture a Computer Build Report (CBR), which contains complete hardware information shipping with the device, as well information about

the now injected DPK. This CBR is sent to Microsoft and is recorded prior to the device reaching the end user. Once the end user purchases that device and powers on, Windows will request a machine activation, which ensures the device is a Genuine Microsoft Windows device. The activation event occurs and completes and the OA 3.0 process completes. If the machine is returned for any reason within 365 days, the OEM can request a refund and must send Microsoft information about the specific DPK being returned and the reason for the return.

There are a variety of use cases and scenarios that are supported by the OA 3.0 end-to-end process and requires some general understanding before beginning to complete the process with Microsoft. The OEM/ODM, the entity with a direct relationship and contract with Microsoft is in control of deciding how much involvement they will have in the end-to-end process. There are three ways to setup your relationship with your downstream partners (subsidiaries, servicing centers and/or factories for manufacturing). In MDOS, we define the relationship of the OEM/ODM and its partners as a Business relationships as a Business. A business within MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. The OEM/ODM, those that have a direct contract with Microsoft, choose the type of control and involvement they will have in the OA 3.0 end-to-end process. The OEM/ODM can choose to have a centralized or decentralized relationship with its business entities. In a centralized business setup, the OEM chooses to have total control of the process from Order to Return and all functions in between. The OEM will order, fulfill and transfer the DPKs to their downstream partners called DLP (Downlevel Partners), as well will handle all returns on their own behalf. The centralized model allows the parent entity (OEM/ODM) full control throughout the MDOS system and the end-to-end process. The other type of business setup is a Decentralized model. The decentralized model requires the OEM to place the Call Off order with Microsoft. The OEM does not need to manage the order or the digital product keys at all, instead this model relies on the DLP to manage all DPK orders, fulfillments, transfers and returns on behalf of their OEM partner. The OEM does not need to "manage" anything except the call off order with Microsoft, but is responsible for any audits required by Microsoft and as such the OEM should check in with their DLP's on a regular basis to understand what is happening within their business. OEMs are liable for keys once they are fulfilled.

In summary, the OA 3.0 end-to-end process is setup by the OEM/ODM, the entity with the direct contract with Microsoft. The OEM/ODM is required to define the business and yet can choose to manage the entire end-to-end process directly (centralized) or choose to outsource the process to their DLP (decentralized).

MDOS Service Overview

Now that you have familiarity with the OA 3.0 end-to-end process requirements and available business related options, we will explore the high level MDOS capabilities as a tool to complete your digital business transactions with Microsoft. The MDOS service offering is available to our smaller OEM/ODM partners, those that complete less than one million shipments of Windows. The MDOS service is currently free to use for these partners including support of the service

and its feature offerings. MDOS provides electronic email based support from the vendor hired by Microsoft to complete the service offering, please see support section within the MDOS manual for additional details and the specific contact information.

As noted above, partners can choose to onboard to the MDOS service or complete a build of their own OA 3.0 client, connecting to Microsoft backend web service directly. The MDOS service is an Azure Cloud based solution that also requires a physical client for the factory floor manufacturing requirements. MDOS provides the end-to-end solution required to order, fulfill, deploy, report and return Digital Product Keys required to manufacture Windows devices. Below we will explore some of the high-level features of the MDOS service offering, and walk through the onboarding requirements.

Onboarding to MDOS

MDOS provides everything required to complete the digital pre-licensing requirements set by Windows since Windows 8. To onboard to the MDOS service, you will need to complete your GPA contract with Microsoft. Once the contract has been signed, Microsoft will send you an email with your MDOS Registration information, including a link to the DOC site. The DOC is used to "register" your MSA email account and corporate email account with the system. Because MDOS is a cloud service, you do not need to "install" any software for the OEM/ODM entity, rather you access the MDOS service via a browser URL address that will be sent to you once you have completed your contract with Microsoft. The link you will receive will direct you to register with DOC and choose which type of partner you identify as. Once the DOC registration is complete, you will be sent the MDOS direct link URL in order to login for the first time.

Defining an MDOS Business

Once the OEM/ODM have registered and successfully logged into the MDOS system, the next step is to define the type of Business that will be used (centralized or decentralized), and which entities (DLP's) you will work with to complete your Windows device end-to-end process for manufacturing and device shipment. Setting up the business is a critical step and one that should be thought through prior to attempting to setup your Business within MDOS. MDOS supports multiple businesses; which means that for one business the OEM may choose to work with Manufacturing Partner A and for another business the OEM may choose Manufacturing Partner B. The OEM may choose to setup one business as centralized and the other as decentralized. Each business is secured and keeps all details regarding that business behaves with regard to DPK s, Log files, and/or Alerts. An OEM can also define how the business behaves with regard to DPK fulfillment and/or CBR submissions to Microsoft. In other words, the OEM may choose to order and then manually download DPKs for one business, while setting up automatic DPK fulfillment for their other business. There are a variety of settings and options defined within this manual and we encourage you to explore the details of each for a thorough understanding.

Manufacturing with MDOS

As part of setting up the MDOS Businesses, the OEM/ODM can choose the manufacturing partner(s) they will work with. Adding the manufacturing partners into the MDOS Business requires the OEM/ODM to invite the manufacturing entity as a business entity within your defined business. The OEM/ODM will "invite" the manufacturing partner (TPI) into the business via the DLP setup within the MDOS service. Once the manufacturing partner accepts the invite, they are ready to transact on behalf of the OEM/ODM partner. The MDOS service requires the manufacturing partner to "configure" themselves within the MDOS cloud service (as a TPI) and then requires the manufacturing partner to install the physical MDOS Factory Floor Key Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet. The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.

MDOS Capabilities and Benefits

Microsoft Digital Operations Service (MDOS) is a cloud-based digital key distribution and entitlement service for Microsoft partners. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys (DPKs) as needed. MDOS is a self-service tool that provides easy access to new capabilities and allows partners to scale.

The key benefits of using MDOS include:

- Flexible platform: Easy to add new partners and scale your business
- Self-service capabilities
- Efficient inventory management
- User-friendly interface
- Software as a service no need to upgrade software, always up to date
- Integrated with other Microsoft platforms

MDOS provides the following capabilities:

- Basic OA 3.0 infrastructure (order, fulfill, transfer, return, report, etc.)
- Automated setup/onboarding
- ERP system integration*
- Integration with other Microsoft platforms (DOC and Connector)*
- Low cost scalability to support new Microsoft programs (pricing configurator, DA, cloud attachments, etc.)
- Business Intelligence reporting*
- Self-serve capabilities (Pop-up support, tip tool, chat support, form integration, support forums, link to documentation, etc.)
- Offline run mode (File-based DPKs)

*Some features may not be available today but will be available at a future date.

Example: Contoso OEM has a growing business where they work with multiple downlevel partners (DLPs) including TPI, IDH/ODM, and FFKIs. The businesses run in different business models where some are <u>centralized</u> and some are <u>decentralized</u>. Contoso OEM was using the DIS Chinasoft legacy system, but they are now migrating over to MDOS for its many benefits.

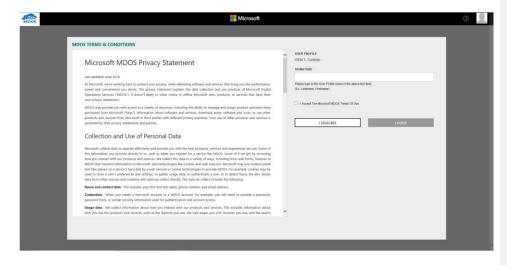
Contoso OEM will now be able to:

- take advantage of the flexible platform that allows them to easily add new partners as their business grows.
- navigate across different views depending on each business' structure with a userfriendly interface.
- use the self-service tool to easily perform key functions (order, fulfill, transfer, return, report, etc.).
- manage inventory for each business and see a real-time view of inventory levels, key status details, as well as access business intelligence data—all in one place.

Additionally, Contoso OEM knows that MDOS is also an online service, so updates are made automatically and they will never have to manually update their software to have the latest version.

MDOS TERMS OF USE

Instruction: Review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.



MDOS terms of use

Please review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.

NOTE: To sign the agreement, please be sure to enter your name in the signature field as it is displayed above. The signature field is case sensitive. An inactive button is greyed out until this field matches.

This User Manual is a resource where you can find descriptions, examples, and step-by-step instructions for all the functionality available in MDOS. You can also find definitions for acronyms, and links to other sources, such as FAQs.

The manual is intended for all MDOS users and all Microsoft OEM business partners; OEM, TPI, ODM, IDH, and MDOS FFKI.

Refer to the User Manual to find helpful information on how to:

- Get set up on MDOS (Introduction/Wizard)
- Access MDOS and Inventory Management
- Get Digital Product Keys (Order/Fulfillment)
- Manage Inventory
- Submit Reporting
- Utilize BI Instrumentation
- Manage your Business
- Find Advanced Functionality

ONBOARDING

Before beginning onboarding, you must decide is you require a centralized or decentralized business model.

Centralized Business Model:

- OEM Corporate conducts all transactions with Microsoft directly.
- OEM Corporate places orders, receives DPKs, distributes DPKs to ODM or TPI manufacturing sites.
- OEM /TPI manufactures PC and returns computer build report (CBR) to OEM Corporate.
- OEM Corporate submits CBRs to Microsoft.
- OEM can perform returns.

Example: Centralized Business: Contoso OEM is in a centralized business model with ABC Factory. Contoso OEM has a direct agreement and relationship with Microsoft and a direct agreement and relationship with ABC Factory. Contoso OEM places orders with Microsoft to receive their Digital Product Keys (DPKs) directly and sends the keys to ABC Factory. The

factory manufactures the PCs and injects the keys. The Computer Build Reports (CBR) is created by ABC Factory and sent to Contoso OEM, for approval, and submission to Microsoft. Contoso OEM choose this model because they want to be in control of their business and manage their DPK's directly.

Decentralized Business Model

- OEM Corporate creates relationship with Microsoft, but third parties can conduct transactions on behalf of OEM.
- OEM Corporate places blanket orders with Microsoft.
- TPI places call-off orders, receives DPKs from Microsoft, manufactures PCs.
- TPI submits CBR to Microsoft, and a copy to OEM.
- TPI cannot perform returns on behalf of the OEM.

Example: Decentralized Business: OEM ABC is in a decentralized business model with Mexico Factory and China Factory. OEM ABC places Blanket Orders with Microsoft for each factory that will be manufacturing client PCs. The factories receive the keys directly, manufacture the devices, and inject the keys. Both factories create their Computer Build Reports (CBR) and submit the CBRs directly to Microsoft. OEM ABC chose a decentralized model because it has trusted relationship with both factories and does not want to manage any of the daily operations of DPK's. OEM ABC understands their liable for all the operations performed by their factories on their behalf.

STEPS FOR ONBOARDING - NEW OEM

The following steps are required for OEMs who wish to onboard to MDOS as a Centralized or Decentralized OEM. The steps for both are similar but you click on the desired business relationship (Centralized or Decentralized) depending on your business model. More information on Centralized and Decentralized OEMs can be access in step 10 of New OEM Onboarding.

1. RECEIVE EMAIL INVITATION

Email the Global Partner Onboarding (GPO) Team (gposup@miocrosoft.com) to request access to MDOS. Ensure to include the below information:

- a. MSA Email Account*
- b. First Name
- c. Last Name
- d. Company Name

Microsoft recommends onboarding at least accounts to MDOS during onboarding to support partner business continuity if one user is not available to access to tool.

NOTE: Expected SLA for email ~24hrs.

*A Microsoft account (MSA) is an email account used to sign into Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, name@msn.com). Or use an email account that is registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com).

2. ACTIVATING DOC ACCOUNT

You will receive an email to join MDOS via the MSA email account provided to the GPO.

STEP 1: Find your sign-in PIN (Personal Identification Number). After this welcome email, you will receive an additional email containing a first-time sign-in PIN .Please make note of the PIN; it is a six-digit number.

Important information regarding your new with osoft boc account
Rodaction OA 1.0 Service Account
Accessed by the following hyperbalances from (pol): The rest Occussed by the rest creater take by the last creater a "Velocated Table" Second Table Counters, Gene" and Last clear provides as here to access 20C for the fold (ters, This asserting and Last clear, poly reparability of the rest by cardinal by the results in a whole Philosophic to open to access the fold of the rest by cardinal by the rest by the re
Pan kao sain'ny fisi ana ilay kao sing ito kholong isa <u>data fanatana pan kao sain</u> Pan kao sain' da Andria witi kao tertu na ago ana sang Data jaan anang ana cina kao sing <u>Data Kao tertu na sain</u> Data Kao sain Hand Kao sain

STEP 2: Select your preferred sign-m method. The Digital Operations Center supports several types of sign-in methods: depending on your user account type. You may select any qualifying account of your choice or create a new one.

STEP 3: Sign in for the first time. Supported sign-in credentials Windows Live ID Microsoft Corp Net with the information from Steps 2 and I, You are ready to sign in to DOC by clicking <u>www.microsoftoem.com</u> where you will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4: Enter your PIN. Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering PIN, you will be taken to the Home Page. The invitation mail will provide you the detailed step (as per below screen).

Subject: Welcome to the Microsoft Digital Operations Center

Walcome to the	Microsoft Digital	Operations	Contor (DOC)

Your new DOC account has been created. To begin using DOC applications, you will need to complete the following five steps the first time you sign in.

STEP 1 - Find your sign-in PIN (Personal Identification Number).

After this welcome email, you will receive an additional email containing a first time sign-in PIN. Please make note of the PIN; it is a six-digit number.

STEP 2 - Select your preferred sign-in method.

The Digital Operations Center supports several types of sign-in methods, depending on your user account type. You may select any qualifying account of your choice or create a new one. Please note that your company may have policy guidelines regarding this account selection.

User Account Type	Supported sign-in credentials		
Microsoft Partner Extranet yourdomain\userid	Windows Live ID	Microsoft CorpNet	
External customer (OEM, Distributor, etc.)	~	×	
External partner (AR, SPV, etc.)	✓	×	
Internal Microsoft employee or vendor			1

STEP 3 – Sign in for the first time.

With the information from Steps 1 and 2, you are ready to sign in to DOC by clicking the following link: stepsilon.org. You will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4 - Enter your PIN.

Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering your PIN, you will be taken to the Home Page.

STEP 5 - Browser Configuration.

After you have successfully completed your first-time login, please follow the steps outlined in Section 1 of our "About DOC" guide to ensure DOC runs smoothly within Internet Explorer: <u>About DOC</u>. You are now ready to start using the Microsoft Digital Operations Center!

Note: Your account must be activated within 30 days of receipt of this email, otherwise your account will be suspended.

Note: If your account is suspended or if your account becomes locked after three unsuccessful sign-in attempts, please contact your Company Administrator. The Company Administrator is a designated person within your arganization defined in your Microsoft agreement.

To learn more about the functionality of various applications within DOC, click here: About DOC

Thank you, Microsoft DOC Support Team

If you have received this email in error, please notify us using the following link: <a><u>Digital Operations Center Portal Helpdesk link</u>

If you have any difficulties with the first time sign-in or using DOC, please contact your Company Administrator or click here: Digital Operations Center Portal Helpdesk link>

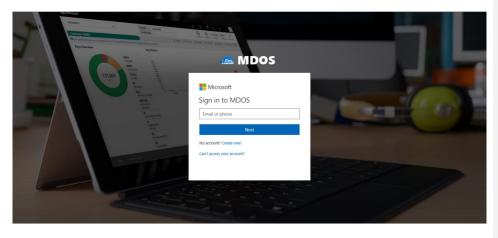
Privacy Statement

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

PLEASE DO NOT REPLY TO THIS E-MAIL, AS IT IS AN UNMONITORED ALIAS.

3. ACCESS MDOS

Access MDOS by typing https://digitaloperations.oa.microsoft.com in your browser.



4. LOG IN USING MSA EMAIL ACCOUNT

Log in using the MSA email account credentials you provided to the GPO team.



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Continue (SAN)	
Neg Diversion Berline	and MDOS
191265 mm	Microsoft
	Enter password
	Password
	Sign in
	Keep me signed in
	Forgot my password
	Sign in with a different Microsoft account

5. FOLLOW ONBOARDING STEPS

Follow the MDOS onboarding process steps.

6. WELCOME TO MDOS

To review the MDOS Overview, hover on the information icon on the welcome screen.

MDOS	Hicrosoft	• <u>_</u>
	Welcome to Microsoft Digital Operations Services OEM 1, Contoso	
7. MDOS TERMS OF USE		

Review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.

IDOS TERMS & CONDITIONS	
Microsoft MDOS Privacy Statement	USER PROFILE OEM 1, Contoso siciliarTure
Last updated: June 2016	
At Microsoft, we're working hard to protect your privacy, while delivering software and services that bring you the perform power and conversince you desire. This privacy statement explains the data collection and use practices of Microsoft D Operations Services ("MDOS"). It descrit apply to other online or offline Microsoft sites, products, or services that have own privacy statements.	gdal (Ex Ladrume, Firstrame) ther
MDDS may provide you with access to a vaniety of resources, including the ability to manage and assign product activation purchased from Microsoft ("Roys"), information about software and services, download areas, software and tools, or use products and services from Microsoft or thicle parties with different privacy practices. Your use of other products and servi governed by their privacy statements and policies.	other
Collection and Use of Personal Data	
Mecanity during the top spectra distribution of provide provide provide provide provide provide provide provide the provide the provide the provide provide the pr	ding es in mult y be
Name and contact data. This includes your first and last name, phone number, and email address.	
Credentials . When you create a Microsoft account or a MDOS account, for example, you will need to provide a pass password hints, or similar security information used for authentication and account access.	word,
Usage data. We collect information about how you interact with our products and services. This includes information a how you use the products and services, such as the features you use, the web pages you visit, browser you use, and the se	

8. AGREEMENT SETUP PAGE

Select the agreement you would like to set up.

MDOS		Microsoft		E 🦨	ø 0 👤
			Application Received	Pending Acceptance	Onboard Completed
MDOS UAT OEM7					
	Choo	se your agreement type	•		
	Agreement No :	Agreement No :			
	5173750005	5200007648			
	Effective Start Date: 07/19/2018	Effective Start Date: 07/19/2018			
	Effective End Date: 12/31/9999 MSFT CUSTOMERID:	Effective End Date: 12/31/9999 MSFT CUSTOMERID:			
	0000108292	0000108292			
	Agreement Type: Master Licensing Agmt (2015) for Named	Agreement Type: OEM PAX FY19			
		4			
		,	PROCEED ->		
Privacy Statement		@ 2016. All Rights Reserved			

Tip Tool : Select your agreement from the options to be redirected and continue onboarding. If you have more than one agreement, you must set up both agreements individually.

Business definition:

A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

Example : Contoso OEM has a single licensing agreement with Microsoft under a Global Partner Agreement (GPA), supporting two businesses: an OEM Program Appendix (PAX) and an IOT Program Appendix. The OEM PAX is for the OEM Royalty business and the IOT PAX is for the Embedded business. Each PAX will have a unique agreement number for ordering.

Based on the business definition, Contoso OEM has two business structures, one for the OEM PAX agreement and one for the IOT PAX agreement. They get different keys for the OEM PAX and the IOT PAX. While onboarding, Contoso OEM must set up both agreements individually.

Contoso OEM decides to set up their OEM PAX agreement first. They select the OEM PAX option and follow the steps to onboard their DLP for the Windows Client business. Once completed, they will set up their IOT PAX for the Embedded manufacturing business.

ULP Definition:

Upper Level Partner or Up level Partner (ULP) is the entity above the down level entity. Keys will flow from this entity to downstream entities. An Up level partner can be:

- Microsoft agreement (GPA with OEM, ODM or IOT PAX)
- OEM, ODM/IDH, IOT or TPI in a centralized relationship
- OEM, ODM/IDH, IOT or TPI in a decentralized relationship

Agreement types are under the Global Partner Agreement (GPA):

- OEM Program Appendix licensing for Windows Client, Office, Server, IoT for OEM products.
- ODM Program Appendix licensing for Windows Client, Office products
- IOT Program Appendix licensing for IoT OA products for Embedded devices and Internet of Things (IoT)

OEM

OEM (Original Equipment Manufacturer) will be having a direct GPA agreement with Microsoft or they may have multiple agreements as well, Microsoft will be the up level partner for an OEM.

ODM/IDH

The ODM/IDH business model might have a direct ODM/IDH agreement with Microsoft or they may have multiple agreements with Microsoft. An ODM/IDH can have one or multiple OEMs or ULPs as well.

Example : Contoso OEM has a business where they work with down-level partner ABC TPI. Contoso OEM is the up level partner for ABC TPI and Contoso OEM's up level partner is Microsoft.

9. ADD NEW DLP

Determine if you would like to add a new down-level partner (or partners) to the business. New partner(s) will then be able to perform key operations.

MDOS	Hicrosoft	0
Contoso OEM1		
	Do you want to add a DLP?	
	YES NO	
		~

MDOS definition of partner types

Acronym	Term	Description
	Inventory (FFKI) client on the manufacturing floor. The	
		MDOS FFKI client is a software install that will connect to
FFKI	FFKI Factory Floor Key Inventory	the MDOS cloud via a secure connection through either a
		VPN or via the Internet or may be manually transferred
		(e.g. via USB). The MDOS FFKI client manages the DPKs

		between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.
ODM/ IDH	Original Design Manufacturer/ Independent Design House	An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.
OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.
ТРІ	Third-Party Installer	A manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory).

DLP Definition:

Down Level Partner or Down-level Partner (DLP):

Receives keys from the up level entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model (business model), Contoso OEM has three down-level partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the up level partner for all three TPIs and Contoso OEM's up level partner is Microsoft since they have a direct OEM GPA agreement with Microsoft.

10. SELECT BUSINESS RELATIONSHIP CENTRALIZED OR DECENTRALIZED

Choose the type of relationship you want to setup for your DLP

MDOS		Microsoft		o 👤
Contoso OEM1				
		What is your Business Model?		
	CENTRALIZED	DE-CENTRALIZED	SUBSIDIARY	
	\odot	€ ₽	E	

Centralized Business Model:

- OEM Corporate conducts all transactions with Microsoft directly.
- OEM Corporate places orders, receives DPKs, distributes DPKs to ODM or TPI manufacturing sites.
- OEM /TPI manufactures PC and returns computer build report (CBR) to OEM Corporate.
- OEM Corporate submits CBRs to Microsoft.
- OEM can perform returns.

Example: Centralized Business: Contoso OEM is in a centralized business model with ABC Factory. Contoso OEM has a direct agreement and relationship with Microsoft and a direct agreement and relationship with ABC Factory. Contoso OEM places orders with Microsoft to receive their Digital Product Keys (DPKs) directly and sends the keys to ABC Factory. The factory manufactures the PCs and injects the keys. The Computer Build Reports (CBR) is created by ABC Factory and sent to Contoso OEM, for approval, and submission to Microsoft. Contoso OEM choose this model because they want to be in control of their business and manage their DPK's directly.

Decentralized Business Model

• OEM Corporate creates relationship with Microsoft, but third parties can conduct transactions on behalf of OEM.

- OEM Corporate places blanket orders with Microsoft.
- TPI places call-off orders, receives DPKs from Microsoft, manufactures PCs.
- TPI submits CBR to Microsoft, and a copy to OEM.
- TPI cannot perform returns on behalf of the OEM.

Example: Decentralized Business: OEM ABC is in a decentralized business model with Mexico Factory and China Factory. OEM ABC places Blanket Orders with Microsoft for each factory that will be manufacturing client PCs. The factories receive the keys directly, manufacture the devices, and inject the keys. Both factories create their Computer Build Reports (CBR) and submit the CBRs directly to Microsoft. OEM ABC chose a decentralized model because it has trusted relationship with both factories and does not want to manage any of the daily operations of DPK's. OEM ABC understands their liable for all the operations performed by their factories on their behalf.

Subsidiary:

- A subsidiary, subsidiary company, or daughter company is a company that is owned or controlled by another company, which is called the parent company, parent, or holding company.
- The subsidiary can be a company, corporation, or limited liability company.
- A company can have multiple subsidiaries.
- An example of a subsidiary within MDOS could be an OEM who has offices in different countries; OEM USA, OEM Asia; or a company who has different facilities for different functions; Contoso Design House, Contoso Factory, etc.

Example: Subsidiary: An example of a subsidiary within MDOS could be an OEM who has offices in different countries; OEM USA, OEM Asia; or a company who has different facilities for different functions; Contoso Design House, Contoso Factory, etc.

For centralized business, please continue to step 15.

For decentralized business, please continue to step 16.

For subsidiary, please continue to step 17.

11. ADD DLP OR FFKI

Select your centralized DLP factory datacenter or DLP FFKI.

ADDS Contoso OEM1	Hicrosoft	Ø 🔍
	PARTNER TYPE COMPARY INFO SUMMARY What type of Down Level Partner (DLP) would you like to add?	
<		>

An FFKI partner differs from other DLPs because:

- The FFKI can have a business that runs <u>online or offline</u>. The FFKI is not required to onboard through MDOS web app for initial set up and they would not be required to maintain an online connection with MDOS, while the DLP factory datacenter will always be online.
- The FFKI will receive its credentials via email.
- The FFKI is the only type of partner that can <u>inject the keys</u> into devices and collects CBR information, where the factory datacenters do not inject keys.
- The FFKI can <u>submit the reports</u> to their up level TPI, who then reviews and submits the final CBR to their unlevel OEM partner.
- The FFKI is not able to add any DLPs, where the factory datacenters may add DLPs.
- The FFKI would also receive additional email communications for their business that would contain information based on how they communicate with MDOS.

Business setup specific for FFKI

- 1. FFKI Partner receives invitation from ULP via email.
- 2. FFKI Partner will receive an email with step-by-step guide.
- 3. FFKI Partner will receive an email with credentials.
- 4. FFKI Partner downloads software.
- 5. FFKI Partner will get set up.
- 6. FFKI Partner will test.

Example: Contoso OEM owns its own factory, which is called Contoso FFKI. Contoso FFKI is the main site Contoso OEM uses to manufacture their devices. Contoso OEM sets up Contoso FFKI as down-level partners for their business within MDOS. After that, Contoso FFKI receives the credentials it will use to communicate with MDOS to authenticate. Contoso FFKI is run offline,

hence they need to initially onboard through MDOS and follow the initial online set up. Then Contoso FFKI can follow the offline mode steps to receive keys and submit CBR's back to OEM Contoso. Once the CBR is submitted to Contoso OEM, they provide a final review and submit the CBR to Microsoft.

Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the DLP or FFKI.

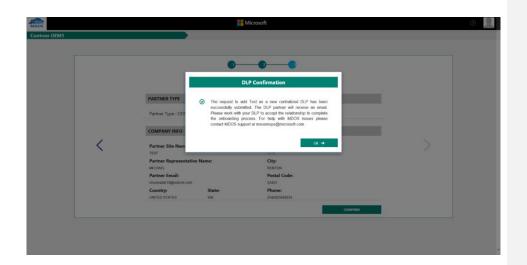
Contoso OEM1		Mice	rosoft	0
			COMPANY INFO	
	<		International Accession O	>

DLP Form Field Explanation

DLP Form

DLP Form Fields	Explanation
DLP Company Name	Down-level partner company name (i.e. Contoso TPI)
DLP Contact Name	Down-level partner User first and last name
	Down-level partner's corporate email address at authorized
DLP Company Email	site. (ContosoTPI@TPI.com)
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email account
	used to sign into Microsoft services and is required to sign
	in to MDOS. (i.e. name@outlook.com, name@hotmail.com,
	name@msn.com). Or use an email account that is
DLP Login Email (MSA)	registered as an MSA (i.e. name@yahoo.com,

	name@gmail.com, name@qq.com, name@163.com). Additional information about MSA email accounts. NOTE: IF the TPI is already onboarded to MDOS, please
	verify that this is the MSA that they registered with.
DLP Address	Street address where DLP company is based
DLP Country	Country where DLP company is based
DLP State	State where DLP company is based
DLP City	City where DLP company is based
DLP Postal Code	Postal code where DLP company is based
DLP Phone	DLP company phone number



DLP Next steps:

- 1. Have your partner look for the email from MDOS (sent to the partner's MSA email).
- 2. Make sure the partner reads the <u>Onboarding Training Guide</u> for MDOS.
- 3. Partner should click on the registration link (within the email) to get registered.
- 4. Ensure your partner fills out the DOC registration form completely.
- 5. Ensure you partner completes the MDOS setup process.

FFKI Form Field Explanation

DLP FFKI Form:

FFKI (owns factory) Form Explanation		
Fields		
FFKI Admin Name (first, last)	FFKI contact first and last name	
	FFKI contact email address. MDOS sends the connection	
FFKI Admin Email	information to this address.	
	The user's MSA email account that is used for DOC	
	registration. A Microsoft account (MSA) is an email	
	account used to sign into Microsoft services and is	
	required to sign in to MDOS. (i.e. name@outlook.com,	
	name@hotmail.com, name@msn.com). Or use an email	
	account that is registered as an MSA (i.e.	
	name@yahoo.com, name@gmail.com, name@qq.com,	
	name@163.com). Additional information about MSA	
Login Email (MSA)	email accounts.	

Next steps for the FFKI:

- 1. Have your partner download the <u>Step-by-step Guide</u> on how to set up an FFKI.
- 2. Have your partner download the <u>MDOS FFKI Client installation</u> software.
- 3. Have your partner review all the documentation.
- 4. Ensure the FFKI has completed the pre-level steps.
- 5. Have your partner look for the email from MDOS (sent to the partner MSA email) that contains the login credentials.
- 6. Make sure the partner reads the FFKI Onboarding Training Guide for MDOS.
- 7. Make sure the partner reads the <u>User Manual for MDOS FFKI Section</u>.

Once the DLP or FFKI form is submitted, you will receive a notification within MDOS stating successful submission.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

Note: Move to step 18 to continue MDOS Onboarding.

12.ADD TPI FOR DECENTRALZIED BUSINESS

TPI Form Field Explanation

DA FP Form Pields Explanation TPI/OM Company Name TPI/OM (Third-Party Installer/Outsource Manufacturer) company name. Downlevel partner company name. TPI/OM Parent Company Name The OEM company name. TPI/OM Contact Name (First, Last) TPI/OM contact first and last name TPI/OM Address Street address (line 2) where TPI/OM company is based. TPI/OM Address 2 Street address (line 3) where TPI/OM company is based TPI/OM Address 3 Street address (line 3) where TPI/OM company is based TPI/OM Address 3 Street address (line 3) where TPI/OM company is based TPI/OM Address 3 Street address (line 3) where TPI/OM company is based TPI/OM City City where company is based TPI/OM Country Country where company is based. TPI/OM Country Country where company is based. TPI/OM Contact email TPI/OM contact email. This is the email address that receives all Fulfilment, Returns and MBR notifications related to the OEM. This must be unique – Cannot use the same TPI/OM contact email. OEM Contact email OEM contact email. This email address for multiple TPIs. OEM Contact Email OEM's MSA login account (MSA) is an email account used to tign in to Microsoft account (MSA) is an email account used to sign in to Microsoft services and is required to sign in to MDOS. (i.e. name@utlo	OA TPI Form Fields	Explanation		
TPI/OM Company Name company name. Downlevel partner company name. TPI/OM Parent Company TPI/OM parent company name (if applicable). Previously "Installer Friendly Name". "Installer Friendly Name". DEM Company Name The OEM company name. TPI/OM Contact Name (First, Last) TPI/OM contact first and last name TPI/OM Address Street address (line 2) where TPI/OM company is based TPI/OM Address 2 Street address (line 3) where TPI/OM company is based TPI/OM City City where company is based TPI/OM State/Province State/Province where company is based. TPI/OM Country Country where company is based. TPI/OM Contact email TPI/OM contact email. This is the email address that receives all Fulfilment, Returns and MBR notifications related to the OEM. This must be unique – Cannot use the same TPI/OM contact email. This mail address for multiple TPIs. OEM Customer Contact Email OEM's MSA login email address for DOC. This field will be pre-populated. OEM MSA email address The TPI/OM's MSA login account (MSA) is an email account used to sign in to MICOS. (i.e. name@outlook.com, name@uricom, name@q.com, name@nsn.com). Or use an email account that is registered as an MSA (i.e. name@yahoo.com, name@mail.com, name@q.com, name@Wahoc.com, name@file3.com). Additional information about MSA email address TPI/ODM MSA email addresss		•		
TPI/OM Parent CompanyTPI/OM parent company name (if applicable). Previously "Installer Friendly Name".OEM Company NameThe OEM company name.TPI/OM Contact Name (First, Last)TPI/OM contact first and last nameTPI/OM AddressStreet address where TPI/OM company is based.TPI/OM Address 2Street address (line 2) where TPI/OM company is basedTPI/OM Address 3Street address (line 3) where TPI/OM company is basedTPI/OM CityCity where company is basedTPI/OM State/ProvinceState/Province where company is based.TPI/OM CountryCountry where company is based.TPI/OM CountryCountry where company is based.TPI/OM Contact emailTPI/OM contact email. This is the email address that receives all Fulfilment, Returns and MBR notifications related to the OEM. This must be unique – Cannot use the same TPI/OM contact email address for multiple TPIs.OEM Customer Contact EmailOEM contact email. This email address will receive status notifications as the TPI goes through the MS approval process.OEM MSA email addressDEM'S MSA login email address for DOC registration. A Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, name@qmail.com, name@qq.com, name@hotmail.com, name@qmail.com, name@qq.com, name@lotTPI/OM MSA email addressTPI/OM company fax number.TPI/OM Fone NumberTPI/OM company fax number.TPI/OM Fax NumberTPI/OM company fax number.TPI/OM Fax NumberTPI/OM company fax number.TPI/OM Fax NumberTPI/OM company fax number.TPI/OM Kacount ManagerContact em				
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	Associated Agreement			

Customer License Agreement	Customer License Agreement number (if applicable - this is
(CLA) number (if applicable)	embedded agreement number)
Enable TPI/OM for services	Switch to turn on services for OEM Activation.
	Submit Call-Offs from Blanket Orders and receive DPK
Submit Call-Offs	Fulfillment from Microsoft
Send CBRs	Send Computer Build Reports (CBRs) to Microsoft
	Email address for any additional TPI OA 3.0 contact email
	address. This is the email address that receives all
Additional TPI/OM OA Contact	Fulfilment, Returns and MBR notifications related to the
Email	OEM
Customer Notes	Customer may add additional notes - up to 300 characters

Next steps:

- 1. Wait for Anti-piracy (AP) approval for the TPI
- 2. Once AP is approved, you will be notified by email.
- 3. MS Operations will set up TPI SAP account. You will be notified when it is complete.
- 4. TPI will receive an invite to MDOS by email.
- 5. Have your partner look for the email from MDOS (sent to the partner's MSA email).
- 6. Make sure the partner reads the <u>Onboarding Training Guide</u> for MDOS.
- 7. Partner should click on the registration link (within the email) to get registered.
- 8. Ensure your partner fills out the DOC registration form completely.
- 9. Ensure you partner completes the MDOS setup process.

Once the TPI form is submitted, you will receive a notification within MDOS stating successful submission.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

Note: Move to step 18 to continue MDOS Onboarding.

13.OA ENROLLMENT FORM FOR SUBSIDIARY

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the subsidiary.

	UEM	3.0 Details	
	OEM Company Name: MDOS UA/ COM/T OEM Sold to Number 000105292 OA 3.0 Contact Email: org_dowdoalab/T@ourleock.com Company Admin Email: org_dowdoalab/T@ourleock.com	License Agreement Type: OM PAX VTV9 License Agreement Number 520003340 License Agreement Start Date: 07/22/2019 License Agreement End Date: 12/31/0999	
	SUBSIDIAR	Y FORM	0
	INST NAME*	LAST NAME*	
	DA 3.0 AUTHORIZED SITE NAME*	OA COMPANY ADMINISTRATIVE EMAIL*	
	HAIER INFORMATION TECHNOLOGY(SUZHOU) CO. LTD.	orp_cloudcalab7@outlook.com	
<	OA 30 AUTHORIZED SITE CONTACT NAME*	OA CONTACT EMAL*	>
	OA 3.0 AUTHORIZED SITE ADORESS 1.4	CUSTOMER CONTACT EMAL*	
	NO. 1 HAIER ROAD, LAOSHAN DISTRICT DA 1.0 AUTHORIZED STE ADDRESS2:	MODS LOGIN EMAIL*	
	OA 30 AUTHORIZED SITE NAME*	OA COMPANY ADMINISTRATIVE EMAIL*	
	HAIER INFORMATION TECHNOLOGY(SUZHOU) CO. LTD.	osp_cloudoatab7@outlook.com	
<	OA 3.0 AUTHORIZED SITE CONTACT NAME*	DA CONTACT EMAL*	>
	OA 30 AUTHORIZED SITE ADDRESS1* NO. 1 HAIER ROAD, LAOSHAN DISTRICT	CUSTOMER CONTACT EMAIL*	
	DA 3.6 AUTHORIZED SITE ADDRESS2	MDOS LOGIN (MARL*	
	OA 3.0 AUTHORIZED SITE ADDRESSE	TELEWONE*	
	an»	OA 20 TRANSACTION TYPE 0	
	QINGDAO	FULL	
	COUNTRY AND REGION* 0		
	PITCAIRN ISLANDS		

Subsidiary Form Field Explanation

Subsidiary Form:				
Subsidiary Form Fields	Explanation			
OEM Company Name				
OEM Sold-to Number				
License Agreement Number				
License Agreement Expiration	This section would be auto-populated with OEM			
License Agreement Type	information and disabled.			
OA 3.0 Contact Email				
Company Admin				
Admin Email				

Country	
OEM 3.0 Authorized Site Name	OEM 3.0 Authorized Site Name, i.e. subsidiary site
OEM 3.0 Authorized Site Contact Name	Subsidiary company representative first and last name
OEM 3.0 Authorized Site Email Address	Subsidiary corporate email address of user at authorized site
	The user's MSA email account that is used for DOC registration. A Microsoft account (MSA) is an email account used to sign in to Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, name@msn.com). Or use an email account that is registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com). Additional information about
Login email address (MSA)	MSA email accounts.
	Select radio button for Full capabilities or Partial capabilities. FULL: This DOC Account requires full capabilities: • Submit Standard and Blanket Orders, Call-off Orders and receive Fulfilment, and/or • Submit Returns via B2B, and/or • Send Computer Build Reports (CBRs) PARTIAL: This DOC Account requires partial capabilities: • Submit Call-off Orders and receive Fulfillment,
Transaction Type	 Send Computer Build Reports (CBRs)

Next steps:

- 1. Make sure the subsidiary reads the Onboarding Training Guide for MDOS.
- 2. MDOS will request the subsidiary set up with the Microsoft LRM (Licensing & Revenue Management) team.
- 3. Once subsidiary is approved by LRM, the OEM and subsidiary will be notified.
- 4. Have your subsidiary look for the email from MDOS. (Sent to the partner's MSA email).
- 5. Subsidiary should click on the registration link (within the email) to get registered.
- 6. Ensure your subsidiary fills out the DOC registration form completely.
- 7. Ensure you subsidiary completes the MDOS setup process.

Once the subsidiary form is submitted, you will receive a notification within MDOS stating successful submission.

NOTE: This process may take up to ~2-3 days for final approval and activation.

Note: Move to step 18 to continue MDOS Onboarding.

14. ADD ANOTHER DLP

Determine if you would like to add an additional down-level partner (or partners) to the account during set up. You can add additional DPLs at any time.

MDOS	Hicrosoft	0
Contoso OEM1		
	Do you want to add another DLP?	
	YES NO	

15. SETUP ANOTHER AGREEMENT

Add another agreement to your business. Each business model must be set up separately, even if the same DLP is begin used.

MDOS	Microsoft	
Contoso OEM1		
	Do you want to setup your business with another agreement?	
	Do you want to setup your business with another agreement?	
	YES NO	
Contoso OEM1	Microsoft	0
	Choose your agreement type	
	Agreement No : Agreement No :	
	ragreement vo ' ragreement vo ' 50004515 50004515 50004518 Effective Bur Date: 0/1132017 Effective Bur Date: 0/1132017	
	Envelope and obsector 1000000000000000000000000000000000000	
	Agreement Type: Master Licensing Agent (2015) for Named	
	PROCEED →	
		~

Why each business needs its DLP's set up?

An OEM or IDH may have multiple Down-level partners (DLPs) that they work with. If an IDH uses the same factory DLP, for two different OEMs, the IDH must set up the factory for both businesses separately.

Example: Contoso IDH has three factories that they work with (Mexico FFKI, China FFKI, and Taiwan FFKI) and has two OEMs that they work with (ABC OEM and XYZ OEM). ABC OEM has a large demand, so it uses all three factories for their manufacturing. Contoso IDH sets up all

three factories under the ABC OEM business model in MDOS. XYZ OEM has a smaller demand for manufacturing, so Contoso IDH only use two factories for production, China FFKI and Taiwan FFKI. Contoso IDH needs to set up China FFKI and Taiwan FFKI as separate business under the XYZ OEM business model in MDOS.

16. ADD AN AUTHORIZED USER

Add an authorized user connected to your MDOS account. Microsoft recommends adding at least two authorized admin users to support the business, if for some reason the primary contact can not access MDOS.

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Example: Contoso IDH hired a new purchasing manager and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

MDOS	🚼 Microsoft	0
Contoso OEM1		
	Do you want to add an authorized user?	
	YES NO	
	The same will be andpred as the address over by default. If you with to charge it please go to the Xdd Unor' section within MDDD.	

17. USER INTAKE FORM

Fill out the form to add an authorized user.

FIRST NAME		
LAST NAME O		
~		
	RESET	SAVE & ADD
		1.071011
PHONE STATE	CITA STATUS	ACTION
	P ->	PROCEED ->
		RESET

User Intake Form Field Explanation

User Intake Form:

User Intake Form Fields	Explanation
First Name	User first name
Last Name	User last name
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email account
	used to sign in to Microsoft services and is required to sign in
	to MDOS. (i.e. name@outlook.com, name@hotmail.com,
	name@msn.com). Or use an email account that is registered
	as an MSA (i.e. name@yahoo.com, name@gmail.com,
	name@qq.com, name@163.com). Additional information
Login Email (MSA)	about MSA email accounts.
State	State where company is based
City	City where company is based
Permissions	MDOS permissions that were set by company admin.

Once the form is submitted, you will receive a notification within MDOS stating successful submission.

Next steps:

- 1. Have your authorized user look for the email from MDOS. (Sent to the user's MSA email).
- 2. Make sure the use reads the User Manual for MDOS.
- 3. User should click on the registration link (within the email) to get registered.
- 4. Ensure your user fills out the New User registration form completely.
- 5. Add an additional authorized user by completing the submission form again

NOTE: This process may take up to ~5-10 min. for final approval and activation for this user.

18. DISPLAY BUSINESS SETUP TREES

Review your current business setup for accuracy and edit if necessary.

MDOS	Hicrosoft	0
Contoso OEM1		
	BUSINESS TREE	
	Microsoft	
	Cloud OA	
	📫 тих 🦓 🖧 овин т	
	Centralized Scholary	
	Centralised Line . Subsidiary Line	
	CONTINUE →	

Business definition:

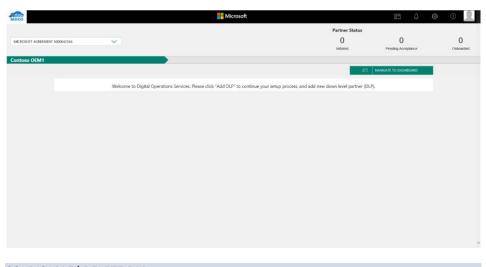
19. WAIT SCREEN WHILE DASHBOARD IS CREATED

Please stand by while your account is being created in MDOS.

MDOS	Hicrosoft	0
Contoso OEM1		
	# PREPARE DASHBOARD	
	is order to create your databoard please clock on Thepare Databoard button.	
		Ŷ
	Microsoft	
Contoso MDOS		0
Contoso MDOS	JENI I	
ſ		
	4	
	(6%)	
	Setting up MDOS profile for partner contoso Lab 1 Started	
l		

Your account is being set up MDOS. Soon you will have access to the cloud-based digital key distribution and entitlement service for Microsoft partners.

NOTE: This process may take a few minutes. Please do not close this window or refresh your browser.



20. DISABLE/ DELETE DLP

Instruction: This functionality will help to delete or disable the DLP from the list of added IDH/TPI/FFKI/FKI. Up level partner can disable/delete the DLP only when there is no DLP under them and they don't have any keys assigned to them.

Example: Contoso OEM is no longer doing business with ABC Design House and wants to remove it as a down level partner. From the Partner Information page, they select "Disable" for ABC Design House. After successfully disabling the partner permissions, the status next to the partner name changes to "Disabled". Contoso sees the action button for ABC Design House change to ENABLE, so they may easily re-enable the partner at any time if desired.

In case partner do not need that DLP in future, they can remove it from list of added DLPs.

To Delete DLP, you need to select partner by clicking on radio button and then click on delete option. A confirmation message box will pop out. After clicking confirm button, selected DLP will be removed from the list.

From manage business dashboard, up level partner can delete or disable their down level partner.

DISABLE DLP:

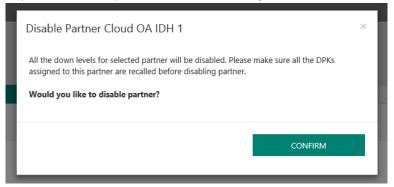
1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

os l				8	🕂 🕲 🕖
				Partner Status	
ROSOFT AGREEMENT 5000043684	· ~			0 1	2
				Application Received Pending Ac	ceptance Onboard Completed
Id OA OEM 2				🎄 Org Chart 🔒 Manage User	+ Add DLP + Add Agreeme
				I NAVIGATE TO	DASHEOARD
Completed Forms					
				DELETE DISABLE	RESEND INVITATION
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAL	STATUS
TEST COM1	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pending Acceptance
* TEST FFK0.1	United States	Centralized	5000043684	v.sanamj@microsoft.com	Onboard Completed
O TEST FFK(2)	United States	Centralized	5000043684	v-mduih@microsoft.com	Onboard Completed
				9101	N DISABLED DLP

2. Click on disable button.

Application Received Pending Acceptance Onboard Complete						Partner Status	1 0
d OA OEM 2	ROSO	FT AGREEMENT 5000043684	~			O Application Received Pender	1 2 n Acceptance Onboard Completed
NVXCATE TO EACHRONO DELETE DAVELATE TO EACHRONO DELETE DESABLE RESEND INVITATION PARTINE MARE COCATION BUSINESS TYPE EXCENSE AGREEMENT NUMBER: EAAL STATUS N TEST FORT Angola Cessalared 500010364 Castanada Editoria Pending Acceptance 1 TEST FFRE 1 United Status Cessalared 500010364 v assentigencreach.com Onbased Completed 1 TEST FFRE 2 United Status Cessalared 500001064 v motingenicrosoft.com Onbased Completed	d O	A OEM 2					
DELETE DSABLE RESEND INVITATION PARTIN R MAME LOCATION BUISINESS TYPE LECENSE AGREEMENTS MARIER EMAS. STATUS 0 TEST OCM1 Angole Centralized 500005084 clustrationalized grandomicrosoft.com Pending Acceptance 1 TEST FFPE1 United Status Centralized 500005084 valamen@microsoft.com Onboard Completed 1 TEST FFPE2 United Status Centralized 500004564 valamen@microsoft.com Onboard Completed							
PAKTNI IR MARE ECXXICAL BUSINESS TYPE EXECUTE AGREEMENT MARILER EMAL STATUS TEST COM1 Angola Centralized 500041564 closidasid216gmbolk.com Peeding Acceptance TEST FIRE1 United States Centralized 500041584 v.asmani@mcread.com Onload Completed TEST FIRE2 United States Centralized 500040584 v.asmani@mcread.com Onload Completed	Co	mpleted Forms					
TEST DDM1 Angola Centralized 50001/364 Closadalb21@juntook.com Pending Acceptance IN TEST FFR1 1 United States Centralized 50001/364 v.asamg/jmcrosoft.com Deloard Completed IN TEST FFR1 2 United States Centralized 500001/364 v.asamg/jmcrosoft.com Deloard Completed IN TEST FFR1 2 United States Centralized 500001/364 v.molub@mcrosoft.com Outcomt Completed						DELETE DISA	BLE RESEND INVITATION
TEST FFR01 United States Centralized 500003384 v-sametgincresoft.com Ontoerd Completed TEST FFR02 United States Centralized 500004364 v-moth/tigmicrosoft.com Ontoerd Completed		PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	DMAR	STATUS
TEST FFRi 2 United States Centralized 500043584 windshighticrosoft.com Oxfored Completed	0	TEST COM1	Angola	Centralized	5000043684	cloudoatab21@outlook.com	Pending Acceptance
	٠	TEST FFRI 1	United States	Centralized	5000043684	v-sanami@microsoft.com	Onboard Completed
SHOW DEGABLED DLP	0	TEST FFRI 2	United States	Centralized	5000043684	v indultigimicrosoft.com	Onboard Completed
							SHOW DISABLED DLP

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request will be processed and the partner will be notified through alert.



4. Once the partner has been disabled successfully, the disabled partner will be moved to 'Disabled DLP' section, the status of the partner will change to "Disabled".

55								Ø	
ROSO	T AGREEMENT 5000043684	~				Aartner Status O Application Received	1 Pending Accept	ance Onb	2 card Completed
ad O	A OEM 2				ale Org Chart		L Manage User		+ Add Agreen
Co	mpleted Forms								
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	CHAL			STATUS	
0	TEST COM1	Angola	Centralized	5000043684	cloudoal	ab21@outlook.com		Pending A	coeplance
0	TEST FFIO 1	United States	Centralized	\$000043684	v sanam	@microsoft.com		Onboard I	Completed
0	TEST FFN: 2	United States	Centralized	5000543654	v edulte	gnicrosoft.com		Onboard (Completed
							HIDE DIS	ABLED DUP	
Disa	bled DLP					DB	LETE C	ENAB	t
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	OMAR			STATUS	
	v khikuma	United States	Centralized	500043684	v Abkum	agMicrosoft.com		DLP Disat	Red

5. To re enable the partner, you need to select the disabled partner from the Disabled DLP list and then click on enable button.

DELETE DLP:

1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

45			Microsoft	B	🗜 💿 🕘
ROSOFT AGREEMENT SUDDATION	v			Partner Status 0 Application Received Pendeg	1 2 Acceptance Orbicard Completed
ud OA OEM 2				als Org Chart Pel Migratio	ALCOJ + ALCAPHINE
Completed Forms				DELETE DISAB	
PAITNER MARE	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	1944	\$367/15
TEST CONT	Angola	Centralized	5000542484	Coulorish25goutook.com	Pending Acceptance
a testinet	United Bates	Cantralized	\$1000a00aa	a anang@microack.com	Cribicanil Completied
 TEST (MG.) 	United States	Centralized	3000043034		Onderweit Completed

2. Click on Delete button.

20				Microsoft			15	4	0
	AGREEMENT S000043664	~				Partner Status	1	0	2
	ACTIVITY OF CONTRACTOR	v				Application Received	 1000000000000000000000000000000000000	Sec. and	Crocard Completed
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Co	npleted Forms					2	NAMEATE 10	04940048	2
						DELETE	DISABU		ISEND INVESTIGN
	PARTNET RAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER		40.E		_	AUUN.
٩.	TEST ODM1	Angela	Centralized	300043634		instantal/Pigention.com			nding Acceptance
٠	TEST FIND 1	United States	Contralized	5000043684		Anan@maryach.com			Overli Completed
0	101110001	United States	Centralized	300043884		no.harrief.ion		04	biarii Conpieted
							940	W DEARLIE	D.P
						_			

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request to delete the DLP will be processed.

Delete Partner TEST FFK1 2 Prese make sure at the DNA assigned to this partner are recated before proceeding Are you sure you want to delete the partner? Preserved Pending Acceptance Crebard Complete Are you sure you want to delete the partner?	Delete Partner TEST FFKI2 Pressentials and the DPGs assigned to this partner are required to the partner. d O O OEM 2 CANCEL CONFIRM Completed Forms Delete Partner TEST FFKI2 Pressentials are all the DPGs assigned to this partner are required to the partner. Concepted Forms Delete Partner TEST FFKI2 Pressentials are all the DPGs assigned to this partner are required to the partner. Concepted Forms Delete Partner TEST FFKI2 Delete Partner TEST FFKI2 Pressentials are all the DPGs assigned to this partner are required to the partner. Contract Contract Delete Partner TEST FFKI2 Pressentials are all the DPGs assigned to this partner are required to the partner. Delete Partner TEST FFKI2 Delete Partner TEST FFKI2 Pressentials are all the DPGs assigned to the partner. Delete Partner TEST FFKI2 Delete Partner TEST FFKI2 <	25				Microsoft	125	de 🖉 🖉
Officient LOCION Product Strippe LICENSE Additional Strippe LOCION Product Strippe 1431-0041 Angola Contractore Strippe Strippe	DELET DELET <th< th=""><th>ROSOR</th><th></th><th>~</th><th>Pièase mak recalled befo Are you sur</th><th>e sure all the DPKs assigned to this partner are we proceeding.</th><th>O Application Received Pending de Org Chert II. Manuen</th><th>1 2 Accestance Consulted Completed Juar + Add DLP + Add Agree</th></th<>	ROSOR		~	Pièase mak recalled befo Are you sur	e sure all the DPKs assigned to this partner are we proceeding.	O Application Received Pending de Org Chert II. Manuen	1 2 Accestance Consulted Completed Juar + Add DLP + Add Agree
ITEST COMP Angels Centratoret S00001354 standiniskt/Rjoutlok.com Preding Acceptores ITEST FTR 1 Unded States Centratoret S00001354 e-samingfinieroeit.com Onload Completed ITEST FTR 2 Unded States Centratoret S00004354 e-modultipriceroeit.com Onload Completed	TEST COM Angels Centralized S0000384 steedenbit/gendexic.com Peeding Acceptance TEST F7FG 1 Onited States Centralized S0000384 e anamgiptic/outif.com Onited States Centralized S0000384 e anamgiptic/outif.com Onited States Combined Completed # TEST F7FG 2 Under States S00002084 venderlighterveselt.com Oniteder Completed	Co	mpleted Forms				DELETE DISA	BLE RESEND INVITATION
0 TEST FFP0 1 Online Mannes Combuster Soldbord.MM	0 TEXT FTPL1 United States Centralized 50005284 + examplificorealf.com Onbase Completed + TEXT FTPL2 United States Centralized 50005284 + examplificorealf.com Onbase Completed		PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAK.	STATUS
* TEST FFE 2 Dates laws Consisted SMONASH vieldingsrouted.com Discord Conjune	* TEST FFE2 Dedeed Names Constrained SoldWCMBM vandum@processet.com Octower Conductor		TEST COMI	Angelia	Centralized	5000043654	zlovdoxlab21@outlook.com	Proding Acceptance
			TEST FFKI 1	United States	Centralized	5000043684	v-sanartogenicrosoft.com	Onboard Completed
SHOW DISABLID DUP	SHOW DOUBLID RU ³	*	TEST FFID 2	United States	Centralized	5000043604	v.mouth@micrusoft.com	Ordicerd Completed
								HOW DISABLED DLP

4. Once the request is processed successfully, the partner will be notified with an alert message and the DLP partner will not be visible.

21. MDOS DASHBOARD

Please review the readiness materials for MDOS.

Welcome to MDOS	5			🖻 Q 🗳	2 🔅 () 👤 🛓
MICROSOFT AGREEMENT 5199905515	~	UPLEVEL MICROSO DOWNLEVEL 6	DFT	Test 13800	0 18187 0
Contoso OEM OYour dashboard data was last updated: 201	8-12-17 12:24:17.Please rd	fresh the page if data is not updated.	Orders 💙	Inventory Management ¥	Reporting Key 🎔 Business Administration 🎔
KEYS OVERVIEW	18187 PUFILLED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	KEY HISTORY	Argent Deplember	October rothelibaum Pathumed	LAST 6 MONTHS
0 KEYS Assimets, 81, UAT2, DD	5 KEVS Sagnik FFR		0 KEYS business_85_oemod_	106090 KEYS business, b7-testlab1	6000 xrvs sc.froma
Privacy Statement		@ 2016. All Righ	ts Reserved		~

Helpful Information:

Refer to the MDOS FAQ for quick answers to common questions

22. MDOS SUPPORT (<u>MSOEMOPS@MICROSOFT.COM</u>)

For support on how to use MDOS, or for any technical queries, please contact: <u>msoemops@microsoft.com</u>

To download documents use this URL

STEPS FOR ONBOARDING - NEW TPI CENTRALIZED

These steps apply to the following persona: New TPI Centralized

1. RECEIVE EMAIL INVITATION TO JOIN MDOS

You will receive an email invitation to join MDOS via the MSA email account provided to OEM.

Important information regarding your new Microsoft DOC account

	M MDOSSupport@microsoft.com	
	Welcome to Microsoft Digital Operations Services Prod	
	Microsoft	
	Hero -	
	Welcome to Microsoft Dight Operations Services (MDOS), MDOS has requested the contrion of your DOC account and required certificates. Meanwhile preses begin your MDOS onboarding process.	
	PRE-REQUEST FOR MONOCOMBANES Center a Device Partner Center account jugge Provide not have one set up alrendy	
	URL RUDRAY THROUGH MICO GNBCAGONG (c)Actions (in the true set) (c)Actions (in the t	
	Note: For Migrating OBM Deservoiraited, migration of kings would be taken care by Down Level Partner (IZV) such as Thirds Party Interface (TPI).	
	KADNESS ANTIFACK SOLE MANUAL ADA MONODS For any advancement of the second sec	
	Example Scenarios (Description and videos) - To view the example scenarios for each type of business partner (Sentralized / Description) plasse follow the below mentioned links	
	Migrating CDX Centralized	
	 TICHEGALSIFYORT In case of quantizativeness valued to the above steps not areasened by descriptions provided in the user-manual or values; please and a wall to <u>MICONOS/Quantum durant</u>. 	
	Taskill Digits Opentions (1997	
2.	ACTIVATING DOC ACCOUNT	

You will receive an email to join MDOS via the MSA email account provided to the GPO.

STEP 1: Find your sign-in PIN (Personal Identification Number). After this welcome email, you will receive an additional email containing a first-time sign-in PIN .Please make note of the PIN; it is a six-digit number.

Patiente Oli 13 Serie Accort
Network is the Advessit Agent Garantia Color (ADC). This result does and the Sound Tables and advessit Agent Garantias, Sound Agent Garan
If you have noticed the need in early place with you using the Monkey Ket <u>dear in the United National Inter</u> If you have noticed the most we get an using too, doese early you company, whereas on the National Antonia Inter Interview Interview I

STEP 2: Select your preferred sign-m method. The Digital Operations Center supports several types of sign-in methods: depending on your user account type. You may select any qualifying account of your choice or create a new one.

STEP 3: Sign in for the first time. Supported sign-in credentials Windows Live ID Microsoft Corp Net with the information from Steps 2 and I, You are ready to sign in to DOC by clicking <u>www.microsoftoem.com</u> where you will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4: Enter your PIN. Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering PIN, you will be taken to the Home Page. The invitation mail will provide you the detailed step (as per below screen).

Subject: Welcome to the Microsoft Digital Operations Center

ſ

i our new DOC account has been created. To begin	using DOC applications, you will need to comp	olete the following five steps the first time yo	ou sign in.
TEP 1 – Find your sign-in PIN (Personal Identificat fter this welcome email, you will receive an additi		Please make note of the PIN; it is a six-digit r	number.
TEP 2 – Select your preferred sign-in method. he Digital Operations Center supports several type hoice or create a new one. Please note that your con			account of your
User Account Type	Supported sign-in credentials		
Microsoft Partner Extranet yourdomain\userid	Windows Live ID	Microsoft CorpNet	
External customer (OEM, Distributor, etc.)	~	1	
External partner (AR, SPV, etc.)	~	×	
Internal Microsoft employee or vendor			1
nnce you have successfully signed in, you will be as age. TEP 5 – Browser Configuration. fter you have successfully completed your first-tin	ne login, please follow the steps outlined in Sec	tion 1 of our "About DOC" guide to ensure [
Once you have successfully signed in, you will be as age. ITEP S – Browser Configuration. Ifter you have successfully completed your first-tin within Internet Explorer: <u>About DOC</u> . You are now r Note: Your account must be activated within 30 day Note: if your account is suspended or if your account Company Administrator is a designated person with	ne login, please follow the steps outlined in Sec ready to start using the Microsoft Digital Opera ys of receipt of this email, otherwise your accou at becomes locked after three unsuccessful sign in your organization defined in your Microsoft	tion 1 of our "About DOC" guide to ensure [tions Center] int will be suspended. -in attempts, please contact your Company A	DOC runs smooth
STEP 4 – Enter your PIN. Drace you have successfully signed in, you will be as page. STEP 5 – Browser Configuration. After you have successfully completed your first-tin within Internet Explorer: <u>About DOC</u> . You are now r Note: Your account must be activated within 30 day Note: If your account must be activated within 30 day Note: If your account is suspended or if your account Company Administrator is a designated person with To learn more about the functionality of various ap Chank you, Wicrosoft DOC Support Team	ne login, please follow the steps outlined in Sec ready to start using the Microsoft Digital Opera ys of receipt of this email, otherwise your accou at becomes locked after three unsuccessful sign in your organization defined in your Microsoft	tion 1 of our "About DOC" guide to ensure [tions Center] int will be suspended. -in attempts, please contact your Company A	DOC runs smooth
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Dince you have successfully signed in, you will be as lage. ITEP 5 – Browser Configuration. Ifter you have successfully completed your first-tin within Internet Explorer: <u>About DOC</u> . You are now r Note: Your account must be activated within 30 day Note: If your account is suspended or if your account company Administrator is a designated person with to learn more about the functionality of various ap hank you, dicrosoft DOC Support Team If you have received this email in error, please notific f you have any difficulties with the first time sign-in leipdeak link>	ne login, please follow the steps outlined in Ser ready to start using the Microsoft Digital Opera <i>ys of receipt of this email, otherwise your accou</i> <i>at becomes locked after three unsuccessful sign</i> <i>in your organization defined in your Microsoft</i> plications within DOC, click here: <u>About DOC</u>	ttion 1 of our "About DOC" guide to ensure (tions Center! nt will be suspended. -in attempts, please contact your Company A agreement. na Center Portal Helpdesk link>	DOC runs smooth Administrator. Th
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3. GO TO MDOS





4. LOG IN TO ACCOUNT

Log in using the MSA email account credentials you provided to your COM.

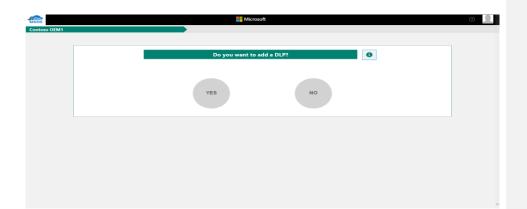
WCRAS	And	
	MAI HE HE	🙈 MDOS
131263		Microsoft
	42 marine and	Sign in to MDOS
	interes interes interes	Email or phone
		Next
	n Essare N Same	No account? Create one!
		Can't access your account?

5. FOLLOW ONOBAORDING STEPS

Follow the MDOS onboarding process steps.

6. ADD NEW DLP

Instruction: Determine if you would like to add a new downlevel partner (or partners) to the business. New partner(s) will then be able to perform key operations.



MDOS definition of partner types

Acronym	Term	Description
FFKI	Factory Floor Key Inventory	Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet or may be manually transferred (e.g. via USB). The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.
ODM/ IDH	Original Design Manufacturer/ Independent Design House	An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.
OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.

TPI Third-Party Installer	A manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory).
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DLP Definition:

Down Level Partner or Downlevel Partner (DLP):

Is the entity that receives keys from the uplevel entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model (business model), Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs and Contoso OEM's uplevel partner is Microsoft since they have a direct OEM GPA agreement with Microsoft.

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the business. New partner(s) will then be able to perform key operations.

Step-by-step: (Add a new DLP)

7. ADD DLP OR FFKI

Instruction: Select your centralized DLP factory datacenter or DLP FFKI.

What type of Down Level Partner (DLP) would you like to add?
What type of Down Level Partner (DLP) would you have to add?

Difference between centralized DLP factory datacenter & DLP FFKI

An FFKI partner differs from other factory datacenter partners because:

- The FFKI can have a business that runs <u>online or offline</u>. The FFKI is not required to onboard through MDOS web app for initial set up and they would not be required to maintain an online connection with MDOS, while the DLP factory datacenter will always be online.
- The FFKI will receive its credentials vis email.
- The FFKI is the only type of partner that can <u>inject the keys</u> into devices and collects CBR information, where the factory datacenters do not inject keys.
- The FFKI can <u>submit the reports</u> to their uplevel TPI, who then reviews and submits the final CBR to their uplevel OEM partner.
- The FFKI is not able to add any DLPs, where the factory datacenters may add DLPs.
- The FFKI would also receive additional email communications for their business that would contain information based on how they communicate with MDOS.

Business setup specific for FFKI

- 1. FFKI Partner receives invitation from ULP via email.
- 2. FFKI Partner will receive an email with step-by-step guide.
- 3. FFKI Partner will receive an email with credentials.
- 4. FFKI Partner downloads software.
- 5. FFKI Partner will get set up.
- 6. FFKI Partner will test.

Example: Contoso OEM owns its own factory, which is called Contoso FFKI. Contoso FFKI is the main site Contoso OEM uses to manufacture their devices. Contoso OEM sets up Contoso FFKI as downlevel partners for their business within MDOS. After that, Contoso FFKI receives the

credentials it will use to communicate with MDOS to authenticate. Contoso FFKI is run offline, hence they need to initially onboard through MDOS and follow the initial online set up. Then Contoso FFKI can follow the offline mode steps to receive keys and submit CBR's back to OEM Contoso. Once the CBR is submitted to Contoso OEM, they provide a final review and submit the CBR to Microsoft.

8. FILL DLP FORM

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the DLP.

	0-	2 3	
	PARTNER TYPE	COMPANY INFO SUMMARY	
	Comp	any Info	
	FIRST NAME	LAST NAME	
	PARTNER COMPANY NAME	BUSINESS ADDRESS	
<	PARTNER REPRESENTATIVE NAME		>
	PARTNER MSA EMAIL 🖲		
	COUNTRY AND REGION 🕑 STATE 🖲	CITY () POSTAL CODE () PHONE ()	
	SELECT COUNTRY & REGION		

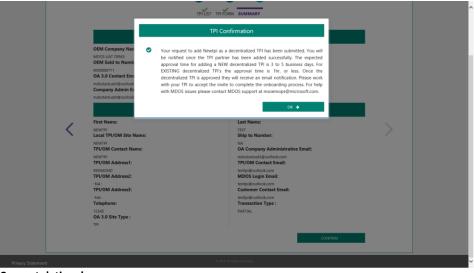
DLP Form Field Explanation

DLP Form DLP Form Fields Explanation **DLP** Company Name Downlevel partner company name (i.e. Contoso TPI) **DLP Contact Name** Downlevel partner User first and last name Downlevel partner's corporate email address at authorized **DLP Company Email** site. (ContosoTPI@TPI.com) The user's MSA email account that is used for DOC registration. A Microsoft account (MSA) is an email account used to sign in to Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, DLP Login Email (MSA) name@msn.com). Or use an email account that is

	registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com). Additional information about MSA email accounts.
	NOTE: IF the TPI is already onboarded to MDOS, please
	verify that this is the MSA that they registered with.
DLP Address	Street address where DLP company is based
DLP Country	Country where DLP company is based
DLP State	State where DLP company is based
DLP City	City where DLP company is based
DLP Postal Code	Postal code where DLP company is based
DLP Phone	DLP company phone number

9. SUCCESS MESSAGE FOR NEW DLP

Instruction: Your request was successfully received for submitting a new downlevel partner (DLP). Please ensure the partner follows their next steps to complete the setup process.



Congratulations!

Your request was successfully received for submitting a new downlevel partner (DLP).

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps:

- 1. Have your partner look for the email from MDOS (sent to the partner's MSA email).
- 2. Make sure the partner reads the Onboarding Training Guide for MDOS.
- 3. Partner should click on the registration link (within the email) to get registered.
- 4. Ensure your partner fills out the DOC registration form completely.
- 5. Ensure you partner completes the MDOS setup process.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

10. FILL FFKI FORM

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the FFKI.

MDOS	Microsoft	0
Contoso OEM1		
	What type of Down Level Partner (DLP) would you like to add?	
<	ENHOOM TRY IS EX MATCONT TRY IS EX MATCONT INE EX MATCONT INE (2)	
	риосно +	

MDOS		Microsoft	<u></u>
GEMM INFORMATICA S.R.L.			
		D 2 3	
	PARTN	ER TYPE COMPANY INFO SUMMARY	
	c	Company Info	0
	FFKI NAME	ADMIN EMAIL 🖲	
<	FIRST NAME	PARTNER REPRESENTATIVE NAME	>
	LAST NAME		
		PROCEED +	
		© 2016, All Rights Received	
Privacy Statement			

FFKI Form Field Explanation

DLP FFKI Form:

FFKI (owns factory) Form	Explanation
Fields	
FFKI Admin Name (first, last)	FFKI contact first and last name
	FFKI contact email address. MDOS sends the connection
FFKI Admin Email	information to this address.
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email
	account used to sign in to Microsoft services and is
	required to sign in to MDOS. (i.e. name@outlook.com,
	name@hotmail.com, name@msn.com). Or use an email
	account that is registered as an MSA (i.e.
	name@yahoo.com, name@gmail.com, name@qq.com,
	name@163.com). Additional information about MSA
Login Email (MSA)	email accounts.

11. SUCCESS MESSAGE FOR NEW FFKI

Instruction: Your request was successfully received for submitting a new Factory Floor Key Inventory (FFKI). Please ensure the partner follows their next steps to complete the setup process.

	Hicrosoft	
	DLP Confirmation	
•	Your request to add v-ranku_UAT3 as a new FFKI has been submitted. You will be notified once the FFKI partner has been added successfully, your FFKI partner will receive an email with the invite and steps required to complete. For help with MDOS issues please contact MDOS support at msoemops@microsoft.com.	
PARTNER T Partner Type : f	ОК 🗲	
COMPANY INFO		
FFKI First Name: V-RANKU FFKI Last Name: UAT3	Admin Email: v-ranku@microsoft.com Partner Representative Name: V-RANKU_UAT3	
	CONFIRM 🔶	
	© 2016. All Rights Reserved	

Congratulations!

Your request was successfully received for submitting a new Factory Floor Key Inventory (FFKI).

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps for the FFKI:

- 1. Have your partner download the <u>Step-by-step Guide</u> on how to set up an FFKI.
- 2. Have your partner download the <u>MDOS FFKI Client installation</u> software.

- 3. Have your partner review all the documentation.
- 4. Ensure the FFKI has completed the pre-level steps.
- 5. Have your partner look for the email from MDOS (sent to the partner MSA email) that contains the login credentials.
- 6. Make sure the partner reads the FFKI Onboarding Training Guide for MDOS.
- 7. Make sure the partner reads the <u>User Manual for MDOS FFKI Section</u>.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

12. ADD ANOTHER DLP

Instruction: Determine if you would like to add an additional downlevel partner (or partners) to the account. New partner(s) will then be able to perform key operations.

S InPrivate □ Welcome to Microsoft D × +		- ø ×
\leftarrow \rightarrow O \mid A dev-digital operations-wizard.oam	nicrosoft.com/#/wizard/confirmMultipleDLPAddition	
MDOS	- Microsoft	o 👤 î
Contoso OEM3		
	Do you want to add another DLP?	
	YES	
Search the web and Windows	다 근 해 🖗 🍇 🌒 41 👄 83 41 년 45 23	∧ □ 4: ♥ 1137 AM #14/2017

DLP Definition:

Down Level Partner or Downlevel Partner (DLP):

A DLP is the entity that receives keys from the uplevel entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs and Contoso OEM's uplevel partner is Microsoft since they have a direct agreement with Microsoft.

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the account. New partner(s) will then be able to perform key operations.

13. ADD AN AUTHORIZED USER

Instruction: Add an authorized user connected to your MDOS account. An authorized user will have permissions to access MDOS and perform key actions.

MDOS	Hicrosoft	0
Contoso OEM1		
	Do you want to add an authorized user?	
	YES NO	
	The user will be ensigned as the advice store by default. If you with the change it pleases go to the 'Add User' section-within MDOS.	

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Example: Contoso IDH hired a new purchasing manager, and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to

add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

14. USER INTAKE FORM

Instruction: Fill out the OA enrollment form to add an authorized user.

SELECT ROLE O		
VIEW ADMIN	LAST NAME O	
	RESET	SAVE & ADD
FIRST NAME LAST NAME EMAIL PH	IONE STATE CITY STATUS AC	TION

User Intake Form Field Explanation

User Intake Form:

User Intake Form Fields	Explanation
First Name	User first name
Last Name	User last name
	The user's MSA email account that is used for DOC
Login Email (MSA)	registration. A Microsoft account (MSA) is an email account used to sign in to Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, name@msn.com). Or use an email account that is registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com). <u>Additional information</u> about MSA email accounts.
State	State where company is based
City	City where company is based
Permissions	MDOS permissions that were set by company admin.

15. SUCCESS MESSAGE FOR NEW USER

Instruction: Your request was successfully received for submitting a new user. Please ensure the user follows their next steps to complete the setup process.

			Microsoft						
			Authorized	User Confi	rmation				
U	ISER LC		cessfully received equest and prov rocess.						
	ELECT VIEW ADMIN			×					
					E	RESET	Т	SAVE & ADD	
FIE	RST NAME	LAST NAME	EMAIL	PHONE	STATE	СІТҰ	STATUS	ACTION	
ab	ĸ	test	abc@test.com	-NA-			Active	Remove Edit	
					SKIF	•	Т	PROCEED >	

Congratulations!

Your request was successfully received for submitting a new user.

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps:

- 1. Have your authorized user look for the email from MDOS. (Sent to the user's MSA email).
- 2. Make sure the use reads the <u>User Manual</u> for MDOS.
- 3. User should click on the registration link (within the email) to get registered.
- 4. Ensure your user fills out the New User registration form completely.

NOTE: This process may take up to ~5-10 min. for final approval and activation for this user.

16. ADD ANOTHER AUTHORIZED USER

Instruction: Add an authorized user connected to your MDOS account. An authorized user will have permissions to access MDOS and perform key actions.

Contoso OEM1	Microsoft	0
	Do you want to add an authorized user?	
	YES NO	
	The user will be excluded as the administrate by during it. If you with its change it please go to the "Add User' section within MCOS.	

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Example: Contoso IDH hired a new purchasing manager, and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

17. DISPLAY BUSINESS SETUP TREES

Instruction: Review your current business setup for accuracy and provide edits if necessary.

Contoso OEM1		Hicrosoft		0
	Microsoft	BUSINESS TREE	0	
			Control Contro	

Business definition:

A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

Example: Contoso IDH/ODM has a business where they work with different OEMs; Contoso OEM and ABC OEM had both reached out to Contoso IDH/ODM through an MDOS invitation to invite Contoso IDH/ODM to work with them. Contoso IDH/ODM will setup a centralized business model with Contoso OEM and a decentralized model with ABC OEM. They also have an additional business because they signed an IDH/ODM agreement with Microsoft. So, they now have three businesses. They are looking to utilize MDOS to help manage all their businesses. MDOS allows Contoso IDH/ODM to easily identify the DPK owners, and better manage multiple businesses.

Tip Tool: A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

18. WAIT SCREEN WHILE DASHBOARD IS CREATED

Instruction: Please stand by while your account is being created in MDOS.

ntoso MDOS OEM	Microsoft	0
	4	
	(63)	
	Setting up MDOS profile for partner contoso Lab 1 Started	

Please stand by while your account is being created in MDOS.

Your account is being set up MDOS. Soon you will have access to the cloud-based digital key distribution and entitlement service for Microsoft partners.

NOTE: This process may take a few minutes. Please do not close this window or refresh your browser.

19. DISABLE/ DELETE DLP

Instruction: This functionality will help to delete or disable the DLP from the list of added IDH/TPI/FFKI/FKI. Up level partner can disable/delete the DLP only when there is no DLP under them and they don't have any keys assigned to them.

Example: Contoso OEM is no longer doing business with ABC Design House and wants to remove it as a down level partner. From the Partner Information page, they select "Disable" for ABC Design House. After successfully disabling the partner permissions, the status next to the partner name changes to "Disabled". Contoso sees the action button for ABC Design House change to ENABLE, so they may easily re-enable the partner at any time if desired.

In case partner do not need that DLP in future, they can remove it from list of added DLPs.

To Delete DLP, you need to select partner by clicking on radio button and then click on delete option. A confirmation message box will pop out. After clicking confirm button, selected DLP will be removed from the list.

From manage business dashboard, up level partner can delete or disable their down level partner.

DISABLE DLP:

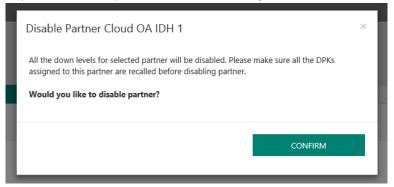
1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

as				Ē	🧬 🐵 🕐 🧾
				Partner Status	
ROSOFT AGREEMENT 5000043684	~			0	1 2
				Application Received Pending	Acceptance Onboard Completed
id OA OEM 2				🎄 Org Chart 💷 Manage U	ier 🔸 Add DLP 🔶 Add Agreeme
				I NAVIGATE T	O DASHBOARD
Completed Forms					
				DELETE DISABL	E RESEND INVITATION
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR	STATUS
O TEST COM1	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pending Acceptance
* TEST FFRI 1	United States	Centralized	5000043684	v-sanamä@microsoft.com	Onboard Completed
O TEST FFRI 2	United States	Centralized	5000043684	v.mduih@microsoft.com	Onboard Completed
				59	OW DISABLED DLP

2. Click on disable button.

5				Microsoft	E	🥐 🐵 🕐 🖉
					Partner Status	
ROSOF	T AGREEMENT 5000043684	~			0	1 2
					Application Received Pend	ing Acceptance Onboard Completed
id O/	A OEM 2				👍 Org Chart 🔒 Manaj	e User 🔶 Add DLP 🔶 Add Agreeme
					ET NAVIGA	TE TO DASHBOARD
Co	mpleted Forms					
					DELETE DIS	ABLE RESEND INVITATION
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
0	TEST COM1	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pending Acceptance
٠	TEST FFRU 1	United States	Centralized	5000043684	v-sanami@microsoft.com	Onboard Completed
0	TEST FFRI 2	United States	Centralized	5000043684	v.mduih@microsoft.com	Onboard Completed
						SHOW DISABLED DLP

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request will be processed and the partner will be notified through alert.



4. Once the partner has been disabled successfully, the disabled partner will be moved to 'Disabled DLP' section, the status of the partner will change to "Disabled".

05				Microsoft	15	A 🕲 🖉
					Partner Status	
ROSO	T AGREEMENT 5000043684	\sim			0	1 2
					Application Received Pen	ding Acceptance Onboard Completed
Jd O	A OEM 2				de Org Chart 📃 Manu	age User + Add DLP + Add Agreen
					IE5 NAVIG	ATE TO DASHBOARD
Co	mpleted Forms					
0.00						
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
0	TEST ODM1	Angola	Centralized	5000043684	cloudoslab21@outlook.com	Pending Acceptance
0	TEST FFRU 1	United States	Centralized	5000043684	v-sanami@microsoft.com	Onboard Completed
0	TEST FFRI 2	United States	Centralized	5000043684	v.mduth@microsoft.com	Onboard Completed
						HIDE DISABLED DLP
	1.100					HIDE DISABLED DEP
Disa	bled DLP				DELETE	ENABLE
					beere	L'OULL'
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL.	STATUS
	PAGE INC. NO.					
۲	v-khkuma	United States	Centralized	5000043684	v-khkuma@Microsoft.com	DLP Disabled

5. To re enable the partner, you need to select the disabled partner from the Disabled DLP list and then click on enable button.

DELETE DLP:

1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

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2. Click on Delete button.

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					SHO	W DISABLED DLP

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request to delete the DLP will be processed.

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*	TEST FFIR 2	United States	Centralized	5000043684	v.mouth@microsoft.com	Orthoard Completed
					540	W DGABLID DUP

4. Once the request is processed successfully, the partner will be notified with an alert message and the DLP partner will not be visible.

20. MDOS DASHBOARD

Instruction: Please review the readiness materials for MDOS.

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KEYS OVERVIEW		NOTIFICATION					
							~

Welcome to MDOS

Helpful Information:

Please review the <u>User Manual</u> before beginning to use MDOS. Refer to the <u>FAQ</u> section for quick answers to common questions.

21. MDOS SUPPORT (<u>MSOEMOPS@MICROSOFT.COM</u>)

For support, please contact: <u>msoemops@microsoft.com</u>

STEPS FOR ONBOARDING - NEW TPI DECENTRALIZED

These steps apply to the following persona: New TPI Decentralized

1. RECEIVE EMAIL INVITATION TO JOIN MDOS

You will receive an email invitation to join MDOS via the MSA email account provided to OEM.

M N	N 108/007 3/8 JM MDDSS/upport@microsoft.com Welcome to Microsoft Digital Operations Services - Prod
-	
	Microsoft
Hello	
Welco	me to Microsult Digital Operations Services (MDOS), MDOS has requested the onestion of your DOC eccount and required certificates. Meanwhile, please begin your MDOS onbearding process.
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	Note For Migrating DIM Decentralized, migration of keys would be taken care by Down Level Partner (DFP), such as Third Party Interface (TP).
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	Bample Scenarios (Description and videos) - To view the example scenarios for each type of business patter (Sentralized / Socializary), please follow the below mentioned links
	Mysting CBM Genetical
Ν.	HONICAL SUPPORT Is case of quantitativeness vehicle to the above dept not ensemed by descriptions provided in the case meaned or videoc please and a wait to <u>MODACOQ ensemptions</u> .
Thanki Digital	II Operations (MST
2.	ACTIVATING DOC ACCOUNT

You will receive an email to join MDOS via the MSA email account provided to the GPO.

STEP 1: Find your sign-in PIN (Personal Identification Number). After this welcome email, you will receive an additional email containing a first-time sign-in PIN .Please make note of the PIN; it is a six-digit number.

Reaction OA 10 Service Account
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STEP 2: Select your preferred sign-m method. The Digital Operations Center supports several types of sign-in methods: depending on your user account type. You may select any qualifying account of your choice or create a new one.

STEP 3: Sign in for the first time. Supported sign-in credentials Windows Live ID Microsoft Corp Net with the information from Steps 2 and I, You are ready to sign in to DOC by clicking

<u>www.microsoftoem.com</u> where you will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4: Enter your PIN. Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering PIN, you will be taken to the Home Page. The invitation mail will provide you the detailed step (as per below screen).

Subject: Welcome to the Microsoft Digital Operations Center

Your new DOC account has been created. To begin	using DOC applications, you will need to con	aplete the following five steps the first time you s	sign in.
STEP 1 – Find your sign-in PIN (Personal Identificat After this welcome email, you will receive an addition		Please make note of the PIN; it is a six-digit nur	nber.
STEP 2 – Select your preferred sign-in method. The Digital Operations Center supports several type choice or create a new one. Please note that your cor			ount of your
User Account Type	Supported sign-in credentials		
Microsoft Partner Extranet yourdomain\userid	Windows Live ID	Microsoft CorpNet	
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External partner (AR, SPV, etc.)	~	✓	
Internal Microsoft employee or vendor			1
Once you have successfully signed in, you will be as lage. 	e login, please follow the steps outlined in Se	ection 1 of our "About DOC" guide to ensure DO	
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Dince you have successfully signed in, you will be as lage. STEP 5 – Browser Configuration. Sifter you have successfully completed your first-tim within Internet Explorer: <u>About DOC</u> . You are now r Note: Your account must be activated within 30 day Note: If your account is suspended or if your account Company Administrator is a designated person with To learn more about the functionality of various app Chank you, Wicrosoft DOC Support Team If you have received this email in error, please notiff f you have any difficulties with the first time sign-in Telepleak link>	te login, please follow the steps outlined in S eady to start using the Microsoft Digital Oper s of receipt of this email, otherwise your acco t becomes locked after three unsuccessful sig in your organization defined in your Microsof plications within DOC, click here: <u>About DOC</u> y us using the following link: <u>Digital Operat</u>	ection 1 of our "About DOC" guide to ensure DO rations Center! n-in attempts, please contact your Company Adr t agreement.	C runs smooth ministrator. Th
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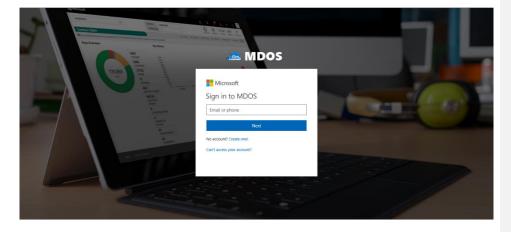
3. GO TO MDOS

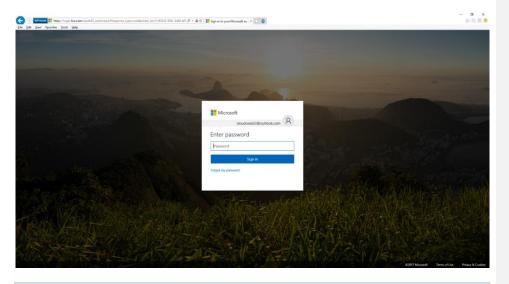
Go to MDOS by typing <u>www.digitaloperations.oa.microsoft.com</u> in your browser.



4. LOG IN TO ACCOUNT

Log in using the MSA email account credentials you provided to your COM.





5. FOLLOW ONOBAORDING STEPS

Follow the MDOS onboarding process steps.

6. WELCOME TO MDOS

Instruction: Welcome to MDOS - a cloud-based digital key distribution and entitlement service for Microsoft OEM partners. Please read the overview and capabilities to learn more about this service.

MDOS	Hicrosoft O 🔍
	MDOS
	Welcome to Microsoft Digital Operations Services 💿
	OEM 1, Contoso
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MDOS Overview

Welcome to Microsoft Digital Operations Services (MDOS)

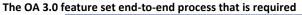
MDOS is a web based service that provides Microsoft partners (OEM, ODM/IDH and Third-Party Installers) the ability to complete the OEM Activation Services 3.0 (OA 3.0) end-to-end process that is required to order and ship devices installed with Microsoft Windows. The MDOS service provides partners the ability to digitally order, fulfill, transfer and return digital product keys (DPKs) as part of doing business with Microsoft. Microsoft is discontinuing physical Certificate of Authority (COAs) licensing stickers as a way of licensing products. Beginning with Microsoft Windows 8, partners are now required to use DPKs to manufacture and pre-license the device at manufacturing time. The MDOS system is a cloud service that can be used by partners to complete these transactions with Microsoft.

In order to transact with Microsoft, new and existing partners will need to onboard onto the MDOS system and begin transacting in a digital way. The OA 3.0 activation process is a new way to license and activate Windows. Before beginning to use this new model, it is important to understand some key concepts and requirements. Below, is a high-level overview of both the new OA 3.0 end-to-end process requirements, as well a high-level overview of the capabilities of the MDOS service.

OEM Activation 3.0 End-to-End

OA 3.0 as noted is a new digital way of manufacturing, pre-licensing, and shipping windowsbased systems. OA 3.0 provides an entire framework for how OEM/ODM partners transact with Microsoft, as well their downstream manufacturing partners and entities. In OA 3.0, the process starts by an OEM/ODM, who has already completed a GPA agreement with Microsoft. If you do not have GPA or Licensing agreement with Microsoft, please contact your Customer Operations Manager (COM) or your Microsoft Sales Manager to understand what is required to complete a direct licensing agreement with Microsoft.

Once a partner has an agreement signed with Microsoft to sell Microsoft Windows and/or additional products, the next step is understanding the end-to-end process that is required to complete the OA 3.0 process for Windows shipments. The process starts with a toolset required to digitally connect to Microsoft. Today, the partner has a choice of whether to build an OA 3.0 client or leverage the existing solution offered by Microsoft, called MDOS. The MDOS solution is provided for partners that complete under one million transactions a year. For all other partners, building an OA 3.0 client is required. The remainder of this manual will detail aspects of the MDOS system, as well provide overview, step-by-step examples, tips, and details about the specific functionality available in the MDOS service. Below, we discuss the OA 3.0 end-toend process for understanding. We will then discuss at a high level how to use MDOS to ensure your continued success purchasing, manufacturing, and shipping Microsoft Windows to your end users.





The Digital licensing and entitlement process starts with the OEM/ODM placing an order to Microsoft for Microsoft Windows digital product keys (DPKs). This order can either be a form of credit card at Microsoft, which allows the OEM's designated partners to order against (Call Off Order), or it is a direct order from the OEM to Microsoft (Standard Order), either type is supported. The order process can be completed within the MDOS service, or direct to Microsoft DOC Portal site. Once the digital order is placed to the Microsoft services, the OA 3.0 DPKs for Windows will be fulfilled into the MDOS system. The OEM then chooses a partner to complete the manufacturing portion of the project and will deploy (transfer) the digital product keys from their system to the factory, where the factory may be owned by the OEM or is a third-party Installer (TPI). Once the keys have been deployed to the factory, the factory will manufacture the Windows device and will be required to inject the DPK into the firmware (BIOS/UEFI) of the device. Once the DPK is injected, the factory will capture a Computer Build Report (CBR), which contains complete hardware information shipping with the device, as well information about the now injected DPK. This CBR is sent to Microsoft and is recorded prior to the device reaching the end user. Once the end user purchases that device and powers on, Windows will request a machine activation, which ensures the device is a Genuine Microsoft Windows device. The

activation event occurs and completes and the OA 3.0 process completes. If the machine is returned for any reason within 365 days, the OEM can request a refund and must send Microsoft information about the specific DPK being returned and the reason for the return.

There are a variety of use cases and scenarios that are supported by the OA 3.0 end-to-end process and requires some general understanding before beginning to complete the process with Microsoft. The OEM/ODM, the entity with a direct relationship and contract with Microsoft is in control of deciding how much involvement they will have in the end-to-end process. There are three ways to setup your relationship with your downstream partners (subsidiaries, servicing centers and/or factories for manufacturing). In MDOS, we define the relationship of the OEM/ODM and its partners as a Business relationships as a Business. A business within MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. The OEM/ODM, those that have a direct contract with Microsoft, choose the type of control and involvement they will have in the OA 3.0 end-to-end process. The OEM/ODM can choose to have a centralized or decentralized relationship with its business entities. In a centralized business setup, the OEM chooses to have total control of the process from Order to Return and all functions in between. The OEM will order, fulfill and transfer the DPKs to their downstream partners called DLP (Downlevel Partners), as well will handle all returns on their own behalf. The centralized model allows the parent entity (OEM/ODM) full control throughout the MDOS system and the end-to-end process. The other type of business setup is a Decentralized model. The decentralized model requires the OEM to place the Call Off order with Microsoft. The OEM does not need to manage the order or the digital product keys at all, instead this model relies on the DLP to manage all DPK orders, fulfillments, transfers and returns on behalf of their OEM partner. The OEM does not need to "manage" anything except the call off order with Microsoft, but is responsible for any audits required by Microsoft and as such the OEM should check in with their DLP's on a regular basis to understand what is happening within their business.

In summary, the OA 3.0 end-to-end process is setup by the OEM/ODM, the entity with the direct contract with Microsoft. The OEM/ODM is required to define the business and yet can choose to manage the entire end-to-end process directly (centralized) or choose to outsource the process to their DLP (decentralized).

MDOS Service Overview

Now that you have familiarity with the OA 3.0 end-to-end process requirements and available business related options, we will explore the high level MDOS capabilities as a tool to complete your digital business transactions with Microsoft. The MDOS service offering is available to our smaller OEM/ODM partners, those that complete less than one million shipments of Windows. The MDOS service is currently free to use for these partners including support of the service and its feature offerings. MDOS provides electronic email based support from the vendor hired by Microsoft to complete the service offering, please see support section within the MDOS manual for additional details and the specific contact information.

As noted above, partners can choose to onboard to the MDOS service or complete a build of their own OA 3.0 client, connecting to Microsoft backend web service directly. The MDOS service is an Azure Cloud based solution that also requires a physical client for the factory floor manufacturing requirements. MDOS provides the end-to-end solution required to order, fulfill, deploy, report and return Digital Product Keys required to manufacture Windows devices. Below we will explore some of the high-level features of the MDOS service offering, and walk through the onboarding requirements.

Onboarding to MDOS

MDOS provides everything required to complete the digital pre-licensing requirements set by Windows since Windows 8. To onboard to the MDOS service, you will need to complete your GPA contract with Microsoft. Once the contract has been signed, Microsoft will send you an email with your MDOS Registration information, including a link to the DOC site. The DOC is used to "register" your MSA email account and corporate email account with the system. Because MDOS is a cloud service, you do not need to "install" any software for the OEM/ODM entity, rather you access the MDOS service via a browser URL address that will be sent to you once you have completed your contract with Microsoft. The link you will receive will direct you to register with DOC and choose which type of partner you identify as. Once the DOC registration is complete, you will be sent the MDOS direct link URL in order to login for the first time.

Defining an MDOS Business

Once the OEM/ODM have registered and successfully logged into the MDOS system, the next step is to define the type of Business that will be used (centralized or decentralized), and which entities (DLP's) you will work with to complete your Windows device end-to-end process for manufacturing and device shipment. Setting up the business is a critical step and one that should be thought through prior to attempting to setup your Business within MDOS. MDOS supports multiple businesses; which means that for one business the OEM may choose to work with Manufacturing Partner A and for another business the OEM may choose Manufacturing Partner B. The OEM may choose to setup one business as centralized and the other as decentralized. Each business is secured and keeps all details regarding that business behaves with regard to DPK fulfillment and/or CBR submissions to Microsoft. In other words, the OEM may choose to order and then manually download DPKs for one business, while setting up automatic DPK fulfillment for their other business. There are a variety of settings and options defined within this manual and we encourage you to explore the details of each for a thorough understanding.

Manufacturing with MDOS

As part of setting up the MDOS Businesses, the OEM/ODM can choose the manufacturing partner(s) they will work with. Adding the manufacturing partners into the MDOS Business requires the OEM/ODM to invite the manufacturing entity as a business entity within your defined business. The OEM/ODM will "invite" the manufacturing partner (TPI) into the business via the DLP setup within the MDOS service. Once the manufacturing partner accepts the invite,

they are ready to transact on behalf of the OEM/ODM partner. The MDOS service requires the manufacturing partner to "configure" themselves within the MDOS cloud service (as a TPI) and then requires the manufacturing partner to install the physical MDOS Factory Floor Key Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet. The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.

Conclusion

In order to manufacture and ship Windows devices, our OEM and ODM partners are now required to complete these transactions in a digital way, no longer using the COA's of the past. The OEM Activation 3.0 end-to-end process is a defined set of steps that are required to purchase, fulfill, deploy and/or return digital product from Microsoft. The OA 3.0 process requires the parent entity, that is the entity that has a direct licensing agreement with Microsoft to connect, order and fulfill digital product keys. The OEM/ODM has a choice of whether to build their own OA 3.0 client software, or leverage the MDOS service for completing transactions. The MDOS service is for use by OEM/ODM partners who complete one million or more Microsoft Windows device shipments per year. Onboarding to MDOS occurs once the OEM or ODM have successfully completed a licensing agreement with Microsoft. The MDOS service provides these entities and partners with a system to use to complete end-to-end digital orders, fulfillments, deployments and returns electronically with Microsoft. The MDOS service supports setting up Businesses that allow the OEM/ODM the ability to manage their business in a way that meets their business needs-either centralized, decentralized or a combination of both—as a subsidiary in a secure way. The OEM/ODM can invite downlevel partner (DLP's) into their business to complete functions such as servicing and manufacturing. The reminder of this manual will provide overviews, examples, step by step instructions and tips for completing your MDOS features and functions.

MDOS Capabilities and Benefits

Microsoft Digital Operations Service (MDOS) is a cloud-based digital key distribution and entitlement service for Microsoft partners. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys (DPKs) as needed. MDOS is a self-service tool that provides easy access to new capabilities and allows partners to scale.

The key benefits of moving to MDOS include:

- Flexible platform: Easy to add new partners and scale your business
- Self-service capabilities
- Efficient inventory management
- User-friendly interface

- Software as a service no need to upgrade software, always up to date
- Integrated with other Microsoft platforms

MDOS provides the following capabilities:

- Basic OA 3.0 infrastructure (order, fulfill, transfer, return, report, etc.)
- Automated setup/onboarding
- ERP system integration*
- Integration with other Microsoft platforms (DOC and Connector)*
- Low cost scalability to support new Microsoft programs (pricing configurator, DA, cloud attachments, etc.)
- Business Intelligence reporting*
- Self-serve capabilities (Pop-up support, tip tool, chat support, form integration, support forums, link to documentation, etc.)
- Offline run mode (File-based DPKs)
- MES system integration* (API for FF EMS/MES)

*Some features may not be available today but will be available at a future date.

Example: Contoso OEM has a growing business where they work with multiple downlevel partners (DLPs) including TPI, IDH/ODM, and FFKIs. The businesses run in different business models where some are <u>centralized</u> and some are <u>decentralized</u>. Contoso OEM was using the DIS Chinasoft legacy system, but they are now migrating over to MDOS for its many benefits.

Contoso OEM will now be able to:

- take advantage of the flexible platform that allows them to easily add new partners as their business grows.
- navigate across different views depending on each business' structure with a userfriendly interface.
- use the self-service tool to easily perform key functions (order, fulfill, transfer, return, report, etc.).
- manage inventory for each business and see a real-time view of inventory levels, key status details, as well as access business intelligence data—all in one place.

Additionally, Contoso OEM knows that MDOS is also an online service, so updates are made automatically and they will never have to manually update their software to have the latest version.

Tip Tool: MDOS is a cloud-based digital key distribution and entitlement service for Microsoft OEM partners. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys (DPKs) as needed. MDOS is a self-service tool that provides easy access to new capabilities and allows partners to scale.

7. MDOS TERMS OF USE

Instruction: Review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.

DS TERMS & CONDITIONS	
Microsoft MDDOS Privacy Statement Use of the second	USER PROFILE USER COULD GO LAGE FIGURATION Property of the lage Profile router in the game test fires. () Landmark fortherman Lickcopit The Microsoft MDDO's Terms Of Use. LICHCADEE Austral
Collection and Use of Personal Data More than the second of the information provide give with the test product, service and products rate to second of the information product data (the second of the information test) and the second of the information product data (the second of the product data (the second of the information of the second of the information test) and the second of the information of the second of the second of the product data (the second of the second of the second of the second of the second test) and the second of the second of the second of the second of the second second of the second of the second of the second of the second of the second second of the second of the second of the second of the second of the second second of the second of the second of the second of the second of the second second of the second of the second second of the second of the second second of the second of the second of the second of the second of the second second of the second of the second second of the second of the second second of the second of	

MDOS terms of use

Please review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.

NOTE: To sign the agreement, please be sure to enter your name in the signature field as it is displayed above. The signature field is case sensitive. An inactive button is greyed out until this field matches.

For more information:

Read the full MDOS Terms of Use on a separate page.

8. AGREEMENT SETUP PAGE

Instruction: Select the agreement you would like to set up.

DS UAT OEM7			Application Received Pending A	cceptance Onboard Completed
	Choos	se your agreement type	3	
	Agreement No : 5173750005 Effective Start Date: 07/19/2018 Effective End Date: 12/19/999 MST CUTTOMERID: 000010522 Agreement Type: Master Licensing Agrit (2015) for Named	Agreement No : 520007548 Effective Start Date: 07/15/2018 Effective End Date: 12/01999 MSPT of USTOMERID: 0000105222 Agreement Type: OEM PAX FY19		
	e e e e e e e e e e e e e e e e e e e	~		
			PROCEED -+	

Tip Tool : Select your agreement from the options to be redirected and continue onboarding. If you have more than one agreement, you must set up both agreements individually.

Business definition:

A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

Example : Contoso OEM has a single licensing agreement with Microsoft under a Global Partner Agreement (GPA), supporting two businesses: an OEM Program Appendix (PAX) and an IOT Program Appendix. The OEM PAX is for the OEM Royalty business and the IOT PAX is for the Embedded business. Each PAX will have a unique agreement number for ordering.

Based on the business definition, Contoso OEM has two business structures, one for the OEM PAX agreement and one for the IOT PAX agreement. They get different keys for the OEM PAX and the IOT PAX. While onboarding, Contoso OEM must set up both agreements individually.

Contoso OEM decides to set up their OEM PAX agreement first. They select the OEM PAX option and follow the steps to onboard their DLP for the Windows Client business. Once completed, they will set up their IOT PAX for the Embedded manufacturing business.

ULP Definition:

Upper Level Partner or Uplevel Partner (ULP) is the entity above the down level entity. Keys will flow from this entity to downstream entities. An Uplevel partner can be:

- Microsoft agreement (GPA with OEM, ODM or IOT PAX)
- OEM, ODM/IDH, IOT or TPI in a centralized relationship
- OEM, ODM/IDH, IOT or TPI in a decentralized relationship

Agreement types are under the Global Partner Agreement (GPA):

- OEM Program Appendix licensing for Windows Client, Office, Server, IoT for OEM products.
- ODM Program Appendix licensing for Windows Client, Office products
- IOT Program Appendix licensing for IoT OA products for Embedded devices and Internet of Things (IoT)

OEM

OEM (Original Equipment Manufacturer) will be having a direct GPA agreement with Microsoft or they may have multiple agreements as well, Microsoft will be the uplevel partner for an OEM.

ODM/IDH

The ODM/IDH business model might have a direct ODM/IDH agreement with Microsoft or they may have multiple agreements with Microsoft. An ODM/IDH can have one or multiple OEMs or ULPs as well.

Example : Contoso OEM has a business where they work with downlevel partner ABC TPI. Contoso OEM is the uplevel partner for ABC TPI and Contoso OEM's uplevel partner is Microsoft.

9. ADD NEW DLP

Instruction: Determine if you would like to add a new downlevel partner (or partners) to the business. New partner(s) will then be able to perform key operations.

Contoso OEM1	Hicrosoft	0
	Do you want to add a DLP?	
	YES NO	
	TES	

MDOS definition of partner types

Acronym	Term	Description
FFKI	Factory Floor Key Inventory	Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet or may be manually transferred (e.g. via USB). The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.
ODM/ IDH Original Design Manufacturer/ Independent Design House		An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.

OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.
ТРІ	Third-Party Installer	A manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory).

DLP Definition:

Down Level Partner or Downlevel Partner (DLP):

Is the entity that receives keys from the uplevel entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model (business model), Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs and Contoso OEM's uplevel partner is Microsoft since they have a direct OEM GPA agreement with Microsoft.

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the business. New partner(s) will then be able to perform key operations.

Step-by-step: (Add a new DLP)

Pre-Requisite: TPI/DLP partner should receive an invitation email from ULP. From there, they can add their DLPs.

1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.

🗲 🛞 🛐 https://cgin.bix.com/login.cf/navisriginn 🖉 * 🔒 Microsoft Corpor. d 📲 Sign in to your Microsoft ac × 🔟 😜	– ଟ × ଜୁନ୍ତି 😊
d Ø 🖉 🕹 E	
Sign in	
Use your Microsoft account. What's this?	
Imail, phone, or Skype	
Next	
No account? Create one!	
Terms of Use Phoney & Cookies Morecoff	

- 2. TPI Partner will be greeted with a welcome message to MDOS.
- 3. Partner: Accept the Terms and Conditions (if you agree), to continue with MDOS application.

icrosoft	MDOS TERMS & CONDITIONS			↓
	Microsoft MDDOS Privacy Statement Use galaxies and the second state of the second stat	^	USER PROFILE User & Goard Data B SEGNATURE Provember 2015 Annual Provided Provide	
	Collection and Use of Personal Data Mercent device that is uppertend information provide your with the lest products, writes and an encoded the strength and thermation provide your provide the lest products. The provides the strength and the strength and thermation of the strength and the strength and services. We called this data is a variety of encode the strength and strength and the stre			
	Codestains. When you create a Monosoft account or AMODS account for example, you all need to provide a parsent gammed hime, in similar testany fromtant out and for authentication and account account. Usage date, wher collect information about here you interact with our products and services. This includes information about here you can be product and services, such as the Mattersey pound, the weak page of the services and the service date and services, such as the Mattersey pound, the date page of the services and the service date products. In other testimotics and the date page point with a sympt and use of the service date points. In other testimotics are interesting account of the service date points in the service date points. In other testimotics are dated as the service of the service date points and the service date points in the service date points. In other testimotics are dated as the service date points are associated as the service date points. In other testimotics are dated as the service date point and the service date points. In other testimotics are dated as the service date point and the service date points. In other testimotics are dated as the service date are associated as the service date points. In other testimotics are dated as the service date and the service date points. In other testimotics are dated as the service date are dated as the service date points. In other testimotics are dated as the service date are dated as the service date points. In other testimotics are dated as the service date are dated as the service date point and the service date points. In other testimotics are dated as the service date are dated as the service date points are dated as the service date points. In other testimotics are dated as the service date are dated as the service date points are dated as the service date are dated as the service date are dated as the service date are dated as the service date are dated as the service dated as the service date are dated as the service dated	~		

4. Once the Terms and Conditions are accepted, partner will see the message "Do you want to add a DLP?"

	Do you wa	nt to add DLP?	
,	/ES		NO
	9	OR	0

- 5. Select 'Yes', refer to the Add another DLP section (below).
- 6. Select 'No', partner will be asked "Do you want to add authorized users?"

Do you v	vant to add User ?
YES	NO
	OR

- 7. Select 'Yes' and refer to the Add a new authorized user section.
- 8. Select 'No', MDOS will display a business set up in a tree format.

Co 🕼 https://wicard-ea.coa-ea. p.azurewebsites.net /#/wicard/orgChart	, 𝒫 ← 🕲 Certificate error C 🛛 🞼 Welcome to Microsoft Digit × 🗋	- の 命命
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	BUSINESS SETUP TREE	
		Chart Start Point T P I Centralize OEM
		Decentralize D L P
	Microsoft	
OEM	OEM OEM	OEM
DLP	CLP TPH	1 TPI Without Child TPI2
Wy Childs My Childs My Childs		Ny calart

- 9. MDOS will display the steps for the partners to migrate the keys.
- 10. MDOS will allow partners to upload the zip file for migration.

CONTOSO OEM1				0 Submitte	0 ed Pending Accepts	0
CONTOSO OEM1						nce Completed
			X Migration	Manage User	Submit OA 3.0 Form	+ Add New Partne
					ATE TO DASHBOARD	l i
CHOOSE DIS IMPORT FILE						
CHOOSE FILE			BROWSE FILE			
PASSWORD						
Password	IMPORT	STATUS : FILE NOT UPLOADED				
		No data found				

11. Partner will be redirected to dashboard screen to perform the key operations.

Microsoft							q 🥼	୍	ŝ	0
MICROSOFT	\sim	UP LEVEL DOWN LEVEL	MICROSOFT 2			Centralized	Production	0 Total Keys	0 Fulfilled Keys	0 Returned Keys
Contoso OEM © Your dashboard data was last updated: 2017-	03-17 20:39:39			🛓 Get Keys	C Assign Keys	C Recall Keys	Z Export Keys	🚊 Import Keys	🗕 Order Ke	nys More
Keys Overview		Key History								
		1						LAST 6	MONTHS	\sim
No Data Found.										
		Octob	ver Novemi	ber	December	January ortedBound Returne		bruary	March	
	0 keys									
O KEVS Contoso Mexico	Contoso India									
Keys Overview		Notification								
Legal Service & Support			© 2016. All Rights Res	served						

Step-by-step: (Add another DLP)

- 1. OEM/ULP partner will be presented with a message: "Do you want to add a DLP or FFKI".
- 2. If partner selects DLP, partner will be asked to fill the DLP form.

PARTNER TYPE	COMPANY INFO SUMMARY	
Сотр	any Info	
FIRST NAME	LAST NAME	
PARTNER COMPANY NAME	BUSINESS ADDRESS 🕖	
PARTNER REPRESENTATIVE NAME		>
PARTNER MSA EMAIL		
COUNTRY AND REGION I STATE I	CITY 1 POSTAL CODE 1 PHONE 1	
	RIST NAME	FIRST NAME LAST NAME PARTNER COMPANY NAME PROTHER COMPANY NAME PARTNER REPRESENTATIVE NAME @ PROTHER REPRESENTATIVE NAME @ PARTNER MAA EMML @ PROTHER MAA EMML @ PARTNER MAA EMML @ PROTHER MAA EMML @ PARTNER MAA EMML @ PROTHER MAA EMML @

3. Once the DLP form is submitted successfully, partner will see a message that the DLP has been added successfully.

MICROSOFT	×	Partner Status		
		0 Submitted	0 Pending Acceptance	0 Completed
CONTOSO OEM1				
	It's Done! Thanks!!			
	Congratulations, you have completed the process to add a new Dow			
	If you would like to add an additional DLS, please click 'Add partner', Or click 'Finish', and	d then the Havigate to Dashboard button.		
	ADD PARTNERS FINE	5н		

- 4. An email will be sent to the DLP to set up a business with MDOS.
- 5. Partner will be asked if partner wants to add another DLP. If yes, continue with step 1 else partner must continue with step 6 in **Add existing TPI as a new DLP** section. (above)

10. ADD DLP OR FFKI

Instruction: Select your centralized DLP factory datacenter or DLP FFKI.

>
PARTNER TYPE COMPARY INFO SUMMARY What type of Down Level Partner (DLP) would you like to add? Orecomments

Difference between centralized DLP factory datacenter & DLP FFKI An FFKI partner differs from other factory datacenter partners because:

- The FFKI can have a business that runs <u>online or offline</u>. The FFKI is not required to onboard through MDOS web app for initial set up and they would not be required to maintain an online connection with MDOS, while the DLP factory datacenter will always be online.
- The FFKI will receive its credentials vis email.
- The FFKI is the only type of partner that can <u>inject the keys</u> into devices and collects CBR information, where the factory datacenters do not inject keys.
- The FFKI can <u>submit the reports</u> to their uplevel TPI, who then reviews and submits the final CBR to their uplevel OEM partner.
- The FFKI is not able to add any DLPs, where the factory datacenters may add DLPs.
- The FFKI would also receive additional email communications for their business that would contain information based on how they communicate with MDOS.

Business setup specific for FFKI

- 1. FFKI Partner receives invitation from ULP via email.
- 2. FFKI Partner will receive an email with step-by-step guide.
- 3. FFKI Partner will receive an email with credentials.
- 4. FFKI Partner downloads software.
- 5. FFKI Partner will get set up.
- 6. FFKI Partner will test.

Example: Contoso OEM owns its own factory, which is called Contoso FFKI. Contoso FFKI is the main site Contoso OEM uses to manufacture their devices. Contoso OEM sets up Contoso FFKI as downlevel partners for their business within MDOS. After that, Contoso FFKI receives the credentials it will use to communicate with MDOS to authenticate. Contoso FFKI is run offline, hence they need to initially onboard through MDOS and follow the initial online set up. Then Contoso FFKI can follow the offline mode steps to receive keys and submit CBR's back to OEM Contoso. Once the CBR is submitted to Contoso OEM, they provide a final review and submit the CBR to Microsoft.

11. FILL DLP FORM

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the DLP.

M INFORMATICA S.R.L.			
	0	3	
	PARTNER TYPE	COMPANY INFO SUMMARY	
	Comp	Dany Info	
	FIRST NAME	LAST NAME	
	PARTNER COMPANY NAME	BUSINESS ADDRESS 🔁	
<	PARTNER REPRESENTATIVE NAME ()		>
	partner msa email 🖲		
	COUNTRY AND REGION O STATE O		
	SELECT COUNTRY & REGION		

DLP Form Field Explanation

DLP Form

DLP Form Fields	Explanation
DLP Company Name	Downlevel partner company name (i.e. Contoso TPI)
DLP Contact Name	Downlevel partner User first and last name
	Downlevel partner's corporate email address at authorized
DLP Company Email	site. (ContosoTPI@TPI.com)
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email account
	used to sign in to Microsoft services and is required to sign
	in to MDOS. (i.e. name@outlook.com, name@hotmail.com,
	name@msn.com). Or use an email account that is
	registered as an MSA (i.e. name@yahoo.com,
	name@gmail.com, name@qq.com, name@163.com).
	Additional information about MSA email accounts.
	NOTE : IF the TPI is already onboarded to MDOS, please
DLP Login Email (MSA)	verify that this is the MSA that they registered with.
DLP Address	Street address where DLP company is based
DLP Country	Country where DLP company is based
DLP State	State where DLP company is based
DLP City	City where DLP company is based
DLP Postal Code	Postal code where DLP company is based
DLP Phone	DLP company phone number

12. SUCCESS MESSAGE FOR NEW DLP

Instruction: Your request was successfully received for submitting a new downlevel partner (DLP). Please ensure the partner follows their next steps to complete the setup process.

		TPI Confirmation
	MODS UAT CEM3 be notified once the OEM Sold to Numb approval time for a cooperative statement of the central of a 30 Contact Em decentralized TPI is indostestuat3@outlook with your TPI to acc	Newtpi as a decentralized TPI has been submitted. You will te TPI partner has been added successfully. The expected dding a NEW decentralized TPI is 3 to 5 business days. For ized TPI's the approval time is this row less. Once the approved they will receive an email notification. Please work get the invite to complete the onboarding process. For help ease contact MDOS support at mosemospi@microsoft.com.
<	First Name: NV777 Local TP/OM Site Name: NV777 TP/OM Contact Name: NV777 TP/OM Address1: NA Nor Telephone: 1023 OA 3.0 Site Type : 103	Last Name: TET Sign to Number: Na Of Company Administrative Email: molecularity divolution: TYUOM Context Email: Tempid volution: Mangi divolution: Mangi divolution: Customer Context Email: Customer Context Email: Tempid volution: Tamaaction Type : PATTIA:
		CONTRM

Congratulations!

Your request was successfully received for submitting a new downlevel partner (DLP).

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps:

- 1. Have your partner look for the email from MDOS (sent to the partner's MSA email).
- 2. Make sure the partner reads the <u>Onboarding Training Guide</u> for MDOS.
- 3. Partner should click on the registration link (within the email) to get registered.
- 4. Ensure your partner fills out the DOC registration form completely.
- 5. Ensure you partner completes the MDOS setup process.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

13. FILL FFKI FORM

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the FFKI.

ntoso OEM1			- Microsoft			
			0 3			
			PARTNER TYPE COMPANY	Y INFO SUMMARY		
			What type of Down Level Partner (I	DLP) would you like to add?		
	<		IDH/ODM/TPI/SI	FFRG	>	
			EX: DATA CENTRE	EX: FACTORY LINE(S)		
			EX DATA LENTRE	EX PACIONY LINE(S)		
				PROCEED +	l i	
OS						
			Microsoft			
	MATICA S.R.L.		Hicrosoft			
	MATICA S.R.L.		Hicrosoft			
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	MATICA S.R.L.		PARTNER TYPE COMPAN	IY INFO SUMMARY		
	WATICA S.R.L.	TO NAME	0_0	IY INFO SUMMARY	0	
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		FIRST NAME	PARTNER TYPE COMPAN	IY INFO SUMMARY		
		FIRST NAME	PARTNER TYPE COMPAN			
		FIRST NAME	PARTNER TYPE COMPAN			
		FIRST NAME	PARTNER TYPE COMPAN			

FFKI Form Field Explanation

DLP FFKI Form:

FFKI (owns factory) Form	Explanation
Fields	
FFKI Admin Name (first, last)	FFKI contact first and last name
	FFKI contact email address. MDOS sends the connection
FFKI Admin Email	information to this address.
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email
	account used to sign in to Microsoft services and is
	required to sign in to MDOS. (i.e. name@outlook.com,
	name@hotmail.com, name@msn.com). Or use an email
	account that is registered as an MSA (i.e.
	name@yahoo.com, name@gmail.com, name@qq.com,
	name@163.com). Additional information about MSA
Login Email (MSA)	email accounts.

14. SUCCESS MESSAGE FOR NEW FFKI

Instruction: Your request was successfully received for submitting a new Factory Floor Key Inventory (FFKI). Please ensure the partner follows their next steps to complete the setup process.

	Hicrosoft	
	DLP Confirmation	
•	Your request to add v-ranku_UAT3 as a new FFKI has been submitted. You will be notified once the FFKI partner has been added successfully, your FFKI partner will receive an email with the invite and steps required to complete. For help with MDOS issues please contact MDOS support at msoemops@microsoft.com.	
PARTNER T Partner Type : F	ок 🗲	
COMPANY INFO		
FFKI First Name: V-RANKU FFKI Last Name: UAT3	Admin Email: v-ranku@microsoft.com Partner Representative Name: V-RANKU_UAT3 CONFIRM →	
	© 2016. All Rights Reserved	

Congratulations!

Your request was successfully received for submitting a new Factory Floor Key Inventory (FFKI).

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps for the FFKI:

- 1. Have your partner download the <u>Step-by-step Guide</u> on how to set up an FFKI.
- 2. Have your partner download the MDOS FFKI Client installation software.
- 3. Have your partner review all the documentation.
- 4. Ensure the FFKI has completed the pre-level steps.
- 5. Have your partner look for the email from MDOS (sent to the partner MSA email) that contains the login credentials.

- 6. Make sure the partner reads the <u>FFKI Onboarding Training Guide</u> for MDOS.
- 7. Make sure the partner reads the <u>User Manual for MDOS FFKI Section</u>.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

15. ADD ANOTHER DLP

Instruction: Determine if you would like to add an additional downlevel partner (or partners) to the account. New partner(s) will then be able to perform key operations.

Ei Melcome to Microsoft D × +	- ø ×
← → O A dev-digitaloperations-wizard.com/19/wizard/confirmMUtipleDUR4ddition	
Microsoft	0 👤 î
Contoso OEM3	
Do you want to add another DLP?	
YES NO	
11 Search the web and Windows	^ 1 ↓ 40 📮 11:37 AM

DLP Definition:

Down Level Partner or Downlevel Partner (DLP):

A DLP is the entity that receives keys from the uplevel entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs

and Contoso OEM's uplevel partner is Microsoft since they have a direct agreement with Microsoft.

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the account. New partner(s) will then be able to perform key operations.

16. ADD AN AUTHORIZED USER

Instruction: Add an authorized user connected to your MDOS account. An authorized user will have permissions to access MDOS and perform key actions.

MDOS	Hicrosoft		0
Contoso OEM1			
	Do you want to add an authorized user?	1	
	YES NO		
	The user will be assigned as the admin user by default. If you wish to change it please go to the 'Add User' section within MDOS.		

What is an Authorized User?

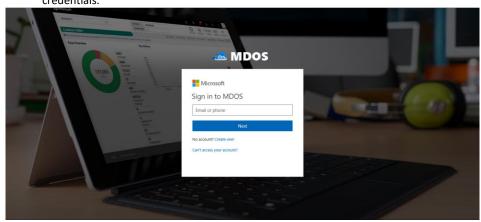
An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Example: Contoso IDH hired a new purchasing manager, and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

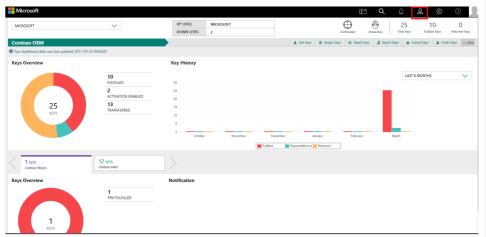
Step-by-step: (Add an authorized user)

1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.



NOTE: Partner (OEM/DLP) needs to add the authorized user in MDOS on their behalf.

2. Partner: Click on Admin icon in dashboard header



3. Partner: Click '+' icon to add authorized user.

Hicrosoft					B	Q () <u>8</u>	۵ O
MICROSOFT	~	UP LEVEL DOWN LEVEL	MICROSOFT 3		Contractor	reduction	1692 Total Keys	1625 0 Fulfilled Keys Returned Keys
CONTOSO OEM			⊥ 0	t Keys 🛛 🛛 Assign Keys	C Recall Keys	Z Oport Keys	A Import Keys	a 👌 Order Keys More
Admin								
CREATE USERS	LOG VIEWER							
2 1 TOTAL USERS ACTIVE USERS	1 INACTIVE USERS							EDIT
Clevel CA LAB User 1 Clevel CA CASE 1	sofreen kumar@min	+						
								< 3
Legal Service & Support			© 2016. Al Rights Reserved					

4. Partner: Enter first name, last name, login email, state, and city.

EMAIL		FIRST NAME
PHONE		LAST NAME
LOCATION STATE/PROVINCE		LOCATION CITY
SELECT ROLE	\sim	ACTIVE USER OYES IN NO
EXIT		SAVE CHANGES

5. Partner: Select the roles and permissions to be provided for the authorized user and click on **Save Changes** button

User Pern	nissions	Site Permissions	1
		SITE Get	
	User Perm	User Permissions	

6. Once the changes are saved successfully, an email will be sent to the authorized user (MSA email account) with a hyperlink to log in to MDOS.

17. USER INTAKE FORM

Instruction: Fill out the OA enrollment form to add an authorized user.

SELECT ROLE O VIEW ADMIN VIEW ADMIN RESET SAVE & AD RESET SAVE & AD	USER LOGIN EMAIL	FIRST NAME 🚱	
FIRST NAME LAST NAME EMAIL PHONE STATE GTV STATUS ACTION		RESET SA	AVE & ADD
	FIRST NAME LAST NAME EMAIL	PHONE STATE CITY STATUS ACTIO	ON
SKIP -> PROCEED		SKIP 🔶 PR	Roceed 🔸

User Intake Form Field Explanation

User Intake Form:

User Intake Form Fields	Explanation
First Name	User first name
Last Name	User last name
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email account
	used to sign in to Microsoft services and is required to sign in
	to MDOS. (i.e. name@outlook.com, name@hotmail.com,
	name@msn.com). Or use an email account that is registered
	as an MSA (i.e. name@yahoo.com, name@gmail.com,
	name@qq.com, name@163.com). Additional information
Login Email (MSA)	about MSA email accounts.
State	State where company is based
City	City where company is based
Permissions	MDOS permissions that were set by company admin.

18. SUCCESS MESSAGE FOR NEW USER

Instruction: Your request was successfully received for submitting a new user. Please ensure the user follows their next steps to complete the setup process.

		Authorized	l User Conf	irmation			
USER LC		accessfully received request and pro process.					
SELECT				AST NAME OF			
VIEW ADMIN							
				E	RESET	I	SAVE & ADD
FIRST NAME	LAST NAME	EMAIL	PHONE	STATE	СПТҮ	STATUS	ACTION
FIRST NAME	LAST NAME	EMAIL abc@test.com	PHONE -NA-	STATE	СПТҮ	STATUS Active	ACTION Remove Edit

Congratulations!

Your request was successfully received for submitting a new user.

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps:

- 1. Have your authorized user look for the email from MDOS. (Sent to the user's MSA email).
- 2. Make sure the use reads the User Manual for MDOS.
- 3. User should click on the registration link (within the email) to get registered.
- 4. Ensure your user fills out the New User registration form completely.

NOTE: This process may take up to \sim 5-10 min. for final approval and activation for this user.

19. ADD ANOTHER AUTHORIZED USER

Instruction: Add an authorized user connected to your MDOS account. An authorized user will have permissions to access MDOS and perform key actions.

SELECT ROLE O VIEW ADMIN VIEW ADMIN VIEW ADMIN VIEW ADMIN VIEW ADMIL PHONE STATE CITY STATUS ACTION
FIRST NAME LAST NAME IMAIL PHONE STATE CITY STATUS ACTION

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Example: Contoso IDH hired a new purchasing manager, and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

20. DISPLAY BUSINESS SETUP TREES

Instruction: Review your current business setup for accuracy and provide edits if necessary.

Microsoft Microsoft Contoso TPI 3 Contoso TPI 3 Centralized De-Centralized Subsidiary	
	Contoso TPI 3
	Centralized De-Centralized Subsidiary

Business definition:

A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

Example: Contoso IDH/ODM has a business where they work with different OEMs; Contoso OEM and ABC OEM had both reached out to Contoso IDH/ODM through an MDOS invitation to invite Contoso IDH/ODM to work with them. Contoso IDH/ODM will setup a centralized business model with Contoso OEM and a decentralized model with ABC OEM. They also have an

additional business because they signed an IDH/ODM agreement with Microsoft. So, they now have three businesses. They are looking to utilize MDOS to help manage all their businesses. MDOS allows Contoso IDH/ODM to easily identify the DPK owners, and better manage multiple businesses.

Tip Tool: A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

21. DISABLE/ DELETE DLP

Instruction: This functionality will help to delete or disable the DLP from the list of added IDH/TPI/FFKI/FKI. Up level partner can disable/delete the DLP only when there is no DLP under them and they don't have any keys assigned to them.

Example: Contoso OEM is no longer doing business with ABC Design House and wants to remove it as a down level partner. From the Partner Information page, they select "Disable" for ABC Design House. After successfully disabling the partner permissions, the status next to the partner name changes to "Disabled". Contoso sees the action button for ABC Design House change to ENABLE, so they may easily re-enable the partner at any time if desired.

In case partner do not need that DLP in future, they can remove it from list of added DLPs.

To Delete DLP, you need to select partner by clicking on radio button and then click on delete option. A confirmation message box will pop out. After clicking confirm button, selected DLP will be removed from the list.

From manage business dashboard, up level partner can delete or disable their down level partner.

DISABLE DLP:

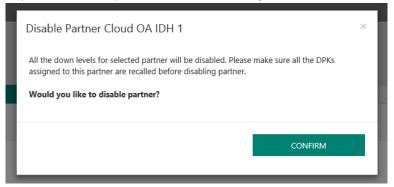
1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

os l				8	🕂 🕲 🕖
				Partner Status	
ROSOFT AGREEMENT 5000043684	· ~			0 1	2
				Application Received Pending Ac	ceptance Onboard Completed
Id OA OEM 2				🎄 Org Chart 🔒 Manage User	+ Add DLP + Add Agreeme
				I NAVIGATE TO	DASHEOARD
Completed Forms					
				DELETE DISABLE	RESEND INVITATION
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAL	STATUS
TEST COM1	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pending Acceptance
* TEST FFK0.1	United States	Centralized	5000043684	v.sanamj@microsoft.com	Onboard Completed
O TEST FFK(2)	United States	Centralized	5000043684	v-mduih@microsoft.com	Onboard Completed
				9101	N DISABLED DLP

2. Click on disable button.

				Hicrosoft	E	i 🐥	0
					Partner Status		
ROSOFT A	AGREEMENT 5000043684	\sim			0	1	2
					Application Received Pe	nding Acceptance	Onboard Completed
d OA 0	OEM 2				als Org Chart 1 Mar	nage User + Ad	d DLP + Add Agreeme
					ES NAVA	GATE TO DASHBOAS	υ
Comp	pleted Forms						
					DELETE	DISABLE R	ESEND INVITATION
13	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	DMAR	\$	TATUS
0	TEST COM1	Angola	Centralized	5000043684	cloudoatab21gjouttook.com	Pi	ending Acceptance
	TEST FFRI 1	United States	Centralized	5000043684	v-sanami@microsoft.com	0	nboard Completed
0	TEST FFRI 2	United States	Centralized	5000043684	v mduh@microsoft.com	0	nboard Completed
						SHOW DISABLE	NO.
						SHOW DISABILI	5004

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request will be processed and the partner will be notified through alert.



4. Once the partner has been disabled successfully, the disabled partner will be moved to 'Disabled DLP' section, the status of the partner will change to "Disabled".

55				Hicrosoft	E	d 🎯 🕐
					Partner Status	
ROSO	FT AGREEMENT 5000043684	\sim			0	1 2
					Application Received Pending	Acceptance Onboard Completed
o bi	A OEM 2				Ja Org Chart 🥼 Manage L	Jser + Add DLP + Add Agreem
					I NAVIGATE	TO DASHBOARD
Co	mpleted Forms					
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
0	TEST ODM1	Angola	Centralized	5000043684	cloudoslab21@outlook.com	Pending Acceptance
0	TEST FFRI 1	United States	Centralized	5000043684	v-sanamigmicrosoft.com	Onboard Completed
0	TEST FFKI 2	United States	Centralized	5000043684	v.mduth@microsoft.com	Onboard Completed
						NDE DISABLED DLP
Disa	bled DLP					
					DELETE	ENABLE
			BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR.	STATUS
	PARTNER NAME	LOCATION	DATABASE ST TTPE			
	PARTNER NAME	LOCATION United States	Centralized	5000043684	v-khkuma@Microsoft.com	DLP Disabled

5. To re enable the partner, you need to select the disabled partner from the Disabled DLP list and then click on enable button.

DELETE DLP:

1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

25				Hicrosoft	E	de 🖉 🦉
ROSOFT	AGREEMENT 5000043684	~			Partner Status 0	
id OA	OEM 2					cceptance Onboard Completed er + Add DLP + Add Agreeme
						DASHEGARD
Com	npleted Forms					
					DELETE DISABLE	RESEND INVITATION
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAL	STATUS
0	TEST COMI	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pending Acceptance
٠	TEST FFIC 1	United States	Centralized	5000043684	v-sanamj@microsoft.com	Onboard Completed
0	TEST FFRI 2	United States	Centralized	5000043684	v mdulh@microsoft.com	Onboard Completed
					SHC	W DISABLED DLP

2. Click on Delete button.

25				Microsoft	E	🖓 🕲 🖉
					Partner Status	
ROSOF	T AGREEMENT 5000043684	~			O Application Received Pending A	
d 0/	OEM 2					er 🔸 Add DLP 🔸 Add Agreeme
					I NAVIGATE TO	DASHBOARD
Cor	mpleted Forms					
					DELETE DISABLE	RESEND INVITATION
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	DMAR	STATUS
φ.	TEST COM1	Angola	Centralized	5000043684	cloudoatab21@outlook.com	Pending Acceptance
*	TEST FFRI 1	United States	Centralized	5000043684	v-sanamj@microsoft.com	Onboard Completed
0	TEST FFR: 2	United States	Centralized	5000043684	v mduthgmicrosoft.com	Onboard Completed
					500	W DISABLED DUP
						IN DOMESTIC DUP

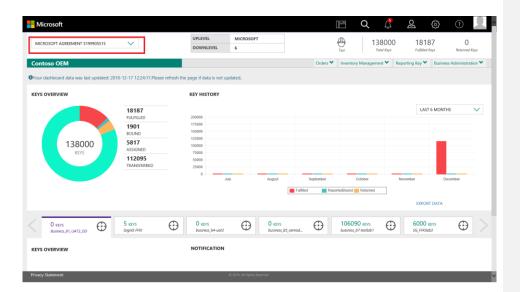
3. A confirmation window will open to confirm your selection. Click CONFIRM, the request to delete the DLP will be processed.

loud O	n AGRESMENT SCOOLSSEE	~	Please make recalled befor	you want to delete the partner?	Partner Status O 1 Application Receive3 Pending Ac & Org Cher 1 Manage Uwe	
	PARTNER NAME	LOCATION	DUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR	STATUS
0	TEST COMI	Angelia	Centralized	5001043654	sloudowab21@outlook.com	Proding Acceptance
	TEST FFIG 1	United States	Centralized	5000043684	v-sananij@microsoft.com	Onboard Completed
*	TEST FFR 2	United States	Centralized	5000043684	v indult@microsoff.com	Onboard Completed
					502	N DGABID DL ³

4. Once the request is processed successfully, the partner will be notified with an alert message and the DLP partner will not be visible.

22. MDOS DASHBOARD

Instruction: Please review the readiness materials for MDOS.



Welcome to MDOS



Refer to the FAQ section for quick answers to common questions.

23. MDOS SUPPORT (MSOEMOPS@MICROSOFT.COM)

For support, please contact: <u>msoemops@microsoft.com</u>

STEPS FOR ONBOARDING - NEW SUBSIDIARY

These steps apply to the following persona: New Subsidiary

1. RECEIVE EMAIL INVITATION TO JOIN MDOS

You will receive an email invitation to join MDOS via the MSA email account provided to OEM.

MDOSSupport@microsoft.com
Welcome to Microsoft Digital Operations Services Prod
- Microsoft
Microsoft
Helo Carlos
Welcome to Microsoft Dightal Operations Services (MODI), MODI has requested the constant of your DOC eccount and required certificates. Manushite, please hep/n your MOOD enhouseful gencess.
Peter Requestir Fox Musics Semiconacismes organization and a semiconacismes organization and a semiconacismes organization and a semiconacismes organization and a semiconacismes
tel: document Instructional Oracle CetterActions document docu
Note: For Migrating OTM Desentational insignation of keys would be taken use by Down Level Partner (DLP) such as Third Party Interface (TP).
EXECUTION INTERNAL CONTINUES AND MEMORY AND MEMORY Tray of internal controls on two to improve the Occurrence of the natural on the EXECUTION INTERNAL CONTINUES AND ADDRESS AND
Example Scenerics (Decorption and videos) - To view the example scenarios for each type of business partner (Centralized / Sociation), please follow the below mentioned Inits
Magning SDM Centralized
N. TICHNICK SHPORT In case of quarticity into whether the above steps not answerd by descriptions provided in the user-manual or videox please and a mall to <u>MOSOMOS Quarters</u> future.
Teachait Oglad Ogenation (1987

2. ACTIVATING DOC ACCOUNT

You will receive an email to join MDOS via the MSA email account provided to the GPO.

STEP 1: Find your sign-in PIN (Personal Identification Number). After this welcome email, you will receive an additional email containing a first-time sign-in PIN .Please make note of the PIN; it is a six-digit number.

Important information regarding your new Microsoft DOC account	
Releases to the Monich Taple (Spectrum Gene (2002) Thar nee IDC Associates have ranket. Too Associate have been ranket as "Moleanes to the Money's Ball Agendition Genes" and Londonic including inclusions on hors to access 2000 for the first Store Store and Londonic and American Taple (Spectrum Genes)" and Londonic including inclusions on hors to access 2000 for the first Store Store and Londonic and American Taple (Spectrum Genes)" and Londonic including inclusions on hors to access 2000 for the first Store Store and Londonic and American Taple (Spectrum Genes)" and Londonic including inclusions on hors to access 2000 for the first Store Store and Londonic and American Taple (Spectrum Genes)" and Londonic and American Taple (Spectrum Genes).	red to sign in. You will need both of these emails to complete the sign in process.
True Yor 2. JOHN After second and only your account, the YML is no longer required and you may define this amal. Think result.	
Ministrik Stochapen Feen 	
Paral has any effective with the feet two ages on using DOC, place contact your Company Advancements or inclusive - <u>Company Company</u> Advancements or inclusive - <u>Company Company</u> Advancements or inclusive - <u>Company</u> Adva	
Microsoft Expendation, Stee Microsoft Way, Relenand, Wai Micro PLASE ED INST MICRO TO THIS FEMAL 4.41 IS AN UNADOUTDED ALMAS.	

STEP 2: Select your preferred sign-m method. The Digital Operations Center supports several types of sign-in methods: depending on your user account type. You may select any qualifying account of your choice or create a new one.

STEP 3: Sign in for the first time. Supported sign-in credentials Windows Live ID Microsoft Corp Net with the information from Steps 2 and I, You are ready to sign in to DOC by clicking <u>www.microsoftoem.com</u> where you will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4: Enter your PIN. Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering PIN, you will be taken to the Home Page. The invitation mail will provide you the detailed step (as per below screen).

Subject: Welcome to the Microsoft Digital Operations Center

Microsoft Digital		

Your new DOC account has been created. To begin using DOC applications, you will need to complete the following five steps the first time you sign in.

STEP 1 - Find your sign-in PIN (Personal Identification Number).

After this welcome email, you will receive an additional email containing a first time sign-in PIN. Please make note of the PIN; it is a six-digit number.

STEP 2 - Select your preferred sign-in method.

The Digital Operations Center supports several types of sign-in methods, depending on your user account type. You may select any qualifying account of your choice or create a new one. Please note that your company may have policy guidelines regarding this account selection.

User Account Type	Supported sign-in credentials		
Microsoft Partner Extranet yourdomain\userid	Windows Live ID	Microsoft CorpNet	
External customer (OEM, Distributor, etc.)	~	×	
External partner (AR, SPV, etc.)	×	×	
Internal Microsoft employee or vendor			1

STEP 3 – Sign in for the first time.

With the information from Steps 1 and 2, you are ready to sign in to DOC by clicking the following link: stepsilon.org. You will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4 - Enter your PIN.

Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering your PIN, you will be taken to the Home Page.

STEP 5 - Browser Configuration.

After you have successfully completed your first-time login, please follow the steps outlined in Section 1 of our "About DOC" guide to ensure DOC runs smoothly within Internet Explorer: <u>About DOC</u>. You are now ready to start using the Microsoft Digital Operations Center!

Note: Your account must be activated within 30 days of receipt of this email, otherwise your account will be suspended.

Note: If your account is suspended or if your account becomes locked after three unsuccessful sign-in attempts, please contact your Company Administrator. The Company Administrator is a designated person within your organization defined in your Microsoft agreement.

To learn more about the functionality of various applications within DOC, click here: About DOC

Thank you, Microsoft DOC Support Team

If you have received this email in error, please notify us using the following link: <<u>Objectations Center Portal Helpdesk link</u>>

If you have any difficulties with the first time sign-in or using DOC, please contact your Company Administrator or click here: Digital Operations Center Portal Helpdesk link>

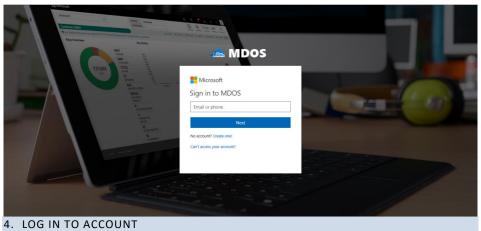
Privacy Statement

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

PLEASE DO NOT REPLY TO THIS E-MAIL, AS IT IS AN UNMONITORED ALIAS.

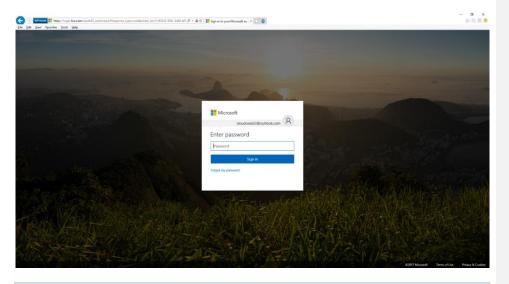
3. GO TO MDOS

Go to MDOS by typing <u>www.digitaloperations.oa.microsoft.com</u> in your browser.



Log in using the MSA email account credentials you provided to your COM.





5. FOLLOW ONOBAORDING STEPS

Follow the MDOS onboarding process steps.

6. WELCOME TO MDOS

Instruction: Welcome to MDOS - a cloud-based digital key distribution and entitlement service for Microsoft OEM partners. Please read the overview and capabilities to learn more about this service.

MDOS	Hicrosoft O 🔍
	MDOS
	Welcome to Microsoft Digital Operations Services
	CEM 1, Contoso
	PROCEED +

MDOS Overview

Welcome to Microsoft Digital Operations Services (MDOS)

MDOS is a web based service that provides Microsoft partners (OEM, ODM/IDH and Third-Party Installers) the ability to complete the OEM Activation Services 3.0 (OA 3.0) end-to-end process that is required to order and ship devices installed with Microsoft Windows. The MDOS service provides partners the ability to digitally order, fulfill, transfer and return digital product keys (DPKs) as part of doing business with Microsoft. Microsoft is discontinuing physical Certificate of Authority (COAs) licensing stickers as a way of licensing products. Beginning with Microsoft Windows 8, partners are now required to use DPKs to manufacture and pre-license the device at manufacturing time. The MDOS system is a cloud service that can be used by partners to complete these transactions with Microsoft.

In order to transact with Microsoft, new and existing partners will need to onboard onto the MDOS system and begin transacting in a digital way. The OA 3.0 activation process is a new way to license and activate Windows. Before beginning to use this new model, it is important to understand some key concepts and requirements. Below, is a high-level overview of both the new OA 3.0 end-to-end process requirements, as well a high-level overview of the capabilities of the MDOS service.

OEM Activation 3.0 End-to-End

OA 3.0 as noted is a new digital way of manufacturing, pre-licensing, and shipping windowsbased systems. OA 3.0 provides an entire framework for how OEM/ODM partners transact with Microsoft, as well their downstream manufacturing partners and entities. In OA 3.0, the process starts by an OEM/ODM, who has already completed a GPA agreement with Microsoft. If you do not have GPA or Licensing agreement with Microsoft, please contact your Customer Operations Manager (COM) or your Microsoft Sales Manager to understand what is required to complete a direct licensing agreement with Microsoft.

Once a partner has an agreement signed with Microsoft to sell Microsoft Windows and/or additional products, the next step is understanding the end-to-end process that is required to complete the OA 3.0 process for Windows shipments. The process starts with a toolset required to digitally connect to Microsoft. Today, the partner has a choice of whether to build an OA 3.0 client or leverage the existing solution offered by Microsoft, called MDOS. The MDOS solution is provided for partners that complete under one million transactions a year. For all other partners, building an OA 3.0 client is required. The remainder of this manual will detail aspects of the MDOS system, as well provide overview, step-by-step examples, tips, and details about the specific functionality available in the MDOS service. Below, we discuss the OA 3.0 end-toend process for understanding. We will then discuss at a high level how to use MDOS to ensure your continued success purchasing, manufacturing, and shipping Microsoft Windows to your end users.



The OA 3.0 feature set end-to-end process that is required

The Digital licensing and entitlement process starts with the OEM/ODM placing an order to Microsoft for Microsoft Windows digital product keys (DPKs). This order can either be a form of credit card at Microsoft, which allows the OEM's designated partners to order against (Call Off Order), or it is a direct order from the OEM to Microsoft (Standard Order), either type is supported. The order process can be completed within the MDOS service, or direct to Microsoft DOC Portal site. Once the digital order is placed to the Microsoft services, the OA 3.0 DPKs for Windows will be fulfilled into the MDOS system. The OEM then chooses a partner to complete the manufacturing portion of the project and will deploy (transfer) the digital product keys from their system to the factory, where the factory may be owned by the OEM or is a third-party Installer (TPI). Once the keys have been deployed to the factory, the factory will manufacture the Windows device and will be required to inject the DPK into the firmware (BIOS/UEFI) of the device. Once the DPK is injected, the factory will capture a Computer Build Report (CBR), which contains complete hardware information shipping with the device, as well information about the now injected DPK. This CBR is sent to Microsoft and is recorded prior to the device reaching the end user. Once the end user purchases that device and powers on, Windows will request a machine activation, which ensures the device is a Genuine Microsoft Windows device. The

activation event occurs and completes and the OA 3.0 process completes. If the machine is returned for any reason within 365 days, the OEM can request a refund and must send Microsoft information about the specific DPK being returned and the reason for the return.

There are a variety of use cases and scenarios that are supported by the OA 3.0 end-to-end process and requires some general understanding before beginning to complete the process with Microsoft. The OEM/ODM, the entity with a direct relationship and contract with Microsoft is in control of deciding how much involvement they will have in the end-to-end process. There are three ways to setup your relationship with your downstream partners (subsidiaries, servicing centers and/or factories for manufacturing). In MDOS, we define the relationship of the OEM/ODM and its partners as a Business relationships as a Business. A business within MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. The OEM/ODM, those that have a direct contract with Microsoft, choose the type of control and involvement they will have in the OA 3.0 end-to-end process. The OEM/ODM can choose to have a centralized or decentralized relationship with its business entities. In a centralized business setup, the OEM chooses to have total control of the process from Order to Return and all functions in between. The OEM will order, fulfill and transfer the DPKs to their downstream partners called DLP (Downlevel Partners), as well will handle all returns on their own behalf. The centralized model allows the parent entity (OEM/ODM) full control throughout the MDOS system and the end-to-end process. The other type of business setup is a Decentralized model. The decentralized model requires the OEM to place the Call Off order with Microsoft. The OEM does not need to manage the order or the digital product keys at all, instead this model relies on the DLP to manage all DPK orders, fulfillments, transfers and returns on behalf of their OEM partner. The OEM does not need to "manage" anything except the call off order with Microsoft, but is responsible for any audits required by Microsoft and as such the OEM should check in with their DLP's on a regular basis to understand what is happening within their business.

In summary, the OA 3.0 end-to-end process is setup by the OEM/ODM, the entity with the direct contract with Microsoft. The OEM/ODM is required to define the business and yet can choose to manage the entire end-to-end process directly (centralized) or choose to outsource the process to their DLP (decentralized).

MDOS Service Overview

Now that you have familiarity with the OA 3.0 end-to-end process requirements and available business related options, we will explore the high level MDOS capabilities as a tool to complete your digital business transactions with Microsoft. The MDOS service offering is available to our smaller OEM/ODM partners, those that complete less than one million shipments of Windows. The MDOS service is currently free to use for these partners including support of the service and its feature offerings. MDOS provides electronic email based support from the vendor hired by Microsoft to complete the service offering, please see support section within the MDOS manual for additional details and the specific contact information.

As noted above, partners can choose to onboard to the MDOS service or complete a build of their own OA 3.0 client, connecting to Microsoft backend web service directly. The MDOS service is an Azure Cloud based solution that also requires a physical client for the factory floor manufacturing requirements. MDOS provides the end-to-end solution required to order, fulfill, deploy, report and return Digital Product Keys required to manufacture Windows devices. Below we will explore some of the high-level features of the MDOS service offering, and walk through the onboarding requirements.

Onboarding to MDOS

MDOS provides everything required to complete the digital pre-licensing requirements set by Windows since Windows 8. To onboard to the MDOS service, you will need to complete your GPA contract with Microsoft. Once the contract has been signed, Microsoft will send you an email with your MDOS Registration information, including a link to the DOC site. The DOC is used to "register" your MSA email account and corporate email account with the system. Because MDOS is a cloud service, you do not need to "install" any software for the OEM/ODM entity, rather you access the MDOS service via a browser URL address that will be sent to you once you have completed your contract with Microsoft. The link you will receive will direct you to register with DOC and choose which type of partner you identify as. Once the DOC registration is complete, you will be sent the MDOS direct link URL in order to login for the first time.

Defining an MDOS Business

Once the OEM/ODM have registered and successfully logged into the MDOS system, the next step is to define the type of Business that will be used (centralized or decentralized), and which entities (DLP's) you will work with to complete your Windows device end-to-end process for manufacturing and device shipment. Setting up the business is a critical step and one that should be thought through prior to attempting to setup your Business within MDOS. MDOS supports multiple businesses; which means that for one business the OEM may choose to work with Manufacturing Partner A and for another business the OEM may choose Manufacturing Partner B. The OEM may choose to setup one business as centralized and the other as decentralized. Each business is secured and keeps all details regarding that business behaves with regard to DPK s, Log files, and/or Alerts. An OEM can also define how the business behaves with regard to DPK fulfillment and/or CBR submissions to Microsoft. In other words, the OEM may choose to order and then manually download DPKs for one business, while setting up automatic DPK fulfillment for their other business. There are a variety of settings and options defined within this manual and we encourage you to explore the details of each for a thorough understanding.

Manufacturing with MDOS

As part of setting up the MDOS Businesses, the OEM/ODM can choose the manufacturing partner(s) they will work with. Adding the manufacturing partners into the MDOS Business requires the OEM/ODM to invite the manufacturing entity as a business entity within your defined business. The OEM/ODM will "invite" the manufacturing partner (TPI) into the business via the DLP setup within the MDOS service. Once the manufacturing partner accepts the invite,

they are ready to transact on behalf of the OEM/ODM partner. The MDOS service requires the manufacturing partner to "configure" themselves within the MDOS cloud service (as a TPI) and then requires the manufacturing partner to install the physical MDOS Factory Floor Key Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet. The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.

Conclusion

In order to manufacture and ship Windows devices, our OEM and ODM partners are now required to complete these transactions in a digital way, no longer using the COA's of the past. The OEM Activation 3.0 end-to-end process is a defined set of steps that are required to purchase, fulfill, deploy and/or return digital product from Microsoft. The OA 3.0 process requires the parent entity, that is the entity that has a direct licensing agreement with Microsoft to connect, order and fulfill digital product keys. The OEM/ODM has a choice of whether to build their own OA 3.0 client software, or leverage the MDOS service for completing transactions. The MDOS service is for use by OEM/ODM partners who complete one million or more Microsoft Windows device shipments per year. Onboarding to MDOS occurs once the OEM or ODM have successfully completed a licensing agreement with Microsoft. The MDOS service provides these entities and partners with a system to use to complete end-to-end digital orders, fulfillments, deployments and returns electronically with Microsoft. The MDOS service supports setting up Businesses that allow the OEM/ODM the ability to manage their business in a way that meets their business needs-either centralized, decentralized or a combination of both—as a subsidiary in a secure way. The OEM/ODM can invite downlevel partner (DLP's) into their business to complete functions such as servicing and manufacturing. The reminder of this manual will provide overviews, examples, step by step instructions and tips for completing your MDOS features and functions.

MDOS Capabilities and Benefits

Microsoft Digital Operations Service (MDOS) is a cloud-based digital key distribution and entitlement service for Microsoft partners. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys (DPKs) as needed. MDOS is a self-service tool that provides easy access to new capabilities and allows partners to scale.

The key benefits of moving to MDOS include:

- Flexible platform: Easy to add new partners and scale your business
- Self-service capabilities
- Efficient inventory management
- User-friendly interface

- Software as a service no need to upgrade software, always up to date
- Integrated with other Microsoft platforms

MDOS provides the following capabilities:

- Basic OA 3.0 infrastructure (order, fulfill, transfer, return, report, etc.)
- Automated setup/onboarding
- ERP system integration*
- Integration with other Microsoft platforms (DOC and Connector)*
- Low cost scalability to support new Microsoft programs (pricing configurator, DA, cloud attachments, etc.)
- Business Intelligence reporting*
- Self-serve capabilities (Pop-up support, tip tool, chat support, form integration, support forums, link to documentation, etc.)
- Offline run mode (File-based DPKs)
- MES system integration* (API for FF EMS/MES)

*Some features may not be available today but will be available at a future date.

Example: Contoso OEM has a growing business where they work with multiple downlevel partners (DLPs) including TPI, IDH/ODM, and FFKIs. The businesses run in different business models where some are <u>centralized</u> and some are <u>decentralized</u>. Contoso OEM was using the DIS Chinasoft legacy system, but they are now migrating over to MDOS for its many benefits.

Contoso OEM will now be able to:

- take advantage of the flexible platform that allows them to easily add new partners as their business grows.
- navigate across different views depending on each business' structure with a userfriendly interface.
- use the self-service tool to easily perform key functions (order, fulfill, transfer, return, report, etc.).
- manage inventory for each business and see a real-time view of inventory levels, key status details, as well as access business intelligence data—all in one place.

Additionally, Contoso OEM knows that MDOS is also an online service, so updates are made automatically and they will never have to manually update their software to have the latest version.

Tip Tool: MDOS is a cloud-based digital key distribution and entitlement service for Microsoft OEM partners. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys (DPKs) as needed. MDOS is a self-service tool that provides easy access to new capabilities and allows partners to scale.

7. MDOS TERMS OF USE

Instruction: Review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.

OS TERMS & CONDITIONS		
Microsoft MDOS Privacy Statement	^	USER PROFILE User 8, Cloud GA LAB SIGNATURE
Last updated: June 2016		Siderone
At Microsoft, we're wonking hard to protect your privacy, while delivering software and services that bring you the performance, power and convenience you desire. This privacy statement explaints the data collection and use practices of Microsoft Digital Operations Services ("MDOS"). It doesn't apply to other online or offline Microsoft site products, or services that have their own privacy.	ı	Please tude in the User Profile name in the above text field. (Dic Lastname, Firstname)
statements.		I Accept The Microsoft MDOS Terms Of Use.
MDOS may provide you with access to a variety of resources, including the ability to manage and assign product accitancies keys purchased from Microsoft (Pkys), information about software and services, download areas, software and tools, or use other products and services from Microsoft or third parties with different privacy practices. Your use of other products and services is governed by their provacy statements and policies.		I DISAGREE I AGREE
Collection and Use of Personal Data		
Aliquids clicks data to special enditivarial and particle system. With the text products, more and experimence we can character of the information product dimetry to can character and experimence were can character of the information product dimetry to can character and endirects. We callest the disk and wardly of regard to prove interact with our products and endirects. We callest the line and used of regard and wardly the two the transmission of the transmission and the special can call and the special system can be appreciated and transmission and the line and used of regard and and was backers. Moreover, the callest callest callest the line and endired system with endirest callest and and the special system of a special of the special system callest callest dimeted applier subgroups data, to analyticitize a subject on the data we callest callest the biological partice subgroups data, to analyticitize a subject on the data we callest callest the biological partices and the special callest and the special system callest the biological partices and the special callest callest callest and the special system of the data we callest callest the biological partices and the special callest callest callest and the biological partices and the special callest callest callest and the special system of the data we callest callest the biological partices and the special callest callest callest callest callest the biological partices and the special callest callest callest callest callest callest the biological partices and the special system callest callest callest callest callest callest callest callest callest the biological partices and the special callest callest callest callest callest callest the biological partices and the biological callest callest callest callest callest callest callest the biological partices and the biological callest callest callest callest callest callest callest callest the biological partices and the biological callest callest callest callest callest callest callest cal		
Name and contact data . This includes your first and last name, phone number, and email address.		
Credentials . When you create a Microsoft account or a MDOS account, for example, you will need to provide a pasword, paswerd hints, or similar security information used for authentication and account access.		
Usage data . We collect information about how you interact with our products and services. This includes information about how you use the products and services, such as the features you use, the web pages you visit, browser you use, and the search terms you enter. It includes information about the device you use with the services. Includeing IP address, device identifiers, resional and	~	

MDOS terms of use

Please review the MDOS terms of use and sign the acknowledgement to continue this set up process. Terms must be agreed upon to continue the set up and begin working with MDOS.

NOTE: To sign the agreement, please be sure to enter your name in the signature field as it is displayed above. The signature field is case sensitive. An inactive button is greyed out until this field matches.

For more information:

Read the full MDOS Terms of Use on a separate page.

8. ADD NEW DLP

Instruction: Determine if you would like to add a new downlevel partner (or partners) to the business. New partner(s) will then be able to perform key operations.

Contoso OEM1	Hicrosoft	0
	Do you want to add a DLP?	
	YES NO	
	TES	

MDOS definition of partner types

Acronym	Term	Description
FFKI	Factory Floor Key Inventory	Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet or may be manually transferred (e.g. via USB). The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.
ODM/ IDH	depending on Centralized or Decentralized businessAn original design manufacturer (ODM) or independentOriginal Design Manufacturer/ Independent Design HouseAn original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (ta PC, etc.) based on requirements specified by the OE (such as screen size, processor, memory, performar etc.). The devices manufactured by the ODM/IDH a rebranded by the OEM. ODM/IDH companies allow firm that owns or licenses the brand to produce pro- without having to engage in the design or running or factory.	

OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.
ТРІ	Third-Party Installer	A manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory).

DLP Definition:

Down Level Partner or Downlevel Partner (DLP):

Is the entity that receives keys from the uplevel entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

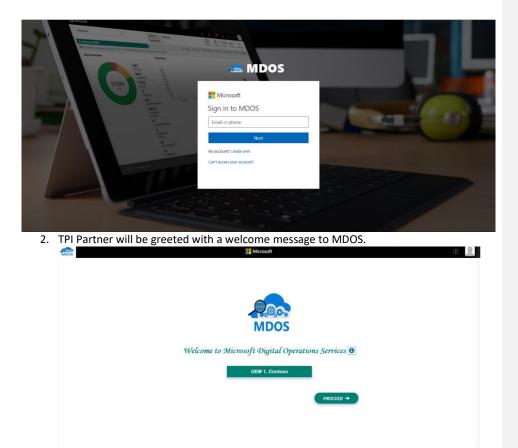
Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model (business model), Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs and Contoso OEM's uplevel partner is Microsoft since they have a direct OEM GPA agreement with Microsoft.

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the business. New partner(s) will then be able to perform key operations.

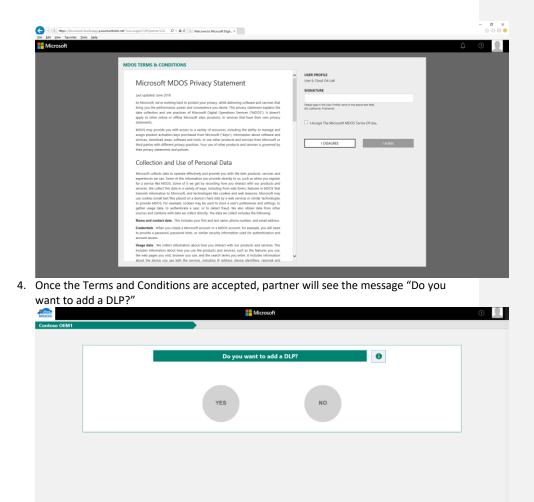
Step-by-step: (Add a new DLP)

Pre-Requisite: TPI/DLP partner should receive an invitation email from ULP. From there, they can add their DLPs.

1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.



3. Partner: Accept the Terms and Conditions (if you agree), to continue with MDOS application.



- 5. Select 'Yes', refer to the Add another DLP section (below).
- 6. Select 'No', partner will be asked "Do you want to add authorized users?"

MDos	Hicrosoft	•
Contoso OEM1		
	Do you want to add an authorized user?	
	YES NO	
	The case will be anxigned as the admin over by default. If you wish to change it please go to the 7440 User' section within MDDD.	

- 7. Select 'Yes' and refer to the Add a new authorized user section.
- 8. Select 'No', MDOS will display a business set up in a tree format.

	BUSINESS TREE	0
The second secon		Gernind Di Cettrind Schröny Gernind Line *** De Cettrind Line *** Scholary Line

- 9. MDOS will display the steps for the partners to migrate the keys.
- 10. MDOS will allow partners to upload the zip file for migration.

oso MDOS OEM3			
	CHOOSE DIS IMPORT FILE		
	CHOOSE FILE	BROWSE FILE	
	PASSWORD IMPORT	SKIP STATUS : FILE NOT UPLOADED	
	No di	ata found	

11. Partner will be redirected to dashboard screen to perform the key operations.

Microsoft			Ē	👤 🕫 🕰 🤔
MICROSOFT V	UP LEVEL MICROSOFT DOWN LEVEL 2			0 0 0 roduction Total Keys Futfilled Keys Returned Keys
Contoso OEM		🛓 Get Keys 🕑 Assign	Keys 🕒 Recall Keys 💆 Exp	port Keys 🗵 Import Keys 🗵 Order Keys More
• Your dashboard data was last updated: 2017-03-17 20:39:39				
Keys Overview	Key History			
				LAST 6 MONTHS
	1			
No Data Found.				
	0 October	November December	January	February March
			ReportedBound Returned	
				_
O KEYS Contoso Mexico Contoso India				
Keys Overview	Notification			
Legal Service & Support	© 2016. All			

Step-by-step: (Add another DLP)

- 1. OEM/ULP partner will be presented with a message: "Do you want to add a DLP or FFKI".
- 2. If partner selects DLP, partner will be asked to fill the DLP form.

Centers 0 EM1	
PARTNER TYPE COMPANY INTO SUMMARY What type of Down Level Partner (DLP) woold you like to add? INFOCOMTYPE	
EX. GMA.GDIRRE EX. FACTORY LINES	
GEMM INFORMATICA S.R.L.	
PARTNER TYPE COMPANY INFO	
Company Info	
PIST NAME LIST NAME BUSINESS ADDRESS @	

3. Once the DLP form is submitted successfully, partner will see a message that the DLP has been added successfully.

		TPI Confirmation	
	MODS UAT OEM3 be notified o OEM Sold to Numb 000008771 EXISTING de OA 3 0 Contact Em: decentralized mdostestuat@outlock with your TPI	to add Newtpi as a decentralized TPI has been submitted. You will write the TPI partner has been added successfully. The expected for adding a NEW decentralized TPI is 3 to 5 business days. For certailzed TPI's the approval time is 1th. or less. Once the TPI is approved they will receive an email notification. Please work to accept the invite to complete the unboarding process. For help sues please contact MDOS support at misoemops@microsoft.com. CC ◆	
<	First Name: NEW/TPI Local TPI/OM Site Name:	Last Name: TEST Ship to Number;	>
	NEWTPI TPI/OM Contact Name: NEWTPI TPI/OM Address1;	NA OA Company Administrative Email: mdostestuat@outlook.com TPI/OM Contact Email:	
	REDMOND TPI/OM Address2:	testtpi@outlook.com MDOS Login Email:	
	-NA- TPI/OM Address3:	testtpi@outlook.com Customer Contact Email:	
	-NA- Telephone:	testtpi@outlook.com Transaction Type :	
	12345 OA 3.0 Site Type :	PARTIAL	
	трі		
		CONFIRM	

- 4. An email will be sent to the DLP to set up a business with MDOS.
- 5. Partner will be asked if partner wants to add another DLP. If yes, continue with step 1 else partner must continue with step 6 in **Add existing TPI as a new DLP** section. (above)

	entralized DLP factory datacenter or DLP I	
	PARTHER TYPE COMPANY NETO SUMMARY What type of Down Level Partner (DLP) would you like to add?	
<		
	EX DAIA CENTRE: EX FACIONI LINEDI	

0

Difference between centralized DLP factory datacenter & DLP FFKI

An FFKI partner differs from other factory datacenter partners because:

- The FFKI can have a business that runs <u>online or offline</u>. The FFKI is not required to onboard through MDOS web app for initial set up and they would not be required to maintain an online connection with MDOS, while the DLP factory datacenter will always be online.
- The FFKI will receive its credentials vis email.
- The FFKI is the only type of partner that can <u>inject the keys</u> into devices and collects CBR information, where the factory datacenters do not inject keys.
- The FFKI can <u>submit the reports</u> to their uplevel TPI, who then reviews and submits the final CBR to their uplevel OEM partner.
- The FFKI is <u>not able to add any DLPs</u>, where the factory datacenters may add DLPs.
- The FFKI would also receive additional email communications for their business that would contain information based on how they communicate with MDOS.

Business setup specific for FFKI

- 1. FFKI Partner receives invitation from ULP via email.
- 2. FFKI Partner will receive an email with step-by-step guide.
- 3. FFKI Partner will receive an email with credentials.
- 4. FFKI Partner downloads software.
- 5. FFKI Partner will get set up.
- 6. FFKI Partner will test.

Example: Contoso OEM owns its own factory, which is called Contoso FFKI. Contoso FFKI is the main site Contoso OEM uses to manufacture their devices. Contoso OEM sets up Contoso FFKI as downlevel partners for their business within MDOS. After that, Contoso FFKI receives the credentials it will use to communicate with MDOS to authenticate. Contoso FFKI is run offline, hence they need to initially onboard through MDOS and follow the initial online set up. Then Contoso FFKI can follow the offline mode steps to receive keys and submit CBR's back to OEM Contoso. Once the CBR is submitted to Contoso OEM, they provide a final review and submit the CBR to Microsoft.

10. FILL DLP FORM

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the DLP.

GEMM INFORMATICA S.R.L.	Hicro	soft	Â
	PARTNER TUPE	COMPANY INFO	
	FIRST NAME	Asiny Info	
<	PARTNER COMPANY NAME		>
	PARTNER MSA EMAIL ©		
Privacy Statement	SILLET COLUMBY & RIGION	2 2014. All Topits Rearried	

DLP Form Field Explanation

DLP Form

DLP Form Fields	Explanation
DLP Company Name	Downlevel partner company name (i.e. Contoso TPI)
DLP Contact Name	Downlevel partner User first and last name
	Downlevel partner's corporate email address at authorized
DLP Company Email	site. (ContosoTPI@TPI.com)
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email account
	used to sign in to Microsoft services and is required to sign
	in to MDOS. (i.e. name@outlook.com, name@hotmail.com,
	name@msn.com). Or use an email account that is
	registered as an MSA (i.e. name@yahoo.com,
	name@gmail.com, name@qq.com, name@163.com).
	Additional information about MSA email accounts.
	NOTE : IF the TPI is already onboarded to MDOS, please
DLP Login Email (MSA)	verify that this is the MSA that they registered with.
DLP Address	Street address where DLP company is based
DLP Country	Country where DLP company is based
DLP State	State where DLP company is based
DLP City	City where DLP company is based
DLP Postal Code	Postal code where DLP company is based
DLP Phone	DLP company phone number

11. SUCCESS MESSAGE FOR NEW DLP

Instruction: Your request was successfully received for submitting a new downlevel partner (DLP). Please ensure the partner follows their next steps to complete the setup process.

		TPI Confirmation	
	MDOS LIAT CEM3 be notified once OEM Sold to Numb approval time fo cooccess771 EXISTING decen OA 3.6 Contact Em: decentralized TPI mdostestuatt@outlook with your TPI to	add Newtpi as a decentralized TPI has been submitted. You will the TPI pather has been added successfully. The expected rading a NEW decentralized TPI is 3 to 5 business days. For tratized TPI's the approval time is in. In or less. Once the is approved they will receive an email notification. Please work accept the invite to complete the onboarding process. For help a please contact MDOS support at micemospi@microsoft.com.	
<	First Name: Novirn Local TPV/OM Site Name: Novirn TPV/OM Contact Name: Novirn TPV/OM Address1: REDMOND TPV/OM Address2: -Na- TPU/OM Address3: -Na- Telephone: 12249 OA 3.0 Site Type : 19	Lest Name: TST Sbj to Number: Na OC Company Administrative Email: motistratuit @publick.cm TV/OV Context Email: temp@dublick.cm MODS Login Email: temp@dublick.cm Contomer Context Email: temp@dublick.cm Tamaaction Type : PutTut:	
		CONTEM	

Congratulations!

Your request was successfully received for submitting a new downlevel partner (DLP).

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps:

- 1. Have your partner look for the email from MDOS (sent to the partner's MSA email).
- 2. Make sure the partner reads the <u>Onboarding Training Guide</u> for MDOS.
- 3. Partner should click on the registration link (within the email) to get registered.
- 4. Ensure your partner fills out the DOC registration form completely.
- 5. Ensure you partner completes the MDOS setup process.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

12. FILL FFKI FORM

Instruction: Complete all the required fields for your partner to gain access to MDOS. OEM will fill this out on behalf of the FFKI.

		1 2	3	
		PARTNER TYPE COMPANY IN	FO SUMMARY	
		Company Info		0
	FFKI NAME		ADMIN EMAIL 🔀	
<	FIRST NAME		PARTNER REPRESENTATIVE NAME	>
	LAST NAME			
			PROCEED >	
	LAST NAME			

FFKI Form Field Explanation

DLP FFKI Form:

FFKI (owns factory) Form	Explanation
Fields	
FFKI Admin Name (first, last)	FFKI contact first and last name
	FFKI contact email address. MDOS sends the connection
FFKI Admin Email	information to this address.
	The user's MSA email account that is used for DOC
	registration. A Microsoft account (MSA) is an email
	account used to sign in to Microsoft services and is
	required to sign in to MDOS. (i.e. name@outlook.com,
	name@hotmail.com, name@msn.com). Or use an email
	account that is registered as an MSA (i.e.
	name@yahoo.com, name@gmail.com, name@qq.com,
	name@163.com). Additional information about MSA
Login Email (MSA)	email accounts.

13. SUCCESS MESSAGE FOR NEW FFKI

Instruction: Your request was successfully received for submitting a new Factory Floor Key Inventory (FFKI). Please ensure the partner follows their next steps to complete the setup process.

MDOS		E Microsoft	0 🔍
Contoso OEM1			
	<	COMPARY INFO FFU Name:	
		ORITIEST Experimentation	

Congratulations!

Your request was successfully received for submitting a new Factory Floor Key Inventory (FFKI).

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps for the FFKI:

- 1. Have your partner download the <u>Step-by-step Guide</u> on how to set up an FFKI.
- 2. Have your partner download the MDOS FFKI Client installation software.
- 3. Have your partner review all the documentation.
- 4. Ensure the FFKI has completed the pre-level steps.
- 5. Have your partner look for the email from MDOS (sent to the partner MSA email) that contains the login credentials.
- 6. Make sure the partner reads the FFKI Onboarding Training Guide for MDOS.
- 7. Make sure the partner reads the <u>User Manual for MDOS FFKI Section</u>.

NOTE: This process may take up to ~5-10 min. for final approval and activation.

14. ADD ANOTHER DLP

Contous OTM

Instruction: Determine if you would like to add an additional downlevel partner (or partners) to the account. New partner(s) will then be able to perform key operations.

DLP Definition:

Down Level Partner or Downlevel Partner (DLP):

A DLP is the entity that receives keys from the uplevel entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs and Contoso OEM's uplevel partner is Microsoft since they have a direct agreement with Microsoft.

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the account. New partner(s) will then be able to perform key operations.

15. ADD AN AUTHORIZED USER

Instruction: Add an authorized user connected to your MDOS account. An authorized user will have permissions to access MDOS and perform key actions.

MDOS	Hicrosoft	0
Contoso OEM1		
	Do you want to add an authorized user?	
	YES NO	
	The user will be easigned as the adults user by default. If you wish to change It pleases go to the "Add Over" section within MOOD.	

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

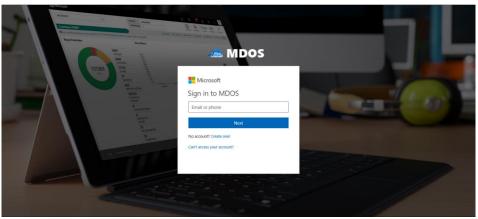
The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

In order to support business continuity within a partners organization, Microsoft recommends that OEMs have more than one user onboarded to MDOS.

Example: Contoso IDH hired a new purchasing manager, and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

Step-by-step: (Add an authorized user)

 Log in to <u>https://digitaloperations.oa.microsoft.com</u>using valid Microsoft account credentials.



NOTE: Partner (OEM/DLP) needs to add the authorized user in MDOS on their behalf.

2. Partner: Click on Admin icon in dashboard header

MICROSOFT Contoso OEM Your dashboard data war (ast updated: 2017-03-2	V	UP LEVEL DOWN LEVEL	MICROSOFT 2		🛓 Get Keys 🛛 Assign Key	Centralized Pro	⊕	25 1 assol Keys Futfall	
Keys Overview	10 RUFILED 2 ACTIVATION (MARLED 13 TRANSFERRED	Key History	November	December	January RegotedBoord Peterned	February	Marc	LAST 6 MONTHS	~
1 ans Carleo Maco Keys Overview	12 ens Contros inde 1 FRI TRUTILLD	Notification							

3. Partner: Click '+' icon to add authorized user.

Hicrosoft						Ē	đ D	<u> </u>	۲	0
MICROSOFT	~	UP LEVEL DOWN LEVEL	MICROSOFT 3			Controlized	Production	1692 Total Keys	1625 Fulfilled Keys	0 Returned Keys
CONTOSO OEM				🛓 Get Keys	C Assign Keys	Ct Recall Keys	Z Oport Keys	A Import Keys	A Order K	ieys More
Admin	LOG VIEWER									
2 1 TOTAL USERS ACTIVE USERS	1 Inanctive users								[EDIT
Clead CA LAB User 1 Doud DA CRM 1	autheenkumar@min.	+								
									<	• >
Legal Service & Support			© 2016. All Rights Reserv	ed						

4. Partner: Enter first name, last name, login email, state, and city.

ISER LOON REMAR O FRIST NAME O SERECT TOLE O VIEW ADMIN FIRST NAME LAST NAME IMARE FROM STATE CITY STATUS ACTION	SELECT ROLE 0 UREW ADMIN RESET SAVE & ADD			Crea	ate New	User				0
VIEW ADMIN	VIEW ADMIN	USER LOGIN EMAIL	0			FIRST NAME O				_
RESET SAVE & ADD	RESET SAVE & ADD	SELECT ROLE				LAST NAME O				
		VIEW ADMIN			\sim					
FIRST NAME LAST NAME EMAIL PHONE STATE CITY STATUS ACTION	FIRST NAME LAST NAME EMAIL PHONE STATE CITY STATUS ACTION						RESET		SAVE & ADI)
		FIRST NAME	LAST NAME	EMAIL	PHONE	STATE	СПУ	STATUS	ACTION	

- 5. Partner: Select the roles and permissions to be provided for the authorized user and click on **Proceed** button
- 6. Once the changes are saved successfully, an email will be sent to the authorized user (MSA email account) with a hyperlink to log in to MDOS.

Authorized User Confirmation We have successfully received your request to add an authorized user. We will verify your request and provide you confirmation once you complete the onboarding process. USER IC OK + SELECT VIEW ADMIN RESET SAVE & ADD FIRST NAME LAST NAME Authorized STATE CITY STATUS Active Remove Edit			Microsoft					
Verify your request and provide you confirmation once you complete the onboarding process. USERIC VIEW ADMIN VIEW ADMIN RESET SAVE & ADD			Authorized	User Conf	irmation			
SELECT VIEW ADMIN RESET SAVE & ADD FIRST NAME LAST NAME EMAIL PHONE STATE CITY STATUS ACTION	USFRIC	verify your	request and pro					he
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abc test abc@test.com -NA- Active Remove Edit	FIRST NAME	LAST NAME	EMAIL	PHONE	STATE	СІТҮ	STATUS	ACTION
	abc	test	abc@test.com	-NA-			Active	Remove Edit
SKIP > PROCEED >					SKIF	÷		PROCEED 🔶

16. USER INTAKE FORM

Instruction: Fill out the OA enrollment form to add an authorized user.

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SELECT ROLE ()	LAST NAME O		
VIEW ADMIN	~		
		ESET SAVE & ADD	
		JATE & HOL	
FIRST NAME LAST NAME EMAIL			
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TIKST NAME LAST NAME EMAIL	PHONE STATE SKIP →		
THIST NAME LAST NAME LMAR			

User Intake Form Field Explanation

User Intake Form:

User Intake Form Fields	Explanation
First Name	User first name
Last Name	User last name
	The user's MSA email account that is used for DOC registration. A Microsoft account (MSA) is an email account used to sign in to Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, name@msn.com). Or use an email account that is registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com). <u>Additional information</u>
Login Email (MSA)	about MSA email accounts.
State	State where company is based
City	City where company is based
Permissions	MDOS permissions that were set by company admin.

17. SUCCESS MESSAGE FOR NEW USER

Instruction: Your request was successfully received for submitting a new user. Please ensure the user follows their next steps to complete the setup process.

	Authorized User Confirmation							
USER LC		ccessfully received request and pro process.						
SELECT						ок 🗲		
VIEW ADMIN			~					
				E	RESET	I	SAVE & ADD	
FIRST NAME	LAST NAME	EMAIL	PHONE	STATE	СІТҮ	STATUS	ACTION	
	test	abc@test.com	-NA-			Active	Remove Edit	
abc								
abc								

Congratulations!

Your request was successfully received for submitting a new user.

Please follow the next steps carefully to ensure your setup is completed. Once setup is complete you may onboard into the MDOS tool and begin using it for your product key management.

Next steps:

- 1. Have your authorized user look for the email from MDOS. (Sent to the user's MSA email).
- 2. Make sure the use reads the User Manual for MDOS.
- 3. User should click on the registration link (within the email) to get registered.
- 4. Ensure your user fills out the New User registration form completely.

NOTE: This process may take up to \sim 5-10 min. for final approval and activation for this user.

18. ADD ANOTHER AUTHORIZED USER

Instruction: Add an authorized user connected to your MDOS account. An authorized user will have permissions to access MDOS and perform key actions.

MDOS	Microsoft	0
Contoso OEM1		
	Do you want to add an authorized user?	
	YES NO	
	The user will be assigned as the admin user by default. If you with to change it please go to the 'Add User' section within MDOS.	

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Example: Contoso IDH hired a new purchasing manager, and wants to add him as new authorized user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "View Admin" with ordering permissions. The user receives an email with instructions on how to onboard to MDOS.

19. DISPLAY BUSINESS SETUP TREES

Centous OEMI

Instruction: Review your current business setup for accuracy and provide edits if necessary.

Business definition:

A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

Example: Contoso IDH/ODM has a business where they work with different OEMs; Contoso OEM and ABC OEM had both reached out to Contoso IDH/ODM through an MDOS invitation to invite Contoso IDH/ODM to work with them. Contoso IDH/ODM will setup a centralized business model with Contoso OEM and a decentralized model with ABC OEM. They also have an

additional business because they signed an IDH/ODM agreement with Microsoft. So, they now have three businesses. They are looking to utilize MDOS to help manage all their businesses. MDOS allows Contoso IDH/ODM to easily identify the DPK owners, and better manage multiple businesses.

Tip Tool: A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

20. WAIT SCREEN WHILE DASHBOARD IS CREATED

MDOS	Hicrosoft	0
Contoso OEM1		
	(63)	
	processing an authritzed user Started	
	processing an autimized user started	

Instruction: Please stand by while your account is being created in MDOS.

Please stand by while your account is being created in MDOS.

Your account is being set up MDOS. Soon you will have access to the cloud-based digital key distribution and entitlement service for Microsoft partners.

NOTE: This process may take a few minutes. Please do not close this window or refresh your browser.

21. DISABLE/ DELETE DLP

Instruction: This functionality will help to delete or disable the DLP from the list of added IDH/TPI/FFKI/FKI. Up level partner can disable/delete the DLP only when there is no DLP under them and they don't have any keys assigned to them.

Example: Contoso OEM is no longer doing business with ABC Design House and wants to remove it as a down level partner. From the Partner Information page, they select "Disable" for ABC Design House. After successfully disabling the partner permissions, the status next to the partner name changes to "Disabled". Contoso sees the action button for ABC Design House change to ENABLE, so they may easily re-enable the partner at any time if desired.

In case partner do not need that DLP in future, they can remove it from list of added DLPs.

To Delete DLP, you need to select partner by clicking on radio button and then click on delete option. A confirmation message box will pop out. After clicking confirm button, selected DLP will be removed from the list.

From manage business dashboard, up level partner can delete or disable their down level partner.

DISABLE DLP:

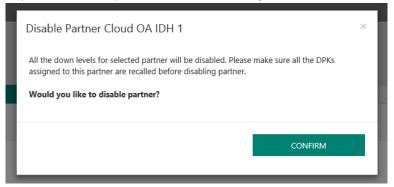
1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

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					Partner Status	
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					Application Received Pending A	cceptance Onboard Completed
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						DASHBOARD
	and the second					
Co	mpleted Forms					
					DELETE DISABLE	RESEND INVITATION
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR	STATUS
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٠	TEST FFK0 1	United States	Centralized	5000043684	v-sanamj@microsoft.com	Onboard Completed
0	TEST FFKI2	United States	Centralized	5000043684	v-mduih@microsoft.com	Onboard Completed
					SH SH	OW DISABLED DLP

2. Click on disable button.

	Add DLP 🔶 Add Agneen
Application Received Pending Acceptance uid OA OEM 2	ce Onboard Completed + Add DLP + Add Agreen KOARD
UIC OA OEM 2 Completed Forms DELETE DGARGE PANTNER NAME LOCATION BUSINESS TYPE UICENSE AGREEMENT NUMBER EMAL	Add DLP 🔶 Add Agneen
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PARTNER NAME LOCATION BUSINESS TYPE LICENSE AGREEMENT SUMBER EMAR	
	RESEND INVITATION
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	Pending Acceptance
TEST FFRC1 United States Centralized 5000013084 v-sananigmicrosoft.com	Onboard Completed
TEST FPR 2 United States Centralized 500003264 v mduh@microsoft.com	Onboard Completed
SHOW DISA	BLED DLP
	(2000) (2000)

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request will be processed and the partner will be notified through alert.



4. Once the partner has been disabled successfully, the disabled partner will be moved to 'Disabled DLP' section, the status of the partner will change to "Disabled".

55				Hicrosoft	E	d 🎯 🕐
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	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
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0	TEST FFRI 1	United States	Centralized	5000043684	v-sanamigmicrosoft.com	Onboard Completed
0	TEST FFKI 2	United States	Centralized	5000043684	v.mduth@microsoft.com	Onboard Completed
						NDE DISABLED DLP
Disa	bled DLP					
					DELETE	ENABLE
			BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR.	STATUS
	PARTNER NAME	LOCATION	DATABASE ST TTPE			
	PARTNER NAME	LOCATION United States	Centralized	5000043684	v-khkuma@Microsoft.com	DLP Disabled

5. To re enable the partner, you need to select the disabled partner from the Disabled DLP list and then click on enable button.

DELETE DLP:

1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

A Og Charl & Manage Hour + Add DP + Add Completed Forms	AGREEMENT 5000043684	×				
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2. Click on Delete button.

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d 0/	OEM 2					er 🔸 Add DLP 🔸 Add Agreeme
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					DELETE DISABLE	RESEND INVITATION
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	DMAR	STATUS
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*	TEST FFRI 1	United States	Centralized	5000043684	v-sanamj@microsoft.com	Onboard Completed
0	TEST FFRI 2	United States	Centralized	5000043684	v mduthgmicrosoft.com	Onboard Completed
					500	W DISABLED DUP
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3. A confirmation window will open to confirm your selection. Click CONFIRM, the request to delete the DLP will be processed.

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*	TEST FFIR 2	United States	Centralized	5000043684	v induitigencrosoft.com	Orthoard Completed
					SH2	W DGABLID DUP

4. Once the request is processed successfully, the partner will be notified with an alert message and the DLP partner will not be visible.

22. MDOS DASHBOARD

Instruction: Please review the readiness materials for MDOS.

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MICROSOFT			MDOS	-	-	¢	Download MDO	S User Manual	
Module 0	DIGITAL OPERAT		MDOS		Medule 2	Œ	Mobile 3		
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Module 0	Mo	odule 1		>	Module 2 Accessing I		Mobile 3		
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Welcome to MDOS

Helpful Information:

Please review the <u>User Manual</u> before beginning to use MDOS. Refer to the <u>FAQ</u> section for quick answers to common questions.

23. MDOS SUPPORT (<u>MSOEMOPS@MICROSOFT.COM</u>)

For support, please contact: msoemops@microsoft.com

STEPS FOR ONBOARDING - IDH/ODM

These steps apply to the following personas: IDH/ODM

1. WHAT MAKES AN IDH/ODM PERSONA UNIQUE?

An IDH/ODM persona has a very complex business model that integrates multiples behaviors of different partners. An IDH/ODM may have a combination of functions and business models (centralized & decentralized), creating hundreds of unique scenarios. This can create a challenge for partners as they would need to navigate through a lot of complexity, and can make it difficult for Microsoft to provide specific readiness materials, until that specific business type is determined. However, an IDH/ODM can behave as a traditional OEM, TPI or both at the same time. Hence, an IDH/ODM can pick from the table below, to determine the scenario that fits their business model best. This will provide the step require to onboard to MDOS.

2. DEFINITIAION OF PARTNER TYPES

MDOS definition of partner types

Acronym	Term	Description
FFKI	Factory Floor Key Inventory	Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet or may be manually transferred (e.g. via USB). The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.

IDH/ Independent Design House ODM / Original Design Manufacturer		An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.		
OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.	ł	
ТРІ	Third-Party Installer	A manufacturer that preinstalls the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TH factory). TPI may also referred to as "Authorized Subcontractor".		

3. IDH/ODM SCENARIOS & ONBOARDING MATERIAL

Refer to the table below to determine the appropriate onboarding guide based on your scenario.

IDH/ODM persona scenario	Onboarding guide
Migrating IDH/ODM with direct MSFT agreement, centralized model & no ULP's	Migrating centralized OEM
Migrating IDH/ODM with direct MSFT agreement, decentralized model & no ULP's	Migrating decentralized OEM
Migrating IDH/ODM with direct MSFT agreement, centralized model & ULP's	Migrating centralized OEM
Migrating IDH/ODM with direct MSFT agreement, decentralized model & ULP's	Migrating decentralized OEM
Migrating IDH/ODM with no direct MSFT agreement, & ULP's	Migrating centralized or decentralized TPI

New IDH/ODM with direct MSFT agreement, centralized model & no ULP's	New centralized OEM
New IDH/ODM with direct MSFT agreement, decentralized model & no ULP's	New decentralized OEM
New IDH/ODM with direct MSFT agreement, centralized model & ULP's	New centralized OEM
New IDH/ODM with direct MSFT agreement decentralized & ULP's	New Decentralized OEM
New IDH/ODM with no direct MSFT agreement & ULP's	New Centralized or Decentralized TPI

Example: Contoso IDH/ODM has multiple ULP's but no direct agreement with Microsoft. Therefore, they will refer to the TPI onboarding materials and will onboard as a TPI.

4. MDOS SUPPORT (<u>MSOEMOPS@MICROSOFT.COM</u>)

For support, please contact: msoemops@microsoft.com

STEPS FOR ONBOARDING – NEW FFKI

These steps apply to the following persona: FFKI

1. INTRODUCTION

1.1 WHAT IS THE FFKI PERSONA IN MDOS?

Description:

Factory Floor Key Inventory (FFKI) refers to the inventory on the factory floor where devices are manufactured on a large scale. The number of keys needed on the manufacturing line is determined by the OEM. The number is based on the line forecast and current inventories on the Factory Floor Key Inventory system on the factory floor. The keys are protected and transmitted from MDOS to the Factory Key Inventory system via HTTPS or may be manually transferred (e.g. via USB). The MDOS FFKI business model does not have a direct agreement with Microsoft, but they do connect to MDOS directly via API or support via an offline model. The FFKI also directly connects to the OA 3.0 tool.

Example: FFKI Mexico works in a centralized business model with Contoso OEM to manufacture their devices on a large scale. FFKI Mexico does not have a direct agreement with

Microsoft. Contoso OEM provides the specs for the devices and forecasts that they will need to build 500 units, so will need 500 keys. Contoso OEM protects and transmits the key information from MDOS to the Factory Key Inventory system via USB, since FFKI Mexico's factory floor does not have a secure internet connection to access MDOS. Once the devices are built and the keys have been injected, FFKI Mexico provides the CBR back to Contoso OEM via USB. Contoso OEM and FFKI Mexico are working to get secure internet connection to the factory floor so they can begin working with keys and reporting in real time.

The MDOS FFKI Client V1.2:

- Interacts with MDOS, and consumes the services relating to key fulfillment, computer build report, product binding report, and key recall.
- Interacts with Microsoft OA3.0 Tool, and provides interface support to its Assemble, Report, and Return through the Key Provider Service (KPS) component.
- Works as a production system in a factory's production line that adopts OA3.0.
- Supports user management, role management, and logging support for security and traceability.

1.2 HIGH-LEVEL STEPS

Instruction: Follow the high-level steps to get set up as an FFKI client in MDOS.

High-level steps for setting up an FFKI:

- 1. Invitation: Receive email from MDOS.
- System Requirements: Review minimum software and hardware required and collect if necessary.
- 3. SQL Server set up: Set up SQL Server on single server or two machines.
- 4. Installation verification: verify that the MDOS Client Setup is ready to use.
- 5. FFKI Configuration: Internal web service settings and configuration settings.
- 6. Advanced functionalities: Diagnosis & testing and network considerations.

2. SYSTEM REQUIREMENTS

Instruction: Review the system requirements and acquire the software and hardware system needed before beginning the MDOS installation process.

2.1 SOFTWARE

The following are the minimum software system requirements for the application server and database servers.

Application Server:

- Windows Server 2008 R2 Enterprise Edition (64-bit) / Windows Server 2012 Enterprise Edition (64-bit) / Windows Server 2012 R2 Enterprise Edition (64-bit)
- IIS 7.0 / IIS 7.5 / IIS 8.0
- .NET Framework 4.5
- ADO.NET Entity Framework 4.1 (available at <u>http://www.microsoft.com/en-us/download/details.aspx?id=8363</u>)
- Visual C++[®] 2013 Redistributable (x86) package (available at <u>http://www.microsoft.com/en-us/download/details.aspx?id=40784</u>)
- SQL Server 2012 SP1 Features Packs (available at <u>http://www.microsoft.com/en-us/download/details.aspx?id=35580</u>):
 - SQL Server 2012 SP1 Native Client
 - SQL Server 2012 SP1 Command Line Utilities (SQLCMD)
 - CLR Types for SQL Server 2012 SP1 (both x86 and amd64)
 - SQL Server 2012 SP1 Shared Management Objects (SMO) (both x86 and amd64)
 - PowerShell Extensions for SQL Server 2012 SP1

Database Server:

- Windows Server 2008 R2 Enterprise Edition (64-bit) / Windows Server 2012 Enterprise Edition (64-bit) / Windows Server 2012 R2 Enterprise Edition (64-bit)
- SQL Server 2008 R2 / SQL Server 2012 / SQL Server 2012 SP1 / SQL Server 2014 / SQL Server 2014 SP1

Note:

- Application Server and Database Server can be on the same machine or two machines.
- All the above software (EXCEPT the operating system and SQL Server) can be installed automatically by PowerShell script run.ps1 after following preparation steps below.

2.2 HARDWARE

The following are the minimum hardware system requirements for MDOS.

Hardware:

- 64-bit infrastructure processor
- 8GB RAM minimum
- 250GB HD minimum
- 100M Ethernet adapter x 2 minimum

• Screen resolution: 1024*768 minimum

3. SQL SERVER SET UP - PREPARATION STEPS

Instruction: Follow the preparation steps to configure the Application Server and Database Server before installing MDOS Client for a single server or servers on two separate machines

Description: The following preparation steps are required to configure the Application Server and Database Server using PowerShell script "run.ps1", before MDOS Client V1.2 can be installed. (Note: Machines need to have .Net Framework4 and Microsoft SQL Server installed before script can be run).

The Application Server and Database Servers can be on:

- Single Server both the Application Server and Database Server are on a single machine.
- **Two Machines** the Application Server and Database Server are on two separate machines.

3.1 SINGLE SERVER

Instruction: Follow the preparation steps to configure the Application Server and Database Server when the application and database servers are on a single machine.

Step-by-step:

- Install the operating system with one of the following server options: Windows Server 2008 R2 Enterprise Edition (64-bit); Windows Server 2012 Enterprise Edition (64-bit); or Windows Server 2012 R2 Enterprise Edition (64-bit).
- Log on as administrator, go to Control Panel -> System and Security -> Windows Update -> Turn automatic Updating on or off -> Select 'Install updates automatically (recommended)' or others.

Note: Do NOT select 'Never check for updates (not recommended)'. Important updates

<u> </u>	
\checkmark	Install updates automatically (recommended)
$\overline{}$	Install updates automatically (recommended)
	Download updates but let me choose whether to install them
	Check for updates but let me choose whether to download and install them
	Never check for updates (not recommended)

Note: If your operating system is Windows Server 2008 R2, you must install Windows Management Framework 3.0 (available at <u>http://www.microsoft.com/en-us/download/details.aspx?id=34595</u>).

3. Install SQL Server one of the following SQL Server options: SQL Server 2008 R2; SQL Server 2012; SQL Server 2012 SP1; SQL Server 2014; or SQL Server 2014 SP1.

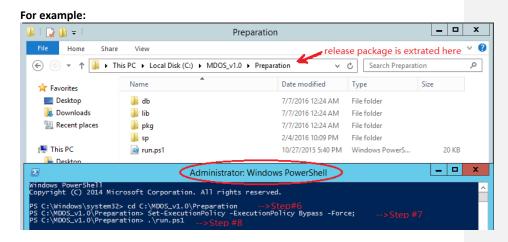
Note: It is highly recommended to select 'Default instance' on the Instance Configuration page and 'Mixed Mode' instead of 'Windows Authentication Mode' on the Database Engine Configuration page. Please restart the machine if a restart prompt message pops up after completing the SQL Server install.

1	SQI	. Server 2014 Setup				
Instance Configuration Specify the name and instance ID for the instance of SQL Server. Instance ID becomes part of the installation path.						
Product Key	Default instance					
License Terms Global Rules	O Named instance:	MSSQLSERVER				
Microsoft Update Product Updates Install Setup Files	Instance ID:	MSSQLSERVER				
-						
SQL Server 2014 Setup						
Specify Database Engine authentication security mode, administrators and data directories.						

specify batabase crigine a	deletitucation security mode, automissiators and data unectories.		
Product Key	Server Configuration Data Directories FILESTREAM		
License Terms			
Global Rules	Specify the authentication mode and administrators for the Database Engine.		
Microsoft Update	Authentication Mode		
Product Updates	O Windows authentication mode		
Install Setup Files	Mixed Mode (SQL Server authentication and Windows authentication)		
Install Rules			
Setup Role	Specify the password for the SQL Server system administrator (sa) account.		
Feature Selection	Enter password:		
Feature Rules	Confirm password:		
Instance Configuration	Commin password:		

- 4. Download MDOS Client 1.2 release package from the official channel provided by Microsoft, and extract it to the local machine.
- 5. From the Start Screen or Start menu, type "PowerShell" in the Search box, and then right click the PowerShell item in the search result list. In the context menu that opens, click "Run as administrator".

- In the PowerShell prompt window, use the CD command to navigate to the .\preparation\ sub directory from the home directory of the extracted release package:
 CD [ABSOLUTE PATH TO THE HOME DIRECTORY OF THE INSTALLATION PACKAGE]\preparation\
- After navigating to the home directory of the preparation folder, type in the following PS command to enable the PS script execution: Set-ExecutionPolicy -ExecutionPolicy Bypass -Force;
- 8. In the PowerShell prompt, type in the following command to start the preparation: .\run.ps1



- 9. Make sure that there are no errors displayed in the screen output. If there are any errors, copy and record the messages from the screen for issue analysis, then resolve all issues before installing MDOS Client V1.2.
- Open "Control Panel" -> "All Control Panel Items" -> "Programs and Features" to confirm that the below programs are installed. If some programs are not in the installed list, please install it manually using the program installation package ".\Preparation\pkg\":

Name	Publisher	Installed On	Size	Version
Digital Operations Services Client	Microsoft Corporation	7/7/2016	49.7 MB	1.0.20160.524
Microsoft SQL Server 2012 Native Client	Microsoft Corporation	6/22/2016	6.85 MB	11.1.3000.0
Microsoft System CLR Types for SQL Server 2012	Microsoft Corporation	5/25/2016	1.15 MB	11.1.3000.0
Microsoft System CLR Types for SQL Server 2012 (x64)	Microsoft Corporation	5/25/2016	1.76 MB	11.1.3000.0
Microsoft ADO.NET Entity Framework 4.1	Microsoft Corporation	5/25/2016	6.58 MB	4.1.10331.0
Microsoft SQL Server 2012 Command Line Utilities	Microsoft Corporation	5/25/2016	879 KB	11.1.3000.0
Microsoft SQL Server 2012 Management Objects (x64)	Microsoft Corporation	5/25/2016	23.3 MB	11.1.3000.0
Microsoft TelemetryHost Service	Microsoft Corporation	4/6/2016	4.85 MB	2.0.235.2
🥪 Microsoft Silverlight	Microsoft Corporation	1/12/2016	100 MB	5.1.41212.0
Windows Firewall Configuration Provider	Microsoft Corporation	10/18/2015	342 KB	1.2.3412.0
Microsoft Pin Tool v5	Microsoft IT (ISRM Tools)	10/18/2015	1.29 MB	5.1.0.1
💷 HelpDesk	MSIT	10/18/2015	3.45 MB	1.0.1
🗄 System Center Endpoint Protection	Microsoft Corporation	10/18/2015		4.7.214.0
Microsoft Visual C++ 2005 Redistributable (x64)	Microsoft Corporation	10/10/2015	6.83 MB	8.0.61000
Windows PowerShell Extensions for SQL Server 2012	Microsoft Corporation	10/10/2015	1.23 MB	11.1.3000.0
🖟 Microsoft Visual C++ 2013 Redistributable (x86) - 12.0.21005	Microsoft Corporation	10/10/2015	17.1 MB	12.0.21005.1
🕮 Microsoft Visual C++ 2013 Redistributable (x64) - 12.0.21005	Microsoft Corporation	10/10/2015	20.5 MB	12.0.21005.1

11. Make sure you **DO NOT** see "SQL SERVER is not installed" on PowerShell prompt window as shown in the red outline below.

11.1.3000.0
Microsoft SQL Server 2012 Native Client has been installed
Microsoft SQL Server 2012 Command Line Utilities has been installed
Microsoft System CLR Types for SQL Server 2012 (x64) has been installed
Microsoft System CLR Types for SQL Server 2012 has been installed
Microsoft SQL Server 2012 Management Objects (x64) has been installed
Microsoft Windows PowerShell Extensions for Microsoft SQL Server 2012 SP1 has been installed
Microsoft Visual C++ 2013 x86 Minimum Runtime - 12.0.21005 (Redistributable Package) has been installed
Installing Entity Framework 4.1
SQL Server is not installed on this Application Server, please go to Database Server to execute .\db\run.cmd in order to
complete the environment setup for MDOS.
PS D:\MDOS_v1.0\Preparation>

- 12. Open the log file at .\preparation\db\SQLOutput_SetMDOSDB.txt to verify there are no errors logged.
- 13. Open SQL Server Management Studio and make sure that you can log on to the default SQL Server instance with the username of "MDOS" and the password of "DIS@OMSG.msft" in SQL Server Authentication Mode.
 Note: If you are unable to login with an "MDOS" account, please refer to the Errors and Troubleshooting section of the FAQs for more

Jeff Connect to Server	Connect to Server				
SQL Server 2008 R2					
Server type:	Database Engine				
Server name:					
Authentication:	SQL Server Authentication				
Login:	MDOS				
Password:	*********				
	Remember password				
Connect	Cancel Help Options >>				

3.2 TWO MACHINES

Instructions: Follow the Configuration steps for the Application Server and Database Server when application and database servers are on two machines.

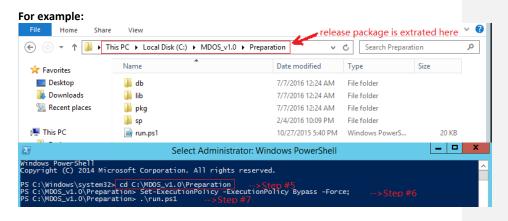
A. Step-by-step for Application Server:

- 1. Install the operating system with one of the following server options: Windows Server 2008 R2 Enterprise Edition (64-bit); Windows Server 2012 Enterprise Edition (64-bit); or Windows Server 2012 R2 Enterprise Edition (64-bit).
- Log on as administrator, go to Control Panel -> System and Security -> Windows Update -> Turn automatic Updating on or off -> Select 'Install updates automatically (recommended)' or others, but DO NOT select 'Never check for updates (not recommended)'.

an cui	nt updates
~)	Install updates automatically (recommended)
	Install updates automatically (recommended)
	Download updates but let me choose whether to install them
	Check for updates but let me choose whether to download and install them
	Never check for updates (not recommended)

Note: If your operating system is Windows Server 2008 R2, you must install Windows Management Framework 3.0 (available at http://www.microsoft.com/en-us/download/details.aspx?id=34595).

- 3. Download MDOS Client 1.2 release package from the official channel provided by Microsoft, and extract it.
- 4. From the Start Screen or Start menu, type in "PowerShell" in the Search box, and then right click the PowerShell item in the search result list. In the context menu popped up, click "Run as administrator".
- In the PowerShell prompt window, use the CD command to navigate to the .\preparation\ sub directory of the home directory of the release package extracted: CD [ABSOLUTE PATH TO THE HOME DIRECTORY OF THE INSTALLATION PACKAGE]\preparation\
- After navigating to the home directory of the preparation folder, type in the following PS command to enable PS script execution: Set-ExecutionPolicy -ExecutionPolicy Bypass -Force;
- 7. In the PowerShell prompt, type in the following command to start the preparation: .\run.ps1



- 8. Make sure that there are no errors displayed in the screen output. If there are any errors, copy and record the messages from the screen for issue analysis, then resolve all the issues before installing MDOS Client 1.2.
- 9. If there is any error, you will see "SQL Server is not installed on this Application Server, please go to Database Server to execute .\db\run.cmd in order to complete the environment setup for MDOS." on the PowerShell prompt window.

- 11.1.3000.0 Microsoft SQL Server 2012 Native Client has been installed Microsoft SQL Server 2012 Command Line Utilities has been installed Microsoft System CLR Types for SQL Server 2012 (x64) has been installed Microsoft SQL Server 2012 Management Objects (x64) has been installed Microsoft SQL Server 2012 Management Objects (x64) has been installed Microsoft Visual C++ 2013 x68 Minimum Runthime - 12.0.21005 (Redistributable Package) has been installed Installing Entity Framework 4.1... SQL Server is not installed on this Application Server, please go to Database Server to execute .\db\run.cmd in order to Complete the environment setup for MDOS. PS 0: MDOS_JL.0VPreparation> _______
- 10. Open "Control Panel" -> "All Control Panel Items" -> "Programs and Features" to check if the below programs are installed. If you find some programs are not in the installed list, please install them manually. The program installation package can be found at ".\Preparation\pkg\".

Name	Publisher	Installed On	Size	Version
Digital Operations Services Client	Microsoft Corporation	7/7/2016	49.7 MB	1.0.20160.524
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Microsoft ADO.NET Entity Framework 4.1	Microsoft Corporation	5/25/2016	6.58 MB	4.1.10331.0
Microsoft SQL Server 2012 Command Line Utilities	Microsoft Corporation	5/25/2016	879 KB	11.1.3000.0
Microsoft SQL Server 2012 Management Objects (x64)	Microsoft Corporation	5/25/2016	23.3 MB	11.1.3000.0
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🖗 Microsoft Silverlight	Microsoft Corporation	1/12/2016	100 MB	5.1.41212.0
Windows Firewall Configuration Provider	Microsoft Corporation	10/18/2015	342 KB	1.2.3412.0
Microsoft Pin Tool v5	Microsoft IT (ISRM Tools)	10/18/2015	1.29 MB	5.1.0.1
🗾 HelpDesk	MSIT	10/18/2015	3.45 MB	1.0.1
😌 System Center Endpoint Protection	Microsoft Corporation	10/18/2015		4.7.214.0
Microsoft Visual C++ 2005 Redistributable (x64)	Microsoft Corporation	10/10/2015	6.83 MB	8.0.61000
Windows PowerShell Extensions for SQL Server 2012	Microsoft Corporation	10/10/2015	1.23 MB	11.1.3000.0
🕼 Microsoft Visual C++ 2013 Redistributable (x86) - 12.0.21005	Microsoft Corporation	10/10/2015	17.1 MB	12.0.21005.1
🕼 Microsoft Visual C++ 2013 Redistributable (x64) - 12.0.21005	Microsoft Corporation	10/10/2015	20.5 MB	12.0.21005.1

B. Step-by-step for Database Server:

 Install the operating system with one of the following server options: Windows Server 2008 R2 Enterprise Edition (64-bit); Windows Server 2012 Enterprise Edition (64-bit); or Windows Server 2012 R2 Enterprise Edition (64-bit).

Note: If your operating system is Windows Server 2008 R2, you must install Windows Management Framework 3.0 (available at http://www.microsoft.com/en-us/download/details.aspx?id=34595).

 Install SQL Server with one of the following SQL Server options: SQL Server 2008 R2; SQL Server 2012; SQL Server 2012 SP1; SQL Server 2014; or SQL Server 2014 SP1.

Note: It is highly recommended to select 'Default instance' on the Instance Configuration page and 'Mixed Mode' on the Database Engine Configuration instead of

'Windows Authentication Mode'. Please restart the machine if the restart prompt displays after completing the SQL Server install.

1	SQL Server 2014 Setup					
Instance Configuration Specify the name and instance ID for the instance of SQL Server. Instance ID becomes part of the installation path.						
Product Key License Terms Global Rules	Default instance Named instance:	ISSQLSERVER				
Microsoft Update Product Updates Install Setup Files	instance iD: instance iD:					
-	Database Engine Configuration Specify Database Engine authentication security mode, administrators and data directories.					
Specify Database Engine a Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files	uthentication security mode, administrat	ctories FILESTREAM	ine.			
Install Rules Setup Role Feature Selection	Install Rules Specify the password for the SQL Server system administrator (sa) account. Feature Selection Enter password: Feature Rules Confirm pactword:					
Feature Rules Instance Configuration						

- 3. Log on to this server as "Administrator", download MDOS Client 1.2 release package from the official channel provided by Microsoft, and extract it.
- 4. From the Start Screen or Start menu, type in "CMD" in the Search box, and then right click the cmd.exe item in the search result list. In the context menu that pops up, click "Run as administrator".
- In the command window, use the CD command to navigate to the .\preparation\db\ sub directory of the home directory of the release package extracted:
 CD [ABSOLUTE PATH TO THE HOME DIRECTORY OF THE INSTALLATION PACKAGE]\preparation\db\
- 6. Run the database server preparation script: .\run.cmd

A = .	Name	Date modified	Type	Size
🛠 Favorites 📰 Desktop	🚳 run.cmd	7/6/2016 6:56 PM	Windows Comma	1 KB
Downloads	RunSqlCmd.cmd	7/6/2016 6:59 PM	Windows Comma	1 KB
📃 Recent places	SetFirewallFPS.cmd	11/21/2014 2:36 PM	Windows Comma	1 KB
	SetFirewallSQLServer1433.cmd	6/24/2014 12:04 PM	Windows Comma	1 KB
ᇘ Libraries	SetMDOSDB.sql	7/6/2016 6:55 PM	SQL File	1 KB
Documents	SQLOutput_SetDOSDB.txt	5/24/2016 1:29 AM	Text Document	0 KB
🁌 Music	SQLOutput_SetMDOSDB.txt	7/19/2016 10:38 PM	Text Document	1 KB
Pictures	Administrator: Com	mand Prompt	_ 0	x
	ndows [Version 6.2.9200] rosoft Corporation. All rights :			~

- Make sure that there are no error messages displayed in the window output and a log file named SQLOutput_SetMDOSDB.txt is created in the .\preparation\db\ sub directory.
- 8. Open the log file of .\preparation\db\SQLOutput_SetMDOSDB.txt, and verify that there are no errors logged.
- 9. Open SQL Server Management Studio. Confirm that you can log on to the default SQL Server instance with the username of "MDOS" and the password of "D!S@OMSG.msft" in SQL Server Authentication Mode. You may not be able to connect to SQL Server using SQL Server Authentication, if you selected "Windows Authentication" while installing SQL Server. Please try to restart SQL Server Service (Please refer to the Errors and Troubleshooting section of the FAQs for more about how to restart SQL Server Service).

🛃 Connect to Server	×
SQL S	Server 2008 R2
Server type:	Database Engine
Server name:	
Authentication:	SQL Server Authentication
Login:	MDOS
Password:	***********
	Remember password
Connect	Cancel Help Options >>

4. MDOS FFKI SET UP - INSTALLATION OF MDOS

Instruction: Follow the steps to install an FFKI client in MDOS.

Step-by-step:

- 1. Go to the MDOS Client 1.2 release package extraction folder.
- 2. Right-click *MDOSClientSetup.exe*, and select 'Run as administrator'.

🔆 Favorites	Name			Date modified	Туре
E Desktop	鷆 Preparation			2/4/2016 10:09 PM	File folder
〕 Downloads	MDOSClientSetup.exe		Open		
🖳 Recent places		۲		dministrator	
🜉 This PC			Troubles	shoot compatibility	
膧 Desktop			Pin to St		
Documents				h System Center End	dpoint Protection
🐌 Downloads			Pin to Ta		
🐌 Music			Restore	previous versions	
📔 Pictures			Send to		•
📔 Videos			Cut		
🚢 Local Disk (C:)			Сору		
🖆 DVD Drive (D:) IR3_S			Create s	hortcut	
👊 Network			Delete		
			Rename		
			Properti	es	

Note: If the UAC is turned on for your machine, this dialog may pop up. Select 'Yes' to continue.

0		User Account Control
0		to allow the following program from an blisher to make changes to this computer?
	Program name: Publisher: File origin:	MDOSClientSetup.exe Unknown Hard drive on this computer
⊗ s	how details	Yes No
		Change when these notifications appear

3. After the setup wizard is launched, a welcome screen will pop up. Click Next.

👸 Microsoft Digital C	Operations Services Client Setup
Ð	Welcome to the Microsoft Digital Operations Services Client Setup Wizard
	The Setup Wizard will install Microsoft Digital Operations Services Client on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
	Back Next Cancel

4. When directed to the End-User License Agreement (EULA) window, check the "I accept the terms in the License Agreement" checkbox to accept the terms and conditions in the license agreement, and then click Next.

😸 Microsoft Digital Operations Services Client Setup		
End-User License Agreement Please read the following license agreement carefully		
OA 3.0 Microsoft Digital Operations Services Client Software Supplement ("Supplement") to the Connect Terms of Use		
In addition to the Connect Terms of Use, the following terms shall apply to your access, deployment and use of the MDOS Software and the MDOS Documentation. By accessing or downloading the MDOS Software provided by Microsoft or any portion of it, you agree to and are bound by the terms of the Connect Terms of Use		
✓ <u>i</u> accept the terms in the License Agreement.		
Print Back Next Cancel		

5. In the Destination Folder window, select the installation location by clicking the Change button, or you may accept the default value that is pre-populated, and then click the Next button.

😸 Microsoft Digital Operations Services Client Setup
Destination Folder Click Next to install to the default folder or click Change to choose another.
Install Microsoft Digital Operations Services Client to:
C:\Program Files (x86)\MDOS Solution\MDOS 1.2\ Change
Back Next Cancel

6. In the Custom Setup page (all the components are checked by default), click Next.



Note: For the **Database** feature; If Database is **checked** on this page, it will create one new database. This will be based on the settings that are input in the Configuration Database dialog box in the next step.

😥 Microsoft Digital Operations Services Client Setup	👹 Microsoft Digital Operations Services Client Setup 💶
Custom Setup Select the way you want features to be installed.	Configure Database Connection Oreate a new database to store product keys
Click the loops in the tree below to change the way features will be installed.	Authentication Type: O Windows Authentication SQL Instance Name: [(local) Database Name: MDOSKeyStore_CloudOA Username: MDOS Password: ••••••
Browse	
Reset Disk Usage Back Next Cancel	Back Next Cancel

Note: For the **Database** feature; If Database is **unchecked**, then it will connect to one of the existing databases. This will be based on the settings that are input in the Configuration database dialog box in next step.

Microsoft Digital Operations Services Client Setup Custom Setup Select the way you want features to be installed.	Microsoft Digital Operations Services Client Setup
Click the icons in the tree below to change the way features will be installed.	Authentication Type: O Windows Authentication © SQL Authentication SQL Instance Name: [floca] Database Name: MDOSKeyStore_CloudDA Username: MDOS Password: •••••••
Browse	
Reset Disk Usage Back Next Cancel	Back Next Cancel

7. Configure the database connection information and then click Next.

Example: Here are three different potential cases:

- 1) Case 1: You have your database server and application server on the same machine, and have executed run.ps1 successfully. Therefore, all the information on this page will be pre-populated and you just need to click Next.
- 2) Case 2: You set up your database on another machine and already execute run.cmd successfully. Update 'SQL Instance Name' and keep the other default values as shown in the following screenshot.
- 3) Case 3: You set up the database manually but not through run.cmd. Update all the information based on your setup.

Authentication Type:	 Windows Authentication SQL Authentication
SQL Instance Name:	(local)
Database Name:	MDOSKeyStore_CloudOA
Username:	MDOS
Password:	•••••
	Back Next Cancel

Note: The default password is <u>DIS@OMSG.msft</u> for MDOS user.

8. On the IIS Configuration page, configure the http port for Internal Web Service. This is to be used by the MDOS Client to interact with MDOS. The default port is 8032. If you want to modify the value, please remember the value you enter. You will need to re-enter the port in the following system setting page again later.

👹 🛛 Microsoft Digital Operations Services Client Setup	– – X
IIS Configuration Setup your web services.	
Internal Web Service Port: 8032	
Back Next	Cancel

9. On the MDOS Connection page, select the environment and configure MDOS connection information.

😸 Microsoft Digital Operations Services Client Setup			
Cloud OA Connection Configure Cloud OA Connec	tion Information.		
Environment:	○ Production		
Business Name:	Test123		
Client ID:	f9a9ce56-197b-494b-abb5-fc5ad20050		
Secret ID:	9cb24df7d4a346aea0e724ceee291a82		
Site ID:	3		
Business ID:	4		
	Back Next Cancel		

Note:

- The Business Name is self-defined. Other MDOS connection information is provided by your uplevel partner within MDOS, which is sent by email.
- If database is unchecked in the Custom Setup page, you will not see this "MDOS Connection" page.

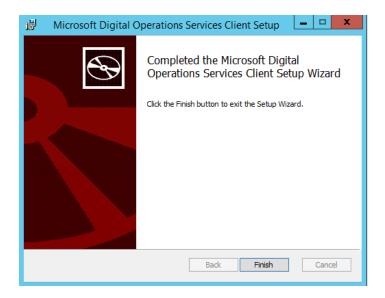
10. In the confirmation page, click the Install button to start the installation.

🗒 Microsoft Digital Operations Services Client Setup 💶 🗙
Ready to install Microsoft Digital Operations Services Client
Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.
Back Install Cancel

11. During the installation process, if you see any errors, please be sure to record the error message prompted before you click the Cancel button to roll back the installation for MDOS Client 1.2.

😸 Microsoft Digital Operations Services Client Setup 💶 🗙
Installing Microsoft Digital Operations Services Client
Please wait while the Setup Wizard installs Microsoft Digital Operations Services Client.
Status:
Red Next Court
Back Next Cancel

12. When the installation completes, click Finish.



13. Switch to the Desktop view and verify that the shortcut to start the Key Management Tool for MDOS has been created and the icon is showing on the desktop.



5. INSTALLATION VERIFICATION

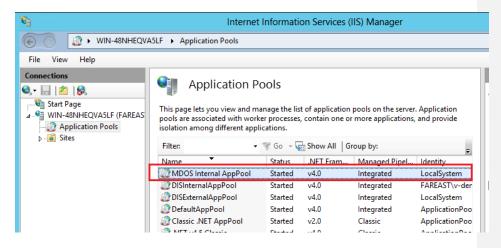
Instruction: Follow these steps to verify that the MDOS Client Setup has been installed and is ready to be used.

Step-by-step:

 Go to the Start Menu and choose "Run" or type "Run" into the Start menu or Task Bar search option to launch Run. Type "services.msc" in the window and press Enter to launch the Services management console. Confirm that the "DataPollingService - MDOS" and "Key Provider Service - MDOS" are both displayed in the service list and both are in "Running" status.

		Services				
ile Action View	Help					
Services (Local)	Name •	Description	Status	Startup Type	Log On As	
Services (Local)	Data Polling Service - MDOS	Get fulfillmen	Running	Automatic	Local Syste	
	COM Server Process Launcher	The DCOMLA	Running	Automatic	Local Syste	
	Device Association Service	Enables pairin	Kunning	Manual (Trig	Local Syste	
	Device Install Service	Enables a co		Manual (Trig	Local Syste	
	Device Setup Manager	Enables the d		Manual (Trig	Local Syste	
	Chick Security Manager	Registers and	Running	Automatic	Local Service	
	Diagnostic Policy Service	The Diagnosti	Running	Automatic (D		
	Diagnostic Forey Service	The Diagnosti	Kunning	Manual	Local Service	
	Diagnostic System Host	The Diagnosti		Manual	Local Syste	
	Distributed Link Tracking Client	Maintains lin	Running	Automatic	Local Syste	
	Distributed Transaction Coordinator	Coordinates t	Running	Automatic (D		
	© DNS Client	The DNS Clie	Running	Automatic (D		
	Christian Christian (EFS)	Provides the	Kunning	Manual (Trig		
	Extensible Authentication Protocol	The Extensibl	Running	Manual	Local Syste	
	Creation Discovery Provider Host	The FDPHOS	Kunning	Manual	Local Service	
	G Function Discovery Resource Publication	Publishes this		Manual	Local Service	
	Group Policy Client	The service is	Running	Automatic (T		
	Generation and Certificate Management	Provides X.50	Kunning	Manual	Local Syste	
	Human Interface Device Service	Activates and		Manual (Trig	-	
	G Hyper-V Data Exchange Service	Provides a m	Running	Manual (Trig	Local Syste	
	Whyper-V Guest Service Interface	Provides an i	Kunning	Manual (Trig	Local Syste	
	G Hyper-V Guest Service Interface	Provides a m	Running	Manual (Trig		
	Whyper-V Heartbeat Service	Monitors the	Running	Manual (Trig		
	Whyper-V Remote Desktop Virtualization		Running	Manual (Trig		
	Hyper-V Time Synchronization Service	Synchronizes	Running	Manual (Trig	Local Syste	
	Hyper-V Volume Shadow Copy Request	· ·	Running	Manual (Trig		
	IIS Admin Service	Enables this s	Running	Automatic	Local Syste	
	KE and AuthIP IPsec Keying Modules	The IKEEXT se	Running	Automatic Automatic (T		
	Interactive Services Detection	Enables user	Running	Manual	Local Syste	
	Interactive Services Detection Internet Connection Sharing (ICS)	Provides net		Disabled	Local Syste	
	Internet Connection Sharing (ICS) Internet Explorer ETW Collector Service	ETW Collecto		Manual		
		Provides tunn	Puppin-		Local Syste	
	G IP Helper	Internet Proto	Running	Automatic Automatic (T	Local Syste Network S	
	C IPsec Policy Agent		Running			
	KDC Proxy Server service (KPS)	KDC Proxy Se	Dunnin -	Manual	Network S	
	Key Provider Service - DIS	OEM Activati	Runnina	Automatic	Local Syste	-
	Key Provider Service - MDOS	OEM Activati	Running	Automatic Manual (Trig	Local Syste Network S	

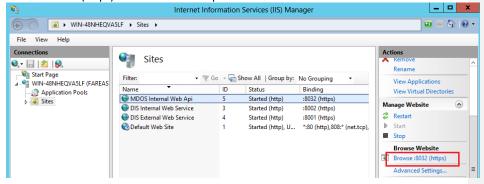
2. Go to the Start Menu and choose "Run" or type "Run" into the Start menu or Task Bar search option to launch Run. Type "INetMgr.exe" and press Enter to launch Internet Information Services Manager. In the IIS Manager console, click the "Application Pools" node in the left panel. Confirm that MDOS Internal AppPool is displayed under the application pool list in the middle panel, and it is in "Started" status.

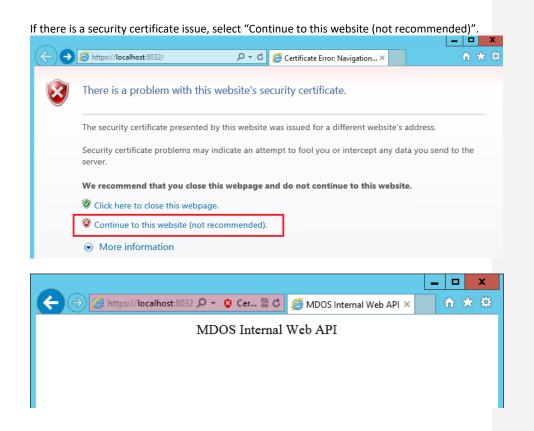


3. In IIS Manager, click the "Site" node in the left panel. Confirm that MDOS Internal Web Service is displayed in the site list in the middle panel and it is in "Started" status.

8	Internet Information Services (IIS) Manager									
WIN-48NHEQVA	5LF > Sites >									
File View Help										
Connections	Sites	- 🖓 Sh	ow All Group by:	No Grouping 🔹	A					
Application Pools	Name 👻	ID	Status	Binding						
⊳ 🙆 Sites	🚭 MDOS Internal Web Api	5	Started (http)	:8032 (https)						
	😻 DIS Internal Web Service	3	Started (http)	:8002 (https)						
	😌 DIS External Web Service	4	Started (http)	:8001 (https)						
	豰 Default Web Site	1	Started (http), U	*:80 (http),808:* (net.tcp),						

4. On the site list of the middle panel, select "MDOS Internal Web Service" and click the "Browse: 8032 (https)" link in the Actions pane.





6. FFKI CONFIGURATION

Instruction: Before the MDOS Client is activated and ready for business users, the following configurations for the FFKI must be completed.

6.1 INTERNAL WEB SERVICE SETTING

Step-by-step:

1. Double click the shortcut on your desktop to launch the MDOS Client.

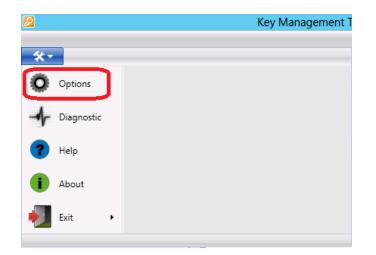
Note: The default Login ID is "Admin" and password is "123".

🙋 Login - Microsoft Di	gital Operations Services Client 🗕 🗖 🗙
Key N	lanagement Tool
Login ID : admir	1
Password : •••	
	Login Cancel

2. After logging into the Key Management Tool (KMT), the KMT main page will open.

2		Кеу	Management	Tool - Facto	ory Floor Key Inven	tory		- ^
						N	/lanager : Admin <u>Notificatio</u>	ons (0)
Key Management User N	Mana	agement Log Vie	ewer					
Pa Pa 🚄 💁 📫	1			2				
Export Import Get Report Bir	nd	Recall Revert	Edit Optional	Refresh				
	ys	Keys Keys	Information					
Offline Online	^	Return	Info	Page			_	
Key Type :					Total Keys	: 0 Rows Per Page : 10	0 ▼ Page:1/	1 → >>>
All		Product Key ID	Product Key		Кеу Туре	Licensabe Name	Licensable Part Number	Status
Status :								
All								
PBR Status	=							
All	I							
MS Fulfilled Date		Key Details Key H	listory					
From :		Key Details Key P	istory					
Select a date 15	٦							
To:								
Select a date 15								
OEM PO Number :								
Call Off Reference Number :	\mathbf{v}							

3. From the main menu, select Options from the tool icon pulldown menu.



4. When the Options dialog box opens, select System from the left panel and then change the Host and Port for Internal Web Service to the information that corresponds with what you used during your installation.

2	Op	otions	×
Microsoft Digita	al Operations !	Services Client Setting	
System	Internal Web Se	ervice	
Business	Host :	localhost	
Authentication	Port :	8032	
Ргоху	Data Polling Ser	rvice	
Account	Get fulfillment	t automatically	

A. Data Polling Service setting

Instructions: Set up the Data Polling Service configurations from the System setting panel.

Step-by-step:

5. Get Fulfillment Automatically checkbox:

If this checkbox is checked, MDOS Client will get keys from MDOS per the fulfillment interval (in minutes) that you set.

Note: If this checkbox is left unchecked, MDOS Client will get keys from MDOS per the fulfillment interval default setting of 10 minutes.

Get fulfillment automatically	
Fulfillment interval (minute) :	10

6. Report Automatically checkbox:

If this checkbox is checked, MDOS Client will report CBRs to MDOS per the fulfillment interval (in minutes) that you set.

Report automatically	
Report interval (minute) :	10

7. Delete Logs Automatically checkbox:

If this checkbox is checked, MDOS Client will automatically delete logs (including operation logs and system logs in MDOS Client) which exceed 3 months. MDOS Client will check the log created date every 10 minutes. The main purpose for this option is to provide additional space for the database.

Delete logs automatically (more than 3 months)

B. Old timeline and Hardware Hash length setting

Instructions: Set up the Old timeline and Hardware Hash length configurations from the System setting panel.

Step-by-step:

8. Old Timeline setting:

If the key fulfillment date exceeds [old timeline] days (default is 180 days), the key will be displayed as red font in the KMT main window. Meanwhile, the "Exceed timeline" notification will pop up to notify the user. (Note: this doesn't affect the user who will use the keys. The user can also edit this field).

Other		
Old timeline (day) :	180	

 "Only report product keys of which hardware hash length is not more than 128" checkbox:

If this checkbox is checked, MDOS Client will check the hardware hash length while submitting the CBR to MDOS. If the hardware hash length is greater than 128, MDOS Client will not report this key. (Currently Microsoft only supports hardware hash length <= 128).

☑ Only report product keys of which hardware hash length is not more than 128.

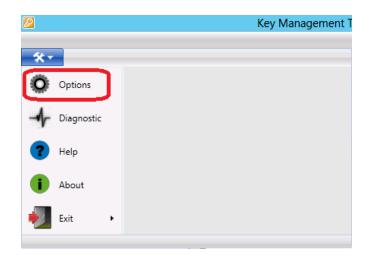
Note: It is highly recommended to check this checkbox until Microsoft accepts CBRs which contain hardware hash length greater than 128 bytes.

6.2 CONFIGURING INTEGRATIONS WITH MDOS API

Instruction: Before the MDOS Client is activated and ready for business users, the following integrations with MDOS API and business settings must be configured.

Step-by-step:

1. After logging in to KMT, from the main menu, select Options from the tool icon pulldown menu.



2. When the Options dialog box opens, select Business from the left pane. Then in the right pane, confirm that the information that was input during installation is correct.

	Op	tions		x
Microsoft Digit	al Operations S	Services Clien	t Setting	
System	Add E	dit Remove		
	BusinessName	BusinessID	Status	
	Lab3	2	Active	
Proxy	Lab5	4	Active	
	<	Ш	>	
Account				

- 3. If you have more than one business, please click Add button to create a new business.
- 4. If you want to make additional changes, select the Business in the list and then click the Edit button above the list. Confirm any changes, click the Save button on the bottom right to save the changes, and close the dialog.

	Edit Business	- 🗆 X
Business Name :	Lab3	
Site ID:	2	
Business ID :	2	
User ID :	1	
Client ID :	2c13b599-720e-4335-8eb2-8cda	:6a56272
Secret ID:	0a6fae53acf44886963001e8adf5ce	ec4
Status :	Active	•
	Save	Cancel

Note:

- Businesses will automatically be displayed in alphabetical/numerical order by Business name.
- If you already have received keys from a business, you are unable to remove this business. You are also unable to edit SiteID and BusinessID.

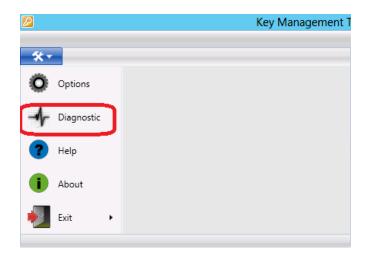
7. ADVANCED FUNCTIONALITIES

7.1 DIAGNOSIS AND TESTING

Instructions: Follow the diagnosis and testing steps to confirm a successful set up in MDOS.

Step-by-step:

1. From the main menu, select Diagnostic from the tool icon pulldown menu.



- 2. In the Diagnostic dialog box, check the checkbox for "Check status of system components automatically". This will ensure the MDOS Client checks whether the four system components listed below work correctly. If some components don't work, notification in MDOS Client main page will pop up to prompt the user.
 - Internal Web Service
 - Data Polling Service
 - Key Provider Service
 - Database

	Diagnostic	X
Che	eck status of system components automatically	

 Click the Test internal web service button to test that the Key Management Tool can successfully establish communication with the Internal Web Service. If it returns unsuccessful results, please check the failure message and go back to "Option" window -> System setting, to check the Internal web service setting.

Diagnostic X			
Check status of system components automatically			
Test internal web service			
44 Connect to CloudOA			
Testing connection to internal web service			
Success			
Copy Exit			
Сору			

4. Select the business from the dropdown list, and then click the "Connect to MDOS" button. Ensure that a Success result message is received. If it returns unsuccessful results, please check the failure message and go back to "Option" window, to check the Business setting.

Diagnostic
\checkmark Check status of system components automatically
Test internal web service
44 Connect to CloudOA
Testing connection to CloudOA Service
Success
Copy Exit

7.2 NETWORK CONSIDERATIONS

Instructions: Follow the steps below to confirm successful access to MDOS.

(i) A. Accessing MDOS via Proxy

Instructions: Follow the steps below to confirm successful access to MDOS via Proxy.

Step-by-step for Accessing MDOS via Proxy:

1. If there is a proxy server between MDOS and the network segment that MDOS Client is deployed, and all the inbound/outbound access from/to MDOS will first pass through this proxy server. Please be sure to configure the proxy setting in Key Management Tool accordingly.

	Options X
Microsoft Digit	al Operations Services Client Setting
System	Proxy
Business	O None
Authentication	Use IE Proxy Setting Ocustomize
Ргоху	Host : proxyurl
Account	Port: 80
	User Name : username
	Password :
	Bypass proxy server for local addresses
	Save Cancel Apply

 If there is DNS filter configured in the proxy server, please also ensure that the following URLs of MDOS API have been explicitly allowed in the filter policy: For testing: <u>http://pq-digitaloperations-api.oa.microsoft.com</u>
 Fort production: <u>https://digitaloperations-api.oa.microsoft.com</u>

(ii) B. Production Line Network Planning

Instructions: Follow the steps below to confirm Production Line Network Planning and successful access to MDOS.

Step-by-step for Production Line Network Planning:

- Deploy Key Provider Service that directly interacts with OA3 Tool in the production line in a dedicated network segment that is separated from the one that has public network access;
- 2. Use reliable network communication mechanism for DPK assembly and reporting with OA3 Tool as possible;
- 3. If network is a factor that makes the impediment in your production and OA3.0 process, please consider using OA3 Tool in its file based mode or the extensive approaches based on that.

STEPS FOR ONBOARDING - EXISTING TPI ADDED AS NEW DLP

Instruction: Set up an existing TPI as a new DLP in MDOS.

Existing TPI set up as new DLP in MDOS

Once the business is established, to do business with an existing TPI (Third-party Installer), they need to be set up as a new DLP (Downlevel Partner) in MDOS. The TPI partner will then be able to perform key operations.

Step-by-step: (Existing TPI added as a new DLP)

1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.



2. Click 'Add DLP' to add an existing TPI as new downlevel partner.

			Microsof	ft		E 📌 6	0
					Partner Status		
SOFT AGREEMENT 5000045514	~				0	0	2
					Application Received		Onboard Completed
catestlab3 company nam	e				Ja Org Chart		P + Add Agreen
						TO DASHBOARD	
Completed Forms							
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS	ACTION	
Contoso Subsidiary 2	United States	Subsidiary	5000045514	mdoscatestlab11@outlook.com	Onboard Completed	DISABLE	
cioudoalab25	USA	Centralized	5000045514	cioudoalab25@outlook.com	Onboard Completed	RESEND INVITATION	DISABLE
Cloudoana25	USA	Centralized	5000043514	coursears gourses.com	Ciboard Completed	RESEND INVITATION	DISABL

3. Select the 'Decentralized' business model.

MDOS		Hicrosoft			E 🗘	ø o 👤
MICROSOFT AGREEMENT SODONSS14				Partner Status 0 Application Received	0 Pending Acceptance	2 Onboard Completed
mdoscatestlab3 company name						
						1
		What is your Business Model?				
	CENTRALIZED	DE-CENTRALIZED	SUBSIDIARY			
	CENTRALZED	DE-CENTRADZED	SUBSIDIART			
	\odot	(A)	E			
0	We are serry, you are not allowed to a click here.	dd New TPL/ New Subsidiary in MDOS test environment. If you war	n to add New TPI / New Subsidiary plear	10		

4. All the existing TPI available for the OEM will be displayed and select the TPI to add under OEM in MDOS and click 'Proceed' button,

MDOS			Hicrosoft		E 🗘	o 👤
				Partner Status		
MICROSOFT AGREEMENT	5000045514			O Application Received	O Pending Acceptance	2 Onboard Completed
mdoscatestlab3 co	mpany name				, mang , mapano	012023 001194000
	<	Contour TPI 2 Contour State To 2000 UNITY Bay To 2000 UNITY Agreement Water Lowing Agree (2015) for Named	PULST DIFFORM SUMMARY POLST DIFFORM SUMMARY PROSENTION PROSENTI		>	

5. Fill the TPI form with all the required information and click 'Proceed' button.

	OEM 3.0 Details	
OEM Company Name: COTTOBO CENTRO OEM Soft de Namber 000135553 OR 3.6 Constet Email: mistatalacent/gountac.com Company Admin Email:	License Agreement Type: MATTELICENSEA AART 2015 (70 HARD) License Agreement Number 50000000 License Agreement Start Date: 1050000 License Agreement End Date:	_
mdoslaboem1@outlook.com	07/31/2018	
	OA TPI FORM	0
	OA THI FORM	0
LOCAL TRION SITE NAME . 0	OA COMPANY ADMINISTRATIVE EMAL!	
MDOS	mdoslaboem1@outlook.com	
TPHOM CONTACT NAME* O	TPION CONTACT EMAL*	
/ TET	mdoslaboem11@outlook.com	
THIOM ADDRESST* 0	CUSTOMER CONTACT EMAIL®	
TEST	mdoslaboem11@outlook.com	
TPION ACORESS2 0	MDDS LOGIN EMAL!	
TEST	mdoslaboem11@outlook.com	
TPIOM ADDRESSS [®]	TELEPHONE 0	
TEST	213144556	
0TF 0	TRANSACTION TYPE 0	
TEST	PARTIAL	
COUNTRY		

6. Review the summary of the information displayed and click 'Confirm' button to submit the request

_		
	OEM 3.0 Details	
OEM Company Name: MODEXTESTLADS COMPARY HAME OEM Sold to Number 000010887 OA 3.0 Contact Email: moscatestubalgo.dou.com Company Admin Email: moscatestubalgo.dou.com	License Agreement Type: M.A. License Agreement Number 500008194 License Agreement Start Date: 00220017 License Agreement End Date: 00110018	
Se Local TPV/OM Site Name: CONTORD TH 2 TPV/OM Contact Name: Test TPU/OM Address: TEst Customer Contact Email: moscientint Tajoutoux con Telephone: 20424243 OA 3.0 Site Type : TF	tion 2A: OEM: OA 3.0 Authorized Site(s) Ship to Number: 000010996 OA Company Administrative Email: mdiscatentualigionaux.com TPU/OM Contact Email: mdiscatentual (Signature Com MODS Login Email: mdiscatentual (Signature Com Transaction Type : PARTIAL.	>

7. Once the DLP is added successfully, partner will get the success message confirmation.

MDOS			Hicrosoft	0
		CONTOSO LAB 1 OEM Sold to Number 0000128695 OA 3.0 Contact En mdoscatestab1 @outloo Company Admin E	MLA License Agreement Number S00040513 TPI Confirmation	
	Local TPI/OM Site MODE TEST TPI 1 TPI/OM Contact N MODE TPI USER 1 TPI/OM Address: TPI/OM Address:		The request to add MDOS TEST TP1 1 as a decentralized TP1 has been successfully submitted. The expected approval time for a NEW decentralized TP1 is a proved they will receive an email notification. Please work with your TP1 to accept the relationship to complete the enboarding process. For help with MDOS seuse please contact MDOS support at misoemops@microsoft.com.	
	Customer Contact miticalistitistigionitics com Telephone (2346/789) OA 3.0 Site Type : TP		mocratestable(gradiest com Transaction Type : PARTAL	
			CONTRIM ->	

8. Click on 'OK' and partner will be asked if need to add another DLP, if not partner will be redirected to Wizard dashboard,

					Partner Status		
ROSOFT AGREEMENT 5000045514	~				0	1	2
					Application Received	Pending Acceptance	Onboard Completed
scatestlab3 company name					de Org Chart	Manage User 🛨 Add 🛙	LP + Add Agree
						TO DASHBOARD	
Completed Forms	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAL	STATUS	ACTION	
Contoso Subsidiary 2	United States	Subsidiary	5008045514	mdoscatestiab11@outlook.com	Onboard Completed	DISABLE	
cloudoalab25	USA	Centralized	500045514	cloudoalab25@outlook.com	Onboard Completed	RESEND INVITATIO	DISABLE
				mdoscatestlab13@outlook.com			DISABLE

STEPS FOR ONBOARDING – NEW AUTHORIZED USER

Instruction: Add a new authorized user to your MDOS account. A new authorized user will have to onboard with MDOS to be able to receive permissions to access MDOS and perform key actions.

MDOS	Microsoft	Ē		
Contoso OEM1				
		I		
	Do you want to add an authorized user ?			
	YES NO			
0	The user will be assigned as the admin user by default. If you wish to change it please go to the 'Add User' section within MDOS.			

What is an Authorized User?

An authorized user will have permissions to access MDOS and perform key actions or read-only access. Access and permissions must be set by the company administrator (admin).

The Admin section in MDOS provides a view of all your authorized user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS; you can add, remove, or edit current users. You can also edit user permissions from this section.

Pre-Requisite: Authorized user should create a profile in DOC. Below are the steps to activate DOC Account: You will receive an email to join MDOS via the MSA email account provided to the GPO.

STEP 1: Find your sign-in PIN (Personal Identification Number). After this welcome email, you will receive an additional email containing a first-time sign-in PIN .Please make note of the PIN; it is a six-digit number.

Resulton 0.0.1.0 Service Account
Websen to the Ministel Operations Center (2002)
Tur new DOC account has been routed. Sun should here just encoded a "Weissner to the Microsoft Bigliol Constrinus, Center" enal custoring instructions on how to access DOC for the first time. This secondary enal custoring usual identification Number 1940 required to sign in. You will need both at these enables to complete the sign in process.
True FW is 20000
After successfully activating your account, this PNN in no longer required and your may defect bits email.
Hankyos, Microsoft 305 Eugust Taam
If you have received his oreal in error, please netly us using the following link: <u>calculut Departures Center Portal Historia links</u>
If you have any difficulties with the first time sign-is or using DDC, please entract your Company Advectments or or click here: https://www.state.org Company Advectments or click here: https://wwww.state.org Company Advectments or click here:

STEP 2: Select your preferred sign-m method. The Digital Operations Center supports several types of sign-in methods: depending on your user account type. You may select any qualifying account of your choice or create a new one.

STEP 3: Sign in for the first time. Supported sign-in credentials Windows Live ID Microsoft Corp Net with the information from Steps 2 and I, You are ready to sign in to DOC by clicking <u>www.microsoftoem.com</u> where you will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4: Enter your PIN. Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering PIN, you will be taken to the Home Page. The invitation mail will provide you the detailed step (as per below screen).

Subject: Welcome to the Microsoft Digital Operations Center

I	Welcome to the Microsoft Digital Operations Center (DOC)!
I	Your new DOC account has been created. To begin using DOC applications, you y

Your new DOC account has been created. To begin using DOC applications, you will need to complete the following five steps the first time you sign in.

STEP 1 - Find your sign-in PIN (Personal Identification Number).

After this welcome email, you will receive an additional email containing a first time sign-in PIN. Please make note of the PIN; it is a six-digit number.

STEP 2 - Select your preferred sign-in method.

The Digital Operations Center supports several types of sign-in methods, depending on your user account type. You may select any qualifying account of your choice or create a new one. Please note that your company may have policy guidelines regarding this account selection.

User Account Type	Supported sign-in credentials		
Microsoft Partner Extranet yourdomain\userid	Windows Live ID	Microsoft CorpNet	
External customer (OEM, Distributor, etc.)	~	4	
External partner (AR, SPV, etc.)	×	✓	
Internal Microsoft employee or vendor			1

STEP 3 – Sign in for the first time.

With the information from Steps 1 and 2, you are ready to sign in to DOC by clicking the following link: stepsilon.org. You will be asked to select a preferred sign-in method. After making your selection, you will be directed to the sign-in page.

STEP 4 - Enter your PIN.

Once you have successfully signed in, you will be asked to provide the PIN number obtained in Step 1. After entering your PIN, you will be taken to the Home Page.

STEP 5 – Browser Configuration.

After you have successfully completed your first-time login, please follow the steps outlined in Section 1 of our "About DOC" guide to ensure DOC runs smoothly within Internet Explorer: <u>About DOC</u>. You are now ready to start using the Microsoft Digital Operations Center!

Note: Your account must be activated within 30 days of receipt of this email, otherwise your account will be suspended.

Note: If your account is suspended or if your account becomes locked after three unsuccessful sign-in attempts, please contact your Company Administrator. The Company Administrator is a designated person within your organization defined in your Microsoft agreement.

To learn more about the functionality of various applications within DOC, click here: About DOC

Thank you, Microsoft DOC Support Team

If you have received this email in error, please notify us using the following link: <<u>Objectations Center Portal Helpdesk link</u>>

If you have any difficulties with the first time sign-in or using DOC, please contact your Company Administrator or click here: Digital Operations Center Portal Helpdesk link>

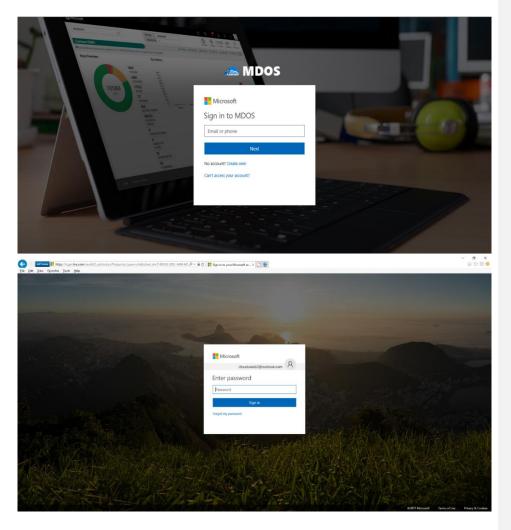
Privacy Statement

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

PLEASE DO NOT REPLY TO THIS E-MAIL, AS IT IS AN UNMONITORED ALIAS.

Step-by-step: (New authorized user persona)

 User logs in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.



2. User will be greeted with a welcome to MDOS message.

MDOS	Microsoft	œ	Q	٢	(2
	200					
	MDOS					
	Welcome to Microsoft Digital Operations Services 🖲	R.				
	User 23, Cloud OA LAB					

3. User must accept the Terms and Conditions (if they agree) to continue with the MDOS application.

MDOS TERMS & CONDITIONS		
Microsoft MDOS Privacy Statement	^	USER PROFILE User 23, Cloud OA LAB SIGNATURE
Last updated: June 2016		
At Microsoft, we're working hard to protect your privacy, while delivering software and services that bring you the performance, power and convenience you desire. This privacy tatement explains the data collection and use practices of Microsoft Digital Operations Services ("MOOS"). It doesn't apply to other online or offline Microsoft Sites, products, or services that have their own privacy statements.		Please type in the User Proble name in the above text field. (Ex. Lastname, Firstname)
MDDS may provide you with access to a variety of resources, including the ability to manage and assign product activation skeys partbased from Microsoft ("KeyG"), information about, software and services, deministrational assist, offware and tools, or use offer products and anticols from Microsoft or their parties with different privacy practices. Your use of other products and services is governed by their privacy statements and policies.		I Accept The Microsoft MDOS Terms Of Use. I DISAGREE I AGREE I AGREE
Collection and Use of Personal Data		Ą
Moreoph collects data to operate effectively and provide you with the best products, services and expenses are can. Some of this information you provide directly to us, such as when you register for a service like MoDCS. Some of a way bety preceding have you instruct with our products and survices, information to Moreover, and the service and the provide provide and an evica- ing the service of the servic	v	

4. Once the Terms and Conditions are accepted, the user will be able to login to MDOS application.

					Partner Status		
IOSOFT AGREEMENT 50000455	14 🗸				0 Application Received	2 Pending Acceptance	3 Onboard Completed
os Ca test					>4 Migration	1 Manage User + /	Add DLP + Add Agreeme
					B	NAVIGATE TO DASHBO	ARD
Completed Forms							
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS		_
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AUREEMENT NUMBER	Enour	SIATUS	ACTION	
nivush rov	AIA	Centralized	5000045514	v.piro@microsoft.com	Onhoard	Completed RESENT	INVITATION
piyush roy	AIA	Centralized	5000045514	v-piro@microsoft.com			INVITATION DISABLE
piyush roy lab 11 test	AIA Andorra	Centralized	5000045514	v-piro@microsoft.com cloudoalab11@outlook.com			INVITATION DISABLE
					Pending	Acceptance RESENC	
lab 11 test	Andorra	Centralized	5000045514	cloudoalab11@outlook.com	Pending	Acceptance RESENC	INVITATION DISABLE

5. Click on 'Navigate to Dashboard' so that partner can navigate to dashboard application to perform the key operations.

Microsoft						025	Q I	j g	© (
MICROSOFT AGREEMENT 5000045514	\sim	UPLEVEL DOWNLEVEL	MICROSOFT 3				Production	0 Tatal Keys	0 Fulfilled Keyn Ret	0 wrned Keys
mdos Ca test				🛓 Get Keys	C Assign Keys	C Recall Keys	Z Export Keys	🛓 Import Keys	2 Order Keys	+++ More
OYour dashboard data was last updated: 2017-08-2	8 19:39:16.Please refresh the pa	ge if data is not update	d.							
Keys Overview		Key History								
						₽.		LAST 6	MONTHS	\sim
No Data Found.		x .								
		0 March	Apr		Мау	June	_	July	August	
				F1	ifilied 🗾 Rep	ortedBound 🧱 Retu	med		EXPORT DATA	
	0 KEYS FFICI Business 2	0 KEYS Contoso Subsidia	~ >							
Keys Overview		Notification								

SECTION 1. INTRODUCTION

1.1. MDOS OVERVIEW

Welcome to Microsoft Digital Operations Services (MDOS)

MDOS is a web based service that provides Microsoft partners (OEM, ODM/IDH and Third-Party Installers) the ability to complete the OEM Activation Services 3.0 (OA 3.0) end-to-end process that is required to order and ship devices installed with Microsoft Windows. The MDOS service provides partners the ability to digitally order, fulfill, transfer and return digital product keys (DPKs) as part of doing business with Microsoft. Microsoft is discontinuing physical Certificate of Authority (COAs) licensing stickers as a way of licensing products. Beginning with Microsoft Windows 8, partners are now required to use DPKs to manufacture and pre-license the device at manufacturing time. The MDOS system is a cloud service that can be used by partners to complete these transactions with Microsoft.

In order to transact with Microsoft, new and existing partners will need to onboard onto the MDOS system and begin transacting in a digital way. The OA 3.0 activation process is a new way to license and activate Windows. Before beginning to use this new model, it is important to understand some key concepts and requirements. Below, is a high-level overview of both the new OA 3.0 end-to-end process requirements, as well a high-level overview of the capabilities of the MDOS service.

OEM Activation 3.0 End-to-End

OA 3.0 as noted is a new digital way of manufacturing, pre-licensing, and shipping windowsbased systems. OA 3.0 provides an entire framework for how OEM/ODM partners transact with Microsoft, as well their downstream manufacturing partners and entities. In OA 3.0, the process starts by an OEM/ODM, who has already completed a Microsoft License Agreement (GPA) with Microsoft. If you do not have GPA or Licensing agreement with Microsoft, please contact your Customer Operations Manager (COM) or your Microsoft Sales Manager to understand what is required to complete a direct licensing agreement with Microsoft.

Once a partner has an agreement signed with Microsoft to sell Microsoft Windows and/or additional products, the next step is understanding the end-to-end process that is required to complete the OA 3.0 process for Windows shipments. The process starts with a toolset required to digitally connect to Microsoft. Today, the partner has a choice of whether to build an OA 3.0 client or leverage the existing solution offered by Microsoft, called MDOS. The MDOS solution is provided for partners that complete under one million transactions a year. For all other partners, building an OA 3.0 client is required. The remainder of this manual will detail aspects of the MDOS system, as well provide overview, step-by-step examples, tips, and details about the specific functionality available in the MDOS service. Below, we discuss the OA 3.0 end-toend process for understanding. We will then discuss at a high level how to use MDOS to ensure your continued success purchasing, manufacturing, and shipping Microsoft Windows to your end users.

The OA 3.0 feature set end-to-end process that is required



The Digital licensing and entitlement process starts with the OEM/ODM placing an order to Microsoft for Microsoft Windows digital product keys (DPKs). This order can either be a form of credit card at Microsoft, which allows the OEM's designated partners to order against (Call Off Order), or it is a direct order from the OEM to Microsoft (Standard Order), either type is supported. The order process can be completed within the MDOS service, or direct to Microsoft DOC Portal site. Once the digital order is placed to the Microsoft services, the OA 3.0 DPKs for Windows will be fulfilled into the MDOS system. The OEM then chooses a partner to complete the manufacturing portion of the project and will deploy (transfer) the digital product keys from their system to the factory, where the factory may be owned by the OEM or is a third-party Installer (TPI). Once the keys have been deployed to the factory, the factory will manufacture the Windows device and will be required to inject the DPK into the firmware (BIOS/UEFI) of the device. Once the DPK is injected, the factory will capture a Computer Build Report (CBR), which contains complete hardware information shipping with the device, as well information about the now injected DPK. This CBR is sent to Microsoft and is recorded prior to the device reaching the end user. Once the end user purchases that device and powers on, Windows will request a machine activation, which ensures the device is a Genuine Microsoft Windows device. The activation event occurs and completes and the OA 3.0 process completes. If the machine is returned for any reason within 365 days, the OEM is able to request a refund and must send Microsoft information about the specific DPK being returned and the reason for the return.

There are a variety of use cases and scenarios that are supported by the OA 3.0 end-to-end process and requires some general understanding before beginning to complete the process with Microsoft. The OEM/ODM, the entity with a direct relationship and contract with Microsoft is in control of deciding how much involvement they will have in the end-to-end process. There are three ways to setup your relationship with your downstream partners (subsidiaries, servicing centers and/or factories for manufacturing). In MDOS, we define the relationship of the OEM/ODM and its partners as a Business relationships as a Business. A business within MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. The OEM/ODM, those that have a direct contract with

Microsoft, choose the type of control and involvement they will have in the OA 3.0 end-to-end process. The OEM/ODM can choose to have a centralized or decentralized relationship with its business entities. In a centralized business setup, the OEM chooses to have total control of the process from Order to Return and all functions in between. The OEM will order, fulfill and transfer the DPKs to their downstream partners called DLP (Downlevel Partners), as well will handle all returns on their own behalf. The centralized model allows the parent entity (OEM/ODM) full control throughout the MDOS system and the end-to-end process. The other type of business setup is a Decentralized model. The decentralized model requires the OEM to place the Call Off order with Microsoft. The OEM does not need to manage the order or the digital product keys at all, instead this model relies on the DLP to manage all DPK orders, fulfillments, transfers and returns on behalf of their OEM partner. The OEM does not need to "manage" anything except the call off order with Microsoft, but is responsible for any audits required by Microsoft and as such the OEM should check in with their DLP's on a regular basis to understand what is happening within their business.

In summary, the OA 3.0 end-to-end process is setup by the OEM/ODM, the entity with the direct contract with Microsoft. The OEM/ODM is required to define the business and yet can choose to manage the entire end-to-end process directly (centralized) or choose to outsource the process to their DLP (decentralized).

MDOS Service Overview

Now that you have familiarity with the OA 3.0 end-to-end process requirements and available business related options, we will explore the high level MDOS capabilities as a tool to complete your digital business transactions with Microsoft. The MDOS service offering is available to our smaller OEM/ODM partners, those that complete less than one million shipments of Windows. The MDOS service is currently free to use for these partners including support of the service and its feature offerings. MDOS provides electronic email based support from the vendor hired by Microsoft to complete the service offering, please see support section within the MDOS manual for additional details and the specific contact information.

As noted above, partners can choose to onboard to the MDOS service or complete a build of their own OA 3.0 client, connecting to Microsoft backend web service directly. The MDOS service is an Azure Cloud based solution that also requires a physical client for the factory floor manufacturing requirements. MDOS provides the end-to-end solution required to order, fulfill, deploy, report and return Digital Product Keys required to manufacture Windows devices. Below we will explore some of the high-level features of the MDOS service offering, and walk through the onboarding requirements.

Onboarding to MDOS

MDOS provides everything required to complete the digital pre-licensing requirements set by Windows since Windows 8. To onboard to the MDOS service, you will need to complete your GPA contract with Microsoft. Once the contract has been signed, Microsoft will send you an email with your MDOS Registration information, including a link to the DOC site. The DOC is used to "register" your MSA email account and corporate email account with the system.

Because MDOS is a cloud service, you do not need to "install" any software for the OEM/ODM entity, rather you access the MDOS service via a browser URL address that will be sent to you once you have completed your contract with Microsoft. The link you will receive will direct you to register with DOC and choose which type of partner you identify as. Once the DOC registration is complete, you will be sent the MDOS direct link URL in order to login for the first time.

Defining an MDOS Business

Once the OEM/ODM have registered and successfully logged into the MDOS system, the next step is to define the type of Business that will be used (centralized or decentralized), and which entities (DLP's) you will work with to complete your Windows device end-to-end process for manufacturing and device shipment. Setting up the business is a critical step and one that should be thought through prior to attempting to setup your Business within MDOS. MDOS supports multiple businesses; which means that for one business the OEM may choose to work with Manufacturing Partner A and for another business the OEM may choose Manufacturing Partner B. The OEM may choose to setup one business as centralized and the other as decentralized. Each business is secured and keeps all details regarding that business behaves with regard to DPK fulfillment and/or CBR submissions to Microsoft. In other words, the OEM may choose to order and then manually download DPKs for one business, while setting up automatic DPK fulfillment for their other business. There are a variety of settings and options defined within this manual and we encourage you to explore the details of each for a thorough understanding.

Manufacturing with MDOS

As part of setting up the MDOS Businesses, the OEM/ODM can choose the manufacturing partner(s) they will work with. Adding the manufacturing partners into the MDOS Business requires the OEM/ODM to invite the manufacturing entity as a business entity within your defined business. The OEM/ODM will "invite" the manufacturing partner (TPI) into the business via the DLP setup within the MDOS service. Once the manufacturing partner accepts the invite, they are ready to transact on behalf of the OEM/ODM partner. The MDOS service requires the manufacturing partner to "configure" themselves within the MDOS cloud service (as a TPI) and then requires the manufacturing partner to install the physical MDOS Factory Floor Key Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet. The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Up level Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.

Conclusion

In order to manufacture and ship Windows devices, our OEM and ODM partners are now required to complete these transactions in a digital way, no longer using the COA's of the past. The OEM Activation 3.0 end-to-end process is a defined set of steps that are required to purchase, fulfill, deploy and/or return digital product from Microsoft. The OA 3.0 process requires the parent entity, that is the entity that has a direct licensing agreement with Microsoft to connect, order and fulfill digital product keys. The OEM/ODM has a choice of whether to build their own OA 3.0 client software, or leverage the MDOS service for completing transactions. The MDOS service is for use by OEM/ODM partners who complete one million or more Microsoft Windows device shipments per year. Onboarding to MDOS occurs once the OEM or ODM have successfully completed a licensing agreement with Microsoft. The MDOS service provides these entities and partners with a system to use to complete end-to-end digital orders, fulfillments, deployments and returns electronically with Microsoft. The MDOS service supports setting up Businesses that allow the OEM/ODM the ability to manage their business in a way that meets their business needs—either centralized, decentralized or a combination of both—as a subsidiary in a secure way. The OEM/ODM can invite downlevel partner (DLP's) into their business to complete functions such as servicing and manufacturing. The reminder of this manual will provide overviews, examples, step by step instructions and tips for completing your MDOS features and functions.

1.2. CAPABILITES & BENEFITS

MDOS Capabilities and Benefits

Microsoft Digital Operations Service (MDOS) is a cloud-based digital key distribution and entitlement service for Microsoft partners. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys (DPKs) as needed. MDOS is a self-service tool that provides easy access to new capabilities and allows partners to scale.

The key benefits of moving to MDOS include:

- Flexible platform: Easy to add new partners and scale your business
- Self-service capabilities
- Efficient inventory management
- User-friendly interface
- Software as a service no need to upgrade software, always up to date
- Integrated with other Microsoft platforms

MDOS provides the following capabilities:

- Basic OA 3.0 infrastructure (order, fulfill, transfer, return, report, etc.)
- Automated setup/onboarding
- ERP system integration*
- Integration with other Microsoft platforms (DOC and Connector)*
- Low cost scalability to support new Microsoft programs (pricing configurator, DA, cloud attachments, etc.)
- Business Intelligence reporting*

- Self-serve capabilities (Pop-up support, tip tool, chat support, form integration, support forums, link to documentation, etc.)
- Offline run mode (File-based DPKs)
- MES system integration* (API for FF EMS/MES)

*Some features may not be available today but will be available at a future date.

Example: Contoso OEM has a growing business where they work with multiple downlevel partners (DLPs) including TPI, IDH/ODM, and FFKIs. The businesses run in different business models where some are <u>centralized</u> and some are <u>decentralized</u>. Contoso OEM was using the DIS Chinasoft legacy system, but they are now migrating over to MDOS for its many benefits.

Contoso OEM will now be able to:

- take advantage of the flexible platform that allows them to easily add new partners as their business grows.
- navigate across different views depending on each business' structure with a userfriendly interface.
- use the self-service tool to easily perform key functions (order, fulfill, transfer, return, report, etc.).
- manage inventory for each business and see a real-time view of inventory levels, key status details, as well as access business intelligence data—all in one place.

Additionally, Contoso OEM knows that MDOS is also an online service, so updates are made automatically and they will never have to manually update their software to have the latest version.

1.3. TERMINOLOGY DEFINITION

Acronyms & Definitions:

Acronym	Term	Description
BIOS	Basic Input / Output System	The BIOS is a type of firmware used to perform hardware initialization during the booting process (power-on startup) on IBM PC compatible computers, and to provide runtime services for operating systems and programs. The BIOS firmware is built into personal computers (PCs), and it is the first software they run when powered on.
	Business	A business within MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering.

ві	Business Intelligence	Business intelligence (BI) can be described as "a set of techniques and tools for the acquisition and transformation of raw data into meaningful and useful information for business analysis purposes".
	Centralized Business	 OEM Corporate conducts all transactions with Microsoft directly OEM Corporate places orders, receives DPKs, distributes DPKs to OEM or TPI manufacturing sites OEM /TPI manufactures device and returns the Computer Build Report (CBR) and Product Bind Report (PBR) OEM Corporate submits CBRs to Microsoft
CBR	Computer Build Report	A Computer Build Report (CBR) is a mandatory report that is sent to Microsoft notifying which keys have been used (bound), so they can be activated. (See <u>CBR Computer Build</u> <u>Report</u> section for more details).
СОА	Certificate of Authority	Microsoft is discontinuing physical Certificate of Authority (COAs) licensing stickers as a way of licensing products. Beginning with Microsoft Windows 8, partners are now required to use DPKs to manufacture and pre-license the device at manufacturing time. The MDOS system is a cloud service that can be used by partners to complete these transactions with Microsoft.
сом	Customer Operations Manager	Microsoft employees who manage one or more channel partner accounts.
	Decentralized Business	 OEM Corporate creates relationship with Microsoft, but third parties can conduct transactions on behalf of OEM OEM Corporate places blanket orders with Microsoft TPI places call-off orders, receives DPKs from Microsoft, manufactures devices TPI submits CBR to Microsoft, and a copy to OEM
DOC		New content library and portal created by Microsoft for Partners. Visit the DOC to access resources or learn more.
DIS	Digital Inventory System	DIS is a client server solution for OA 3.0, which has been retired and replaced by MDOS

DOC	Digital Operations Center	An OEM portal website that includes applications and content used by the OEM Operations team and its customers to conduct business.
DPK	Digital Product Key	A digital product key, also known as a product key or software key, is a specific software-based key for a computer program. It certifies that the copy of the program is original.
DLP	Downlevel Partner	The entity that receives keys from the uplevel entity. Downlevel entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A Downlevel partner can be: - ODM/IDH or TPI in a centralized relationship - ODM/IDH or TPI in a decentralized relationship - Factory Floor (FFKI end entity in business)
ERP	Enterprise Resource Planning	Enterprise resource planning (ERP) is business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services and human resources.
FFKI	Factory Floor Key Inventory	Inventory (FFKI) client on the manufacturing floor. The MDOS FFKI client is a software install that will connect to the MDOS cloud via a secure connection through either a VPN or via the Internet or may be manually transferred (e.g. via USB). The MDOS FFKI client manages the DPKs between the MDOS cloud and the physical manufacturing floor. The MDOS FFKI Client will request DPKs from the service and will make those DPKs available for injection into the Windows device being manufactured. The MDOS FFKI client will also capture the Computer Build Report (CBR) required and send that CBR upstream to the Uplevel Partner (ULP), who will relay that to Microsoft directly depending on Centralized or Decentralized business setup.
HW Hash	Hardware Hash	A series of alphanumeric characters that identifies the hardware device. Most of the information used for hardware hash is based on motherboard and its onboard devices.
LRM	Licensing & Revenue Management	Team within MS that oversees licensing process. (SMP accounts, TPI creation, etc.).
MAT	Multiple Activation Test Key	Multiple Activation Test Key is also referred to as Test Key or TKY.

MBR	Mother Board Replacement	
MS (or MSFT)	Microsoft	Microsoft Corporation
MSA	Microsoft Account	A Microsoft account (MSA) enables improved personalization, provides seamless experiences across Microsoft products, and allows you to access enhanced features and settings. A Microsoft account (MSA) is an email account used to sign in to Microsoft services and is required to sign in to MDOS. (i.e. name@outlook.com, name@hotmail.com, name@msn.com). Or use an email account that is registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com).
MDOS	Microsoft Digital Operation Services	MDOS is a fully cloud based digital key distribution and entitlement service for Microsoft partners. It provides the ability to order, deploy, manage, bind, return, and recall Digital Product Keys as needed.
NDA	Non-Disclosure Agreement	A nondisclosure agreement (NDA) is a legal contract between two or more parties that signifies a confidential relationship exists between the parties involved.
OA 3.0	Original Equipment Manufacturer Activation 3.0 (OEM Activation 3.0)	OEM Activation 3.0 is a trusted way to uniquely bind software and service entitlements to hardware, unlocking rich opportunities across the OEM Ecosystem.
ODM/ IDH	Original Design Manufacturer/ Independent Design House	An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.
OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.
OHR	OEM Hardware Report	The OEM Hardware Report (OHR) generally follows the Computer Build Report (CBR) and includes additional hardware data required by Microsoft, such as model number, screen size, touch screen. Contrary to the name,

		the OHR is not optional, but is now required by Microsoft. (Refer to your agreement for details).
OPN	OEM Part Number	The number assigned by the Original Equipment Manufacturer (OEM) for a part they manufacture.
PBR	Product Bind Report	The Product Bind Report (PBR) is the report that is generated after keys are bound. The bind keys process links service keys (such as Office 365) with Windows keys (such as Windows 10 OS).
PC	Personal Computer	A personal computer is a multi-purpose electronic computer whose size, capabilities, and price make it feasible for individual use. PCs are intended to be operated directly by an end-user, rather than by a computer expert or technician.
РО	Purchase Order	A purchase order is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services.
RTM	Release To Manufacturing	RTM is a term used to describe the version of software first released to hardware manufacturers for bundling. The RTM process is beneficial in that it helps developers work out any bugs before general release via manufacturer refinement of the software.
RMA	Return Material Authorization	A return merchandise authorization (RMA), return authorization (RA) or return goods authorization (RGA) is a part of the process of returning a product in order to receive a refund, replacement, or repair during the product's warranty period.
ѕки	Stock Keeping Unit	In the field of inventory management, a stock keeping unit or SKU is a distinct type of item for sale, such as a product or service, and all attributes associated with the item type that distinguish it from other item types.
ТРІ	Third-Party Installer	A manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory).

ULP	Uplevel Partner	The entity above the downlevel entity. Keys will flow from this entity to downstream entities. An upper level (uplevel) partner can be: - Microsoft agreement (GPA, IDH/ODM or Embedded) - OEM, ODM/IDH or TPI in a centralized relationship - OEM, ODM/IDH or TPI in a decentralized relationship
UI	User Interface	The user interface, in the industrial design field of human- machine interaction, is the space where interactions between humans and machines occur. The goal of this interaction is to allow effective operation and control of the machine from the human end, whilst the machine simultaneously feeds back information that aids the operators' decision-making process.

SECTION 2. ACCESSING MDOS

2.1. LOG IN TO MDOS

Description:

To access MDOS (Microsoft Digital Operation Services), go to the url: https://digitaloperations.oa.microsoft.com

The log in to MDOS requires using a Microsoft account (MSA) email account and password, and requires an agreement to the MDOS Terms & Conditions. (See the <u>Onboarding Manual</u> for more details). From this location, partners may order, deploy, manage, bind, return, and recall Digital Product Keys as needed.

2.1.1. MSA ACCOUNT

Description:

A Microsoft account (MSA) enables improved personalization, provides seamless experiences across Microsoft products, and allows you to access enhanced features and settings. An MSA is an email account (formerly known as Windows Live ID) that is used to sign in to Microsoft services such as Outlook.com (or Hotmail), Office, OneDrive, Skype, Xbox, Windows and more. An MSA is also required to sign in to MDOS.

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo!, or Gmail. If you already sign into Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in.

A complete list of MSAs includes:

- Outlook
- Hotmail
- Live
- MSN
- Other emails registered as MSA (i.e. Yahoo! or Gmail)

Examples: name@outlook.com, name@hotmail.com, name@msn.com. Or an email account that is registered as an MSA (i.e. name@yahoo.com, name@gmail.com, name@qq.com, name@163.com).

Resources:

- To learn how to sign up for a new Microsoft account set up, go to Microsoft Accounts.
- To sign into your account, go to the sign in page
- If you're looking for help with your Microsoft account, refer to the Microsoft support website.
- For additional questions regarding Microsoft accounts and to see Frequently asked question, go to <u>Microsoft Account FAQs</u>

What you'll need to set up your account:

- Create a new account name
- Choose your platform (i.e. @outlook.com)
- Create a new password

What you can do with your account

- Manage how you sign in to Microsoft
- Edit your personal information (i.e. first and last name, billing info, etc.)
- Edit your billing information
- Go to your Xbox profile
- Go to your Skype profile
- Access MDOS

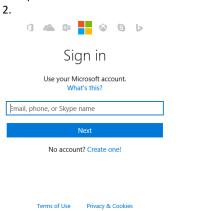
2.1.2. INITIAL LOG IN TO MDOS

Description:

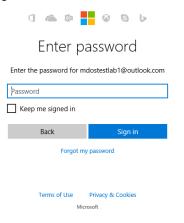
The initial log in to MDOS requires using a Microsoft account (MSA) email account and password, and requires agreement to the MDOS Terms & Conditions. After the MDOS Terms & Conditions have been reviewed and agreed to, the log in will go directly to the dashboard UI view.

Step-by-Step:

 Go to <u>https://digitaloperations.oa.microsoft.com</u> URL and the log in window will open.



2. Enter Login ID and Password information in input box and click on the Sign in button.



Microsoft

3. If logging in for the first-time, the MDOS Terms & Conditions page will open.

4. Enter the last name, comma, first name and check the I Accept check box to enable the 'I AGREE' button.

5. Click the 'I AGREE' button to accept the terms and conditions if you agree.

MDOS TERMS & CONDITIONS	
Moos TERMS & CONDITIONS	
the followerst and the	USER PROFILE User 8, Cloud OA LAB
Microsoft MDOS Privacy Statement	
Last updated: June 2016	SIGNATURE
At Microsoft, we're working hard to protect your privacy, while delivering software and services that	
At Microsoft, we're wonang hard to protect your privacy, while betwening software and services that bring you the performance, power and convenience you desire. This privacy statement explains th	
data collection and use practices of Microsoft Digital Operations Services ("MDOS"). It doesn	free
apply to other online or offline Microsoft sites, products, or services that have their own privac statements.	I Accept The Microsoft MDOS Terms Of Use.
MDOS may provide you with access to a variety of resources, including the ability to manage an	
assign product activation keys purchased from Microsoft ("Keys"), information about software an	and
services, download areas, software and tools, or use other products and services from Microsoft o third parties with different privacy practices. Your use of other products and services is governed b	
their privacy statements and policies.	•7
Collection and Use of Personal Data	
Microsoft collects data to operate effectively and provide you with the best products, services an	er l
experiences we can. Some of this information you provide directly to us, such as when you registe	ster
for a service like MDOS. Some of it we get by recording how you interact with our products an services. We collect this data in a variety of ways, including from web forms, features in MDOS that	
transmit information to Microsoft, and technologies like cookies and web beacons. Microsoft ma	
use cookies (small text files placed on a device's hard disk by a web service) or similar technologie	
to provide MDOS. For example, cookies may be used to store a user's preferences and settings, to gather usage data, to authenticate a user, or to detect fraud. We also obtain data from othe	
sources and combine with data we collect directly. The data we collect includes the following:	
Name and contact data . This includes your first and last name, phone number, and email address	155.
Credentials . When you create a Microsoft account or a MDOS account, for example, you will nee	eed and a second s
to provide a password, password hints, or similar security information used for authentication an account access	nd
Usage data . We collect information about how you interact with our products and services. Thi includes information about how you use the products and services, such as the features you use	
the web pages you visit, browser you use, and the search terms you enter. It includes informatio	

2.1.3. SUBSEQUENT LOG IN TO MDOS

Step-by-Step:

1. Go to https://digitaloperations.oa.microsoft.com URL and the log in window will open.

1 🗥 🕸 🗧 🖉 🖢	
Sign in	
Use your Microsoft account. What's this?	
Email, phone, or Skype name	
Marcak	
Next	
Next No account? Create one!	

2. Enter Login ID and Password information in input box and click on the Sign in button.

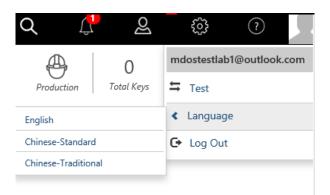
1 🧥 🕸	Ø 6 Þ
Enter p	assword
Enter the password for m	dostestlab1@outlook.com
•••••	
Keep me signed in	
Back	Sign in
	Sign in y password

3. After a successful sign in, the Dashboard UI will open.

MICROSOFT	\sim		UPLEVEL DOWNLEVEL	MICROSOFT 6			Test		138000 Total Keys	18 Futfille		0 Returned K	
ontoso OEM						Orders	Invente	iry Manage	ment 🌱	Reporting Key	Busine	ss Administrati	ion 🍾
EYS OVERVIEW			KEY HISTORY										
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	FULFILLED 1901 BOUND		200000 175000 150000										
138000	5817 ASSIGNED		125000 100000										
KEYS	112095 TRANSFERRED		75000 50000 25000										
			0 July	r	August	September		October		November	D	ecember	
					[Fulfiled	ReportedBound	Returned					
										EXPO	ORT DATA		
0 KEYS Business_81	5 KEYS FFR01	\odot	O KEYS business_b4-uat3	\oplus	O KEYS business_B5_0	oemod 🕀		90 KEVS	Ċ	6000 FFK/lab		\odot	
EYS OVERVIEW													

4. The default language can be set by selecting the language from the Log In icon.

5. On subsequent sign ins, using the same user login information, the Dashboard UI will display in the selected language.



2.1.4. BROWSERS SUPPORTED BY MDOS

Description:

MDOS supports all browsers including:

- Microsoft Internet Explorer (IE)
- Microsoft Edge
- Mozilla Firefox
- Apple Safari
- Google Chrome

Although MDOS supports all browsers, it is recommended to use Microsoft Internet Explorer/Edge in private browser to have better user experience.

2.2. MDOS SECURITY & SUPPORT

2.2.1 SECURITY AT MICROSOFT

Description:

The security of the MDOS system is backed by Microsoft. Security is built into all Microsoft products and services from the start to ensure a comprehensive, agile platform to better protect your endpoints, move faster to detect threats, and respond to security breaches across even the largest of organizations.

Find out more about security at Microsoft:

- **Prevent identity compromise** Help protect against compromise while uncovering potential breaches. Learn more
- Secure apps and data Boost productivity with cloud access while helping keep information protected. Learn more
- Expand device controls Deliver enhanced security across both company and personal devices. Learn more
- Safeguard infrastructure Enforce policies that help keep cloud resources and hybrid environments safe. Learn more

2.2.2 SECURITY WITHIN MDOS

Description:

MDOS relies on data encryption, multi-factor authentication and security measures to protect you and your company data.

Here are a few of the ways your information is protected:

- A vetting system is used to confirm information is not compromised and account information is not stolen.
- A backup system is built into MDOS to prevent data loss.
- There is a 99.9% service availability Service Level Agreement (SLA) in place.

Layers of security within MDOS:

- Logical isolation (vs. physical isolation)
- Hardware-backed encryption through Microsoft Azure Key Vault
- End-to-end encryption

2.2.3 SUPPORT FOR MDOS

Description:

Microsoft is committed to providing its partners with the highest service quality. We are proud to offer the following support services for MDOS:

- 2 years of free support (MDOS service/features)
- Support is available in English 12x5 via email
- Support is available in Chinese 12x5 via email

How to access support documentation

To gain access to the support and training documentations partners MUST request access to DOC, and MDOS. Partners can access the training content here:

- 1. DOC: microsoftoem.com
- 2. MDOS: digitaloperations.oa.microsoft.com

Contact msoemops@microsoft.com for email support.

To find answers to commonly asked questions, please refer to the FAQ section that can be found in the <u>MDOS FAQs</u> document.

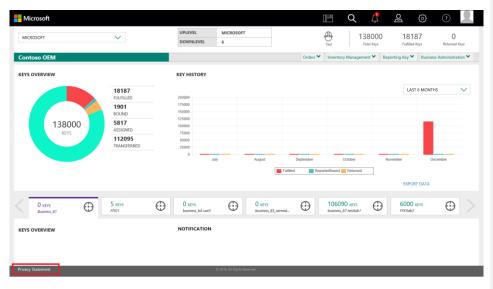
2.3. PRIVACY STATEMENT

Description:

Partner's privacy is important, and this privacy statement explains what personal data Microsoft collects from you, through our interactions with you and through our products, and how we use that data.

Step-by-Step:

- 1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.
- 2. Partner will see the Privacy Statement link at the bottom of the MDOS page.



3. On clicking the link will redirect partner to the Microsoft Privacy Statement page.

Microsoft Expand All **Microsoft Privacy Statement** & Print dated: April 2018 What's Your privacy is important to us. This privacy statement explains what personal data Microsoft collects from you, through our interactions with you and through our products, and how we use that data. Microsoft offers a wide range of products, from server products used to help operate enterprises worldwide, devices you use in your home, software students use a school, and services developers use to create and host what's next. References to Microsoft products in this statement include Microsoft services, websites, apps, software, servers and devices. Please read the product-specific details in this privacy statement, which provide additional information about some of Microsoft products. This statem applies to Microsoft's interactions with you and the Microsoft products listed below, as well as other Microsoft products that display this statement. Personal Data We Collect Personal Data We Collect How We Use Personal Data How We Use Personal Data Reasons We Share Personal Data Microsoft collects data to operate effectively and provide you the best experiences with our products. New to Access & Control Your Personal Data You provide some of this data directly, such as when you create a Microsoft account, administer you roganization's licensing account, submit a search query to fine, register for A Microsoft account, administer you voice command to Cortana, upload a document to Cheroline, purchase an MSDN subcription, ging upo Notice to End Uses for Office 355, or contact us for support. We get some of thy recording how you interact with our products by for example, using technologies like consist, and receiving error ports or usage data from Other Important Privacy Information ∨ Learn More Product-specific details: Top of page Enterprise & Developer Products 🐱 How We Use Personal Data Productivity & Communications Products 🗸 Search & Artificial Intelligence 🗸 Windows ~ Microsoft uses the data we collect to operate our business and provide you the products we offer, which

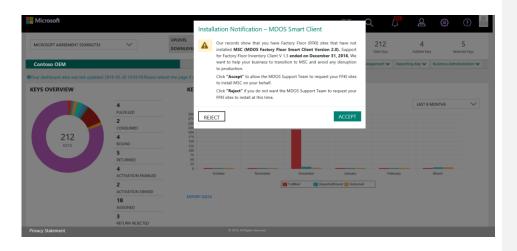
2.3. CONSENT POP-UP FOR MSC MIGRATION INVITATION FOR DLPS

Description:

To support OEMs migrating Down Level Partners (DLPs) to MSC, a "consent pop-up" will appear when Upper Level Partners (ULPs) log into MDOS requesting them to click accept if they consent to Microsoft pushing out the MSC invitation email to DLP's on their behalf. This pop-up will be displayed to all the ULPs when they login to MDOS, if they have any FFKIs who are still using FFKI1.x tool.

If ULPs click accept on the consent pop-up, Microsoft will send an MSC onboarding email to all FFKIs who have not upgraded to MSC. If ULPs click reject on the consent pop-up, no email will be triggered and ULP will not see the pop-up unless MDOS wants to notify the partners again.

Upper Level Partners need to click accept or reject on the consent pop-up to view the MDOS dashboard.

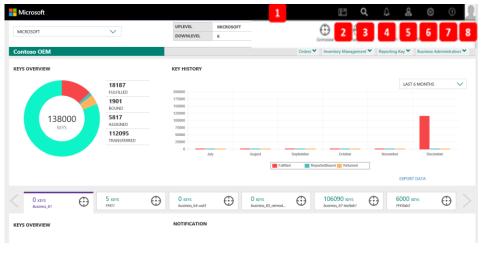


2.4. DASHBOARD UI OVERVIEW

Description:

The dashboard provides quick links to direct you to key functions. This is the MDOS landing page and it provides a top navigation bar, status bar, action ribbon, and the main dashboard.

Full dashboard view.



2.4.1 PRIMARY RIBBON - TOP NAVIGATION BAR

Description:

Hicrosoft

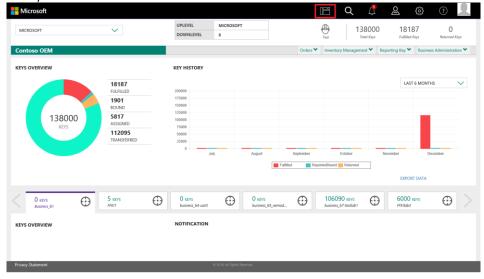
1 The top navigation bar provides quick links to key actions:

5 **Q** () **2** ()

- Dashboard Get a quick visual glimpse of your key (DPK) inventory by group.
- Search Locate keys using search criteria.
- Alert See a quick status list of your most recent key actions and updates.
- Admin (Administrator) Manage users or add and remove partners (DLP and ULP).
- Settings Get a System UI view of automatic reporting functions.
- **Help** Link to the online User Manual for detailed descriptions and step-by-step instructions.
- Log in/Account info View log in info, log out or log back in under different account, switch account environments, or change language preferences.

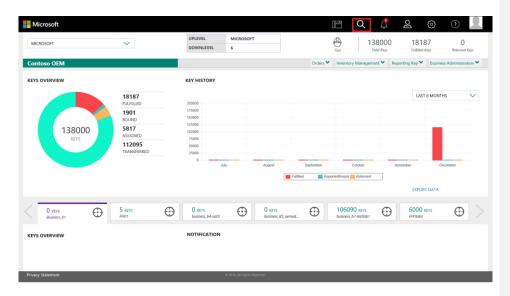
2 Dashboard:

Get a quick visual glimpse of your keys counts, grouped by status by clicking on the dashboard icon (boxes image). This visual display shows you inventory in an easy-to-understand and interactive chart view. Bar charts and donut charts provide a visual breakdown by color, and allow you to click to drill down on a status.



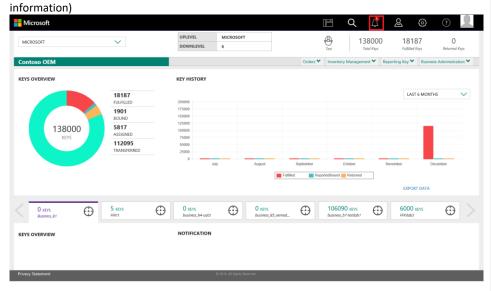
3 Search:

Use Search icon (magnifying glass image) to find product keys based on search parameters and perform key operations such as ASSIGN, RECALL, REPORT, RETURN, etc. from the search screen. You may also search with advanced search functionality. For more information on the search capabilities, see the <u>Search Keys</u> section in this manual.



4 Alert Icon:

See a quick status list of your most recent key actions and updates by clicking on the Alert icon (bell image). When a number shows up or changes, click on the alert icon to see a notification dropdown that contains a summary list of your most recent actions and updates. Click on the SHOW ALL button to see a complete list. (See <u>Alert Explanation</u> in this manual for more



5 Admin (Administrator) Tool:

The Admin icon (person image) provides a view of all your user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS, you can add, remove, or edit current users. You can also edit permissions.

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Administrator								
1 1 0 TOTAL USERS ACTIVE USERS INACTIVE USERS								EDIT
Contos OBM3								
Privacy Statement								

6 Settings:

Go to this page to view such as CBR AUTOAPPROVAL, ALLOW UPDATES OF HARDWARE INFORMATION, AUTO SUBMIT CBR, and set time or make adjustment to the time these updates are pulled and reported each day. (See <u>AUTO SUBMIT CBR</u>, sections in this manual for more information). Microsoft Certificate no longer required to perform key transactions in MDOS. The certificate upload section has been disable and will be removed from MDOS in future release. MDOS will notify the same to the partners on setting page.

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Contoso OEM			Orders 💙 🛛 Inv	ventory Management 🌱 Reportin	g Key 🂙 Business Administration 🌱
SETTINGS					
MICROSOFT CERTIFICATE CN=PQ0EMSVC1093 IMPORT	REN	MOVE CERTIFICATE		EXPIRATION DATE: 11/15/2019	CERTIFICATE STATUS:
				UPLOADED DATE: NA	Test UPLOADED BY: NA
CERTIFICATE AUTOMATION					
Certificate Automation Status OFF TURN ON					
ADVANCE SETTINGS					
CBR AUTOAPPROVAL ALLOW UPDATION OF HARDWARE INFORMATION	AUTO RETURN	AUTO SUBMIT CBR			
					SAVE CHANGE
I					
Privacy Statement					

7 Help:

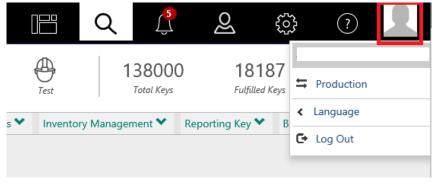
The Help Icon (Question mark symbol) provides a link to the online User Manual. The User Manual is a comprehensive resource of descriptions, examples, and step-by-step instructions for all the capabilities available in MDOS. You can also find definitions for acronyms, and links to other sources, such as FAQs. (See <u>User Manual</u> section below for more information). You may also find helpful information under the DOC site.

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		DOWN LEVEL	2		trailzed	Production	Tatal Keys	Fulfilled Keys		-

Ros		(4	MDOS Download MSC User Manual	Download DSB User Manual	Download MDOS User Manual
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2	Dearding	Module 1 Introducti	ion 🕨	Accessing MDOS	Certificate Management
Getti		Managing Inventory	Mexide 6 Reporting Keys	شرکم	BI Instrumentation
Norther B User	Management		<u>ب</u>	Advance Features	Release Notes

8 Log in:

From the Log In/Account profile icon (person image on far right), you can view which account you are currently logged on as. The Production link allows you to switch environments, while the Language link lets you choose language prefences (English, Chinese-Simplified, or Chinese-Traditional), and the Log Out link lets you log out of your current account or log back in under a different account.



2.4.2 SECONDARY RIBBON – STATUS BAR

Description:

From the secondary ribbon the status bar will display a recap of your current account information and key status.

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				DOWN LEVEL	2	Centralized	Production	Total Keys	Fulfilled Keys	Returned Keys
						3	4		5	
						-	-		-	
			_			_	_	_		

1 Business Dropdown menu – Select the business/partner you wish to work with from the dropdown menu.

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- Business definition: A secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering. (For more information about businesses and how to set up a business is available in the onboarding section of this guide.
- From the Business dropdown menu, you may:
 - Edit business name
 - Navigate across businesses
 - View number of downlevel partners
 - Easily identify selected business

2 UPLEVEL / DOWNLEVEL box – Get a quick view of the ULP and DLP partners you are working with in this account.

UP LEVEL	MICROSOFT
DOWN LEVEL	2

- **Upper Level Partner or Uplevel Partner (ULP):** Is the entity above the down level entity. Keys will flow from this entity to downstream entities. An Upper level partner can be:
 - Microsoft agreement (GPA, IDH/ODM or IoT)
 - OEM, ODM/IDH or TPI in a centralized relationship
 - OEM, ODM/IDH or TPI in a decentralized relationship
- Down Level Partner or Downlevel Partner (DLP): Is the entity that receives keys from the up-level entity. Down level entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PBR reports. A Down level partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

3 Centralized vs. Decentralized Business Models – See the status of which business model you are currently working with.



Centralized Model

- OEM conducts all transactions with Microsoft directly.
- OEM places orders, receives DPKs, distributes DPKs to OEM or TPI manufacturing sites.
- OEM/TPI manufactures device and returns computer build report (CBR) to OEM.
- OEM submits CBRs to Microsoft.

Centralized Requirements

- All supply chain members must register in MDOS.
- No special hardware required unless FFKI is required. (Windows client station).

o Decentralized Business Model

- OEM creates relationship with Microsoft, but third parties (TPI, FFKI, etc.) can conduct transactions (such as order keys) on behalf of OEM.
- OEM places blanket orders with Microsoft.
- TPI places call-off orders (based on blanket orders), receives DPKs from Microsoft, and manufactures devices.
- TPI submits CBR to Microsoft and a copy to OEM.
- o Decentralized Requirements
 - All supply chain members must be registered in MDOS, including OEM.
 - No special hardware required.

Example: Centralized Business: Contoso OEM is in a centralized business model with ABC Factory. Contoso OEM has a direct agreement and relationship with Microsoft and a direct relationship with ABC Factory. Contoso OEM places orders with Microsoft to receive their Digital Product Keys (DPKs) directly from Microsoft and sends the keys to ABC Factory. The factory manufactures the devices and injects the keys. The Computer Build Reports (CBR) is created by ABC Factory and sent to Contoso OEM for approval

and submission to Microsoft. Contoso OEM chose this model because they want to be in control of their business, and manage their DPKs and CBRs directly.

Example: Decentralized Business: OEM ABC is in a decentralized business model with Mexico Factory and China Factory. OEM ABC places Blanket Orders with Microsoft for each factory that will be manufacturing client PCs (in this case Mexico Factory and China Factory). The factories receive the keys directly, manufacture the devices, and inject the keys. Both factories create their Computer Build Reports (CBR) and submit the CBRs directly to Microsoft. OEM ABC chose a decentralized model because it has trusted relationship with both factories, and does not want to manage any of the daily operations of DPKs. OEM ABC understands their liable for all the operations performed by their factories on their behalf.

4 Account Environment Status – See the status of which MDOS environment you are currently working in. This should be displayed as Test or Production.



- **Production** This is the environment where all key activity occurs (order, fulfillment, etc.) and will be invoiced to the partner. All keys can be activated by the end user.
 - NOTE: You should use this environment for all key activity for it to occur. This should <u>not</u> be used as a test environment.
- Test or Partner Quality (PQ) This is the environment that may be used to test updates before they go to production for implementation. Keys will not be invoiced and in most cases, cannot be activated by the end user.
 - NOTE: You should <u>not</u> use this environment for actual key activity as this is for testing scenarios only.

Production vs. Test or Partner Quality (PQ) environment Example:

TPI ABC is new to MDOS and about to begin working with Contoso OEM in a centralized relationship. Contoso OEM wants to do a test-run scenario with their new DLP, before they officially begin working with them in MDOS. Contoso OEM goes into the partner quality test environment to place a test Standard Order for keys and assigns the DPKs to TPI ABC. TPI ABC will set up their MDOS account in the MDOS test environment called partner quality test environment. The TPI will receive the DPKs, manufacture the devices, and submit the CBR back to Contoso OEM. Once they confirm the set up and how they will work together, they both move to the production environment to begin placing actual orders and using key functions.

5 Key Counts / Key Inventory – see a default view current count of product keys by Total Keys, Fulfilled Keys, and Returned Keys. (Refer to the <u>Business Intelligence section</u> for details on customizable key count & inventory searches).

25	10	0
Total Keys	Fulfilled Keys	Returned Keys

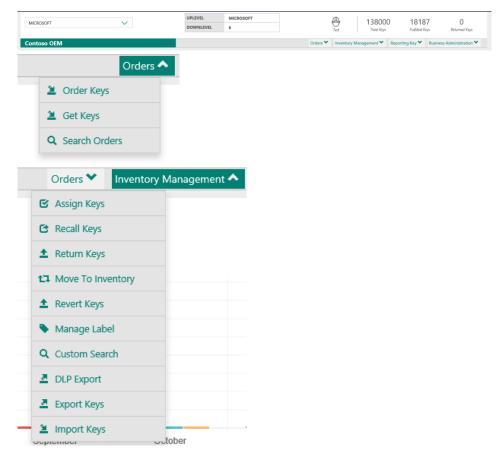
All Key Statuses –

Fulfilled	Ordered keys have been downloaded through MDOS to the OEM. (Note: All partner DPKs that are ordered, are automatically downloaded to the MDOS platform).
Assigned	Keys allocated by ULP to their DLP from current inventory. (ULP view)
Transferred	Keys allocated by ULP to their FFKI from current inventory. (ULP view)
FFKI Fulfilled	Keys have been assigned to FFKI (FFKI view)
Consumed	Keys have been exported and can be bound/injected by DLP.
Bound	Keys injected to device. Keys need to be reported in CBR so they can be activated. CBR is automatically created in MDOS.
Marked For Submit	Bound keys selected in background process and are ready for CBR submission (CBR has not been submitted to Microsoft yet).
Reported Bound	Bound key submitted to Microsoft and waiting for Microsoft acknowledgment.
Activation Enabled	CBR acknowledgement by Microsoft. Keys ready to be activated for consumption. (final status)
Activation Denied	CBR rejected by Microsoft. Keys status changes to Activation Denied.
Marked For Return	Keys have been returned to Microsoft. (Still awaiting Microsoft acknowledgment and approval and possible account credit).
Reported Return	Keys submitted for return to Microsoft, pending approval.
Returned	Keys have been returned to Microsoft.
Return Rejected	Return has been rejected by Microsoft. Keys status changes to Return Rejected
Product Bound	PBR acknowledgement by Microsoft for service keys.
	-

2.4.3 TERTIARY RIBBON - ACTION RIBBON

Description:

The tertiary ribbon is the Action Ribbon. This ribbon will display the most commonly used actions for product keys:



- Get Keys Download keys that have been ordered and pull them into your inventory. For direct Microsoft partners or decentralized TPIs. (See <u>Getting DPKs</u> section for more information – for direct partners and OEMs only).
- Assign Keys Assign keys to downlevel partners (DLP) from inventory; by quantity, key, or search criteria. (See <u>Assign Keys</u> section for more information).

- **Recall Keys** Allows OEM/IDH/TPI users to recall the keys from downlevel partners. (See <u>Recall Keys</u> section for more information).
- **Export Keys** Export keys from MDOS into a zip file and store in a secure location for future use. (See <u>Export Keys</u> section for more information).
- Import Keys Import keys into the MDOS system from an external file location. (See Import Keys section for more information).
- Order Keys Order keys from MDOS for consumption with a standard, blanket, or call off order. (See <u>Order Keys</u> section for more information).



2.4.4 QUATERNARY SECTION - MAIN DASHBOARD

Description:

The main dashboard view provides a quick visual glimpse of your keys counts, grouped by status. This visual display shows you inventory in an easy-to-understand and interactive chart view. Bar charts and donut charts provide a visual breakdown by color, and allow you to click to drill down on a specific key status.

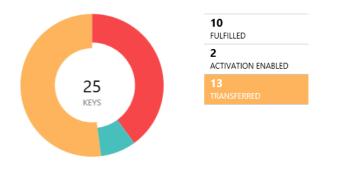


• Key Overview – See a breakdown of keys by status (Fulfilled, Activation Enabled, Bound, Returned, etc.) and counts for each in a color-coded donut chart.

• Key History – Select a date range in the pulldown menu to see a breakdown of keys by status (Fulfilled, Activation Enabled, ReportedBound, and Returned) and counts for each in a color-coded bar chart view.

Example: Contoso OEM is looking for a high-level overview of their key status. Contoso OEM goes to the MDOS dashboard and looks at the Key Overview image to see their total keys, the donut chart for a quick view by color for each status, and actual counts for each status in the summary section. By clicking on the yellow section in the chart, they can see that there are 13 keys in transferred status and this is highlighted in the summary section outside the donut chart. Contoso then clicks on the transferred status in the summary section to go directly to the search page and see results based on the transferred key status.

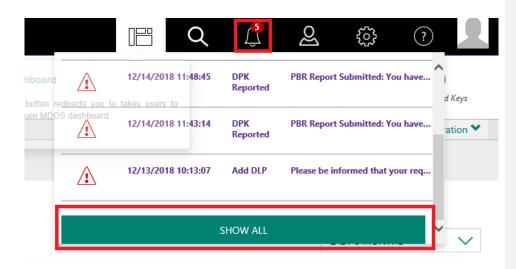
Keys Overview



2.5. ALERT EXPLANTION

Description:

Confirmation notifications will appear under the Alert icon (bell image) indicating recent changes. When a number shows up or changes in the red circle on the Alert icon, click on the icon to see a notification dropdown that contains a summary list of your most recent actions and updates. Recent changes may include key status changes, order placement confirmations, and links to the Download Center exports. Click on the SHOW ALL button to see a complete list of all recent changes.



Functions that generates MDOS Alerts:

- ULP request accepted by DLP
- DPK Download
- Export Key
- Import Key
- Key Return
- PBR Report
- Key Return Rejected
- Assign Keys To DLP
- Recall Keys By ULP
- Order Keys
- DLP Export Keys

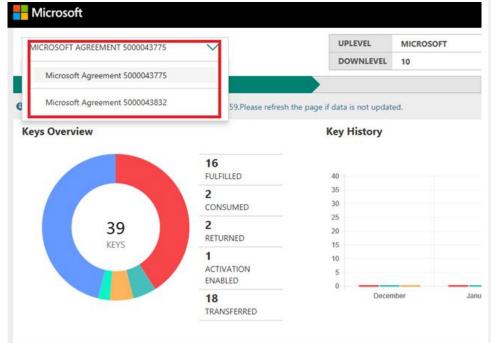
Example: Contoso OEM assigns keys to their downlevel partner, ABC TPI using the Assign Keys by Search functionality, so they can search for their fulfilled keys. Once the keys are assigned, the key status for those keys would then be changed from fulfilled to assigned and would not show up until searched again. Contoso OEM can easily see that the assign function was successful as a number shows up or changes in the red circle on the the Alert icon (bell image) in the top navigation bar. They click on the Alert icon to see a quick status list of their most recent key actions and updates, then click on the Show All button to see a full list of all key actions and updates in their history.

Tip Tool: See a quick status list of your most recent key actions and updates.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. Click on the Alert icon (bell image) in the top navigation bar to see a quick status list of your most recent key actions and updates.

4. Click on the SHOW ALL button to see a complete list of all recent changes.

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hboard		12/14/2018 11:48:45	DPK Reported	PBR Report	Submitted: Yo) d Keys
	e <u>directs you to</u> OS dashboard.	takes users to 12/14/2018 11:43:14	DPK Reported	PBR Report	Submitted: Yo	u have	ation 💙
		12/13/2018 10:13:07	Add DLP	Please be in	formed that yo	our req	
			SHOW ALL			~	~

5. From the Alerts page, a complete list of all recent changes will display.

6. Check box(es) to select r	essages and delete once finished.
9 Your dashboard data was last updated: 2017-03-17 20:37:13	

A	lerts						
	î Delete					1 Total A	erts
Ш		PRIORITY	DATE	TITLE	MESSAGE		
		Â	03/17/2017 12-11:11 AM	Request Status	Request accepted successfully :Your business request has been accepted by Contoso India.		
						< •>	

SECTION 3. GETTING DPKS

3.1. ORDER KEYS

Description:

The Order Keys functionality in MDOS allows the user to order keys for consumption with a standard, blanket, or call off order.

- Standard order A standard order is an order placed by an OEM, specifying a single ship-to location (OEM or TPI site), and includes a given quantity and requested delivery date for each line item.
- Blanket order A blanket order is an order for a product placed by an OEM, specifying a single delivery location (OEM or TPI site) and an expiration date. Each line item on the blanket order specifies a maximum quantity of product keys, which the designated receiving organization can request while the order remains active.
- **Call off order** A call off transaction is placed against a blanket order by the ship-to location (OEM or TPI) that is specified on the blanket order. Each line item on a call off transaction must specify a requested delivery date and a quantity. The quantity ordered must be less than or equal to the remaining blanket order quantity for that product.

Before you can order and receive digital product keys from Microsoft, the Company Administrator at your organization must login to the Microsoft DOC portal and activate your account using the PIN received in mailbox.

To download product keys, use the Get Keys functionality to download the product keys ordered in the DOC portal. (See <u>Getting DPKs</u> section for more information).

Direct order model and reduced stock requirements:

- OEMs order keys directly from Microsoft
 - Large stock levels not required a small safety stock is sufficient

Decentralized order model:

 OEMs/TPIs can place standard orders and blanket/call-off orders under a single billto/payer (matches current process)

Example:

In a decentralized business model, OEM ABC places a blanket order for 100 keys in MDOS and selects their downlevel partner (ship to) as Contoso TPI. The order is placed in January 2017 and OEM ABC sets an expiration date for April 1, 2017. Contoso TPI could go into MDOS in February 2017 and place a call off order to receive (or fulfill) 50 of the keys from the order for consumption, and place another call off order in March 2017 for the remaining 50 keys.

Therefore, the amount in the call off orders is less than or equal to the amount available in the blanket order and is called off before the expiration date. Additionally, the OEM would receive

an invoice for 50 keys in March and a second invoice for another 50 keys in April as that is when the keys are consumed.

Tip Tool: Order Keys from Microsoft for consumption via a standard, blanket, or call off order.

NOTE:

- Standard orders can only be placed by OEMs, for both centralized and decentralized businesses.
- Blanket order can only be placed by OEMs. Primarily for decentralized businesses.
- Call-off order primarily placed by IDHs. Primarily for Decentralized business model after a blanket order has been placed.

3.1.1 STANDARD ORDER

Description:

A standard order is an order placed by an OEM, specifying a single ship-to location (OEM or TPI site), and includes a given quantity and requested delivery date for each line item. Standard orders can only be placed for both centralized and decentralized businesses.

Tip Tool: Order Keys from MDOS with a standard order. A standard order can only be placed by OEMs, with either centralized or decentralized business models.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

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Contoso OEM				Orders 🌱	Inventory Managemen	t 🌱 Reporting Key 🌱	Business Administrat	ion 🌱
Orour dashboard data was last updated: 20 KEYS OVERVIEW	1812/17/12/41/Please ref 18187 RuSHID 1901 BONN 5817 5817 18295 112995 TDAMSFERRED	eten the page if data is not upo		Deptember	October OtesBlound Refursed	November	T 6 MONTHS December	
O KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFIC	0 KEYS business_b4-uat3	O KEYS business_	B5_cormod	106090 KEVS business_b7-testlab1	6000 SG_FFKI		
KEYS OVERVIEW		NOTIFICATION						
								~

3. From the dashboard view, click on Order Keys (under orders menu) from the action ribbon in the menu bar.

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Contoso OEM				Orders	Invento	ry Manage	ement 🗙 Re	porting Ke	ey 🌱 Business	Administration ¥
Your dashboard data was last updated: 2018-	12-17 12:24:17.Please refresh the	e page if data is not up	dated.	Get Keys	Order K	eys		- 1		
KEYS OVERVIEW		KEY HISTORY		Q Search Orders			crosoft for consu it, or call off order			
	18187	200000			_	_	_	_	LAST 6 MONTHS	\sim

4. From the ORDER KEYS menu, select **STANDARD** from the options under CREATE ORDER.

STANDARD BLANKET CALL OFF	ORDER KEYS	CREATE ORDER	ORDER INFO ORDER LINE	SUMMARY CONFIRMATION
		STANDARD	BLANKET	CALL OFF

5. From the ORDER KEYS – ORDER INFO screen, fill in required fields. (OEM PO Number, PO Date, Delivery Date).

6. Then the click CONTINUE WITH LINE ITEMS button.

NOTE: The ORGANIZATION (Ship To) and SHIPPING DESTINATION (Sold To) IDs and associated agreement details will display. The IDs will vary for decentralized business models, but will remain the same for centralized business models and these fields will be read-only.

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MICROSOFT AGREEMENT 5199905515	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6			Test	13800 Total Keys		
Contoso OEM					Orders 💙	Inventor	y Management 🌱	Reporting Key 🌱	Business Administration 🌱
ORDER KEYS									
All fields are required.	CRE	ATE ORDER ORDER IN	IFO ORDER LINI	e summary	CONFIRI	MATION			
FROM ORGANIZATION			AGR	EEMENT NUMBER	-	AGREEME	NT DESCRIPTION	AGREEME	NT TYPE
CONTOSO OEM				199905515				GPA IOT	PAX
SHIPPING DESTINATION									
CONTOSO OEM			\sim						
OEM PO NUMBER OEM	PO DATE	DELIVERY DATE							
OEM PO NUMBER 12	/17/2018	12/17/2018							
BACK								CONTINUE WI	TH LINE ITEMS
Privacy Statement		4	2016. All Rights Reserved						

7. From the ORDER KEYS – ORDER LINE screen, check the box(es) to select line number(s).

If partner is not seeing the line items or could not find the latest SKU's added to their agreement, partners can click on 'Refresh' icon to sync up newly added SKUs in DOC.

Partner can also search the licensable part number by entering the name or number of that license in the search box and search accordingly.

RDER	KE,	/S		CREATE ORDER	ORDER INFO	ORDER LINE	SUMMARY	CONFIRMATION	
9	SEARCH	LICENSABLE NAME / PAR	T NUMBER				Q		Click 'Refresh' icon to sync your line items
		LINE NUMBER	LICENSABLE	PART NUMBER	LICENSABLE NAME			START DATE	END DATE
		10	269-16965		OFFICE PRO 2016 OL	C OA3 PTK AFOLB		05/24/2018	05/05/2019
		20	7L4-00013		O365P Sub OLC OA3	PTK AFOLB		05/24/2018	05/05/2019
		30	7NM-00087		PK6 Office 365 Perso	nal WW 03081 OA3 OEM		05/24/2018	05/05/2019
		40	FQC-08800		WIN PRO 10 OLC OA	3 PTK		05/24/2018	05/05/2019
		50	KW9-00004		WIN HOME 10 OLC O	IA3 PTK		05/24/2018	05/05/2019
		60	KW9-00458		WIN HOME 10 OLC O	IA3 NonAct PTK		05/24/2018	05/05/2019
					SEL	ECTED LINE ITEM	s		
rivacy State	ement								

8. Enter quantity, then click CONTINUE WITH SUMMARY.

POLINE NIMIER LICENSAILE PART NIMIER LICENSAILE NAME OEM PART NIMIER QUANTITY DELIVERY EAST 10 WR7-00002 WIN & 1 OLC CAJ PTK [11/32/2019				SELECTED LINE ITEMS			
10 WN7-00902 WIN &1 CAC GAJ PTK 1		DELIVERY DATE	QUANTITY	OEM PART NUMBER	LICENSABLE NAME	LICENSABLE PART NUMBER	PO LINE NUMBER
	REMOVE	11/30/2016	1		WIN 8.1 OLC OA3 PTK	WN7-00902	10
BACK CONTINUE WITH S	TH SUMMARY	CONTINUE WITH SUMMARY					BACK

9. From the ORDER KEYS – SUMMARY screen, review your order then click the CONFIRM MY ORDER button.

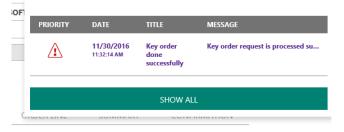
ORDER KEY	S						
		CREATE ORDER	ORDER INFO	ORDER LINE	SUMMARY	CONFIRMATION	
	FR						
OEM PO NUMBER	FROM ORGANIZATION MDOS SPE Acco	unt-0000130389		NT DETAILS	ensing Agmt (2015)) for	TOTAL ORDER AMOUNT
			Nameo	d : 2019-05-05T07	:00:00	,	O OOLISD
OEM PO DATE	SHIPPING DESTINATION	1	DELIVERY	DATE			0.00 ^{USD}
6/19/2018	MDOS SPE Acco	unt-0000130389	6/19/2	018			
PO LINE NUMBER	PO LINE NUMBER LICENSABLE PART NUMBER LICENSABLE NAME				QUANTITY	UNIT PRICE	EXTENDED PRICE
110	KU9-00004	WIN HOME SL 10 OLC OA3 PTK EN			1	0.00	0.00
Unit prices shown a							
✓ Inclusive of app ✓ Exclusive of any	r taxes which may apply						
	ge for future dated deliveries						
✓ Not final until :	✓ Not final until such time as invoicing occurs						
BACK							CONFIRM MY ORDER

10. A final confirmation page will display after your order request is submitted for processing. Click FINISH or you may click ORDER MORE KEYS.

NOTE: It can take approximately 30 minutes to obtain actual keys. Keys can then be downloaded and added to inventory.

ORDER KEYS	CREATE ORDER ORDER INFO ORDER LINE SUMMARY CONFIRMATION
	Order Request is Submitted. Note You will be notified once your order is processed.
	ORDER MORE KEYS FENSIN

11. A confirmation notification will also appear under the Alert icon, indicating recent changes.



3.1.2 BLANKET ORDER

Description:

A blanket order is an order for a product placed by an OEM, primarily with decentralized business models, specifying a single delivery location (OEM or TPI site) and an expiration date. Each line item on the blanket order specifies a maximum quantity of product keys, which the designated receiving organization can request while the order remains active.

Tip Tool: Order keys from MDOS with a blanket order (larger bulk order). A blanket order can only be placed by OEMs, primarily with decentralized business models.

NOTE: Blanket Orders follow the same procedure as that of Standard Orders with the an additional "Expiry Date" field on the ORDER INFO page.

Step-by-step:

- 3. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.
- 4. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

Hicrosoft					E Q	Ļ	ର୍ଯ	(j) (j)	
MICROSOFT AGREEMENT 5199905515	~		MICROSOFT 6		Test	138000 Tatal Keys	D 1818 Fulfitied A		695
Contoso OEM				Orders 🌱	Inventory Mana	gement 🌱	Reporting Key 🂙	Business Administrati	ion 💙
OYour dashboard data was last updated: 2	018-12-17 12:24:17.Please ref	resh the page if data is not updat	ted.						
KEYS OVERVIEW		KEY HISTORY							
138000 KEYS	18187 RUFHLED BOUND 5817 ASSIGNED 112095 TRANSFERRED	20000 17300 15000 15000 75000 5000 25000 0 	August	September	October ortediliound Return	ed	LAST November EXPOR	December	
O KEYS Business_81_UAT3_DD	5 KEVS Sagnik FFICI	0 KEYS business_b4-uat3	O KEYS business, I	as_cormod	106090 KEVS business_b7-testia) 6000 sg_FFKila		
KEYS OVERVIEW		NOTIFICATION							
Privacy Statement		© 21	016. All Rights Reserved						×

5. From the dashboard view, click on Order Keys (under orders menu) from the action ribbon in the menu.

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inistration ¥
\sim

6. From the ORDER KEYS menu, select **BLANKET** from the options under CREATE ORDER.

ORDER KEYS					
	CREATE ORDER	ORDER INFO	ORDER LINE	SUMMARY	CONFIRMATION
	STAN	DARD	BLANKET	CAL	L OFF

7.

From the ORDER KEYS – ORDER INFO screen, fill in required fields. (OEM PO Number, PO Date, Expiry Date).

8. Click the CONTINUE WITH LINE ITEMS button.

- Microsoft								lË	α	Ą	ର୍ଯ	ŝ	?
MICROSOFT AGREEMENT 5199905515	\sim		UPLEVEL DOWNLEVEL	MICROSOFT 6				Test		138000 Total Keys) 181 Futfille		0 Returned Keys
Contoso OEM							Orders 💙	Invento	ry Manaj	gement 🌱	Reporting Key	Busines	as Administration 🌱
ORDER KEYS													
All fields are required.		CREATE OF	RDER ORDER IN	IFO ORD	er line	SUMMARY	CONFIRM	MATION					
FROM ORGANIZATION					AGREEMEN	ſ NUMBER		AGREEME	INT DESC	RIPTION	AGREEI	AENT TYPE	
CONTOSO OEM					₫ 519990	5515					GPA I	DT PAX	
SHIPPING DESTINATION													
CONTOSO OEM				\sim									
OEM PO NUMBER	OEM PO DATE	D	DELIVERY DATE										
OEM PO NUMBER	12/17/2018	—	12/17/2018										
BACK											CONTINUE	WITH LINE I	TEMS
Privacy Statement			1	D 2016. All Rights R	eserved								

8. From the ORDER KEYS - ORDER LINE screen, check the box(es) to select line number(s).

If partner is not seeing the line items or could not find the latest SKU's added to their agreement, partners can click on 'Refresh' icon to sync up newly added SKUs in DOC.

Partner can also search the licensable part number by entering the name or number of that license in the search box and search accordingly.

ORDEI	r ke'	ΎS	CREATE ORDEF	R ORDER INFO ORDER LINE SUR	IMARY CONFIRMATION	
	SEARCH	LICENSABLE NAME / PART NI	JMBER		٩	Click 'Refresh' icon to sync your line items
		LINE NUMBER	LICENSABLE PART NUMBER	LICENSABLE NAME	START DATE	END DATE
		10	269-16965	OFFICE PRO 2016 OLC OA3 PTK AFOLB	05/24/2018	05/05/2019
		20	7L4-00013	O365P Sub OLC OA3 PTK AFOLB	05/24/2018	05/05/2019
		30	7NM-00087	PK6 Office 365 Personal WW 03081 OA3 OEM	05/24/2018	05/05/2019
		40	FQC-08800	WIN PRO 10 OLC OA3 PTK	05/24/2018	05/05/2019
		50	KW9-00004	WIN HOME 10 OLC OA3 PTK	05/24/2018	05/05/2019
		60	KW9-00458	WIN HOME 10 OLC OA3 NonAct PTK	05/24/2018	05/05/2019
				SELECTED LINE ITEMS No Items Selected		
Privacy Stat	ement			#2 2016. All Rights Reserved		

9. Enter the quantity, then click CONTINUE WITH SUMMARY.

SELECTED LINE ITEMS							
PO LINE NUMBER	LICENSABLE PART NUMBER	LICENSABLE NAME	OEM PART NUMBER	QUANTITY	DELIVERY DATE		
10	WN7-00902	WIN 8.1 OLC OA3 PTK		ł	11/30/2016	REMOVE	
BACK					CONTINUE WI	TH SUMMARY	

10. From the ORDER KEYS – ORDER LINE screen, review your order then click the CONFIRM MY ORDER button.

SELECTED LINE ITEMS							
PO LINE NUMBER	LICENSABLE PART NUMBER	LICENSABLE NAME	OEM PART NUMBER	MAX QUANTITY	EXPIRY DATE		
10	269-16965	OFFICE PRO 2016 OLC OA3 PTK AFOLB		4	3/20/2017	REMOVE	
BACK					CONTINUE	WITH SUMMARY	

11. A final confirmation page with show up after your order request is submitted. Click FINISH.

NOTE: Takes approximately 30 minutes to obtain actual keys. Keys can then be downloaded and added to inventory.

ORDER KI	EYS						
		CREATE ORDER	ORDER INFO ORDER LINE	SUMMARY	CONFIRMATION		
OEM PO NUMBE	R FROM ORGANIZATIO	ч	AGREEMENT DETAILS			TOTAL ORDER AMOUNT	
TestKeyBla	Contoso OEM-	0000127047	5000041895 : Master I Named : 2017-07-3110	Licensing Agmt (2015))7:00:00	for		
OEM PO DATE	SHIPPING DESTINATIO	DN .	EXPIRY DATE			OUSD	
3/20/2017	Contoso OEM-	0000127047	3/20/2017				
PO LINE NUMBER	LICENSABLE PART NUMBER	LICENSABLE NAME	OEM PART NUMBER	MAX QUANTITY	Y UNIT PRICE	EXTENDED PRICE	1
10	269-16965	OFFICE PRO 2016 OLC OA3 I	TK AFOLB	5	0	0	
BACK						CONFIRM MY ORDER	
ВАСК							
ВАСК					_		

3.1.3 CALL OFF ORDER

Description:

A call off order is placed against a blanket order by the ship-to location (OEM or TPI) that is specified on the blanket order. Call off orders are primarily placed by IDHs with a decentralized business model after a blanket order has been placed. Each line item on a call off transaction must specify a requested delivery date and a quantity. The quantity ordered must be less than or equal to the remaining blanket order quantity for that product.

Tip Tool: Order selected keys (i.e. call off a portion) from a blanket order previously placed in MDOS. Call off orders are primarily placed by IDHs with a decentralized business model after a blanket order has been placed.

NOTE: It should take approximately 15 minutes after a blanket order is placed before a call off order can be made.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

MICROSOFT AGREEMENT 5199905515	~		MICROSOFT 6					
Contoso OEM •Your dashboard data was last updated: 20	18-12-17 12:24:17.Please ref			Orders ¥			Business Administra	
KEYS OVERVIEW	18187 RURALLD 1901 SOUND 5817 ASSEND 112095 TRANSFERRED	KEY HISTORY	August	Geptenber	October ottesBound Returned	November	AST 6 MONTHS	
O KEYS Business, B1_UAT3_DD	5 KEYS Sagnik FFKI	0 KEYS business_b4-unt3	O KEYS business_1	35_oemod	106090 KEYS business_b7-testlab1		10 KEYS (Xilab3	
Privacy Statement	_	02	1016. All Rights Reserved	_	_	_	_	

3. From the dashboard view, click on Order Keys (under orders menu) from the action ribbon in the menu.

NOTE: Blanket Order must be placed by the uplevel partner before a Call Off order can be made by the downlevel partner.

The second secon				B	ά	L)	2	0	2
	UPLEVEL	MICROSOFT		A	1.	138000	10	187	0
MICROSOFT AGREEMENT 5199905515	DOWNLEVEL	6		Test	Tatal Keys			IO/ Inf Keys	Returned Keys
Contoso OEM			Orders 🗖	Invento	ry Manage	ment 🌱 🛛 Ra	porting Key	• Business /	Administration ¥
Or/our dashboard data was last updated: 2018-12-17 12:24:17.Please refresh	the name if data is not up	dated	2 Order Keys	1					
· Con sub-scored once was not appendix to re- 17 Total of Party state reliefs	ore page it data to not up		A Get Keys	Order K					
KEYS OVERVIEW	KEY HISTORY		Q. Search Orders			rosoft for consu t, or call off order			
18187	200000			_	_	_	-	AST 6 MONTHS	\sim

4. From the ORDER KEYS menu, select CALL OFF from the options under CREATE ORDER. ORDER KEYS

CREATE ORDER	ORDER INFO	ORDER LINE	SUMMARY	CONFIRMATION
STANDARD	BLA	NKET	CALL OF	Ŧ

5. From the ORDER KEYS – ORDER INFO screen; all available account information will be displayed.

6. Fill in required fields. (Call Off Reference Number, Delivery Date).

7. Click the radio button to select the order number to call off, then click the CONTINUE WITH LINE ITEMS button.

ORDER KEYS

fields are compulsory			MICROSOFT ORDER NUMBER	OEM PO NUMBER	OEM PO DATE	EXPIRY DATE
CONTOSO OEM-0000127047		۲	1140030972	TESTKEYBLAN	20/03/2017	20/03/2017
SHIPPING DESTINATION						
CONTOSO 0EM-0000127047						
CALL OFF REFERENCE NUMBER	DELIVERY DATE					
CALL OFF REFERENCE NUMBER	DELIVERY DATE					

8. From the ORDER KEYS – ORDER LINE screen, check the box to select the order you would like to pull from.

9. Under SELECTED LINE ITEMS, enter quantity desired.

NOTE: Quantity must be less than or equal to the maximum. Maximum quantity set by uplevel partner.

10. Click CONTINUE WITH SUMMARY.

ORDE	R KEYS								
			CREATE ORDER ORDER IN	IFO ORDER		SUMMARY	CONFIRMATION		
	M TOTAL	LICENSABLE PART NUMBER	LICENSABLE NAME	MAX QUANTITY		AVAILABLE QTY	START DA	TE EP	ID DATE
	×	269-16965	OFFICE PRO 2016 OLC OA3 PTK AFOLB	5		5			
				SELECTED L	INE ITEMS				
LICENSA	BLE PART NUMBER	۲	LICENSABLE NAME		QUANTITY	DELIVER	IY DATE		
269-1696	5		OFFICE PRO 2016 OLC OA3 PTK AFOLB		\$	03/20/20	017		REMOVE
BACK								CONTINUE WITH SUMMA	RY

11. From the ORDER KEYS – SUMMARY screen, review the call off order then click the CONFIRM MY ORDER button.

ORDER KEYS

	CREATE ORDER	ORDER INFO	ORDER LINE	SUMMARY	CONFIRMATION		
FROM ORGANIZATION							TOTAL ORDER AMOUNT
Contoso OEM-0000127047							
SHIPPING DESTINATION	DELIVERY DATE						OUSD
Contoso OEM-0000127047	03/20/2017						0
LICENSABLE PART NUMBER	LICENSABLE NAME		QUANTITY	UNIT PRICE		EXTENDED PRICE	
269-16965	OFFICE PRO 2016 OLC OA3 PTK AFOLI	3	5	0		0	
BACK						CONFIRM MY C	ORDER .

12. A final confirmation page with show up after your order request is submitted. Click FINISH.

NOTE: It takes approximately 30 minutes to obtain actual keys. Keys can then be downloaded and added to inventory.

ORDER	KEYS					
		CREATE ORDER	ORDER INFO	ORDER LINE	SUMMARY	CONFIRMATION
			Order Re	quest is S	ubmitted	
			Note: You will be	e notified once your or	der is processed.	
			ORDER MORE KE	vs	FINISH	
3.1.4	CREDIT HOLD					

247

Description:

If the partners account has a credit hold, then the order placed by partner will go on hold which means partners can place their order, but the product key delivery could be delayed.

Partners need to work with their account managers to remove the hold from the account, once the hold is removed from their account, partners will receive an email confirmation on removal of delivery hold post which partners can login to MDOS and hit 'Get Keys' so that the keys can be downloaded successfully in MDOS.

Hicrosoft			
MICROSOFT AGREEMENT 5000043703	V UP	ORDER CONFIRMATION Microsoft has determined that the order will be accepted but placed on hold. Product key delivery could be delayed. Are you	64 8 3 Test Tatal Keys Autilited Keys Returned Keys
Contoso OEM100		placed on hold. Product key derivery could be delayed. Are you sure you want to continue with order?	🖻 Assign Keys 🕒 Recall Keys 差 Export Keys 🔰 Import Keys 🔰 Order Keys More
ORDER KEYS	CREATE ORDER	CANCEL	CONFIDMATION
FROM ORGANIZATION			TOTAL ORDER AMOUNT
Contoso OEM100-0000129553 shiPPING DESTINATION Contoso OEM100-0000129553	DELIVERY DATE 1/29/2018		0
LICENSABLE PART NUMBER	LICENSABLE NAME	QUANTITY: UNIT PRICE	EXTENDED PRICE
KW9-00458	WIN HOME 10 OLC GA3 NonAct PTK	1 0	0
BACK			CONFIRM MY ORDER
Legal Service & Support		© 2016. All Rights Reserved	

3.1.5 SEARCH ORDER

Description:

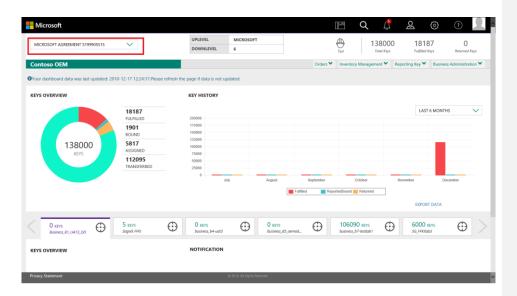
The Search order allows users to search the status of the standard order, blanket order and call off order placed in MDOS based on search parameters like PO Number, Agreement Number, MS Order Number, status, submitted date, type of order etc.

Tip Tool: View ordered keys using search functionality.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. From the Orders menu, select Search Orders.

Microsoft					E Q	. J	ରୁ 🔅	
MICROSOFT	\sim	UPLEVEL DOWNLEVEL	MICROSOFT 6		(D) Test	138000 Total Keys	18187 Fulfilied Keys	0 Returned Keys
Contoso OEM					Inventory Mana	gement 🗙 🛛 Re	porting Key 🌱 🛛 Bus	iness Administration 🌱
KEYS OVERVIEW		KEY HISTORY		Order Keys Get Keys				
	18187 FULFILLED	200000		Q Search Orders	1		LAST 6 MO	NTHS 🗸
	1901 BOUND	175000 150000 125000						
138000 KEYS	5817 ASSIGNED	100000 75000						
NLIS	112095 TRANSFERRED	50000						
		0	ly August	September	October	N	lovember	December
				Fulfiled	ReportedBound <mark>Retur</mark>	ned		
							EXPORT DAT	A.
O KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFKI	O KEYS business_b4-wat3	O KEYS business	"85_oemod	106090 KEY business_b7-testic		6000 KEYS SG_FFKilab3	\oplus >
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			© 2016. All Rights Reserved					

4. Under Search Order, the user will see the different search criteria like : PO Number, Agreement Number, MS Order Number, status, submitted date, type of order etc. Enter search criteria and click on the SEARCH button.

Hicrosoft					[F	Q	Ļ.	ð	ŝ	?
MICROSOFT AGREEMENT 5199905515		UPLEVEL DOWNLEVEL	MICROSOFT 6			Test		38000 Tatal Keys	1818 Fulfilled		0 Returned Keys
Contoso OEM					Orders ¥	Inventor	ry Manager	ment 🌱 🛛 F	Reporting Key 🂙	Busines	s Administration 🌱
Search Order											
OEM PO NUMBER	AGREEMENT NUMBER		ACTIVE	v s	UBMITTED DAT	E	\sim		RESET		
START DATE FROM	MS ORDER NUMBER I	OR							SEARCH		
END DATE TO	ALL	\sim									
Privacy Statement			© 2016. All Rights Reserved								

5. Search results will display all the orders based on the search criteria. MDOS has newly introduced quantity column, which will let the partners know the total keys placed for a particular order. Also, user can differentiate the pending and fulfilled orders based on color of the quantity column.

- Purple indicates the order is pending for acknowledgement from Microsoft and keys are not downloaded in MDOS.
- Green indicates the order is approved and the keys are fulfilled in MDOS.

				L ANNU AN A A A A A A A A A A A A A A A A	41101 (1998) 0 AT-		RESET
ART DATE ROM	AGREEF END DATE	MENT NUMBER	MS ORDER NUMBER FOR	ACTIVE 🗸	SUBMITTED DATE		THEFT.
AND DRITE INCOM			All 🗸				
IS ORDER NUMBER	OEM PO NUMBER	QUANTITY	SHIP TO ORGANIZATION	SOLD TO ORGANIZATION	ORDER TYPE	ORDER STATUS	SUBMITTED DATE
101714785	Bulk_101	10 *	TPI_internal_0000129029	Microsoft Corporation - OEM Internal	Standard	ACTIVE	09/21/2018
101714785	Bulk_101	10 *	TPl_internal_0000129029	Microsoft Corporation - OEM Internal	Standard	ACTIVE	09/21/2018
101714785	Bulk 101	10 *	TPI_internal_0000129029	CLoUD OA LAB18	Standard	ACTIVE	09/21/2018
101714785	Bulk 101	10.*	TPL internal 0000129029	CLoUD OA LAB18	Standard	ACTIVE	09/21/2018
120097896		2'	Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal	Call of reference	ACTIVE	09/20/2018
140059472	20 sep blank	7	Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal	Blanket	ACTIVE	09/20/2018
101716183	Bulk_20_Service	3000 *			Standard	ACTIVE	09/20/2018
			Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal			
101716683	205EP_01	3000 *	Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal	Standard	ACTIVE	09/20/2018
101716683	205EP_01	3000 *	CLOUD OA LAB18	Microsoft Corporation - OEM Internal	Standard	ACTIVE	09/20/2018
101716683	205EP_01	3000 *	Microsoft Corporation - OEM Internal	CLoUD OA LAB18	Standard	ACTIVE	09/20/2018
101716683	205EP_01	3000 *	CLoUD OA LAB18	CLOUD OA LAB18	Standard	ACTIVE	09/20/2018
140059872 Privacy Statement	20SEP_BLA01	20*	TPI_internal_0000129029	Microsoft Corporation - OEM Internal	Blanket	ACTIVE	09/20/2018
140059872	20SEP_BLA01	20*	TPL_internal_0000129029	Microsoft Corporation - OEM Internal	Blanket	ACTIVE	09/20/2018
Microsoft					18 Q	L 2	© >
140059872	20SEP_BLA01	20*	TPI_internal_0000129029	CLoUD OA LAB18	Blanket	ACTIVE	09/20/2018
101712599	OEM_TPI20SEP	20 *	TPI_internal_0000129029	Microsoft Corporation - OEM Internal	Standard	ACTIVE	09/20/2018
							09/20/2018
101712599	OFM TPI20SEP	20 *	TPI internal 0000129029	CLOUD OA LABIR	Standard	ACTIVE	
	OEM_TPI20SEP						
120097596	OEM_TPI20SEP	12.	Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal	Call of reference	ACTIVE	09/19/2018
120097596		B.	Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference	ACTIVE	09/19/2018
120097596 120098096 101715884	Bulk_19_2000	15* 15* 4000 *	Microsoft Carporation - OEM Internal Microsoft Carporation - OEM Internal Microsoft Carporation - OEM Internal	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Standard	ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101710311	Bulk_19_2000 bulk_19	15* 15* 4000 *	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Standard Standard	ACTIVE ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101710311 101707888	Bulk, 19, 2000 bulk, 19 bulk, 19	15° 4000 ° 6000°	Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal	Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal	Call of reference Call of reference Standard Standard Standard	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101710311 101707888 101714584	Bulk, 19, 2000 bulk, 19 bulk, 19 5646	100 °	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Call of reference Standard Standard Standard Standard	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101710311 101707888	Bulk, 19, 2000 bulk, 19 bulk, 19	15° 4000 ° 6000°	Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal Mersonh Corporation - OBM Internal	Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal Microsoft Gergeration - OEM Internal	Call of reference Call of reference Standard Standard Standard	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101710311 101707888 101714584	Bulk, 19, 2000 bulk, 19 bulk, 19 5646	100 °	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Call of reference Standard Standard Standard Standard	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101715884 101707888 101707868	Buik.19.2000 buik.19 buik.19 5646 232214	15° 15° 4000 ° 6000 ° 100 ° 20 °	Microsoft Corporation - OBA Internal Microsoft Corporation - OBA Internal TPI_internal,00012029	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Standard Standard Standard Standard Standard	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018 09/19/2018
120097596 120098096 101715884 101710311 101707888 1017714584 101708072	Bulk, 19,2000 bulk, 19 bulk, 19 5646 232214 34545	15° 15° 4000 ° 6000 ° 6000 ° 20 ° 20 °	Microsoft Corporation - OEM Internal Microsoft Corporation - OEM Internal TPI_Internal_000028029 Microsoft Corporation - OEM Internal	Mineroth Corporation - OEM Internal Mineroth Corporation - OEM Internal Mineroth Corporation - OEM Internal Mineroth Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Standard Standard Standard Standard Standard Standard	ACTIVE ACTIVE	09/18/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019
120097566 120098096 191715884 191715884 191717884 191715883 191715883	Bulk.19.2000 bulk.19 bulk.19 5646 22224 34545 5435	15° 15° 4000 ° 4000 ° 4000 ° 20° 20° 20° 20° 20° 3°	Microsoft Corporation - OM Internal TPI_Internal, 3000128029 Microsoft Corporation - OM Internal TPI_Internal, 3000128029	Mineroth Corporation - OEM Internal Mineroth Corporation - OEM Internal Mineroth Corporation - OEM Internal Mineroth Corporation - OEM Internal Microsoft Corporation - OEM Internal	Call of reference Call of reference Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard	ACTIVE ACTIVE	09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019

6. Click on MS Order Number value, user will be able to see the ordered licensable partner number and the quantity of that licensable partner number.

Order Details									
ORGANIZATION MICROSOFT CORPORATION - OEM INT AGREEMENT	ERNAL-0000003001	MS ORDER NUMBER 1101714785 SHIP TO ORGANIZA TPI_INTERNAL_00001290	TION	OEM PO NUMBER BULK_101 OEM PO DATE 09/21/2018					
Order Line Items									
MS ORDER LINE NUMBER	LICENSABLE PAR	NUMBER	LICENSABLE NAME		OEM PART NUMBER	QUANTITY	REQUESTED DELIVERY DATE		
10	269-16965		OFFICE PRO 2016 OLC OA3 PTK AFOLB			5	2018-09-20T00:00:00		
20	KW9-00004		WIN HOME 10 OLC OA3 PTK			5	2018-09-20100:00:00		
							RETURN TO SEARCH		
Privacy Statement			© 2016. Ali Rig	phis Reserved					

3.2. FULFILLMENT

3.1.5 FULFILLMENT OVERVIEW

Description:

Fulfillment is the process of Microsoft sending keys to the OEM account through MDOS (Microsoft Digital Operation Services) after an order is placed.

The MDOS process is a much quicker way to fulfill keys than the previous legacy system, DIS (Digital Inventory System). Where DIS used to take up to 4 to 10 hours, MDOS takes between 15 minutes and 4 hours. The SLA is shorter for MDOS because it automatically checks for keys on a scheduled basis.

The Get Keys functionality in MDOS speeds up the process, as it bypasses the scheduled update and fulfills the keys to MDOS instantly, if the keys are available. This process usually takes 2-3 minutes, and will populate the keys in the dashboard once complete. (See the <u>Get Keys</u> section for more info).

Example:

ABC OEM has an active DOC Account registered within MDOS so they can begin ordering and receiving keys. After keys have been ordered in MDOS, the OEM user goes to the main

dashboard. The user selects Get Keys from the menu bar (action ribbon) to speed up the usual programmed process and instantly download the keys ordered into MDOS. The OEM's ordered keys are not available yet, so the user wait 10 minutes to let the system refresh and try again. The next time, the keys are ready, so they see a message confirming key request was successful and the keys populate in the dashboard once complete under the fulfilled status. (Note: Had the user not pressed Get Keys the process could take up to 4 hours with the timed schedule).

3.1.6 GET KEYS

Description:

Fulfillment is the process of Microsoft sending keys to the OEM account on MDOS (Microsoft Digital Operation Services) after an order is placed. Get Keys allows keys that have been ordered to be downloaded to MDOS instantly if the keys are available.

The Get Keys functionality in MDOS speeds up the usual programmed process, as it bypasses the scheduled update and fulfills the keys to MDOS instantly if they are available. This process usually takes 2-3 minutes and will populate the keys in the dashboard once complete.

NOTE: If keys are not available for fulfillment, you may need to go through the steps again after 10 minutes to refresh system.

Tip Tool: Use Get Keys to instantly download the keys ordered in the MDOS if they are available.

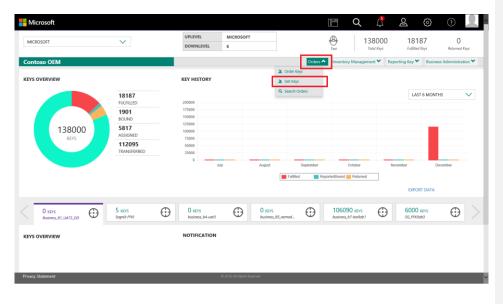
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT				1870	
Contoso OEM ØYour dashboard data was last updated: 20	018-12-17 12:24:17.Please refres		•	Orders ¥			ed Keys Returned K Business Administrati	
KEYS OVERVIEW	18187 FURFILLED 1901 BOUNO 5817 ASSIGNED 112095 TRANSFERRED	KEY HISTORY	kapat	September	October OctoBlaund Returned	November	IST 6 MONTHS	
O KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFKI	0 KEYS business_b4-uat3	0 KEVS	B5_coemod	106090 KEVS business_b7-testSab1		O KEYS Kilab3	
KEYS OVERVIEW Privacy Statement		NOTIFICATION	5 2016. All Rights Reserved					

3. From the dashboard view, click on Get Keys (under Orders menu) from the action ribbon in the menu.



4. A confirmation window will pop up to confirm your Key Request. Click CONFIRM.



5. A message confirming key request was sent will pop up. Click OK.

6.a. If keys are available, they will show up in dashboard within 2-3 minutes. You may need to refresh your dashboard (press F5)

6.b. If keys are not yet available for fulfillment, you may need repeat steps again after 10 minutes.

REQUEST SENT CONFIRMATION	×
Your request to get keys was successfull. A notification will be sent shortly.	
ОК	

SECTION 4. MANAGING INVENTORY

4.1. ASSIGN KEYS

Description:

The Assign keys functionality provides the ability for uplevel partners (ULP) to allocate keys to their downlevel partners (DLP) from current inventory. Keys may be assigned by quantity, specific key, search criteria, tag/label. Keys must be in FULFILLED status in order to assign. Once the keys are assigned, the status will change from FULFILLED to ASSIGNED.

Example: In a centralized model, the uplevel partner (ULP), ABC OEM, has 1000 keys in fulfilled status in their current inventory. ABC OEM wants to assign a specific number of keys to their downlevel partner (DLP), Contoso FFKI for manufacturing. ABC OEM goes into their MDOS account and selects Assign Keys and selects the By Quantity tab. The OEM then allocates 500

keys to Contoso FFKI. The key status for the 500 keys would then be changed from fulfilled to assigned.

Tip Tool: Assign keys to downlevel partners (DLP) from inventory; by quantity, key, or search criteria.

4.1.1 ASSIGN KEYS BY QUANTITY

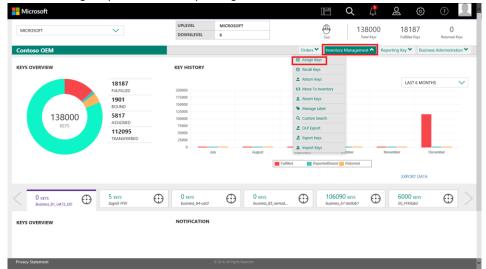
Tip Tool: Assign keys by quantity available in inventory to downlevel partners (DLP).

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

ICROSOFT AGREEMENT 5199905515	\sim		PLEVEL	MICROSOFT			\oplus	13	38000	1818	37 0)
		D	OWNLEVEL	6			Test	1	iotal Keys	Fulfilled K	leys Returne	td Keys
ntoso OEM						Orders	Invento	iry Managem	ent 🌱 🛛 Rej	porting Key 🌱	Business Administr	ration *
ur dashboard data was last updated	I: 2018-12-17 12:24:17.Plea	se refresh the page	if data is not upd	lated.								
'S OVERVIEW		KEY	HISTORY									
	18187									LAST	6 MONTHS	\sim
	FULFILLED 1901	200										
	BOUND	150										
138000 KEVS	5817 ASSIGNED	100	000									
NET3	112095 TRANSFERRED	50	000									
	TRANSFERRED	25	D July		August	September	_	October	_	ovember	December	
			July				eportedBound			overnoer	December	
										EXPORT	r data	
	-											
0 KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFKI		D KEYS pusiness_b4-uat3	\odot	O KEYS business_B5_o	emod 🕀		90 KEYS _b7-testiab1	\odot	6000 K SG_FFKIlat		,
/S OVERVIEW		NC	TIFICATION									



3. Click on Assign Keys under Inventory Management Menu.

4. From the Assign Keys screen, click on the BY QUANTITY tab.

NOTE: Keys must be FULFILLED status in order to assign.

ssign K	eys				BY QUANTITY	BY KEYS
SELECT DLS:	CONTOSO INDIA					
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	
Service	269-16965	TESTKEYBLAN		5	1	
Service	269-16965	TESTIKEY123	TESTOEMOFFC	5	1	
Service	7L4-00013	TESTIKEY123	TSTOEM0365	5	1	
						< 💶 >
					CLEAR A	SSIGN KEYS

5. Select the DLP (Downlevel Partner) from the SELECT DLP dropdown menu.



6. Enter the quantity of keys to be assigned.

7. Click on the ASSIGN KEYS button.

ssign K	eys				BY QUANTITY	BY KEYS
SELECT DLS:	CONTOSO INDIA					
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	
Service	269-16965	TESTKEYBLAN		5	1	
Service	269-16965	TESTKEV123	TESTOEMOFFC	5	1	
Service	7L4-00013	TESTKEV123	TSTOEMO365	5	1	
					< 1	1 >
					CLEAR ASSIGN	(EYS

8. A confirmation window will pop up to confirm your selection. Click CONFIRM.



9. Once the keys are assigned, a "Key(s) assigned successfully" message will briefly pop up in the green highlighted banner.

Assign K					-	BY QUANTITY	BY KEYS
SELECT DLP:	ADJOSH_FFKI_LABO 🗸						
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY		
Standard	KW9-00458	8055		1	0		
					CLEAR	ASSIGN	KEYS
Privacy Statement							

10. A confirmation notification will also appear under the Alert icon, indicating recent changes.



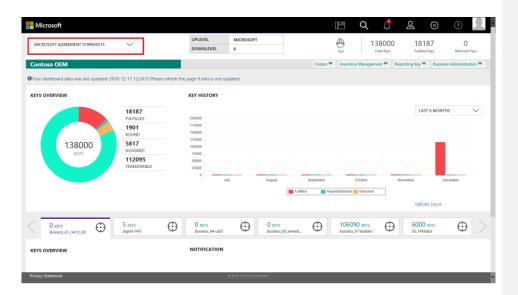
4.1.2 ASSIGN KEYS BY KEYS

Tip Tool: Assign keys by product key number or other criteria to downlevel partners (DLP) from inventory.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. Click on Assign Keys under Inventory Management Menu.

MICROSOFT	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6		Test	138000 Total Keys	18187 Futfilled Keys	0 Returned Keys
Contoso OEM				Orders		gement 🔨 Rep	orting Key 🌱 🛛 Busine	ess Administration 🌱
CEYS OVERVIEW		KEY HISTORY		C Recall (
	18187 FULFILLED	200000				Return Keys I3 Move To Inventory		
	1901	175000		± Revert				
	BOUND	150000 125000		🗣 Manag				
138000 KEYS	5817 ASSIGNED	100000 75000		Q Custon				
	112095 TRANSFERRED	50000		Z DLP Eq Z Export				
		0	July Au	gust Common	Keys		export data	December
0 KEYS Business, B1_UAT3_DD	5 KEYS Sagnik FFKI	O KEYS business_b4-uan		KEYS	106090 KEY business_b7-testic		6000 KEYS SG_FFK/lab3	\odot
EYS OVERVIEW		NOTIFICATIO	N					

4. From the Assign Keys screen, click on the BY KEYS tab.

Contoso OEM						Orders 🌱	Inventory Management *	Reporting Key 🌱	Business Administration
Assign Keys								BY QUAI	NTITY BY KEYS
MICROSOFT FULFILLED DATE		MICROSOFT FULFILLED DATE		OEM PO NUMBER	OEM PART NUMBER	LICENSABLE PAR	T NUMBER PRODU	T KEY	RESET
	i			Eg: BulkKeys_20_PO_No	Eg: BulkKeys_20_Part_No	Eg: FQC_0000) Eg: p	_123456	RESET
RMA DATE FROM		RMA DATE TO		KEY TYPE	MS PRODUCT KEY ID	MS PRODUCT KE	Y ID FROM MS PRO	DUCT KEY ID TO	SEARCH
				KEY TYPE	Eg: 8000009090909	E.g: 12345678	190 E.g: 1	234567890	

5. Select the criteria that you want to search by, if desired, then click on the **SEARCH** button to view all keys eligible for assigning.

gn Keys							BY QUANTITY	BY KEY
FT FULFILLED DATE	MICROSOFT FULFILLED DATE	DEM PO NUMBER	OEM PART N	JMBER	LICENSABLE PART NUMBER	PRODUCT KEY	ſ	RESET
		Eg: BulkKeys_20_PO_No	Eg: BulkKe	ys_20_Part_No	Eg: FQC_0000	E.g: pk_123456	l	RESET
E	RMA DATE	KEY TYPE	MS PRODUCT	KEY ID	MS PRODUCT KEY ID FROM	MS PRODUCT KEY IC	то	SEARCH
		KEY TYPE	► Eg: 8000009090909		E.g: 1234567890	E.g: 1234567890	E.g: 1234567890	
DLP: MDOSFFKIUS	ER_OEMODM	\sim						
MS PRODUCT KEY ID	PRODUCT KEY		KEY TYPE	LICENSABLE PART	NUMBER	OEM PO NUMBER	OEM PART NUMBER	
80000000171586	XX000X-XX000X-XX000X-XX	XXXX-XXXXXX	Service	269-16952		CFV8SDF8		
2975301195691	XXXXXX-XXXXXX-XXXXXX-XX	008-30008	Service	269-16965		титит		
2975301195692	X3000K-X0000K-X000DX-XX	000-300000	Service	269-16965		титит		
2975301195693	XX0001-XX0001-XX0001-XX	000-300000	Service	269-16965		τυτυτ		
80000000149094	XXXXXX-XXXXXX-XXXXXX-XX	00X-8C629	Standard	KU9-00001		QZAQ		
2975277001169	XXXXXX-XXXXXX-XXXXXX-XX	008-30008	Service	269-16951		CFV8SDF8		
3314010750747	XXXXXX-XXXXXX-XXXXXX-XX	00X-Y4G63	Standard	KQ7-00004		5345435		
1940002118782	XX000X-XX000X-XX000X-XX	X00X-X0000X	Service	929-00009		STD		
	PT PAUPLED DATE	HICKONSOFT PLUFILLED DATE NUCCONSOFT PLUFILLED DATE 100 NUCCONSOFT PLUFILLED DATE NUCCONSTRUISER_CEMADOM NUCCONSCRETE DUP: MUCONSTRUISER_CEMADOM NUCCONSTRUISER_CEMADOM NUCCONSCRETE 2017310115641 XXXXXX-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	FHAPLED DATE MCC0SOFT AUFLED DATE ON 10 MARKER FHAPLED DATE MCC0SOFT AUFLED DATE For PO MARKER MCC0SOFT AUFLED DATE For PO MARKER For PO MARKER MCC0SOFT AUFLED DATE For PO MARKER For PO MARKER MCC0SOFT AUFLED DATE FOR PO MARKER For PO MARKER MCC0SOFT AUFLED DATE FOR PO MARKER FOR PO MARKER MCC0SOFT AUFLED DATE FOR PO MARKER FOR PO MARKER MCC0SOFTAUTER FOR POWER FOR POWER MCC0SOFTAUTER FOR POWER	FT NAPILLED DATE MCGROJOT FULFILED DATE OTM NO NUMBER OTM NO NUMER <	MICROSOFT RUFILID DATE 100 DIM NO MUNITARE 100 DIM NO MUNITARE 10	MICONCIST NUMELID DATE mo OIN PO NUMERE Egg Builksyn, 28, 29, 19 OIN PAT NUMERE Egg Builksyn, 28, 29, 19 OIN PAT NUMERE Egg Builksyn, 28, 29, 19 CENTALE PAT NUMERE Egg Builksyn, 28, 29 CENTALE PAT NUMERE Egg Builksyn, 28 CENTALE PAT NUMERE Egg Builksyn, 28 <thcentale numere<br="" pat="">Egg Builksyn, 28 <t< td=""><td>Microscopie Microscopie Microscopie</td><td>FIREFULD ME ONE OF OWNERER OTHER THUMEE FIREFULL DATE FIREFULL DATE</td></t<></thcentale>	Microscopie Microscopie	FIREFULD ME ONE OF OWNERER OTHER THUMEE FIREFULL DATE FIREFULL DATE

6. Select the DLP (Downlevel Partner) from the SELECT DLP dropdown menu.

SELECT	T DLP:	MDOSFFKIUSER V
	MS PRODU	ffki_112
	8000000001	FFKI11
	2975301195	cloudoalab17 idh - UAT3
	2975301195	Business_B1_UAT3_DD
	2975301195	business_b3
	8000000014	49094 XXXXX-XXXXX-XXXXX-8C629
	29752770011	69 XXXXX-XXXXX-XXXXX-XXXXX
	33140107507	47 XXXXX-XXXXX-XXXXX-Y4G63

7. Check the box(es) to select the KEY IDs that you would like to assign.

8. Click on the ASSIGN KEYS button.

	313636666340		1000		310 1013
	1940002866614	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	929-00010	DSZ
	1940002866615	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	929-00010	DSZ
	1940002866616	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	929-00010	DSZ
¥	1940002866617	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	929-00010	DSZ
	1940002866618	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	929-00010	DSZ
	2975250093409	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	T5D-02652	DSZ
	2975250093410	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	TSD-02652	DSZ
	2975250093411	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Service	T5D-02652	DSZ
25	~				CLEAR ASSIGN KEYS

9. A confirmation window will pop up to confirm your selection. Click CONFIRM.

	ASSIG	N KEYS
l	Are you sure you want	t to assign these keys?
L		

10. Once the keys are assigned, a "Key(s) assigned successfully" message will briefly pop up in the green highlighted banner.

VICROSOFT AGREEMENT 52000028-	41 🗸	UPLEVEL	MICROSOFT	Ð	179	25	8	
VICROSOFT AGREEMENT 52000028	41 🗸	DOWNLEVEL	28	Test	Total Keys	Fulfilled Keys		
ontoso OEM				Orders 🌱 Inver	ntory Management 🌱	Reporting Key 🌱	Business Administration	
(s) assigned successfully.								
ssign Kovs						_		
ssign Keys						BY QUAN	ITITY BY KEYS	
MICROSOFT FULFILLED DATE	MICROSOFT FULFILLED DATE	DEM PO NUMBER	OEM PART NUMBER	LICENSABLE PART NUMBER	PRODUCT KE	Y		
	TO	Eg: BulkKeys_20_PO_No	OEM PART NUMBER Eg: BulkKeys_20_Part_No	LICENSABLE PART NUMBER	PRODUCT KE E.g: pk_12		RESET	
	TO					3456	RESET	

11. A confirmation notification will also appear under the Alert icon, indicating recent changes.

Microsoft								Ē	Q	4
CONTOSO OEM	- INDIA	\sim	UP LEVEL	CONTOSO OEM	_					_
			DOWN LEVEL	0	PRIORITY	DATE	TITLE	MESSAGE		
CONTOSO IN	NDIA				\triangle	02/10/2017 10:19:00 AM	DPK Assigned	Assign Keys : (CONTOSO OEN	l has
Keys Overviev	W	3	Key History	Key History		02/10/2017 10:12:25 AM	DPK Assigned	Assign Keys :	Assign Keys : CONTOSO OEM has	
	ASSIGNED B KEYS		1		A	02/10/2017 10:07:55 AM	DPK Assigned	Assign Keys :	CONTOSO OEB	l has
						SHOW ALL				
			0 Septe	nber ()	Iclober	November	D	ecember	Januar	v
						Fulfilled	ReportedBound	Returned		
4.1.3 A	ASSIGN	KEYS BY S	EARCH							

Tip Tool: Assign keys using search functionality to downlevel partners (DLP) from inventory.

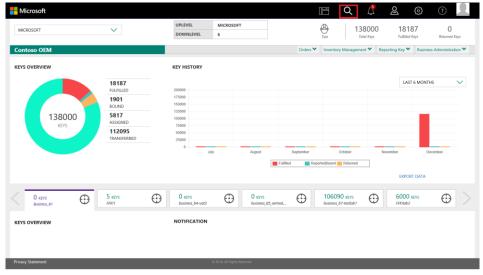
Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

Hicrosoft					E Q	Ļ	ol	<u>ې</u>	
MICROSOFT AGREEMENT 5199905515	~	UPLEVEL DOWNLEVEL	MICROSOFT 6		(D) Test	138000 Total Keys) 1818 Fulfilled		Keys
Contoso OEM				Orders ¥	Inventory Mana	gement 🌱	Reporting Key 🌱	Business Administra	tion 🌱
OYour dashboard data was last updated: 2	018-12-17 12:24:17.Please refresh	the page if data is not up	dated.						
KEYS OVERVIEW		KEY HISTORY							
138000	18187 FULFILLED 1901 BOUND 5817	200000 175000 125000 125000 100000					LAST	6 MONTHS	~
KEYS	ASSIGNED 112095 TRANSFERRED	75000 50000 25000 0 July	r August	September	October		November	December	
				Fumed Net	pontedisiound Ketur	ied	EXPOR	T DATA	
O KEYS Business_B1_UAT3_DD	5 KEVS Sagnik FFIC	0 KEYS business_b4-uat3		s ss_B5_coermod	106090 KEY business_b7-testic		6000		
KEYS OVERVIEW		NOTIFICATION							
Privacy Statement			D 2016. All Rights Reserved						

3. Click on the search icon in the top navigation bar.



4. Select the criteria, if desired, then click on the **SEARCH** button to view all keys eligible for assigning.

MICROSOFT AGREEMENT 51999	05515 🗸		DOWNLEVEL 6			Test 1380		181 Fulfilled		
Contoso OEM						Orders 💙	Inventory Manage	ement 🌱 🛛 F	Reporting Key 🌱	Business Administration
MICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFERENCE					
FROM	KEY TYPE	\sim					OEM OPTION	AL INFO	+	RESET
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER NUMBER	R				
MICROSOFT FULFILLED DATE	KEY STATUS	\sim					ADVANCED SE	ARCH	+	
TO	SELECT DLP		LICENSABLE PART NUMBER		MS PRODUCT KEY ID					SEARCH
	FFKI						OEM RMA DA	TE	+	
	business_b4-uat	3		_						
	business_B5_oem	nodm_DD								
	business_b7-test	lab1								
	SG_FFKIIab3									

5. Results will display all the keys based on the search criteria or will default to show all keys if no parameters are selected.

SEARCH RESULTS				
ASSIGN RECALL RETUR	IN REPORT EXPORT OHR OPTIONALINFO	MAP KEY TYPE DLP EXPORT MOVE TO INVENTO	EXPORT RESULT	
MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
3258505087406	3000XX-300XXX-300XXX-300XXX-898VD	KW9-00004	STANDARD	FULFILLED
3258505087413	300000-300000-300000-3000000-904393	KW9-00004	STANDARD	FULFILLED
3258505087414	3000XX-300XXX-3000XX-300XXX-H6DDQ	KW9-00004	STANDARD	FULFILLED
3258505087415	3000XX-300XXX-300XXX-300XXX-6CQDQ	KW9-00004	STANDARD	FULFILLED
3258505089203	3000XX-300XXX-300XXX-300XXX-WFG3Q	KW9-00004	STANDARD	FULFILLED
5 🗸			<	2 >
	ASSIGN RECALL RETUR MIS PRODUCT REV ED 3258595087406 3258595087414 3258595087414 3258595087414 3258595087414 3258595087415	ASSIGN RECALL RETURN REPORT DUTORY OHR OPTIONAL.INFO I Mic PRODUCT NY TID PRODUCT REY </td <td>ASSIGN RECALL RETURN REPORT DUTOR OFFICIALL INFO MAP RETURN REPORT DUTOR OFFICIALL INFO MAP RETURN REPORT DUTOR MOVE TO INVENTION MS FROMMER KEY ID PROMISET KEY UKENSKABE PARET NUMBER <</td> <td>ASSENT NECKL NETURE DEPORT OHIN OPPORTALINED MAP KEY TYPE DLP DEPORT MOVETO INVENTIONY DEPORT RESAT * MS.PROJOCIE XEY ID PRODUCE XEY DEVORT OHIN OPPORTALINED MAP KEY TYPE DLP DEPORT MAVE TYPE DLP DEPORT MAVE TYPE 2.25550500000 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</td>	ASSIGN RECALL RETURN REPORT DUTOR OFFICIALL INFO MAP RETURN REPORT DUTOR OFFICIALL INFO MAP RETURN REPORT DUTOR MOVE TO INVENTION MS FROMMER KEY ID PROMISET KEY UKENSKABE PARET NUMBER <	ASSENT NECKL NETURE DEPORT OHIN OPPORTALINED MAP KEY TYPE DLP DEPORT MOVETO INVENTIONY DEPORT RESAT * MS.PROJOCIE XEY ID PRODUCE XEY DEVORT OHIN OPPORTALINED MAP KEY TYPE DLP DEPORT MAVE TYPE DLP DEPORT MAVE TYPE 2.25550500000 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

6. There are two ways to select a key for assignment from search results table:

Option 1) Check the box(es) to select the KEY IDs that you would like to assign. Then hover over and right click to display menu and click on the option "ASSIGN".

NOTE: Keys must be in FULFILLED status to assign.

12 Total Keys	ASSIGN RECALL	RETURN REPORT EXPORT O	DHR OPTIONAL INFO MAP KEY TYPE DLS EXPORT	MOVE TO INVENTORY				
12 FULFILLED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	EY STATUS			
	26799	XXXXXX-X2	269-16965	SERVICE	ULFILLED			
	26802	VIEW KEY XXXXXX-XX ASSIGN	WN7-01070	NOKEYTYPE	ULFILLED			
	26803	XXXXXX-XX RETURN	WN7-01070	NOKEYTYPE	ULFILLED			
	26804	XXXXXXX-XX DIS EXPORT	WN7-01070	NOKEYTYPE	ULFILLED			
	26805	XXXXXX-XP ADD TO LABEL	WN7-01070	NOKEYTYPE	ULFILLED			

Option 2) Check the box(es) to select KEY IDs that you would like to assign. Then click on the ASSIGN button above your selection.

NOTE: Keys must be in FULFILLED status to assign.

25905	SEARC	H RESULTS								
Total Keys	ASSIGN	RECALL RETURN REPORT	EXPORT OHR	OPTIONAL INFO	MAP KEY TYPE	DLP EXPORT	MOVE TO INVENTORY	EXPORT RESULT		
18187		л л л								
FULFILLED	•	MS PRODUCT KEY ID	PRODUCT KEY			LICENSA	BLE PART NUMBER	KEY	TYPE KEY S	TATUS
1901 BOUND		3258631322347	3000X-3000X-3000X-	30000X-T3BK3		KJ7-0000	1	STA	NDARD FULF	LLED
5817	•	3258631322348	3000X-3000X-3000X-	XXXXX-V6DDQ		KJ7-0000	1	STA	NDARD FULF	LLED
ASSIGNED	•	3258631322349	3000X-3000X-3000X-	30000X-3V63Q		KJ7-0000		STA	NDARD FULF	LLED
	•	3258631322350	3000X-3000X-3000X-	30000X-WB47D		KJ7-0000		STA	NDARD FULF	LLED
		3258631322351	3000X-3000X-3000X-	300000-P37X3		KJ7-0000	1	STA	NDARD FULF	LLED
		3258631322352	3000X-3000X-3000X-	300XXX-3PD93		KJ7-0000	1	STA	NDARD FULF	LLED
		3258631322353	3000XX-3000XX-3000XX-	30000X-VQWVD		KJ7-0000	1	STA	NDARD FULF	LLED
		3258631322354	3000X-3000X-3000X-	XXXXX-VQWVD		KJ7-0000		STA	NDARD FULF	LLED

7. The Assign popup box will open. Select the DLP (Downlevel Partner) from the SELECT DLP dropdown menu, then click CONFIRM.

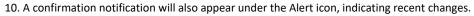
	Assign		×	
	SELECT DLS:	CONTOSO INDIA		_
		Contoso India		Ċ
~	CANCEL	Contoso Mexico		OEN
~	OEM PART	NUMBER MICROSOFT ORDER NUMBER		ADV

8. Once the keys are assigned, a "Key(s) assigned successfully" message will briefly pop up in the green highlighted banner.

9. Once the keys are assigned and ASSIGNED is selected under the KEY STATUS drop down menu, you can view assigned keys in the search table. The status will also be reflected with ASSIGNED in the status box of the dashboard.

NOTE: Number of total keys and fulfilled keys will also be reduced in the key count view and dashboard view.

8 Total Keys	A	SSIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO	AP KEY TYPE DLP EXPORT MOVE TO INVENT	DRY EXPORT RESULT	
8 FULFILLED		MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
		3258505087406	30000X-30000X-30000X-30000X-898VD	KW9-00004	STANDARD	FULFILLED
		3258505087413	30000X-30000X-30000X-30000X-4W4393	KW9-00004	STANDARD	FULFILLED
		3258505087414	3000XX-30000X-3000XX-3000XX-H6DDQ	KW9-00004	STANDARD	FULFILLED
		3258505087415	3000XX-30000X-3000XX-3000XX-6CQDQ	KW9-00004	STANDARD	FULFILLED
		3258505089203	3000XX-30000X-3000XX-3000XX-WFG3Q	KW9-00004	STANDARD	FULFILLED
	5	\checkmark			<	1 2 >



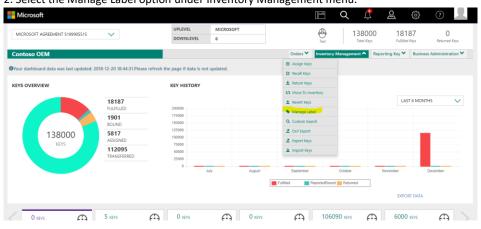


4.1.4 ASSIGN KEYS BY TAG

Tip Tool: Assign keys by tag (label) to downlevel partners (DLP) from inventory.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.



2. Select the Manage Label option under Inventory Management menu.

3. Choose the label in which you want to assign keys or create a new label by clicking on the CREATE LABEL button.

NOTE: Keys must be FULFILLED status to assign.

ABEL NAME	LABEL DESCRIPTION	6547	ACTION	
feit label 1	DPR keys	G EDIT	· ADDION KEY	
PRLabel		G corr	S. ADDIDAVEY	
lest Label	DIFK keys 1	Q' sor	· Action Key	
lett label 2	Group keys	G sort	S ASDION KEY	
lent fals 0	Group keys 1	G epr	ASSIGN KEY	
5 🗸				< 💶 🗉 🛛

5. After selecting the label, a list of keys that can be assigned to that label will be displayed.

	EXCENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY		ACTION	
andard	269-16165	TESTREVELAN		2			+ ADD TO LABEL	
ır	PQC-08800	1112222					+ ADD TO LABEL	
ur.	Pgc-66800	121123		,			+ ADD TO LABEL	
enteret	WN7-01070	111222				D ₂	ADD TO LABEL	
ndard	WN7-01070	123568		3			+ ADD TO LABEL	
ign Label								
			NO KEY(S) SELECTED				

6. Enter the quantity of keys which needs to be assigned and click the ADD TO LABEL link button.

EV STATE	407 1996	AVAILABLE KEYS	QUANTI	π		ACTION	
attest	Standard					*_ADURG LANKL	
anumed	Standard	1				+ ADD TO LABEL	
insurved	MAT	1				+ ADD TO LARSE	
nest	MAT	2	1			+ ADD TO LABEL	
numed	Standard	*				+ ADD TO LABEL	
sign Label							
17 THM	LICENSABLE PART NUMBER		OEM PO NUMEER	CATEGORY	QUANTITY	ACTION	
entant				By State	z	R REMOVE LABEL	
tenderd				By State	2	N REMOVE LABLE	

7. After adding the quantity of keys to the label for each line, click on the ASSIGN LABEL button below the summary.

Assign La	bel Test Labe					BY QUANTITY BY A	EVS BY STAT	
Consumed	Standard	1				+ ADD TO LABEL		^
Consumed	MAT	- e				+ ADD TO LABEL		1
Bound	MAT					+ ADD TO LABEL		
Returned	Standard	1				+ ADD TO LABEL		
5 🗸							< 🔳 🛛 >	÷
Assign Label								
KEY TYPE	LICENSABLE PART NUMBER		OEM PO NUMBER	CATEGORY	QUANTITY	ACTION		
Standard				By State	2	R REMOVE LABEL		
Standard				By State	1	N REMOVE LARES.		
MAT				By State		N REMOVE LAREL		
						CLEAR	APSICIN LAMEL	

8. A confirmation window will pop up to confirm your selection. Click CONFIRM.

ASSIGN LA	BEL TO KEYS
Ârê you surê you war	nt to assign these keys?
CANCEL	CONFIRM

9. Once the keys are assigned, a "Keys assigned to label successfully" message will briefly pop up in the green highlighted banner.

Assign Label Keys assigned to label successfully.	Test Label			BY QUANTITY	BY KEYS	BY STATE ×
KEY STATE	KEY TYPE	AVALABLE KYS	ouwetter D		ACTION	
Assign Label		NO KEY(5) SELECTI	ED			
				CLEAR	A55	GH LÀRTL

10. To search the assigned keys in a label. Click on the SEARCH button from the dashboard and then click on Advanced Search.

								ኢ 🖞	2	÷ ۲	
MICROSOFT AGREEMENT 5199905515	5 🗸		DOWNLEVEL	MICROSOFT			⊕	13800		87 0	
			DOWNLEVEL	6			Test	Total Key	s Fulfilled	Keys Returned Keys	
Contoso OEM						Orders 💙	Inventory Mar	agement 🌱	Reporting Key 🌱	Business Administration Y	
MICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFERENCE						
TROM (KEY TYPE	\sim					OEM OPTI	ONAL INFO	+	RESET	
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER NUMBER						
MICROSOFT FULFILLED DATE	KEY STATUS	\sim					ADVANCE	SEARCH	+		
то	SELECT DLP		LICENSABLE PART NUMBER	NSABLE PART NUMBER							
	ASSIGNED TO	\sim					OEM RMA	DATE	+		

11. A pop up window will display. Select the DPK LABEL pulldown menu.

OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×			
MS PRODUCT KEY ID FROM	MS PRODU	MS PRODUCT KEY ID TO				
MS Product key ID from	MS Prod	MS Product key ID to				
MASKED PRODUCT KEY	LABEL	LABEL				
Masked Product Key	DPK LA	DPK LABEL				
HARDWARE HASH	OEM RMA I	NUMBER				
HARDWARE HASH	OEM RM	IA Number				

12 Select the desired label fro m the ام ا ا ، ntia

13. Click the CONFIRM button.

fotal Keys	Ass	GN RECALL RETUR	N REPORT EXPORT OHR OPTIONAL	NFO MAP KEY TYPE OLS EXPORT MOVE TO INVENT	oar	1
2 FULFILLED		PRODUCT KEY ID	PRODUCT NAY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
1 CONSUMED	0	25816	X2000 X2000 X2000 X2000 X2000 X2000	265-16945	STANDARD	CONSUMED
1 BOUND		26820	30000 -0000X -0000X -0000X -024C2	PQC-08800	MAT	BOUND
		26881	300000-300000-300000-300000-3980VH	ww.7-61075	STANDARD	PULPILLED
		26885	NDDOX XXXXXX XXXXXX XXXXXX XXXXXX	WN7-01070	STANDARD	PUUNLAD
						< >>

14. All the keys assigned to that label will be displayed in the SEARCH RESULTS window.

4.2. RECALL KEYS

Description:

The recall keys functionality allows IDH/TPI users to recall the keys that have not been allocated by downlevel partners. Uplevel partners can recall keys from downstream partners in one simple click where the process was more complicated and required more steps in the past. Keys must be ASSIGNED status in order to recall. Once the keys are recalled, the status will automatically change to FULFILLED and then can be assigned to a different DLP.

Example: Contoso IDH wants to recall the keys that have not been used by their downlevel partner, Contoso FFKI, so the keys can be allocated to another partner. Contoso IDH sees that there are 100 keys in ASSIGNED status. They click on Recall Keys from the action ribbon in the menu, then click on the BY QUANTITY tab in the Recall Keys screen. Contoso IDH selects Contoso FFKI as the DLP (Downlevel Partner) from the SELECT DLP dropdown menu, enters "100" as the quantity of keys to be recalled, and clicks on RECALL KEYS. From the main dashboard, Contoso IDH now sees that the key status has changed to recalled for those keys.

Tip Tool: Allows OEM/IDH/TPI users to recall unused keys from downlevel partners.

4.2.1 RECALL KEYS BY QUANTITY

Tip Tool: Recall keys that have not been allocated by downlevel partner by quantity.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

- Microsoft					E Q	l 🖉	\$ \$	
MICROSOFT AGREEMENT 5199905515	~	UPLEVEL DOWNLEVEL	MICROSOFT 6				187 O led Keys Returned I	Keys
Contoso OEM	010 12 17 12 2417 Disease		and a second	Orders	Inventory Managem	ent 🌱 Reporting Key	Business Administrat	ion 🌱
OYour dashboard data was last updated: 2 KEYS OVERVIEW	018-12-17 12:24:17.Please n	KEY HISTORY	lated.					
	18187 FULFILLED	200000				U	AST 6 MONTHS	~
	1901 BOUND	175000 150000 125000						
138000 KEYS	5817 ASSIGNED 112095	100000 75000						
	TRANSFERRED	50000 25000 0						
		July	r August	September	October portedBound <u>Returned</u>	November	December	
						EXP	ORT DATA	
O KEYS Business_B1_UAT3_DD	5 KEVS Sognik FFIC	0 KEYS business_b4-uat3		is_coemod	106090 KEYS business_b7-testlab1	600 SG_FF	0 KEYS Kilab3	
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			D 2016. All Rights Reserved					~

3. Click on Recall Keys from the action ribbon in the menu.

Microsoft						Q L	ମୁ ଥି	<u>ن</u>	2	
MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT		8	1380	00 181	97	0	
MICROSOFT AGREEMENT ST39305515	~	DOWNLEVEL	6		Test		Tatal Keys Fulfilled Keys		Returned Keys	
Contoso OEM					Orders 🌱 Inventor	ry Management 🌱	Reporting Key 🌱	Business Administ	tration 💙	
OYour dashboard data was last updated: 20	118 12 20 18-51-27 Diesee	refrech the mage if data is no	tundated		🕑 Assign Keys					
Viola dashooard data was last opdated. 20	210-12-20 10.31.37.Piease	renesit the page it tata is no	t opusteu.		C Recall Keys					
KEYS OVERVIEW		KEY HISTORY			🛓 Return Keys					
					13 Move To Inventory					
	18187				🛓 Revert Keys		LAS	T 6 MONTHS	\sim	
	FULFILLED	200000			Manage Label					
	BOUND	150000			Q, Custom Search					
138000	5817	125000			A DLP Export			-		
KEYS	ASSIGNED	100000 75000			Z Export Keys					
	112095 TRANSFERRED	50000			🛎 Import Keys					
	INANSPERRED	25000								
			July	August	September	October	November	December		
				E Pa	utilied ReportedBox	and Returned	1			
							-	RT DATA		
							EXPO	KI DALA		
1			•				•		1	
O KEVS Business 81 (JAT3	5 KEYS Sognik FFKI	0 KEVS business 64-uat3	\odot	O KEYS business_85_period		6090 KEYS ess_b7-testlab1	6000 SG FFK0) >	
Privacy Statement			© 2016. Al Rights Rese			-				

4. From the Recall Keys screen, click on the BY QUANTITY tab.

5. Select the DLP (Downlevel Partner) from the SELECT DLP dropdown menu.

Recall Key	/5				BY QUANTITY BY KEYS
SELECT DLS:					
KEY TYPE	Contoso OEM	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY
Service	Contoso Mexico	TESTKEYBLAN		2	
Service	Contoso India (TESTKEY123	TESTOEMOFFC	5	
Service	7L4-00013	TESTKEY123	TSTOEM0365	2	
					< 🖬 >
					CLEAR RECALL KEYS

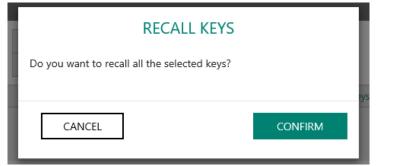
6. Enter the quantity of keys to be recalled.

NOTE: Keys must be ASSIGNED status in order to recall.

7. Click on the RECALL KEYS button.

Your dashboard data	was last updated: 2017-03-21 00:37:48				
Recall Key	/S				BY QUANTITY BY KEYS
SELECT DLS:	CONTOSO INDIA				
КЕҮ ТҮРЕ	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY
Service	269-16965	TESTKEYBLAN		2	2
Service	269-16965	TESTKEY123	TESTOEMOFFC	5	2
Service	7L4-00013	TESTKEY123	TSTOEMO365	2	a
					< • >
					CLEAR RECALL KEYS

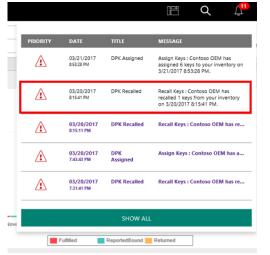
8. A confirmation window will pop up to confirm your selection. Click CONFIRM.



9. Once the keys are recalled, a "Key(s) recalled successfully" message will briefly pop up in the green highlighted banner.

Key(s) recalled succes	sfully.						×
Recall Ke	ys					BY QUANTITY	BY KEYS
SELECT DLP:	ADJOSH_FFKI_LABOE 🗸						
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY		
Standard	KW9-00458	1212		1	0		
					CLEAR	RECALL	KEYS
Privacy Statement			© 2016. All Rights Reserved				

11. A confirmation notification will also appear under the Alert icon, indicating recent changes.



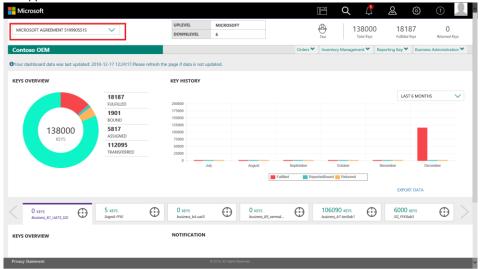
4.2.2 RECALL KEYS BY KEYS

Tip Tool: Recall keys that have not been allocated by downlevel partner by product key number.

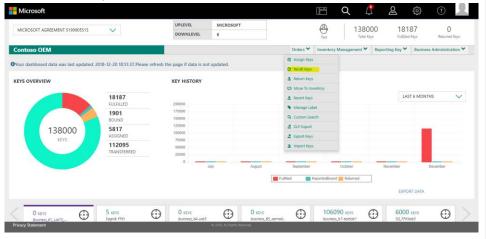
Step-by-step:

1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.

2. From the dashboard screen, select the business from the **Business dropdown** menu in upper left corner.



3. Click on Recall keys from the menu.



4. From the Recall Keys screen, click on the BY KEYS tab.

AICROSOFT FULFILLED DATE	OEM PO NUMBER	LICENSABLE PART NUMBER	PRODUCT KEY	RMA DATE FROM	Г	
ROM	Eg: BulkKeys_20_PO_No			PROM	-	RESET
	OEM PART NUMBER	KEY TYPE	MS PRODUCT KEY ID			
ICROSOFT FULFILLED DATE		KEY TYPE		RMA DATE		
0	MS PRODUCT KEY ID FROM	MS PRODUCT KEY ID TO	SELECT DLS	то		SEARCH
in the second se	Eg: 8000009090909		BUSINESS_B1_UAT3_DD		i i i i i i i i i i i i i i i i i i i	

5. Enter search criteria, if desired, and click on the SEARCH button. **NOTE**: Keys must be in ASSIGNED status to recall

NOTE:	Keys	must	be in	ASSI	GNED	status	to	recal	I.

MICROSOFT FULFILLED DATE	OEM PO NUMBER	LICENSABLE PART NUMBER	PRODUCT KEY	RMA DATE	
FROM	Eg: BulkKeys_20_PO_No			PROM	 RESET
	OEM PART NUMBER	KEY TYPE	MS PRODUCT KEY ID		
ICROSOFT FULFILLED DATE		KEY TYPE		RMA DATE	
o	MS PRODUCT KEY ID FROM	MS PRODUCT KEY ID TO	SELECT DLS	то	SEARCH
	Eg: 8000009090909		BUSINESS_B1_UAT3_DD		

6. All keys eligible for recall will display in the table.

MS PRODUCT KEY ID	PRODUCT KEY	KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	SITE NAME
3258505089204	30000X-30000X-30000X-30000X-PKCHD	Standard	KW9-00004	TESTING KEY	11001	MDOS LAB3
2975301037458	300001-300001-300001-300001-300001	Service	269-16965	TESTING KEY	10001	MDOS LAB3
						<
					CLEAR	RECALL KEYS

7. Check the box (es) to select the KEY IDs you would like to recall, then click the RECALL KEYS button.

_							
•	MS PRODUCT KEY ID	PRODUCT KEY	KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	SITE NAME
	3258505089204	30000X-30000X-30000X-30000X-PKCHD	Standard	KW9-00004	TESTING KEY	11001	MDOS LAB3
	2975301037458	30000(-30000(-30000(-30000)(-30000)	Service	269-16965	TESTING KEY	10001	MDOS LAB3
							< 🗖 >
					Γ	CLEAR	RECALL KEYS
Privacy S	Statement		e X	016. All Rights Reserved			

8. A confirmation window will pop up to confirm your selection. Click CONFIRM.

łys
CONFIRM

9. Once the keys are recalled, a "Key(s) recalled successfully" message will briefly pop up in the green highlighted banner.

MICROSOFT FULFILLED DATE	1000 12221	OEM PO NUMBER	UCENSABLE PART NUMBER	PRODUCT KEY	RMA DATE (1004	(2:2)	RESET
MICROSOFT FULFILLED DATE		OEM PART NUMBER	KEY TYPE 🗸 🗸	MS PRODUCT KEY ID	RMA DATE 10		and the second
		MS PRODUCT KEY ID FROM	MS PRODUCT KEY ID TO	ADJOSH_FFKI_LABOEM1_D_	RMA DATE 10		SEARCH
			NO DAT	A FOUND.			
			NO DAT.	A FOUND.			
			NO DAT	A FOUND.			

10. A confirmation notification will also appear under the Alert icon, indicating recent changes.

PRIORITY	DATE	TITLE	MESSAGE
	03/21/2017 853:28 PM	DPK Assigned	Assign Keys : Contoso OEM has assigned 6 keys to your inventory on 3/21/2017 8:53:28 PM.
	03/20/2017 8:15:41 PM	DPK Recalled	Recall Keys : Contoso OEM has recalled 1 keys from your inventory on 3/20/2017 8:15:41 PM.
Â	03/20/2017 8:15:11 PM	DPK Recalled	Recall Keys : Contoso OEM has re
Â	03/20/2017 7:43:43 PM	DPK Assigned	Assign Keys : Contoso OEM has a
	03/20/2017 7:31:41 PM	DPK Recalled	Recall Keys : Contoso OEM has re
		SHOW ALL	

4.2.3 RECALL KEYS BY SEARCH

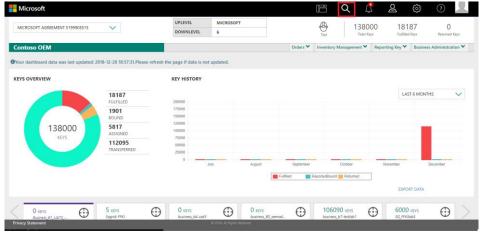
Tip Tool: Recall keys that have not been allocated by downlevel partner using search functionality.

Step-by-step:

- 1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.
- 2. From the dashboard screen, select the business from the **Business dropdown** menu in upper left corner.

MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT 6		Test	138000 Total Keys	2 🔅 18187 Fulfilled Keys	0 Returned Keys
Contoso OEM OYour dashboard data was last updated: 2 KEYS OVERVIEW	018-12-17 12:24:17.Please	e refresh the page if data is not upd	ated.	Orders ¥	Inventory Manage	ement Y Repor	ting Key 🌱 Busines	s Administration Y
138000 KEVS	18187 FULFILLED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	20000 17500 15500 15500 75000 5600 25000 25000 25000 25000 25000 25000 25000 25000 25000 25000 25000 25000	August	Beptember	October portedflound Returne	Nore	LAST 6 MONTH	is V
	5 KEYS Sagnik FFKI	0 KEYS business_b4-uat3		B5_coemod	106090 KEYS business_b7-testiab	\oplus	6000 KEYS SG_FFKIlab3	\oplus >
Privacy Statement			2016, All Pichts Reserved					

3. Click on the Search icon in the top navigation bar.



4. From the search screen, enter search criteria, if desired, and click on the SEARCH button.

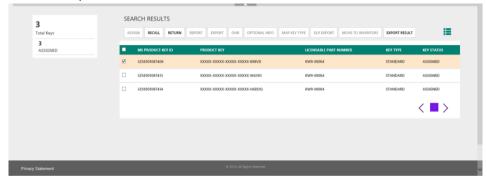
NOTE: Keys must be in ASSIGNED status to recall.

MICROSOFT AGREEMENT 5199	905515	\sim		UPLEVEL MICROS DOWNLEVEL 6	DFT		Test	13800 Total Key		1818 Fulfilled P	
Contoso OEM					Orde	rs 🗙	Inventory Ma	inagement 🌱	Reporting	Key 🌱	Business Administration 🌱
MICROSOFT FULFILLED DATE		KEY TYPE		OEM PO NUMBER	CALL OFF REFERENCE						
FROM	-	KEY TYPE	\sim				OEM OPT	IONAL INFO	+		RESET
		KEY STATUS		OEM PART NUMBER	MICROSOFT ORDER NUMBER						NLJL I
MICROSOFT FULFILLED DATE		KEY STATUS	\sim				ADVANCE	D SEARCH	+		
TO		SELECT DLP		LICENSABLE PART NUMBER	MS PRODUCT KEY ID						SEARCH
		FFKI					OEM RM/	A DATE	+		
		business_b4-uat	3		^						
		business_B5_oem	nodm_DD								
		business_b7-test	lab1								
		SG_FFKIIab3									

5. Results will display all the keys based on the search criteria.



6. Check the box(es) to select the KEY IDs that you would like to Recall. Then click on the RECALL button above your selection.



7. The Recall popup box will open. Click CONFRIM.

Recall				×
CANCEL	Do you want to rec	all all the selected keys?	CONFIRM	raliz
	NUMBER	CALL OFF REFERENC	F NUMB	

8. Once the keys are recalled, a "Key(s) Recalled successfully" message will briefly pop up in the green highlighted banner.

5	SEARCH RES				
Total Keys 5 ASSIGNED	Key(s) recalled su		HR OPTIONAL INFO MAP KEY TYPE DLS EXPORT	MOVE TO INVENTORY	
	PRODUC	T KEY ID PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
	26799	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX-XXXXXXX	269-16965	SERVICE	ASSIGNED
	26800	XXXXXX - XXXXXX - XXXXXX - XXXXXX - XXXXXX	269-16965	SERVICE	ASSIGNED
	26801	XXXXXX-XXXXXXX-XXXXXXX-XXXXXXX-XXXXXXX	269-16965	SERVICE	ASSIGNED
	26812	XXXXXX - XXXXXX - XXXXXX - XXXXXX - XXXXXX	269-16965	SERVICE	ASSIGNED

9. Once the keys are recalled, a confirmation notification will also appear under the Alert icon, indicating recent changes.

4.3. RETURN KEYS

Description:

Downlevel partners (OEM/IDH/TPI users) may be able to return keys to Microsoft due to different potential scenarios. In a centralized model, downlevel partners will notify uplevel partner (OEM) via MDOS, of which keys can be returned. The OEM can then return keys to Microsoft. In decentralized models, keys are returned directly to Microsoft by the downlevel partner (DLP) on behalf of their ULP.

Possible Return Scenarios

Return scenario	Credit approved	Terms
Stock Balancing (CBR not submitted)	Yes	10% limit & if returned within the same month as DPK fulfillment
Manufacturing Damage (CBR submitted)	Yes	365-day rule
Standard DPKs used for testing purposes	Yes	365-day rule
End user return	Yes	365-day rule

End of License / Agreement expiration	Yes	90-day rule & 365-day rule
Agreement termination	Yes	10-day rule
OA 3.0 replacement DPKs (MBR)	No	
OA 3.0 multiple activation test keys (TKY)	No	
Lost or stolen DPKs	No	

The returns process has been simplified. A return reason must be selected, but a reason code is not needed. The product key ID and integrated credit check are required. The OEM assembles product keys in batches to request credits for keys returned to Microsoft.

Returns Reason	Reason Code	Supported Return	CBR Required	Supplemental Documentation
No Documentation Required	ZOA	Agreement Termination Agreement Expiration Product End of Life Stock Balancing TKY MBR	No	No
End User Return	ZOB	End User Return	Yes	Yes
Manufacturing Damage	ZOC	Manufacturing Damage	Yes	Yes
Test Key	ZOD	Standard DPKs used for testing purposes	Yes	Yes
Lost or Stolen	ZOE	Lost or Stolen DPKs	n/a	Yes
Other	ZOF	Used only when explicitly instructed to do so by Microsoft	n/a	No
Store Product Return	zos	Used when returning Digital Attach products (DA) only.	PBR	No

Reasons and rules for returns:

The return reason codes will be visible in the MDOS Returns UI when a partner hovers over each return reason code.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.

- Microsoft					li Q	Д 2	ରୁ ହ	?
MICROSOFT AGREEMENT 5199905515	~	UPLEVEL DOWNLEVEL	MICROSOFT 6			38000 Total Keys	18187 Fulfilled Keys	0 Returned Keys
Contoso OEM • Your dashboard data was last updated: 2	018-12-17 12-24:17.Please refr	esh the page if data is not up	dated.	Orders 🗸	Inventory Managen	nent 🌱 Reportir	ng Key 🂙 🛛 Business	Administration 💙
KEYS OVERVIEW		KEY HISTORY						
	18187 FULFILLED	200000					LAST 6 MONTH	s 🗸
	1901 BOUND	175000 150000 125000						
138000 KEYS	5817 ASSIGNED 112095	100000 75000 50000						
	TRANSFERRED	25000						
		Ju	ly August	September	October	Novem	ber Des	sember
							EXPORT DATA	
O KEVS Business_B1_UAT3_DD	5 KEVS Sagnik FFIC	0 KEYS business_b4-uat3		as_coemod	106090 KEYS business_b7-testlab1	\odot	6000 KEYS SG_FFKIlab3	\oplus >
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			© 2016. All Rights Reserved					~

3. From the Inventory management menu, select Return Keys.

Microsoft						Q	4	ଧି	<u>୍</u>	
MICROSOFT	\checkmark		MICROSOFT 6		Test		BOOO al Keys	1818 Fulfilled Ke		Keys
Contoso OEM				Orders	 Invento 	iry Managemei	nt 🔨 Rep	orting Key 🂙	Business Administra	tion 🌱
KEYS OVERVIEW		KEY HISTORY		C Assign						
	18187			🏦 Return				LAST 6	MONTHS	$\mathbf{\vee}$
	FULFILLED	200000 175000		13 Move T						
	1901 BOUND	150000		1 Revert						
138000	5817	125000		 Manage Q. Custom 					-	
KEYS	ASSIGNED	75000								
	112095 TRANSFERRED	50000		Z Export						
	TOUGHLARED	25000		import						
		July	August	unground the		ulober	No	vember	December	
				Fulfilled F	ReportedBound	Returned				
								EXPORT	DATA	
O KEYS BUSINESS, B1_UAT3, DD	5 KEYS Sagnik FFKI	O KEVS	0 KEYS			90 KEYS	\odot	6000 KE		
5050455_61_0413_00	Jug na 11 lo	000013204 0012				Con accurate r		540,776,880		
KEYS OVERVIEW		NOTIFICATION								
										_
Privacy Statement		0.2	016. All Rights Reserved							~

4. From the Return Keys page, you can see the detailed description of return reason when partner mouse hover on any return reason.

o rs				Orders 🗸	Inventory Manage					
'S					inventory Manage	ment	Reporting Key V	Business	Administration	
							BY QU	IANTITY	BY KEY	
E: FULFILLED	\checkmark	RETUR	N FROM:	CONTOSO OEM100	~					
				Neder		do long th	at will not receive cr	edits 🔍 YE	s 🕷 NO(Def	
ENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	Return Code	= ZOA	en	RN TYPE DESCRIPTIC	N		
-16965	27MAR		1	Use this r	eason code for stock NO DOCUMENTATION REQUIRED		QUIRED	~		
0.00	NUT AND A STORE	Linux stur				TKY, N	o documentatio	n required	(
9-00430	NEW BOLK KETS	NEW KETS	4/44	Credit eligib	ility = 365 days					
	17111111			Eligibility guit	le rules	N	Ifg damage w/red	quired docu	mentation	
9-00458	TZIANDI		1		Return Credit Flag = NO - Unless instructed by Microsoft			Test key w/required documentation		
					_					
					RET	URN KEYS		cu	EAR	
"Other" returns will be return	ned regardless of selection. P	lease ensure the return req	juest is submitted corre	ctly.						
	-6965 6-00558 8-00558 ed. keys that will not receive	DECAMP FORMER OEM PO MOMER 19995 2704AR 0-0055 2704AR 0-0055 1734AB1 0-0055 1734AB1 ed, keys that will not receive credit will not be processed for the proc	DECARLE FART NUMBER OEM PO NUMBER OEM FART HUMBER 166685 27040R	Decide: OLM PO NUMBER OLM PART HOMMER AVAILABLE KYS 19995 27MAR 1 0.0055 NEW BUCK KINS NEW KINS 4244 0.0058 175M01 1 ed, keps that will not receive credit will not be processed for return with the exception of "Lost/Stolern" or "C 1	EXERCISE PART NUMBER OTM PO INTIMEER OTM PART NUMBER AVAILABLE XXYS No docume 19665 278A/R 1 Supported ke Supported ke 200458 NEW BUX KEVS NEW KEVS 4744 MR Return Cost 200458 173AR01 1 Blippbilly guid	No.documentation required No.documentation required ANMARIE MARKE MOMMER OIM PART MOMMER AVAILABLE KYS ANMARIE MARKE MOMMER I Supported by state = Fulfilial ANMARIE MARKE I Uses Market momentation, product well of the momentation, product well and the momentation of the momentation, product well and the momentation of th	NO OCCUMENTATION NUMBER OLM FOR MARKER OLM FOR MARKER AVMALABLE RAYS No Avmalable reg (th) 19685 2706AR 1 No Avmalable reg (th) Registration regulared Registration registra	No. documentation required Revealer MAX MUMBER OLM FOR MUMBER OLM FART MUMBER AVAILABLE EXTS No. documentation required Return Code = 20A THUM THY DESCRIPT 19665 27MAR 1 No. documentation required Return Code = 20A No. documentation required Return Code = 20A No. documentation removed removed product and of life. THV Return Code 20A No. documentation Return Code = 20	NewAll FART MUMBER OLM PO MUMBER OLM PO MUMBER AVMAABLE RETS No documentation required Refum Code + 20A That will not receive credit. That will not be processed for return with the exception of "Lost/Stolen" or "Other" returns.	

MDOS will also display a return disclaimer for 'keys that will not receive credit', to add clarity to the partner for keys that will not receive credit when returned, based on the reason code that has been selected for the keys being returned.

Contoso OEM100 Reporting Kay Buchess Administratio Reporting Kay Buchess Administry Reporting Kay Buchess Reported Kay Buchess Report	MICROSOFT AG	GREEMENT 5000044	785 🗸	UPLEVEL	MICROS EL 20	OFT		\oplus	11526			11
SELECT KEY STATE: RUFILED RETURN FROM: CONTOSO OEM100 Include keys that will not receive credits © YES ® NOLDel KEY TYPE LICENKARLE MAT HIMMERE OEM FOR HIMMERE OEMATION RETURN FROM Include keys that will not receive credits © YES ® NOLDel Senderd KV9-06458 NEW BUK KEYS NEW KEYS 4744 IND DOCUMENTATION REQUIRED Include keysets Banderd KV9-06458 TITAMOT 1 IND DOCUMENTATION REQUIRED Include keysets Note **IT ON'S is selected, keys that will not receive credit will not be processed for return with the exception of "Lost/Stolen" or "Other" returns. RETURN KEYS CLEAR	Contoso OE	M100					Orders 🗸	Test				Returned Keys
NO.Det NUM NUM <t< td=""><td>Return</td><td>Keys</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>BY QUA</td><td>NTITY</td><td>BY KEYS</td></t<>	Return	Keys								BY QUA	NTITY	BY KEYS
KEY TYPE LICENCARLE FACE HOUSER OTEM FO HOMERE OTEM FO HOMERE OTEM FO HOMERE OTEM FO HOMER OTEM FOR HOUSER OTEM FOR HOUSER Service 269-19953 27MAR 1 NO DOCUMENTATION REQUEED Serviced KV9-00538 NEW RUX KEYS NEW KEYS 4744 NO DOCUMENTATION REQUEED Serviced KV9-00538 1 1 NO DOCUMENTATION REQUEED Serviced KV9-00538 13 NO DOCUMENTATION REQUEED Serviced KV9-00538 13 NO DOCUMENTATION REQUEED	SELECT KE	Y STATE:	FULFILLED	\checkmark	RETU	RN FROM:	CONTOSO OEM100		\sim			
Service 289-3985 27MAR 1 NO DOCUMENTATION REQUEED Sandard KM9-90438 NEW RUX KEYS NEW KEYS 4744 NO DOCUMENTATION REQUEED Sandard KM9-90438 TTANKE 1 NO DOCUMENTATION REQUEED No EXMAND 1 NO DOCUMENTATION REQUEED									Include keys th	at will not receive cred	its ⊙ YES	NO(Default)
New BLK KEYS NEW KEYS AT44 No DOCUMENTATION REQUIRED Standard KKYP-00458 TTANKET 1 No DOCUMENTATION REQUIRED Standard KKYP-00458 TTANKET 1 No DOCUMENTATION REQUIRED Note	KEY TYPE	LICENSABLE PAR	KT NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE	CEYS QUANTITY		RET	URN TYPE DESCRIPTION		
No DOCUMENTATION REQUEED Note RETURN KXVS CLEAR	Service	269-16965		27MAR		1			N	D DOCUMENTATION REQU	JIRED	\sim
No DOCUMENTATION RECURD No DOCUMENTATION RECURD No DOCUMENTATION RECURD No DOCUMENTATION RECURD RECURN KEYS CLEAR	Standard	KW9-00458		NEW BULK KEYS	NEW KEYS	4744			N	D DOCUMENTATION REQU	JIRED	\sim
*vif "No" is selected, keys that will not receive credit will not be processed for return with the exception of "Lost/Stolen" or "Other" returns.	Standard	KW9-00458		17JAN01		1			N	D DOCUMENTATION REQU	JIRED	\checkmark
Loss/solen and Umer returns will be returned regardless of selection. Nesse ensure the return request is submitted conectly.	**If "No" is								RETURN KEYS		CLEA	IR

Example: Contoso OEM has a decentralized business model. They order 300 keys from Microsoft in early October, but do not use 20 of the keys that were ordered. Since Contoso

OEM is able to return up to 10% of volume of keys invoiced volume from previous calendar month and fulfilled from 2 months prior, Contoso requests stock balancing from Microsoft at the end of October (the fulfilment month), and they request a return through MDOS in late October. They select Return Keys - By Keys from the Return Keys menu, and select the specific keys they want to return that are in fulfilled status. Contoso selects the return reason of "No Documentation Required" from the RETURN TYPE dropdown menu. A "Key(s) returned successfully" message pops up. Meanwhile, Microsoft reviews the OEM's request. There is no request for credit since this was a stock balancing situation. Contoso OEM sees the key status change to "Returned" in MDOS and via the Returns Acknowledgement email.

Tip Tool: Allows the return of keys to Microsoft. Credit eligibility depends on the age of key and the return reason.

4.3.1 RETURN KEYS BY QUANTITY

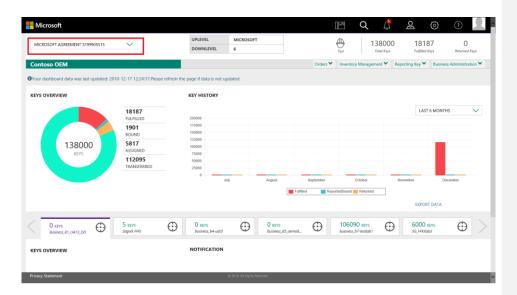
Tip Tool: Return unused keys to Microsoft or uplevel partner by quantity.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

NOTE: In centralized model, TPI user will notify uplevel partner of which keys are eligible for return. In decentralized model, keys are returned to Microsoft.



3. From the Inventory management menu, select Return Keys.

MICROSOFT	\sim	UPLEVEL	MICROSOFT 6	_	(D) Test	138000 Tatal Keys	18187 Fulfilled Keys	0 Returned Keys
Contoso OEM				Orders		agement 🔨 Rep	orting Key 🌱 🛛 Busine	ess Administration 🌱
KEYS OVERVIEW		KEY HISTORY		C Recall K				
	18187 FULFILLED	200000					LAST 6 MONT	hs 🗸
	1901 BOUND	175000 150000		± Revert K				
138000	5817 ASSIGNED	125000 100000		 Manage Q. Custom 				
KEYS	112095	75000		🙇 DLP Exp				
	TRANSFERRED	25000 0	lv August	▲ Export # ▲ Import #			vember D	ecember
			ny Pogusi	Fulfiled R	eportedBound 🚃 Ret		weniber D	ecemen
							EXPORT DATA	
0 KEYS Business_B1_UAT3_DD	5 KEVS Sognik FFKI	0 KEYS business_b4-uat3	O KEYS business	B5_oemod	106090 KE business_b7-test		6000 KEYS SG_FFKIlab3	•
EYS OVERVIEW		NOTIFICATION						

4. From the Return Keys screen, click on the BY QUANTITY tab.

5. Select the radio button for "Include keys that will not receive credits" if desired. Default will not include these.

NOTE: In order to return keys, they must be in Fulfilled, Bound, Activation Enabled, Activation Denied, Assigned, or Return Rejected status.

MICROSOFT AGREEMENT \$199905515	UPLEVEL DOWNLEVEL	MICROSOFT 6		(H) Test	138000 Total Keys	18187 Fulfilled Keys	0 Returned Keys
ontoso OEM				Orders 🌱 Invento	ory Management 🌱	Reporting Key 🌱	Business Administration
leturn Keys						BY QUAN	BY KEYS
SELECT KEY STATE: FULFILLED	V RETURN FROM	A: CONTOSO	\sim				
					Include keys that	will not receive credit:	s O YES NO(Default)
KEY TYPE LICENSABLE PART NUMBER	OEM PO NUMBER OEM PART NU	MBER AVAILABLE KEYS	QUANTITY		RETURN TYP	E DESCRIPTION	
Standard KJ7-00001	W10-46582-20000	2			NO DOCUP	VENTATION REQUIRED	~
Standard KJ7-00001	W10-46622-24000	3997			NO DOCUP	VENTATION REQUIRED	\sim
Standard KJ7-00001	W10-46622-35000	5003			NO DOCUP	VENTATION REQUIRED	~
Standard LZ6-00001	W11-2016-35000	9185			NO DOCUM	MENTATION REQUIRED	\sim
					CLEAR		return keys

6. Enter the quantity of keys to be returned.

7. Select the return reason for each of the keys from the RETURN TYPE dropdown menu.

8. MDOS allows partners to return only store products alone without returning the keys. Partner has to select the return description as 'Return of Store Products Only' which will return only the store products from MDOS.

9. Click on the RETURN KEYS button.

Return	Keys					BY QUANTITY	BY KEYS
SELECT KEY	STATE: FULFILLED	\checkmark				Include keys that will not receive credits OVES	
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	RETURN TYPE DESCRIPTION	NO(Default
Service	269-16965	TESTKEYBLAN		4	1	NO DOCUMENTATION REQUIRED	~
Service	269-16965	TESTKEY123	TESTOEMOFFC	2		NO DOCUMENTATION REQUIRED	~
Service	7L4-00013	TESTKEY123	TSTOEM0365	4		NO DOCUMENTATION REQUIRED	\sim
						<	1 >
						CLEAR RETURN K	EYS

10. Partner can return any number of keys in MDOS, if the key count is more than 5000 keys, then MDOS will process the key return in batches from the backend and submit it to Microsoft in batches.

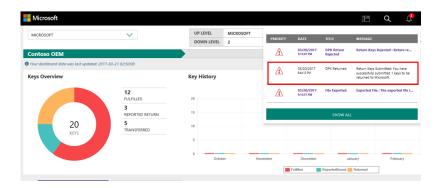
11. A confirmation window will pop up to confirm your selection. Click CONFRIM.

RETURN KEYS	
Are you sure you want to return th	ese keys?
CANCEL	CONFIRM

12. Once the keys are returned, a "Key(s) returned successfully" message will briefly pop up in the green highlighted banner.

Return	Keys					BY QUANTITY	BY KEYS
SELECT KEY	STATE: FULFILLED	~					×
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	Include keys that will not receive credits O YES RETURN TYPE DESCRIPTION	
Service	269-16965	TESTKEYBLAN		3		NO DOCUMENTATION REQUIRED	~
Service	269-16965	TESTKEY123	TESTDEMOFFC	2		NO DOCUMENTATION REQUIRED	~
Service	7L4-00013	TESTKEY123	TSTOEMO365	3		NO DOCUMENTATION REQUIRED	~
						<	1 >
						CLEAR RETURN K	EVS

13. A confirmation notification will also appear under the Alert icon, indicating recent changes.



14. Partner can return any number of keys in MDOS, if the key count is more than 5000 keys, then MDOS will process the key return in batches from the backend and submit it to Microsoft in batches.

4.3.2 RETURN KEYS BY KEYS

Tip Tool: Return unused keys to Microsoft or uplevel partner by selected product key number.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

NOTE: In centralized model, TPI user will notify uplevel partner of which keys are eligible for return. In decentralized model, keys are returned to Microsoft.

Microsoft							८ 🖞	õ	() ()	
MICROSOFT AGREEMENT 5199905515	~	UPLEVEL DOWNLEVEL	MICROSOFT 6			Test	138000 Tatal Keys) 1818 Futfilled R		Keys
Contoso OEM					Orders 💙	Inventory Ma	nagement 🌱	Reporting Key 🌱	Business Administra	tion 🌱
OYour dashboard data was last updated: 2018-12- KEYS OVERVIEW		page if data is not upd	lated.							
138000 REVS	18187 94.FilleD 1901 580/RD 5817 583/RED 112095 TRANSFERED	200000 175000 150000 125000 75000 50000 25000 0 3000 0 3000		Asgust	September Fulfilted Repo	Octob ortedBound Re		LAST November	6 MONTHS	
	KEYS gnik FRO	O KEYS business_b4-uat3	\oplus	O KEYS business_B5_oemo		106090 K business_b7-te			eys 🙃	
KEYS OVERVIEW Privacy Statement		NOTIFICATION	0 2016. All Rights Reser							

4. From the Inventory management menu, select Return Keys.

Microsoft	\checkmark	UPLEVEL	MICROSOFT 6		9 13	Keys	2 C	0 Returned Keys
Contoso OEM KEYS OVERVIEW 138000 KEYS	18187 PATRILED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	KEY HISTORY	ny August	B Assign Rays Becall Kays Custom Search Custom		nt A Report	LAST 6 MONTI	
0.1217 Baument, 81, UAT2, DD	5 KEVS Sognik FFR	0 KEVS busines, b4-out3 NOTIFICATION	O KEYS business		106090 KEVS Jusinest_b7-testlab1		6000 KEYS SG_FFKilab3	\oplus >
Privacy Statement			© 2016. All Rights Reserved					

4. From the Return Keys menu, click on the BY KEYS tab.

			iers 🌱 Inventory Management 🌱 Re	porting Key 🌱 🛛 Business Administration *
				BY QUANTITY BY KEYS
BER LICENSABLE PART N	IUMBER	PRODUCT KEY	RMA DATE	
rs_20_PO_No Eg: FQC-0000		Eg:190870		RESET
MBER KEY TYPE		MS PRODUCT KEY ID		(LOC)
s_20_Part_No KEY TYPE	\sim	Eg:8000009090909		
KEY ID FROM MS PRODUCT KEY ID	D TO	SELECT RETURN FROM	TO	SEARCH
1090909 MS Product key	ID to	CONTOSOFFKI 🗸	f	
	s_20_PO_No Eg: FQC-0000 MBR KEY TYPE k_20_Part_No KEY TYPE CEY ID FROM MS PRODUCT KEY ID	L30,P0,Ho Egr FG2-0000 MBR KEY TYPE L30,Part,No KEY TYPE GY ID RR0M MS PRODUCT KEY ID TO	LBUPO.No Egr FOC-9000 Egr FOC-9000 MER KEY THY MS PRODUCT KEY ID CRO Part.No KEY THYE Egr 000000000000 KEY THYE Egr 000000000000 Egr 000000000000 KEY THYE Egr 000000000000 Egr 000000000000 KEY THYE Second Egr 000000000000 Egr 0000000000000 KEY THYE Second Egr 0000000000000 Second Egr 00000000000000	Liki JPO, No Egr 102 - 000 Egr 108770 MMM MBR KKY TYPE MS PRODUCT KEY D MS JOS Part Uno KEY TYPE Egr 000000000000 MMA DATE GY D FROM MS PRODUCT KEY D Egr 000000000000 MMA DATE GY D FROM MS PRODUCT KEY D Egr 0000000000000 TO

5. Enter the search criteria and Click on the SEARCH button.

NOTE: A key is only eligible for return if it is in Fulfilled, Bound, Activation Enabled, Activation Denied, Assigned, or Return Rejected status.

6. All keys eligible for return will display in the table.

7. Select the radio button for "Include keys that will not receive credits" if desired. Default will not include these.

8. Check the box(es) to the select KEY IDs you would like to return.

MS PRODUCT KEY ID	PRODUCT KEY	STATUS	KEY TYPE	LICENSABLE PART NUMBER	IS PBR SENT	RETURN TYPE DESCRIPTION	
2975301004396	200001-200001-200001-200001-200001	Fulfilled	Service	269-16965	No	NO DOCUMENTATION REQUIRED	~
2975301004397	200001-200001-200001-200001-200001	Fulfilled	Service	269-16965	No	NO DOCUMENTATION REQUIRED	~
2975301004398	200001-200001-200001-200001-200001	Fulfilled	Service	269-16965	No	NO DOCUMENTATION REQUIRED	~
2975301004399	XXXXXX-XXXXXX-XXXXXX-XXXXXXX-XXXXXXX	Fulfilled	Service	269-16965	No	NO DOCUMENTATION REQUIRED	~
2975301004400	X0000F-X0000F-X0000F-X0000F-X0000F	Fulfilled	Service	269-16965	No	NO DOCUMENTATION REQUIRED	~

9. Select the return reason for each of the keys from the RETURN TYPE dropdown menu.

10. MDOS allows partners to return only store products alone without returning the keys. Partner has to select the return description as 'Return of Store Products Only' which will return only the store products from MDOS.

MS PRODUCT KEY ID	PRODUCT KEY	STATUS	KEY TYPE	LICENSABLE PART NUMBER	IS PBR SENT	RETURN TYPE DESCRIPTION
900523000009546	30000X-30000X-30000K-30000K-DD560	Activation Enabled	Standard	KW9-00001	No	NO DOCUMENTATION REQUIRED
900523000009547	X0000K-X0000K-X0000K-X0000K-85E75	Return Rejected	Standard	KW9-00001	No	No documentation required
						End user return w/required documentation
900523000009553	30000X-30000X-30000X-30000X-8CF55	Return Rejected	Standard	KW9-00001	No	
						Mfg damage w/required documentation
900523000009554	XXXXX-XXXXX-XXXXX-FFFBB	Return Rejected	Standard	KW9-00001	No	Test key w/required documentation
						Lost or stolen w/required documentation
900523000009555	XXXXX-XXXXXX-XXXXXX-EA5D6	Return Rejected	Standard	KW9-00001	No	Other
						Return of Store Products Only
900523000009556	X000X-X000X-X000X-X000X-AA8DC	Fulfilled	Standard	KW9-00001	No	NO DOCUMENTATION REQUIRED
900523000009558	30000-30000-30000-30000-23812	Assigned	Standard	KW9-00001	No	NO DOCUMENTATION REQUIRED
 900523000009559	XXXXX-XXXXX-XXXXXX-EF3C1	Assigned	Standard	KW9-00001	No	

11. Click the RETURN KEYS button.

					Include k	eys that will not receive credits O YES NO(Defi
MS PRODUCT KEY ID	PRODUCT KEY	STATUS	KEY TYPE	LICENSABLE PART NUMBER	IS PBR SENT	RETURN TYPE DESCRIPTION
899901251533465	X0000X-30000X-30000X-30000X-MFRHH	Fulfilled	Standard	KW9-00458	No	NO DOCUMENTATION REQUIRED
899901251533466	30000X-30000X-30000X-30000X-JCM/H	Fulfilled	Standard	KW9-00458	No	NO DOCUMENTATION REQUIRED
2961048219578	30000X-30000X-30000X-30000X-30000X	Fulfilled	Service	7L4-00013	Yes	NO DOCUMENTATION REQUIRED
2961048219579	30000X-30000X-30000X-30000X-30000X	Fulfilled	Service	7L4-00013	No	NO DOCUMENTATION REQUIRED
2961048219580	X0000X-X0000X-X0000X-X0000X	Fulfilled	Service	7L4-00013	No	NO DOCUMENTATION REQUIRED
~						
	899001251533465 899001251533466 2961048219578 2961048219579 2961048219580	BH9901231333465 XXXXXX,XXXXXX,XXXXXX,XXXXXX,MITHH BH9901231333466 XXXXX,XXXXXX,XXXXXX,XXXXXX,XXXXXX,XXXXXX	B19901231333465 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	B99901231333463 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	B9990123133485 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	MS PRISOLUCE NEY ID PRISOLUCE NEY STATUS REY TYPE LECENSABILE PART HOMMER IS PRIS SINE B99901231533464 X0000-X0000-X0000-X0000-X0000-AMPRINE Fulfilled Standard KVV9-60458 No 2960582193740 X0000-X0000-X0000-X0000-X0000- Fulfilled Standard KVV9-60458 No 2960582193740 X0000-X0000-X0000-X0000-X0000- Fulfilled Service 7L4-60013 No 296058219374 X0000-X0000-X0000-X0000-X0000- Fulfilled Service 7L4-60013 No

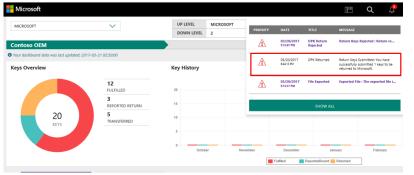
12. A confirmation window will pop up to confirm your selection. Click CONFIRM.



13. Once the keys are returned, a "Key(s) returned successfully" message will briefly pop up in the green highlighted banner.

lurn	Keys										BY QUANTITY	BY KEYS
(s) returned	successfully!											
IFT PULPILLED D	DATE FROM		OEM PO NUMBER	LICENSA	IBLE PART NUMBER	۱ ۲	PRODUCT KEY		RMA DATE FROM		RE	SET
OFT PULPILLED D	DATE 10	***	PRODUCT KEY ID FROM		CT KEY ID TO	•	HODELTRETID		RMA DATE 10		SEA	RCH
_											not receive credits OY	ES ® NO(Defa
•	KEY ID	PRODUCT KEY		STATUS	KLY TYPE	UCENSAILE	PART NUMBER	MS PRODUC		Include keys that will RETURN TYPE DESCRIPT		ES ® NO(Defa
	KEY ID 26798		10000X-30000X-30000X	STATUS Putfilled	KEY TYPE Service	UCENSABLE F	PART NUMBER	MS PRODUC 2975302022			ION	
-		300008-300008-					PART NUMBER		122	RETURN TYPE DESCRIPTI	10N REQUIRED	ES ® NO(Defa

14. A confirmation notification will also appear under the Alert icon, indicating recent changes.



4.3.3 RETURN KEYS BY SEARCH

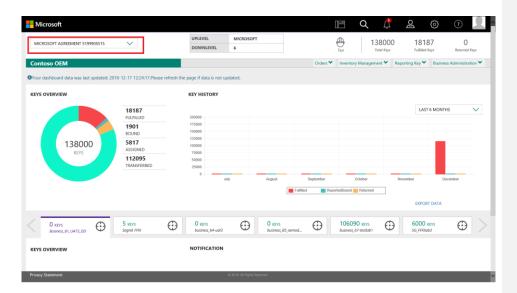
Tip Tool: Return unused keys to Microsoft or uplevel partner using search functionality.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.

NOTE: In centralized model, TPI user will notify uplevel partner of which keys are eligible for return. In decentralized model, keys are returned to Microsoft.



3. Click on the search icon in the top navigation bar.

18187 FULFILLD 1901 BOUND 5817	KEY HISTORY 20000 175000 15000 125000			Orders 🌱	Inventory Managemen	nt Y Reporting	Key V Business	
FULFILLED 1901 BOUND 5817	200000 175000 150000						LAST 6 MONTHS	~
FULFILLED 1901 BOUND 5817	175000 150000						LAST 6 MONTHS	~
ASSIGNED 112095 TRANSFERRED	100000 75000 50000 25000 0 July	Alge	rst Sep Fuffiled		October dBound Returned	November	r Dece	mber
							EXPORT DATA	
	0 KEYS business_b4-uat3			\oplus				\odot
	NOTIFICATION							
	TRANSFERRED	Itensistenetid 2000 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001 0 2001	IRANSFERED 25000 0 Jahy Augu 2000 0 Krvs 0 Krvs 0 Krvs 0 Krvs 0 Krvs 0 Krvs 0 Lang 0 Lang	August Deg august	TRANSFERRED 2000 2 July August Bestendor Frither Brown Form Boundary, Marcel Boundary, Marcel Bou	TRANSFERED 2000 2 Aly August Begeneter October Fulline Reportedition Remove Fulline Reportedition Remove	TRANSFERED 2500 0 Jay August Displander Image: Imag	TRANSFERED 2500 0 August Supported/back October November December Image: Ima

4. From the search screen, enter the search criteria, if desired, and click on the SEARCH button.

NOTE: Keys must be in Fulfilled, Bound, Activation Enabled, Activation Denied, Assigned, or Return Rejected status to return.

MICROSOFT AGREEMENT 519990	5515 🗸		UPLEVEL DOWNLEVEL	MICROSOFT 6			Test 13800			
Contoso OEM						Orders 💙	Inventory Management 🌱	Reporting Key 🌱	Business Administration 💙	
MICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFERENCE					
FROM	KEY TYPE	\sim					OEM OPTIONAL INFO	+	RESET	
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER NUMBER	L			NLDL I	
MICROSOFT FULFILLED DATE	KEY STATUS	\sim					ADVANCED SEARCH	+		
TO			LICENSABLE PART NUMBER		MS PRODUCT KEY ID				SEARCH	
	FFKI						OEM RMA DATE	+		
	business_b4-uat3	_			_					
	business_B5_oemoo	im_DD								
	business_b7-testlab	1								
	SG_FFKIIab3									

5. The search result will display all the keys that are eligible for return based on the criteria.

IICROSOFT AGREEMENT 51999055	15 🗸		UPLEVEL	MICROSOFT		Ð	138000	181	
			DOWNLEVEL	6		Test	Total Keys	Fu(filled	Keys Returned Key
ontoso OEM						Orders 🌱 Invento	ry Management 🌱	Reporting Key	Business Administratio
ICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFERENCE				
tom	KEY TYPE	\sim	Eg: BulkKeys_20_PO_N	0	Eg:1000089787877	OEM OPTI	ONAL INFO	+	RESET
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER NUMBER				
ICROSOFT FULFILLED DATE	KEY STATUS	\sim	Eg: BulkKeys_20_Part_N	io -	Eg: 1018703841	ADVANCE	D SEARCH	+	
0	SELECT DLP		LICENSABLE PART NUMBER		MS PRODUCT KEY ID				
	CONTOSO	\sim	Eg: FQC-0000		Eg:8000009090909	OEM RMA	DATE	+	
25905 Total Keys 18187	SEARCH RESULT		PORT EXPORT OHR	OPTIONAL INFO		MOVE TO INVENTORY	EXPORT RESULT		I
Total Keys		RETURN	PORT EXPORT OHR		MAP KEY TYPE DLP EXPORT	MOVE TO INVENTORY	EXPORT RESULT	KLY TYPE	KLY STATUS
Total Keys 18187	ASSIGN RECALL	RETURN RE	PRODUCT KEY		MAP KEY TYPE DLP EXPORT		EXPORT RESULT	KEY TYPE STANDARD	
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSIGN RECALL MS PRODUC	RETURN RE	PRODUCT KEY 30000X-3000X-300	OPTIONAL INFO	MAP KEY TYPE DLP EXPORT	ENSABLE PART NUMBER	EXPORT RESULT		KEY STATUS
Total Keys 18187 FULFILLED 1901 BOUND	ASSIGN RECALL MS PRODUC 32586313223	RETURN RE CT KEY ID 347	PRODUCT KEY X00XX-X00XX-XX X00XX-X00XX-XX	OPTIONAL INFO	MAP KIY TYPE DLP DRPORT	ENSABLE PART NUMBER	EXPORT RESULT	STANDARD	KEY STATUS FULFILLED
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSIGN RECALL MS PRODUC S2566313223 S2566313223	RETURN RE CT KLY ID 347 348 348 349 349	PRODUCT KEY 3000X-3000X-30 300XX-3000X-30 300XX-3000X-30	OPTIONAL INFO	۱۸۵۵ KEY TIYE DU EUPORT C נוכ נוכ נוכ נוכ נוכ נוכ נוכ נוכ נוכ נוכ	-00001	EXPORT RESULT	STANDARD STANDARD	KEY STATUS FULFILLED FULFILLED
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSION RECALL MS PRODUC 32566313223 32566313223	RETURN RE CI KLY ID 347 348 349 350 350	PRODUCT KCV 300007-300007-30 300007-300007-30 300007-300007-30	OPTIONAL INFO 000X-3000X-138K3 000X-3000X-39K3Q 000X-3000X-39K3Q	MAP KY TYY 0LP KY OT 0 60 60 60 60 60 60 60 60 60 60 60 60 60	ENSAGLE PART NUMBER -00001 -00001	EKPORT RESULT	STANDARD STANDARD STANDARD	KEY STATUS FULFILLED FULFILLED FULFILLED
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSEN RECALL MAS PROPULO 25566313223 25566313223 25566313223 25566313223	RETURN RE CT KRY 80 347 348 349 350	PRODUCT XLY 30000-30000-30 30000-30000-30 30000-30000-30 30000-30000-30	000X-3000X-138K3 000X-3000X-4600Q 000X-3000X-4600Q 000X-3000X-4600Q	MAP KY TYY 0LP EXPORT CC K7 K7 K7 K7 K7 K7 K7 K7 K7 K7 K7 K7 K7	ensable part number -00001 -00001 -00001	EXPORT RESULT	STANDARD STANDARD STANDARD STANDARD	KEY STATUS PULFILLED PULFILLED PULFILLED PULFILLED

- 6. Check the box(es) to the select the keys you would like to return.
- 7. Click on the RETURN button above your selection.

Alicrosoft 25905		CH RESULTS			<u>9</u> 2	0
Total Keys 18187 FULFILLED	ASSIGN	MS PRODUCT KEY ID	REPORT EXPORT OHR OPTIONALINFO MAP KEY TYPE	DLP EXPORT MOVE TO INVENTORY EXPORT RESULT	KEY TYPE	KEY STATUS
1901		3258631322347	30000X-30000X-30000X-30000X-T3BK3	KJ7-00001	STANDARD	FULFILLED
5817	Z	3258631322348	3000XX-30000X-30000X-3000XX-V6DDQ	KJ7-00001	STANDARD	FULFILLED
ASSIGNED	2	3258631322349	30000X-30000X-30000X-30000X-3VE3Q	KJ7-00001	STANDARD	FULFILLED
		3258631322350	3000XX-3000XX-3000XX-3000XX-WB47D	KJ7-00001	STANDARD	FULFILLED
		3258631322351	3000XX-30000X-3000XX-8000XX-P37X3	KJ7-00001	STANDARD	FULFILLED
		3258631322352	3000XX-3000XX-3000XX-3000XX-3PD93	KJ7-D0001	STANDARD	FULFILLED
		3258631322353	3000XX-3000XX-3000XX-3000XX-VQWVD	KJ7-D0001	STANDARD	FULFILLED
		3258631322354	30000X-30000X-30000X-30000X-VQWVD	KJ7-00001	STANDARD	FULFILLED
		3258631322355	3000XX-3000XX-3000XX-3000XX-76DDQ	KJ7-00001	STANDARD	FULFILLED
		3258631322356	X00XX-X00XX-X00XX-X00XX-9TPHD	KJ7-00001	STANDARD	FULFILLED
		3258631322357	3000XX-3000X-3000X-3000XX-W4393	KJ7-00001	STANDARD	FULFILLED
		3258631322358	30000X-30000X-30000X-30000X-M7V/X3	KJ7-00001	STANDARD	FULFILLED
		3258631322359	3000XX-3000X-3000X-3000X-MP2HD	KJ7-00001	STANDARD	FULFILLED

8. A Return confirmation box will popup. Select the return reason for each of the keys from the RETURN TYPE dropdown menu.

NOTE:MDOS allows partners to return only store products alone without returning the keys. Partner has to select the return description as 'Return of Store Products Only' which will return only the store products from MDOS.

R	Return	×
	Please confirm your request to return the selected keys.	
	NO DOCUMENTATION REQUIRED	/ IN
	No documentation required	
o `	End user return w/required documentation	EM
	Mfg damage w/required documentation	
JLTS	Test key w/required documentation	
RETU	Lost or stolen w/required documentation	MOV
JCT KEY ID	Other	UMBE
72458	Return of Store Products Only	
72455	XXXXX-XXXXX-XXXXX-113BB FQC-05607	
72456	XXXXX-XXXXX-XXXXX-9C3A6 FQC-05607	

10. Select the radio button for YES to "Include keys that will not receive credits". Default will not include these.

11. Click CONFIRM. After clicking confirm the keys will be sent to the uplevel for return.

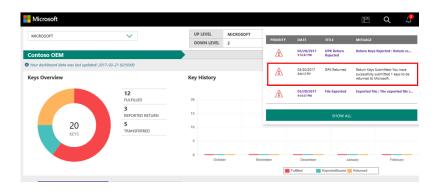
Return	×
Please confirm your request to return the sele	ected keys.
NO DOCUMENTATION REQUIRED	\sim
Include keys that will not receive credits O YES	
CANCEL	CONFIRM

12. Once the keys are returned, a "Key(s) returned successfully" message will briefly pop up in the green highlighted banner.

12. From the dashboard view, KEY STATUS will be updated to MARKED FOR RETURN. The number of keys in MARKED FOR RETURN status in the key count box on the left will also be updated.

14 FULFILLED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NO.	KEY TYPE	KEY STATE
2	240	XXXXX-XXXXX-XXXXX-XXXXX-3J2C4	352-00009	STANDARD	MARKED FOR RETURN
MARKED FOR RETURN	241	XXXXX-XXXXX-XXXXX-XXXXX-2DJP4	352-00009	STANDARD	MARKED FOR RETURN
	242	XXXXX-XXXXX-XXXXX-XXXXX-8B36R	352-00009	STANDARD	FULFILLED
	243	XXXXX-XXXXX-XXXXX-XXXXXX-F9BGR	352-00009	STANDARD	FULFILLED
	244	XXXXX-XXXXXX-XXXXXX-7CC9F	352-00009	STANDARD	FULFILLED
	5 🗸				< 1 2 3 4 >

13. A confirmation notification will also appear under the Alert icon, indicating recent changes.



4.3.4 MOVE TO INVENTORY

Description:

The Move to Inventory functionality provides the ability to move product keys back into the main inventory if the return fails or is rejected, resulting in keys that are in Return Rejected status.

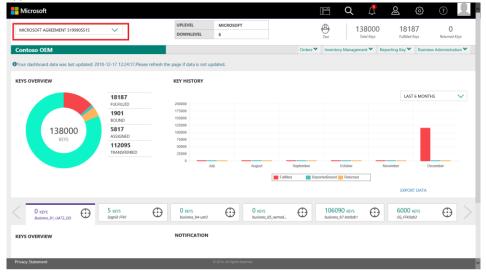
Returns may be rejected if there is incorrect information supplied (such as incorrect part number, the key has already been returned, etc.). Once the keys are moved back to the main inventory location by the downlevel partner, the status will be changed from RETURN REJECTED to it's previous key status. The key count under the Return Rejected status will also be reduced by the same amount.

Tip Tool: Move to Inventory functionality provides the ability to move product keys back into the main inventory if the return fails or is rejected.

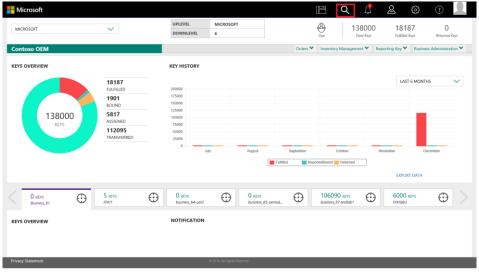
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

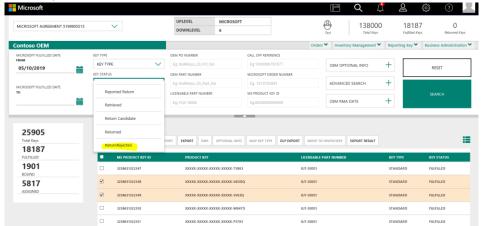
2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. Click on the search icon in the top navigation bar.



4. Select the criteria, of RETURN REJECTED from the KEY STATUS pulldown menu, then click on the **SEARCH** button to view all keys eligible for moving.



NOTE: Keys must be RETURN REJECTED status in order to move.

5. Results will display all the keys based on the search criteria.

tal Keys	ASI	IGN RECALL	RETURN REPORT EXPORT OHI	R OPTIONAL INFO MAP KEY TYPE DLS	EXPORT MOVE TO	DINVENTORY
2 RETURN REJECTED		PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
		26797	200001-200001-200001-200001-200001	269-16965	SERVICE	RETURN REJECTED
		26808	X0000K-X0000K-X0000K-X0000K	7L4-00013	SERVICE	RETURN REJECTED

6. Check the box(es) to select the KEY IDs that you would like to assign.

7. Click on the MOVE TO INVENTORY button above your selection.

	SEAF	RCH RESULTS				
iotal Keys	ASS	IGN RECALL	RETURN REPORT EXPORT O	DHR OPTIONAL INFO MAP KEY TYPE DI	LS EXPORT MOVE TO I	NVENTORY
2 RETURN REJECTED	2	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
	×	26797	300000-300000-800000-800000-800000	269-16965	SERVICE	RETURN REJECTED
		26808	300000-300000-300000-300000-300000	7L4-00013	SERVICE	RETURN REJECTED

8. A confirmation window will pop up to confirm your selection. Click CONFIRM.

Move To Inventory		×
Are you sure you want to move these keys to Inventory?		
CANCEL	CONFIRM	

9. Once the keys are assigned, a "Key(s) moved to inventory successfully" message will briefly pop up in the green highlighted banner.

10. A confirmation notification will also appear under the Alert icon, indicating recent changes.

4.3.5 RETURN DESCRIPTION

Pop up return descriptions in MDOS

Partners can see more information on the return reason by hovering the mouse over each reason, this will allow the partner decide which return reason they need to select to return the keys successfully.

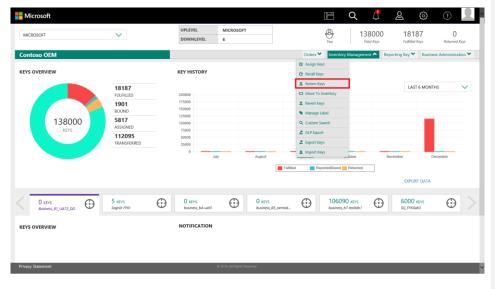
Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using a valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT 6	-				R
Contoso OEM OYour dashboard data was last updated: 20	018-12-17 12:24:17.Please ref	resh the page if data is not upo	dated.	Orders ¥	Inventory Management			tion ¥
KEYS OVERVIEW	18187 FULFULED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	KEY HISTORY	y August	Dightenbor	October October AttelBoard Refurred	November	T 6 MONTHS December	
0 KEYS Assimet, 81, UAT2, DO	5 KDYS Sognik FFIO	0 Kors business_b4-unt3		B3_comod	106090 KEVS business_b7-testlab1			
								~

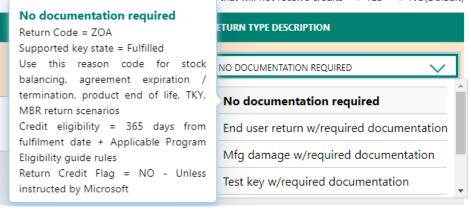
5. From the Inventory management menu, select Return Keys.



4. From the Return Keys page, hover over the return code to display a detailed description of return reason.

MICROSOFT A	GREEMENT 5000044785	UPLEVEL	MICROSOFT /EL 20				Test	1152 Total		4746 Fulfilled Key		11 Returned Keys
Contoso Ol	EM100					Orders 🗸	Inventory	Management 🗸	Repor	ting Key 🗸 🛛 E	Business Ad	ministration 💊
Return	Keys									BY QUAN	тітү	BY KEYS
SELECT K	EY STATE: FULFILLED	\checkmark	RETURN FR	OM:	CONTOS	O OEM100		V Include long	that will no	ot receive credit:	s © YES	NO(Defaul
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS		No docume		uired	ETURN TYPE	DESCRIPTION		
Service	269-16965	27MAR		1		Use this re balancing, a	l key state = Fulfilled		NO DOCUM	ENTATION REQUIR	RED	\sim
Standard	KW9-00458	NEW BULK KEYS	NEW KEYS	4744		MBR return so Credit eligibi	ility = 365	end of life, TKY, No documentation required 365 days from blicable Program		-	mentation	
Standard	KW9-00458	17JAN01		1		Eligibility guid Return Credir instructed by	le rules t Flag = N			nage w/require w/required do		
	is selected, keys that will not receive len" and "Other" returns will be return					rns.		return ke	YS		CLEAR	1

Include kows that will not receive credits UPYES INO(Default)



1	QUANTITY	ETURN TYPE DESCRIPTION
	End user return w/required	
	documentation	NO DOCUMENTATION REQUIRED
	Return Code = ZOB	
	Supported key state = Activation	No documentation required
	Enabled	
	Use this reason code for end user	End user return w/required documentatic
	return scenarios	Mfg damage w/required documentation
	Credit eligibility = 365 days from	
	fulfilment date	Test key w/required documentation
	Return Credit Flag = NO - Unless	•
	instructed by Microsoft	

4.3.6 DISCLAIMER

Disclaimer message in MDOS for Returns that will not receive credit

MDOS will display the disclaimer message to partners on return screens for the credits that will be received for the keys.

**If "No" is selected, keys that will not receive credit will not be processed for return with the exception of "Lost/Stolen" or "Other" returns. "Lost/Stolen" and "Other" returns will be returned regardless of selection. Please ensure the return request is submitted correctly.

Step-by-step:

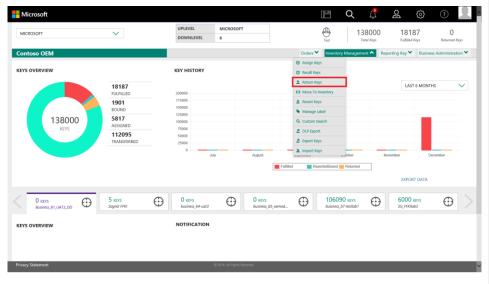
Note

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using a valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

- Microsoft		UPLEVEL	MICROSOFT		E Q (<u>}</u> & &	} @ 👤
MICROSOFT AGREEMENT 5199905515	\sim	DOWNLEVEL	6		Test 1380		0 Returned Keys
Contoso OEM				Orders 🌱	Inventory Management ¥	Reporting Key 🌱 🛛 B	usiness Administration 🂙
OYour dashboard data was last updated: 20	118-12-17 12:24:17.Please refr	esh the page if data is not up	dated.				
KEYS OVERVIEW		KEY HISTORY					
	18187 FULFILLED	200000				LAST 6 M	onths 🗸
	1901 BOUND	175000 150000 125000					
138000 KEYS	5817 ASSIGNED	125000 100000 75000					
	112095 TRANSFERRED	50000 25000					
		0 Jul	August	September	October	November	December
				Fulfiled Repo	ortedBound <mark>e</mark> Returned	EXPORT DA	TA
O KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFICI	D 0 KEYS business_b4-uat3	O KEYS business_	B5_oemod	106090 KEYS business_b7-testiab1	GOOD KEYS SG_FFKIlab3	\odot >
KEYS OVERVIEW		NOTIFICATION					
Privacy Statement		4	D 2016. All Rights Reserved				~

1. From the Inventory management menu, select Return Keys.



4. From the Return Keys page, the partner can see the return disclaimer message on the left bottom side of the page.

	REEMENT 5000044	785 🗸	DOWNLEY	MICROSOFT EL 20			Test	115261 Total Keys	4746 Fulfilled Keys	11 Returned Keys
Contoso OE	M100					Orders 🗸	Inventory Manager	ment 🗸 Repo	ting Key 🗙 Business	Administration ¥
Return ł	Keys								BY QUANTITY	BY KEYS
SELECT KEY	Y STATE:	FULFILLED	\sim	RETURN FR	IOM:	CONTOSO OEM100	~			
							Includ	de keys that will n	ot receive credits 🔍 YES	NO(Default)
KEY TYPE	LICENSABLE PAI	RT NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY		RETURN TY	PE DESCRIPTION	
Service	269-16965		27MAR		1			NO DOCUM	MENTATION REQUIRED	~
Standard	KW9-00458		NEW BULK KEYS	NEW KEYS	4744			NO DOCUM	IENTATION REQUIRED	~
Standard	KW9-00458		17JAN01		1			NO DOCUM	IENTATION REQUIRED	\sim
				return with the exception of ase ensure the return request			RETU	JRN KEYS	CLE	AR
Privacy Statemer	nt			© 2016. All Rigi	nts Reserved					

4.4. EXPORT KEYS

Description:

The export keys functionality provides the user the ability to export keys from MDOS, so they can work with the files offline. In order to export keys, keys must be in Fulfilled status. Keys can be exported by quantity, by key, or by using search functionality.

Keys are exported into a zip file and stored in a secure location for future download and use. (secure method could include FTP site, USB stick, etc.). The user will be notified of the location where the keys can be downloaded in the notifications section or the download center. (see the <u>Download Center</u> section for more information).

Example: Contoso TPI's factory floor needs to work with keys offline because they don't have a secure and reliable internet connection to their factory floor. Contoso TPI decides to export only specific keys from MDOS at this time. Contoso TPI goes to the main dashboard, clicks on Export Keys from the action ribbon in the menu, and selects the BY KEYS tab. They search for standard

keys in fulfilled status and then select the desired key IDs they would like to export and click the EXPORT KEYS button. After successful export, A confirmation notification appears under the Alert icon. Contoso TPI clicks the link to access the secure zip file of decrypted keys. (The location link will be provided via email as well as the Download Center). They can then share the file with their downlevel factory for production via a secured USB stick.

Tip Tool: Export keys from MDOS into a zip file and store in a secure location for future download and use. User will be notified of the location from where the user can download the keys.

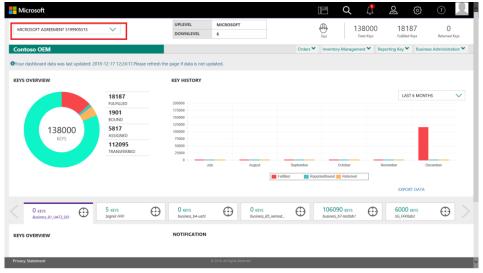
4.4.1 EXPORT KEYS BY QUANTITY

Tip Tool: Export keys by quantity into a secure location for future download and use.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

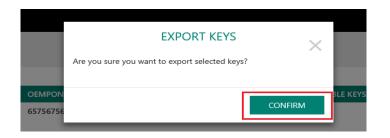
2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.



Microsoft					Q 🗘	S S	?
MICROSOFT	~	UPLEVEL	MICROSOFT	Test	138000	18187	0
INICIO JUEI	*	DOWNLEVEL	6	Test	Total Keys	Fulfilled Keys	Returned Keys
ontoso OEM				Orders 💙 Invento	ry Management 🔨 Rep	orting Key 🌱 🛛 Busine	ess Administration 🄊
EYS OVERVIEW		KEY HISTORY		🕑 Assign Keys			
ETS OVERVIEW		RETHISTORY		Recall Keys Return Keys			
	18187 FULFILLED	200000		13 Move To Inventory		LAST 6 MONT	'HS 🗸
	1901	175000		1 Revert Keys			
	BOUND	150000 125000		S Manage Label			
138000 KEYS	5817 ASSIGNED	100000		Q. Custom Search			
REIJ	112095	50000		Z DLP Export			
	TRANSFERRED	25000		Export Keys Import Keys	<u> </u>		
			July August	Organisation		vember E	lecember
				Fulfiled ReportedBound	Returned		
						EXPORT DATA	
0 KEYS	5 KEYS	0 KEYS		000	90 KEYS	6000 KEYS	\odot
Business_B1_UAT3_DD	Sognik FFK	business_b4-uat3	business_85		b7-testiab1	SG_FFKIlab3	0
CEYS OVERVIEW		NOTIFICATION					
			© 2016. All Rights Reserved				
rivacy Statement From the Exp	oort Keys scr	een, click on t	he BY QUAN	TITY tab.			
From the Exp	oort Keys scro	een, click on t	he BY QUAN	TITY tab.	_		_
	oort Keys scro	een, click on t	he by quan	TITY tab.	Г	BY QUANTITY	BY KEYS
From the Exp	oort Keys scro	een, click on t	he BY QUAN	TITY tab.		BY QUANTITY	BY KEYS
From the Exp port Keys		een, click on t	COME AN ROOM DECOMPT	TITY tab.	QUANTITY	BY QUANTITY	BY KEYS
From the Exp kport Keys					QUANTITY	BY QUANTITY	BY KEYS
From the Exp kport Keys		OEM PO NUMBER	OEM PART NUMBER	AVARABLE KEYS	QUANTITY	BY QUANTITY	
From the Exp kport Keys		OEM PO NUMBER	OEM PART NUMBER	AVARABLE KEYS	QUANTITY	BY QUANTITY	ev kovs
From the Exp cport Keys		OEM PO NUMBER	OEM PART NUMBER	AVARABLE KEYS	GUMTIT	BY QUANTITY	
From the Exp kport Keys		OEM PO NUMBER	OEM PART NUMBER	AVARABLE KEYS		BY QUANTITY	
From the Exp xport Keys xx YYY EXCROMENT F Standard WNY-76275	NY NUMBER	ota po numera Testervej	OEM PART RUMBER 13300.www	AVARABLE KEYS		BY QUANTITY	
From the Exp xport Keys xx YYY EXCROMENT F Standard WNY-76275	NY NUMBER	ota po numera Testervej	OEM PART RUMBER 13300.www	AVARABLE KEYS		BY QUANTITY	
From the Exp xport Keys xx YYY EXCROMENT F Standard WNY-76275	NY NUMBER	OEM PO NUMBER	OEM PART RUMBER 13300.www	AVARABLE KEYS		BY QUANTITY	
From the Exp xport Keys XXX YYY XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXX	antity of key:	own no wurware HESTREYILD S to be export	OEM PART RUMBER 13300.www	AVARABLE KEYS		BY QUANTITY	
From the Exp xport Keys xx YYY EXCROMENT F Standard WNY-76275	antity of key:	own no wurware HESTREYILD S to be export	OEM PART RUMBER 13300.www	AVARABLE KEYS		BY GUANTITY	
From the Exp xport Keys XXX YYY XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXX	antity of key:	own no wurware HESTREYILD S to be export	OEM PART RUMBER 13300.www	AVARABLE KEYS		BY QUANTITY	
From the Exp xport Keys transmitted wave above transmitted wave above tran	antity of key: EXPORT KEYS	one poweers vesteres s to be export s button.	oth PART Homese 13500HWWN	AVARANG REYS 3		BY QUANTITY	
From the Exp xport Keys transmoment trans	antity of key: EXPORT KEYS	own no wurware HESTREYILD S to be export	oth PART Homese 13500HWWN	AVARANG REYS 3		BY QUANTITY	
From the Exp corr Keys corr W UKRADE Enter the qu Click on the I DTE: In order	antity of key: EXPORT KEYS	one poweers vesteres s to be export s button.	oth PART Homese 13500HWWN	AVARANG REYS 3			
From the Exp (port Keys Enter the qu Click on the l DTE: In order	antity of key: EXPORT KEYS	one poweers vesteres s to be export s button.	oth PART Homese 13500HWWN	AVARANG REYS 3		BY QUANTITY	
From the Exp xport Keys transmitted wave above transmitted wave above tran	antity of key: EXPORT KEYS	one poweers vesteres s to be export s button.	oth PART Homese 13500HWWN	AVARANG REYS 3			
From the Exp xport Keys taxat With a second of the secon	antity of key: EXPORT KEYS	one poweers vesteres s to be export s button.	oth PART Homese 13500HWWN	AVARANG REYS 3		BY QUARTITY	
From the Exp xport Keys taxat With a second of the secon	antity of key: EXPORT KEYS to export ke	one romanne vesterves s to be export 5 button. ys, keys must	ted.	aveante erre	CLEAR	BY QUARTITY	
From the Exp sport Keys www.www.www.www.www.www.www.www.www.ww	antity of key: EXPORT KEYS to export ke	on powers verses to be export 5 button. ys, keys must	oran PART Homesia 1930ouww teed. : be in Fulfille	averante etty 3 d status.	CLEAR	BY QUARTITY	K C A
From the Exp sport Keys trader words and trader words and Enter the qu Click on the l DTE: In order sport Keys	antity of key: EXPORT KEYS to export ke	on powers verses to be export 5 button. ys, keys must	oran PART Homesia 1930ouww teed. : be in Fulfille	averante etty 3 d status.	CLEAR	BY QUARTITY	

3. Click on Export Keys from Inventory management menu.

7. A confirmation window will pop up to confirm your selection. Click CONFIRM.

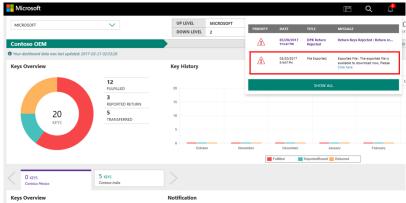


8. Once the keys are exported, a "We are processing your download request, the system will notify you as soon as it is ready to download." message will briefly pop up in the green highlighted banner.

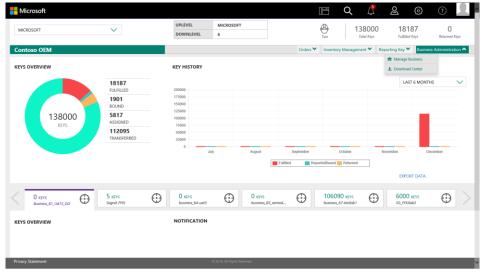
are processing	your download request. The system will notify	you when it is ready to download.				
xport k	Keys				BY QUAN	BY KEY
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	
Standard	KW9-00458	1212		2	0	
						<
					CLEAR	Export Keys

9. After successful export, the keys will be retrieved, decrypted, zipped and saved into a secure location. The location link will be provided via email.

10. A confirmation notification will appear under the Alert icon, where you may also access the link.



11. Exported keys can also be downloaded at any time by accessing the Download Center from the Business Administration menu.

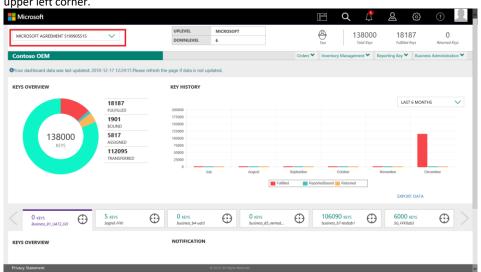


4.4.2 EXPORT KEYS BY KEYS

Tip Tool: Export keys by product key number into a secure location for future download and use.

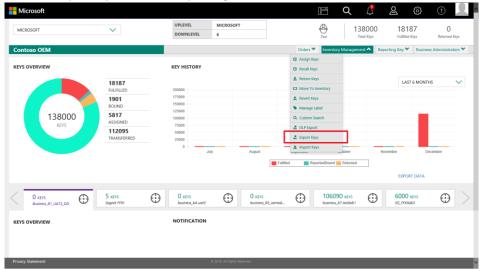
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.



2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.

3. Click on Export Keys from Inventory management menu.



4. From the Export Keys screen, click on the BY KEYS tab.

Export Keys						BY QUANTITY	BY KEYS
MICROSOFT FULFILLED DATE FROM	_	MICROSOFT FULFILLED DATE	 OEM PO NUMBER	OEM PART NUMBER	LICENSABLE PART NUMBER	PRODUCT KEY	RESET
RMA DATE FROM		RMA DATE TO	Eg: BulkKeys_20_PO_No	Eg: BulkKeys_20_Part_No	Eg: FQC_0000	Eg: 190870 MS PRODUCT KEY ID TO	SEARCH
			KEY TYPE	Eg: 8000009090909	Eg: 8000009090909	Eg: 8000009090909	

5. Enter search criteria, if desired, and click on the SEARCH button.

NOTE: In order to export keys, keys must be in Fulfilled status and key type must be Standard.

Export Keys					BY QUANTITY	BY KEYS
MICROSOFT FULFILLED DATE	MICROSOFT FULFILLED DATE	OEM PO NUMBER	OEM PART NUMBER	LICENSABLE PART NUMBER	PRODUCT KEY	
		Eg: BulkKeys_20_PO_No	Eg: BulkKeys_20_Part_No	Eg: FQC_0000	Eg: 190870	RESET
RMA DATE	RMA DATE	KEY TYPE	MS PRODUCT KEY ID	MS PRODUCT KEY ID FROM	MS PRODUCT KEY ID TO	SEARCH
		КЕЧ ТҮРЕ 🗸	Eg: 8000009090909	Eg: 8000009090909	Eg: 8000009090909	

6. All keys eligible for export will display in the table.

Exp	ort Keys								BY QUANTITY BY KEYS
MICRO FROM	SOFT FULFILLED DATE	то	ROSOFT FULFILLED DATE		DEM PO NUMBER	OEM PART NUMBER	LICENSABLE PART NUMBER	PRODUCT KEY	RESET
RMA D FROM	ATE	TO	A DATE		кеу туре кеу туре	MS PRODUCT KEY ID Eg: 8000009090909	MS PRODUCT KEY ID FROM Eg: 8000009090909	MS PRODUCT KEY ID TO Eg: 8000009090909	SEARCH
	MS PRODUCT KEY ID		PRODUCT KEY		KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	CALL OFF REFERENCE
	3258631322347		XXXXX-XXXXX-XXXXX-XXXXX	тзакз	Standard	KJ7-00001	W10-46622-24000		
	3258631322348		*****	V6DDQ	Standard	KJ7-00001	W10-46622-24000		
	3258631322349		XXXXXX-XXXXXX-XXXXXX-XXXXXX	3V63Q	Standard	KJ7-00001	W10-46622-24000		
	3258631322350		XXXXX-XXXXX-XXXXX	WB47D	Standard	KJ7-00001	W10-46622-24000		
	3258631322351		XXXXX-XXXXX-XXXXX-XXXXX	P37X3	Standard	KJ7-00001	W10-46622-24000		
	3258631322352		XXXXX-XXXXX-XXXXXX-XXXXXX-	3PD93	Standard	KJ7-00001	W10-46622-24000		
	3258631322353		XXXXX-XXXXX-XXXXX-XXXXX	VQWVD	Standard	KJ7-00001	W10-46622-24000		
	3258631322354		*****	VQWVD	Standard	KJ7-00001	W10-46622-24000		
	3258631322355		XXXXX-XXXXX-XXXXX-XXXXX	76DDQ	Standard	KJ7-00001	W10-46622-24000		
	3258631322356		XXXXXX-XXXXXXX-XXXXXX	9TPHD	Standard	KJ7-00001	W10-46622-24000		

7. Check the box(es) to select the KEY IDs you would like to export and click the EXPORT KEYS button.

	KEY ID	PRODUCT KEY	KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	CALL OF REFERENCE	MS PRODUCT KEY ID
×	26803	XXXXX-XXXXX-XXXXXX-XXXXXX-M9KX7	Standard	WN7-01070	TESTKEY123	TSTOEMWIN		899901203174012
	26804	XXXXX-XXXXX-XXXXX-XXXXXX-XXXXXX-YH6DV	Standard	WN7-01070	TESTKEY123	TSTOEMWIN		899901203174013
V	26805	XXXXX-XXXXX-XXXXX-XXXXXX-PB4HH	Standard	WN7-01070	TESTKEY123	TSTOEMWIN		899901203174014
	26806	XXXXX-XXXXXX-XXXXXX-XXXXXX-DHH7H	Standard	WN7-01070	TESTKEY123	TSTOEMWIN		899901203174015
								< 💶 >
							CANCEL	EXPORT KEYS

8. A confirmation window will pop up to confirm your selection. Click CONFIRM.

EXPORT	KEYS
Are you sure you want to e	export selected keys?
CANCEL	CONFIRM

9. Once the keys are exported, a "We are processing your download request. The system will notify you as soon as it is ready to download." message will briefly pop up in the green highlighted banner.

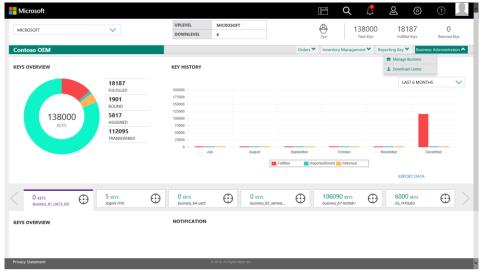
We are processing your download reques	t. The system will notify you when it is r	eady to download.					
Export Keys						BY QUANTITY	BY KEYS
MICROSOFT FULFILLED DATE	MICROSOFT FULFILLED DATE	GEM PO NUMBER Eg: Bulkkeys_20_PO_No	OEM PART NUMBER	Eg: FQC_0000	PRODUCT KEY Eg: 190870		RESET
RMA DATE FROM	RMA DATE TO	KEY TYPE KEY TYPE	MS PRODUCT KEY ID Eg: 8000009090909	MS PRODUCT KEY ID FROM	MS PRODUCT KEY ID		SEARCH
MIS PRODUCT KEY ID 3258631322347	PRODUCT KEY XXXXXX-XXXXXX-XXXXXX-T3BK3	KEY TYPE Standard	LICENSABLE PART NUMBER	OEM PO NUMBER W10-46622-24000	OEM PART NUMBER	CALL OFF REFE	RENCE
3258631322350	XXXXX - XXXXXX - XXXXXX - XXXXXX - XXXXXX	Standard	KJ7-00001	W10-46622-24000			

10. After successful export, the keys will be retrieved, decrypted, zipped and saved into a secure location. The location link will be provided via email.

11. A confirmation notification will appear under the Alert icon, where you may also access the link.

							q 🥂
MICROSOFT	\sim	UP LEVEL MICROSOFT	PRIORITY	DATE	TITLE	MESSAGE	
Contoso OEM			\triangle	03/20/2017 5:1647 PM	DPK Return Rejected	Return Keys R	tejected : Return re
Your dashboard data was last updated: 2017-	-03-21 02:53:29			03/20/2017	File Exported		The exported file is
Keys Overview		Key History		93/20/2017 9:1657 PM	hie coponed		minioad now, Please
	12 FULFILLED	20			SHOW AL	L	
	3 REPORTED RETURN	15					
20 KEYS	5 TRANSFERRED	10					
		5					
		0 October N	lovember	December	Ja	nuary	February
				Fulfiled	ReportedBound	Returned]
O KEYS Contoso Mexico	5 KEYS Contoso India						
Keys Overview		Notification					

11. Exported keys can also be downloaded at any time by accessing the Download Center from the Business Administration menu.



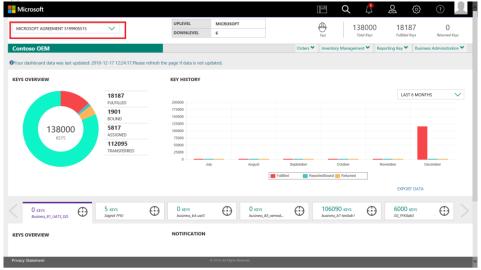
4.4.3 EXPORT KEYS BY SEARCH

Tip Tool: Export keys using search functionality into a secure location for future download and use.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the **Business dropdown** menu in the upper left corner.



3. Click on the search icon in the top navigation bar.

Hicrosoft					E Q (<u>8</u>	\$\$ @ 👤
MICROSOFT	~	UPLEVEL	MICROSOFT		13800	0 1818	7 0
MICROSOFT	•	DOWNLEVEL	6		Test Total Key		
Contoso OEM				Orders 🌱	Inventory Management ¥	Reporting Key 🌱	Business Administration 🌱
KEYS OVERVIEW		KEY HISTORY					
	18187					LAST	6 MONTHS
	FULFILLED	200000					
	1901	175000 150000					
	BOUND	125000					
138000	5817	100000					
KEYS	ASSIGNED	75000					
	112095 TRANSFERRED	50000					
	THOMOSPERALED	25000					
		July	August	September	October	November	December
				Fulfiled Repo	ortedBound 🗾 Returned		
						EXPORT	DATA
O KEYS	5 KEYS	0 KEVS	0 KEYS	S cernod.	106090 KEVS	6000 k FFKIlab3	evs 💮 🔿
Business_B1	FFIG1	business_b4-uat3	business_	15_oemod	business_b7-testiab1	FFKIlab3	u
		NOTIFICATION					
KEYS OVERVIEW		NOTIFICATION					
Privacy Statement			2016. All Rights Reserved				

4. From the search screen, enter search criteria, if desired, and click on the SEARCH button.

NOTE: In order to export keys, keys must be in Fulfilled, Consumed, or Assigned status and key type must be Standard.

5. The search results will display all the keys that are eligible for export based on the criteria.

MICROSOFT AGREEMENT 5199905515	\checkmark		UPLEVEL DOWNLEVEL	MICROSOFT 6			De test	138000 Total Keys	181 Futiliti		0 med Keys
ontoso OEM						Orders *		ry Management 🌱	Reporting Key		
MICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFERENCE						
FROM	KEY TYPE	\sim	Eg: BulkKeys_20_PO_N	No	Eg:100008978787		OEM OPTI	ONAL INFO	+	RESET	
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER N	IUMBER					
MICROSOFT FULFILLED DATE	KEY STATUS	\sim	Eg: BulkKeys_20_Part_	No	Eg: 1018703841		ADVANCE	D SEARCH	+		
то	SELECT DLP		LICENSABLE PART NUMBER	R	MS PRODUCT KEY ID						
	CONTOSO	\sim	Eg: FQC-0000		Eg:800000909090	9	OEM RMA	DATE	+		
25905 Total Keys 18187	SEARCH RESULT		PORT EXPORT OHR	OPTIONAL INFO		DLP EXPORT MOVE TO B	NVENTORY	EXPORT RESULT			
Total Keys 18187 FULFILLED		RETURN REF	PORT EXPORT OHR PRODUCT KEY			DLP EXPORT MOVE TO I		EXPORT RESULT	KEY TYPE	KEY STATUS	:
Total Keys 18187	ASSIGN RECALL	RETURN REF	PRODUCT KEY			Ц		EXPORT RESULT	KEY TYPE STANDARD	KEY STATUS PULFILLED	:
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSIGN RECALL	RETURN REF T KLY ID 47	PRODUCT KEY 2000XX-2000XX-X	OPTIONAL INFO	MAP KEY TYPE	LICENSABLE PA		EXPORT RESULT			:
Total Keys 18187 FULFILLED 1901 BOUND	ASSIGN RECALL MS PRODUC 32506313223	RETURN REF T KEY ID 47 48	PRODUCT KEY 30000X-30000X-30 30000X-30000X-30	OPTIONAL INFO	MAP KEY TYPE	LICENSABLE PJ KJ7-00001		EXPORT RESULT	STANDARD	FULFILLED	:
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSIGN RECALL MS PRODUC 32586313223	RETURN REP T KEY ID 47 48 49	PRODUCT KEY 30000X-30000X-30 30000X-30000X-30 30000X-30000X-30	OPTIONAL INFO	MAP KEY TYPE	LICENSABLE PA KJ7-00001 KJ7-00001		EXPORT RESULT	STANDARD	FULFILLED	
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSIGN RECALL MS PRODUC 32596313223 232596313223 232596313223	RETURN REF 1 KLY ID 47 49 50	PRODUCT KEY 30000K-30000K-3 30000K-30000K-3 30000K-30000K-3	OPTIONAL INFO 00006-300006-738K3 00006-300006-940000 00006-300006-946300	MAP KEY TYPE	LICENSABLE P7 K/7-0009 K/7-0009 K/7-0009		EXPORT RESULT	STANDARD STANDARD STANDARD	PULFILLED PULFILLED PULFILLED	
Total Keys 18187 FULFILLED 1901 BOUND 5817	ASSION RECALL MS PRODUC 32546313223 22566313223 32566313223 32566313223	RETURN REF 1 KLY 10 47 48 49 50 51	PRODUCT KEY X00004-300004-3 X00004-300004-3 X00004-300004-3 X00004-300004-3 X00004-300004-3 X00004-300004-3	001004.00000-00000-00000-00000-000000-000000-0000	MAP KEY TYPE	LICENSABLE PJ KJ7-00001 KJ7-00001 KJ7-00001 KJ7-00001		EXPORT RESULT	STANDARD STANDARD STANDARD STANDARD	PULFILLED PULFILLED PULFILLED PULFILLED	

- 6. Check the box(es) to the select the keys you would like to export.
- 7. Click on the EXPORT button above your selection.

15 Total Keys	SEAR		RETURN REPORT EXPORT OHR	OPTIONAL INFO MAP KEY TYPE DLS EXPORT	MOVE TO INVENTORY	
10 FULFILLED		PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 CONSUMED		26797	XD000(-30000(-30000(-30000(-30000))	269-16965	SERVICE	RETURN REJECTED
3		26798	30000(-30000)(-30000)(-30000)(269-16965	SERVICE	FULFILLED
RETURN REJECTED		26802	30000K-30000X-30000X-30000X-WX77H	WN7-01070	STANDARD	CONSUMED
		26803	30000K-30000X-30000X-30000K-H940X7	WN7-01070	STANDARD	CONSUMED
		26804	X0000X-30000X-30000X-30000X-9H6DV	WN7-01070	STANDARD	FULFILLED

8. A confirmation window will pop up to confirm your selection. Click CONFIRM.

	[JE
Export	×	
Are you sure you want to export selected keys?		Се
CANCEL CONFIRM	leca	all H
OEM PO NUMBER CALL OFF REFERENCE NUMBER	OEM	OF

9. Once the keys are exported, a "We are processing your download request. The system will notify you as soon as it is ready to download." message will briefly pop up in the green highlighted banner.

10. After successful export, the keys will be retrieved, decrypted, zipped and saved into a secure location. The location link will be provided via email.

11. A confirmation notification will appear under the Alert icon, where you may also access the link.

Microsoft							Q 🥂
MICROSOFT	\sim	UP LEVEL MICROSOFT DOWN LEVEL 2	PRIORITY	DATE	TITLE	MESSAGE	
Contoso OEM				03/20/2017 9:16:47 PM	DPK Return Rejected	Return Keys R	lejected : Return re
Your dashboard data was last updated: 2017-	-03-21 02:53:29			03/20/2017	File Exported	Evented Elle -	The exported file is
Keys Overview		Key History		9:16:57 PM	The Exponed		wnload now, Please
	12 FULFILLED 3	20			SHOW ALI		
20 KEYS	REPORTED RETURN 5 TRANSFERRED	10					
		5					
		October	November	December	Ja	nuary	February
				Fulfiled	ReportedBound	Returned	
O KEVS Contoso Mexico	5 KEYS Contaso India						
Keys Overview		Notification					

12. Exported keys can also be downloaded at any time by accessing the Download Center from the Business Administration menu.

Microsoft					le q	. 4	ø	()
MICROSOFT	~	UPLEVEL	MICROSOFT		0	138000	18187	0
MICROSOFT	Ť	DOWNLEVEL	6		Test	Tatal Keys	Fulfilled Keys	Returned Keys
Contoso OEM				Orders	Inventory Man	agement 🌱 🛛 Re	eporting Key 🌱 🛛 Busine	ess Administration 🐴
KEYS OVERVIEW		KEY HISTORY					Manage Business Download Center	
	18187 FULFILLED	200000					LAST 6 MON	rhs 🗸
	1901 BOUND	175000 150000						
138000 KEYS	5817 ASSIGNED	125000 100000 75000						
	112095 TRANSFERRED	50000 25000						
		0 Jul	y August	September	October		November 0	December
							EXPORT DATA	_
O KEYS Business_B1_UAT2_DD	5 KEYS Sagnik FFKI	0 KEYS business_b4-uat3	O KEYS	B5_coemod	106090 KEY business_b7-testi		6000 KEYS SG_FFKIlab3	\oplus >
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			D 2016. All Rights Reserved					~

4.5. IMPORT KEYS

Description:

The Import keys functionality allows a downlevel partner (DLP) to import keys into the MDOS system from an external file location. The keys must be in Consumed status to be imported and the file format from where the keys are being imported must be XML or ZIP.

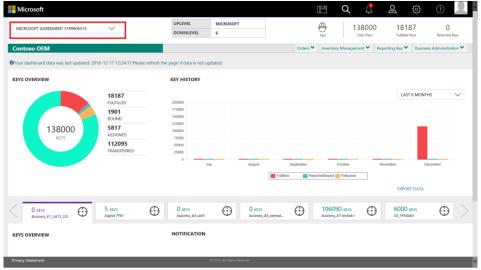
Example: Contoso Factory is the FFKI for ABC Design House (the IDH). Contoso Factory would like to import keys that were previously exported from MDOS and have been bound (in bound status). The keys are saved in two separate XML files, so they are both put into a ZIP file. Contoso Factory imports the keys into MDOS by going into the dashboard and selecting the Import Keys from the action ribbon in the menu. They browse to locate and select the "1234567890.xml" file and click the IMPORT button. Contoso Factory sees a confirmation message that the import was successful.

Tip Tool: Import keys into the MDOS system from an external file location.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. Click on Import Keys from Inventory management menu.

NOTE: Keys must be in Consumed status to be imported.

- Microsoft					Q	Ļ.	න් ද		
MICROSOFT	~	UPLEVEL MICRO DOWNLEVEL 6	DSOFT	(Dest)		8000 tal Keys	18187 Fulfilled Keys	0 Returned Keys	
Contoso OEM				Orders 🌱 Inver	tory Manageme	nt 🔨 Report	ting Key 🌱 🛛 Busine	ess Administration 🌱	
KEYS OVERVIEW		KEY HISTORY		C Assign Keys					
KETS OVERVIEW		RETHISTORY		C Recall Keys					
	18187			Return Keys Return Keys Move To Inventory			LAST 6 MONT	rhs 🗸	
	FULFILLED	200000 175000		Revert Keys					
	BOUND	150000 125000		Manage Label					
138000	5817 ASSIGNED	125000		Q. Custom Search					
KEYS	112095	75000		A DLP Export					
	TRANSFERRED	25000		🚊 Export Keys	_				
		0 July	August	🗶 Import Keys	aber	Nove	mber 0	December	
				Futfiled ReportedBour	nd 📒 Returned				
							EXPORT DATA		
O KEYS Business_81_UAT2_DD	5 KEYS Sagnik FFRO		D O KEYS business_B5		6090 KEYS ess_b7-testiab1	\odot	6000 KEYS SG_FFKIlab3	\odot	
KEYS OVERVIEW		NOTIFICATION							
Privacy Statement		© 2016. AT	Rights Reserved						

4. From the Import Keys screen, click BROWSE FILE to select the file to import.

NOTE: File format must be XML or ZIP to import.

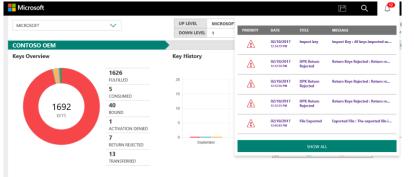
Impo	ort OA 3.0 Tool Output file			
Ples	se upload file in xml/zip format!			×
снос	SE EXPORT FILE			
CH	DOSE FILE	BROWSE FILE	IMPORT	
5. OI	nce file has been selected, click the IMPORT button.			
File is in	correct format.			×
Imp	port OA 3.0 tool output file			
CH	OOSE EXPORT FILE			
8	199901252885629.XML	BROWSE FILE	IMPORT	

322

6. Once the file is imported a "File imported successfully" message will briefly pop up in the green highlighted banner.

Key(s) imported successfully.			
Import OA 3.0 tool output file			
CHOOSE EXPORT FILE			
CHOOSE FILE	BROWSE FILE	IMPORT	

7. A confirmation notification will also appear under the Alert icon, indicating recent changes.



SECTION 5. REPORTING KEYS

5.1. CBR (COMPUTER BUILD REPORT)

Description:

A Computer Build Report (CBR) is a mandatory report that is sent to Microsoft notifying which keys have been used (bound), so they can be activated. This report is required by Microsoft to obtain the following details: OEM ID, Hardware Hash, Product Key ID, and Key State. Once the CBR is submitted and validated, Product Key IDs will be registered in Microsoft's activation service, and Windows can be activated by the end user. The CBR process is manual, unless you are set up for auto reporting. (See <u>Auto-submit CBR</u> section for more details).

CBRs can be sent by an OEM or other OA 3.0 Authorized Party. CBRs are also accepted from Third-Party Installers (TPI) on decentralized model with an OEM. TPI's are required to have their active DOC Account to communicate with Microsoft services.

A CBR is followed by an OEM Hardware Report (OHR) which includes additional hardware data, such as screen size, processor touchscreen, PEV (promotion code). OEM Hardware Report, provides additional optional reporting fields that can be reported as part of the CBR and OHR.

Example: Contoso OEM works in a decentralized business model with FFKI Mexico to manufacture their devices. Contoso OEM has provided the key information to the factory and the devices are manufactured and the keys have been injected. Therefore, Contoso OEM needs to submit a Computer Build Report (CBR) to Microsoft to activate the keys for the consumer. FFKI Mexico provides the CBR back to Microsoft directly on behalf of Contoso OEM. The factory provides the OEM ID, Hardware Hash, Product Key ID, and Key State (which is now bound) in MDOS. Contoso OEM now has the ability to search for keys that are in Bound status or Marked for Submit status. Contoso OEM will be able to check the key status in real time and perform other services like return or entitle keys with services.

Tip Tool: Computer Build Report (CBR) submits a usage report to Microsoft for keys that are in Bound status. Once validated, keys will be activated for use.

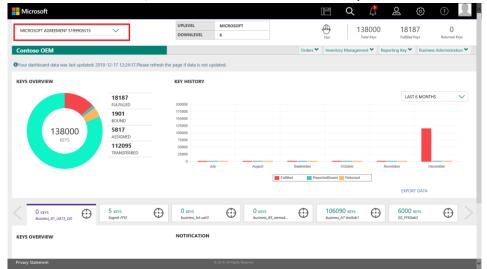
NOTE: Always use durable, reliable and secure communication methods when submitting a CBR to ensure all complete and accurate data is submitted to Microsoft. Valid Computer Build Reports must be submitted by the earlier of; (a) within 24 hours after shipping the device, or (b) 4 hours prior to end user activation.

5.1.1 SUBMIT CBR BY SEARCH

Tip Tool: Submit Computer Build Report (CBR) to Microsoft using search functionality to locate bound keys.

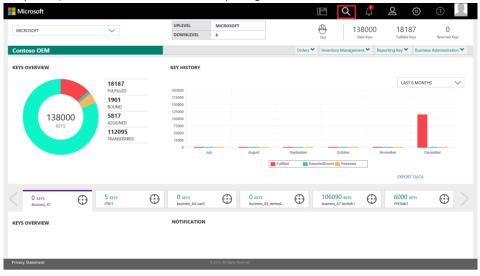
Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.



2. From the dashboard view, select the business from the Business dropdown menu.

3. Option 1) Click on the search icon in the top navigation bar.



3. Option 2) You may also click on the Bound Keys in the Key Overview from the dashboard view.



4. From the search screen, select BOUND status from the KEY STATUS pulldown menu and click on the SEARCH button.

NOTE: Keys must be in Bound status to be sent in CBR.

MICROSOFT AGREEMENT 51	DODDEELE	\sim		UPLEVEL	MICROSOFT	æ	1380	00	18185 0
MICROSOFT AGREEMENT ST	///////////////////////////////////////	~		DOWNLEVEL	6	Tes	/ 1500		Fulfilled Keys Returned Keys
ontoso OEM						Orders 🌱	Inventory Managemen	t Y Reporting	g Key 🌱 Business Administration 🛰
VICROSOFT FULFILLED DATE		KEY TYPE		OEM PO NUMBER	CALL OFF REF	ERENCE			
FROM	KEY TYPE		\sim	Eg: BulkKeys_20_PO_No	Eg:100008	9787877	OEM OPTIONAL INFO	+	RESET
		KEY STATUS		OEM PART NUMBER	MICROSOFT O	ORDER NUMBER			
VICROSOFT FULFILLED DATE		KEY STATUS	\sim	Eg: BulkKeys_20_Part_N	io Eg: 101870	3841	ADVANCED SEARCH	+	
то		SELECT DLP		LICENSABLE PART NUMBER	MS PRODUCT	KEY ID			
		ASSIGNED TO	\sim			9090909	OEM RMA DATE	+	

5. Check the box(es) to the select the keys you would like to send in the report.

NOTE: To see more data on a specific key, hover over the key and right click on View Key to pull up additional key details (such as product key ID, 5x5 number, hardware hash, etc.) and key history.

6. Click on the REPORT button above your selection.

ntoso OEM					Orders 🌱	Inventory Management ¥	Reporting Key 🌱	Business Administratio
CROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER	CALL OFF REFERENCE				
M	KEY TYPE	~	Eg: BulkKeys_20_PO_No	Eg:1000089787877		OEM OPTIONAL INFO	+	RESET
	KEY STATUS		OEM PART NUMBER	MICROSOFT ORDER NUMBER				
CROSOFT FULFILLED DATE	KEY STATUS	\sim	Eg: BulkKeys_20_Part_No	Eg: 1018703841		ADVANCED SEARCH	+	
	SELECT DLP		LICENSABLE PART NUMBER	MS PRODUCT KEY ID				
	ACER INCORPOR	TED V	Eg: FQC-0000	Eg:8000009090909		OEM RMA DATE	+	
Total Keys	ASSIGN REC		REPORT CHR OPTIONAL	INFO MAP KEY TYPE DLP EXPORT	MOVE TO INV	ENTORY EXPORT RESULT		1
25905 Total Keys 18185 FULFILLED	ASSIGN REC		REPORT OHR OPTIONAL		MOVE TO INV		кеч түре	KEY STATUS
Total Keys 18185	ASSIGN RECA	LL RETURN					KEY TYPE STANDARD	
Total Keys 18185 FULFILLED 2 CONSUMED	ASSIGN RECA	LL RETURN	PRODUCT KEY X0000X-3000XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XX-300XXX-300XX-30	ТЈВКЗ	LICENSABLE PART		STANDARD	KEY STATUS FULFILLED
Total Keys 18185 FULFILLED 2 CONSUMED 1901	ASSIGN RECA	LL RETURN	PRODUCT KEY	ТЈВКЗ	LICENSABLE PART			KEY STATUS
Total Keys 18185 RULFILLED 2 CONSUMED 1901 BOUIND	ASSIGN RECA MS PR 325663	LL RETURN	PRODUCT KEY 300004-300002-300002-300004	738K3 V6DDQ	LICENSABLE PART		STANDARD	KEY STATUS FULFILLED
Total Keys 18185 FULFILLED 2 CONSUMED 1901	ASSIGN REC/	LL RETURN	PRODUCT KEY 20000-300003-30000-30000-30000	738K3 V6DQ 3V63Q	LICENSABLE PART KJ7-00001 KJ7-00001		STANDARD STANDARD	FULFILLED

7. A Report confirmation window will pop up to confirm your selection. Click CONFIRM.

Report	×
	Ce
Are you sure you want to submit selected keys to MS?	
	eys
CANCEL	10
	AM

8. Once the CBR has been submitted, a "Report sent successfully" message will briefly pop up in the green highlighted banner.

5	SEARCH RESULTS				
otal Keys	Key(s) reported successfu	lyi			×
10 FULFILLED	ASSIGN	RETURN REPORT EXPORT OHR	OPTIONAL INFO MAP KEY TYPE DLS ED	PORT MOVE TO INV	ENTORY
1 CONSUMED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
MARKED FOR SUBMIT	26797	3000XX-300XXX-300XXX-300XXX-300XXX	269-16965	SERVICE	RETURN REJECTED
ETURN REJECTED	26798	300000-300000-300000-3000000-3000000	269-16965	SERVICE	FULFILLED
	26802	XXXX-XXXXX-XXXXX-XXXXX-WXX77H	WIN7-01070	STANDARD	CONSUMED

9. The number of Bound Keys in the Keys Overview section will reduce after the report has sent.

15	SEARCH RESULTS	ARCH RESULTS							
Total Keys	Key(s) reported successful	llyt			×				
10 FULFILLED	ASSIGN RECALL	RETURN REPORT EXPORT OHR	OPTIONAL INFO MAP KEY TYPE DLS E	PORT MOVE TO INV	ENTORY				
1 CONSUMED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS				
1 MARKED FOR SUBMIT	26797	30000X-30000X-30000X-30000X-30000X	269-16965	SERVICE	RETURN REJECTED				
3 RETURN REJECTED	26798	30000-30000-30000-300000-300000	269-16965	SERVICE	FULFILLED				
	26802	XXXXX-XXXXX-XXXXX-XXXXX-WXX77H	WN7-01070	STANDARD	CONSUMED				

10. From the dashboard view, KEY STATUS will be updated from BOUND to MARKED FOR SUBMIT. The number of keys in the MARKED FOR SUBMIT status box on the left will also be updated.

HINT: You may need to search again to see the keys in this status.

eys Overview		Key History						
	10 FULFILLED	20					LAST 6 MONTHS	~
	2 REPORTED BOUND	15						
20 кеуз	3 RETURN REJECTED	10						
	5 TRANSFERRED	5						
		October	November	December	January	February	March	

11. KEY STATUS will change from MARKED FOR SUBMIT to REPORTED BOUND once the key is picked and the CBR has been submitted to Microsoft.

15 Total Keys	SEARCH RESULTS	RETURN REPORT EXPORT OHR	OPTIONAL INFO MAP KEY TYPE DLS EXPORT	MOVE TO INVENTOR	ιγ I
10 FULFILLED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 REPORTED BOUND	26797	X0000K-X0000K-X0000K-X0000K-X0000K	269-16965	SERVICE	RETURN REJECTED
3	26798	X000X-X000X-X000X-X000X-X000X	269-16965	SERVICE	FULFILLED
RETURN REJECTED	26802	10000K-30000K-30000K-30000K-WX77H	WN7-01070	STANDARD	REPORTEDBOUND
	26803	X0000X-X0000X-X0000X-X0000X-H990X7	WN7-01070	STANDARD	REPORTEDBOUND
	26804	XXXXXX-XXXXXX-XXXXXX-YHEDV	WN7-01070	STANDARD	FULFILLED

12. KEY STATUS will change a final time from REPORTED BOUND to ACTIVATION ENABLED after acknowledgement by Microsoft (or ACTIVATION DENIED if rejected).

15 Total Keys		RCH RESULTS	RETURN REPORT EXPORT OHR	OPTIONAL INFO MAP KEY TYPE DLS EX	PORT MOVE TO INV	ENTORY
10 FULFILLED	•	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 ACTIVATION ENABLED		26797	X0000X-30000X-30000X-30000X-30000X	269-16965	SERVICE	RETURN REJECTED
3 RETURN REJECTED		26798	X00007-30000X-30000X-30000X-30000X	269-16965	SERVICE	FULFILLED
RETORN REJECTED		26802	X0000X-30000X-30000X-30000X-W077H	WN7-01070	STANDARD	ACTIVATIONENABLED
		26803	X000X-3000X-X000X-X000X-H9KX7	WN7-01070	STANDARD	ACTIVATIONENABLED
		26804	XXXXX-XXXXX-XXXXXX-XXXXXX-YH6DV	WN7-01070	STANDARD	FULFILLED

NOTE: The OHR should be submitted at the same time as the CBR. To submit the OHR follow these steps:

13. Check the box(es) to select the ACTIVATION ENABLED keys and click on the OHR button above your selection.

NOTE: Only ACTIVATION ENABLED keys are eligible for OHR submission.

15 Total Keys	SEAR	CH RESULTS	RETURN REPORT EXPORT OHR	OPTIONAL INFO MAP KEY TYPE DLS EXP	ORT MOVE TO INVE	NTORY
10 FULFILLED		PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 ACTIVATION ENABLED		26797	X000X-X000X-X000X-X000X-X000X	269-16965	SERVICE	RETURN REJECTED
3 RETURN REJECTED		26798	XXXX-XXXXX-XXXXXX-XXXXXX-XXXXXX	269-16965	SERVICE	FULFILLED
RETORN REJECTED		26802	XXXX-XXXXX-XXXXXX-XXXXXX-XXXXXX7H	WN7-01070	STANDARD	ACTIVATIONENABLED
		26803	XXXX-XXXXX-XXXXX-XXXXXX-H94X7	WN7-01070	STANDARD	ACTIVATIONENABLED

14. An OHR dialog box will open

15. Fill in additional hardware data in OHR dialog box, such as screen size, processor touchscreen, PEV (Promo Code).

15. Click CONFIRM. Details will be sent to Microsoft.

	OHR		×
	DESKTOP 🗸	STANDARD 🗸	Centralized
	PC MODEL/SKU NO.		Export Keys
	SCREEN SIZE 12	TOUCH SCREEN VES ONO	
	CANCEL		M RMA DATE
EARCH RE	SULTS		

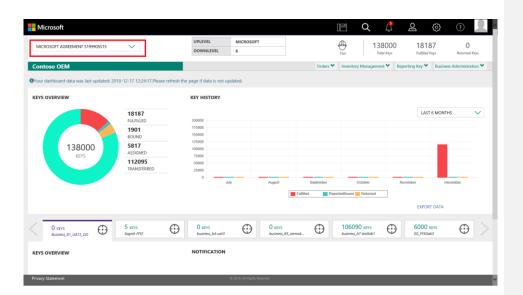
5.1.2 SUBMIT CBR BY QUANTITY

Tip Tool: Submit Computer Build Report (CBR) to report bound keys to Microsoft by quantity.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. Select CBR Report (to report keys) from the Reporting Keys menu.

Microsoft								lË	ά	L.	Q	3	?	2.
MICROSOFT	\sim		UPLEVEL	MICROSOFT 6	т			Test		38000 Tatal Keys	1818 Futfilled N		0 Returned Kej	и
Contoso OEM							Orders ¥	Inventor	y Managem		porting Key 木	Business Ad	dministratio	n Y
KEYS OVERVIEW			KEY HISTORY						_	port Keys IR Update	_			
	18187									namic Store	LAST	6 MONTHS		
	FULFILLED		200000							ndle Keys				
	1901 BOUND		150000						Acknow	R wledgement				
138000	5817 ASSIGNED		125000 100000						2 of	fine Import				
KEYS	112095		75000 50000											
	TRANSFERRED		25000											
			July		August	Futfiled	September	contedBound	October	N	lovember	Decem	iber	
						Pumed	Poep	oneceound	Reisined		EXPOR			
											EXPOR	DAIA		
	5 KEYS Sagnik FFRI	\odot	0 KEYS business_b4-uat3	\odot	0 KEVS business_i	15_oemod	\odot	10609 business_t	0 KEYS b7-testiab1	\odot	6000 x SG_FFKIla		\odot	
KEYS OVERVIEW			NOTIFICATION											
Privacy Statement				2016. All Rights R	Reserved									~

4. Enter the quantity of keys to be reported.

NOTE: Keys must be in BOUND status in order to be reported in the CBR.

Report K	Keys					BY QUANTITY
REY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	
Standard	WN7-01070	TESTKEY123	TSTOEMWIN	1		
					CLEAR	REPORT KEYS

5. A confirmation window will pop up to confirm your selection. Click CONFIRM.

		REPORT KEYS		
1	Are you	sure you want to report t	hese keys?	ssi
	CANCEL		CONFIRM	
		OEM PART NUMBER		

6. The selected bound keys will be reported to Microsoft.

7. Once the report has been sent, a "Key(s) reported successfully" message will briefly pop up in the green highlighted banner.

Report Keys	BY QUANTITY
Key(s) reported successfully!	×
NO DATA FOUND.	

NOTE: The number of Bound Keys in the Keys Overview section of the dashboard will reduce after the report has sent.

5.1.3 AUTO SUBMIT CBR		

Tip Tool: Auto submit CBR (Computer Build Report) functionality allows automatic CBR approval and submission by the uplevel partners, where the process is normally manual.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.

Microsoft MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT		Ð	1380		
Contoso OEM ØYour dashboard data was last updated: 20	119-12-17 12-24-17 Diagon rafes			Orders 🌱	Test	Total Ke		d Keys Returned Keys Business Administration
KEYS OVERVIEW	18187	KEY HISTORY	uncu.				LAS	ST 6 MONTHS
138000 KEYS	FULFILLED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	200000 175000 125000 100000 75000 50000 25000 0						
		Ju	ly August	September	ortedBound	Returned	November	December RT DATA
0 KEYS Business_B1_UAT3_DD	5 KEYS Sognik FFKI	0 KEVS business_b4-uat3	O KEYS business	B5_coemod		90 KEYS (0000 SG_FFKI	
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			© 2016. All Rights Reserved					

3. Click on the settings icon in the top navigation bar.

IICROSOFT AGREEMENT 5199905515	UPLEVEL	MICROSOFT 6	Test 1380		O Returned Ke
ntoso OEM			Orders 🌱 Inventory Management	Reporting Key 🌱 Bus	iness Administrat
SETTINGS					
MICROSOFT CERTIFICATE					
CN=PQOEMSVC1093	IMPORT	REMOVE CERTIFICATE	UPLOADED DATE: NA	5/2019 CERTIFIC UPLOADE	ATE STATUS: Te: ED BY: NA
CERTIFICATE AUTOMATION					
Certificate Automation Status OFF TU	URN ON				
ADVANCE SETTINGS					
	WARE INFORMATION	AUTO SUBMIT CBR			
	WARE INFORMATION	AUTO SUBMIT CBR		SAVE (CHANGE
	NARE INFORMATION AUTO RETURN	Auto Submit CBR		SAVE C	HANGE

4. Under the SYSTEM menu, check the box to select CBR AUTOAPPROVAL for approvals to be automated.

NOTE: User must be admin or have admin permissions.

5. Check the box to select AUTO SUBMIT CBR to turn on automated submission for the CBR.

6. Select Hours and Minutes from the pulldown menu, to set time of day report will be pulled and/or submitted each day.

NOTE:

- Once CBR AUTOAPPROVAL is selected by OEM, key information will go directly go into the report as soon as key status changes to Bound, at the selected time each day.
- Once CBR AUTOSUBMIT is selected by OEM, key information will go directly to Microsoft (skipping OEM) as soon as key status changes to Bound, at the selected time each day.
- Both options must be select for automated approval and submission to occur.
- The OHR reports should be part of the original CBR.

CROSOFT AGREEMENT 5199905515	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6	(H) Test	138000 Total Keys	18185 Fulfilled Keys	0 Returned
ntoso OEM				Orders 🌱 🛛 In	ventory Management 💙	Reporting Key 🌱 🛛 🖁	lusiness Administr
SETTINGS							
MICROSOFT CERTIFICATE				EXP	RATION DATE: 11/15/20	19 CERTIF	ICATE STATUS: T
CN=PQOEMSVC1093		IMPORT RE	MOVE CERTIFICATE		DADED DATE: NA		DED BY: NA
CERTIFICATE AUTOMATIC	DN						
Certificate Automation Status OFF	TURN ON						
ADVANCE SETTINGS							
CBR AUTOAPPROVAL CALLOW UPC	ATION OF HARDWARE INFORMAT	ION 🗌 AUTO RETURN 🛄 A	UTO SUBMIT CBR				
						SAVI	e change
y Statement			© 2016. All Rights Reserved				

Description:

The OEM Hardware Report (OHR) follows the Computer Build Report (CBR) and includes additional hardware data required by Microsoft, such as model number, screen size, touch screen. The OHR is required by Microsoft. (Refer to your agreement for details).

An OHR should be submitted at the same time as the CBR. However, it can be updated after the CBR has been submitted in two circumstances; if the OHR Update functionality is turned on under settings. The OHR Update will allow a downlevel partner to update data and the report will automatically submit any time an update is made. (See <u>OHR Update section</u> for more details). Or a separate OHR update (also known as a Data Update) can be submitted, at a later time, to account for any missing or incorrect data originally submitted in the CBR. (Details can be found <u>here</u>).

The OEM partner is ultimately responsible for the data and accuracy of the report. Content that is supplied by the downlevel partners should be reviewed by the OEM before submission.

OEM Hardware Report, provides additional optional reporting fields that can be reported as part of the Computer Build Report (CBR). This includes additional hardware details fields such as, OEM Extended Identifier, Country, PEV (Promotional Code), Channel Relationship ID, and Selling Location.

Example: Contoso OEM has submitted their Computer Build Report (CBR), which provided the OEM ID, Hardware Hash, Product Key ID, and Key Status. Next, Contoso adds the OEM Hardware Report (OHR). Contoso selects the keys and the OHR button. From the OHR dialog box they select "Desktop" as the device, enter "10"" for the screen size, select "yes" for touchscreen, and add the PEV (promotion code) of "|RE31|". They decide they would like to add additional data under the OEM Optional Information option. They click on the Optional Information button next and the OEM Optional Information report window opens. Here they provide "ABC123" as the OEM Extended Identifier, "China" as the Country for manufacturing, "Japan" for the selling location, and then submits the report.

Tip Tool: OEM Hardware Report (OHR) follows a CBR and includes additional hardware data that is required by Microsoft. The OHR is not optional, but is required by Microsoft.

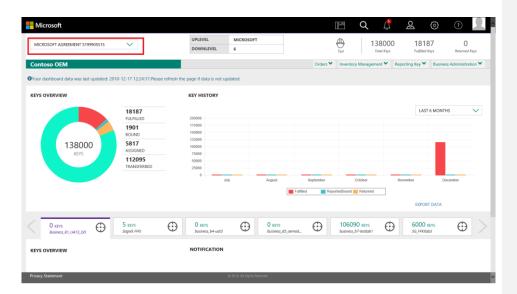
5.2.1 OHR SUBMIT BY SEARCH

Tip Tool: Submit an OEM Hardware Report (OHR) using search functionality.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. Click on the search icon in the top navigation bar.

MICROSOFT	\sim		UPLEVEL DOWNLEVEL	MICROSOFT 6				Test	13800 Tatal Keys		18187 utfilled Keys	0 Returned Ke	ėys
Contoso OEM							Orders 💙	Inventory Mar	agement 🌱	Reporting	Cey 🌱 🛛 Busin	ess Administrati	on 🌱
EYS OVERVIEW			KEY HISTORY										
138000 R275	18187 FULFILLED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED		200000 175000 125000 125000 75000 50000 25000 0 0 25000 0 25000 25000		August	Si Futfiled	splember	Octobr ortedBound <mark>R</mark> Ret		November	LAST 6 MON	THS	
0 кеуз	5 KEYS	\oplus	O KEYS	\oplus	0 keys		Ð	106090 kg	vs C			\odot	
0 KEYS Business_81	FFICI1	Φ	business_b4-uat3	0	business_B5_	oemod	0	business_b7-tes	iab1 G	7	Kilab3	Θ	
EYS OVERVIEW			NOTIFICATION										

4. From the search screen, select ACTIVATION ENABLED status from the KEY STATUS pulldown menu and click on the SEARCH button.

NOTE: Keys must be in ACTIVATION ENABLED status to be sent in OHR. (Refer to section 2.12 <u>SUBMIT CBR</u> for steps to get to this status)

5. Check the box(es) to the select the keys you would like to send in the report.

6. Click on the OHR button above your selection.



7. An OHR dialog box will open.

8. Fill in additional hardware data in OHR dialog box, such as screen size, processor touchscreen, PEV (Promo Code).

NOTE: If a Promotion Code (Promo Code) is to be included in the Program Eligibility Value (PEV) field, the following format should be used:

- Up to 60 characters can be entered in the field
- Up to 11 unique 4-digit Promo Codes can be submitted in the field with "|" delimiter
 - Eg. Single Promo Code: |NR12|
 - Multiple Promo Codes: NR12 | AN23 |

Only keys that are eligible for the promotion should be submitted with the associated Promo Code(s) in the Program Eligibility Value field. Eligible Promo Codes will be included in the agreement documentation and will have been vetted and signed by the Partner prior to being used in active promotions.

9. Click CONFIRM. Details will be sent to Microsoft.

OHR		×
DESKTOP	✓ STANDARD	Centra
PC MODEL/SKU NO.		Export
SCREEN SIZE 12	TOUCH SCREEN	
CANCEL		

NOTE: After completing the OHR, you may enter optional information as part of the OEM Optional Information report.

6. After entering the OHR information, click on OPTIONAL INFORMATION button above your selected keys.

- 7. An OPTIONAL INFORMATION popup box will open.
- 8. Fill in the additional details desired and click CONFIRM.

PC MODEL/SKU NO.	OEM EXTENDED IDENTIFIER
CHINA	[NR12]
DESKTOP	STANDARD 🗸
CHANNEL RELATIONSHIP ID	SELLING LOCATION
SCREEN SIZE 10	TOUCH SCREEN IN YES ONO
REMOVE CLEAR	

5.2.2 OHR UPDATE BY BULK

Description:

The OEM Hardware Report (OHR) generally follows the Computer Build Report (CBR) and includes additional hardware data required by Microsoft, such as model number, screen size, touch screen. Please refer to your agreement and Ops Handbook ent for more details on OHR requirements. The OHR Update By Bulk functionality allows the partners to update the OHR information in bulk quantities.

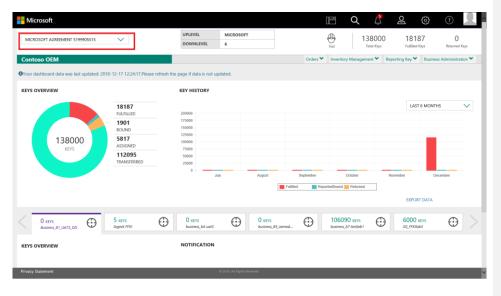
Tip Tool:

Allows OEM/TPI users to update the OHR information in bulk quantity

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. From the Reporting Key menu, select OHR update.

Hicrosoft					Ē	Q 🖞	S	
MICROSOFT	\sim	UPLEVEL DOWNLEVEL	MICROSOFT 6		(D) Test	138000 Total Keys	18187 Fulfilled Keys	0 Returned Keys
Contoso OEM				Orders 🌱	Inventory M		Reporting Key 🔨 Busine	ess Administration 🌱
KEYS OVERVIEW		KEY HISTORY				Report Keys OHR Update	_	
						 Dynamic Store 		HS 🗸
	18187 FULFILLED	200000				Bundle Keys	LAST 6 MONT	HS V
	1901	175000				Acknowledgement		
138000	BOUND 5817	125000				A Offine Import		
KEYS	ASSIGNED	75000					_	
	112095 TRANSFERRED	50000 25000						
		0 July	August	September	Od	lober	November D	ecember
				Fulfilled Repo	ortedBound 📒	Returned		
							EXPORT DATA	
1				•	405000	•	c000	
O KEYS Business_B1_UAT3_DD	5 KEVS Sagnik FFKI	0 KEYS business_b4-uat3	O KEYS business_	35_oemod	106090 business_b7-		6000 KEYS SG_FFKIlab3	\odot >
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement		٥	2016. All Rights Reserved					

4. From the OHR update page, click on search to get the available key list.

ORDER NUMBER	OEM PO NUMBER	LICENSABLE PART NUMBER	KEY STATUS			BY QUANT
ORDER NUMBER	OEM PO NUMBER	LICENSABLE PART NUMBER	ACTIVATION ENABLED	~	RESET	
HK Updates	OEM FO NUMBER	LICENSABLE PART NUMBER	KEY STATUS		DECET	BY QUANTI
		LICENSABLE PART NUMBER	KEY STATUS ACTIVATION ENABLED	~	RESET	BY QUANTI
ORDER NUMBER	OEM PO NUMBER		ACTIVATION ENABLED	OEM FART HUMBER		
ORDER NUMBER	OEM PO NUMBER	LICENSABLE PART NUMBER	ACTIVATION ENABLED		SEARCH	
ORDER NUMBER ORDER NUMBER KEY TYPE Standard	OEM PO NUMBER OEM PO NUMBER	LICENSABLE PART NUMBER	ACTIVATION ENABLED		SEARCH AVAILABLE K	
ORDER NUMBER ORDER NUMBER KEY TYPE Standard	OEM FO NUMBER OEM FO NUMBER LIKEHSARE PART NUMBER FOC 08800	LICENSABLE PART NUMBER	ACTIVATION ENABLED		SEARCH AVAILABLE K 2	BY QUANTI

5. Select the keys for which you need to perform OHR update, and then click on OHR update button.

6. A popup box will appear where you need to fill the option hardware info (i.e. PC model, screen size).

DESKTOP	\sim	STANDARD	×
PC MODEL/SKU NO.			
SCREEN SIZE		TOUCH SCREEN	○ YES ○ NO
CANCEL CLEAR			CONFIRM

7. Enter the OHR details and click on confirm button.

				×
Update OHR				×
DESKTOP	\checkmark	STANDARD		\sim
CONTOSO				
SCREEN SIZE		TOUCH SCREEN	● yes ○ no	
CANCEL	LEAR		CON	IFIRM
_	KV_091018	_	_	
	KV_091010			
	TEST KEYS			
	KV 2			

5.3. OFFLINE IMPORT

Description:

The Offline Import functionality provides the ability to submit a Computer Build Report (CBR) or Product Bind Report (PBR) when offline. This option can be utilized when there is no network connectivity or if the proper bandwidth is not available. A partner can download the file details required and send data in an XML format to their uplevel partner in MDOS. (For more information, see the <u>CBR (Computer Build Report)</u> section of this manual).

The offline process is not recommended. The submission process through MDOS is still the recommended method. The CBR Auto-Submit process is ideally preferred.

Example: Contoso Factory is the FFKI for ABC Design House (the IDH). Contoso Factory does not have reliable network connectivity from their remote location, so they utilize the Offline Import functionality to submit a Computer Build Report (CBR) back to their uplevel partner ABC Design

House. Contoso Factory has previously downloaded the file details that are required, so they are able to create the CBR report offline in an XML format to ABC Design House. ABC Design House then can import the data, add additional report details if desired, and submit the report to Microsoft.

Tip Tool: Submit an offline Computer Build Report (CBR) or Product Bind Report (PBR) to uplevel partners.

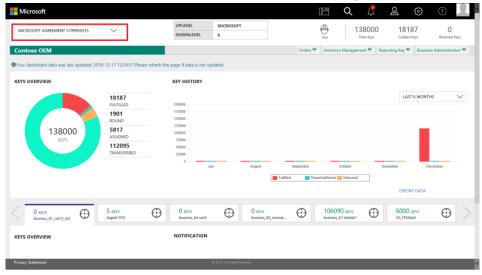
NOTE: File details that are required must be previously downloaded from MDOS by DLP.

5.3.1 CBR IMPORT

Tip Tool: Submit a Computer Build Report (CBR) to uplevel partners from a file that was previous compiled while offline. File details that are required must be previously downloaded by DLP.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.



2. From the dashboard view, select the business from the Business dropdown menu.

3. From the Reporting Key menu, select Offline Import

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KEY SOVERVIEW KEY INSTOR Image: Care of the stands region of the stands	Contoso OEM				Orders 🌱	Inventory N	Management 🌱	Reporting Key 🐴 🛛 Bu	isiness Administration 🌱
Image: Normal State Sta	KEYS OVERVIEW		KEY HISTORY						
Image: Arg of the control of the c		18187						LAST 6 M	ONTHS 🗸
Image: Normal Strategy and									
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		5 KEYS Sagnik FFIKI	0 KEYS business_b4-unt3	O KEVS business	as_oemod		testlab1	6000 KEYS SG_FFKIlab3	\oplus >
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Privacy Statement © 2011. All Rights Transmit									
Privacy Statement © 2016. Al Right Reserved									
	Privacy Statement		© 2016.	All Rights Reserved					

4. From the Offline Import screen select CBR IMPORT FILE.

NOTE: This option should be used only in exceptional cases when there is no network connectivity.

Your dashboard data was last updated: 2017-03-21 05:50:10		
Offline Import		
CBR IMPORT PILE		
CHOOSE FILE	BROWSE FILE	IMPORT
PER IMPORT FILE		
CHOOSE FILE	BROWSE FILE	IMPORT

5. Click BROWSE FILE to locate the CBR Import file received from DIS to import into the MDOS system.

ffline Import CRI. MMORT. FLE TO_CACUEDOA_AT_201721036300.XML BROWSE FLE PRI MMORT. FLE CHOOSE FLE BROWSE FLE IMPORT.	Your dashboard data was last updated: 2017-03-21 05:50:10		
TO_CLOUDOA_AT_201721095303.XML BROWSE FILE INFORM	ffline Import		
PR.MPOTIFILE	CBR IMPORT FILE		
	T0_CLOUDOA_AT_201721036300.XML	BROWSE FILE	IMPORT
CHOOSE FILE BROWSE FILE IMPORT	PBR IMPORT FILE		
	CHOOSE FILE	BROWSE FILE	IMPORT

NOTE: The CBR Import file received from DIS has the complete information of the keys to be imported to MDOS system with the respective site, business, and key status.

6. Once selected, click IMPORT.		
Your dashboard data was last updated: 2017-03-21 05:50:10		
Offline Import		
CBR IMPORT FILE		
TO_CLOUDOA_AT_201721036300.XML	BROWSE FILE	IMPORT
PBR IMPORT FILE		
CHOOSE FILE	BROWSE FILE	IMPORT

EXAMPLE: CBR Import file

xml version="1.0" encoding="utf-8"?	
<exportkeylist 2001="" http:="" www.w3.org="" xmlns:xad="http://www.w3.org/2001/XMLSchema</td><td></td></tr><tr><td><pre>wmlns:wsi=" xmlschema-instance"=""></exportkeylist>	
<createddate>2016-06-12T02:39:07.54933522</createddate>	
<keya></keya>	
<exportreyinfo></exportreyinfo>	
<cloudoaproductreyid>55162</cloudoaproductreyid>	Product Key ID
<cloudoasiteid>1041</cloudoasiteid>	
<cloudoabusinessid>1012</cloudoabusinessid>	
<cloudoauserid>0</cloudoauserid>	
<productkeyid>3258628574598</productkeyid>	
<productrey></productrey>	
T3NuME8wdTRVN5tB211TYTRVeW8rRm500XBGOWxEK0F2K1FCb3paRVgORT	1EU113
RA==	
<productreystate>Bound</productreystate>	Product key state to be
<hardwarehash>MAAAAAEAAgABAAEAAAACA</hardwarehash>	changed
<oemoptionalinfo></oemoptionalinfo>	a man Bre a
<field></field>	
<name>ZPC_MODEL_SRU</name>	
<value>ABCDEFGHIJKLM111222333442</value>	
<field></field>	
<name>ZMANUF GEO LOC</name>	
<value>CHNIABOFT</value>	
<field></field>	
<name>ZPGM ELIG VAL</name>	
<value> NR12 </value>	
<field></field>	
<name>ZOEM EXT ID</name>	
<value>30000123</value>	
<field></field>	
<name>ZCHANNEL REL ID</name>	
<value>ChinaSoft</value>	
<field></field>	
The second	

7. Once the import is complete, a "CBR xml file imported successfully" message will briefly pop up in the green highlighted banner.

8. All the keys in the CBR file will now be updated with the respective information from the XML.

Offline Import		
CBR XXML file imported successfully.		×
CBR IMPORT FILE	•	
CHOOSE FILE	BRD	NSE FILE IMPORT
PBR IMPORT FILE		
CHOOSE FILE	BRO	NSE FILE IMPORT
Legal Service & Support		English Chinese-Standard Chinese-Traditional

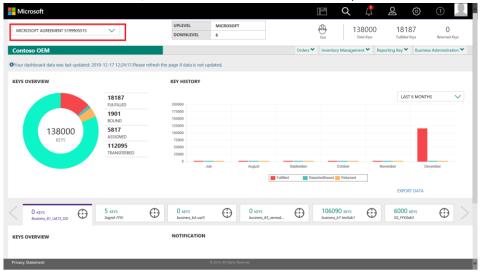
5.3.2 PBR IMPORT

Tip Tool: Submit a Product Bind Report (PBR) to uplevel partners while offline.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



Contoso OEM KEYS OVERVIEW						Fulfilled Keys	Returned Keys
	KEY HISTORY		Orders ¥	2	egement V Rep Report Keys OHR Update	borting Key A Busine	
18187 RuRuleD 1901 SOUND 8517 ASSIGNED 112095 TRANSFERRED	200000 15000 125000 75000 25000 25000 25000 0 3000 3000 3000	August	Dightmbor Putited Repo	2 2	Bundle Keys PBR cknowledgement Offline Import	UAST 6 MONT	December
0 KIVS Busines, 81, UAT2, DD 5 KIVS Segne FRO	0 KEYS business_b4-unit3 NOTIFICATION	O KEYS business_	B5_coemod	106090 KEY business_b7-testio		6000 KEYS SG_FFKIlab3	\oplus

3. From the Reporting Key menu, select Offline Import

4. From the Offline Import screen select PBR IMPORT FILE.

NOTE: This option should be used only in exceptional cases when there is no network connectivity.

Your dashboard data was last updated: 2017-03-21 05:50:10		
Offline Import		
CBR IMPORT FILE		
CHOOSE FILE	BROWSE FILE	IMPORT
PBR IMPORT FILE		
CHOOSE FILE	BROWSE FILE	IMPORT

5. Click BROWSE FILE to locate the PBR Import file received from the FKI/FFKI via DIS to import into the MDOS system.

6. Once the file is selected, click the IMPORT button.

Your dashboard data was last updated: 2017-03-21 05:50:10			
Offline Import			
CBR IMPORT FILE			
CHOOSE FILE	BROWSE FILE	IMPORT	
PBR IMPORT FILE			
TO_ULS_P8R_6362054872133668852211.XML	BROWSE FILE	IMPORT	
EXAMPLE: PBR Import file			

7. Once the import is complete, the key will be bound to the service key(s) defined in the file.

8. A "PBR XML uploaded successfully", message will briefly pop up in the green highlighted

banner.

Offline Import			
"PBR XML uploaded successfully"			
CBR IMPORT FILE			
CHOOSE FILE	BROWSE FILE	MPORT	
PER INFORT FILE			
CHOOSE FILE	BROWSE FILE	MPORT	
I. PBR ACKNOWLEDGEMENT			

Description:

The Product Bind Report (PBR) Acknowledgement (formerly called Offline Export) is the offline reporting of keys that have been bound. The PBR process is required once binding is complete so the report can be submitted to Microsoft for processing and payment. (For more information on how to bind keys, refer to the Bind Keys section).

The PBR process is usually seamless as it is created in the background after binding occurs. However, the offline reporting method can be utilized when there is no network connectivity or if the proper bandwidth is not available. The offline process is not recommended. The submission process through MDOS is still the recommended method.

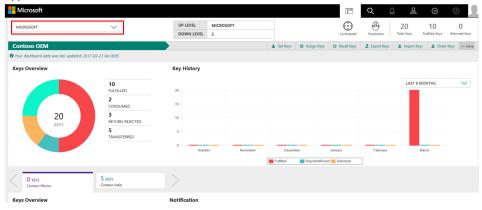
During the PBR process, the downlevel partner will download files and send an offline PBR to the OEM partner. The OEM will then upload the files and send the report to Microsoft via MDOS.

Tip tool: The Product Bind Report (PBR) Acknowledgement is the offline reporting of keys that have been bound.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. From the More dropdown menu, select PBR Acknowledgement.

						lË	Q	(3	ରୁ ଚ୍ଚି	?	L,
MICROSOFT	\sim	UPLEVEL	MICROSOFT 6			Test	138 Total	000 Keys	18187 Fulfilied Keys	0 Returned Keys	
Contoso OEM					Orders ¥	Inventory	Management	_	orting Key 🐴 🛛 Busi	ness Administration	•
KEYS OVERVIEW		KEY HISTORY					Z Report				
REIS OVERVIEW		RET HISTORY					C OHR U				
	18187 FULFILLED	200000					Bundle		LAST 6 MOI	NTHS 🗸	
	1901 BOUND	175000 150000					Acknowled	lgement			
138000 KEYS	5817 ASSIGNED	125000 100000 75000					▲ Offine	Import			
	112095 TRANSFERRED	50000 25000									
		July	y Augu	ist 5	September	OrtedBound	ctober Returned	Nov	ember	December	
									EXPORT DATA		
	5 KEVS Sognik FFIC	0 KEVS business_b4-uat3		EVS ness_B5_oemod	\oplus	106090 business_b7		\odot	6000 KEYS SG_FFKIlab3	\oplus	
KEYS OVERVIEW		NOTIFICATION									
Privacy Statement			D 2016. All Rights Reserved								

4. Enter search criteria, if desired, and click on the SEARCH button.

5. All PBR submitted keys will be displayed with the respective status of "Not Sent", "Sent", or "Acknowledgement Received".

BR Acknowledge	ment Export	t						
PBR REPORT UNIQUE ID	CREATED DATE (UTC) FROM		CREATED DATE (UTC) 10	 SEARCH	RESET			
PBR REPORT UNIQUE ID		MS REPORT UN	IIQUE ID	MS RECEIVED DA	ATE UTC	CREATED DATE UTC	STATUS	VIEW DETAILS
49E5AFBB-72D8-488E-8276-E91C1E98	8846	00000000-0000	0000-0000-00000000000000000000000000000			2017-03-21107:36:13.237	NOT YET SENT	VIEW >
								< 💶 >

6. Select the keys to be exported and click on EXPORT.

7. An EXPORT TO window will pop up. Select the downlevel partner (DLP) from the dropdown

EXPORT T	0
CONTOSO OEM	~
CONTOSO OEM	
CONTOSO INDIA	

- 8. Once the export is in process, a "We are processing your request" message will briefly pop up in the green highlighted banner.
- 2. The PBR export file will be created which will be used by the downlevel (FKI/FFKI) for further processing.
 - 3. Once the file has been downloaded, click on the VIEW link under VIEW DETAILS to see the bound key details.
 - 4. Partners will be able to view the PBR status of the each key, click 'VIEW' link as per the below screenshot,

5AF258E5-17A3-47AE-A648-17941E31E948					
STORESULE TO PERFECT PROVE TO PROVE THE	BC396685-C60E-413D-823D-505E64017DE2	2018-06-21117:57:06.54	2018-06-21117:47:18.243	ACKNOWLEDGEMENT RECEIVED	VIEW >
8296374D-4478-4FE9-96DE-A51F780D2F01	9C3F9303-8A8F-4896-807E-9229E20158EE	2018-06-21T10:36:55.053	2018-06-21110:27:46.99	ACKNOWLEDGEMENT RECEIVED	VIEW >
EF078C9C-6AD2-4D3E-9803-229229D48810	DABB0CDE-A6CC-4843-8872-64AD38109226	2018-06-21T09:31:39.75	2018-06-21109:18:32.543	ACKNOWLEDGEMENT RECEIVED	VIEW >
C1C1A031-8031-4ED4-88D9-63E838928354	51589A3D-3028-43C7-8C25-796D81E3F639	2018-06-21709:21:32.447	2018-06-21T09:18:31.917	ACKNOWLEDGEMENT RECEIVED	VIEW >
8A97BED0-F348-4F7D-B152-CF76987E4856	00AA4798-91F5-488F-8586-A691A58D385E	2018-06-21107:34:22.037	2018-06-21107:28:30.86	ACKNOWLEDGEMENT RECEIVED	VIEW >
~				2 3	4 5 >
			[CLEAR D.P	ORT
	1877ECSC 6402 403E 9803 22922044833 CICI-0031 8031-8034-8054-618318028354 M678E026 F348-4770 4932-CF7680764856	NUMPERCY ADD 4016 4005 22022004880 DAMRCODE ADDC 4405 4872 64400185028 COLVADIA 801 4806 4805 4805 4805 4805 4805 4805 4805 4805	NUMBERCE ADD: 4810 2002/04480 DAMBERCE ADC: 4421 887 4400189326 2016 05-2016/11.91.75 CCUADI: 8011-802 4016 805-2016/2014 STISMAD: S024-41CT 8C23 796018104769 2016 05-2016/31.92.47 MARINEDE FAILE ATD: 8122 COTIONTALISS GOMARTINE 897-8882-6899.580858 2016 05-2016/31.92.47	UNIVEC ADMENCIC <	NUMPORCY AND/ADDI NEED-LINE DAMERCYC AND/ADDI NEED-LINE 2016 65 21109 8133/37 2016 65 21109 8132/61 ACCIMUM LIDENDITI NEED/ADDI COLONI 801 4164 8105 ANDI ADDI ADDI ADDI ADDI ADDI ADDI ADDI

5. A popup window will open with PBR acknowledgement details. This window will show the PBR bundle status in the reason description. If the bundle is successful, the status will be 'Bound'. If the PBR bundling fails, the failure reason will be displayed under 'Reason Description'



6. Partners also have the option to export the results to excel file as MDOS only shows the top 5 records in the display screen.

			PBR ACKNOWLEDGEMENT DETAILS										
					EXPORT TO EXC								
WINDOWS LICENSABLENAME	WINDOWS LICENSABLE PARTNUMBER	SERVICE PRODUCTKEY ID	SERVICE LICENSABLENAME	SERVICE LICENSABLE PARTNUMBER	MASKED PRODUCTKEY	REASON DESCRIPTION							
WIN HOME 10 OLC OA3 PTK	KW9-00004	2975301004580	OFFICE PRO 2016 OLC OA3 PTK AFOLB	269-16965	FX8VD	BOUND							
WIN HOME 10 OLC OA3 PTK	KW9-00004	2975301004581	OFFICE PRO 2016 OLC OA3 PTK AFOLB	269-16965	Q69QQ	BOUND							
WIN HOME 10 OLC OA3 PTK	KW9-00004	2975301004582	OFFICE PRO 2016 OLC OA3 PTK AFOLB	269-16965	PGYK3	BOUND							
WIN HOME 10 OLC OA3 PTK	KW9-00004	2975301004583	OFFICE PRO 2016 OLC OA3 PTK AFOLB	269-16965	R9CHD	BOUND							
WIN HOME 10 OLC OA3 PTK	KW9-00004	2975301004584	OFFICE PRO 2016 OLC OA3 PTK AFOLB	269-16965	D69QQ	BOUND							
	LICENSABLENAME WIN HOME 10 OLC OA3 PTK WIN HOME 10 OLC WIN HOME 10 OLC	WINDOWS LICENSABLENAME LICENSABLENAME WIN HOME 10 OLC KW9-00004 OA3 PTK KW9-00004 WIN HOME 10 OLC KW9-00004 OA3 PTK KW9-00004 WIN HOME 10 OLC KW9-00004	WINDOWS LICENSABLENAME LICENSABLE SERVICE PRODUCTKEY ID WIN HOME 10 OLC KW9-00004 2975301004580 WIN HOME 10 OLC KW9-00004 2975301004581 WIN HOME 10 OLC KW9-00004 2975301004582 OA3 PTK KW9-00004 2975301004582 WIN HOME 10 OLC KW9-00004 2975301004582 WIN HOME 10 OLC KW9-00004 2975301004583 WIN HOME 10 OLC KW9-00004 2975301004583 WIN HOME 10 OLC KW9-00004 2975301004583	WINDOWS LICENSABLENAME LICENSABLE PARTNUMBER SERVICE PRODUCTKEY ID SERVICE LICENSABLENAME WIN HOME 10 OLC KW9-00004 2975301004580 OFFICE PRO 2016 OLC OA3 PTK AFOLB WIN HOME 10 OLC KW9-00004 2975301004581 OFFICE PRO 2016 OLC OA3 PTK AFOLB WIN HOME 10 OLC KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB WIN HOME 10 OLC KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB WIN HOME 10 OLC KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB WIN HOME 10 OLC KW9-00004 2975301004584 OFFICE PRO 2016 OLC OA3 PTK AFOLB WIN HOME 10 OLC KW9-00004 2975301004584 OFFICE PRO 2016 OLC OA3 PTK AFOLB	WINDOWS LICENSABLENAME LICENSABLE PARTNUMBER SERVICE PRODUCTKEY ID LICENSABLENAME LICENSABLENAME LICENSABLENAME WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004580 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004581 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004583 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 WIN HOME 10 OLC OA3 PTK KW9-00004 2975301004583 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965	WINDOWS LICENSABLENAME WINDOWS PARTNUMBER SERVICE PRODUCTKEY ID SERVICE LICENSABLENAME SERVICE LICENSABLENAME MASKED PRODUCTKEY WIN HOME 10 OLC KW9-00004 2975301004580 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 FX8VD WIN HOME 10 OLC KW9-00004 2975301004581 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 Q69QQ WIN HOME 10 OLC KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 Q69QQ WIN HOME 10 OLC KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 PGYK3 WIN HOME 10 OLC KW9-00004 2975301004582 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 PGYK3 WIN HOME 10 OLC KW9-00004 2975301004583 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 R9CHD WIN HOME 10 OLC KW9-00004 2975301004584 OFFICE PRO 2016 OLC OA3 PTK AFOLB 269-16965 D69QQ							

	PBR ACKNOWLEDGEMENT DETAILS							
WINDOWS PRODUCTKEY ID	WINDOWS LICENSABLENAME	WINDOWS LICENSABLE PARTNUMBER	SERVICE PRODUCTKEY ID	SERVICE LICENSABLENAME	SERVICE LICENSABLE PARTNUMBER	MASKED PRODUCTKEY		
899901203174015	WIN NEXT CVF UNACTIVATABLE OLC OEM	WN7-01070	2975301002221	OFFICE PRO 2016 OLC OA3 PTK AFOLB	269-16965	DHH7H		
					CLOSE			

5.5 DLP EXPORT

Description:

The DLP export functionality is meant to be used by an OEM who has an offline business with downlevel partners. The OEM can export keys and transfer those keys to their downlevel partners while offline. This functionality then allows a downlevel partner to export/receive keys while also offline.

The difference between a DLP export and a Product Bind Report (PBR) Acknowledgement (formerly called Offline Export), is that with a PBR Acknowledgement, the DLP can export the keys from the cloud at any time.

Additionally, the key status will change to "FFKI Fulfilled" after the DLP export has completed. Whereas the key status will change to "Consumed" when the PBR Acknowledgement offline export is used.

Tip Tool: DLP export functionality allows the OEM to export keys and transfer those keys to their downlevel partners while offline.

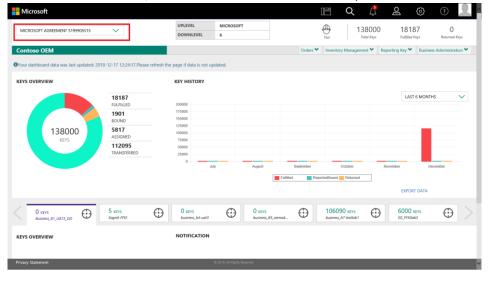
5.5.1 DLP EXPORT BY SEARCH

Tip Tool: Use search functionality to export keys and transfer to downlevel partners while offline.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. Click on the search icon in the top navigation bar.

Hicrosoft					E Q	ූ වූ	\$	
MICROSOFT	~	UPLEVEL	MICROSOFT		13	8000	18187	0
	-	DOWNLEVEL	6		Test Tot		18187 O Returned Koys rg Key ♥ Descrees Administration ♥ LAST 6 MONTHS ♥ Descretor Descretor EXPORT DATA	
Contoso OEM				Orders 🌱	Inventory Managemen	nt Y Reporting	Key 🌱 Busines	s Administration 🌱
KEYS OVERVIEW		KEY HISTORY						
	18187 FULFILLED	200000					LAST 6 MONTH	is 🗸
	1901	175000						
	BOUND	150000						
138000	5817 ASSIGNED	100000						
KEYS	112095	75000						
	TRANSFERRED	25000						
		D July	August	September	October	Novembe	r De	cember
				Fulfiled Rep	ortedBound 📒 Returned			
							EXPORT DATA	
O KEYS Business, B1	5 KEYS FFR01	0 KEYS business_b4-uat3	O KEYS business	35_oemod	106090 KEYS business_b7-testlab1		6000 KEYS FFKilab3	\odot >
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement		¢	2016. All Rights Reserved					

4. Enter search critera, if desired, and click on the SEARCH button.

SEADCH DESLIETS

5. The DLP EXPORT button will be visible in the key operations section.

NOTE: DLP export will be available to keys with key status of assigned, fulfilled, or downloaded.

25905 Total Keys	ASSIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO MAP KEY TYP	DLP EXPORT MOVE TO INVENTORY EXPORT RESULT		:=
18185 FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	КЕҮ ТҮРЕ	KEY STATUS
2 CONSUMED	3258631322347	30000X-30000X-30000X-30000X-T38K3	KJ7-00001	STANDARD	FULFILLED
1901	3258631322348	30000X-30000X-30000X-30000X-V6DDQ	KJ7-00801	STANDARD	CONSUMED
BOUND 5817	3258631322349	30000X-30000X-30000X-30000X-3V63Q	KJ7-00001	STANDARD	CONSUMED
ASSIGNED	3258631322350	30000X-30000X-30000X-30000X-WB47D	KJ7-00001	STANDARD	FULFILLED
	3258631322351	30000X-30000X-30000X-30000X-P37X3	KJ7-00001	STANDARD	PULFILLED
	3258631322352	3000X-3000X-3000X-3000X-3PD93	KJ7-00001	STANDARD	PULFILLED
	3258631322353	30000X-30000X-30000X-30000X-VQWVD	KJ7-00001	STANDARD	PULFILLED
	3258631322354	30000X-30000X-30000X-30000X-VQWVD	KJ7-00001	STANDARD	PULFILLED

6. Check the box(es) to select the keys to be exported and click on the DLP EXPORT button.

NOTE: This DLP export functionality is meant to be used by an OEM/IDH who has an offline business with a downlevel partner(s).

25905	SEAF	RCH RESULTS				
Total Keys	ASSIC	SN RECALL RETURN REP	ORT EXPORT OHR OPTIONAL INFO MAP KEY TYP	E DLP EXPORT MOVE TO INVENTORY EXPORT RESULT		
18185 FULFILLED		MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 CONSUMED	×.	3258631322347	30000X-30000X-30000X-30000X-T38K3	KJ7-00001	STANDARD	FULFILLED
1901		3258631322348	30000X-30000X-30000X-30000X-V6DDQ	KJ7-00001	STANDARD	CONSUMED
BOUND 5817	- 0	3258631322349	30000X-30000X-30000X-30000X-3V63Q	KJ7-00001	STANDARD	CONSUMED
ASSIGNED		3258631322350	30000X-30000X-30000X-30000X-WB47D	KJ7-00001	STANDARD	FULFILLED
		3258631322351	30000X-30000X-30000X-30000X-P373X3	KJ7-00001	STANDARD	FULFILLED
		3258631322352	30000X-30000X-30000X-30000X-3PD93	KJ7-00001	STANDARD	FULFILLED
		3258631322353	30000X-30000X-30000X-30000X-VQWVD	KJ7-00001	STANDARD	FULFILLED
		3258631322354	30000X-30000X-30000X-30000X-VQWVD	KJ7-00001	STANDARD	PULFILLED

7. Select the DLP and click CONFIRM.

Dis Export			×
SELECT DLS:	CONTOSO MEXICO	\checkmark	
CANCEL		CONFIRM	

8. The DLP export file will be created containing all exported key information. This file will be exported to the DLP selected and available for offline by use.

9. A "We are processing your request, the system will notify you as soon as it is ready to download." message will briefly pop up in the green highlighted banner. The file will be available for download in download center.

are processing your dominado requeso	The system will notify you when it is rea	dy to download.				
CROSOFT FULFILLED DATE	KEY TYPE	OEM PO NUMBER	CALL OFF REFERENCE			
ом 📥	KEY TYPE	Eg: BulkKeys_20_PO_No	Eg:1000089787877	DEM OPTIONAL INFO	+	RESET
	KEY STATUS	OEM PART NUMBER	MICROSOFT ORDER NUMBER			RESET
ICROSOFT FULFILLED DATE	KEY STATUS	Eg: BulkKeys_20_Part_No	Eg: 1018703841	ADVANCED SEARCH	+	
	SELECT DLP	LICENSABLE PART NUMBER	MS PRODUCT KEY ID			
	ACER INCORPORATED	Eg: FQC-0000	Eg:8000009090909	DEM RMA DATE	+	
25904	SEARCH RESULTS		^			
Total Keys 18184	ASSIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO	MAP KEY TYPE DLP EXPORT MOVE TO INV	EXPORT RESULT		
FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PAR	NUMBER	КЕҮ ТҮРЕ	KEY STATUS
2 CONSUMED	3258631322348	XXXXX-XXXXX-XXXXX-XXXXX-XXXXX-V6DD	Q KJ7-00001		STANDARD	CONSUMED
1901	3258631322349	3000XX-3030XX-3000XX-3000XX-3V63	Q KJ7-00001		STANDARD	CONSUMED
5817	3258631322350	3000XX-3000XX-3000XX-30000X-WB47	D KJ7-00001		STANDARD	FULFILLED
ownload Cente	r					DOWNLOAD CENTER
FILE NAME		FILE COUNT EXPORT DA	TE LAST DOWNLOAD DAT	E ACI	ION	DOWNLOAD
DLPExport_897_1118_2018_Mar_13_13_38_0	46.zip	1 03/13/2018 7	1:08:46 03/14/2018 6:50:44	DLP	Export	Download
	_18.zip	1 03/08/2018	12:50:18 03/08/2018 12:50:35	DP	Export	Download
DPKExport_897_1118_2018_Mar_08_07_20						
DPKExport_897_1118_2018_Mar_08_07_20 DPKExport_897_1118_2018_Mar_08_06_07	.32.zip	1 03/08/2018	03/08/2018 11:37:51	DP	Export	Download
	32.zip	1 03/08/2018	11:37:33 03/08/2018 11:37:51	DP	(Export	Download

10. The keys exported in the previous steps will be visible to the DLP in "FFKI Fulfilled" status.

1 Total Keys	EARCH RESULTS	REPORT EXPORT OHR OPTIONAL INFO	MAP KEY TYPE DLP EXPORT MOVE TO INVENTORY	EXPORT RESULT	
1 FFKI FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
	2975301037458	30000X-30000X-30000X-30000X-30000X	269-16965	SERVICE	FFKI FULFILLED
					<

The exported file is in the below format:

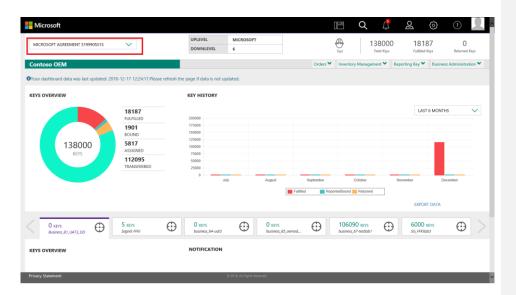
5.5.2 DLP EXPORT BY QUANTITY

Tip Tool: Export keys by quantity and transfer to downlevel partners while offline.

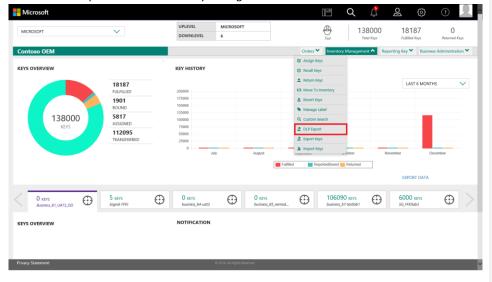
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. Select DLP Export from the Inventory management menu menu.



4. Next to the selected keys, enter the quantity desired. Quantity must be less than or equal to the available key quantity.

NOTE: This DLP export functionality is meant to be used by an OEM/IDH who has an offline business with a downlevel partner(s) and click EXPORT KEYS.

DLS Export						
SELECT DLS:	CONTOSO INDIA					
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	
Service	269-16965	TESTKEVBLAN		3		
Service	269-16965	TESTKEV123	TESTOEMOFFC	1		
Service	7L4-00013	TESTKEY123	TSTOEM0365	3		
Standard	WN7-01070	TESTKEY123	TSTOEMWIN	2	1	
						< 💶 >
					CLEAR	EXPORT KEYS

5. A confirmation window will pop up to confirm your selection. Click CONFIRM.

EXPORT KEYS						
Are you sure you want to export selected keys?						
CANCEL	CONFIRM					

6. Once the keys are exported, a "We are processing your download request. The system will notify you as soon as it is ready to download" message will briefly pop up in the green highlighted banner. The file will be available for download in download center.

LECT DLP:				DLP Export					
	FFKI_SAVKO								
ey type	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY				
andard	KW9-00004	TESTING KEY	11001	2	0				
andard	KW9-00004	16MAY1	16MAYPBR1	3	0				
andard	KW9-00004	4565556	STD	1	0				
						< >			
				ļ	CLEAR D	PORT KEYS			

ownload Center					DOWNLOAD CENTER
TRE NAME DLPExport_897_1118_2018_Mar_13_13_38_46.zip	FILE COUNT	03/13/2018 7:08:46	LAST DOWNLOAD DATE 03/14/2018 6:50:44	DLP Export	DOWNLOAD
DPKExport_897_1118_2018_Mar_08_07_20_18.zip	1	03/08/2018 12:50:18	03/08/2018 12:50:35	DPK Export	Download
DPKExport_897_1118_2018_Mar_08_06_07_32.zip	1	03/08/2018 11:37:33	03/08/2018 11:37:51	DPK Export	Download
					< 💶 >

7. The keys exported in the previous steps will be visible to the DLP in "FFKI Fulfilled" status.

1	SEA	SEARCH RESULTS					
Total Keys	AS	SIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO	MAP KEY TYPE DLP EXPORT MOVE TO INVENTORY	EXPORT RESULT	:=	
1 FFKI FULFILLED		MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS	
		2975301037458	XXXXXX-XXXXXX-XXXXXXX-XXXXXXX-XXXXXXX	269-16965	SERVICE	FFKI FULFILLED	
						<	

The exported file is in the below format:

5.6 REVERT KEYS

Description:

Partners can use the revert keys capability to revert the key status to fulfilled state in this instance. This feature can be leveraged if partners accidentally export keys which are not intended for key injection and want to revert the key back to fulfilled state.

Note: Do not revert Consumed Digital Product Keys that have been:

1. Injected in a device, where that device has shipped to a customer.

2. A CBR report has been created and submitted to Microsoft for a specific DPK. In both of these cases, reverting a key will cause a duplicate key submission situation.

Tip Tool:

Allows OEM/IDH/TPI users to revert the key status from consumed to fulfilled.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.

Microsoft					E Q	l 2	S	0
MICROSOFT AGREEMENT 5199905515	\sim	UPLEVEL	MICROSOFT		0	138000	18187	0
		DOWNLEVEL	6		Test	Tatal Keys	Fulfilled Keys	Returned Keys
Contoso OEM				Orders 🌱	Inventory Manag	ement 🗙 Reporti	ng Key 🌱 🛛 Business	Administration *
OYour dashboard data was last updated: 20	18-12-17 12:24:17.Please refres	h the page if data is not up	odated.					
KEYS OVERVIEW		KEY HISTORY						
	18187 FULFILLED	200000					LAST 6 MONTHS	5 🗸
	1901	175000						
120000	BOUND 5817	125000					_	
138000 KEYS	ASSIGNED	100000 75000						
	112095 TRANSFERRED	50000 25000						
		0	ly August	September	October	Novem	ther Day	ember
			ng ragios		ortedBound Returns			
				_	_		EXPORT DATA	
O KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFICI	0 KEYS business_b4-uat3		s_B5_oemod	106090 KEVS business_b7-testiab	\odot	6000 KEYS SG_FFKIlab3	\odot >
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			© 2016. All Rights Reserved					~

3. From the Inventory Management menu, select Revert Keys.

							Q 🖞	ଧୁ	<u>ې</u>	
MICROSOFT	~	UPLEVEL	MICROSOF	т		- Test	13800 Total Key			0 ed Keys
Contoso OEM					Orders ¥	Inventory	Management 🐴	Reporting Key 🌱	Business Adminis	tration 💙
KEYS OVERVIEW		KEY HISTOR	Y		Assign Ke Recall Key Assign Ke	rs Is				
	18187 FULFILLED	200000			13 Move To			LAS	T 6 MONTHS	\sim
	1901 BOUND	175000 150000		[Revert Ke Manage L					
138000	5817 ASSIGNED	125000 100000			Q. Custom S	earch				
KEYS	112095 TRANSFERRED	75000 50000 25000			Z DLP Expo	ys				
		0	July	August	ed Re	portedBound	tober Returned	November	December	
								EXPO	RT DATA	
O KEYS Business_81_LIAT3_DD	5 KEYS Sognik FFKI	0 KEYS business_b4	uat3	O KEYS business_B5_oemod	\oplus	106090 business_bi		B 6000 SG_FFKI) >
KEYS OVERVIEW		NOTIFICATI	ON							
Privacy Statement			@ 2016. All Rights P	Reserved						

4. From the revert key page, select the key that need to be revert and click the Revert button.

Rev	vert Keys					
Varnin	sg : Please note that this page is used to revert the keys exp	oorted by mistake from MDOS. Partner h	as to take full responsibility and mak	e sure that they're not revertin	g the keys used in any	other system.
•	TRANSACTION ID	SITE NAME	TRANSACTION TYPE	KEY STATUS	QUANTITY	CREATED DATETIME UTC
	745baa46-9d5f-4b1f-b7e5-abff8e769d38	Contoso OEM9	Export	Consumed	1	2018-10-31 21:38:55
	4e8adec3-55bb-45ee-9c27-13de1c888ca2	Contoso OEM9	Export	Consumed	1	2018-10-31 21:25:26
	781e5c01-f168-40ac-8a5e-6fb12e3ab484	Contoso OEM9	Export	Consumed	1	2018-10-31 21:24:17
					C	1EAR REVERT

5. A popup box will appear where you need to write revert to confirm the revert transaction.

REVERT KE	YS				
Please make sure you have not used this key(s) in any other system, are you sure you want to revert the keys?					
To confirm revert transaction, Please type "REVERT" in below textbox					
CANCEL	CONFIRM				

6. Click confirm to revert the keys.

	REVERT KEY
	Please make sure you have not used/assigned this key(s) in any other system/partner, are you sure you want to revert the keys?
	To confirm revert transaction, Please write "REVERT" in below textbox REVERT
is	CANCEL CONFIRM

SECTION 6. DIGITAL BI INSTRUMENTATION

6.1 BUSINESS INTELLIGENCE

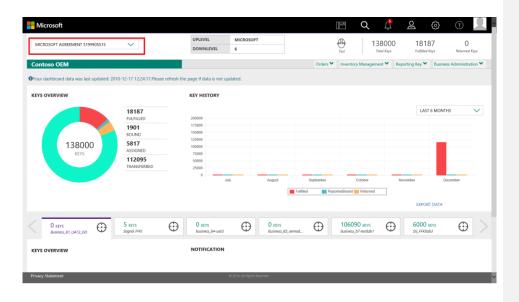
Description:

Business intelligence (BI) can be described as "a set of techniques and tools for the acquisition and transformation of raw data into meaningful and useful information for business analysis purposes".

BI within MDOS is displayed in the dashboard section under Key Overview and Key History. This view provides a quick visual glimpse of your keys counts, grouped by status.

- Key Overview See a breakdown of keys by status (Fulfilled, Activation Enabled, Bound, Returned, etc.) and counts for each in a color-coded donut chart.
- Key History Select a date range in the pulldown menu to see a breakdown of keys by status (Fulfilled, Activation Enabled, Bound, and Returned) and counts for each in a color-coded bar chart view.

This visual display shows you inventory in an easy-to-understand and interactive chart view. Bar charts and donut charts provide a visual breakdown by color, and allow you to click to drill down on a status.



6.1.1 KEY OVERVIEW

Key Overview: The overview section provides a visual synopsis of key counts and status. The Key Overview image displays total key count in the center, provides a breakdown by color in the donut chart, and provides actual counts for each status in the summary section.

Key Overview statuses may include:

Fulfilled	Ordered keys have been downloaded through MDOS to the OEM. (Note: All partner DPKs that are ordered, are automatically downloaded to the MDOS platform).
Assigned	Keys allocated by ULP to their DLP from current inventory. (ULP view)
Transferred	Keys allocated by ULP to their FFKI from current inventory. (ULP view)
FFKI Fulfilled	Keys have been assigned to FFKI (FFKI view)

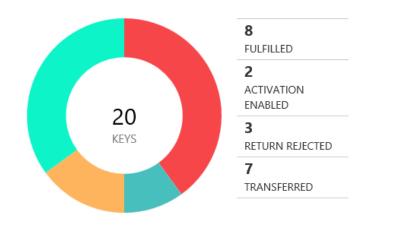
Consumed	Keys have been exported and can be bound/injected by DLP.
Bound	Keys injected to device. Keys need to be reported in CBR so they can be activated. CBR is automatically created in MDOS.
Marked For Submit	Bound keys selected in background process and are ready for CBR submission (CBR has not been submitted to Microsoft yet).
Reported Bound	Bound key submitted to Microsoft and waiting for Microsoft acknowledgment.
Activation Enabled	CBR acknowledgement by Microsoft. Keys ready to be activated for consumption. (final status)
Activation Denied	CBR rejected by Microsoft. Keys status changes to Activation Denied.
Marked For Return	Keys have been returned to Microsoft. (Still awaiting Microsoft acknowledgment and approval and possible account credit).
Reported Return	Keys submitted for return to Microsoft, pending approval.
Returned	Keys have been returned to Microsoft.
Return Rejected	Return has been rejected by Microsoft. Keys status changes to Return Rejected
Product Bound	PBR acknowledgement by Microsoft for service keys.

Interactive donut chart: The donut chart provides a visual breakdown by color, and allows you to click to drill down on a status. Each status is represented in a different color in the donut chart. Click on a section of the chart to display the key count in the section below.

Search: Click on the summary section outside the donut chart to go directly to the search page and see results based on that key status.

Example: Contoso OEM begins looking for a high-level overview of their keys by status. They go to the MDOS dashboard and view the Key Overview image to see their total keys, the donut chart for a quick view by color for each status, and actual counts for each status in the summary section. However, Contoso wants to get a historic view of fulfilled keys in the last six months, so they go to the MDOS dashboard on the right side they will see a historic chart. Contoso inputs six months as the time frame, and selects fulfilled keys. They can see that there are 1000 keys that were fulfilled two months ago and no other transactions had occurred in that time frame. Contoso clicks on the Export to Excel link to retrieve this data so they can run additional internal reports.

Keys Overview



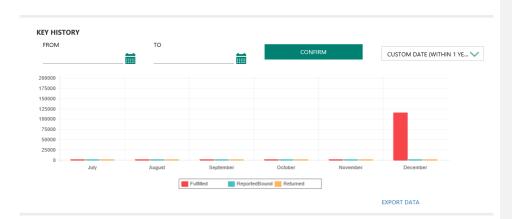
6.1.2 KEY HISTORY

Key History: The history section provides key counts by status in a color-coded bar chart view. This section also allows you to select a date range in the pulldown menu to see a breakdown of keys by status.

Key History statuses may include:

- Fulfilled
- ReportedBound
- Returned

KEY HISTORY LAST 6 MONTHS \sim 200000 175000 150000 125000 100000 75000 50000 25000 July August Octob No Dec Fulfilled R ortedBound 📒 Retur EXPORT DATA



Drilldown functionality:

Timeline reporting: Select a time frame from pull down menu: (1 month, 3 months or 6 months) or select Custom Date, to set a date range within one year.

View Key details: Hover over any bar chart section to see more details, including specific key counts for that status. From there you may click on any bar in the bar chart for more operations. (will be available soon)

Example: Contoso OEM is looking for their fulfilled key history for the past year. They go to the MDOS dashboard, set a date range from 7/17/16 to 3/21/17, and click the COMFIRM button to see the how many fulfilled keys there were each month within the specified date range. Contoso hovers over the red bar for November to see an exact count of how many keys were fulfilled that month.



Downlevel Inventory Status: Below the Key Overview for your business, the inventory status for downlevel partners will be displayed to give a quick view of all keys in the downlevel systems. Click on the downlevel partner tabs to see a detailed view.

SECTION 7. BUSINESS MANAGEMENT

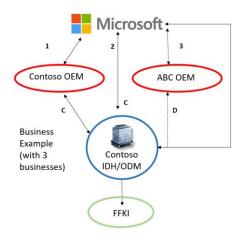
7.1 MANAGE BUSINESS

7.1.1 MANAGE BUSINESS DEFINITIONS

Business: A business in MDOS is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering.

You must select the business/partner you wish to work with from the dropdown menu when you sign into the MDOS dashboard.

Example: Contoso IDH/ODM has a business where they work with different OEMs; Contoso OEM and ABC OEM had both reached out to Contoso IDH/ODM through an MDOS invitation to invite Contoso IDH/ODM to work with them. Contoso IDH/ODM will setup a centralized business model with Contoso OEM and a decentralized model with ABC OEM. Contoso IDH/ODM also has an additional business because they signed an IDH/ODM agreement with Microsoft. So, Contoso IDH/ODM now has three businesses. They are looking to utilize MDOS to help manage all their businesses. MDOS allows Contoso IDH/ODM to easily identify the DPK owners, and better manage multiple businesses.



Upper Level Partner or Uplevel Partner (ULP): Is the entity above the down level entity. Keys will flow from this entity to downstream entities. An uplevel partner can be:

- Microsoft agreement (GPA, IDH/ODM or Embedded)
- OEM, ODM/IDH or TPI in a centralized relationship
- OEM, ODM/IDH or TPI in a decentralized relationship

Down Level Partner or Downlevel Partner (DLP): Is the entity that receives keys from the uplevel entity. Downlevel entities can deploy keys to downstream partners, manufacture devices, and/or submit CBR/PHR reports. A downlevel partner can be:

- ODM/IDH or TPI in a centralized relationship
- ODM/IDH or TPI in a decentralized relationship
- Factory Floor (FFKI end entity in business)

Example: Contoso OEM has a direct agreement with Microsoft and has three TPIs that they work with. In this supply chain model Contoso OEM has three downlevel partners; Contoso TPI Mexico, ABC TPI, and Contoso TPI China. Contoso OEM is the uplevel partner for all three TPIs and Contoso OEM's uplevel partner is Microsoft since they have a direct agreement with Microsoft.

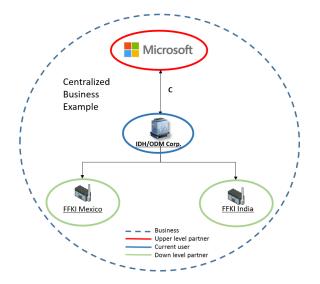
Centralized Business Model

- OEM Corporate conducts all transactions with Microsoft directly
- OEM Corporate places orders, receives DPKs, distributes DPKs to OEM or TPI manufacturing sites
- OEM /TPI manufactures device and returns the Computer Build Report (CBR) and Product Bind Report (PBR)
- OEM Corporate submits CBRs to Microsoft

Decentralized Business Model

- OEM Corporate creates relationship with Microsoft, but third parties can conduct transactions on behalf of OEM
- OEM Corporate places blanket orders with Microsoft
- TPI places call-off orders, receives DPKs from Microsoft, manufactures devices
- TPI submits CBR to Microsoft, and a copy to OEM

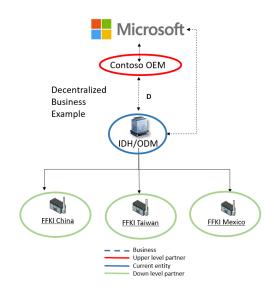
Example of a Centralized Business model:

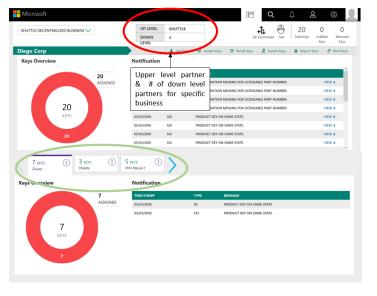


Example of a Centralize Business view in MDOS (from current entity perspective):

Microsoft Microsoft	<u><1</u> >	UP LEVEL DOWN LEVEL	MICROSOFT 2		>
Contoso OEM O Your deshboard data was last updated: 2017-03-21	08:12:55			Upper	r level partner and
Keys Overview	8 PU,RILED 2	Key History 02/18/2016	(iii)	#of do	own level partner ecific business.
20 Ktrs	ACTIVATION EMARLED 3 IRTURIN REJECTED 7 TRANSFERRED	15 5 Fatoury Marc	April May	Jane July	August Stepheniker
1 105	6 ans		Down Level Pa	Tuffied 📑 Re	portedBound 🔲 Returned
Caroca Marico Keys Overview	Controlo India	Notification			
1 Revs	1 FRO RUPLLED				

Example of a Decentralized Business model:





Example of a Decentralize Business view in MDOS (from current entity perspective):

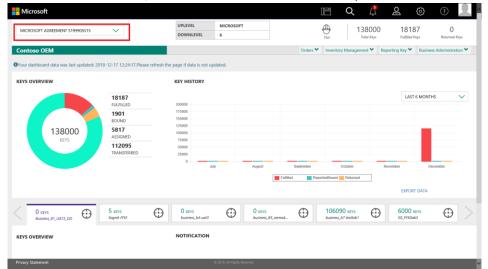
7.1.2 ADD NEW DOWNLEVEL PARTNER

Tip Tool: Once the business is established, a new downlevel partner (or partners) can be added to the account. New partner(s) will then be able to perform key operations.

Example: Contoso OEM wants to add ABC Design House as a new downlevel partner. The Contoso OEM admin logs into MDOS and selects Manage Business from the More pulldown menu to get to the wizard where a new partner can be added. Contoso OEM follows the steps to add ABC Design House. From the Partner Information page, they select the site role as "IDH Default Role" for their partner. Contoso reviews the information on that summary page to confirm all the information is accurate and clicks submit.

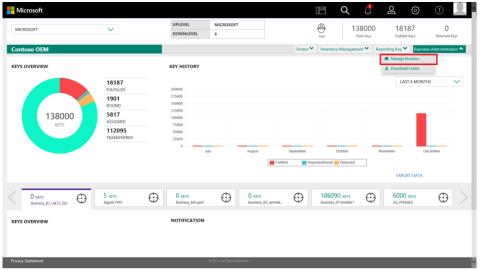
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials with Admin permissions.



2. From the dashboard view, select the business from the Business dropdown menu.

3. From the Business Administration menu, select Manage Business.



4. The wizard application will open where a new partner can be added.

						Partner Stat	us	
MICROSOFT AGREEM	ENT 5168890130					0	1	0
						Initiated	Pending Acceptance	Onboarded
Contoso OEM					als Org Ct	art >4 Migration	1 Manage User + Add DLP	+ Add Agreement
						E	NAVIGATE TO DASHBOARD	
	Completed Forms							
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS	ACTION	
	Contoso FFKI 1	USA	Centralized	5168890130	contosoffki1@microsofLcom	Pending Acceptance	RESEND INVITATION DISABLE	
							HIDE DISABLED DLP	
	Disabled DLP							
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBEI	R EMAIL	STATUS	ACTION	
	Contoso ODM 1	USA	Centralized	5168890130	contosoodm1@microsoft.com	Disabled	ENABLE	

5. Click on the Add New Partner link.

						Partner Stat	us	
MICROSOFT AGREEM	ENT 5168890130					0	1	0
						Initiated	Pending Acceptance	Onboarded
Contoso OEM					de Org Cl	art >4 Migration	1 Manage User + Add DLP	+ Add Agreement
						63	NAVIGATE TO DASHBOARD	
	Completed Forms							
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS	ACTION	
	Contoso FFKI 1	USA	Centralized	5168890130	contosoffki1@microsoft.com	Pending Acceptance	RESEND INVITATION DISABLE	
							HIDE DISABLED DLP	
	Disabled DLP							
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBE	R EMAIL	STATUS	ACTION	
	Contoso ODM 1	USA	Centralized	5168890130	contosoodm1@microsoft.com	Disabled	ENABLE	

6. Select the downlevel partner type from; IDH, ODM/TPI, or FFKI.

CONTOSO OEM		
	0 0 0	
	Partner Information (Contralized Model)	
	PARTNER TYPE COMPANY INFO SITE ROLE SUMMARY	
	What type of Down Level Partner (DLS) would you like to add?	
	IDH OOM/TPUSI FFKI	
	Dic PIO Bic Data Centre Bic Factory Line(s)	
	MOCEED	

7. If FFKI is selected as a partner type and your business owns that factory, select YES. Otherwise select NO. Then click PROCEED.

CONTOSO OEM		
	2 3 4 Partner Information (Centralized Model)	
	PARTNER TYPE COMPANY INFO SITE BOLE SUMMARY	
	What type of Down Level Partner (DLS) would you like to add?	
	IDH COM/TPUSI FFKI	
	Esc Para Esc Data Centre Esc Partory Linety	
	Do you own a Factory?	
	YES NO	
	960680	

8. If YES was selected, the Partner Information form will open. Partner Site Name and Partner Email fields will pre-populate. Fill in the additional fields and click PROCEED.

		Partner Info (Centralized			
	PARTNER TYPE	COMPANY INFO	SITE ROLE	SUMMARY	
PARTNER SITE NAME			BUSINESS ADDRESS		
Cloud OA OEM 1					
PARTNER REPRESENTATIVE NAME					
PARTNER EMAIL					
cloudoalab1@outlook.com					
COUNTRY	STATE		CITY	POSTAL CODE	PHONE
UNITED STATES					0
ADMIN EMAIL					

9. If NO was selected, fill in the partner information in the fields and click PROCEED.

NOTE: CLEAR or SAVE AND EXIT to start a new form or save information and come back later to finish.

UD OA OEM 1				3			
		U		aformation red Model)			
		PARTNER TYPE	COMPANY INF	O SITE ROLE	SUMMARY		
	PARTNER SITE NAME			BUSINESS ADDRESS			
	Cloud OA FFKI			Readmond			
	PARTNER REPRESENTATIVE NAME						
	FFKI-OEM1						
<	PARTNER EMAIL						
	cloudoalab23@outlook.com						
	COUNTRY	STATE		CITY	POSTAL CODE	PHONE	
	UNITED STATES	WA		Readmond	456133	71854641	
	CLEAR SAVE AND EXIT					PROCEED	

10. If SAVE AND EXIT is selected, the information will be saved. Click on the RESUME button to continue and complete the form.

						ATE TO DASHBO
Incomplete Form(s))					
PARTNER NAME Cloud OA FFKI	PARTNER TYPE	COMPANY INFO	SITE ROLE	SUMMARY	RE	SUME

11. From the Partner Information page, select the site role for partner and click PROCEED.

	1 2 Partner Info (Centralized		
PARTNER T	YPE COMPANY INFO	SITE ROLE SUMMARY	
SITE ROLES		ACCESS PRIVILEGES	5
O MSFT			
O CKI DEFAULT ROLE			
O FKI DEFAULT ROLE			
FFKI DEFAULT ROLE			
O IDH DEFAULT ROLE			
CLEAR SAVE AND EXIT		PF	NOCEED

- 12. From the SUMMARY page, confirm the partner details.
- 13. Click PRINT SUMMARY if desired.
- 14. Click SUBMIT PARTNER INFO when finished.

		PARTNER TYPE	COMPANY INFO	SITE ROLE	SUMMARY			
	Partner Type							
	Partner Type : FFKI Is Own Factory : NO							
	COMPANY INFO							
	Partner Site Name CLOUD OA FFKI			Business Address				
<	Partner Representative Name FFKI-OEM1			City READMOND				
	Partner Email cloudoalab23@outlook.com			Postal Code 456133				
	Country UNITED STATES	State WA		Phone 71854641				
	SITE ROLE							
	FFKI DEFAULT ROLE							
	PRINT SUMMARY					SUBMIT PARTNE	er info	

15. From the confirmation page, click FINISH if done or Add New Partner may be selected again to add another partner.

NOTE: Follow the same procedure for adding partners other than FFKI.

7.1.3 DISABLE/ DELETE DLP

Instruction: This functionality will help to delete or disable the DLP from the list of added IDH/TPI/FFKI/FKI. Up level partner can disable/delete the DLP only when there is no DLP under them and they don't have any keys assigned to them.

Example: Contoso OEM is no longer doing business with ABC Design House and wants to remove it as a down level partner. From the Partner Information page, they select "Disable" for ABC Design House. After successfully disabling the partner permissions, the status next to the partner name changes to "Disabled". Contoso sees the action button for ABC Design House change to ENABLE, so they may easily re-enable the partner at any time if desired.

In case partner do not need that DLP in future, they can remove it from list of added DLPs.

To Delete DLP, you need to select partner by clicking on radio button and then click on delete option. A confirmation message box will pop out. After clicking confirm button, selected DLP will be removed from the list.

From manage business dashboard, up level partner can delete or disable their down level partner.

DISABLE DLP:

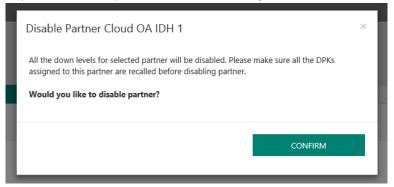
1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

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						Partner Status	
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						Application Received Pendir	g Acceptance Onboard Complet
ntoso	OEM					Lall. Org Chart 🕫 Migration 🛔 M	anage User + Add DLP + Add Age
						NAVIGATE TO D	ASHBOARD
C	ompleted Forms						
					LETE DISABLE	RESEND INVITATION UPG	RADE FFKI CLIENT TO MDOS SC
				DEI	DISABLE	RESEND INVITATION	RADE FRI CUENT TO MDOS SC
	PARTNER NAME	LOCATION	BUSINESS TYPE	PARTNER TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
					LICENSE AGREEMENT NOMDER	Linduc	STATUS
0	testfiki	Belgium	Centralized	FFIS	5200002733	testffki@test.com	Onboard Completed
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		Belgium	Centralized	FFIG	5200002733	testffki@test.com	Onboard Completed
0	business_B1_testiab1_DD	Belgium Belgium	Centralized Centralized	FFKI FFKI	5200002733 5200002733	testffki@test.com business_b1@outlook.com	Onboard Completed Onboard Completed
0 0	business_81_testIab1_DD v-adjosh@microsoft.com	Belgium Belgium Belgium	Centralized Centralized Centralized	1960 1960 1960	5200002733 5200002733 5200002733	testffki@test.com business_b1@outlook.com v-adjosh@microsoft.com	Onboard Completed Onboard Completed Onboard Completed
0 0	business_81_testSab1_DD v-adjoch@microsoft.com v-ratiku	Belgium Belgium Belgium Belgium	Centralized Centralized Centralized Centralized	1710 1710 1710 1710	\$200002733 \$200002733 \$200002733 \$200002733	testfhi@test.com business_b1@outlook.com v-adjobb@microsoft.com v-ranku@microsoft.com	Onboard Completed Onboard Completed Onboard Completed Onboard Completed
0 0 0	business_B1_testilab1_DD v=adjosh@microsoft.com v=ranku v=piro-testilab1	Belgium Belgium Belgium Belgium Belgium	Centralized Centralized Centralized Centralized Centralized	ma ma ma ma	\$200002733 \$200002733 \$200002733 \$200002733 \$200002733 \$200002733	testfhúð test.com business, b1ðjoutbokkæm v-adjohð microsoft.com v-rankuð microsoft.com v-pinöð microsoft.com	Onboard Completed Onboard Completed Onboard Completed Onboard Completed Onboard Completed
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	business, J1, testabl, D0 v-adjosh@microsoft.com v-rtatku v-piro-testabl business, J4, testabl, dd business, J6, TTSTLaBl	Belgium Belgium Belgium Belgium Belgium Belgium	Centralized Centralized Centralized Centralized Centralized Centralized	1110 1110 1110 1110 1110 1110 1110	5200002733 520002733 520002733 520002733 520002733 520002733 520002733	tentMildfent.com Invisiens, bildhoutlook.com v-aginabilmicrosoft.com v-aniau (Imicrosoft.com v-pisod/microsoft.com business, bildhoutlook.com Invisiens, bildhoutlook.com	Onboard Completed Onboard Completed Onboard Completed Onboard Completed Onboard Completed Onboard Completed Onboard Completed

2. Click on disable button.

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Completed Forms DELTE DISABLE RESEND INVI PARTNER NAME COCADON RESENTING LIXENSE ADREEMENT NUMBER DAMA Status TEST COM1 Angele Censalized S00005084 Cloudsabit21@justicok.com Pending Accept * TEST FFR1 United States Censalized S00005084 vaarangigmicrosoft.com Onbart Comp	DELETE DSABLE RESEND INVITATION K BUSINE SS TYPY LIXENSE AGREEMENT NUMBER EMAR. STATUS Centralized 50000/DS84 Clouduala2E@publick.com Pending Acceptance rss Centralized 50000/DS84 v4anarg@microsoft.com Oxtoard Completed rss Centralized 50000/DS84 v4marg@microsoft.com Oxtoard Completed	oud OA	OEM 2				👍 Org Chart 💷 Mar	nage User 🛛 🔶 Add	IDLP + Add Agreen
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	tes Centralized 500043564 verdultiginicrosoft.com Ontoixel Completed	0	TEST COM1	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pe	nding Acceptance
TEST FFX12 United States Centralized 500001584 v.mbsh@microsubt.com Oxboard Comp			TEST FFRU 1	United States	Centralized	5000043684	v-sanami@microsoft.com	Or	board Completed
	NO DISARIO DU	0	TEST FFNI 2	United States	Centralized	5000043684	v mdulh@microsoft.com	On	board Completed
SHOW DISABLED DIP								SHOW DISARUTE	DIP

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request will be processed and the partner will be notified through alert.



4. Once the partner has been disabled successfully, the disabled partner will be moved to 'Disabled DLP' section, the status of the partner will change to "Disabled".

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					IES NAVIGAI	E TO DASHBOARD
6.	mpleted Forms					
Col	mpieted Forms					
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
0	TEST ODM1	Angola	Centralized	5000043684	cloudoslab21@outlook.com	Pending Acceptance
0	TEST FFRI 1	United States	Centralized	5000043684	v-sanami@microsoft.com	Onboard Completed
0	TEST FFRI 2	United States	Centralized	5000043684	v-mduth@microsoft.com	Onboard Completed
						HIDE DISABLED DUP
Disal	bled DLP					
					DELETE	ENABLE
	PARTHER NAME	LOCATION	DUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR.	STATUS
	v-khikuma	United States	Centralized	5000043684	v-khkuma@Microsoft.com	DLP Disabled
0	TEST FFR0 3	United States	Centralized	5000043684	v-piro@microsoft.com	DLP Disabled

5. To re enable the partner, you need to select the disabled partner from the Disabled DLP list and then click on enable button.

DELETE DLP:

1. From manage business dashboard, select the partner by clicking on radio button that need to be disabled.

Note: Partner will be able to delete the DLP which are in Pending Acceptance, WaitingForLRMApproval and onboarded status in MDOS.

Submitted OA 3.0 Forms					
				DELETE	RESUBMIT
PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
estnewSub	Japan	Subsidiary	5000044460	testnewSub@test.Com	PendingForLRMApproval
Privacy Statement					

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						Partner Status			
MICROSOF	T AGREEMENT 5000044460	\sim				0	0		19
						Application Received	Pending Accept	ance Onbo	ard Completed
Aicrosof	t Corporation - OEM Intern	nal			Ja Org Ch	art 🔀 Migration	L Manage User	+ Add DLP	+ Add Agreemen
						œ	NAVIGATE TO DASH	IBOARD	
Cor	mpleted Forms								
					DELETE DISABLE	RESEND INVITA	TION	DE FFKI CLIENT	TO MDOS SC
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL			STATUS	
۲	vmtestmdossc_OEM100_DEVDIG	Albania	Centralized	5000044460	vmtest	mdossc@outlook.com		Onboard C	ompleted
0	TPI_internal	United States	Decentralized	5000044460	mdost	oi101@outlook.com		Onboard C	ompleted
	proxypatch	Albania	Centralized	5000044460	proxyp	atch@outlook.com		Onboard C	ompleted
0	prxytesting2_oem1_DD	Albania	Centralized	5000044460	proxyt	esting2@outlook.com		Onboard C	ompleted
	pxymigtesting2_oem1_dd	Albania	Centralized	5000044460	ргокуп	nigrationtesting2@outloo	ok.com	Onboard C	ompleted

2. Click on Delete button.

os					E	: 🖓 @	0
					Partner Status		
CROSOF	T AGREEMENT 5000043684	\sim			0	1	2
					Application Received Pr	inding Acceptance Onbo	ard Completed
ud O/	A OEM 2				👍 Org Chart 💷 Ma	nage User + Add DLP	+ Add Agreemen
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Cor	mpleted Forms						
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-	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAR	STATUS	NVITATION
φ.	TEST COMI	Angola	Centralized	5000043684	cloudoalab21@outlook.com	Pending A	cceptance
	TEST FFRO 1	United States	Centralized	5000043684	v.sanam@microsoft.com	Onboard C	ompleted
0	TEST FFRI 2	United States	Centralized	5000043684	v.mduth@microsoft.com	Onboard C	ompleted
						SHOW DISABLED DUP	

3. A confirmation window will open to confirm your selection. Click CONFIRM, the request to delete the DLP will be processed.

Cloud C	ort addressess to consistent soccasions DA OEM 2: ompleted Forms	×	Please make recalled befo	Ther TEST FFKI 2. sure all the DHKs assigned to this partner are reproceeding. a you want to delete the partner? EL.	Perfect Status O Application Received Pending M (Ang Chen J, Manage U	
0	PARTNER NAME TEST COMP TEST FFIG 1 TEST FFIG 2	LOGATION Angula United States United States	DUSINE SS TYPE Contraited Contraited Contraited	LICENSE AGRES NENT NUMBER SODDESSE SODDESSE SODDESSE	DELETE DESAB EXAL Stoodonishi Pignunfork.com v annangginkrosuft.com v annangginkrosuft.com	LE RESEND INVITATION STATUS Peoling Acceptance Onbined Completed Onbined Completed
					•	KW DISABLED DLF

4. Once the request is processed successfully, the partner will be notified with an alert message and the DLP partner will not be visible.

7.1.4 PARTNER TYPE

Display the partner type in Wizard dashboard

The partner will see a new column (Partner Type) added in the manage business dashboard to identify the correct DLP partner type (TPI/ODM/FFKI).

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						Partner Status	
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toso	OEM					🕍 Org Chart 🗯 Migration 🛔 M	lanage User + Add DLP + Add Agn
						🖹 NAVIGATE TO D	ASHBOARD
C	ompleted Forms						
	•			D	ELETE DISABLE	RESEND INVITATION UPO	RADE FFRI CLIENT TO MDOS SC
	PARTNER NAME	LOCATION	BUSINESS TYPE	PARTNER TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
0	PARTNER NAME testffki	LOCATION Belgium	BUSINESS TYPE	PARTNER TYPE	LICENSE AGREEMENT NUMBER	testffki@test.com	STATUS Onboard Completed
0							
	testffki	Belglum	Centralized	FFKI	5200002733	testffki@test.com	Onboard Completed
0	testffki business_B1_testlab1_DD	Belgium Belgium	Centralized Centralized	FFKI	5200002733 5200002733	testffki@test.com business_b1@outlook.com	Onboard Completed Onboard Completed
0	testffki business_B1_testlab1_DD v-adjosh@microsoft.com	Belgium Belgium Belgium	Centralized Centralized Centralized	FFXI FFXI FFXI	5200002733 5200002733 5200002733	testfhi@test.com business_b1@outlook.com v-adjosh@microsoft.com	Onboard Completed Onboard Completed Onboard Completed
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7.2 USER MANAGEMENT

Description:

An authorized user will have permissions to access MDOS and perform key actions. Access and permissions must be set by the company administrator.

The Admin section provides a view of all your user accounts and lets you manage users connected to your account from this dashboard. From the Admin page, under CREATE USERS, you can add, remove, or edit current users. You can also edit user permissions from this section.

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Administrator							
CREATE USERS							
1 1 0 TOTAL USERS ACTIVE USERS INACTIVE USERS							EDIT
Control OALAH User 3 Control OALAH							
Privacy Statement		D 2016. Ad Rights Reserved					

Tip Tool: Add, remove, or edit current users connected to your account.

Example: Contoso IDH hired a new purchase manager, and wants to add him as new user in MDOS. The Admin signs into MDOS and clicks on the Admin on icon in the top navigation bar to see existing users. From there, the admin clicks on the plus (+) button to add the new user, enters the user's email address, and sets the roles/permissions to "User" with ordering permissions. The user receives an email with instructions to onboard to MDOS. Contoso IDH Admin later realizes this user needs additional permissions, so the admin returns to the Admin view, selects the user, then the Edit button. From there, the admin selects the "Admin" role from the Role List pulldown menu and saves changes.

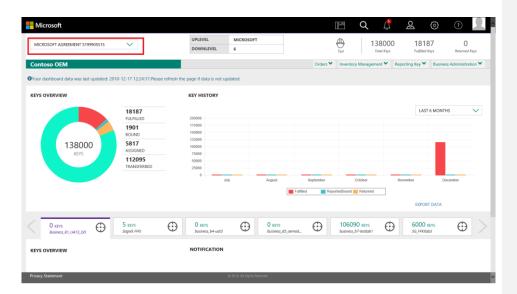
7.2.1 ADD USER

Tip Tool: Add a new user and set permissions for users connected to your business account.

Step-by-Step:

1. Login to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. Click on the Admin icon in the top navigation bar.

MICROSOFT	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6			8000 tal Keys	18187 Fulfilled Keys	0 Returned Ke	05
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EYS OVERVIEW		NOTIFICATION							
vacy Statement			© 2016. All Rights Reserved						_

4. From the Admin page, click on the plus (+) button to add a new user.

Microsoft					Q 🖞	Ъ	\$ 0 L
MICROSOFT AGREEMENT 5199905515	UPLEVEL DOWNLEVEL	MICROSOFT 6	\oplus	-	138000	18185	
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Contoso OEM Administrator			Urdels •	inventory	management *	Reporting Key	pusiness administration *
CREATE USERS							
1 1 0 TOTAL USERS ACTIVE USERS INACTIVE USERS							EDIT
Clead OALAB User 3 Contexes ODD3							
Privacy Statement		1 2016: All Rights Reserved					

5. A Create New User window will open.

CREATE NEW USER	
EMAIL	FIRST NAME
PHONE	LAST NAME
LOCATION STATE/PROVINCE	LOCATION CITY
SELECT ROLE	ACTIVE USER
EXIT	SAVE CHANGES

6. Enter user email address.

7. If a valid email ID is entered that matches with the DOC information, user information is auto-generated from DOC. A message banner will also display "We have found information from DOC".

FIRST NAME Cloud OA LAB LAST NAME User 19
Cloud OA LAB LAST NAME User 19
LAST NAME User 19
User 19
LOCATION CITY
ACTIVE USER VES NO
SAVE CHANGES
,

8. Select the Role from the SELECT ROLE pulldown menu and click the radio button YES for Active User.

We have found information from DPCI	
EMAIL	FIRST NAME
cloudoalab19@outlook.com	Cloud OA LAB
PHONE	LAST NAME
	User 19
LOCATION STATE/PROVINCE	LOCATION CITY
SELECT ROLE V	ACTIVE USER VES IND
OEM Admin	
OEM User Role 1	
OEM User Role 2	

- 9. After selecting the Role, the permission list will display.
- 10. Confirm information is correct and click the SAVE CHANGES button.

	tion from DPCI			
EMAL.		FIRST NAME		
cloudoalab19@ou	tlook.com	Cloud O	A LAB	
PHONE		LAST NAME		
		User 19		
LOCATION STATE/PROVINCE		LOCATION OF	Y	
SUPER ADMIN	User Perm	ACTIVE USER	O YES IN NO	
DPK View	USER Get		Site View	
DPK Return	USER Man	998	Site Get	
DPK Assign	USER Add		Site Manage	
DPK Recall	USER Edit			
DPK ViewDeorypt DPK Export				
DPK Import				
DPK Editinfo				

11. Once the keys are assigned, a "User info is saved successfully" message will briefly pop up in the green highlighted banner.

	tion from DPCI			
User info saved success	Nillyfi			ж
EMAIL		FIRST NAME		
cloudoalab19@or	utlook.com	Cloud O	A LAB	
PHONE		LAST NAME		
		User 19		
OCATION STATE/PROVINCE		LOCATION OF	v	
SUPER ADMIN	~	ACTIVE USER	⊖ YES I NO	
DPK Permissions	User Permi	issions	Site Permissions	
DPK View	USER Get		Site View	
DPK Return	USER Mana	ige .	Site Get	
DPK Assign	USER Add		Site Manage	
DPK Recall	USER Edit			
DPK ViewDecrypt DPK Export				
DPK Import DPK Editinfo				

- 12. Click on the Exit button to close the window.
- 13. The User will automatically be added to the User list.

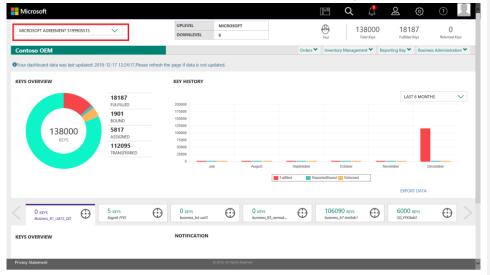
7.2.2 EDIT USER

Tip Tool: Edit current user information or permissions for users connected to your business account.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

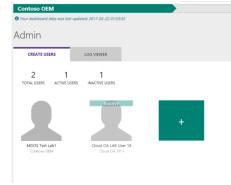
2. From the dashboard view, select the business from the Business dropdown menu.



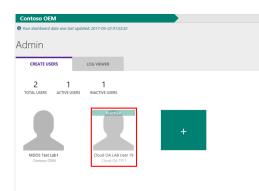
3. Click on the Admin icon in the top navigation bar.

Hicrosoft					E Q 1	2	<u>ې</u> وې
MICROSOFT	~	UPLEVEL	MICROSOFT		- 1380	00 1818	37 0
Michobol 1		DOWNLEVEL	6		Test Total K		
Contoso OEM				Orders 🌱	Inventory Management	Reporting Key 💙	Business Administration 🌱
KEYS OVERVIEW		KEY HISTORY					
	18187 FULFILLED	200000				LAST	6 MONTHS
	1901 BOUND	175000 150000					
138000 KEYS	5817 ASSIGNED	125000 100000 75000					
	112095 TRANSFERRED	50000 25000					
		0 July	August	September	October	November	December
				Fulfiled Repo	ortedBound 🚃 Returned		
						EXPOR	r data
0 кеуз Business_81	5 KEYS FFRO1	0 KEYS business_b4-uat3	O KEYS business_	ts_oemod	106090 KEYS business_b7-testiab1	6000 FFK(lab3	evs 🕀 🔿
KEYS OVERVIEW		NOTIFICATION					
Privacy Statement		¢	D 2016. All Rights Reserved				

4. The User Management screen will display all current users, account name and status information (active or inactive).



5. Click on the user icon to select a user to edit.



6. After selecting a user, the EDIT button will become active. Click on the EDIT button to continue.

7. The EDIT USER ROLE window will open, containing all current user information.

EMAIL		FIRST NAME		
cloudoalab19@ou	itlook.com	Cloud (DA LAB	
PHONE		LAST NAME		
		User 19)	
LOCATION STATE/PROVINCE		LOCATION C	ITY	
SUPER ADMIN	\sim	ACTIVE USER	NO YES € NO	
DPK Permissions	User Perm	issions	Site Permissions	^
DPK View	USER Get		Site View	
DPK Return	USER Mana	ige	Site Get	
DPK Assign	USER Add		Site Manage	
DPK Recall	USER Edit			
DPK ViewDecrypt				
DPK Export				
DPK Import				
DPK EditInfo				
DPK Report				\sim
DPK Download				

8. To edit the role of user, select the role from Role List pulldown menu and click SAVE CHANGES.

EMAIL		FIRST NAME		
cloudoalab19@outlook.com	1	Cloud O/	A LAB	
PHONE		LAST NAME		
		User 19		
LOCATION STATE/PROVINCE		LOCATION CITY	(
SUPER ADMIN		ACTIVE USER	⊖ yes ● NO	
Super Admin	riss	ions	Site Permissions	
View Admin	г		Site View	
OEM Admin	nage	2	Site Get Site Manage	
OEM User Role 1			Site Manage	
OEM User Role 2				
OEM User Role 3				

9. Once the user role is updated, a "User info updated successfully" message will briefly pop up in the green highlighted banner.

User info updated succe	essfully!			×
EMAIL		FIRST NAME		
cloudoalab19@outlook.com		Cloud OA LAB		
PHONE		LAST NAME		
		User 19		
LOCATION STATE/PROVINCE		LOCATION CI	LOCATION CITY	
SUPER ADMIN	User Perm	ACTIVE USER	O YES ● NO	
DPK Permissions	Oser Perm	lissions	Site Permissions	
DPK View	USER Get		Site View	
DPK Return	USER Man	age	Site Get	
DPK Assign DPK Recall	USER Add USER Edit		Site Manage	
DPK ViewDecrypt	USER Edit			
DPK Export				
DPK Import				
DPK EditInfo				
DPK Report				
DPK Download				

7.2.3 ROLES

LIST OF FUNCTIONALITIES:

SI. No	Functionalities	Permissions/Actions
1	Key Operations	View Keys
		Return Keys
		Assign Keys
		Recall Keys
		View Decrypt Keys
		Export Keys
		Import Keys
		Edit Info
		Report Keys
		Download Keys
		Return To MS
		Get Keys
		Bind Keys
		Order Keys
2	User Management	Add User
		Edit User
		View User
		Manage User
3	Site Management	View Site
		Get Site
		Manage Site
4	DLP	Report
		Edit
5	ULP	View
		Manage
6	Onboarding	Create Business
		Activate Site
		View
		Manage
		Create Site

Site Roles:

1. OEM Persona

Available User Roles

- 1. OEM Admin
- 2. OEM Inventory Manager

- 3. OEM Business Manager
- 4. OEM View User

User Role	Functionality	Permissions
1.0EM Admin	All	All
2. OEM Inventory	Kou Operations	View Keys
Manager	Key Operations	Return Keys
		Assign Keys
		Recall Keys
		View Decrypt Keys
		Export Keys
		Import Keys
		Edit Info
		Report Keys
		Download Keys
		Return To MS
		Get Keys
		Bind Keys
		Order Keys
3.0EM Business Manager	Onboarding	Create Business
S.OLIVI DUSITICSS With tager		Activate Site
		View
		Manage
		Create Site
	Site Management,	View Site
	Site Management,	Get Site
		Manage Site
	DLP	Report
		Edit
	ULP	View
		Manage
4.OEM View User	Key Operations	View Keys
		Return Keys
		Assign Keys
		Recall Keys
		View Decrypt Keys
		Export Keys
		Import Keys
		Edit Info
		Report Keys
		Download Keys
		Return To MS
		Get Keys

		Bind Keys
		Order Keys
Site	Management	Create Site
		View Site
		Get Site
		Manage Site
Onbo	barding	Create Business
		Activate Site
		View
		Manage

2. TPI Centralized Persona:

Available User Role

- 1. TPI Admin
- 2. TPI Inventory Manager
- 3. TPI Business Manager
- 4. TPI View User

User Role	Functionality	Permissions
1.TPI Admin	All	All(Except actions marked with * in first tab)
2.TPI Inventory	Кеу	View Keys**
Manager	Operations	
		Return Keys***
		Assign Keys
		Recall Keys
		Export Keys***
		Import Keys***
		Edit Info
		Report Keys***
		Download Keys***
		Get Keys***
		Bind Keys***
3.TPI Business		
Manager	Onboarding	
		Activate Site
		View**
		Manage
		Create Site
	Site Management,	View Site**
		Get Site
4.TPI View User	Key Operations	View Keys**

Site Management	View Site**
Onboarding	View**

3. TPI De-Centralized Persona:

Available User Role

- TPI Decentralize Admin
 TPI Decentralize Inventory
- Manager 3. TPI Decentralize Business
- Manager
- 4. TPI Decentralize View User

User Role		
	Functionality	Permissions
1. Default Admin	All	All(Except actions marked with * in first tab)
TPI Admin	All	All(Except actions marked with * in first tab)
TPI Inventory Manager	Key Operations	View Keys**
		Return Keys***
		Assign Keys
		Recall Keys
		Export Keys***
		Import Keys***
		Edit Info
		Report Keys***
		Download Keys***
		Get Keys***
		Bind Keys***
TPI Business Manager	Onboarding	
		Activate Site
		View**
		Manage
		Create Site
	Site Management	View Site**
		Get Site
TPI View User	Key Operations	View Keys**

Site Management	View Site**
Onboarding	View**

4. IDH Persona:

Avai	lable	User	Role

- 1. IDH Admin
- 2. IDH Inventory
- Manager
- 3. IDH Business
- Manager
- 4. IDH View User

User Role	Functionality	Permissions
IDH Admin	All	All(Except actions marked with * in first tab)
IDH Inventory Manager	Key Operations	View Keys**
		Return Keys***
		Assign Keys
		Recall Keys
		Export Keys***
		Import Keys***
		Edit Info
		Report Keys***
		Download Keys***
		Get Keys***
		Bind Keys***
IDH Business Manager	Onboarding	
		Activate Site
		View**
		Manage
		Create Site
	Site	View Site**
	Management,	
		Get Site
IDH View User	Key Operations	View Keys**
	Site	View Site**
	Management	
	Onboarding	View**

5. Subsidiary Persona:

- Available User Role
- 1. Subsidiary Admin
- 2. Subsidiary Inventory
- Manager
- 3. Subsidiary Business Manager
- 4. Subsidiary View User

User Role	Functionality	Permissions
Subsidiary Admin	All	All(Except actions marked with * in first tab)
Subsidiary Inventory Manager	Key Operations	View Keys**
		Return Keys***
		Assign Keys
		Recall Keys
		Export Keys***
		Import Keys***
		Edit Info
		Report Keys***
		Download Keys***
		Get Keys***
		Bind Keys***
Subsidiary Business Manager	Onboarding	
		Activate Site
		View**
		Manage
		Create Site
	Site Management,	View Site**
		Get Site
Subsidiary View User	Key Operations	View Keys**
	Site Management	View Site**
	Onboarding	View**

6. FFKI Persona:

Available User Role

- FFKI Admin
- FFKI Inventory Manager
- FFKI Business Manager
- FFKI View User

User Role	Role Id	Functionality	Permissions
FFKI Admin	17	Key Operations	View Keys**
			Return Keys***
			Export Keys***
			Import Keys***
			Report Keys***
			Download Keys***
			Get Keys***
			Bind Keys***

		Site Management,	View Site**
		Onboarding	View**
FFKI Inventory Manager	18	Key Operations	View Keys**
			Return Keys***
			Export Keys***
			Import Keys***
			Report Keys***
			Download Keys***
			Get Keys***
			Bind Keys***
FFKI Business Manager	19	Onboarding	View**
		Site	View Site**
		Management,	
FFKI View User	20	Key Operations	View Keys**
		Site	View Cite**
		Management,	View Site**
		Onboarding	View**

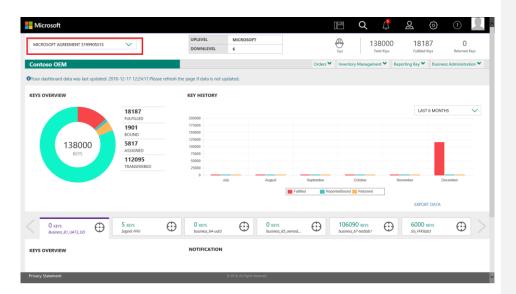
7.2.4 DISABLE / INACTIVATE USER

Tip Tool: Disable or inactivate permissions for a current user connected to your business account.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

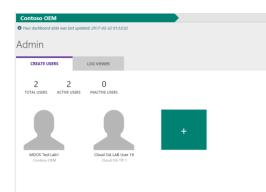
2. From the dashboard view, select the business from the Business dropdown menu.



3. Click on the Admin icon in the top navigation bar.

Microsoft	\checkmark	UPLEVEL	MICROSOFT 6			138000 Total Keys	2 6 18187 Fulfilled Keys	3 (P) Returned Ke	ions
Contoso OEM				Orders 🂙	Inventory Manag	gement 🗙 Reg	oorting Key 🌱 🛛 B	usiness Administratio	on 🌱
KEYS OVERVIEW		KEY HISTORY							
138000 Ktys	18187 FULFILLED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	200000 115000 115000 100000 75000 25000 0 0	bily Regul	Begitember	October ortedBound C Return		LAST 6 M	ONTHS '	
							EXPORT DA	ΤA	
0 KEYS Business_B1	5 KEYS FFR/1	0 KEVS business_b4-uat3	0 KEVS business	as_oemod	106090 KEVS business_b7-testfa		6000 KEYS FFKilab3	\oplus	
KEYS OVERVIEW		NOTIFICATION							

4. The User Management screen will display all current users, account name, and status information (active or inactive).



5. Click on the user icon to select a user to edit.



6. After selecting a user, the EDIT button will become active. Click on the EDIT button to continue.

7. The EDIT USER ROLE window will open, containing all current user information.

		FIRST NAME		
cloudoalab19@o	utlook.com	Cloud O	A LAB	
PHONE		LAST NAME		
		User 19		
OCATION STATE/PROVINCE	E	LOCATION CIT	Y	
SUPER ADMIN			• YES O NO	
DPK Permissions	User Perm	issions	Site Permissions	
DPK Permissions	User Perm	lissions	Site Permissions	
DPK View DPK Return	USER Get USER Mana		Site View Site Get	
DPK View DPK Return DPK Assign	USER Get USER Mana USER Add		Site View	
DPK View DPK Return DPK Assign DPK Recall	USER Get USER Mana		Site View Site Get	
DPK View DPK Return DPK Assign DPK Recall DPK ViewDecrypt	USER Get USER Mana USER Add		Site View Site Get	
DPK View DPK Return DPK Assign DPK Recall DPK ViewDecrypt DPK Export	USER Get USER Mana USER Add		Site View Site Get	
DPK View DPK Return DPK Assign DPK Recall DPK ViewDecrypt DPK Export DPK Import	USER Get USER Mana USER Add		Site View Site Get	
DPK View DPK Return DPK Assign DPK Recall DPK ViewDecrypt DPK Export	USER Get USER Mana USER Add		Site View Site Get	

8. To make the user Inactive, select the radio button for NO next to Active User and click SAVE CHANGES.

IAIL		FIRST NAME		
cloudoalab19@ou	tlook.com	Cloud (DA LAB	
IONE		LAST NAME		
		User 19)	
CATION STATE/PROVINCE		LOCATION C	ITY	
SUPER ADMIN	\sim	ACTIVE USER	● YES ○ NO	
DPK Permissions	User Permi		Site Permissions	^
DPK Permissions	Oser Permi	ssions	Site Permissions	
DPK View	USER Get		Site View	
DPK Return	USER Mana	ge	Site Get	
DPK Assign	USER Add		Site Manage	
DPK Recall	USER Edit			
DPK ViewDecrypt				
DPK Export				
DPK Import				
DPK EditInfo				
				~
DPK Report				

9. Once the user role is updated, a "User info updated successfully" message will briefly pop up in the green highlighted banner.

User info updated succe	essfully!			×
MAIL		FIRST NAME		
cloudoalab19@ou	tlook.com	Cloud O	A LAB	
HONE		LAST NAME		
		User 19		
DCATION STATE/PROVINCE		LOCATION CIT	r	
SUPER ADMIN	\sim	ACTIVE USER	● yes ○ no	
DPK Permissions	User Permi	issions	Site Permissions	
DPK View DPK Return	USER Get		Site View Site Get	
DPK Assian	USER Mana USER Add	ige	Site Manage	
DPK Recall	USER Edit		2	
DPK ViewDecrypt				
DPK Export DPK Import				
DPK EditInfo				
DPK Report				
DPK Download				

7.3 BUSINESS MANAGEMENT BY PERSONA

Description:

The rules and roles within MDOS will vary by persona. Personas within MDOS include OEM, ODM/IDH, TPI, and MDOS FFKI. ODM/IDH may work without an agreement with Microsoft or with a direct agreement with Microsoft.

Business Acronyms and Definitions:

Acronym	Term	Description
FFKI	Factory Floor Key Inventory	The number of keys needed on the manufacturing line is determined by OEM Corp. The number is based on the line forecast and current inventories on the Factory Floor Key Inventory system on the factory floor. The keys are protected and transmitted from the Corp Key Inventory system to the Factory Key Inventory system via HTTPS or may be manually transferred (e.g. via USB).
ODM/ IDH	Original Design Manufacturer/ Independent Design House	An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as

		screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.
OEM	Original Equipment Manufacturer	Original equipment manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.
ТРІ	Third-Party Installer	A manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory).

The sections below provide more information to help you better understand your path as it pertains to your persona within MDOS.

7.3.1 OEM SPECIFIC PERSONA

Description:

Original Equipment Manufacturer (OEM) is a term used when one company makes a part or subsystem that is used in another company's product.

The rules and roles within MDOS will vary for each persona. The OEM business model has a direct agreement with Microsoft (Master License Agreement). The OEM will set the specs (specifications) for the device that is being manufactured and will carry the branding for the device. The OEM can build any size device and can license any of the Windows licensable software, including Windows Pro.

Subsidiary: A subsidiary, subsidiary company, or daughter company is a company that is owned or controlled by another company, which is called the parent company, parent, or holding company. The subsidiary can be a company, corporation, or limited liability company. A company can have multiple subsidiaries.

Example: An example of a subsidiary within MDOS could be an OEM who has offices in different countries; OEM USA, OEM Asia; or a company who has different facilities for different functions; Contoso Design House, Contoso Factory, etc.

Agreements

The Uplevel Partner for an OEM, could be Microsoft or another OEM depending on the agreement.

Agreements include:

- GPA (Master License Agreement) with Microsoft
- GPA Embedded with Microsoft

Agreement contents:

- GPA (Master License Agreement)
- Own brand
 - Over 10" screen
 - Windows Pro SKUs

GPA Embedded

- Internet of things (IOT)
- Examples include: ATMs, Cars, Point of Sale devices, etc.

Agreements types:

- Windows Royalty
- Windows Embedded
- Windows Server
- Etc.

Activate Business: The first time a company is onboarded, this will activate the business. (See the <u>Onboarding section</u> for more info).

Add New Agreement: If a new business is added, a new agreement must be established with the new partner.

Example: Contoso OEM has a direct licensing agreement with Microsoft, so they have a GPA agreement signed for their PC part of the business. Contoso OEM also wants to start selling embedded devices. Hence, Contoso must sign a new GPA Embedded agreement with Microsoft, and then setup it in MDOS by clicking the Add Agreement button in MDOS.

Agreements include:

- GPA (Master License Agreement) with Microsoft
- GPA Embedded with Microsoft

Email Communications:

Subject Line Purpose of email Who receives OEM
--

Welcome to Microsoft Digital Operations Services Platform	Partner onboard request has been received and is being processed. Onboard form successfully submitted and next steps. If you are a new user, MDOS has requested the creation of your DOC account. Once your OA 3.0 form is approved, additional emails will be sent with next steps.	User/Partner who submitted request	Y
Welcome to Microsoft Digital Operations Services Platform	(Approved) Onboard request has been approved by LRM (Licensing & Revenue Management). Partner needs to click link and accept business relationship in MDOS to complete business set up.	User/Partner who submitted request	Y
MDOS Onboarding request has been rejected	(Rejected) Onboard request has been rejected LRM (Licensing & Revenue Management)	User/Partner who submitted request	Y
File exported successfully	Keys exported and file location to access provided	User/Partner who exported file	Y
Import Key Status	Keys import contained errors	User/Partner who imported file	Y
Request Accepted by Partner	OEM's DLP has accepted business request	OEM/ULP	Y
Welcome to Microsoft Digital Operations Platform Services	(Has DOC profile) DLP email invitation from OEM/ULP via MDOS. Partner needs to log in to complete profile set up in DOC	DLP	Y
Enrollment in DOC	(No DOC profile) Partner has been invited to MDOS and needs to set up profile in DOC.	DLP	Y

7.3.2 ODM/IDH SPECIFIC PERSONA

Description:

ODM/IDH: An original design manufacturer (ODM) or independent design house (IDH) is hired by an OEM. They are a company that designs and manufactures devices (tablet, PC, etc.) based on requirements specified by the OEM, (such as screen size, processor, memory, performance, etc.). The devices manufactured by the ODM/IDH are rebranded by the OEM. ODM/IDH companies allow the firm that owns or licenses the brand to produce products without having to engage in the design or running of a factory.

DLP per business explanation: The rules and roles within MDOS will vary for each persona. The ODM/IDH business model might have a direct ODM/IDH agreement with Microsoft or they may have multiple agreements with Microsoft. The ODM/IDH may also have agreements with various partners. The ODM/IDH will need to set up each downlevel partner separately, as its own business. Therefore, the TPI needs to utilize the flexible, multitenant platform within MDOS as it pertains to each role.

Agreements include:

- ODM/IDH Agreement with Microsoft
- GPA (Master License Agreement) with Microsoft
- GPA Embedded with Microsoft

Agreement contents:

ODM/IDH Agreement

- Under 10" screen
- Free SKU's

GPA (Master License Agreement)

- $\circ \quad \text{Own brand} \quad$
- Over 10" screen
- Windows Pro SKUs

GPA Embedded

- Internet of things (IOT)
- o Examples include: ATMs, Cars, Point of Sale devices, etc.

If the ODM or IDH has a direct agreement with Microsoft and <u>no</u> Upper Level Partner, the role is similar to an OEM. (Please refer to the <u>OEM specific persona</u> section for more details).

If the ODM or IDH has a direct agreement with Microsoft and an Upper Level Partner, the role is similar to an OEM when working with Microsoft and similar to a TPI when working with the uplevel partner. (Please refer to the <u>OEM specific persona</u> or <u>TPI specific persona</u> section depending on your specific agreement (centralized or decentralized) for more details).

If the ODM or IDH <u>do not</u> have a direct agreement with Microsoft, but have an uplevel partner, they are similar to a Third-Party Installer (TPI). (Please refer to the <u>TPI specific persona</u> section depending on your specific agreement (centralized or decentralized) for more details).

MDOS supports all roles within its flexible, multitenant platform, making it easy to add new partners and scale your business according to your needs. It gives partners the ability to order, deploy, manage, bind, return, and recall Digital Product Keys as needed.

MDOS multitenant support: The term "multitenant" refers to an architecture in which a single partner MDOS account instance can serve multiple tenants. A tenant in MDOS is a group of ULP partners and/or direct agreements with Microsoft. A tenant in MDOS could have a centralized or decentralized model with your business. MDOS multitenant support is based in the cloud and provides a unique view as it pertains to each user, their business, and agreements.

Example: Contoso ODM/IDH is a manufacturer that is licensed through a ODM/IDH agreement to preinstall the Windows operating system onto a computer on behalf of ABC OEM. Final factory production for ABC OEM and Contoso ODM/IDH devices is done at Mexico FFKI. Contoso TPI also has an agreement with Contoso OEM. Final factory production for Contoso

OEM and Contoso ODM/IDH devices is done at Mexico FFKI as well. Although in both businesses the final factory production is done at Mexico FFKI, Contoso ODM/IDH will need to set up each business separately.

Email Communications:

Subject Line	Purpose of email	Who receives	IDH/ ODM
Welcome to Microsoft Digital Operations Services Platform	Partner onboard request has been received and is being processed. Onboard form successfully submitted and next steps. If you are a new user, MDOS has requested the creation of your DOC account. Once your OA 3.0 form is approved, additional emails will be sent with next steps.	User/Partner who submitted request	Y
Welcome to Microsoft Digital Operations Services Platform	(Approved) Onboard request has been approved by LRM (Licensing & Revenue Management). Partner needs to click link and accept business relationship in MDOS to complete business set up.	User/Partner who submitted request	Y
MDOS Onboarding request has been rejected	(Rejected) Onboard request has been rejected LRM (Licensing & Revenue Management)	User/Partner who submitted request	Y
File exported successfully.	Keys exported and file location to access provided	User/Partner who exported file	Y
Import Key Status	Keys import contained errors	User/Partner who imported file	Y
Request Accepted by Partner	OEM's DLP has accepted business request	OEM/ULP	Y
Welcome to Microsoft Digital Operations Platform Services	(Has DOC profile) DLP email invitation from OEM/ULP via MDOS. Partner needs to log in to complete profile set up in DOC	DLP	Y
Enrollment in DOC	(No DOC profile) Partner has been invited to MDOS and needs to set up profile in DOC.	DLP	Y

7.3.3 TPI SPECIFIC PERSONA

Description:

Third-Party Installer (TPI) is a manufacturer that is licensed through a TPI agreement to preinstall the Windows operating system onto a computer on behalf of an OEM. TPIs are authorized to use the OA 3.0 Tool. The OEM sends the DPKs to the Factories (usually a Third-Party Installer (TPI) factory) and the TPI will provide large scale production.

DLP per business explanation: The rules and roles within MDOS will vary by persona. With the TPI business model there is no direct agreement with Microsoft. The TPI will work directly with the OEM, ODM, or IDH. The TPI may have agreements with various partners. They may also work with a single partner with both centralized and decentralized models. The TPI will need to set up each downlevel partner separately, as its own business. Therefore, the TPI needs to utilize the flexible, multitenant platform within MDOS as it pertains to each role.

The TPI may accept or reject requests from uplevel partners as relationship requests are received. (See the <u>Onboarding</u> section for more information).

MDOS multitenant support: The term "multitenant" refers to an architecture in which a single partner MDOS account instance can serve multiple tenants. A tenant in MDOS is a group of ULP partners and/or direct agreements with Microsoft. A tenant in MDOS could have a centralized or decentralized model with your business. MDOS multitenant support is based in the cloud and provides a unique view as it pertains to each user, their business, and agreements.

Example: Contoso TPI is a manufacturer that is contracted to preinstall the Windows operating system onto a computer on behalf of ABC OEM. Final factory production for ABC OEM and Contoso TPI devices is done at Mexico FFKI. Contoso TPI also has an agreement with Contoso OEM. Final factory production for Contoso OEM and Contoso TPI devices is done at Mexico FFKI as well. Although in both businesses the final factory production is done at Mexico FFKI, Contoso TPI will need to set up each business separately.

Subject Line	Purpose of email	who receives	TPI
Welcome to Microsoft Digital Operations Services Platform	Partner onboard request has been received and is being processed. Onboard form successfully submitted and next steps. If you are a new user, MDOS has requested the creation of your DOC account. Once your OA 3.0 form is approved, additional emails will be sent with next steps.	User/Partner who submitted request	Y
Welcome to Microsoft Digital Operations Services Platform	(Approved) Onboard request has been approved by LRM (Licensing & Revenue Management). Partner needs to click link and accept business relationship in MDOS to complete business set up.	User/Partner who submitted request	Y
File exported successfully.	Keys exported and file location to access provided	User/Partner who exported file	Y
Import Key Status	Keys import contained errors	User/Partner who imported file	Y
Request Accepted by Partner	OEM's DLP has accepted business request	OEM/ULP	Y

Email Communications:

Welcome to Microsoft Digital Operations Platform Services	(Has DOC profile) DLP email invitation from OEM/ULP via MDOS. Partner needs to log in to complete profile set up in DOC	DLP	Y	
Enrollment in DOC	(No DOC profile) Partner has been invited to MDOS and needs to set up profile in DOC.	DLP	Y	

7.3.3 FFKI SPECIFIC PERSONA (WITHIN MDOS)

Description:

Factory Floor Key Inventory (FFKI) refers to the inventory on the factory floor where they manufacture devices on a large scale. The number of keys needed on the manufacturing line is determined by the OEM. The number is based on the line forecast and current inventories on the Factory Floor Key Inventory system on the factory floor. The keys are protected and transmitted from MDOS to the Factory Key Inventory system via HTTPS or may be manually transferred (e.g. via USB).

A FFKI could support one or more businesses: They may support an online business where they connect to cloud for key downloads. Or they may support an offline model, where offline export and offline reporting functionality is utilized.

The rules and roles within MDOS will vary by persona. The MDOS FFKI business model does not have a direct agreement with Microsoft, but they do connect to MDOS directly via API or support via an offline model. The FFKI also directly connects to the OA 3.0 tool.

Example: FFKI Mexico works in a centralized business model with Contoso OEM to manufacture their devices on a large scale. FFKI Mexico does not have a direct agreement with Microsoft. Contoso OEM provides the specs for the devices and forecasts that they will need to build 500 units, so will need 500 keys. Contoso OEM protects and transmits the key information from MDOS to the Factory Key Inventory system via USB, since FFKI Mexico's factory floor does not have a secure internet connection to access MDOS. Once the devices are built and the keys have been injected, FFKI Mexico provides the CBR back to Contoso OEM via USB. Contoso OEM and FFKI Mexico are working to get secure internet connection to the factory floor so they can begin working with keys and reporting in real time.

Business setup specific for FFKI

- 7. FFKI Partner receives invitation from ULP via email.
- 8. FFKI Partner will receive an email with step-by-step guide.
- 9. FFKI Partner will receive an email with credentials.
- 10. FFKI Partner downloads software.
- 11. FFKI Partner will get set up.

12. FFKI Partner will test.

(Note: See Onboarding section for technical details on the FFKI set up).

Definitions:

Business: A Business is a secure hierarchical grouping of registered entities that allows those entities to interact and transact to complete the OEM Activation 3.0 features and functions within the MDOS Service offering.

Uplevel Partner (ULP): An Uplevel Partner (ULP) is the entity above the downlevel entity. Keys will flow from this entity to downstream entities. An upper level (uplevel) partner can be:

- Microsoft agreement (GPA, IDH/ODM or Embedded)
- OEM, ODM/IDH or TPI in a centralized relationship
- OEM, ODM/IDH or TPI in a decentralized relationship

Example: Contoso OEM has a business where they work with downlevel partner ABC TPI. Contoso OEM is the uplevel partner for ABC TPI and Contoso OEM's uplevel partner is Microsoft.

Business Nickname: The name that will be displayed in the Business dropdown can be modified to a friendly nickname to help you quickly identify your partner accounts. This can be done when setting up a new partner after the invitation email has been accepted.

Example: Examples of nicknames for an OEM that has offices in different countries might be; OEM USA, OEM Asia. The OEM may decide to name their DLPs by an easy to identify name such as Factory ABC, Contoso Design House, Contoso Factory, etc.

Offline vs. online mode:

Accessing MDOS through a secure and reliable connection is always highly recommended. A factory my utilized some of the offline capabilities only when a connection is not available. Offline connections can be used for exporting keys, CBR and PBR imports, PBR acknowledgement, and DLP exports.

Example: Contoso TPI's factory floor needs to work with keys offline since they do not have a secure connection to access to MDOS. The factory needs to manufacture 5000 devices, and needs the appropriate number of keys. Contoso TPI exports the select keys from MDOS and is notified when the download is complete via the Download Center. All keys are encrypted and located on a zip file. Contoso TPI shares the file with their downlevel factory for production via their own secure FTP site (or USB stick). After the devices are manufactured, the factory provides an offline CBR back to Contoso TPI, so it can be reviewed and shared with Microsoft.

Email Communication	IS:		
Subject Line	Purpose of email	who receives	FFKI

Welcome to Microsoft Digital Operations Services Platform	Partner onboard request has been received and is being processed. Onboard form successfully submitted and next steps. If you are a new user, MDOS has requested the creation of your DOC account. Once your OA 3.0 form is approved, additional emails will be sent with next steps.	User/Partner who submitted request	Y
Welcome to Microsoft Digital Operations Services – FFKI Partner Set Up	Credentials for FFKI partner to begin using MDOS.	FFKI partner	Y
Welcome to Microsoft Digital Operations Services – FFKI Partner Set Up	Same FFKI has been added to different OEM.	FFKI partner	Y
Welcome to Microsoft Digital Operations Services – FFKI Partner Set Up	Partner needs to reset their credentials.	FFKI Partner	Y

SECTION 8. ADVANCED FUNCTIONALITY

Description

Advanced Functionality provides additional MDOS functions, outside the most commons actions, that can be utilized.

Advanced Functionality includes; setting up automated OEM Hardware Reporting (OHR); mapping key types; grouping keys and managing labels; utilizing the Download Center; utilizing search and advanced search capabilities; moving key inventory; and accessing the online user manual.

8.1 ALLOW OHR UPDATES

Description

An OEM Hardware Report (OHR) can be submitted at the same time as the CBR, or any time after the CBR is submitted when the "Allow OHR Updates" functionality is turned on under settings.

The OHR Update functionality is similar to the CBR AutoApproval and AutoSubmit in that is allows a downlevel partner to update OHR data, and the report will automatically submit any time an update is made.

Tip Tool: Automatically submit OEM Hardware Reports (OHR) automatically when updates are made.

Step-by-step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

Microsoft Q npa Ļ 2 ŝ UPLEVEL (D) Test 138000 18187 0 MICROSOFT AGREEMENT 5199905515 \sim DOWNLEVE ley 💙 ed: 2018-12-17 12:24:17 OYo page if data KEYS OVERVIEW KEY HISTORY LAST 6 MONTHS 18187 1901 BOUND 175000 150000 125000 100000 75000 50000 5817 138000 112095 25000 R nd 📕 Rets ned O KEYS \odot 5 KEYS Soonik FFK \odot \odot 0 KEYS \odot 106090 KEYS \odot 6000 KEYS \odot 0 KEYS KEYS OVERVIEW NOTIFICATION

2. From the dashboard view, select the business from the Business dropdown menu.

3. Click on the search icon in the top navigation bar.

Hicrosoft					E Q	<u> </u>	?	2
MICROSOFT	\checkmark	UPLEVEL MIC DOWNLEVEL 6	ROSOFT			000 181 Keys Fulfilled		0s
Contoso OEM				Orders 🌱	Inventory Management	Reporting Key	Business Administratio	on 💙
KEYS OVERVIEW		KEY HISTORY						
138000 REYS	18187 PULFILLED 1901 BOUNDD 5817 ASSIGNED 112095 TRANSFERRED	20000 15500 15500 15000 15000 55000 2500 25	August	Deptember	October	LAS	T 6 MONTHS	
				Fulfiled Rep	ortedBound <u>Returned</u>	EXPO	RT DATA	
O KEVS Business_81	5 KEVS FFR01	0 KEVS business_b4-uat3	D KEYS	B5_oemod	106090 KEVS business_b7-testlab1	6000 FFK(lab3	KEVS 🕀	
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement		© 2014. J	il Rights Reserved					

NOTE: Keys must be in ACTIVATION ENABLED status to be sent in OHR. (Refer to section 2.12 <u>SUBMIT CBR</u> for steps to get to this status)

4. To view keys in ACTIVATION ENABLED status. Click on the Search icon from the top navigation bar.

5. From the search screen, select ACTIVATION ENABLED status from the KEY STATUS pulldown menu and click on the SEARCH button.

6. To allow automatic OHR Updates, click on the settings icon (gear icon) in the top navigation bar.

7. Check the box next to ALLOW UPDATES OF HARDWARD INFORMATION to turn on OHR automatic updates.

8. Click on SAVE CHANGES.

CN=PQOEMSVC1093	IMPO	RT REMOVE CERTIF	FICATE	EXPIRATION DATE: 11/15/2019 UPLOADED DATE: NA	CERTIFICATE STATUS: TO
					UPLOADED BY: NA
CERTIFICATE AUTOMAT					

8.2 AUTO RETURN

Description:

This functionality helps the OEM to return the keys directly to Microsoft from their DLP (like TPI, FKI etc.). If the OEM has checked the auto return box, then the keys returned by DLP to OEM will directly return to MS and the state of those keys will change to "Marked For Return" for OEM. If the OEM has not turned on the flag and if the key is returned by DLP, then OEM has to manually return the keys to Microsoft.

Tooltip:

This functionality helps the OEM to return the keys directly to Microsoft from their DLP (like TPI, FKI etc.). If the OEM has checked the auto return box, then the keys returned by DLP to OEM will directly return to MS and the state of those keys will change to "Marked For Return" for OEM.

SETTINUS	
Certificate uploaded successfully. You will be notified when the certificate is authorized for the selected business.	×
MICROSOFT CERTIFICATE DOWNTON DATE UNCOME CONTRACT DOWNTON DATE UNCOME CONTRACT UNCOME OF THE AVE	CERTIFICATE STATUS: URLOADED BY: NA
CERTIFICATE AUTOMATION Certificate Automation Status OFF TURBLON	
ADVANCE SETTINGS CISE ALTOMMONAL ALLOW UPDATOL OF HADWARE INFORMATOR ALTO SERVICE ALTO SERVICES	Set OWNER

8.3 MAP KEY TYPE

Description:

Map Key Type allows users to map the keys that do not have a specified type with a designation, such as Standard, Services etc. A Key Type is required to perform any operations on keys.

By default, the system automatically maps keys with keys whose licensable part number matches the downloaded keys licensable part number. In the rare circumstance where a Key Type was not determined by the system, the key would display as NO KEY TYPE and the Map Key Type functionality would allow the key to be mapped by the user.

Key Types include:

КЕҮ ТҮРЕ	EXAMPLE
Standard	Windows 10 OS
Service	Office, XBOX, Add-ons
MBR	Mother Board Replacement
MAT	Multiple Activation Test key (also referred to as Test Key or TKY)

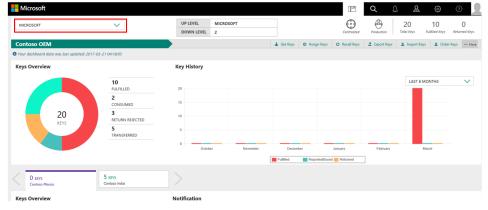
NOTE: This functionality is no longer required after Jan 2017 release as keys are now automatically mapped. In rare circumstances, this functionality may be needed.

Tip Tool: Map Key Type functionality allows users to map key types to as standard, service, motherboard, etc.

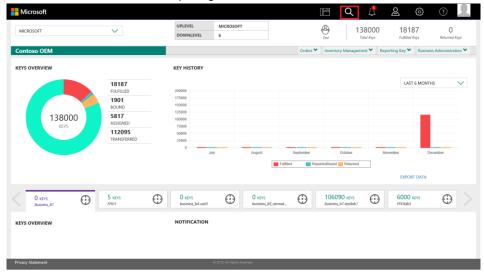
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. Click on the search icon in the top navigation bar.



4. Under the KEY TYPE pulldown menu, select NO KEY TYPE and click on the SEARCH button. • Your databased data was lost updated 2017-01-21 1036-13

18 Total Keys	ASSIGN RECALL	RETURN REPORT EXPORT OF	IR OPTIONAL INFO MAP KEY TYPE	DLS EXPORT MOV	/E TO INVENTORY
14 FULFILLED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 ACTIVATION ENABLED	26797	20000-20000-20000-20000-20000	269-16965	SERVICE	RETURN REJECTED
2	26798	XXXXX-XXXXXX-XXXXXX-XXXXXX-XXXXXXX	269-16965	SERVICE	FULFILLED
RETURN REJECTED	26802	XXXXXX-XXXXXX-XXXXXXX-XXXXXXXXXXXXXXXX	WN7-01070	STANDARD	ACTIVATIONENABLED
	26803	XXXXXX-XXXXXX-XXXXXXX-H98X7	WN7-01070	STANDARD	ACTIVATIONENABLED
	26806	XX000F-XX000F-X0000F-XX000F-DHH7H	WN7-01070	NOKEYTYPE	FULFILLED

5. Check the box(es) to select the keys to be mapped.

18	SEARCH RESULTS				
otal Keys	ASSIGN RECALL	RETURN REPORT EXPORT OF	HR OPTIONAL INFO MAP KEY TYPE	DLS EXPORT MOV	/E TO INVENTORY
14 FULFILLED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 ACTIVATION ENABLED	26797	10000(-10000(-10000(-10000(-10000(269-16965	SERVICE	RETURN REJECTED
2 RETURN REJECTED	26798	100001-100001-100001-100001-100001	269-16965	SERVICE	FULFILLED
	26802	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	WN7-01070	STANDARD	ACTIVATIONENABLED
	26803	300006-300006-300006-300006-H98067	WN7-01070	STANDARD	ACTIVATIONENABLED
	26805	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	WN7-01070	NOKEYTYPE	FULFILLED
	5 🗸			<	1 2 3 4 >

6. Click on the MAP KEY TYPE button above your selection.

18 Total Keys	ASSIGN RECALL	RETURN REPORT OH	R OPTIONALINFO MAP KEY TYPE	DLS EXPORT MOV	E TO INVENTORY
14 FULFILLED	PRODUCT KLY ID	PRODUCT KEY	UCENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 ACTIVATION ENABLED	26797	30000X-30000X-30000X-30000X-30000X	269-16955	SERVICE	RETURN REJECTED
2	26798	X000X-X000X-X00X-X000X-X000X	269-16965	SERVICE	FULFILLED
RETURN REJECTED	26802	30000X-30000X-30000X-30000X-W0X77H	WN7-01070	STANDARD	ACTIVATIONENABLED
	26803	X000X-X00XX-X00XX-X000X-H9007	WN7-01070	STANDARD	ACTIVATIONENABLED
	26805	30000X-30000X-30000X-30000X-DHH7H	WN7-01070	NOKEYTYPE	FULFILLED
	5 🗸			<	1 2 3 4 >

7. A confirmation window will pop up to confirm your selection. Click CONFIRM.

МарКеуТуре		×
STANDARD	\checkmark	
	CANCEL	CONFIRM

8. Select the key type from the dropdown and click on confirm.

NOTE: Key Types include the following:

КЕҮ ТҮРЕ	EXAMPLE
Standard	Windows 10 OS
Service	Office, XBOX, Add-ons
MBR	Mother Board Replacement
MAT	Multiple Activation Test key (also referred to as Test Key or TKY)

	МарКеуТуре				×
	STANDARD	\sim			
	Standard		EL	CONFIRM	
L	MBR				
U	MAT				

9. Once the selected keys are mapped, a "Key types successfully updated" message will briefly pop up in the green highlighted banner.

18 Total Keys	Key type(s) successfully u	Key type(s) successfully updated						
14 FULFILLED	ASSIGN RECALL	RETURN REPORT EXPORT OH	R OPTIONAL INFO MAP KEY TYPE	DLS EXPORT MOVE T	O INVENTORY			
2 ACTIVATION ENABLED	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS			
2 RETURN REJECTED	26797	300001-300001-300001-300001-300001	269-16965	SERVICE	RETURN REJECTED			
	26798	300001-300001-300001-300001-300001	269-16965	SERVICE	FULFILLED			
	26802	XXXXXX-XXXXXXX-XXXXXXXXXXXXXXXXXXXXXXX	WN7-01070	STANDARD	ACTIVATIONENABLED			
	26803	300001-300001-300001-300001-H98017	WN7-01070	STANDARD	ACTIVATIONENABLED			
	26806	XXXXXX-XXXXXXX-XXXXXXX-XXXXXXX-DHH77H	WN7-01070	STANDARD	FULFILLED			
	5 🗸			/	1 2 3 4			

8.4 MANAGE LABEL

Description:

Manage Label provides functionality to allow a selection of keys to be grouped together and identified under one, common name. The functionality of grouping is similar to putting keys in a folder or zip file, or adding a label to all the keys in one group, so they can quickly be identified and selected as a set. Keys can then be accessed as a collection to perform different tasks.

Names are determined by the user and can be any name and any length. Some examples of label names might be "ABC Group", "Holiday Promo 2017", "Special OEM Combo with Office 365", etc.

Once a label is created and a set of keys has been grouped and associated with that label, they can then be accessed by quantity, keys, or by status. Keys can also be unlabeled at any time.

Example: Contoso TPI decides they want to group all the keys that have for their holiday promotion. They create a label called "Holiday Promo 2017" and assign all the keys by date range from September to October to this label. Contoso can later go back and search for these keys by label (using the ADVANCED SEARCH functionality) and export all the keys under the label to send to their factory for production.

Tip Tool: Group a selection of keys together so they can be identified by a common name.

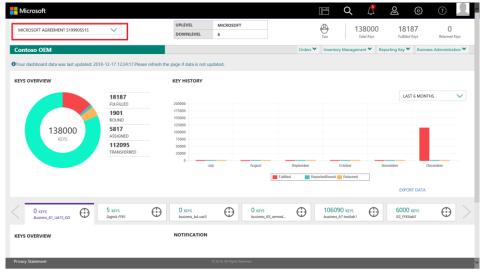
8.4.1 MANAGE LABEL BY QUANTITY

Tip Tool: Group a selection of keys together so they can be identified by one name and assign keys to label by quantity.

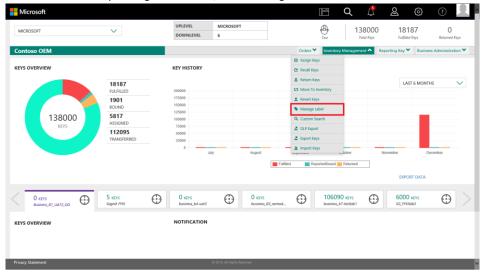
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. From the Inventory Management menu, select Manage Label.



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4. Under the Manage Label page, a list of any current labels will display. To create a new label, click on the CREATE LABEL button.

Hicrosoft						E	α	Ĵ	ଧି		?
MICROSOFT AGREEMENT 5199905515	/	UPLEVEL DOWNLEVEL	MICROSOFT 6	-	٩			000	1818		0
Contoso OEM					Test Orders 🌱	Inventor		i Keys ient 🌱	Reporting Key		Returned Keys
Manage Label											
									CREATE	LABEL	
LABEL NAME	LABEL DESCRIPTION			EDIT		AC	TION				
Contoso	Contoso Label			C EDIT		•	ASSIGN KE	BY .			

5. A CREATE LABEL window will pop up.

6. Add the new label name in the box next to NAME and any additional information in the box next to COMMENT.

7. Click CONFIRM.

(CREATE LABEL	
Name	Test label 1	
Comment	group keys	e
CANCEL	CONFIRM	

8. Once the keys are assigned, a "Label created successfully" message will briefly pop up in the green highlighted banner. "

9. The new label will now display in the list on the Manage Label page.

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MICROSOFT AGREEMENT 5199905515	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6		Test	138000 Total Keys	18185 Fulfilled Key	
Contoso OEM				Orde	ers 🎽 linv	entory Management 🌱	Reporting Key 🌱	Business Administration 💙
Label created successfully.								
Manage Label								
							CREATE LA	8EL
LABEL NAME	LABEL DESCRIPTION			EDIT		ACTION		
Contoso	Contoso Label			G EDIT		S ASSIGN KEY		

10. If edits are needed or desired, click on the EDIT link next to the Label Name under the EDIT column.

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MICROSOFT AGREEMENT 5199905515	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6		Test		138000 Total Keys	1818 Fulfilled Key	
Contoso OEM Label created successfully.					Orders ¥	Inventory	y Management 🌱	Reporting Key 🌱	Business Administration 🌱
Manage Label									
								CREATE LA	ABEL
LABEL NAME	LABEL DESCRIPTION			EDIT		ACT	TION		
Contoso	Contoso Label			C EDIT		•	ASSIGN KEY		

11. A window will pop up allowing edits to the Name and Comment fields.

	Name Comment	EDIT LABEL Test label 1 DPK keys		eys
Į	CANCEL		UPDATE	

12. Once edits are complete, click UPDATE.

13. Once the keys are assigned, a "Label updated successfully" message will briefly pop up in the green highlighted banner.

14. The revised label will now display in the list on the Manage Label page.

15. To assign keys to this label by quantity, click on the ASSIGN KEY link under ACTION for the label that was created.

- Microsoft							Q 🖞	ଧୁ	🕸 🕐 💻
MICROSOFT AGREEMENT 5199905515	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6	_	Test		138000 Total Keys	1818 Fulfilled Key	
Contoso OEM Label created successfully.					Orders 🌱	Inventory	Management 🌱	Reporting Key 🂙	Business Administration 🌱
Manage Label									
								CREATE LA	.BEL
LABEL NAME	LABEL DESCRIPTION			EDIT		ACTI	ION		
Contoso	Contoso Label			C EDIT			ASSIGN KEY		

16. Click on the BY QUANTITY Tab.

17. Under the QUANTITY column, enter the quantity of keys to be assigned to the label and click on the ADD TO LABEL link.

Assig	n Label Test label	1			BY QUANTITY	BY KEYS BY STATE
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QUANTITY	ACTION
Service	269-16965	TESTKEYBLAN		4		+ ADD TO LABEL
Service	269-16965	TESTKEV123	TESTOEMOFFC	2		+ ADD TO LABEL
Service	7L4-00013	TESTKEY123	TSTOEM0365	4		+ ADD TO LABEL
мат	FQC-08800	123123		5		+ ADD TO LABEL
Standard	WN7-01070	TESTKEY123	TSTOEMWIN	3		+ ADD TO LABEL

Assign Label

18. The selected keys and the assigned quantity, will display below your selection.

19. Conf	irm the in	formation ar	d click on the	ASSIGN LABEL	button.
----------	------------	--------------	----------------	--------------	---------

Service 269-11695 Service 260-11695 Service 7.44-0013 MAT F00-66000 Sundard WAPT-20279 Stansfare LEXENSATE FART MOMILIE	TESTREVIZA TESTREVIZA TESTREVIZA 123123 TESTREVIZA	TESTOLMOFFC TSTOEMO365 TSTOEMWIN	4 2 4 5 2		+ A0010 LABEL + A0010 LABEL + A0010 LABEL + A0010 LABEL + A0010 LABEL
Sensize 7.6-2013 MAT FQC-98000 Standard VM7-5070 vssign Label	TESTNEY123 123123	TSTOEM0365	4		+ ADD TO LABEL + ADD TO LABEL
MAT PC-68090 Standard WH7-60270 sisign Label	123123		5		+ ADD TO LABEL
Sunderd WW7-09270 Issign Label		TSTOEMWIN			
issign Label	TESTKEP123	TSTOEMWIN	2		+ ADD TO LABEL
KEY TYPE LICENSABLE PART NUMBER					
		OEM PO NUMBER	CATEGORY	QUANTITY	ACTION
Standard WN7-01070		TESTKEY123	By Quantity	1	K REMOVE LABEL
					CLEAR ASSIGN LABEL

20. A confirmation window will pop up to confirm your selection. Click CONFIRM.

ASSIGN LABEL TO KEYS					
Are you sure you want to assign these keys?					
CANCEL	CONFIRM				

21. Once the keys are assigned to the label, a "Key(s) assigned to label successfully" message will briefly pop up in the green highlighted banner.

	1			🛓 Get Keys 🕑	Assign Keys	C Recall Keys	E Export Keys	Import Keys	Order Keys	M
ur dashboard da	ata was last updated: 2017-03-21	11:01:16								
Assign	Label Test	abel 1				BY QUA	NTITY	BY KEYS	BY STAT	TE
rys assigned to I	label successfully.									×
KEY TYPE	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	AVAILABLE KEYS	QU	ANTITY		ACTION		
Service	269-16965	TESTKEYBLAN		4				+ ADD TO	DLABEL	
Service	269-16965	TESTKEV123	TESTOEMOFFC	2				+ ADD TO	D LABEL	
Service	7L4-00013	TESTKEV123	TSTOEMO365	4				+ ADD TO	D LABEL	
MAT	FQC-08800	123123		5				+ ADD TO	D LABEL	
Assign Label										

NOTE: To search for keys by label:

1. Go to Search section and click on the ADVANCED SEARCH field.

Microsoft								d (2	© (2
MICROSOFT		\checkmark		UP LEVEL MICROSOFT DOWN LEVEL 2			Centralized	Production	25 Total Keys	14 Fulfilled Keys Re	0 turned Ke
Contoso OEM				•	🛓 Get Keys	🕑 Assign Keys	😫 Recall Keys	🚨 Export Keys	🛎 Import Keys	Order Keys	N
Your dashboard data w	as last updated: 2	017-03-21 11:01:16									
FROM	[***1	KEY TYPE	\sim	OEM PO NUMBER	CALL OFF REFEREN	ICE NUMBER	OEM OPTIONA	L INFO 🕂		RESET	_
FROM	Î	KEY TYPE KEY STATUS	~ ~	OEM PO NUMBER	CALL OFF REFEREN		OEM OPTIONA ADVANCED SE			RESET	

2. Select Label name from DPK LABEL pulldown menu.

OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×
PRODUCT KEY ID FROM		PRODUCT KEY ID TO	
MASKED PRODUCT KEY		DPK LABEL	\sim
HARDWARE HASH		OEM RMA NUMBER	
	–		
CANCEL CLEAR			CONFIRM

3. Click CONFIRM to view all keys under that label.

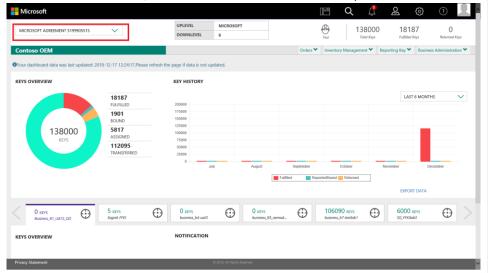
	OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×			
	PRODUCT KEY ID FROM		PRODUCT KEY ID TO				
	MASKED PRODUCT KEY		TEST LABEL 1				
	HARDWARE HASH		OEM RMA NUMBER				
	CANCEL CLEAR			CONFIRM			
8.4.2 M	ANAGE LABEL BY KEYS						

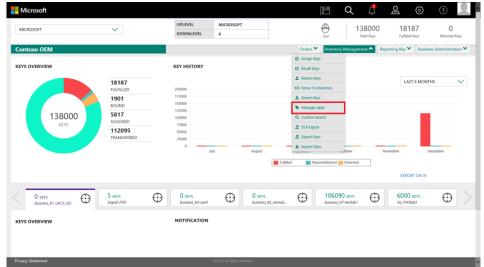
Tip Tool: Group a selection of keys together so they can be identified by one name and assign keys to label by specific keys.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.





3. From the Inventory management menu, select Manage Label.

4. Under the Manage Label page, a list of any current labels will display. To create a new label, click on the CREATE LABEL button.

Microsoft					[E	Q	Û	ଧୁ	ŝ	2
MICROSOFT AGREEMENT 5199905515	\sim	UPLEVEL	MICROSOFT 6		Test		138 Total	000 Keys	1818 Futfilled Ke		0 Returned Keys
Contoso OEM					Orders 🌱	Inventory	y Managemi	ent 🌱	Reporting Key 🌱	Busines	s Administration 💙
Manage Label											
									CREATE L	ABEL	
LABEL NAME	LABEL DESCRIPTION			EDIT		AC	TION				
Contoso	Contoso Label			C EDIT			ASSIGN KE	Y			

5. A CREATE LABEL window will pop up.

6. Add the new label name in the box next to NAME and any additional information in the box next to COMMENT.

7. Click CONFIRM.

	CREATE LABEL	
Name	Test label 1]
Comment	group keys]
CANCEL	CONFIRM	

8. Once the keys are assigned, a "Label created successfully" message will briefly pop up in the green highlighted banner.

9. The new label will now display in the list on the Manage Label page.

Manage Label				
Label Created Successfully!				×
				CREATE LABEL
LABEL NAME	LABEL DESCRIPTION	EDIT	ACTION	
Test label 1	group keys	C EDIT	ASSIGN KEY	
Test label 1	group keys	C EDIT	ASSIGN KEY	<

10. If edits are needed or desired, click on the EDIT link next to the Label Name under the EDIT column.

Manage Label				
Label Created Successfully!				×
				CREATE LABEL
LABEL NAME	LABEL DESCRIPTION	(DIT	ACTION	
Test label 1	group keys	C EDIT	S ASSION KEY	
				< • >

11. A window will pop up allowing edits to the Name and Comment fields.

12. Once edits are complete, click UPDATE.

1		EDIT LABEL		Ī
Name		Test label 1		
Comme	nt	DPK keys		eys
0	ANCEL		UPDATE	

13. Once the keys are assigned, a "Label updated successfully" message will briefly pop up in the green highlighted banner.

14. The revised label will now display in the list on the Manage Label page.

15. To assign keys to this label by specific key, click on ASSIGN KEY under ACTION for the label that was created.

'our dashboard data was last updated:	2017-03-21 11:01:16			
/lanage Label				
5				
Label Created Successfully!				
				CREATE LABEL
LABEL NAME	LABEL DESCRIPTION	EDIT	ACTION	
Test label 1	group keys	(S EDIT	S ASSIGN KEY	
				< 1 >

16. Click on the BY KEYS tab.

17. Under the ASSIGN LABEL page, PRODUCT KEY ID FROM and PRODUCT KEY ID TO fields will display.

18. Enter search criteria, if desired, then click the SEARCH button to view all keys eligible for assigning to labels.

Assign Label	Test label 1			BY QUANTITY	BY KEYS	BY STATE
	PRODUCT KEY ID FROM	PRODUCT KEY ID TO	RESET	SEARCH		

19. Results will display all the keys based on the search criteria or will default to show all keys if no parameters are selected.

Assig	gn Label	Test label 1			BY QUANTITY	BY KEYS	BY STATE
		PRODUCT KEY ID FROM	PRODUCT KEY ID TO	RESET	SEARCH		
key id	KEY STATE	PRODUCT KEY	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	ACTION	
26797			269-16965	TESTKEY123	TESTOEMOFFC	+ ADD TO LABEL	
6803		H9KX7	WN7-01070	TESTKEY123	TSTOEMWIN	+ ADD TO LABEL	
6806		DHH7H	WN7-01070	TESTKEY123	TSTOEMWIN	+ ADD TO LABEL	
6808			7L4-00013	TESTKEY123	TSTOEM0365	+ ADD TO LABEL	
			91 F -00019	*********	******		
ssign Lab	pel						
			NO KEY	(S) SELECTED			

20. Click the ADD TO LABEL link to add specified keys to a label.

21. The selected keys and the assigned quantity, will display below your selection.

Assign	Label	Test label 1				BY QUANTITY BY KEYS BY STATE
		PRODUCT KEY ID FROM	PRODUCT KEY ID TO	RESET	SEARCH	
KTYID	KEY STATE	PRODUCT KEY	LICENSABLE PART NUMBER	OCH PO NUMBER	OEN PART NUMBER	ACTON
25809			314 08013	1557621123	TSTOEMOIHS	+ ADD TO LABEL
25810			7,4-0015	1516013	1570EM0365	* ADD TO LABEL
25811			7L4-00013	76762433	1510EM0365	+ ADDITDIABEL
2010			269-16965	TESTREVELAN		+ ACO TO LABO.
NRG .			NO. NUMP	WWWWWWWWWW		
Assign Label						
127 1115	LICENSI	LE PART NUMBER	CEM PO MUMER	0/16087	QUANTITY	ACTION
Service	714-0801		7657667183	lytiny	3	X READUS LARSI
Service	714-08012	1	TEST/07/22	ity Kay	1	× REMOVE LABEL

22. Confirm the information and click on the ASSIGN LABEL button.

VICROSOFT	~	UP LEVEL DOWN LEVEL	MICROSOFT 2		Generalizer Bostaction	25 14 Intel/Agen Aufter/Ag	0 Returned Right
ontoso OEM isur desiblecerd alste wes (est spelat				🛓 Get Keys	@ Assign Keys @ Recall Keys	Z Export Keys 🖄 Import Keys	A Order Keys
sur deshboard disto wes test updat	er 2017-03-21 7101216						
Assign Label	Test label 1				BY QLMP	NTTY BY RENS	BY STATE
	PRODUCT KEY ID FROM	PRODUCT KEY ID TO		RESET	SEARCH		
KEY ID KEY STATE	PRODUCT NEW	LICENSABLE PART NUMBER	ODH PO NUMBE	R GEN PART NJ	MEER	ACTOON	
26809		71.4-00013	15112123	TSTDEMD365		+ ADD TO LABE.	
25810		7.4-0003	15110123	7570EM0365		# 400 TO LABEL	
26811		71.4-00013	765716713	75706440365		+ ADD TO LABEL	
26813		269-16965	TISTREVILAN			+ ACO TO LAND.	
		1/6. 4/6/7	STOTETICS and				
Assign Label							
NEY TYPE	LICENSABLE PART NUMBER	CEM PO	MINER	Allison demu	у Асти	a l	
Service	714-08013	TESTICEY	10	ly liny 3	жа	GARNE LARGE	
Service	714-08013	TESTINEY	122	ly Kay 1	* :	EMOVE LABEL	

23. A confirmation window will pop up to confirm your selection. Click CONFIRM.

ASSIGN LABEL TO KEYS							
Are you sure you want to assign these keys?							
	ey						
CANCEL CONFIRM							

24. Once the keys are assigned to the label, a "Key(s) assigned to label successfully" message will briefly pop up in the green highlighted banner.

Assign Label	Test label 1			BY QUANTITY	BY KEYS	BY STATE
Keys assigned to label successfully.						×
	PRODUCT KEY ID FROM	PRODUCT KEY ID TO	RESET	SEARCH		
KEY ID KEY STATE	PRODUCT KEY	LICENSABLE PART NUMBER	OEM PO NUMBER	OEM PART NUMBER	ACTION	
26809		7L4-00013	TESTKEY123	TSTOEMO365	+ ADD TO LABEL	
25810		71.4-00013	TESTKEV123	TSTOEMO365	+ ADD TO LABEL	
26811		71.4-00013	TESTKEY123	TSTOEMO365	+ ADD TO LABEL	

NOTE: To search for keys by label:

- 2. Go to Search section and click on the ADVANCED SEARCH field.
- 3. Select Label name from DPK LABEL pulldown menu.

OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×
PRODUCT KEY ID FROM		PRODUCT KEY ID TO	
MASKED PRODUCT KEY		DPK LABEL	\sim
HARDWARE HASH		OEM RMA NUMBER	
CANCEL CLEAR			CONFIRM

3. Click CONFIRM to view all keys under that label.

OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×
PRODUCT KEY ID FROM		PRODUCT KEY ID TO	
MASKED PRODUCT KEY		TEST LABEL 1	\checkmark
HARDWARE HASH		OEM RMA NUMBER	
CANCEL			CONFIRM

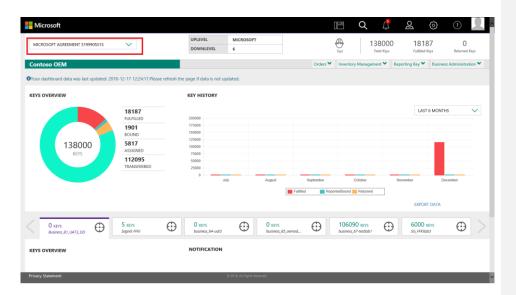
8.4.3 MANAGE LABEL BY STATUS

Tip Tool: Group a selection of keys together so they can be identified by one name and assign keys to label by status.

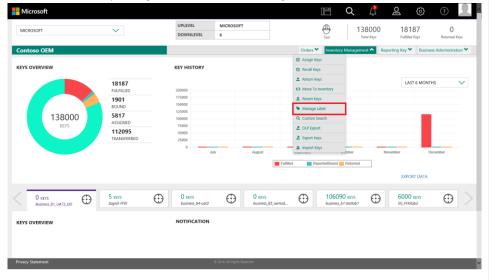
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. From the Inventory management menu, select Manage Label.



4. Under the Manage Label page, a list of any current labels will display. To create a new label, click on the CREATE LABEL button.

MICROSOFT AGREEMENT 5199905515	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6	C. Te		138000 Total Keys	18185 Fulfilled Keys	
ontoso OEM				Orders 🌱	Inventory Ma	anagement 🌱	Reporting Key 🂙	Business Administration *
1anage Label								
							CREATE LA	861
LABEL NAME	LABEL DESCRIPTION		1	LDIT	ACTION			

5. A CREATE LABEL window will pop up.

6. Add the new label name in the box next to NAME and any additional information in the box next to COMMENT.

7. Click CONFIRM.

C	CREATE LABEL	
Name	Test label 1	
Comment	group keys	
CANCEL	CONFIRM	

8. Once the keys are assigned, a "Label created successfully" message will briefly pop up in the green highlighted banner. "

9. The new label will now display in the list on the Manage Label page.

Manage Label				
Label Created Successfully!				
				CREATE LABEL
LABEL NAME	LABEL DESCRIPTION	EDIT	ACTION	
Test label 1	group keys	C EDIT	S ASSIGN KEY	
				< 🖬 >

10. If edits are needed or desired, click on the EDIT link next to the Label Name under the EDIT column.

Manage Label				
Label Created Successfully!				×
				CREATE LABEL
LABEL NAME	LABLE DESCRIPTION	IDIT	ACTION	
LABEL NAME Test label 1	LAILEL DESCRIPTION group keys	TIO3	ACTION S ASSION KEY	
				<

11. A window will pop up allowing edits to the Name and Comment fields.

12. Once edits are complete, click UPDATE.



13. Once the keys are assigned, a "Label updated successfully" message will briefly pop up in the green highlighted banner.

14. The revised label will now display in the list on the Manage Label page.

15. To assign keys to this label by status, click on ASSIGN KEY under ACTION for the label that was created.

Manage Label				
Label Created Successfully!			_	×
LABEL NAME	LABEL DESCRIPTION	LOIT	ACTION	CREATE LABEL
Test label 1	group keys	6 EDIT	S ASSIGN KEY	
				< 💶 >

16. Click on the BY STATUS Tab.

17. Under the QUANTITY column, enter the quantity of keys to be assigned to the label and click on the ADD TO LABEL link.

Assign Label	Test label 1			BY QUANTITY BY KEYS BY STATE
KEY STATE	KEY TYPE	AVAILAILE KEYS	QUANTITY	ACTION
Fulfilled	Standard	1		+ ADD TO LAUEL
Fulfiled	MAT	5		+ ADD TO LADEL
Fulfilled	Service	6	t	+ ADD TO LABEL
Activation Enabled	Standard	1		+ ADD TO LABEL
Return Rejected	Service	2		+ ADD TO LABEL
Assign Label				

18. The selected keys and the assigned quantity, will display below your selection.

19. Confirm the information and click on the ASSIGN LABEL button.

Assign Label	Test label 1					BY QUANTITY	BY KEYS	Y STATE
fulfiled	MAT	5				+ ADD TO LABEL		
folliled	Service	5				+ ADD TO LABEL		
Activation Brabled	Sandard	,				+ ADD TO LABEL		
Return Rejected	Service	2				+ ADD TO LABEL		
							< 🗖	>
issign Label								
KEY TYPE UCENSALL	E PART NUMBER		CEM PO MUNEER	CATEGORY	QUMITITY	ACTION		
Service				By State	1	N REMOVE LAREL		
						CLEAR	ASSIGN LABEL	_

20. A confirmation window will pop up to confirm your selection. Click CONFIRM.

ASSIGN LABEL TO KEYS						
Are you sure you want to as	sign these keys?					
CANCEL	CONFIRM					

21. Once the keys are assigned to the label, a "Key(s) assigned to label successfully" message will briefly pop up in the green highlighted banner.

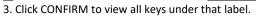
MICROSOFT	\sim		MICROSOFT 2	Centralia	ed Production	25 14 Total Keys Fulfiled Key	o Returned Keys
Contoso OEM				🛓 Get Keys 🞯 Assign	Keys 🖸 Recall Keys 💆 E	isport Keys 🚊 Import Keys	2 Order Keys More
Vour dashboard data was last updated: 2017-03-	-21 12:14:35						
Assign Label	Test label 1				BY QUANTITY	BY KEYS	BY STATE
Keys assigned to label successfully.							× ^
							_
KEY STATE	KEY TYPE	AVAILABLE KEYS	QUANTITY		ACTION		
Fulfilled	Standard	1			+ ADD TO LA	ABEL	
Fulfiled	MAT	5			+ ADD TO LA	WEL	
Fulfiled	MAT Service	5			+ ADD TO LA + ADD TO LA		-
		5 5 1				dEL.	

NOTE: To search for keys by label:

1. Go to Search section and click on the ADVANCED SEARCH field.

2. Select Label name from DPK LABEL pulldown menu.





OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×
PRODUCT KEY ID FROM		PRODUCT KEY ID TO	
MASKED PRODUCT KEY		TEST LABEL 1	\sim
HARDWARE HASH		OEM RMA NUMBER	
CANCEL			CONFIRM

8.5 DOWNLOAD CENTER

Description:

The Download Center is a location within MDOS that is a retention area for all your downloadable files. From this location, you may access and export the files. The files you might access in the Download Center include: Exported keys, DLP Exports (See <u>DLP Export</u> section for more information), and PBR Acknowledgment.

The file information you'll see in the Download Center includes: File Name, File Count, Export Dates, Last Download Date, and Action (PBR Acknowledgment, DIS Export, Exported Keys).

Since the Download Center retains all files that are available for download it can be accessed at any time. Files can be exported into a zip file and saved to a secure location you choose.

Another option for accessing downloaded files is under the Alert icon pulldown menu. These notifications show up just after a file is downloaded. However, newer notifications will push previous notifications down the list so some may go out of view. These files will always be available in the Download Center should you need to go back at another time.

Downloads that can be accessed from the Download Center include:

- PBR Acknowledgment
- DLP Export FFKI Fulfilled Status (FFKI only)
- Exported Keys: Consumed Status

Example: Contoso TPI's factory floor needs to work with keys offline since they do not have a secure connection to access to MDOS on the factory floor. The factory floor needs to manufacture 5000 devices and needs the appropriate number of keys. Contoso TPI exports the select keys from MDOS and is notified when the download is complete via an alert. From the alert, Contoso TPI follows the link to the Download Center to access the zip file and shares the

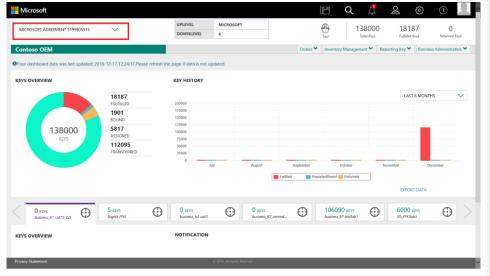
file with their downlevel factory for production via their own secure method. Contoso can also go back to the Download Center to access at a later date if needed.

Tip Tool: View, access and export your downloadable files at any time from the Download Center.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. From the Business Administration menu, click on Download Center.

Hicrosoft					11 Q	് 🙎	(?)	
MICROSOFT	~	UPLEVEL DOWNLEVEL	MICROSOFT 6			8000 1818 V Keys Fulfilled N		05
Contoso OEM				Orders 🌱	Inventory Managemen	t 🎽 Reporting Key 🌱	Business Administrati	on 🔨
KEYS OVERVIEW		KEY HISTORY				 Manage Bu Download of 		
	18187 FULFILLED	200000				LAST	6 MONTHS	~
	1901 BOUND	175000 150000 125000						
138000 KEYS	5817 ASSIGNED	125000						
NET 3	112095 TRANSFERRED	50000 25000						
		0 July	r August	September	October	November	December	
						EXPOR	r data	
O KEYS Business, 81_UAT3_DD	5 KEYS Sagnik FFIC	0 KEYS business_b4-uat3	0 KEYS business, i	as_oemod	106090 KEYS business_b7-testiab1	6000 sg_FFKild		
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement		-	D 2016. All Rights Reserved					×

4. In this view, all downloadable files will be displayed and will allow export of the files.

NOTE: Files available for access in the Download Center may include: Exported keys, DLP Exports, and PBR Acknowledgment.

5. To export a file, click on the Download link next to the file name.

Download Center					DOWNLOAD CENTER
FILE NAME	FILE COUNT	EXPORT DATE	LAST DOWNLOAD DATE	ACTION	DOWNLOAD
DISExport_216_259_2017_Mar_21_03_21_40.zip	1	03/21/2017		DIS Export	Download
DISExport_216_259_2017_Mar_21_02_20_37.zip	1	03/21/2017		DIS Export	Download
PBRAckExport_216_259_2017_Mar_21_00_20_02.zip	1	03/21/2017	03/21/2017	PBR Acknowledgement	Download
DPKExport_216_259_2017_Mar_20_23_15_42.zip	1	03/21/2017	03/21/2017	DPK Export	Download
DPKExport_216_259_2017_Mar_20_22_30_17.zip	1	03/21/2017	03/21/2017	DPK Export	Download
5 🗸					< 1 2 >

6. Once the files are exported, a "Files exported successfully" message will briefly pop up in the green highlighted banner.

ownload Center					DOWNLOAD CENTER
le exported successfully.					
FILE NAME	FILE COUNT	EXPORT DATE	LAST DOWNLOAD DATE	ACTION	DOWNLOAD
DISExport_216_259_2017_Mar_21_03_21_40.zip	1	03/21/2017	03/21/2017	DIS Export	Download
DISExport_216_259_2017_Mar_21_02_20_37.zip	1	03/21/2017		DIS Export	Download
PBRAckExport_216_259_2017_Mar_21_00_20_02.zip	1	03/21/2017	03/21/2017	PBR Acknowledgement	Download
DPKExport_216_259_2017_Mar_20_23_15_42.zip	1	03/21/2017	03/21/2017	DPK Export	Download
DPKExport_216_259_2017_Mar_20_22_30_17.zip	1	03/21/2017	03/21/2017	DPK Export	Download
5 🗸					< 1 2 >
Description of the second	Different Std 350 3017 Mar	1 01 11 10 de de distriction de la constant	m dashboard1-stage.dev-cloudoa.p.azurewel	×	

7. Files may be saved to a secure location that you choose.

8.6 SEARCH KEYS

Description:

The Search Key allows users to search for keys based on search parameters and perform key operations such as ASSIGN, RECALL, REPORT, RETURN, etc. from the search screen.

Search fields include the following fields and options:

- KEY TYPE
 - Standard (i.e. Windows OS)
 - Service (i.e. Office products, XBOX, other add-ons)
 - MBR Motherboard Replacement
 - MAT Multiple Activation Test
- KEY STATUS Includes: Activation Denied, Activation Enabled, Activation Enabled Pending Update, Assigned, Bound, Consumed, FFKI Fulfilled, Fulfilled, Marked for Return, Marked for Submit, Notified Bound, Reported Bound, Reported Returned, Returned.
- ASSIGNED TO OEM or downlevel partner name.
- OEM PO NUMBER The Purchase Order (PO) number assigned when order is placed
- OEM PART NUMBER The number assigned by the OEM for a part.
- LICENSABLE PART NUMBER Unique ID assigned by Microsoft.
- CALL OFF REFERENCE NUMBER The number assigned in MDOS once the Call Off order has been placed.
- MICROSOFT ORDER NUMBER Order number received from Microsoft after order is placed.
- MICROSOFT PRODUCT KEY ID Shortened number associated with the long Product Key ID.

Opens a new window with additional fields:

- OEM OPTIONAL INFO If info is provided, you may search by PC MODEL/SKU, OEM EXTENDER IDENTIFIER, MANUFACTURER GEO-LOCATION, PROGRAM ELIGIBILITY VALUES (PEV), etc.
- ADVANCED SEARCH If info is provided, you may search by PRODUCT KEY ID FROM, PRODUCT KEY ID TO, MASKED PRODUCT KEY, DPK LABEL, HARDWARE HASK, OEM RMA NUMBER.
- OEM RMA DATE FROM date, TO date.
- 5x5 Key Number If you choose to search by 5x5 key number, only the key that matches this exact search will be returned.

Example: Contoso TPI wants to search for keys that are grouped by label "Holiday 2017". They use the ADVANCED SEARCH functionality within search. From the pop-up window, Contoso selects "Holiday 2017" from the DPK LABEL pulldown menu and click CONFIRM to view all keys under that label.

1. Click on the search icon to view search fields, then click on the ADVANCED SEARCH field.

MICROSOFT AGREEMENT 519990	5515 🗸		UPLEVEL DOWNLEVEL	MICROSOFT 6			(D) Test		138000 Total Keys		18185 Fulfilled Key	
Contoso OEM							Orders 🌱	Inventory M	danagement 🌱	Reporti	ng Key 🌱	Business Administration
MICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFER	IENCE						
FROM	KEY TYPE	\sim	Eg: BulkKeys_20_PO_No Es		Eg:10000897	187877	OEM OPTIONAL INFO		AL INFO	+	RESET	
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER NUMBER							Theorem 1
	KEY STATUS	\sim	Eg: BulkKeys_20_Part_No		Eg: 1018703	841	ADVANCED		EARCH	+		
TO	SELECT DLP		LICENSABLE PART NUMBER		MS PRODUCT KEY ID					SEARCH		
	ASSIGNED TO	\sim	Eg: FQC-0000		Eg:80000090	190909	0	DEM RMA DA	TE	+		
				_							_	

2. From the ADVANCED SEARCH pop-up window, select the label name from the DPK LABEL pulldown menu.

OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×				
PRODUCT KEY ID FROM		PRODUCT KEY ID TO					
MASKED PRODUCT KEY		DPK LABEL					
HARDWARE HASH		OEM RMA NUMBER					
CANCEL			CONFIRM				

3. Click CONFIRM to view all keys under that label.

OEM OPTIONAL INFO	ADVANCED SEARCH	OEM RMA DATE	×			
PRODUCT KEY ID FROM		PRODUCT KEY ID TO				
MASKED PRODUCT KEY		TEST LABEL 1				
HARDWARE HASH		OEM RMA NUMBER				
CANCEL			CONFIRM			

Tip Tool: Use Search functionality to find keys based on search parameters and perform key operations such as ASSIGN, RECALL, REPORT, RETURN, etc. from the search screen.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.

Microsoft	~	UPLEVEL	MICROSOFT 6		138	000 1818		
Contoso OEM @Your dashboard data was last updated: 20	18-12-17 12:24:17.Please re			Orders 🌱	Test Total			
KEYS OVERVIEW	18187 RUFRILD 1901 BOUND 5817 ASSEMD 112005 TRANSFERRED	KEY HISTORY	kayat	Digitization rutilized to proper	October ArtesBoard Returned	November	T 6 MONTHS	
0 KEYS Basines, BT, LATZ, DD	5 KEYS Sagnik FFRI	0 KEVS business_b4-unt3		25_oemod	106090 KEVS business_b7-testiab1	6000 sig_FFicilia		
Privacy Statement	_	¢	2016. All Rights Reserved					_

3. Click on the search icon in the top navigation bar.

MICROSOFT AGREEMENT 5199905515	\sim	UPLEVEL	MICROSOFT			+		138000	1818	4	0
		DOWNLEVEL	6			Test		Total Keys	Fulfilled Ki		Returned Keys
ontoso OEM						Orders 💙	Inventory M	anagement 💙	Reporting Key 🂙	Business Ad	Iministration
our dashboard data was last updated: 201	8-12-21 19:43:45.Please ref	resh the page if data is not upo	lated.								
YS OVERVIEW		KEY HISTORY									
	18184								LAST	MONTHS	~
	FULFILLED	200000									
	2	175000									
	CONSUMED	150000									
138000	1901	125000									
KEYS	BOUND	75000									
	5817	50000									
NETS											
KETS	ASSIGNED	25000									
KETS	ASSIGNED 112096 TRANSFERRED	25000	July	August	September	_	October	Nover	-	December	

4. Enter search criteria, such as Key Status, Key Type, Assigned to, MS Fullfilled date, OEM RMA Date, etc., and click on the SEARCH button.

MICROSOFT AGREEMENT 5199905	515 🗸		DOWNLEVEL	MICROSOFT 6		T	2	138000 Total Keys	1818 Fulfilled R	
Contoso OEM						Orders 🌱	Invento	ry Management 🌱	Reporting Key 💙	Business Administration
MICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER		CALL OFF REFERENCE					
FROM	KEY TYPE	\sim	Eg: BulkKeys_20_PO_No	0	Eg:1000089787877		OEM OPTI	ONAL INFO	+	RESET
	KEY STATUS		OEM PART NUMBER		MICROSOFT ORDER NUMBER	1				NEAL1
MICROSOFT FULFILLED DATE	KEY STATUS	\sim	Eg: BulkKeys_20_Part_N	10	Eg: 1018703841		ADVANCE	D SEARCH	+	
TO	SELECT DLP		LICENSABLE PART NUMBER		MS PRODUCT KEY ID					
î	ASSIGNED TO	\sim	Eg: FQC-0000		Eg:8000009090909		OEM RMA	DATE	+	

5. Search results will display all the keys based on the search criteria.

15	SEARCH RESU				
otal Keys	ASSIGN	CALL RETURN REPORT EXPORT	OHR OPTIONAL INFO MAP KEY TYPE DLS EXPORT	MOVE TO INVENTORY	
10 FULFILLED	PRODUCT	KEY ID PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
2 CONSUMED	26797	XXXXXX-300XXX-300XXX-300XXX-300XXX	269-16965	SERVICE	RETURN REJECTED
ETURN REJECTED	26798	20000-20000-200008-200008-200008	269-16965	SERVICE	FULFILLED
ETORN REJECTED	26802	XXXXX-XXXXX-XXXXXX-XXXXXX-WXX77H	WN7-01070	STANDARD	CONSUMED
	26803	300000-300000-300000-300000-H96007	WN7-01070	STANDARD	CONSUMED
	26804	XXXXXX-XXXXXXX-XXXXXXX-XXXXXXX-YH6DV	WN7-01070	STANDARD	FULFILLED

6. MDOS has introduced a 'SELECT ALL' option in the assigned to dropdown, if the partner selects this option, they will get to view all the keys that were available with them as well as with their DLP's irrespective of to whom the keys were assigned to.

NOTE: In search partner OEM/TPI/Subsidiary partner can choose the "Select All" option in Assigned To box to search the DPKs are associated with themselves and their DLPs.

	 KEY TYPE	OEM PO NUMBER	CALL OFF REFERENCE NUMBER	OEM OPTIONAL INFO	+	RESET
	KEY STATUS	OEM PART NUMBER	MICROSOFT ORDER NUMBER	ADVANCED SEARCH	+	
	 SELECT ALL	LICENSABLE PART NUMBER	MS PRODUCT KEY ID	OEM RMA DATE	+	
					_	
31 Total Keys	SEARCH RESULTS	URN REPORT EXPORT OHR OPTIONALIN	FO MAP KEY TYPE OLP EXPORT MOVE TO INVE	NTORY EXPORT RESULT		
2 BOUND	PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PAR	NUMBER	KEY TYPE	KLY STATUS
1 RETURNED	1412939	XXXXXX -XXXXX -XXXXXX -XXXXXX -XXXXXX -XXXXXX	269-16965		SERVICE	FFRI FULFILLED
2 ACTIVATION ENABLED	1412940	202021-202021-202021-202021-202021	269-16965		SERVICE	FFRI FULFILLED
3 ASSIGNED	1412968	XXXXXX - XXXXXX - XXXXXX - XXXXXX - XXXXXX	269-16965		SERVICE	FFIG FULFILLED
23	1412941	XXXXXX-3XXXXX-3XXXXXX-3XXXXXX-3XXXXXX-3XXXXXX	KW9-00458		STANDARD	FFRI FULFILLED
FFKI FULFILLED	H12H2	XXXXXX-XXXXXX-30000X-30000X-GBW3V	KW9-05458		STANDARD	FRI FULFILLED
	5 🗸				< 1 2 3	8 4 5 6 7 >

7. Partners can also export the search results to excel file using the 'Export Result' option, click on Export Result button:

33 Total Keys	ASSIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO	MAP KEY TYPE DLP EXPORT MOVE TO	INVENTORY EXPORT RESULT	
5 FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE KEY STATUS	
2	900523000009546	X0000X-300X0X-300X0X-300X0X-DD560	KW9-00001	STANDARD ACTIVATIONENABLE	.D
BOUND 1	900523000009547	300007-300007-300007-300007-85E75	KW9-00001	STANDARD RETURNED	
RETURNED 2	900523000009548	30000X-30000X-30000X-30000X-4909C	KW9-00001	STANDARD FFKI CONSUMED	
ACTIVATION ENABLED	900523000009549	300000-300000-300000-3000000-772E3	KW9-00001	STANDARD FFKI CONSUMED	
7 ASSIGNED	900523000009550	XXXXX-XXXXXX-XXXXXX-18E8D	KW9-00001	STANDARD FFKI FULFILLED	
8 FFKI FULFILLED	900523000009551	3000X-30000-3000X-30000-30000-807AC	KW9-00001	STANDARD FFKI CONSUMED	
4 RETURN REJECTED	900523000009552	30000X-30000X-30000X-30000X-3E31A	KW9-00001	STANDARD FFKI FULFILLED	
4	900523000009553	200002-300002-300002-300002-800002-80	KW9-00001	STANDARD RETURNED	
cy Statement		© 2016. All Rights Reserves	:	3113401410 1121010420	
crosoft				Q 🕂 🚨 🐵	()
	900523000009557	100001-100001-100001-100001-58841	KW9-00001	STANDARD FFKI FULFILLED	
	900523000009558	10000(-10000(-10000(-23812	KW9-00001	STANDARD ASSIGNED	
	900523000009559	10000(-10000(-10000(-10000)-EF3C1	KW9-00001	STANDARD ASSIGNED	
	900523000009560	100007-100007-100007-100007-97922	KW9-00001	STANDARD FFKI FULFILLED	
	900523000009561	300007-300007-300007-300007-448EC	KW9-00001	STANDARD FFKI FULFILLED	
	900523000099562	30000X-30000X-30000X-30000X-472EB	KW9-00001	STANDARD BOUND	
	900523000009563	XXXXX-3XXXX-3XXXXX-3XXXXX-16C9A	KW9-00001	STANDARD BOUND	
	90052300009564	XXXXX-XXXXXX-XXXXXX-2E561	KW9-00001	STANDARD ASSIGNED	
	90052300009565	30000X-30000X-30000X-30000X-78037	KW9-00001	STANDARD ACTIVATIONENABLE	0
					D
	900523000009566	300007-300007-300007-300007-828AF	KW9-00001	STANDARD ASSIGNED	
	900523000009567	300001-300001-300001-300001-EC736	KW9-00001	STANDARD FFKI FULFILLED	
	900523000009568	300007-300007-300007-300007-13F90	KW9-00001	STANDARD FFKI CONSUMED	
	25	300001-300001-300001-300001-04C92	KW9-00001	STANDARD ASSIGNED	
	50 0009570	100001-100001-100001-100001-85488	KW9-00001	STANDARD ASSIGNED	
	25 🗸			< 🗖	>
_		© 2016. All Rights Reserve			

8. Dialog box will pop up to confirm export result. Click on confirm:

Export Result	×	
Please confirm your request to export the Searched keys.		
CANCEL CONFIRM	1	eca
		D.A

9. Once confirmed, you will see a message that MDOS processing the export request which will be available once it is ready for download.

14	56	ARCH RESULTS				
Total Keys	W	le are processing your down	load request. The system will notify you when it is	ready to download!		×
7 FULFILLED	AS	SSIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFR	D MAP KEY TYPE DLP EXPORT IN		T RESULT
1 CONSUMED		PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
5 ASSIGNED		1412943	3000XX-3000XX-3000XX-3000XX-TJF7D	KW9-00004	STANDARD	MARKED FOR SUBMIT
1 MARKED FOR SUBMIT		1412944	3000XX-3000XX-3000XX-3000XX-QDBK3	KW9-00004	STANDARD	CONSUMED
		1413023	3000X-3000XX-3000XX-3000XX-308K3	KW9-00004	STANDARD	ASSIGNED
		1412967	3000XX-3000XX-3000XX-3000XX-4Y4HH	KW9-00458	STANDARD	ASSIGNED
		1413022	3000XX-3000XX-3000XX-3000XX-MQV7H	KW9-00458	STANDARD	ASSIGNED
	5	\sim				< 1 2 3 >



/ 10/ 05				
💼 Delete				17 Total Akerts
	PRIORITY	DATE	TILLE	MESSAGE
		04/10/2018 8:52:51	Search DPK Exported	Search DPK Exported File : Please be informed that requested keys have been available for download. Click here
		04/10/2018 8:52:30	Search DPK Exported	Search DPK Exported File : Please be informed that requested keys have been available for download. Click here
		04/10/2018 8:00:49	DPK Downloaded	You have successfully downloaded 7 key(s) from Microsoft.
		04/09/2018 9:56:00	DPK Downloaded	You have successfully downloaded 1 key(a) from Microsoft.
		04/09/2018 9:55:58	DPK Downloaded	You have successfully downloaded 2 key(s) from Microsoft.
5 🗸				< 1 2 3 4 >

11. The exported search file will be available to download in download center.

ownload Center					DOWNLOAD CENTER
FILE NAME	FILE COUNT	EXPORT DATE	LAST DOWNLOAD DATE	ACTION	DOWNLOAD
SEARCH_DPK_EXPORT_1397_1694_2018_Apr_10_08_52_51.zip	1	04/10/2018 2:22:51		Search DPK Export	Download
SEARCH_DPK_EXPORT_1397_1694_2018_Apr_10_08_52_31.zip	1	04/10/2018 2:22:31		Search DPK Export	Download
SEARCH_DPK_EXPORT_1397_1694_2018_Apr_06_12_25_19.zip	1	04/06/2018 5:55:19	04/06/2018 5:56:25	Search DPK Export	Download
DPKExport_1397_1694_2018_Apr_06_06_36_45.zip	1	04/06/2018 12:06:45	04/06/2018 12:32:49	DPK Export	Download
DPKExport_1397_1694_2018_Apr_05_11_48_37.zip	1	04/05/2018 5:18:37	04/05/2018 5:18:44	DPK Export	Download
					< 💶 >
egal Service & Support					

8.7 CUSTOM SEARCH

Description:

The MDOS enable OEM partners to manage and consume the product keys. The purpose of this functionality is to enhanced search criteria to find out any combination of keys.

The scope of this functionality to build an efficient view to build custom query to search keys by any combination without any restrictions and perform key operations such as ASSIGN, RECALL, REPORT, RETURN, etc. from the search screen.

In this functionality partner can create their query, can save, rename their query and can delete that query as well.

Step-by-Step:

1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.

MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT 6	-				R
Contoso OEM OYour dashboard data was last updated: 20	018-12-17 12:24:17.Please ref	resh the page if data is not upo	dated.	Orders ¥	Inventory Management			tion ¥
KEYS OVERVIEW	18187 FULFULED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	KEY HISTORY	y August	Dightenbor	October October AttelBoard Refurred	November	T 6 MONTHS December	
0 KEYS Assimet, 81, UAT2, DO	5 KDYS Sognik FFIO	0 Kovs business_b4-unt3		B5_comod	106090 KEVS business_b7-testlab1			
								~

3. From the Inventory Management menu, select Custom Search.

						Q	Ļ,	ରୁ ବ୍	?	2
MICROSOFT	\checkmark	UPLEVEL DOWNLEVEL	MICROSOFT 6		(D) Test	138 Total		18187 Futfilled Keys	0 Returned Ke	95
Contoso OEM				Orders	 Inventor 	y Management	Report	ting Key 🌱 🛛 Bu	siness Administratio	on 🕶
KEYS OVERVIEW	18187 FULFILLED 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	KEY HISTORY	Ry August	Revert Annag Q. Custon DUPEx Export Inport Inport	Keys Keys To Inventory Keys e Label n Search port Keys Keys	lober	Nover	LAST 6 MC	DNTHS	
							_	EXPORT DAT	ſA	
O KEYS Business_81_UAT3_DD	5 KEVS Sagnik FFKI	0 KEYS business_b4-wat3		ss_B5_oemod	10609 business_b	O KEYS 57-testiab1	Ð	6000 KEYS SG_FFKilab3	\odot	
KEYS OVERVIEW		NOTIFICATION								
Privacy Statement			© 2016. All Rights Reserved							

4. In Custom Search page, user will get the screen in which they can set the field, operator and value according to their requirement and can click on Clause the Add New to add new search parameters. By Default there is already one parameter user can see when click land on the custom page screen and user can create their own search criteria by clicking on "Add New Clause" button.

UNTITLED QUERY	\sim		
New Query 🕨 Run query 🔳 St	op query 🎽 Save Query 💾 Sav	re As. 🕼 Rename Query 🗱 Delete Query	
And/Or Field	Operator	Value	
KEY STATUS	× •	Bound	\checkmark

5. Once the query is set, user can click on the Run Query button. Search results will display all the keys based on the query that user run.

	D QUERY	\checkmark			
New Q	uery 🕨 Run query 🔳 Stop q	uery 🗎 Save Query 🗎 Save As 🗹 Rename Query 🗙	Delete Query		
EARC	H RESULTS	Total Keys : 3			
ASSIGN	RECALL RETURN REPORT	EXPORT OHR OPTIONAL INFO MAP KEY TYPE DLP E	EXPORT MOVE TO INVENTORY EXPORT RESULT		:=
	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
	900528000004974	100001-100001-100001-00001-03747	KW9-00004	STANDARD	BOUND
	900528000004987	300001-300001-300001-300001-5691D	KW9-00004	STANDARD	BOUND
	900523000009550	30000X-30000X-30000X-30000X-18E8D	KW9-00001	STANDARD	BOUND

6. Based on the search user can perform the operations such as ASSIGN, RECALL, REPORT, RETURN, etc. from the custom search page.

7. User can also save the query that is set in the custom search page by clicking Save Query button. Once the query saved user will get the successful message "Query Saved Successfully!!!" on same page.

Save Query	×
NAME	
CANCEL	SAVE

TYPE		M Save Query M Save As. C Rename Query X	Delete Query		
	H RESULTS Total RECAIL RETURN REPORT D	Keys : 3 PORT OHR OPTIONAL BITO MAP KEY TYPE DUP D	FORT MOVE TO INVENTORY DRPORT RESULT		:=
	MS PRODUCT KEY ID 900528000004974	PRODUCT KEY 20000-30000X-30000X-30000X-03747	LICENSABLE PART NUMBER	KLY TYPE:	REV STATUS
	900528000004987	XXXXXX-3XXXXX-3XXXXX-3XXXXX-5691D	KW9-00004	STANDARD	BOUND
	900523000009550	30000K-30000K-30000K-30000K-10EBD	KW9-00001	STANDARD	BOUND

9. Once the query get saved, user can see that query in drop down along with other queries saved by user in query drop down box.

Custom	Search	٦				
KEYTYPE			\sim			
+ New Query	Run query	Stop query	Ħ	Save Query	Ħ	Sa

8. User can also rename the same query, by clicking Rename Query Button. Once query name updated then user will get the successful message "Query Rename Successfully!!!" on same page.

Rename Query	×
KEYTYPE1	
CANCEL	SAVE

XEYTYPES	query 📕 Stop query 🎽	Save Query 💾 Save As. 🗭 Rename Query 🗶 Delete Query				
	RETURN REPORT DOPORT	OHR OPTIONAL INFO MAP KEY TYPE DLP EXPORT MOVE TO	D INVENTORY EXPORT RESULT		:=	
MS PRODUC 9005280000		PRODUCT KEY 300006-300006-300006-33747	LICENSABLE PART NUMBER	KEY TYPE STANDARD	KEY STATUS BOUND	
			KW9-00004	STANDARD	BOUND	
9005280000	4987	XXXXXX-XXXXXXX-XXXXXX-5691D	KWP-00004	STANDARD	BOUND	
9005280000		300007-300007-300007-300007-5891D 300007-300007-300007-380007-18E8D	KW9-00001	STANDARD	BOUND	

9. User can also delete the same query by clicking Delete Query Button and get confirmation popup with "Yes/No" options. Once user click on "Yes" after successful delete query user will get default criteria loaded on custom search page.

Delete Query	×
Are you sure you want to delete query?	
NO	YES
Query Deleted Successfully(II	
Custom Search	

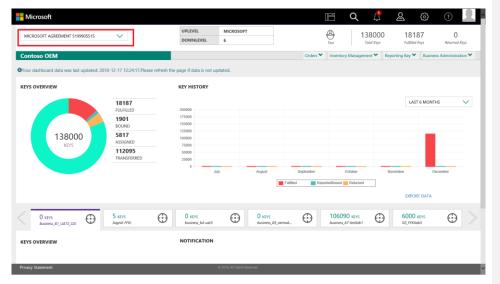
 \sim

8.7 VIEW KEYS

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.



3. Click on the search icon in the top navigation bar.

Microsoft					E Q 🕻	2	\$ 0 👤
MICROSOFT	\sim	UPLEVEL	MICROSOFT		-	0 1818	7 0
THE CODE I		DOWNLEVEL	6		Test Total Key		
Contoso OEM				Orders 🌱	Inventory Management ¥	Reporting Key 🌱	Business Administration 🌱
KEYS OVERVIEW		KEY HISTORY					
	18187 FULFILLED	200000				LAST	6 MONTHS
	1901	175000					
	BOUND	150000					
138000 KEYS	5817 ASSIGNED	100000 75000					
	112095 TRANSFERRED	50000 25000					
		0 July	August	September	October	November	December
				Fulfiled Rep	ortedBound 📒 Returned		
						EXPORT	DATA
	5 KEYS FFR01	0 KEVS business_b4-uat3	O KEYS	B5_oemod	106090 KEYS business_b7-testlab1	D 6000 K	evs 🕀
KEYS OVERVIEW		NOTIFICATION					
Privacy Statement			D 2016. All Rights Reserved				

4. Enter search criteria, such as Key Status, Key Type, Assigned to, MS Fullfilled date, OEM RMA Date, etc., and click on the SEARCH button.

MORELE			UPLEVEL	MICROSOFT		Ð,	138000		18184	0
2000010	•		DOWNLEVEL	6		Test	Total Keys			
					Orders	Inventory	danagement 🌱	Reportin	g Key 🌱	Business Administration
	KEY TYPE		OEM PO NUMBER	CALL OFF R	EFERENCE					
	KEY TYPE	\sim	Eg: BulkKeys_20_PO_No	Eg:10000	89787877	OEM OPTION	AL INFO	+		RESET
	KEY STATUS		OEM PART NUMBER	MICROSOFT	ORDER NUMBER					
	KEY STATUS	\sim	Eg: BulkKeys_20_Part_N	o Eg: 1018	703841	ADVANCED S	EARCH	+		
	SELECT DLP		LICENSABLE PART NUMBER	MS PRODU	TT KEY ID					
	ASSIGNED TO	\sim	Eg: FQC-0000	Eg:80000	09090909	OEM RMA DA	TE	+		
	9905515	KEY TYPE KEY TYPE KEY STATUS KEY STATUS SELECT DUP	REY TIME REY TIME V REYSTATUS SELET DJ	KEY TIPE KEY TIPE KEY TIPE KEY TIPE KEY STATUS SELECT DUP CENTRAL PARTICIPATION OF CONTRAL OF	XEY TITE CEM YO NUMERY 6 KEY TITE CEM YO NUMERY 6 KEY TITE CEM YO NUMERY Fig. Buildings, 20, 20, 20, 20, 20, 20, 20, 20, 20, 20	KEY TYPE Odd PO MUNUSVEL Cell OF ASTREENCE KEY TYPE Odd PO MUNUSER Cell OF ASTREENCE KEY TYPE Egi Bunkkey, JB, PO, No Egi Bunkkey, JB, PO, No KEY TYPE Egi Bunkkey, JB, PO, No Egi Bunkkey, JB, PO, No KEY TATUS Oper Anti Number Egi Bunkkey, JB, Purt, No SELET DJP Lictinkanet Part Hummer May PODUCT EEY ID	KEY TYPE Optimular/Life Cold off AlfFacture Total KEY TYPE Optimular/Life, Total, Total Call off AlfFacture Investory 1 KEY TYPE Optimular, Total, Total Call off AlfFacture Optimular KEY TYPE Optimular Call off AlfFacture Optimular KEY TYPE Optimular Call off AlfFacture Optimular KEY TYPE Optimular Microsoft onder Number Optimular KEY TATUS Optimular Microsoft onder Number ADVANCED 5 Salett DJP Licensale Part Number Mis Product reir 0 Imtimular	MONTHEAVEL 6 1380000 1380000 DOWNLEVEL 6 0rder. ▼ 1380000 KEY TYPE Cels. Of # REFERENCE Order. ▼ Inventory Management ▼ KEY TYPE Cels. Of # REFERENCE Cels. Of # REFERENCE OEM OPTIONALL INFO KEY TATUS Cels. Montese MICHODORT ODDER NUMBER Cels. Of # REFERENCE Cels. OPTIONALL INFO KEY STATUS Cels. Montese, 28, Pert, No Eg. 10800571 00268 NUMBER ADVANCED SEARCH SELET DJP LICINABLE PART NUMBER MIS PRODUCT REF ID ADVANCED SEARCH	Normality Conders Test 1380000 DOWNLEVEL 6 Test 138000 KEY TYPE Conders Investory Management Reportion KEY TYPE COM OPTIONAL INFO Fignet Report ODM OPTIONAL INFO Fignet Report KEY TYPE Conders Fignet Report Fignet Report ODM OPTIONAL INFO Fignet Report KEY TYPE Fignet Report Fignet Report Fignet Report ODM OPTIONAL INFO Fignet Report KEY TATULS Fignet Report Fignet Report Microbort Coder Number Advances Stanch Fignet Report Statet Total Licenscale Part Numbers Microbort Coder Numbers Advances Stanch Fignet Report	ABSCR15 OWNELVEL 6 Table 70 Tab

5. Search results will display all the keys based on the search criteria.

9305 Total Keys	ASSIGN	RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO	MAP KEY TYPE DLP EXPORT MOVE TO INVENTO	RY EXPORT RESULT	:=
6861 FULFILLED		MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KLY STATUS
7 CONSUMED		90102918572455	XXXXXX-XXXXXXX-XXXXXXX-113BB	FQC-05607	MER	RETURNED
28 RETURNED		90102918572456	XXXXX-XXXXXX-XXXXXX-9C3A6	FQC-05607	MBR	FULFILLED
1 REPORTED RETURN		90102918572457	XXXXX-XXXXXX-XXXXXX-XXXXXX-92140	FQC-05607	MER	FULFILLED
5		900523000009546	XXXXX-XXXXX-XXXXXX-DD560	KW9-00001	STANDARD	RETURNED
ACTIVATION ENABLED		900523000009547	XXXXX-XXXXX-XXXXXX-XXXXXX-85675	KW9-00001	STANDARD	REPORTEDRETURN
ASSIGNED		900523000009548	30000K-30000K-30000K-30000K-4909C	KW9-00001	STANDARD	FULFILLED
10 MARKED FOR SUBMIT		900523000009549	XXXXXX-XXXXXX-XXXXXXX-772E3	KW9-00001	STANDARD	FULFILLED
7		900523000009550	XXXXXX-XXXXXX-XXXXXX-18EBD	KW9-00001	STANDARD	FULFILLED

6. To view the keys details and key history, user can right click on that particular key and click on view key button.

9305	SEAH	RCH RESULTS				
Total Keys	ASSIG	IN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO P	MAP KEY TYPE DLP EXPORT MOVE TO INVER	EXPORT RESULT	T 📕
6861 FULFILLED	1.0	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
7 CONSUMED			XXXXXX-XXXXXXX-XXXXXXX-113BB	FQC-05607	MBR	RETURNED
28 RETURNED		90102918572456	XXXXXX-XXXXXXX-XXXXXXX-9C3A6	FQC-05607	MBR	FULFILLED
1		90102918572457	XXXXXX-XXXXXXX-XXXXXXX-XXXXXXX-32140	FQC-05607	MBR	FULFILLED
REPORTED RETURN		900523000009546	X0000(-X0000(-X0000(-X0000(-DD560	KW9-00001	STANDARD	RETURNED
ACTIVATION ENABLED		900523000009547	X0000(-X0000(-X0000(-X0000(-B5E75	KW9-00001	STANDARD	REPORTEDRETURN
1378 ASSIGNED		900523000009548	XXXXXX-XXXXXXX-XXXXXXX-4909C	KW9-00001	STANDARD	FULFILLED
10 MARKED FOR SUBMIT		900523000009549	XXXXXX-XXXXXXX-XXXXXXX-772E3	KW9-00001	STANDARD	FULFILLED
7 RETURN REJECTED		900523000009550	200001-200001-200001-200001-18	EY	STANDARD	FULFILLED
1008 PRODUCT BOUND		900523000009551	XXXXXX-XXXXXXX-XXXXXXX-807AC	KW9-00001	STANDARD	FULFILLED
PRODUCT BOUND		900523000009553	XXXXXX-XXXXXXX-XXXXXXX-8CF55	KW9-00001	STANDARD	RETURN REJECTED
		900523000009554	XXXXXX-XXXXXXX-XXXXXXX-EEEBB	KW9-00001	STANDARD	RETURN REJECTED
		900523000009555	30000K-30000X-30000K-30000X-EA5D6	KW9-00001	STANDARD	RETURN REJECTED
		90052300009556	XXXXX-XXXXXX-XXXXXX-AA8DC	KW9-00001	STANDARD	FULFILLED

7. After clicking View key button, key details screen will popup and user can see key details of that particular DPK.

			KEY ID : 3126	245			×			
9305 Total Keys	SEARCH RESULTS		KEY DETAILS KEY HISTORY		DRY			WE TO INVENTORY	EXPORT RESULT	:=
6861		- HOR	Standard	Fulfille	ed	15/09/2018				
FULFILLED	•	MS PRODUCT K	KEY TYPE	KEY STATUS		FULFILL DATE		:eR	KEY TYPE	KEY STATUS
7 CONSUMED		90102918572455	PRODUCT KEY ID		126245				MBR	RETURNED
28 RETURNED		90102918572456	PRODUCT KEY	7	72E3 W9-00001	-30000(-30000(-	VIEW KEY		MBR	FULFILLED
1 REPORTED RETURN		90102918572457	NUMBER HARDWARE HAS	н					MBR	FULFILLED
5 ACTIVATION ENABLED		90052300000954	OEM PO NUMBER SERIAL NUMBER CALL OFF REFERE	RIAL NUMBER ALL OFF REFERENCE JMBER ICROSOFT ORDER 11017078		1101707887			STANDARD	RETURNED
1378 ASSIGNED		90052300000954	NUMBER MICROSOFT ORD NUMBER						STANDARD	FULRILLED
10 MARKED FOR SUBMIT		90052300000954	PC MODEL / SKU NUMBER Label Name						STANDARD	FULFILLED
7 RETURN REJECTED		90052300000955							STANDARD	FULFILLED
1008 PRODUCT BOUND		900523000009551	0000	0(-X0000(-X000)	X-XXXXXX-807/	AC	KW9-00001		STANDARD	FULFILLED
		900523000009553	2000	0(-30000(-3000)	X-XXXXXX-8CF	55	KW9-00001		STANDARD	RETURN REJECTED
		900523000009554	0000	XXXXXX	X-XXXXX-EEEE	18	KW9-00001		STANDARD	RETURN REJECTED
		900523000009555	2000	06-300006-30000	X-XXXXXX-EAS	D6	KW9-00001		STANDARD	RETURN REJECTED
		900523000009556	X000	0(-30000(-3000)	X-XXXXX-AA8	DC	KW9-00001		STANDARD	FULFILLED

8. On clicking key history tab, user can see the history of that key with status and available with.

			KEY ID : 3126	245		×				
9305		CH RESULT	KEY DETAILS	KEY HISTORY						:=
Total Keys	ASSIG	N RECALL	TIMELOG	ACTION	AVAILABLE WITH	~	OVE TO INVENTORY	EXPORT RESULT		
6861 FULFILLED	•	MS PRODUCT P	09/24/2018 10:00 AM	Fulfilled	Microsoft Corporation - OEM Internal	- 1	BER	KEY TYPE	KEY STATUS	
7 CONSUMED		9010291857245	09/24/2018 10:00 AM	Assigned	Microsoft Corporation - OEM Internal			MBR	RETURNED	
28 RETURNED		90102918572456	09/24/2018 9:55 AM	Assigned	khkuma_laboem1_dev-dig			MBR	FULFILLED	
1		90102918572457	09/24/2018 9:53 AM	Fulfilled	Microsoft Corporation - OEM Internal			MBR	FULFILLED	
REPORTED RETURN 5		9005230000095	09/24/2018 9:53 AM	Assigned	Microsoft Corporation - OEM Internal			STANDARD	RETURNED	
ACTIVATION ENABLED		9005230000095	09/19/2018 6:27 AM	Assigned	khkuma_laboem1_dev-dig			STANDARD	REPORTEDRETURN	
1378 ASSIGNED		9005230000095	09/18/2018 7:50 AM	FFKI Consumed	khkuma_laboem1_dev-dig			STANDARD	FULFILLED	
10 MARKED FOR SUBMIT		9005230000095	09/18/2018 7:20 AM	FFKI Consumed	khkuma_laboem1_dev-dig	-1		STANDARD	FULFILLED	
7 RETURN REJECTED		9005230000095	09/18/2018 6:00 AM	FFRI Fulfilled	khkuma_laboem1_dev-dig			STANDARD	FULFILLED	
1008 PRODUCT BOUND		9005230000095	09/18/2018 0:59 AM	Assigned	khkuma_laboem1_dev-dig			STANDARD	FULFILLED	
		9005230000095	09/17/2018 10:38 AM	Assigned	Microsoft Corporation - OEM Internal			STANDARD	RETURN REJECTED	
		9005230000095						STANDARD	RETURN REJECTED	
		9005230000095	55 X00	001-300001-300001-30000	C-EASD6 KW9-00001			STANDARD	RETURN REJECTED	
		9005230000095	56 XXO	00(-30000(-30000(-30000	CAA8DC KW9-00001			STANDARD	FULFILLED	
		0005330000005	E7		C EDD 43 KIARD 00003			CTANDARD	DURDELTD.	

8 DIGITAL ATTACH

Description:

Digital Attach (DA) is a flexible, cloud-based service that entitle select Microsoft Store Products to OEM devices. The ability for Device Partners to bundle devices and content, such as media, games, subscriptions and digital currency without the need for tokens, custom images, or long lead times, will decrease time to market and increase device flexibility. Digital Attach can be leveraged for Windows, Games & Apps, Game Pass, and eligible 3rd party offerings.

Tip tool

Allows the partners to add the store products to the label and inventory

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.

Microsoft		DE	<u> </u>	4 00	2 ŵ	?
MICROSOFT AGREEMENT 5200002693	UPLEVEL MICROSO DOWNLEVEL 11	DFT	(Dest	33143 Total Keys	7042 Fulfilled Keys	503 Returned Keys
MDOS Lab OEM5		Orders 🗸	Inventory Manager	ment 🗸 Reporting	Key 🗸 🛛 Business	Administration 🗸
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	40000 35000					_
33143	30000 25000					
KEYS	20000 15000					
	10000 5000					
7042 2	June	July	August	September	October	Nove

3. From the Reporting Key menu, select Digital Attach.

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MICROSOFT AGREEMENT 5200002 V	UP LEVEL DOWN LEVEL	MICROSOFT]		Test	33143 Total Keys	7042 Fulfilled Keys	503 Returned Keys
MDOS Lab OEM5			Orders 🗸	Inventory Ma	nagement 🗸	Reporting Key 🔺	Business A	dministration 🗸
Your dashboard data was last updated: 2019-11-1	13 10:33:37.Please refresh t	he page if data	is not update	ł.	•	Report Keys		
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4. Digital Attach page will display all the store products available for the partner.

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MICROSOFT AGREEMENT 5200802593	UP LEVEL DOWN LEVEL	MICROSOFT 11			8143 militays	7042 Fullied Keys	503 Returned Keys
MDOS Lab OEM5				Orders 🛩 Invent	ory Management	✓ Reporting Key ✓	Business Administration
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PART NUMBER	ORDERABILITY EN 12/13/2019	m		SEARCH		R	1517
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	9 S Part No AAA-66928 Order Date. 10/14/2019 - 12/13/2019	2 5 Part No.AAA-66929 Order Date. 10/14/2019 - 12/13/2019	19.99 S Part No. AAA-66033 Order Date. 30/14/2019 - 12/13/2019	Part No. AAA-66934 Order Date. 10/14/2019 - 12/13/201	7 \$ 9	Part No. AAA-66935 Order Date. 10/14/2019 - 12/13/2	
		< Z	1 4 >				
	ENTER LABEL NAME	DEFAULT-LABEL-2					
	CLEAR			CREATE GROUP LABEL		NAVIGATE TO B	UNDLE KEYS
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5. Select the store products for which you want to create group label.

0 \$ Part No.AAA-66921 Order Date. 10/14/2019 - 12/13/2019	0 \$ Part No AAA-66922 Order Date. 10/14/2019 - 12/13/2019	0 \$ Part No. AAA-66923 Order Date. 10/14/2019 - 12/13/2019	5 \$ Part No. AAA-66925 Order Date. 10/14/2019 - 12/13/2019	19 \$ Part No. AAA-66926 Order Date. 10/14/2019 - 12/13/2019
9 \$ Part No. AAA-66928 Order Date. 10/14/2019 - 12/13/2019	2 \$ Part No. AAA-66929 Order Date. 10/14/2019 - 12/13/2019	19.99 \$ Part No. AAA-66933 Order Date. 10/14/2019 - 12/13/2019 2 3 4 \$	7 \$ Part No AAA-66934 Order Date. 10/14/2019 - 12/13/2019	4 \$ Part No AAA-66935 Order Date. 10/14/2019 - 12/13/2019
NTER LABEL NAME	DEFAULT-LABEL-2			
CLEAR		С	REATE GROUP LABEL	NAVIGATE TO BUNDLE KEYS

6. Enter the label name and click of "Create group label and add to inventory". The selected store product(s) will be added to the label and to the inventory.

By default, Default label name will be displayed.

ENTER LABEL NAME	INVENTORY_STOREPRODCUTS		
CLEAR		CREATE GROUP LABEL	NAVIGATE TO BUNDLE KEYS

7. Once the label is created, a successful message will display in green banner.

MDOS Lab OEM5	Orders 🗸	Inventory Management 🗸	Reporting Key 🗸	Business Administration 🗸
Label with Store Product(s) is successfully saved to Inventory.				×
Digital Attach				Digital Attach

PART NUMBER	~	ORDERABILITY 12/13/201			SEARCH	RESET
		0 \$ Part No AAA-66921	0 \$ Part No AAA-66922	0 \$ Part No AAA-66923	5 \$ Part No AAA-66925	19 \$ Part No AAA-66926
AULT-LABEL-1		Order Date. 10/14/2019 - 12/13/2019	Order Date. 10/14/2019 - 12/13/2019	Order Date. 10/14/2019 - 12/13/2019	Order Date. 10/14/2019 - 12/13/2019	Order Date. 10/14/2019 - 12/13/2019
		9 \$ Part No AAA-66928 Order Date. 10/14/2019 - 12/13/2019	2 \$ Part No AAA-66929 Order Date. 10/14/2019 - 12/13/2019	19.99 \$ Part No AAA-66933 Order Date. 10/14/2019 - 12/13/2019	7 \$ Part No AAA-66934 Order Date. 10/14/2019 - 12/13/2019	4 \$ Part No AAA-66935 Order Date. 10/14/2019 - 12/13/2019
		-		2 3 4 >		
		CLEAR	EFAULT-LABEL-2	o	EATE GROUP LABEL	NAVIGATE TO BUNDLE KEYS
acy Statement			© 2016. All Rights Reserve	d		

8.8.1 SYNC STORE PRODUCTS

As soon as the we land on the 'Digital attach' page, it fetches the latest store the products available in DOC portal for the selected business and shows it in the screen.

		UP LEVEL	MICROSOFT		۲	224	42	7042	503
MICROSOFT AGREEMENT \$200002693	\sim	DOWN LEVEL	11		Test	331 Totel /		7042 Fulfilled Keys	503 Returned Keys
IDOS Lab OEM5						Orders 🗸 Inventory	Managemen	t 🗸 Reporting Key 🗸	Business Administratio
gital Attach									Digital Atta
PART NUMBER	~	ORDERABILITY END DAT	ε 		SEA	RCH		R	ISET
iter Label DEFAULT-LABEL-1	Order I	0 S Date: 0019 - 12/13/2019	Part No AAA-66922 Order Date. 10/14/2019 - 12/13/2019	0 S Part No.AAA-66923 Order Date. 10/14/2019 - 12/13/2019		Part No.AAA-66925 Order Date. 10/14/2019 - 12/13/2019	55	Part No. AAA-66926 Order Date. 10/14/2019 - 12/13/2	195
	Order I	AAA-66928	Part No. AAA-66929 Order Date. 10/14/2019 - 12/13/2019	Part No. AAA -66933 Order Date. 10/14/2019 - 12/13/2019	-	Part No. AAA-66934 Order Date. 10/14/2019 - 12/13/2019	/3	Part No AAA-66935 Order Date. 10/14/2019 - 12/13/2	
			< 1	3 4 >					
	ENTER LABE	DEFA	ULT-LABEL-2						
	CLEA	R			CREA	TE GROUP LABEL		NAVIGATE TO BL	INDLE KEYS
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8.8.2 SEARCH STORE PRODUCTS

 $\label{eq:partner} \ensuremath{\mathsf{Partner}}\xspace \ensuremath{\mathsf{can}}\xspace \ensuremath{\mathsf{store}}\xspace \ensuremath{\mathsf{parameters}}\xspace \ensuremath{\mathsf{store}}\xspace \ensuremath{\mathsf{parameters}}\xspace \ensuremath{\mathsf{store}}\xspace \ensuremath{\mathsf{$

- a. Order ability end date
- b. Part number
- c. Part description

Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.co.microsoft.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/tage Image: Source of the https://paptage-digital/paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paptage-digital/paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paperations.com/#/More/HoneRHoducticG. Image: Source of the https://paper	🖻 🖅 Welcome to MDOS 🛛 🗙 🕂 🗸						- 6	× 8
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MICROSOFT AGREEMENT 520002693 DOWNLEVEL 11 Image: Source of the source o	💾 Microsoft				Q D	ළ @	?	.
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	MDOS Lab OEM5			Orders 🗸 Inventor	y Management 🗸 🛛 Report	ng Key 🗙 🛛 Business	Administration	~
Part Number 12/13/2019 SEARCH NESE1 Part Description Part Description Part No.AAA-66925 Part No.AAAA	Digital Attach						Digital Attac	h
Part Description Part Description Part No. AAA-6692 Part No. AAA-66	PART NUMBER				SEARCH	RE	SET	וו
INVENTORY_STORE PRODUCTS 05 05 05 05 55 19 05 INVENTORY_STORE PRODUCTS	Part Number							-1
INVENTORY_STOREPRODCUTS *** Part No AAA-66921 Part No AAA-66922 Part No AAA-66923 Part No AAA-66925 Part No AAA-66926	Part Description							
DEFAULT-LABEL-1 ••• Order Date. Order Date. Order Date. Order Date. 10/14/2019 <td></td> <td>Part No AAA-66921 Pa Order Date. Or 10/14/2019 - 10,</td> <td>rt No.AAA-66922 der Date. /14/2019 -</td> <td>Part No.AAA-66923 Order Date. 10/14/2019 -</td> <td>Part No.AAA-66925 Order Date. 10/14/2019 -</td> <td>Order Date. 10/14/2019 -</td> <td></td> <td></td>		Part No AAA-66921 Pa Order Date. Or 10/14/2019 - 10,	rt No.AAA-66922 der Date. /14/2019 -	Part No.AAA-66923 Order Date. 10/14/2019 -	Part No.AAA-66925 Order Date. 10/14/2019 -	Order Date. 10/14/2019 -		
9 \$ 2 \$ Put No AAA-66928 Put No AAA-66929 Put No AAA-66939 Put No AAA-66939 Put No AAA-66934 Put No AAA-66935 Put No AAA-66935 Put No AAA-66935 Put No AAA-66934 Put No AAA-66935 Put No AA	Dújany Statement	Part No. AAA-66928 Part Order Date. Or	rt No.AAA-66929 der Date.	Part No. AAA-66933 Order Date.	Part No.AAA-66934 Order Date.	Order Date.		

Step-by-Step:

1. Enter the search parameter (for example- orderability end date) and click search button.

IDOS Lab OEM5				Orders 🗸 Invent	tory Management 🗸	Reporting Key 💙	Business Administratio
gital Attach							Digital Att
PART NUMBER	~	ORDERABILITY E			SEARCH		RESET
IVENTORY_STOREPRODCUTS		0 \$ Part No.AAA-66921	0 \$ Part No. AAA-66922	0 \$ Part No.AAA-66923	Part No.AAA-66		19 \$ No. AAA-66926
EFAULT-LABEL-1	1	Order Date. 10/14/2019 - 12/13/2019	Order Date. 10/14/2019 - 12/13/2019	Order Date. 10/14/2019 -	Order Date. 10/14/2019 - 12/13/2019	10/14	r Date. //2019 -
		12/13/2019	12/13/2019	12/13/2019	12/13/2019	12/1:	/2019
		9 \$ Part No AAA-66928	2 \$ Part No AAA-66929	19.99 \$ Part No. AAA-66933	Part No.AAA-66	7 \$ 5934 Part	4 \$ No. AAA-66935
		9\$	2 \$	19.99 \$		7 \$ 5934 Part Orde	4 \$

2. You will see the store products only for the selected orderability end date.

PART NUMBER	\sim	ORDERABILITY END DATE 12/10/2019		SEARCH	RESET
		12/10/2019	m		
		0.5	0\$	5\$	19 \$
/ENTORY_STOREPRODCUTS		Part No.AAA-66921 Part No.AAA-66922		Part No.AAA-66925	Part No.AAA-66926
		Order Date. Order Date.	Order Date.	Order Date.	Order Date.
FAULT-LABEL-1		10/14/2019 - 10/14/2019 - 12/13/2019 12/13/2019	10/14/2019 - 12/13/2019	10/14/2019 - 12/13/2019	10/14/2019 - 12/13/2019
		9 \$ Part No.AAA-66928 Part No.AAA-66929	2 \$ 19.99 \$ 9 Part No.AAA-66933	7 \$ Part No. AAA-66934	4 \$ Part No. AAA-66935
		Order Date. Order Date.	Order Date.	Order Date.	Order Date.
		Order Date. Order Date.	order Date.	Order Date.	
		10/14/2019 - 10/14/2019 -	10/14/2019 -	10/14/2019 -	10/14/2019 -

8.8.3 DELETE/EDIT LABEL:

Partner can delete or edit the labels from the list of group labels.

FILTER LABEL	
	PRODU
DEFAULT-LABEL-1	Delete
DEFAULT-LABEL-10	
DEFAULT-LABEL-8	
TEST 2	
DEFAULT-LABEL-7	
KAVITA LABEL 2	
DEFAULT-LABEL-6	
DEFAULT-LABEL-5	

Select the label which you want to delete or rename.

- a. To edit click on edit button.
- b. Enter the new label name and click on save button.

EDIT LABEL NAME		
Enter label name :	INVENTORY_STOREPRODUCTS	
CANCEL		SAVE

- c. To delete label, click on delete button.
- d. A popup confirmation box will appear, click on delete button to confirm delete option.

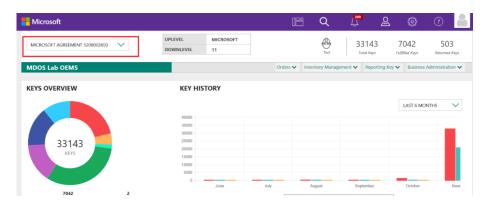
DELETE LABEL NAME			
Are you sure you want to	o delete label INVENTO	DRY_STOREPRODUCTS ?	
CANCEL		DELETE	
0	wn in green for succes	sful deletion of the selected label.	
Label Deleted successfullyl Dynamic Store			Dynamic Store
	DRDERABILITY END DATE 10/31/2018	SLARCH RESET	
FILTER LABEL		Click 'Refresh' icon to reloa	d store products

8.8.4 DELETE THE STORE PRODUCTS ADDED UNDER LABEL

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. From the Reporting Key menu, select Digital Attach.

- Microsoft			Q 4	ළ	ŝ	0		
MICROSOFT AGREEMENT 5200002 V	UP LEVEL MICROSOFT DOWN LEVEL 11	-	Test	33143 Total Keys	7042 Fulfilled Keys	503 Returned Keys		
MDOS Lab OEM5		Orders 🗸 Inven	tory Management 🗸	Reporting Key 🖍	Business Ad	ministration 🗸		
Your dashboard data was last updated: 2019-11-	13 10:33:37.Please refresh the page if data	is not updated.	۵	Report Keys				
KEYS OVERVIEW	KEY HISTORY			OHR Update Digital Attach				
			*	Bundle Keys	LAST 6 MC	onths 🗸		
	40000		±.	Offline Export				
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33143	25000							
KEYS	15000							
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	5000				_	_		
	0 June	July	August	Septem	ber	October		
Privacy Statement	© 2016. All Rigi	nts Reserved						

4. Digital Attach page will display all the store products available for the partner.

MICROSOFT AGREEMENT 5200002693	UP LEVEL DOWN LEVEL	MICROSOFT 11		Q 33143 Tet Intel Key	7042	503 Returned Kess
MDOS Lab OEM5				Orders 🗸 Inventory Mar	agement 🗸 Reporting Key 🗸 Bu	siness Administration 🗸
igital Attach						Digital Attach
PART NUMBER SEARCH VALUE	ORDERABILITY 12/13/201			SEARCH	RESET	
or Lod SCARCE-LABL-1	- Part 10: AAA 49821 Order Calos: 10;14/2019 - 12;13/2019 Part 10: AAA 49828 Order Date: 10;14/2019 - 12;13/2019	Part No AAA-66922 Order Date. 10/14/2019 - 12/13/2019	Port 10: AAA.66923 0.5 Order Dolle. 0.9/4/2019 - 12/12/2019 V/3/2019 - 12/12/2019 19/09 5 Order Dolle. 19/04/2019 - 12/12/2019	Part No.AAA-68925 Order Date. 10/14/2019 - 12/13/2019	5 S Purt 11:0.4AA-66928 Childrei Dalle, 10/14/2019 - 12/13/2019 7 S Purt 11:0.4AA-66935 Childrei Dalle, 10/14/2019 - 12/13/2019	195 45
	ENTER LABEL NAME	CEFAULT-LABEL-2	1 4 2			
	CLEAR			CREATE GROUP LABEL	NAVIGATE TO BUNDL	E KEYS

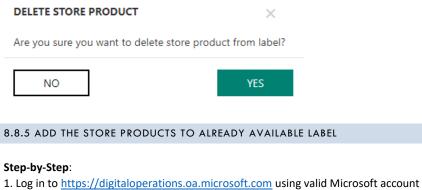
5. Select the label out of the list of labels from which you want to delete store products.

+ ADD GROUP LABEL STORE PRODUCTS	PQRefresh PTK DSB 1	PQRefresh PTK DSB 2				
ILTER LABEL	Part No.AAA-66941 Order Date. 10/16/2018 - 10/16/2018	Part No.AAA-66942 Order Date. 10/16/2018 - 10/16/2018	#	+		
DEFAULT-LABEL-11 ··· ^			-			
DEFAULT-LABEL-10 ···						
DEFAULT-LABEL-8 ···						
rest 2 ····						
DEFAULT-LABEL-7 ···						
CAVITA LABEL 2						
DEFAULT-LABEL-6 ···						
DEFAULT-LABEL-5 ···						
DEFAULT-LABEL-4						

6. Click on delete icon into the store product you want to delete.

Dynamic Store		Dynamic Store
ADD CHOLIP LABEL STORE PRODUCTS PLYTER LABEL- DEFAULT-LABEL-11 DEFAULT-LABEL-3 DEFAULT-LABEL-3 DEFAULT-LABEL-3 DEFAULT-LABEL-4 DEFAULT-LABEL-4 DEFAULT-LABEL-4 T	PORefreen PTK DS8 1 PORefreen PTK DS8 2 Purt No. AAA-66941 Purt No. AAA-66942 Order Date. Order Date. 10/16/2018 - 10/16/2018 Toths/2018 - 10/16/2018	
Privacy Statement	© 2018. Ali Rights Revened	

7. A confirmation window will pop up to confirm delete. Click yes.



credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.

Microsoft			16	<u> </u>	<mark>209</mark> ل	<u>&</u>	ŝ	?
MICROSOFT AGREEMENT 5200002693	UPLEVEL DOWNLEVEL	MICROSOFT 11		Test			7042 ulfilled Keys	503 Returned Keys
MDOS Lab OEM5			Orders 🗸	Inventory Manag	ement 🗸	Reporting Key N	Business /	Administration 🗸
KEYS OVERVIEW	KEY HIS	TORY						
							LAST 6 MO	NTHS 🗸
	40000							
	30000							
33143 KEYS	25000							
KETS	15000							
	5000							
7042 2		June	July	August	Sep	tember	October	Nove

3. From the Reporting Key, select Digital Attach.

Microsoft			Q	<mark>209</mark>	2	¢	?
MICROSOFT AGREEMENT 5200002 V	UP LEVEL MICROSOFT DOWN LEVEL 11		Te		33143 Total Keys	7042 Fulfilled Keys	503 Returned Keys
MDOS Lab OEM5		Orders 🗸 Inv	entory Manage	ment 🗸 🛛 R	eporting Key 🖍	Business A	Administration 🗸
Your dashboard data was last updated: 2019-	11-13 10:33:37.Please refresh the page if da	ata is not updated.		🕰 Rep	port Keys		
KEYS OVERVIEW	KEY HISTORY			_	R Update ital Attach		
				📾 Bur	ndle Keys	LAST 6 M	Months 🗸
	40000			1 Off	line Export		
	30000			△ Off	line Import		
33143 KEYS	20000						
	15000						
	5000						
	June	July		August	Septer	nber	October
Privacy Statement	© 2016. Al 1	Rights Reserved					

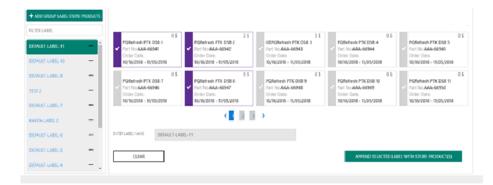
4. Digital Attach page will display all the store products available for the partner.

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MICROSOFT AGREEMENT 5200002693	UP LEVEL DOWN LEVEL	MICROSOFT 11		Test 33143	7042 503 Fulfiled Keys Returned Keys
MDOS Lab OEM5				Orders 🗸 Inventory Manag	gement 🗸 Reporting Key 🗸 Business Administration 🗸
Digital Attach					Digital Attach
PART NUMBER SEARCH VALUE	ORDERABILITY END DATE 12/13/2019			SEARCH	RESET
Instald 200425440:1 -	Order Date. 10/14/2019 - 12/13/2019 9 5 Part No. AAA-56928 Order Date.	Part No. AAA-66922 Crieder Date. 10 (74/2019 - 12/13/2019 Part No. AAA-66929 Crieder Date. 10 (74/2019 - 12/13/2019	Part His AAA-66823 0.5 Order Datis. 10.9 Toyl-4/2019 - 12/13/2019 13.99 S Part His AAA-66833 Order Datis. Toyl-4/2019 - 12/13/2019 13.99 S	Part No. AAA-66925 5.5 Order Date. 10//4/2019 10//4/2019 12/13/2019 Part No. AAA-66924 7.5 Order Date. 10/14/2019	Part No.AAA-66926 Order Date. 10/14/2019 - 12/13/2019
	EVITE LABL NAME DEFAULT	-LABEL-2			
	CLEAR			CREATE GROUP LABEL	NAVIGATE TO BUNDLE KEYS
Privacy Statement	_	@ 2215.43 Nights Reserved	_	_	

5. Select the label out of the list of labels in which you want to add products.

Dynamic Store					Dynamic Store
ACO GROUP LAREL STORE PRODUCTS FUTER LAREL DEFAULT-LAREL-10 DEFAULT-LAREL-2 DEFAULT-LAREL-2 DEFAULT-LAREL-5 DEFAULT-LAREL-5 DEFAULT-LAREL-4 DEFAULT-LAREL	POBHtush PTK DGB 1 Part tio AAA 66941 Order Date 10/15/2018 - 10/15/2018 10/15/2018 - 10/15/2018 10/15/2018	PORefevel PTK D08 2 Part Iso AAA5 6942 Order Date 10/16/2018 - 10/16/2018	+		
Privacy Statement		© 2016, All Rights Reserved		_	
5. Click on Add but		PQRefresh PTK DSB 1			
FILTER LABEL		Part No.AAA-66941 Order Date. 10/16/2018 - 10/16/2018	â	+	
DEFAULT-LABEL-11					
DEFAULT-LABEL-10					

7. Select the new products you want to add and click on Append selected label with store product(s)



Note: Already added store products will be disabled for selection and checked by default.

8. A message in green banner will appear on successful addition of new store products.

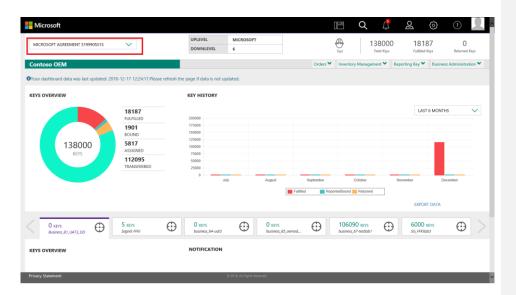
ynamic Store					Dynamic Store
+ ADD GROUP LABEL STORE PRODUCTS	PQRefresh PTK DSB 1 Part No.AAA-66941 Order Date. 10/16/2018 - 10/16/2018	PQRefresh PTK DS8 2 Part No. AAA-66942 Order Date. 10/16/2018 - 10/16/2018	PQRefresh PTK DS8 8 Part No AAA-66947 Crider Date. 10/16/2018 - 10/16/2018	+	
DEFAULT-LABEL-11 ···· DEFAULT-LABEL-10 ···· DEFAULT-LABEL-8 ····					
TEST 2 DEFAULT-LABEL-7					
KAVITA LABEL 2 ····					

8.8.6 BUNDLE BY QUANTITY

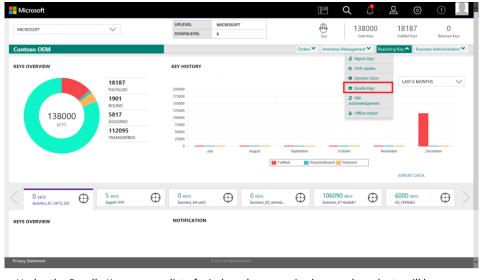
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. From the Reporting Key menu, select Bundle Keys.



4. Under the Bundle Keys page, a list of windows keys, service keys and products will be displayed. Partner can use search box to search the window keys, office keys and store product.

5. User will be able to see a dropdown selection list on Bundle Key Page. This selection list will have 2 options, namely : a) AFOLB and b) DIGITAL ATTACH . By default, AFOLB will remain selected.

MDOS Lab OEM5			Orders 🗸	Inventory	Management 💙	Reporting Key 🗸	Business /	Administration 🗸
Bundle Key	S					BY QUA	NTITY	BY KEYS
Note :Only unbundled wir	ndows keys can be bundled in bundle	by quantity. To re-bundle such k	eys please use bu	indle by key	/S.			
bundle keys from: Windows Keys	V-ANJANA	~	FILTER BY: Service K	(ey An	AFOLB	· · · · · · · · · · · · · · · · · · ·	<u>~</u>	
Search		Q.	Search		DIGITAL ATTA	КСН		Q
	ΝΟ ΠΑΤΑ ΓΟΙΙΝΠ			-	NO DA	TA FOUND.		

6. In AFOLB Filter, in Window Keys section, window keys of all eligible key states will be displayed for bundling. However, no Store Products will be displayed for bundling. User can only bundle window keys with service keys.

BUNDLE KEYS FROM:	MDOS LAB OEM5	\checkmark		FILTER BY:	AFOLB	\checkmark	
Windows Keys				Service Key	And Products		
Search			٩	Search			٩
PartNo. FQC-08797 PO No. OEM PO. No.STD_93_		PartNo. FQC-08797 PO No SDF DEM PO. No STD_11.26		7NM-00017 O36		M-00018 65P Sub OLC OA3 AFOLB EM	6
PartNo. KU9-00001 PO No. OEM PO. No ASDASD		PartNo. KU9-00001 PO No. DEM PO. No.	□ ^				
PartNo. KU9-00001 PO No.		PartNo. KU9-00001 PO No.			NO DATA	FOUND.	

7. Check the checkboxes in order to select the Windows keys and service keys. After selecting the required keys click on the Create Bundle button.

Windows Keys					Service Key And Products	
Search			c	a	Search Q	
PartNo. FQC-08797 PO No. OEM PO. No.STD_93_1610		PartNo. FQC-08797 PO No.SDF OEM PO. No.STD_11.26	× 1	^	7NM-00017 0365PSubOLCOA3AFO[B] 7NM-00018 0365P Sub OLC OA3 AFOLB EM 6	
PartNo. KU9-00001 PO No. OEM PO. No ASDASD	□ ^ . `	PartNo. KU9-00001 PO No. OEM PO. No.	□ ^			
PartNo. KU9-00001 PO No. OEM PO. No.	•	PartNo. KU9-00001 PO No. OEM PO. No.GDFGHDH	□ ^	~	NO DATA FOUND.	
_					CREATE BUNDLE	

8. After clicking the Create Bundle, a section Created Bundles will appear at the bottom of the page as shown below. In this section you can mention the Key count and click on the Save Bundle button to save the Bundle keys.

PartNo. KU9-00001 PO No. OEM PO. No.		PO No. OEM PO. No. PartNo. KU9-00001 PO No. OEM PO. No. GDFGHDH	↓ ↓ ↓		NO DATA FOUND.	
CREATED BUNDLE	FS					CREATE BUNDLE
WINDOWS KEYS		SERVICE KEYS		PART NUMBER	KEY COUNT	
VINDOWS KEYS PartNo.:FQC-08797 PO No.:SDF OEM PO. No.:STD_11.26 Available Keys:1		SERVICE KEYS 7NM-00018 0365P Sub OLC OA3 Available Keys.6	AFOLB EM	PART NUMBER		

PO No. OEM PO. No ASDASD	.~	PO No. OEM PO. No.	~				
PartNo. KU9-00001 PO No. OEM PO. No.	•	PartNo. KU9-00001 PO No. OEM PO. No. GDFGHDH	•	×		NO DATA FOUND	
							CREATE BUNDLE
CREATED BUNDLE	S						
CREATED BUNDLE	S	SERVICE KEYS			PART NUMBER	KEY COUNT	
	ES	SERVICE KEYS 7NM-00018 O365P Sub OLC OA3 / Available Keys 6	AFOLB EM		PART NUMBER	KEY COUNT	

9. Once the keys are bundled, a "Key(s) Bundle is successfully saved" message will briefly pop up in the green highlighted banner.

MDOS Lab OEM5	Orders 🗸	Inventory Management 🗸	Reporting Key 💙 🛛 Business Admi	inistration 🗸
Key(s) Bundle is successfully saved.				×
Bundle Keys			BY QUANTITY	BY KEYS
Note :Only unbundled windows keys can be bundled in bundle	by quantity. To re-bundle such keys please use b	undle by keys.		
BUNDLE KEYS MDOS LAB OEM5 FROM:	FILTER BY:	AFOLB	\checkmark	
Windows Keys	Service I	Key And Products		
Search	Q Search			Q
PartNo. FQC-08797 PO No. OEM PO. No. STD_93_1610 V OEM PO. No. STD_93_1610		O365PSubOLCOA3AFO	7NM-00018 O365P Sub OLC OA3 AFOLB EM	5
Privacy Statement				

10. In DIGITAL ATTACH filter, in Windows Keys section, only ACTIVATION ENABLED keys will get displayed for bundling. User can attach Windows key with Service key and store products.

BUNDLE KEYS FROM:	MDOS LAB OEM5	\sim		FILTER BY:	DIGITAL ATTACH	• ~	
Windows Keys				Service Key A	And Products		
Search			٩	Search			٩
PartNo. KU9-00001 PO No. OEM PO. No ASDASD	□ ^ . ·	PartNo. KU9-00001 PO No. OEM PO. No.	□ ^ ^ ✓	7NM-00017 O365P	PSubOLCOA3AFO_B2	7NM-00018 O365P Sub OLC OA3 AFOLB EM	5
PartNo. KU9-00001 PO No. OEM PO. No.	□ ^ •	PartNo. KU9-00001 PO No. OEM PO. No.TEST-BULK	· ·	AAA-66921		AAA-66922	
PartNo. KU9-00001 PO No. OEM PO. No.	□ ^ •	PartNo. KU9-00001 PO No.ROYALTY OEM PO. No.	□ ↓ ↓	AAA-66923		<u> 000-66925</u>	

11. Check the checkboxes in order to select the Windows keys, service keys and Store products. After selecting the required keys click on the Create Bundle button.

PO No. OEM PO. No. ASDASD	.~	PO No. OEM PO. No.	~	^	7NM-00017 O365PSubO	LCOA3AFO_B 2	7NM-00018 O365P Sub OLC OA3 AFOLB I	EM 5	
PartNo. KU9-00001 PO No. OEM PO. No.	□ ^ ~	PartNo. KU9-00001 PO No. OEM PO. No.TEST-BULK	7571						
PartNo. KU9-00001 PO No. OEM PO. No.	□ ^ •	PartNo. KU9-00001 PO No.ROYALTY OEM PO. No.	□ ^ •	ł	AAA-66921		AAA-66922		^
PartNo		PartNo		~	AAA-66923		AAA-66925		~
							CREA	TE BUNDLE	

12. After clicking the Create Bundle, a section Created Bundles will appear at the bottom of the page as shown below. In this section you can mention the Key count and click on the Save Bundle button to save the Bundle keys.

PartNo. KU9-00001 PO No. OEM PO. No.	□ ^ •	PartNo. KU9-00001 PO No.ROYALTY OEM PO. No.	□ ^	AAA-66921		AAA-66922		î
PartNo		PartNo		AAA-66923		AAA-66925		~
CREATED BUNDLI WINDOWS KEYS	ES	SERVICE KEYS			PART NUMBER	KEY COUNT	CREATE BUNDLE	
PartNo.:KU9-00001 PO.No.: OEM PO. No.:TEST-BULK Available Keys:7571		7NM-00018 O365P Sub OLC O Available Keys:5	A3 AFOLB EM		AAA- 66922	1		
							SAVE BUNDLE	ī,

13. Once the keys are bundled, a "Key(s) Bundle is successfully saved" message will briefly pop up in the green highlighted banner.

MICROSOFT AGREEMEN	r 5200002 💙	DOWN	ILEVEL	11		Test	33143 Total Keys	1042 Fulfilled Keys	SU3 Returned Keys
MDOS Lab OEM5					Orders 🗸	Inventory Management 🗸	Reporting Key 🗸	Business Ad	dministration 🗸
(ey(s) Bundle is successfully	saved.								
Bundle Key:	S						BY QU		BY KEYS
Note :Only unbundled win	dows keys can be b	undled in bundle by qu	uantity. To	re-bundle such	keys please use b	undle by keys.			
BUNDLE KEYS	MDOS LAB OEM5	~			FILTER BY:	DIGITAL ATTAC	н	\checkmark	
Windows Keys					Service I	Key And Products	6		
Search				٩	Search				٩
PartNo. KU9-00001 PO No. OEM PO. No ASDASD		PartNo. KU9-00001 PO No. OEM PO. No.			7NM-00017	O365PSubOLCOA3AFO_B2	7NM-00018 0365P Sub OLC 0	da3 afolb en	4

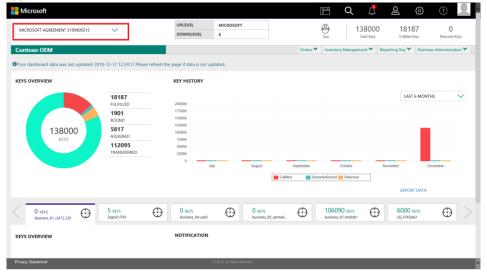
14. Partner can bundle any number of keys in MDOS, if the key count is more than 5000 keys, then MDOS will process the bundle in batches from the backend and submit it to Microsoft in batches.

8.8.7 BUNDLE BY KEYS

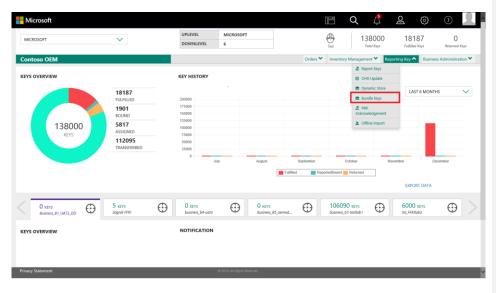
Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu in the upper left corner.



3. From the Reporting Key menu, select Bundle Keys.



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4. Under the Bundle Keys page, on clicking By Keys Tab, a list of windows keys, service keys and store products will be displayed under By Keys Tab.

5. User will be able to see a dropdown selection list on Bundle By Key Page. This selection list will have 2 options, namely : a) AFOLB and b) DIGITAL ATTACH . By default, AFOLB will remain selected.

MICROSOFT AGREEMENT 5200002		DC	DWNLEVEL	11			Test			7040 Fulfilled Keys	503 Returned Keys
MDOS Lab OEM5					Orders 🗸	Inventory Mana	gement 🗸	Repor	rting Key 🗸	Business A	dministration \checkmark
Bundle Keys									BY QUAI	NTITY	BY KEYS
BUNDLE KEYS FROM	AFOLB	~	FROM	#	то	#	SE	ARCH		RE	SET
	AFOLB	_									
Windows Keys	DIGITAL ATTAC	н		Service	e Keys				Store P	roduct	ts
		×	SEARCH			×	SEARCH				×

6. In AFOLB Filter, in Window Keys section, window keys of all eligible key states will be displayed for bundling. However, no Store Products will be displayed for bundling. User can only bundle window keys with service keys.

u	ndle Key	/S								BY QU	JANTITY	BY KEYS
	INDLE KEYS FROM		AFOLB	~	FROM		то	**	SEARC	н	R	ESET
V	Vindows K	leys				Service	e Keys			Store	Produc	ts
				×	SEARCH			×	SEARCH			×
	MS PKID	PART NO.	OEM PO. NO.	BUNDL	E	MS PKID	PART NO.	X OEM PO				×
	200000013964558	KU9-00001	KEY ORDER S	BUNDL STATUS TD - 1 Not 1	E 5 Bound	MS PKID 20000001- 20000001- 20000001-	4103634 7NM-00017					×
				BUNDL STATUS TD - 1 Not I TD - 1 Not I	E Bound Bound	200000014	4103634 7NM-00017 4103636 7NM-00017 3905363 7NM-00018	OEM PO SER SER SER		NC	DATA FO	

7. Check the checkboxes in order to select the Windows keys and Service keys.

After selecting the required keys click on the Create Bundle button.

	20000013964559	KU9-00001	KEY ORDER STD - 1	Not Bound		200000014103636	7NM-00017	SER	NO DATA FOUND.
	20000013964560	KU9-00001	KEY ORDER STD - 1	Not Bound		20000013905363	7NM-00018	SER	NO DATA FOOND.
	20000013964568	KU9-00001	AUTH USER	Not Bound		20000013905419	7NM-00018	STD_FORSELF- 93_1110_247AM	
_	20000015504500	105-00001	ORDER 1 ROYD	Hot bound	2	20000013905525	7NM-00018	STD 93_1610	
	20000013964569	KU9-00001	AUTH USER ORDER 1 ROYD	Not Bound		20000013905526	7NM-00018	STD 93 1610	
	20000013964570	KU9-00001	AUTH USER ORDER 1 ROYD	Not Bound		20000013303320		510_55_1010	
V	20000013964571	KU9-00001	ORDER 2 AUTH USER ROYD	Not Bound					
	20000013964572	KU9-00001	ORDER 2 AUTH USER ROYD	Not Bound					
	20000013964573	KU9-00001	ORDER 2 AUTH USER ROYD	Not Bound					
	200000013964578	KU9-00001	ORDER 2 AUTH USER ROYD	Not Bound					
	20000013964580	KU9-00001	ORDER 2 AUTH	Not Bound					
1	25 🗸	く 1 2	3 4 5	762	>				
									CREATE BUNDLE

8. After clicking the Create Bundle, a section Created Bundles will appear at the bottom of the page as shown below. In this section click on the Save Bundle button to save the Bundle keys.

USER ROYD		
200000013964573 KU9-00001 ORDER 2 AUTH Not Bound USER ROYD		
200000013964578 KU9-00001 ORDER 2 AUTH Not Bound USER ROYD		
200000013964580 KU9-00001 ORDER 2 AUTH Not Bound		
25 V < 1 2 3 4 5 762 >		
		CREATE BUNDLE
CREATED BUNDLES		
WINDOWS KEYS	SERVICE KEYS	PART NUMBER
MS PKId 200000013964571 PartNo: KU9-00001 OEM PO, No: ORDER 2 AUTH USER ROYD	MS PKid 200000013905525 7NM-00018	
	CLE	AR SAVE BUNDLE

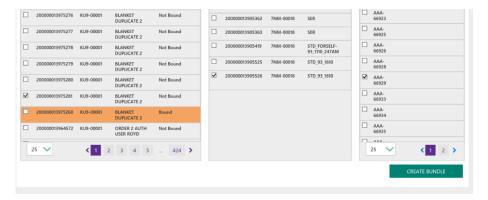
9. Once the keys are bundled, a "Key(s) Bundle is successfully saved" message will briefly pop up in the green highlighted banner.

MICROSOFT AGREEMENT 5200002 V	UPLEVEL DOWNLEVEL	MICROSOFT	Test	33143 7042 Total Keys Fulfilled Key	
MDOS Lab OEM5		Orders 🗸	Inventory Management 🗸	Reporting Key 🗸 Busines	s Administration 🗸
Key(s) Bundle is successfully saved.					×
Bundle Keys				BY QUANTITY	BY KEYS
BUNDLE KEYS FROM FILTER BY MDOS LAB OEMS V AFOLB	FROM	то	SE	ARCH	RESET
Windows Keys		Service Keys		Store Produ	cts
	× SEARCH		× SEARCH		×
	BUNDLE	MS PKID PA	RT NO. OEM PO. NO.		

10. In DIGITAL ATTACH filter, in Windows Keys section, only ACTIVATION ENABLED keys will get displayed for bundling. User can attach Windows key with Service key and store products.

	NDLE KEYS FROM		LTER BY	FROM		то 		SE	ARCH		RESET	
V	Vindows K	eys			S	ervice Key	5		9	Store	Products	
				× SEARCH				X SEARCH				
	MS PKID	PART NO.	OEM PO. NO.	BUNDLE STATUS		MS PKID	PART NO.	OEM PO. NO.	Г	PART NO.	PART DESCRIPTION	
	20000013975260	KU9-00001	BLANKET DUPLICATE 2	Bound		200000014103634	7NM-00017	SER		AAA-6693	1	
]	200000013975267	KU9-00001	BLANKET DUPLICATE 2	Not Bound		200000014103636	7NM-00017 7NM-00018	SER		AAA- 66922		
]	20000013975268	KU9-00001	BLANKET DUPLICATE 2	Not Bound		200000013905419	7NM-00018	STD_FORSELF-		AAA- 66923		
]	20000013975269	KU9-00001	BLANKET DUPLICATE 2	Not Bound		20000013905526	7NM-00018	93_1110_247AM STD_93_1610		AAA- 66925		
		KU9-00001	BLANKET	Not Bound						AAA-		

11. Check the checkboxes in order to select the Windows keys, service keys and Store products. After selecting the required keys click on the Create Bundle button.



12. After clicking the Create Bundle, a section Created Bundles will appear at the bottom of the page as shown below. In this section click on the Save Bundle button to save the Bundle keys.

2000001397	281 KU9-00001	BLANKET DUPLICATE 2	Not Bound			66939 AAA-		
2000001397	260 KU9-00001	BLANKET DUPLICATE 2	Bound			66940		
2000001396	572 KU9-00001	ORDER 2 AUTH USER ROYD	Not Bound			AAA-66941		
25 🗸	< 1	2 3 4 5	_ 424 >	-		25 🗸	< 1	2 >
							CREATE BUN	DLE
							CREATE BUN	DLE
CREATED I	UNDLES				SERVICE KEYS	_		DLE
WINDOWS KEYS					SERVICE KEYS		PART NUMBER	DLE
MINDOWS KEYS MS PKId:20000 PartNo.:KU9-0	013975281	TE 2			SERVICE KEYS MS PKci 20000013905526 7NM-00018			DLE
MINDOWS KEYS MS PKId:20000 PartNo.:KU9-0	013975281	TE 2			MS PKId:200000013905526		PART NUMBER	DLE

13. Once the keys are bundled, a "Key(s) Bundle is successfully saved" message will briefly pop up in the green highlighted banner.

MDOS Lab OEM5	Orders 🗸 Invento	ry Management 🗸 Reporting Key 🗸	Business Administration 🗸
Key(s) Bundle is successfully saved.			×
Bundle Keys		BY QUA	ANTITY BY KEYS
BUNDLE KEYS FROM FILTER BY FROM DIGITAL ATTACH V	то	SEARCH	RESET
Windows Keys	Service Keys	Store I	Products
× SEARCH		X SEARCH	×
BUNDLE MS PKID PART NO. OEM PO. NO. STATUS	MS PKID PART NO.	OEM PO. NO. PART NO.	PART DESCRIPTION

14. Keys that are already bundled will be displayed in Orange color for the partners to differentiate between bundled and unbundled keys.

8.8.8 PRODUCT BOUND STATUS

Tip Tool: Once the windows keys bundled with service keys (office keys), on successful bundle, the status of the service keys will change to Product Bound.

Step-by-Step:

- 1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.
- 2. From the dashboard view, select the business from the Business dropdown menu.

Microsoft MICROSOFT AGREEMENT 5199905515	~	UPLEVEL	MICROSOFT 6			28000 181 Etel Keys		(eys
Contoso OEM				Orders 🌱	Inventory Managem	ent Y Reporting Key	Business Administrat	ion ¥
Offour dashboard data was last updated: 201 KEYS OVERVIEW 138000 KLYS	18187 RUGHLD 1901 BOUND 5817 ASSORD 112095 TRANSFERRED	Repage if data is not upo		Soptimiter	October NotestBound Returned	November	ST 6 MONTHS	
O KEYS Ausiness_B1_UAT3_DD	5 KEYS Sagnik FFKI	O KEYS business_b4-uat3		s s_B5_oemod	106090 KEVS business_b7-testfab1	6000 SG_FFK		
KEYS OVERVIEW		NOTIFICATION						
								~

- 3. Click on the search icon in the top navigation bar.
- 4. Partner can select the Product Bound state from key status box.

Microsoft	\checkmark	UPLEVEL MICROS DOWNLEVEL 6	OFT		8184 0 tilled Keys Returned Keys
Contoso OEM				Orders ¥ Inventory Management ¥ Reporting	Key 🌱 Business Administration 🌱
MICROSOFT FULFILLED DATE	KEY TYPE	OEM PO NUMBER	CALL OFF REFERENCE		
FROM -	KEY TYPE	Eg: BulkKeys_20_PO_No	Eg:1000089787877	OEM OPTIONAL INFO	RESET
	KEY STATUS	DEM PART NUMBER	MICROSOFT ORDER NUMBER		(and a second s
MICROSOFT FULFILLED DATE	Marked For Return	Eg: BulkKeys_20_Part_No	Eg: 1018703841	ADVANCED SEARCH	
то		LICENSABLE PART NUMBER	MS PRODUCT KEY ID		SEARCH
	Marked For Submit	Eg: FQC-0000	Eg:8000009090909	OEM RMA DATE +	
	Notified Bound				
	Product Bound				
	Reported Bound				
	Received Rokers				

5.Partner can also verify if the service keys are product bound in the search results using column 'Key Status' which will display product bound state if they are bundled in MDOS.

	SEARC	H RESULTS										
	ASSIGN	RECALL RETURN	REPORT	EXPORT	OHR OPTIONAL	INFO	MAP KEY TYPE	DLP EXPORT	MOVE TO INVENTOR	EXPORT RES	ιτ	
	– M	S PRODUCT KEY ID	PROE	DUCT KEY			LICENS	GABLE PART NUM	MBER	KEY TYPE	KEY STATUS	
	29	75301004326	2000	X-XXXXX	XX000X-X000X		269-16	965		SERVICE	PRODUCT BOUND	
	29	61048219571	2000	X-X00XX-X00	XX000K-XX000K		7L4-00	013		SERVICE	PRODUCT BOUND	
											<	>
acy Statement				0	2016. All Rights Reserved	:						

8.8.9 VIEW BIND KEY(S) STATUS ON THE SEARCH SCREEN

Tip Tool: Once windows keys are successfully bundled with service keys (office keys), partners can check the Bind Status in Search.

Step-by-Step:

- 1. Log in to https://digitaloperations.oa.microsoft.com using valid Microsoft account credentials.
- 2. From the dashboard view, select the business from the Business dropdown menu.

Microsoft					E Q	් සි	<u>ې</u>	<u> </u>
MICROSOFT AGREEMENT 5199905515	\sim	UPLEVEL	MICROSOFT		⊕ 1	38000 1	8187 0	
Michosof Pronzement 315530315	·	DOWNLEVEL	6				uffilled Keys Returned	Keys
Contoso OEM				Orders	Inventory Manager	nent 🌱 🛛 Reporting K	ey 🌱 🛛 Business Administra	tion 🌱
OYour dashboard data was last updated: 20	018-12-17 12:24:17.Pleas	erefresh the page if data is not up	dated.					
KEYS OVERVIEW		KEY HISTORY						- 1
	18187 FULFILLED	200000					LAST 6 MONTHS	~
	1901 BOUND	175000 150000						- 1
138000 KEYS	5817 ASSIGNED	125000 100000 75000						
	112095 TRANSFERRED	50000 25000						- 1
		0 Ju	ly August	September	October	November	December	
				Fulfiled R	eportedBound 🚃 Returned			
						8	EXPORT DATA	_
O KEYS Business_B1_UAT3_DD	5 KEYS Sagnik FFKI	0 KEYS business_b4-uat3	O KEYS business	B5_coemod	106090 KEYS business_b7-testlab1		DOO KEYS	$>$
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement			© 2016. All Rights Reserved					~

3. Click on the search icon in the top navigation bar.

4. Enter search criteria, such as Key Status, Key Type, Assigned To, MS Fullfilled Date, OEM RMA Date, etc., and click on the SEARCH button.

			DOWNLEVEL 6			Tes		Total Keys		Fulfilled Key	
ONTOSO OEM	KEY TYPE		OEM PO NUMBER	CALL OFF REI	FDFNCF	Orders •	Inventory Ma	inagement 👻	Keportin	g Key 🌱	Business Administration
FROM	KEY TYPE	\sim	Eg: BulkKeys_20_PO_No	Eg:100008			DEM OPTIONAL	. INFO	+		RESET
	KEY STATUS		OEM PART NUMBER	MICROSOFT	DRDER NUMBER						NEACT
MICROSOFT FULFILLED DATE	KEY STATUS	\sim	Eg: BulkKeys_20_Part_No	Eg: 10187	23841		ADVANCED SEA	RCH	+		
то	SELECT DLP		LICENSABLE PART NUMBER	MS PRODUCT	KEY ID						
	ASSIGNED TO	\sim	Eg: FQC-0000	Eg:800000	9090909		DEM RMA DATI		+		

- 5. Search results will display all the keys based on the search criteria.
- 6. Click on the more option button as highlighted in red box in the below screenshot.

1	SEARCH RESULTS				
Total Keys	ASSIGN RECALL RETURN RE	PORT EXPORT OHR OPTIONAL INFO MAP K	Y TYPE DLP EXPORT MOVE TO INVENTORY	EXPORT RESULT	
1 FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS
	899901251637565	30000X-30000X-3000XX-3000XX-VRRHH	KW9-00458	STANDARD	FULFILLED
					<
icy Statement		@ 2016. All Rights Reserved		_	_

7. Select the Bind Status option from the side bar.

1 FULFILLED	 MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	CALL OFF REFERENCE	^
	899901251637565	XXXXX-30XXX-30XXX-30XXX-VRRHH	KW9-00458	STANDARD	OEM Part Number	
					Customer Line Number	
					OEM RMA Number	
					OEM RMA Date	11
					Order Line Number	
					Hardware Id	
					Site Name	
					BIND STATUS	~

8. Once partner selects the Bind Status, partner will be able to see the Bind Status against that key.

3	SEARCH RESULTS					
3 Total Keys	ASSIGN RECALL RETURN REP	PORT EXPORT OHR OPTIONAL INFO MAP KEY T	YPE DLP EXPORT MOVE TO INVENTORY	EXPORT RESULT		
3 FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS	BIND STATUS
	2961048219691	30000X-30000X-30000X-30000X-30000X	7L4-00013	SERVICE	FULFILLED	FALSE
	3258505488825	100007-100007-100007-200007-290030	KW9-00004	STANDARD	FULFILLED	FALSE
	899901251637565	300000X-300000X-300000X-300000X-VR894HH	KW9-00458	STANDARD	FULFILLED	FALSE
						< 🗖 >

8.8.10 RETURN STORE PRODUCTS

Tip Tool: Once the windows keys bundle with store products, partner can return the store products alone without returning windows keys.

Step-by-Step:

1. Log in to <u>https://digitaloperations.oa.microsoft.com</u> using valid Microsoft account credentials.

2. From the dashboard view, select the business from the Business dropdown menu.

MICROSOFT AGREEMENT 5199905515	~	UPLEVEL MIC DOWNLEVEL 6	CROSOFT				(i) 18187 O Fulfilied Keys Returne	
Contoso OEM				Orders ¥	Inventory Manage	ment Y Reporting	Key 🌱 Business Administr	ation ¥
Vour dashboard data was last updated: 2018- KEYS OVERVIEW 138000 K2YS	1217 122-017 Acade Terretan tr 18187 FAURILE 1901 BOUND 5817 ASSIGNED 112095 TRANSFERRED	Comparison of the particular of the particu	August	September	October oftodilound Returned		LAST 6 MONTHS December EXPORT DATA	~
	5 KEVS Sagnik FFKI	0 KEYS business_b4-uat3	O KEYS business_B	is_coemod	106090 KEYS business_b7-testiab1		000 KEYS	
KEYS OVERVIEW		NOTIFICATION						
Privacy Statement		© 2016.	All Rights Reserved					

3. Click on the search icon in the top navigation bar.

4. Enter search criteria, such as OEM PO Number, Agreement Number etc., and click on the SEARCH button.

MICROSOFT AGREEMENT 519990	5515 🗸		DOWNLEVEL 6	OFT			138000 Total Keys		18185 Fulfilled Keys	O Returned Keys
ontoso OEM					Orders ¥	Inventory	Management 💙	Reportin	ig Key 🌱	Business Administration 🕈
ICROSOFT FULFILLED DATE	KEY TYPE		OEM PO NUMBER	CALL OFF REFERENCE						
ROM	KEY TYPE	\sim	Eg: BulkKeys_20_PO_No	Eg:1000089787877		OEM OPTIO	NAL INFO	+		RESET
	KEY STATUS		OEM PART NUMBER	MICROSOFT ORDER NUMBER						
ICROSOFT FULFILLED DATE	KEY STATUS	\sim	Eg: BulkKeys_20_Part_No	Eg: 1018703841		ADVANCED	SEARCH	+		
0	SELECT DLP		LICENSABLE PART NUMBER	MS PRODUCT KEY ID						
	ASSIGNED TO	\sim	Eg: FQC-0000	Eg:8000009090909		OEM RMA D	ATE	+		

5. After that select the key which is bundle with store products, so that you can return the store products which is bundle with that window key and then click on return button.

20 Total Keys	ASSIGN RECALL RETURN	REPORT EXPORT OHR OPTIONAL INFO	MAP KEY TYPE DLP EXPORT MOVE TO INVENTORY	EXPORT RESULT		
13 FULFILLED	MS PRODUCT KEY ID	PRODUCT KEY	LICENSABLE PART NUMBER	KEY TYPE	KEY STATUS	
2 CONSUMED	2975301004394	3000X-3000X-3000X-3000X	269-16965	SERVICE	RETURNED	
1 BOUND	2975301004395	30000X-30000X-30000X-30000X-3000XX	269-16965	SERVICE	RETURNED	
2 RETURNED	2975301004396	300003-300003-300003-300003-300003	269-16965	SERVICE	FULFILLED	
2 ACTIVATION ENABLED	2975301004397	300000-3000000-3000000-3000000	269-16965	SERVICE	FULFILLED	
PERMIT A POLLO	2975301004398	JOOKK-JOOKK-JOOKK-JOOKK-JOOKK	209-16965	SERVICE	FULFILLED	
	5 🗸			< 🔤 2	3 4 >	

6. After clicking on the return button partner will see the below mentioned pop box. In the Popup box, they will see a Return Reason dropdown. They need to select "Return of Store Products Only" reason, if they want to return only store products bundle with that windows keys.

REASON	
NO DOCUMENTATION REQUIRED	\sim
End user return w/required documentation	
Mfg damage w/required documentation	
Test key w/required documentation	
Lost or stolen w/required documentation	
Other	
Return of Store Products Only	
CAROLE	001111111

Return	×
Please confirm your request to return the selected	d keys.
REASON	
RETURN OF STORE PRODUCTS ONLY	\sim
Include keys or attachments that will not receive credits ** OYES NO(Default) Note **If "No" is selected, keys or attachment returns that will not receive credit will not be process with the exception of "Lost/Stolen" or "Other" returns. "Lost/Stolen" and "Other" returns will be returned regardless of selection. Please ensure the re is submitted correctly.	
CANCEL	CONFIRM

7. After that partner will get the confirmation message.

8.9 UPGRADE FFKI TO SC

MANAGE BUSINESS

- 1. Selected ULP (OEM/TPI) can view the 'Upgrade FFKI Client to MDOS SC' button to upgrade FFKI client to the latest MDOS SC from manage business page. Partner need to select the FFKI from the list of added FFKIs under OEM/ULP.
- 2. Once the ULP clicks upgrade FFKI client to MDOS SC, an email will be sent to FFKI partner and Cc to ULP with the link to download MDOS SC.

Note: List of OEM/TPI partners to upgrade to MDOS SC can be decided by MDOS business team

					Partner Status	
ROSO	FT AGREEMENT 5000043797	\sim			0	1 6
					Application Received Pene	ding Acceptance Onboard Complete
ıd O	A OEM 2				de Org Chart → A Migration L Mana	ige User + Add DLP + Add Agre
						TE TO DASHBOARD
Co	mpleted Forms					
					DELETE DISABLE RESEND INVITATION	UPGRADE FFKI CLIENT TO MDOS SC
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
۲	khkuma_lab3_dev-dig	Angola	Centralized	5000043797	v-khkuma@Microsoft.com	Onboard Completed
0	v-piro_dev-dig	Angola	Centralized	5000043797	v-piro@microsoft.com	Onboard Completed
	IDHtest@test.com	Andorra	Centralized	5000043797	idhtest@test.com	Pending Acceptance
0	sav-lab3	Angola	Centralized	5000043797	v-savko@microsoft.com	Onboard Completed
	cloudoalab15	Angola	Centralized	5000043797	cloudoalab15@outlook.com	Onboard Completed
0	ran_ffki_lab3_digi	Angola	Centralized	5000043797	v-ranku@microsoft.com	Onboard Completed
	v-abde_Cloudoalab3	Angola	Centralized	5000043797	v-abde@microsoft.com	Onboard Completed
Subr	mitted OA 3.0 Forms					
	PARTNER NAME	LOCATION	BUSINESS TYPE	LICENSE AGREEMENT NUMBER	EMAIL	STATUS
0	subtest@test.com	Andorra	Subsidiary	5000043797	subtest良test.com	PendingFort.RMApprova

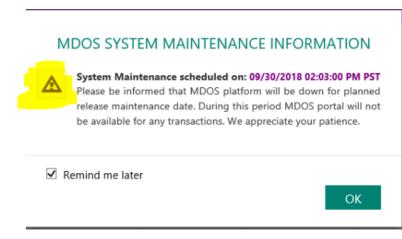
8.11 MAINTENANCE NOTIFICATION

Description:

MDOS will notify the partners about the system maintenance notifications through pop up screens. Partner will be notified with message and the maintenance date and time. Partner will see '**Remind me later'** checkbox by default checked, if partner clicks on OK button, then after 5 days the popup will show again.

If partner clicks on OK button with remind me later checkbox unchecked, then the notification pop-up will not be shown again.

Once the maintenance period is completed, the notification popup will not appear again.



8.12 SETTING PAGE

Description:

Microsoft Certificate no longer required to perform key transactions in MDOS.

The certificate upload section has been disable and will be removed from MDOS in future release.

MDOS will notify the same to the partners on setting page.

ROSOFT AGREEMENT 5200002705	UPLEVEL	MICROSOFT		A	10	8	0
	DOWNLEVEL	1		Test	Total Keys	Fulfilled Keys	s Returned Ke
ıd OA Test Lab			Orders	Inventory	Management 🗸	Reporting Key 🗸	Business Administrati
ETTINGS							
Please Note: A Microsoft Certificate is no longer require		IDOS. The certificates have be	en removed from MDOS and the certific	ate automation f	eature is no longe	r valid. These sections	s are disabled and will
be removed from the MDOS platform during future rele	ease updates.						
MICROSOFT CERTIFICATE							
	IMPORT			EXPIRATION			FICATE STATUS:
	IMPORT			EXPIRATION UPLOADED D			ICATE STATUS: ADED BY: NA
	IMPORT						
CERTIFICATE AUTOMATION							
CERTIFICATE AUTOMATION Certificate Automation Status OFF TURN ON							
Certificate Automation Status OFF TURN ON							
Certificate Automation Status OFF 1000 CO							
Certificate Automation Status OFF TURN ON		REMOVE CERTIFICATE					
Certificate Automation Status OFF 1000 CO						UPLOA	

SECTION 9. DATA ARCHIVAL

Description

The initial phase for the MDOS data archival is planned to take place on February 14, 2020 to 6:00 PM PT on February 15, 2020. This aligns with the previously notified system downtime.

9.1 DATA ARCHIVAL DETAILS

The initial phase for the MDOS data archival will be aligned with the SAP downtime scheduled for February 2020. The downtime will last from 6:00 PM PT on February 14 to 6:00 PM PT on February 15, 2020.

Subsequent data archival sessions will happen each quarter.

We expect the first data archival process to last six to eight hours, but subsequent sessions are likely to take about two to three hours.

Please note that you won't receive any notification about the archival in the MDOS system as the data in the system is no longer active. The process of archival will have no impact on conducting any business transactions.

The following types of data will be archived:

- Key is in activation-enabled state for more than 500 days
- Key is in activation-denied state for more than 500 days
- Key is in return state for more than 500 days
- Office key is in product-bound state for more than 500 days
- Alerts that were received in MDOS more than 500 days (configurable value) before the date of archival
- Product key: All data related to the product key, including
 - MSFT ProductKeyId
 - o 5*5 Product key
 - Optional info
 - o OHR data
 - o CBR information
 - PBR information
 - o Key history
 - Hardwarehash, which will be archived in following scenarios:
 - Key is in activation enabled state for more than 90 days
 - Key is in activation denied state for more than 90 days
 - Key is in returned state for more than 90 days

Note: All the archived data except alerts and 5*5 product keys can be retrieved from MDOS. Partners can request your archived data retrieval by raising a ticket with MSOEMOPS who will then contact the MDOS Support team. The MDOS Support team will be able to retrieve data from the MDOS archival database and securely provide it to you. For Hardwarehash data, the retrieval process will take around five to six days. Commented [EH1]: ODevice Gode [MI] is this just for the above mentioned key states? Commented [DL2R1]: Yes