

Cómo crear un cliente en el portal Intcomex Cloud Platform (ICP)



Como crear un cliente

Intcomex Cloud Platform

Hacemos clic en la opción + **NEW** en la parte inferior izquierda de la pantalla. Luego, hacemos clic en la opción **Create Company** o **Crear Compañía**

The screenshot displays the Intcomex Cloud Platform interface. At the top, there is a navigation bar with the Intcomex Cloud logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Alfredo Bejarano, is visible in the top right corner. On the left side, there is a 'COMPANY HIERARCHY' sidebar with a search bar and a list of companies: 'ABBIE BOX' and 'EMM COMPANY S.A.'. At the bottom left, a dark grey menu is open, showing options: Order Service, Create User, Import Accounts, Create Department, and Create Company (which is highlighted in blue). The main content area features a large blue banner for 'ICP Intcomex Cloud Platform' with the headline 'BETTER PROTECTED THAN SORRY' and sub-headline 'GET THE PROTECTION YOU NEED WITH MICROSOFT DEFENDER FOR OFFICE 365'. Below the banner are three cards: 'Soporte Latam' (Support), 'Webinar', and 'Training'. A 'Self Help' button is located on the right side of the interface. The URL 'https://marketplacebe.intcomexcloud.com/#' is visible at the bottom right.

INTCOMEX CLOUD Home Marketplace Quotation Tool Provisioning Reporting Support Alfredo Bejarano

COMPANY HIERARCHY

Search

ABBIE BOX

EMM COMPANY S.A.

+ NEW

Order Service

Create User

Import Accounts

Create Department

Create Company

Add company

ICP Intcomex Cloud Platform

BETTER PROTECTED THAN SORRY

GET THE **PROTECTION YOU NEED WITH MICROSOFT DEFENDER FOR OFFICE 365**

Protect your organization and information from incoming threats through e-mail, links (URLs) and collaborative tools.

Soporte Latam

If you have questions, you need help about our products or services, you can access our support platform

Know More

Webinar

Access our webinar materials

Know More

Training

Intcomex Cloud has arranged for you the following resources:
Userguide for "Admin"
Userguide for Billing
Personalized training

Self Help

https://marketplacebe.intcomexcloud.com/#

Hacemos clic sobre el nombre comercial de nuestra empresa como revendedor (reseller). Luego, hacemos clic en el botón **next** o **siguiente**

The screenshot displays the INTCOMEX web application interface. At the top, there is a navigation bar with the INTCOMEX logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Alfredo Bejarano, is visible in the top right corner. The main content area is divided into a sidebar on the left and a central panel. The sidebar, titled 'COMPANY HIERARCHY', contains a search bar and a list of companies: 'ABBIE BOX' and 'EMM COMPANY S.A.'. Below the sidebar is a '+ NEW' button and a list of actions: Order Service, Create User, Import Accounts, Create Department, and Create Company. The central panel shows a 'Select parent' dialog box with tabs for 'Select parent', 'Company', 'Security', and 'Marketplaces'. The 'Company' tab is active. Inside the dialog, there is a search bar labeled 'CUSTOMERS' with a search input field and a magnifying glass icon. Below the search bar, a blue button with a person icon and the text 'ABBIE BOX' is highlighted. At the bottom right of the dialog, there is a blue button labeled 'next' with a right-pointing arrow. A 'Self Help' button is visible on the right side of the main application area.

Procedemos a completar los campos de la pestaña Company con los datos del cliente final de acuerdo con el siguiente glosario:

VATI ID: Código interno con el cual identificamos al cliente final. Si no disponemos de uno podemos dejar por defecto la palabra EMPTY

Company Name: Nombre comercial de la compañía del cliente final

Domain: Dominio del cliente final. Si no dispone de uno, podemos crear uno por defecto

Language: Idioma

Address: Dirección del cliente final

City: Ciudad del cliente final

Country: País del cliente final

Zip: Código postal del cliente final. El código postal tiene que ser el correcto dado que luego Microsoft realizará validaciones

Email: Correo electrónico del cliente final

Contact Phone: Número telefónico del cliente final

Contact Name: Nombre del cliente final

Nota: Solo los campos marcados con el símbolo (*) son obligatorios

Luego, hacemos clic en el botón **next** o **siguiente**

INTCOMEX Home Marketplace Quotation Tool Provisioning Reporting Support Alfredo Bejarano

COMPANY HIERARCHY

Search

ABBIE BOX

EMM COMPANY S.A.

Select parent Company Security Marketplaces

Company

Company details

VAT Id Value added tax payer id	EMPTY
Company name *	PSO OUTDOOR S.A.C.
Domain * Domain of the company (example: acme.com)	psoutdoor.com
Parent numeric Id Numeric Id of parent reseller company	730982

Account information

Language * Preferred language	English
Sales Manager	
Technical account manager	

Payment details

Billing start date *	
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Contact details

Address *	Margie Collins 544
City *	Bermuda
Country *	Bermuda
Zip *	DD 02
Email * End customer's admin contact email	skemish@psoutdoor.com
Contact phone End customer's admin phone number	5045515713
Contact person End customer's admin name	Samantha Kemish
Technical contact End customer's technical contact	
Technical Contact Email Comma-separated email list of technical contacts	

back next

Self Help

En la pestaña Security o Seguridad seleccionamos los tipos de roles que posteriormente podremos asignarle a usuarios del cliente final. Hacemos clic sobre los roles **Customer Admin (Advanced)**, **Customer Admin (Modify)** y **Customer Admin (Read-only)**

The screenshot shows the INTCOMEX user interface. At the top, there is a navigation bar with tabs: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Alfredo Bejarano, is visible in the top right corner. The main content area is titled "Security" and is divided into several sections:

- COMPANY HIERARCHY:** A sidebar on the left showing a search bar and a tree view with "ABBIE BOX" and "EMM COMPANY S.A.".
- Navigation Tabs:** "Select parent", "Company", "Security" (active), and "Marketplaces".
- Roles Section:**
 - Share roles:** A section with the description "Share the selected roles for new created company".
 - Available items:** A list of roles with a search bar above it. The roles listed are: Billing (Read Only), Customer Admin (Advanced), Customer Admin (Modify), Customer Admin (Read-only), Reseller Admin (Advanced), and Reseller Admin (Limited). A "select all" link is at the bottom.
 - Current items:** An empty list with a search bar and a "select all" link at the bottom.
- Create default admin user:** A checkbox that is currently unchecked, with the description "Use this default account to give access for your end customer to the Control Panel. End customer can only see their own company".

At the bottom of the "Security" panel, there are "back" and "next" navigation buttons. On the far right, there is a vertical "Self Help" button.

Luego de haber seleccionado los roles indicados, marcamos la casilla **Create default admin user** para que automáticamente se cree un usuario para el cliente final (en caso quisiéramos brindarle acceso al portal) al finalizar el proceso. Posteriormente, hacemos clic en el botón **next** o **siguiente**

The screenshot displays the INTCOMEX web application interface. At the top, there is a navigation bar with links for Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Alfredo Bejarano, is visible in the top right corner. The main content area is titled "Security" and is divided into several sections:

- COMPANY HIERARCHY:** A sidebar on the left showing a search bar and a tree view with "ABBIE BOX" and "EMM COMPANY S.A.".
- Navigation Tabs:** "Select parent", "Company", "Security", and "Marketplaces".
- Roles Section:** A dropdown menu is open, showing "Roles".
- Share roles:** A section with the text "Share the selected roles for new created company".
- Available items:** A list of roles with a search bar above them:
 - Billing (Read Only)
 - Reseller Admin (Advanced)
 - Reseller Admin (Limited)
 - Reseller Admin (Sales)A "select all" link is at the bottom.
- Current items:** A list of roles with a search bar above them:
 - Customer Admin (Advanced)
 - Customer Admin (Modify)
 - Customer Admin (Read-only)A "select all" link is at the bottom.
- Create default admin user:** A checkbox is checked, with the text: "Use this default account to give access for your end customer to the Control Panel. End customer can only see their own company".

At the bottom right of the "Security" panel, there are "back" and "next" buttons. The "next" button is highlighted in blue. A "Self Help" button is visible on the right edge of the interface.

Hacemos clic sobre la lista de precios o marketplace que deseamos asignarle al cliente final. Por defecto, procedemos a asignarle la lista de precios que tiene el nombre de nuestra empresa. Luego, hacemos clic en el botón **finish** o **terminar**

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Finalmente, se muestra que un mensaje éxito donde se comunica que la cuenta del cliente final en ICP ha sido creada. Luego, hacemos clic en el botón **Go to created company**

The screenshot displays the INTCOMEX web application interface. At the top, the navigation bar includes the INTCOMEX logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Alfredo Bejarano, is visible in the top right corner. On the left side, there is a sidebar titled 'COMPANY HIERARCHY' with a search bar and a list of companies: ABBIE BOX, EMM COMPANY S.A., and PSO OUTDOOR S.A.C. Below this is a '+ NEW' button and a list of actions: Order Service, Create User, Import Accounts, Create Department, and Create Company. The main content area is dominated by a white modal window with a grey header that says 'Success'. Inside the modal, there is a large blue checkmark icon, the text 'Success!', and a message: 'Company PSO OUTDOOR S.A.C. has been created'. At the bottom of the modal is a blue button labeled 'Go to created company'.