

Trust the Strong

ALEF CSP platform manual



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1 Accessing the CSP platform

The platform is accessed through the URL created at the setup of the partner portal when the company is registered as an ALEF CSP partner. The URL will be created as **https://reseller.alef.cloud/**.

From the primary platform page, the user may either:

- View the catalog for the available CSP offers and products, as a visitor / nonregistered user - this view allows the user to access all the products and services available on the ALEF CSP platform and view their characteristics and related information, except for the price. For the products that do have the price shown in this view, it will be the vendor end user recommended price.

- Log in in his user account, if such an account has been created for him, or register for a user account. By logging in his account, the user will have access to the partner prices for the products and services sold through the ALEF CSP platform, as well as other partner benefits.

1.1 Product catalog

The Product catalog is the first page that is visible as the partners access their portal on the CSP platform, even before logging in.

This way the partners, **if they wish**, can provide their customers with the link towards their portal on the ALEF CSP platform so the customers can document themselves about the characteristics of the available products.



By selecting one of the categories from the left, the partners will be able to see what products are included in that category and access the detailed information page for those products.

For example, if we would choose the *Client* category and then we would select the Microsoft 365 product group, we would be able to see the details for all of the Microsoft 365 offerings that Microsoft has made available, for all the customer categories, with their ERP (Microsoft End-user Recommended Price).

Product Catalog X	+							x 6 - 🚥
← → C 0 ≜ https://es) IN 🖸 🛛 🔗 🔡 🖷 🖬 🗃 🗏
~								Log in
Q								
PRODUCTS	PRODUCT CATALOG + MICROSOFT 365							
Windows 10		Microsoft 365 Microsoft						
Microsoft 365		Microsoft 365 Enterprise is a co	nplete, intelligent solution, including Office	365, Windows 10 Enterprise, and Ent	erprise Mobility + Security, that empowe	ers everyone to be creative and work tog	gether, securely.	
Intune								
Enterprise Mobility								
	Microsoft 365 E5 eDiscovery and Pricing)	d Audit (Nonprofit Staff	Microsoft 365 A3 for faculty		Microsoft 365 F1		Microsoft 365 A5 Information for students	Protection and Governance
	Manage eDiscovery communications using responses and escalate with reminders and data leakage, examine associated user activ such as deleting associated data More information	tools to send and track custodian imanager notifications. Investigate titles, and take actions to remediate	Office 365 A3, Enterprise Mobility + Security E Minecraft: Education Edition. This per-user lic offers users best-in-class productivity across- and control. More information	E3. Windows 10 Education E3, and tensed suite of Education products devices while providing IT security	Core products and features within Micro More information	asoft 365 to equip Firstline Workers	Enable secured and compliant collaborat that help avoid leaks and restrict externa protection and governance labels and lo how it is being used. More information	tion with data loss prevention policies al sharing of sensitive data. Configure cate your sensitive data and understand
	25.1-5		101		<u>Its</u> 1 - *		<u>10</u> 1	
	EUR 1.82 User / Month	Buy now	EUR 5.42 User / Month	Buy now	EUR 3.37 User / Month	Buy now	EUR 1.35 User / Month	Buy now
	Microsoft 365 A1		Microsoft 365 A5 for faculty		Microsoft 365 Apps for enterg Trial	prise (Nonprofit Staff Pricing)	Microsoft 365 Apps for enterp	rise
	A simple offer for lightweight management devices. This is a one-time purchased for six More information	and productivity for education cyears with no cancellation.	Office 365 AS. Enterprise Mobility + Security E Minecraft: Education Edition. This per-user lic offers customers the latest, most advanced e collaboration, and business analytics. More information	ES. Window 10 Education ES, and tensed suite of Education products interprise security, management,	The premium Office suite for organizatio Outlook, OneNote, Access, and Skype fo sharing. Connected to the cloud, enablic choice as part of the Office 365 experien More information	ons - including Word, Excel, PowerPoint, ir Business - plus online file storage and ng you to roam between your devices of nce.	The premium Office suite for organizatio Outlook, OneNote, Access, and Skype for sharing. Connected to the cloud, enablin choice as part of the Office 365 experien More information	ns - including Word, Excel, PowerPoint, Business - plus online file storage and g you to roam between your devices of ce.
	18 1		20.1		10 25 - 25		<u>19</u> :1	
	EUR 253.44 User / Year	Buy now	EUR 10.14 User / Month	Buy now	Pree trial	Buy now	EUR 12.85 User / Month	Buy now
	Microsoft 365 Business Premiun Trial	n (Nonprofit Staff Pricing)	Microsoft 365 Business Premium Donation	(Nonprofit Staff Pricing)	Microsoft 365 A5 eDiscovery a	and Audit for faculty	Microsoft 365 Business Premi	um Trial
	Best for businesses that need all the apps a Standard plus advanced cyber threat protec businesses with up to 300 employees. More information	nd services included in Business tition and device management. For	Best for businesses that need all the apps an Standard plus advanced cyber threat protect businesses with up to 300 employees. More information	d services included in Business ion and device management. For	Manage eDiscovery communications usi responses and escalate with reminders data leakage, examine associated user a such as deleting associated data More information	ing tools to send and track custodian and manager notifications. Investigate activities, and take actions to remediate	Best for businesses that need all the app Standard plus advanced cyber threat pro businesses with up to 300 employees. More information	is and services included in Business tection and device management. For
	<u>10</u> 25 - 25		<u>10</u> 1-10		- 1 92		10 25 - 25	
	Free trial	Buy now	EUR 0.00 User / Month	Buy now	EUR 1.43 User / Month	Buy now	Free trial	Buy now

1.2 Accessing the reseller account

The partners have the possibility to access their reseller account, on the CSP platform, from any page of the platform by pressing the *Log in* button from the upper right-hand side of the webpage.

On the Log in page, you will notice that there are 3 authentication methods available. You will have to select the one that has been set for your user by the account administrator, which is also the primary user.

- Personal email (Live ID) this option is based on the Microsoft Account login method
- Work email (AAD Account) you may use this option if you have a Microsoft Online Services account or even Partner Center account for MPN
- Account created here an email and password login method, that does not depend on any other authentication systems

Note: The Primary Contact, which is the first user that gets created on the reseller account from the platform, will always have the *Account created here* login method set up

Login X +				
(→ C [*] 0 ≜ https://earnizo.alef.doud/Login			··· 🛛 🗕 🏠	E O IN E O Ø 🔮 🖷 🖬 🗉 🗉
				Log in
Q				
		Log in		
		Personal email (Live ID)		
	۲	Work email (AAD Account)		
	~	Account and and been		
	9	Account created here		
		Not a Customer? Click here to register		

Once logged in the user will now have full access (depends on the assigned rights) to the reseller portal, which allows him to access all the platform functionalities.

Product Catalog	× +						. -	a ×
← → ♂ 0 ≙ ⊷ >	ttps://learnia	izo alet doud /Catalog/Feature	d) O IN E O 🥺 💕 🖷 🖩	8 ≡
CATALOG	REPO	ORTS INVOICES	USERS SETTINGS	QUOTES			SELECT ORGANIZATION	۲
Q								
 CATEGORIES 								
Featured	2	Office 365				Azure		
Security	3	Microsoft			Azure	Microsoft		
Client	4	Work anywhen you are.	e, anytime, on any device. Of	ice 365 is ready when		Microsoft Azure is an open, flexible, enterprise-grade cloud computing platform. Move faster, do more, and save money with		
Business Productiv	19					1835 + Paas		
Dynamics	13							
Datacenter	2							
Other	1 En	om 0.00 EUR / Month		View offers >	per usage	View offers >		
Show less								
· FILTER								

1.3 Adding new users

The platform allows the reseller to create additional users, within the reseller portal, and assign them different roles depending on the tasks that they will be required to perform.

To create the additional users, the partner will have to access the **Users** menu and invite the user to join to access the platform.

	CATALOG	REPORTS	INVOICES	USERS	SETTINGS	QUOTES			≡	SELECT ORGANIZATI	ON	۲
Q												
Users											👌 Invite Use	r
NAME			Ψ.	CONTACTS		τ.	STATUS	T	COUNTRY			T.

On the invite user form, the inviting user, will be required to fill in the following mandatory information:

- The email address where the invitation will be sent
- Assign a role to the user the Account manager role will give the user full control over the account that he is invited to
- Select the organization (account) that the user is invited to access.

Invite Users	×	Invite Users	×
Email		Email	
SET PERMISSIONS		SET PERMISSIONS	
Role	-	Role Account Manager	-
Resellers O Customers	riease fill in	CSP Partner Product Catalog Manager	
Organization		Offer Portfolio Manager	
		Subscription Manager	
Invite	ancel	User Admin	

By going to the *Settings* menu, *Authentication Management*, the Primary Contact or Account Manager can set which authentication methods will be available for the user to access the platform, by selecting the appropriate Identity Providers.

	CATALOG	REPORTS	INVOICES	USERS	SETTINGS	QUOTES
Q						
SETTINGS		Identity Pr	ovider			
Theme & UI		Az	ure Active Dire	ectory 🌶		
Integrations		- Cu	stom User Dat	tahase		
Payments						
Authentication	n Management	Liv	eld			
Customers						
T&C		Save				
Notification Set	ttings					
Organizations						

1.4 Structure of the reseller portal

The reseller portal is divided into several sections, each section providing the reseller with information that allows him to better control his CSP business.

1.4.1 Catalog

The main function of the catalog section is to provide the reseller's users and customers access to the products that the partner sells through CSP.

Through its sub-menus: *Customize, Customer Segments* and *Customer Prices* the Catalog menu also provides the reseller to ability to adjust the offers available to his customers, create multiple customer segments and assign products to these segments or even control what prices the customers see when they access the reseller's CSP portal.

	CATALOG RE	EPORTS INVOICES USERS	SETTINGS QUOT	TES		SELECT ORGANIZATION	۲
F 18 C E 18 C Dynamics Datacente	PRODUCTS CUSTOMIZE CUSTOMER SEGMENTS CUSTOMER PRICES 13 er 2	Office 365 Microsoft Work anywhere, an Office 365 is ready	ytime, on any device, when you are.	Azure	Azure Microsoft Microsoft Azure is an open, flexible. enterprise-grade cloud computing platform. Move faster, do more, and save money with Iaa5 + Paa5.		
Other Show less	1	From 0.00 EUR / Month	View offers $>$	per usage	View offers >		
▼ FILTER							

1.4.2 Reports

The **Reports** section, of the reseller portal, provides the partners with a series of information regarding their customers, subscriptions, number of licenses for the license based subscriptions (Office 365, Microsoft 365, EMS, Dynamics 365, etc.) and also information regarding the consumption for the Azure subscriptions.

All this information is presented under the form of Power BI reports, that allow the partners to adjust the view to their interest and even export the data.

	CATALOG	REPORTS INVOICES	USERS SE	TTINGS QUOTES				ORGANIZATION	۲
Q									
Q		Control Contro Control Control Control Control Control Control Control Control Co	2 all 10 all 10 Conta event 10 10 10 10 10 10 10 10 10 10	ior solecind items.					2
Lice	nse based (User based i	report) Usage based (Usage	based report)						~
-	CATALOG	REPORTS INVOICES	USERS SE	TTINGS QUOTES			E SELECT	ORGANIZATION	۲
Q									^
		micro Month Morenber 2019 Morenber 2019 December 2019 December 2019 Annungr 2020 March 2020 March 2020 Mayr 2020 Meter calegorite Select all Select all	Consumed quantity and Records Total Consumed Records Total Co	items int cost per resource Consumed Quantity: Currency: To Top 20 per day per resource	Ting 20 per resourc	4	6 a 10		
		Subscriptions O Search Select all	Customers Search Select all						

1.4.3 Invoices

In the *Invoices* section the reseller will find a history of his purchases through the platform.

1.4.4 Settings

The *Settings* menu it is the section where the partner can control most of the aspects regarding his reseller portal, from allowing the customers to register to the platform for them to place orders for themselves, to what Authentication methods are allowed or if the new users that are being added to the platform have to accept specific Terms and conditions.

2 Customer and subscription management

2.1 Customer management

The reseller can manage his customers to which he sold CSP licenses through ALEF Distribution RO CSP program, or that have established a delegated admin connection with ALEF Distribution RO, by clicking to the *Select Organization* button on the upper right-hand corner of the reseller portal.

CAT	ALOG	REPORTS	INVOICES US	ERS SETTINGS	QUOTES		SELECT ORGANIZATION	۲
Q								
 CATEGORIES 								
Featured	2		Office 365 Microsoft			Azure		
Security	З		merosore		Azure	Mill Osot		
Client	4		Work anywhei Office 365 is r	re, anytime, on any device. eady when you are.		Microsoft Azure is an open, flexible, enterprise-grade cloud computing platform.		
Business Product	iv 19)				Move faster, do more, and save money with IaaS + PaaS.		
Office 365	1							
View all								
▼ FILTER			FUD (Marth		~			
		From 0.00	EUK/MONTH	View offers	> per usage	View offers >		

Once the Organizations section of the portal accessed, the reseller will be able to view the list of customers to which he already sold licenses though the CSP program or create a new customer.

In the organizations list you will notice that an account for the reseller is also created, that provides you with the information on what types of offers you, as the reseller, are entitled to access.

	CATALOG	REPORTS	INVOICES	USERS	SETTINGS	QUOTE	5				≡ SELECT	ORGANIZATION	۲
Q													
Orga	nizations								C	reate new	Search		
▼ ↑ st	ERP ID	NAME			1	t	SUBSCRIPTIONS	CONTRACTS		INDUSTRY	COUNTRY		π.
Active	15042020	Learnizo			Prof	file	0		0	Government Education Private Business Nonprofit Price	Romania	a	

When creating a new organization, there is a series of information that is required, and special attention needs to be given to the Industry field as depending on what is selected here influences what offers will be made available for this customer, and how the order is processed by the vendor.

reate organization			
GENERAL	PRIMARY ADDRESS Billing Address Same	PRIMARY CONTACT INFORMATION Billing Contact Same	
Short Name	Country	First name	
Full Name	City	Last name	
ERP ID (optional) Q	State/Province (optional)	Role	
Registration number	Address	Email address	
VAT number (optional)	Secondary address (optional)	Phone number	
Euro (EUR)	Zip/Postal code		
Industry			
Government Education			
Non-profit			

2.2 Placing orders for your customers

In order to place an order, either for opening a new subscription or for modifying the number of licenses for an already existing subscription, you will need to access the customer account from the Organization Management view, this way logging in the account in the name of the customer.

	CATALOG	REPORTS INVOICES	USERS SETTINGS QUOT	TES			SELECT ORGANIZATION	۲
Q								
Orgai	nizations					Create new	arch	
₩† st	ERP ID	NAME	Ť	SUBSCRIPTIONS	CONTRACTS	INDUSTRY	COUNTRY	Ψ
Active		CSP Platform Test	Profile	0	1	Private Business	Romania	
Active		CSP Platform Test	Profile	0	1	Private Business	Romania	
Active	15042020	Learnizo	Profile	0	0	Government Education Private Business Nonprofit Price	Romania	
Active		Test	Profile	0	1	Private Business	Romania	

This allows you to access a portal similar to the reseller portal, where you can see information about the available offers, reports regarding the evolution of the subscription on the account, or what users have access to this account.

	CATALOG	OF	RDERS S	SUBSCRIPTIONS	REPORTS	INVOICES	USERS	QUOTES			CS	P Platform Test	G	۲
Q														
 CATEGO 	RIES													
Featured	l.	2	1	Office 365 Microsoft			Δ7	Azure Microso	oft					
Security		3						ure	B. A					
Client		4		Office 365 is re	e, anyume, on ady when you	are.		enterpr	ise-grade cloud computing p	platform.				
Business	Productiv	19						Nove fa IaaS + F	aster, do more, and save mo PaaS.	ney with				
Office 365	5	1												
View all														
▼ FILTER														
			From 3.12	EUR / Month	V	'iew offers >	per usag	je	View o	ffers >				

To place the order, you will need to navigate to the corresponding product that you want to order - from the *Catalog* page, select the *Category* and the desired product subcategory. In the page that opens you will have access to all the offers corresponding to the product subcategory that you selected, that the customer has access to. *Note:* The customer access to different offers, such as Academic, Governmental, or non-Profit depends on whatever the corresponding checkboxes have been selected on the customer's profile page.

By clicking the product name, the user will be taken to the product page that details the product functionalities and characteristics, while clicking the *Buy now* button will take the user directly to the ordering page.

CATALOG	ORDERS SUBSCRIPTIONS REPORTS INVOICES	USERS QUOTES	CSP Platform Test 🕞 🔕					
Q								
PRODUCTS Windows 10 Microsoft 365 Intune Enterprise Mobility	PRODUCT CATALOG + MICROSOFT 365 Microsoft 365 Microsoft Microsoft 365 Enterprise is a co Enterprise Mobility + Security, t	ODUCT CATALOG • MICROSOFT 365 Microsoft 365 Microsoft 365 Microsoft 365 Enterprise Mobility + Security, that empowers everyone to be creative and work together, securely.						
	Microsoft 365 F1	Microsoft 365 Apps for enterprise	Microsoft 365 Business Premium Trial					
	Core products and features within Microsoft 365 to equip Firstline Workers More information	The premium Office suite for organizations - including Word, Excel, PowerPoint, Outlook, OneNote, Access, and Skype for Business - plus online file storage and sharing. Connected to the cloud, enabling you to roam between More information	Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device management. For businesses with up to 300 employees. More information					
	<u>18</u> 1-**	10 1 - ×	1tt 25 - 25					
	EUR 3.12 User / Month Buy now	EUR 11.87 User / Month Buy now	Free trial Buy now					

As you click the **Buy now** button the order page will open, requiring you to fill in the required information for the order processing:

- The tenant (Online Services account) where the licenses will be provisioned.
- Number of licenses
- Billing period monthly or yearly

If the customer already has an existing tenant, and he has given ALEF access to that tenant via the delegated admin rights link, then that tenant will be available for selection on the Tenant Domain field dropdown list.

If such an account does not exist, or the customer wishes to use a different one than the existing account, than a new tenant must be created by using the *Create new* option. The domain name entered in this step, must be unique in the whole Microsoft Online Services database, therefor the verification of the domain name will take several minutes and the new domain won't be available for orders till the this check is done.

Once the verification is done and the tenant is created, the reseller will receive via email the tenant details and he can proceed with the order

CATALOG OF	RDERS SUBSCRIPTIONS REPORTS INVOICES USERS QUOTES	CSP Platform Test	G	۲
Q				
OFFERS	Microsoft 365 Business Premium		15.58 EUR	^
Microsoft 365 F1	Microsoft Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection	n and device management. Fo	User/month	
Microsoft 365 Apps for enterpr	with up to 300 employees.	5		
Microsoft 365 Business Premiu	Tour During			
Microsoft 365 F1 Trial	cspplatformtest.onmicrosoft.com <u>Create new</u>			
Microsoft 365 Business Basic	Quantity *			
Microsoft 365 Apps for business	1	•		
Microsoft 365 E5 Information P	ChargePeriod			
Microsoft 365 Business Standa	Monthly	*		
Microsoft 365 E5				
Microsoft 365 E3	Total 15.58 EUR			
Microsoft 365 E5 eDiscovery an	month			
Microsoft 365 Business Standard		-		
Microsoft 365 F3			Next step	~

By selecting the *Price Options* button, near total amount, you as the reseller have the possibility to control the price that will be visible for that specific order / subscription in the customer account.

This option is, especially, useful when the partner decides to give access to the customer directly so it can place orders by himself depending on the requirements.

Note: By default, all customer prices have a 5% markup applied from the partner's In Price. Any markup set here will add or subtract to / from that 5% markup. Default markup can be adjusted.

Total		15.58	BEUR								
Edit price for this offer Apply positive or negative markup on top of Vendor Price to edit price on this order.											
Markup %			0		•						
Target custor	ner price		15.58		*						
Summary	table										
Quantity	Partner Price	Su	ggested Retail Price	Cust	omer price	Your margin					
1	14.16	16	.87	8	1.42						
1	14.16	16	.87	8	1.42						

For the products that allow add-ons to be added to the subscription, the **Next step** button will take the user to the page that allows him to select the addons to be added and confirm their adding to the order, or to skip the adding of addons and proceed to the order placement.

For the products that do not allow for addons to be added, there will be no *Step 2*, and the *Skip* button will be replaced by the *Add to cart* button.

CAT	LOG ORDERS SUBSCRIPTIONS REPORTS INVOICES USERS QUOTES	CSP Platform Test 🕞 🖲
Q		
OFFERS	PRODUCT CATALOG MICROSOFT 365 MICROSOFT 365 BUSINESS PREMIUM	
Microsoft 365 F1	Step 1 Configure Plan	
Microsoft 365 Apps	or enterpr > Microsoft 365 Business	
Microsoft 365 Busir	ss Premiu	
Microsoft 365 F1 Tr	4	Go back Skip

Once the *Add to cart* button (or *Skip / Confirm* for addons) is pressed the selected products will be added to cart, allowing the reseller to place the order for the customer, or even, save it for later, the order being saved as pending.

						° ° Cart			
CATEGORIES Featured Security Client Business Productiv Office 365 View all FILTER	2 3 4 19 1 7	Microsoft Microsoft Work anywhere, a Office 365 is read	nytime, on any device. ywhen you are. View offers >	per usage	Azure Microsoft Microsoft Azure I: enterprise;grade Move faster, do n tea5 + PaaS.	Item	365 Business Premium	Qty	Amount (EUR) 15.58 EUR/mo Remove
						Total: EUR 15	.58		

If the reseller decides to place the order immediately, before the order is actually sent to Microsoft, the reseller will have to confirm that he agrees with the Product Terms / Online Services Terms for the product that he orders.

Once the Product Terms are agreed with, the order is placed, and the licenses are being provisioned on the customer's Online Services tenant. The reseller is notified via email for both the order placement and the license being provisioned.

CATALO	3 O	RDERS SUBSCRIPTIONS REPORTS INVOICES	USERS QU	JOTES	Shopping cart (1)	~
.4					care care	
* CATEGORIES						
Featured	2			Azure	ltem Qty	Amount (EUR)
Security					1. Microsoft 365 Business Premium	15.58 EUR/mo
Client		Work anywhere, anytime, on any device.				Remove
Business Productiv						
Office 365				1803-7 1003-	10 M	
View all		l agree to Terms & Co	onditions o	f:		
▼ FILTER		From 3.12 EUR / Mo	mium			
					Cancel	
					Cancel	
					Total: EUR 15.58	
					Save for later	Place order 🕨

2.3 Orders and subscription management

Same as for the order placement, in order to view and manage the orders and subscriptions for a specific customer, the reseller will need to access the customers account by clicking on the customer name in the *Organizations Management* screen.

The orders can be managed in the **Orders** menu, where the reseller will be able to see all the orders that he placed for that customer, including the orders that he *Saved for later*, this way being able to have a global view of the orders and their status.

Selecting, by clicking on, an order that has the **Draft** status, the reseller can resume the ordering process and provision the licenses for the end customer.

CATALOG ORDERS SUBSCRIPTIONS REPORTS INVOID	CES USERS QUO	TES	CSP	Platform Test 🕞 🔕
Q				
Orders		Historical orders	S Q Search	
ORDER ID /# OF ITEMS	REQUESTED CHANGE	CREATED BY	DATE Y	STATUS
Order #05-05-2020 27131 (1 offer)		CSP Platform Test	05.05.2020	Provision started
Microsoft 365 Business Premium	+1 Users		05.05.2020	
Order #04-05-2020 27074 (1 offer)		CSP Platform Test	04.05.2020	Draft
Office 365 E5	+1 Users		04.05.2020	
Order #04-05-2020 27071 (1 offer)		CSP Platform Test	04.05.2020	Provision finished
Microsoft 365 Business Premium	+25 Users		04.05.2020	

In the *Subscriptions* menu, the reseller will see all the subscriptions that he opened for the respective customer, and have immediate info regarding the number of licenses purchased and how many of them are assigned to users and also the monthly and yearly costs of the subscription.

	CATALOG	ORDERS	SUBSCRIPTIONS	REPORTS	INVOICES	USERS	QUO	TES					CSP Plat	orm Test		Θ	۲
Q																	
SUBSCR	PTIONS Platform T	est															
₩ A0	TIVE SUBSC	RIPTION / DOMAIN			LEFT	T	ASSIGNE	PURCHAS	ADDONS	VE 🝸	түре 🍸	UNIT COST,	MONTHLY C	YEARLY COS	MONTHLY F	YEARL	Y RES
Micro	soft 365							51	0								
csppl	atformtest.or	microsoft.com						51	0								
•	Micro	soft 365 Business	Premium Trial		4-June-2020 式		0 *	25	Addon products	Microsoft	Licence	Trial	Trial	Trial	Trial	Tri	al
10	Micro	soft 365 F1 Trial			4-June-2020 式		0	25	Addon products	Microsoft	Licence	Trial	Trial	Trial	Trial	Tri	al
	Micro	soft 365 Business	1		5-May-2021		0 *	1	Addon products	Microsoft	Licence	15.58	15.58	0.00	14.16	0.0)0

By clicking on the subscription name, the reseller will access the subscription management screen, that allows him to change the billing cycle, from monthly to yearly, and back, to suspend or reactivate the subscription or even convert the subscription to a paid subscription if we are talking about a trial.

CATALOG ORDERS SUBSCRIPTIONS REPO	TS INVOICES USERS QUOTES	CSP Platform Test 🕞 💿
Q		
SUBSCRIPTIONS > MICROSOFT 365 BUSINESS PREMIUM		
EDIT SUBSCRIPTION		Enabled
Microsoft 365 Business		Amount (EUR) 15.58
Quantity 1	Unit price 15.58 Edit Price	
Start Date 05.05.2020	End date 05.05.2021	
Billing Cycle Monthly	Assigned Licenses 0	
Domain cspplatformtest.onmicrosoft.com	Offer name Microsoft 365 Business Premium	
		Cancel Save changes

Also, by clicking the *Addon products* button for a specific subscription, if the associated product of that subscription, allows the ordering of addons, the reseller will be able to add or remove any added addons.

CATALOG ORI	DERS SUBSCR	IPTIONS REPORTS INVOICES USERS QUOTES					CSP PI	atform Test 🕞 💿
Subscriptions CSP Platform Test	Addons Microsoft 36	5 Business				3 7.78 EUR Mor	nthly Save changes	×
T ACTIVE SUBSCE	STATUS	DESCRIPTION	ASSIGNED LICENSES	COST OF ADDON,	QUANTITY	TOTAL COST,	FREQUENCY	Y RESELLER CO. YEARLY RESELLER COST.
· Microsoft 365		Microsoft 365 Audio Conferencing Enables users to dul-in a number to join meetings, or dui-out to bring participants into the meeting. There are base pre-req	0	3.89	User 1	3.89	EUR / Month	
cspplatformtest.onmicrosoft		Exchange Online Archiving for Exchange Online A cloud-based, enterprise-class archiving solution for Office 365 Enterprise K1 and Exchange Online (Plan 1). This solution ca	0	2.33	User 1	2.33	EUR / Month	Trial Trial
O Micros	•	Microsoft 365 Audio Conferencing for India-based Users Enables users to dial-in a number to join meetings, or dial-out to bring participants into the meeting. There are base pre-req		9.74	User 1	9.74	EUR / Month	Trial Trial
O Micros	•	Microsoft 365 Business Voice (without calling plan) A cloud based telephony solution that enables users to make and receive PSTN calls in Microsoft Teams, it includes a phone		9.35	User 0	9.35	EUR / Month	4.16 0.00
1 L	۲	Microsoft Stream Plan 2 for Office 365 Add-On Stream enables argone to upload and share videos across their organization to improve communication, participation, and I	0	1.56	User 1 +	1.56	EUR / Month	
	•	Microsoft Stream Storage Add-On (500 GB) 500GB of additional storage for your organization's Stream service.		77.91	User 1 O	77.91	EUR / Month	
		Office 365 Advanced Threat Protection (Plan 1) Modern email protection techniques such as Safe Links and Safe Attachment, complementing the defense of Exchange Onlin		1.56	User 1	1.56	EUR / Month	
	•	Office 365 Advanced Threat Protection (Plan 2) Provides rich insights on advanced threats, supports proactive defense against them, and integrates seamlessly with other 0		3.89	User 1	3.89	EUR / Month	
	•	Office 365 Extra File Storage Priced per gigabyte. Office 365 offers additional file storage options to support an organization's file growth.		0.15	68 1	0.15	EUR / Month	

Any changes applied to a subscription, no matter if we talk about an increase or decrease in the number of the ordered licenses, or suspending an active subscription, or reactivating a suspended one will generate a corresponding order, that can be viewed in the *Orders* section of the portal.

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Orders		Historical orders Q. Search		
ORDER 10 /4 OF ITEMS	REQUESTED CHANGE	CREATED BY	DATE	status T
 Microsoft 365 Business update 27135 (1 offer) 		CSP Platform Test	05.05.2020	Provision finished
Microsoft 365 Business Premium	Reactivate 1 Users		05.05.2020	
 Microsoft 365 Business update 27134 (1 offer) 		CSP Platform Test	05.05.2020	Provision finished
Microsoft 365 Business Premium	()) Suspended		05.05.2020	
 Order #05-05-2020 27131 (1 offer) 		CSP Platform Test	05.05.2020	Provision finished
Microsoft 365 Business Premium	+1 Users		05.05.2020	
 Order #04-05-2020 27074 (1 offer) 		CSP Platform Test	04.05.2020	Draft
Office 365 E5	+1 Users		04.05.2020	
 Order #04-05-2020 27071 (1 offer) 		CSP Platform Test	04.05.2020	Provision finished
Microsoft 365 Business Premium	+25 Users		04.05.2020	