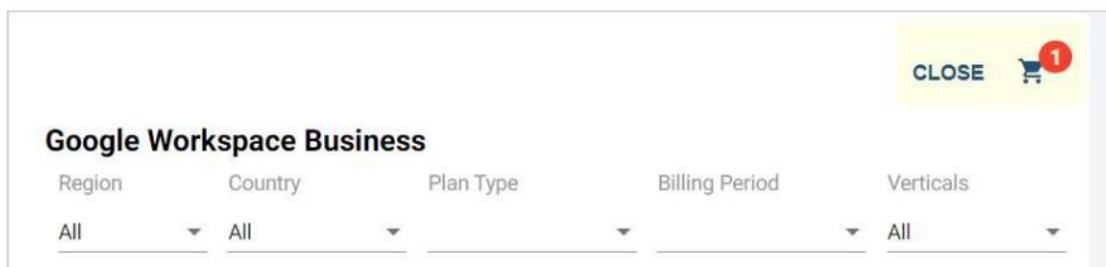
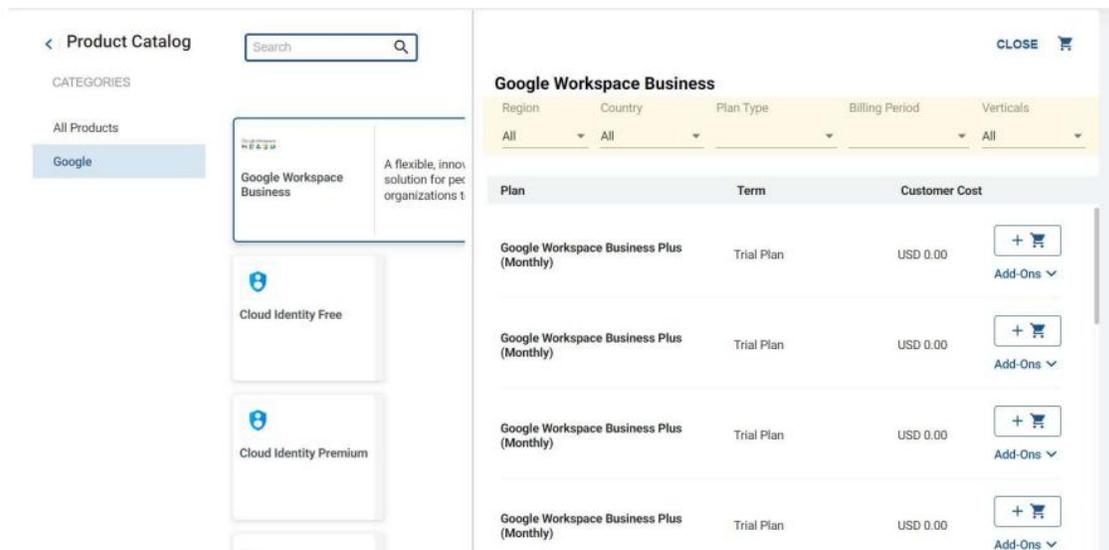


Create or Transfer Google Workspace

Modified on: Thu, 13 Apr, 2023 at 7:02 PM

Navigation: Customer > Buy Products

1. From the **Customer** menu, select a customer.
2. Validate there is one customer user (**General > Users**). If not, create a user.
3. Click the **Buy Products** menu. The product categories display.
4. Click on **Google**. The Google product offerings display.
5. Select a product to view the available plans and add-ons.
6. Use the filters to narrow down the list of available offers
7. Select the offer you want to provision by clicking the shopping cart icon



8. When complete, click on the **cart** (in the top- right- hand corner) and click **CONFIGURE**
9. The Configuration screen displays
10. (Optional) Enter an **End Customer PO Number**
11. (Optional) Enter a **Reseller PO Number** you want TD SYNEX to reference on our invoice to you
12. Click **Continue**

You are presented with two options

13. Then select radio button for **Transfer**.
14. Copy the token ID that displays at the bottom of the screen and send the transfer token to your customer.

Instructions to the customer on how to use the token:

Go to Retrieve Transfer Token.

Enter the identifier you received from your reseller, and then click Confirm Reseller Identifier.

Review the terms and conditions, and then click Generate Transfer Token.

Let your reseller know that you've generated the token, and they will begin the transfer.