



# 🔗 User Manual

## Single sign-on (SSO)





# User Manual—

## Single Sign-On (SSO)

### Introduction

Intcomex Cloud Operations





# Single Sign-On (SSO): Introduction

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Single Sign-On (SSO) is an authentication process that allows users to log in once using a single set of credentials and access multiple applications during the same session.



Requirements:

- Have an active user in ICP
- Have the "Marketplace Branding" service provisioned (see the manual at this [link](#))
- Have the "SSO Azure AD Client" service provisioned (described in this manual)





# User Manual—

## Single Sign-On (SSO) Procedure

Intcomex Cloud Operations





# Single Sign-On (SSO): Procedure

As the first step, select the reseller account.

The screenshot shows the INTCOMEX Cloud interface. At the top, there is a navigation bar with icons for Explore, Marketplaces, Quotes, Orders, and Reports, along with a search bar and user settings. The main content area is divided into two sections: a left sidebar for 'COMPANY HIERARCHY' and a main panel for 'ABBIE BOX S.A.C.'.

**COMPANY HIERARCHY**

- ABBIE BOX S.A.C. >

Filter resellers and companies

- ABBIE BOX S.A.C.**
- AIR WICK
- CLOUDY TEAM
- Dupla Mix, S.A. - 22
- ERITECH PERU S.A.
- Global access Digital
- Global Access P
- KIOSK STORE
- LAIN AIRLINES SAC
- MAGICDUST BOX
- TRANSBER S.A.C.
- uv defender anti fotoenvejecimiento anti brillo loreal paris internatona
- uv defender anti fotoenvejecimiento anti brillo loreal paris internatona

**ABBIE BOX S.A.C.**

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

**COMPANY DETAILS**

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

**ACCOUNT INFORMATION**

Language	Spanish
CreateUserIdService	false
Attachments	

**CONTRACT DETAILS**

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

**INVOICING**

Reference number	
Terms of payments	On presentation of invoice
Crefo 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	
IBAN	
Account name	

At the bottom of the interface, there is a dark bar with a '+ NEW' button and three icons: 'NEW SERVICE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'.



# Single Sign-On (SSO): Procedure

Select the "new service" option from the bottom bar.

**COMPANY STRUCTURE**

- All companies
- Filter subscriptions and users
- ABIE BOX S.A.C.
  - Users
    - Marketplace Branding (store.marketplacelatam.cloud)
    - Microsoft Organization tenant (abbiebox.onmicrosoft.com)
    - Report Sending (mirna.gomez@intcomex.com)

**ABBIE BOX S.A.C.**

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

**COMPANY DETAILS**

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

**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	

**ACCOUNT INFORMATION**

Language	Spanish
CreateUserIdService	false
Attachments	

**CONTRACT DETAILS**

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

**INVOICING**

Reference number	
Terms of payments	On presentation of invoice
Crefo number	

**PAYMENT DETAILS**

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

**Bottom Bar:** + NEW | NEW SERVICE | EXPORT | CREDENTIALS TO ALL USERS



# Single Sign-On (SSO): Procedure

On the next screen, search for the service "SSO Azure AD Client" in the search field.

Select service      Terms and Conditions      Order review      □ ×

### Order service

Search

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

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

Next ➔



# Single Sign-On (SSO): Procedure

Select the product, then click "next".

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

## Order service

SSO Azure AD Client ✕ 🔍

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

📦 SSO Azure AD Client

SSO Azure AD Client will be connected to the following existing service:

📦 Marketplace Branding (testssso.marketplacelatam.cloud) ▾

📦 SSO Azure AD Client (Cloud Service Providers)

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Branded SSO Azure AD Client registration

Vendor:      **Cloud Service Providers**  
Category:    **Others**  
Tags:        **Access Management**

**Next** ➔



# Single Sign-On (SSO): Procedure

In the next window, you will be asked to provide a title or name for the SSO button. For this example, enter: "Sign in with Microsoft".

Select service	Terms and Conditions	Configuration	Order review	□ ×
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SSO Azure AD Client (Cloud Service Providers)

▼ Details

<b>Title *</b> Name of SSO button to display on branded page	<input type="text"/>
<b>Multitenant</b> Specify true if configuration is done for Azure SSO with Multitenant configuration.	<input checked="" type="checkbox"/>
<b>User Automapping *</b> Specify true if users on first successful login should be automatically mapped to ACMP users.	<input checked="" type="checkbox"/>

▼ Technical details

<b>Notify me</b> Notify when provisioning will be completed	<input type="checkbox"/>
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▼ Billing

<b>Contract ID</b> Custom contract ID for an account. Used in Online Bill (XLS)	<input type="text"/>
<b>Purchase Order Number</b> Custom purchase order number can be specified for subscription and it will be visible in billing related reports and APIs	<input type="text"/>
<b>Quoteld</b>	64fd789a-204f-4e7f-801a-59b167954cc8





# Single Sign-On (SSO): Procedure

Once you enter the button name, click "next".

Select service    Terms and Conditions    Configuration    Order review    □ ×

## SSO Azure AD Client (Cloud Service Providers)

▼ Details

<b>Title *</b> Name of SSO button to display on branded page	<input type="text" value="Sign in with Microsoft"/>
<b>Multitenant</b> Specify true if configuration is done for Azure SSO with Multitenant configuration.	<input checked="" type="checkbox"/>
<b>User Automapping *</b> Specify true if users on first successful login should be automatically mapped to ACMP users.	<input checked="" type="checkbox"/>

▼ Technical details

<b>Notify me</b> Notify when provisioning will be completed	<input type="checkbox"/>
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▼ Billing

<b>Contract ID</b> Custom contract ID for an account. Used in Online Bill (XLS)	<input type="text"/>
<b>Purchase Order Number</b> Custom purchase order number can be specified for subscription and it will be visible in billing related reports and APIs	<input type="text"/>
<b>Quoteld</b>	<input type="text" value="64fd789a-204f-4e7f-801a-59b167954cc8"/>

◀ Back    Next ▶



# Single Sign-On (SSO): Procedure

Finish the provisioning by selecting "finish".

Progress bar: Select service | Terms and Conditions | Configuration | Order review

SSO Azure AD Client (Cloud Service Providers)

Billing information

Attributes	Fee type	Sales price
This service is free of charge		

Schedule provisioning (UTC) Enter date

Back Finish



# Single Sign-On (SSO): Procedure

The SSO service has now been created.

The screenshot shows the Intcomex user interface for configuring an SSO Azure AD Client. The top navigation bar includes the Intcomex logo, menu items like 'Explore', 'Marketplaces', 'Quotes', 'Orders', and 'Reports', a search bar, and user settings for 'Hora UTC', 'English', and a profile icon.

The main content area is divided into two sections:

- COMPANY STRUCTURE:** A sidebar on the left showing a tree view under 'All companies' for 'ABBIE BOX S.A.C.'. It lists 'Users' with three entries: 'Marketplace Branding (store.marketplacelatam.cloud)', 'Microsoft Organization tenant (abbiebox.onmicrosoft.com)', and 'Report Sending (mirna.gomez@intcomex.com)'. The 'SSO Azure AD Client (Sign in with Microsoft)' entry is highlighted with a yellow background.
- SSO Azure AD Client (586207):** The main configuration panel with tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. It features two tables:
  - DETAILS:**

Title	Sign in with Microsoft	
Multitenant	true	
User Automapping	true	
  - BILLING:**

Billing start date	2025-09-17 22:26 (UTC)
Contract ID	
Purchase Order Number	

At the bottom, there is a dark grey bar with a '+ NEW' button and three icons: 'NEW SERVICE', 'TERMINATE', and 'MOVE'. A lightbulb icon is also visible on the right side of the main content area.

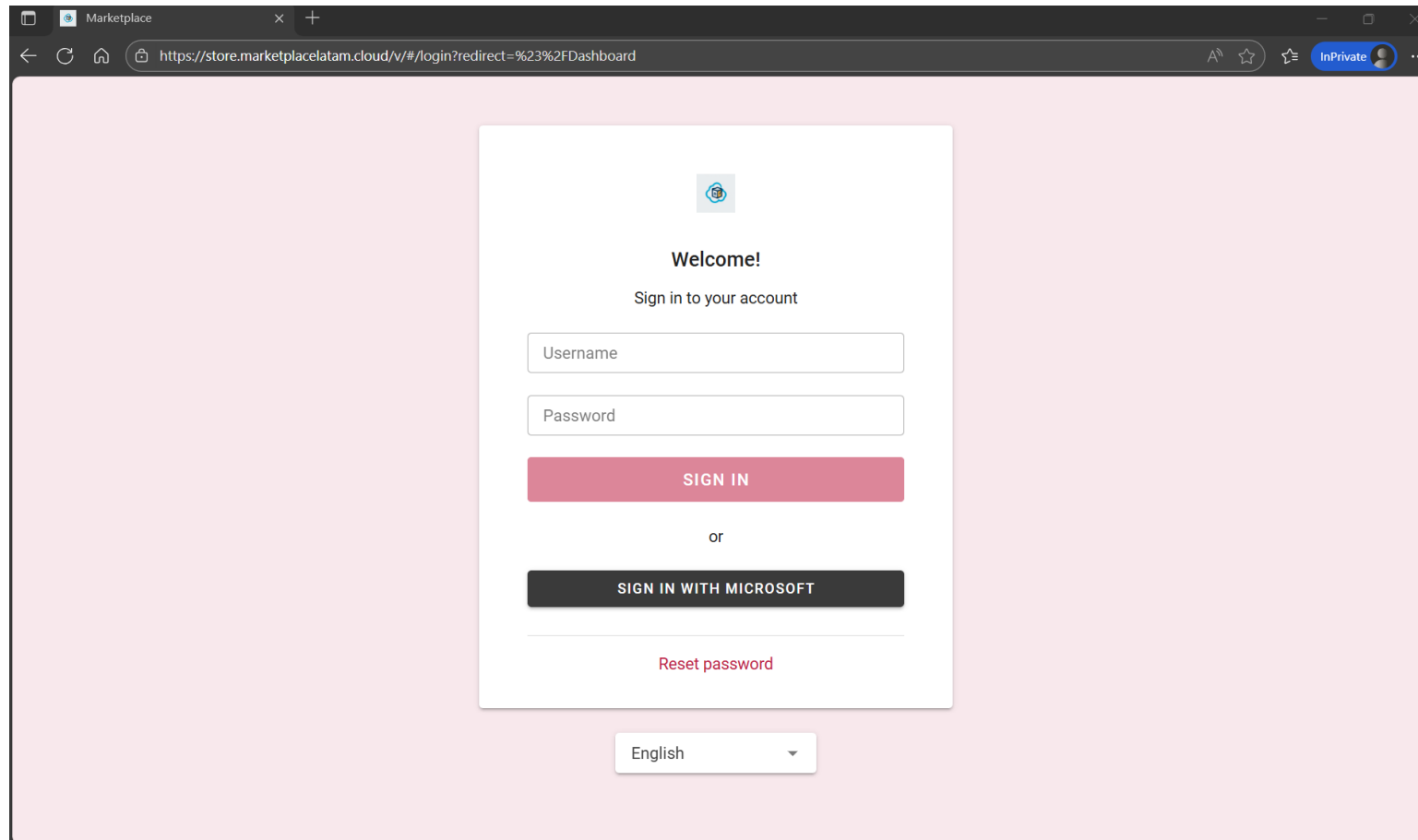


# Single Sign-On (SSO): Procedure

Next, sign in with your Microsoft account (or another account) using the URL configured in Marketplace Branding.

For example, in this case, we configured the branding with the URL: store.marketplacelatam.cloud.

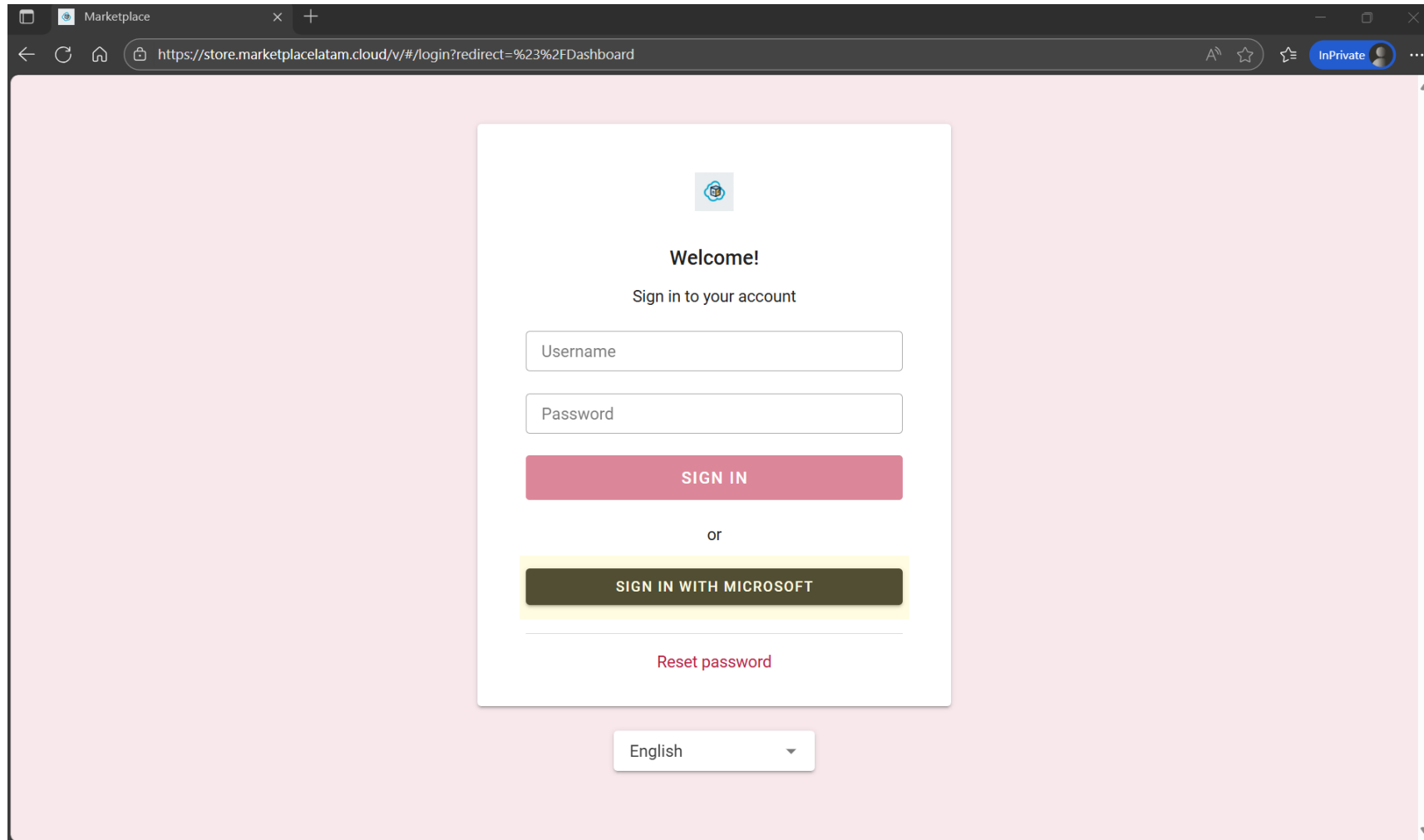
*\*It is recommended to do this in private/incognito mode*





# Single Sign-On (SSO): Procedure

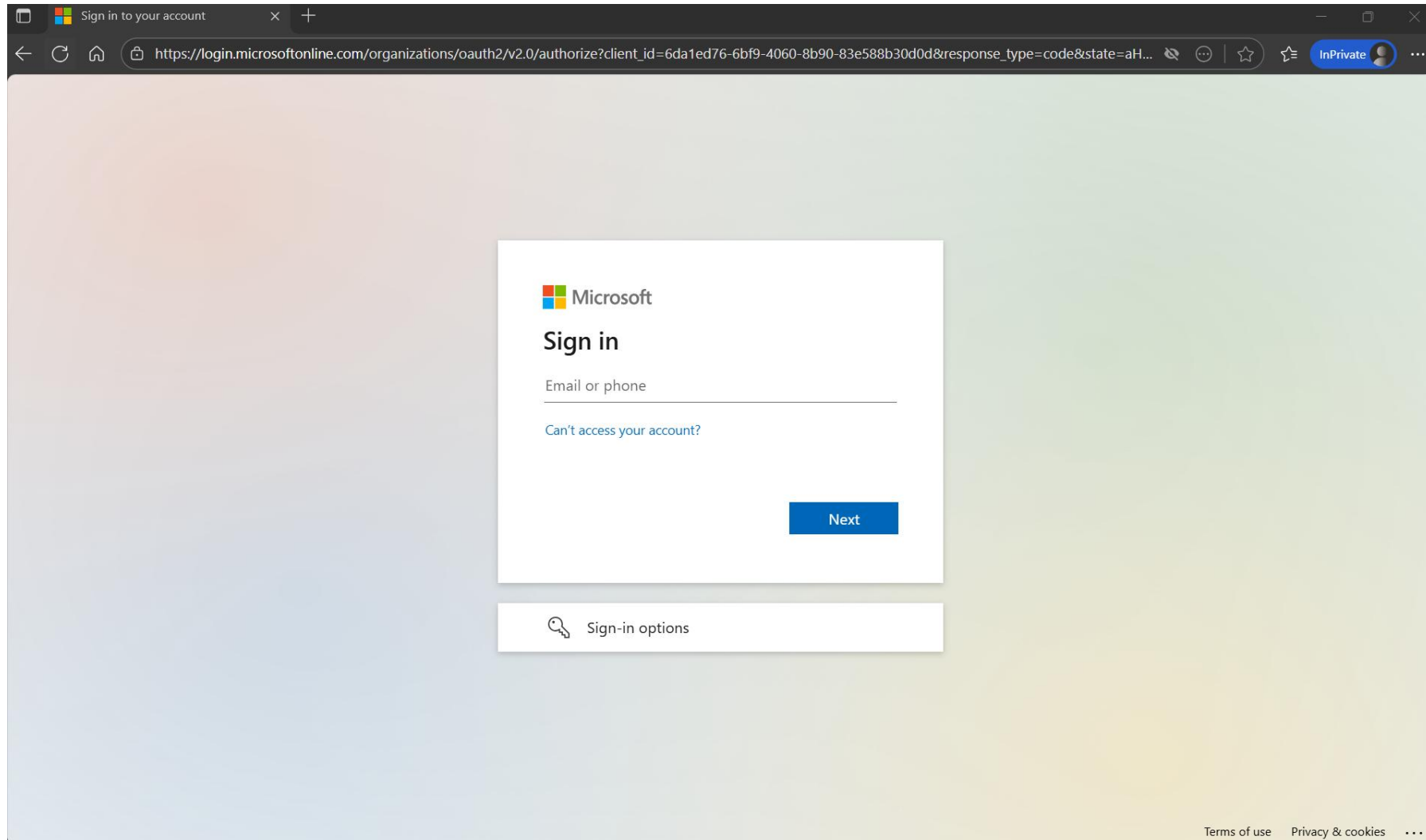
As the first step, select the button you created for SSO—in this case, “Sign in with Microsoft”.





# Single Sign-On (SSO): Procedure

On the next window, you will be asked to enter your Microsoft account.





# Single Sign-On (SSO): Procedure

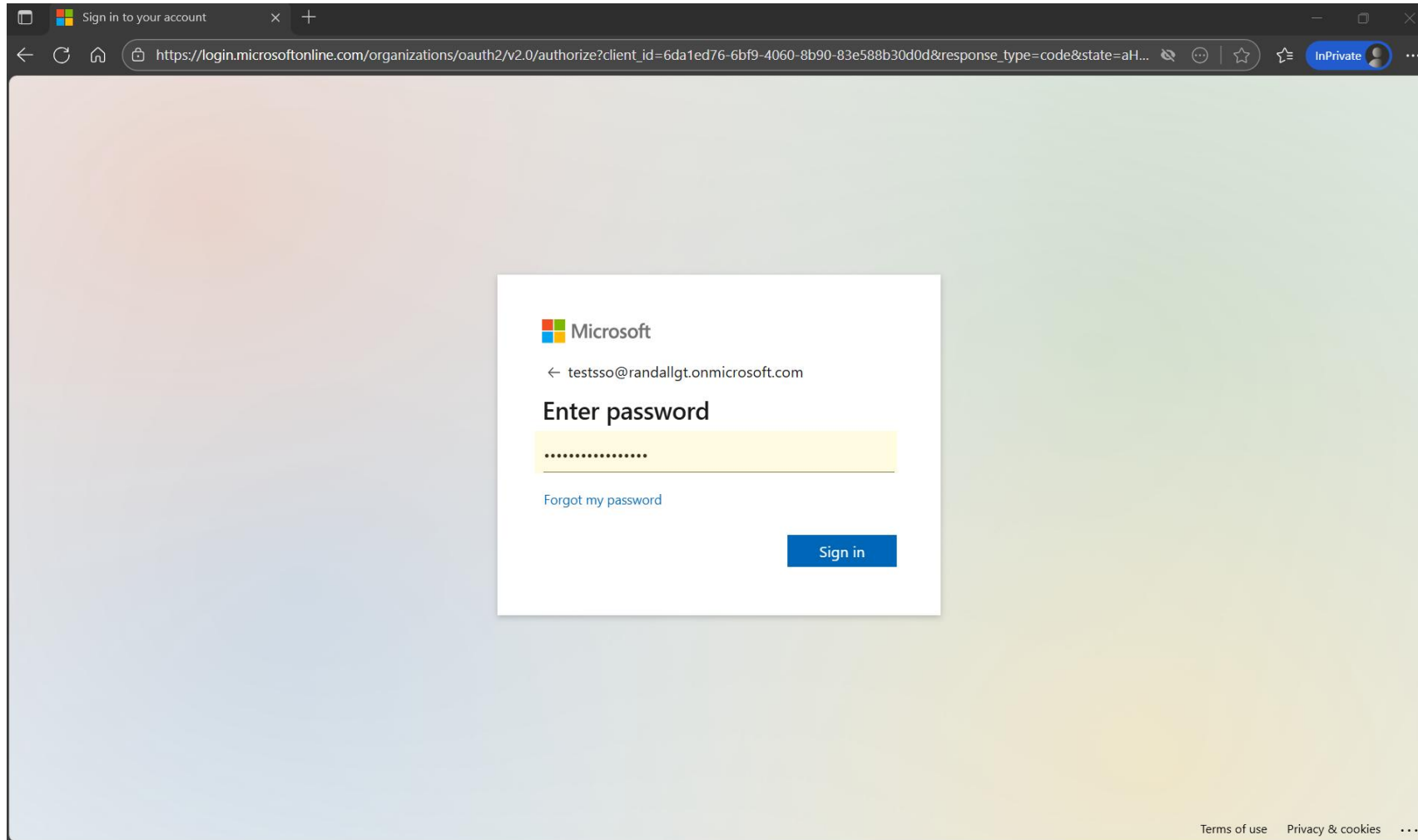
Once entered, click the "next" option.

The screenshot shows a browser window with the title "Sign in to your account". The address bar contains the URL: `https://login.microsoftonline.com/organizations/oauth2/v2.0/authorize?client_id=6da1ed76-6bf9-4060-8b90-83e588b30d0d&response_type=code&state=aH...`. The main content area features a white sign-in card with the Microsoft logo and the text "Sign in". Below this, the email address "testsso@randallgt.onmicrosoft.com" is entered in a yellow-highlighted input field. A blue "Next" button is positioned at the bottom right of the card. Below the card, there is a white box with a key icon and the text "Sign-in options". At the bottom right of the page, there are links for "Terms of use" and "Privacy & cookies".



# Single Sign-On (SSO): Procedure

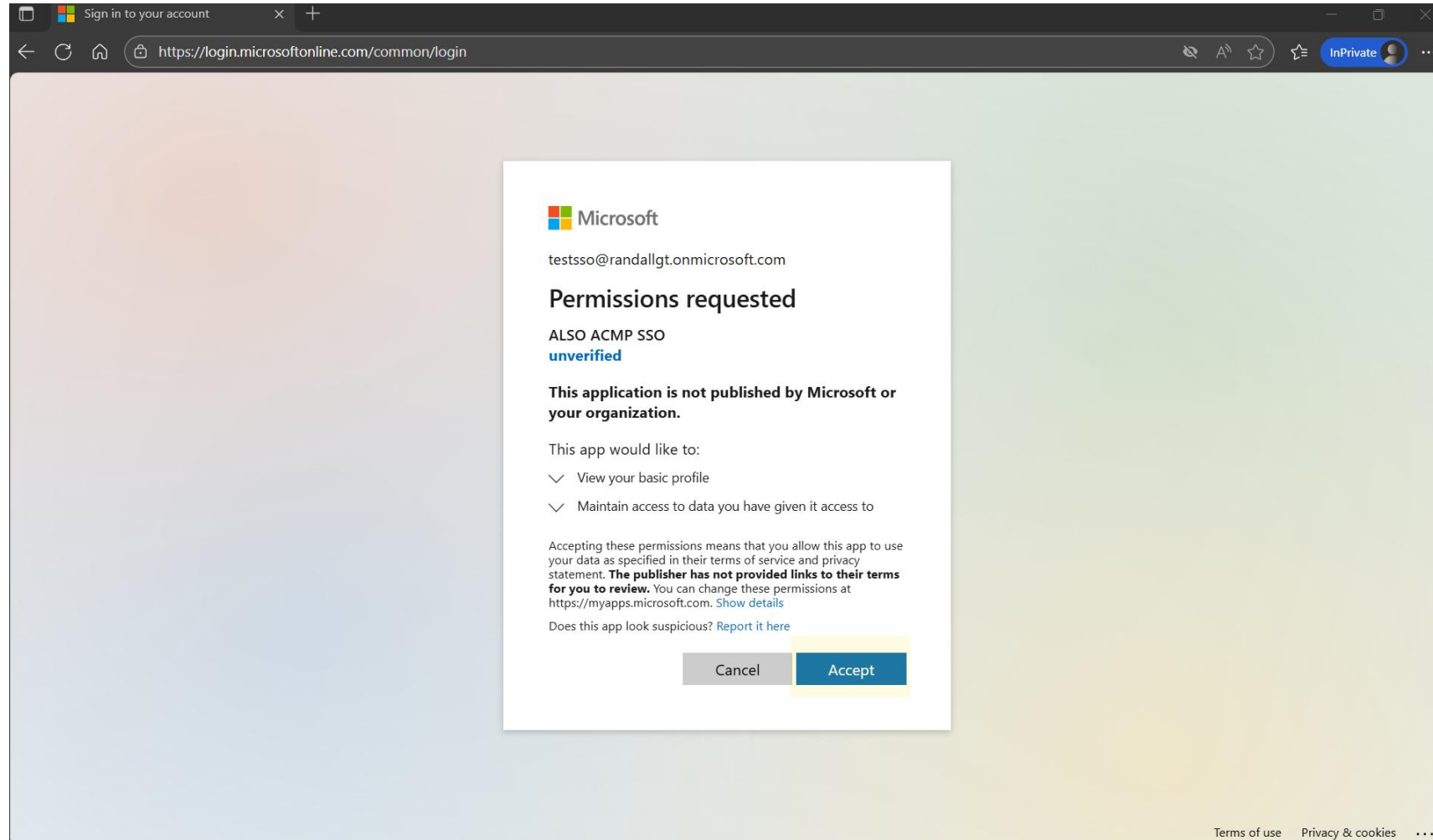
Enter the password for that account, then click "sign in".





# Single Sign-On (SSO): Procedure

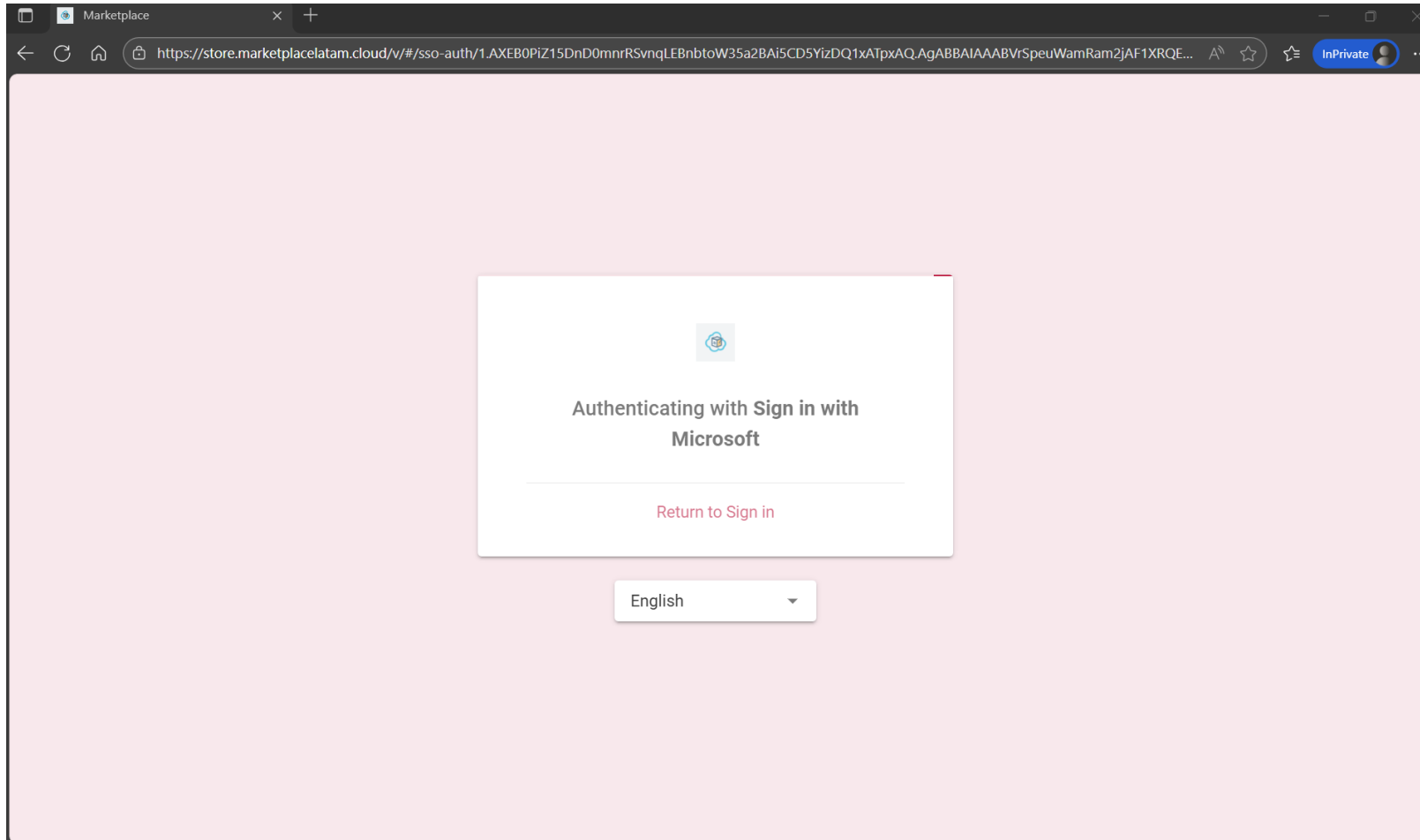
Grant permissions to ALSO ACMP SSO by selecting "accept".





# Single Sign-On (SSO): Procedure

A screen will appear indicating that the relationship is being processed.





# Single Sign-On (SSO): Procedure

Now enter your ICP username and password.

The screenshot shows a web browser window with the address bar displaying the URL: `https://store.marketplacelatam.cloud/v/#/sso-link/fgyQvHHDVQkxQ8fG-NXvhBxkBssBEez01xHqwFsjsg`. The browser's address bar also shows "InPrivate" mode. The main content area features a white sign-in form centered on a light pink background. At the top of the form is a small icon of a person with a gear. Below the icon, the text reads: "Link Sign in with Microsoft with your Marketplace account". This is followed by the instruction: "This is the first time you login with Sign in with Microsoft". Below that, it says: "In order to link your accounts, please sign in with your current Marketplace credentials". The form contains two input fields: "Username" and "Password". Below these fields is a prominent red button labeled "SIGN IN AND LINK". Underneath the button is a link for "Reset password". At the bottom of the form, there is a language selection dropdown menu currently set to "English".



# Single Sign-On (SSO): Procedure

Once entered, click the "sign in and link" button.


The screenshot shows a web browser window with the address bar displaying the URL: `https://store.marketplacelatam.cloud/v/#/sso-link/fgyQvHHDVQkxQ8fG-NXvhBxkBsBEez01xHqwFsjsg`. The browser is in "InPrivate" mode. The main content area features a white sign-in card on a light pink background. At the top of the card is a Microsoft logo. Below it, the heading reads "Link Sign in with Microsoft with your Marketplace account". The text continues: "This is the first time you login with Sign in with Microsoft" and "In order to link your accounts, please sign in with your current Marketplace credentials". There are two input fields: "Username" with the value "admin@abbiebox.com" and "Password" with masked characters. A prominent red button labeled "SIGN IN AND LINK" is positioned below the fields. A link for "Reset password" is located at the bottom of the card. At the very bottom of the page, there is a language selection dropdown menu currently set to "English".



# Single Sign-On (SSO): Procedure

Enter the MFA code.

The screenshot shows a web browser window with the title 'Marketplace' and the URL 'https://store.marketplacelatam.cloud/v/#/sso-link/fgyQvHHDAVQkxQ8fG-NXvhBxkBsBEEz01xHqwFsjsg'. The page content is as follows:



**Link Sign in with Microsoft with your Marketplace account**

This is the first time you login with **Sign in with Microsoft**

In order to link your accounts, please sign in with your current **Marketplace** credentials

MFA code

**SIGN IN AND LINK**

[Reset password](#)

English



# Single Sign-On (SSO): Procedure

Done! You have successfully signed in.

*Note: If you need to sign in with another account, repeat the same steps in this manual.*

The screenshot shows a web browser window displaying the Intcomex Cloud Platform dashboard. The browser's address bar shows the URL <https://store.marketplacelatam.cloud/#/Dashboard>. The page features a navigation menu with options like 'Explore', 'Marketplaces', 'Quotes', 'Orders', and 'Reports'. A search bar is present with the placeholder text 'Search by account, service name...'. The main content area is titled 'COMPANY HIERARCHY' and includes a filter for 'Filter resellers and companies'. A list of resellers is shown, including 'ABBIE BOX S.A.C.', 'AIR WICK', 'CLOUDY TEAM', 'Dupla Mix, S.A. - 22', 'ERITECH PERU S.A.', 'Global access Digital', 'Global Access P', 'KIOSK STORE', 'LAIN AIRLINES SAC', 'MAGICDUST BOX', 'reseller read', 'TRANSBER S.A.C.', and 'uv defender anti fotoenvejecimiento'. The main content area displays a large banner for 'ICP Intcomex Cloud Platform' with a soccer theme. The banner includes the text '¿Ya estás preparado para un ser un GOLEADOR CLOUD?' and 'Participa en el torneo más competitivo del universo Microsoft y AWS, donde tus ventas valen goles, y tus goles te acercan a la gloria.' Below the banner are three promotional cards: 'PREMIER CLOUD SUPPORT LATAM & CARIBBEAN', 'Eventos Webinars', and 'Recursos de Apoyo'. The bottom of the page features a '+ NEW' button.

