

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:

Home > Service Director > Microsoft CSP Management > Accounts

Microsoft CSP Tenants Settings Phone Numbers Management Service Phone Numbers

Operations

Send CSP Invitation

From Date: 19.08.2022 To Date: 18.09.2022 Export Subscription Reconciliation Report

Search

Status	Subscription ID	Customer ID	Tenant Name ID	Owner ID	Options
Active	Subsc.ID: 64 Package: CSP 5/30/2022	#15 Zohab 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).

Home > Customer Manager > Subscriptions > Subscription Detail

General Info Resources Add-ons Subscriptions Billing

Operations

Manage Cancel Subscription Change Package

Change/switch package for upgrade/downgrade offers

General

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

Save

Cancel

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

Home > Customer Manager > Subscriptions > Subscription detail

Set as Home Page

General Info

Resources

Add-ons

Subscriptions

Search

+

Import Existing Subscription from backend CSP portal

Operations

Add subscription

Import Subscriptions

Sync Subscriptions Quantity and End Date

Subscriptions

Add New Subscriptions

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

Update

Status (Active /Suspended)

Microsoft CSP Subscriptions Management

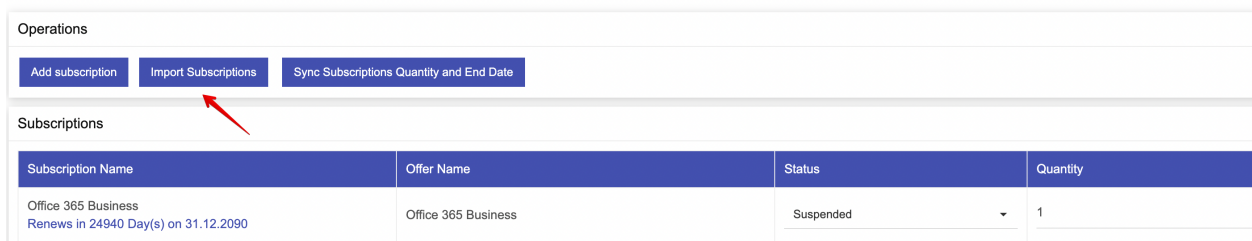
1. Add Subscription

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-Integration>



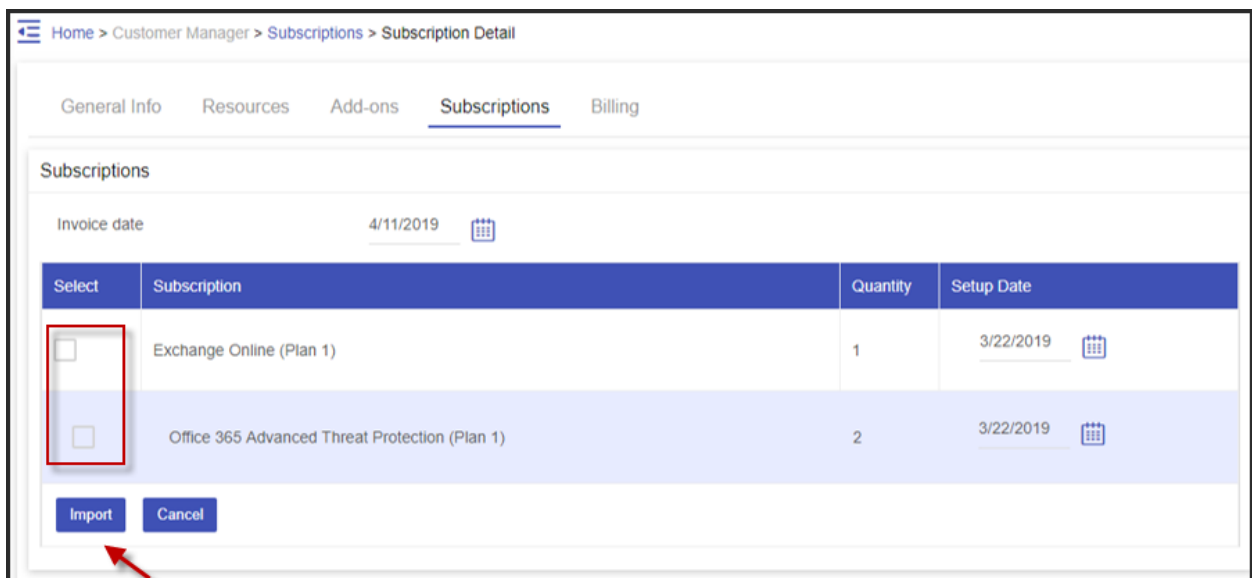
Operations

[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.

Home > Customer Manager > Subscriptions > Subscription Detail

General Info Resources Add-ons Subscriptions Billing

Operations

Add subscription Import Subscriptions

Subscriptions

To upgrade CSP subscription click on the name of subscription

Subscription Name	Offer Name	Status	Quantity
Office 365 Business Essentials	Office 365 Business Essentials	Active	2
Office 365 Business Premium	Office 365 Business Premium	Active	1

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

General Info Resources Add-ons Subscriptions Billing

Operations

Add subscription Import Subscriptions

Subscriptions

Subscription Detail

Subscription Name

Upgrade To:

Available Addon(s)

Save Cancel

Search: |

- 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--

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)

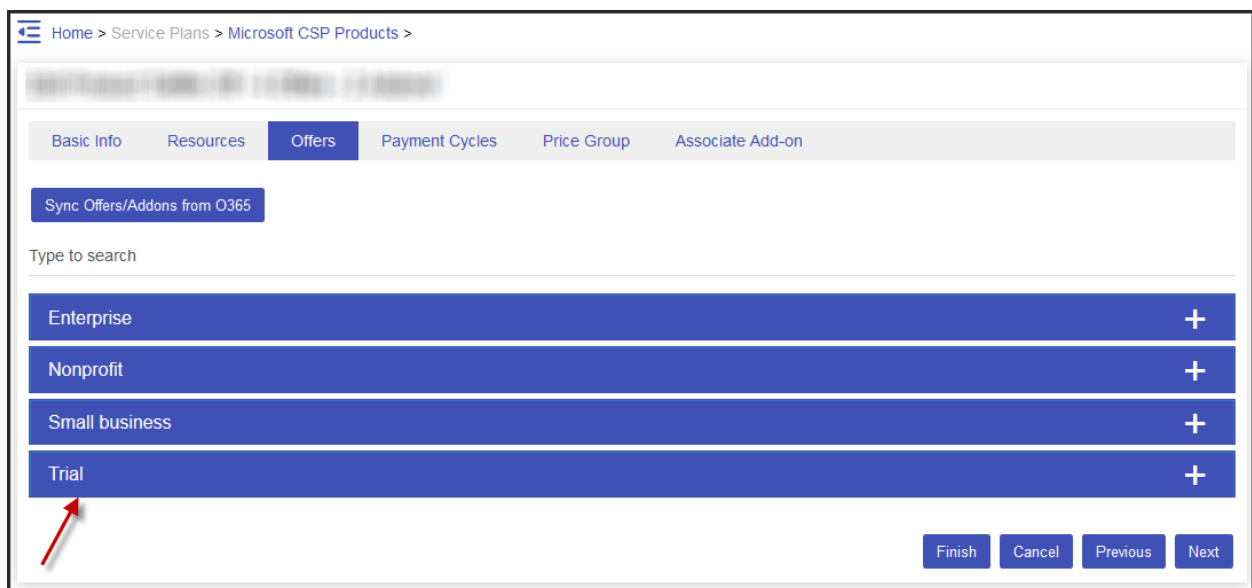
Microsoft CSP Subscriptions Management

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

6. Convert Trial Offers

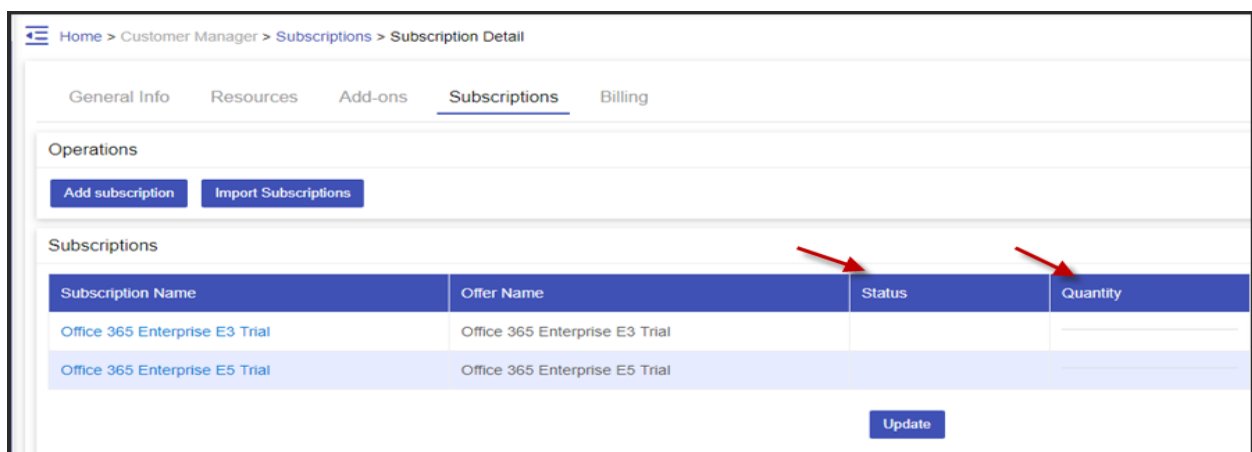
Handling of trial offers (Order and Conversion) is now available via MachPanel Interface.

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



The screenshot shows the 'Offers' section of the Microsoft CSP Subscriptions Management interface. The breadcrumb trail is 'Home > Service Plans > Microsoft CSP Products >'. The 'Offers' tab is selected, and a button 'Sync Offers/Addons from O365' is visible. Below the search bar, there is a list of offers: Enterprise, Nonprofit, Small business, and Trial. The 'Trial' offer is highlighted with a red arrow. At the bottom right, there are buttons for 'Finish', 'Cancel', 'Previous', and 'Next'.

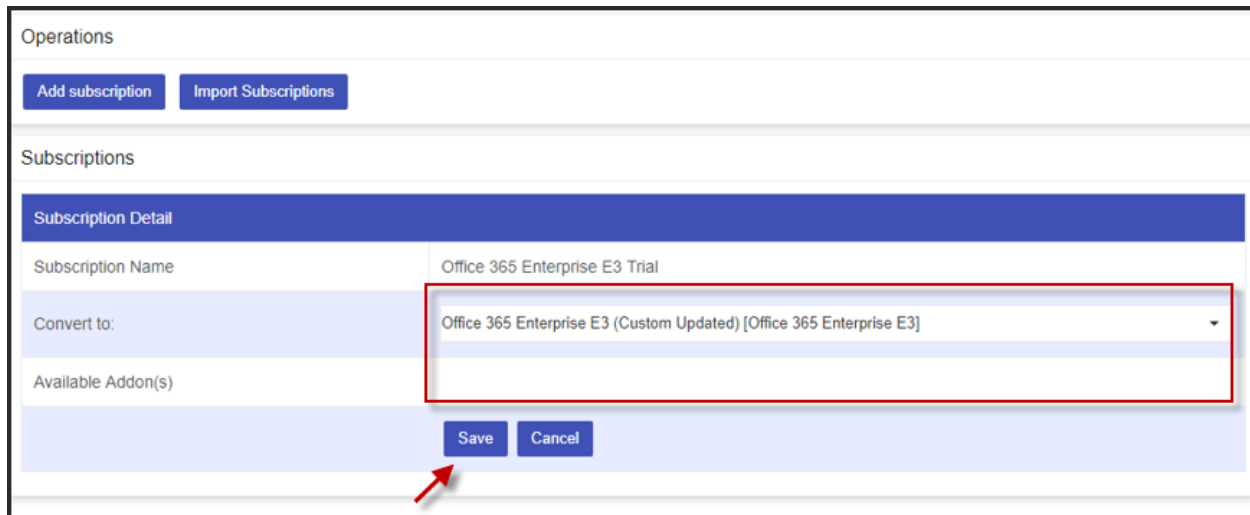
- Trial offers do NOT support **quantity** update and **status (Active/Suspended)** update.



The screenshot shows the 'Subscriptions' section of the Microsoft CSP Subscriptions Management interface. The breadcrumb trail is 'Home > Customer Manager > Subscriptions > Subscription Detail'. The 'Subscriptions' tab is selected, and buttons for 'Add subscription' and 'Import Subscriptions' are visible. Below the search bar, there is a table with the following columns: Subscription Name, Offer Name, Status, and Quantity. The 'Status' and 'Quantity' columns are highlighted with red arrows. The table contains two rows of data: 'Office 365 Enterprise E3 Trial' and 'Office 365 Enterprise E5 Trial'. At the bottom right, there is an 'Update' button.

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 three fields: 'Subscription Name' (Office 365 Enterprise E3 Trial), 'Convert to:' (Office 365 Enterprise E3 (Custom Updated) [Office 365 Enterprise E3]), and 'Available Addon(s)'. A red box highlights the 'Convert to:' dropdown menu. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

Subscription Detail	
Subscription Name	Office 365 Enterprise E3 Trial
Convert to:	Office 365 Enterprise E3 (Custom Updated) [Office 365 Enterprise E3]
Available Addon(s)	
<div>Save Cancel</div>	

MachPanel Knowledgebase

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