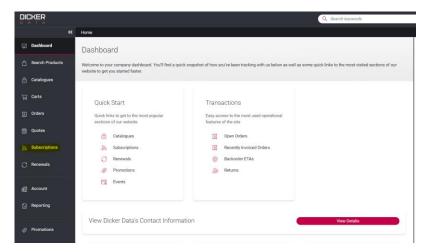


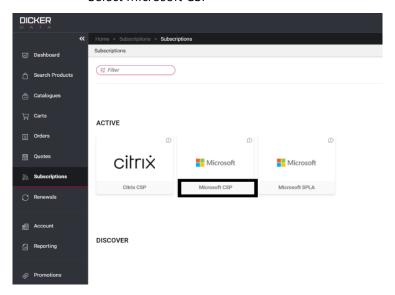
NCE Migration Tool Guide

Migrating a single tenant to NCE

- Sign in to https://portal.dickerdata.com.au/
- From the left-hand menu, select Subscriptions

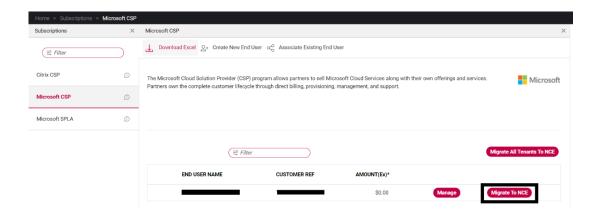


Select Microsoft CSP

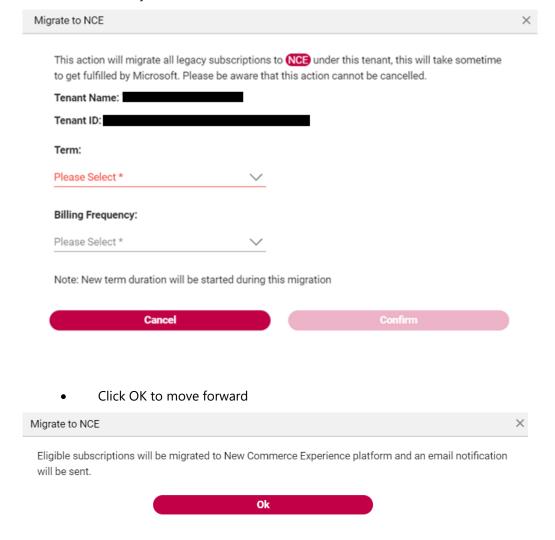


• From your tenant list, **Click Migrate to NCE** for the tenant you are wishing to move.





Select your billing term and frequency 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.

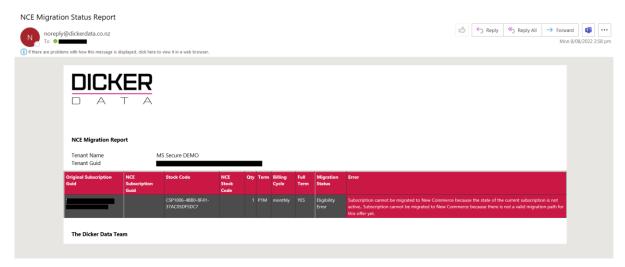




 You will now receive an email confirming that your request has been received. These emails are sent to the email address associated to your login to the Dicker Data Portal.



If there are any issues or errors with the migration you will be notified via email. Please contact
 sales@dickerdata.com.au or (02) 8556 8061and speak to the Microsoft team to correct these
 for you.



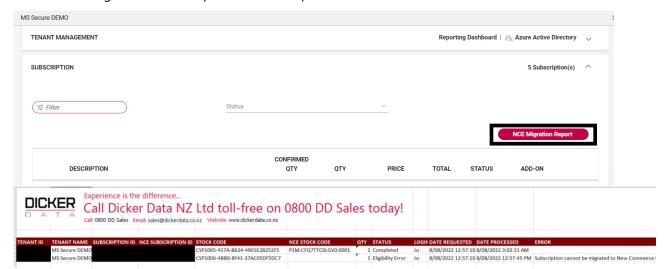
• Once the migration is complete you will receive the following email:



T: 02 8556 8061



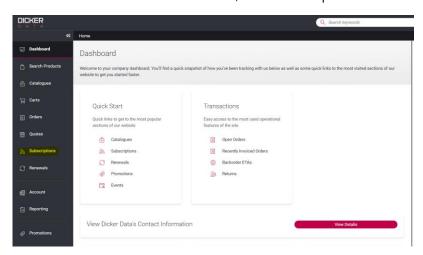
Reports for the migration can be downloaded from the tenancy in the Dicker Data portal. The
report will show confirmation of completion, products migrated, by whom, date and time the
migrations were requested and completed.



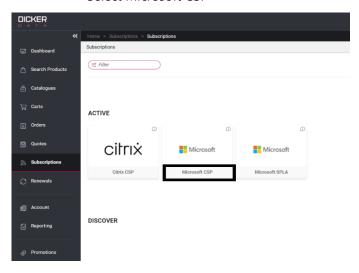


Migrating all tenants to NCE

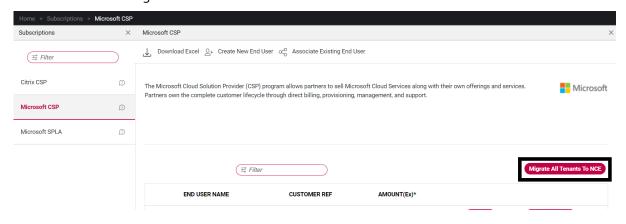
- Sign in to https://portal.dickerdata.com.au/
- From the left-hand menu, select Subscriptions



Select Microsoft CSP

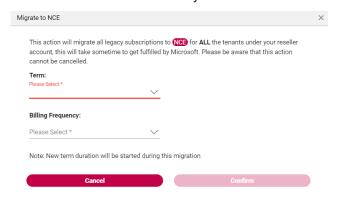


• Select Migrate All Tenants To NCE

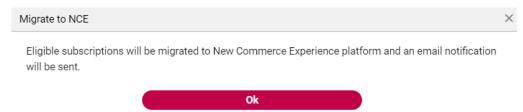




Select your billing term and frequency and Confirm. Please remember that if you commit to a 1
year term, you will continue to be billed for this license for the full 12 months regardless of the
customer's circumstances. Once you add an NCE license you only have 7 days to make any
alterations before you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



Click OK to move forward

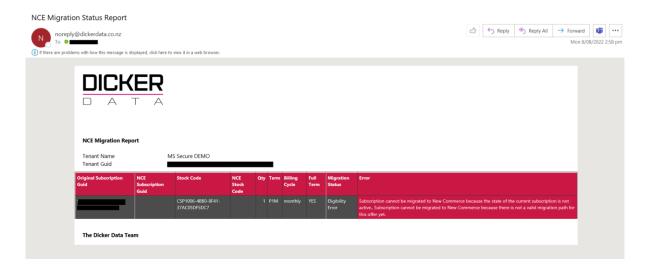


• You will now receive an email confirming that your request has been received. These emails are sent to the email address associated to your login to the Dicker Data Portal.



• If there are any issues or errors with the migration you will be notified via email. Please contact sales@dickerdata.com.au or (02) 8556 8061 and speak to the Microsoft team to correct these for you.

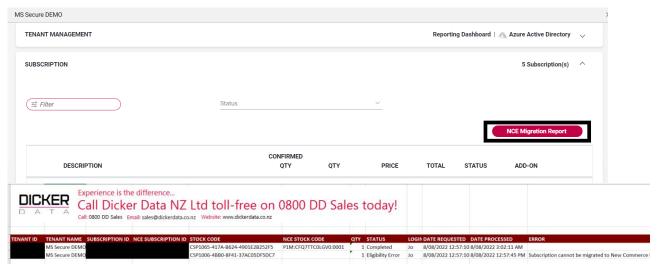




• Once the migration is complete you will receive the following email:



Reports for the migration can be downloaded from the tenancy in the Dicker Data portal. The
report will show confirmation of completion, products migrated, by whom, date and time the
migrations were requested and completed.





FAQ

- Can I move one legacy license to NCE and leave the rest? Yes, but not with the Migration tool. These need to be added individually to the tenant you are working on and then the corresponding legacy license suspended.
- Is there a price difference between NCE and Legacy licenses? Yes, for some products. You can check pricing on the Dicker Data website.
- Can I go back/change my mind once I have migrated? No, this is a one-way process.
- Who can I talk to if I need help? Please contact sales@dickerdata.com.au or (02) 8556 8061 and speak to the Microsoft team.