Attaching a Digital Partner of Record for Azure

Microsoft

Frequently Asked Questions

The Partner of Record for your Azure subscription(s) is the partner who is helping you design, build, deploy or manage a solution that you've built on the service. It is not the partner who sold you the subscription.

What is the benefit of adding a Digital Partner of Record to my subscription?

For a Customer
- Control of which specific partner they wish to designate for on-line subscription access & benefits
- Flexibility to change or remove a partner, as desired
- Enhanced support and engagement from partner and Microsoft
- Optimized usage and consumption of services, as supported by their designated partners
- Improved partner discoverability

For a Partner
- Cloud Competency attainment
- Incentives designation, as approved by their customer preference
- Closer engagement with Microsoft technical, marketing and account teams
- Improved customer discoverability
- Microsoft visibility to their end-customer preference as selected and/or designated

Who can attach a Partner of Record?
The administrator role, also known as the owner, is the only role within your tenant or account that can attach a Partner of Record. Service admins, co-admins, and partners who you've designated as delegated admins do not have the ability to change the Partner of Record.

When should I add a Partner of Record to my Azure subscriptions?

## Follow these step-by-step instructions to add a Digital Partner of Record to your subscription

Account Administrator
1. Go to the Microsoft Azure portal at http://azure.microsoft.com
2. Click on the My Account icon on the upper middle of the screen.
3. Click on Usage and Billing.
4. Log into your account using your user name and password.
5. Once you've signed in, click on Subscriptions to manage your subscriptions. Select your subscription.
6. On the Summary Subscription Page, click on Partner Information on the right navigation. This is where you will attach your Partner of Record.
7. Input your partner's Partner ID. If you do not know the Partner ID of your partner, please contact your partner to get that information.
8. Click Check ID to see the name of the partner. Verify you have selected the correct partner, and click the check box to completed assigning your Partner of Record.
9. After you assign a Partner of Record, the partner will receive an email notification that lets them know that you have assigned, changed or removed your Partner of Record.

Subscription Administrator/Subscription Contributor

1. On https://portal.azure.com
2. Click on 'more services' on the bottom left of the page
3. Click on subscriptions
4. Select the subscription you wish to add a partner as DPOR to
5. Click on Partner Information
6. Insert MPN ID of the Partner you wish to add as DPOR
7. Click on 'validate ID'
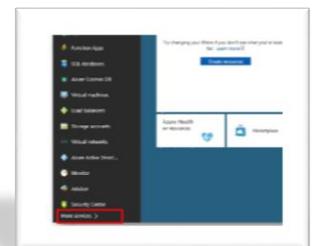
We recommend you assign a Partner of Record to your subscriptions immediately. This capability is also enabled for Office 365, CRM Online, AX7, D365, Intune and Enterprise Mobility Suite subscriptions in the admin portal for those services.

Once a DPOR has been assigned can it be changed? Is there a limit to the number of changes possible?
Yes, DPOR designation can be changed, added, removed as many times as customers wish.

**Can there be more than one DPOR assigned to a subscription at the same time?**
No, there can be only one DPOR designated on any single subscription at a point in time.

What customer data will a partner be able to see as DPOR

Currently Microsoft will share the following information to the assigned DPOR via the partner's secure Cloud Dashboard on the MPN portal https://partner.microsoft.com/en-US/membership/Reports/OnlineServicesDashboardReport .

- Customer ID and Customer Name
- Customer's Consumption/Usage Data which can include
- Subscription ID, Subscription name
- Key subscription attributes such as Start date and current End date
- Aggregated metered consumption/Seat Usage data ($$ value/seat numbers)
- DPOR association Date
- Aggregated details of Azure Services and Seat Based Workloads that are being consumed/used

8. The name of the partner you are adding as DPOR will appear on the UI
9. click 'save partner'
10. You will get confirmation that the partner information has been changed
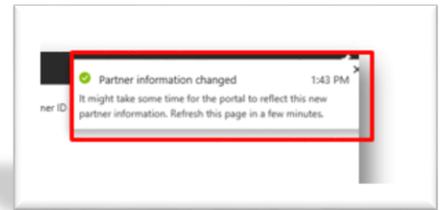
**To change or remove your Partner of Record**

From https://account.azure.com
1. Following the steps outlined above, log into the Azure portal.
2. On the Summary Subscription Page, click on Partner Information on the right navigation.
3. Highlight the Partner of Record field and delete the Partner of Record shown in that field.
4. Click the check box. You have now removed the Partner of Record for this account and your subscription no longer has a Partner of Record.

From https://portal.azure.com
1. Following the steps outlined above, log into portal.azure.com
2. In 'Partner Information' screen you will see a "delete" icon beside the partner name.
3. Click on the delete icon
4. You will be asked if you are sure you want to remove current partner information
5. Click yes
6. You will get confirmation that the partner information has been removed
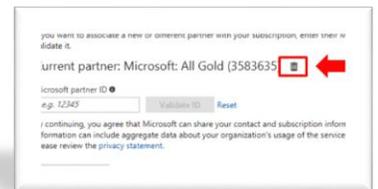
For additional support
If customer has any problems or questions about this process and the ability to assign, maintain, and change and remove a Partner of Record, please contact Support at http://azure.microsoft.com/en-us/support/options