# SOP: Payment to Microsoft

**Configuration Management**

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| **Document Name** | 14-SOP: Payment to Microsoft | | |  |
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**Purpose**

When and how to make payment to Microsoft? What services are being taken from MS? Managing licenses.

**Audience**

* PMO Head
* Account Department
* EDP
* PMO Support

**Guidelines**

1. We are using following products of Microsoft on SaaS (Software as Service) basis
   1. Microsoft Project Professional
   2. Microsoft Project Essential
   3. Microsoft PowerBI
2. Software are hosted on Microsoft server
3. Domain name under which these services are being used is teamchennai. Complete name <http://teamchennai.sharepoint.com> or <http://teamchennai.onmicorosoft.com>
4. Who has what license
   1. Microsoft Project Professional
5. PMO Head
6. Chairman
7. Viswanathan
8. Sriradhakrishnan
9. Nandakumar
10. Elamaran
11. Varun
12. Ethiraj
13. Vasudevan
14. Production
    1. Microsoft Project Essential
15. Project Support (Mahesh)
    1. Microsoft Power BI
16. PMO Head
17. Chairman
18. Viswanathan
19. Elamaran
20. Billing cycle start on 2nd of every month. Payment need to be done by 2nd of next month
21. If payment is not done with due date then services under that license are downgraded
22. If payment is not done for next 1 month then you will not be able to access the services. It means within 60 days of invoice for the services used if you do not make payment then service not available for you.
23. Each of these 3 product has different invoice. Therefore different payment need to be done.
24. You should add/remove/assign licenses from Admin panel.
25. You should check the due bill on <https://portal.office.com/adminportal/home#/homepage> and ensure that payment is successful
26. It is suggested that you have company Credit card dedicated for this purpose so that payment for the used services get automatically credited to Microsoft and you enjoy services without interruption.
27. In case payment is made through “wire transfer” account department need to ensure correct account, invoice # is used. They need to talk to Microsoft and get the verification that payment has been made to Microsoft against the given invoice.

**Inputs**

1. Invoice for which payment need to be made to Microsoft (MS)

**Steps**

1. Every 2nd date of the month Check due bills on admin panel
2. Ensure payment is made automatically using credit card
3. If licenses need to be rearrange based on the new people joining, old people leaving organization, role of the individual changing within organization then buy more/reset the purchase and assign license again
4. If payment is through Wire then download all three invoices and handover to account department
5. Ensure account department make the payment
6. Check on the admin portal, if payment is made successfully by the due date

**Exit Criteria**

1. Payment is made to Microsoft within due date

**Validation**

1. There is no overdue on Admin portal against any invoice