



Surface Commercial Authorized Device Distributor (ADD)

Reseller Validation Tool Guide

Microsoft-Partner Confidential





Objective


- › The purpose of this reseller validation tool guide is to help Surface Commercial ADDs understand how to look up and confirm that a reseller, who is either a Surface Commercial authorized device reseller (ADR) or Surface Commercial distributor-managed partner (DMP), is an active and authorized reseller with Microsoft in a given territory.
- › Following this guide will display authorized Microsoft Surface Commercial ADRs or DMPs.





Step 1


Sign in to the [Surface Commercial Reseller Profile Registration portal](#).

 **Microsoft** RESELLER PROFILE REGISTRATION PORTAL

[Home](#) | [Support](#) | [Sign in](#)

[Sign in](#)

[Redeem invitation](#)



Sign in with your work account

Sign in here with your Partner Center, Office 365 or Microsoft Azure account. [Learn More](#)

Are you looking to onboard as a reseller? Make sure you have all these prerequisites completed before attempting to sign in here:

1. An active MPN ID in [Partner Center](#) for your organization
2. [Association of your work account](#) with your organization's MPN ID
3. Ensure that you are signing into the Reseller Profile Registration Portal with the same email (i.e., work account) that you use to access Partner Center

If you have any questions on 1-3 above, please reach out to [Partner Center support](#).

[Sign in](#)



Step 2

After navigating to the “Reseller Search” tab you’ll land on a page where you can search for Surface Commercial resellers (ADRs and DMPs) based on either their partner global ID or partner location ID.

If you search for a reseller outside your region or if the partner is inactive, you’ll receive the following error message:

“This partner global ID/partner location ID is not active in your region.”

Navigate to this tab

Microsoft RESELLER PROFILE REGISTRATION PORTAL | Support | Help | Associated Partners | **Reseller Search** | ADD_Test Account ▾

Partner Global ID or Partner Location ID: **Search**

Search here for a reseller

Export to Excel

Legal Company Name	Partner GlobalID	Partner LocationID	Country	Region	Reseller Status	Partner Center?	Role	Address
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After the search, reseller’s information will be displayed



Step 3

Your reseller will be able to find their Partner Global ID and Partner Location ID within their welcome letters or in Partner Center.

In Partner Center, you can instruct your reseller to navigate to: Account Settings > Identifiers > Microsoft Cloud Partner Program (MCP) tab to view their Partner Global and Partner Location IDs

Microsoft Partner Center

Search

2

?

Home > Account settings

Overview

My learning profile

My access

User management

Programs

Agreements

Referrals

Organization profile

Legal info

Identifiers

Tenants

Account merge

Company profile

Payout and tax

Payout and tax profiles

Payout and tax profile assignment

Account settings | Identifiers

All your identification information is here.

Microsoft Cloud Partner ProgramPublisher

You can't use Partner ID with type "Global" for CSP transactions or incentives calculations. Never share Global Partner ID with anyone except when contacting Microsoft support. [Click here](#) to view, create or update your Partner IDs for new Microsoft Cloud Partner Program location or company subsidiary.

Delete account ⓘ

Partner ID ↑	Type	Location company name	Location	Contact
6711464	PartnerGlobal	Test_Test_Surface_Test_Aus_2023	New South Wales, AU	nikhilgupta@microsoft.com
6711465	PartnerLocation	Test_Test_Surface_Test_Aus_2023	New South Wales, AU	nikhilgupta@microsoft.com

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Thank you