

NeoEdge Cloud

AWS Marketplace Activation Guideline

Version: 1.0

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This document provides the official procedure for purchasing, activating, and managing NeoEdge Cloud via AWS Marketplace in compliance with corporate procurement and security policies.



1. Purpose & Scope

This document provides a standardized guideline for internal users to subscribe, activate, and manage NeoEdge Cloud services purchased through AWS Marketplace. It ensures compliance with procurement, finance, and IT security policies.

2. Prerequisites

Before starting the purchase process, please confirm the following:

- 1. You have AWS account access with Marketplace purchasing permissions.
- 2. Your department has an approved Purchase Order (PO) or cost center for billing.
- 3. Finance, Procurement, and IT Security departments have approved the SaaS usage.
- 4. Your account's billing method and IAM permissions have been verified.

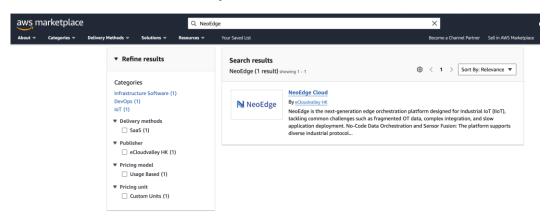
3. Purchase Procedure

3.1 Access AWS Marketplace

- Visit AWS Marketplace.
- Sign in using your corporate AWS account.

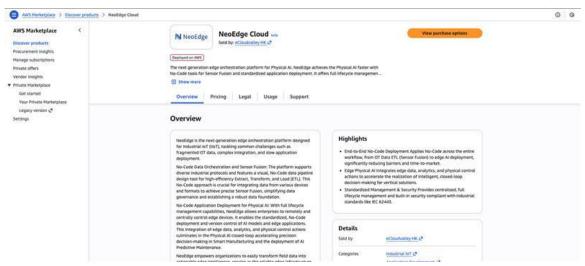
3.2 Search for NeoEdge Cloud

- In the search bar, type "NeoEdge Cloud".
- Confirm the seller is **eCloudvalley HK Limited**.



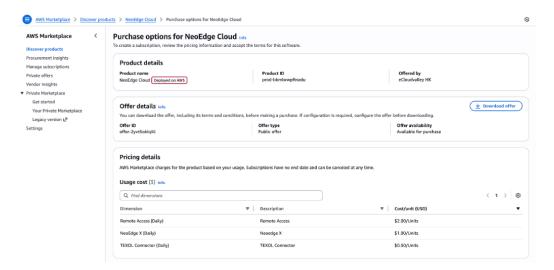
• Click on "View product option".





3.3 Review Product Information

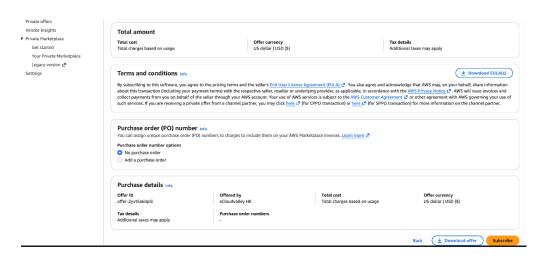
Review the Product options for NeoEdge Cloud, include product details, offer details, Pricing. Ensure the purchase options match your intended use.



3.4 Subscribe

- Confirm the **terms and conditions**.
- Input the **PO Number** if applicable.
- Click "Subscribe" to complete the purchase.

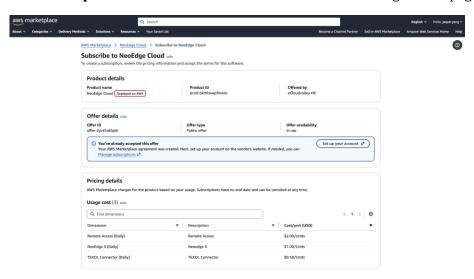




4. Activation Procedure

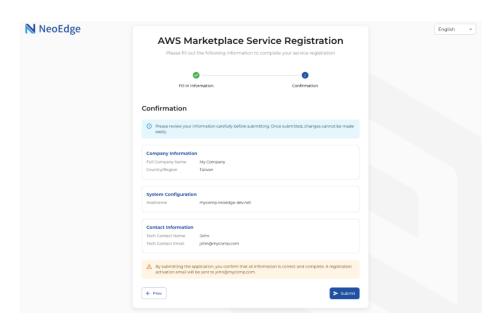
4.1 Initialize NeoEdge Account

• Click "Set Up Your Account" on the AWS Subscribe to NeoEdge Cloud page.



• You will be redirected to the NeoEdge Cloud registration portal.

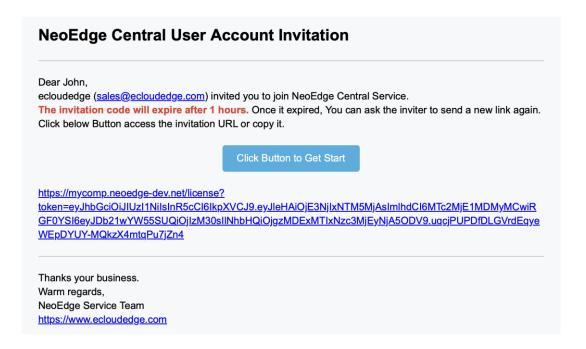




 Click "Submit", an invitation email will be sent to your Tech Contact email address.

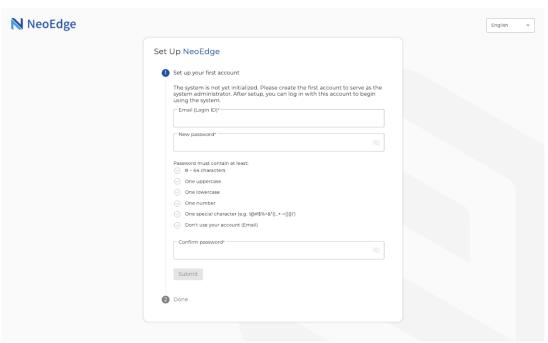
Note: If the invitation email doesn't arrive, please go back to the AWS Marketplace confirmation page and click "Set Up Your Account" once more to resend it.

• Click "**Get Started**" in the email to proceed to the setup page.



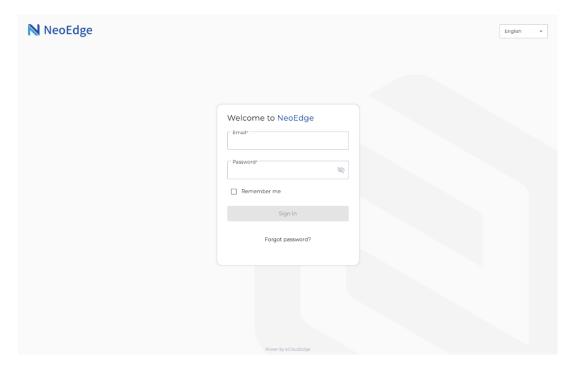
• Set a new password according to on-screen requirements (8–64 characters, including uppercase, lowercase, number, and special character).





4.2 Sign in to your NeoEdge Account

Sign in to your account with the email and the Password you set





5. Billing & Subscription Management

5.1 Billing Model Overview

Item Description

Billing Period 1st – last day of each calendar month.

Charge Start From activation date (e.g., Dec $5 \rightarrow$ Dec 31).

Cancellation Full month billed even if canceled mid-month.

Invoice Source AWS Marketplace consolidated invoice.

Note: Even if the subscription is canceled mid-month, billing continues for the current month, and the service remains available until the end of the billing period.

Examples

Scenario	Subscription Period	Invoice Amount
Activated Dec 5 →	Full Dec month charged	Full Dec fee
Canceled Dec 31		
Activated Dec 5 →	Partial month usage but	Full Dec fee
Canceled Dec 10	billed through Dec 31	
Active Dec → Jan (no	Continuous billing Dec +	Two monthly
cancellation)	Jan	charges

5.2 Manage Subscription in AWS Marketplace

Users can manage or cancel their subscriptions under "Your Marketplace Subscriptions" in the AWS console.

6. Revision History

6.1 Revision History

Version	Date	Description	Author
1.0	2025/11/10	Initial release	Jasmine