

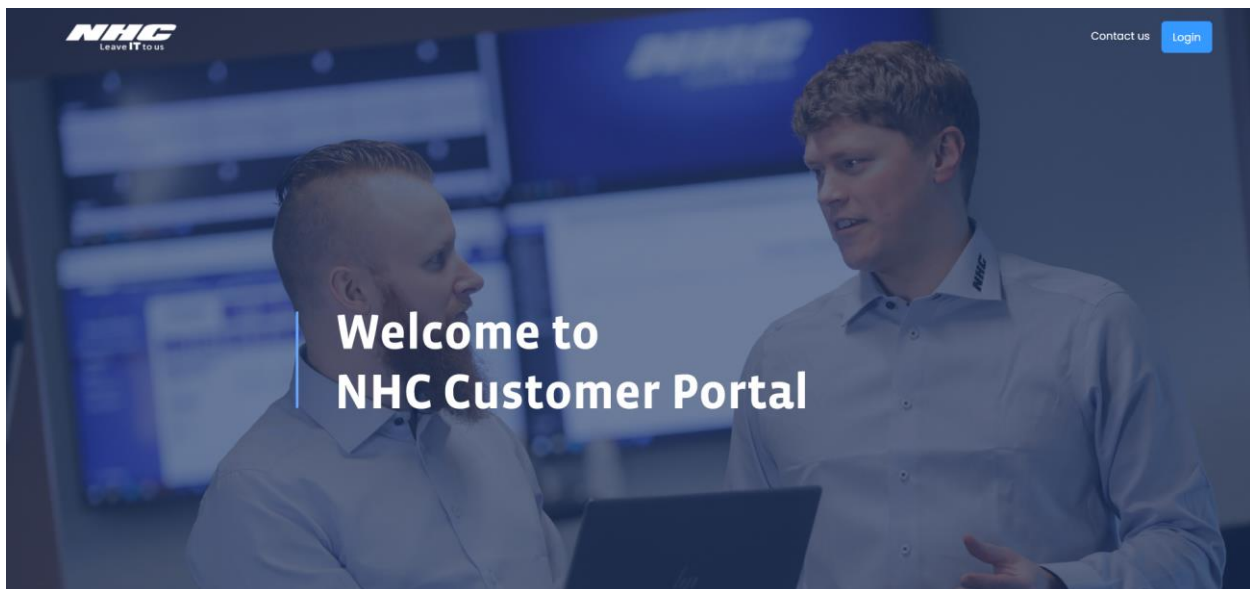
Hands on Guide to C3

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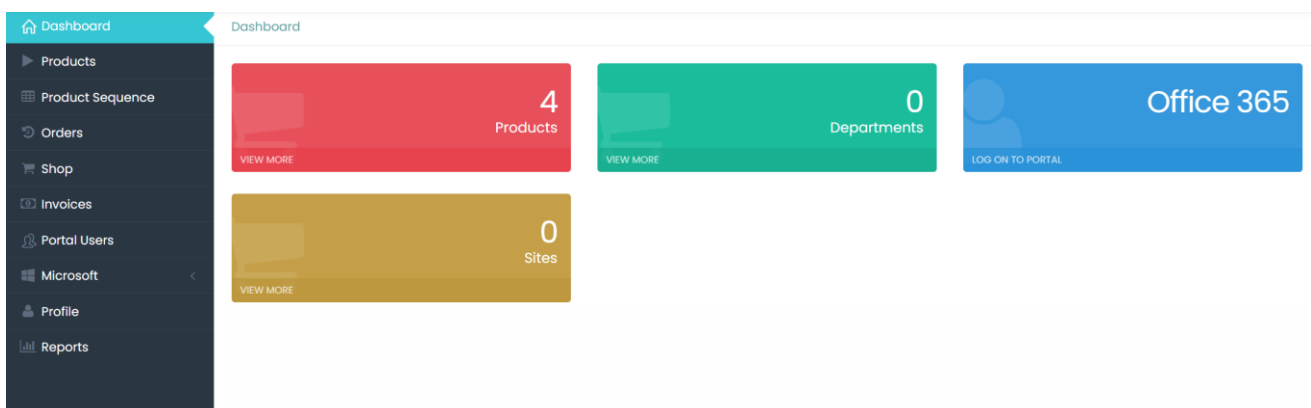
Login to C3

- Access your **C3 portal** with the provided **C3 URL**
- Click on **Login** button at the top right corner of the welcome page
- Provide your **office 365 work account** credentials to login to the portal
- On your first login, you will have to agree to the **terms and conditions**. Check mark the box corresponding to **I have read the terms and conditions** and then click on **ACCEPT**.



Dashboard

- User lands on **Dashboard** seeing 3 tiles
 - **Products:** Consists currently subscribed products
 - **Office 365:** Quick Link to O365 Admin Portals
 - **Site & Departments:** If created



Subscription Management

Shop (To purchase New Subscriptions)

- Click on **Shop** menu item from the left menu bar to see all offers which are part of customer's plan
- Each offer tile will consist following information
 - Unit price
 - Offer billing cycle (Monthly/Annual/One time)
 - Add-on button if having any add-on applicable and added by partner in plan (Click on it to define quantities for parent offer and add-on in separate tile followed by clicking on Add to Cart button to add the offers to shopping cart)
- Click on **Add to Cart** button to add the offer to cart of purchase, it will be added if doesn't have any applicable add-on. But in case of add-on, you'll see two option as follow:
 - **+Add**: use this option to add only parent offer to shopping cart
 - **+Add with Add-ons**: use this option to purchase all add-on in one go along with parent offer
- Click on **Shopping Cart** button on top right corner to see offers in cart and **Order Summary**
- Order summary shows you following details
 - **Offer name**
 - **Quantity**: update the number and click on Apply (if you wish to update quantity)
 - **Tenant name**: By default, here you see the tenant name that offer is purchased for. Just in case multiple tenant are onboarded, you can select the tenant you wish to purchase subscription against with
 - total amount to be paid and discount (if applicable)
- Click on **Place order** button if you are good to purchase offers available in shopping cart. In case, you missed something to add to cart then click on **Continue Shopping** to land on offer selection page.

The screenshot displays the NHC Customer Portal's 'Shop' interface. On the left is a navigation sidebar with links to Dashboard, Reports, Products, Orders, Shop (highlighted), Invoices, Users, Microsoft, and Profile. The main content area features a search bar and filters for Providers (Microsoft, Partner, MicrosoftNonCSP), Billing Cycles (Monthly, Annual, OneTime), and Consumption Types (Quantity, Usage, Contract). A grid of product cards is shown, including 'Enterprise Mobility + Security E3' (\$8.80 Monthly), 'Exchange Online (Plan 1)' (\$4.00 Monthly), and 'Forms Pro Addl Responses' (\$100.00 Monthly). Each card includes a description, a 'Read More...' link, a quantity selector (set to 1), and an 'Add to Cart' button.

A modal window titled 'Exchange Online (Plan 1)' is open, providing more details about the selected product. It includes the Microsoft Exchange logo, a description: 'Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices.', and specifies a 'Monthly' billing cycle, 'Corporate' category, and '\$4.00' unit price. Below this, a section titled 'Select add-on and define quantities' allows users to choose from three add-ons: 'Office 365 Data Loss Prevention' (\$3.00), 'Exchange Online Archiving for Exchange Online' (\$3.00), and 'Office 365 Advanced Compliance' (\$8.00). Each add-on has a quantity selector (set to 1). At the bottom of the modal, a red arrow points to the 'Add to Cart' button, accompanied by the text: 'Click here to add selected offers to shopping cart with defined quantities'. Another red arrow points to the 'Add-ons' button on the product card in the background, with a text box stating: 'click on Add-ons button if you wish to purchase specific add-ons'.

Shop Click here to see shopping cart Search for Product

PROVIDERS

☐ Microsoft

☐ Partner

☐ MicrosoftNonCSP

BILLING CYCLES

☐ Monthly

☐ Annual

☐ OneTime

CONSUMPTION TYPES

☐ Quantity

☐ Usage

☐ Contract

Enterprise Mobility + Security E3 \$8.80 Monthly

A convenient cost effective way for customers to purchase Microsoft's...
[Read More..](#)

Use this button to add all add-on to shopping cart in one-go

[Add to Cart](#)

Exchange Online (Plan 1) \$4.00 Monthly

Messaging, calendaring, and email archiving plan accessible from...
[Read More..](#)

[Add-ons](#)

[+ Add](#) [+ Add with Add-ons](#)

Use this button to add parent offer only to shopping cart

[Add to Cart](#)

Exchange Online (Plan 1) \$4.00 Monthly

Messaging, calendaring, and email archiving plan accessible from...
[Read More..](#)

[Add-ons](#)

[Add to Cart](#)

Exchange Online (Plan 1) \$4.00 Monthly

Messaging, calendaring, and email archiving plan accessible from...
[Read More..](#)

[Add-ons](#)

[Add to Cart](#)

Exchange Online (Plan 2) \$8.00 Monthly

Best messaging and calendaring plan accessible from PCs, the Web and...
[Read More..](#)

[Add-ons](#)

[Add to Cart](#)

Forms Pro Addl Responses \$100.00 Monthly

Each Forms Pro add-on provides access to 2K survey responses per...
[Read More..](#)

[Add to Cart](#)

Customer Cart

This page shows you all offers available in your shopping cart

Dynamics 365 Customer Insights Attach Annual Corporate

Quantity: 1 Price: \$9,600.00 Tenant: Awesome Comp

If you have onboarded multiple tenants, then select the tenant you wish to make this purchase for. Else in case of single tenant, it will be onboarded tenant by default.

Dynamics 365 Customer Insights Attach (Nonprofit Staff Pricing) Annual Charity

Quantity: 1 Price: \$7,728.00 Tenant: Awesome Comp

Exchange Online (Plan 1) Monthly Corporate

Quantity: 1 Price: \$4.00 Tenant: Awesome Comp

Add-ons

Exchange Online Archiving for Exchange Online

Quantity: 1 Price: \$3.00

Just in case you miss to add anything to add in shopping care, click here to go back on offers selection page

Order Summary

Total cost (12): \$17,460.20

Total Discount: \$0.00

Amount Payable: \$17,460.20

Shows you total cost and discount (if applicable)

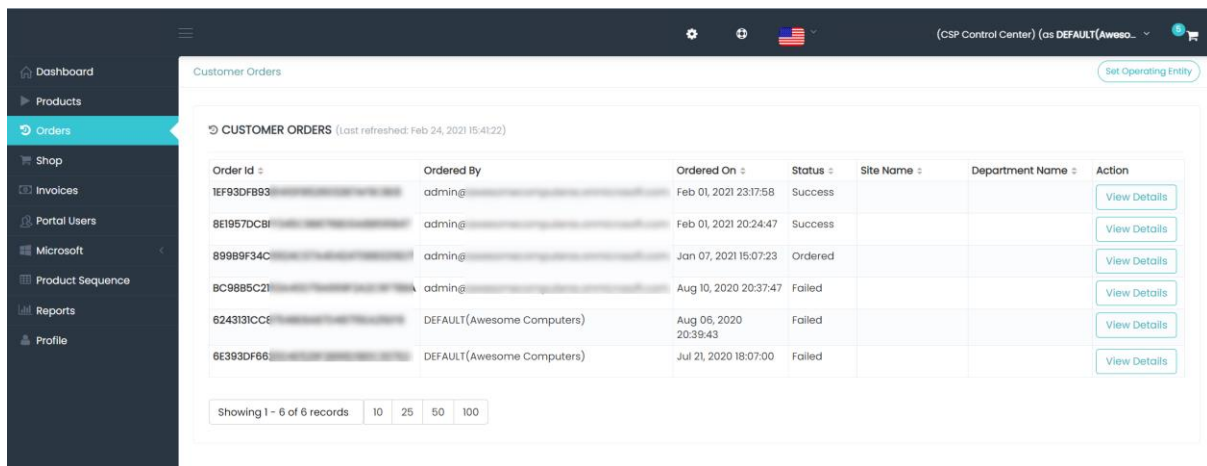
Click here to proceed with order placing

[Place Order](#)

[Continue Shopping](#)

Order

- Click on **Orders** menu item from the left menu bar. This page shows you order details such as
 - Order Id
 - Ordered By
 - Ordered on (Date & Time)
 - Status: order of status like success/in progress/ failed
 - Site Name (If applicable)
 - Department Name (If applicable)
 - Actions: See details of the order's components



The screenshot shows the 'Customer Orders' page in the NHC Customer Portal. The left sidebar contains a menu with items: Dashboard, Products, Orders (highlighted), Shop, Invoices, Portal Users, Microsoft, Product Sequence, Reports, and Profile. The main content area displays a table of customer orders. The table has columns for Order Id, Ordered By, Ordered On, Status, Site Name, Department Name, and Action. There are 6 records shown, with a 'View Details' button for each. At the bottom, there is a pagination control showing 'Showing 1 - 6 of 6 records' and buttons for 10, 25, 50, and 100 records.

Order Id	Ordered By	Ordered On	Status	Site Name	Department Name	Action
1EF93DFB93	adming	Feb 01, 2021 23:17:58	Success			View Details
8E1957DCB1	adming	Feb 01, 2021 20:24:47	Success			View Details
89989F34C	adming	Jan 07, 2021 15:07:23	Ordered			View Details
8C9885C21	adming	Aug 10, 2020 20:37:47	Failed			View Details
624313ICCE	DEFAULT(Awesome Computers)	Aug 06, 2020 20:39:43	Failed			View Details
6E393DF66	DEFAULT(Awesome Computers)	Jul 21, 2020 18:07:00	Failed			View Details

Showing 1 - 6 of 6 records | 10 | 25 | 50 | 100

Products (To manage existing subscriptions)

- Click on **Products** menu item from the left menu bar to see all existing subscriptions in Tiles or List view (you can switch to view as per your wish)
- You can filter offers here on various dimension
 - Providers**
 - Microsoft
 - Partner
 - Category**
 - Corporate/Academic/Charity/Government
 - Billing Cycles**
 - Monthly/Annual/One time
 - Consumption Types:**
 - Quantity based: license based generally
 - Consumptions: Azure subscription or Azure Plan
 - Contract Offer
 - Subscription Status

- Active/Suspended/In provision/Failed/Deleted
- Each tile will consist following details per subscription
 - Subscription Name
 - Total current cost for that subscription
 - Quantity
 - Unit Price
 - Offer Category: Corporate/Academic/Charity/Government
 - Current Status: Active or Suspended
 - Ordered Date: Date when subscription was purchase first time
 - Renewal Date: Date of subscription renewal
 - Tenant Name: Tenant that subscription purchased for
 - Site/Department Name: If applicable
- Click on **Manage** on the tile to manage the subscription
- Update the license count for parent, add-on (if purchased) as well switch the billing frequency (monthly to annual or vice versa) on this page, then click on **Submit Changes** to process it.
- Click on **Suspend Subscription** to suspend it

The screenshot shows the 'Customer Products' page in the NHC Customer Portal. The page is designed with a dark sidebar on the left containing navigation links: Dashboard, Reports, Products (highlighted), Orders, Shop, Invoices, Users, Microsoft, and Profile. The main content area is titled 'Customer Products' and includes a search bar and a toggle to switch between List and Grid views. Below this, there are filters for 'Set Operating Entity' (Microsoft, Partner, MicrosoftNonCSP), 'BILLING CYCLES' (Monthly, Annual, OneTime), and 'CONSUMPTION TYPES' (Quantity, Usage, Contract). The products are displayed in a grid of tiles, each representing a different subscription. Each tile includes a product icon, name, quantity, unit price, status (Active, Suspended, InProvision, Failed, Deleted), ordered and renewal dates, and a 'Manage' button. The tiles shown are: CSP monthly support (\$25.00 Monthly), Office 365 Business (\$8.30 Monthly), Exchange Online (Plan 1) (\$4.00 Monthly), Azure plan (\$16.00 Monthly), and Office 365 E1 (\$8.00 Monthly). The Office 365 E1 tile shows a quantity of 2 and a unit price of \$8.00, with an ordered date of Mar 20, 2020, and a renewal date of Mar 28, 2021. The tenant name for this subscription is 'Awesome Computers'.

Dashboard

Reports

Products

Orders

Shop

Invoices

Users


Microsoft

Profile

Customer Products

Basic details

Office 365 Business



-

1

+

Use +/- to update license count here

The Office suite for PC and Mac with app ... [Read More](#)

Billing Cycle

Monthly Change

Renewal

Mar 28, 2021 05:30:00

Unit Price

\$8.30

Effective Price

\$8.30

Use this button to switch the billing frequency from Monthly to Annual or vice-versa

Add-ons

Office 365 Extra File Storage

-

0

+

\$0.20

Suspend Subscription

Submit Changes

User Management

- Click on **Users** section under **Microsoft** menu item from the left menu bar

Dashboard

Reports

Products

Orders

Shop

Invoices

Users

Microsoft

Users

Azure Estimate

License Consumption

Azure Billing Report

Profile

Microsoft

USERS

+ Add New User

+ Multiple User Upload

Tenants

Awesome Computers (5e8a0... dd76b3fle)

Search by First Name, Last Name, Email Id

Q Search

User Name	Email Id	Is Active	Actions
John Paul	admin@awesomecomputerss.onmicrosoft.com	✓	<div>✕</div> <div>🔍</div> <div>✎</div>
jwala m	jwala@awesomecomputerss.onmicrosoft.com	✓	<div>✕</div> <div>🔍</div> <div>✎</div> <div>🔒</div> <div>🗑</div>
Pradeep K	pradeep@awesomecomputerss.onmicrosoft.com	✓	<div>✕</div> <div>🔍</div> <div>✎</div> <div>🗑</div>

Showing 1 - 0 of 0 records

10

25

50

100

Add Single user

- Click on **Add New User** button
- Enter **First Name**, **Last Name**, **Display Name** and **Email**
- Select the **Usage Location**
- Click on **Submit** button

Microsoft

USERS

+ Add New User + Multiple User Upload

Tenants: Awesome Computers (5e8a0...dd76b3f1e)

Search by First Name, Last Name, Email Id

QSearch

User Name	Email Id	Is Active	Actions
John Paul	admin@awesomecomputers.onmicrosoft.com	✓	
jwala m	jwala@awesomecomputers.onmicrosoft.com	✓	
Pradeep K	pradeep@awesomecomputers.onmicrosoft.com	✓	

Showing 1 - 0 of 0 records 10 25 50 100

Microsoft

ADD USER UNDER Awesome Computers

Back to list

First name: 1 John Last name: 2 Doe

Display name: 3 John Doe Email: 4 John.doe @ awesomecomputers.onmicrosoft.com

Usage Location: 5 United States of America

Cancel Submit 6

Add Multiple Users

- Click on **Multiple User Upload** button.
- Read the instructions and prepare the **.csv** file with user details.
- Click on **Select** button and upload the file.
- Select **Usage Location** and click on **Submit**
- It will take couple of minutes to create the users.
- After completing you can see the **Get Uploaded Users Details** button, click on it.
- It will download one **.csv** file with the user credentials.

Dashboard

Reports

Products

Orders

Shop

Invoices

Users

Microsoft

Users

Azure Estimate

License Consumption

Azure Billing Report

Profile

Microsoft

USERS

+ Add New User













+ Multiple User Upload

Tenants

Awesome Computers (5e8a0... dd76b3fle)

Search by First Name, Last Name, Email Id

Q Search

User Name	Email Id	Is Active	Actions
John Paul	admin@awesomecomputers.onmicrosoft.com	✓	  
Jwala m	jwala@awesomecomputers.onmicrosoft.com	✓	    
Pradeep K	pradeep@awesomecomputers.onmicrosoft.com	✓	   

Showing 1 - 0 of 0 records

10

25

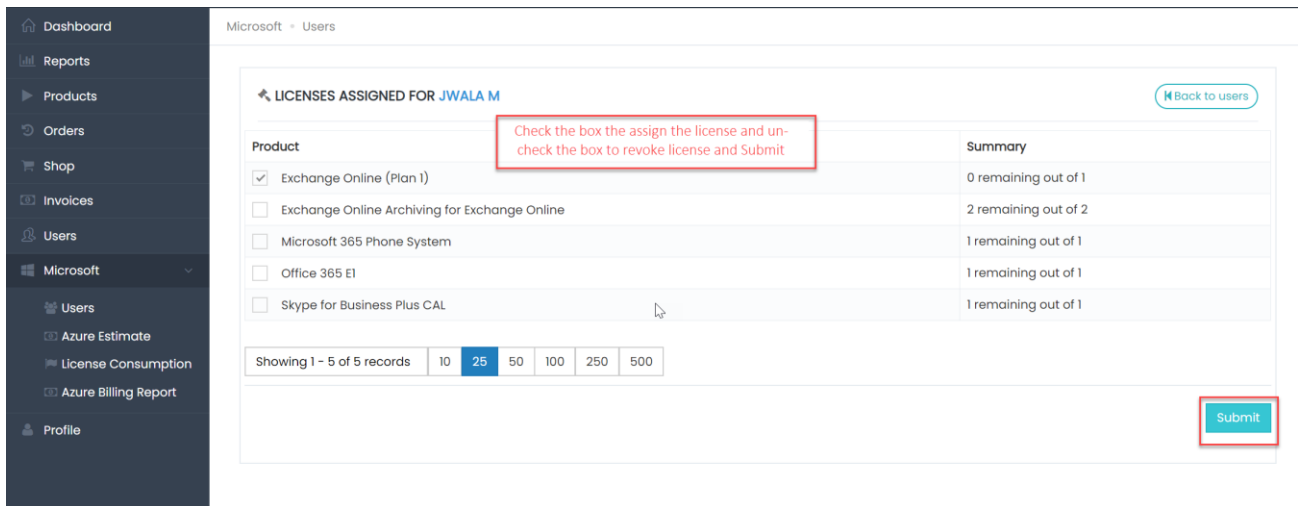
50

100

Assign/Revoke License from Users

- Click on **User section** under **Microsoft** menu item from the left menu bar
- Click on **Licenses** button in the Actions column of the desired user.
- You can see the available licenses and the usage summary.
- If no seats are remaining, then buy more licenses.
- Check the checkbox for license to assign it or uncheck the checkbox simply to revoke the license (if already assigned) and then click on **Submit** button.

User Name	Email Id	Is Active	Actions
John Paul	admin@awesomecomputers.onmicrosoft.com	✓	[Licenses] [Search] [Edit] [Delete]
Jwala m	jwala@awesomecomputers.onmicrosoft.com	✓	[Licenses] [Search] [Edit] [Delete]
Pradeep K	pradeep@awesomecomputers.onmicrosoft.com	✓	[Licenses] [Search] [Edit] [Delete]



Microsoft - Users

LICENSES ASSIGNED FOR JWALA M [Back to users](#)

Product	Summary
<input checked="" type="checkbox"/> Exchange Online (Plan 1)	0 remaining out of 1
<input type="checkbox"/> Exchange Online Archiving for Exchange Online	2 remaining out of 2
<input type="checkbox"/> Microsoft 365 Phone System	1 remaining out of 1
<input type="checkbox"/> Office 365 E1	1 remaining out of 1
<input type="checkbox"/> Skype for Business Plus CAL	1 remaining out of 1

Showing 1 - 5 of 5 records | 10 | **25** | 50 | 100 | 250 | 500

Submit

Grant Customer Admin/Reader Access to Users

- Click on **User section** under **Microsoft** menu item from the left menu bar
 - Click on **Grant access to the portal** button for the desired user
 - Select the **Customer Admin/Reader** role from the popup
 - Click on **Ok** button
 - If the email notification is set up, a welcome email would be sent out to the user that is granted access to the portal
 - From this point, user can login to customer portal as a **customer admin/reader**
 - On the first login to the portal they must accept the **terms and conditions** (Customizable)

Microsoft

USERS + Add New User + Multiple User Upload

Tenants: Awesome Computers (5e8...9dd76b3f1e)

Search by First Name, Last Name, Email Id QSearch

User Name	Email Id	Is Active	Actions
John Paul	admin@awesomecomputerss.onmicrosoft.com	✓	
jwala m	jwala@awesomecomputerss.onmicrosoft.com	✓	Grant access to the portal
Pradeep K	pradeep@awesomecomputerss.onmicrosoft.com	✓	

Showing 1 - 0 of 0 records 10 25 50 100

Select Role

Email *
jwala@awesomecomputerss.onmicrosoft.com

Role Type *
Customer Role

☐ Customer Admin 1 Select desired role

☐ Customer Reader

2 OK Cancel

Invoices

- Click on **Invoice** menu item from the left menu bar with two sections as follows

- Invoice: It displays all customer invoice generated so far
- Payments: Any payment that were made by customers can be see here, if recorded by partner

Dashboard
Reports
Products
Orders
Shop
Invoices
Users
Microsoft
Profile

Invoices

Invoices

Payments

Invoice Number	Invoice Amount	Invoice Status	Invoice generated on	Billing Period	Invoice Due Date
Invoice_Awesome Computers_20200707_USD <small>Owned By Awesome Computers</small>	\$90.80	Finalized	Jul 07, 2020	Jun 05, 2020 - Jul 04, 2020	Aug 02, 2020
Invoice_Awesome Computers_20200607_USD <small>Owned By Awesome Computers</small>	\$90.80	Finalized	Jun 07, 2020	May 05, 2020 - Jun 04, 2020	Jul 02, 2020
Invoice_Awesome Computers_20200507_USD <small>Owned By Awesome Computers</small>	\$3,575.54	Finalized	May 07, 2020	Apr 05, 2020 - May 04, 2020	Jun 02, 2020
Invoice_Awesome Computers_20200407_USD <small>Owned By Awesome Computers</small>	\$139.85	Finalized	Apr 07, 2020	Mar 05, 2020 - Apr 04, 2020	May 02, 2020
Invoice_Awesome Computers_20200307_USD <small>Owned By Awesome Computers</small>	\$73.52	Finalized	Mar 07, 2020	Feb 05, 2020 - Mar 04, 2020	Apr 02, 2020
Invoice_Awesome Computers_20200207_USD <small>Owned By Awesome Computers</small>	\$73.52	Finalized	Feb 07, 2020	Jan 05, 2020 - Feb 04, 2020	Mar 02, 2020
Invoice_Awesome Computers_20200207_USD <small>Owned By Awesome Computers</small>	\$73.52	Approved	Feb 07, 2020	Jan 05, 2020 - Feb 04, 2020	Mar 02, 2020
Invoice_Awesome <small>Owned By Awesome Computers</small>	\$104.15	Finalized	Jan 07, 2020	Dec 05, 2019 - Jan 04, 2020	Feb 02, 2020

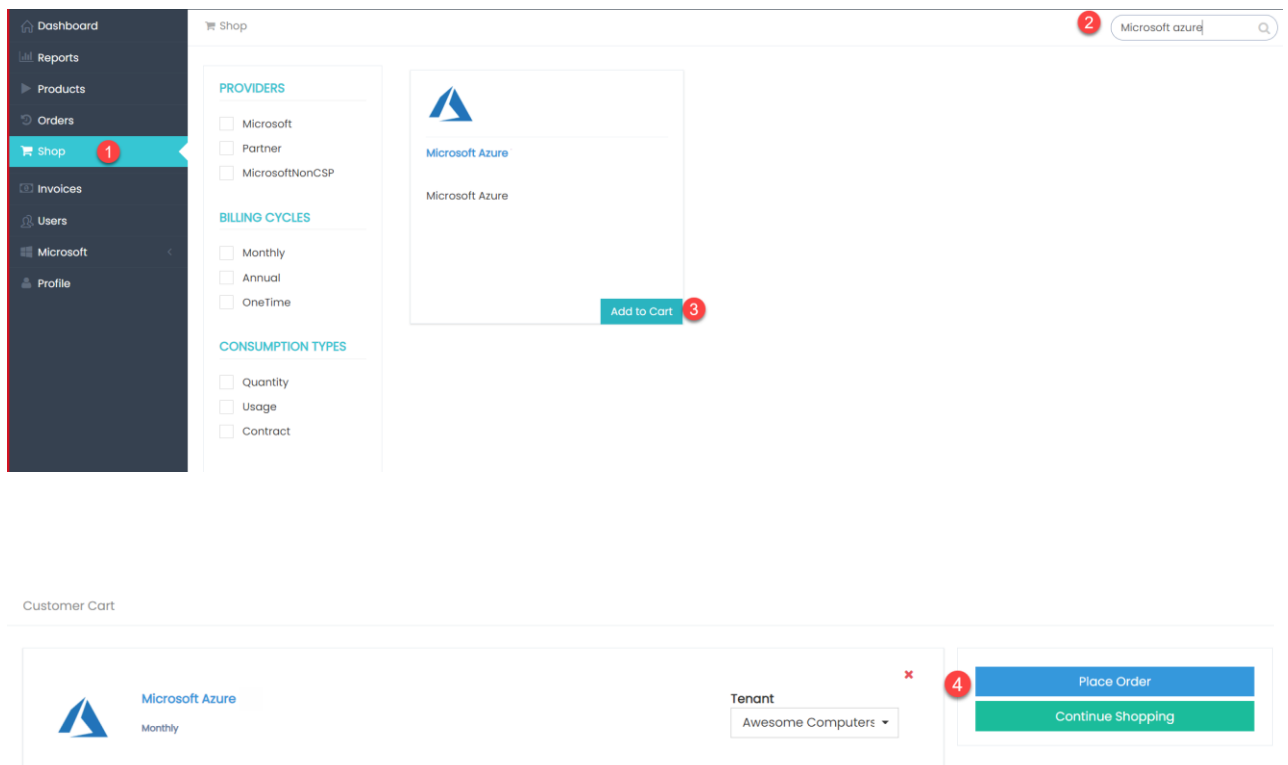
Users

- Click on **Users** menu item from the left menu bar which will show you details such as email address, assigned role w.r.t user having customer portal access
- Clicking on **X** will remove the user access from portal
- Click on **+Add User**, provide necessary details like **email address** and **desired role**, click on **Submit** to finish the role assignment

The top screenshot displays the 'USER MANAGEMENT' interface. It features a table with columns for Email, Roles, and Actions. Two users are listed: 'pradeep@awesomecomputers.onmicrosoft.com' and 'admin@awesomecomputers.onmicrosoft.com', both with the role 'Customer Admin'. A red box highlights the '+ Add User' button in the top right corner. The bottom screenshot shows the 'ADD USER' form. It includes an 'Email' field with 'user@contoso.com', a 'Role Type' dropdown menu set to 'Customer Role', and a 'Role' section with radio buttons for 'Customer Admin' (selected) and 'Customer Reader'. A 'Submit' button is located at the bottom right.

Create new usage based /Azure subscriptions

- Click on **Shop** menu item from the left menu bar to see all offers which are part of customer's plan
- Search for **Microsoft Azure** in the offer list and Click on **Add to Cart** once found
- Click on Place order button if you are good to purchase offers available in shopping cart. In case, you missed something to add to cart then click on Continue Shopping to land on offer selection page.
- Click on **Shopping Cart** button on top right corner to selected offer in cart and Order Summary
- Click on **Place Order** button if you are good to purchase it. Once purchased it will be available under Products sections and can be managed from there.



Manage Azure Subscription

- Click on **Products** menu item from the left menu bar and search for **Microsoft Azure/Azure Plan** (if purchased)
- Click on **Manage**
- Set a monthly budget for this subscription and define the thresholds at various severities like **Info, Warn, Error** and **Danger**
- If you want to hide this Azure subscription from **Product** listing in customer portal check the **Is Manageable only by partner** checkbox
- Enter the notification recipients email id, these recipients would get notified when the usage meets or exceeds a particular **threshold**
- Click on **Submit** button

Dashboard

Reports

Products 1

Orders

Shop

Invoices

Users

Microsoft

Profile

Customer Products

Azure 2

Active

Suspended

InProvision

Failed

Deleted

Azure plan

Ordered

Dec 30, 2019

Renewal

Dec 31, 9999

Active

AzurePlan

Tenant

Awesome Computers

Monthly

Manage 3

Manage Product

Info

Estimate

Billing

Operational Entities

Entitlements

SUBSCRIPTION DETAILS

Subscription Name :

Azure plan

Subscription Id :

06597c35-7c57-0a7a-0e2d-9e50b24f8cec

Estimated Cost :

\$0.00

Notification Recipients :

Is Manageable Only By Partner :

No

THRESHOLD DETAILS

Monthly Budget :

\$0.00

Warn Threshold :

0%

Danger Threshold :

0%

Info Threshold :

0%

Error Threshold :

0%

4

Edit

Back to Products

This page displays general information related to azure subscription, click on Edit to define monthly budget, thresholds etc.

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NHC Customer Portal | User Guide

Manage Product

[Back to Products](#)

Info Estimate Billing Operational Entities Entitlements

Subscription Name * Azure plan

- Set a monthly budget for this subscription and define the thresholds at various severities like Info, Warn, Error and Danger.
- For Customer Managed subscriptions, all the group administrators would get notified when the usage meets or exceeds a particular threshold.
- Notifications are sent out once per billing cycle.

Monthly Budget \$ 1000

Info Threshold 25 %

Warn Threshold 50 %

Error Threshold 75 %

Danger Threshold 100 %

Is Manageable Only By Partner ☐

Notification Recipients recipient1@contoso.com

Submit Cancel

Add users and assign roles to user

- Click on **Products** menu item from the left menu bar and search for **Microsoft Azure/Azure Plan** (if purchased)
- Click on **Manage** and switch to user section where you'll be able to see permitted users along with permissions level
- Click on **Add User to Subscription** button
- Enter the user email (user need to present under the customer tenant) and select the desired role
- Click on **Submit** button

Azure Estimates for a subscription

- Click on **Products** menu item from the left menu bar and search for **Microsoft Azure/Azure Plan** (if purchased)
- Click on **Manage** and switch to **Azure Estimates** section where you'll be able to Resource Group/ Services/Azure Tags level consumption updating on daily basis for a subscription which can be filtered upon subscription/billing period/date level

Manage Product

[Back to Products](#)

Info **Estimate** Billing Operational Entities Entitlements

Tags: Type to search for a tag Select Azure tags(if created in azure portal) to see tag level consumption

Entitlement: All Entitlements Month: May 07, 2020 (Apr 05, 2020 - May 04, 2020)

Date: Select the billing month

Select dates inside selected billing month

[Get Details](#) [Azure Estimate Report](#)

[Details by Resource Group](#) [Details by Service](#)

Download consumption as .csv file from [here](#)

Total Cost		\$3,037.16
Subscription	Resource Group	Total Cost
Azure plan (06597c35-7-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-6d45-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ \$system Click here to drill down further to see service getting utilized in selected resource group	\$5.30
Azure plan (06597c35-7-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-6d45-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ adds-mgmt-rg	\$3.33
Azure plan (06597c35-7-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-6d45-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ cloud-shell-storage-centralindia	\$0.18
Azure plan (06597c35-7-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-6d45-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ danc-testing	\$0.00

Azure Billing for an Azure subscription

- Click on **Products** menu item from the left menu bar and search for **Microsoft Azure/Azure Plan** (if purchased)
- Click on **Manage** and switch to **Billing** section where you'll be able to see billing data for subscriptions similar to provide by MS as Usage recon report at the end of billing period

Manage Product

[Back to Products](#)

Info Estimate **Billing** Operational Entities Entitlements

BILLING SUMMARY

Billing Period

Click here to download billing report as .csv

[Export Billing Summary](#)

Select billing period you want to see data for

Mar 05, 2020 - Apr 04, 2020

Total Cost \$8,848.70

Resource Type	Consumed Units	Spend
Azure Active Directory Domain Services - Standard Azure Active Directory Domain Services	743.7933333	\$111.57
Standard Page Blob - LRS Standard Page Blob	1784.4905	\$0.64
Standard HDD Managed Disks - S10 LRS - US North Central Standard HDD Managed Disks	3.9984	\$23.54
Standard Page Blob v2 - LRS - US Central Standard Page Blob v2	36.0106	\$0.02
Premium SSD Managed Disks - P20 - US Central Premium SSD Managed Disks	0.999936	\$73.22
Files - GRS Files	0.443424	\$0.04
Blob Storage - Hot GRS - US Central Blob Storage	2.8747	\$0.29
Bandwidth Bandwidth	5834.137742	\$507.57
Tables - GRS Tables	60.917759	\$3.66
Standard HDD Managed Disks - S10 LRS - US Central Standard HDD Managed Disks	21.999936	\$129.54

Showing 1 - 10 of 151 records

10 25 50 100 250 500

« 1 2 3 4 5 6 7 ... 16 »

Azure Estimates

- Click on **Azure Estimates** section under **Microsoft** item from the left menu bar and you'll be able to see **Azure Estimates** report similar to what we see on Microsoft Azure management section under Products.
- This comes handy when you have multiple tenant onboarded and you want to see data on tenant level

Tags
Type to search for a tag
Select Azure tags(if created in azure portal) to see tag level consumption

Entitlement
All Entitlements
Month
May 07, 2020 (Apr 05, 2020 - May 04, 2020)

Date
Select dates inside selected billing month

Get Details
Azure Estimate Report

Details by Resource Group
Details by Service

Download consumption as .csv file from here

Total Cost		\$3,037.16
Subscription	Resource Group	Total Cost
Azure plan () Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-8d45-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ \$system Click here to drill down further to see service getting utilized in selected resource group	\$5.30
Azure plan (06597c35-I-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ adds-mgmt-rg	\$3.33
Azure plan (06597c35-I-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription Entitlement ID : 0a8ba345-ba21bfe399e6 Billing Period : Apr 01, 2020 - Apr 30, 2020	→ cloud-shell-storage-centralindia	\$0.18
Azure plan (06597c35-7-I-9e50b24f8cec) Entitlement Name : CSP - Hosting Subscription	→ danc-testing	\$0.00

Azure Billing Report

- Click on **Azure Billing** section under **Microsoft** item from the left menu bar and you'll be able to see **Azure Billing** report similar to what we see on Microsoft Azure management section under Products.
- This comes handy when you have multiple tenant onboarded and you want to see data on tenant level

Dashboard
Reports
Products
Orders
Shop
Invoices
Users
Microsoft
Users
Azure Estimate
License Consumption
Azure Billing Report
Profile

Microsoft - Billing Summary

BILLING SUMMARY

Customers*
Awesome Computers

Tenants
Awesome Computers (5
-9e04-bc9dd76b3f1e)
Select tenant for which you want to see data

Subscription

Billing Period
Feb 05, 2020 - Mar 04, 2020

Get Details
Export Billing Summary

Total Cost			\$19,755.50
Subscription Name	Resource Type	Consumed Units	Spend
Azure plan	Bandwidth Bandwidth	163.3149208	\$0.00
Azure plan	Traffic Manager - Azure Endpoint Traffic Manager	0.000091	\$0.00
Azure plan	Tables - LRS Tables	0.0907	\$0.00
Azure plan	Files - LRS Files	0.5646	\$0.00
Azure plan	Network Watcher Network Watcher	1	\$0.00
Azure plan	Standard Page Blob - LRS Standard Page Blob	2552.241	\$0.92
Azure plan	Azure App Service Standard Plan - SI Azure App Service Standard Plan	1392	\$139.20
Azure plan	Standard Page Blob - GRS Standard Page Blob	188.4268	\$0.07
Azure plan	Standard HDD Managed Disks - S30 LRS - US Central Standard HDD Managed Disks	0.001437	\$0.06
Azure plan	Blob Storage - Hot GRS - US Central Blob Storage	7.3808	\$0.74

Showing 1 - 10 of 294 records
10 25 50 100 250 500

« 1 2 3 4 5 6 7 ... 30 »

License Consumption report

- Click on **License Consumption** section under **Microsoft** item from the left menu bar and you'll be able to see utilization report for purchased licenses-based subscription, and if there are unassigned licenses, it can be released using **Release Unused Seats** button to optimize cost.

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Microsoft • License Consumption

LICENSE CONSUMPTION [Export License Consumption Report CSV](#)

Tenants: Awesome Computers

Subscription Name(s)	Mapped Products	Total	Assigned	Unused	Action
Exchange Online (Plan 1)	• Exchange Online (Plan 1)(Monthly)	1	0	1	
Phone System	• Phone System (Office 365 E1)(Part of Office 365 E1)(Monthly)	1	0	1	
Office 365 E1	• Office 365 E1(Monthly)	1	0	1	
Skype for Business Plus CAL	• Skype for Business Plus CAL (Office 365 E1)(Part of Office 365 E1)(Monthly)	1	0	1	

Showing 1 - 4 of 4 records

10 25 50 100 250 500 1000

Manage Profile

- Click on **Profile** menu item from the left menu bar and you'll land on **User** Details section by default
- Review **Organizational details** here and update if required.
- On **Payment Profile Section**, customer can provide multiple payment method (CC/ACH based on support by payment gateway) and set one as default to be used for next payment run
- Under **Microsoft** section, customer can see their tenant details and MCA consent related information and update if required
- **Organization setup** section allow customer to create Site and Department in their tenant.

Customer Profile

User Details

Payment Profile

Microsoft

Organization Setup

Basic Details

Company Name *
Awesome Computers

First Name *
John

Last Name *
Paul

Cancel Submit

Addresses

+ Add Address

Address Type	Address Line 1	Address Line 2	City	Country	State	Zip	Action(s)
Billing	1234 Main St		Redmond	US	WA	98052	Edit Delete
Billing	5678 Main St		Redmond	US	WA	98052	Edit Delete

Showing 1 - 2 of 2 records

Reports

- Click on **Reports** section from left menu bar which will give you details such as order date, current status, quantity and expiry date on subscribed offers

Reports

PRODUCTS REPORT

Export to Excel

Filter Products

Product Name	Ordered On	Expires On	Quantity	Status
CSP monthly support	Aug 06, 2020 20:40:32	Aug 05, 2021 20:40:32	1	Active
Exchange Online (Plan 1)	Mar 19, 2020 14:57:50	Mar 28, 2021 05:30:00	1	Active
Office 365 Business	Mar 19, 2020 14:57:50	Mar 28, 2021 05:30:00	1	Active
Azure plan	Dec 30, 2019 09:12:32	Jan 01, 10000 05:29:59	1	Active
CSP - Hosting Subscription	Dec 30, 2019 09:12:32	Jan 01, 10000 05:29:59	1	Active
CSP - VS Subscription	Dec 30, 2019 09:12:32	Jan 01, 10000 05:29:59	1	Active
CSP - Hosting Subscription 02	Dec 30, 2019 09:12:32	Jan 01, 10000 05:29:59	1	Active
CSP - VSTS Subscription	Dec 30, 2019 09:12:32	Jan 01, 10000 05:29:59	1	Active
Exchange Online Archiving for Exchange Online (Office 365 E1)	Dec 12, 2019 20:05:04	Dec 28, 2020 05:30:00	1	Suspended
Office 365 Advanced Threat Protection (Plan 1) (Office 365 E1)	Dec 12, 2019 13:47:23	Dec 28, 2020 05:30:00	1	Suspended
Office 365 Advanced Threat Protection (Plan 1) (Exchange Online (Plan 1))	Dec 12, 2019 13:41:11	Dec 28, 2020 05:30:00	1	Suspended
Exchange Online (Plan 1)	Dec 12, 2019 13:40:55	Dec 28, 2020 05:30:00	1	Suspended