



# Manual de Usuario Manage Azure plan



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Intcomex Cloud Operations



# Manual de Usuario—

Manage Azure plan

Introducción

Intcomex Cloud Operations

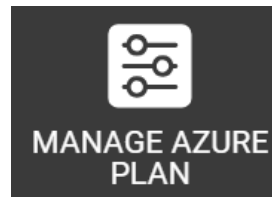




# Manage Azure plan: Introducción

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Con la opción "Manage Azure plan" ahora podrá **suspender** o **reactivar** su servicio de Azure plan en cualquier momento.



Nota:

Debe ejecutarse el procedimiento tal como se indica en este manual para tener asegurada la suspensión/reactivación del servicio.





# Manual de Usuario—

Manage Azure plan  
Procedimiento

Intcomex Cloud Operations





# Manage Azure plan: Procedimiento

Como primer paso seleccionamos la cuenta del cliente final donde esta el servicio de Azure plan

The screenshot displays the Intcomex Cloud Platform (ICP) interface. On the left, the 'COMPANY HIERARCHY' sidebar is visible, listing various resellers and companies. The main content area features a large banner for 'NUEVAS FUNCIONALIDADES EN ICP:' with three key features:

- Convierte cotizaciones en órdenes en un solo clic
- Visualiza cuentas terminadas para mayor control
- Icono de renovación en la jerarquía de cuentas

Below the banner, there are three promotional tiles:

- PREMIER CLOUD SUPPORT**: Conoce nuestra nueva plataforma de Soporte. Si tienes dudas, necesitas ayuda sobre nuestros productos o servicios, puedes acceder y hacer seguimiento a tus tickets. [Conoce más](#)
- Eventos Webinars**: ¡Accede a nuestros eventos webinar en vivo! [Descubre más](#)
- Recursos de Apoyo**: En Intcomex Cloud hemos dispuesto para ti los siguientes recursos:
  - [Manual del Administrador](#)
  - [Manual de usuario de Billing](#)
  - [Plataforma de capacitación](#)
  - [Entrenamiento personalizado](#)



# Inicio de sesión único (SSO): Procedimiento

Seleccionamos el servicio de Azure plan

INTCOMEX | Explore | Marketplaces | Quotes | Orders | Reports | Search by account, service name... | Hora UTC | English

## COMPANY STRUCTURE

All companies

Filter subscriptions and users

- CLLOUDY TEAM
  - admin.cloudy@cloudyteam.com
  - Azure Plan (Demo Room)
  - Microsoft Organization tenant (cloudypresalesteam.onmicrosoft.com)

### CLLOUDY TEAM (345819)

OVERVIEW | AVAILABLE SERVICES | BILLING | SECURITY | AUDIT LOG

#### COMPANY DETAILS

Company name	CLLOUDY TEAM
Domain	cloudyteam.com
Numeric ID	755350
VAT ID	EMPTY
Parent numeric ID	734772

#### ACCOUNT INFORMATION

Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdService	false
Attachments	

#### CONTRACT DETAILS

Contract ID	
Purchase Order Number	
Customer ID	
Company contract end date	2022-08-16 15:50 (UTC)

#### INVOICING

Reference number	
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#### CONTACT DETAILS

Address	Jr. Hernando de Magallanes 305 - San Miguel
City	Lima
Country	Peru
Zip code	15087
Email	arturo.bejarano@cloudyteam.com
Contact phone	924950856
Contact person	Arturo Bejarano
Technical contact	
Technical Account Manager	
Technical contact email	

#### PAYMENT DETAILS

Billing start date	2022-08-16 14:49 (UTC)
Currency	USD
Bank name	
Bank Identifier Code	
SWIFT code	
Account number	
IBAN	

+ NEW | NEW SERVICE | TERMINATE | EXPORT | CREDENTIALS TO ALL USERS



# Inicio de sesión único (SSO): Procedimiento

Veremos la opción de "Manage azure plan" en la barra inferior, la seleccionamos

The screenshot displays the Azure portal interface for an Azure Plan. The top navigation bar includes the INTCOMEX logo, navigation menus (Explore, Marketplaces, Quotes, Orders, Reports), a search bar, and user settings (English, profile). The left sidebar shows the 'COMPANY STRUCTURE' with a tree view containing 'All companies', 'Filter subscriptions and users', 'CLOUDY TEAM', 'admin.cloudy@cloudyteam.com', 'Azure Plan (Demo Room)', and 'Microsoft Organization tenant (cloudypresalesteam.onmicrosoft.com)'. The main content area is titled 'Azure Plan' and shows configuration details for 'ABBIE BOX S.A.C. > CLOUDY TEAM > Azure Plan (345823)'. The configuration is divided into several sections: 'AZURE RESOURCE SECURITY' (including permission levels, assignees, and information), 'FORECAST AND THRESHOLDS' (including forecast update timestamps, monthly bill forecasts, current values, and thresholds), 'BILLING MODE' (including billing mode and usage raw data), 'SYNCHRONIZATION DETAILS' (including last sync timestamps), 'PARTNER CENTER ORDER DETAILS' (including order IDs), and 'BILLING'. A yellow arrow points to the 'MANAGE AZURE PLAN' button in the bottom navigation bar, which is highlighted among other options like 'NEW SERVICE', 'TERMINATE', 'MOVE', 'ADD AZURE SUBSCRIPTION', 'COST MANAGEMENT', 'GET RAW DATA', 'MANAGE PERMISSIONS', and 'MANAGE SECURITY'.



# Inicio de sesión único (SSO): Procedimiento

En esta ventana veremos el **estado actual** de la suscripción de azure plan.

- Si el estado dice **“Active”** es porque el Azure plan esta activo
- Si el estado dice **“Suspended”** es porque el azure plan y las suscripciones están suspendidas

The screenshot shows the 'Manage Azure Plan' dialog box. It has a title bar with 'Manage Azure Plan' and window control icons. The main content is divided into several sections:

- Manage Azure Plan \***: A section with a warning icon and text: '!! You can use this option to Activate or Suspend the Azure Plan Container itself !!'. Below this is a list of bullet points explaining the consequences of suspending or activating the plan.
- Active**: A dropdown menu currently showing 'Active'.
- Select Azure subscriptions you would like to Cancel**: A section with a warning icon and text: '!! This list shows the active Azure Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to CANCEL !!'. Below this is a list of bullet points.
- Available items**: A search box and a list containing one item: 'Demo Room (Id: 384657f0-84cc-4c0c-a842-1018cc460d43)'. There is a search box next to the header.
- Selected items**: A search box and an empty list. There is a search box next to the header.

At the bottom right, there are two buttons: 'OK' and 'Cancel'.



# Inicio de sesión único (SSO): Procedimiento

Si queremos **suspender** el azure plan y sus suscripciones, seleccionamos en el campo *"manage azure plan"* la opción **"Suspended"**, seguido de la opción **"ok"**

*Esto suspenderá el azure plan Y las suscripciones, **ambas***

### Manage Azure Plan

**Manage Azure Plan \***  
!! You can use this option to Activate or Suspend the Azure Plan Container itself !!

- When choosing the option to suspend Azure Plan, you will as well be cancelling all the azure subscriptions within Azure Plan.
- It's not possible to activate azure subscriptions within azure plan as long as Azure Plan itself is suspended.
- Cancelled subscriptions are subject to Microsoft Azure subscription retention policy meaning if the Azure Plan and it's subscriptions are never reactivated, the data within the Azure subscriptions will be permanently deleted.
- When choosing the option to activate Azure Plan you need to separately choose the azure subscriptions which you would like to activate. If not done, only the Azure Plan itself will be active.

Suspended

OK Cancel



# Inicio de sesión único (SSO): Procedimiento

Ahora si desea **reactivar** el azure plan y sus suscripciones, seleccionamos la opción **"Active"** en el campo *"manage azure plan"*

### Manage Azure Plan

**Manage Azure Plan \***  
**!! You can use this option to Activate or Suspend the Azure Plan Container itself !!**

- When choosing the option to suspend Azure Plan, you will as well be cancelling all the azure subscriptions within Azure Plan.
- It's not possible to activate azure subscriptions within azure plan as long as Azure Plan itself is suspended.
- Cancelled subscriptions are subject to Microsoft Azure subscription retention policy meaning if the Azure Plan and it's subscriptions are never reactivated, the data within the Azure subscriptions will be permanently deleted.
- When choosing the option to activate Azure Plan you need to separately choose the azure subscriptions which you would like to activate. If not done, only the Azure Plan itself will be active.

**Select Azure subscriptions you would like to Cancel**  
**!! This list shows the active Azure Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to CANCEL !!**

- Permissions of the subscriptions will not be affected by cancelling them.
- Any user with Owner permissions can still reactivate Azure Subscriptions from Azure Portal, as long as the Azure Plan is

Active

Available items

Selected items

**OK** **Cancel**



# Inicio de sesión único (SSO): Procedimiento

Luego nos dirigimos hacia debajo en la misma ventana, en la opción “select azure subscriptions you would like to Reactive”, y seleccionamos la(s) suscripción(es) que deseamos reactivar

### Manage Azure Plan

Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to **CANCEL** !!

- Permissions of the subscriptions will not be affected by cancelling them.
- Any user with Owner permissions can still reactivate Azure Subscriptions from Azure Portal, as long as the Azure Plan is active.
- Cancelled subscriptions are subject to Microsoft Azure subscription retention policy meaning if the subscriptions are never reactivated, the data within the Azure subscriptions will be permanently deleted.

#### Select Azure subscriptions you would like to Reactivate

!! This list shows the inactive Azure Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to **REACTIVATE** !!

- Activating subscription means that there will be potential charges, if there are active resources within the subscription.

Available items	Selected items
<input type="text" value="Search"/> Demo Room (Id: 384657f0-84cc-4c0c-a842-1018cc460d43)	<input type="text" value="Search"/>
<a href="#">Select all</a>	<a href="#">Select all</a>

OK Cancel



# Inicio de sesión único (SSO): Procedimiento

Cuando seleccionamos la suscripción, esta pasa a la tabla de la derecha, luego seleccionamos la opción "ok"

## Manage Azure Plan

Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to **CANCEL** !!

- Permissions of the subscriptions will not be affected by cancelling them.
- Any user with Owner permissions can still reactivate Azure Subscriptions from Azure Portal, as long as the Azure Plan is active.
- Cancelled subscriptions are subject to Microsoft Azure subscription retention policy meaning if the subscriptions are never reactivated, the data within the Azure subscriptions will be permanently deleted.

**Select Azure subscriptions you would like to Reactivate**

!! This list shows the inactive Azure Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to **REACTIVATE** !!

- Activating subscription means that there will be potential charges, if there are active resources within the subscription.

Available items	Selected items
Select all	Demo Room (Id: 384657f0-84cc-4c0c-a842-1018cc460d43) Select all

OK Cancel



# Inicio de sesión único (SSO): Procedimiento

Nos aparecerá un reloj de arena a la par del servicio, indicando que esta en proceso la reactivación

COMPANY STRUCTURE

ABBIE BOX S.A.C. > CLOUDY TEAM > Azure Plan (345823)

### Azure Plan

CONFIGURATION | PERMISSIONS | AZURE INSIGHTS FOR ENDCUSTOMER | SAVINGS ANALYTICS | AZURE INSIGHTS FOR ENDCUSTOMER BETA | SERVICE I >

Provisioning request has been sent, we're waiting for it to be processed.

Filter subscriptions and users

▼ CLOUDY TEAM

- admin.cloudy@cloudyteam.com
- ▼ Azure Plan (Demo Room)
  - Azure Plan subscription for Granular mode (Demo Room)
  - Microsoft Organization tenant (cloudypresalesteam.onmicrosoft.com)

▼ AZURE RESOURCE SECURITY

Permission level (End Customer)	Contributor
Assignee (End Customer)	admin@cloudypresalesteam.onmicrosoft.com
Permission information (End Customer)	End customer AOBO permissions granted for subscriptions - 384657f0-84cc-4c0c-a842-1018cc460d43
Permission information (Reseller)	No reseller groups for AOBO permissions were selected.
Assignee (Reseller)	
Permission level (Reseller)	Contributor
Grant End Customer Permissions	true
Grant Reseller Permissions	false

▼ AZURE PLAN DETAILS

Transfer Legacy Azure Subscription	false
Azure plan name	Demo Room
Offerid	DZH318Z0BPS6:0001
Azure Portal URL	<a href="https://portal.azure.com/cloudypresalesteam.onmicrosoft.com">https://portal.azure.com/cloudypresalesteam.onmicrosoft.com</a>

▼ FORECAST AND THRESHOLDS

Forecast updated timestamp	2025-09-22 15:43:57 (UTC)
Monthly bill forecast (End customer)	Current month: 696.75 USD. Change of -29.92% in comparison to last invoice of 994.26 USD. Review Consumption.
Current forecast value (End customer)	696.75
Threshold (End customer)	3800
Email recipients (End customer threshold)	cloudsecurity@intcomex.com

▼ BILLING MODE

About billing mode	Separate charges in the invoice will be visible per Azure subscription within Azure Plan.
Billing mode	Granular
Azure usage raw data	<a href="#">17551828636381166147af0.zip</a>

▼ SYNCHRONIZATION DETAILS

Last sync timestamp	09.11.2023 00:26:32
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▼ PARTNER CENTER ORDER DETAILS

OrderId	UBya5QirZKwmqNiRp8u_RpF0M7kelk_B1
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+ NEW

NEW SERVICE | TERMINATE | MOVE | ADD AZURE SUBSCRIPTION | COST MANAGEMENT | GET RAW DATA | MANAGE AZURE PLAN | MANAGE PERMISSIONS | MANAGE SECURITY



# Inicio de sesión único (SSO): Procedimiento

Si necesitamos validar nuevamente que la suscripción se encuentra activa, seleccionamos la opción "Manage azure plan" y debe estar "Active" y en el campo "select azure subscriptions you would like to cancel" debe estar la suscripción del lado izquierdo.

### Manage Azure Plan

**Manage Azure Plan \***

!! You can use this option to Activate or Suspend the Azure Plan Container itself !!

- When choosing the option to suspend Azure Plan, you will as well be cancelling all the azure subscriptions within Azure Plan.
- It's not possible to activate azure subscriptions within azure plan as long as Azure Plan itself is suspended.
- Cancelled subscriptions are subject to Microsoft Azure subscription retention policy meaning if the Azure Plan and it's subscriptions are never reactivated, the data within the Azure subscriptions will be permanently deleted.
- When choosing the option to activate Azure Plan you need to separately choose the azure subscriptions which you would like to activate. If not done, only the Azure Plan itself will be active.

**Select Azure subscriptions you would like to Cancel**

!! This list shows the active Azure Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to CANCEL !!

- Permissions of the subscriptions will not be affected by cancelling them.
- Any user with Owner permissions can still reactivate Azure Subscriptions from Azure Portal as long as the Azure Plan is

Active

Available items

Search

Demo Room (Id: 384657f0-84cc-4c0c-a842-1018cc460d43)

Selected items

Search

OK Cancel



# Inicio de sesión único (SSO): Procedimiento

También podemos suspender solo la suscripción o suscripciones de azure, en esta misma ventana, con el azure plan "**Active**", y en el campo "*select azure subscription you would like to cancel*", seleccionamos la(s) suscripción(es), y cuando pasen a la tabla de la derecha, aplicamos cambios en la opción "ok".

Tomar en cuenta que el Azure plan sigue activo.

**Manage Azure Plan**

**Manage Azure Plan \***  
!! You can use this option to Activate or Suspend the Azure Plan Container itself !!

- When choosing the option to suspend Azure Plan, you will as well be cancelling all the azure subscriptions within Azure Plan.
- It's not possible to activate azure subscriptions within azure plan as long as Azure Plan itself is suspended.
- Cancelled subscriptions are subject to Microsoft Azure subscription retention policy meaning if the Azure Plan and it's subscriptions are never reactivated, the data within the Azure subscriptions will be permanently deleted.
- When choosing the option to activate Azure Plan you need to separately choose the azure subscriptions which you would like to activate. If not done, only the Azure Plan itself will be active.

**Select Azure subscriptions you would like to Cancel**  
!! This list shows the active Azure Subscriptions, by selecting items from this list you'll be choosing which subscriptions you want to **CANCEL** !!

- Permissions of the subscriptions will not be affected by cancelling them.
- Any user with Owner permissions can still reactivate Azure Subscriptions from Azure Portal as long as the Azure Plan is

**Available items** Search

**Selected items** Search

Demo Room (Id: 384657f0-84cc-4c0c-a842-1018cc460d43)

OK Cancel

