

AZURE TENANT TO TENANT SUBSCRIPTION TRANSFER CHECKLISTS

Date: 9/11/2019

General Notes

Reference Information	Description
https://docs.microsoft.com/en-us/azure/billing/billing-subscription-transfer	How to transfer billing
https://docs.microsoft.com/en-us/azure/active-directory/fundamentals/active-directory-how-subscriptions-associated-directory	How to associate a subscription
https://docs.microsoft.com/en-us/azure/cloud-services/cloud-services-certs-create	How certificates are created and used
https://docs.microsoft.com/en-us/azure/storage/common/storage-quickstart-create-account?tabs=azure-portal	How storage accounts are created and used

Pre-Requisite Transfer List

Item #	Work Item	Complete	Responsible Party/Due Date	Notes
1	Perform backups of all databases immediately prior to start of transfer	Done		
2	Save all Azure template files offline for all resources in the subscription		Party 1 xx/xx/xxxx	
3	Document and provide a list of all certificates in use and where they are stored in the subscription.			
4	Document and provide a listing of all resources under each resource group within the subscription. This list should include any specific notes about external integration points.			
5	Document and provide development/deployment information about all applications included in the subscription			Be sure to include any operational notes like API connections, automated backup routines, and what certificates are used where.
6	Document a DR plan for loss of "production" environments			
7	Provide full listing of all SPN accounts and any other user accounts that need to be reestablished after the transfer.			
8	Verify the subscription is not any of the following types: <ul style="list-style-type: none"> Azure Cloud Service Providers (CSP) subscription (MS-AZR-0145P, MS-AZR-0146P, MS-AZR-159P) A Microsoft Internal subscription (MS-AZR-0015P) A Microsoft Imagine subscription (MS-AZR-0144P) 			
9	Read the following link - https://docs.microsoft.com/en-us/azure/active-directory/fundamentals/active-directory-how-subscriptions-associated-directory			
10	Verify the existence or not of an Azure Key Vault. If there is a key vault, be sure			

Item #	Work Item	Complete	Responsible Party/Due Date	Notes
	to follow post transfer instructions to fix the key vault.			
11	Verify the existence or not of an Azure Stack. If it exists, it will need to be re-registered after transfer.			
12	<p>If asking Microsoft to help transfer the subscription, then an email from each party will need to be sent. The email needs to communicate the following to Microsoft:</p> <p>Current owner of the subscription</p> <ul style="list-style-type: none"> All basic info on subscription like ID, name, current tenant, owner Indicate you are approving the transfer of the subscription ownership and billing to XXXX company name <p>Receiving owner of the subscription</p> <ul style="list-style-type: none"> Indicate you are accepting ownership and billing responsibilities for the XXX subscription from XXX company name. Provide the name/ID of the receiving tenant Provide the email address and name of the receiving administrator who will be the new administrator 			
13	The day before the transfer is to be executed: turn off any daily jobs that might try to run during the transfer time period			
14	<p>If executing the transfer yourself, you will need an account that has been granted admin rights in both Azure Active Directories (source & target). See https://docs.microsoft.com/en-us/azure/active-directory/fundamentals/active-directory-how-subscriptions-associated-directory</p>			

Subscription Transfer List

Item #	Work Item	Status	Responsible Party/Due Date	Notes
1	Establish common call and verify all required parties are on the line.			
2	Review purpose of the call with all parties and get any last-minute questions answered			
3	<p>Tell MS to initiate the transfer or, if doing the transfer yourself, follow the step-by-step instructions at the following link: https://docs.microsoft.com/en-us/azure/active-directory/fundamentals/active-directory-how-subscriptions-associated-directory</p> <p>Associate an existing subscription to another Azure AD Tenant.</p> <p>Watch for the success message on the screen if executing the transfer yourself. You can then start a new browser session to the Azure portal and log in with the same credentials, then change to the target Azure Active Directory Tenant to validate that the subscription has started the transfer process.</p>			Be aware that once the button is clicked to transfer, it will take 5-30 minutes to move everything and show the subscription under the new tenant. This is a normal time for the transfer, however there have been situations where it took multiple hours based on several factors.
4	<p>***This step will not be required if the receiving party is OK with the user that received the subscription ownership being the billing owner for that subscription in the new tenant.***</p> <p>If you wish for someone else to be the billing account owner for this subscription, then follow the step-by-step instructions at the following link: https://docs.microsoft.com/en-us/azure/billing/billing-subscription-transfer</p>			Receiving party will need to be ready to check email for acceptance if performing the billing ownership transfer yourself.
7	Receiving owner needs to log in to the Azure Portal and confirm they see all the resources.			

Item #	Work Item	Status	Responsible Party/Due Date	Notes
8	Receiving owner needs to validate all production applications are still operating.			
9	Receiving owner needs to execute post-transfer activities and validate correct operations for each environment.			
10	Close out call.			

Post Subscription Transfer List

Item #	Work Item	Status	Notes
1	Turn on any regularly scheduled jobs like importers, exporters, backups, etc. that had been turned off.		
2	Setup all RBAC based accounts needed to support the application and infrastructure support activities. Assign those accounts permissions in the subscription.		Admin, Operations, Development, Users
3	Setup service principal accounts and assign them to the appropriate applications/resources.		Automation accounts for backups, regularly scheduled jobs, etc.
4	Create and assign any replacement management certificates as required.		
5	Validate all backup routines are working.		
6	Validate all logic apps are working correctly.		