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Documentation Modules Products Items

Reservation Items

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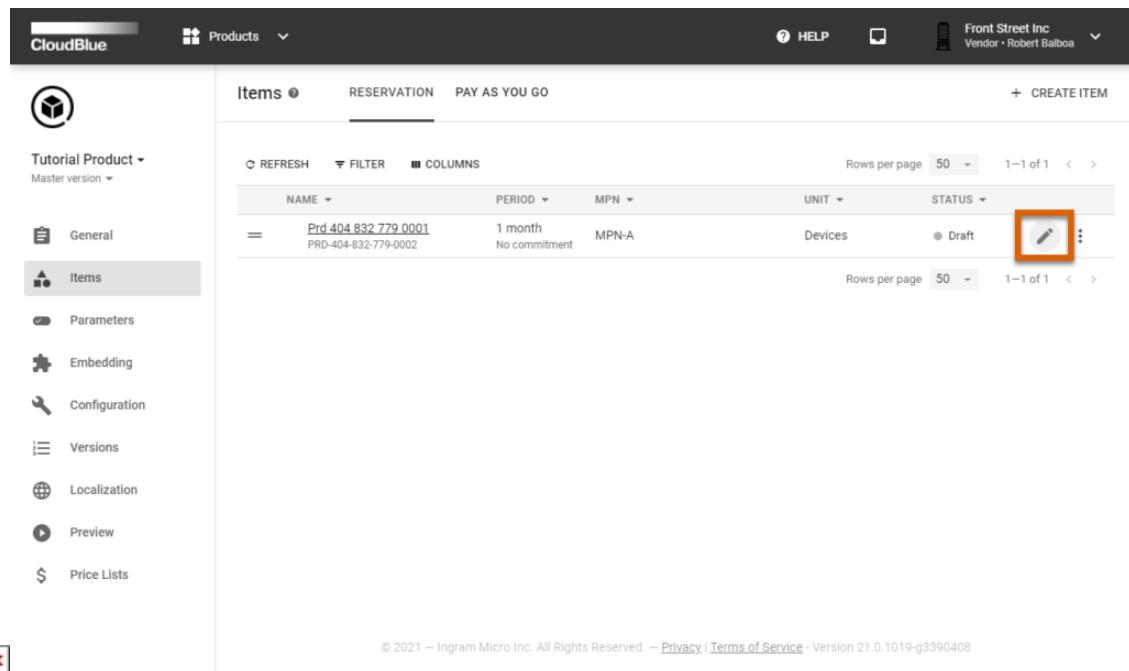
Auto-generated at February 11, 2026



The **Items** section of the product profile page provides the **Reservation** tab that is used to define reservation items. The following provides step-by-step instructions on how to define the items on the Connect platform.

Define your items

Click on the **Edit** icon next to a provided default item to edit this item. Alternatively, delete the default items and click the **Create Item** button to define a new item.



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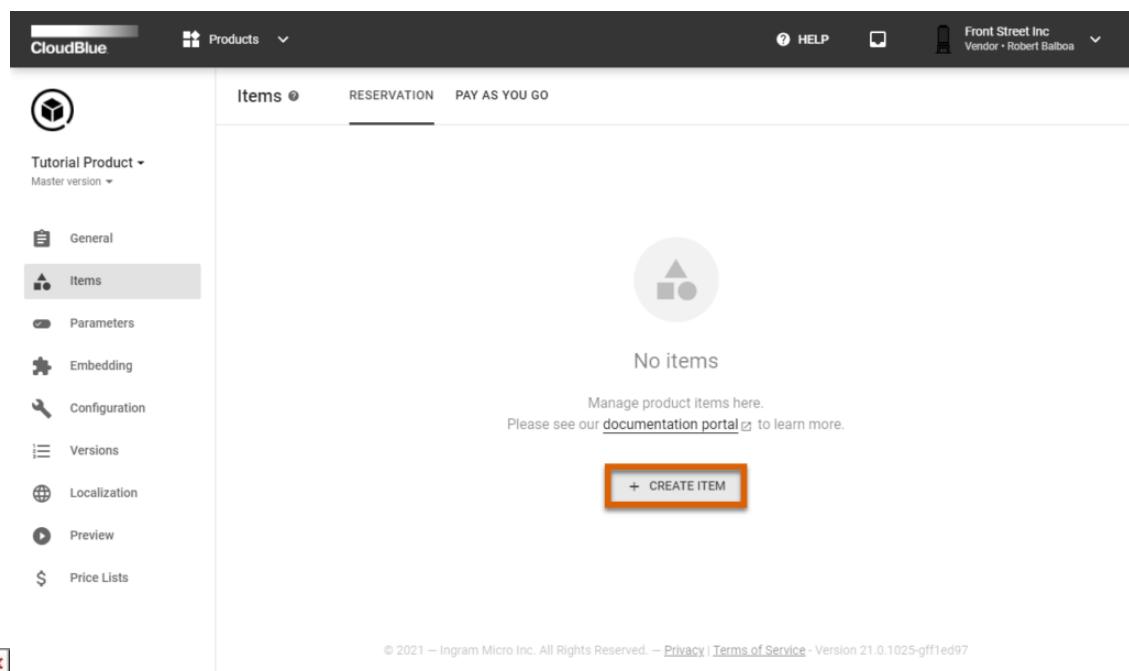
Items  RESERVATION PAY AS YOU GO 

REFRESH FILTER COLUMNS Rows per page 50 1–1 of 1 < >

| NAME | PERIOD | MPN | UNIT | STATUS |
|--|--------------------------|-------|---------|---|
| Prd 404 832 779 0001 PRD-404-832-779-0002 | 1 month No commitment | MPN-A | Devices |  Draft  |

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Items  RESERVATION PAY AS YOU GO

No items

Manage product items here.
Please see our [documentation portal](#) to learn more.

 + CREATE ITEM

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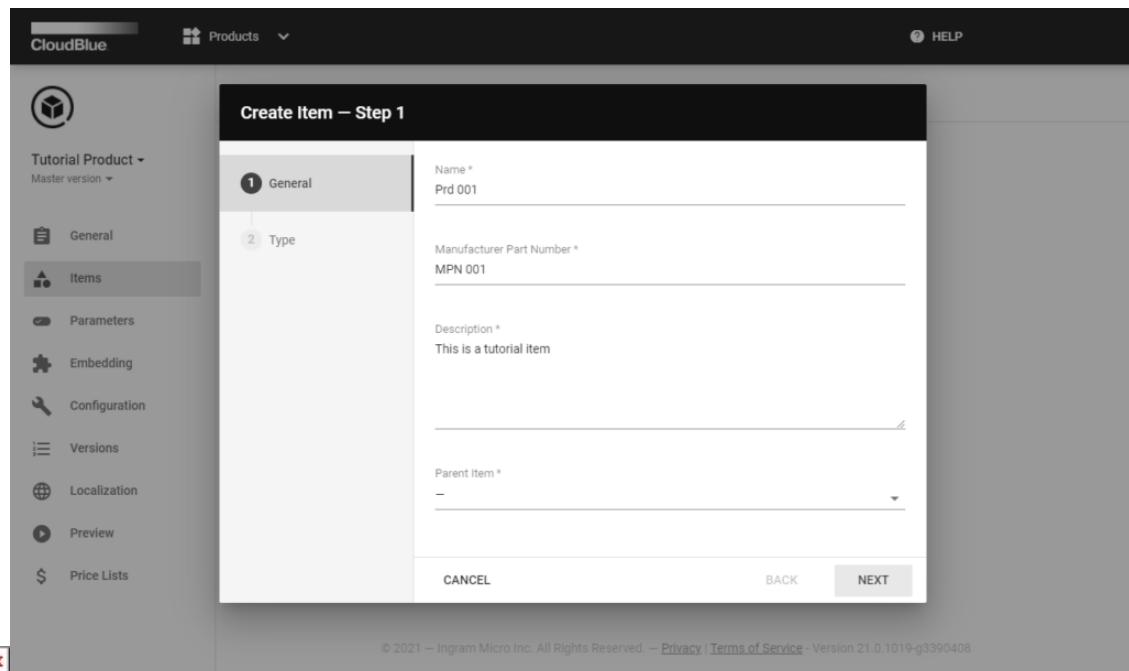


The following steps in the appeared form help you to successfully configure your reservation items.

1. General

Specify the general properties:

- **Name:** Enter your item name.
- **Manufacturer Part Number:** Type your item MPN.
- **Description:** Enter a short description of your item.
- **Parent Item:** Select a parent item (optional).



The screenshot shows the 'Create Item – Step 1' dialog box. On the left, a sidebar lists 'General', 'Items' (which is selected), 'Parameters', 'Embedding', 'Configuration', 'Versions', 'Localization', 'Preview', and 'Price Lists'. The main area has two tabs: '1 General' (selected) and '2 Type'. The 'General' tab contains fields for 'Name *' (Prd 001), 'Manufacturer Part Number *' (MPN 001), and 'Description *' (This is a tutorial item). The 'Type' tab is partially visible. At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The footer of the dialog box includes a copyright notice: '© 2021 – Ingram Micro Inc. All Rights Reserved. – [Privacy](#) | [Terms of Service](#) - Version 21.0.1019-g3390408'.

Click **Next** or click on the **Type** step to specify the type properties.

2. Type

Fill out the type form



Information

The type form allows specifying the following properties:

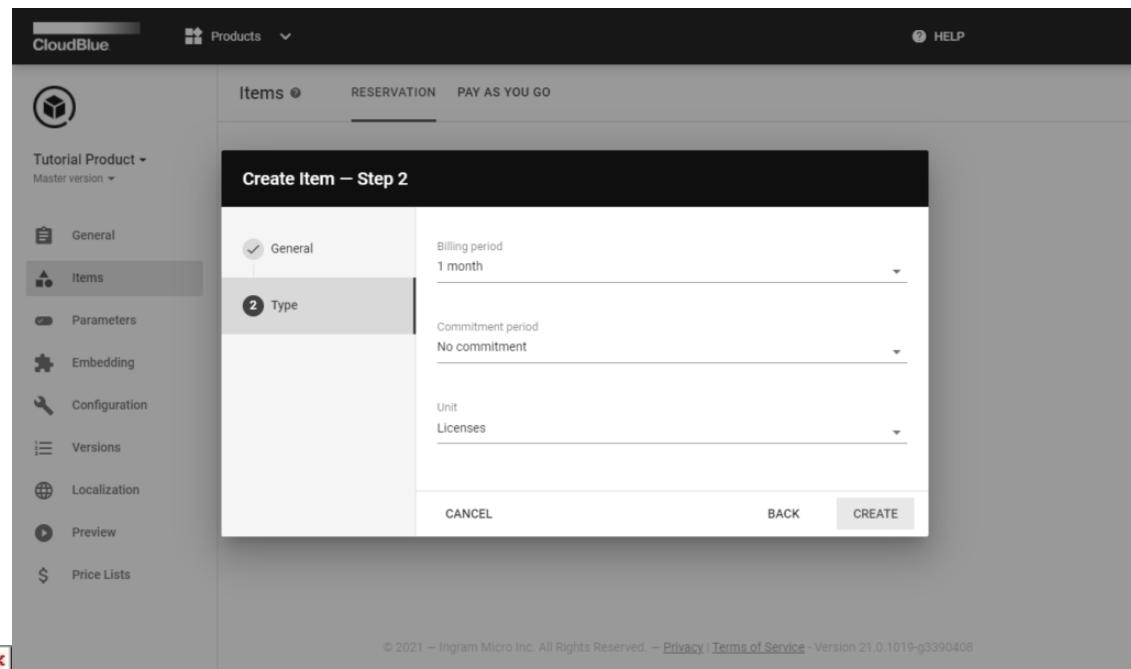
Billing Period specifies the interval of time from the end of one billing statement date to the next billing statement date.

Commitment period specifies whether a Vendor is committed to providing the service for a selected period and whether customers are committed to paying for the service

during this period.

Unit defines how service resources are accounted for, for example, per unit or per computer.

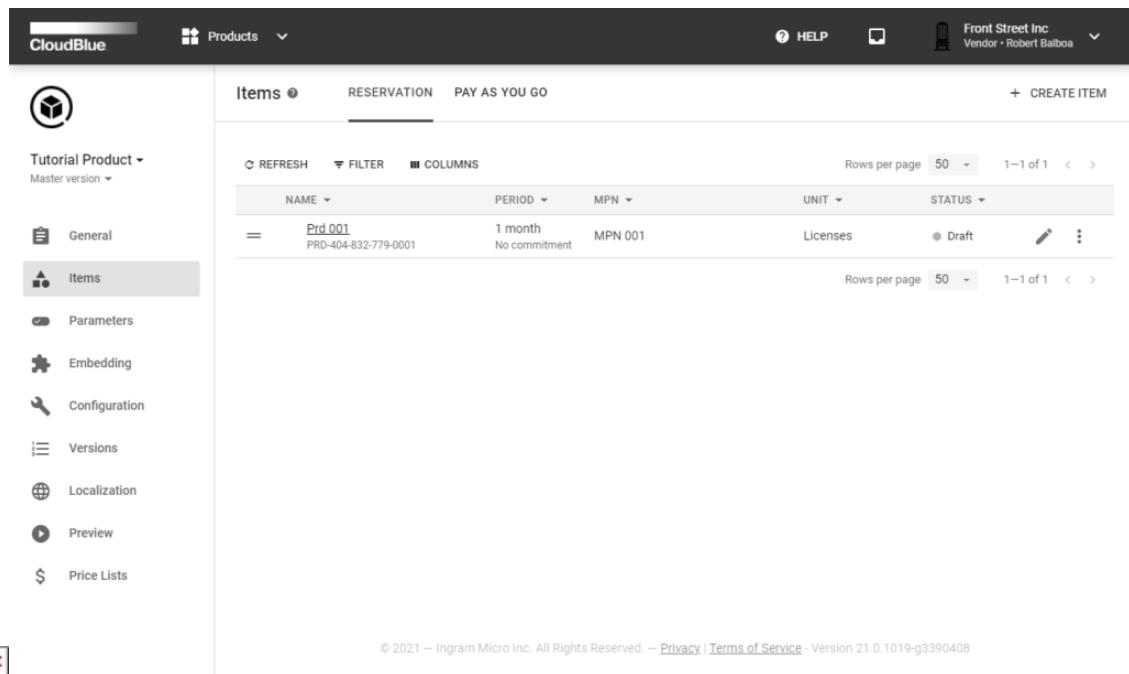
- **Billing period:** Select a billing period from the list. The system allows selecting 1 month, 1-5 years, or perpetual options.
- **Commitment period:** Select the commitment period from 1 to 5 years or exclude commitment by selecting the “no commitment” option.
- **Unit:** Select an item unit type from the list. The system provides a variety of available item unit types to select, such as Licenses, Devices, Messages, Calls, Users, and more.



Save your items

Click **Save** or **Create** to complete your item definition.

As a result, your defined item will be available on the **Reservation** items list.



Items  RESERVATION PAY AS YOU GO

REFRESH FILTER COLUMNS

| NAME | PERIOD | MPN | UNIT | STATUS |
|---------------------------------|--------------------------|---------|----------|---|
| Prd 001 PRD-404-832-779-0001 | 1 month No commitment | MPN 001 | Licenses | Draft  |

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General 

Items 

Parameters 

Embedding 

Configuration 

Versions 

Localization 

Preview 

Price Lists 

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It is possible to review the provided item information by accessing the *item details* screen. Click the edit icon to update item name, MPN, or description.