

Getting designated as the Partner-of-Record on a subscription

Please note:

There can be multiple Partner of Records on a single tenant, and while it has been previously published that having the Delegated Administration for a tenant automatically includes Partner of Record, this is not the case.

Please ensure that you add your Partner ID to all the Subscriptions lines that you own as a Partner, as this will ensure:

- Correct reporting from your [Online Services Dashboard](#)
- All users count toward your [MPN Competencies](#)
- Your [Cloud Channel Developer Distributor](#) is able to quote correctly, independent of where the licenses were acquired from

Office 365 admin center << Express BDM Demo

DASHBOARD | SUBSCRIPTIONS

+ New subscription

SUBSCRIPTION	STATUS	QUANTITY	COST	TERM END DATE
Office 365 Enterprise E3 Trial	Active	1 user license	No cost	Expires November 4, 2015

Office 365 Enterprise E3 Trial

[Subscription details](#)

Actions

- [Edit payment details](#)
- [Extend trial](#)
- [Cancel subscription](#)
- [Buy now](#)

Subscription ID: 56e18d6e-30d1-

Customer selects subscription details within their Office 365 admin portal



subscription details



Office 365 Enterprise E3 Trial

[Buy now](#)

Status: Expires April 12, 2014

25 user licenses

service usage address
1 Microsoft Way
Redmond WA 98052

[partner information](#)
[add](#)

Customer adds
**partner
information**
under
subscription
details



subscription details

Office 365 Enterprise E3 Trial

Status: Expires April 12, 2014

25 user licenses

partner information (optional)

Subscription advisors are authorized Microsoft partners who can help you with purchasing decisions and advise on Microsoft Online Services. If you have a partner that you work with, enter their Microsoft partner code to associate the partner with your subscription. Selection of a subscription advisor is optional.

Microsoft partner ID:

Partner found: Zulu Consulting Services

By continuing you agree that Microsoft can share your ongoing contact and subscription information with this partner. For more information, please review the [privacy notice](#).

Customer searches
for Partner by
partner ID

If you need to find
your **partner ID**
[follow this link](#)



subscription details



Office 365 Enterprise E3 Trial

[Buy now](#)

Status: Expires April 12, 2014

25 user licenses

service usage address
1 Microsoft Way
Redmond WA 98052

partner information
Zulu Consulting Services
[edit](#)

Customer verifies
Partner listed
under
subscription
details

Congratulations! You've been added as a subscription advisor. | [View this email in your browser](#)

Contoso has added you as their subscription advisor

Microsoft

We're pleased to inform you that Contoso has added you as a subscription advisor on their Office 365 Enterprise E3 Trial subscription. Please contact Contoso to help them get started with their services.

Contact Details:

Organization Name: Contoso
Service: Office 365 Enterprise E3 Trial
Licenses Available: 25
Subscription Start Date: 2013-04-08
Subscription End Date: 2014-04-12

Address:

1 Microsoft Way
Redmond
WA
98052
UNITED STATES

8006427676

Sincerely,
The Microsoft Online Services Team

Partner receives
confirmation
email