



Microsoft Azure Plan Ordering Guide

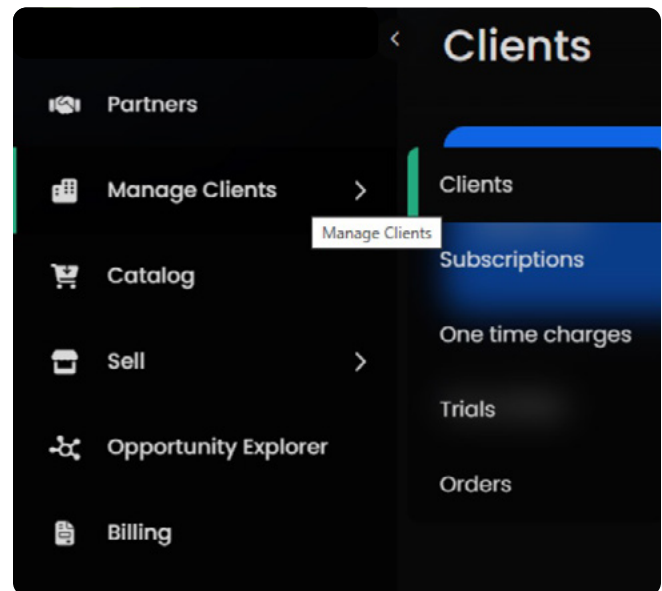
Step 1

Log in to the Pax8 Platform.

Step 2

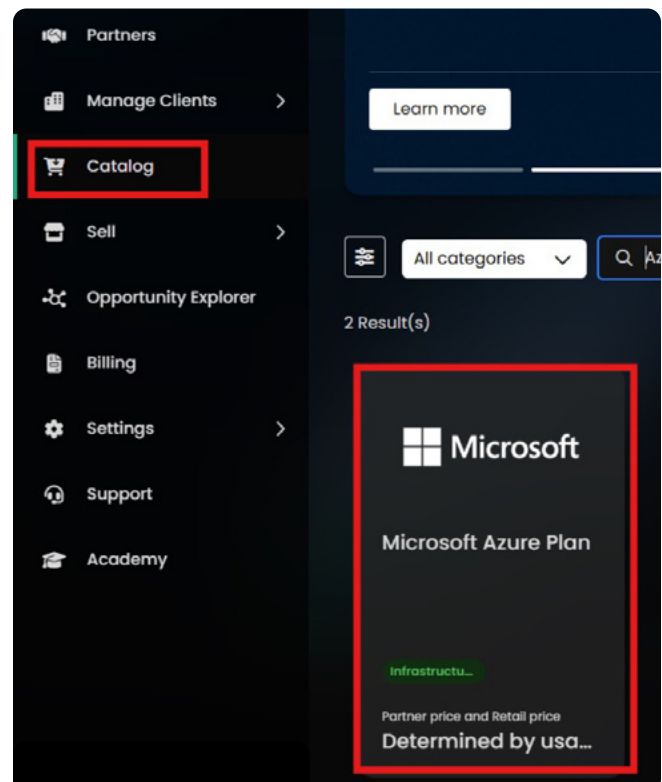
Before proceeding to the catalog, verify that the customer account has been created by selecting Manage Clients and then select Clients.

If the customer account does not yet exist, click the Add Client 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. 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 following page, select an Effective Date then click Add to cart to proceed.

Product configuration

Prices are up-to-date

Effective date*

11/14/2025

*Provisioning begins once the order is placed.

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.

The screenshot shows the '#winning Cart' page. On the left, there's a section for 'Microsoft Azure Plan' with a quantity of 1 and a cost of \$0.00. Below this is an 'Additional details' link. On the right, there's an 'Order summary' section with a 'First invoice' tab. The summary includes fields for Client (Recurring), Total price (\$0.00), Partner (Recurring), Total cost (\$0.00), Billing fee (\$0.00), Margin (0%), and Total due today (\$0.00). At the bottom right, there's a 'Checkout' button highlighted with a red rectangle.

Step 7

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

The screenshot shows the 'Checkout' page. On the left, there's a 'Client Information' section with a 'Continue' button highlighted by a red rectangle. Below it is a 'Billing Information' section, also highlighted by a red rectangle. On the right, there's an 'Order summary' section with a 'First invoice' tab. The summary includes fields for Client (Recurring), Total price (\$0.00), Partner (Recurring), Total cost (\$0.00), Billing fee (\$0.00), Margin (0%), and Total due today (\$0.00). At the bottom right, there's a 'Sales tax' section with a disclaimer.

Step 8 – Option 1

Complete provisioning details.

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

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

Pro tip: Once you have accepted the delegated admin relationship, it will auto-populate 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 partneradmin@customerdomain.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.

The screenshot shows a web form for provisioning details. It includes sections for account verification, Pax8 Reseller Relationship Establishment, contact information, and an order summary.

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 (GDAP)*
For the most effective support experience, Pax8 would like to establish a GDAP relationship with your customer. Without GDAP, support for Microsoft services may be restricted.

- Pax8's GDAP includes the following permissions: Global Reader, Directory Readers, Directory Writers, Service Support Admin, and a select group for Privileged Authentication Admin.
- Input your Customer Tenant ID above prior to clicking this link: [Granular Delegated Admin Privilege Link](#)

Find out more about GDAP role types here. 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*

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 Expand

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. Change of checked products will include sales tax calculations in the order total. Sales tax will be included at checkout and/or on your next invoice if applicable.

Step 9 – Option A

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

Upon selecting Yes, complete the following prompts.

Pay As You Go to CSP transfer

This is completed via Resource Group Move within Azure Portal.

CSP to CSP Transfer

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

Reseller MPN ID

The reseller ID partner of record in the transfer needs to 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** have an existing Azure plan, upon selecting No complete the following prompts.

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 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.

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 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 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 [View](#)

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. Charge of checkout products will include sales tax calculations in the order total. Sales tax will be included at checkout and/or on your next invoice if applicable.

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: MST-A20-PLA-C100 Quantity: 1 Cost: \$ 0.00

Purchase order number
Enter PO#

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

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. Change of checkout products will include sales tax calculations in the order total. Sales tax will be included at checkout and/or on your next invoice if applicable.

Submit order

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