



Partner Onboarding Guide

Getting started: Onboarding for Fenwick Apps Partners

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Introduction to the Partner Program

Welcome to the Fenwick Apps Partner Program. This document serves as a comprehensive manual for new partners joining the program. It outlines the essential steps and procedures for registering your Partner Microsoft Entra ID, which is a unique identifier linking your company to the program and is crucial for tracking app subscriptions and receiving referral payments.

What this guide covers

Additionally, this guide provides detailed instructions on finding your Partner Microsoft Entra ID, registering app subscriptions, and setting up demo environments. By following this guide, you will be well-equipped to participate in the partner program and maximize the benefits for your contributions.

Partner Onboarding

To help you get started as a Fenwick Apps Partner, we've created step-by-step guides that walk you through linking your Partner Microsoft Entra ID to customer subscriptions.

Your Partner Microsoft Entra ID connects your organisation to the customers you support, ensuring proper recognition and management within the Fenwick Apps Partner Program.

Not every partner will need to follow all of the guides. The guide you use depends on the customer's situation:

Find the right guide

Create a Fenwick Apps Account

Learn how to set up a Fenwick Apps Account to manage billing and link partner accounts to client subscriptions.

Manage a Fenwick Apps Account

Learn how to manage your Fenwick Apps Account by updating account details and linking your Partner Microsoft Entra ID to client subscriptions.



Partner Microsoft Entra ID

Why your Partner Microsoft Entra ID is required

Your Partner Microsoft Entra ID, is an essential element of your participation in our partner program.

Linking client subscriptions

- Your Partner Microsoft Entra ID links your client's app Account to your Partner Program account. This ensures that all Accounts you facilitate are correctly attributed to you.

Reconciliation and referral payments

- Your Partner Microsoft Entra ID enables Fenwick Apps to reconcile app subscriptions accurately and process referral payments. Without this ID, we cannot track your contributions or issue payments for referrals.

How to find your Partner Microsoft Entra ID

To find your Partner Microsoft Entra ID, please refer to this [Microsoft article](#) or follow the steps below:

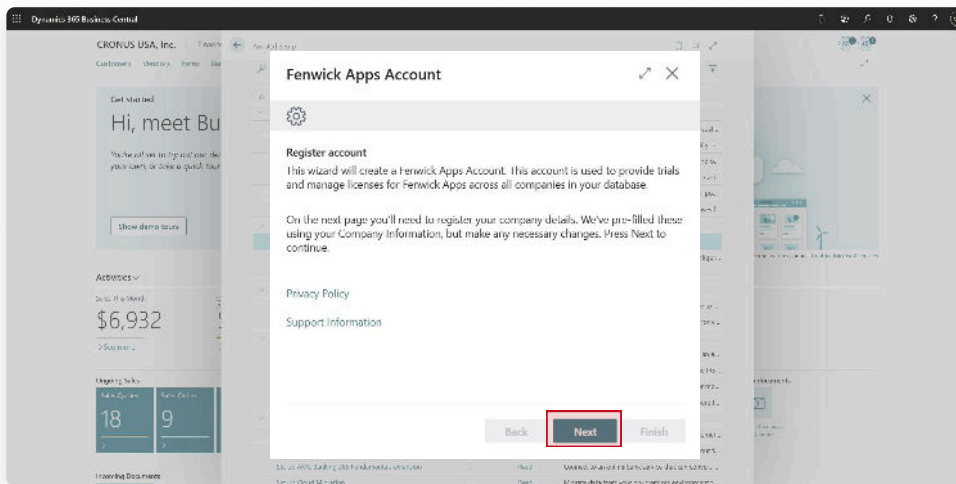
1. Sign in to the [Azure portal](#).
2. Select 'Microsoft Entra ID' from the menu.
3. The Microsoft Entra ID Overview page appears. To find your Microsoft Entra tenant ID or primary domain name, look for Tenant ID and Primary Domain in the 'Basic Information' section.

Creating a Fenwick Apps Account

This guide helps you support your customers in setting up a Fenwick Apps Account. The account is created and maintained by the customer within their own tenancy and is used to manage billing for Fenwick Apps subscriptions and connect partner details to their subscriptions.

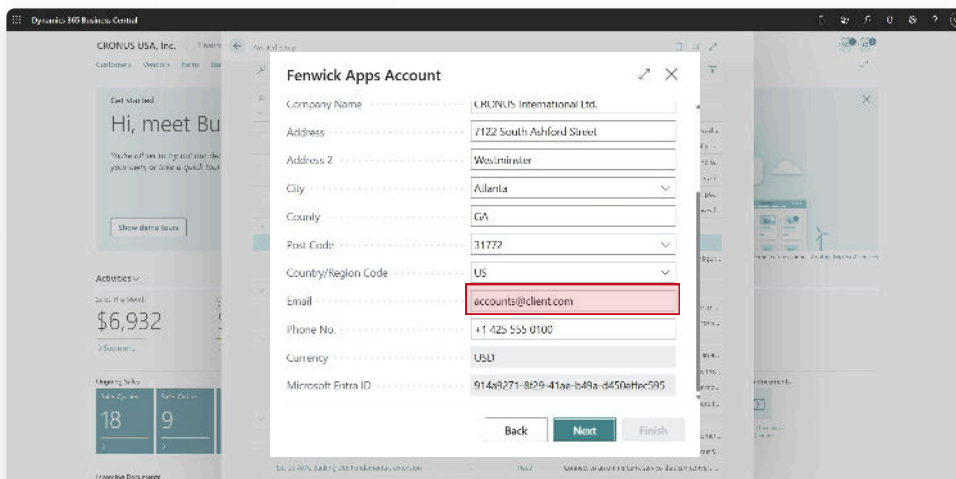
Step 1: Open the Fenwick Apps Account setup

Go to the **Setup** page in Business Central. Locate and select Setup Fenwick Apps Account to launch the **Fenwick Apps Account Wizard**.



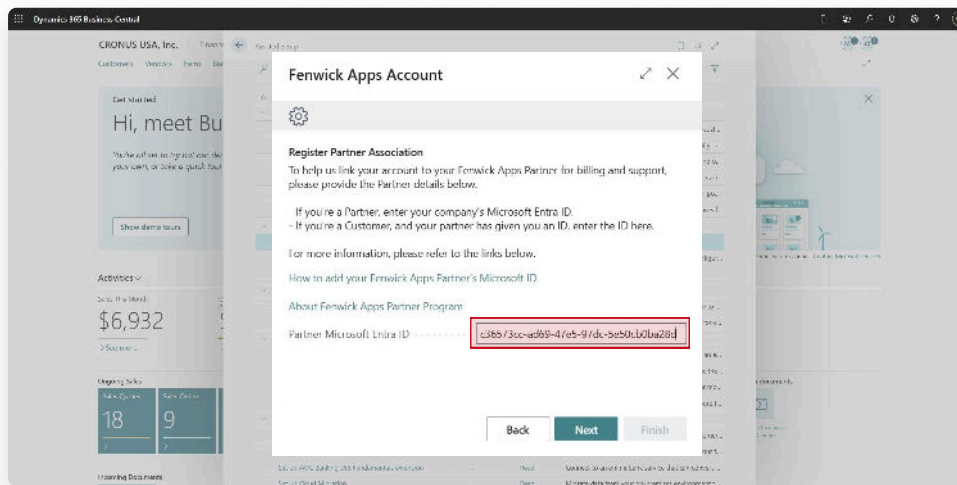
Step 2: Add billing email

In the wizard, enter the **email address** where invoices for Fenwick Apps subscriptions should be sent.



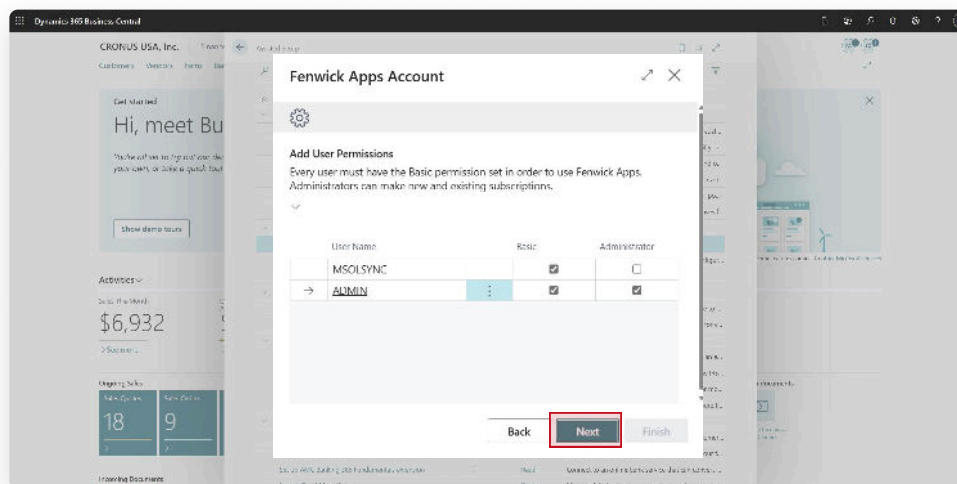
Step 3: Register your Partner Microsoft Entra ID

On the next page, enter your **Partner Microsoft Entra ID**, which is your Azure Tenant ID.



Step 4: Configure user permissions & complete the setup

Review the **User Permissions**. You can keep the default settings or modify them to grant administrative roles to specific users. Continue through the wizard and select **Finish** on the final page to create your **Fenwick Apps Account**.



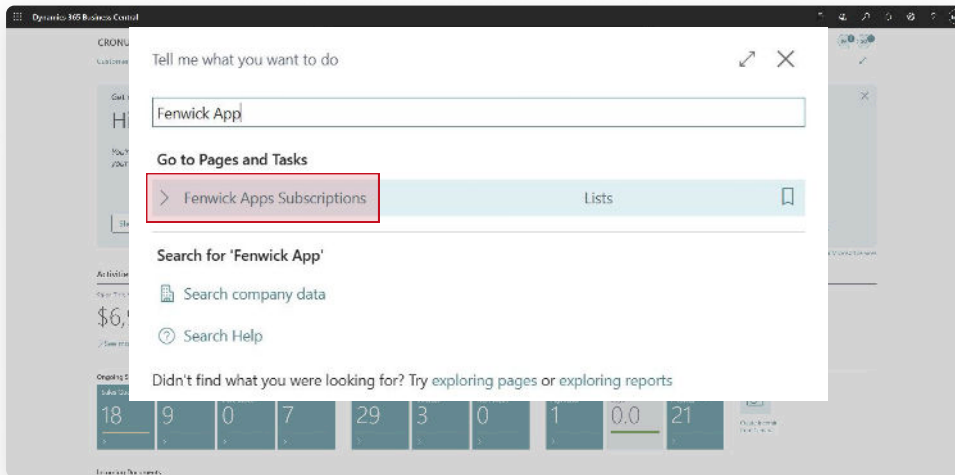
Strengthen your offering & **win** more **deals** with Fenwick Apps

Managing Fenwick Apps Account Details

This guide helps you support your customers in managing their Fenwick Apps Account. It outlines how customers can update their account details, change the email used for subscription invoices, and enter the Partner Microsoft Entra ID so their subscriptions are correctly associated with your partner organisation.

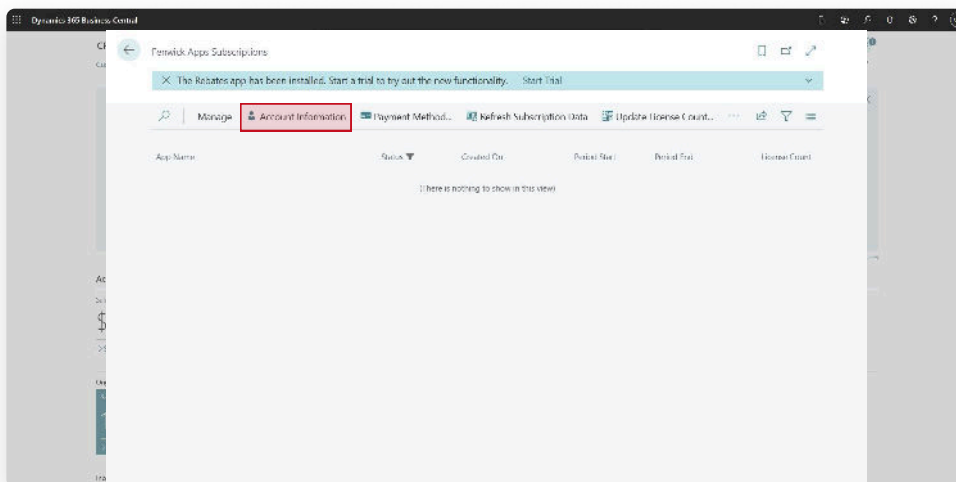
Step 1: Access your Fenwick Apps Account

After setting up your Fenwick Apps Account, go to the **Fenwick Apps Subscriptions** page. This is where you can view and manage account details.



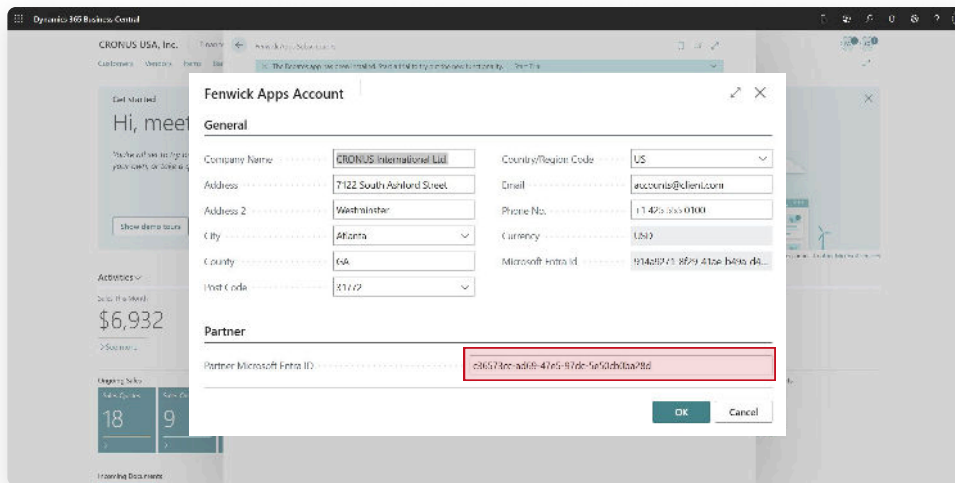
Step 2: View account information

Click on **Account Information**. This will display all the current details of the customers Fenwick Apps Account.



Step 3: Update email and partner ID

From this screen, the **email address** for subscription invoices and the **Partner Microsoft Entra ID** can be updated. Click OK to save changes.



Enable your team, boost customer satisfaction to help your business grow



Demo Environments

We encourage you to create a Fenwick Apps demo environment in your tenant. This will allow you to test, explore, and familiarize yourself with all the features of our apps.

How to setup demo environments

Install the app and create a apps account

- In your tenant, begin by installing the desired app.
- During the installation process, create an [Fenwick Apps Account](#) if you don't already have one.
- Create a trial subscription.

Notify us for discount activation and enjoy unlimited access

- After creating your Fenwick Apps Account and installing your first app, let us know the installation is complete.
- We will then apply a 100% discount coupon to your Account.
- Once applied, the discount automatically extends to every app installed in that tenancy, and no charges will occur.

Utilize both sandboxes and production environments

- You have the flexibility to use both sandbox and production environments within your tenant.
- Enjoy free access to all our apps in these environments for the lifetime of the partner agreement.

CDX environment limitations

- While trials can be conducted in CDX environments, please note that we cannot add coupons or extend trials in these setups.

Partner Referral Payments

To ensure you receive the benefits of your referrals, please note the following details regarding partner referral payments.

Valid Partner Microsoft Entra ID requirements

Referral payments apply when the customer's Fenwick Apps Account is linked to a valid Partner Microsoft Entra ID. Ensure that all your referrals are properly registered to qualify.

Monthly payment processing

Partner payments are processed monthly as part of our end-of-month cycle. This ensures timely and consistent payment processing for all our partners.

Minimum payment threshold

To avoid multiple small payments, partner referral payouts are issued only once your total commission reaches \$100 in local currency, ensuring smoother and more substantial payments.

First Payment Setup

Upon reaching the minimum payment threshold and your first payment is processed, we'll contact the email listed in your partner agreement to confirm banking details. This step is important to ensure accurate and secure payment transactions.

Purchase Invoice

Once a payment is processed, you will receive a purchase invoice outlining the details of the partner program payment. This invoice will provide a clear record of the referral commissions earned.



Direct Billing Option

If you'd like to invoice your clients yourself instead of using credit card payments, you can choose the Direct Billing option. You can set each customer to be billed either monthly or annually, allowing you to manage billing under your own brand.

Monthly Invoicing

- You'll receive one consolidated invoice **per customer** each month.
- Your 20% referral commission is applied to the invoice total, regardless of any volume discounts available.
- Usage is calculated in arrears, based on the daily pro-rata user count for the month.

Annual Invoicing

- You'll receive one annual invoice **per customer**, covering the next 12 months.
- Any **increase in user count** during the year will be billed monthly on a prorated basis.
- The anniversary month for each customer is set to the **end month of their trial period** for the first Fenwick App they purchase.
- Any additional apps will align to the **customer's anniversary month**, with annual invoices prorated so all renewals occur in the same month.

Payment Terms

- **Payments are due within 14 days.** If payment isn't received on time, the direct billing coupon will be removed, and the app subscription will revert to credit card billing.
- Each app begins billing from the day its trial period ends.

How to enable direct billing

- Notify our team as soon as each client's Fenwick Apps Account is created.
- A coupon will be applied during the app trial period so that no credit card is required.





Thank you!

If you have any questions during your onboarding or need further support, please reach out to us.

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Price List
[See more](#)

App Booklet
[See more](#)