client document 01 · the savings audit

How to send your Azure cost data

Two minutes, no access needed. You send one file. I send back your three biggest savings, with dollar amounts, within 48 hours. Nobody gets access to your Azure tenant.

What to download

The **usage details** file (Microsoft also calls it the "Azure usage file" or "Usage + charges"), covering **the last full month**. Two months is better. Which steps you follow depends on how you buy Azure. If you're not sure, try A first.

A. Pay-as-you-go `credit card or invoice from Microsoft`

1. Sign in to portal.azure.com and search for **Cost Management + Billing**.
2. Under **Billing**, select **Invoices**.
3. On the row for last month, select the **download icon** (or the `...`).
4. In the pane that opens, under **Usage Details**, select **Download**.

B. Microsoft Customer Agreement `most newer business accounts`

1. Sign in to portal.azure.com and search for **Cost Management + Billing**.
2. Choose your billing account, then select **Billing > Invoices**.
3. On last month's invoice, select `...` **> Prepare Azure usage file**.
4. When it's ready (the bell icon, top right), select **Download**.

You need the billing profile Owner, Contributor, Reader or Invoice manager role.

C. Enterprise Agreement

1. In **Cost Management + Billing**, choose your EA billing account and select **Usage + charges**.
2. For last month, select **Download**, then **Prepare document**, then **Download csv**.

You need the Enterprise Administrator, Account Owner, or Department Admin role (with view charges enabled).

Source: Microsoft Learn, *View and download your Azure usage and charges* (learn.microsoft.com/azure/cost-management-billing/understand/download-azure-daily-usage).

How to send it

- Email it to **contact@naveenchandra.co.in**. If it's over 20 MB, zip it or share a link that expires.
- Large accounts sometimes get several files. Send them all.

What the file contains, and what happens to it

- **It contains:** what you were charged, per resource and per day: names, meters, quantities and costs.
- **It doesn't contain:** passwords, keys, application data, or the contents of databases or storage.
- **What I do with it:** I use it only for your free findings. I don't share it with anyone. I delete it within 30 days unless you ask me to go ahead with the audit.
- **If you'd rather:** remove the `Tags` column before sending. The findings work without it.

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