

P2P Transfer Check list

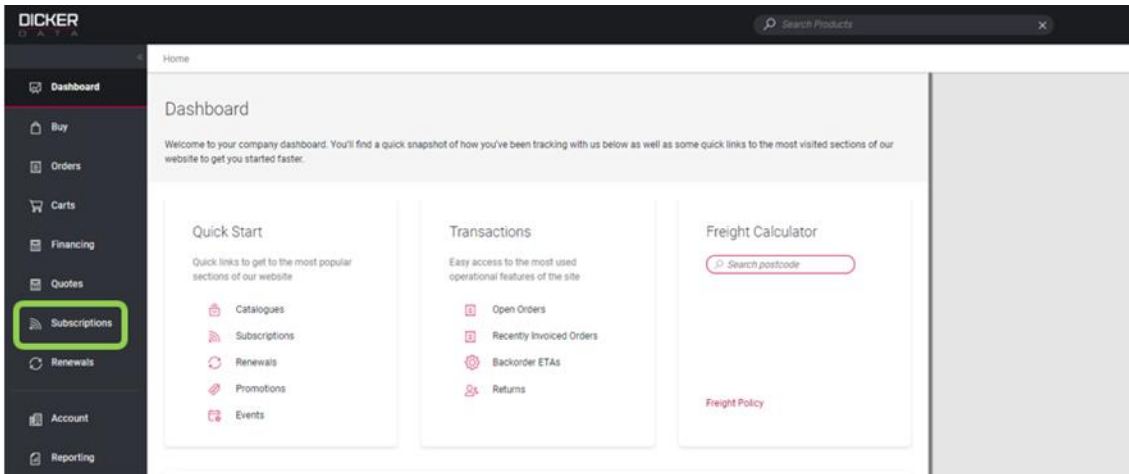
This Step-by-Step process will ensure a smooth transfer to Dicker Data from your existing Indirect CSP Provider.

The steps below must be completed in full:

Step 1: Partner

Visit www.dickerdata.com.au and sign in with your username, account number and password.

Select Subscriptions option <https://portal.dickerdata.com.au/manageSubscriptions>



Step 2: Partner

Estimated Timeline for uploading bulk tenant list 1 hour if no errors.

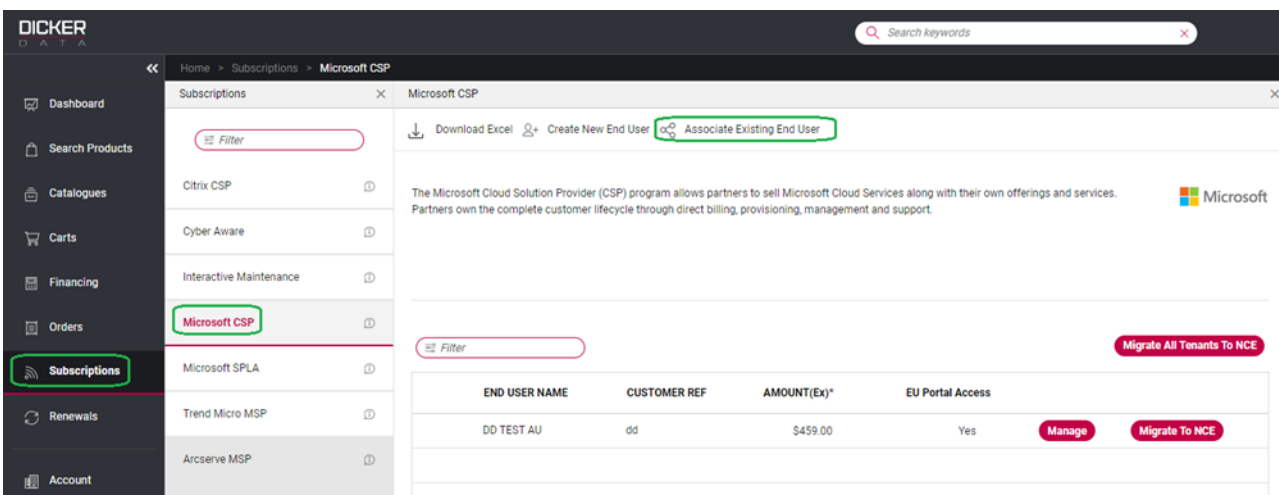
Estimated Time for associating tenants: 1 Day (might be longer depending on the information available)

Associate your tenants on the Dicker Data website either individually or by bulk

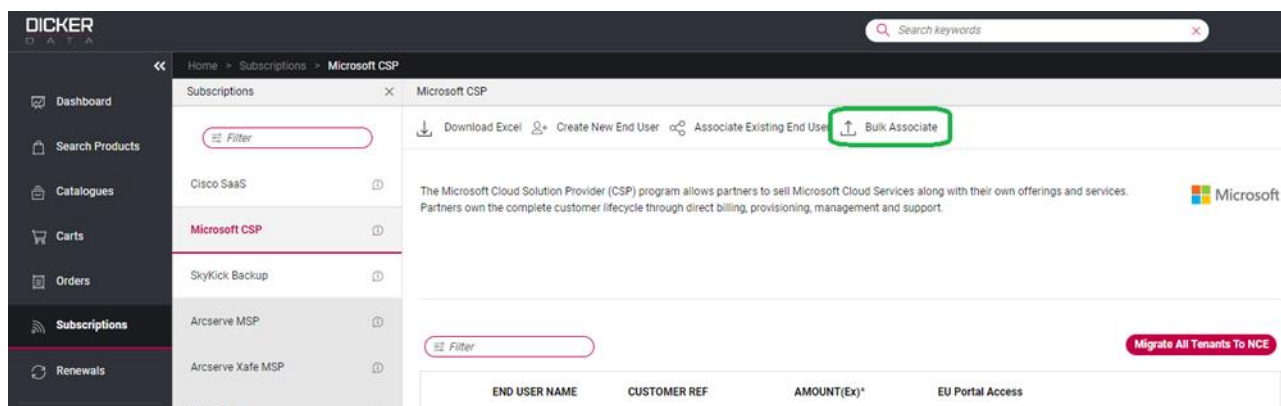
Option 1. If the End User has Access/Global admin rights, ensure the Association Email is sent to their email address (We recommend you talk to you End Users before you start the process so they are aware)

Option 2. If you (the partner) have global admin rights to your End Users you could enter your email address as these notifications would be sent to you instead of the End User.

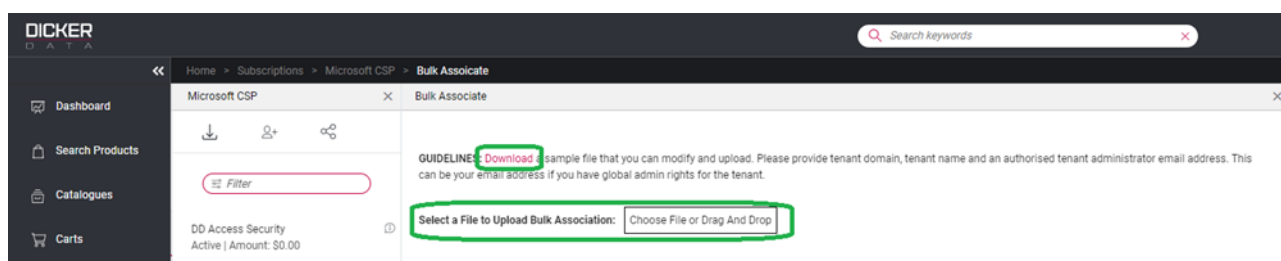
Please note the association request needs to be accepted by a global admin for the end user's tenancy.



Bulk association is a feature that allows you to associate multiple tenants in a single action. This helps you to avoid the manual process of associating each tenant individually with each subscription. (Request a full list of tenants from your current provider as this will help in this section)



Click on “Download” to populate the template enter the mandatory columns Upload the completed CSV file and review the summary. You can edit or remove any lines before sending them.



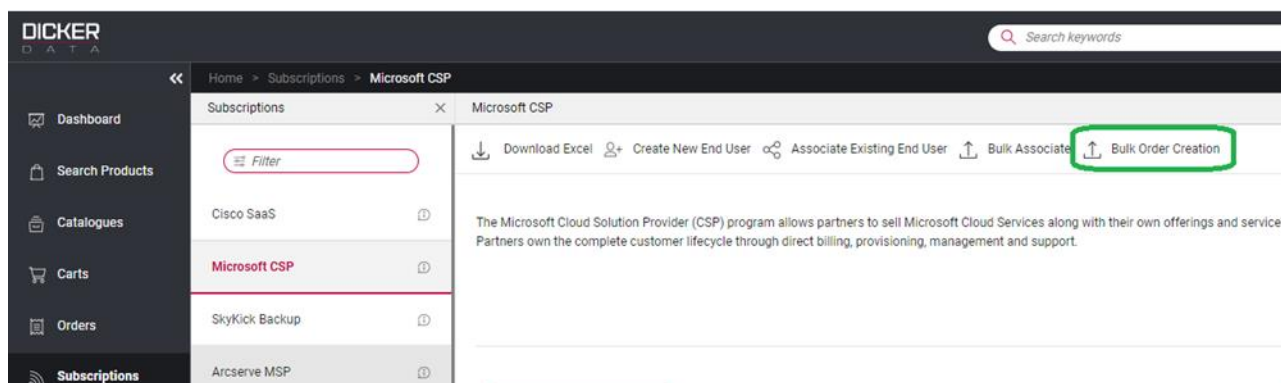
Step 3: Partner

Estimated Timeline: 1 Hour if there are no errors

If there are Azure subscription that will be transferring with this request, a new \$0 subscription under the New Indirect Provider will need to be created so the transferring subscription has a destination.

The bulk order creation feature allows you to create multiple Azure subscriptions for multiple tenants at once. This saves you time and hassle when having to upload multiple Azure subscriptions to your tenants.

Click on “Download” to populate the template enter the mandatory columns Upload the completed CSV file and review the summary.



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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**

Step 4: Partner

Estimated Timeline: 1 Day if there are no errors

Once you have done the above steps, email microsoft.sales@dickerdata.com.au with the below information Provide Dicker Data the below information to start the transfer from the current Indirect CSP provider.

- Customer name: (End User)
- Customer email: (Global Admin)
- Current partner name: (Tier 1 Name)
- Current partner Microsoft ID: (Microsoft ID Number (Account Settings>Entra Profile)
- Reseller (MPNID)

Transfer requests | Add new

Invite the customer's current partner to transfer billing ownership of Azure subscriptions, Reservations, Savings plans and/or new commerce license-based subscriptions to your billing account. By sending this transfer request, you acknowledge and agree that the transfer items selected by your customer's current partner will transfer to your account as of the Transition Date. Any moved items may be used for this customer only. You agree that you may not cancel any prepaid subscriptions (including Reservations) transferred to your account. If the recipient does not act in 30 days, the transfer request will expire.

Before you proceed:

- Confirm that the customer has identified the Azure plan subscriptions, Reservations, and Savings plans and/or new commerce license-based subscriptions to be transferred and has notified the current partner.
- Ensure that the customer has accepted your terms and conditions since you will be responsible for charges based on the existing billing terms and frequency for subscriptions after the transfer is complete.
- If you are transferring an Azure reserved instance or Azure savings plan and the billing currencies of the current and target partners are different, the Azure reserved instance or Azure savings plan will be cancelled at the start of the next billing cycle. In order to continue service, the future partner will need to repurchase the Azure reserved instance or Azure savings plan.

Details

Customer name *

Customer email *

Current partner name *

Current partner Microsoft ID *

Reseller (MPNID) *

Indirect reseller(MPNID)

By opting in to this process, you represent and warrant to Microsoft that you are initiating/participating in this transfer in good faith, and agree to indemnify, defend, and hold Microsoft harmless from and against any and all third-party claims arising from or relating to this transfer. For Azure items, you will be invoiced for usage from the date this request is accepted and will be responsible to Microsoft for all ongoing, scheduled billings related to the transfer items as of the Transition Date, provided that Microsoft will move any prepaid subscriptions (including Reservations and Savings plans) for the transfer items to your account. License-based subscriptions will result in new subscriptions being created under your partner account. You assume the financial responsibility of the new subscriptions being created from the data transferred to the end of the subscription's term.

Send transfer request

Cancel

Step 5 Dicker Data

Estimated Timeline: 1 Day to send the transfer requests

Dicker Data will send the transfer requests to incumbent Indirect CSP Provider through Partner Centre

The incumbent Indirect CSP Provider needs to approve the transfer and if they do not approve the transfer within 30 days the transfer request expires and must be re-submitted.

Partner – *We recommend you notify your incumbent Indirect CSP Provider to expedite the transfer to ensure it is not delayed.*

Important Notes

Transfer requests only support Azure Plan subscriptions, reservations, savings plans and/or new commerce license-based monthly and annual subscriptions. **Legacy Subscriptions, Software subscriptions, perpetual software, and third-party subscriptions cannot be transferred using this transfer capability.**

Important to Note Most Azure Marketplace products can be transferred with their Azure Subscription. However sometimes a product will be ineligible. An error message is generated when something is ineligible at which point it is recommended that all Azure Marketplace products under the sub be cancelled. These can be reprovisioned once the sub completes transfer.

Foreign Principle Rights does not automatically get provided to the subscription once transferred. We recommend adding this by having a user that has global admin rights to the subscription run the PowerShell for this.

<https://learn.microsoft.com/en-us/partner-center/reinstate-csp?tabs=workspaces-view#reinstate-your-csp-admin-privileges-your-actions>

Our 'AdminAgents' resource ID (ObjectID) : e727c534-c0e2-4440-81b0-f5a28a5dac51

Azure Cost Management was previously enabled via the old Indirect Provider the settings do not carry across with the transfer.