Now that you have registered your AWS Marketplace Seller account and received your first authorization, you are now ready to create your first offer. This purpose of this guide is to familiarize yourself with the transaction process.

We have set up a test account for you to extend a test offer to, as outlined in the steps below. Please note that this offer will not be accepted.

If you need additional help, please contact your channel account manager or e-mail aws-mp-channel@amazon.com and someone from the AWS Marketplace Channel Team will contact you.

*Please refresh this page to ensure you are viewing the latest document.*

**Steps**

**Step 1**

Log into [AWS Marketplace Management Portal](https://console.aws.amazon.com/marketplace/home) (AMMP) with the AWS Account you used to register as Seller on AWS Marketplace.

*TIP: Ensure that you are logged out from another account before logging in with your AWS Marketplace Seller account.*

**Step 2**

From the AMMP landing page, choose the **PARTNERS** tab. Choose/ highlight the opportunity you want to resell, and click “Create Offer” button in top right.

- The amount shown in the discount column for each opportunity will be automatically populated in the offer creation screen.
Step 3

Add your Buyer’s AWS Account ID(s) to the Create Private Offer screen.

a) For the purposes of this test offer, you will use account ID: 757383625524.

b) This is the test account for you to extend a test offer to, please note that this offer will not be accepted.

Step 4

Adjust the price to the customer. There are different steps depending on product type. Select MARKUP to increase the customer price from the wholesale cost or select DISCOUNT to decrease the customer price from the public price of the software.

a) AMI, SaaS CONTRACTS with CONSUMPTION: Prices are expressed as a markup from the wholesale price, or a discount off the list price.

b) User and customer pricing information below will automatically update with the markup or discount amounts inputted.
**Step 5**

If you selected the option for flexible payments, enter the amount and invoice date for each payment the customer will make. The amounts for ISV Payment Schedule and any additional information will auto-populate.

![Buyer Payment Schedule](image)

**Step 6**

View the ISV’s specified EULA, and have the option to amend with CP agreement (must be in PDF format). It is required for the Private Offer to have 1 EULA at minimum.

![End User License Agreement](image)

**Step 7**

Set **EXPIRATION INFORMATION**.

a) Input Offer Expiry Date, which is the date the private offer will expire.
   i. *Your customer can subscribe to your private offer at any time from the date the offer is created to midnight GMT on the expiration date.*

b) Confirm the Subscription End Date, which is the date the private offer subscription will end and revert back to public pricing.
   i. *If your screen does not show the Subscription end date, it is not required to create your offer.*

![Set Expiration Information](image)
**Step 8**
Select REVIEW OFFER.

a) Verify the offer information was correctly entered, and review the PDF EULA.

b) If the offer needs to be adjusted, select REVISE OFFER. If the offer is correct, select EXTEND OFFER.

**Step 9**
Once you’ve extended the offer, it will be published to the customer account.

- *This may take up to 45 minutes to complete.*
Step 10

Once the Offer has been created, it will appear in the OFFERS tab. To send to your customer, highlight the offer you created, and click Copy Offer URL, then send to your customer.

- Note it may take a few minutes for the new offer to populate in the Offers tab. If it is not visible, you may need to refresh the screen until it is listed.