

# Guide de commande du plan Microsoft Azure

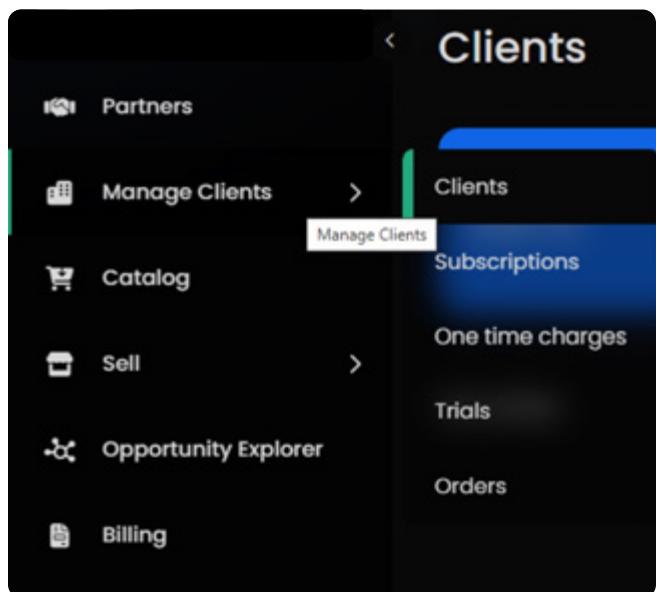
## Étape 1

Connectez-vous à la plateforme Pax8.

## Étape 2

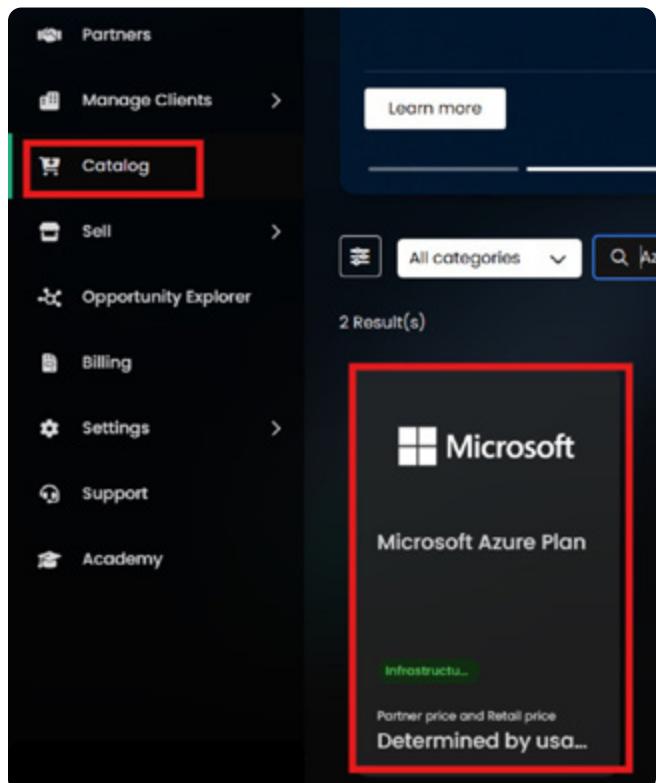
Avant de passer au catalogue, vérifiez que le compte client a été créé en sélectionnant **Manage Clients**, puis sélectionnez **Clients**.

Si le compte client n'existe pas encore, cliquez sur le bouton Add Client et suivez les instructions.



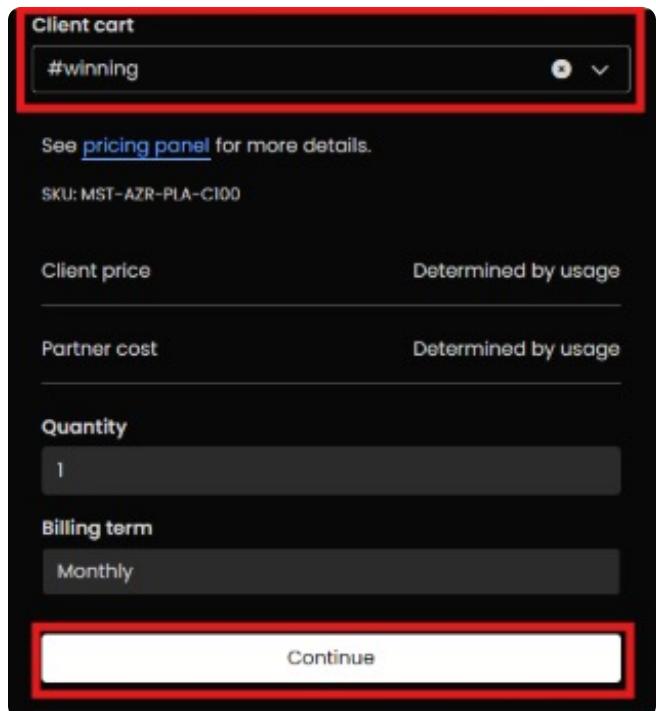
## Étape 3

Cliquez sur **Catalog** dans le menu de gauche, puis saisissez Microsoft Azure Plan dans le champ de recherche du catalogue. Cliquez sur la vignette du produit Microsoft Azure Plan.



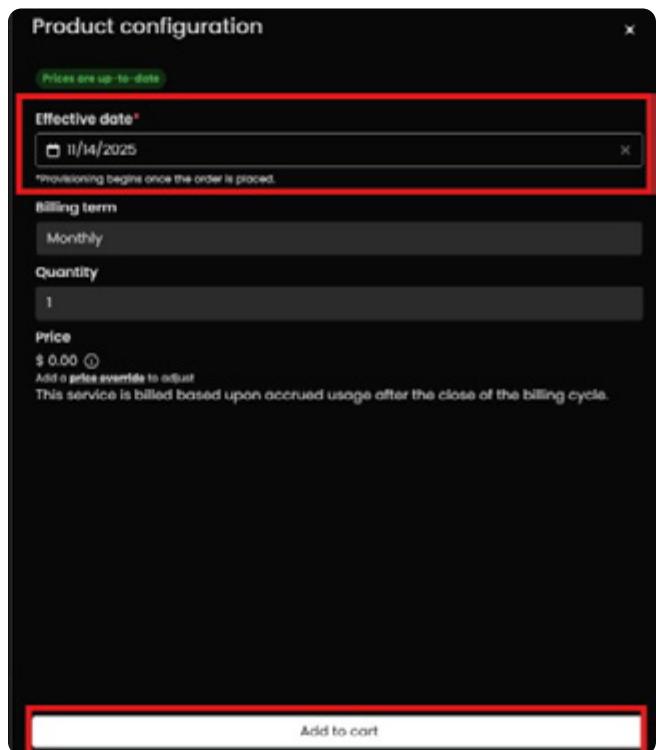
## Étape 4

Sélectionnez le client dans la liste de droite et cliquez sur **Continuer** pour procéder à la commande d'Azure Plan.



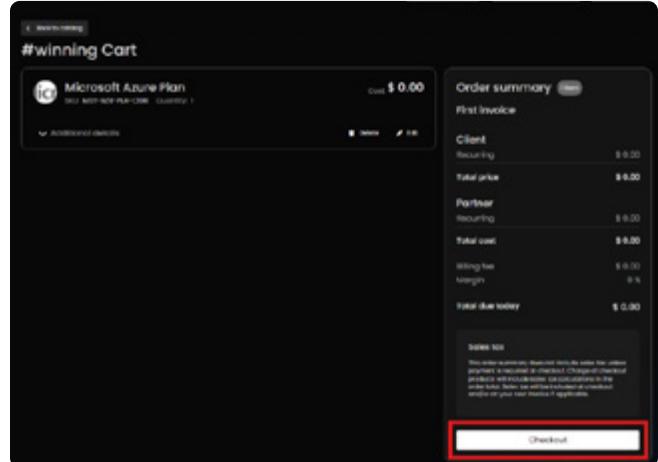
## Étape 5

Sur la page suivante, sélectionnez une date d'entrée en vigueur, puis cliquez sur **Add to cart** pour continuer.



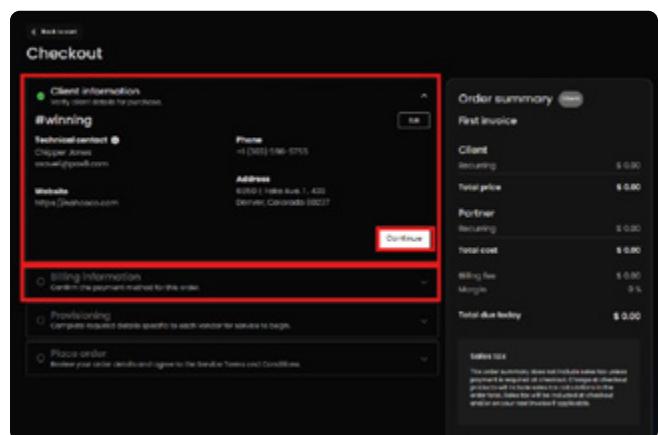
## Étape 6

Confirmez les détails de votre commande sur la page **Cart**, puis cliquez sur **Checkout**.



## Étape 7

Confirmez les renseignements du client et les renseignements de facturation. Sélectionnez **Continue** dans les deux sections pour passer à **Provisioning**.



## Étape 8 – Option 1

Remplissez les détails de provisionnement.

Cet exemple vous guidera sur la marche à suivre si le client est en mesure de se connecter à son compte Microsoft.

Si vous sélectionnez **No**, cliquez [ici](#).

Conseil : Une fois que vous aurez accepté la relation d'administration déléguée, l'identifiant de locataire sera rempli automatiquement. S'il n'est pas prérempli, veuillez suivre les instructions dans la plateforme.

Conseil de pro : Un exemple de courriel à utiliser pour le champ d'adresse courriel souhaitée est [partneradmin@customerdomain.com](mailto:partneradmin@customerdomain.com).

**IMPORTANT** : Utilisez ces identifiants de propriétaire pour attribuer des lecteurs, propriétaires ou contributeurs supplémentaires à l'abonnement.

Conseil : ACM permet d'accéder à la section des coûts et de la facturation du portail Azure. Un client final ayant accès au portail Azure verra la tarification à l'utilisation.

The screenshot shows the 'Order summary' and 'Provisioning' sections of the PAX8 platform. In the 'Order summary' section, there is a table with one row for 'Client' (Recurring \$0.00) and one row for 'Partner' (Recurring \$0.00). The 'Total price' is \$0.00. In the 'Provisioning' section, there are several fields:

- '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': A text input field containing a placeholder 'Enter Microsoft 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 give your Customer Tenant ID access prior to clicking 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': A text input field.
  - 'Microsoft Contact Last Name': A text input field.
  - 'Microsoft Contact Email'\*: A text input field.
- 'Desired email address for owner/admin role for Azure subscription; must be associated with the customer's domain\*': A text input field.
- 'This user will be designated as the Microsoft Azure subscription owner. This field is required.'
- 'Enroll 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.'

## Étape 9 – Option A

Si le client possède déjà un abonnement Azure Plan, suivez ces étapes.

Après avoir sélectionné **Yes**, remplissez les champs suivants.

### Transfert de Pay As You Go vers CSP

Cette opération s'effectue à l'aide de la fonction Resource Group Move dans le portail Azure.

### Transfert CSP à CSP

Les transferts sont facilités par Pax8 avec les informations fournies par cette invite. Pax8 finalisera le processus de transfert.

### ID MPN du revendeur

Le partenaire inscrit comme revendeur dans le transfert doit correspondre au partenaire inscrit pour le plan Azure du futur partenaire.

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



## Étape 9 – Option B

Si le client ne pas disposent d'un plan Azure existant, sélectionnez **No** et remplissez les invites suivantes.

**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.

## Étape 8 – Option 2

Remplissez les détails de provisionnement.

Cet exemple explique la marche à suivre si le client n'a PAS de compte Microsoft.

Conseil : ACM permet d'accéder à la section des coûts et de la facturation du portail Azure. Un client final ayant accès au portail Azure verra la tarification à l'utilisation.

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.

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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
<b>Sales tax</b>	
This order summary does not include sales tax unless province is required or selected. Charge of checklist products will be included at the same rate as the order total. Sales tax will be included on checklist total or set your local invoice if applicable.	

## Étape 10

Sélectionnez **Acknowledgement** et cliquez sur **Submit order**.

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

Microsoft Azure Plan  
SKU: MGT-AZB-PA-C100 Quantity: 1  
Gross: \$ 0.00

Purchase order number:  
Order note:  
Order notes:  
Add note:

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.

Previous | Submit order

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 shipping or tax. Payment is made in advance. Charge of the first products will include order fee (including shipping) if the order is placed before the due date of the first scheduled delivery or your next invoice is generated.

Pour plus d'informations concernant Azure Plan, veuillez consulter [Guide Azure Plan](#).