



Suser guide
Field value entry
Contract ID

Last updated: April 8, 2024 Intcomex Cloud Operations

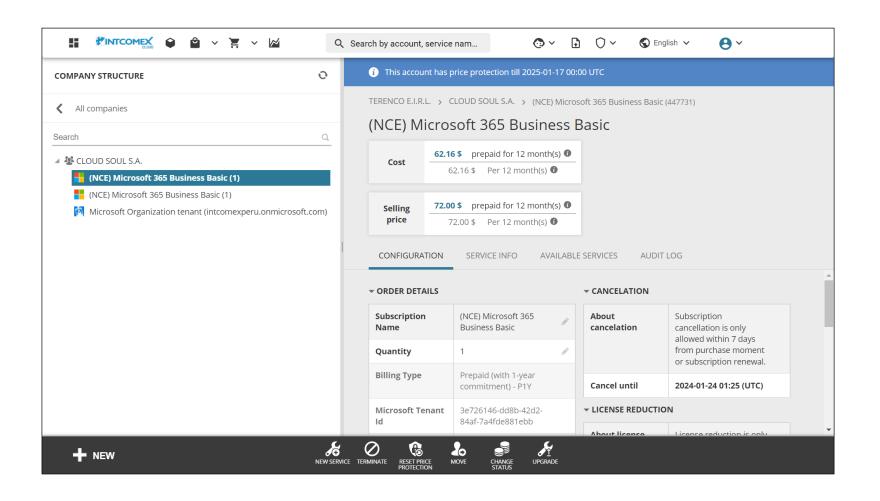


User guide— Field value entry Contract ID Steps to follow



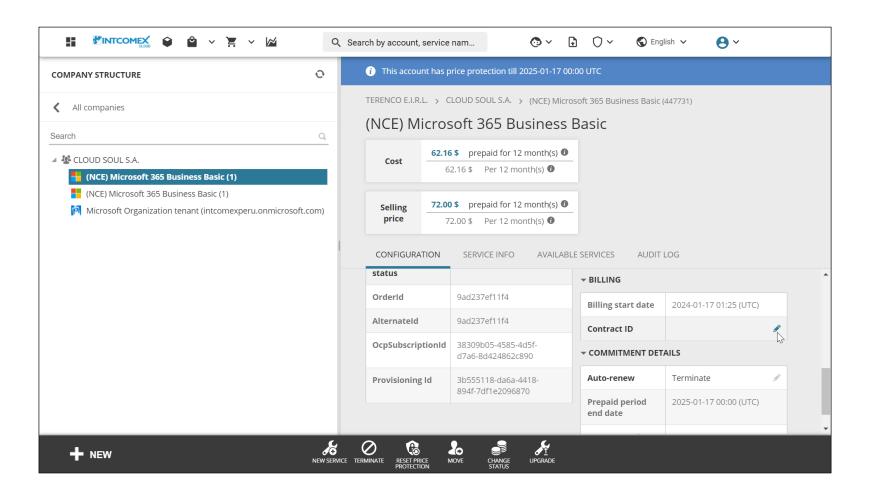


First, click on the provisioned service.



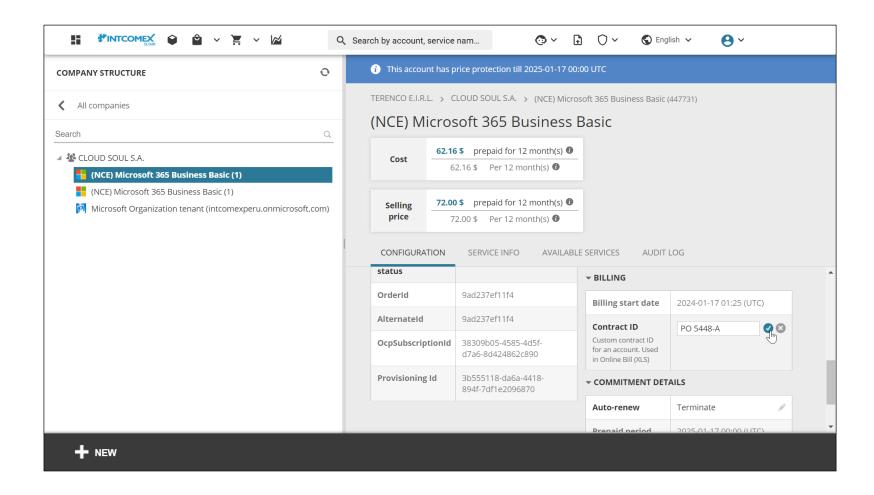


Next, scroll down to the BILLING section where you'll see the Contract ID field. Once you've located it, click the pencil icon to edit.



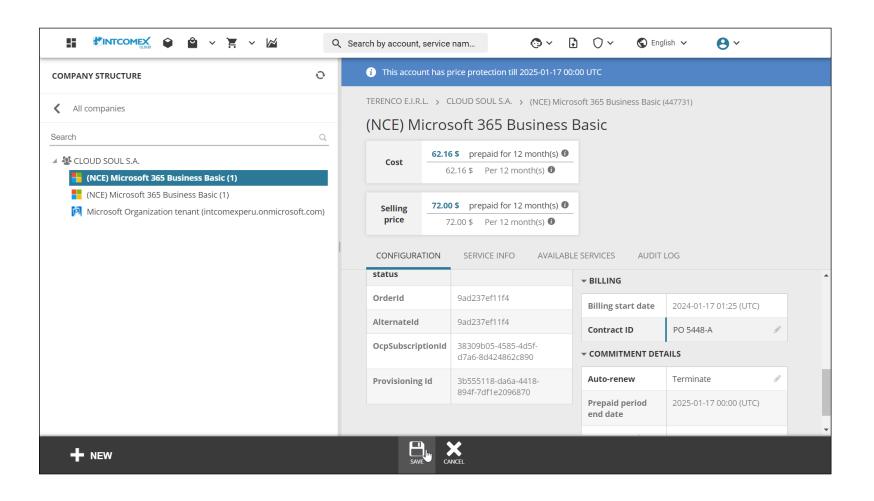


Then, enter the desired value and click the blue checkmark.





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





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.

