DMP Onboarding Readiness Deck

Microsoft Commercial Devices Team

Global Partner Launch & Fulfillment

Microsoft

Our objective

By the end of this lesson you will be able to:

- Identify the Surface DMP Program Benefits
- Describe the DMP pre-onboarding requirements
- Outline the step-by-step process for DMP onboarding

In this Lesson

DMP Program Overview

- Benefits
- Overall DMP Flow

DMP Readiness

- Pre-onboarding Requirements
- Step by Step Process for DMP onboarding
- FAQs
- Resources & Support

DMP
Program
Overview

Microsoft

Surface DMP Program Benefits

Be part of the business transformation: Tap into the innovation of Microsoft devices and their role in accelerating enterprise transformation.

Increase your demand: Be one of the select qualified partners to sell the most productive devices on the planet.

Make more money: Access world-class Surface partner programs and promotions.

Enable your sales force faster: Ramp up quickly with resources like the Surface Drumbeat portal and high-touch Distributor enablement

ⓘ **DMP**

DMP refers to Disti Managed Partner.

DMP Onboarding Flow

1. A partner is invited to become a Disti Managed Partner via the "Reseller Profile and Registration Portal" by completing a form online which includes the following data:
    a) Partner Contact Details
    b) ADD selection (multiple allowed)
    c) Profiling Details
    d) Opt-In legal agreement on program criteria

2. Once the form is complete, it will be sent to the ADD(s) selected.
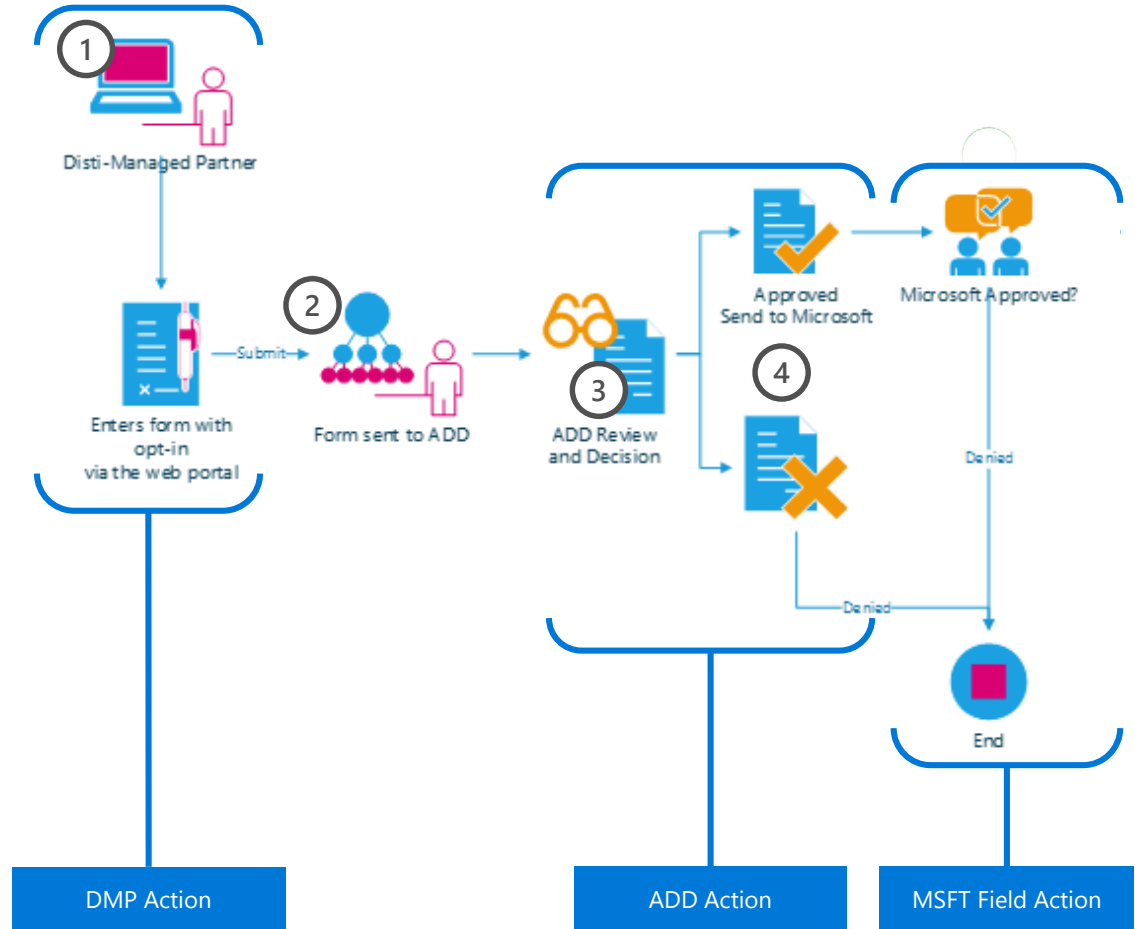
3. The ADD partner will review the criteria in the form and determine the nomination based on fit and completeness of information.

4. Once the decision has been made, if approved, the detail is sent to Microsoft for approval.

    **Incorrect MPN IDs will be rejected.

DMP Action   ADD Action   MSFT Field Action

DMP
Readiness

Microsoft

Pre-onboarding Requirements

What do I need to prepare before becoming a Disti-Managed Partner (DMP)?
Partners are required to Register using their Microsoft Live ID associated to their Organization ID

1. DMPs must have an active Microsoft Partner Network (MPN) Live ID.

Partners are required to provide both their **Organization Partner ID** and **Location ID** in their registration form.
Partners can view the Organization Partner ID and Location ID by logging into their MPN account at https://partners.microsoft.com/.

For instructions on how to obtain their MPN IDs, see here.

2. DMPs must have that Live ID associated to Microsoft Partner Network (MPN) ID.

Partners are required to **associate** with their **Organization Partner ID** to complete the Enrollment.

For instructions on how to associate to the MPN IDs, see here.

3. DMPs are required to provide their legal company and contact information.

Legal Business Profile- provides the Distributor with your company profile including legal company name, address, and contact information. *Your Legal Company Name should match your MPN account information*.

Company Tax ID- necessary to receive Channel Incentives (if applicable).

Primary Program Contact- responsible for submitting Company Information, agreeing Terms and Conditions, and receiving system notifications.

Contract Authorization Contact- responsible for reviewing Terms and Conditions.

Channel Incentives Contact - responsible for setting up Channel Incentives for the organization (if applicable).

DMP: Portal Registration Step by Step

https://reseller.microsoftcrmportals.com/

Open link to Reseller Profile Registration Portal and click "**Sign In**" at the top right corner.

For a **current user** with a previous profile, **Sign In** with the **User Name** and **Password**.

For a **new user**, **Login with Microsoft Account** by clicking on the Microsoft button and enter you Microsoft Live ID and Password.
*Ensure this **Microsoft Live ID** is the **same ID** that is used to log-into the https:\\partners.microsoft.com to associate to your MPN ID's
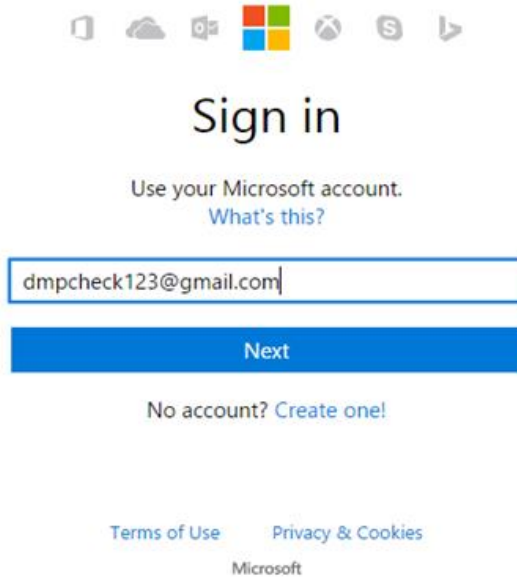
DMP: Portal Registration Step by Step
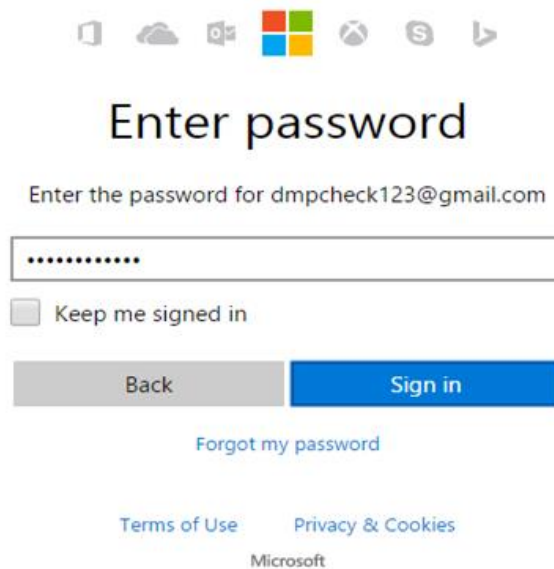
Sign in

Use your Microsoft account.
What's this?

dmpcheck123@gmail.com

Next

No account? Create one!

Terms of Use   Privacy & Cookies

Microsoft

Enter password

Enter the password for dmpcheck123@gmail.com
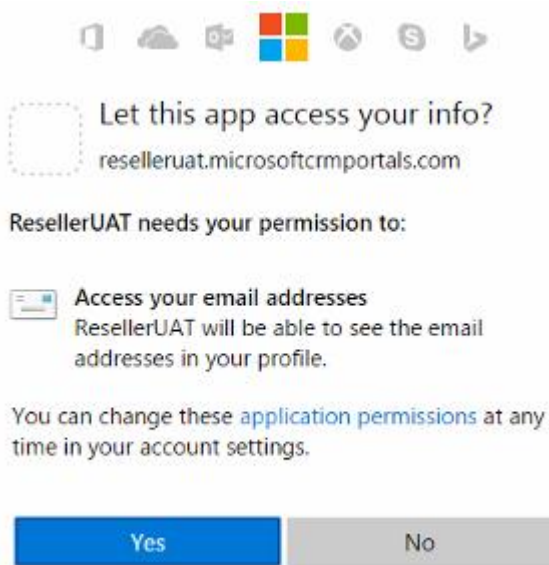
•••••••••••

☐ Keep me signed in

Back   **Sign in**

Forgot my password

Terms of Use   Privacy & Cookies

Microsoft

Enter your **Microsoft Live ID** and **Password**.
Click on **Sign in** button.

If you NOT have a Microsoft Live ID, please click the **Create one!** button. See Appendix 1 to see the **Form** to complete.

DMP: Portal Registration Step by Step

Click the **Yes** button.

# DMP: Portal Registration Step by Step

On successful Sign-in, you will be redirected to User Profile page and you will be requested to complete your profile information before accessing other contents of this portal.

Enter all mandatory information and click on **Save & Next** button to complete your User Profile.

DMP: Portal Registration Step by Step

Important: If you do NOT have your MPN or Organization Partner ID associated to your Organization, please click here OR If you do have their Live ID already associated then click here

How do you want to sign in?

Microsoft Employee | PARTNERS Domain | Windows Live ID | Federated Account
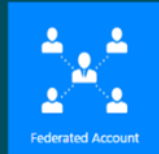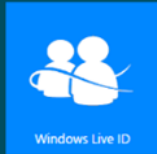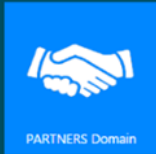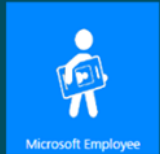
You will then be directed to the **Enrollment Form**.

A pop-up window will appear to retrieve the MPN Organization ID and Location ID:

- If you have already associated your Live ID to the MPN ID's then click **Window Live ID Tile** and then **Next**.

- If you do **NOT** have your Live ID previously associated, especially if you have created a new Live ID during Sign In please tick the click here text in the portal. A new Tab will open to assist with association to the MPN- Appendix 2-1. Upon completion, go to the step above.

- For error, please refer to the next slide.

DMP: Portal Registration Step by Step

Partner-Enrollment Form

* indicates Required field

⚠ Your Microsoft Account (Windows Live Id) is not associated to any MPN Organization.
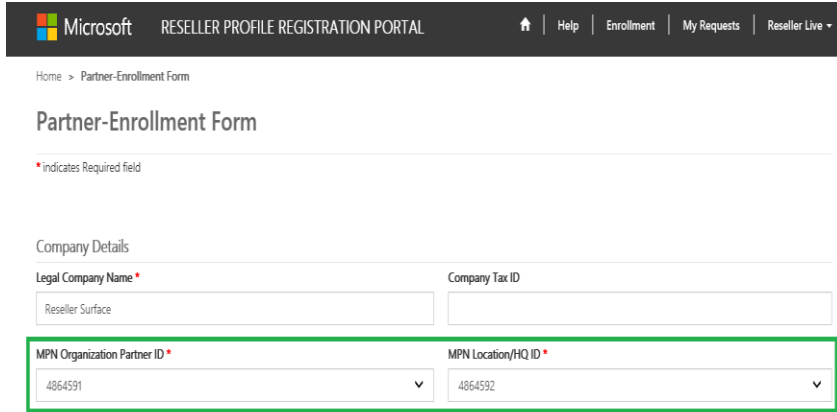
Company Details

Legal Company Name *

Company Tax ID

MPN Organization Partner ID *

MPN Location/HQ ID *

- If your Live ID is **not** associated to any MPN organization, an error pops up and you will not be allowed to submit enrollment form until your association is completed.

- If you have associated with an Existing organization, please contact your Administrator for approval.

- If you have problems, contact the RSC per Appendix 3.

If you receive any **Error** please ensure you are using the **SAME Microsoft Live ID** that is used to log into the Partners Membership Center that maintains your MPN ID's. if you are not sure, please refer to the instructions Appendix 3 -1 to Appendix 3-7 to check.

DMP: Portal Registration Step by Step

- Type in your Legal Company Name and Company Tax ID.

- MPN ID's will be pre-populated with the Live ID associations. Please select the **MPN Organization ID** that you want to use and then select the appropriate **MPN Location ID** from the drop downs.

DMP: Portal Registration Step by Step

Legal Business Profile

Company Address Line 1 *
Microsoft One Way

Company Address Line 2

City Name *
Redmond

State/Province *
Washington

Region *
Americas
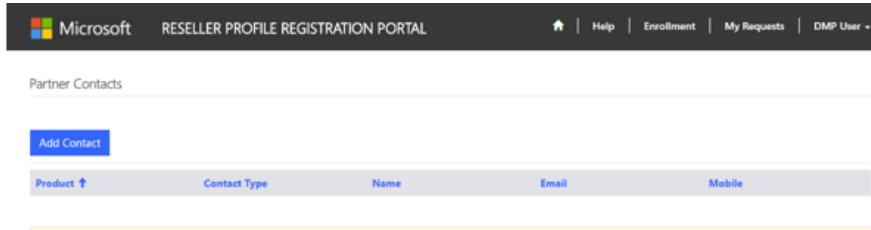
Country *
United States

ZIP/Postal Code *
981100

Website

☐ Opt-in to receive marketing communications

Next

- Fill up your Legal Business Profile information.

- Click on Next.

DMP: Portal Registration Step by Step
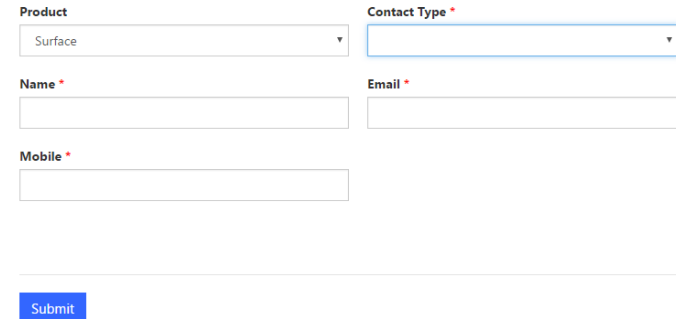

Click on **Add Contacts** button.

Complete the Contact Details for each Contact Type by:

- Complete the first Contact Type, click **Submit**;

- Click **Add Contacts** button again and complete **all** the 4 types of contact details required.

- If not, you may see the error as follows:

DMP: Portal Registration Step by Step

To submit your application to become a reseller, please **click here** to read through the associated terms & conditions.

☑ **I have read and agree to the Terms & Conditions to become a reseller.**

Ensure you complete details and see all the four contact detail BEFORE you go the next step.

Save & Next

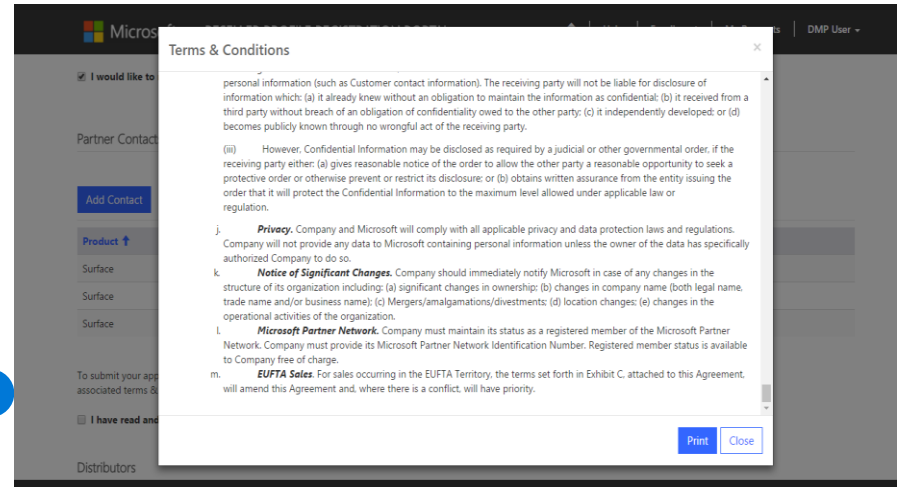Click on the "click here" as shown below to view the Terms and Conditions.

Read through the Terms & Conditions and click Close or Print.

Upon closing, you will be able to confirm that you have read and agree to the Terms & Conditions.
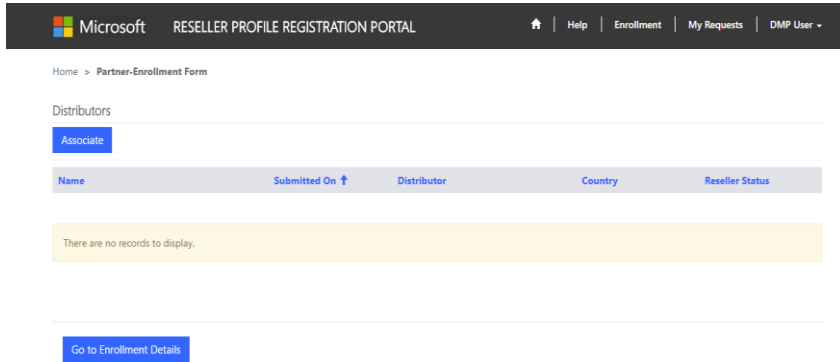
Click on the check box for **Terms and Conditions**
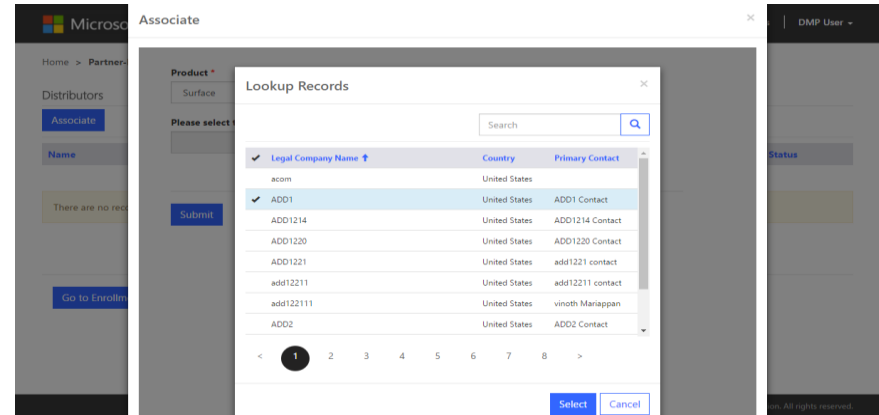
Click on the **Save & Next** button
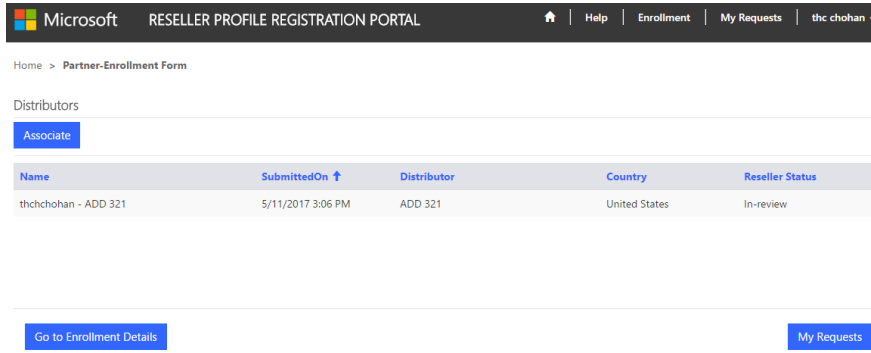
DMP: Portal Registration Step by Step

Click on the "Associate" to find a local Distributor to create a partnership with.
Select an Distributor to request for DMP partnership.

Select a Distributor to request DMP partnership:
- Click **Submit**;

- To add more Distributors to the partnership request, click **Associate** button, select and submit again.

DMP: Portal Registration Step by Step

Click on "**Go to Enrollment Details**" button to view the enrollment details.

Click on "**My Requests"** Button to view all the Associations

DMP: Portal Registration Step by Step

View approval status and in the "My Request" landing page.

Expect a notification email within 5-10 business days for your approval status. You will receive a separate approval email from each Distributor you have submitted a request through.

From: NoReply.rpr@microsoft.com
Sent: Thursday, December 1, 2016 1:42 PM
To: DMP Partner<dmppartner@test.com>;
Subject: DMP Welcome Letter

Dear [Partner Company Name], MPN ID: [MPN ID],

We are extremely proud to officially welcome you to the Surface Disti Managed Program (DMP). You have been approved by [ADD Name] in [Location] to sell Surface. You will be receiving notification from the Microsoft Channel Incentives team for further instructions to onboard.

If you have any questions regarding the DMP Program, please contact [ADD Name] in [Location].

Thank you,

Microsoft Devices Team

Resources and Support

For access to the Reseller Registration and Profiling Tool click [here.](#)

For technical tool support for the Reseller Profile and Registration Portal, please contact dmpq@service.microsoft.com.

Please wait 1-2 business days for a response.

Tell us what you think.

Click the smiley face above to rate this content.

Thank you

What details are required to Create a new Microsoft Live ID account?

Appendix 1

■■ Microsoft

Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in.

First name

Last name

Your name will appear to your friends, co-workers, family, and others in the Microsoft services you use.

User name

someone@example.com

Get a new email address

Password

8-character minimum; case sensitive

Reenter password

Country/region

United States

Birthdate

Month | Day | Year

Gender

Select...

Help us protect your info

Your phone number helps us keep your account secure.

Country code

United States (+1)

Phone number

Before proceeding, we need to make sure a real person is creating this account.

New

Audio

Enter the characters you see

☑ Send me promotional offers from Microsoft. You can unsubscribe at any time.

Clicking Create account means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Create account

How to associate your Microsoft Live ID account to an existing Organization MPN partner?

Appendix 2-1

If your organization has already registered with MPN please get the details of the MPN ID's, or the website and other details. Please click the button Associate as an individual to assist in the search for your organization per Appendix 2-2 .
If not, click Enroll Organization Appendix 2-5

Appendix 2-2

How to associate your Microsoft Live ID account to an existing Organization MPN partner?

Find Your Organization

To locate your Organization, please enter the Organization's information below.

* Indicates an answer is required.

* Organization/Location Name	
Doing Business As Name (if any)	
* Country/Region	Please select... ▼
City	
State/Province	

-- OR --

Your Organization's Domain Address
Example: http://www.company.com

-- OR --

Organization's Microsoft Partner Network ID (if known)

Find My Organization

How to associate your Microsoft Live ID account to an existing Organization MPN partner?

Similar Organization(s) Found

Mobile 8 [2356 15th Ave S APT 102, Seattle, Washington, United States]

If the Organization you intended to register is shown in the list above, you may Associate with it as an Individual by clicking on it to select it and clicking Associate to this Organization. This option gives you access to the benefits your Organization is entitled to in the Microsoft Partner Network.

Associate to this Organization

Assuming you have found the organization details, select the organization, and click the button below 'Associate to my organization'.

Organization Found - Submit E-mail

To associate with Mobile 8, please enter your name and e-mail address. If your e-mail domain matches one of the domains specified by Mobile 8, you will be sent an e-mail notification and instructions on how to complete your association.
* Indicates an answer is required.

*E-mail	
Example:me@company.com	
Preferred First Name	
* First Name	
* Last Name	

Submit

Complete the details and an email will be sent to the Administrator of the Organization to approve your association request.

Appendix 2-3

Appendix 2-4

How to associate your Microsoft Live ID account to an existing Organization MPN partner?

Submit

The e-mail domain you entered does not match those listed by this Organization.

- If you were provided an e-mail address by the Organization to use in your enrollment, enter it above and click Submit.
- To continue with the e-mail address you have entered, click Contact Administrator to send an Association Request to the Organization's Administrator. If the Administrator elects to approve your Association, you will be sent an e-mail notification and instructions to complete your Association.

Contact Administrator   Cancel

Thank you!

Your request to Associate with Mobile 8, has been forwarded to the Administrator.

- If your Association is approved by the Administrator, you will be notified by e-mail and given further instructions.
- If your Association is declined, you will be notified by e-mail.
- If you have questions about the status of your request, please notify your contacts at Mobile 8 for assistance.

To learn more about the exclusive benefits available to you through the Microsoft Partner Network, please visit the Microsoft Partner Network website.

If you know the administrator of your account please contact them to provide you with the approval. If not, please contact the RSC support.

If my organization is not an existing partner in MPN, how do I enroll my organization and associate to it? Click on Enroll Organization in slide Appendix 2-1.

Appendix 2 - 5

◉ Enroll an organization   ○ Join an existing organization

Your contact information

First Name*

Last Name*

Country*

Postal Code (optional)

Tell us about your organization

Organization Name*

Country*

Organization Url*
http://www.example.com

Address Line 1 (optional)

Organization Email*

Address Line 2 (optional)

Phone Number*

Address Line 3 (optional)

Job Role*

City

Preferred Language*

State/Province (optional)   Postal Code (optional)

What type of Partner are you?

○ Consulting & Deployment
○ Managed & Hosted Solution

○ IP & Solution Development
○ Reseller & Distributor

A few words from our friendly legal team

The Microsoft Partner Network (MPN) requires you to abide by the terms and conditions of the MPN Agreement

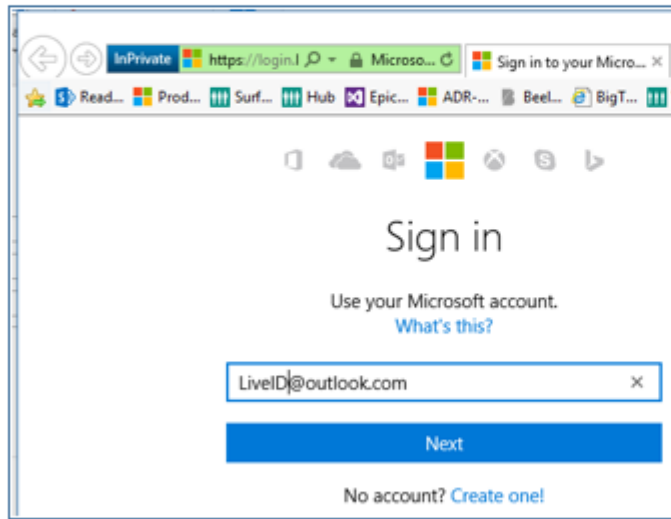☐ I agree to the terms and conditions of the MPN Agreement

Submit

If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in Appendix 3-1 to 3-7. Take the snapshots as required and email your error snapshot plus these 4 snapshots to dmpq@service.microsoft.com

Appendix 3 - 1

1. Please start an in-private browsing with **Internet Explorer** by:
   a. To open an InPrivate Browsing window, you can either open Internet Explorer and then use the Ctrl+Shift+P shortcut key, or just use the Safety \ InPrivate Browsing item on the menu.
2. Please copy paste this link https:\\partners.microsoft.com and enter – this leads to the MPN (Microsoft Partner Network site).
3. The following window pops up to Sign in to your Microsoft account (Live ID):
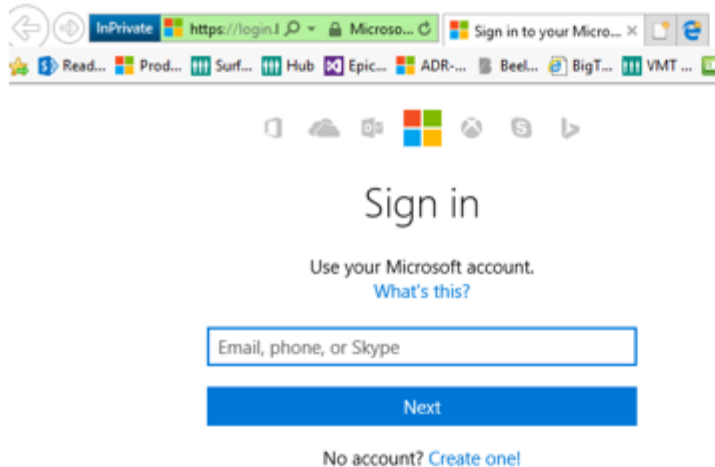
If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in Appendix 3-1 to 3-7. Take the snapshots as required and email your error snapshot plus these 4 snapshots to dmpq@service.microsoft.com
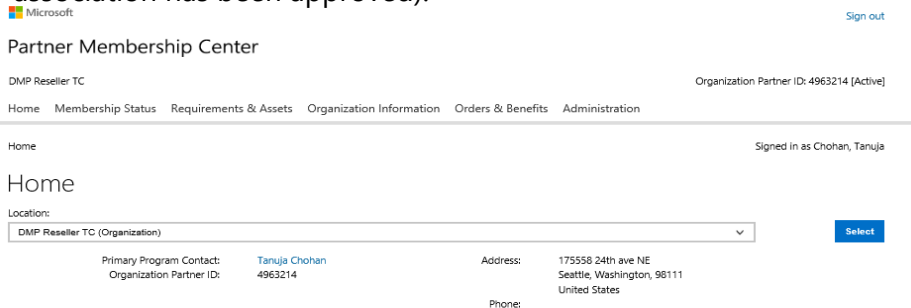
4. Please **Type in Live ID** that you used to associate to your MPN network.

5. **Utmost important- Snap shot 1-4**: Take a snapshot using either a Snip It app or any other tool and paste it into a word or notepad document to send to us. Note this is 1- 4 snapshots we need from you. Also, please take the snapshot including the top on the screen showing the In-Private browsing as show below. Example show below:

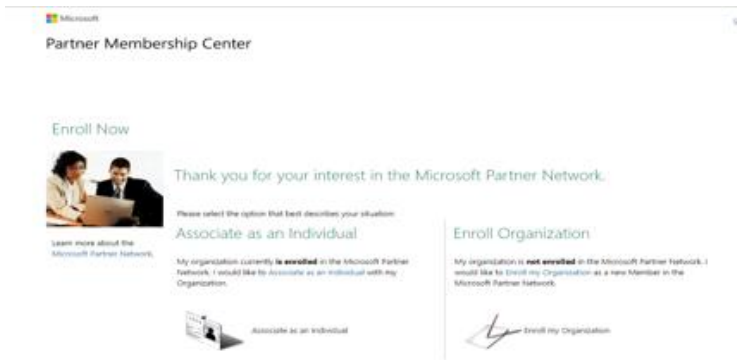6. Please **type in your Password** and enter.

If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in <u>Appendix 3-1 to 3-7</u>. Take the <u>snapshots</u> as required and email <s>your error snapshot</s> plus these 4 snapshots to dmpq@service.microsoft.com

7.　　　You will see either:

a.　　　The screen that's shows the details of the organizations) you are associated (if your association has been approved).

Microsoft

Sign out

Partner Membership Center

DMP Reseller TC

Organization Partner ID: 4963214 [Active]

Home   Membership Status   Requirements & Assets   Organization Information   Orders & Benefits   Administration

Home

Signed in as Chohan, Tanuja

Home

Location:

DMP Reseller TC (Organization)

Select

Primary Program Contact:	Tanuja Chohan	Address:	175558 24th ave NE
Organization Partner ID:	4963214		Seattle, Washington, 98111
			United States
		Phone:	

OR: if your Live ID is not associated with any organization

Microsoft

Partner Membership Center

Sig

Enroll Now

Thank you for your interest in the Microsoft Partner Network.

Please select the option that best describes your situation:

Associate as an Individual

My organization currently **is enrolled** in the Microsoft Partner Network. I would like to Associate as an individual with my Organization.

Associate as an Individual

Enroll Organization

My organization is **not enrolled** in the Microsoft Partner Network. I would like to Enroll my Organization as a new Member in the Microsoft Partner Network.
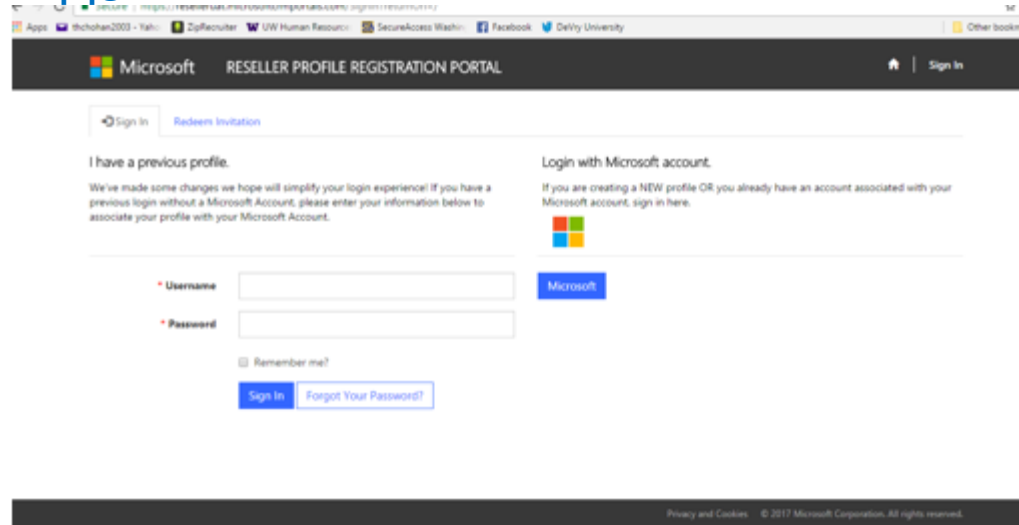
Enroll my Organization

Appendix 3 - 4

If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in <u>Appendix 3-1 to 3-7</u>. Take the <u>snapshots</u> as required and email your error snapshot plus these 4 snapshots to dmpq@service.microsoft.com

b. **Utmost important- Snap shot 2-4**: Take a snapshot using either a Snip It app or any other tool and paste it into a word or notepad document to send to us. Note this is 2- 4 snapshots we need from you.

8. Please open a **New Tab**, and copy paste this link https://reseller.microsoftcrmportals.com/and enter – this leads to Reseller Profile Registration Portal.
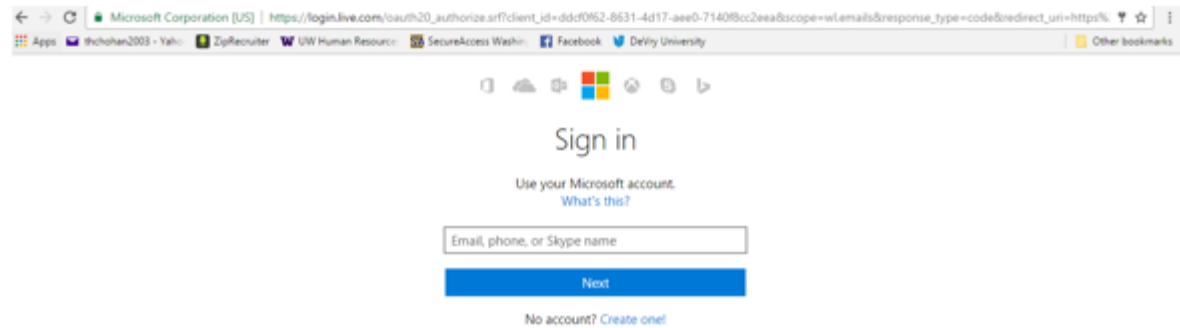
9. The following window will pop up:

10. Click Sign In on the top right hand side.

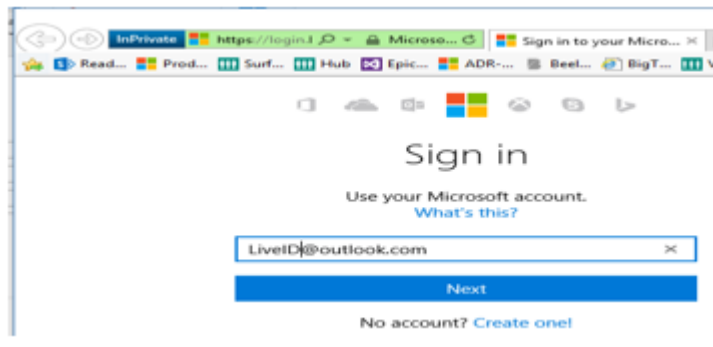**If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in Appendix 3-1 to 3-7. Take the snapshots as required and email your error snapshot plus these 4 snapshots to dmpq@service.microsoft.com**

Appendix 3 - 5

11. Please click the Microsoft button.

If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in Appendix 3-1 to 3-7. Take the snapshots as required and email your error snapshot plus these 4 snapshots to dmpq@service.microsoft.com

Appendix 3 - 6

12. Please **Type in Live ID** that you used to Log into Reseller Profile Registration Portal

13. **Utmost important- Snap Shot 3-4**: Take a snapshot using either a Snip It app or any other tool and paste it into a word or notepad document to send to us. Note this is 3- 4 snapshots we need from you. Also, please take the snapshot including the top on the screen showing the In-Private browsing as show below. Example show below:

If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in <u>Appendix 3-1 to 3-7</u>. Take the <u>snapshots</u> as required and email <u>your error snapshot</u> plus these 4 snapshots to dmpq@service.microsoft.com

Appendix 3 - 7

14. If you have already logged in before, then you will be directed to this page

15. Click Save and Next.

If I am getting an Error when retrieving the MPN ID's or get an error stating Your MPN ID's are not associated, please follow the following steps in Appendix 3-1 to 3-7. Take the snapshots as required and email your error snapshot plus these 4 snapshots to dmpq@service.microsoft.com

Appendix 3 - 7

16. The portal will automatically flip through the home page, and land on the **Enrollment Form** to retrieve your MPN ID's.
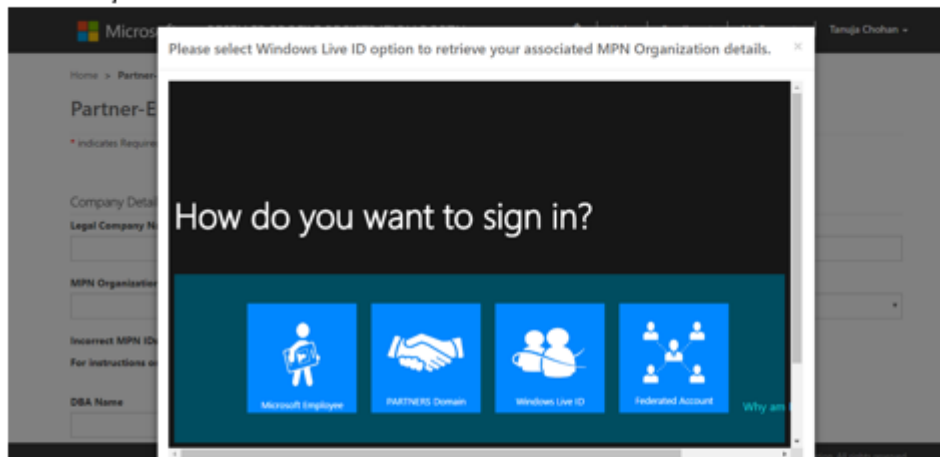
17. Please click on the **Windows Live ID tile** and you will see the following: please click the **Next** button.

18. **Utmost important- Snap shot 4-4**: Take a snapshot using either a Snip It app or any other tool and paste it into a word or notepad document to send to us. Note this is 4-4 snapshots we need from you.

19. Finally, please save this document and send it to us via the already email thread or a new email to dmpq@service.microsoft.com.

How to Contact MPN Support for Associations request.

Appendix 4

Reach out to the Regional Support Center via this website: https://support.microsoft.com/en-us/help/2913746/troubleshooting-microsoft-partner-network-website-sign-in-issues or call (800) 765-7768 (US).

You should be able to scroll down and Start Chat with a support member that can help you troubleshoot your issues.