How can I perform bulk license conversion, in Cisco License Central (CLC)?

Introduction

This document explains how to perform Bulk License Conversion in Cisco License Central, allowing you to convert multiple licenses at once for improved efficiency.

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- Active Cisco.com account
- The user accessing the License Central must have at least one of the following:
  - Smart Account User/Admin/Viewer
  - Virtual Account User/Admin/Viewer

Steps

Step 1: Go to Cisco Software Central and log in with your Cisco.com credentials.

Step 2: Click on Access Cisco License Central under the Cisco License Central section.

Step 3: Enter your Smart Account or use the Search function to search for a Smart Account.

Step 4: Navigate to the Left Menu bar and click on "Licensing".

Step 5: In the License Inventory dashboard, click on “Filters” select Licensing Method as “Smart” and select multiple licenses.

Step 6: Click on “Get licenses” Tab.

Step 7: Select the Target Virtual Account.

Step 8: Click on the License desired License Name and enter required quantity.

Note:

- If Desired Quantity = Available Quantity → proceed to the next step.

- OR If Desired Quantity < Available Quantity → click the pencil icon in the Configure Sources column, select the source type, and click Save.

Step 9: Click Next, Review the details and Click on Submit.

Note:

- Internal users should open a case with the Licensing support team to resolve the customer view issue with the orders in License Central. There are no checks in place for internal users with a Cisco support role to restrict any unauthorized transactions from the Orders tab.
- Before conversion, licenses must be associated with the Smart Account, and the user must have access to that Smart Account.

Troubeshooting

If you experience an issue during the process explained in this document, open a case in Support Case Manager (SCM).

For feedback on the content of this document, please submit here .

For External Customer / Partner Use Only: These instructions are provided to help customers / partners perform the following action themselves to resolve the issue. If the customer / partner runs into issues following the instructions, please have them open a case with licensing support (https://www.cisco.com/go/scm) to help resolve.