



## 🔗 User guide

Field value entry  
Contract ID



Last updated: April 8, 2024  
Intcomex Cloud Operations



# User guide—

Field value entry Contract ID

Steps to follow

Intcomex Cloud Operations





# Field value entry Contract ID

First, click on the provisioned service.

The screenshot displays the Intcomex Cloud portal interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and user profile information. 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:

<b>Cost</b>	62.16 \$ prepaid for 12 month(s)
	62.16 \$ Per 12 month(s)
<b>Selling price</b>	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**

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

**CANCELATION**

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

**LICENSE REDUCTION**

<b>About license</b>	License reduction is only
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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'.



# Field value entry Contract ID

Next, scroll down to the BILLING section where you'll see the Contract ID field. Once you've located it, click the pencil icon to edit.

The screenshot shows the Intcomex Cloud portal interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons. The left sidebar displays the 'COMPANY STRUCTURE' with a search filter and a list of services under 'CLOUD SOUL S.A.', including '(NCE) Microsoft 365 Business Basic (1)'. The main content area shows the 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 area indicates '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). The 'CONFIGURATION' tab is active, showing a table with fields: OrderId (9ad237ef11f4), AlternateId (9ad237ef11f4), OcpSubscriptionId (38309b05-4585-4d5f-d7a6-8d424862c890), and Provisioning Id (3b555118-da6a-4418-894f-7df1e2096870). The 'BILLING' section is expanded, showing 'Billing start date' (2024-01-17 01:25 (UTC)) and 'Contract ID' (with a pencil icon for editing). The 'COMMITMENT DETAILS' section shows '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'.



# Field value entry Contract ID

Then, enter the desired value and click the blue checkmark.

The screenshot shows the Intcomex Cloud interface for a subscription. The left sidebar shows the company structure with 'CLOUD SOUL S.A.' selected. The main content area displays the subscription details for '(NCE) Microsoft 365 Business Basic'. The 'Contract ID' field is highlighted with a blue checkmark icon, indicating that the value 'PO 5448-A' has been entered and confirmed.

**COMPANY STRUCTURE**

- All companies
- Search
- CLOUD SOUL S.A.
  - (NCE) Microsoft 365 Business Basic (1)
  - (NCE) Microsoft 365 Business Basic (1)
  - Microsoft Organization tenant (intcomexperu.onmicrosoft.com)

**Account Information:** This account has price protection till 2025-01-17 00:00 UTC

**Subscription Details:** TERENCE E.I.R.L. > CLOUD SOUL S.A. > (NCE) Microsoft 365 Business Basic (447731)

**(NCE) Microsoft 365 Business Basic**

**Cost:** 62.16 \$ prepaid for 12 month(s) (Per 12 month(s))

**Selling price:** 72.00 \$ prepaid for 12 month(s) (Per 12 month(s))

**CONFIGURATION** | SERVICE INFO | AVAILABLE SERVICES | AUDIT LOG

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

Custom contract ID for an account. Used in Online Bill (XLS)

**COMMITMENT DETAILS**

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

**+ NEW**



# Field value entry Contract ID

Finally, click the floppy disk icon at the bottom of the screen.

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

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

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)

At the bottom of the screen, there is a dark bar with three buttons: '+ NEW', 'SAVE' (floppy disk icon), and 'CANCEL' (X icon).



# Field value entry Contract ID

Once the process is complete, you can use the recorded value to reference the purchased service in the Invoice Aggregation report, along with a PO or purchase order.

The screenshot displays the Intcomex Cloud interface for a specific service. 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 'CLOUD SOUL S.A.' and '(NCE) Microsoft 365 Business Basic (1)'. 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 content area indicates 'This account has price protection till 2025-01-17 00:00 UTC'. The service details include pricing information: Cost of 62.16 \$ prepaid for 12 month(s) and Selling price of 72.00 \$ prepaid for 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 a table with fields: status, OrderId, AlternateId, OcpSubscriptionId, and Provisioning Id. To the right of the table, there are sections for BILLING and COMMITMENT DETAILS. The BILLING section shows Billing start date (2024-01-17 01:25 (UTC)) and Contract ID (PO 5448-A). The COMMITMENT DETAILS section shows Auto-renew (Terminate) and Prepaid period end date (2025-01-17 00:00 (UTC)). The bottom navigation bar includes a '+ NEW' button and icons for NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS, and UPGRADE.

