

Configure the automatic renewal of an annual subscription in the Intcomex Cloud Platform (ICP) portal



Configure the automatic renewal of an annual subscription

Intcomex Cloud Platform

Click on the annual recurring subscription that is about to expire

The screenshot displays the Intcomex Cloud portal interface. At the top, the navigation bar includes the Intcomex Cloud logo, a home icon, and menu items for Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Arturo Bejarano, is visible in the top right corner. A blue banner at the top of the main content area states: "This account has price protection till 2022-07-08 08:51 UTC".

The breadcrumb navigation shows the path: Intcomex Bermuda > ABBIE BOX > PSO OUTDOOR S.A.C. > Exchange Online Kiosk (276065). The main heading is "Exchange Online Kiosk".

Two summary cards are displayed:

- Cost:** 20.76 \$ prepaid for 12 month(s)
- Selling price:** 24.00 \$ prepaid for 12 month(s)

Below these cards are tabs for SERVICE CONFIGURATION, SERVICE INFO, AVAILABLE SERVICES, PROVISIONING, AUDIT LOG, and SPECIAL DEAL. The SERVICE CONFIGURATION tab is active.

The SERVICE DETAILS section contains a table:

Number of CSP licenses	1
OfferId	35a36b80-270a-44bf-9290-00545d350866
Billing Type	Annually prepaid

The BILLING section contains a table:

Billing start date	2021-07-08 08:50 (UTC)
Is billable	true
Contract id	

The PRE-PAID BILLING section contains a table:

Advance Period End Action	Renew
Advance Period End Date	2022-07-08 08:51 (UTC)

At the bottom of the page, there is a dark navigation bar with a "+ NEW" button and five icons representing actions: RECREATE PROVISIONING, NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, and MOVE.

Click on the option (pencil symbol) in the **Advance Period End Action** field

The screenshot displays the Intcomex Cloud portal interface. At the top, there is a navigation bar with the Intcomex Cloud logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Arturo Bejarano, is visible in the top right corner. A blue banner at the top of the main content area states: "This account has price protection till 2022-07-08 08:51 UTC".

The left sidebar, titled "COMPANY STRUCTURE", shows a tree view of the organization. The selected item is "Exchange Online Kiosk (1)".

The main content area is titled "Exchange Online Kiosk" and shows the following details:

- Cost:** 20.76 \$ prepaid for 12 month(s)
- Selling price:** 24.00 \$ prepaid for 12 month(s)

Below this, there are tabs for "SERVICE CONFIGURATION", "SERVICE INFO", "AVAILABLE SERVICES", "PROVISIONING", "AUDIT LOG", and "SPECIAL DEAL".

The "SERVICE DETAILS" section contains a table with the following information:

Number of CSP licenses	1
OfferId	35a36b80-270a-44bf-9290-00545d350866
Billing Type	Annually prepaid

The "BILLING" section contains a table with the following information:

Billing start date	2021-07-08 08:50 (UTC)
Is billable	true
Contract id	

The "PRE-PAID BILLING" section contains a table with the following information:

Advance Period End Action	Renew
Advance Period End Date	2022-07-08 08:51 (UTC)

At the bottom of the page, there is a dark navigation bar with a "+ NEW" button and five icons representing actions: RECREATE PROVISIONING, NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, and MOVE.

Click on the **Renew** option. Then we click on the blue check button

The screenshot shows the Intcomex Cloud interface for a service named 'Exchange Online Kiosk'. The interface includes a navigation menu on the left, a top navigation bar with various tools, and a main content area with tabs for 'SERVICE CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', 'PROVISIONING', 'AUDIT LOG', and 'SPECIAL DEAL'. The 'SERVICE CONFIGURATION' tab is active, showing details for the service, including pricing and billing information.

COMPANY STRUCTURE

- All companies
- Search
- PSO OUTDOOR S.A.C.
 - Azure Plan (psooutdoor)
 - Exchange Online Kiosk (1)**
 - Microsoft Organization tenant (psooutdoor)

Intcomex Bermuda > ABBIE BOX > PSO OUTDOOR S.A.C. > Exchange Online Kiosk (276065)

Exchange Online Kiosk

Cost 20.76 \$ prepaid for 12 month(s) ⓘ **Selling price** 24.00 \$ prepaid for 12 month(s) ⓘ

SERVICE CONFIGURATION SERVICE INFO AVAILABLE SERVICES PROVISIONING AUDIT LOG SPECIAL DEAL

▼ SERVICE DETAILS

Number of CSP licenses	1
OfferId	35a36b80-270a-44bf-9290-00545d350866
Billing Type	Annually prepaid

▼ BILLING

Billing start date	2021-07-08 08:50 (UTC)
Is billable	true
Contract id	

▼ PRE-PAID BILLING

Advance Period End Action *

What will happen to subscription after Advance Period End date is reached.

Advance Period End Date 2022-07-08 08:51 (UTC)

Renew (selected) ✓ +
Renew
Terminate

+ NEW

Finally, click on the Save option (diskette symbol) or **Save** located in the lower middle part of the screen

The screenshot displays the Intcomex Cloud user interface. At the top, there is a navigation bar with the Intcomex logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user's name, Arturo Bejarano, is visible in the top right corner. A blue banner at the top of the main content area states: "This account has price protection till 2022-07-08 08:51 UTC".

The left sidebar, titled "COMPANY STRUCTURE", shows a breadcrumb trail: "All companies" > "PSO OUTDOOR S.A.C." > "Exchange Online Kiosk (1)". The "Exchange Online Kiosk (1)" item is highlighted in blue.

The main content area is titled "Exchange Online Kiosk" and shows the following details:

- Cost:** 20.76 \$ prepaid for 12 month(s)
- Selling price:** 24.00 \$ prepaid for 12 month(s)

Below these details are several tabs: SERVICE CONFIGURATION (selected), SERVICE INFO, AVAILABLE SERVICES, PROVISIONING, AUDIT LOG, and SPECIAL DEAL.

The "SERVICE DETAILS" section contains a table with the following information:

Number of CSP licenses	1
OfferId	35a36b80-270a-44bf-9290-00545d350866
Billing Type	Annually prepaid

The "BILLING" section contains a table with the following information:

Billing start date	2021-07-08 08:50 (UTC)
Is billable	true
Contract id	

The "PRE-PAID BILLING" section contains a table with the following information:

Advance Period End Action	Renew
Advance Period End Date	2022-07-08 08:51 (UTC)

At the bottom of the screen, there is a dark grey bar with three buttons: "+ NEW", "SAVE" (with a diskette icon), and "SAVE W/O PROVISIONING" (with a document icon). A "CANCEL" button (with an 'X' icon) is also visible to the right of the "SAVE W/O PROVISIONING" button.