

User Guide





#### PARTNER PORTAL OVERVIEW

#### ONBOARDING

Registration / Log in and Manage Account / Homepage / Navigation / News and Events

<u>SALES</u>

#### PRODUCT CATALOG

PCSD Product Catalogue / DCG Product Catalogue / Solutions

PROFILE MANAGEMENT

DISTRIBUTORS / T1 RESELLERS

<u>PROGRAMS</u>

**MARKETING** 

<u>SUPPORT</u>



# Lenovo Partner Hub

## Partner Portal Overview

The Lenovo Partner Hub – our new global partner portal unravels new possibilities that empower you to do business with Lenovo seamlessly and enhance your profitability by providing

- Important and relevant information upfront enabling you to make timely decisions and take effective action
- Less time spent to perform activities
  by displaying information and tools clearly and intuitively
- Single access point to relevant tools and resources to empower you to become more self-sufficient and perform tasks faster with confidence
- Intelligent and personalized information that is most relevant to your role, geo and past history along with the next steps to help you take action



# Your experience with the Lenovo Partner Hub is personalized based on your partner type.

As a **Reseller**, getting your Lenovo products from a Distributor the portal will enable you to:



Access the **comprehensive**Lenovo **product catalogue** 



Track your sales performance with Lenovo



Understand how to sell Lenovo products and solutions



Access a library of Lenovo

marketing collaterals and tools
to help you upsell



Claim and track your

programs and rebates

As a **Distributor** or **a Reseller that can** get Lenovo products directly from Lenovo, the portal will also enable you to:



Access the Lenovo Product Ordering System (LPOS) and Order Visibility Portal (OVP) to place and track your order





# Overview

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

## Sales Manager

#### Key Responsibilities

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

#### Key Responsibilities

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



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

#### **User Needs**

- 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

#### Sales Representative





# Overview

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

### Marketing Manager

Admin

#### Key Responsibilities

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

#### Key Responsibilities

- Oversees company level performance, rebates and contract
- Manages system access and assign portal roles within

#### **User Needs**

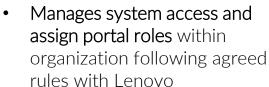
- **Locate** marketing assets that fits a specific marketing need
- **Browse** to understand all available resources
- Look for suggestions or recommendations on how to do marketing with Lenovo

#### **User Needs**

- 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











# Lenovo Partner Hub The new EMEA partner portal

**Onboarding Overview** 



#### 1 Registration

- Register your organization as new Lenovo Partner
- Register yourself as new user of the partner portal

#### 3 Admin

 View and manage colleagues, contracts and company information

#### 5 Navigation

- Navigate through Lenovo Partner Hub and search for relevant information
- Check how the key links and information is structured for you

## 2 Log in and Manage Account

- Log in to the partner portal
- Manage your portal account and password

#### 4 Homepage

- View different information on your personalized homepage
- Leverage the homepage to help you do business faster

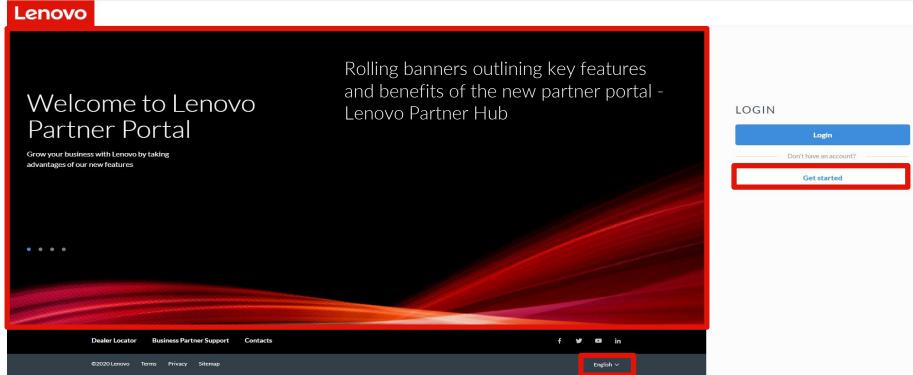
#### 6 News and Events

- View Lenovo News
- View Lenovo Events

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: <a href="https://www.lenovopartnerhub.com">www.lenovopartnerhub.com</a>





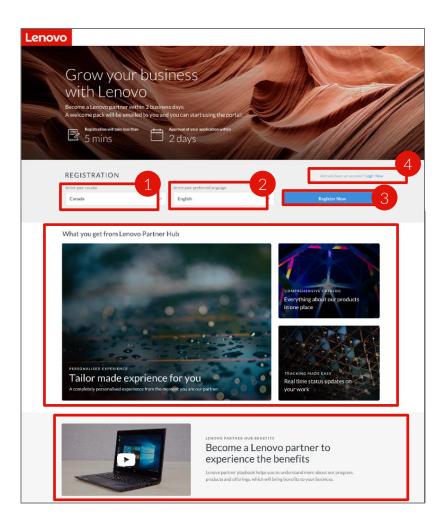
For users whose organization is not registered with Lenovo, Click the **Get** started button to initiate registration process

The login page is a public page. Users can change language of login page by selecting preferred language in the footer



# Initiate the Registration Process

This registration landing page will guide you to initiate your registration process. Follow the below steps to start your registration.



- Select your country from the dropdown menu
- 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.
- O3 Click Register Now to initiate the registration process
- Or click **Login Now** if you already have an account

#### **GREAT NEW FEATURES**

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

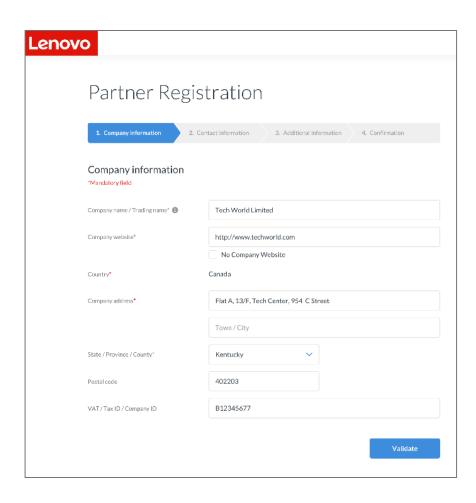




Step 2: Provide Contact Information Step 3: Provide Additional Information

Step 4: Review and

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.



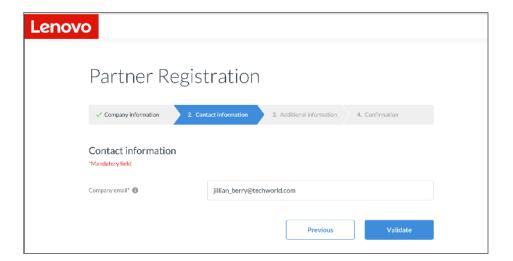
**Step 1:** Provide Company Information



Step 3: Provide Additional Information

Step 4: Review and confirm

As the second step, provide your personal contact information



Enter your company email address

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

#### **GREAT NEW FEATURES**

After you provide your email address, the portal will validate if you are an existing user and guide you to provide missing information



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



Step 1: Provide Company Information Step 2: Provide Contact Information

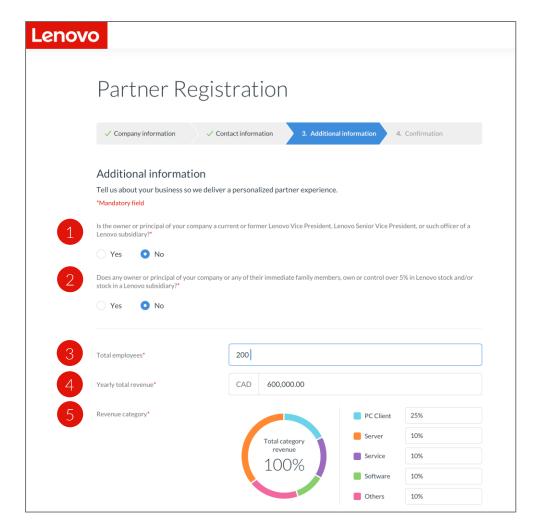
Step 3: Provide Additional Information

Step 4: Review and confirm

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

O1 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

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

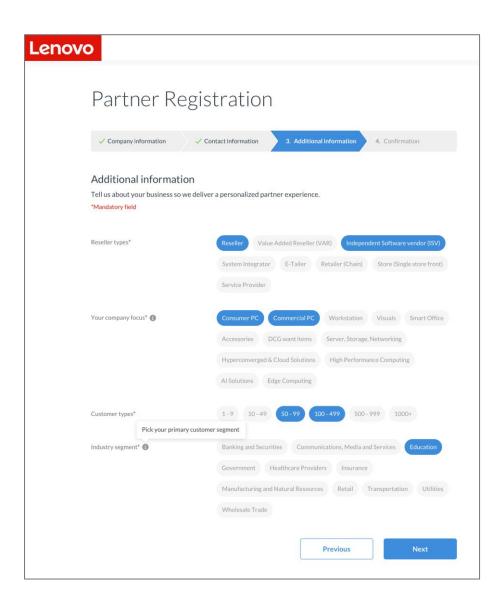


**Step 1:** Provide Company Information

Step 2: Provide Contact Information

Step 3: Provide Additional Information Step 4: Review and confirm

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



- 06 Reseller types
- O7 Your company focus
- 08 Customer types
- 09 Industry segment

#### **GREAT NEW FEATURES**

Additional information about your company will help us in delivering a more personalized experience for you



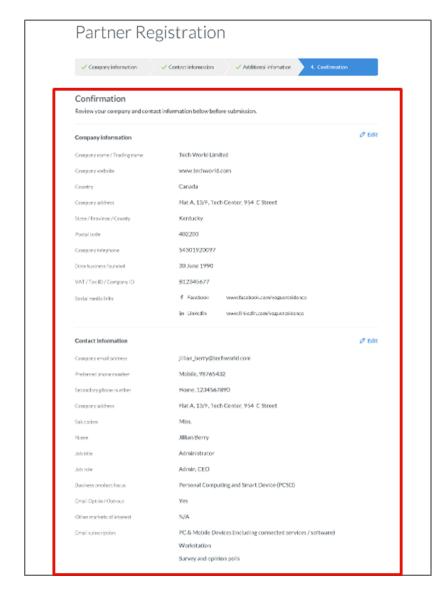
**Step 1:** Provide Company Information

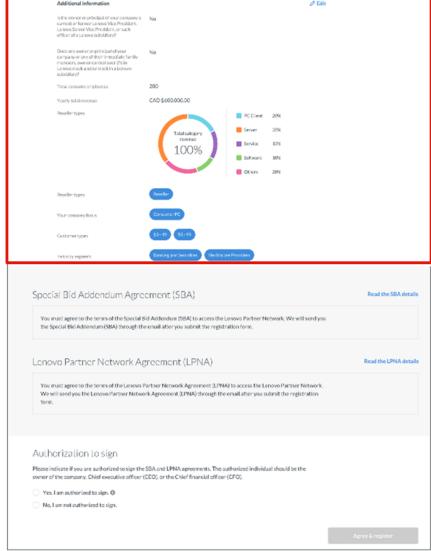
Step 2: Provide Contact Information

Step 3: Provide Additional Information

Step 4: Review and confirm

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











Step 3: Provide Additional Information

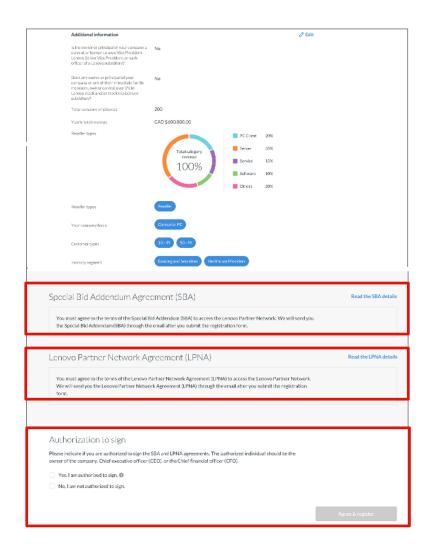
Step 4: Review and confirm

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)



- Review the details of Special Bid Addendum Agreement (SBA)
- Review the details of Lenovo Partner Network Agreement (LPNA)
- Indicate whether you are authorized to sign the agreements



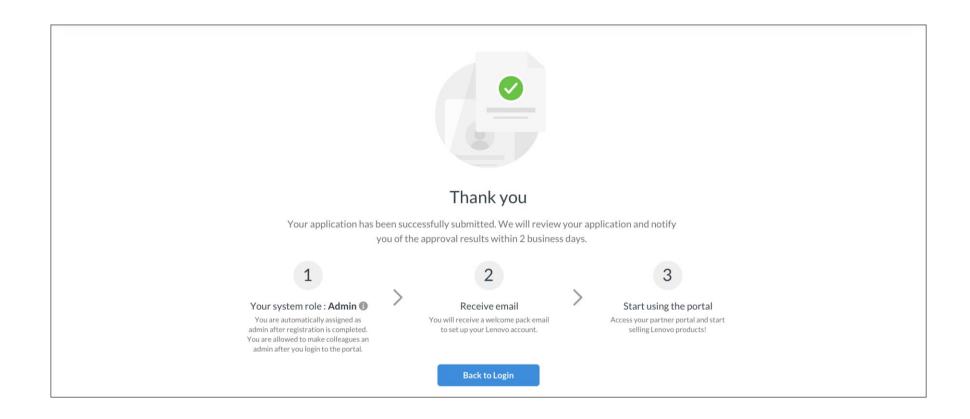
Step 1: Provide
Company Information

Step 2: Provide Contact

Step 3: Provide Additional Information

Step 4: Review and confirm

- 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





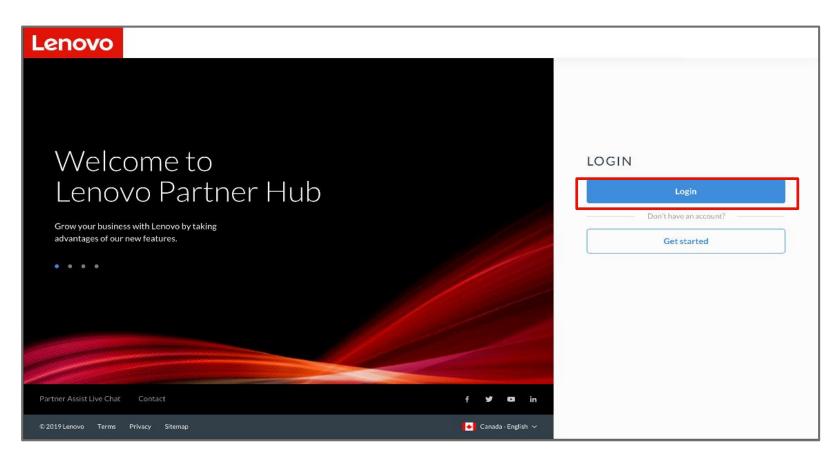
**Note**: Please note that the application will be processed only after the Special Bid Addendum (SBA) and the Lenovo Partner Network Agreement (LPNA) is accepted by the authorized individual indicated in the previous step

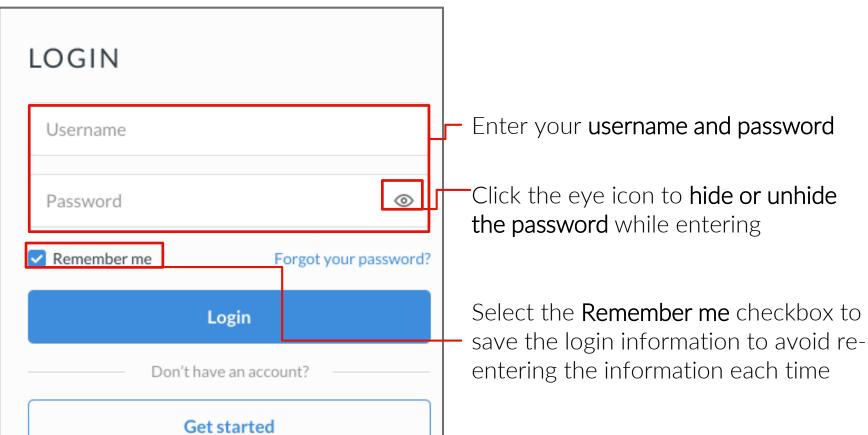


#### Access

Access the portal www.lenovopartnerhub.com

A simple Login page to welcome our partners on the new partner portal .







#### Access

After you receive the welcome email on your registered email address with credentials and login instructions, you can log in the portal; access the portal www.lenovopartnerhub.com

The welcome email that you will receive will include the following information:

1

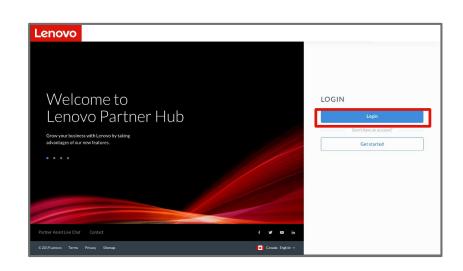
Login credentials and instructions on how to reset your password

2

A playbook for you to get onboard quickly

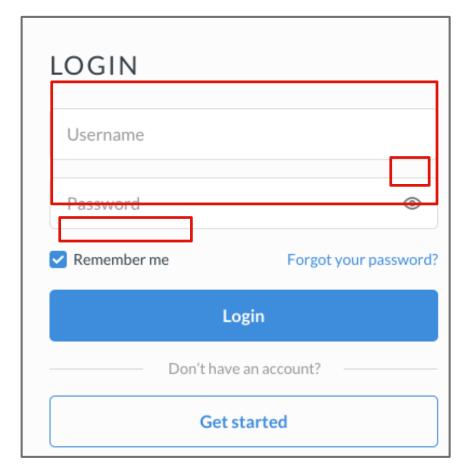
Note: If you have any issues while accessing the portal for the first time, our Business Partner Support will help you.

A simple Login page to welcome our partners on the new partner portal.



Enter your username and password

Click the eye icon to hide or unhide the password while entering

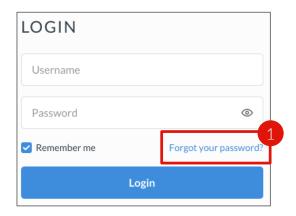


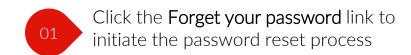
Select the **Remember me** checkbox to save the login information to avoid reentering the information each time



# Instructions to Reset Your Password

If you forget your password, the portal will guide you to reset your password within a few minutes







- Enter the registered email id
- Enter the **Text**Verification characters
- Click the Continue button



- Once the email id is verified, enter the new password twice
- Click the Reset button



# Homepage Overview

Let's understand more about the personalized Homepage on the new global partner portal

The Homepage is the first page you see every time you log in the portal. It is personalized for you based on the information you provided during your registration process, and is intended to help you prioritize actions that need your immediate attention.

#### **COMMON FEATURES**

- 1 New user onboarding tour
- 2 Quick links
- 3 Announcements & events
- 4 Promotions

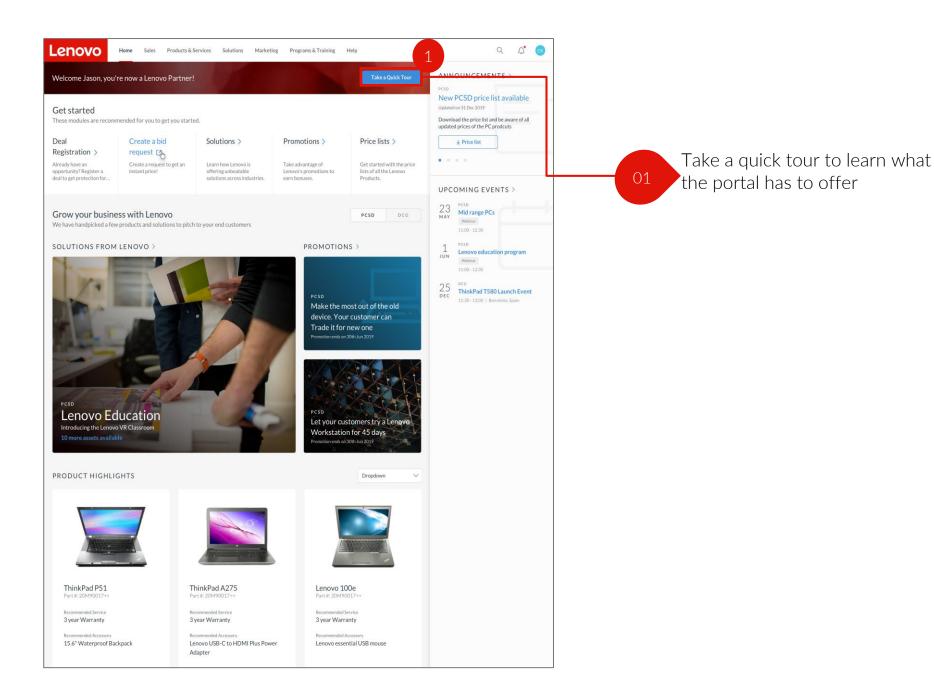
5 Product highlights





# New User Homepage

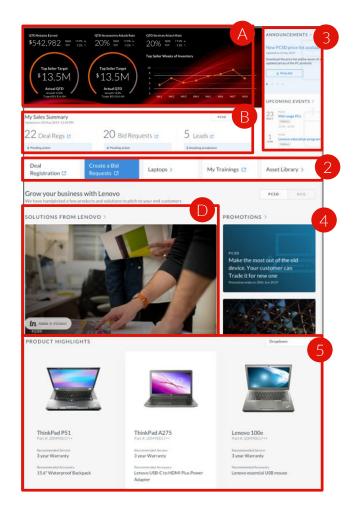
After your registration is approved and you login to the new partner portal, you will see the newly designed user Homepage



# Sales Representative Homepage

A Sales Representative will see the following information on his/her Homepage

- 02 Quick Links
- Announcements and Events
- 04 <u>Promotions</u>
- 05 <u>Product Highlights</u>



- Sales Performance
  Dashboard
- My Sales Summary
- Solutions from Lenovo



**Note**: The Homepage shown is a Reseller Sales Representative Homepage. The Distributor Sales Representative Homepage is similar with differences in the KPIs in the Sales Performance Dashboard. The KPIs are different for each roles and each Geo.



# Sales Performance Dashboard of Sales Representative

Let's understand more about the Sales Performance Dashboard for the Sales Representative

Sales Performance Dashboard is designed to help you track your performance with relevant Key Performance Indicators (KPIs):



#### **GREAT NEW FEATURES**

- You can view your sales performance summary on the Homepage
- The Key Performance Indicators (KPIs) are updated periodically to reflect your sales performance



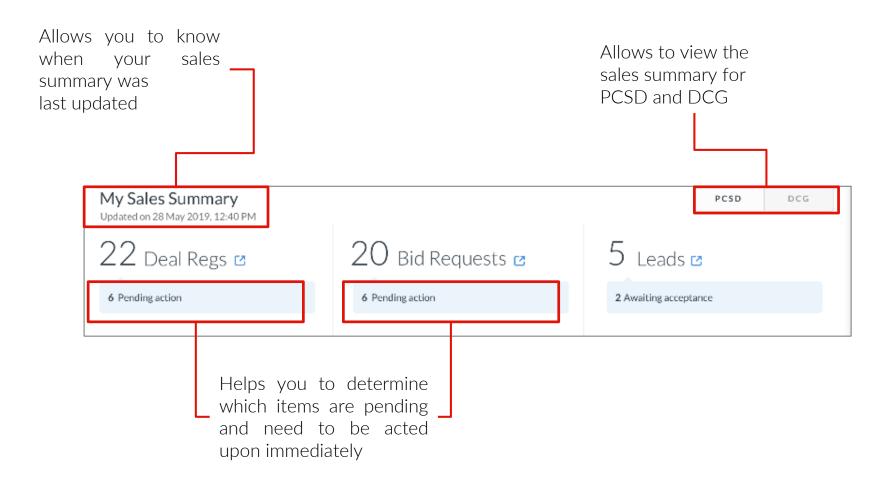
**Note**: screenshots shown here are indicative, please refer to the portal for your own personalized dashboard



# My Sales Summary for Sales Representative

Let's understand more about My Sales Summary for the Sales Representative

Provides you with an overview of your sales tasks and pending actions to ensure their timely completion



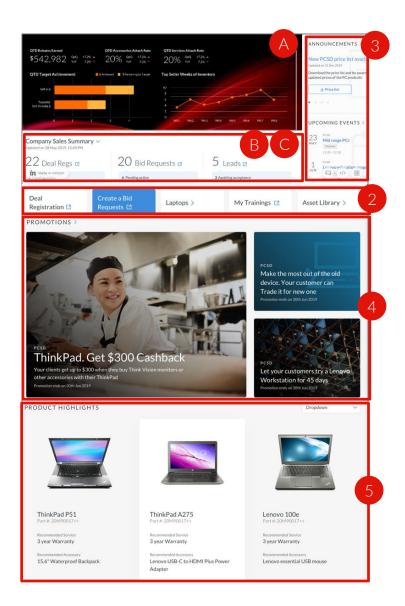


**Note**: Leads Summary is visible to eligible partner and resellers only e.g. Leads summary may be visible to Gold and Platinum Partners. It also depends on the eligibility criteria defined in each geo

# Sales Manager Homepage

A Sales Manager will see the following information on his/her Homepage

- 02 <u>Quick Links</u>
- Announcements and Events
- 04 <u>Promotions</u>
- 05 <u>Product Highlights</u>



- Sales Performance

  Dashboard
- B My Sales Summary
- C <u>Company Sales</u> <u>Summary</u>



Note: The Homepage shown is a Reseller Sales Manager Homepage. The Distributor Sales Manager Homepage is similar with differences in the KPIs in the Sales Performance Dashboard. The KPIs are different for each roles and each Geo. Access the portal for accurate information on the KPIs



# Sales Performance Dashboard of Sales Manager

Let's understand more about the Sales Performance Dashboard for the Sales Manager

Sales Performance Dashboard is designed to help you track your performance with relevant Key Performance Indicators (KPIs):



#### **GREAT NEW FEATURES**

- You can view your sales performance summary on the Homepage
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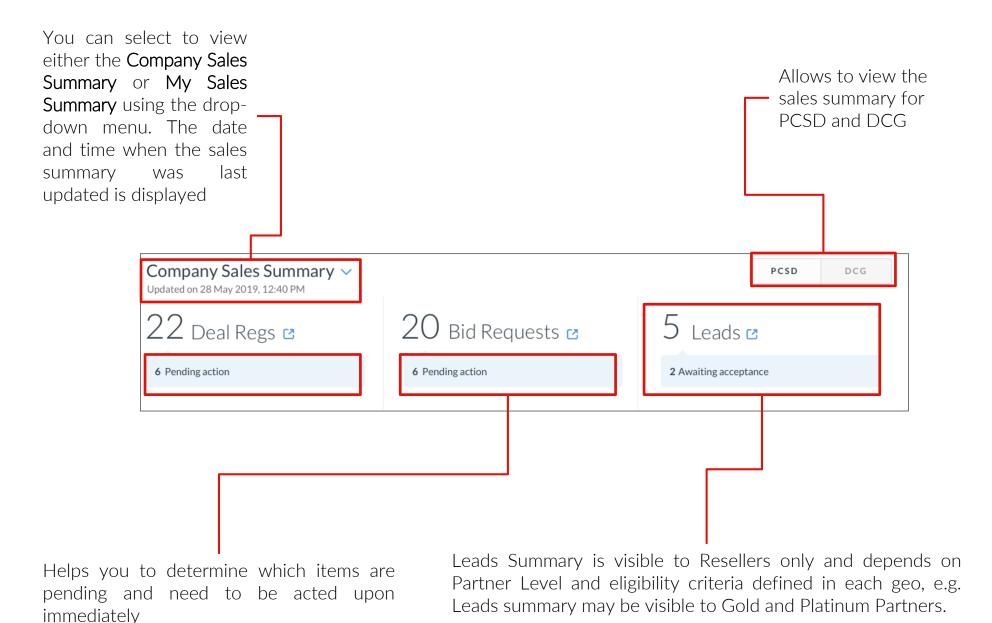


**Note**: screenshots shown here are indicative, please refer to the portal for your own personalized dashboard

# My and Company Sales Summary for Sales Manager

Let's understand more about My Sales Summary for the Sales Manager

Provides an overview of your/your company's sales tasks and pending actions to ensure their timely completion



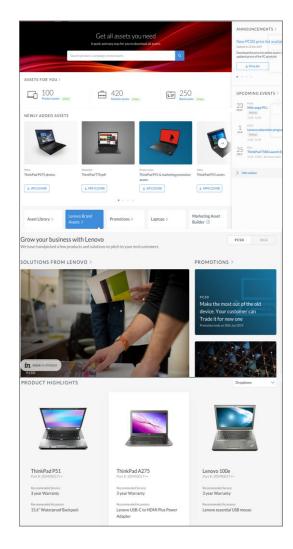
Lenovo



# Marketing Homepage

A Marketing professional will see the following information on his/her Homepage

- 02 Quick Links
- Announcements and Events
- 04 <u>Promotions</u>
- 05 <u>Product Highlights</u>



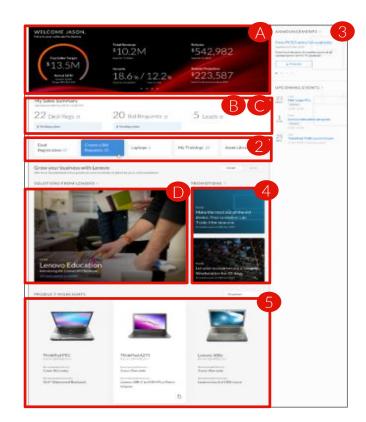
- Solutions from Lenovo
- Asset Search
- Assets For You
- G Newly Added Assets



# Admin Homepage

An Admin person will see the following information on his/her Homepage

- 02 Quick Links
- Announcements and Events
- 04 <u>Promotions</u>
- 05 <u>Product Highlights</u>



- A Sales Performance
- Dashboard

  My Sales Summary
- C Company Sales
- Summary
  Solutions from
  Lenovo

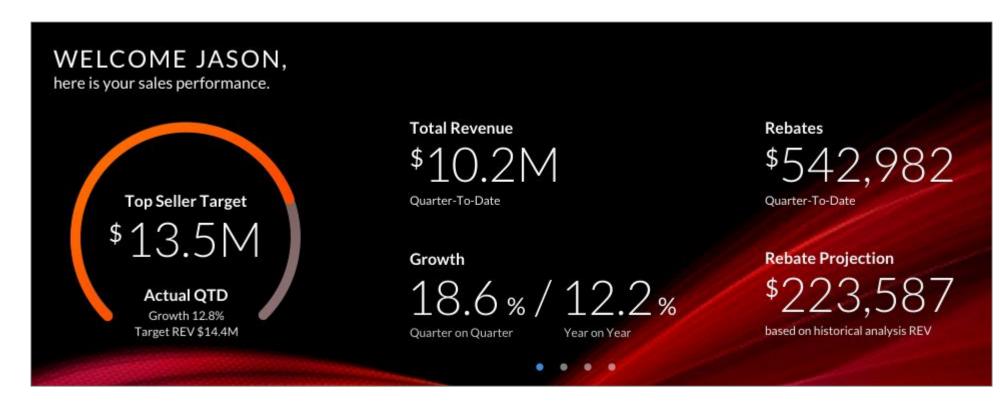


Note: The Homepage shown is a Reseller Admin Homepage. The Distributor Admin Homepage is similar with differences in the KPIs in the Sales Performance Dashboard. The KPIs are different for each roles and each Geo. Access the portal for accurate information on the KPIs

# Sales Performance Dashboard of Admin

Let's understand more about the Sales Performance Dashboard for the Admin

Sales Performance Dashboard is designed to help you track your performance with relevant Key Performance Indicators (KPIs):



#### **GREAT NEW FEATURES**

- You can view your sales performance summary on the Homepage
- The Key Performance Indicators (KPIs) are updated periodically to reflect your sales performance

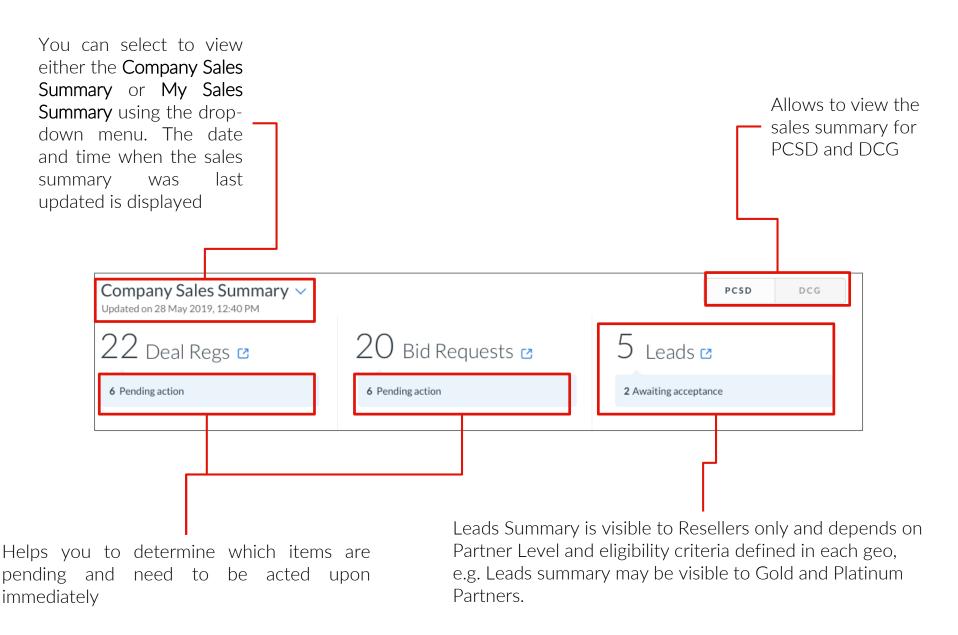


**Note**: screenshots shown here are indicative, please refer to the portal for your own personalized dashboard

# My and Company Sales Summary for Admin

Let's understand more about My Sales Summary for the Admin

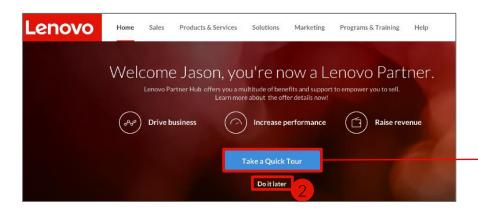
Provides an overview of your/your company's sales tasks and pending actions to ensure their timely completion



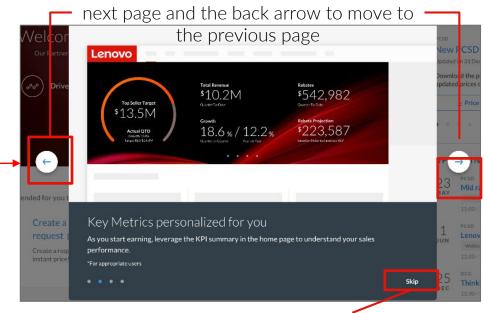


# **Onboarding Tour**

A quick onboarding tour will take you through the key benefits the portal offers, and help you get a quick start in using the portal



- O1 Click the **Take Quick Tour** button to start the tour
- O2 Click the **Do it later** button to skip the tour



Click the forward arrow to move to the

Click **Skip** to complete the tour later

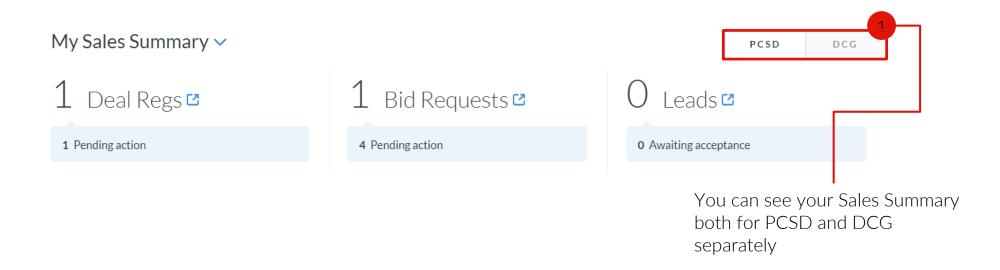


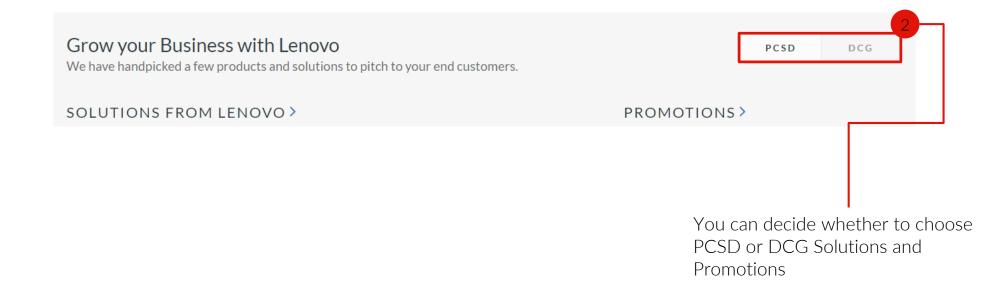


# Homepage toggles

#### Let's understand what they are and how they work

In the homepage you will find two toggles that will grant you the possibility to switch from PCSD to DCG and vice versa.





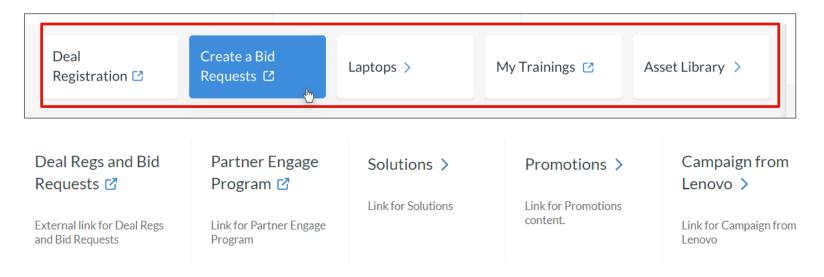


**Note**: The Homepage shows PCSD information by default. If you want to see DCG you can easily use the toggle.

# **Quick Links**

#### Let's understand more about Quick Links

Personalized list of links for your quick access based on your user behavior to save your time



#### **GREAT NEW FEATURES**

- The links that you use most frequently are displayed on the Homepage as quick links
- These quick links are updated every 30 days based on your behavior within the portal



# **Announcements and Upcoming Events**

#### Let's understand more about Announcements and Events

Keeps you updated and well-informed with latest announcements and events from Lenovo immediately when you log in

#### What types of announcements you will see?

Product release / update / withdrawal, new promotions, price list updates, Marketing, Campaigns, Programs, Trainings, Events, and so on

#### What types of events you will see?

Partner events or forums, summits, industry exhibitions or gathering and so on.

You can access the detailed announcement page to view the full list of announcements

#### **GREAT NEW FEATURES**

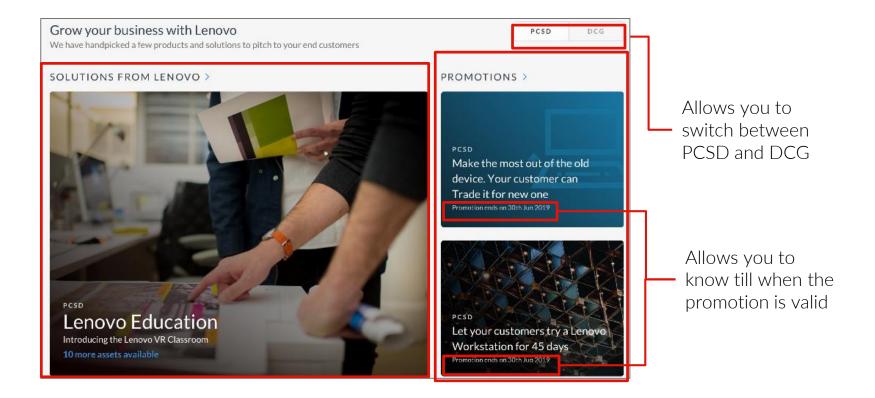
- You will see the top 5 announcements and events on your Homepage
- You can also check the full list of announcements and events in the Announcements and Lenovo Events pages respectively



### **Promotions and Solutions**

#### Let's understand more about Promotions and Solutions

Keeps you updated and well-informed timely with latest announcements and events from Lenovo immediately when you log in



#### **GREAT NEW FEATURES**

• The latest industry solutions are handpicked by Lenovo and have been successfully implemented to solve problems for end customers previously



**Note:** The latest three promotions added to the promotion listing page are reflected on your Homepage automatically

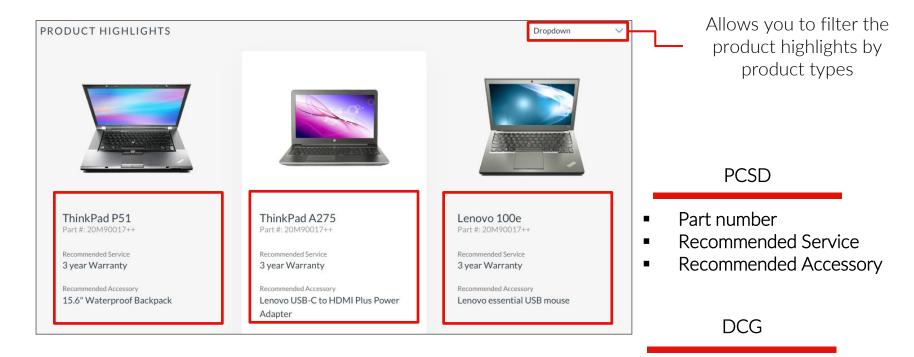


# **Product Highlights**

### Let's understand more about Product Highlights

Get up to speed with the latest and trending Lenovo products in your market to increase your chance of winning with end customers.

You can view key details of the trending products in your local market for both PCSD and DCG on the Homepage



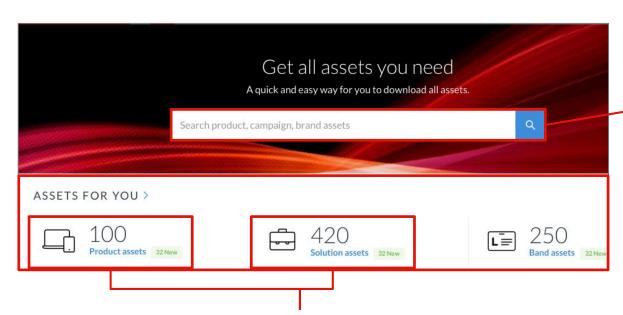
- Part Number
- Recommended Service



### Search For Assets

#### Let's understand more about Search For Assets and Assets For You

- Asset Search: Lenovo provides you with a library of ready-to-use marketing and solutioning assets that can be leveraged to tailor your marketing collaterals and empower your selling efforts. Easily find all assets you need with a single search
- Assets For You: Easily get access to the vast amount of collaterals, assets, and industry insights classified for you into three categories: Product assets, Solution assets, Brand assets



Enter the keyword in the search bar to search and download any asset that you need

Displays the number of assets available and also, highlights the number of new assets for each category

#### **GREAT NEW FEATURES**

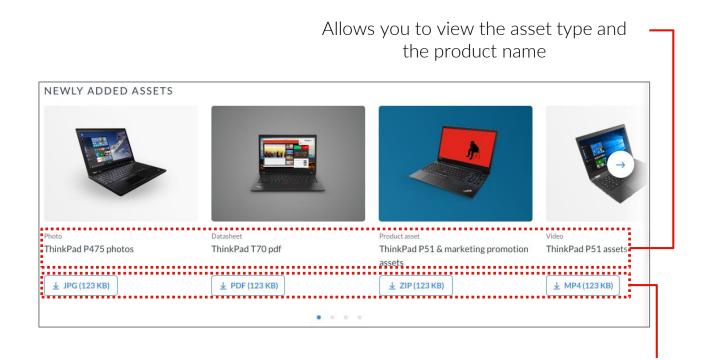
- You can now search and download assets directly from your Homepage
- You can also quickly access the product assets, solution assets and brand assets easily in Assets For You to easily find what you are looking for



## **Newly Added Assets**

#### Let's understand more about New Added Assets

Lenovo keeps adding new assets to its library to equip you to prepare engaging marketing materials to generate more demands



Allows you to view the file type and file size before downloading

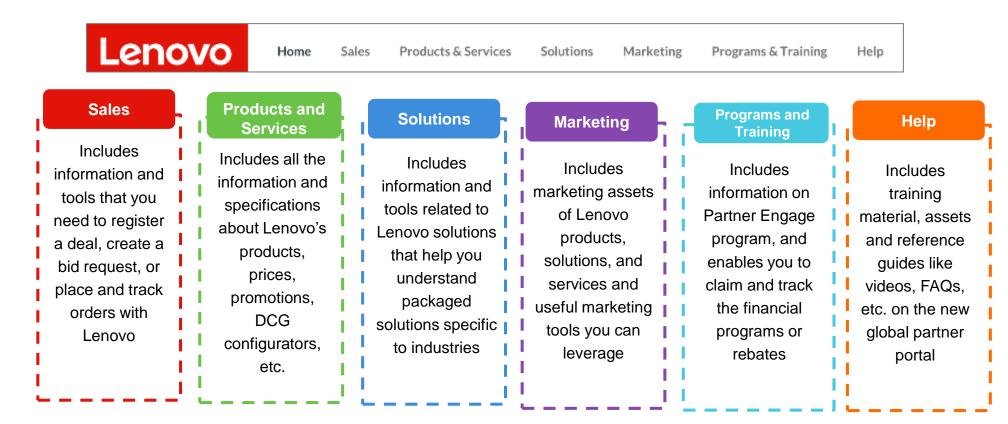
#### **GREAT NEW FEATURES**

 You can now get notified of and easily download the newly added assets such as photos, datasheets, promotion assets or videos directly on your Homepage



## Navigation Menu

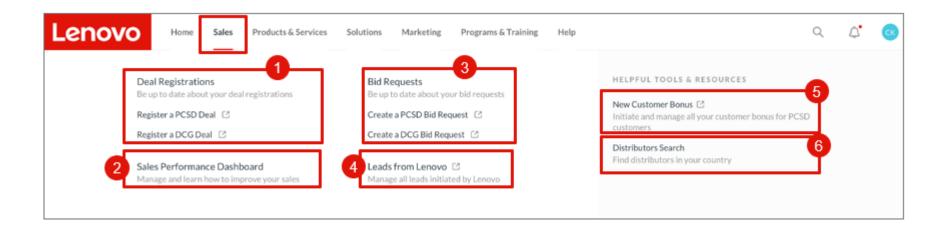
The most important information and links under the main menu items are displayed in a prioritized and structured manner. Other information and tools are grouped under Helpful Tools and Resources





# Navigation Menu - Sales

You can easily perform the below business activities under the Sales tab to help you sell more and grow your business

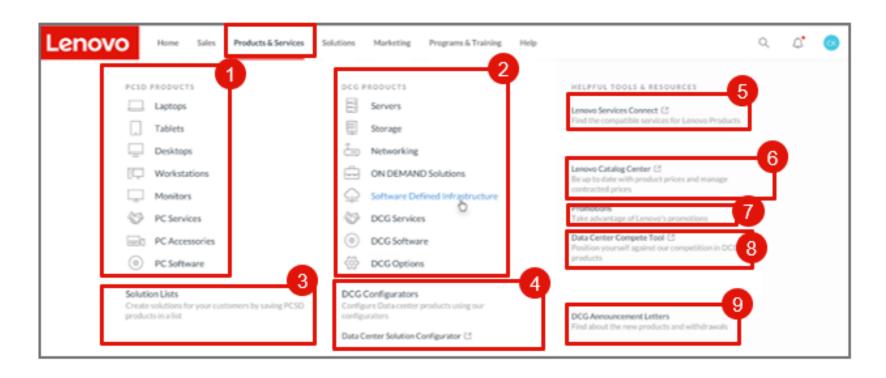


- 01 Register your deals
- Track your sales performance with personalized dashboard
- O3 Create bid requests
- If you are a Platinum or Gold partner, view the details on Leads from Lenovo.
- O5 Apply for New Customer Bonus
- O6 Search for Distributors



# Navigation Menu - Products and Services

Use the Products and Services tab to help you explore the wide range of Lenovo products, services and relevant tools to sell them more effectively

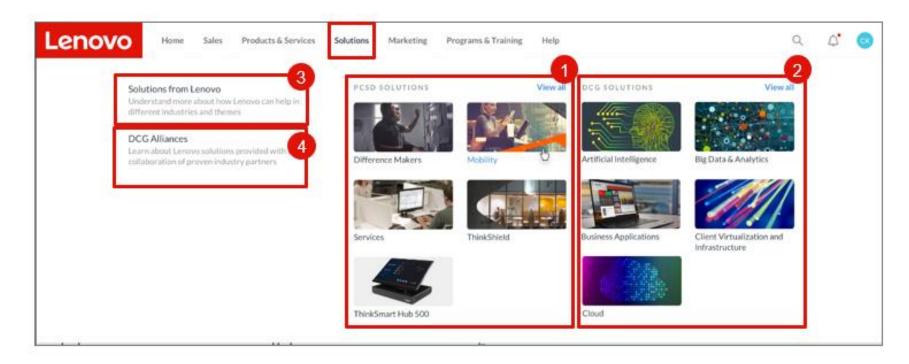


- O1 Check PCSD Product Catalog
- Check Lenovo Catalogue Center for product and contracted prices
- Check DCG Product Catalog
- 07 Leverage Lenovo promotions
- O3 Create your own Solutions Lists
- Stand out against Competitors for DCG products with Data Center Compare Tool
- Configure Data Center Products
- O9 Check DCG Announcement Letters
- Find Compatible Services for your Lenovo products



# Navigation Menu - Solutions

Leverage the resources under the Solutions tab to develop expertise of the Lenovo solutions

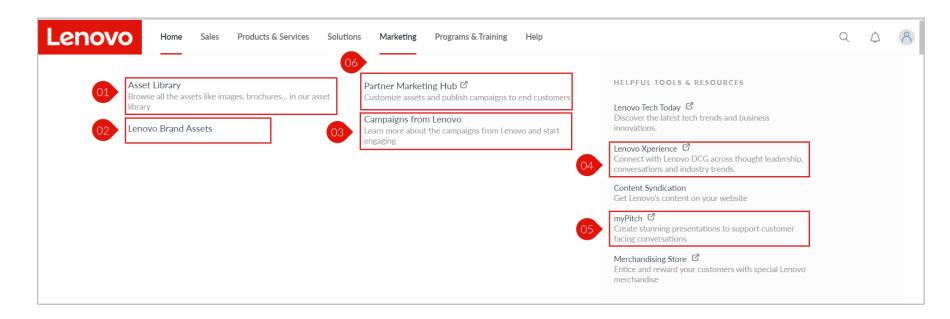


- View Solutions for Personal Computers and Smart Devices
- O2 View Solutions for Data Center products
- Leverage solutions information from Lenovo.
- Understand more about Data Center product alliances partners



# Navigation Menu - Marketing

The resources under the Marketing tab help to fuel your marketing engine with the vast amount of collaterals, assets, and industry insights

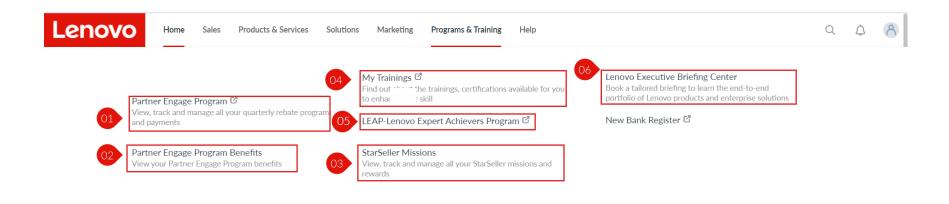


- 01 Browse Asset Library
- O2 Check Lenovo Brand Assets
- O3 Check Campaigns from Lenovo
- Use Lenovo Xperience to connect with Lenovo DCG
- O5 Create Presentations using myPitch
- Customize assets and publish campaigns with the Partner Marketing Hub

There are additional tools and resources, such as Lenovo Tech Today, Content Syndication and Merchandising Store

# Navigation Menu - Programs and Training

Check the Programs & Training tab to find the wide range of benefits that you enjoy as a Lenovo partner



- View your status, benefits, programs and rebates
- O2 View your Partner Engage Program benefits
- 03 View your StarSeller status and rewards
- Leverage the trainings and certifications available to enhance your skill
- 05 View and manage your points and rewards
- Learn about the end-to-end portfolio of Lenovo DCG products and solutions

# Navigation Menu - Help

Go to the Help tab to find support resources for any questions you may have on how to use the portal and/or how to do business with Lenovo



- Use Help Resources to understand the portal better
- Manage your requests regarding any inquiries
- Contact Lenovo Expert Technical Sales (LETS) Team to help manage DCG presales and requests

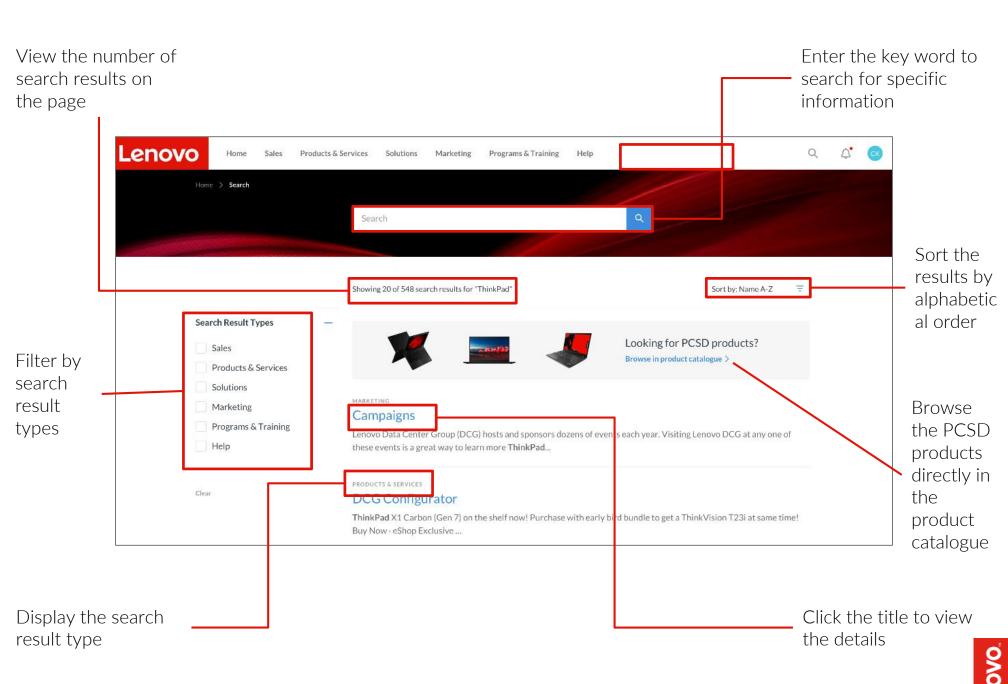


# Navigation Menu - Search Results

If you want to quickly search something in the portal, use the search bar on top of the navigation menu in any pages of the portal.

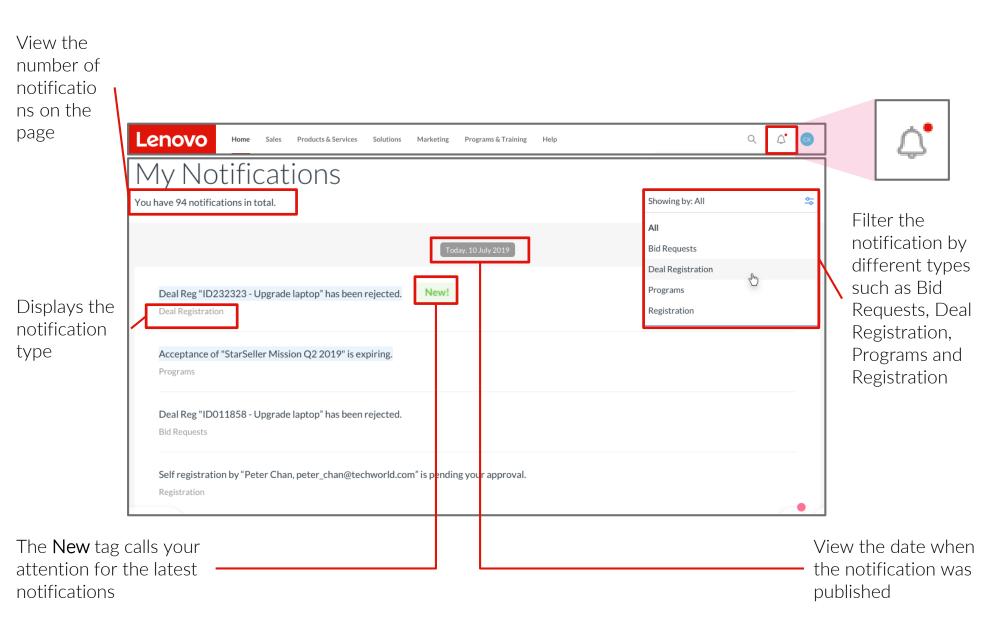
Displays the list of autocompleted suggestions for different categories when you type the keywords in the search bar

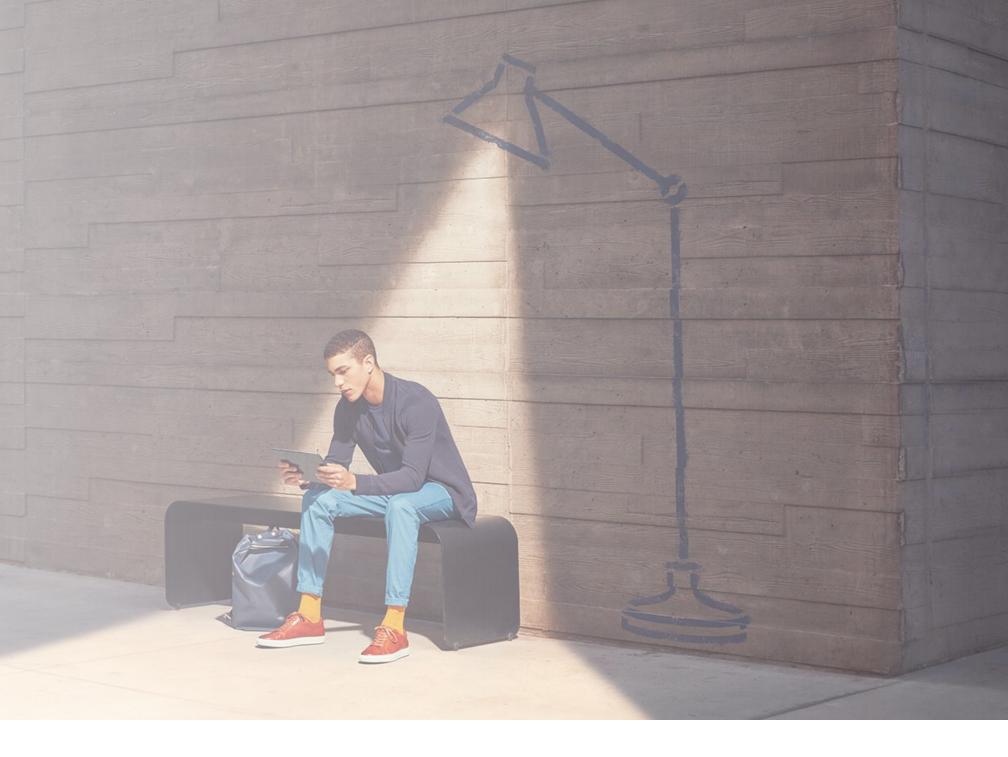
You can click Find all results to view all the search results



# Navigation Menu - Notifications

Access notifications by clicking the bell icon in the main navigation to keep informed on the status updates and important notifications from Lenovo





# Lenovo Partner Hub

### Sales Journey

- Sales Dashboards
- Manage your deal registrations
- Manage your bid requests



### Sales Overview

Below is a list of the key sales activities you can perform in the new global partner portal called Lenovo Partner Hub.

#### What are the key sales tasks you can perform on Lenovo Partner Hub?

- Manage and track your sales performance with Lenovo
- Manage and track the status of your Deal Registrations with Lenovo
- Manage and track the status of the Bid Requests you have with Lenovo
- Find distributors in your country
- Access other sales tools

#### Why do you need to register your deal with Lenovo?

- You can submit a Deal Registration to protect the opportunity you are working on with Lenovo
- Partners are strongly recommended to register opportunities at the earliest stage possible
- And you can easily convert a Deal Registration to a Bid Request

#### When do you need to create a bid request?

- You need to create a bid request to initiate the bidding process after you have selected products or designed customized solutions for your customers
- Lenovo will provide pricing for a bid created by you
- You will then receive an email with the pricing that you can take to a distributor so you can place your order.

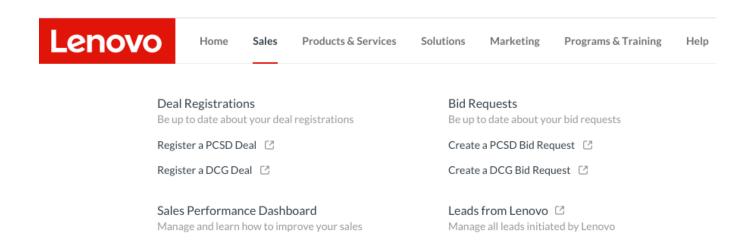
## Manage Your Sales Performance

Each portal user will have your own personalized dashboard based on your geography, partner type, and portal persona with your company's sales data.

You can easily view a summary of your sales performance in your homepage



You can also find a more detailed drill down of other sales performance KPIs from the navigation menu







Let's understand how you can manage deal registration process on the new portal.

#### How can you manage your deal registrations with the portal?

You have easy access to the Lenovo tool to register a new deal.

You also have a summary view of the status of all your existing deal registrations, prioritized for you in the order they need your attention to take action and convert to bid request where appropriate.

### There are two options for you to access your deal registrations:

#### 1. From the sales summary section of your Homepage

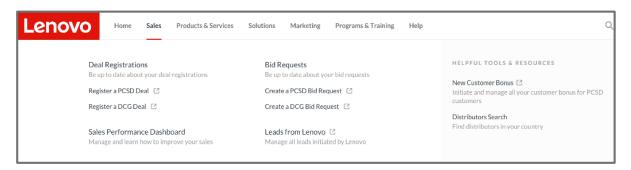


<sup>\*</sup>Applicable to the user roles of sales representative, sales manager and admin for both Distributors and Resellers



\*If you are a sales manager or admin in addition to your own sales summary, you can also view the sales summary of your company.

#### 2. Directly from the navigation menu

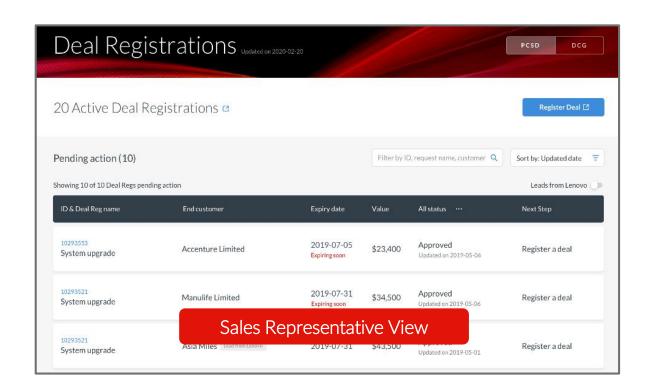


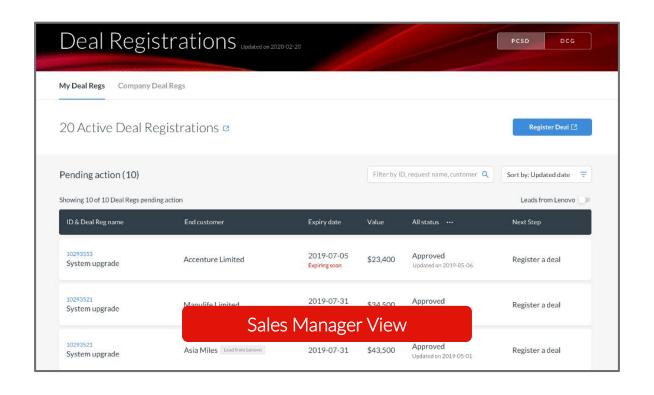
Covered in onboarding journey



How to manage deal registrations?

- Click the **Register Deal** button to register your deals with us so that protect the opportunity you are working on with Lenovo
- The list of **pending actions on your deal registrations** is already prioritized for you to help you quickly address the items that need your immediate attention.
- If you are a **Sales Manager**, you have the option to also view all the registered deals of your company.





Pending action (10)

ID & Deal Reg name

System upgrade

System upgrade

Showing 10 of 10 Deal Regs pending action

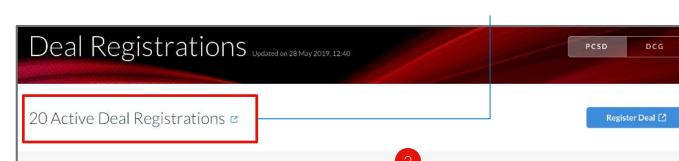
End customer

Accenture Limited

Manulife Limited

Asia Miles Lead from Lenovo

The portal is designed to help you view your pending actions and work on them in the order that matters to you.



Expiry date

05 Jul 2019

31 Jul 2019

31 Jul 2019

All status

Approved

Approved

\$23,400

\$34,500

\$43,500

Sort by: Updated date

Next Step

Register a deal

Register a deal

Register a deal

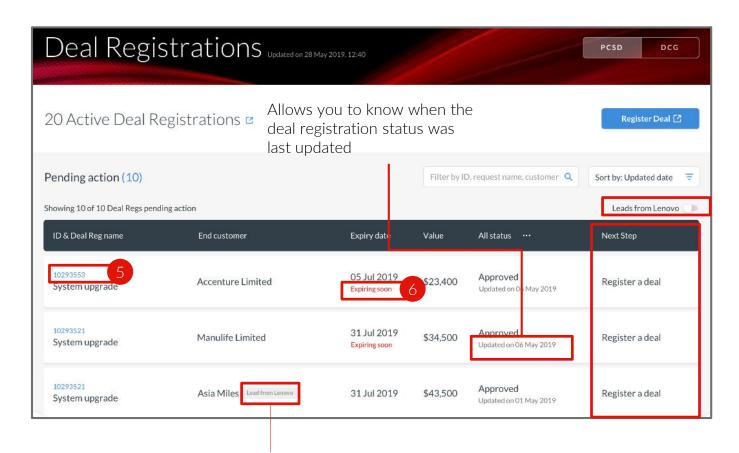
Leads from Lenovo

Shows the number of active deal registrations

- You can **Sort** the list of your existing deal registrations by updated date, expiration date and deal value (high to low) to help you focus on the deal registration based on your priority.
- You can also **Search or Filter** the list by entering the deal name, ID or customer name, if you already know what you are looking for.
- You can further filter the list by the **Status** of the deal registrations to help you prioritize your actions easily.



The portal is designed to help you view your pending actions and work on them in the order that matters to you.



The **Lead from Lenovo** tag is displayed against the leads shared by Lenovo if a partner is eligible to receive leads. Please note that policy for receiving leads will vary by geography, you can refer to the portal for the latest information.

- The recommended next step is suggested against every active deal to inform about the next action
- You can click the Deal Registration ID to check details in the Lenovo Bid Portal.
- The **Expiring soon** tag marks the deal registrations that are close to the expiration date for your attention or actions.



**Note**: Your deal registration is only valid for a limited period of time. If you cannot close the deal within the validity period, you need to apply for an extension



Let's understand how you can use the new global partner portal to manage your existing bid requests.

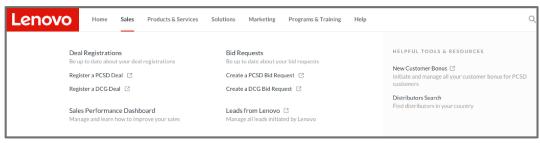
#### There are three options for you to access your bid requests:

#### 1. From the sales summary section of your Homepage\*



<sup>\*</sup>Applicable to the user roles of sales representative, sales manager and admin for both distributor, T1 reseller and T2 reseller

#### 2. Directly from the navigation menu



Covered in onboarding module

#### 3. When you are browsing the product catalog\*

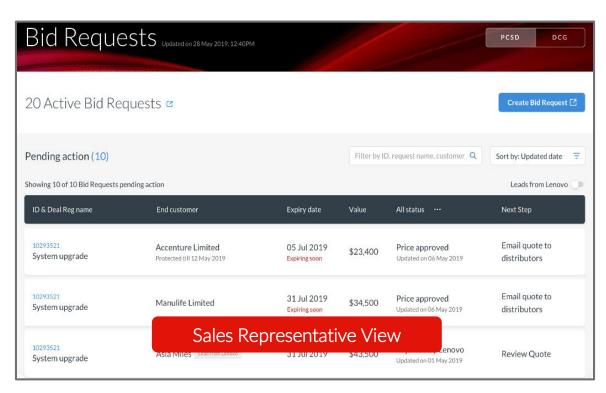


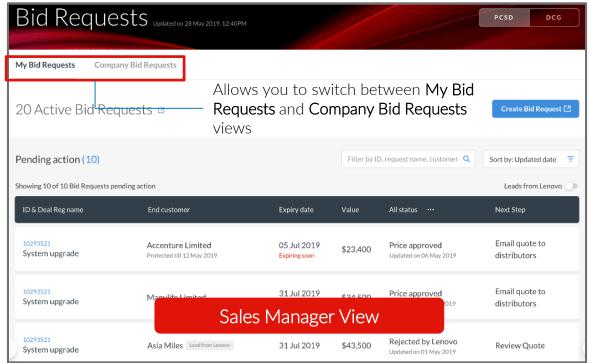




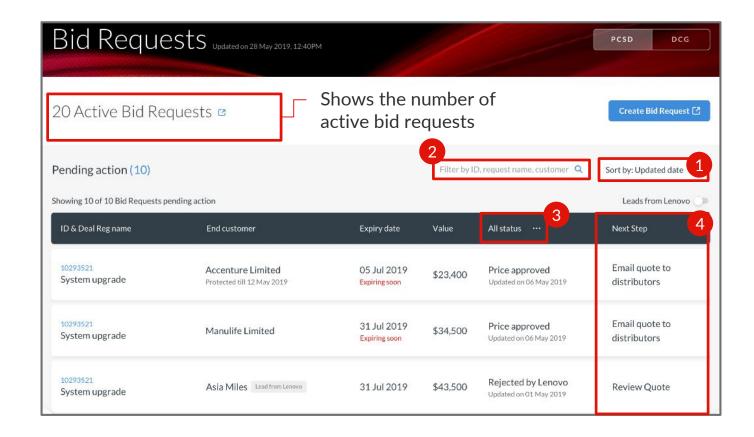


- Click the Create bid request button from any one of the three options to create a bid request to trigger the bidding process for your selected products to start a more efficient sales journey
- The list of pending actions of your bid requests is already prioritized to help you quickly address the items that need your immediate attention.
- If you are a Sales Manager, you have the option to also view all the bid requests of your team.





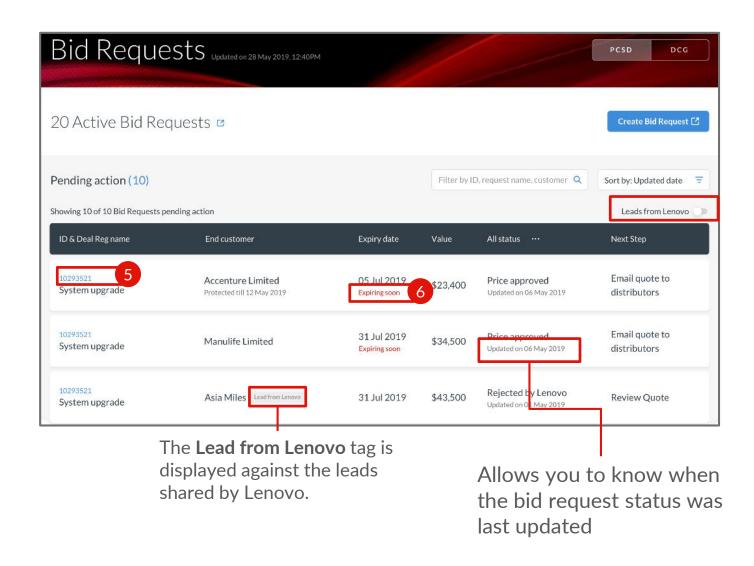
The portal is designed to help you view your pending actions and work on them in the order that matters to you.



- You can Sort the list of your existing bid requests by updated date, expiration date and bid value (high to low) to help you focus on the bid requests based on your priority.
- You can also **Search or Filter** the list by entering the bid name, ID or customer name, if you already know what you are looking for.
- You can further filter the list by the **Status** of the bid requests to help you prioritize your actions easily.
- The recommended next step is suggested against every active bid request to inform about the next step.



The portal is designed to help you view your pending actions and work on them in the order that matters to you.

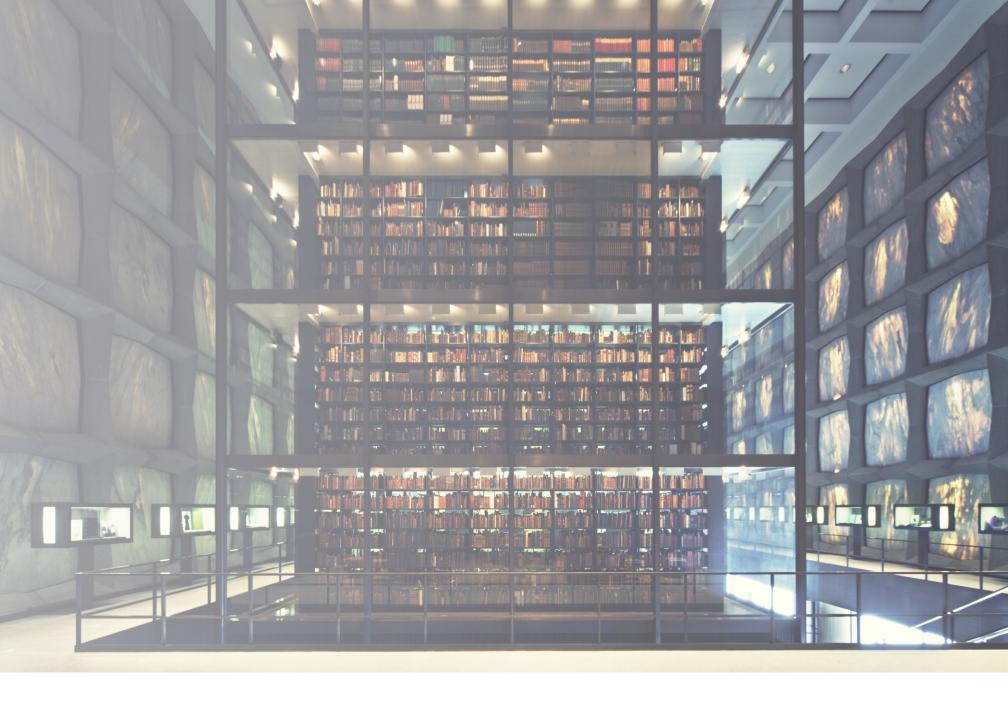


- You can click the Bid Request ID to check the details in the Lenovo Bid Portal.
- The **Expiring soon** tag marks the bid requests that are close to the expiration date for your attention or actions.



**Note:** The approved price you will get from the request is only valid for a limited period of time; if you cannot close the deal within the validity period, you need to apply for extension of the price.





# Lenovo Partner Hub

# Product Catalogue Overview

**Topic:** Product Catalogue Overview





Before we begin, let's understand what you can do with the Product Catalogue in the new global partner portal.

- Find and download a price list.
- Use the search function, use different filters, and compare product functions to narrow down to the right product for your customer.
- Use the new solution list function to build customized solutions for your customer (applicable to personal computer and smart devices products).
- Use the configuration tools to configure a data center product.
- View detailed technical specifications, find all recommended and compatible services, search for accessories, and find all relevant assets of any product at a single place.
- Create a bid request for a selected product or a customized solution.



Let's understand a few key terms that you will see when browsing Lenovo Product Catalog

Terms	Description
PCSD	Personal Computer and Smart Devices
DCG	Data Center Group
PPC	PCSD Product Catalog
DPC	DCG Product Catalog
LBP	Lenovo Bid Platform
СТО	Custom to order
MTM	Machine Type Model
MT	Machine Type
PN	Part Number

# **PCSD Product Catalogue**

The new Product Catalog is designed to give you complete access to information about Lenovo products, services, accessories and their relevant assets in one single place

We want to empower you to easily sell Lenovo products and services and create right solutions for your customers

1	Find an	d downl	load	price	list

Find the right product
------------------------

- Compare products
- Access product details
- Build customized solutions
- Find The Right Services
- Find The Right Accessories



### Find and Download Price List

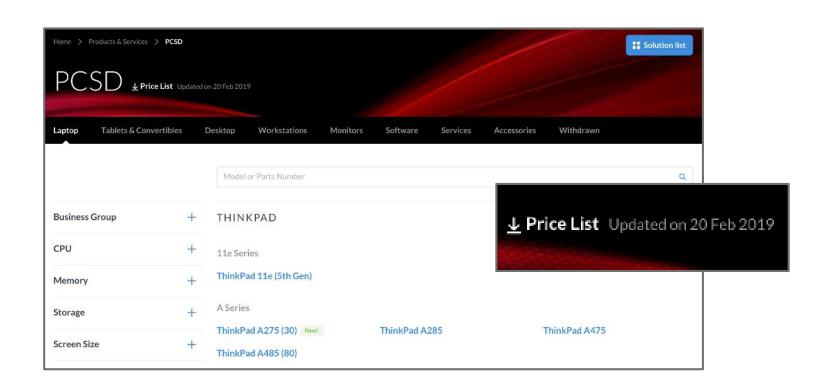
The price list is available for you from all the Personal Computer and Smart Devices (PCSD) catalogue pages

Download the price list to access the latest product and price information such as the below:

- Part number
- Product description
- List price and the last update time
- Channel price (for distributor) or estimated reseller price (for reseller), and the last update time
- Withdrawn and stock information
- Eligibility for special programs

#### **GREAT NEW FEATURES**

- You can now download the PCSD price list in the Microsoft Excel format from all the PCSD Product Catalogue Series Listing pages.
- You can also see the date when the price list was last updated.





**Note:** Screenshots shown are indicative; please refer to the portal for the latest product catalogue available

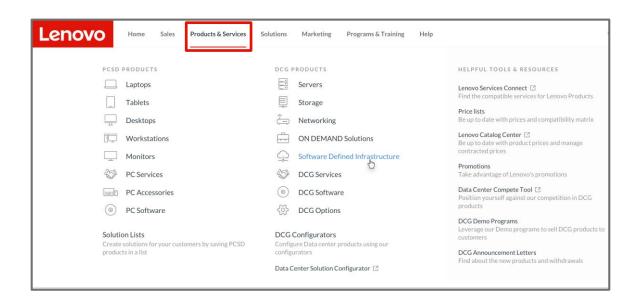
The prices, product status and other information included in the Price List is only accurate as of the date and time of download, and may change at any time



#### Step 1: Find the right product type

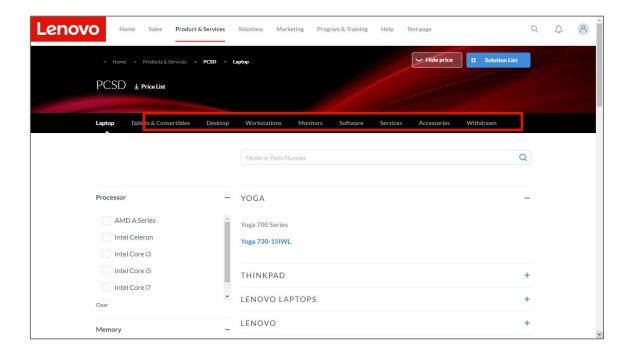
Lenovo offers a wide range of personal computers and smart devices that you can offer to your customers. Some examples are laptops, tablet and convertibles, desktops, workstations, monitors, software.

#### 1a. Access the product types from the navigation menu



### OR

#### 1b. Switch among the products in the product catalog



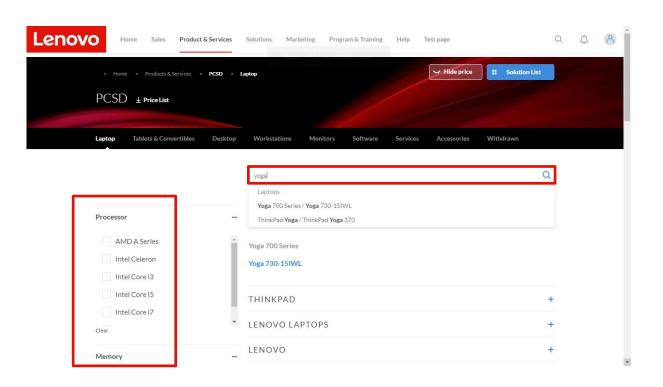


**Note:** Screenshots shown are indicative; please refer to the portal for the latest product catalogue available.



### Step 2: Find the right product series

- 1. The Product Series Listing Page helps you to find the right product series:
- You can use the search bar to directly search for products with model name or part number
- 2. Or, apply filters to further find products according to the specifications that meet your requirements
- 3. In addition to products, you can search for services, accessories and software, or directly find the recommended services and accessories for a product once you have selected it





- You will see all products that are available for bid request as a default. If you want to see all products, you can simply deselect this filter.
- If there are no matching results found for the entered key words, you will see the most relevant results for other product types.
- Screenshots shown are indicative; please refer to the portal for the latest product catalogue available.

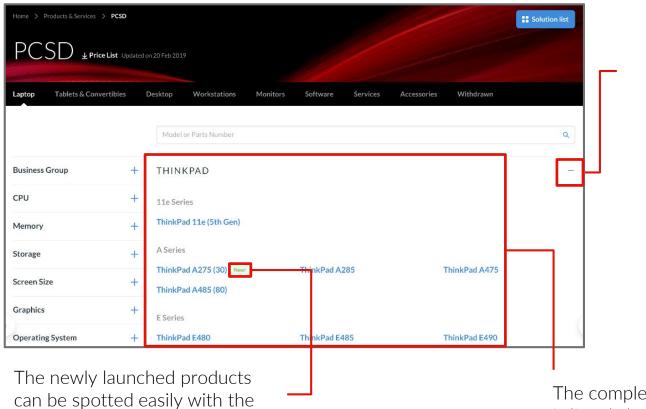


Step 2 (continued): Find the right product series

Continue to use the Product Series Listing page to find the right product series.

#### **GREAT NEW FEATURES**

You can see all the Lenovo product series for a particular product type in one page



You can collapse or expand the brands section to facilitate your browsing.

'new' tag.

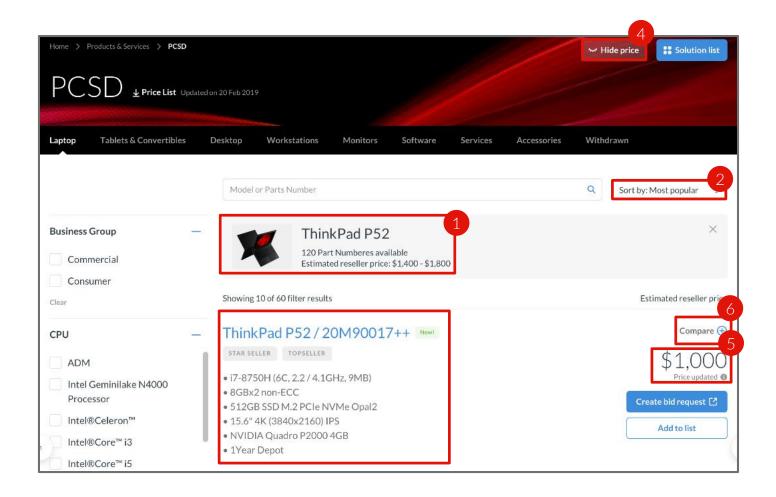
The complete range of Lenovo products is listed clearly by brand and by series for your easy browsing.

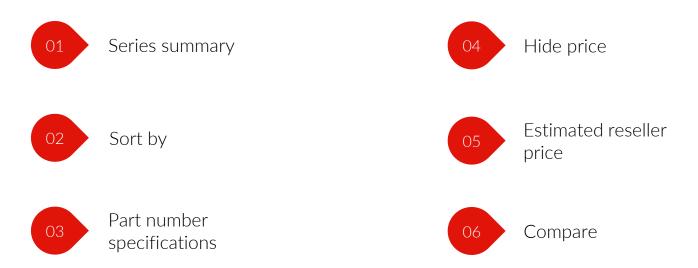


Note: Screenshots shown are indicative; please refer to the portal for the latest product catalogue available

#### Step 3: Find the right part number

The **Product Part Number Listing** page is designed to further help you to find the right product part number:







- Distributors would see the standard channel price and resellers will see the Estimate Reseller Price
- Screenshots shown are indicative; please refer to the portal for the latest product catalogue available

Step 3 (continued): Find the right part number

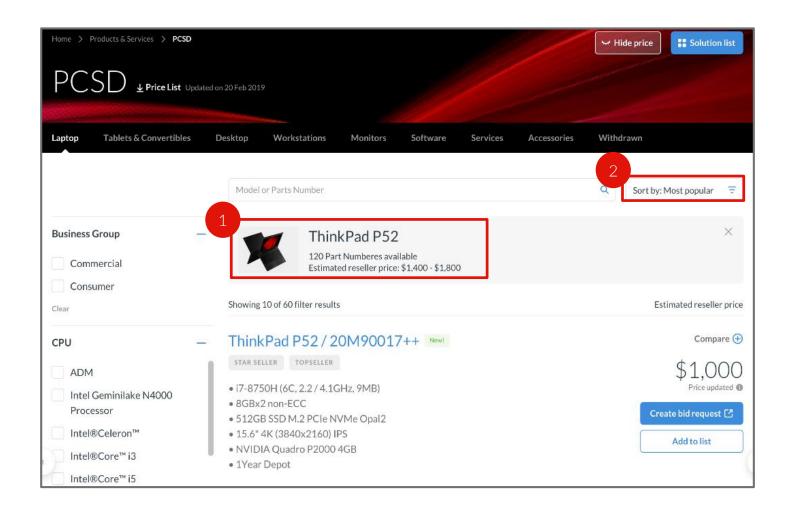
#### Step 1:

You can see a summarized view of the product series you have chosen:

- Part numbers available for the product series
- Range of the estimated reseller price

#### Step 2:

You can sort the part numbers in the order you prefer, by Most popular or Newest





- Searching the right part number functionality is available only for laptops, services and accessories.
- Screenshots shown are indicative; please refer to the portal for the latest product catalogue available.



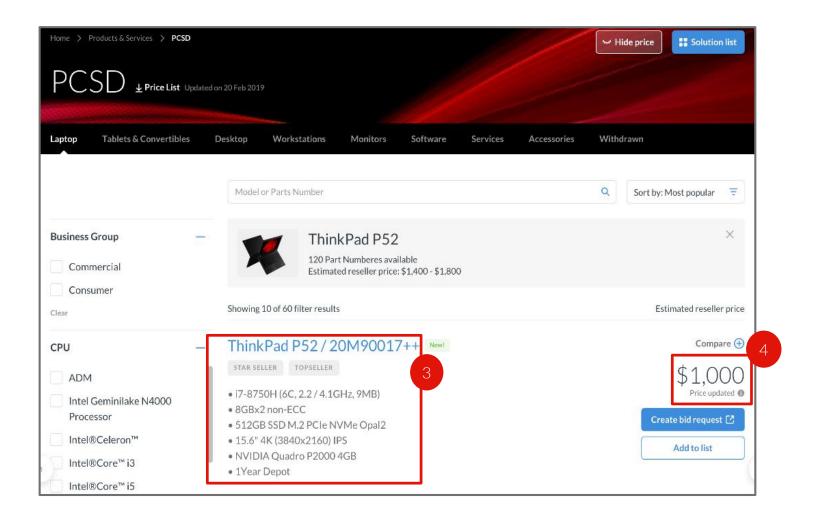
Step 3 (continued): Find the right part number

#### Step 1:

View summary of the key specifications of the part numbers to help you decide which part number better suits your customer needs

#### Step 2:

You can refer to the latest Estimated Reseller Price for the selected part numbers





- Screenshots shown are indicative; please refer to the portal for the latest product catalogue available.
- Price information is only available for laptops, tablets, desktops, workstation, and Services, Accessories, Monitors; it is not available for Withdrawn products and Software



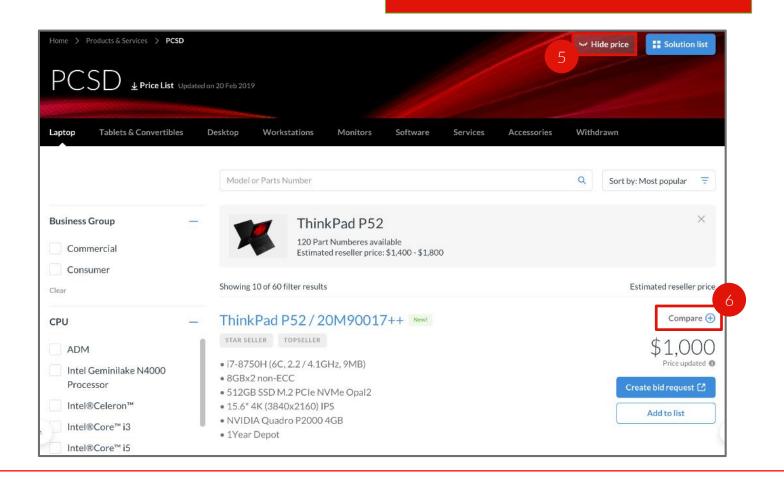
Step 3 (continued): Find the right part number

#### Step 1:

View summary of the key specifications of the part numbers to help you decide which part number better suits your customer needs

#### Step 2:

You can refer to the latest Estimated Reseller Price for the selected part numbers



#### **GREAT NEW FEATURES**

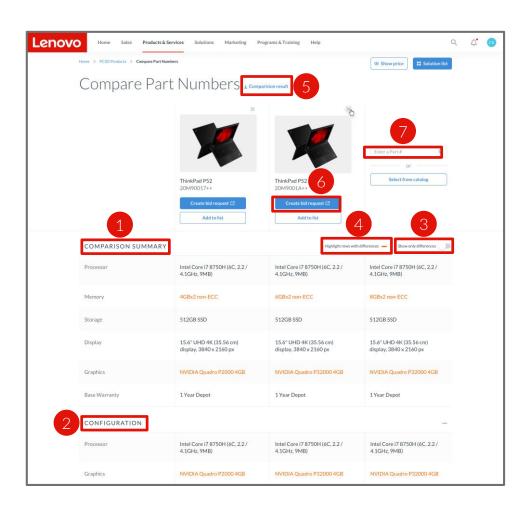
- You can compare two or three part numbers of the same product type
- The compare function will include recommended services for the products you compare



**Note:** Screenshots shown are indicative; please refer to the portal for the latest product catalogue available.

# You can add products to compare when you are confused between different product part numbers

The product comparison functionality helps you to easily view the differences between various products, so that you can choose the one that's best suited for your needs.



- 01 Comparison Summary
- Configuration and services comparison
- O3 Show only differences
- Highlight rows with differences
- Download comparison result
- O6 Create Bid Request
- Add another product to compare



### Note:

- Distributors would see the standard channel price and resellers will see the Estimate Reseller Price
- Screenshots shown are indicative; please refer to the portal for the latest product catalogue available

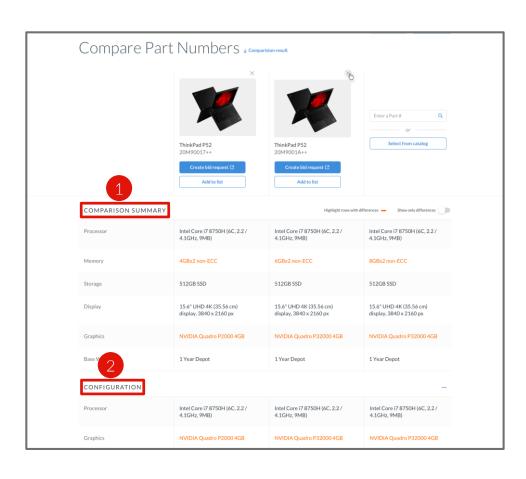


You can add products to compare when you are confused between different product part numbers

The product comparison functionality helps you to easily view the differences between various products, so that you can choose the one that's best suited for your needs.

1. The Comparison Summary shows you the summary view of the compared products.

2. You can further check the **detailed** difference of configurations and services.



- In the **Configuration** section, you can compare the technical specifications of the three part numbers under comparison
- In the Services section, you can compare the following specifications of the best recommended service for the three part numbers under comparison:
  - Support Period
  - Support Type
  - Additional Services
  - Estimated Reseller Price



### Note:

• You can view differences of a maximum of six specifications between compared products



You can add products to compare when you are hesitating among different product part numbers

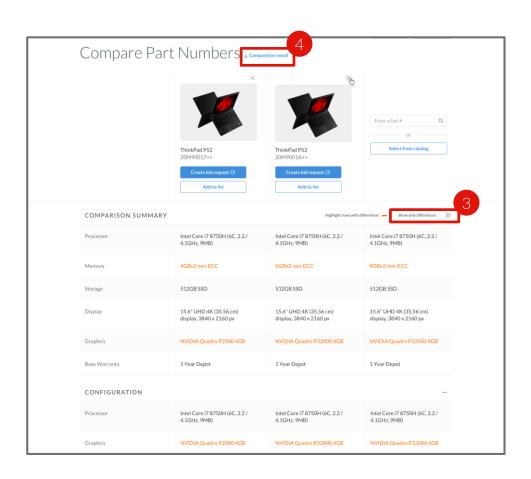
The product comparison functionality helps you to easily view the differences between various products, so that you can choose the one that's best suited for your needs.

## **GREAT NEW FEATURES**

• You have the option to download the comparison result with or without the price in the PDF, MS Excel or MS Word format

3. You can also choose to **show only the differences** of the compared products

4. There is an option to download the comparison result to easily share.

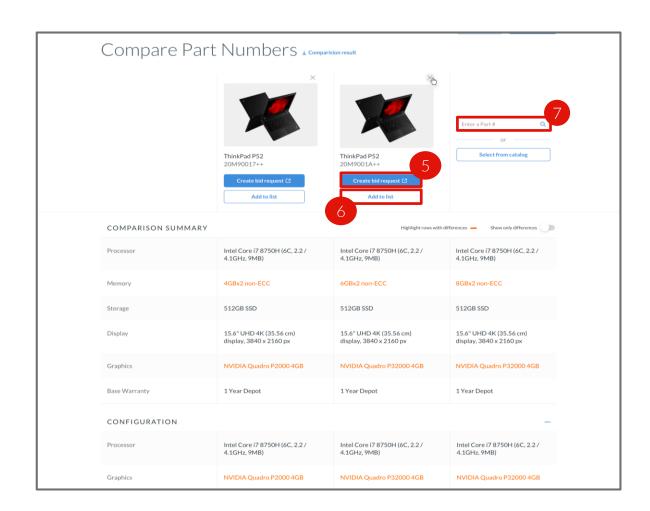




You can add products to compare when you are hesitating among different product part numbers

5. You can directly create a bid request of the product of your choice.

6. Or, directly add the product of your choice to the solution list.

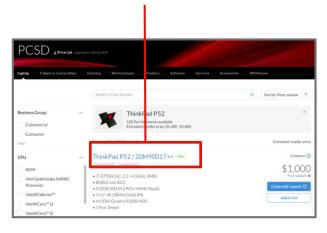


7. If you want to add another product to compare, simply type the name in the search bar to add.



You can find all the information of the selected product part number in one single page

Click the Product name to open the details page.

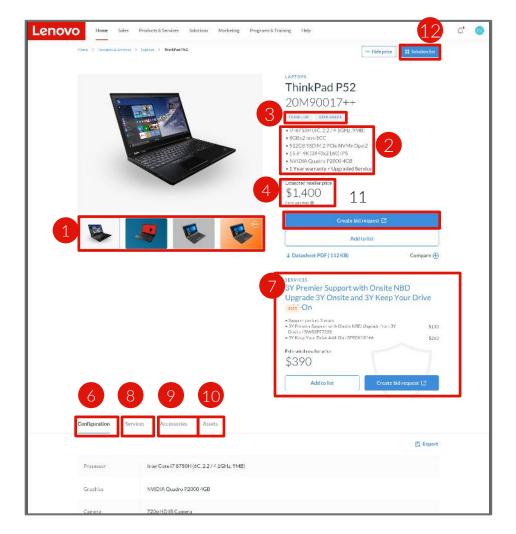


You can get access to the information or download resources of the following:

- 1. Product images
- 2. Specifications summary
- 3. Special programs eligibility
- 4. Channel price (for distributor) or Estimated reseller price (for resellers)
- 5. Datasheet
- 6. Detailed configuration
- 7. The best recommended service
- 8. All Recommended Services
- 9. Related accessories
- 10. Relevant assets and collaterals

You can also easily perform the following actions:

- 11. Create bid request
- 12. Add to solution list
- 13. Compare different part numbers



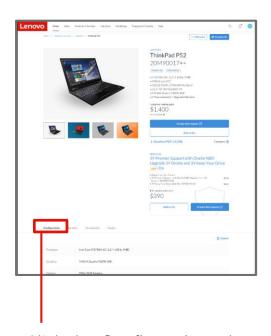
You can find all the information of the selected product part number in one single page

Configuration Tab

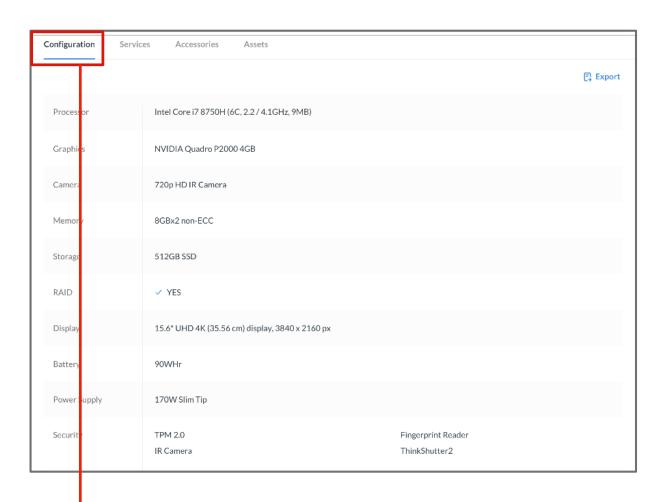
Services Tab

Accessories Tab

Assets Tab



Click the **Configuration** tab to see the configuration details.



The configuration information you can see are listed as the following:

- Processor
- Graphics
- Memory
- Storage
- RAID
- Display
- Battery
- Power Supply
- Security
- Ports
- WLAN
- WWAN1
- Media Card Reader
- Base Warranty



You can also find all the details of the recommended services under the following sub-tabs:

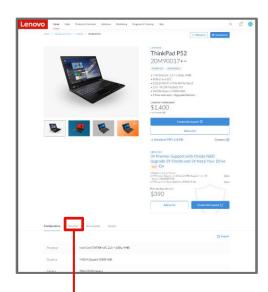
Configuration Tab

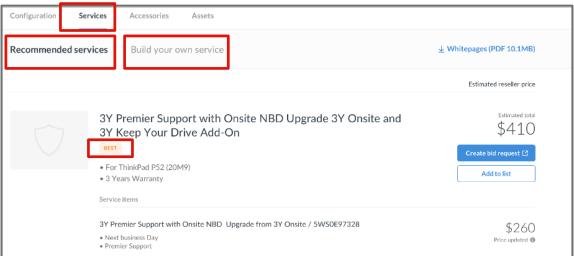
Services Tab

Accessories Tab

Assets Tab

- Recommended Services are listed for you to leverage to pitch to your end customers.
- Build your own service enables you to easily customize the best suitable choice for your end customers.





Click the **Services** tab to check the recommended services or build your own service

You can also add the recommended services directly to the Solution List:

- Start by selecting the support period
- Then, check the details of the support type to help you narrow down your choice.
- Want to know more? Simply download the service brochure

## **GREAT NEW FEATURES**

- The Best service recommendation is prioritized for you with the tag
- You can directly create a bid request for the service of your choice

You can also find all the details of the recommended services under the following sub-tabs:

Configuration Tab

Services Tab

Accessories Tab

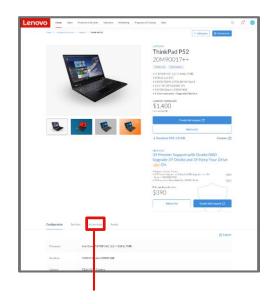
Assets Tab

1. Check the New, Best Choice and Recommended accessories from Lenovo.

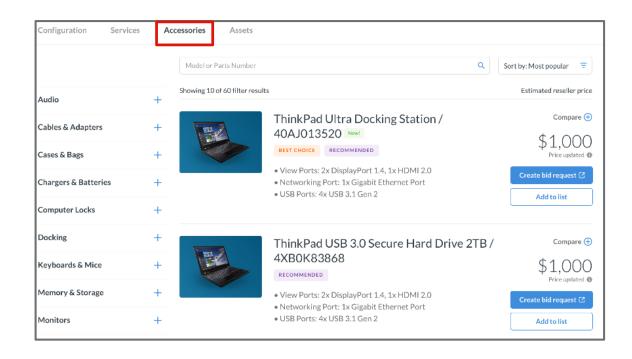
2. Check the Channel Price (for distributor) or Estimated Reseller Price (for reseller) to help you decide.

3. Confused betweendifferent options?Compare them!

4. Once decided, directly add to your solution list.



Click the **Accessories** tab to check the list of accessories or search one.



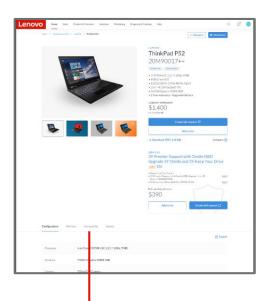
Lenovo provides ready-to-use marketing and solutioning assets that can be leveraged to tailor your marketing collaterals and empower your selling efforts

Configuration Tab

Services Tab

Accessories Tab

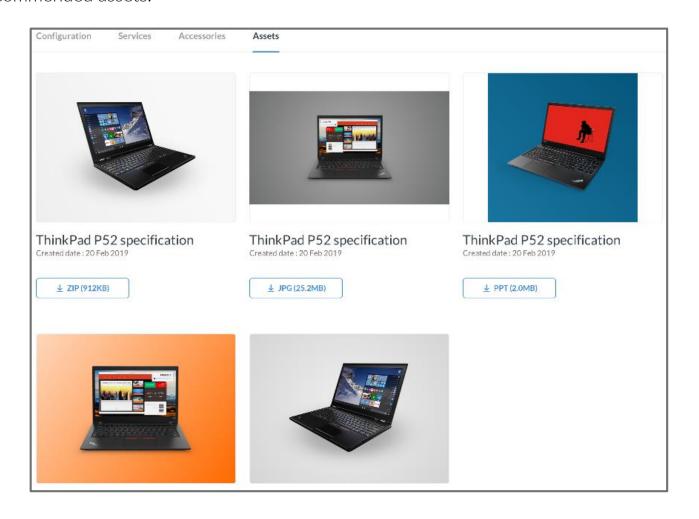
Assets Tab



The following assets can be found under the **Assets** tab (depending on availability):

- Product specification
- Product video
- Product guide
- Previous successful case studies of how this product helped customers

Click the **Assets** tab to view and download the recommended assets.





## Let's understand how to build right solutions for your customers

### What is a solutions list?

• Lenovo solutions list equips you to upsell by cross-linking products with the best suited services and accessories. It allows you to build complete solutions quickly to optimize your proposal saving time.

### What I can do with a solutions list?

- You can save the solutions list in the portal to help you quickly access the solutions for a customer deal.
- You can export the solutions list to share with your colleagues or customers.
- You can clone and edit the solutions list to build new solutions leveraging the existing ones.
- You can drop all products from the solutions list in to a bid request with one click.

### How can I create a solutions list?

- You can create a new solutions list from the Solutions List landing page.
- You can also create a solutions list when you are browsing different products. The portal provides you quick links to add products in multiple pages of the product catalog.

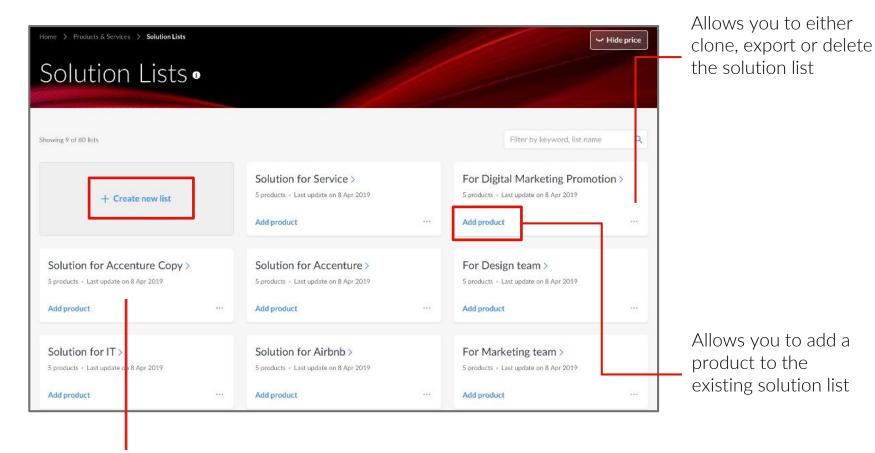


You can find all the solutions you saved using the portal in one central location

- You can create a new solutions list from scratch by clicking the + Create new list button
- Or, clone and adjust an existing list to suit new customer needs
- You can also continue to work on existing solutions by adding or editing the products

## **GREAT NEW FEATURES**

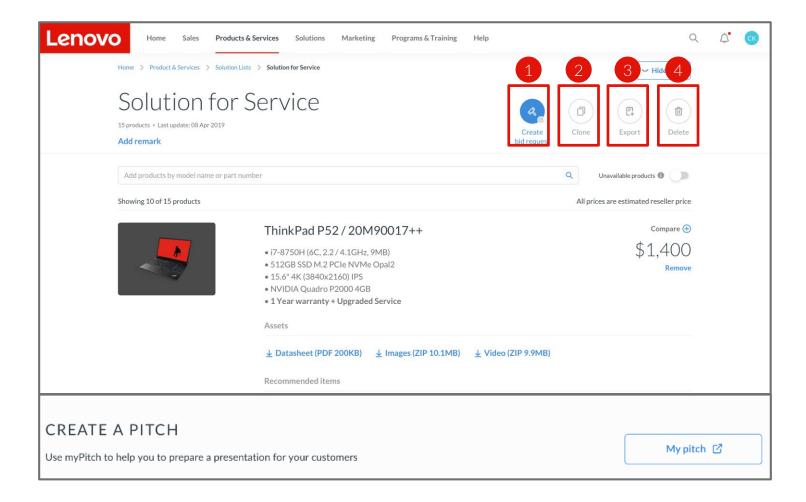
The solution list created will be flagged as New



Click the solution list to open the solution list details page.



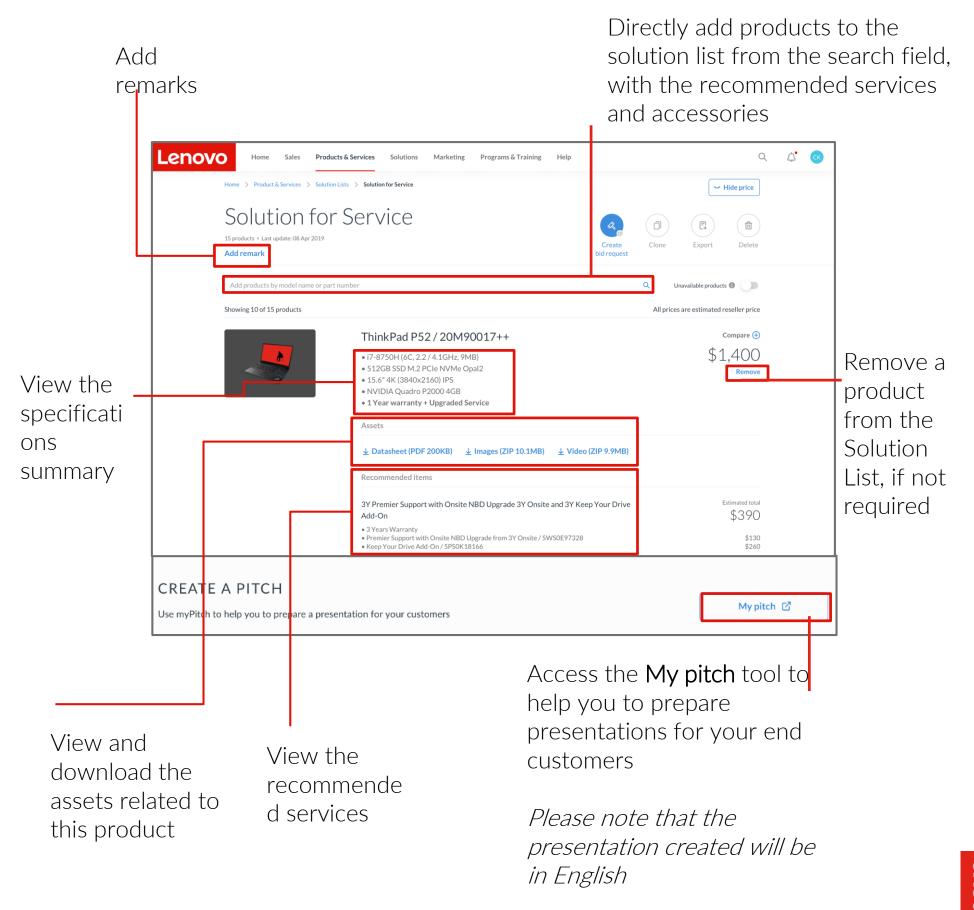
**Solution list details**: Here you can find all the information such as specifications, assets, recommended items and the price for products, services and accessories in the solution list



- Add to bid request and drop all products from the solution list to a bid request
- Duplicate the information of the existing solution list in the newly cloned list
- Export the solution list as a PDF, XLS or DOC file
- Delete the existing solution list that you no longer need



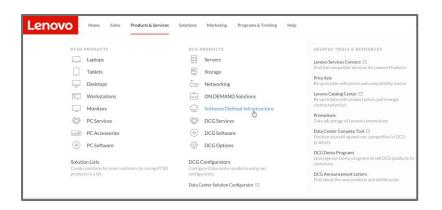
Solution list details (continued)



Lenovo offers a wide range of services according to the different types of products: Services by support type and additional services upgrading support

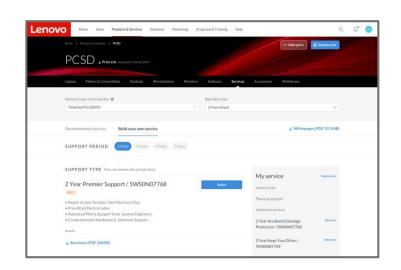
There are three options for you to find the right services:

## 1. From the navigation menu



Covered in the following pages

# 2. Switch between the different types of products in the product catalog



Covered in the following pages

## 3. In the Product Detail page



Covered in pages 18 to 22

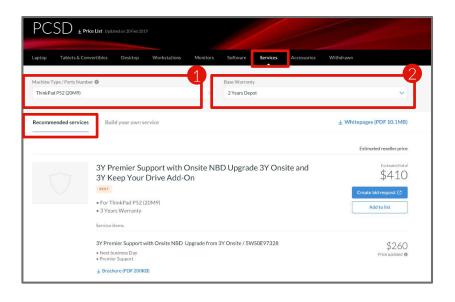


### Note:

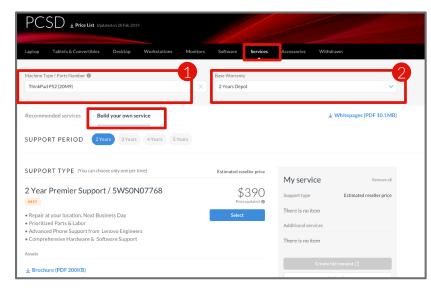
- For option 3, the **Services** tab will display the services compliant with the specific product
- screenshots shown are indicative, please refer to the portal for the latest product catalogue available

You can check the recommended service by Lenovo or use the portal to build your own service based on your customer's needs

## Recommended services



## Build your own service





Enter the Machine type or Part Number in the search bar to search for recommended services



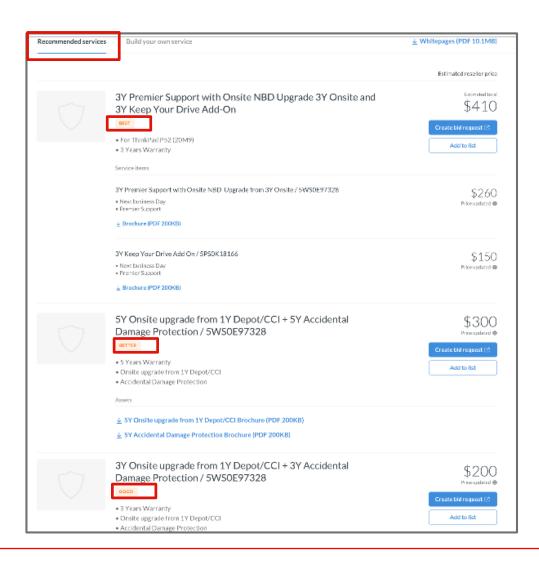
Filter the search results by support type and period



### Note:



You can build customized services to cater to your customer's need. It allows you to select the support period and support type to build your own service. You can also choose from the recommended additional service compliant with selected support period/type.



## **GREAT NEW FEATURES**

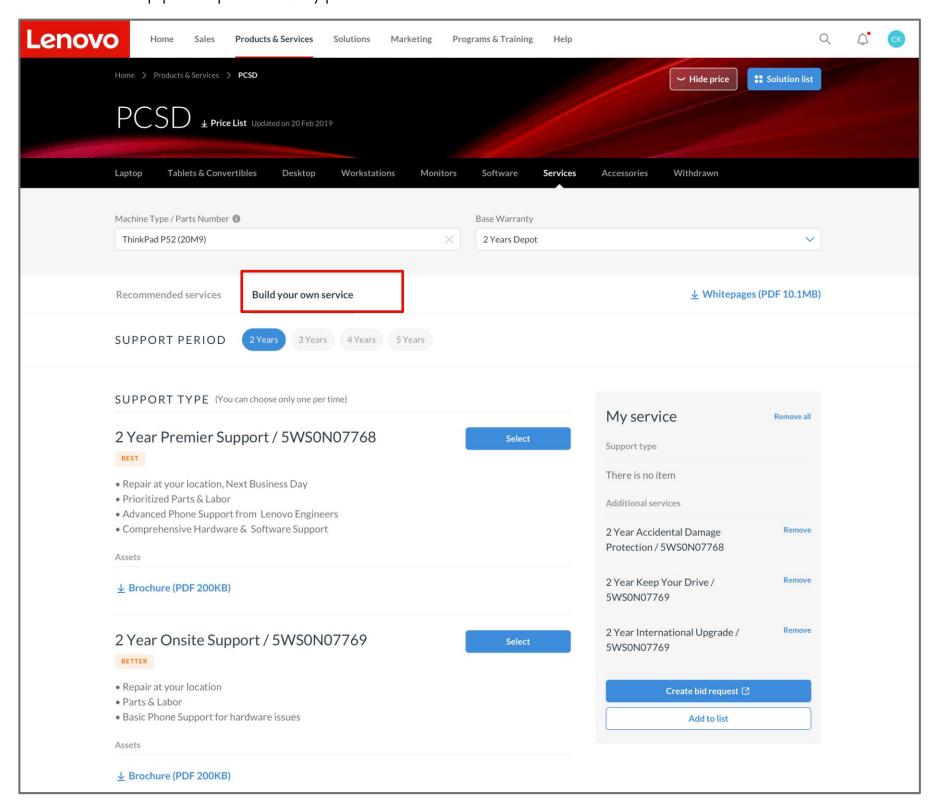
- You can now view the top three recommended services under the Services tab of the Best, Better and Good choices.
- You can also add the recommended service directly to the Solution List or create a bid request and download the relevant Whitepaper or brochures.



### Note:



You can build customized services to cater to your customer's need. It allows you to select the support period and support type to build your own service. You can also choose from the recommended additional service compliant with selected support period/type.





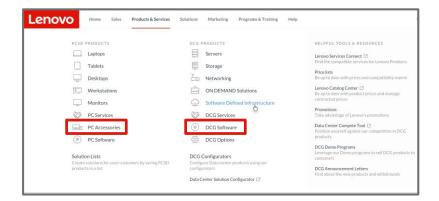
### Note:

# Find the Right Accessories

Lenovo offers a wide range of accessories according to the different types of products

There are three options for you to find the right accessories:

1. From the navigation menu

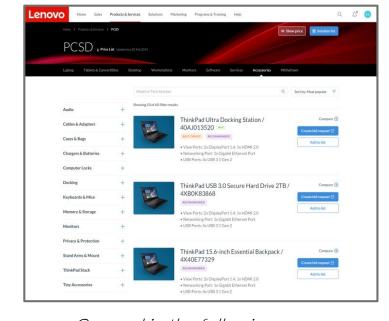


Covered in the following pages

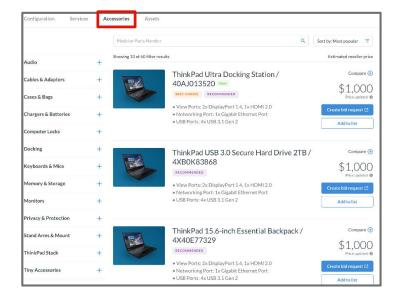
2. Switch between the different types of products in the product catalog

3. In the Product Detail page

tab



Covered in the following pages

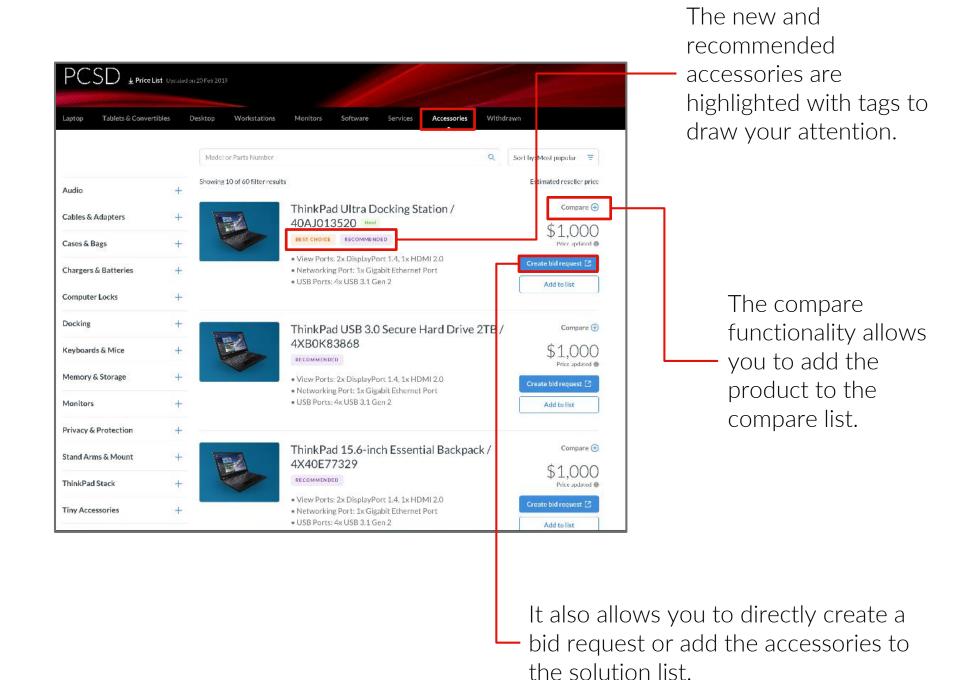


Covered in pages 18 to 22



# Find the Right Accessories

You can find all the information for accessories that suit your customer needs using the search bar, sort by functionality and by applying dynamic filters





### Note:



# Lenovo Partner Hub

Data Center Group (DCG) Product Catalog



# What You Can do with the Product Catalogue for Data Center Group (DCG) Products

The new Product Catalogue is designed to give you complete access to information about Lenovo products, services, accessories and their relevant assets in one single place

The DCG Product Catalogue equips you to configure and sell DCG products and services by providing easy access to relevant information, tools and assets to cater to your customer's needs.

.

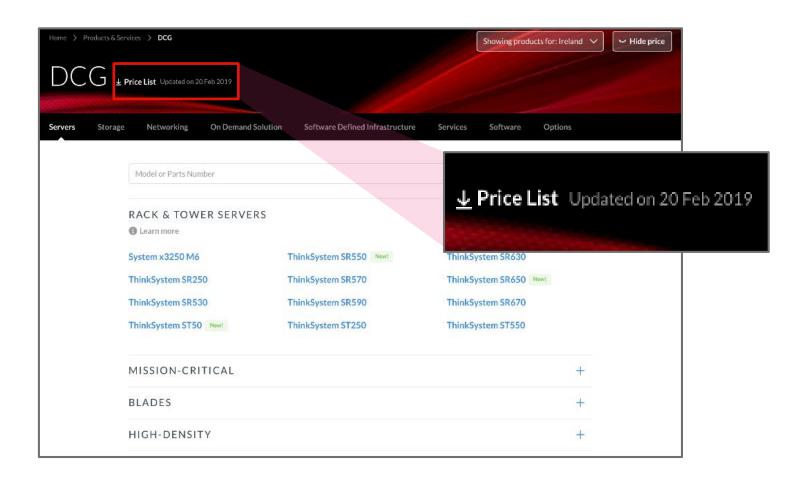
- Find and download price list
- Find the right product
- Compare products
- Access product details in a single place such as configuration, all recommended and compatible services, accessories, and all relevant assets
- Configure a data center product
- Find The Right Services



# Find and Download Price List

The price list is available for you from all the Data Center Group (DCG) catalogue pages

Download the price lists to access the latest product and price information



## **GREAT NEW FEATURES**

- You can now download the DCG price list in the Microsoft Excel format from all the DCG Product Catalogue Series Listing pages.
- You can also see the date when the price list was last updated.



**Note:** Screenshots shown are indicative; please refer to the portal for the latest product catalogue available

The prices, product status and other information included in the Price List is only accurate as of the date and time of download, and may change at any time



# Find and Download Price List

Download the price lists to access the latest product and price information such as the below:

- Part number
- Product description
- List price
- Channel price (for distributor) or estimated reseller price (for reseller), and currency
- Product level information
- Withdraw information
- Special program eligibility

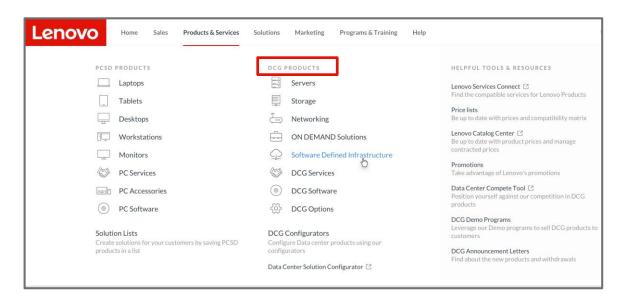
Α	В	С	D	E	F	G	Н	1	J
Part #	Product Description	List Price	Estimated Reseller Price	Currency	1st Level Category	2nd Level Category	3rd Level Category	Withdrawn from Marketing	User Defined Flag
7X02A05A	SR630 Xeon Silver 4110 (8	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A065	SR630 Xeon Gold 6154 (18	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	Yes	
7X02A066	SR630 Xeon Gold 6136 (12	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A067	SR630 Xeon Gold 6150 (18	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	Yes	
7X02A06C	SR630 Xeon Gold 6128 (6C	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A06Q	SR630 Xeon Gold 6142 (16	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A06S	SR630 Xeon Gold 6126 (12	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A06T	SR630 Xeon Gold 6130 (16	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A06U	SR630 Xeon Gold 6150 (18	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A06X	SR630 Xeon Gold 6136 (12	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A085	ThinkSystem SR630, 1xInt	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A08R	ThinkSystem SR630, 1xInt	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A08S	ThinkSystem SR630, 1xInt	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A093	ThinkSystem SR630, 1xInt	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A0A9	ThinkSystem SR630, 1xInt	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	
7X02A0AH	ThinkSystem SR630, 1xInt	xxxx	xxxx	GBP	Servers	Rack and Tower Servers	ThinkSystem SR630	No	



**Step 1**: Select the country you are operating in and find the right product type.

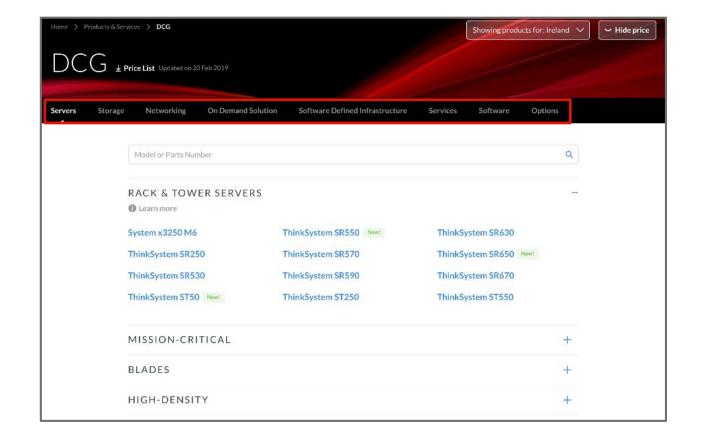
Lenovo offers a wide range of data center products that you can offer to your customers: Servers, Storage, Networking, On Demand Solution, Software Defined Infrastructure, Services, Software and Options. The availability of DCG products differs according to the country you are selling them in.





OR

1b. Switch among the products in the product catalog

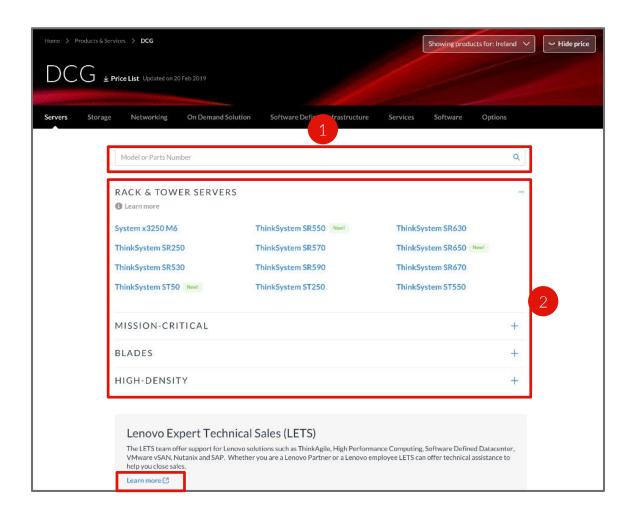




## Step 2: Find the right product series

The **Product Series Listing** page helps you to find the right product series:

- 1. You can use the **Search** bar to directly search for products with the model name or part number, or
- 2. Select from the Product Series Listing drop-down list



## **GREAT NEW FEATURES**

You can see all the Lenovo product series for a particular product type in one page

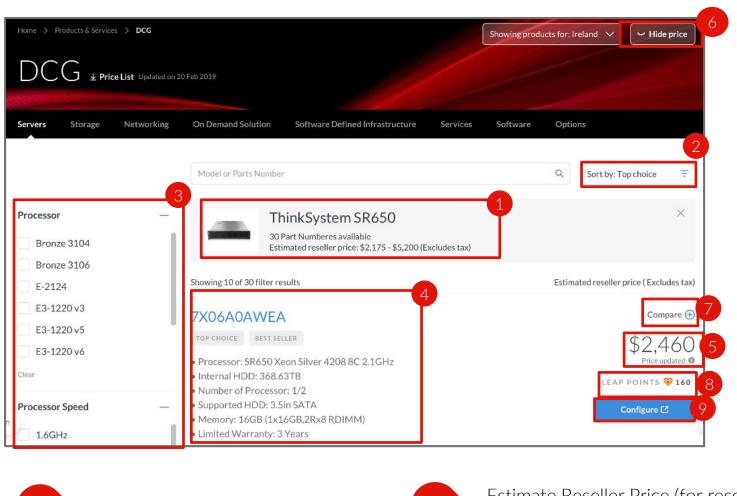


Note: In addition to products, you can also search for services and accessories



## Step 3: Find the right part number

The **Product Part Number Listing** page is designed to further help you to find the right product part number:









Step 3 (continued): Find the right part number

## Step 1:

You can see a summarized view of the product series you have chosen:

- Part numbers available for the product series
- Range of the Estimated Reseller price

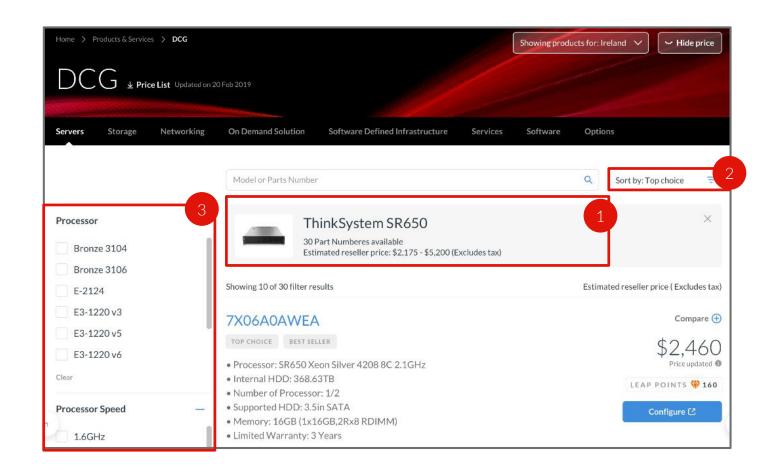
## Step 2:

You can sort the products by:

- Special programs
- Promotion
- Recent price update
- Newest

## Step 3:

Apply filters to further find products according to the specifications that meet your requirements





## Step 3 (continued): Find the right part number

## Step 4:

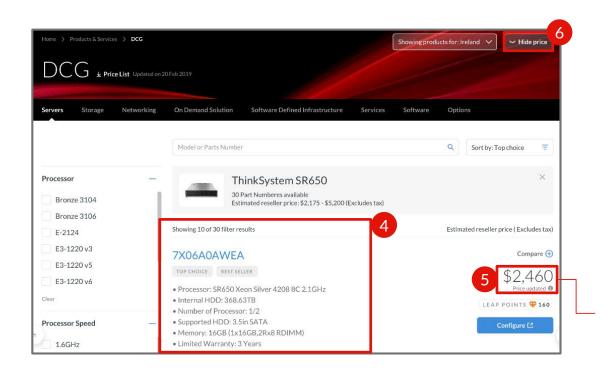
View a summary of the key specifications of the different part numbers to help you decide the part number that suits your customer's needs.

## Step 5:

Check the latest **Channel Price** (for distributors) or **Estimated Reseller Price** (for resellers) for the selected part numbers.

### Step 6:

Use the Hide price option when you are browsing this catalogue together with your customers.



The **Price updated** tag highlights that the price is recently updated

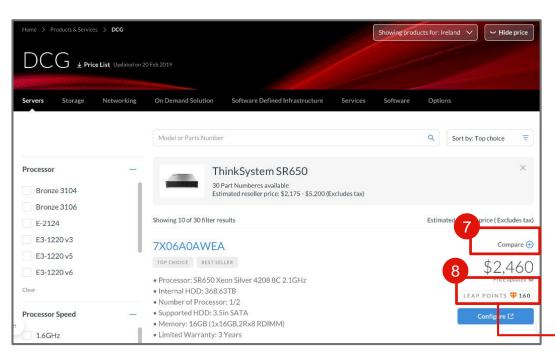
Step 3 (continued): Find the right part number

## Step 3:

If you cannot make up your mind among several options, you can **compare** them side-by-side to determine what is best suited for your customers' needs.

## Step 4:

Refer to the LEAP points to help you decide about the right product to offer to your customers.



Products eligible for LEAP points are clearly highlighted in the product catalog. You will also see the number of points you can earn with the eligible products.

## **GREAT NEW FEATURES**

You can compare two or three part numbers of the same product type.

### What is LEAP program and how can the LEAP points be used?

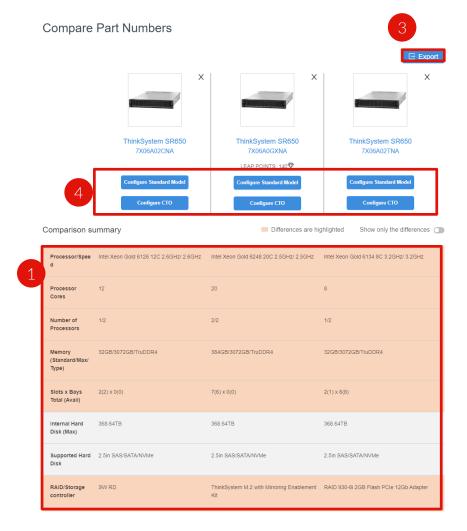
- The Lenovo Expert Achievers Program (LEAP) offers a wide range of financial sales incentives and support to grow sales and technical skills on Data Center products (available for Lenovo Data Center products only)
- For detailed information on LEAP program, please refer to the portal



You can add products to compare when you are hesitating among different product part numbers.

The product comparison functionality helps you to easily view differences between various part numbers within the same product type so that you can choose the one that's best suited for your needs.

- O1 Comparison Summary
- O2 Show only differences
- Download comparison result
- Click Configure to launch the Data Center Solutions Configurator tool allow configuration of the selected product





You can add products to compare when you are hesitating among different product part numbers.

The product comparison functionality helps you to easily view differences between various part numbers within the same product type so that you can choose the one that's best suited for your needs.

1. You can also choose to **show only the differences** of the compared products

2. There is an option to download the comparison result to easily share.

## **GREAT NEW FEATURES**

Rows with difference are highlighted for your attention

Comparison s	ummary	■ Differences are high	ghlighted Show only the differences
Processor/Spee d	Intel Xeon Gold 6126 12C 2.6GHz/ 2.6GHz	Intel Xeon Gold 6248 20C 2.5GHz/ 2.5GHz	Intel Xeon Gold 6134 8C 3.2GHz/ 3.2GHz
Processor Cores	12	20	8
Number of Processors	1/2	2/2	1/2
Memory (Standard/Max/ Type)	32GB/3072GB/TruDDR4	384GB/3072GB/TruDDR4	32GB/3072GB/TruDDR4
Slots x Bays Total (Avail)	2(2) x 0(0)	7(6) x 0(0)	2(1) x 8(8)
Internal Hard Disk (Max)	368.64TB	368.64TB	368.64TB
Supported Hard Disk	2.5in SAS/SATA/NVMe	2.5in SAS/SATA/NVMe	2.5in SAS/SATA/NVMe
RAID/Storage controller	SW RD	ThinkSystem M.2 with Mirroring Enablement Kit	RAID 930-8i 2GB Flash PCIe 12Gb Adapter



You can add products to compare when you are hesitating among different product part numbers.

The product comparison functionality helps you to easily view differences between various part numbers within the same product type so that you can choose the one that's best suited for your needs.

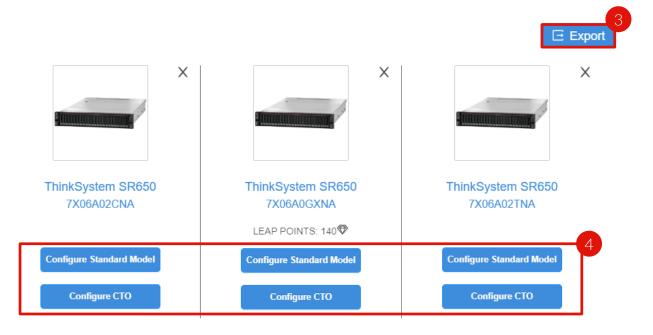
3. You have the option of downloading the comparison result to easily share with your customers.

4. You can also directly **configure** your selected product.

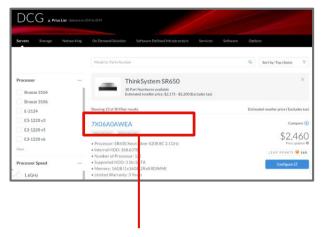
## **GREAT NEW FEATURES**

- You have the option to download the comparison result with or without the price in the PDF, MS Excel or MS Word format
- Click the **Configure** button to launch the Data Center Solutions Configurator tool to allow configuration of the selected product

## Compare Part Numbers



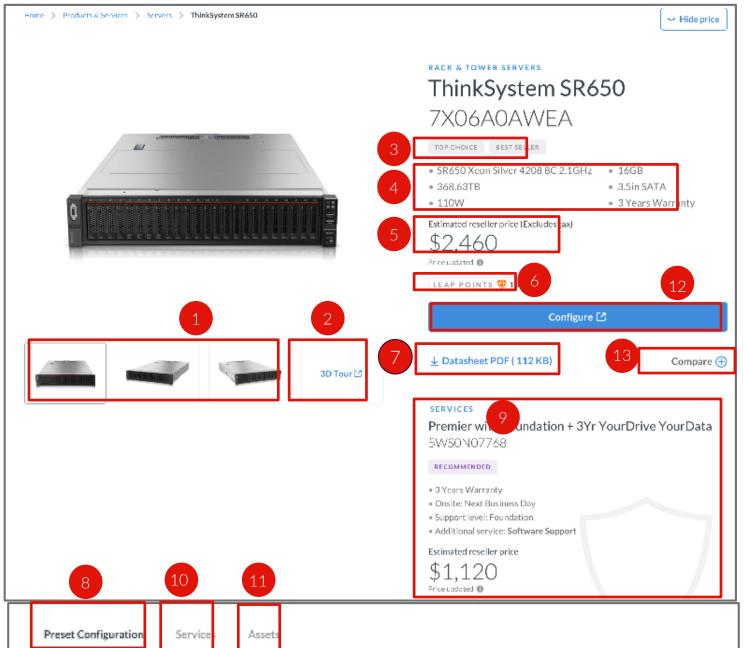
You can find all the information of the select product part number in one single page



Click the product name to display the details page.

The Product Details page provides the following information and also downloadable resources:

- 1. Product images
- 2. 3D Tour
- 3. Special program eligibility
- 4. Specifications summary
- 5. Channel price (for distributors) or Estimated reseller price (for resellers)
- 6. LEAP eligibility and LEAP points
- 7. Datasheet
- 8. Detailed configuration
- 9. The best recommended service
- 10. All available services
- 11. Relevant assets and collaterals



You can also easily perform the following actions:

- 12. Configure product
- 13. Compare different part numbers



Let's understand the key information available in the Preset Configuration tab

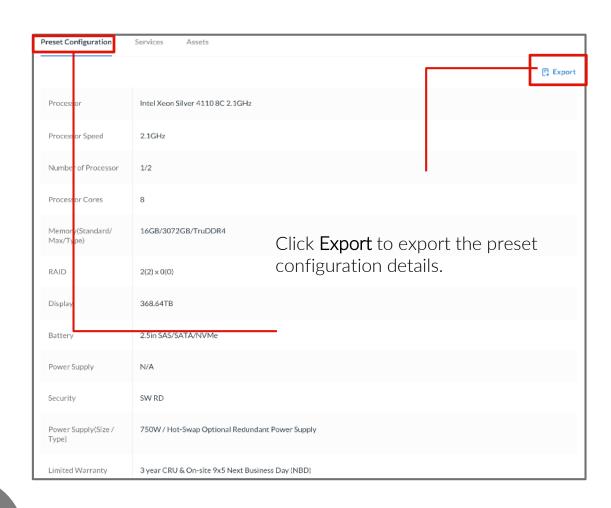
Preset Configuration Tab

Services Tab

Assets Tab



Click the **Preset Configuration** tab to see the configuration details.



The following are the configuration details included in the Preset Configuration tab:

- Type of processor
- Processor speed
- Number of processor
- Processor Cores
- Memory
- Storage
- RAID
- Display
- Battery
- Power Supply
- Security
- Port
- WLAN
- WWAN1
- Media Card Reade
- Base Warranty



Let's understand the key information available in the Preset Configuration tab

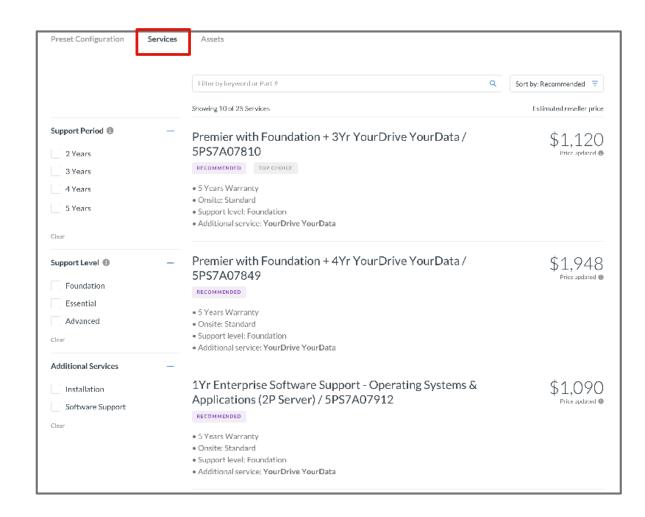
Preset Configuration Tab

Services Tab

Assets Tab



Click the **Services** tab to view the details of the recommended services.



## **GREAT NEW FEATURES**

- The recommended service is highlighted with the Recommended tag.
- The Best Choice service recommendation is prioritized for you with the tag.

Lenovo provides ready-to-use marketing and solutioning assets that can be leveraged to tailor your marketing collaterals and empower your selling efforts. Let's understand the key information available in the **Assets** tab.

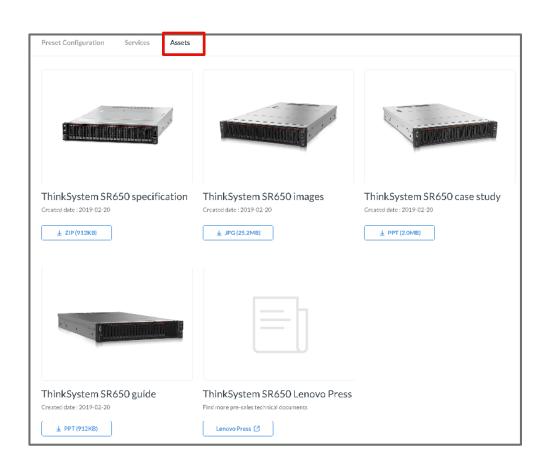
**Preset Configuration Tab** 

Services Tab

Assets Tab



Click the **Assets** tab to view and download the recommended assets.



The following are the examples of the kinds of assets that might be shown in the **Assets** tab (depending on availability):

- Product specification
- Product video
- Product guide
- Previous successful case studies of how this particular product helped customers

Related assets will also be available from the Asset Library

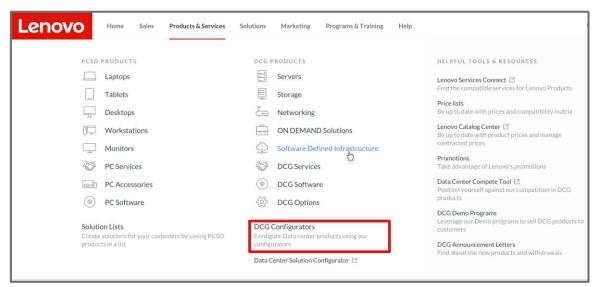


#### Configure a Data Center Product

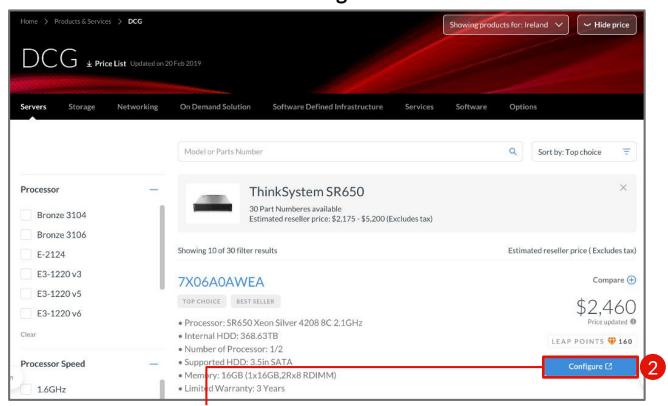
Lenovo offers you configuration tools to enable you to configure a Data Center Product according to your customer needs.

How can you access the configuration tools?

## 1. Access the configuration tools from the navigation menu



## 2. Access it while browsing the Data Center Product catalog

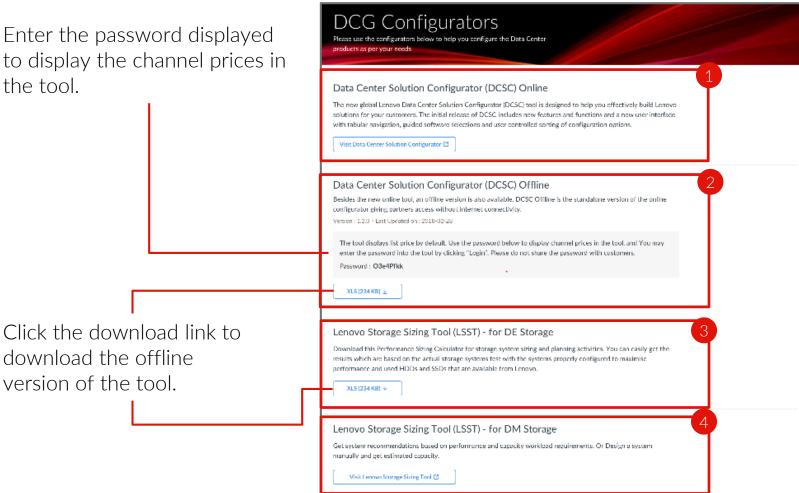


The Configure button not only takes you to the configurator but also opens the configurator with the product selected in the catalog

## Configure a Data Center Product

You can find all the DCG Configuration tools in one page

The product comparison functionality helps you to easily view differences between various part numbers within the same product type so that you can choose the one that's best suited for your needs.



- Visit the **Data Center Solution Configurator (DCSC) Online** to build Lenovo DCG solutions for your customers.
- Download the **Data Center Solution Configurator (DCSC) Offline** to configure the DCG products without Internet connectivity.
- Download the **Lenovo Storage Sizing Tool (LSST)** for storage system sizing and planning activities.
- Visit **Lenovo Storage Sizing Tool (LSST) for DM Storage** to get system recommendations or design a system on your own.



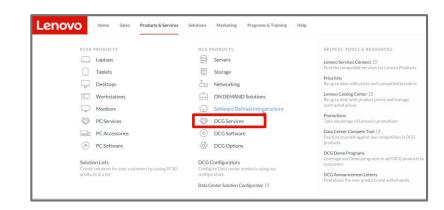


## Find the Right Services

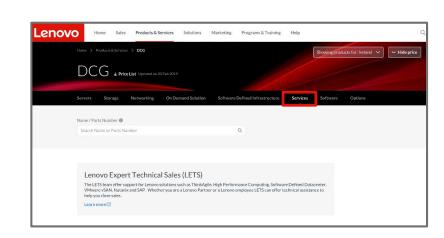
Lenovo offers a wide range of services (Warranty, Support, Data Center Services) according to different types of product

There are three options for you to find the right services

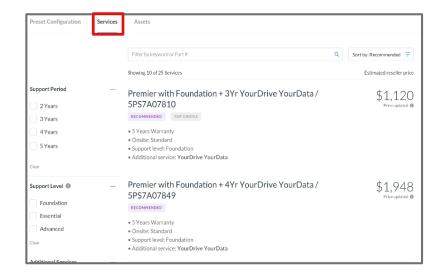
1. From the navigation menu



2. Switch among different types of products in the product catalog



3. In the Product Detail page



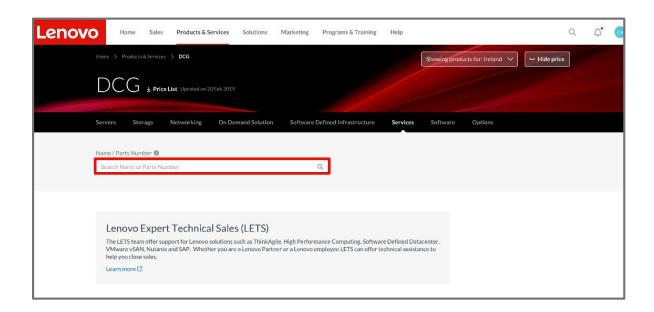


## Find the Right Services

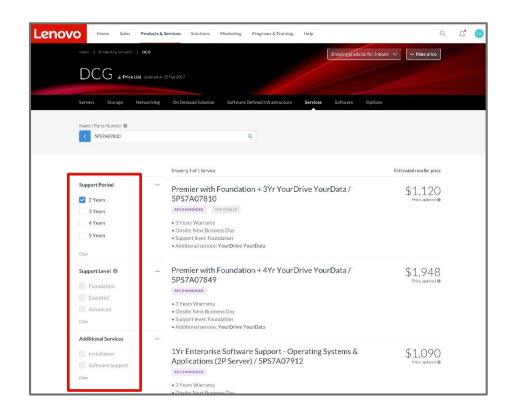
You can use the portal to search the right service based on your customer needs.

01

Enter the product name or part number in the **Search** bar to search for the required services.



Filter the search results to further narrow down your choice.







# Lenovo Partner Hub The new global partner portal

**Solutions** 

#### **Solutions Overview**

Increase your understanding of Lenovo solutions in the new global partner portal – Lenovo Partner Hub

#### What are Lenovo solutions?

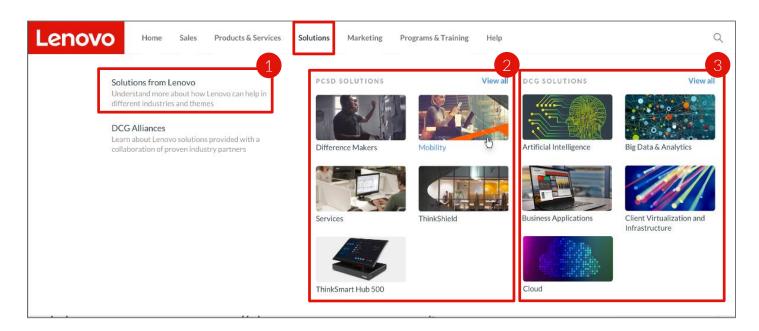
Lenovo's broad product portfolio, deep expertise, and relentless focus on innovation that matters makes us an ideal technology partner. Based on Lenovo's experience and expertise, we offer various solutions for different industries, such as government, education, and healthcare to help our customers respond to the complicated challenges they face and drive better outcomes and success with smarter technology. Lenovo wants to empower partners with unique access to the resources and tools enabling the partners understand the solutions we have to offer, so that the partners can discuss and offer them to clients.





#### Solutions

You can access all the information related to solutions by any one of the three options below



- O1 Solutions from Lenovo
- View All solutions for Personal Computers and Smart Devices
- View All solutions for Data Center Products

#### What are the differences between Lenovo solutions and the solutions list on the portal?

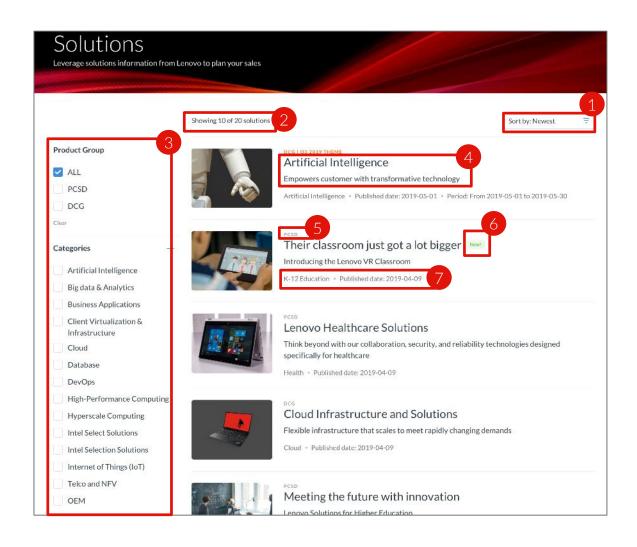
The Solutions from Lenovo feature provides access to the existing Lenovo solutions for different industries that you can leverage. Whereas, Solutions List covered in the PCSD Product Catalogue module equips you to create solutions for your customers by saving the PCSD products for a deal in a list



#### Solutions

After clicking any one of the three options, you can find a list of all the available solutions. Use the following portal features to find the solutions you are interested to explore further:

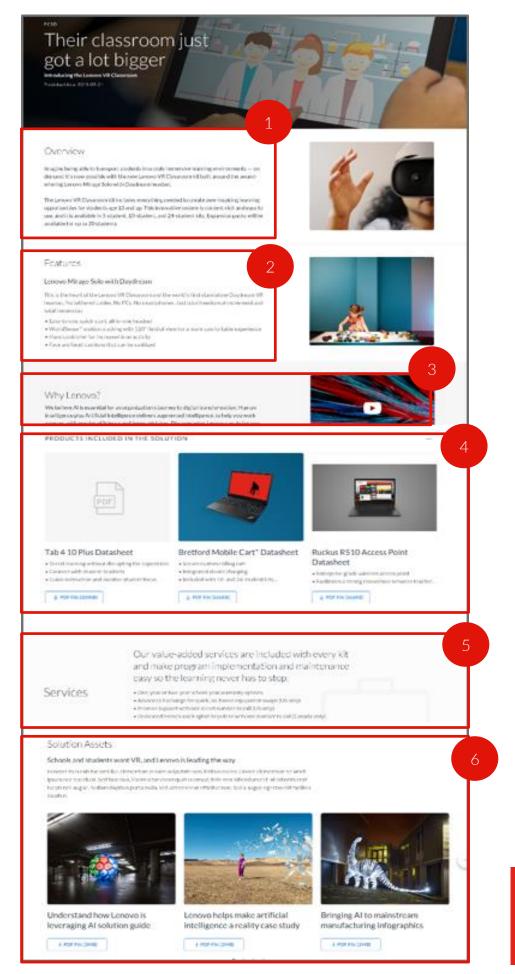
- O1 Allows you to **sort** the solutions by newest or oldest in the order you prefer
- Shows the total **number** of solutions and the number displayed on the page
- Allows you to **filter** the solutions by product group and categories to easily find what you are looking for
- Displays the **name and brief description** of the solution to give you an overview of the solution
- O5 Highlights if a solution is applicable for PCSD or DCG products
- O6 Highlights if the solutions is **newly published** on the portal to catch your attention
- O7 Displays the category and published date of the solution



#### Solutions

To know more about a solution you are interested in, check its details

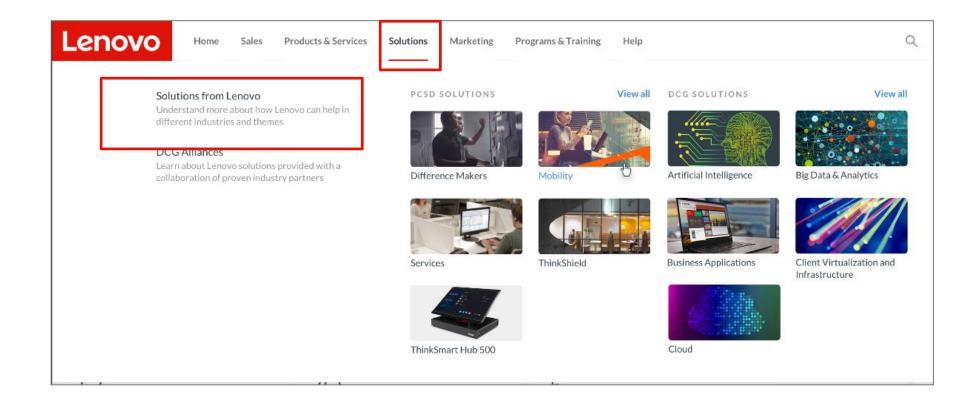
- O1 Provides an overview of the solution
- Calls out the key features of the solution that you can pitch to your customers
- O3 Introduces the benefits that customers can get out of this Lenovo solution
- Displays the products that are used to build this solution (at one place)
- Displays the corresponding services that are used to build this solution
- Allows you to quickly find and download all assets related to this solution





#### **Data Center Alliances**

You can access all the information about Data Center Alliances by clicking **DCG Alliances** under **Solutions** 



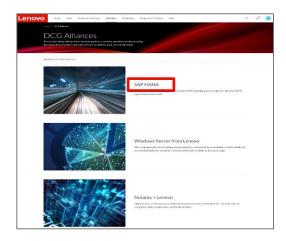
What are the differences between Data Center Solutions (DCG solutions) and Data Center Alliances (DCG Alliances)?

- Lenovo delivers cost-effective, reliable, and scalable *Data Center Solutions* by combining industry-leading technology and world's best software-defined offerings. With a suite of managed services covering the entire technology lifecycle, you can find all featured solutions such as Cloud solutions, Data analytics solutions and so on.
- By collaborating with proven industry partners, such as Microsoft, Intel and SAP, Lenovo provides solutions using the best infrastructure and applications to address your workload needs. In the *DCG alliances* section of the portal, you can explore how Lenovo and alliance partners join forces to engineer a variety of solutions to help customers.



#### **Data Center Alliances**

You can find a list of all the solutions provided by Lenovo and our listed alliance partners

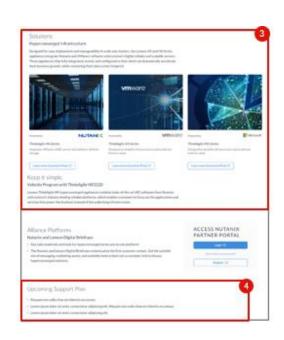


The new **DCG Alliance Detail** pages give you a more structured way of easily understanding the solutions that we provide in collaboration with our alliance partners

#### What information can you find:

- 1. Description of the alliance
- 2. Benefits that customers can get out of this alliance
- 3. Details of Lenovo solutions that are provided in collaboration with this alliance partner
- 4. Upcoming support plan of the alliance









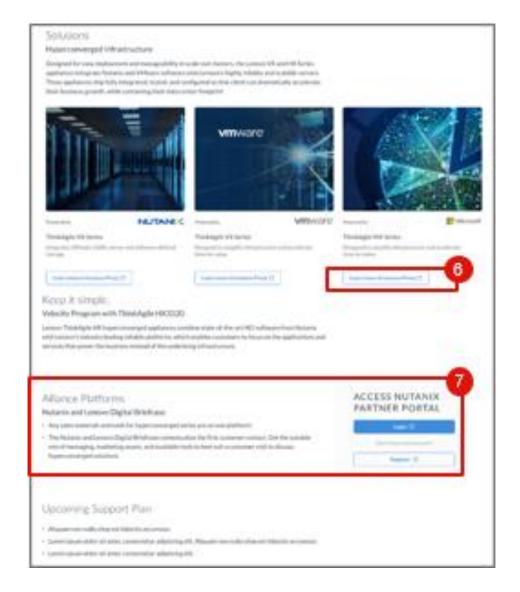
#### **Data Center Alliances**

The new DCG Alliance Detail pages give you a more structured way of easily understanding the solutions that we provide in collaboration with our alliance partners.

#### You can also:

- 5. Quickly download the assets related to the alliance
- 6. Go to Lenovo Press to learn more about this solution
- 7. Access the platforms of our alliances partners directly







# Lenovo Partner Hub The new global partner portal

**Profile Management** 



#### Profile Management Overview

What profile information can you see on the new global portal?

- As a Portal user, you can see and manage your own contact information and set your preference in terms of email and SMS subscription, portal and subscription language, and your product focus.
- As a Portal user, you can see your company profile information, including your company's account ID with Lenovo, the branches that are registered with the Lenovo portal and your key Lenovo contacts information, for example, your Lenovo Sales Representative.



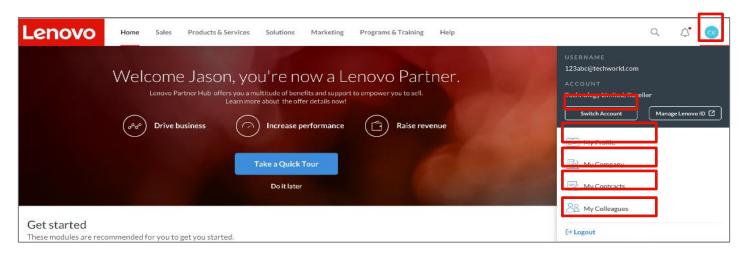
- If you are assigned as the admin role in the system, you can also:
  - Add a new branch to your company account
  - Invite your colleagues
  - View the list of your colleagues who use Lenovo Partner Hub and their assigned user roles
  - Assign and update portal user roles to your colleagues
  - You can view and download the contracts signed with Lenovo such as the Lenovo Partner Network
     Agreement (LPNA) and Special Bid Addendum (SBA)



#### Access Profile Management

You can manage your profile by clicking your initials or your photo (if you uploaded your photo on the portal).

If your company works with Lenovo both as a distributor and as a reseller, you will have two accounts to perform your tasks separately. You can switch account to access the different views of the portal

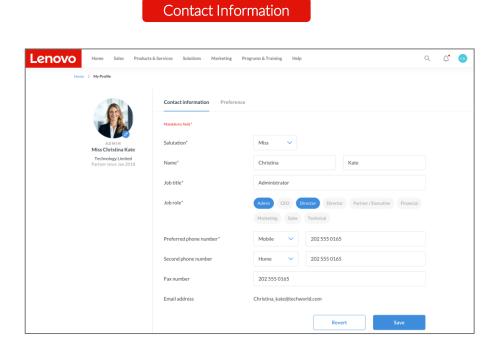


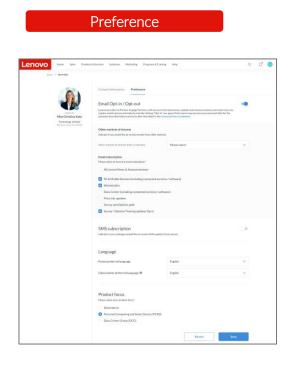


Contracts information are only available for admin users.

## Manage My Profile Information

You can see and manage your own contact information and set your preference for email and SMS subscription, portal and subscription language, your product focus

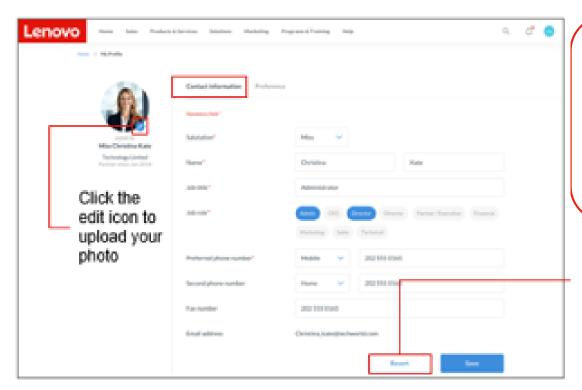






## Manage My Profile Information

You can view and update the following contact information



#### **GREAT NEW FEATURES**

Your profile information, especially your job role, help us to deliver a personalized portal experience for you

Click to **Revert** button to reset the information and click the **Save** button to save the information

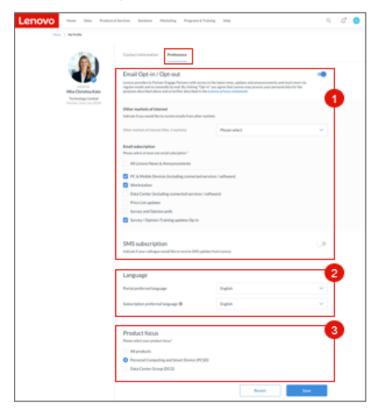


#### Note: Your portal user role is set by your company admin

- Salutation
- Name
- Job title

- Job role
- Phone number
- Email address

#### And set preferences for the following items:



- 01 Receive email and SMS subscriptions.
- Select your portal preferred language and the communication preferred language.
- O3 Select your product focus from the following options:
  - All products
  - PCSD
  - DCG



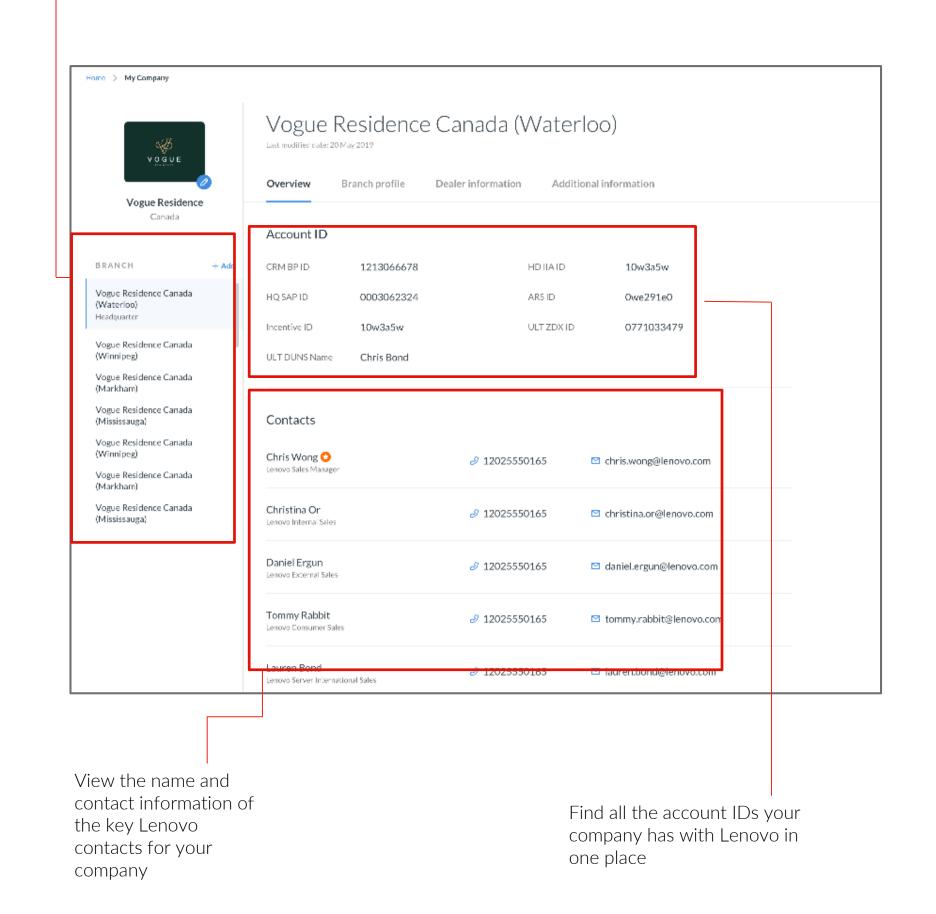
## Manage My Company Information

As an Admin, you can view your company and branches information

#### **GREAT NEW FEATURES**

Click the branch to view its detailed information

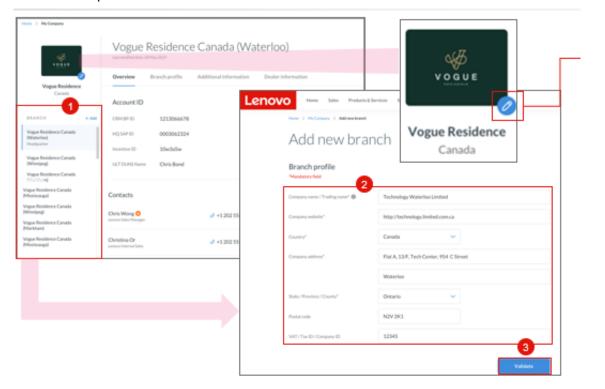
You can find all the account information and the key contact information you need for doing business with Lenovo centrally in one page.





## Manage My Company Information

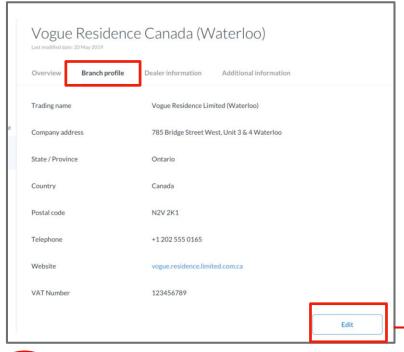
As an Admin, you can also manage your Company information and add new branches on the portal



Click the edit icon to update the following information:

- -Company photo
- -Company name
- -Company location
- O1 Click the Add button to add a new branch
- In the Branch profile section of the Add new branch page, enter the branch details
- O3 Click the Validate button

As an Admin, you can also update the branch information of your organization



The branch profile information can be changed/edited only after receiving Lenovo approval



Note: Any changes to the branch profile information requires Lenovo approval, which is stated on the tool tip next to the branch profile header



## Manage My Company Information

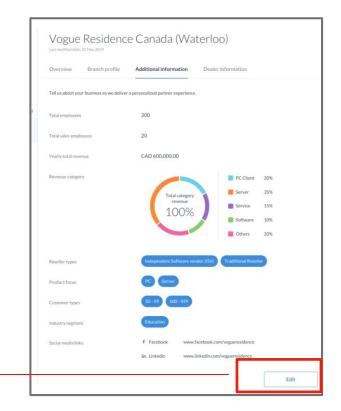
In addition, you can update additional information of your company

You can view and edit the following details:

- Total employees
- Yearly total revenue
- Revenue category
- Reseller types
- Product focus
- Customer types
- Industry segment
- Social media links

#### **GREAT NEW FEATURES**

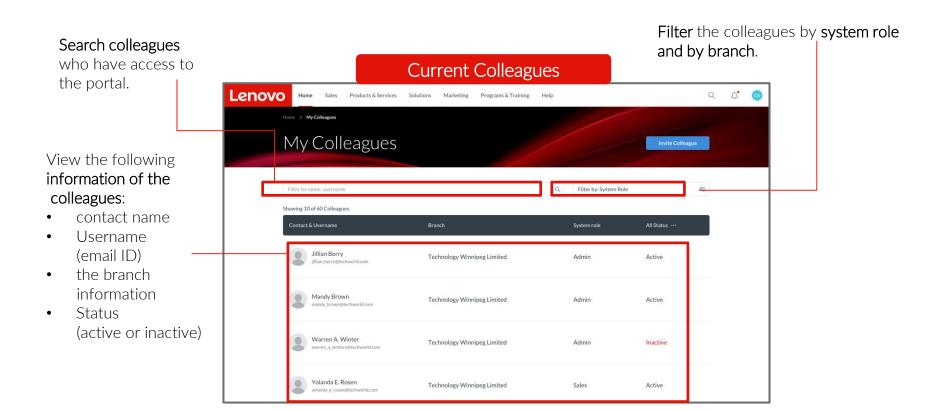
Your company information helps us to deliver a personalized portal experience for all the users in your company





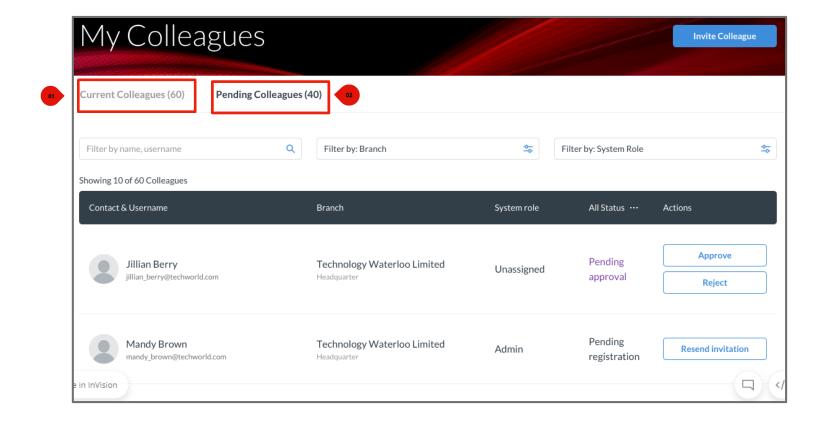
Note: Your portal user role is set by your company Admin

As an Admin, you can see list of your colleagues who use the Lenovo Partner Hub, and user roles assigned to them





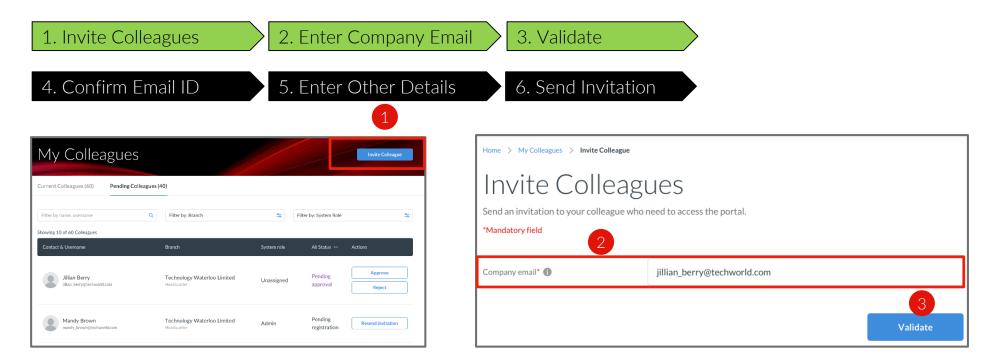
As an Admin, you can:



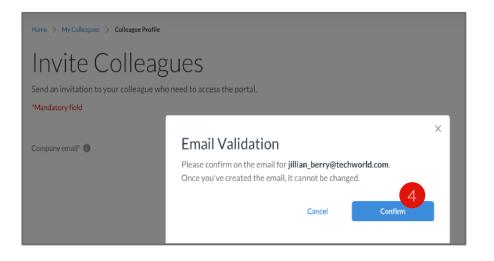
- Invite new colleagues to access the portal
- Manage and authorize your colleagues

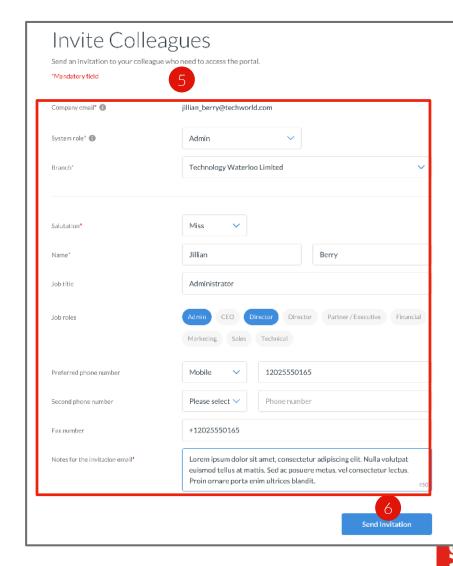


As an Admin, you can invite more colleagues to access the portal. Perform the following process to invite new colleagues:



- O1 Click the Invite Colleagues button to get redirected to the Invite Colleagues page.
- O2 Enter the company email ID of the colleague to whom invitation has to be sent.
- O3 Click the Validate button.
- O4 Confirm the email ID entered is correct.
- O5 Enter the relevant details according to the tooltips.
- O6 Send Invitation to the colleague.



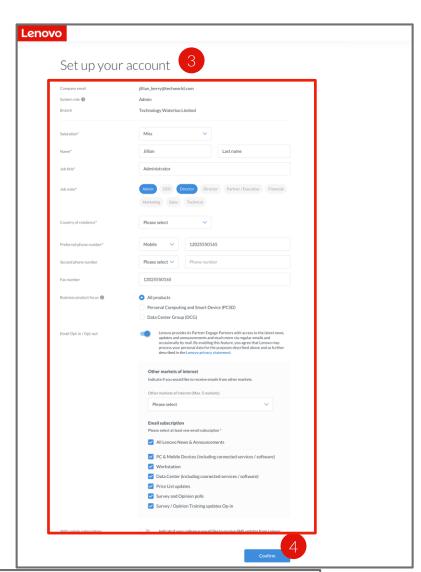


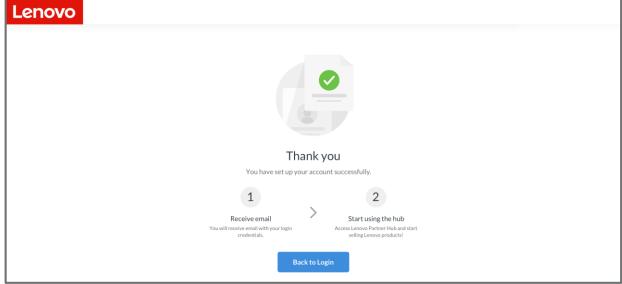


Note: Once you've created the email, it cannot be changed

After you send the invitation, the colleague you invited will perform the following process to complete the registration:

- Receive an email with a link to set up the account.
- Click the link in the email to get redirected to the **Set up your** account page.
- Populate the required details; some information will be pre-filled by the Admin when the invite is sent.
- Click the **Confirm** button to confirm the details entered and get redirected to the confirmation page.







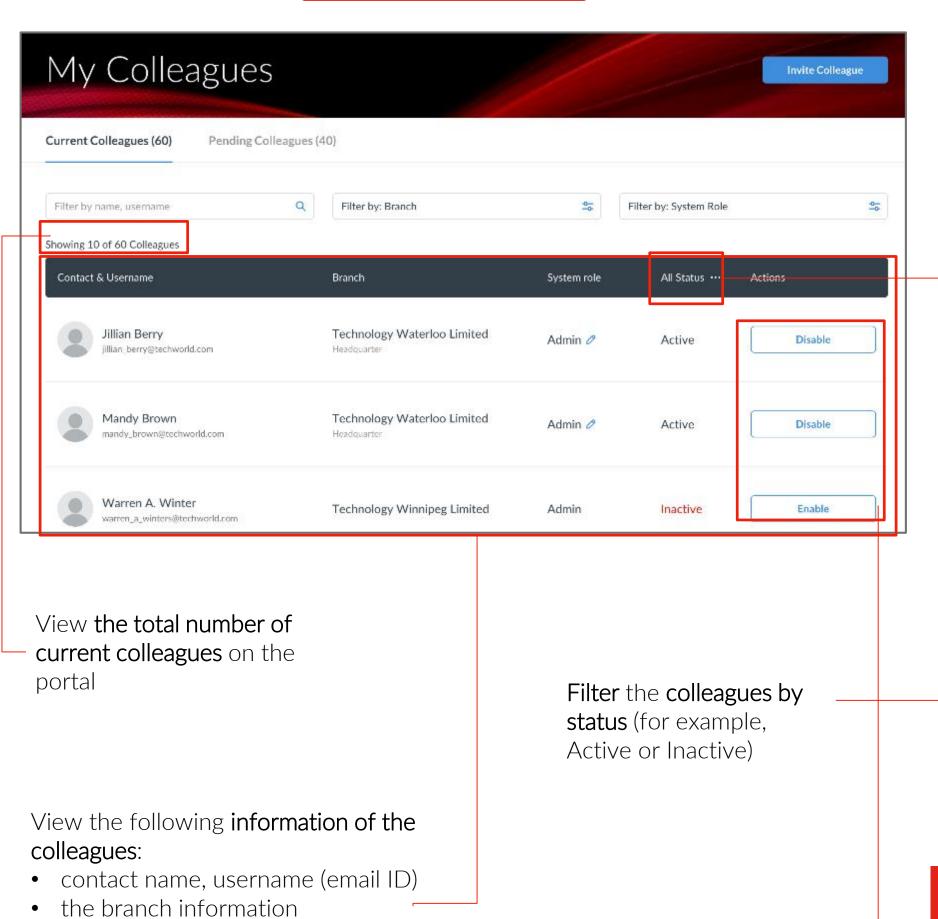
#### Note

- Once the information is confirmed, the colleague will receive an email with the login credentials
- As the colleague is invited by the Admin, no approval is required from the Admin



As an Admin, you can also view your existing colleagues' information, enable or disable their access to the portal

**Current Colleagues** 



Status (active or inactive)

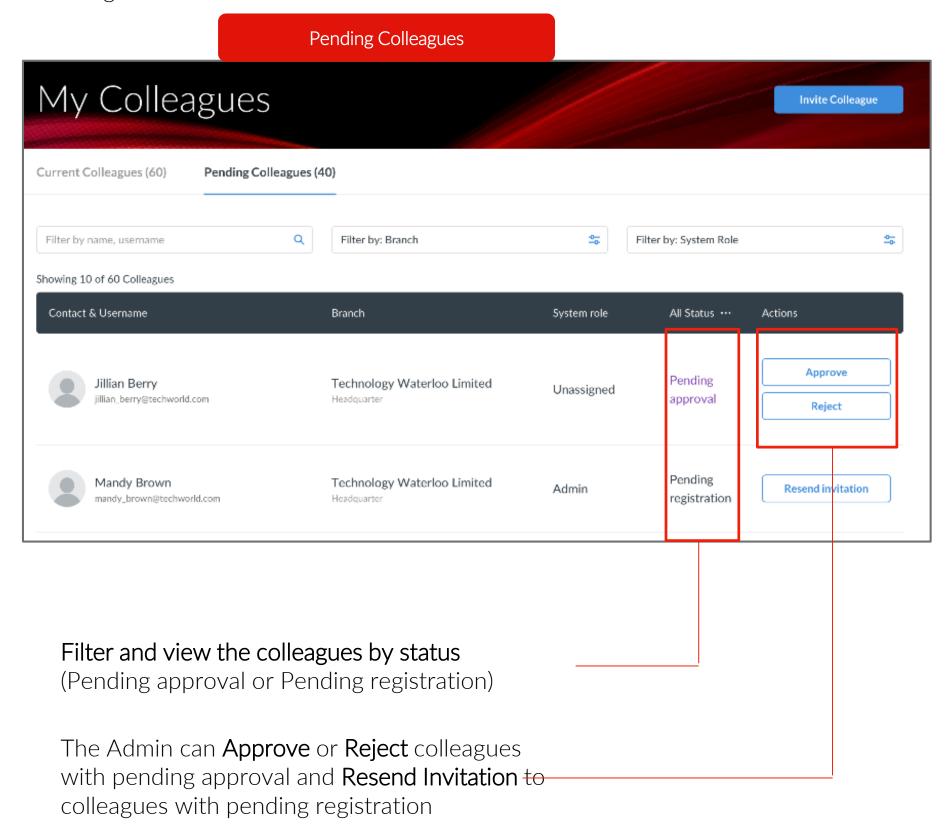
**Enable or Disable** the

user account of your

colleague



An Admin can authorize colleagues' pending approval or resend invitation to their colleagues





## Manage My Contracts Information

What contracts can you see on the portal?

As an Admin, you will be asked to sign both Lenovo Partner Network Agreement
 (LPNA) and Special Bid Addendum (SBA) when your company registers with Lenovo.
 An authorized person from your organization can sign the agreements

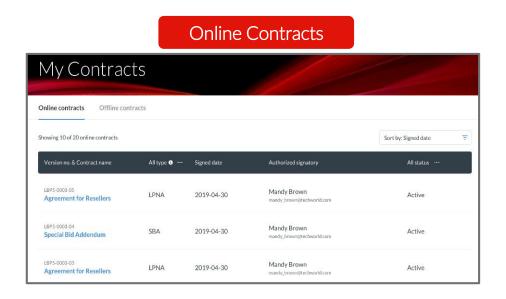


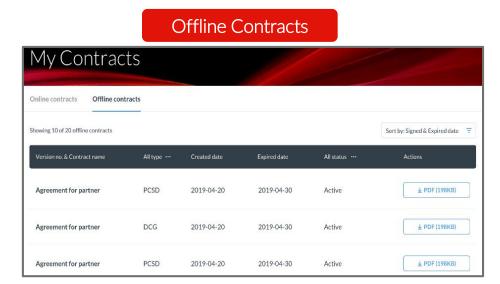
 If there is any update for the terms and conditions of these contracts, you will be asked to sign the contracts again to renew them



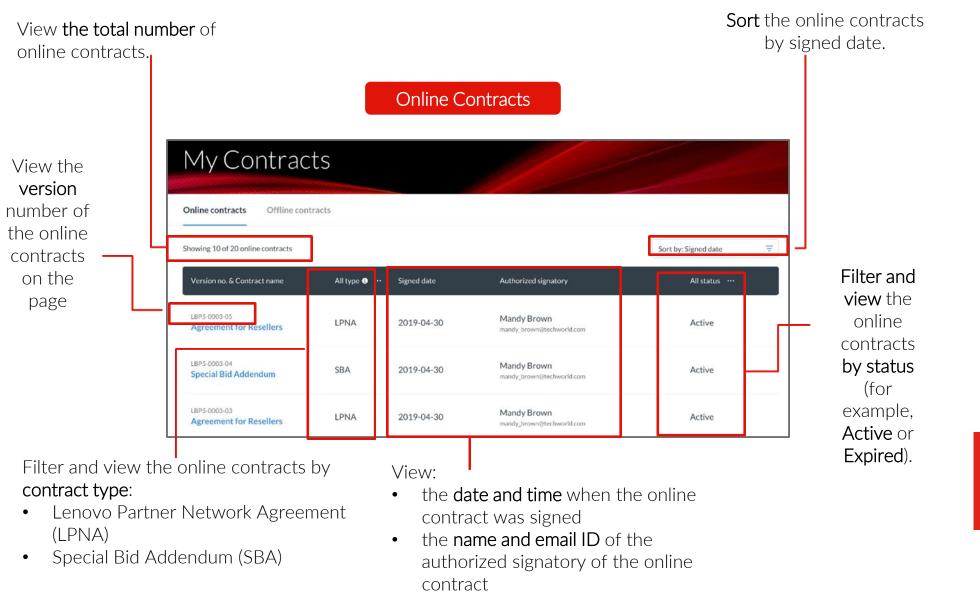
#### Manage My Contracts Information

An Admin can access all the signed contracts from single repository on **My Contracts** page. The page consists of the following two tabs:





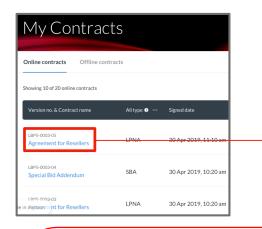
As an Admin you can view and manage all your online contracts information in one place





## Manage My Contracts Information

An Admin can view online contract details or download contracts.



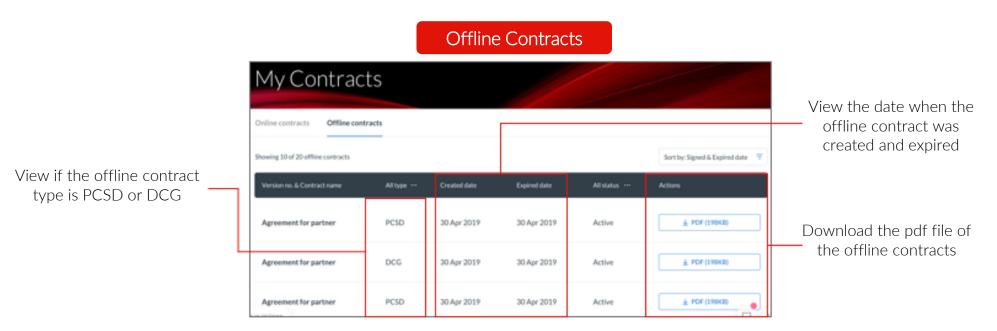
Click the contract name to open the **Contract Details** page.



#### **GREAT NEW FEATURES**

- All the detailed information such as the contract name, status, type authorized signatory, signed date and version number are available for you on the Contract Details page.
- And you can easily download the PDF version of the contract for offline reference.

An Admin can also download offline contracts to view the details





**Note**: On the new portal, you can view the contract details online only for online contracts. To view the offline contract details, you need to download the PDF file.





#### Distributors and T1 Resellers Overview

Lenovo Partner Hub is your one-stop solution to find all the information, resources and tools to help complete your tasks and grow your business with Lenovo.

## ?

#### What is a distributor? What is a Tier 1 (T1) reseller?

- Distributors and T1 resellers place the orders directly with Lenovo.
- Distributors will provide the products or stock to tier 2 (T2) resellers.
- T1 resellers sell to end customers

#### ?

#### How will the portal support a distributor or T1 reseller differently?

- The portal is personalized based on the your partner type. The homepage and the sales performance dashboard will have a personalized view. In addition, the navigation is personalized for you to host all the resources and tools that are important to help you grow your business with us.
- In addition to all the resources and tools that T2 resellers can access in the portal, the portal holds the tools for you to place and track the orders from Lenovo via Lenovo Product Ordering System (LPOS) and Order Visibility Portal (OVP).
- For distributors, the portal also provides you with a recruiting playbook to efficiently recruit the T2 resellers, and an onboarding playbook to help onboard T2 resellers.
- For distributors that sell Data Center Group (DCG) products, the portal also enables you to search the T2 resellers in your region or country to grow business.

The portal enables you to find the tools to place and track your orders with Lenovo.

#### ?

#### How to place an order?

• Distributors and T1 resellers can place their orders using Lenovo Partner Ordering System (LPOS) under sales tab in the navigation menu.

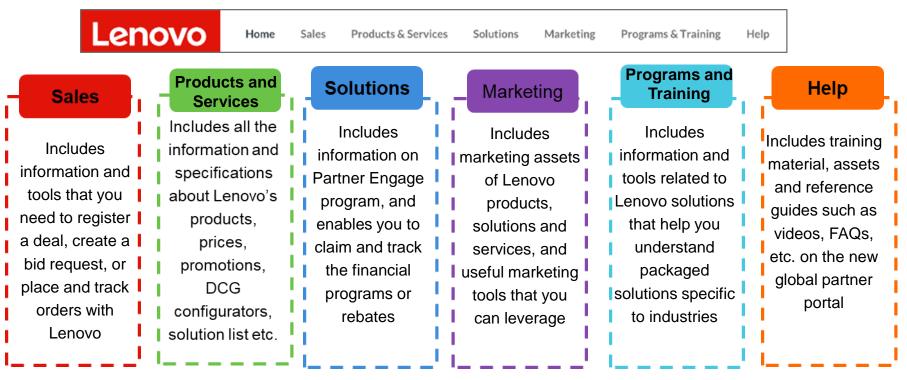


#### How to track your order?

• Distributors and T1 resellers can track their orders using Order Visibility Portal (OVP) under sales tab in the navigation menu.

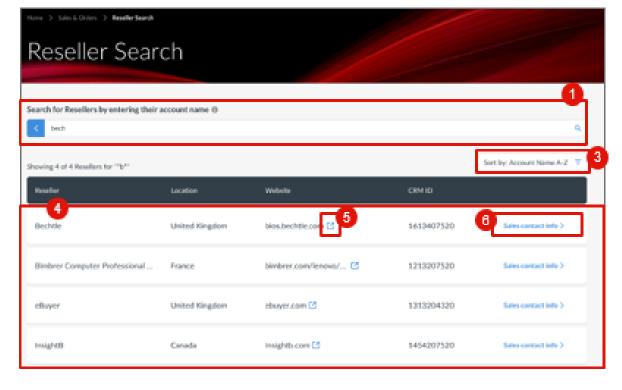
## Navigation in the Portal as a Distributor or T1 Reseller

The most important information and links under the main menu items are displayed in a prioritized and structured manner. Other information and tools are grouped



## Search for a DCG Reseller

For the distributors that sell Data Center Group (DCG) products, you can search the T2 resellers in your region or country to grow your business:

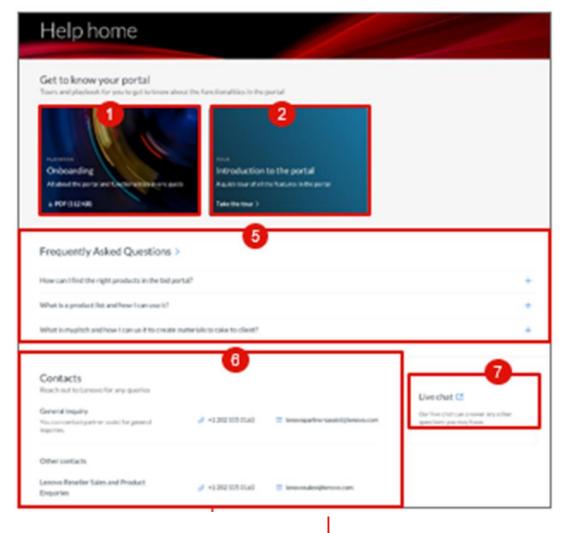


- Enables you to search for resellers by entering their account name
- Displays the number of search result
- Enables sorting the search results in the alphabetical order by using the account name (A to Z or Z to A)
- O4 Provides details such as: Reseller name, Website
- O5 Displays the link to the reseller's website
- Displays the sales contact information of the respective reseller



#### Get Help

The portal provides comprehensive guidance and engaging support resources to help you along your journey with us.



The phone numbers and email IDs for addressing different enquiries are displayed

- You can download the Recruiting and Onboarding Playbook to help you recruit more tier 2 resellers.
- You can also take the portal Introduction tour to quickly understand what the portal offers.
- You can see several onboarding videos to give you a visual introduction of doing business with Lenovo using the portal.
- You will find a series of short training modules to help you understand how to use the portal.
- You can access the Frequently Asked Questions (FAQ) to resolve queries.
- You can also see your key Lenovo contact information if you have questions that cannot be resolved using the portal.
- You have the option of reaching out to us via Live Chat as well.



#### View Your Program Benefits

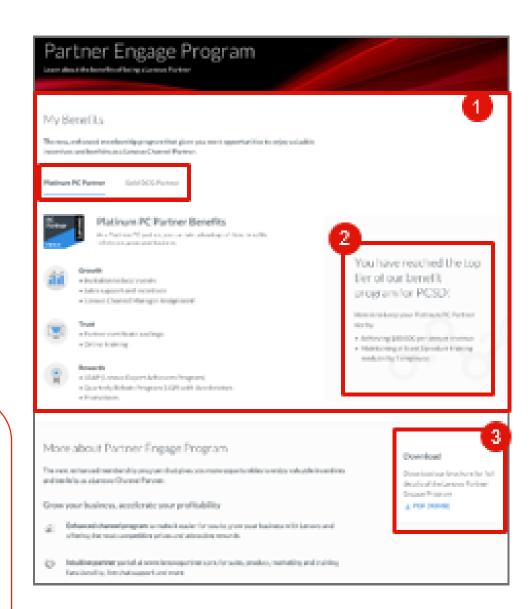
As a Lenovo partner, you are part of the Lenovo Partner Engage Program. You can find all the information regarding this program and the benefits you can enjoy in one page of the portal

You can find the following information:

- The benefits that you can enjoy at a certain tier level of the Lenovo partner engage program
- How to move up a tier level to enjoy further benefits
- How to download the brochure for complete details of the Lenovo Partner Engage program products

#### **GREAT NEW FEATURES**

 You can view your benefits from the Lenovo programs based on your partner tier for Personal Computers and Smart Devices Product Catalogue (PCSD) and Data Center Group (DCG).



## **Access Trainings**

What type of trainings can you take?

Click **Programs & Training** in the navigation menu to access trainings that are available for you



- Market trends
- Products training
- Skills training
- Training about Lenovo



## Lenovo Partner Hub

143



- 1. Marketing resources
- 2. Lenovo marketing campaign
- 3. Lenovo marketing tools
- 4. Promotions

The new global partner portal aims to fuel your marketing engine with the vast amount of collaterals, assets, industry insights and tools to help you sell more of Lenovo Products and Solutions easily

#### Find Marketing Resources

Lenovo Partner Hub is designed to provide you with the right content at the right time, which is personalized just for you.

The following table lists key resources types that you can access across the moments that matter throughout your journey with Lenovo:

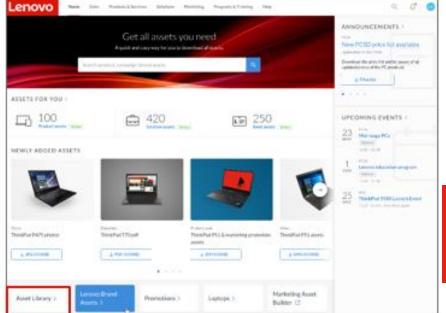


The Asset Library is a centralized repository of ready-to-use marketing assets

1. You can easily access the Asset Library from the Marketing tab.

2. If you are assigned a marketing role in the system, you can also access the Asset Library from the quick links on your Homepage.







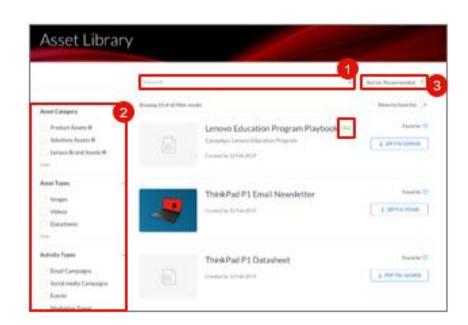
#### Find Marketing Resources

The Asset Library is designed to help you find the assets you need in the most effortless and efficient way

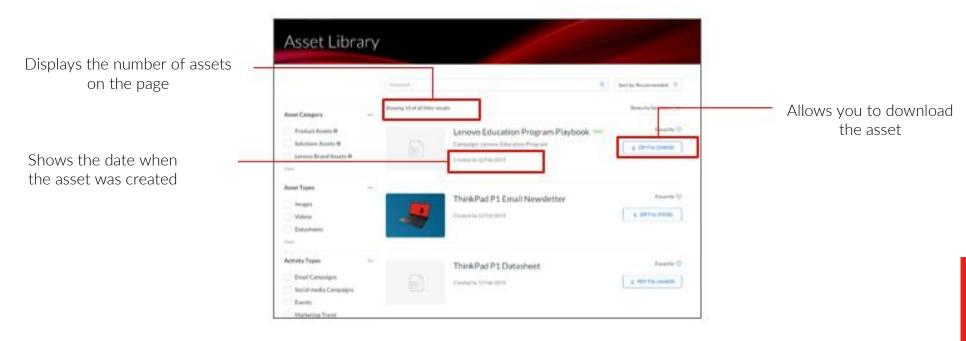
- O1 Easily find all assets you need with a single search
- Apply the following dynamic filters to perform a focused search of required assets: Asset Category, Asset Types, Activity Types, Product Group, Product Types, Product Series, Solution Stage
- O3 Sort the assets by Recommended, Newest, and Most downloaded using the "Sort by" functionality

#### **GREAT NEW FEATURES**

- In the search bar, the search results show the recommended and latest assets on top of the list.
- The new and latest assets are highlighted with the New tag to catch your attention.



You can download the assets directly from the Asset Library

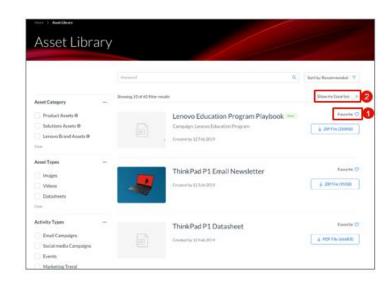




#### Find Marketing Resources

The portal allows you to save the assets as Favorites to quickly access them later

- You can click the **heart** icon to mark the asset as your favorite
- The Show my favorites filter enables you to view and focus only on those assets that you have saved as your favorite

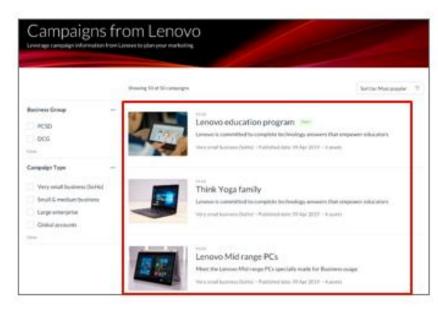


## Take Advantage of Lenovo Marketing Campaign

A variety of marketing campaigns across different business groups and campaigns can be found easily in the Asset Library

- 1. You can easily access the campaigns information from the navigation
- 2. Browse through the list of marketing campaigns





## Take Advantage of Lenovo Marketing Campaign

You can browse the list of campaigns on the Campaigns from Lenovo page

- You can sort the campaigns' list by newest (based on the creation date) or most popular (based on the view count)
- You can apply filters to simplify your search for relevant campaigns
- The PCSD/DCG tags help you to easily differentiate between the campaigns that are for PCSD and DCG
- You can click the campaign name to open the **Campaign Details** page



The campaign type, published date and number of assets for the campaign are displayed with the campaign name

#### **GREAT NEW FEATURES**

• The latest and new campaigns are highlighted with the **New** tag to catch your attention.



## Take Advantage of Lenovo Marketing Campaign

You can find the following details about the selected campaign on the **Campaign Details** page:

- O1 Objectives of the campaign
- Audience for the campaign so that you know whom to target
- lmage, specifications and estimated reseller price for the relevant products
- Allows you to quickly download the assets related to the campaign

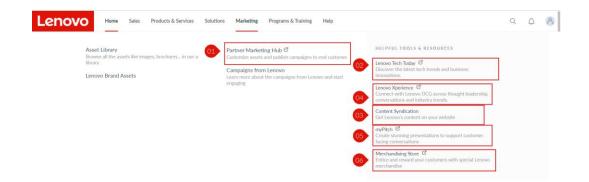




#### **Access Other Marketing Tools**

Good news! With the new global partner portal, all the marketing tools that you need are centrally organized for you in one place. You can easily get access to:

- Partner Marketing Hub to customize assets and publish campaigns to end customers
- Lenovo Tech Today tool to get yourself up-to-speed with the latest industry and market trends
- Lenovo Xperience tool to connect yourself with the Lenovo data center group in terms of thought leadership, customer conversations and industry trend
- Content syndication tool to get Lenovo content on your website for free
- myPitch tool to help you create stunning presentations about Lenovo products to pitch to your customers
- Merchandising Store Entice and reward your customers with special Lenovo merchandise

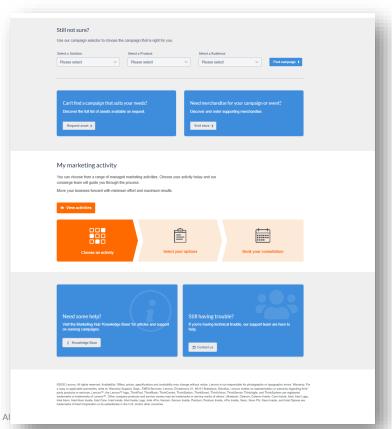


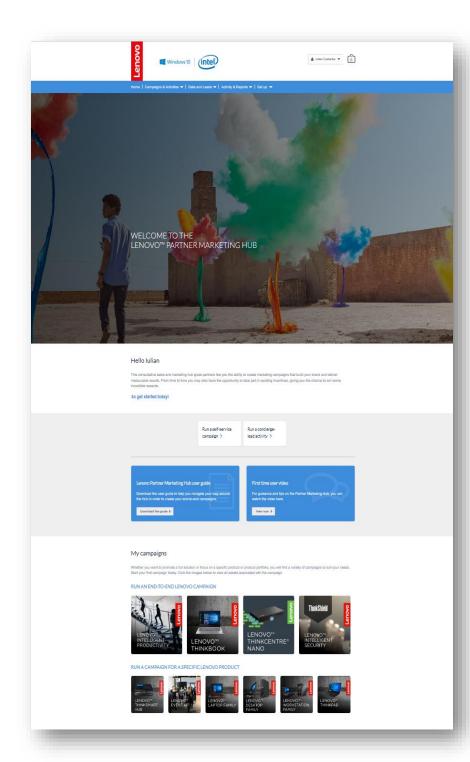


#### Lenovo Partner Marketing Hub

## Co-Marketing activities for your Business Partners

- Ready to use Lenovo branded Marketing assets, validated, aligned and compliant with BPs requirements (personalizing with their contact details, value proposition, logos) or alliance (Intel, Microsoft)
- Full customizable toolkit can be downloaded which includes digital or print assets, available for multiple range of products or solutions: Range of product focused and themed campaigns, Event Kits.
- Ability for you to request a wider suite of products and solutions. With language support to enable you to run a range of demand campaigns, including Content Based Lead Generation or Inside Sales (telemarketing)
- You can find marketing activities or campaigns targeted around specific solutions, products and audiences.
- Reporting & analysis available for collected leads or data, incl. managing lists





Need merchandise for your campaign or event?

Discover and order supporting merchandise.

Visit store

#### SUPPORTING MERCHANDISE

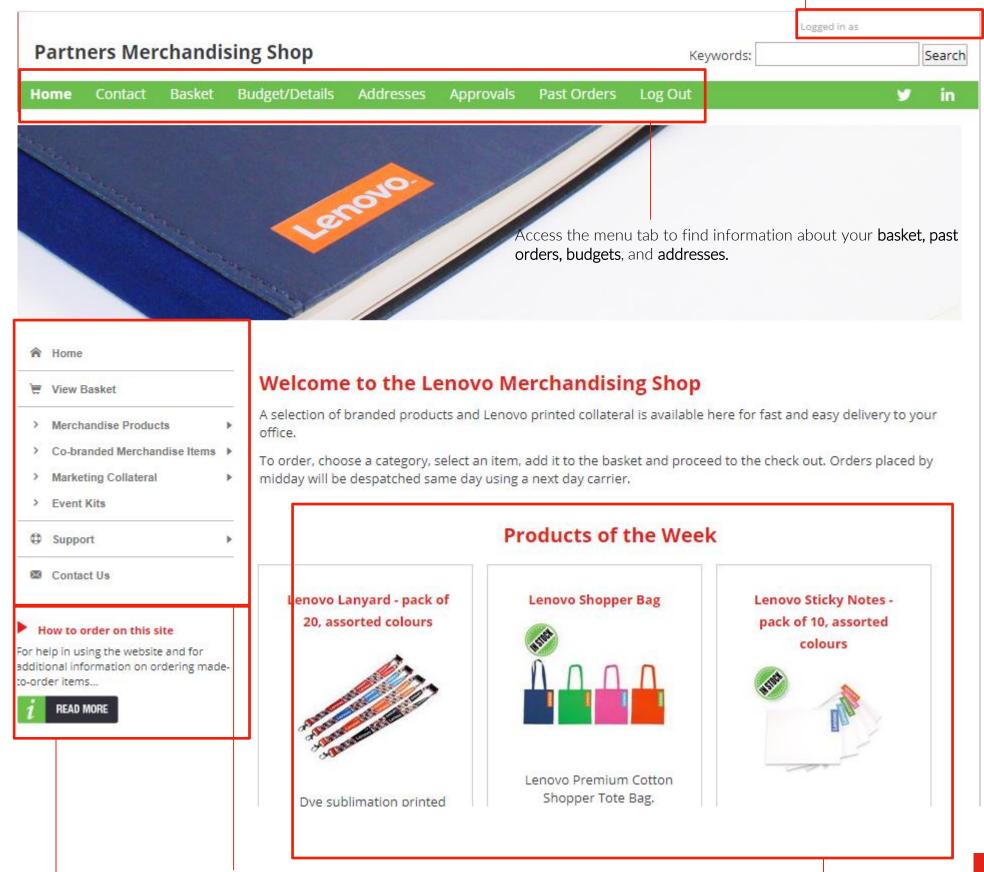
 Should you need any merchandise to compliment your campaign or event you are running, if you click on 'visit store' and this will take you to the Lenovo merchandise store.



## Lenovo Merchandising Shop

Should you need any merchandise to compliment your campaign or event you are running, the Merchandising Shop is designed to help you find a selection of branded products and collaterals that can be used for both.

Single-Sign-On possibility across all Partner platforms



Learn more about how you can order.

Check the different categories of assets available.

Access the products of the week.



#### **Promotions Overview**

Increase your understanding of Lenovo promotions in the new global partner portal called Lenovo Partner Hub.

#### What are Lenovo promotions?

In order to help our partners increase sales, Lenovo offers various promotions to give you special price advantages or financial bonus. All information and details about various promotions Lenovo offers are centrally organized for you in the new global partner portal to help increase sales.

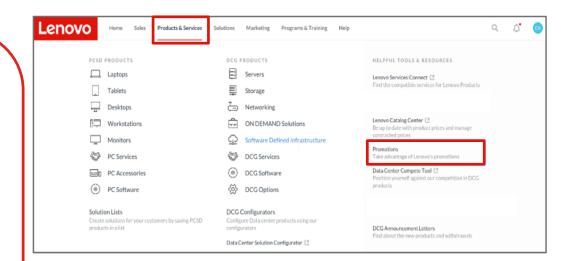


#### **Promotions**

You can access all the information about promotions by clicking **Promotions** in **Products** and **Services**.

What are the differences between promotions, rebate programs, and special bids?

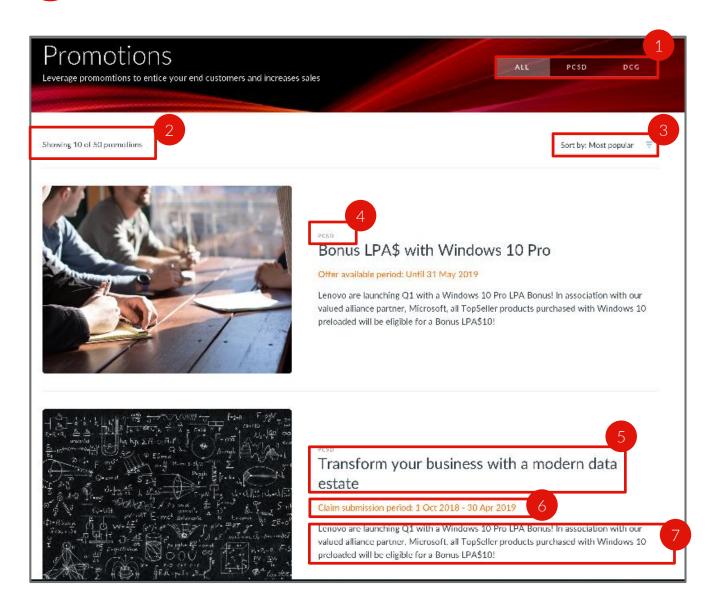
- Promotions are usually for specific products, for which a discount is given to a partner. End users might not necessarily need to be aware of such discounts.
- Rebate programs are contractual programs.
- Special bids are usually discounts given when products are sold in volume for end user deals.



#### **Promotions**

Then, you can find a list of all the promotions by Lenovo and partners.

- O1 Allows you to switch the view between PCSD and DCG, or view all promotions
- O2 Shows the number of promotions displayed on the page
- Allows you to sort promotions **by newest or most popular** to help you view promotions in the order that you prefer
- Shows the PCSD/DCG tags to draw your attention to promotions, specifically crafted for PCSD and DCG products
- Displays the name of the promotion. Clicking the promotion name opens the **Promotion Details** page
- O6 Highlights the date till when the offer is available
- O7 Displays a brief description of the promotion

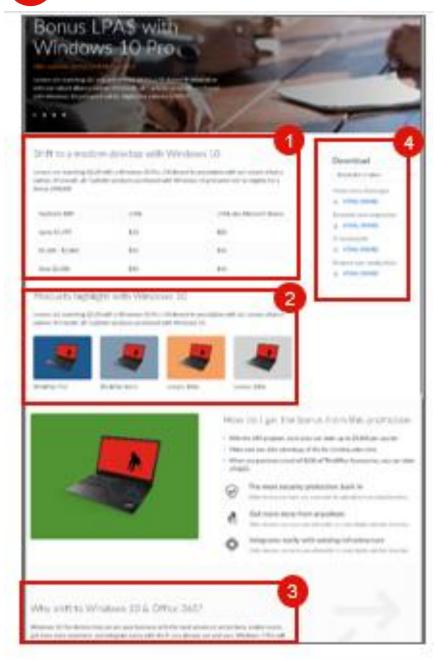




#### **Promotions**

The new **Promotions Detail** pages give you a structured and easy way of understanding promotions information to reap the benefits.

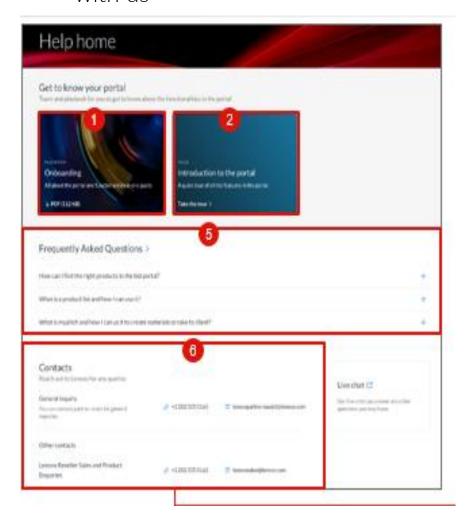
- O1 Displays details to explain how the promotion works
- Displays products that are eligible for this promotion
- O3 Displays benefits of the products and services that are part of the promotion
- O4 Allows you to download the assets related to the promotion





#### Get Help

Help page has a list of support documents and resources to help you along your journey with us



- Onboarding Playbook

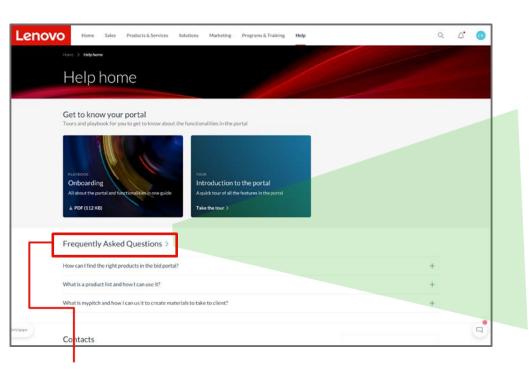
  Ouick Tour

  Video Guides
- Portal User Guides

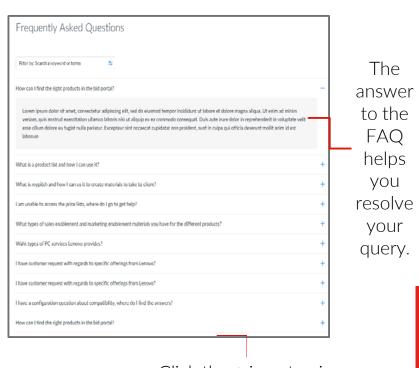
  Frequently Asked Questions (FAQ)
- You can also see your key Lenovo contact information if you have questions that cannot be resolved using the portal.

The phone numbers and email IDs for addressing different enquiries are displayed.

#### Frequently Asked Questions



Click Frequently Asked Questions to access the Frequently Asked Questions list page.



Click the + icon to view the answer for each FAQ.