

How to Buy New CSP Licenses

DICKER
DATA

How to Buy New CSP Licenses

Log onto the Dicker Data website.

Search for the required product by name. **Eg: Microsoft CSP Office E3.**
Select the required stock code to view more information and add to the cart.

BRAND	CODE	DESCRIPTION	SOH	PRICE EX GST	ADD TO CART
MICROSOFT	CSP1001-4C38-82CB-5813375C8201	MICROSOFT CSP OFFICE 365 EDUCATION FOR FACULTY MTH SUB	E	\$0.00	ADD
MICROSOFT	CSP100D-41E1-A681-0A991DD864AE	MICROSOFT CSP AZURE RIGHTS MANAGEMENT FOR FACULTY MTH SUB	E	\$0.00	ADD
CISCO	L-TCACSPHM3ULTK9	CISCO (L-TCACSPHM3ULTK9) TIDAL SERVER PROVISIONER HYPERVISOR PER BLADE OR SVR FORCIAC	0	\$0.00	ADD
CISCO	L-TCACSPHS3ULTK9	CISCO (L-TCACSPHS3ULTK9) TIDAL SERVER PROVISIONER HYPERVISOR PER BLADE OR SVR FORCIAC	0	\$0.00	ADD
CISCO	L-TCACSPHX3ULTK9	CISCO (L-TCACSPHX3ULTK9) TIDAL SERVER PROVISIONER HYPERVISOR PER BLADE OR SVR FORCIAC	0	\$0.00	ADD
CISCO	L-TCACSPFM3ULTK9	CISCO (L-TCACSPFM3ULTK9) TIDAL SERVER PROVISIONER PER PHYSICAL SERVER LICENSE	0	\$0.00	ADD
CISCO	L-TCACSPFS3ULTK9	CISCO (L-TCACSPFS3ULTK9) TIDAL SERVER PROVISIONER PER PHYSICAL SERVER LICENSE	0	\$0.00	ADD
CISCO	L-TCACSPFX3ULTK9	CISCO (L-TCACSPFX3ULTK9) TIDAL SERVER PROVISIONER PER PHYSICAL SERVER LICENSE	0	\$0.00	ADD
CISCO	L-TCACSPSM3ULTK9	CISCO (L-TCACSPSM3ULTK9) TIDAL SERVER PROVISIONER PER SINGLE OS FOR CIAC	0	\$0.00	ADD
CISCO	L-TCACSPSS3ULTK9	CISCO (L-TCACSPSS3ULTK9) TIDAL SERVER PROVISIONER PER SINGLE OS FOR CIAC	0	\$0.00	ADD
CISCO	L-TCACSPSX3ULTK9	CISCO (L-TCACSPSX3ULTK9) TIDAL SERVER PROVISIONER PER SINGLE OS FOR CIAC	0	\$0.00	ADD
CISCO	L-TCACSPVM3ULTK9	CISCO (L-TCACSPVM3ULTK9) TIDAL SERVER PROVISIONER PER VIRTUALIZED SERVER LICENSE	0	\$0.00	ADD
CISCO	L-TCACSPV3ULTK9	CISCO (L-TCACSPV3ULTK9) TIDAL SERVER PROVISIONER PER VIRTUALIZED SERVER LICENSE	0	\$0.00	ADD
CISCO	L-TCACSPVX3ULTK9	CISCO (L-TCACSPVX3ULTK9) TIDAL SERVER PROVISIONER PER VIRTUALIZED SERVER LICENSE	0	\$0.00	ADD
MICROSOFT	CSP1039-479E-8003-285F5B0195C7	MICROSOFT CSP OFFICE 365 EDUCATION FOR STUDENTS MTH SUB	E	\$0.00	ADD
MICROSOFT	CSP1018-4AB5-B9C7-D080D4AA7524	MICROSOFT CSP AZURE RIGHTS MANAGEMENT FOR STUDENTS MTH SUB	E	\$0.00	ADD

Update the required quantity and click **“add to cart”**.

The screenshot shows the DICKER DATA website interface. At the top, there's a navigation bar with links: BUY, MANAGE, CONFIGURATORS, ABOUT, and a search bar. Below the navigation bar, the product ID CSP1037-4D66-8D4A-FAEA24541538 is displayed. A breadcrumb trail reads: < BACK | MICROSOFT > SOFTWARE > CSP CORPORATE > CSP1037-4D66-8D4A-FAEA24541538. The main content area is divided into three columns. The left column shows a placeholder image for the product. The middle column contains the product description: MICROSOFT CSP AZURE ACTIVE DIRECTORY BASIC MTH SUB, the SKU CSP1037-4D66-8D4A-FAEA24541538, and the status ACTIVE. The right column shows the brand MICROSOFT and pricing details: SOH, RESELLER BUY(EX GST), RRP (EX GST), and QUANTITY. A green button labeled 'ADD TO CART' is visible, along with a 'VIEW CART' button and an 'ADD TO WATCH LIST' button. A green notification bar at the bottom of the product details section states 'Your item has been added'.

Once you have added all the required products to your shopping cart select the **“My Carts”** menu option from the top toolbar.

The screenshot shows the DICKER DATA website interface. The top navigation bar includes links: MY ACCOUNT, MY PROFILE, MY ORDERS, MY CARTS, LOGIN, and FEEDBACK. The 'MY CARTS' link is highlighted, and a dropdown menu is visible. The dropdown menu shows 'WATCH LIST' and 'CART Sample Shopping Cart'. The 'CART Sample Shopping Cart' section displays '6 ITEMS' and a total of '\$1,691.50'. A red button labeled 'VIEW ALL CARTS' is visible. The DICKER DATA logo is also present in the top right corner.

Confirm the quantities and details before selecting the **“Checkout”** option, this will take you through the buying process.

The screenshot shows the DICKER DATA website interface. The top navigation bar includes links: MY ACCOUNT, MY PROFILE, MY ORDERS, MY CARTS, LOGIN, and FEEDBACK. The 'MY CARTS' link is highlighted, and a dropdown menu is visible. The dropdown menu shows 'WATCH LIST' and 'CART Sample Shopping Cart'. The 'CART Sample Shopping Cart' section displays '6 ITEMS' and a total of '\$1,691.50'. A red button labeled 'VIEW ALL CARTS' is visible. The DICKER DATA logo is also present in the top right corner.

When buying Microsoft CSP subscriptions you'll need to provide the **End User Tenant details**, so that we are able to install the licenses to the correct tenant.

There are three ways to find the end user tenant.

1. For existing tenants that you have transacted with via theDicker Data Ltd website you can select them from the **"Select End User"** tab.

The screenshot shows the 'SELECT END USER' tab. At the top, there is a 'CSP ORDER REFERENCE' field and an 'MPN ID' dropdown menu. Below these are three tabs: 'SELECT END USER' (active), 'CREATE NEW END USER', and 'ASSOCIATE'. A search bar labeled 'Search tenant by any information' is present. Below the search bar is a table with columns: COMPANY NAME, ADDRESS, EMAIL, and PREFIX. The table contains two entries: 'ddtestau' and 'CSP Test Tenant'. Each entry has a 'SELECT' button to its right. At the bottom right, there are 'PREVIOUS' and 'NEXT' buttons.

COMPANY NAME	ADDRESS	EMAIL	PREFIX
ddtestau	230 Captain cook dr KURNELLNSW 2231 Phone: 22222222	ddtestau@dd.com	ddtestau
CSP Test Tenant	230 Dicker Data Limited KumeiNSW 2231 Phone: 0000000000	microsoft.sales@dickerddata.com.au	themissinglink7...

2. To create a new tenant: select the **"Create New End User"** tab

The screenshot shows the 'CREATE NEW END USER' tab. At the top, there is a 'CSP ORDER REFERENCE' field and an 'MPN ID' dropdown menu. Below these are three tabs: 'SELECT END USER', 'CREATE NEW END USER' (active), and 'ASSOCIATE'. The form contains several fields: DOMAIN PREFIX*, USER NAME*, PASSWORD*, CONFIRM PASSWORD*, FIRST NAME*, LAST NAME*, COMPANY NAME*, EMAIL*, ADDRESS LINE 1*, ADDRESS LINE 2*, ADDRESS LINE 3*, SUBURB*, STATE (dropdown), POST CODE*, and PHONE*. There are two error messages: 'This prefix is already taken, please choose another prefix' and 'Password will require changing on first login'. At the bottom right, there are 'PREVIOUS' and 'NEXT' buttons.

Domain Prefix: microsoft (Error: This prefix is already taken, please choose another prefix)

User Name: admin

Password: admin (Note: Password will require changing on first login)

Confirm Password: admin

- for an existing Tenant that you have not transacted with before via Dicker Data Ltd select the **“Associate”** tab.

The screenshot shows a web interface for associating an existing end user with Dicker Data. At the top, there is a 'CSP ORDER REFERENCE' field and an 'MPN ID' dropdown menu. Below these are three tabs: 'SELECT END USER', 'CREATE NEW END USER', and 'ASSOCIATE' (which is highlighted in red). The main section is titled 'ASSOCIATE EXISTING END USER WITH DICKER DATA'. It contains four input fields: 'DOMAIN*' (with 'dickendata.com.au' entered), 'COMPANY ID' (with '6E417A83-58DE-417D-9AAA-DA5837716C4C' entered), 'COMPANY NAME*', and 'EMAIL*'. A green tooltip points to the 'COMPANY ID' field, stating 'Company ID from Microsoft found by the given Domain'. Below the fields is a checkbox labeled 'CANCEL MY CREDIT CARD ASSOCIATED WITH MICROSOFT'. At the bottom, there is a red 'ASSOCIATE' button and two smaller red buttons labeled 'PREVIOUS' and 'NEXT'. A 'BACK TO CART' link is in the top right corner.

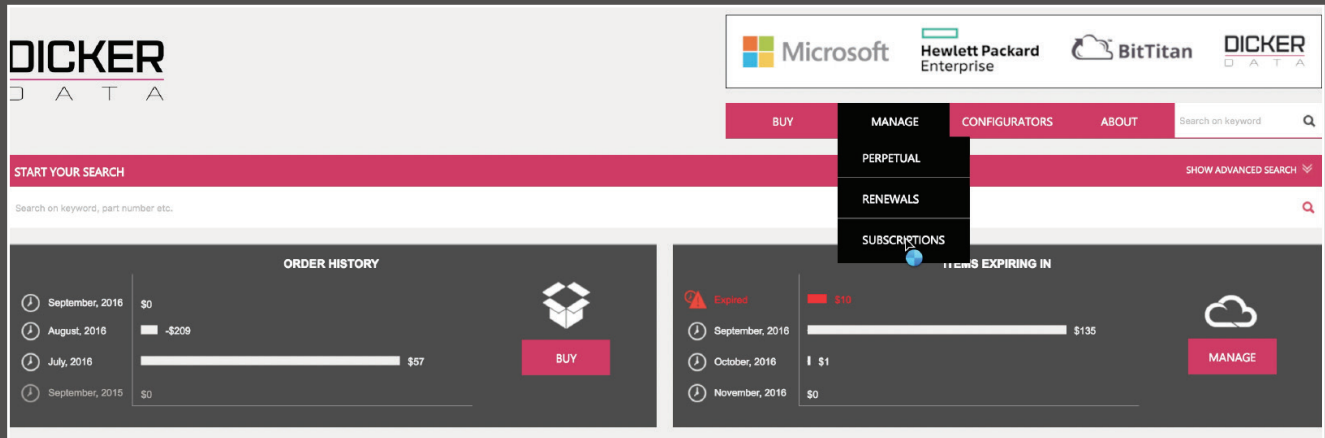
Enter any valid tenant domain in the field below and the Company ID will populate. Add the email address of an authorized tenant administrator.

This screenshot shows the same form as the previous one, but with more data entered. The 'DOMAIN*' field is 'dickendata.com.au', the 'COMPANY ID' is '6E417A83-58DE-417D-9AAA-DA5837716C4C', the 'COMPANY NAME*' is 'Dicker Data Ltd', and the 'EMAIL*' is 'admin@dickendata.com.au'. The 'ASSOCIATE' button is still red, and the 'PREVIOUS' and 'NEXT' buttons are also visible. The 'BACK TO CART' link is in the top right corner.

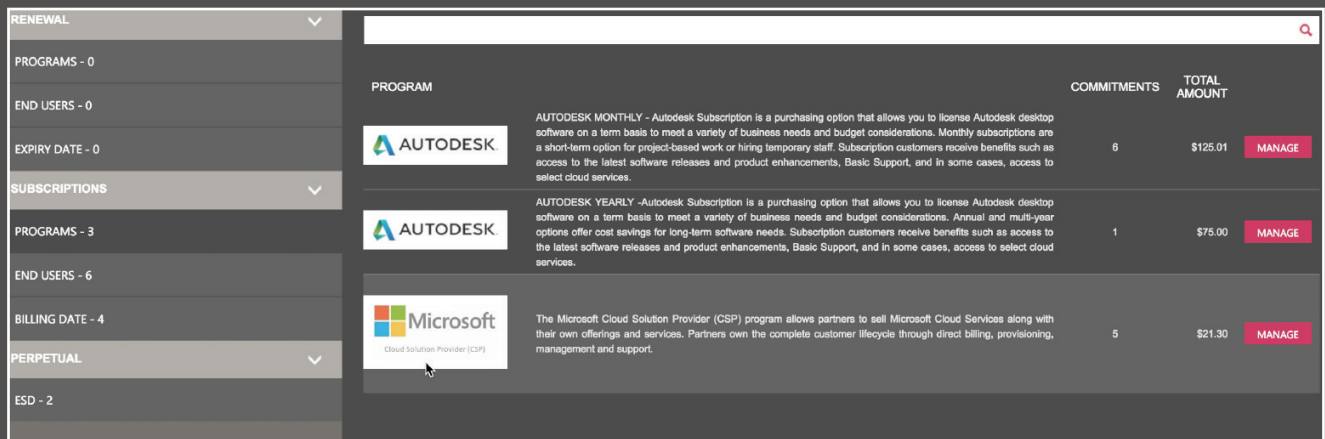
Select **“Next”** and complete the checkout process.

How to Manage Existing CSP Licenses

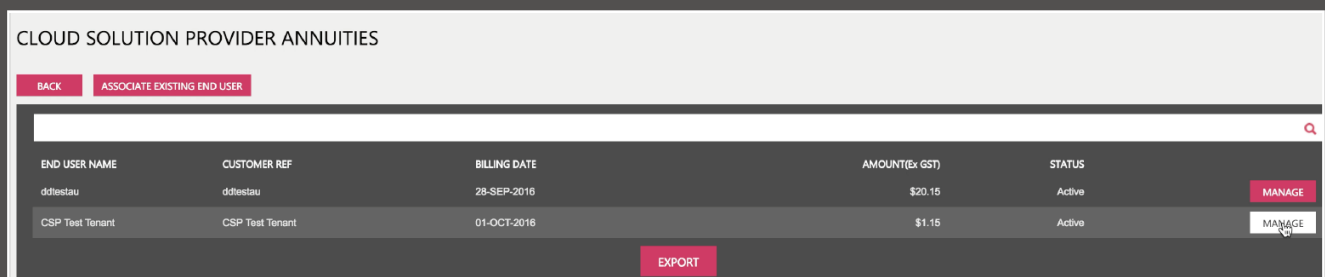
To **manage or amend** your existing End User subscriptions, click the **“manage”** tab and select **“subscriptions”**.




Click the **“manage”** button to the right of the Microsoft CSP logo.



Select the tenant you wish to manage.



Make required changes. This could include increasing or decreasing the number of seats or adding new CSP subscription to the tenant.



The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services. Partners own the complete customer lifecycle through direct billing, provisioning, management and support.

[MORE](#)

TENANT DETAILS

NAME	CSP Test Tenant	STATUS	Active
TENANT ID	AEB98D0-0E17-4FDA-9068-B3BF68338DE6	FIRST NAME	Joe
TENANT DESCRIPTION	CSP Test Tenant	LAST NAME	Blogs
NEXT BILLING DATE	01-OCT-2016	PHONE	0000000000
ADDRESS	230 Dicker Data Limited Kurnell, NSW 2231, AU	EMAIL	microsoft.sales@dickdata.com.au


[EDIT TENANT DETAILS](#)

MPN ID	REFERENCE	DESCRIPTION	ORIGINAL QTY	QTY	PRICE EX GST	LINE TOTAL	EXPIRY DATE	STATUS
2745841	CSP-TEST	MICROSOFT CSP AZURE ACTIVE DIR ECTORY BASIC MTH SUB	1	<input type="text" value="1"/>	\$1.15	\$1.15	01-OCT-2017	Active

PENDING TOTAL EX GST: \$0.00**ACTIVE TOTAL EX GST: \$1.15**

[ADD NEW SUBSCRIPTION](#)[CONFIRM ALL](#)

The status of the order will show as **“Pending Confirm”** until Microsoft accepts the changes on their end.



The Microsoft Cloud Solution Provider (CSP) program allows partners to sell Microsoft Cloud Services along with their own offerings and services. Partners own the complete customer lifecycle through direct billing, provisioning, management and support.

[MORE](#)

TENANT DETAILS

NAME	CSP Test Tenant	STATUS	Active
TENANT ID	AEB98D0-0E17-4FDA-9068-B3BF68338DE6	FIRST NAME	Joe
TENANT DESCRIPTION	CSP Test Tenant	LAST NAME	Blogs
NEXT BILLING DATE	01-OCT-2016	PHONE	0000000000
ADDRESS	230 Dicker Data Limited Kurnell, NSW 2231, AU	EMAIL	microsoft.sales@dickdata.com.au

[EDIT TENANT DETAILS](#)

Please click Confirm All to save changes

MPN ID	REFERENCE	DESCRIPTION	ORIGINAL QTY	QTY	PRICE EX GST	LINE TOTAL	EXPIRY DATE	STATUS
2745841	CSP-TEST	MICROSOFT CSP AZURE ACTIVE DIR ECTORY BASIC MTH SUB	1	<input type="text" value="4"/>	\$1.15	\$4.60	01-OCT-2017	Pending Confirm

PENDING TOTAL EX GST: \$4.60**ACTIVE TOTAL EX GST: \$1.15**

[ADD NEW SUBSCRIPTION](#)[CONFIRM ALL](#)

Please click Confirm All to save changes

STATUS Active

Confirm Pending Total

Your new Total is **\$4.60** Variance Amount: **\$3.45**

Once you have confirmed the order total noted above this request will be sent to Microsoft for verification and accepting. This portal will be automatically updated once Microsoft have confirmed your requested changes are live in their systems. Until this confirmation is received, your Microsoft CSP subscriptions will remain in their current state. If you have any questions regarding this process or the changes you are applying, please contact your Dicker Data representative.

[CONTINUE](#)

AZURE ACTIVE DIR ECTORY BASIC MTH SUB	1	<input type="text" value="4"/>	\$1.15
---------------------------------------	---	--------------------------------	--------

ACTIVE TOTAL EX GST: