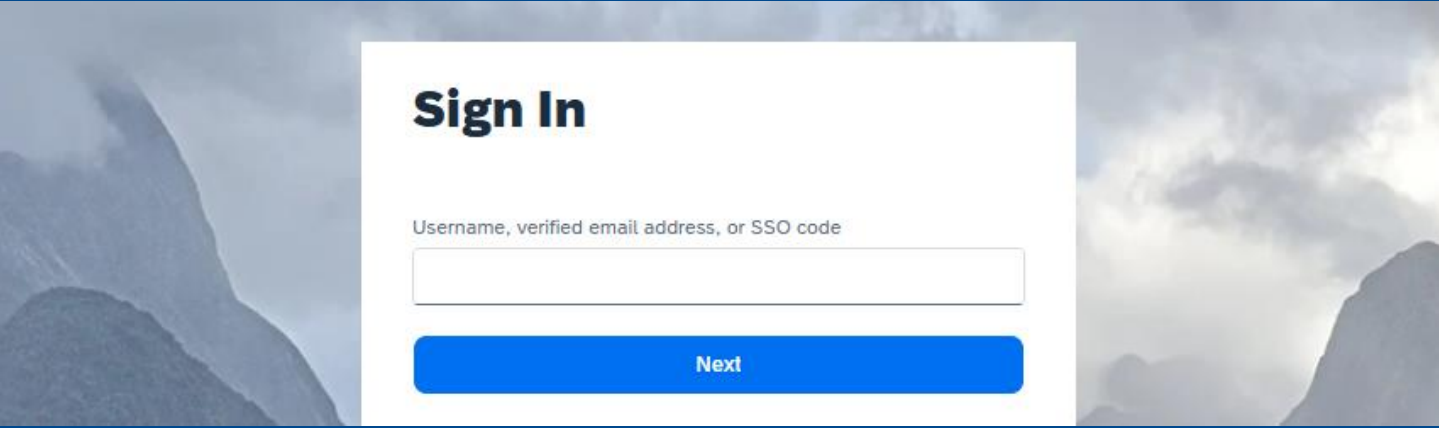


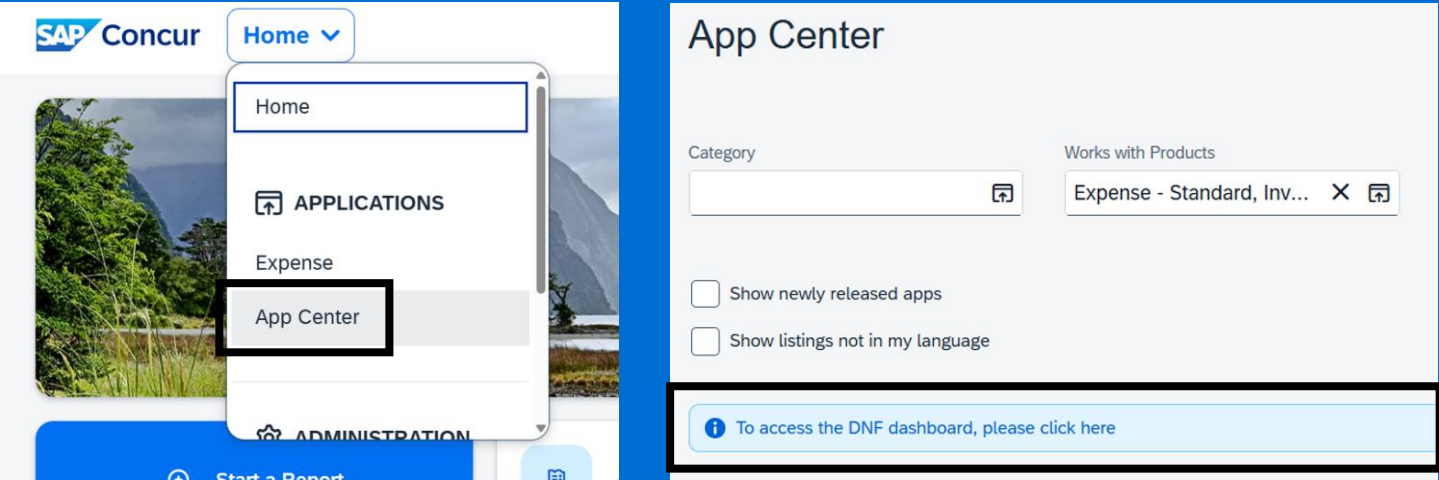
# Submitting the App Center Deal Notification Form

The DNF has migrated from being a Smartsheet form to being submitted via the partner team’s development sandbox. If you have questions about the new process, please submit a [Partner Support Portal](#) case, or contact [concur\\_AppCenterAlliance@sap.com](mailto:concur_AppCenterAlliance@sap.com).

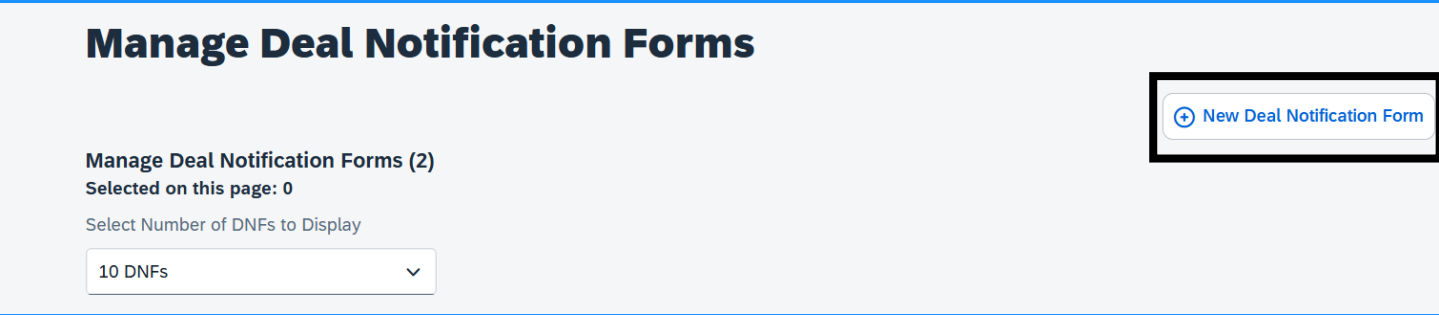
1. Access the [partner sandbox login page](#) and login using the given credentials.



2. From the Home dropdown menu, select **App Center**. On the App Center, select the blue banner midway down the screen to **access the DNF dashboard**.

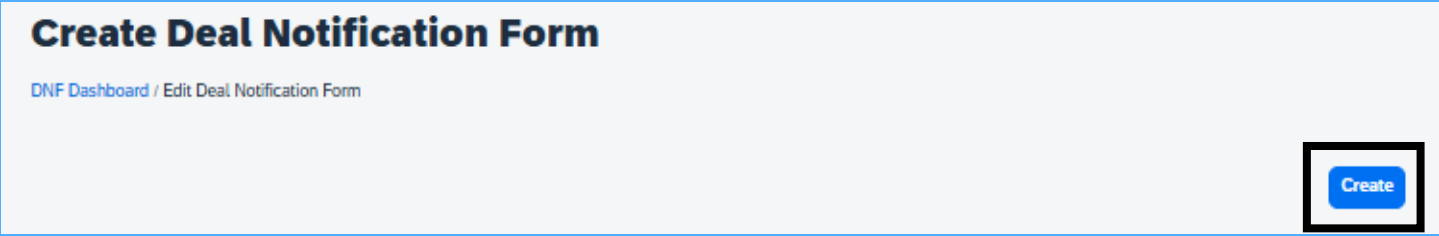
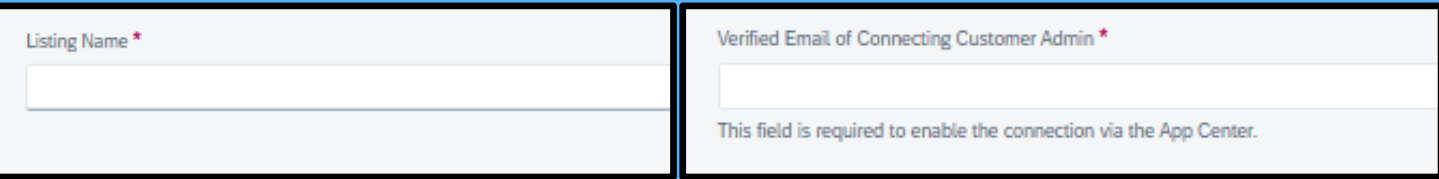


3. Click the **New Deal Notification Form** button at the top right of the screen.

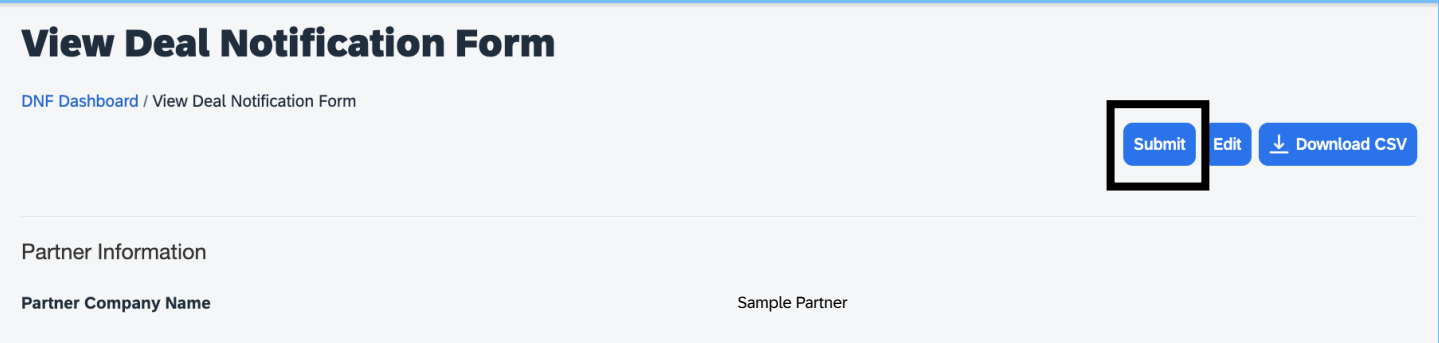


4. Fill out all required fields, including:
  - The correct **Listing Name** from the dropdown menu
  - The new field, **Verified Email of Connecting Customer Admin**.

**NOTE: Completing the Verified Admin Email field correctly is what will now unlock your listing for the customer to click Connect.**



5. Once complete, click **Create** at the top right. Review the content of the DNF and click **Submit**. The DNF will then appear on the DNF dashboard. After being submitted, the information on the DNF cannot be changed..



6. On the DNF dashboard, you can see the status of your DNFs (In Progress, Submitted), created dates, and annual contract values. You can also download a CSV of all submitted DNF data.

