

How to Place an Order via the Leader Cloud Portal

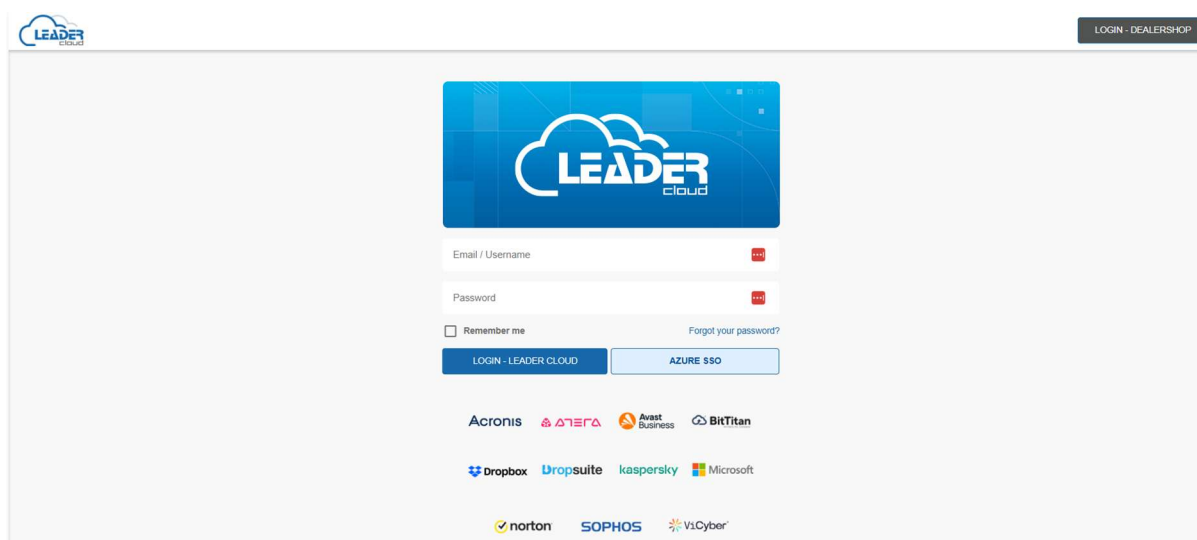
A Comprehensive Guide

Welcome to the comprehensive guide on how to place an order via the Leader Cloud Portal. This document is designed to provide step-by-step instructions to help you navigate the process efficiently and effectively. Whether you are a first-time user or looking to refresh your knowledge, this guide will walk you through every aspect of the ordering process.

Step 1: Accessing the Leader Cloud Portal

Before you can place an order, you need to access the Leader Cloud Portal. Follow these steps to log in:

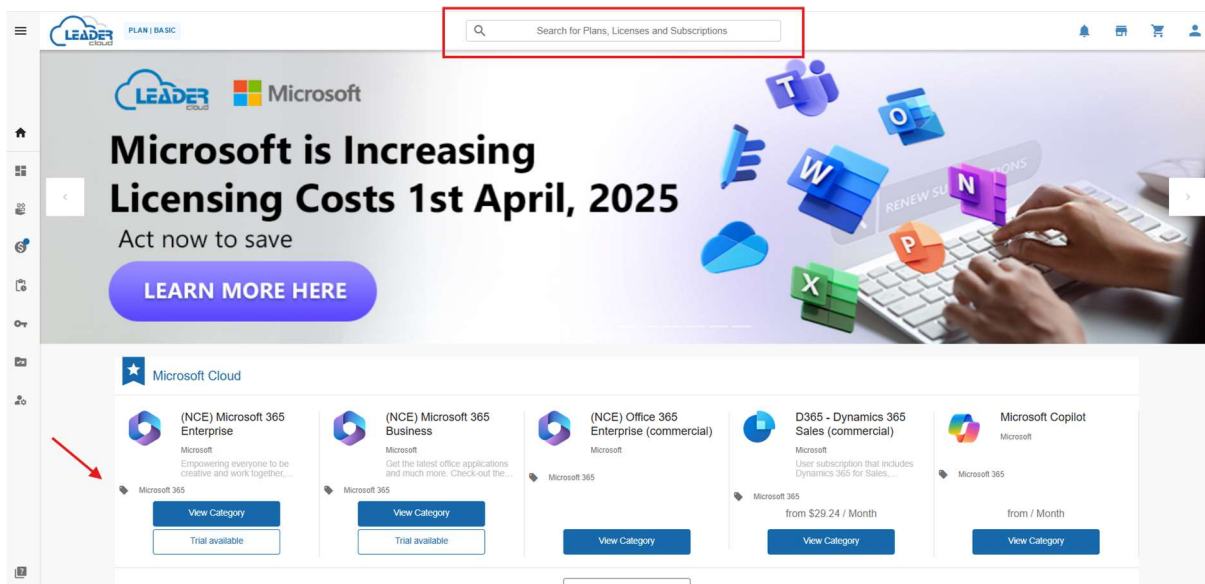
- Open your preferred web browser and navigate to the Leader Cloud Portal website. <https://hub.leadercloud.com.au/login/?refurl=%2f>
- Enter your username and password in the designated fields.
- Click the "Login" button to access your account.



Step 2: Navigating to the Order Placement Section

Once you are logged in, it will take you to the leader cloud home page, from here you can either search at the top bar what you are looking for or browse the options in our cloud portal:

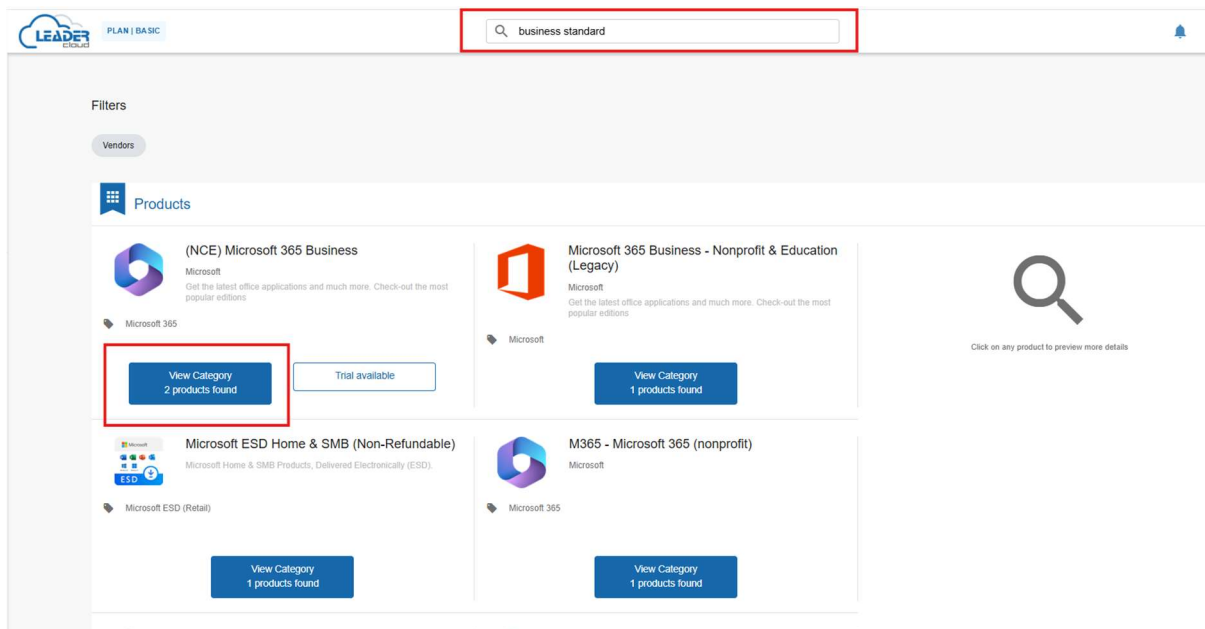
Email us today at help@leadercloud.com.au



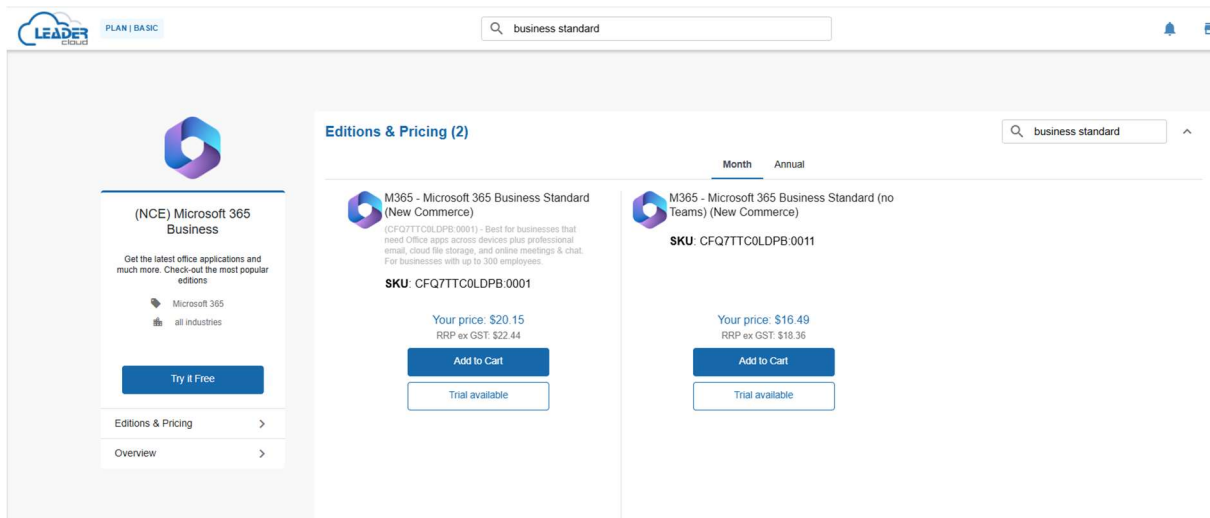
Step 3: Selecting Products

Now that we have found what we want we want to order it. For example, lets order a Microsoft Business Standard License:

- We will search Business standard, and it shows 2 options in the NCE Microsoft 365 Business



- You need to click within the product suite to see the options available: the screen will look like this:



PLAN | BASIC

Search: business standard

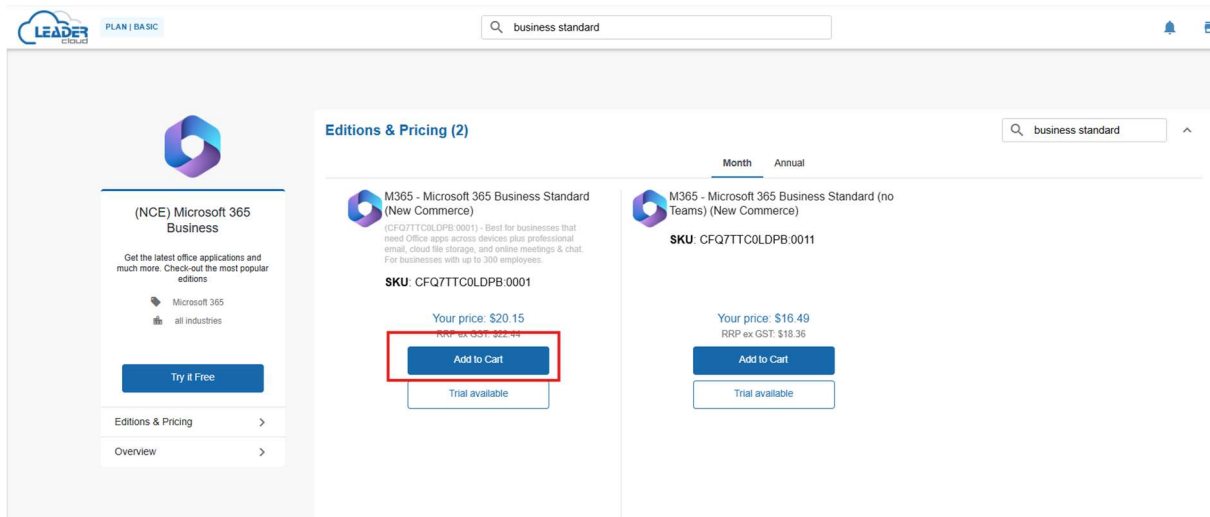
Editions & Pricing (2)

Month Annual

M365 - Microsoft 365 Business Standard (New Commerce)
(CFQ7TTC0LDPB.0001) - Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees.
SKU: CFQ7TTC0LDPB.0001
 Your price: \$20.15
 RRP ex GST: \$22.44
 Add to Cart
 Trial available

M365 - Microsoft 365 Business Standard (no Teams) (New Commerce)
SKU: CFQ7TTC0LDPB.0011
 Your price: \$16.49
 RRP ex GST: \$18.36
 Add to Cart
 Trial available

- We have two types available; we want to use the standard one WITH teams.



PLAN | BASIC

Search: business standard

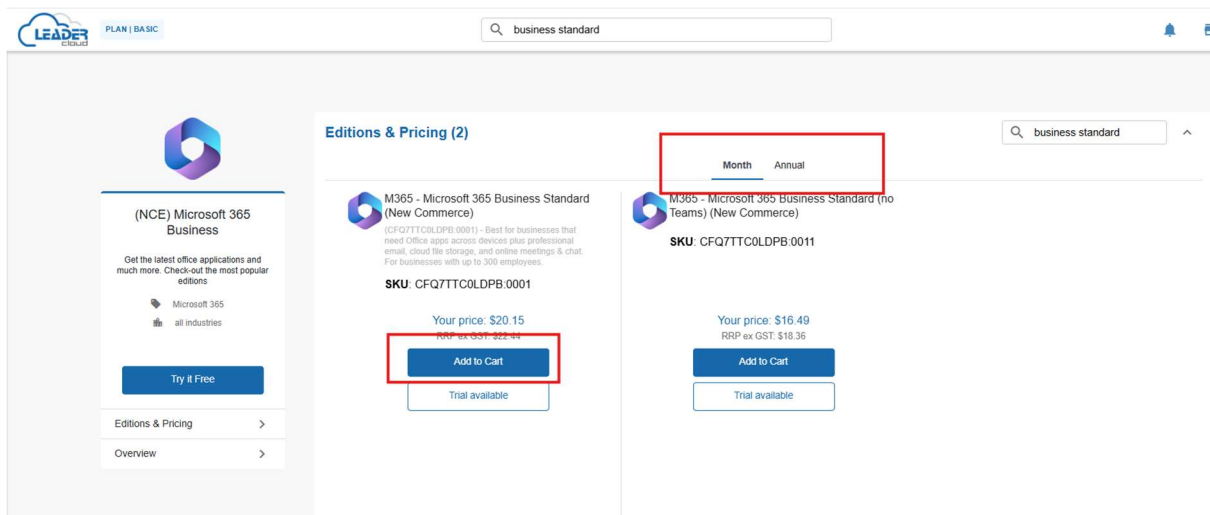
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- There is also different subscription terms Monthly, Annual



PLAN | BASIC

Search: business standard

Editions & Pricing (2)

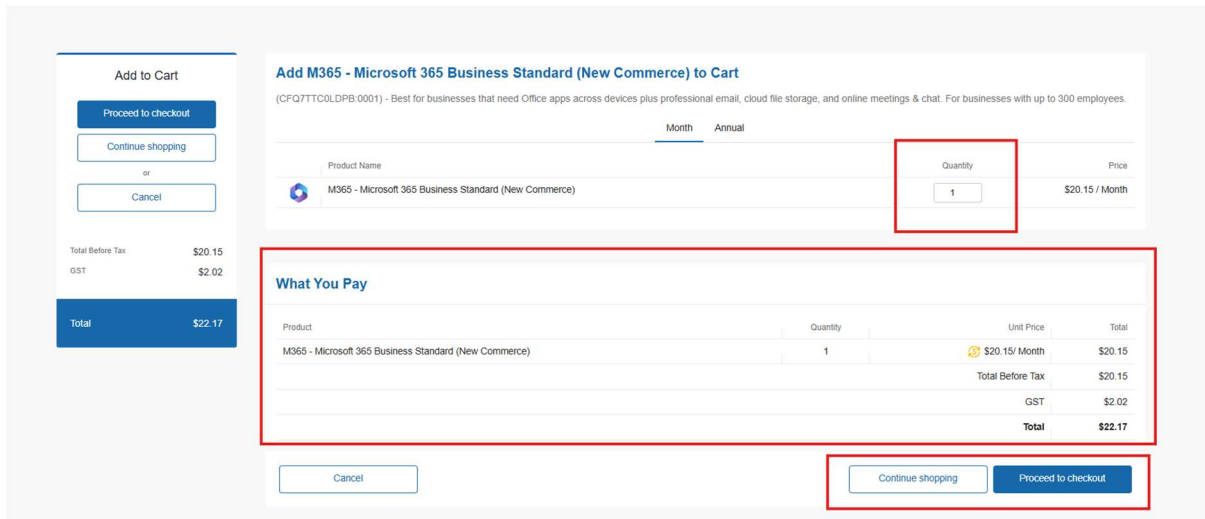
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 Add to Cart
 Trial available

M365 - Microsoft 365 Business Standard (no Teams) (New Commerce)
SKU: CFQ7TTC0LDPB.0011
 Your price: \$16.49
 RRP ex GST: \$18.36
 Add to Cart
 Trial available

- If you select the annual it will then reload with the different pricing

- In this case we want to just go on a month to month subscription so we will add it to cart.
- It will then redirect you to the cart screen, here is where you can add how many QTY you would like on this subscription:



Add M365 - Microsoft 365 Business Standard (New Commerce) to Cart
(CFQ7TTC0LDPB.0001) - Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees.

Product Name	Quantity	Price
M365 - Microsoft 365 Business Standard (New Commerce)	1	\$20.15 / Month

What You Pay

Product	Quantity	Unit Price	Total
M365 - Microsoft 365 Business Standard (New Commerce)	1	\$20.15 / Month	\$20.15
Total Before Tax			\$20.15
GST			\$2.02
Total			\$22.17

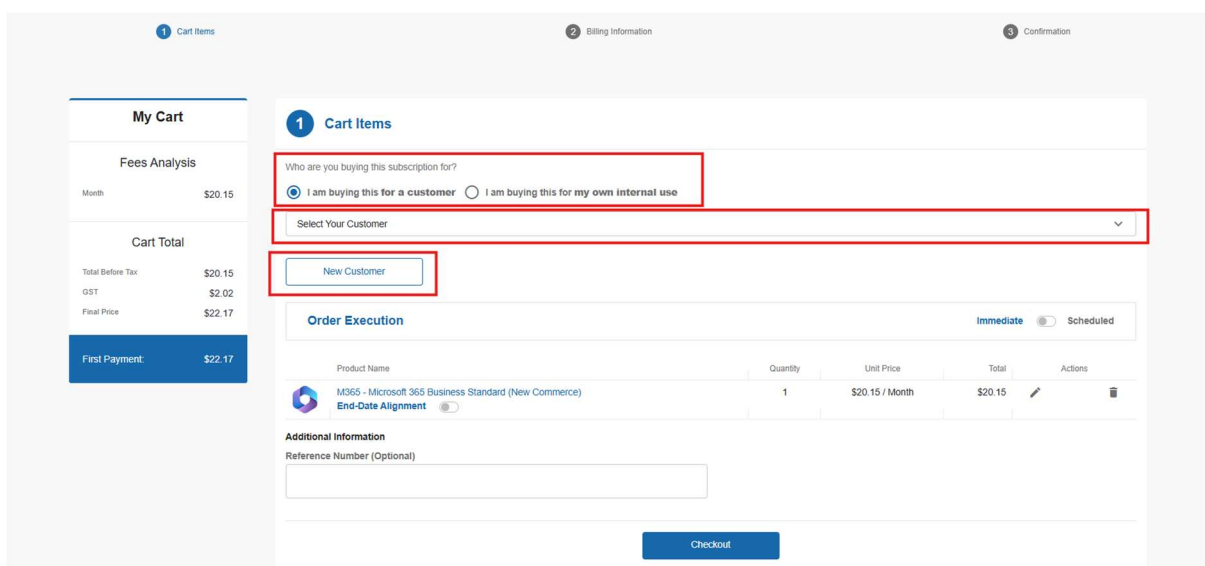
Buttons: Cancel, Continue shopping, Proceed to checkout

It will also give you an overdue of how much you will be paying per month. If you wish to only get that one subscription, click the proceed to checkout button.

If you want to continue shopping for the same tenant, you can click “Continue shopping”.

Step 4: Completing the Cart

Once you click proceed to cart, we now have to add in the information for the subscription. This is the end user or if its internal use:



My Cart

Fees Analysis

Month	Amount
Month	\$20.15

Cart Total

Item	Amount
Total Before Tax	\$20.15
GST	\$2.02
Final Price	\$22.17

First Payment: \$22.17

1 Cart Items

Who are you buying this subscription for?

☒ I am buying this for a customer ☐ I am buying this for my own internal use

Select Your Customer

New Customer

Order Execution

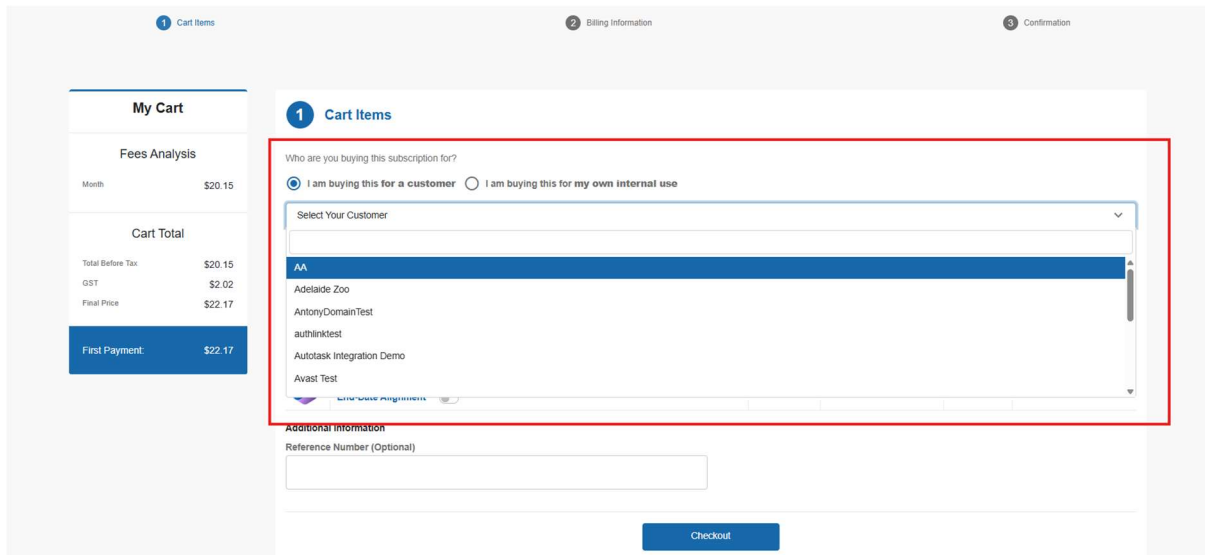
Product Name	Quantity	Unit Price	Total	Actions
M365 - Microsoft 365 Business Standard (New Commerce)	1	\$20.15 / Month	\$20.15	

Additional Information

Reference Number (Optional)

Checkout

- If you are buying for your end user, ensure that the “I am buying this for a customer” is ticked. And then use the dropdown box to select your client.



1 Cart Items

Who are you buying this subscription for?

☒ I am buying this for a customer ☐ I am buying this for my own internal use

Select Your Customer

AA

Adelaide Zoo

AntonyDomainTest

authinktest

Autotask Integration Demo

Avast Test

Additional information

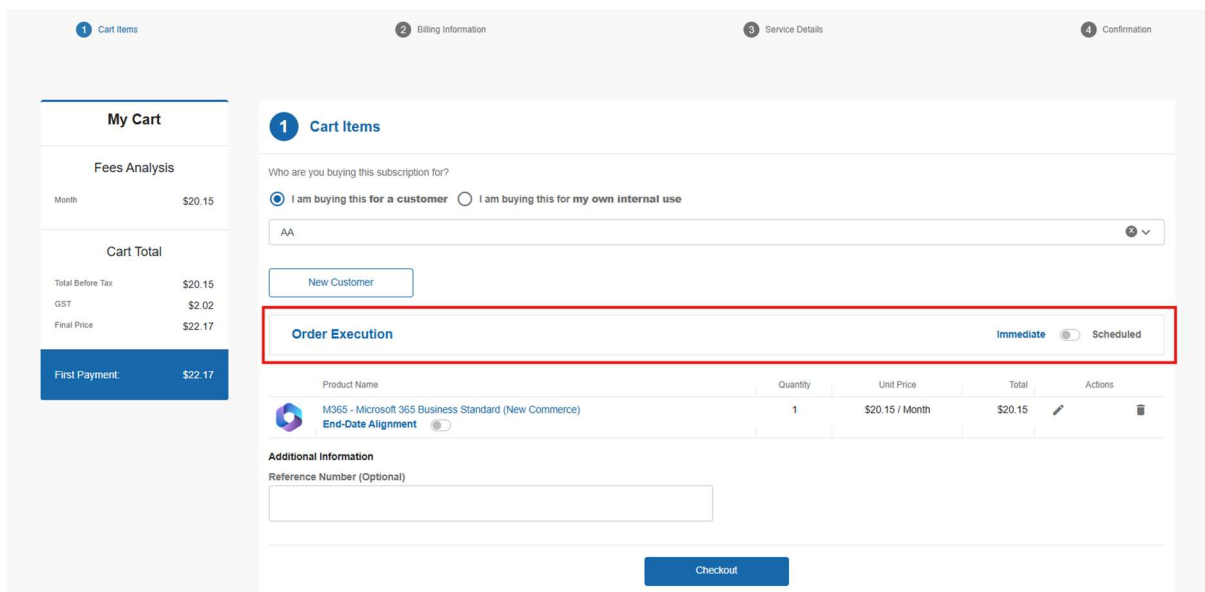
Reference Number (Optional)

Checkout

- Once an end user is select the screen will reload its options.

We have a few options on this screen to choose from:

- Order Execution can be immediate (set by default) or can be scheduled



1 Cart Items

Who are you buying this subscription for?

☒ I am buying this for a customer ☐ I am buying this for my own internal use

AA

New Customer

Order Execution

Immediate ☒ Scheduled ☐

Product Name	Quantity	Unit Price	Total	Actions
M365 - Microsoft 365 Business Standard (New Commerce) End-Date Alignment	1	\$20.15 / Month	\$20.15	

Additional information

Reference Number (Optional)

Checkout

For example, if you want to add this at the end of the month not right now you can schedule it to active the licence purchase on that date without having to manually come back in on the 30th and process it.

- Next option is the “End Date Alignment”

My Cart

Fees Analysis

Month	\$20.15
-------	---------

Cart Total

Total Before Tax	\$20.15
GST	\$2.02
Final Price	\$22.17

First Payment: \$22.17

1 Cart Items




Who are you buying this subscription for?

☒ I am buying this for a customer
 ☐ I am buying this for my own internal use

AA

New Customer

Order Execution Immediate ☒ Scheduled ☐

Product Name	Quantity	Unit Price	Total	Actions
 M365 - Microsoft 365 Business Standard (New Commerce) End-Date Alignment <input type="checkbox"/>	1	\$20.15 / Month	\$20.15	 

Additional Information

Reference Number (Optional)

Checkout

This means if the tenant has other subscriptions that all renew on the same day, you can pro-rata this subscription, so it aligns with the other subscriptions.

- Once everything looks fine you can select checkout

My Cart

Fees Analysis

Month	\$20.15
-------	---------

Cart Total

Total Before Tax	\$20.15
GST	\$2.02
Final Price	\$22.17

First Payment: \$22.17

1 Cart Items




Who are you buying this subscription for?

☒ I am buying this for a customer
 ☐ I am buying this for my own internal use

AA

New Customer

Order Execution Immediate ☒ Scheduled ☐

Product Name	Quantity	Unit Price	Total	Actions
 M365 - Microsoft 365 Business Standard (New Commerce) End-Date Alignment <input type="checkbox"/>	1	\$20.15 / Month	\$20.15	 

Additional Information

Reference Number (Optional)

Checkout

- Now we have the billing information which should be yourself the reseller, make sure the information is correct and then click next

1 Cart Items

2 Billing Information

3 Service Details

4 Confirmation

Checkout

Fees Analysis

Month	\$20.15
-------	---------

Cart Total

Total Before Tax	\$20.15
GST	\$2.02
Final Price	\$22.17

First Payment

\$22.17

2 Billing Information

Billing Address

Address

165 - 187 Franklin Street

City

Adelaide

Country

Australia

State / Province

SA

Postcode

5000

Phone

+61881126021

Who should be receiving your Tax Invoices?

You can change the details of your existing billing contact in My Account

Existing billing contact

Name	Email
Hanh Tran	Hanh.Tran@leadersystems.com.au

Back

Next

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