

**Microsoft Azure Plan** 

Ordering Guide

Step 1 Log in to the Pax8 Platform.



## Step 2

Before proceeding to the catalog, verify the customer account has been created.

If there is no customer account, click the **Create Company** button and follow the prompts.

## Step 3

Click on **Catalog** from the menu on the left and then type **Microsoft Azure Plan** in the **catalog search field** and select **view details**.







## Step 4 Click Check Out.



## Step 5

Enter the name of the Company in the Quick Company Select field and then click on the **Company Name** when it populates.

Cogy				₩ @	
	Configure Product Home / Catal	log / Microsoft Azure Plan / Configure			View Product
	1. Customer Information			Order Details	
Partners 15.241	Please complete the required fields.			Microsoft Azure Plan	
Companies 201,681	Partner	Company		2001	NOT 170 DI 1 0100
Subscriptions 201.751				SNU	MS1-ACR-PLA-C100
Catalog 1,989				Term	Monthly
Quotes 2.073	2. Subscription Information			Qty	1
One Time Charges 3,716,276	Please complete the required fields.				
Trials 802	Effective Date	Term		Effective Date	05/20/2021
Users 41,854	5/20/2021	Monthly	-	Price	
Resources 16	Set date to instantly provision			Partner Cost	
aceb	Price	Quantity			
dmin	3 0.00	1			
008	Marrer -	1+ Each: \$0.00 (#SRP)			
iders	MSRP: \$0.00 (per each)				
Tovisioning					
lupport	This service is billed based upon accrued usage af	ter the close of the billing cycle.			
	Addite Cost Charleson				

## Step 6

After completing the order details and clicking **Check Out** click the **Continue** button until you reach Step 3.

		×		2 2 0	
		Home / Shopping Cart / Checkout			_
		Checkout			₩ View Car
		Step 1: Customer Information	Completel	der Summary	
			Co	mpany:	
			Pa	ating	
Companies	154		Pro	duct: icrosoft Azura Plan	~
Subscriptions	110			tamas Brias:	
Catalog	1,605		Continue	rst Invoice 🗸	\$0.00
Quotes	14		Continue	ecurring 🗸	\$0.00
One Time Charges	2.452	Step 2: Billing Information	Completed	tner Cost:	
One nime charges	2,400	and a sund another state	F	rst Invoice 🗸	\$0.00
Trials	з	Step 3: Technical Contact	Ribility -	rst Invoice Margin	0.00%
NECTO N		ere er te en ander er te en ander	Final State Stat	rst Invoice Billing Fees	\$0.00
		Sten 4: Provisioning Details	R	ecurring♥	\$0.00
Admin		and at to meaning permit	R	ecurring Margin	0.00%
Tools		Stan 5- Complete Order	R	ecurring Billing Fees	\$0.00
Support			The pay pro Sal	This order summary does not include sales tax unless payment is required at checkaut. Charge at checkaut products will include sales are accusation in the noner total. Sales tax will be included at checkaut and/or on your next invoice if applicable.	



## Step 7

Select the contact that will receive the order confirmation email.

\*If the desired contact is not listed, please add them by clicking New Contact.

## Step 3: Technical Contact Please select the technical contact responsible for setting up service. This contact will receive the welcome email with steps to get started. 0 Admin ✓ Billing ✓ Technical Continue Previous

Step 4: Provisioning Details

Step 5: Complete Order

Complete!

.... 

Waiting..



## Step 8 – Option 1

Complete provisioning details.

This example will walk through if the customer can log in to their Microsoft account.

If you select **No**, <u>click here</u>.

**Pro-tip**: Once you have accepted the delegated admin relationship it will autopopulate the Tenant ID. If it is not pre-populated, please follow the instructions in the platform.

**Pro-tip:** An example of an email to use for the desired email address field is <u>partneradmin@customerdomai</u> n.com.

**IMPORTANT:** Use these owner credentials to assign additional viewers/ owners/ contributors of 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\*

#### Have you accepted the delegated admin relationship? \*\*\*ATTENTION!!\*\*\*

Effective immediately, all orders require Pax8 to be the delegated admin of your customers. If you have not accepted Pax8 as delegated admin for this customer, use the instructions below to assign Pax8 on the customer account.

US Partners: Use this link to assign Pax8 on the customer account.

Canadian Partners: Use this link to assign Pax8 on the customer account.

UK Partners: Use this link to assign Wirehive Ltd (a subsidiary of Pax8) on the customer account.

Microsoft Customer Tenant ID\*

#### How to find the Microsoft Tenant ID

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 b	e associated with the customer's domain.*
	This user will be designated as the Microsoft Azure subscription owner.
Enable Azure Cost Management & Billing (ACM)*	
○ Yes*	<b>۵</b>
○ No*	



## Step 9 – Option A

Upon selecting **Yes** complete the following prompts.

## Pay As You Go to CSP transfer

\*Completed via Resource Group Move within Azure Portal

Deserved and the second second second		
Does the customer h	ave an existing Azure Plan subscription?*	
Yes, the customer	r has an Azure Plan subscription*	
O No, the customer	does not have an Azure Plan subscription*	
Do you want to move	a this Azure Plan to Pax8?*	
Yes, move this Az	ure Plan subscription to Pax8*	
O 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 p	rovider of the customer's Azure Plan?*	
Microsoft Direct P	'ay-as-you-go*	
O Microsoft Direct C	SP*	
O Another distributo	r*	
Microsoft Direct Pay-as-you Microsoft Direct CSP: Partn Another distributor: Ingram	⊢go: Partner is purchasing directly though Microsoft (not in the CSP program) ter is purchasing directly through Microsoft (in the CSP program) Micro, Tech Data, Synnex, etc.	
The Microsoft Custom The new Microsoft Cu First Name*	er Agreement is the new version of the Microsoft Cloud Agreement that was previously us istomer Agreement can be completed through the fields below.	ed in CSP.
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### CSP to CSP Transfer

\*Facilitated by Pax8 with information provided by this prompt. Pax8 will finalize the transfer process.

	Enter the end customer's name exactly as it appears in Partner Center
This field is required.	
Current Distributor or CSP Name*	
	Enter the name of your current distributor (e.g. Ingram Micro. Synnex) or you 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 ar purchasing through Microsoft direct. You may need to contact your current distributor for this information. The tenang ID must he 36 characters including dashes
This field is required.	The sense of the second s
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.	
Current Distributor Notification*	



# Step 9 – Option B Upon selecting "No" complete

the following prompts.

Does the customer have an existing Azure Plan subscription?\*

- $^{\bigcirc}\,$  Yes, the customer has an Azure Plan subscription\*
- No, the customer does not have an Azure Plan subscription\*

The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was previously used in CSP. The new Microsoft Customer Agreement can be completed through the fields below.

First Name\*

Last Name*	
Email Address*	
Date of Acceptance*	
	(YYYY-MM- DD)
Validated!	 Save Details



## Step 8 – Option 2

Complete provisioning details.

This example will walk through 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

	A
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)	
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.*
mounart@testucer.com	This user will be designated as the Microsoft Azu
	subscription owner.
Fachle Arrise Ocet Management & Dilling (AOM)*	
Enable Azure Cost Management & Billing (ACM)*	
Enable Azure Cost Management & Billing (ACM)*	
Enable Azure Cost Management & Billing (ACM)* O Yes* O No*	
Enable Azure Cost Management & Billing (ACM)* O Yes* O No*	A
Enable Azure Cost Management & Billing (ACM)*  Ves* No*  The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was pre	viously used in CSP.
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Enable Azure Cost Management & Billing (ACM)*  Yes* No*  The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was pre The new Microsoft Customer Agreement can be completed through the fields below. First Name* Last Name*	viously used in CSP.
Enable Azure Cost Management & Billing (ACM)*  Ves* No*  The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was pre The new Microsoft Customer Agreement can be completed through the fields below.  First Name*  Last Name*  Email Address*	viously used in CSP.
Enable Azure Cost Management & Billing (ACM)*  Yes* No*  The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was pre The new Microsoft Customer Agreement can be completed through the fields below. First Name*  Last Name* Email Address*	viously used in CSP.
Enable Azure Cost Management & Billing (ACM)*  Yes* No*  The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was pre The new Microsoft Customer Agreement can be completed through the fields below. First Name*  Last Name*  Email Address*	viously used in CSP.
Enable Azure Cost Management & Billing (ACM)*  Yes* No*  The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was pre The new Microsoft Customer Agreement can be completed through the fields below. First Name*  Last Name*  Email Address*  Date of Acceptance*	viously used in CSP.



Step 5: Complete Order				
Microsoft Azure Plan Show details	Qty: 1	\$0.00 🛛		
Purchase Order Number:				
Enter PO #				
Agree To Service Terms and Conditions				
As a Partner, you acknowledge that all the information within this order is accurate and provide Partner Agreement. You are requesting provisioning of the services specific in this order and ac Terms and Conditions.	ed to obtain service subject to the cknowledge your customers will ab	terms of the Pax8 bide by the <mark>Service</mark>		
□ I acknowledge that I have read and abide by the Order Declaration.				
Previous	Com	plete Order		
	Step 5: Complete Order         Microsoft       Microsoft Azure Plan Show details         Purchase Order Number:         Enter PO #         Agree To Service Terms and Conditions         As a Partner, you acknowledge that all the information within this order is accurate and provide Partner Agreement. You are requesting provisioning of the services specific in this order and an Terms and Conditions.         I acknowledge that I have read and abide by the Order Declaration.         Previous	Step 5: Complete Order     Microsoft Azure Plan   Show details   Oty: 1   Purchase Order Number:     Enter PO #     Agree To Service Terms and Conditions   As a Partner, you acknowledge that all the information within this order is accurate and provided to obtain service subject to the Partner Agreement. You are requesting provisioning of the services specific in this order and acknowledge your customers will all Terms and Conditions.     I acknowledge that I have read and abide by the Order Declaration.   Previous		

For more information regarding Azure Plan please reference the <u>Azure Plan Guide</u>.