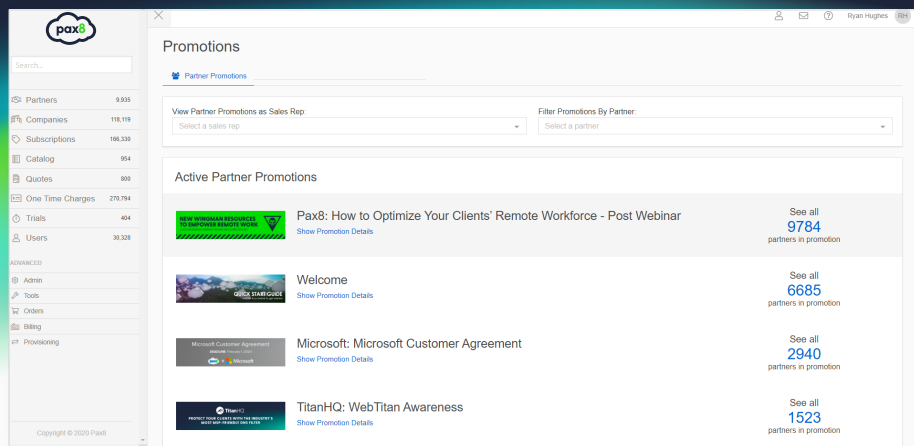




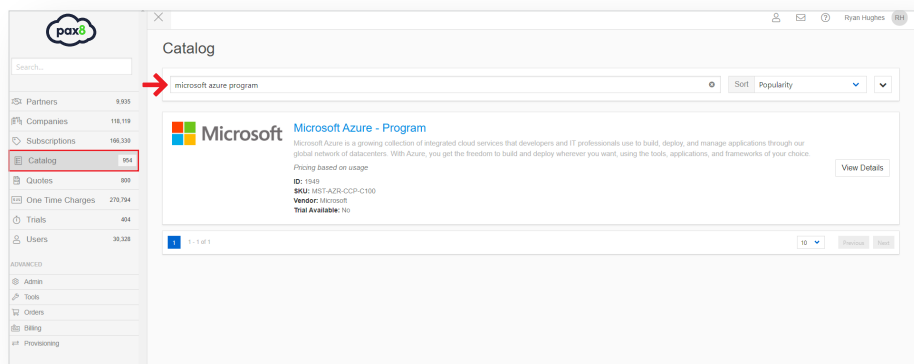
MICROSOFT AZURE – PROGRAM

ORDERING GUIDE

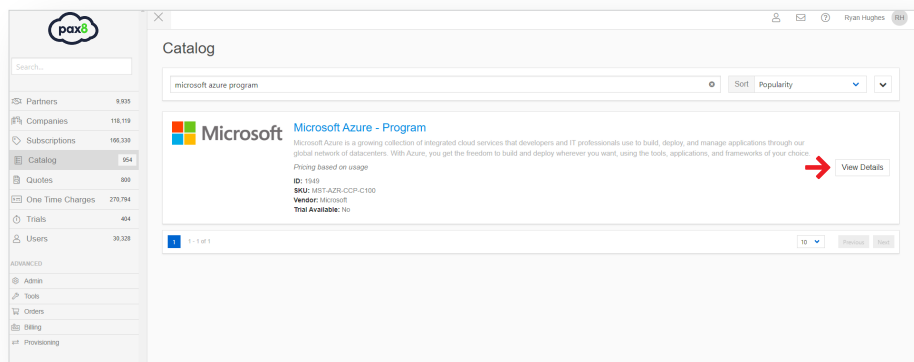
1. Log in to the Pax8 Platform.



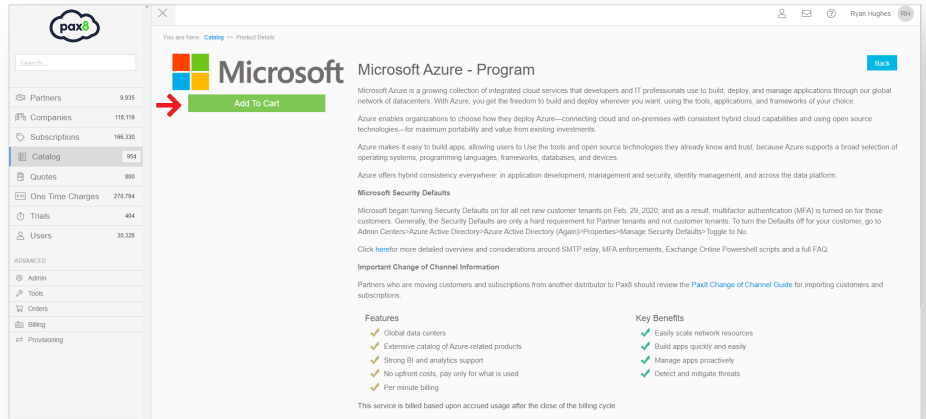
2. Click on *Catalog* from the menu on the left and then type *Microsoft Azure Program* in the catalog search field.



3. Click *View Details*.

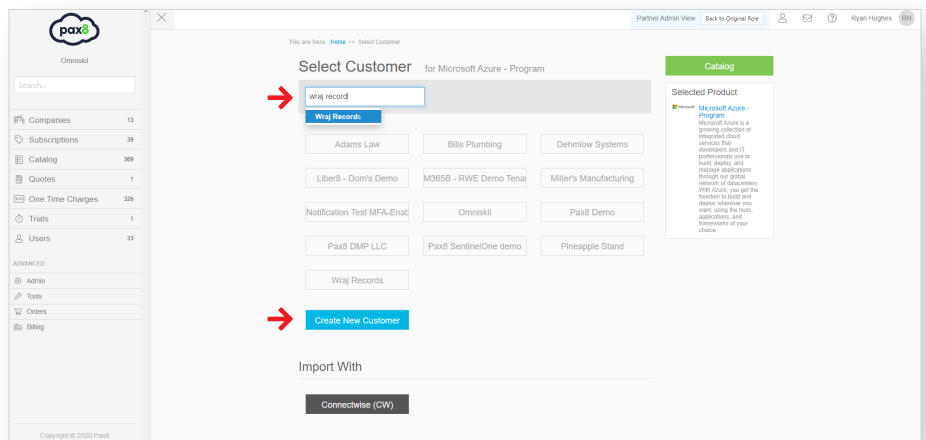


4. Click *Add To Cart*.

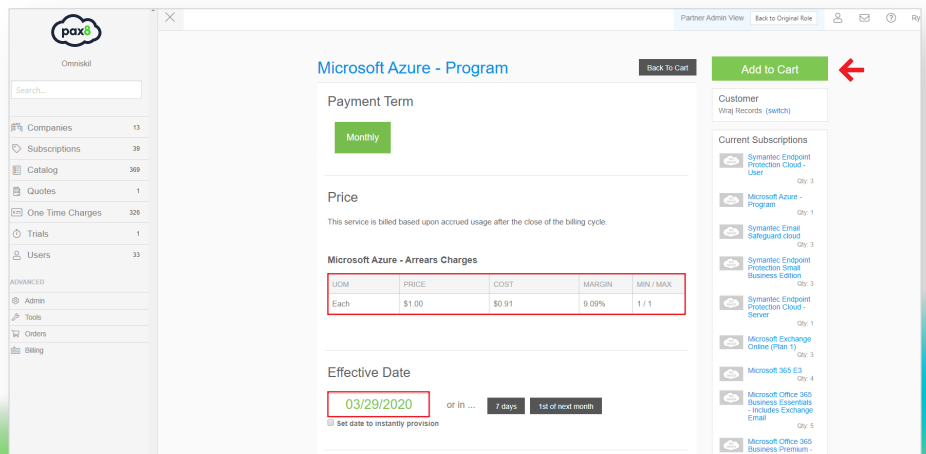


5. Enter the name of the company in the *Quick Customer Select* field and then click on the company name when it populates.

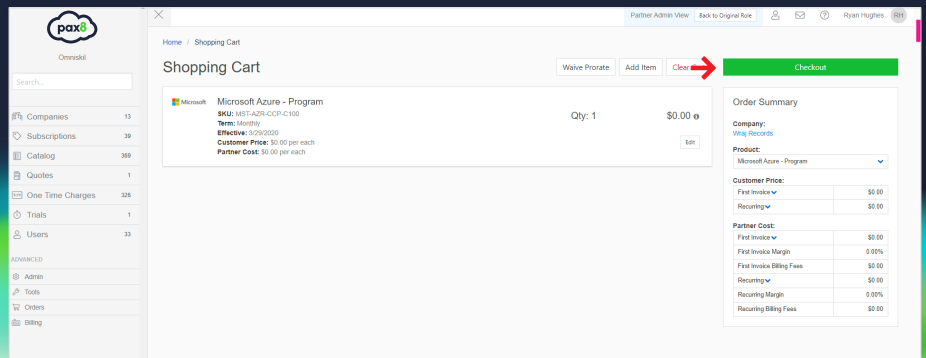
*If this order is for a new customer, please click on *Create New Customer* at the bottom of the screen and add the new customer first.



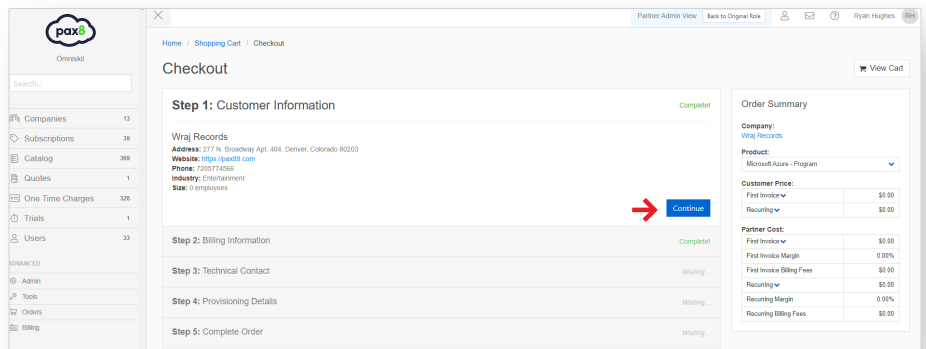
6. Click *Add To Cart*.



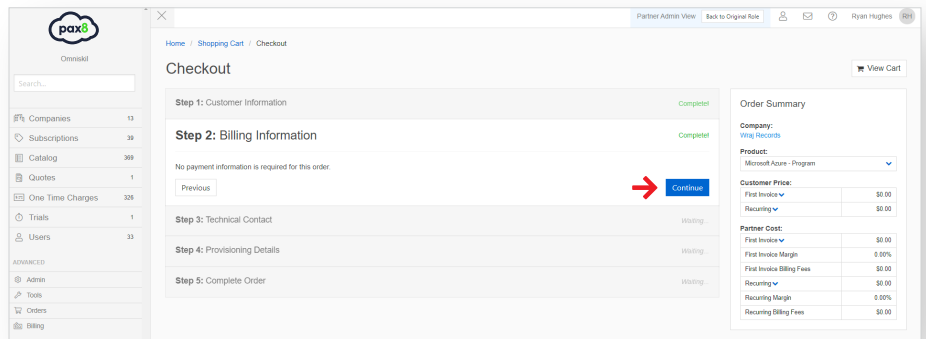
7. Click *Checkout*.



7. Click *Continue*.



8. Click *Continue*.



9. Select the contact that will receive the order confirmation email.

*If the desired contact is not listed, please add them by clicking *New Contact*.

Home / Shopping Cart / Checkout

Partner Admin View Back to Original Role Ryan Hughes

Checkout

Step 1: Customer Information Completed

Step 2: Billing Information Completed

Step 3: Technical Contact

Please select the technical contact responsible for setting up service. This contact will receive the welcome email with steps to get started.

Search Contacts

- Joey Pakly
jpakly@pax8.com
- Harlan Taylor
htaylor@wingrecords.com
2036105314

Technical

Admin Billing Technical

Previous Continue

Step 4: Provisioning Details Waiting

Step 5: Complete Order Waiting

Order Summary

Company: Wing Records

Product: Microsoft Azure - Program

Customer Price:

First Invoice	\$0.00
Recurring	\$0.00

Partner Cost:

First Invoice	\$0.00
First Invoice Margin	0.00%
First Invoice Billing Fees	\$0.00
Recurring	\$0.00
Recurring Margin	0.00%
Recurring Billing Fees	\$0.00

10. Complete provisioning details part one.

Step 4: Provisioning Details

Provisioning details are required. These details are specific to each vendor and can include technical details required for service to begin.

1. Microsoft Azure - Program

Does the customer have an existing Microsoft account and can they log into <https://login.microsoftonline.com/?>?

- Yes, the customer has and can log into their Microsoft account
- No, the customer does not have a Microsoft account

Have you accepted the delegated admin relationship?

You must assign Arrow as a Delegated Admin on the Customer Account to complete the first order. If the customer has previously ordered a Microsoft product through Pax8, disregard this step.

For U.S. customers, click [here](#)
For Canadian customers, click [here](#)

Microsoft Customer Tenant ID*

b61c1f565-d3dc-4a46-b758-6878b7f96a27

[How to find the Microsoft Tenant ID](#)

Please enter contact information for the person who will receive Microsoft order information:

Contact First Name*

Pete

Contact First Name requires at least 2 letters

Contact Last Name*

Link

Contact Last Name requires at least 2 letters

Contact Email*

p@ink@pax8.com

Order Summary

Company: Wing Records

Product: Microsoft Azure - Program

Customer Price:

First Invoice	\$0.00
Recurring	\$0.00

Partner Cost:

First Invoice	\$0.00
First Invoice Margin	0.00%
First Invoice Billing Fees	\$0.00
Recurring	\$0.00
Recurring Margin	0.00%
Recurring Billing Fees	\$0.00

11. Complete provisioning details part two.

Step 4: Provisioning Details

Provisioning details are required. These details are specific to each vendor and can include technical details required for service to begin.

1. Microsoft Azure - Program

Provide the existing Global Administrator email address on the customer Microsoft account:

jtaylor@wingrecords.com

This user will be designated as the Microsoft Azure subscription owner.

Does the customer have an existing Azure account and can they log into <https://portal.azure.com/?>?

- Yes, the customer has and can log into their Azure account
- No, the customer does not have a Azure account

Is the customer's Azure account currently provisioned directly through Microsoft?

- Yes, the Azure account is provisioned directly through Microsoft
- No, the Azure account is provisioned by another distributor

Previous Distributor *

Ingram Micro

Name of distributor that provisioned the customer's existing Azure account:

Order Summary

Company: Wing Records

Product: Microsoft Azure - Program

Customer Price:

First Invoice	\$0.00
Recurring	\$0.00

Partner Cost:

First Invoice	\$0.00
First Invoice Margin	0.00%
First Invoice Billing Fees	\$0.00
Recurring	\$0.00
Recurring Margin	0.00%
Recurring Billing Fees	\$0.00

12. Complete provisioning details part three.

The Microsoft Customer Agreement is the new version of the Microsoft Cloud Agreement that was previously used in CSP. The new Microsoft Customer Agreement can be completed through the partner center or through the fields below.

First Name *
Pete

Last Name *
Link

Email Address *
plink@pax8.com

Date of Acceptance *
2020-01-20

Validated!

Previous Continue

Step 5: Complete Order

Waiting...

Product: Microsoft Azure - Program

Customer Price:

First Invoice	\$0.00
Recurring	\$0.00

Partner Cost:

First Invoice	\$0.00
First Invoice Margin	0.00%
First Invoice Billing Fees	\$0.00
Recurring	\$0.00
Recurring Margin	0.00%
Recurring Billing Fees	\$0.00

13. Click *Complete Order*.

Step 2: Billing Information Completed

Step 3: Technical Contact Completed

Step 4: Provisioning Details Completed

Step 5: Complete Order Completed

Microsoft Microsoft Azure - Program

SKU: MIT-AZN-CCP-C100

Term: Monthly

Effective: 3/25/2020

Customer Price: \$0.00 per each

Partner Cost: \$0.00 per each

Qty: 1 \$0.00

Purchase Order Number:

Enter PO #

Agree To Service Terms and Conditions

As a Partner, you acknowledge that all the information within this order is accurate and provided to obtain service subject to the terms of the Pax8 Partner Agreement. You are requesting provisioning of the services specific in this order and acknowledge your customers will abide by the [Service Terms and Conditions](#).

☒ I acknowledge that I have read and abide by the Order Declaration.

Previous Complete Order

Order Summary

Company: Wing Records

Product: Microsoft Azure - Program

Customer Price:

First Invoice	\$0.00
Recurring	\$0.00

Partner Cost:

First Invoice	\$0.00
First Invoice Margin	0.00%
First Invoice Billing Fees	\$0.00
Recurring	\$0.00
Recurring Margin	0.00%
Recurring Billing Fees	\$0.00

HAVE QUESTIONS?

Please contact your Azure Specialist at Pax8!