# Create Reserved Instance

Process diagram



Process steps

Process Activity Steps

1. Ready RI Purchase List
   * Open "RI Purchases List"
   * Enter today's date in the "Date" column in "RI Purchases List"
2. Prepare RI Purchase
   * Open the Azure Portal
   * Open "Reserved VM Instances" from the Marketplace
   * Select the “All Products” tab
   * Select the appropriate "Scope" and "Billing subscription"
   * Enter the "Reserved Instance Sku" value into the filter box
   * Set “Billing Frequency” to “Monthly”
   * Select the appropriate "Region", "Term" and values based on "RI Purchased List"
   * Select the appropriate Reserved Instance in the filtered list
   * If the “Estimated savings” is higher than **5%** click "Add to cart", otherwise skip that RI
3. Enter RI amounts
   * Go to the “Purchase reservations” screen (usually means closing the current blade)
   * Enter the appropriate "Quantity" based on "**Potential Ratio to purchase**" in "RI Purchased List" for each reservation **and** by the agreed distribution between **1Y** and **3Y** terms
     1. **Note:** “**Potential Ratio to purchase**” must reflect the approved amounts from Service Manager
     2. Write down the quantity purchased for each reservation in “**Amount (1Y)**” or “**Amount (3Y)**” as appropriate (*meant to encourage you to review the numbers again to ensure they are correct*)
   * Save the document
4. Purchase RI
   * Click "Next: Review + buy"
   * Verify that everything looks right
   * When you are sure the RI order is correct, click "Buy now"
   * Confirm the purchase with "Yes"
   * Wait until you see the confirmation page, then change the "Status" column to "Complete"