



HP PARTNER PORTAL

HP Partner Application Process



PARTNER APPLICATION PROCESS

Only an OFFICER can apply for an HP Partner Agreement and provide the information requested online.


Officer: A person able to bind the company to a contract.

PLEASE NOTE:

2 important items that will result in a denied Application if not included are :

01. Lack of HP Invitation Code to become a partner
02. Country specific Legal Documents - (zipped format).





Programa de Distribución Calificada

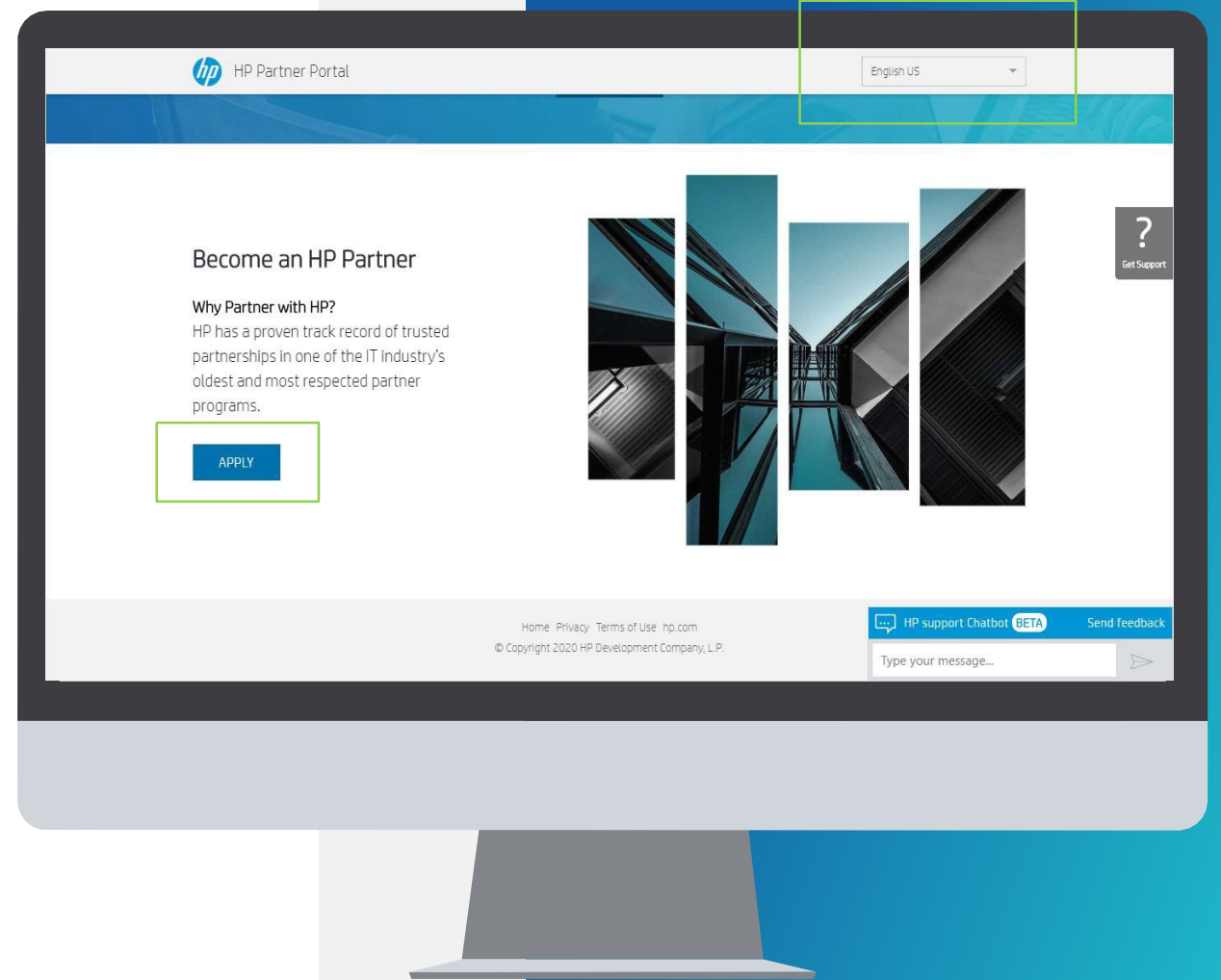
In Mexico, Supplies and HP printing hardware products (HPS) are governed by the HP Qualified Distribution Program which requires resellers to meet specific eligibility criteria to purchase our products through device distributors or direct with HP to resell to end consumers, ensuring a superior purchasing process when they buy our products. To access the eligibility criteria for the HP Qualified Distribution Program, in addition to solving any questions, you can contact us through the email: HPMXQualifiedPartnerPrograms@hp.com.

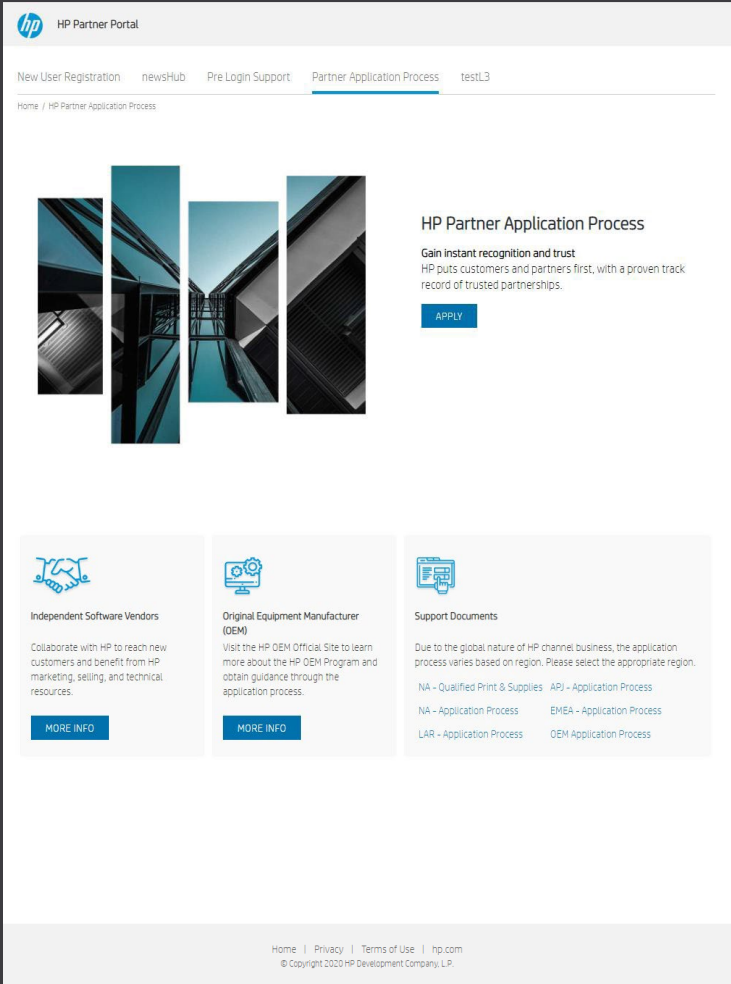
En México, los productos de consumibles y hardware de impresión HP (HPS) se rigen por el Programa para Socios Calificados de HP (mejor conocido como Programa de Distribución Calificada) , el cual requiere que los revendedores cumplan con los criterios específicos de elegibilidad para comprar nuestros productos a través de distribuidores autorizados o directo con HP para así revenderlos a los consumidores finales, asegurándoles un proceso de compra superior al adquirir nuestros productos.

Para obtener acceso a los criterios de elegibilidad para el Programa de Distribución Calificada de HP además de resolver cualquier duda, debe contactarnos a través del email: HPMXQualifiedPartnerPrograms@hp.com.

HOW TO APPLY

01. Access the HP Partner Portal
Access the HP Partner Portal at partner.hp.com
02. Become an HP Partner
Scroll down on the page. Under “Become an HP Partner”, click Apply.
03. How to change the language
If you need to change the autosensed language, choose your language in the top right corner





PARTNER APPLICATION PROCESS

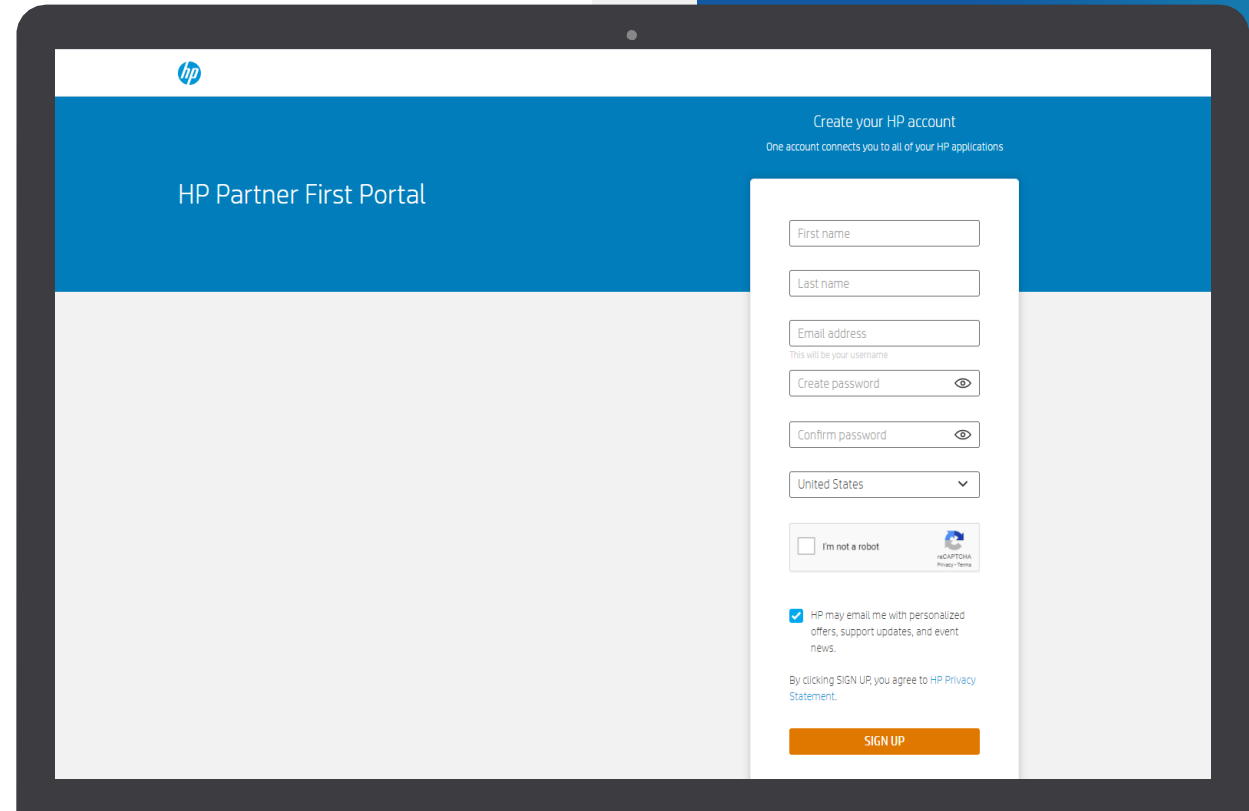
Download the support documents for your region for step by step instructions (if needed).

When ready, click “Apply”

CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. Fill out the following fields: First Name, Last Name, Create Password, Confirm Password, Country
02. Tick the "I'm not a robot" toggle
03. Click the "SIGN UP" button

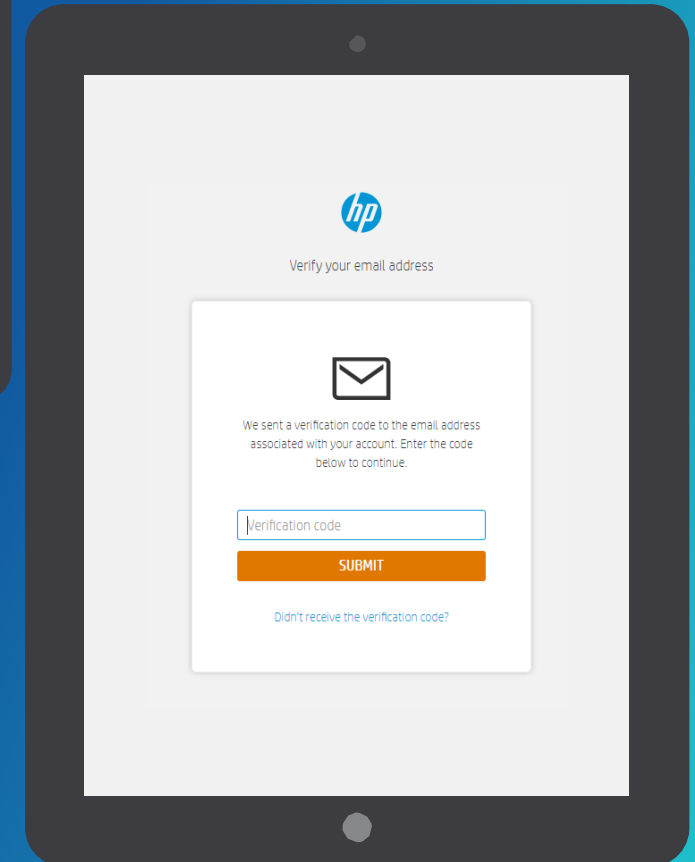
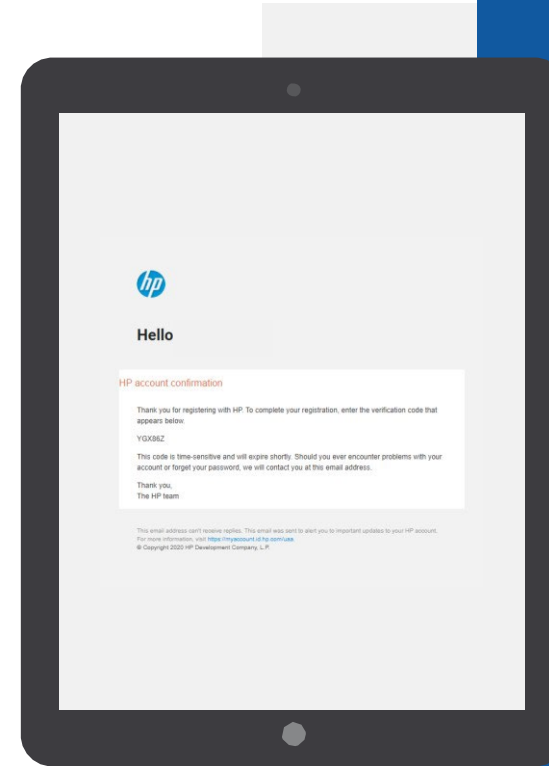


The screenshot shows the HP Partner First Portal account creation page. The page has a blue header with the HP logo and the text "HP Partner First Portal". Below the header, there is a form titled "Create your HP account" with the subtitle "One account connects you to all of your HP applications". The form contains the following fields: "First name", "Last name", "Email address", "Create password" (with a note "This will be your username" and an eye icon), "Confirm password" (with an eye icon), and a dropdown menu for "United States". Below the form, there is a checkbox for "I'm not a robot" with a reCAPTCHA logo. There is also a checkbox for "HP may email me with personalized offers, support updates, and event news." which is checked. At the bottom of the form, there is a "SIGN UP" button and a note: "By clicking SIGN UP, you agree to HP Privacy Statement."

*Japan prospective user will be routed to the PFP sign-in page with a message to contact local Portal Support to complete the offline registration process.

VERIFY YOUR EMAIL ADDRESS

01. Enter the verification code
Enter the verification code sent to the email address you used to register.
02. Submit
Click the “SUBMIT” button.
03. Partner Portal Registration
You will then be forwarded to the Partner Portal registration.



USER DETAILS

The user needs to provide User details and contact information.

01. Registration Form

The registration form auto populates four fields from the Create your HP account page: E-mail, First Name, Last Name, Country.

Please note: Mandatory fields are indicated with an *
Email must be corporate (match domain)

02. Complete the form

Continue to complete the registration form to ~~your~~ access to HP Partner Portal.

The screenshot shows the 'New User Registration' page on the HP Partner First Portal. The page has a progress bar with four steps: 1. User information (active), 2. Company information, 3. Partnership, and 4. Partner administration. Below the progress bar, a note states: '* Fields marked with an asterisk are required'. The form is divided into two sections: 'User Details' and 'User/Contact Details'. The 'User Details' section includes fields for Email* (testing.1.sunil@hpe@spangourr), First Name* (Tester), Last Name* (HP), Salutation* (Select), Job Function* (a dropdown menu with options: CEO, Audit/Risk/Compliance, Education/Training, Finance), and Seniority* (Select). The 'User/Contact Details' section includes fields for Country* (United States), State/Province (Select Province), and City.

CREATING YOUR USER ACCOUNT

The user needs to provide information on communication preferences and an authentication code.

The screenshot shows a web form with the following sections:

- Can HP contact you with additional offers, support updates, and news?**
- Please indicate your preferences below:**
 - Email: Yes No
 - Mail: Yes No
 - Call: Yes No
 - SMS: Yes No
 - FAX: Yes No
- Security Check***: Includes an HP logo with a red slash, a refresh icon, and a help icon.
- Type verification code:**: A text input field.
- Buttons:** "Cancel" and "Next".

01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next.

COMPANY INFORMATION

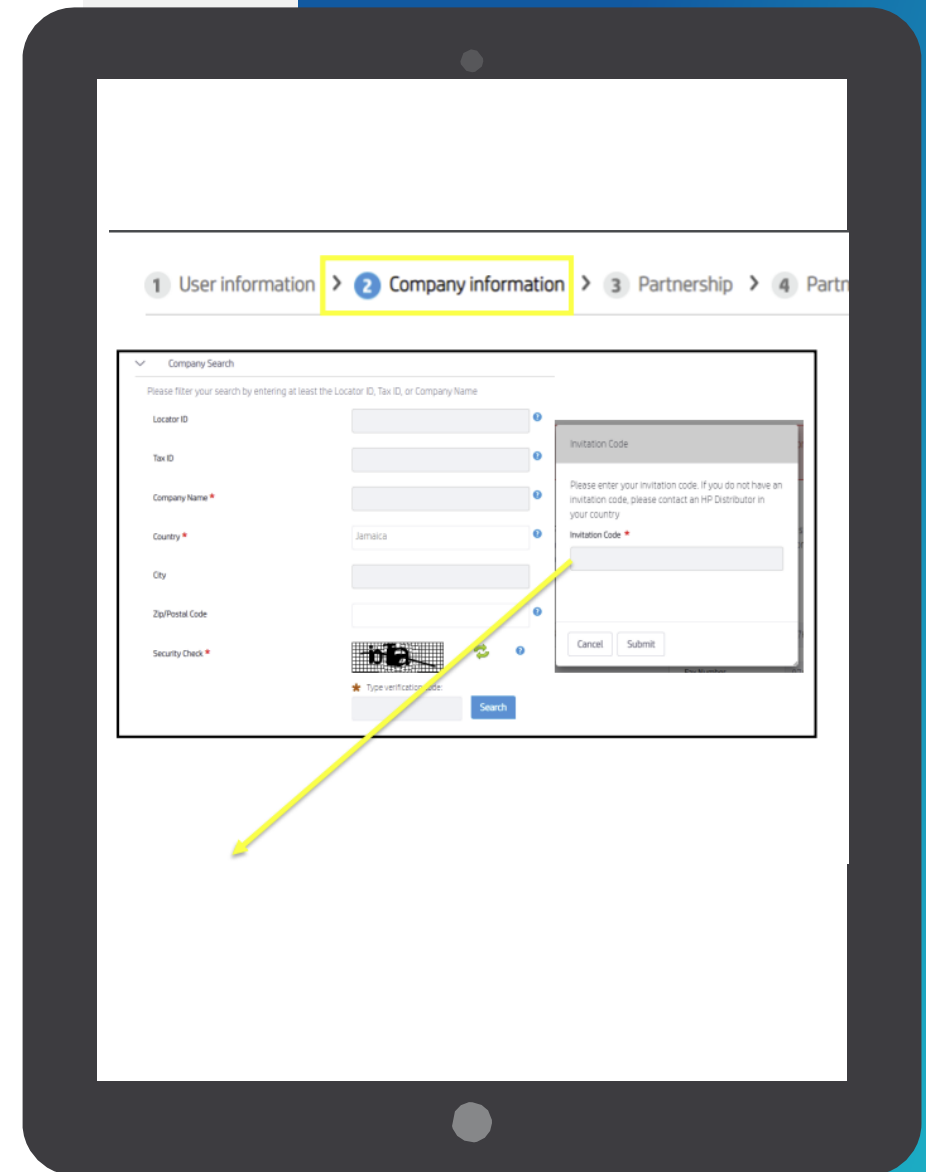
Provide the company name in the Company Name field.

01.

On the Pop-Up window enter the Invitation Code referred on slide 2, you'll only be able to continue with the application once you enter the invitation code assigned to your company.

02.

Type the verification code and click Search.

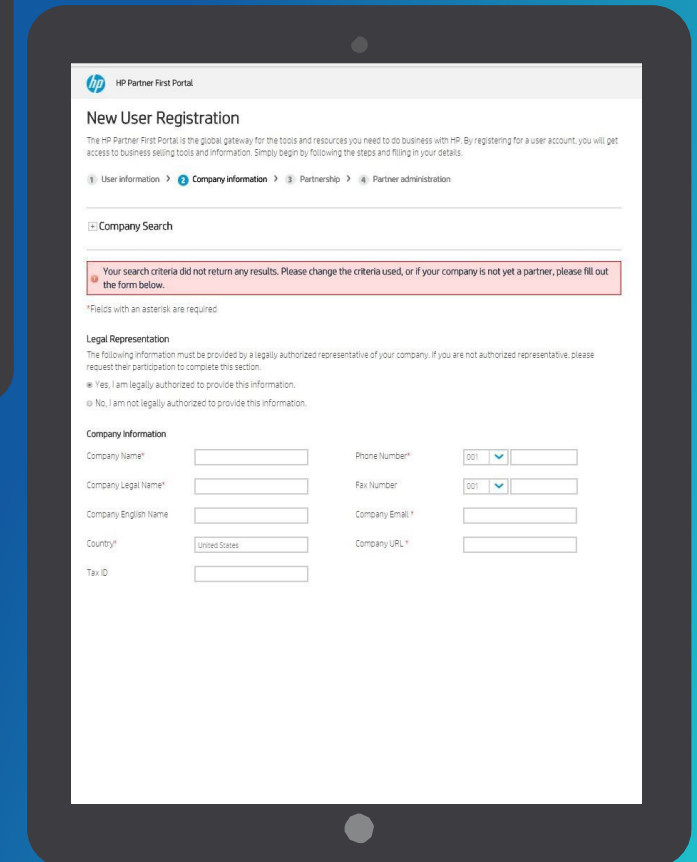
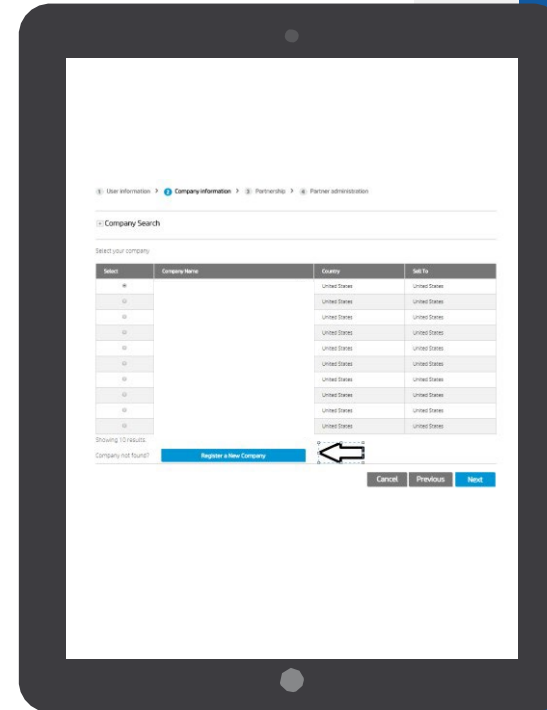


COMPANY INFORMATION

01. If there is a match, you will see the list of companies, if your company is listed, it means that you are already registered.
02. If none of the companies listed is your company, please select “Register a New Company”
03. You can proceed to register your company and enter the company detail.

NOTE:

Only an OFFICER can apply for an HP Partner Agreement and provide the information requested online. OFFICER: Person legally authorized to bind the company to a contract- usually director level or above.



COMPANY INFORMATION

You can provide: physical or mailing address, and please always provide your legal address.

The screenshot shows a web form titled "Address Information" on a laptop screen. The form is divided into two main sections: "Address Information" and "Legal Representative".

Address Information: This section includes a dropdown menu labeled "Physical Address*" with a downward arrow, and a button labeled "Add Address".

Address List: This section is currently empty.

Legal Representative: This section contains the following fields:

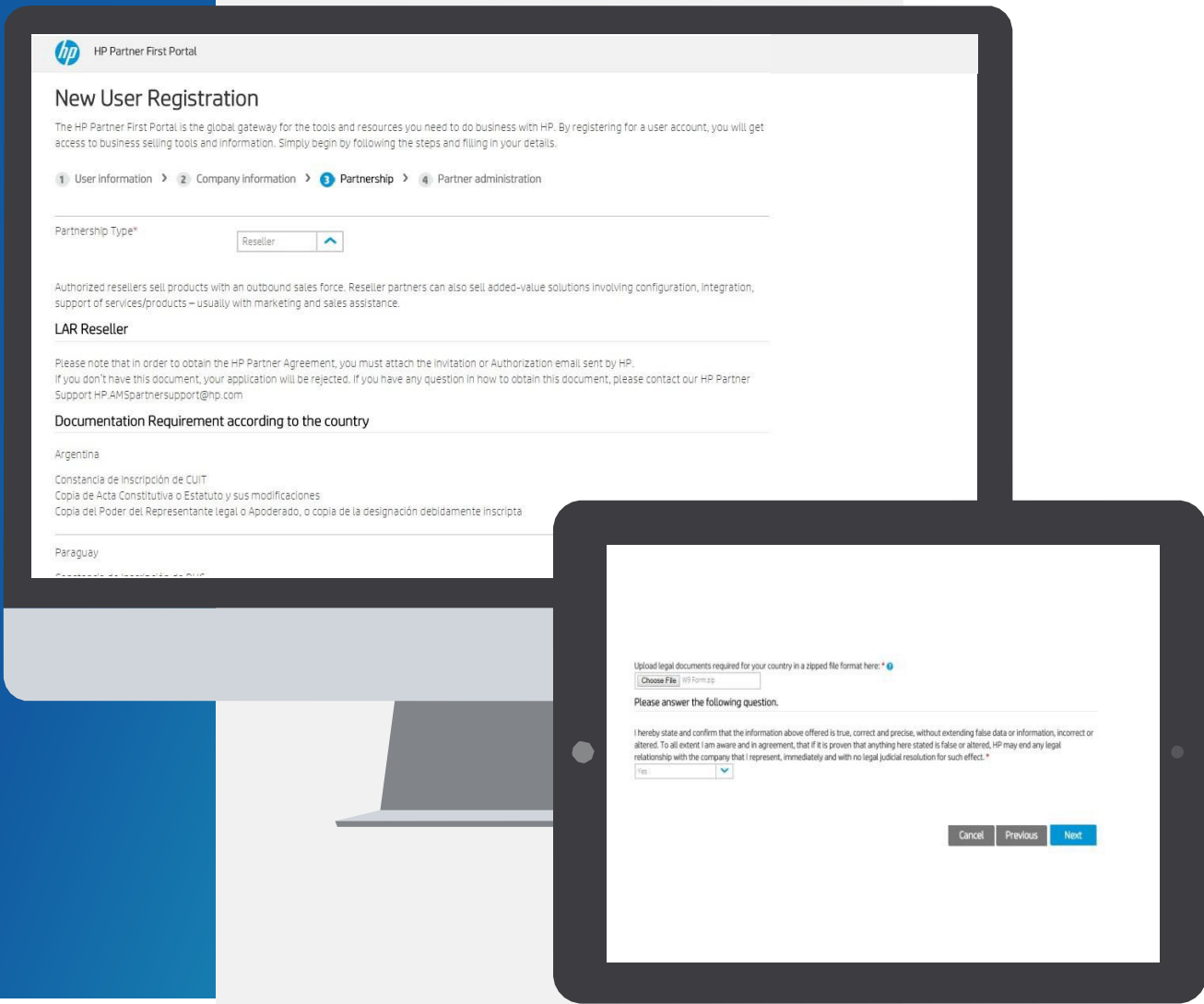
- First Name: [Text Input]
- Last Name: [Text Input]
- Job Title: [Text Input]
- Email Address: [Text Input]
- Work Phone Number: [Country Code: 001] [Dropdown: v] [Text Input]
- Work Fax Number: [Country Code: 001] [Dropdown: v] [Text Input]
- Mobile Phone Number: [Country Code: 001] [Dropdown: v] [Text Input]

General Manager: This section contains the following fields:

- First Name: [Text Input]
- Last Name: [Text Input]
- Job Title: [Text Input]
- Email Address: [Text Input]
- Work Phone Number: [Country Code: 001] [Dropdown: v] [Text Input]
- Work Fax Number: [Country Code: 001] [Dropdown: v] [Text Input]
- Mobile Phone Number: [Country Code: 001] [Dropdown: v] [Text Input]

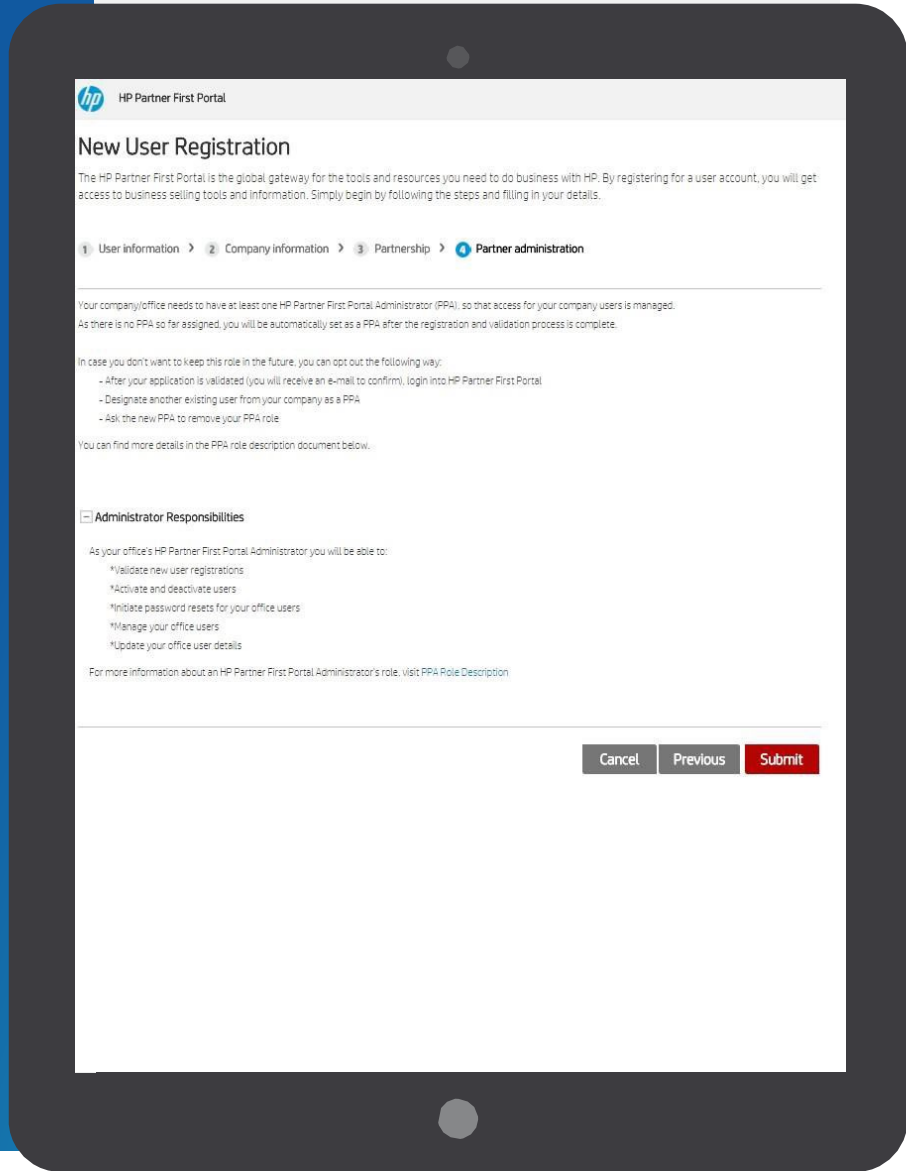
Is Legal Representative also a General Manager?: This section has two radio buttons: "Yes" and "No".

At the bottom right of the form, there are three buttons: "Cancel", "Previous", and "Next".



PARTNERSHIP

01. Please choose the Partnership Type: Reseller
02. Read the documents required for your country and add them as a Zipped file
03. Select “Yes” from the dropdown in order to confirm the question above
04. Click “Next”



PARTNER ADMINISTRATION

Partner Portal Administrator (PPA) responsibilities

Please read the Partner Portal Administrator responsibilities and click “Submit”.



HP Partner First Portal

Dear

Thank you for registering with the HP Partner First Portal. Your application **567498168** has been submitted successfully and we will begin processing it shortly.

Once your registration is approved, you will receive an email notification explaining how to log in to the portal.

If you have any questions or concerns, you can visit partner.hp.com and select the "Get Support" icon on the right side of the page.

Thank you for your support and participation.

Best regards,

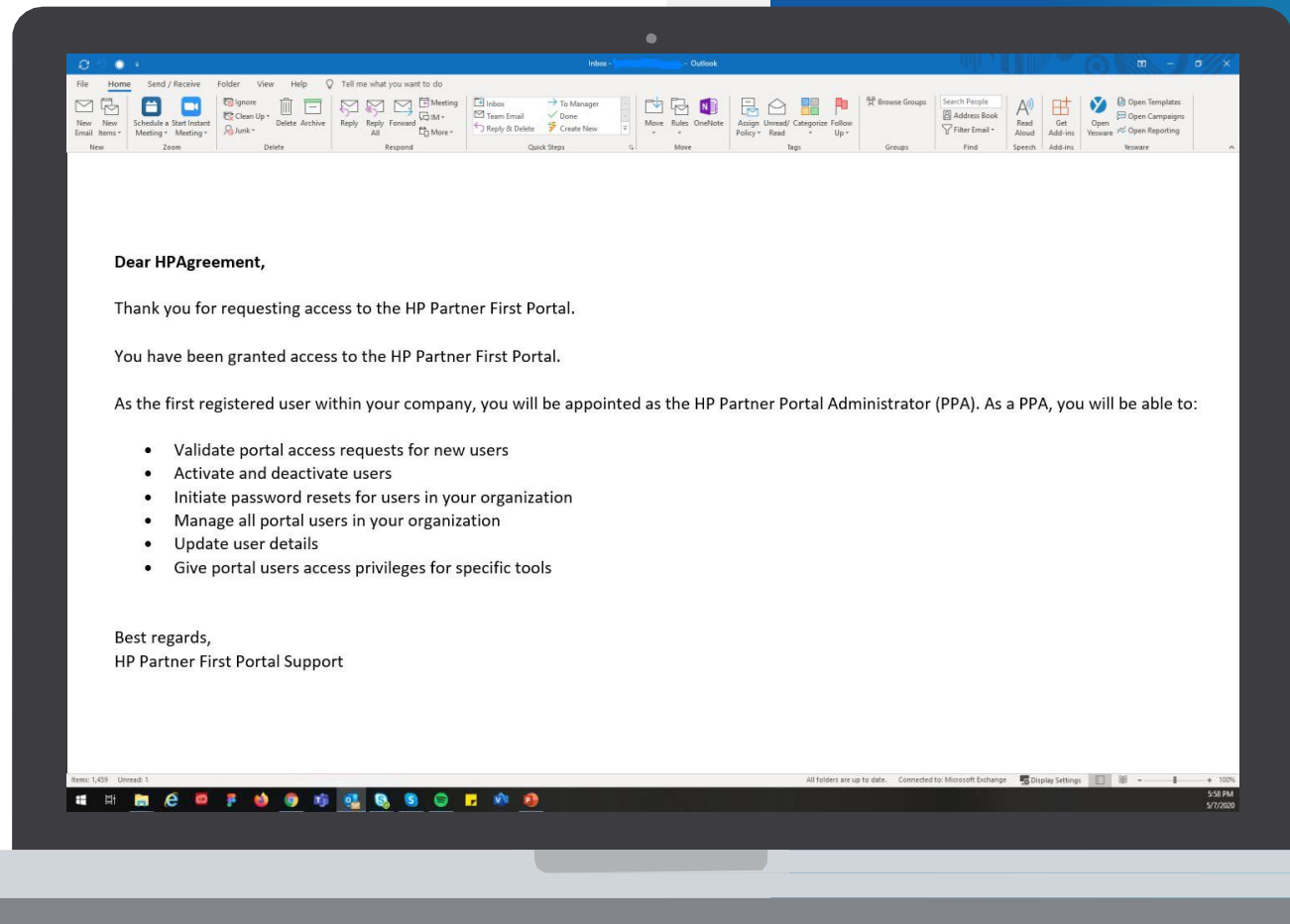
HP Partner First Portal Team

SUBMISSION COMPLETED!

You will now receive an email if
your
application is approved.

APPROVAL / REJECTION PROCESS

Access approved: you will receive an email like this.



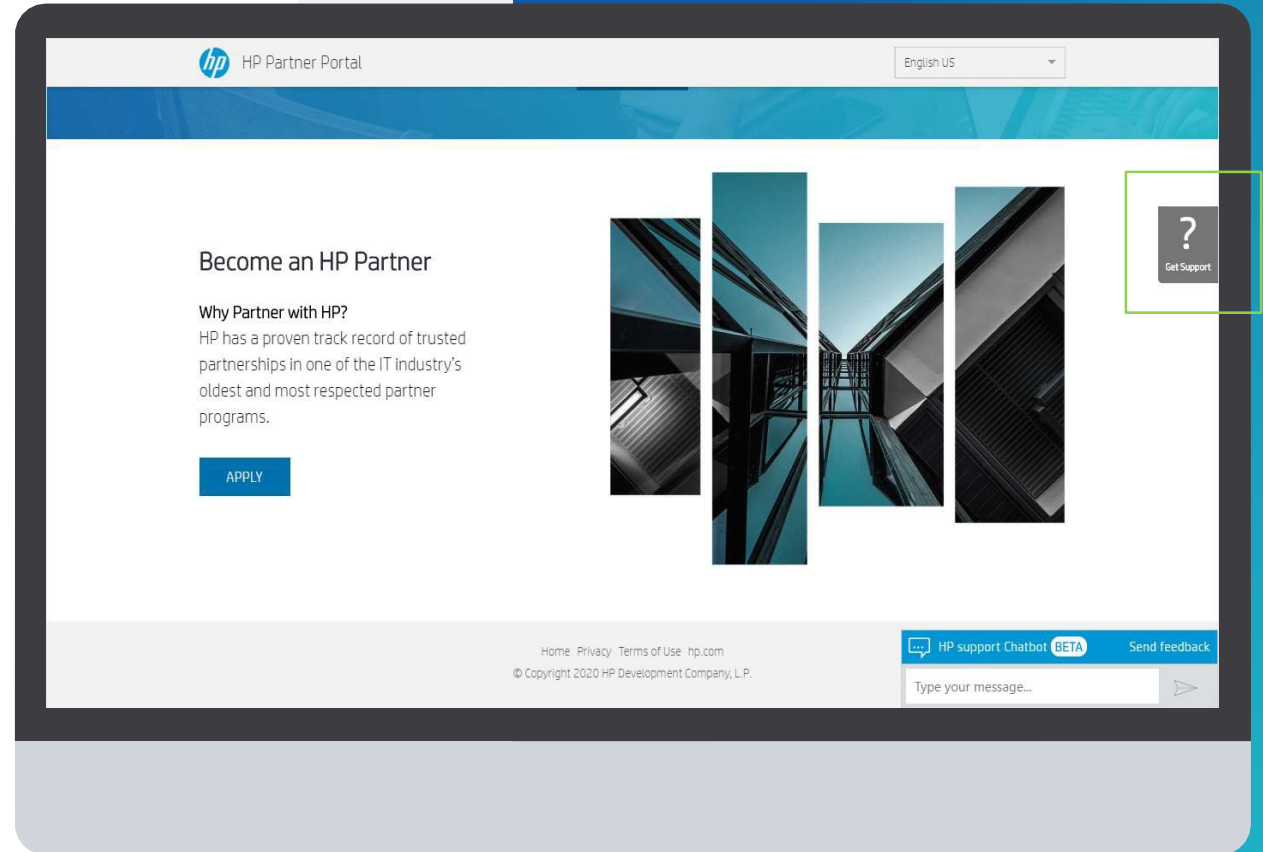
GET SUPPORT

For more information or if you need help registering to the HP Partner First Portal:

01. Click the “Get Support” icon on the right side of any portal page, including the Login screen.

02. Access a range of options to contact your local HP Partner Support team, including: live chat, email support, phone support.

Email: larsupport@hp.com



LIST OF LEGAL DOCUMENTS

Country	Documents to be attached in the email	
Brazil	Language: English 1. Social Contract or Statutes submitted to the Chamber of Commerce 2. Invitation Letter	Language: Portuguese 1. Contrato Social (enviar o consolidado, caso a empresa não possua consolidado, enviar o contrato social com todas as alterações) 2. Certidão de Distribuição de Processos Cíveis da Justiça Estadual e da Justiça Federal 3. Carta de Invitación
Argentina	Language: English 1. Certificate of Registration – CUIT 2. Copy of constitution or statute and its changes 3. Copy of Power of attorney or a copy of the designation duly registered 4. Invitation Letter	Language: Spanish 1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT) 2. Copia de Acta Constitutiva o Estatuto y sus modificaciones 3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta 4. Carta de Invitación
Paraguay	Language: English 1. Certificate of Registration – CUIT 2. Copy of constitution or statute and its changes 3. Copy of Power of attorney or a copy of the designation duly registered 4. Invitation Letter	Language: Spanish 1. Constancia de Inscripción de Registro Unico de Contribuyentes (RUC) 2. Copia de Acta Constitutiva o Estatuto y sus modificaciones 3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta 4. Carta de Invitación

Country Documents to be attached in the email

Uruguay

Language: English

1. Certificate of Registration – CUIT
2. Copy of constitution or statute and its changes
3. Copy of Power of attorney or a copy of the designation duly registered
4. Invitation Letter

Language: Spanish

1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT) / Registro Unico de Contribuyentes (RUC) (Tax ID)
2. Copia de Acta Constitutiva o Estatuto y sus modificaciones
3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta
4. Carta de Invitación

Peru

Language: English

1. Proof of the RUC Number (Registro Unico de Contribuyente)
2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative
3. A document that records the indicated representative designation
4. Validity of the representative's ability in front of the Public register of the corporate body
5. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature
6. Invitation Letter

Language: Spanish

1. Comprobante del número de Registro Único de Contribuyente (RUC)
2. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio
3. Documento donde conste la designación del representante indicado
4. Vigencia de poder del representante ante el Registro Público de personas jurídicas
5. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada
6. Carta de Invitación

Country Documents to be attached in the email

Bolivia	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative2. A document that records the indicated representative designation3. Validity of the representative's ability in front of the Public register of the corporate body4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio2. Documento donde conste la designación del representante indicado3. Vigencia de poder del representante ante el Registro Público de personas jurídicas4. Carta de Invitación
Ecuador	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative2. A document that records the indicated representative designation and the validity of the representative's ability3. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Constancia de Inscripción de la Sociedad y Copia del Instrumento de constitución de la Sociedad2. Documento donde conste la designación del representante indicado con poder en vigencia3. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada4. Carta de Invitación

Country Documents to be attached in the email

Chile	Language: English	Language: Spanish
	<ol style="list-style-type: none">1. Trade Registration Certificate (CBRS)2. Copy of Power of attorney or a copy of the designation duly registered3. Certificate of Registration – RUT4. Invitation Letter	<ol style="list-style-type: none">1. Copia de Inscripción social con vigencia del conservador de bienes raíces (CBRS)2. Copia de la escritura de poder, con facultades suficientes con certificado de vigencia notarial3. Copia de constancia de inscripción del Registro Unico Tributario (RUT)4. Carta de Invitación
Colombia	Language: English	Language: Spanish
	<ol style="list-style-type: none">1. Certificate of Registration – NIT2. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature3. Chamber and Commerce Certificate, no more than three months4. Invitation Letter	<ol style="list-style-type: none">1. Copia del Número de Identificación Tributaria (NIT)2. Copia de la Cédula o documento de Identidad del Representante legal y su firma autorizada3. Certificado de Cámara y Comercio no mayor a tres meses4. Carta de Invitación
Venezuela	Language: English	Language: Spanish
	<ol style="list-style-type: none">1. Certificate of Registration – RIF2. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature3. Power of attorney if they are not reflected in the charter4. Document Registry and Statutory constitutively5. Invitation Letter	<ol style="list-style-type: none">1. Copia del Régimen de Incorporación (RIF)2. Copia de la Cédula o documento de Identidad del Representante legal y su firma autorizada3. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva y que demuestre sus facultades para obligar a la compañía4. Registro Mercantil ó Documento Constitutivo-Estatutario5. Carta de Invitación

Country Documents to be attached in the email

Country	Documents to be attached in the email
Centro Americ a	<p>Language: English</p> <ol style="list-style-type: none"> 1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. Articles of Corporate Bylaws
	<p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada 2. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta 3. Acta Constitutiva
Mexico	<p>Language: English</p> <ol style="list-style-type: none"> 1. Company's charter 2. Tax identification (RFC) 3. Proof of Address 4. Power of attorney if they are not reflected in the charter 5. Copy of Passport or Identification Document of the Legal Representative 6. Invitation Letter
	<p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Acta Constitutiva 2. Cédula de Identificación Fiscal- Registro Federal de Contribuyentes (RFC) 3. Comprobante de Domicilio 4. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva 5. Identificación del Representante Legal- Instituto Federal Electoral (IFE) 6. Carta de Invitación
Caribbean	<p>Language: English</p> <ol style="list-style-type: none"> 1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. Articles of Corporate Bylaws



THANK YOU!