



Microsoft Azure Plan Ordering Guide

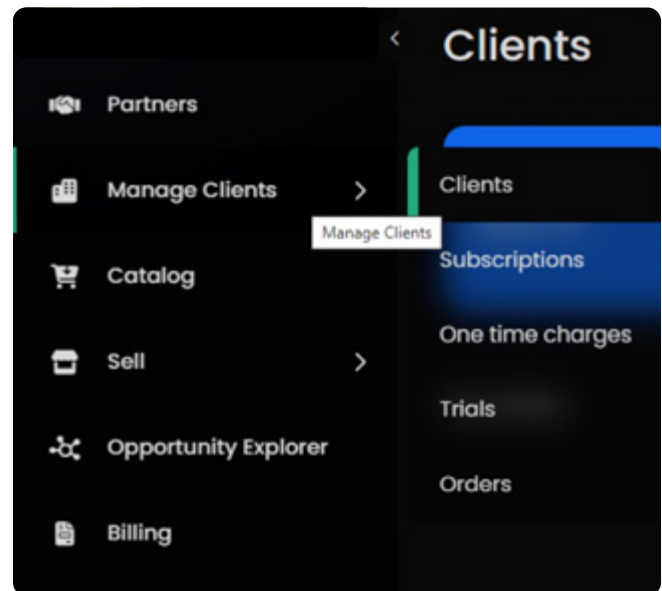
Step 1

Log in to the Pax8 Platform.

Step 2

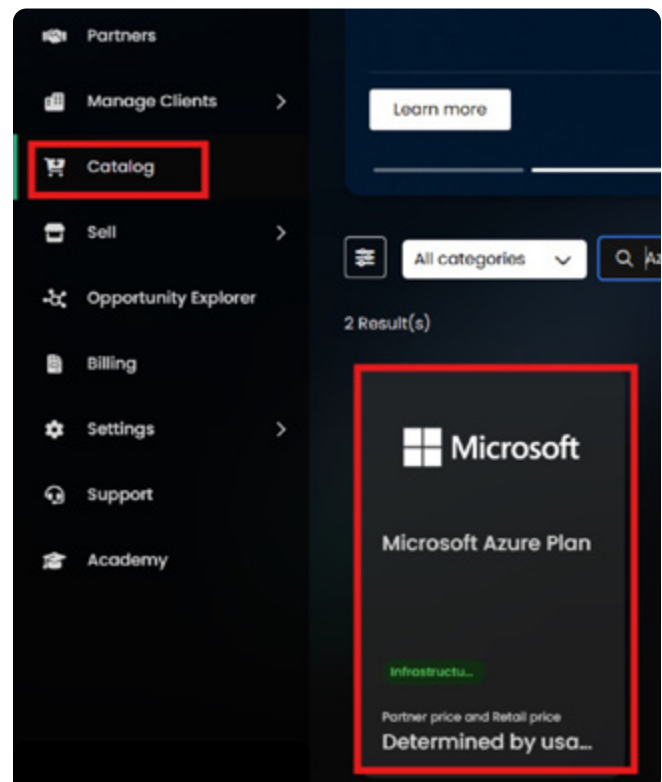
Before proceeding to the catalog, verify that the customer account has been created by selecting **Manage Clients** and then selecting **Clients**.

If the customer account does not yet exist, click the **Add Client** button and follow the prompts.



Step 3

Click on **Catalogue** from the menu on the left, then type Microsoft Azure Plan in the catalogue search field. Click on the Microsoft Azure Plan product tile.



Step 4

Select the customer from the list on the right and click **Continue** to proceed with ordering Azure Plan.

The 'Client cart' form contains the following elements:

- A dropdown menu for customer selection, currently showing '#winning'.
- A link: 'See [pricing panel](#) for more details.'
- SKU: MST-AZR-PLA-C100
- Client price: Determined by usage
- Partner cost: Determined by usage
- Quantity: 1
- Billing term: Monthly
- A 'Continue' button at the bottom.

Step 5

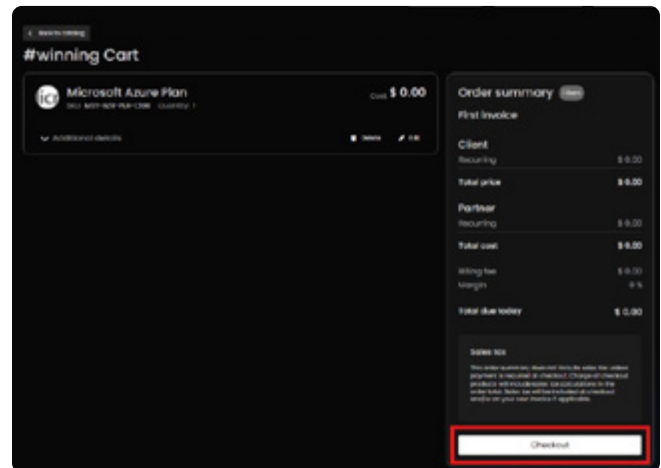
On the next page, select an **Effective date**, then click **Add to cart** to continue.

The 'Product configuration' form contains the following elements:

- A status message: 'Prices are up-to-date'.
- An 'Effective date*' field with a calendar icon, showing '11/14/2025'.
- A note: '*Provisioning begins once the order is placed.'
- Billing term: Monthly
- Quantity: 1
- Price: \$ 0.00
- Additional text: 'Add a [price override](#) to adjust' and 'This service is billed based upon accrued usage after the close of the billing cycle.'
- An 'Add to cart' button at the bottom.

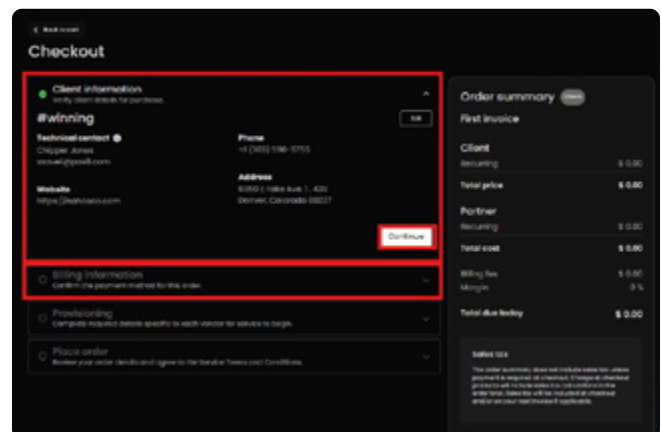
Step 6

Confirm the details of your order on the Cart page, then click **Checkout**.



Step 7

Confirm client information and billing information. Select **Continue** in both sections to proceed to **Provisioning**.



Step 8 – Option 1

Complete provisioning details.

This example will walk you through what to do if the customer is able to sign in to their Microsoft account.

If you select **No**, [click here](#).

Pro tip: Once you have accepted the delegated admin relationship, the Tenant ID will auto-populate. If it does not pre-populate, please follow the instructions in the platform.

Pro tip: An example of an email to use for the desired email address field is partneradmin@customerdomain.com.

IMPORTANT: Use these owner credentials to assign additional viewers/owners/contributors for the subscription.

Pro tip: ACM allows access to the cost and billing section of the Azure portal. An end client with Azure portal access will see pay-as-you-go pricing.

The screenshot shows a web form for provisioning details. It includes sections for account verification, delegated admin relationship establishment, contact information, and a summary table.

Does the customer have an existing Microsoft account and can they log into https://login.microsoftonline.com?*

☒ Yes, the customer has and can log into their Microsoft account

☐ No, the customer does not have a Microsoft account

Post Reseller Relationship Establishment (REQUIRED) Accept the [Reseller Relationship Link](#) to transact and purchase licenses for your customer's existing Microsoft tenant. The Reseller Relationship allows for license provisioning and tenant validation through Post.

Microsoft Customer Tenant ID*

How to find the Microsoft Tenant ID

Post Granular Delegated Admin Relationship (GDAP)*
For the most effective support experience, Post would like to establish a GDAP relationship with your customer. Without GDAP, support for Microsoft services may be restricted.

Post's GDAP includes the following permissions: Global Reader, Directory Readers, Directory Writers, Service Support Admin, and a select group for Privileged Administrator Admin.

Input your Customer Tenant ID above prior to clicking this link: [Granular Delegated Admin Privilege Link](#)

Find out more about GDAP role types (app). Due to the establishment of GDAP and limitations with the Microsoft Graph API, we will no longer be able to create users and assign licenses via API.

Please enter contact information for the person who will receive Microsoft order information:

Microsoft Contact First Name*

Microsoft Contact Last Name*

Microsoft Contact Email*

Designated email address for owner/admin role for Azure subscriptions; must be associated with the customer's domain.*

This user will be designated as the Microsoft Azure subscription owner. This field is required.

Enable Azure Cost Management & Billing (ACM)*

☐ Yes

☐ No

This field is required.

Does the customer have an existing Azure Plan subscription?*

☐ Yes, the customer has an Azure Plan subscription

☐ No, the customer does not have an Azure Plan subscription

This field is required.

Order summary

First Invoice

Client	Recurring	\$ 0.00
Total price		\$ 0.00
Partner	Recurring	\$ 0.00
Total cost		\$ 0.00
Billing fee		\$ 0.00
Margin		0%
Total due today		\$ 0.00

Taxes list

This order summary does not include sales tax unless payment is required at checkout. Change of checked products will include sales tax calculations in the order total. Sales tax will be included at checkout unless an exemption is applicable.

Step 9 – Option A

If the customer has an existing Azure Plan subscription, follow these steps.

If you select **Yes**, complete the following prompts.

Pay-As-You-Go to CSP transfer

This is completed using Resource Group Move within the Azure portal.

CSP to CSP Transfer

Transfers are facilitated by Pax8 using the information provided in this prompt. Pax8 will finalize the transfer process.

Reseller MPN ID

The reseller ID partner of record in the transfer must match the future partners' Azure plan partner of record.

Does the customer have an existing Azure Plan subscription?*

☒ Yes, the customer has an Azure Plan subscription

☐ No, the customer does not have an Azure Plan subscription

Do you want to move this Azure Plan to Pax8?*

☒ Yes

☐ No, I would like a new subscription

Important: All subscriptions underneath the Azure Plan will be moved during the transfer process

Who is the current provider of the customer's Azure Plan?*

☐ Microsoft Direct Pay-as-you-go (Partner's Responsibility)

☐ Microsoft Direct CSP (Pax8's Responsibility)

☐ Another distributor (Pax8's Responsibility)

Microsoft Direct CSP: Partner is purchasing directly through Microsoft (in the CSP program)

Another distributor: Ingram Micro, Tech Data, Synnex, etc.

This field is required.

Current Distributor or CSP Name*

Enter the name of your current distributor (e.g. Ingram Micro, Synnex) or your own partner name if you are purchasing through Microsoft direct

This field is required.

Current Distributor or CSP Tenant ID*

Enter the tenant ID of your current distributor (e.g. Ingram Micro, Synnex) or your own tenant ID if you are purchasing through Microsoft direct. You may need to contact your current distributor for this information. The tenant ID must be **36 characters** including dashes.

This field is required.

Current Distributor or CSP Contact Email Address*

Enter the email address of the person with the current distributor who will be receiving and approving the transfer request

This field is required.

Reseller Microsoft Partner Network (MPN) ID*

This is the Microsoft Partner Network (MPN) ID found in Account Settings | Identifiers under Associated Partner ID

Step 9 – Option B

If the customer does not already have an Azure plan, select **No** and complete the following prompts.

Step 8 – Option 2

Complete provisioning details.

This example will walk through what to do if the customer does NOT have a Microsoft account.

Pro tip: ACM allows access to the cost and billing section of the Azure portal. An end client with Azure portal access will see pay-as-you-go pricing.

Microsoft Customer Agreement Signatory Acknowledgement
By submitting the customer signatory information below, I represent and warrant that the customer has received and acknowledged the Microsoft Customer Agreement and that I have the authority to submit my customer's signatory information for the Microsoft Customer Agreement.
To review and share the MCA with your customers, visit: <https://www.microsoft.com/licensing/docs/customeragreement>

First Name (Customer Signatory Authority)*
This field is required.

Last Name (Customer Signatory Authority)*
This field is required.

Email Address (Customer Signatory Authority)*
This field is required.

Does the customer have an existing Microsoft account and can they log into <https://login.microsoftonline.com>?

☐ Yes, the customer has and can log into their Microsoft account

☒ No, the customer does not have a Microsoft account

Desired .onmicrosoft.com Customer Domain Prefix*
[How to find your default domain](#)
Do not include the TLD when entering your domain (e.g. mydomain.onmicrosoft.com should be entered as mydomain)
This field is required.

Please enter contact information for the person who will resolve Microsoft order information:

Microsoft Contact First Name*
This field is required.

Microsoft Contact Last Name*
This field is required.

Microsoft Contact Email*
This field is required.

Desired email address for owner/admin role for Azure subscription; must be associated with the customer's domain:*
This user will be designated as the Microsoft Azure subscription owner.
This field is required.

Enable Azure Cost Management & Billing (ACM)*

☒ Yes


☐ No
This field is required.

Microsoft Customer Agreement Signatory Acknowledgement
By submitting the customer signatory information below, I represent and warrant that the customer has received and acknowledged the Microsoft Customer Agreement and that I have the authority to submit my customer's signatory information for the Microsoft Customer Agreement.
To review and share the MCA with your customers, visit: <https://www.microsoft.com/licensing/docs/customeragreement>

First Name (Customer Signatory Authority)*
This field is required.

Last Name (Customer Signatory Authority)*
This field is required.

Email Address (Customer Signatory Authority)*
This field is required.

Order summary 

First Invoice

Client	
Recurring	\$ 0.00
Total price	\$ 0.00
Partner	
Recurring	\$ 0.00
Total cost	\$ 0.00
Billing fee	\$ 0.00
Margin	0 %
Total due today	\$ 0.00

Sales tax
This order summary does not include sales tax unless payment is required at checkout. Check all taxable products will include sales tax calculations in the order total. Sales tax will be included at checkout or on your next invoice if applicable.

Step 10

Select the **Acknowledgement** and click **Submit order**.

The screenshot displays the 'Place order' interface for a Microsoft Azure Plan. The main section is titled 'Place order' and includes a sub-header 'Review your order details and agree to the Service Terms and Conditions.' Below this, there is a summary of the order: 'Microsoft Azure Plan' with a quantity of 1 and a cost of \$ 0.00. The 'Purchase order number' field is empty, and the 'Order notes' field contains the text 'Add note'. A section titled 'Agree to Service Terms and Conditions' contains a paragraph of text and a checkbox labeled 'I acknowledge that I have read and agree to the Service Terms and Conditions'. This checkbox is checked, and the 'Submit order' button is highlighted with a red border. To the right, the 'Final invoice' section shows a breakdown of costs: Client Accounting (\$ 0.00), Total price (\$ 0.00), Partner Accounting (\$ 0.00), Total cost (\$ 0.00), Billing fee margin (\$ 0.00), and Total due today (\$ 0.00). A 'Service note' section at the bottom right contains a disclaimer about the order summary not including service charges.

For more information about Azure Plan, please refer to the [Azure Plan Guide](#).