



Lenovo Partner Hub

The new global partner portal

| **Topic:** Onboarding_Registration

| **Duration:** 15 minutes

Lenovo



TABLE OF CONTENTS

- Overview
- **Onboarding:**
Registration / Log in and Manage Account / Homepage / Navigation / News and Events
- Sales
- **Product Catalog:**
PCSD Product Catalog / DCG Product Catalog / Solutions
- Profile Management
- Distributors / T1 Resellers
- Programs
- Marketing
- Support

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

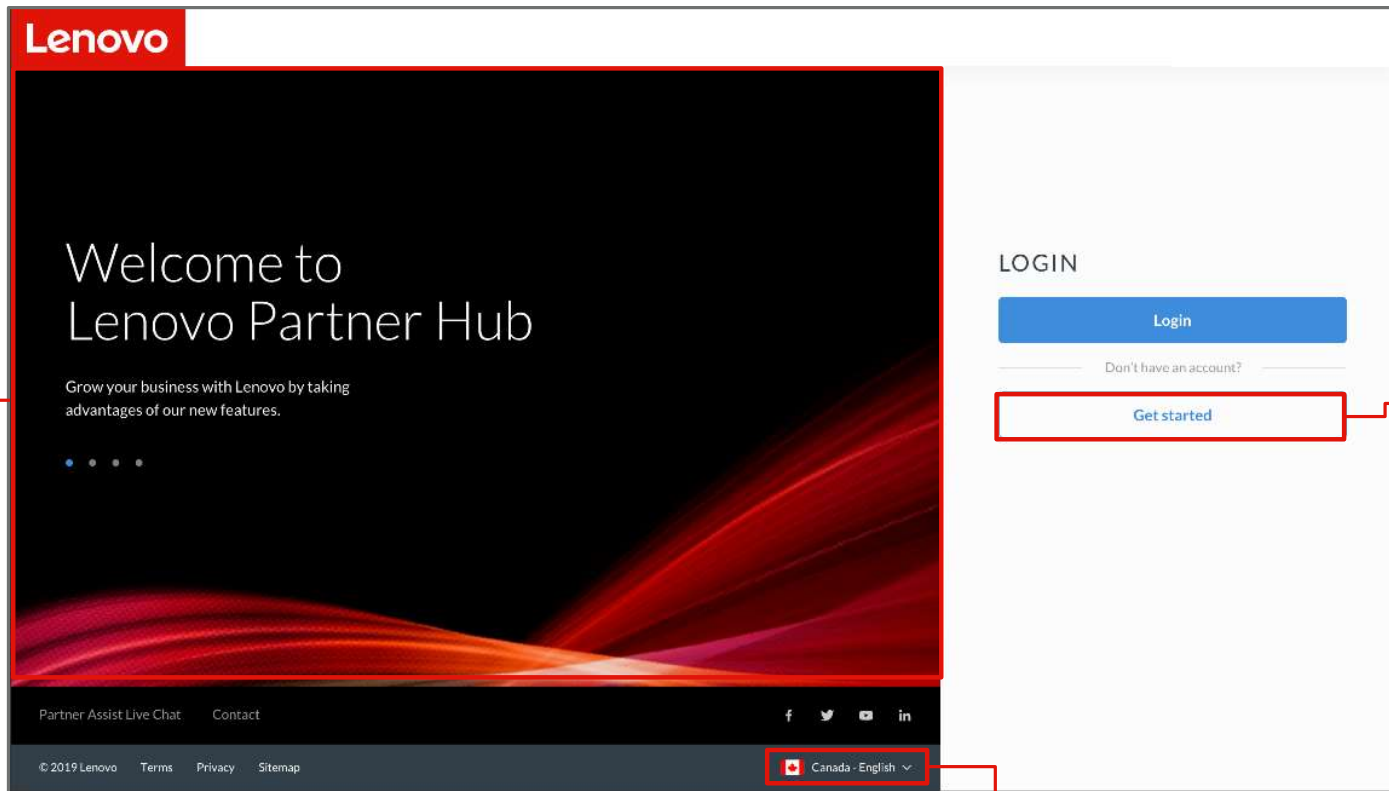
LENOVO PARTNER HUB will improve our partners' experience and empower them to sell better by delivering the **RIGHT CONTENT** at the **RIGHT TIME** to the **RIGHT AUDIENCE**



- **Register your organization as a new Lenovo Partner**
- **Register yourself as user of the Portal**

Initiate the Registration Process

Access the Lenovo Partner Hub: www.lenovopatnerhub.com



Rolling banners outlining key features and benefits of the new partner portal - Lenovo Partner Hub

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

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 registration landing page. At the top, it says "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 this, it states "Registration will take less than 5 mins" and "Approval of your application within 2 days". The registration form has four numbered callouts: 1. "Select your country" (dropdown menu showing "Canada"), 2. "Select your preferred language" (dropdown menu showing "English"), 3. "Register Now" button, and 4. "Login Now" button. Below the form, there are three cards: "What you get from Lenovo Partner Hub", "PERSONALISED EXPERIENCE: Tailor made experience for you", and "TRACKING MADE EASY: Real time status updates on your work". At the bottom, there is a section for "LENOVO PARTNER HUB BENEFITS: Become a Lenovo partner to experience the benefits".

01

Select your country from the dropdown menu

02

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.

03

Click **Register Now** to initiate the registration process

04

Or click **Login Now** if you already have an account

GREAT NEW FEATURE

- 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

Follow the Registration Process



As the first step, start by providing the basic information about your company

You can see the progress of your registration process on top of the page

The following mandatory company information fields are highlighted with the red asterisk:

- Company name/Trading name
- Company website
- Country
- Company address
- State/Province/County

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*

MWST Format muss wie folgt sein: CHE-123.456.789

Click the **Validate** button to proceed to the next step

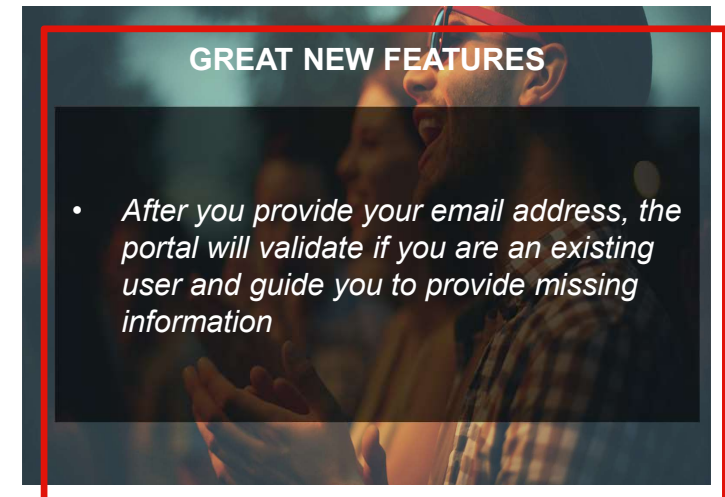
Follow the Registration Process



As the second step, provide your personal contact information

Enter your company email address

Click the **Validate** button to proceed to the next step



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

Follow the Registration Process



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

Lenovo

Partner Registration

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

Additional information
Tell us about your business so we deliver a personalized partner experience.
**Mandatory field*

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 Total employees*

4 Yearly total revenue* CAD

5 Revenue category*

PC Client	25%
Server	10%
Service	10%
Software	10%
Others	10%

Total category revenue 100%

- 01** 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
- 02** 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
- 03** Total employees
- 04** Yearly total revenue
- 05** Revenue category

Follow the Registration Process



It will not take more than a few minutes for you to complete this form

Lenovo

Partner Registration

Company Information | Contact Information | **3. Additional information** | 4. Confirmation

Additional information
Tell us about your business so we deliver a personalized partner experience.
*Mandatory field

6 Reseller types*
Reseller | Value Added Reseller (VAR) | Independent Software vendor (ISV)
System Integrator | E-Tailer | Retailer (Chain) | Store (Single store front)
Service Provider

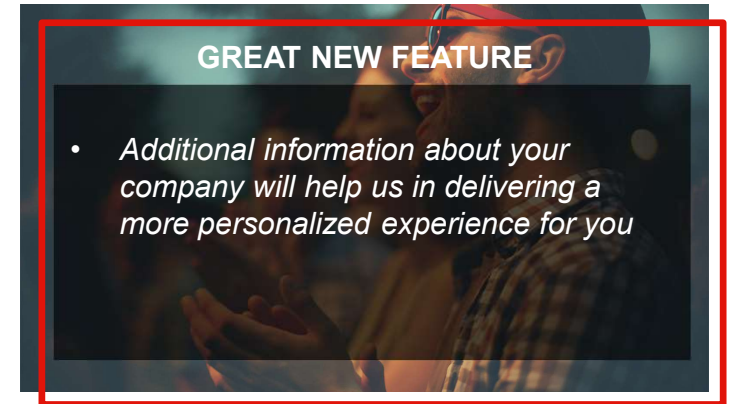
7 Your company focus*
Consumer PC | Commercial PC | Workstation | Visuals | Smart Office
Accessories | DCG want Items | Server, Storage, Networking
Hyperconverged & Cloud Solutions | High Performance Computing
AI Solutions | Edge Computing

8 Customer types*
1 - 9 | 10 - 49 | **50 - 99** | 100 - 499 | 500 - 999 | 1000+
Pick your primary customer segment

9 Industry segment*
Banking and Securities | Communications, Media and Services | **Education**
Government | Healthcare Providers | Insurance
Manufacturing and Natural Resources | Retail | Transportation | Utilities
Wholesale Trade

Previous | Next

- 06 Reseller types
- 07 Your company focus
- 08 Customer types
- 09 Industry segment



Follow the Registration Process



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

Partner Registration

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

Confirmation

Review your company and contact information below before submission.

Company Information

Company name / Trading name: Tech World Limited

Company website: www.techworld.com

Country: Canada

Company address: Hat A, 1329, Tech Center, 954 C Street

State / Province / County: Kentucky

Postal code: 402203

Company telephone: 54301920097

Date business founded: 30 June 1990

VAT / Tax ID / Company ID: B12345677

Social media links:

- Facebook: www.facebook.com/yourbusiness
- LinkedIn: www.linkedin.com/company/yourbusiness

Contact Information

Company email address: jillian_berry@techworld.com

Preferred phone number: Mobile, 98-765432

Secondary phone number: Home, 1234567890

Company address: Hat A, 1329, Tech Center, 954 C Street

Salutation: Miss

Name: Jillian Berry

Job title: Administrator

Job role: Admin, CEO

Business product focus: Personal Computing and Smart Device (PCSD)

Email Opt-in/Outbox: Yes

Other markets of interest: N/A

Email subscription: PC & Mobile Devices (including connected services / software)

Workstation: Survey and opinion polls

Additional information

Is the owner or principal of your company a current or former Lenovo Vice President, Lenovo Senior Vice President or past officer of a Lenovo subsidiary? No

Does any owner or principal of your company or any of their immediate family members own or control 25% or more of the stock in a Lenovo subsidiary? No

Total company employees: 200

Yearly total revenues: CAD \$400,000.00

Revenue types:

Revenue types: Service, Server, Service, Software, Others

Your company focus: Consumer PC, B2B, B2G

Customer types: Banking and Services, Health and Precision

Industry segment: Banking and Services, Health and Precision

Special Bid Addendum Agreement (SBA)

[Read the SBA details](#)

You must agree to the terms of the Special Bid Addendum (SBA) to access the Lenovo Partner Network. We will send you the Special Bid Addendum (SBA) through the email after you submit the registration form.

Lenovo Partner Network Agreement (LPNA)

[Read the LPNA details](#)

You must agree to the terms of the Lenovo Partner Network Agreement (LPNA) to access the Lenovo Partner Network. We will send you the Lenovo Partner Network Agreement (LPNA) through the email after you submit the registration form.

Authorization to sign

Please indicate if you are authorized to sign the SBA and LPNA agreements. The authorized individual should be the owner of the company, Chief executive officer (CEO), or the Chief financial officer (CFO).

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

Follow the Registration Process



You will also be asked to review and sign the agreements with Lenovo

What are these agreements?

There are two agreements that you will be asked to review and sign before submission:

- Special Bid Addendum Agreement (SBA)
- Lenovo Partner Network Agreement (LPNA)

Additional information

Is the owner or principal of your company a current or former Lenovo Vice President, Lenovo Sales Vice President, or such officer of a Lenovo subsidiary? No

Does any owner or principal of your company own or control 1% or more of the common stock of the Lenovo Group or any of its subsidiaries? No

Total company employees: 200

Your total revenue: CAD \$600,000.00

Reseller types:

- PC Client: 20%
- Server: 35%
- Service: 12%
- Software: 30%
- Others: 2%

Reseller types: Reseller, Original PC

Your connections: S11-10, M1-10

Customer types: Banking and Services, Health Care Provider

1 Special Bid Addendum Agreement (SBA) [Read the SBA details](#)

You must agree to the terms of the Special Bid Addendum (SBA) to access the Lenovo Partner Network. We will send you the Special Bid Addendum (SBA) through the email after you submit the registration form.

2 Lenovo Partner Network Agreement (LPNA) [Read the LPNA details](#)

You must agree to the terms of the Lenovo Partner Network Agreement (LPNA) to access the Lenovo Partner Network. We will send you the Lenovo Partner Network Agreement (LPNA) through the email after you submit the registration form.

3 Authorization to sign

Please indicate if you are authorized to sign the SBA and LPNA agreements. The authorized individual should be the owner of the company, Chief executive officer (CEO), or the Chief financial officer (CFO).

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

[Agree & register](#)

01

Review the details of Special Bid Addendum Agreement (SBA)

02

Review the details of Lenovo Partner Network Agreement (LPNA)

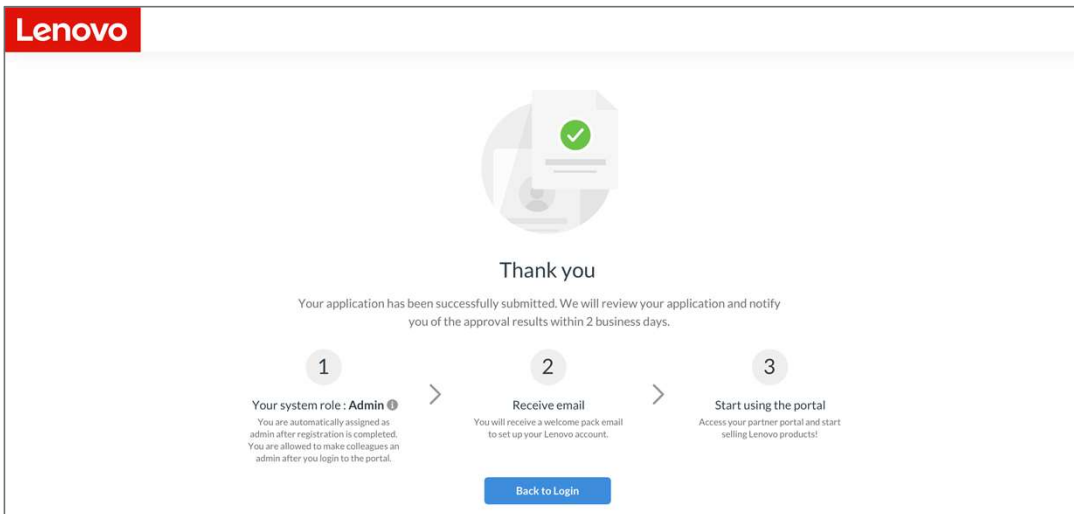
03

Indicate whether you are authorized to sign the agreements

Follow the Registration Process



- 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

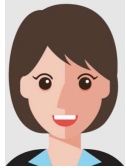


Note:

- Please note that the application will be processed only after the Special Bid Addendum (SBA) and the Lenovo Partner Network Agreement (LPNA) is accepted by the authorized individual indicated in the previous step
- The authorized person to sign will receive an email to accept agreements
- The authorized person to sign must accept agreements within 7 days of receiving the acceptance email

Follow the Registration Process

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



Sales Manager

- Develop and execute against the **sales plan**
- **Ensure sales can** meet or exceed **targets**
- **Monitor outcomes** of sales activities



- Have an overview of my company's sales performance
- **Build** relevant **solutions** that company sales reps can leverage for other customers

Lenovo 2019 Lenovo. All rights reserved.



Sales Representative

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



- **Find** the right product to offer to customers
- **Build** a relevant **solution** according to the customer needs and history
- **Identify** the status of deal regs and bid request and **know** what **actions** to take



Marketing Manager

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



- **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



Admin

- 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



- **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

thanks.

Different is better

