



🔗 User Guide

How to Use the Contract ID



Last updated: January 29, 2025
Intcomex Cloud Operations



User Guide—

How to Use the Contract ID
Introduction

Intcomex Cloud Operations





How to Use the Contract ID: Introduction

The 'Contract ID' field is located under the 'Billing' section and can be used to enter relevant information that needs to be recorded for each customer purchase order.

Example:

▼ BILLING	
Billing start date	2025-01-16 23:55 (UTC)
Is billable	true 
Contract ID	<input type="text"/> 

▼ Billing	
Contract ID Custom contract ID for an account. Used in Online Bill (XLS)	<input type="text"/>





User Guide—

How to Use the Contract ID

Steps to follow

Intcomex Cloud Operations





How to Use the Contract ID: Steps to Follow

First, click on the customer's account.

The screenshot displays a web application interface. On the left, a 'COMPANY HIERARCHY' sidebar lists several companies. 'ABBIE BOX S.A.C.' is selected, and its sub-entry 'AIR WICK' is highlighted with a yellow box. On the right, the main content area shows the details for 'ABBIE BOX S.A.C.', including navigation tabs and two data tables.

COMPANY HIERARCHY

- ABBIE BOX S.A.C.
- AIR WICK
- CLOUDY TEAM
- Dupla Mix, S.A. - 22
- ERITECH PERU S.A.
- Global access Digital
- Global Access P
- KIOSK STORE
- LAIN AIRLINES, S.A.C.
- MAGICDUST BOX
- TRANSBER S.A.C.

ABBIE BOX S.A.C.

OVERVIEW | SUPPORT | AVAILABLE SERVICES | BILLING | SECURITY | AUDIT LOG

COMPANY DETAILS

Company name	ABBIE BOX S.A.C.
Domain	abbiebox.com
Numeric ID	734772
VAT ID	EMPTY
Parent numeric ID	700017
MPN ID	6390061
Invoice split by customer	false

ACCOUNT INFORMATION

Language	Spanish
CreateUserIdService	false



How to Use the Contract ID: Steps to Follow

Click on the **NEW SERVICE** option located in the bottom bar.

The screenshot displays a user interface for managing company services. On the left, a sidebar shows a search for 'AIR WICK' with several results. The main content area is titled 'AIR WICK' and contains several sections of data:

- COMPANY DETAILS:**

Company name	AIR WICK
Domain	AIRWICK.COM
Numeric ID	807132
VAT ID	EMPTY
Parent numeric ID	734772
- ACCOUNT INFORMATION:**

Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdService	false
- CONTRACT DETAILS:**

Contract ID	
Customer ID	
Company contract end date	2024-11-22 17:41 (UTC)
- INVOICING:**

Reference number	
------------------	--
- CONTACT DETAILS:**

Address	PERU
City	PERU
Country	Peru
Zip code	00010
Email	mirna.gomez@intcomex.com
Contact phone	12345
Contact person	mirna gomez
Technical contact	
Technical Account Manager	
Technical contact email	
- PAYMENT DETAILS:**

Billing start date	2024-11-22 16:45 (UTC)
Currency	USD
Bank name	
Bank Identifier Code	
SWIFT code	
Account number	

The bottom navigation bar contains five icons: '+ NEW', 'NEW SERVICE' (highlighted with a yellow box), 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'.



How to Use the Contract ID: Steps to Follow

Search for the service you need to provision.

Select service Terms and Conditions Order review [Close]

Order service

Search

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

- (NCE) 10-Year Audit Log Retention Add On
- (NCE) 10-Year Audit Log Retention Add On (Education Pricing)
- (NCE) Advanced Communications
- (NCE) Advanced Communications (Education Faculty Pricing)
- (NCE) Advanced Communications (Education Student Pricing)
- (NCE) Advanced Communications (Non-Profit Pricing)
- (NCE) Advanced eDiscovery Storage
- (NCE) Advanced eDiscovery Storage (Education Faculty Pricing)
- (NCE) Advanced eDiscovery Storage (Education Faculty Pricing)
- (NCE) Advanced eDiscovery Storage (Non-Profit Pricing)
- (NCE) AI Builder Capacity add-on (Education Faculty Pricing)

Next ➔





How to Use the Contract ID: Steps to Follow

Once you find the service, select it and click the **NEXT** option.

Select service Terms and Conditions Configuration Order review ☐ ✕

Order service

business stan ✕ 🔍

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

-  (NCE) Microsoft 365 Business Standard
-  (NCE) Microsoft 365 Business Standard (no Teams)
-  (NCE) Microsoft 365 Business Standard (Non-Profit Pricing)
-  Microsoft 365 Business Standard (Nonprofit Staff Pricing)
-  Microsoft 365 Business Standard (Nonprofit Staff Pricing) Trial

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

 Microsoft Organization tenant (randallgt.onmicrosoft.com) ▾

 (NCE) Microsoft 365 Business Standard (Microsoft)

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

Next ➔



How to Use the Contract ID: Steps to Follow

Accept the terms and conditions if you haven't done so already, and click the **NEXT** option.

Select service Terms and Conditions **Configuration** Order review □ ×

 (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 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 products, the Intcomex Reseller hereby agrees to these Special Product Terms.

Special prices for Microsoft 365 Business Basic for Mexico:

The special prices for the Microsoft 365 Business Basic service for México only apply as long as the end customer's tenant is registered in México, otherwise the prices with a 20% increase will be applied automatically.

Subscription Term:

- 1-month Subscription (Monthly Commitment)
 - Intcomex Reseller may change the number of Licenses month to month
 - Pricing is 20% higher than the 12-month Subscription
 - Price protection for only 1 month (starting when Intcomex Reseller subscribes to the service)
 - Billing option: Monthly

You have accepted these Terms and Conditions.

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How to Use the Contract ID: Steps to Follow

Enter the required product information, and in this window, you'll find the **Contract ID** field under the Billing section. Enter the purchase number or any other relevant detail to identify the purchase.

Select service Terms and Conditions Configuration Order review ☐ ✕

 (NCE) Microsoft 365 Business Standard (Microsoft)

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

▼ Order details

Subscription Name <small>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</small>	<input type="text" value="(NCE) Microsoft 365 Business Standard"/>
Quantity * <small>(Min: 1, Max: 300)</small>	<input type="text" value="1"/>
Billing Type * <small>The selection will determine how you will be charged the available options differ per product</small>	<input type="text" value="Monthly (with 1-month commitment) - P1M"/> <small>Subscription has one-month Commitment term with Monthly payment frequency.</small>
Subscription end date alignment <small>You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.</small>	<input type="text" value="-"/>
Microsoft Tenant Id <small>Tenant ID of the customer Azure AD</small>	<input type="text" value="d799f8d0-e790-490f-a7ad-14af9ea2c406"/>
MPN ID (Reseller) <small>Microsoft Partner Network Identifier (MPN ID) of the transaction reseller</small>	<input type="text"/>

▼ Technical details

Notify me <small>Notify when provisioning will be completed</small>	<input type="checkbox"/>
▼ Billing	
Contract ID <small>Custom contract ID for an account. Used in Online Bill (XLS)</small>	<input type="text"/>
Quoteld	<input type="text" value="0f184865-0b71-48d4-bb11-cf7564e47b4a"/>

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How to Use the Contract ID: Steps to Follow

Once the information is entered in the **Contract ID** field, select the **NEXT** option.

Select service Terms and Conditions Configuration Order review

(NCE) Microsoft 365 Business Standard (Microsoft)

Cost	12.96 \$ Monthly fee ⓘ 12.96 \$ Per 1 month(s) ⓘ	Sales price	15.00 \$ Monthly fee ⓘ 15.00 \$ Per 1 month(s) ⓘ
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▼ Order details

Subscription Name 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	(NCE) Microsoft 365 Business Standard
Quantity * (Min: 1, Max: 300)	1
Billing Type * The selection will determine how you will be charged the available options differ per product	Monthly (with 1-month commitment) - P1M Subscription has one-month 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.	-
Microsoft Tenant Id Tenant ID of the customer Azure AD	d799f8d0-e790-490f-a7ad-14af9ea2c406
MPN ID (Reseller) Microsoft Partner Network identifier (MPN ID) of the transaction reseller	

▼ Technical details

Notify me Notify when provisioning will be completed	<input type="checkbox"/>
Billing	
Contract ID Custom contract ID for an account. Used in Online Bill (XLS)	OC12B
Quoteld	0f184865-0b71-48d4-bb11-cf7564e47b4a

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How to Use the Contract ID: Steps to Follow

Next, in the **Order Review** tab, double-check the subscription details.

To complete the process, click the **Finish** button.

Select service Terms and Conditions Configuration **Order review** ☐ ✕

 (NCE) Microsoft 365 Business Standard (Microsoft)

Billing information ← expand table

Attributes		Fee type	Sales price
Billing Type	Monthly (with 1-month commitment) - P1M 1 (Quantity)	Monthly fee	15.00 \$
Total (Monthly)			15.00 \$
Total (1 month commitment)			15.00 \$

 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 month. Subscription will auto-renew by default.

 Schedule provisioning (UTC)   

← Back Finish →



How to Use the Contract ID: Steps to Follow

Once the service is provisioned, you'll see the information you entered in the Contract ID.

The screenshot displays a web application interface for managing a contract. The breadcrumb trail at the top reads: **ABBIE BOX S.A.C.** > **AIR WICK** > **(NCE) Microsoft 365 Business Standard (532963)**.

The main title is **(NCE) Microsoft 365 Business Standard**. Below the title, there are two summary boxes:

- Cost:** 12.96 \$ Monthly fee (i) / 12.96 \$ Per 1 month(s) (i)
- Sales price:** 15.00 \$ Monthly fee (i) / 15.00 \$ Per 1 month(s) (i)

Navigation tabs include **CONFIGURATION**, **SERVICE INFO**, **AVAILABLE SERVICES**, and **AUDIT LOG**.

The interface is divided into several sections:

- ORDER DETAILS:** A table with the following information:

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	d799f8d0-e790-490f-a7ad-14af9ea2c406
MPN ID (Reseller)	
OfferId	CFQ7TTC0LDPB:0001:Commercial
Segment	Commercial
Product type	Base subscription
- BILLING:** A table with the following information:

Billing start date	2025-01-29 16:20 (UTC)
Contract ID	OC12B
- COMMITMENT DETAILS:** A table with the following information:

Auto-renew	Renew
------------	-------
- CANCELATION:** A table with the following information:

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2025-02-05 16:20 (UTC)
- LICENSE REDUCTION:** A table with the following information:

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.
Licenses available for reduction	Total quantity: 0
- PARTNER CENTER ORDER DETAILS:** A table with the following information:

Subscription status	Active
OrderId	1f91d847bc06
AlternateId	1f91d847bc06
CartId	19a89be1-504f-40d8-b656-160385ac3088
OcpSubscriptionId	bf96f0d3-5de9-4959-d772-8848a2040a40

At the bottom of the interface, there is a navigation bar with a **+ NEW** button and several action icons: **NEW SERVICE**, **TERMINATE**, **RESET PRICE PROTECTION**, **MOVE**, **CHANGE STATUS**, **UPGRADE**, and **RENEW**.



How to Use the Contract ID: Steps to Follow

You can also edit or delete the information entered in that field by clicking the **pencil** icon, followed by the **check** icon and **save** option.

ABBIE BOX S.A.C. > AIR WICK > (NCE) Microsoft 365 Business Standard (532963)

(NCE) Microsoft 365 Business Standard

Cost	25.92 + 12.96 \$ Monthly fee ⓘ	Sales price	30.00 + 15.00 \$ Monthly fee ⓘ
	25.92 \$ Per 1 month(s) ⓘ		30.00 \$ Per 1 month(s) ⓘ

CONFIGURATION SERVICE INFO AVAILABLE SERVICES AUDIT LOG

ORDER DETAILS

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	2
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	d799f8d0-e790-490f-a7ad-14af9ea2c406
MPN ID (Reseller)	
Offerid	CFQ7TTC0LDPB:0001:Commercial
Segment	Commercial
Product type	Base subscription

BILLING

Billing start date	2025-01-29 16:20 (UTC)
Contract ID	OC12B, OC13A

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

CANCELLATION

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2025-02-05 16:20 (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 currently eligible for reduction and the specific cancellation windows below.
Licenses available for reduction	Total quantity: 0

PARTNER CENTER ORDER DETAILS

Subscription status	Active
OrderId	1f91d847bc06
AlternateId	1f91d847bc06
CartId	19a89be1-504f-40d8-b656-160385ac3088
OcpSubscriptionId	bf96f0d3-5de9-4959-d772-8848a2040a40

+ NEW SAVE CANCEL

