



**Hewlett Packard  
Enterprise**

# Registering as a HPE Reseller

Quick Reference Guide  
for new Partners in Asia Pacific



# Registering as a new Reseller partner

There are five main steps to be a new Reseller partner.





# Create your account

- 1 Enter your work email address
- 2 Search your company > Filter Results
- 3 Create new company
- 4 Add your user details
- 5 Become a Partner Portal Administrator
- 6 Set up your password

# Overview: Create your account

1

Enter your work email address

2

Search your company &gt; Filter Results

3

Create New Partnership

4

Add your user details

5

Become a Partner Portal Administrator

6

Set your password

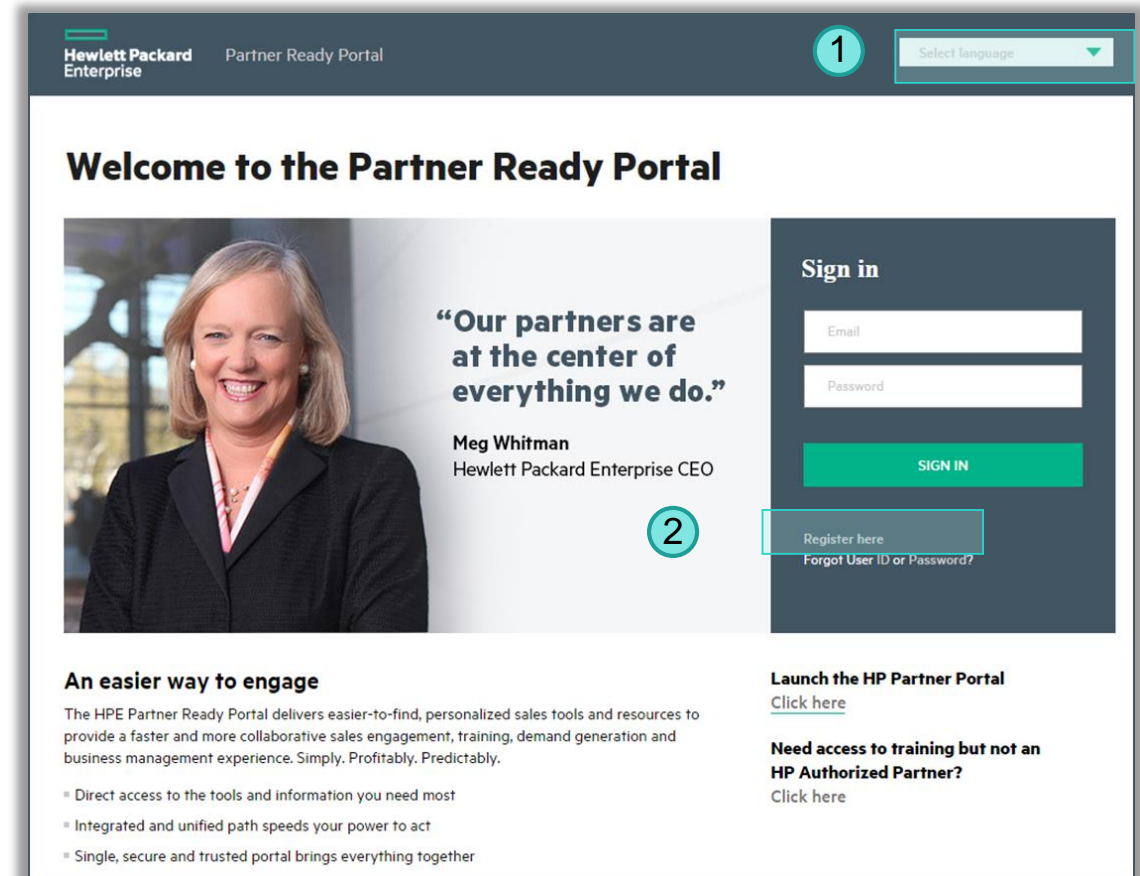
# Create Your Account

To access the Partner Ready Portal, you must first register as a portal user.

Go to [partner.hpe.com](https://partner.hpe.com) using your preferred browser.

At the login screen, please:

- 1 Select your preferred language by clicking on the **Select language** drop-down box in the top right-hand corner of the page
- 2 Click the **Register here** link under the sign-in button.



# 1. Create Your Account – start with your email address

Clicking the **Register here** link will take you to a new page that helps users find their company in the HPE partner database (if your company already exists).

To begin the registration process, you need to:

- a Enter **your work email address**
- b If possible enter **Location ID**, when registering for an existing company (refer to your PPA)
- c Type in the **security code** to confirm that you aren't a robot. If you can't read the code that is shown, you can click the **Get a new code** link.
- c Click on the **VERIFY** button

The screenshot shows the 'Welcome to the Partner Ready Portal' page. At the top, there's a navigation bar with 'Hewlett Packard Enterprise' and 'Partner Ready Portal' on the left, and a language dropdown set to 'English UK' on the right. Below the header, a large banner features a man in a blue shirt and text: 'Thank you for choosing Hewlett Packard Enterprise (HPE). The Partner Ready Portal is the global gateway for everything you need to do business with HPE. By registering your account, you will get access to business selling tools and information. Simply begin by following the steps and filling in your details. Please view the documents on the right hand side if you'd like more information.' A 'GET SUPPORT' button is in the top right of the banner. Below the banner, the registration form is divided into two columns. The left column has four input fields: 'Please enter your work email address\*' (with a red asterisk), 'Location ID' (with a dropdown menu showing '456789'), 'Enter security code\*' (with a red asterisk and a CAPTCHA image showing '0755'), and a 'Get a new code' link. The right column is titled 'Support documents' and lists six links: 'Registering as a new portal user', 'Registering as an HPE Reseller for Europe, Middle East and Africa', 'Registering as an HPE Reseller for North America', 'Registering as an HPE Reseller for Latin America', 'Registering as an HPE Reseller for Asia-Pacific', and 'Registering as an HPE OEM'. At the bottom of the form, there's a small note: '\* Fields marked with an asterisk are required.' and a large 'VERIFY' button.



## 2. Create Your Account – begin the new company registration process

The search results will display all the companies that have users registered with the same domain as your work email address.

- 1 If your company name is listed, then your company is already registered as a partner.
- 2 If your company name is not listed, you should proceed to **Register** with a new partnership.

Having problems? The following resources are available to help throughout the registration process:

- a Click the link for answers to Frequently Asked Questions on registration
- b Contact HPE Partner Support teams by clicking on the GET SUPPORT button

The screenshot displays the Hewlett Packard Enterprise Partner Ready Portal. At the top, a navigation bar includes the HPE logo, the text 'Partner Ready Portal', and a language dropdown set to 'English US'. Below this, a horizontal menu features buttons for 'Account creation' (with a person icon), 'Partnership application' (with a document icon), 'Agreement' (with a handshake icon), 'Next Steps' (with a document icon), and a highlighted 'GET SUPPORT' button (with a speech bubble icon). A circled 'b' is placed above the 'GET SUPPORT' button.

Under the 'Account creation' button, the text reads: 'Company Information', 'Add your user details', and 'Partner Portal Administrator'.

The main section is titled 'Search for your company'. It includes a link for 'Frequently asked questions' (with a question mark icon) and a circled 'a' next to it. Below this, a message states: 'An existing partnership may be found based on your e-mail address. In this case, to be added as a user, please locate and "Select" an entry below based on your Country, City and Business Type (Partnership Type).' It also provides instructions: 'If you can't find your particular partnership, widen your search by clicking "Search Again" to enter more details. Otherwise, register a new partnership by clicking "Create New".'

A 'Select Company' section contains a dropdown menu labeled 'Select One' with a circled '1' next to it. To the right is a table with columns: COMPANY, COUNTRY, CITY, PARTNERSHIP TYPE, and ACTION. The table body is currently empty, with the text 'Select your company to get started' centered below the header.

At the bottom, there are two buttons: 'SEARCH AGAIN' on the left and 'CREATE NEW' on the right, with a circled '2' next to the latter.

### 3. Create Your Account – add your company details

Clicking on the **Create New** button will open a new page with specific fields required to create your company account

- a Complete **Company information** section: name, country, tax ID, email domain
- b Provide information on your **Company Legal Address**
- c Complete information on your **Company Physical Address**, if different from your legal address
- d Choose your **Mailing** address between Legal or Physical Address
- e Click **Next**

Hewlett Packard Enterprise Partner Ready Portal

Account creation | Partnership application | Agreement | Next steps

Register your company  
Add your user details  
Partner Portal Administrator

3

**Register your company**

Frequently asked questions GET SUPPORT

a **Company information**

Company name \* Phone number \*  
Company legal name (english only) \* Fax number  
Country \* Company email \*  
Tax ID \* Company URL \*

b **Company legal address**

☐ Mailing address \*  
Country \*  
Street address \*

c **Company physical address**

☐ Same as company legal address ☐ Mailing address  
Country \*  
Street address

\* Fields marked with an asterisk are required.

PREVIOUS e NEXT



## 4. Create Your Account – add your user details

After selecting your company, you'll be asked to complete your personal **user details** as the first user in the New Company

- a User details (your full name, job function etc.)
- b Your contact details (country, city, zip code, work number etc.)
- c Choose how you prefer to be contacted by HPE
- d Click **Next** to proceed to the next step

The screenshot shows the 'Add your user details' page in the Hewlett Packard Enterprise Partner Ready Portal. The page is divided into two main sections: 'User details' and 'Contact details'. The 'User details' section includes fields for Email, First name, Last name, Salutation, Job function, Job title, and Seniority. The 'Contact details' section includes fields for Country, City, ZIP/postal code, Work number, Mobile number, and Preferred language. Below these sections is a section titled 'How do you prefer to be contacted by Hewlett Packard Enterprise?' with radio buttons for Yes/No for Email, Direct mail, Phone, SMS, and Fax. At the bottom are 'PREVIOUS' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box and labeled 'd'.

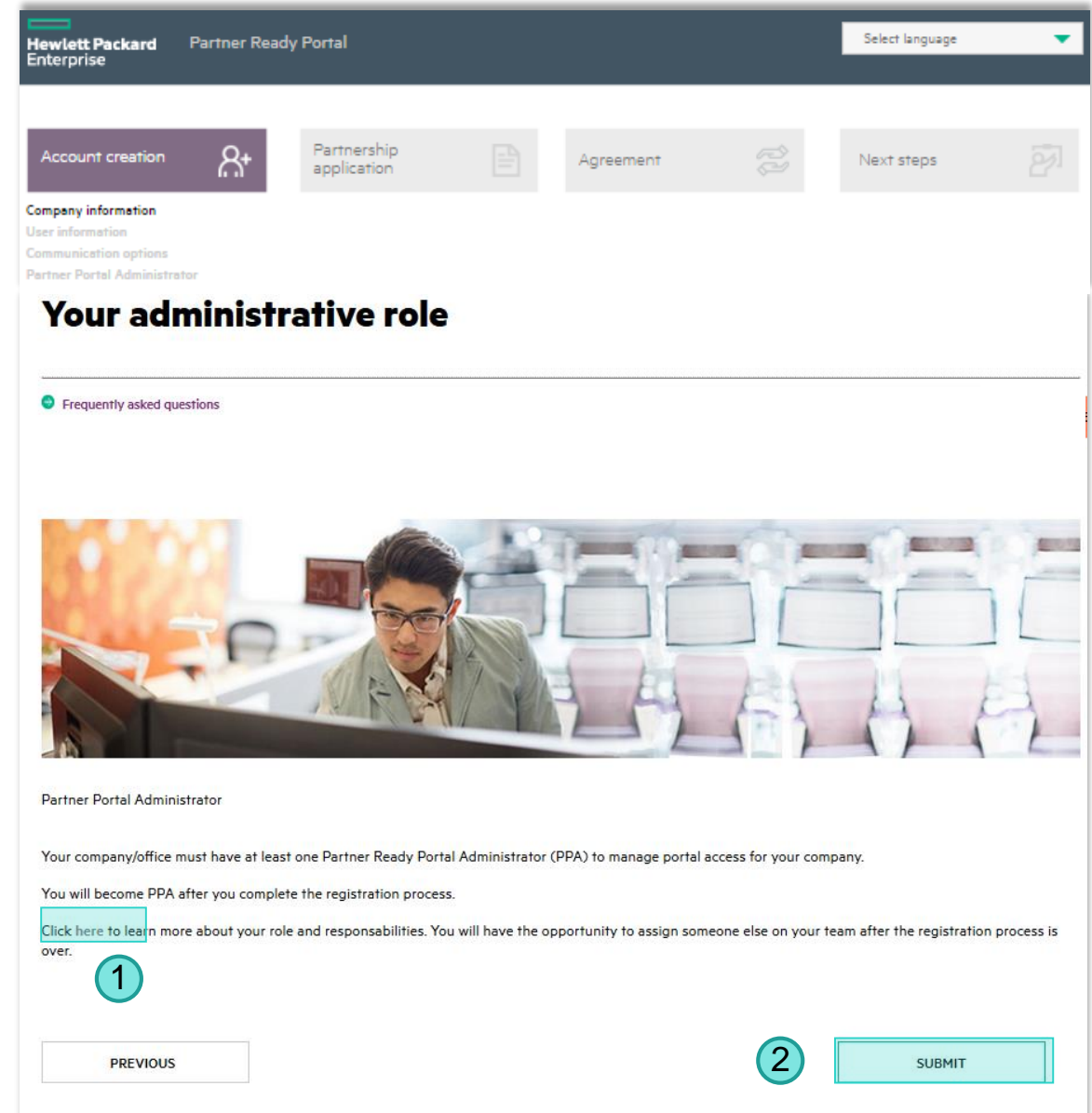
## 5. Create Your Account – set up as Partner Portal Administrator

Each partner company must identify a Partner Ready Portal Administrator (PPA). The PPA has an important role in managing your user access and business tools.

The first person to register as a user for your company will automatically become the company's PPA.

You can change your PPA contact at a later point when more users are registered if you wish to do so.

- a Select **Click here** to learn more about the roles and responsibilities of a Partner Portal Administrator
- b Click the **Submit** button to submit your registration



The screenshot shows the registration page for a Partner Portal Administrator. At the top, there's a navigation bar with the Hewlett Packard Enterprise logo and the text 'Partner Ready Portal'. A language selection dropdown is on the right. Below the navigation bar, there's a progress bar with four steps: 'Account creation' (active), 'Partnership application', 'Agreement', and 'Next steps'. The main content area is titled 'Your administrative role' and includes a 'Frequently asked questions' section. A large image of a man working at a computer is shown. Below the image, the text reads: 'Partner Portal Administrator', 'Your company/office must have at least one Partner Ready Portal Administrator (PPA) to manage portal access for your company.', and 'You will become PPA after you complete the registration process.' A link 'Click here to learn more about your role and responsibilities. You will have the opportunity to assign someone else on your team after the registration process is over.' is highlighted. At the bottom, there are two buttons: 'PREVIOUS' and 'SUBMIT'. A red circle with the number '1' is placed over the 'Click here' link, and a red circle with the number '2' is placed over the 'SUBMIT' button.

## 6. Create Your Account – set your password

Once you click **SUBMIT**, a confirmation message displays that your user application has been successfully submitted to Hewlett Packard Enterprise.

You will Receive a Notification Email to set-up your Password for the Partner Ready Portal so that you may log in to continue the partnership registration process.

The image shows two overlapping screenshots. The background screenshot is the 'Your application has been submitted' page on the Hewlett Packard Enterprise Partner Ready Portal. It features the HPE logo, a language selector, and a confirmation message. Below the message is a photo of a woman and a section titled 'What's next?' with two steps: '1. You will receive a confirmation email.' and '2. Follow the link provided in the email to set your portal password.' The foreground screenshot is a sample email titled 'Dear #TO\_NAME#,'. The email body says: 'Thank you for requesting access to the Hewlett Packard Enterprise (HPE) Partner Ready Portal. Your request is now approved. You may now access all appropriate content and tools for your partnership. Click here to learn how to use the Partner Ready Portal. If you have never logged in to the Partner Ready Portal, please click here to set your password. The link takes you to the 'forgot password' form where you can enter your new password.'

**Hewlett Packard Enterprise**

Select language ▼

**Your application has been submitted**

**What's next?**

1. You will receive a confirmation email.
2. Follow the link provided in the email to set your portal password.

HPE Partner Ready Portal homepage

**Hewlett Packard Enterprise** Partner Ready Portal

**Dear #TO\_NAME#,**

Thank you for requesting access to the Hewlett Packard Enterprise (HPE) Partner Ready Portal.

Your request is now approved. You may now access all appropriate content and tools for your partnership. [Click here to learn how to use the Partner Ready Portal.](#)

If you have never logged in to the Partner Ready Portal, please [click here to set your password](#). The link takes you to the 'forgot password' form where you can enter your new password.



# Complete Partnership Application

- ① View available Partnerships with HPE
- ② Choose your Partnership with HPE
- ③ Fill in your partnership application
- ④ Upload Legal Documents

# Overview: Completing the Partnership Application

## 1 View available HPE Partnership types

The screenshot shows the 'Hewlett Packard Enterprise Partner Ready Portal'. At the top, there's a navigation bar with 'Account creation', 'Partnership application' (highlighted), 'Agreement', and 'Next steps'. Below this, a section titled 'Partnerships that meet your business needs' features two main options: 'Solution Provider' and 'OEM'. The 'Solution Provider' section describes HPE's industry leading global Partner Ready Program and includes a 'Learn more and apply' button. The 'OEM' section describes how HPE helps OEMs become more competitive and includes a 'Learn more and apply' button. A red arrow points from the 'Learn more and apply' button in the 'OEM' section to the 'ENROLL NOW' button in the 'HPE Reseller program' section of the next slide.

## 2 Choose Your Partnership with HPE

The screenshot shows the 'HPE Reseller program' section of the portal. It includes a welcome message, a description of the program, and a list of benefits. At the bottom, there is a blue 'ENROLL NOW' button. A red arrow points from the 'Learn more and apply' button in the 'OEM' section of the previous slide to this 'ENROLL NOW' button.

## 3 Fill in the Partnership Application

The screenshot shows the 'General company information' form. It includes fields for 'First name', 'Last name', 'Email', 'Work number', 'Job Function', and 'Country'. A 'GET SUPPORT' button is visible in the top right corner.

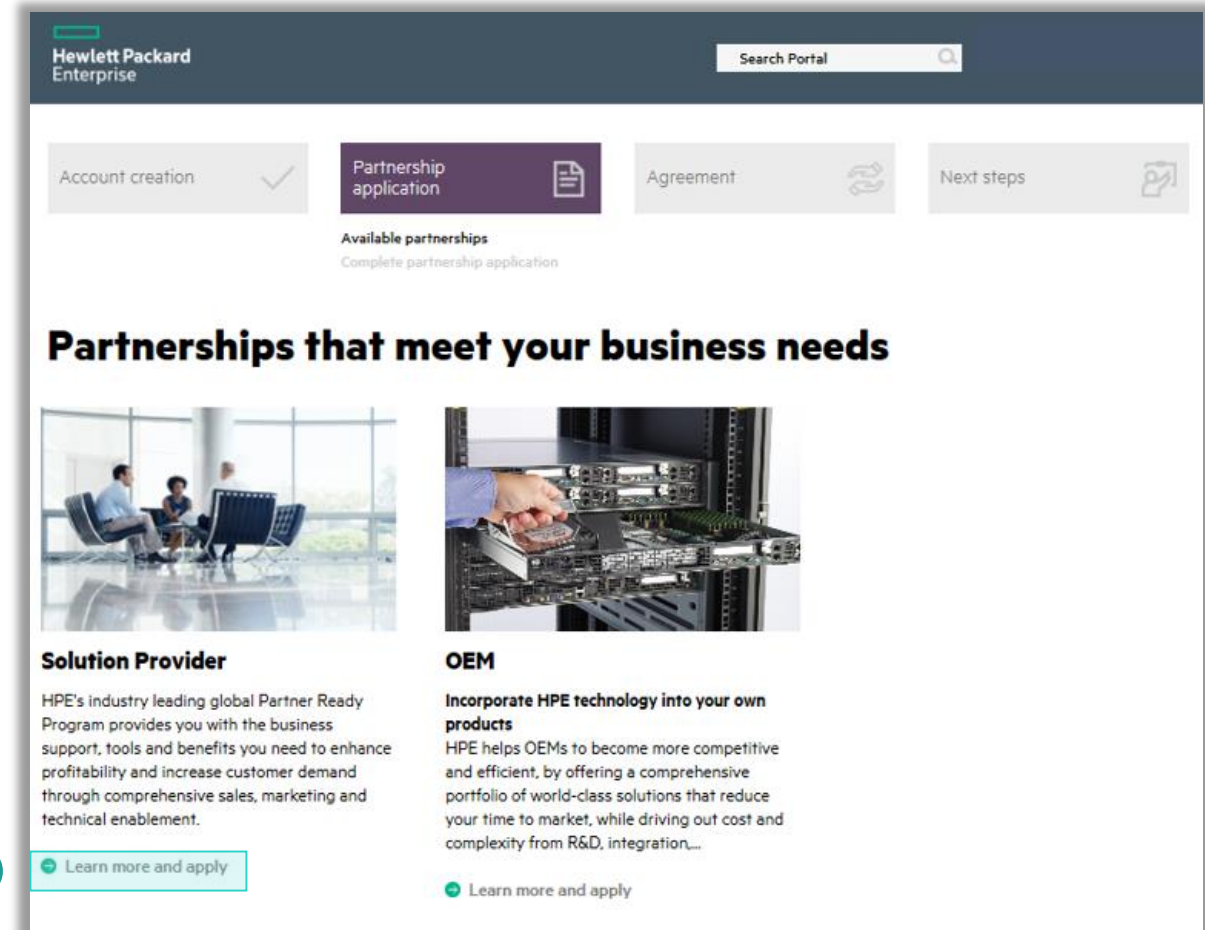
## 4 Upload Your Legal Documents

The screenshot shows the 'Upload legal documents' form. It includes a section for 'Legal documents' with a list of required documents: 'Certificate of Incorporation - COI', 'Copy of constitution or articles of incorporation', 'Copy of power of attorney, or a copy of the designation duly registered in the state', and 'The documents must be in .pdf format and have maximum 10 MB'. An 'UPLOAD' button is visible at the bottom.

# 1. Complete Partnership Application – view the different HPE partnership models available to you

After you log in to the Partner Ready Portal you will be given details of the different partnership models that are available for you to start your business relationship with HPE.

- a To read more details on each Partnership, click on the corresponding “Learn more and apply” button.

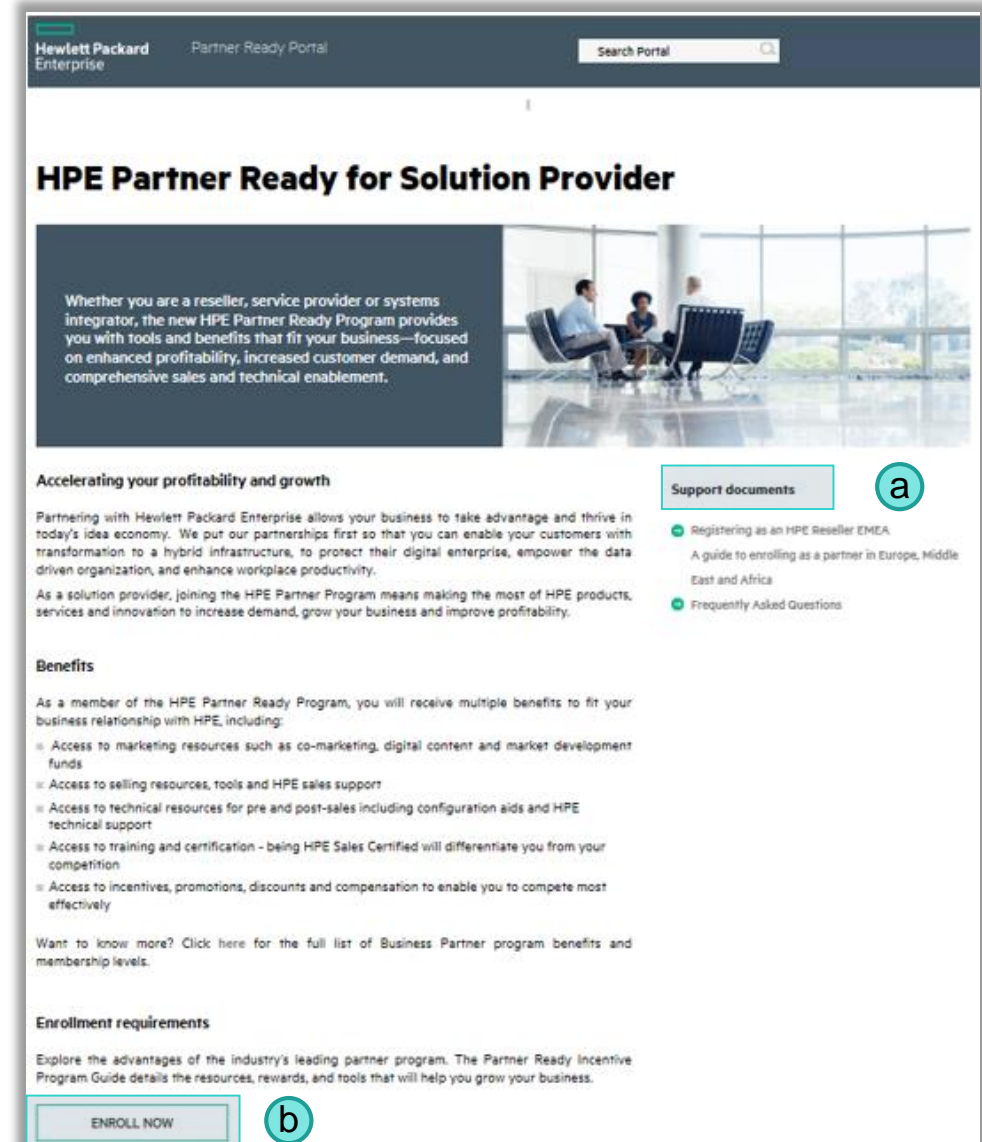




## 2. Complete Partnership Application – choose your partnership type

By clicking the “Learn more” button you will be directed to a page that describes the selected partnership model:

- The type of business model and partnership
  - The advantages of enrolling in HPE’s partner program
  - Pre-requisites for enrolling
- a** For more information please take a look at the **Support documents** available in the side-bar on the right-hand side of the page.
- b** If this partnership model fits your requirements, click **Enroll Now** to start the partnership enrolment process.



### 3. Complete Partnership Application – fill in the application form

Complete all mandatory fields (marked with a red asterisk) within the company and business information sections

- a** Enter your Primary Business Contact, your Legal Representative and the General Manager details. If they are the same, please tick the tickbox

- b** Clicking “Next” will save the information completed so far. You can move to the next page after completing all the mandatory information.

*While completing the partnership application, you may choose to return to each section at any time by clicking previous. Your answers will be saved even after closing the session so you may return later.*

### 3. Complete Partnership Application – tell us about your business

Industry \*  
Select One ▼

Form of organization \*  
Select One ▼

Number of employees\*  
Select One ▼

Primary business model \*  
Select One ▼

Annual revenue \*  
Select One ▼

Sales Coverage \*  
Select One ▼

What percentage of your company's business concentrates on: \*

Large accounts? ⓘ  
0

Mid-market? ⓘ  
0

Small business small office? ⓘ  
0

Total breakdown should equal 100%

What is your annual revenue mix? \*

% Servers  
0

% Networking  
0

% Storage  
0

% Software  
0

% Services  
0

Total breakdown should equal 100%

Who are your current vendors? \* **c**

☐ HP Inc. ☐ Dell

☐ Cisco ☐ Fujitsu

☐ EMC ☐ IBM

☐ Avaya/Nortel ☐ Oracle

☐ Other

Who are your current distributors? \* **d**

**Business opportunities** **e**

Please list your main activities meant to develop your business with Hewlett Packard Enterprise within next 12 months.

Activity 1 \*

Activity Type  
Select One ▼

Starts on  
Starts on

Ends on  
Ends on

Short Description ⓘ

Expected revenue ⓘ  
Revenue

- a** From the drop-down menu, please select your:
  - Industry, Form of organization, Number of employees, Primary Business Model , Annual revenue, Sales Coverage
- b** Tell us more about your business and marketing strategy by entering:
  - Your customer mix, what % of your revenue is generated from large accounts, mid-market or small businesses
  - Your annual revenue mix by technology category
- c** Select which other vendors you are currently working with
- d** Enter the names of your Distributors
- e** Share your business opportunities
  - Tell us how HPE may support the plans you have to develop your business in the coming year

## 4. Complete Partnership Application – upload your legal documents

Your partnership with HPE cannot proceed without uploading the necessary legal documents for HPE compliance processes.

- a Check out the list of the necessary legal documents that need to be uploaded (note they may vary by country)
- b Click the Upload button to submit the documents.  
The documents need to be in .zip format and zip files must not exceed a maximum size of 10 MB.
- c Please read the “Privacy regarding data usage” statement and check the box to show your agreement
- d Click “Next” to proceed to the next step

The screenshot displays the 'Partner Ready Portal' for Hewlett Packard Enterprise. The user is logged in as 'John doe (Ame Computers)'. The navigation bar shows the progress: 'Account creation' (completed), 'Partnership application' (current step), 'Agreement', and 'Next steps'. The main heading is 'Upload legal documents' (Step 2/2). Below this, there is a 'Frequently asked questions' section with a 'GET SUPPORT' button. A video player shows a woman smiling. The 'Legal documents' section lists required documents: Certificate of Registration - CUIT, Copy of constitution or statute and its changes, Copy of Power of attorney or a copy of the designation duly registered, and Invitation Letter. It also states that documents must be in .zip format and have a maximum size of 10 MB. There is an 'UPLOAD' button. The 'Privacy regarding data usage' section has a link to read the information and a checkbox for 'Yes, I agree'. At the bottom, there are 'PREVIOUS' and 'SUBMIT' buttons. Red callout letters a, b, c, and d are placed over the 'Legal documents' list, the 'UPLOAD' button, the 'Privacy regarding data usage' section, and the 'SUBMIT' button respectively.

---

# Please Note

If you are the Legal Representative for your company, you can continue with the legal process.

If you are not the Legal Representative, the appropriate person will receive details on how to finalise the enrolment process. Please [click here](#) to view the next steps.

# Complete Partnership Application

Once you click **SUBMIT**, a confirmation message will be sent to you to let you know that your partnership application has been received.

HPE will review your application and notify you of the next steps.

## Your application has been submitted



Thank you for your application to the HPE Partner Ready for Solution Providers.

### What happens next?

1. We have received your application for becoming a Service Provider.
2. Your appointed legal representative will now be sent an email notification asking them to login to the Partner Portal to review and accept the proposed partnership agreement.





# Accept agreement

- ① Review proposed Agreement
- ② Click Submit

# 1. Accept Agreement – review the agreement proposed by HPE

On this screen, you will be able to review the proposed partnership agreement from HPE

- a Carefully read the agreement text in the PDF document
- b Select the tickbox to agree to the terms and conditions
- c Click **SUBMIT**

Hewlett Packard Enterprise Partner Ready Portal John doe (Ame Computers) v

Account creation ✓ Partnership application ✓ Agreement Next steps

Review proposed agreement  
Complete legal compliance  
and finalize agreement

**Review proposed agreement**

[Frequently asked questions](#) [GET SUPPORT](#)

**Agreement**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

PDFData.pdf 1 / 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum luctus ex tellus, ut vehicula lectus interdum in. Etiam eu iaculis metus, eu egestas ex. Vivamus vestibulum dolor quis turpis molestie, ut vehicula odio mattis. Morbi imperdiet ultrices tellus, sit amet laoreet diam ullamcorper eget. Pellentesque sed nunc erat. Aenean semper non libero in elementum. Vestibulum a semper ipsum. Maecenas sollicitudin massa urna. Nunc vel suscipit elit. Pellentesque nec nisi volutpat, pretium sem eget, sagittis est.

Etiam eleifend fringilla felis, vel sodales sem eleifend in. Fusce sed convallis arcu, id finibus sapien. Aliquam ullamcorper scelerisque sem, sed tempor metus aliquam ut. Aenean eget vehicula ex. Nam iaculis varius tortor, eu scelerisque leo ultricies et. Aliquam tempor id mi quis volutpat. Nam iaculis fermentum diam vel consequat. Suspendisse et eros vel nunc lacinia tincidunt. Sed hendrerit odio neque, a dapibus dui porta vitae. Duis sit amet euismod ante. Quisque egestas, est lobortis condimentum convallis, tellus justo faucibus enim, ac fringilla leo mauris convallis nunc. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Maecenas eros purus, tincidunt eu metus vehicula, sodales tempus neque.

Nunc vehicula, urna eget efficitur luctus, dui metus pharetra purus, condimentum posuere tellus felis eu lacus. Mauris semper lacus nec auctor consequat. Nunc eu sem nec urna dapibus volutpat. Nam felis mauris, placerat vitae posuere et, egestas id libero. Aenean mattis enim in congue finibus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam rhoncus sit amet dolor a feugiat. Proin suscipit semper diam, at condimentum urna congue at. Integer ut sagittis massa. Curabitur elementum accumsan velit, lobortis hendrerit lorem aliquam ut. Donec ut justo ut augue fermentum arcu. Nulla eam nibh aliquet in mollis et vehicula sit amet diam. Quisque pharetra erat urna id laoreet. Praesent aliquet magna felis.

☐ Yes, I agree

**CANCEL** **C** **SUBMIT**



# Complete DDQ Survey

- ① Answer the Due Diligence Questionnaire (DDQ)

## 2. Accept Agreement – complete the legal compliance check

- Receive email from HPE email domain [XXX@hpe.com] with the subject “IMPORTANT - Complete the Hewlett Packard Enterprise Compliance Program Due Diligence Questionnaire”.
- Click the link provided in the email and enter your User ID and password.
- Complete the questionnaire and click on, “Submit”.



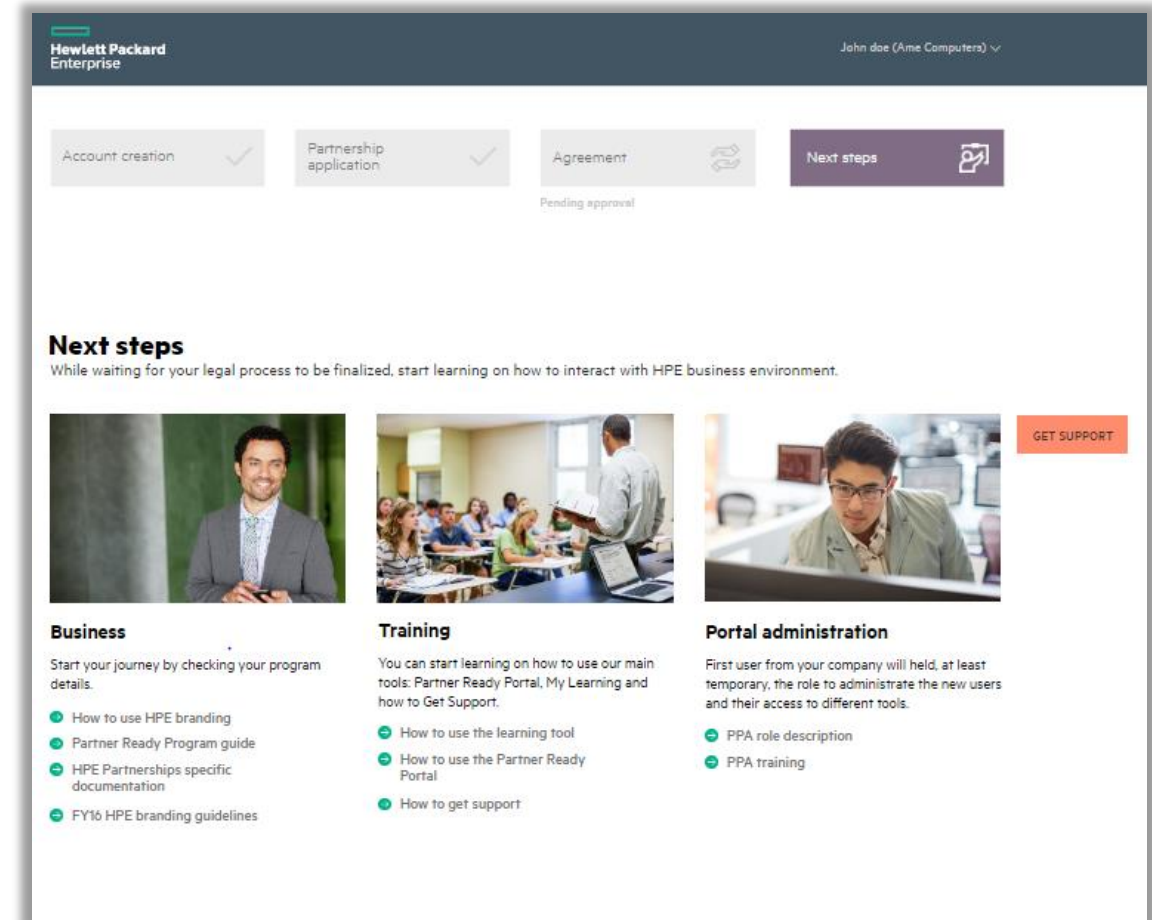
# Get Started

- 1 Wait for approval
- 2 Full access to Partner Ready Portal

# 1. Next Steps – wait for full approval

While waiting for approval you can start learning how to make the most of partnering with HPE, by:

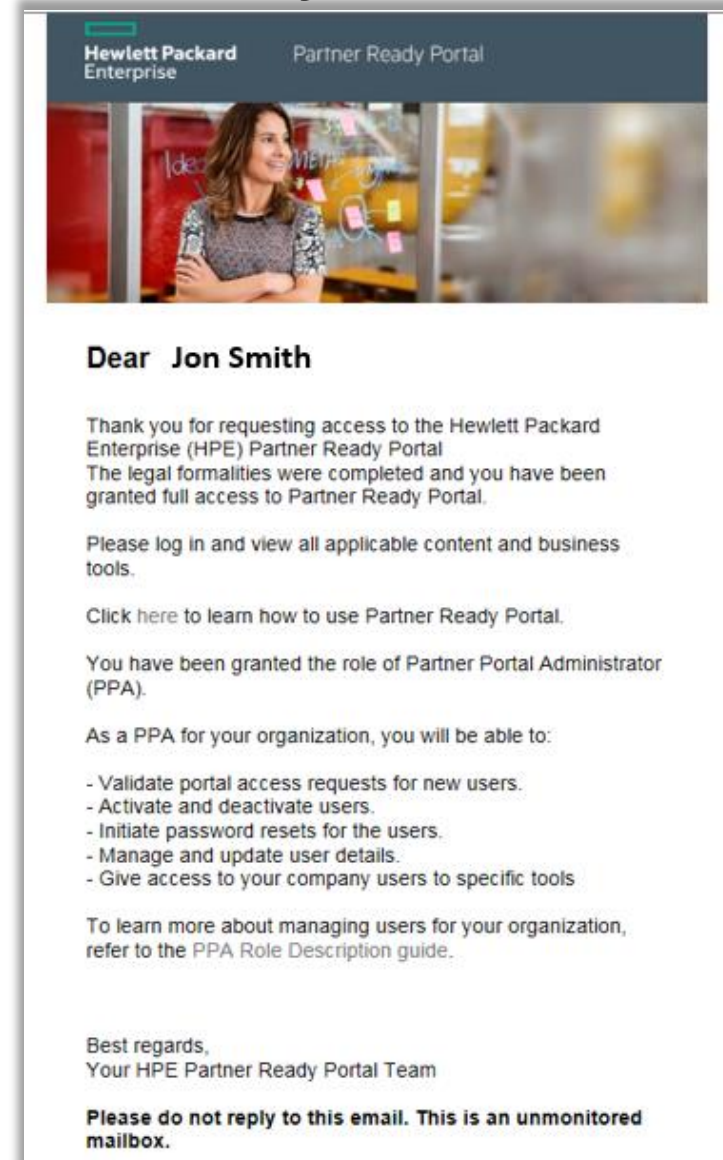
- Reading the **Business** information specific to your Partnership so that you can prepare for doing business with HPE
- Participating in **Training** with a range of sessions aligned to your business type and user profile
- And if you are the Partner Portal Administrator (PPA) for your organization, you may learn more about your roles and responsibilities





## 2. Next Steps – full access to the Partner Ready Portal

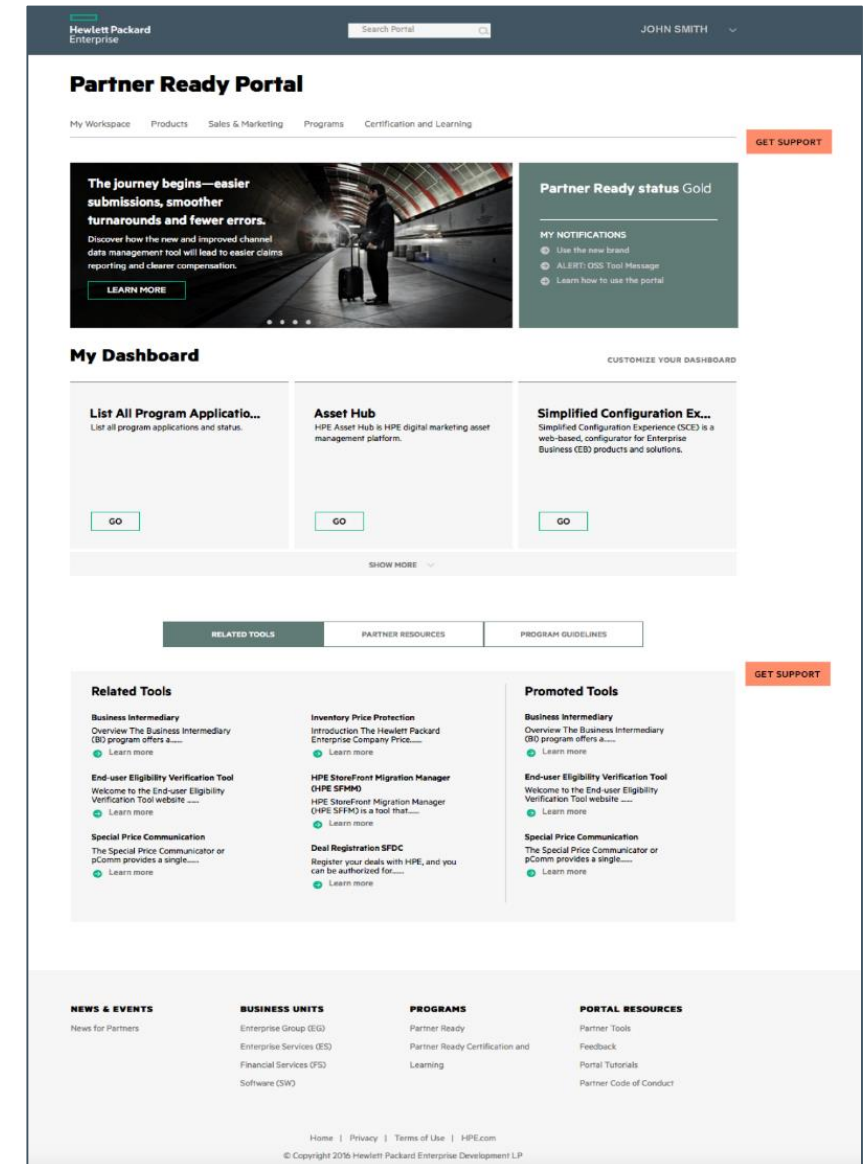
Once your partnership is approved, you will receive a notification to confirm your full access to the HPE Partner ecosystem via the Partner Ready Portal.



## 2. Next Steps – accessing the Partner Ready Portal

Here's an idea of what the Partner Ready Portal home page might look like when you first log in.

Please be aware that the home page looks different for each user as the information displayed is personalised and relevant to your individual profile.



# At a glance...the key features of your Partner Portal

## 1. Shortcut to the home page

Wherever you are on the Partner Ready Portal, just click on the HPE logo to return to your home page.

## 2. Mega-navigation menu

The task-based navigation delivers easy access to the content you need grouped under 5 main headings. Breadcrumbs above the navigation help identify where you are in the portal.

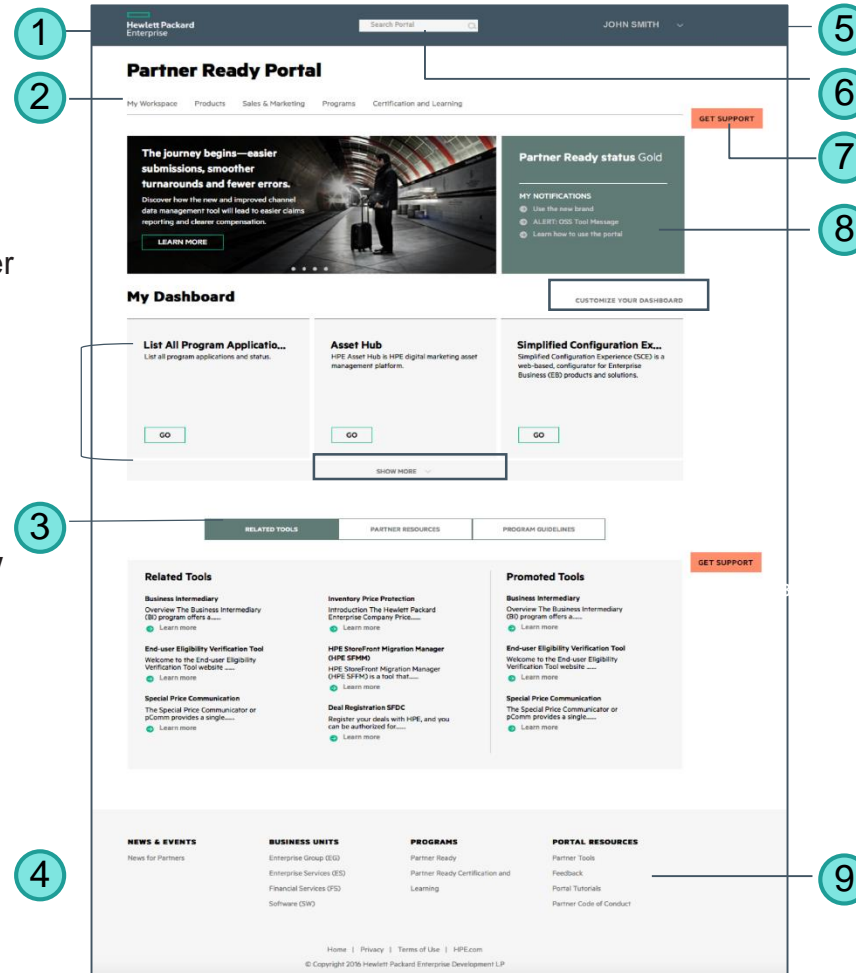
## 3. Customizable dashboards

Customize your dashboard for one-click access to the tools you use most. Click **Show More** to access all the business tools aligned to your partner type and partner status\*. Add, remove and arrange tools on the dashboard for the way you work.

## 4. Tools, Resources and Guidelines

Shortcuts to promoted Tools, Resources and Guidelines related to your profile and preferences.

\* Please contact your organization's Partner Portal Admin (see point 5) for more information about your eligibility.



## 5. Your account details and sign-out

Click on the drop-down arrow to sign out or to access your profile preferences. In preferences you can amend contact details, settings, reset your password or find your organization's local Partner Portal Admin (PPA).

## 6. Search bar

For quick, portal-wide search, use the search bar.

## 7. Contact HPE's Partner Support

Click the **Get Support** icon on the right-hand side of each page, including the login screen, to view a range of local support options and submit a support ticket.

## 8. Partner status and notification center

See alerts and notifications based on your profile and preferences.

## 9. Footer navigation

Shortcuts to News, Business Units, programs and Portal Resources. Click on Portal Tutorials for demo videos on how to use the Partner Ready Portal, visit Partner Tools to see a complete list of HPE business tools available to our partners.



**Hewlett Packard**  
Enterprise

**Thank you**