

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.

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Your company logo		B
Dashboard	Tenant overview	✓ Microsoft Customer Agreement
NCE Subscription		
Azure Subscription	Details	
Reserved Instance	TENANT NAME Your details here	
Software	TENANT ID	
O Tenant Management	DOMAIN NAME	
Add New Need help?	PRIMARY CONTACT DETAILS Dicker Data Your IT Partner details here x Parnell 1010 AUK NZ sales@dickerdata.co.nz	
Your dedicated Microsoft partner is here to help.		

Tenant Management

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





Your company logo	Tenant management			-
6 Dashboard	Admin relationship			🙏 Azure Management Portal
O NCE Subscription	ADMIN RELATIONSHIPS	STATUS	VALID FROM	VALID TO
Azure Subscription	Dicker Data - Support Analyst	0	07/08/2024	03/02/2025
Reserved Instance	Dicker Data - Support Analyst	0	07/08/2024	10/02/2025
O Software				
O Tenant Management	Create New Support Analyst			
Add New	Create an admin relationship as a Support Analyst X V for 7 X V days			Confirm
Vour dedicated Microsoft partner is here to help.	Attached Microsoft GDAP Roles			
Licensing Guru support@dickerdata.co.nz	C Service Support Administrator			

Subscriptions

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

Your company logo	Nce Subscriptions							
A Dashboard	∀ Filter	Status	•			G Add N	lew	Total
NCE Subscription	DESCRIPTION			QTY	RRP	STATUS	ADD-ON	
Azure Subscription Reserved Instance	MS NCE M365 BUSINESS MPN: DESC: STOCK CODE: BILLING	PREMIUM 1 MTH COMMIT	RCE S NCE M365 BUSINESS PREMIUM 1 MTH COMMIT MICRQ7TTCOLCHC:0002 onthly Renewal (1 Mths)	3	mth 'mth	ø		Manage
 Software Tenant Management 			Add New Product					
O Add New								
Need help?								
Your dedicated Microsoft partner is here to help.								

<u>Filter field</u> – enter text here i.e. Microsoft 365, Power BI <u>Status Drop Down</u> – select to view only Active or Pending Changes subscriptions

Viewing a Subscription

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

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- <u>Status</u>: displays active/suspended etc icons of the license
- <u>Add-On</u>: 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**

 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

Dashboard	Sanka type Superioration type Online Service × New Commerce Experience ×		Basket
NCE Subscription	Azure Online Service Schware	UNIT RRP QTY	in a
Azure Subscription Reserved Instance	MS NCE M365 BUSINESS PREMIUM (NO TEAMS) 1MTH COMMIT	/mth 1 O Add	Your backet is empty
Software	MS NCE M365 BUSINESS PREMIUM (NO TEAMS) TYR COMMIT STOCK CODE PTYCFQ7TTCOLCHC000N	Ayr 1 O Add	Start adding products on the left by clicking 'Add'.
Tenant Management	MS NCE M365 BUSINESS PREMIUM 1MTH COMMIT STOCK CODE PINCEQ7TTCOLCHC0002	/mth 1 O Add	
Add New	MS NCE M365 BUSINESS PREMIUM 1YR COMMIT STOCK CODE PIYCFQ7TTCOLCH/C0002	Ayr 1 O Add	

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

Service Type Online Service X	Subscription Type New Commerce Experience X 👻	V B	usiness P	Prem	Basket		
DESCRIPTION		UNIT RRP	QTY		MS NCE M365 BUSINE COMMIT	Select / Enter N_	
MS NCE M365 BUSINESS PREMIUM (NO T STOCK CODE PIM:CFQ7TTC0LCHC:000N	EAMS) IMTH COMMIT	/mth	1	🕄 Add	MPN STOCK CODE BILLING FREQUENCY:	Please check the PIM:C correct MPN ki from Mont your reseller	
MS NCE M365 BUSINESS PREMIUM (NO T STOCK CODE PIY:CFQ7TTCOLCHC000N	EAMS) IYR COMMIT	lyr	1	3 Add	QUANTITY	1	
MS NCE M365 BUSINESS PREMIUM 1MTH STOCK CODE PIM:CFQ7TTC0LCHC:0002	СОММІТ	/mth	1	G Add	Pend	ing Total (Ex GST)	
MS NCE M365 BUSINESS PREMIUM IYR C STOCK CODE PIY:CFQ7TTC0LCHC0002	омміт	lyr	1	G Add		Confirm	

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- 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.

	Confirm Update
Once you have confirmed Microsoft for verification Microsoft have confirmed confirmation is received, state. If you have any que applying, please contact	I the order total noted above this request will be sent to and actioning. This portal will be automatically updated once your requested changes are live in their systems. Until this your Microsoft CSP subscriptions will remain in their current stions regarding this process or the changes you are us.

OK the Update finished pop up.

ne following subscription commitments have been updated in the CSP Porta hese changes have been successfully confirmed by Microsoft, you will not be or new services and the subscriptions will show on our portal with a pending	l. Unti pilled status
MS NCE M365 BUSINESS PREMIUM (NO TEAMS) 1MTH COMMIT	
DESCRIPTION Successful	

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.

0 NC	CE Subscription	NCE subscription creation in progress					
0 At	runt Subscription	DESCRIPTION		dLA	-	STATUS	ADD-OH
05	served Instance	MS INCE MORE BUSINESS PREMIUM (NO TEAMS) IMTH COMMIT (III) MPHI USDC USDC BULING	MS NOT MISS BUSINESS PREMIUM (NO TEANS) MITH COMMIT PRINCTQPTTCRLCL-CCOON Monthly Renewal (1 Mths)		\$ Amth \$ Amth	0	Manage
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0 10	eed help?		Add New Product				

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.

DESCRIPTION		QTY	RRP	STATUS	ADD-ON
M5 NCE M365 BUSINESS PREMIUM 1 MTH COMMIT (N MPRI: DESC: STOCK CODE: BILLING	SINCE M365 BUSINESS PREMIUM 1 MTH COMMIT PIMCFQ7TTCOLCHC0002 Monthly Renewal (1 Mths)	3	\$ /mth \$ i/mth	0	Manage



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

Manage service		
This wil suspend service, will also accrue if auto re	you will continue to accrue charges as per this subscriptions existin new is still enabled.	ng commitment. Additional commitment
Service statu Active	5	
Upgrade option	S	
*		
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*		
	QUENCY	Amage service CUENCY CUENCY CUENCY Service status Active Upgrade options View Eligible Offers

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"

Changes Quantity	will take effect on renewal increase and Upgrade will	I date: 04-APR-2025 I be effective instantly	
STATUS	QUANTITY IN PROGRESS		
	AUTORENEW:		
	EXPIRY ON 03-Apr-2025		
	Auto renew must be ena	abled to change TERM & BILLING FREE	UENCY
QUANTITY		CHANGE TO	
		3	
		View refundable licenses	
TERMS		CHANGE TO	
		No Change	*
		CHANGE TO	
DILLING P	REQUENCE	No Change	*
	AL CALLERT	CHANGE TO	
03/04/2	025	No Change	-

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.

