

# CSP BILLING

Westcoast recommends Microsoft® software

## THIS GUIDE WILL HELP YOU TO DECIPHER THE VARIOUS ELEMENTS OF YOUR WESTCOAST MONTHLY CSP INVOICE AND BILL.

At the start of every month, you will receive one of these\*, charging you for CSP services in advance, along with any changes you made in the previous month. For example, if you planned on using six subscriptions in September, but had temporarily used a seventh for two weeks in August, you would be charged for those two weeks at the start of September.

Read on to see exactly what each section of your bill means.

### PAGE 1: INVOICE

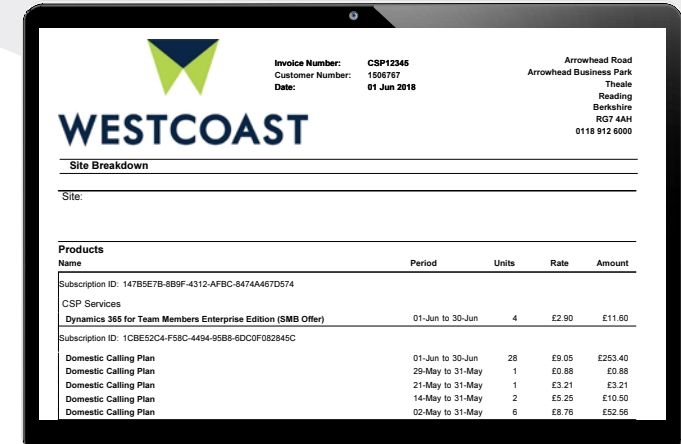
The first page of your bill is your invoice. This page features all the crucial details you and your finance team will need to know, including addresses, account IDs and a clear display of what is owed, and what is added through tax.

### PAGE 2: END USER OVERVIEW

The page behind the invoice breaks down exactly how much each of your end users has used. This helps you to know exactly how much you need to bill each of them in turn.

For more information on what your bill shows, or to ask about specific items within, please contact us for further support.

\*Please note, we can send a copy of the same bill to as many members of your teams as you like. However, please ensure that we are kept up to date of any changes within your organisation, so bills don't go unseen.



The laptop screen shows a Westcoast invoice page. At the top left is the Westcoast logo. To the right, it lists invoice details: Invoice Number: CSP12345, Customer Number: 1506767, and Date: 01 Jun 2018. Further right is the address: Arrowhead Road, Arrowhead Business Park, Theale, Reading, Berkshire, RG7 4AH, 0118 912 6000. Below this is a 'Site Breakdown' section with a 'Site:' label. The main part of the page is a table titled 'Products' with columns for Name, Period, Units, Rate, and Amount. The table lists various CSP services and Domestic Calling Plans with their respective periods, units, rates, and amounts.

Name	Period	Units	Rate	Amount
Subscription ID: 147B5E7B-8B9F-4312-AFBC-8474A67D574				
CSP Services				
Dynamics 365 for Team Members Enterprise Edition (SMB Offer)	01-Jun to 30-Jun	4	£2.90	£11.60
Subscription ID: 1CBE52CA-F58C-4494-95B8-6DC0F082845C				
Domestic Calling Plan	01-Jun to 30-Jun	28	£9.05	£253.40
Domestic Calling Plan	29-May to 31-May	1	£0.88	£0.88
Domestic Calling Plan	21-May to 31-May	1	£3.21	£3.21
Domestic Calling Plan	14-May to 31-May	2	£5.25	£10.50
Domestic Calling Plan	02-May to 31-May	6	£8.76	£52.56

### PAGE 3 ONWARDS: SITE BREAKDOWNS

The following pages offer a full breakdown of exactly what each end user used and how much it cost. Every end user is detailed, one after the other, with every item or service used listed. This can help you to analyse exactly what they are using, whether they need any additional services, or if they need to cut down somewhere.

### EACH ITEM IS BROKEN DOWN BY FOUR CATEGORIES:

#### SUBSCRIPTION ID

A unique code that can be searched for in the marketplace

#### UNIT

How many units, or copies of a service was used

#### PERIOD

The dates that the service was used for in the previous month

#### RATE

The charge for a single unit