Welcome to Hewlett Packard Enterprise
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.
HEWLETT PACKARD ENTERPRISE BENEFITS

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
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.

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HPE Partner Ready Portal Terms of use

Thank you for your interest in becoming an HPE partner. Before you can proceed, you must read and accept the Terms of use.

I agree to the HPE Terms of use

Continue
a Complete the **Company information** section: Company name, Legal name, country, Tax ID, Company website, and Company email.

b 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**
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**.
Problems understanding the requirements

The applicant 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.
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
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.

Step 1) Login below with the user ID & password credentials provided in the invitation email from Hewlett Packard Enterprise.

Step 2) Take the required Legal Compliance Training when prompted in the process.

Step 3) For a better understanding of questionnaire requirements, you may access the Hewlett Packard Enterprise Legal and Regulatory Compliance Program Tool Guide using the link near the top of each webpage for a brief description of the steps required to complete and submit the questionnaire.

Step 4) Complete and submit the online questionnaire and Anti-Corruption Declaration requirements. You will no longer be able to modify the information contained within. A “Thank You” message will be displayed.
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 entry
  - Application review
  - Compliance screening
  - Contract signature
  - Application status

- Once successfully on boarded
  - Your application was approved
  - Dear Partner,
  - A very warm welcome to the HPE Partner Ready Program. We are delighted to inform you that you have achieved the HPE Partner Ready Business Partner status, and can now access all the related benefits, including immediate access to our Integrated Quoting (IQ) tool.
  - Please save the following IDs for future reference:
    - Location ID: 123456
    - Party ID: 654321
    - Partner ID: ABC123
  - Please wait 24 hours until all systems are updated and your status is visible in the HPE Partner Ready Portal. Before accessing the portal you must set your password. Click here to set your password.
    - [Set your HPE Passport password]
    - [Access the Partner Ready Portal]
  - 1. Complete the mandatory training within one week of registration.
  - 2. Reach out to the preferred Distributor for a Solution overview and focus areas.
  - 3. Register for Engage and Grow (if available in your country)
  - Get up to speed! Start now to enjoy your benefits, and enhance your skills.