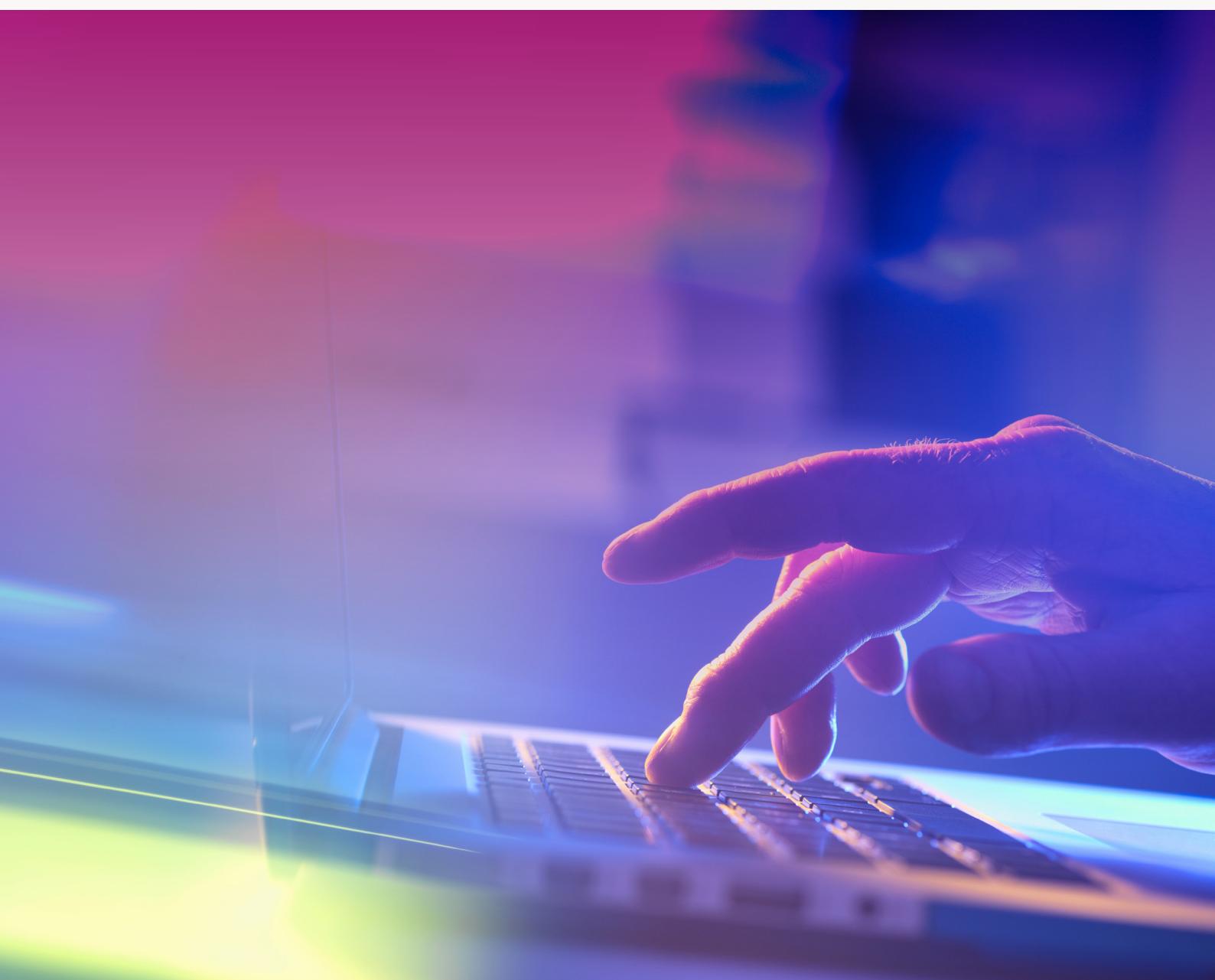




Direct Customers Invoices



USER GUIDE



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This invoice guide will help you understand the invoices you receive for your CSP cloud products.

1. Types of Invoices

You can receive two types of invoices: Manual and Automated.

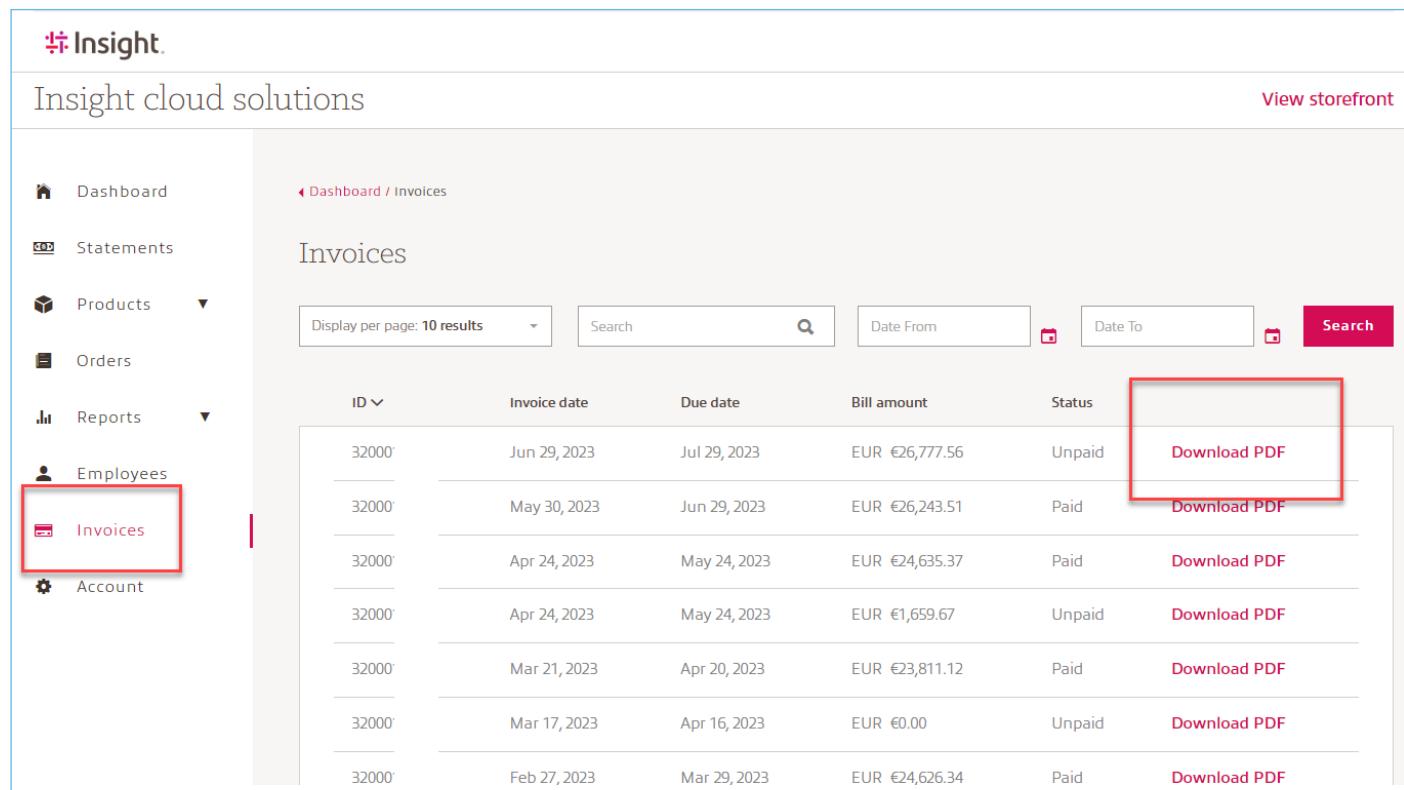
1.1 Automated Invoices:

Automated invoices are issued directly from the system for all subscriptions on the CCx platform.

Our invoices are split in to two sets:

- One covering all NCE and Azure plan subscriptions
- One covering all Legacy subscriptions

Invoices are located in our CCx platform, Insight Site. In the platform menu under the "invoice" section. They are available in pdf and can be downloaded.



The screenshot shows the Insight cloud solutions platform interface. The top navigation bar includes the 'Insight' logo, the 'View storefront' link, and the 'Invoices' section. The left sidebar has a navigation menu with items: Dashboard, Statements, Products, Orders, Reports, Employees, **Invoices** (highlighted with a red box), and Account. The main content area is titled 'Invoices' and displays a table of 10 invoices. The table columns are: ID, Invoice date, Due date, Bill amount, and Status. Each row in the table has a 'Download PDF' button in the last column, which is also highlighted with a red box.

ID	Invoice date	Due date	Bill amount	Status	
32000	Jun 29, 2023	Jul 29, 2023	EUR €26,777.56	Unpaid	Download PDF
32000	May 30, 2023	Jun 29, 2023	EUR €26,243.51	Paid	Download PDF
32000	Apr 24, 2023	May 24, 2023	EUR €24,635.37	Paid	Download PDF
32000	Apr 24, 2023	May 24, 2023	EUR €1,659.67	Unpaid	Download PDF
32000	Mar 21, 2023	Apr 20, 2023	EUR €23,811.12	Paid	Download PDF
32000	Mar 17, 2023	Apr 16, 2023	EUR €0.00	Unpaid	Download PDF
32000	Feb 27, 2023	Mar 29, 2023	EUR €24,626.34	Paid	Download PDF

In the invoice you can find the following information:



Insight Direct (UK) Limited
The Technology Building
Terry Street
Sheffield S9 2BU
UNITED KINGDOM

Our VAT Registration No: GB746075129
Our Company Registration: 02579852
Terms of Delivery: EXW

Invoice

Date: 24-APR-2023
Page: 1 of 3

Account Clerk: Maureen Rico
maureen.rico@insight.com

Invoice To:	Deliver To:	Customer Contact
Your VAT No:		
Click here for invoice details		

Material	Description	Net Total	VAT Rate	VAT	Total
5	CFQ7TTC0LFDZ0001YM DYNAMICS 365 CUSTOMER SERVICE ENTERPRISE	2,429.22	20.000	485.84	2,915.06
	Subscription ID: 00000IYKY Coverage Dates: 21-MAR-2023 - 16-APR-2023 Qty 42 Net Total 2,029.86				

Here an explanation of each part:

1. Invoice number

2. Invoice issue date

3. Purchase order number

For the purchase order to appear on the invoice, it is important that all subscriptions have the same purchase order number.

If there are different PO numbers for each subscription or you need to receive one invoice per each PO number, please contact your Insight representative.

If this is not specified, the "PO number" field will be either blank or with the writing NA.

4. Account number

5. Product details, including the following information:

- A. product number, which can be found in our platform,
- B. product name,
- C. Subscription ID (this is an Insight specific Subscription ID unique to your subscription, can also be found on our platform),
- D. Usage Period.

6. Summary of charges based on quantity changes.

For example:

The DYNAMICS 365 SALES ENTERPRISE EDITION in the example is paid monthly. The start date is March 17th and the end date is April 16th for 156 licenses. Therefore, we have a line for a total of 156 licenses for a month (1). On March 22, the customer purchased 1 more licence, making a new total of 157(3). We will find another line where we credit the 156 licenses from March 22 to April 16th(2)

Material	Description	Net Total	VAT Rate	VAT	Total
CFQ7TTC0LHS0001YM COMMON DATA SERVICE LOG CAPACITY	Subscription ID: 00000IYKZ Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 1 Net Total 5.82	5.82	20.000	1.16	6.98
CFQ7TTC0LHF0001YM POWER BI PRO	Subscription ID: 00000I25N Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 86.10 Net Total 86.10	86.10	20.000	17.22	103.32
CFQ7TTC0HD00002YMPROJECT PLAN 3	Subscription ID: 00000IY3 Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 444.72 Net Total 444.72	444.72	20.000	88.94	533.66
DZH318Z0BPS60001C AZURE PLAN CONSUMPTION	Subscription ID: 00000A45U Coverage Dates: 01-MAR-2023 - 31-MAR-2023 Qty 12,350.56 Net Total 12,350.56	12,350.56	20.000	2,470.11	14,820.67
CFQ7TTC0LH150001YM EXCHANGE ONLINE (PLAN 1)	Subscription ID: 00000I25M Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 34.44 Net Total 34.44	34.44	20.000	6.89	41.33
6 CFQ7TTC0LFF10001YM DYNAMICS 365 SALES ENTERPRISE EDITION	Subscription ID: 00000IYLO Coverage Dates: 22-MAR-2023 - 16-APR-2023 Qty 8,702.98 Net Total 8,702.98	8,702.98	20.000	1,740.60	10,443.58
CFQ7TTC0HD320002YM VISIO PLAN 2	Subscription ID: 00000I25Q Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 259.56 Net Total 259.56	259.56	20.000	51.91	311.47
CFQ7TTC0LHS0001YM MICROSOFT AUDIO CONFERENCING	Subscription ID: 00000I25L Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 80.84 Net Total 80.84	80.84	20.000	16.17	97.01
CFQ7TTC0LFDZ0003YM DYNAMICS 365 CUSTOMER SERVICE ENTERPRISE	Subscription ID: 00000I074 Coverage Dates: 17-MAR-2023 - 16-APR-2023 Qty 11.71 Net Total 11.71	11.71	20.000	2.34	14.05
CFQ7TTC0LFLX0001YM MICROSOFT 365 E3	Subscription ID: 00000IY12 Coverage Dates: 29-MAR-2023 - 16-APR-2023 Qty 19,056.57 Net Total 19,056.57	19,056.57	20.000	3,811.32	22,867.89
CFQ7TTC0LCH40004YM MICROSOFT INTUNE PLAN 1 DEVICE	Subscription ID: 00000I22 Coverage Dates: 22-MAR-2023 - 16-APR-2023 Qty 1.69 Net Total 1.69	1.69	20.000	0.34	2.03

Coverage Dates:	17-MAR-2023 - 16-APR-2023 Qty 14 Net Total 34.44
CFQ7TTC0LFF10001YM DYNAMICS 365 SALES ENTERPRISE EDITION	8,702.98
Subscription ID: 3 00000IYLO	20.000
Coverage Dates: 22-MAR-2023 - 16-APR-2023 Qty 157 Net Total 7,306.78	1,740.60
2 22-MAR-2023 - 16-APR-2023 Qty 156 Net Total -7,260.24	10,443.58
1 17-MAR-2023 - 16-APR-2023 Qty 156 Net Total 8,656.44	

1.2 Manual Invoices:

Manual invoices will only be sent via email in PDF format and will be accompanied by an Excel file detailing consumption. In these invoices we find all the products that are purchased outside our platform:

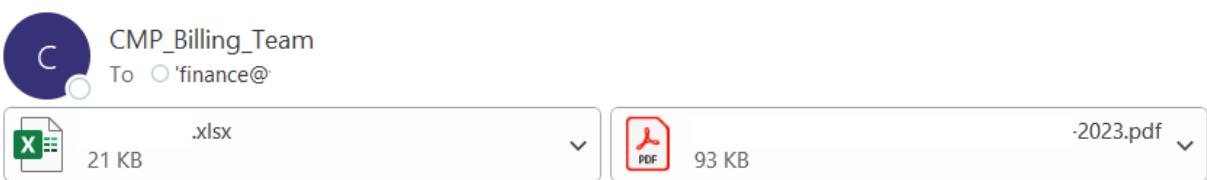
- SW & perpetuals
- Marketplace,
- Reserved Instances
- Azure Savings plans
- Legacy and NCE subscriptions provisioned outside of the Cloud Commerce Experience platform (CCx).

Invoices are sent from the following email address: **cmp_billing_team@insight.com** by the end of the month.

It is very important to provide us with the billing email address to ensure these invoices are sent to the correct contact.

Below is an example of the email you will receive:

Microsoft CSP Marketplace June 2023 Invoice & Detail Report -



Dear Client,

Please find the attached Microsoft CSP Breakdown & Copy of the Invoice.

The original invoice has already been sent earlier, so the attached is provided as a reference to the breakdown. Please note this is a manually generated invoice. The breakdown report is therefore attached to the email.

Sincerely,
The Insight Cloud Billing Team

2. Reports

In the CCx platform you have a section, called Reports, where you can access the detailed billable items report corresponding to the invoices you receive.

You can select the type of report you need to consult, depending of which subscriptions you have active on your tenant: Legacy or NCE.

2.1 Legacy Reports

In this section you can find reports regarding your Legacy subscriptions: Azure Invoice Report, Billable Items Report, Azure Consumption Report. Below is an example of the email you will receive:

Taking into account that the Azure subscriptions have been migrated to the Azure Plan, in these reports we will only find the consumption that corresponds to the last invoice issued before the migration. From there we will have to search the NCE reports.

Invoice #	Account #	PO Number	Company Name	Subscription ID	Product Name	Price Per Unit	Quantity	Total Price	Currency	Charge Sta
6137362				00000C370	Power BI Pro	0.00	14	105.00	GBP	06-Feb-23
6137362				00000C370	Power BI Pro	0.00	14	41.25	GBP	06-Feb-23
6137362				00000C370	Power BI Pro	0.00	14	-105.00	GBP	06-Feb-23

2.2 NCE Reports

This section is dedicated to your NCE subscriptions report. You have 3 types of reports available, each one will give you a different information. For Azure you will have Azure Plan Invoice Reports and Azure Plan Consumption Report. For all your other NCE licences in CCx, you can consult all the details in the NCE Billable Items report.

Subscription ID Todas **Subscription** Todas **Program** Todas

Sub Total by Product Name (Top 10)

Company Name	Subscription ID	Subscription	Tenant ID	Order Date	Publisher ID	Publish
	E159C0A6-837C-4629-BF29-5AE4			10-nov-20	Micro	
	E159C0A6-837C-4629-BF29-5AE4			17-nov-20	Micro	

2.2.1 Azure Plan Invoice Report

The **Azure Plan Invoice report** gives you a detailed consumption report based on the separate subscription and resource IDs:

Subscription ID Todas **Subscription** Todas **Program** Todas

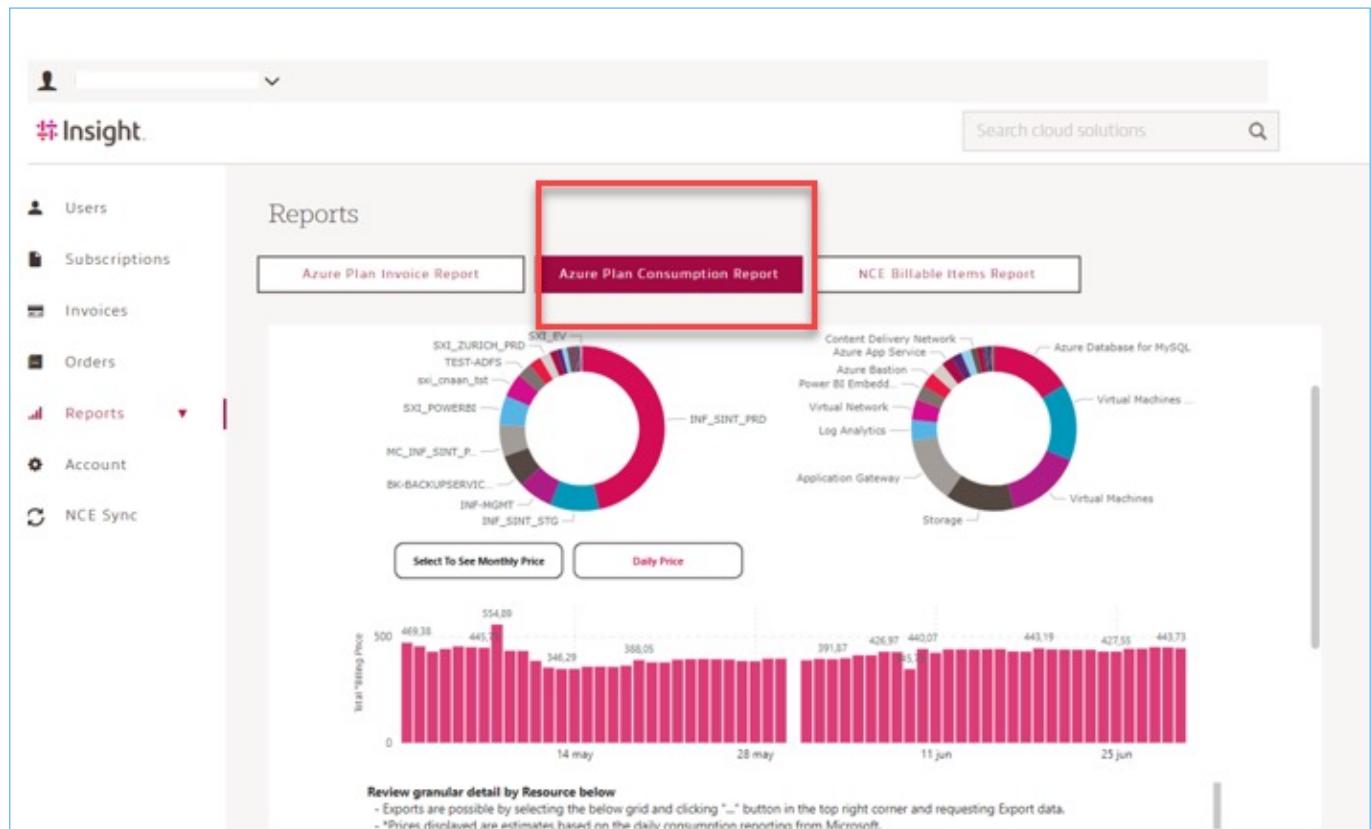
Sub Total by Product Name (Top 10)

Company Name	Subscription ID	Subscription	Tenant ID	Order Date	Publisher ID	Publish
2108512F-DDE8-4DF6-C432-4666E42A	a00d-3f46b2f14a3a	/providers/Microsoft.Capacity/reser	E159C0A6-837C-4629-BF29-5AE4	02-may-23	Micro	
2987416A-17B1-40B2-D4B8-44F3AC6	b705-bd433f617f84	/providers/Microsoft.Capacity/reser	E159C0A6-837C-4629-BF29-5AE4	02-may-23	Micro	
444951BF-DFF7-5889-2B84-26138E01	E159C0A6-837C-4629-BF29-5AE4	/providers/Microsoft.Capacity/reser	E159C0A6-837C-4629-BF29-5AE4	24-dec-20	Micro	
444951BF-DFF7-5889-2B84-26138E01	93dc-1a63e9f298ee	/providers/Microsoft.Capacity/reser	E159C0A6-837C-4629-BF29-5AE4	17-feb-21	Micro	
444951BF-DFF7-5889-2B84-26138E01	E159C0A6-837C-4629-BF29-5AE4	/providers/Microsoft.Capacity/reser	E159C0A6-837C-4629-BF29-5AE4	17-feb-21	Micro	

You can view the azure consumption reports on our Enterprise License Dashboard (ELD). Please note that the reports available on ELD are only for the invoice generated automatically by our platform.

2.2.2 Azure Plan Consumption Report

If you select the **Azure Plan Consumption Report**, you will get Azure consumption graphs:



2.2.3 NCE Billable Items Report

In the **NCE Billable Items Report**, selecting any line, you can download the report. You can also filter the report by invoice number, invoice date etc.

Reports

Azure Plan Invoice Report Azure Plan Consumption Report **NCE Billable Items Report**

Product Name	Invoice #	Invoice Date	Subscription ID	Latest Invoice Date		
All	All	All	All	29-Jun-23		
*Exports are possible by selecting the below grid and clicking "... " button in the top right corner and requesting Export data. <div style="float: right;"> ... </div>						
Invoice #	Account #	PO Number	Company Name	Subscription ID	Product Name	Price Per Unit
2100644475	e10059050	6137362		00000A5RJ	Azure plan	0.0
2100644475	e10059050			00000IZ5O	Microsoft Teams Phone Standard	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0

Reports

Azure Plan Invoice Report Azure Plan Consumption Report **NCE Billable Items Report**

Product Name	Invoice #	Invoice Date	Subscription ID	Latest Invoice Date		
All	All	All	All	29-Jun-23		
*Exports are possible by selecting the below grid and clicking "... " button in the top right corner and requesting Export data. <div style="float: right;"> ... </div>						
Invoice #	Account #	PO Number	Company Name	Subscription ID	Product Name	Price Per Unit
2100644475	e10059050	6137362		00000A5RJ	Azure plan	0.0
2100644475	e10059050			00000IZ5O	Microsoft Teams Phone Standard	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0
2100644475	e10059050			00000IYL2	Microsoft 365 E3	0.0

Export data
Show as a table
Spotlight
Sort descending
Sort ascending
Sort by

3. FAQs

Question 1

Where can I find the cost for each individual Azure subscription?

You can find this information in 2 different platforms:

1. In the **ELD portal**, by choosing CSP services, then on invoice and downloading the report in an Excel file. Should you need further information regarding ELD, please consult the dedicated guide.

In the excel file that will download, you can find all the info regarding the spending in column F (Subscription ID) and Q (Sub total).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
void	Invoice	Tenant ID	Customer	Dom	Subscription ID	Sub Description	Publisher Nai	duct	Sku	large	Billing Cycle	Table Qu	lit	it Price	Sub To	
		DACF759A-211C-4644-DEAF-CC97FE03													0.6832	
		DACF759A-211C-4644-DEAF-CC97FE03													243.3	
		DACF759A-211C-4644-DEAF-CC97FE03													1.4784	
		DACF759A-211C-4644-DEAF-CC97FE03													385.34	
		DACF759A-211C-4644-DEAF-CC97FE03													0	
		DACF759A-211C-4644-DEAF-CC97FE03													147.26	
		DACF759A-211C-4644-DEAF-CC97FE03													0.0112	
		DACF759A-211C-4644-DEAF-CC97FE03													129.65	
		DACF759A-211C-4644-DEAF-CC97FE03													9.4528	
		DACF759A-211C-4644-DEAF-CC97FE03													492.3	
		DACF759A-211C-4644-DEAF-CC97FE03													0	
		DACF759A-211C-4644-DEAF-CC97FE03													49.683	
		DACF759A-211C-4644-DEAF-CC97FE03													10.237	
		DACF759A-211C-4644-DEAF-CC97FE03													2.3632	
		DACF759A-211C-4644-DEAF-CC97FE03													237.01	
		DACF759A-211C-4644-DEAF-CC97FE03													0	
		DACF759A-211C-4644-DEAF-CC97FE03													0.0224	
		DACF759A-211C-4644-DEAF-CC97FE03													19.813	
		DACF759A-211C-4644-DEAF-CC97FE03													2.352	
		DACF759A-211C-4644-DEAF-CC97FE03													51.218	
		DACF759A-211C-4644-DEAF-CC97FE03													57.624	
		DACF759A-211C-4644-DEAF-CC97FE03													0	
		DACF759A-211C-4644-DEAF-CC97FE03													0.0784	
		DACF759A-211C-4644-DEAF-CC97FE03													0	
		DACF759A-211C-4644-DEAF-CC97FE03													0	

2. In our RAP under the section **reports**, choosing the Azure Plan Invoice Report:

Company Name	Subscription ID	Subscription	Tenant ID	Order Date	Publisher ID	Publisher
3	218E512F-DED8-4DF6-C432-466E42A^~~~	a00b-5f40b014ae3a /providers/Microsoft.Capacity/reservationOrders/001da377-90f4-48b3-b705-bd4833fe81764	E159C0A6-837C-4629-BF29-5AE43C	02-may-23	Microsc	
3	2987416A-1781-4082-D48B-44F3AC6f	/providers/Microsoft.Capacity/reservationOrders/f89f0f26-4b84-4687-93dc-1a60a6129bae	E159C0A6-837C-4629-BF29-5AE43C	02-may-23	Microsc	
3	444951BF-DFF5-5BB9-2B84-2613BE01		E159C0A6-837C-4629-BF29-5AE43C	24-dic-20	Microsc	
3	444951BF-DFF5-5BB9-2B84-2613BE01		E159C0A6-837C-4629-BF29-5AE43C	17-ene-21	Microsc	
3	444951BF-DFF5-5BB9-2B84-2613BE01		E159C0A6-837C-4629-BF29-5AE43C	17-feb-21	Microsc	

Question 2

What happens if the price of the platform does not match what appears on the invoice?

In this case, please contact with your account manager or raise a Service Now ticket <https://services-emea.insight.com/> with as many details as possible.



uk.insight.com

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