Submit Your Renewal in 4 Easy Steps:

Quick Start Guide, December 2020

1. Search the Deal to Renew
   - Find your deals in the Partner Cockpit and search for the one you are renewing
   - 1. Click the **Renew** button
      - Note: only deals with **Completed** status have the Renew capability activated
   - 2. The **Customer Details** will be prepopulated from the original deal
   - 3. Check that all information is up-to-date and correct

2. Add Contract Information
   - Add **Deal Details** to ensure correct rev share calculations
   - 1. The solution information is prepopulated
   - 2. **Contract** - Make sure to select subscription or consumption-based. If this is a one-time deal, contact **Support_AppCenter@SAP.com**
      - Note: The SAP Field organization is only compensated for 12+ month deals that are subscription or consumption-based

3. Add SAP Revenue Share Billing Information
   - For the **Invoice Recipient**, enter Partner company contact details
   - 1. Include Total Contract Value, excluding tax, to calculate the Total Revenue Share
   - 2. The applied rev share will depend on your current solution progression program
   - 3. Use the **Generate Bills** button to see your Billing Schedule
      - Note: SAP will invoice you, the Partner, for the revenue share related to SAP App Center, based on the Billing Schedule.

4. Submit Renewal Order
   - 1. Submitted renewals get mapped to the original contract by the **Deal Reference ID** containing the original **Deal ID**
   - 2. Find your Renewal deal in the **In Progress by SAP** tab. Following SAP’s review and invoicing process, you will see the deal in the **Active** tab.

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