



Manual de Usuario

Envió automático de reportes



Última actualización: 15 de noviembre 2024
Intcomex Cloud Operations



Manual de Usuario—

Envió automático de reportes

Introducción

Intcomex Cloud Operations



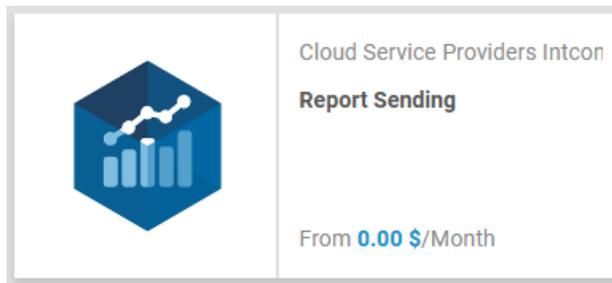


Envío automático de reportes: Introducción

Ahora disponemos de una nueva funcionalidad en ICP, llamada "report sending". Esta se encuentra como un servicio gratuito dentro del Marketplace. En ella podemos seleccionar los reportes que recibiremos por medio del correo electrónico.

Debemos tomar en consideración lo siguiente:

- Los reportes se enviarán el **primer día de cada mes**
- Los reportes se enviarán a **todas las direcciones de correo electrónico** de los destinatarios especificadas en el campo de destinatarios
- Los reportes se enviarán para el último intervalo de facturación cerrado (**mes anterior**)
- Los reportes no se enviarán si ninguno de los usuarios del reseller tiene una contraseña válida y actualizada y la capacidad de ejecutar los informes seleccionados





Manual de Usuario—

Envió automático de reportes

Procedimiento

Intcomex Cloud Operations





Envió automático de reportes : Procedimiento

Como primer paso hacemos clic sobre la cuenta del reseller

The screenshot shows a search interface on the left and a details page on the right. The search bar contains 'ABBIE BOX S.A.C.' and a dropdown menu lists several results, with 'ABBIE BOX S.A.C.' highlighted. The details page for 'ABBIE BOX S.A.C.' shows a navigation menu with 'OVERVIEW', 'SUPPORT', 'AVAILABLE SERVICES', 'BILLING', and 'SECURITY'. The 'COMPANY DETAILS' section contains a table with the following data:

ABBIE BOX S.A.C.	
OVERVIEW SUPPORT AVAILABLE SERVICES BILLING SECURITY	
▼ 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





Envió automático de reportes : Procedimiento

Hacemos clic sobre la opción NEW SERVICE ubicado en la barra inferior

The screenshot displays the user interface for 'ABBIE BOX S.A.C.' with the following sections:

- Navigation:** OVERVIEW (selected), 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
Marketplaces	Marketplace 1 (8) Marketplace Azure Plan (8)
CreateUserIdService	false
- CONTRACT DETAILS:**

Customer ID	
Company contract end date	2021-07-23 00:17 (UTC)
- INVOICING:**

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

Address	Ca. Los Negocios 448
City	Surquillo
Country	Peru
Zip code	15494
Email	arturo.bejarano@abbiebox.com
Contact phone	924950856
Contact person	Arturo Bejarano
Technical contact	
Technical contact email	
- PAYMENT DETAILS:**

Billing start date	2021-07-22 23:17 (UTC)
Currency	USD
Bank name	
Bank Identifier Code	
SWIFT code	
Account number	
IDAM	

Bottom Navigation Bar: + NEW, NEW SERVICE (highlighted), EXPORT, CREDENTIALS TO ALL USERS.



Envió automático de reportes : Procedimiento

Buscamos el servicio llamado "REPORT SENDING" (previamente debe estar agregado en el Marketplace) en la opción de Search o bien lo buscamos dentro de la lista.

Select service Terms and Conditions Order review □ ×

Order service

Search Q

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) 10-Year Audit Log Retention Add On for FLW
-  (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)

Next ➔





Envió automático de reportes : Procedimiento

Una vez encontramos dicho servicio, lo seleccionamos, y presionamos la opción **NEXT**

Select service Terms and Conditions Configuration Order review

Order service

report sending

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

Report Sending

Report Sending (Cloud Service Providers Intcomex)

Vendor: **Cloud Service Providers Intcomex**
Category: **Others**
Tags: **Marketplace Customization, sabina.guluzade@also.com**

Next →



Envió automático de reportes : Procedimiento

Aceptamos términos y condiciones en caso no lo hayamos hecho anteriormente, y presionamos la opción NEXT

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

Report Sending (Cloud Service Providers Intcomex)

Report Sending

The service is provided as is without any SLA or any other explicit or implied warranty.

You have accepted these Terms and Conditions.

⏪ Back **Next** ⏩





Envió automático de reportes : Procedimiento

Ingresamos la información que se nos pide en la siguiente ventana

Select service	Terms and Conditions	Configuration	Order review
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Report Sending (Cloud Service Providers Intcomex)

▼ Details

Recipients * Comma separated list of recipients for the report.	<input type="text"/>
---	----------------------

▼ INVOICE AGGREGATION REPORT

Information About Invoice Aggregation Report	Everything we have sold in specified month. Can be filtered by services, companies and resellers. Also includes COGS that we have to pay. Data for past months never changes, but the preview of the current month is updated every Friday morning. Note that this does NOT include private catalog services! By default report shows last closed month, but if you pass it a day within current month, it will show current month's preview, if available. Selected by default
Invoice Aggregation *	<input checked="" type="checkbox"/>

▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT

Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.
Private Catalog Invoice Aggregation	<input type="checkbox"/>

▼ RENEWAL OVERVIEW REPORT

Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.
Renewal Overview	<input type="checkbox"/>

◀ Back Next ▶



Envió automático de reportes : Procedimiento

En el primer campo "Recipients", ingresamos los correos electrónicos de las personas que recibirán los reportes. Podemos separar con una coma los diferentes correos electrónicos.

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
▼ Details			
Recipients * Comma separated list of recipients for the report.		<input type="text" value="admin@abbiebox.com, ventas@abbiebox.com"/>	
▼ INVOICE AGGREGATION REPORT			
Information About Invoice Aggregation Report		Everything we have sold in specified month. Can be filtered by services, companies and resellers. Also includes COGS that we have to pay. Data for past months never changes, but the preview of the current month is updated every Friday morning. Note that this does NOT include private catalog services! By default report shows last closed month, but if you pass it a day within current month, it will show current month's preview, if available. Selected by default	
Invoice Aggregation *		<input checked="" type="checkbox"/>	
▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT			
Information About Private Catalog Invoice Aggregation Report		Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.	
Private Catalog Invoice Aggregation		<input type="checkbox"/>	
▼ RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report		Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.	
Renewal Overview		<input type="checkbox"/>	



Envió automático de reportes : Procedimiento

En el siguiente campo "Invoice aggregation report", seleccionamos el checkbox en caso necesitemos recibir dicho reporte.

El invoice aggregation nos dará información de todas las ventanas que se realizaron en el mes y este es el reporte que Intcomex utiliza para facturar a cada reseller.

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
▼ Details			
Recipients *	admin@abbiebox.com, ventas@abbiebox.com		
▼ INVOICE AGGREGATION REPORT			
Information About Invoice Aggregation Report	Everything we have sold in specified month. Can be filtered by services, companies and resellers. Also includes COGS that we have to pay. Data for past months never changes, but the preview of the current month is updated every Friday morning. Note that this does NOT include private catalog services! By default report shows last closed month, but if you pass it a day within current month, it will show current month's preview, if available. Selected by default		
Invoice Aggregation *	<input checked="" type="checkbox"/>		
▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT			
Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
Private Catalog Invoice Aggregation	<input type="checkbox"/>		
▼ RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
Renewal Overview	<input type="checkbox"/>		

Back Next



Envió automático de reportes : Procedimiento

En el siguiente campo "Private catalog invoice aggregation report", seleccionamos el checkbox en caso necesitemos recibir dicho reporte.

El private catalog invoice aggregation report nos dará la misma información que el invoice aggregation pero solo con los servicios del catalogo privado

Select service	Terms and Conditions	Configuration	Order review
 Report Sending (Cloud Service Providers Intcomex)			
▼ Details			
Recipients * <small>Comma separated list of recipients for the report.</small>	<input type="text" value="admin@abbiebox.com, ventas@abbiebox.com"/>		
▼ INVOICE AGGREGATION REPORT			
Information About Invoice Aggregation Report	Everything we have sold in specified month. Can be filtered by services, companies and resellers. Also includes COGS that we have to pay. Data for past months never changes, but the preview of the current month is updated every Friday morning. Note that this does NOT include private catalog services! By default report shows last closed month, but if you pass it a day within current month, it will show current month's preview, if available. Selected by default		
Invoice Aggregation *	<input checked="" type="checkbox"/>		
▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT			
Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
Private Catalog Invoice Aggregation	<input type="checkbox"/>		
▼ RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
Renewal Overview	<input type="checkbox"/>		

[Back](#) [Next](#)



Envió automático de reportes : Procedimiento

En el siguiente campo "Renewal overview report", seleccionamos el checkbox "renewal overview" en caso necesitemos recibir dicho reporte.

El renewal overview report nos proporciona información de las renovaciones de suscripciones NCE, si seleccionamos "include all" generara un reporte de renovación de todos los servicios.

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
Private Catalog Invoice Aggregation	<input type="checkbox"/>		
RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
Renewal Overview	<input type="checkbox"/>		
Include All	<input type="checkbox"/>		
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)	<input type="text"/>		
Quoteld	bbf06333-456b-4332-b095-c8035fb6a496		

Back Next



Envió automático de reportes : Procedimiento

En el siguiente campo "Technical details", seleccionamos el checkbox en caso necesitemos que nos notifique cuando se complete el aprovisionamiento de este servicio "report sending"

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
Private Catalog Invoice Aggregation	<input type="checkbox"/>		
RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
Renewal Overview	<input checked="" type="checkbox"/>		
Include All	<input type="checkbox"/>		
Technical details			
Notify me Notify when provisioning will be completed	<input checked="" type="checkbox"/>		
Billing			
Contract ID Custom contract ID for an account. Used in Online Bill (XLS)	<input type="text"/>		
Quotetid	bbf06333-456b-4332-b095-c8035fb6a496		

[Back](#) [Next](#)



Envió automático de reportes : Procedimiento

En el siguiente campo "Billing", lo dejamos en blanco ya que este no es un servicio de paga.

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
Private Catalog Invoice Aggregation	<input type="checkbox"/>		
RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
Renewal Overview	<input checked="" type="checkbox"/>		
Include All	<input type="checkbox"/>		
Technical details			
Notify me Notify when provisioning will be completed	<input checked="" type="checkbox"/>		
Billing			
Contract ID Custom contract ID for an account. Used in Online Bill (XLS)	<input type="text"/>		
Quoteld	bbf06333-456b-4332-b095-c8035fb6a496		

[Back](#) [Next](#)





Envió automático de reportes : Procedimiento

Una vez ingresamos toda la información requerida, seleccionamos la opción **NEXT**

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
Private Catalog Invoice Aggregation	<input type="checkbox"/>		
RENEWAL OVERVIEW REPORT			
Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
Renewal Overview	<input checked="" type="checkbox"/>		
Include All	<input type="checkbox"/>		
Technical details			
Notify me Notify when provisioning will be completed	<input checked="" type="checkbox"/>		
Billing			
Contract ID Custom contract ID for an account. Used in Online Bill (XLS)	<input type="text"/>		
Quoteld	<input type="text" value="bbf06333-456b-4332-b095-c8035fb6a496"/>		

[Back](#) [Next](#)





Envió automático de reportes : Procedimiento

Una vez creado, veremos el producto agregado bajo el reseller

INTCOMEX PERU S.A.C. > ABBIE BOX S.A.C. > Report Sending (517670)

Report Sending

CONFIGURATION SERVICE INFO AVAILABLE SERVICES PROVISIONING AUDIT LOG SPECIAL DEAL

COMPANY STRUCTURE

All companies

Search

- ABBIE BOX S.A.C.
 - admin@abbiebox.com
 - billing@abbiebox.com
 - Marketplace Branding (store.marketplacelatam.cloud)
 - Microsoft Organization tenant (abbiebox.onmicrosoft.com)
 - Report Sending (admin@abbiebox.com, ventas@abbiebox.com)**
 - test.whatfixx@abbiebox.com

DETAILS

Recipients	admin@abbiebox.com, ventas@abbiebox.com
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INVOICE AGGREGATION REPORT

Information About Invoice Aggregation Report	Everything we have sold in specified month. Can be filtered by services, companies and resellers. Also includes COGS that we have to pay. Data for past months never changes, but the preview of the current month is updated every Friday morning. Note that this does NOT include private catalog services! By default report shows last closed month, but if you pass it a day within current month, it will show current month's preview, if available. Selected by default
Invoice Aggregation	true

PRIVATE CATALOG INVOICE AGGREGATION REPORT

Information About Private Catalog Invoice Aggregation Report	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.
Private Catalog Invoice Aggregation	true

RENEWAL OVERVIEW REPORT

Information About Renewal Overview Report	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.
Renewal Overview	true
Include All	true

BILLING

Billing start date	2024-11-15 16:54 (UTC)
Is billable	true

+ NEW

REGULATE PROVISIONING NEW SERVICE TERMINATE MOVE

The logo features a square icon on the left containing a stylized white arrow pointing right, with a grid pattern behind it. To the right of the icon, the text "INTCOMEX" is written in a large, bold, white, sans-serif font. Below "INTCOMEX", the word "CLOUD" is written in a smaller, white, sans-serif font.

INTCOMEX
CLOUD

