



§ Manual de Usuario

Registro de valor en el campo Contract ID





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Procedimiento

Intcomex Cloud Operations





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Como primer paso, hacemos clic sobre el servicio provisionado.

The screenshot displays the Intcomex Cloud portal interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons. The left sidebar shows the 'COMPANY STRUCTURE' with a search filter for 'All companies'. Under 'CLOUD SOUL S.A.', the service '(NCE) Microsoft 365 Business Basic (1)' is selected and highlighted.

The main content area shows the service details for '(NCE) Microsoft 365 Business Basic' under the account 'TERENCO E.I.R.L. > CLOUD SOUL S.A. > (NCE) Microsoft 365 Business Basic (447731)'. A blue banner at the top of the main area states: 'This account has price protection till 2025-01-17 00:00 UTC'. Below this, the service name is displayed, followed by pricing information:

Cost	62.16 \$ prepaid for 12 month(s)
	62.16 \$ Per 12 month(s)
Selling price	72.00 \$ prepaid for 12 month(s)
	72.00 \$ Per 12 month(s)

Below the pricing, there are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'SERVICE INFO' tab is active, showing 'ORDER DETAILS' and 'CANCELATION' sections.

ORDER DETAILS

Subscription Name	(NCE) Microsoft 365 Business Basic
Quantity	1
Billing Type	Prepaid (with 1-year commitment) - P1Y
Microsoft Tenant Id	3e726146-dd8b-42d2-84af-7a4fde881ebb

CANCELATION

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2024-01-24 01:25 (UTC)

At the bottom of the page, there is a dark navigation bar with icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', and 'UPGRADE'.



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Luego, nos deslizamos hasta el apartado de BILLING en donde visualizamos el campo Contract ID. Una vez que lo hayamos identificado, hacemos clic sobre el ícono de lápiz para editarlo.

The screenshot displays the Intcomex Cloud management interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and user profile options. The left sidebar shows the 'COMPANY STRUCTURE' with a search bar and a list of companies under 'CLOUD SOUL S.A.', including '(NCE) Microsoft 365 Business Basic (1)'. The main content area shows account details for 'TERENCO E.I.R.L. > CLOUD SOUL S.A. > (NCE) Microsoft 365 Business Basic (447731)'. A blue banner at the top of the main content area states 'This account has price protection till 2025-01-17 00:00 UTC'. Below this, the service name '(NCE) Microsoft 365 Business Basic' is displayed. Two pricing cards are shown: 'Cost' at 62.16 \$ prepaid for 12 month(s) and 'Selling price' at 72.00 \$ prepaid for 12 month(s). Below the pricing cards are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'SERVICE INFO' tab is active, showing a table with fields: 'status', 'OrderId', 'Alternateld', 'OcpSubscriptionId', and 'Provisioning Id'. To the right of the table is a 'BILLING' section with a table containing 'Billing start date' (2024-01-17 01:25 (UTC)), 'Contract ID' (with a pencil icon), and 'COMMITMENT DETAILS' section with 'Auto-renew' (Terminate) and 'Prepaid period end date' (2025-01-17 00:00 (UTC)). The bottom navigation bar contains icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', and 'UPGRADE'.



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Posteriormente, ingresamos el valor deseado y, seguidamente, hacemos clic en el check de color azul.

The screenshot shows the Intcomex Cloud interface for a subscription. The main content area displays the following information:

- Account:** TERENCE E.I.R.L. > CLOUD SOUL S.A. > (NCE) Microsoft 365 Business Basic (447731)
- Subscription:** (NCE) Microsoft 365 Business Basic
- Cost:** 62.16 \$ prepaid for 12 month(s) / 62.16 \$ Per 12 month(s)
- Selling price:** 72.00 \$ prepaid for 12 month(s) / 72.00 \$ Per 12 month(s)

The 'CONFIGURATION' tab is active, showing a table with the following data:

Field	Value
status	
OrderId	9ad237ef11f4
AlternateId	9ad237ef11f4
OcpSubscriptionId	38309b05-4585-4d5f-d7a6-8d424862c890
Provisioning Id	3b555118-da6a-4418-894f-7df1e2096870

The 'BILLING' section shows:

- Billing start date:** 2024-01-17 01:25 (UTC)
- Contract ID:** PO 5448-A (with a blue checkmark icon)

The 'COMMITMENT DETAILS' section shows:

- Auto-renew:** Terminate
- Prepaid period:** 2025-01-17 00:00 (UTC)

A '+ NEW' button is visible at the bottom left of the interface.



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Como último paso, hacemos clic sobre la imagen de disquete que se ubica en el banner inferior.

The screenshot displays the Intcomex Cloud interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons. The left sidebar shows the 'COMPANY STRUCTURE' with a search filter for 'All companies' and a list of services under 'CLOUD SOUL S.A.', with '(NCE) Microsoft 365 Business Basic (1)' selected. The main content area shows the service details for '(NCE) Microsoft 365 Business Basic' (447731). A blue banner at the top of the main area states 'This account has price protection till 2025-01-17 00:00 UTC'. Below this, the breadcrumb path is 'TERENCO E.I.R.L. > CLOUD SOUL S.A. > (NCE) Microsoft 365 Business Basic (447731)'. The service title is '(NCE) Microsoft 365 Business Basic'. Two pricing cards are shown: 'Cost' at 62.16 \$ prepaid for 12 month(s) and 'Selling price' at 72.00 \$ prepaid for 12 month(s). Below the pricing cards are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'CONFIGURATION' tab is active, showing a table with the following data:

status	
OrderId	9ad237ef11f4
AlternateId	9ad237ef11f4
OcpSubscriptionId	38309b05-4585-4d5f-d7a6-8d424862c890
Provisioning Id	3b555118-da6a-4418-894f-7df1e2096870

To the right of the table are sections for 'BILLING' and 'COMMITMENT DETAILS'. The 'BILLING' section shows 'Billing start date' as 2024-01-17 01:25 (UTC) and 'Contract ID' as PO 5448-A. The 'COMMITMENT DETAILS' section shows 'Auto-renew' as Terminate and 'Prepaid period end date' as 2025-01-17 00:00 (UTC). At the bottom of the interface, there is a dark bar with a '+ NEW' button, a 'SAVE' button (represented by a floppy disk icon), and a 'CANCEL' button (represented by an 'X' icon).



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Una vez completado el proceso, el valor registrado se podrá utilizar para referenciar el servicio adquirido, dentro del reporte Invoice Aggregation, con una PO u orden de compra.

The screenshot displays the Intcomex Cloud management interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and user profile options. The left sidebar shows the 'COMPANY STRUCTURE' with a search filter for 'CLOUD SOUL S.A.' and a list of services, including '(NCE) Microsoft 365 Business Basic (1)'. The main content area shows the details for this service, including a notification about price protection, the account path 'TERENCO E.I.R.L. > CLOUD SOUL S.A. > (NCE) Microsoft 365 Business Basic (447731)', and pricing information: Cost of 62.16 \$ and Selling price of 72.00 \$, both prepaid for 12 months. Below this, there are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'SERVICE INFO' tab is active, showing a table with fields like OrderId, AlternateId, OcpSubscriptionId, and Provisioning Id. To the right, there are sections for 'BILLING' and 'COMMITMENT DETAILS'. The 'Contract ID' field in the 'BILLING' section is highlighted in yellow and contains the value 'PO 5448-A'. The 'COMMITMENT DETAILS' section shows 'Auto-renew' set to 'Terminate' and 'Prepaid period end date' as '2025-01-17 00:00 (UTC)'. At the bottom, there is a dark navigation bar with icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', and 'UPGRADE'.

status		
OrderId	9ad237ef11f4	
AlternateId	9ad237ef11f4	
OcpSubscriptionId	38309b05-4585-4d5f-d7a6-8d424862c890	
Provisioning Id	3b555118-da6a-4418-894f-7df1e2096870	

BILLING	
Billing start date	2024-01-17 01:25 (UTC)
Contract ID	PO 5448-A

COMMITMENT DETAILS	
Auto-renew	Terminate
Prepaid period end date	2025-01-17 00:00 (UTC)

