Dustin Services Marketplace – Customer startup guide

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How to log in

- Go to the Dustin web for your local country:
 - o <u>https://dustin.se</u>
 - o <u>https://dustin.no</u>
 - o <u>https://dustin.fi</u>
 - o <u>https://dustin.dk</u>

Till Skyportal

• Click on "My Account" and "Log in".



Click on your name and then "My Account".



• You will now log in to Services Marketplace. Your log in details will automatically filled in, which are the same as you use to log in to Dustin web.

Till Services Marketplace

• This is the first view after logging in to Dustin Services Marketplace.

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• You will find information that Dustin will inform you about here.

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It can for example be if the platform will have a maintenance window and will be down for some time or if we have a new feature that we will inform you about.

• You can click on the "Bell" to check the history of orders, creation of new users and so on.

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요. Users	0	User "First Name Last Name" settings have been successfully updated.
Modern Workplace Premium (All Services	VIEW USER PROFILE

• You can see your existing subscriptions in the panel to the left.

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• Click on "users" to see which users in your company that have an account to log in to Dustin Services Marketplace.

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Modern Workplace Premium (3	
NCE Microsoft Azure	Our guiding direction Enabling the circular movement	Dustin [®]	
E Account			

Give access to a user

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• To enable another user at your company to login to Dustin Services Marketplace, that person needs an account at the Dustin Web, otherwise the person has to register a new account.

To invite a new user to your company, you need to log in to the Dustin web, after logging in, click on your name at the top of the screen and then click on "My account"



Click on "Users", type in the e-mail address of the user you want to invinte and click on "Send Invitation".

Produkter Tjänster & Lösningar Kunskapsbanken Kundservice & Support	Företag Privatperson SV EN
Brett utbud av IT-produkter Leverans inom 1-2 vardagar	<u>Återtag av hårdvara</u>
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R Bedustin.se V	Skicka inbjudan

• If you can not see the tabs "Users" under "My account" it is because you do not have the admin premission at your company. The first user to register the company at Dustin web automatically gets the admin role. Someone with an admin role can give other users the admin role by selecting "Admin" under the user:

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8		@dustin.se			^	firstname.las	tname@dustin.se		
Admin	 Se alla ordrar Hantera adress 	er					Skicka	inbjuda	n
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• After the new user is registered at Dustin web, to enable the user at to log in to Dustin Services Marketplace you need to log in to Dustin Services Marketplace and click on "Users".

FIRSTNAME LASTNAME (ADMIN)

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Click on "Add	d New Users".					
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🗮 Marketplace						
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 Microsoft 365 F1 (NCE COM M., Process Microsoft 365 F1 ect con Micro MCE Microsoft Azure ACTIONS -

FIRSTNAME LASTNAME (ADMIN)

- Specify the new user:
 - Type the first name, last name and e-mail of the user.
 - The e-mail need to be the same e-mail the new user use at the Dustin web.
 - o Click on "Assign staff member roles to user"
 - o Select a role for the user
 - Staff member defaults means that the user will have access to manage your company's current subscriptions but not order new subscriptions.
 - Account Administrator means that the user will have access to both manage current subscriptions and order new subscriptions.
 - Type in your companies address and phone number to the user.
 - o Click Finish.

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Teasic Information						-		-		I
#	SPECIFY NEW USER									
*	First Name	Last Name								
Ð	Email									
Ð	firstname2.lastname2@dustin.se This email address will be used to sign in and receive notifications.									
	Access Rights O Allow user to manage assigned services only									
	Assign staff member roles to user	_								
	Staff member defaults	Account Admin	vistrator							
	Address Line 1	Address Line 2 (Optional)								
	Street 1									
	City	Country		State (Optional)						
	Stockholm	Sweden	q		Q					
	Zip Code	Phone Number								
	12345	+46700000000								
	ONE MORE USER									
	ASSICN SERVICES TO NEW USERS									
	SELECT OPTIONS									
	Send activation email to users users will be given an activation link to log in to the Control Panel a	nd enable services assigned.								
	CANCEL						FINISH			

The user should now be able to log in in at Dustin Services Marketplace. See separate routine for <u>"How to log in"</u>.

Order a new subscription

• To order a new subscription, search for it in the search field and press enter.



• As you see in the results, there are several different service plans that are available in monthly and annual billing period (the frequency on which you will be billed), and monthly and annual subscriptions period (how long you have committed to the subscriptions).

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(iii) Account	SERVICE FLAN SUBSCRIPTION PERIOD	PRICE			
	Office 365 E3 (NCE COM MTH) 0 1 month(s) *	SEK 281.20 per 1 month(s)	ADD TO CART		
	Skylick Office 365 Basic 0 1 month(s)	SEK 28.00 per 1 month(s)	ADD TO CART		
	Office 365 E1 (NCE COM MTH) 0 1 year(s) ~	SEK 87.40 per 1 month(s)	ADD TO CART		
	Skylick DM-Office 305 Basic: 0 1 month(s)	SEK 30.00 per 1 month(s)	ADD TO CART		
	Office 365 F3 (NCE COM MTH) 0 1 month(s) -	SEK 41.90 per 1 month(s)	ADD TO CART		
	Skylick DM-Office 365 Backup Standard 🗿 1 month(s)	SEK 55.00 per 1 month(s)	ADD TO CART		
	Office 365 E1 (NCE COM ANN) 0 1 year(s)	SEK 1,048.80 per 1 year(s)	ADD TO CART		
	Skykick Office 365 Backup Standard O 1 month(s)	SEK 50.00 per 1 month(s)	ADD TO CART		

- \circ "NCE COM MTH" means that the services plan has a monthly billing period.
- \circ "NCE COM ANN" means that the services plan has an annual billing period.



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• Monthly or annual subscriptions period is selected in the drop-down list.

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Office 365 E3 (NCE COM ANN) 0		1 year(s)	SEK 2	2,811.60 year(s)	ADD TO (ART	

period.

• Click on "Add to cart" on the subscriptions that you want to order.

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	Office 365 E3 (NCE COM ANN)	1 year(s)	SEK 2,811.60 per 1 year(s)	ADD TO CART			
	DS-Office 365 E3 - Commercial (NCE COM MTH)	1 month(s) 👻	SEK 311.10 per 1 month(s)	ADD TO CART			
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• To proceed with the ordering, click on "Cart".

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• Select the number of licenses that you want and click "Next".

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×.	1 Review Offer	Select the items that you want to buy.			
首志	2 Set up your purchase 3 Review Order	Your Cart		CLEAR CART	
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		Office 365 E3 CFQ7TTC0LF8R:0001	4000 available SEK 281.20 /Licenses	SEK 28.12	
tilit				Total: SEK 28.12	
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• Select "Use an existing Microsoft CSP account" and click "Next".

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cib.		CANCEL BACK NEXT	

• Your Microsoft Domain Name gets filled in automatically. Click then "Next".

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Review Offer					
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• Select Special Qualification for if you are an State Owned Entity Attestation or not. After that, click "Next".

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You can read more about Microsoft criteria for a State Owned Entity by clicking at the link.

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* 2 1. 3 © 11 11	Setus your purchase Review Order	SET UP YOUR PURCHASE To prosed, provide additional information. Makes advected the first onder recommendation of create reset Workshold CH2 Per observer excound Use an existing Microsoft CH2 Per observer excound whitebaddeding Securit Qualification State Owned Ionstry To ensure that the cares of this subscription remain in compliance with Microsoft's Ans-Comp	onmicrosoft.com Ston Policy please specify if they are a State Denied Entity	with the full others from Twee]*		
		CANCEL		BACK	NEXT		

• To be able to buy the subscription you first have to agree to the different Terms and Conditions. After that, when you are ready to order, click "Buy".

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×	Review Offer	Here you can review your order details: ensu	ire that you get what you need, co	nfirm prices and how	the order is going to be paid.				
畲	Set up your purchase								
<u>.81</u>	3 Review Order	ORDER ITEMS Office 365 E3 (NCE COM MTH)	INCLUDED	ADDITIONAL	PRICE		TOTAL		
Ð		Office 365 E3 CFQ7TTC0LF8R:0001	0 Licenses(s)	+ 1 Licenses(s)	SEK 281.20 /Licenses per 1 month(s)	SE	K 28.12		
Ø		ENTER PROMO CODE				Total: SE Tax Total: S Order Total: SE	K 28.12 EK 7.03 K 35.15		
(111)		YOUR PAYMENT METHODS							
		Your billing information will be used to pay your p the Marketplace from your customer account.	provider for all the services purchased in						
		Pay By Invoice							
		gree to the Terms and Conditions, Microsoft	: Customer Agreement, Service Descripti	on Microsoft 365 – License	s				
		CANCEL				BACK	BUY		

• When you have completed the order, it will take a few minutes until the subscriptions are ready.

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C Modern Workplace Premium (THANKS FOR YOUR ORDER					
C Microsoft 365 F1 (NCE COM M	The services you have ordered are being set up.					
III NCE Microsoft Azure	TRACK ORDER CONTINUE SHOPPING					
IIII Account						

• When the order is completed and the subscriptions is ready, it will show up in the list of subscription to the left, where you now can manage the subscription.

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Manage existing subscriptions

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• To manage one of your current subscriptions, click on the specific subscription that you want to change.

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NCE Microsoft Azure	Microsoft NCE (Catalog)		<u> </u>	
(iii) Account		SEE ALL	SEE ALL	
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• Here will you find information about the subscription, for example how to access the Microsoft portal, which Microsoft Domain and the number of licenses the subscription has.

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Account	Microsoft Subscription ID: e8d39884 Pask-1780-5475 weekelifectere Logging in to your Microsoft Portal This subscription has been ordered for an existing Microsoft account, so no new credentials have be temporary credentials are subgred on the weakone screen of the initial subscription ordered for the initial subscription accelered or de non work, or an existence water of the Microsoft Conter Presser Inguisipasswortwate.microsoftentine.com/	een generated. The hat account, if temporary of Read service:	MANAGE SU	<u>escription</u>			
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Click on "Mana	ge Subscription" to proceed.	1 unit					
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	Logging in to your Microsoft Portal This subscription has been ordered for an exiting Microsoft account, so no new createntials have been generated. The temporary codentials and edilplayed on the welcome screen of the initial subscription ordered for that account, if temporary createntians are absort or do not exits, you can resist the parsanol 4 with Microsoft Account, filestearrice: https://parsanolfexatt.microsoftuninac.com/
	Included services
	NAME QUANTITY
	Microsoft 365 P1 1 unit

• In this view are you able to change number of licenses. If you click on the three dots you will have options to renew the subscription, disable auto-renewal and to cancel the subscriptions.

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<u>.81</u> .	O ₆ ^o Subscriptions	1003400					Renew		
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Ð	Account Profile	SUBSCRIPTION DETAILS O ACTIVE							
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				SEK 20.00					
				Prices					
		Prepaid, billed per, next billing date is Dec 1, 2022 Started on Nov 24, 2022 renews on Dec 22, 2022							
		INCLUDES							
		PLAN & OPTIONS	INCLUDED	ADDITIONAL	PRICE	TOTAL			
		Microsoft 365 F1 (NCE COM MTH)							
		Microsoft 365 F1 CFQ7TTC0MBMD:0002		+ 1 Licenses(s)	SEK 20.00 /Licenses per 1 STATEMENT_DAY	SEK 20.00			

Renew a subscription

• If you click on "Renew" you will extend the subscriptions period. To be able to renew the subscription you first have to agree to the different Terms and Conditions. After that, when you are ready to order, click "Confirm".

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T Confirm Renewal								
#	Confirm Renewal	TH) #1003400 subscri	ntion					
<i>b</i> .								
0	You're going to extend the subscription period by 1 month(s) till Jan 24, 2023.						
0								
	PLAN & OPTIONS	INCLUDED	ADDITIONAL	PRICE	TOTAL 0			
	Microsoft 365 F1 (NCE COM MTH)							
	Microsoft 365 F1 CFQ7TTC0MBMD:0002		+ 1 Licenses(s)	SEK 23.70 /Licenses per 1 STATEMENT_DAY				
					Tax: Order Total:	SEK 0.00 SEK 0.00		
	I Agree to the Terms and Conditions, Microsoft Customer	Agreement, Service Descri	ption Microsoft 365 - Licenses					
	The changes will be applied once the order is complete	ed.				×		
	CANCEL				c	DNFIRM		

Disable auto-renew for a subscription

• If you click on "Disable Auto-renewal" will expire after the subscriptions period ends.

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R Account Image: Context and motions Image: Context and motions <t< th=""><th>Subscription Microsoft 365 F1 (NCE COM MTH) T00400 SUBSCRIPTION DETAILS 0 Across SUBSCRIPTION DETAILS 0 Across Prepaid, United per , net VIDing das is the 1, 2027 Terreted on Nov 34, 2027 Terreted on Nov 34, 2027 Terreted on Nov 34, 2027</th><th></th><th></th></t<>	Subscription Microsoft 365 F1 (NCE COM MTH) T00400 SUBSCRIPTION DETAILS 0 Across SUBSCRIPTION DETAILS 0 Across Prepaid, United per , net VIDing das is the 1, 2027 Terreted on Nov 34, 2027 Terreted on Nov 34, 2027 Terreted on Nov 34, 2027		
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Account Account	Subscription Microsoft 365 F1 (NCE COM MTH) 1033400 General	C1002	
Account Profile Account Profile Account Account	SUBSCRIPTION DETAILS O ACTIVE SEK 20.14 Pressid, billed par, manufacture carbon and the 1 MAT		

• If you want to change it back again, click on "Enable Auto-Renew" and the subscription will be renewed at the end of the subscription period, instead of expired.

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Έ.	Account	OSubscription				Î
*	Orders and Invoices	Microsoft 365 F1 (NCE COM MTH)	CHANGE	-		
<u>.81</u> .	O ₀ Subscriptions	1003400				
Ø	Payment Methods	General				
Ð	Account Profile	SUBSCRIPTION DETAILS © ACTIVE				
	Action Log					
		SEK 20.14				
۲		Prices				
		Prepaid, billed per , ne <u>st billing date is Dec 1, 2022</u> Started on Nov 24, 202 <mark>2</mark> , renews on Dec 22, 2022				

Cancel a subscription

• You can only click and use cancel subcsription on the renewal date. However, you can click on "disable auto-renew" and the subscription will expire when the subscription periods end.

Change a subscription

To change the number of licenses in the subscriptions or upgrade to another plan, click on "Change".

O Dustin				New Imperience	First Name Last Name Account ID: 1000033	() Help	0
E Account	O Subscription						
Image: Set of the set of th	Microsoft 365 F1 (NCI 1003400 General SUBSCRIPTION DETAILS O Active	E COM MTH)			CHANGE		
Action Log	Propid, billed per , next billing date is Dec 1, 2022 Started on Nev 24, 2022 : Innews on Dec 22, 2022		SEK 20.14				
	INCLUDES Q. Search						
	PLAN & OPTIONS Microsoft 365 F1 (NCE COM MTH) Microsoft 365 F1 Graphicamada.	INCLUDED	+ 1 Licenses(s)	PRICE SEK 20.00 /Licenses per 1 STATEMENT_DAY	τοται. 5εκ 20.14		

If you want to switch the subscription to another plan, click on "Switch to this plan" at the subcsription that you want to • change to.

O Dustin			📄 🛔 First Name Last Name 🕐 Help 👔 🌲
The Change subscription	You are about to change Microsoft 365 F1 (NCE COM MT	TH) #1003400 subscription.	
Review Order	Switch to a Better Plan		
20.	MICROSOFT 765 F7 (NICE COM ANIA)		MICDOSOFT 755 F5 (NICE COM ANNI)
Ø	MICROSOFT 365 F3 (NCE COM ANN)	MICROSOFT 365 ES (NCE COM MTH)	MICROSOFT 365 E3 (NCE COM ANN)
Ð			2
	Subscription Period	Subscription Period	Subscription Period 1 year(s)
•			
	SWITCH TO THIS PLAN	SWITCH TO THIS PLAN	SWITCH TO THIS PLAN

You can only upgrade to a better subscription. You are not allowed to downsize.



You have to agree to the different Terms and Conditions. After that, when you are ready to order, click "Place order".

Q Search				
PLAN & OPTIONS	INCLUDED	ADDITIONAL	PRICE	TOTAL O
Microsoft 365 F3 (NCE COM ANN)				
Microsoft 365 F3 CPQ7TTCBUH05.0001		= 1 Licenses(s)	SEK 838.80 /Licenses per 1 year(s)	5EK 829.49 for 0.99 yearbd
Microsoft 365 F1 (NCE COM MTH)				
— Credit O				SEK 2.01
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				Peer: 364 8294 Credit: 56K 2.0 Tax: 56K 206.8 Order Total: 56K 1,034.3
I Agree to the Terms and Conditions, I	ficrosoft Customer Agreement, Servic	ce Description Microsoft 365 - Lice	nses	Peter Sak, Roya Credit Sak, 20 Tao: Sak, 206 B Order Total: SEK, 1,034,3
Agree to the Terms and Conditions, if The changes will be applied once t	ficrosoft Customer Agreement, Servio he order is completed.	te Description Microsoft 365 – Lice	nses	-Petts Level, RCA Credits SER 52 Tac: SER 2004 Order Total: SER 1,014.3
I Ages to the Yerms and Constitute, F The changes will be applied once to	Ricrosoft Customer Agreement, Servic ne order is completed.	a Description Microsoft 365 - Lice	nses	Order Tech Tech 2005 Order Tech 2005 Order Tech 2005

• To change the number licenses, click on "plus" or "minus" to add/remove that many licenses that you want and then click on "Next".

You are only allowed to decrease the number of licenses on your renewal date and 7 days forward. If you want do schedule your subscription before renewal date, please check the guide for "<u>Schedule changes for a</u> <u>subscription</u>".

Dustin			New Department	Last Name 🕜 Hel
1 Change subscription				
2 Review Order	Change subscription			
	You are about to change Microsoft 365 F1 (NCE COM	MTH) #1003400 subscription.		
	Switch to a Better Plan			
	MICROSOFT 365 FI (NCE COM MTH)	MODERN WORKPLACE MOBILE	MICROSOFT 365 F3 (NO	CE COM MTH)
		USER F1 (12 MTH)		
		Core products and features within Microsoft 365 to		
	Subscription Period	equip Firstline Workers	Subscription Period	
	1 month(s)	1 year(s)	1 month(s)	*
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ADJUST OPTIONS				
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PLAN & OPTIONS	QUANTITY	PRICE	TOTAL 0	
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with osoid sos Pr (WCE COM WITH)				
CFQ7TTC0MBMD:0002	4997 more available	per 1 STATEMENT_DAY	for 0.1 month(s)	
			Fee	es: SEK 4.03
			Ta Order Tot	IX: SEK 1.01
CANCEL	@ 2022 Ingram	Micro Inc.		NEXT
	© 2022 intram	MICTO ITIC.		
ik on "Place Order"	•			
ustin			First Name Last Nam	ne 🕐 Help
Change subscription				
2 Review Order	Change subscription			
	You are about to change Microsoft 365 F1 (NCE COM MT	H) #1003400 subscription		
	Q. Search			
	PLAN & OPTIONS	QUANTITY PRICE	TOTAL	
	Microsoft 365 F1 (NCE COM MTH)			
	Microsoft 365 F1 CFQ7TTC0MBMD:0002	+ 2 Licenses(s) SEK 20.00 /Licenses per 1 STATEMENT_DAY	SEK 4.03 for 0.1 month(s)	
			Order	Fees: SEK 4.03 Tax: SEK 1.01 Total: SEK 5.04
	The channes will be applied once the order is consulated			×
	eppres one or ender a complete.			
	CANCEL		BACK	PLACE ORDER

• It will take a few minutes for the order to get completed.

Note! If you want to decrease all you licenses for a subscription click on "<u>Cancel Subscriptions</u>" Or "<u>Disable Auto-Renewal</u>" for that specific subscription.

Schedule changes for a subscription

• To schedule a change for a current subscription, click on the specific subscription that you want to change.

O Dustin			Account ID: 100
Harketplace			
脅 Dashboard	Marketplace		٩
北. Users	0		
Modern Workplace Premium (All Services		
Modern Workplace Mobile Us	Microsoft (Catalogue)	SkyKick	Microsoft NCE (Catalogue)

• Click on "Manage Subscription"

Microsoft	Sta	atus I Active	
(elcome to Microsoft CSP ir subscription information is: rosoft Domain: whitelabelfood onmicrosoft.com rosoft Subscription 1D: de598986f.72a6477b0-c5d7-bee9ef6c5cec brgging in to your Microsoft Portal subscription has been ordered for an existing Microsoft account, so on new credentials have been g program credentials are displayed on the welcome screen of the initial subscription ordered for that ad dentials are absent or do not work, you can reset the password via the Microsoft Online Password Re ps://passwordresst.microsoftonline.com/ udedd services	Su M Su to nerated. The count. If temporary et service:	bscription name dem Workplace Mobile L bscription ID 03400	iser F1 (12 MTH)
NAME	QUANTITY		
	4		

• Click on "Change"

0D	Justin		First Name Last Name Account ID: 1000003	() Help
Ħ	Account	O Subscription		
#	Orders and Invoices	Microsoft 365 F1 (NCE COM MTH)	CHANGE	-
<u></u>	Q [*] Subscriptions	1003400		
Ð	Payment Methods	General		
Ð	Account Profile	SUBSCRIPTION DETAILS © ACTIVE		
1	Action Log			

• Click in "immediately after confirmation"

OSubscription

Change subscription

You are about to change Microsoft 365 F1 (NCE COM MTH) #1003400 subscription.

Changes to the subscription will be applied immediately after confirmation 🖋

MICROSOFT 365 FI (NCE COM MTH)	MODERN WORKPLACE MOBILE USER FI (12 MTH)	MICROSOFT 365 F3 (NCE COM MTH)					
Subscription Period 1 month(s)	Subscription Period 1 year(s)	Subscription Period					
CURRENT PLAN	SWITCH TO THIS PLAN	SWITCH TO THIS PLAN					
	0000						
According to the terms of service, this subscription can	not be downsized.						
ADJUST OPTIONS							
Q Search							
PLAN & OPTIONS	QUANTITY	PRICE TOTAL O					
Microsoft 365 F1 (NCE COM MTH)							

• Click on "On subscription auto-renewal day" and then click on "Apply":

Contest	o the subscription will be applied immediately after to	-	×
Switc	Decide when you want changes to the subscription	e Changes	
MICE	Immediately after confirmation Change order will be processed after confirmation	On subscription auto-renewal day Changes will be scheduled for Feb 24, 2023	MICROSOFT 365 F3 (NCE COM N
1 1	Enable auto-renewal Select this to proceed with scheduling changes in the s	ubscripton	Sudarrython Penud 1 monthes
		CANCEL APPLY	SWITCH TO THIS PLAN

• Select the changes you want to take affect on auto-renewal day, in this case we want to increase the amount of licenses and click "Next":

tch to a Better Plan			
CROSOFT 365 FI (NCE COM MTH)	MODERN WORKPLACE MOBILE USER FI (12 MTH)	MICROSOFT 365 F3 (NCE COM MTH	0
soription Period month(s) w	Subscription Reviol 1 year(i)	Subscription Period 1 month(b)	
CURRENT PLAN	SWITCH TO THIS PLAN	SWITCH TO THIS PLAN	
According to the series of service, this subscription cervet be downessed.	e000		
According to the terms of service, the subscription cervet be download.	eooo quantity	PRCE	TOTAL O
According to the serves of service, this subscription cerves be devineded.	eooo Quwiity	Pace SX 20.00 Allomas	107AL 0 55K 5.23
According to the serves of service, the subscription servet be downsteed.	e o o o Quantity I Light de la della	PECE SEX 36.00 Alconnes per 10000ctor Tope Sex 20.15	TOTAL 0 58%5.23 58% 14.77
According to the serves of service, this subscription serves be downsteed.	e o o o Quantity Quantity I Lineares 2 Lineares	PRICE SEX 36.00 Alconess per 1 tottotetot Der SEX 36.15 per 1 stattotetot Der SEX 36.15 SEX 36.15 million	TOTAL 9 55K 5.23 55K 5.23 55K 5.23 55K 6.23 55K 6.23
According to the terms of service, the subscription servet be devinated. COUST OPTIONS Search According to the terms of service, the subscription servet be devinated. Interview of the service of the subscription service of	000 QUNTTY QUNTTY III unsues Unsues 2 Lonsed - 4 Lonsed	PRCE SUX 20.00 Alcomes pri 10030405 por pri 10030405 por pri 10030405 por pri 10030405 por pri 10030405 por pri 10030405 por pri 10030405 por	TOTAL ● SEX 5.23 SEX 5.24 SEX 5.25 SEX 5.26 SEX 5.27 SEX 5.27 SEX 5.27 SEX 5.28 SEX 5.29 SEX 5.29 <td< td=""></td<>

• You need to accept to the Terms and conditions and press "Confirm"

Q Search					
PLAN & OPTIONS		INCLUDED	ADDITIONAL	PRICE	TOTAL
Microsoft 365 F1 (NCE COM MTH)					
Microsoft 365 F1 CFQ7TTC0MBMD:0002			+ 2 Licenses(s)	SEK 20.15 /Licenses per 1 STATEMENT_DAY	SEK 5.23
- Microsoft 365 F1 Recurring (1 Month(s)	term) from 2023-02-01 through 2023-02-22		+ 1 Licenses(s)	SEK 20.15 per 1 STATEMENT_DAY	SEK 14.77 for 0.73 mor
— Microsoft 365 F1 Recurring (1 Month(s) t	term) from 2023-02-23 through 2023-02-28		+ 2 Licenses(s)	SEK 20.15 per 1 STATEMENT_DAY	SEK 8.63 for 0.21 mon
- Microsoft 365 F1 Recurring (1 Month(s) t	term) from 2023-02-01 through 2023-02-23		- 1 Licenses(s)	SEK 23.70 per 1 STATEMENT_DAY	-SEK 18.17 for 0.77 mor
					Fees: SE) Tao:: SE) Order Total: SEB
I Agree to the Terms and Conditions, Mic	crosoft Customer Agreement, Service Description N	Alcrosoft 365 – Licenses			

• Your changes will now be scheduled and the changes will be visible after your renewal date.

Get an overview of your subscriptions

• To get a better overview of all your active subscriptions, click on "Account"

O Dustin			First Name Last Name Account ID: 1000033	() Help 🌗 🌲
🐂 Marketplace	Markotalaco			
會 Dashboard			- F Cart	
Users	0			
Modern Workplace Premium (All Services			
Microsoft 365 F1 (NCE COM M #1034400 MICROSOFT 365 F1 INCE COM MITH)	Microsoft NCE (Catalogue)	Microsoft (Catalogue)	SkyKick	
NCE Microsoft Azure	Microsoft NCE (Catalog)		33	
IIII Account		SEE ALL	SEE ALL	
	SEE ALL			

• Click on "Subscriptions".

Ji Subscriptions .							
				Erst Name Last Name Account ID: 1000033	Help	0	٠
ount							
Orders and Involces	PENDING ORDERS	INVOICE HISTORY	ORDER H	ISTORY			
Subscriptions	1 Total	List All Involces	List All Orders				
Payment Methods							
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A	l your documents are paid.						
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• Click on "Show Search".

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H.	Account				-	_	-		
#	Orders and involces	32 item(s) total	Q, Show Search	STATUS	SERVICES				
<u>.1</u> 2.	O [®] Subscriptions	1003412	Microsoft 365 Business Premium (NCE COM MTH) Bujires on Dec 25, 2022	Active	PLM Product Lin	1e - 1 - PRD-814-505-018			
ø	Payment Methods	1003409	Modern Workplace Standard E3 (1 MTH) The subscription was terminated and the data related to the service was released	Terminated					
	Account Profile	1003407	Microsoft 365 Business Standard (NCE COM MTH) The subscription was terminiated and the data related to the service was removed	Terminated					
	Action Log	1003400	Microsoft 365 F1 (NCE COM MTH) Depres on Dec 24, 2022	Active	PLM Product Lin	ne - 1 - PRO-814-505-018			
		1003387	Modern Workplace Standard E3 (12 MTH) The subscription was terminated and the data related to the service was removed	Terminated					
		1003323	Office 365 F3 (NCE COM MTH) The subscription was terminated and the data related to the service was removed	Terminated					
		1003037	Microsoft 365 F1 (INCE COM MTH) The subscription was terminated and the data related to the service was removed	Terminated					
		1003003	Microsoft 365 F1 (INCE COM MTH) The subscription was terminated and the data related to the service was removed	Terminated					
		1002941	Office 365 E3 Trial (NCE COM MTH) The subscription was terminated and the data related to the service was removed	Terminated					

• Select "Status": "Active" and then click "Search".

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Account		
Orders and Invoices	ID Title Status	
0 Subscriptions	Q SEARCH C RESET SEARCH Ordered	
Payment Methods	Trial Active Urized	
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	ID + TITLE Credit Hold	STATUS SERVICES
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a	1003409 Modern Workplace Standard E3 (1 MTH) The subsoription was terminated and the data related to the service was removed	• Terminated
	1003407 Microsoft 365 Business Standard (NCE COM MTH) The subscription was terminated and the data related to the service was removed	• Terminated
	1003400 Microsoft 365 F1 (NCE COM MTH) Expires on Dec 24, 2022	Active PLM Product Line - 1 - PRD-814-505-018

• You will now get a list and an overview of all your active subscriptions.

ОD	ustin						Erst Name Last Name Account ID: 1000033	() Help	
Ξ.	Account								
ŵ	Orders and Imoices	ID	Tide St	latus					
lz.	O _n ^e Subscriptions	Q. SEARCH	C RESET SEARCH						
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<u> </u>		1003400	Microsoft 365 F1 (NCE COM MTH) Expires on Dec 24, 2022		 Active 	PLM Product Line - 1 - PR	D-814-505-018		

Click on one of the subscriptions if you wish to manage. See the separate routine for <u>"Manage one of your existing</u> <u>subscriptions"</u>.