

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 Customer Details

Select Customer *
ABC Global

Select Subscription *
Default Subscription

Select CSP Account
ABC Global / abcglobal.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.

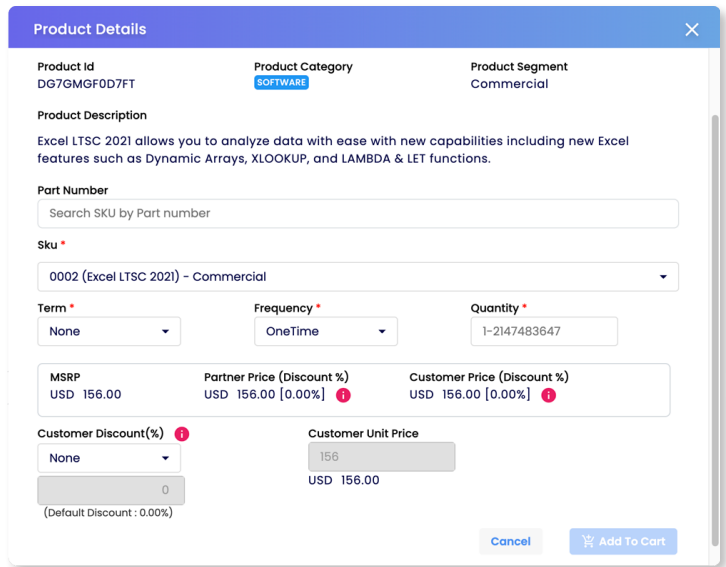
Tenant Name : ABC Global Selected Subscription : Default Subscription Selected CSP Account : abcglobal.com

Microsoft Software Search here All Products My Favorite

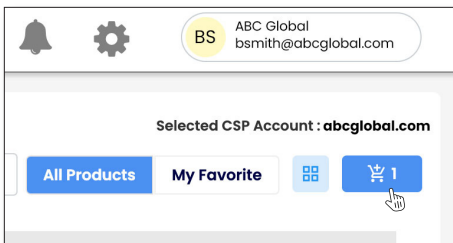
Title	Productid	Description	Item Type	Vendor
Access LTSC 2021	DG7GMGF0D7FV	Access LTSC 2021 lets you build and share a database in seconds. You ...	SOFTWARE	Microsoft
Azure SQL Edge	DG7GMGF0GJC2	Running on ARM and Intel architecture, Azure SQL Edge brings the most...	SOFTWARE	Microsoft
BizTalk Server 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
BizTalk Server 2020 Standard	DG7GMGF0G49W	For organizations with moderate volume and deployment scale requir...	SOFTWARE	Microsoft
Excel LTSC 2021	DG7GMGF0D7FT	Excel LTSC 2021 allows you to analyze data with ease with new copabil...	SOFTWARE	Microsoft
Excel LTSC for Mac 2021	DG7GMGF0D7CZ	Excel 2021 for Mac makes it easy to perform better analysis with new c...	SOFTWARE	Microsoft
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

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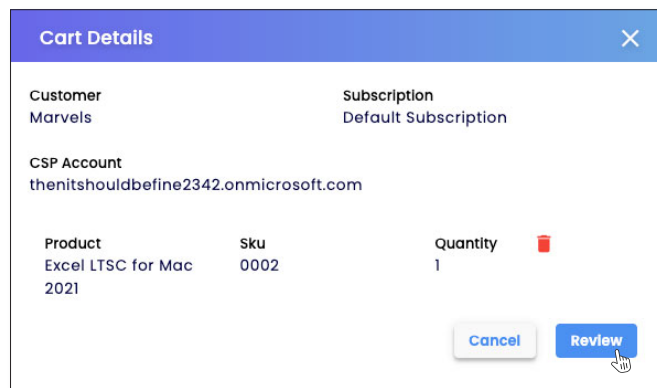
4. The Product Details window will appear. From this window you can select the correct SKU, the term, frequency, and quantity. This is also where you can apply a customer discount using the dropdown menu. Once you have all of the details filled in, click the “Add to Cart” button to continue. **PRO TIP:**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



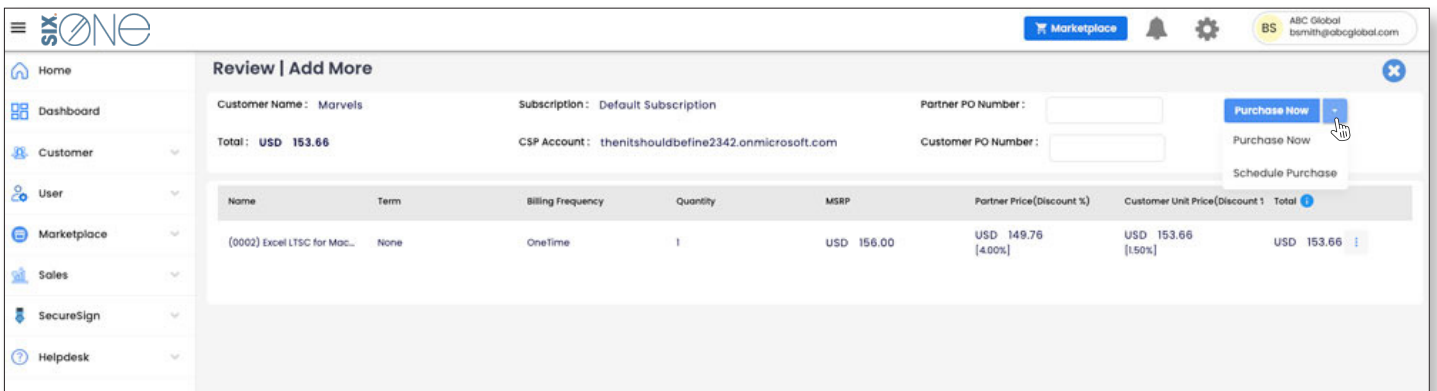
5. Click on the Shopping Cart icon to review your order.



6. From the Cart Details banner, click the “Review” button.



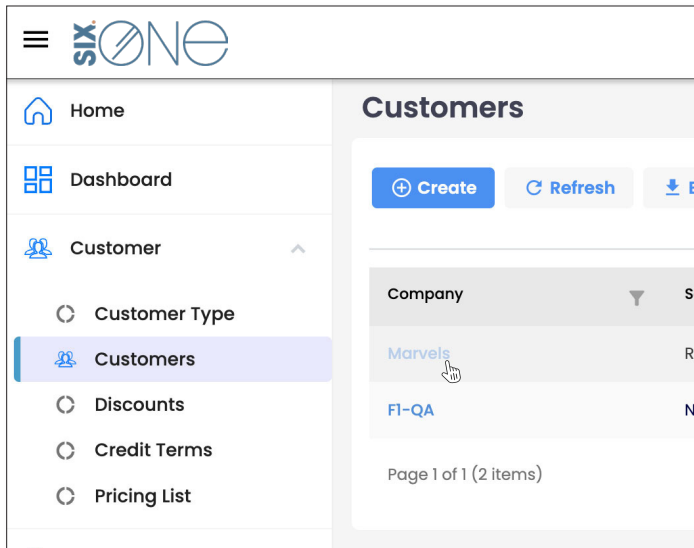
7. The Review/Add More page allows you to review all details before moving forward. You can choose to “Purchase Now” or select a future date for the purchase.



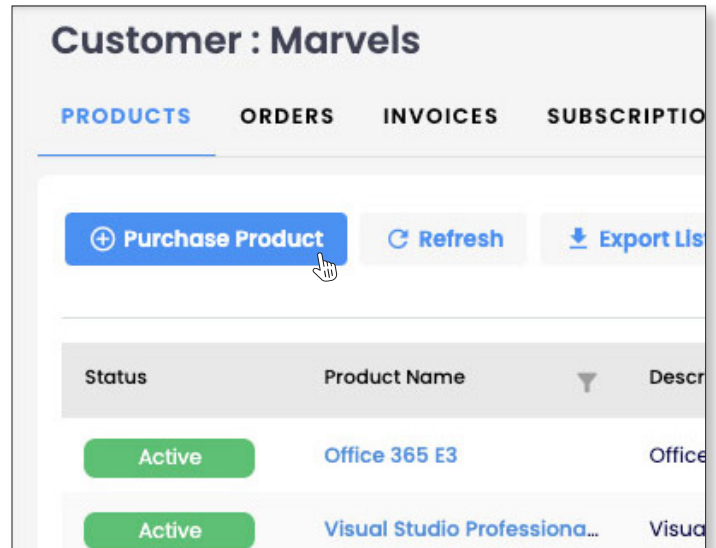
8. The order is now complete! The license will be added to the customer once the transaction has been processed.

// CUSTOMER DETAILS PAGE

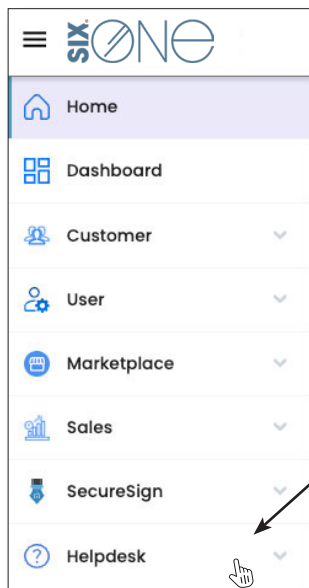
1. From the main menu, select Customer. From the drop down select Customers. Click on the company name who you are making the purchase for.



2. The Customer details page will display with the Products tab selected by default. Click on the "Purchase Product" button.



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.



If you have any additional questions or need to open a support ticket, then click the Helpdesk button from the main menu to open a ticket or review additional documentation. You can also email us at Support@Six.One