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Documentation 💌 Modules 💌 Usage 💌

Usage - Distributor & Reseller Portals

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This article has been generated from the online version of the documentation and might be out of date. Please, make sure to always refer to the online version of the documentation for the up-to-date information.

Auto-generated at August 20, 2025

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**:

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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	TR, CR, PR or QT
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	Persistance 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: pay-as-you-go or reservation
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, 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.

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

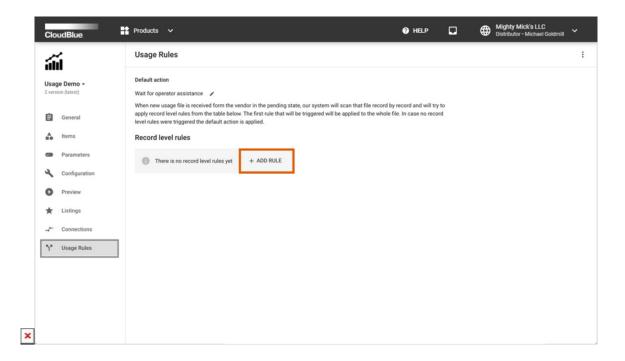
Usage Rules

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.



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

Extracting Data

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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.

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					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:

CloudBlue	ılı Usage 🗸	,			0	HELP	CP.	⊕	Mighty Mick's LLC Distributor - Michael Go	oldmill
\leftarrow Usage file d	etails 04/01	/2021 - 05/	/02/2021 ©							
Status ID Accepted UF-2021-	06-5788-2353	QT .	Records statistics — 1 — Pending Accepted Close	Product Sed Tutorial Product PRD-640-516-332	Marketplace <u>Tutorial I</u> MP-38661	Marketplace				
GENERAL EXTRACT	RECONCILE									
Operations ± UPLOAD										
		ig files for proce	essing or use API to stor	re reconciliation data per reco	rd.					
	n bulk by uploadin	ig files for proce	essing or use API to stor	re reconciliation data per reco	rd.					
Store reconciliation data in	n bulk by uploadin				rd. PROCESSING NOTE	STATUS				
Store reconciliation data in C REFRESH III COLUM	n bulk by uploadin					STATUS				
Store reconciliation data in C REFRESH III COLUM	n bulk by uploadin		LE UPLOADED NOTE			STATUS				
Store reconciliation data in C REFRESH III COLUM	n bulk by uploadin		LE UPLOADED NOTE			STATUS				
Store reconciliation data in C REFRESH III COLUM	n bulk by uploadin		LE UPLOADED NOTE			STATUS				
Store reconciliation data in	n bulk by uploadin		LE UPLOADED NOTE			STATUS				
Store reconciliation data in C REFRESH III COLUM	NS UPLOADED AT	UPLOADED FIL	LE UPLOADED NOTE		PROCESSING NOTE					

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.

Home Insert Dra	aw Page I	ayout Fo	rmulas Di	ata Revi	ew View	🖓 Tell m	e										ť	🕆 Share 🛛 🖓 Cor
x24 📫 🗙 🗸	fx																	
A	8	с	D	E	F	G	н	1	J K	L	M	N	0	р	Q	R	S	т
1 record_id	record_note	start_time_utc	end_time_utc	item_id	item_name	item_mpn	item_uni	t item_typite	em_pe item_pr	e category_id	status	asset_id			u asset_recon_id		external_billing_id	external_billing_no
2 record may18 2:18pm 7	note 7		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_001	billing_note_001
3 record may18 2:18pm 10	note 10		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal	(default	approved		0 A00000000001				billing_id_002	billing_note_002
4 record may18 2:18pm 6	note 6		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_003	billing_note_003
5 record may18 2:18pm 27	note 27		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 AD0000000001				billing_id_004	billing_note_004
6 record may18 2:18pm 9	note9		2020-04-02 01:			PPU Item 1 MPI	N Unit*H	PPU	Decimal		approved		0 A00000000001				billing_id_005	billing_note_005
7 record may18 2:18pm 5	note 5		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 AD0000000001				billing_id_006	billing_note_006
8 record may18 2:18pm 19	note 19		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 AD0000000001				billing_id_007	billing_note_007
9 record may18 2:18pm 29	note 29		2020-04-02 01:			PPU Item 1 MP1		PPU	Decimal		approved		0 A00000000001				billing_id_008	billing_note_008
10 record may18 2:18pm 11	note11		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_009	billing_note_009
11 record may18 2:18pm 24	note 24		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 AD0000000001				billing_id_010	billing_note_010
12 record may18 2:18pm 13	note 13		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_011	billing_note_011
13 record may18 2:18pm 26	note 26		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_012	billing_note_012
14 record may18 2:18pm 28	note 28		(2020-04-02 01)			PPU item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_013	billing_note_013
15 record may18 2:18pm 21	note 21		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_014	billing_note_014
16 record may18 2:18pm 4	note4		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_015	billing_note_015
17 record may18 2:18pm 1	note 1		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_016	billing_note_016
18 record may18 2:18pm 22	note 22		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_017	billing_note_017
19 record may18 2:18pm 23	note 23		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_018	billing_note_018
20 record may18 2:18pm 18	note18		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_019	billing_note_019
21 record may18 2:18pm 16	note 16		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_020	billing_note_020
22 record may18 2:18pm 8	note8		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_021	billing_note_021
23 record may18 2:18pm 12	note12		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_022	billing_note_022
24 record may18 2:18pm 14	note14		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000000				billing_id_023	billing_note_023
25 record may18 2:18pm 20	note 20		2020-04-02 01			PPU Item 1 MP1		PPU	Decimal		approved		0 A00000000001				billing_id_024	billing_note_024
26 record may18 2:18pm 17	note17		(2020-04-02 01)			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_025	billing_note_025
27 record may18 2:18pm 3	note 3		2020-04-02 01:			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_026	billing_note_026
28 record may18 2:18pm 25	note 25		2020-04-02 01			PPU Item 1 MP1		PPU	Decimal		approved		0 A0000000000				billing_id_027	billing_note_027
29 record may18 2:18pm 15	note15		2020-04-02 01			PPU Item 1 MPI		PPU	Decimal		approved		0 A00000000001				billing_id_028	billing_note_028
30 record may18 2:18pm 2	note 2	2020-04-02 00:	2020-04-02 01	PRD-772-755	1C PPU item 1	PPU Item 1 MPI	N Unit*H	PPU	Decimal	(default	approved	A5-4310-6841-	0 AD0000000001	SD0ES0D3-000	D-4259-A4CF-A0	081.0	billing_id_029	billing_note_029
31																		
32																		
33																		
34																		
35																		

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**.

atus ID	ile details 04/0 121-06-5788-2353 ACT RECONCILE	Schema QT Quantity	Records statistics Pending Accepted	s Proc		Marketplace <u>Tutorial Market</u> MP-38661	tplace		
Closed UF-20		QT Quantity					tplace		
		-							
perations									
ore reconciliation	data in bulk by uploa	ding files for pr	rocessing or use A	PI to store reconci	liation data per recor	rd.			
REFRESH III C	OLUMNS						Rows pe	erpage 10 👻	1-1 of 1 < >
ID	UPI	LOADED BY	UPLOADED AT	UPLOADED FILE	UPLOADED NOTE	HUB PROC	ESSED FILE P	ROCESSING NOTE	STATUS
RCF-2021-06-5		chael Goldmill 149-860-972	06/18/2021 5:47 AM	DOWNLOAD	-	None DO	WNLOAD P	rocessing successful!	Processed

×

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