

Terms of purchase

1. Creating a span.zone account and updating data

A span.zone account is created upon registration. If the user already has an existing Microsoft or Google account, they can log into span.zone with the same user account and password. A user who does not have a Microsoft or Google account can create one through span.zone.

After registering or creating an account, the user enters the company registration process (this includes trades and free professions), where, by entering the VAT ID or identification number in the registration form, the following information is filled in: name of the company (includes trades and free professions), address, authorized persons, city, country. By confirming the data, the user account is created, and the company (includes trades and free professions) is registered on span.zone.

Data can be updated after logging in to span.zone, where the user can update their profile data, while a user who was assigned the administrator role in span.zone can update company data (includes trades and free trades). After entering menu, administrator can update company data under My company option.

 **Cart**

 **Dashboard**

 **Administration**

 **Insights**

 **Learning zone**

 **My company**

 **Contact**

2. Order process

A user can order new licenses and services through span.zone if they have the appropriate rights assigned to them within the platform. Orders are done by placing licenses and services in the basket, while increasing or decreasing already active licenses, through the administration module "Assets".

← Planner and Project Plan 3

Subscriptions | 1/1 Assigned licences

User ↑

Planner and Project Plan 3 - P1M-Monthly

The entire subscription can be cancelled until Feb 8, 2025, 9:05:29 AM

Purchase or cancel individual licences by changing the quantity. You can only reduce the quantity within the cancellation window.

You cannot cancel a subscription with assigned licences!

Quantity

1

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CANCEL SUBSCRIPTION

UPDATE QUANTITY

After selecting the licenses and adding them to the shopping cart, there will be a summary of all the services and licenses that the user wants to order. By accepting the terms of use and completing the order, the company will receive a confirmation email, thereby simultaneously starting the process of activating licenses and services.

YOUR CART

Discover digital business through easy purchase, management and monitoring

Exchange Online (Plan 1)

Annual contract | €44.40

1

Total €44.40

Payment:

☒ Annual

☐ Monthly

Remove product

Cart summary

One-time amount	€0.00
Recurring monthly	€0.00
Recurring yearly	€44.40
Total	€44.40

The total cart amount displays an informative value. The exact amount will be calculated based on the terms of use for the purchased subscription or service.

PLACE ORDER →

License activation is done in such a way that the selected license is automatically created, whereas for service activation, the user is contacted for further analysis, if necessary, in order to be able to deliver the service. Each order created can be seen in span.zone under the "Orders" module, and within each order you can track the status and see the details by which the service and license were purchased or activated.

3. Purchase notification

After activation, the user receives an e-mail confirming that their licenses are active and ready for use, and they can track the status of the order within span.zone.

After activating a service, the user will receive an email notifying them that their request is being processed, after which they will be contacted by the team that will deliver the service.

After the service has been delivered, the user will receive an email confirming that the service has been delivered. The user can monitor the status itself within span.zone under the "Orders" module.

4. Issuance of invoices

The invoice for licenses is created after the accounting period and is sent at the beginning of the month for the month prior to the address defined in the relevant register as the official address of the company (includes trades and free professions).

The invoice for services is delivered upon completion of the delivered service to the address defined in the relevant register as the company's official address (includes trades and freelance professions).