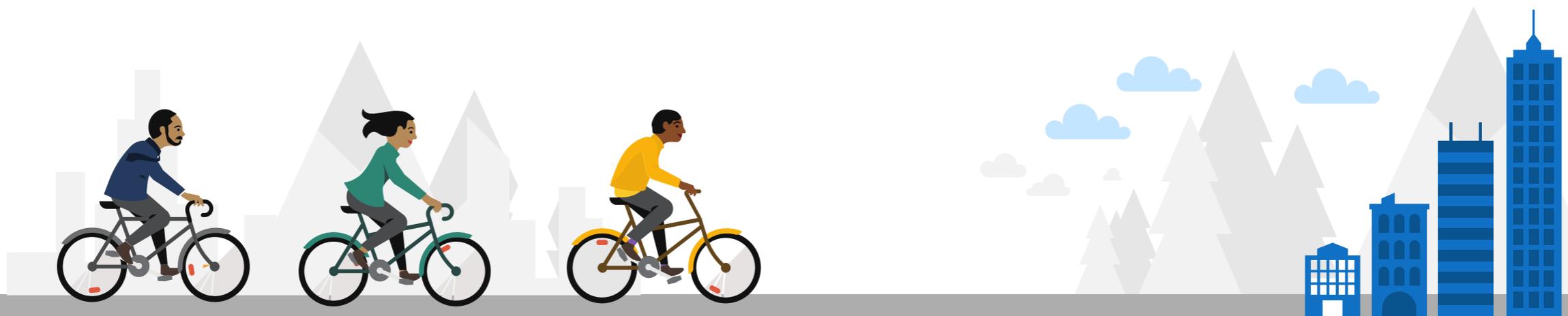


# Intcomex Cloud Platform

Guía de revendedor - Rol de administrador



| Indice



# Indice

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| Ingreso



# Ingreso: Introducción

---

En la actualidad, Intcomex gestiona una gran cantidad de consolas que se encuentran segmentadas en base a la disponibilidad de ofertas de cada locación. Es por ello por lo que, dependiendo de la consola que se nos haya sido asignada, obtendremos nuestra cuenta de revendedor que utilizaremos para gestionar nuestros servicios.

A continuación, debemos seleccionar el país en donde se haya creado nuestra cuenta de revendedor:

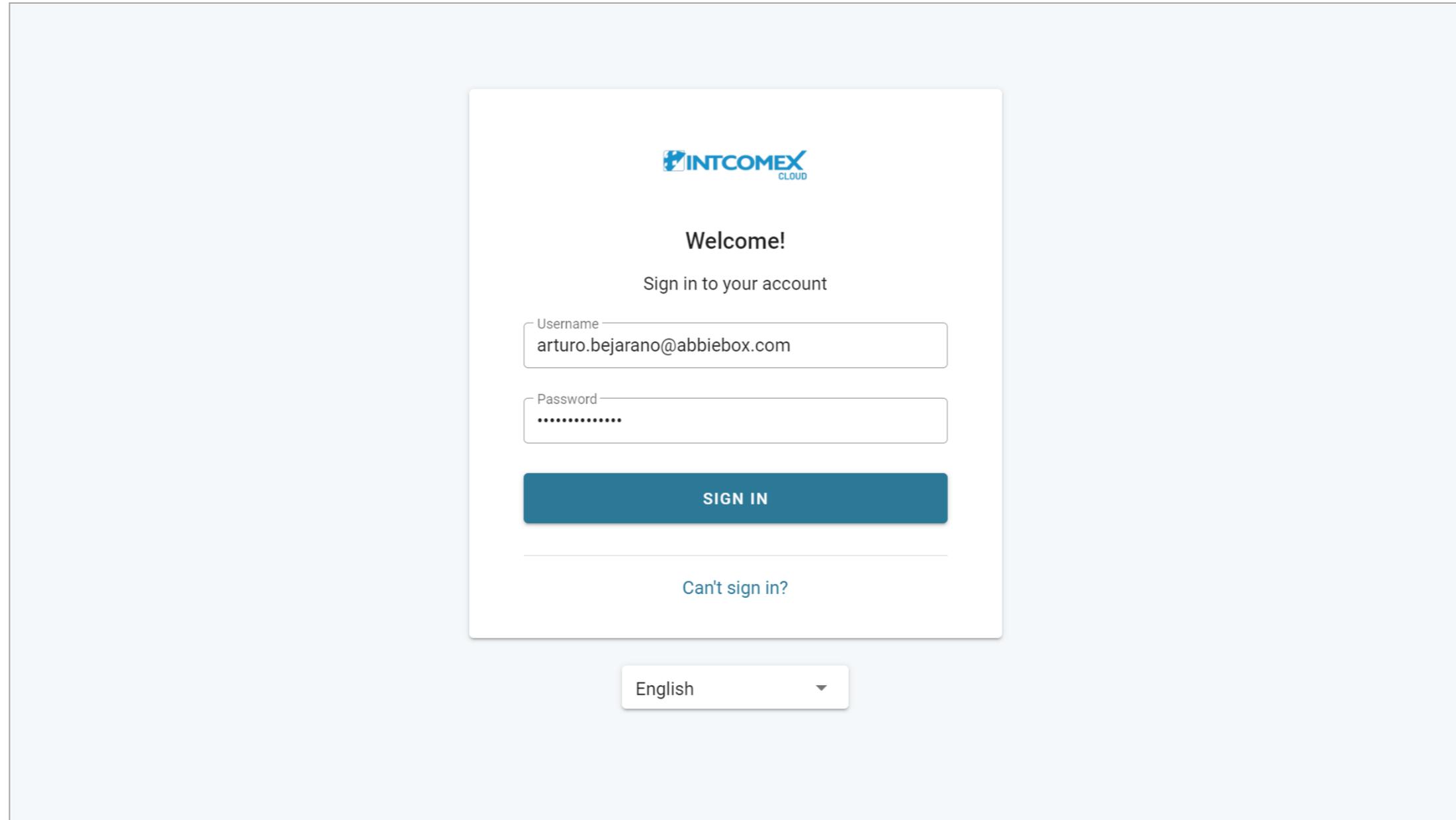
 Barbados	 Bermuda	 Bolivia
 Cayman Islands	 Chile	 Colombia
 Costa Rica	 Curacao	 Ecuador
 El Salvador	 Guatemala	 Honduras
 Honduras *	 Jamaica	 Jamaica *
 Mexico	 Miami	 Nicaragua
 Nicaragua *	 Panamá	 Perú
 Puerto Rico	 República Dominicana	 República Dominicana *
 Trinidad y Tobago	 Uruguay	

\* Estos países realizan su facturación en Miami

# Ingreso: Login

---

Nos dirigimos al portal Intcomex Cloud Platform (ICP) y procedemos a ingresar nuestras credenciales. Luego, hacemos clic en el botón **SIGN IN** o **INICIAR SESIÓN**.





**Welcome!**

Sign in to your account

Username

Password

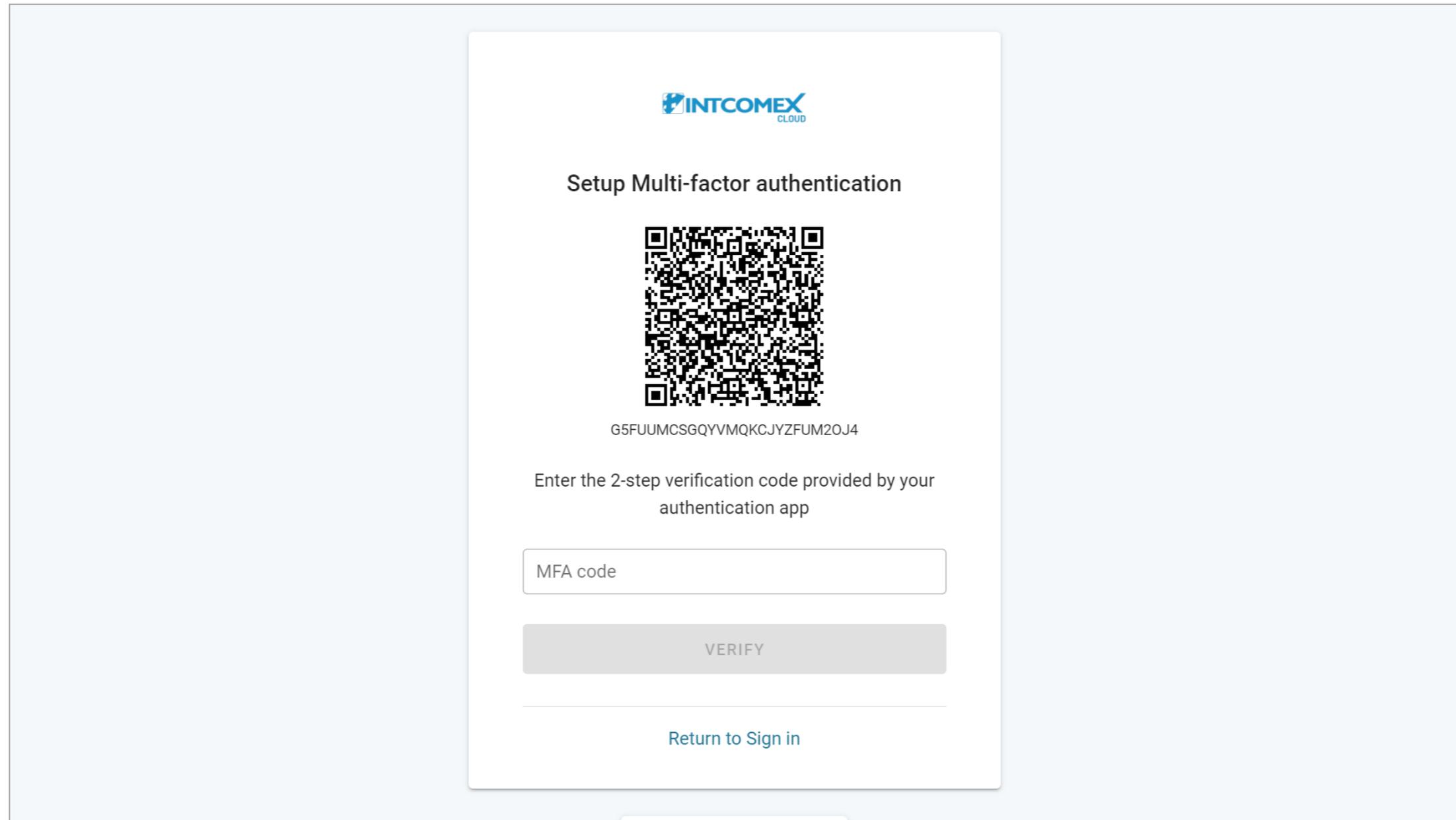
**SIGN IN**

[Can't sign in?](#)

English ▾

# Ingreso: Configuración del MFA

Luego, se visualiza un código QR el cual tendremos que escanearlo con la aplicación **Microsoft Authenticator** (previamente instalada en nuestro dispositivo móvil) para poder hacer el registro del usuario.



**INTCOMEX**  
CLOUD

### Setup Multi-factor authentication



G5FUUMCSGQYVMQKCJYZFUM20J4

Enter the 2-step verification code provided by your authentication app

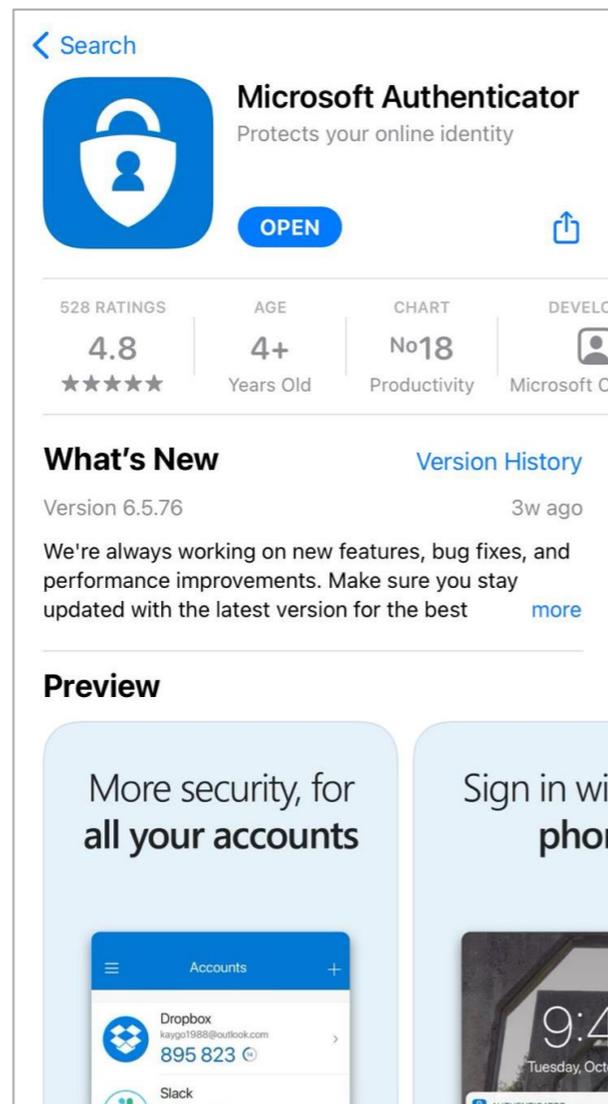
VERIFY

[Return to Sign in](#)

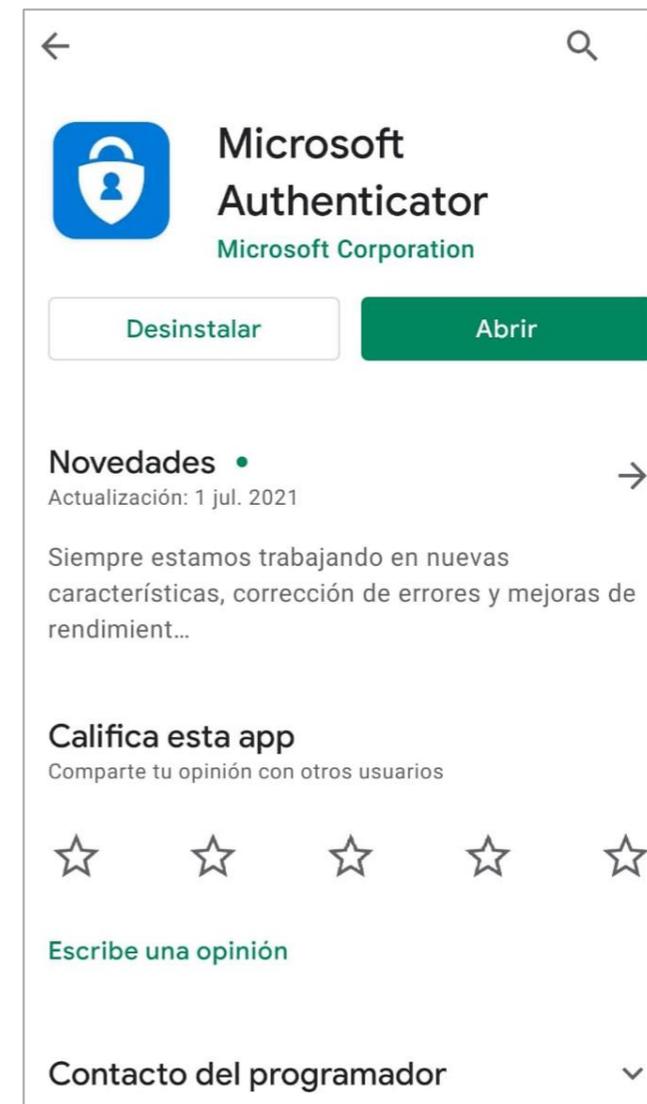
# Ingreso: Configuración del MFA

En teléfonos móviles con sistema operativo IOS, la aplicación se ubica en la tienda digital **App Store**. Mientras que, en teléfonos móviles con sistema operativo Android, la aplicación se ubica en la tienda digital **Play Store**. En ambas tiendas, la aplicación puede ser ubicada con el nombre de **Microsoft Authenticator**.

## App Store

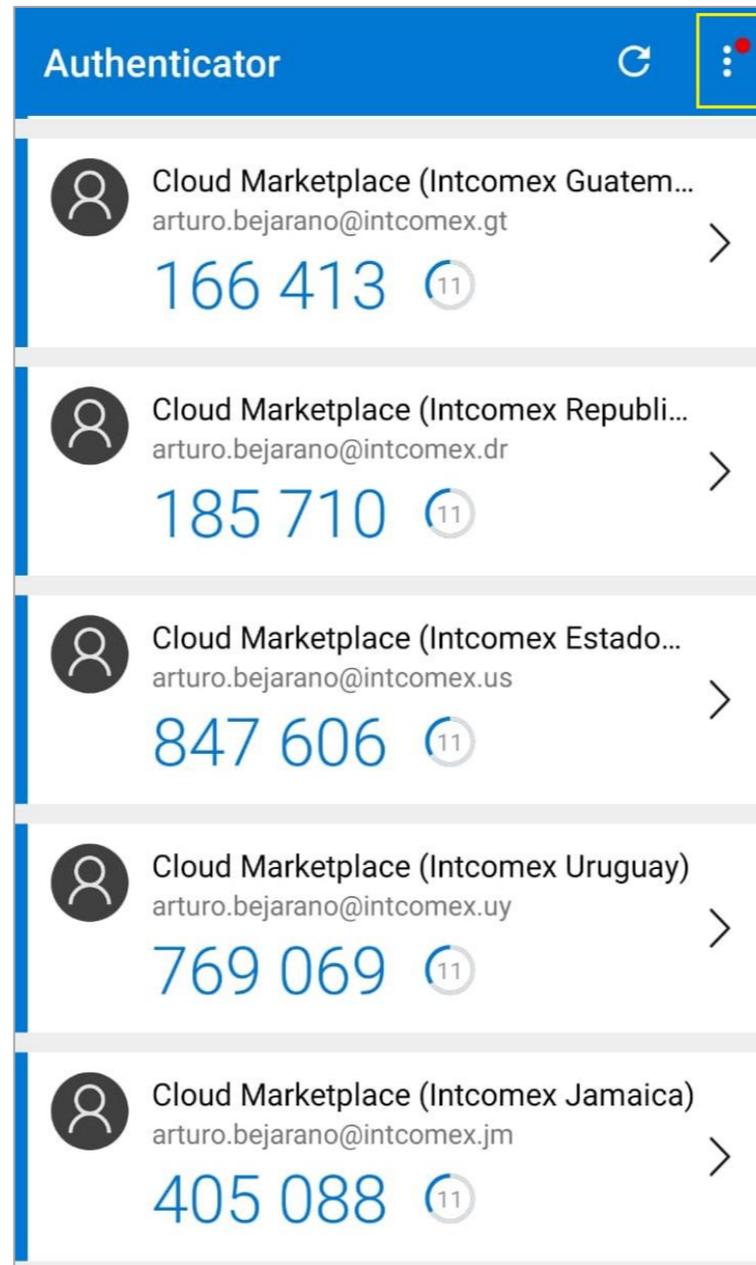


## Play Store



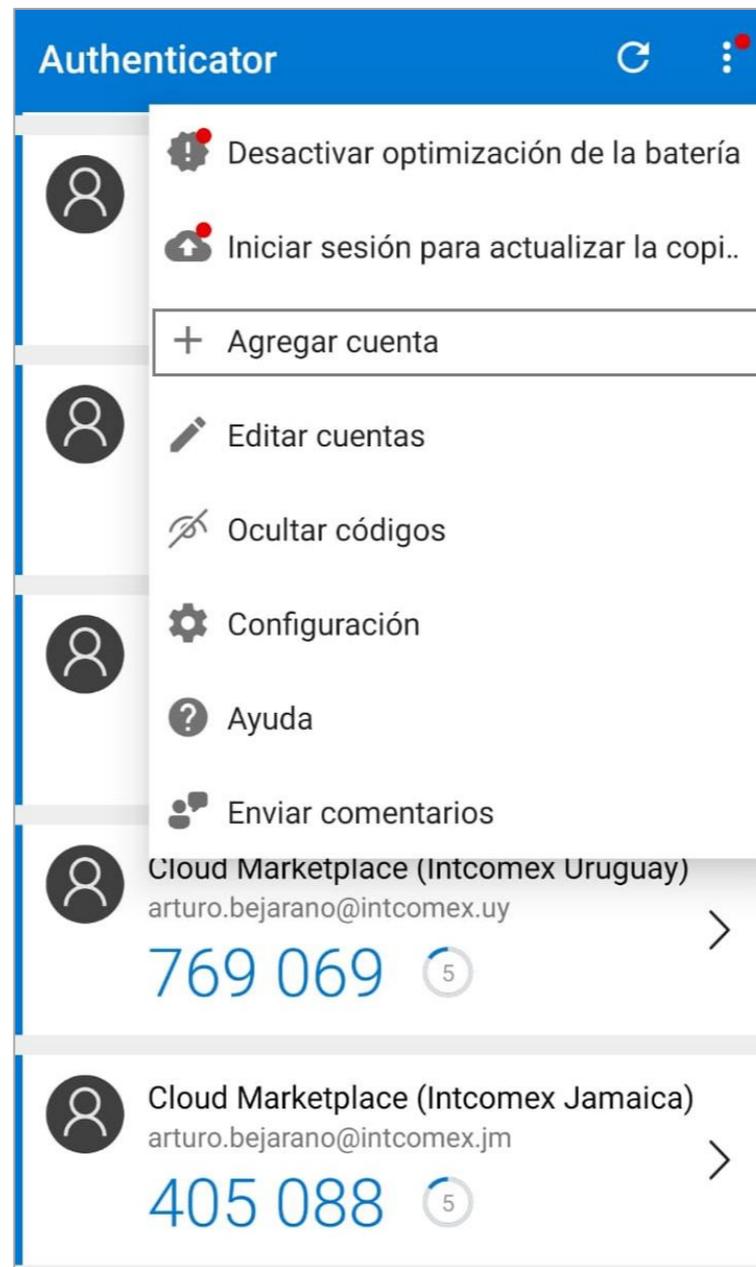
# Ingreso: Configuración del MFA

Procedemos a abrir la aplicación **Microsoft Authenticator** en nuestro dispositivo móvil. Luego, presionamos sobre los tres puntos ubicados en la parte superior derecha.



# Ingreso: Configuración del MFA

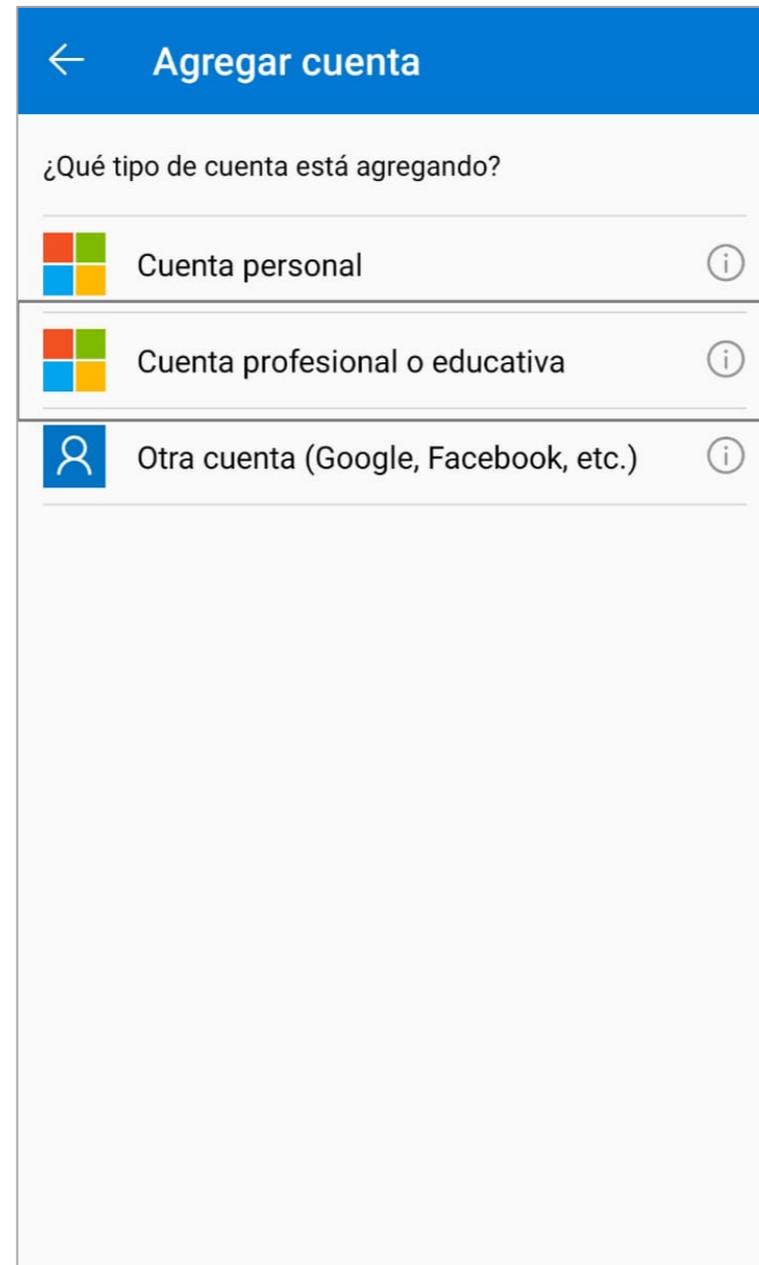
Seleccionamos la opción + **Agregar cuenta**.



# Ingreso: Configuración del MFA

---

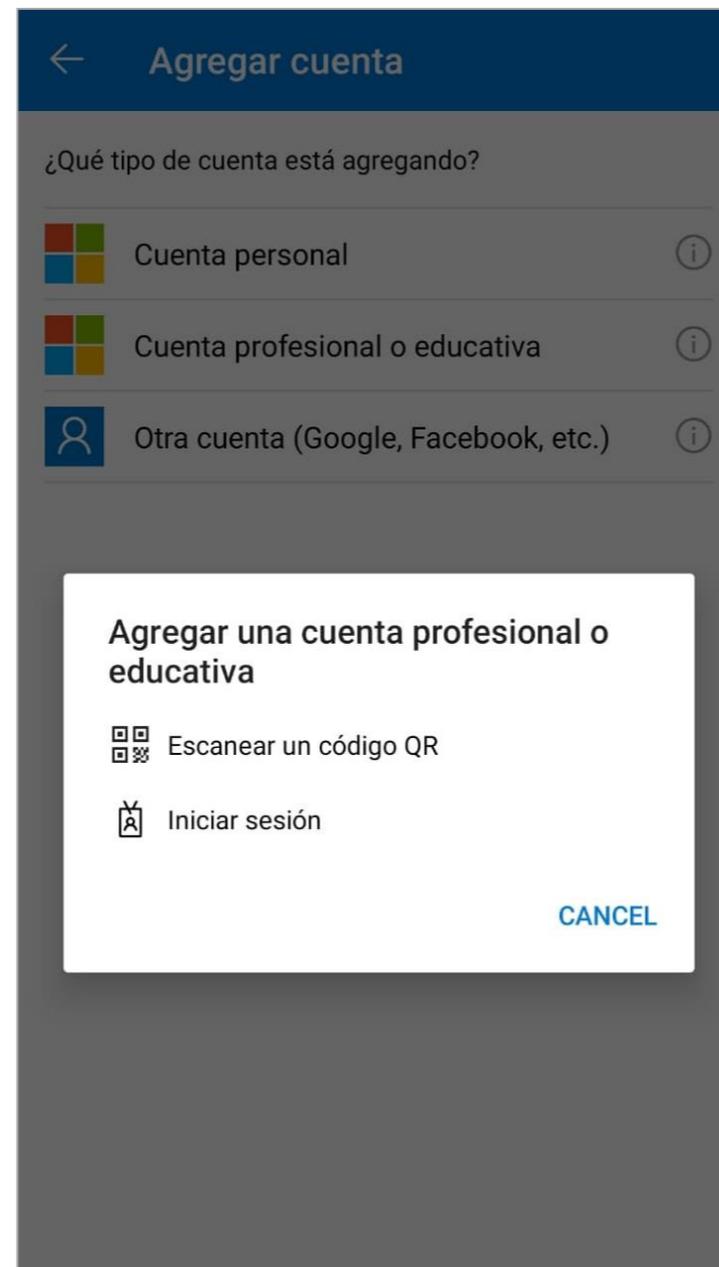
Seleccionamos la opción **Cuenta profesional o educativa**.



# Ingreso: Configuración del MFA

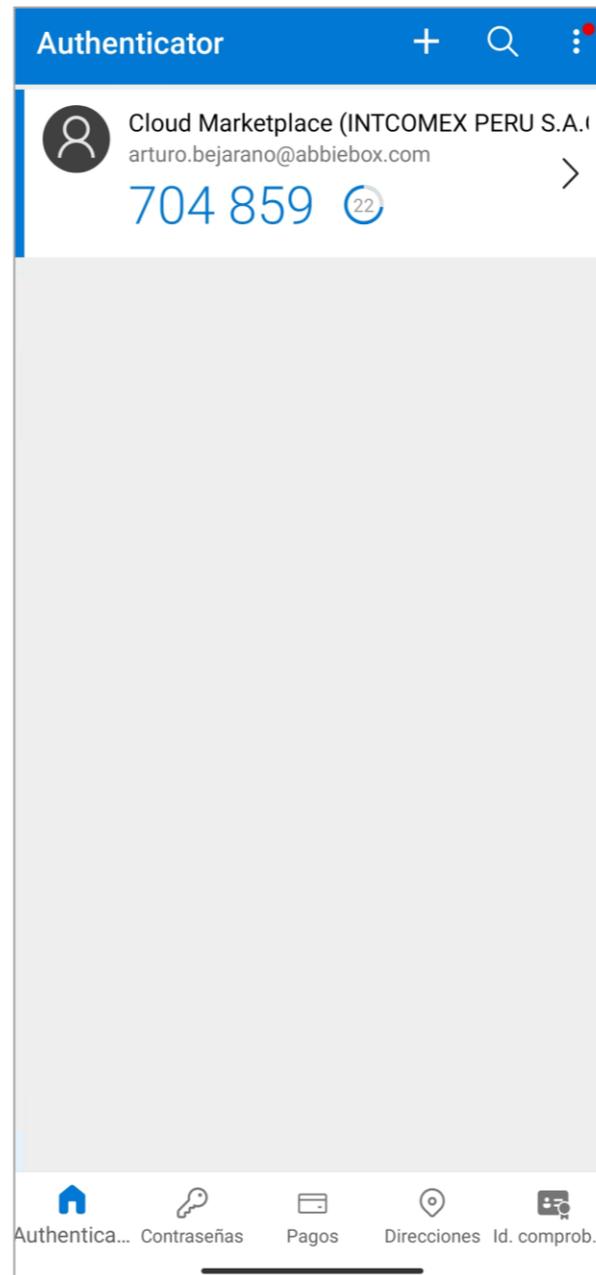
---

Seleccionamos la opción **Escanear un código QR**.



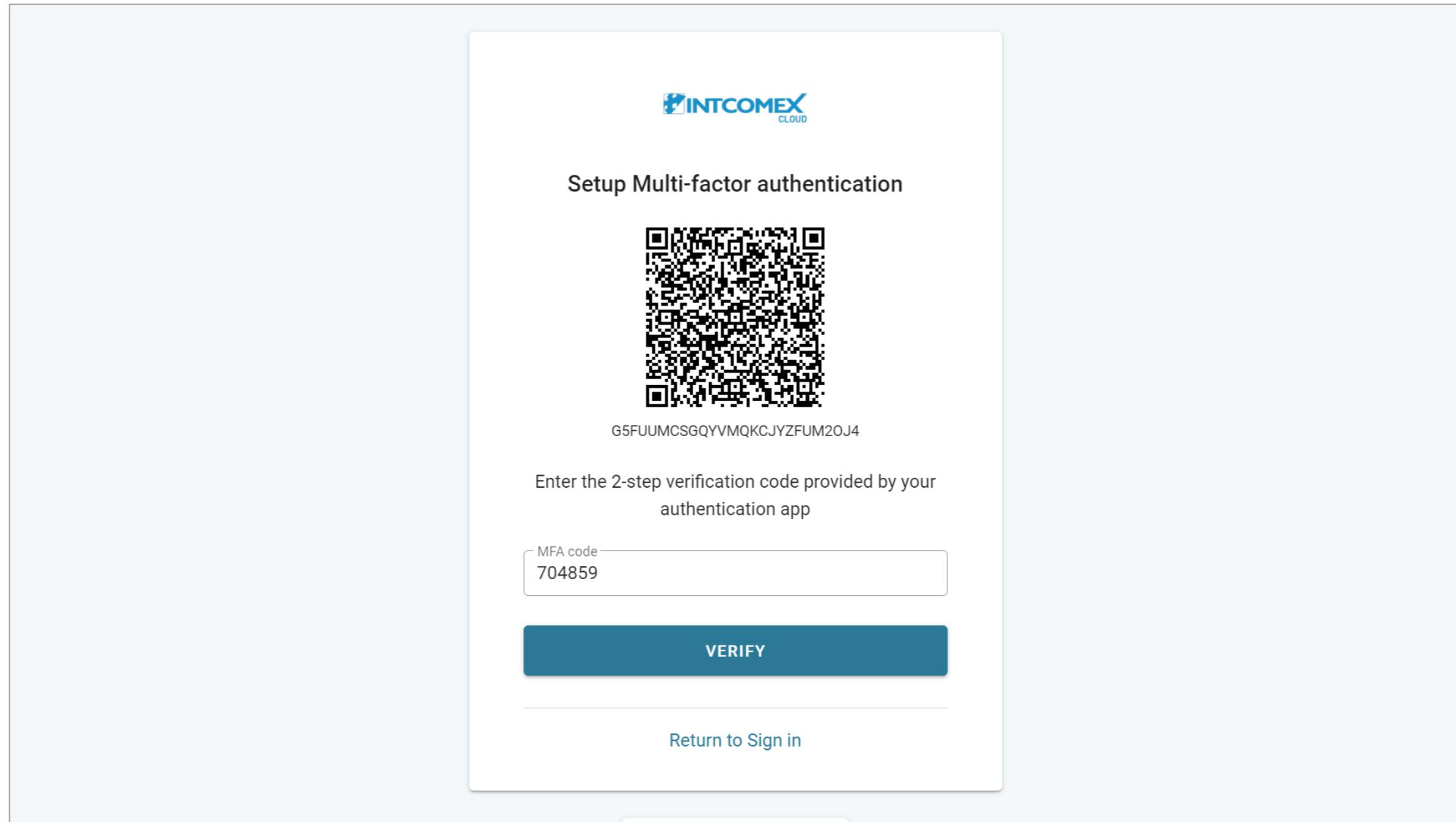
# Ingreso: Configuración del MFA

Procedemos a escanear el código QR que se muestra en ICP. Luego de que nuestra cuenta haya sido agregada automáticamente en la aplicación de Microsoft Authenticator copiamos el código que se muestra debajo de nuestro usuario.



# Ingreso: Configuración del MFA

Seguidamente, pegamos el código copiado desde el Microsoft Authenticator y luego, hacemos clic sobre la opción **VERIFY** o **VERIFICAR**. Es importante tener en consideración que los códigos solo tienen 30 segundos de vigencia.



**INTCOMEX**  
CLOUD

### Setup Multi-factor authentication



G5FUUMCSGQYVMQKCJYZFUM20J4

Enter the 2-step verification code provided by your authentication app

MFA code  
704859

**VERIFY**

[Return to Sign in](#)

# Ingreso: Menú de inicio

Finalmente, se muestra nuestra cuenta de revendedor en donde podremos gestionar a nuestros clientes.

The screenshot displays the Intcomex Cloud Platform dashboard. At the top, there is a navigation bar with the Intcomex logo, a search bar, and user profile options. The main content area is divided into several sections:

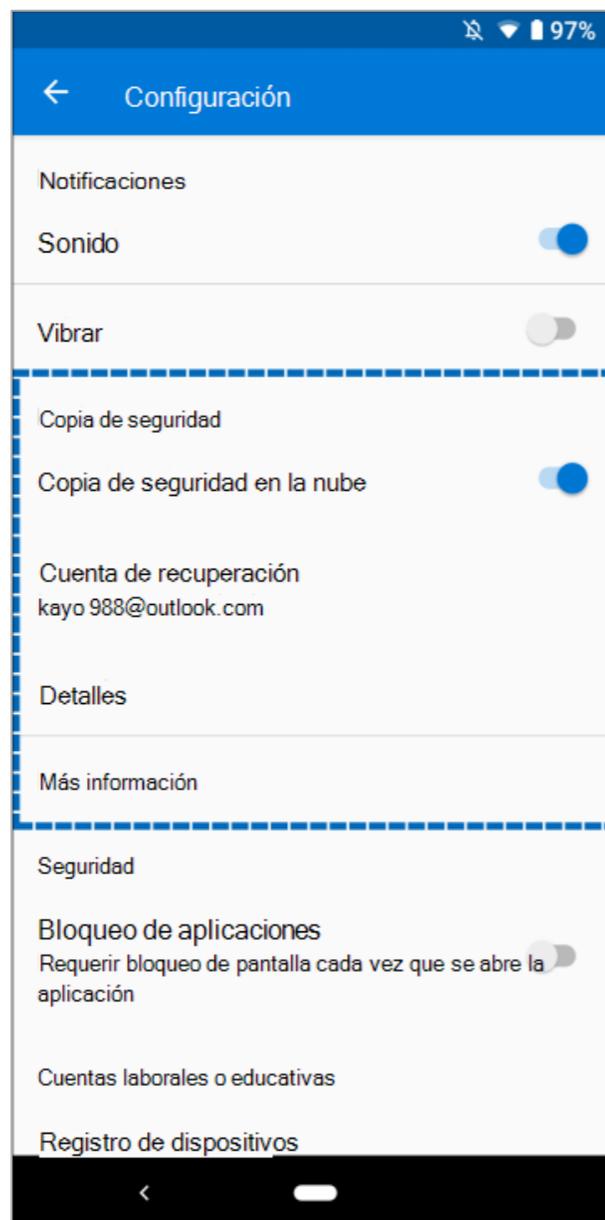
- COMPANY HIERARCHY:** A sidebar on the left showing a tree structure of accounts under 'ABBIE BOX S.A.C.', including 'CLOUDY TEAM', 'FLY FORCE', 'KAZYNC SPACE', and 'MAGICDUST BOX'.
- ICP Intcomex Cloud Platform:** A central banner for Acronis with the text: "Migra tus negocios de seguridad para endpoints con Acronis hasta el 31 de diciembre de 2022 y tendrás hasta 12 MESES GRATIS." Below this, it mentions "De Acronis Cyber Protect Cloud, la solución todo-en-uno que detectó por encima del 99.89% de malware según el último reporte comparativo de Virus Bulletin".
- Soporte Latam:** A section with the text: "Si tienes dudas, necesitas ayuda sobre nuestros productos o servicios, puedes acceder a nuestra plataforma de soporte." and a "Conoce más" button.
- Webinar:** A section with the text: "Accede a nuestros materiales de webinar" and a "Conoce más" button.
- Entrenamiento:** A section with the text: "En Intcomex Cloud hemos dispuesto para ti los siguientes recursos:" followed by a list: "Manual del Administrador", "Manual de usuario de Billing", and "Entrenamiento personalizado".

At the bottom left, there is a "NEW" notification icon with the number 15. On the right side, there is a vertical "Self Help" button.

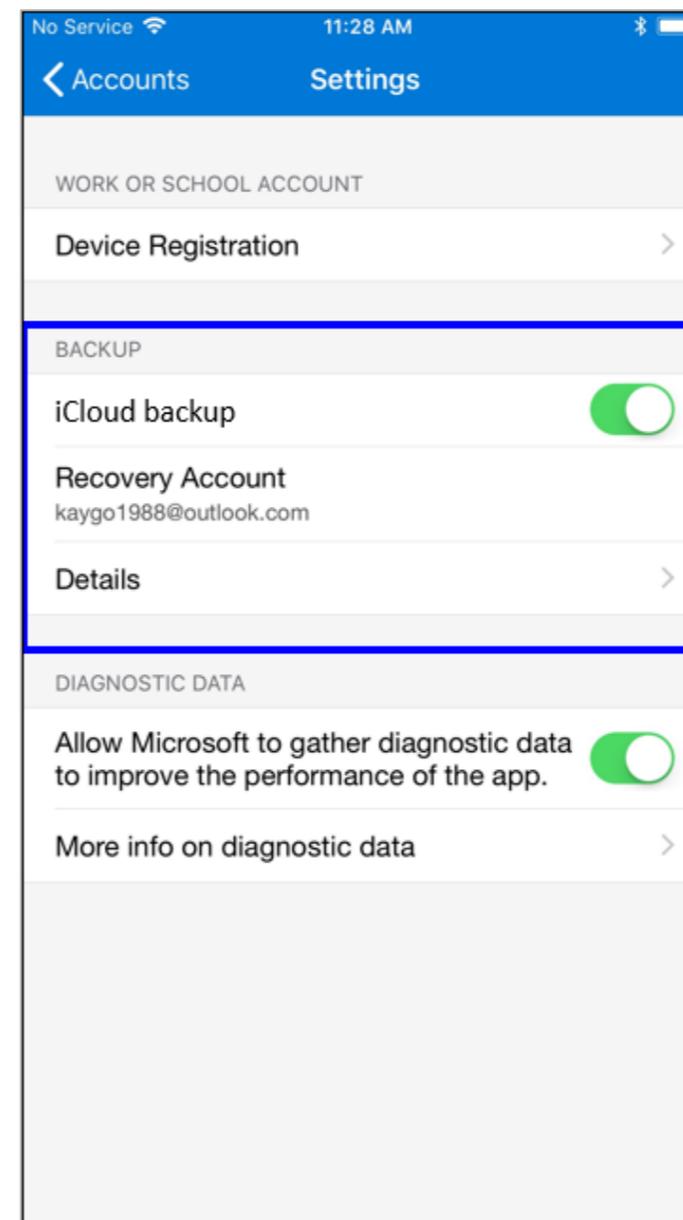
# Ingreso: Recomendaciones

Con respecto a la configuración del MFA en el dispositivo móvil, es sugerible siempre activar la opción de copia de seguridad. Esto debido a que, en caso deseemos cambiar de celular, la recuperación de nuestras credenciales se realice de forma segura. Para habilitar esta opción, solo debemos seguir el paso a paso detallado en el siguiente [enlace](#).

## Dispositivo Android



## Dispositivo iOS



| Gestion de clientes



# Gestión de clientes: Creación de Compañía

Para crear una compañía (cuenta de cliente final), hacemos clic sobre el nombre comercial de nuestra empresa

The screenshot displays the Intcomex Cloud Platform interface. At the top, there is a navigation bar with the Intcomex logo, a search bar, and user profile options. The main content area is divided into a left sidebar and a central panel. The sidebar, titled 'COMPANY HIERARCHY', contains a search bar and a list of companies: 'ABBIE BOX S.A.C.', 'CLOUDY TEAM', 'FLY FORCE', 'KAZYNIC SPACE', and 'MAGICDUST BOX'. The 'ABBIE BOX S.A.C.' item is highlighted. The central panel features a large banner for 'Acronis' with the text: 'Migra tus negocios de seguridad para endpoints con Acronis hasta el 31 de diciembre de 2022 y tendrás hasta 12 MESES GRATIS.' Below the banner are three promotional cards: 'Soporte Latam' (Support Latam), 'Webinar', and 'Entrenamiento' (Training). Each card includes a brief description and a 'Conoce más' (Learn more) button. The bottom of the interface has a dark footer with a '+ NEW' button and a notification icon showing '15' items.

# Gestión de clientes: Creación de compañía

Hacemos clic en la opción **Create company** o **Crear compañía**

The screenshot displays the Intcomex Cloud Platform interface. At the top, there is a navigation bar with the Intcomex logo, a search bar, and user profile options. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'COMPANY HIERARCHY', contains a search bar and a list of companies: 'ABBIE BOX S.A.C.', 'CLOUDY TEAM', 'FLY FORCE', 'KAZYNC SPACE', and 'MAGICDUST BOX'. Below this list is a '+ NEW' button. A dropdown menu is open from this button, listing options: 'Order service', 'Create user', 'Import accounts', 'Create department', and 'Create company'. The 'Create company' option is highlighted with a mouse cursor. The main panel features a large banner for 'Acronis' with the text: 'Migra tus negocios de seguridad para endpoints con Acronis hasta el 31 de diciembre de 2022 y tendrás hasta 12 MESES GRATIS. De Acronis Cyber Protect Cloud, la solución todo-en-uno que detectó por encima del 99.89% de malware según el último reporte comparativo de Virus Bulletin'. Below the banner are three tiles: 'Soporte Latam' (Si tienes dudas, necesitas ayuda), 'Webinar', and 'Entrada' (partially visible). A 'Self Help' button is visible on the right side of the banner. In the bottom right corner, there is a notification icon with the number '15'.

# Gestión de clientes: Creación de compañía

Hacemos clic sobre el nombre comercial de nuestra empresa. Luego, hacemos clic en el botón **Next** o **Siguiente**

The screenshot displays the Intcomex Cloud user interface. At the top, there is a search bar and navigation icons. The main content area is a dialog box titled "Select parent" with tabs for "Select parent", "Company", "Security", and "Marketplaces". The "Select parent" tab is active, showing a search bar and a list of customers under the heading "CUSTOMERS". The customer "ABBIE BOX S.A.C." is highlighted. In the bottom right corner of the dialog, a "Next" button with a right-pointing arrow is highlighted by a mouse cursor. The background shows a sidebar with a "COMPANY HIERARCHY" and a "NEW" menu with options like "Order service", "Create user", "Import accounts", "Create department", and "Create company".

# Gestión de clientes: Creación de compañía

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Procedemos a completar los campos de la pestaña **Company** con los datos del cliente final de acuerdo con el siguiente glosario:

**VAT ID:** Código interno con el cual identificamos al cliente final. Si no disponemos de uno podemos dejar por defecto la palabra 'EMPTY'

**Company name:** Nombre comercial de la compañía del cliente final

**Domain:** Dominio del cliente final. Si no dispone de uno, podemos crear uno por defecto

**Language:** Idioma

**Address:** Dirección del cliente final

**City:** Ciudad del cliente final

**Country:** País del cliente final

**Zip code:** Código postal del cliente final. El código postal tiene que ser verídico dado que luego Microsoft realizará validaciones

**Email:** Correo electrónico del cliente final

**Contact phone:** Número telefónico del cliente final

**Contact name:** Nombre del cliente final

**Nota:** Solo los campos marcados con el símbolo (\*) son obligatorios

# Gestión de clientes: Creación de compañía

Luego, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot shows the 'Company' creation form in the Intcomex Cloud interface. The form is divided into three main sections: Company details, Account information, and Contact details. The 'Next' button is highlighted with a mouse cursor.

Company details	
VAT ID <small>VAT payer ID</small>	2049835522
Company name *	THUNDER SYNC S.A.
Domain * <small>Domain of the company (example: acme.com)</small>	thundersync.com
Parent numeric ID <small>Numeric ID of parent reseller company</small>	734772

Account information	
Language * <small>Preferred language</small>	English
Sales Manager	

Contact details	
Address *	Av. Pershing 544 - Magdalena
City *	Lima
Country *	Peru
Zip code *	15494
Email * <small>End customer's admin contact email</small>	arturobejarano94@gmail.com
Contact phone <small>End customer's admin phone number</small>	949392332
Contact person <small>End customer's admin name</small>	Arturo Bejarano

Navigation buttons: Back, Next

# Gestión de clientes: Creación de compañía

En la pestaña **Security** seleccionamos los tipos de roles que posteriormente podríamos asignarle a usuarios del cliente final. Por ello, procedemos a hacer clic sobre los roles **Customer Admin (Advanced)**, **Customer Admin (Modify)** y **Customer Admin (Read-only)**.

The screenshot displays the Intcomex Cloud interface during the 'Security' step of company creation. The breadcrumb navigation shows 'Select parent' > 'Company' > 'Security' > 'Marketplaces'. The left sidebar lists the company hierarchy under 'COMPANY HIERARCHY', including 'ABBIE BOX S.A.C.', 'CLOUDY TEAM', 'FLY FORCE', 'KAZYNC SPACE', and 'MAGICDUST BOX'. A '+ NEW' menu is visible at the bottom left with options: 'Order service', 'Create user', 'Import accounts', 'Create department', and 'Create company'. The main content area is titled 'Security' and contains a 'Roles' section. This section is divided into three panels: 'Share roles' (highlighted in yellow), 'Available items', and 'Selected items' (also highlighted in yellow). The 'Available items' list includes: 'Billing (Read Only)', 'Reseller Admin (Advanced)', 'Reseller Admin (Limited)', and 'Reseller Admin (Sales)'. The 'Selected items' list includes: 'Customer Admin (Advanced)', 'Customer Admin (Modify)', and 'Customer Admin (Read-only)'. Below the 'Available items' list is a 'Select all' link. Below the 'Selected items' list is a 'Select all' link. At the bottom of the 'Roles' section, there is a checkbox for 'Create default admin user' with a description: 'Use this default account to give your end customer access to the Control Panel. End customers can only see their own company.' At the bottom right of the main content area are 'Back' and 'Next' buttons. A 'Self Help' button is visible on the right side of the interface. A notification icon with the number '15' is located in the bottom right corner.

# Gestión de clientes: Creación de compañía

Luego de haber seleccionado los roles indicados, debemos dejar marcada la casilla **Create default admin user** si es que deseamos que se cree un usuario bajo la cuenta del cliente final (en caso quisiéramos brindarle acceso al portal) al finalizar el proceso. En caso no lo requiramos, solo debemos desmarcar la casilla en mención. Posteriormente, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot displays the 'Security' configuration interface for creating a company. The interface includes a sidebar with 'COMPANY HIERARCHY' and a main content area with the following sections:

- Select parent** (tab)
- Company** (tab)
- Security** (tab)
- Marketplaces** (tab)

The 'Security' section contains:

- Share roles**: Share the selected roles for newly created company.
- Available items**:
  - Billing (Read Only)
  - Reseller Admin (Advanced)
  - Reseller Admin (Limited)
  - Reseller Admin (Sales)
- Selected items**:
  - Customer Admin (Advanced)
  - Customer Admin (Modify)
  - Customer Admin (Read-only)
- Create default admin user**: Use this default account to give your end customer access to the Control Panel. End customers can only see their own company. This checkbox is checked and highlighted in yellow.

At the bottom right, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a mouse cursor. A 'Self Help' button is visible on the right side of the interface.

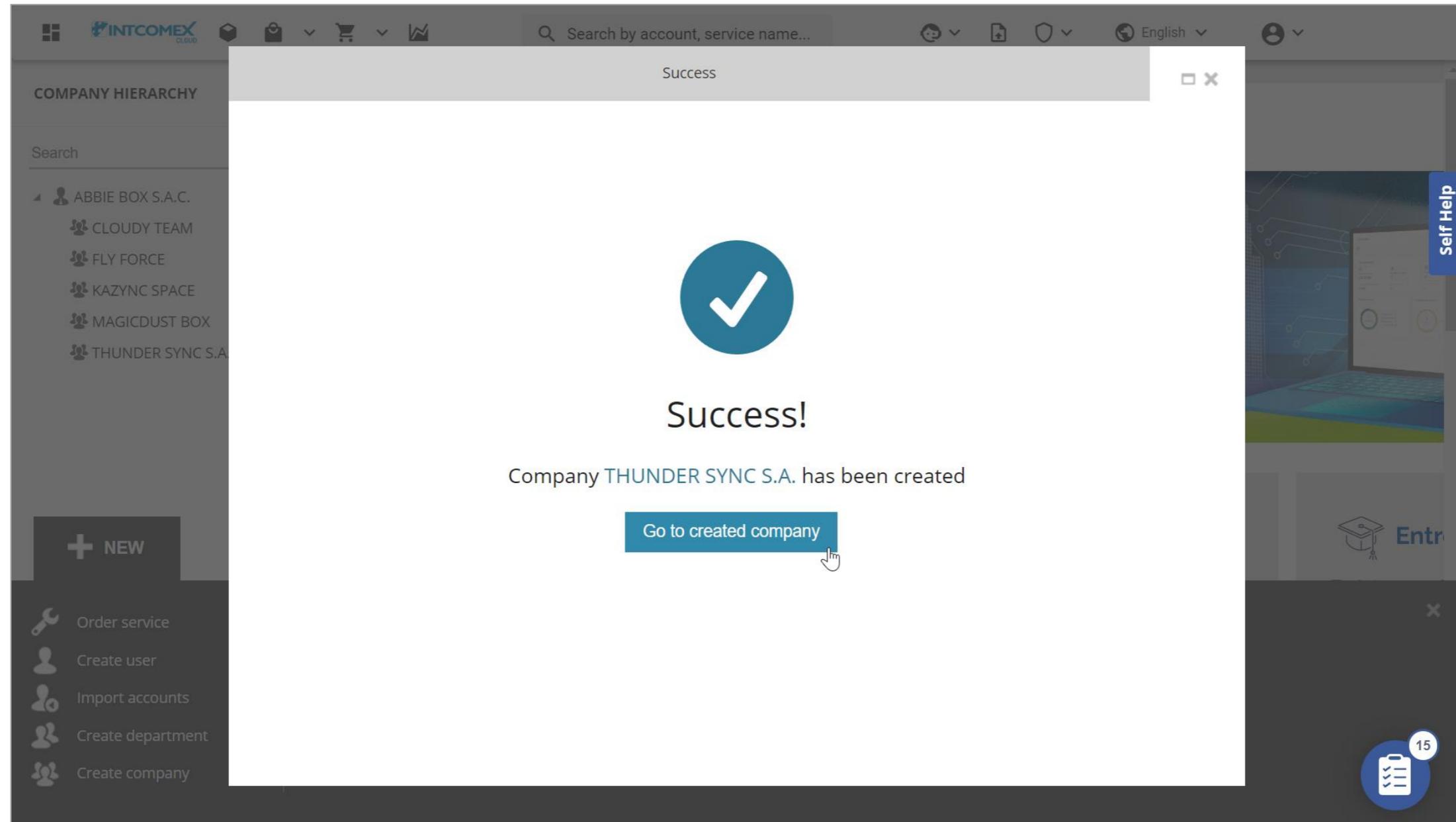
# Gestión de clientes: Creación de compañía

Luego, en la pestaña **Marketplaces**, hacemos clic sobre la lista de precios o marketplace que deseemos asignarle a la cuenta del cliente final a crear. Por defecto, procedemos a asignarle la lista de precios que nos ha sido creada.. Posteriormente, hacemos clic en el botón **Finish** o **Finalizar**.

The screenshot displays the INTCOMEX Cloud interface during the 'Create company' process. The 'Marketplaces' tab is active, showing a selection screen. The interface includes a sidebar with 'COMPANY HIERARCHY' and a list of companies: ABBIE BOX S.A.C., CLOUDY TEAM, FLY FORCE, KAZYNC SPACE, and MAGICDUST BOX. The main area is divided into 'Available items' and 'Selected items' sections, both with search bars. The 'Available items' section contains one item, 'ABBIE BOX - Marketplace', which is highlighted. Below each section is a 'Select all' link. At the bottom right, there are 'Back' and 'Finish' buttons. A 'Self Help' button is visible on the right side of the interface.

# Gestión de clientes: Creación de compañía

A continuación, un mensaje de éxito es desplegado en donde se indica que la compañía ha sido creada. Luego, hacemos clic en el botón **Go to created company**.



The screenshot displays the INTCOMEX Cloud user interface. A modal window titled "Success" is centered on the screen, indicating that the company "THUNDER SYNC S.A." has been successfully created. The modal contains a large blue checkmark icon, the text "Success!", and the message "Company THUNDER SYNC S.A. has been created". Below this message is a blue button labeled "Go to created company" with a hand cursor pointing to it. The background interface shows a sidebar with a "COMPANY HIERARCHY" section listing several companies, including "THUNDER SYNC S.A.". At the bottom of the sidebar, there is a "NEW" button and a list of actions: "Order service", "Create user", "Import accounts", "Create department", and "Create company". The top navigation bar includes a search bar, a language dropdown set to "English", and a user profile icon. A "Self Help" button is visible on the right side of the interface.

# Gestión de clientes: Creación de compañía

Finalmente, visualizamos la compañía creada y la información que hemos registrado.

The screenshot displays the INTCOMEX Cloud user interface. The top navigation bar includes the INTCOMEX logo, a search bar, and various utility icons. The main content area is divided into a left sidebar and a central panel. The sidebar shows the 'COMPANY STRUCTURE' with a search bar and a list of companies, with 'THUNDER SYNC S.A.' selected. The central panel shows the details for 'THUNDER SYNC S.A.' under the 'OVERVIEW' tab. The details are organized into three sections: 'COMPANY DETAILS', 'ACCOUNT INFORMATION', and 'CONTACT DETAILS'. Each section contains a table of key-value pairs with edit icons. A 'Self Help' button is visible on the right side of the central panel. The bottom navigation bar features icons for 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS', along with a 'NEW' button and a notification icon.

COMPANY STRUCTURE

All companies

Search

THUNDER SYNC S.A.

Arturo.Bejarano@thundersync.com

ABBIE BOX S.A.C. > THUNDER SYNC S.A. (380891)

## THUNDER SYNC S.A.

OVERVIEW AVAILABLE SERVICES BILLING SECURITY AUDIT LOG

COMPANY DETAILS

Company name	THUNDER SYNC S.A.
Domain	thundersync.com
Numeric ID	767180
VAT ID	2049835522
Parent numeric ID	734772

ACCOUNT INFORMATION

Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdService	false

CONTACT DETAILS

Address	Av. Pershing 544 - Magdalena
City	Lima
Country	Peru
Zip code	15494
Email	arturobejarano94@gmail.com
Contact phone	949392332
Contact person	Arturo Bejarano
Technical contact	
Technical Account Manager	
Technical contact	

Self Help

NEW SERVICE TERMINATE EXPORT CREDENTIALS TO ALL USERS

NEW

15

| Gestion de servicios



# Gestión de servicios: Introducción

Para poder realizar el aprovisionamiento de cualquier servicio, debemos de haber creado previamente una cuenta o perfil de cliente. Solo en algunos casos, se necesita aprovisionar algunos servicios identificadores para continuar con el aprovisionamiento requerido. Por ejemplo, para adquirir servicios Microsoft, siempre es necesario que se haya aprovisionado el servicio **Microsoft Organization Tenant**.

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 search bar and a list of companies under 'MAGICDUST BOX', including '(NCE) Exchange Online Kiosk (1)', 'lfernandez@magicdustbox.com', and the selected 'Microsoft Organization tenant (magicdustbox.onmicrosoft.com)'. The main content area shows the configuration for the 'Microsoft Organization tenant (280426)'. The breadcrumb path is 'ABBIE BOX S.A.C. > MAGICDUST BOX > Microsoft Organization tenant (280426)'. The configuration is divided into several sections: 'CONFIGURATION', 'LICENSE ANALYTICS', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'TENANT DETAILS' section includes fields for 'Existing Office 365 customer' (false), 'Primary domain name' (magicdustbox.onmicrosoft.com), 'Special Qualifications' (None), 'Primary contact first name' (Arturo), 'Primary contact last name' (Bejarano), 'Phone' (+51 924950856), 'Primary Contact Email Address' (arturo.bejarano@magicdustbox.com), and 'Microsoft Tenant Id' (98cea72b-720a-4411-ac6d-ac31ba900a92). The 'INDIRECT RESELLER INFO' section includes 'Microsoft partner ID' (6395965). The 'BILLING' section includes 'Billing start date' (2021-08-13 00:00 (UTC)) and 'Contract ID'. A 'Self Help' button is visible on the right side. The bottom navigation bar contains icons for 'NEW SERVICE', 'TERMINATE', 'MOVE', 'ACCEPT MCA', and 'MIGRATE TO NCE', along with a '+ NEW' button and a notification icon with the number 15.

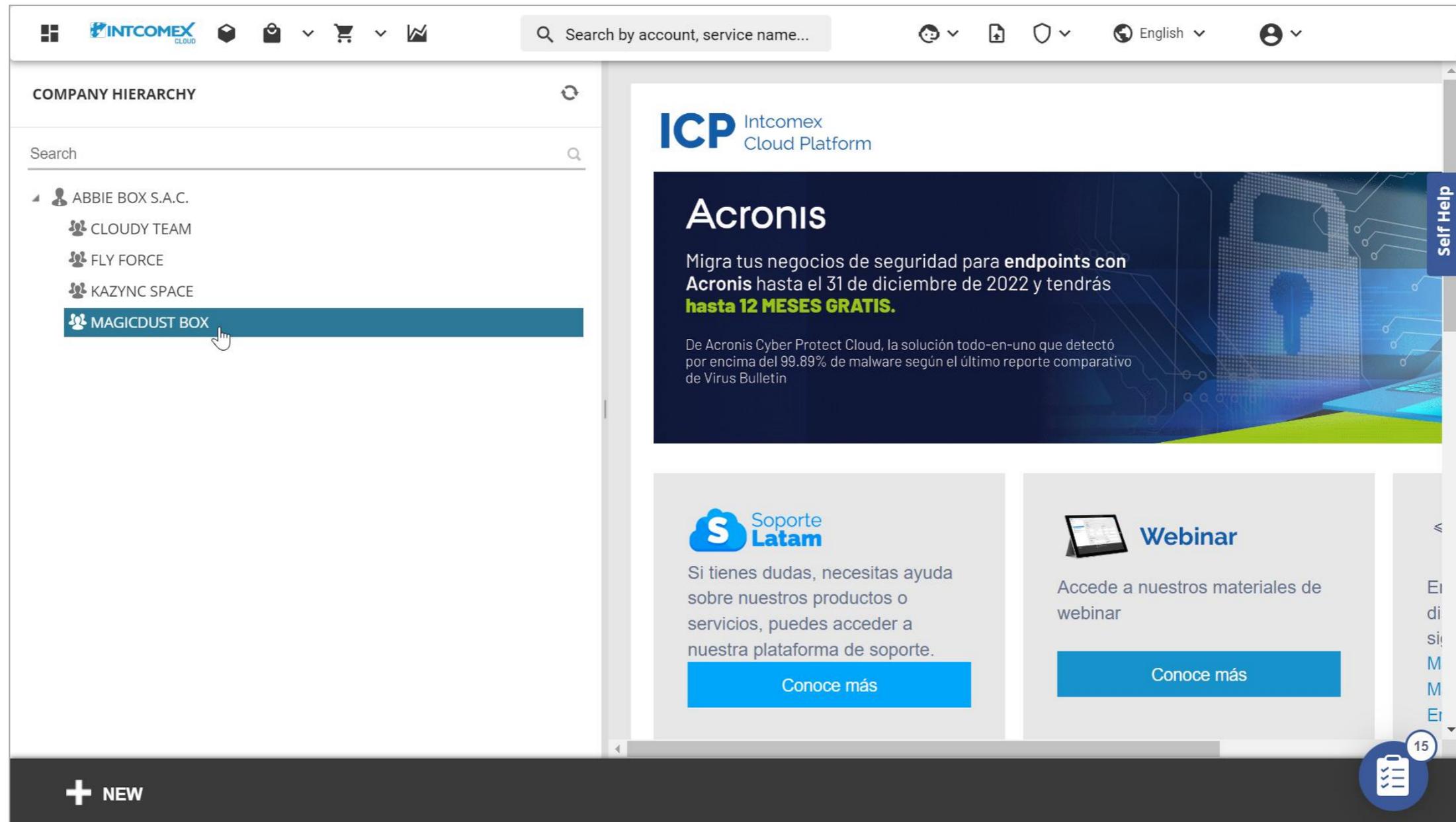
TENANT DETAILS	
Existing Office 365 customer	false
Primary domain name	magicdustbox.onmicrosoft.com
Special Qualifications	None
Primary contact first name	Arturo
Primary contact last name	Bejarano
Phone	+51 924950856
Primary Contact Email Address	arturo.bejarano@magicdustbox.com
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92

INDIRECT RESELLER INFO	
Microsoft partner ID	6395965

BILLING	
Billing start date	2021-08-13 00:00 (UTC)
Contract ID	

# Gestión de servicios: Aprovisionamiento

Hacemos clic sobre el nombre de la cuenta en donde deseamos realizar el aprovisionamiento.



The screenshot displays the Intcomex Cloud Platform interface. On the left, a 'COMPANY HIERARCHY' sidebar lists several accounts: ABBIE BOX S.A.C., CLOUDY TEAM, FLY FORCE, KAZYNC SPACE, and MAGICDUST BOX. The 'MAGICDUST BOX' account is highlighted with a blue bar and a mouse cursor. The main content area features a large banner for 'Acronis' with the text: 'Migra tus negocios de seguridad para endpoints con Acronis hasta el 31 de diciembre de 2022 y tendrás hasta 12 MESES GRATIS.' Below this, there are two promotional cards: 'Soporte Latam' and 'Webinar'. The 'Soporte Latam' card includes the text: 'Si tienes dudas, necesitas ayuda sobre nuestros productos o servicios, puedes acceder a nuestra plataforma de soporte.' and a 'Conoce más' button. The 'Webinar' card includes the text: 'Accede a nuestros materiales de webinar' and a 'Conoce más' button. The top navigation bar includes the Intcomex logo, a search bar, and various utility icons. The bottom navigation bar features a '+ NEW' button and a notification icon with the number '15'.

# Gestión de servicios: Aprovisionamiento

Luego, hacemos clic en la opción **New Service** o **Nuevo Servicio** ubicado en la parte inferior media de la pantalla.

The screenshot displays the Intcomex Cloud management interface for the account 'MAGICDUST BOX' under 'ABBIE BOX S.A.C.' (ID: 280413). The interface is divided into several sections:

- COMPANY STRUCTURE:** A sidebar on the left showing a search bar and a list of companies. 'MAGICDUST BOX' is selected, showing details like '(NCE) Exchange Online Kiosk (1)', 'lfernandez@magicdustbox.com', and 'Microsoft Organization tenant (magicdustbox.onmicrosoft.com)'.
- Navigation:** A top navigation bar with a search bar and various utility icons. A 'Self Help' button is visible on the right side.
- Account Overview:** The main content area shows tabs for 'OVERVIEW', 'AVAILABLE SERVICES', 'BILLING', 'SECURITY', and 'AUDIT LOG'. The 'OVERVIEW' tab is active.
- COMPANY DETAILS:** A table listing key information:

Company name	MAGICDUST BOX
Domain	magicdustbox.com
Numeric ID	735786
VAT ID	EMPTY
Parent numeric ID	734772
- CONTACT DETAILS:** A table listing contact information:

Address	Ca. Los Negocios 448 - Surquillo
City	Lima10
Country	Peru
Zip code	15494
Email	arturobejarano94@gmail.com
Contact phone	+51 924950856
Contact person	Arturo Bejarano
Technical contact	
Technical Account Manager	
- ACCOUNT INFORMATION:** A table listing account settings:

Language	English
Sales Manager	
Marketplaces	ABBIE BOX - Marketplace
CreateUserIdServi	false
- Bottom Navigation:** A dark bar at the bottom contains icons for '+ NEW', 'NEW SERVICE' (highlighted with a hand cursor), 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'. A notification bubble with the number '15' is also present.

# Gestión de servicios: Aprovisionamiento

En la pestaña **Select service** buscamos el servicio que deseamos aprovisionar. Luego de haberlo seleccionado, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot displays the 'Order service' modal in the Intcomex Cloud portal. The modal has four tabs: 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Select service' tab is active, showing a search for 'Windows Server Standard Core 2022'. The search results list several options, with 'Windows Server Standard Core 2022 Commercial Perpetual' selected. The right panel provides details for the selected service, including the vendor 'Microsoft', category 'Infrastructure', and tags 'Perpetual / Subscription license'. A 'Next' button is visible at the bottom right of the modal.

Windows Server Standard Core 2022 Commercial Perpetual will be connected to the following existing service:

Microsoft Organization tenant (magicdustbox.on...)

Windows Server Standard Core 2022 Commercial Perpetual (Microsoft)

Vendor: **Microsoft**  
Category: **Infrastructure**  
Tags: **Perpetual / Subscription license**

Next

# Gestión de servicios: Aprovisionamiento

Luego, en la pestaña **Terms and Conditions**, aceptamos los términos y condiciones del servicio. Posteriormente, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot displays the Intcomex Cloud portal interface. At the top, there is a navigation bar with tabs for 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Terms and Conditions' tab is currently active. Below the navigation bar, the main content area shows the title 'Windows Server Standard Core 2022 Commercial Perpetual (Microsoft)'. Underneath, there is a section titled 'Special Product Terms' with two main categories: '1. PRICE ADJUSTMENTS' and '2. DATACENTER LOCATION'. Each category contains numbered sub-points detailing pricing changes and data center policies. At the bottom of the terms section, there is a checkbox labeled 'You have accepted these Terms and Conditions.' which is checked. To the right of the terms section, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a mouse cursor, indicating the next step in the provisioning process. The background shows a sidebar with 'COMPANY STRUCTURE' and a list of users, and a 'Self Help' button on the right side.

# Gestión de servicios: Aprovisionamiento

En la pestaña **Configuration**, seleccionaremos la configuración que tendrá nuestro servicio. En este caso de ejemplo, en el campo **Quantity** ingresamos la cantidad de licencias, mientras que en el campo **SKU Type**, seleccionamos el tipo de servicio que deseamos. Luego, hacemos clic en el botón **Next** o **Siguiente**.

The screenshot displays the 'Configuration' step of a service provisioning process. The main window title is 'Windows Server Standard Core 2022 Commercial Perpetual (Microsoft)'. At the top, there are four tabs: 'Select service', 'Terms and Conditions', 'Configuration' (active), and 'Order review'. Below the title, there are two price boxes: 'Cost' at 141.37 \$ (One-time fee) and 'Selling price' at 154.00 \$ (One-time fee). The 'Details' section includes a 'Quantity' field set to 1 (with a range of Min: 1, Max: 1000000), a 'ProductID' field with the value DG7GMGF0D5RK, and a 'Sku Type' dropdown menu. The dropdown menu is open, showing three options: 'Windows Server 2022 Standard - ...' (selected), 'Windows Server 2022 Standard - 2 Core License Pack (SkulD: Perpetual Commercial 0004)', and 'Windows Server 2022 Standard - 16 Core License Pack (SkulD: Perpetual Commercial 0005)'. The 'Technical details' section has a 'Notify me' checkbox which is unchecked. The 'Billing' section includes a 'Billing start date' field set to 2023-02-20 18:21, and a 'Contract ID' field. At the bottom right of the configuration window, there are 'Back' and 'Next' buttons. A 'Self Help' button is visible on the right side of the background interface. The bottom of the screen shows a navigation bar with icons for 'NEW SERVICE', 'TERMINATE', 'EXPORT', and 'CREDENTIALS TO ALL USERS'. A 'NEW' button is also visible in the bottom left corner.

# Gestión de servicios: Aprovisionamiento

En la pestaña **Order Review** o **Revisión de la orden**, validamos los servicios que estamos adquiriendo y el precio (sugerido por Microsoft) que se tendría que ofertar al cliente final, Luego, hacemos clic en el botón **Finish** o **Finalizar**.

The screenshot shows the 'Order review' tab in the Intcomex Cloud interface. The service being reviewed is 'Windows Server Standard Core 2022 Commercial Perpetual (Microsoft)'. The interface includes a navigation menu on the left with options like 'COMPANY STRUCTURE', 'All companies', and 'MAGICDUST BOX'. The main content area displays the service details and a table with billing information.

Attributes	Fee type	Selling price
Sku Type Windows Server 2022 Standard - 2 Core License Pack (Skuid: Perpetual Commercial 0004)	1 (Quantity) One time fee	154.00 \$
<b>Total (One time fee)</b>		<b>154.00 \$</b>

At the bottom of the modal, there are two buttons: 'Back' and 'Finish'. A hand cursor is pointing at the 'Finish' button.

# Gestión de servicios: Modificación

Solo algunos en algunos servicios se permite la modificación de asientos o licencias. En el caso que se requiera realizar una modificación, solo debemos hacer clic sobre el servicio y a continuación hacer clic sobre el ícono de lápiz en el campo **Quantity**.

The screenshot displays the Intcomex Cloud user interface. On the left, the 'COMPANY STRUCTURE' sidebar shows a tree view with 'MAGICDUST BOX' expanded, listing services like '(NCE) Exchange Online Kiosk (1)' and '(NCE) Microsoft 365 Business Standard (1)'. The main content area shows the details for '(NCE) Microsoft 365 Business Standard'. A blue banner at the top indicates 'This account has price protection till 2023-03-20 00:00 UTC'. Below this, the service name is displayed, followed by pricing information: 'Cost' of 12.96 \$ Monthly fee and 'Selling price' of 15.00 \$ Monthly fee. Navigation tabs include '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
<b>Quantity</b>	1
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID	6395965

The 'Quantity' field is highlighted in yellow, and a mouse cursor is hovering over a pencil icon next to it. The 'CANCELATION' section provides details on cancellation rules and a 'Cancel until' date of 2023-02-27 18:32 (UTC). A bottom navigation bar includes icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'. A notification badge with the number '15' is visible in the bottom right corner.

# Gestión de servicios: Modificación

Luego, ingresamos la cantidad de licencias que deseamos y posteriormente hacemos clic en el botón de **Check**.

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 search bar and a list of services under 'MAGICDUST BOX', including '(NCE) Microsoft 365 Business Standard (1)'. The main content area shows the service details for '(NCE) Microsoft 365 Business Standard'. A blue banner at the top indicates 'This account has price protection till 2023-03-20 00:00 UTC'. Below this, the breadcrumb trail is 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (380895)'. The service name is '(NCE) Microsoft 365 Business Standard'. Two pricing boxes are shown: 'Cost' at 64.80 \$ (with a +51.84 \$ increase) and 'Selling price' at 75.00 \$ (with a +60.00 \$ increase), both labeled as 'Monthly fee'. Below the pricing, there are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' section includes a table with the following information:

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity *	5 (Min: 1, Max: 300)
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92

The 'CANCELLATION' section includes 'About cancellation' (Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.) and 'Cancel until' (2023-02-27 18:32 (UTC)). There is also a 'LICENSE REDUCTION' section. A 'Self Help' button is visible on the right side. At the bottom left, there is a '+ NEW' button, and at the bottom right, there is a notification icon with the number 15.

# Gestión de servicios: Modificación

Finalmente, hacemos clic sobre el botón **SAVE** o **GUARDAR** (imagen de disquete) ubicado en la parte inferior de la pantalla.

The screenshot displays the Intcomex Cloud interface for managing services. The main content area shows the details for the '(NCE) Microsoft 365 Business Standard' service. A blue banner at the top indicates 'This account has price protection till 2023-03-20 00:00 UTC'. The breadcrumb trail is 'ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (380895)'. The service name is '(NCE) Microsoft 365 Business Standard'. Two pricing cards are visible: 'Cost' at 64.80 \$ (with a +51.84 \$ increase) and 'Selling price' at 75.00 \$ (with a +60.00 \$ increase), both labeled as 'Monthly fee'. Below the pricing cards are tabs for 'CONFIGURATION', 'SERVICE INFO', 'AVAILABLE SERVICES', and 'AUDIT LOG'. The 'ORDER DETAILS' section includes a table with the following data:

Subscription Name	(NCE) Microsoft 365 Business Standard
Quantity	5
Billing Type	Monthly (with 1-month commitment) - P1M
Microsoft Tenant Id	98cea72b-720a-4411-ac6d-ac31ba900a92
MPN ID	6395965

The 'CANCELLATION' section provides information about cancellation, stating it is only allowed within 7 days from purchase or renewal, and shows a 'Cancel until' date of '2023-02-27 18:32 (UTC)'. A 'LICENSE REDUCTION' section is partially visible at the bottom. The bottom navigation bar contains a '+ NEW' button, a 'SAVE' button (disquete icon), a 'CANCEL' button (X icon), and a notification icon with the number '15'.

# Gestión de servicios: Modificación

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Es importante tener en cuenta que existen otros tipos de modificaciones que se puede realizar sobre un servicio. A continuación, se lista una serie de manuales para efectuar algunos cambios:

- Funcionalidad Upgrade
- Funcionalidad Renew
- Funcionalidad Change Status
- Funcionalidad Reset Price Protection



# Gestión de servicios: Cancelación inmediata

Para efectuar una cancelación inmediata de un servicio, solo debemos proceder a seleccionarlo y luego hacer clic sobre el botón **Terminate** o **Cancelar** ubicado en la parte inferior de la pantalla.

The screenshot displays the Intcomex Cloud management interface. At the top, there is a navigation bar with the Intcomex Cloud logo, a search bar, and user profile information. The main content area is divided into a left sidebar and a main panel. The sidebar shows the 'COMPANY STRUCTURE' with a search bar and a list of services under 'MAGICDUST BOX', including '(NCE) Microsoft 365 Business Standard (1)'. The main panel shows the details for this service, including a notification about price protection, the service name, and pricing information. The 'ORDER DETAILS' table lists the subscription name, quantity, billing type, Microsoft Tenant ID, and MPN ID. The 'CANCELLATION' section provides information about the cancellation process, including the 'Cancel until' date and time. At the bottom, a navigation bar contains icons for various actions, with the 'TERMINATE' button highlighted.

**COMPANY STRUCTURE**

Search by account, service name...

English

This account has price protection till 2023-03-20 00:00 UTC

ABBIE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (380895)

## (NCE) Microsoft 365 Business Standard

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

**Selling price** 15.00 \$ Monthly fee  
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	6395965

**CANCELLATION**

About cancellation	Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.
Cancel until	2023-02-27 18:32 (UTC)

**LICENSE REDUCTION**

NEW SERVICE TERMINATE RESET PRICE PROTECTION MOVE CHANGE STATUS RENEW UPGRADE

15

# Gestión de servicios: Cancelación inmediata

Se despliega una ventana en la cual se indica el servicio que se está intentando cancelar. Para continuar, marcamos la opción **Terminate now** o **Cancelar ahora** y luego hacemos clic sobre el botón **Continue** o **Cancelar**.

The screenshot displays the Intcomex Cloud interface. At the top, there is a search bar and navigation icons. The main content area shows a list of subscriptions for 'MAGICDUST BOX'. A modal dialog box titled 'Subscription termination' is open, displaying the following information:

- Subscription termination**
- You are about to terminate **1** subscription(s) of **MAGICDUST BOX**. By terminating **(NCE) Microsoft 365 Business Standard** you'll delete all subscription information.
- Subscriptions to terminate:
  - (NCE) Microsoft 365 Business Standard (1)
- Options:  Terminate now  Schedule termination
- Warning: **Once terminated, the subscription can't be restored and all the information will be deleted from servers! Recreating the same subscription will not bring back the content.**
- Button: **Continue**

The background interface includes a sidebar with 'COMPANY STRUCTURE' and 'All companies', a search bar, and a table of subscription details. The table shows the following information:

Microsoft Tenant Id	MPN ID
98cea72b-720a-4411-ac6d-ac31ba900a92	6395965

At the bottom of the interface, there is a navigation bar with icons for 'NEW SERVICE', 'TERMINATE', 'RESET PRICE PROTECTION', 'MOVE', 'CHANGE STATUS', 'RENEW', and 'UPGRADE'. A 'Self Help' button is visible on the right side of the interface.

# Gestión de servicios: Cancelación inmediata

A continuación, seleccionamos la razón por la cual estamos gestionando la cancelación anticipada del servicio, luego marcamos la casilla inferior con la cual aceptamos que estamos de acuerdo que la cancelación es irreversible, permanente y de efecto inmediato. Seguidamente, hacemos clic en el botón **Terminate now** o **Terminar ahora**.

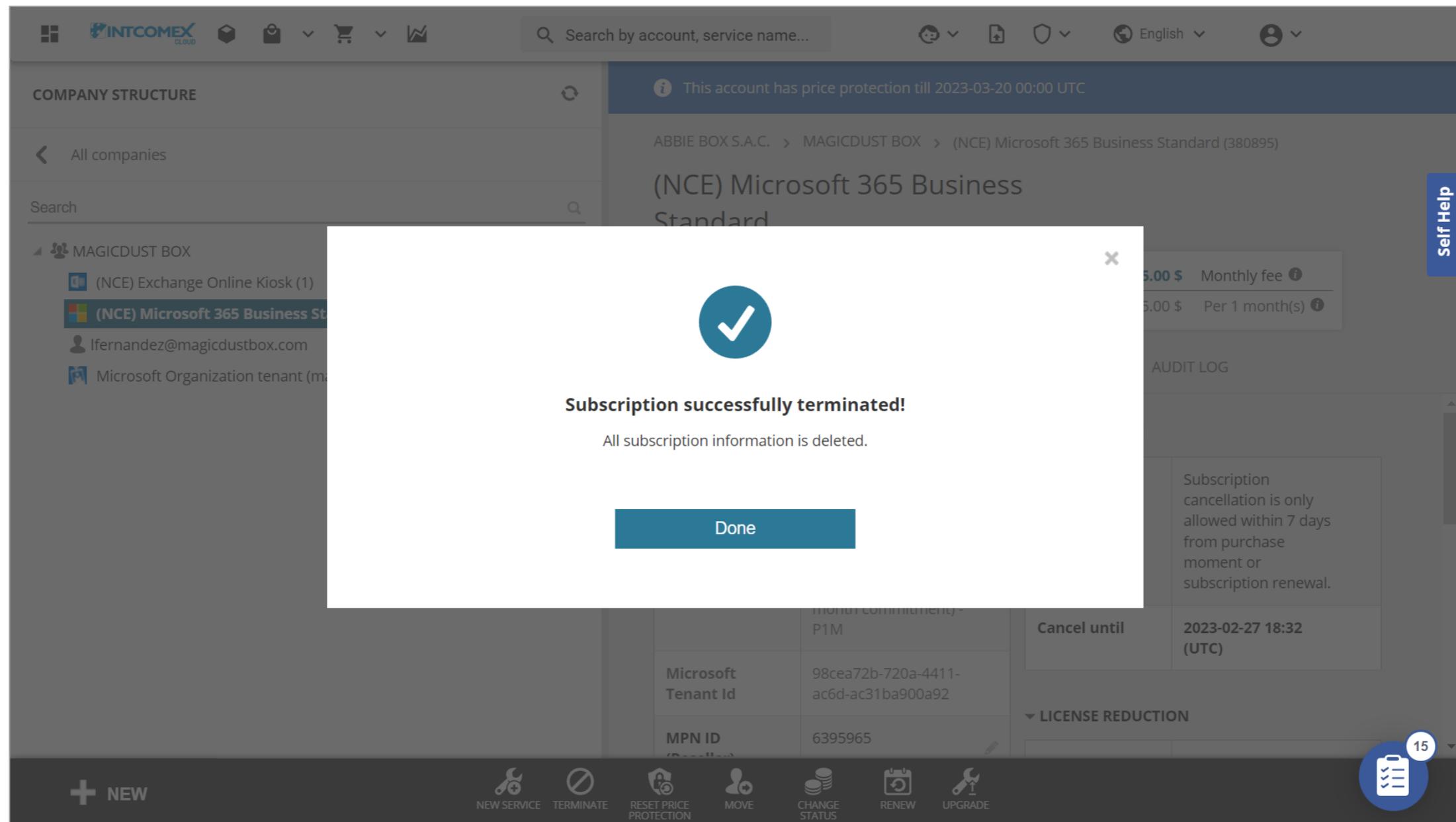
The screenshot displays the Intcomex Cloud user interface. A modal dialog titled "Subscription termination" is centered on the screen. The dialog contains the following elements:

- Header: "Subscription termination" with a close button (X).
- Text: "Please provide a reason for terminating the subscription.:"
- Radio button options:
  - Service upgraded
  - Change billing type of service
  - Service no longer needed
  - Service too expensive
  - Company moved to competitor
  - Company out of business
  - Mistake in the order
  - Other
- Checklist item:  I understand that terminating a subscription and account is **irreversible, permanent** and **effective immediately after termination**.
- Buttons: "Back" and "Terminate now" (highlighted with a mouse cursor).

The background interface shows the "COMPANY STRUCTURE" sidebar with "MAGICDUST BOX" selected, and a "Self Help" button on the right. The bottom navigation bar includes icons for "NEW SERVICE", "TERMINATE", "RESET PRICE PROTECTION", "MOVE", "CHANGE STATUS", "RENEW", and "UPGRADE". A notification badge with the number "15" is visible in the bottom right corner.

# Gestión de servicios: Cancelación inmediata

Finalmente, se muestra un mensaje que se ha iniciado el proceso de cancelación en el portal. Solo en caso se genere un error durante el proceso de cancelación, debemos reportarlo al equipo de soporte: Soporte Latam ([sophorte@soportelatam.cloud](mailto:sophorte@soportelatam.cloud)) para que puedan solucionarlo.



The screenshot displays the Intcomex Cloud portal interface. A central modal window shows a confirmation message: "Subscription successfully terminated!" with a checkmark icon and the text "All subscription information is deleted." Below the message is a "Done" button. The background shows the portal's navigation menu, search bar, and a list of services. A notification banner at the top indicates "This account has price protection till 2023-03-20 00:00 UTC". The service being managed is "(NCE) Microsoft 365 Business Standard". The portal also features a "Self Help" button on the right and a bottom navigation bar with icons for "NEW SERVICE", "TERMINATE", "RESET PRICE PROTECTION", "MOVE", "CHANGE STATUS", "RENEW", and "UPGRADE". A notification icon in the bottom right corner shows a count of 15.

COMPANY STRUCTURE

Search by account, service name...

English

This account has price protection till 2023-03-20 00:00 UTC

ABBBE BOX S.A.C. > MAGICDUST BOX > (NCE) Microsoft 365 Business Standard (380895)

(NCE) Microsoft 365 Business Standard

Self Help

Subscription cancellation is only allowed within 7 days from purchase moment or subscription renewal.

Cancel until 2023-02-27 18:32 (UTC)

Microsoft Tenant Id 98cea72b-720a-4411-ac6d-ac31ba900a92

MPN ID 6395965

LICENSE REDUCTION

Subscription successfully terminated!

All subscription information is deleted.

Done

15

NEW SERVICE TERMINATE RESET PRICE PROTECTION MOVE CHANGE STATUS RENEW UPGRADE

| Azure Plan



# Azure Plan: Introducción

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La nueva experiencia comercial de Azure Plan proporciona acceso a los servicios de Azure con tarifas de pago por uso para los clientes adheridos al programa Cloud Solutions Providers (CSP). Esta oferta simplifica la experiencia de compra puesto que ahora se pueden adquirir varias suscripciones de Azure bajo un solo Azure Plan.

Al momento de adquirir una suscripción de Azure Plan, se libera el acceso al catálogo completo de los últimos servicios de Azure. La nueva experiencia comercial en CSP para Azure está actualmente programada para que esté disponible en 137 países.

Por otro lado, se dispone de la opción para activar el Cost Management la cual permitirá estimar consumo de los servicios en tiempo real.



# Azure Plan: Aprovisionamiento

Por el momento, las solicitudes de aprovisionamiento de suscripciones de Azure Plan deben ser canalizadas mediante el equipo soporte: Soporte Latam ([soporte@soportelatam.cloud](mailto:soporte@soportelatam.cloud)). Esto debido a que debe realizarse una serie de evaluaciones para validar si el tenant se encuentra en cumplimiento a nivel de seguridad.

Enviar una solicitud [Iniciar sesión](#)

[Soporte Latam](#) | [Enviar una solicitud](#)

## Enviar una solicitud

Correo electrónico \*

Contact Name / Nombre del Contacto \*

Tenant administrator contact name / Nombre del contacto administrador del Tenant

Teléfono de Contacto / Contact Phone \*

Empresa / Company \*

Company name / Nombre de la empresa o compañía

# Azure Plan: Suspensión

Por otro lado, el proceso de cancelación de una suscripción de Azure Plan aún no se encuentra automatizado para realizarse desde el portal ICP. Por tal motivo, se debe registrar de igual forma un ticket con el equipo de soporte: Soporte Latam ([sopORTE@soportelatam.cloud](mailto:sopORTE@soportelatam.cloud)) para que efectúen la suspensión respectiva.

The screenshot displays the Azure portal interface with a modal dialog titled "Subscription termination". The dialog contains the following information:

- Title:** Subscription termination
- Message:** You are about to terminate 1 subscription(s) of **CLOUDY TEAM**. By terminating **Azure Plan** you'll delete all subscription information.
- Warning:** **Azure Plan** can't be terminated before **12 March 2023 00:00(UTC)** because it has or it contains 1 subscription(s) with a minimum contract period.
- Subscriptions to terminate:**
  - Azure Plan (Demo Room) **Minimal Contract Period**
  - Minimal Contract End Date:** 12 March 2023 00:00(UTC)
- Termination Options:**  Terminate on **12 March 2023 00:00**  Schedule termination
- Warning:** **Once terminated, the subscription can't be restored and all the information will be deleted from servers! Recreating the same subscription will not bring back the content.**
- Action:** Continue

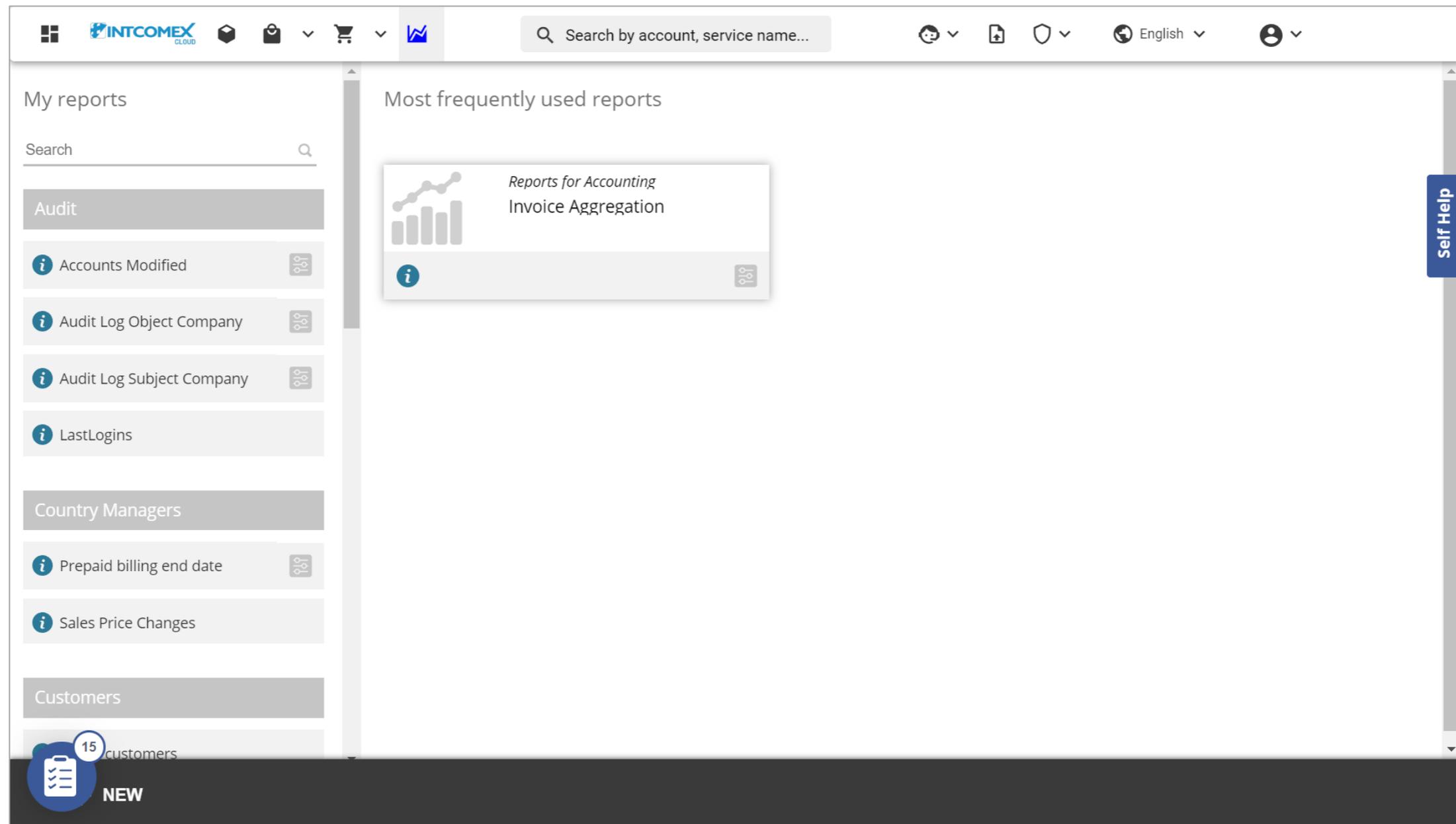


| Reportería



# Reportería: Introducción

Dentro del portal ICP se dispone de una gran cantidad de reportes de auditoría, gestión y ventas. Estos archivos permiten administrar información histórica y actualizada, siendo los más relevantes los reportes **Invoice Aggregation** y **MSCSPSeats**.



The screenshot displays the ICP portal's reporting interface. At the top, there is a navigation bar with the INTCOMEX CLOUD logo, a search bar labeled "Search by account, service name...", and user profile options. The main content area is divided into two sections: "My reports" on the left and "Most frequently used reports" on the right. The "My reports" section includes a search bar and a list of report categories: "Audit", "Country Managers", and "Customers". Under "Audit", there are sub-items: "Accounts Modified", "Audit Log Object Company", "Audit Log Subject Company", and "LastLogins". Under "Country Managers", there are "Prepaid billing end date" and "Sales Price Changes". Under "Customers", there is a "customers" item with a "NEW" badge and a notification of "15" items. The "Most frequently used reports" section features a prominent card for "Reports for Accounting Invoice Aggregation" with a bar chart icon. A vertical "Self Help" button is located on the right side of the interface.

# Reportería: Invoice Aggregation

El reporte **Invoice Aggregation** detalla las ventas realizadas en un mes determinado y nos permite conciliar las facturas que emite INTCOMEX por servicios CSP.

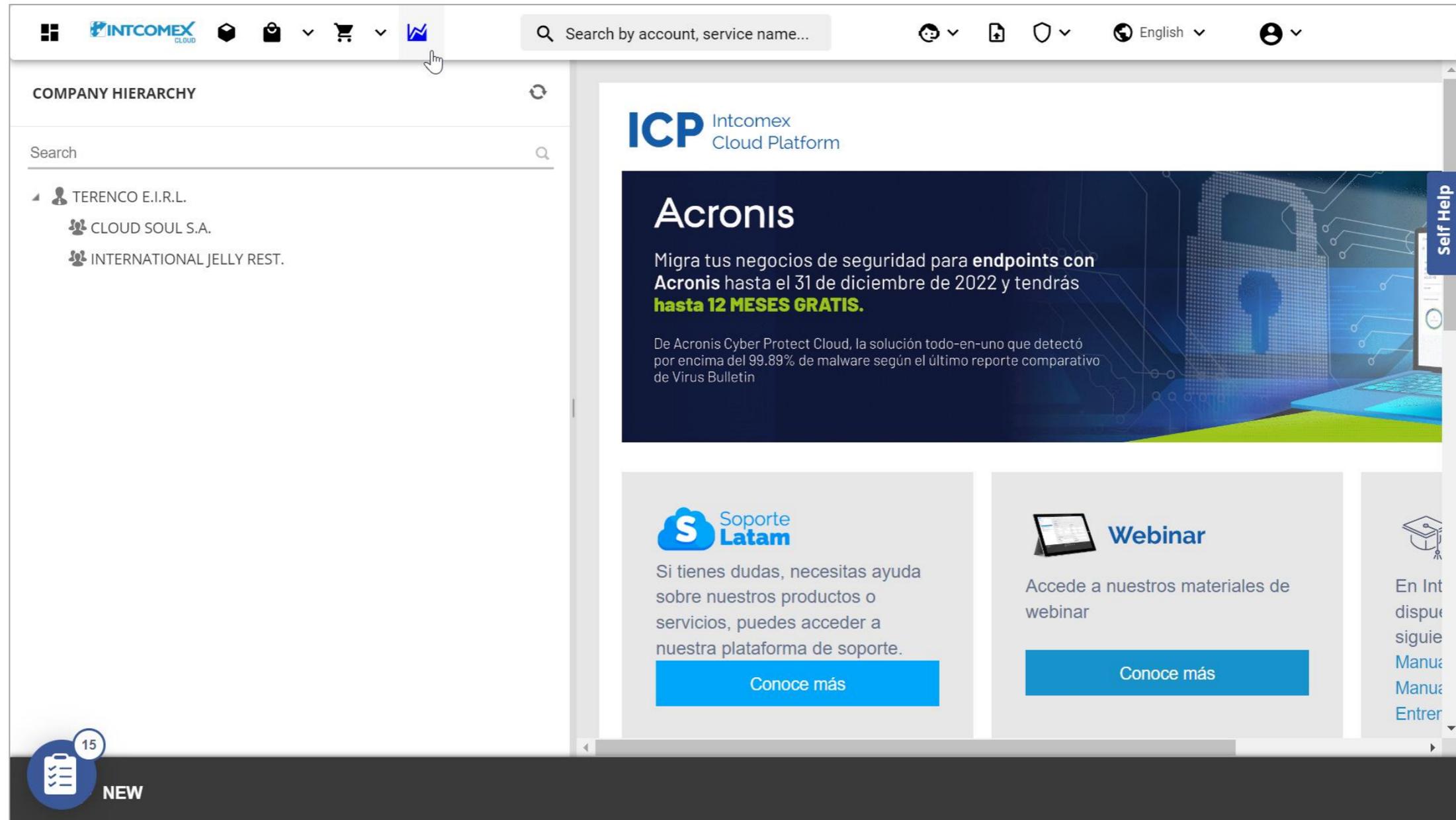
The screenshot displays the INTCOMEX Cloud reporting interface. The top navigation bar includes the INTCOMEX logo, a search bar, and user profile options. The main content area is divided into sections: 'Reports for Accounting', 'Sales', and 'Self Help'. Under 'Reports for Accounting', the 'Invoice Aggregation' report is highlighted. A tooltip is visible over this report, containing the following text:

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.

The interface also shows a 'NEW' notification in the bottom left corner and a 'Self Help' button on the right side.

# Reportería: Invoice Aggregation

Para poder generar el reporte **Invoice Aggregation**, debemos hacer clic sobre el módulo **Reporting** o **Reportería** ubicado en la barra superior.



The screenshot displays the Intcomex Cloud Platform dashboard. At the top, the navigation bar includes the Intcomex logo, a search bar, and several icons. The 'Reporting' icon, which is a blue line graph, is highlighted with a mouse cursor. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'COMPANY HIERARCHY' sidebar with a search bar and a list of companies: TERENCO E.I.R.L., CLOUD SOUL S.A., and INTERNATIONAL JELLY REST. The main content area features a large banner for Acronis, a 'Soporte Latam' section, a 'Webinar' section, and a 'Self Help' section. The bottom of the dashboard has a dark footer with a 'NEW' notification icon.

**COMPANY HIERARCHY**

Search

- TERENCO E.I.R.L.
- CLOUD SOUL S.A.
- INTERNATIONAL JELLY REST.

**ICP** Intcomex Cloud Platform

**Acronis**

Migra tus negocios de seguridad para **endpoints con Acronis** hasta el 31 de diciembre de 2022 y tendrás **hasta 12 MESES GRATIS.**

De Acronis Cyber Protect Cloud, la solución todo-en-uno que detectó por encima del 99.89% de malware según el último reporte comparativo de Virus Bulletin

**Soporte Latam**

Si tienes dudas, necesitas ayuda sobre nuestros productos o servicios, puedes acceder a nuestra plataforma de soporte.

[Conoce más](#)

**Webinar**

Accede a nuestros materiales de webinar

[Conoce más](#)

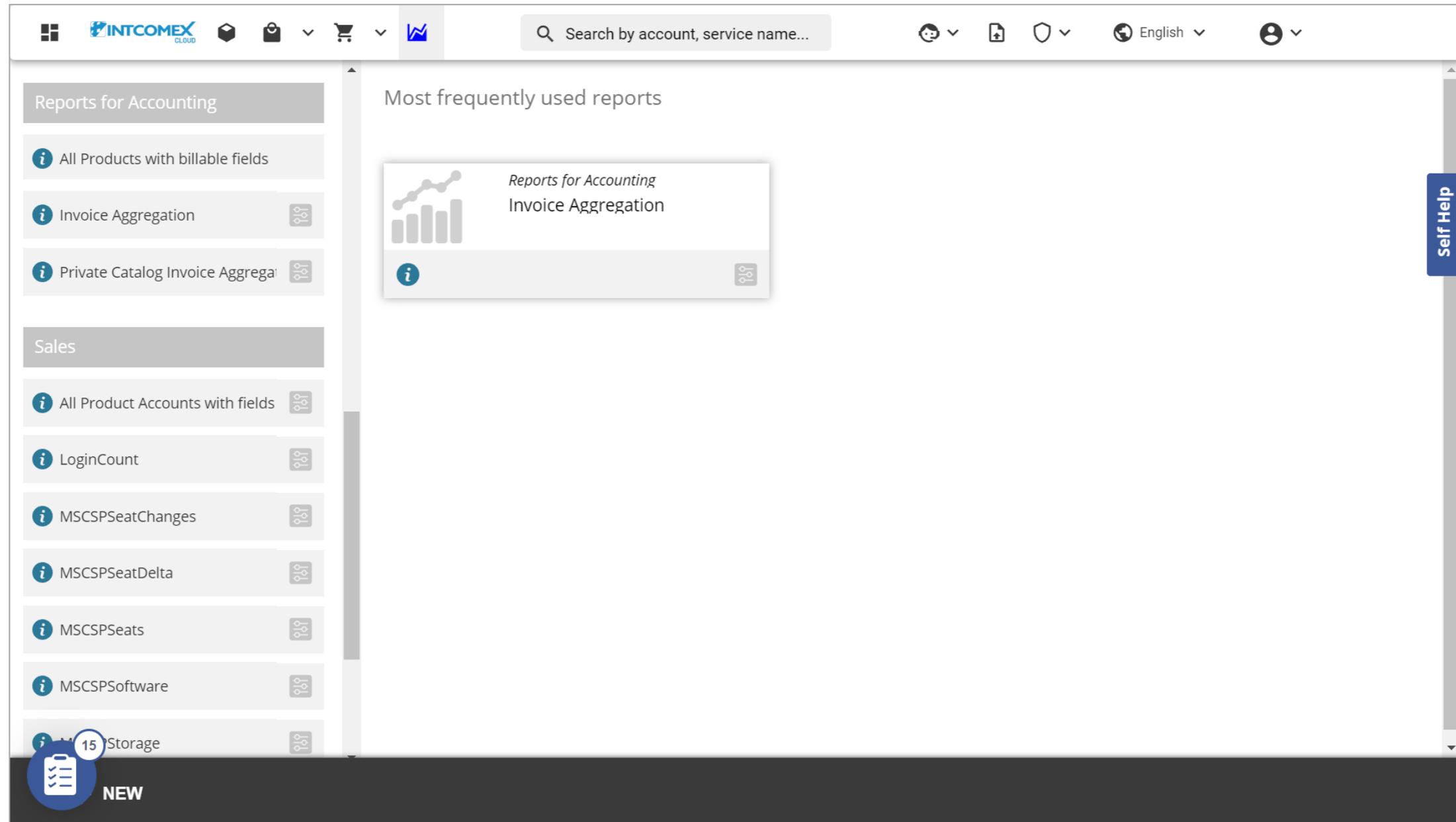
**Self Help**

En Intcomex Cloud Platform puedes seguir el [Manual de Usuario](#) o [Entrar](#)

**NEW**

# Reportaría: Invoice Aggregation

En el lado izquierdo nos deslizamos hacia abajo hasta encontrar el submenú **Reports for Accounting**.



# Reportería: Invoice Aggregation

Hacemos clic sobre el botón de filtro en la opción **Invoice Aggregation**. Luego, escogemos el último día del mes del cual deseamos generar nuestro reporte. Finalmente, hacemos clic sobre el botón **Execute**.

The screenshot displays the INTCOMEX Cloud reporting interface. The top navigation bar includes the INTCOMEX logo, a search bar, and user settings. The main content area is titled 'Reports for Accounting' and features a list of reports on the left and a 'Most frequently used reports' section on the right. The 'Invoice Aggregation' report is selected, and a calendar is open to select the date 31/03/2022. A 'Self Help' button is visible on the right side of the interface.

Reports for Accounting

- All Products with billable fields
- Invoice Aggregation
- MSCSPSeatChanges
- MSCSPSeatDelta

Month

31/03/2022

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Tuesday, February 14, 2023

Most frequently used reports

Reports for Accounting  
Invoice Aggregation

Self Help

NEW

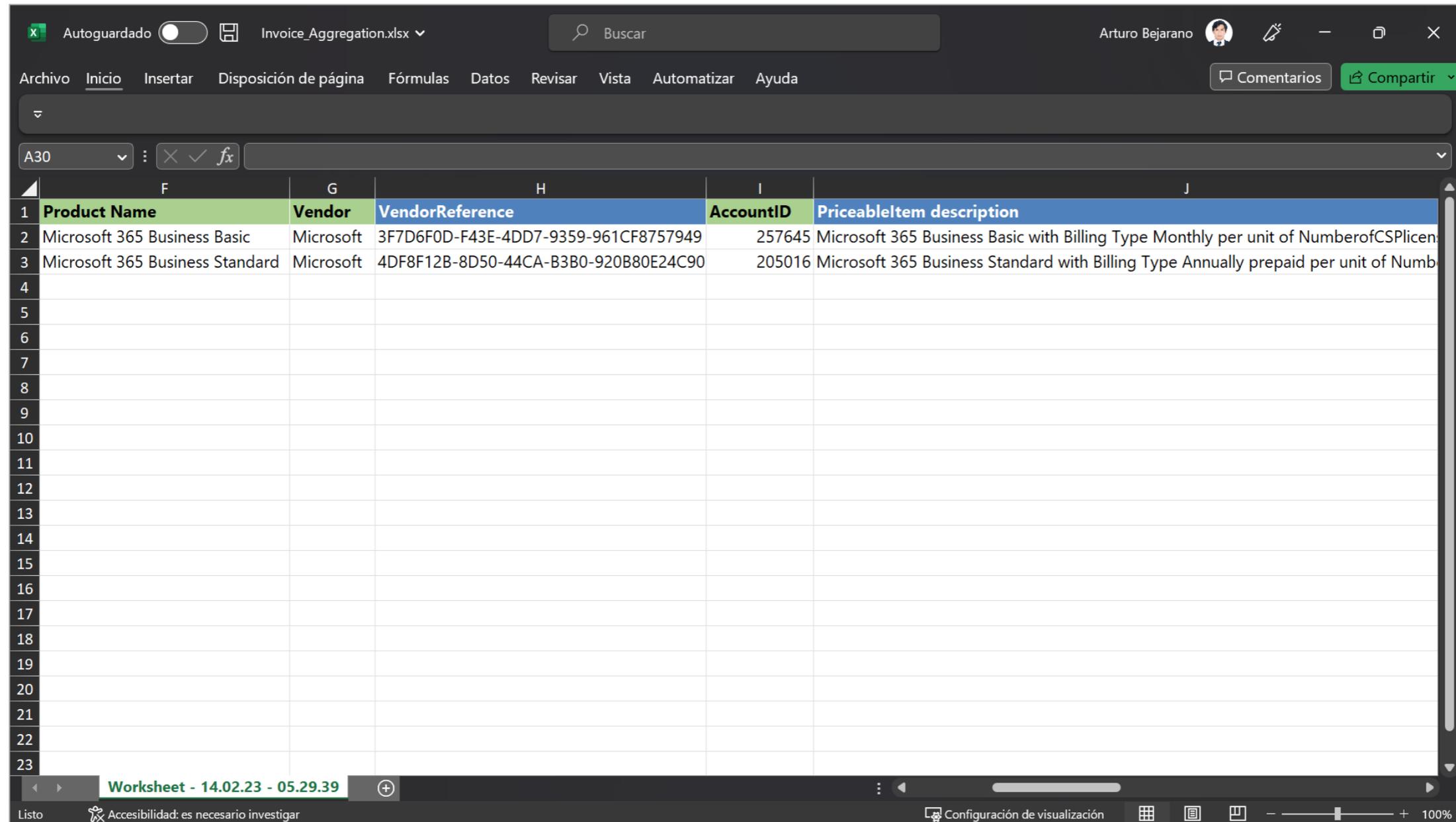






# Reportería: Invoice Aggregation

El campo **Product Name** nos indica el nombre del servicio adquirido mientras que el campo **Vendor** nos indica el proveedor del servicio que estamos adquiriendo. En cuanto al campo **AccountID**, este muestra un número que funciona como identificador único de cada línea de aprovisionamiento realizado en el portal ICP.



	F	G	H	I	J
1	Product Name	Vendor	VendorReference	AccountID	PriceableItem description
2	Microsoft 365 Business Basic	Microsoft	3F7D6F0D-F43E-4DD7-9359-961CF8757949	257645	Microsoft 365 Business Basic with Billing Type Monthly per unit of NumberofCSLicen
3	Microsoft 365 Business Standard	Microsoft	4DF8F12B-8D50-44CA-B3B0-920B80E24C90	205016	Microsoft 365 Business Standard with Billing Type Annually prepaid per unit of Numb
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					







# Reportería: Invoice Aggregation

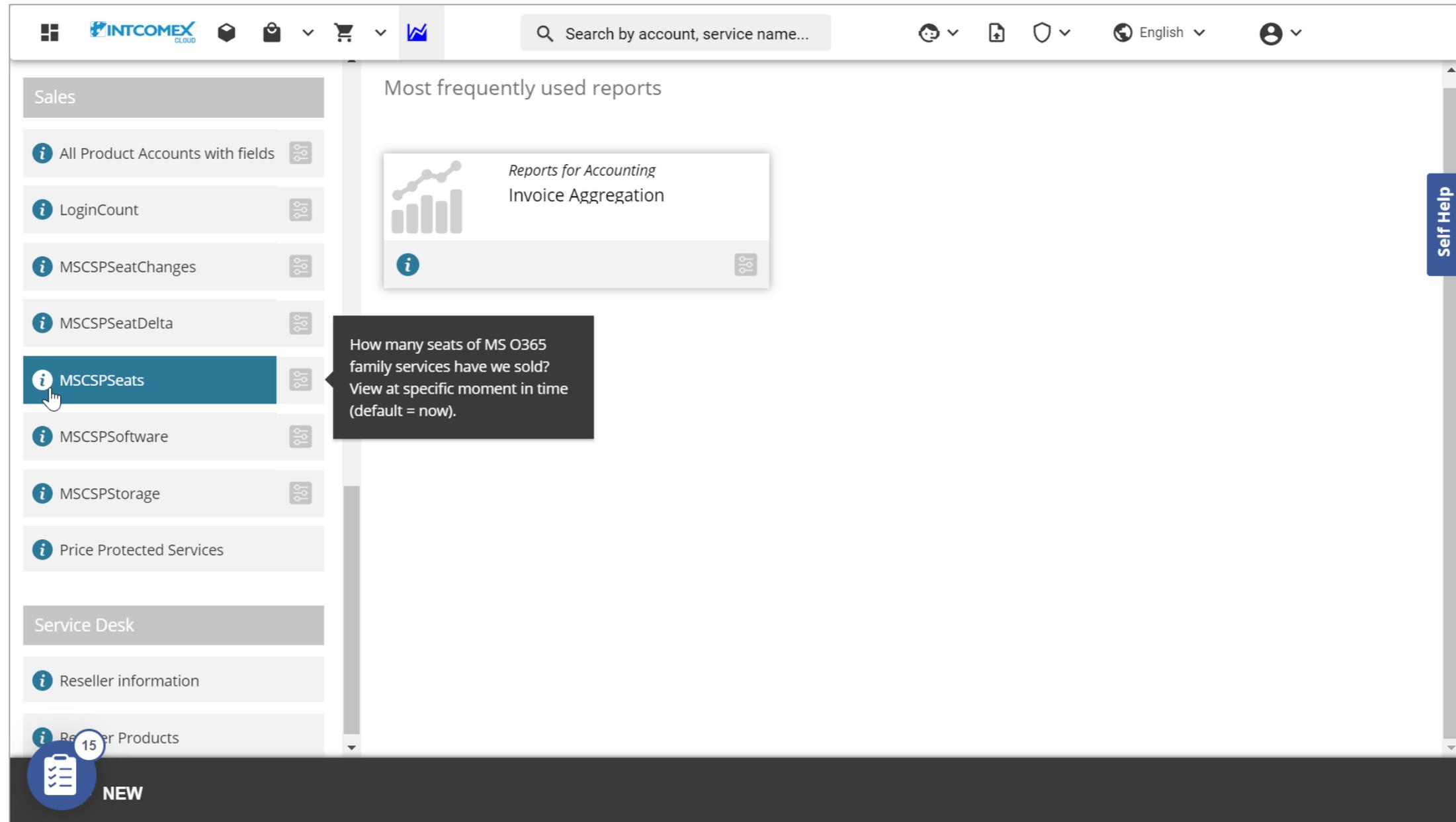
El valor que se muestra es nuestra factura (sin impuestos) por servicios CSP debe ser igual a la suma de todos los costos totales de los aprovisionamientos.

The screenshot shows an Excel spreadsheet with the following data:

1	BillableParameters	Costs	Sales Price	Currency	Product Code	Costs of Unit	Sales Price of Unit	UDRC Value	PriceableItemid
2	Billing Type=Monthly Number of CSP licenses=1	0.14	0.16	USD		4.32	5	1	3582
3	Billing Type=Annually prepaid Number of CSP licenses=1	129.6	150	USD		10.8	12.5	1	4596
4		129.74							

# Reportería: MSCSPSeats

El reporte **MSCSPSeats** detalla la cantidad de asientos de suscripciones Microsoft que hayamos vendido en la actualidad o en algún momento del tiempo.

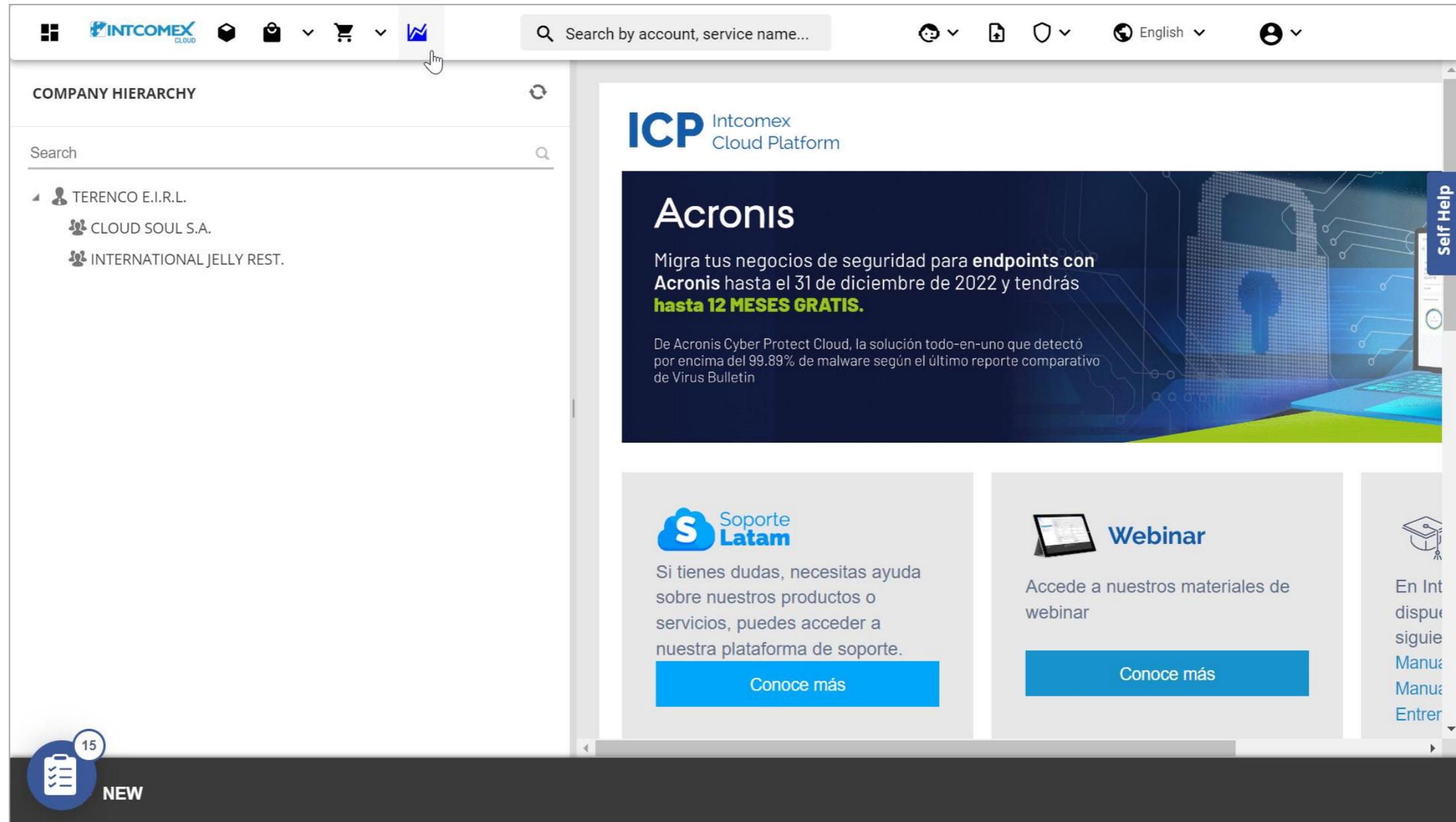


The screenshot displays the Intcomex Cloud reporting interface. The top navigation bar includes the Intcomex Cloud logo, a search bar, and user profile options. The left sidebar is categorized into 'Sales' and 'Service Desk'. Under 'Sales', the 'MSCSPSeats' report is highlighted. A tooltip for this report reads: 'How many seats of MS O365 family services have we sold? View at specific moment in time (default = now)'. The main content area shows 'Most frequently used reports' with a card for 'Reports for Accounting Invoice Aggregation'. A 'Self Help' button is visible on the right side of the interface.



# Reportería: MSCSPSeats

Para poder generar el reporte **MSCSPSeats**, debemos hacer clic sobre el módulo **Reporting** o **Reportería** ubicado en la barra superior.



The screenshot displays the Intcomex Cloud Platform dashboard. The top navigation bar includes the Intcomex logo, a search bar, and several icons. The 'Reporting' icon, represented by a blue bar chart, is highlighted with a mouse cursor. Below the navigation bar, the 'COMPANY HIERARCHY' section is visible, listing 'TERENCO E.I.R.L.', 'CLOUD SOUL S.A.', and 'INTERNATIONAL JELLY REST.'. The main content area features a large banner for 'Acronis' with the text: 'Migra tus negocios de seguridad para endpoints con Acronis hasta el 31 de diciembre de 2022 y tendrás hasta 12 MESES GRATIS.' Below this, there are three promotional cards: 'Soporte Latam' with the text 'Si tienes dudas, necesitas ayuda sobre nuestros productos o servicios, puedes acceder a nuestra plataforma de soporte.' and a 'Conoce más' button; 'Webinar' with the text 'Accede a nuestros materiales de webinar' and a 'Conoce más' button; and a partially visible card for 'Self Help' with the text 'En Intcomex dispones de Manuales de Usuario y Entradas de Ayuda'. A 'NEW' notification badge is present in the bottom left corner.

# Reportería: MSCSPSeats

En el lado izquierdo nos deslizamos hacia abajo hasta encontrar el submenú **Sales**.

The screenshot displays the Intcomex Cloud user interface. At the top, there is a navigation bar with the Intcomex Cloud logo, a search bar labeled "Search by account, service name...", and user profile options. The left sidebar contains a menu with the following items:

- Sales (highlighted)
- All Product Accounts with fields
- LoginCount
- MSCSPSeatChanges
- MSCSPSeatDelta
- MSCSPSeats
- MSCSPSoftware
- MSCSPStorage
- Price Protected Services

Below the 'Sales' menu is the 'Service Desk' section with 'Reseller information' and '15 Products'. A 'NEW' badge is visible at the bottom left of the sidebar. The main content area is titled 'Most frequently used reports' and features a report card for 'Reports for Accounting Invoice Aggregation' with an information icon. A 'Self Help' button is located on the right side of the interface.

# Reportería: MSCSPSeats

Hacemos clic sobre el botón de filtro en la opción **MSCSPSeats**. Luego, escogemos el día del cual deseamos generar nuestro reporte. Finalmente, hacemos clic sobre el botón **Execute**.

The screenshot displays the INTCOMEX Cloud user interface. On the left sidebar, under the 'Sales' category, the 'MSCSPSeats' report is selected. Below this, a date selection calendar is open, showing February 2023 with the 14th highlighted. The main content area features a 'Most frequently used reports' section with a card for 'Reports for Accounting Invoice Aggregation'. A 'Self Help' button is visible on the right edge of the interface.

INTCOMEX CLOUD

Search by account, service name...

English

Sales

- All Product Accounts with fields
- LoginCount
- MSCSPSeatChanges
- MSCSPSeatDelta
- MSCSPSeats**

Date

14/02/2023

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	<b>14</b>	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

15 day, February 14, 2023

NEW

Self Help

Reports for Accounting Invoice Aggregation

# Reportería: MSCSPSeats

La información es cargada en el portal, pero para poder visualizarla de una mejor forma podemos exportarla en un archivo de Excel. Para realizar lo mencionado, hacemos clic en el botón **EXPORT** ubicado en la barra inferior y luego hacemos clic sobre la opción **XLSX**.

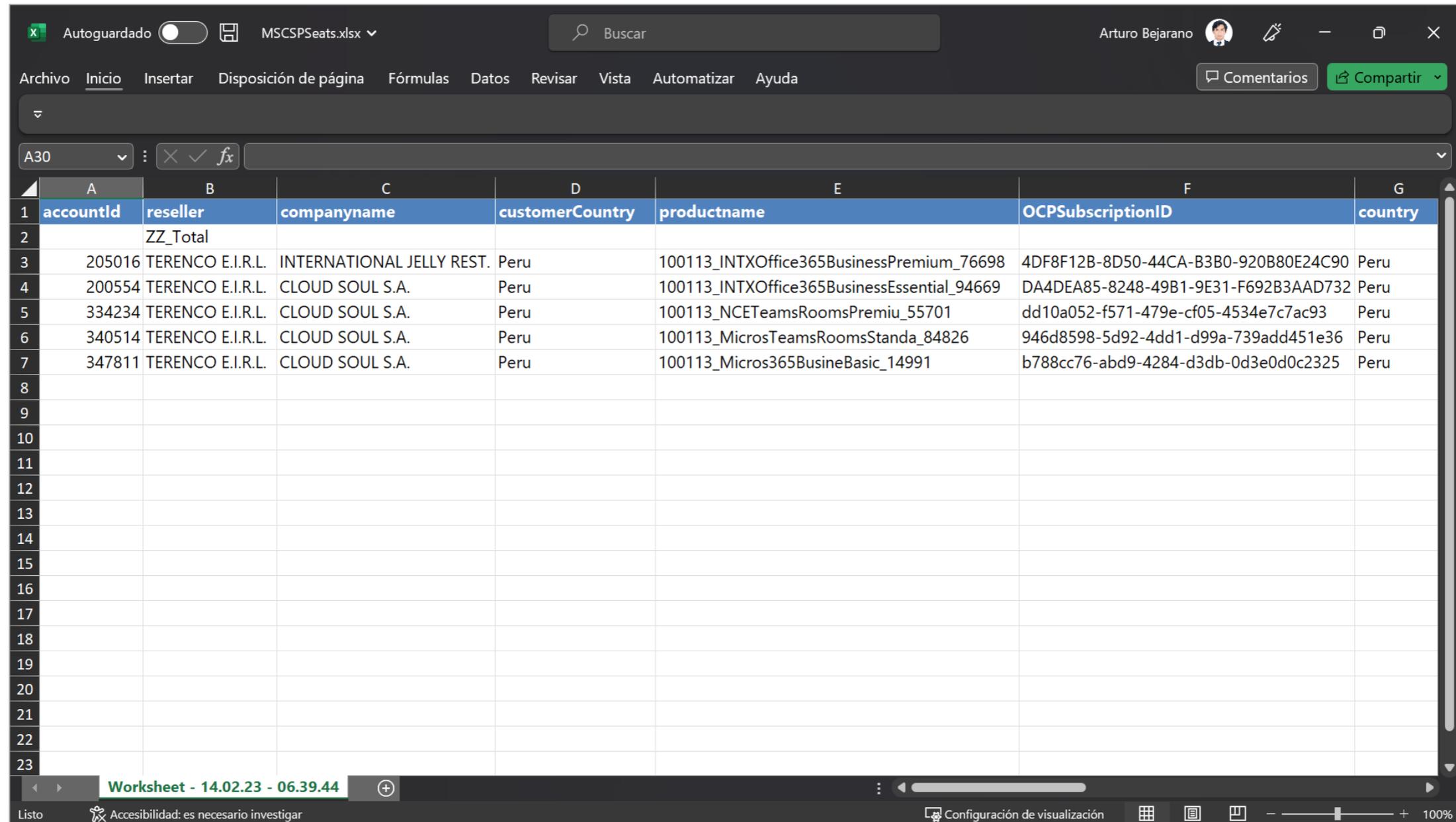
The screenshot displays the Intcomex Cloud portal interface for the MSCSPSeats report. The top navigation bar includes the Intcomex Cloud logo, a search bar, and user profile options. The left sidebar contains a 'Sales' menu with several report options, including 'MSCSPSeats' which is currently selected. The main content area shows the report title 'MSCSPSeats' and a description: 'Report generated on Tuesday, February 14, 2023 01:41:03'. Below this, there is a table with columns for various attributes. The table data is as follows:

accou	resell	comp	custo	produ	OCPS	count	seats	Existi	Licen	Unas	Billing	hasAc	licenc	Offer	Micro	Produ	Billing	Prom	Contr
	ZZ...						6		0	0									
20...	TE... E.I...	CL... SO... S.A.	Pe...	10...	D... 82... 49... 9E... F6...	Pe...	1	1	0	0	20... 01- 16...	true	C... SE...	bd... 05... 49... bb... ae...	3e... dd... 42... 84... 7a...	Mi... 365 Bu... Ba...	An... pr...	NOT SU...	
20...	TE... E.I...	IN... JEL... RE...	Pe...	10...	4D... 8D... 44... B3... 92...	Pe...	1	1	0	0	20... 03- 05...	true	C... SE...	03... 48... 42... 83... 77...	c0... e8... 41... a2... c5...	Mi... 365 Bu... St...	An... pr...	NOT SU...	
25...	TE... E.I...			10...	BB... 89... 45... A2... D...	Pe...	1	1	0	0	20... 01- 14...	true	C... SE...	03... 48... 42... 83... 77...	2a... e7... 42... 89... a9...	Mi... 365 Bu... St...	An... pr...	NOT SU...	

At the bottom of the interface, there is a navigation bar with a 'NEW' button and an 'EXPORT' button. The 'EXPORT' button is highlighted, and a dropdown menu is visible with the 'XLSX' option selected.

# Reportería: MSCSPSeats

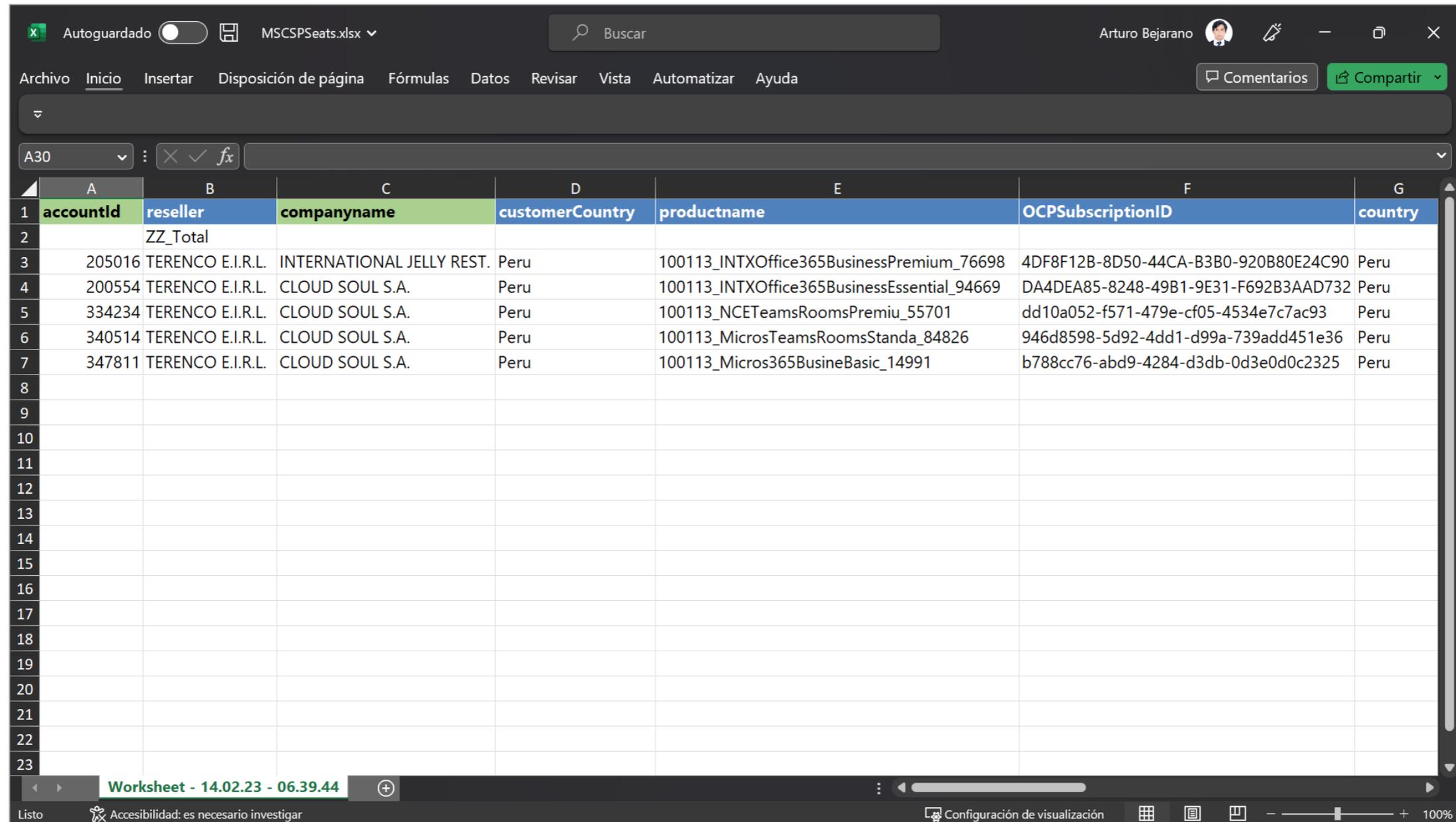
Luego de descargar y abrir posteriormente el archivo de Excel, se muestran diferentes campos que nos permitirán conocer de la cantidad de asientos de suscripciones Microsoft que se encontraban activos en la fecha escogida previamente.



	A	B	C	D	E	F	G
1	accountId	reseller	companyname	customerCountry	productName	OCPSubscriptionID	country
2		ZZ_Total					
3	205016	TERENCO E.I.R.L.	INTERNATIONAL JELLY REST.	Peru	100113_INTXOffice365BusinessPremium_76698	4DF8F12B-8D50-44CA-B3B0-920B80E24C90	Peru
4	200554	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_INTXOffice365BusinessEssential_94669	DA4DEA85-8248-49B1-9E31-F692B3AAD732	Peru
5	334234	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_NCETeamsRoomsPremiu_55701	dd10a052-f571-479e-cf05-4534e7c7ac93	Peru
6	340514	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_MicrosTeamsRoomsStanda_84826	946d8598-5d92-4dd1-d99a-739add451e36	Peru
7	347811	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_Micros365BusineBasic_14991	b788cc76-abd9-4284-d3db-0d3e0d0c2325	Peru
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# Reportería: MSCSPSeats

El campo **accountid** muestra el identificador de cada suscripción, mientras que el campo **companyname** indica la cuenta en donde se ha realizado los aprovisionamientos.



	A	B	C	D	E	F	G
1	accountid	reseller	companyname	customerCountry	productname	OCPSubscriptionID	country
2		ZZ_Total					
3	205016	TERENCO E.I.R.L.	INTERNATIONAL JELLY REST.	Peru	100113_INTXOffice365BusinessPremium_76698	4DF8F12B-8D50-44CA-B3B0-920B80E24C90	Peru
4	200554	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_INTXOffice365BusinessEssential_94669	DA4DEA85-8248-49B1-9E31-F692B3AAD732	Peru
5	334234	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_NCETeamsRoomsPremiu_55701	dd10a052-f571-479e-cf05-4534e7c7ac93	Peru
6	340514	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_MicrosTeamsRoomsStanda_84826	946d8598-5d92-4dd1-d99a-739add451e36	Peru
7	347811	TERENCO E.I.R.L.	CLOUD SOUL S.A.	Peru	100113_Micros365BusineBasic_14991	b788cc76-abd9-4284-d3db-0d3e0d0c2325	Peru
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Reportaría de  
consumo de uso



# Reportería de consumo de uso: Guías instructivas

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Algunos servicios como Azure Plan o Amazon Web Services (AWS) tienen la opción de generar un reporte de consumo a nivel granular. Para ello se debe seguir una serie de pasos los cuales son detallados en las guías que se adjunta a continuación:



