Software Assurance Training Vouchers Policies

Contents

Voucher values

- Vouchers should never be used as currency. Nor should they be used to offset the cost of work that is not in scope of the SA Training Voucher program.
- SATV partner must accept electronic SATVs from customers and students as payment in full for all MOC on-demand vouchers and training sessions, training content, access to virtual labs and other related components. No additional fees or SATVs may be collected from customers or students.

Reserving vouchers

- Reserve vouchers before beginning an engagement. Anyone who holds a contact role for an approved location ID in MPN will be able to access VVR and reserve vouchers on behalf of that location.
- Vouchers must be reserved with the correct course, matching the training that will be executed with the customer.
- Partners must reserve and redeem vouchers based on the country where the Microsoft Official Courseware was purchased. For example, if the student is located in Italy and MOC was purchased in Greece, all SATVs must be reserved, redeemed, and paid based on SATV rates in Greece.
- Reserve and redeem vouchers before they expire. All vouchers expire 180 days after the date of creation regardless of a customer's EA expiration date. Vouchers should be reserved and then redeemed prior to the stated voucher expiration date.

Redeeming vouchers

- Vouchers should be redeemed *after* the training engagement has taken place with the customer.

Eligible training sessions

- Learning Partners can only execute approved SATV courses listed in the SATV course catalog.
- Partners must purchase Microsoft Official Courseware (MOC) for each SATV training executed with a customer.

Submitting payment requests

- Partners must submit payment requests within 60 days of redeeming vouchers. After redeeming a voucher, you have 60 days in which to submit a payment request.
- Digital MOC license IDs and MOC On-Demand voucher codes must be activated prior to invoicing against a voucher for payment.
- Printed MOC orders older than six months will not be valid for payment request submission.