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Usage - Distributor & Reseller Portals



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Auto-generated at February 18, 2026



Reviewing Usage Files

Once Vendors successfully submit their usage record, Distributors and Resellers can get the spreadsheet file and examine it via the **Usage** module on the CloudBlue Connect platform. Access the *Usage File Details* screen and click the **Download** button under **Processed Vendor Usage File**:

CloudBlue Usage

Usage file details 04/01/2021 - 05/02/2021

ACCEPT REJECT

Status	ID	Schema	Records statistics	Product	Marketplace
Pending	UF-2021-06-5788-2353	QT	1 Pending Accepted Closed	Tutorial Product PRD-640-516-332	Tutorial Marketplace MP-38661

GENERAL EXTRACT RECONCILE

Vendor: Front Street Inc
Distribution Contract: Tutorial - Distribution Agreement
Period (UTC): 04/01/2021 3:00 AM - 05/02/2021 2:59 AM
Currency: -

Description: -

Processed Vendor Usage File

UF-2021-06-5788-2353-PROCESSED.xlsx DOWNLOAD

Created: 06/16/2021 6:02 AM Robert Balboa
Accepted: 06/16/2021 6:07 AM System

AutoSave UF-2021-06-5788-2353-PROCESSED.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

Processed Usage File

1 Processed Usage File

2 Print this page

3 Template version: Jan-07-2020

4 This page contains information you need to create, validate and upload your usage report file to the Vendor Portal. We recommend that you print this page so you can refer to it as you go.

5 Save a copy of this file as an Excel worksheet on your hard drive. Then proceed to enter your usage data into the 'records' tab, using the guidelines below.

6 'general' tab

7 The 'general' tab contains overview information about the usage file and this information includes product, marketplace, vendor, provider etc.

8 'categories' tab

9 The 'categories' tab includes information about different item categories available for the product. 'category_id' field of the tab can be used to refer category of the item in 'records' tab.

10 'records' tab

11 The 'records' tab stores actual usage information. Column headers in bold indicate required data. For best results, also submit as much preferred and optional data as possible for your products.

12 Save your Inventory File

13 When you have finished entering your product data into the 'records' tab, save the resulting file as a Microsoft Excel XLSX (*.xlsx) file.

14 Still have questions?

15 If you have read the Instructions or Data Definitions tabs of this file and still have questions, please refer to Connect Community Page.

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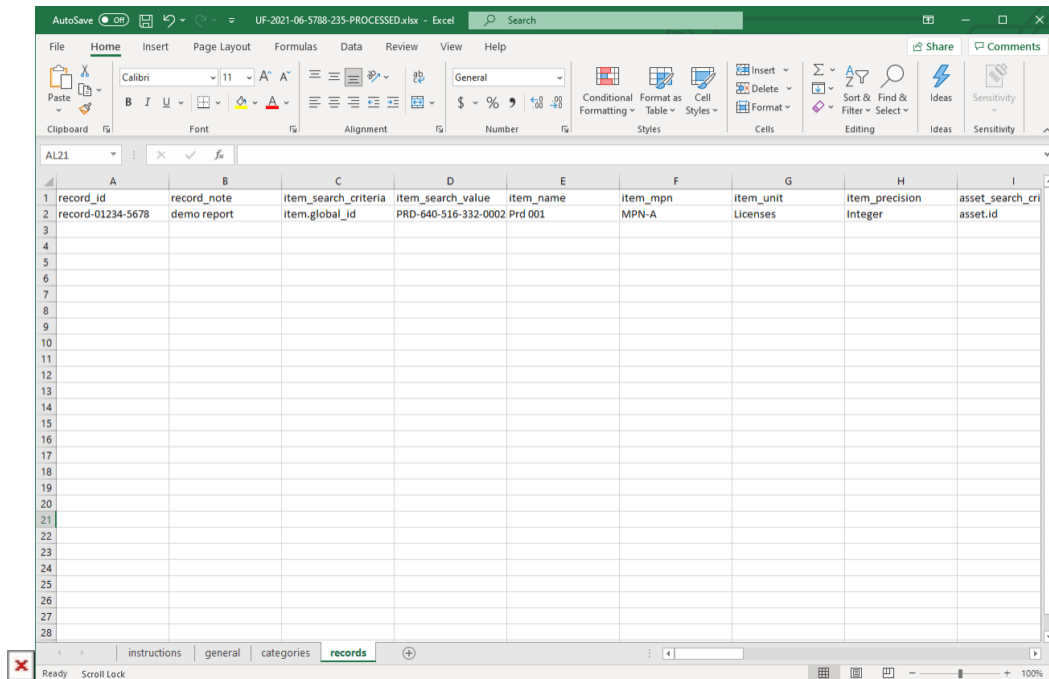
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Instructions general categories records



The provided usage report file represent a spreadsheet that contains multiple tabs:

- **instructions:** Provides usage report file overview.
- **general:** This tab contains general information, such as product, marketplace, vendor, etc.
- **categories:** Includes information about different item categories available for the product.
- **records:** This is the main tab that provides usage information.

General Tab

The following table introduces and describes attributes provided in the **general** tab:

#	Attribute	Definition	Example Value
1	report_name	Report name that is assigned by the system	04/01/2021 - 05/02/2021
2	report_note	Report note that is assigned by Vendors	Demo report
3	report_id	Report identifier that is specified by Vendors	UF-2021-06-5788-2353
4	report_start_time_utc	Usage report start date	10/20/19 0:00



#	Attribute	Definition	Example Value
5	report_end_time_utc	Usage report end date	11/20/19 0:00
6	usage_schema	Defines the specified reporting schema	<i>TR, CR, PR or QT</i>
8	currency	Specified currency (in the ISO 4217 format)	USD
9	product_id	Product identifier	PRD-123-123-123
10	product_name	Product name	Tutorial Product
11	marketplace_id	Marketplace identifier	MP-00001
12	marketplace_name	Marketplace name	United States
13	hub_id	Hub identifier	HB-1234-1234
14	hub_name	Specified hub name	NA Production
15	vendor_account_id	Vendor account identifier	VA-123-123
16	vendor_account_name	Vendor account name	Front Street Inc
17	distributor_account_id	Distributor account identifier	PA-321-321
18	distributor_account_name	Distributor account name	Mighty Mick's LLC
19	distribution_contract_id	Distribution contract identifier	CRD-21674-67435-75488
20	distribution_contract_name	Distribution contract name	Front Street Inc Agreement

Categories Tab

The following table demonstrates the categories tab and provides examples for each attribute:



category_id	category_name	category_description
compute	Computational Resources	All of your virtual machines and containers fall into this category.
storage	Persistence Services	All of your blob storages are accounted to this category.
db	Databases	All of various databases fall into this category

Note that category IDs, names and description are defined by Vendors.

Records Tab

Usage information that is included in the *record* tab reflects the record data that is specified by Vendors. However, the processed usage report file contain additional columns that are introduced and described in the following table:

Column Header	Description
item_name	This column displays an item name that is provided by Vendors
item_type	Indicates the specified item type: <i>pay-as-you-go</i> or <i>reservation</i>
item_unit	Displays the specified item unit (e.g., <i>licenses</i>)
item_period	Indicates the item billing period value such as <i>one time</i> , <i>monthly</i> , or <i>yearly</i> ; note that this is value does not represent the commitment period
asset_id	Unique subscription identifier that is assigned by the Connect platform
asset_external_id	External subscription identifier that is assigned by the commerce system, this can help quickly identify the required subscription
customer_account_id	Customer account identifier on the commerce system
customer_company_name	Customer account name as defined on the last request sent by the commerce system

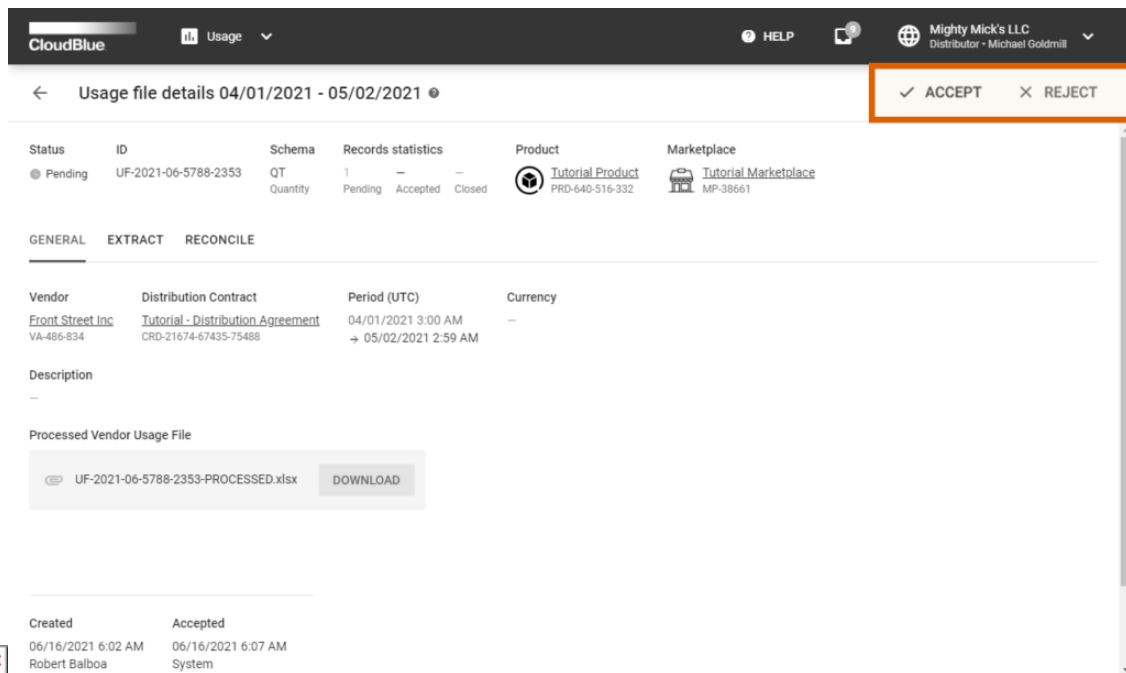
Accepting or Rejecting Files

Once Distributors or Resellers receive a usage report file from their Vendor, the system allows accepting or rejecting *pending*



usage reports by using corresponding buttons on the top-right corner of the *Usage File Details* screen:

- In case Distributors or Resellers *reject* the usage report file, the system prompts to provide a reason that will be shown to Vendors. For example, in case wrong time period is specified, Distributors can ask Vendors to fix that issue.
- Once Distributors or Resellers *accept* the usage report, it becomes available for propagation to the Distributor/ Reseller systems.



Note that the system can also accept your usage files automatically once you configure a usage rule as described below.

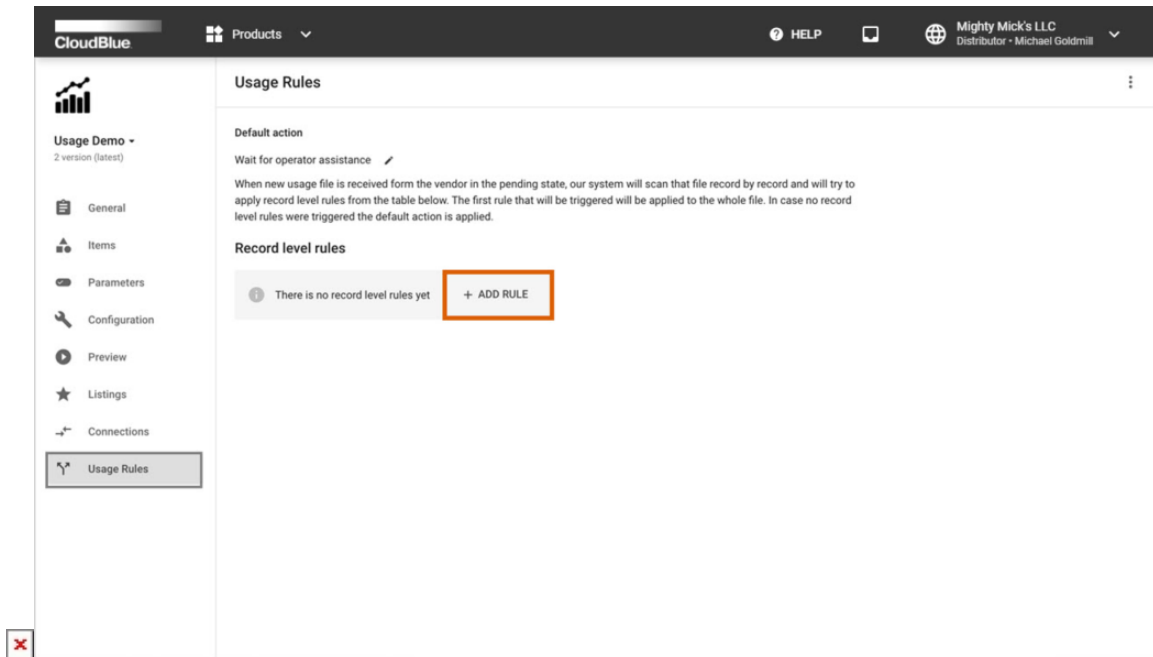
Usage Rules

In case Distributors or Resellers want to automate accept or reject operations on the Connect platform, the system allows creating *Usage Rules* for each product. Therefore, Connect can accept or reject *pending* usage report files automatically. This can drastically boost up and streamline the Usage Flow on the platform. Set up a new usage rule as described below.

Access the product profile page via the **Products** module and navigate to the **Usage Rules** section. Click the **Add Rule** button and configure the usage rule as follows:

- **Action:** Select *Accept* to automatically accept usage report files. The *Reject* option, as the name implies, is used to automatically reject the usage reports.
- **Scope:** Choose *Usage record* scope to automatically accept usage report files.
- **Argument:** Specify your argument in this field; e.g., select the required item.
- **Condition:** Enter condition to trigger your rule. For example, reported item quantity should be smaller or equal to your specified value.

Click the **Add** button to save your configuration and successfully add the acceptance automation rule.



Add Record Level Rule

Action

☒ Accept ☐ Reject

Scope

Usage record 7 / 64

Argument

Example item name
CN-123-123-ABC123

Condition	Quantity
<input type="text" value="≤"/>	<input type="text" value="50"/>

CANCEL ADD



Note that it is possible to automate usage report acceptance by creating a custom script by using the Usage API.

Extracting Data

Once a usage report is assigned to the *Accepted* status, Distributors can extract usage data to their systems per a specified hub. Access the **Extract** section of the usage file details screen to download the spreadsheet file. Distributors can also edit the chunk



external ID or close the chunk by clicking on the vertical ellipsis (⋮) icon.

CloudBlue

Usage

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

Usage file details 04/01/2021 - 05/02/2021

Status

ID

Schema

Records statistics

Product

Marketplace

Accepted

UF-2021-06-5788-2353

QT
Quantity

—
Pending

1
Accepted

—
Closed

Tutorial Product
PRD-640-516-332

Tutorial Marketplace
MP-38661

GENERAL

EXTRACT

RECONCILE

Usage records can now be extracted either using API or by downloading usage file chunks below per Hub.
Once applied for billing, reconciliation information needs to be stored using the corresponding tab above.

REFRESH

COLUMNS

Rows per page 10

1—1 of 1

ID	HUB	CHUNK EXTERNAL ID	UPDATED	GENERATED	RECORDS STATISTICS	STATUS	ACTION
UFC-2021-06-5788-2353-001	Tutorial Hub HB-1234-5678	—	06/16/2021 6:07 AM	06/16/2021 6:07 AM	1 Accepted Closed	Ready	DOWNLOAD ⋮

Rows per page 10

1—1 of 1



For systems that are successfully integrated with the CloudBlue Connect platform, usage records are automatically extracted via record-level API calls or bulk file export.

Reconciling Data

In case all billing procedures are complete, the corresponding usage record file should be marked as *Closed* to signal the end of the reconciliation operation. This could be done either via the Usage API or by manually uploading reconciliation report to the Distributor/ Reseller Portal:



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Usage

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

Usage file details 04/01/2021 - 05/02/2021

Status

ID

Schema

Records statistics

Product

Marketplace

Accepted

UF-2021-06-5788-2353

QT

1

Tutorial Product
PRD-640-516-332

Tutorial Marketplace
MP-38661

GENERAL

EXTRACT

RECONCILE

Operations

UPLOAD

Store reconciliation data in bulk by uploading files for processing or use API to store reconciliation data per record.

REFRESH

COLUMNS

#	ID	UPLOADED BY	UPLOADED AT	UPLOADED FILE	UPLOADED NOTE	HUB	PROCESSED FILE	PROCESSING NOTE	STATUS
No data available									

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The reconciliation file structure should be similar to the extraction file structure. However, note that the reconciliation files should have 2 additional columns in the **records** tab:

- external_billing_id:** Any string value that would allow to reference relevant billing object (invoice, order, etc.).
- external_billing_note:** Any additional data that might be useful for the reconciliation.

LFC-2020-05-9889-1211-001-recn																	
Home Insert Draw Page Layout Formulas Data Review View Tell me																	
X24																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
record_id	record_note	start_time	end_time	item_id	item_name	item_mpn	item_unit	item_qty	item_cat	item_status	asset_id	asset_external_id	asset_recon_id	quantity	external_billing_id	external_billing_note	
2	record may18 2:18pm 7	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_001	billing_note_001			
3	record may18 2:18pm 10	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ77.0	billing_id_002	billing_note_002			
4	record may18 2:18pm 6	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_003	billing_note_003			
5	record may18 2:18pm 27	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_004	billing_note_004			
6	record may18 2:18pm 9	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_005	billing_note_005			
7	record may18 2:18pm 5	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_006	billing_note_006			
8	record may18 2:18pm 19	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_007	billing_note_007			
9	record may18 2:18pm 29	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ77.0	billing_id_008	billing_note_008			
10	record may18 2:18pm 11	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_009	billing_note_009			
11	record may18 2:18pm 24	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_010	billing_note_010			
12	record may18 2:18pm 13	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_011	billing_note_011			
13	record may18 2:18pm 26	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_012	billing_note_012			
14	record may18 2:18pm 28	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_013	billing_note_013			
15	record may18 2:18pm 21	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_014	billing_note_014			
16	record may18 2:18pm 4	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_015	billing_note_015			
17	record may18 2:18pm 1	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_016	billing_note_016			
18	record may18 2:18pm 22	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_017	billing_note_017			
19	record may18 2:18pm 23	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_018	billing_note_018			
20	record may18 2:18pm 18	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_019	billing_note_019			
21	record may18 2:18pm 16	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_020	billing_note_020			
22	record may18 2:18pm 8	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_021	billing_note_021			
23	record may18 2:18pm 12	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ77.0	billing_id_022	billing_note_022			
24	record may18 2:18pm 20	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_023	billing_note_023			
25	record may18 2:18pm 17	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_024	billing_note_024			
26	record may18 2:18pm 3	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_025	billing_note_025			
27	record may18 2:18pm 25	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_026	billing_note_026			
28	record may18 2:18pm 15	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_027	billing_note_027			
29	record may18 2:18pm 2	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_028	billing_note_028			
30	record may18 2:18pm 2	2020-04-02 00:00	2020-04-02 01:00	PRD-772-755-3C	PPU Item 1 MPN Unit	PPU	Decimal	default	approved	AS-4310-6841-d	AS00000000000000000000	5005303-0060-4259-ACR-ACQ75.0	billing_id_029	billing_note_029			
31																	
32																	
33																	
34																	
35																	
36																	
Instructions general categories records summary +																	



Close Chunks via Extract Tab

Note that the system also allows specifying *external billing identifier* and *external billing note* for all provided records by clicking the vertical ellipsis (⋮) icon next to your selected usage file in the **Extract** tab.



Once your reconciliation file is successfully uploaded and processed, the usage instance will be automatically marked as *Closed*. Note that the system also displays your closed records under **Records statistics**.

CloudBlue

Usage

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

Usage file details 04/01/2021 - 05/02/2021

Status

ID

Schema

Records statistics

Product

Marketplace

Closed

UF-2021-06-5788-2353

QT
Quantity

29

Closed

Tutorial Product

PRD-640-516-332

Tutorial Marketplace

MP-38661

GENERAL

EXTRACT

RECONCILE

Operations

Store reconciliation data in bulk by uploading files for processing or use API to store reconciliation data per record.

REFRESH

COLUMNS

Rows per page 10

1-1 of 1

#	ID	UPLOADED BY	UPLOADED AT	UPLOADED FILE	UPLOADED NOTE	HUB	PROCESSED FILE	PROCESSING NOTE	STATUS
1	RCF-2021-06-5788-2353-001	Michael Goldmill UR-149-860-972	06/18/2021 5:47 AM	DOWNLOAD	—	None HB-0000-0000	DOWNLOAD	Processing successful!	<div>Processed</div>

Rows per page 10

1-1 of 1

