



## Reseller Invoices



USER GUIDE T2



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# 1. Types of Invoices

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

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

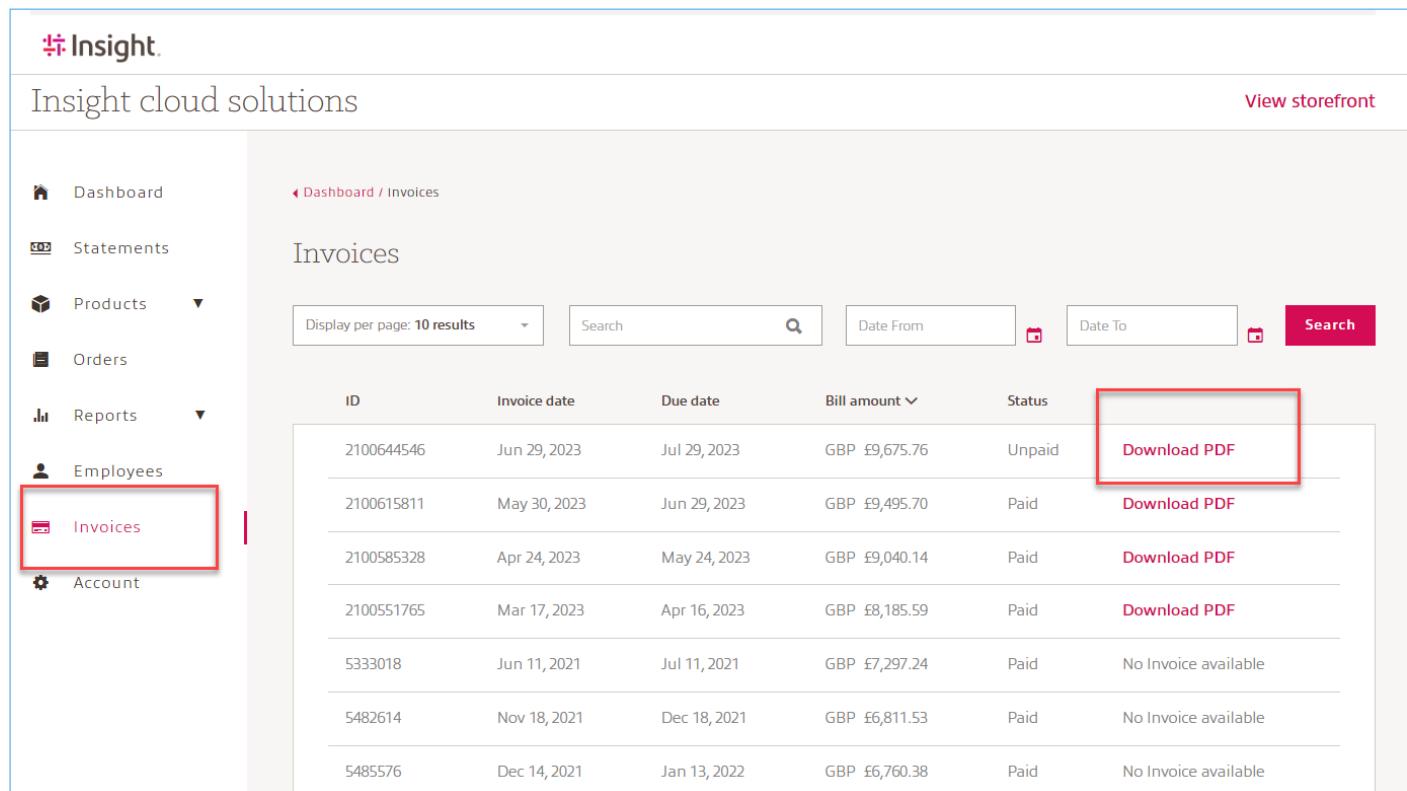
## 1.1 Automated Invoices:

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 left sidebar has a red box around the 'Invoices' option under the 'Employees' section. The main content area is titled 'Invoices' and shows a table of 8 invoices. The table columns are: ID, Invoice date, Due date, Bill amount, Status, and a 'Download PDF' link. The first invoice's 'Download PDF' link is also highlighted with a red box.

ID	Invoice date	Due date	Bill amount	Status	
2100644546	Jun 29, 2023	Jul 29, 2023	GBP £9,675.76	Unpaid	<a href="#">Download PDF</a>
2100615811	May 30, 2023	Jun 29, 2023	GBP £9,495.70	Paid	<a href="#">Download PDF</a>
2100585328	Apr 24, 2023	May 24, 2023	GBP £9,040.14	Paid	<a href="#">Download PDF</a>
2100551765	Mar 17, 2023	Apr 16, 2023	GBP £8,185.59	Paid	<a href="#">Download PDF</a>
5333018	Jun 11, 2021	Jul 11, 2021	GBP £7,297.24	Paid	No Invoice available
5482614	Nov 18, 2021	Dec 18, 2021	GBP £6,811.53	Paid	No Invoice available
5485576	Dec 14, 2021	Jan 13, 2022	GBP £6,760.38	Paid	No Invoice available

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**

1 Date: 30-MAY-2023  
2 Page 1 of 14  
Account Clerk:

---

Invoice To:
Deliver To:
Customer Contact

---

Sales Order No.
PO No.
Contract No.
Payment Terms
Due Date
Currency
Sales Rep Name

3
4

Net 30 days
29-JUN-2023
GBP

Account No.
PO release:
SOW Number
Your Ref. No.
Original Invoice No
Ship Via

4




Electronic Delivery/ESD

[Click here for invoice details](#)

Material	Description	Net Total	VAT Rate	VAT	Total
<span>5</span>	CFQ7TTC0LF8Q0001MM OFFICE 365 E1 Subscription ID: 00000IZZI Coverage Dates: 15-APR-2023 - 14-MAY-2023 Qty 5 Net Total 42.30	42.30	20.000	8.46	50.76
	CFQ7TTC0J4GS0002MM POWER APPS PER APP PLAN (1 APP OR WEBSITE Subscription ID: 00000IO7D Coverage Dates: 18-APR-2023 - 17-MAY-2023 Qty 3 Net Total 10.56	10.56	20.000	2.11	12.67
	CFQ7TTC0LFF10001YM DYNAMICS 365 SALES ENTERPRISE EDITION Subscription ID: 00000HN58 Coverage Dates: 14-APR-2023 - 13-MAY-2023 Qty 1 Net Total 59.07	59.07	20.000	11.81	70.88
	CFQ7TTC0LFF10001YM DYNAMICS 365 SALES ENTERPRISE EDITION Subscription ID: 00000IO47 Coverage Dates: 15-APR-2023 - 14-MAY-2023 Qty 1 Net Total 59.07	59.07	20.000	11.81	70.88
	CFQ7TTC0LFF10001YM DYNAMICS 365 SALES ENTERPRISE EDITION Subscription ID: 00000GHGK Coverage Dates: 22-APR-2023 - 21-MAY-2023 Qty 1 Net Total 59.07	59.07	20.000	11.81	70.88

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.

In the reseller invoice, you will find the consolidated values on a monthly or annual basis for each product. However, the name of each individual end customer is not specified on the invoice, the billable items report provided in our CCx platform will give you the breakdown per end customer.

## 1.2 Manual Invoices:

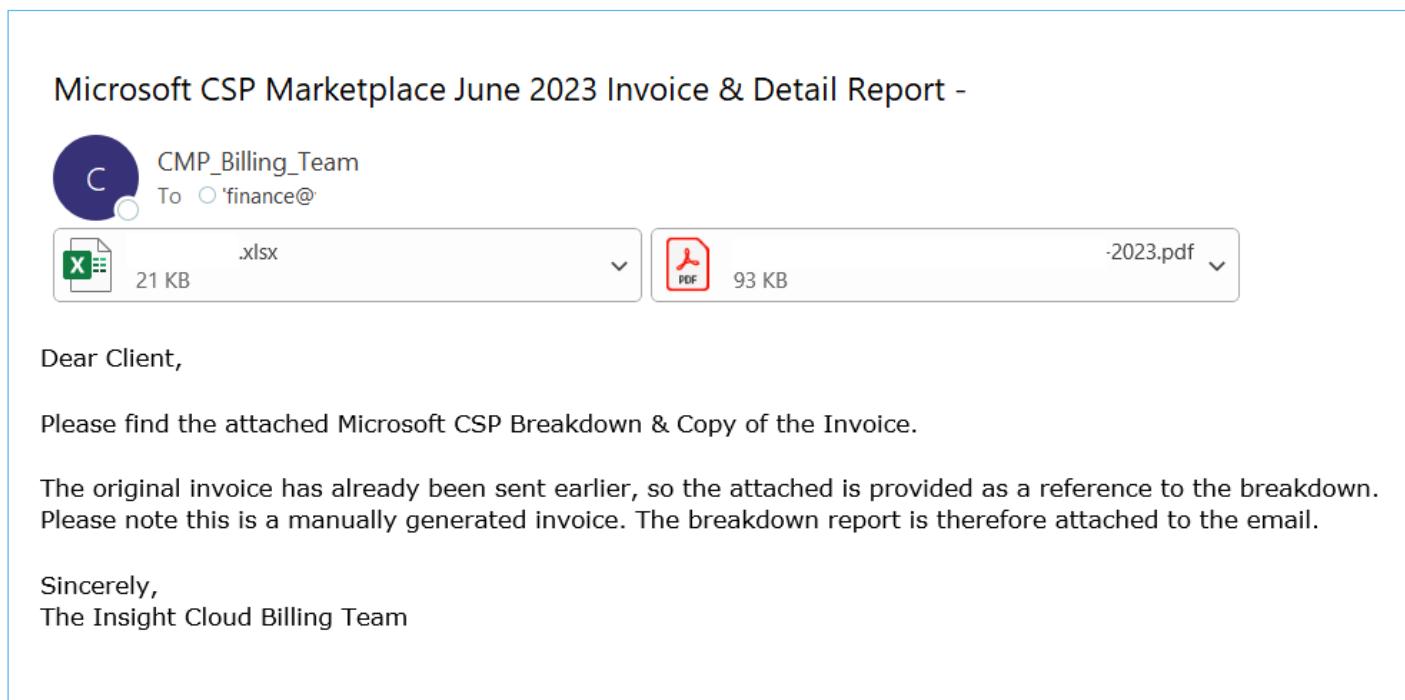
Manual invoices will only be sent via email in PDF format and will be accompanied by an Excel file detailing consumption. In these invoices we find all the products that are purchased outside our platform:

- 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 -

CMP\_Billing\_Team  
To finance@

 .xlsx 21 KB  93 KB 

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.

**Reports**

Company Name: Todas

Subscription ID: Todas

Subscription Name: Todas

Latest Invoice Date: 4-Feb-22

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.

Company Name: Todas

Invoice #: Todas

Invoice Date: Todas

Subscription ID: Todas

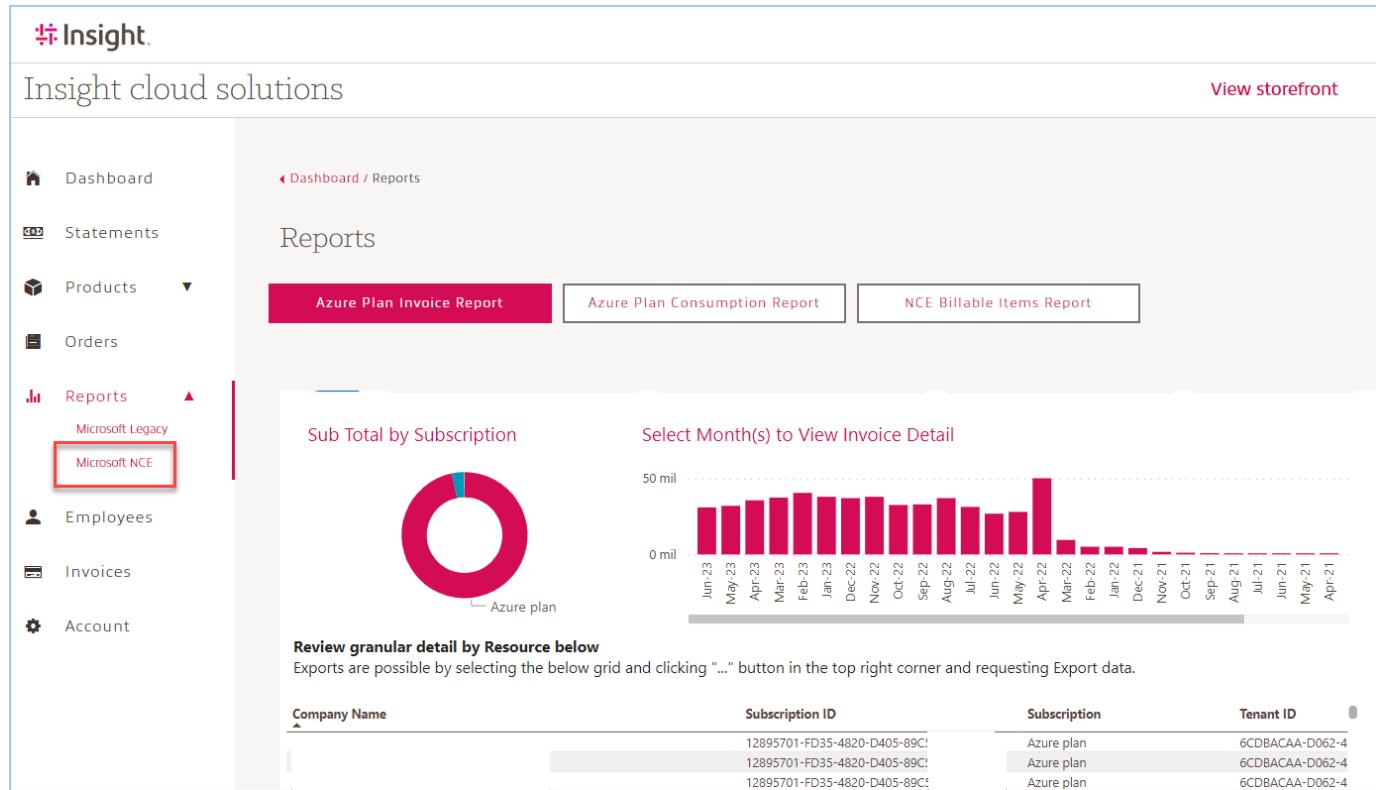
Latest Invoice Date: 16-Jan-23

## 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.

### 2.2.1 Azure Plan Invoice Report

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



**Sub Total by Subscription**

**Select Month(s) to View Invoice Detail**

Company Name	Subscription ID	Subscription	Tenant ID
	12895701-FD35-4820-D405-89C1	Azure plan	6CDBACAA-D062-4
	12895701-FD35-4820-D405-89C1	Azure plan	6CDBACAA-D062-4
	12895701-FD35-4820-D405-89C1	Azure plan	6CDBACAA-D062-4

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, end customer, products name etc.

Invoice #	Account #	PO Number	Company Name	Reseller Sub ID	Product Name	Price Per Unit	Quantity	Total Price
320001	e1007			00000I6CA	Exchange Online (Plan 1)	0.00	2	5,84
320001	e1007			00000CJNN	Azure plan	0.00	1	1,703,14
320001	e1007			00000I6GE	Microsoft 365 Business Premium	0.00	73	1,168,00
320001	e1007			000009ZLB	Azure plan	0.00	1	605,58
320001	e1007			00000H7M7	Azure plan	0.00	1	398,79
320001	e1007			00000F4ZD	Azure plan	0.00	1	1,584,38
320001	e1007			00000IHEI	Azure plan	0.00	1	97,99
320001	e1007			00000APBK	Azure plan	0.00	1	571,71

### 3. FAQs

#### Question 1

Where can I find the cost for each individual azure subscription and end customer?

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

Role	Customer	Amount:
Reseller	ALL	17.829,96 €

Resource: 17.574,04 €  
 Marketplace: 122,25 €  
 Reserved Instance: 133,67 €  
 Telco Overage: 0,00 €  
 Period: 01/06/2023 – 30/06/2023

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
Invoice ID	Invoice Date	Tenant ID	Customer Name	Domain	Subscription ID	Descrip	sher	Product Nam	Sku	large	Ty	illing	Cyc	ant	le	Quat	ty	Price (	Sub Total
					9088DD37-0AE4-40EC-C424 Až													0	
					49B0D770-26AE-44A8-DF13 Až													994.4901	
					2A16FF8E-C78D-47D5-C86C Až													0	
					49B0D770-26AE-44A8-DF13 Až													21.9885	
					12895701-FD35-4820-D405 Až													1.1021	
					2A6AC223-9C8D-4072-C3F7 Až													68.4372	
					1E5CEFA9-106D-42D4-C420 Až													0.4066	
					1DCBF5B9-A4D7-478A-C36F Až													2.2577	
					F2DDC736-5F97-4B99-C0D1 Až													0	
					57BD28F0-E765-422D-DDB5 Až													0	
					2A16FF8E-C78D-47D5-C86C Až													4.5903	
					49B0D770-26AE-44A8-DF13 Až													0	
					CD12D996-7925-4FAB-C540 Až													0	
					EB98BF4D-4D8A-4282-CEEC Až													0	
					EB98BF4D-4D8A-4282-CEEC Až													8.1534	
					6C64DBDA-C34D-4530-D4B Až													0	
					6C64DBDA-C34D-4530-D4B Až													0	
					6C64DBDA-C34D-4530-D4B Až													0	
					72C21E22-AC30-42F4-DCFC Až													0	
					6C64DBDA-C34D-4530-D4B Až													0	
					49B0D770-26AE-44A8-DF13 Až													0.4066	
					49B0D770-26AE-44A8-DF13 Až													1.1984	
					F35EBFD-16B6-423A-C960 Až													0	
					12895701-FD35-4820-D405 Až													0.7383	
					3B04D14E-665A-4830-D7CC Až													0	
					CD12D996-7925-4FAB-C540 Až													0	

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

Company Name	Subscription ID	Subscription	Tenant ID
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4
12895701-FD35-4820-D405-89C51B476E70	12895701-FD35-4820-D405-89C51B476E70	Azure plan	6CDBACAA-D062-4

### 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.



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