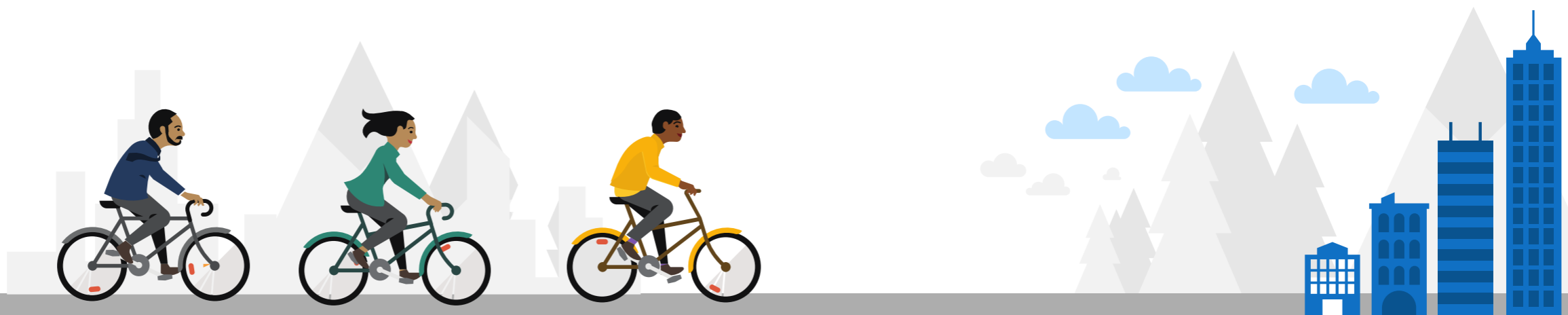


Intcomex Cloud Platform

Suscripción de Prueba (Trial)



Introducción



Suscripción de Prueba (Trial) - Introducción

Una suscripción de prueba (Trial) Microsoft es una versión de evaluación gratuita que concede acceso a los servicios dentro de un periodo de 30 días. De esta forma, se intenta promover que los clientes puedan utilizar nuevos productos de Microsoft con funcionalidades premium, más almacenamiento en la nube y seguridad avanzada para los datos y dispositivos



Word



Excel



PowerPoint



Microsoft
Defender



OneDrive



Outlook



Microsoft
Teams



Clipchamp



Microsoft
Family Safety



Suscripción de Prueba (Trial) - Consideraciones

Existen algunas consideraciones que se debe de tener en cuenta al momento de aprovisionar una suscripción de prueba las cuales son detalladas a continuación:

- El periodo de vigencia es de 30 días calendarios
- Solo se puede aprovisionar una suscripción de prueba comercial bajo la oferta New Commerce Experience (NCE)
- La cantidad única de asientos por suscripción de prueba es de 25
- La disponibilidad de la suscripciones de prueba depende del catálogo actual de Microsoft
- Se puede adquirir diferentes ofertas de suscripciones de prueba simultáneamente
- Solo se puede adquirir una suscripción de prueba por cada oferta disponible dentro de un tenant
- Solo se puede adquirir una suscripción de prueba si es que previamente no se ha adquirido la misma oferta dentro de un tenant
- Luego de realizar el aprovisionamiento de una suscripción de prueba, debe configurarse la cancelación de la renovación automática. De lo contrario, la suscripción entrará a modo de pago con un compromiso anual y un modo de facturación mensual
- Si la suscripción de prueba entra a modo de pago, el reseller se hará responsable del pago sin lugar a devoluciones o reembolsos por los lineamientos de la nueva oferta NCE



Suscripción de Prueba (Trial) - Catálogo

Las suscripciones de prueba están disponibles para las ofertas basadas en licencias más completas y populares de acuerdo con el catálogo actual de Microsoft. La lista de las suscripciones de prueba que se disponen actualmente se indican a continuación:

Microsoft Teams Calling Plan pay-as-you-go	Dynamics 365 Business Central Premium	Microsoft Viva Sales
Microsoft Teams Commercial Cloud	Dynamics 365 Customer Engagement Applications	Office 365 E3
Microsoft Teams Essentials (AAD Identity)	Dynamics 365 Guides	Office 365 E5
Microsoft Teams Phone with Calling Plan	Dynamics 365 Remote Assist	Project Plan 1
Microsoft Teams Room Pro	Dynamics 365 Remote Assist Attach	Project Plan 3
Microsoft Viva Goals	Enterprise Mobility + Security E5	Visio Plan 1
Microsoft Viva Learning	Microsoft 365 Business Premium	Visio Plan 2
Microsoft 365 F1	Microsoft 365 Business Standard	Windows 10/11 Enterprise E3
Microsoft Teams Audio Conferencing w dial-out to USA/CAN		



| Aprovechamiento



Suscripción de Prueba (Trial) – Aprovisionamiento

Dentro del portal Intcomex Cloud Platform (ICP), hacemos clic sobre el nombre comercial del cliente final

The screenshot displays the Intcomex Cloud Platform (ICP) user interface. On the left, a 'COMPANY HIERARCHY' sidebar is visible, containing a search bar and a list of client organizations: ABBIE BOX S.A.C., CLOUDY TEAM, FLY FORCE, KAZYNC SPACE (which is highlighted in blue), and MAGICDUST BOX. The main content area features a large promotional banner for Acronis, stating: 'Migra tus negocios de seguridad para endpoints con Acronis hasta el 31 de diciembre de 2022 y tendrás hasta 12 MESES GRATIS.' Below this banner are three promotional cards: 'Soporte Latam' (Support Latam) with a 'Conoce más' button, 'Webinar' with a 'Conoce más' button, and 'Manual de Usuario' (User Manual) with a 'Conoce más' button. The bottom navigation bar includes a '+ NEW' button and a notification icon with the number '15'.

Suscripción de Prueba (Trial) – Aprovisionamiento

Luego, hacemos clic en la opción **New Service** o **Nuevo Servicio** ubicado en la parte inferior media de la pantalla

The screenshot shows the Intcomex Cloud portal 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, including 'KAZYNC SPACE'. The main content area displays the configuration for 'KAZYNC SPACE' under the 'ABBIE BOX S.A.C.' account. The 'OVERVIEW' tab is selected, showing three sections: 'COMPANY DETAILS', 'CONTACT DETAILS', and 'ACCOUNT INFORMATION'. Each section contains a table of key-value pairs with edit icons.

COMPANY DETAILS	
Company name	KAZYNC SPACE
Domain	encii.com.pe
Numeric ID	745968
VAT ID	EMPTY
Parent numeric ID	734772

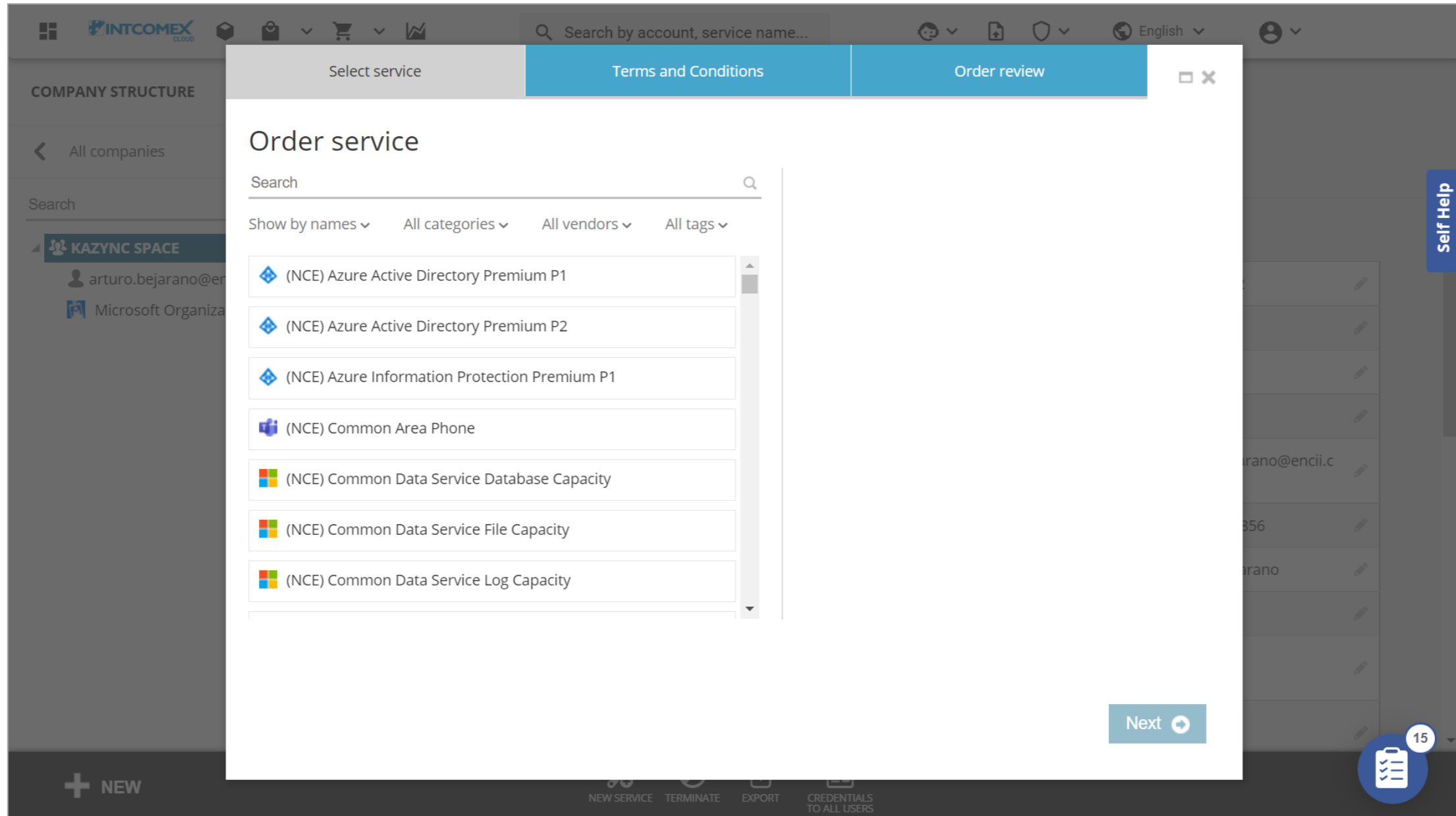
CONTACT DETAILS	
Address	Av. Gal 222
City	Lima
Country	Mexico
Zip code	15094
Email	arturo.bejarano@encii.com.pe
Contact phone	51 924950856
Contact person	Arturo Bejarano
Technical contact	
Technical Account Manager	
Technical contact email	

ACCOUNT INFORMATION	
Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdService	false

At the bottom of the screen, there is a navigation bar with icons for '+ NEW', 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'. A 'Self Help' button is visible on the right side, and a notification icon with the number '15' is in the bottom right corner.

Suscripción de Prueba (Trial) – Aprovisionamiento

En la primera pestaña **Select service** o **Selección del servicio** visualizamos todos los servicios disponibles que podemos aprovisionar



The screenshot displays the Intcomex Cloud portal interface. The main navigation bar includes the Intcomex Cloud logo, a search bar, and user profile information. The left sidebar shows the 'COMPANY STRUCTURE' with 'KAZYNC SPACE' selected. The main content area is titled 'Order service' and features a search bar and filter options: 'Show by names', 'All categories', 'All vendors', and 'All tags'. A list of services is displayed, including:

- (NCE) Azure Active Directory Premium P1
- (NCE) Azure Active Directory Premium P2
- (NCE) Azure Information Protection Premium P1
- (NCE) Common Area Phone
- (NCE) Common Data Service Database Capacity
- (NCE) Common Data Service File Capacity
- (NCE) Common Data Service Log Capacity

At the bottom right of the modal, there is a 'Next' button with a right arrow icon. The background shows a 'Self Help' button and a notification icon with the number 15.

Suscripción de Prueba (Trial) – Aprovisionamiento

Procedemos a buscar y seleccionar una suscripción NCE que posee la opción de prueba. En esta caso, hacemos clic sobre la suscripción (NCE) Microsoft 365 Business Premium y luego hacemos clic en el botón **Next** o **Siguiente**

The screenshot displays the Intcomex Cloud portal interface. The main window is titled 'Order service' and shows the configuration for '(NCE) Microsoft 365 Business Premium'. The interface includes a search bar, a list of services, and a detailed view of the selected service. The 'Next' button is visible at the bottom right of the configuration window.

Order service

(NCE) Microsoft 365 Business Premium

Show by names ▾ All categories ▾ All vendors ▾ All tags ▾

(NCE) Microsoft 365 Business Premium

(NCE) Microsoft 365 Business Premium will be connected to the following existing service:

Microsoft Organization tenant (encii2.onmicrosof... ▾)

(NCE) Microsoft 365 Business Premium (Microsoft)

Vendor: **Microsoft**

Category: **Communication & Office**

Tags: **Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite, Device, Device Management, Trial**

Next →

Suscripción de Prueba (Trial) – Aprovisionamiento

En la pestaña **Terms and Conditions** o **Términos y Condiciones**, aceptamos los términos y condiciones del servicio haciendo clic sobre el botón **Accept** o **Aceptar**

The screenshot shows the 'Terms and Conditions' step in the Intcomex Cloud portal. The main content area displays the following text:

(NCE) Microsoft 365 Business Premium (Microsoft)

(NCE) Microsoft 365 Business Premium

SPECIAL PRODUCT TERMS
Microsoft New Commerce Experience
(English Version - Below is the Spanish Version)

In addition to any other End User License Agreement, Terms of Use, Privacy Policy, and/or policies issued by Microsoft and/or Software Brokers of America, Inc. ("Intcomex"), the following additional Special Product Terms apply to the Microsoft New Commerce Experience ("NCE") for licensed-based subscriptions (e.g., Office 365, Dynamics 365, Microsoft 365, etc.) (the "License(s)" and/or "Subscription(s)"). In view of the foregoing, these Special Product Terms, provided by Microsoft, will govern the relationship between Microsoft, the resellers (the "Intcomex Reseller"), and the end users (the "End Users") concerning the Microsoft products. Any term not defined herein shall have the definition set forth on the Intcomex Cloud Platform Agreement.

It is the Intcomex Reseller's responsibility to carefully review this document and understand the new

Accept By clicking the 'Accept' button, you acknowledge that you've read and agree to Terms and Conditions.

Next

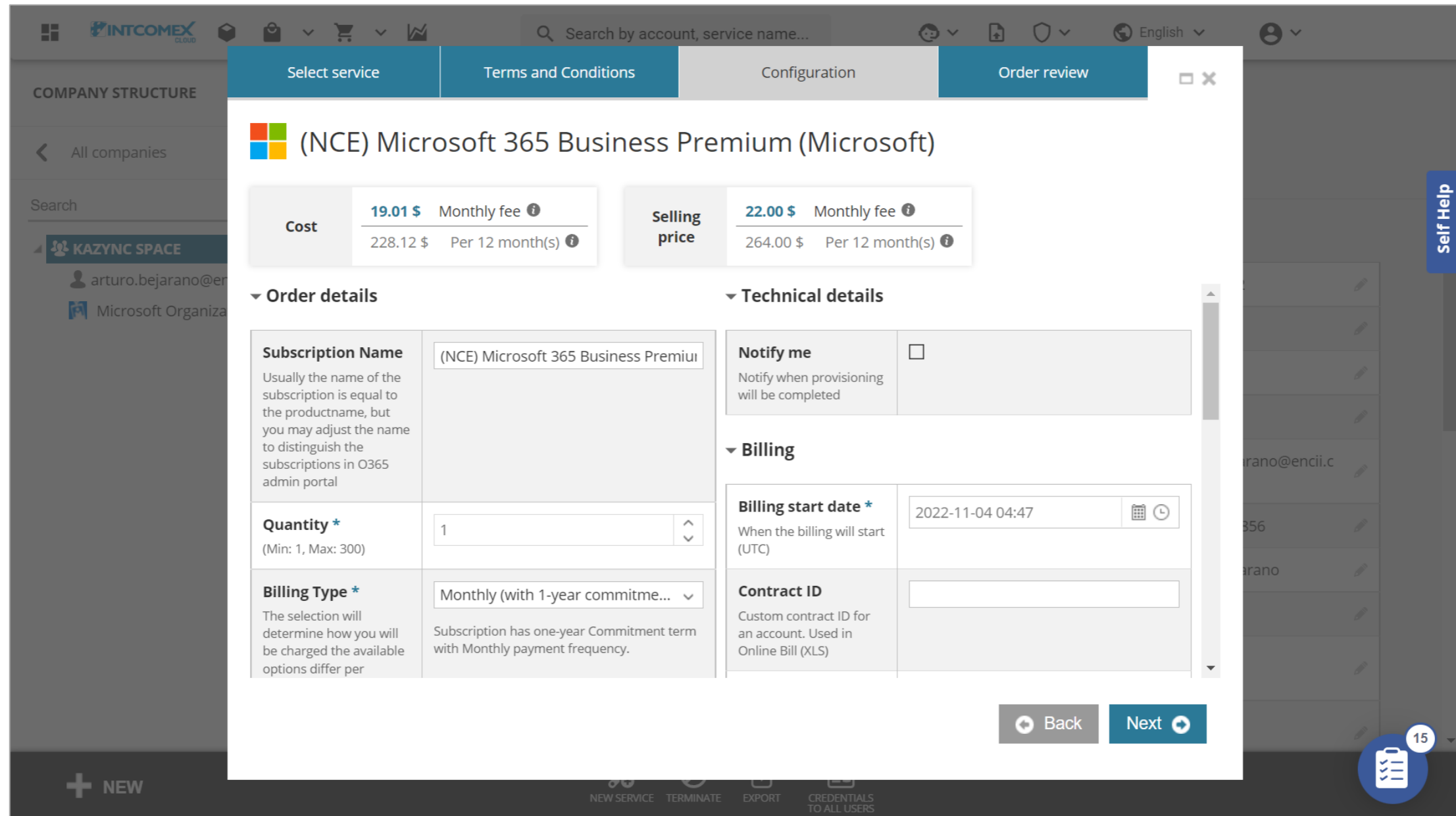
Suscripción de Prueba (Trial) – Aprovisionamiento

Luego, hacemos clic en el botón **Next** o **Siguiente**

The screenshot shows the Intcomex Cloud portal interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and user profile information. The main content area is divided into four tabs: 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Configuration' tab is currently selected, displaying the details for '(NCE) Microsoft 365 Business Premium (Microsoft)'. The configuration page shows the product name, a section for 'SPECIAL PRODUCT TERMS' titled 'Microsoft New Commerce Experience', and a paragraph of legal text. Below the text, there is a checkbox labeled 'You have accepted these Terms and Conditions.' which is checked. At the bottom of the configuration window, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue, indicating it is the next step in the process. The background shows a sidebar with 'COMPANY STRUCTURE' and a list of users, including 'arturo.bejarano@er' and 'Microsoft Organiza'. A 'Self Help' button is visible on the right side of the interface.

Suscripción de Prueba (Trial) – Aprovisionamiento

Dado que aprovisionaremos una suscripción de prueba, en la sección **Order details** o **Detalles de la orden** ubicado dentro de la pestaña **Configuration** o **Configuración**, solo completaremos los campos **Quantity** y **Billing Type**



The screenshot displays the 'Configuration' tab for a Microsoft 365 Business Premium subscription. The interface includes a navigation bar with tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is titled '(NCE) Microsoft 365 Business Premium (Microsoft)'. It features two summary boxes: 'Cost' showing a monthly fee of 19.01 \$ and a 12-month total of 228.12 \$, and 'Selling price' showing a monthly fee of 22.00 \$ and a 12-month total of 264.00 \$. Below these are two main sections: 'Order details' and 'Technical details'. The 'Order details' section contains three rows: 'Subscription Name' (pre-filled with '(NCE) Microsoft 365 Business Premiui'), 'Quantity *' (set to 1), and 'Billing Type *' (set to 'Monthly (with 1-year commitme...'). The 'Technical details' section contains three rows: 'Notify me' (checkbox), 'Billing start date *' (set to 2022-11-04 04:47), and 'Contract ID' (empty). At the bottom right, there are 'Back' and 'Next' buttons. A 'Self Help' button is visible on the right side of the page.

Section	Field	Value
Cost	Monthly fee	19.01 \$
	Per 12 month(s)	228.12 \$
Selling price	Monthly fee	22.00 \$
	Per 12 month(s)	264.00 \$
Order details	Subscription Name	(NCE) Microsoft 365 Business Premiui
	Quantity *	1
	Billing Type *	Monthly (with 1-year commitme...)
Technical details	Notify me	<input type="checkbox"/>
	Billing start date *	2022-11-04 04:47
	Contract ID	

Suscripción de Prueba (Trial) – Aprovisionamiento

En el campo **Quantity**, ingresaremos el número 25 el cual es la cantidad de asientos permitidos por Microsoft para suscripciones de prueba

The screenshot shows the 'Order review' step of a configuration process for '(NCE) Microsoft 365 Business Premium (Microsoft)'. The interface includes a navigation bar with 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is divided into several sections:

- Cost:** 475.25 \$ Monthly fee (info icon), 5,703.00 \$ Per 12 month(s) (info icon)
- Selling price:** 550.00 \$ Monthly fee (info icon), 6,600.00 \$ Per 12 month(s) (info icon)
- Order details:**
 - Subscription Name:** (NCE) Microsoft 365 Business Premiui. Description: Usually the name of the subscription is equal to the productname, but you may adjust the name to distinguish the subscriptions in O365 admin portal.
 - Quantity *:** 25 (Min: 1, Max: 300)
 - Billing Type *:** Monthly (with 1-year commitme... (dropdown). Description: The selection will determine how you will be charged the available options differ per. Subscription has one-year Commitment term with Monthly payment frequency.
- Technical details:**
 - Notify me:** Notify when provisioning will be completed
 - Billing:**
 - Billing start date *:** 2022-11-04 04:47 (calendar icon, clock icon). Description: When the billing will start (UTC)
 - Contract ID:** (empty text field). Description: Custom contract ID for an account. Used in Online Bill (XLS)

At the bottom of the configuration panel, there are 'Back' and 'Next' buttons. The background shows a sidebar with 'COMPANY STRUCTURE' and 'KAZYNC SPACE'.

Suscripción de Prueba (Trial) – Aprovisionamiento

En el campo **Billing Type**, seleccionamos la opción de **TRIAL**. Luego, hacemos clic en el botón **Next** o **Siguiente**

The screenshot displays the 'Configuration' step of a subscription process in the Intcomex Cloud portal. The main window is titled '(NCE) Microsoft 365 Business Premium (Microsoft)'. The 'Billing Type' dropdown menu is open, showing several options, with 'TRIAL' selected. Other fields include 'Quantity' (25), 'Billing start date' (2022-11-04 04:47), 'Contract ID', 'Quoteld' (99dcb3f5-ab9b-40aa-8210-07aaab2ec), and 'Microsoft Tenant Id' (b9869bda-4e7c-457f-b8c6-a81d7094e).

Field	Value
Quantity *	25
Billing Type *	TRIAL
Subscription end date alignment	TRIAL
Microsoft Tenant Id	b9869bda-4e7c-457f-b8c6-a81d7094e
Billing start date *	2022-11-04 04:47
Contract ID	
Quoteld	99dcb3f5-ab9b-40aa-8210-07aaab2ec

Navigation buttons: Back, Next

Self Help

15

Suscripción de Prueba (Trial) – Aprovisionamiento

En la sección **Order Review** observamos un anuncio que denota que el servicio es gratuito y un aviso en la parte inferior que indica que la suscripción entrará en modo de pago si es que no se configura la cancelación automática cuando el periodo de prueba finalice. Luego, hacemos clic en el botón **Finish** o **Finalizar**

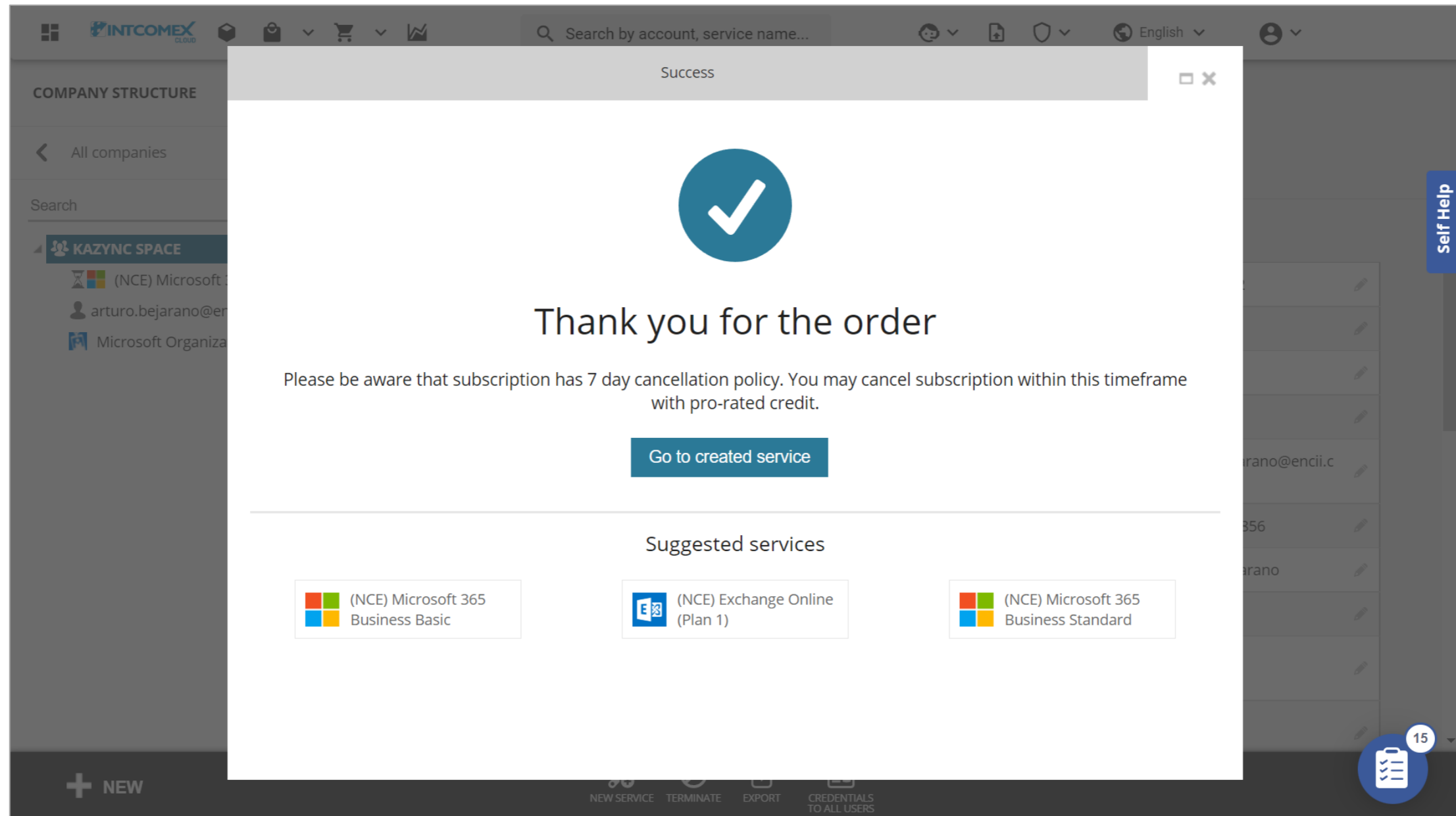
The screenshot displays the 'Order review' step in the Intcomex Cloud interface. The main content area shows the service '(NCE) Microsoft 365 Business Premium (Microsoft)'. Below this, a 'Billing information' section contains a table with the following data:

Attributes	Fee type	Selling price
This service is free of charge		

An orange warning banner at the bottom of the table states: "At expiration, free trial license will be automatically renewed to a paid monthly billed license with 1-year commitment. You may turn off automatic renewal at any time after purchase." At the bottom right of the modal, there are two buttons: 'Back' and 'Finish'.

Suscripción de Prueba (Trial) – Aprovisionamiento

Se muestra un mensaje de agradecimiento por lo que solo debemos hacer clic sobre el botón **Go to created service** para dirigirnos hacia el aprovisionamiento recientemente realizado



The screenshot displays a web application interface with a dark sidebar on the left and a main content area. The sidebar includes a search bar and a list of services under the heading "KAZYNC SPACE". The main content area features a large white modal window with a blue checkmark icon and the text "Thank you for the order". Below this, a message states: "Please be aware that subscription has 7 day cancellation policy. You may cancel subscription within this timeframe with pro-rated credit." A prominent blue button labeled "Go to created service" is centered below the message. Underneath, a section titled "Suggested services" displays three service cards: "(NCE) Microsoft 365 Business Basic", "(NCE) Exchange Online (Plan 1)", and "(NCE) Microsoft 365 Business Standard". The top navigation bar includes a search bar and various icons. A "Self Help" button is visible on the right side of the sidebar. At the bottom right, there is a notification icon with the number "15".

Success

Thank you for the order

Please be aware that subscription has 7 day cancellation policy. You may cancel subscription within this timeframe with pro-rated credit.

[Go to created service](#)

Suggested services

- (NCE) Microsoft 365 Business Basic
- (NCE) Exchange Online (Plan 1)
- (NCE) Microsoft 365 Business Standard

Suscripción de Prueba (Trial) – Aprovisionamiento

Una vez que la suscripción de prueba se haya terminado de aprovisionar podremos validar la información de esta mediante la información que se muestra dentro de los campos de la sección **Order details**

The screenshot displays the Intcomex Cloud interface. At the top, there's a navigation bar with the Intcomex Cloud logo, a search bar, and user settings. The main content area is divided into a left sidebar and a main panel. The sidebar shows the 'COMPANY STRUCTURE' with a search bar and a list of companies, including 'KAZYNC SPACE' and '(NCE) Microsoft 365 Business Premium (25)'. The main panel shows the subscription details for '(NCE) Microsoft 365 Business Premium' under the account 'ABBIE BOX S.A.C. > KAZYNC SPACE > (NCE) Microsoft 365 Business Premium (362256)'. A blue banner at the top of the main panel indicates 'This account has price protection till 2022-12-04 00:00 UTC'. Below this, there are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' section contains a table with the following information:

Subscription Name	(NCE) Microsoft 365 Business Premium
Quantity	25
Billing Type	TRIAL
Microsoft Tenant Id	b9869bda-4e7c-457f-b8c6-a81d7094ae26
MPN ID (Reseller)	6395965
OfferId	CFQ7TTC0LCHC:0002:Commercial
Segment	Commercial
Product type	Base subscription

The 'CANCELLATION' section provides information about cancellation, stating that trials cannot be cancelled and that the trial will expire on the renewal date. The 'Cancel until' date is '2022-11-04 00:00 (UTC)'. The 'LICENSE REDUCTION' section explains that license reduction is only allowed within 7 days of purchasing new licenses on the subscription.

At the bottom of the interface, there is a navigation bar with icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'. A 'Self Help' button is visible on the right side of the main panel.

Suscripción de Prueba (Trial) – Aprovisionamiento

Como último paso, debemos hacer clic sobre la suscripción de prueba recientemente aprovisionada y dentro de la sección **COMMITMENT DETAILS** cambiar en el campo **Auto-renew** la opción **Renew** o **Terminate** para que esta finalice automáticamente al culminar el periodo de prueba

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

- Account Path:** ABBIE BOX S.A.C. > KAZYNC SPACE > (NCE) Microsoft 365 Business Premium (362256)
- Subscription Name:** (NCE) Microsoft 365 Business Premium
- Configuration Table:**

Field	Value
Status	
OrderId	b57940117b76
AlternateId	b57940117b76
CartId	0cc763e7-79df-421b-acf2-4147b2189565
OcpSubscriptionId	59e2844d-5b4a-4663-c397-550c680794ac
Provisioning Id	cbdc14ab-d96c-4c30-b9f4-6ada7cdc1d46
- Reduction:** the trial has converted to a paid offer.
- BILLING:**
 - Billing start date: 2022-11-04 00:00 (UTC)
 - Contract ID: [edit icon]
- COMMITMENT DETAILS:**
 - Auto-renew ***: What will happen to the subscription after Prepaid Billing End Date is reached. The dropdown menu is open, showing 'Renew' (selected) and 'Terminate'.
 - Contract end date: 2022-12-04 00:00 (UTC)

The interface includes a 'Self Help' button on the right and a '+ NEW' button at the bottom left. A notification icon with the number '15' is visible in the bottom right corner.

Suscripción de Prueba (Trial) – Aprovisionamiento

Finalmente, hacemos clic sobre el check azul y luego guardamos el cambio haciendo clic sobre el botón **SAVE** o **GUARDAR** ubicado en la parte media de la pantalla

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

- Account Path:** ABBIE BOX S.A.C. > KAZYNC SPACE > (NCE) Microsoft 365 Business Premium (362256)
- Subscription Title:** (NCE) Microsoft 365 Business Premium
- Navigation:** CONFIGURATION (selected), SERVICE INFO, AVAILABLE SERVICES, AUDIT LOG
- Partner Center Order Details Table:**

Subscription status	Active
OrderId	b57940117b76
Alternateld	b57940117b76
CartId	0cc763e7-79df-421b-acf2-4147b2189565
OcpSubscriptionId	59e2844d-5b4a-4663-c397-550c680794ac
Provisioning Id	cbdc14ab-d96c-4c30-b9f4-6ada7cdc1d46
- Licenses available for reduction:** Quantity for trials can be changed only after the trial has converted to a paid offer.
- BILLING:**
 - Billing start date: 2022-11-04 00:00 (UTC)
 - Contract ID: [edit icon]
- COMMITMENT DETAILS:**
 - Auto-renew: Terminate [edit icon]
 - Contract end date: 2022-12-04 00:00 (UTC)

At the bottom of the interface, there are buttons for **NEW**, **SAVE**, and **CANCEL**. A notification bubble with the number 15 is visible in the bottom right corner.

Posibles Errores



Suscripción de Prueba (Trial) – Posibles errores

En caso previamente ya se haya adquirido alguna suscripción de prueba en el tenant, se mostrará un aviso el cual indicará que existe una limitante en la oferta dado que ya se ha ordenado 25 licencias de la oferta seleccionada

The screenshot displays the 'Order review' step for a Microsoft 365 Business Standard trial subscription. The interface includes a navigation bar with 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is divided into 'Order details' and 'Technical details'.

Order details:

- Subscription Name:** (NCE) Microsoft 365 Business Standar
- Quantity *:** (Min: 1, Max: 300). A red error message states: "This is a limited quantity offer. You have already ordered 25 licenses. You are ordering 25 licenses but maximum allowed ammount for this subscription is 0." The quantity field is set to 25.
- Billing Type *:** TRIAL

Technical details:

- Notify me:** Notify when provisioning will be completed
- Billing:**
 - Billing start date *:** 2022-11-04 14:22
 - Contract ID:** (empty field)
 - Quoteld:** 76d595f3-f3db-4c4d-89ea-58818d34d

Navigation buttons 'Back' and 'Next' are visible at the bottom of the form. A 'Self Help' button is on the right side of the page.

