



# SPLA Monthly Usage Reports

how to submit on  
[softchoice.com](https://softchoice.com)



## Sign in to submit your usage report:

- Go to [www.softchoice.com](http://www.softchoice.com)
- Click **Account sign-in** link in the top [orange] navigation to see drop down
- Enter username and password
  - Make sure "Take my to my company portal" checkbox is selected
- Click **Submit** to be taken to your portal page

Once you are on the **Portal Page**, you will be able to:

-Select usage period & items to report

- Use Reporting features to view historic usage reports (provided placed through Softchoice)

The screenshot shows the Softchoice Customer Portal interface. At the top, the Softchoice logo is on the left with the tagline "Answering Your Technology Needs". On the right, the phone number "1 800 268 7638" is displayed, along with the text "A live, knowledgeable person every time you call". Navigation links include "Welcome Us (sign-out)", "Portal", "Account Tools", and "Feedback". Below the header, a breadcrumb trail shows "You are in: The US Store" and "Home > Customer Portal". A message box says "Your portal needs your logo!" with a link to email the logo. The account number "ACCOUNT #695264" and "Payment Options: Credit Card" are listed. A large banner features a goldfish in an aquarium and the text "WELCOME SPLA Please use this portal to submit your SPLA usage reports". A section titled "Spla Us Test Applicable Standards" includes a prompt to "Please specify the month and year for your license purchases" with "Select Year" and "Select Month" dropdown menus. A "PLEASE NOTE" section explains reporting rules. On the right, an "ACCOUNT TOOLS" menu lists "Reporting Central", "My Orders", "Spla Us Test Agreements", "Change Password", and "Update E-Mail".

# Select Usage Reporting Period and see available "Standard" items

**Spla Us Test Applicable Standards**

Please specify the month and year for your license purchases

Select Year  Select Month

Select Year  
2008  
2007

You can only report on one month at a time. You must add all of the usage to the cart and check out to complete the reporting for a period. You can add more for the same month later if you wish with a separate cart. If you wish to report on a different period, you must check out your cart first or you will lose all of the cart contents for the current period.

**Spla Us Test Applicable Standards**

Please specify the month and year for your license purchases

2007  Select Month

Select Month  
January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

PLEASE NOTE: you can only report on one month at a time. You must add all of the usage to the cart and check out to complete the reporting for a period. You can add more for the same month later if you wish with a separate cart. If you wish to report on a different period, you must check out your cart first or you will lose all of the cart contents for the current period.

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**Spla Us Test Applicable Standards for 2007**




Please specify the month and year for your license purchases

2007  July  >> Change current reporting period

Items from your SPLA 2007 standards are shown below. [Click here](#) to add additional products to this list.

Hide Thumbnails

Applicable Standards for 2007

	>> SPLA 2007 CORP - Microsoft Windows Server Enterprise Edition - License & software assurance - 1 subscriber (SAL) Softchoice # N13066	\$8.28
	>> SPLA 2007 CORP - Microsoft SQL Server Enterprise Edition IA64 - License & software assurance - 1 subscriber (SAL) Softchoice # P32647	\$15.98
	>> SPLA 2007 CORP - Microsoft Connected Services Framework Order Handling Standard Business Event - License & software assurance - 1 processor Softchoice # R40628	\$2,906.98

To see available items, select the year and month of the Reporting period.

Commonly purchased items will show up in the Standards area below the drop-down values.

Add items directly to your reporting cart from this list.

If the licenses you are looking for do not show up, click the additional products link.



## See other available items that do not show in the Standards Section

Items from your SPLA 2007 standards are shown below. [Click here](#) to add additional products to this list.

Refine Your Search | Your search matched **157** product(s). [» MEDIA ONLY](#)

Sort By: Best Matches | Results to display: 15 per page

» COMPARE | « 1 2 3 4 5 »

Refinement	Selection	Image	Product Name	Price	Cart
<input type="checkbox"/>		» SPLA 2007 CORP - Microsoft Office SharePoint Server Enterprise SAL - License & software assurance - 1 subscriber (SAL) Mfg # 76P-00840   Softchoice # T42077	\$4.65		
<input type="checkbox"/>		» SPLA 2007 CORP - Microsoft Windows Server Standard Edition - License & software assurance - 1 processor Mfg # P73-00979   Softchoice # L36370	\$20.93		
<input type="checkbox"/>		» SPLA 2007 CORP - Microsoft Windows Server Standard Edition - License & software assurance - 1 processor Mfg # P73-00978   Softchoice # L36268	\$169.57		
<input type="checkbox"/>		» SPLA 2007 CORP - Microsoft System Center Operations Manager Enterprise SAL - License & software assurance - 1 subscriber (SAL) Mfg # UAS-00112   Softchoice # V66735	\$21.02		

**Click Additional Products link after you have selected your usage period.**

**You will see search results for all other items available for this usage period.**

**Use left-hand filters to narrow down your options**

**Add items to Cart from Search Results.**

# Add items to your Cart (Create your usage report)

Applicable Standards for 2008

- » SPLA 2008 CORP - Microsoft SQL Server Enterprise Edition - License & software assurance - 1 subscriber (SAL) \$15.98  
Softchoice # W40670
- » SPLA 2008 CORP - Microsoft Windows Server Web Edition - License & software assurance - 1 user \$13.72  
Softchoice # W40837
- » SPLA 2008 CORP - Microsoft Dynamics AX FRx Launcher - License & software assurance - 1 subscriber (SAL) \$11.63  
Softchoice # W40727



Add items to Cart with the Add to Cart button from Search Results or Standards section

When items are added to the cart, the screen will go black and you will see a message to let you know the item has been added.

softchoice  
1 800 268 7638  
A live, knowledgeable person every time you call

You've successfully added '1' of '810-04861' to your shopping cart.

Items: 1 Total Quantity: 1  
Sub-total: \$15.98

VIEW CART & CHECKOUT

You can see your cart in the top right-hand of any page. Quickly see the total items, quantity and subtotal in this area

Shopping Cart

Items: 1 Total Quantity: 1  
Sub-total: \$15.98

VIEW CART & CHECKOUT

View and Revise your Cart from the View Cart & Checkout button in this area.



## Select correct quantities for (modify) your usage report

Shopping Cart

Items: 1 Total Quantity: 1  
Sub-total: \$15.98

» VIEW CART & CHECKOUT

Click on the View Cart & Checkout button to view the contents of your cart, modify quantities or remove products

	MFG PART #	SOFTCHOICE PART #	QUANTITY	UNIT COST	TOTAL COST
<input checked="" type="checkbox"/>	» SPLA 2008 CORP - Microsoft SQL Server Enterprise Edition - License & software assurance - 1 subscriber (SAL)		10		
<input checked="" type="checkbox"/>	» SPLA 2008 CORP - Microsoft Windows Server Terminal Server - License & software assurance - 1 user		1	\$3.83	\$3.83

» REMOVE ALL CART ITEMS

Cart Sub-Total \$19.81

« CONTINUE SHOPPING » PLACE ORDER

To change quantity: start typing in new quantity, and then click “Update This Quantity” button

To remove product, click [X] beside product description; or remove all items by clicking on the “Remove All Cart Items” button

To add more Products, click the Continue Shopping button and return to the previous page

Once you have finalized your items and quantities, click the Place Order button to continue

## Submit your Usage Report: Place order

« CONTINUE SHOPPING


PRODUCT NAME	MFG PART # SOFTCHOICE PART #	QUANTITY	UNIT COST	TOTAL COST
<input checked="" type="checkbox"/> » SPLA 2008 CORP - Microsoft Windows Server Terminal Server - License & software assurance - 1 user	F14-0 W40716	<input type="text" value="2"/>	\$3.83	\$7.66
<input checked="" type="checkbox"/> » SPLA 2008 CORP - Microsoft SQL Server Enterprise Edition - License & software assurance - 1 subscriber (SAL)	810-0 W40670	<input type="text" value="1"/>	\$15.98	\$15.98
			<b>Cart Sub-Total</b>	<b>\$23.64</b>

» REMOVE ALL CART ITEMS

« CONTINUE SHOPPING

» PLACE ORDER

Once you have finalized the items and quantities in your cart, click the Place Order button to continue and submit your Usage Report.



**SPLA SECURE CHECK OUT**

1 Step 1 of 2 - Review Order « RETURN TO CART AND EDIT ORDER

Order Details

PRODUCT DESCRIPTION	PART NUMBER	QUANTITY	UNIT COST	TOTAL COST
» SPLA 2008 CORP - Microsoft Windows Server Terminal Server - License & software assurance - 1 user	W40716	2	\$3.83	\$7.66
» SPLA 2008 CORP - Microsoft SQL Server Enterprise Edition - License & software assurance - 1 subscriber (SAL)	W40670	1	\$15.98	\$15.98
			<b>Cart Sub-Total</b>	<b>\$23.64</b>
			<b>STATE TAX ILLINOIS</b>	<b>\$1.48</b>
			<b>Cart Total</b>	<b>\$25.12</b>

Once you have done this you will now be on the Secure Checkout page.

Review the items, quantities and totals on Step 1 at the top of this page.

If there are still changes to be made, use the back button on your Browser to go back to the Cart page and make any necessary changes.

If not, continue to the bottom of the Secure Checkout page.

## Select contacts, locations and submit final report

**2 Step 2 of 2 - Place Order**

<b>Shipping Contact</b> HEESCH, MARLENE <input type="button" value="UPDATE"/> <a href="#">Change shipping address</a>	<b>Shipping address</b> 400 SECOND AVE S SUITE 1100 MINNEAPOLIS 55401-2499 US
<b>Billing Contact</b> HEESCH, MARLENE <input type="button" value="UPDATE"/> <a href="#">Change billing address</a>	<b>Billing address</b> 400 SECOND AVE S SUITE 1100 MINNEAPOLIS 55401-2499 US
<b>Payment Information</b>	<input type="radio"/> Terms <input checked="" type="radio"/> Credit Card • Card Type: [Select One] • Card: _____ • Expiration: _____ • Card #: _____ • Zip / Postal Code: _____
<b>PO Information</b>	PO #: _____ Reference #: _____
<b>Optional</b>	_____
Have a sales rep manually confirm my order by: <input checked="" type="radio"/> Email <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> No notification required <small>For tracking purposes, softchoice.com will always send you an automated e-mail confirmation when the order is placed.</small>	<input type="button" value="PLACE ORDER"/>

If more than one physical location exists for your account, you will be able to select the correct one for both shipping and/or billing from the "Change ... Address" link in the Shipping and Billing sections.

If more than one contact is associated with the location, choose the right contact after you have selected the right location

Select your payment options (you will only see the Terms option if you have Net 30 Credit with Softchoice). Enter Credit Card information where this payment option is chosen.

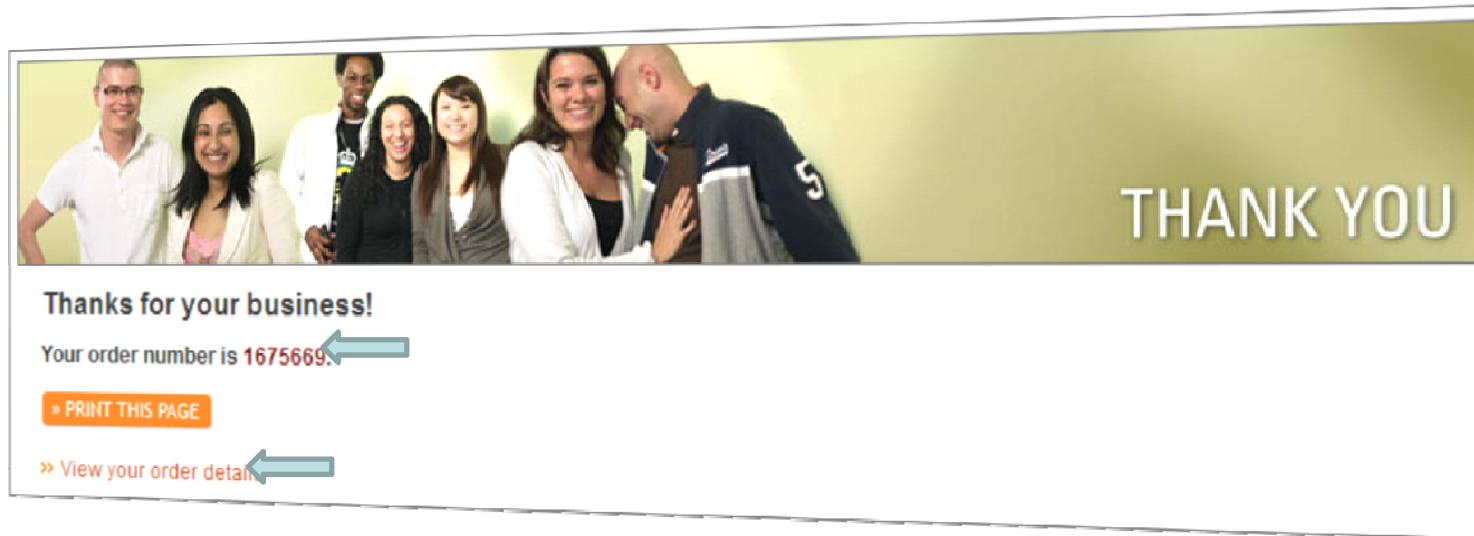
Once you have reviewed your items, quantities, etc. direct your attention to the second step at the bottom of the page to select your contacts and locations.

Provide PO # , PO Reference and additional comments where required in appropriately labeled fields.

Once you have finalized this section, click the Place Order button to submit your usage report.

We will confirm the order once we verify it. Select how you would like this confirmation sent to you.

## See Order History for previous reporting periods

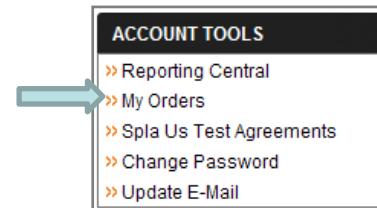


Once you have placed your order, you will see the Thank You page as a confirmation. This page also lists the Softchoice order number.

If you would like to see the details of this order, click the View Order Details button to see the My Orders pop-up window (**Note:** make sure your browser allows popup windows from softchoice.com )

Click on the Order number or Full details link to see complete details about this order.

You can see this from the My Orders link on your Portal as well (in the Account Tools section).





For more information, please contact

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