



🔗 User Manual Manage Azure Plan



Last Update: September 22, 2025
Intcomex Cloud Operations



User Manual—

Manage Azure Plan
Introduction

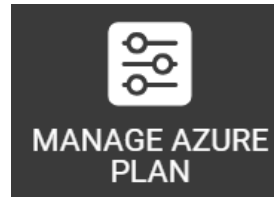
Intcomex Cloud Operations





Manage Azure Plan: Introduction

With the “Manage Azure plan” option, you can now suspend or reactivate your Azure plan service at any time.



Note:

The procedure must be executed exactly as indicated in this manual to ensure the suspension/reactivation of the service.





User Manual—

Manage Azure Plan Procedure

Intcomex Cloud Operations





Manage Azure Plan: Procedure

As a first step, select the end customer account where the Azure plan service is located.

The screenshot displays the Intcomex Cloud Platform (ICP) interface. On the left, a 'COMPANY HIERARCHY' sidebar is visible, listing various resellers and companies. The 'CLOUDY TEAM' is highlighted. 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](#)



Single Sign-On (SSO): Procedure

Select the Azure Plan service.

The screenshot shows the Azure portal interface for the 'CLLOUDY TEAM' account. The left-hand navigation pane is open, showing the 'COMPANY STRUCTURE' section. Under 'All companies', the 'CLLOUDY TEAM' is selected, and the 'Azure Plan (Demo Room)' is highlighted in yellow. The main content area displays the 'CLLOUDY TEAM' overview page, which is divided into several sections:

- 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 | |
|------------------|--|
- 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 | |

The bottom of the page features a dark navigation bar with a '+ NEW' button and icons for 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'. A lightbulb icon is visible on the right side of the main content area.



Single Sign-On (SSO): Procedure

You will see the "Manage Azure Plan" option in the bottom bar; select it.

The screenshot shows the Intcomex portal interface. The top navigation bar includes 'INTCOMEX', 'Explore', 'Marketplaces', 'Quotes', 'Orders', and 'Reports'. A search bar is present with the text 'Search by account, service name...'. The left sidebar shows the 'COMPANY STRUCTURE' with 'All companies' and a filter for 'Filter subscriptions and users'. Under 'CLOUDY TEAM', 'admin.cloudy@cloudyteam.com' is listed, and 'Azure Plan (Demo Room)' is selected. The main content area displays the 'Azure Plan' configuration for 'ABBIE BOX S.A.C. > CLOUDY TEAM > Azure Plan (345823)'. The configuration is divided into several sections: 'AZURE RESOURCE SECURITY', 'FORECAST AND THRESHOLDS', 'AZURE PLAN DETAILS', 'BILLING MODE', 'SYNCHRONIZATION DETAILS', 'PARTNER CENTER ORDER DETAILS', and 'BILLING'. The 'AZURE PLAN DETAILS' section includes fields for 'Transfer Legacy Azure Subscription', 'Azure plan name', 'OfferId', 'Azure Portal URL', 'Subscription start date', and 'Subscription end date'. A yellow arrow points to the 'MANAGE AZURE PLAN' icon in the bottom navigation bar, which is highlighted.

| 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 |

| 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 |

| AZURE PLAN DETAILS | |
|------------------------------------|---|
| Transfer Legacy Azure Subscription | false |
| Azure plan name | Demo Room |
| OfferId | DZH318Z0BPS6:0001 |
| Azure Portal URL | https://portal.azure.com/cloudypresalesteam.onmicrosoft.com |
| Subscription start date | 08/16/2022 00:00:00 |
| Subscription end date | 12/31/9999 23:59:59 |

| 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 | 17551828636381166147af0.zip |

| SYNCHRONIZATION DETAILS | |
|-------------------------|---------------------|
| Last sync timestamp | 09.11.2023 00:26:32 |

| PARTNER CENTER ORDER DETAILS | |
|------------------------------|----------------------------------|
| Orderid | UBya5QirZKwmqNIRp8u_RpOM7kelk_B1 |
| Alternateid | d5c4723e4ad9 |

| BILLING | |
|---------|--|
|---------|--|



Single Sign-On (SSO): Procedure

In this window you will see the current status of the Azure Plan subscription.

- If the status says "Active", the Azure Plan is active.
- If the status says "Suspended", the Azure Plan and the subscriptions are suspended

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

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

Selected items

OK Cancel



Single Sign-On (SSO): Procedure

If you want to suspend the Azure Plan and its subscriptions, select the "Suspended" option in the "Manage Azure plan" field, followed by the "OK" option.

This will suspend both the Azure Plan and the subscriptions.

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



Single Sign-On (SSO): Procedure

If you want to reactivate the Azure Plan and its subscriptions, select the "Active" option in the "Manage Azure Plan" field.

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**



Single Sign-On (SSO): Procedure

Then, scroll down in the same window to the option “Select Azure subscriptions you would like to Reactivate”, and choose the subscription(s) you want to reactivate.

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"/> |
| Select all | Select all |

OK Cancel



Single Sign-On (SSO): Procedure

When you select the subscription, it will move to the table on the right. Then click "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 | Select all |

OK Cancel



Single Sign-On (SSO): Procedure

An hourglass icon will appear next to the service, indicating that the reactivation is in process.

COMPANY STRUCTURE

- All companies
- 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)

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

Breadcrumb: 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 >

▼ 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 | https://portal.azure.com/cloudypresalesteam.onmicrosoft.com |

▼ 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 | 17551828636381166147af0.zip |

▼ SYNCHRONIZATION DETAILS

| | |
|---------------------|---------------------|
| Last sync timestamp | 09.11.2023 00:26:32 |
|---------------------|---------------------|

▼ PARTNER CENTER ORDER DETAILS

| | |
|---------|-----------------------------------|
| OrderId | UBya5QirZKwmqNiRp8u_RpF0M7kelk_B1 |
|---------|-----------------------------------|

Bottom Navigation Bar: + NEW | NEW SERVICE | TERMINATE | MOVE | ADD AZURE SUBSCRIPTION | COST MANAGEMENT | GET RAW DATA | MANAGE AZURE PLAN | MANAGE PERMISSIONS | MANAGE SECURITY



Single Sign-On (SSO): Procedure

To validate again that the subscription is active, select the “Manage Azure Plan” option. It should display “Active”, and in the field “Select Azure subscriptions you would like to cancel”, the subscription should appear on the left side.

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

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

Selected items

OK Cancel



Single Sign-On (SSO): Procedure

You can also suspend only one or more Azure subscriptions in this same window. With the Azure Plan set to "Active", go to the field "Select Azure subscriptions you would like to cancel", select the subscription(s), and once they appear in the table on the right, apply the changes by clicking "OK".

Keep in mind that the Azure plan will remain active.

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

Selected items

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

OK **Cancel**

