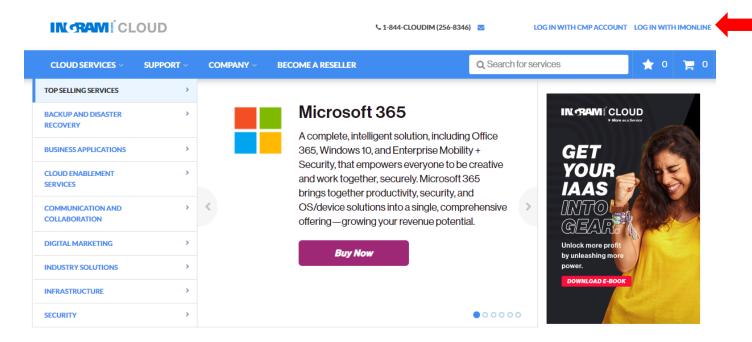


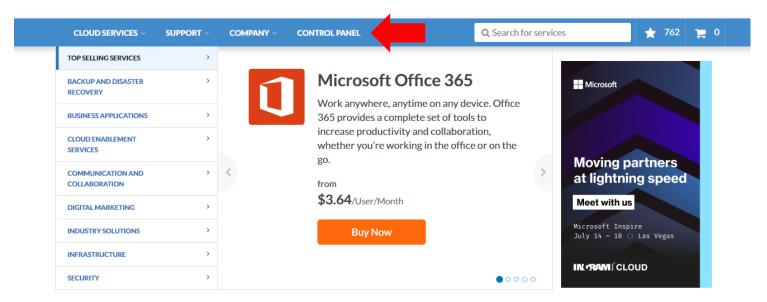


INGRAM MICRO CLOUD MARKETPLACE WALKTHROUGH TO PURCHASE AVEPOINT PRODUCTS/SOLUTIONS:

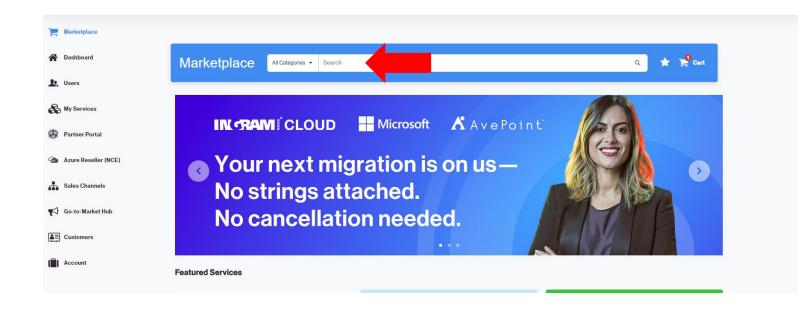
1. Click on this link: https://us.cloud.im/, then click on LOG IN WITH IMONLINE



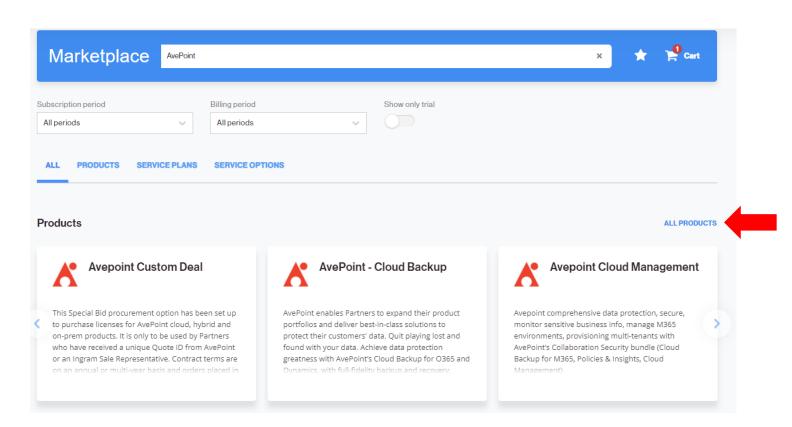
2. Once logged in click on **CONTROL PANEL**



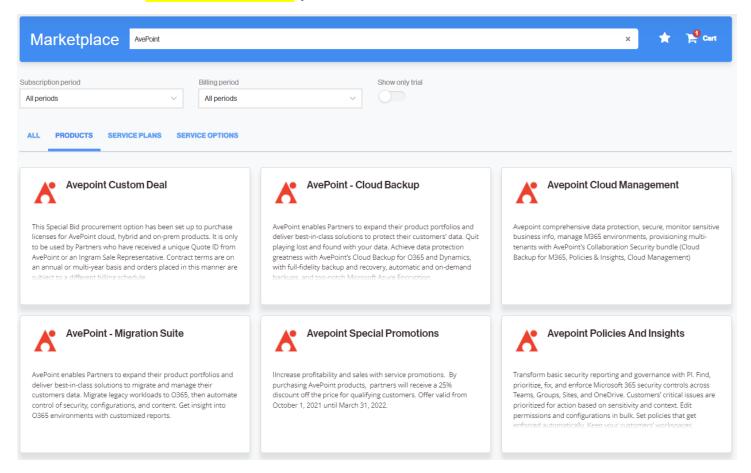
3. Search - AvePoint



4. Now, click on ALL PRODUCTS



5. Select the Products/Solutions you would like to order.



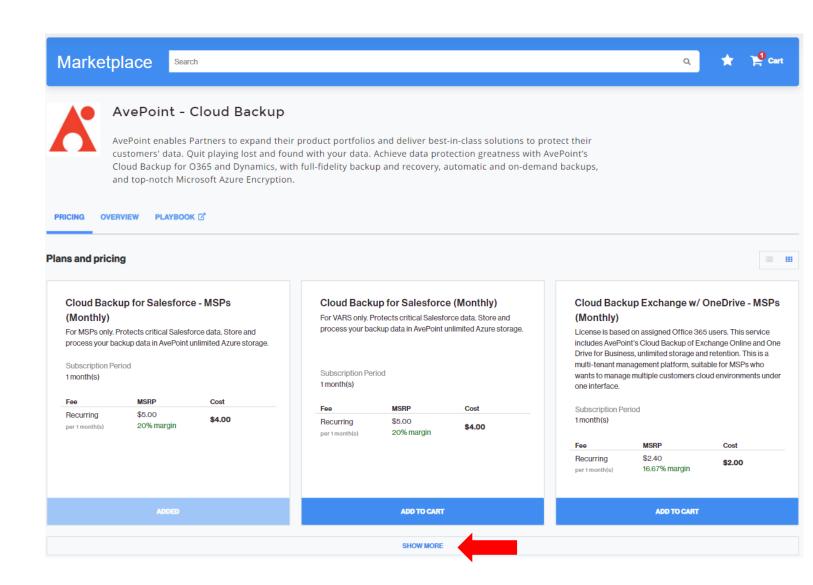
6. Each AvePoint Product will have an MSP and Reseller Option:

If you are the MSP and will be using AvePoint solutions to provide a service for the end-customer you will select MSP version!!!

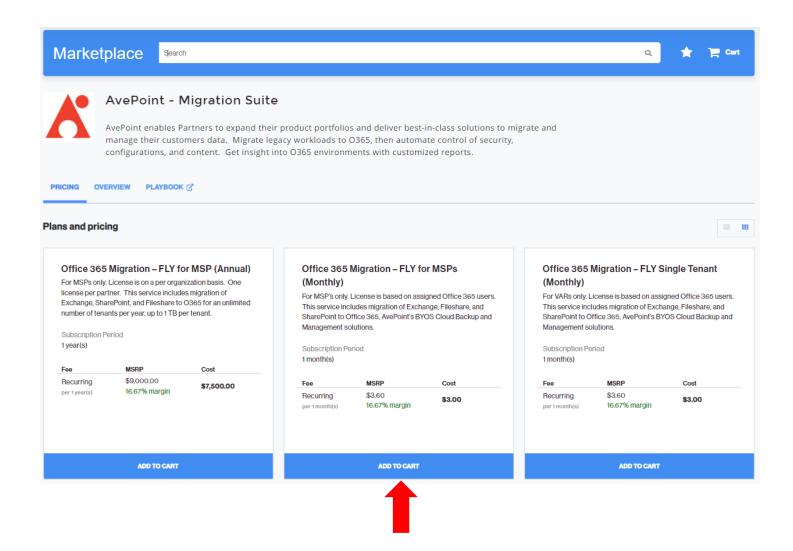
- ***If you are a Re-seller and will be selling the solution to the end-customer so they can use the solution on their own, you will select Single Tenant version***
 - By selecting the Single Tenant version, the licenses will be sent to the email you provide for the end-customer.

7. See some Examples below:

- A. When you click on AvePoint Cloud Backup: Now, click on SHOW MORE and you will see all your options for AvePoint Cloud Backup.
- Select and click on <u>ADD TO CART</u> what you would like to order.
- Any option that includes BYOS (Bring Your Own Storage) means you must connect the product/solution to your own backup source.
- Example: Azure, AWS, etc.



B. When you click on AvePoint Migration Suite: There are just three plans you can add to the cart from here. Select and click on ADD TO CART what you would like to order.



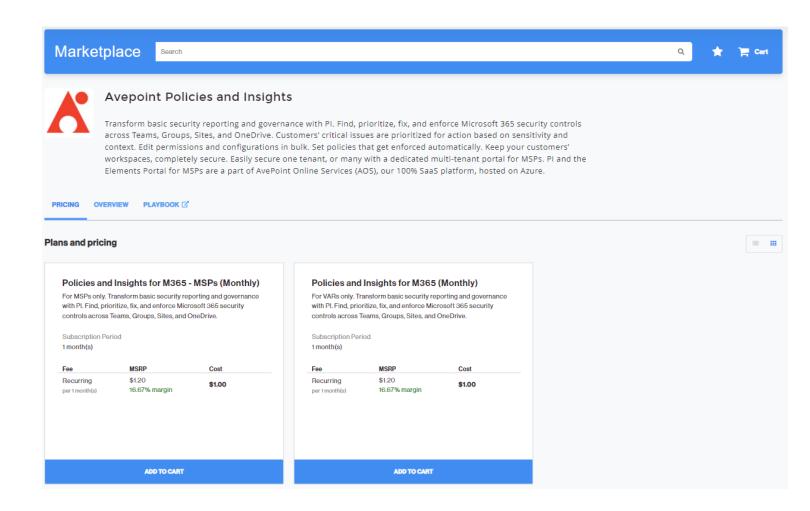
Quick Reminder: Each AvePoint Product will have an MSP and Reseller Option:

If you are the MSP and will be using AvePoint solutions to provide a service for the endcustomer you will select MSP version!!!

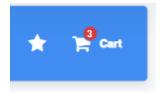
If you are a Re-seller and will be selling the solution to the end-customer so they can use the solution on their own, you will select Single Tenant version

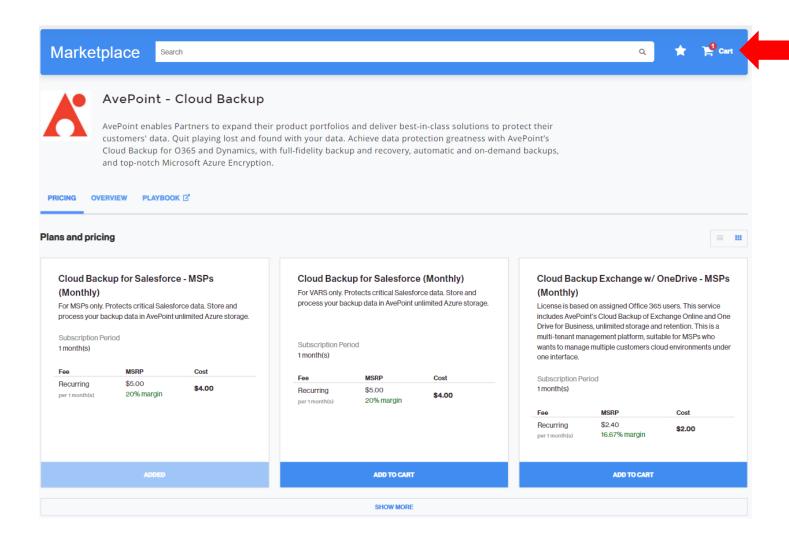
- By selecting the Single Tenant version, the licenses will be sent to the email you provide for the end-customer.

C. When you click on AvePoint Policies and Insights: There are just two options. Select and click on ADD TO CART what you would like to order.

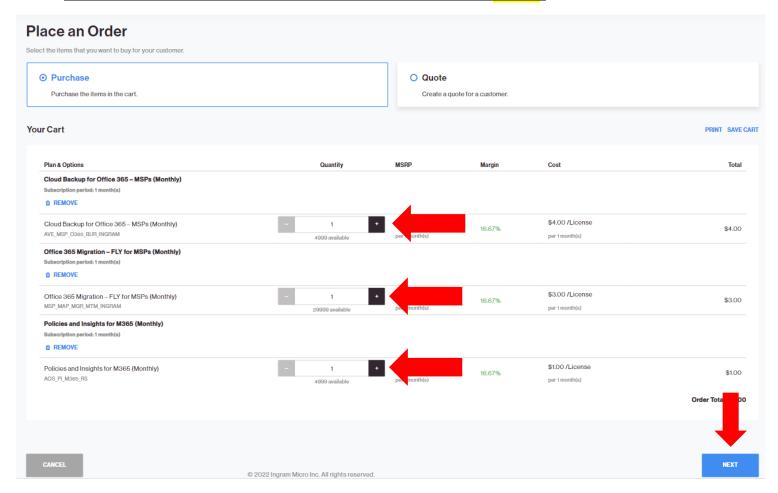


8. Once you added everything you want to purchase to the cart, scroll to top right of screen and click on the cart to checkout.





9. Add the desired number of licenses under quantity of all the Products/Solutions you are purchasing and click NEXT.



10. Select Existing Customer or Add a New Customer

***If you Select an Existing Customer, all the information in that customer's profile will be used to create a <u>customer profile with AvePoint</u>. Please take a minute to review their profile to ensure the information is up to date. (*Note: The Customer email address will be used to register their Office 365 tenant with <u>AvePoint</u>. Should you need to supply an email that is different from what is contained in the customer's profile, you can do so in the next step – see step #11 for more information).

***If you Add a New Customer, you will need to create a full customer profile.

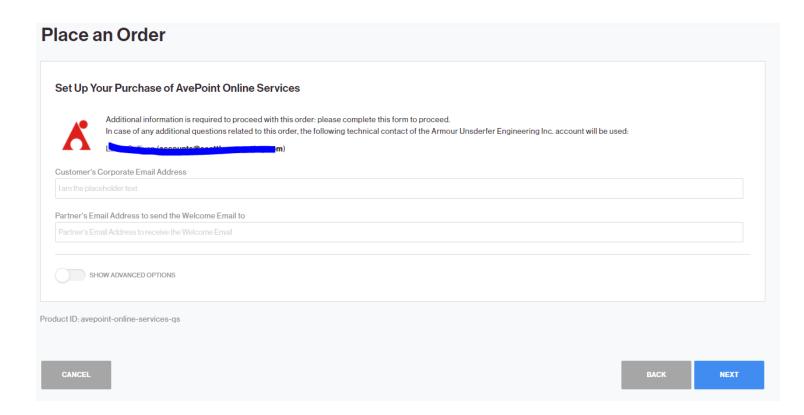
Place an Order	
Build the right offer for your customer.	
Select Existing Customer	O Add New Customer

11. Set up your purchase of AvePoint Online Services:

<u>In Box 1 (see below): Customer's Corporate Email Address:</u> add End-Customer's email address (The customer email will be used to register the Office 365 Tenant with AvePoint. This is how AvePoint differentiates and tracks orders, it <u>MUST</u> match the corporate domain.)

<u>In Box 2 (see below): Partner's Email Address to send the Welcome Email</u>: you simply enter whatever email address you would like the welcome email from AvePoint to be sent to. This email includes the license code and links to technical support (see last page for screen shot of welcome email).

****The only time anything will be sent to the end-customer email provided in this step is if you are purchasing the Single Tenant version mentioned in step 6.**



12. <u>The last step is to review order, agree to terms and conditions and click buy</u>

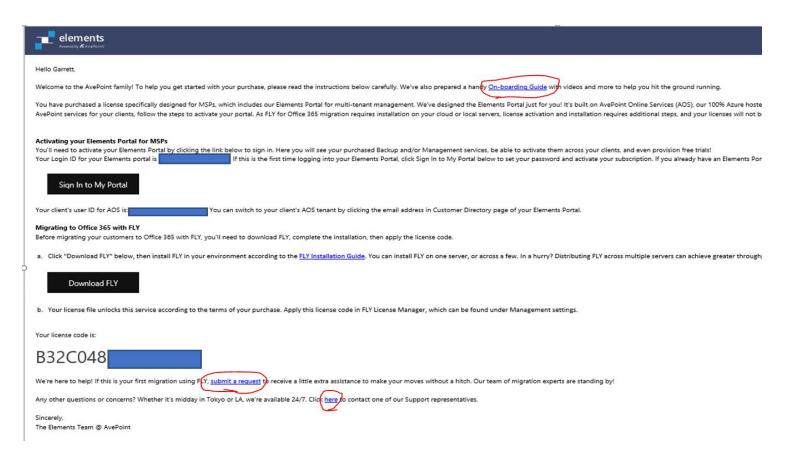
Order Items	Included	Additional	Customer Price	Margin	Cost	Total	
Microsoft 365 Enterprise E5 with Avepoint							
Recurring Fee - 1 year(s)			\$0.00 per 1 month(s)	0%	\$0.00 per 1 month(s)	\$0.00	
Ingram Fly - 2 Month Migration Promo	O unit(s)	+ 5 unit(s)	\$0.00 /unit per 1 month(s)	0%	\$0.00 /unit per 1 month(s)	\$0.00	
Microsoft 365 E5	O User(s)	+ 5 User(s)	\$57.50 /User per 1 month(s)	20%	\$46.00 /User per 1 month(s)	\$230.00	
						Total: \$230.00 Tax Total: \$0.00 Order Total: \$230.00	
ADJUST PRICES							
Additional Information			Customer				
O Number (Optional)			You are about to pla	oo on order for Fo	r Avenaint Doma Only		
O Number (Optional)			You are about to place an order for For Avepoint Demo Only				
			VIEW CUSTOMER DETA	AILS			
Your Payment			Customer Payment				
Your billing information will be used to pay your provider for all the services burchased in the Marketplace from your reseller account.			Your customer can pay an order using one of default payment methods available or add a new one, if required, right in their control panel.				
I Agree to the Ingram Micro Cloud Services G	eneral Terms of Service,	Additional Terms an	nd Conditions for Microso	oft's CSP Service ,	Terms and Conditions	AvePoint US	

***AFTER YOU RECEIVE YOUR LICENSES, PLEASE REVIEW NEXT STEPS ON FOLLOWING PAGE!

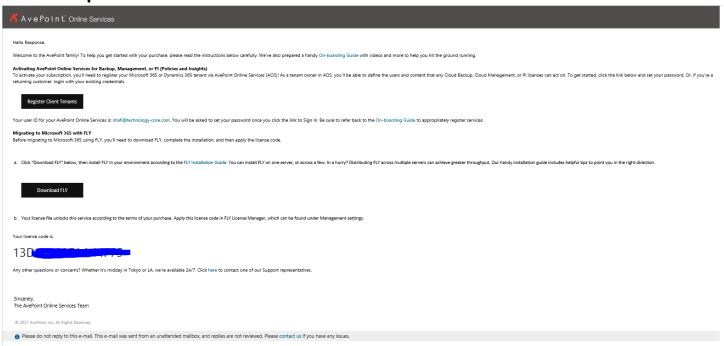
1. Once you purchase, you will receive the email below IF you purchased the MSP option:

The top half will give directions on how to access your AvePoint Online Portal if you purchased Backup or Policies and Insights. (Sign Into My Portal)

The bottom provides directions on how to get started with AvePoint's FLY Migration Tool. (Download FLY)



Your end customer will receive an email like this if you purchase the "single-tenant" option:



These links are included in the above emails for AvePoint support:

- This onboarding guide to help get started: https://sway.office.com/BbsZ6j1W8zCld662?ref=Link
- 2. This link is to request a 90 min Migration/Backup/ Policies & Insights start-up session: (After you by the licenses click on this link and fill out the form) https://www.avepoint.com/partners/onboard/firsttimewalkthrough
- 3. AvePoint 24/7 technical support for any help needed: https://elements.avepoint.com/products/support

Any questions can be sent to: avepoint@ingrammicro.com