Website CSP Licenses 2021





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Getting Started

Select the Subscriptions option



The Subscriptions Blade will display an **ACTIVE** section listing all active subscriptions and a **DISCOVER** section listing available Subscriptions you can purchase and activate.



Experience is the difference Freecall 1800 688 586 www.dickerdata.com.au



Creating a MS CSP Subscription

To create a MS CSP Subscription, select the **Subscriptions** option.

				ß	O Search Products	×
¢	Home > Subscriptions					
💭 Dashboard	Subscriptions				×	
🗋 Buy						
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Orders						
Carts	ACTIVE					
M Subscriptions	© Partner					
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Reporting						
Promotions	DISCOVER			\square		
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	AUTODESK.	AUTODESK.	kaspersky	Cloud Solution Provider (CSP)	Microsoft	
Microsites	Autodesk Auto-Renew Monthly	Autodesk Auto-Renew Yearly	Kasnersky MSP	Microsoft CSP	Microsoft ISV	
(j) About		D	heapteaky mar	microsoft Cor	microsoft ist	
	Microsoft SPLA	STORAGECRAFT.				
	Microsoft SPLA	StorageCraft MSP				

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



This will display the information blade for activating a **Microsoft CSP** subscription with links to the required set ups in the **Get Started** section.

Once the **Microsoft CSP** subscription has been set up, the **Microsoft CSP** option will be displayed in the **ACTIVE** section of the **Subscriptions** blade.

When purchasing MS CSP Subscriptions, you will need to create a new Tenant (End User) to provision the Licences to the correct Tenant.



DICKER		Q. Search keywords X
	Home > Subscriptions > Microsoft C	5 ^p
💭 Deshboard	Subscriptions	Microsoft CSP ×
🗇 Buy	(≣ Fitter)	The rapidly growing demand for cloud-based solutions and services provides many opportunities for Microsoft partners of all sizes to build profitable cloud solution businesses.
🖨 Catalogues	Microsoft CSP 00	Partness 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 customer relationship management infrastructure in place, can enrol in Microsoft's Cloud Solution Provider (CSP) program as indirect resellers.
🛱 Carts		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 directly from Microsoft, but rather leverage our experience to help ensure your success. We provide:
Financing	Autodesk Auto-Renew Yearly	Technical training and support Programs to build practices
Orders	Citrix CSP	Assistance to nep you manet your products and services Understanding of Microsoft Rebates and Incentives Financing and credit terms
🔄 Quotes		Get Started:
Subscriptions	Kaspersky MSP	Setup a Microsoft Partner Network (MPN) ID
C Renewals	Microsoft ISV	Become an indirect reseller
	Microsoft SPLA	Associate a tenant
Account		For more information or assistance with the above steps, contact the Microsoft earn by email microsoft sales @dickerdata.com.au or call us on 02 8556 8061.
Reporting		
The Get Star	ted section provid	es the following Set up links:
		Get Started:
		(D) Setup a Microsoft Partner Network (MPN) ID
		Become an indirect reseller
		Create a tenant
		Ø
		Associate a tenant

• Set up a Microsoft Partner Network (MPN) ID

This link will take you to the Microsoft Partner portal where you can join the Microsoft Partner Network and have a MPN ID assigned

Become an indirect reseller

This link will take you to the Microsoft Partner portal where you can enrol in the CSP program as an indirect reseller

Create a new Tenant

This link will take you to the New Tenant blade where you can enter the details of the End User

Associate a tenant

This link will take you to the **Associate Existing End User** blade where you can Associate an End User



Creating a New Tenant (End User)

Creating new Tenants can be done either from the **Microsoft CSP** blade or the **Microsoft CSP Information** blade.

Creating a New Tenant from the Microsoft CSP blade

• Select the Active Microsoft CSP subscription from the Subscription menu option

	KER					
		Home > Subscriptions				
	Dashboard	Subscriptions				×
	Buy	(27 Eliter				
	Catalogues	(
	Orders					
8	Financing	ACTIVE				
	Quotes					
R	Carts	Microsoft				
۳	Sibscriptions	Microsoft CSP]			
0	Renewals					
Ø	Account	DISCOVER				
	Reporting	۵	D	Œ	d	D
	Promotions	AUTODESK.	AUTODESK.	CITRIX Partner	kaspersky	Microsoft
	Events	Autodesk Auto-Renew Monthly	Autodesk Auto-Renew Yearly	Citrix CSP	Kaspersky MSP	Microsoft ISV
		D	۵			
		Microsoft	STORAGECRAFT.			
0	Microsites	Microsoft SPLA	StorageCraft MSP			
Û	About					

This will display the Microsoft CSP blade listing the subscription details

To create a **New Tenant** (End User) click on the **Create New End User** icon

				₽ Search Prod	lucts		×	
ĸ	Home > Subscriptions > Microsoft C	Home > Subscriptions > Microsoft CSP						
反 Dashboard	Subscriptions	Microsoft CSP 🕹 ⊵	αç				×	
<u>С</u> Виу	(= Filter	The Microsoft Cloud Solution Provider (CSP) program	r allows partners to sell Microsoft Cloud Services along with the	eir own offerings and services. P	artners own the complete ou	stomer lifecycle	Microsoft	
Orders	Microsoft CSP ①	through direct billing, provisioning, management and s	upport.				Cloud Solution Provider (CSP)	
Garts	Autodesk Auto-Renew Monthly ①	(≅ Filter						
Financing	Autodesk Auto-Renew Yearly	END USER NAME	CUSTOMER REF	NEXT BILL	AMOUNT(Ex)*	STATUS		
🗟 Quotes	Citrix CSP (D)	Test	asdasd		\$0.00	Active	Manage	
Subscriptions								
C Renewals	Kaspersky MSP 🕕							
	Microsoft ISV ①							
Account	Microsoft SPLA ①							
Reporting	StorageCraft MSP ①							



This will display the **New Tenant** Blade where the end user details can be entered and saved.

×
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_

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

• Example:

csptenant.onmicrosoft.com

Where **csptenant** is the **Domain Prefix**

Creating a New Tenant from the Microsoft CSP Information blade

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



	KER					𝒫 Search Products
		Home > Subscriptions				
Ŗ	Dashboard	Subscriptions				×
۵	Buy	(# Filter				
ē	Catalogues					
•	Orders	ACTIVE				
8	Financing	D	1			
8	Quotes	Microsoft				
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0	Reporting	D	D	۵	D	۵
Ð	Promotions	AUTODESK.	AUTODESK.	Citreix Partner	kaspersky	Microsoft
¢	Events	Autodesk Auto-Renew Monthly	Autodesk Auto-Renew Yearly	Citrix CSP	Kaspersky MSP	Microsoft ISV
e	кв	D				
	Nicrosites	Microsoft'	STORAGECRAFT.			
		Microsoft SPLA	StorageCraft MSP			
Ð	About					

This will display the **Microsoft CSP** Information blade.

Select the Create a New Tenant option from the Get Started section.

DICKER		P. Search Products × ?
	Home > Subscriptions > Microso	rt csp
덙 Dashboard	Subscriptions	× Microsoft CSP ×
â Buy	(= Filter	The rapidly growing demand for cloud-based solutions and services provides many opportunities for Microsoft partners of all sizes to build profitable cloud solution businesses.
Catalogues	Microsoft CSP	The times who are tready to entire the manet, out who count want to have to insurge mutuge relations, or who may not have an empiricarily counter relationship management, infrastructure in place, can enrol in Microsoft's Cloud Southon Provider (CSP) program as indirect resellers.
Orders	Autodesk Auto-Renew Monthly	Partnering with uscise usia as your cush indirect provider means you open have to have the intrastructure in place to go to market or to buy directly from Microsoft, but rather leverage our experience to help ensure your success. We provide:
Financing	Autodesk Auto-Renew Yearly	Technical training and support Programs to build practices Assistance to help you market your products and services
Quotes	Citrix CSP	Understanding of Microsoft Rebates and Incentives Financing and credit terms
W carts	Kaspersky MSP	Get Started: Sexp a Microsoft Partner Network (MPR) ID
C. Renewals	Microsoft ISV	Ore strande as an indirect reseller Unane a new Tenant:
	Microsoft SPLA	
Account	StorageCraft MSP	For more information or assistance with the above steps, contact the Microsoft team by email microsoft sales@dickerdata.com.au or call us on 02.8556.8061.
Reporting		



The **New Tenant** Blade is displayed where the end user details can be entered and saved.

			Q. Search keywords X	
4	Home > Subscriptions > Microsoft CSP	> Create New End User		
C Dashboard	× Microsoft CSP 요*	New Tenant		×
Catalogues	Google D	DOMAIN PREFIX *	.comicrosoft.com	
Garts	Sent Association Amount: \$0.00	USER NAM	ADDRESS LINE 2	
🖾 Quotes	Marriel Mindelle, 40,00	PRSTN ME *	ADDRESS LINE 3	-
Orders Subscriptions		LATY JAME *	5.85.6	
C Renewals		саяни ныя -	Data *	
🗐 Account				~
Reporting		MAR.*	Post cool *	
 Promotions Events 			PICKC	
		-	Create	
New Tena	nt			
DOMAIN PREFIX *		.onmicrosoft.com		

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

• Example:

csptenant.onmicrosoft.com

Where csptenant is the Domain Prefix

Associating an Existing Tenant

Associate an existing End User when you do not have any CSP Subscriptions.

Select the Active Microsoft CSP subscription from the Subscription menu option



				6	O Search Products
	Home > Subscriptions				
反 Dashboard	Subscriptions				×
🗂 Buy					
Catalogues	(≓ Filter				
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Promotions	AUTODESK.	AUTODESK.	Citraix Partner	kaspersky	Microsoft
😂 Events	Autodesk Auto-Renew Monthly	Autodesk Auto-Renew Yearly	Citrix CSP	Kaspersky MSP	Microsoft ISV
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🖻 КВ	Microsoft	STORAGECRAFT.			
Microsites	New or R ODI A				
j About	microsoft SPLA	olorage./alt MSP			

The Microsoft CSP blade will open listing the subscription details

For an existing Tenant that you have not transacted with before via Dicker Data Ltd click on the Associate

Existing End User sicon

DICKER					P Search Prov	ducts		×
«	Home > Subscriptions > Micro	soft CSP						
反 Dashboard	Subscriptions	×	Microsoft CSP	ے <u>ج</u>				×
🛱 Buy	(= Filter		The Microsoft Cloud Solution Provider (C	SP) program allows partners to sell Microsoft Cloud Services al	long with their own offerings and services. I	Partners own the complete ou	stomer lifecycle	Microsoft
Orders	Microsoft CSP	D	crough area anny, pronaonny, many	entents and angeports.				Cloud Solution Provider (CSP)
Garts Garts	Autodesk Auto-Renew Monthly	۵	(≅ Filter	\supset				
Financing	Autodesk Auto-Renew Yearly	D	END LISER NAME	CUSTOMER REE	NEXT BILL	AMOUNT/Ex)*	STATUS	
🔛 Quotes	Citrix CSP	0	Test	asdasd	HEAT DILL	\$0.00	Active	Manage
Subscriptions		2						
C Renewals	Kaspersky MSP	٢						
	Microsoft ISV	٢						
Account	Microsoft SPLA	۵						
Reporting	StorageCraft MSP	٥						

This will display the **Associate End User** Blade.

- Enter any valid tenant domain in the **Domain** field below and the **Company ID** will populate.
- Add the **Email** address of an authorised tenant administrator.



• If the End User has Access/Global admin rights, ensure the Association **Email** is sent to their email address - this could be your email address if you have global admin rights.

	KER		Q. 8	lean
		Home > Subscriptions > Microsoft CSP	> Associate Existing End User	
Q	Dastboard	X Microsoft CSP & 보	Associate Existing End User	
۵	Search Products	(== Filter	DOWN	
ē	Catalogues	0	CONTANY ID	
ਸ਼	Carts		0	
8	Financing	•		
00	Ordens	Test (D) Active Amount: \$5.00	•	
8	Quotes		Associate	
a	Subscriptions			
S	Renewals			

Managing your Subscriptions

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**.

				Q Search keyw	ords	×
<	Home > Subscriptions > Mi	icrosoft CSP				
덪 Dashboard	Subscriptions	×	Microsoft CSP 🛓 음+ 😪			×
Search Products	🛱 Filter	\supset	The Microsoft Cloud Solution Provider (CSP) program allo Partners own the complete customer lifer ycle through dir	ws partners to sell Microsoft Cloud Services along wi	th their own offerings and services.	Microsoft
Catalogues	Cisco SaaS	D		eet ommig, promotoring, management and opport.		
Ç⊒ Carts	Microsoft CSP	D				
	Cisco MSP	۵	(# Filter			
C: Renewals	Citrix CSP	D	END USER NAME	CUSTOMER REF	AMOUNT(Ex)*	
	Interactive Maintenance	۵	Dicker Data - Teams	Dicker Data - Teams	\$264.90	Manage
Account	Kaspereky MSP	0	Dicker Data Demo	Dicker Data Demo	\$98.84	Manage
	Naspersky WSP	D	Dicker Data Ltd	Dicker Data Ltd	\$12,879.02	Manage
Reporting	Microsoft ISV	D				



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

			Q. Search keywords	× ?	20171107 TOTAL	140900 L: \$15.44
«	Home > Subscriptions > Microsoft CSP	>				
反 Dashboard	× Microsoft CSP ≗ Ł	Dicker Data Ltd Details			Micro	×
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😇 Catalogues	Dicker Data - Teams D	END USER DETAILS	NAME: Dicker Data Ltd TENANT ID:	STATUS:	: Active 🗸	7
ੇਸ਼੍ਹ Carts	Active Amount				_	+
Crders	Dicker Data Demo D Active Amount:	TENANT MANAGEMENT		Reporting Dashboard 🛝 Azure Active Di	irectory 🗸	·
Subscriptions	Dicker Data Ltd	SUBSCRIPTION		8 Subscri	ption(s) 🗸	·
C Renewals	Active Amount:	RESERVED INSTANCE		4 Reserved Inst	ance(s) 🗸	~
Account		SOFTWARE		2 Soft	.ware(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 **View Agreement** selection ^(IIII), will take you to the Microsoft Cloud Agreement site.
- Select **Re-Sign Agreement** to re-sign the Agreement.



			Q Search keywords	×	20171107140900 TOTAL: \$15.44
«	Home > Subscriptions > Microsoft CSP	>			
反 Dashboard	× Microsoft CSP ≗ ⊥	Dicker Data Ltd Details			Microsoft
	(≡ Filter				- MICIOSOIT
🖶 Catalogues	Dicker Data - Teams ① Active Amount:	END USER DETAILS	NAME: Dicker Data Ltd TENANT ID:		STATUS: Active ^
🖵 Carts					
🗐 Orders	Dicker Data Demo D Active Amount	NAME Dicker Data Ltd	FIRST AND LAST NAME	STATUS Active	
Subscriptions	Dicker Data Ltd	TENANT ID / CONTRACT	PHONE	NEXT BILLING DATE	
C Renewals	Active Amount:	TENANT DESCRIPTION	EMAIL	ADDRESS	
Account		Dicker Data Ltd Domain Name		Friit Fad Liser	
8					
Reporting		PAYMENT DETAILS			
Promotions		USAGE ALERT SETTINGS	PAYMENT METHOD	Edit Payment Details	
		Warning Alert Limit: \$10.00			
Events		Critical Alert Limit:			
Microsites		\$1,000.00			
		Notification Email:			
		MICROSOFT CUSTOMER AGREEMENT			
		STATUS	ACCEPTED BY	Re-Sign Agreement	
		Accepted			
		TENANT MANAGEMENT		Reporting Dashboard 🛝 A	zure Active Directory 🗸

Tenant Management section

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

Select the **Reporting Dashboard** to access available Subscription Reports.

				Q Search keywords	× ? ²⁰¹	TOTAL: \$15.44
«	Home > Subscriptions > Microsoft CSP	>				
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Search Products	(≡ Filter					incrosort .
ē Catalogues	Dicker Data - Teams D Active I Amount:	END USER DETAILS		NAME: Dicker Data Ltd TENANT ID:	STATUS: Activ	e 🗸
ੇਂਦ੍ਰ Carts		TENANT MANAGEMENT			Reporting Dashboard	v ^
Orders	Active Amount:		4 D	A Manuala Davidase		,
Subscriptions	Dicker Data Ltd	A Exchange	Skype for Business	Microsoft 365	Multi-Factor Authentication	
C Renewals	Active Amount:	A Social Engagement	🐴 Power Bl	🗥 Microsoft 365 Planner	A Endpoint Manager	
週 Account		SUBSCRIPTION			8 Subscription() ~
Reporting		RESERVED INSTANCE			4 Reserved Instance(s) 🗸
Promotions		SOFTWARE			2 Software(s) ~



Subscription section

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

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

			Q 3	Search keywords		×		2	20171107140900 TOTAL: \$15.44
«	Home > Subscriptions > Microsoft CSP >								
🛒 Dashboard	× Microsoft CSP ≗ ⊥	Dicker Data Demo Details							×
🖞 Search Products	(≡ Filter								Microsoft
🛱 Catalogues	Dicker Data - Teams			NAME: Disker D	ta Domo i TENANT ID			I STATU	S. Activa
🏹 Carts	Active Amount:	END OSER DETAILS		NAME. DICKET DE		•		JaiAro	S. ACUTE
Orders	Dicker Data Demo ① Active Amount:	TENANT MANAGEMENT				Reporting	Dashboard 🥂	Azure Active	Directory 🗸
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C Renewals	Active Amount:	(= Eilter	Status		~		lin	nrade To Azure I	Plan
all Account				0005100050			Up	grade to Azare i	
		DESCRIPTION		QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
[a] Reporting		AZURE IN CSP OFFER MPN: DESC: SOFTWARE BU	- VD DEMO	1	1	\$0.00 /mth	\$0.00	Active	
Promotions		STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths) BI	LLED UNTIL: 31-AUG-2020						
븑 Events		MICROSOFT CSP M365 BUSINESS PR EMII MPN: DESC: Satnam	UM MTH SUB	4	4	\$24.71 /mth	\$98.84	Active	Add Add-On
A Missositos		STOCK CODE: CSP10BD-43F6-88E9-C9AI BILLING: Monthly Renewal (1 Mths) BI	DAE5746E0 LLED UNTIL: 12-SEP-2020						
⊕ miciosites			Pending Total (Ex GST)	\$0.00 Activ	e Total (Ex GST) \$98	.84			
(j) About									
		-	Add New Product		Conf	irm All			
		RESERVED INSTANCE						0 Reserved In	stance(s) 🗸
		SOFTWARE						0 Sc	oftware(s) 🗸



How to buy CSP Licences

Purchasing CSP licenses is done from the Add Products blade for a selected Tenant.

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



• The added Subscription will be added to a new blade which you can continue to add other subscriptions to.



		Q Search keywords X	?
«	Home > Subscriptions > Microsoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add Produc	ts	
📈 Dashboard	Add Products	× Add Products	×
A Search Products	Azure Online Service Software	(≡ Filter	
🖶 Catalogues	Subscription Type	MICROSOFT CSP M365 BUSINESS STD	2
ेच्च Carts	Monthly Corporate Seat Base X V	MTH SUB IPrice:\$15.44 Quantity: 1	
Crders	(≡ M365	MICROSOFT CSP M365 BUSINESS	$\left\{ \right\}$
Subscriptions	DESCRIPTION	PRICE QTY BASIC MTH SUB UPrice:\$6.18 Quantity: 1	J
C Renewals	MICROSOFT CSP M365 BUSINESS STD MTH SUB STOCK CODE: CSP1002-4248-838E-778FB1D2CC05	\$15.44 /mth 1 Add Confirm	
C Renewals New	MICROSOFT CSP M365 APPS FOR ENT MTH SUB STOCK CODE: CSP100C-4F1F-B82D-F1C5AB63A665	\$15.65 /mth 1 Add	
Account	MICROSOFT CSP M365 E3 - UNATTENDED LICENSE MTH SUB STOCK CODE: CSP1012-4061-AC9D-S166909FD2DA	\$41.72 /mth 1 Add	
a Reporting	MICROSOFT CSP M365 E5 MTH SUB STOCK CODE: CSP1026-43E9-92EF-AB760C8EDB72	\$70.43 /mth 1 Add	
Promotions	MICROSOFT CSP M365 F1 MTH SUB STOCK CODE: CSP1065-478E-A046-51CF40D25D76	\$4.94 /mth 1 Add	
🛱 Events	MICROSOFT CSP M365 E5 EDISCOVERY AND AUDIT MTH SUB STOCK CODE: CSP1085-4C81-BFD8-5E7480827680	\$7.42 /mth 1 Add	
Microsites	MICROSOFT CSP M365 BUSINESS BASIC MTH SUB STOCK CODE: CSP108F-4927-8BA3-AE3681D2501C	\$6.18 /mth	
j About	MICROSOFT CSP M365 E5 INFORMATION PROTECTION AND GOVERNANCE MTH SUB STOCK CODE: CSP1090-48E9-835A-596D98666CFB	\$8.65 /mth 1 Add	

- Review the added subscriptions and click on Confirm to proceed to the **Confirm Products** Screen.
- Enter a Subscription Description and the MPN ID
- Select **Confirm All** to include the subscription.



				Q Search keywords			×		
	*	Home > Subscriptions > Microsoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 >	Add Products > Confirm Products						
Ř	Dashboard	Confirm Products						×	
Ô	Search Products								
	Catalogues	SUBSCRIPTION				2 Subscr	iption(s)	~	
Å	Carts								
	Orders	DESCRIPTION	CONFIRMED QTY QTY	PRICE	TOTAL	STATUS	ADD- ON		
٣	Subscriptions	MICROSOFT CSP M365 BUSINESS STD MTH SUB	0 1	\$15.44 /mth	\$15.44	Pending	Ŵ		
C	Renewals	MPN: • • •				Confirm	0		
C	Renewals New	STOCK CODE: CSP1002-4248-838E-778FB1D2CC05							
	Account	MICROSOFT CSP M365 BUSINESS BASIC MTH SUB Seict J Enter New MPN ID	0 1	\$6.18 /mth	\$6.18	Pending Confirm	Ŵ		
	Reporting	DESC: STOCK CODE: CSP108F-4927-BBA3-AE36B1D2501C							
Ð	Promotions	P	ending Total (Ex GST) \$21.62						
Ę	Events								
۲	Microsites		Confirm All						
Û	About								

How to buy CSP Add-On licences

Any CSP Add-Ons **must** be added to a **base** CSP Subscription using the **Add Add-on** selection.

Example below shows the base **Microsoft CSP** Subscription with the **Add Add-On** selection available to include any CSP Add-Ons.

FENANT MAI	NAGEMENT			Reportir	ng Dashboard /	🛝 Azure Activ	e Directory 🗸 🗸
SUBSCRIPTI	ON					7 Sub	cription(s) ^
≅ Filter	XATUS	NDING CHANGES X 🗸					
	DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
	AZURE IN CSP OFFER MPN: DESC: STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 31-0CT-2019	1	1	\$0.00 /mth	\$75.76	Active	
	AZURE IN CSP OFFER MPN: DESC: STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 31-OCT-2019	1	1	\$0.00 /mth	\$0.00	Active	
	MICROSOFT CSP 0365 E3 MTH SUB MPN: DESC: STOCK CODE: CSP103C-4E24-A17C-EBA730D49C02 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 22-NOV-2019	7	7	\$26.10 /mth	\$182.70	Active	Add Add-On



How to Increase or Decrease the number of existing CSP licences

You can increase or decrease the number of licences on a subscription by typing in the new quantity in the

QTY column of the SUBSCRIPTION section.

Click **Confirm All** to save the changes.



Suspending a CSP Subscription

A Subscription can be Suspended by sliding the active button <a>for the subscription to inactive This change will enable the **Confirm All** button.

Click **Confirm All** to confirm the suspension of the subscription.



TENANT MANAGEMENT				Reporting Dashboa	ard 🛝 Az	ure Active Direc	tory 🗸
SUBSCRIPTION						1 Subscriptio	n(s) ^
(= Filter	Status		~				
DESCRIPTION	CONFIRM	MED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
AZURE IN CSP OFFER MPN: DESC: STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths) BILLED UNTI	1 L: 30-NOV-2019	1	1	\$0.00 /mth	\$17.13	Active	
	Pending Total (Ex GST) \$0.00	Active Total (Ex	сят) \$17.13				
Add	New Subscription		Confirm All				

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 keywords	×	?
	*	Home > Subscriptions > Micro	soft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add	Products			
Ŗ	Dashboard	Add Products			>	Add Products	×
۵	Search Products	Azure	Online Service Software	I.		(≡ Filter)	
	Catalogues	Software Type: Please Select Perpetual Software	× v			OFFICE STANDARD 2019	-
Å	Carts	· operation continue				Price:\$546.48 Quantity: 1	
Ē	Orders	a off				Confirm	
٣	Subscriptions	STOCK CODE	TITLE	PRICE	QUANTITY		
		DG7GMGF0F4M8:0003	MICROSOFT OFFICE STANDARD 2019 FOR MAC	\$546.48	1 Add	/	
9 -	Renewals	DG7GMGF0F4MN:0003	OFFICE PROFESSIONAL PLUS 2019	\$745.20	1 Add		
C	Renewals New	DG7GMGF0F4MM:0003	OFFICE STANDARD 2019	\$546.48	1 Add		
	Account						
6	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 > 7	F34D6CE-ED94-4CC9-838B-E0BF7F9042A7	> Add Products > Confirm Products				
反 Dashboard	Confirm Products						×
Search Products							
🖶 Catalogues	SOFTWARE					1 Software(s)	
ੇਸ਼ੂ Carts	Select / Enter New MPN ID						
🗒 Orders							
၍ Subscriptions	STOCK CODE	STOCK DESCRIPTION		EXPIRY DATE	QTY		
C Renewals	DG7GMGF0F4MM:0003	OFFICE STANDARD 2019			1	Remove	
C Renewals New			Confirm All				
Account							

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



			Q Search keywords	×	20171 T	107140900 OTAL: \$15.44
«	Home > Subscriptions > Microsoft CSP	>				
反 Dashboard	X Microsoft CSP 오 보	Dicker Data Ltd Details			Mi	<pre>crosoft</pre>
Search Products	(≡ Filter					croson
🚊 Catalogues	Dicker Data - Teams	END USER DETAILS	NAME: Dicker Da	ta Ltd TENANT ID:	STATUS: Active	~
ີ່ Carts						
🗒 Orders	Dicker Data Demo ① Active Amount:	TENANT MANAGEMENT		Reporting Dashboard	Azure Active Directory	*
Subscriptions	Dicker Data Ltd	SUBSCRIPTION			8 Subscription(s)	~
\bigcirc Renewals	Active Minounc	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 Instances

To add an Azure CSP Subscription:

- Click the Add New Product button, in the Subscription section to open the Add Products blade.
- Click on Azure and then select Microsoft Azure



*	Home > Subscriptions > Microsoft CSP >
反 Dashboard	Add Products
🖞 Search Products	Azure Online Service Software
Ē Catalogues	Type: Please Select
ថ្ក្រ Carts	Reservations
🗒 Orders	Microsoft Azure
G Quotes	
Subscriptions	
C Renewals	

• Type the **Qty** of the required subscription and click **Add**.

				Q Search keywords	×	?
	«	Home > Subscriptions > Microsoft CSP >	> Add Products			
Ř	Dashboard	Add Products		×	Add Products	×
۵	Search Products	Azure Online Service	Software		(≡ Filter)
	Catalogues	Type: Please Select			A 71 IDE IN COD OFFER	
Ä	Carts	Microsoft Azure	× ~		Price:\$0.00 Quantity: 1	Û
Ē	Orders	DESCRIPTION	F	PRICE QTY	Confirm	
	Quotes	AZURE IN CSP OFFER STOCK CODE: CSP10MS-AZR-0145P	\$0.00	I/mth 1		
۳	Subscriptions					
S	Renewals					

- 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.



				Q Search keywords			×	
«	Home > Subscriptions > Microsoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F904	2A7 > Add Products > Confirm	n Products					
反 Dashboard	Confirm Products							×
🖞 Search Products								
😇 Catalogues	SUBSCRIPTION					1 Subscr	iption(s)	^
🕁 Carts								
🗒 Orders	DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD- ON	
Subscriptions	AZURE IN CSP OFFER Select / Enter New MPN ID	0	1	\$0.00 /mth	\$0.00	Pending	Ŵ	
C Renewals	MPN: 2745841					Commi		
C Renewals New	OWNER EMAIL:							
Account	STOCK CODE: CSP10MS-AZR-0145P							
Reporting		Pending Total (Ex GST) \$0.00						
Promotions	-	Confirm All						

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

How to buy Reserved Instance

Azure Reserved Instance allows the tenant to reserve VMs (Virtual Machines) for a specific term e.g. 1 year or 3 year. These terms 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.
- Click on Azure and then select Reservations



	ER	
	*	Home > Subscriptions > Microsoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add Products
反 Das	shboard	Add Products
🖞 Sea	arch Products	Azure Online Service Software
ē Cat	talogues	Type: Please Select
ີ່⊊ Car	rts	Reservations
🗒 Ord	lers	Microsoft Azure
🔙 Quo	otes	
ີ Sub	bscriptions	
C Ren	newals	

- 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 keywo	rds	×
	«	Home > Subscriptions > Mic	crosoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add Pro	oducts			
Ř	Dashboard	Add Products				×	× Add Products
Ô	Search Products	Azure	Online Service Software				(≡ Filter
ō	Catalogues	Type: Please Select Reservations	Reservations Typ × ∨ ∆ziura Reserv	e: Please Select		× ~	Reserved VM Instance, Standard_B1Is,
벌	Carts	Please select usage subscription					AU East, 3 Years W Price:2.35/mth Quantity: 1
ఐ	Orders	SOFTWARE BU - VD DEMO - 30C	233E1-1DBB-4EF7-BE77-014553F4438A			× ~	Confirm
	Quotes	AU East				X ~	
۳	Subscriptions	Monthly				~	
C	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	
Ø	Promotions	DZH318Z0BQ35:01KW	Reserved VM Instance, Standard_B20ms, AU East, 3 Years	\$378.55/mth	1	Add	
ţ,	Events	DZH318Z0BQ35:01N9	Reserved VM Instance, Standard_B16ms, AU East, 1 Year	\$470.76/mth	1	Add	
	KD	DZH318Z0BQ35:01NM	Reserved VM Instance, Standard_B12ms, AU East, 1 Year	\$353.04/mth	1	Add	
	Missesites	DZH318Z0BQ35:01NP	Reserved VM Instance, Standard_B12ms, AU East, 3 Years	\$227.14/mth	1	Add	
•	About	DZH318Z0BQ35:01BM	Reserved VM Instance, Standard_B1Is, AU East, 3 Years	\$2.35/mth	10	Add	
- U	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 > 7	F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Add Product	s > Confirm Products	
反 Dashboard	Confirm Products			×
Search Products				
🚊 Catalogues	RESERVED INSTANCE			1 Reserved Instance(s)
`⊒ Carts				
🗒 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		Conf	firm 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	×	20171	TOTAL: \$15.44
«	Home > Subscriptions > Microsoft CSP	> 6E417AB3-58DE-417D-9AAA-DA5837716C4C				
反 Dashboard	× Microsoft CSP 와 보	Dicker Data Ltd Details				×
🖞 Search Products	🗮 Filter					crosoft
🚊 Catalogues	Dicker Data - Teams D	END USER DETAILS	NAME: Dicker Data Ltd TENANT ID:	_	STATUS: Active	~
ਦੂ Carts	Active Amount:					
Crders	Dicker Data Demo 🕧 Active Amount	TENANT MANAGEMENT		Reporting Dashboard	Azure Active Directory	~
Subscriptions	Dicker Data Ltd ①	SUBSCRIPTION			8 Subscription(s)	~
$\mathcal C$ Renewals		RESERVED INSTANCE			4 Reserved Instance(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						
í) About		SOFTWARE			2 Software(s)	~



Reporting

Accessing Available Reports

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

- DICKER Q Search keywords Home > Reporting Reporting 🕁 Carts ctional Su 2019 (ii) Orders 2018 Sul 2017 Account Reporting on Penarte @ Promotions Sell Through Reports ¢ ETA and Backorder Report Azure Invoice Reports ø Azure Usage Reports ¢ ۲ License Usage Re
- the **Reporting** menu selection

• or at the Tenant Management blade

			Q Search keywords	×	?	heckout Test
e	Home > Subscriptions > Microsoft CSP	> F4167C52-9231-4211-B7A9-SA6F4CDD809A				
C Buy	×				Mic	X
🖨 Catalogues	Microsoft CSP &	Test Details			Cover Solution A	tusider (CP)
₩ Carts		END USER DETAILS	NAME: Test TENANT ID: F4167	C52-9231-4211-87A9-5A6F4CDD809	IA STATUS: Active	~
E Financing	Sent Association Amount: \$0.00	TENANT MANAGEMENT		Reporting Dashboard	ure Active Directory	
Quotes	Test					
(j) Orders	Active Amount: \$0.00	SUBSCRIPTION			0 Subscription(s)	~
🔊 Subscriptions		PERPETUAL SOFTWARE		0 Pe	erpetual Software(s)	~
⊖ Renewals		AZURE RESERVED INSTANCE		0 Azure R	eserved Instance(s)	~
R Account		SOFTWARE			0 Software(s)	· •
Reporting						

Experience is the difference Freecall 1800 688 586 www.dickerdata.com.au



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 Set	arch keywords		×	
ĸ	Home > Reporting > Subscription Invoid	be Reports						
反 Dashboard	Reporting	Subscription Invoice Reports						×
🖞 Buy	YOUR BUSINESS		Invoice Dated From:	To:			-	
Catalogues	Sell Through Reports	(≡ Filter	2019-10-21	2019	9-11-04	Apply	J	
🛱 Carts	ETA and Backorder Reports	TENANT NAME	INVOICE NO	INVOICE DATE	CUSTOMER REF	SUBSCRIPTIONS	TOTAL AMOUNT	
Orders	YOUR SUBSCRIPTIONS		3702870	01-NOV-2019		3	\$3,631.23	
Subscriptions	Subscription Invoice Reports							
	Azure Invoice Reports							
Account	Azure Usage Reports							
Reporting	License Usage Reports							

Azure Invoice Reports

The Azure Invoice Reports blade displays the list of Azure invoices within a given date range.

- The Download option allows you to download the License usage details to an Excel report.
- Individual Download Excel reports are also available for each Invoice which can be found in the Amount column for each Invoice record.



DICKER				Q. Search keywords		×
	Home > Reporting > Azure Invoice Repo	vrts				
💭 Deshboard	Reporting	Azure Invoice Reports				×
C 849	YOUR BUSINESS		Invoice Dated From:	Τα	_	_
Catalogues	Sell Through Reports	11 Filter	2019-10-01	2019-10-31	Arris 🕹	J
🕁 Certs	A ETA and Backardar Banarts					
Orders	U E IA and Backorder Reports	INV NO INVOICE DATE CUS	ST REF TENANT NAME	SUB NAME 👗	USAGE START USAGE EN	D AMOUNT
Subscriptions	YOUR SUBSCRIPTIONS	08-0C7-2019			01-SEP-2019 30-SEP-201	9 \$247.11

Azure Usage Reports

The **Azure Usage Reports** blade allows you to display data on the **Current Usage** or provide a report on the **Historical Usage** within a given a date range.

Current Usage View

- Selecting **Current Usage** will display a list of Tenants and their current usage details.
- Clicking on **View** in the **Action** column for a Tenant will display a breakdown of the usage for each resource category.

DICKER				Q. Search keywords		×
	Home > Reporting > Azure Usage Report	ts.				
G Deshboard	Reporting	Azure Usage Reports				3
△ ₩7	YOUR BUSINESS	Select Usage Type:				
Catalogues	👌 Sei Through Reports	CURRENT USAGE -	itw			
₩ Carts	ETA and Backorder Reports	TENANT LIST - CURRENT U	JSAGE UNBILLED			
Orders						
b. Subscriptions	YOUR SUBSCRIPTIONS	TENANT NAME	SUB NAME	CURRENT AMOUNT	ESTIMATED TOTAL	ACTION
C Renewals	Subscription Invoice Reports			\$2.55	\$0.00	

Historical Usage View

- Selecting **Historical Usage** will display the usage details for each tenant within a given date range. The maximum amount of time a historical report can be generated for is 45 days.
- Clicking on **View** for a Tenant will display a breakdown of the usage for each resource category.



DICKER		Q, Search keywords X	
	Home > Reporting > Azure Usage Report	5	
Deshboard	Reporting	Azure Usage Reports	\times
∆ • ••	YOUR BUSINESS	faint lines from the terminal form	
Catalogues	Sel Through Reports		
₩ Carts	ETA and Backorder Reports	TENANT LIST - LISAGE REPORT FROM 21/10/2010 TO 4/11/2010	
Crokers	•		
jb. Subscriptions	YOUR SUBSCRIPTIONS	TENANT NAME SUBSCRIPTION ID SUB NAME TOTAL AMOUNT ACTION	
C Renewals	Subscription Invoice Reports	\$17.02 🐱 🕁	

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.

License Usage Reports

The **License Usage Reports** blade allows you to display data on the **License Usage** for each Tenant by Product.

ICKER					Q. Search Asymptot		×				
	Nohe + Reporting + Lounse Usage Reports										
C But C C C C C C C C C C C C C C C C C C C	Reporting	License Usage	Reports								
Catalogues	 Sell Twough Reports 	(st sitte									
7 Cetts 7 Orders	ETA and Backurder Reports	TENANT NAME	DOMAIN	PRODUCT NAME	ACTIVE LICENSES	CONSUMED LICENSES	AVAILABLE LICENSES				
b Subscriptions	HOLE SUBSCRIPTIONS	DICKER DATA- TEAMS	DOTEAMS	OFFICE 365 BUSINESS ESSENTIALS	1	2	0				
C Retereds	 Subscription Invoice Reports 			DYNAMICS 365 FOR OUSTOMER	AI 10000 R	3	0000				
	Azure Invoice Reports			AGENTS VIRAL	AL SKU						

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



- License Deployment Summary tab Lists all the License Usage details for each Tenant by Product.
- Tenant Details tab Tabs are created for each Tenant listing all the End User details and the Product Name for that Tenant. Perpetual Software licenses will be displayed in the Tenant Details sheet if they have one.

Annuity Information Report

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

← → C 🔒 portal.dickerdata.com.au/manageSubscriptions/manageAnnuities/CSP													
👖 Apps 🔀 Site Home - I	Docs 🟮 Dicker Data AU Intr	👖 Dicker Data Lin	ited 🛛 🧃 Dicker Data Quotes	🜀 Google 📃 DD tools	🔜 DD Training 📃 Dev 📕	References 📃 DD	👝 Files - OneDr	ve					
					Q Search key	words		×					
	Home > Subscriptions > Micr	osoft CSP											
🗂 Buy		×	0					×					
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जित्ता Carts	∃≓ Filter	The Micros through dir	oft Cloud Solution Provider (CSP) program a act billing, provisioning, management and so	ellows partners to sell Microsoft Cloud Servi apport.	ces along with their own offerings and services	Partners own the complete cu	stomer lifecycle	Microsoft					
Financing	Microsoft CSP	D											
🔚 Quotes	Autodesk Auto-Renew Monthly	D 🗄 Filt	ar 📄										
Orders	Autodesk Auto-Renew Yearly	I END	JSER NAME	CUSTOMER REF	NEXT BILL	AMOUNT(Ex)*	STATUS						
Subscriptions	Citrix CSP	D Goog	e	Google		\$0.00	Sent Association	Manage					
	Kaspersky MSP	① Test		asdasd		\$0.00	Active	Manage					
C Renewals													
	Microsoft ISV	٥											
all vccont	Microsoft SPLA	D											
Reporting	StorageCraft MSP	D											
@ Promotions													

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.



CSP Billing

License Based Billing

Dicker Data now offer account-based invoice consolidation. This new consolidation option allows you to receive a single License Based invoice per month for all tenants. This invoice will include both variance charges as well as cycle charges on a single invoice simplifying the process for your accounts team.

Even though we are moving to a single invoice, 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 etc. If you have multiple Digital wallet IDs set up, then each individual digital wallet ID will be on a separate invoice.

Please contact your local Dicker Data representative if you would like to move to this new invoicing option.

Please note: Your first consolidated invoice will include a realignment charge for each tenant to realign the cycle date to the one in Microsoft's system (if applicable), as well as a full month's cycle charge for each tenant. Depending on the date that each subscription has already been billed up to (prior to the invoice consolidation), you may not be billed for all subscriptions on the first consolidated invoice. For example, if a subscription was previously billed on the 29th of the month for a month in advance, this subscription would not be billed again on a consolidated invoice issued on the 1st of the month. It would be billed in the following month.

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.

Modern Based Billing

Dicker Data will issue a separate invoice for Modern subscriptions for the previous calendar month.