GUIDE FOR FUNCTIONALITIES

How do I purchase a new license?

PURCHASE LICENSE

Licenses can be purchased using either of the following methods:

- Using the Marketplace button listed within the main header.
- From Customers details page.

// MARKETPLACE BUTTON

1. Click on "Marketplace" button in the main header.



2. The Select Customer Details dialog appears. Select the Customer, Subscription and Customer CSP account. Click the OK button.

Select Custome	r Details	×
Select Customer *		
ABC Global		•
Select Subscription *		
Default Subscription	n	•
Select CSP Account		
ABC Global / abcgl	obal.com	•
	Cancel	Ok
		~

3. Six.One will display a list of available Products which can be filtered and sorted using the dropdown menus, the search field, and the column headers. Click on the Title of the Product in the first column to continue.

Home		Tenant Name : ABC Global		Selected Subscription : Default Subscription		Selected CSP Account	abcglobal.cor
Dashboard		Microsoft • Software	✓ Search here		Q All Products	My Favorite	1 1 N 0
2. Customer	~						
0		Title	Productid	Description	Item Type	Vendor	
20 User	Ň	Access LTSC 2021	DG7GMGF0D7FV	Access LTSC 2021 lets you build and share a database in seconds. You $_$	SOFTWARE	Microsoft	\$
Marketplace	~	Azure SQL Edge	DG7GMGF0GJC2	Running on ARM and Intel architecture, Azure SQL Edge brings the most_	SOFTWARE	Microsoft	
ales Sales	~	BizTalk Server 2020 Branch	DG7GMGF0G49Z	This specialty version of BizTalk Server is designed for hub and spoke d	SOFTWARE	Microsoft	\$
		BizTalk Server 2020 Enterprise	DG7GMGF0G49X	For those with enterprise-level requirements for high volume, reliability,	SOFTWARE	Microsoft	
SecureSign	~	BizTalk Server 2020 Standard	DG7GMGF0G49W	For organizations with moderate volume and deployment scale requir	SOFTWARE	Microsoft	\$
Helpdesk	~	Excel LTSC 2021	DG7GMGF0D7FT	Excel LTSC 2021 allows you to analyze data with ease with new capabili	SOFTWARE	Microsoft	*
		Excel LTSC for Mac 2021	DG7GMGF0D7CZ	Excel 2021 for Mac makes it easy to perform better analysis with new c.,	SOFTWARE	Microsoft	4
		Exchange Server Enterprise 2019	DG7GMGF0F4MF	Exchange Server 2019 lets you accomplish more with rich Outlook expe	SOFTWARE	Microsoft	
		Exchange Server Enterprise CAL 2019	DG7GMGF0F4MD	A Client Access License (CAL) is required for each user or device that a_{-}	SOFTWARE	Microsoft	\$
		Exchange Server Standard 2019	DG7GMGF0F4MC	Exchange Server 2019 lets you accomplish more with rich Outlook expe	SOFTWARE	Microsoft	
		Page I of 6 (59 items)		15 5	1 2 3	4 5 >	21

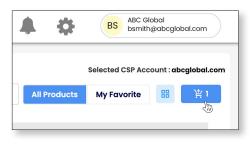


Six.One // 847-859-0500

4. The Product Details window will appear. From this window you can select the correct SKU, the term, frequency, and quantity. This is also where you can apply a customer discount using the dropdown menu. Once you have all of the details filled in, click the "Add to Cart" button to continue. **PRO TIP:** If a customer provides you with a part number, then paste it in the Part Number field to populate the remaining fields.

Product Details			>
Product Id DG7GMGF0D7FT	Product Category SOFTWARE	Product Segment Commercial	
Product Description			
	ou to analyze data with ease w lic Arrays, XLOOKUP, and LAMBD	ith new capabilities including new Excel A & LET functions.	
Part Number			
Search SKU by Part num	ber		
Sku *			
0002 (Excel LTSC 2021) -	Commercial		•
Term •	Frequency *	Quantity *	
None -	OneTime	1-2147483647	
MSRP	Partner Price (Discount %)	Customer Price (Discount %)	
USD 156.00	USD 156.00 [0.00%] 🕧	USD 156.00 [0.00%] 🕧	
Customer Discount(%) (Customer Un	it Price	
None -	156		
0	USD 156.00		
(Default Discount : 0.00%)			
		Cancel 🖄 Add To C	

5. Click on the Shopping Cart icon to review your order.



6. From the Cart Details banner, click the "Review" button.

Cart Details		×	
Customer Marvels	Subscription Default Subscription		
CSP Account thenitshouldbefine2342	2.onmicroso	ft.com	
Product Sku Excel LTSC for Mac 0002 2021		Quantity 🧧 1	
		Cancel Review	

7. The Review/Add More page allows you to review all details before moving forward. You can choose to "Purchase Now" or select a future date for the purchase.

)						🕅 Marketpla	• 🔺 🔅	BS ABC Global bsmith@lobcglobal.com
Home		Review Add More	e						8
Dashboard		Customer Name : Marvels		Subscription : Default S	Subscription		Partner PO Number :		Purchase Now +
. Customer	~	Total: USD 153.66		CSP Account: thenitsh	ouldbefine2342.onmi	crosoft.com	Customer PO Number :		Purchase Now
o User		Name	Term	Billing Frequency	Quantity	MSRP	Partner Price(Discount %)	Customer Unit Price	Schedule Purchase
Marketplace	~	(0002) Excel LTSC for Mac	None	OneTime	1	USD 156.00	USD 149.76 [4.00%]	USD 153.66 [1.50%]	USD 153.66 [
a Sales							(moon)	[1.50 A]	
SecureSign	~								
Helpdesk	~								
nter de									

8. The order is now complete! The license will be added to the customer once the transaction has been processed.

// CUSTOMER DETAILS PAGE

1. From the main menu, select Customer. From the drop down select Customers. Click on the company name who you are making the purchase for. **2.** The Customer details page will display with the Products tab selected by default. Click on the "Purchase Product" button.

		Customer : Marvels
G Home	Customers	PRODUCTS ORDERS INVOICES SUBSCRIPTIC
Dashboard	🕀 Create C Refresh 👱 E	
🤽 Customer 🔥		🕀 Purchase Product C Refresh 🛨 Export Lis
Customer Type	Company 🝸 Sc	
A Customers	Marvels Re	Status Product Name 💌 Desci
O Discounts	FI-QA N	
Credit Terms	Page 1 of 1 (2 items)	Active Office 365 E3 Office
O Pricing List	ruga ron (zitanis)	Active Visual Studio Professiona Visua

3. The remaining steps are the same as previously explained above. Finish the ordering process by picking up at step 4 from the MARKETPLACE BUTTON instructions.

