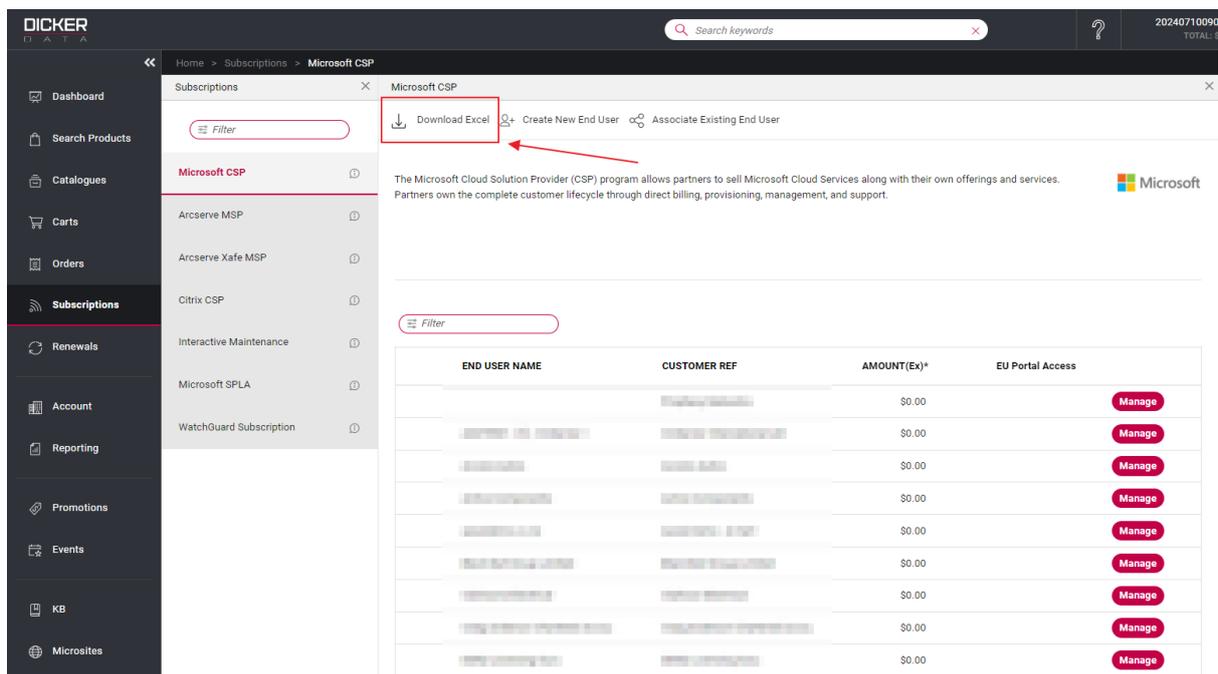


How to Use the Co-termining Feature for Copilot for M365 Licensing

You can check the renewal date of your customer’s subscriptions by either checking within the customer’s tenant in the Dicker Data portal, or if you would prefer to download a report where you can check multiple customers, then you can download the Annuity Information report by clicking “Download Excel” on the Microsoft CSP page as per the below screenshot:



Once you have accessed the report, you can find the renewal date of the subscription by selecting the tenant and then looking at the “Revaluation Period” column:

STOCK DESCRIPTION	REFERENCE	QTY	CHARGE TYPE	STATUS	START USAGE	END USAGE	REVALUATION PERIOD
MS NCE M365 BUSINESS PREMIUM 1 YR COMMIT	Microsoft 365 Business Premium	32 NCE	NCE	Active	22-JUL-2023	21-AUG-2023	21-FEB-2025
MS NCE VISIO PLAN 2 1YR COMMIT	Visio Plan 2	12 NCE	NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE EXCHANGE ONLINE PLAN 1 1YR COMMIT	Exchange Online (Plan 1)	2 NCE	NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE EXCHANGE ONLINE PLAN 2 1YR COMMIT	Exchange Online (Plan 2)	2 NCE	NCE	Active	18-JUL-2023	17-AUG-2023	17-JAN-2025
MS NCE O365 F3 1YR COMMIT	Office 365 F3	12 NCE	NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE MICROSOFT DEFENDER FOR O365 PLAN 1 1YR COMMIT	Microsoft Defender for Office	15 NCE	NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE O365 E1 1YR COMMIT	Office 365 E1	3 NCE	NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE MICROSOFT DEFENDER FOR O365 PLAN 2 1MTH COMMIT	Microsoft Defender for Office	1 NCE	NCE	Active	02-APR-2024	02-APR-2024	02-JUN-2024
MS NCE PROJECT PLAN 3 1YR COMM IT	Project Plan 3	8 NCE	NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024

As Copilot for M365 is an Annual Commitment, it can only be Co-Termed to other Annual Commitment subscriptions. The tenant will also have to have one of [the Copilot for M365 Prerequisite Subscriptions](#) active.

Once you have identified the underlying subscription that you would like to align your new Copilot for M365 license to select “Add New Product” in the NCE Subscription blade of your chosen tenant:

NCE SUBSCRIPTION 3 Subscription(s) ^

Filter Status

DESCRIPTION	QTY	PRICE	RRP	STATUS	ADD-ON
MS NCE M365 E5 1MTH COMMIT NCE STOCK CODE: P1Y:CFQ7TTC0LFLZ:0002 EXPIRY DATE : 13-JUL-2024	1	\$93.22/mth \$93.22/mth	\$110.64/mth \$110.64/mth	Active	Add Add-On Manage
MS NCE MICROSOFT TEAMS DOMESTI C CALLING PLAN (120 MIN) 1YR C OMMIT NCE STOCK CODE: P1Y:CFQ7TTC0LHXJ:0003 EXPIRY DATE : 13-MAY-2025	1	\$98.07/yr \$98.07/yr	\$116.40/yr \$116.40/yr	Active	Manage
MS NCE MICROSOFT TEAMS SHARED DEVICES 1YR COMMIT NCE STOCK CODE: P1Y:CFQ7TTC0LHV:0001 EXPIRY DATE : 13-MAY-2025	1	\$130.43/yr \$130.43/yr	\$154.80/yr \$154.80/yr	Active	Add Add-On Manage

Pending Total (Ex GST) \$0.00 Active Total (Ex GST) \$405.75

Add New Product Confirm All

Copilot for M365 is an NCE add-on, so ensure you have selected “New Commerce Experience – Commercial” the Add-On slider is set to “Show Add-On”:

Add Products ×

Azure **Online Service** **Software**

Subscription Type
New Commerce Experience - Commercial x v

Filter copilot

Show Add-On

DESCRIPTION	PRICE	RRP	QTY	
MS NCE COPILLOT FOR M365 1YR COMMIT ADD-ON STOCK CODE: P1Y:CFQ7TTC0MM8R:0002	\$551.67 /yr	\$582.00 /yr	1	Add

Once you have selected the Copilot for M365 Subscription, progress through to the final confirmation page. From there, ensure your MPN is correct, and then select the “End Date Alignment” drop down and select Co-Term:

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS
<p>MS NCE COPILOT FOR M365 1YR COMMIT NCE ADD-ON</p> <p>Select / Enter New MPN ID</p> <p>MPN: No Indirect Reseller</p> <p>DESC: <input type="text"/></p> <p>STOCK CODE: P1Y:CFQ7TTC0MM8R:0002</p> <p>BILLING FREQUENCY:</p> <p>Change Billing Frequency to <input type="text"/></p> <p>END DATE ALIGNMENT:</p> <p>Default</p> <p>Default</p> <p>Co-Term</p> <p>Align Calendar Month</p>	0	1	\$551.67	\$551.67	Pending Confirm

Pending Total (Ex GST) \$551.67

Confirm All

From there, select the Subscription you would like to align the End Date with, and purchase the subscription.

m Products

View subscription end-dates

SUBSCRIPTION

DESCRIPTION	CONFIRMED QTY	QTY	PRICE
<p>MS NCE COPILOT FOR M365 1YR COMMIT NCE ADD-ON</p> <p>Select / Enter New MPN ID</p> <p>MPN: No Indirect Reseller</p> <p>DESC: <input type="text"/></p> <p>STOCK CODE: P1Y:CFQ7TTC0MM8R:0002</p> <p>BILLING FREQUENCY:</p> <p>Change Billing Frequency to <input type="text"/></p> <p>END DATE ALIGNMENT:</p> <p>Co-Term</p> <p><input type="text" value="Date"/> 1 ! View subscription end-dates</p>	0	1	\$551.67

Pending Total (Ex GST) \$551.67

Confirm All

This end date alignment must match with either one of the below subscriptions expiry date

Expiry Date: **13-JUL-2024**
Microsoft 365 E5
MS NCE M365 E5 1YR COMMIT
SKU: P1Y:CFQ7TTC0LFLZ:0002

Expiry Date: **13-MAY-2025**
Microsoft Teams Domestic Calli
MS NCE MICROSOFT TEAMS DOMESTI C CALLING PLAN (120 MIN) 1YR C
OMMIT
SKU: P1Y:CFQ7TTC0LHXJ:0003

Expiry Date: **13-MAY-2025**
Microsoft Teams Shared Devices
MS NCE MICROSOFT TEAMS SHARED DEVICES 1YR COMMIT
SKU: P1Y:CFQ7TTC0LH0V:0001

Note: Once purchased, the default state of the subscription will include Auto-Renew being turned on, and if renewed, it will renew into a new 12-month term.

If you are interested in selling Copilot, then please make sure you check out Dicker Data's Copilot Workshops. Reach out to your Dicker Data Microsoft Rep for more information.