



# 🔗 User guide

## New Commerce Experience (NCE)





# User guide—

New Commerce Experience (NCE)

## Overview

Intcomex Cloud Operations





## NCE: Overview

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Many customers are familiar with Microsoft's licensing options, which come with a wide range of terms, conditions, rules, and complexities.

Looking forward, Microsoft aims to streamline the purchasing process with a new subscription-based licensing model called the New Commerce Experience (NCE).

This model is designed to simplify subscription licensing, reduce costs, and offer greater flexibility for customers to customize their purchases to meet their business needs.

The NCE applies to seat-based subscriptions, including Dynamics 365, Microsoft 365, and Power Platform.





## NCE: Overview – Purchase options

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The New Commerce Experience offers several flexible purchase options for customers using seat-based licenses. The newest options include:

- **NCE monthly subscription: Short-term commitment**
  - This option gives you the flexibility of a month-to-month term, allowing you to increase, decrease, or cancel the number of seats each month with only a monthly commitment.
  - A 20% premium applies for this flexibility.
  - With the monthly subscription, you can cancel with 30 days' notice and adjust the number of seats at the end of each month to suit your business needs.
  - Price increases aren't locked in and will reflect any changes Microsoft makes.
  - There's also a 72-hour window for you to make changes or cancellations to new subscriptions, which may result in prorated charges.





## NCE: Overview – Purchase options

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- **NCE long-term commitment: 12 or 36-month subscriptions**

- By choosing a 12 or 36-month commitment, customers lock in their pricing for the full term, safeguarding against any price hikes.
- Changes or cancellations can only be made within the first 72 hours (with prorated billing). After that, you're locked in for the entire 12 or 36-month period, with no cancellations allowed.
- While you can't reduce the number of seats during this time, you can always add more, with prorated charges.
- Subscriptions can only be canceled or modified when the 12 or 36-month term ends.





# NCE: Overview – Key features

With the New Commerce Experience, several new features have been introduced to help manage subscriptions effectively.

## PAUSE

- Partners will still be billed.
- Subscriptions move to **Disabled** status:
  - Users lose access to services and files.
  - Admins can still access information until the commitment period ends
- Subscriptions can be reactivated and switched back to **Active**.



## CANCELLATION

- First 72 hours: prorated refunds are available (calculated daily). After 72 hours, no cancellations are allowed (this applies to all billing plans).
- The subscription immediately moves to **Disabled** status.



## AUTO-RENEWAL

- **ON:**
  - Subscriptions automatically renew at the end of the current term.
  - You have a 72-hour window after renewal to make changes.
- **OFF:**
  - Subscriptions won't renew after the current term.
  - Subscriptions move to **Disabled** status.





# NCE: Overview – Subscription details

Each NCE subscription contains important information that we need to keep on record. Here's a quick breakdown of some key fields:

**Reseller cost**

**Subscription name**

**Number of seats**

**Billing type & commitment**

**Reseller MPN ID**

**The final date to make any changes or cancellations within the 72-hour period.**

**The maximum number of seats that can be reduced from the active subscription.**

(NCE) Microsoft 365 Business Basic

<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)
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CONFIGURATION SERVICE INFO AVAILABLE SERVICES PROVISIONING AUDIT LOG SPECIAL DEAL

ORDER DETAILS		CANCELATION	
Subscription Name	(NCE) Microsoft 365 Business Basic	About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Quantity	1	Cancel until	2024-01-24 01:25 (UTC)
Billing Type	Prepaid (with 1-year commitment) - P1Y	LICENSE REDUCTION	
Microsoft Tenant Id	3e726146-dd8b-42d2-84af-7a4fde881ebb	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.
MPN ID (Reseller)	4687188	Licenses available for reduction	Total quantity: 0
OfferId	CFQ7TTC0LH18:0001:Commercial		
Segment	Commercial		
Product type	Base subscription		



# NCE: Overview – Subscription details

(NCE) Microsoft 365 Business Basic

<b>Cost</b>	<b>62.16 \$</b> prepaid for 12 month(s) ⓘ 62.16 \$ Per 12 month(s) ⓘ	<b>Selling price</b>	<b>72.00 \$</b> prepaid for 12 month(s) ⓘ 72.00 \$ Per 12 month(s) ⓘ
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CONFIGURATION SERVICE INFO AVAILABLE SERVICES PROVISIONING AUDIT LOG SPECIAL DEAL

▼ PARTNER CENTER ORDER DETAILS

Subscription status	Active
OrderId	9ad237ef11f4
Alternateld	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	

▼ COMMITMENT DETAILS

Auto-renew	Terminate ⓘ
Prepaid period end date	2025-01-17 00:00 (UTC)
Contract end date	2025-01-17 00:00 (UTC)

Subscription status



Microsoft subscription ID



Date when the subscription was provisioned.



Action to be taken after the current term ends



The date the subscription commitment will expire







# User guide—

New Commerce Experience (NCE)

## Provisioning

Intcomex Cloud Operations





# NCE: Provisioning

First, click on the end customer's company name. Then, click the **New Service** button.

The screenshot shows the Intcomex Cloud management interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons. The left sidebar shows the 'COMPANY STRUCTURE' with a search filter and a list of companies, where 'MAGICDUST BOX' is selected. The main content area displays the details for 'MAGICDUST BOX' (280413) under the 'ABBIE BOX S.A.C.' account. The interface is divided into several sections: 'COMPANY DETAILS', 'CONTACT DETAILS', and 'ACCOUNT INFORMATION'. Each section contains a table of key-value pairs with edit icons. At the bottom, a dark navigation bar features a '+ NEW' button and icons for 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'.

COMPANY DETAILS	
Company name	MAGICDUST BOX
Domain	magicdustbox.com
Numeric ID	735786
VAT ID	EMPTY
Parent numeric ID	734772

CONTACT DETAILS	
Address	Ca. Los Negocios 448 - Surquillo
City	Lima
Country	Peru
Zip code	15494
Email	arturo.bejarano@magicdustbox.com
Contact phone	924950856
Contact person	Arturo Bejarano
Technical contact	
Technical Account Manager	
Technical contact	

ACCOUNT INFORMATION	
Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdService	false



# NCE: Provisioning

In the **Select Service** tab, search for and select the service you want to set up. Then, click **Next**.

The screenshot displays the NCE provisioning interface. At the top, there are navigation tabs: "Select service", "Terms and Conditions", "Configuration", and "Order review". The "Select service" tab is active. Below the tabs, the "Order service" dialog box is open. It features a search bar with the text "(NCE) Microsoft 365 Business Premium" and a search icon. Below the search bar, there are filters: "Show by names", "All categories", "All vendors", and "All tags". A list of search results is shown, with the first item, "(NCE) Microsoft 365 Business Premium", highlighted. To the right of the search results, there is a section titled "(NCE) Microsoft 365 Business Premium will be connected to the following existing service:" which shows a dropdown menu with "Microsoft Organization tenant (magicdustbox.on...". Below this, there is a color-coded icon for "(NCE) Microsoft 365 Business Premium (Microsoft)". Further down, the following details are listed: Vendor: Microsoft; Category: Communication & Office; Tags: Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite, Device, Device Management, Trial. At the bottom right of the dialog box, there is a "Next" button with a right arrow icon.



# NCE: Provisioning

In the **Terms and Conditions** tab, accept the service terms and conditions. Then, click **Next**.

The screenshot shows the Intcomex Cloud Platform interface. The top navigation bar includes the Intcomex logo, a search bar, and tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Terms and Conditions' tab is active, displaying a modal window for '(NCE) Microsoft 365 Business Premium (Microsoft)'. The modal contains the following text:

**(NCE) Microsoft 365 Business Premium**

**SPECIAL PRODUCT TERMS**  
**Microsoft New Commerce Experience**  
**(English Version - Below is the Spansih 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

You have accepted these Terms and Conditions.

At the bottom of the modal, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue.



# NCE: Provisioning

In the **Configuration** tab, select the settings for the subscription you want to set up.

The screenshot shows the NCE provisioning interface for a Microsoft 365 Business Premium subscription. The interface is divided into four tabs: **Select service**, **Terms and Conditions**, **Configuration** (active), and **Order review**. The main content area displays the following details:

- Product:** (NCE) Microsoft 365 Business Premium (Microsoft)
- Cost:** 19.01 \$ Monthly fee (info icon). Total: 228.12 \$ Per 12 month(s) (info icon).
- Selling price:** 22.00 \$ Monthly fee (info icon). Total: 264.00 \$ Per 12 month(s) (info icon).
- Order details:**
  - Subscription Name:** (NCE) Microsoft 365 Business Premiur. Description: 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.
  - Quantity:** 1 (Min: 1, Max: 300).
  - Billing Type:** Monthly (with 1-year commitme... (dropdown). Description: The selection will determine how you will be charged the available options differ per. Note: Subscription has one-year Commitment term with Monthly payment frequency.
- Technical details:**
  - Notify me:**  Notify when provisioning will be completed.
  - Billing:**
    - Billing start date:** 2024-03-08 13:59 (UTC). Description: When the billing will start (UTC).
    - Contract ID:** (empty field). Description: Custom contract ID for an account. Used in Online Bill (XLS).

Navigation buttons: **Back** and **Next**.



# NCE: Provisioning

In the **Subscription Name** field, you can optionally enter a name for your subscription. It's best to leave this information unchanged.

The screenshot displays the 'Order review' step of the provisioning process for a Microsoft 365 Business Premium subscription. The interface includes a navigation bar with tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is divided into several sections:

- Product Information:** (NCE) Microsoft 365 Business Premium (Microsoft)
- Cost:** 19.01 \$ Monthly fee (228.12 \$ Per 12 month(s))
- Selling price:** 22.00 \$ Monthly fee (264.00 \$ Per 12 month(s))
- Order details:**
  - Subscription Name:** (NCE) Microsoft 365 Business Premiur. A yellow highlight is present on this field, and a tooltip explains: '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.'
  - Quantity:** 1 (Min: 1, Max: 300)
  - Billing Type:** Monthly (with 1-year commitme...). A tooltip states: 'The selection will determine how you will be charged the available options differ per... Subscription has one-year Commitment term with Monthly payment frequency.'
- Technical details:**
  - Notify me:**  Notify when provisioning will be completed
- Billing:**
  - Billing start date:** 2024-03-08 13:59 (UTC)
  - Contract ID:** (Empty field) Custom contract ID for an account. Used in Online Bill (XLS)

Navigation buttons 'Back' and 'Next' are located at the bottom right of the modal.



# NCE: Provisioning

In the **Quantity** field, enter the number of seats.

The screenshot shows the NCE provisioning interface for a Microsoft 365 Business Premium subscription. The interface is divided into four tabs: Select service, Terms and Conditions, Configuration, and Order review. The Configuration tab is active, displaying the following details:

- Product:** (NCE) Microsoft 365 Business Premium (Microsoft)
- Cost:** 19.01 \$ Monthly fee (228.12 \$ Per 12 month(s))
- Selling price:** 22.00 \$ Monthly fee (264.00 \$ Per 12 month(s))
- Order details:**
  - Subscription Name:** (NCE) Microsoft 365 Business Premiur
  - Quantity \*:** 1 (Min: 1, Max: 300)
  - Billing Type \*:** Monthly (with 1-year commitme...)
- Technical details:**
  - Notify me:**  Notify when provisioning will be completed
  - Billing:**
    - Billing start date \*:** 2024-03-08 13:59
    - Contract ID:** (Empty field)

Navigation buttons for Back and Next are visible at the bottom of the configuration window.



# NCE: Provisioning

In the **Billing Type** field, choose the billing method and the commitment level you prefer.

The screenshot displays the 'Configuration' step of the provisioning process for '(NCE) Microsoft 365 Business Premium (Microsoft)'. The interface includes a top navigation bar with 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is divided into several sections:

- Cost:** Shows a monthly fee of 19.01 \$ and a total cost of 228.12 \$ per 12 months.
- Selling price:** Shows a monthly fee of 22.00 \$ and a total price of 264.00 \$ per 12 months.
- Order details:** Includes the 'Subscription Name' (set to '(NCE) Microsoft 365 Business Premiur') and 'Quantity' (set to 1).
- Billing Type:** A highlighted dropdown menu is set to 'Monthly (with 1-year commitme...'. A note below explains: 'The selection will determine how you will be charged the available options differ per Subscription has one-year Commitment term with Monthly payment frequency.'
- Technical details:** Includes a 'Notify me' checkbox (unchecked) and a 'Billing start date' field set to '2024-03-08 13:59'.
- Contract ID:** A field for a custom contract ID, with a note: 'Custom contract ID for an account. Used in Online Bill (XLS)'.

At the bottom of the configuration window, there are 'Back' and 'Next' buttons.





# NCE: Provisioning

In the **Subscription End Date Alignment** field, you don't need to choose a value. Only use this option if you want to enable the co-term functionality mentioned later.

The screenshot shows the NCE provisioning interface for Microsoft 365 Business Premium. The modal window is titled "(NCE) Microsoft 365 Business Premium (Microsoft)". It features four tabs: "Select service", "Terms and Conditions", "Configuration", and "Order review". The "Configuration" tab is active, displaying the following information:

Field	Value
Cost	19.01 \$ Monthly fee 228.12 \$ Per 12 month(s)
Selling price	22.00 \$ Monthly fee 264.00 \$ Per 12 month(s)
Subscription end date alignment	—
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900
MPN ID (Reseller)	6395965

The "Subscription end date alignment" field is highlighted in yellow and contains a dropdown menu with a dash (—) as the selected value. Below this field, there is a text box with the following text: "You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount." At the bottom of the modal, there are "Back" and "Next" buttons.



# NCE: Provisioning

In the **MPN ID (Reseller)** field, enter the MPN ID that Microsoft gave you when you signed up as an Intcomex CSP reseller. If it's still being processed, you can leave this field blank. Then, click the **Next** button.

The screenshot shows the 'Order review' step of the provisioning process for '(NCE) Microsoft 365 Business Premium (Microsoft)'. The interface includes a navigation bar with 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area displays pricing and configuration details:

Field	Value
Cost	19.01 \$ Monthly fee 228.12 \$ Per 12 month(s)
Selling price	22.00 \$ Monthly fee 264.00 \$ Per 12 month(s)
Subscription end date alignment	[Dropdown menu]
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900
<b>MPN ID (Reseller)</b>	<b>6395965</b>

At the bottom right of the modal, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue.



# NCE: Provisioning

Next, in the **Order Review** tab, review the subscription details. If everything looks good, click the **Finish** button.

The screenshot shows the 'Order Review' tab in the NCE provisioning interface. The main content area displays the following details:

**(NCE) Microsoft 365 Business Premium (Microsoft)**

**Billing information** [expand table](#)

Attributes	Fee type	Selling price
Billing Type	Monthly (with 1-year commitment) - P1Y 1 (Quantity)	Monthly fee 22.00 \$
<b>Total (Monthly)</b>		<b>22.00 \$</b>
<b>Total (12 month commitment)</b>		264.00 \$

**Warning:** 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 year. Subscription will auto-renew by default.

Buttons: **Back** | **Finish**



# NCE: Provisioning

Finally, after a few minutes, the NCE subscription will be provisioned and will show up under the corresponding company.

The screenshot displays the Intcomex Cloud interface for a Microsoft 365 Business Premium subscription. The breadcrumb trail is: ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Premium (461006). The subscription title is "(NCE) Microsoft 365 Business Premium".

Cost	Monthly fee	Selling price	Monthly fee
19.01 \$	228.12 \$ Per 12 month(s)	22.00 \$	264.00 \$ Per 12 month(s)

Navigation tabs: CONFIGURATION, SERVICE INFO, AVAILABLE SERVICES, AUDIT LOG.

ORDER DETAILS		CANCELATION	
Subscription Name	(NCE) Microsoft 365 Business Premium	About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Quantity	1	Cancel until	2024-03-15 14:17 (UTC)
Billing Type	Monthly (with 1-year commitment) - P1Y	LICENSE REDUCTION	
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92	About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the subscription. View the total quantity
MPN ID (Reseller)	6395965		
OfferId	CFQ7TTC0LCHC:0002:Commercial		

Bottom navigation bar includes: NEW, NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS, RENEW, UPGRADE.



# User guide—

New Commerce Experience (NCE)

Co-term functionality

Intcomex Cloud Operations





# NCE: Co-term functionality

The **co-term functionality** allows you to align the end date of a new NCE subscription with that of an existing subscription. This way, you can have multiple NCE subscriptions from different offers, all with the same end date.

The screenshot displays the Intcomex Cloud management interface. 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 tree view for 'GAIA SCHOOL' containing several subscriptions. The main content area shows details for '(NCE) Microsoft 365 Business Standard' (ID: 394744). A blue banner at the top of the main area states: 'This account has price protection till 2024-02-23 00:00 UTC'. Below this, the subscription name is '(NCE) Microsoft 365 Business Standard'. Two pricing cards are shown: 'Cost' at 777.60 \$ prepaid for 12 month(s) and 'Selling price' at 900.00 \$ prepaid for 12 month(s). Below the pricing cards are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' section contains a table with the following data:

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	6
Billing Type	Prepaid (with 1-year commitment) - P1Y
Subscription end date alignment	22-Feb-2024

The 'CANCELLATION' section includes 'About cancellation' (Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal) and 'Cancel until' (2023-05-10 16:18 (UTC)). The 'LICENSE REDUCTION' section is partially visible. At the bottom, a dark navigation bar contains icons for '+ NEW', 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'.



# NCE: Co-term functionality

First, click on the end customer's company name. Then, click the **New Service** button.

The screenshot shows the Intcomex Cloud interface for the account 'ACCESO NORTE DE BOGOTA SAS'. The left sidebar shows the 'COMPANY STRUCTURE' with 'GAIA SCHOOL' selected. The main content area displays the account details, including company information, account information, and contact details. At the bottom, there is a navigation bar with a '+ NEW' button and icons for 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'.

**COMPANY STRUCTURE**

- All companies
- Search
- GAIA SCHOOL**
  - (NCE) Microsoft 365 Business Standard (12)
  - Microsoft Organization tenant (gaiaschool.onmicrosoft.com)

**ACCESO NORTE DE BOGOTA SAS**

ABBIE BOX S.A.C. > GAIA SCHOOL (155321)

OVERVIEW AVAILABLE SERVICES BILLING SECURITY AUDIT LOG

**COMPANY DETAILS**

Company name	GAIA SCHOOL
Domain	gaiaschool.com
Numeric ID	707642
VAT ID	EMPTY
Parent numeric ID	708112

**CONTACT DETAILS**

Address	Av. Philadelphia 311 Of. 106 - San Isidro
City	Lima
Country	Peru
Zip code	15033
Email	arturo.bejarano@gaiaschool.com
Contact phone	
Contact person	
Technical contact	
Technical Account Manager	
Technical contact	

**ACCOUNT INFORMATION**

Language	English
Sales Manager	
Marketplaces	Proveedores para sistemas S.A.S Marketplace
CreateUserIdService	false

**NEW SERVICE** TERMINATE EXPORT CREDENTIALS TO ALL USERS



# NCE: Co-term functionality

In the **Select Service** tab, find and select the service you want to provision. Then, click the **Next** button.

The screenshot shows the 'Order service' dialog box in the NCE interface. The dialog has four tabs: 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Select service' tab is active, displaying a search bar with '(NCE) Microsoft 365 Business Standard' and a list of search filters: 'Show by names', 'All categories', 'All vendors', and 'All tags'. A single search result, '(NCE) Microsoft 365 Business Standard', is highlighted in blue. To the right, a dropdown menu shows 'Microsoft Organization tenant (accesonorte.onmi...'. Below this, a summary for the selected service is shown: '(NCE) Microsoft 365 Business Standard (Microsoft)'. Further down, the following details are listed: Vendor: Microsoft; Category: Communication & Office; Tags: Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite, Trial. A blue 'Next' button with a right arrow is located at the bottom right of the dialog. The background shows the 'COMPANY STRUCTURE' sidebar with 'GAIA SCHOOL' selected and a list of services including '(NCE) Microsoft 365 Business Standard' and 'Microsoft Organization tenant'. The top navigation bar includes the 'INTCOMEX' logo, a search bar, and various utility icons.





# NCE: Co-term functionality

In the **Terms and Conditions** tab, accept the service's terms and conditions. Then, click the **Next** button.

The screenshot shows a web application interface for Intcomex Cloud. The main navigation bar includes 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Terms and Conditions' tab is active, displaying a dialog for '(NCE) Microsoft 365 Business Standard (Microsoft)'. The dialog content includes:

- (NCE) Microsoft 365 Business Standard**
- SPECIAL PRODUCT TERMS**
- Microsoft New Commerce Experience**
- (English Version - Below is the Spansih Version)**
- A paragraph of text: "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."
- A checkbox with the text: "It is the Intcomex Reseller's responsibility to carefully review this document and understand the new" (partially visible).
- A checked checkbox with the text: "You have accepted these Terms and Conditions."
- Buttons for "Back" and "Next".



# NCE: Co-term functionality

In the **Configuration** tab, select the settings for the subscription you want to provision.

The screenshot shows the configuration page for a Microsoft 365 Business Standard subscription. The interface includes a navigation bar with tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The main content area is divided into several sections:

- Cost:** 777.60 \$ prepaid for 12 month(s). Per 12 month(s): 777.60 \$.
- Selling price:** 900.00 \$ prepaid for 12 month(s). Per 12 month(s): 900.00 \$.
- Order details:**
  - Subscription Name:** (NCE) Microsoft 365 Business Standar
  - Quantity:** 6 (Min: 1, Max: 300)
  - Billing Type:** Prepaid (with 1-year commitmen...)
- Technical details:**
  - Notify me:**  Notify when provisioning will be completed
  - Billing:**
    - Billing start date:** 2023-05-03 16:09
    - Contract ID:** Custom contract ID for an account. Used in Online Bill (XLS)

At the bottom of the configuration window, there are 'Back' and 'Next' buttons.



# NCE: Co-term functionality

In the **Subscription End Date Alignment** field, select an end date for the contract to align the new subscription with. Then, click the **Next** button.

The screenshot shows the configuration page for a Microsoft 365 Business Standard subscription. The page is divided into four tabs: Select service, Terms and Conditions, Configuration, and Order review. The main content area displays the following information:

- Cost:** 777.60 \$ prepaid for 12 month(s). Per 12 month(s): 777.60 \$.
- Selling price:** 900.00 \$ prepaid for 12 month(s). Per 12 month(s): 900.00 \$.
- Subscription end date alignment:** A dropdown menu is open, showing two options: "22-Feb-2024" (selected) and "22-Feb-2024". Below the dropdown, a text box explains: "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:** 92b83f7e-a6e8-4404-b199-6d75d613f...
- MPN ID (Reseller):** 4817980
- QuoteId:** 5ff5c048-f537-46a5-beb5-559554dd34...

At the bottom right of the configuration panel, there are "Back" and "Next" buttons. The "Next" button is highlighted in blue.



# NCE: Co-term functionality

In the **Order Review** tab, check the details of your order. Then, click the **Finish** button.

The screenshot shows the 'Order Review' tab in the NCE system. The main heading is '(NCE) Microsoft 365 Business Standard (Microsoft)'. Below this, the 'Billing information' section is expanded to show a table of attributes.

Attributes	Fee type	Selling price
Billing Type	Prepaid (with 1-year commitment) - P1Y 6 (Quantity)	Per 12 month(s) 150.00 \$
<b>Total (Per 12 month(s))</b>		<b>900.00 USD</b>
<b>Total (12 month commitment)</b>		900.00 \$

Below the table, there are two informational messages:

- Warning:** You will have 7 day cancellation window from the time of provisioning (with pro-rated credit). After that you will be billed full amount in advance on your next invoice. Price is protected for 1 year. Subscription will auto-renew by default.
- Info:** This service contains a prepaid billing item.

At the bottom of the modal, there are 'Back' and 'Finish' buttons.



# NCE: Co-term functionality

Finally, a thank-you message will appear, and you just need to click **Go to Created Service** to access the newly provisioned subscription.

The screenshot displays the Intcomex portal interface. At the top, there is a search bar and navigation icons. A modal window titled "Success" is centered on the screen, featuring a large blue checkmark icon. Below the icon, the text reads "Thank you for the order" and "Please be aware that subscription has 7 day cancellation policy. You may cancel subscription within this timeframe with pro-rated credit." A blue button labeled "Go to created service" is positioned below the text. Underneath, a section titled "Suggested services" lists three options: "(NCE) Microsoft 365 Business Basic", "(NCE) Exchange Online (Plan 1)", and "(NCE) Power BI Pro". The background shows a sidebar with "COMPANY STRUCTURE" and a list of companies, including "GAIA SCHOOL".



# User guide—

New Commerce Experience (NCE)

Change status functionality

Intcomex Cloud Operations





# NCE: Change status functionality

An NCE subscription can change status at any time using the **CHANGE STATUS** feature. Switching from **Active to Suspended** will temporarily halt service and access to files, but it won't suspend or cancel billing until the commitment period ends.

The screenshot shows the Intcomex Cloud user interface with a 'Change status' dialog box open. The dialog box has a title bar with a close button. It contains the following sections:

- About suspending:** Although pausing customer access to service immediately blocks customer's ability to use services, this doesn't impact your invoice. You'll continue to be billed as normal. Pausing will turn off and disable auto-renew and will delete any scheduled changes.
- Set status to \*:** A dropdown menu with three options: 'Active' (selected), 'Active', and 'Suspended' (highlighted in yellow with a mouse cursor pointing to it).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

The background shows the Intcomex Cloud navigation bar with a search field and various icons. A 'Self Help' button is visible on the right side of the page. At the bottom left, there is a '+ NEW' button, and at the bottom right, there is a notification icon with the number '15'.



# NCE: Change status functionality

First, click on the corresponding NCE subscription. Next, click the **CHANGE STATUS** button

The screenshot displays the Intcomex Cloud management interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and various utility icons. The left sidebar shows the 'COMPANY STRUCTURE' with a search bar and a list of companies, including 'MAGICDUST BOX' and '(NCE) Exchange Online Kiosk (1)'. The main content area shows the details for the '(NCE) Exchange Online Kiosk' subscription, including a price protection notice, account path, and pricing table.

Cost	1.99 \$ Monthly fee ⓘ	Selling price	3.00 \$ Monthly fee ⓘ
	1.99 \$ Per 1 month(s) ⓘ		3.00 \$ Per 1 month(s) ⓘ

Navigation tabs: CONFIGURATION, SERVICE INFO, AVAILABLE SERVICES, AUDIT LOG

**ORDER DETAILS**

Subscription Name	(NCE) Exchange Online Kiosk
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTCOLH0L:0001:Co mmercial

**CANCELATION**

About cancelation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-05-16 20:44 (UTC)

**LICENSE REDUCTION**

About license reduction	License reduction is only allowed within 7 days of purchasing new
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Bottom navigation bar: NEW, NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS (highlighted), RENEW, UPGRADE, Self Help (15)





# NCE: Change status functionality

Next, click on the **Set status to** dropdown menu and choose **Suspended**.

The screenshot displays the 'Change status' dialog box in the Intcomex Cloud interface. The dialog is titled 'Change status' and includes the following elements:

- About suspending:** Although pausing customer access to service immediately blocks customer's ability to use services, this doesn't impact your invoice. You'll continue to be billed as normal. Pausing will turn off and disable auto-renew and will delete any scheduled changes.
- Set status to \*:** A dropdown menu with three options: 'Active', 'Active', and 'Suspended'. The 'Suspended' option is highlighted in yellow, and a mouse cursor is pointing at it.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

The background interface shows the Intcomex Cloud logo, a search bar, and a user profile icon. A 'Self Help' button is visible on the right side of the screen.





# NCE: Change status functionality

Next, click the OK button to save the change.

**Change status**

<b>About suspending</b>	Although pausing customer access to service immediately blocks customer's ability to use services, this doesn't impact your invoice. You'll continue to be billed as normal. Pausing will turn off and disable auto-renew and will delete any scheduled changes.
<b>Set status to *</b>	<b>Suspended</b> This will suspend access to services but you will still continue paying

OK Cancel



# NCE: Change status functionality

Once the change has been made, you can view the subscription status in the **Subscription status** field.

The screenshot displays the Intcomex Cloud Partner Center interface. The left sidebar shows the 'COMPANY STRUCTURE' with 'MAGICDUST BOX' selected, containing '(NCE) Exchange Online Kiosk (1)'. The main content area shows the subscription details for '(NCE) Exchange Online Kiosk' under the account 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Exchange Online Kiosk (395830)'. A blue banner at the top indicates 'This account has price protection till 2023-06-09 00:00 UTC'. Below this, the subscription is shown with a 'Cost' of 1.99 \$ Monthly fee and a 'Selling price' of 3.00 \$ Monthly fee. The 'PARTNER CENTER ORDER DETAILS' table shows the 'Subscription status' as 'Suspended'. The 'BILLING' section shows a 'Billing start date' of 2023-05-09 20:44 (UTC) and a 'Contract ID'. The 'COMMITMENT DETAILS' section shows 'Auto-renew' set to 'Renew'. A 'Self Help' button is visible on the right side of the main content area. The bottom navigation bar includes icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE', along with a 'NEW' button and a notification icon with the number 15.

Subscription status	Suspended
OrderId	b5e6a2fe031b
AlternateId	b5e6a2fe031b
CartId	3435188b-de50-4776-954f-3df32146688c
OcpSubscriptionId	c8cd2511-9094-426d-d30e-8be3d8b70c69
Provisioning Id	80b2d799-d2ba-4d2a-8842-fb0d0f3a4b82

Licenses available for reduction	Total quantity: 0
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Billing start date	2023-05-09 20:44 (UTC)
Contract ID	

Auto-renew	Renew
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# User guide—

New Commerce Experience (NCE)

Upgrade functionality

Intcomex Cloud Operations





# NCE: Upgrade functionality

The **Upgrade feature** lets you permanently swap one or more seats from an existing NCE subscription (source subscription) for a higher-level NCE subscription (destination subscription). To make this change, the destination subscription—whether it's new or already exists—must have a renewal date that is the same as or later than the renewal date of the source subscription.

The screenshot shows the NCE Upgrade functionality interface. At the top, there is a navigation bar with the INTCOMEX logo, a search bar, and various icons. Below the navigation bar, there are three steps: 1. Select service, 2. Configuration, and 3. Overview. The current step is 1. Select service. The interface displays the current subscription as "(NCE) Microsoft 365 Business Standard". Below this, there is a section titled "Select service you will upgrade to" with a list of options: "(NCE) Microsoft 365 Business Premium", "(NCE) Microsoft 365 E3", "(NCE) Microsoft 365 E3 - Unattended License", "(NCE) Microsoft 365 E5", and "(NCE) Office 365 E1". At the bottom left, there is a "CANCEL UPGRADE" link, and at the bottom right, there is a "NEXT" button. The footer contains a "+ NEW" button and an "Imprint" link.



# NCE: Upgrade functionality

There are **two types of upgrades** for NCE subscriptions. Here's a complete breakdown of each:

Tipo de Upgrade	¿Qué sucede?	
<b>Total</b>	<p><b>Suscripción Destino (nueva suscripción)</b> Se crea una nueva suscripción, pero toma los siguientes atributos de la suscripción origen:</p> <ul style="list-style-type: none"><li>• ID de la suscripción</li><li>• Compromiso</li><li>• Frecuencia de facturación</li><li>• Fecha fin de contrato</li></ul> <p><b>Suscripción origen</b> Se elimina la suscripción origen</p>	<p><b>Suscripción Destino (suscripción existente)</b> Se adhieren todos los asientos y toman los siguientes atributos de la suscripción destino:</p> <ul style="list-style-type: none"><li>• ID de la suscripción</li><li>• Compromiso</li><li>• Frecuencia de facturación</li><li>• Fecha fin de contrato</li></ul> <p><b>Suscripción origen</b> • Se elimina la suscripción origen</p>
<b>Parcial</b>	<p><b>Suscripción Destino (nueva suscripción)</b> Se crea una nueva suscripción, pero toma los siguientes atributos de la suscripción origen:</p> <ul style="list-style-type: none"><li>• Compromiso</li><li>• Frecuencia de facturación</li><li>• Fecha fin de contrato</li></ul> <p><b>Suscripción origen</b> La suscripción origen conserva los asientos que no se realizaron upgrade</p>	<p><b>Suscripción Destino (suscripción existente)</b> Se adhieren todos los asientos y toman los siguientes atributos de la suscripción destino:</p> <ul style="list-style-type: none"><li>• ID de la suscripción</li><li>• Compromiso</li><li>• Frecuencia de facturación</li><li>• Fecha fin de contrato</li></ul> <p><b>Suscripción origen</b> La suscripción origen conserva los asientos que no se realizaron upgrade</p>



# NCE: Upgrade functionality

Before you begin the upgrade process, you need to confirm that the source subscription is correctly provisioned under the new NCE offer, as this upgrade is not applicable to subscriptions that are under the legacy offer.

The screenshot shows the Intcomex portal interface for a Microsoft 365 Business Standard subscription. The page is titled "(NCE) Microsoft 365 Business Standard" and displays various details and options.

**COMPANY STRUCTURE**

- All companies
- MAGICDUST BOX
  - (NCE) Microsoft 365 Business Standard (1)
  - Azure Plan (magicdustsa)
  - lfernandez@magicdustbox.com
  - Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

**Account Information:** This account has price protection till 2023-02-11 00:00 UTC

**Subscription Details:** (NCE) Microsoft 365 Business Standard

Cost	11.88 \$ Monthly fee	Selling price	11.88 \$ Monthly fee
142.50 \$	Per 12 month(s)	142.50 \$	Per 12 month(s)

**CONFIGURATION SERVICE INFO AVAILABLE SERVICES AUDIT LOG**

**ORDER DETAILS**

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	PROMO Monthly (with 1-year commitment) - P1Y
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTC0LDPB:0001:C

**CANCELLATION**

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2022-02-14 15:13 (UTC)

**LICENSE REDUCTION**

About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the
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**Navigation Bar:** NEW SERVICE TERMINATE RESET PRICE PROTECTION MOVE CHANGE STATUS UPGRADE





# NCE: Upgrade functionality

Once you've completed the validation in the previous step, select the original subscription. Then, click on the **UPGRADE** option.

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 tree view for 'MAGICDUST BOX' containing several subscriptions, with '(NCE) Microsoft 365 Business Standard (1)' selected. The main content area shows the details for this subscription, including a price protection notice, breadcrumb navigation, and a table of costs and selling prices. Below this, there are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' and 'CANCELATION' sections are expanded, showing subscription information and cancellation policies. A 'LICENSE REDUCTION' section is also visible. At the bottom, a navigation bar contains icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', and 'UPGRADE'.

**COMPANY STRUCTURE**

- All companies
- MAGICDUST BOX
  - (NCE) Microsoft 365 Business Standard (1)**
  - Azure Plan (magicdustsa)
  - lfernandez@magicdustbox.com
  - Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

**Account Information:** This account has price protection till 2023-02-11 00:00 UTC

**Subscription Path:** ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (307722)

**(NCE) Microsoft 365 Business Standard**

Cost	11.88 \$ Monthly fee	Selling price	11.88 \$ Monthly fee
142.50 \$ Per 12 month(s)		142.50 \$ Per 12 month(s)	

**ORDER DETAILS**

Field	Value
Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	PROMO Monthly (with 1-year commitment) - P1Y
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTC0LDPB:0001:C

**CANCELATION**

Field	Value
About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2022-02-14 15:13 (UTC)

**LICENSE REDUCTION**

Field	Value
About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the

**Navigation Bar:** NEW SERVICE, TERMINATE, RESET PRICE PROTECTION, MOVE, CHANGE STATUS, UPGRADE





# NCE: Upgrade functionality

In the **Select Service** module, you'll find the original subscription listed under **Current subscription**, while the upgrade options are shown in the **Select service you will upgrade to** section. Based on this information, go ahead and choose the subscription you want to upgrade to.

The screenshot displays the 'Select Service' module interface. At the top, there is a navigation bar with the 'INTCOMEX CLUB' logo, a search bar, and various utility icons. Below the navigation bar, a progress indicator shows three steps: '1 Select service' (active), '2 Configuration', and '3 Overview'. The main content area is divided into two sections. The first section, 'Current subscription', shows a Microsoft logo and the text '(NCE) Microsoft 365 Business Standard'. The second section, 'Select service you will upgrade to', features a list of options with a scrollbar. The selected option is '(NCE) Office 365 E3'. To the right of this list is a 'Select upgrade target:' dropdown menu, which is open and shows two options: 'New subscription' and '(NCE) Office 365 E3 (id: 322888)'. Below the dropdown, the details for the selected target are displayed: Vendor: Microsoft, Category: Communication & Office, and Tags: Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite. At the bottom of the interface, there is a dark bar with a '+ NEW' button on the left and an 'Imprint' link on the right.



# NCE: Upgrade functionality

In the **Select upgrade target** section, choose the **New subscription** option if you want to upgrade to a new subscription, or pick one of the other options if you're looking to upgrade to an existing subscription. For this instance, select **New subscription** and then click the **Next** button.

The screenshot shows a web interface for upgrading a service. At the top, there is a navigation bar with the 'INTCOMEX' logo, a search bar, and various utility icons. Below the navigation bar, a progress indicator shows three steps: '1 Select service' (active), '2 Configuration', and '3 Overview'. The main content area is divided into two sections. The first section, 'Current subscription', displays '(NCE) Microsoft 365 Business Standard' with the Microsoft logo. The second section, 'Select service you will upgrade to', features a list of options with a vertical scrollbar. The selected option is '(NCE) Office 365 E3'. To the right of this list is a 'Select upgrade target:' dropdown menu, which is open and shows two options: 'New subscription' (highlighted in light blue) and '(NCE) Office 365 E3 (id: 322888)'. Below the dropdown, the details for the selected target are shown: Vendor: Microsoft, Category: Communication & Office, and Tags: Base subscription, NCE, PROMO, E-Mail, Cloud Storage, File Management, Audio-Video Conferencing, Office Suite. At the bottom of the interface, there is a dark grey bar with a '+ NEW' button on the left and an 'Imprint' link on the right.



# NCE: Upgrade functionality

In the **Quantity** field within the **Configuration** module, enter the number of seats you want to upgrade. Keep in mind that you can do a full upgrade by entering a number of seats equal to your original subscription, or you can do a partial upgrade by entering a number of seats that is less than the original subscription.

The screenshot displays the INTCOMEX user interface. At the top, there is a navigation bar with the INTCOMEX logo, a search bar, and various utility icons. Below the navigation bar, a progress indicator shows three steps: '1 Select service' (completed), '2 Configuration' (current step), and '3 Overview'. The main content area is titled 'Order details' and contains the following information:

- Quantity (1 - 300)\***: 1
- About upgrade action**: The Billing Type selection will only be considered if you are upgrading to a new subscription. In case of making an upgrade to an existing subscription, billing type of the existing target subscription will not be affected. Please as well be aware that you are not allowed to make an upgrade from a longer billing term to a shorter one. i.e. upgrading from Annual term to a Monthly term will not be allowed.
- Billing Type\***: Monthly (with 1-year commitment) - P1Y

At the bottom of the configuration area, there are three buttons: 'CANCEL UPGRADE', 'BACK', and 'NEXT'. A 'Self Help' button is visible on the right side of the page. The bottom navigation bar includes a '+ NEW' button and a notification icon with the number '15'.



# NCE: Upgrade functionality

In the **Billing Type** field, choose the commitment and billing method for the new target subscription. Keep in mind that the configuration for the target subscription will only be valid if you selected the **New Subscription** option in the **Select Service** module. Once you've made the necessary configurations, click the **Next** button.

The screenshot shows the INTCOMEX portal interface. At the top, there is a navigation bar with the INTCOMEX logo, a search bar, and various utility icons. Below the navigation bar, a progress indicator shows three steps: '1 Select service' (completed), '2 Configuration' (current step), and '3 Overview'. The main content area is titled 'Order details' and shows 'Quantity (1 - 300)\*' set to '1'. Below this, there is a section titled 'About upgrade action' with explanatory text. The 'Billing Type\*' dropdown menu is open, displaying a list of options: 'Monthly (with 1-month commitment) - P1M', 'Monthly (with 1-year commitment) - P1Y' (highlighted), 'Prepaid (with 1-year commitment) - P1Y', 'PROMO Monthly (with 1-month commitment) - P1M', 'PROMO Monthly (with 1-year commitment) - P1Y', and 'PROMO Prepaid (with 1-year commitment) - P1Y'. At the bottom right of the configuration area, there are 'BACK' and 'NEXT' buttons. A 'Self Help' button is visible on the right side of the page, and a notification icon with the number '15' is in the bottom right corner.



# NCE: Upgrade functionality

In the **Overview** module, you can check the details of the costs and prices for the upgrade. On the left side, you'll see the current cost and price of the original subscription, while on the right side, you'll find the costs and prices for both the original and target subscriptions after the upgrade process is complete.

The screenshot displays the INTCOMEX web application interface. At the top, there is a navigation bar with the INTCOMEX logo, menu items like 'Explore', 'Marketplaces', 'Quotes', and 'Reports', a search bar, and a language selector set to 'English'. Below the navigation bar, a progress indicator shows three steps: 'Select service', 'Configuration', and 'Overview' (the current step).

The main content area is split into two columns. The left column is titled 'Current subscription charges' and shows details for '(NCE) Microsoft 365 Business Standard'. The right column is titled 'Subscription charges after upgrade' and shows details for '(NCE) Microsoft 365 Business Premium (New)'. Both columns include a 'Billing information' table with columns for 'Billing Type', 'Fee type', and 'Quantity'. Below the table, 'Selling price' and 'Cost' are listed for each subscription. At the bottom of each column, 'Total (Monthly)' and 'Cost Total (Monthly)' are displayed.

A blue information box at the bottom left of the current subscription section contains the text: 'After upgrade this subscription will be terminated and a new one will be created.' At the bottom of the page, there are buttons for 'CANCEL UPGRADE', 'BACK', and 'FINISH'. A 'Self Help' button is visible on the right side of the page. A '+ NEW' button is at the bottom left, and a notification icon with the number '15' is at the bottom right.

Current subscription charges		
(NCE) Microsoft 365 Business Standard		
Billing information		
Billing Type	Fee type	1 (Quantity)
PROMO Monthly (with 1-year commitment) - P1Y	Monthly Fee	
	<b>Selling price</b>	11.875\$
	<b>Cost</b>	11.875\$
<b>Total (Monthly)</b>		11.875 \$
<b>Cost Total (Monthly)</b>		11.875 \$

Subscription charges after upgrade		
(NCE) Microsoft 365 Business Premium (New)		
Billing information		
Billing Type	Fee type	1 (Quantity)
Monthly (with 1-year commitment) - P1Y	Monthly Fee	
	<b>Selling price</b>	22.00\$
	<b>Cost</b>	19.01\$
<b>Total (Monthly)</b>		22.00 \$
<b>Cost Total (Monthly)</b>		19.01 \$



# NCE: Upgrade functionality

After reviewing the information shown, click the **FINISH** button to complete the upgrade process. If you need to cancel the request, you can click the **CANCEL UPGRADE** button at any time.

The screenshot displays the INTCOMEX web application interface for upgrading a subscription. The navigation bar includes the INTCOMEX logo, menu items (Explore, Marketplaces, Quotes, Reports), a search bar, and language settings (English). The main content area is divided into two columns: 'Current subscription charges' and 'Subscription charges after upgrade'. Both columns show billing information for a Microsoft 365 subscription. The current subscription is 'Microsoft 365 Business Standard' with a selling price of 11.875\$ and a cost of 11.875\$. The upgraded subscription is 'Microsoft 365 Business Premium (New)' with a selling price of 22.00\$ and a cost of 19.01\$. A blue information box at the bottom left of the current charges section states: 'After upgrade this subscription will be terminated and a new one will be created.' At the bottom of the page, there are buttons for 'CANCEL UPGRADE', 'BACK', and 'FINISH'. A 'Self Help' button is visible on the right side of the page.

Current subscription charges			
(NCE) Microsoft 365 Business Standard			
<b>Billing information</b>			
<b>Billing Type</b>	<b>Fee type</b>	1 (Quantity)	
PROMO Monthly (with 1-year commitment) - P1Y	Monthly Fee		
	<b>Selling price</b>	11.875\$	
	<b>Cost</b>	11.875\$	
<b>Total (Monthly)</b>		11.875 \$	
<b>Cost Total (Monthly)</b>		11.875 \$	

Subscription charges after upgrade			
(NCE) Microsoft 365 Business Premium (New)			
<b>Billing information</b>			
<b>Billing Type</b>	<b>Fee type</b>	1 (Quantity)	
Monthly (with 1-year commitment) - P1Y	Monthly Fee		
	<b>Selling price</b>	22.00\$	
	<b>Cost</b>	19.01\$	
<b>Total (Monthly)</b>		22.00 \$	
<b>Cost Total (Monthly)</b>		19.01 \$	

**After upgrade this subscription will be terminated and a new one will be created.**

**CANCEL UPGRADE** **BACK** **FINISH**



# User guide—

New Commerce Experience (NCE)

Renew functionality

Intcomex Cloud Operations





# NCE: Renew functionality

First, select the NCE subscription that you want to modify the configuration for when it renews.

The screenshot displays the Intcomex Cloud interface. On the left, the 'COMPANY STRUCTURE' sidebar shows a tree view with 'MAGICDUST BOX' expanded, and '(NCE) Microsoft 365 Business Standard (1)' selected. The main content area shows the subscription details for '(NCE) Microsoft 365 Business Standard' under the account 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (423382)'. A blue banner at the top indicates 'This account has price protection till 2023-10-27 00:00 UTC'. Below this, the subscription name is displayed. Two pricing cards are shown: 'Cost' at 12.96 \$ Monthly fee and 'Selling price' at 15.00 \$ Monthly fee. Below the pricing cards are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'CONFIGURATION' tab is active, showing 'ORDER DETAILS' and 'CANCELATION' sections. The 'ORDER DETAILS' table includes fields for Subscription Name, Quantity, Billing Type, Microsoft Tenant Id, MPN ID (Reseller), and OfferId. The 'CANCELATION' section includes 'About cancellation' and 'Cancel until' (2023-10-04 14:15 (UTC)). Below the 'CANCELATION' section is the 'LICENSE REDUCTION' section, including 'About license reduction'. At the bottom, a navigation bar contains icons for 'NEW', 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'.

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTC0LDPB:0001:Commercial

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-10-04 14:15 (UTC)

About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the subscription. View the
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# NCE: Renew functionality

Then, click the **Renew** button.

The screenshot displays the Intcomex Cloud user interface. At the top, there is a navigation bar with the Intcomex Cloud logo, a search bar, and various utility icons. The main content area is divided into a left sidebar and a main panel. The sidebar shows a 'COMPANY STRUCTURE' tree with 'MAGICDUST BOX' selected, containing '(NCE) Microsoft 365 Business Standard (1)'. The main panel displays details for this subscription, including a price table and a bottom toolbar with several action buttons.

**Subscription Details:**

Cost	12.96 \$	Monthly fee
	12.96 \$	Per 1 month(s)

Selling price	15.00 \$	Monthly fee
	15.00 \$	Per 1 month(s)

**Subscription Information:**

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTCOLDPB:0001:Commercial

**Order Details:**

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965
OfferId	CFQ7TTCOLDPB:0001:Commercial

**Cancellation Information:**

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-10-04 14:15 (UTC)

**License Reduction Information:**

About license reduction	License reduction is only allowed within 7 days of purchasing new licenses on the subscription. View the
-------------------------	--

**Bottom Toolbar:**

- NEW
- NEW SERVICE
- TERMINATE
- RESET PRICE PROTECTION
- MOVE
- CHANGE STATUS
- RENEW**
- UPGRADE



# NCE: Renew functionality

Next, a new window will pop up where you can choose the configuration for the subscription when it renews.

The screenshot shows the Intcomex Cloud user interface. A 'Configuration' dialog box is open, allowing users to set renewal parameters. The dialog includes the following sections:

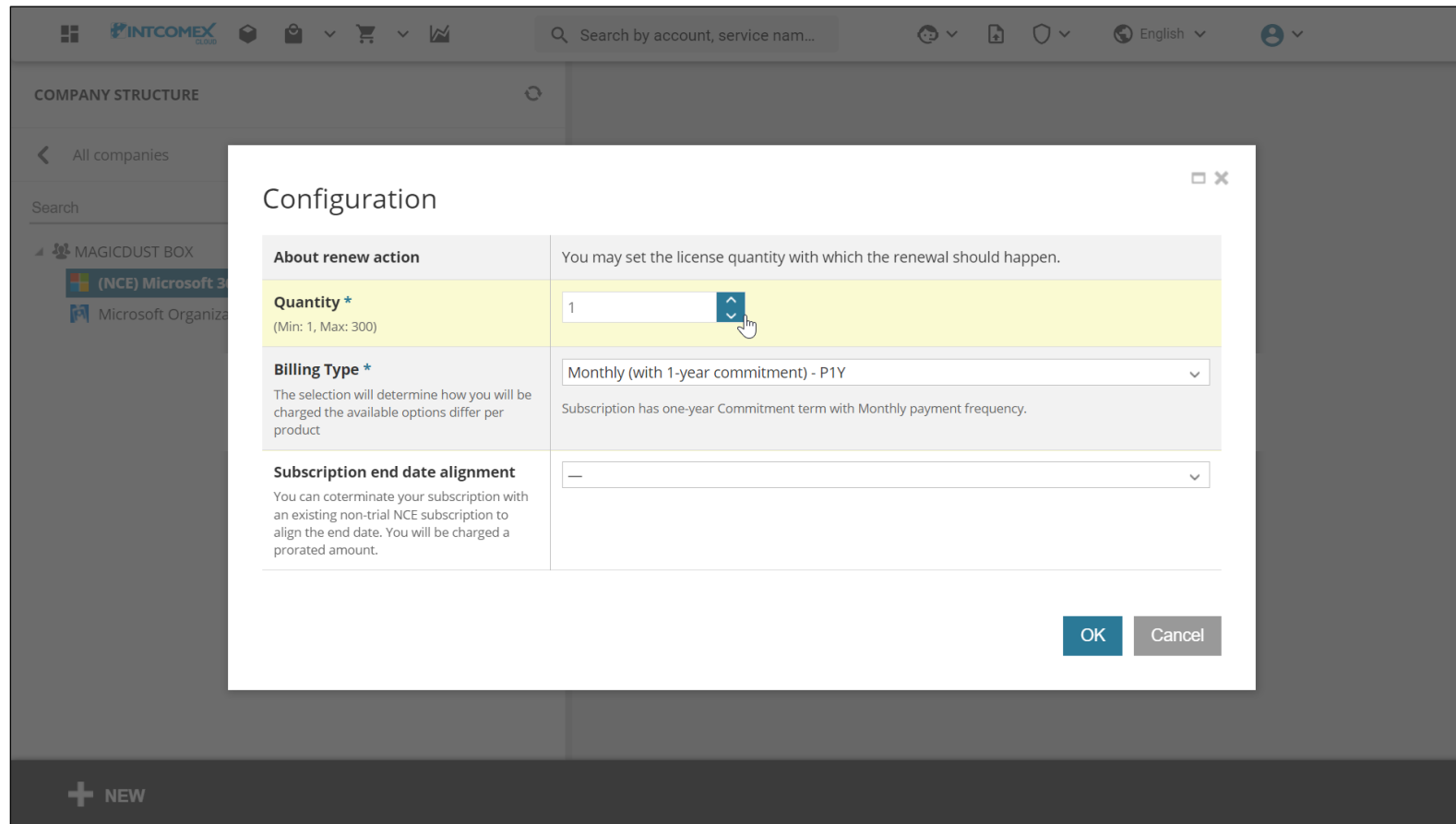
- About renew action:** A text box with the instruction: "You may set the license quantity with which the renewal should happen."
- Quantity \*:** A numeric input field set to "1", with a range of "(Min: 1, Max: 300)".
- Billing Type \*:** A dropdown menu currently set to "Monthly (with 1-year commitment) - P1Y". Below the dropdown, it states: "Subscription has one-year Commitment term with Monthly payment frequency."
- Subscription end date alignment:** A dropdown menu currently set to "--". Below it, it states: "You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount."

At the bottom right of the dialog are "OK" and "Cancel" buttons. The background interface shows a sidebar with "COMPANY STRUCTURE" and a list of companies including "MAGICDUST BOX", "(NCE) Microsoft 3", and "Microsoft Organiza".



# NCE: Renew functionality

In the **Quantity** field, enter the number of seats the subscription will include upon renewal.



The screenshot shows a web application interface with a 'Configuration' dialog box open. The dialog box has a title bar with a close button. It contains three main sections:

- About renew action:** A text box stating 'You may set the license quantity with which the renewal should happen.'
- Quantity \*:** A highlighted yellow section with a text input field containing the number '1'. Below the input field, it says '(Min: 1, Max: 300)'. A mouse cursor is pointing at the up/down arrow of the input field.
- Billing Type \*:** A dropdown menu currently showing 'Monthly (with 1-year commitment) - P1Y'. Below it, a note states 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Subscription end date alignment:** A dropdown menu currently showing a dash '—'. Below it, a note states 'You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.'

At the bottom right of the dialog box, there are two buttons: 'OK' (in a blue box) and 'Cancel' (in a grey box). The background of the application shows a sidebar with 'COMPANY STRUCTURE' and a search bar, and a top navigation bar with various icons and a search field.



# NCE: Renew functionality

Next, in the **Billing Type** field, choose the offer for the subscription at renewal.

The screenshot shows a 'Configuration' dialog box with the following fields:

- About renew action:** You may set the license quantity with which the renewal should happen.
- Quantity \*:** 1 (Min: 1, Max: 300)
- Billing Type \*:** Monthly (with 1-year commitment) - P1Y. Description: The selection will determine how you will be charged the available options differ per product. Subscription has one-year Commitment term with Monthly payment frequency.
- Subscription end date alignment:** —. Description: You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.

Buttons: OK, Cancel



# NCE: Renew functionality

Then, in the **Subscription end date alignment** field, you can optionally choose a date if you want the NCE subscription to match the expiration date of another existing NCE subscription upon renewal.

The screenshot shows a 'Configuration' dialog box with the following fields:

<b>About renew action</b>	You may set the license quantity with which the renewal should happen.
<b>Quantity *</b> <small>(Min: 1, Max: 300)</small>	1
<b>Billing Type *</b> <small>The selection will determine how you will be charged the available options differ per product</small>	Monthly (with 1-year commitment) - P1Y <small>Subscription has one-year Commitment term with Monthly payment frequency.</small>
<b>Subscription end date alignment</b> <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>	—

Buttons: OK, Cancel



# NCE: Renew functionality

After that, click the **OK** button to save your changes.

The screenshot shows a web application interface with a 'Configuration' dialog box open. The background is a dark grey sidebar with 'COMPANY STRUCTURE' and a search bar. The dialog box is white with a title bar and contains the following sections:

- About renew action:** You may set the license quantity with which the renewal should happen.
- Quantity \*:** A numeric input field containing '1', with a range '(Min: 1, Max: 300)' below it.
- Billing Type \*:** A dropdown menu showing 'Monthly (with 1-year commitment) - P1Y'. Below it, text reads: 'The selection will determine how you will be charged the available options differ per product' and 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Subscription end date alignment:** A dropdown menu showing a dash '-'.
- Below the dropdowns, text reads: 'You can coterminate your subscription with an existing non-trial NCE subscription to align the end date. You will be charged a prorated amount.'

At the bottom right of the dialog box are two buttons: a blue 'OK' button and a grey 'Cancel' button. A mouse cursor is pointing at the 'OK' button.



# NCE: Renew functionality

Finally, at the top, you'll see a message stating that the subscription has a configuration for renewal. To check the applied configuration, simply click the **Renew** button.

COMPANY STRUCTURE

All companies

Search

MAGICDUST BOX

- (NCE) Microsoft 365 Business Standard (1)
- Microsoft Organization tenant (magicdustbox.onmicrosoft.com)

Search by account, service nam...

English

This account has price protection till 2023-10-27 00:00 UTC

This subscription is configured for **renew**

ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (423382)

### (NCE) Microsoft 365 Business Standard

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

CONFIGURATION SERVICE INFO AVAILABLE SERVICES AUDIT LOG

ORDER DETAILS

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID (Reseller)	6395965

CANCELATION

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-10-04 14:15 (UTC)

LICENSE REDUCTION

About license reduction	License reduction is only allowed within 7 days of purchasing new
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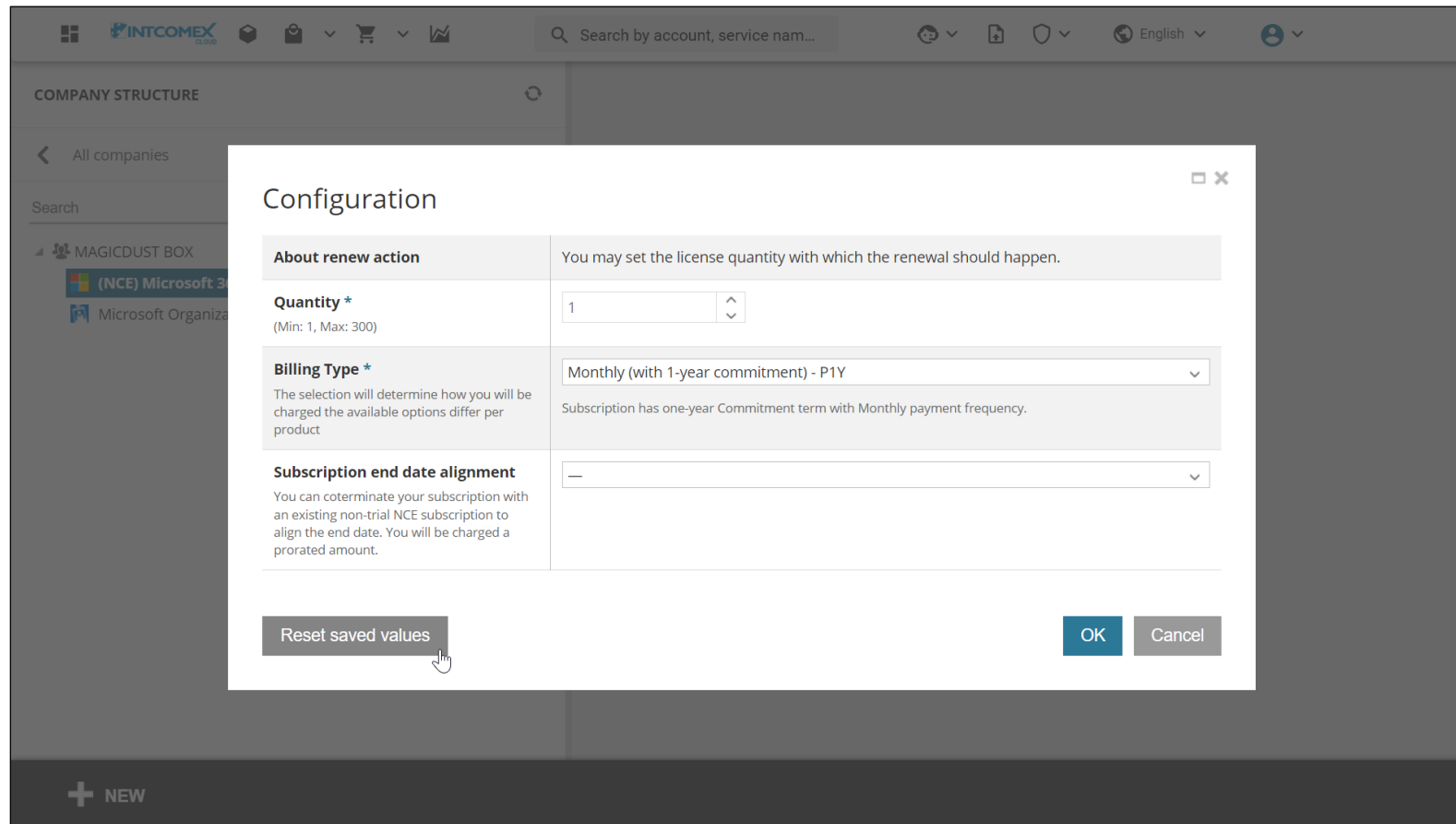
+ NEW

NEW SERVICE TERMINATE RESET PRICE PROTECTION MOVE CHANGE STATUS RENEW UPGRADE



# NCE: Renew functionality

If you want to restore the default values, simply click the **Reset saved values** button.



The screenshot shows a web application interface with a 'Configuration' dialog box open. The background is a dark grey sidebar with 'COMPANY STRUCTURE' and a search bar. The dialog box is white with a title bar and contains the following sections:

- About renew action**: You may set the license quantity with which the renewal should happen.
- Quantity \***: A numeric input field with the value '1' and a range '(Min: 1, Max: 300)'. There are up and down arrow buttons next to the input.
- Billing Type \***: A dropdown menu showing 'Monthly (with 1-year commitment) - P1Y'. Below it, a note states: 'Subscription has one-year Commitment term with Monthly payment frequency.'
- Subscription end date alignment**: A dropdown menu showing a dash '-'.

At the bottom of the dialog box, there are three buttons: 'Reset saved values' (highlighted with a mouse cursor), 'OK', and 'Cancel'. The 'NEW' button is visible in the bottom left corner of the application interface.



