pax8 | Microsoft

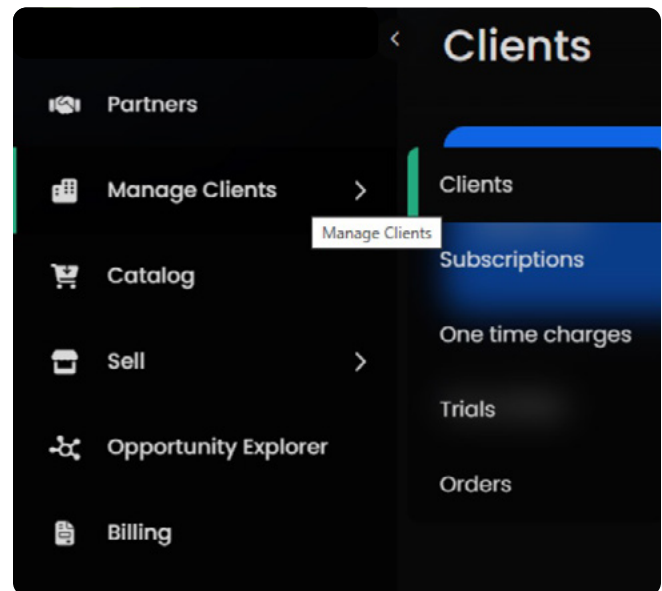# Microsoft Azure Plan Ordering Guide

## 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.
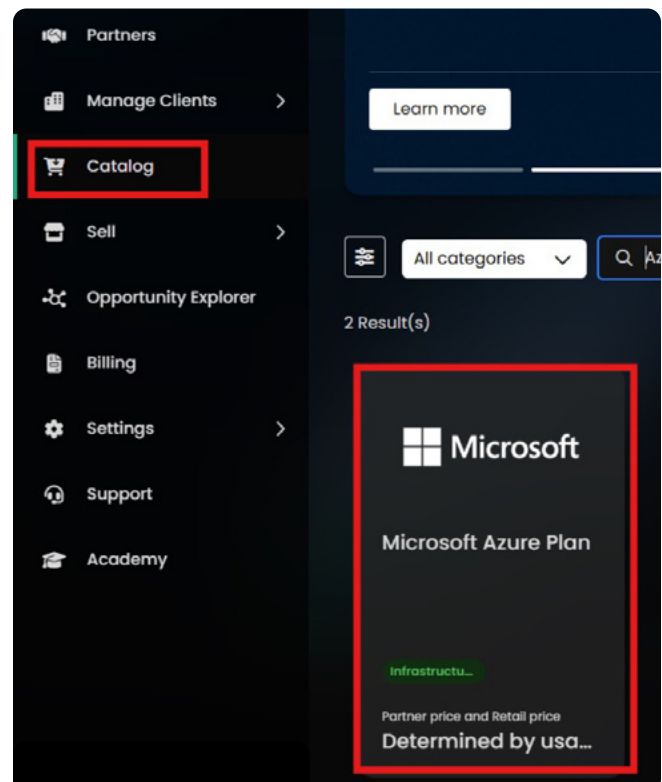
Step 4

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.

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 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.

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.

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.

Step 10

Select the Acknowledgement and click Submit Order.

For more information regarding Azure Plan, please refer to the Azure Plan Guide.