

# Provisioning Azure CSP through Tech Data

Technical

# Introduction

Azure CSP enables partners to have end-to-end ownership of the customer lifecycle and relationship for Microsoft Azure. That means partners are empowered to manage sales, own the billing relationship, provide technical and billing support, and be the customer's single point of contact. In addition, Azure CSP provides a full set of tools, including a self-service portal and accompanying APIs to easily provision, manage, and provide billing for customers and their subscriptions.

This guide will help you go through the provisioning process for placing your Azure CSP subscription order through Tech Data. Feel free to keep this guide available for any future references or newer team members.

## Components at a Glance

1. Purchasing an Azure CSP Subscription Overview
2. Logging into Tech Data's StreamOne Cloud Marketplace
3. Adding Azure to your Cart and Check Out Process
4. Domain Options
5. Finalizing Check Out

# Purchasing an Azure CSP Subscription

Tech Data is your go-to-source for all your Microsoft Cloud needs.

## Two Possible Scenarios

When purchasing a new Azure CSP subscription you'll need to give some thought to the customer's current environment.

The options are as follows:

- Net new Microsoft Customer or you want to create a new .onmicrosoft.com domain.
- Existing Microsoft Customer and you want to keep the .onmicrosoft.com domain.

The steps for both scenarios are similar. **In either case following the guide until we bring up these steps again.**

## Logging Into StreamOne

1. Visit [Tech Data's Website](#) and select **"Log In"** from the top right corner.
2. Enter your Username and Password.
3. You will be returned to the home page. From here you want to click **"Buy"** then **"Cloud Solutions Store."**
4. The new page that opens is **StreamOne**. This storefront is where we sell all of our seat based and cloud applications.

Example:



# Adding Azure To Your Cart

1. Type "Azure" into the top right search bar.



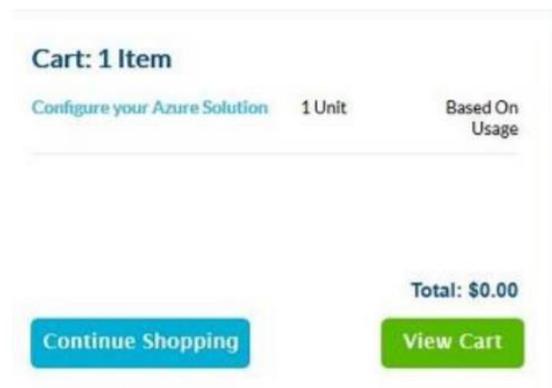
2. You will see several available options on the new screen. Find the one named "Microsoft Azure" and click "Click For Details".



3. The new page will have SKU's listed. You will want to click the shopping cart icon and add the "Configure Your Azure Solution" SKU to your cart.

Name	Register
<a href="#">Azure Training Setup</a> TD# SK31187 MFR#: Azure-Event-Demo	
<a href="#">Configure your Azure Solution</a> TD# SK25805 MFR#: td-reg-ms-azure	

4. From here we will select "View Cart"



# Checkout Process

1. From here we will click the "Proceed To Checkout" button.

Quantity	Date Added	Product Number	Product Details	Payment Details	Each <sup>***</sup>	Total	
1	08-29-2017	TD#: SK25805 Mfn#: td-reg-ms-azure	<a href="#">Microsoft Azure</a> Configure your Azure Solution <a href="#">Details</a>	Due on: 10-08-2017*	Based on Usage	Based on Usage	<a href="#">Remove</a>
Total						\$0.00	

\*\*\* The prices shown here are subject to change. See the Order Summary page at time of checkout for the actual unit pricing.

Current End User: Sarah Seashell [Click to change end user.](#)

**PROCEED TO CHECKOUT**

## Notes:

Depending on how your profile is configured you may need to enter new End User information or select one from your address book.

The next screen is our "Bundle Selection Screen" where you can choose one of our pre-configured workloads such as **Small Business Cloud Server**. See our other run books for more information on these.

2. Next, click the drop-down for "Choose Bundle" and select "Continue Without Bundles".

Cart → End Customer Info → **Azure Settings** → Configuration → Payment → Summary → Complete

[Return to Shopping](#) Sales and Customer Support: 1-800-237-8931 ext. 87663

Bundle Select:

Bundle Summary

Bundles Selected: \_\_\_\_\_

Bundles Settings: \_\_\_\_\_

**Continue Configuration**

Save as Quote

3. Click on the "Continue Configuration" button to proceed.

4. On the new page be sure to enter the correct "Microsoft MPN ID" and verify.

**\*\*Pause Here\*\***: We now need to refer back to the two possible scenarios. See Next Page.

# Domain Options

## Scenario 1- Net New Microsoft Customer or Domain

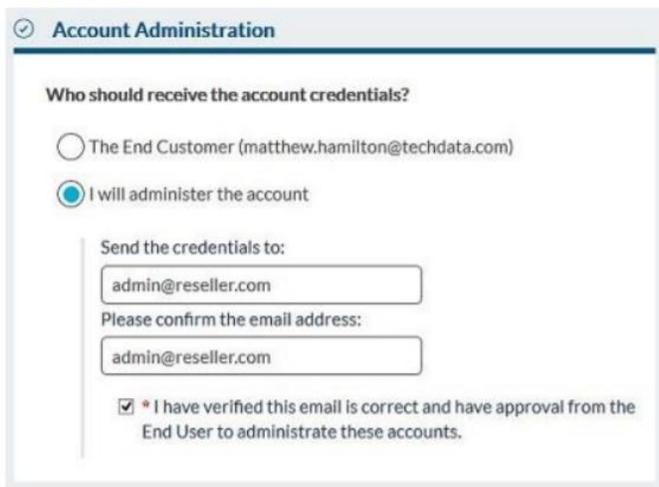
For this scenario we will be creating a brand new .onmicrosoft.com domain. This can be a new separate environment, or just a development site. There are many reasons why an existing customer would want a separate domain. We can later associate this with an existing vanity domain if needed for our new customer.

1. Under the section titled **"End Customer Microsoft Account"** select the option "Create a New End Customer Microsoft Account". This would provide a new input box. It is here that you will type and "Check Availability" of that domain.



The screenshot shows a section titled "End Customer Microsoft Account" with a sub-header "Which end customer Microsoft account would you like to use for this order?". There are three main options: "Transfer an Advisor, Open, or Trial account", "Create a New end customer Microsoft account" (which is selected), and "Existing end customer Microsoft account". Below the selected option, there is a text input field for a "new primary domain name" containing "example201758585.onmicrosoft.com". A green checkmark and the text "Good news: this domain is available" are displayed above the input field. A "Change" link is located below the input field.

2. If the domain is available move on to the **"Account Administration"** section. Here you will send the new admin credentials and confirmation to your end customer or nominate another person to receive this email.



The screenshot shows a section titled "Account Administration" with a sub-header "Who should receive the account credentials?". There are two radio button options: "The End Customer (matthew.hamilton@techdata.com)" and "I will administer the account" (which is selected). Below the selected option, there is a text input field for "Send the credentials to:" containing "admin@reseller.com". Below that is another text input field for "Please confirm the email address:" containing "admin@reseller.com". At the bottom, there is a checked checkbox with the text "\* I have verified this email is correct and have approval from the End User to administrate these accounts."

3. Next click on **"Continue to Payment"**

## Scenario 2- Existing Microsoft Customer or Domain

For this scenario we will be deploying an Azure CSP subscription to an existing .onmicrosoft.com domain. This can be an existing CSP domain or from a Microsoft Direct domain. There are two possible paths under this scenario:

1. The customer has an existing Microsoft domain direct with Microsoft (most often advisor.)
2. The customer has an existing CSP subscription with Tech Data.

### For Existing Microsoft Domain Direct with Microsoft (Advisor)

There are two simple steps that need to be performed before adding an Azure subscription to an existing non-CSP domain. **Please note:** Early termination fees may apply if you cancel their subscription earlier than their commitment.

1. Turn off **"auto-renew"** or wait until the subscription expires
2. Authorize the Transfer- If you are the delegated account admin for your end customer, click on the link below and log-in to complete the transfer authorization. If you are not the account administrator, send your end customer this link so they can complete the transfer.

### [Authorization Link](#)

Ordering Without Authorization: It is possible to order without completing the above authorization steps. This process is not encouraged, as it may take longer to process your order.

Select the **"Existing end customer Microsoft Account"** option in the **"End Customer Microsoft Account"** section. Then select **"My end customer account's primary domain isn't listed."** Finally, enter the primary domain to transfer in the field provided and click **"Apply"**.

Note: If you have more questions about this process please download the full Multi-Channel guide [here](#)

Once the above steps are completed you are ready to move forward. Under the section titled "End Customer Microsoft Account" select the option **"Transfer an Advisor, Open, or Trial Account"**.

1. Enter the customer's domain name and click **"Apply"**.

End Customer Microsoft Account

Which end customer Microsoft account would you like to use for this order?\*

Transfer an Advisor, Open, or Trial account

Primary domain to transfer:  
(onmicrosoft.com, .com .net .co.uk .dk .be .pt etc)

I've completed the authorization steps required to transfer this subscription.\*

Create a New end customer Microsoft account

Existing end customer Microsoft account

2. Next select "Continue to Payment".

### The customer has an existing CSP subscription with Tech Data.

1. Click on "Existing End Customer Microsoft Account". Next, select the primary domain of the account below.

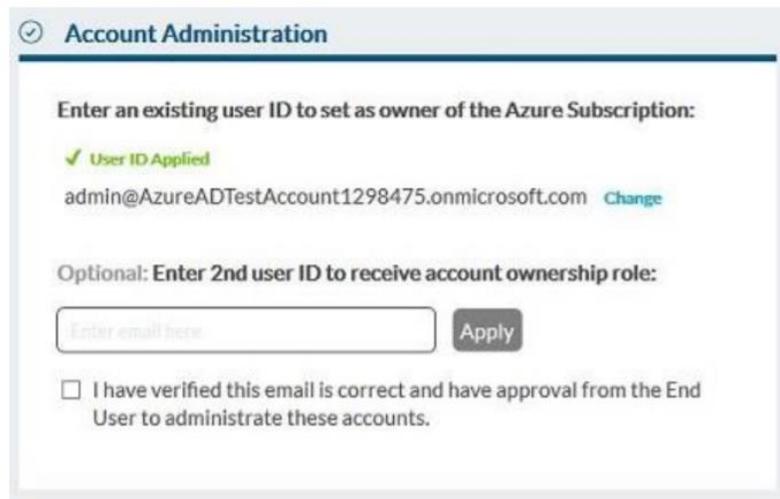
Note: If you do not see your customer listed select "My end customer account's primary domain isn't listed" and enter that domain name.



The screenshot shows a web interface titled "End Customer Microsoft Account". Below the title is a question: "Which end customer Microsoft account would you like to use for this order?". There are three options, each with a right-pointing arrow in a blue box: "Transfer an Advisor, Open, or Trial account", "Create a New end customer Microsoft account", and "Existing end customer Microsoft account". The "Existing end customer Microsoft account" option is selected, indicated by a downward-pointing arrow in a blue box. Below this, there is a prompt: "Select the primary domain of the account:". There are two radio button options: "lkenlked903jd9j3ljdndek.onmicrosoft.com (4 subscriptions)" and "AzureADTestAccount1298475.onmicrosoft.com (3 subscriptions)". The second option is selected.

2. Next you will need to specify the owner of the subscription. Under the section titled "Account Administration" you have the ability to nominate two existing users in the domain's user directory.

Note: If you do not enter a user the first alphabetical user will be selected as owner of the subscription.

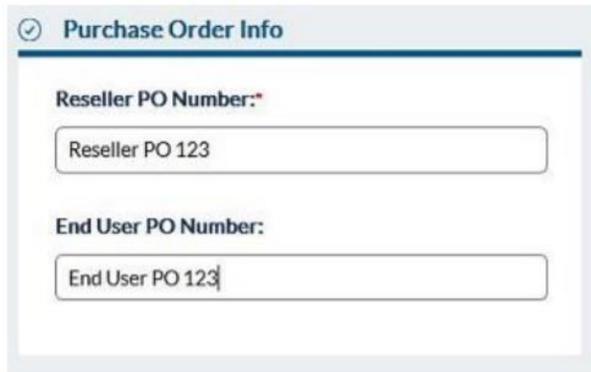


The screenshot shows a web interface titled "Account Administration". Below the title is a prompt: "Enter an existing user ID to set as owner of the Azure Subscription:". There is a green checkmark and the text "User ID Applied". Below that, the email address "admin@AzureADTestAccount1298475.onmicrosoft.com" is displayed with a "Change" link. Below this is another prompt: "Optional: Enter 2nd user ID to receive account ownership role:". There is a text input field with the placeholder "Enter email here" and an "Apply" button. At the bottom, there is a checkbox with the text "I have verified this email is correct and have approval from the End User to administrate these accounts."

3. Next select "Continue to Payment".

# Finalizing Checkout

1. Enter your "Reseller PO Number" and your optional "End User PO Number"



The screenshot shows a form titled "Purchase Order Info" with a checkmark icon in the top left corner. It contains two input fields. The first is labeled "Reseller PO Number:" and contains the text "Reseller PO 123". The second is labeled "End User PO Number:" and contains the text "End User PO 123".

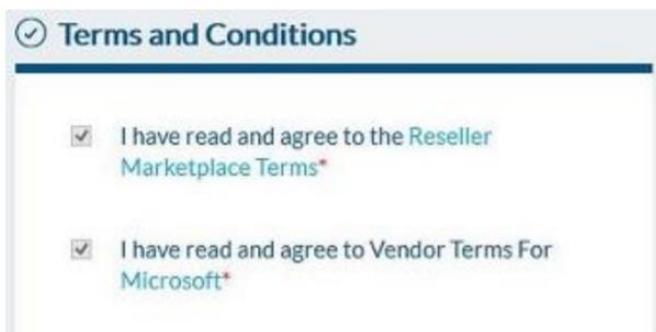
2. Next select your "Payment Method".



The screenshot shows a form titled "Payment Method" with a checkmark icon in the top left corner. It contains a label "Please select your payment method:\*" and two radio button options: "Terms" (which is selected) and "Credit Card".

3. Then click on "Continue to Summary".

4. Enter a promo code if you have one and click "Apply". On the next page ensure all information entered is correct and if so, accept the "Terms and Conditions"



The screenshot shows a form titled "Terms and Conditions" with a checkmark icon in the top left corner. It contains two checked checkboxes with labels: "I have read and agree to the Reseller Marketplace Terms\*" and "I have read and agree to Vendor Terms For Microsoft\*".

5. Finally click on "Place Order".

Congratulations! You will be taken to a summary page and have now completed the order process. A confirmation email will go out with one-time use credentials and instructions on how to access your customer's new Azure CSP Subscription.

For any questions  
or additional assistance,  
please contact our team.

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