

Monthly End-User Reporting

Overview

As part of the Distribution Program, AWS requires Ingram to update the Amazon Partner Network (APN) every month with which End Customers are associated with each Reseller/Partner. AWS uses these APN account associations to count toward [APN Partner Tier](#) and [Competency Program](#) requirements. **If this is not completed ACCURATELY, you will not get any discounts.**

- Partners/end customers using Standalone Master Payers must inform Ingram Micro of the new Payee/Member accounts that are added to an organization as Ingram has no visibility into this.
- For End Customer accounts under Ingram Micro's Consolidated Payer, Ingram Micro collects this information before the account is created/transferred and will use this information to report to AWS.

Ingram has provided a spreadsheet (see below) that needs to be filled out with the information of any new Payee/Member accounts *that were added in the past month*. **The completed spreadsheet should then be emailed to awscloudops@ingrammicro.com before the 22nd of each month.**

After receiving this spreadsheet, Ingram will update the Amazon Partner Network and associate the End Customer accounts with the Partner.

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End-User Reporting Spreadsheet

To download the spreadsheet, click here: [End User Reporting for Management Accounts](#)

The spreadsheet contains the fields that are required by the APN. Each must be filled out for every new or repurposed Payee/Member account:

AWS Account ID:

the 12-digit identification number of the AWS account.

AWS Account Name:

The Name of the account provided during creation or set by the Root User of the account.

E-mail:

The email address currently associated with the Root user of the account.

Type of account:

If the account is for internal use of the partner or if it will be used by an End Customer.

Customer Name:

The name of the End Customer that will be using the account. If internal, put your own company's name

Domain Name:

The email domain used by the End Customer. Example: if the email is joe@company.com, the domain name is "@company.com" **Please do not list reseller's domain name if the account is being used by/for the end user**

Customer City:

City where the End Customer is located

Customer State/Province:

The State/Province where the End Customer is located

Customer Zip Code:

The Zip Code associated with where the End Customer is located

Customer Country:

The Country where the End Customer is located

Government Customer:

Is this a public sector End Customer (yes or no)

Reseller Name:

Your company's name

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Government engagement type:

Enter “**Government Non-Standard**” if you, as the Partner, are making recommendations for a specific IT service or service provider for a particular procurement, contract, task order, workload, etc.

If the above does not apply, select “**Government Standard**” if the Government End Customer has:

1. Specifically requested quotes for AWS Services by name
2. Specified or directed (in advanced or during performance) for the use of AWS Services without any advice or recommendations from the Partner
3. Requested quotes or information regarding multiple cloud or IT service providers and you, the Partner, provide the quotes or information without product or service-specific recommendations

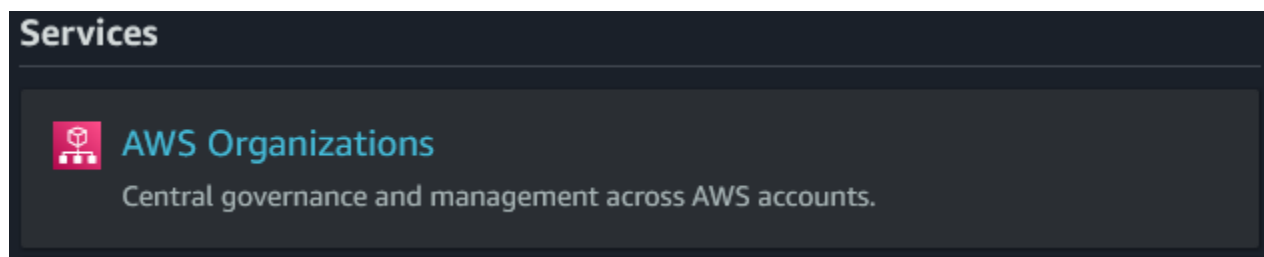
IMPORTANT NOTE: if Government Non-Standard is selected, the account will not be eligible for the Partner Growth Incentive (PGI).

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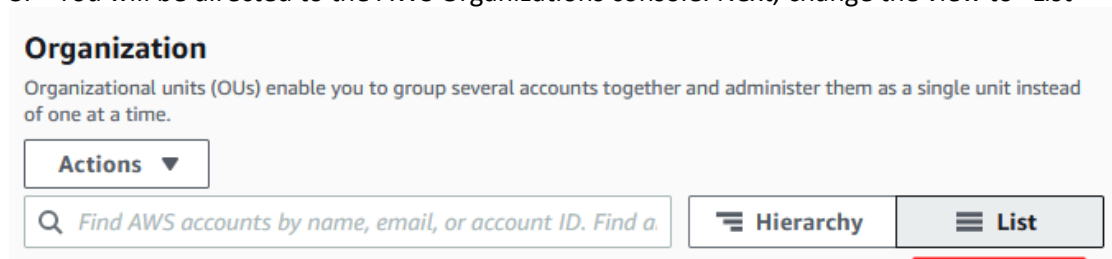
Finding the AWS Account Information

The information required for the spreadsheet can best be found in the AWS Payer account under the AWS Organizations service.

1. Log into the Payer (AWS Management Account running AWS Organizations) using an IAM user with Administrative permissions or at least with permissions to view AWS Organizations.
2. In the search bar at the top, search for "Organizations" and click the AWS Organizations service that appears



3. You will be directed to the AWS Organizations console. Next, change the view to "List"



4. Under List view, all the accounts in your AWS Organization will be displayed in the field below.
 - The account labeled "Management Account" is the Payer and the AWS account you are currently logged into:

management account
 - All the other accounts listed are "Payees" or Member Accounts.

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5. When filling out the End User Report, include the information of any **New** payees/member accounts that were added to your AWS Organization. You can help determine this by looking at the Account created/joined date.

- If you have never completed an End User Report, include all the Member accounts
- If you have previously submitted an End User Report, include all the New Member accounts that were added since the last End User Report that was submitted

6. Once the accounts have been identified, you can obtain the AWS Account related information needed for the End User Report:

☐	AWS accounts	Account created/joined date
☐	 Member Account 2 602418182012 AWSDemoUsers+CTMA2@ingrammicro.com	Created 2020/08/21
	Account ID	

It is strongly recommended to adopt the practice of updating the End User Report spreadsheet as part of your new End Customer onboarding practice.