Click2License Step by Step Guide

http://click2license.ingrammicro.com

If you have trouble logging into Click2License please call the Ingram Micro ecommerce team at 1-800-616-4665.

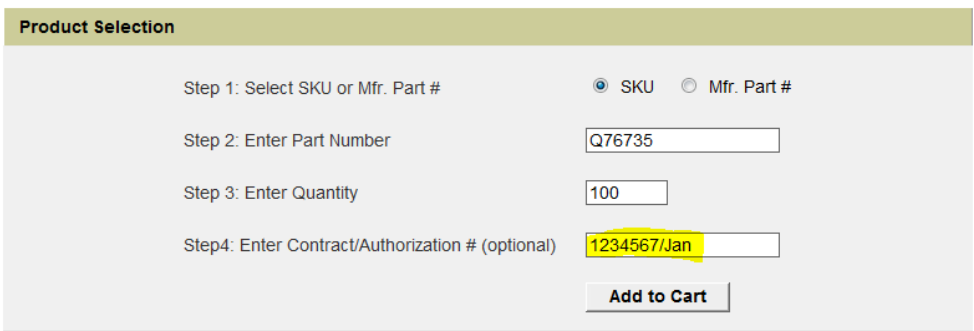**Step 1**: Click on Expert Order Entry link

Step 2: Enter the first sku number and qty. in the appropriate fields. This can be found on the price list and or usage report which you can find on the FTP site:
ftp://license:LICENSE@ftpsecure.ingrammicro.com/FUSION/LICENSE/MOLP/SPLA Usage and Info.

Step 3: In the Enter Contracts/Authorization Field type in your SPLA Agreement number/and the month of the usage that you are submitting. Please see below for example. Your agreement number can be found in your Welcome E-mail sent from Microsoft. It will be labeled as your Enrollment number.

Step 4: Continuing entering products that you need to report. Your shopping cart will automatically update with the items you are adding. Please see example below.
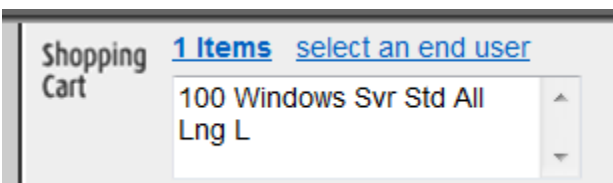
Step 5: Selecting an End User. When you have added all of the items to your shopping cart proceed to select an end user by clicking on the select an end user link that appears in the shopping cart.

Step 6: Add your company. If this is your first time placing your usage on Click2License you will need to add your company as an end user. If you have previously reported usage using Click2License you can then search for your company in the database. Please see below.

click **Create New End User**. Once you have created a New End User, you will need to select the end user using the letters below.

Search for End User by Company Name: [   ] [Search]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

****Please remember that the End User is **Your Company****** The only time you would reference a different end user would be if they had a corporate enrollment.

Step 7: Finalizing your Usage Report. Once you have added your company as the end user and reviewed the items in your shopping cart, you can click on the Proceed to Check Out button.

MICROSOFT SAAS > SPLA Corporate   Contract/Authorization # 1234567/JAN

SKU	Mfr. part #	Product Description	Pts	Qty	Cost	Est. Sell Price	Initial Payment	Total Cost	Est. Total Sell Price
Q76735	P73-03408	Windows Svr Std All Lng Lic/SA MVL SAL	100.0	100	$3.60	$3.60	$360.00	$360.00	$360.00

Qualifying Pts: 100.0
Calculated Price Level: No Level

[Update Quantities And Prices]

Initial Payment (USD): $360.00
Remaining Balance (USD): $0.00
Total Cost (USD): $360.00
Est. Total Sell Price (USD): $360.00

→ Add New License To Cart   [Delete Cart And Return Home]   [Create Quote]   [Proceed to Check Out]

Step 8: Fill out all necessary fields. Please reference a PO # as it is now required. The purchaser PO is the PO # that will be reference in the order. However, you will need to fill out both fields. Select payment type and then click the continue button.

Order Information

Purchaser PO#: *   [Your PO #]   Payment Type: * [Credit Card ▼]
End User P.O. # * [   ]   Credit Card
                                                                     IM Account
                                                                     Flooring

* Required field   [Cancel And Return To Shopping Cart]   [Continue to Credit Card]

Step 9: If you select Credit Card you will need to provide the necessary credit card information. If another payment option is chosen the link will take you right to the order confirmation screen and you are done!