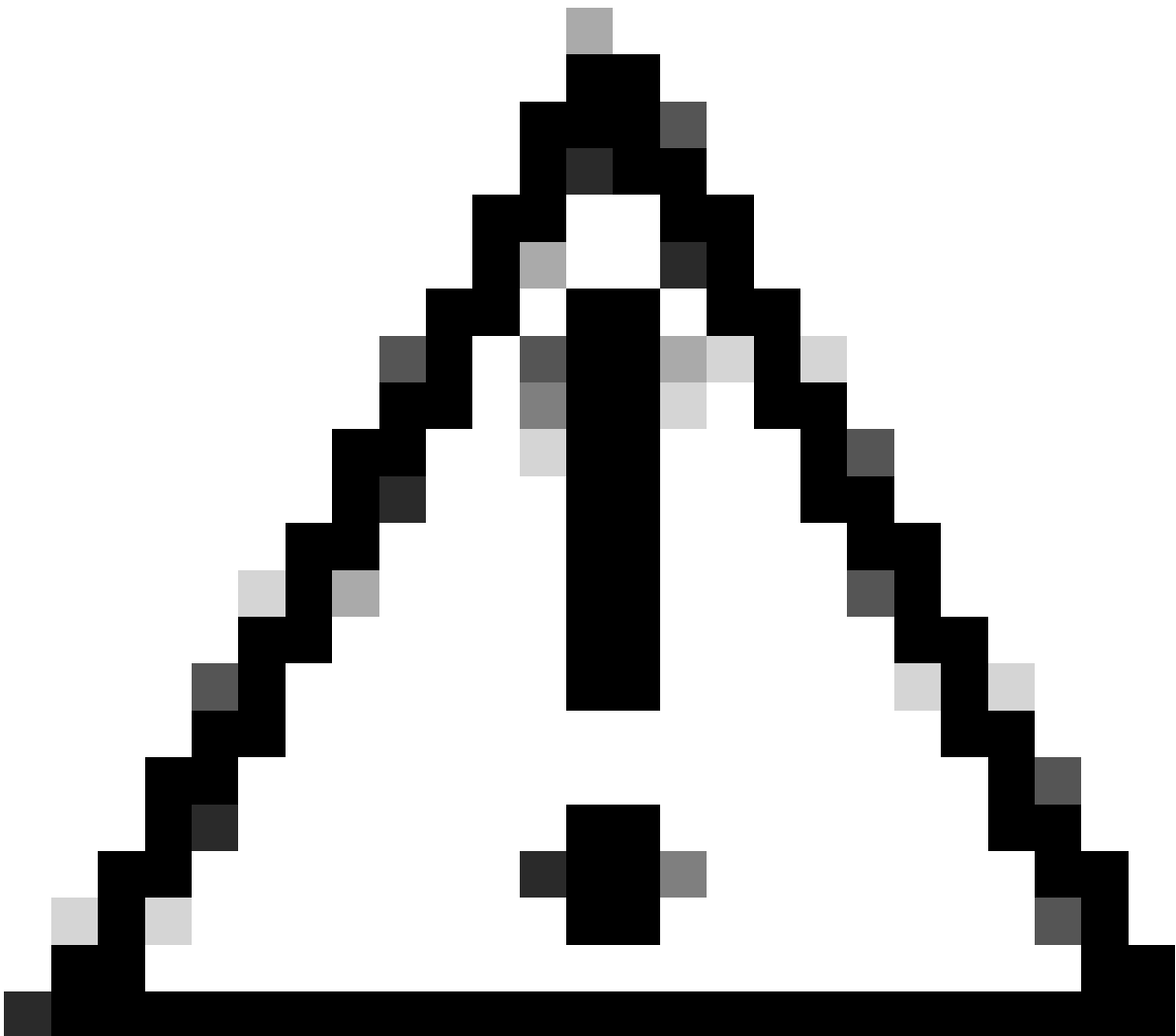


How can I re-assign the order from one Smart Account to another Smart Account?

Contents

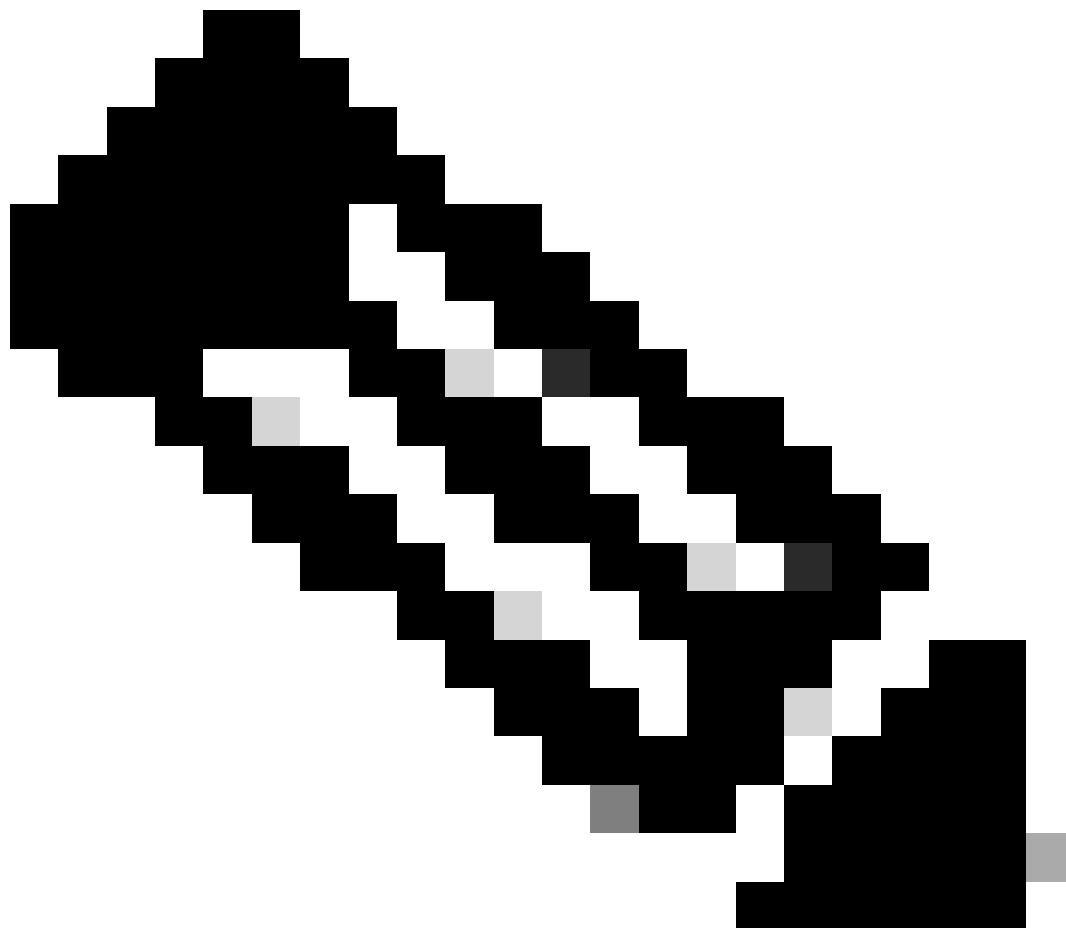
For External Customer / Partner Use Only: These instructions are provided to help customers / partners perform the action themselves to resolve the issue. If the customer / partner runs into issues in the instructions, please have them open a case with licensing support (<https://www.cisco.com/go/scm>) to help resolve. Please **DO NOT** perform these actions yourself if you are an internal Cisco resource outside of the Licensing Support team.



Caution: Smart Account Assignment and Reassignment are always applied to the entire order line.

Before You Start Ensure You Have the Following:

- Active Cisco.com account.
 - Valid Business Justification to transfer Licenses and Devices.
 - Admin access in Source SA and Destination SA.
-



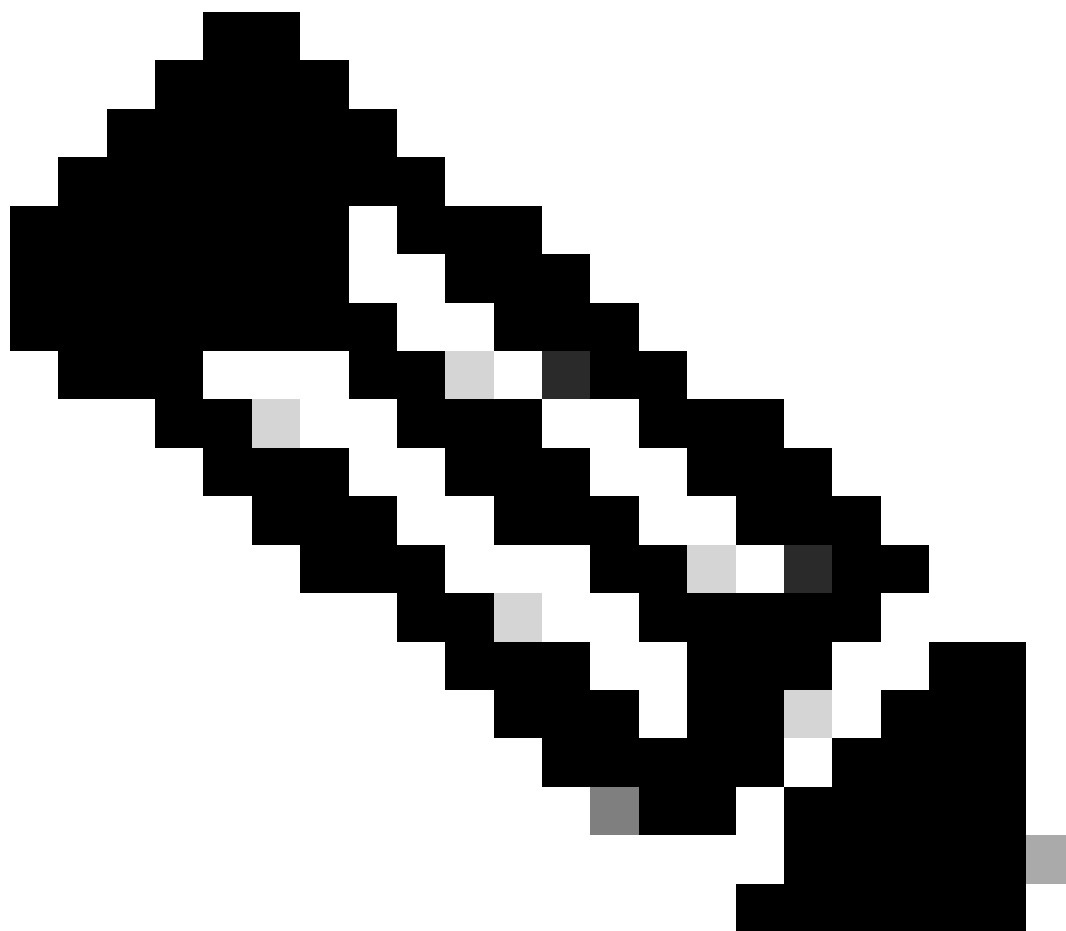
Note:

- With the current capability assets associated to an Enterprise Agreement buying model and devices connected to an OnPrem deployment model cannot be transferred. These transactions will be disabled from selection.
-

Step 1: Go to [Asset Transfer Manager](#) and log in with your Cisco.com credentials.

Step 2: Click on Request Asset Transfer.

Step 3: Select a Source Smart Account by searching its Name or Domain in search bar and Click Next.



Note:

- In Asset Summary Column, when you click on Show Counts Button for the selected Smart Account, the Asset summary will display to right side of the page.

Step 4: Select Destination Smart Account and Virtual Account and Click Next

Step 5: On the next page Asset Transfer Compliance Screening Questions will be displayed.

By selecting:

1. **Yes:** The assets are being moved to Same legal entity.
2. **No:** The assets are being moved to the different legal entity

Select No, click on checkbox and select Transferee.



Note:

- The Select Transferee option applies only when the assets are being moved to different legal entity.
- Until Transferee's decision, transaction will be on hold. If the Transferee Rejects the request, the entire transaction will be rolled back, and the Transferor will be notified; else if the Transferee Approves the request, the transaction will proceed for Cisco legal screening. Now Cisco Legal has to approve the transaction to start asset transfer process else if they reject it, the complete transaction will be rolled back.

Step 6: Click Next and Select the assets for transfer.

Step 7: Click Next and fill in the mandatory details and accept terms & conditions in Asset Transfer Request Form page.

Step 8: Click on Submit for Review.



Note:

- Following a successful submission, a unique “Transaction ID” is generated for the transfer.
- When Transaction status is “Pending Submission”, under the "Actions" column, click on the "Action" button for your respective Transaction ID, and follow the instructions to submit the transaction.
- Once the transaction is submitted, the Transferor will be email notified about the transaction status.

Refer Transfer Status section below.

Validation Initiated: The process begins with an initial validation check to ensure the assets are eligible to be transferred.

Validation Completed: The asset's eligibility for transfer has been successfully verified.

Pending Submission: Validation for the asset transfer has been completed and is ready for submission.

Submitted: The request for asset transfer has been formally submitted.

Submitted – Awaiting Transferee consent: The transaction will only progress upon obtaining consent from the Transferee.

Compliance Screening: The transaction is under review to ensure it adheres to regulatory standards.

Compliance Screening Rejected: The transaction has been cancelled by the Cisco Legal Team.

An email will be sent to you from swtransfer@cisco.com, providing details and reasons for the cancellation.

Transfer Initiated: The actual transfer process has been initiated, moving the asset between Smart Accounts.

Transfer Completed: The asset has been successfully transferred to the new account.

Transfer Completed with Failure: Some of the assets were effectively transferred while others experienced transfer failures.

Cancelled: The transfer request was cancelled, and the asset remains with its original owner.

(Action only available during Status: Validation Completed)

Troubleshooting:

If you experience an issue with this process, that you cannot address, please open a Licensing case at [Support Case Manager \(SCM\)](#) using Software Licensing option.

For feedback on the content of this document, please submit [here](#) .