

# Microsoft CSP Subscriptions Management

## Summary

This article provide summary on Microsoft CSP subscription(s) management and operations in MachPanel.

## Applies To

Applies to MachPanel build v6.1.30 and later.

## Microsoft CSP Subscriptions Management

- Navigate to the following path: **Home > Service Director > Microsoft CSP Management > Accounts**.
- Click on the **Subsc.ID** of CSP account as shown below:

Status	Subscription ID	Customer ID	Tenant Name ID	Owner ID	Options
Active	Subsc.ID: 64 Package: CSP 5/30/2022	#15 Zohaib Shaikh [The Cloud Business Company]	Tenant: hybdorgtest Domain: hybdorgtest.onmicrosoft.com	Host Admin (Provider)	Manage

- You will see **General Info** tab where you can **Change Package** to upgrade/downgrade Offers/sub-offers(Add-ons).

Subscription Name	Deffer Off - 4 Offers - 2 Addons for avalarasandbox01.onmicrosoft.com
Customer:	#35 Chris Robert
Service Type:	Microsoft CSP Services
Package:	Deffer Off - 4 Offers - 2 Addons

Estimated Bill
Azure Bill Estimate: Estimate calculated at:
Calculate Now    Detail

# Microsoft CSP Subscriptions Management

Select **Package** and the **Billing cycle**. Click **Save** when done.

### Change Package

**Select Package:** Defer Off - 4 Offers - 2 Addons

**Select Billing Cycle:** Monthly

## Subscriptions

You can migrate the subscription to NCE if the commercial SAAS products are already configured in CSP Package. The subscription management of Microsoft CSP includes following:

1. Add Subscription
2. Import Subscriptions
3. Upgrade Subscription
4. Increase License Quantity
5. Status (Active/Suspended)
6. Convert Trial Offers

The screenshot shows the 'Subscriptions' management page. At the top, there are tabs for 'General Info', 'Resources', 'Add-ons', and 'Subscriptions' (which is selected and highlighted with a red box). Below the tabs is a search bar and a '+ Import Existing Subscription from backend CSP portal' button. The 'Operations' section contains three buttons: 'Add subscription', 'Import Subscriptions', and 'Sync Subscriptions Quantity and End Date'. The 'Subscriptions' section has an 'Add New Subscriptions' button. Below this is a table with columns: Subscription Name, Offer Name, Status, and Quantity. The table lists several subscriptions, including 'Office 365 Business' (Suspended), 'Microsoft 365 Business Premium' (Active), 'Microsoft 365 E3' (Active), and 'Microsoft Defender for Office 365 (Plan 1)' (Active). Annotations include red arrows pointing to the 'Import Subscriptions' button, the 'Add New Subscriptions' button, the 'Quantity' column (with a red circle around the value '1' and a red arrow pointing to it), the 'Migrate to NCE' button, and the 'Update' button. A red text label 'Increase / Decrease Licenses' is positioned near the 'Quantity' column, and another red text label 'Status (Active /Suspended)' is near the 'Update' button.

Subscription Name	Offer Name	Status	Quantity
Office 365 Business Renews in 24940 Day(s) on 31.12.2090	Office 365 Business	Suspended	1
Microsoft 365 Business Premium Renews in 24940 Day(s) on 31.12.2090	Microsoft 365 Business	Active	1
Microsoft 365 E3 Renews in 24940 Day(s) on 31.12.2090	Microsoft 365 E3	Active	1
Microsoft Defender for Office 365 (Plan 1)	Office 365 Advanced Threat Protection (Plan 1)	Active	1
Microsoft 365 Business Basic Renews in 24940 Day(s) on 31.12.2090	Office 365 Business Essentials	Active	1
Microsoft Defender for Office 365 (Plan 1)	Office 365 Advanced Threat Protection (Plan 1)	Active	1

# Microsoft CSP Subscriptions Management

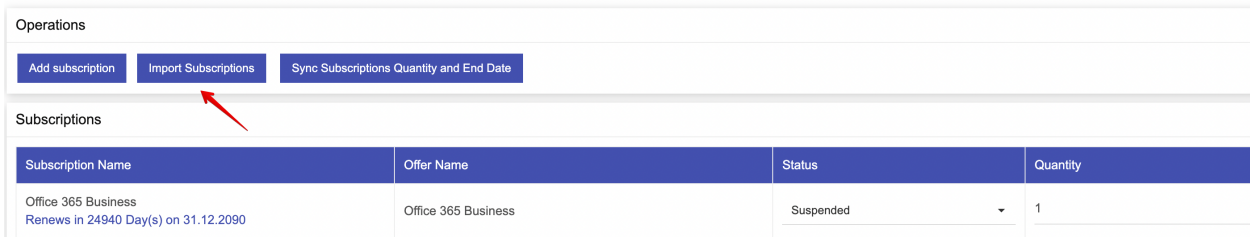
## 1. Add Subscription

You need to add the required Offers/Add-ons under the service plan and change package (if needed). Then click **Add subscription** to add a new subscription.

## 2. Import Subscriptions

You can **Import Subscriptions** to existing tenant from backend (Direct/Indirect Partner). See More details on integrating **TechData (Indirect Partner)**

<https://kb.machsol.com/Knowledgebase/55604/TechData-Distributor-Indirect-Partner-Integrati>



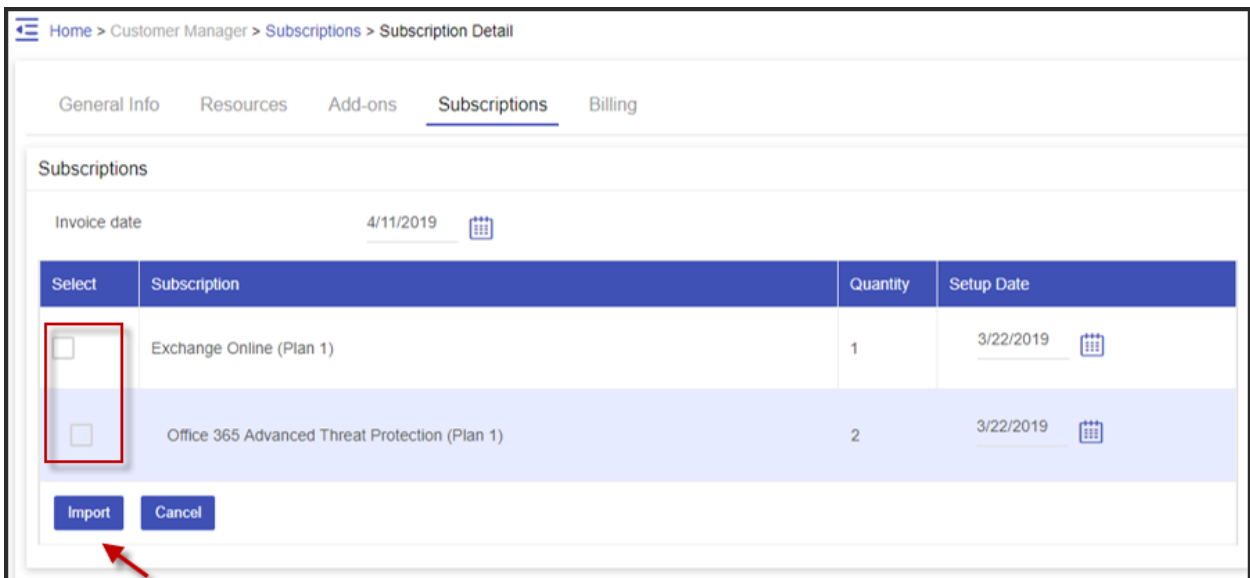
Operations

[Add subscription](#) [Import Subscriptions](#) [Sync Subscriptions Quantity and End Date](#)

Subscriptions

Subscription Name	Offer Name	Status	Quantity
Office 365 Business Renews in 24940 Day(s) on 31.12.2090	Office 365 Business	Suspended	1

- Select tenants and click **Import**.



Home > Customer Manager > Subscriptions > Subscription Detail

General Info Resources Add-ons **Subscriptions** Billing

Subscriptions

Invoice date 4/11/2019

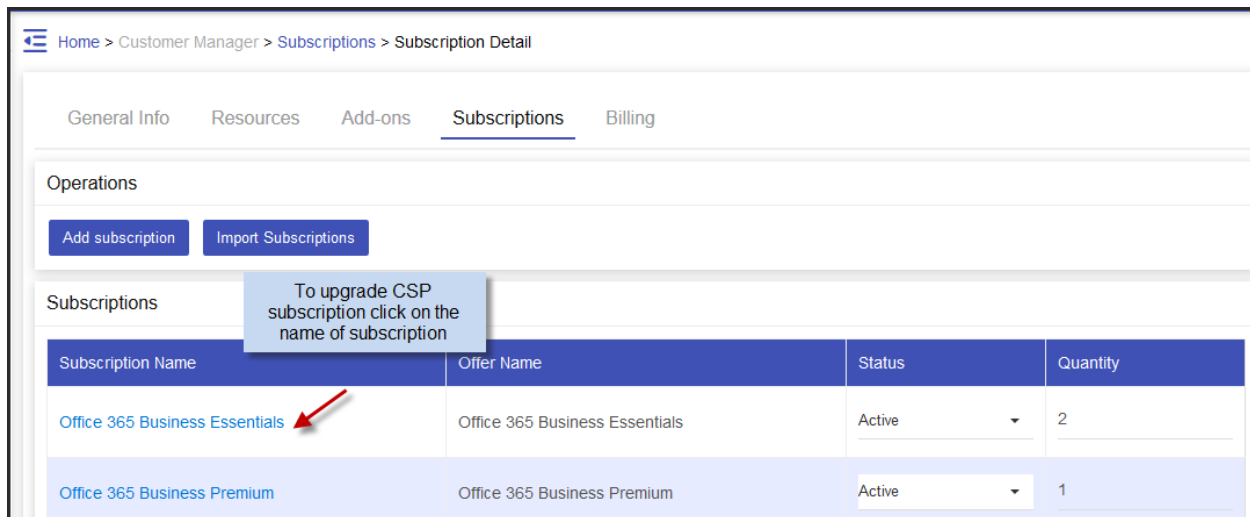
Select	Subscription	Quantity	Setup Date
<input type="checkbox"/>	Exchange Online (Plan 1)	1	3/22/2019
<input type="checkbox"/>	Office 365 Advanced Threat Protection (Plan 1)	2	3/22/2019

[Import](#) [Cancel](#)

## 3. Upgrade Subscriptions

# Microsoft CSP Subscriptions Management

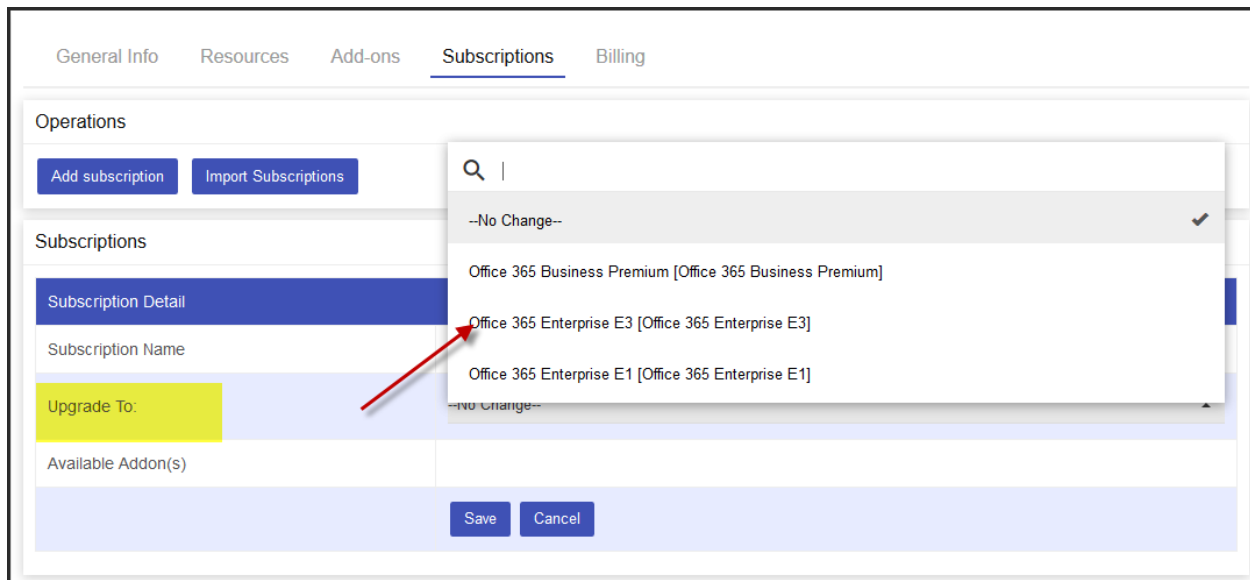
You can upgrade the existing subscriptions along with Add-ons.



The screenshot shows the 'Subscription Detail' page in the Microsoft CSP Subscriptions Management interface. The breadcrumb trail is 'Home > Customer Manager > Subscriptions > Subscription Detail'. The page has tabs for 'General Info', 'Resources', 'Add-ons', 'Subscriptions', and 'Billing'. Under the 'Subscriptions' tab, there are buttons for 'Add subscription' and 'Import Subscriptions'. A callout box points to the 'Office 365 Business Essentials' link in the table, stating 'To upgrade CSP subscription click on the name of subscription'. The table lists two subscriptions:

Subscription Name	Offer Name	Status	Quantity
<a href="#">Office 365 Business Essentials</a>	Office 365 Business Essentials	Active	2
<a href="#">Office 365 Business Premium</a>	Office 365 Business Premium	Active	1

Select new Offer or available add-ons and **Save**.



The screenshot shows the 'Subscription Detail' page with the 'Upgrade To:' dropdown menu open. The dropdown menu lists the following options:

- No Change--
- Office 365 Business Premium [Office 365 Business Premium]
- Office 365 Enterprise E3 [Office 365 Enterprise E3]
- Office 365 Enterprise E1 [Office 365 Enterprise E1]
- No Change--

A red arrow points to the 'Office 365 Enterprise E3' option. The 'Save' and 'Cancel' buttons are visible at the bottom of the page.

## 4. Increase/Decrease License Quantity

To increase/decrease the license quantity just change the number under **Quantity** column and click **Update**.

## 5. Status (Active/Suspended)

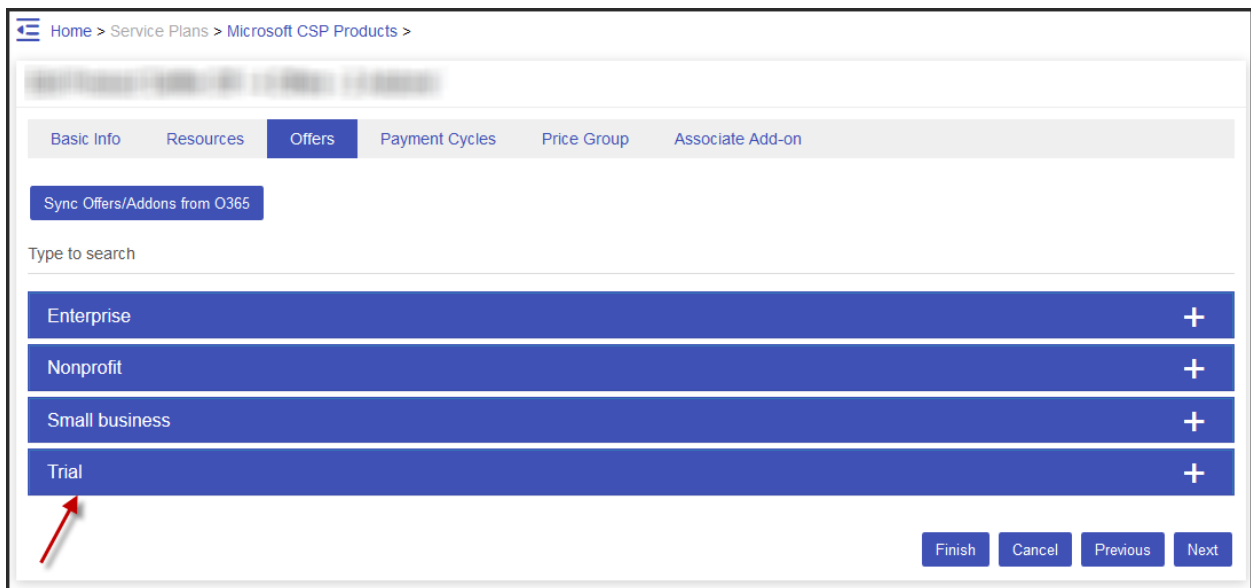
# Microsoft CSP Subscriptions Management

You can also change the **status** of a subscription to Active/Suspended and click **Update** once done.

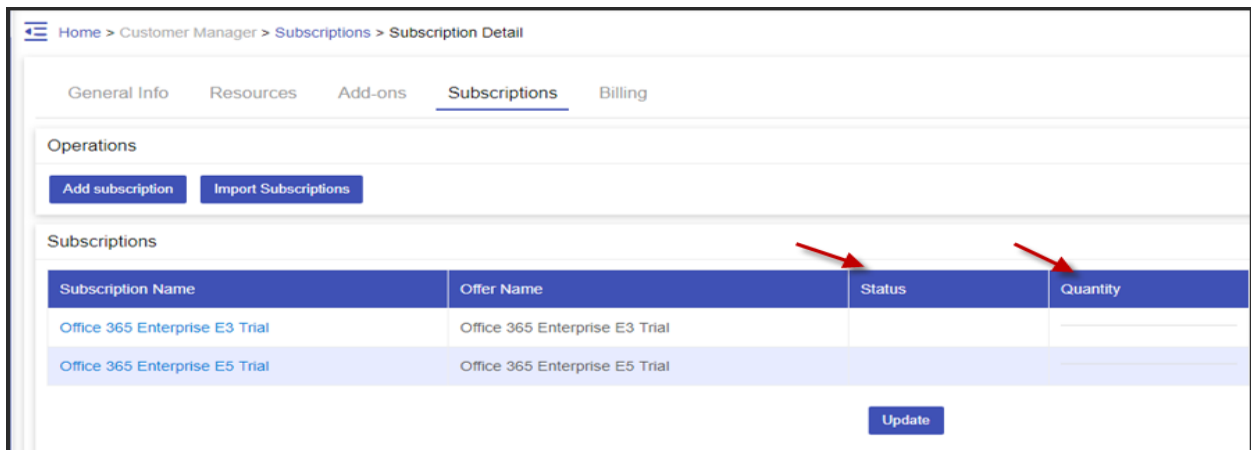
## 6. Convert Trial Offers

Handling of trial offers (Order and Conversion) is now available via MachPanel Interface.

- To subscribe **Trial Offers**, select Offers/Add-ons in **Service Plan** (Offers) section as shown below:

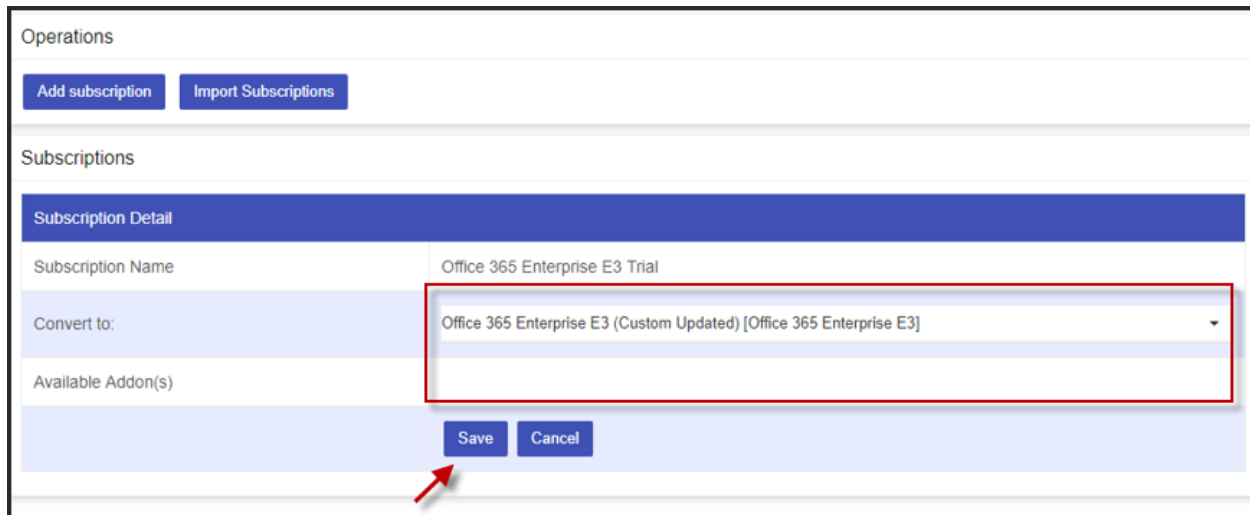


- Trial offers do NOT support **quantity** update and **status (Active/Suspended)** update.



## Microsoft CSP Subscriptions Management

- Trial offers can also be converted to paid/billed offers. Click on the name of Trial Offer, select new offer in "**Convert To**" and click **Save**.



The screenshot displays the 'Operations' section of the Microsoft CSP Subscriptions Management interface. It includes buttons for 'Add subscription' and 'Import Subscriptions'. Below this is the 'Subscriptions' section, which contains a 'Subscription Detail' form. The form has the following fields:

- Subscription Name:** Office 365 Enterprise E3 Trial
- Convert to:** A dropdown menu with the selected option 'Office 365 Enterprise E3 (Custom Updated) [Office 365 Enterprise E3]'. This dropdown is highlighted with a red rectangular box.
- Available Addon(s):** (This field is currently empty)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/55608/Microsoft-CSP-Subscriptions-Mana...>