

Pre-requisites for Purchase Order for ASP Cloud

From 1st Jan 2022, all Purchase Orders for ASP Cloud must include the following information:

1. **Organization ID**, that the license is to be assigned to.
2. **New or Add-on**, to indicate if new license purchase or add-on to existing license.

This document explains how to obtain the Organization ID in ASP Cloud.

Registering a new Organization

1. Surf to the following URL <https://asp-cloud.antlabs.com/>

Organization ID ?

User ID ?

Password

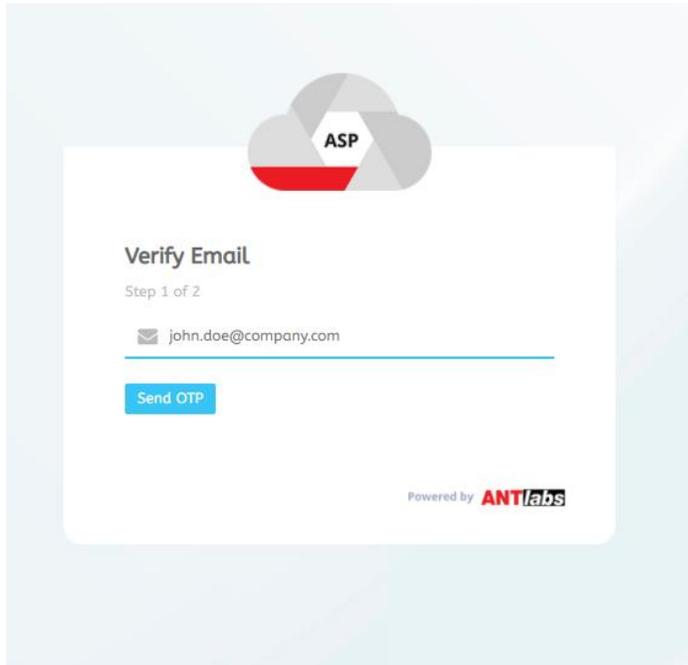
Login Remember my ID

[Forgot Password?](#)

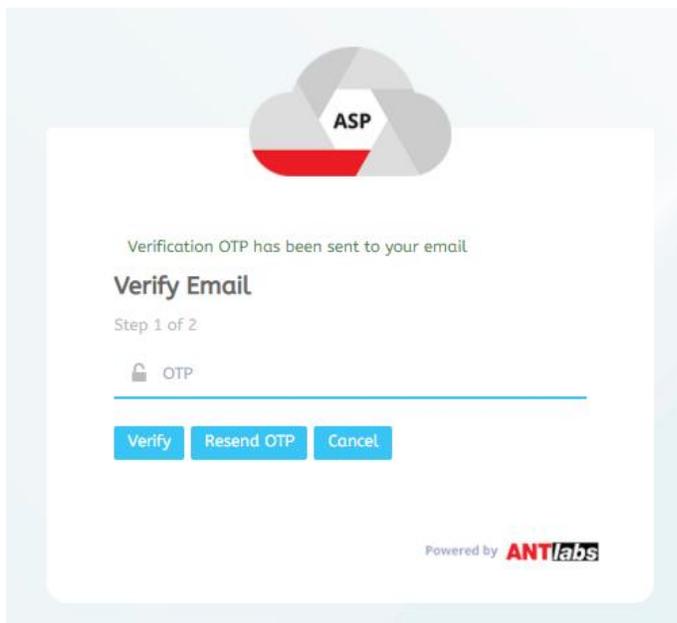
Are You New to ASP? [Register here.](#)

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2. Click [Register here](#)



3. Type in your Email address and click [Send OTP](#)



4. Key in the OTP to proceed with Page 2.

The screenshot shows a 'Create Account' form titled 'Step 2 of 2'. At the top, there is a logo for 'ASP' inside a cloud icon. The form contains the following fields:

- First Name (with a person icon)
- Last Name (with a person icon)
- User ID (with a person icon)
- Create a password (with a lock icon)
- Retype the password (with a lock icon)
- Organization ID (with a building icon)
- Organization Name (with a building icon)
- Contact Number (with a phone icon)
- Country (with a globe icon and a dropdown arrow)

Below the fields, there is a text line: "By clicking on Register you agree to the [terms of use](#)." At the bottom right of the form is a blue "Register" button. At the bottom center, it says "Powered by **ANTlabs**".

5. Fill in all the information and then click 
6. You can login using the Organization ID, User ID and Password.
7. Provide the **Organization ID** created during registration when raising PO.

Finding your Organization ID

1. Surf to the following URL <https://asp-cloud.antlabs.com/> and login using your credentials.

The screenshot shows the Antlabs ASP dashboard. The main content area features a map of Singapore with various districts labeled. The sidebar on the right contains a menu with 'Organization' selected, showing options like 'Admin Users', 'Admin Logs', and 'Report Schedule'. Below the menu, there are sections for 'Release Announcements' and 'ASP Update #10'.

2. Click on Settings > Organization to get the **Organization ID**.

The screenshot shows the 'Settings / Organization' page. The main content area displays an 'ORGANIZATION LIST' table. The table has columns for Organization ID, Name, Country, Sites, Admin Name, Service Start, Service Expiry, Grace Period, Created Datetime, Updated Datetime, and Actions. The first entry is highlighted with a red box around the Organization ID 'qa0rg'.

Organization ID	Name	Country	Sites	Admin Name	Service Start	Service Expiry	Grace Period	Created Datetime	Updated Datetime	Actions
qa0rg	ANTlabs QA Organization	Singapore	QA SG5 5100 - HA_Floating IP 10.75.1.241, QA SG5 5200 - 10.75.1.244	Antlabs QA	19 Jan 2022 11:50 AM +08	18 Feb 2022 11:50 AM +08	30	19 Jan 2022 11:50 AM +08	20 Jan 2022 11:09 AM +08	

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