



# USER GUIDE

**Logilab ELN Cloud SaaS – Activation of Trial Subscription by Customer**



# CONTENTS

<b>1</b>	<b>Process Overview .....</b>	<b>3</b>
<b>2</b>	<b>Process Details.....</b>	<b>4</b>
2.1	Customer User activates subscription .....	4
2.2	Customer User verifies the activation .....	9

# 1 Process Overview

Activating a subscription is applicable only when the user wants to complete the trial before its scheduled end date and to directly convert the trial subscription to 'Live' one.

For example, the trial period is 30 days.

Now the customer wants to end it on 25th day and to switch to Live subscription.

The Customer can choose to activate it from customer portal.

In this case, once the subscription becomes live, invoice will be generated and payment will be due.

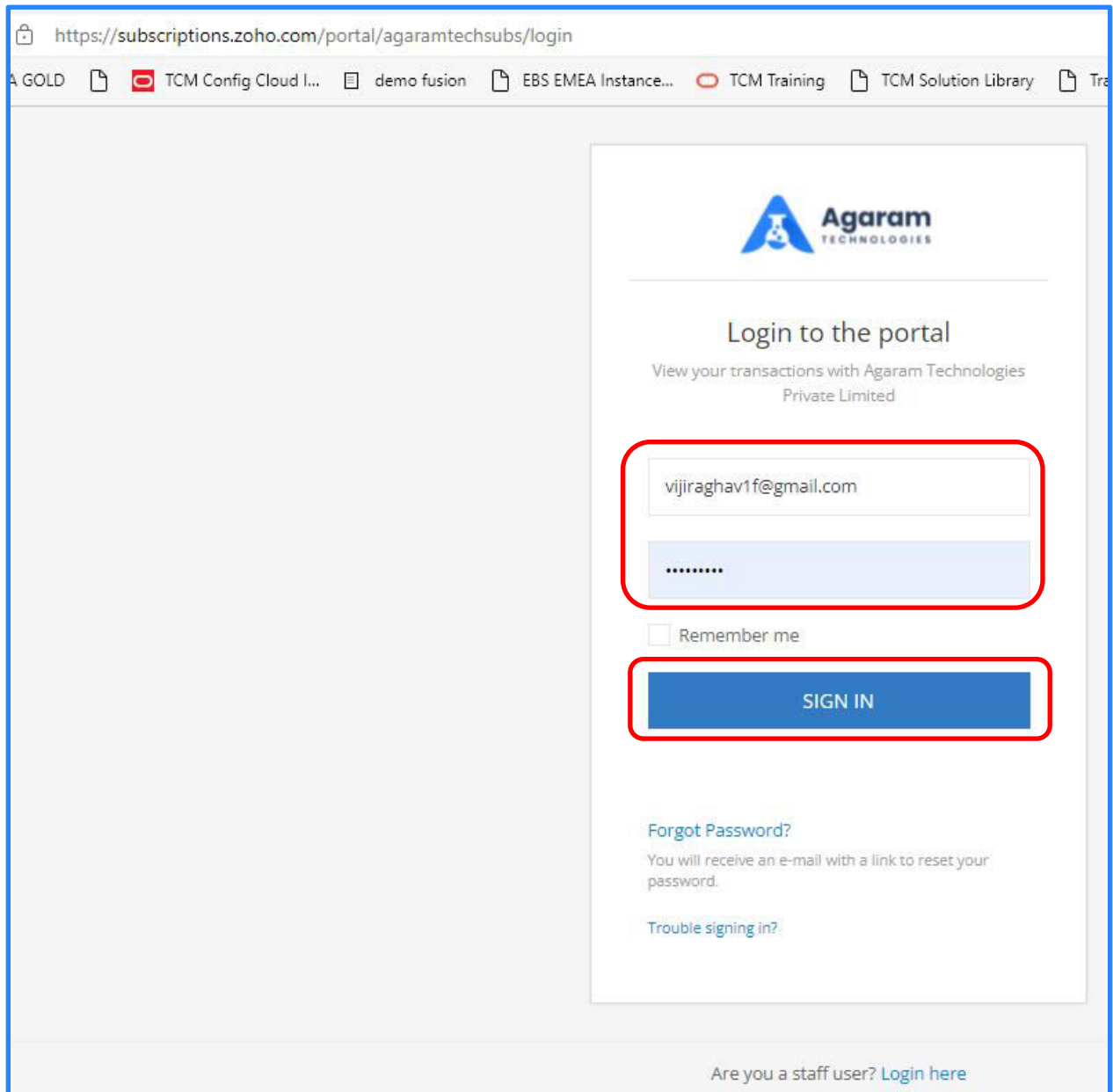
The step-by-step tasks in above-mentioned activities are described in detail in the following sections

## 2 Process Details

### 2.1 Customer User activates subscription


The user needs to login to Zoho Customer Portal by entering the username and password.

Click on 'SIGNIN' button.



https://subscriptions.zoho.com/portal/agaramtechsubs/login

TCM Config Cloud I... demo fusion EBS EMEA Instance... TCM Training TCM Solution Library

 **Agaram**  
TECHNOLOGIES

**Login to the portal**  
View your transactions with Agaram Technologies  
Private Limited

vijiraghav1f@gmail.com

.....

Remember me

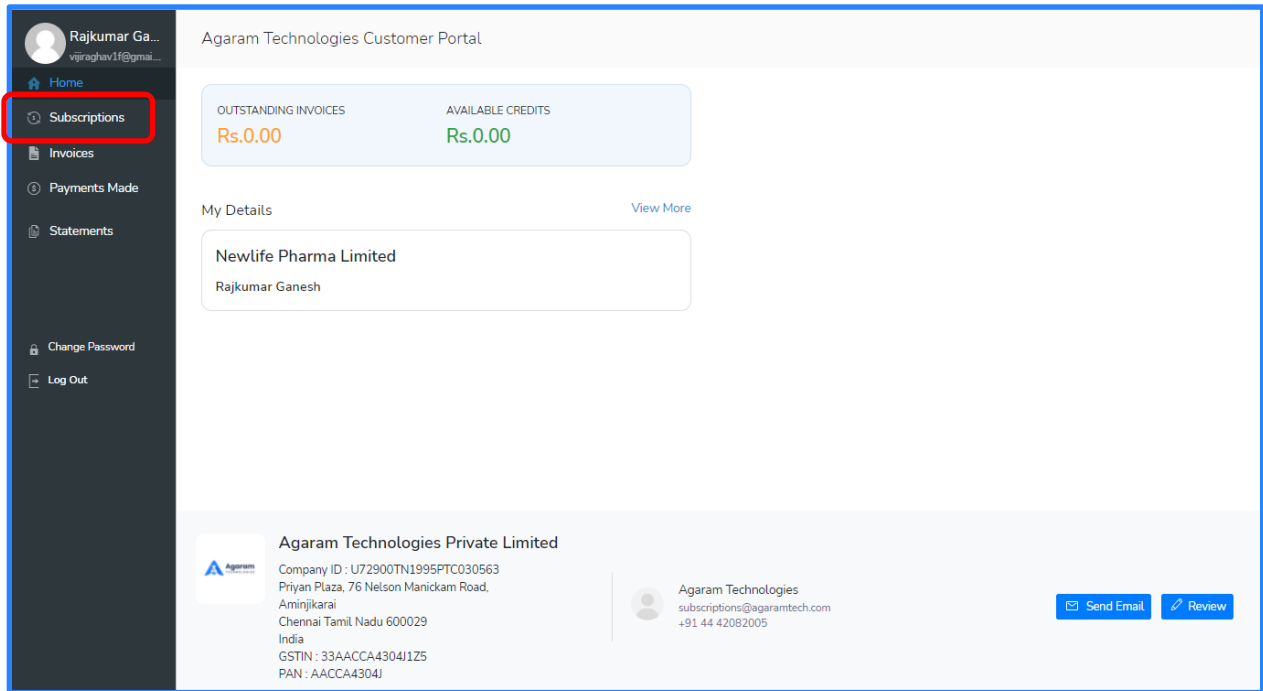
**SIGN IN**

[Forgot Password?](#)  
You will receive an e-mail with a link to reset your password.

[Trouble signing in?](#)

Are you a staff user? [Login here](#)

From the Home page of the customer portal, navigate to 'Subscriptions' page.



Agaram Technologies Customer Portal

OUTSTANDING INVOICES: Rs.0.00 | AVAILABLE CREDITS: Rs.0.00

My Details: View More

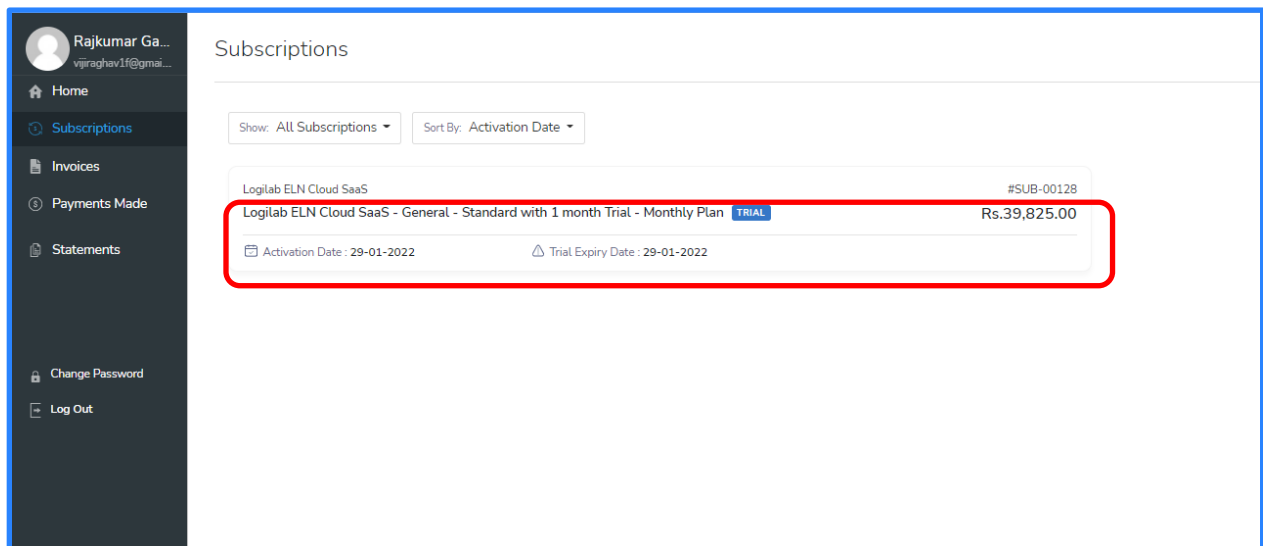
NewLife Pharma Limited  
Rajkumar Ganesh

Agaram Technologies Private Limited  
Company ID : U72900TN1995PTC030563  
Priyan Plaza, 76 Nelson Manickam Road,  
Aminjikarai  
Chennai Tamil Nadu 600029  
India  
GSTIN : 33AACCA4304J1Z5  
PAN : AACCA4304J

Agaram Technologies  
subscriptions@agaramtech.com  
+91 44 42082005

Send Email | Review

On the subscription page, click on the subscription which needs to be activated.



Subscriptions

Show: All Subscriptions | Sort By: Activation Date

Logilab ELN Cloud SaaS	#SUB-00128
Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan	Rs.39,825.00
Activation Date : 29-01-2022	Trial Expiry Date : 29-01-2022

Click on 'Activate Subscription' button.

[Back](#)  
**Logilab ELN Cloud SaaS-Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan**  
TRIAL  
 #SUB-00128

Activate Subscription
[View Invoices](#)

Total Amount <b>Rs.39,825.00</b>	Addons 0	Associated Payment Method ---	Trial Expiry Date 29-01-2022	Trial Remaining day(s) 30
-------------------------------------	-------------	----------------------------------	---------------------------------	------------------------------

**Billing Details**

Activation Date: 29-01-2022      Next Billing Date: 29-01-2022      Expiration Date: ---      Billing Frequency: 1 month(s)

[Show more →](#)

**Subscription Details**

Item	Qty	Discount	Rate	Tax	Amount
<b>PLAN</b>					
Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan	15	-	Rs.2,250.00	IGST18 (18%)	Rs.33,750.00
Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan					

Subscription Preview will be displayed.

Verify the details of the subscription.

Click on 'Activate Subscription' button.

**Subscription Preview (Logilab ELN Cloud SaaS-Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan)**  
 #SUB-00128

[Back](#)

Immediate Subscription Charge	<b>Rs.39,825.00</b>
	On 30-12-2021
Recurring Subscription Charge	<b>Rs.39,825.00</b>
	On 30-01-2022

[View more details →](#)

Activate Subscription
[Cancel](#)

**Subscription Preview** (Logilab ELN Cloud SaaS-Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan)  
#SUB-00128

[Back](#)

Immediate Subscription Charge	Rs.39,825.00 On 30-12-2021
Recurring Subscription Charge	Rs.39,825.00 On 30-01-2022

[View more details →](#)

[Activate Subscription](#) [Cancel](#)

The message "Subscription has been updated successfully" is displayed. Navigate to 'Subscriptions' page to verify the current status.

Now the subscription has been activated from Trial to Live. It can be noticed that the subscription has been activated to 'Live'.

Click on 'Invoices' submenu to check for the invoice generated.

[Back](#)

**Logilab ELN Cloud SaaS - Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan** LIVE  
#SUB-00128

[View Invoices](#) [...](#)

Total Amount Rs.39,825.00	Addons 0	Associated Payment Method ---	Next Billing Date 30-01-2022	Billing Frequency 1 month(s)
------------------------------	-------------	----------------------------------	---------------------------------	---------------------------------

**Billing Details**

Activation Date : 30-12-2021	Previous Billing Date : 30-12-2021	Expiration Date : ---
---------------------------------	---------------------------------------	--------------------------

[Show more →](#)

**Subscription Details**

Item	Qty	Discount	Rate	Tax	Amount
<b>PLAN</b>					
Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan	15	-	Rs.2,250.00	IGST18 (18%)	Rs.33,750.00
Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan					

Since the subscription has been activated to 'Live' status, new invoice is generated with the due date as today.

**Invoices**

Show: All Transactions | Plan: All | Sort By: Date

Invoice #	Reference#	Subscription Ref. #	Date	Total	Status
INV-000134			30-12-2021	Rs.39,825.00	Due Today

**Due Today**

**Agaram Technologies Private Limited**  
 Company ID : U72900IN1995P1C030563  
 Priyan Plaza, 76 Nelson Manickam Road,  
 Aminjikarai  
 Chennai Tamil Nadu 600029  
 India  
 GSTIN : 33AACCA4304125  
 PAN : AACCA43041

**INVOICE**

Invoice Number	: INV-000134	Online/Offline	: Offline
Invoice Date	: 30-12-2021		
Terms	: Due On Receipt		
Due Date	: 30-12-2021		

Bill To		Ship To	
<b>Rajkumar Ganesh</b>		Rajkumar Ganesh	
43 New Street		43 New Street	
Bangalore		Bangalore	
5600024 Karnataka		5600024 Karnataka	
India		India	

#	Items	HSN/SAC	Qty	Unit Price	IGST		Amount
					%	Amnt	
1	Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan	997331	15	2,250.00	18%	6,075.00	33,750.00

Total In Words  
*Indian Rupee Thirty-Nine Thousand Eight Hundred Twenty-Five Only*

Thank you for the payment. You just made our day.

Payment Options

Company Bank Details for Offline payment:

Bank Name : State Bank of India  
 Account Holder's Name : Agaram Technologies Private Limited  
 Account Number : 33166124321

Sub Total : 33,750.00  
 IGST 18% (18%) : 6,075.00  
**Total : Rs. 39,825.00**

**Balance Due Rs.39,825.00**

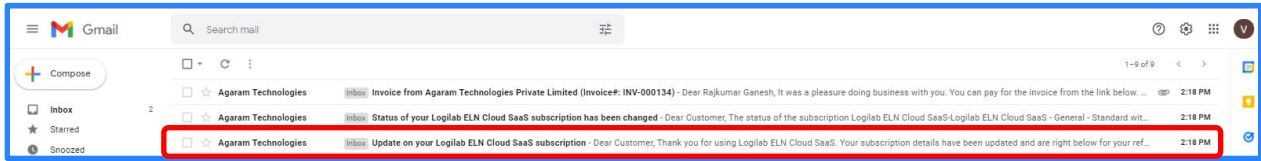
For Agaram Technologies Private Limited

Authorized Signatory

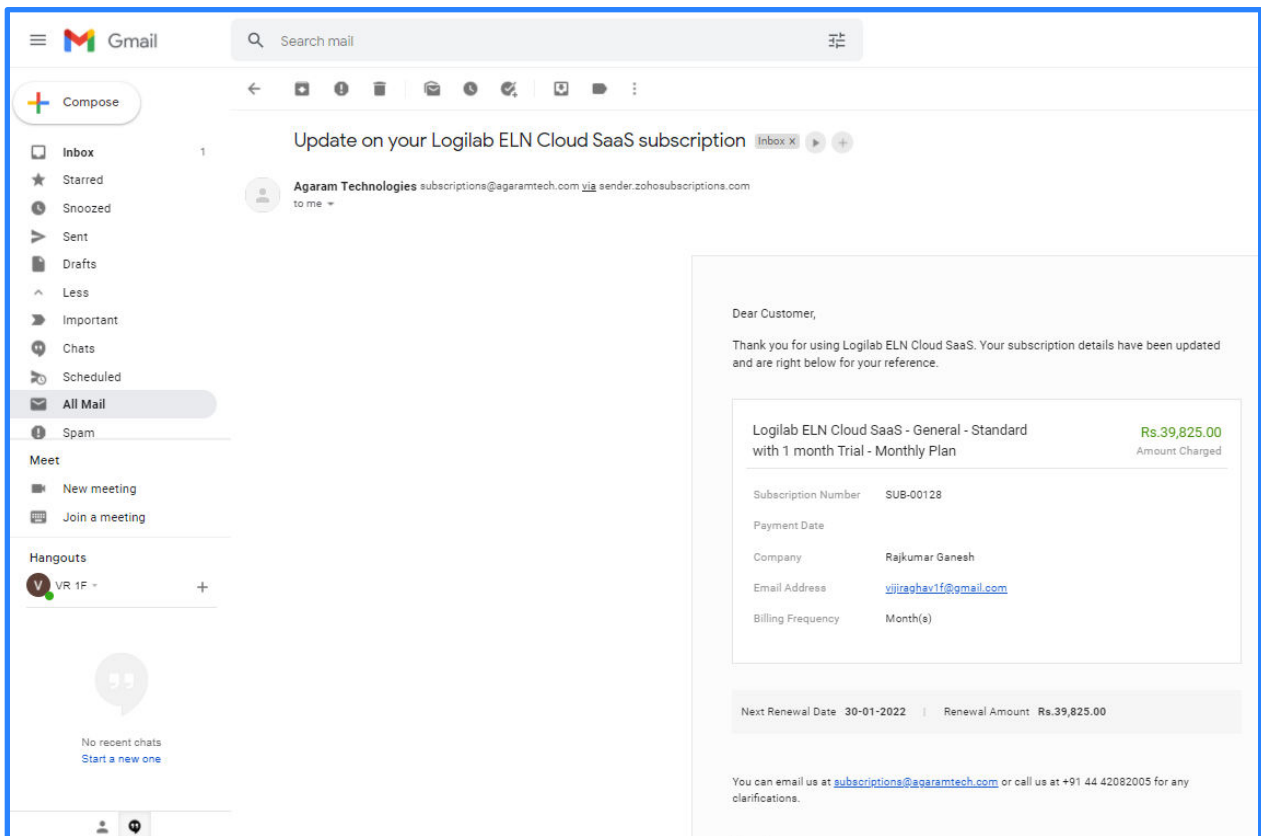


## 2.2 Customer User verifies the activation

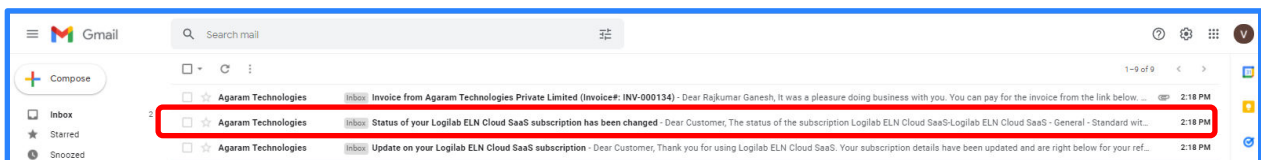
In order to verify the activation, login to the registered email. Locate for the subscription update email notification.



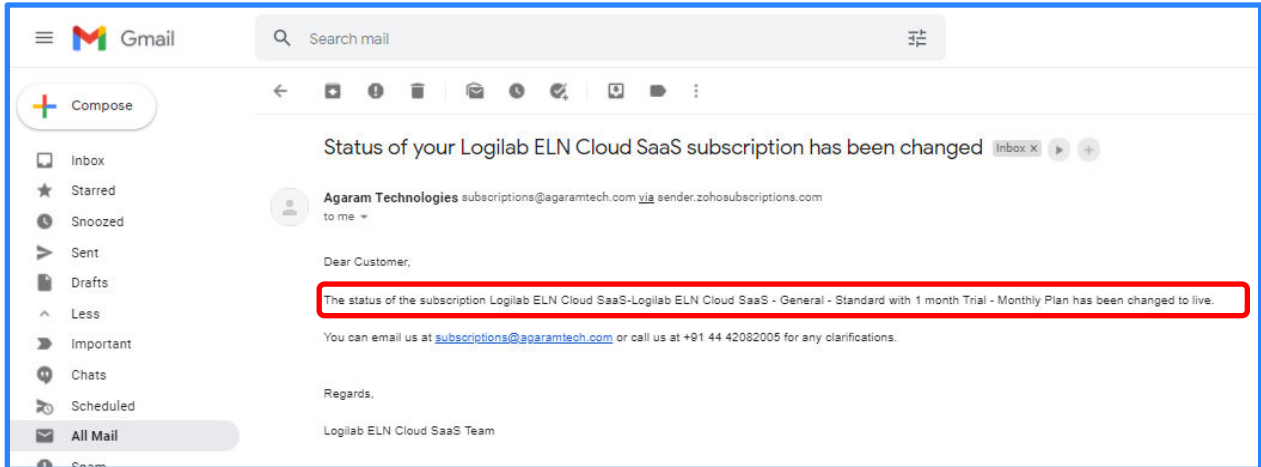
It shows that there is an update of the current subscription.



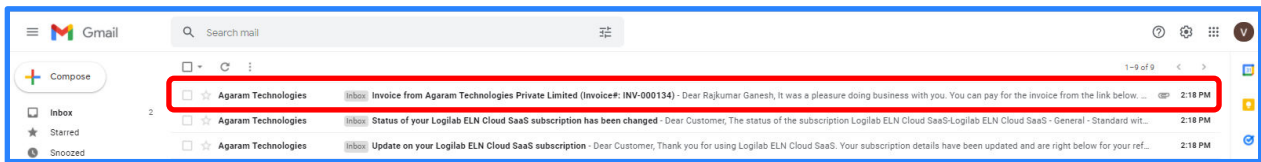
Locate the email notification which shows the status change.



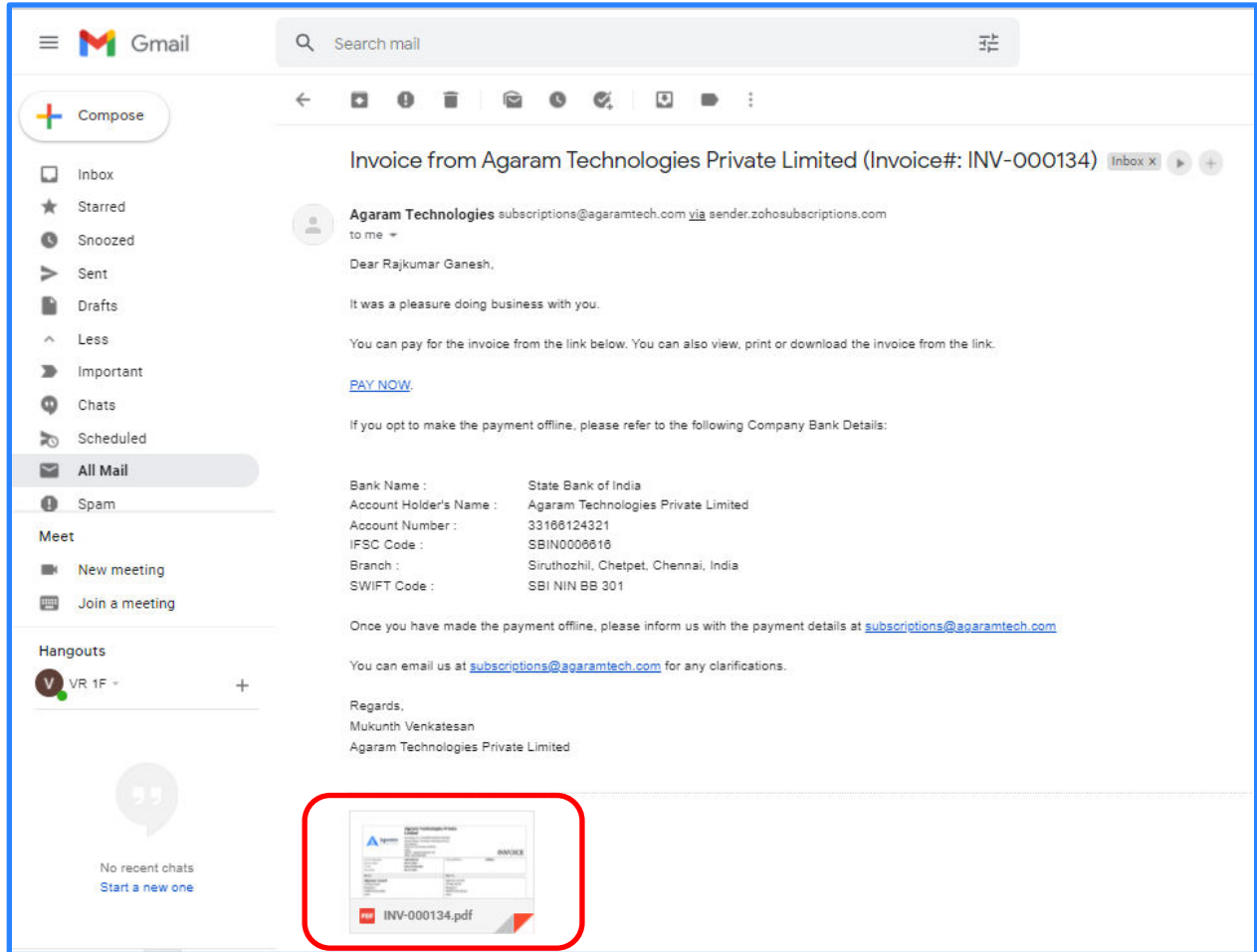
This email notification has the information that the subscription has been activated to 'Live' from 'Trial'



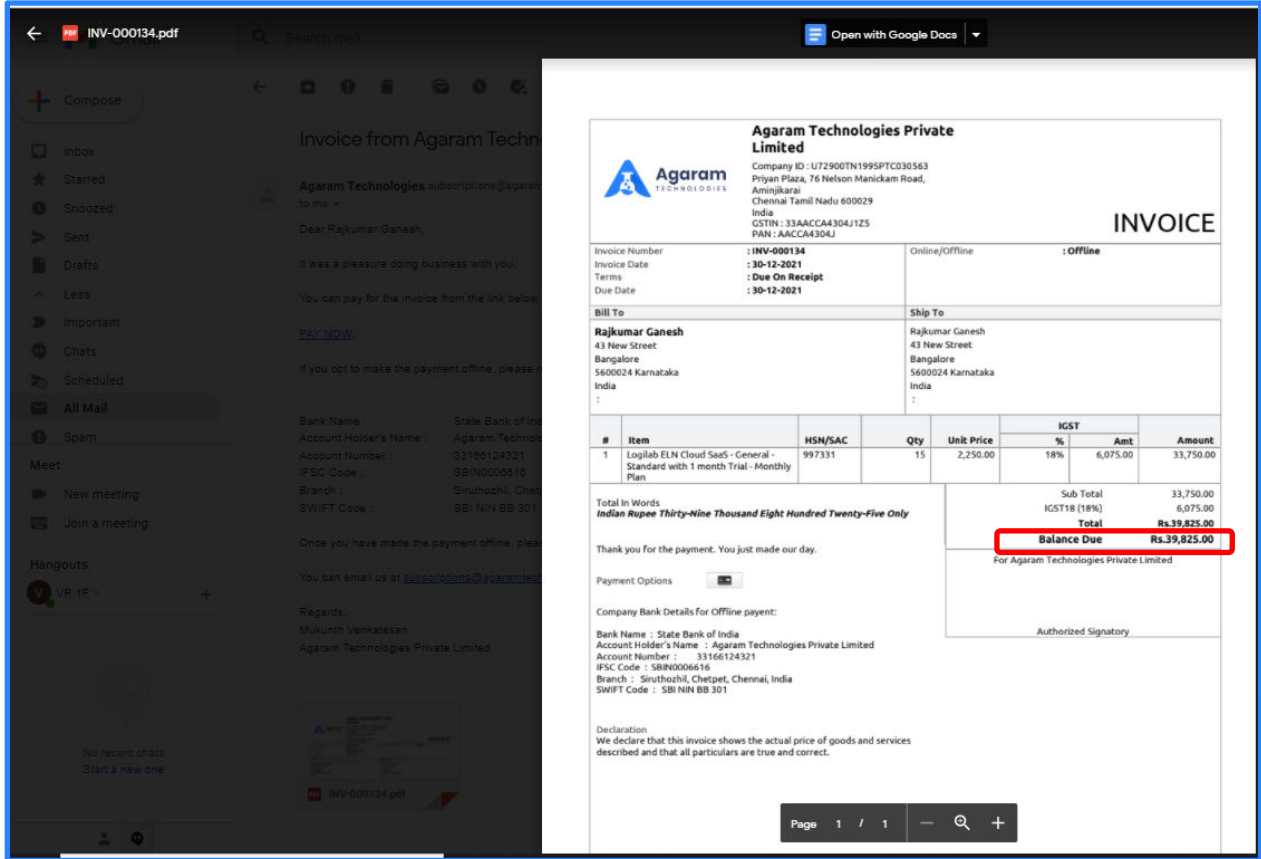
Navigate back to Inbox. Since the subscription has been activated to Live, invoice has been generated and notification email has been sent



From the invoice notification email, click on the button to download the Invoice report.



Open the invoice and verify the details.



**Invoice from Agaram Technologies Private Limited**

**Agaram Technologies Private Limited**  
 Company ID : U72900TN1995PTC030563  
 Priyan Plaza, 76 Nelson Manickam Road,  
 Aminjikarai  
 Chennai Tamil Nadu 600029  
 India  
 GSTIN : 33AACCA4304J25  
 PAN : AACCA4304J

**INVOICE**

Invoice Number : **INV-000134** Online/Offline : **Offline**  
 Invoice Date : **30-12-2021**  
 Terms : **Due On Receipt**  
 Due Date : **30-12-2021**

**Bill To**  
**Rajkumar Ganesh**  
 43 New Street  
 Bangalore  
 560024 Karnataka  
 India

**Ship To**  
**Rajkumar Ganesh**  
 43 New Street  
 Bangalore  
 560024 Karnataka  
 India

#	Item	HSN/SAC	Qty	Unit Price	IGST		Amount
					%	Amt	
1	Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan	997331	15	2,250.00	18%	6,075.00	33,750.00
Sub Total							33,750.00
IGST18 (18%)							6,075.00
<b>Total</b>							<b>Rs.39,825.00</b>

Total In Words  
**Indian Rupee Thirty-Nine Thousand Eight Hundred Twenty-Five Only**

Thank you for the payment. You just made our day.

Payment Options

Company Bank Details for Offline payment:  
 Bank Name : State Bank of India  
 Account Holder's Name : Agaram Technologies Private Limited  
 Account Number : 33166124321  
 IFSC Code : SBIN0006616  
 Branch : Siruhozhil, Chetpet, Chennai, India  
 SWIFT Code : SBI IN IN BB 301

Declaration  
 We declare that this invoice shows the actual price of goods and services described and that all particulars are true and correct.

Authorized Signatory

Either the customer can choose to pay 'online' by clicking 'PAY NOW' link or choose to pay by offline mode and inform Receivables Administrator.

Please refer to the respective users guides for the detailed step-by-step instructions.