

A man and a woman in a server room. The man is on the left, wearing a suit and a lanyard. The woman is in the center, wearing a light-colored blouse and dark pants, holding a tablet. They are both looking at the tablet. The background shows server racks and a network diagram overlay. The entire image has a red tint.

# Website CSP Licenses **2021**

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**DICKER**  
D A T A

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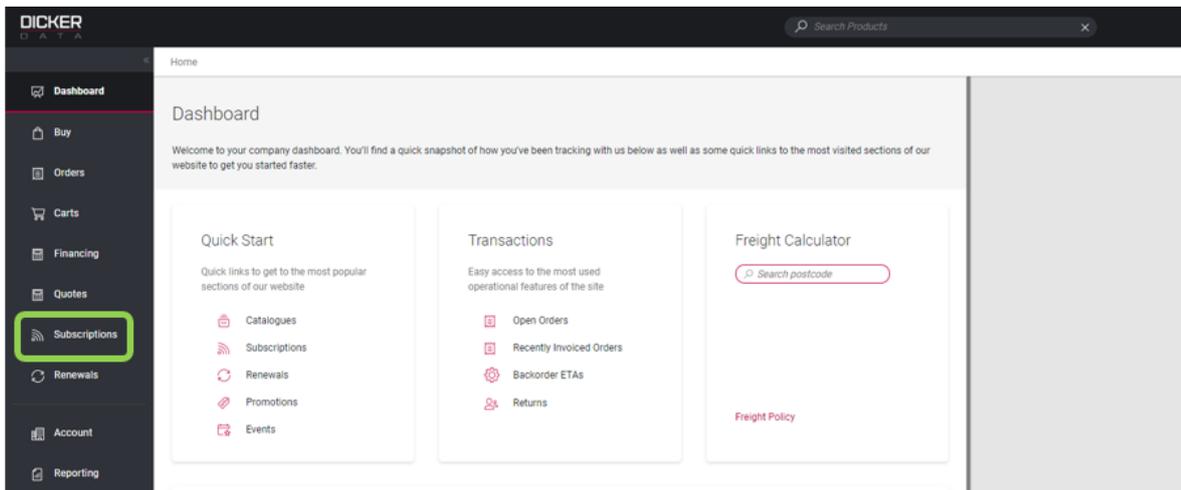
License Based Billing \_\_\_\_\_ 31

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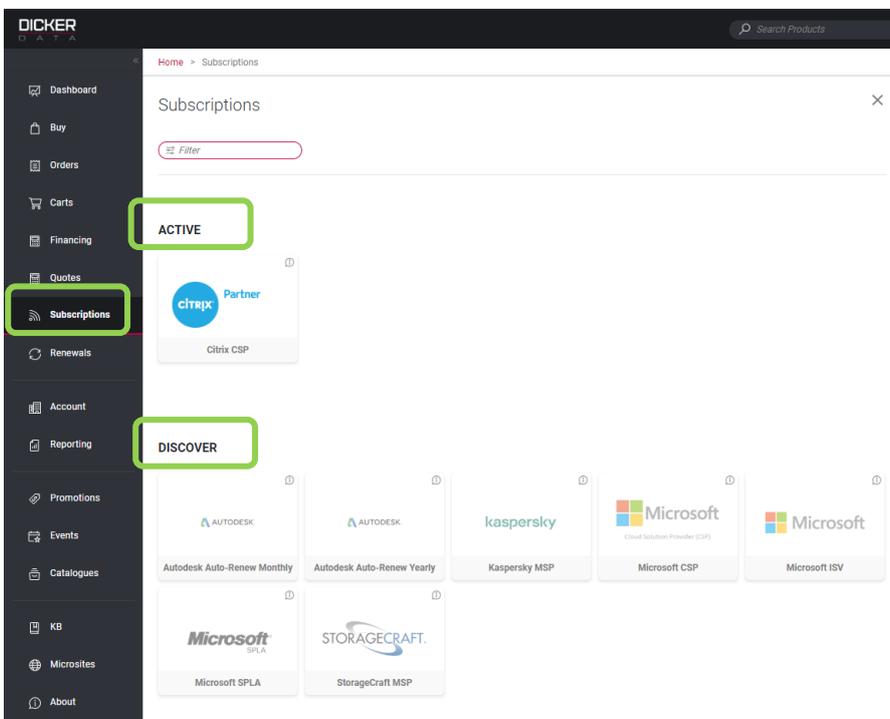
Modern Based Billing \_\_\_\_\_ 31

# Getting Started

Select the **Subscriptions** option

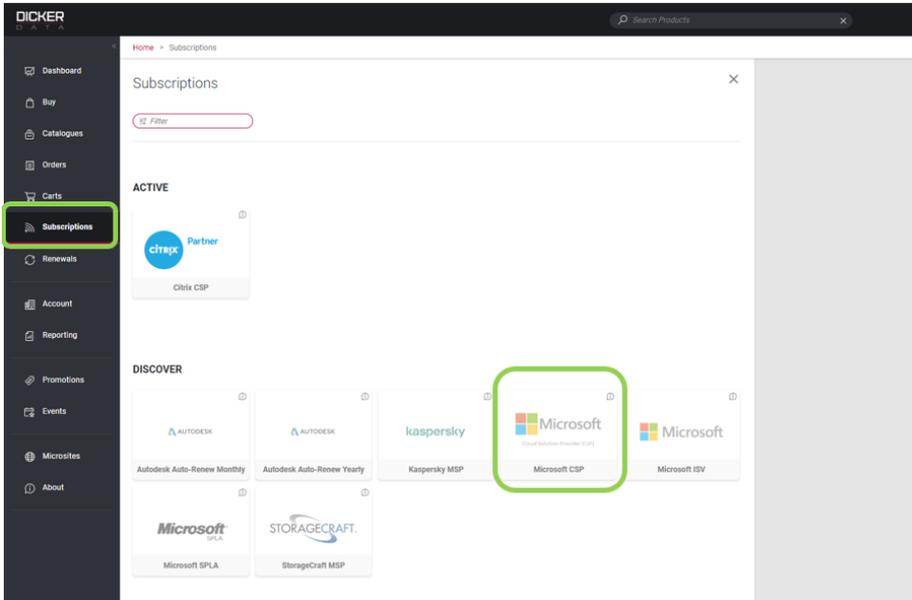


The Subscriptions Blade will display an **ACTIVE** section listing all active subscriptions and a **DISCOVER** section listing available Subscriptions you can purchase and activate.



## Creating a MS CSP Subscription

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



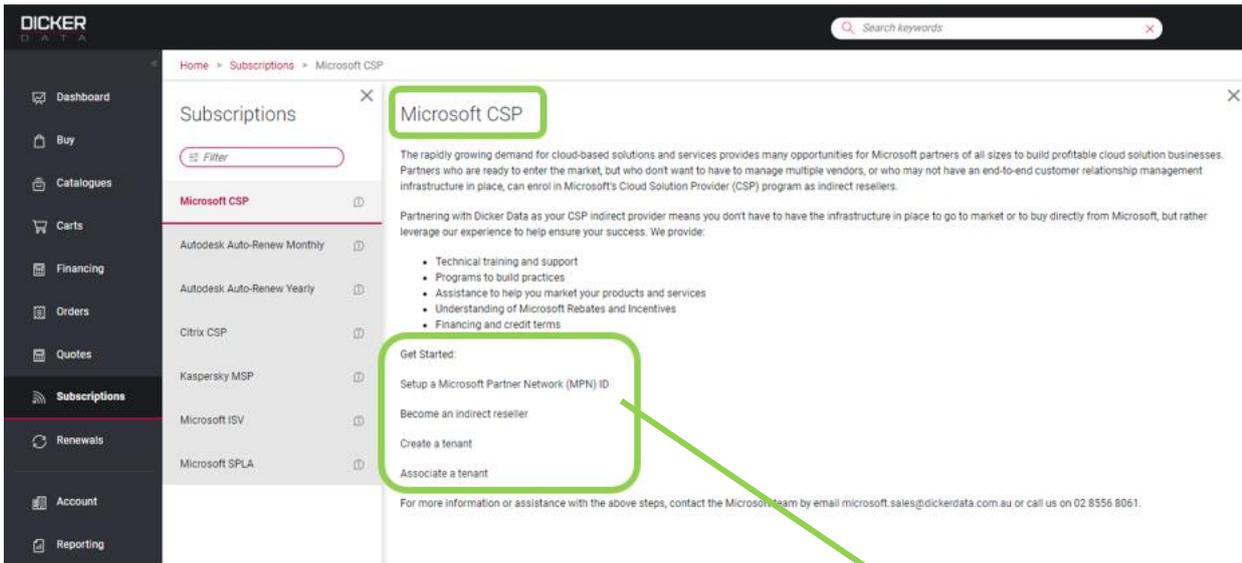
In the **DISCOVER** section click on the  in the **Microsoft CSP** option.



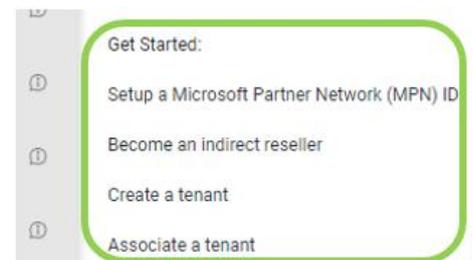
This will display the information blade for activating a **Microsoft CSP** subscription with links to the required set ups in the **Get Started** section.

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.



The **Get Started** section provides the following Set up links:



- **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**

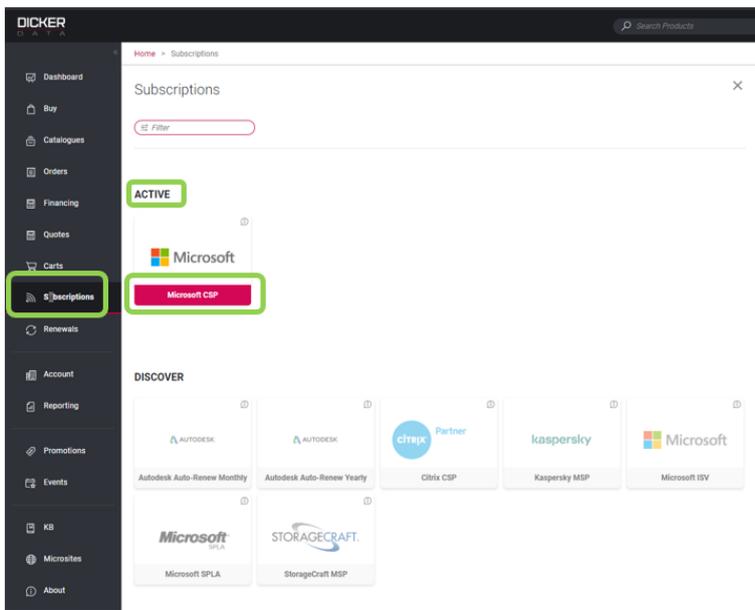
This link will take you to the **Associate Existing End User** blade where you can Associate an End User

## Creating a New Tenant (End User)

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

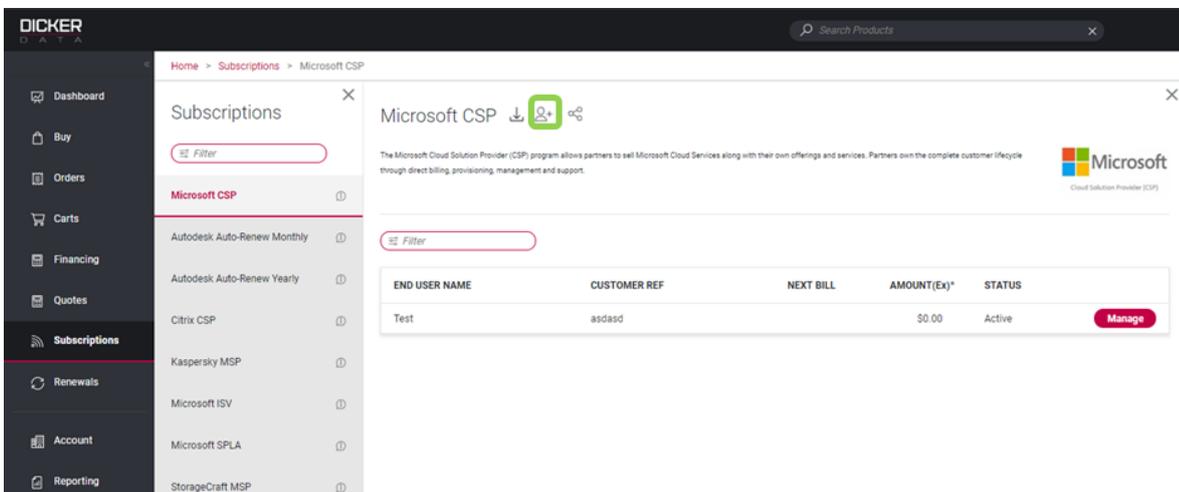
### Creating a New Tenant from the Microsoft CSP blade

- Select the Active **Microsoft CSP** subscription from the **Subscription** menu option

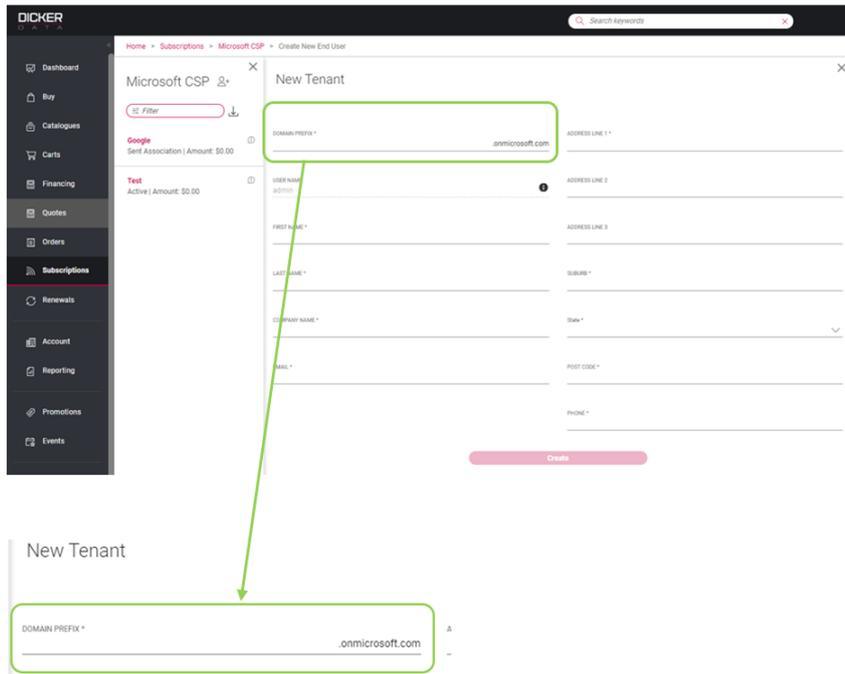


This will display the **Microsoft CSP** blade listing the subscription details

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



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

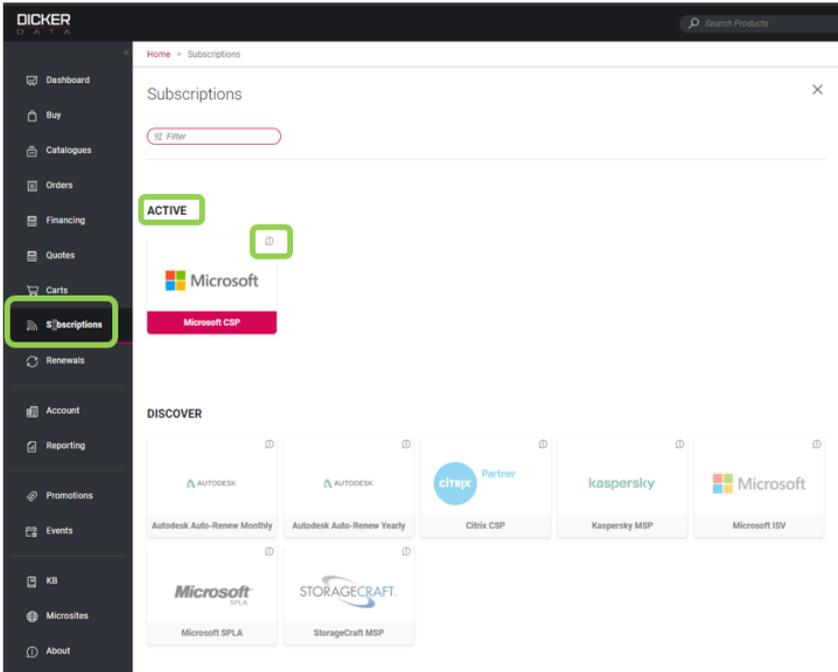


Ensure the **Domain Prefix** entered is the one used for the **onmicrosoft.com** email

- Example:  
**csptenant.onmicrosoft.com**  
Where **csptenant** is the **Domain Prefix**

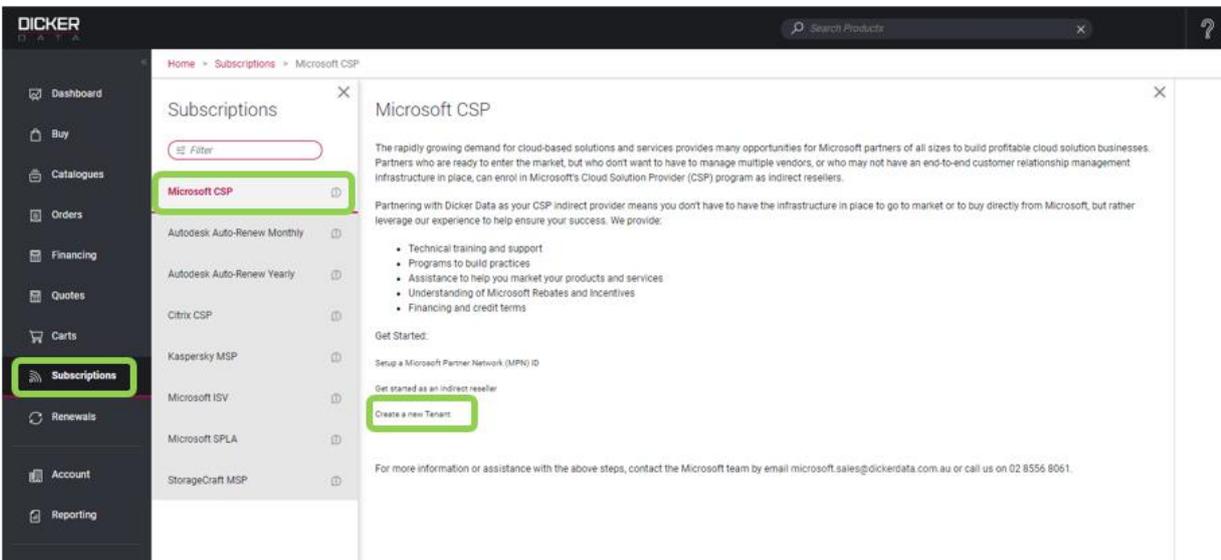
### Creating a New Tenant from the Microsoft CSP Information blade

Click on the  in the Active **Microsoft CSP** subscription from the **Subscription** menu option

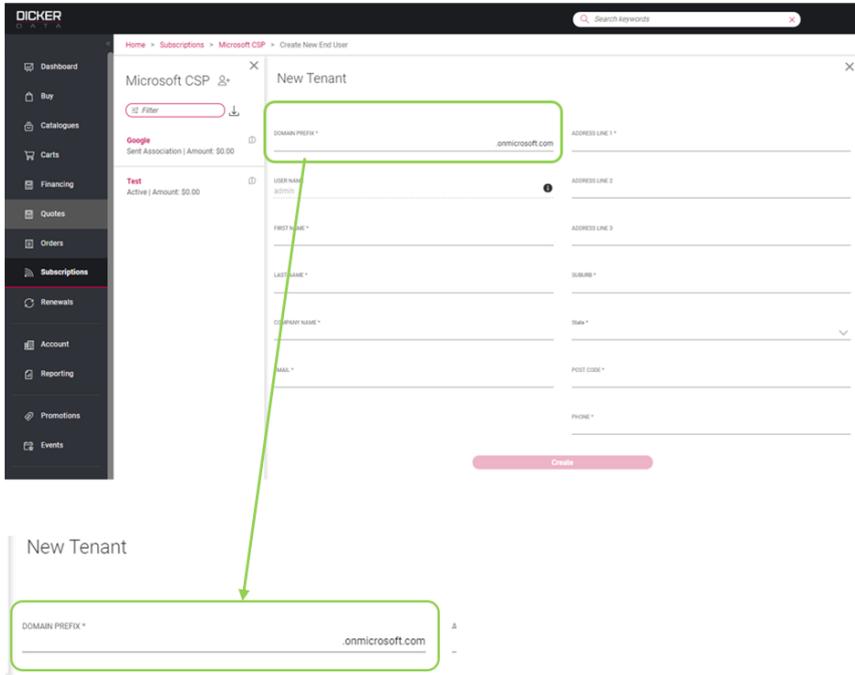


This will display the **Microsoft CSP** Information blade.

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



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



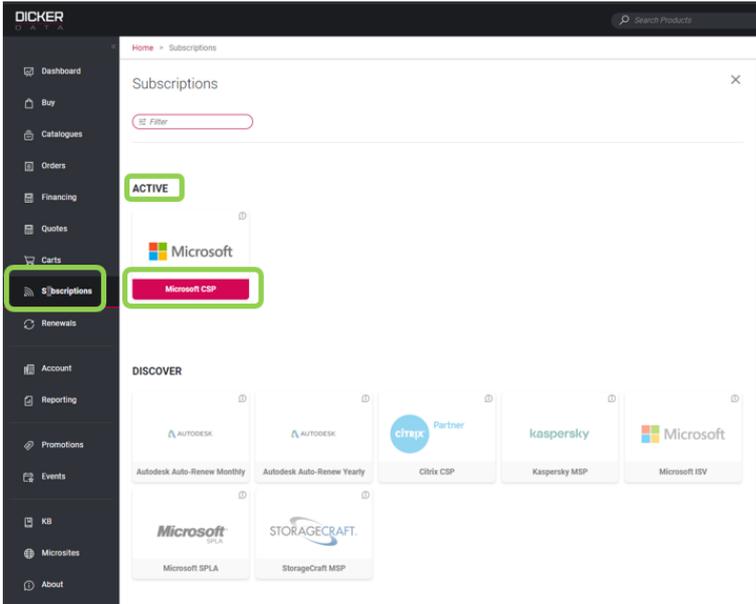
Ensure the **Domain Prefix** entered is the one used for the **onmicrosoft.com** email

- 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.

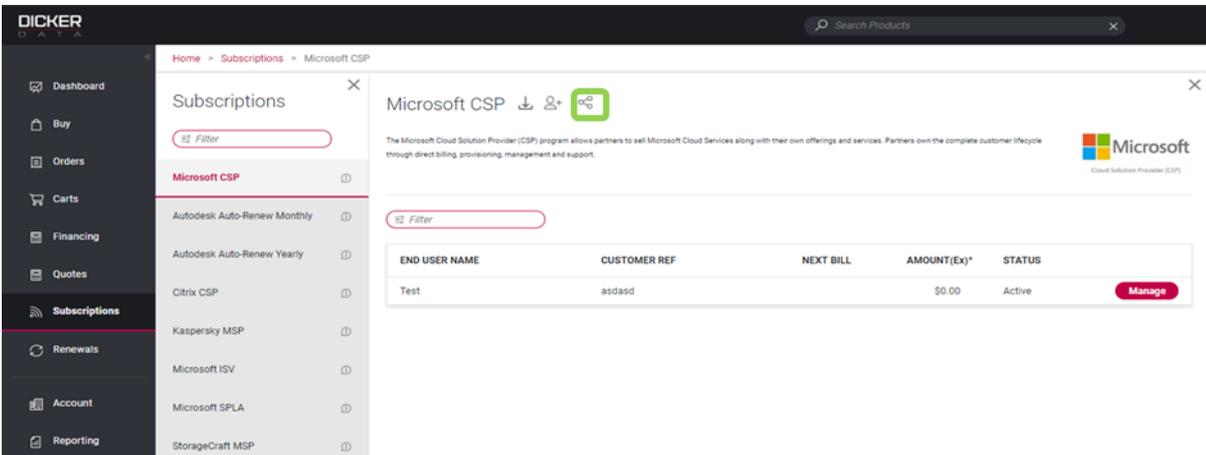
Select the Active **Microsoft CSP** subscription from the **Subscription** menu option



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**

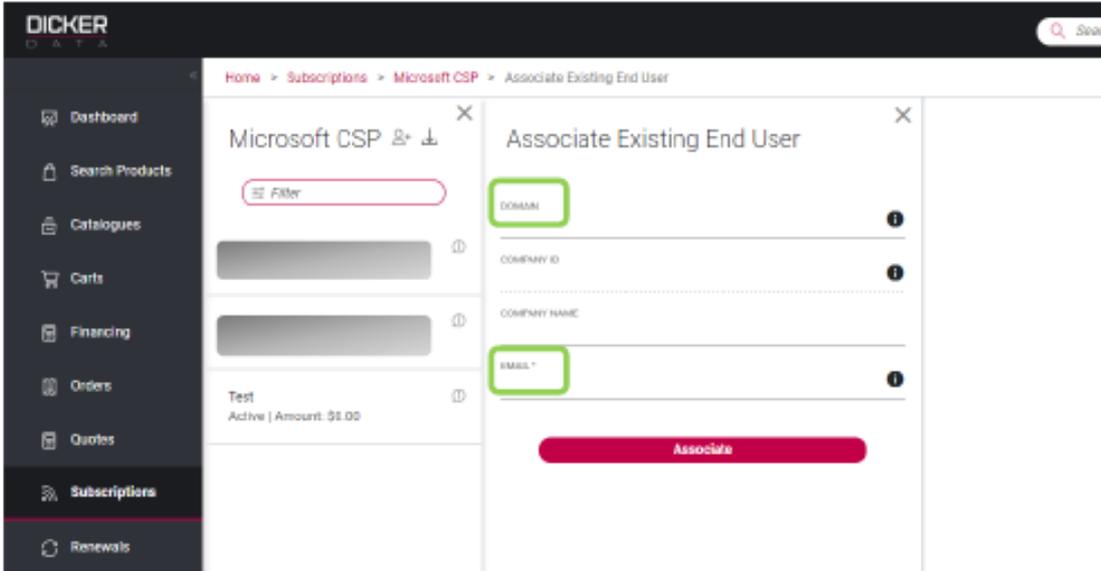
**Existing End User**  icon



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.

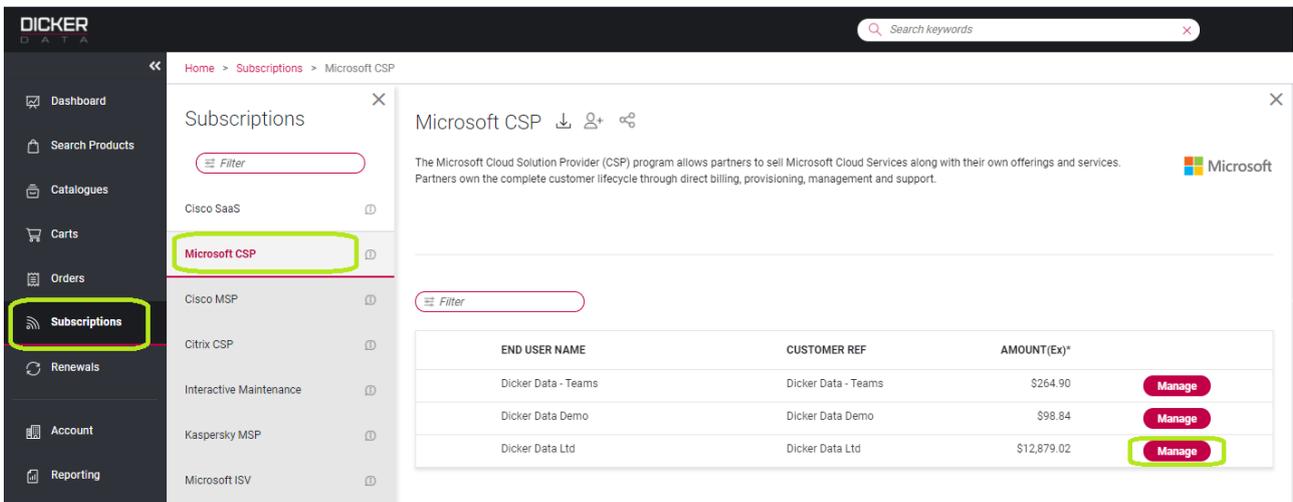
- If the End User has Access/Global admin rights, ensure the Association **Email** is sent to their email address - this could be your email address if you have global admin rights.



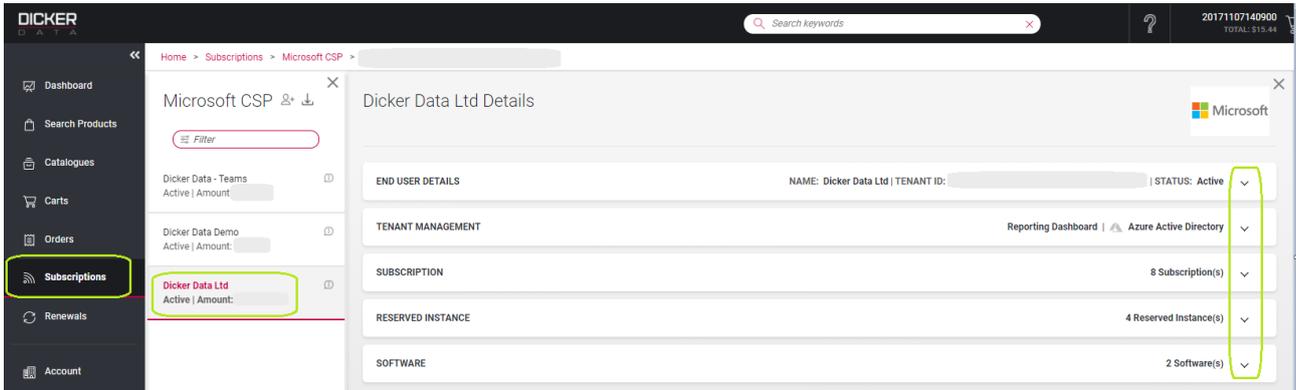
## Managing your Subscriptions

### 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**.



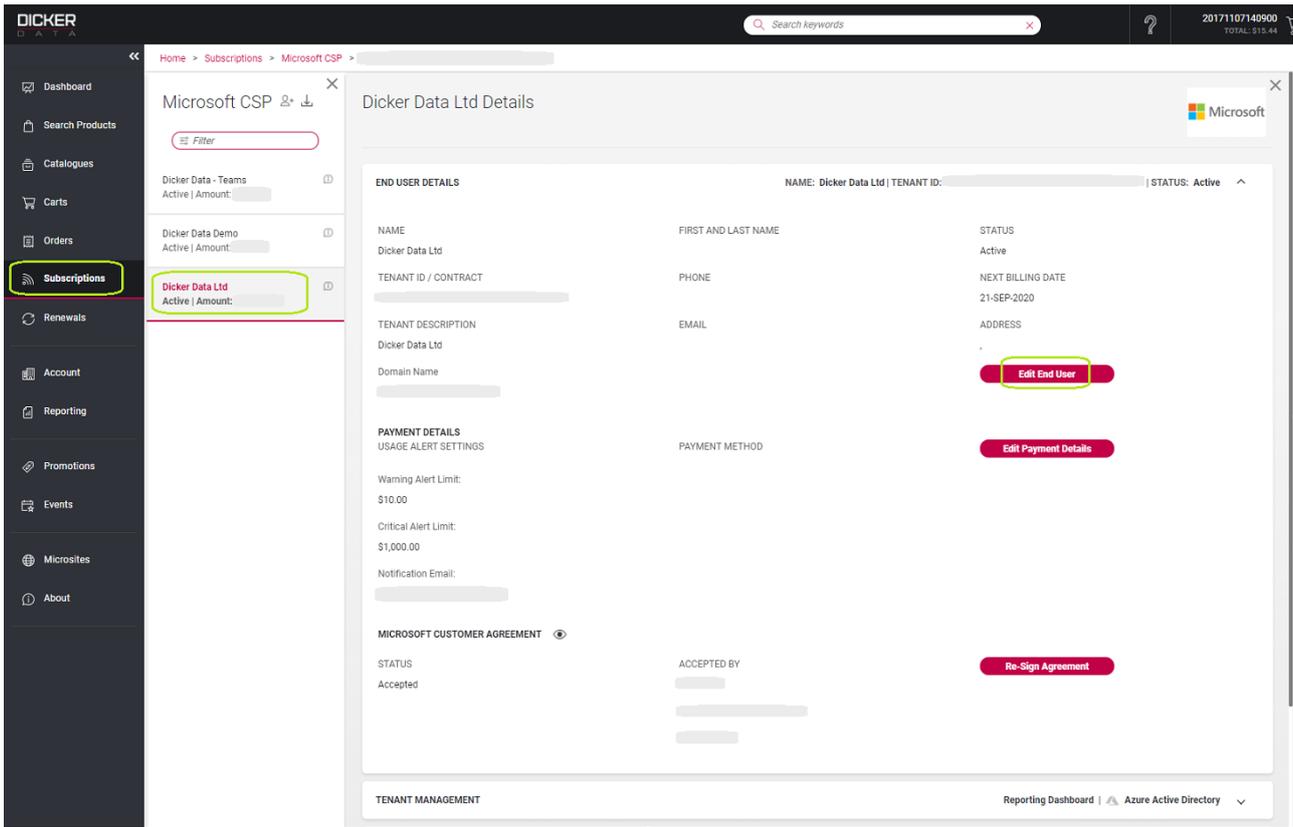
Clicking on the  will expand the section and display the details for that section.



## 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

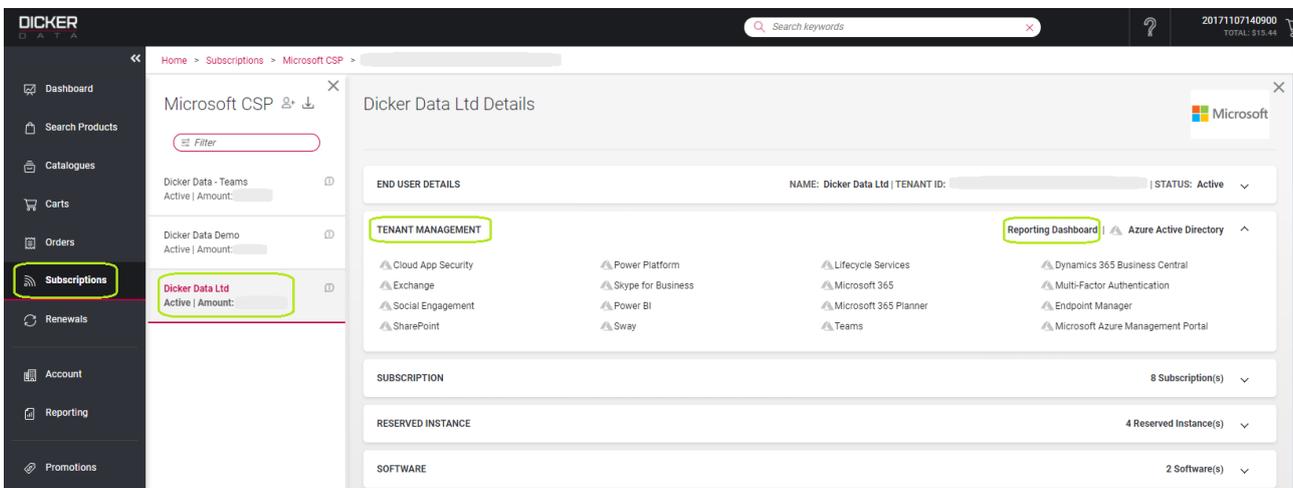
- The **Edit Payment Details** will allow you edit the payment Alert Limits as well as adding a Digital Wallet as a payment method.
- The **View Agreement** selection  , will take you to the Microsoft Cloud Agreement site.
- Select **Re-Sign Agreement** to re-sign the Agreement.



## 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.



## 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.

The screenshot shows the Dicker Data interface for managing Microsoft CSP subscriptions. The left sidebar contains navigation options: Dashboard, Search Products, Catalogues, Carts, Orders, **Subscriptions**, Renewals, Account, Reporting, Promotions, Events, Microsites, and About. The main content area is titled 'Dicker Data Demo Details' and includes sections for End User Details, Tenant Management, and Subscriptions. The Subscriptions section shows a table of active licenses with columns for Description, Confirmed Qty, Qty, Price, Total, Status, and Add-On. Two subscriptions are listed: 'AZURE IN CSP OFFER' and 'MICROSOFT CSP M365 BUSINESS PR EMIUM MTH SUB'. At the bottom of the subscription list, there is a summary of 'Pending Total (Ex GST) \$0.00' and 'Active Total (Ex GST) \$98.84'. A red 'Add New Product' button is highlighted at the bottom of the page.

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
<input type="checkbox"/> AZURE IN CSP OFFER MPN: [REDACTED]   DESC: SOFTWARE BU - VD DEMO STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths)   BILLED UNTIL: 31-AUG-2020	1	1	\$0.00 /mth	\$0.00	Active	
<input type="checkbox"/> MICROSOFT CSP M365 BUSINESS PR EMIUM MTH SUB MPN: [REDACTED]   DESC: Saltm STOCK CODE: CSP10BD-43F6-88E9-C9ADAES746E0 BILLING: Monthly Renewal (1 Mths)   BILLED UNTIL: 12-SEP-2020	4	4	\$24.71 /mth	\$98.84	Active	Add Add-On

## How to buy CSP Licences

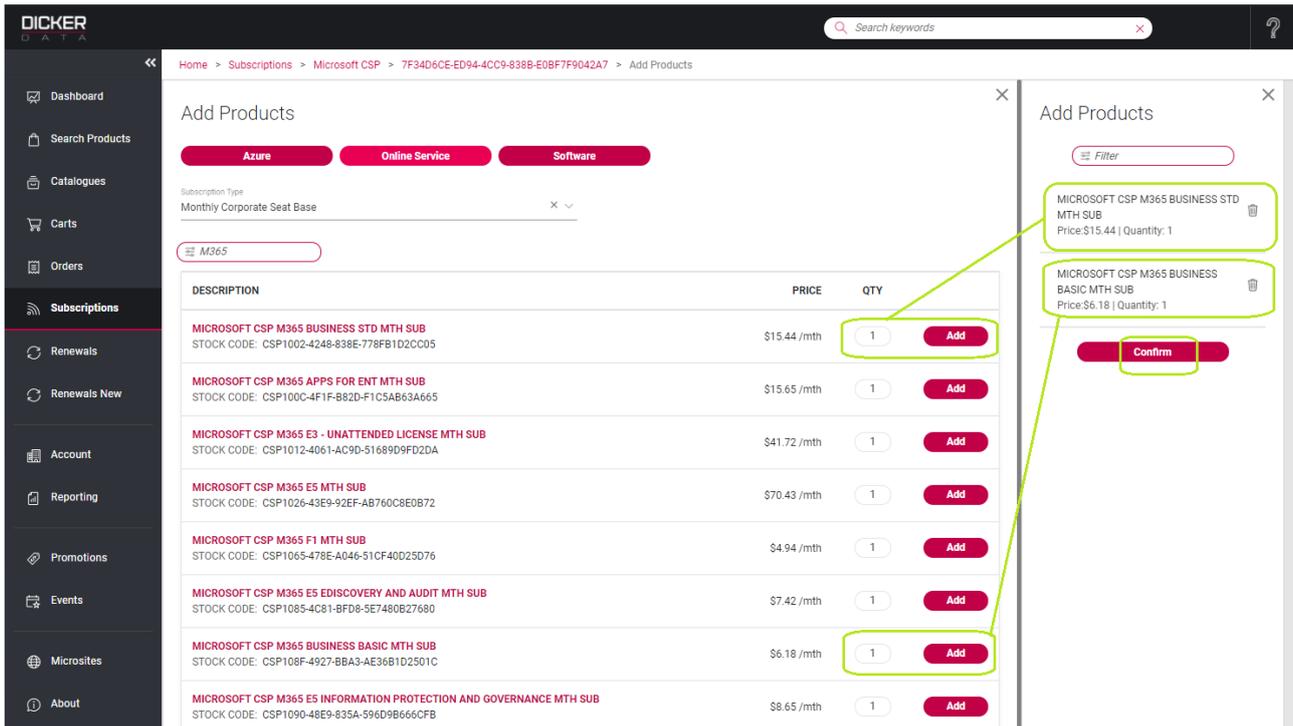
Purchasing CSP licenses is done from the **Add Products** blade for a selected Tenant.

- 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.

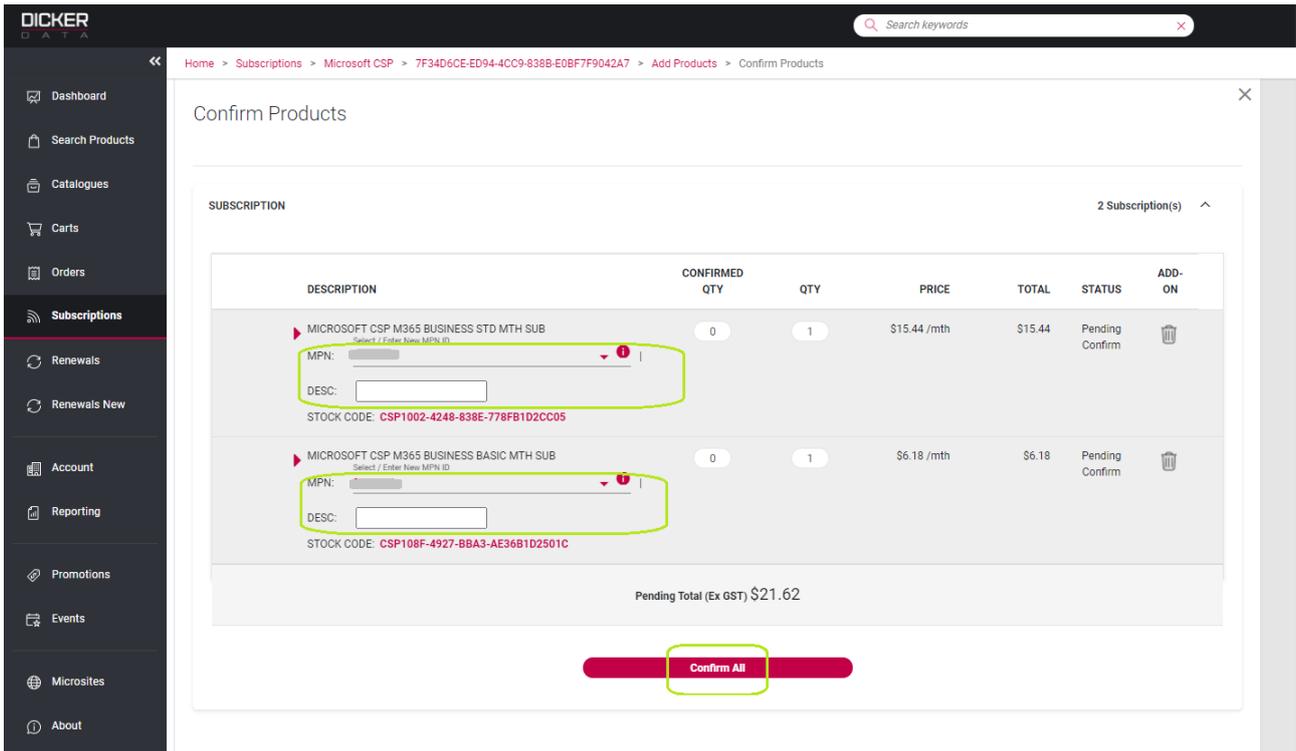
The screenshot shows the 'Add Products' interface in the DICKER DATA system. The navigation menu on the left includes Dashboard, Search Products, Catalogues, Carts, Orders, Subscriptions (selected), Renewals, Account, Reporting, and Promotions. The main content area has a breadcrumb trail: Home > Subscriptions > Microsoft CSP > Add Products. There are three tabs: Azure, Online Service (selected), and Software. A search filter contains 'M365'. Below the filter, a dropdown menu shows 'Subscription Type' with 'Monthly Corporate Seat Base' selected. A table lists five Microsoft CSP subscriptions:

DESCRIPTION	PRICE	QTY
MICROSOFT CSP M365 BUSINESS STD MTH SUB STOCK CODE: CSP1002-4248-838E-778FB1D2CC05	\$15.44 /mth	1 <input type="button" value="Add"/>
MICROSOFT CSP M365 APPS FOR ENT MTH SUB STOCK CODE: CSP100C-4F1F-B82D-F1C5AB63A665	\$15.65 /mth	1 <input type="button" value="Add"/>
MICROSOFT CSP M365 E3 - UNATTENDED LICENSE MTH SUB STOCK CODE: CSP1012-4061-AC9D-51689D9FD2DA	\$41.72 /mth	1 <input type="button" value="Add"/>
MICROSOFT CSP M365 E5 MTH SUB STOCK CODE: CSP1026-43E9-92EF-AB760C8E0B72	\$70.43 /mth	1 <input type="button" value="Add"/>
MICROSOFT CSP M365 F1 MTH SUB STOCK CODE: CSP1065-478E-A046-51CF40D25D76	\$4.94 /mth	1 <input type="button" value="Add"/>

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



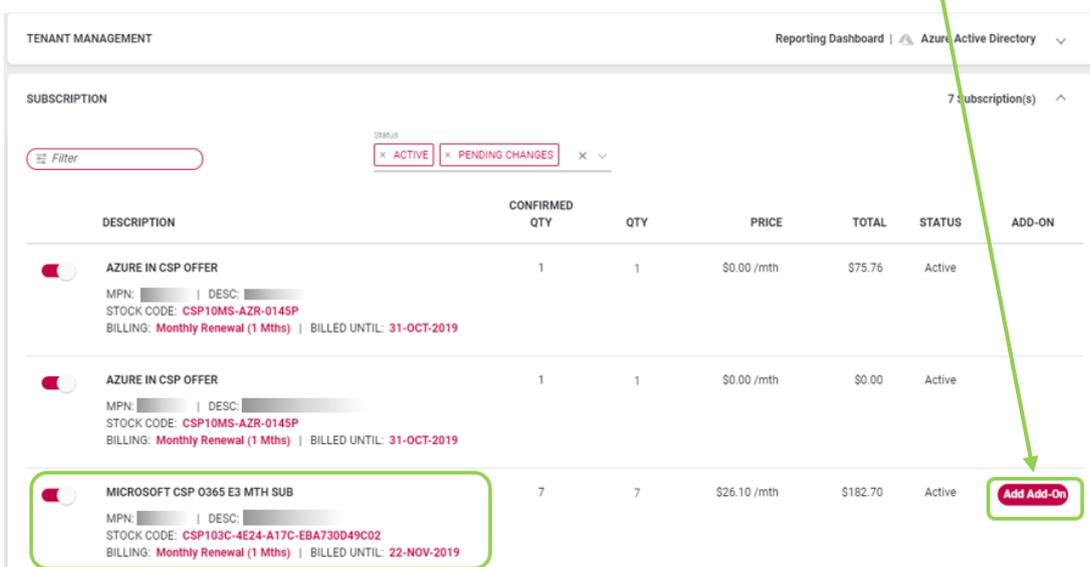
- Review the added subscriptions and click on Confirm to proceed to the **Confirm Products** Screen.
- Enter a **Subscription Description** and the **MPN ID**
- Select **Confirm All** to include the subscription.



## 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.

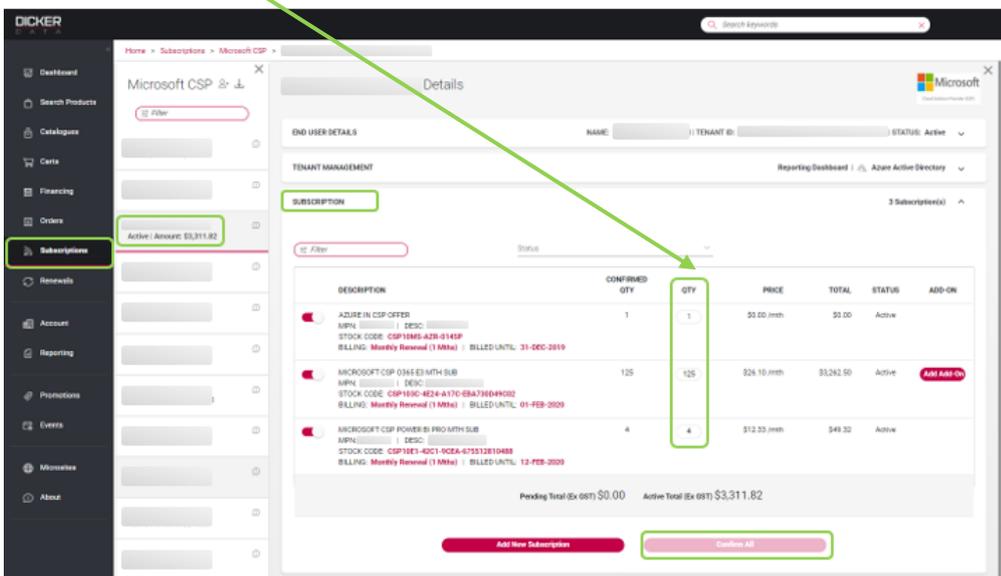
Example below shows the base **Microsoft CSP** Subscription with the **Add Add-On** selection available to include any CSP Add-Ons.



## 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.

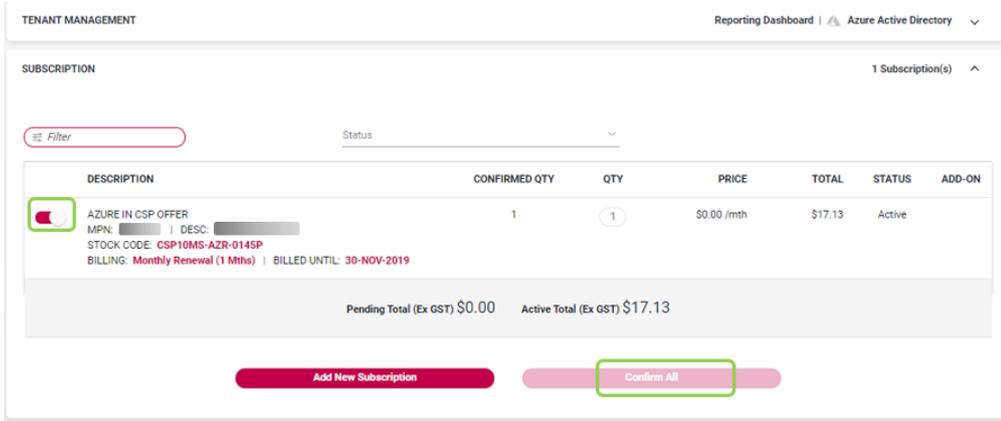
Click **Confirm All** to save the changes.



## Suspending a CSP Subscription

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

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



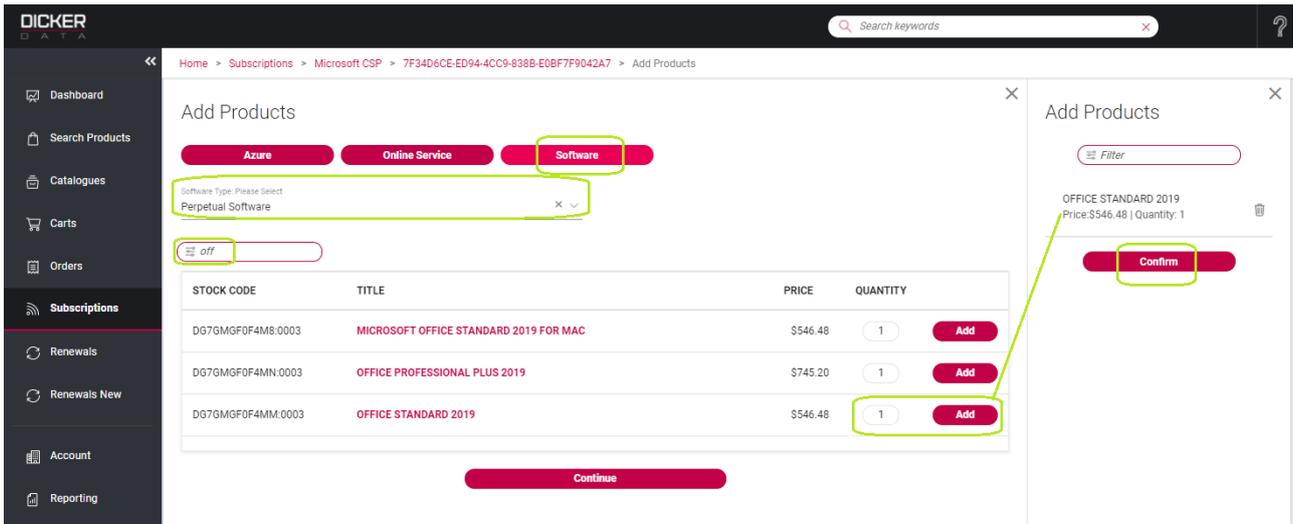
## How to buy Perpetual Software

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

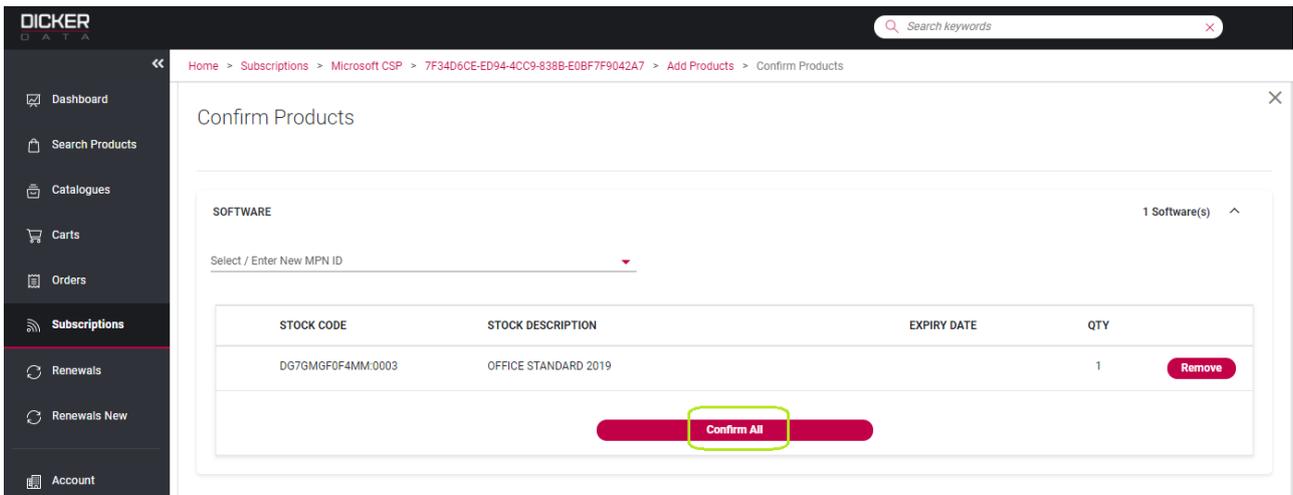
**Software Subscriptions** list software licences that are purchased for a specific term e.g. 1 year or 3-year term.

**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.

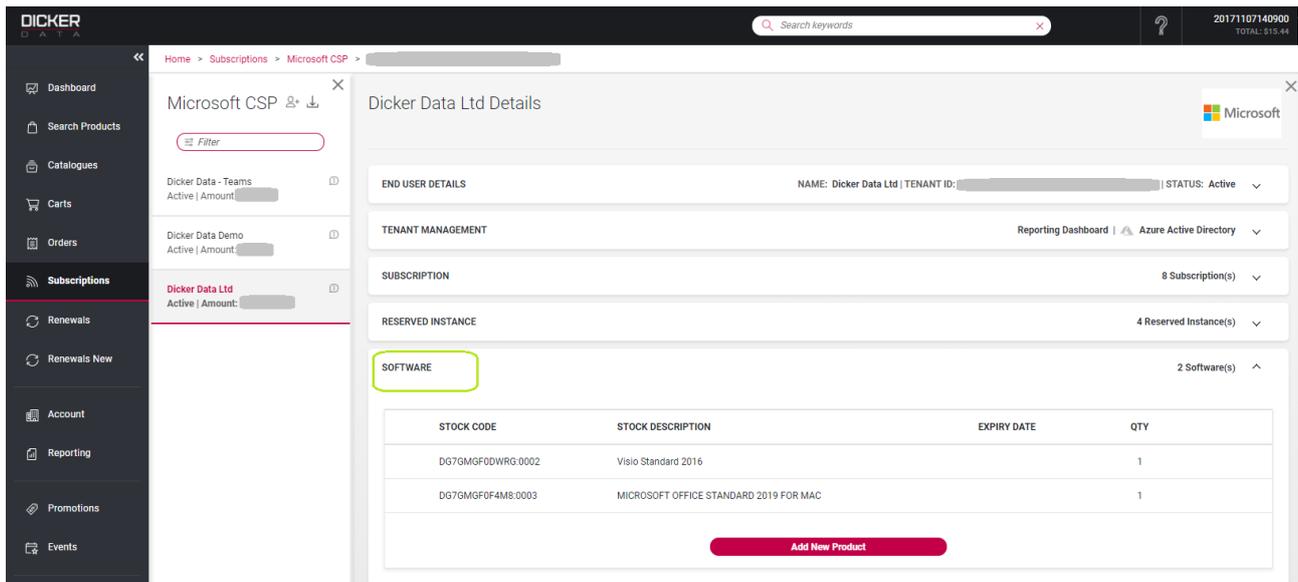
- Clicking in the **Add New Product** selection, in the **Subscription** section, will open the **Add Products** blade.
- Click on **Software** and then select the **subscription type** required to display the list of Software or Perpetual Subscriptions available.
- Type a search in the filter field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



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



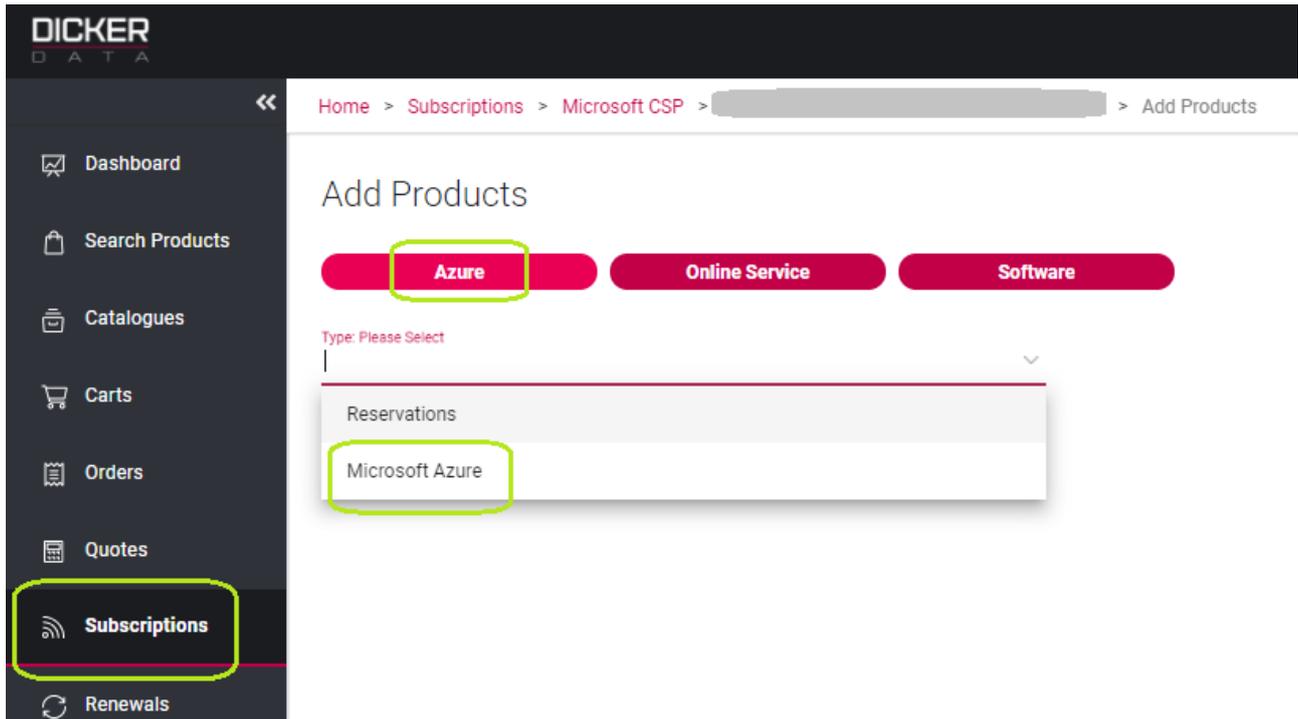
- Added Perpetual and Software Subscriptions will be listed in the Software section of the selected Tenant.



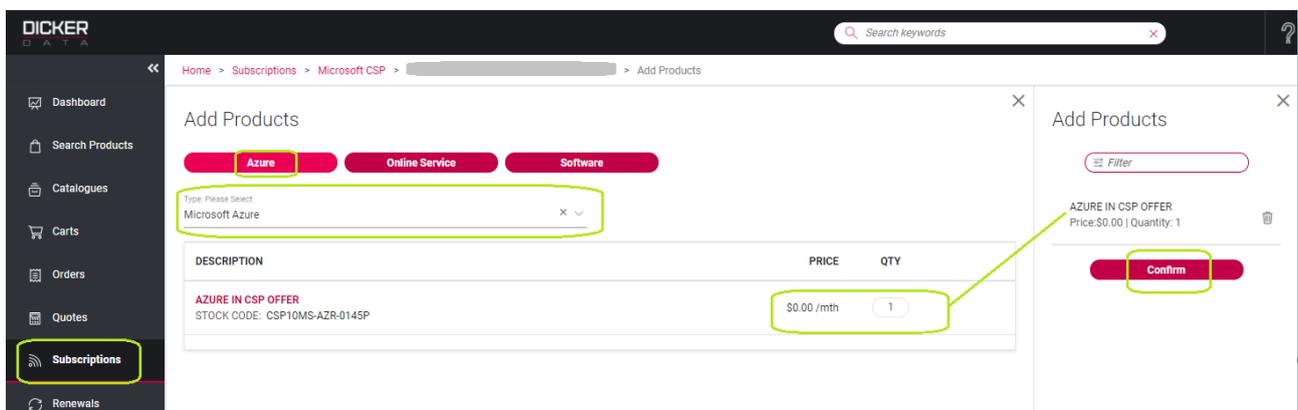
## How to buy Azure Instances

To add an Azure CSP Subscription:

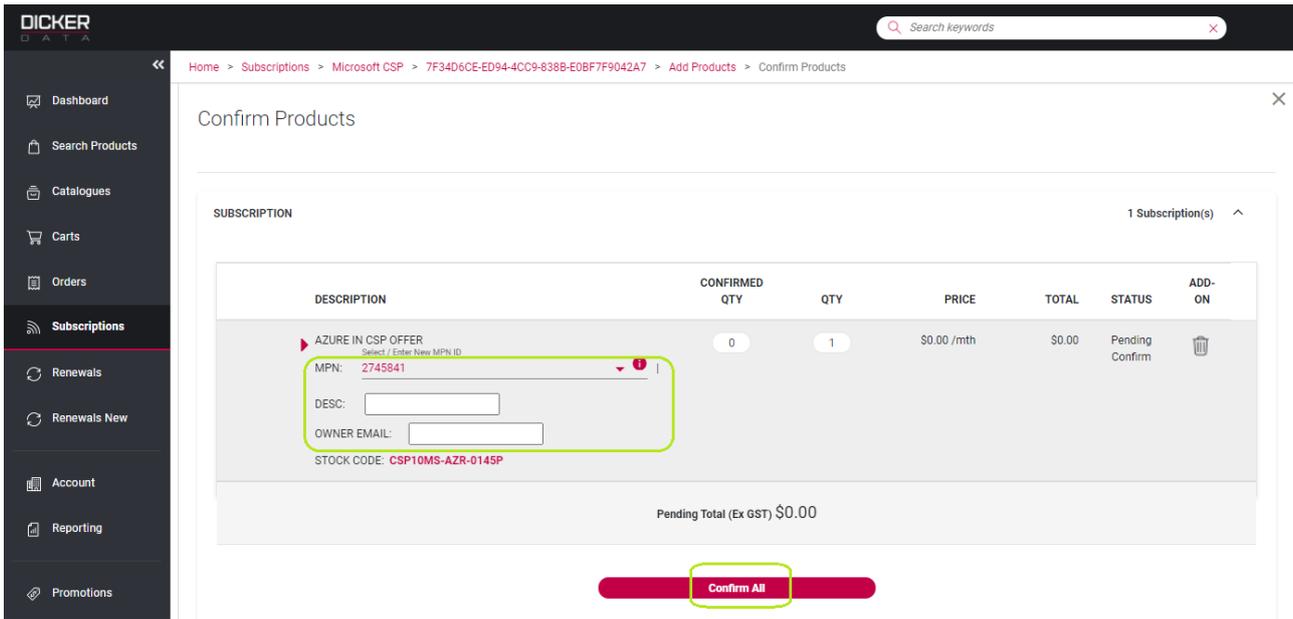
- Click the **Add New Product** button, in the **Subscription** section to open the **Add Products** blade.
- Click on **Azure** and then select **Microsoft Azure**



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



- 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.



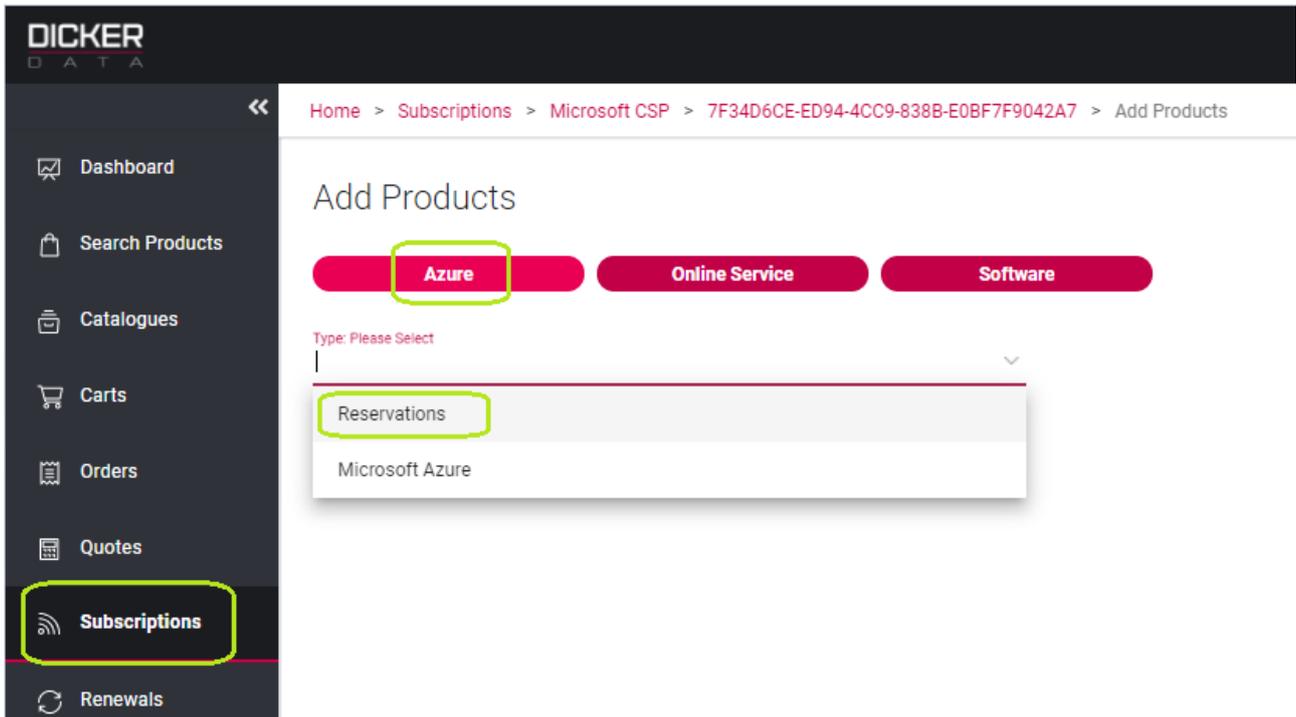
- Once you click on **Confirm All** you will get a pop up to enter your PO number

## How to buy Reserved Instance

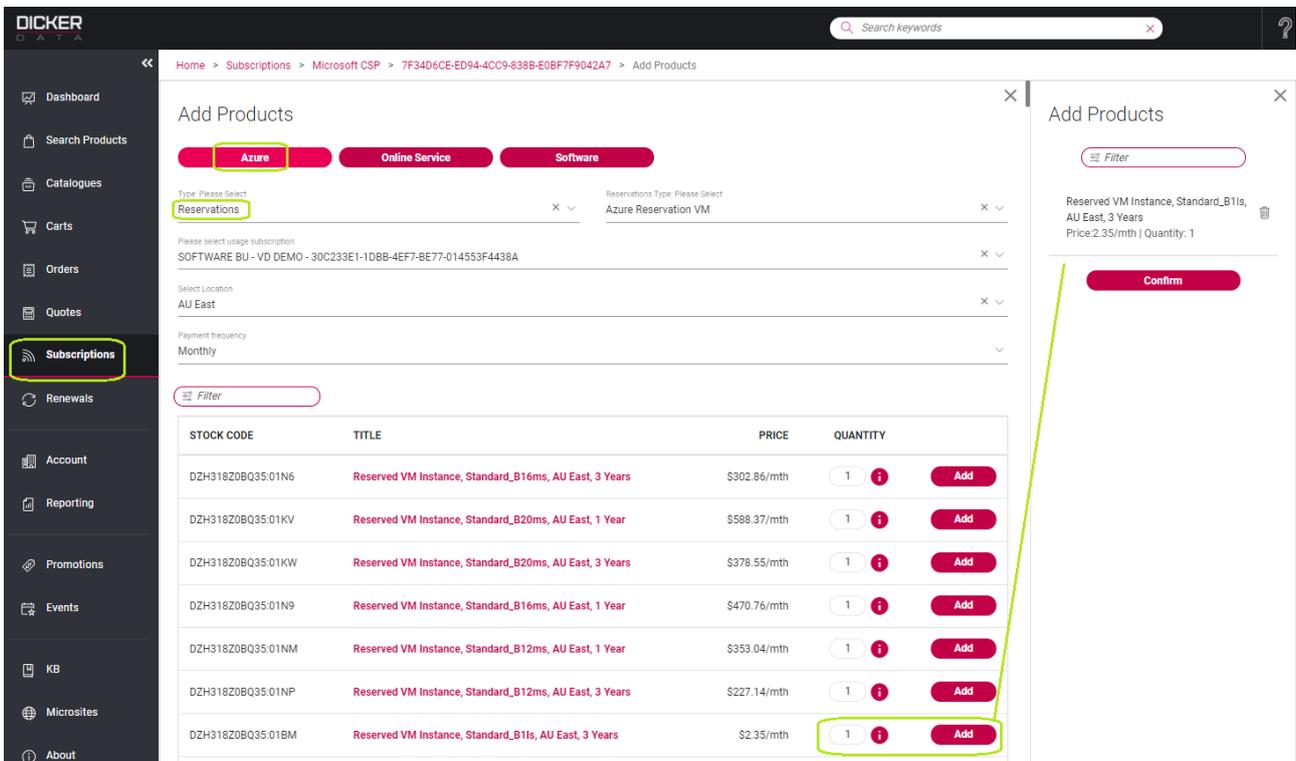
Azure Reserved Instance allows the tenant to reserve VMs (Virtual Machines) for a specific term e.g. 1 year or 3 year. These terms can be purchased as one upfront payment or as Monthly payments for the term.

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.

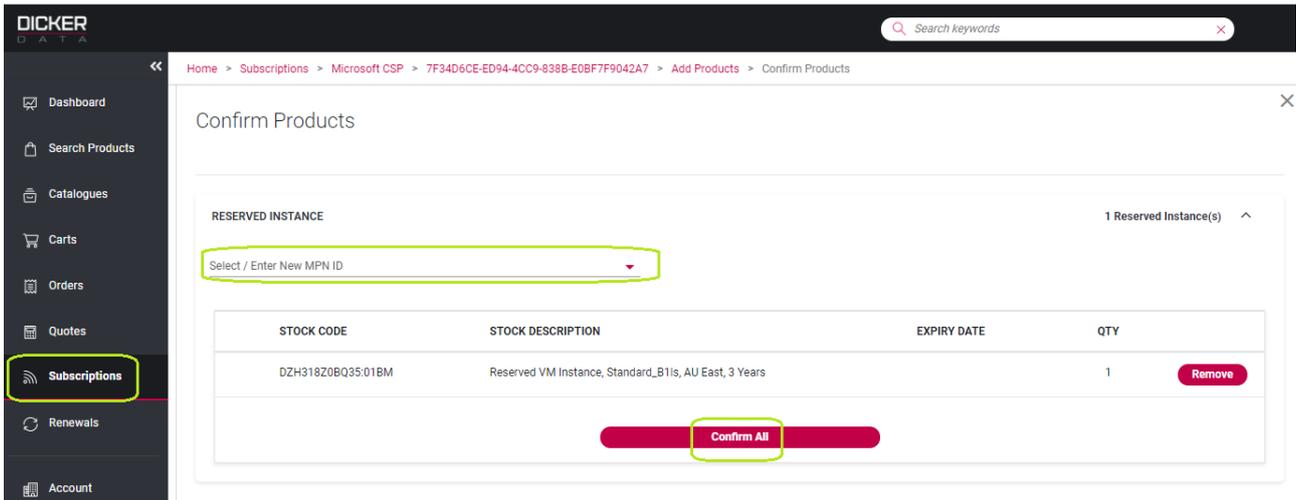
- Click the **Add New Product** button, in the **Subscription** section to open the **Add Products** blade.
- Click on **Azure** and then select **Reservations**



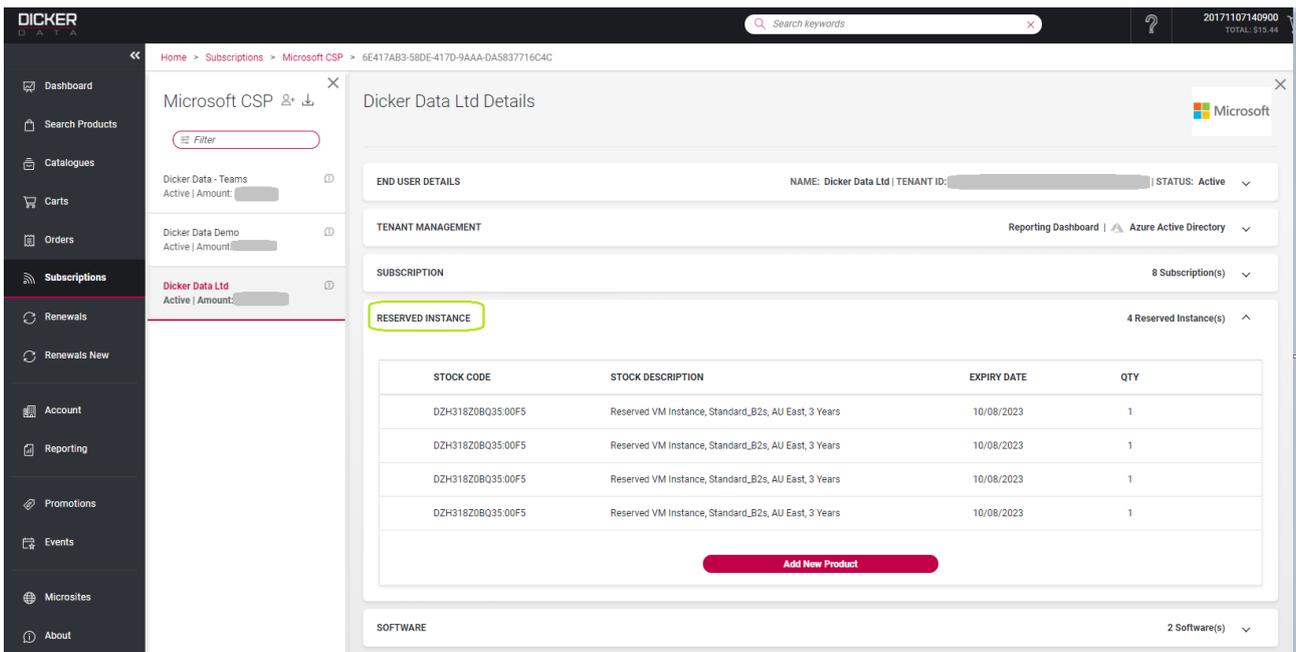
- Select the **Reservations** Type from the drop-down list
- Enter the **Usage Subscription, Location, and the Payment frequency**
- Type the **Qty** of the required subscription and click **Add**.



- 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**



- 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.

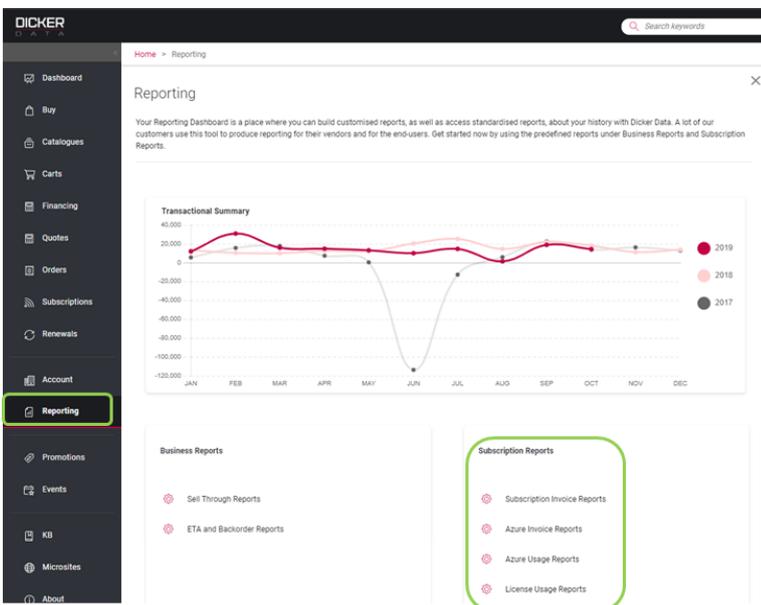


# Reporting

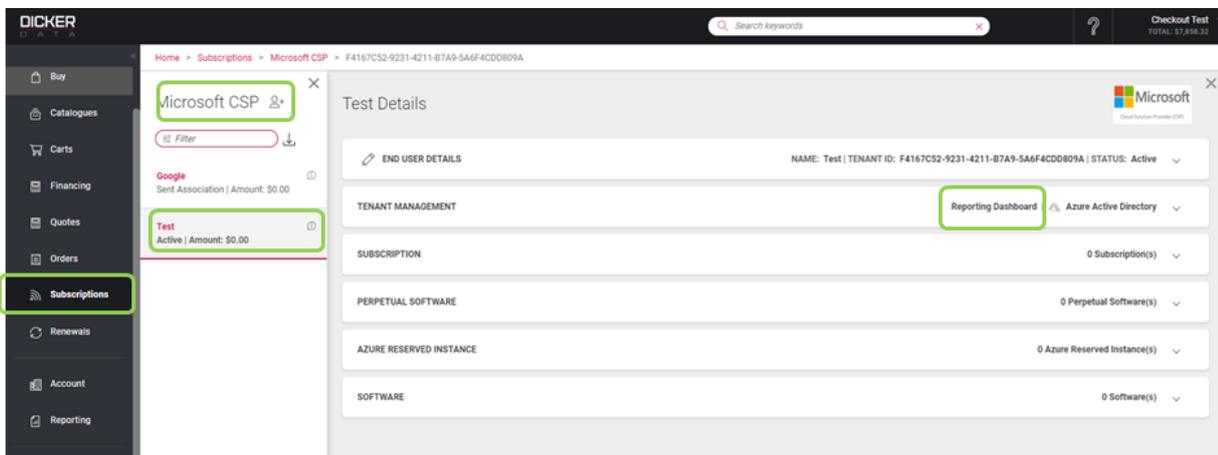
## Accessing Available Reports

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

- the **Reporting** menu selection



- or at the Tenant Management blade

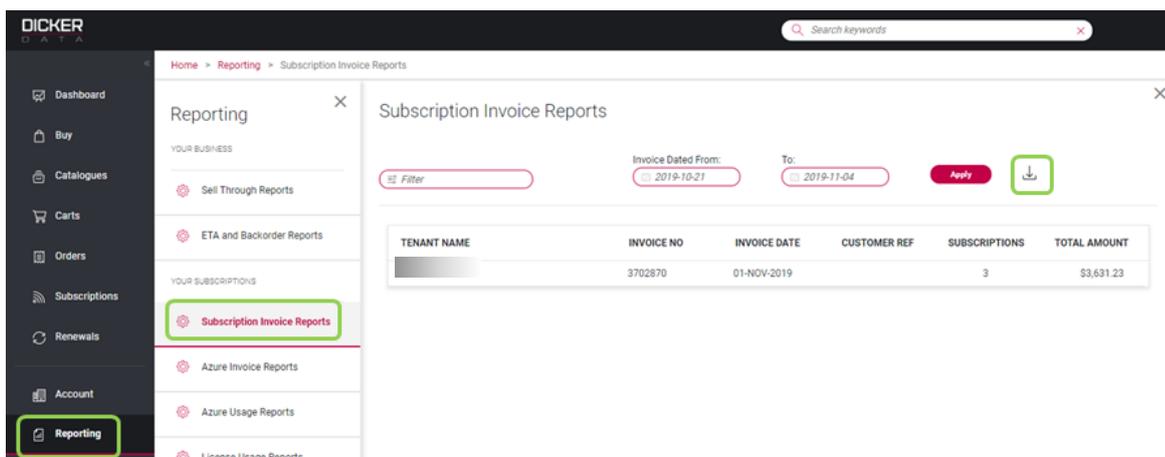


# Types of Available Reports

## Subscription Invoice Reports

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

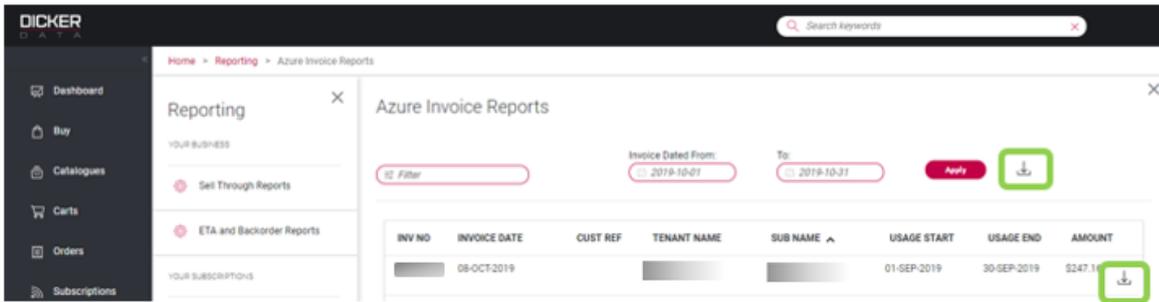
- **Invoice Summary tab** – Lists the total Subscription Invoice Amount for each Tenant.
- **Invoice Details tab** – Lists all the Subscription Invoices for each Tenant.
- **Tenant Details tab** – Tabs are created for each Tenant listing all the Subscription Invoice details for each of the listed Tenants.



## 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.

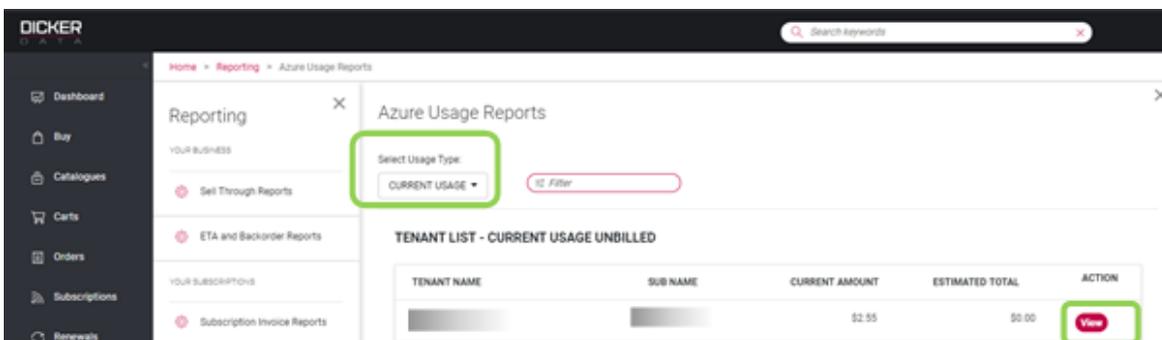


## Azure Usage Reports

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.

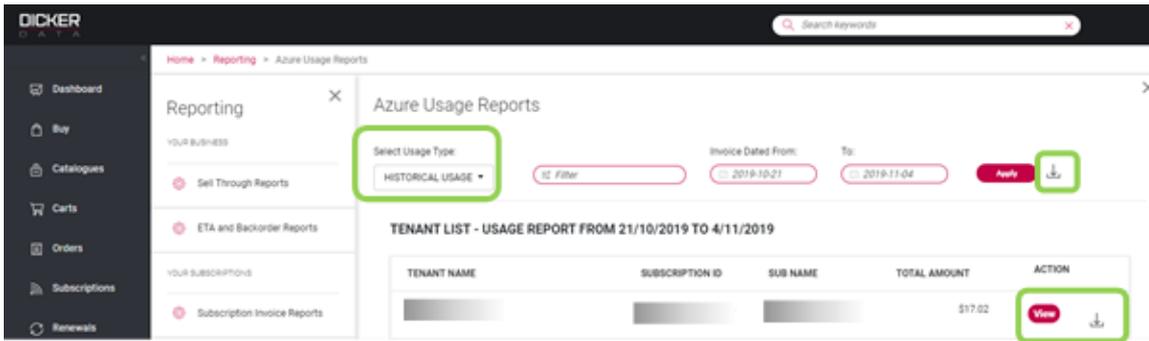
### Current Usage View

- 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.



### 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.



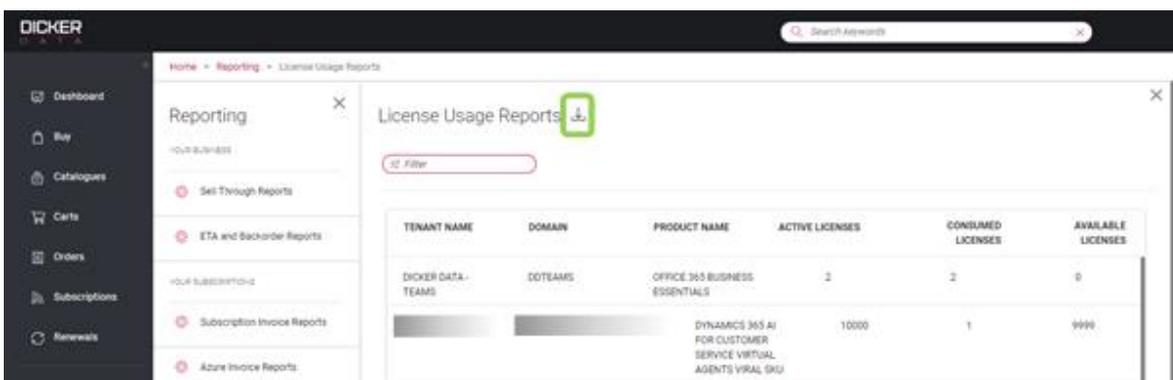
The Download option allows you to download the usage details to an Excel report which will include the following worksheet tabs:

- **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.

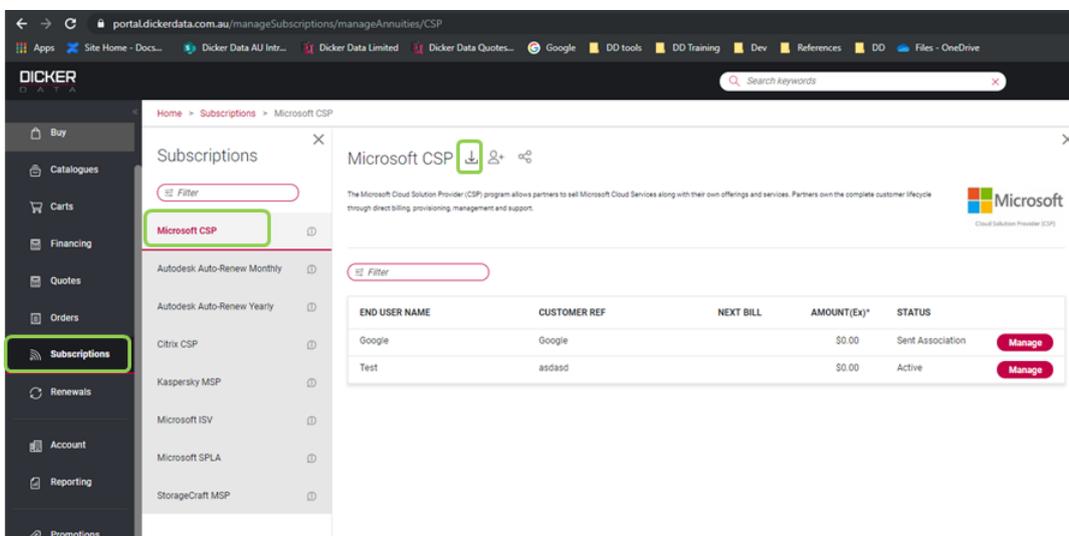


The Download option allows you to download the License usage details to an Excel report which will include the following worksheet tabs:

- **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.



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

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## 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.