## How to Use the Co-terming 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:

					Q Search keywords		×	2024071009 TOTAL
	K Home > Subscriptions > Mic	rosoft CSP						
反 Dashboard	Subscriptions	×	Microsoft CSP	7				×
A Search Products	🚍 Filter	$\supset$	Download Excel	Q+ Create New End User	α <sup>O</sup> <sub>O</sub> Associate Existing End User			
🚊 Catalogues	Microsoft CSP	٦	The Microsoft Cloud Partners own the con	Solution Provider (CSP) progra	am allows partners to sell Microsoft Cloud Se ugh direct billing, provisioning, management,	ervices along with their own of and support.	ferings and services.	Microsoft
ेॣ Carts	Arcserve MSP	٢						
🗎 Orders	Arcserve Xafe MSP	D						
Subscriptions	Citrix CSP	D	(≓ Filter					
C Renewals	Interactive Maintenance	Ē	END U	SER NAME	CUSTOMER REF	AMOUNT(Ex)*	EU Portal Access	
Account	Microsoft SPLA	٢			Traffic y Table 11	\$0.00		Manage
Reporting	WatchGuard Subscription	D		and the second	These the short of	\$0.00		Manage
	_				10000-0000	\$0.00		Manage
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Contraction (1997)					1000 TOPS - 8 TOP	\$0.00		Manage
	_		10.0	10.00	No. 51 Transmitte	\$0.00		Manage
Шкв					Carlos Married	\$0.00		Manage
			100	the second second	THE REPORT OF THE REAL	\$0.00		Manage
Microsites				and growthe	1000 - 2010 - 2010	\$0.00		Manage

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:

STATUS	Active						
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	Active	22-JUL-2023	21-AUG-2023	21-FEB-2025
MS NCE VISIO PLAN 2 1YR COMMIT	Visio Plan 2		12 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	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE EXCHANGE ONLINE PLAN 2 1YR COMMIT	Exchange Online (Plan 2)		2 NCE	Active	18-JUL-2023	17-AUG-2023	17-JAN-2025
MS NCE 0365 F3 1YR COMMIT	Office 365 F3		12 NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE MICROSOFT DEFENDER FOR 0365 PLAN 1 1YR COMMIT	Microsoft Defender for Office		15 NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE 0365 E1 1YR COMMIT	Office 365 E1		3 NCE	Active	15-JUL-2023	14-AUG-2023	14-DEC-2024
MS NCE MICROSOFT DEFENDER FOR 0365 PLAN 2 1MTH COMMIT	Microsoft Defender for Office		1 NCE	Active	02-APR-2024	02-APR-2024	02-JUN-2024
MS NCE PROJECT PLAN 3 1YR COMM IT	Project Plan 3		8 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 <u>the Copilot for M365</u> <u>Prerequisite</u> 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 SI	ubscription(s)
Filter	Status		~			
DESCRIPTION	QTY	PRICE	RRP	STATUS	ADD-ON	
MS NCE M365 E5 1MTH COMMIT NCE STOCK CODE: P1M:CFQ7TTC0LFL2:0002 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 MI 1YR C OMMIT NED STOCK CODE: P1Y:CFQ7TTC0LHXJ:0003 EXPIRY DATE: 13-MAY-2025	N) 1	\$98.07/yr \$98.07/yr	\$116.40/yr \$116.40/yr	Active		Manage
MS NCE MICROSOFT TEAMS SHARED DEVICES 1YR COMMIT STOCK CODE: P1Y:CFQ7TTCOLHOV:0001 EXPIRY DATE : 13-MAY-2025	<b>CE</b> 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 (F	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	× ~ 🔺				
( ﷺ copilot					
Show Add-On					
DESCRIPTION		PRICE	RRP	QTY	
MS NCE COPILOT 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:

## SUBSCRIPTION

## 1 Subscription(s)

DESCRIPTION	CONFIRMED QTY	QTY	PRICE	TOTAL	STATUS	
MS NCE COPILOT FOR M365 1YR COMMIT NGB (ADD-ON) Select / Enter New MPN ID MPN: No Indirect Reseller	0	1	\$551.67	\$551.67	Pending Confirm	1
DESC: STOCK CODE: P1Y:CFQ7TTCOMM8R:0002 BILLING FREQUENCY:						
Change Billing Frenquency to						
Co-Term Align Calendar Month	Pending Total (Ex GST) \$551	1.67				
	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	×
JBSCRIPTION  DESCRIPTION  MS NCE COPILOT FOR M365 1YR COMMIT REPORTED AND A COMMIT AND	CONFIRMED QTY 0	QTY 1	<b>PRICE</b> \$551.67	This end date alignment must match with either one of the below subscriptions expiry date           Expiry Date:         13-JUL-2024           Microsoft 365 E5         Microsoft 366 E5           MS NCE MAGE 55         17R COMMIT           SKU:         P1Y.CFQ7TTC0LFU2002   Expiry Date: 13-MAY-2025 Microsoft Teams Domestic Calli MS NCE MICROSOFT TEAMS DOMESTI C CALLING PLAN (120 MIN) 1Y OMMIT SKU: P1Y.CFQ7TTC0LHX.J0003 Expiry Date: 13-MAY-2025 Microsoft Teams Shared Devices MS NCE MICROSOFT TEAMS SHARED DEVICES 1YR COMMIT SKU: P1Y.CFQ7TTC0LH0V.0001	RC
Co-Term V Date View subscription end-dates	Pending Total (Ex GST) \$55	1.67	_		
	Confirm All				

**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.