HEWLETT PACKARD ENTERPRISE
PARTNER READY PROGRAM
BUSINESS PARTNER GUIDE
SUMMARY STEPS

1) Please contact your preferred Distributor and ask him to refer you to Hewlett Packard Enterprise.

2) Once the Distributor is submitting the invite to join the Hewlett Packard Enterprise Partner Ready Program you will receive an email.
   - The subject of the email invite will be: Join the HPE Partner Ready Program
   - In the body of the email you will be provided with the link to the HPE Partner Ready Onboarding Program. Press on “Go to application”

3) Once you are on the Hewlett Packard Enterprise Partner Ready onboarding page please log in and the application form will open

4) Once the application is submitted, you will be able to see the progress of your Onboarding into the Hewlett Packard Enterprise Partner Ready Program.
Why join HPE Partner Ready Program?

- Partnership Logo & Listing on HPE’s Find a Partner site
- Quick access to winning price and opportunity protection
- Access to HPE Pro Series: HPE Tech Pro, Sales Pro and Marketing Pro
- Access to HPE Demo Program, HPE Solutions and Briefing Centers
- Engage & Grow rewards program for individual sales representatives
NOTIFICATION RECEIVED BY THE REFERRED PARTY

- Please press on the “go to application” link
- Please make sure you use Google Chrome or any other browser other than Internet Explorer
Provide your **work email** your.name@company.com

Click **Send confirmation**. You will receive an email with your authentications code. (make sure to check all folder email mailbox)

Click **OK** in the pop-up window

Enter the **Authentication code**

Click **Confirm token**

- if you are experiencing issues, please try cleaning your browser’s cookies, closing your browser and try again
- Please make sure you use an updated Chrome version, if the version is too old it might be cause errors
ONBOARDING APPLICATION FORM – CONTACT INFORMATION

a. Applicants can see where they are in the process in the Status bar to the left.

b. Complete the **Contact information** for: Office title, Job title, Job function, Phone number, Fax number.

c. Complete the Contact address section: Street address, City, State/province, Postal code, Country.

d. Only an authorized employee with signature rights may complete the application. If the applicant is not an authorized employee, stop the application and locate an authorized employee to complete the application.

e. Please read and then select the checkbox to accept the Hewlett Packard Enterprise “Terms of use” and click Continue.
Complete the **Company information** section: Company name, Legal name, country, Tax ID, Company website, and Company email.

Click **Continue** after completing the Company information section.
COMPANY INFORMATION

a Legal address is the address that appears on the company’s documents.

b Physical location address is the company’s physical address. If this address is the same as the legal address, select the checkbox.

c Click Continue
BUSINESS INFORMATION

Is the company owned by a parent company:
- Select Yes or No. Depending on your answer, additional information may be required.

Complete the **Company/organization** section: Type, Geographical coverage.

Complete the **Owner information** section: First/Last name and Percent owned.

Complete the **General manager** section: Email, Name and Phone number.

Complete the **Business revenue** section: Annual gross revenue, Expected annual gross revenue with Hewlett Packard Enterprise, Business model.

Complete the **Selling method** section: Direct sales, Catalog mail order or internet, Telemarketing, Indirect sales. The total percentage of all fields must equal 100%.

Click **Continue**.

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**Company/organization**
- **Type**: 
- **Geographical coverage**: 

**Owner information**
- **First name**: 
- **Last name**: 
- **Percent owned**: 

**General manager**
- **Email**: 
- **Name**: 
- **Phone number**: 

**Business revenue**
- **Annual gross revenue**: Amount in USD
- **Expected annual gross revenue with HPE**: Amount in USD
- **Business model**: 

**Selling method**
- **Direct sales**: 0.50%
- **Catalog mail order or internet**: 0.50%
- **Telemarketing**: 0.50%
- **Indirect sales**: 0.50%

Click **Continue**.
Problems understanding the requirements

The applicant it is asked to fill in the company type. He has 4 options to choose from:

1. **Public corporation**: Identify owners of 20% or more class of shares and percentage of ownership. Identify officers and board of directors.

2. **Private corporation**: Identify shareholders with class percentages, officers, and board of directors.

3. **Partnership**: Enter all partners, officers, and ownership information.

4. **Sole proprietor**: Enter owner information

For all except “sole proprietor” the applicant will have to fill in the ownership details (% and owner contact details) depending on how many owners the company has.

If the company has only one owner “sole proprietor” has to be selected.

Complete the **Business revenue section**:

1. under “Annual gross revenue” the company revenue needs to be listed.

2. **Expected annual gross revenue with Hewlett Packard Enterprise** here the applicant will fill in the prospective revenue he thinks he bring to HPE.
BUSINESS INFORMATION

a. Complete the **Number of employees** section: Call center, Management, Sales, Tech support, Solutions

b. **In you were recruited by** Hewlett Packard Enterprise **please provide details about your** Hewlett Packard Enterprise **recruiter**

c. **Do you have a pending deal?** Select: Yes or No. If yes, provide the deal amount.

d. Complete the **Vendors and distributors** section: Select the vendors you sell from, Select your preferred distributor if you have one

e. Click **Continue**
Only **ZIP files** can be uploaded.

How to **convert** a file into **ZIP** on **windows** environment?

- **Right click** on the document (or folder if you have more than one to attach)
- Go on “**send to**”
- Press on “compressed (zipped) folder”
PERFORM THE COMPLIANCE DUE DILIGENCE

Please **create and submit the questionnaire only once** to avoid duplicate submissions.

a. Click the **Compliance questionnaire** button to open a new window, and follow the instructions to complete the Due Diligence Questionnaire (DDQ). **You will be routed to another page.**

b. Please create your credentials first, then log in with the credentials created. More details on this on the next slide. (Completing the questionnaire may require 60-90 minutes)

c. If you submitted the Survey, please go back to the onboarding page and select the checkbox to confirm that you completed the DDQ.

d. Click **Continue**

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Compliance due diligence requirement

Complete the compliance process before continuing with the application.

_Donations Approx 120 minutes to complete_

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**Partner compliance due diligence requirement**

Thank you for your interest in partnering with Hewlett Packard Enterprise. The next step is to complete the Hewlett Packard Enterprise Anti-Corruption Risk Compliance Program requirements.

This request is a necessary part of Hewlett Packard Enterprises legal due diligence responsibilities. The information you provide will be solely used to assess compliance risk and enable Hewlett Packard Enterprise to conduct further inquiries, as necessary, concerning your company’s profile. Completion of the Hewlett Packard Enterprise Compliance Program requirements typically takes approximately 120 minutes.

Please ensure a representative of your company with signatory authority to bind your company in legal, regulatory, and compliance matters is the person who completes the program requirements.

1. Click the button below and follow the login process. You may choose to respond to the questionnaire in your local language, where available, by making the selection via the dropdown menu on the login page.
2. From the login page, you will be able to access the Hewlett Packard Enterprise Legal and Regulatory Compliance Program Tool Guide that describes the steps to complete the questionnaire.

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**Confirm completion of compliance due diligence requirement**

Please note that failure to complete the compliance process will delay and potentially result in rejection of the application.

**I confirm I have completed the compliance questionnaire requirements and answered all questions truthfully.**

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HOW TO CREATE THE CREDENTIALS IN ORDER TO ACCESS THE DUE DILIGENCE PAGE

- Please use your email address to create the credentials (generic emails do not work)
  - Enter email address
  - Setup Password and then press Submit
ERROR WHEN ACCESSING THE DUE DILIGENCE PAGE

If when using your email address to create the credentials you get the below error

- Please check with your HPE contact or Distributor contact as you might already exist with an record in our data base
Once you access the Due Diligence Questionnaire please “click to access training” and run the mandatory training first

After successfully running the training please click on “training completed”

Fill in the mandatory fields on the page

Press on continue to be routed to the 2nd page

On the 2nd page before starting filling in click on “click here to Add Key Personnel”

Proceed to fill in the formations on all the rest of the pages and always press continue until you reach the last page you will have the possibility to submit the DDQ
Please review all the details.

If you did not identify any error please press **continue**.
TRACKING OF THE ONBOARDING PROGRESS

- **Application submitted**
  
  Application status
  
  Come back at any time to review your application status. Once the application is reviewed by Hewlett Packard Enterprise, you will receive an email notification to start the business partnership with HPE.
  
  Average duration of 2-5 business days

- **Once successfully on boarded**
  
  ![Email notification](image)
THANK YOU