Operating Guide: Microsoft 365, Dynamics 365, Power Platform, and Windows 365 in the new commerce experience in CSP

August 2021

This guide is designed to help Cloud Solution Provider (CSP) partners quickly learn and understand how to transact Microsoft 365, Dynamics 365, Power Platform, and Windows 365 offers in the new commerce experience. These offer types are being added to Microsoft's new commerce platform, with new functionalities, capabilities, and policies that differ from the legacy CSP provisioning platform. You can find additional information in the online Partner Center documentation as Partner Center features and capabilities continue to evolve.

The experiences documented in this guide reflect the planned target for the October general availability (GA) release. Between now and the GA, some details on functionality may shift slightly or change prior to release. We're always improving—your actual in-tool experience might be slightly different.

Review the change log for specific updates made to this document.

Contents

Vision 5
Policies 5
Available geographies 5
Key feature summary 6
Key feature overview 7
Purchasing comparison chart 9
Agreements 11
Price lists 11
Pricing and offer matrix downloads for new commerce 12
Differences between traditional offer pricing and new commerce 13
Traditional vs new commerce 13
Offers vs product SKUs 13
Offer list matrix 15
Price list preview 16
European regional prices 16
API support 17
Purchasing new commerce in Partner Center 17
Add-ons in new commerce 18
Identifying add-ons 18
Purchasing add-ons 18
Add-on enforcement 20
Important details when purchasing add-ons 20
Review and checkout enhancements 21
Promotion pricing transparency 21
Telco and pay-as-you-go offers 21
Important details about overage 23
Promotions in new commerce 24
Discovering promotions 24
Operationalizing promotions 24
Promotions, terms, and renewals 25
Verifying eligibility 25

Promotions and renewals 28
Promotions and upgrades 28
Subscription management features 28
Upgrades 29
Upgrade activity table 29
Partial upgrades 30
Partial upgrades will require a manual offer matrix. 30
Toggle auto-renew and expired states 31
Subscription management chart and subscription management life cyle 32
Cancellation 33
Pause (suspend) service and resume (reactivate) service 34
Decreasing seat count while in the cancellation window 36
Schedule changes 36
Subscription ownership enforcement 39
Microsoft 365 Admin Center Customer Experience 39
Billing, invoicing, and reconciliation (recon) files 41
Billing experience updates 42
Legacy vs modern invoices and recon files 42
Monthly term billing 42
Trials 82
Support requirements 82
Incentives 82
Sandbox 82
Change log 82
August 2021 82

Vision

The new commerce experience was launched in Microsoft's CSP program for Azure plan, Server Subscriptions, and Azure reserved instances in 2019. In 2021, Microsoft will introduce a new set of offers in the new commerce experience for Microsoft 365, Dynamics 365, and Power Platform (and in October, Windows 365). Simultaneously, as part of this launch, an array of new features and functionalities will be introduced to CSP, in response to partner requests and customer needs.

These efforts will result in a more intuitive and streamlined purchase experience for partners, making it easier to meet the diverse needs of customers and reducing the complexity of the overall sales process between partners and their customers. The revisions and additions to policies, functionalities, offers, processes, and billing included in this release have two goals:

1. Introduce a set of new offers, policies and functionalities that will replace the current experience for partners in CSP. In new commerce, customers have a consistent set of policies, agreements, and procedures across all purchase motions, regardless of how the purchase happens—through a partner in breadth (CSP), through a Microsoft seller in Enterprise, or directly in one of Microsoft's commercial marketplaces or online portals.
2. Complete the foundation in new commerce for transforming the way partners sell and customers buy in the cloud, and enable partners to expand their cloud business, offerings, and services in the years ahead.

Policies

You can find an overview of the policies and new feature updates in the Introduction deck. For full details regarding policy information, see the Microsoft Product Terms.

Available geographies

On October 14, 2021, Microsoft 365, Dynamics 365, Power Platform, and Windows 365 will be available on Microsoft's new commerce platform in CSP in around 248 countries. Review the list of countries and regions for availability and a timeline for the remaining places.

Note: Seat-based offers in CSP new commerce in the following countries will be released at a later date:

- China: TBD
- Brazil: February 2022
- Canada: Telco products (such as Microsoft 365 Business Voice) will not be available in Canada.

Key feature summary

The following table provides a summary of the key features that will be available in the integrated sandbox testing environment on September 1, 2021.

Partner/Customer delegated admin privilege (DAP) setup	Partial sub upgrade—full feature
One-tier, two-tier models	Partial subscription upgrade via support
Side-by-side discovery of current and new experience	Scheduled changes at renewal
Discover and purchase Modern (select products)	Suspend or resume (via Support)
Manage subscription (auto-renew toggle, add seats, cancel motion)	Free trials (MAC-only presentment)
Independent add-ons	Partner currency
Billing plans	Price transparency
Subscription life cycle management (grace period)	Annual billing plans for multiyear offers
Ownership constraints	Suspend or resume (via self-serve)
Invoices and recon files	Auto-seat reassignment for full quantity SKU transitions
Midterm full quantity SKU upgrades	Free trial (with full presentment)
Cancellation policy enforcement: 30-day block cancel after 30 days (will change at GA to 72 hours)	

Some features planned for the general release are not yet available in the integrated sandbox environment and technical preview. These features are currently under development and will be made available soon. This document will be updated once the features are available.

- Price list preview
- European regional customer pricing sheets
- Telco and pay-go offers

- Promotions in new commerce
- Add-on enforcement
- Extension of cancellation window from 24 to 72 hours (with proration)
- Migration capabilities
- Switch billing plans midterm without resetting term
- Midterm conversion enhancements: Midterm free to paid and paid to paid with 2+ intents (change quantity, SKU, term, billing plan)
- Partial upgrades
- Partial seats with other subscription property changes
- Moving partially to existing subscriptions

Key feature overview

New feature or change	Current experience	New commerce experience	Impact and benefits
Ability to schedule changes at subscription renewal	Not available	Partner can schedule different seat counts, SKU conversions, term-length renewal changes, renewals to different billing option.	Allows partner to manage subscriptions in advance instead of performing manual changes at renewal. Improves operational efficiency.
Automatic seat assignment with full upgrade	Only available with SMB SKUs.	Seats can also be assigned automatically at upgrade with Enterprise-level SKUs.	Easier and more efficient subscription management for larger customers.
Auto-renewal toggle option	Subscriptions are auto-renewed by default at end of annual term.	Partner can toggle auto-renewal and submit renewal manually.	Easier to manage renewals and plan ahead for subscriptions that will be terminating.
Cancellation policy enforcement*	Partner can suspend the annual subscriptions at any time without penalty or early termination fee. However, partner doesn't have the option to cancel the subscription immediately.	Partner can cancel subscription with prorated billing or refund within first 72 hours after initial order or term renewal. After 72 hours, no cancellation available and no prorated billing or refund. Partner will be billed for the remainder of the annual term if monthly billing was chosen. Based on **UTC** (independent of time zone) If new seats are added midterm, same 72-hour policy applies to cancellation of those additional seats (support request required).	Encourages customer commitment to the full annual term of the subscription purchased and reduces churn; helps partner more effectively retain and forecast revenue; ensures ROI for provision of support and services.

Monthly term subscriptions	Only annual-term subscriptions for license-based offers	Subscriptions available on monthly terms at a premium price. Aligned with other purchase motions (self-serve and Enterprise) and how competitors sell.	Option for customers who are hesitant to commit to annual subscription; allows them to pay more for ability to cancel anytime with no further costs. Incentivizes customer commitment. Enables partner to monetize flexibility.
Multiyear billing plans	Partners selling multiyear subscriptions must pay monthly or upfront.	Partners can also be billed annually for multiyear subscriptions.	Additional option to accommodate customers' payment preferences.
Subscription term options for Windows 365	Subscriptions available for annual term only	Subscriptions available for monthly term only	Option to try Windows 365 in new commerce with no long-term commitment and reduce seat count if needed
Price list integration via API	Not available	Partner APIs provide online monthly pricing lists instead of partner processing lists manually.	Easier automation of offer pricing within partners' sales and billing systems.
Reconciliation file upgrades	Partners receive separate recon files once each month for license- and usage-based subscriptions.	All subscriptions are consolidated into one customizable recon file. Estimates of charges accrued during the month are provided and updated hourly.	Increased accounting efficiency and options for partners in customer billing.
Subscription ownership enforcement	Customers buy from different partners to aggregate instances of the same SMB offer and buy multiple free trials.	Customer SKU limits are enforced across multiple partner tenants, preventing, for example, a customer from purchasing multiple lower-cost SMB SKUs from different partners. beyond established offer seat limits defined in Microsoft's product terms.	Prevents customers from "gaming" the system and ensures that partners will be able to maximize the revenue from each customer.
Suspend or resume subscriptions	To pause subscription, partner must suspend it, and then re-order it if subscription terminates after end of term. Partner billing is paused during suspension.	Partner can suspend and then resume a new commerce subscription at any time without cancellation or termination; partner billing continues during suspension.	Helps partner with dunning; subscription can be paused until customer remits overdue payment.
Promotional pricing transparency	No automatic notification for Government and state-owned entity customers when promotional reduced pricing is included in a CSP transaction.	Government and state-owned entity customers receive an email notification from Microsoft with details on the promotional discount and why that pricing was offered in the sale.	Provides price and discount transparency to these customers and supports anti-corruption regulations worldwide. Prepares customers to understand this alongside partner pricing.

Add-ons sold separately from base offers	Add-ons are purchased only in conjunction with purchases of the add-ons' base SKUs from the same partner and are not displayed in the CSP catalog or shopping-cart UI.	Add-ons are listed in the catalog and shopping-cart UI along with base SKUs and can be purchased separately and independently. The customer must already have a prerequisite base subscription (purchased from any source) before buying the associated add-on.	More flexibility and ease of purchasing for partners and customers, along with upsell opportunities for partners.

*__Note__: The 24 hours (full refund)/30 days (prorated refund) policy in the sandbox testing environment will be in effect until GA in October.

Purchasing comparison chart

(NCE = new commerce experience)

Microsoft

Microsoft Online Services purchasing comparison

COMMERCIAL CUSTOMERS

Updated June 2021

This document helps you to compare how licenses for the Online Services are transacted through the different ways to buy that are available to commercial customers. It pertains to licenses for Windows 10 Enterprise, Office 365, EMS, Microsoft 365, Dynamics 365, and the Power Platform products.

General

	CSP NCE	CSP legacy	Open programs	EA
Agreement	• Microsoft Customer Agreement	• Microsoft Customer Agreement	• Open License agreement • Open Value agreement • Open Value Subscription agreement	• Enterprise Agreement

Product availability	• All products aimed at small and medium organizations *(Not available: Microsoft Relationship Sales Solution)*	• All products aimed at small and medium organizations *(Not available: Microsoft Relationship Sales Solution)*	• Limited products available:
			  • Office 365 E1, E3
			  • EMS E3, E5
			  • Microsoft 365 Business Basic, Standard
				• All products aimed at larger organizations *(Not available: Dynamics 365 Business Central, Microsoft 365 Business plans)*

Subscription term	• 1 month or 12 months for all products • 36 months for some products	• 12 months for all products • 36 months for some products	• 12 months	• 12 months as an Additional Product • 36 months as an Enterprise Online Service
Price protection	• For the term of the Subscription	• For the term of the Subscription	• None	• For the term of the Enrollment
Price levels	• 1	• 1	• 1	• 4
Minimums	• 1 User SL	• 1 User SL	• 1 User SL	• 500 User SLs of Enterprise Online Services • 1 User SL if bought as an Additional Product when the on-premises enterprise-wide commitment is already met
Billing options	• Upfront monthly • Upfront annually	• Upfront monthly • Upfront annually	• Upfront in full	• Upfront in full • At anniversary via License Reservation and True Up processes

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General

	CSP NCE	CSP legacy	Open programs	EA
License type available	• Full User SLs • From SA User SLs for Dynamics 365	• Full User SLs • From SA User SLs for Dynamics 365	• Full User SLs	• Full Users SLs • From SA User SLs • Add-on User SLs
Add-ons	• Purchased independently of qualifying licenses	• Purchased within context of qualifying licenses	• Purchased independently of qualifying licenses	• Purchased independently of qualifying licenses
Cancellation terms	• Full refund within first 24 hours • Prorated refund between days 2 and 30 of term	• No penalties currently enforced for cancellation at any time, and prorated refunds at any time	• N/A	• N/A
Subscription suspension	• Suspends the service for the customer • Partner billing continues	• Suspends the service for the customer • Stops billing for the partner	• N/A	• N/A
Subscription Auto-Renew	• On as a default, can be turned off	• On as a default, cannot be turned off	• N/A	• Within the term of the Enrollment, then on a monthly basis for up to 1 year for eligible services if the Enrollment is not renewed
Product use rights	• Limited use rights for certain products	• Limited use rights for certain products	• Full use rights for limited products available	• Full use rights for all products

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Making changes

	CSP NCE	CSP legacy	Open programs	EA
SKU upgrades	• Partial or full upgrades at midterm • Schedule upgrade with a lower or higher quantity of seats at renewal	• Full upgrade or greater at midterm	• Purchase new licenses	• Via Step-up SKUs
Change billing option	• At renewal	• At renewal • Can transfer to a new Subscription with a different billing option	• N/A	• N/A
Increase seats in an existing Subscription	• At any time	• At any time	• At any time with blended end-dates	• At any time
Decrease seats in an existing Subscription	• At renewal	• At renewal • Midterm, currently with no penalty	• At renewal of the Subscription	• Additional Products: at anniversary • Enterprise Online Services: at anniversary to program minimums
Schedule changes (SKU upgrade / downgrade, seat quantity, billing frequency, term)	• Yes	• No	• No	• No

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Trials

	CSP NCE	CSP legacy	Open programs	EA
Availability of trials	• Yes, for some products	• Yes, for some products	• No	• No
Ability to change seat count or cancel trial	• No	• No	• N/A	• N/A
Ability to convert trial to paid Subscription during trial	• Yes: with the same seat count • Yes: with a different seat count	• Yes: with the same seat count • No: with a different seat count	• N/A	• N/A
Conversion of trial to paid Subscription	• Auto-convert on as a default • Scheduling possible	• Manual conversion only	• N/A	• N/A
Availability of trials	• Yes, for some products	• Yes, for some products	• No	• No
Ability to change seat count or cancel trial	• No	• No	• N/A	• N/A

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Agreements

You can find the terms and conditions for partners to transact in the CSP program in the Microsoft Partner Agreement (MPA). Partners should review this agreement to ensure they are operating in compliance within the program.

As for any offer in the CSP program, as a CSP partner you'll need to have your customer accept the Microsoft Cloud Agreement (MCA) in the new commerce experience. If the customer has already accepted the MCA, they do not need to reaccept. Note the following terms included by accepting the MCA:

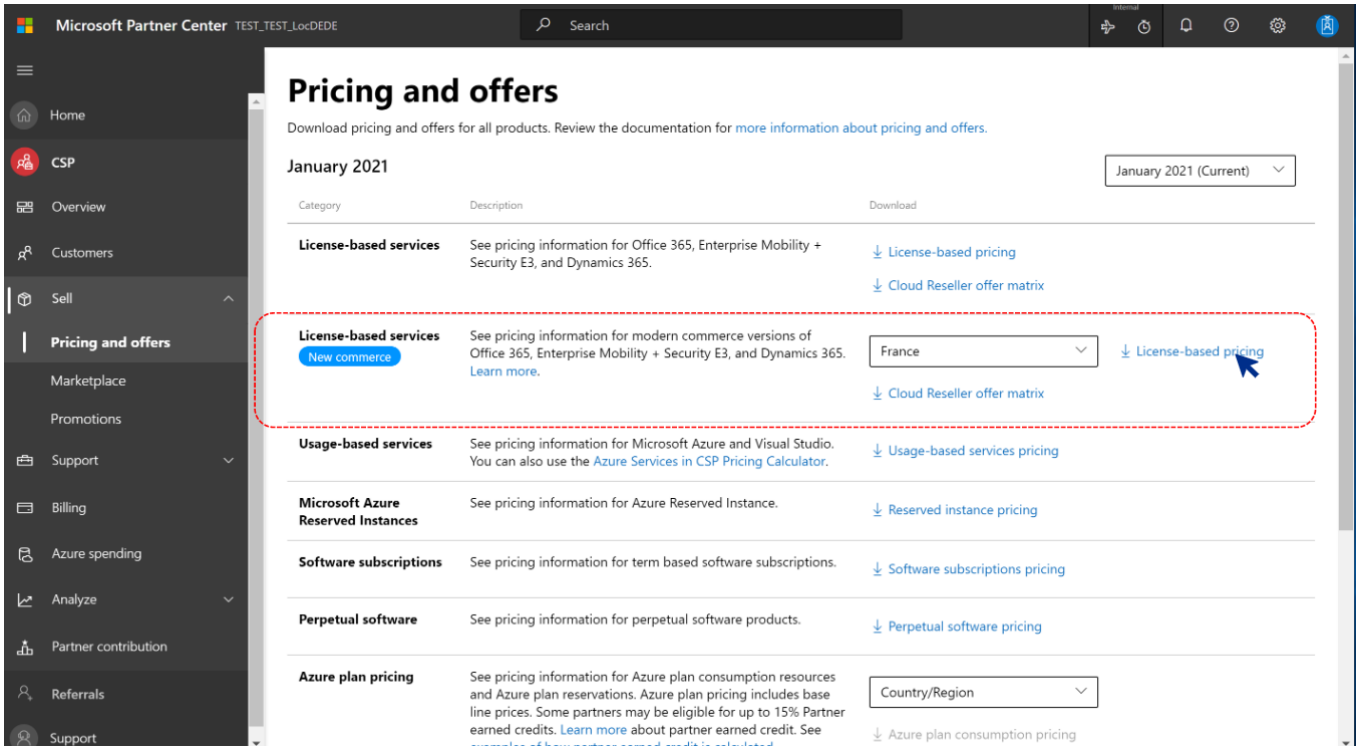
- Online Services Terms and Conditions
- Microsoft Product Terms
- Online Services Service Level Agreement

Learn more about the Microsoft Partner Agreement for CSP program partners.

Price lists

The new commerce experience pricing for Microsoft 365, Dynamics 365, Power Platform, and Windows 365 is posted in Partner Center under License-based services on the Pricing and offers page in the Sell section. The new commerce pricing lists will be

labeled to clearly distinguish the new commerce pricing files from the existing license-based price files.



Pricing and offer matrix downloads for new commerce

Partners rely on both pricing and offer matrix files for license-based offer information. The price list includes per-market pricing for the products, SKUs, and terms to purchase. This pricing is in the currency of the market where the partner is selling. To get the price lists, partners will need to select the market of the customer. This is different from the traditional pricing files that included all 15 CSP currencies. In new commerce, it's possible to have the same currency but different prices across different markets or countries. The offer matrix includes additional data to supplement the price list, such as prerequisites, conversation paths, and supported markets for all the available product SKUs.

The price list is posted once a month using the standard Partner Center publication cycle of the first of each month. The price list is published in a comma-delimited format allowing partners to download, process, or open in other applications such as Microsoft Excel.

Differences between traditional offer pricing and new commerce

Traditional vs new commerce

Price lists include some detailed information about the purchasable products, including important identifiers as well as pricing information or "how much something costs". The offer matrix includes details about "how to purchase" the various product SKUs. Traditional license-based price lists are centered around the offer with an ID.

There are two main differences between traditional license-based price lists and the new commerce price lists:

1. Traditional license-based price lists are centered around the offer with an ID. New commerce license-based pricing files are based on products and SKUs.
2. Traditional license-based pricing includes all prices for all currencies in one file. New commerce pricing is defined per market. This means that the partner should be aware of pricing in the market that their customer is in to understand the price for a particular product SKU.

Offers vs product SKUs

Items in the traditional license-based CSP experience are identified as an "offer" with an "offer ID" GUID for each item. New commerce line items are a combination of "product," "SKU," and "term." Purchasing a new commerce offer submits a **productid:skuid:availablityid** (which resolves to the term being purchased). Availability IDs are internal IDs that partners can find in the catalog APIs.

In the traditional license-based experience, partners purchase an offer. In new commerce, partners purchase a product, a SKU, and a term.

Price list data mapping traditional offers to new commerce product SKUs

Traditional	New commerce	Comment
A/C/D/U	Not available	Partners manage monthly changes.
Valid-From Date	EffectiveStartDate	
Valid To Date	EffectiveEndDate	
Offer Display Name	SkuTitle	
Offer ID	Product:SKU:Availablity (term)	
License Agreement Type	Not available	Commercial only for October 2021
Purchase Unit	UnitOfMeasure	
Secondary License Type	Tags:Addon	
End Customer Type	Not available	

List Price	UnitPrice	
ERP Price	ERP Price	
Material	Not available	New identifier for SKU in the offer matrix

Offer matrix data mapping traditional offers to new commerce product SKUs

Traditional	New commerce	Comments
Offer Display Name	SkuTitle	
Durable Offer ID	Product:SKU:Availablity (term)	
Provisioning ID	ProvisioningString	
Offer Type	Not available	
Duration	Price list: Term duration	Found in the price list line items
Billing Frequency	Price list: Billing plan	Found in the price list line items
Min Seat Count	MinLicenses	
Max Seat Count	MaxLicenses	
Offer Limit	AssetOwnershipLimit	
Offer Limit Scope	AssetOwnershipLimitType	
Depends On	ProductSkuPreRequisites	
Can Convert To	ProductSkuConversion	
Offer URI	Not available	
LearnMoreLink	Not available	
Offer Display Description	Description	
Allowed Countries	AllowedCountries	

New commerce price list data example

Field	Example	Description
ProductTitle	Microsoft 365 Business Basic	Title of the product
ProductId	CFQ7TTC0LH18	ID of the product
SkuId	001	ID of the SKU
SkuTitle	Microsoft 365 Business Basic	Title of the SKU
Publisher	Microsoft Corporation	Company publishing the offer

SkuDescription	Best for businesses that need professional email, cloud file storage, and...	Description of the offer
UnitOfMeasure		Currently only for Azure consumption
TermDuration	P1Y/P1M	Length of the term
BillingPlan	Annual/Monthly	How often billing happens
Market	US	Market for the item
Currency	USD	Currency for the itme
UnitPrice	48	Price per unit (license)
PricingTierRangeMin		If tiered pricing is supported, the minimum range for the price point
PricingTierRangeMax		If tiered pricing is supported, the maximum range for the price point
EffectiveStartDate	2/1/2019 0:00	Start date for the item's price point
EffectiveEndDate	11/30/9999 23:59	End date for the item's price point
Tags	License;Trial	Miscellaneous tags
ERP Price	60	Estimated retail price

Offer list matrix

The offer list matrix contains purchase information and rules for the product SKUs. It is market agnostic.

New commerce offer matrix data example

Field	Example	Description
ProductTitle	Microsoft 365 Business Basic	Title of the product
ProductId	CFQ7TTC0LH18	ID of the product
SkuId	1	ID of the SKU
SkuTitle	Microsoft 365 Business Basic	Title of the SKU
ProvisioningId	3b555118-da6a-4418-894f-7df1e2096870	System ID defining the provisioned product
ProvisioningString	O365_BUSINESS_ESSENTIALS	Friendly key name for provisioned product
MinLicenses	1	Minimum number of licenses that can be purchased

MaxLicenses	300	Maximum number of licenses that can be purchased
AssetOwnershipLimit	2	Limit of assets for the given AssetOwnershipLimitType
AssetOwnershipLimitType	ConcurrentCount	Type of AssetLimit. Can be lifetime or concurrent
ProductSkuPreRequisites		List of SKUs that the add-on supports
ProductSkuConversion	CFQ7TTC0LDPB/0001,CFQ7TTC0LF8Q/0001	List of SKUs that you can convert to
Description	Best for businesses that need professional...	Description of the SKU
AllowedCountries	AD;AE;AF;AG;AI;AL;AM;AO...	List of supported markets

Price list preview

New commerce supports future pricing. Partners can export and view future pricing for the coming month. Traditional license-based price lists included flags for new offers, deleted offers, changed and unchanged. New commerce pricing files enable partners with the data to track these changes by using the **EffectiveStartDate** and **EffectiveEndDates**.

Note: This feature is currently under development and will be made available soon.

New offers will be identified when they are in the future price file but not in the current price file.

Change type	How to identify them
New	Line items in future pricing not in current monthly pricing
Change	Line items in both current and future, where future pricing is different, identified by updated EffectiveStartDates
Deletes	Line item in future with an EffectiveEndDate denoting the end of availability
Unchanged	Not in the future pricing file

European regional prices

Partners transact in regions that are assigned when they are onboarded. The European region is unique because it supports more than one currency. Partners request pricing based on the customer's market but will be billed in their currency which might be

different from the customer market currency. In a case like this, a partner will get pricing in all supported currencies for the customer market that they request pricing information for. All European market price lists will include pricing in all supported currencies in the European region.

Note: This feature is currently under development and will be made available soon.

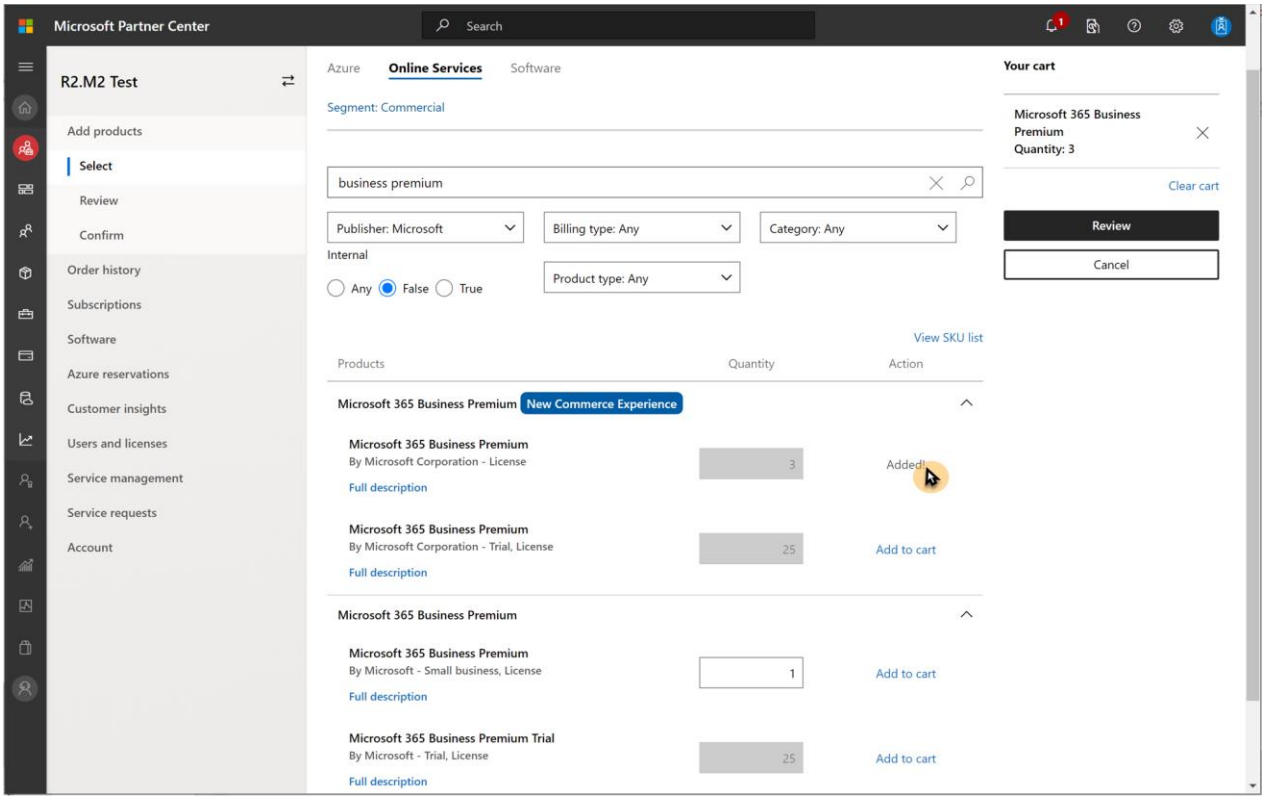
API support

Partners are now able to automate the retrieval of the pricing data. Details on how to use the pricing APIs to retrieve pricing and offer matrix are in the API documentation.

Purchasing new commerce in Partner Center

Discovering and purchasing new commerce license-based offers is very similar to purchasing offers in the current CSP experience. Partners select **Add Subscriptions** from the customer's subscriptions list. This takes the partner to the catalog. Under **Online Services**, new commerce items can be identified by a blue **New Commerce Experience** tag. New Commerce Experience

Currently, both existing license-based offers and new commerce versions are available to purchase. The following is an example of both existing and new commerce versions of Microsoft 365 E3 side by side.



Add-ons in new commerce

With add-ons in new commerce, a partner can purchase additional services that complement and add functionality to a previously purchased product. Some examples of these are calling plans, additional disk space, and other features that can be added if the customer has the base offer.

New commerce add-ons include similar concepts to existing license-based add-ons. New commerce add-ons, like existing license-based ones, are hinged on the concept of prerequisites. These are product SKUs that the customer must have for the add-on to function correctly. The prerequisites for an add-on are listed in the catalog APIs for a given SKU and in the Partner Center catalog user experience (UX). Purchasing add-ons requires one or more of the prerequisites to exist on the customer tenant.

The major difference in the purchase of existing license-based add-ons and new commerce ones is in how they are purchased. In the existing license-based experience, the partner applies the add-on to a base offer subscription after that base subscription has been purchased. In new commerce, partners purchase the add-ons from the catalog itself, no longer having a bifurcated purchase experience for base offers and add-ons; both base offers and add-ons are displayed in the catalog in new commerce.

Many of the concepts about how add-ons work, from a services perspective, remain true across the existing and new commerce experiences. Both experiences register and provision the add-on services; there's nothing different about how the provisioning takes place. Also, a single add-on's services can complement more than one base product SKU that the add-on is designed to work with.

Identifying add-ons

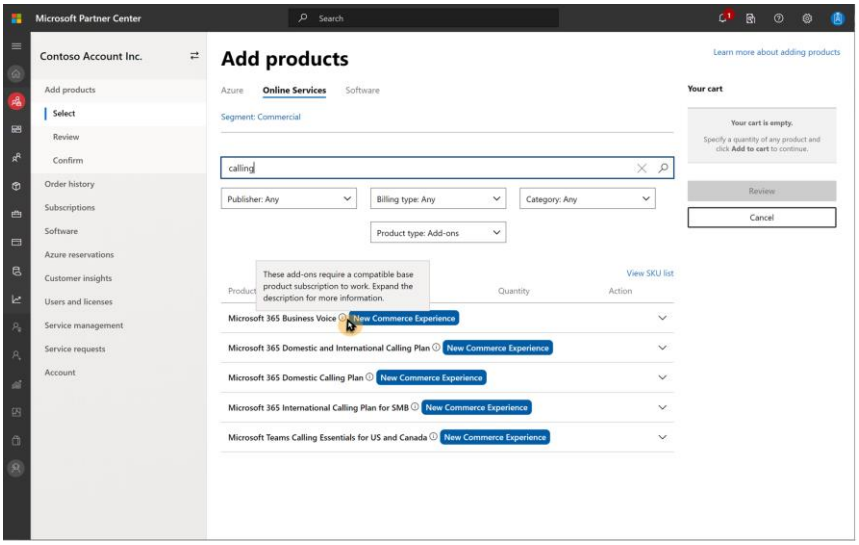
Partners can identify add-ons and get lists of prerequisites by reviewing the SKU details when getting SKUs via the API. Add-ons are also identified in the new commerce license-based price list in the **Tags** column. The offer matrix includes the list of prerequisites for each add-on product SKU.

Purchasing add-ons

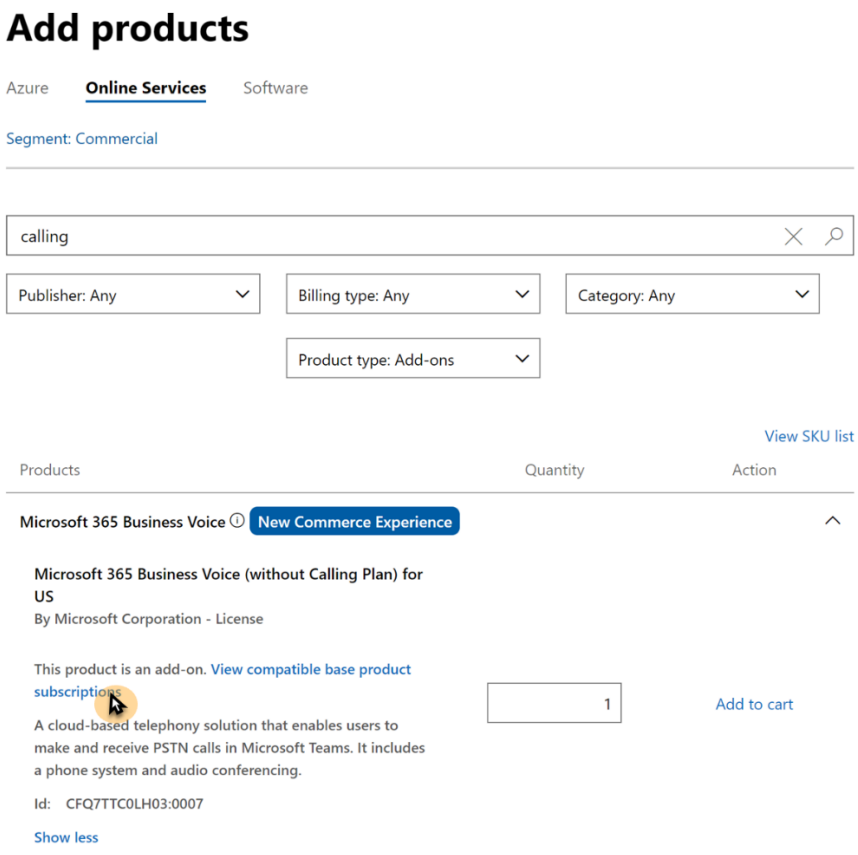
Existing license-based add-ons are only discoverable and purchased by going to the base offer's subscription details page. Once there, the partner selects the requested add-on.

New commerce experience add-ons are discovered and purchased in the catalog itself. Partners can filter the add-ons by selecting from the product type dropdown menu.

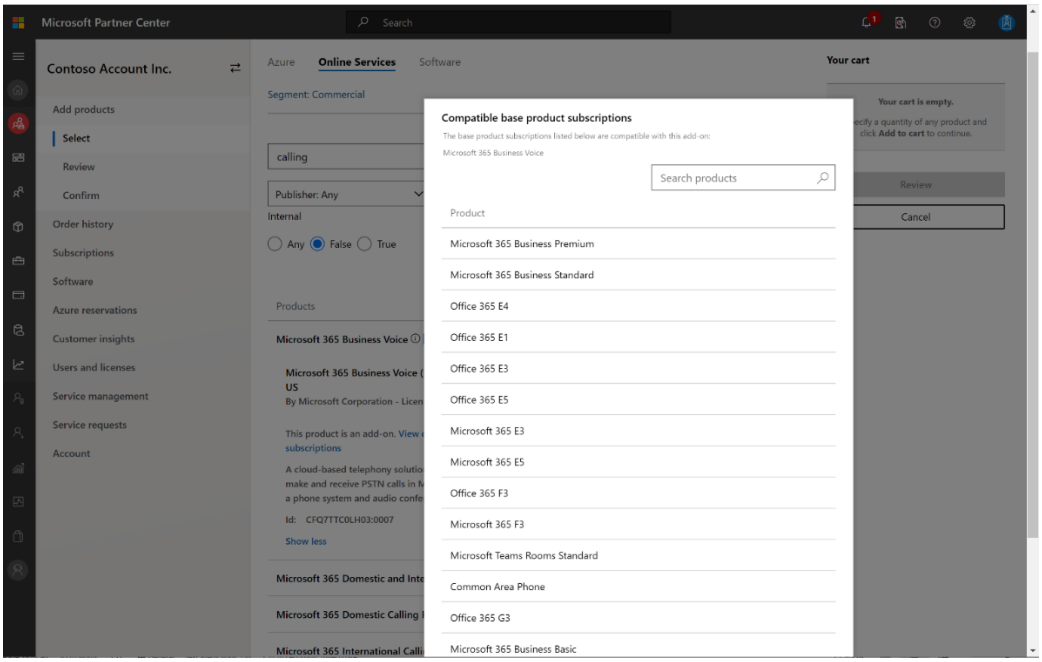
Add-on products are also easy to see as they have an information icon (**i**) next to them, which explains their add-on status and meaning.



Partners can get more details about the required products for an add-on by selecting **View compatible base product subscriptions**.



The following screen shows that a list of product SKUs that must exist for the partner to purchase a given add-on.



Add-on enforcement

Partners will see errors when attempting to purchase a new commerce add-on product when the customer does not have any of the prerequisites.

Note: This feature is currently under development and will be made available soon.

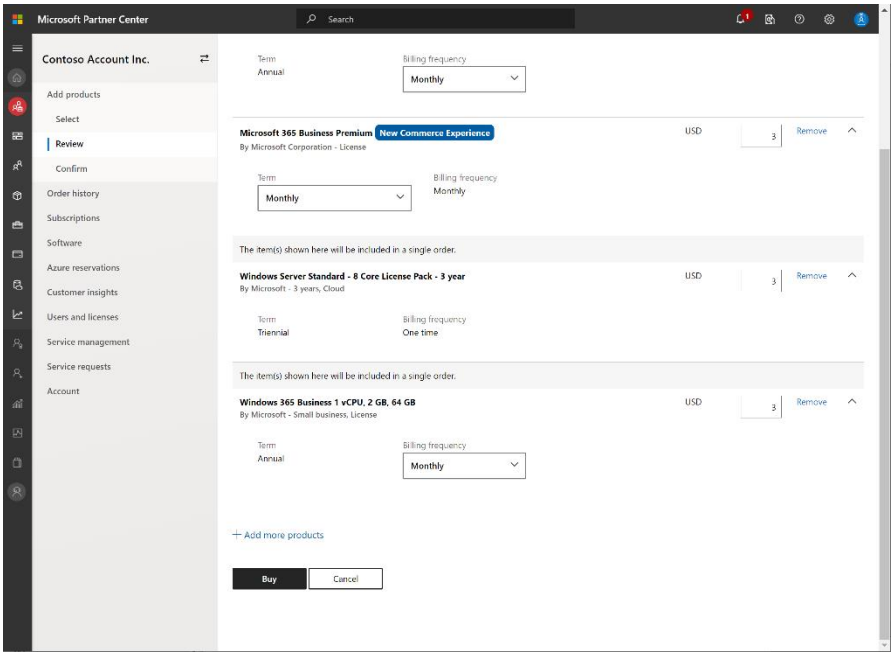
Important details when purchasing add-ons

Add-ons are purchased as distinct product SKUs if the customer has a prerequisite subscription. Add-on subscriptions have their own distinct term alignment. Partners who purchase add-ons will notice that the term and associated end date might not be the same as those of the prerequisite. As long as both subscriptions auto-renew to new terms, the prerequisite and add-ons will function properly. If a partner decides to end the prerequisite's term by not auto-renewing, then the add-on should also be updated to not auto-renew at the end of the add-on term if the partner concludes it is no longer needed. Partners converting a product SKU to a higher SKU that already has the add-on services can submit a support request to turn off the add-on.

Future iterations of add-ons are expected to eventually support coterminous end dates to enable partners to align an add-on to the pre-requisite.

Review and checkout enhancements

The shopping cart experience in new commerce has been enhanced to enable partners to select different terms and billing frequencies for the new commerce purchase. The **Review** page also enables flexibility for partners to purchase other types of products in the same experience.



Promotion pricing transparency

New commerce purchases align with the recently announced price transparency features. Find out more in the [Partner Center announcement].

Telco and pay-as-you-go offers

Some license-based products include services with allocated calling plans. These calling plans typically come with a per-license allocation for minutes per month, usually 120 per license.

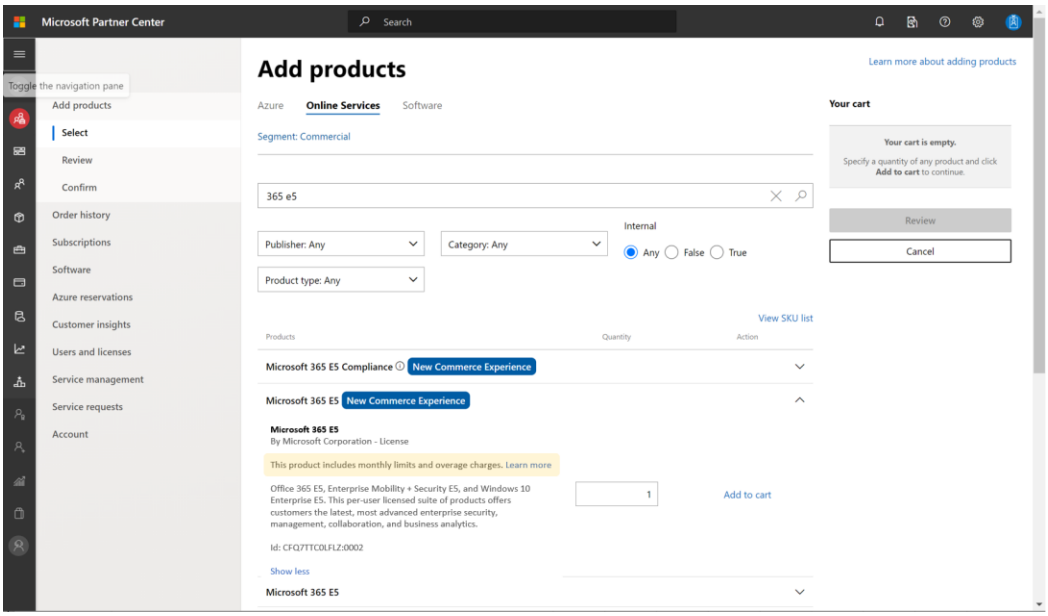
In existing license-based partner scenarios, there's no way to enable service usage beyond the monthly limits. Customers requiring more than 120 minutes need to purchase communication credits (or "comm credits") themselves directly from Microsoft because these credits are not offered in Partner Center.

This limitation has been addressed in new commerce, allowing the partner to enable overage capabilities for services that allow it. Partners can purchase offers that include overage capabilities. These offers are identified in the price list tags column as **IncludeOverage**. The catalog SKU also includes a property to determine if the SKU supports the overage capability. Partners simply purchase the offers and the system

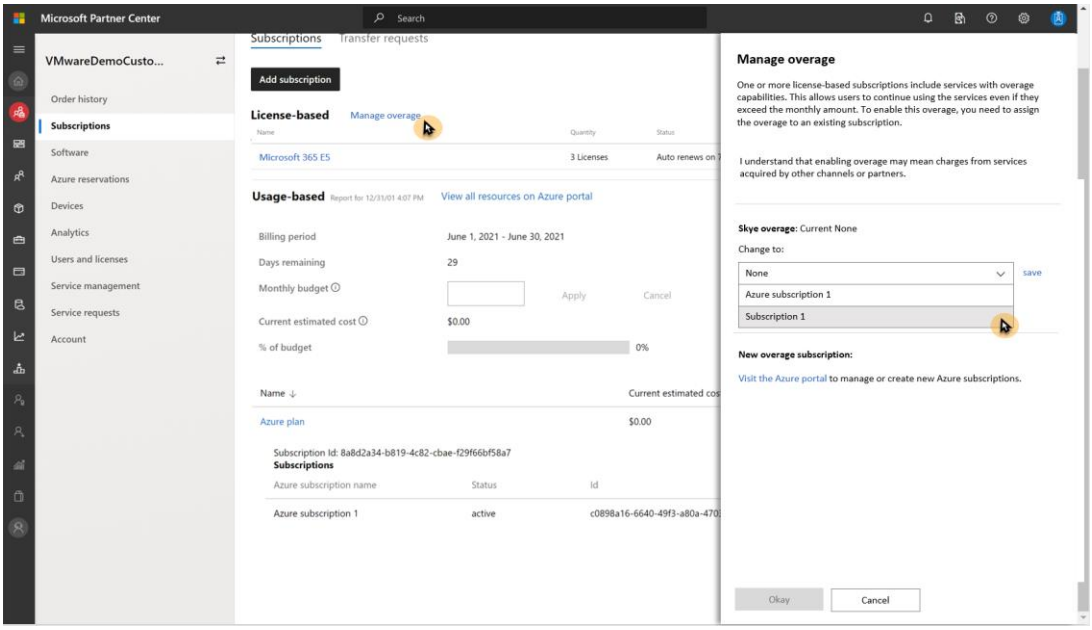
configures an overage subscription, which is at no additional cost and accrues billing only when the customer's users exceed the allocated monthly calling minutes included with the offer purchased.

Partners can trace overage usage by going to the Azure portal and using the cost management capabilities and features. Partners also have the option at any time to set the overage to **None** if they want to disable or turn off overage at any time.

Partners can identify which products include overage capabilities by viewing the Partner Center catalog product SKUs.



Partners purchasing products with overage enable the overage by accessing the **Manage overage** feature on the **Manage Subscriptions** page. This will enable the partner to activate overage and assign the desired consumption subscription to the overage charges. At any time, the partner can turn off overage by assigning the consumption subscription to **None**.



Partners can assign overage or disable it using the **Manage overage** feature on the subscriptions list. This will only be accessible if the partner has subscriptions that enable overage. Monthly overage charges will accrue to the subscription assigned and will be identified in the partner's reconciliation file. Partners can track overage usage via the Azure cost management capabilities in the Azure portal.

Note: This feature is currently under development and will be made available soon.

Important details about overage

Purchasing a product SKU that enables overage will automatically ensure the partner's customer is set up to accommodate overage. This will include creating a no-cost Azure plan, an associated default Azure subscription, and a subscription specifically for overage consumption. Partners can see and assign whichever subscription they want overage to accrue to under **Manage overage**.

Overage assignment is determined by the "first in" rule. If a partner purchases E5 with calling plans for a new customer, the partner will have overage assigned to their consumption subscription. If a second partner purchases another copy of E5 with calling plans, the system will respect the first partner's purchase and assignment. Partners can always "manage overage" from the subscriptions page to disable or turn it off by assigning overage to **None**.

Overage settings are per service per customer. If a customer has the same overage services from different partners, only one overage subscription can be assigned at a time. If overage needs to be changed from one partner to another, the three parties

involved must first agree, and then the existing partner can simply set the overage to **None**, enabling the other partner to set overage to their subscription.

API support for telco pay-as-you-go includes the following features:

- SKU properties to help the partner identify whether a SKU enables overage.
- A new API to assign overage to an existing subscription or to set overage to **None**.

Promotions in new commerce

Microsoft will support promotions in new commerce. These promotions will have varying discount amounts and durations.

Note: This feature is currently under development and will be made available soon.

Discovering promotions

Partners can discover promotions by visiting the promotions backlog or by calling the getPromotions API. The promotions backlog is a Microsoft list of available promotions, which is updated monthly.

Operationalizing promotions

Partners can operationalize the promotions by leveraging the getPromotions API. This API returns all the promotions that exist for a given market (customer's country) and segment. The API returns the list of promotions and important information to help the partner understand which promotions are available to customers in different countries.

The getPromotions API includes the following data for a given promotion:

- Duration of the promotion
- The percentage discount for the promotion
- The products and SKUs for which the promotion is available

Promotions are applied by Partner Center when the partner purchases the product SKU for which the promotion is available. Partners will see which promotions are available in the Partner Center catalog user interface in the product SKU details. They can select **View promotion details** to get more information about the promotion. The ability to view the promotion details can be accessed from the catalog page view SKU details, the review page prior to submitting the purchase, the confirmation after the order is submitted, and the order history page.

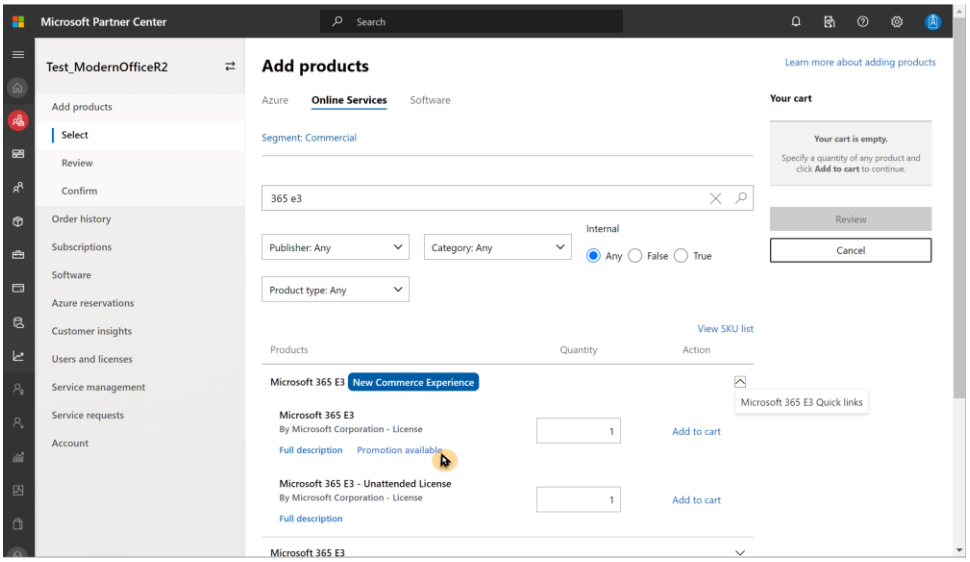
Promotions, terms, and renewals

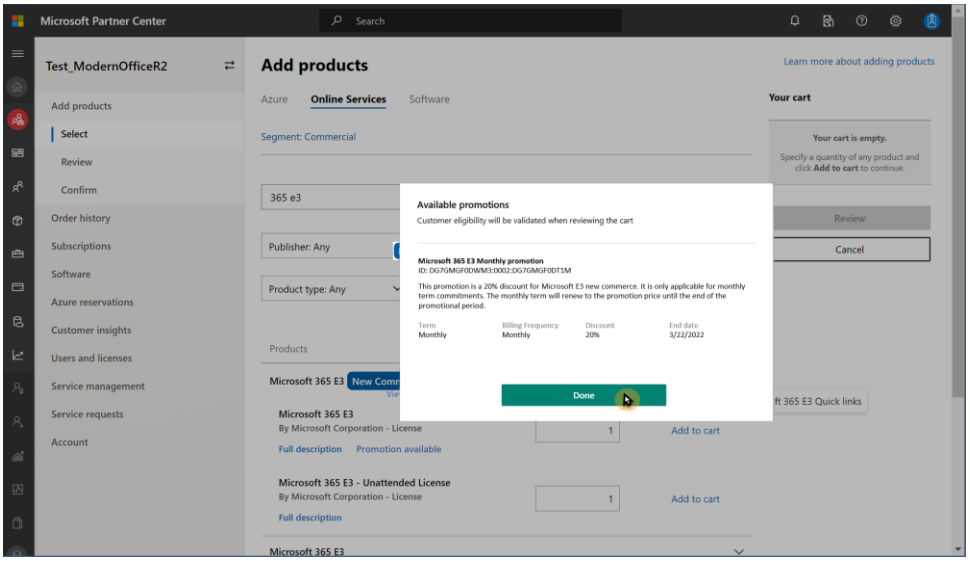
Products purchased for a term with a promotion will lock in that price for the remainder of the purchased term. If a partner purchases an annual term with a promotion, the price will be the UnitPrice multiplied by the percentage discount. This EffectiveUnitPrice holds true until the end of the term. Any additions to seats during this term will be at this EffectiveUnitPrice for the current term.

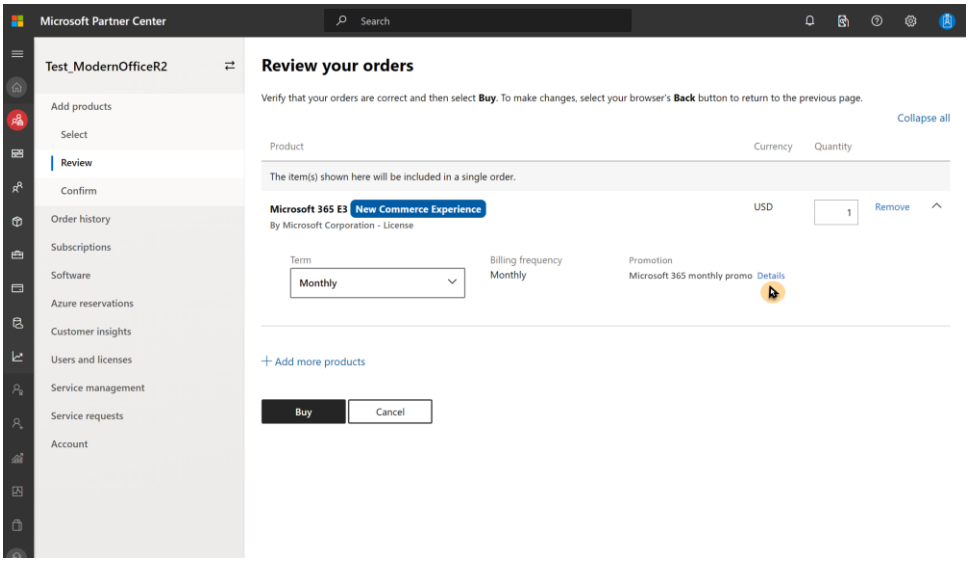
A subscription renews to the promotion discount price unless the promotion duration has passed, in which case the renewal will revert back to the non-promotion price.

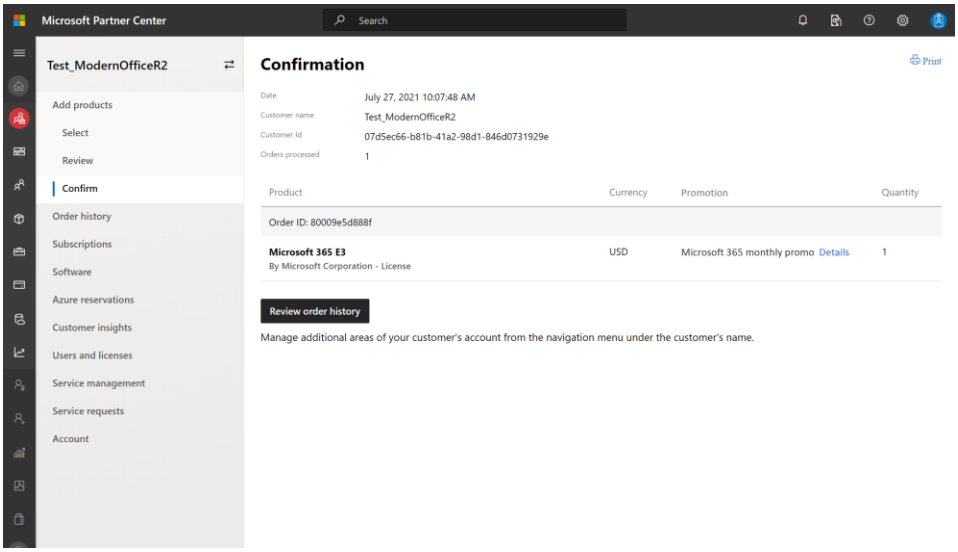
Verifying eligibility

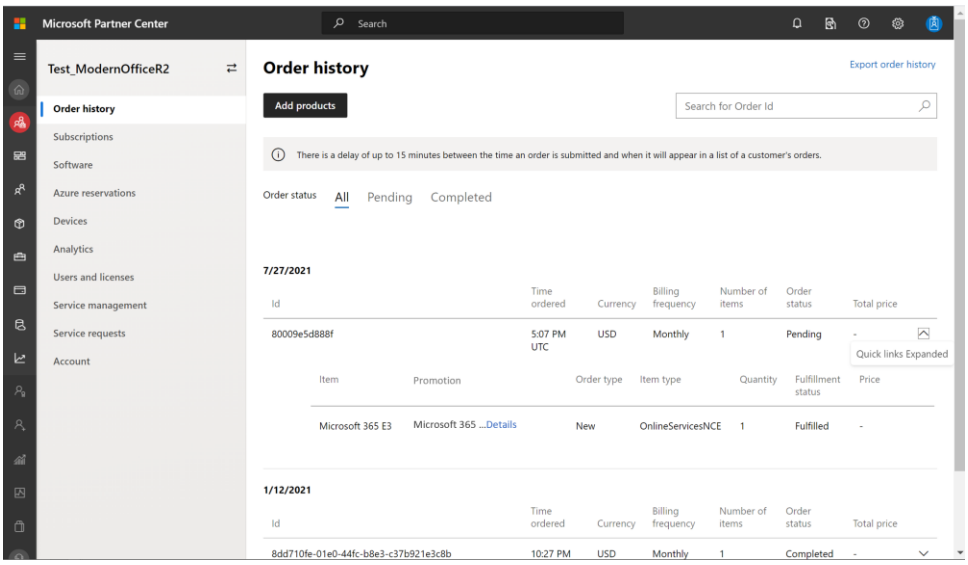
Partners can view whether a customer purchase is eligible for a promotion on the review page in Partner Center prior to purchasing the product. Partners can also call the verifyPromotionEligibility API, passing the customer tenant ID and the promotion ID. This will return as true if the customer is eligible. If the customer isn't eligible, the API will return the conditions that were not met for the promotion to be applicable.

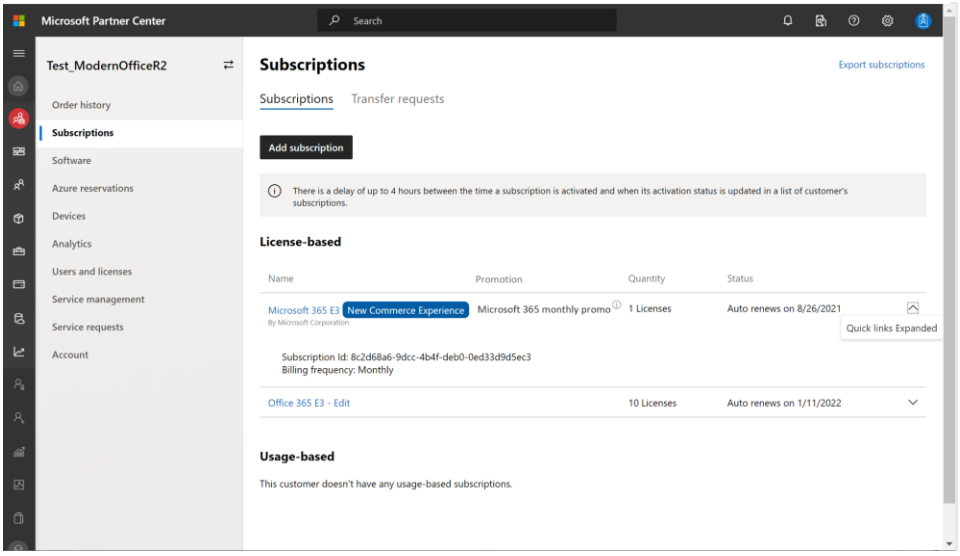



Microsoft Partner Center
Search
Test_ModernOfficeR2
Add products
Select
Review
Confirm
Order history
Subscriptions
Software
Azure reservations
Customer insights
Users and licenses
Service management
Service requests
Account
Add products
Learn more about adding products
Azure
Online Services
Software
Segment: Commercial
Your cart
Your cart is empty.
Specify a quantity of any product and click Add to cart to continue.
Review
Cancel
365 e3
Publisher: Any
Product type: Any
Available promotions
Customer eligibility will be validated when reviewing the cart
Microsoft 365 E3 Monthly promotion
ID: DG7GMGF0DWM3:0002:DG7GMGF0DT1M
This promotion is a 20% discount for Microsoft E3 new commerce. It is only applicable for monthly term commitments. The monthly term will renew to the promotion price until the end of the promotional period.
Term
Monthly
Billing Frequency
Monthly
Discount
20%
End date
3/22/2022
Done
Products
Microsoft 365 E3
By Microsoft Corporation - License
Full description
Promotion available
Add to cart
Microsoft 365 E3 - Unattended License
By Microsoft Corporation - License
Full description
Add to cart
Microsoft 365 E3


Microsoft Partner Center
Search
Test_ModernOfficeR2
Add products
Select
Review
Confirm
Order history
Subscriptions
Software
Azure reservations
Customer insights
Users and licenses
Service management
Service requests
Account
Review your orders
Verify that your orders are correct and then select Buy. To make changes, select your browser's Back button to return to the previous page.
Collapse all
Product
Currency
Quantity
The item(s) shown here will be included in a single order.
Microsoft 365 E3
New Commerce Experience
By Microsoft Corporation - License
USD
1
Remove
Term
Monthly
Billing frequency
Monthly
Promotion
Microsoft 365 monthly promo
Details
Add more products
Buy
Cancel


Microsoft Partner Center
Search
Test_ModernOfficeR2
Add products
Select
Review
Confirm
Order history
Subscriptions
Software
Azure reservations
Customer insights
Users and licenses
Service management
Service requests
Account
Confirmation
Print
Date
July 27, 2021 10:07:48 AM
Customer name
Test_ModernOfficeR2
Customer Id
07d5ec66-b81b-41a2-98d1-846d0731929e
Orders processed
1
Product
Currency
Promotion
Quantity
Order ID: 80009e5d888f
Microsoft 365 E3
By Microsoft Corporation - License
USD
Microsoft 365 monthly promo Details
1
Review order history
Manage additional areas of your customer's account from the navigation menu under the customer's name.


Microsoft Partner Center
Search
Test_ModernOfficeR2
Order history
Subscriptions
Software
Azure reservations
Devices
Analytics
Users and licenses
Service management
Service requests
Account
Order history
Export order history
Add products
Search for Order Id
There is a delay of up to 15 minutes between the time an order is submitted and when it will appear in a list of a customer's orders.
Order status
All
Pending
Completed
7/27/2021
Id
Time ordered
Currency
Billing frequency
Number of items
Order status
Total price
80009e5d888f
5:07 PM UTC
USD
Monthly
1
Pending
Quick links Expanded
Item
Promotion
Order type
Item type
Quantity
Fulfillment status
Price
Microsoft 365 E3
Microsoft 365 ...Details
New
OnlineServicesNCE
1
Fulfilled
1/12/2021
Id
Time ordered
Currency
Billing frequency
Number of items
Order status
Total price
8dd710fe-01e0-44fc-b8e3-c37b921e3c8b
10:27 PM
USD
Monthly
1
Completed



Promotions and renewals

Promotional discounts, when applied, are for the term of the purchase. Subscriptions with applied promotions will retain the promotional price if the renewal date is in the promotion duration date range. Renewals outside of the promotion duration date range will renew to the non-promotion price (from the price list). Partners can track the renewal status to the price points in the subscription details page and on the getSubscription data renewal instructions.

Promotions and upgrades

Partners who upgrade from a subscription to another SKU will leave the promotion price behind because the promotion was configured for the SKU that they're leaving when they upgrade to another SKU. Partners who upgrade to a SKU that might have a promotion will not automatically get the promotion price. If they need or want the promotion price for the SKU to which they want to move, they will need to manually purchase the new SKU as a new subscription. In the future, conversions may be better supported when moving to a SKU that has a promotion, but for now promotions are only applied on new subscription purchases and renewals.

Subscription management features

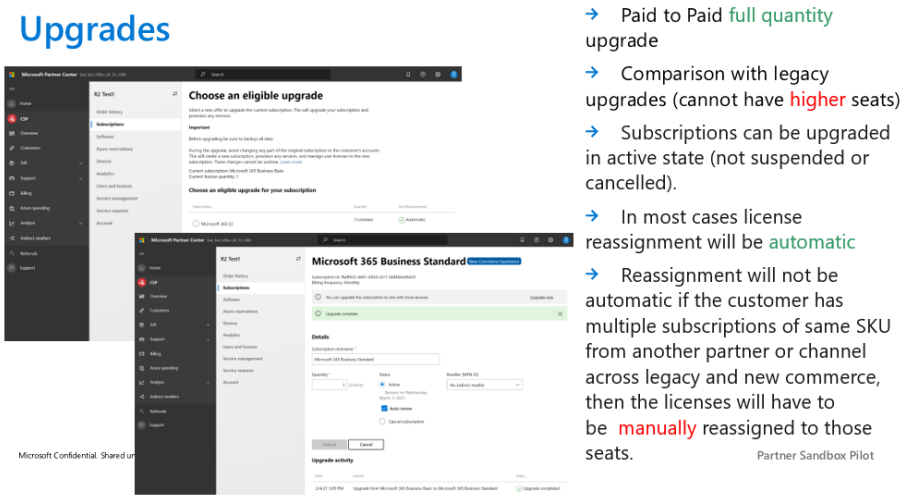
- Upgrades
- Toggle auto-renew
- Cancellation (**Note**: The extension of the cancellation window from 24 to 72 hours with proration is currently under development and will be made available soon.)
- Pause (suspend) service and resume (reactivate) service
- Decreasing seat count inside the cancellation window
- Schedule changes

- Subscription ownership enforcement

Upgrades

In new commerce, seats can also be assigned automatically at upgrade with Enterprise-level SKUs. New commerce paid-to-paid upgrades allow the customer to immediately upgrade from their current SKU to one with added services. In comparison with legacy, we no longer allow the increase of seats during this upgrade. Instead, the customer can upgrade to the new SKU and then add seats.

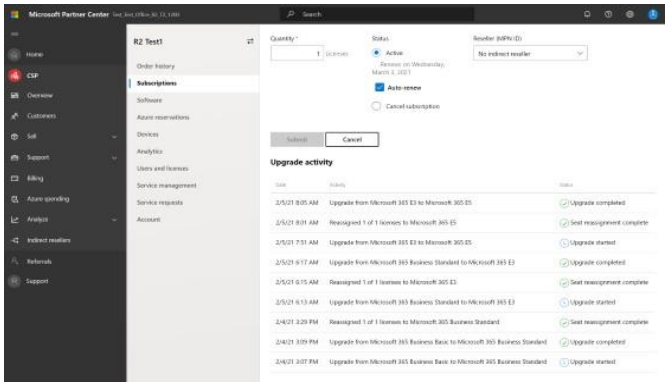
This full upgrade is an in-place upgrade, which means the subscription ID remains the same, seat quantity is unchanged, and seats are automatically assigned. However, in the case where the customer has already purchased the destination SKU from another partner or channel across legacy, manual assignment will be needed in new commerce.



Upgrade activity table

The partner can track the status of the upgrade with a timestamp of when the upgrade began, and the original and upgraded SKU names when the upgrade and seat assignment are complete.

→ Table capturing your upgrade activity and seat assignment status



Full Upgrade

API	Change Summary
GET Transition Eligibilities	• For a given source subscription returns all the SKUs available for upgrade. • Supports legacy and new commerce source subscriptions. • List will be driven by properties from Catalog and narrowed based on eligibility logic. • Replaces *GET SubscriptionUpgrades* and *GET Conversions*.

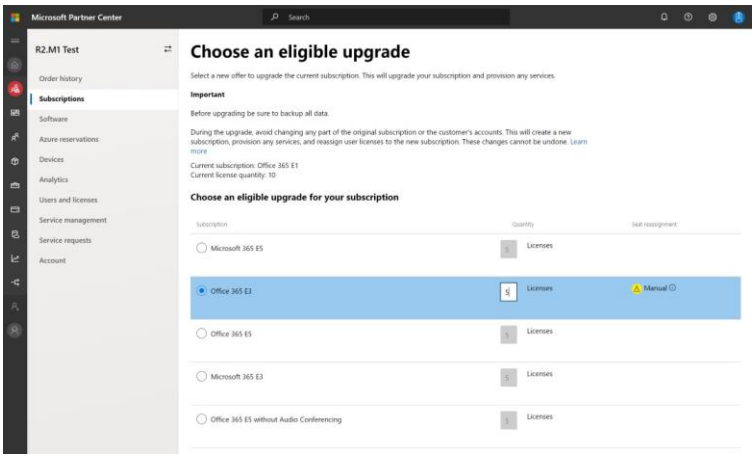
POST Transitions	• Upgrades a subscription
	• Prerequisites:
	  • Client selects a TransitionEligibility object returned from *GET TransitionEligibilities* and translate it into a Transition resource to pass in this POST
	• Returns:
	  • Transitions POST will return a Transition resource with the initial events stamped on it.

GET Transitions	• For a given subscription *Get Transitions* returns the past upgrades with events for within each of those upgrades. • Legacy products not supported

Partial upgrades

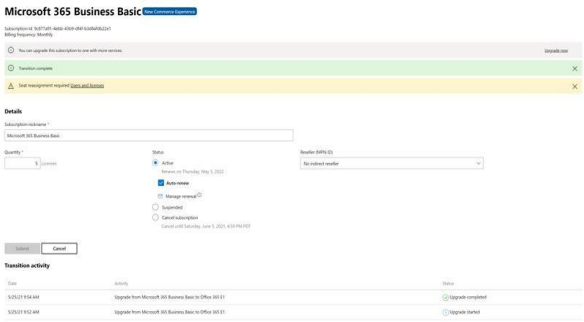
Note: This feature is currently under development and will be made available soon.

Partial upgrades will require a manual offer matrix.



- Paid to Paid partial quantity upgrade
- Mid-term upgrades will delete scheduled changes
- Subscriptions can be upgraded in active state (not suspended or cancelled)

Partial Upgrades



- License reassignment will be manual.
- The original subscription could be over provisioned, and your customer is at risk of being out of compliance until users are reassigned to the new subscription
- The new subscription created will be coterminous with the original subscription

Partial Upgrades

API	Change Summary
GET Transition Eligibilities	• For a given source subscription returns all the SKUs available for upgrade. • Supports legacy and new commerce source subscriptions. • List will be driven by properties from Catalog and narrowed based on eligibility logic. • Replaces *GET SubscriptionUpgrades* and *GET Conversions*.

POST Transitions	• Upgrades a subscription
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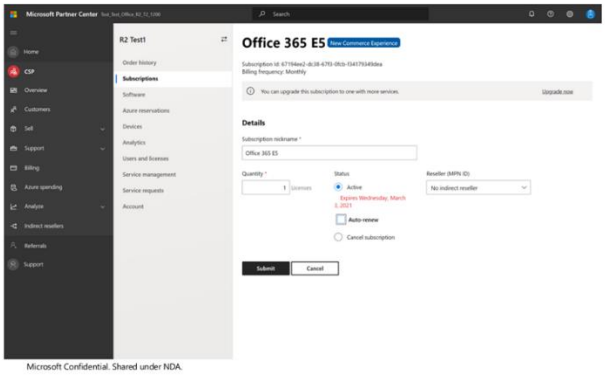
	• Returns:
	  • Transitions POST will return a Transition resource with the initial events stamped on it.

GET Transitions	• For a given subscription *Get Transitions* returns the past upgrades with events for within each of those upgrades. • Legacy products not supported

Toggle auto-renew and expired states

Partners can toggle auto-renewal. This feature allows for easier and more efficient subscription management for larger customers. When auto-renew is toggled on, the subscription will renew into the same subscription, and when auto-renew is off, the subscription will expire at the end of the term. Auto-renew must be turned on when scheduling changes to occur at renewal.



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- By **default**, active subscriptions are set to automatically **renew** when the subscription period expires.
- You can optionally choose not to automatically renew the subscription. By turn auto renew off
- If auto renew is toggled off the subscription will **expire** at the end of the term
- **Expired** is new state in comparison to legacy for paid subscription

Partner Sandbox Pilot

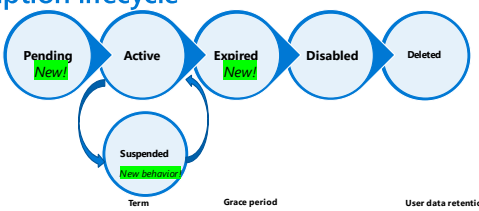
Subscription management chart and subscription management life cycle

The subscription management chart and subscription management life cycle summarize the new states and behaviors.

Subscription state comparison

Subscription States	Legacy	Marketplace SaaS	New Commerce
Pending *New!*	✗	✗	✓
Active	✓	✓	✓
Expired *New!*	✗	✗	✓
Suspended	✓	✗	✓
Cancelled	✗	✓	✓

Subscription lifecycle



		Term	Grace period		User data retention User data retention policy
Time in that state	minutes	1 year Monthly	30 days 7 days*	90 days	

Active	Suspended	Expired	Disabled	Deleted
Data accessible to all	Data accessible to admins only	Data accessible to all	Data accessible to admins only	Data deleted. Azure AD is removed, if not in use by other services
Users have normal access to Microsoft 365, files, and applications	Users can't access Microsoft 365, files, or applications	Users have normal access to Microsoft 365, files, and applications	Users can't access Microsoft 365, files, or applications	Users can't access Microsoft 365, files, or applications
Billing on	Billing on	No Billing	No Billing	No Billing

* In future

States in API

API Status	Description
None	Indicates nothing - no status, used as an initializer.
Active	Active subscription.
Suspended	Suspended subscription.
Deleted	Deleted subscription.
Expired	Expired subscription.
Pending	Pending subscription.

Subscription Management

API	Change Summary
Get List of subscriptions, Get Subscription By Id	1. New subscription states for supporting lifecycle management 2. New property called "ProductType" to identify if the subscription belongs to New Commerce offers
Update Subscription ▪ Increase seat quantity ▪ Toggle Auto Renew ▪ Cancel	1. Potential changes to include new subscription states for supporting lifecycle management 2. New property called "ProductType" to identify if the subscription belongs to New Commerce offers

Cancellation

Partners can return software and software subscriptions either directly from within Partner Center or by using the Partner Center API without need of assistance from Microsoft. You can find step-by-step instructions and API technical details here.

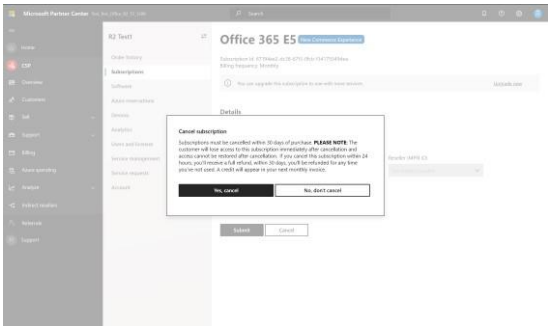
The cancellation option in new commerce is similar to the **Suspend** option in the existing CSP experience in that both actions remove customer access to the subscription and stop partner billing for the subscription. However, the **Suspend** option in the existing experience allows reactivation of the subscription, whereas cancellation in new commerce terminates the subscription.

Currently in new commerce, the partner can cancel with no payment obligation only within first 24 hours after purchase. Cancellation between the first 24 hours and first 30 days results in a prorated refund. After 30 days, no cancellation is available for annual term subscriptions and no prorated refund will be provided if the entire term was paid upfront; the partner is billed in monthly installments each month for the full term if monthly billing was chosen. The partner can also suspend and then resume a subscription at any time without cancellation.

Note: When the new commerce experience for seat-based offers is released to all CSP partners in October, the cancellation policy will change to the first 72 hours from initial purchase or last renewal with prorated refund; no self-serve cancellation will be available after that initial 72-hour window. If a partner tries to cancel after 72 hours, they will see a message stating, "Your 72-hour cancellation window has closed. We are unable to cancel your subscription." They'll have the option to select **Learn more** or **Okay**. The time zone used for proration or cancellation is based on **UTC** (independent of time zone).

See the Microsoft Partner Agreement for full policy details.

Cancellation



When can you cancel?

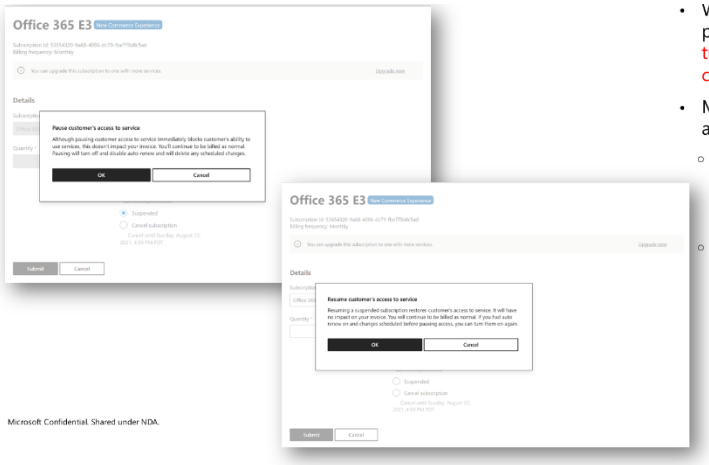
- 72 hours pro-rated refund

What happens after cancellation?

- Customer loses access to the service immediately. Access can't be restored after cancellation
- Non recoverable state

Pause (suspend) service and resume (reactivate) service

Partners can pause and resume a subscription at any time without a cancellation. However, partner billing continues during suspension.



- When subscription is paused auto renew is turned off and scheduled changes are deleted
- Mid-term changes such as:
  - SKU conversion, quantity change, auto renew, and scheduled changes are blocked while in a paused state
  - Paused subscriptions will expire at end of term

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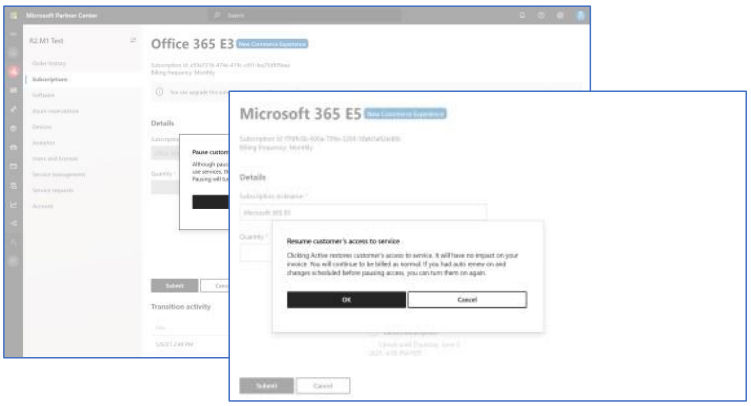
→ **When to use this?**

- In case of non-payment from customer (dunning scenario) you can use this capability to immediately block customer's access to service by pausing/suspending subscription

→ **What happens after suspension?**

- Customers can't sign in or access Microsoft 365 services, files, applications.
- You will be billed during suspension (unlike Legacy) to align with term-commitment policy enforcement
- **Recoverable** state (can reactivate/resume)



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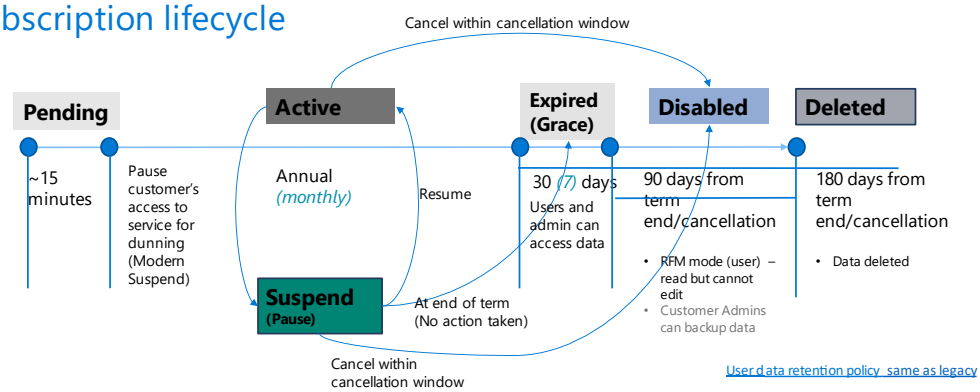
- Mid-term changes such as:
  - SKU conversion, quantity change, auto renew, and scheduled changes are blocked while in a paused state
  - Paused subscriptions will expire at end of term

Subscription lifecycle



User data retention policy same as legacy

Active	Pause (Suspended)	Expired	Disabled	Deleted
Data accessible to all	**Data accessible to admins only**	Data accessible to all	**Data accessible to admins only**	Data deleted. Azure AD is removed, if not in use by other services
Users have normal access to Microsoft 365, files, and applications	Users can't access Microsoft 365, files, or applications	Users have normal access to Microsoft 365, files, and applications	Users can't access Microsoft 365, files, or applications	Users can't access Microsoft 365, files, or applications
Billing on	Billing on	No Billing	No Billing	No Billing

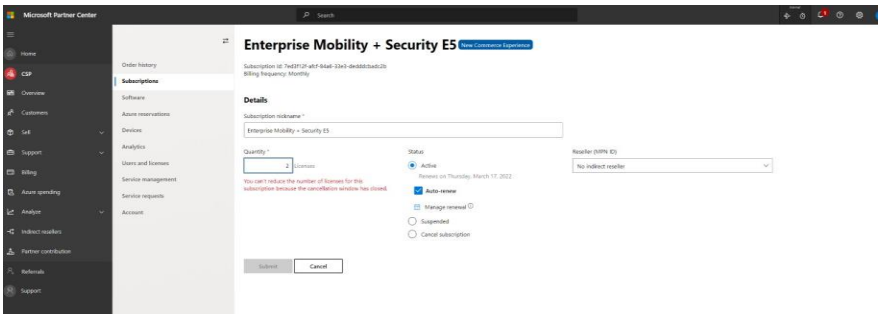
States in API

Partner Center API Status	Description
None	Indicates nothing - no status, used as an initializer.
Active	Active subscription.
Suspended	Pause subscription.
Deleted	Deleted/Cancelled subscription.
Expired	Expired subscription *(new!)*
Pending	Pending subscription *(new!)*

Decreasing seat count while in the cancellation window

The seat count on a subscription can be increased in the middle of an annual term, with billing adjustments reflected in the next invoice and reconciliation file. But if more than 72 hours have elapsed since the subscription order was placed or renewed, the seat count cannot be decreased until the next cancellation window at renewal. This policy is in line with current market practices for per-user subscription plans. A seat-count decrease within the first 72 hours of a subscription term (after the initial purchase or renewal) can be made via self-service in Partner Center or through the API. You will be refunded the full amount minus **prorated amount** for the days you used the subscription.

→ The below messaging is when a seat decrease is attempted outside of the 72 hours cancellation window



Manage Subscription

API	Change Summary
Get List of Subscriptions, Get Subscription By Id	1. New property called "CancellationAllowedUntilDate"
Update Subscription ▪ Reduce Seat Quantity ▪ Pause service ▪ Resume service	1. Reduce seat quantity is allowed within cancellation window 2. Pause/ resume 3. New property called "CancellationAllowedUntilDate"

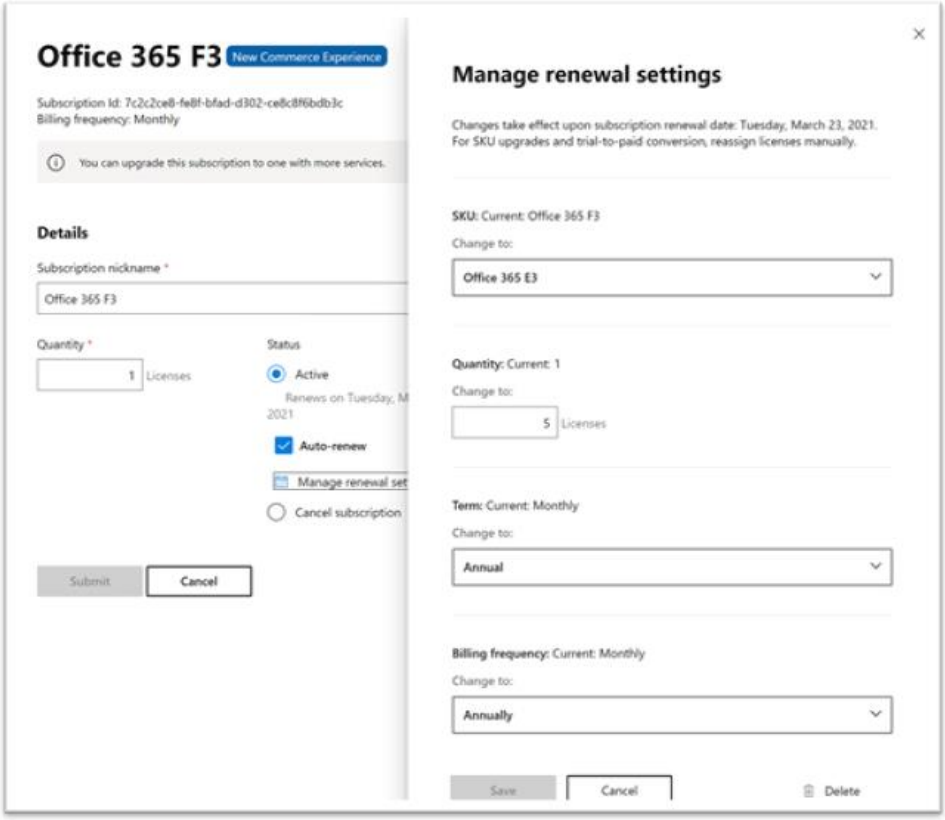
Schedule changes

It's possible to schedule changes to a subscription if the auto-renew toggle has been enabled, the subscription is active, and the SKU is eligible for scheduled upgrades. All scheduled changes are executed at subscription renewal.

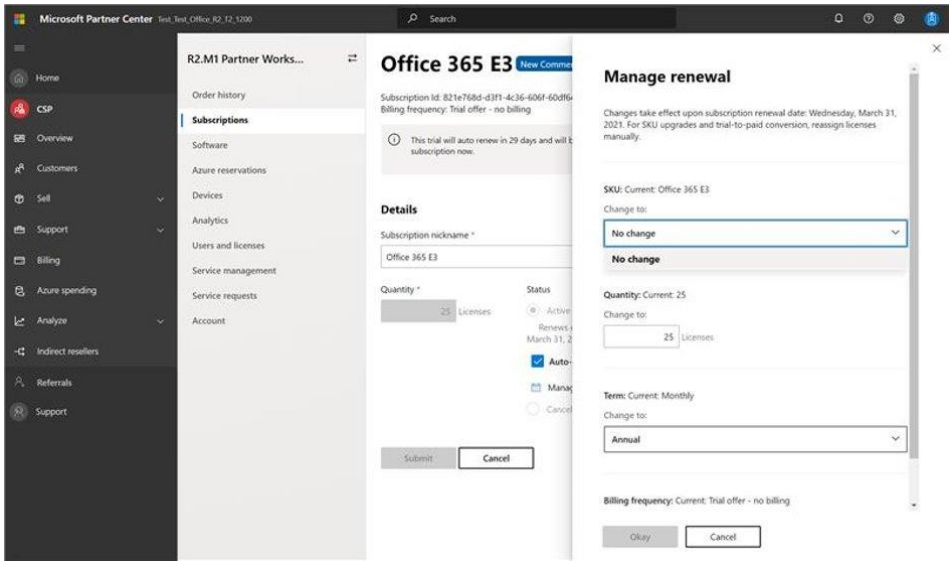
#	Feature	Current (Legacy)	New Commerce (Modern)
1.	Schedule a **paid** subscription to renew to **higher** SKU (**full seats upgrade**)	✗	✓
2.	Schedule a **paid** subscription to renew to **lower** SKU (**full seats downgrade**)	✗	✓
3.	Schedule a **trial/paid** subscription to renew to **lower quantity**	✗	✓
4.	Schedule a **trial/paid** subscription to renew to **higher quantity**	✗	✓
5.	Schedule a **trial/paid** subscription to renew to different **billing frequency**	✗	✓
6.	Schedule a **trial/paid** subscription to renew to different **term**	✗	✓
7.	**View, update, delete** saved scheduled changes	✗	✓

What:

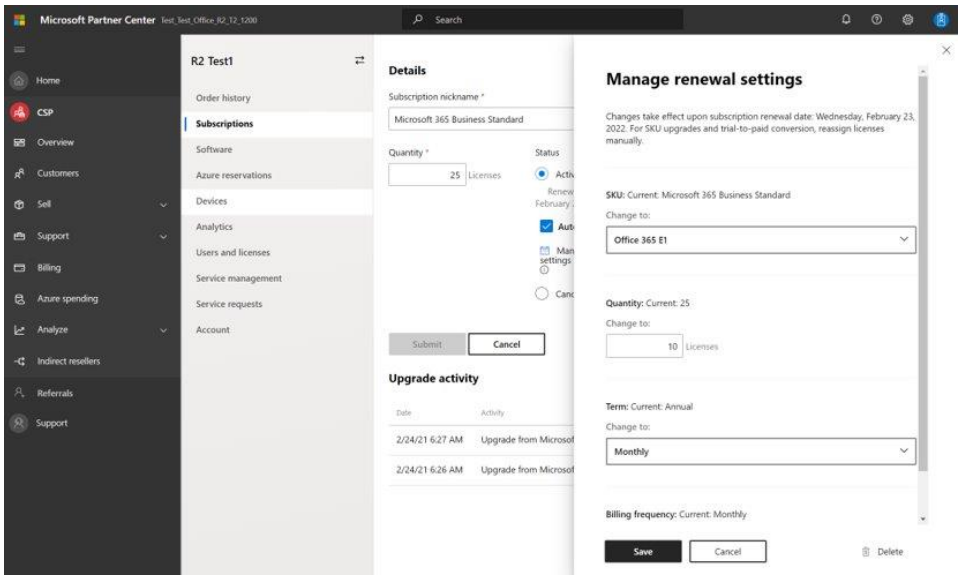
→ Changes will occur at renewal when subscription renews for the next term



Note: By default, **Trial** will convert to the paid equivalent SKU at the end of the trial period.

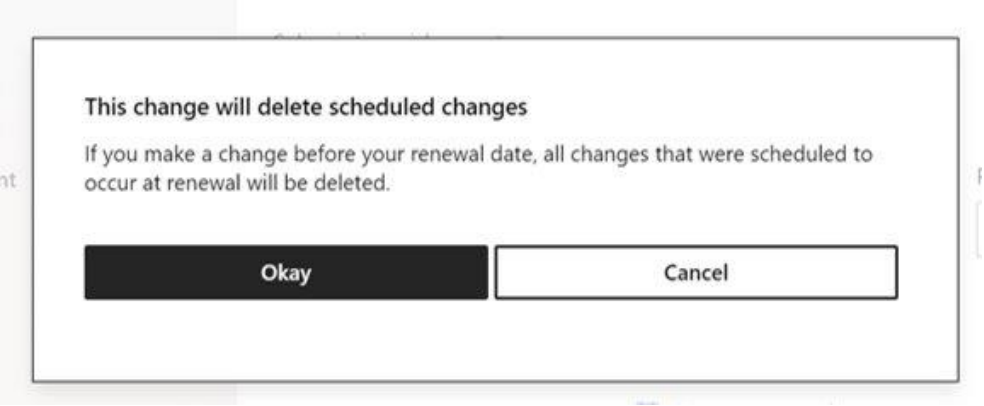


You can manage—view, update, or delete—all saved schedule changes view.



Saved scheduled changes are deleted when the following midterm changes are made:

- Auto-renew is turned off.
- Quantity is changed.
- Subscription is canceled.
- SKU is upgraded.
- Trial is converted.



Subscription ownership enforcement

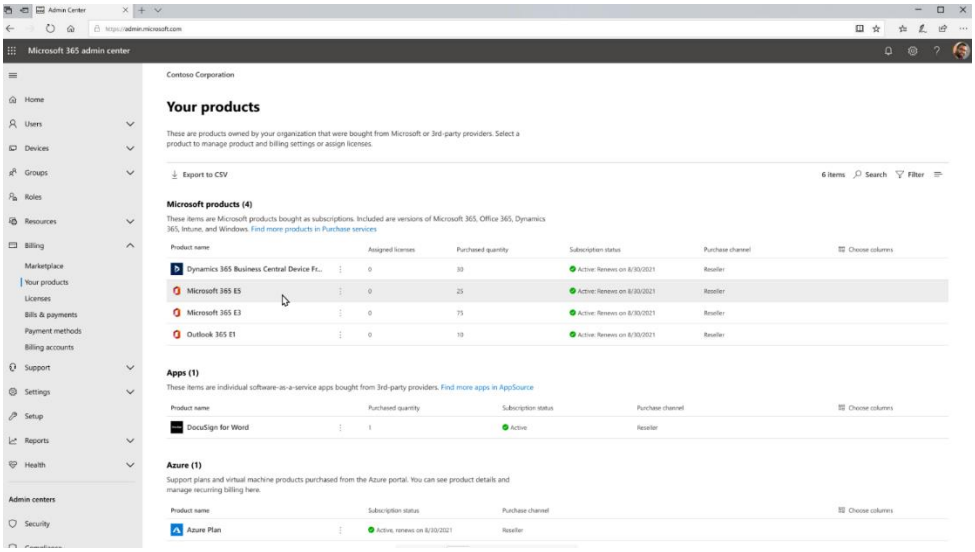
(This section is in the process of being documented.)

Microsoft 365 Admin Center Customer Experience

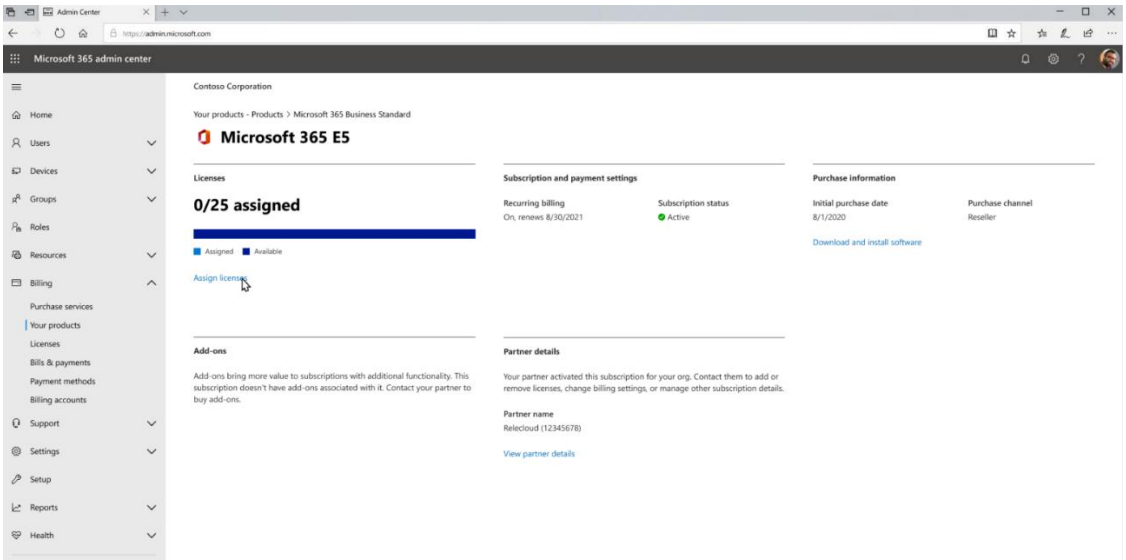
(This section is in the process of being documented.)

Review the information on the [Microsoft 365 Admin Center Help page](#) to learn more about setting up your customer's account.

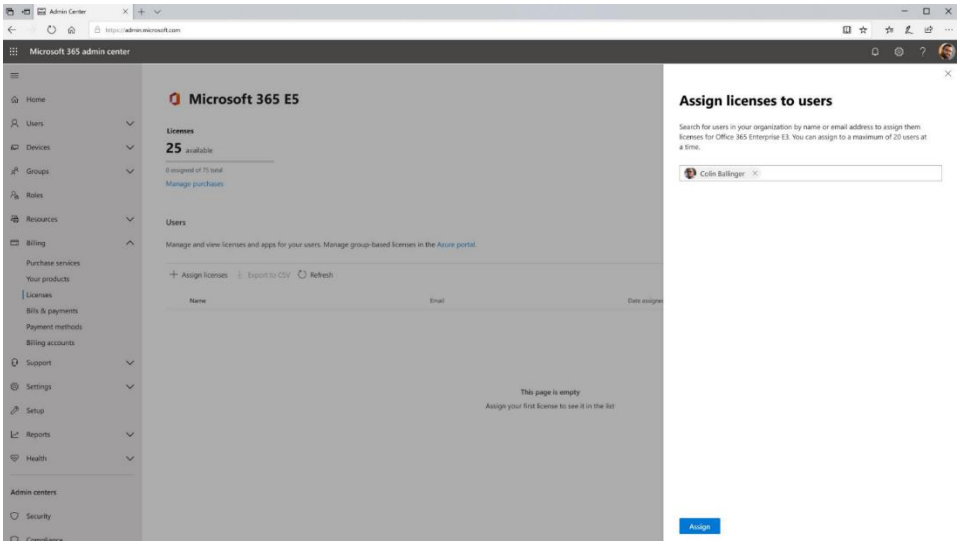
Customers can manage user licenses in the Microsoft 365 Admin Center. From the **Your products** section, select the product name that you want to assign users.

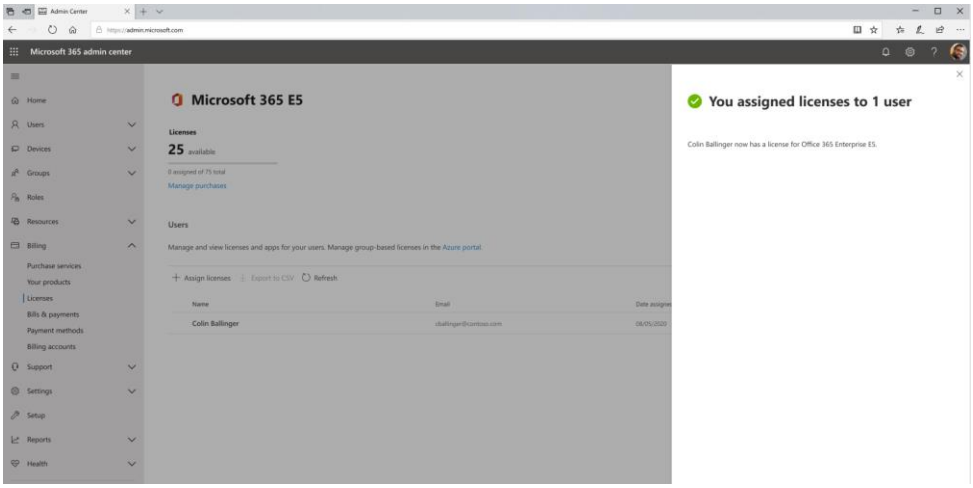


Select **Assign licenses**.



Search for users in your organization by name or email address to assign them licenses.





Billing, invoicing, and reconciliation (recon) files

Reconciliation files, which provide itemized details of your charges, are available for download along with the Invoice PDF. The reconciliation files include customer identifiers and subscription identifiers that you can use for creating customer invoices. For more information about reconciliation files, additional options have been included to accommodate customers' payment preferences. Partners can now be billed annually for multiyear subscriptions as well as monthly or upfront.

You can download your reconciliation files from Partner Center for a detailed, line-item view of each charge in a billing cycle. Line-item details include charges for each customer's subscriptions and detailed events (such as a midterm addition of licenses to a subscription).

Reconciliation files have also been upgraded, and now all subscriptions have been consolidated into one customizable recon file. Estimates of charges accrued during the month are provided and updated hourly.

Review the reconciliation file definitions to see the definition of the field values.

Billing experience updates

Billing date alignment (calendar month) (estimated recon / daily usage)	A new date for your calendar month bills – may impact your internal processes.
Billing in partner currency	Same as legacy.
Pricing in partner currency for license-based products, but Azure products are priced in USD.	Same as legacy for license-based products. But Azure products in legacy are also priced in partner currency.
Monthly subscription terms	New business option. May require investment.
Invoice Sandbox support	Enable you to test billing & reconciliation.

*Billing API updates (**invoices, reconciliation & estimates**). No changes in the request parameters, but new attributes are added in the API response.

Legacy vs modern invoices and recon files

	Legacy	Azure NCE	M365 / D365 NCE
Offers	• M365, D365, Power Platform • Consumption offers, such as Azure (145P)	• Azure plan • Azure reservations • Server subscriptions • Marketplace offers	• M365, D365, Power Platform
Invoice date	• Varies based on each partner's CSP account billing date	• **By the end of the 8th calendar day (UTC)** • Same date across partners	• **By the end of the 8th calendar day (UTC)** • Same date across partners
Billing Period/Cycle	• Varies. (ex) Dec 15 - Jan 14 billing cycle for a partner with Jan 15 invoice date.	• **Calendar month: 1st to the end of month**	• **Calendar month: 1st to the end of month**
Invoice files	• One invoice • Partner billing date + 3 days (SLA) • Partner currency	• One invoice in partner currency • By the end of the 8th calendar day (UTC)	• One invoice in partner currency • By the end of the 8th calendar day (UTC)
Reconciliation files	• One license-based recon file • One usage-based recon file	• One recon file for all modern offers for both open and closed periods	• One recon file for all modern offers for both open and closed periods
Daily rated usage files	• Only closed period	• Open (daily unbilled) and Closed (billed per billing cycle) periods • Open period data is wiped out after the invoices are generated	• N/A

Monthly term billing

The number of days that are in the monthly term billing depends on the purchase date.

For purchases made on the last day of a month that has 31 days, the subscription will end one day prior to the end of following month.

- For months that have 31 days, the subscription end date will be on the 30th.
- For months that have 30 days, the subscription end date will be on the 29th.
- For the month of February which has 28 days, the subscription end date will be on the 27th in non-leap years. For a leap year, the subscription will end on the 28th.

For purchases made on the second to the last day of a month that has 30 days, the subscription will end one day prior to the end of following month.

- For months that have 31 days, the subscription end date will be on the 29th.
- For months that have 30 days, the subscription end date will be on the 29th.
- For the month of February which has 28 days, the subscription end date will be on the 27th in non-leap years. For a leap year the subscription would end on the 28th.

For any purchase made on any other day of the month, for example, the 10th of the month, the subscription end date will be the 10th.

Billing term	Purchase date	Subscription start date	Subscription end date	Charge start date	Charge end date	Notes
Monthly	1/31/2021	1/31/2021	2/27/2021	1/31/2021	2/27/2021	The year 2021 is not a leap year. February has 28 days. For a leap year, the subscription and charge end dates will change to 2/28.
Monthly	2/28/2021	2/28/2021	3/27/2021	2/28/2021	3/27/2021	The year 2021 is not a leap year. February has 28 days. For a leap year, the subscription and charge start dates will change to 2/29.
Monthly	3/31/2021	3/31/2021	4/29/2021	3/31/2021	4/29/2021	
Monthly	4/30/2021	4/30/2021	5/29/2021	4/30/2021	5/29/2021	
Monthly	5/31/2021	5/31/2021	6/29/2021	5/31/2021	6/29/2021	
Monthly	6/30/2021	6/30/2021	7/29/2021	6/30/2021	7/29/2021	
Monthly	7/31/2021	7/31/2021	8/30/2021	7/31/2021	8/30/2021	
Monthly	8/31/2021	8/31/2021	9/29/2021	8/31/2021	9/29/2021	
Monthly	9/30/2021	9/30/2021	10/29/2021	9/30/2021	10/29/2021	
Monthly	10/31/2021	10/31/2021	11/29/2021	10/31/2021	11/29/2021	
Monthly	11/30/2021	11/30/2021	12/29/2021	11/30/2021	12/29/2021	
Monthly	12/31/2021	12/31/2021	1/30/2022	12/31/2021	1/30/2022	

Monthly	1/30/2021	1/30/2021	2/27/2021	1/30/2021	2/27/2021	The year 2021 is not a leap year. February has 28 days. For a leap year, the subscription and charge end dates will change to 2/28.
Monthly	2/27/2021	2/27/2021	3/26/2021	2/27/2021	3/26/2021	The year 2021 is not a leap year. February has 28 days. For a leap year, the subscription and charge start dates will change to 2/29.
Monthly	3/30/2021	3/30/2021	4/29/2021	3/30/2021	4/29/2021	
Monthly	4/29/2021	4/29/2021	5/28/2021	4/29/2021	5/28/2021	
Monthly	5/30/2021	5/30/2021	6/29/2021	5/30/2021	6/29/2021	
Monthly	6/29/2021	6/29/2021	7/28/2021	6/29/2021	7/28/2021	
Monthly	7/30/2021	7/30/2021	8/29/2021	7/30/2021	8/29/2021	
Monthly	8/30/2021	8/30/2021	9/29/2021	8/30/2021	9/29/2021	
Monthly	9/29/2021	9/29/2021	10/28/2021	9/29/2021	10/28/2021	
Monthly	10/30/2021	10/30/2021	11/29/2021	10/30/2021	11/29/2021	
Monthly	11/29/2021	11/29/2021	12/28/2021	11/29/2021	12/28/2021	
Monthly	12/30/2021	12/30/2021	1/29/2022	12/30/2021	1/29/2022	

Review the following scenarios:

Usual subscription scenarios

NCE scenario 1: Usual subscription purchase

Product Name: Microsoft 365 Business Standard
Purchase Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifiers
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Legacy scenario 1: Usual subscription purchase

Product Name: Microsoft 365 Business Standard
Purchase Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Star	Subscription Date
Monthly term not supported.												

NCE scenario 2: Usual subscription purchase

Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantity	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantity	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	10		7/18/2021	8/17/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Legacy scenario 2: Usual subscription purchase

Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Sta	Subscription E Date
Monthly term not supported.												

NCE scenario 3: Usual subscription purchase with price change

Renew and change of the Catalog price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
June Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
July 2021 Unit Price: 11.00 €

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	11	10	110	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	11	10		7/18/2021	8/17/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Legacy scenario 3: Usual subscription purchase with price change

Renew and change of the Catalog price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
June Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
July 2021 Unit Price: 11.00 €

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Monthly term not supported.												

July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Monthly term not supported.												

Add or remove seat scenarios

NCE scenario 4: Add or remove seats

Renew and Increase seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-20 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/20/2021	Microsoft 365 Business Standard	addQuantity	10.08	10	-94	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	-9.4	10		6/18/2021	7/17/2021	621f3ce1-55a1-4da9-bc8c-cfc5d815347a	
Contoso	6/20/2021	Microsoft 365 Business Standard	addQuantity	10.08	12	112.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/17/2021	One-Month commitment for monthly billing	9.4	12		6/18/2021	7/17/2021	621f3ce1-55a1-4da9-bc8c-cfc5d815347a	

Seat add/remove goes through the wipe & recreate processes.

Renew and Increase seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-18 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	12	120.96	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	12		7/18/2021	8/17/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Legacy scenario 4: Add or remove seats

Renew and Increase seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-18 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

June/July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Monthly term not supported.												

NCE scenario 5: Add or remove seats

Renew and Increase seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-18 (+ 4 seats)
From 2021-07-18 Total Quantity: 14 seats

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Added seats will show up in the next charge cycle because the seat increment date falls in the next cycle.

Renew and Increase seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-18 (+ 4 seats)
From 2021-07-18 Total Quantity: 14 seats

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	10		7/18/2021	8/17/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	
Contoso	7/18/2021	Microsoft 365 Business Standard	addQuantity	10.08	10	-100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	-10.08	10		7/18/2021	8/17/2021	8006dec0-5732-4931-94bd-ab97928731c3	
Contoso	7/18/2021	Microsoft 365 Business Standard	addQuantity	10.08	14	141.12	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	14		7/18/2021	8/17/2021	8006dec0-5732-4931-94bd-ab97928731c3	

Seat add/remove goes through the wipe & recreate processes.

Legacy scenario 5: Add or remove seats

Renew and Increase seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-18 (+ 4 seats)
From 2021-07-18 Total Quantity: 14 seats

June/July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Monthly term not supported.												

NCE scenario 6: Add or remove seats

Renew and Decrease seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Decrease seat (Scheduled Change): 2021-07-18 (- 2 seats)
From 2021-07-18 Total Quantity: 8 seats

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Added seats will show up in the next charge cycle because the date falls in the next cycle.

Renew and Decrease seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Decrease seat (Scheduled Change: 2021-07-18 - 2 seats)
From 2021-07-18 Total Quantity: 8 seats

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	10		7/18/2021	8/17/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	
Contoso	7/18/2021	Microsoft 365 Business Standard	removeQuantity	10.08	10	-100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	-10.08	10		7/18/2021	8/17/2021	8006dec0-5732-4931-94bd-ab97928731c3	
Contoso	7/18/2021	Microsoft 365 Business Standard	removeQuantity	10.08	8	80.64	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	8		7/18/2021	8/17/2021	8006dec0-5732-4931-94bd-ab97928731c3	

Seat add/remove goes through the wipe & recreate processes.

Legacy scenario 6: Add or remove seats

Renew and Decrease seat /w monthly term
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On
Decrease seat (Scheduled Change: 2021-07-18 - 2 seats)
From 2021-07-18 Total Quantity: 8 seats

June/July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Monthly term not supported.												

NCE scenario 7: Add or remove seats

Increase seat /w annual term & monthly payment
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-20 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Year commitment for monthly/yearly billing	8.34	10	Monthly	6/18/2021	6/17/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/20/2021	Microsoft 365 Business Standard	addQuantity	8.34	10	-77.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Year commitment for monthly/yearly billing	-7.78	10	Monthly	6/18/2021	6/17/2022	621f3ce1-55a1-4da9-bc8c-cfc5d815347a	
Contoso	6/20/2021	Microsoft 365 Business Standard	addQuantity	8.34	12	93.36	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/17/2021	One-Year commitment for monthly/yearly billing	7.78	12	Monthly	6/18/2021	6/17/2022	621f3ce1-55a1-4da9-bc8c-cfc5d815347a	

The annual unit price has been prorated for 12 months. Seat add/remove goes through the wipe & recreate processes.

Increase seat /w annual term & monthly payment
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-18 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	cycleCharge	8.34	12	100.08	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Year commitment for monthly/yearly billing	8.34	12	Monthly	6/18/2021	6/17/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Legacy scenario 7: Add or remove seats

Increase seat /w annual term & monthly payment
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-18 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-8.34	10	-83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	0.83	10	8.34	EUR	7d38057c-688d-4f25-d673-8eac527a9332	6/18/2021	6/20/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	7.51	12	90.07	EUR	7d38057c-688d-4f25-d673-8eac527a9333	6/20/2021	7/17/2021	Monthly	6/18/2021	6/17/2022

The annual unit price has been prorated for 12 months. Seat add/remove goes through the wipe & recreate processes.

Increase seat /w annual term & monthly payment
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-06-18 (+ 2 seats)
From 2021-06-20 Total Quantity: 12 seats

July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Microsoft 365 Business Standard	Cycle fee	8.34	12	100.08	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	Monthly	6/18/2021	6/17/2022

The annual unit price has been prorated for 12 months.

NCE scenario 8a: Add or remove seats

Increase seat /w annual term and monthly payment and change of the Catalog Price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-01 (+ 2 seats)
From 2021-07-01 Total Quantity: 12 seats
July 2021 Unit Price: 101.00 €
June 2022 Unit Price: 102.00 €

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Year commitment for monthly/yearly billing	8.34	10	Monthly	6/18/2021	6/17/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	

The annual unit price has been prorated for 12 months. Added seats will show up in July because the next renewal date falls

Increase seat /w annual term and monthly payment and change of the Catalog Price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-01 (+ 2 seats)
From 2021-07-01 Total Quantity: 12 seats
July 2021 Unit Price: 101.00 €
June 2022 Unit Price: 102.00 €

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	cycleCharge	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	8.34	10	Monthly	6/18/2021	6/17/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	
Contoso	7/1/2021	Microsoft 365 Business Standard	addQuantity	8.34	10	-133.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	8/17/2021	One-Month commitment for monthly billing	-13.34	10	Monthly	6/18/2021	6/17/2022	8006dec0-5732-4931-94bd-ab97928731c3	
Contoso	7/1/2021	Microsoft 365 Business Standard	addQuantity	8.34	12	154.92	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/1/2021	8/17/2021	One-Month commitment for monthly billing	12.91	12	Monthly	6/18/2021	6/17/2022	8006dec0-5732-4931-94bd-ab97928731c3	

Seat add/remove goes through the wipe & recreate processes. Price hasn't increased in July because of the annual contract.

Legacy scenario 8a: Add or remove seats

Increase seat /w annual term and monthly payment and change of the Catalog Price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-01 (+ 2 seats)
From 2021-07-01 Total Quantity: 12 seats
July 2021 Unit Price: 101.00 €
June 2022 Unit Price: 102.00 €

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	Monthly	6/18/2021	6/17/2022

The annual unit price has been prorated for 12 months.

Increase seat /w annual term and monthly payment and change of the Catalog Price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-01 (+ 2 seats)
From 2021-07-01 Total Quantity: 12 seats
July 2021 Unit Price: 101.00 €
June 2022 Unit Price: 102.00 €

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-8.34	10	-83.4	EUR	7d38057e-688d-4f25-d673-8eac527a9333	6/18/2021	7/17/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Prorate fees wher purchase	8.34	10	83.4	EUR	7d38057e-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-4.84	10	-48.43	EUR	7d38057e-688d-4f25-d673-8eac527a9333	7/1/2021	7/17/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	4.84	12	58.11	EUR	7d38057e-688d-4f25-d673-8eac527a9333	7/1/2021	7/17/2021	Monthly	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	8.34	12	100.08	EUR	7d38057e-688d-4f25-d673-8eac527a9333	7/18/2021	8/17/2021	Monthly	6/18/2021	6/17/2022

Seat add/remove goes through the wipe & recreate processes. Price hasn't increased in July because of the annual contract.

NCE scenario 8b: Add or remove seats

Increase seat /w annual term and monthly payment and change of the Catalog Price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-01 (+ 2 seats)
From 2021-07-01 Total Quantity: 12 seats
July 2021 Unit Price: 101.00 €
June 2022 Unit Price: 102.00 €

June 2022 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2022	Microsoft 365 Business Standard	renew	8.5	12	102	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2022	7/17/2022	One-Year commitment for monthly/yearly billing	8.5	12	Monthly	6/18/2022	6/17/2023	0074fd16-a230-4135-8927-28d31d89a1b2	

The updated unit price is prorated for 12 months during renewal.

Legacy scenario 8b: Add or remove seats

Increase seat /w annual term and monthly payment and change of the Catalog Price
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On
Increase seat: 2021-07-01 (+ 2 seats)
From 2021-07-01 Total Quantity: 12 seats
July 2021 Unit Price: 101.00 €
June 2022 Unit Price: 102.00 €

June 2022 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.5	12	102	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2022	7/17/2022	Monthly	6/18/2022	6/17/2023

The updated unit price is prorated for 12 months during renewal.

NCE scenario 9: Add or remove seats

Renew and Decrease seat /w monthly term within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22, 2 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-15 Total Quantity: 2 seats

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	10.08	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	
Contoso	7/25/2021	Microsoft 365 Business Standard	removeQuantity	10.08	10	-68.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	-6.82	10		7/15/2021	8/14/2021	8006dec0-5732-4931-94bd-ab97928731c3	
Contoso	7/25/2021	Microsoft 365 Business Standard	removeQuantity	10.08	8	54.56	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/14/2021	One-Month commitment for monthly billing	6.82	8		7/15/2021	8/14/2021	8006dec0-5732-4931-94bd-ab97928731c3	

Seat add/remove goes through the wipe & recreate processes.

Renew and Decrease seat /w monthly term within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22, 2 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-15 Total Quantity: 2 seats

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	8/13/2021	Microsoft 365 Business Standard	removeQuantity	10.08	8	-5.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	-0.65	8		8/15/2021	9/14/2021	3ddf5421-5a98-418a-8fcd-6d6865c557eb	
Contoso	8/13/2021	Microsoft 365 Business Standard	removeQuantity	10.08	6	3.9	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	0.65	6		8/15/2021	9/14/2021	3ddf5421-5a98-418a-8fcd-6d6865c557eb	
Contoso	8/14/2021	Microsoft 365 Business Standard	removeQuantity	10.08	6	-1.92	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	-0.32	6		8/15/2021	9/14/2021	a84ca6bc-436b-4b17-99ff-e0d9233ca70a	
Contoso	8/14/2021	Microsoft 365 Business Standard	removeQuantity	10.08	4	1.28	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	0.32	4		8/15/2021	9/14/2021	a84ca6bc-436b-4b17-99ff-e0d9233ca70a	
Contoso	8/15/2021	Microsoft 365 Business Standard	renew	10.08	4	40.32	EUR	7d38057c-688d-4f25-d673-8eac527a9331	8/15/2021	9/14/2021	One-Month commitment for monthly billing	10.08	4		8/15/2021	9/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Seat removal allowed only within 30 days of the purchase/renewal.

Renew and Decrease seat /w monthly term within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22, 2 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12, 2 seats)
From 2021-08-15 Total Quantity: 2 seats

September 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	9/15/2021	Microsoft 365 Business Standard	renew	10.08	4	40.32	EUR	7d38057c-688d-4f25-d673-8eac527a9331	9/15/2021	10/14/2021	One-Month commitment for monthly billing	10.08	4		9/15/2021	10/14/2021	621f3ce1-55a1-4da9-bc8c-cfc5d815347a	

Legacy scenario 9: Add or remove seats

Renew and Decrease seat /w monthly term within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-7-22 seats)
From 2021-7-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-8-14 seats)
From 2021-8-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-15 Total Quantity: 2 seats

June/July/September 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Monthly term not supported.												

NCE scenario 10: Add or remove seats

Renew and Decrease seat /w annual term and monthly payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Purchase: 2021-7-7
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-7-22 seats)
From 2021-7-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-8-14 seats)
From 2021-8-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-15 Total Quantity: 2 seats

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge Sta Date	Charge En Date	Term And Billing Cyc	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscriptio Start Date	Subscriptio End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	8.34	10	Monthly	7/15/2021	7/14/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	
Contoso	7/25/2021	Microsoft 365 Business Standard	removeQuantity	8.34	10	-56.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	-5.64	10	Monthly	7/15/2021	7/14/2022	8006dec0-5732-4931-94bd-ab97928731c3	
Contoso	7/25/2021	Microsoft 365 Business Standard	removeQuantity	8.34	8	45.12	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/14/2021	One-Year commitment for monthly/yearly billing	5.64	8	Monthly	7/15/2021	7/14/2022	8006dec0-5732-4931-94bd-ab97928731c3	

The unit price has been prorated for 12 months. Seat add/remove goes through the wipe & recreate processes.

Renew and Decrease seat /w annual term and monthly payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Purchase: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-7-22 seats)
From 2021-7-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-8-12 seats)
From 2021-8-15 Total Quantity: 2 seats

August 2021 Recon File

Custome Name	Order Da	Product Na	Charge T	Unit Pri	Quantit	Total	Currenc	Subscriptio	Charge Sta Date	Charge En Date	Term And Billing Cycle	Effective Price	Billable Quantit	Billing Frequency	Subscriptio Start Date	Subscriptio Date	Reference Id	Product Qualifie
Contoso	8/13/2021	Microsoft 365 Business Standard	removeQuantity	8.34	8	-4.24	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	-0.53	8	Monthly	7/15/2021	7/14/2022	3ddf54215a98418a-8fcd-6d6865c557eb	
Contoso	8/13/2021	Microsoft 365 Business Standard	removeQuantity	8.34	6	3.18	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	0.53	6	Monthly	7/15/2021	7/14/2022	3ddf54215a98418a-8fcd-6d6865c557eb	
Contoso	8/14/2021	Microsoft 365 Business Standard	removeQuantity	8.34	6	-1.56	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	-0.26	6	Monthly	7/15/2021	7/14/2022	a84ca6be436b-4b17-99ff-e0d9233ca70a	
Contoso	8/14/2021	Microsoft 365 Business Standard	removeQuantity	8.34	4	1.04	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	0.26	4	Monthly	7/15/2021	7/14/2022	a84ca6be436b-4b17-99ff-e0d9233ca70a	
Contoso	8/15/2021	Microsoft 365 Business Standard	cycleCharge	8.34	4	33.36	EUR	7d38057e688d-4f25-d673-8eac527a9331	8/15/2021	9/14/2021	One-Year commitment for monthly/yearly billing	8.34	4	Monthly	7/15/2021	7/14/2022	78e195aa3f9a-4ae5-9ba0-4c8696133e5b	

Seat removal allowed only within first 30 days of the purchase/renewal.

Renew and Decrease seat /w annual term and monthly payment within 30 days after the first
Product Name: Microsoft 365 Business Standard
Purchase: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22 12 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-15 Total Quantity: 2 seats

September 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	9/15/2021	Microsoft 365 Business Standard	cycleCharge	8.34	4	33.36	EUR	7d38057c-688d-4f25-d673-8eac527a9331	9/15/2021	10/14/2021	One-Year commitment for monthly/yearly billing	8.34	4	Monthly	7/15/2021	7/14/2022	621f3ce1-55a1-4da9-bc8c-cfc5d815347a	

Legacy scenario 10: Add or remove seats

Renew and Decrease seat /w annual term and monthly payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Purchase: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22 12 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-15 Total Quantity: 2 seats

July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-8.34	10	-83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/15/2021	8/14/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	2.69	10	26.90	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/15/2021	7/24/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	5.64	8	45.12	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/25/2021	8/14/2021	Monthly	7/15/2021	7/14/2022

The unit price has been prorated for 12 months. Seat add/remove goes through the wipe & recreate processes.

Renew and Decrease seat /w annual term and monthly payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Purchase: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22 12 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12 12 seats)
From 2021-08-15 Total Quantity: 2 seats

August 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-8.34	8	-66.72	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/15/2021	8/14/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.34	8	66.72	EUR	7d38057c-688d-4f25-d673-8eac527a9331	8/15/2021	9/14/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	0.27	6	1.61	EUR	7d38057c-688d-4f25-d673-8eac527a9333	8/13/2021	8/13/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	0.27	4	1.08	EUR	7d38057c-688d-4f25-d673-8eac527a9333	8/14/2021	8/14/2021	Monthly	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	8.34	2	16.68	EUR	7d38057c-688d-4f25-d673-8eac527a9333	8/15/2021	9/14/2021	Monthly	7/15/2021	7/14/2022

Renew and Decrease seat /w annual term and monthly payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Purchase: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-7-25 12 seats)
From 2021-7-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-8-13 12 seats)
From 2021-8-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-8-14 12 seats)
From 2021-8-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-8-15 12 seats)
From 2021-8-15 Total Quantity: 2 seats

September 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.34	2	16.68	EUR	7d38057c-688d-4f25-d673-8eac527a9331	9/15/2021	10/14/2021	Monthly	7/15/2021	7/14/2022

NCE scenario 11: Add or remove seats

Renew and Decrease seat /w annual term and upfront payment within 30 days after the first
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-7-25 12 seats)
From 2021-7-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-8-13 12 seats)
From 2021-8-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-8-14 12 seats)
From 2021-8-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-8-15 12 seats)
From 2021-8-15 Total Quantity: 2 seats

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	100.08	10	1000.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	100.08	10		7/15/2021	7/14/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	
Contoso	7/25/2021	Microsoft 365 Business Standard	removeQuantity	100.08	10	-973.3	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	-97.33	10		7/15/2021	7/14/2022	8006dec0-5732-4931-94bd-ab97928731c3	
Contoso	7/25/2021	Microsoft 365 Business Standard	removeQuantity	100.08	8	778.64	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	7/14/2022	One-Year commitment for monthly/yearly billing	97.33	8		7/15/2021	7/14/2022	8006dec0-5732-4931-94bd-ab97928731c3	

Seat add/remove goes through the wipe & recreate processes.

Renew and Decrease seat /w annual term and upfront payment within 30 and after the first days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-7-25 12 seats)
From 2021-7-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-8-13 12 seats)
From 2021-8-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-8-14 12 seats)
From 2021-8-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-8-15 12 seats)
From 2021-8-15 Total Quantity: 2 seats

August 2021 Recon File

Customer Name	Order Da	Product Na	Charge T	Unit Pr	Quantity	Total	Currency	Subscription	Charge St Date	Charge E Date	Term And Billing Cycle	Effective Price	Billable Quantity	Billing Frequency	Subscripti Start Date	Subscription Date	Reference Id	Product Qualifier
Contoso	8/13/2021	Microsoft 365 Business Standard	removeQuantity	100.08	8	-736.96	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	-92.12	8		7/15/2021	7/14/2022	3ddf54215a98418a-8fcd-6d6865c557et	
Contoso	8/13/2021	Microsoft 365 Business Standard	removeQuantity	100.08	6	552.72	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	92.12	6		7/15/2021	7/14/2022	3ddf54215a98418a-8fcd-6d6865c557et	
Contoso	8/14/2021	Microsoft 365 Business Standard	removeQuantity	100.08	6	-551.1	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	-91.85	6		7/15/2021	7/14/2022	a84ca6be436b-4b17-99ff-e0d9233ca70a	
Contoso	8/14/2021	Microsoft 365 Business Standard	removeQuantity	100.08	4	367.4	EUR	7d38057e688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	91.85	4		7/15/2021	7/14/2022	a84ca6be436b-4b17-99ff-e0d9233ca70a	
Contoso	8/15/2021	Microsoft 365 Business Standard	cycleCharge	100.08	4	366.32	EUR	7d38057e688d-4f25-d673-8eac527a9331	8/15/2021	7/14/2022	One-Year commitment for monthly/yearly billing	91.58	4		7/15/2021	7/14/2022	78e195aa3f9a-4ae5-9ba04c8696133e5t	

Seat removal allowed only within first 30 days of the purchase/renewal.

Renew and Decrease seat /w annual term and upfront payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-25 10 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-13 10 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-14 10 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-15 10 seats)
From 2021-08-15 Total Quantity: 2 seats

September 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
No transactions in September because of upfront payment.																		

Legacy scenario 11; Add or remove seats

Renew and Decrease seat /w annual term and upfront payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-25 10 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-13 10 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-14 10 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-15 10 seats)
From 2021-08-15 Total Quantity: 2 seats

July 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End Date	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	100.08	10	1000.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	7/14/2022	Annually	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-100.08	10	-1000.8	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/15/2021	7/14/2022	Annually	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	2.74	10	27.42	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/15/2021	7/24/2021	Annually	7/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	97.34	8	778.70	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/25/2021	7/14/2022	Annually	7/15/2021	7/14/2022

Seat add/remove goes through the wipe & recreate processes.

Renew and Decrease seat /w annual term and upfront payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-25 10 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-13 10 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-14 10 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-15 10 seats)
From 2021-08-15 Total Quantity: 2 seats

August 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End Date	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	-100.08	8	-800.64	EUR	7d38057c-688d-4f25-d673-8eac527a9333	7/15/2021	7/14/2022	Annually	8/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	0.27	6	1.65	EUR	7d38057c-688d-4f25-d673-8eac527a9333	8/13/2021	8/13/2021	Annually	8/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	0.27	4	1.08	EUR	7d38057c-688d-4f25-d673-8eac527a9333	8/14/2021	8/14/2021	Annually	8/15/2021	7/14/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	91.85	2	183.70	EUR	7d38057c-688d-4f25-d673-8eac527a9333	8/15/2021	7/14/2022	Annually	8/15/2021	7/14/2022

Renew and Decrease seat /w annual term and upfront payment within and after the first 30 days
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats
Renew: On

Decrease seat (Scheduled Change: 2021-07-22 seats)
From 2021-07-25 Total Quantity: 8 seats
and
Decrease seat (Scheduled Change: 2021-08-12 seats)
From 2021-08-13 Total Quantity: 6 seats
and
Decrease seat (Scheduled Change: 2021-08-12 seats)
From 2021-08-14 Total Quantity: 4 seats
and
Decrease seat (Scheduled Change: 2021-08-12 seats)
From 2021-08-15 Total Quantity: 2 seats

September 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End	Billing Cycle	Subscription Sta	Subscription Date
No transactions in September because of upfront payment.												

Suspend subscription scenarios

NCE scenario 12: Suspend subscription

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-08-13

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	10.08	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Suspended subscriptions are not canceled but incur regular charges.

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-08-13

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
No transactions because the renewal is OFF.																		

Legacy scenario 12: Suspend subscription

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-13

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Monthly term not supported.												

NCE scenario 13: Suspend subscription

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-14

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	10.08	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Suspended subscriptions are not canceled but incur regular charges.

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-14

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
No transactions because the renewal is OFF.																		

Legacy scenario 13: Suspend subscription

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2022-1-14

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
No transactions because the renewal is OFF.																		

NCE scenario 14: Suspend subscription

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2022-1-14

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	8.34	10	Monthly	7/15/2021	7/14/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Suspended subscriptions are not canceled but incur regular charges.

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2022-1-14

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	8/15/2021	Microsoft 365 Business Standard	cycleCharge	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	8/15/2021	9/14/2021	One-Year commitment for monthly/yearly billing	8.34	10		7/15/2021	7/14/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Suspended subscriptions are not canceled but incur regular charges.

Legacy scenario 14: Suspend subscription

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-8-14

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	Monthly	7/15/2021	7/14/2022

Suspended subscriptions are not canceled but incur regular charges.

Suspension
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Suspension date: 2021-8-14

August 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	-8.34	10	-83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	Monthly	7/15/2021	7/14/2022

Suspended subscriptions are canceled in legacy CSP.

Cancel subscription scenarios

NCE scenario 15: Cancel subscription

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-7-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-8-13

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cyc	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscriptio Start Date	Subscriptio End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	10.08	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Canceled transactions will show up in August because the cancelation date falls into the next cycle. This is because the 30 days of purchase are refunded on a prorat

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-08-13

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	8/13/2021	Microsoft 365 Business Standard	cancellmediate	10.08	10	-6.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	-0.65	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Subscriptions canceled within 30 days of purchase are refunded on a prorated basis.

NCE scenario 16: Cancel subscription

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-08-14

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	10.08	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Canceled transactions will show up in August because the cancelation date falls into the next cycle. Subscriptions canceled within 30 days of purchase are refunded on a prorat

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-08-14

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	8/14/2021	Microsoft 365 Business Standard	cancellmediate	10.08	10	-3.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Month commitment for monthly billing	-0.32	10		7/15/2021	8/14/2021	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Subscriptions canceled within 30 days of purchase are refunded on a prorated basis.

NCE scenario 17: Cancel subscription

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-08-14

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/15/2021	Microsoft 365 Business Standard	new	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	8.34	10	Monthly	7/15/2021	7/14/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Canceled transactions will show up in August because the cancelation date falls into the next cycle. If 30 days or more have elapsed, we refunded on a prorat

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-08-14

August 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	8/14/2021	Microsoft 365 Business Standard	cancellimmediate	8.34	10	-2.6	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/15/2021	8/14/2021	One-Year commitment for monthly/yearly billing	-0.26	10		7/15/2021	7/14/2022	78e195aa-3f9a-4ae5-9ba0-4c8696133e5b	

Subscriptions canceled within 30 days of purchase are refunded on a prorated basis.

Legacy scenario 17: Cancel subscription

Cancelation
Product Name: Microsoft 365 Business Standard
Order Date: 2021-07-15
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats
Renew: Off
Cancellation date: 2021-08-14

June/July/August 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription End Date
Canceling a subscription is not a valid option in legacy. The equivalent is suspending a subscription.												

Trial subscription scenarios

NCE scenario 18: Trial subscription

Trial without Scheduled Changes
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/25/2021	Dynamics 365 Guides	new	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25	Monthly	6/25/2021	7/24/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	["Trial"]

We have assumed that the trial is valid for a month from the purchase date.

Trial without Scheduled Changes
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Auto converted to paid
Term Duration: One Month (P1M)
Billing Plan: Monthly
Quantity: 25 seats
Unit Price: 52.61 €

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/25/2021	Dynamics 365 Guides	renew	52.16	25	1304	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/24/2021	One-Month commitment for monthly billing	52.16	25		7/25/2021	8/24/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Auto converted to paid subscription.

Legacy scenario 18: Trial subscription

Trial without Scheduled Changes
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Dynamics 365 Guides	Prorate fees when purchase	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	Monthly	6/18/2021	7/17/2021

We have assumed that the trial is valid for a month from the purchase date.

Trial without Scheduled Changes
Product Name: Dynamics 365 Guides
Order Date: 2026-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Auto converted to paid
Term Duration: One Month (P1M)
Billing Plan: Monthly
Quantity: 25 seats
Unit Price: 52.61 €

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
No auto conversion from trial to paid.												

NCE scenario 19: Trial subscription

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2026-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Month (P1M)
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20 s
Unit Price: 52.61 €

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pric	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/25/2021	Dynamics 365 Guides	new	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25		6/25/2021	7/24/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	["Trial"]
Contoso	6/25/2021	Dynamics 365 Guides	convert	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25		6/25/2021	7/24/2021	23396992-9421-4db8-95ed-1f9be843f7d0	["Trial"]
Contoso	6/25/2021	Dynamics 365 Guides	convert	52.16	25	1304	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for monthly billing	52.16	25		6/25/2021	7/24/2021	23396992-9421-4db8-95ed-1f9be843f7d0	
Contoso	6/25/2021	Dynamics 365 Guides	removeQuantity	52.16	25	-1304	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for monthly billing	-52.16	25		6/25/2021	7/24/2021	23396992-9421-4db8-95ed-1f9be843f7d0	
Contoso	6/25/2021	Dynamics 365 Guides	removeQuantity	52.16	5	260.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for monthly billing	52.16	5		6/25/2021	7/24/2021	23396992-9421-4db8-95ed-1f9be843f7d0	

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2026-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Month (P1M)
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20 s
Unit Price: 52.61 €

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pric	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/25/2021	Dynamics 365 Guides	renew	52.16	5	260.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/24/2021	One-Month commitment for monthly billing	52.16	5		7/25/2021	8/24/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Legacy scenario 19: Trial subscription

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2026-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Month (P1M)
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20 s
Unit Price: 52.61 €

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Monthly term not supported for paid subscription.												

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Month (P1M)
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20 s
Unit Price: 52.61 €

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Monthly term not supported.												

NCE scenario 20: Trial subscription

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20 s
Unit Price: 526.08 €

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cyc	Effectiv Unit Pric	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/25/2021	Dynamics 365 Guides	new	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25		6/25/2021	7/24/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	["Trial"]
Contoso	6/25/2021	Dynamics 365 Guides	convert	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25		6/25/2021	7/24/2021	23396992-9421-4db8-95ed-1f9be843f7d0	["Trial"]
Contoso	6/25/2021	Dynamics 365 Guides	convert	43.84	25	1096	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Year commitment for monthly/yearly billing	43.84	25	Monthly	6/25/2021	6/24/2022	23396992-9421-4db8-95ed-1f9be843f7d0	
Contoso	6/25/2021	Dynamics 365 Guides	removeQuantity	43.84	25	-1096	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Year commitment for monthly/yearly billing	-43.84	25	Monthly	6/25/2021	6/24/2022	23396992-9421-4db8-95ed-1f9be843f7d0	
Contoso	6/25/2021	Dynamics 365 Guides	removeQuantity	43.84	5	219.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Year commitment for monthly/yearly billing	43.84	5	Monthly	6/25/2021	6/24/2022	23396992-9421-4db8-95ed-1f9be843f7d0	

Trial to paid conversions go through the wipe & recreate process. The annual unit price has been prorated for 12 months. Seat add/remove goes through the wipe & recreate p

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Month (P1M
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20
Unit Price: 52.61 €

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cyc	Effectiv Unit Pric	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/25/2021	Dynamics 365 Guides	renew	43.84	5	219.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/24/2021	One-Month commitment for monthly billing	43.84	5	One-Year commitment for monthly/yearly billing	7/25/2021	6/24/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Annual unit price has been prorated for 12 months.

Legacy scenario 20: Trial subscription

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20 s
Unit Price: 526.08 €

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Dynamics 365 Guides	Cycle instance prorate	43.84	25	1096	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	Monthly	6/25/2021	6/24/2022
Contoso	Dynamics 365 Guides	Cycle instance prorate	-43.84	25	-1096	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	Monthly	6/25/2021	6/24/2022
Contoso	Dynamics 365 Guides	Cycle instance prorate	43.84	5	219.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	Monthly	6/25/2021	6/24/2022

Trial to paid conversions go through the wipe & recreate processes. The annual unit price has been prorated for 12 months. Seat add/remove goes through the wipe & recreate pr

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes
Term Duration: One Month (P1M
Billing Plan: Monthly
Quantity: 5 seats (decrease of 20
Unit Price: 52.61 €

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Dynamics 365 Guides	Prorate fees when purchase	43.84	5	219.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/24/2021	Monthly	7/25/2021	6/24/2022

Annual unit price has been prorated for 12 months.

NCE scenario 21: Trial subscription

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-06-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes (07-24)
Term Duration: One Year (P1Y)
Billing Plan: Annual
Quantity: 25 seats
Unit Price: 526.08 €
Scheduled Changes (07-25)
Quantity: 5 seats. (decrease of 20 sea
Scheduled Changes (07-26)
Quantity: 4 seats (total decrease of 2

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge Sta Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pric	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/25/2021	Dynamics 365 Guides	new	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25		6/25/2021	7/24/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	["Trial"]
Contoso	7/24/2021	Dynamics 365 Guides	convert	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	One-Month commitment for trial	0	25		6/25/2021	7/24/2021	23396992-9421-4db8-95ed-1f9be843f7d0	["Trial"]
Contoso	7/24/2021	Dynamics 365 Guides	convert	526.08	25	13152	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/24/2021	7/23/2022	One-Year commitment for monthly/yearly billing	526.08	25		7/24/2021	6/23/2022	23396992-9421-4db8-95ed-1f9be843f7d0	

Trial to paid conversions go through the wipe & recreate processes. The seat removal will occur in the next cycle. The next cycle is due on the next

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes (07-24)
Term Duration: One Year (P1Y)
Billing Plan: Annual
Quantity: 25 seats
Unit Price: 526.08 €
Scheduled Changes (07-25)
Quantity: 5 seats. (decrease of 20 sea
Scheduled Changes (07-25)
Quantity: 4 seats (total decrease of 2

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/25/2021	Dynamics 365 Guides	removeQuantity	526.08	25	-12071	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	6/24/2022	One-Year commitment for monthly/yearly billing	-482.84	25		6/25/2021	6/24/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	7/25/2021	Dynamics 365 Guides	removeQuantity	526.08	5	2414.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	6/24/2022	One-Year commitment for monthly/yearly billing	482.84	5		6/25/2021	6/24/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	7/26/2021	Dynamics 365 Guides	removeQuantity	526.08	5	-2406.95	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	6/24/2022	One-Year commitment for monthly/yearly billing	-481.39	5		6/25/2021	6/24/2022	2c505562-6801-40fc-916f-8fc9bb8ad126	
Contoso	7/26/2021	Dynamics 365 Guides	removeQuantity	526.08	4	1925.56	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/26/2021	6/24/2022	One-Year commitment for monthly/yearly billing	481.39	4		6/25/2021	6/24/2022	2c505562-6801-40fc-916f-8fc9bb8ad126	

Seat add/remove goes through the wipe & recreate processes.

Legacy scenario 21: Trial subscription

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes (07-24)
Term Duration: One Year (P1Y)
Billing Plan: Annual
Quantity: 25 seats
Unit Price: 526.08 €
Scheduled Changes (07-25)
Quantity: 5 seats. (decrease of 20 sea
Scheduled Changes (07-25)
Quantity: 4 seats (total decrease of 2

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Dynamics 365 Guides	Prorate fees when purchase	0	25	0	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	Monthly	6/25/2021	7/24/2021
Contoso	Dynamics 365 Guides	Prorate fees when purchase	526.08	25	13152	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	6/23/2022	Annually	7/24/2021	6/23/2022

Trial with conversion
Product Name: Dynamics 365 Guides
Order Date: 2021-25
Quantity: 25 seats
Unit Price: 0.00 €
Renew: On

Scheduled Changes (07-24)
Term Duration: One Year (P1Y)
Billing Plan: Annual
Quantity: 25 seats
Unit Price: 526.08 €
Scheduled Changes (07-25)
Quantity: 5 seats. (decrease of 20 sea
Scheduled Changes (07-25)
Quantity: 4 seats (total decrease of 2

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Dynamics 365 Guides	Cycle instance prorate	-526.08	25	-13152	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	6/24/2022	Annually	6/25/2021	6/24/2022
Contoso	Dynamics 365 Guides	Cycle instance prorate	43.24	25	1080.99	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/24/2021	Annually	6/25/2021	6/24/2022
Contoso	Dynamics 365 Guides	Cycle instance prorate	1.44	5	7.21	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	7/26/2021	Annually	6/25/2021	6/24/2022
Contoso	Dynamics 365 Guides	Cycle instance prorate	481.39	4	1925.56	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/26/2021	6/24/2022	Annually	6/25/2021	6/24/2022

Seat add/remove goes through the wipe & recreate processes.

Add-on subscription scenarios

NCE scenario 22: Add-on subscription

Add-on with quantity not aligned with the base product
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity Tier 3 (1 unit = 50 min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/20/2021	Power Apps Portals login capacity add-on Tier 3	new	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/19/2021	One-Year commitment for monthly/yearly billing	44.25	50	Monthly	6/20/2021	6/19/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	["AddOn"]

Since the Add-On purchases are not dependent on prerequisites, they're not linked to the base product. However, for 12 months, i

Legacy scenario 22: Add-on subscription

Add-on with quantity not aligned with the base product
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity Tier 3 (1 unit = 50 min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Dynamics 365 Guides	Prorate fees when purchase	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/19/2021	Monthly	6/20/2021	6/19/2022

NCE scenario: Add-on subscription

Add-on with quantity and Term Duration not aligned with the base product
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity Tier 3 (1 unit = 50 min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/20/2021	Power Apps Portals login capacity add-on Tier 3	new	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	6/19/2022	One-Year commitment for monthly/yearly billing	44.25	50	Monthly	6/20/2021	6/19/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	["AddOn"]

Since the Add-On purchases are not dependent on prerequisites, they're not linked to the base product. However, for 12 months, since i

Legacy scenario 23: Add-on subscription

Add-on with quantity and Term Duration not aligned with the base product
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (1 unit min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Contoso	Dynamics 365 Guides	Prorate fees when purchase	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/19/2021	Monthly	6/20/2021	6/19/2022

NCE scenario 24: Add-on subscription

Add-on with quantity and Term Duration not aligned with the base product
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (1 unit min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cyc	Effectiv Unit Pric	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/20/2021	Power Apps Portals login capacity add-on Tier 3	new	531	50	26550	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	6/19/2022	One-Year commitment for monthly/yearly billing	531.00	50		6/20/2021	6/19/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	["AddOn"]

Since the Add-On purchases are not dependent on prerequisites, they're not linked to the base product. However, for the month since i

Add-on with quantity and Term Duration not aligned with the base product
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (1 unit min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Contoso	Power Apps Portals login capacity add-on Tier 3	Prorate fees when purchase	531	50	26550	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	6/19/2022	Annually	6/20/2021	6/19/2022

NCE scenario 25: Add-on subscription

Add-on with Increase seats and Base Product stopped
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (Min 1 unit)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On
Scheduled Changes (2021-07-24)
Quantity: 55 seats. (increase of 5 seats)

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/20/2021	Power Apps Portals login capacity add-on Tier 3	new	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/19/2021	One-Year commitment for monthly/yearly billing	44.25	50	Monthly	6/20/2021	6/19/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	["AddOn"]

Since the Add-On purchases are not dependent on prerequisites, they're not linked to the base product. However, the price i

Add-on with Increase seats and Base Product stopped
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (Min 1 unit)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On
Scheduled Changes (2021-07-24)
Quantity: 55 seats. (increase of 5 seats)

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/20/2021	Power Apps Portals login capacity add-on Tier 3	new	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/20/2021	8/19/2021	One-Year commitment for monthly/yearly billing	44.25	50	Monthly	6/20/2021	6/19/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	["AddOn"]
Contoso	7/24/2021	Power Apps Portals login capacity add-on Tier 3	addQuantity	44.25	50	-1927	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/20/2021	8/19/2021	One-Year commitment for monthly/yearly billing	-38.54	50	Monthly	6/20/2021	6/19/2022	08f9fe3f-37b6-4685-bedc-54bffdd97be3	["AddOn"]
Contoso	7/24/2021	Power Apps Portals login capacity add-on Tier 3	addQuantity	44.25	55	2119.7	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/24/2021	8/19/2021	One-Year commitment for monthly/yearly billing	38.54	55	Monthly	6/20/2021	6/19/2022	08f9fe3f-37b6-4685-bedc-54bffdd97be3	["AddOn"]

Since the Add-On purchases are not dependent on prerequisites, they're not linked to the base product. However, the price is locked for 12 months. Seat add/remove goes through the recreate processes.

Legacy scenario 25: Add-on subscription

Add-on with Increase seats and Base Product stopped
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (Min 1 unit)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On
Scheduled Changes (2021-07-24)
Quantity: 55 seats. (increase of 5 seats)

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start Date	Charge End Date	Billing Cycle	Subscription Start Date	Subscription End Date
Contoso	Power Apps Portals login capacity add-on Tier 3	Prorate fees when purchase	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/19/2021	Monthly	6/20/2021	6/19/2022

Add-on with Increase seats and Base Product stopped
Base Product: No prerequisites
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 15 €
Quantity: 10 seats
Renew: Off

Add-on
Product Name: Power Apps Portals login capacity add-on Tier 3 (1 unit min)
Order Date: 2021-06-20
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 531 €
Quantity: 50 seats (Min Licenses)
Renew: On
Scheduled Changes (2021-07-24)
Quantity: 55 seats. (increase of 5 seats)

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Power Apps Portals login capacity add-on Tier 3	Prorate fees when purchase	-44.25	50	-2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/20/2021	7/19/2021	Monthly	6/20/2021	6/19/2022
Contoso	Power Apps Portals login capacity add-on Tier 3	Prorate fees when purchase	44.25	50	2212.5	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/20/2021	8/19/2021	Monthly	6/20/2021	6/19/2022
Contoso	Power Apps Portals login capacity add-on Tier 3	Prorate fees when purchase	5.71	50	285.48	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/20/2021	7/24/2021	Monthly	6/20/2021	6/19/2022
Contoso	Power Apps Portals login capacity add-on Tier 3	Prorate fees when purchase	38.54	55	2119.70	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/14/2021	Monthly	6/20/2021	6/19/2022

The unit price is prorated for 12 months. Seat add/remove goes through the wipe & recreate processes.

Upgrade subscription scenarios

NCE scenario 26: Full upgrade subscription

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (P
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 300 seats
Renew: On

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Curren	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	300	3024	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	300		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/25/2021	Microsoft 365 Business Standard	convert	10.08	300	-2316	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	-7.72	300		6/18/2021	7/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	
Contoso	6/25/2021	Office 365 E1	convert	6.43	300	1476	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/17/2021	One-Month commitment for monthly billing	4.92	300		6/25/2021	7/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	

Upgrades don't go through wipe & recreate processes. Instead, we swap the upgraded seats directly with the base product. Use the base and upgraded subscriptions using "Reference ID" & "Subscription ID" attributes.

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 300 seats
Renew: On

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Curren	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Office 365 E1	renew	6.43	300	1929	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	6.43	300		7/18/2021	8/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	

Trial to paid conversions go through the wipe & recreate processes. The seat removal will occur in the next cycle.

Legacy scenario 26: Full upgrade subscription

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (P
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 300 seats
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Monthly term not supported												

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 300 seats
Renew: On

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Monthly term not supported												

NCE scenario 27: Full upgrade subscription

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Year (P1
Billing Plan: Annual
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	100.08	300	30024	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	6/17/2022	One-Year commitment for monthly/yearly billing	100.08	300		6/18/2021	6/17/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/25/2021	Microsoft 365 Business Standard	convert	100.08	300	-29448	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	6/17/2022	One-Year commitment for monthly/yearly billing	-98.16	300		6/18/2021	6/17/2022	3caee454-219f-4092-a2b0-3ece97f8463a	
Contoso	6/25/2021	Office 365 E1	convert	64.32	300	18924	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	6/17/2022	One-Year commitment for monthly/yearly billing	63.08	300		6/25/2021	6/17/2022	3caee454-219f-4092-a2b0-3ece97f8463a	

Upgrades don't go through wipe & recreate processes. Instead, we swap the upgraded seats directly with the upgraded subscription. Linking between the base and upgraded subscriptions using "Reference ID" & "Subscription ID" attributes.

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2026-18
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2026-25
Term Duration: One Year (I
Billing Plan: Annual
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge E Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantity	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
No transaction in July because of upfront payment.																		

Legacy scenario 27: Full upgrade subscription

Full upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2026-18
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2026-25
Term Duration: One Year (P1
Billing Plan: Annual
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Contoso	Microsoft 365 Business Standard	Prorate fees when purchase	100.08	300	30024	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	6/17/2022	Annually	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cancel fee	-100.08	300	-30024	EUR	7d38057c-688d-4f25-d673-8eac527a9332	6/18/2021	6/17/2022	Annually	6/18/2021	6/17/2022
Contoso	Microsoft 365 Business Standard	Cycle instance prorate	1.92	300	575.80	EUR	7d38057c-688d-4f25-d673-8eac527a9333	6/18/2021	6/24/2021	Annually	6/18/2021	6/17/2022
Contoso	Office 365 E1	Cycle instance prorate	64.32	300	19296	EUR	7d38057c-688d-4f25-d673-8eac527a9333	6/25/2021	6/24/2022	Annually	6/25/2021	6/24/2022

Product Name: Microsoft 365 Business Standard
Order Date: 2026-18
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 300 seats
Renew: On

Product Name: Office 365
Upgrade Date: 2026-25
Term Duration: One Year (I
Billing Plan: Annual
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
No transaction in July because of upfront payment.												

NCE scenario 28: Partial upgrade subscription

Partial upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 100 seats
Renew: On

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	300	3024	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	300		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/25/2021	Microsoft 365 Business Standard	convert	10.08	100	-772	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	-7.72	100		6/18/2021	7/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	
Contoso	6/25/2021	Office 365 E1	convert	6.43	100	492	EUR	59c3e280-a725-495d-c5c1-90ad9913d6fd	6/25/2021	7/17/2021	One-Month commitment for monthly billing	4.92	100		6/25/2021	7/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	

Upgrades don't go through wipe & recreate processes. Instead, we swap the upgraded seats directly with the original subscription. Linked and upgraded subscriptions using "Reference ID" & "Subscription ID" attributes.

Partial upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 100 seats
Renew: On

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	200	2016	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	200		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	7/18/2021	Office 365 E1	renew	6.43	100	643	EUR	59c3e280-a725-495d-c5c1-90ad9913d6fd	7/18/2021	8/17/2021	One-Month commitment for monthly billing	6.43	100		7/18/2021	8/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	

Legacy scenario 28: Partial upgrade subscription

Partial upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 100 seats
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Monthly term not supported.												

Partial upgrade
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 E1
Upgrade Date: 2021-06-25
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 6.43 €
Quantity: 100 seats
Renew: On

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Monthly term not supported.												

NCE scenario 29: Full upgrade subscription

Full upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 I
Upgrade Date: 2021-06-25
Term Duration: One Year (F
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantity	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	300	3024	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	300		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/25/2021	Microsoft 365 Business Standard	convert	10.08	300	-2316	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	-7.72	300		6/18/2021	7/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	
Contoso	6/25/2021	Office 365 E1	convert	5.36	300	1230	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/25/2021	7/17/2021	One-Year commitment for monthly/yearly billing	4.1	300	Monthly	6/25/2021	6/24/2022	3caee454-219f-4092-a2b0-3ece97f8463a	

Upgrades don't go through wipe & recreate processes. Instead, we swap the upgraded seats directly with the upgraded subscriptions using "Reference ID" & "Subscription ID" attributes.

Full upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365 I
Upgrade Date: 2021-06-25
Term Duration: One Year (F
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

July 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantity	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/25/2021	Office 365 E1	cycleCharge	5.36	300	1608	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/25/2021	8/24/2021	One-Year commitment for monthly/yearly billing	5.36	300	Monthly	6/25/2021	6/24/2022	3caee454-219f-4092-a2b0-3ece97f8463a	

Annual unit price is prorated for 12 months.

Legacy scenario 29: Full upgrade subscription

Full upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2021-06-25
Term Duration: One Year (
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Monthly term not supported.												

Full upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2021-06-25
Term Duration: One Year (
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 300 seats
Renew: On

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta Date	Subscription Date
Monthly term not supported.												

NCE scenario 30: Partial upgrade subscription

Partial upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2021-06-25
Term Duration: One Year (
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 100 seats
Renew: On

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pric	Billable Quantity	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	300	3024	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	300		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	6/25/2021	Microsoft 365 Business Standard	convert	10.08	100	-772	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	-7.72	100		6/18/2021	7/17/2021	3caee454-219f-4092-a2b0-3ece97f8463a	
Contoso	6/25/2021	Office 365 E1	convert	5.36	100	536	EUR	59c3e280-a725-495d-c5c1-90ad9913d6fd	6/25/2021	7/24/2021	One-Year commitment for monthly/yearly billing	5.36	100	Monthly	6/25/2021	6/24/2022	3caee454-219f-4092-a2b0-3ece97f8463a	

Upgrades don't go through wipe & recreate processes. Instead, we swap the upgraded seats directly with the purchased licenses and upgraded subscriptions using "Reference ID" & "Subscription ID" attributes.

Partial upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2021-06-25
Term Duration: One Year (
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 100 seats
Renew: On

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effectiv Unit Pric	Billable Quantity	Billing Frequency	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	200	2016	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	200		7/18/2021	8/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	7/25/2021	Office 365 E1	cycleCharge	5.36	100	536	EUR	59c3e280-a725-495d-c5c1-90ad9913d6fd	7/25/2021	8/24/2021	One-Year commitment for monthly/yearly billing	5.36	100	Monthly	6/25/2021	6/24/2022	3caee454-219f-4092-a2b0-3ece97f8463a	

Upgrades don't go through wipe & recreate processes. Instead, we swap the upgraded seats directly with the base subs and upgraded subs using the "Reference ID" & "Subscription ID" attributes.

Legacy scenario 30: Partial upgrade subscription

Partial upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2021-06-25
Term Duration: One Year (
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 100 seats
Renew: On

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Monthly term not supported.												

Partial upgrade with Term Change
Product Name: Microsoft 365 Business Standard
Order Date: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 300 seats
Renew: On

Upgrade
Product Name: Office 365
Upgrade Date: 2021-06-25
Term Duration: One Year (
Billing Plan: Monthly
Unit Price: 64.32 €
Quantity: 100 seats
Renew: On

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Monthly term not supported.												

Term change scenarios

NCE scenario 31: Term change

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats.

June 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Term changes will occur in the next cycle beyond the date falls in the next cycle

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats.

July 2021 Recon File

Customer Name	Order Date	Product Name	Charge Type	Unit Price	Quantity	Total	Currency	Subscription Id	Charge Start Date	Charge End Date	Term And Billing Cycle	Effective Unit Price	Billable Quantity	Billing Frequency	Subscription Start Date	Subscription End Date	Reference Id	Product Qualifier
Contoso	7/18/2021	Microsoft 365 Business Standard	renew	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	10.08	10		7/18/2021	8/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	7/24/2021	Microsoft 365 Business Standard	convert	10.08	10	-81.2	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/18/2021	8/17/2021	One-Month commitment for monthly billing	-8.12	10		7/18/2021	8/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	
Contoso	7/24/2021	Microsoft 365 Business Standard	convert	8.34	10	83.4	EUR	7d38057c-688d-4f25-d673-8eac527a9331	7/24/2021	8/23/2021	One-Year commitment for monthly/yearly billing	8.34	10	Monthly	7/24/2021	7/23/2022	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Term changes wipe out the existing term and create a new term from the order date and extend until the term's entire duration

Legacy scenario 31: Term change

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1Y)
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats.

June 2021 Recon File

Customer Name	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Monthly term not supported.												

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1
Billing Plan: Monthly
Unit Price: 100.08 €
Quantity: 10 seats.

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Start Date	Subscription Date
Monthly term not supported.												

NCE scenario 32: Term change

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats.

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Term changes will occur in the next cycle because the date falls in the next cycle.

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats.

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge St Date	Charge En Date	Term And Billing Cy	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
Contoso	6/18/2021	Microsoft 365 Business Standard	new	10.08	10	100.8	EUR	7d38057c-688d-4f25-d673-8eac527a9331	6/18/2021	7/17/2021	One-Month commitment for monthly billing	10.08	10		6/18/2021	7/17/2021	361e51df-316f-4bab-8a87-8b67a32b5fe0	

Term changes will occur in the next cycle because the date falls in the next cycle.

Legacy scenario 32: Term change

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats.

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Monthly term not supported.												

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Month (P1M)
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats.

July 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
Monthly term not supported.												

Legacy scenario 3: Term change

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.

June 2021 Recon File

Custome Name	Order Date	Product Name	Charge Type	Unit Price	Quantit	Total	Currenc	Subscriptio Id	Charge Sta Date	Charge En Date	Term And Billing Cyc	Effectiv Unit Pri	Billable Quantit	Billing Frequen	Subscripti Start Date	Subscripti End Date	Reference Id	Product Qualifier
This scenario is not possible.																		

Legacy scenario 33: Term change

Term Change
Product Name: Microsoft 365 Business Standard
Purchase: 2021-06-18
Term Duration: One Year (P1Y)
Billing Plan: Annual
Unit Price: 100.08 €
Quantity: 10 seats.
Renew: On

Scheduled Changes (2021-07-24)
Term Duration: One Month (
Billing Plan: Monthly
Unit Price: 10.08 €
Quantity: 10 seats.

June 2021 Recon File

Customer Na	Offer Name	Charge Type	Unit Price	Quantity	Sub Total	Currency	Syndication Partner Subscription Number	Charge Start	Charge End D	Billing Cycle	Subscription Sta	Subscription Date
This scenario is not possible.												

Trials

New commerce trial offers are unchanged at 25 seats. The key difference with new commerce trial offers is that unless the auto-renew is turned off, trials will auto-renew to paid offers after 30 days.

Support requirements

Partners are required to be the first point of contact for customer support issues directly related to the procurement, license key access/activation, and product media or download fulfillment of products deemed to be Server Subscription offers. Refer to the Microsoft Partner Agreement for full details.

Incentives

Incentives information will be made available after September 1, 2021. You can review the updated FY22 partner incentive guides on the Partner Incentives Portal.

Sandbox

Public availability of the sandbox is available from September 1, 2021. For information on how to gain access to the sandbox and how to use it, review the Sandbox documentation in the collection.

Microsoft 365, Dynamics 365, Power Platform, and Windows 365 products can be purchased through the Partner Center API/SDK. For full and complete details, refer to the collection.

Change log

August 2021

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