

Inspect agreements, licenses, allowances and renewal intent

Read the commercial record without confusing a contract term, invoice schedule, entitlement or project permission.

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► Applicability

Before you begin

- The separately granted billing/commercial permission appropriate to the customer organization.

Inputs and terminology

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Term	Meaning
Contract duration	The agreed service period. It is independent of how often invoices are issued and how payment is collected.
Entitlement and allowance	The applications and capacity available under the recorded commercial arrangement; these do not grant technical-review or project authority.
Accepted price	The price retained by an accepted quote/order or issued financial record, rather than today's mutable catalogue default.

Procedure

1. **Open the commercial basis**

Open Billing & licenses and inspect the relevant agreement, order or contract. Confirm the customer-facing identifier, service term, billing contact and purchase-order reference.

2. **Inspect access and capacity**

Read the recorded application bundles, entitlements, allowances and current usage. Distinguish organization totals from the current project.

If capacity must change, use the permitted amendment/expansion workflow or ask the authorized commercial operator to prepare a quote. Inspect the accepted snapshot before agreeing to a change.

3. **Inspect future intent separately**

Read renewal dates, amendments and cancellation intent with their recorded effective dates. An intent is not proof that access already ended or that an invoice was voided.

Verify the result

Finance can retrieve the governing agreement, permitted capacity and renewal information without changing unrelated access or historic prices.

What happens next

Catalogue changes do not rewrite accepted prices or issued invoices. Commercial permissions are separate from organization membership and project review authority.

Troubleshooting

The portal has no agreement or an action is denied

Check organization context and your explicit billing grant; distinguish an empty commercial account from an access failure. Ask the authorized finance/commercial owner to review the grant or governing record. Do not create a synthetic license to hide missing setup.