KNOWLEDGE BASE ARTICLE

Purchase and Assign Licenses for Vitextra Products

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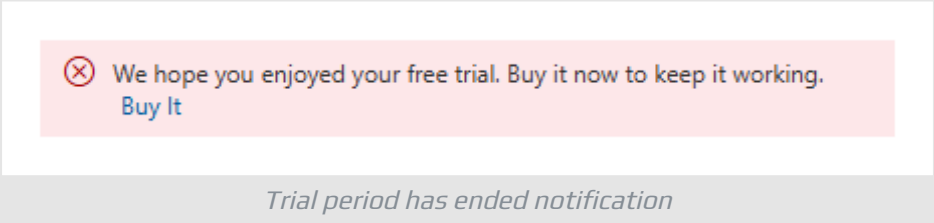
Introduction

We are dedicated to providing innovative solutions that enhance your Microsoft 365 experience. All of our subscription-based products come with a **free 14-day trial**, allowing you to explore their full functionality without any restrictions. This trial period gives you a great opportunity to test how our products can meet the needs of your organization before making a purchase.

Note

If you are utilizing a trial version of a Vitextra product, you do not need to purchase a license until the trial period ends.

The free 14-day trial starts automatically when you deploy the product to your Microsoft 365 environment. After the trial period expires, the web parts will display an alert indicating that the trial has ended, and the functionality will no longer be accessible until a license is purchased.



Trial period has ended notification

In order to continue using our products after the trial period ends, you will need to purchase a license.

Note

You do not need a special license to use Vitextra products in **Microsoft Teams**. The standard license you purchase will cover usage across both SharePoint and Teams.

Here are the steps to follow to successfully purchase and activate a license for your tenant:

Choose Your Product

When you're ready to proceed, you'll have the option to choose between two subscription periods: **monthly** and **annual**.

The monthly subscription allows for flexibility, making it ideal for organizations

that prefer short-term commitments or anticipate changing needs.

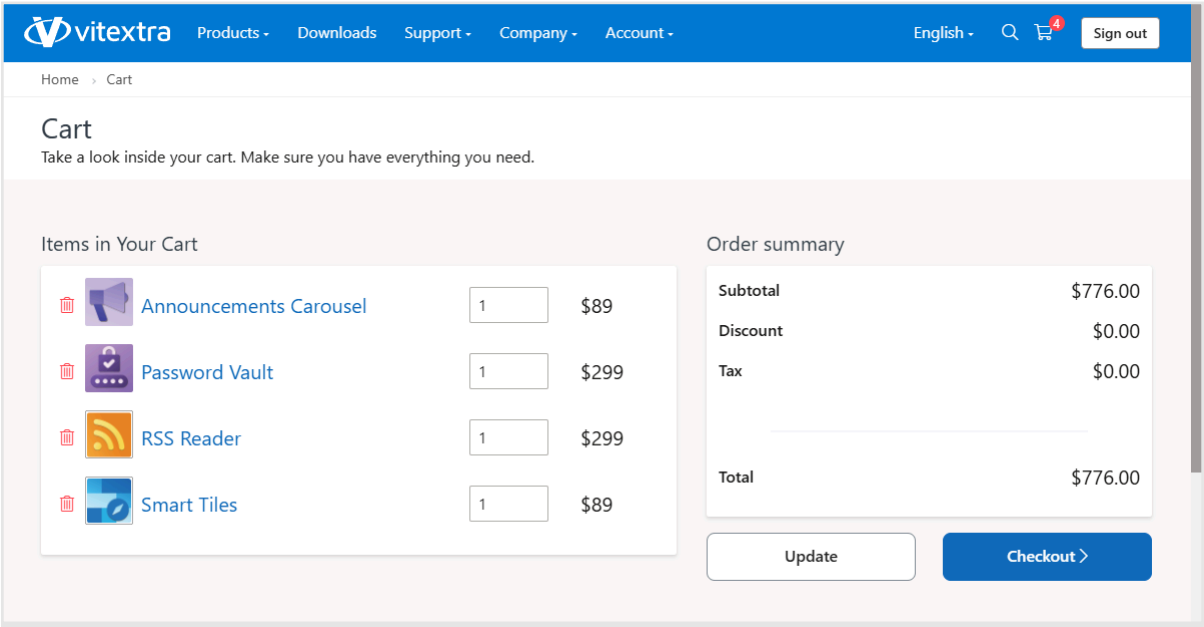
On the other hand, the annual subscription offers a cost-effective solution for those looking to commit long-term, often at a discounted rate compared to monthly payments.

Additionally, Vitextra supports multiple currencies for your convenience, including **United States Dollar** ($), **Euro** (€), **British Pound** (£), **Chinese Yuan** (¥), and **Japanese Yen** (¥).

> ⚠ **Warning**
>
> Once your first order is placed and paid, changing the currency is not possible. Please ensure you select the correct currency before completing your purchase.

Purchase a License

Once you have selected a product, you can proceed to purchase a license by clicking on the **Add to Cart** button. After adding the product to your cart, take a moment to review the items to ensure you have selected the correct product and quantity.

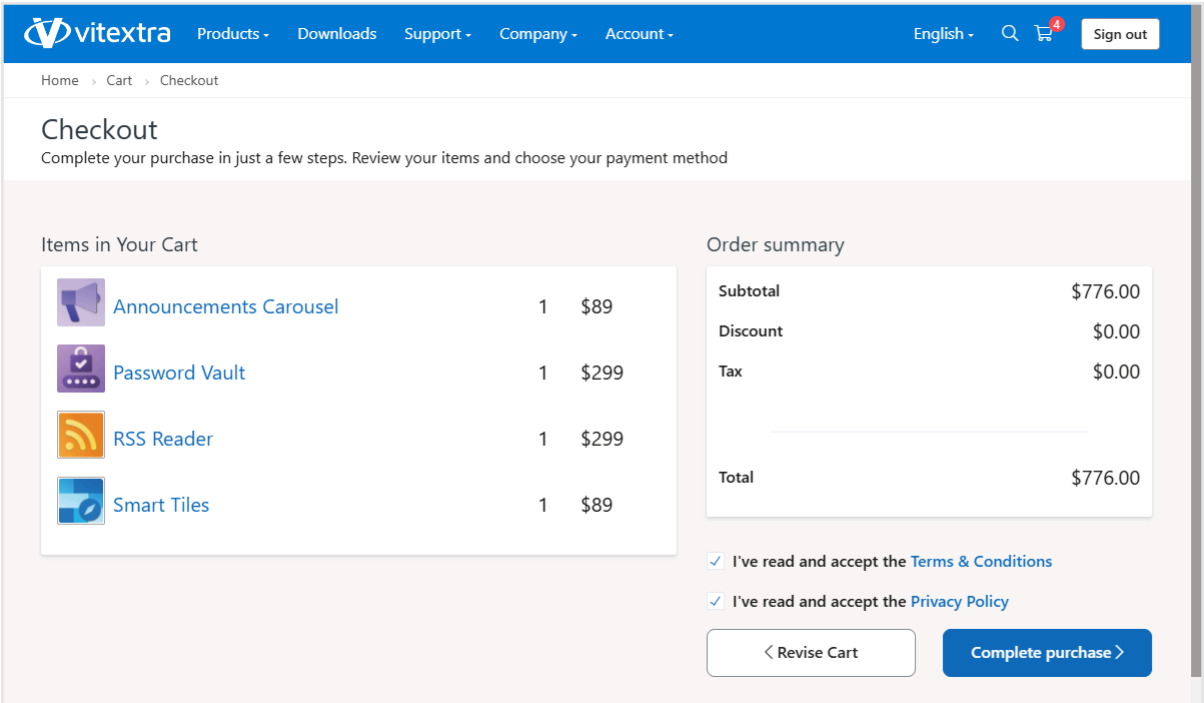


Cart

When you are ready, click on the **Checkout** button to begin the purchasing process.

> **⚠ Warning**
>
> You only need a **single license per tenant** where the product will be used.

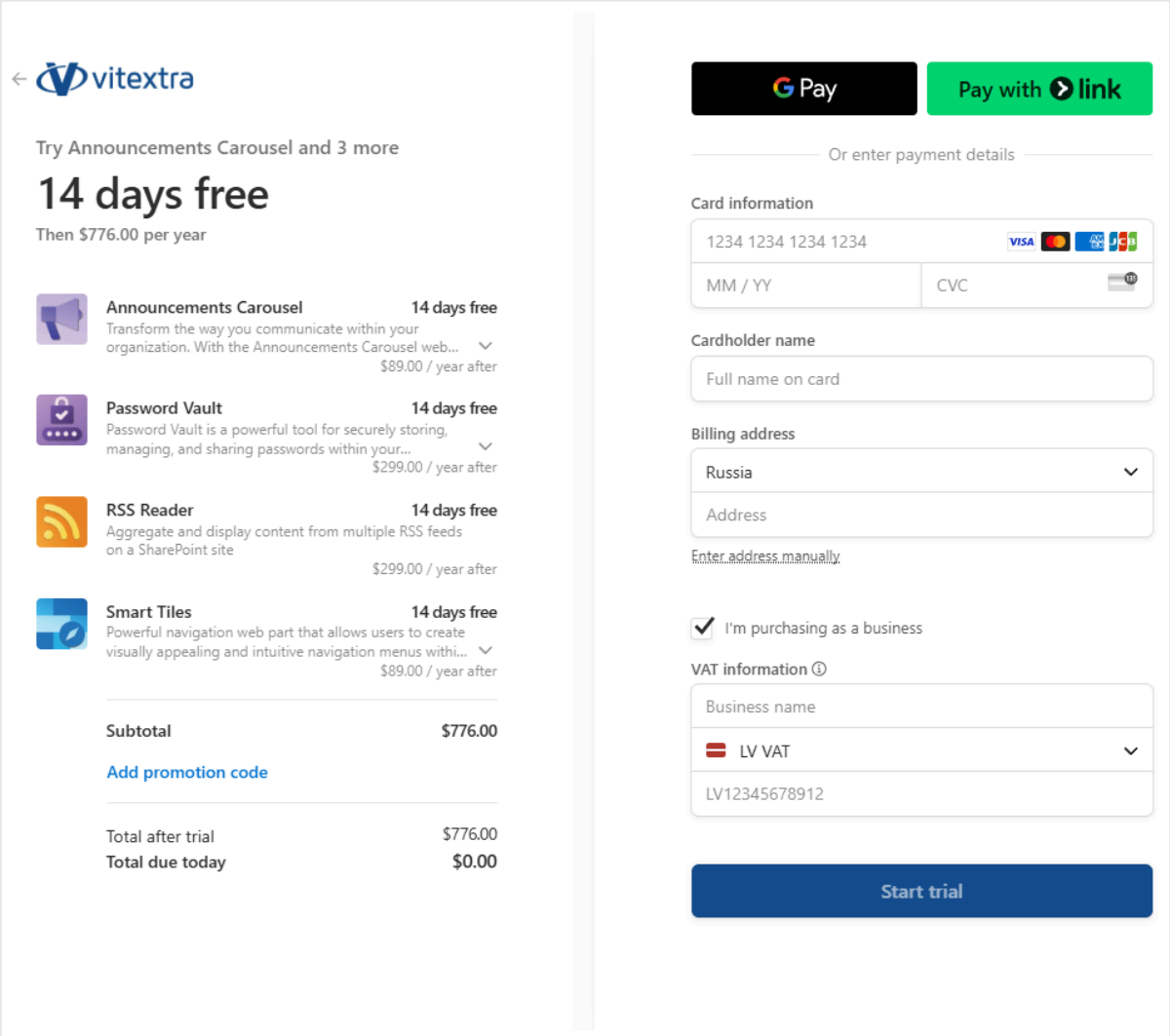
Before entering your billing information, you will need to accept the Terms & Conditions and Privacy Policy.



Checkout

This step ensures that you understand and agree to our policies regarding the use of our products and the handling of your data.

When you are ready, click on the **Complete purchase** button to begin the purchasing process.



Payment

At this stage, you will need to enter your billing details and payment information.

Please ensure that all information is accurate to avoid any delays in processing your order. After entering your payment details, review your order summary carefully and confirm the purchase.

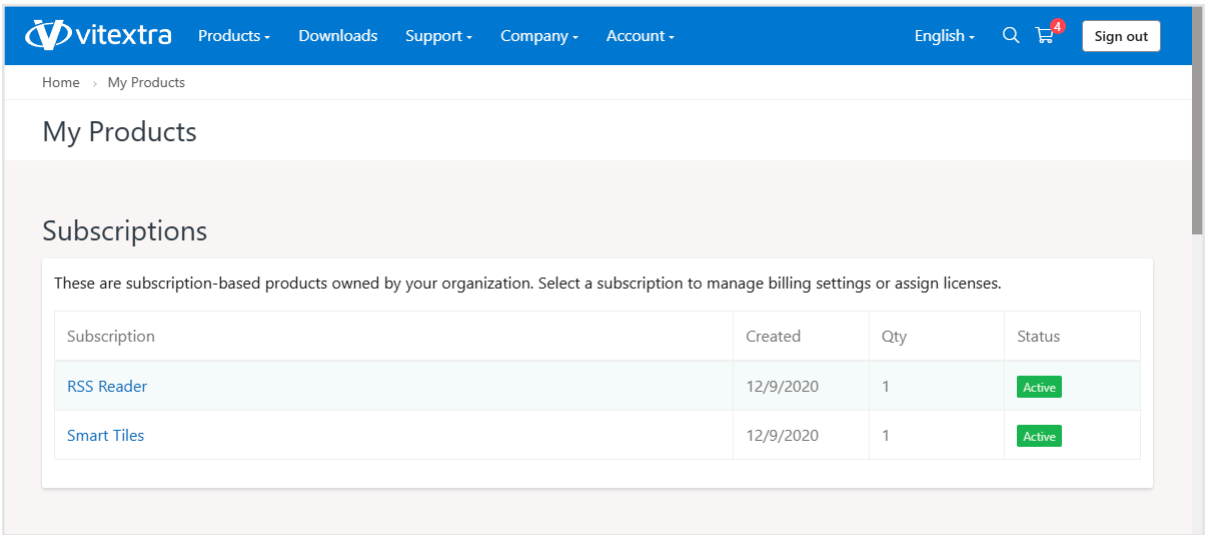
Note

Vitextra uses Stripe for secure payment processing, providing a reliable and safe transaction experience.

Assign the License to Your Tenant

To assign a license to your tenant, first, log in to your account and navigate to the **Account** section, then select **My Products**.

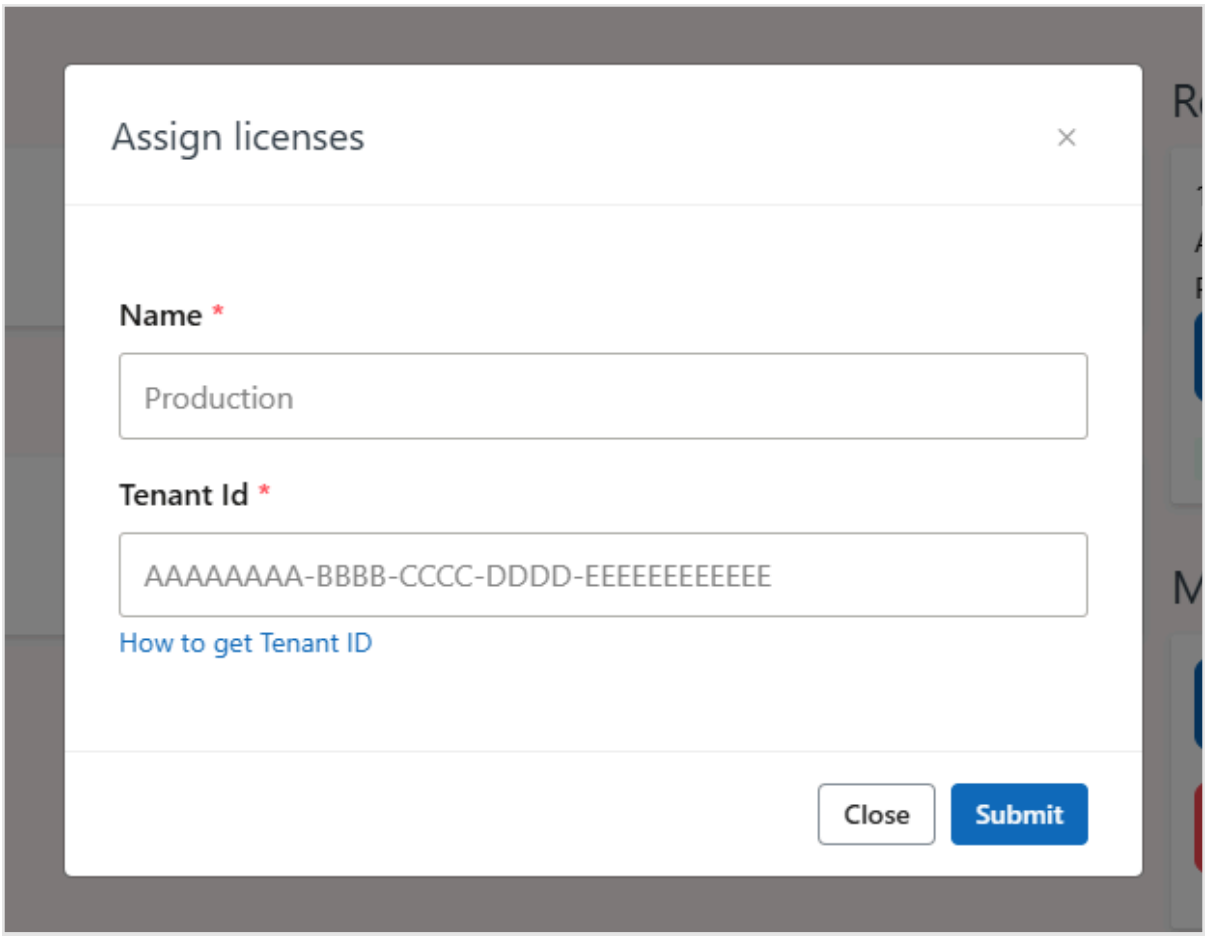
This page will display all your current and canceled subscriptions.



My Products page

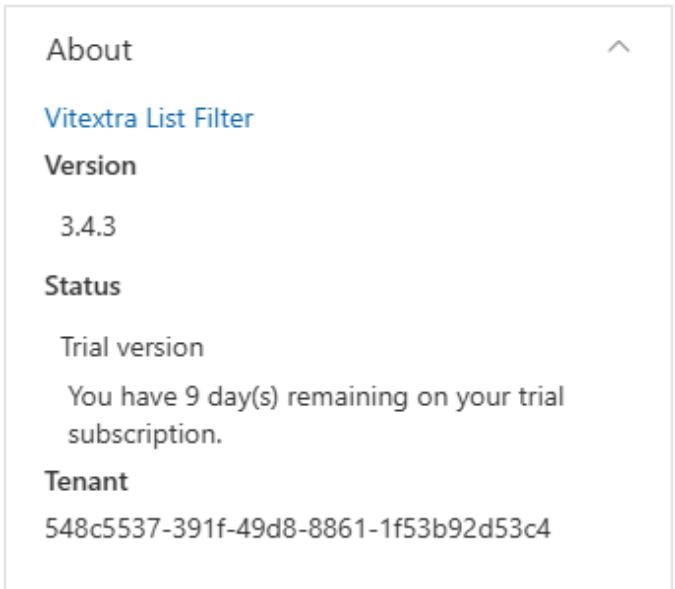
Click on the subscription associated with the Vitextra product you wish to manage.

On the subscription page, you will find options to manage your license assignments. To assign a license, locate the Assign License section. Here, you will need to enter the name and ID of your **tenant**.



Assign licenses

You can find your Tenant Id, license status, and the number of days remaining on your trial displayed under the **About** section in the web part details pane:



License Status

Tip

To find your tenant ID please refer the following knowledge base article: How to find your Microsoft 365 Tenant ID

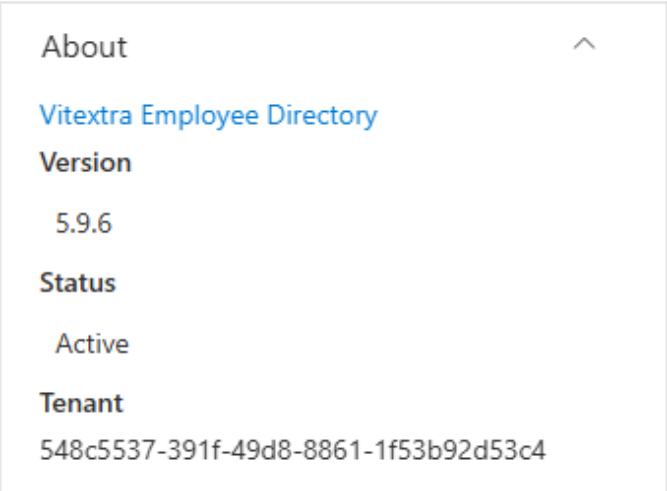
After entering the required information, click Submit. The newly assigned license will appear in your list immediately, confirming that it has been successfully assigned.

Tip

The number of active users in your tenant does not affect the number of licenses you need to purchase. You can assign licenses based on your organizational requirements without worrying about the total number of active users.

Verify License Assignment

To check the license status of your Vitextra products for SharePoint Online, navigate to the details pane of the specific product. You will find the license status displayed under the About section. This area provides essential information regarding your license, including whether it is active and any relevant details about its usage.



License status

By reviewing the license status here, you can ensure that your product is properly licensed and functioning as intended. If you notice any discrepancies or have questions about your license, please reach out to our support team for assistance.

Summary

Vitextra provides innovative solutions for Microsoft 365, offering a free 14-day trial for all subscription-based products. After the trial, users must purchase a license to continue using the products. The purchasing process includes selecting a product, choosing between monthly or annual subscriptions, and accepting the Terms & Conditions and Privacy Policy.

Users can assign licenses by logging into their account and entering their tenant information. License status can be verified in the product details pane. Vitextra uses Stripe for secure payment processing, and support is available for any licensing questions.

Terms

Microsoft Teams
A chat-based collaboration platform for business communications with useful features for online meetings, live events, document sharing.

Tenant
A Microsoft 365 tenant is a dedicated virtual instance of the Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Azure AD), configurations, subscriptions, and services. The organization receives a tenant by signing up for Microsoft 365 services.