



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' dashboard. The left sidebar contains a 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 includes a breadcrumb 'Dashboard / Invoices'. Below the title are filters for 'Display per page: 10 results', a search bar, and date range selectors. A table lists invoices with the following data:

ID	Invoice date	Due date	Bill amount	Status	Action
2100644546	Jun 29, 2023	Jul 29, 2023	GBP £9,675.76	Unpaid	Download PDF
2100615811	May 30, 2023	Jun 29, 2023	GBP £9,495.70	Paid	Download PDF
2100585328	Apr 24, 2023	May 24, 2023	GBP £9,040.14	Paid	Download PDF
2100551765	Mar 17, 2023	Apr 16, 2023	GBP £8,185.59	Paid	Download PDF
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:



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

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

For any order inquiries, please contact:

Invoice

Date 30-MAY-2023
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Account Clerk:

Invoice To:

Deliver To:

Customer Contact

Sales Order No.	PO No.	Contract No.	Payment Terms	Due Date	Currency	Sales Rep Name
			Net 30 days	29-JUN-2023	GBP	

Account No.	PO release:	SOW Number	Your Ref. No.	Original Invoice No	Ship Via
					Electronic Delivery/ESD

[Click here for invoice details](#)

Material	Description	Net Total	VAT Rate	VAT	Total
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 WEBSIT 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@'

 21 KB .xlsx 

 93 KB -2023.pdf 

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

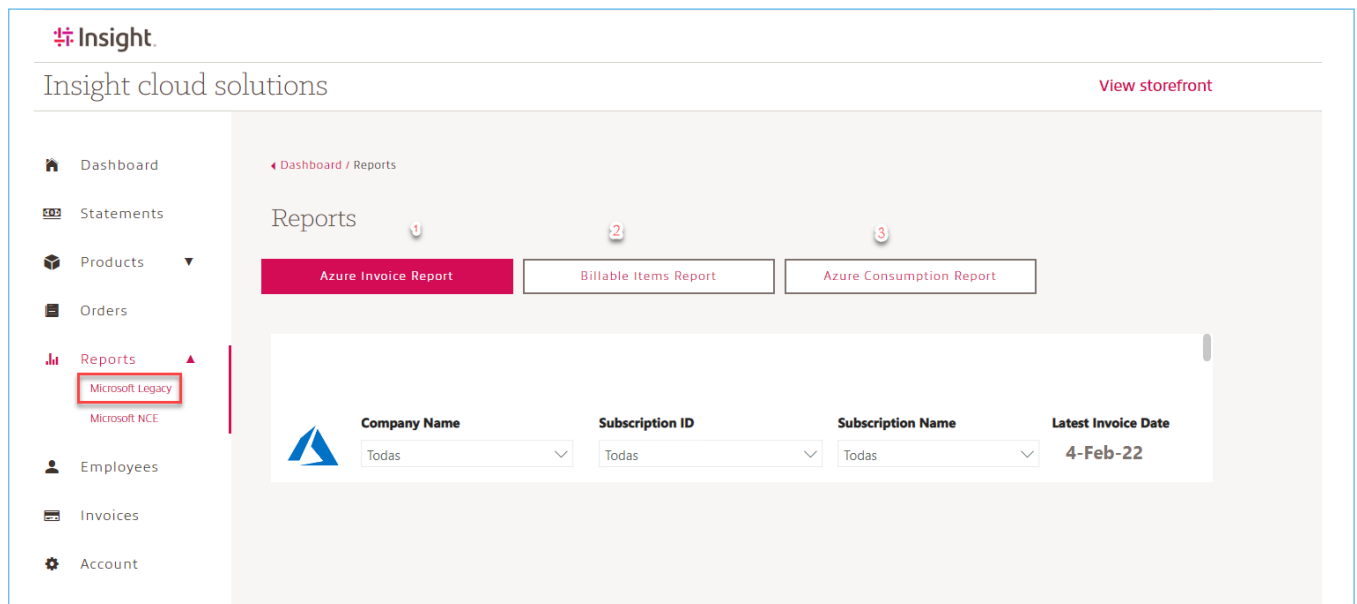
2. Reports

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.

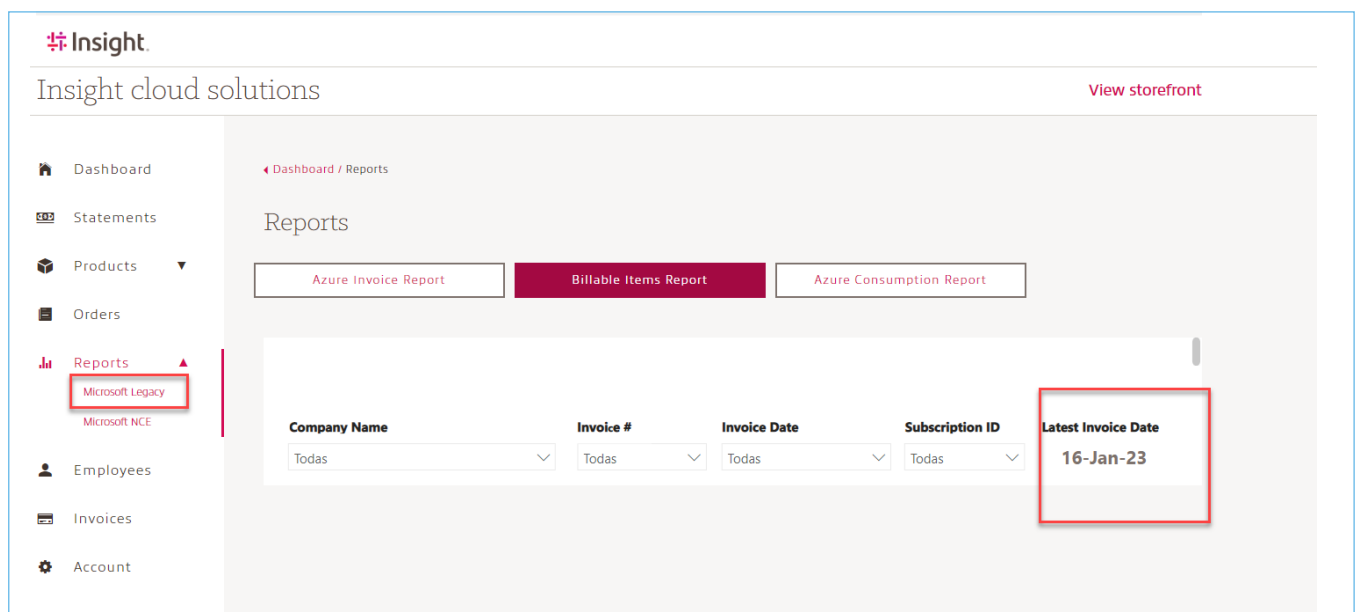
You can select the type of report you need to consult, depending of which subscriptions you have active on your tenant: Legacy or NCE.

2.1 Legacy Reports

In this section you can find reports regarding your Legacy subscriptions: Azure Invoice Report, Billable Items Report, Azure Consumption Report.



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.

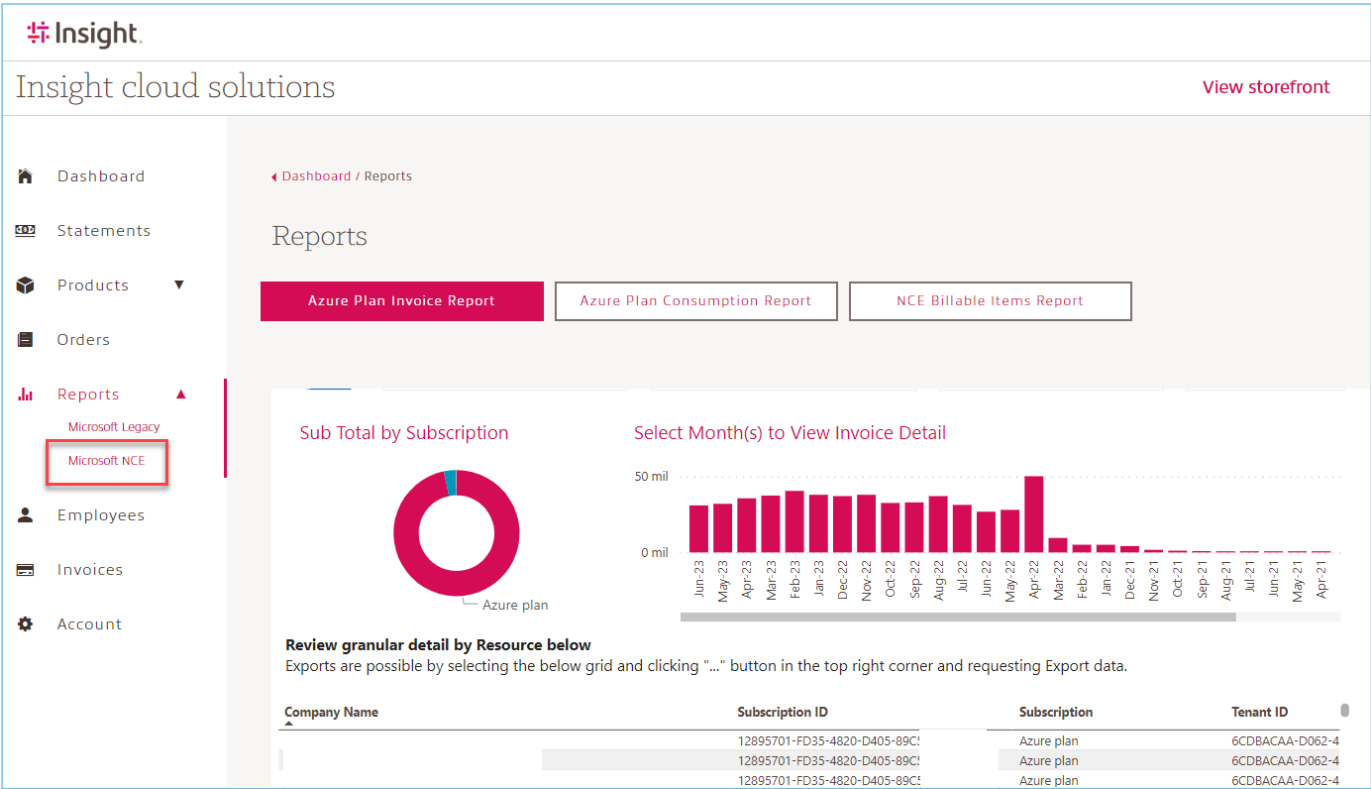


2.2 NCE Reports

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

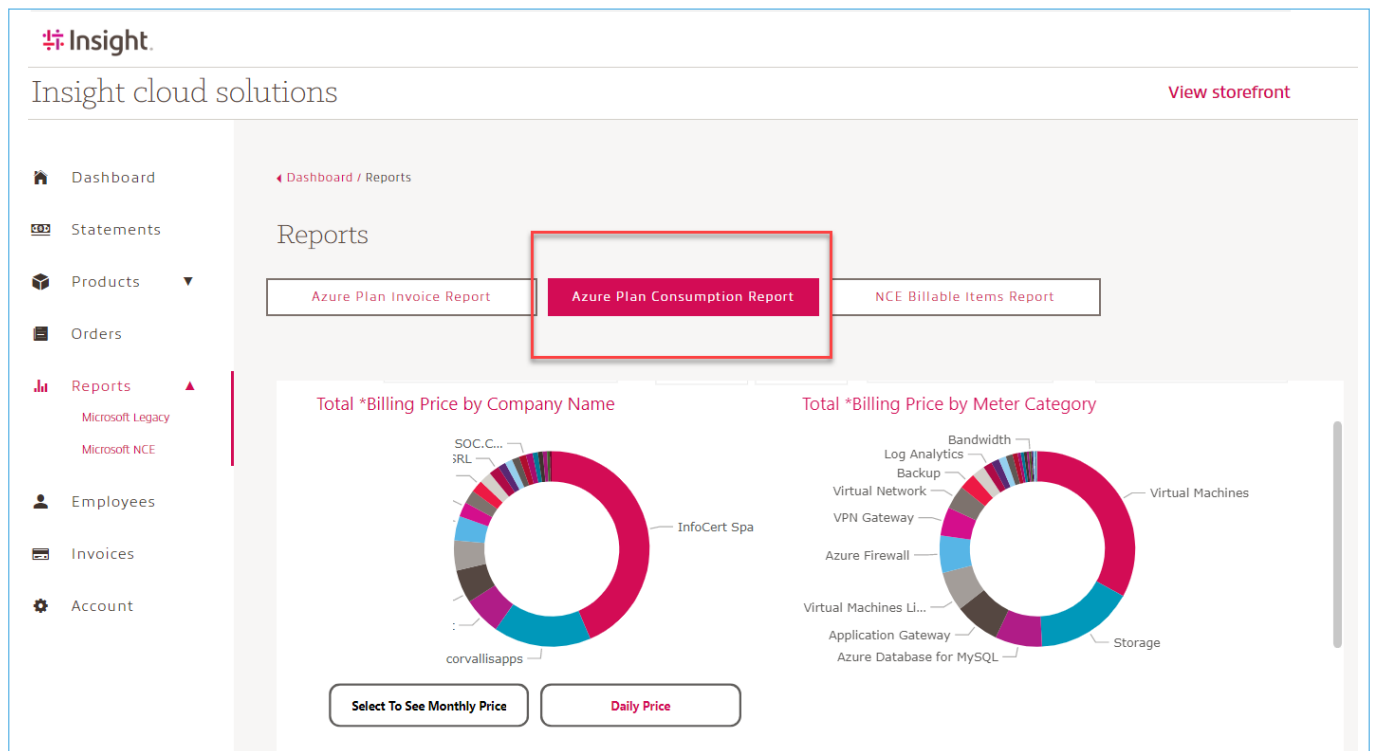
The **Azure Plan Invoice report** gives you a detailed consumption report based on the separate end customer and resource IDs:



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.

The screenshot shows the 'Insight cloud solutions' interface. On the left is a navigation menu with options: Dashboard, Statements, Products, Orders, Reports (selected), Employees, Invoices, and Account. The 'Reports' section is expanded, showing 'Microsoft Legacy' and 'Microsoft NCE'. The main content area is titled 'Reports' and shows three report options: 'Azure Plan Invoice Report', 'Azure Plan Consumption Report', and 'NCE Billable Items Report' (highlighted with a red box). Below the reports is a table of billable items. The table has columns: Invoice #, Account #, PO Number, Company Name, Reseller Sub ID, Product Name, Price Per Unit, Quantity, and Total Price. The table contains several rows of data. A red arrow points to the top right corner of the table, where there is a button labeled 'Export data'.

Invoice #	Account #	PO Number	Company Name	Reseller Sub ID	Product Name	Price Per Unit	Quantity	Total Price
320001	e1007			0000016CA	Exchange Online (Plan 1)	0,00	2	5,84
320001	e1007			000000CJNN	Azure plan	0,00	1	1.703,14
320001	e1007			0000016GE	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			00000IHFI	Azure plan	0,00	1	97,99
320001	e1007			00000ARBK	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

CSP Services

Plan Usage

Entitlement Usage

Invoice

Role

Customer

Invoice

Amount:

Reseller

ALL

July 2023 (Insight Italy)

17.829,96 €

Download

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	Descriptor	Product Name	SKU	Large Ty	illing Cycle	antle	Quilt Ty	Price (€)	Sub Total		
					9088DD37-0AE4-40EC-C424 A2									0		
					49B0D770-26AE-44A8-DF13 A2									994.4901		
					2A16FF8E-C78D-47D5-C86C A2									0		
					49B0D770-26AE-44A8-DF13 A2									21.9885		
					12895701-FD35-4820-D405 A2									1.1021		
					2A6AC223-9C8D-4072-C3F7 A2									68.4372		
					1E5CEFA9-106D-42D4-C420 A2									0.4066		
					1DCBF5B9-A4D7-478A-C36E A2									2.2577		
					F2DDC736-5F97-4B99-C0D1 A2									0		
					57BD28F0-E765-422D-DDB5 A2									0		
					2A16FF8E-C78D-47D5-C86C A2									4.5903		
					49B0D770-26AE-44A8-DF13 A2									0		
					CD12D996-7925-4FAB-C54C A2									0		
					EB98BF4D-4D8A-4282-CEEC A2									8.1534		
					EB98BF4D-4D8A-4282-CEEC A2									16.3068		
					6C64DBDA-C34D-4530-D4B A2									0		
					6C64DBDA-C34D-4530-D4B A2									0		
					6C64DBDA-C34D-4530-D4B A2									0		
					72C21E22-AC30-42F4-DCFC A2									0		
					6C64DBDA-C34D-4530-D4B A2									0		
					49B0D770-26AE-44A8-DF13 A2									0.4066		
					49B0D770-26AE-44A8-DF13 A2									1.1984		
					F35EBFDD-16B6-423A-C960 A2									0		
					12895701-FD35-4820-D405 A2									0.7383		
					3B04D14E-665A-4830-D7CC A2									0		
					CD12D996-7925-4FAB-C54C A2									0		

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

[illegible]

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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