

Setting up your Microsoft Online Services Partner Agreement

This step by step walkthrough will guide you through correctly setting up the Microsoft Online Services Partner Agreement (MOSPA)

Requirements for guide: Live ID with Administrator privileges in Microsoft Partner Network

Please note: Step 4 of this document is Optional. By completing it, you will register Express Data New Zealand as your Cloud Channel Developer Distributor in the Microsoft Partner Network.

By opting in, you will allow the team at Express Data to monitor and view subscriptions where you, the reseller, are listed as the Partner of Record for a tenant. See [Partner of Record Guide](#)

This will allow Express Data to quote proactively on all upcoming renewals, whether they have previously been purchased through Express Data, by end user Credit Card, or elsewhere.

Follow the same steps to change the registered Distributor of Choice.

Walkthrough Overview

Partner Membership Center

Royden Express BDM

Organization

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

Home

Location:

Express BDM (Organization) [dropdown arrow]

Primary Program Contact:	Contact Name	Address:	1 Carmont Pl
Organization Partner ID:	44566XX		Mt Wellington
			1060
			Auckland, Auckland, 1060
			New Zealand
		Phone:	

Keep your organization profile up-to-date to make the most of your membership. [Click here to update.](#)

Your membership renewal date is **November 15, 2015**

For questions about benefits, [click here](#)

Messages

You are now eligible to sell Microsoft Online Services. [Read More](#)

Your Competencies at a Glance

[See full summary](#)

You have no active competencies at this location.

Additional Programs

Cloud Accelerate Program [Enroll](#)

Microsoft Online Services Partner Agreement [Status](#)

Go to the Partner Membership Center [here](#)

Sign in if required

Click Status (or Enroll) under the Microsoft Online Services Partner Agreement (MOSPA)

Partner Membership Center

Home

Home > Microsoft Online Services

Microsoft
Online Services

You have completed the requirements to be eligible to receive fees for selling Microsoft Online Services as described in the Microsoft Online Services Partner Agreement.

Step 1
Enroll in Microsoft Partner Network
[View Microsoft Partner Network Agreement.](#)

Step 2
 Agree to terms and conditions of Microsoft Online Services Partner Agreement
[View Microsoft Online Services Agreement](#)

Enrollment Status: **Active**
Valid Until: **Nov 15, 2015**

[Learn More](#)

Status

Completed

Completed

If not enrolled already, complete MOSPA Steps 1-3 (continue next page) until the enrollment Status is **Active** and status shows **Completed**

Step 3

Complete the required Tax and Banking Documentation

View and complete documentation required for your region

Note: If you are a U.S. partner or your Online Services customers are in the U.S., you are required to submit a tax form to receive advisor fees.

Step 4

Optional: Associate with a Cloud Channel Developer Distributor

Cloud Channel Developer Distributors provide you with readiness, sales training and account management.

You are currently not associated with a Cloud Channel Developer Distributor.

EXPRESS DATA NEW ZEALAND LIMITED ▼
Select
EXPRESS DATA NEW ZEALAND LIMITED
Ingram Micro NZ

Associate

Display Your Company in Online Directories

This is required so that customers can add you to their subscriptions purchases. Edit your profile here.

The following resources will help you activate your company as you sell Microsoft Online Services

Profile your Microsoft Online Services solutions

Help your customers find you in the Solutions Marketplace.

Get started in the Solution Profiler.

Complete Step 3:

Will allow MS to Direct Credit advisor fees to the bank account of your choice.

[Link to Payment form](#)

To check if this has been completed, please email:

OCIAPGC@microsoft.com

Please see [note](#) regarding Step 4

Step 3

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View and complete documentation required for your region

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EXPRESS DATA NEW ZEALAND LIMITED ▼

Select

EXPRESS DATA NEW ZEALAND LIMITED

Ingram Micro NZ

Associate

Display Your Company in Online Directories

This is required so that customers can add you to their subscriptions purchases. Edit your profile here.

Select Express Data from the drop down menu in Step 4, and click associate

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Step 4

Optional: Associate with a Cloud Channel Developer Distributor

Cloud Channel Developer Distributors provide you with readiness, sales training and account management.

You have been associated with EXPRESS DATA NEW ZEALAND LIMITED since December 14, 2014

EXPRESS DATA NEW ZEALAND LIMITED ▼

Disassociate

Display Your Company in Online Directories

This is required so that customers can add you to their subscriptions purchases. [Edit your profile here.](#)

You will now receive a confirmation message for your association with Express Data.

Remember: Quotes will only be sent to you by Express Data where you, the reseller, are listed as the Partner of Record in the end user tenant.