eAgreements: Create Enterprise Agreement (EA) and Server and Cloud Enrollment (SCE) simultaneously
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Introduction
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Creating a new SCE requires a Master Agreement number. You don’t need to wait for a processed Microsoft Business and Services Agreement (MBSA), Master, or EA to get this number and create the SCE package in eAgreements SmartClient. This document is a guide to successfully generate an SCE package.

Scenario

Creating a new MBSA and Master enrollment for a new customer containing EA enrollments and SCEs

Considerations

» Whenever possible, reuse an MBSA and Master instead of creating a new enrollment for the same customer.

» To handle your customer’s agreements more efficiently, use one Public Customer Number (PCN) per customer.
Step 1: Create EA package in eAgreements
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1. Using the customer’s PCN, create MBSA, Master, or EA enrollment.

2. Select Prepare for Signature and choose Physical Signature. At this moment, the package doesn’t need to be finalized.

3. Select the Submit button. The package status should be Pending Customer Physical Signature.

For renewals, the following process isn’t necessary because you already have an MBSA or Master.
Step 1: Create EA package in eAgreements

You’ve generated the Microsoft Business Agreement number, Master Agreement number, and enrollment number. Copy the Master Agreement number to start the package creation for SCE.
Step 2: Create SCE package in eAgreements
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1. Enter the PCN using the same customer’s PCN.
2. Select the Add Program button.
Step 2: Create SCE package in eAgreements

3. Under the **Program** field, select **Enterprise**. Then under **Program Type**, select **Server and Cloud Enrollment**. For the **Version** and **Partner Type** fields, choose from the dropdown menu.

4. Select **I would like to create an Enrollment only**. Then, enter the Master Agreement number that you had previously copied from the EA package.

5. Select the **Next** button.

6. Prepare the package.

7. If you'd like to edit the EA package or send it electronically, go to the package and withdraw. Then, apply the changes that you want to make.

8. Once packages are finalized, send for the customer signature. Always send the EA first. If the signatory is the same, ensure that you use the same contact in eAgreements—avoid creating a new one with the same email address.
Step 2: Create SCE package in eAgreements

If your MBSA, Master, or EA enrollment were in the Draft status or nonexistent, you’ll receive the following error:
Thank you