

# Microsoft Azure Plan Ordering Guide

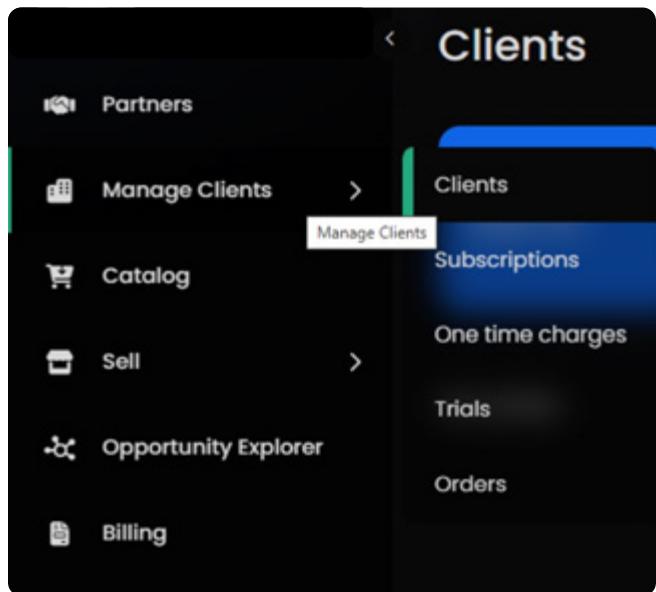
## Step 1

Log in to the Pax8 Platform.

## Step 2

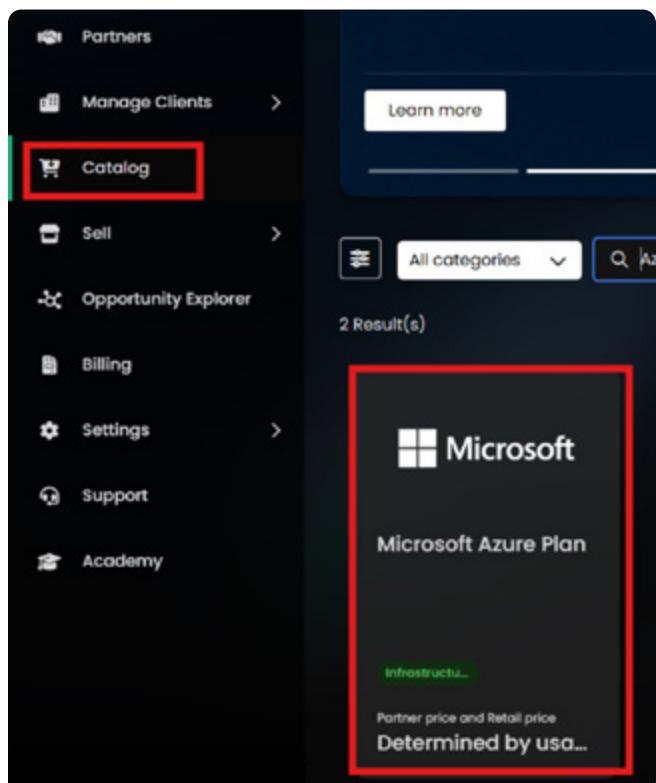
Before proceeding to the catalog, verify that the customer account has been created by selecting **Manage Clients** and then selecting **Clients**.

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



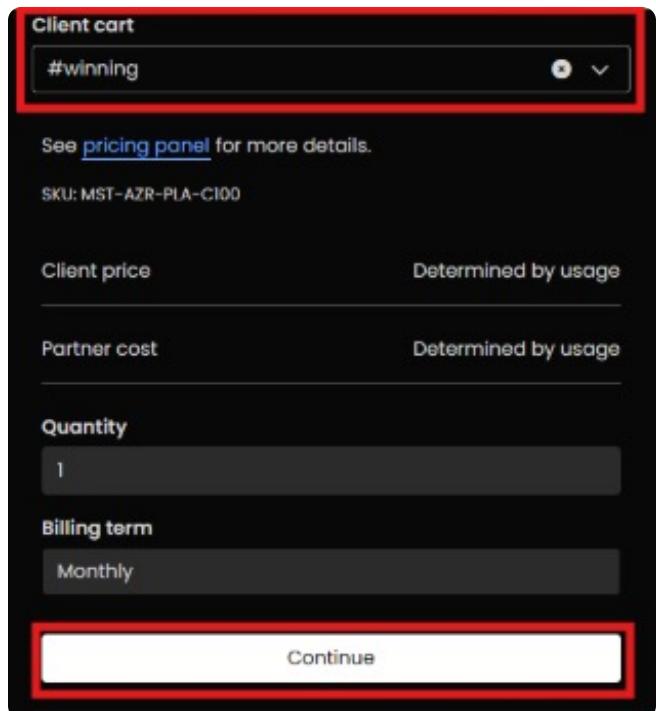
## Step 3

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.



Client cart

#winning

See [pricing panel](#) for more details.

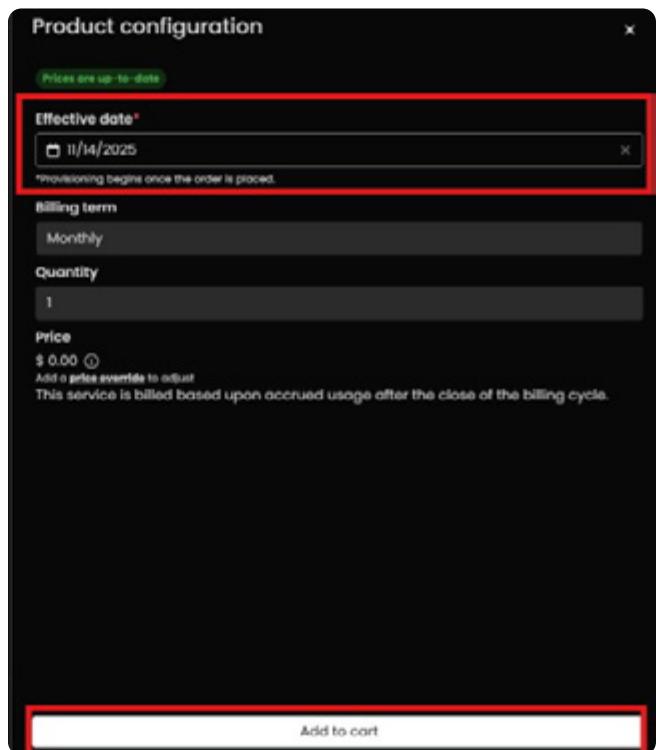
SKU: MST-AZR-PLA-C100

Client price	Determined by usage
Partner cost	Determined by usage
Quantity	1
Billing term	Monthly

**Continue**

## Step 5

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



Product configuration

Prices are up-to-date

Effective date\*

11/14/2025

Billing term

Monthly

Quantity

1

Price

\$ 0.00 ⓘ

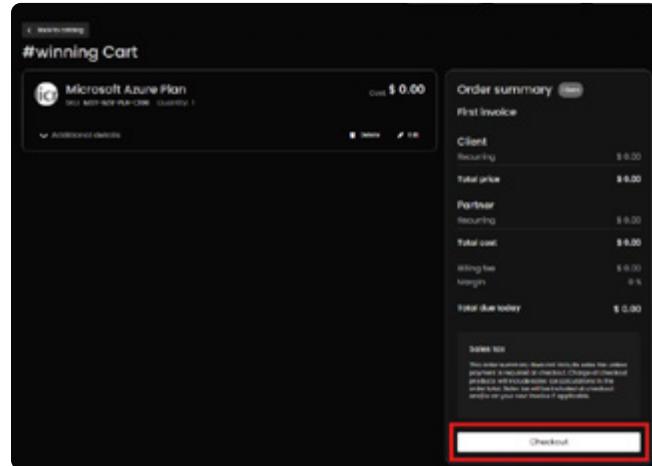
Add a price override to adjust

This service is billed based upon accrued usage after the close of the billing cycle.

**Add to cart**

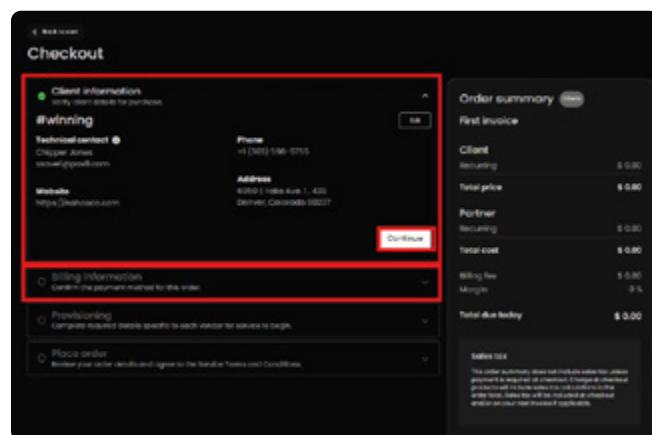
## Step 6

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](mailto: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.

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.

Pax8 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 Pax8.

Microsoft Customer Tenant ID\*

How to find the Microsoft Tenant ID  
**Pax8 Granular Delegated Admin Relationship (GDAR):**  
For the most effective support experience, Pax8 would like to establish a GDAR relationship with your customer. Without GDAR, support for Microsoft services may be restricted.  
- Pax8's GDAR includes the following permissions: Global Reader, Directory Readers, Directory Editors, Service Support Admin, and a select group for Privileged Authentication Admin.  
- Please have your Customer Tenant ID always ready to click this link: [Granular Delegated Admin Privilege Link](#)  
Find out more about GDAR role types [here](#). Due to the establishment of GDAR 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\*

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.

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	
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. Charge of checked products will include sales tax calculation in the amount shown. We will not charge sales tax on checked vendor or your next invoice if 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 [www.microsoft.com](https://www.microsoft.com) Customer Domain Prefix\*  
 [How to find your default domain](#)  
Do not include the TLD when entering your domain (e.g. mydomain@microsoft.com should be entered as mydomain)  
This field is required.

Please enter contact information for the person who will receive 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 on 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>

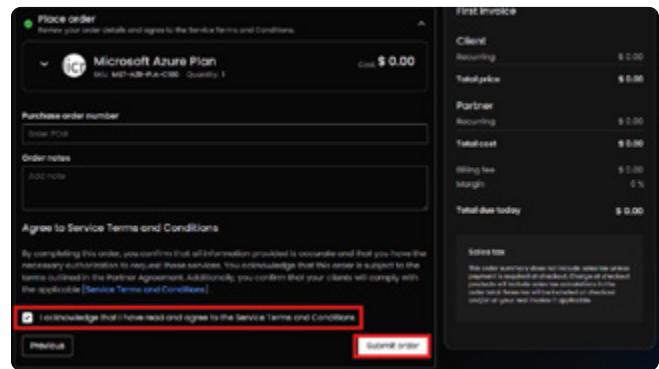
**First Name (Customer Signatory Authority)\***  
  
This field is required.

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

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

## Step 10

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



Place order  
Review your order details and agree to the Service Terms and Conditions.

Microsoft Azure Plan  
SKU: M01-ASB-PA-C100 Quantity: 1  
Gross: \$ 0.00

Purchase order number:   
Order type:   
Order notes:

Agree to Service Terms and Conditions  
By completing this order, you confirm that all information provided is accurate and that you have the necessary authorization to request these services. You acknowledge that this order is subject to the terms outlined in the Partner Agreement. Additionally, you confirm that your clients will comply with the applicable Service Terms and Conditions.

I acknowledge that I have read and agree to the Service Terms and Conditions.

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

Notes: This order summary does not include separate service products. It includes an order for the Microsoft Azure Plan product and includes order fee contributions for the Microsoft Azure Plan product and the Microsoft Azure Plan product.

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