



Lenovo Partner Hub: Registration

The new global partner portal: Registration

Lenovo

Registration

Lenovo Partner Hub: Registration



- As part of Lenovo's endeavor to transform our partners' experience of doing business with us, Lenovo has designed and launched a new global partner portal – Lenovo Partner Hub
- You can access the partner portal Lenovo Partner Hub: www.lenovopartnerhub.com
- **Lenovo Partner Hub** will improve our partners' experience and empower them to sell better by delivering the **right content** at the **right time** to the **right audience**

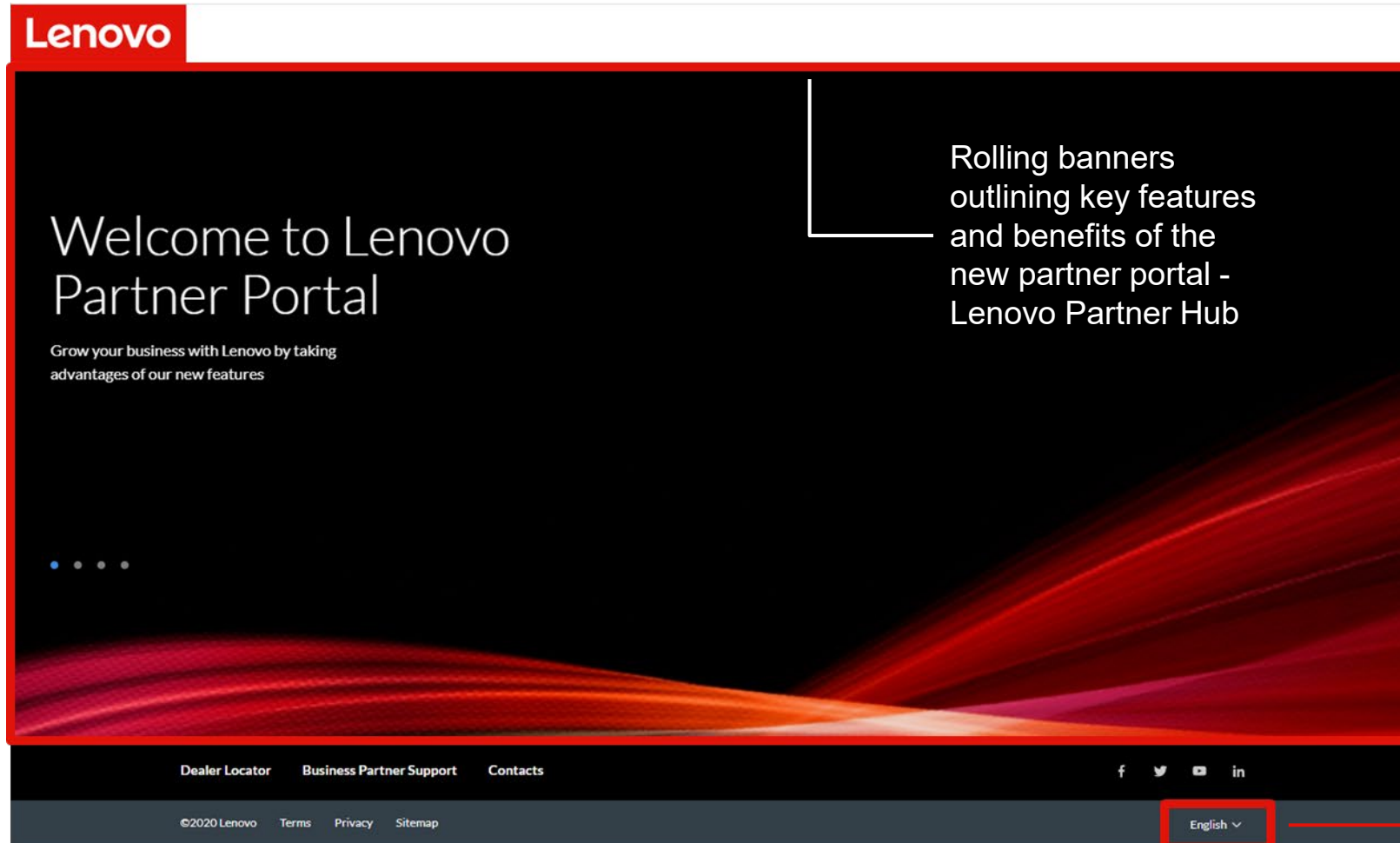
Onboarding Registration

1. [Register your organization](#) as a new Lenovo Partner
2. [New User Registration](#) - to register as user against a Lenovo Partner already registered



Initiate the Registration Process

Access the Lenovo Partner Hub: www.lenovopartnerhub.com



For users whose organization is not registered with Lenovo, Click the **Get started** button to initiate registration process

LOGIN

Login

Don't have an account?

Get started

The login page is a public page. Users will always view this page in English by default. Users can change language of login page by selecting preferred language in the footer

Initiate the Registration Process

This registration landing page will guide you to initiate your registration process. Follow the below steps to start your registration.

The screenshot shows the Lenovo Partner Hub registration page. At the top, the Lenovo logo is in the top left. Below it, a banner reads "Grow your business with Lenovo" and "Become a Lenovo partner within 2 business days. A welcome pack will be emailed to you and you can start using the portal!". Below the banner, it says "Registration will take less than 5 mins" and "Approval of your application within 2 days". The main content area is titled "REGISTRATION" and contains four numbered steps: 1. "Select your country" with a dropdown menu showing "Canada"; 2. "Select your preferred language" with a dropdown menu showing "English"; 3. "Register Now" button; 4. "Already have an account? Login Now" link. Below the registration section, there is a section titled "What you get from Lenovo Partner Hub" with three cards: "PERSONALISED EXPERIENCE Tailor made experience for you", "COMPREHENSIVE CATALOG Everything about our products in one place", and "TRACKING MADE EASY Real time status updates on your work". At the bottom, there is a section titled "LENOVO PARTNER HUB BENEFITS" with a video player and text: "Become a Lenovo partner to experience the benefits. Lenovo partner playbooks helps you to understand more about our program, products and offerings, which will bring benefits to your business."

1. Select your country from the dropdown menu
2. Select your preferred language. Once you have selected the preferred language, it will be saved in your profile. You will see the portal in this preferred language after login.
3. Click **Register Now** to initiate the registration process
4. Or click **Login Now** if you already have an account

Great New Features

- You can also watch our Onboarding Video demonstrating the new features of the portal on help page in the portal.
- The newly redesigned registration process will take you less than five minutes to complete. You can expect to hear back from Lenovo within two business days

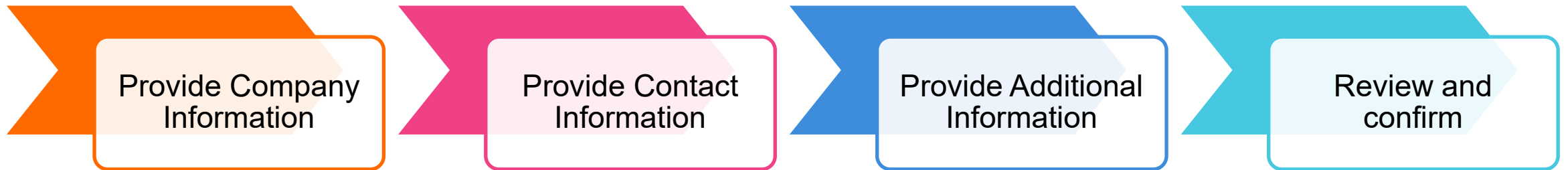
New Partner Registration

To register a new Lenovo Partner on Lenovo Partner Hub

The Lenovo logo is displayed vertically in white text on a black rectangular background, positioned on the right side of the slide.

Follow the Registration Process

Onboarding Registration



Partner Registration: Step 1: Provide Company Information

Partner Registration

1. Company information 2. Contact Information 3. Additional Information 4. Confirmation

Company information
*Mandatory field

☐ If you want to register as user against a Lenovo Partner already register. Please check this box to search

Company Name / Trading Name*

Company website*

☐ No Company Website

Country / Region*

Company address*

Postal code*

VAT / Tax ID / Company ID*

3 Validate

1. You can see the progress of your registration process on top of the page
2. The following mandatory company information fields are highlighted with the red asterisk:
 - Company name/Trading name
 - Company website
 - Country
 - Company address
 - State/Province/County
3. Click the **Validate** button to proceed to the next step

Great New Features

- Tool tips for fields are provided to explain what information you need to fill in
- If your company is already registered in the system, you will be guided to provide missing company information or your personal information


Partner Registration: Step 1: Provide Company Information


4. Enter Phone Number
5. Enter Organization's Social Media Details
6. Select **Next**


Company additional information


Phone number* **4**


Social media links ⓘ **5**

 Facebook

 LinkedIn

 YouTube

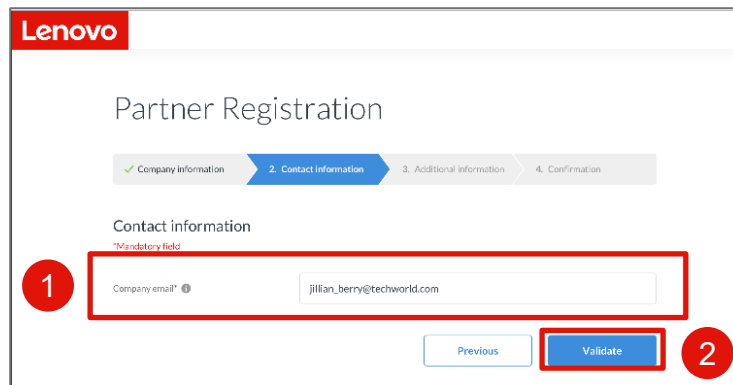
 Twitter

 Blog

6

Partner Registration: Step 2: Provide Contact Information

1. Enter your company email address
2. Click the **Validate** button to proceed to the next step



Lenovo

Partner Registration

✓ Company Information 2. Contact Information 3. Additional Information 4. Confirmation

Contact information

*Mandatory field

1 Company email*

Previous Validate 2

After you provide your email address, the portal will validate if you are an existing user and guide you to provide missing information



Note:

- If you do not have a company email address, you can use your personal email address
- You cannot change the email created once it has been confirmed

Partner Registration Step 2: Provide Contact Information

4

✓ Company information **2. Contact Information** 3. Additional Information 4. Confirmation

Contact Information

*Mandatory field

Company email address test@abc.ie

5

Preferred phone number*

Salutation*

Name*

Job title*

Job roles*

Country/region of residence*

Product focus ☒ All products ☐ Personal Computing and Smart Device (PCSD) ☐ Data Center Group (DCG)

6

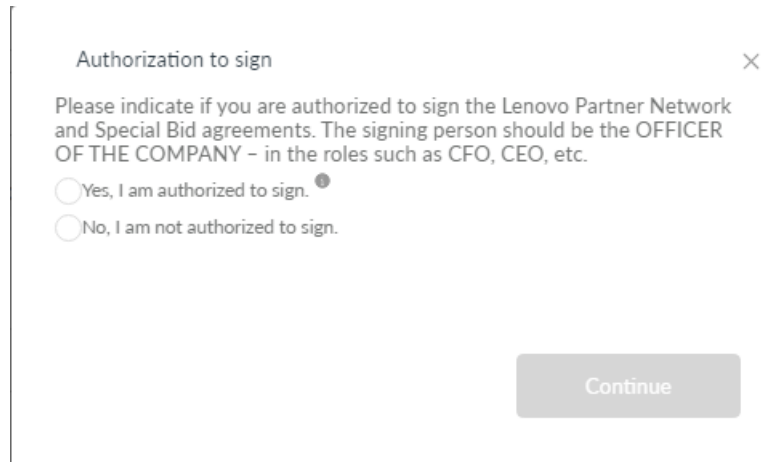
Email Opt-in / Opt-out ☐

SMS update subscription ☐

7

4. You can see the progress of your registration process on top of the page
5. The following mandatory company information fields are highlighted with the red asterisk:
 - a) Preferred phone number
 - b) Salutation
 - c) Name
 - d) Job title
 - e) Job roles
 - f) Country/region of residence
6. Email Opt-in / Opt-out & SMS update subscription are optional sections
7. Click Next to proceed to the next step

Partner Registration Step 2: Authorization to sign



The screenshot shows a modal dialog titled "Authorization to sign" with a close button (X) in the top right corner. The text inside the dialog reads: "Please indicate if you are authorized to sign the Lenovo Partner Network and Special Bid agreements. The signing person should be the OFFICER OF THE COMPANY – in the roles such as CFO, CEO, etc." Below this text are two radio button options: "Yes, I am authorized to sign." (which is selected) and "No, I am not authorized to sign." At the bottom right of the dialog is a "Continue" button.

- When Partner clicks on Next button, pop-up is shown to Partner asking whether partner is authorized approver or not.
- When User selects either Yes or No, then only **Continue** will be enabled.
- If Partner selects Yes in step 3,
 - additional company information page is displayed as third step . In this page partner can fill in all additional information asked about the company.
- After user selects No,
 - A text box will be displayed to provide the authorized user's email. If user doesn't provide a valid email id, then Continue button will not be displayed.
 - The authorized approver's email id should be different from the email id provided for registration.

Partner Registration: Step 3: Provide Additional Information

Authorization to sign = Yes

The screenshot shows the 'Partner Registration' form at Step 3: 'Additional Information'. The form has a progress bar at the top with four steps: 'Company Information', 'Contact Information', '3. Additional Information' (current step), and '4. Confirmation'. The 'Additional Information' section includes five numbered questions:

- 1.** Is the owner or principal of your company a current or former Lenovo Vice President, Lenovo Senior Vice President, or such officer of a Lenovo subsidiary? *
☐ Yes ☐ No
- 2.** Does any owner or principal of your company or any of their immediate family members, own or control over 5% in Lenovo stock and/or stock in a Lenovo subsidiary? *
☐ Yes ☐ No
- 3.** Please tell us about your business. As it is important that we have the requested information to enable us to deliver both a personalized partner experience and growth concentrated on your business focus.
Total company employees *
- 4.** Yearly total revenue * @
EUR
- 5.** Revenue Category %
Provide the % split of your total yearly revenue by category *
A donut chart shows 'Total category revenue' at 0%. To the right is a list of categories with corresponding input fields:
 - PC Client
 - Server
 - Service
 - Software
 - Storage
 - IoT
 - Others

As the third step, provide additional information about your company. These information will enable us to deliver a more personalized portal experience for you

- 1.** Confirm if the owner or principal of your company is a current or former Lenovo Vice President, Senior Vice President or such officer of a Lenovo subsidiary
- 2.** Confirm if any owner or principal of your company or any of their immediate family members own or control over 5% in Lenovo stock and/or stock in a Lenovo subsidiary
- 3.** Total employees
- 4.** Yearly total revenue
- 5.** Revenue category

Partner Registration: Step 3: Provide Additional Information

Authorization to sign = Yes

Business Type/Company Focus

6 Reseller types* ⓘ

7 Your company focus* ⓘ

8 Customer types* ⓘ

9 Industry segment* ⓘ

Reseller Value Added Reseller Independent Software Vendor

System Integrator / E-Tailer Retailer Store (Single store front)

Service Provider

Consumer PC Commercial PC Visuals Smart Collaboration

Accessories Server, Storage, Networking

Hyperconverged & Cloud Solutions High Performance Computing

AI Solutions Edge Computing

1 - 9 10 - 49 50 - 99 100 - 499 500 - 999 1000+

Banking and Securities Communications, Media and Services Education

Government Healthcare Providers Insurance

Manufacturing and Natural Resources Retail Transportation

Utilities Wholesale Trade

Show + / hide – options are available for Additional Information sections

- 6. Reseller types
- 7. Your company focus – pick your primary Product focus
- 8. Customer types – Pick the sizes of your customers
- 9. Industry segment – Pick your primary customer segments

Partner Registration: Step 3: Provide Additional Information

Authorization to sign = Yes

10 Business Share %

Share of your PCSD business %

Total Share of your PCSD business
0%

HP Inc.	0
Acer	0
Apple	0
Dell	0
Lenovo	0
Others	0

Share of your DCG business %

Total Share of your DCG business
0%

HPE	0
Dell	0
Microsoft	0
Nutanix	0
VMware	0
AWS	0
Cisco	0
Fujitsu	0
Lenovo	0
Others	0

Please provide other vendor's names

11 Selling methods

Selling methods

Total selling methods
0%

Auctioning	0
Face-to-face sales	0
Inside sales	0
On-line sales	0
Telemarketing sales	0

Previous Next

Show + / hide – options are available for Additional Information sections

10. Business Share %

- Vendor list name is predefined.
- The vendor list has an option as Other
- DCG business % Other – Partner can enter the name as comma separated list and a joint %
- PCSD allow % of Other – Partner can enter a joint % share in percent box.

11. Selling Method list is predefined.

These fields are not mandatory. Hence, if user enters % value less than 100, Total percentage must be less than or equal to 100% in order to render the pie chart.

Partner Registration: Step 4: Review and confirm (Authorized)

As the last step, **review and confirm** the information you have provided, you can edit the information as required

L

Partner Registration 1 [Quit](#)

✓ Company Information ✓ Contact Information ✓ Additional Information **4. Confirmation**

Confirmation

Review your company and contact information below before submission

Company Information [Edit](#)

Company Name / Trading Name: ABC Ltd
Company website: www.abc.ie
Land/Region: Ireland
Company address: 123 Street, Dublin
Postal code: D18 FA02
VAT / Tax ID / Company ID: IE1234567FA

Contact Information [Edit](#)

Company email address: test@abc.ie
Preferred phone number: Office 1234567
Company address: 123 Street, Dublin
Salutation: Mrs.
Name: Dummy User
Job title: Dummy User
Job roles: [Admin](#)

Country/region of residence: Ireland
Product focus: All products
Email Opt-in / Opt-out: No

Additional Information [Edit](#)

Is the owner or principal of your company a current or former Lenovo Vice President, Lenovo Senior Vice President, or such officer of a Lenovo subsidiary? No
Does any owner or principal of your company or any of their immediate family members, own or control over 5% in Lenovo stock and/or stock in a Lenovo subsidiary? No
Total company employees: 50
Yearly total revenue: EUR 20000
Provide the % split of your total yearly revenue by category:

Reseller types: [Reseller](#)
Your company focus: [Commercial PC](#)
Customer types: [SO - VV](#)
Industry segment: [Government](#) [Healthcare Providers](#)

2 [Read the LPNA details](#)
Lenovo Partner Network Agreement (LPNA)
You must agree to the terms of the Lenovo Partner Network Agreement (LPNA) to access the Lenovo Partner Network.

3 [Read the SBA details](#)
Special Bid Addendum (SBA)
You must agree to the terms of the Special Bid Addendum (SBA) to access the Lenovo Partner Network.

4
Confirmation
You have been assigned the role of Administrator (Admin) and will have the ability to
• Oversee company level performance, rebates and contracts.
• Provide general support for sales and marketing roles
• Manage system access and assign portal roles (Personas) within organization following agreed rules with Lenovo
• Add / manage the employee records for your company
If you are not the person within your company responsible for the above mentioned on a day-to-day basis, please ensure to assign the ADMIN role to the person who is.
[Agree & Register](#)

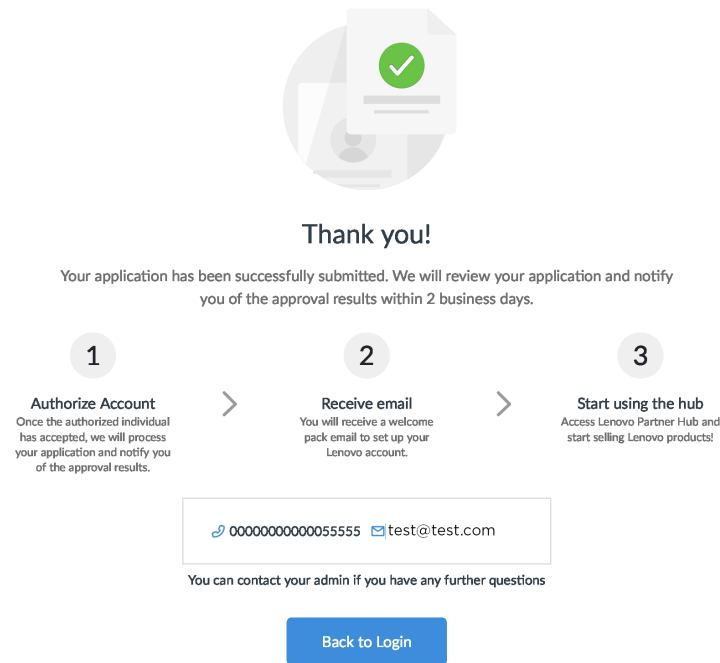
Business Partner Support

[Contact Us](#) [Terms](#) [Privacy](#) [Sitemap](#) [English](#)

1. Review and confirm the information you have provided; you can edit the information as required
2. Review the details of Special Bid Addendum Agreement (SBA)
3. Review the details of Lenovo Partner Network Agreement (LPNA)
4. Confirm details with **Agree & Register**

Partner Registration: Step 4: Review and confirm (Authorized)

Approval & Welcome Kit



- Once the registration application is submitted successfully, it will be reviewed by Lenovo
- You will be notified of the approval results through email within two business days
- If you are the first person to register your organization, you will be assigned the role of an Admin. As an Admin, you will be able to invite your colleagues and assign appropriate user roles on the portal.
- Once the registration application is approved, you will receive a welcome package e-mail with your login credentials

New User Registration

To register as user against a Lenovo Partner already registered

Lenovo

New User Registration

To register as user against a Lenovo Partner already registered

The screenshot shows the 'Partner Registration' form with a progress bar at the top indicating four steps: 1. Company Information, 2. Contact Information, 3. Additional Information, and 4. Confirmation. The first step, 'Company Information', is active. It includes a red 'L' logo in the top left and a 'Quit' link in the top right. The form fields are as follows:

- Company information** (with a red asterisk and 'Mandatory field' text):
 - Company email domain** (marked with a red circle '2'): Contains '@lenovo.com'. A red circle '1' is placed over the checkbox for 'If you want to register as user against a Lenovo Partner already register. Please check this box to search'.
 - Company Name / Trading Name** (marked with a red asterisk): Contains 'Company Name / Trading Name'.
 - Company website** (marked with a red asterisk): Contains 'http://www.company.com'.
 - Country / Region** (marked with a red asterisk): Contains 'Ireland'.
 - Company address** (marked with a red asterisk): Contains 'Street'.
 - Postal code** (marked with a red asterisk): Contains '0000'.
 - VAT / Tax ID / Company ID** (marked with a red asterisk): Contains 'VAT / Tax ID / Company ID'.
- Validate** button (marked with a red circle '3') at the bottom right of the form.

The footer contains 'Business Partner Support', social media icons, '©2020 Lenovo', 'Terms', 'Privacy', 'Sitemap', and 'English'.

1. If you want to register as user against a Lenovo Partner already registered. Please check this box to search
2. Enter the company email domain “@lenovo.com”
3. Confirm details with **Validate**

New User Registration: Select your company

4. A list of companies associated with the Country and Email domain will appear
5. Select your company location from the list
6. Confirm the company with address & **Continue**

4 Select your company

Please Select

UAT name change ZONES (UK) LTD

ccch ttta ttttted

3ZCOM Informatique Inc-


ooooooooast ttttted

Test UK

5 Select your company

Test UK

6

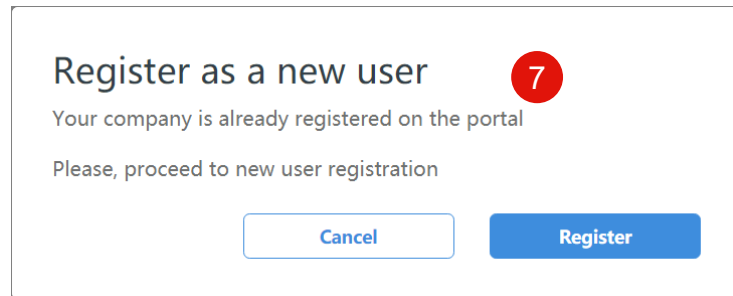
Test UK - Headquarter 

Royal St. 1, 000, 123456

Not in the list

Continue

New User Registration: User Contact Details

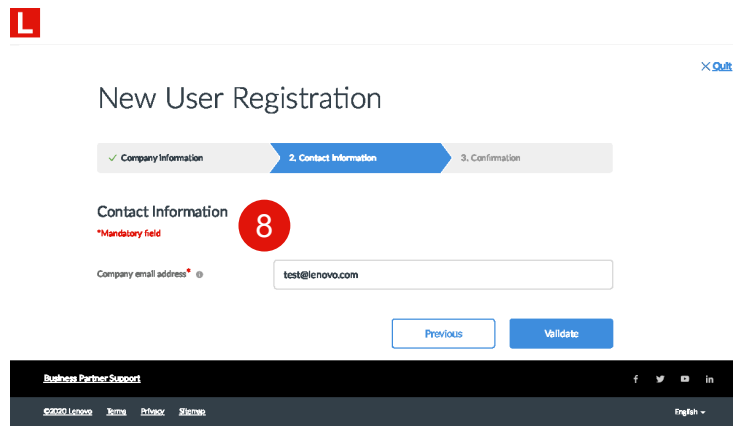


Register as a new user 7

Your company is already registered on the portal

Please, proceed to new user registration

[Cancel](#) [Register](#)



New User Registration

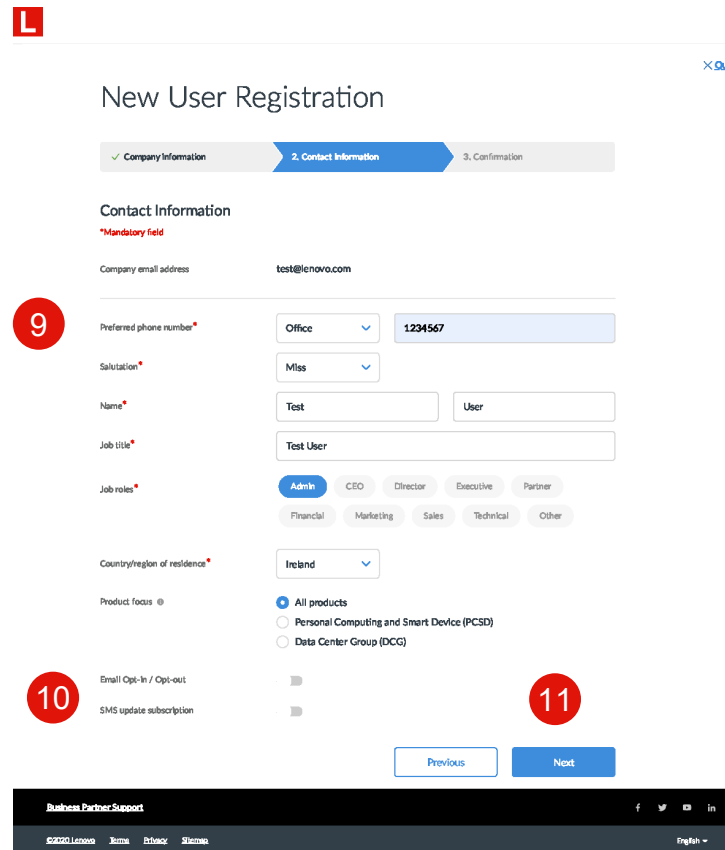
Company Information 2. Contact Information 3. Confirmation

Contact Information

*Mandatory field

Company email address *

[Previous](#) [Validate](#)



New User Registration

Company Information 2. Contact Information 3. Confirmation

Contact Information

*Mandatory field

Company email address test@lenovo.com

Preferred phone number *

Salutation *

Name *

Job title *

Job roles * CEO Director Executive Partner Financial Marketing Sales Technical Other

Country/region of residence *

Product focus * ☒ All products ☐ Personal Computing and Smart Device (PCSD) ☐ Data Center Group (DCG)

Email Opt-in / Opt-out ☐

SMS update subscription ☐

[Previous](#) [Next](#)

7. Register as a new user
8. Enter your email address
9. The following mandatory fields are highlighted with the red asterisk:
 - a. Preferred phone number
 - b. Salutation
 - c. Name
 - d. Job title
 - e. Job roles
 - f. Country/region of residence
10. Email Opt-in / Opt-out & SMS update subscription are optional
11. Click **Next** to proceed

New User Registration: Confirm & Submit

L

New User Registration [✕ Quit](#)

✓ Company Information ✓ Contact Information **3. Confirmation**

Confirmation
Review your company and contact information below before submission

Company Information

Company Name / Trading Name	Test UK
Land/Region	United Kingdom
Company address	Royal St. 1, London
Postal code	123456

Contact Information [Edit](#)

Company email address	test@lenovo.com
Preferred phone number	Office 1234567
Company address	Royal St. 1, London
Salutation	Miss
Name	Test User
Job title	Test User
Job roles	Admin
Country/region of residence	Ireland
Product focus	All products
Email Opt-In / Opt-Out	No

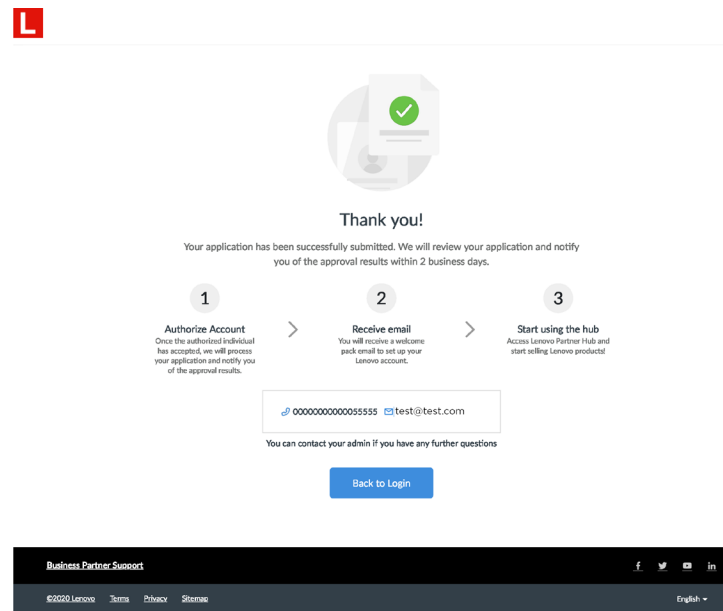
[Previous](#) [Submit](#)

12

13

Business Partner Support [f](#) [t](#) [in](#)

[Sitemap](#) [Terms](#) [Privacy](#) [Sitemap](#) [English](#)



12. Review and confirm the information you have provided; you can edit the information as required
13. Once confirmed **Submit** your registration

- Your Partner Admin will assign the relevant Persona
- Once the Partner Admin has approved your registration, you will receive the “Welcome Email”

User Personas

A user role is assigned to you by your company Admin based on your key responsibilities and needs.



Sales Manager

- **Key Responsibilities**
 - Develop and execute against the sales plan
 - Ensure sales can meet or exceed targets
 - Monitor outcomes of sales activities
- **User Needs**
 - Have an overview of my company's sales performance
 - Build relevant solutions that company sales reps can leverage for other customers



Sales Representative

- **Key Responsibilities**
 - Meet or exceed targets
 - Understand end-customers' needs and develop solution offerings accordingly
 - Maintain customer relationship
- **User Needs**
 - Meet or exceed targets
 - Understand end-customers' needs and develop solution offerings accordingly
 - Maintain customer relationship

User Personas

A user role is assigned to you by your company Admin based on your key responsibilities and needs.



Marketing Manager

- **Key Responsibilities**

- Create materials for marketing activities
- Participate, execute and monitor the success of Lenovo marketing campaigns
- Support sales team with customer pitches

- **User Needs**

- Locate marketing assets that fits a specific marketing need
- Browse to understand all available resources
- Look for suggestions or recommendations on how to do marketing with Lenovo



Partner Admin

- **Key Responsibilities**

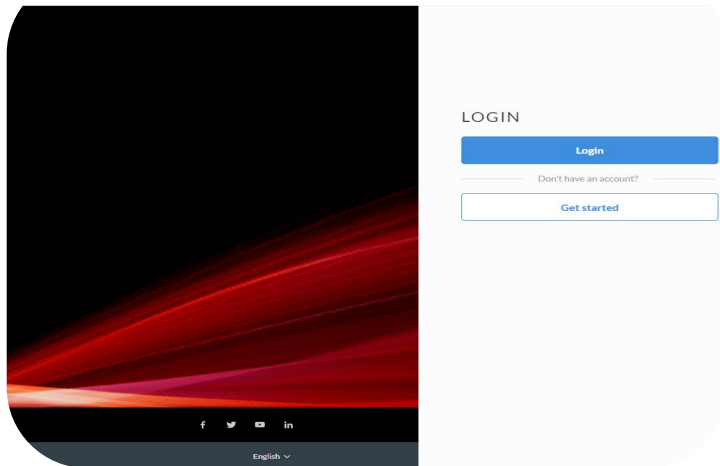
- Oversees company level performance, rebates and contract
- Provide general support for sales and marketing roles
- Manages system access and assign portal roles within organization following agreed rules with Lenovo

- **User Needs**

- Register new colleagues to be Lenovo partner portal users
- Manage user roles of colleagues, company profile and bank details
- View and manage the programs and contracts of my company

Conclusion

This user guide will guide you through the registration process for a New Partner and a New User



Registration

- The simpler, faster and guided registration process will take you less than 5 mins to complete and your application will be approved within 2 business days.

A screenshot of the "New Partner Registration" form. At the top is a progress bar with four steps: "1. Company information" (highlighted in blue), "2. Contact Information", "3. Additional Information", and "4. Confirmation". The form title is "Company information" with a red asterisk and the text "*Mandatory field". The form contains several fields: "Company Name / Trading Name" (with a search icon), "Company website" (with a URL icon), "Country / Region" (with a dropdown arrow), "Company address" (with a location pin icon), "Postal code", and "T / Tax ID / Company ID". There is also a checkbox labeled "If you want to register as user against a Lenovo Partner already register. Please check this box to search" and a "No Company Website" checkbox.

New Partner Registration

A screenshot of the "New Contact Registration" form. At the top is a progress bar with four steps: "1. Company information" (highlighted in blue), "2. Contact Information", "3. Additional Information", and "4. Confirmation". The form title is "Company information" with a red asterisk and the text "*Mandatory field". The form contains several fields: "Company email domain" (with an @ icon), "Company Name / Trading Name" (with a search icon), "Company website" (with a URL icon), "Country / Region" (with a dropdown arrow), "Company address" (with a location pin icon), "Postal code", and "VAT / Tax ID / Company ID". There is also a checkbox labeled "If you want to register as user against a Lenovo Partner already register. Please check this box to search" and a "No Company Website" checkbox. A blue "Validate" button is at the bottom right.

New Contact Registration

Smarter
technology
for all

Lenovo

thanks.