

CLOUD SOLUTION PROVIDER (CSP) HANDBOOK



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Onboarding with Dicker Data

Create an account with Dicker Data.

Thanks for choosing to **sign** up as a Dicker Data reseller. Our team are here to help you deliver the best technology solutions and we cannot wait to get started with you

Subscribe to our Microsoft Mailing list.

<u>Register</u> to make sure you are kept up to date with the latest news and events. (Australia) <u>**Register**</u> to make sure you are kept up to date with the latest news and events. (New Zealand)

Set up your MPN ID (formally known as Microsoft Partner Network).

If you haven't already set up a MPN, you can get started here.

Take note of your location MPN as you need this to transact all products on the Dicker Data portal.

Enrol with Microsoft as an Indirect Reseller.

You will need to sign up as an indirect reseller. Click here to become an Indirect Reseller.

Authorise Dicker Data as your Indirect Provider.

Click the following <u>link</u> to accept this invitation and to authorize Dicker Data Ltd to be your Microsoft indirect provider. Welcome aboard!



Microsoft Support Pack

Dicker Data helpdesk is operated and staffed locally by Dicker Data employees.

We offer complementary Level 1 and Level 2 24*7*365 support to our transacting Microsoft CSP Partners.

Please contact csp.support@dickerdata.com.au or 1300 289 277 to lodge your ticket.

Should the request be identified as a Microsoft issue, we will continue to leverage our PSfP Support contract to escalate the issue directly with Microsoft.

When a ticket is lodged with Microsoft, we include details of the partner on the ticket to ensure when an engineer is allocated, they are in discussion directly with the stakeholder rather than going through Dicker as an intermediary

For tickets raised on Microsoft, we are guided by the below SLAs as per our contract:

Minimal business impact (Sev C) <4 hours

Moderate business impact (Sev B) <2 hours

Critical business impact (Sev A) <1 hours



Getting Started

Log In to <u>www.dickerdata.com.au</u> or <u>www.dickerdata.co.nz</u> with your username, reseller account number and password.

Select Subscriptions https://portal.dickerdata.com.au/manageSubscriptions

			₽ Search Products
ĸ	Home		
ूटी Dashboard			
🗂 Buy	Dashboard		
Orders	Welcome to your company dashboard. You'll find a qui website to get you started faster.	ck snapshot of how you've been tracking with us below as we	ell as some quick links to the most visited sections of our
🙀 Carts			
Financing	Quick Start	Transactions	Freight Calculator
Guotes	Quick links to get to the most popular sections of our website	Easy access to the most used operational features of the site	Search postcode
Subscriptions	Catalogues	Open Orders	
	Subscriptions	Recently Invoiced Orders	
C Renewals	C Renewals	Backorder ETAs	
	Promotions	<u>e</u> . Returns	Freight Policy
Account	Events		
Reporting			

Creating a new tenant

In the **DISCOVER** section click on the ⁽¹⁾ in the **Microsoft CSP** option.

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戻 Dashboard	Subscriptions				×	
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About	۵	۵				
	Microsoft SPLA	STORAGECRAFT.				
	Microsoft SPLA	StorageCraft MSP				



New Tenant: Click on "create a tenant".

				Q Search keywords X	?	20240810 TOT			
	«	Home > Subscriptions > Microso	ft CSP						
📈 Dashboard		Subscriptions	×	Subscriptions					
🖞 Search Products		(₫≑ Filter)	The rapidly growing demand for cloud-based solutions and services provides many opportunities for Microsoft partners of all sizes to build p	ofitable cloud s	olution businesses.			
🚊 Catalogues		Carbonite C2C Backup	ı	Partners who are ready to enter the market, but who don't want to have to manage multiple vendors, or who may not have an end-to-end custr infrastructure in place, can enrol in Microsoft's Cloud Solution Provider (CSP) program as indirect resellers.	mer relationship	management			
हू Carts		Cisco MSP	ſ	Partnering with Dicker Data as your CSP indirect provider means you don't have to have the infrastructure in place to go to market or to buy di leverage our experience to help ensure your success. We provide:	rectly from Micro	osoft, but rather			
🗐 Orders		Cisco SaaS	1	Technical training and support Programs to build practices Assistance to help you market your products and services					
Subscriptions		Citrix CSP	Û	Understanding of Microsoft Rebates and Incentives Financing and credit terms					
C Renewals		Cyber Aware	Û	Get Started:					
	-	Interactive Maintenance	ĵ	Setup a Microsoft Partner Network (MPN) ID					
Account		Microsoft CSP	D	Become an indirect reseller Create a tenant					
ត្រា Reporting	_	Microsoft ISV	ſ	Associate a tenant For more information or assistance with the above steps, contact the Microsoft team by email microsoft.sales@dickerdata.com.au or call us	on 02 8556 806	ι.			

Ensure the **Domain Prefix** entered is the one used for the **onmicrosoft.com** email

• Example: csptenant.onmicrosoft.com (csptenant is the Domain Prefix)

DICKER				Q. Search keywords ×	
۰ د	Home > Subscriptions > Microsoft CSP	Create New End User			_
💭 Dashboard	× Microsoft CSP 요+	New Tenant			×
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🕁 Carts	Sent Association Amount: \$0.00) ————	_
Financing	Test ① Active Amount: \$0.00	USER NAM admin	0	ADDRESS LINE 2	
Quotes		FIRST NAME *		ADDRESS LINE 3	
Orders					_
Subscriptions		LAST JAME *		SUBLIRB *	
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New Tenai	nt				
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	· · · · · · · · · · · · · · · · · · ·				
DOMAIN PREFIX *		.onmicrosoft.com			



Please use a **valid** email address here to make sure you receive the Tenant Creation email. (these emails cannot be generated again)

>	Create New End User			
	New Tenant			>
	DOMAIN PREFIX * .onmicrosoft.com	ADDRESS LINE 1 *		
	USER NAME admin O	ADDRESS LINE 2		
	FIRST NAME *	ADDRESS LINE 3		
	LAST NAME *	SUBURB *		
	COMPANY NAME *			
	EMAIL (Please Use A Current Valid Address) *	State * ×	\sim	
		POST CODE *		
		PHONE*		
		Create		

Creating a New Tenant from the Microsoft CSP Information blade

Click on the Dirac In the Active Microsoft CSP subscription from the Subscription menu option

	KER					
		Home > Subscriptions				
Ŕ	Dashboard	Subscriptions				×
۵	Buy	(at Either				
Ô	Catalogues	La Priver				
Ø	Orders					
	Financing	ACTIVE	1 I			
	Quotes	Microsoft				
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۳	Sbscriptions	Microsoft CSP				
0	Renewals					
	Account	DISCOVER				
0	Reporting	۵	۵		Ø	D
Ø	Promotions	AUTODESK.	AUTODESK.	CITRIX Partner	kaspersky	Microsoft
¢,	Events	Autodesk Auto-Renew Monthly	Autodesk Auto-Renew Yearly	Citrix CSP	Kaspersky MSP	Microsoft ISV
	кв	Ø				
•	Microsites	Microsoft [®] SPLA	STORAGECRAFT.			
		Microsoft SPLA	StorageCraft MSP			
0	About					



Ensure the **Domain Prefix** entered is the one used for the **onmicrosoft.com** email

• Example: csptenant.onmicrosoft.com (csptenant is the Domain Prefix

DICKER				Q. Search keywords X
	Home > Subscriptions > Microsoft CSP	> Create New End User		
C Deshboard	× Microsoft CSP 요*	New Tenant		×
○ ₩	12 Filter			
Catalogues	Google D	DOMMEN PROFILE*	.onmicrosoft.com	ADDRESS LINE 1 *
₩ Carts	Sent Association Amount: \$0.00			,
E Financing	Test ① Active Amount: \$0.00	user sam admin	0	ADDRESS LINE 2
Cuotes Quotes		FRETNING.		ADDRESS LINE 3
Orders				
)), Subscriptions		LAST GAME *		5.00.00 ·
C Renewals				
E Account				
Reporting				POST CODE *
@ Promotions				Profit *
C2 Events				wde
	· /			
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New Tella	in l			
	+			
DOMAIN PREFIX *			Δ	
l		.onmicrosoft.com	-	

Please use a **valid** email address here to make sure you receive the Tenant Creation email. (these emails cannot be generated again)

Create New End User					
New Tenant		×			
DOMAIN PREFIX *	ADDRESS LINE 1 *				
user NAME admin	ADDRESS LINE 2				
FIRST NAME *	ADDRESS LINE 3				
LAST NAME *	SUBURB *				
COMPANY NAME *					
EMAIL (Please Use A Current Valid Address) *	State" × ~				
	POST CODE *				
	PHONE *				
C	eate				



Associating tenants (Individually or by bulk)

Option 1. If the End User has Access/Global admin rights, ensure the Association Email is sent to their email address (We recommend you talk to your End Users before you start the process, so they are aware)

Option 2. If you (the partner) have global admin rights to your End Users, you could enter your email address as these notifications would be sent to you instead of the End User. Please note the association request needs to be accepted by a "Global Admin" for the end user's tenancy.

For an existing Tenant that you have not transacted with before via Dicker Data Ltd.

Click Microsoft CSP



Individual association: Click associate existing end user.

Partners own the complete customer lifecycle through direct billing, provisioning, management and support.

Microsoft CSP	×
၂၂ Download Excel 🖉+ Create New End User 😋 Associate Existing End User 🚹 Bulk Associate 🚊 Bulk Order Creation	
The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services.	Microsoft



Bulk Associate: Bulk association is a feature that allows you to associate multiple tenants in a single action. You will need to download the CSV file and add the mandatory columns (Green) in the table. This helps you to avoid the manual process of associating each tenant individually with each subscription.

- Log in to your account on the Dicker Data website and go to the Bulk Association under the subscriptions page.
- Download a CSV file and manually enter the mandatory columns (Green) in the table.
- Upload the completed CSV file and review the summary. You can edit or delete any lines before submitting them.

		Q. Search keywords ×
«	Home > Subscriptions > Microsoft CSP	
교 Dashboard	Subscriptions ×	Microsoft CSP 20
🗂 Search Products	(፰ Filter	لي Download Excel 🖉+ Create New End User 🚓 Associate Existing End User 🔔 Bulk Associate
🚊 Catalogues	Cisco SaaS ①	The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services.
ີ່ຼຸ Carts	Microsoft CSP ①	r andes own the complete container incode alloage anexe owing, provisioning, management and support.
🗒 Orders	SkyKick Backup ①	
Subscriptions	Arcserve MSP ①	(# Eiller Migrate All Tenants To NCE
C Renewals	Arcserve Xafe MSP ①	END USER NAME CUSTOMER REF AMOUNT/Ex)* EU Portal Access
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		Q. Search keywords ×
«		> Bulk Assoicate
🖂 Dashboard	Microsoft CSP ×	Bulk Associate X
A Search Products	⊥ 2+ ~%	
🚊 Catalogues	(≅ Filter	GUIDELINE Download a sample file that you can modify and upload. Please provide tenant domain, tenant name and an authorised tenant administrator email address. This can be your email address if you have global admin rights for the tenant.
Ş⊒ Carts	DD Access Security ① Active Amount: \$0.00	Select a File to Upload Bulk Association: Choose File or Drag And Drop



Tenants overview

Clicking on the \checkmark will expand the section and display the details for that section.

			Q Search keywords	×	? тот	MCAPCart 7
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्रि Dashboard	Microsoft CSP ×	test@gmail.com1				×
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Financing		TENANT MANAGEMENT		Re	porting Dashboard 🙈	~
🗒 Orders		END USER PORTAL MANAGEMENT				~
Subscriptions		NCE SUBSCRIPTION			4 Subscription(s)	~
C Renewals		LICENSE SUBSCRIPTION			0 Subscription(s)	~
Account		AZURE USAGE SUBSCRIPTION			0 Subscription(s)	~
f Reporting		RESERVED INSTANCE			0 Reserved Instance(s)	~
		SOFTWARE			0 Software(s)	

End User Details section

To edit the End User Details, click on the Edit End User button which will open the Edit Tenant Details blade

- The Edit Payment Details will allow you edit the payment Alert Limits as well as adding a Digital Wallet as a payment method.
- The Customer Permissions allows you to toggle
 User to purchase Azure Reserved Instances directly through portal.azure
 Users to view Cost Management User to purchase savings plan
 User to purchase savings plan
- The View Agreement selection ^(*), will take you to the Microsoft Cloud Agreement site.







Tenant Management section (GDAP)

Provides links to various portals such as Office 365 and Microsoft Azure Management Portals.

Select the Reporting Dashboard to access available Subscription Reports.

New Admin Relationship lets partners configure granular and time-bound access to their customers.

Go to the "Tenant" Click the drop down on "Tenant Management" in here you will see "New Admin Relationship"

DICKER			Q. Search Asymptotic	
**	Home > Subscriptions > Microsoft	CSP +		
ह्य Dashboard	Subscriptions	× Microsoft CSP	X Dicker Data Demo Tenant	
Search Products	(# Fitter	<u>⊥</u> ≗, α°	TENANT MANAGEMENT Reporting Dashboard A Azure Active Directory	^
🚊 Catalogues	Cisco SasS	(≣ Filter	A Microsoft Defender for Cloud Apps A Power Platform A Dynamics 555 Business Central A Exchange A Microsoft 365 A Power Bi A Microsoft 365 Panner A Endpoint Manager	
₩ Carts	Microsoft CSP	DD Access Security	O AstrainePoint Asian Point Asian Windows 10 Account Asian Asia	
🔄 Orders	Cisco MSP	DD Demo Microsoft	D Admin Relationships	
Subscriptions	Citrix CSP			
C Renewals	Microsoft ISV	DD Demo Vééam	NAME STATUS VALD FROM VALD TO Dicker Data - Support Analys Pending Approval Koopp	
Account	Microsoft SPLA	Dicker Data - Tearns	D Dicker Data - Support Operator Pending Approval (Kosy)	
C Reporting	StorageCraft MSP	Dicker Data Demo Tenant	•	
	StorageCraft Xafe MSP		New Admin Relationable	
Promotions	Trend Micro MSP	Dicker Data Ltd	Create an somin relationship as a Bupport Analyst Y for 7 Days Create	
➤ Qantas Rewards	Veeam VCSP		Support Analyst has access to read Azure Active Directory, raise and managed Microsoft Premium Support tickets on behalf of your tenancy. Attached Microsoft GDAP Roses.	
Ca Events	Wilse MSP		Diractory Readers Service Support Administrator	

There are four admin relationship to choose from "**Support Analyst**" "**Support Operator**" "**Support Admin**" and "**Tenancy Technician**" each containing details on what the GDAP roles are.

New Admin Relationship								
Create an admin relationship as a	Support Admin	$\mathbf{\nabla}$	for	7	$\mathbf{\nabla}$	Days	Create	
Support Admin has the same permissions as Support Operator with the additional permissions to support full user administration.								
Attached Microsoft GDAP Roles:								
Directory Readers								
Service Support Administrator								
Helpdesk Administrator								
License Administrator								
User Administrator								



Click "**Create**" you will then receive a pop-up box containing the "**Admin Relationship**" link. Copy this link and send to the tenant's "**Global Admin**" to accept the association with Dicker Data.

TENANT MANAGEMENT	Reporting Dashboard 🚓 🗠	
Admin Relationships	Partner Admin Relationship	×
	Admin relationship has been created successfully	
New Admin Relationship	https://admin.microsoft.com/AdminPortal/Home#/partners/invitation/granularAdminRelationships/9b64cbc9:	
Create an admin relationship	Please send the above link to the tenant's global admin so they can acc ² get the association with Dicker Data.	
Support Analyst has access t Attached Microsoft GDAP Re. Directory Reeders Service Support Administratio	ок	-

"Global Admin" to accept and give partner access.

hanna lafannallan	
arther information	
U	
lefationship type	
iranular admin access	
	Accept and give partner ×
telationship name	access?
Nicker Data - Support Analyst-20230427090905422	Marcine piping this partner administrator
toles	permissions. This allows them to make changes
ervice Support Administrator	to your organization's account. Make sure you
Arectory Readers	understand the impact of accepting this
	partner and review permissions for each role.
Juration	
days	Yes No
By selecting Dicker Data Ltd, you're electing to grant this Partne communicate with Microsoft. These permissions will allow the P have administrative privileges and access to Customer Data and Affiliates providing the Partner with Customer Data and Adminis supporting (as applicable) the Online Services. Partner may pro- Customer, and its privacy commitments may differ from Microso privileges at any time. You acknowledge and agree that you (a) behalf of Customer. (b) understand the immach of accenting this	administrator permissions, which includes acting as your agent to artner to be the primary administrator of the Online Services and Administrator Data. Customer consents to Microsoft and its trator Data for purposes of provisioning, administering and cess such data according to the terms of Partner's agreement with ?Cs. Customer may terminate the Partner's administrative twe the authority to grant the Partner's here permissions on Partner, (c) have reviewed the permissions for each role, and (d)

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Partner Relationships will show GDAP privileges here.

Partner relationships				
These are the partners that you authorized to work with y with your organization, and some might have roles. Learn	your organization. Each partner has different responsibilities in more about working with a partner	for working		
O Dicker Data Ltd has these roles: Service Support Administrate	tor, Directory Readers			×
Review your partner agreements Make sure partners still need their approved rol	× les.			
				2 items 🝸 Filter 🗸 🔎 Search 🚍
Granular delegated administrative privileges (G	SDAP)			
✓ Partner ↓	Roles	Expiration date	Status	
· · · · · · · · · · · · · · · · · · ·				
Dicker Data - Support Analyst-202304270909054	Service Support Administrator, Directory Readers	4 May 2023	Active	
Other partner types				
∨ Partner ↓	Partner type Role authorization	Roles		
~				
	Reseller None	None assigned		

"Admin Relationship" Status Active

TENANT MANAGEMENT								Reporting Dashboard A.	^ .	
Admin Relationships										
NAME			STAT	us :			VALID FROM	VALID TO		
Dicker Data - Support Analyst-20230427090905422			Active	ġ.			27/04/2023	04/05/2023	•	
New Admin Relationship										
Create an admin relationship as a	Support Analyst	~	for	7	~	Days	Create			
Support Analyst has access to read	Azure Active Directory, raise and	managed Microso	ft Prev	nium Sup	port tick	ets on b	ehalf of your tenancy.			
Attached Microsoft GDAP Roles: Directory Readers Service Support Administrator										



The "Global Admin" will receive an email with the subject line "You have a Granular admin relationship

with Dicker Data Ltd"

Microsoft

You have a Granular admin relationship with Dicker Data Ltd

An administrator in your organisation approved a Granular admin relationship with Dicker Data Ltd for your account with Microsoft. This gives them access to the Microsoft 365 admin center and other sites to manage your account.

Details	
Approved by	
Expires on	03 May 2023
Relationship name	Dicker Data - Support Analyst-20230427090905422
Partner roles	View assigned roles in Microsoft 365 admin centre
Partner name	
Partner contact	Partner contact information

Important

If you don't want this partner to manage your account with Microsoft, remove the roles for the Dicker Data - Support Analyst-20230427090905422 Granular admin relationship in the Microsoft 365 admin center.

"Dicker Data" will receive a notification that the customer has approved the relationship.





You can now assign Azure AD roles to your security groups so that they can administer services on behalf of the customer.

Admin relationship details

Customer: Custom

Navigate to the admin relationship details page in Partner Center to see additional details.



To learn more about granular delegated admin permissions (GDAP) click here



End User Portal Management

The End User portal is a white-labelled solution you can brand as your own and allows customers to manage their Microsoft licences.

Click on the **Configure Portal** option to upload your company logo, manage user preferences and add a Contact Us page.

Click on **Configure Users** to provide users access to the EU portal (no emails are sent to the end users. Normal login details are required)

END USER PORTAL MANAGEMENT			^
(≅ Filter			
UserName	Email		
	Configure Portal	Configure Users	

Subscription Overview

Clicking on the \checkmark will expand the section to display the licenses under the tenant.

NCE SUBSCRIPTION	3 Subscription(s)	~
LICENSE SUBSCRIPTION	0 Subscription(s)	~
AZURE USAGE SUBSCRIPTION	1 Subscription(s)	~
RESERVED INSTANCE		~
SOFTWARE		~



Subscription section

How to buy (NCE) Subscriptions

Click Microsoft CSP



Click Manage > Click Add New Product

					Q	Search keywords		×	
«	Home > Subscriptions > N	icrosoft CSP							
Dashboard	Subscriptions	×	Microsoft CSP						×
Search Products	(≅ Filter		. Download Excel 오+ Create New	End User \propto_0^0 Associate i	Existing End User				
🚊 Catalogues	Citrix CSP	۵	The Microsoft Cloud Solution Provider (Partners own the complete customer lif	CSP) program allows partne ecycle through direct billing,	rs to sell Microsoft Cloud Ser provisioning, management a	vices along with their own off nd support.	erings and services	Microsoft	
ेन्न Carts	Cyber Aware	۵							
Financing	Interactive Maintenance	۵							
Crders	Microsoft CSP	١							
Subscriptions	Microsoft SPLA	١	a Finter					Migrate All Tenants TO NOL	
C Renewals	Trend Micro MSP	D	DD TEST AU	CUSTOMER REF	\$459.00	EU Portal Access	Manage	Migrate To NCE	
	Arcserve MSP	٦	00120140						
Reporting	Arcserve Xafe MSP	۵							
							_		
	Add New I	Product			Confirm All				

Subscription Type is New Commerce Experience then select the product, commitment and quantities required and click **Add**



On the right-hand side of the screen, please check to ensure you have the correct licenses, then click **Confirm**.

(≓ Filter	
MS NCE M365 BUSINESS BASIC 1MTH COMMIT	Û
Price:\$ Quantity: 3	
MS NCE M365 BUSINESS BASIC 1YR	-
COMMIT	W
Price:\$ Quantity: 3	

Enter your MPN. If you have selected an **Annual** commit subscription you will need to select the Billing Frequency. Click **Confirm**

CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS
0	3			Pending Confirm
٥	3			Pending Confirm
ding Total (Ex GST) \$303	3.63			
	CONFIRMED OTV 0 0 0	CONFIRMED 077 077 077 077 077 077 077 077 077 07	сонгремер 0 3	CONFIRMED OTY PRICE TOTAL 0 3



How to use bulk order creation

Bulk order creation: The bulk order creation feature allows you to create multiple subscriptions for multiple tenants at once. You need to add the mandatory columns (Green) in a CSV file. This saves you time and hassle when having to upload multiple subscriptions and tenants.

- Log in to your account on the Dicker Data website and go to the Bulk Order Creation under the subscriptions page.
- Download a CSV file and manually enter the mandatory columns (Green) in the table.
- Upload the completed CSV file and review the summary of your orders. You can edit or delete any orders before submitting them.
- If there are any errors, review the list of failed orders and identify the cause of the error. Common errors include missing or invalid information.
- Copy and paste the selected rows or lines into a new file or spreadsheet. Save the new file or spreadsheet with a different name and only submit those lines.
- If there are no errors the template will go to Archive showing the date and time stamp.

The auto renew is automatically toggled on for all the orders that you create with the bulk order feature. This means that your subscriptions will renew automatically at the end of the term. You will receive a notification email before the renewal date (Annual and Triannual) and you can cancel the renewal at any time.

How do I adjust the auto renew settings:

If you want to turn off the auto renew for some or all of your orders, you need to manually change this setting. This can be done by going to the tenant and subscription that you want to modify and clicking manage. There you can see the auto renew toggle and switch it off. You can also change other settings such as the term, the quantity, but these changes will only happen at renewal.

What if I need cancel an order:

You can cancel an order that you created within the first **24 hours** of placing it. You will receive a full refund for the cancelled order. To cancel an order, you need to go to the tenant / subscription that you want to cancel and clicking manage. There you can see the cancel subscription button and click it.

What if I make a mistake or a problem:

You have **7 days** to check the orders that you created with the bulk order feature. If you find a mistake or a problem with your order, we recommend that you cancel it and reorder it correctly before the 7 days are over. However, after the 7 days, there is no refund or exchange available for your order. For this reason, we highly recommend that you carefully review the data that has been loaded for each tenant.

				Q Search keywords
		K Home > Subscriptions	> Microsoft CSP	
	Dashboard	Subscriptions	×	Microsoft CSP
ĉ	Search Products	E Filter		႕ Download Excel မြိုး Create New End User 🖧 Associate Existing End User ႐ုံ Bulk Associate ႐ုံ Bulk Order Creation
ō	Catalogues	Cisco SaaS	D	The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services. Partners own the complete customer lifecycle through direct billing, provisioning, management and support.
Ä	Carts	Microsoft CSP	Ð	
Ĩ	Orders	SkyKick Backup	D	
٣	Subscriptions	Arcserve MSP	Ð	



Note: upload the files only one time, if you encounter errors copy and paste errors into a new file and submit

Bulk Order Creation					
Import Bulk Orders	In-Process	Archive			
GUIDELINES: Download a sample	file that you can populate CSP or	der details and upload.			
Select a File to Upload Bulk Ord	r: Choose File or Drag And Drop	\mathbf{D}			

How to add new products

The **Subscription** section lists all CSP Subscription Licenses for the Tenant. With **CSP** Subscriptions you can add or remove users and products and only pay for the licenses you use.

Click on the Add New Product to add CSP Licenses for the selected tenant.

DIC								Q Search keyworda	
	*	Home > Subscriptions > Microsoft CSP >							
		Microsoft CSP X	text®omail.com1						×
	Dashboard	<u>↓</u> <u>2</u> , α ⁰						Mi	crosoft
Ê	Search Products								
ē	Catalogues	(= Filter	END USER DETAILS		NAME: DD TEST AU	TENANT ID:		D STATUS: Active	~
Ä	Carts	DD TEST AU Active Amount: \$459.00	TENANT MANAGEMENT					Reporting Dashboard 🗥	~
	Financing		END USER PORTAL MANAGEMENT						~
⊞	Orders		NCE SUBSCRIPTION					4 Subscription(s)	~
(@	Subscriptions		(II Filter	Status					
0	Renewala		DESCRIPTION	QTY	PRICE	RRP	STATUS	ADD-ON	
nEB	Account		MS NCE M365 BUSINESS PREMIUM 1 YR COMMIT NCE STOCK CODE: P1Y:CFQ7TTC0LCHC:0002		\$326.16/yr	\$362.40/yr	Antin		
۵	Reporting		BILLED UNTIL : 06-DEC-2023 SCHEDULED CHANGES	1	\$326.16/yr	\$362.40/yr	ACCIVE	Manage	
Ø	Promotiona		MS NCE MICROSOFT DEFENDER FOR BUSINESS 1YR COMMIT NCE STOCK CODE: P1Y:CFQ7TTC0HX56:0002	1	\$44.28/yr \$44.28/yr	\$49.20/yr \$49.20/yr	Active	Add Add-On Manage	
×	Qantas Rewards		BILLED UNTIL : 06-DEC-2023						
Ę	Eventa		MS NCE MICROSOFT DEFENDER FOR BUSINESS SERVERS 1YR COMMIT (NCE) STOCK CODE: P1Y:CFQ7TTC0QKW2:0005	1	\$44.28/yr \$44.28/yr	\$49.20/yr \$49.20/yr	Active	Manage	
E	КВ		BILLED UNTIL : 06-DEC-2023						
۲	Microsites		MS NCE MICROSOFT DEFENDER FOR BUSINESS SERVERS 1YR COMMIT NCE STOCK CODE: P1Y:CFQ7TTC0QKW2:0005	1	\$44.28/yr \$44.28/yr	\$49.20/yr \$49.20/yr	Active	Manage	
ß	About		BILLED UNTIL : 06-AUG-2023						
ø	Admin			Pending Total (Ex GST) \$0	.00 Active Total (E	к өзт) \$459.00			
			Ad	d New Product		Confirm All)	
			LICENSE SUBSCRIPTION					0 Subscription(s)	~
			AZURE USAGE SUBSCRIPTION					0 Subscription(s)	~
			RESERVED INSTANCE					0 Reserved Instance(s)	~
			SOFTWARE					0 Software(s)	~



How to Manage Existing CSP Licences

To manage or amend your existing End User subscriptions, select the Tenant you wish to amend and click **Manage**.

					<u>(</u>	Search keywords	×	
«	Home > Subscriptions > Micro	soft CSP						
Dashboard	Subscriptions	×	Microsoft CSP				×	
Search Products	(≡ Filter	\supset	J Download Excel _A+ Create Ne	w End User \propto_0^0 Associate	Existing End User			
🚊 Catalogues	Citrix CSP	Ð	The Microsoft Cloud Solution Provider Partners own the complete customer	(CSP) program allows partn	ers to sell Microsoft Cloud Se	rvices along with their own offerings	eir own offerings and services.	
ेन्न Carts	Cyber Aware	١						
Financing	Interactive Maintenance	٥						
🗒 Orders	Microsoft CSP	١	The Filter				Migrate All Tenants To NCE	
Subscriptions	Microsoft SPLA	Ð			AMOUNT/Ev)*	Ell Portal Accord		
C Renewals	Trend Micro MSP	D	DD TEST AU	dd	\$459.00	Yes	Manage Migrate To NCE	
Account	Arcserve MSP	١						
Reporting	Arcserve Xafe MSP	Ð						

How to buy Add-On's (NCE)

Add-on licenses are listed in the portal in the same way as other licenses that may be purchased through the new commerce experience. The Add-on relies on another license having been purchased for it to work. Teams Phone Standard, for example, relies on products such as Office 365 E3 to already be present on the tenant. Add-ons in the new commerce experience are technically enforced, which means that the purchase of them is blocked if no qualifying prerequisite license is found on the tenant.

How to Change quantities

Select the subscription that needs to be adjusted in their subscription list and click Manage.

Note: The number of licenses on a subscription can be increased at any time and can be decreased only within the first 7 days of when seats were added or at the end of commitment term

NCE SUBSCRIPTION						1 Subscription(s)	^
(ﷺ Filter	Status		~				
DESCRIPTION	QTY	PRICE	RRP	STATUS	ADD-ON		
MS NCE M365 BUSINESS BASIC 1MT H COMMIT NCE STOCK CODE: P1M:CFQ7TTC0LH18:0001 EXPIRY DATE : 20-SEP-2024	5	mth	'mth 'mth	Active		Manage	

Change the quantity to the amount required.



Home > Subscriptions > Microsoft CSP >	 Manage subscription 	
Manage Subscription		,
SUBSCRIPTION DETAILS		
1011		
DESC : MS NOE MOSS APPS FOR BUSINESS		
STOCKCODE : P1Y:CPQ7TTCOLH16:0001		
	BAVE DETAILS	
MANAGE RENEWAL		
Changes will take effect on renewal date:	TERM : Current : Annual	
Quantity increase and Upgrade will be effective instantly	CHANGE TO:	
AUTORENEW:	No Change	
QUANTITY: CURRENT -		
CHANGE TO:	BILLING FREQUENCY : Current :	
	CHANGE TO:	
END DATE ALIGNMENT:	No Change	
Date O		
	Schedule Subscription Renewal	
MANAGE SERVICE		
This will suspend service, you will continue to accrue charges as per this subs	xiptions existing commitment. Additional commitments will also accrue if auto-renew is still enabled	
SUSPEND:	-	

Click **Schedule Subscription Renewal** then select whether you would like the increase to happen immediately or if they would prefer to wait until the license renewal date:

_

If you have an existing scheduled change in place and you make a change mid-term that will delete that scheduled change, you will need to re-schedule the change if it is still required.

Confirm Renewal Update	×
Existing scheduled changes are pending. Proceeding will overwrite existing scheduled changes.	
This action will schedule the same current options on next renewal. Are you sure to continue?	
Continue	



How to Suspend Subscriptions

Suspending NCE subscriptions does not cancel licenses as it does in the CSP Legacy program. **Suspending subscriptions will not stop the billing or renewing.** This function should only be used to restrict a tenant's access to their licenses (in cases of non-payment). This can be done in the portal by clicking Manage on the relevant subscription and then using the Suspend toggle:

MANAGE SERVICE	
This will suspend service, you will continue to accrue charges as per this subscriptions existing commitment. Additional commitments will also accrue if auto-renew	/ is still enabled
SUSPEND:	
Confirm Suspension	
This will suspend service, you will continue to accrue charges as per this subscriptions existing commitment. Additional commitments will also accrue if auto-renew is still enabled	
Continue	

How to manage Auto Renew

Subscriptions in NCE will auto renew into their existing arrangement on their renewal date unless auto renew is turned off. This can be done in the portal by clicking **Manage** on the relevant subscription and then using the **Auto-renew** toggle:





How to Cancel Subscriptions

Cancelling subscriptions can be done from the portal by clicking **Manage** on the relevant subscription. You will only be able to see the **CANCEL** button if you are within the renewal date time frame (7 days).

SUBSCRIPTION DETAILS	
IPN : No Indirect Reseller	
IESC : Power Apps Premium 🖉	
TOCKCODE : P1M:CFQ7TTC0LH2H:0002	
SAVE DETAILS	Cancel Subscription
MANAGE RENEWAL	
Changes will take effect on renewal date: 09-0CT-2023	TERM : Current : Monthly
Quantity increase and Upgrade will be effective instantly	CHANGE TO:
AUTORENEW: CN 09-Oct-2023	No Change
QUANTITY: CURRENT : 2	
CHANGE TO:	BILLING FREQUENCY : Current : Monthly
2 View Refundable Licenses	CHANGE TO:
	No Change
	END DATE ALIGNMENT : Current : 08/10/2023
	CHANGE TO:
	No Change
	Schedule Subscription Renewal
ANAGE SERVICE	
his will suspend service, you will continue to accrue charges as per this subscripti	ions existing commitment. Additional commitments will also accrue if auto-renew is still enabled
EDVICE STATUS -Active	
PGRADE OPTIONS	

Cancelling monthly licenses will just appear as a bill then credit on the customer's invoice.

How to Upgrade Subscriptions

Subscription upgrades can be done from the portal by clicking **Manage** on the relevant subscription, click **View Eligible Offers** to view upgrade options.

UPGRADE OPTIONS	
	View Eligible Offers





Select the Subscription you want to upgrade and click **Upgrade**.

UPGRADE OPTIONS	PGRADE OPTIONS						
Stock Code	Title						
CFQ7TTC0LH1P:0001	Exchange Online (Plan 2)	Upgrade					
CFQ7TTC0LF8S:0002	Office 365 E5	Upgrade					
CFQ7TTC0LH18:0001	Microsoft 365 Business Basic	Upgrade					
CFQ7TTC0LFLX:0001	Microsoft 365 E3	Upgrade					
CFQ7TTC0LFLX:0003	Microsoft 365 E3 - Unattended License	Upgrade					
CFQ7TTC0LFLZ:0002	Microsoft 365 E5	Upgrade					
CFQ7TTC0LF8S:0001	Office 365 E5 without Audio Conferencing	Upgrade					

In the below example you can see the tenant had 2 Business Basic subscriptions that were billed for 1 month from 20 Feb to 19 Mar (Line 2), then on 24 Feb they upgraded those two licenses to Business Premium (Line 1) and were subsequently credited for the unused time period on the Business Basic (Line 3).

Stock Code	Stock Desc	Order Qty
P1Y:CFQ7TTC0LD	PB:000 icrosoft Corporation - Microsoft 365 Business StaOMMIT	2.0000
	>Usage for 24-FEB-2022 to 19-MAR-2022	
	MS NCE M365 BUSINESS BASIC 1YR	
P1Y:CFQ7TTC0LH	18:000 Microsoft Corporation - Microsoft 365 Business BasCOMMIT	2.0000
	>Usage for 20-FEB-2022 to 19-MAR-2022	
	MS NCE M365 BUSINESS BASIC 1YR	
P1Y:CFQ7TTC0LH	18:000 Microsoft Corporation - Microsoft 365 Business BasCOMMIT	-2.0000
	>Usage for 24-FEB-2022 to 19-MAR-2022	
	MS NCE M365 BUSINESS BASIC 1YR	



How to Migrate to NCE

Migrating a single tenant to NCE

Select Subscriptions > Select Microsoft CSP

DIC	CKER		Q. Swarich keywords
		Home	
	Dashboard	Dashboard	
٥	Search Products	Welcome to your company dashboard. You'll find a qu website to get you started faster	ck anapahot of how you've been tracking with us below as well as some quick links to the most visited sections of our
â	Catalogues		
ਸ਼	Carts	Quick Start	Transactions
	Ordera	Quick links to get to the most popular sections of our website	Easy access to the most used operational features of the site
₿	Quotes	😇 Catalogues	Open Ordens
M	Subscriptions	Subscriptions	Recently Invoiced Orders
0	Renewals	Renewals Promotions	Backorder ETAs S Beturns S
đ	Account	C2 Events	
9	Reporting		
Q	Promotions	View Dicker Data's Contact Inform	ation View Dytalis





From your tenant list, **Click Migrate to NCE** for the tenant you are wishing to move.

					Q	Search keywords		×
«	Home > Subscriptions > N	Microsoft CSP						
Dashboard	Subscriptions	×	Microsoft CSP					×
A Search Products	🚟 Filter		J Download Excel 2+ Create Ner	w End User 🖧 Associate	Existing End User			
🚊 Catalogues	Citrix CSP	٢	The Microsoft Cloud Solution Provider Partners own the complete customer I	(CSP) program allows partn ifecycle through direct billing	ers to sell Microsoft Cloud Se g, provisioning, management a	rvices along with their own of and support.	ferings and services.	Microsoft
Ъr Carts	Cyber Aware	٢						
Financing	Interactive Maintenance	Ð						
🗒 Orders	Microsoft CSP	٦	Titter				Min	rate All Tenants To NCE
Subscriptions	Microsoft SPLA	٢				FIL Dartel Assess	ing	
C Renewals	Trend Micro MSP	۵	DD TEST AU	dd	\$459.00	Yes	Manage	Migrate To NCE
	Arcserve MSP	٢						
dia roooant	1 X (1100							

Select your billing term and frequency and **Confirm**. Please remember that if you commit to a 1 year term, you will continue to be billed for this license for the full 12 months regardless of any circumstances. Once you add an NCE license you only have 7 days to make any alterations before you are committed to the full term. **Any changes made to the Term or Billing Frequency will only take effect on the renewal date.**

get fulfilled by Microsoft. Please	e aware that this action cannot be cance	lled.
enant Name:		
enant ID:		
erm:		
lease Select *	\sim	
illing Frequency:		
lease Select *	\sim	
ote: New term duration will be star	ted during this migration	

Click OK to move forward

Migrate to NCE	\times
Eligible subscriptions will be migrated to New Commerce Experience platform and an email notification will be sent.	

Ok



You will now receive an email confirming that your request has been received. These emails are sent to the email address associated to your login to the Dicker Data Portal.

NCE Migration request received -	
N noreply@dickerdata.co.nz	45
Hi	
Your request for migrating legacy subscriptions to NCE platform for this tenant 'MS Secure DEMO' has been recieved successfully, it will be processed shortly and an email report will	be sent.
Thanks	
Dicker Data IT Team	

If there are any issues or errors with the migration you will be notified via email. Please contact microsoft@dickerdata.com.au / (02) 8556 8061 for Australia or microsoft.sales@dickerdata.co.nz / 0800 337 253 for New Zealand.



Once the migration is complete you will receive the following email.





Reports for the migration can be downloaded from the tenancy in the Dicker Data portal. The report will show confirmation of completion, products migrated, by whom, date and time the migrations were requested and completed.

MS Secure DEMO							
TENANT MANAGEMENT				Reportir	ng Dashboard 🥖	Azure Active Directory	~
SUBSCRIPTION						5 Subscription(s)	^
(₩ Filter	Status		~			NCE Migration Report	
DESCRIPTION	c	ONFIRMED QTY Q	TY PRICE	TOTAL	STATUS	ADD-ON	

DICKER A T A Call Dicker Data NZ Ltd toll-free on 0800 DD Sales today! Call 0000 DD Sales Email: sales@dickerdata.co.nz Website: www.dickerdata.co.nz											
TENANT ID	TENANT NAME	SUBSCRIPTION ID	NCE SUBSCRIPTION ID	STOCK CODE	NCE STOCK CODE	QTY	STATUS	LOGI	DATE REQUESTED	DATE PROCESSED	ERROR
	MS Secure DEM	0		CSP1065-417A-B624-4901E2B252F5	P1M:CFQ7TTC0LGV0:0001		1 Completed	Jo	8/08/2022 12:57:1	0 8/08/2022 3:02:11 AM	a constant of the second se
	MS Secure DEM	0		CSP1006-4BB0-8F41-37AC05DF5DC7		1	1 Eligibility Error	Jo	8/08/2022 12:57:1	0 8/08/2022 12:57:45 PM	Subscription cannot be migrated to New Commerce
		í.		ni -							

How to Migrate all tenants to NCE

Select Subscriptions > Select Microsoft CSP

DIC	KER		Q. Search kaywords
	«	Home	
	Dashboard	Dashboard	
٥	Search Products	Welcome to your company dashboard. You'll find a qui website to get you started faster.	ick snapshot of how you've been tracking with us below as well as some quick links to the most visited sections of our
â	Catalogues		
ਸ	Carts	Quick Start	Transactions
	Ordera	Quick links to get to the most popular sections of our website	Easy access to the most used operational features of the site
B	Quotes	💮 Catalogues	Open Orders
a	Subscriptions	3 Subscriptions	Recently Invoiced Orders
0	Renewals	 Renewals Promotiona 	Backorder ETAs Beturns
đ	Account	😭 Eventa	
9	Reporting		
q	Promotions	View Dicker Data's Contact Inform	View Details





					C Search keywords	
*	Home > Subscriptions > Subscrip	tions				
न्द्री Dashboard	Subscriptions					×
n Search Products	🛱 Filter					
🚊 Catalogues						
ेच्च Carts	ACTIVE					
Financing	D	٦	Ð	٦		Ð
🛒 Orders	citrix	CYBER AWARE	O Interactive	Microsoft	Microsoft	
j Subscriptions						
C Renewals	Citrix CSP	Cyber Aware	Interactive Maintenance	Microsoft CSP	Microsoft SPLA	
Account						
Reporting	Trend Micro MSP					
Promotions						
Ƴ Qantas Rewards	DISCOVER					

Select Migrate All Tenants To NCE

Home > Subscriptions > Micro	soft CSP		
Subscriptions	×	Microsoft CSP	×
≕ Filter	\supset	\bigcup Download Excel $\underline{\mathbb{Q}}_{+}$ Create New End User α_0^{O} Associate Existing End User	
Citrix CSP	D	The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services.	Microsoft
Microsoft CSP	D	r an mena omm une comprete ouaronnes mecyone movign uneos unmay, promoranny, management, ano appor s	
Microsoft SPLA	D		
		(≣ Filter Migrate A	ul Tenants To NCE
		END USER NAME CUSTOMER REF AMOUNT(Ex)*	

Select your billing term and frequency and Confirm. Please remember that if you commit to a 1-year term, you will continue to be billed for this license for the full 12 months regardless of the customer's circumstances. Once you add an NCE license you only have 7 days to make any alterations before you are committed to the full term.





Migrate to NCE		>
This action will migrate all le account, this will take some cannot be cancelled.	egacy subscriptions to NCB for a time to get fulfilled by Microsoft.	ALL the tenants under your reseller Please be aware that this action
Term: Please Select *	~	
Billing Frequency:		
Please Select *	\sim	
Note: New term duration wil	I be started during this migration	Confirm
lick OK to move forward		
Migrate to NCE		×
Eligible subscriptions will be migr will be sent.	rated to New Commerce Experienc	e platform and an email notification

Ok

You will now receive an email confirming that your request has been received. These emails are sent to the email address associated to your login to the Dicker Data Portal.



If there are any issues or errors with the migration you will be notified via email. Please contact microsoft@dickerdata.com.au / (02) 8556 8061 for Australia or microsoft.sales@dickerdata.co.nz / 0800 337 253 for New Zealand.

	Micros	oft							Web	osite Gui	ide	Page 32
NCE Migration Status Report	to view it in a web browser.						4	n 🖯 Reply	(5) Reply All	→ Forward Mon 8/	08/2022 2:5	••• 8 pm
NCE Migration Report Tenant Name Tenant Guid	MS Secure DEMO											
Original Subscription Guid Subscription Guid	Stock Code CSP1006-4880-8F41- 37AC050F5DC7	NCE Qty Ta Stock Code 1 P1	rm Billing Cycle M monthly	Full Mig Term Sta YES Elig Erro	gration itus E pibility S or a ti	rear ubscription cannot be migrated to New clive. Subscription cannot be migrated is ofter yst.	/ Commerce beca to New Commer	use the state of the ce because there is	current subscriptic not a valid migratic	on is not on path for		
The Dicker Data Team												

Once the migration is complete you will receive the following email.



Reports for the migration can be downloaded from the tenancy in the Dicker Data portal. The report will show confirmation of completion, products migrated, by whom, date and time the migrations were requested and completed.

MS Secure DEMO							
TENANT MANAGEMENT				Reportir	ng Dashboard /	Azure Active Directory	~
SUBSCRIPTION						5 Subscription(s)	^
(≡ Filter	Status		~				
						NCE Migration Report	
DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON	



FAQ

Can I move one legacy license to NCE and leave the rest? *Yes, but not with the Migration tool. These need to be added individually to the tenant you are working on and then the corresponding legacy license suspended.*

Is there a price difference between NCE and Legacy licenses? *Yes, for some products. You can check pricing on the Dicker Data website.*

Can I go back/change my mind once I have migrated? No, this is a one-way process.

Who can I talk to if I need help? Contact microsoft@dickerdata.com.au / (02) 8556 8061 for Australia or microsoft.sales@dickerdata.co.nz / 0800 337 253 for New Zealand.

How to Align End Date

Coterminosity can be activated when a subscription is created or when it is renewed. A subscription can be made coterminous with an existing subscription according to the following table:

New or renewing

			Subscription	
		1-month	1-year	3-years
otion	1-month	Yes	No	No
Existir Ibscrip	1-year	Yes	Yes	Yes
SL	3-years	Yes	Yes	Yes

In summary, a new or renewing 1- or 3-year subscription may not be made coterminous with a 1-month subscription.

Date alignment can be done in the portal by clicking **Manage** on the relevant subscription and then using the **End Date Alignment** drop down:

	Website Guide P.
MANAGE RENEWAL	
Changes will take effect on renewal date: 04-MAY-2023 Quantity increase and Upgrade will be effective instantly	TERM : Current : Monthly CHANGE TO:
AUTORENEW: RENEWS ON 04-May-2023	No Change
QUANTITY: CURRENT : 2 CHANGE TO: 2	BILLING FREQUENCY : Current : Monthly CHANGE TO:
	No Change
	END DATE ALIGNMENT : Current : 03/05/2023 CHANGE TO:
	No Change
	No Change
	Align Calendar Month

Activating coterminosity for an existing subscription does not change the end-date of the existing term, rather it schedules the coterminosity to be activated when the subscription next renews.

To learn more about aligning end dates click here

How to buy Perpetual Software

The **Software** section lists all Software including Perpetual Software Subscriptions for the Tenant.

Software Subscriptions list software licences that are purchased for a specific term e.g. 1 year or 3-year term.

Perpetual Software lists all Perpetual Licenses that allows the Tenant (End User) to use the software continually (without expiry) with payment of a single fee.

- Clicking in the Add New Product selection, in the Subscription section, will open the Add Products blade.
- Click on Software and then select the subscription type required to display the list of Software or Perpetual Subscriptions available.
- Type a search in the filter field to filter on the list of subscriptions.
- Type the **Qty** and click **Add**.

				2 Search keywo	rds	×	2
	Home > Subscriptions > Micro	soft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add F	Products				
反 Dashboard	Add Products				×	Add Products	×
🖞 Search Products	Azure	Online Service Software				(≡ Filter	
🖶 Catalogues	Software Type: Please Select Perpetual Software	× ~]				OFFICE STANDARD 2019	a
ថ្ក្រ Carts	= off					Price:\$546.48 Quantity: 1	
🗒 Orders	STOCK CODE	TITLE	PRICE	OUANTITY		Confirm	
Subscriptions						/	
C Renewals	DG7GMGF0F4M8:0003	MICROSOFT OFFICE STANDARD 2019 FOR MAC	\$546.48		Add		
	DG7GMGF0F4MN:0003	OFFICE PROFESSIONAL PLUS 2019	\$745.20	1	Add		
C Renewals New	DG7GMGF0F4MM:0003	OFFICE STANDARD 2019	\$546.48	1	Add		
Account							
a Reporting		Continue					

- Review the added subscriptions and click on **Confirm** to be taken to the **Confirm Products blade**
- Click **Confirm all** to include the subscription.

				Q Search keywords		×	
«	Home > Subscriptions > Microsoft CSP > 2	'F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 >	Add Products > Confirm Products				
反 Dashboard	Confirm Products						×
🖞 Search Products							
🚊 Catalogues	SOFTWARE					1 Software(s)	^
ੇਂਦ੍ਰ Carts	Colock / Enter New MDN ID						
Orders	Select / Enter New MPN ID	•					
Subscriptions	STOCK CODE	STOCK DESCRIPTION		EXPIRY DATE	QTY		
\bigcirc Renewals	DG7GMGF0F4MM:0003	OFFICE STANDARD 2019			1	Remove)
⑦ Renewals New			Confirm All				
Account							

 Added Perpetual and Software Subscriptions will be listed in the Software section of the selected Tenant.

			Q Search keywords	×	1	TOTAL: \$15.44
«	Home > Subscriptions > Microsoft CSP					
反 Dashboard	X Microsoft CSP & 보	Dicker Data Ltd Details			M	icrosoft
Search Products	(≡ Filter				-	croson
🚊 Catalogues	Dicker Data - Teams	END USER DETAILS	NAME: Dicker Data Ltd	TENANT ID:	STATUS: Active	~
ີ່ Carts						
🗒 Orders	Dicker Data Demo Di Active Amount	TENANT MANAGEMENT		Reporting Dashboa	rd 🛝 Azure Active Directory	~
Subscriptions	Dicker Data Ltd	SUBSCRIPTION			8 Subscription(s)	~
C Renewals		RESERVED INSTANCE			4 Reserved Instance(s)	~
C Renewals New		SOFTWARE			2 Software(s)	^
Account		STOCK CODE	STOCK DESCRIPTION	EXPIRY DATE	QTY	
Reporting		DG7GMGF0DWRG:0002	Visio Standard 2016		1	
Promotions		DG7GMGF0F4M8:0003	MICROSOFT OFFICE STANDARD 2019 FOR MAC		1	
Events			Add New Product			

How to buy Azure Plan

To add an Azure Plan Subscription:

- Click the Add New Product button, in the Azure usage Subscription section to open the Add Products blade.
- Select Microsoft Azure

		Q Search keywords	×	?
	•	Home > Subscriptions > Microsoft CSP > Add Products		
Ŗ	Dashboard	Add Products ×	Add Products	×
Ê	Search Products	Azure Online Service Software	I Filter	
ō	Catalogues	Type Plase Select X v	Microsoft Azure Plan - Modern Commerce f Price:\$0.00 Quantity: 1	Ì
겯	Carts	DESCRIPTION PRICE QTV	Confirm	
I	Financing	Microsoft Azure Plan - Modern Commerce STOCK CODE DZH31620BPS6:0001 S0.00 /mth 1		
Ĩ	Orders			
6	Subscriptions			

- Review the added subscriptions and click on **Confirm** to be taken to the **Confirm Products** blade
- Enter a Subscription Description, MPN and the Owner Email
- Click **Confirm all** to include the subscription.

• Once you click on **Confirm All** you will get a pop up to enter your PO number.

						Q Search keywords			<)
		«с н	ome > Subscriptions > Microsoft CSP >	Add Products > Confirm	Products				
ଜ	Dashboard		Confirm Products)
Ô	Search Products		SUBSCRIPTION					1 Subscription(s)	^
Ô	Catalogues								
R	Carts		DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	
	Financing		Microsoft Azure Plan - Modern Commerce	0	1	\$0.00 /mth	\$0.00	Pending Confirm	Ŵ
	Orders		DESC:						
2	Subscriptions		OWNER EMAIL:						
3	Renewals		STUCK CODE: 02H31820BPS6.0001						
	Account			Pending Total (Ex GST) \$0.	00				
0	Reporting		_	Confirm All					

How to Manage Azure Subscriptions

Filter Status			~			
SCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	
crosoft Azure Plan - Modern Commerce PN: 2745841 DESC: Microsoft Azure Plan - Modern OCK CODE: DZH31820BPS6:0001 LING: Monthly Renewal (1 Mths) BILLED UNTIL: 30-NOV-2022	1	1	\$0.00 /mth	\$0.00	Active	Manage

Subscription Details: This allows you to change the MPN number and subscription description DESC

				Q Search keywords
	«	Home > Subscriptions > Microsoft CSP	> Manage Azure Subscription	
떶	Dashboard	Manage Azure Subscription ×	Microsoft Azure Plan - Modern Commerce	
ĉ	Search Products	(≡ Filter		
ō	Catalogues	Subscription Details	DESC : Microsoft Azure Plan - Modern	
뉟	Carts	Manage Service	STOCKCODE : DZH318Z0BPS6:0001	
Ĩ	Orders	Fraud Notifications		SAVE DETAILS
Ŵ	Subscriptions	Budgets & Alerts		
S	Renewals	Subscriptions		
C	Renewals	Subscriptions		

Manage Services: This will suspend resources, you will continue to accrue charges as per this subscriptions existing commitment. Additional commitments will also accrue if auto-renew is still enabled

		Q. Search keywords X
	K Home > Subscriptions > Microsoft CSP	> Manage Azure Subscription
反 Dashboard	Manage Azure Subscription $\qquad imes$	Microsoft Azure Plan - Modern Commerce
📋 Search Products	Tilter	MANAGE SERVICE
💼 Catalogues	Subscription Details	This will suspend service, you will continue to accrue charges as per this subscriptions existing commitment. Additional commitments will also accrue if auto-renew is still enabled
ੇਂ Carts	Manage Service	
🛒 Orders	Fraud Notifications	
) Subscriptions	Budgets & Alerts	
C Renewals	Subscriptions	

Fraud Notifications: Partners who are impacted will only receive notification from Microsoft here.

				Q Search keywords	×	?	
«	Home > Subscriptions > Microsoft CSP	> 1	> Manage Azure Subscription				
Dashboard	Manage Azure Subscription $\qquad \qquad \qquad$	Microsoft Azure Plan - Modern Commerce					
C Search Products	🗐 Filter	FRAUD NOTIFICATIONS					📿 Refrest
🚊 Catalogues	Subscription Details						
🛱 Carts	Manage Service			No fraud notifications found for this subscription			
📰 Orders	Fraud Notifications						
Subscriptions	Budgets & Alerts						
C Renewale	Subscriptions						

Budget Details: These options may help you spot misconfigured services or unusual trends that might suggest fraud.

e your budget a unique nan	te. Select the time window it analyzes dur	ng each evaluation period, its	expiration date and the an
ne *			
ludget name must only cont	ain alphanumeric, underscore or hyphen.		
sets period *	~		
eation date:			
01/12/2022)		
piration date:			
1)		
udget amount			
-			
ve your budget amount three	shold		
ve your budget amount three	ihold		
e your budget amount three ount * lert conditions Type	find find	Amount	
eve your budget amount three event * Iert conditions Type Critical	Nod	Amount \$0.00	
everyour budget amount three evert* left conditions Type Critical Warning	% of budget	Amount 50.00 50.00	
ve your budget amount three Iert conditions Type Critical Warning Iert recipients (email	% of budget	Amount 50.00 \$0.00	
ery your budget amount three lent conditions Type Critical Warning Lent recipients (email	% of budget	Amount 50.00 30.00	
e your budget amount three lent conditions Type Critical Warning Lent recipients (email	% of budget	Amount 50.00 50.00	
ery your budget amount three lent conditions Type Critical Warning Lent recipients (email Let test one email is mandat	<pre>incid</pre>	Amount 50.00 50.00	
ve your budget amount three ment* Iert conditions Type Critical Warning Iert recipients (email t least one email is mandat ar a recommended to add azu	% of budget	Amount S0.00 S0.00	do not go to your spam fol

Subscriptions: This allows you to create additional Azure subscriptions under your Azure Plan.

Home > Subscriptions > Microsoft CSP	>	Manage Azure Subscription		
Manage Azure Subscription $\qquad \qquad \qquad$	Microsoft Azure Plan - Modern Commerce			×
(≅ Filter	SUBSCRIPTIONS			🖁 Refresh
Subscription Details				Create
Manage Service	Name	Ent	itlement Id	
Fraud Notifications				
	IT TEST			
Budgets & Alerts	IT TEST 4			
Subscriptions				

How to buy Reserved Instances

Azure Reserved Instance allows the tenant to reserve Microsoft (Virtual Machines) for a specific term e.g. 1 year or 3 year. These Microsoft can be purchased as one upfront payment or as Monthly payments for the term.

You will need to have an active Azure Subscription in order to add an Azure Reserved instance. For assistance regarding Azure requirements please contact your local Dicker Data representative.

• Click the Add New Product button, in the Subscription section to open the Add Products blade.

	*	Home > Subscriptions > Microsoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add Products					
Ř	Dashboard	Add Products					
ĉ	Search Products	Azure Online Service Software					
ō	Catalogues	Type: Please Select					
Å	Carts	Reservations					
₿	Orders	Microsoft Azure					
	Quotes						
٣	Subscriptions						
C	Renewals						

• Click on Azure and then select Reservations

- Select the **Reservations Type** from the drop-down list
- Enter the Usage Subscription, Location, and the Payment frequency
- Type the Qty of the required subscription and click Add.

					Q Search keyw	ords	×	$\hat{\boldsymbol{z}}$
	«	Home > Subscriptions > Micr	rosoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add P	roducts				
Ř	Dashboard	Add Products				×	Add Products	×
ĉ	Search Products	Azure	Online Service Software				(≡ Filter	
ē	Catalogues	Type: Please Select	Reservations Ty	rpe: Please Select		¥ v	Reserved VM Instance, Standard_B1Is,	
Ä	Carts	Please select usage subscription	Azure Kese	vation vivi		^ ~	AU East, 3 Years 👘 Price:2.35/mth Quantity: 1	
Ĩ	Orders	SOFTWARE BU - VD DEMO - 30C	233E1-1DBB-4EF7-BE77-014553F4438A			× ~	Canfum	
	Quotes	Select Location AU East				× ~	Commit	
٣	Subscriptions	Payment frequency Monthly				~		
ට ට	Renewals	₩ Filter						
		STOCK CODE	TITLE	PRICE	QUANTITY			
	Account	DZH318Z0BQ35:01N6	Reserved VM Instance, Standard_B16ms, AU East, 3 Years	\$302.86/mth	1	Add		
1	Reporting	DZH318Z0BQ35:01KV	Reserved VM Instance, Standard_B20ms, AU East, 1 Year	\$588.37/mth	1	Add		
Ð	Promotions	DZH318Z0BQ35:01KW	Reserved VM Instance, Standard_B20ms, AU East, 3 Years	\$378.55/mth	1	Add		
Ę	Events	DZH318Z0BQ35:01N9	Reserved VM Instance, Standard_B16ms, AU East, 1 Year	\$470.76/mth	1	Add		
	VP	DZH318Z0BQ35:01NM	Reserved VM Instance, Standard_B12ms, AU East, 1 Year	\$353.04/mth	1	Add		
		DZH318Z0BQ35:01NP	Reserved VM Instance, Standard_B12ms, AU East, 3 Years	\$227.14/mth	1	Add		
•	Microsites	DZH318Z0BQ35:01BM	Reserved VM Instance, Standard_B1Is, AU East, 3 Years	\$2.35/mth	1	Add		
Û	About							

- Review the added reservations and click on **Confirm** to be taken to the **Confirm Products blade**
- Enter the MPN ID and click on Confirm All

			Q Search keywords	×
«	Home > Subscriptions > Microsoft CSP > 7F	34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add Products > Confi	rm Products	
反 Dashboard	Confirm Products			>
A Search Products	committeeddets			
🚊 Catalogues				1 Percented Instance(c)
ີ Carts	RESERVED INSTANCE			r reserved instance(s)
🗒 Orders	Select / Enter New MPN ID	· · ·		
🗮 Quotes	STOCK CODE	STOCK DESCRIPTION	EXPIRY DATE	QTY
Subscriptions	DZH318Z0BQ35:01BM	Reserved VM Instance, Standard_B1Is, AU East, 3 Years		1 Remove
C Renewals		Confirm All		
Account				

- Once you click on **Confirm All** you will get a pop up to enter your PO number.
- Added Azure Reserved Instances will be listed in the **Reserved Instances** section of the selected Tenant.

			Q Search keywords	×	2	2017110 тот	7140900 AL: \$15.44
«	Home > Subscriptions > Microsoft CSP	> 6E417AB3-58DE-417D-9AAA-DA5837716C4C					
💭 Dashboard	× Microsoft CSP 와 보	Dicker Data Ltd Details				Mice	×
🖞 Search Products	(≡ Filter					IVIICI	OSOIL
💼 Catalogues	Dicker Data - Teams	END USER DETAILS	NAME: Dicker Data Ltd TENANT ID:	_	STATUS:	Active	~
ੇਂਦ੍ਰ Carts	Active Amount:						
🗒 Orders	Dicker Data Demo Dicker Data Demo Dicker Data Demo	TENANT MANAGEMENT		Reporting Dashboard 🥖	Azure Active Di	irectory	*
Subscriptions	Dicker Data Ltd	SUBSCRIPTION			8 Subscri	ption(s)	~
\mathbb{C} Renewals	Active Amount	RESERVED INSTANCE			4 Reserved Inst	ance(s)	^
C Renewals New							
		STOCK CODE	STOCK DESCRIPTION	EXPIRY DATE	QTY		
Account		DZH318Z0BQ35:00F5	Reserved VM Instance, Standard_B2s, AU East, 3 Years	10/08/2023	1		
Reporting		DZH318Z0BQ35:00F5	Reserved VM Instance, Standard_B2s, AU East, 3 Years	10/08/2023	1		
		DZH318Z0BQ35:00F5	Reserved VM Instance, Standard_B2s, AU East, 3 Years	10/08/2023	1		
Promotions		DZH318Z0BQ35:00F5	Reserved VM Instance, Standard_B2s, AU East, 3 Years	10/08/2023	1		
Events			Add New Product				
Microsites							
j) About		SOFTWARE			2 Soft	ware(s)	~

Reporting

Accessing Available Reports

Subscription Reports are listed in the Reporting Dashboard which can be found either at:

- the **Reporting** menu selection
- or at the Tenant Management blade

Types of Available Reports

Subscription Invoice Reports

Subscription Invoice Reports produces an Excel report listing all Subscription Invoices within a given date range with the following worksheet tabs:

- Invoice Summary tab Lists the total Subscription Invoice Amount for each Tenant.
- Invoice Details tab Lists all the Subscription Invoices for each Tenant.
- **Tenant Details tab** Tabs are created for each Tenant listing all the Subscription Invoice details for each of the listed Tenants.

					Q Se	arch keywords		×
	«	Home > Reporting > Subscription Invol	ce Reports					
反 Dashbo	bard	Reporting ×	Subscription Invoice Reports					×
📋 Search I	Products	YOUR BUSINESS	J Download Excel					
🚊 Catalog	jues	🚫 Sell Through Reports	(== Filter		Invoice Dated From	: To:	/2022	ppty
ेन्न Carts		ETA and Backorder Reports	TENANT NAME	INVOICE NO	INVOICE DATE	CUSTOMER REF	SUBSCRIPTIONS	TOTAL AMOUNT
Orders		ESD Report		5279601	01-DEC-2022		5	\$298.17
				5307751	17-DEC-2022		1	\$84.56
Subscrip	iptions	Web Audit Log		5307751	17-DEC-2022		1	\$65.24
🗇 Renewa	als			5279601	01-DEC-2022		12	\$28,226.93
		TOOR SUBSCRIPTIONS		5307751	17-DEC-2022		1	\$35.96
-		Subscription Invoice Reports		5307751	17-DEC-2022		1	\$0.00
Account	nt			5307751	17-DEC-2022		1	\$129.78

Azure Usage Reports

The Azure Usage Reports blade allows you to display data on the Billed Usage within a given date range.

• Selecting **Billed Usage** will display a list of Tenants and their current usage details.

		Q. Search keywords	×
**	Home > Reporting > Azure Usage F	Reports	
Dashboard	Reporting	× Azure Usage Reports	×
C Search Products	YOUR BUSINESS	L Download Excel	
🚊 Catalogues	Sell Through Reports	Select Usage Type Dated From: To: BILLED USAGE Image: Filter Image: Type Image: Type Image: Type	Apply
🛱 Carts	ETA and Backorder Reports	USAGE REPORT FROM 1/11/2022 TO 30/11/2022	
🗐 Orders	ESD Report	TENANT NAME SUBSCRIPTION ID SUB NAME TOTAL AN	NOUNT ACTION
🔊 Subscriptions	🛞 Web Audit Log		\$138.89

The Download option allows you to download the usage details to an Excel report which will include the following worksheet tabs:

- Tenant Summary tab Lists all the Subscriptions and Usage details for each Tenant.
- **Tenant Details tab** Tabs are created for each Tenant listing all the Subscription and Usage details for each of the listed Tenants.

Individual Download Excel reports are also available for each tenant which can be found in the **Action** column for each Tenant record.

Annuity Information Report

The Annuity Information Report blade displays the Microsoft CSP Subscription details for each End User.

						2 Search keywords		×
«	Home > Subscriptions > Mi	icrosoft CSP						
Z Dashboard	Subscriptions	×	Microsoft CSP					×
Search Products	(≅≑ Filter		↓ Download Excel Q+ Create Ne	w End User α_0^0 Associate	Existing End User			
🚊 Catalogues	Citrix CSP	Û	The Microsoft Cloud Solution Provide Partners own the complete customer	r (CSP) program allows partn lifecycle through direct billin	ers to sell Microsoft Cloud So a provisioning management	ervices along with their own of and support	ferings and services.	Microsoft
ि Carts	Cyber Aware	Û		nicojole tirougr encet binin	g, promoroning, management	and oupport.		
🔄 Financing	Interactive Maintenance	Ð						
🗒 Orders	Microsoft CSP	ſ						Migrate All Tenants To NCE
Subscriptions	Microsoft SPLA	١			AMOUNT/EN	FU Destal Assess		Inigrate All Tenants To NOL
C Renewals	Trend Micro MSP	١	DD TEST AU	dd	\$459.00	Yes	Manage	Migrate To NCE
	Arcserve MSP	ſ					_	
Reporting	Arcserve Xafe MSP	٢						

The Download option allows you to download the list of End Users and the CSP Subscription details for each End User. The Report includes the following worksheet tabs:

- Summary tab Lists all the End Users and the Total amount for each listed Domain.
- **Details tab** Lists all the SKUs and details for all the End Users.
- **End User Details tab** Tabs are created for each End User listing the Subscription details including Start Date and Expiry Date.

Upcoming MS CSP Renewals

The **Upcoming MS CSP Renewals** report displays upcoming renewals for a maximum period of 90 days.

This report is downloadable as an Excel file and will show NCE subscriptions, Azure Reserved Instances and Software Subscriptions expiring in the specified date range. Those which have expired are highlighted for easy visibility.

				Q 8	Search keyword	1s		×
	Home > Reporting > Upcoming M	S CSP Renewals						
🛒 Dashboard	Reporting	× Upcoming Microsoft CSP Renew	ais					×
📋 Search Products	YOUR BUSINESS	J Download Excel						
🚔 Catalogues	Sell Through Reports	= Eilter		Subscription Date	d From:	To:	Apply	
	ETA and Backorder Reports	2. Piler)	01/03/2023		25/11/2023	Adday	
⊊ Carts	-	TENANT NAME	SKU	DESCRIPTION	QTY	TERM START	TERM EXPIRY	
🗒 Orders	ESD Report		P1Y:CFQ7TTC0LDPB:0001	MS NCE M365 BUSINESS STD 1YR COMMIT	12.00	30-11-2022	29-11-2023	Manage
₷ Subscriptions	🛞 Web Audit Log		P1Y:CFQ7TTC0LH1P:0001	MS NCE EXCHANGE ONLINE PLAN 2 1YR COMMIT	1.00	22-11-2022	21-11-2023	Manage
C Renewals	YOUR SUBSCRIPTIONS		P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	9.00	22-11-2022	21-11-2023	Manage
Account	Subscription Invoice Reports		P1Y:CFQ7TTC0LDPB:0001	MS NCE M365 BUSINESS STD 1YR COMMIT	1.00	18-10-2022	17-10-2023	Manage
Reporting	Azure Usage Reports		P1Y:CFQ7TTC0LH18:0001	MS NCE M365 BUSINESS BASIC 1YR COMMIT	1.00	18-10-2022	17-10-2023	Manage
A Promotions	O Upcoming MS CSP Renewals		P1Y:CFQ7TTC0HDB0:0002	MS NCE PROJECT PLAN 3 1YR COMMIT	1.00	23-11-2022	22-11-2023	Manage
Oantae Rewarde			P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	31.00	23-11-2022	22-11-2023	Manage
Events			P1Y:CFQ7TTC0LH1P:0001	MS NCE EXCHANGE ONLINE PLAN 2 1YR COMMIT	1.00	23-11-2022	22-11-2023	Manage
			P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	26.00	20-10-2022	19-10-2023	Manage
💾 КВ			P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	17.00	12-10-2022	11-10-2023	Manage
Microsites			P1Y:CFQ7TTC0LFDZ:0001	MS NCE D365 CUST SVC ENT 1YR COMMIT	50.00	27-02-2023	29-11-2023	Manage
① About			P1Y:CFQ7TTC0HD32:0002	MS NCE VISIO PLAN 2 1YR COMMIT	1.00	30-11-2022	29-11-2023	Manage
୍ତ୍ର Admin			P1Y:CFQ7TTC0LHRL:0002	MS NCE DATAVERSE	10.00	27-02-2023	29-11-2023	Manage

NCE Orders Report

The **NCE Orders Report** displays purchases within the previous 7 days. This report is downloadable as an Excel file.

DICKER Q Search keyword > NCE Orders Report NCE Orders Report Reporting 📈 Dashboard 👃 Download Excel 🛨 Copy Download Link YOUR BUSINESS Search Products Sell Through Reports 🛒 Filter Catalogues ETA and Backorder Reports ACTION QTY UNIT PRICE RRP EXT PRICE EXT RRP USER ेय Carts TENANT GUID TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE M365 F3 1MTH COMMIT SUBSCRIPTION GUID DATE ADDED: 2024-02-21T08:59:54.073 ESD Report Orders Subscriptions Web Audit Log 64 admin C Renewals YOUR SUBSCRIPTIONS TENANT GUID: TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE MICROSOFT TEAMS PREMIUM INTRODUCTORY PRICING 1MTH COMMIT O Subscription Invoice Reports Account SUBSCRIPTION GUID DATE ADDED: 2024-02-20T15:47:32.933 Azure Usage Reports Reporting QUANTITY admin Opcoming MS CSP Renewals TENANT GUID: TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE MICROSOFT COPILOT FOR M365 1YR COMMIT Promotions NCE Orders Report SUBSCRIPTION GUID DATE ADDED: 2024-02-20T15:45:15.307 🝾 Qantas Rewards 14 QUANTITY admin 🛱 Events TENANT GUID: TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE MICROSOFT COPILOT FOR M365 1YR COMMIT SUBSCRIPTION GUID: DATE ADDED: 2024-02.19T15.08.38.91 🗄 кв Microsites QUANTITY 13 admin

Web Audit Log

The **Web Audit Log** presents a record of actions performed, but it's restricted to providing data for a maximum of two weeks at a time. Should you need information for multiple date ranges, you'll have to generate distinct reports for each period.

						Q Search keywo
		«	Home > Reporting > Web Au	dit Log		
Ŕ	Dashboard		Reporting	×	Web Audit Log	
ĉ	Search Products		YOUR BUSINESS		Date From: (101/01/2024) To: (15/01/2024)	,↓, Download Excel
ō	Catalogues		🔅 Sell Through Reports		✓ Jan ÷ 2024 ÷	>
μ	Carte		🔅 ETA and Backorder Report	ts	Mo Tu We Th Fr Sa	Su
2					1 2 3 4 5 6	7
∅	Orders		🔅 ESD Report		8 9 10 11 12 13	14
٣	Subscriptions		🚯 Web Audit Log		15 16 17 18 19 20 22 23 24 25 26 27	21 28
S	Renewals		YOUR SUBSCRIPTIONS		29 30 31 1 2 3	4
	Account		Subscription Invoice Repo	rts	5 6 7 8 9 10	11
	Reporting		🔅 Azure Usage Reports			
Ø	Promotions		Opcoming MS CSP Renew	als		
¥	Qantas Rewards		🔅 NCE Orders Report			

CSP Billing

Modern Based Billing

These invoices will include both variance charges as well as cycle charges on a single invoice simplifying the process for your accounts team.

Dicker Data will issue a separate invoice for Modern subscriptions for the previous calendar month. These invoices will include Software Licenses, Perpetual Licenses, Reserved Instances and Azure Plans.

Consumption Based Billing

Dicker Data will issue a separate invoice for consumption-based subscriptions with usage data for the previous calendar month. Example: You will receive an invoice generated in December for all usage in November.

Please note that a separate invoice will be generated for each individual Payment Method that has been set up on your CSP Tenants. Types of Payment Methods may include Credit Account, Digital Wallet (**AU Only**) etc. If you have multiple Digital wallet IDs set up, then each individual digital wallet ID will be on a separate invoice.

P2P Transfer Check list

This Step-by-Step process will ensure a smooth transfer to Dicker Data from your existing Indirect CSP Provider.

The steps below must be completed in full:

Step 1: Partner

Visit **www.dickerdata.com.au** and sign in with your username, account number and password.

Select Subscriptions option https://portal.dickerdata.com.au/manageSubscriptions

E Ho				
	me			
Dashboard	hashbaard			
C Buy	vasnboard			
Orders	ecome to your company dashboard. You'll find a gui ebsile to get you started faster.	x snapshot of how you've been tracking with us below as w	rell as some quick links to the most visited sections of our	
🛱 Carts				
E Financing	Quick Start	Transactions	Freight Calculator	
Quotes	Quick links to get to the most popular sections of our website	Easy access to the most used operational features of the site	Search postcode	
	📩 Catalogues	Open Orders		
a subscriptions	Subscriptions	Recently Invoiced Orders		
C Renewals	C Renewals	Backorder ETAs		
	Promotions	<u>Qs</u> Returns		
Account	🔁 Events		Freight Policy	
C Parating				

Step 2: Partner

Estimated Timeline for uploading bulk tenant list 1 hour if no errors.

Estimated Time for associating tenants: 1 Day (might be longer depending on the information available)

Associate your tenants on the Dicker Data website either individually or by bulk

Option 1. If the End User has Access/Global admin rights, ensure the Association Email is sent to their email address (We recommend you talk to your End Users before you start the process so they are aware)

Option 2. If you (the partner) have global admin rights to your End Users you could enter your email address as these notifications would be sent to you instead of the End User.

Please note the association request needs to be accepted by a global admin for the end user's tenancy.

					0	Search keywords		×
«	Home > Subscriptions > M	licrosoft CSP						
🛒 Dashboard	Subscriptions	×	Microsoft CSP					×
Search Products	(≡ Filter		J. Download Excel _2+ Create Ne	w End User 🖧 Associate	Existing End User			
🛱 Catalogues	Citrix CSP	D	The Microsoft Cloud Solution Provider	(CSP) program allows partne	ers to sell Microsoft Cloud Se	ervices along with their own off	erings and services.	Microsoft
ेयू Carts	Cyber Aware	۵	Partners own the complete customer i	ifecycle through direct billing), provisioning, management :	and support.		
Financing	Interactive Maintenance	Ð						
Crders	Microsoft CSP	۵	(≓ Fitter					Migrate All Tenants To NCE
Subscriptions	Microsoft SPLA	٥						
C Renewals	Trend Micro MSP	ı	END USER NAME	CUSTOMER REF	AMOUNT(Ex)*	EU Portal Access		
			DD TEST AU	dd	\$459.00	Yes	Manage	Migrate To NCE
Account	Arcserve MSP	D						
Law	Areasonia Vafa MCD							

Bulk association is a feature that allows you to associate multiple tenants in a single action. This helps you to avoid the manual process of associating each tenant individually with each subscription. (Request a full list of tenants from your current provider as this will help in this section)

DICKER			Q. Search keywords	×
*		Microsoft CSP		
🖂 Dashboard	Subscriptions	×	Microsoft CSP	
📋 Search Products	(≅ Filter		ل Download Excel &+ Create New End User අਹਿ Associate Existing End Use ר Bulk Associate	
🗄 Catalogues	Cisco SaaS	۵	The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services. Partners own the complete customer (Revela through direct billion provisioning management and support	Microsof
₽ Carts	Microsoft CSP	۵		
🗊 Orders	SkyKick Backup	۵		
Subscriptions	Arcserve MSP	۵		te All Tenants To NCF
C Renewals	Arcserve Xafe MSP	۵		
	Circo MSP	0	END USER NAME CUSTOMER REF AMOUNT(EX)* EU Portal Access	

Click on "Download" to populate the template enter the mandatory columns Upload the completed CSV file and review the summary. You can edit or remove any lines before sending them.

		Q Search keywords ×
	K Home > Subscriptions > Microsoft CSP	> Bulk Assoicate
□ Dashboard	Microsoft CSP ×	Bulk Associate ×
C Search Products	₹ 8+ ∞	GUIDELINE Download sample file that you can modify and upload. Please provide tenant domain, tenant name and an authorised tenant administrator email address. This
🚊 Catalogues	(≅ Filter	can be your emain aduress in you have global admini rights for the tenant.
प्ल Carts	DD Access Security Active Amount: \$0.00	Select a File to Upload Bulk Association: Choose File or Drag And Drop

Step 3: Partner

Estimated Timeline: 1 Hour if there are no errors

If there are Azure subscription that will be transferring with this request, a new \$0 subscription under the New Indirect Provider will need to be created so the transferring subscription has a destination.

The bulk order creation feature allows you to create multiple Azure subscriptions for multiple tenants at once. This saves you time and hassle when having to upload multiple Azure subscriptions to your tenants.

Click on "Download" to populate the template enter the mandatory columns Upload the completed CSV file and review the summary.

Click on "Download" to populate the template enter the mandatory columns Upload the completed CSV file and review the summary.

Buik Order Creation		
Import Bulk Orders	In-Process	Archive
and the second division of the second divisio		
GUIDELINES: Download a sample f	ile that you can populate CSP orde	er details and upload.

Step 4: Partner

Estimated Timeline: 1 Day if there are no errors

Once you have done the above steps, email microsoft.sales@dickerdata.com.au / Microsoft.sales@dickerdata.co.nz with the below information Provide Dicker Data the below information to start the transfer from the current Indirect CSP provider.

- Customer name: (End User) •
- Customer email: (Global Admin)
- Current partner name: (Tier 1 Name) •
- Current partner Microsoft ID: (Microsoft ID Number (Account Settings>Entra Profile) ٠
- Reseller (MPNID) •

Transfer requests | Add new

Invite the customer's current partner to transfer billing ownership of Azure subscriptions, Reservations, Savings plans and/or new commerce license-based subscriptions to your billing account. By sending this transfer request, you acknowledge and agree that the transfer lens selected by your cultomer's current partner will transfer to your account as of the Transfer long be used for this customer only. You agree that you may not cancel any prepaid subscriptions (including Reservations) transferred to your account. If the recipient does not act in 30 days, the transfer request will expire.
Before you proceed:
• Confirm that the customer has identified the Azure plan subscriptions, Reservations, and Savings plans and/or new commerce license-based subscriptions to be transferred and has notified the current partner.
Ensure that the customer has accepted your terms and conditions since you will be responsible for charges based on the existing billing terms and frequency for subscriptions after the transfer is complete.
 If you are transferring an Azure reserved instance or Azure savings plan and the billing currencies of the current and target partners are different, the Azure reserved instanced or Azure savings plan will be cancelled at the start of the next billing cycle. In order to continue service, the future partner will need to repurchase the Azure reserved instance or Azure savings plan.
Details
Customer name *
Customer email * 0
Current partner name "
Current nartner Microoff ID * 0
Reselier (MPNID) *
Indirect reseller(MPNID) V
By opting in to this process, you represent and warrant to Microsoft that you are initiating/participating in this transfer in good faith, and agree to indemnify, defend, and hold Microsoft harmless from and against any and all third-party claims arising from or relating to this transfer. For Azure items, you will be invoiced for usage from the date this request is accepted and will be responsible to Microsoft for all ongoing, scheduled billings related to the transfer items as of the Transition Date, provided that Microsoft will move any prepaid subscriptions (including Reservations and Savings plans) for the transfer items to your account. License-based subscriptions will result in new subscriptions being created under your partner account. You assume the financial responsibility of the new subscriptions being created inder your partner account. You assume the financial responsibility of the new subscriptions being created under your partner account. You assume the financial responsibility of the new subscriptions being created under your partner account. You assume the financial responsibility of the new subscriptions being created under your partner account. You assume the financial responsibility of the new subscriptions being created under your partner account. You assume the financial responsibility of the new subscriptions being created under your partner account.
Send transfer request Cancel

Step 5 Dicker Data

Estimated Timeline: 1 Day to send the transfer requests

Dicker Data will send the transfer requests to incumbent Indirect CSP Provider through Partner Centre

The incumbent Indirect CSP Provider needs to approve the transfer and if they do not approve the transfer within 30 days the transfer request expires and must be re-submitted.

Partner – We recommend you notify your incumbent Indirect CSP Provider to expedite the transfer to ensure it is not delayed.

Important Notes

Transfer requests only support Azure Plan subscriptions, reservations, savings plans and/or new commerce license-based monthly and annual subscriptions. Legacy Subscriptions, Software subscriptions, perpetual software, and third-party subscriptions cannot be transferred using this transfer capability.

Important to Note Most Azure Marketplace products can be transferred with their Azure Subscription. However sometimes a product will be ineligible. An error message is generated when something is ineligible at which point it is recommended that all Azure Marketplace products under the sub be cancelled. These can be reprovisioned once the sub completes transfer.

Foreign Principal Rights does not automatically get provided to the subscription once transferred. We recommend adding this by having a user that has global admin rights to the subscription run the PowerShell for this. Learn more here.

Our 'AdminAgents' resource ID (ObjectID) : e727c534-c0e2-4440-81b0-f5a28a5dac51

Azure Cost Management was previously enabled via the old Indirect Provider the settings do not carry across with the transfer.