# NCE Migration Tool Guide

## Migrating a single tenant to NCE
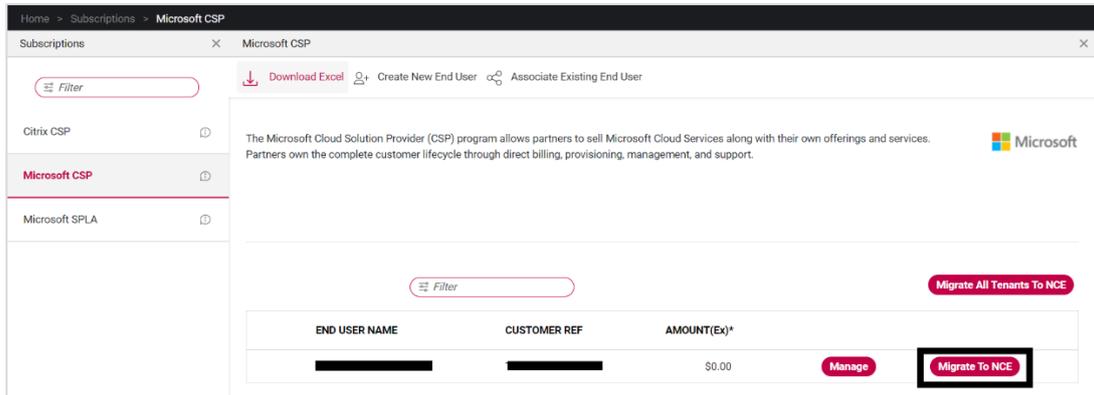
1. Sign in to **https://portal.dickerdata.co.nz/**

2. From the left-hand menu, click **Subscriptions**.



3. Click **Microsoft CSP**.

NZBN 9429038460227
2a Augustus Terrace
Parnell
Auckland 1052

Freecall 0800 337 253
Freefax 1800 688 586
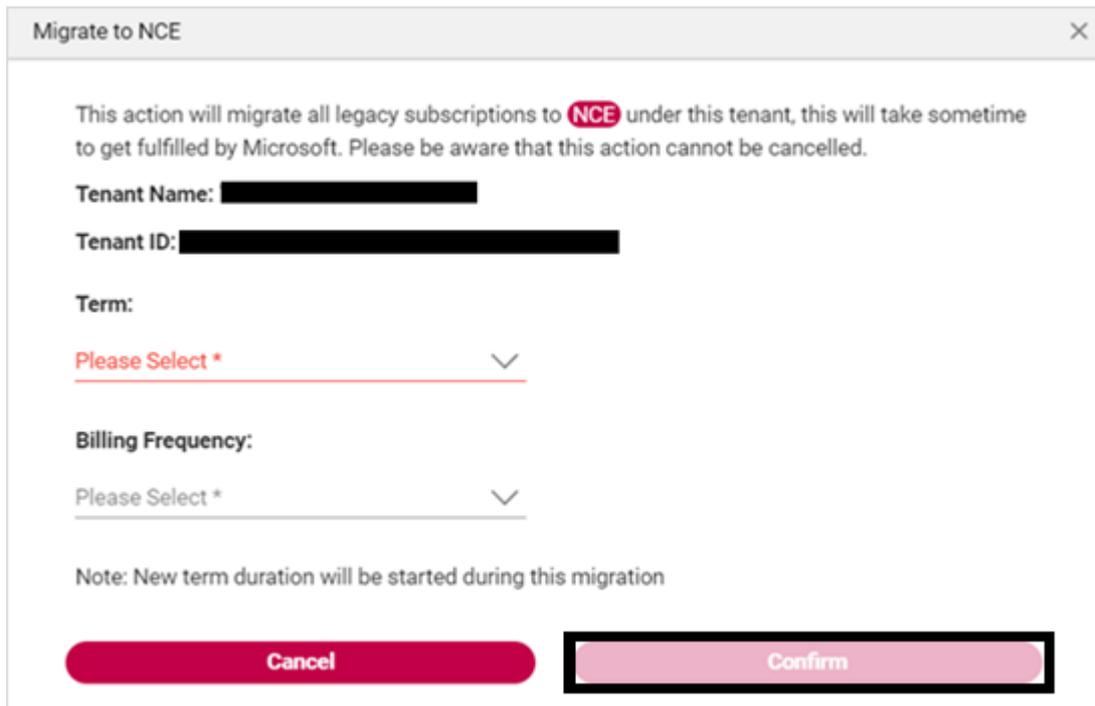www.dickerdata.co.nz
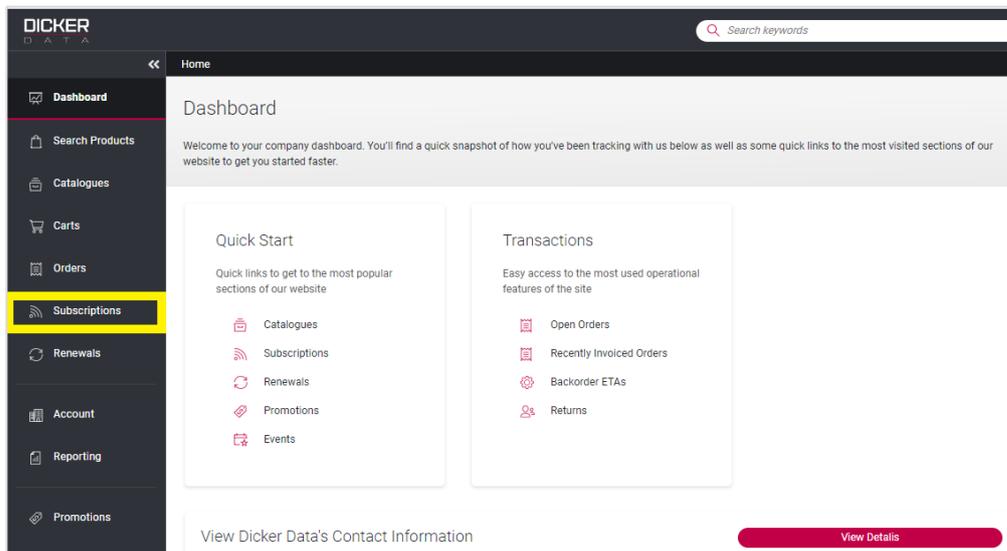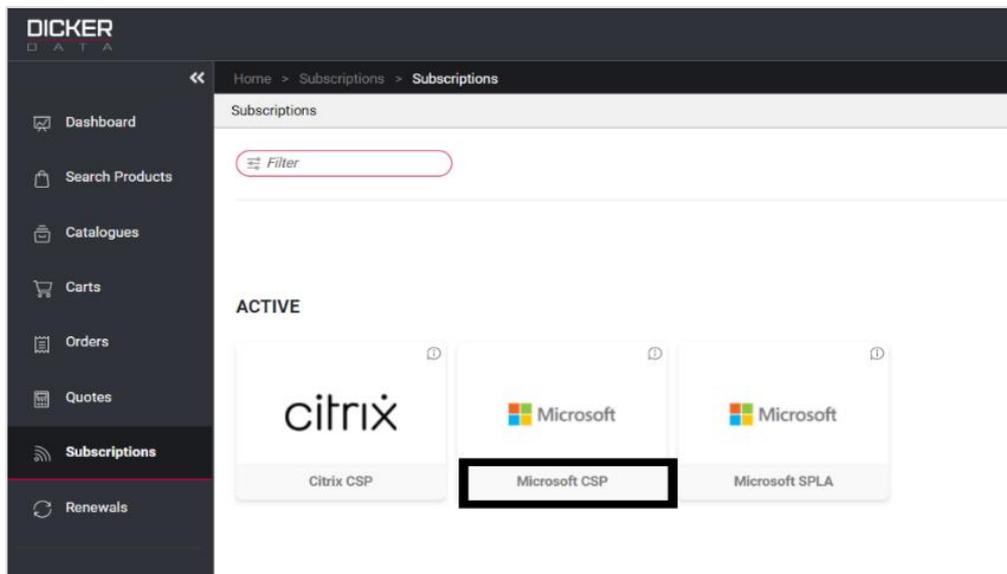
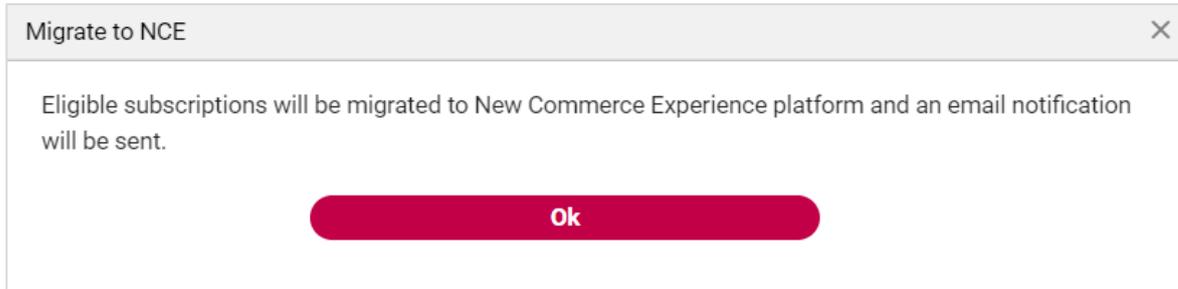4.    Find your tenant on the list, click **Migrate to NCE** for the tenant you are wanting to move.



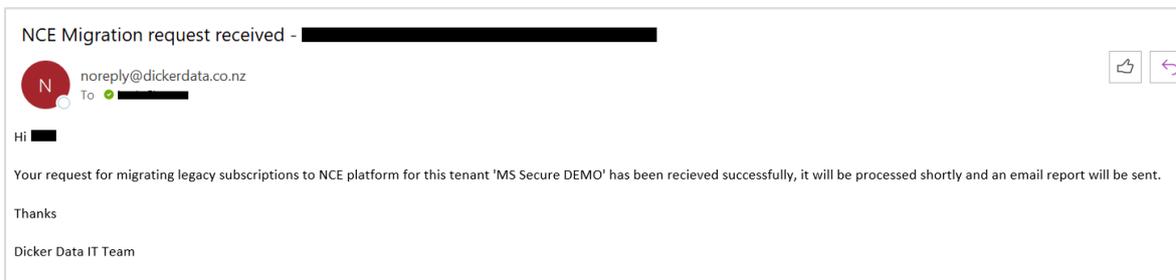5.    Select your billing term and frequency, click **Confirm**.

NOTE: 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.

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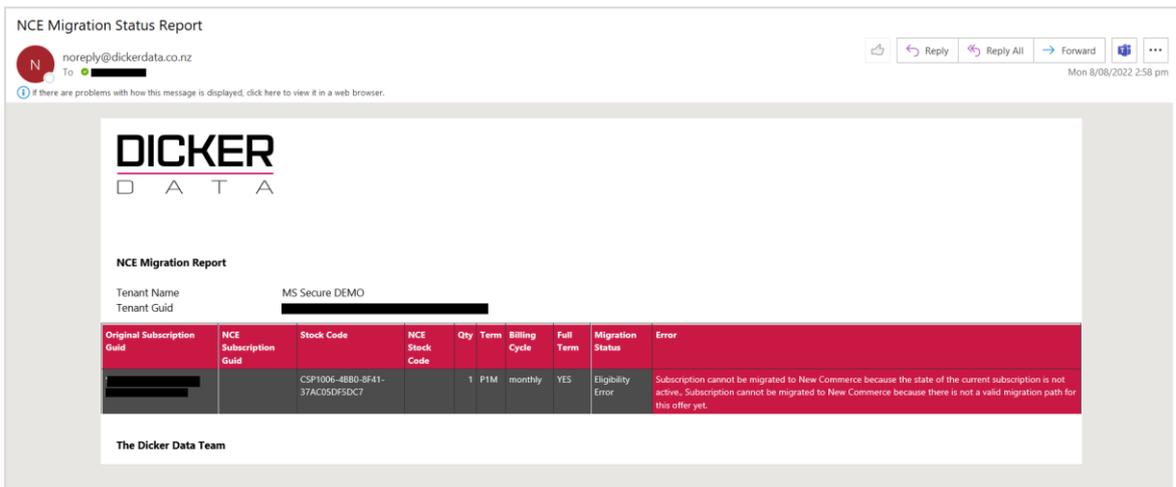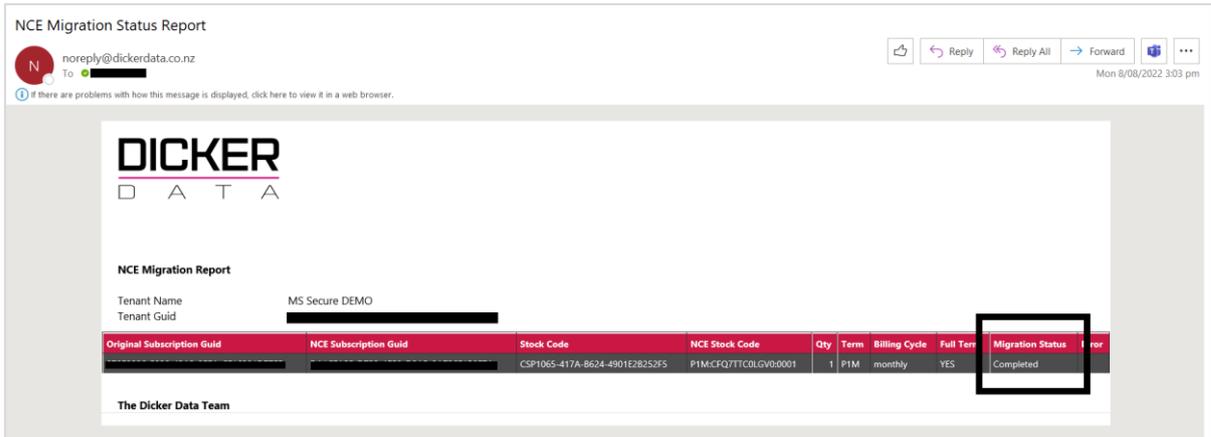Freefax 1800 688 586
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6. Click OK



You will 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.
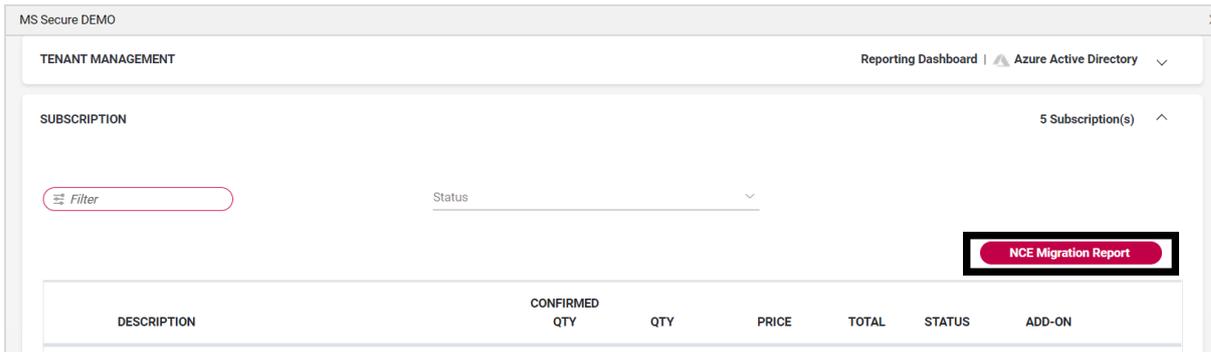


If there are any issues or errors with the migration you will be notified via email. Please contact **Microsoft.Sales@dickerdata.co.nz** or 0800 DD SALES (0800 337 253) to speak to the Microsoft team.

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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.
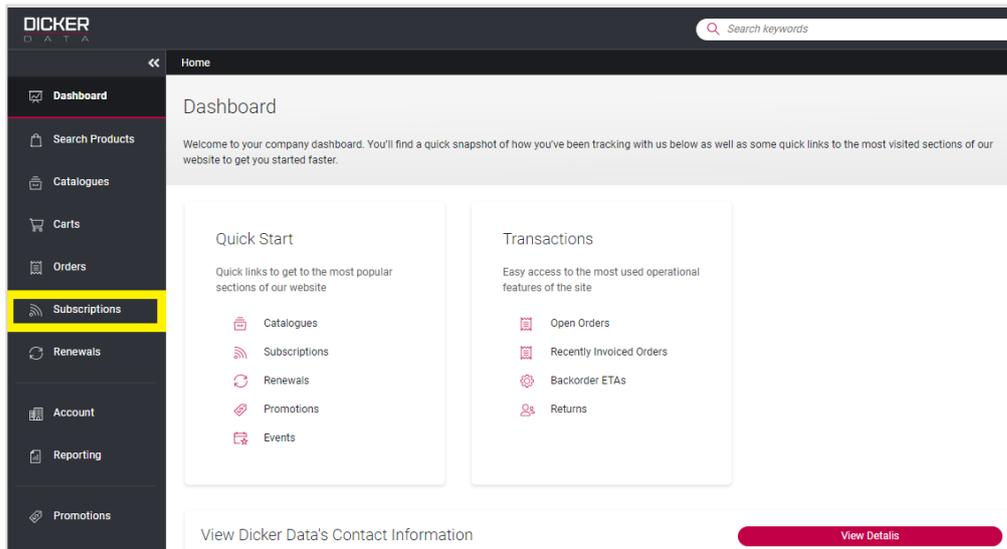


Example of downloaded report.

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## Migrating all tenants to NCE

1.   Sign in to **https://portal.dickerdata.co.nz/**

2.   From the left-hand menu, click **Subscriptions**.



3.   Click **Microsoft CSP**.

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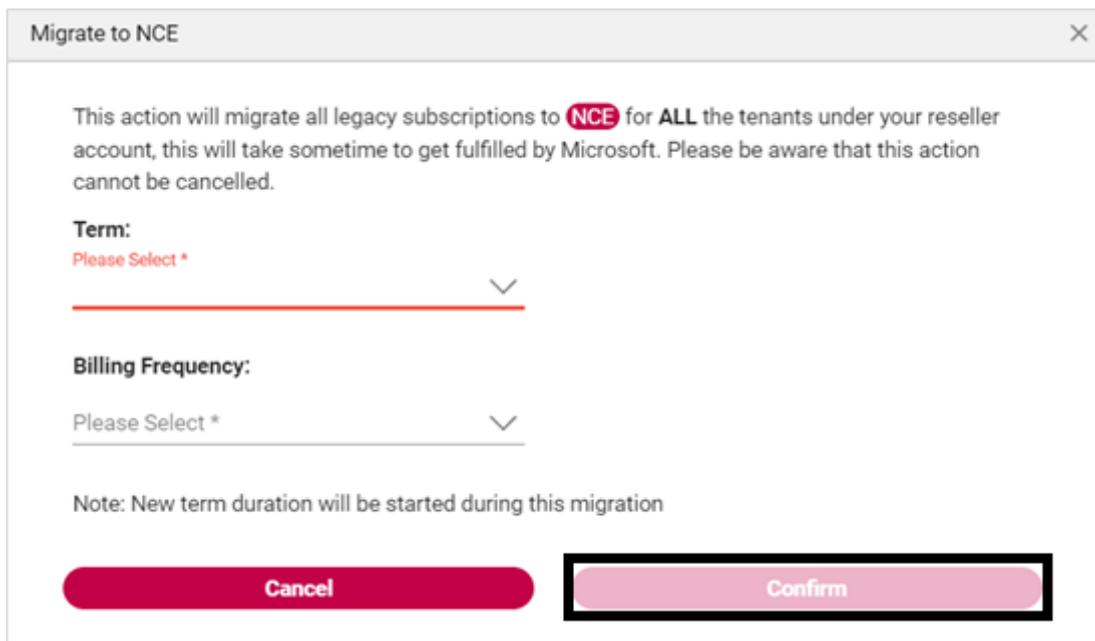Freecall 0800 337 253
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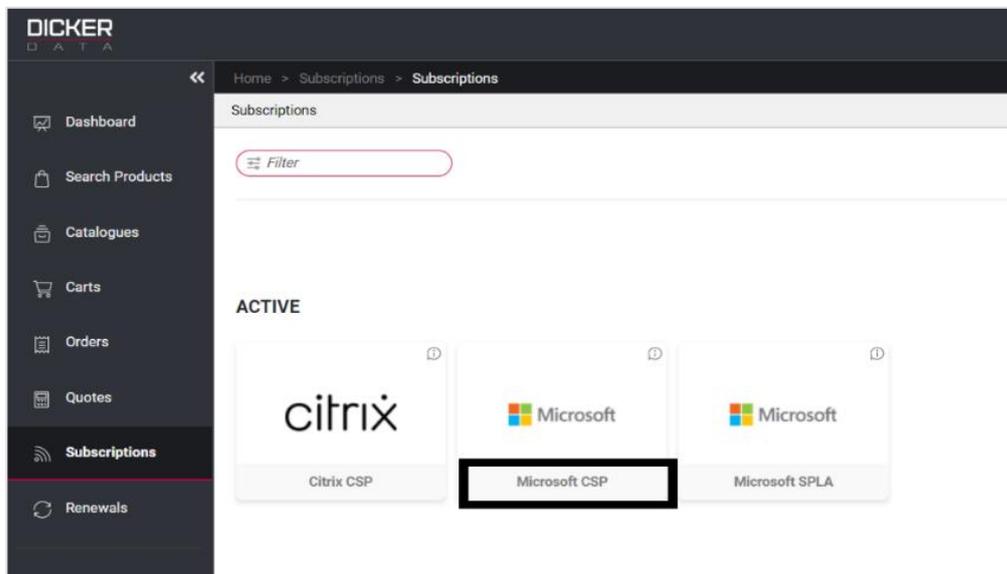
4.   Click **Migrate All Tenants To NCE**.
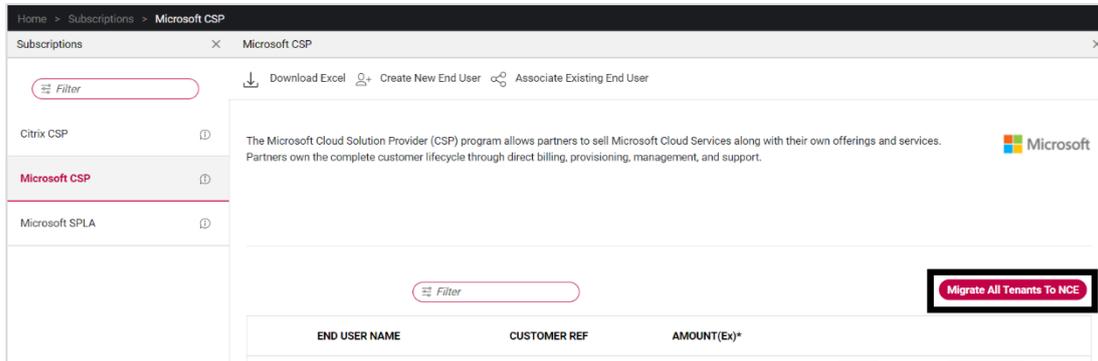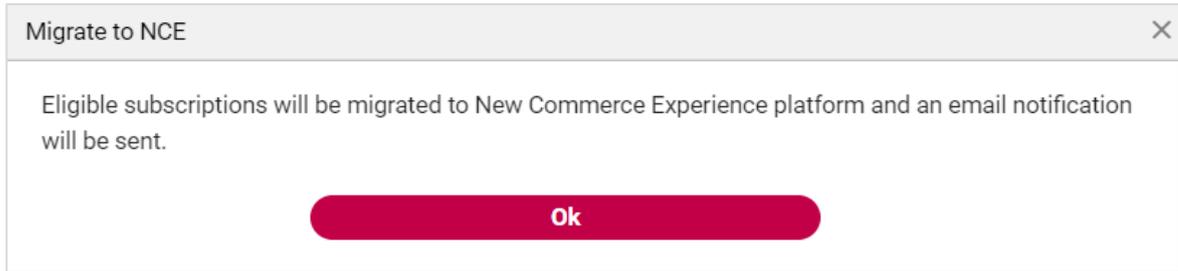


5.   Select your billing term and frequency, click **Confirm**.

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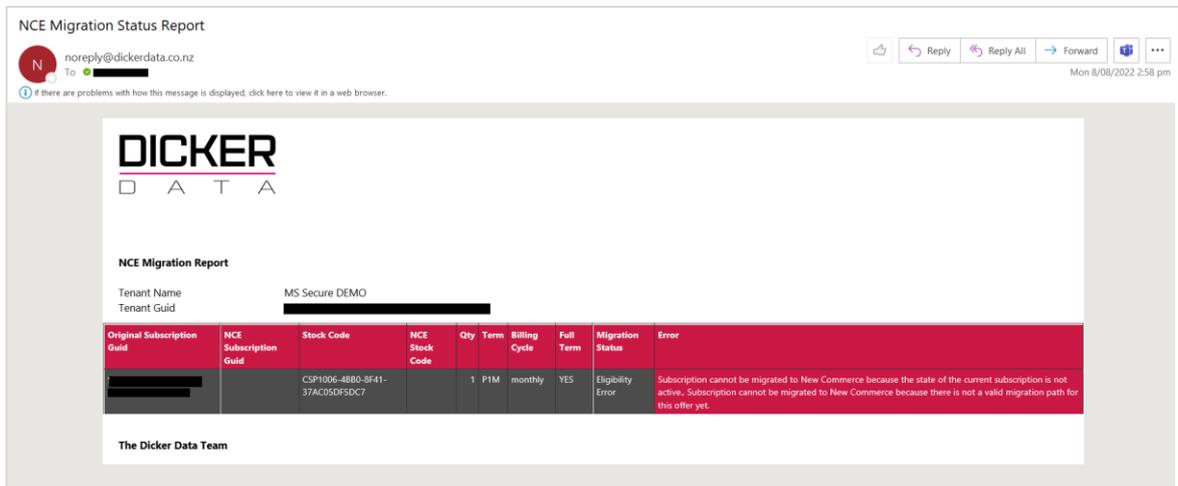Freefax 1800 688 586
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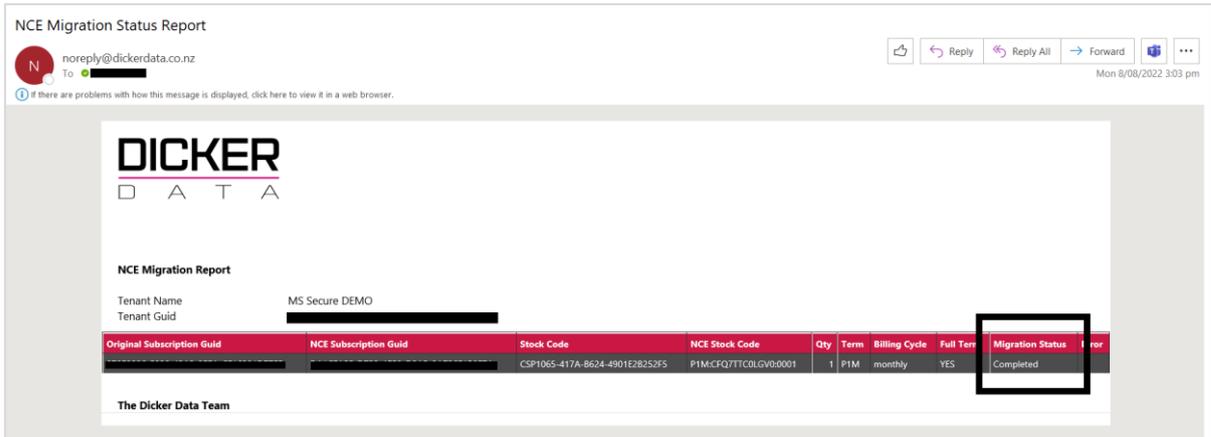
6.  Click **OK**.



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.
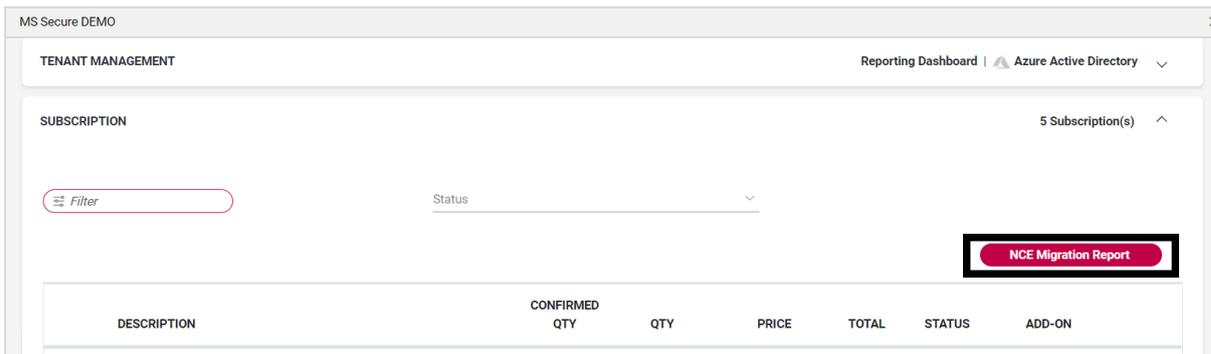


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Example of downloaded report.

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## 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?**

Please contact **Microsoft.Sales@dickerdata.co.nz** or 0800 DD SALES (0800 337 253) to speak to the Microsoft team.

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