How to Buy
New CSP Licenses

DICKER
D A T A

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.

Update the required quantity and click **"add to cart"**.

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

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

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.

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

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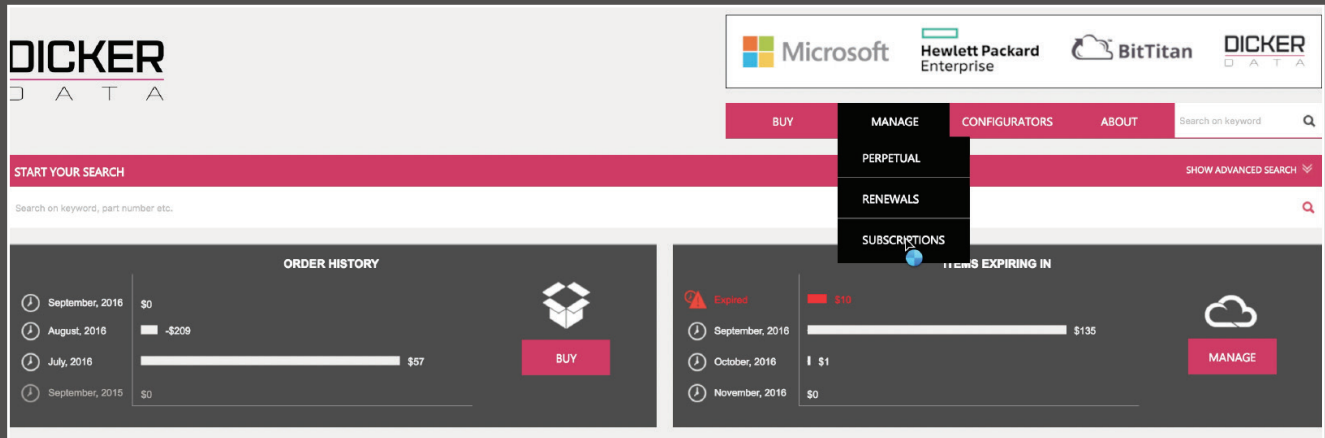

Enter any valid tenant domain in the field below and the Company ID will populate. Add the email address of an authorized tenant administrator.
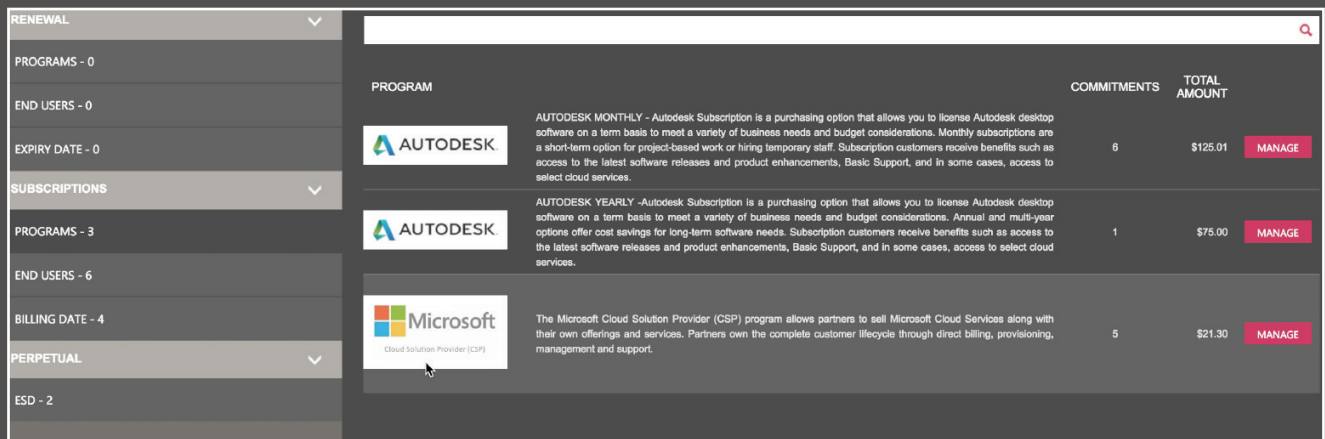

Select **"Next"** and complete the checkout process.
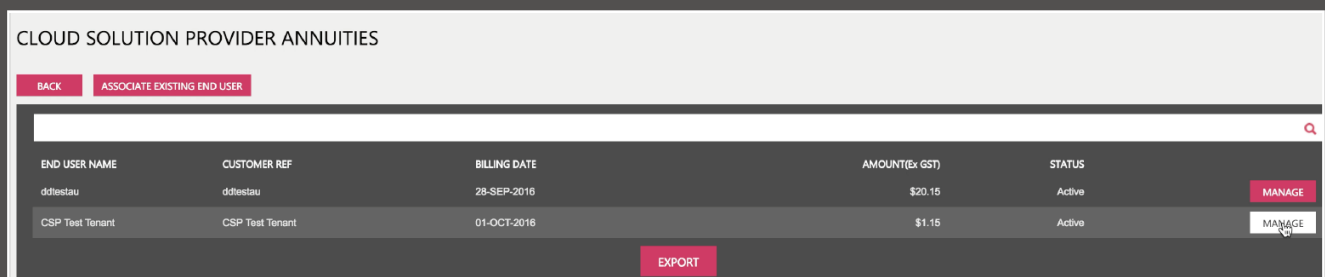
How to Manage Existing CSP Licenses

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