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Reservation Items



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Introduction



Information

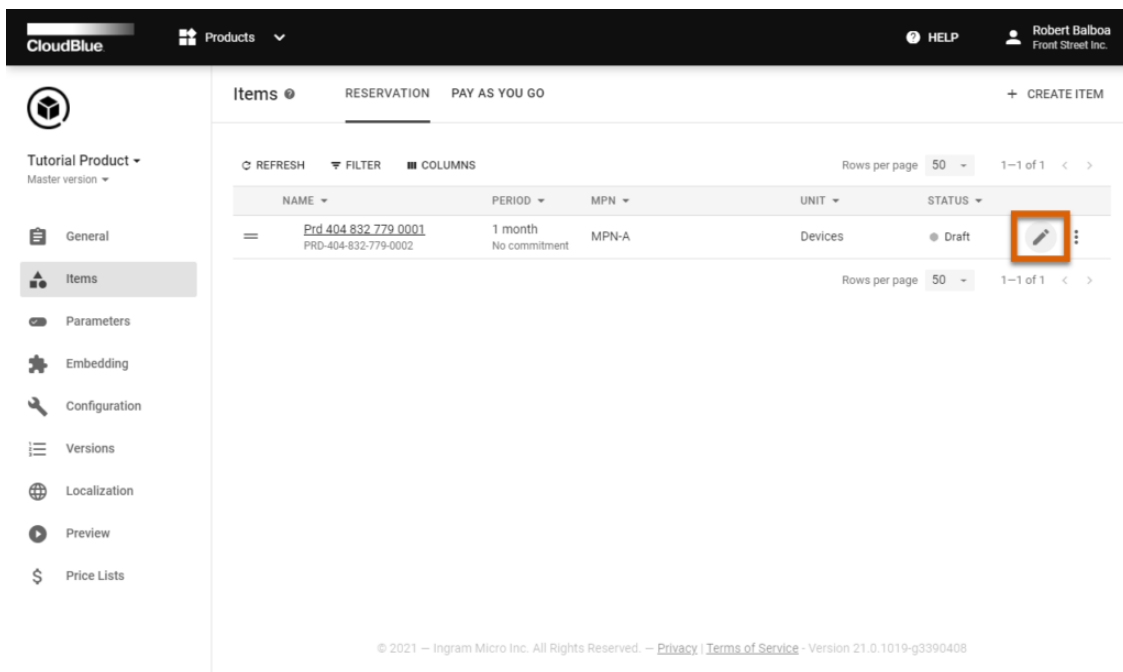
A reservation item represents an individual resource or a service that customers order and pay for. Reservation items usually correlate with stock keeping units (SKUs) in a Vendor's price book. Such items can also represent Support SKUs, Trial SKUs, and so on.

The reservation items are defined in the **Reservation** tab from the **Items** section of your product profile page. The following provides step-by-step instructions on how to define items on the Connect platform.

Define your reservation items

1. Start defining your item

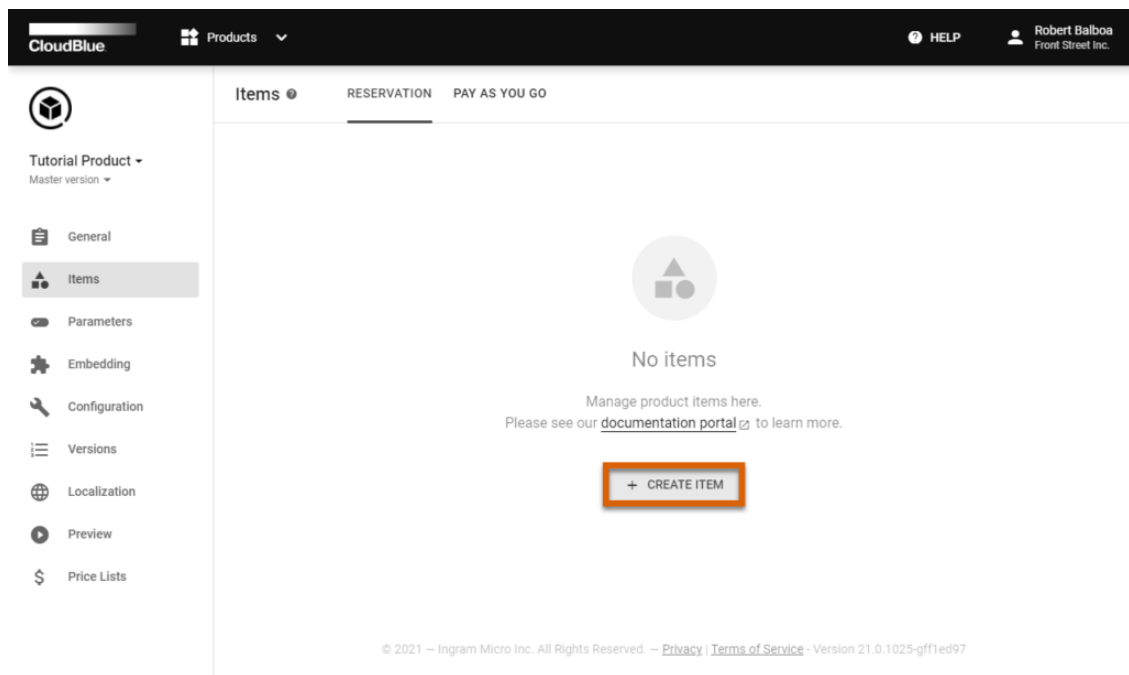
Click on the **Edit** icon next to a provided default item to edit this item.



The screenshot shows the CloudBlue interface for defining reservation items. The top navigation bar includes the CloudBlue logo, 'Products' dropdown, 'HELP', and user information for Robert Balboa at Front Street Inc. The left sidebar shows the 'Tutorial Product' menu with options like General, Items (selected), Parameters, Embedding, Configuration, Versions, Localization, Preview, and Price Lists. The main content area is titled 'Items' and has tabs for 'RESERVATION' and 'PAY AS YOU GO'. A '+ CREATE ITEM' button is visible. The 'RESERVATION' tab displays a table with columns: NAME, PERIOD, MPN, UNIT, and STATUS. The table contains one row with the following data: NAME: Prd 404 832 779 0001 (with a sub-row PRD-404-832-779-0002), PERIOD: 1 month (with a sub-row No commitment), MPN: MPN-A, UNIT: Devices, and STATUS: Draft. The 'Edit' icon (pencil) in the rightmost column of this row is highlighted with a red box. The table also includes 'REFRESH', 'FILTER', and 'COLUMNS' controls, and 'Rows per page' and '1-1 of 1' indicators.

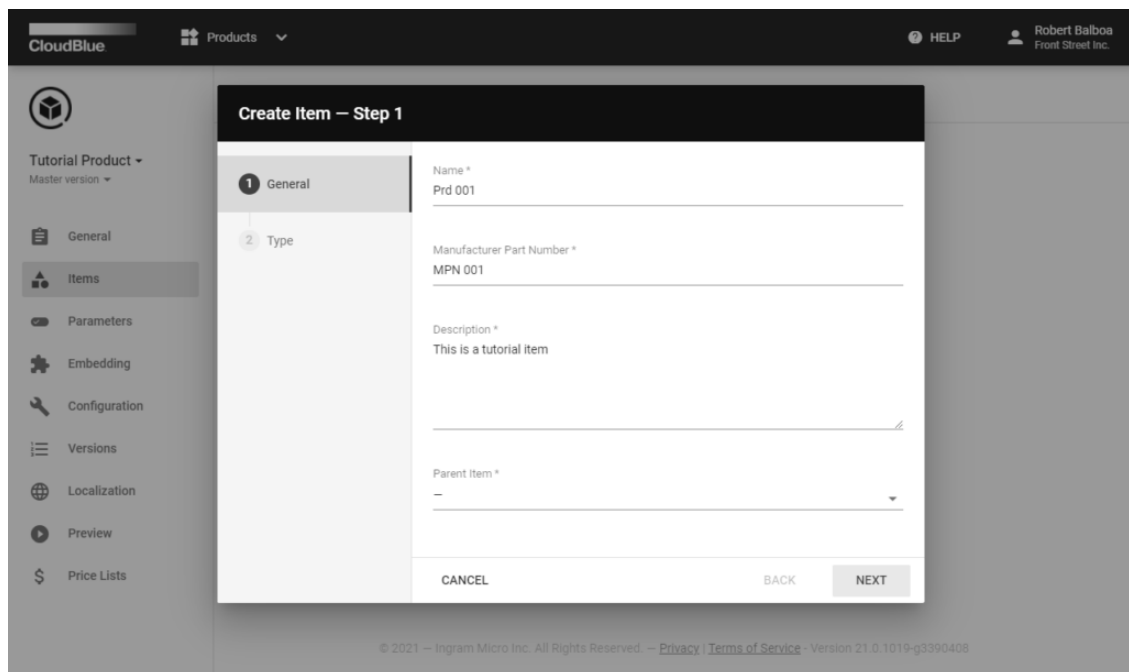
NAME	PERIOD	MPN	UNIT	STATUS
Prd 404 832 779 0001 PRD-404-832-779-0002	1 month No commitment	MPN-A	Devices	Draft

Alternatively, delete the default items and click the **Create Item** button to define a new item.



2. Specify the general properties

Fill out the general properties form:



- **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).

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

3. Fill out the type form



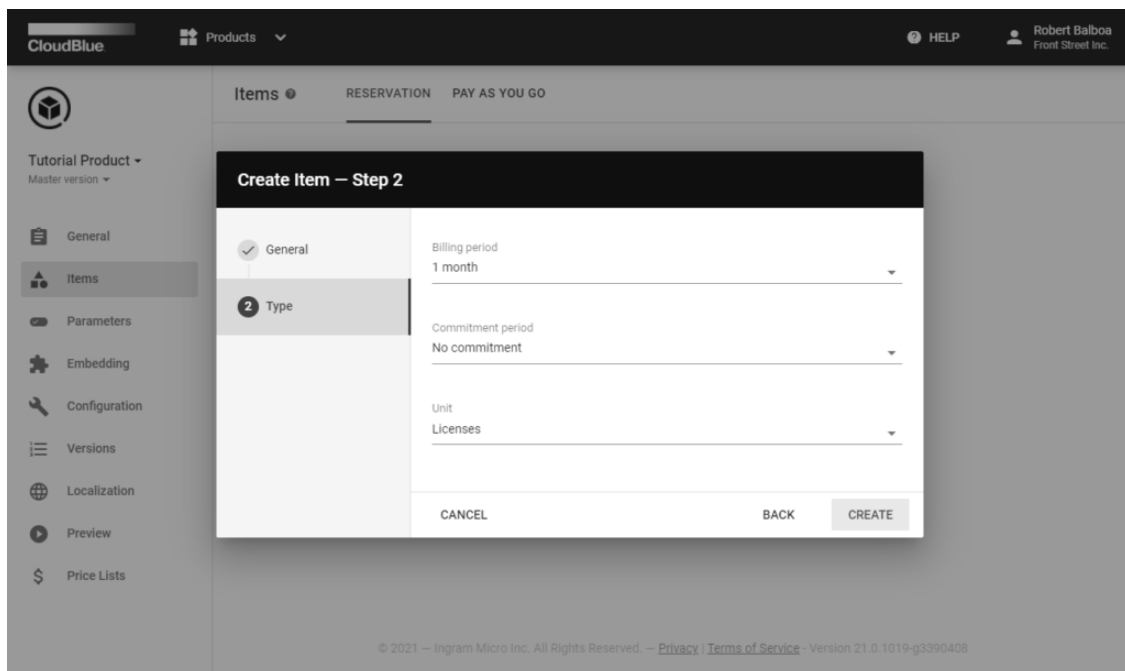
Information

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.

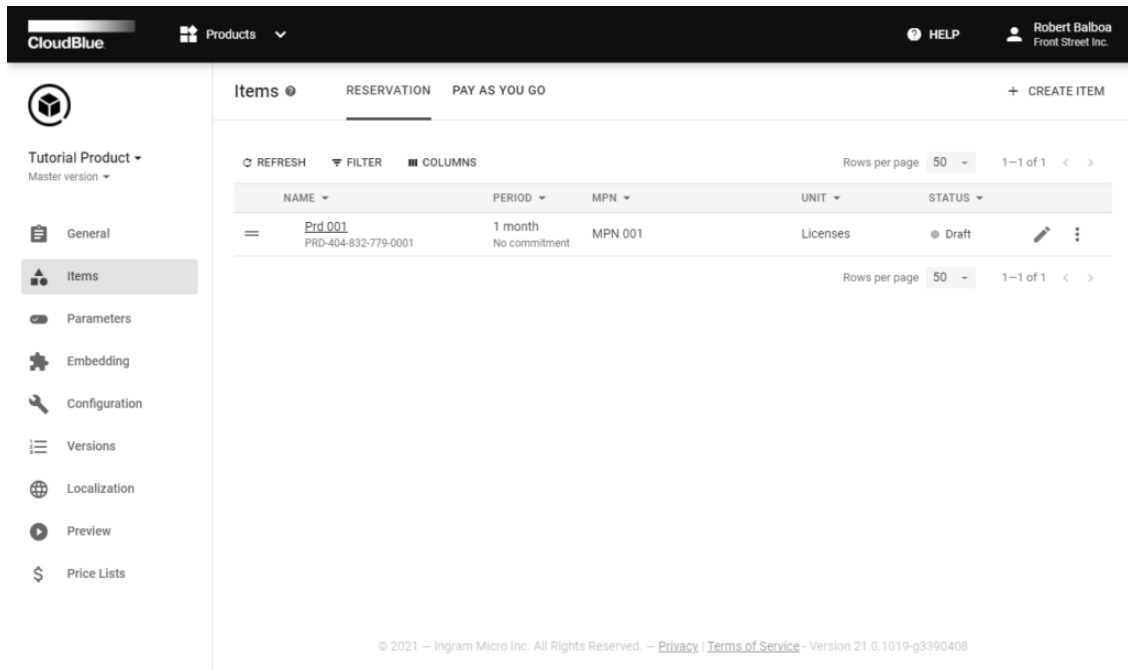


- **Billing period:** Select a billing period from the list. The system allows selecting 1 month, 1-5 years, or perpetual options.
- **Commitment period:** Select the commitment period from 1 to 5 years or exclude commitment by selecting the “no commitment” option.
- **Unit:** Select an item unit type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

4. Save your defined reservation item

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

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



The screenshot shows the CloudBlue interface for managing reservation items. The top navigation bar includes the CloudBlue logo, a 'Products' dropdown, a 'HELP' icon, and the user profile 'Robert Balboa, Front Street Inc.'. The main content area is titled 'Items' and has tabs for 'RESERVATION' and 'PAY AS YOU GO'. A '+ CREATE ITEM' button is visible in the top right. The 'RESERVATION' tab is active, showing a table with columns: NAME, PERIOD, MPN, UNIT, and STATUS. The table contains one row with the following data:

NAME	PERIOD	MPN	UNIT	STATUS
<u>Prd 001</u> PRD-404-832-779-0001	1 month No commitment	MPN 001	Licenses	Draft

Below the table, there are controls for 'Rows per page' (set to 50) and '1-1 of 1' with navigation arrows. At the bottom of the page, there is a copyright notice: '© 2021 - Ingram Micro Inc. All Rights Reserved. - Privacy | Terms of Service - Version 21.0.1019-g3390408'.