

Business Marketplace

Quick User Guide for IT Admin

Business Marketplace – Quick User Guide

Getting started

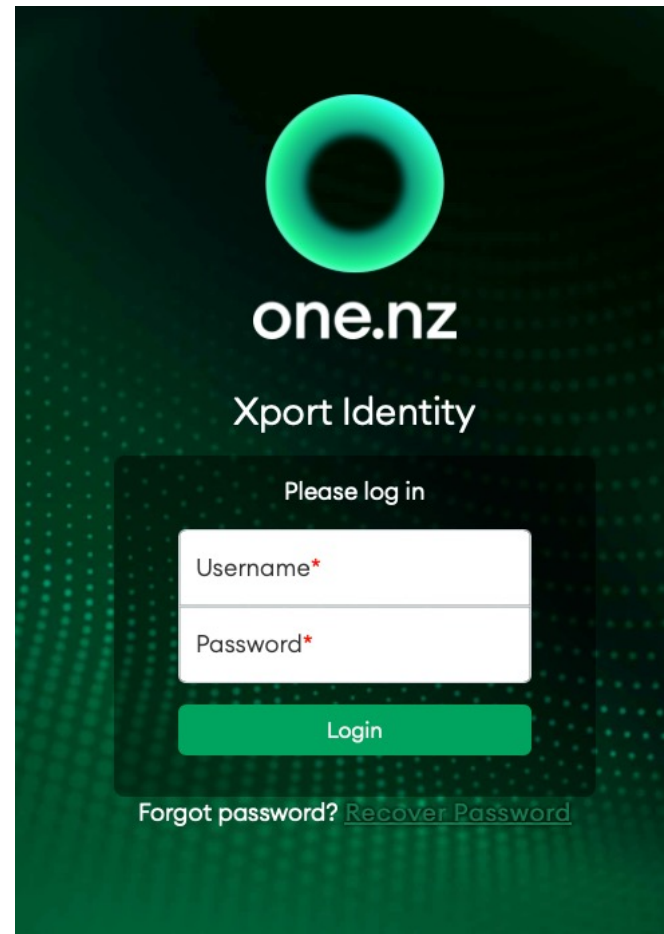
Each new Business **Marketplace** user will receive a welcome e-mail with their Online Portal Log in and Set up details. Once logged in, you will be able to view and manage services on your account and also navigate to the Marketplace to order and manage your subscriptions

Your Online Portal Log in and Set up email will include:

1. Account number
2. Username and password for the self-service portal
3. Links to helpful guides, hints and tips

The Online portal URL is <https://onenz.xport.co.nz/>

Please note if users or administrators forget their password click on **'Forgot Password'** link on the login page.



one.nz

Xport Identity

Please log in

Username*

Password*

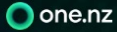
Login

Forgot password? [Recover Password](#)

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Launching into the Marketplace

Once you have logged in select the **Marketplace** tab at the top of your account and launch the Business Marketplace.

 | Xport

Account Summary | Services | Marketplace | Reports | Support | User Accounts

John Jones
TEST PRACTICE GROUP, WEB AN...

Account: 365852220

View/Edit Service
Launch Marketplace

Account Summary

Your Details

Update

Account Number:	365852220
Customer Type:	Small / Medium Enterprise
Name:	John Jones
Company:	TEST PRACTICE GROUP, WEB AND ONLINE 3
Phone:	642183894483
Email:	milkit_1@hotmail.com
Mobile:	0274212100
Addresses:	<div>Physical address Suite 4 20 Viaduct Harbour Avenue Auckland Central Auckland 1010</div> <div>Postal address Suite 4 20 Viaduct Harbour Avenue Auckland Central Auckland 1010</div>

New Features

Toll Free Plus

Get toll free working for your business the quick and easy way. An 0800 or 0508 number means NZ customers can contact you from almost anywhere in NZ without them having to worry about call costs.

Try it now:

Add Toll Free Number

Did you know One Business users can now be created using this portal?

Add New User...

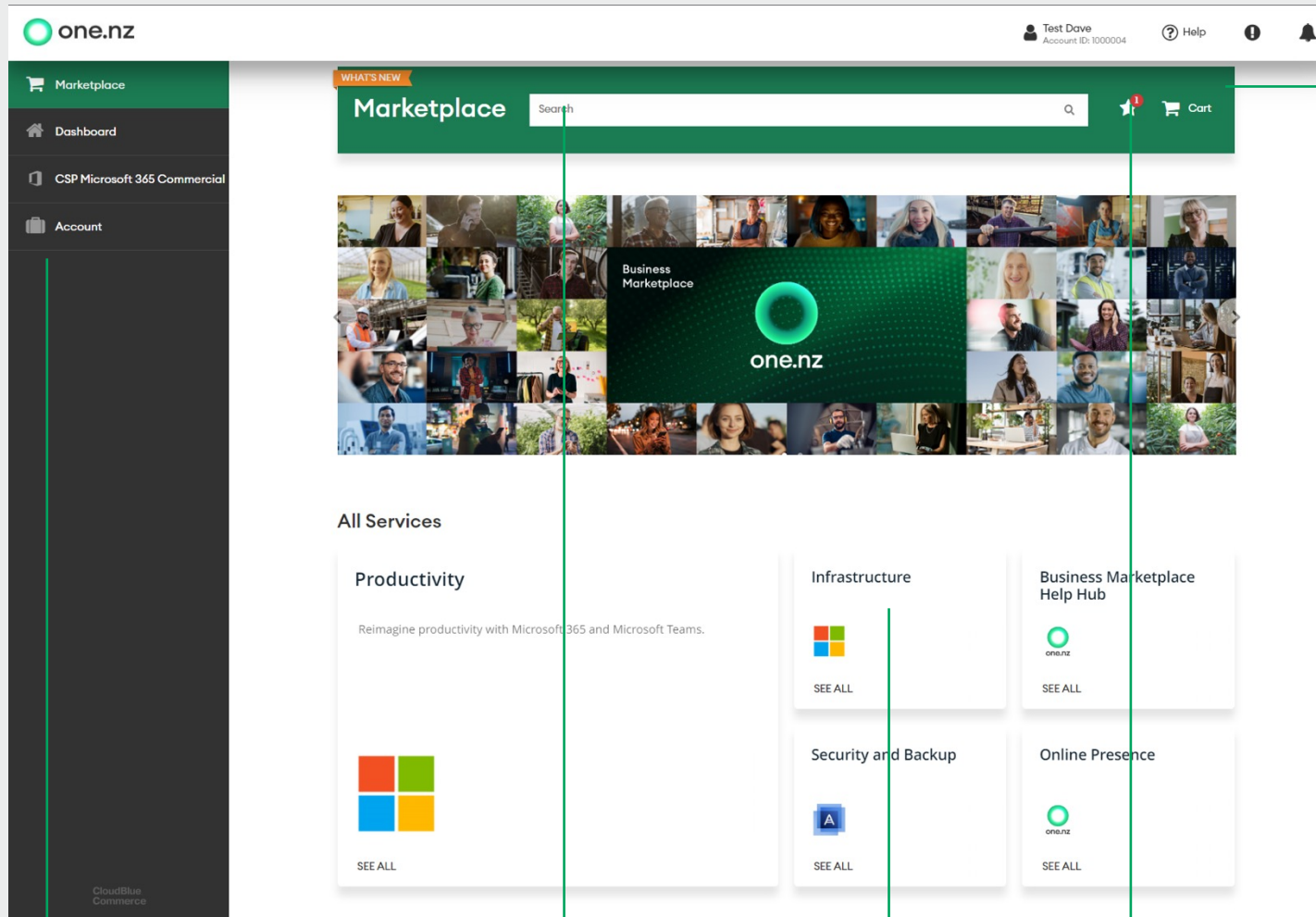
Service Summary

- Unified Comms 2
- Connected Business 1

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Landing into the Marketplace

The **Business Marketplace** opens ready for you to select and add subscriptions to your cart.



Shopping cart

Menu panel

Search for services

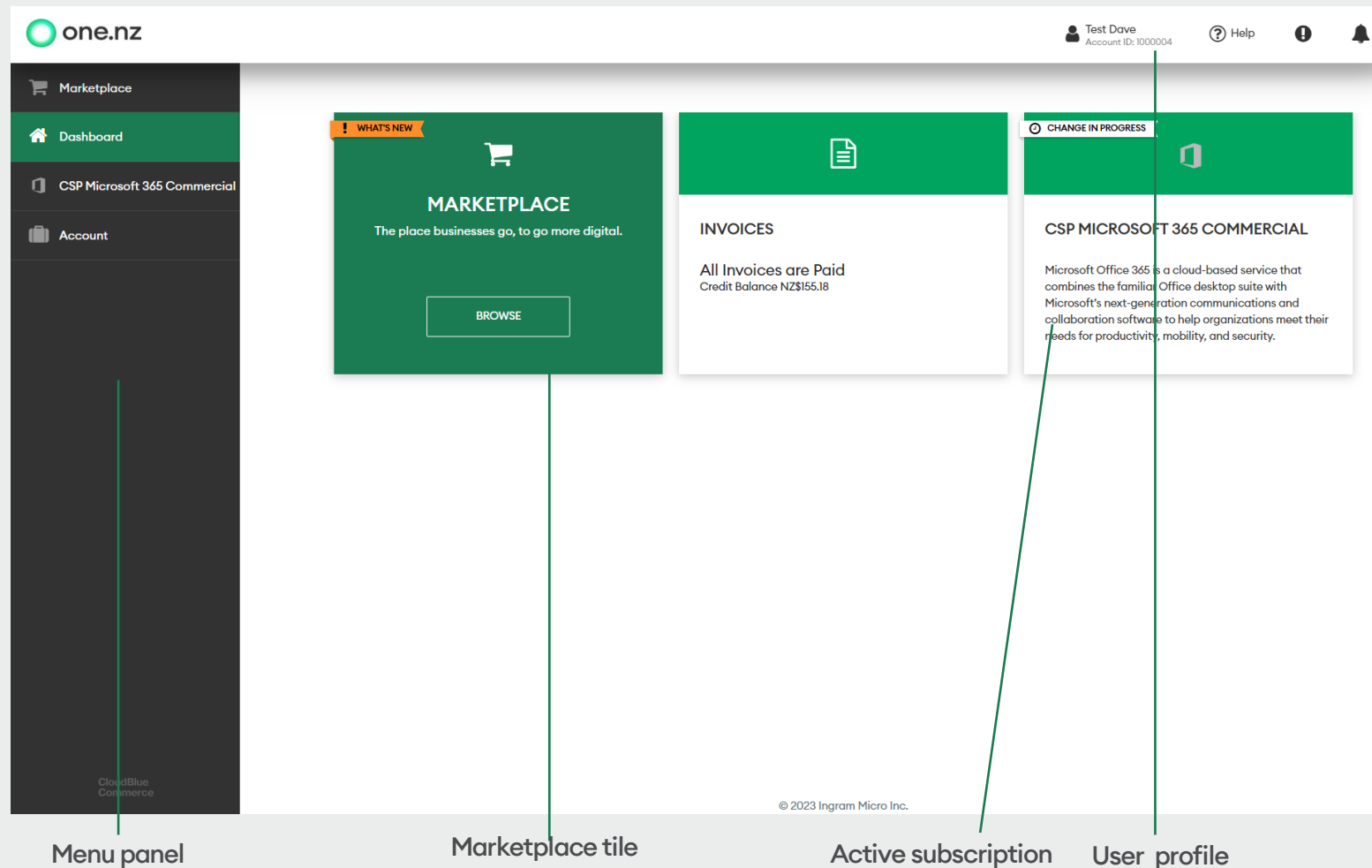
Subscription category tile

Quotes

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Dashboard introduction

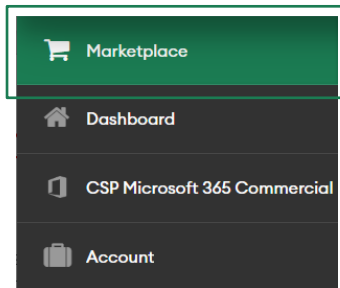
The **Dashboard** provides a quick view of your account balance, any outstanding amounts to pay and links you can select to manage your active subscriptions.



Business Marketplace – Quick User Guide

How to purchase a subscription

1. Login to your **Marketplace**
2. You will sign in on the **Marketplace** page in the left hand menu.



3. Use the search bar to find the license you'd like to purchase. The subscription will indicate the commitment and payment option.

Please select the correct **Subscription Period** from the drop down list. There are two options for pay monthly subscriptions

- Pay monthly on an annual subscription (1 year)
 - Pay monthly on a monthly subscription (1 month)
- Note:** there is a price premium for this option

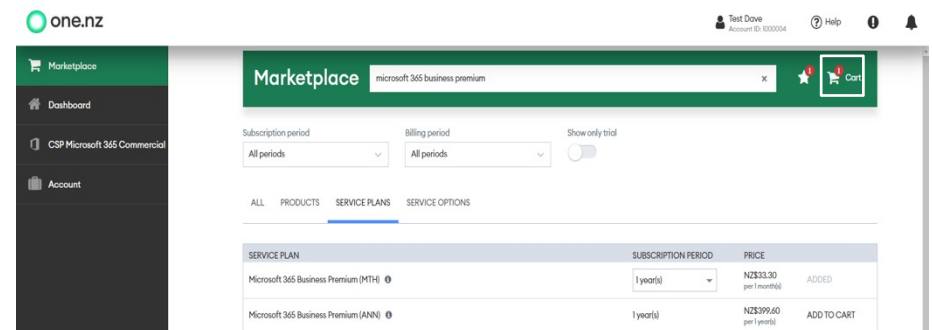
There is one option for pay annually subscriptions (1 year)

Service Plans

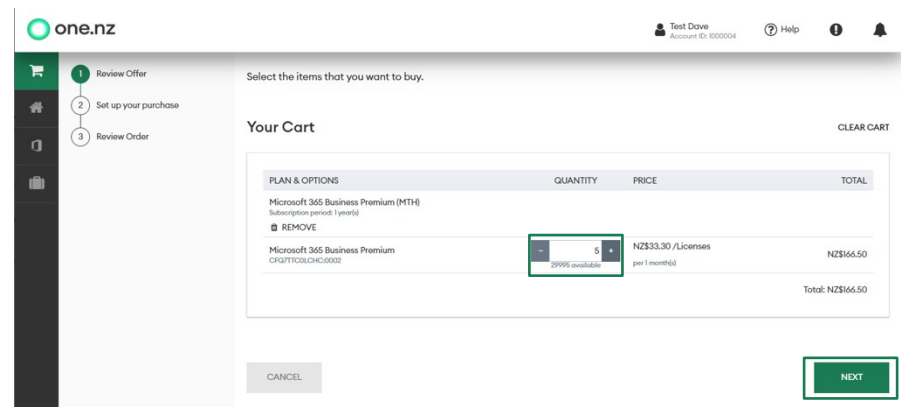
SERVICE PLAN	SUBSCRIPTION PERIOD	PRICE	
Microsoft 365 Business Premium (MTH) ⓘ	1 year(s) 1 month(s) 1 year(s)	NZ\$33.30 per 1 month(s)	ADD TO CART
Microsoft 365 Business Premium (ANN) ⓘ		NZ\$399.60 per 1 year(s)	ADD TO CART

Note: If the license you are searching for isn't immediately visible, search via category tiles or within specific categories in the dropdown.

4. Once you have selected the subscription you'd like, press **ADD TO CART**. Please repeat this step for each new type of license you would like to add.
5. After adding the license types that you'd like, select the **Cart** to checkout.



6. Now you can enter the number of licences you'd like to purchase. The option to add more licences are also included on this page.
7. When you are ready, scroll down and click the **NEXT** button.



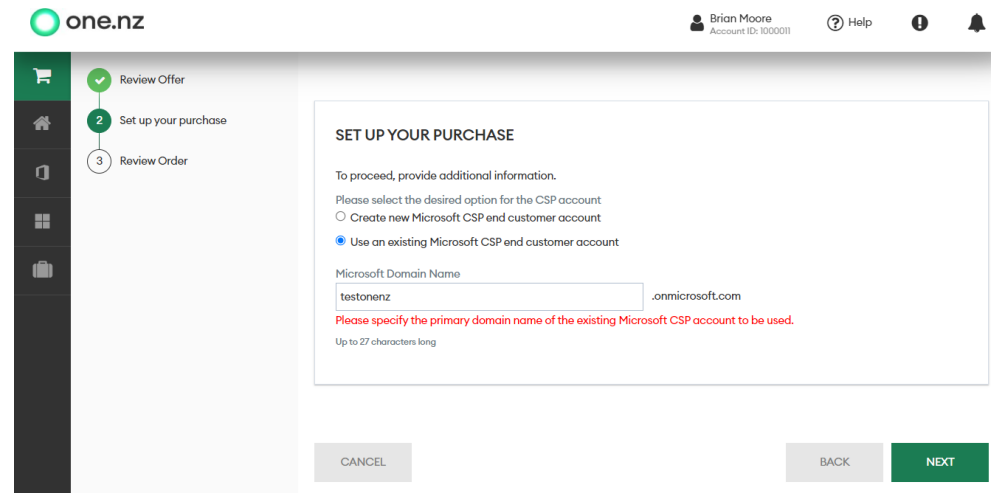
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How to purchase a subscription continued

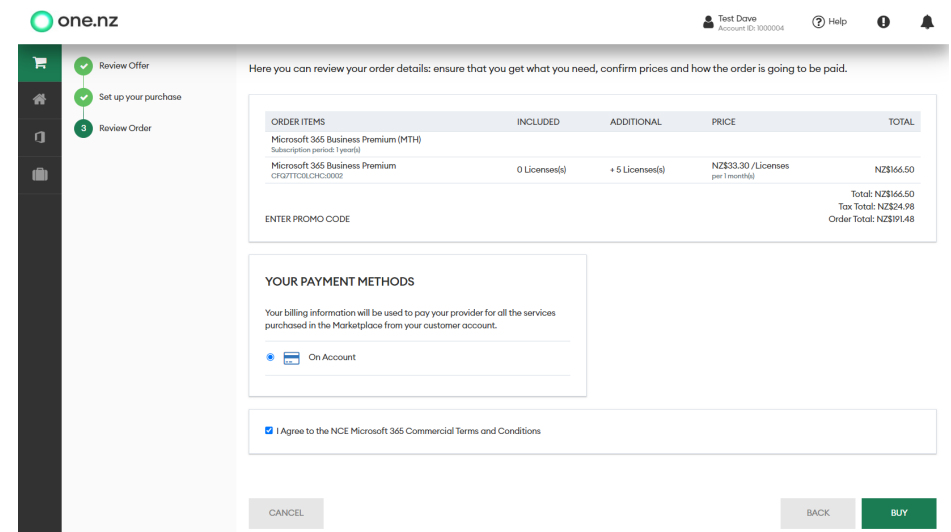
8. The vendors setup screen will be presented to complete setup requirements. The example below is for Microsoft where you can either specify your existing onmicrosoft.com domain or you can select to create a new Microsoft domain.

Click Next when done and supply any vendor specific information required. This changes depending on the vendor product selected

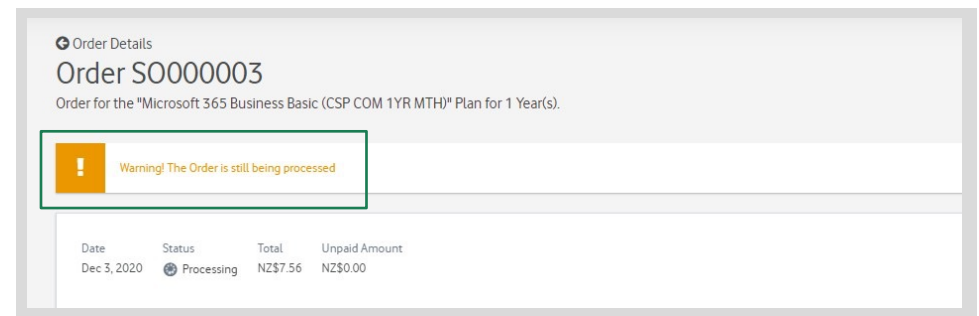
Note: your onmicrosoft.com domain can be found by logging on to portal.office.com and following **Admin>Settings>Domain**. Microsoft requires you to authorize One NZ and Ingram micro as your indirect reseller to purchase licensing.



9. Select the payment option and please carefully read the Terms and Conditions and tick the box if you agree. Then click BUY to complete your purchase.



Note: You will receive a notification that your order is being processed. This may take up to 5 mins. You will receive a confirmation email once the purchase is confirmed.

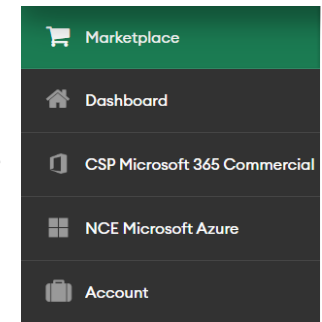


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How to view all subscriptions and their status

1. Log in to the **Marketplace**.
2. Select your account in the menu panel, then select subscriptions.
3. All of your subscriptions are listed and you can see their status and any actions.
4. From here you can select the subscription and enter the subscription management panel.

You can also navigate directly to an active subscription from the side menu

The screenshot shows the 'one.nz' web application. At the top is a header with the 'one.nz' logo on the left and user information 'Brian Moore, Account ID: 1000011' along with 'Help' and notification icons on the right. A left-hand navigation menu is visible with options like 'Account', 'Orders and Invoices', 'Order History', 'Subscriptions' (highlighted in green), 'Payment Methods', 'Account Profile', and 'Action Log'. The main content area displays a table of subscriptions. Above the table, it says '16 item(s) total' and 'Show Search'. The table has four columns: 'ID', 'TITLE', 'STATUS', and 'SERVICES'. It lists several subscriptions, including 'NCE Microsoft Azure' (Active), three 'Acronis Cyber Backup Standard' subscriptions (all Terminated), 'Application Installation & Tutorial for Productivity Suite' (Terminated), and 'Microsoft 365 Business Standard (CSP COM 1YR MTH)' (Active).

ID	TITLE	STATUS	SERVICES
1000144	NCE Microsoft Azure	Active	NCE Microsoft Azure
1000116	Acronis Cyber Backup Standard - PAYG The subscription was terminated and the data related to the service was removed	Terminated	
1000109	Acronis Cyber Backup Standard with 10GB Cloud Storage The subscription was terminated and the data related to the service was removed	Terminated	
1000108	Acronis Cyber Backup Standard for M365 Seats (1GB per Seat) The subscription was terminated and the data related to the service was removed	Terminated	
1000106	Application Installation & Tutorial for Productivity Suite The subscription was terminated and the data related to the service was removed	Terminated	PCS ST_OLD
1000104	Microsoft 365 Business Standard (CSP COM 1YR MTH) An error occurred when retrieving information about this subscription	Active	CSP Microsoft 365 Commercial

Note: Any one time on demand services purchased will show in your subscription list for a month before gracing and terminating. You do not need to renew one time services. e.g. one time support for helping you with your Email Migration.

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How to change your subscription

Subscriptions contain the resources that you consume like a Microsoft user licence or an amount of online storage for a backup solution.

1. Log in to the **Marketplace**.
2. Select the subscription you would like to manage.
3. At the base of the management page select to change or manage your resources.

4. Increase or decrease the number of resources as required.
5. Select **OK**.
6. Your order details will be summarised for your confirmation.
The item purchase will align with your subscription billing cycle so part changes may apply depending on time of purchase.
7. Select **Confirm** to complete the purchase.

SUBSCRIPTION INFORMATION ACTIVE

Expires
Jun 7, 2023

Automatic Renewal
Enabled

Monthly Price
50.37 NZD

ACTIONS ▾

Resources

MANAGE LIMITS

MICROSOFT 365 BUSINESS STANDARD
(CSP COM BAS 1YR MTH)

2 Licenses

Subscription ID: 1000104 | Asset ID: AS-5292-4957-9154 | Product ID: PRD-812-360-509

one.nz

Brian Moore
Account ID: 1000011

Help ⓘ

🔔

Account

Orders and Invoices

Order History

Subscriptions

Payment Methods

Account Profile

Action Log

CSP Microsoft 365 Commercial

Your changes will be applied to the subscription #1000104 "Microsoft 365 Business Standard (CSP COM 1YR MTH)"

RESOURCE	CURRENT LIMIT	NEW LIMIT	MAX LIMIT	FEE
Advanced Communications (CSP COM ADD 1YR MTH)	0 total	<input type="text" value="0"/>	5,000	NZ\$20.86/unit per month
Advanced Communications Promo (CSP COM ADD 1YR MTH)	0 total	<input type="text" value="0"/>	5,000	NZ\$8.71/unit per month
Exchange Online Archiving for Exchange Online (CSP COM ADD 1YR MTH)	0 total	<input type="text" value="0"/>	5,000	NZ\$8.67/unit per month

Confirm Your Order

After you confirm the order you will be charged using the payment method you have selected below. Changes to your subscription will be applied as soon as we receive your payment.

Order Details

ORDER ITEMS	QTY/PERIOD	ITEM TOTAL
Acronis Cyber Cloud Storage Standard Recurring	1 unit/0.93 month(s)	NZ\$0.41

Total: NZ\$0.41
Tax Total: NZ\$0.06
Order Total: NZ\$0.47

Payment Information

On Account will be used for the payment of NZ\$0.47.

CANCEL

Confirm

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How to cancel a subscription

1. Log in to the **Marketplace**.
2. Select the subscription you would like to manage.
3. At the top of the management page select to cancel your subscription.
4. Enter the cancellation reason and any comments then select **proceed**.

Subscriptions

Acronis Cyber Backup Standard for M365 Seats (1GB per Seat)

RENEW

DISABLE AUTOMATIC RENEWAL

CANCEL SUBSCRIPTION

GENERAL INFORMATION

Expires Oct 7, 2021	Automatic Renewal ✔ Enabled	Renewal Price NZ\$10.11	Subscription Period 1 Month
Subscription ID 1000109	Service Plan Acronis Cyber Backup Standard for M365 Seats (1GB per Seat)	Created Sep 7, 2021	

CHANGE SERVICE PLAN

Do you want to cancel "Acronis Cyber Backup Standard for M365 Seats (1GB per Seat)"?

All included services will be destroyed.

Reason for Cancellation

No Longer Used

Your Comment

Don't need this anymore

CLOSE

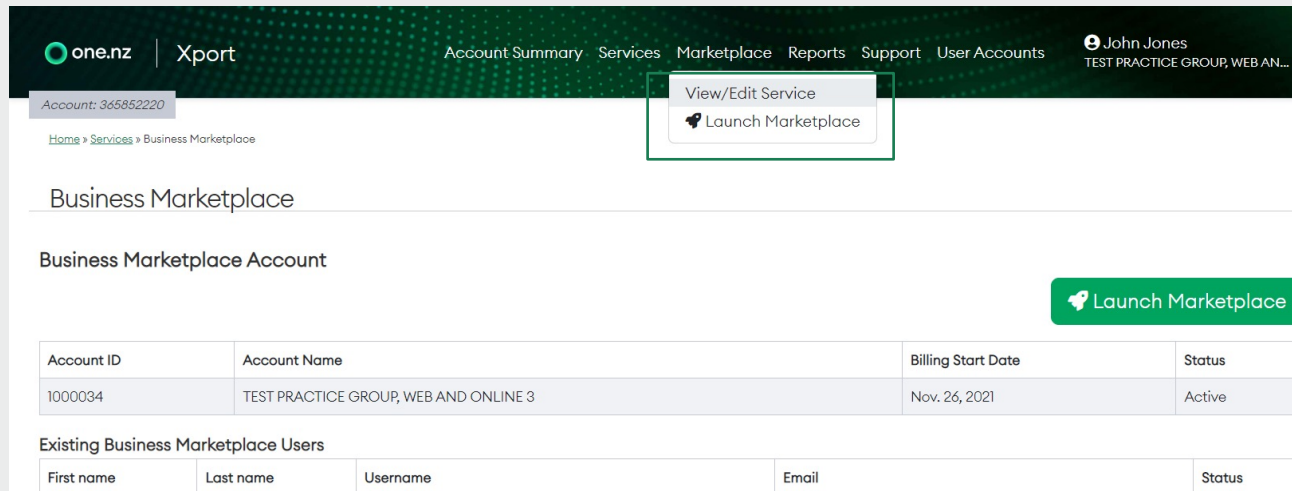
PROCEED

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Managing user access to the Marketplace

Note: users are managed in your One NZ Xport portal as a single access point to all your service portals.

1. Log in to onenz.xport.co.nz portal admins can manage user access to the marketplace.
2. Hover over the **Marketplace** tab and select to view/edit service



one.nz | Xport

Account Summary Services Marketplace Reports Support User Accounts John Jones
TEST PRACTICE GROUP, WEB AN...

Account: 365852220

Home > Services > Business Marketplace

Business Marketplace

Business Marketplace Account

Launch Marketplace

Account ID	Account Name	Billing Start Date	Status
1000034	TEST PRACTICE GROUP, WEB AND ONLINE 3	Nov. 26, 2021	Active

Existing Business Marketplace Users

First name	Last name	Username	Email	Status
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3. Select an options to create a marketplace user and select the Add button.

Enable Business Marketplace for User

Select from the list of **existing Xport portal admin users** or **create a new user...**

Enable Business Marketplace user...*

- ☐ Enable your own account
- ☐ Select an existing Xport admin user
- ☐ Create a new User

Add Business Marketplace User