

# SOFTWARE AUDIT RAPID RESPONSE GUIDE

Take **three vital steps** to defend your business today

Facing a software audit? Concerned about the impact on your organisation – and you personally? Follow these three steps to put your business in the strongest position possible.

## Step #1: Get organised.

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Over coming weeks, you'll receive requests from the vendor's auditor and will need to pass across a significant amount of data. Review the audit clauses and check for notice periods. Look for leniency. Also, ask the vendor for an NDA to be signed before you send them any data about your IT environment.

Appoint a trusted member of your team as a single point of contact – or get expert help. Bytes has extensive experience of managing vendor audits efficiently. Our [Bytes Asset Management Service \(AMS\)](#) can help to lift much of the burden from your team.

## Step #2: Arm yourself with the facts.

Knowledge is power, so find out everything you can about your current license landscape:



### Perform your own software license review:

Check your software usage, licence ownership and entitlement rights – to see if gaps exist. Read the small print too. You can use this to compared with the vendors view. Bytes offers a [Software Licence Review](#) service if you need extra help.



### Avoid getting caught off-guard:

Identify any unknown or unmanaged assets and pre-requisites for software use. You must fully validate your position before sending any data to vendors or 3rd party representatives. Bytes can help with our [Asset Management Platform \(AMP\)](#) powered by leading provider Snow Software.



### Mitigate risks:

Ensure that ALL your License Grants are being considered and check the vendor is applying the correct usage/ cost metric. These small elements can have a big impact on the final settlement. Need a second pair of eyes? Bytes has helped companies react swiftly when facing an audit. [Hear what these customers say.](#)

## Step #3: Negotiate the best outcome.

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With all the key facts to hand, you can save hours of time and stress later on – and put yourself on the front foot when critical discussions begin with the auditors.

There are ways to save money too. Check the vendor's year end, as you may get a better deal. Find out their current strategy – for example, would moving to the cloud mean they give you a

discount? Also, investigate the vendor's other products, in case you decide to buy more from them and secure a better price.

Bytes can help you get the best outcome. For example, [we negotiated a seven-figure saving](#) between one leading energy company and a global software vendor.

**Get in touch with us today.**

**Gartner reveals 70% of organisations have a 30% discrepancy in their planned/actual software use. Bytes can help.**

Contact us to find out more about how to respond to a software audit:

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