



Manual de Usuario New Commerce Experience (NCE)



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Intcomex Cloud Operations



Manual de Usuario— New Commerce Experience (NCE) Introducción

Intcomex Cloud Operations





NCE: Introducción

Como muchos clientes tienen conocimiento, la experiencia de licenciamiento de Microsoft abarca una amplia variedad de opciones, cada una con sus propios términos, condiciones, reglas de licenciamiento, estipulaciones y complejidades.

Mirando hacia el futuro, Microsoft tiene como objetivo simplificar la experiencia de compra para los clientes a través del nuevo modelo para licenciamiento por suscripción, llamado la **Nueva Experiencia Comercial (NCE)**.

El nuevo modelo busca reducir la complejidad y costos de las licencias por suscripción al tiempo que brinda a los clientes la flexibilidad para adaptar las compras a sus necesidades comerciales.

La NCE se aplica a las suscripciones basadas en asientos, que incluyen Dynamics 365, Microsoft 365 y la Power Platform.





NCE: Introducción – Opciones de compra

La Nueva Experiencia Comercial presenta una variedad de opciones de compra para los clientes finales que utilizan licencias por asiento.

Las recién introducidas opciones de compra son:

• Compromiso NCE a corto plazo: Suscripción Mensual

- Esta opción ofrece un plazo mensual, permitiendo que la cantidad de asientos se incremente, disminuya o cancele cada mes, con solo un compromiso mensual requerido.
- Las suscripciones mensuales incurrirán en un recargo del 20%, reconociendo la flexibilidad proporcionada.
- Bajo esta opción, los clientes pueden cancelar con solo 30 días de antelación. También tienen la posibilidad de aumentar o reducir el número de asientos adquiridos al final de cada mes, para satisfacer los cambiantes requisitos comerciales.
- Los incrementos de precio no están protegidos y aumentarán de acuerdo con cualquier cambio de precio realizado por Microsoft.
- Existe una ventana de 72 horas para efectuar movimientos de cancelación o modificación sobre la suscripción recientemente aprovisionada los cuales puede incurrir en cargos prorrateados.





NCE: Introducción – Opciones de compra

Compromiso NCE a largo plazo: Suscripciones de 12 o 36 meses

- Al comprometerse con un plazo de 12/36 meses, los clientes obtienen protección contra aumentos de costos durante todo el período de 12/36 meses.
- La suscripción solo puede modificarse o cancelarse dentro de las primeras 72 horas (con facturación prorrateada). A partir de este punto, los clientes no pueden cancelar y estarán comprometidos durante todo el período de 12/36 meses.
- No se pueden realizar disminuciones en el número de asientos comprados durante este período, pero los asientos pueden aumentarse con facturación prorrateada.
- Las suscripciones solo pueden terminarse después de cada período de 12/36 meses.





NCE: Introducción – Funcionalidades

Junto con la nueva oferta comercial se adicionan algunas funcionalidades que permitirán administrar las suscripciones de la mejor manera.

PAUSA

- Partners seguirán siendo facturados.
- Suscripciones entran en estado **Deshabilitado**:
 - Usuarios no pueden acceder a servicios o archivos.
 - Administradores pueden acceder a la información hasta el final del compromiso.
- Suscripciones pueden regresar al estado **Activo** nuevamente.



CANCELACIÓN

- Primeras 72 horas de cualquier plazo de devolución prorrateada (prorratio calculado diariamente). Después de las primeras 72 horas de cualquier plazo no hay cancelación disponible (aplicable a cualquier plan de facturación).
- La suscripción entra inmediatamente en el estado **Deshabilitado**.



AUTO RENOVACIÓN

- **ON**:
 - Suscripciones renuevan hasta el final del compromiso actual
 - 72 horas luego de la renovación de compromiso.
- **OFF**:
 - Suscripciones no renuevan al finalizar el compromiso actual.
 - Suscripciones entran en estado **Deshabilitado**.





NCE: Introducción – Detalles de una suscripción

Dentro de una suscripción NCE podemos encontrar información relevante para nuestros registros. A continuación, se explican algunos campos:

(NCE) Microsoft 365 Business Basic

Cost	62.16 \$ prepaid for 12 month(s) <i>i</i> 62.16 \$ Per 12 month(s) <i>i</i>	Selling price	72.00 \$ prepaid for 12 month(s) <i>i</i> 72.00 \$ Per 12 month(s) <i>i</i>
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CONFIGURATION SERVICE INFO AVAILABLE SERVICES PROVISIONING AUDIT LOG SPECIAL DEAL

ORDER DETAILS		CANCELATION	
Subscription Name	(NCE) Microsoft 365 Business Basic <i>e</i>	About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Quantity	1 <i>e</i>	Cancel until	2024-01-24 01:25 (UTC)
Billing Type	Prepaid (with 1-year commitment) - P1Y	LICENSE REDUCTION	
Microsoft Tenant Id	3e726146-dd8b-42d2-84af-7a4fde881ebb	About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the subscription. View the total quantity currently eligible for reduction and the specific cancellation windows below.
MPN ID (Reseller)	4687188 <i>e</i>	Licenses available for reduction	Total quantity: 0
OfferId	CFQ7TTC0LH18:0001:Commercial		
Segment	Commercial		
Product type	Base subscription		

Costo del revendedor (Reseller)

Nombre de la suscripción

Cantidad de asientos de la suscripción

Tipo de facturación y compromiso

MPN ID del revendedor

Fecha hasta la cual la ventana de cancelación de 72 horas estará abierta para cualquier modificación o cancelación

Cantidad de asientos que se pueden reducir del total que posee la suscripción activa



NCE: Introducción – Detalles de una suscripción

(NCE) Microsoft 365 Business Basic

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

CONFIGURATION SERVICE INFO AVAILABLE SERVICES PROVISIONING AUDIT LOG SPECIAL DEAL

▼ PARTNER CENTER ORDER DETAILS

Subscription status	Active
OrderId	9ad237ef11f4
Alternateld	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	

▼ COMMITMENT DETAILS

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

Estado de la suscripción

ID de Microsoft de la suscripción

Fecha en la cual se aprovisionó la suscripción

Acción que se ejecutará cuando el compromiso actual haya finalizado

Fecha en la cual el compromiso de la suscripción expirará





Manual de Usuario— New Commerce Experience (NCE) Aprovisionamiento

Intcomex Cloud Operations





NCE: Aprovisionamiento

Como primer paso, hacemos clic sobre el nombre de la compañía del cliente final. Luego, hacemos clic en el botón **New Service** o **Nuevo Servicio**.

The screenshot displays the Intcomex Cloud management interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons. The main content area is divided into a left sidebar and a main panel. The sidebar shows a 'COMPANY STRUCTURE' section with a search bar and a list of companies, where 'MAGICDUST BOX' is selected. The main panel shows the configuration for 'MAGICDUST BOX' under the 'ABBIE BOX S.A.C.' account. The configuration is organized into several sections: 'COMPANY DETAILS', 'CONTACT DETAILS', and 'ACCOUNT INFORMATION'. Each section contains a table of key-value pairs with edit icons. At the bottom, there is a dark navigation bar with icons for '+ NEW', 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'.

COMPANY STRUCTURE

All companies

Search

MAGICDUST BOX

Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

ABBIE BOX S.A.C. > MAGICDUST BOX (280413)

MAGICDUST BOX

OVERVIEW AVAILABLE SERVICES BILLING SECURITY AUDIT LOG

COMPANY DETAILS

Company name	MAGICDUST BOX
Domain	magicdustbox.com
Numeric ID	735786
VAT ID	EMPTY
Parent numeric ID	734772

CONTACT DETAILS

Address	Ca. Los Negocios 448 - Surquillo
City	Lima
Country	Peru
Zip code	15494
Email	arturo.bejarano@magicdustbox.com
Contact phone	924950856
Contact person	Arturo Bejarano
Technical contact	
Technical Account Manager	
Technical contact	

ACCOUNT INFORMATION

Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdService	false

+ NEW

NEW SERVICE TERMINATE EXPORT CREDENTIALS TO ALL USERS



NCE: Aprovisionamiento

En la pestaña **Select service**, buscamos el servicio a aprovisionar y lo seleccionamos. Luego, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot displays the 'Order service' modal window in the NCE system. The window has four tabs: 'Select service' (active), 'Terms and Conditions', 'Configuration', and 'Order review'. The search bar contains '(NCE) Microsoft 365 Business Premium'. Below the search bar, there are filters for 'Show by names', 'All categories', 'All vendors', and 'All tags'. A single result, '(NCE) Microsoft 365 Business Premium', is listed with a mouse cursor over it. To the right, a summary box indicates the service will be connected to an existing Microsoft Organization tenant. Below this, the vendor is listed as 'Microsoft', the category as 'Communication & Office', and various tags are provided. A 'Next' button is located at the bottom right of the modal.

COMPANY STRUCTURE

All companies

Search

MAGICDUST BOX

Microsoft Organiza

Search by account, service nam...

English

Select service Terms and Conditions Configuration Order review

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 (magicdustbox.on...

(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

+ NEW

NEW SERVICE TERMINATE EXPORT CREDENTIALS TO ALL USERS



NCE: Aprovechamiento

En la pestaña **Terms and Conditions**, aceptamos los términos y condiciones del servicio. Luego, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot shows a web application interface for Intcomex Cloud. The main navigation bar includes 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Terms and Conditions' step is active, displaying a modal window for '(NCE) Microsoft 365 Business Premium (Microsoft)'. The modal content includes the following text:

(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 functionalities the NCE offers, as well as the new options and policies related to the management, terms, and payment of the Subscription.

This document summarizes some of the key changes to your subscription under the NCE. By purchasing these

You have accepted these Terms and Conditions.

At the bottom of the modal, there are 'Back' and 'Next' buttons.



NCE: Aprovevisionamiento

En la pestaña **Configuration**, escogemos la configuración que tendrá la suscripción a aprovisionar.

The screenshot shows the INTCOMEX system interface with a configuration modal for a Microsoft 365 Business Premium subscription. The modal is titled "(NCE) Microsoft 365 Business Premium (Microsoft)" and is divided into several sections:

- Cost:** 19.01 \$ Monthly fee (info icon). Total cost: 228.12 \$ Per 12 month(s) (info icon).
- Selling price:** 22.00 \$ Monthly fee (info icon). Total price: 264.00 \$ Per 12 month(s) (info icon).
- Order details:**
 - Subscription Name:** (NCE) Microsoft 365 Business Premiur. 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 *:** 1 (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. Note: Subscription has one-year Commitment term with Monthly payment frequency.
- Technical details:**
 - Notify me:** Notify when provisioning will be completed.
 - Billing:**
 - Billing start date *:** 2024-03-08 13:59 (calendar icon). Description: When the billing will start (UTC).
 - Contract ID:** (empty field). Description: Custom contract ID for an account. Used in Online Bill (XLS).

At the bottom of the modal, there are "Back" and "Next" buttons with circular arrows.



NCE: Aprovevisionamiento

En el campo **Subscription Name**, ingresamos (opcionalmente) un nombre para nuestra suscripción. Es sugerible que esta información no sea modificada.

The screenshot shows the 'Order review' step of a provisioning process in the NCE system. The main window title is '(NCE) Microsoft 365 Business Premium (Microsoft)'. The interface is divided into several sections:

- Cost:** 19.01 \$ Monthly fee (info icon). Below it, 228.12 \$ Per 12 month(s) (info icon).
- Selling price:** 22.00 \$ Monthly fee (info icon). Below it, 264.00 \$ Per 12 month(s) (info icon).
- Order details:**
 - Subscription Name:** (NCE) Microsoft 365 Business Premiur. A yellow highlight is present on this field. A tooltip explains: '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 *:** 1 (Min: 1, Max: 300).
 - Billing Type *:** Monthly (with 1-year commitme... (dropdown). A note states: 'The selection will determine how you will be charged the available options differ per...'. Below the dropdown, it says: 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Technical details:**
 - Notify me:** Notify when provisioning will be completed.
- Billing:**
 - Billing start date *:** 2024-03-08 13:59 (calendar icon). Note: 'When the billing will start (UTC)'
 - Contract ID:** (empty field). Note: 'Custom contract ID for an account. Used in Online Bill (XLS)'

At the bottom right, there are 'Back' and 'Next' buttons. The background shows a sidebar with 'COMPANY STRUCTURE' and 'MAGICDUST BOX'.



NCE: Aprovisionamiento

En el campo **Quantity**, ingresamos la cantidad de asientos.

The screenshot displays the 'Configuration' step of the provisioning process 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)' and contains several sections:

- Cost:** Monthly fee of 19.01 \$, with a total of 228.12 \$ per 12 months.
- Selling price:** Monthly fee of 22.00 \$, with a total of 264.00 \$ per 12 months.
- Order details:** Includes 'Subscription Name' (set to '(NCE) Microsoft 365 Business Premiur') and 'Billing Type' (set to 'Monthly (with 1-year commitme...').
- Technical details:** Includes 'Notify me' (unchecked) and 'Billing start date' (set to 2024-03-08 13:59 UTC).
- Contract ID:** A field for entering a custom contract ID.

The 'Quantity' field is highlighted in yellow and is set to 1, with a range of (Min: 1, Max: 300). At the bottom of the configuration window, there are 'Back' and 'Next' buttons.



NCE: Aprovevisionamiento

En el campo **Billing Type**, seleccionamos el tipo de facturación y el compromiso deseado.

The screenshot displays the NCE provisioning interface for Microsoft 365 Business Premium. The interface is divided into several sections:

- Navigation:** Tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review' are visible at the top.
- Product Information:** The product is identified as '(NCE) Microsoft 365 Business Premium (Microsoft)'. Pricing is shown as **Cost** 19.01 \$ Monthly fee and **Selling price** 22.00 \$ Monthly fee, both with a note 'Per 12 month(s)'.
- Order details:** Includes 'Subscription Name' (currently '(NCE) Microsoft 365 Business Premiur') and 'Quantity' (set to 1, with a range of Min: 1, Max: 300).
- Technical details:** Includes a 'Notify me' checkbox (unchecked) with the text 'Notify when provisioning will be completed'.
- Billing:** Includes 'Billing start date' (2024-03-08 13:59) and 'Billing Type' (Monthly (with 1-year commitme...)). The Billing Type field is highlighted in yellow, and a note states: 'The selection will determine how you will be charged the available options differ per'. Below this, it says 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Contract ID:** A field for 'Contract ID' with a note: 'Custom contract ID for an account. Used in Online Bill (XLS)'.
- Navigation:** 'Back' and 'Next' buttons are located at the bottom right of the configuration window.



NCE: Aprovisionamiento

En el campo **Subscription end date alignment**, no es necesario seleccionar algún valor. Solo en caso deseemos utilizar la funcionalidad cotérmino, la cual se indica más adelante, haremos uso de esta opción.

The screenshot shows the configuration page for the Microsoft 365 Business Premium service. The page is divided into several sections:

- Navigation:** Select service, Terms and Conditions, Configuration, Order review.
- Cost and Selling Price:**

Cost	19.01 \$ Monthly fee ⓘ	Selling price	22.00 \$ Monthly fee ⓘ
	228.12 \$ Per 12 month(s) ⓘ		264.00 \$ Per 12 month(s) ⓘ
- Subscription end date alignment:** A dropdown menu with a yellow background. Below it, a text box explains: "You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount."
- Microsoft Tenant Id:** 98cea72b-720a-4411-ac6d-ac31ba900
- MPN ID (Reseller):** 6395965
- Buttons:** Back, Next



NCE: Aprovisionamiento

En el campo **MPN ID (Reseller)** ingresamos el MPN ID que Microsoft nos proporcionó al enrolarnos como revendedores CSP de Intcomex. En caso este se encuentre aún en proceso de emisión, podemos dejar este campo en blanco. Posteriormente, hacemos clic sobre el botón **Next** o **Siguiente**.

The screenshot shows the 'Configuration' step of the order review process for a Microsoft 365 Business Premium subscription. The page includes a navigation bar with 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area displays the following details:

Field	Value
Cost	19.01 \$ Monthly fee 228.12 \$ Per 12 month(s)
Selling price	22.00 \$ Monthly fee 264.00 \$ Per 12 month(s)
Subscription end date alignment	[Dropdown menu]
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900
MPN ID (Reseller)	6395965

At the bottom right of the configuration window, there are 'Back' and 'Next' buttons. The 'MPN ID (Reseller)' field is highlighted in yellow.



NCE: Aprovisionamiento

A continuación, en la pestaña **Order review**, validamos la información de la suscripción a provisionarse. De encontrarnos conformes, hacemos clic sobre el botón **Finish** o **Finalizar**.

The screenshot shows the 'Order review' tab in the NCE system. The main content area displays the following information:

(NCE) Microsoft 365 Business Premium (Microsoft)

Billing information [← expand table](#)

Attributes	Fee type	Selling price
Billing Type	Monthly (with 1-year commitment) - P1Y 1 (Quantity)	Monthly fee 22.00 \$
Total (Monthly)		22.00 \$
Total (12 month commitment)		264.00 \$

! You will have 7 day cancellation window from the time of provisioning (with pro-rated credit). After that you will be billed monthly starting from your next invoice. Price is protected for 1 year. Subscription will auto-renew by default.

Navigation buttons: **Back** and **Finish**.



NCE: Aprovisionamiento

Finalmente, luego de unos pocos minutos, la suscripción NCE se visualiza aprovisionada bajo la compañía respectiva.

The screenshot displays the Intcomex Cloud interface for provisioning a subscription. The top navigation bar includes the Intcomex logo, a search bar, and user settings. The left sidebar shows the 'COMPANY STRUCTURE' with 'MAGICDUST BOX' selected. The main content area shows the subscription details for '(NCE) Microsoft 365 Business Premium' under the account 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Premium (461006)'. A blue banner at the top of the main area indicates 'This account has price protection till 2025-03-08 00:00 UTC'. Below this, the subscription name is displayed, followed by cost and selling price information. The 'ORDER DETAILS' table lists subscription information, and the 'CANCELLATION' section provides details on cancellation policies and dates. The bottom navigation bar contains icons for various actions like 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'.

COMPANY STRUCTURE

- All companies
- MAGICDUST BOX
 - (NCE) Microsoft 365 Business Premium (1)
 - Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

Account Information: ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Premium (461006)

(NCE) Microsoft 365 Business Premium

Cost: 19.01 \$ Monthly fee (1)
228.12 \$ Per 12 month(s) (1)

Selling price: 22.00 \$ Monthly fee (1)
264.00 \$ Per 12 month(s) (1)

CONFIGURATION | SERVICE INFO | AVAILABLE SERVICES | AUDIT LOG

ORDER DETAILS

Subscription Name	(NCE) Microsoft 365 Business Premium
Quantity	1
Billing Type	Monthly (with 1-year commitment) - P1Y
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTC0LCHC:0002:Co mmercial

CANCELLATION

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2024-03-15 14:17 (UTC)

LICENSE REDUCTION

About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the subscription. View the total quantity
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Actions: NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS, RENEW, UPGRADE



Manual de Usuario— New Commerce Experience (NCE) Funcionalidad Cotérmino

Intcomex Cloud Operations





NCE: Funcionalidad Cotérmino

La funcionalidad de cotérmino nos permite alinear la fecha de fin de contrato de una nueva suscripción NCE a la de una suscripción ya existente. De esta forma, podremos tener varias suscripciones NCE de diferentes ofertas, con la misma fecha de fin de contrato.

The screenshot displays the Intcomex Cloud interface for a subscription. The left sidebar shows the company structure with 'GAIA SCHOOL' selected, and the subscription '(NCE) Microsoft 365 Business Standard (6)' highlighted. The main content area shows the subscription details, including a notification about price protection until 2024-02-23 00:00 UTC. The subscription name is '(NCE) Microsoft 365 Business Standard' with a quantity of 6. The cost is 777.60 \$ prepaid for 12 months, and the selling price is 900.00 \$ prepaid for 12 months. The 'Subscription end date alignment' is highlighted in yellow as 22-Feb-2024. The cancellation policy states that cancellation is only allowed within 7 days from purchase or renewal, with a 'Cancel until' date of 2023-05-10 16:18 (UTC). The bottom navigation bar includes options like 'NEW', 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'.

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	6
Billing Type	Prepaid (with 1-year commitment) - P1Y
Subscription end date alignment	22-Feb-2024

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-05-10 16:18 (UTC)



NCE: Funcionalidad Cotérmino

Como primer paso, hacemos clic sobre el nombre de la compañía del cliente final. Luego, hacemos clic en el botón **New Service** o **Nuevo Servicio**.

The screenshot displays the INTCOMEX Cloud management interface. The left sidebar shows the 'COMPANY STRUCTURE' with a search bar and a list of companies, including 'GAIA SCHOOL'. The main content area shows the configuration for 'ACCESO NORTE DE BOGOTA SAS' under the 'ABBBIE BOX S.A.C. > GAIA SCHOOL (155321)' account. The interface includes tabs for 'OVERVIEW', 'AVAILABLE SERVICES', 'BILLING', 'SECURITY', and 'AUDIT LOG'. The 'OVERVIEW' tab is active, showing 'COMPANY DETAILS' and 'CONTACT DETAILS' sections. The 'ACCOUNT INFORMATION' section is also visible. At the bottom, there is a navigation bar with buttons for '+ NEW', 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'.

COMPANY DETAILS	
Company name	GAIA SCHOOL
Domain	gaiaschool.com
Numeric ID	707642
VAT ID	EMPTY
Parent numeric ID	708112

CONTACT DETAILS	
Address	Av. Philadelphia 311 Of. 106 - San Isidro
City	Lima
Country	Peru
Zip code	15033
Email	arturo.bejarano@gaiaschool.com
Contact phone	
Contact person	
Technical contact	
Technical Account Manager	
Technical contact	

ACCOUNT INFORMATION	
Language	English
Sales Manager	
Marketplaces	Proveedores para sistemas S.A.S Marketplace
CreateUserIdService	false



NCE: Funcionalidad Cotérmino

En la pestaña **Select service**, buscamos el servicio a aprovisionar y lo seleccionamos. Luego, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot displays the NCE interface with a modal window titled "Order service" open over the "Select service" tab. The modal has a search bar containing "(NCE) Microsoft 365 Business Standard" and a list of search results. The first result, "(NCE) Microsoft 365 Business Standard", is highlighted in blue with a mouse cursor pointing to it. To the right of the list, there is a section for the selected service, which includes a dropdown menu for the Microsoft Organization tenant, a color-coded icon, and the following details:

- Vendor: **Microsoft**
- Category: **Communication & Office**
- Tags: **Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite, Trial**

A "Next" button with a right arrow is located at the bottom right of the modal. The background interface shows a sidebar with "COMPANY STRUCTURE" and "GAIA SCHOOL" selected, and a top navigation bar with tabs for "Select service", "Terms and Conditions", "Configuration", and "Order review".



NCE: Funcionalidad Cotérmino

En la pestaña **Terms and Conditions**, aceptamos los términos y condiciones del servicio. Luego, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot shows a web application interface for Intcomex Cloud. The main navigation bar includes 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. A modal window is open, displaying the following content:

(NCE) Microsoft 365 Business Standard (Microsoft)

(NCE) Microsoft 365 Business Standard

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

You have accepted these Terms and Conditions.

Navigation buttons: **Back** and **Next**.



NCE: Funcionalidad Cotérmino

En la pestaña **Configuration**, escogemos la configuración que tendrá la suscripción a aprovisionar.

The screenshot displays the configuration page for a Microsoft 365 Business Standard subscription. The interface includes a navigation bar with tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is divided into several sections:

- Cost:** 777.60 \$ prepaid for 12 month(s). Per 12 month(s): 777.60 \$.
- Selling price:** 900.00 \$ prepaid for 12 month(s). Per 12 month(s): 900.00 \$.
- Order details:**
 - Subscription Name:** (NCE) Microsoft 365 Business Standar
 - Quantity:** 6 (Min: 1, Max: 300)
 - Billing Type:** Prepaid (with 1-year commitmen...)
- Technical details:**
 - Notify me:** Notify when provisioning will be completed
 - Billing:**
 - Billing start date:** 2023-05-03 16:09
 - Contract ID:** Custom contract ID for an account. Used in Online Bill (XLS)

At the bottom of the configuration window, there are 'Back' and 'Next' buttons.



NCE: Funcionalidad Cotérmino

En el campo **Subscription end date alignment**, seleccionamos una fecha de fin de contrato a la cual deseamos alinear la nueva suscripción a aprovisionar. Seguidamente, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot shows the 'Order review' step of a configuration process for '(NCE) Microsoft 365 Business Standard (Microsoft)'. The interface includes a navigation bar with 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area displays pricing and configuration details:

- Cost:** 777.60 \$ prepaid for 12 month(s). Per 12 month(s): 777.60 \$.
- Selling price:** 900.00 \$ prepaid for 12 month(s). Per 12 month(s): 900.00 \$.
- Subscription end date alignment:** A dropdown menu is open, showing two options: '22-Feb-2024' (selected) and '—'. Below the dropdown, a text box explains: 'You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.'
- Microsoft Tenant Id:** 92b83f7e-a6e8-4404-b199-6d75d613f...
- MPN ID (Reseller):** 4817980
- QuoteId:** 5ff5c048-f537-46a5-beb5-559554dd34...

At the bottom right, there are 'Back' and 'Next' buttons. The background shows a sidebar with 'COMPANY STRUCTURE' and a search bar.



NCE: Funcionalidad Cotérmino

En la pestaña Order review, revisamos el detalle de nuestro pedido. Luego, hacemos clic en el botón Finish o Finalizar.

The screenshot shows the 'Order review' tab in the NCE interface. The main content is a modal window for '(NCE) Microsoft 365 Business Standard (Microsoft)'. It displays a table of billing information with the following data:

Attributes	Fee type	Selling price
Billing Type	Prepaid (with 1-year commitment) - P1Y 6 (Quantity)	Per 12 month(s) 150.00 \$
Total (Per 12 month(s))		900.00 USD
Total (12 month commitment)		900.00 \$

Below the table, there are two informational messages:

- Warning:** You will have 7 day cancellation window from the time of provisioning (with pro-rated credit). After that you will be billed full amount in advance on your next invoice. Price is protected for 1 year. Subscription will auto-renew by default.
- Info:** This service contains a prepaid billing item.

At the bottom of the modal, there are 'Back' and 'Finish' buttons.



NCE: Funcionalidad Cotérmino

Finalmente, un mensaje de agradecimiento es mostrado por lo que solo debemos hacer clic en **Go to created service** para dirigirnos a la nueva suscripción aprovisionada.

The screenshot displays the NCE user interface. At the top, there is a search bar and navigation icons. A modal window titled "Success" is centered on the screen, featuring a large blue checkmark icon. Below the icon, the text reads "Thank you for the order". A smaller line of text 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 positioned below this text. Underneath, a section titled "Suggested services" lists three options: "(NCE) Microsoft 365 Business Basic", "(NCE) Exchange Online (Plan 1)", and "(NCE) Power BI Pro". The background shows a sidebar with "COMPANY STRUCTURE" and a list of companies, including "GAIA SCHOOL".



Manual de Usuario— New Commerce Experience (NCE) Funcionalidad Change Status

Intcomex Cloud Operations





NCE: Funcionalidad Change Status

Una suscripción NCE puede cambiar de estado en cualquier momento mediante la **funcionalidad CHANGE STATUS**. El cambio de estado de **Activo** a **Suspendido** generará un corte temporal del servicio y acceso a los archivos, pero no suspenderá ni cancelará la facturación hasta el fin del compromiso.

The screenshot displays the Intcomex Cloud user interface. At the top, there is a navigation bar with the Intcomex logo, a search bar, and various utility icons. A 'Self Help' button is visible on the right side. The main content area is dimmed, and a 'Change status' dialog box is open in the center. The dialog box has a title bar with a close button. It contains the following text:

About suspending
Although pausing customer access to service immediately blocks customer's ability to use services, this doesn't impact your invoice. You'll continue to be billed as normal. Pausing will turn off and disable auto-renew and will delete any scheduled changes.

Set status to *

A dropdown menu is open, showing three options: 'Active' (selected), 'Active', and 'Suspended' (highlighted in yellow with a mouse cursor pointing to it). At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

At the bottom of the main interface, there is a '+ NEW' button on the left and a circular icon with a document symbol and the number '15' on the right.



NCE: Funcionalidad Change Status

Como primer paso, hacemos clic sobre la suscripción NCE respectiva. Luego, hacemos clic sobre el botón CHANGE STATUS.

The screenshot displays the Intcomex Cloud portal interface. The top navigation bar includes the Intcomex logo, a search bar, and various utility icons. The left sidebar shows the 'COMPANY STRUCTURE' with 'MAGICDUST BOX' selected, and '(NCE) Exchange Online Kiosk (1)' highlighted. The main content area shows the details for this subscription, including pricing and cancellation information. At the bottom, a navigation bar contains several action buttons: 'NEW', 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS' (highlighted with a mouse cursor), 'RENEW', and 'UPGRADE'. A 'Self Help' button is visible on the right side of the main content area.

COMPANY STRUCTURE

All companies

Search

MAGICDUST BOX

- (NCE) Exchange Online Kiosk (1)
- luca.fernandez@magicdustbox.com
- Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

This account has price protection till 2023-06-09 00:00 UTC

ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Exchange Online Kiosk (395830)

(NCE) Exchange Online Kiosk

Cost	1.99 \$	Monthly fee ⓘ	Selling price	3.00 \$	Monthly fee ⓘ
	1.99 \$	Per 1 month(s) ⓘ		3.00 \$	Per 1 month(s) ⓘ

CONFIGURATION SERVICE INFO AVAILABLE SERVICES AUDIT LOG

ORDER DETAILS

Subscription Name	(NCE) Exchange Online Kiosk
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTCOLH0L:0001:Co mmercial

CANCELATION

About cancelation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-05-16 20:44 (UTC)

LICENSE REDUCTION

About license reduction	License reduction is only allowed within 7 days of purchasing new
--------------------------------	---

15



NCE: Funcionalidad Change Status

Luego, hacemos clic en la lista **Set status to** y seleccionamos la opción **Suspended**.

The screenshot displays the 'Change status' dialog box in the NCE interface. The dialog has a title bar with a close button. It contains the following sections:

- About suspending:** Although pausing customer access to service immediately blocks customer's ability to use services, this doesn't impact your invoice. You'll continue to be billed as normal. Pausing will turn off and disable auto-renew and will delete any scheduled changes.
- Set status to *:** A dropdown menu with three options: 'Active', 'Active', and 'Suspended'. The 'Suspended' option is highlighted in yellow and has a mouse cursor over it.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

The background interface includes the INTCOMEX logo, a search bar, and a 'Self Help' button on the right side.





NCE: Funcionalidad Change Status

A continuación, hacemos clic en el botón OK para guardar el cambio.

The screenshot shows the INTCOMEX Cloud interface with a 'Change status' dialog box open. The dialog box has a title bar with a close button (X) and a search icon. It contains the following content:

About suspending	Although pausing customer access to service immediately blocks customer's ability to use services, this doesn't impact your invoice. You'll continue to be billed as normal. Pausing will turn off and disable auto-renew and will delete any scheduled changes.
Set status to *	Suspended This will suspend access to services but you will still continue paying

At the bottom right of the dialog box, there are two buttons: 'OK' (highlighted with a mouse cursor) and 'Cancel'. The background interface shows a search bar, a list of companies, and a 'Self Help' button on the right side.



NCE: Funcionalidad Change Status

Cuando el cambio se haya efectuado, se podrá visualizar el estado de la suscripción en el campo Subscription status.

The screenshot displays the Microsoft Partner Center interface for a subscription. The left sidebar shows the company structure with 'MAGICDUST BOX' selected. The main content area shows the subscription details for '(NCE) Exchange Online Kiosk'.

Subscription Status: Suspended

Subscription status	Suspended
OrderId	b5e6a2fe031b
AlternateId	b5e6a2fe031b
CartId	3435188b-de50-4776-954f-3df32146688c
OcpSubscriptionId	c8cd2511-9094-426d-d30e-8be3d8b70c69
Provisioning Id	80b2d799-d2ba-4d2a-8842-fb0d0f3a4b82

Cost: 1.99 \$ Monthly fee (Per 1 month(s))

Selling price: 3.00 \$ Monthly fee (Per 1 month(s))

Licenses available for reduction: Total quantity: 0

BILLING: Billing start date: 2023-05-09 20:44 (UTC)

COMMITMENT DETAILS: Auto-renew: Renew

Navigation bar at the bottom includes: NEW, NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS, RENEW, UPGRADE, and a notification icon with '15'.



Manual de Usuario— New Commerce Experience (NCE) Funcionalidad Upgrade

Intcomex Cloud Operations





NCE: Funcionalidad Upgrade

La funcionalidad de Upgrade permite cambiar, de forma irreversible, uno o varios asientos de una suscripción NCE (suscripción origen), por otra suscripción NCE de nivel superior (suscripción destino). Para realizar ello, la suscripción destino (nueva o existente) deberá tener una fecha de renovación igual o posterior al de la suscripción origen.

The screenshot shows the INTCOMEX portal interface for upgrading a subscription. The top navigation bar includes the INTCOMEX logo, a search bar, and various utility icons. The main content area is divided into three steps: 1. Select service, 2. Configuration, and 3. Overview. The current subscription is identified as "(NCE) Microsoft 365 Business Standard". Below this, a list of available upgrade options is shown, including "(NCE) Microsoft 365 Business Premium", "(NCE) Microsoft 365 E3", "(NCE) Microsoft 365 E3 - Unattended License", "(NCE) Microsoft 365 E5", and "(NCE) Office 365 E1". A "CANCEL UPGRADE" link is located at the bottom left, and a "NEXT" button is at the bottom right. The footer contains a "+ NEW" button and an "Imprint" link.



NCE: Funcionalidad Upgrade

Existen dos tipos de upgrade de suscripciones NCE.

A continuación, se muestra el detalle completo de cada uno:

Tipo de Upgrade	¿Qué sucede?	
Total	Suscripción Destino (nueva suscripción) Se crea una nueva suscripción, pero toma los siguientes atributos de la suscripción origen: <ul style="list-style-type: none">• ID de la suscripción• Compromiso• Frecuencia de facturación• Fecha fin de contrato Suscripción origen Se elimina la suscripción origen	Suscripción Destino (suscripción existente) Se adhieren todos los asientos y toman los siguientes atributos de la suscripción destino: <ul style="list-style-type: none">• ID de la suscripción• Compromiso• Frecuencia de facturación• Fecha fin de contrato Suscripción origen <ul style="list-style-type: none">• Se elimina la suscripción origen
Parcial	Suscripción Destino (nueva suscripción) Se crea una nueva suscripción, pero toma los siguientes atributos de la suscripción origen: <ul style="list-style-type: none">• Compromiso• Frecuencia de facturación• Fecha fin de contrato Suscripción origen La suscripción origen conserva los asientos que no se realizaron upgrade	Suscripción Destino (suscripción existente) Se adhieren todos los asientos y toman los siguientes atributos de la suscripción destino: <ul style="list-style-type: none">• ID de la suscripción• Compromiso• Frecuencia de facturación• Fecha fin de contrato Suscripción origen La suscripción origen conserva los asientos que no se realizaron upgrade



NCE: Funcionalidad Upgrade

Para iniciar el proceso de upgrade, debemos validar que la suscripción origen se encuentre correctamente provisionada bajo la nueva oferta NCE dado que este proceso no es válido para suscripciones provisionadas bajo la oferta Legacy.

The screenshot displays the Intcomex portal interface. At the top, there is a navigation bar with the Intcomex logo, a search bar, and user profile information. The main content area shows the subscription details for '(NCE) Microsoft 365 Business Standard'. A blue banner at the top of the details section states: 'This account has price protection till 2023-02-11 00:00 UTC'. Below this, the breadcrumb path is 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (307722)'. The subscription title is '(NCE) Microsoft 365 Business Standard'. Two price boxes are shown: 'Cost' and 'Selling price', both listing a monthly fee of 11.88 \$ and a total cost of 142.50 \$ per 12 months. Below the prices are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' section includes fields for Subscription Name, Quantity (1), Billing Type (PROMO Monthly with 1-year commitment - P1Y), Microsoft Tenant Id, MPN ID (Reseller), and OfferId. The 'CANCELLATION' section includes 'About cancellation' and 'Cancel until' (2022-02-14 15:13 (UTC)). The 'LICENSE REDUCTION' section includes 'About license reduction'. At the bottom, there is a navigation bar with icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', and 'UPGRADE'. A 'Self Help' button is visible on the right side of the details section.





NCE: Funcionalidad Upgrade

Una vez realizada la validación en el paso anterior, seleccionamos la suscripción origen. Luego, hacemos clic sobre la opción **UPGRADE**.

The screenshot displays the NCE portal interface. On the left, the 'COMPANY STRUCTURE' sidebar shows a tree view with 'MAGICDUST BOX' expanded, listing '(NCE) Microsoft 365 Business Standard (1)', 'Azure Plan (magicdustsa)', 'lfernandez@magicdustbox.com', and 'Microsoft Organization tenant (magicdustbox.onmicrosoft.com)'. The main content area shows the details for the selected subscription: '(NCE) Microsoft 365 Business Standard'. A blue banner at the top indicates 'This account has price protection till 2023-02-11 00:00 UTC'. Below this, the breadcrumb path is 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (307722)'. The subscription details are presented in two columns: 'Cost' and 'Selling price', both showing a monthly fee of 11.88 \$ and a total of 142.50 \$ per 12 months. Below the details are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' section includes fields for Subscription Name, Quantity (1), Billing Type (PROMO Monthly), Microsoft Tenant Id, MPN ID (Reseller), and OfferId. The 'CANCELLATION' section provides information on cancellation rules and a 'Cancel until' date of 2022-02-14 15:13 (UTC). The 'LICENSE REDUCTION' section explains the 7-day rule for license reduction. At the bottom, a navigation bar contains icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', and 'UPGRADE' (highlighted in yellow). A 'Self Help' button is visible on the right side of the main content area.





NCE: Funcionalidad Upgrade

En el módulo **Select Service**, visualizamos la suscripción origen bajo la sección **Current subscription**, mientras que las opciones a realizar upgrade se detallan bajo la sección **Select service you will upgrade to**. De acuerdo con lo explicado, procedemos a seleccionar la suscripción destino a la cual deseamos realizar un upgrade.

The screenshot shows the 'Select service' step of an upgrade process in the NCE portal. The breadcrumb navigation at the top indicates the current step is '1 Select service', with '2 Configuration' and '3 Overview' as subsequent steps. The 'Current subscription' section displays '(NCE) Microsoft 365 Business Standard'. Below this, the 'Select service you will upgrade to' section lists several options, with '(NCE) Office 365 E3' selected. A dropdown menu for 'Select upgrade target:' is open, showing 'New subscription' and '(NCE) Office 365 E3 (id: 322888)'. The selected target's details are shown below: Vendor: Microsoft, Category: Communication & Office, and Tags: Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite. The bottom of the page features a '+ NEW' button and an 'Imprint' link.



NCE: Funcionalidad Upgrade

En la sección **Select upgrade target**, escogemos la opción **New subscription** en caso deseemos realizar un upgrade hacia una nueva suscripción, o escogemos una de las demás opciones que se listan en caso deseemos realizar upgrade hacia una suscripción existente. En esta ocasión seleccionamos la opción **New subscription** y luego hacemos clic en el botón **Next** o **Siguiente**.

The screenshot shows a web interface for upgrading a service. At the top, there is a navigation bar with the 'INTCOMEX' logo, a search bar, and various utility icons. Below the navigation bar, a progress indicator shows three steps: '1 Select service', '2 Configuration', and '3 Overview'. The main content area is divided into two sections. The first section, 'Current subscription', displays '(NCE) Microsoft 365 Business Standard'. The second section, 'Select service you will upgrade to', lists several options: '(NCE) Microsoft 365 E5', '(NCE) Office 365 E1', '(NCE) Office 365 E3' (which is highlighted), '(NCE) Office 365 E5', and '(NCE) Office 365 E5 without Audio Conferencing'. To the right of this list is a 'Select upgrade target:' dropdown menu with two options: 'New subscription' (highlighted) and '(NCE) Office 365 E3 (id: 322888)'. Below the dropdown, the selected service details are shown: Vendor: Microsoft, Category: Communication & Office, and Tags: Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite. At the bottom of the interface, there is a '+ NEW' button on the left and an 'Imprint' link on the right.



NCE: Funcionalidad Upgrade

En el campo **Quantity**, ubicado dentro del módulo **Configuration**, ingresamos la cantidad de asientos que deseamos realizar un upgrade. En esta parte debemos recordar que podemos hacer un upgrade total si ingresamos una cantidad asientos igual al de la suscripción origen o podemos hacer un upgrade parcial si solo ingresamos una cantidad de asientos menor al de la suscripción origen.

The screenshot shows the 'Configuration' step of a service upgrade process. At the top, there is a navigation bar with the 'INTCOMEX' logo, a search bar, and various utility icons. Below this is a progress indicator with three steps: 'Select service' (completed), 'Configuration' (current), and 'Overview'. The main content area is titled 'Order details' and contains a 'Quantity (1 - 300)*' field with the value '1'. Below the field is a section titled 'About upgrade action' with explanatory text: 'The Billing Type selection will only be considered if you are upgrading to a new subscription. In case of making an upgrade to an existing subscription, billing type of the existing target subscription will not be affected. Please as well be aware that you are not allowed to make an upgrade from a longer billing term to a shorter one. i.e. upgrading from Annual term to a Monthly term will not be allowed.' Below this text is a 'Billing Type*' dropdown menu currently set to 'Monthly (with 1-year commitment) - P1Y'. At the bottom of the form, there are three buttons: 'CANCEL UPGRADE', 'BACK', and 'NEXT'. A 'Self Help' button is visible on the right side of the page. The footer contains a '+ NEW' button and a notification icon with the number '15'.



NCE: Funcionalidad Upgrade

En el campo **Billing Type**, seleccionamos el modo de compromiso y facturación que tendrá la nueva suscripción destino. Es importante tener en consideración que la configuración de la suscripción destino solo será válida si es que en el módulo **Select Service** se ha seleccionado la opción **New Subscription**. Luego de haber realizado las configuraciones respectivas, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot shows the INTCOMEX user interface during the 'Configuration' step of an upgrade process. The top navigation bar includes the INTCOMEX logo, a search bar, and language settings. The main content area is divided into three steps: 'Select service', 'Configuration', and 'Overview'. The 'Configuration' step is active, showing 'Order details' with a quantity of 1. Below this, there is a section titled 'About upgrade action' with explanatory text. The 'Billing Type*' dropdown menu is open, displaying several options: 'Monthly (with 1-month commitment) - P1M', 'Monthly (with 1-year commitment) - P1Y' (highlighted), 'Prepaid (with 1-year commitment) - P1Y', 'PROMO Monthly (with 1-month commitment) - P1M', 'PROMO Monthly (with 1-year commitment) - P1Y', and 'PROMO Prepaid (with 1-year commitment) - P1Y'. At the bottom right, there are 'BACK' and 'NEXT' buttons, with 'NEXT' being the primary action. A 'Self Help' button is visible on the right side of the page.





NCE: Funcionalidad Upgrade

En el módulo **Overview**, podemos revisar el detalle de los costos y precios que se están efectuando por el upgrade. En el lado izquierdo visualizamos el costo y precio actual de la suscripción origen, mientras que en el lado derecho visualizamos los costos y precios simbólicos que tendrán la suscripción origen y destino luego de completar el proceso de upgrade.

The screenshot displays the 'Overview' step of an upgrade process in the NCE system. It compares the current subscription with the new one after the upgrade.

Current subscription charges				Subscription charges after upgrade			
(NCE) Microsoft 365 Business Standard				(NCE) Microsoft 365 Business Premium (New)			
Billing information				Billing information			
Billing Type	Fee type	1 (Quantity)		Billing Type	Fee type	1 (Quantity)	
PROMO Monthly (with 1-year commitment) - P1Y	Monthly Fee			Monthly (with 1-year commitment) - P1Y	Monthly Fee		
		Selling price	11.875\$			Selling price	22.00\$
		Cost	11.875\$			Cost	19.01\$
		Total (Monthly)	11.875 \$			Total (Monthly)	22.00 \$
		Cost Total (Monthly)	11.875 \$			Cost Total (Monthly)	19.01 \$

Information: After upgrade this subscription will be terminated and a new one will be created.

Navigation: CANCEL UPGRADE, BACK, FINISH





NCE: Funcionalidad Upgrade

Después de haber validado la información mostrada, hacemos clic en el botón **FINISH** o **FINALIZAR** para finalizar el proceso de upgrade. En caso se requiera abortar la solicitud, podemos hacer clic en el botón **CANCEL UPGRADE** en cualquier momento.

The screenshot displays the INTCOMEX upgrade process. The interface is divided into two main columns: 'Current subscription charges' and 'Subscription charges after upgrade'. Both columns show a table of billing information for a Microsoft 365 subscription. The current subscription is 'Microsoft 365 Business Standard' with a monthly fee of 11.875\$. The upgraded subscription is 'Microsoft 365 Business Premium (New)' with a monthly fee of 22.00\$. A blue information box at the bottom left of the current charges section states: 'After upgrade this subscription will be terminated and a new one will be created.' At the bottom of the interface, there are buttons for 'CANCEL UPGRADE', 'BACK', and 'FINISH'. A 'Self Help' button is visible on the right side of the page.

Current subscription charges			
(NCE) Microsoft 365 Business Standard			
Billing information			
Billing Type	Fee type	1 (Quantity)	
PROMO Monthly (with 1-year commitment) - P1Y	Monthly Fee		
		Selling price	11.875\$
		Cost	11.875\$
Total (Monthly)			11.875 \$
Cost Total (Monthly)			11.875 \$

Subscription charges after upgrade			
(NCE) Microsoft 365 Business Premium (New)			
Billing information			
Billing Type	Fee type	1 (Quantity)	
Monthly (with 1-year commitment) - P1Y	Monthly Fee		
		Selling price	22.00\$
		Cost	19.01\$
Total (Monthly)			22.00 \$
Cost Total (Monthly)			19.01 \$



Manual de Usuario— New Commerce Experience (NCE) Funcionalidad Renew

Intcomex Cloud Operations





NCE: Funcionalidad Renew

Luego, hacemos clic en el botón **Renew**.

The screenshot displays the NCE interface for a Microsoft 365 Business Standard subscription. The top navigation bar includes the INTCOMEX logo, a search bar, and user settings. The left sidebar shows the 'COMPANY STRUCTURE' with 'MAGICDUST BOX' selected. The main content area shows the subscription details for '(NCE) Microsoft 365 Business Standard', including a cost of 12.96 \$ and a selling price of 15.00 \$, both monthly. The bottom navigation bar contains several action buttons: NEW, NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS, **RENEW** (highlighted), and UPGRADE. The 'RENEW' button is a yellow icon with a circular arrow.



NCE: Funcionalidad Renew

A continuación, se despliega una nueva ventana en donde seleccionaremos la configuración que tendrá la suscripción cuando se renueve.

The screenshot shows the 'Configuration' dialog box in the Intcomex Cloud interface. The dialog is titled 'Configuration' and has a close button (X) in the top right corner. It contains three main sections:

- About renew action:** A text box with the instruction: 'You may set the license quantity with which the renewal should happen.'
- Quantity *:** A numeric input field with the value '1' and up/down arrows. Below it, the text '(Min: 1, Max: 300)' is displayed.
- Billing Type *:** A dropdown menu currently showing 'Monthly (with 1-year commitment) - P1Y'. Below it, the text 'Subscription has one-year Commitment term with Monthly payment frequency.' is displayed.

At the bottom of the dialog, there are two buttons: 'OK' (in blue) and 'Cancel' (in grey). The background interface shows a sidebar with 'COMPANY STRUCTURE' and a list of companies including 'MAGICDUST BOX', '(NCE) Microsoft 3', and 'Microsoft Organiza'. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons.



NCE: Funcionalidad Renew

En el campo **Quantity**, ingresamos la cantidad de asientos que tendrá la suscripción cuando se renueve.

The screenshot shows a web application interface with a 'Configuration' dialog box open. The background shows a sidebar with 'COMPANY STRUCTURE' and a search bar. The dialog box has the following content:

About renew action	You may set the license quantity with which the renewal should happen.
Quantity * (Min: 1, Max: 300)	<input type="text" value="1"/>
Billing Type * The selection will determine how you will be charged the available options differ per product	Monthly (with 1-year commitment) - P1Y Subscription has one-year Commitment term with Monthly payment frequency.
Subscription end date alignment You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.	—

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.



NCE: Funcionalidad Renew

Seguidamente, en el campo **Billing Type**, seleccionamos la oferta que tendrá la suscripción cuando se renueve.

The screenshot shows a 'Configuration' dialog box with the following fields:

- About renew action:** You may set the license quantity with which the renewal should happen.
- Quantity *:** (Min: 1, Max: 300) with a value of 1.
- Billing Type *:** The selection will determine how you will be charged the available options differ per product. The dropdown menu is open, showing 'Monthly (with 1-year commitment) - P1Y' selected. Below the dropdown, it says 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Subscription end date alignment:** You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount. The dropdown menu is currently empty.

Buttons: OK, Cancel



NCE: Funcionalidad Renew

Luego, en el campo **Subscription end date alignment** seleccionamos (opcionalmente) una fecha en caso deseemos que la suscripción NCE se alinee a una fecha de expiración de otra suscripción NCE existente cuando se renueve.

The screenshot shows a configuration window titled "Configuration" overlaid on a Microsoft Dynamics 365 interface. The window contains the following fields and options:

- About renew action:** You may set the license quantity with which the renewal should happen.
- Quantity *:** A numeric input field with the value "1" and a range of "(Min: 1, Max: 300)".
- Billing Type *:** A dropdown menu set to "Monthly (with 1-year commitment) - P1Y". Below it, a note states: "Subscription has one-year Commitment term with Monthly payment frequency."
- Subscription end date alignment:** A dropdown menu currently showing a dash "-" and a hand cursor pointing to it. Below it, a note states: "You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount."

At the bottom right of the configuration window are "OK" and "Cancel" buttons. The background interface shows a sidebar with "COMPANY STRUCTURE" and a list of companies including "MAGICDUST BOX", "(NCE) Microsoft 3", and "Microsoft Organiza".



NCE: Funcionalidad Renew

Posteriormente, hacemos clic sobre el botón **OK** para guardar nuestra configuración.

The screenshot shows the INTCOMEX Cloud user interface. A 'Configuration' dialog box is open, allowing users to set renewal parameters. The dialog includes the following sections:

- About renew action:** A text box with the instruction: "You may set the license quantity with which the renewal should happen."
- Quantity *:** A numeric input field containing the value '1', with a range of "(Min: 1, Max: 300)".
- Billing Type *:** A dropdown menu currently set to "Monthly (with 1-year commitment) - P1Y". Below the dropdown, it states: "Subscription has one-year Commitment term with Monthly payment frequency."
- Subscription end date alignment:** A dropdown menu currently set to "--". Below it, it states: "You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount."

At the bottom right of the dialog, there are two buttons: a blue "OK" button and a grey "Cancel" button. A mouse cursor is pointing at the "OK" button.



NCE: Funcionalidad Renew

Finalmente, en la parte superior observamos un anuncio en donde se indica que la suscripción posee una configuración para cuando se renueve. Para visualizar la configuración aplicada, solo debemos hacer clic sobre el botón **renew**.

COMPANY STRUCTURE

All companies

Search

MAGICDUST BOX

- (NCE) Microsoft 365 Business Standard (1)
- Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

Search by account, service nam...

English

This account has price protection till 2023-10-27 00:00 UTC

This subscription is configured for **renew**

ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (423382)

(NCE) Microsoft 365 Business Standard

Cost	12.96 \$	Monthly fee ⓘ	Selling price	15.00 \$	Monthly fee ⓘ
	12.96 \$	Per 1 month(s) ⓘ		15.00 \$	Per 1 month(s) ⓘ

CONFIGURATION SERVICE INFO AVAILABLE SERVICES AUDIT LOG

ORDER DETAILS

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965

CANCELLATION

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-10-04 14:15 (UTC)

LICENSE REDUCTION

About license reduction	License reduction is only allowed within 7 days of purchasing new
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NEW SERVICE TERMINATE RESET PRICE PROTECTION MOVE CHANGE STATUS RENEW UPGRADE



NCE: Funcionalidad Renew

En caso deseemos restablecer los valores iniciales, solo debemos hacer clic sobre el botón **Reset saved values**.

The screenshot shows a 'Configuration' dialog box with the following sections:

- About renew action**: You may set the license quantity with which the renewal should happen.
- Quantity ***: A numeric input field containing '1'. Below it, '(Min: 1, Max: 300)'.
- Billing Type ***: A dropdown menu showing 'Monthly (with 1-year commitment) - P1Y'. Below it, 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Subscription end date alignment**: A dropdown menu showing a dash '-'. Below it, 'You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.'

At the bottom of the dialog, there are three buttons: 'Reset saved values' (highlighted with a mouse cursor), 'OK', and 'Cancel'.

