



User guide

How to suspend an Azure plan subscription



Last Updated: April 18, 2024

Intcomex Cloud Operations



User guide—

How to suspend an Azure plan subscription

Overview

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How to suspend an Azure plan subscription: Overview

Subscriptions for the Azure Plan set up through the Intcomex Cloud Platform portal do not yet offer the option for automated service suspension or cancellation.

This manual will guide you through the process of properly suspending your Azure Plan and stopping any related usage.



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Steps to follow

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How to suspend an Azure plan subscription: Steps to follow

To start, select the Azure Plan subscription in ICP that you want to suspend.

The screenshot shows the Azure portal interface for an Azure Plan subscription. The left sidebar displays the 'COMPANY STRUCTURE' with a search bar and a list of companies under 'ERITECH PERU S.A.'. The 'Azure Plan (Eritech Perú)' is selected. The main content area shows the 'Azure Plan' configuration page with tabs for 'CONFIGURATION', 'PERMISSIONS', 'AZURE INSIGHTS FOR ENDCUSTOMER', 'SERVICE INFO', and 'AVAI'. The 'CONFIGURATION' tab is active, showing details for 'FORECAST AND THRESHOLDS', 'BILLING MODE', 'AZURE PLAN DETAILS', and 'SYNCHRONIZATION DETAILS'.

FORECAST AND THRESHOLDS	
Forecast updated timestamp	2024-04-18 19:02:02 (UTC)
Monthly bill forecast (End customer)	Current month: 0 USD. Change of NaN in comparison to last invoice of 0 USD.
Current forecast value (End customer)	0.0
Threshold (End customer)	1000
Email recipients (End customer threshold)	cloudsecurity@eritechperu.com

BILLING MODE	
About billing mode	All charges in the invoice will be aggregated on the Azure Plan level.
Billing mode	Aggregated

AZURE PLAN DETAILS	
Transfer Legacy Azure Subscription	false
Azure plan name	Eritech Perú
Offerid	DZH318Z0BPS6:0001
Azure Portal URL	https://portal.azure.com/eritechperu.onmicrosoft.com
Subscription start	04/08/2024 00:00:00

SYNCHRONIZATION DETAILS	
Last sync	2024-04-18 04:53 (UTC)

At the bottom of the page, there is a navigation bar with icons for 'NEW', 'NEW SERVICE', 'TERMINATE', 'MOVE', 'ADD AZURE SUBSCRIPTION', 'COST MANAGEMENT', 'GET RAW DATA', and 'MANAGE SECURITY'.



How to suspend an Azure plan subscription: Steps to follow

Then, go to the **AZURE PLAN DETAILS** section on the right side of the **CONFIGURATION** area. After that, copy the details from the **Azure Plan name**, **OcpSubscriptionId**, and **Microsoft Tenant Id** fields.

The screenshot displays the Azure portal interface for an Azure Plan subscription. The left sidebar shows the company structure for ERITECH PERU S.A., with the 'Azure Plan (Eritech Perú)' selected. The main content area is titled 'Azure Plan' and is divided into several sections: CONFIGURATION, PERMISSIONS, AZURE INSIGHTS FOR ENDCUSTOMER, SERVICE INFO, and AVAIL. The CONFIGURATION section contains a table with the following data:

Current forecast value (End customer)	0.0
Threshold (End customer)	1000
Email recipients (End customer threshold)	cloudsecurity@eritechperu.com

Below this is the SYNCHRONIZATION DETAILS section, showing a last sync timestamp of 2024-04-18 04:53 (UTC). The PARTNER CENTER ORDER DETAILS section includes an OrderId and an AlternateId. The BILLING section is partially visible.

The AZURE PLAN DETAILS section on the right contains a table with the following data:

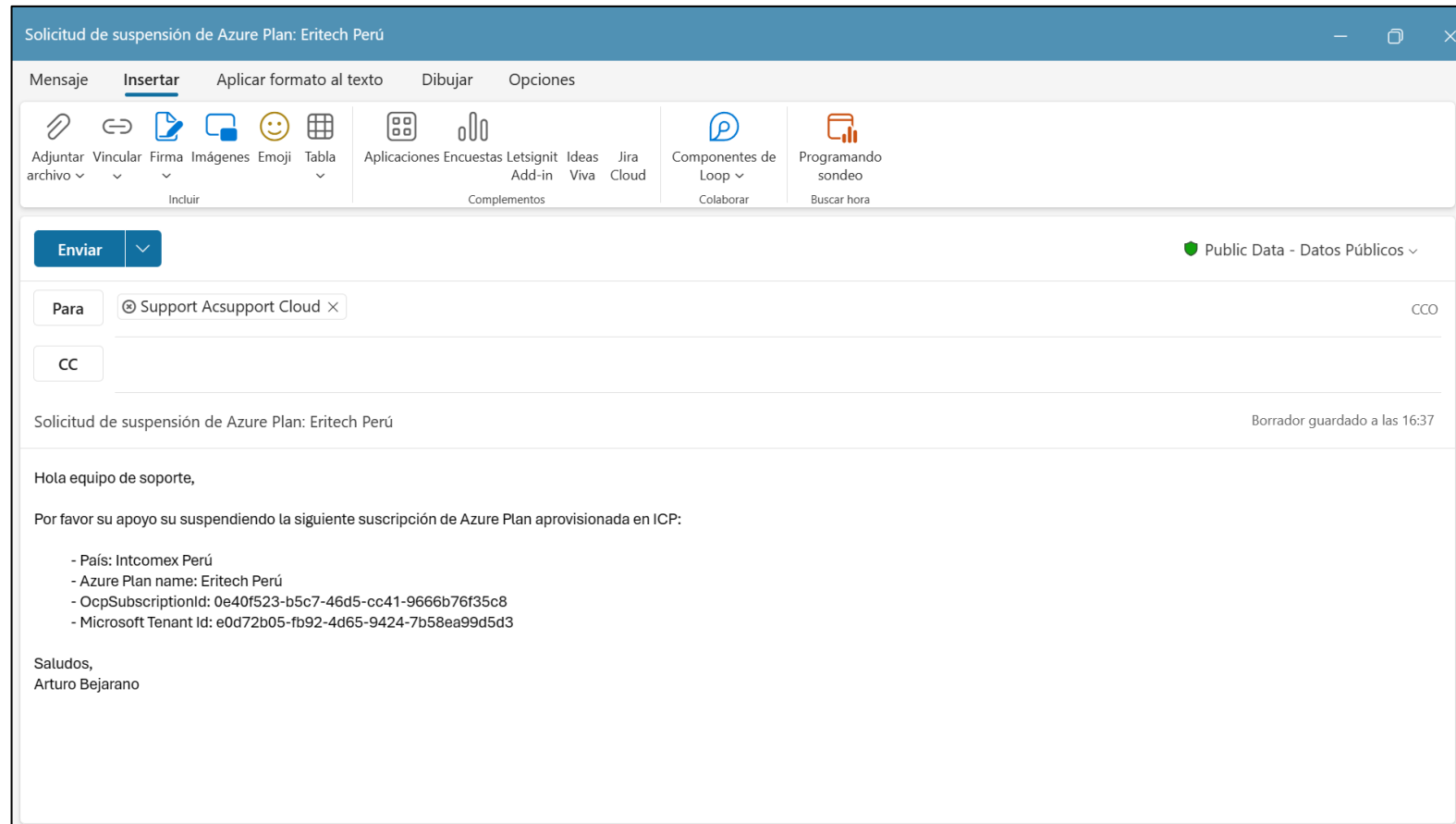
Transfer Legacy Azure Subscription	false
Azure plan name	Eritech Perú
OfferId	DZH318Z0BPS6:0001
Azure Portal URL	https://portal.azure.com/eritechperu.onmicrosoft.com
Subscription start date	04/08/2024 00:00:00
Subscription end date	12/31/9999 23:59:59
OcpSubscriptionId	0e40f523-b5c7-46d5-cc41-9666b76f35c8
Microsoft Tenant Id	e0d72b05-fb92-4d65-9424-7b58ea99d5d3

At the bottom of the screen, there is a navigation bar with icons for NEW, NEW SERVICE, TERMINATE, MOVE, ADD AZURE SUBSCRIPTION, COST MANAGEMENT, GET RAW DATA, and MANAGE SECURITY.



How to suspend an Azure plan subscription: Steps to follow

Next, send an email to the Advanced Cloud Support team at support@acsupport.cloud, requesting the suspension of your Azure Plan subscription, and make sure to include your console (country) and the details you collected in the previous step.





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Important reminder

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How to suspend an Azure plan subscription: Important reminder

Please keep in mind that clicking the **TERMINATE** button won't actually suspend an Azure Plan subscription in the ICP portal or the Microsoft system. If you don't request the suspension through the support team, consumption will keep adding up as usual.

The screenshot displays the Azure Plan configuration page for 'ERITECH PERU S.A.' in the ICP portal. The page is divided into several sections:

- COMPANY STRUCTURE:** A sidebar on the left showing the company hierarchy, with 'ERITECH PERU S.A.' selected. Underneath, 'Azure Plan (Eritech Perú)' is highlighted.
- Azure Plan Configuration:** The main content area is titled 'Azure Plan' and includes tabs for 'CONFIGURATION', 'PERMISSIONS', 'AZURE INSIGHTS FOR ENDCUSTOMER', 'SERVICE INFO', and 'AVAI'. The 'CONFIGURATION' tab is active.
- FORECAST AND THRESHOLDS:** A table showing forecast and threshold information.

Forecast updated timestamp	2024-04-18 19:02:02 (UTC)
Monthly bill forecast (End customer)	Current month: 0 USD. Change of NaN in comparison to last invoice of 0 USD.
Current forecast value (End customer)	0.0
Threshold (End customer)	1000
Email recipients (End customer threshold)	cloudsecurity@eritechperu.com
- BILLING MODE:** A table showing billing mode information.

About billing mode	All charges in the invoice will be aggregated on the Azure Plan level.
Billing mode	Aggregated
- SYNCHRONIZATION DETAILS:** A table showing synchronization information.

Last sync	2024-04-18 04:53 (UTC)
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- AZURE PLAN DETAILS:** A table showing Azure Plan details.

Transfer Legacy Azure Subscription	false
Azure plan name	Eritech Perú
Offerid	DZH318Z0BPS6:0001
Azure Portal URL	https://portal.azure.com/eritechperu.onmicrosoft.com
Subscription start	04/08/2024 00:00:00

The bottom navigation bar contains several icons, with the 'TERMINATE' icon (a red circle with a slash) highlighted.

