



Adding New Subscriptions to a Renewal Quote

Note: This document is no longer being actively updated as of August 2019. Please contact crc-training@cisco.com if an update is requested.

Overview

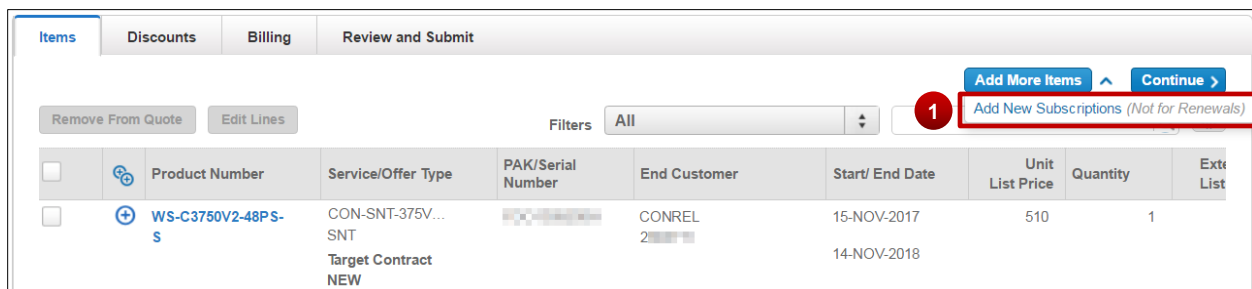
When you renew your subscription contracts, you may wish to add new subscriptions to your quote.

Note: These new subscriptions are not renewals, so if you want to renew an existing, expired, or terminated subscription, search for it on the landing page and proceed with a normal renewal quote.

Adding New Subscription Lines

Add your new subscription lines in the items tab of a renewal quote. See the [Creating and Managing Renewal Quote QRG](#) for a refresher on the quoting process.

1. Click **Add New Subscriptions** under the **Add More Items** dropdown.



2. Enter License Product ID, Quantity, and End Customer information, then click **Add to Quote**. You can enter the Product ID or the Product ID family name.

Add New Subscriptions (Not for Renewals)

License Product ID*	Quantity*	End Customer*
SMA-EMGT-LIC=	20	200 WATER

Cancel **Add to Quote**



- Once you add the line item, you will be asked to verify it is correct before you continue.
- To change the start date, hover over the start/end date calendar field. You can set the start date up to 90 days in the future.

Note: The PAK/Serial Number column will remain empty until your order is complete.

- By default, the added line item is a new contract.

Note: If you did not have a subscription on your quote before you added the new line item, note that the shipping tab is now available. See the user guide for more information on the shipping tab ([1 Tier](#), [Distributor](#), [Reseller](#)).

- To assign it to an existing contract, click the target contract **pencil icon** and enter the appropriate information in the window.

- Complete your subscription quote as usual.