

# A new way to buy with Autodesk

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A young woman with voluminous, curly hair in shades of brown and blonde is wearing clear safety glasses. She is looking intently at a computer monitor in a laboratory or office setting. The background is blurred, showing various pieces of equipment and a green surface. The lighting is soft and focused on her face.

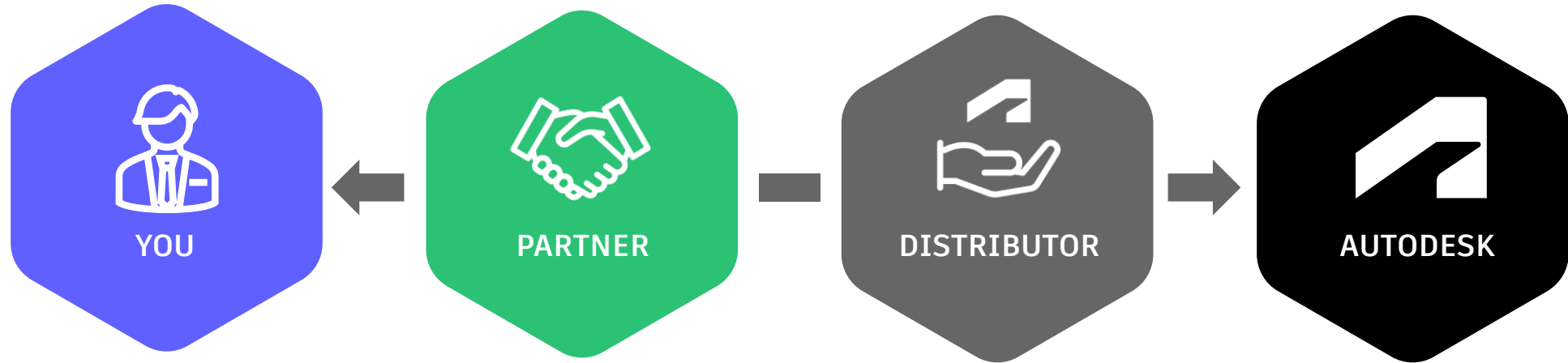
We are  
committed to  
enhancing your  
experience to  
**maximize  
efficiency and  
satisfaction.**

Personalized.

Predictable.

Streamlined.

# Current buying process for subscriptions



**We have opportunities to:**

## **Be More Connected**

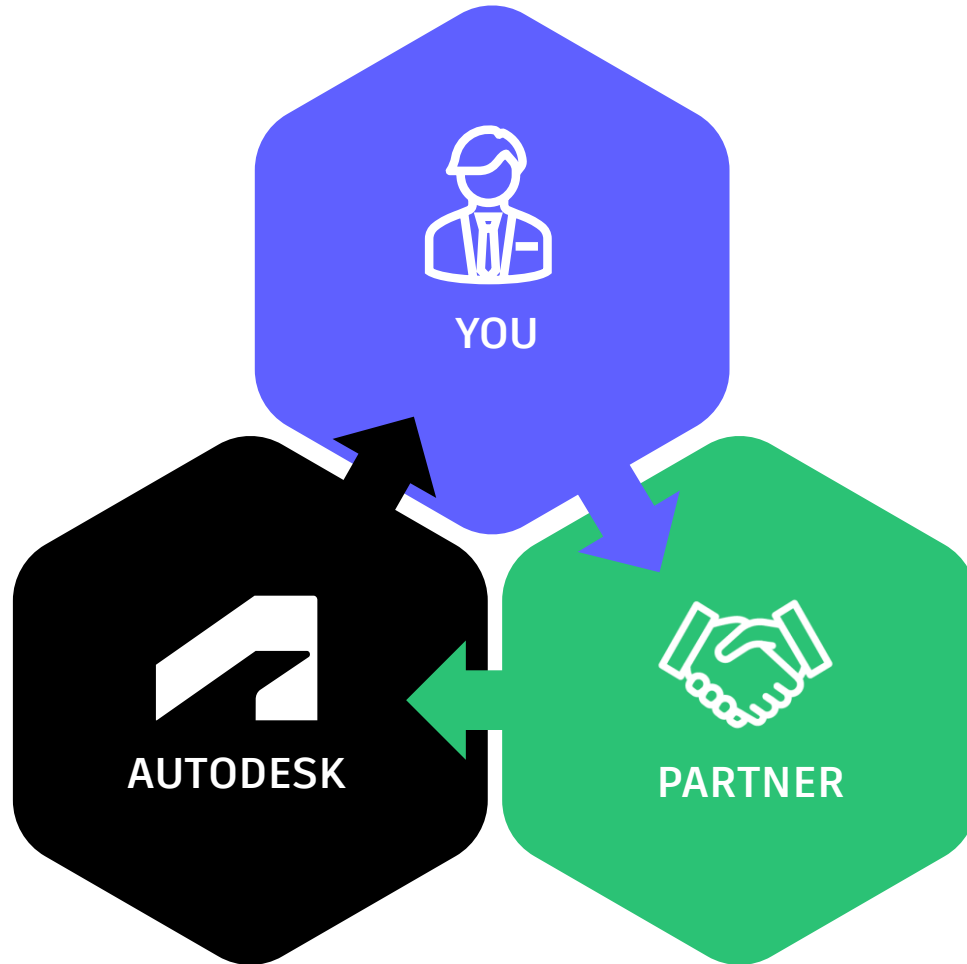
Stay more connected with you and provide personalized experiences tailored to your needs

## **Simplify and Streamline**

Provide a fast, seamless, and secure buying experience.

# New buying experience

Enables a connected process



## You

Request a quote from your partner.

## Partner

Helps you with solution design and configures the quote.

## Autodesk

Sends the quote to you.

## You

Accept the quote and pay Autodesk.

# New way to buy, new way to benefit

Fast, secure, and flexible way to buy with Autodesk



## Personalized experience

Setting the foundation to create more personalized experiences tailored to your needs.



## Predictable pricing

Feel confident in a consistent price regardless of how you buy.



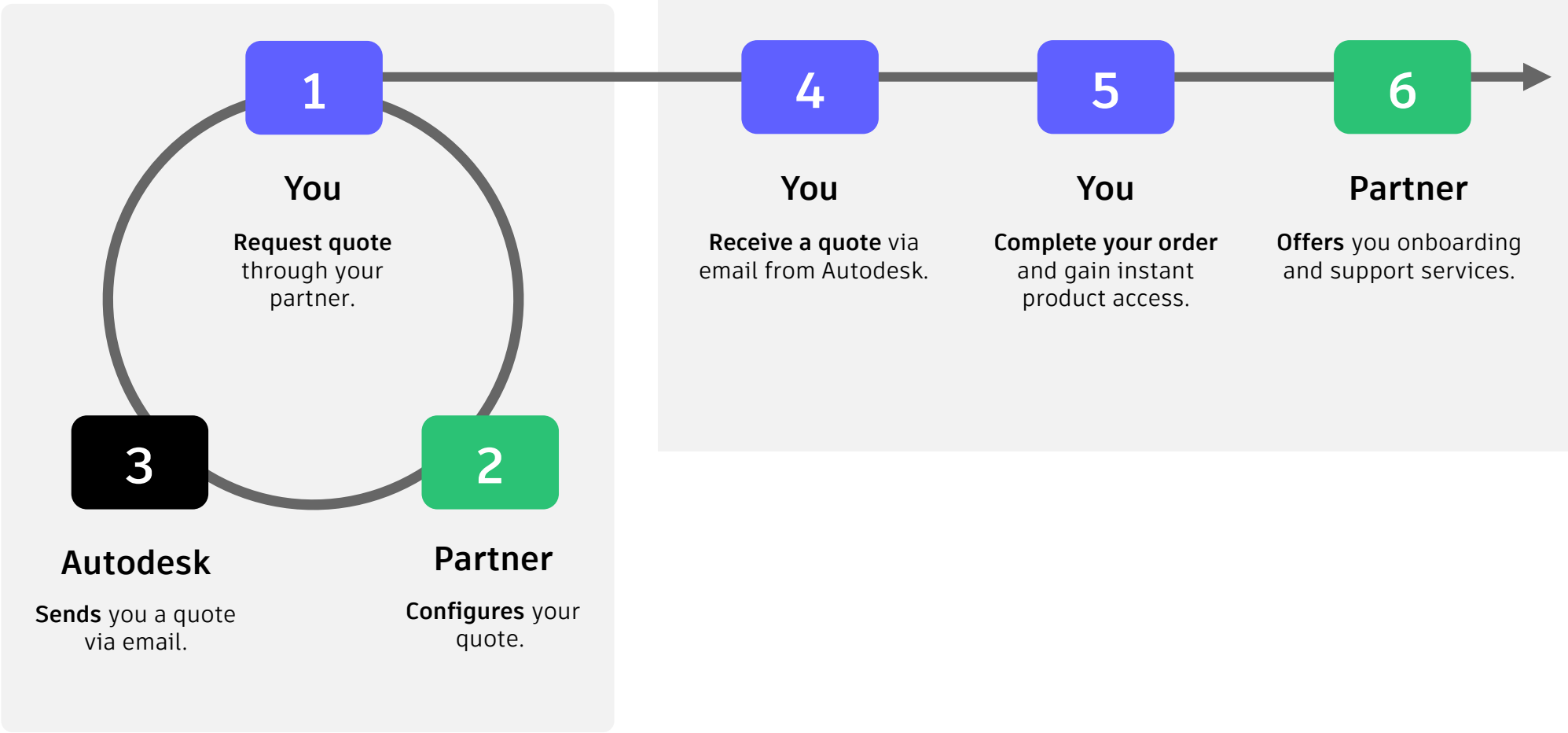
## Streamlined process

Simplify and expedite your buying and renewal experience with self-serve capabilities.

A woman with dark hair in a ponytail, wearing safety glasses and black gloves, is holding a printed circuit board (PCB) in a factory setting. She is looking at the board with a focused expression. The background shows industrial machinery and overhead lighting.

# How it works

# How it all comes together





# Your new experience

## How to request a quote

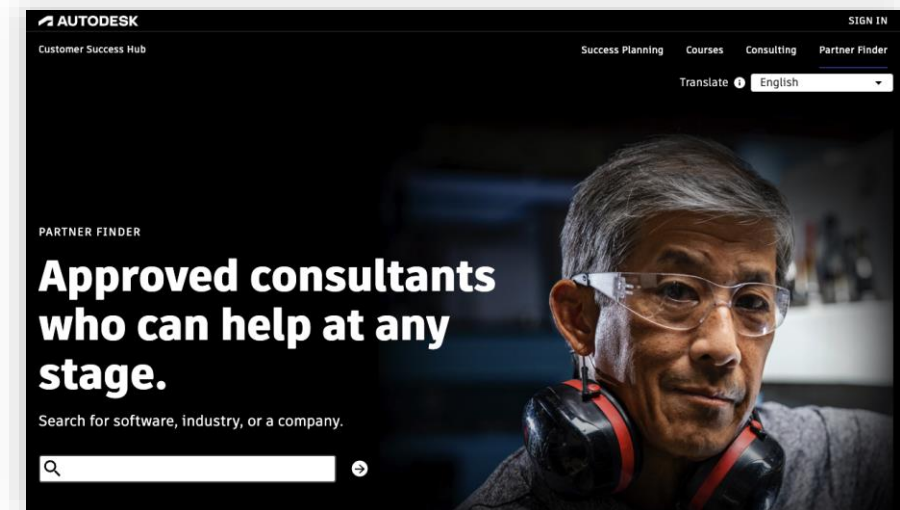
**For Flex purchases**, start by using the Flex estimator, decide on a token amount and contact an eligible partner.

The screenshot shows the 'Estimate tokens' interface. It is divided into three main sections:

- 1 What products will you be using?**: A dropdown menu shows '1 product selected'.
- 2 How many users and how often each month?**: A table with columns for 'Users' and 'Days per month'. One row is visible for 'AutoCAD' with 7 tokens/day, 5 users, and 5 days per month.
- 3 Recommendation for 1 year**: A box containing the text: 'Estimates are based on the information you provide and available purchase options. Recommendations are rounded up to ensure that you have sufficient tokens for one year based on current daily consumption rates. Daily rates are subject to change.' Below this, it shows 'RECOMMENDED TOKENS 2100/year' and 'PRICE \$6,300'. There are buttons for 'Buy tokens' and 'Find an eligible reseller'. A contact number '1-844-842-1674' is also present.

<https://www.autodesk.com/buying/flex/estimator-tool> (Token Estimator)

**For new subscription purchases and renewals**, work with your existing partner or find an eligible partner to request a quote.



<https://customersuccess.autodesk.com/partners>

# Receive Quote

You'll receive an emailed quote from Autodesk and usually have 30 days to accept the quote, but this may vary based on the specified start date.

If you still need to set up Autodesk as a vendor, a link to region-specific vendor forms is included.

Quote details include Flex token quantity, unit price, extended price, and applicable discounts. Price may change at checkout due to VAT/tax.

You can click [Buy](#) to go to the checkout or on [Review in account](#) to go to your account homepage.

 AUTODESK

## Your Autodesk quote is ready

**Hi Noelle Ruiz,**

The quote you requested (# Q-1064359) is ready for review and expires on June 28, 2024.

**This is not an invoice. Do not pay until you place an order.**

To order, click Buy and follow the steps to submit. Once submitted, an order confirmation email will be sent, followed by relevant finance and payment documents.

[Buy](#)

[Review in account](#)

If you have any questions or need further assistance, contact **Yasar Stvictor**.

**Need to set up Autodesk as a vendor?** [Find region-specific vendor forms](#) and other helpful information.

**Quote #Q-1064359**

**Expires on:** Jun 28, 2024

**Account CSN:** 5503924591

### Customer details

**Noelle Ruiz**  
noelle@company.com  
+14155551212

**Noelle Ruiz Account**  
111 McInnis Parkway,  
San Rafael, CA 94903-2773  
US

### Solution provider

# Checkout Quote

You will be prompted to sign into your Autodesk account or create one.

Upon sign in, you will be taken to cart checkout, where your information and quote details are automatically populated.

Global payment options include credit or debit card, PayPal, and Pay by Invoice. Additional region-specific payment options may be available. (i.e. Zip)

Pay by invoice is available for eligible businesses with quotes totaling \$1,000 USD or more, allowing you to pay through a net term period.

The screenshot shows the Autodesk checkout interface. At the top, the Autodesk logo is on the left, and 'Need help?' and 'Chat' links are on the right. The main heading is 'Secure checkout' with a lock icon. Below this, the 'Cart' section is active, showing a quote for #Q-1064359. It lists two items: AutoCAD LT (1 year term, 2 quantity, \$1,060.00) and Flex (1 year term, 100 quantity, \$300.00). The 'Order summary' on the right shows a subtotal of \$1,360.00, tax of \$0.00, and a total of \$1,360.00. A 'Submit order' button is present. Below the cart, the 'Customer details' section shows the name 'Noelle Ruiz' and her account address: 111 McInnis Parkway, San Rafael, CA 94903-2773, United States. The 'Payment' section is partially visible, showing a 'Select a payment method' dropdown with options for 'Credit or debit card', 'PayPal', and 'Direct debit'.

**Secure checkout**

Need help? | Chat

**Cart**

Quote #Q-1064359

**New subscriptions**

**Admin: Noelle Ruiz**  
The admin is responsible for managing users and providing product access. To change the admin, you can either request a new quote with a different admin or this admin can reassign the role in Autodesk Account after the order is submitted.

AutoCAD LT	Term	Quantity	\$1,060.00
	1 year	2	
Flex	Term	Quantity	\$300.00
	1 year	100	

**Order summary**

Subtotal \$1,360.00

Tax \$0.00

**TOTAL \$1,360.00**

By clicking "Submit order" you are agreeing to Autodesk's [Online Purchase Terms](#) and [Terms of Use](#) and agree to Autodesk's [Auto-Renewal Terms](#) that your subscriptions will auto-renew. You can change your auto-renew settings before the renewal date.

Submit order >

**Money-back guarantee**  
Autodesk subscriptions are backed by our money-back guarantee. Try your software risk free; if you are not completely satisfied, we will refund your subscription in full.

**Customer details**

To update this information, please contact your sales agent.

**Noelle Ruiz**

Noelle Ruiz Account  
111 McInnis Parkway  
San Rafael, CA 94903-2773  
United States

**Payment**

Select a payment method

Credit or debit card

PayPal

Direct debit

# Access Subscription

You'll receive an onscreen confirmation and have instant access to your new products.

Click on **Access in account** to begin assigning users.

New product subscriptions will appear on your Autodesk account home page.

Click on the subscriptions to begin assigning users or begin an install.

The screenshot displays the Autodesk account home page. At the top, the Autodesk logo is visible. Below it, the user's name "Noelle" is greeted. The main content area is divided into several sections:

- Account Navigation:** A sidebar on the left lists various account management options such as Home, Products and Services, User Management, Billing and Orders, Reporting, and Support and Learning.
- Good morning, Noelle:** A personalized greeting with three action cards: "Get product updates", "Open support cases" (with a "0" indicator), and "Buy products".
- Get Started (2):** A section showing two active subscriptions:
  - AutoCAD LT:** Subscription ID: 71700550033283, 2 seats purchased on May 29, 2024. It includes options to "Assign users" and "Install".
  - Flex:** Subscription ID: 71700550036784, 100 tokens purchased on May 29, 2024. It has a "Get started" button.
- Open quotes (1):** A section showing a quote for "Noelle Ruiz Account" with a "Buy" button.
- Resources:** A section with links to "Account admin quick start guide", "How to download and install products", "Account management for education", and "Technology manager community".

# Reduce Seats

You can add or reduce seats in your account. Select a subscription to modify.

Click **Reduce** to reduce the number of seats in this subscription.

Reduce by the number of seats desired and click **Save Changes**.

Example: Your subscription seat count has been reduced from 2 seats to 1 seat. This change will take effect at your next renewal on May 29, 2025.

The screenshot displays the Autodesk account management interface. On the left is a navigation sidebar with categories: Account, User Management, Billing and Orders, Reporting, and Support and Learning. The main content area shows details for an 'AutoCAD LT' subscription (Subscription ID 71700550033283). The subscription is currently set to 2 seats, with a note indicating that 1 seat will be reduced starting on May 29, 2025. The interface includes buttons for 'Add seats' and 'Edit reduced seats'. A notification banner at the top right states: 'Changes to 1 seats starting May 29, 2025 You can continue to use 2 seats until May 29, 2025.' Below the subscription details is a 'Payment' section with an invoice notice and contact information for Noelle Ruiz.

**Account**

- Custom Install
- Active Trials
- User Management**
  - By User
  - By Product
  - By Group
- Billing and Orders**
  - Subscriptions and Contracts
  - Quotes
  - Invoices and Credit Memos
  - Upcoming Payments
  - Order History
  - Payment Methods
- Reporting**
  - Activity Log
  - Insights
  - Usage Report
  - Usage Notifications **New**
  - Seat Usage
  - Token Usage
  - Balances **New**
- Support and Learning**
  - Support Cases
  - Ask the Assistant
  - Forums
  - Learning and Certification
  - Autodesk University

Privacy/Cookies  
Terms of Use  
Privacy Settings

**AutoCAD LT**  
Subscription ID 71700550033283

**Team** Noelle Ruiz - 5202

**Term** 1 year

**Renewal date** May 29, 2025

**Renewal price** \$503.50  
*Price does not include applicable discounts or taxes.*

**Solution provider:** Yasar Stvictor

**2 seats**  
1 seats starting May 29, 2025

**Add seats**

**Edit reduced seats**

**Payment**

**Invoice will not include a purchase order number**  
[Edit invoice details](#)

Pay by invoice

noelle.ruiz@autodesk.com

**Noelle Ruiz Account**  
111 McInnis Parkway  
San Rafael, CA 94903-2773  
United States

[Manage payers](#)

**Change payment method**

# Add Seats

You can also add seats in your account. Select a subscription to modify.

Click [Add seats](#) to add more seats in this subscription.

Specify the number of seats to add and note that this new quote is co-termed with the original subscription.

Example: You have successfully added one new seat to a new subscription and have instant access to them.

**AUTODESK** Account

## Subscriptions and Contracts

Summary Beta Subscriptions and Contracts

Teams: All teams

All (3) All Flex

Subscriptions ↑	Team	Quantity	Term	Date
<b>AutoCAD LT</b> Subscription ID 71700550033283	Noelle Ruiz - 5202	2 seats	1 year	Auto-renews May 29, 2025
<b>AutoCAD LT</b> Subscription ID 71702154435454	Noelle Ruiz - 5202	1 seat	1 year	Auto-renews May 29, 2025
<b>Flex</b> Subscription ID 71700550036784	Noelle Ruiz - 5202	100 tokens	1 year	Expires May 28, 2025

**Reporting**

- Activity Log
- Insights
- Usage Report
- Usage Notifications New
- Seat Usage
- Token Usage
- Balances New

**Support and Learning**

- Support Cases
- Ask the Assistant
- Forums
- Learning and Certification
- Autodesk University

# Change Term Length

You can change subscription term lengths.

Scroll down on the subscription page and click **Change Term Length**.

A side panel will slide out and you can choose the new subscription term length.

Example: You have successfully switched to a 3-year term length. The renewal price is updated, and the new term length will take effect at next renewal.

The screenshot displays the Autodesk Account portal interface. On the left is a navigation sidebar with categories: Home, Products and Services, User Management, Billing and Orders, Reporting, and Support and Learning. The main content area is titled "Payment" and "Renewal details". A notification banner at the top right states "Term updated 3-year term starting on May 29, 2025".

**Payment Section:**

- Invoice will not include a purchase order number. [Edit invoice details](#)
- Pay by invoice
- noelle.ruiz@autodesk.com
- Noelle Ruiz Account**  
111 McInnis Parkway  
San Rafael, CA 94903-2773  
United States
- [Manage payers](#)
- [Change payment method](#)

**Renewal details Section (Top):**

Keeping auto-renew on ensures that your subscription remains active and access to products and services is uninterrupted. We'll send you a reminder with the renewal date and price prior to payment processing. You can edit your renewal settings at any time.

Seats	2 seats \$2,853.00	Reduce	Add seats
Term	1 year Changes to 3 year term starting May 29, 2025	Change	
Auto-renew	On	Cancel renewal	

**Renewal details Section (Bottom):**

Keeping auto-renew on ensures that your subscription remains active and access to products and services is uninterrupted. We'll send you a reminder with the renewal date and price prior to payment processing. You can edit your renewal settings at any time.

Seats	2 seats \$1,007.00	Reduce	Add seats
Term	1 year	Change	

# Turn auto-renew on/off

You can turn auto-renew on or off.

Scroll down on the subscription page and click **Cancel renewal** auto-renew.

You will move through a series of screens to ensure you want to proceed.

Auto-renew has now been turned off. However, it can just as easily be turned back on before your renewal date.

The screenshot displays the Autodesk Account interface. On the left is a navigation sidebar with categories: Home, Products and Services, User Management, Billing and Orders, Reporting, and Support and Learning. The main content area shows the 'Account' page for 'AutoCAD LT'. At the top, a banner indicates the subscription expires on May 28, 2025, with a 'Turn auto-renew on' button. Below this, the subscription details for 'AutoCAD LT' are shown, including the team name 'Noelle Ruiz - 5202', a 1-year term, and an expiration date of May 28, 2025. The renewal price is listed as \$1,007.00. To the right of these details, there are buttons for 'Add seats' and 'Reduce'. The 'Payment' section below shows an invoice that does not include a purchase order number, with a 'Manage payers' button highlighted by a blue box. At the bottom, the 'Renewal details' section explains that auto-renew ensures uninterrupted access to products and services.

Team	Noelle Ruiz - 5202
Term	1 year
Expires	May 28, 2025
Renewal price	\$1,007.00
Solution provider	Yasar Stvictor

**2 seats**

[Add seats](#) [Reduce](#)

**Payment**

Invoice will not include a purchase order number  
[Edit invoice details](#)

Pay by invoice

noelle.ruiz@autodesk.com

**Noelle Ruiz Account**  
111 McInnis Parkway  
San Rafael, CA 94903-2773  
United States

[Manage payers](#)

[Change payment method](#)

**Renewal details**

Keeping auto-renew on ensures that your subscription remains active and access to products and services is uninterrupted. We'll send you a reminder with the renewal date and price prior to payment processing. You can edit your renewal settings at any time.

Seats	2 seats \$1,007.00
	<a href="#">Reduce</a> <a href="#">Add seats</a>



A woman with dark hair tied back, wearing safety glasses and black gloves, is examining a printed circuit board (PCB) in a factory or laboratory setting. She is wearing a light-colored, textured sweater. The background shows industrial machinery and overhead lighting. The text "Important Next Steps" is overlaid in the center of the image.

# Important Next Steps

# Set up Autodesk as a Vendor



**Visit** our vendor setup page



**Download** applicable forms



**Set up Autodesk** as a vendor with your organization's procurement systems



## Set up Autodesk as a vendor

Access the resources below to help you set up Autodesk in your organization's procurement system. Have questions? Contact your solution provider or Autodesk sales representative for assistance.

Is Autodesk already in your system? [Sign in](#) to Autodesk Account to access and pay quotes and invoices.

## Region-specific vendor forms

North America



Europe, Middle East, Africa



Australia



Japan



<https://www.autodesk.com/buying/terms-payments#vendor>

# Resources and reminders



**Reference** frequently asked questions (FAQs)



**Watch** the how-to videos to understand what to expect



**Set up** Autodesk as a vendor



**Contact** your partner for more information

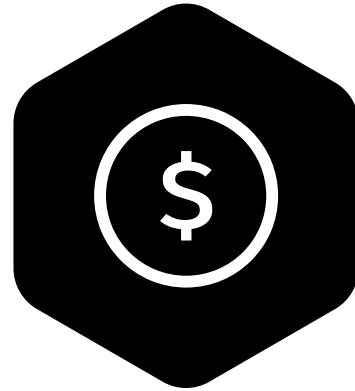


# Personalized. Predictable. Streamlined.

Act today to start experiencing these benefits



Personalized  
experience



Predictable  
pricing



Streamlined  
process



# AUTODESK

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