Lenovo Partner Hub: Registration

The new global partner portal: Registration
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](http://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.

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.

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
Follow the Registration Process
Onboarding Registration

1. Provide Company Information
2. Provide Contact Information
3. Provide Additional Information
4. Review and confirm
**Partner Registration: Step 1: Provide Company Information**

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
Partner Registration: Step 2: Provide Contact Information

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

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. 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

- 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.

Authorization to sign

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.

- Yes, I am authorized to sign.
- No, I am not authorized to sign.

Continue
Partner Registration: Step 3: Provide Additional Information
Authorization to sign = Yes

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

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

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.

1. Review and confirm the information you have provided; you can edit the information as required.

2. Review the details of the Special Bid Addendum Agreement (SBA).


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
New User Registration

To register as user against a Lenovo Partner already registered

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
New User Registration: User Contact Details

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
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 fit 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.

New Partner Registration

New Contact Registration
thanks.