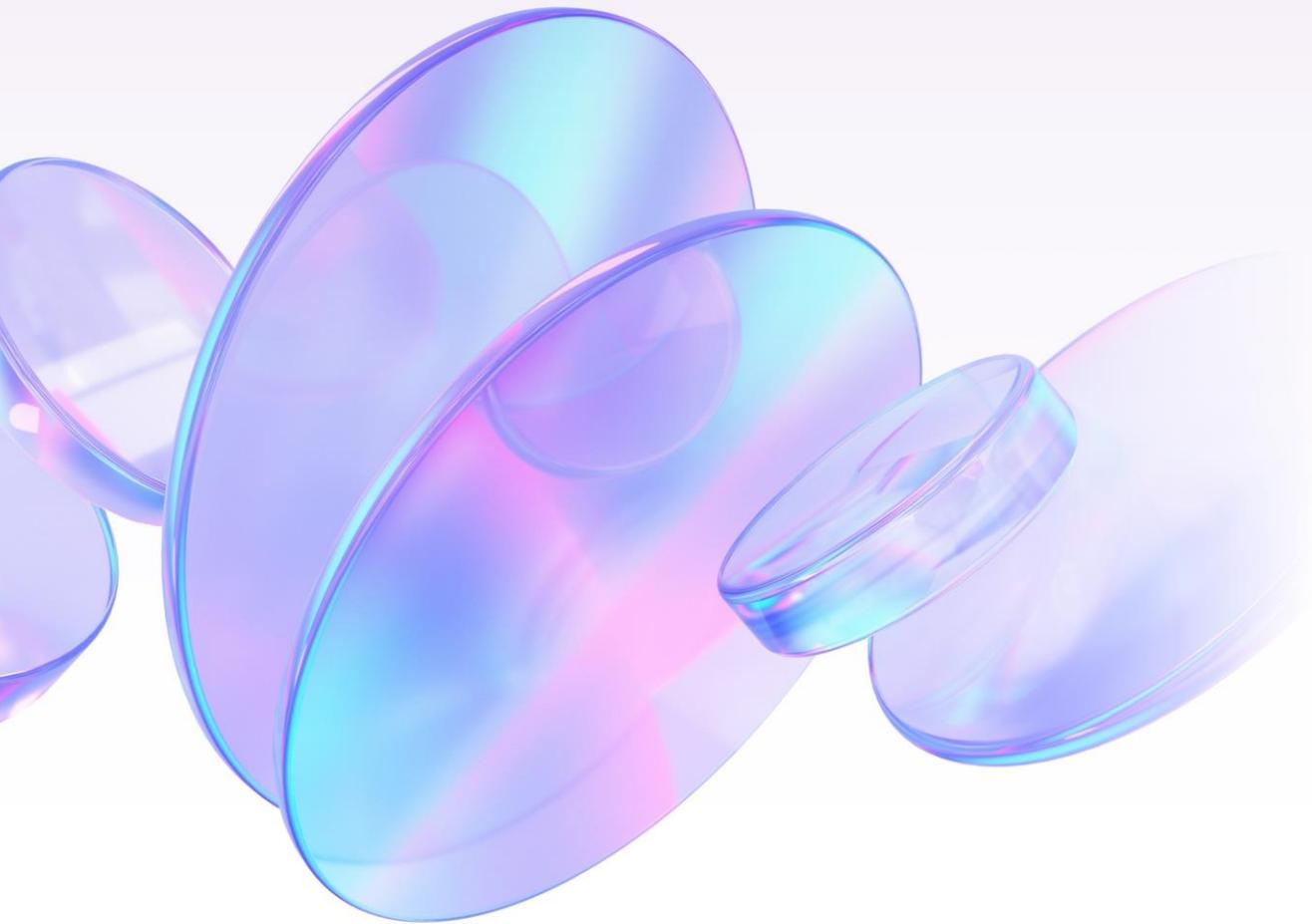




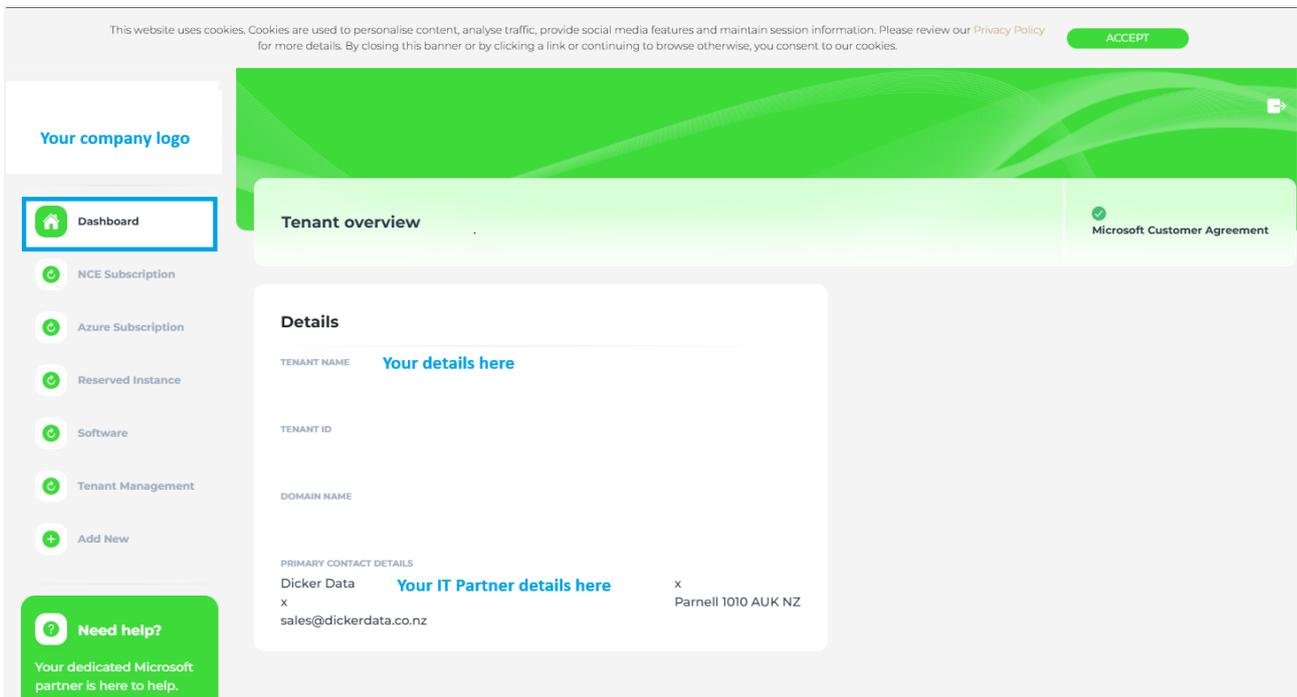
DICKER DATA END USER PORTAL GUIDE



1. For access to this portal please contact your Microsoft IT Partner
2. Go to the following URL: <https://au.cloudportal.net/> or <https://nz.cloudportal.net>
3. Sign in with your Microsoft 365 username and password – if configured, you will receive an MFA challenge
4. Once authenticated, you will be directed to the CSP End User Portal home page

User Details

You will be able to view your tenant details, IT Partner contact details and Microsoft Customer Agreement information on the Dashboard.



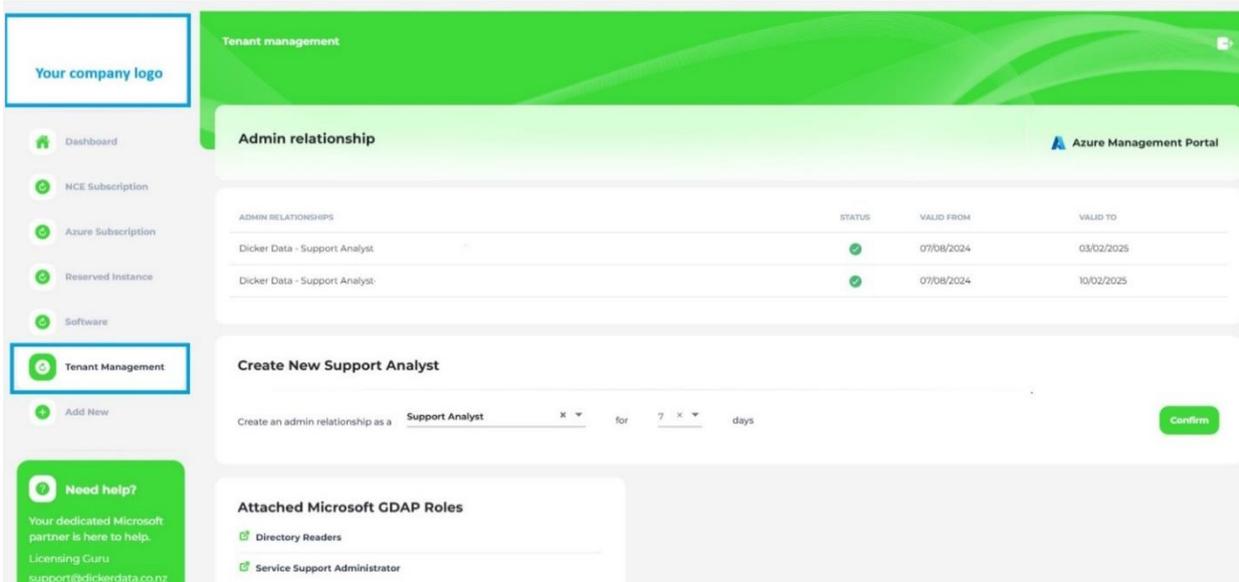
The screenshot shows the user interface of the Dicker Data End User Portal. At the top, there is a cookie consent banner. Below it, the dashboard features a sidebar with navigation options: Dashboard (highlighted), NCE Subscription, Azure Subscription, Reserved Instance, Software, Tenant Management, and Add New. A 'Need help?' button is also present. The main content area is titled 'Tenant overview' and includes a 'Microsoft Customer Agreement' status indicator. The 'Details' section displays the following information:

- TENANT NAME: [Your details here](#)
- TENANT ID
- DOMAIN NAME
- PRIMARY CONTACT DETAILS:

Dicker Data	Your IT Partner details here	x	Parnell 1010 AUK NZ
x			
sales@dickerdata.co.nz			

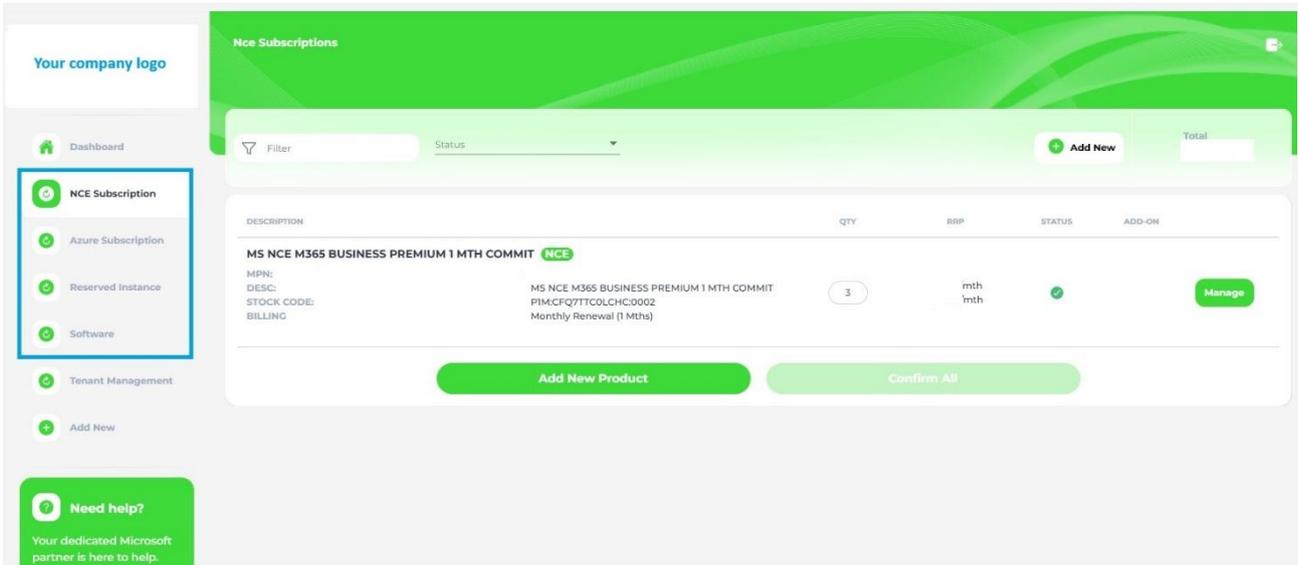
Tenant Management

You can access the Links to your portals on this page and view/create your Admin Relationships



Subscriptions

All of your active and pending changes subscriptions will be displayed on the relevant side bar menu.



Filter field – enter text here i.e. Microsoft 365, Power BI

Status Drop Down – select to view only Active or Pending Changes subscriptions

Viewing a Subscription

- MPN: Your Partner’s MPN ID
- Description: Information regarding the product
- Qty: Current number of licenses
- RRP: Will show price per license and total of RRP multiplied by QTY (if setting enabled)

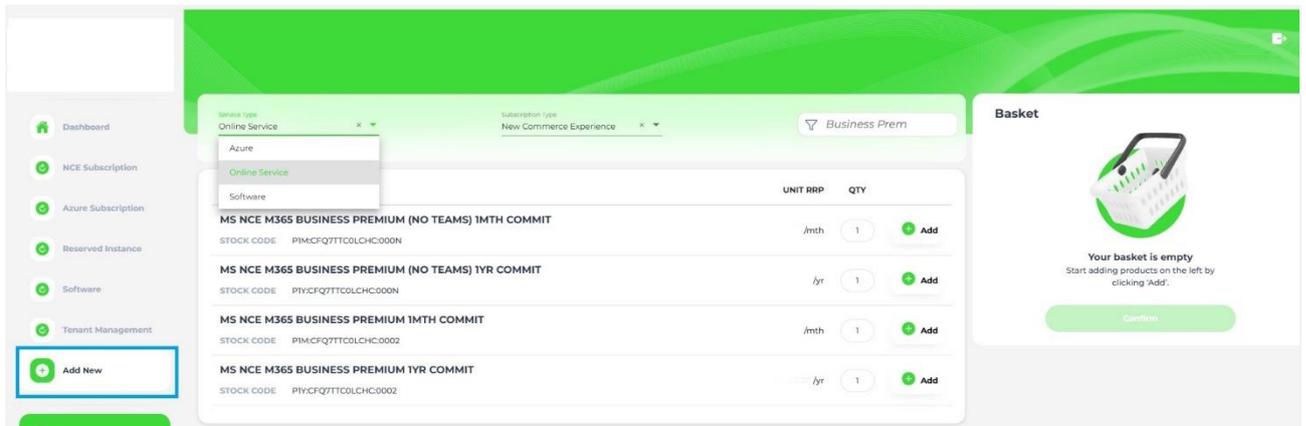
- Status: displays active/suspended etc icons of the license
- Add-On: if the current product has any available add-ons, the Add Add-On button will appear (if setting is enabled to add new subscriptions)

Add New Subscriptions

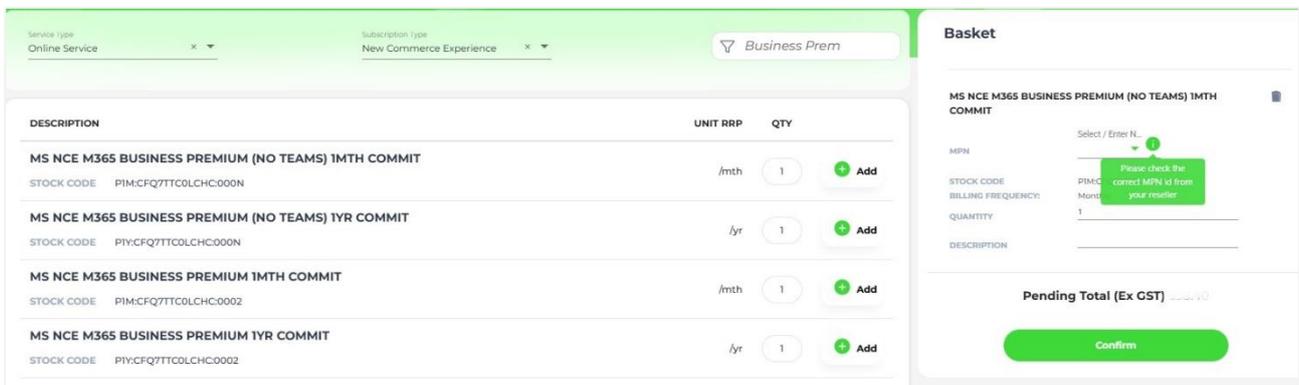
Note: This setting must be enabled by your IT Partner.

NCE subscriptions have a 7-day cancellation window

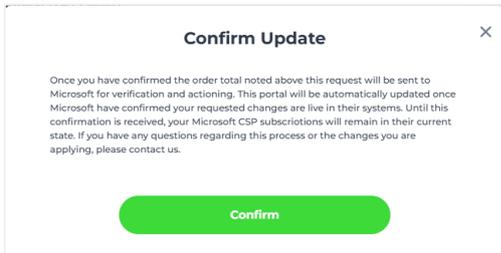
1. On the **Add New** page, select either Azure, Online Service, Software or filter by the specified product name. For this example, we are using the filter to find “Microsoft 365 Business Premium” under Subscription Type: New Commerce Experience



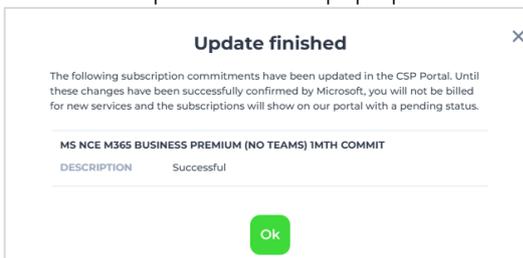
2. Change the Qty as required and click on Add. This will be added to the Basket.



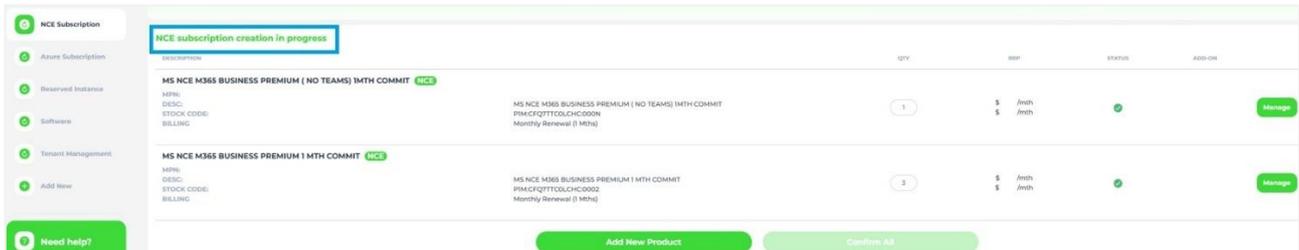
1. In the Basket your MPN ID is there by default, if not contact your reseller. Enter a Description for the product then click on CONFIRM.
2. Confirm the Confirm Update pop up.



OK the Update finished pop up.



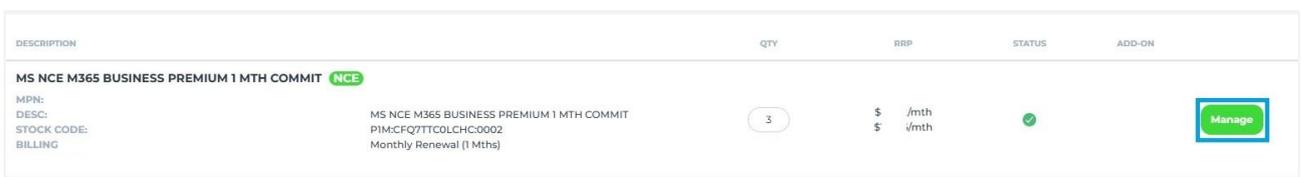
Once the subscription has been added, you will see it appear on your NCE Subscription page, with message “NCE subscription creation in progress”. This pending stage will last for several minutes, and message will disappear when subscription is active. Once Active, you will be able to assign the license to a user within the Microsoft Admin Centre.



Amending the Quantity

For NCE subscriptions the number of licenses can be increased anytime but decreasing will be actioned on the subscription’s renewal date. (Note: decreasing licenses may disrupt the tenant and its users.)

1. Click on the Manage button.



- Amend the quantity; pop up will appear to confirm increase immediately or schedule on renewal.

If you confirm to increase immediately, status will show as “Quantity in Progress” when updating before active status.

Schedule on Renewal will show changes to be actioned on renewal date.

Status will show "QUANTITY IN PROGRESS"

Manage renewal

Changes will take effect on renewal date: **04-APR-2025**
Quantity increase and Upgrade will be effective instantly

STATUS: QUANTITY IN PROGRESS

AUTORENEW:
EXPIRY ON 03-Apr-2025
Auto renew must be enabled to change TERM & BILLING FREQUENCY

QUANTITY: 1

View refundable licenses

TERMS:

BILLING FREQUENCY:

END DATE ALIGNMENT: 03/04/2025

Schedule Subscription Renewal

The Scheduled Changes will appear under the subscription and in the Manage page.

Note: Subscription amendments will not take place if are trying to make changes to a subscription within the 48hr renewal window. Below error message will appear. Please try again after the 48hr renewal window.

