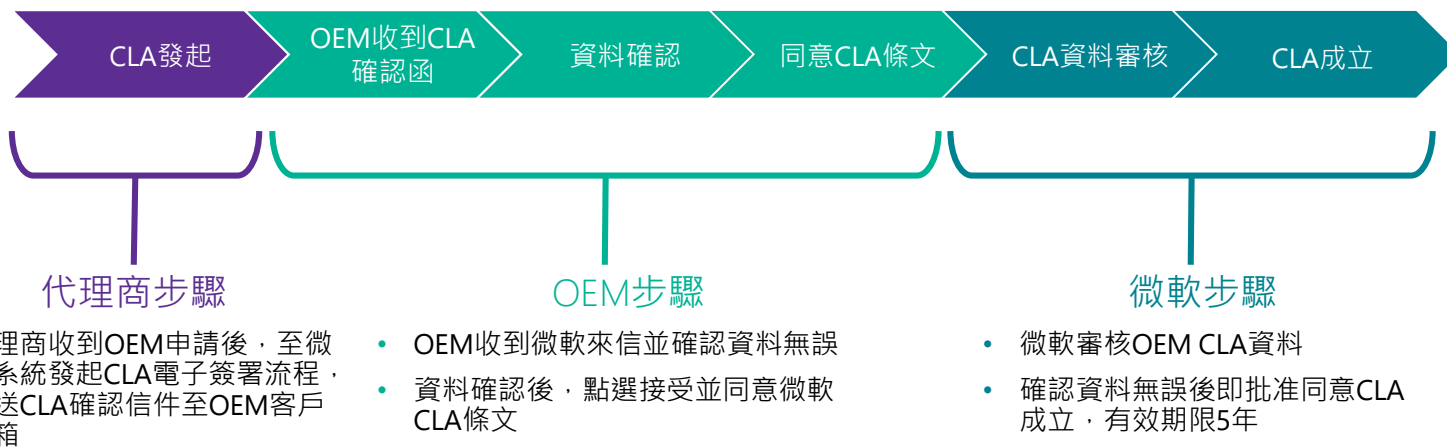




# OEM License CLA 6.0 簽署流程SOP

December 2016

# CLA 6.0簽署流程說明



# 代理商步驟： CLA發起

1

代理商收到OEM申請表後，至  
微軟系統發起CLA電子簽署流  
程，發送CLA確認信件至OEM  
客戶信箱



## Microsoft CLA 6.0 Application Form

### Information Required for Distributor:

Distributor Information	
Distributor	Advantech Co., Ltd
Advantech Sales Owner	

### Information Required for OEM:

Company Information	
Tax ID	
Legal Name (Chinese)	
Legal Name (English)	
Address	
Country	
Contract Signer	
First Name	
Last Name	
Email	
Job Title	

Note:

- Ensure the email address is a valid address and is the correct address

CLA 發起

Sent to OEM

Addition of  
Contact/ARA

CLA  
Acceptance

CLA Review

CLA Approve

# OEM步驟： 收到CLA確認函

1

OEM收到微軟來信，信件主旨“Microsoft OEM – New CLA for”，點選信件中的“**Here**”開啟CLA連結

Microsoft Dynamics CRM SALES Customer License A... Microsoft OEM - Ne... Create Enter Search Item

REPLY REPLY ALL FORWARD SAVE SAVE & CLOSE CONVERT TO EMAIL A LINK

EMAIL : INFORMATION

## Microsoft OEM - New CLA for Test123 CRM:08280305678

This message has not yet been submitted for delivery. For more information, see help.

From: [Redacted] Cc: --

To: [Redacted] Bcc: --

Subject: Microsoft OEM - New CLA for Test123 CRM:08280305678

When all of the required information has been entered and reviewed for accuracy, click the Submit button at the bottom of the form to send the form to Microsoft for review.

1 Click [here](#) to open the CLA form

Link will be valid until Dec-23-2016

Regarding [Redacted]

Owner\*

CLA creation

OEM收到CLA  
確認函

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# OEM步驟: 資料確認

打開連結後，OEM將被導到CLA專屬網頁，若無法開啟則為連結過期，請洽代理商重新發送連結

2 於Company Detail處填入所需資訊 (紅色星號為必填)

Notes:  
上方Parent Company Details請選擇“**No**”

3 點選“**Save**”。

Fill all mandatory fields with appropriate validations to enable Save and Accept button on CLA form. Terms and Conditions hyperlink depends on country selected, hence select country first to enable Terms and Conditions, Print Online and Print hard Copy functionalities. Please enter your information and click Submit/Accept CLA form button.

## Customer License Agreement

Distributor Name

OED - Tokyo Electron Device LTD.

CLA Status

CLA Sent to OEM

CLA Number

## Parent Company Details

Are you part of an Overall parent Organisation that you are wholly owned by \*

No

Parent CLA Number

Parent Company Name

## Company Details

2

Company Legal Name

Test123

Doing business as a (DBA)

Address Line 1 (no PO box)\*

AddressLine1 is mandatory field.

Address Line 3

Address Line 2

City\*

City is mandatory field.

Country\*

Select

Country is mandatory field.

Postal Code

State/Province

Select

Organised under Laws of Country\*

Select

Organised under Laws of State/Province

Select

Save

3

Save

當必填資訊都完整後方能點選Save

CLA creation

Sent to OEM

資料確認

CLA Acceptance

CLA Review

CLA Approve

# OEM步驟: 資料確認

## Company Details

### Company Legal Name

Test123

### Doing business as a (DBA)

### Address Line 1 (no PO box)\*

AddressLine1 is mandatory field.

### Address Line 3

### Address Line 2

### City\*

City is mandatory field.

### Country\*

Select

Country is mandatory field.

### State/Province

Select

### Postal Code

### Organised under Laws of Country\*

Select

LawsOfCountry is mandatory field.

### Organised under Laws of State/Province

Select

Save

### CLA Contacts

FIRST NAME	LAST NAME	STATE/PROVINCE	COUNTRY	PRIMARY CONTACT	PRIMARY SHIP TO CONTACT	SHIP TO CONTACT	AUTHORIZED REPRESENTATIVE	ACTIONS
ming	ming chang		Taiwan	Yes	Yes	Yes	Yes	 

+ Add

4

### Additional Rights Agreements

ARA TYPE	ARA STATUS	ARA ID	COMPANY LEGAL NAME	FIRST NAME	LAST NAME	EMAIL ID	CITY	STATE	ACTIONS
----------	------------	--------	--------------------	------------	-----------	----------	------	-------	---------

+ Add

I agree to [Terms and Conditions](#)

I agree to [Additional Terms and Conditions](#)

ACCEPT

PRINT ONLINE

PRINT HARD COPY

An Authorized Representative is an employee of Company designated by Company as having the authority to bind Company to the terms of this Agreement. If you are not the authorized representative then send this link to the correct person and ask him/her for final acceptance. If you require a hardcopy signature, the Authorized Representative can select the Hardcopy Print option instead of completing the Online Agreement process when accepting the agreement.

CLA creation

Sent to OEM

資料確認

CLA  
Acceptance

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若CLA Contacts處出現紅色驚嘆號  表示聯絡人資訊未填完整，請點選右方Actions下的鉛筆圖案進行聯絡人資訊編輯

## Notes:

聯絡人建議保留一位即可，以確保後續CLA流程順暢

Additional Rights Agreements  
不需填寫

# OEM步驟： 同意CLA條文

5

勾選“Terms and Conditions”與  
“Additional Terms and  
Conditions”右方框框

6

點選“ACCEPT”。

## Company Details

### Company Legal Name

Test123

### Doing business as a (DBA)

### Address Line 1 (no PO box)\*

AddressLine1 is mandatory field.

### Address Line 2

### Address Line 3

### City\*

City is mandatory field.

### Country\*

Select

Country is mandatory field.

### State/Province

Select

### Postal Code

### Organised under Laws of Country\*

Select

LawsOfCountry is mandatory field.

### Organised under Laws of State/Province

Select

Save

## CLA Contacts

+ Add

FIRST NAME	LAST NAME	STATE/PROVINCE	COUNTRY	PRIMARY CONTACT	PRIMARY SHIP TO CONTACT	SHIP TO CONTACT	AUTHORIZED CONTACT	ACTIONS
Testcontactfirstname	Testcontactlastname	Fukui	Japan	Yes	No	No	No	

## Additional Rights Agreements

+ Add

ARA TYPE	ARA STATUS	ARA ID	COMPANY LEGAL NAME	FIRST NAME	LAST NAME	EMAIL ID	CITY	STATE	ACTIONS
Third Party Brand	TPB Draft		dsada	sdad	ada	sdadsa@adas.com	sdadsa		

I agree to [Terms and Conditions](#)

I agree to [Additional Terms and Conditions](#)

5

ACCEPT

6

IE

PRINT HARD COPY

CLA creation

Sent to OEM

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Contact/ARA

同意CLA條文

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CLA Approve

# OEM步驟： 同意CLA條文

7

8

**Signing**  
請確保輸入之姓名與CLA Contact聯絡人完全相同

FIRST NAME	LAST NAME	STATE/PROV
Testcontactfirstname	Testcontactlastname	

ARA TYPE	ARA STATUS	ARA ID	COMPANY LEGAL NAME	FIRST NAME
Third Party Brand	TPB Draft		dsacle	sdad

I agree to [Terms and Conditions](#)

I agree to [Additional Terms and Conditions](#)

ACCEPT PRINT ONLINE PRINT HARD COPY

7

點選Accept後，於跳出視窗輸入聯絡人完整姓名(必須與CLA Contacts處資訊完全相同)

8

點選“Sign”

9

看到“Thank you for Submission of CLA”訊息即完成所有步驟

9

Thank you for Submission of CLA. This link is no longer valid.

OK

CLA creation

Sent to OEM

Addition of  
Contact/ARA

同意CLA條文

CLA Review

CLA Approve



# 微軟步驟： CLA審核與成立

1

當OEM完成所有CLA步驟後，微軟將於48小時內進行資料審核，資料審核無誤後CLA即成立，有效期限為五年

SAVE SAVE & CLOSE + NEW INITIATE ARA RESEND TO OEM CONTACT SUPPORT

CUSTOMER LICENSE AGREEMENT : DISTI FORM  
1909678

1 ( CLA Status CLA Approved ) Date Sent to OEM Signed Date

✓ Draft → ✓ Send → ✓ Review → Complete (Active)

✓ CLA End Date 8/31/2021

### Distributor & CLA

Company		Distributor	
ID *	166353	Doing Business As (DBA)	--
Legal Name *	Test123	CLA Version	6.0
Address Line 1 *	testcompanyaddress	CLA Create Date	12/1/2016
Address Line 2	testcompanyaddress	CLA Start Date	12/1/2016
Address Line 3	testcompanyaddress	CLA End Date	8/31/2021
City *	testcombanvaddress	Prior CLA Number	--

Active

CLA creation

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CLA資料審核

CLA成立

