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Flow of UTokyo Azure Workflow of Payment

2025/4/18
UTokyo Azure Usage Briefing



| How to Know Your Bill



| Billing Procedures by Payment Method



| Summary of Important Matters

How to Check My Bill?

UTokyo Azure Subscription Management Page: <https://azure.itc.u-tokyo.ac.jp/list>



- If your “charge” in the billing month (March / September) is not zero you are billed
- Both usage and billing are **displayed in USD**. Actual billing is **converted to yen**
(The TTB rate of the previous month of the billing month is applied)

Based on the total number of subscriptions, usage, and the number of users (including Microsoft) with assigned roles in each subscription, and the subscription weight calculated using weight factors assigned to each subscription. Guaranteed free tiers of your subscriptions are displayed on this page.

Details of Billing Calculations Please refer to the Usage Fee Rule available on the [Internal Information Site](#) for details on the calculation of the guaranteed free tier and billing amounts.

Billing Information Registration: Please ensure that the billing information is registered via the [Billing Information Registration / Automatic Suspension Settings](#) section above by the 20th of the billing months (March and September).

The amount covered by the gift credit

Billing amount:

= (this month's usage + carryover from the prior month) – the free tier
the amount displayed in the billing months (September / March) is your bill

59531f39-3a18-40a3-bcf8-ebffb4bacc31 2615215597-Taulab

Guaranteed free tier for this subscription on 2025/03: \$7895.6

Number of UTokyo Accounts having roles on this subscription: 4

Weight factor for this subscription: 1.0

Weight of this subscription: 2.5

As of 2025/03/27 14:40

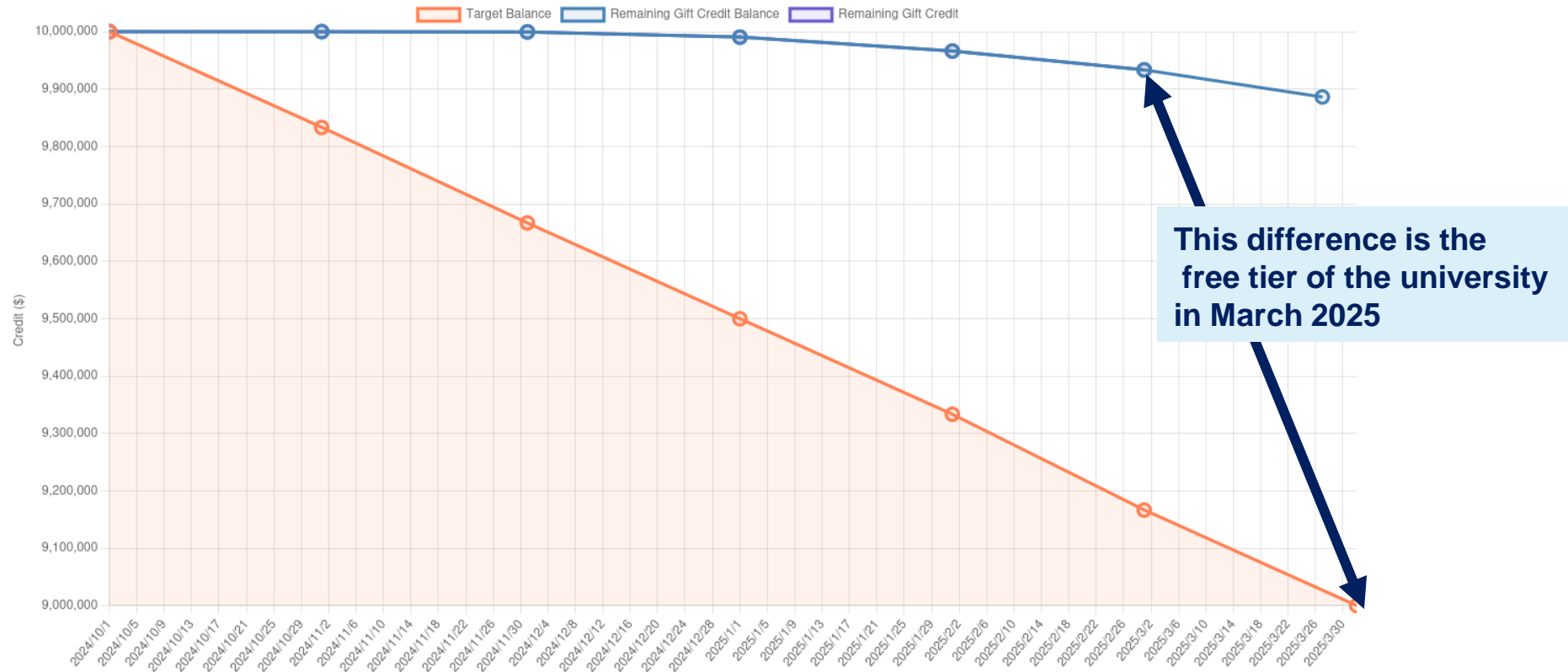
Period	2025/03	2025/02	2025/01	2024/12	2024/11	2024/10
Guaranteed free tier	\$7895.6	\$8152.7	\$8046.9	\$10895.5		
Usage (Carryover)	\$1955.0 (\$0.0)	\$2433.3 (\$0.0)	\$2479.1 (\$0.0)	\$1626.4 (\$0.0)		
Free Tier		\$2433.3	\$2479.1	\$1626.4		
Charge		(\$0.0)	(\$0.0)	(\$0.0)	(\$0.0)	

Remaining Free Tier for UTokyo Azure in 2025/03:

\$886080.34

(At the start of 2025/03 : \$933361.52)

Total number of active subscriptions in UTokyo Azure: 219



This difference is the free tier of the university in March 2025

 If the "Remaining Gift Credit Balance" (blue line) is above the target balance at the end of a billing month, no subscriptions are charged

Billing procedures by payment method

Payment Method	Internal transfer (all but Grants-in-Aid for Scientific Research)	Invoice (Grants-in-Aid for Scientific Research)
Documents Sent	<ul style="list-style-type: none"> • Interdepartmental transfer statement • Usage notice • Use-specified budget codes 	<ul style="list-style-type: none"> • Invoice • Usage notice • User-specified budget codes
Billing Timing	<ul style="list-style-type: none"> • September (for use in April - September) • March (for use in October - March) 	
Billing Documents Addressed to	<p>The accounting team of the department managing the specified budget</p>	
How are Documents Sent	<p>E-mail (PDF attachment)</p>	
Timing of Delivery	<ul style="list-style-type: none"> • September billing: Around October 10 • March billing: Around April 10 	

Summary

- ✓ **Only faculty and staff who are responsible for a budget can apply for UTokyo Azure**
- ✓ **Usage are tracked and fees billed on a subscription basis**
- ✓ **Subscriptions that disable automatic suspension must register billing information**
 - ✓ **Subscriptions with automatic suspension enabled (OK to be deleted) do not require billing information**
- ✓ **The billing statements are sent not to the user, but to the accounting team of the department managing your budget**