

Ordering Process for CSP with Dicker Data

For **configured** Office 365 tenants only

Please note: The cancellation process is the same

Cloud through Microsoft
CSP through Dicker Data



This guide is for **configured** Office 365 tenants

[Click here to configure an exiting Office 365 tenant](#)

[Click here for creating a new Office 365 tenant](#)

Licence Request to Dicker Data

An Outlook email
template is located here:
mbz.nz/order

	Requirement	Example	Explanation
Reseller	Reseller name:	Reseller ABC	Reseller company name
	Reseller support contact name:	John Michaels	Name of contact at Reseller, who is in charge of support for customer
	Reseller support contact email address:	john@reseller.co.nz	Email address of Reseller contact
	Reseller MPN ID (optional):	4005270	7 digit Microsoft Partner Network (MPN) ID can be found by logging in here: mbz.nz/mpn
	Reseller request ID: (optional):	AN17754	Identification number, this is kept on record and can be used to track previous alterations in seat numbers or changes to a plan
Enter Customer Details			
Customer	Licence type:	Office 365 E3	A full list can be found here: mbz.nz/csp For assistance finding the correct plan see here: mbz.nz/flow or mbz.nz/plans
	Number of licences:	12	Number of seats required for each Licence type
	Customer Domain Name:	stevesplumbing.co.nz	Customer domain
Optional – Credit Card Cancellations			
Optional	Licence type(s):	All or E3 & Business Essentials	List licence types to be cancelled
	Number of seats:	All or 6 & 12	Number of seats for <i>each</i> licence type to be cancelled
	Email address of a user affected:	admin@stevesplumbing.co.nz	
	Reseller contact above automatically used as support request contact, if you would like it to be different, please supply the following:		
	Reseller Contact Email Address:		
Reseller Contact Phone Number:			

Send customer details to Dicker Data and request a new, or a change in existing licenses.

Order Email

Fill in the required information in the top sections

	Requirement	Reseller Details	Example	Explanation
Reseller	Reseller name:		Reseller ABC	Reseller company name
	Reseller support contact:		Mike Michaels	Name of contact at Reseller, who is in charge of support for customer
	Reseller support contact email address:		mike@reseller.co.nz	Email address of Reseller contact
	Reseller MPN ID Number:		4005270	7 digit Microsoft Partner Network (MPN) ID can be found by logging in here: mbz.nz/mpn
	Reseller request ID: (optional)		AN17754	Identification number, this is kept on record and can be used to track previous alterations in seat numbers or changes to a plan
		Enter Customer Details		
Customer	Licence type:		Office 365 E3	A full list can be found here: mbz.nz/csp For assistance finding the correct plan see here: mbz.nz/flow or mbz.nz/plans
	Number of licences:		12	Number of seats required for each Licence type
	Customer Domain Name:		stevesplumbing.co.nz	Customer domain
		Optional – Credit Card Cancellations		
Optional	Licence type(s):		All or E3 & Business Essentials	List licence types to be cancelled
	Number of seats:		All or 6 & 12	Number of seats for <i>each</i> licence type to be cancelled
	Email address of a user affected:		admin@stevesplumbing.co.nz	
	Reseller contact above automatically used as support request contact, if you would like it to be different, please supply the following:			
	Reseller Contact Email Address:			
Reseller Contact Phone Number:				

Order Email

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Optional: if your customer is moving from Advisor or Credit Card subscription, fill in this section to have Dicker Data complete the support request for you.

	Requirement	Reseller Details	Example	Explanation
Reseller	Reseller name:		Reseller ABC	Reseller company name
	Reseller support contact:		Mike Michaels	Name of contact at Reseller, who is in charge of support for customer
	Reseller support contact email address:		mike@reseller.co.nz	Email address of Reseller contact
	Reseller MPN ID Number:		4005270	7 digit Microsoft Partner Network (MPN) ID can be found by logging in here: mbz.nz/mpn
	Reseller request ID: (optional)		AN17754	Identification number, this is kept on record and can be used to track previous alterations in seat numbers or changes to a plan
	Enter Customer Details			
Customer	Licence type:		Office 365 E3	A full list can be found here: mbz.nz/csp For assistance finding the correct plan see here: mbz.nz/flow or mbz.nz/plans
	Number of licences:		12	Number of seats required for each Licence type
	Customer Domain Name:		stevesplumbing.co.nz	Customer domain
Optional		Optional – Credit Card Cancellations		
	Licence type(s):		All or E3 & Business Essentials	List licence types to be cancelled
	Number of seats:		All or 6 & 12	Number of seats for <i>each</i> licence type to be cancelled
	Email address of a user affected:		admin@stevesplumbing.co.nz	
	Reseller contact above automatically used as support request contact, if you would like it to be different, please supply the following:			
	Reseller Contact Email Address:			
	Reseller Contact Phone Number:			

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Order Confirmation

Cloud through Microsoft
CSP through Dicker Data

Reseller receives confirmation back of current licences applied to the tenant.

Support request ID is also included, where applicable.

Customer Name

Subscriptions

Subscriptions
Service management
Account

[Add subscription](#)

← Customers

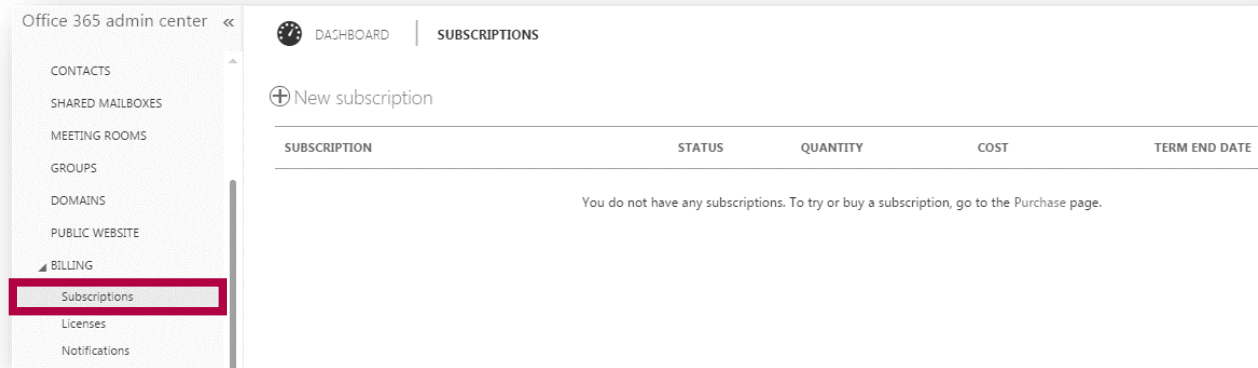
Subscription	Quantity	Status	Reseller
Office 365 Business Essentials	1 Licenses	Auto renews on 9/9/2016	Reseller Name

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Your licences are now active, and ready to be assigned to a user.

Please note that if you log in to the tenant, you will not see CSP Licences under *"Billing -> Subscriptions"*



Licences will appear as valid in the *"Billing -> Licences"* page.

