

## Phases for retiring SAP licenses

SAP Extensions aims at replacing old, obsolete licenses by new products and to carry over the respective useless maintenance to the new licenses. To execute the 'Other Requests' version with SAP without new license purchase, the following phases should be carefully executed and checked for completeness before moving to the next phase:

**1. Establish obsolete licenses BOM**

Review the used against licensed position in the licenses inventory and identify permanently obsolete licenses.

**2. Build consolidated licensing repository**

If not at hand, you need to build the consolidated repository by reviewing all license purchase agreements.

**3. Determine net new license requirements for next 2 years**

Use early budgeting phase to collect must-have requirements for additional licenses.

**4. Simulate net savings by license product families**

Revaluate by license product family for each transaction and add total by family to simulate net saving amounts.

**5. Review options in the used software market**

Opportunities to resell obsolete licenses are preferable and constitute one more lever for negotiating with SAP.

**6. Send request for change licensing to SAP**

Send a letter to SAP asking for compliance with the Extension Program 'Other requests' and set date to respond.

**7. Track response cycles by weeks**

Be prepared to balance SAP's delayed responses and set up a system of repetitive reminders to enforce position.

**8. Try to reach agreement within deadline 9/30**

To avoid the 'grey zone', an agreement should be in both parties interest before 9/30.

**9. Escalate unreasonable delays to SAP management 10 days before deadline 9/30**

Indicate early that you will escalate to the SAP country head if there are unreasonable delays.

**10. Claim future M&S reduction**

Prepare a debit-note of the requested reductions and ask the SAP board for support to avoid spread of the issue.

**11. Reduce the M&S yearly payment for next term**

Balance your claim for adjusted fees directly against the payment for the next term M&S invoice.

**12. Continue to ask for appendix to settle the matter**

Show endurance to receive the proper licensing appendix that will confirm the retired BOM and adjusted fees.

**While the course of action follows the pattern described above, the duration of each phase and the effort required to complete the tasks will vary. This document specifies the frame and it depends on the project staffing and SAP's individual response, how much external services will be required. For the above phases, over 36 activities need to be allocated in each project on a case-by-case basis.**