

Asad Shamsi

From: Dhananjay Singh
Sent: Tuesday, June 18, 2024 11:44 AM
To: Amit Kumar
Cc: Ravi Shanker
Subject: RE: O365 License Utilization MAY 2024 - TRS

ok

From: Amit Kumar <amit.k@travelretail.in>
Sent: Monday, June 17, 2024 3:10 PM
To: Dhananjay Singh <dhananjay.singh@travelretail.in>
Cc: Ravi Shanker <ravi.shanker@travelretail.in>
Subject: FW: O365 License Utilization MAY 2024 - TRS

Dear Sir,

We need to purchase new licenses for an email ID as all existing limits have been reached. Kindly request your approval to proceed with this purchase.

Below are the details of the license and the pro rata cost for one month as of now:

SR No	O365 Email License	Qty	Unit Price (INR)	Pro-rata Price (INR)	Total Price (INR)	Company
1	Exchange Online Archiving	1	2231	185.92	185.92	
2	Office 365 E1	7	7454	621.17	4,348.17	TFS
Total (Exclusive of Taxes)					4,534.08	

I will share the consolidated details and the yearly cost for all existing email IDs and forecasted requirements after next month for the renewal.

Regards,

Amit Kumar
Manager - IT Operations

Travel Retail Services Private Limited

Unit No. 10E, C/O Co-works Ground Floor, Worldmark 1, Asset Area 11, Aerocity,
Hospitality District, Indira Gandhi International, Airport New Delhi-110037.

+91 9811355155

amit.k@travelretail.in



TRAVEL RETAIL
SERVICES
"TRS is the licenced franchisee of the
RELAY brand in India"

From: Amit Kumar
Sent: 17 June 2024 10:49
To: Asad Shamsi <asad.shamsi@travelfoodservices.com>
Cc: Dhananjay Singh <dhananjay.singh@travelretail.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>;
Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>
Subject: RE: O365 License Utilization MAY 2024 - TRS

Dear Asad,

As per our discussion, Please arrange cost for the license.

Regards,

Amit Kumar
Manager - IT Operations

Travel Retail Services Private Limited

Unit No. 10E, C/O Co-works Ground Floor, Worldmark 1, Asset Area 11, Aerocity,
Hospitality District, Indira Gandhi International, Airport New Delhi-110037.
+91 9811355155
amit.k@travelretail.in

TRAVEL RETAIL
SERVICES

"TRS is the licenced franchisee of the
RELAY brand in India"

From: Amit Kumar

Sent: 14 June 2024 10:15

To: Asad Shamsi <asad.shamsi@travelfoodservices.com>

Cc: Dhananjay Singh <dhananjay.singh@travelretail.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>;

Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>

Subject: RE: O365 License Utilization MAY 2024 - TRS

Dear Asad,

Please share license cost details for the same.

Basic	Standard	E1	E3	A
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Regards,

Amit Kumar
Manager - IT Operations

Travel Retail Services Private Limited

Unit No. 10E, C/O Co-works Ground Floor, Worldmark 1, Asset Area 11, Aerocity,
Hospitality District, Indira Gandhi International, Airport New Delhi-110037.
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amit.k@travelretail.in

TRAVEL RETAIL
SERVICES

"TRS is the licenced franchisee of the
RELAY brand in India"

From: Asad Shamsi <asad.shamsi@travelfoodservices.com>

Sent: 13 June 2024 20:03

To: Amit Kumar <amit.k@travelretail.in>

Cc: Dhananjay Singh <dhananjay.singh@travelretail.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>;

Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>

Subject: O365 License Utilization MAY 2024 - TRS

Dear Amit,

Here is the attached report of O365 license utilization and active mailboxes for TRS.
Request you to get all users verified and confirm if any needs to be deactivated.

Please note the **additional usage** if any and provide the **license requirement** including spare of **Office 365 E1** and **Online Archive** to be procured ASAP.

P.S: M365 Business Basic and M365 Business Standard cannot be procured as per limitations.

Company Name	Procured						Current Used				
	Basic	Standard	E1	E3	Apps for Business	Online Archive	Basic	Standard	E1	E3	Apps for Business
TRS	45	30	40	0	0	5	43	28	45	0	0

Action Items:-

Please provide user names of TRS whose licenses can be switched from O365 E1 to M365 Business Basic and M365 Business Standard respectively. (Using extra O365 E1 licenses)

Send a request for the count of additional licenses required for TRS as per new joiner forecast. (Currently excess O365 E1 and Online Archive license are in use)

Regards

Asad Shamsi

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