



## 🔗 User guide

### Automatic report sending



Last updated: November 15, 2024  
Intcomex Cloud Operations



# User guide—

## Automatic report sending

### Overview

Intcomex Cloud Operations





# Automatic report sending: Overview

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We now have a new feature in ICP called **REPORT SENDING**. This is a free service available within the Marketplace. It allows users to select the reports they wish to receive via email.

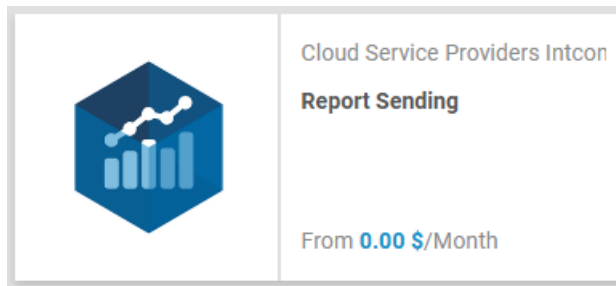
Please consider the following:

Reports will be sent on the **first day of each month**.

Reports will be sent to **all email addresses** specified in the recipients' field.

Reports will be generated for the last closed billing cycle (**previous month**).

Reports will not be sent if none of the reseller's users have a valid and updated password or the ability to generate the selected reports.





# User guide—

Automatic report sending

## Steps to follow

Intcomex Cloud Operations





# Automatic report sending: Steps to follow

First, click on the reseller account.

The screenshot shows a search interface on the left and a detailed view of the 'ABBIE BOX S.A.C.' account on the right.

**Search Results:**

- ABBIE BOX S.A.C. (highlighted)
- CLOUDY TEAM
- ERITECH PERU S.A.
- Global access Digital
- Global Access P
- KIOSK STORE
- LAIN AIRLINES S.A.C.
- MAGICDUST BOX
- TRANSBER S.A.C.

**ABBIE BOX S.A.C. Details:**

- OVERVIEW (selected)
- SUPPORT
- AVAILABLE SERVICES
- BILLING
- SECURITY

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





# Automatic report sending: Steps to follow

Click on the **NEW SERVICE** option located in the bottom bar.

The screenshot displays the 'ABBIE BOX S.A.C.' configuration page. The left sidebar lists several entities, with 'ABBIE BOX S.A.C.' selected. The main content area is divided into several sections:

- COMPANY DETAILS:**

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

Language	Spanish
Marketplaces	Marketplace 1 (8) Marketplace Azure Plan (8)
CreateUserIdService	false
- CONTRACT DETAILS:**

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

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

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

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

The bottom navigation bar contains four icons: a plus sign labeled 'NEW', a wrench labeled 'NEW SERVICE' (highlighted with a yellow box), a document with an arrow labeled 'EXPORT', and a document with a key labeled 'CREDENTIALS TO ALL USERS'.



# Automatic report sending: Steps to follow

Search for the service called **REPORT SENDING** (it must already be added to the Marketplace) using the Search option or by browsing through the list.

Select service    Terms and Conditions    Order review    □ ×

### Order service

Search

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

- (NCE) 10-Year Audit Log Retention Add On
- (NCE) 10-Year Audit Log Retention Add On (Education Pricing)
- (NCE) 10-Year Audit Log Retention Add On for FLW
- (NCE) Advanced Communications
- (NCE) Advanced Communications (Education Faculty Pricing)
- (NCE) Advanced Communications (Education Student Pricing)
- (NCE) Advanced Communications (Non-Profit Pricing)
- (NCE) Advanced eDiscovery Storage
- (NCE) Advanced eDiscovery Storage (Education Faculty Pricing)
- (NCE) Advanced eDiscovery Storage (Education Faculty Pricing)
- (NCE) Advanced eDiscovery Storage (Non-Profit Pricing)

Next ➔





# Automatic report sending: Steps to follow

Once you've found the service, select it and click **NEXT**

The screenshot displays a multi-step process bar at the top with four stages: 'Select service' (grey), 'Terms and Conditions' (teal), 'Configuration' (teal), and 'Order review' (teal). Below this, the 'Order service' section shows a search for 'report sending'. A list of results includes 'Report Sending' which is highlighted with a yellow border. To the right, details for the selected service are shown: 'Report Sending (Cloud Service Providers Intcomex)'. The details include: Vendor: Cloud Service Providers Intcomex; Category: Others; and Tags: Marketplace Customization, sabina.guluzade@also.com. At the bottom right, a 'Next' button with a right arrow is highlighted with a yellow border.

Select service Terms and Conditions Configuration Order review

Order service

report sending

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

Report Sending

Report Sending (Cloud Service Providers Intcomex)

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

Next





# Automatic report sending: Steps to follow

If you haven't already, accept the terms and conditions, then click **NEXT**.

The screenshot shows a multi-step configuration wizard. The progress bar at the top has four steps: 'Select service', 'Terms and Conditions', 'Configuration', and 'Order review'. The 'Configuration' step is currently active. Below the progress bar, the title is 'Report Sending (Cloud Service Providers Intcomex)'. The main content area is titled 'Report Sending' and contains a text box with the text: 'The service is provided as is without any SLA or any other explicit or implied warranty.' At the bottom of this area, there is a checked checkbox with the text 'You have accepted these Terms and Conditions.' At the bottom right of the wizard, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a yellow border.



# Automatic report sending: Steps to follow

Enter the required information in the next window.

Select service    Terms and Conditions    Configuration    Order review

## Report Sending (Cloud Service Providers Intcomex)

▼ Details

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

▼ INVOICE AGGREGATION REPORT

<b>Information About Invoice Aggregation Report</b>	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. <b>Selected by default</b>
<b>Invoice Aggregation *</b>	<input checked="" type="checkbox"/>

▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT

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

▼ RENEWAL OVERVIEW REPORT

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

Back    Next



# Automatic report sending: Steps to follow

In the first field, **RECIPIENTS**, enter the email addresses of the people who will receive the reports. Separate multiple email addresses with commas.

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

▼ Details

<b>Recipients *</b> Comma separated list of recipients for the report.	admin@abbiebox.com, ventas@abbiebox.com
---	---

▼ INVOICE AGGREGATION REPORT

<b>Information About Invoice Aggregation Report</b>	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. <b>Selected by default</b>
<b>Invoice Aggregation *</b>	<input checked="" type="checkbox"/>

▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT

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

▼ RENEWAL OVERVIEW REPORT

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

◀ Back   Next ▶





# Automatic report sending: Steps to follow

In the next field, **INVOICE AGGREGATION REPORT**, select the checkbox if you need to receive this report. The invoice aggregation report provides information on all the transactions made during the month, and it is the report Intcomex uses to bill each reseller.

Select service	Terms and Conditions	Configuration	Order review
Report Sending (Cloud Service Providers Intcomex)			
▼ Details			
<b>Recipients *</b> Comma separated list of recipients for the report.	<input type="text" value="admin@abbiebox.com, ventas@abbiebox.com"/>		
▼ INVOICE AGGREGATION REPORT			
<b>Information About Invoice Aggregation Report</b>	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. <b>Selected by default</b>		
<b>Invoice Aggregation *</b>	<input checked="" type="checkbox"/>		
▼ PRIVATE CATALOG INVOICE AGGREGATION REPORT			
<b>Information About Private Catalog Invoice Aggregation Report</b>	Same as Invoice Aggregation (detailed invoice for specified month) but this one includes ONLY private catalog services and, therefore, does not have COGS part. Data for past months never changes, but the preview of the current month is updated every Friday morning.		
<b>Private Catalog Invoice Aggregation</b>	<input type="checkbox"/>		
▼ RENEWAL OVERVIEW REPORT			
<b>Information About Renewal Overview Report</b>	Shows the list of subscriptions that has either prepaid period end date or contract end date. It contains details about End Date Action and scheduled renewal values. On default it shows only products that support End Date Action. If IncludeAll option is selected then it gets all products.		
<b>Renewal Overview</b>	<input type="checkbox"/>		
		Back	Next





# Automatic report sending: Steps to follow

In the next field, **PRIVATE CATALOG INVOICE AGGREGATION REPORT**, select the checkbox if you need to receive this report.

The private catalog invoice aggregation report provides the same information as the invoice aggregation report, but only for the services from the private catalog.

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

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# Automatic report sending: Steps to follow

In the next field, **RENEWAL OVERVIEW REPORT**, select the **RENEWAL OVERVIEW** checkbox if you need to receive this report.

The renewal overview report provides information on NCE subscription renewals. If you select **INCLUDE ALL**, it will generate a renewal report for all services.

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



# Automatic report sending: Steps to follow

In the next field, **TECHNICAL DETAILS**, select the checkbox if you want to be notified when the provisioning of the REPORT SENDING service is complete.

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

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# Automatic report sending: Steps to follow

Leave the **BILLING** field blank, as this is a free service.

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

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# Automatic report sending: Steps to follow

After entering all the required information, click **NEXT**.

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

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# Automatic report sending: Steps to follow

Once it's created, the product will appear under the reseller.

The screenshot displays a web application interface for configuring 'Report Sending' for 'ABBIE BOX S.A.C.'. The interface is divided into a left sidebar and a main content area.

**COMPANY STRUCTURE (Left Sidebar):**

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

**Main Content Area (Report Sending):**

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

### Report Sending

CONFIGURATION | SERVICE INFO | AVAILABLE SERVICES | PROVISIONING | AUDIT LOG | SPECIAL DEAL

**DETAILS**

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

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

**PRIVATE CATALOG INVOICE AGGREGATION REPORT**

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

**RENEWAL OVERVIEW REPORT**

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

**BILLING**

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

**Bottom Bar:**

- + NEW
- REGULATE PROVISIONING
- NEW SERVICE
- TERMINATE
- MOVE



**INTCOMEX**  
CLOUD  
CLOUD

