

NCE OPERATIONS GUIDE

November 2022
Jo Catty

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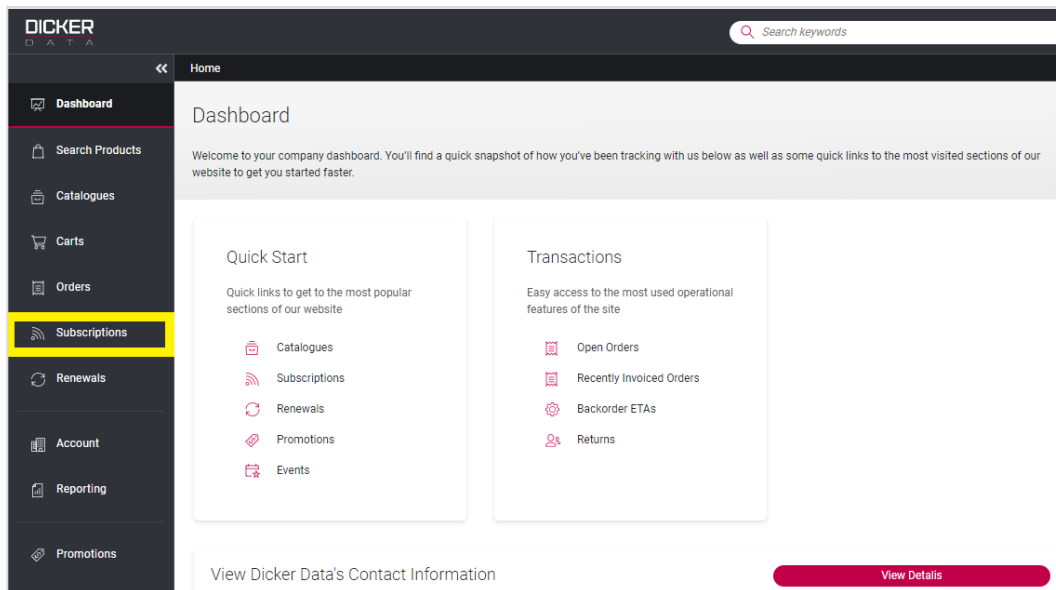
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NCE Adding, Changing and Cancelling Licenses

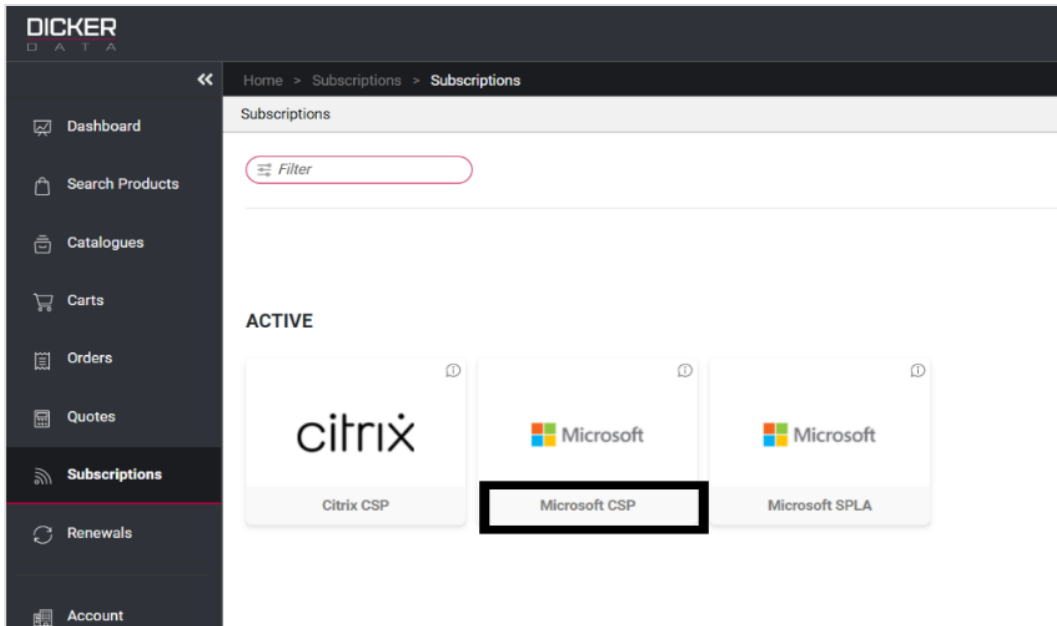
Note: It is against company policy for DD staff to transact NCE Licenses on behalf of our resellers and their tenants due to the financial liability associated with the commitment term required for these licenses.

Adding NCE Licenses

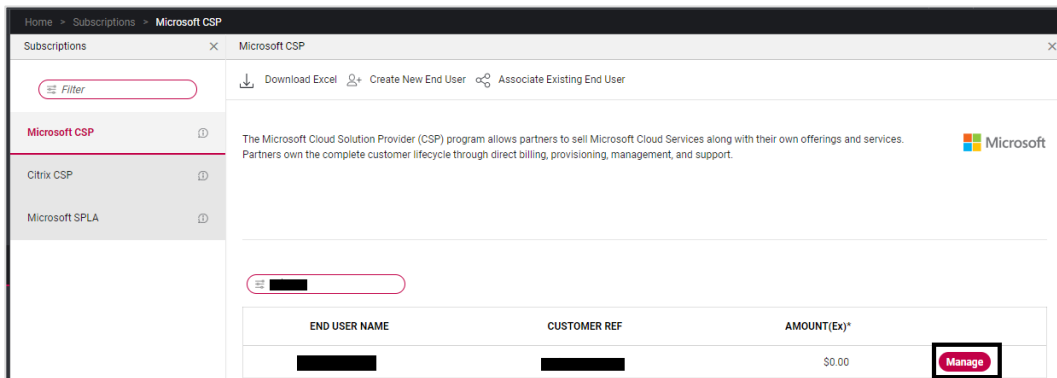
1. Sign in to <https://portal.dickerdata.co.nz/>
2. From the left-hand menu, click **Subscriptions**.



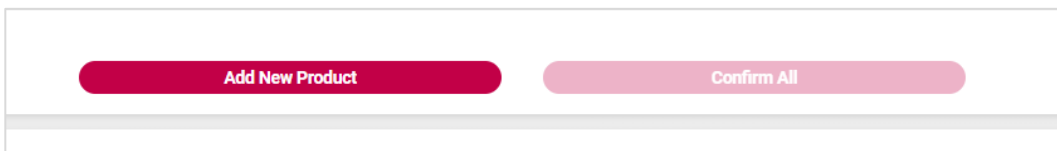
3. Click **Microsoft CSP**.



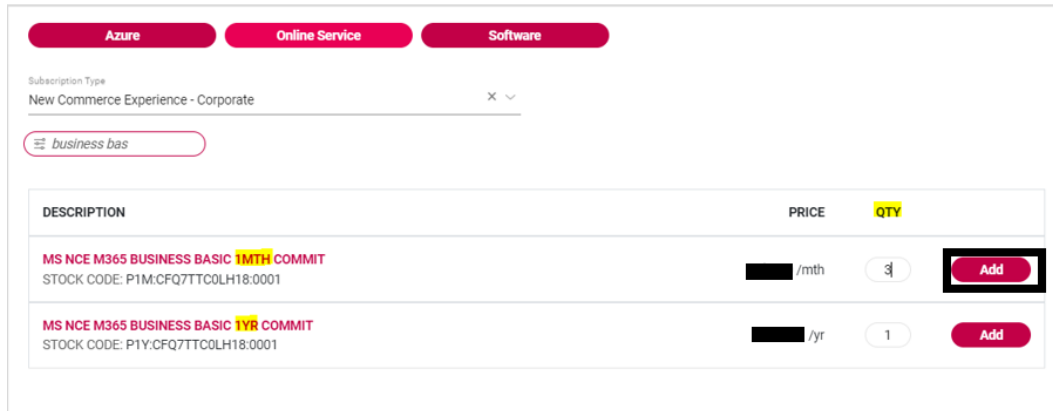
4. Find the tenant you are after in the list, click **Manage**.



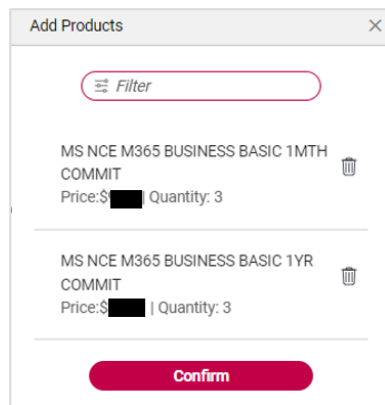
5. Click **Add New Product**.



6. Make sure your subscription type is New Commerce Experience then select the product, commitment and quantities required and click **Add**.



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



8. Make sure your MPN is entered correctly, if you have selected an annual commit license you will need to select the billing frequency. Click **Confirm All**.

SUBSCRIPTION 2 Subscription(s) ^

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS
<p>MS NCE M365 BUSINESS BASIC 1MTH COMMIT NCE</p> <p>MPN: <input type="text"/> 1</p> <p>DESC: <input type="text"/></p> <p>STOCK CODE: P1M:CFQ7TTCOLH18:0001</p> <p>BILLING FREQUENCY: Monthly</p> <p>END DATE ALIGNMENT: <input type="text" value="Date"/> 1 2 View subscription end-dates</p>	0	3	█	█	Pending Confirm
<p>MS NCE M365 BUSINESS BASIC 1YR COMMIT NCE</p> <p>MPN: <input type="text"/> 1</p> <p>DESC: <input type="text"/></p> <p>STOCK CODE: P1Y:CFQ7TTCOLH18:0001</p> <p>BILLING FREQUENCY: <input type="text" value="Please Select"/></p>	0	3	█	█	Pending Confirm

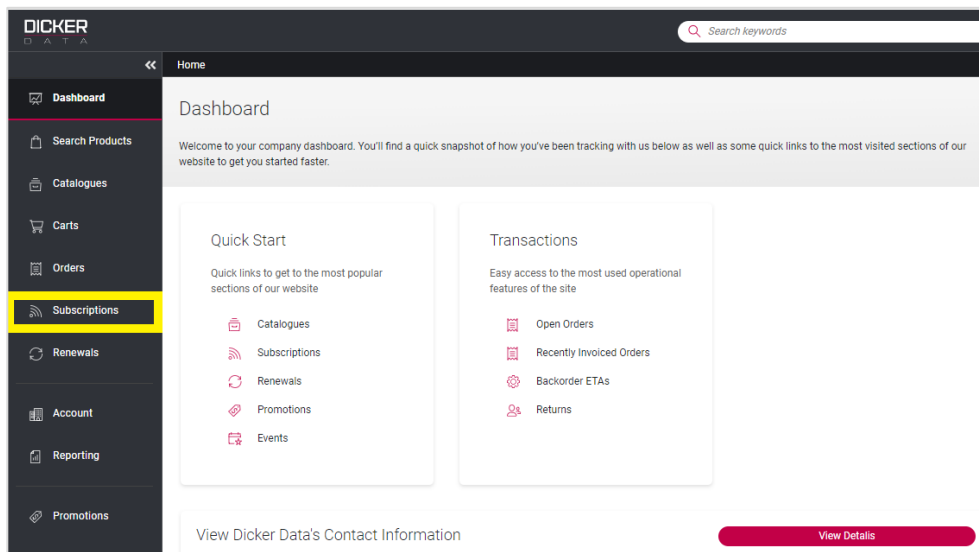
Pending Total (Ex GST) \$303.63

Confirm All

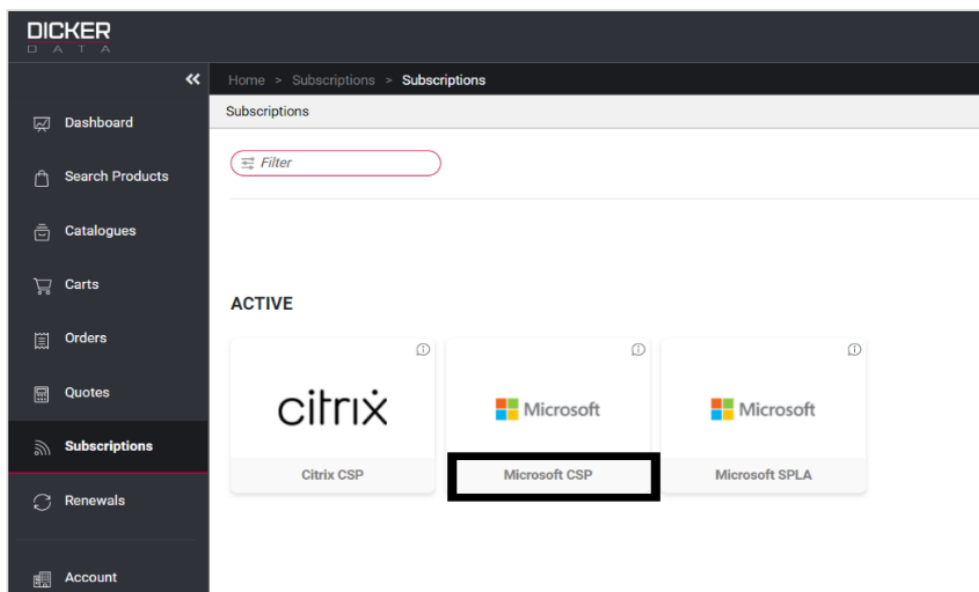
Changing License Quantities

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 end of commitment term.

1. Sign in to <https://portal.dickerdata.co.nz/>
2. From the left-hand menu, select **Subscriptions**.



3. Select **Microsoft CSP**.



- Find the tenant you are after in the list and click **Manage**.

Subscriptions > Microsoft CSP

Microsoft CSP

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.

END USER NAME	CUSTOMER REF	AMOUNT(Ex)*
[REDACTED]	[REDACTED]	\$0.00

Manage

- Find the license you would like to adjust in their subscription list and click **Manage**.

LICENSE SUBSCRIPTION

5 Subscription(s)

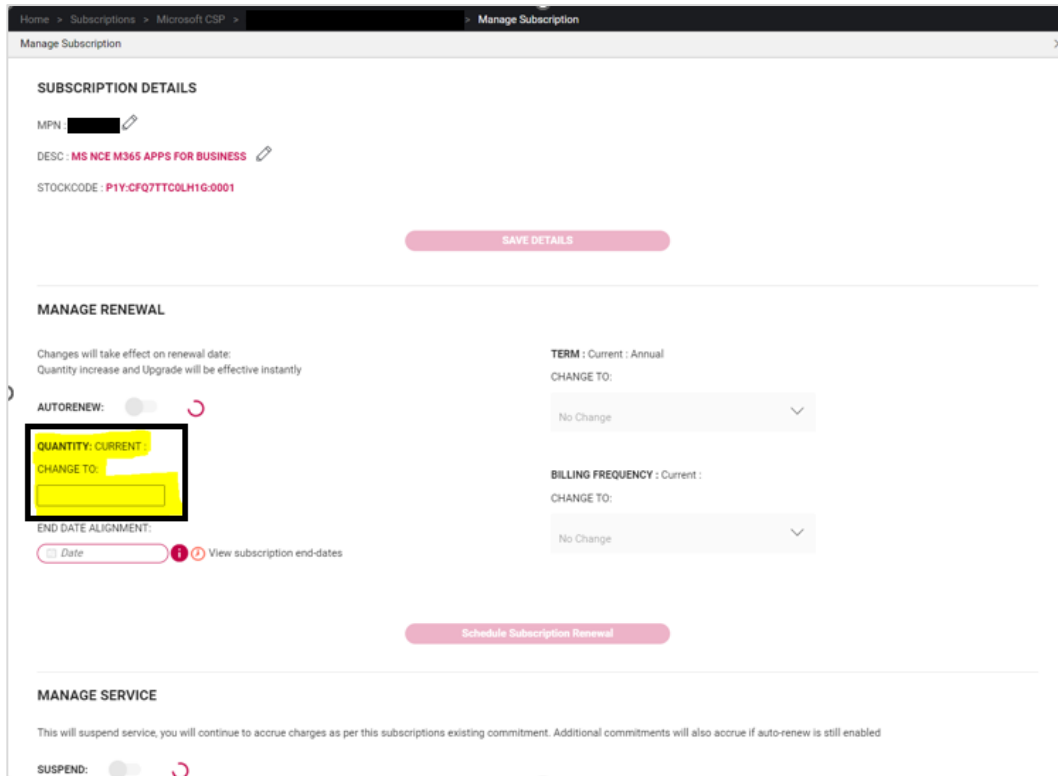
Filter

Status

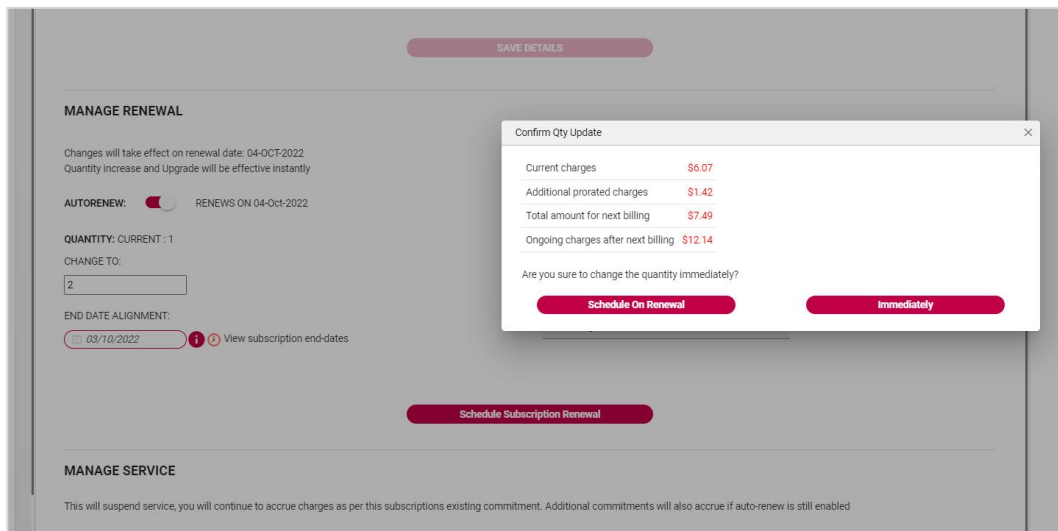
NCE Migration Report

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
Common Area Phone MPN: [REDACTED] DESC: test STOCK CODE: CSP10B3-4E7B-B37C-4A435DDEF1D9 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 13-OCT-2022	1	1	[REDACTED]	[REDACTED]	Active	Add Add-On
Microsoft 365 Domestic Calling Plan (120 min) MPN: [REDACTED] DESC: test STOCK CODE: CSP1006-4BB0-8F41-37AC05DF5DC7 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 13-OCT-2022	1	1	[REDACTED]	[REDACTED]	Active	
Microsoft 365 Business Premium MPN: [REDACTED] DESC: M365 Business Premium STOCK CODE: CSP10BD-43F6-88E9-C9ADAES746E0 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 22-OCT-2022	3	3	[REDACTED]	[REDACTED]	Active	Add Add-On
Microsoft Defender For Endpoint t P2 MPN: [REDACTED] DESC: PaulTest STOCK CODE: CSP1065-417A-B624-4901E2B252F5 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 10-AUG-2022	1	1	[REDACTED]	[REDACTED]	Suspended	
MS NCE EXCHANGE ONLINE PLAN 1 1MTH COMMIT (NCE) STOCK CODE: P1M:CFQ7TTCOLH16:0001 BILLED UNTIL : 03-AUG-2022	1	1	[REDACTED]	[REDACTED]	Active	Add Add-On Manage
MS NCE MICROSOFT DEFENDER FOR ENDPOINT P2 1MTH COMMIT (NCE) STOCK CODE: P1M:CFQ7TTCOLGV0:0001 BILLED UNTIL : 07-AUG-2022	1	1	[REDACTED]	[REDACTED]	Active	Manage

- Change the quantity to the amount required.



- 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:



Suspending Licenses

Suspension in NCE does not cancel licenses as it does in Legacy. Suspending licenses will not stop these from billing or renewing. This function should only be used to restrict a tenant's access to their licenses (in cases of non-payment for example). 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](#)

Auto Renewal

Licenses 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:

MANAGE RENEWAL

Changes will take effect on renewal date: 04-SEP-2022
Quantity increase and Upgrade will be effective instantly

AUTORENEW: RENEWS ON 04-Sep-2022

Cancelling Licenses

Cancelling licenses 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).

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

P1M:CFQ7TTC0LH04:000	Microsoft Corporation - Microsoft Defender for OffO365 PLAN 1 1MTH COMMIT	-2
	>Usage for 03-MAY-2022 to 13-MAY-2022	
	>██████ MS NCE MICROSOFT DEFENDER FOR	
P1M:CFQ7TTC0LH04:000	Microsoft Corporation - Microsoft Defender for OffO365 PLAN 1 1MTH COMMIT	25
	>Usage for 03-MAY-2022 to 13-MAY-2022	
	>██████ MS NCE MICROSOFT DEFENDER FOR	

Upgrading Licenses

License 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 license upgrade you require and click **Upgrade**.

UPGRADE 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 licenses 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:CFQ7TTC0LDPB:000	Microsoft Corporation - Microsoft 365 Business Sta >Usage for 24-FEB-2022 to 19-MAR-2022 [REDACTED] MS NCE M365 BUSINESS BASIC 1YR	2.0000
P1Y:CFQ7TTC0LH18:000	Microsoft Corporation - Microsoft 365 Business Bas >Usage for 20-FEB-2022 to 19-MAR-2022 [REDACTED] MS NCE M365 BUSINESS BASIC 1YR	2.0000
P1Y:CFQ7TTC0LH18:000	Microsoft Corporation - Microsoft 365 Business Bas >Usage for 24-FEB-2022 to 19-MAR-2022 [REDACTED] MS NCE M365 BUSINESS BASIC 1YR	-2.0000

Support Options

For issues that relate to the tenant which may cause down time for the organisation or user(s).

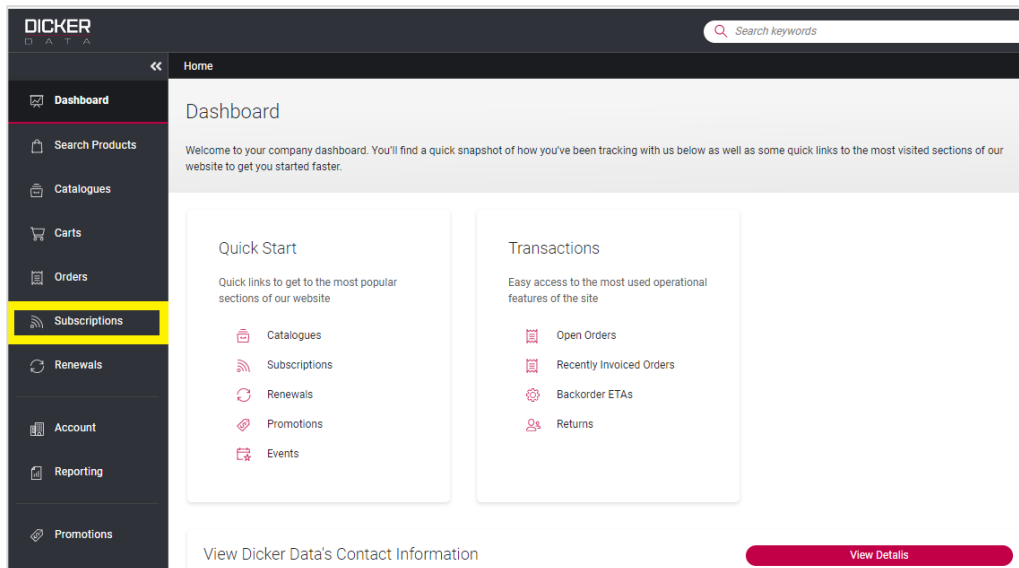
Please email support@cspsupport.co.nz or call 0800 342 537.

For any billing queries, subscription issues, quote requests and password resets for users within the tenancy please email microsoft.sales@dickerdata.co.nz.

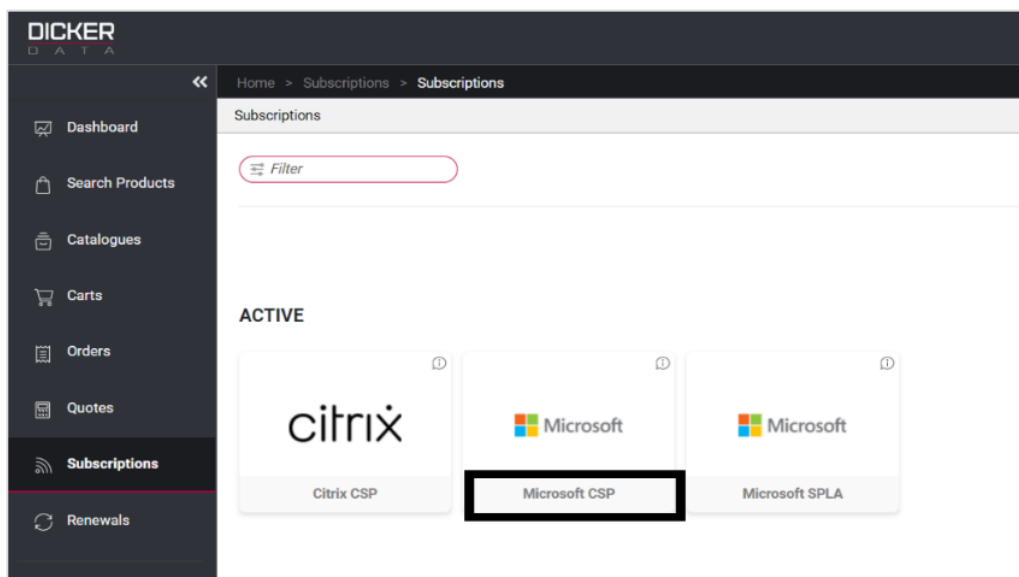
NCE Migration Tool

Migrating a single tenant to NCE

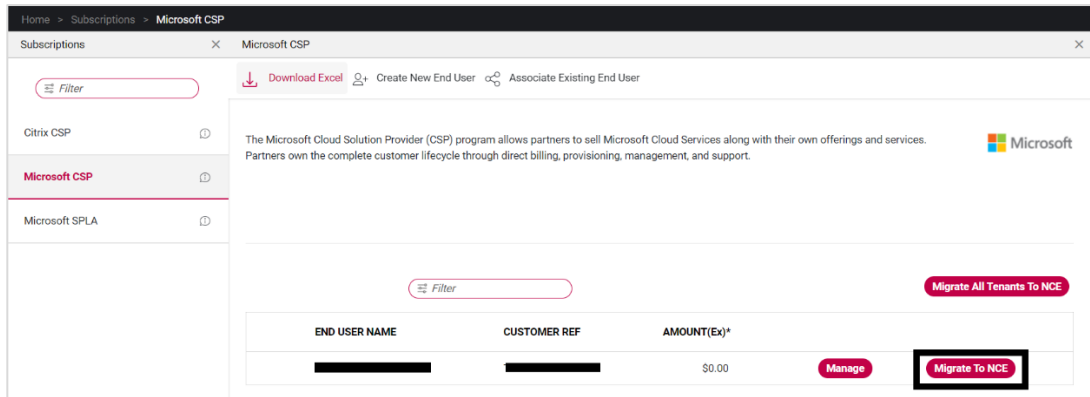
1. Sign in to <https://portal.dickerdata.co.nz/>
2. From the left-hand menu, select **Subscriptions**.



3. Select **Microsoft CSP**.

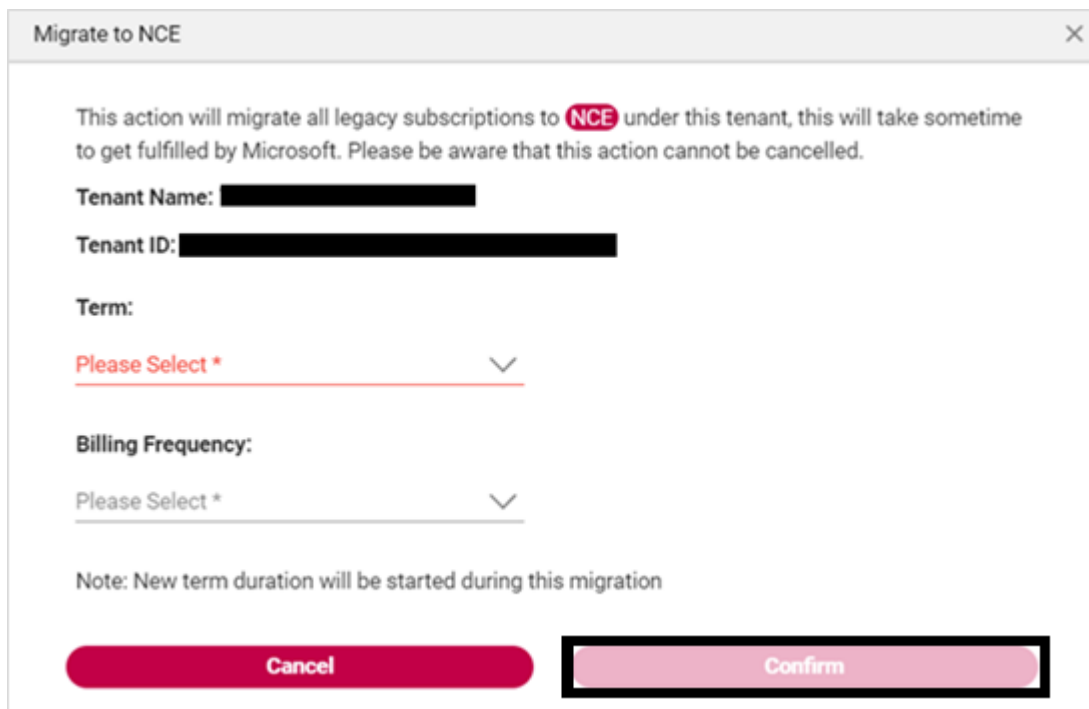


- From your tenant list, click **Migrate to NCE** for the tenant you are wishing to move.

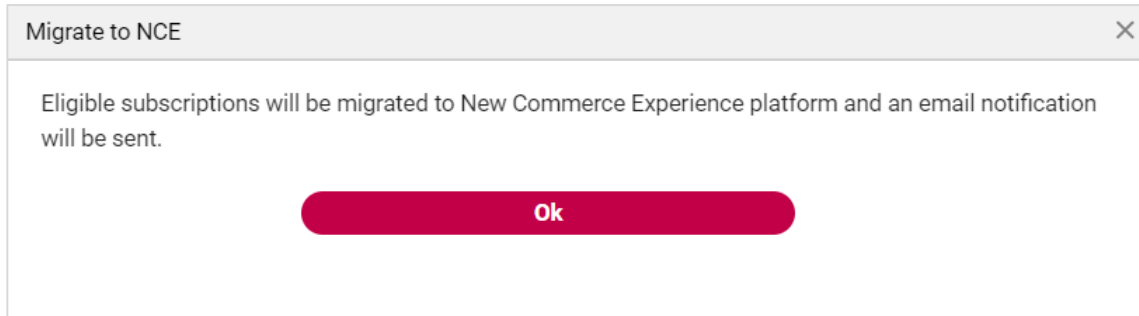


- Select your billing term and frequency, click **Confirm**.

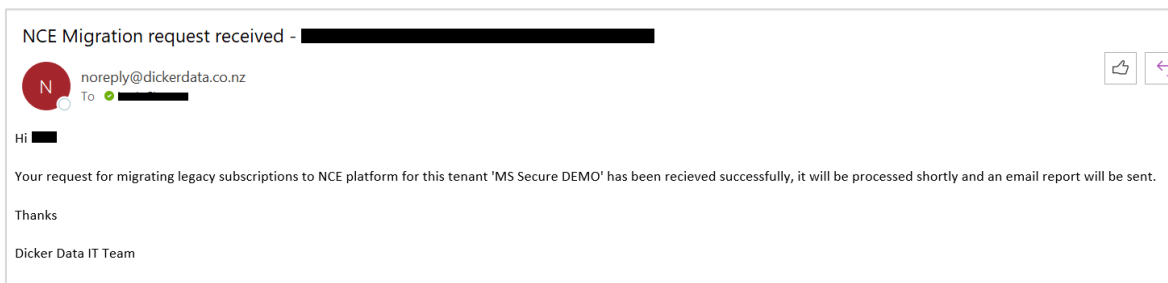
NOTE: Please remember that if you commit to a 1-year term, you will continue to be billed for this license for the full 12 months regardless of any circumstances. Once you add an NCE license you only have **7 days** to make any alterations before you are committed to the full term.



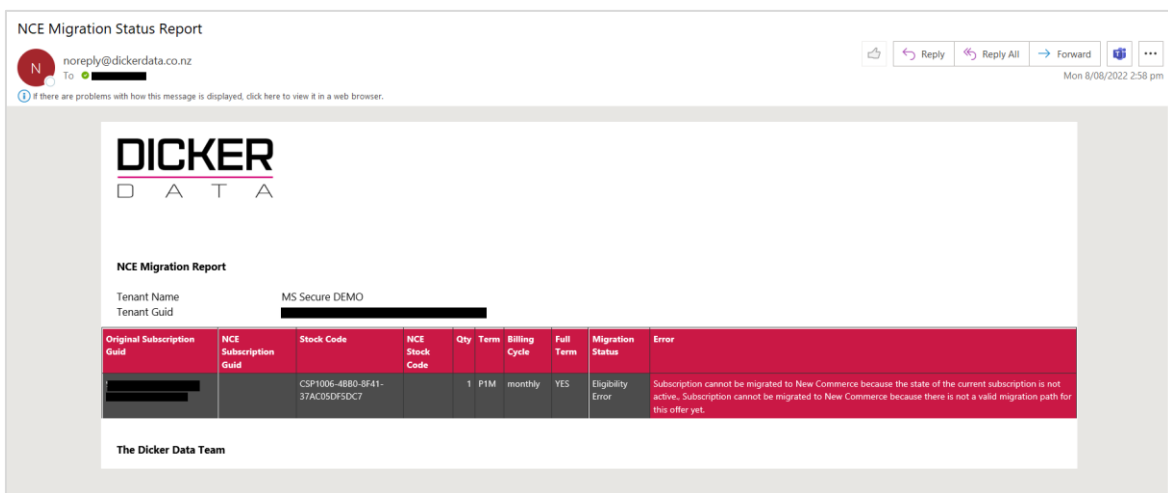
6. Click **OK**.



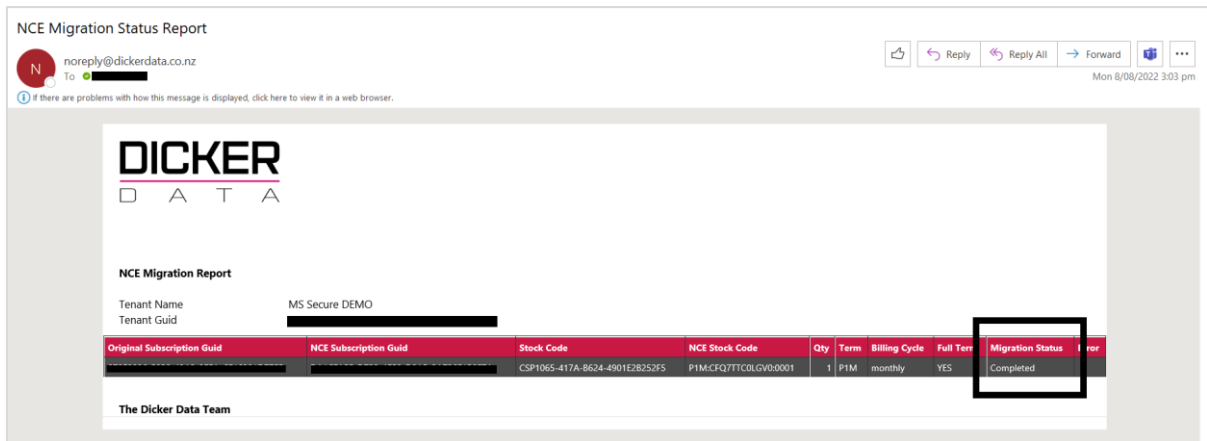
You will receive an email confirming that your request has been received. These emails are sent to the email address associated to your login to the Dicker Data Portal.



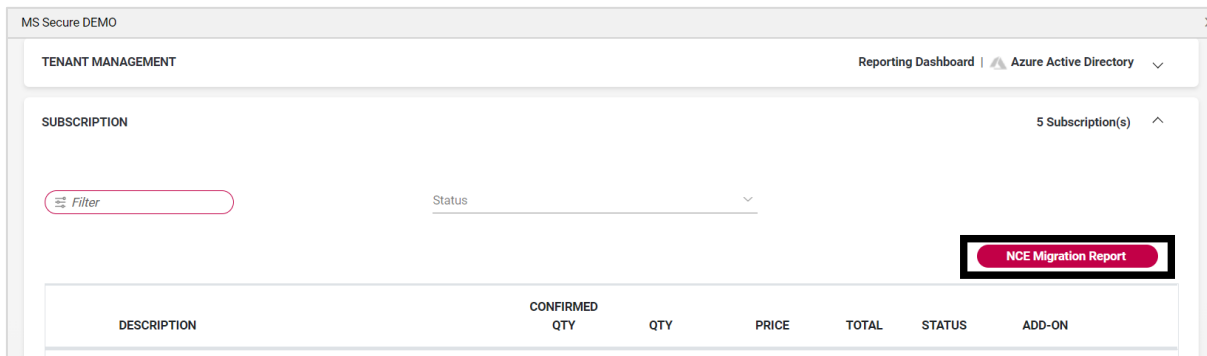
If there are any issues or errors with the migration you will be notified via email. Please contact Microsoft.Sales@dickerdata.co.nz or 0800 DD SALES (0800 337 253) to speak to the Microsoft team.



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



8. 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.

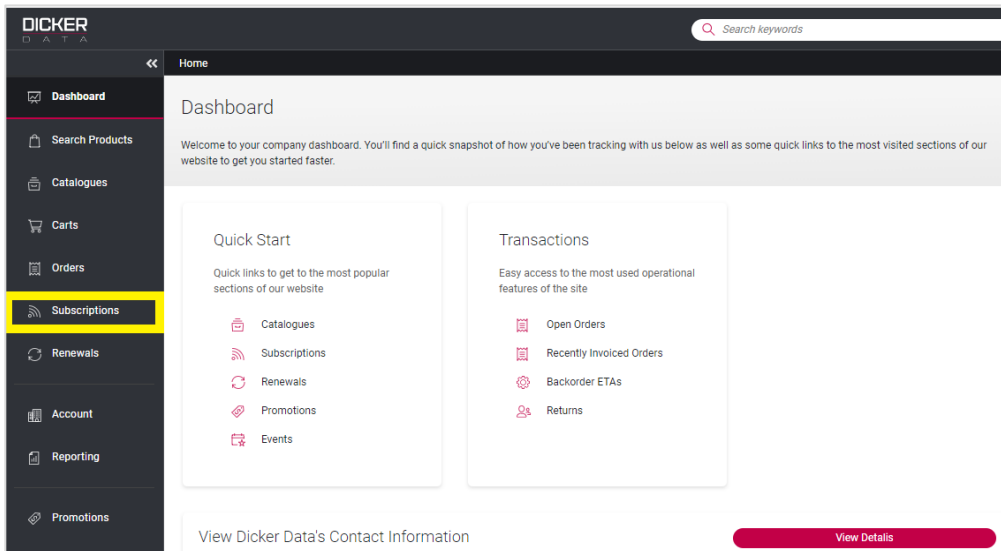


Example of downloaded report.

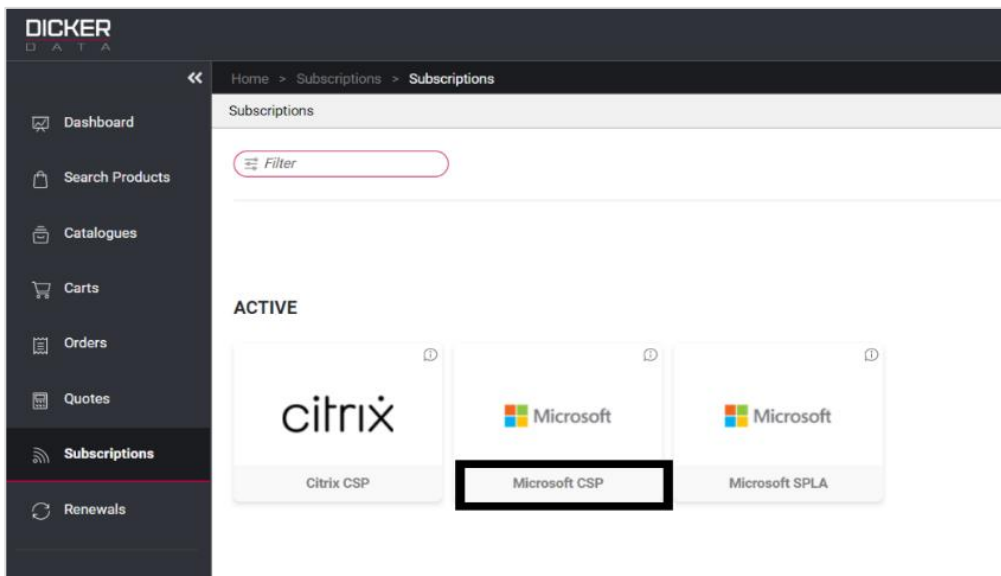
TENANT ID	TENANT NAME	SUBSCRIPTION ID	NCE SUBSCRIPTION ID	STOCK CODE	NCE STOCK CODE	QTY	STATUS	LOGIN DATE REQUESTED	DATE PROCESSED	ERROR
	MS Secure DEMO	[REDACTED]	[REDACTED]	CSP1065-417A-B624-4901E2B252F5	P1M-CFQ7TTCOLGV0:0001	1	Completed	Jo 8/08/2022 12:57:10	8/08/2022 3:02:11 AM	
	MS Secure DEMO	[REDACTED]	[REDACTED]	CSP1006-48B0-8F41-37AC05DF5DC7		1	Eligibility Error	Jo 8/08/2022 12:57:10	8/08/2022 12:57:45 PM	Subscription cannot be migrated to New Commerce

Migrating all tenants to NCE

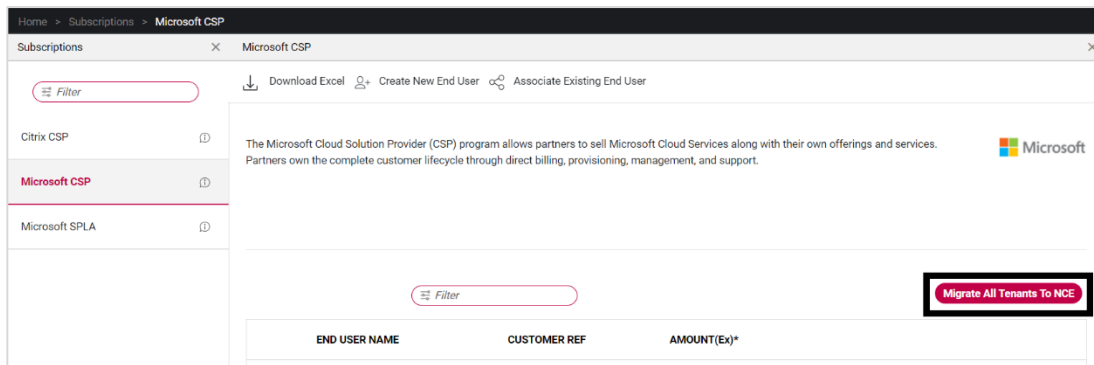
1. Sign in to <https://portal.dickerdata.co.nz/>
2. From the left-hand menu, click **Subscriptions**.



3. Click **Microsoft CSP**.

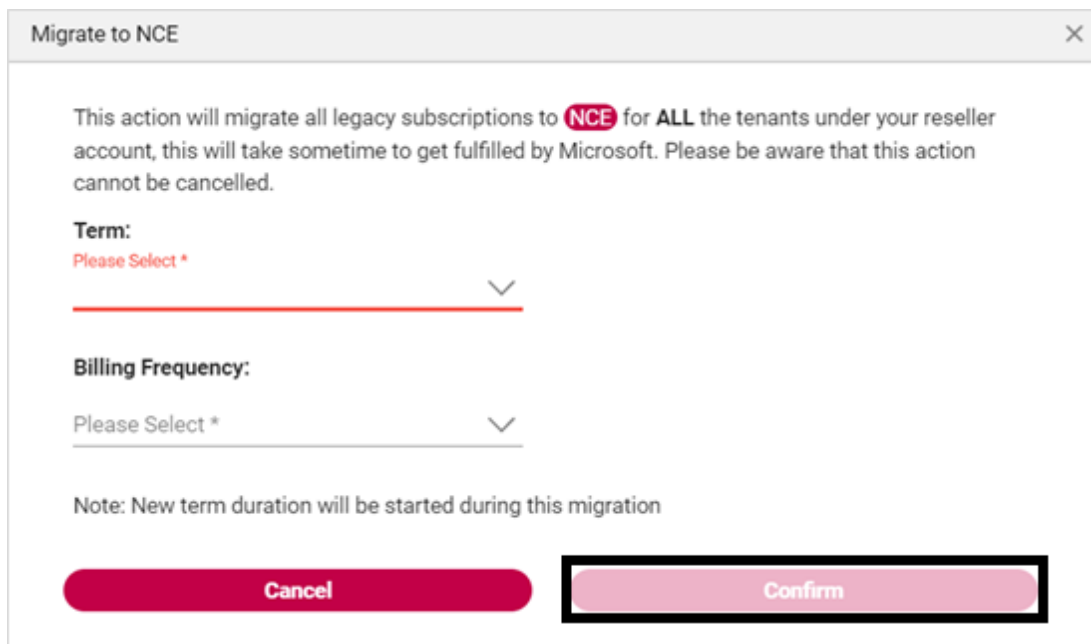


4. Click **Migrate All Tenants To NCE**.

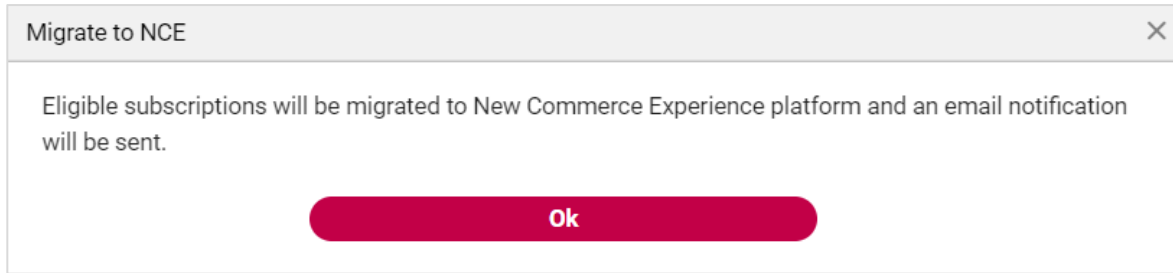


5. Select your billing term and frequency, click **Confirm**.

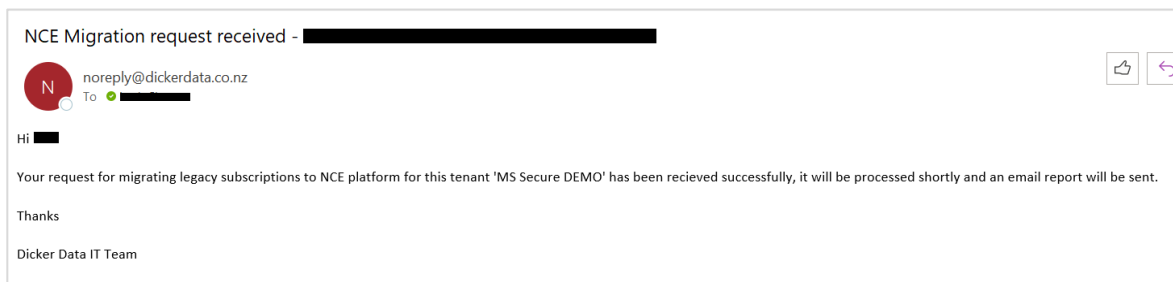
NOTE: Please remember that if you commit to a 1-year term, you will continue to be billed for this license for the full 12 months regardless of any circumstances. Once you add an NCE license you only have **7 days** to make any alterations before you are committed to the full term.



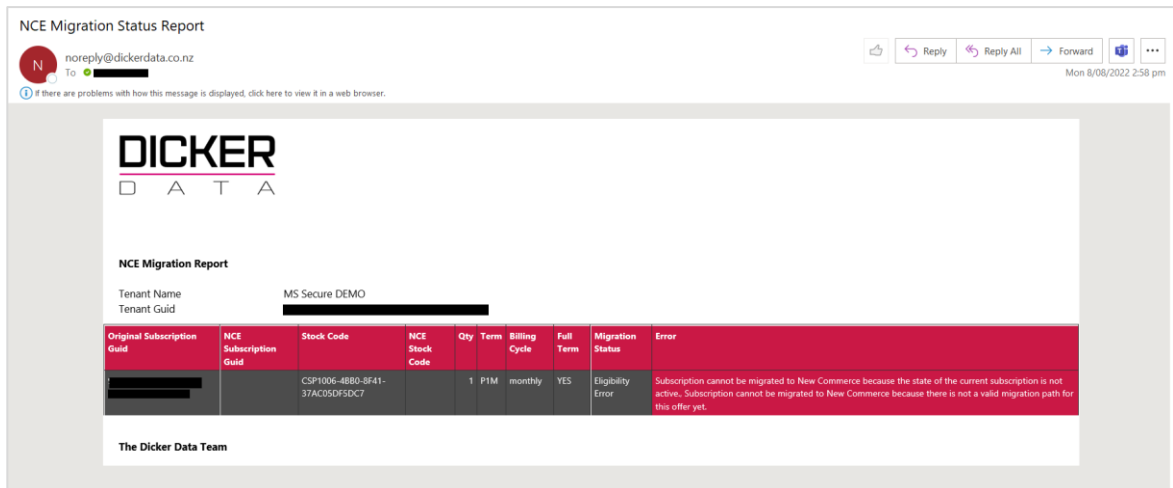
6. Click **OK**.



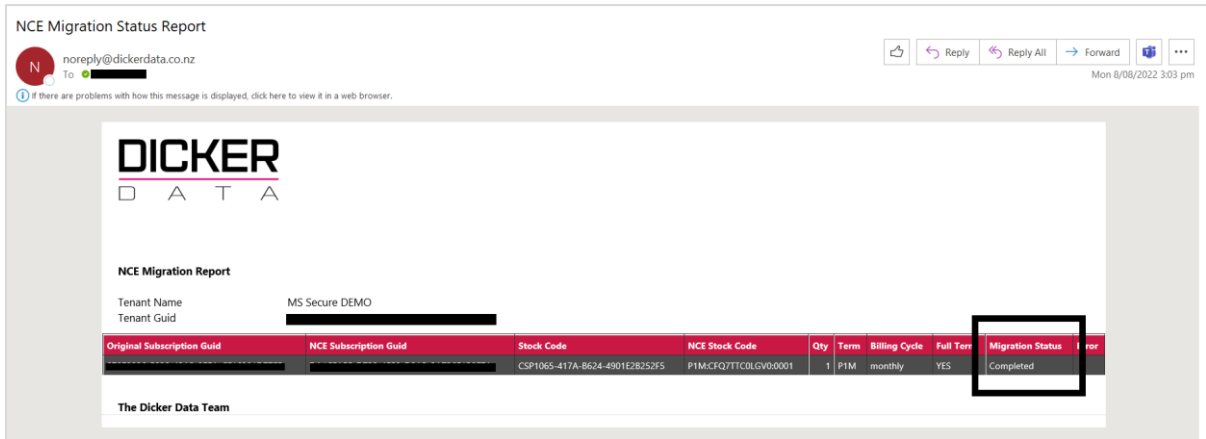
You will now receive an email confirming that your request has been received. These emails are sent to the email address associated to your login to the Dicker Data Portal.



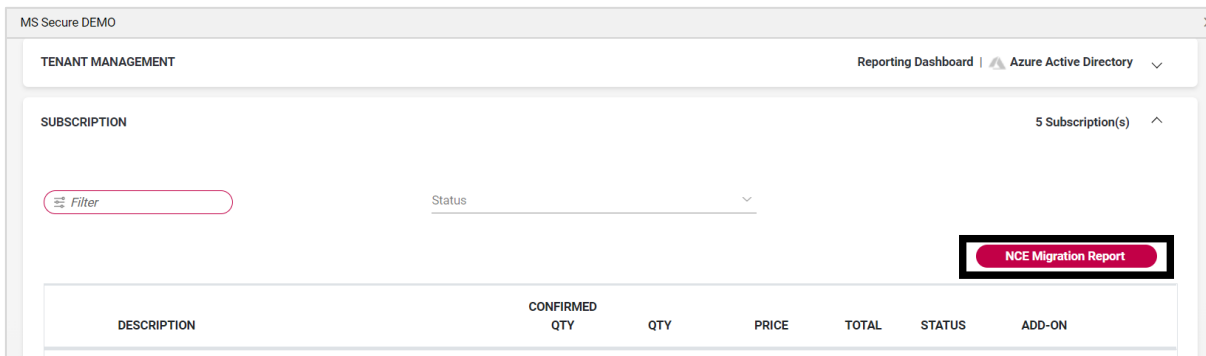
If there are any issues or errors with the migration you will be notified via email. Please contact Microsoft.Sales@dickerdata.co.nz or 0800 DD SALES (0800 337 253) to speak to the Microsoft team.



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.

Experience is the difference...
Call Dicker Data NZ Ltd toll-free on 0800 DD Sales today!
Call: 0800 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	LOGIN	DATE REQUESTED	DATE PROCESSED	ERROR
	MS Secure DEMO			CSP1065-417A-8624-4901E28252F5	P1M:CFQ7TTCOLGV0:0001	1	Completed	Jo	8/08/2022 12:57:10	8/08/2022 3:02:11 AM	
	MS Secure DEMO			CSP1006-4880-8F41-37AC05DF5DC7		1	Eligibility Error	Jo	8/08/2022 12:57:10	8/08/2022 12:57:45 PM	Subscription cannot be migrated to New Commerce

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.

NCE Billing & Invoicing

Billing Frequencies

For New Commerce products, you can choose to be billed **upfront, monthly** or **annually**.

Modern billing happens once a month, mid-month as a general rule as opposed to legacy billing at the beginning of the month. NCE billing coincides with modern Azure billing. Until all tenants are moved off legacy CSP and onto NCE, their resellers will continue to receive a minimum of two CSP bills per month.

Once licenses are added you only have **7 days** to edit or cancel the license before you are committed to the whole term, of course increases can happen at any time.

P1Y:CFQ7TTC0LCHC:0000 Microsoft Corporation - Microsoft 365 Business PreYR COMMIT >Usage for 28-JUN-2022 to 27-JUL-2022 > [REDACTED] MS NCE M365 BUSINESS PREMIUM 1
P1M:CFQ7TTC0LH16:0000 Microsoft Corporation - Exchange Online (Plan 1) 1MTH COMMIT >Usage for 10-JUN-2022 to 09-JUL-2022 > [REDACTED] MS NCE EXCHANGE ONLINE PLAN 1

Billing Periods

The NCE billing period is a full calendar month and is billed monthly in advance. Most tenants have unique billing dates (charge cycles) which begin on the date they start their licenses, and these cannot be altered.

For those wanting to align their tenant's billing dates, the recommendation is to migrate their legacy licenses to NCE or start their new NCE licenses on the 1st of the month (for example).

P1Y:CFQ7TTC0LCHC:0000 Microsoft Corporation - Microsoft 365 Business PreYR COMMIT >Usage for 28-JUN-2022 to 27-JUL-2022 > [REDACTED] MS NCE M365 BUSINESS PREMIUM 1

License Trueups

Any changes to licenses (new subscriptions or user increases) will be included in the following month's bill. For increases, the partial period will be billed to match it up to the tenant's existing charge cycle. Pricing is calculated by dividing the monthly cost into days and then multiplying by the number of days it would take to align it to their existing licenses.

You will see on the below example the partial month charge for the increased licenses then the full month in advance charge:

Stock Code	Stock Desc
P1Y:CFQ7TTC0FLX:000	Microsoft Corporation - Microsoft 365 E3 >Usage for 08-JUN-2022 to 27-JUN-2022 > [REDACTED] MS NCE M365 E3 1YR COMMIT
P1Y:CFQ7TTC0FLX:000	Microsoft Corporation - Microsoft 365 E3 >Usage for 28-JUN-2022 to 27-JUL-2022 > [REDACTED] MS NCE M365 E3 1YR COMMIT

Example of calculation:

20

Scenario 5a: adding monthly term licenses

Margie's Travel order 25 monthly term licenses for 1 month for Office 365 E3 on November 15, 2021
[They need another 3 licenses on November 22, 2021](#)
 What will their partner be invoiced, when?

$\frac{\text{Days left}}{\text{Total days}} \times \text{Unit cost} \times \text{Number of licenses}$								
$\frac{23}{30} \times \$19.20 \times 3 = \44.16	<div style="border: 1px solid orange; padding: 5px; display: inline-block;">Nov</div> <table style="margin-left: 10px;"> <tr> <td>\$19.20 x 25:</td> <td>\$480.00</td> </tr> <tr> <td>Additional:</td> <td>\$44.16</td> </tr> <tr> <td>Total:</td> <td>\$524.16</td> </tr> </table>	\$19.20 x 25:	\$480.00	Additional:	\$44.16	Total:	\$524.16	
\$19.20 x 25:	\$480.00							
Additional:	\$44.16							
Total:	\$524.16							

What actually happens on the recon file:

- Charge 25 users for 30 days
- Refund 25 users for 23 days
- Charge 28 users for 23 days

Rounding rules used in the recon files may produce slightly different results than the examples used here to explain how the charging works

Microsoft
November 2021

Transferring Licenses

Transferring licenses cannot currently be done under NCE. In order to move from one reseller to another, the tenant will need to wait until the anniversary of the existing license, create a new subscription in the new reseller's account and then cancel the licenses in the existing partner's portal.

Billing Frequency Changes

Within a tenant's license term, billing frequencies in NCE can only be altered from monthly commit up to annual commit (monthly or annual payment frequencies). In order to make adjustments to an annual commit license, the tenant will need to wait until their renewal date.

TERM : Current : Monthly
CHANGE TO:

Annual

BILLING FREQUENCY : Current : Monthly
CHANGE TO:

No Change

[Schedule Subscription Renewal](#)

Reporting/Reconciling

Some partners are having difficulty reconciling their NCE invoices, especially those with a large number of tenants/licenses. The easiest way to find accurate data for this is through **Subscription Invoice Reports** in portal.dickerdata.co.nz. For data for a range of dates, the partner can enter the billing period into the date fields and can download all the data for a specific time frame.

For data for a specific invoice the reseller can enter the invoice number into the search field.

Example:

The screenshot shows the 'Subscription Invoice Reports' page in the DICKER portal. The left sidebar has 'Reporting' circled in red. The main content area has a search bar and date filters (Invoice Dated From: 01/07/2022, To: 31/07/2022) also circled in red. Below these is a table of reports:

TENANT NAME	INVOICE NO	INVOICE DATE	CUSTOMER REF	SUBSCRIPTIONS	TOTAL AMOUNT
[REDACTED]	845544	02-JUL-2022		1	\$0.00
[REDACTED]	846119	02-JUL-2022		1	\$31.90
[REDACTED]	856265	27-JUL-2022		2	\$5.98
[REDACTED]	854083	20-JUL-2022		8	\$200.61
[REDACTED]	847016	04-JUL-2022		1	\$59.71
[REDACTED]	846119	02-JUL-2022		4	\$100.78
[REDACTED]	852342	17-JUL-2022		1	\$5.06
[REDACTED]	846119	02-JUL-2022		1	\$74.58
[REDACTED]	856793	28-JUL-2022		3	\$0.00

P1Y:CFQ7TTC0LCHC:0000 Microsoft Corporation - Microsoft 365 Business PreYR COMMIT
 >Usage for 28-JUN-2022 to 27-JUL-2022
 > [REDACTED] MS NCE M365 BUSINESS PREMIUM 1

Suspending Licenses

Suspension in NCE **does not** cancel licenses as it does in Legacy. Suspending licenses will not stop these from billing or renewing. This function should only be used to restrict a tenant's access to their licenses (in cases of non-payment for example). 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](#)

Auto Renewal

Licenses 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:

MANAGE RENEWAL

Changes will take effect on renewal date: 04-SEP-2022
Quantity increase and Upgrade will be effective instantly

AUTORENEW: RENEWS ON 04-Sep-2022

Cancelling Licenses

Cancelling licenses can be done from the Dicker Data 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).

Cancelling monthly licenses will appear as a bill then a credit on your invoice:

P1M:CFQ7TTC0LH04:000	Microsoft Corporation - Microsoft Defender for Off0365 PLAN 1 1MTH COMMIT	-2
	>Usage for 03-MAY-2022 to 13-MAY-2022	
	>[REDACTED] MS NCE MICROSOFT DEFENDER FOR	
P1M:CFQ7TTC0LH04:000	Microsoft Corporation - Microsoft Defender for Off0365 PLAN 1 1MTH COMMIT	25
	>Usage for 03-MAY-2022 to 13-MAY-2022	
	>[REDACTED] MS NCE MICROSOFT DEFENDER FOR	

Upgrading Licenses

License upgrades can be done from the Dicker Data portal by clicking **Manage** on the relevant subscription and then selecting upgrade options:

UPGRADE OPTIONS

[View Eligible Offers](#)

Select the license upgrade you require and click **Upgrade**:

UPGRADE 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 licenses 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:CFQ7TTC0LDPB:000	Microsoft Corporation - Microsoft 365 Business Sta >Usage for 24-FEB-2022 to 19-MAR-2022 MS NCE M365 BUSINESS BASIC 1YR	2.0000
P1Y:CFQ7TTC0LH18:000	Microsoft Corporation - Microsoft 365 Business Bas >Usage for 20-FEB-2022 to 19-MAR-2022 MS NCE M365 BUSINESS BASIC 1YR	2.0000
P1Y:CFQ7TTC0LH18:000	Microsoft Corporation - Microsoft 365 Business Bas >Usage for 24-FEB-2022 to 19-MAR-2022 MS NCE M365 BUSINESS BASIC 1YR	-2.0000

Example of calculation:

Scenario 5a: adding monthly term licenses 20

Margie's Travel order 25 monthly term licenses for 1 month for Office 365 E3 on November 15, 2021
[They need another 3 licenses on November 22, 2021](#)
 What will their partner be invoiced, when?

$$\frac{\text{Days left}}{\text{Total days}} \times \text{Unit cost} \times \text{Number of licenses}$$

$$\frac{23}{30} \times \$19.20 \times 3 = \$44.16$$

Nov

\$19.20 x 25:	\$480.00
Additional:	\$44.16
Total:	\$524.16

What actually happens on the recon file:

- Charge 25 users for 30 days
- Refund 25 users for 23 days
- Charge 28 users for 23 days

Rounding rules used in the recon files may produce slightly different results than the examples used here to explain how the charging works

Microsoft
November 2021

NCE Reporting

Subscription Invoice reports

Some partners are having difficulty reconciling their NCE invoices, especially those with a large number of tenants/licenses. The easiest way to find accurate data for this is through **Subscription Invoice Reports** in portal.dickerdata.co.nz. For data for a range of dates, the partner can enter the billing period into the date fields and can download all the data for a specific time frame.

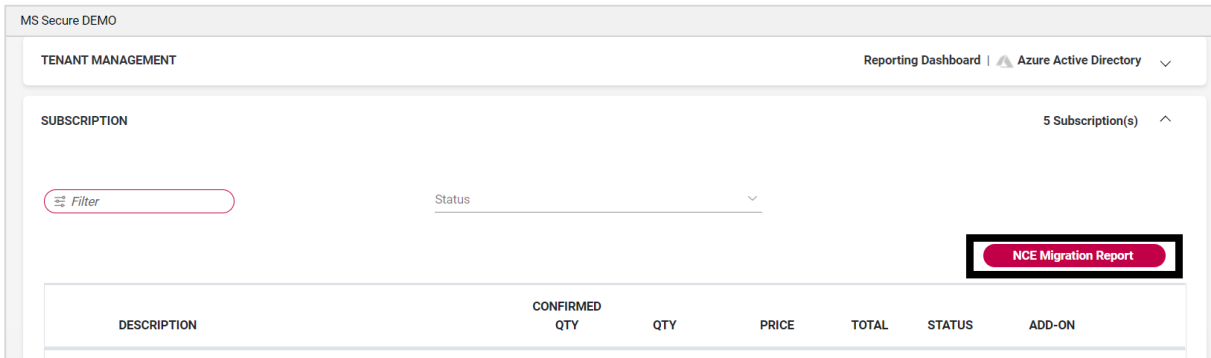
For data for a specific invoice the reseller can enter the invoice number into the search field.

TENANT NAME	INVOICE NO	INVOICE DATE	CUSTOMER REF	SUBSCRIPTIONS	TOTAL AMOUNT
	845544	02-JUL-2022		1	\$0.00
	846119	02-JUL-2022		1	\$31.90
	856265	27-JUL-2022		2	\$5.98
	854083	20-JUL-2022		8	\$200.61
	847016	04-JUL-2022		1	\$59.71
	846119	02-JUL-2022		4	\$100.78
	852342	17-JUL-2022		1	\$5.06
	846119	02-JUL-2022		1	\$74.58
	856793	28-JUL-2022		3	\$0.00

P1Y:CFQ7TTC0LCHC:000 Microsoft Corporation - Microsoft 365 Business PreYR COMMIT
 >Usage for 28-JUN-2022 to 27-JUL-2022
 > [REDACTED] MS NCE M365 BUSINESS PREMIUM 1

Migration Reports

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.

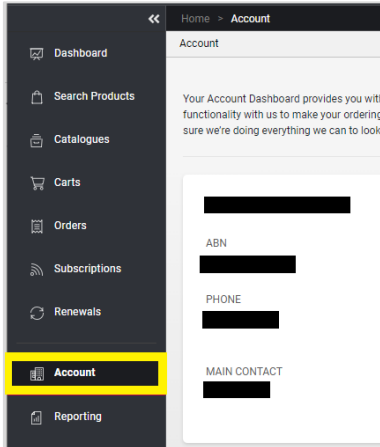


Example of report:

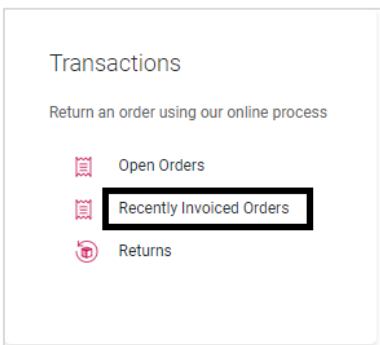
TENANT ID	TENANT NAME	SUBSCRIPTION ID	NCE SUBSCRIPTION ID	STOCK CODE	NCE STOCK CODE	QTY	STATUS	LOGIN	DATE REQUESTED	DATE PROCESSED	ERROR
	MS Secure DEMO			CSP1065-417A-B624-4901E2B252F5	P1M-CFQ7TTCOLGV0-0001	1	Completed	Jo	8/08/2022 12:57:10	8/08/2022 3:02:11 AM	
	MS Secure DEMO			CSP1006-48B0-8F41-37AC05DF5DC7		1	Eligibility Error	Jo	8/08/2022 12:57:10	8/08/2022 12:57:45 PM	Subscription cannot be migrated to New Commerce

Copies of invoices

1. Login into DD Portal.
2. Click onto **Account** on the left-hand side.



3. Scroll down until you see Transactions and Click on **Recently Invoiced Orders**.



4. Then type into the filter/search bar in the top the Tenants name. Click **Details**.

Recently Invoiced Orders				
Download Copy Invoiced Orders link				
<input type="text" value="csp"/>				
INVOICE NO	INVOICE DATE	RESELLER PO	TOTAL EX	
[REDACTED]	19/10/2022	CSP-20220101	[REDACTED]	Details
DOWNLOAD DOCUMENTS: [icon]				
[REDACTED]	19/10/2022	CSP-20220201	[REDACTED]	Details
DOWNLOAD DOCUMENTS: [icon]				

5. You will see details of the invoice, click on **Tax Invoice** to download the invoice.

Order: [REDACTED]

Thanks for placing this order with Dicker Data. You can use this page to check all of the items you've ordered are correct, that the delivery address is correct and you can access all of the relevant documentation for your order as it becomes available.

SUMMARY

ORDER NUMBER	STATUS
[REDACTED]	Finished
RESELLER PO	ORDER DATE
CSP-20220101	30-06-2022
INVOICE DATE	
19-10-2022	

DELIVERY ADDRESS

[REDACTED]
P O BOX 112 311, PENROSE NZ
AUCKLAND, 1642
AKL

DOWNLOAD DOCUMENTS

[Tax Invoice](#)

[Filter](#)

DESCRIPTION	ALLOCATED QTY	PRICE	QTY	SUBTOTAL
POWER BI PREMIUM PER				
BRAND: MICROSOFT STATUS: Terminated SKU: [REDACTED]	1	[REDACTED]	1	[REDACTED]
Total (ex GST)			[REDACTED]	