

Partner Program Enrollment User Guide July, 2010

Overview of Partner Tools

Program Enrollment

Partner Information

Additional Information

Banking Information

Terms and Conditions

Review and Submit

Access and Support

cisco

Partner Program Tools Platform Streamlined for Ease of Doing Business

Cisco offers partner program tools that enable partners to easily enroll, view performance reporting, and manage payments in simple steps.

Partner Program Enrollment (PPE) An integrated enrollment tool that displays all partner programs available for enrollment, based on eligibility.

Partner Program Intelligence (PPI) A reporting tool that enables viewing and management of performance across programs in which the partner participates.

Global EasyPay (GEP)

Contains scheduled and completed payments information at a summary and detailed level across the various programs in which the partner participates.

The tools are localized in languages including: Czech, English, French, German, Italian, Japanese, Korean, Polish, Portuguese, Russian, Simplified Chinese, Spanish (Latin America), Spanish, Thai, Turkish, and Vietnamese.



The Cisco Partner Program Enrollment (PPE) tool allows partners to enroll in and track multiple partner programs, all in a single consolidated tool.

- 1. Select Create Enrollment to enroll in new program
- 2. Search for previous enrollments. Those enrollments, along with th newly created enrollment will appear in the Enrollments sectio
- 3. Search to locate enrollments in specific theatres or application status
- 4. Ability to update Profile, Access and Proxy information
- 5. Ability to Change Preferred Language

It is recommended you access PPE through My Cisco.

To login directly, go to: www.cisco.com/go/ppe

Enrollment (F	PPE)				
Start and Select a Program	Enter Contact Details	Enter Additional Informa- tion	Accept Terms and Condition	Enter Banking Informa- tion	Review and Submit

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The enrollment tool displays all partner programs available for enrollment, based on eligibility.

It is a secure portal that offers a comprehensive list of eligible and potential partner programs and provides the ability to enroll into any eligible program.

The enrollment tool provides:

- The ability to track status of enrollments
- A consolidated report of program enrollments
- The ability to view, accept, and download program terms and conditions
- A simple way to submit an enrollment application

 Seamless navigation to other areas of partner interest such as Certification and Specialization Application (CSApp) and Cisco Commerce Workspace (CCW).

Start and Select a Program	Enter Contact Details	Enter Additional Informa- tion	Accept Terms and Condition	Enter Banking Informa- tion	Review and Submit
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PARTNER PR	OGRAM ENR	OLLMENT (PPE)			
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Partners will see programs grouped by behavior. EG: driving advanced technologies, seeking new business opportunities, delivering solutions, and upgrading the installed base.

Upon selecting a program, a popup screen will appear prompting the user to select the appropriate geography.

Enr	ollment (F	PPE)				
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If the program a partner has selected includes a track, the partner will be prompted to select the track they wish to participate in.

Tracks allow partners to choose specific offerings that are available within a program.



PARTNER PROGRAM ENROLLMENT (PPE)



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Partner Program Enrollment (PPE) Six Easy Steps: Enter Contact Details

Capture partner enrollment information on the following tabs:

- A. Who Is Involved: Automatically populated with Partner contact information and CAM ID
- Additional Information: Provide additional documentation, if the program requires
- C. Terms and Conditions: Displays the T&C's associated to the program with a "click to accept"
- D. Banking Information: Capture necessary banking details, if the program requires
- E. Review & Approve: For non-auto approved programs, enables Cisco approval of the application

PPE simplifies data entry by pre populating company information based on the user's CCO ID, while allowing the partner to enter different contact information for the organization. Details are verified during the review and approval process.



Partner Program Enrollment (PPE) Six Easy Steps: Enter Additional Information

When required by the program, the enrollment tool has to ability to capture additional information from the partner. The Additional Information tab captures details about the program selected.

Partners can review the high level description of the program they are interested in, as well as what qualifying transactions exist under the program. Or seamlessly connect to the Channel Program Web page to discover more about the program.

In some cases, the Programs may require that partners consider the business model they are using and provide responses to a questionnaire. Partners may also download the business plan template, fill out the required information, and upload it once complete. Other templates may also be used.

Enrollment (PPE)					
Start and Select a Program	Enter Contact Details	Enter Additional Informa- tion	Accept Terms and Condition	Enter Banking Informa- tion	Review and Submit
Who is Involved Addition	onal Information	ns and Conditions Ba	nk Information Review	w and Approve	
Enter Enrollment Inform * Required Field	nation	This step is o depending on requireme	pptional program ents.		

Cisco Registered Partners are eligible to enroll in the Webex Commission Program. The WebEx Channel Sales Commission Program is designed to provide Partners with fee payments for net new revenue they bring to WebEx. Resulting sales contracts are between WebEx and the End User Customer and the Part not required to provide any post sale support. The types of fees and entitlement criteria are found in the Commission Program Guide located at: <u>Click here.</u>

Business Details

Cisco UC Specialization*	Advanced
Business Contact Information	
First Name*	Daniel
Last Name*	Lifshutz
Email*	dlifshutz@arrayasolutions
Phone*	610-684-8603
Authorized Signatory Information	
Name*	Daniel Lifshutz
Email*	dlifshutz@arrayasolutions
AR Contact Information	
First Name*	Roxanne
Last Name*	Felts
Phone*	610-684-8607

Partner Program Enrollment (PPE) Six Easy Steps: Accept Terms and Conditions

The Terms and Conditions tab is a critical point in the application process. This is a partner's opportunity to review the terms and conditions required to participate in a program.

It is important to agree to the outlined terms in order to complete the enrollment process so the partner can reap the benefits of the program. Partners must scroll down the page and read the Terms and Conditions thoroughly prior to accepting. Links below the document also give the ability to quickly download and review all associated documentation.

Please note, partners must click the "Click Here to Sign" checkbox to accept the Terms and Conditions of the program.



Partner Program Enrollment (PPE) Six Easy Steps: Enter Banking Information

The Banking Information tab only applies to those programs that require this information for any potential payment from the program.

FOR ALL THEATERS EXCEPT CANADA

Enrollment (PPE) Start and Enter Enter Accept Enter Review Select a Contact Additional Terms Banking and Program Details Informaand Informa-Submit tion Condition tion

PARTNER PROGRAM ENROLLMENT (PPE)

Program Enrollment Home

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Who is Involved	Terms and	Conditions	Bank Information	Review and Submit	
Bank Information					
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Email Address: *					
Telephone number:	*				
Save Save and	Continue				

Partner Program Enrollment (PPE) Six Easy Steps: Enter Banking Information

The Banking Information tab only applies to those programs that require this information for any potential payment from the program.

FOR CANADA ONLY

Enrollment (PPE)						
Start and Select a Program	Start and Enter Ente Select a Contact Addi Program Details Infor tion		Accept Terms and Condition	Enter Banking Informa- tion	Review and Submit	
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Bank Name: * Wells Fargo Bank Bank Contact Name: * First Name: Last Name: Test Test Bank Business Address: 123 Montgomery Street		Last Name: Tester t	Bank Routing No:* Account No:* Account Holder Name:* Account Type:*	01123387 0534599999 Test Tester Checking	V	
Bank City: San Francisco Bank State/Province: California Bank Postal/Zip Code : 94104 Bank Country : Human Country Co			Tax ID / IBAN / Swift Code:*	330-01-3323		
Save Save and Continue		X				

Partner Program Enrollment (PPE) Six Easy Steps: Review and Submit

The Review and Approve tab is the last step in the enrollment process. At this stage, partners are almost ready to submit the application for approval.

Partners must review the enrollment request details. The Edit links make it easy to review and change information entered on previous tabs...no need to click the Back button in the browser.

Partners must click the "Submit Request" to complete the enrollment process.

Note, some programs are subject to auto-approval if eligibility requirements are met.

Enrollment (F	PPE)					
Start and Select a Program	Enter Contact Details	Enter Additional Informa- tion	Ac Ter and Co	cept ms d ndition	Enter Banking Informa- tion	Review and Submit
Who is Involved Addition Enrollment Summary Enrollment Information: ✓ Who is Involved: View	al Information Terms	and Conditions Bank	Information Commen Add a Con	Review and A	pprove	Partners will be notified via email once Cisco has approved the application.
 Additional Information: Terms and Conditions: Bank Information: <u>Vier</u> Submit Request Approver List 	View View Click "St start the If the success "Submix p	ubmit Request" to approval process submission is sful, you will see a ssion Confirmed" op-up box.	D 5. A	From: ppp@test.cc Sent: Friday, July 1 To: john@smith.co Subject: ABC Com Funds Core has bee Dear Cisco Partner, Your Partner Develop Company: ABC Con Partner Country: SW Program: Partner Dev Enrollment [d]; XXX Status: APPROVED Effective DATE: 31- Renewal Date:	2m 31, 2009 1:36 AM m pany Program enrollment ag en successfully approved for pment Funds Core Application npany ITZERLAND velopment Funds Core X JUL-09	oplication for Partner Development Enrollment ID: XXXX has been approved.
Approver Type	e Cisi	COID	Decisio	Sincerely,		
Program Manage	r <u>stco</u>	nnor	Approve	 The Cisco Channel P Welcome to the prog 	rogram Team ram!	

Channel Tools Three Ways to Gain Access

A partner profile, user name and password are required to login to PPP tools.

VIA MY CISCO: This is the recommended way to access the Cisco tools you use most.

www.cisco.com/go/mycisco

VIA PARTNER CENTRAL: Partners may also access tools on Partner Central at: www.cisco.com/go/partners

1. Enter CCO login and password

2. Click Get Partner Support/ Tools Index

VIA PARTNER CENTRAL: Partners may also access tools directly at the following url's: www.cisco.com/go/ppe www.cisco.com/go/ppi www.cisco.com/go/gep



Partner Self Service Managing Your Company Information

Partners may manage their access to Cisco tools through Partner Self Service (PSS) at the following link: <u>www.cisco.com/go/pss</u>

The partner administrator for Cisco tools must use their CCO ID and Password to access and perform the following tasks:

- Update My Profile
- Manage My Access
- Update Company Data
- Update Company Contacts Access
- Manage Certification and/or Specialization
- Reports
- Manage Access to Cisco Services
- Manage My Association



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Partner Self Service Managing Your Access

Partners may manage their access from "My Access" tab where they can view the list of tools they currently have access. In this page, they may also request additional access by clicking the "Request Additional Access" link.

The Partner Administrator may click on the "Company Access" tab and administer access to other employees of their company.

cisco			
Solutions Products & Services	Ordering Support	Training & Events Partner Cen	tral
Partner Central			
My Access Company Access	The tool default the Partner A Access" tab to a	s to "My Access" tab – if the Idmin, they may choose "C administer access to other e	e partner is ompany employees
🔄 View/Remove My Access			
For checkboxes that appear: Uncheck any items t	to remove access and click "Update."		
Tool	Access Level	Country / Country Groups	
Invitation Programs Application	Administrator	⊘ USA	
Certification and Specialization Application (CSApp)	Administrator	∠ USA	
Partner Access onLine (PAL)	User	V USA	Partner Self Service access
	Administrator	☑ USA	to the Enrollment tool
Partner Self Service (PSS)	Administrator	✓ USA	Portage Dragram View appage
Partner Program View	Administrator	⊻ USA	automatically provides access
Channel Partner Tools 🖬	Cisco.com Partner Level Access	Automatic access granted from comp	
Reset Update			
E Request Additional Access			
	If additional acc	ess is required, the partner clicking this link.	may request by

Partner Self Service Requesting Additional Access

Partners may request additional access to tools they currently do not already have access. PSS provides a drop down menu listing all the tools available to the partner. Any partner employee can choose any of the tools listed and click "Submit." The company's Partner Administrator will receive a notification for approval.

The partner may also request access for a particular country group. The company's Partner Administrator will have to approve the territory access.

> abab cisco

Solutions

Name

elect One



My Cisco Centralizing Access to Tools You Use

Centralized access to your Cisco information, My Cisco offers more flexibility, new features, and customization to help accelerate your productivity.

BENEFITS

Increase productivity through business dashboard view Create a personalized experience Focus on critical business information One-click access to the source systems that populate each module Localized in 17 languages

ACCESS

Access My Cisco workspace at: www.cisco.com/go/mycisco

First visit:

Log in with your CCO ID Build your workspace and/or pulldown by adding modules from the catalog For some modules, Partner Admin must select partner organization from a drop down to get data

NOTE: Use the "Submit Feedback" link for additional questions or troubleshooting. Your query will be directed to the correct support team.

CATALOGUE:

The single source of modules that can be added to your workspace and/or pulldown

AVAILABLE MODULES:

Added Devices **Available Promotions** Bookmarks **Certifications & Specializations** Cisco Support Community(NetPro) **Collaboration Spaces Company Contacts Customer Satisfaction** Deals & Quotes **Discounts & Rebates (PPI)** Partner Event Calendar Partner News **Program Enrollment (PPE)** RSS Reader – Cisco Notification RSS Reader – News@Cisco **Recent Service Requests Recently Used Products** Share Desktop Software Alert **Support Notifications** Training



Support How to Contact Support for Additional Help

How to contact Support?

To contact the Cisco Partner Relationship Team (PRT), the partner must dial the local # as listed here.

Select option 1 (to go to the traditional menu).

Then select 2, then 1 to reach the Cisco Partner Relationship Team (PRT).

NOTE: For English language, PRT Support is 24 x 6, based on the Theater schedules on this page.

<u>US and Canada</u> - M-F 5:00 a.m. - 6:00 p.m. PST (Supported Languages: English)

1 800 553 NETS (1-800-553-6387) 1 800 GO CISCO

<u>Asia Pacific</u> - M-F 9:00 a.m. - 7:30 p.m. AEDT (Supported Languages: English, Korean, Japanese, & Mandarin)

International Number from other countries: +61 2 8446 7466 Australia: 1-800-612452 China: 10-800-712-1728 (Not applicable for cell phones) India: 000 800 440 1367 Japan: 006633 132537 Korea: 00798-14-800-7254 New Zealand: 0800-449882

<u>Europe</u> - M-F 8:00 a.m. - 6:00 p.m. GMT (Supported Languages: English, French, & Spanish)

Toll Free: +32 (0)800 9 42 42 Germany +800 9999 0522 France 0800 770 400 Italy 800 787 854 Austria +800 9999 0522 Switzerland +41 (0)1 878 92 00 or +41 (0)31 998 50 50 or +41 (0)22 999 92 00 Spain 900 997 154 United Kingdom 0800 404 7778 Belgium 0800 94242 Netherlands 0800 0200 791

Support How to Contact Support for Additional Help

The Related Tools & Links in the Partner Program tools enable partners to access a number of Partner Applications, including Partner Central where you can find documents listing most frequently asked questions and additional training.

Manage my Enrollments
Links to the Partner Program Enrollment tool: www.cisco.com/go/ppe
Manage my Company Info
Links to the Partner Self Service tool to manage site and contact information: www.cisco.com/go/pss
Manage my Cert/Spec
Links to the certifications and specialization management tool: www.clsce.com/go/csapp
Manage my Support Cases / Help / Support
Links to the tool support portal: <u>www.cisco.com/go/prt</u>
Manage My Service Metrics
Links to the Partner Metrics Central: www.disce.com/go/pmc
Manage my CSAT
Links to Partner Access onLine tool: www.cisco.com/go/pal
Manage my Programs
Links to Partner Program Intelligence tool: <u>www.cisco.com/go/ppi</u>
Manage my Payments
Links to Partner Program Intelligence tool: <u>www.cisco.com/go/gep</u>
Training / FAQs and Training
Links to Partner Program tools specific Frequently Asked Questions and Training
Online Collaboration Tool (OTC)
Links to a survey where you can rate the performance and provide feedback on the partne program tool

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