



Cloud Solution Provider (CSP) handbook

DICKER
D A T A

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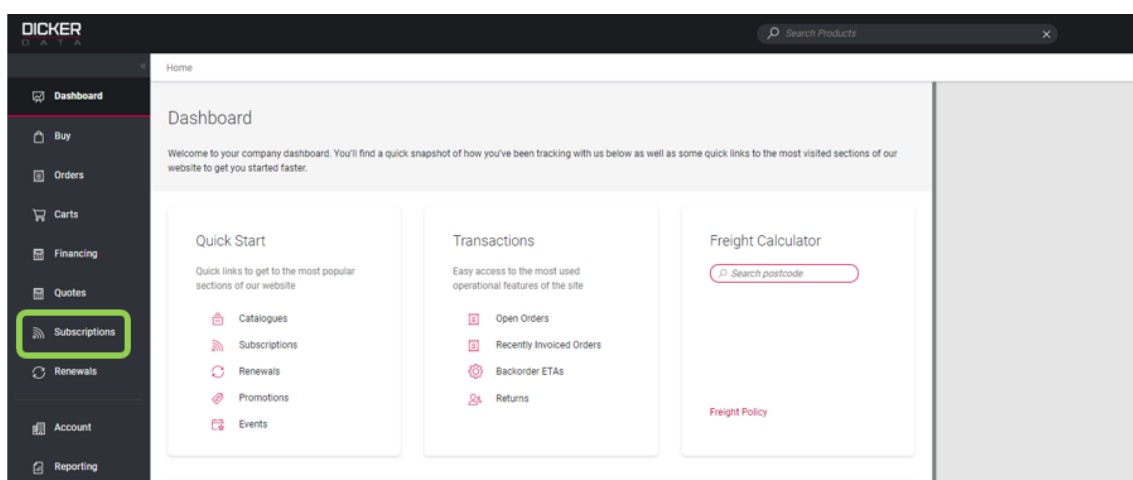
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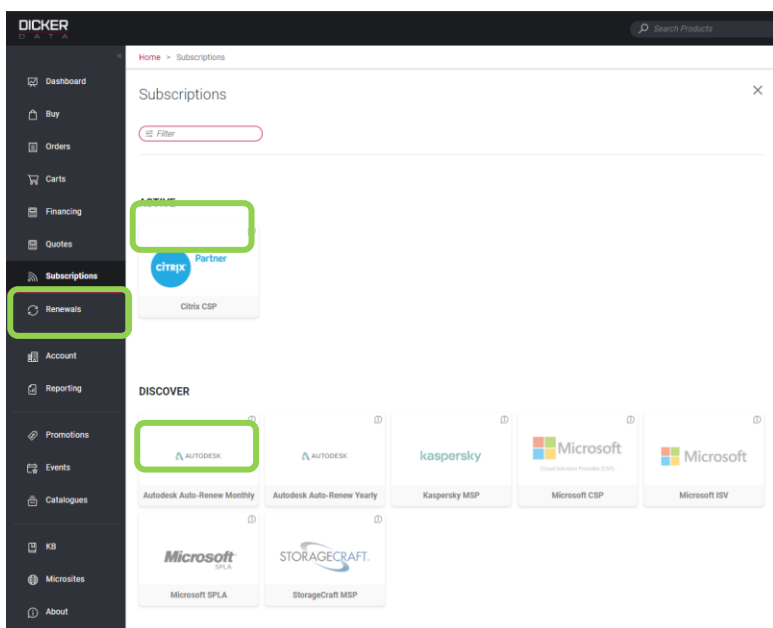
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Getting Started

Select the **Subscriptions** option

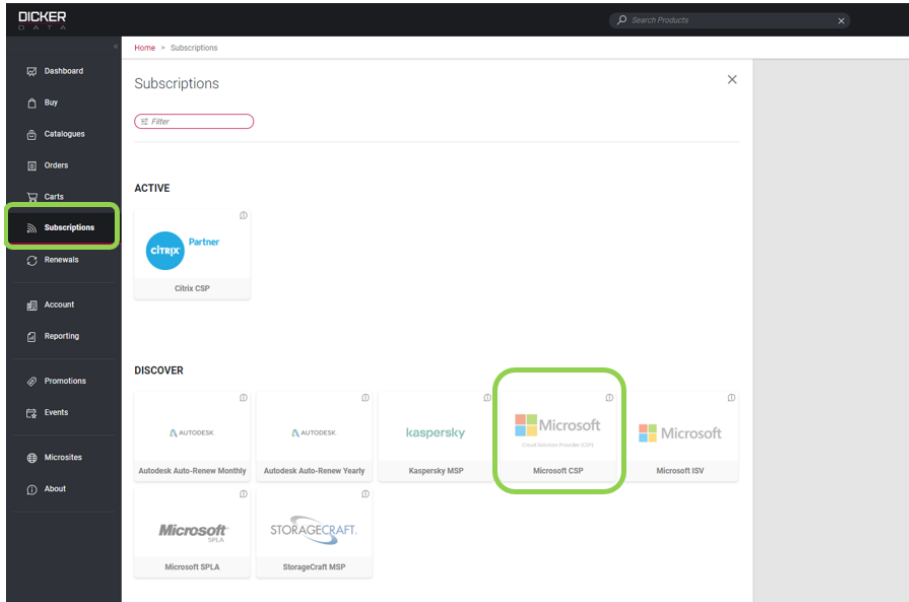



The Subscriptions Blade will display an **ACTIVE** section listing all active subscriptions and a **DISCOVER** section listing available Subscriptions you can purchase and activate.



Creating a MICROSOFT CSP Subscription

To create a Microsoft CSP Subscriptions, select the **Subscriptions** option.



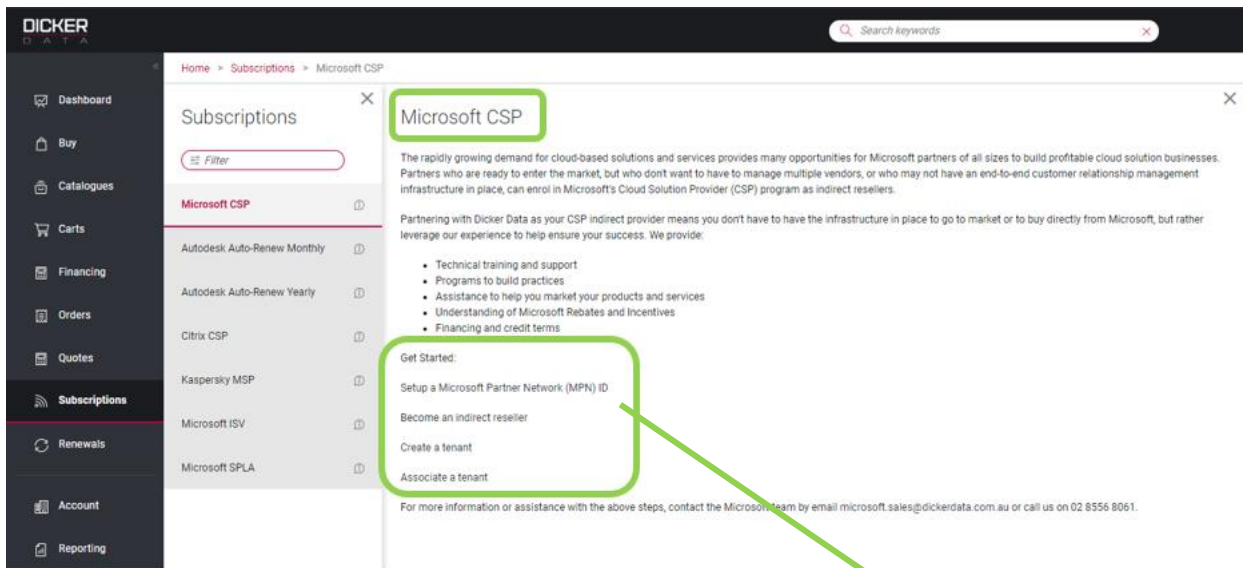
In the **DISCOVER** section click on the  in the **Microsoft CSP** option.



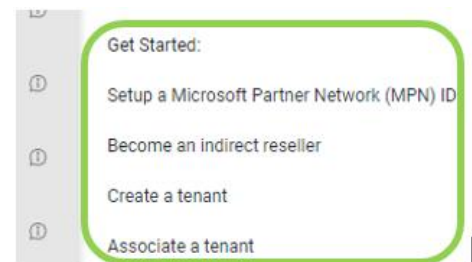
This will display the information blade for activating a **Microsoft CSP** subscription with links to the required set ups in the **Get Started** section.

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 MICROSOFT CSP Subscriptions, you will first need to associate the existing tenancy if the customer is already set up OR create a new tenancy if they don't.



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



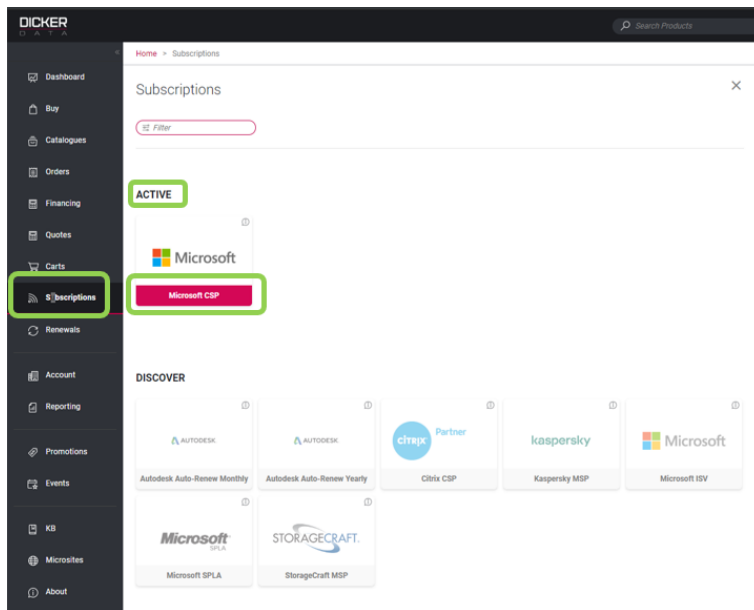
- Set up a Microsoft Partner Network (MPN) ID**
 This link will take you to the Microsoft Partner portal where you can join the Microsoft Partner Network and have a MPN ID assigned
- Become an indirect reseller**
 This link will take you to the Microsoft Partner portal where you can enrol in the CSP 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.

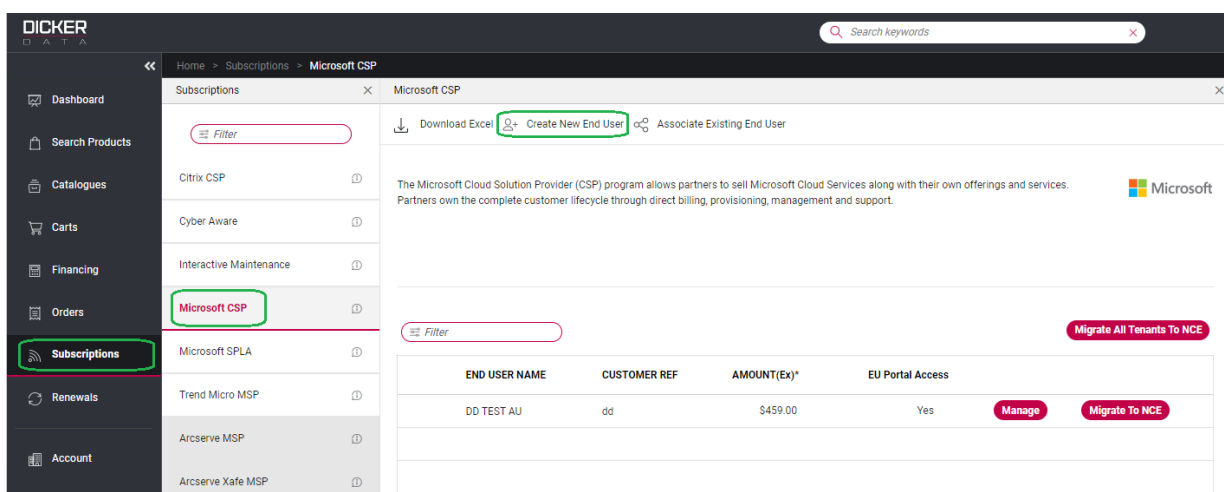
Creating a New Tenant from the Microsoft CSP blade

- 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

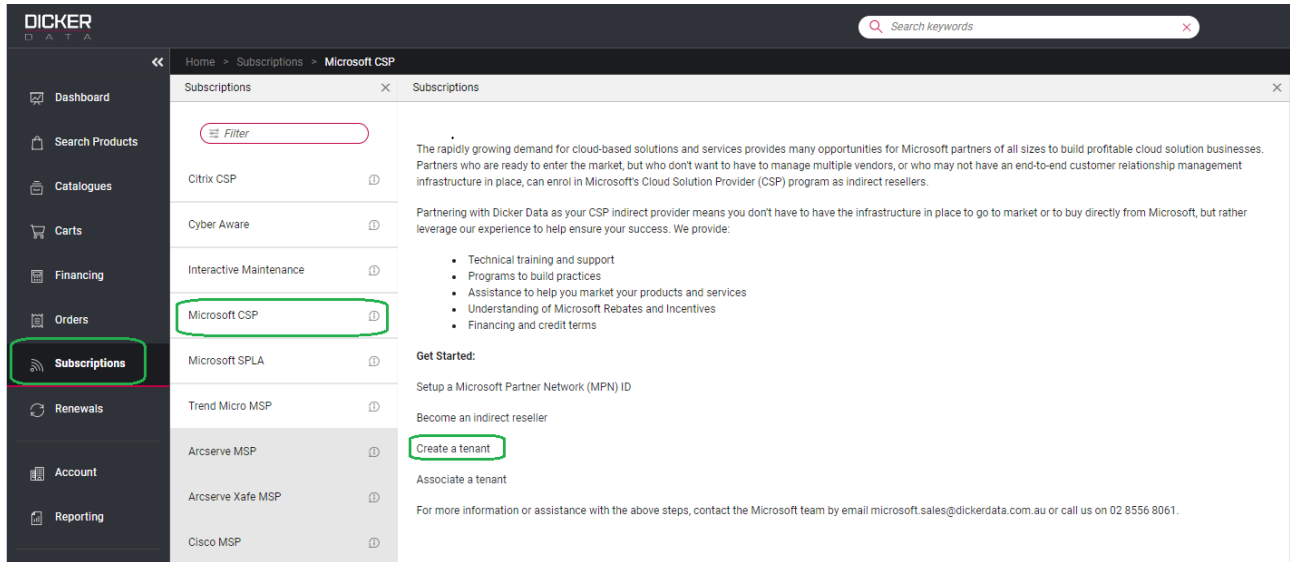
- Example:
csptenant.onmicrosoft.com
Where **csptenant** is the **Domain Prefix**

Creating a New Tenant from the Microsoft CSP Information blade

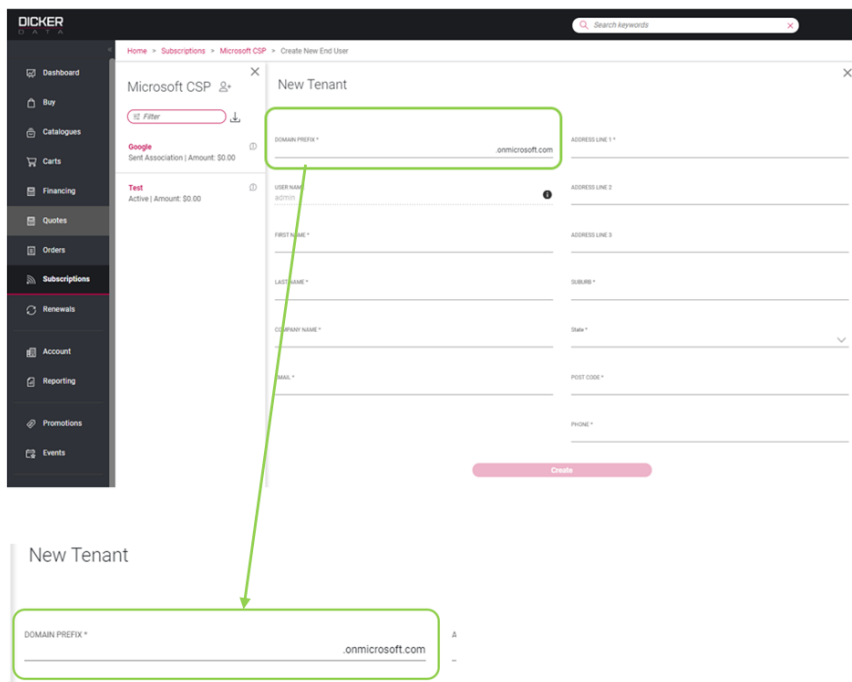
Click on the  in the Active **Microsoft CSP** subscription from the **Subscription** menu option

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.



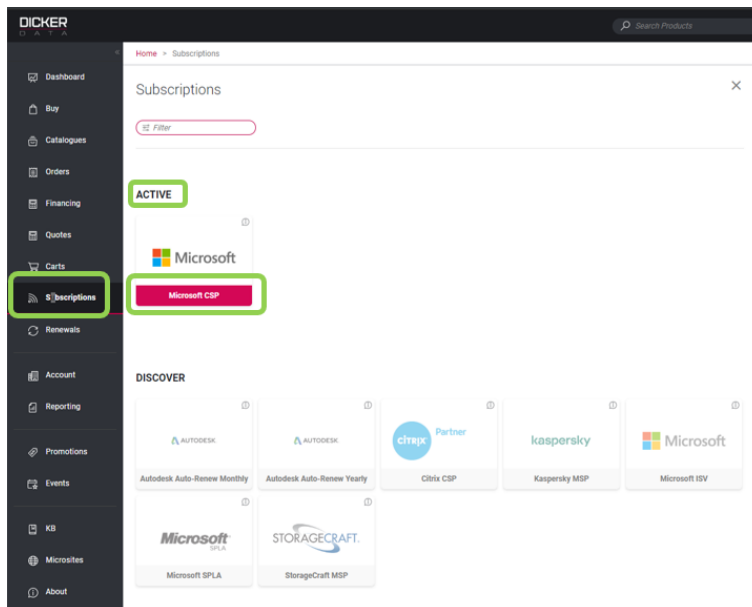
Ensure the **Domain Prefix** entered is the one used for the **onmicrosoft.com** email

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

Associating Existing or Bulk Tenants

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

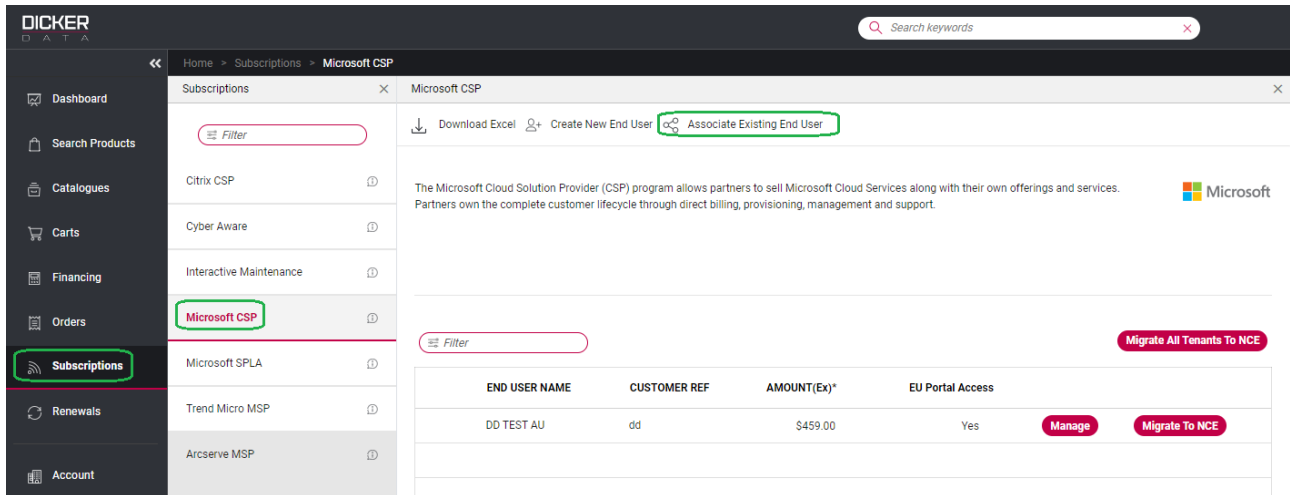
Select the Active **Microsoft CSP** subscription from the **Subscription** menu option



The Microsoft CSP blade will open listing the subscription details

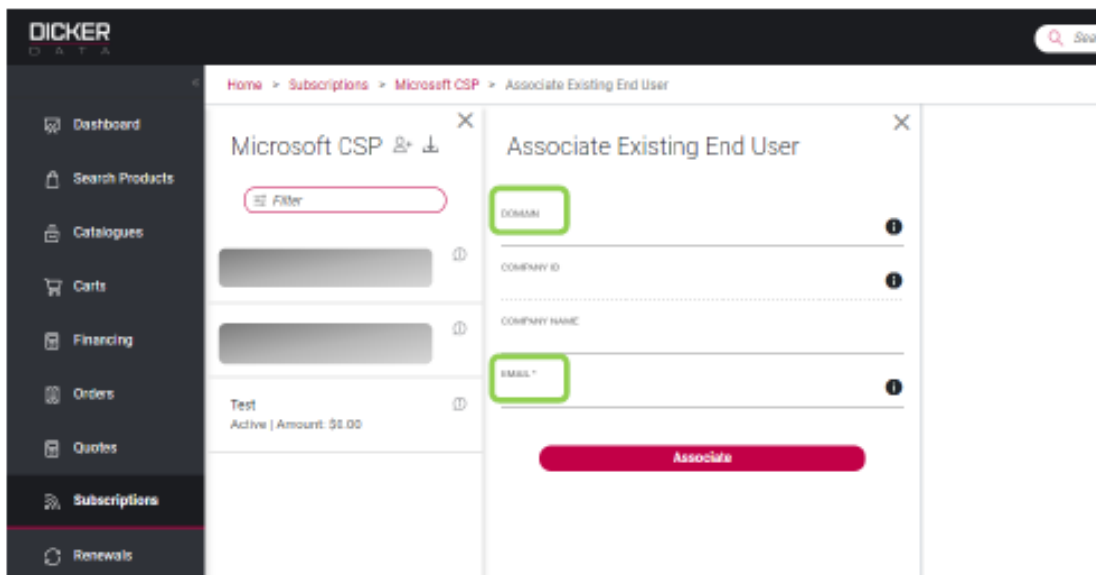
For an existing Tenant that you have not transacted with before via Dicker Data Ltd click on the **Associate**

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



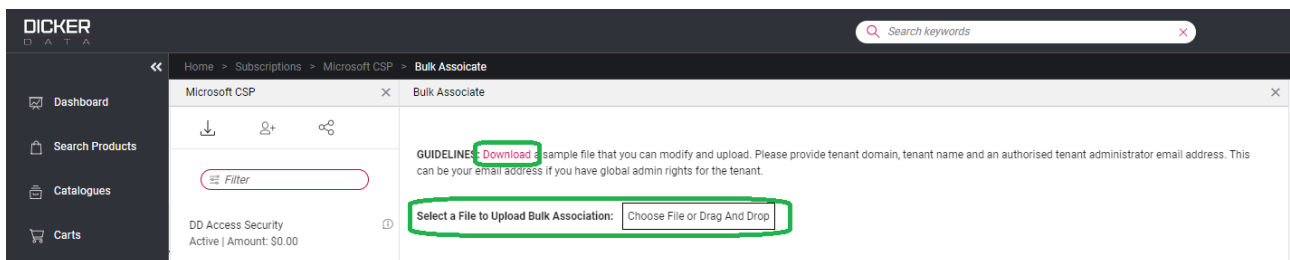
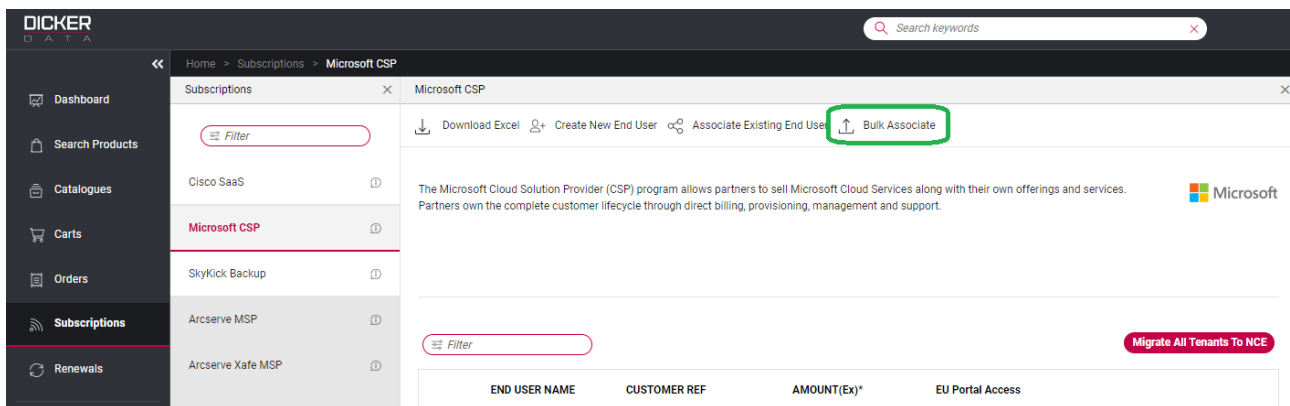
To associate more than one tenant go to **Bulk Associate**.

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

How to use the bulk association:

To use the new bulk order creation feature, you need to follow these steps:

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



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**.


The screenshot shows the DICKER DATA interface. On the left, the 'Subscriptions' menu item is highlighted. The main content area is titled 'Microsoft CSP'. It includes a search bar, a 'Filter' button, and a list of subscriptions. The list has columns for 'END USER NAME', 'CUSTOMER REF', 'AMOUNT(Ex)', and 'EU Portal Access'. A 'Manage' button is visible next to the 'DD TEST AU' entry. The interface also includes a 'Download Excel' button and a 'Create New End User' button.

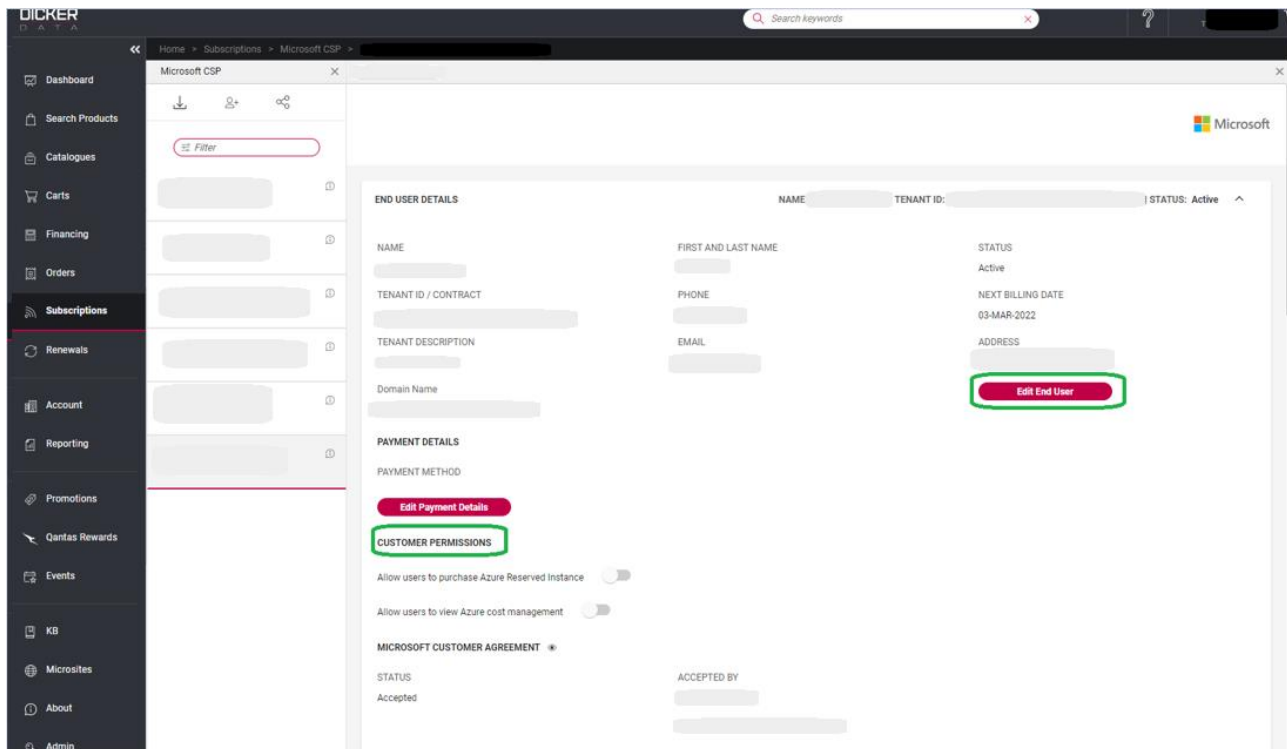
Clicking on the  will expand the section and display the details for that section.

The screenshot shows the DICKER DATA interface with the 'Subscriptions' menu item highlighted. The main content area displays the details for the 'DD TEST AU' subscription. The details are organized into sections: 'END USER DETAILS', 'TENANT MANAGEMENT', 'END USER PORTAL MANAGEMENT', 'NCE SUBSCRIPTION', 'LICENSE SUBSCRIPTION', 'AZURE USAGE SUBSCRIPTION', 'RESERVED INSTANCE', and 'SOFTWARE'. A dropdown menu is visible on the right side of the details section, showing options like 'Reporting Dashboard' and '4 Subscription(s)'. The interface also includes a search bar and a 'Filter' button.

End User Details section

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

- The **Edit Payment Details** will allow you edit the payment Alert Limits as well as adding a Digital Wallet as a payment method.
- The **Customer Permissions** allows you to toggle
 - ◆ User to purchase **Azure Reserved Instances**
 - ◆ Users to view **Cost Management** <https://azure.microsoft.com/en-us/products/cost-management/#overview>
- The **View Agreement** selection  , will take you to the Microsoft Cloud Agreement site.



The screenshot shows the 'End User Details' form for a Microsoft CSP. The form is divided into several sections:

- NAME**: Includes fields for 'NAME' (First and Last Name), 'TENANT ID / CONTRACT', 'TENANT DESCRIPTION', and 'Domain Name'.
- PAYMENT DETAILS**: Includes a field for 'PAYMENT METHOD' and a button labeled 'Edit Payment Details'.
- CUSTOMER PERMISSIONS**: A section with two toggle switches:
 - 'Allow users to purchase Azure Reserved Instance' (currently off)
 - 'Allow users to view Azure cost management' (currently off)
- MICROSOFT CUSTOMER AGREEMENT**: Includes a 'STATUS' field (set to 'Accepted') and an 'ACCEPTED BY' field.

There are two buttons highlighted with green boxes: 'Edit End User' (in the top right) and 'Edit Payment Details' (in the payment details section).

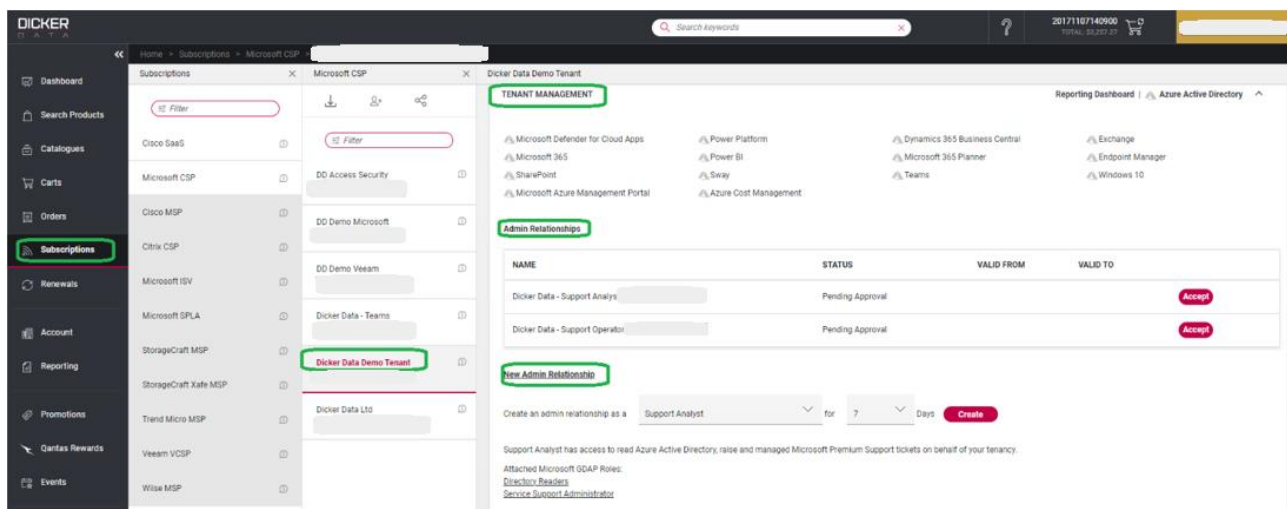
Tenant Management section (GDAP)

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

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

New Admin Relationship lets partners configure granular and time-bound access to their customers. This least-privileged access needs to be explicitly granted to partners by their customers.

Go to the **"Tenant"**



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

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

New Admin Relationship

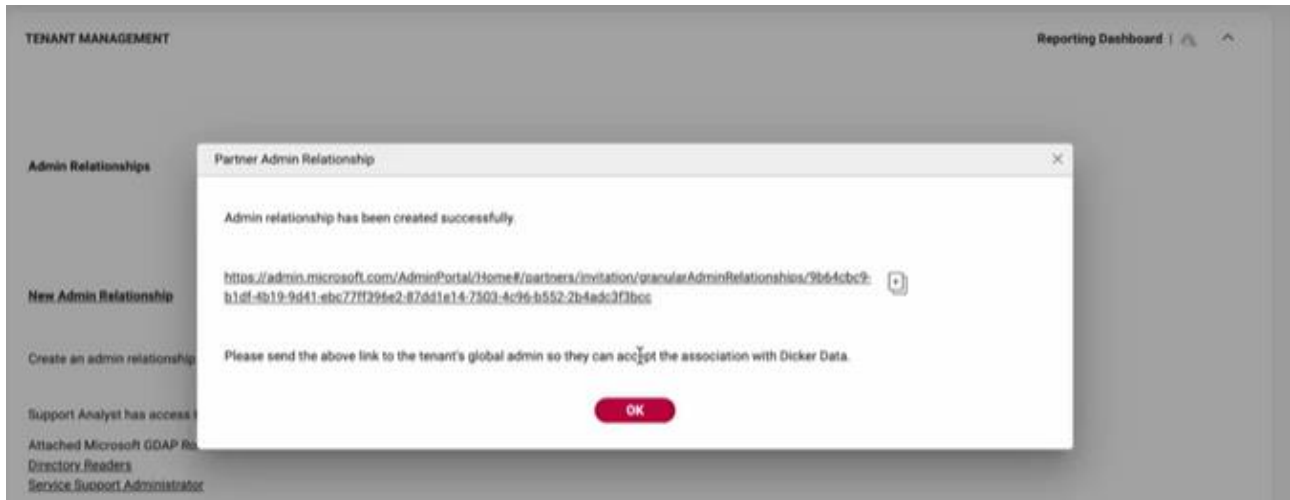
Create an admin relationship as a Support Admin for 7 Days Create

Support Admin has the same permissions as Support Operator with the additional permissions to support full user administration.

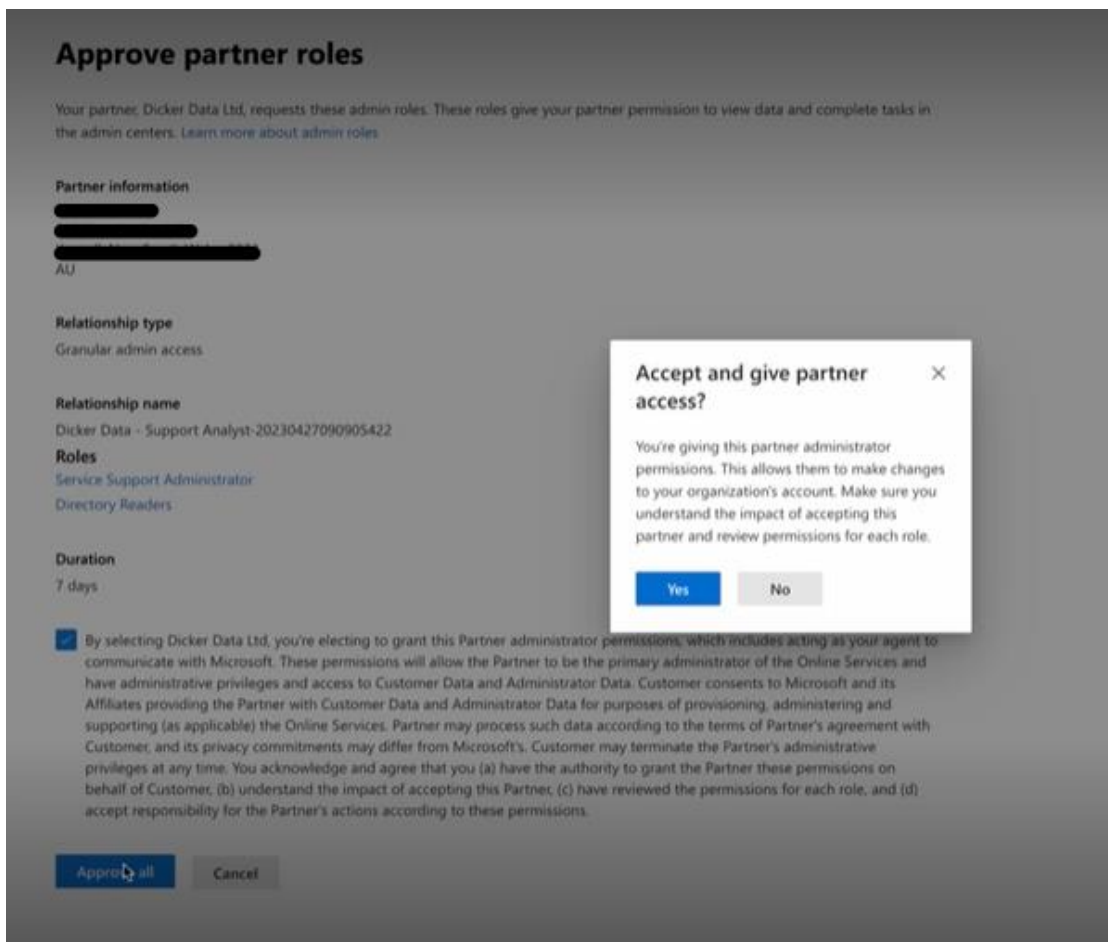
Attached Microsoft GDAP Roles:

- [Directory Readers](#)
- [Service Support Administrator](#)
- [Helpdesk Administrator](#)
- [License Administrator](#)
- [User Administrator](#)

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



"Global Admin" to accept and give partner access.



Partner Relationships will show GDAP privileges here.

Partner relationships

These are the partners that you authorized to work with your organization. Each partner has different responsibilities for working with your organization, and some might have roles. [Learn more about working with a partner](#)

Dicker Data Ltd has these roles: Service Support Administrator, Directory Readers

Review your partner agreements
Make sure partners still need their approved roles.

2 items Filter Search

Granular delegated administrative privileges (GDAP)

Partner	Roles	Expiration date	Status
Dicker Data - Support Analyst-20230427090905422	Service Support Administrator, Directory Readers	4 May 2023	Active

Other partner types

Partner	Partner type	Role authorization	Roles
Dicker Data - Support Analyst-20230427090905422	Reseller	None	None assigned

"Admin Relationship" Status Active

TENANT MANAGEMENT Reporting Dashboard

Admin Relationships

NAME	STATUS	VALID FROM	VALID TO
Dicker Data - Support Analyst-20230427090905422	Active	27/04/2023	04/05/2023

New Admin Relationship

Create an admin relationship as a **Support Analyst** for **7** Days **Create**

Support Analyst has access to read Azure Active Directory, raise and managed Microsoft Premium Support tickets on behalf of your tenancy.

Attached Microsoft GDAP Roles:
[Directory Readers](#)
[Service Support Administrator](#)

The “**Global Admin**” will receive an email with the subject line “**You have a Granular admin relationship with Dicker Data Ltd**”



✓ You have a Granular admin relationship with Dicker Data Ltd

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

Details

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

Important

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

“**Dicker Data**” will receive a notification that the customer has approved the relationship.



[REDACTED] approved the granular admin relationship, Dicker Data - Support Analyst-20230427090905422

[REDACTED] approved your granular admin relationship request.

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

Admin relationship details

Customer: [REDACTED]

Admin relationship name: Dicker Data - Support Analyst-20230427090905422

Expiration date: May 3, 2023

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

[View in Partner Center >](#)

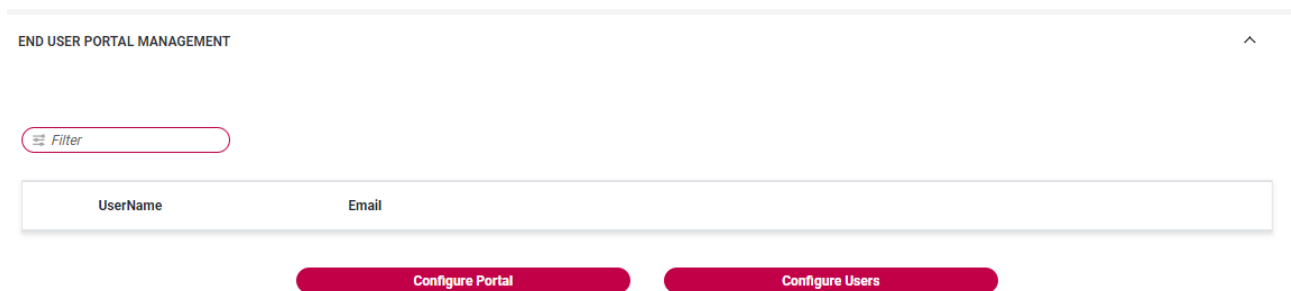
To learn more about granular delegated admin permissions (GDAP) click [here](#)

End User Portal Management

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

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

Click on **Configure Users** to provide users access to the EU portal



Subscription section

How to use bulk order creation

What is a bulk order creation:

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

How to use the bulk order creation:

To use the new bulk order creation feature, you need to follow these steps:

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

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

How do I adjust the auto renew settings:

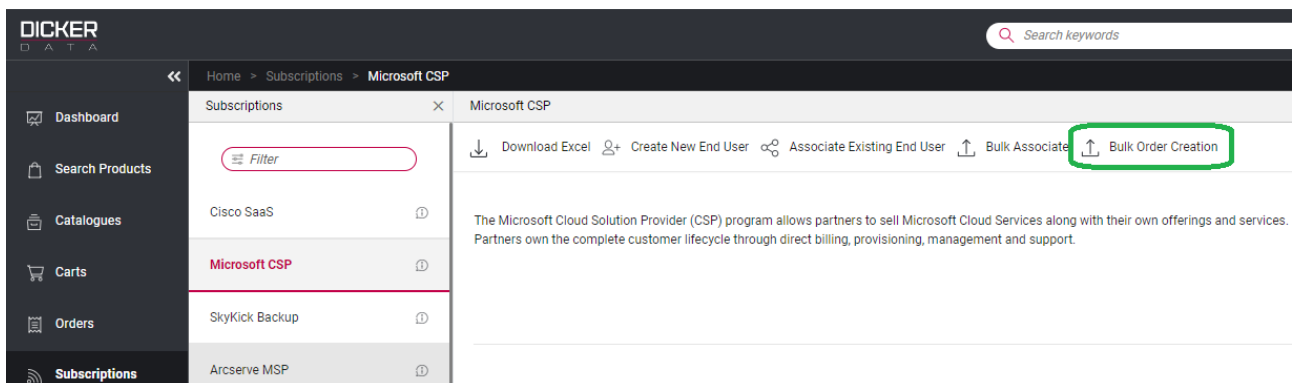
If you want to turn off the auto renew for some or all of your orders, you need to manually change this setting. This can be done by going to the tenant and subscription that you want to modify and clicking manage. There you can see the auto renew toggle and switch it off. You can also change other settings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

What if I need cancel an order:

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

What if I make a mistake or a problem:

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



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

Bulk Order Creation

Import Bulk Orders

In-Process

Archive

GUIDELINES: Download a sample file that you can populate CSP order details and upload.

Select a File to Upload Bulk Order: Choose File or Drag And Drop

How to add new products

The **Subscription** section lists all CSP Subscription Licenses for the Tenant. With **CSP** Subscriptions you can add or remove users and products 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 website interface for managing Microsoft CSP subscriptions. The left sidebar contains a navigation menu with items like Dashboard, Search Products, Catalogues, Carts, Financing, Orders, Subscriptions (highlighted), Renewals, Account, Reporting, Promotions, Qantas Rewards, Events, KB, Microsites, About, and Admin. The main content area is titled 'Microsoft CSP' and shows details for a tenant named 'DO TEST AU'. It includes sections for 'END USER DETAILS', 'TENANT MANAGEMENT', and 'END USER PORTAL MANAGEMENT'. The 'NCE SUBSCRIPTION' section lists four active subscriptions with columns for Description, Qty, Price, RRP, Status, and Add-On. Each subscription entry includes a description, stock code, billed until date, and a 'Manage' button. At the bottom, there is a summary of 'Pending Total (Ex GST) \$0.00' and 'Active Total (Ex GST) \$459.00'. Below this, there are buttons for 'Add New Product' and 'Confirm All'. The bottom of the page shows a list of subscription types: LICENSE SUBSCRIPTION, AZURE USAGE SUBSCRIPTION, RESERVED INSTANCE, and SOFTWARE, each with a count of 0.

How to buy CSP Legacy Licences

****NonProfit and Academic subscription now only available****

Purchasing CSP licenses is done from the **Add Product** 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' blade in the DICKER system. The breadcrumb trail is 'Home > Subscriptions > Microsoft CSP > Add Products'. The 'Add Products' blade has a search bar and tabs for 'Azure', 'Online Service' (selected), and 'Software'. Under 'Online Service', the 'Subscription Type' dropdown is set to 'Monthly Seat Base - Corporate'. A 'Filter' button is visible. Below this is a table of available subscriptions:

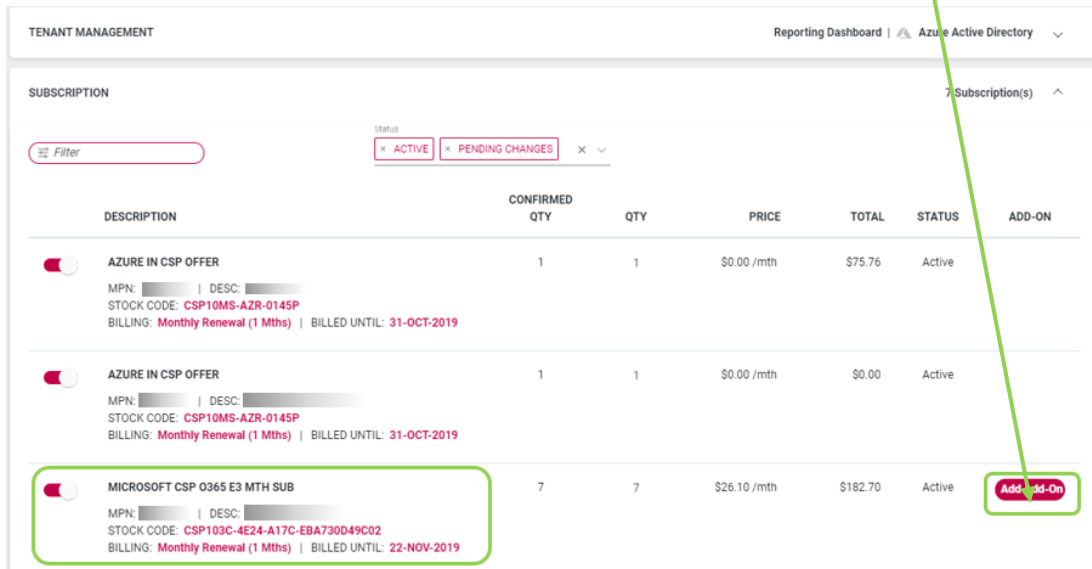
DESCRIPTION	PRICE	RRP	QTY	
MICROSOFT CSP D365 COMMERCE MTH SUB STOCK CODE: CSP0E2-4E1F-81BB-AAE69800A3EF	\$212.51 /mth	\$247.10 /mth	20	Add
MICROSOFT CSP D365 SALES PROFESSIONAL MTH SUB STOCK CODE: CSP016-4EF9-8222-1C605A05D245	\$80.28 /mth	\$89.20 /mth	1	Add
MICROSOFT CSP DYNAMICS 365 BUSINESS CENTRAL TEAM MEMBER EMBEDDED (36 MO) MTH SUB STOCK CODE: CSP1006-4229-8EF2-CB777CB7680C	\$11.35 /mth	\$12.00 /mth	1	Add
MICROSOFT CSP DYNAMICS 365 CUSTOMER SERVICE ENTERPRISE DEVICE (36 MO)? MTH SUB STOCK CODE: CSP102D-4E9C-8300-673CDE603157	\$214.83 /mth	\$217.00 /mth	1	Add
MICROSOFT CSP DYNAMICS 365 CUSTOMER SERVICE ENTERPRISE DEVICE MTH SUB STOCK CODE: CSP1078-4B35-867D-31EBB879DEAC	\$214.83 /mth	\$217.00 /mth	1	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 Legacy 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.

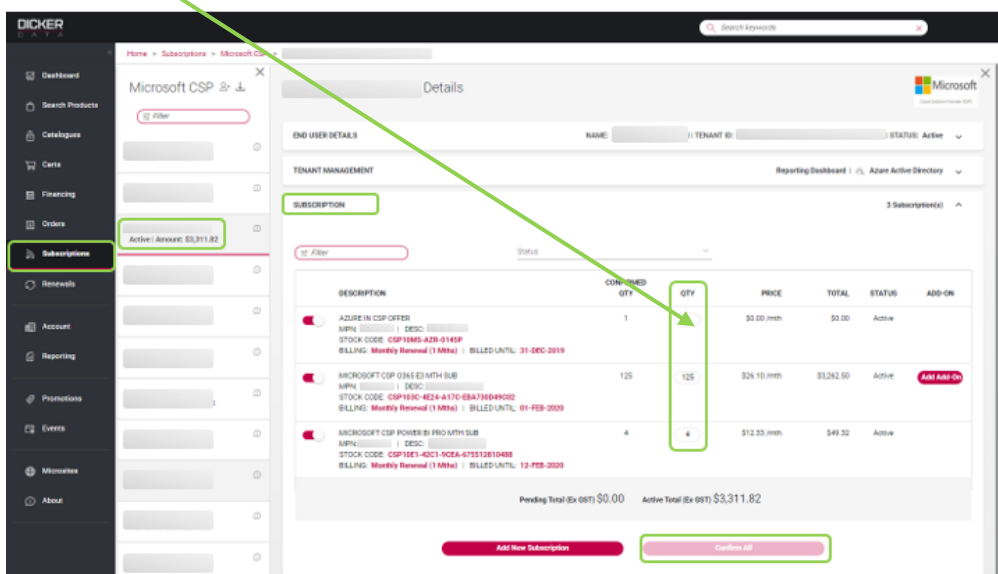


DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
AZURE IN CSP OFFER MPN: [REDACTED] DESC: [REDACTED] STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 31-OCT-2019	1	1	\$0.00 /mth	\$75.76	Active	
AZURE IN CSP OFFER MPN: [REDACTED] DESC: [REDACTED] STOCK CODE: CSP10MS-AZR-0145P 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: [REDACTED] DESC: [REDACTED] 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 Legacy 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.





DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	ADD-ON
AZURE IN CSP OFFER MPN: [REDACTED] DESC: [REDACTED] STOCK CODE: CSP10MS-AZR-0145P BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 31-OCT-2019	1		\$0.00 /mth	\$0.00	Active	
MICROSOFT CSP 0365 E3 MTH SUB MPN: [REDACTED] DESC: [REDACTED] STOCK CODE: CSP103C-4E24-A17C-EBA730D49C02 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 22-NOV-2019	125	125	\$26.10 /mth	\$1,262.50	Active	Add Add-On
MICROSOFT CSP POWER BI PRO MTH SUB MPN: [REDACTED] DESC: [REDACTED] STOCK CODE: CSP10E1-42C1-A0E4-47512B104088 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 12-FEB-2020	4	4	\$12.33 /mth	\$49.32	Active	

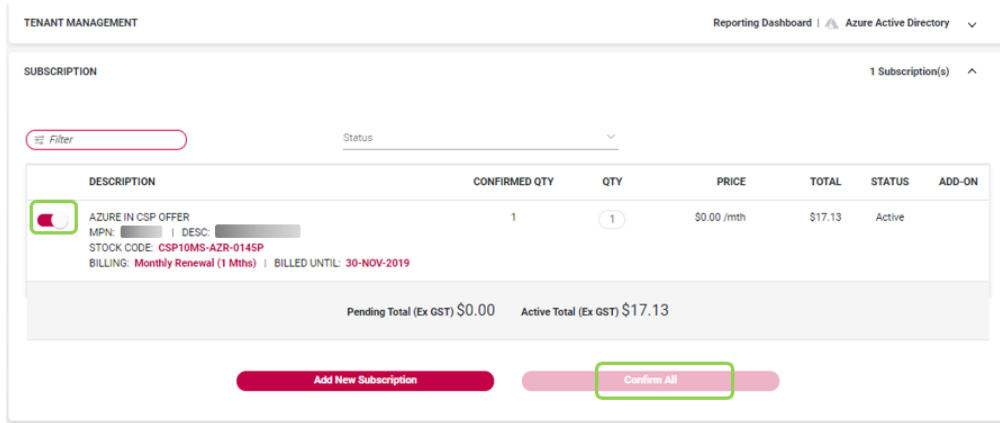
Pending Total (Ex GST) \$0.00 Active Total (Ex GST) \$3,311.82

Confirm All

How to Suspend a CSP Legacy Subscription

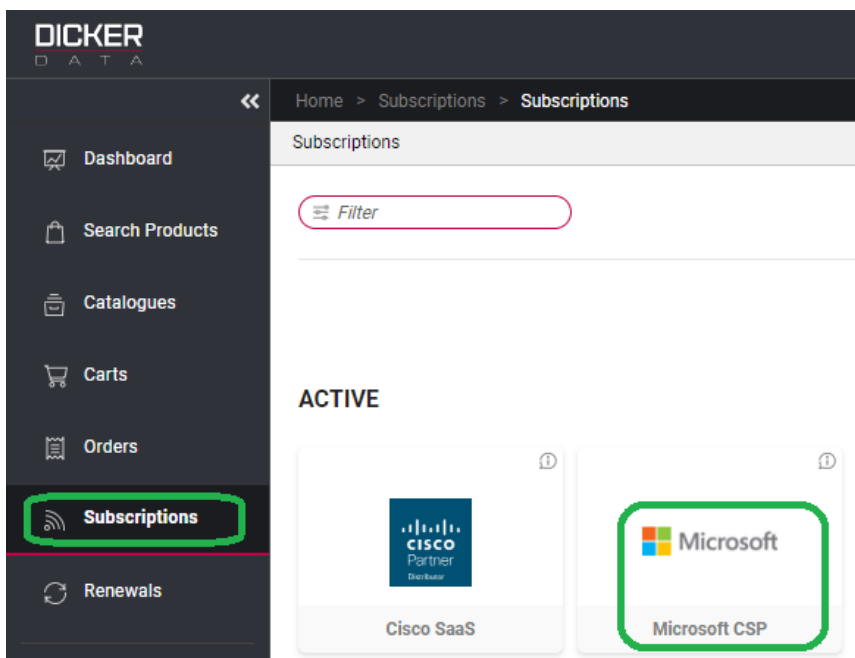
A Subscription can be Suspended by sliding the active button  for the subscription to inactive  This change will enable the **Confirm All** button.

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



How to buy New Commerce Experience (NCE) Subscriptions

Click Microsoft CSP



Click **Manage**

Home > Subscriptions > Microsoft CSP

Subscriptions

Filter

Download Excel Create New End User Associate Existing End User

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.

Microsoft

Filter

Migrate All Tenants To NCE

END USER NAME	CUSTOMER REF	AMOUNT(Ex)*	EU Portal Access
DD TEST AU	dd	\$459.00	Yes

Manage Migrate To NCE

Click Add **New Product**

Add New Product Confirm All

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

Home > Subscriptions > Microsoft CSP > Add Products

Add Products

Azure Online Service Software

Subscription Type
New Commerce Experience - Corporate

business bas

Show Add-On

DESCRIPTION	PRICE	RRP	QTY
MS NCE M365 BUSINESS BASIC 1MTH COMMIT STOCK CODE: P1M:CFQ7TTC0LH18:0001	\$9.72 /mth	\$10.80 /mth	3 Add
MS NCE M365 BUSINESS BASIC 1YR COMMIT STOCK CODE: P1Y:CFQ7TTC0LH18:0001	\$97.20 /yr	\$108.00 /yr	1 Add

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

Add Products

Filter

MS NCE M365 BUSINESS BASIC 1MTH COMMIT
Price:\$ Quantity: 3

MS NCE M365 BUSINESS BASIC 1YR COMMIT
Price:\$ Quantity: 3

Confirm

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

SUBSCRIPTION
2 Subscription(s)

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS
<div> MS NCE M365 BUSINESS BASIC 1MTH COMMIT NCE Select / Enter New MPN ID MPN: <input type="text"/> DESC: <input type="text"/> STOCK CODE: P1M:CFQ7TTC0LH18:0001 BILLING FREQUENCY: Monthly END DATE ALIGNMENT: <input type="text"/> Date View subscription end-dates </div>	0	3			Pending Confirm
<div> MS NCE M365 BUSINESS BASIC 1YR COMMIT NCE Select / Enter New MPN ID MPN: <input type="text"/> DESC: <input type="text"/> STOCK CODE: P1Y:CFQ7TTC0LH18:0001 BILLING FREQUENCY: <div> Please Select Monthly Annual </div> </div>	0	3			Pending Confirm

Pending Total (Ex GST) \$303.63

Confirm All

How to buy Add-On's (NCE)

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

How to Change quantities on New Commerce Experience (NCE) Subscriptions

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

Select the subscription that needs to be adjusted 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	
<div>Common Area Phone</div> <div>MPN: DESC: test</div> <div>STOCK CODE: CSP10B3-4E7B-B37C-4A435DDEF1D9</div> <div>BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 13-OCT-2022</div>	1	1			Active	Add Add-On	
<div>Microsoft 365 Domestic Calling Plan (120 min)</div> <div>MPN: DESC: test</div> <div>STOCK CODE: CSP1006-4B80-8F41-37AC05DFSDC7</div> <div>BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 13-OCT-2022</div>	1	1			Active		
<div>Microsoft 365 Business Premium</div> <div>MPN: DESC: M365 Business Premium</div> <div>STOCK CODE: CSP10BD-43F6-8BE9-C9ADAE5746E0</div> <div>BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 22-OCT-2022</div>	3	3			Active	Add Add-On	
<div>Microsoft Defender For Endpoint 1 P2</div> <div>MPN: DESC: PaulTest</div> <div>STOCK CODE: CSP1065-417A-B624-4901E2B252F5</div> <div>BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 10-AUG-2022</div>	1	1			Suspended		
<div>MS NCE EXCHANGE ONLINE PLAN 1 1MTH COMMIT</div> <div>NCE</div> <div>STOCK CODE: P1M:CFQ7TTCOLH16:0001</div> <div>BILLED UNTIL: 03-AUG-2022</div>	1	1			Active	Add Add-On	Manage
<div>MS NCE MICROSOFT DEFENDER FOR ENDPOINT P2 1MTH COMMIT</div> <div>NCE</div> <div>STOCK CODE: P1M:CFQ7TTCOLGV0:0001</div> <div>BILLED UNTIL: 07-AUG-2022</div>	1	1			Active		Manage

Change the quantity to the amount required.

The screenshot shows the 'Manage Subscription' window. Under 'SUBSCRIPTION DETAILS', there are fields for MPN, DESC (MS NCE M365 APPS FOR BUSINESS), and STOCKCODE (P1YCFQ7TTC0LH10.000). A 'SAVE DETAILS' button is present. The 'MANAGE RENEWAL' section shows 'AUTORENEW' as 'On' and 'TERM' as 'Current: Annual'. The 'QUANTITY' is currently '1' and is highlighted with a green box. Below it, 'CHANGE TO' is set to '2'. The 'BILLING FREQUENCY' is 'Current'. The 'END DATE ALIGNMENT' is 'Date'. A 'Schedule Subscription Renewal' button is at the bottom.

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:

The screenshot shows the 'Manage Subscription' window with a 'Confirm Qty Update' modal open. The modal displays a table of charges:

Item	Amount
Current charges	\$6.07
Additional prorated charges	\$1.42
Total amount for next billing	\$7.49
Ongoing charges after next billing	\$12.14

Below the table, it asks 'Are you sure to change the quantity immediately?' and provides two buttons: 'Schedule On Renewal' and 'Immediately'.

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

The screenshot shows the 'Confirm Renewal Update' dialog box. It contains the following text:

Existing scheduled changes are pending. Proceeding will overwrite existing scheduled changes.

This action will schedule the same current options on next renewal. Are you sure to continue?

At the bottom is a large red 'Continue' button.

How to Suspend NCE Subscriptions

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

MANAGE SERVICE

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

SUSPEND: ☐

Confirm Suspension

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

Continue

How to manage Auto Renew

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

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

How to Cancel NCE Subscriptions

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

Home > Subscriptions > Microsoft CSP > 7F34D6CE-ED94-4CC9-838B-E0BF7F9042A7 > Manage Subscription

Manage Subscription

SUBSCRIPTION DETAILS

MPN : **No Indirect Reseller**
DESC : **Power Apps Premium**
STOCKCODE : **P1M:CFQ7TTC0LH2H:0002**

SAVE DETAILS
Cancel Subscription

MANAGE RENEWAL

Changes will take effect on renewal date: 09-OCT-2023
Quantity increase and Upgrade will be effective instantly

AUTORENEW:
RENEWS ON 09-Oct-2023

QUANTITY: CURRENT : 2
CHANGE TO:
2 View Refundable Licenses

TERM : Current : Monthly
CHANGE TO:
No Change

BILLING FREQUENCY : Current : Monthly
CHANGE TO:
No Change

END DATE ALIGNMENT : Current : 08/10/2023
CHANGE TO:
No Change

Schedule Subscription Renewal

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

SERVICE STATUS :Active

UPGRADE OPTIONS

View Eligible Offers

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

Australia
Freecall 1800 688 586
www.dickerdata.com.au
ABN 95 000 969 362
238 Captain Cook Drive, Kurnell NSW 2231

New Zealand
Freecall 0800 337 253
www.dickerdata.co.nz
NZBN 9429038460227
68 Plunket Avenue, Auckland 2104

How to Upgrade NCE Subscriptions

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

UPGRADE OPTIONS

View Eligible Offers

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

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

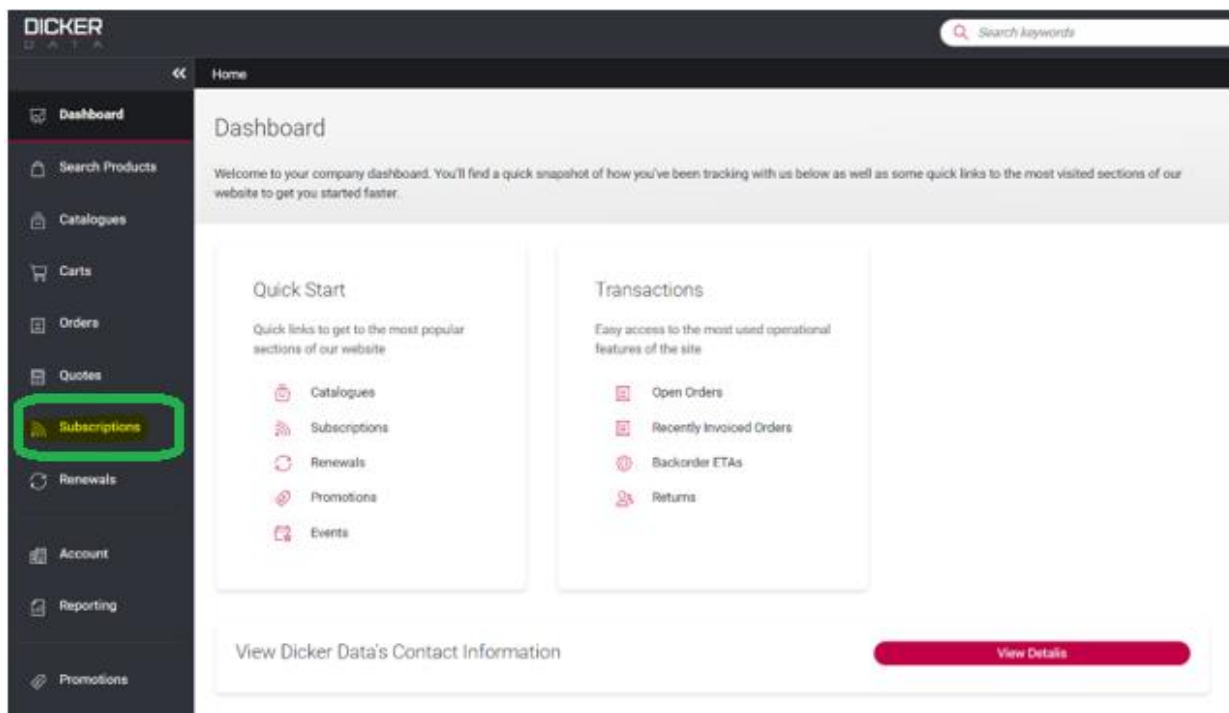
In the below example you can see the tenant had 2 Business Basic subscriptions that were billed for 1 month from 20 Feb to 19 Mar (Line 2), then on 24 Feb they upgraded those two licenses to Business Premium (Line 1) and were subsequently credited for the unused time period on the Business Basic (Line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

Stock Code	Stock Desc	Order Qty
P1Y:CFQ7TTC0LDPB:0001	Microsoft Corporation - Microsoft 365 Business Standard COMMIT >Usage for 24-FEB-2022 to 19-MAR-2022 MS NCE M365 BUSINESS BASIC 1YR	2.0000
P1Y:CFQ7TTC0LH18:0001	Microsoft Corporation - Microsoft 365 Business Basic COMMIT >Usage for 20-FEB-2022 to 19-MAR-2022 MS NCE M365 BUSINESS BASIC 1YR	2.0000
P1Y:CFQ7TTC0LH18:0001	Microsoft Corporation - Microsoft 365 Business Basic COMMIT >Usage for 24-FEB-2022 to 19-MAR-2022 MS NCE M365 BUSINESS BASIC 1YR	-2.0000

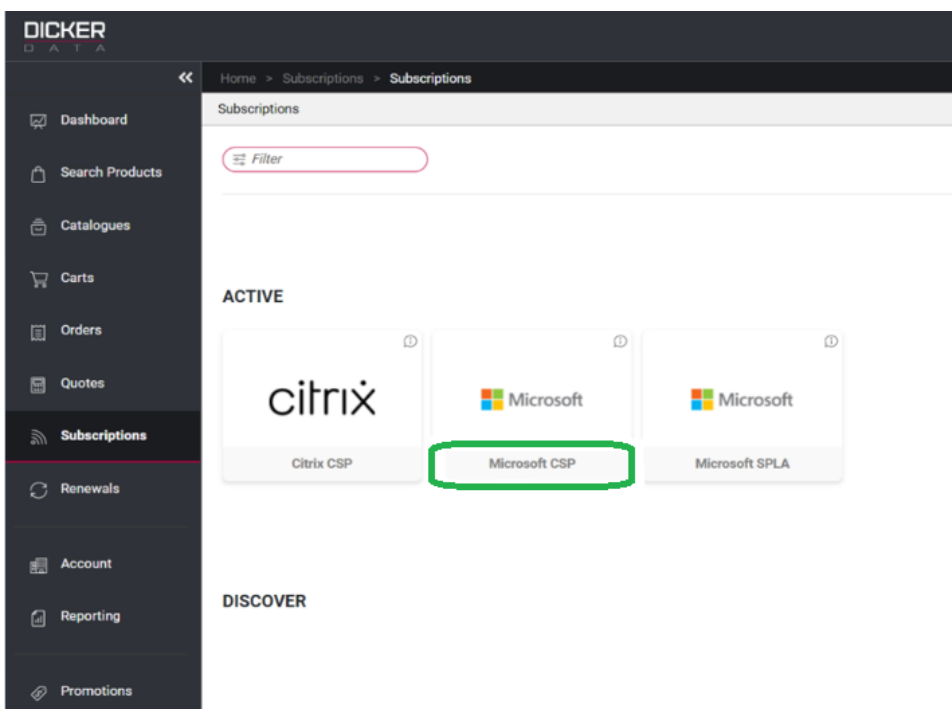
How to Migration to NCE

Migrating a single tenant to NCE

Select Subscriptions



Select Microsoft CSP



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

The screenshot shows the DICKER DATA interface. On the left sidebar, the 'Subscriptions' menu item is highlighted. The main content area displays a list of subscriptions under the heading 'Microsoft CSP'. The 'Microsoft CSP' subscription is selected, and a table below it lists the details of the subscription. The table has columns for 'END USER NAME', 'CUSTOMER REF', 'AMOUNT(Ex)*', and 'EU Portal Access'. The first row shows 'DD TEST AU' as the end user name, 'dd' as the customer reference, '\$459.00' as the amount, and 'Yes' for EU Portal Access. To the right of the table, there is a 'Migrate To NCE' button highlighted with a green box.

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

Migrate to NCE

This action will migrate all legacy subscriptions to **NCE** under this tenant, this will take sometime to get fulfilled by Microsoft. Please be aware that this action cannot be cancelled.

Tenant Name:

Tenant ID:

Term:

Please Select *

Billing Frequency:

Please Select *

Note: New term duration will be started during this migration

Click OK to move forward

Migrate to NCE

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

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

NCE Migration request received - [REDACTED]



noreply@dickerdata.co.nz
To [REDACTED]



Hi [REDACTED]

Your request for migrating legacy subscriptions to NCE platform for this tenant 'MS Secure DEMO' has been received successfully, it will be processed shortly and an email report will be sent.

Thanks

Dicker Data IT Team

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

NCE Migration Status Report



noreply@dickerdata.co.nz
To [REDACTED]



Mon 8/06/2022 2:58 pm

① If there are problems with how this message is displayed, click here to view it in a web browser.

NCE Migration Report

Tenant Name: MS Secure DEMO
Tenant GUID: [REDACTED]

Original Subscription GUID	NCE Subscription GUID	Stock Code	NCE Stock Code	Qty	Term	Billing Cycle	Full Term	Migration Status	Error
[REDACTED]	[REDACTED]	CSP1006-4866-BF41-37AC050K5DC7	[REDACTED]	1	P1M	monthly	YES	Eligibility Error	Subscription cannot be migrated to New Commerce because the state of the current subscription is not active. Subscription cannot be migrated to New Commerce because there is not a valid migration path for this offer yet.

The Dicker Data Team

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

NCE Migration Status Report



noreply@dickerdata.co.nz
To [REDACTED]



Mon 8/06/2022 3:03 pm

① If there are problems with how this message is displayed, click here to view it in a web browser.

NCE Migration Report

Tenant Name: MS Secure DEMO
Tenant GUID: [REDACTED]

Original Subscription GUID	NCE Subscription GUID	Stock Code	NCE Stock Code	Qty	Term	Billing Cycle	Full Term	Migration Status	Error
[REDACTED]	[REDACTED]	CSP1065-417A-B624-4901E2B252F5	P1MCFQ7TTC0LGV00001	1	P1M	monthly	YES	Completed	

The Dicker Data Team

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.

The screenshot shows the 'Reporting Dashboard' for 'MS Secure DEMO'. Under the 'SUBSCRIPTION' section, there is a 'Filter' button and a 'Status' dropdown. A red box highlights the 'NCE Migration Report' button. Below this is a table with columns: DESCRIPTION, CONFIRMED QTY, QTY, PRICE, TOTAL, STATUS, and ADD-ON.

<p>DICKER DATA 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</p>										
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	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	MS Secure DEMO			CSP1006-4BB0-8F41-37AC05DF5DC7		1	Eligibility Error	Jo 8/08/2022 12:57:10	8/08/2022 12:57:45 PM	Subscription cannot be migrated to New Commerce

How to Migration all tenants to NCE

Select Subscriptions

The screenshot shows the 'Dashboard' of the Dicker Data portal. The left sidebar contains a menu with items: Dashboard, Search Products, Catalogues, Carts, Orders, Quotes, Subscriptions (highlighted with a green box), Renewals, Account, Reporting, and Promotions. The main content area shows 'Quick Start' and 'Transactions' sections with various links and buttons.

Select Microsoft CSP

The screenshot shows the DICKER website's 'Subscriptions' page. The left sidebar contains navigation links: Dashboard, Search Products, Catalogues, Carts, Financing, Orders, Subscriptions (highlighted), Renewals, Account, Reporting, Promotions, and Qantas Rewards. The main content area is titled 'Subscriptions' and includes a 'Filter' button. Below the filter, there are two sections: 'ACTIVE' and 'DISCOVER'. The 'ACTIVE' section displays five subscription cards: Citrix CSP, Cyber Aware, Interactive Maintenance, Microsoft CSP (highlighted with a green box), and Microsoft SPLA. The 'DISCOVER' section is currently empty.

Select Migrate All Tenants To NCE

The screenshot shows the DICKER website's 'Microsoft CSP' page. The left sidebar is the same as the previous screenshot. The main content area is titled 'Microsoft CSP' and includes a 'Filter' button. Below the filter, there are three options: Citrix CSP, Microsoft CSP (highlighted with a red box), and Microsoft SPLA. The 'Microsoft CSP' option is selected, and the main content area displays a description of the Microsoft Cloud Solution Provider (CSP) program. At the bottom right of the page, there is a button labeled 'Migrate All Tenants To NCE' (highlighted with a green box). Below this button is a table with the following columns: END USER NAME, CUSTOMER REF, and AMOUNT(Ex)*.

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

Migrate to NCE
✕

This action will migrate all legacy subscriptions to **NCE** for **ALL** the tenants under your reseller account, this will take sometime to get fulfilled by Microsoft. Please be aware that this action cannot be cancelled.

Term:
Please Select *

▼

Billing Frequency:
Please Select *

▼

Note: New term duration will be started during this migration

Cancel
Confirm

Click OK to move forward


Migrate to NCE
✕

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

Ok

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

NCE Migration request received - [redacted]

 noreply@dickerdata.co.nz
To: [redacted]



Hi [redacted]


Your request for migrating legacy subscriptions to NCE platform for this tenant 'MS Secure DEMO' has been received successfully, it will be processed shortly and an email report will be sent.

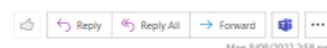
Thanks

Dicker Data IT Team


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


NCE Migration Status Report

 noreply@dickerdata.co.nz
To: [redacted]



Mon 8/08/2022 2:58 pm

 If there are problems with how this message is displayed, click here to view it in a web browser.



NCE Migration Report

Tenant Name: MS Secure DEMO
Tenant GUID: [redacted]

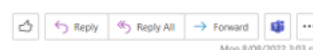
Original Subscription GUID	NCE Subscription GUID	Stock Code	NCE Stock Code	Qty	Term	Billing Cycle	Full Term	Migration Status	Error
[redacted]	[redacted]	CSP1006-4880-8F41-37AC05DF3DC7	[redacted]	1	P1M	monthly	YES	Eligibility Error	Subscription cannot be migrated to New Commerce because the state of the current subscription is not active. Subscription cannot be migrated to New Commerce because there is not a valid migration path for this offer yet.

The Dicker Data Team


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


NCE Migration Status Report

 noreply@dickerdata.co.nz
To: [redacted]



Mon 8/08/2022 3:03 pm

 If there are problems with how this message is displayed, click here to view it in a web browser.



NCE Migration Report

Tenant Name: MS Secure DEMO
Tenant GUID: [redacted]

Original Subscription GUID	NCE Subscription GUID	Stock Code	NCE Stock Code	Qty	Term	Billing Cycle	Full Term	Migration Status	Error
[redacted]	[redacted]	CSP1065-417A-8634-4901E2B252F5	P1MCFQ7TTC0LGV00001	1	P1M	monthly	YES	Completed	

The Dicker Data Team

How to Align End Data

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

	New or renewing Subscription		
	1-month	1-year	3-years
Existing Subscription			
1-month	Yes	No	No
1-year	Yes	Yes	Yes
3-years	Yes	Yes	Yes

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

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

MANAGE RENEWAL

Changes will take effect on renewal date: 04-MAY-2023
Quantity increase and Upgrade will be effective instantly

AUTORENEW: ☒ RENEWS ON 04-May-2023

QUANTITY: CURRENT : 2

CHANGE TO:

2

TERM : Current : Monthly

CHANGE TO:

No Change

BILLING FREQUENCY : Current : Monthly

CHANGE TO:

No Change

END DATE ALIGNMENT : Current : 03/05/2023

CHANGE TO:

No Change

No Change

Align Calendar Month

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

To learn more about aligning end dates click here: <https://learn.microsoft.com/en-us/partner-center/align-subscription-end-dates>

How to buy Perpetual Software

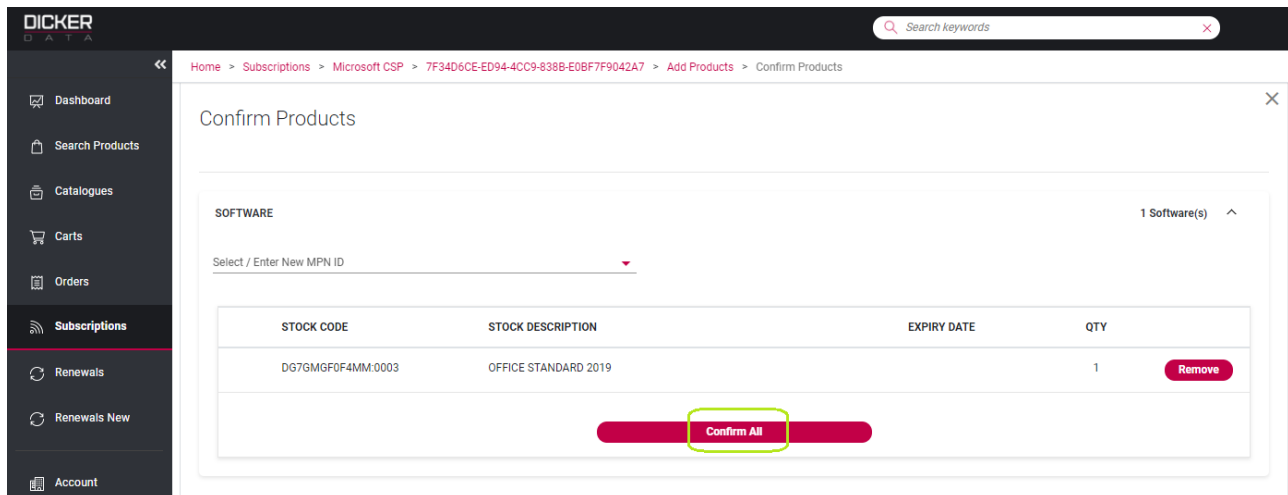
The **Software** section lists all Software including Perpetual Software Subscriptions for the Tenant.

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

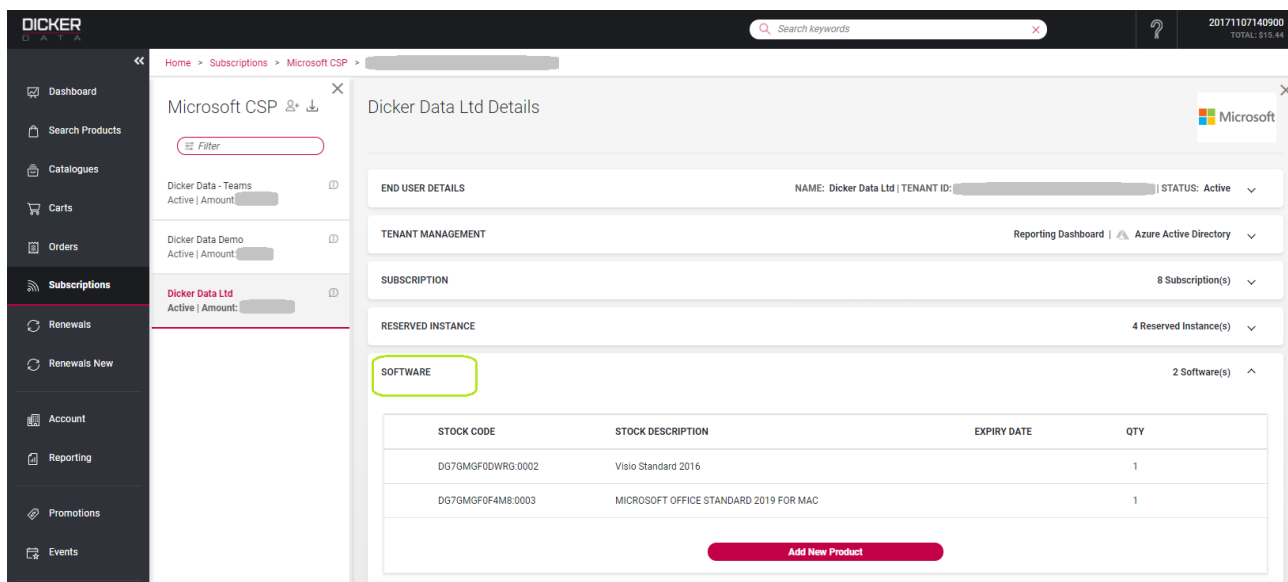
Perpetual Software lists all Perpetual Licenses that allows the Tenant (End User) to use the software continually (without expiry) with payment of a single fee.

- 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.



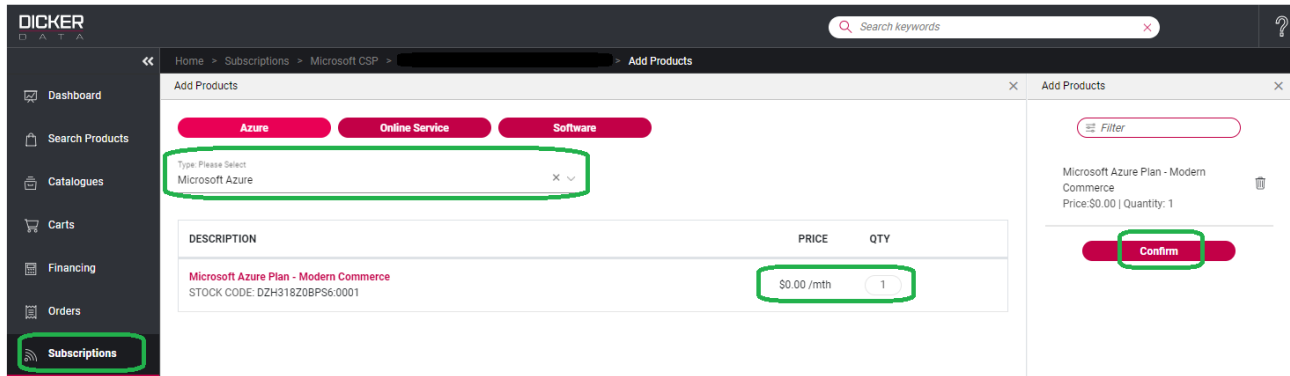
- Added Perpetual and Software Subscriptions will be listed in the Software section of the selected Tenant.



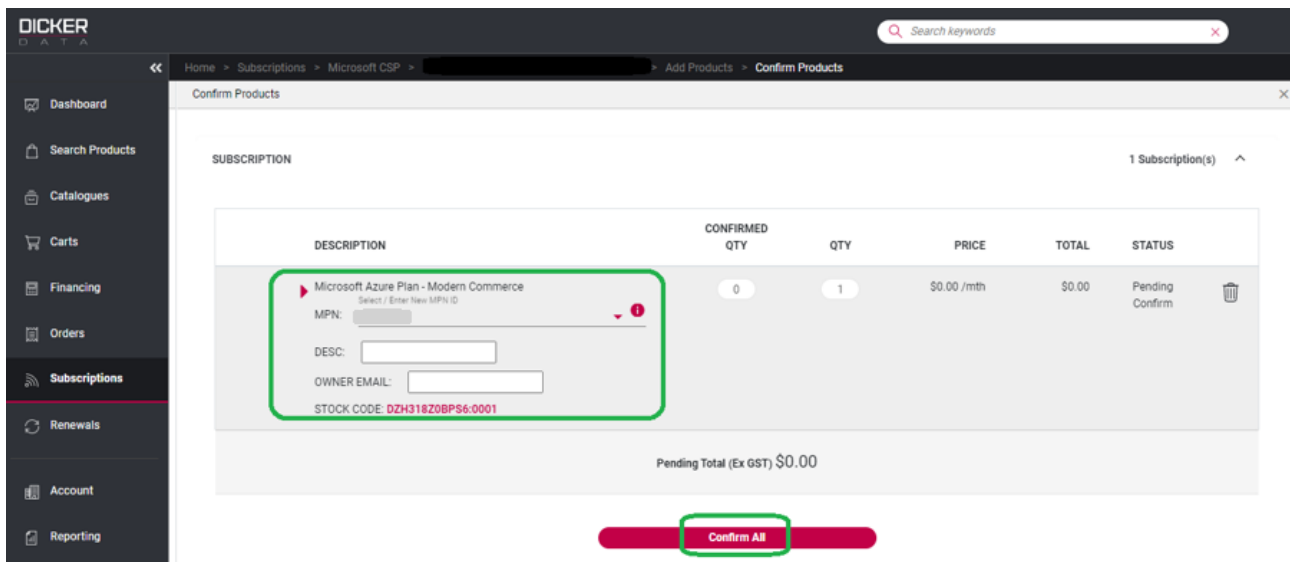
How to buy Azure Plan

To add an Azure Plan Subscription:

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



- 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 Manage Azure Subscriptions

Azure Usage Subscription

1 Subscription(s)

Filter

Status

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS
Microsoft Azure Plan - Modern Commerce MPN: 2745841 DESC: Microsoft Azure Plan - Modern STOCK CODE: DZH318Z0BPS6:0001 BILLING: Monthly Renewal (1 Mths) BILLED UNTIL: 30-NOV-2022	1	1	\$0.00 /mth	\$0.00	Active

Add New Product

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

<< Home > Subscriptions > Microsoft CSP > Manage Azure Subscription

Manage Azure Subscription	X	Microsoft Azure Plan - Modern Commerce
Filter		
Subscription Details		
Manage Service		
Fraud Notifications		
Budgets & Alerts		
Subscriptions		

SUBSCRIPTION DETAILS

MPN :

DESC : **Microsoft Azure Plan - Modern**

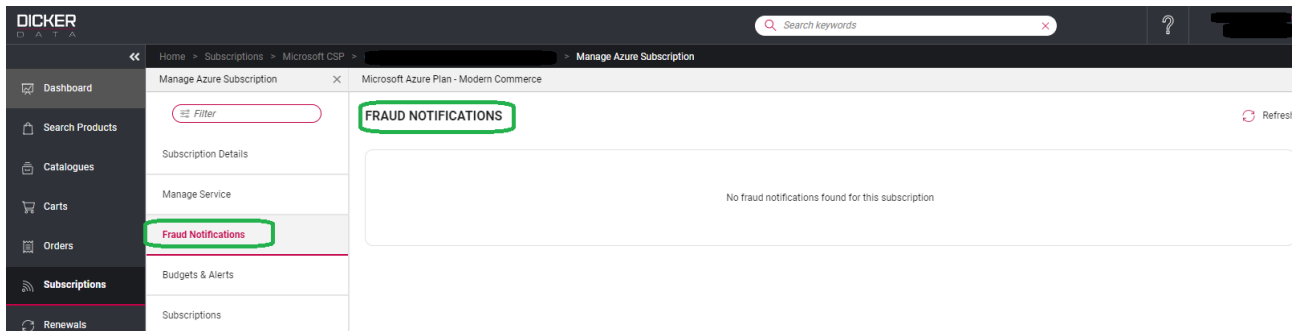
STOCKCODE : **DZH318Z0BPS6:0001**

[SAVE DETAILS](#)

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

The screenshot shows the DICKER Admin Panel interface. On the left is a dark sidebar with navigation links: Dashboard, Search Products, Catalogues, Carts, Orders, Subscriptions (highlighted), and Renewals. The main area has a top breadcrumb trail: Home > Subscriptions > Microsoft CSP > Manage Azure Subscription. Below this, there's a header for "Manage Azure Subscription" with a close button. A filter input field is present. The main content area lists subscription details for "Microsoft Azure Plan - Modern Commerce". It includes a "MANAGE SERVICE" link (highlighted with a red box), a warning message about suspending service, and a "SERVICE STATUS :Active" toggle switch.

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



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

Budget details

Give your budget a unique name. Select the time window it analyzes during each evaluation period, its expiration date and the amount.

Name *

* Budget name must only contain alphanumeric, underscore or hyphen.

Resets period *

Creation date:

01/12/2022

Expiration date:

Budget amount

Give your budget amount threshold

Amount *

Alert conditions

Type	% of budget	Amount
Critical	<input type="text"/>	\$0.00
Warning	<input type="text"/>	\$0.00

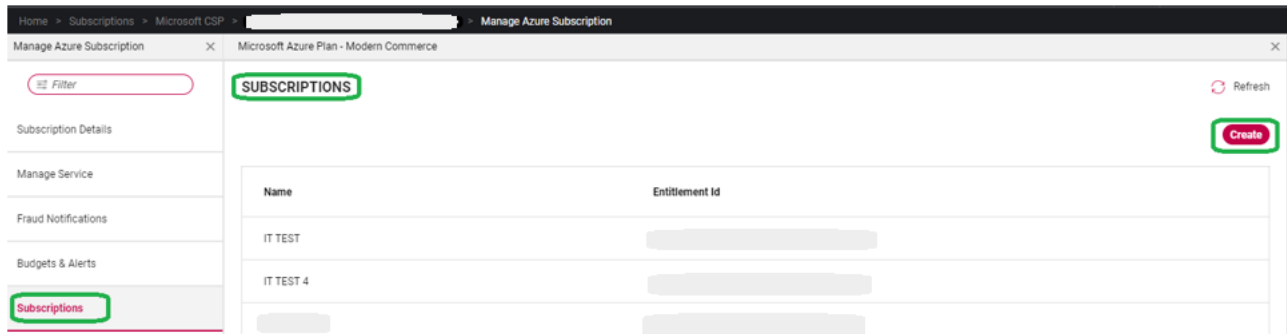
Alert recipients (email)

* At least one email is mandatory

It is recommended to add azure-noreply@microsoft.com to your email white list to ensure alert mails do not go to your spam folder.

[Back](#) [Create](#)

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

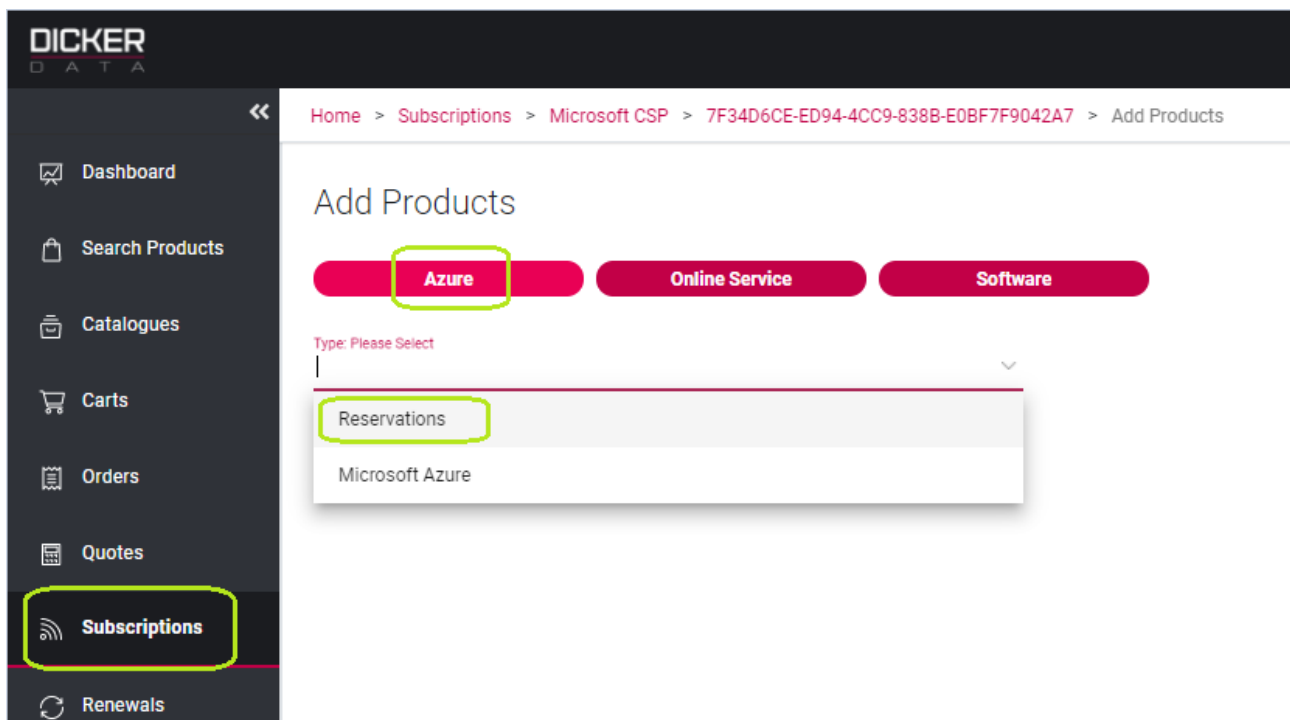


How to buy Reserved Instances

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

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

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

The screenshot displays the Dicker Data Ltd portal interface. The left sidebar contains navigation links: Dashboard, Search Products, Catalogues, Carts, Orders, Subscriptions (highlighted), Renewals, Renewals New, Account, Reporting, Promotions, Events, Microsites, and About. The main content area is titled 'Dicker Data Ltd Details' and shows a list of subscriptions. The 'RESERVED INSTANCE' section is highlighted with a green box and contains a table of reserved VM instances.

STOCK CODE	STOCK DESCRIPTION	EXPIRY DATE	QTY
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
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

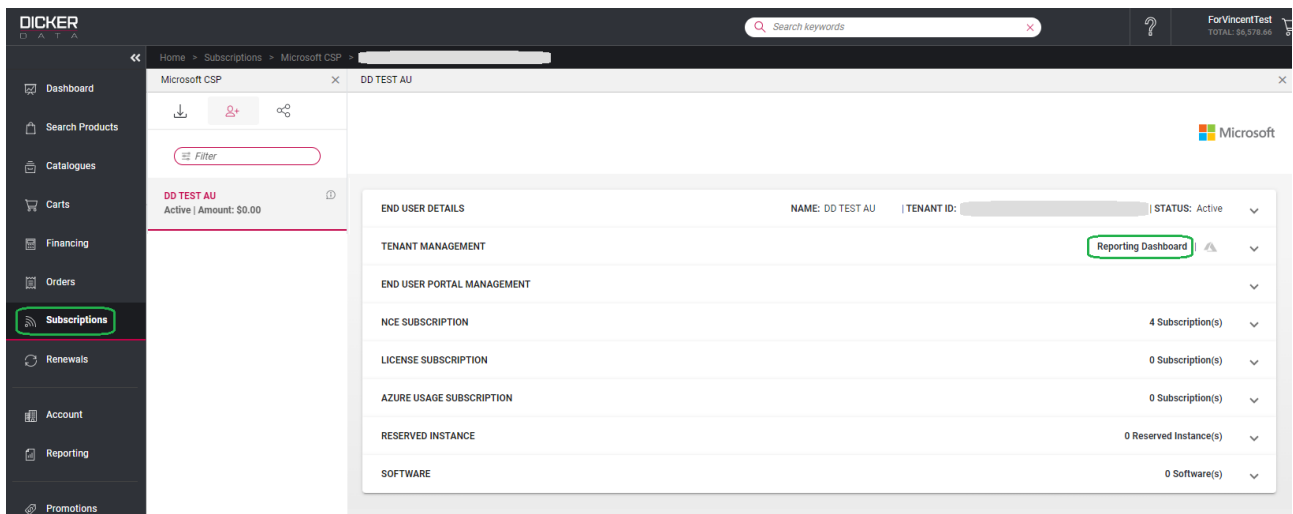
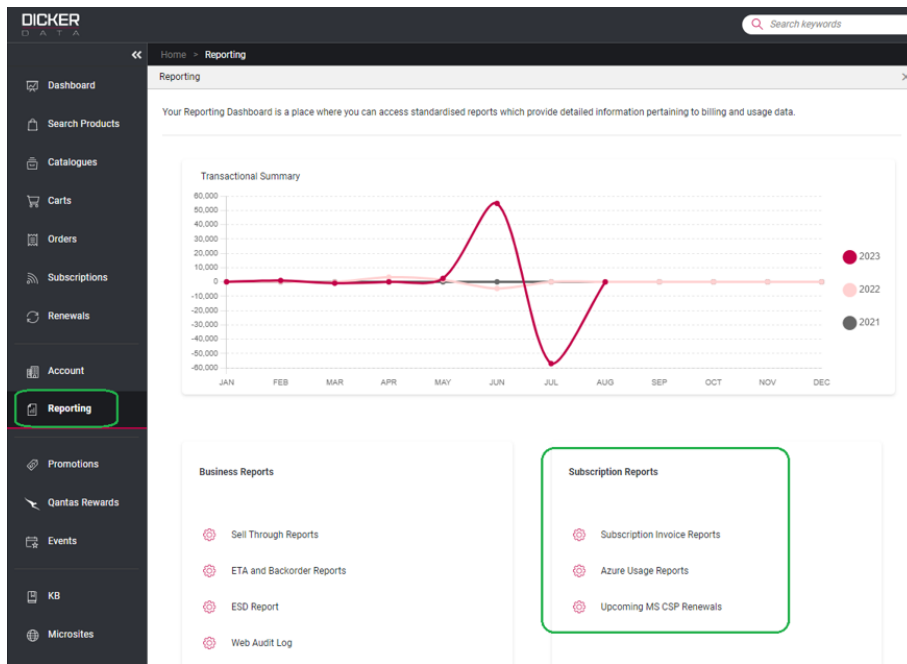
Below the table is an 'Add New Product' button. The bottom section of the portal shows 'SOFTWARE' with 2 Software(s).

Reporting

Accessing Available Reports

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

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



Types of Available Reports

Subscription Invoice Reports

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

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

Azure Usage Reports

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

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

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

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

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

Annuity Information Report

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

The screenshot displays the DICKER Data application interface. On the left is a sidebar with navigation icons and labels: Dashboard, Search Products, Catalogues, Carts, Financing, Orders, Subscriptions (highlighted with a green box), Renewals, Account, and Reporting. The main area is titled 'Home > Subscriptions > Microsoft CSP'. It features a 'Subscriptions' list on the left with entries like Citrix CSP, Cyber Aware, Interactive Maintenance, Microsoft CSP (highlighted with a green box), Microsoft SPLA, Trend Micro MSP, Arcserve MSP, and Arcserve Xafe MSP. To the right of this list is a detailed view for 'Microsoft CSP'. This view includes a 'Download Excel' button (highlighted with a green box), a description of the Microsoft Cloud Solution Provider (CSP) program, and a table of end users. The table has columns: END USER NAME, CUSTOMER REF, AMOUNT(Ex)*, and EU Portal Access. The first row shows 'DD TEST AU' with a customer ref of 'dd' and an amount of '\$459.00'. There are also 'Manage' and 'Migrate To NCE' buttons for each end user. A 'Migrate All Tenants To NCE' button is at the top right of the table.

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

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

Upcoming MS CSP Renewals

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

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

TENANT NAME	SKU	DESCRIPTION	QTY	TERM START	TERM EXPIRY	Manage
	P1Y:CFQ7TTC0LDPB:0001	MS NCE M365 BUSINESS STD 1YR COMMIT	12.00	30-11-2022	29-11-2023	Manage
	P1Y:CFQ7TTC0LH1P:0001	MS NCE EXCHANGE ONLINE PLAN 2 1YR COMMIT	1.00	22-11-2022	21-11-2023	Manage
	P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	9.00	22-11-2022	21-11-2023	Manage
	P1Y:CFQ7TTC0LDPB:0001	MS NCE M365 BUSINESS STD 1YR COMMIT	1.00	18-10-2022	17-10-2023	Manage
	P1Y:CFQ7TTC0LH18:0001	MS NCE M365 BUSINESS BASIC 1YR COMMIT	1.00	18-10-2022	17-10-2023	Manage
	P1Y:CFQ7TTC0HD80:0002	MS NCE PROJECT PLAN 3 1YR COMMIT	1.00	23-11-2022	22-11-2023	Manage
	P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	31.00	23-11-2022	22-11-2023	Manage
	P1Y:CFQ7TTC0LH1P:0001	MS NCE EXCHANGE ONLINE PLAN 2 1YR COMMIT	1.00	23-11-2022	22-11-2023	Manage
	P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	26.00	20-10-2022	19-10-2023	Manage
	P1Y:CFQ7TTC0LCHC:0002	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT	17.00	12-10-2022	11-10-2023	Manage
	P1Y:CFQ7TTC0LFDZ:0001	MS NCE D365 CUST SVC ENT 1YR COMMIT	50.00	27-02-2023	29-11-2023	Manage
	P1Y:CFQ7TTC0HD32:0002	MS NCE VISIO PLAN 2 1YR COMMIT	1.00	30-11-2022	29-11-2023	Manage
	P1Y:CFQ7TTC0LHRL:0002	MS NCE DATAVERSE DATABASE CAPACITY ADD	10.00	27-02-2023	29-11-2023	Manage

NCE Orders Report

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

DICKER
DATA

Home > Reporting > NCE Orders Report

Reporting

YOUR BUSINESS

Sell Through Reports

ETA and Backorder Reports

ESD Report

Web Audit Log

YOUR SUBSCRIPTIONS

Subscription Invoice Reports

Azure Usage Reports

Upcoming MS CSP Renewals

NCE Orders Report

Download Excel

Copy Download Link

Filter

ACTION	QTY	UNIT PRICE	RRP	EXT PRICE	EXT RRP	USER
TENANT GUID: [REDACTED] TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE M365 F3 1MTH COMMIT SUBSCRIPTION GUID: [REDACTED] DATE ADDED: 2024-02-21T08:59:54.073						
QUANTITY	64					admin
TENANT GUID: [REDACTED] TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE MICROSOFT TEAMS PREMIUM INTRODUCTORY PRICING 1MTH COMMIT SUBSCRIPTION GUID: [REDACTED] DATE ADDED: 2024-02-20T15:47:32.933						
QUANTITY	5					admin
TENANT GUID: [REDACTED] TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE MICROSOFT COPILOT FOR M365 1YR COMMIT SUBSCRIPTION GUID: [REDACTED] DATE ADDED: 2024-02-20T15:45:15.307						
QUANTITY	14					admin
TENANT GUID: [REDACTED] TENANT NAME: Dicker Data Ltd SUBSCRIPTION OFFER NAME: MS NCE MICROSOFT COPILOT FOR M365 1YR COMMIT SUBSCRIPTION GUID: [REDACTED] DATE ADDED: 2024-02-19T15:08:38.91						
QUANTITY	13					admin

Web Audit Log

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

The screenshot displays the DICKER DATA web application interface. On the left is a dark sidebar with a navigation menu. The 'Reporting' option is highlighted with a green box. The main content area has a breadcrumb trail: Home > Reporting > Web Audit Log. Below this, there's a 'Reporting' tab and a 'Web Audit Log' section. The 'Web Audit Log' section contains a list of reports under 'YOUR BUSINESS' and 'YOUR SUBSCRIPTIONS'. The 'Web Audit Log' report is highlighted with a green box. To the right of the report list, there are date selection fields: 'Date From:' with a calendar icon and the date '01/01/2024', and 'To:' with a calendar icon and the date '15/01/2024'. Both date fields are highlighted with green boxes. Below these fields is a calendar widget for January 2024, with the 15th highlighted in blue. To the right of the calendar is a 'Download Excel' button with a download icon.

CSP Billing

License Based Billing

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

Even though it's 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 (**AU Only**) etc. If you have multiple Digital wallet IDs set up, then each individual digital wallet ID will be on a separate invoice.

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. These invoices will include Software Licenses, Perpetual Licenses, Reserved Instances and Azure Plans.