



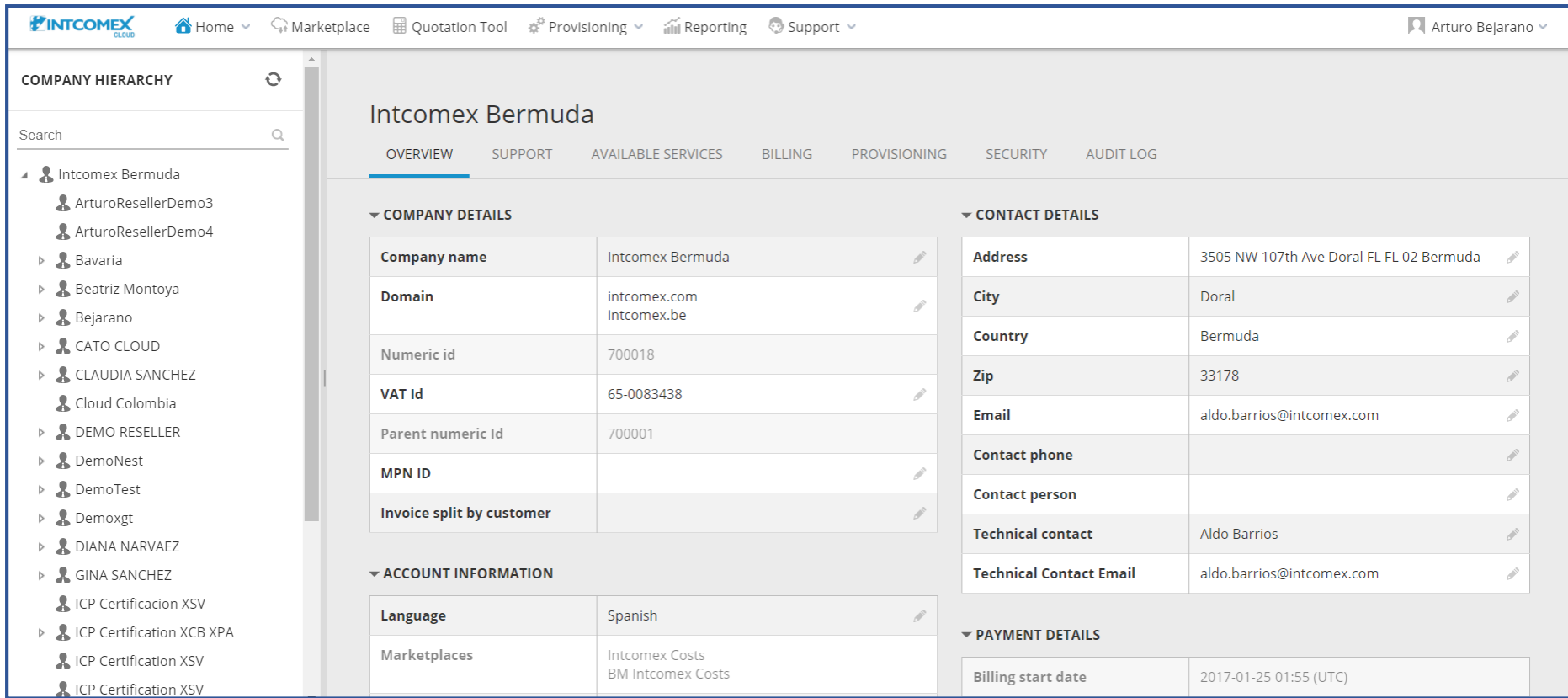
Arturo Bejarano  
arturo.bejarano@intcomex.com  
Operaciones Cloud

# Quotation Tool

## Funcionalidad

# Quotation Tool - Usage

Ingresamos al portal  
Intcomex Cloud  
Platform y  
seleccionamos en el  
menu superior la  
opción **Quatotion Tool**



The screenshot displays the Intcomex Cloud Quotation Tool interface. The top navigation bar includes the Intcomex Cloud logo, a home icon, and menu items for Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Arturo Bejarano, is visible in the top right corner.

The left sidebar, titled "COMPANY HIERARCHY", contains a search bar and a list of companies. The "Intcomex Bermuda" company is selected and expanded, showing a list of sub-entities including ArturoResellerDemo3, ArturoResellerDemo4, Bavaria, Beatriz Montoya, Bejarano, CATO CLOUD, CLAUDIA SANCHEZ, Cloud Colombia, DEMO RESELLER, DemoNest, DemoTest, Demoxgt, DIANA NARVAEZ, GINA SANCHEZ, ICP Certification XSV, ICP Certification XCB XPA, ICP Certification XSV, and ICP Certification XSV.

The main content area displays the "Intcomex Bermuda" company details. The "OVERVIEW" tab is active, showing the following information:

- COMPANY DETAILS**

Company name	Intcomex Bermuda
Domain	intcomex.com intcomex.be
Numeric id	700018
VAT Id	65-0083438
Parent numeric Id	700001
MPN ID	
Invoice split by customer	
- ACCOUNT INFORMATION**

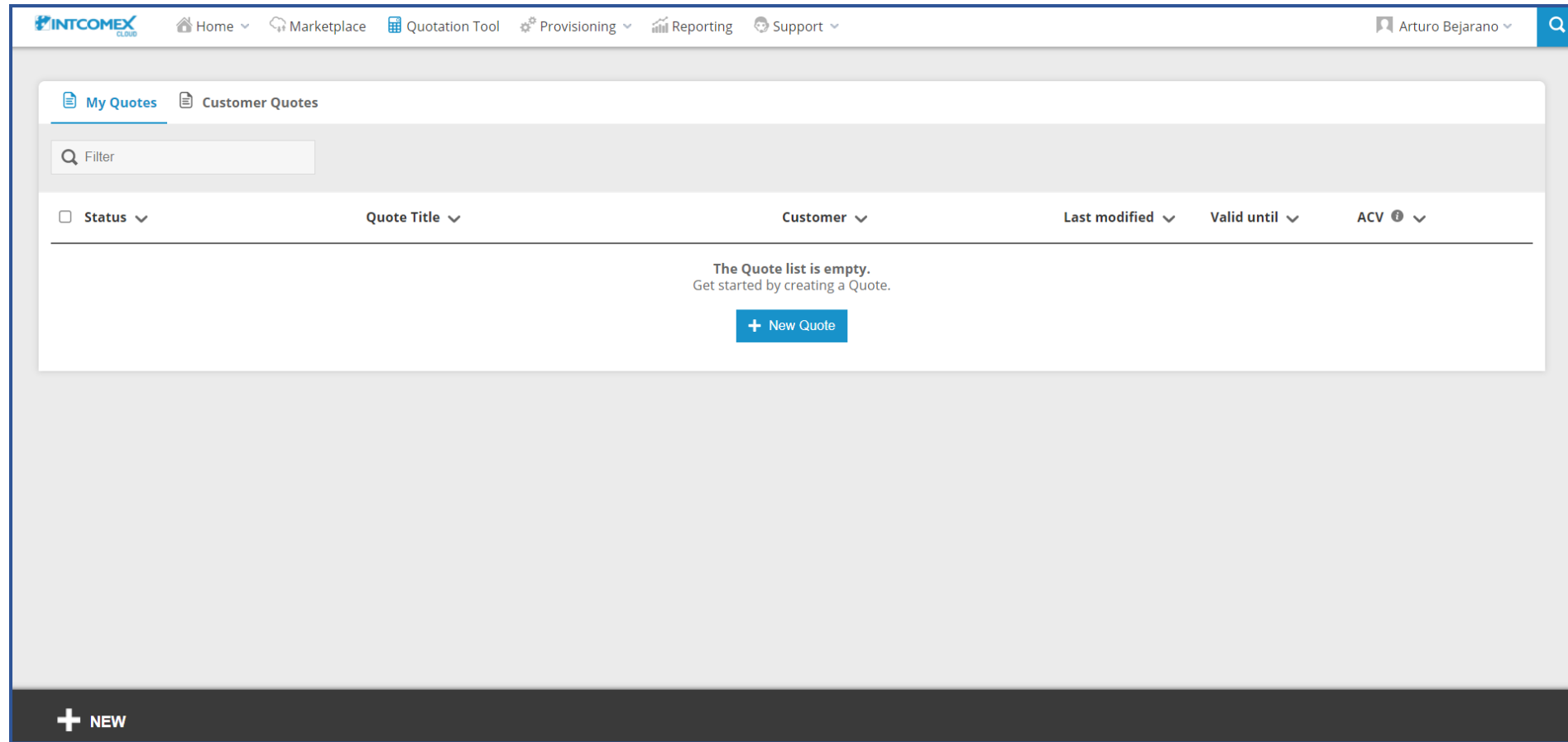
Language	Spanish
Marketplaces	Intcomex Costs BM Intcomex Costs
- CONTACT DETAILS**

Address	3505 NW 107th Ave Doral FL FL 02 Bermuda
City	Doral
Country	Bermuda
Zip	33178
Email	aldo.barrios@intcomex.com
Contact phone	
Contact person	
Technical contact	Aldo Barrios
Technical Contact Email	aldo.barrios@intcomex.com
- PAYMENT DETAILS**

Billing start date	2017-01-25 01:55 (UTC)
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# Quotation Tool - Usage

Escogemos la opción **New Quote** para ingresar una nueva cotización



The screenshot displays the Intcomex Cloud Quotation Tool interface. The top navigation bar includes the Intcomex Cloud logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Arturo Bejarano, is visible in the top right corner. The main content area shows two tabs: 'My Quotes' (selected) and 'Customer Quotes'. Below the tabs is a search filter input field. A table header is visible with columns: Status, Quote Title, Customer, Last modified, Valid until, and ACV. The table content is empty, displaying the message: 'The Quote list is empty. Get started by creating a Quote.' A blue button labeled '+ New Quote' is centered below the message. At the bottom left of the interface, there is a '+ NEW' button.

# Quotation Tool - Usage

Se muestra un formulario que completaremos de acuerdo a las indicaciones detalladas a continuación

The screenshot displays the 'Quote Creation' form within the Intcomex Quotation Tool. The interface includes a navigation bar at the top with links for Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support, along with a user profile for Arturo Bejarano. The main content area is divided into two sections: 'Quote Information' and 'Customer Information'. The 'Quote Information' section contains fields for Quote name, Quote owner (arturo.bejarano@intcomex.be), Currency (USD), External quote ID, Offer valid until, Service source (My Marketplaces selected), and Marketplace. The 'Customer Information' section includes Customer, Contact person, Email, Employee amount, Industry, Turnover (\$), and Budget (\$). A 'Services' table is shown below, which is currently empty. The form also features 'Save as a draft' and 'Create Quote' buttons.

**Quote Creation** Save as a draft Create Quote

**Quote Information**  Open to CSP ⓘ

Quote name\*  
Enter quote name

Quote owner \*  
arturo.bejarano@intcomex.be

External quote ID  
Enter ID

Currency\*  
USD

Offer valid until  
Select date

Service source  
 My Marketplaces  
 Explore (all services)

Marketplace  
Select marketplace

**Customer Information**  Existing Customer ⓘ

Customer\*  
Choose customer

Contact person\*  
Enter contact person name

Email \*  
Enter contact person email

Employee amount  
↑ ↓

Industry  
Choose industry

Turnover (\$)  
↑ ↓

Budget (\$)  
↑ ↓

**Services** + Add Service

Service name	Product Number	Attributes	Fee Type	Price per unit	Selling price
<b>The service list is empty.</b> Get started by adding a service.					

**+ NEW**

# Quotation Tool - Usage

- ✓ Open to CSP (\$): Oportunidad que proviene del programa OPEN
- ✓ Quote name: Nombre de la cotización
- ✓ Quote owner: Usuario que realiza la cotización
- ✓ External quote ID: Correlativo asignado a la cotización
- ✓ Offer valid until: Fecha límite de la cotización
- ✓ Service source : Fuente de servicio

**A. My Marketplace:** Seleccionamos esta opción si tiene una lista de precios, en este caso el margen esta configurado de forma automática.

**B. Explore (all services):** Seleccionamos para mostrarnos todos los productos disponibles, en este caso el margen debe ser configurado de forma manual.

# Quotation Tool - Usage

- ✓ Existing Customer: Desmarcamos esta opción en caso no tengamos creado al cliente en ICP
- ✓ Customer: Nombre de la empresa del cliente
- ✓ Contact persona : Nombre de la persona de cliente
- ✓ Email: Correo electrónico del cliente
- ✓ Employee amount: Cantidad de empleados (Opcional)
- ✓ Industry: Tipo de industria perteneciente (Opcional)
- ✓ Iturnover (\$): Rotación
- ✓ Budget (\$): Presupuesto

# Quotation Tool - Usage

Procedemos a agregar los servicios mediante la opción

**+ Add Service**

The screenshot displays the 'Quotation Tool' interface within the Intcomex Cloud system. The navigation bar at the top includes 'Home', 'Marketplace', 'Quotation Tool', 'Provisioning', 'Reporting', and 'Support'. The user 'Arturo Bejarano' is logged in. The main content area is titled 'Quote creation' and features two tabs: 'My quotes' and 'Customer quotes'. The form is divided into two main sections: 'Quote information' and 'Customer information'. The 'Quote information' section includes fields for 'Quote name\*' (TECWYA 10-05-21), 'Quote owner \*' (arturo.bejarano@intcomex.be), 'External quote ID' (0021-12448), 'Currency\*' (USD), 'Offer valid until' (31/10/2021), and 'Service source' (My Marketplaces). The 'Customer information' section includes 'Customer\*' (Choose customer), 'Contact person\*' (John Doe), 'Email \*' (abc@xyz.com), 'Employee amount', 'Industry' (Choose industry), 'Turnover (\$)', 'Budget (\$)', and 'Attachments' (Attach files). A '+ Add Service' button is located at the bottom right of the form. Below the form is a table with columns for 'Service name', 'Product number', 'Attributes', 'Fee type', 'Price per unit', and 'Selling price'. The table is currently empty, with a message stating 'The service list is empty. Add a service to get started.' A '+ NEW' button is visible in the bottom left corner of the interface.

INTCOMEX CLOUD Home Marketplace Quotation Tool Provisioning Reporting Support Arturo Bejarano

My quotes Customer quotes

Quote creation Save as a draft Create quote

Quote information Open to CSP

Quote name\* TECWYA 10-05-21

Quote owner \* arturo.bejarano@intcomex.be External quote ID 0021-12448

Currency\* USD Offer valid until 31/10/2021

Service source Marketplace

My Marketplaces Explore (all services)

Marketplace Marketplace 1 (8) x

Customer information Existing customer

Customer\* Choose customer Contact person\* John Doe

Email \* abc@xyz.com Employee amount

Industry Choose industry Turnover (\$)

Budget (\$) Attachments Attach files

+ Add Service

Service name	Product number	Attributes	Fee type	Price per unit	Selling price
The service list is empty. Add a service to get started.					

+ NEW

# Quotation Tool - Usage

Seleccionamos los servicios que deseamos aprovisionar mediante una simple búsqueda rápida utilizando el buscador o utilizando los filtros predefinidos.

The screenshot displays the 'Add service to quote' interface. At the top, there is a search bar with the placeholder text 'Enter service name or product number' and a blue 'Search' button. Below the search bar are three filter dropdowns: 'Categories', 'Vendors', and 'Tags', along with a 'Sort by' dropdown. The main area contains a list of services, each with a small icon, the service name, and the vendor 'Microsoft'. The services listed are:

- Microsoft 365 Business Standard
- Microsoft 365 Business Basic
- Microsoft 365 Apps for business
- Exchange Online (Plan 1)
- Microsoft Teams Commercial Cloud T...
- Power BI Pro
- Office 365 E3
- Project Plan 3
- Exchange Online Kiosk
- Visio Plan 2
- Windows Server 2019 Standard
- Microsoft 365 Business Standard Trial
- Microsoft 365 Apps for enterprise
- Office 365 E1
- Office 365 A1 for faculty
- Exchange Online (Plan 2)
- Office 365 A1 for students
- Windows Server 2019 CAL
- Azure Plan
- Microsoft 365 Business Premium

At the bottom of the list, there is a pagination control showing '1' as the current page, and a '1 - 20 of 1273 items' indicator.



# Quotation Tool - Usage

Luego, seleccionamos la cantidad de asientos y la recurrencia de la suscripción.

- Monthly: Mensual
- Annualy: Anual

Finalmente, hacemos clic en la opción **Add Service**

The screenshot shows a web interface for adding a service to a quote. The main heading is "Add service to quote". Below it, there is a search bar with the text "Search / Microsoft 365 Business Standard". The service name "Microsoft 365 Business Standard" is displayed in a large font, with a blue "Add service" button to its right. Below the service name, there are two input fields: "Cost" with a value of "50.00 \$ Monthly fee" and "Selling price" with a value of "54.00 \$ Monthly fee". Underneath, there are fields for "Vendor" (Microsoft), "Category" (Communication & Office), and "Vendor SKU" (AAA-10647; AAA-10647; AAA-10647). There are also "Tags" (E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite) and a "Marketplace" link (Marketplace 1 (8)). A "More service info..." link is present. The "Configuration" section includes a "Number of CSP licenses" field with a value of "5" and a note "YOU MUST ENTER A WHOLE NUMBER. (MIN: 0, MAX: 300)". A "Billing Type" dropdown menu is set to "Monthly". The "Recommended services" section shows five icons: Microsoft Organization, Microsoft 365 Business Basic, Exchange Online (Plan 1), Power BI Pro, and Office 365 E3. A "NEW" button is visible in the bottom left corner.

# Quotation Tool - Usage

Solo en caso de elegir algún servicio Microsoft tendremos que agregar antes el servicio Microsoft Organization tenant escogiendo el botón **+ Add service**. Este servicio es gratuito por lo que no afectará el valor de la cotización.

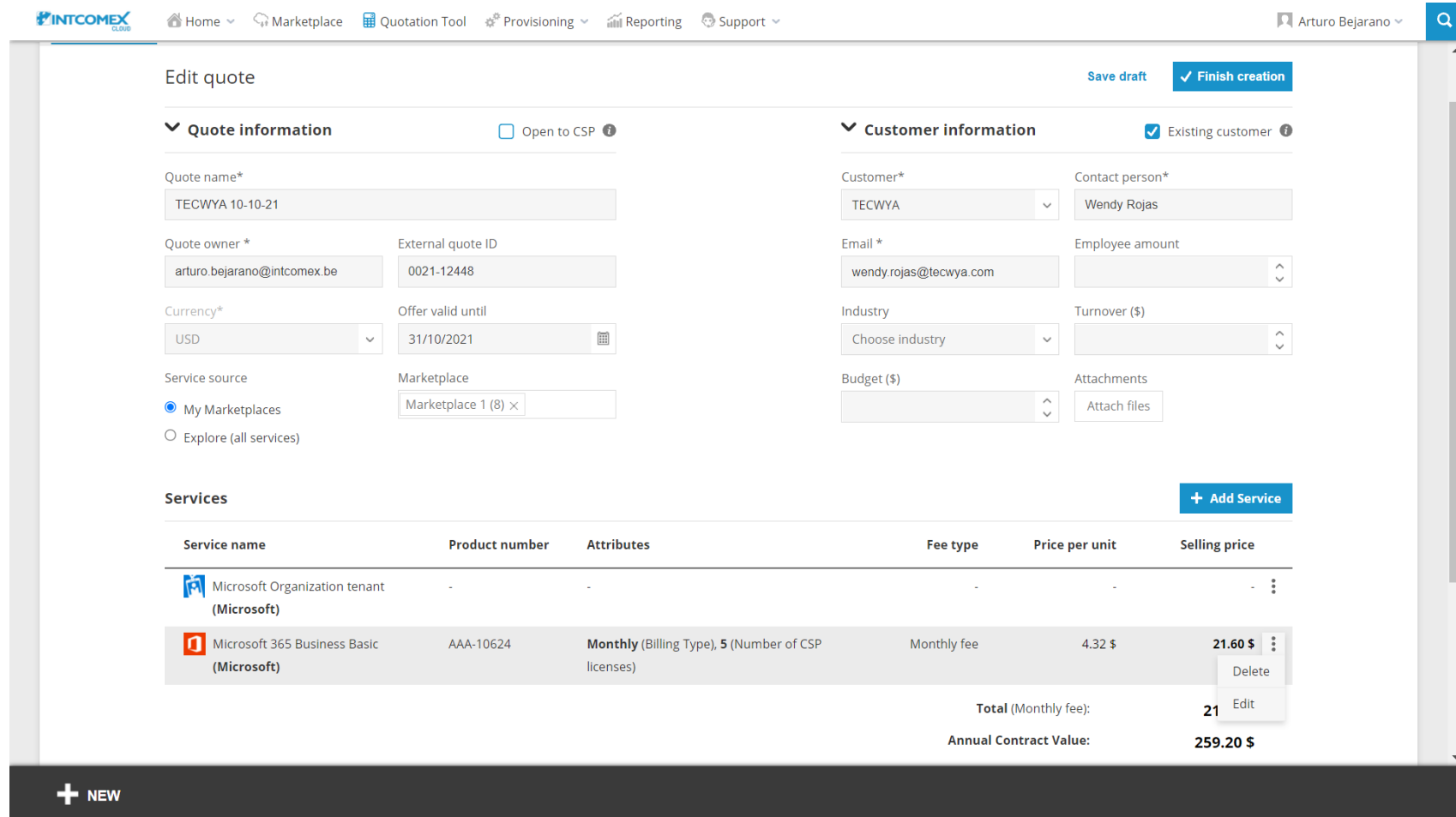
The screenshot displays the INTCOMEX Quotation Tool interface. The top navigation bar includes 'Home', 'Marketplace', 'Quotation Tool', 'Provisioning', 'Reporting', and 'Support'. The user 'Arturo Bejarano' is logged in. The main section is titled 'Services' and contains a table with the following data:

Service name	Product Number	Attributes	Fee Type	Price per unit	Selling price
Microsoft 365 Business Basic (Microsoft)	AAA-10624	Monthly (Billing Type), 1 (Number of CSP licenses)	Monthly Fee	4.32 \$	4.32 \$

Below the table, a message states: 'Additional service(s) required Microsoft 365 Business Basic requires the following service(s) to be added:'. A search bar shows 'Microsoft Organization tenant' with a '+ Add service' button. Below this, pricing details are shown: 'Cost 4.00 \$ Monthly Fee' and 'Selling price 4.32 \$ Monthly Fee'. A form for configuration includes a 'Number of CSP licenses' dropdown set to '1' (with a note: 'YOU MUST ENTER A WHOLE NUMBER. (MIN: 0, MAX: 300)') and a 'Billing Type' dropdown set to 'Monthly'. At the bottom right of the form are 'Cancel Changes' and 'Save Service' buttons. A footer bar shows '+ NEW' and a total price of 'Total (Monthly Fee): 4.32 \$'.

# Quotation Tool - Usage

En caso deseamos modificar el detalle de la suscripción a cotizar hacemos clic sobre los 3 puntos ubicado al lado derecho de cada linea. Luego, hacemos clic en la opción Edit. Para eliminar la linea hacemos clic en la opción Delete.



The screenshot displays the 'Edit quote' interface in the Intcomex Quotation Tool. The page includes a navigation bar with options like Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user 'Arturo Bejarano' is logged in. The form is divided into 'Quote information' and 'Customer information' sections. Below these is a 'Services' table with columns for Service name, Product number, Attributes, Fee type, Price per unit, and Selling price. A context menu is open over the second row of the table, showing 'Delete' and 'Edit' options. The total contract value is calculated as 259.20 \$.

**Quote information**

- Quote name\*: TECWYA 10-10-21
- Quote owner\*: arturo.bejarano@intcomex.be
- External quote ID: 0021-12448
- Currency\*: USD
- Offer valid until: 31/10/2021
- Service source: My Marketplaces (selected), Explore (all services)
- Marketplace: Marketplace 1 (8)

**Customer information**

- Customer\*: TECWYA
- Contact person\*: Wendy Rojas
- Email\*: wendy.rojas@tecwya.com
- Employee amount: [dropdown]
- Industry: Choose industry
- Turnover (\$): [dropdown]
- Budget (\$): [dropdown]
- Attachments: Attach files

**Services**

Service name	Product number	Attributes	Fee type	Price per unit	Selling price
Microsoft Organization tenant (Microsoft)	-	-	-	-	-
Microsoft 365 Business Basic (Microsoft)	AAA-10624	Monthly (Billing Type), 5 (Number of CSP licenses)	Monthly fee	4.32 \$	21.60 \$
<b>Total (Monthly fee):</b>					<b>21</b>
<b>Annual Contract Value:</b>					<b>259.20 \$</b>

# Quotation Tool - Usage

Una vez añadidos los servicios escogemos la opción **Finish creation** para crear la cotización. En caso quisiéramos guardar la cotización como borrador podemos hacer clic en la opción **Save as a draft**

The screenshot displays the 'Edit quote' interface in the Intcomex Quotation Tool. The top navigation bar includes 'Home', 'Marketplace', 'Quotation Tool', 'Provisioning', 'Reporting', and 'Support'. The user 'Arturo Bejarano' is logged in. The interface is divided into two main sections: 'Quote information' and 'Customer information'. The 'Quote information' section includes fields for 'Quote name\*' (TECWYA 10-10-21), 'Quote owner\*' (arturo.bejarano@intcomex.be), 'External quote ID' (0021-12448), 'Currency\*' (USD), 'Offer valid until' (31/10/2021), 'Service source' (My Marketplaces), and 'Marketplace' (Marketplace 1 (8)). The 'Customer information' section includes fields for 'Customer\*' (TECWYA), 'Contact person\*' (Wendy Rojas), 'Email\*' (wendy.rojas@tecwya.com), 'Employee amount', 'Industry' (Choose industry), 'Turnover (\$)', 'Budget (\$)', and 'Attachments' (Attach files). At the bottom, there is a 'Services' table with columns for 'Service name', 'Product number', 'Attributes', 'Fee type', 'Price per unit', and 'Selling price'. The table lists two services: 'Microsoft Organization tenant (Microsoft)' and 'Microsoft 365 Business Basic (Microsoft)'. The total monthly fee is calculated as 21.60 \$.

**Quote information**  Open to CSP

Quote name\*  
TECWYA 10-10-21

Quote owner\*  
arturo.bejarano@intcomex.be

External quote ID  
0021-12448

Currency\*  
USD

Offer valid until  
31/10/2021

Service source  
 My Marketplaces  
 Explore (all services)

Marketplace  
Marketplace 1 (8)

**Customer information**  Existing customer

Customer\*  
TECWYA

Contact person\*  
Wendy Rojas

Email\*  
wendy.rojas@tecwya.com

Employee amount

Industry  
Choose industry

Turnover (\$)

Budget (\$)

Attachments  
Attach files

**Services** [+ Add Service](#)

Service name	Product number	Attributes	Fee type	Price per unit	Selling price
Microsoft Organization tenant (Microsoft)	-	-	-	-	-
Microsoft 365 Business Basic (Microsoft)	AAA-10624	Monthly (Billing Type), 5 (Number of CSP licenses)	Monthly fee	4.32 \$	21.60 \$

Total (Monthly fee): 21.60 \$

[+ NEW](#)

# Quotation Tool - Usage

Finalmente, se muestra el detalle de nuestra cotización generada la cual se puede exportar en formato PDF o XLSX. En caso de requerir corregir la cotización podemos hacer clic en la opción **Modify Quote**

[My Quotes](#) [Customer Quotes](#)

[< Back to Quote list](#) [Export PDF](#) [Export XLSX](#) [Modify Quote](#)

Quote details (000246)

**Quote Information**  Open to CSP ⓘ

Quote name	Status	External quote ID
TECWYA S.A.C. - 10.05...	Active	0021-12448
Quote owner	Offer valid until	Quote owner
arturo.bejarano@int...	5/31/2021	5/10/2021
Currency		
USD		

**Customer Information**

Customer	Contact person	Budget (\$)
TECWYA S.A.C.	Wendy Rojas	
Email	Employee amount	
wendy.rojas@tecwya...	20	
Industry	Turnover (\$)	
Manufacturing		

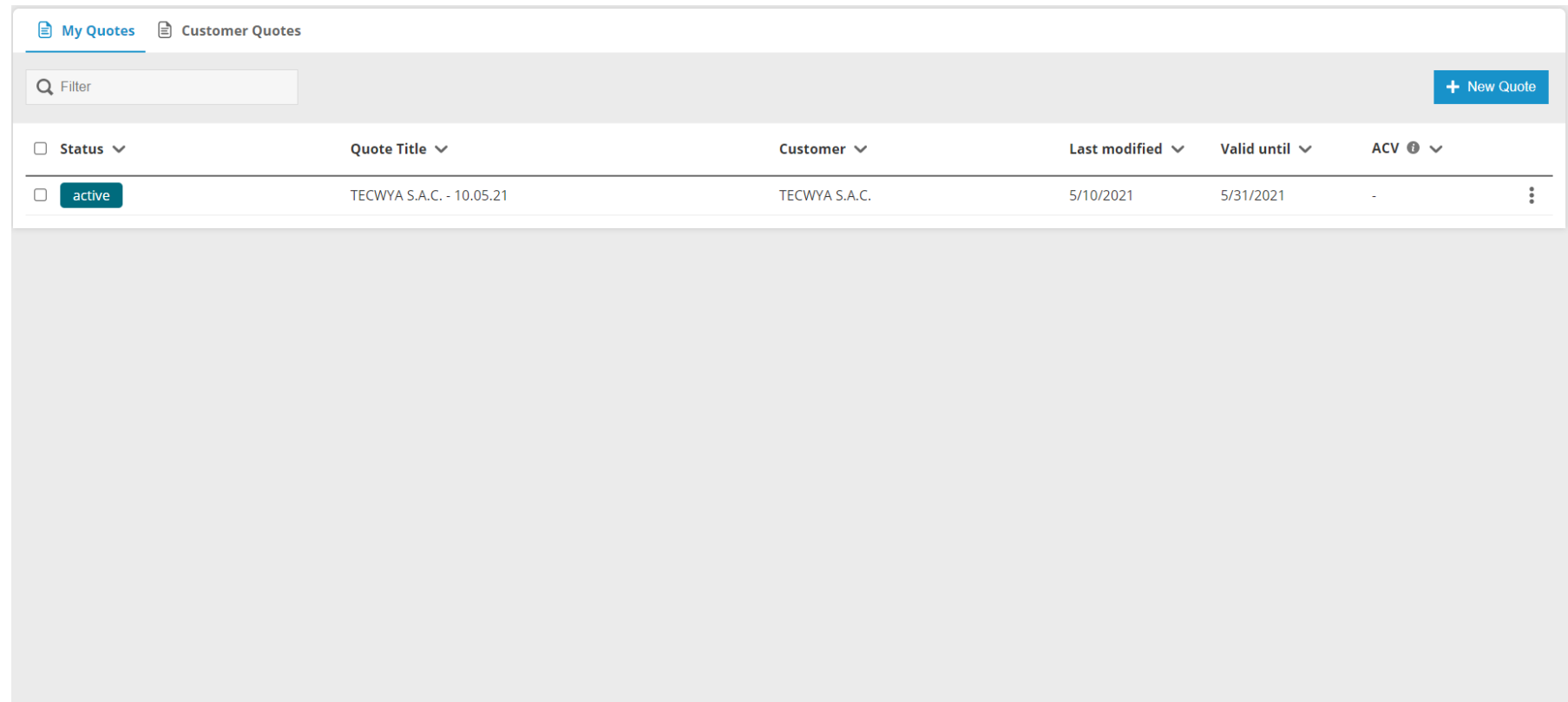
**Services**

Service name	Product Number	Attributes	Fee Type	Price per unit	Selling price
Microsoft 365 Business Basic (Microsoft)	AAA-10624	Annually prepaid (Billing Type), 5 (Number of CSP licenses)	Per 12 month(s)	4.32 \$	21.60 \$
Microsoft Organization tenant (Microsoft)	-	-	-	-	-

**Total (Pre-paid): 259.20 \$**  
**Annual Contract Value: 259.20 \$**

# Quotation Tool - Usage

Para visualizar las cotizaciones registradas hacemos clic en el submenú **My Quotes**. Para visualizar el detalle de la cotización solo debemos hacer clic sobre la línea requerida.



The screenshot displays a web interface for managing quotes. At the top, there are two tabs: "My Quotes" (selected) and "Customer Quotes". Below the tabs is a search bar labeled "Filter" and a "+ New Quote" button. The main content is a table with the following columns: Status, Quote Title, Customer, Last modified, Valid until, and ACV. A single quote is listed with the status "active".

Status	Quote Title	Customer	Last modified	Valid until	ACV
active	TECWYA S.A.C. - 10.05.21	TECWYA S.A.C.	5/10/2021	5/31/2021	-



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