



EPAM Cloud

CLOUD COST SHARING

EPAM-CSUP – EPAM Cloud Service

Legal Notice: This document contains privileged and/or confidential information and may not be disclosed, distributed or reproduced without the prior written permission of EPAM®.

EPAM Public | Effective Date: 25-Oct-2018

CONTENTS

1	INTRODUCTION	3
1.1	THE SCOPE OF THE DOCUMENT	3
1.2	THE PURPOSE OF THE DOCUMENT	3
2	DEFINITIONS	3
2.1	PARTIES	3
2.2	CONCEPTS	3
3	REQUESTING COSTS SHARING	4
3.1	REQUEST FLOW AND CONDITIONS	4
3.2	REQUEST REJECTION BY CLOUD TEAM	5
4	CHECKING THE SHARED COSTS	5

1 INTRODUCTION

1.1 THE SCOPE OF THE DOCUMENT

The document describes the procedure of virtual infrastructures costs sharing between projects.

1.2 THE PURPOSE OF THE DOCUMENT

The purpose of the document is to define the costs sharing procedure and to provide the step by step instructions and possible limitations for all participants.

2 DEFINITIONS

2.1 PARTIES

- **EPAM Cloud Consulting Team:** the team responsible for gathering and processing costs for virtual resources usage within EPAM Cloud service.
- **Requestor:** the responsible person on the Source project side who requests the costs sharing.
- **Approver:** the responsible person on the Target project side who approves assigning cloud costs to from the Shared to the Target project.

2.2 CONCEPTS

- **Cloud cost:** the project cost for virtual resources usage within EPAM Cloud service. This can include costs for using EPAM Cloud private regions, as well as for using public cloud platforms, integrated with EPAM Cloud.
- **Shared project:** the project (as registered with UPSA) whose cloud costs are to be shared with target project or projects.
- **Target project:** the project (as registered in UPSA), to which the Shared project costs are transferred.
- **Costs sharing:** the procedure of grounded and approved reassigning of a part, or all, cloud costs from the Shared project to the Target project

3 REQUESTING COSTS SHARING

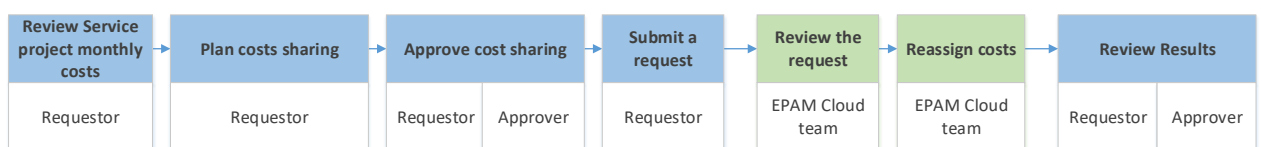
Each resource and service used within EPAM Cloud (for both private and public regions) is assigned to a specific project (as registered in UPSA). The costs for the virtual resources and services usage are charged to the project to which they are assigned.

If several projects use the same virtual infrastructure, it is possible to share the costs between them, by reassigning the part of the costs from one project (Shared project) to another (Target project). The procedure is performed by [EPAM Cloud Consulting team](#)

Below, you can find the details on the request creation and processing.

3.1 REQUEST FLOW AND CONDITIONS

The standard cost sharing flow is:



Once the need to share costs arise, a responsible person from the Shared project side should analyze the sharing options, describe which costs are to be reassigned to which projects, and get approvals for each operation. All this information is to be specified in a respective email to [EPAM Cloud Consulting team](#).

The request should include a table with the following structure:

Billing Month	Shared Project	Target Project	Region	Shared Costs (USD)	Approver

Several projects can be specified as Target or Shared projects in the request.

In case you need to share the costs for infrastructure hosted in several virtualization regions, please, specify sharing details for each region separately.

The costs sharing procedure is performed with the **following conditions**:

- The requestor is responsible for the request details and the consequences of the request fulfillment.
- The requestor should get Target project’s approval for cost **before** submitting the request.
- EPAM Cloud Consulting team does not double-check the approvals for the cost sharing, and acts based on the information provided by the requestor
- The cost sharing request should be submitted at the end of the billing month, before the 18:00 (UTC+0) of the 3rd day of the new month.
- The costs sharing request should describe the costs only for the month to be closed.
- The costs are reassigned on the virtualization region level. The costs for infrastructure in one region cannot be assigned to another region.
- The Target project should be activated in the virtualization regions (private or public) where the shared infrastructure is hosted.
- The total of the costs to be shared in a region should not exceed the Source project’s chargeback in this region.

3.2 REQUEST REJECTION BY CLOUD TEAM

EPAM Cloud team can reject a cost sharing request in case at least one of the following conditions is met:

- The request is submitted after 18:00 UTC+0 of the 3rd day of the month following the month to be closed.
- The request is addressed to the billing month that has already been closed or not started yet.
- The target project is closed or not activated in the region, within which the cost sharing operation is to be performed.
- The total sum of all costs to share in a region exceeds the Shared project's total chargeback in this region. If the condition is met, the whole request can be rejected, even if the issue does not occur in other regions.

Before the requested changes are applied, they are reviewed by the Cloud Revenue Group, and can be declined due to specific reasons (for example, Shared or Target projects specifics do not allow this operation).

4 CHECKING THE SHARED COSTS

After the costs are reassigned, the members of both Shared and Target projects can review the shared costs using standard reporting tools (the [Reporting](#) page on Cloud UI and the or2report command in Maestro CLI).

The shared costs will be listed as Adjustments at the very beginning of the report:

Subtotal report on the DEMO-PRO project for September 2018							Total Chargeback:	144.89
Type	Project	Region	Product Name	Usage Type	Quantity	Currency	Total	
Adjustment	DEMO-PRO	AZURE-EUS-2	Surcharge	SHARED-PRO servers used by DEMOPRO		USD	200	
Adjustment	DEMO-PRO	AWS-USEAST	Prepayment	DEMO-PRO servers used by PRO2 team		USD	100	

Figure 1 - Shared costs reporting

Where:

- **Type:** identifies the billing item as an adjustment (not a service or resource).
- **Product name:** specifies the adjustment type:
 - **Surcharge** identifies the costs assigned for using infrastructure of another project (appears in Target projects reports)
 - **Prepayment** identifies the costs reassigned to another project (appears in Shared project reports)
- **Usage Type:** the reason for adjustment. Is displayed only for Subtotal reports.

REVISION HISTORY					
Ver.	Description of Change	Author	Date	Approved	
				Name	Effective Date
1.0	Updated request flow. Clarified parties definition	Svitlana Podkopaieva	October, 2018	Andrii Gusiev	10.25.2018
0.1	Draft version.	Svitlana Podkopaieva	July, 2018	Andrii Gusiev	07.16.2018