D&S Helpdesk

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Ordering for New tenant Office 365

Jason Pomery - 2022-03-08 - 0 Comments - in Office 365

Log on to Synnex CSP portal

1) Select Vendor Catalog from the top menu and choose Microsoft New Commerce

2) Select the appropriate product and Check Out

3) Click the plus sign beside customer to create a new customer

4) Fill in information requested. I've used our phone number and support as the email address

5) You will be asked to set up the tenet please make sure you use admin as the name and then whatever tenant name we can use.

6) Once this is successfully provision it will show up in the portal. The temporary username/password will be there for our use