

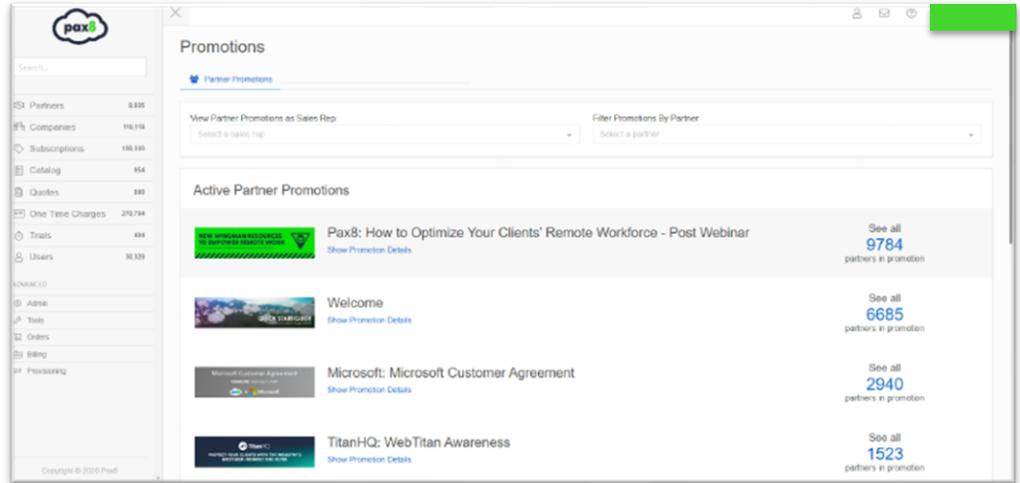


Microsoft Azure Plan

Ordering Guide

Step 1

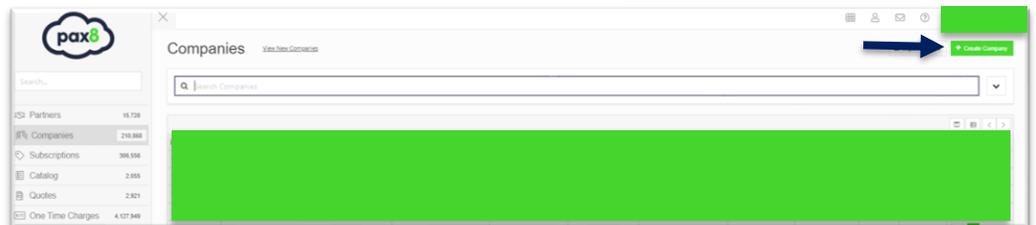
Log in to the Pax8 Platform.



Step 2

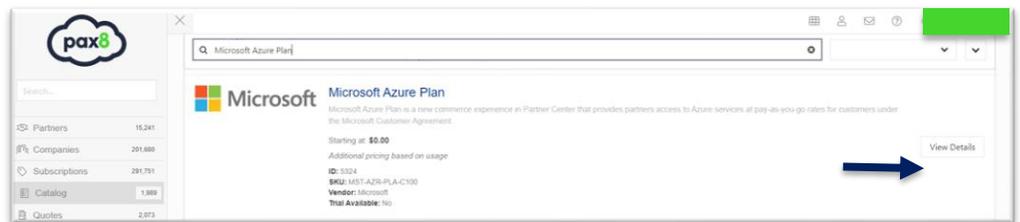
Before proceeding to the catalog, verify the customer account has been created.

If there is no customer account, click the **Create Company** button and follow the prompts.



Step 3

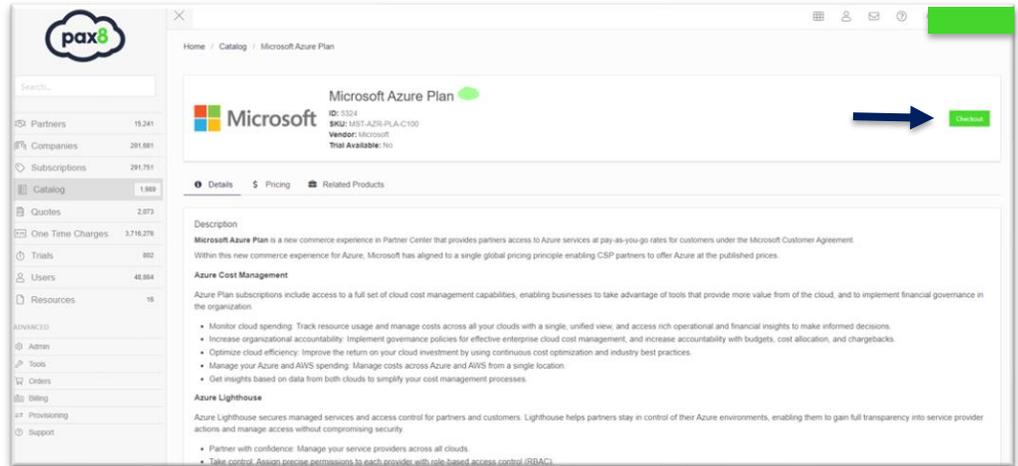
Click on **Catalog** from the menu on the left and then type **Microsoft Azure Plan** in the catalog search field and select **view details**.





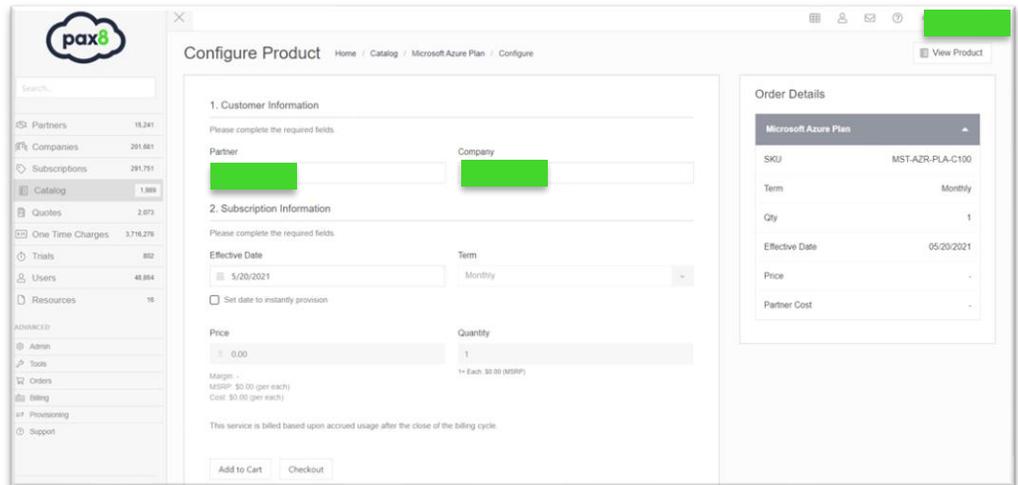
Step 4

Click **Check Out**.



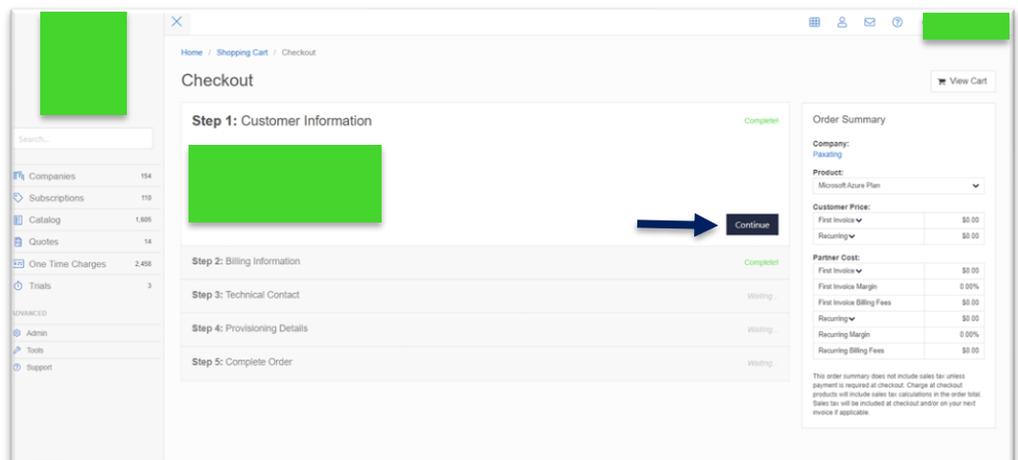
Step 5

Enter the name of the Company in the Quick Company Select field and then click on the **Company Name** when it populates.



Step 6

After completing the order details and clicking **Check Out** click the **Continue** button until you reach Step 3.





Step 7

Select the contact that will receive the order confirmation email.

*If the desired contact is not listed, please add them by clicking New Contact.

Step 3: Technical Contact Complete!

Please select the technical contact responsible for setting up service. This contact will receive the welcome email with steps to get started.

Search Contacts New Contact ☰ ☰

[Redacted] ✓ Admin ✓ Billing ✓ Technical

Previous Continue

Step 4: Provisioning Details Waiting...

Step 5: Complete Order Waiting...



Step 8 – Option 1

Complete provisioning details.

This example will walk through if **the customer can 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

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*

Have you accepted the delegated admin relationship?

*****ATTENTION!*****

Effective immediately, all orders require Pax8 to be the delegated admin of your customers. If you have not accepted Pax8 as delegated admin for this customer, use the instructions below to assign Pax8 on the customer account.

US Partners: Use this [link](#) to assign Pax8 on the customer account.

Canadian Partners: Use this [link](#) to assign Pax8 on the customer account.

UK Partners: Use this [link](#) to assign Wirehive Ltd (a subsidiary of Pax8) on the customer account.

Microsoft Customer Tenant ID*

[How to find the Microsoft Tenant ID](#)

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.

Enable Azure Cost Management & Billing (ACM)*

Yes*

No*





Step 9 – Option A

Upon selecting **Yes** complete the following prompts.

Pay As You Go to CSP transfer

*Completed via Resource Group Move within Azure Portal

CSP to CSP Transfer

*Facilitated by Pax8 with information provided by this prompt. Pax8 will finalize the transfer process.

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, move this Azure Plan subscription to Pax8*

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*

Microsoft Direct CSP*

Another distributor*

Microsoft Direct Pay-as-you-go: Partner is purchasing directly through Microsoft (not in the CSP program)
Microsoft Direct CSP: Partner is purchasing directly through Microsoft (in the CSP program)
Another distributor: Ingram Micro, Tech Data, Synnex, etc.

The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was previously used in CSP.
The new Microsoft Customer Agreement can be completed through the fields below.

First Name*

Last Name*

Email Address*

Date of Acceptance*

(YYYY-MM-DD)

The following information is required to complete your transfer request. Inaccurate information will cause the transfer to fail.

End Customer Name in Partner Center*

Enter the end customer's name exactly as it appears in Partner Center

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.

Current Distributor Notification*

I confirm I have informed my current distributor of the transfer request as they must approve the request for the transfer to be completed* 



Step 9 – Option B

Upon selecting "No" complete the following prompts.

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*

The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was previously used in CSP.
The new Microsoft Customer Agreement can be completed through the fields below.

First Name*

Last Name*

Email Address*

Date of Acceptance*

 (YYYY-MM-DD)

Validated! Save Details



Step 8 – Option 2

Complete provisioning details.

This example will walk through 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)

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.*

msounart@testuser.com This user will be designated as the Microsoft Azure subscription owner.

Enable Azure Cost Management & Billing (ACM)*

Yes*

No*

The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was previously used in CSP. The new Microsoft Customer Agreement can be completed through the fields below.

First Name*

Last Name*

Email Address*

Date of Acceptance* (YYYY-MM-DD)



Step 10

Select the Acknowledgement and click **Complete Order**.

Step 5: Complete Order

| | | |
|--|--------|--------|
|  Microsoft Azure Plan | Qty: 1 | \$0.00 |
| Show details... | | |

Purchase Order Number:

Agree To Service Terms and Conditions

As a Partner, you acknowledge that all the information within this order is accurate and provided to obtain service subject to the terms of the Pax8 Partner Agreement. You are requesting provisioning of the services specific in this order and acknowledge your customers will abide by the [Service Terms and Conditions](#).

I acknowledge that I have read and abide by the Order Declaration.

For more information regarding Azure Plan please reference the [Azure Plan Guide](#).