



# Partner User Guide for the User Information & Privilege Management (e+ Partner)

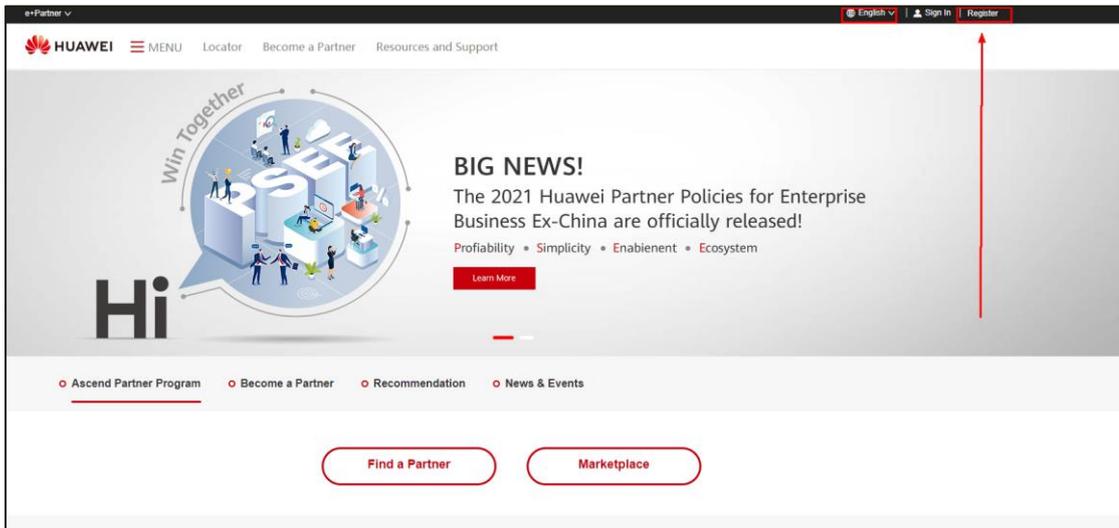
## Catalogue

Partner User Guide for the User Information & Privilege Management (e+ Partner) .....	1
1 Register an Account .....	2
1.1. Register on e+Partner .....	2
2 Partners Apply for Associating Accounts (Applicable: Partners' users and administrator) .....	3
3 Approval for Associating Accounts (Applicable: Administrator) .....	5
4 Administrator Applies Permissions for Users. (Applicable: Administrator.) .....	6
1) Apply for e+Partner permission .....	6
2) Apply for ESDP permission .....	10
3) Apply for SCT permission .....	10
5 Apply Permissions for Common Accounts. (Applicable: Partner's users.) .....	12
6 Revoke Permissions of Accounts (Applicable: Administrator) .....	13
7 Disassociate the Association Between Your Account and the Company .....	14
8 Change The Partner Administrator .....	15

# 1 Register an Account

## 1.1. Register on e+Partner

- 1) Login <https://partner.huawei.com> and click Register



- 2) You can register an account using an email address or mobile number and fill in the registration information.

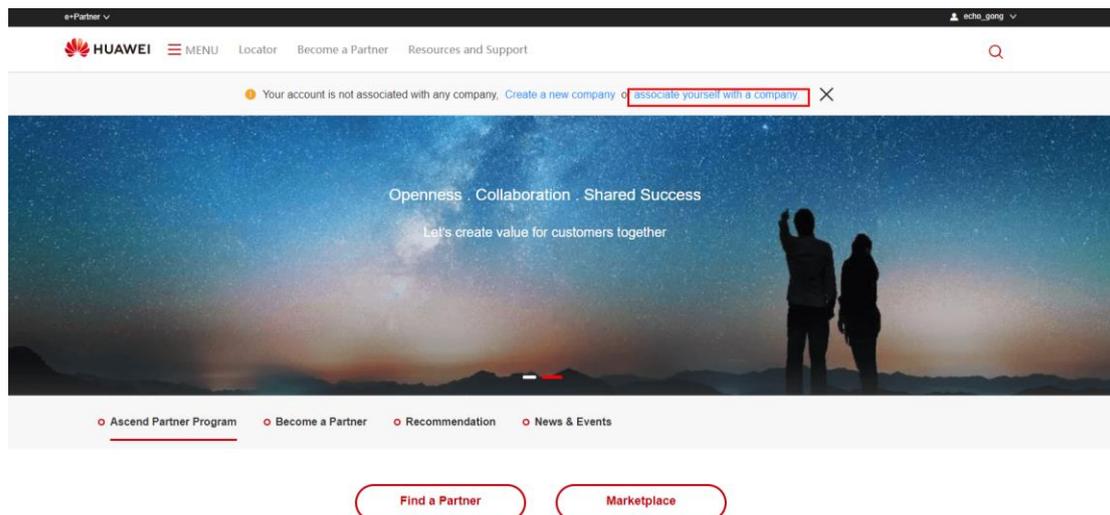
- 3) After you submit the registration, you will receive an e-mail to activate your account.

After you activate your account, you can log in to Huawei's official website.



## 2 Partners Apply for Associating Accounts (Applicable: Partners' users and administrator)

- 1) With the registered account, log in to <https://partner.huawei.com>. Click **associate yourself with a company**



- 2) On the page of **Associate Company**, **search and select your company** and submit application for associating accounts and applications for privilege according to your company.

**My Permissions** Download user guide

**I'm a partner**  
As a partner, Associate with the company and upgrade your rights.

Step 1: Associate yourself with a company  
**Associate**

Step 2: Partner Administrator Approval  
After approval, your account will upgrade to Partner Level.  
[Basic access privileges](#)

Step 3: Portal Access Application  
Select One or Multiple Roles to obtain the function access of portal.

**My access privileges**

Platform	Role	Category	Permission Status	Permission Granted Date	Remark
No Data					

Total: 10 | Page Size: < 1 > 1 GO

**Fill in Personal Information** Associate Your Company Apply Permission

\* Name: jiaqi1

\* Phone number: +236

\* Work Location: Central African Rep

The personal information you maintain this time can be queried and maintained under the menu [My Huawei]->[My Account]->[Personal Information Maintenance] after the success of the affiliate company.

**Next Step**

**Associate Your Company** Fill in Personal Information Apply Permission

**Find Your Company**

Organization Name: Test Partner for UK Company ID: \_\_\_\_\_

Organization admin: \_\_\_\_\_ Administrator Email: \_\_\_\_\_

account

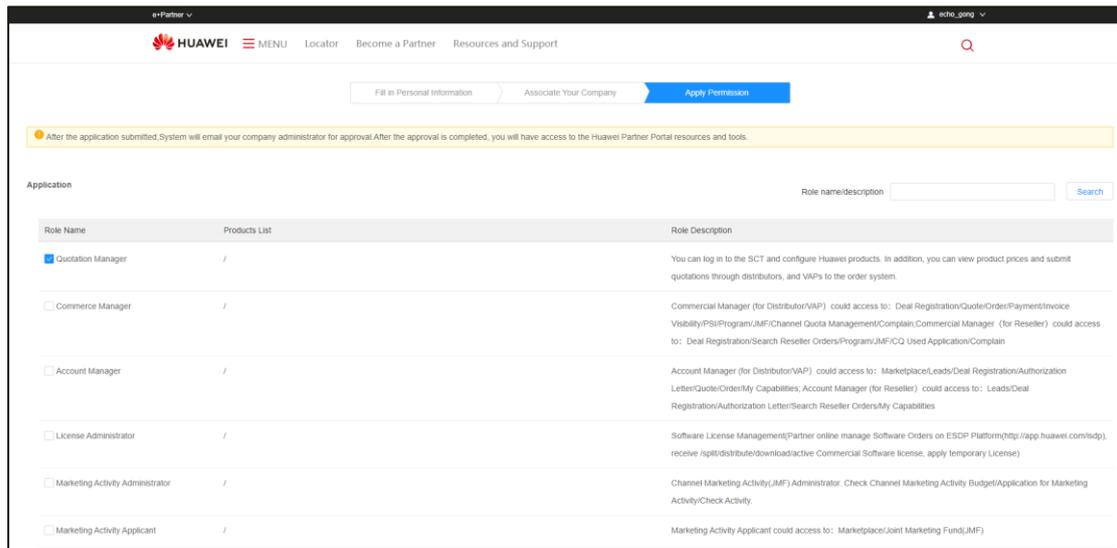
**Search** **Reset**

Organization Name	Company ID	Company Address	Administrator Email
1			

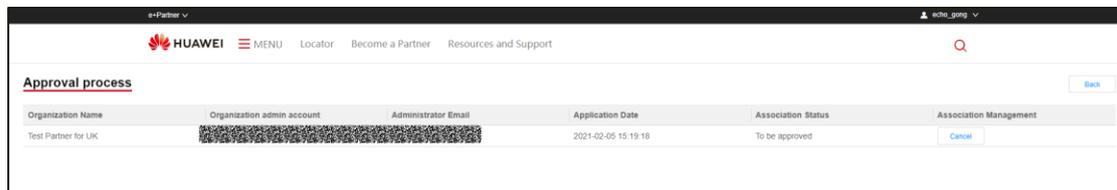
Total: 10 | Page Size: < 1 > 1 GO

After you associated your personal account to your company, the administrator of company will be able to see your name, account number, and the certificates obtained under your account.

**Back** **Next Step**



Role Name	Products List	Role Description
<input checked="" type="checkbox"/> Quotation Manager	/	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input type="checkbox"/> Commerce Manager	/	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain/Commercial Manager (for Reseller) could access to: Deal Registration/Search Reseller Orders/Program/JMF/CQ Used Application/Complain
<input type="checkbox"/> Account Manager	/	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input type="checkbox"/> License Administrator	/	Software License Management/Partner online manage Software Orders on ESDP Platform(http://app.huawei.com/sdp), receive /sp/td/distribute/download/active Commercial Software license, apply temporary License
<input type="checkbox"/> Marketing Activity Administrator	/	Channel Marketing Activity(JMF) Administrator. Check Channel Marketing Activity Budget/Application for Marketing Activity/Check Activity
<input type="checkbox"/> Marketing Activity Applicant	/	Marketing Activity Applicant could access to: Marketplace/Join Marketing Fund(JMF)



Organization Name	Organization admin account	Administrator Email	Application Date	Association Status	Association Management
Test Partner for UK	[REDACTED]	[REDACTED]	2021-02-05 15:19:18	To be approved	<a href="#">Cancel</a>

**Note:**

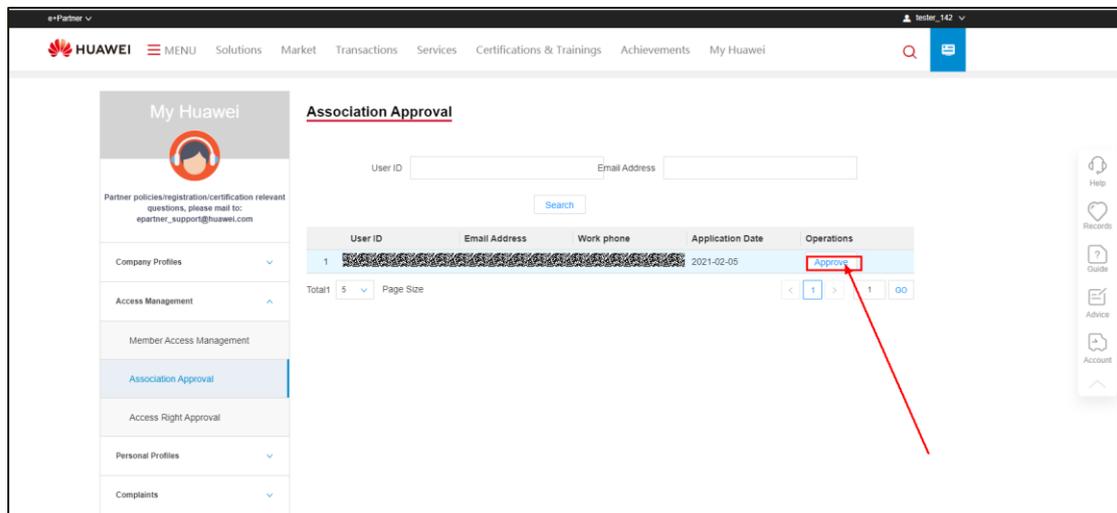
- a) You can search for a single condition or multiple conditions.
- b) When you search for the company name, could fuzzy query by company name
- c) Step 1: Fill in personal information. Step 2: Select the company you will associate with. Step 3: select the system permission you apply for.
- d) Click **Submit**. After you submit the application for associating accounts, wait for Partner Administrator or Channel Manager to review.

### 3 Approval for Associating Accounts (Applicable: Administrator)

After the administrator receives an e-mail to review applications, click the review link in the email or log in to <https://partner.huawei.com>

Click **My Huawei ->Association Approval** to approval applications for associating accounts.

1. Click **Approval**, and then click **Approve** or **Reject** to save the approval result.
2. After you have saved the result, you can confirm your data on the page of **Member Management**.



## 4 Administrator Applies Permissions for Users.

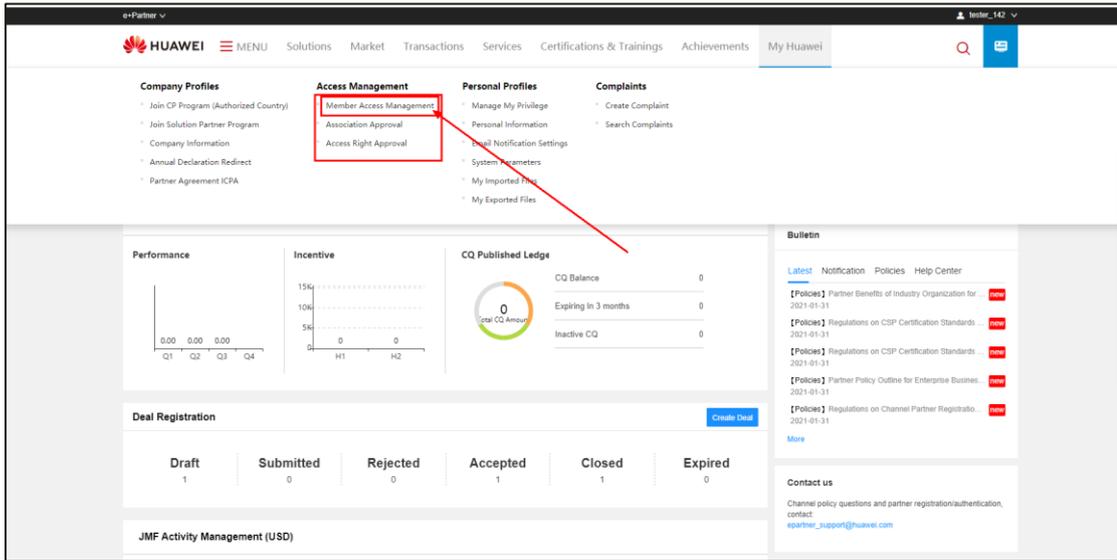
(Applicable: Administrator.)

When the account is associated with the partner (in other words, Partner Administrator or Huawei approves the application for associating accounts) the system will provide the three permissions automatically, WWW (pre-sales documentations download), support-E (after-sales documentations download), and eLearning. You don't need to apply for these permission again.

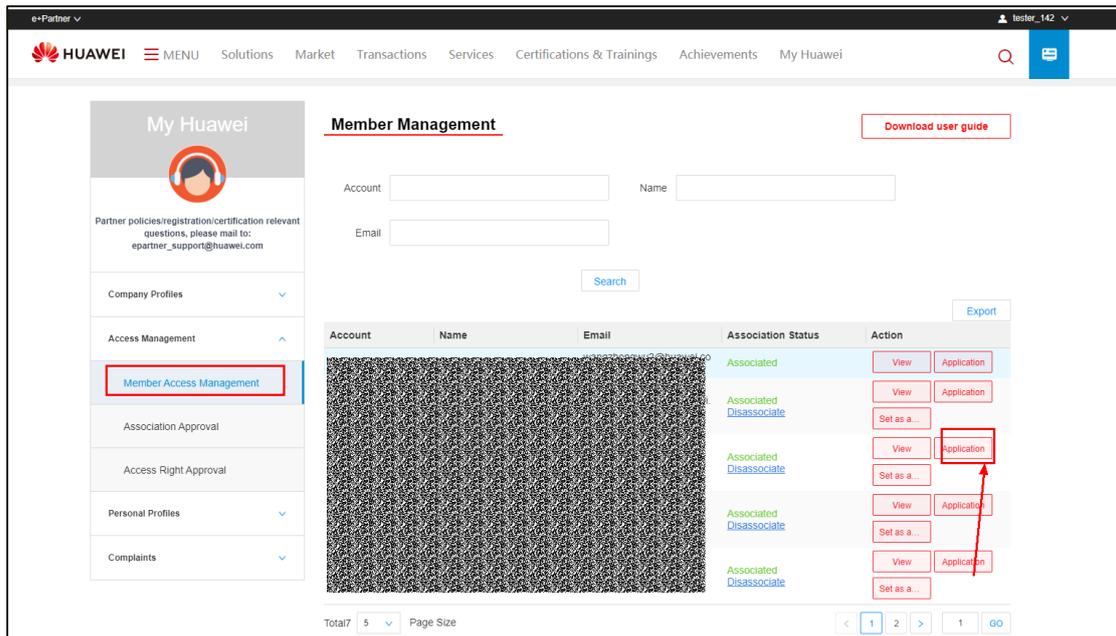
### 1) Apply for e+Partner permission

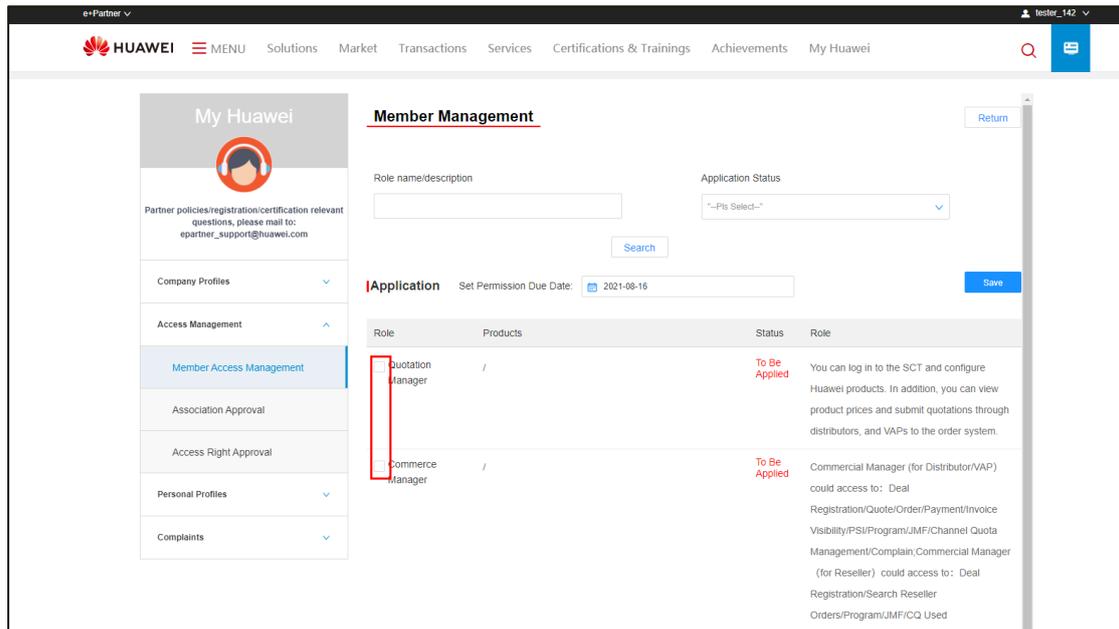
- a) Partner Administrator logs in to <https://partner.huawei.com>.

Click **My Huawei ->Member Access Management**.



b) Click **Application** for the corresponding account, and select the corresponding role or permission





The access permission of Roles:

Type	Role Name	Partner level	New en role description
CP	License Administrator	All	License Administrator could access to manage and download Huawei software license on SDP
CP	Commerce Manager	Distributor/VAP	Commercial Manager (for Distributor/VAP) could access to: Marketplace/Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain
CP/CSP	Commerce Manager	Reseller	Commercial Manager (for Reseller) could access to: Deal Registration/Search Reseller Orders/Program/JMF/CQ Used Application/Complain
CP	Account Manager	Distributor/VAP	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities
CP	Account Manager	Reseller	Account Manager (for Reseller) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities



CP	Marketing Activity Applicant	All	Marketing Activity Applicant could access to: Marketplace/Joint Marketing Fund(JMF)
CP	Finance	All	Finance(for Distributor/VAP) could access to: Search Quote/Search Order/Payment/Invoice Visibility/Performance & Incentive
CP	Partner-Sales Person Performance Manager	China Distributor	Partner-Sales Person Performance Manager(for China Distributor): Distributor Performance Administrator
CP	Partner-Demo Administrator	Distributor/VAP	Demo Administrator (for Distributor/VAP) could access to: Demo quota search/Demo detail search
CP/CSP	Service Manager	Distributor/VAP/CSP/Reseller	Service Manager could access to: Marketplace/Support/Manage SR/TF Voucher Query/My Capabilities/Complain
CP/CSP	Service Engineer	Distributor/VAP/CSP/Reseller	Service Engineer could access to: Marketplace/Support/Create SR/TF Voucher Query/Personal Capability Profile/Complain
CP	Storage & logistic Manager		Storage & logistic Manager(for Distributor/VAP) could access to: Search Order/Upload return Doc.
CP	Marketing Activity Administrator	Distributor/VAP	Channel Marketing Activity (JMF) Administrator. Check Channel Marketing Activity Budget/Application for Marketing Activity/Check Activity.
CP/CSP	Super Administrator	All	Super Administrator :Partner Huawei tools Administrator could access to: manage user association and permission assignment/Certification/MBO (MBO only for Distributor) / Manage SR
SP	Solution Cooperation Manager	Solution	Solution Cooperation Manager could access to: Submit applications for the solution and certification/ Release the solution/Develop the solution
CP/CSP	Quotation Manager	All	Quotation Manager could access to: Configuration and quotation for Huawei products(SCT)
CP/CSP	Configuration Manager	All	Configuration Manager could access to: Configuration for Huawei products(SCT)



CP/CSP	Authorized Price Personnel	All	Authorized Price Personnel could access to: Check Partner Standard Authorized Price
SP, CP	Partner-Solution Certified Representative for Distributor	Distributor	Partner-Solution Certified Representative for Distributor could access to: Deal Registration/Check the certified solutions/Feedback the result of Solution Certification
SP	Solution Admin	Solution	Solution Administrator: The Administrator of Huawei Solution Partner Tools (SPC)
CP	Channel product manager	Distributor/VAP	Channel product manager (for Distributor/VAP) could access to: Deal Registration/Marketplace/Quote/Order/My Capabilities

Note: The access permission will be effected in 30 mins after administrator approved.

## 2) Apply for ESDP permission

- 1) Partner Administrator logs in to <https://partner.huawei.com>.
- 2) Click **My Huawei-> Member Management**.
- 3) Click **Application** for the corresponding account. Select **License Administrator** and submit the application.

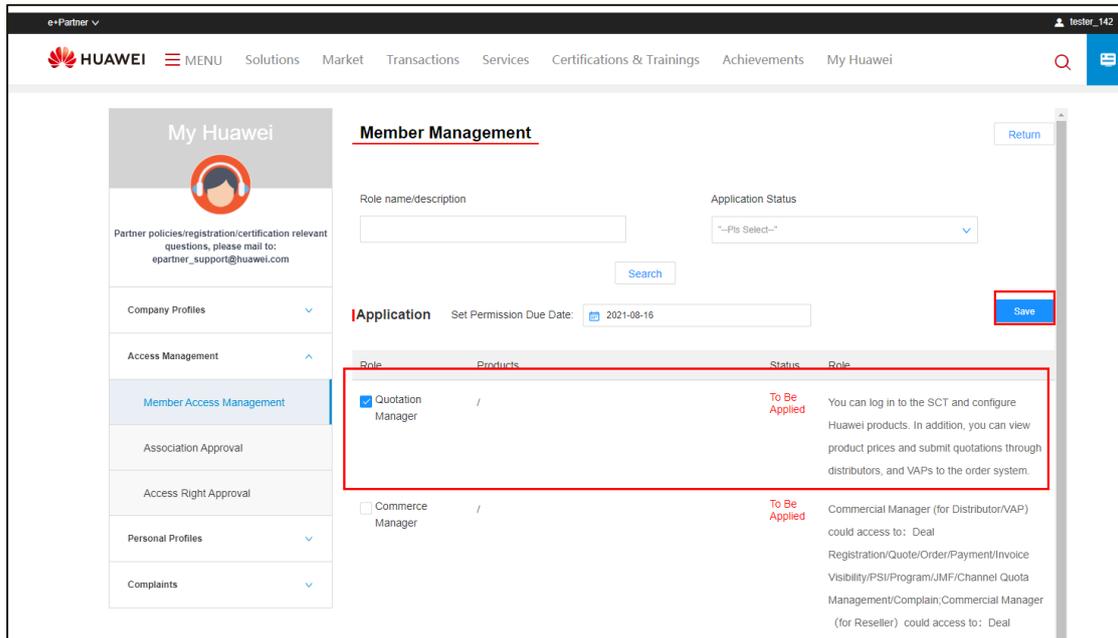
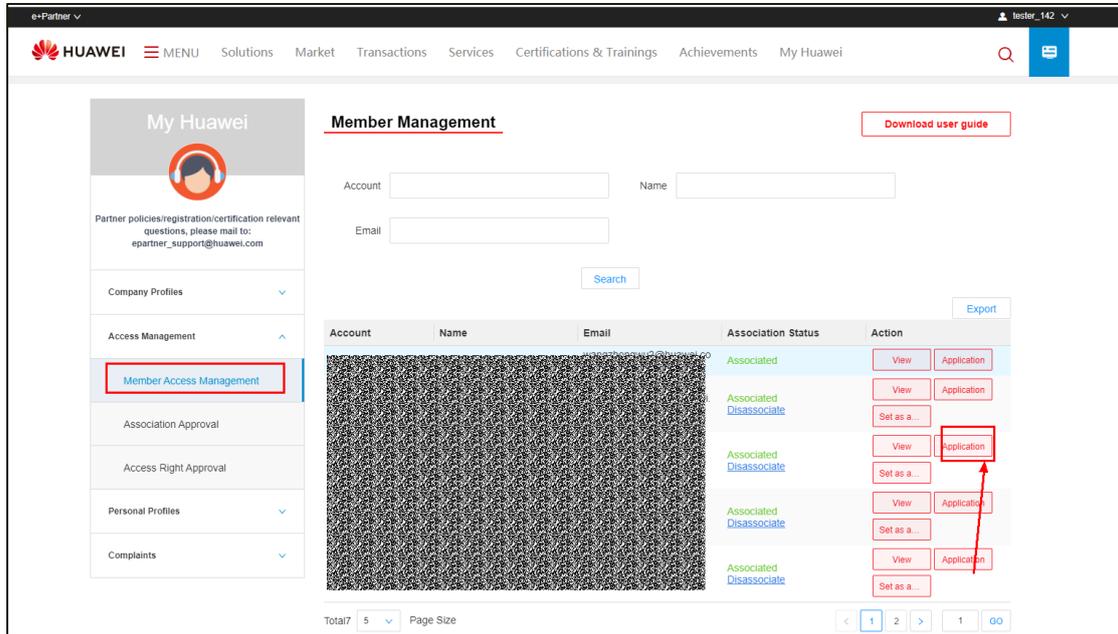
<input checked="" type="checkbox"/> License Administrator	/	To Be Applied	Software License Management(Partner online manage Software Orders on ESDP Platform( <a href="http://app.huawei.com/isdp">http://app.huawei.com/isdp</a> ), receive /split/distribute/download/active Commercial Software license, apply temporary License)
---	---	---------------	--

Note: The access permission will be effected in 30 mins after administrator approved.

## 3) Apply for SCT permission

- 1) Partner Administrator logs in to <https://partner.huawei.com>.
- 2) Click **My Huawei->Member Access Management**

- Click **Application** for the corresponding account. Select the **Quotation Manager**, then select the products for permissions and click **Save**.



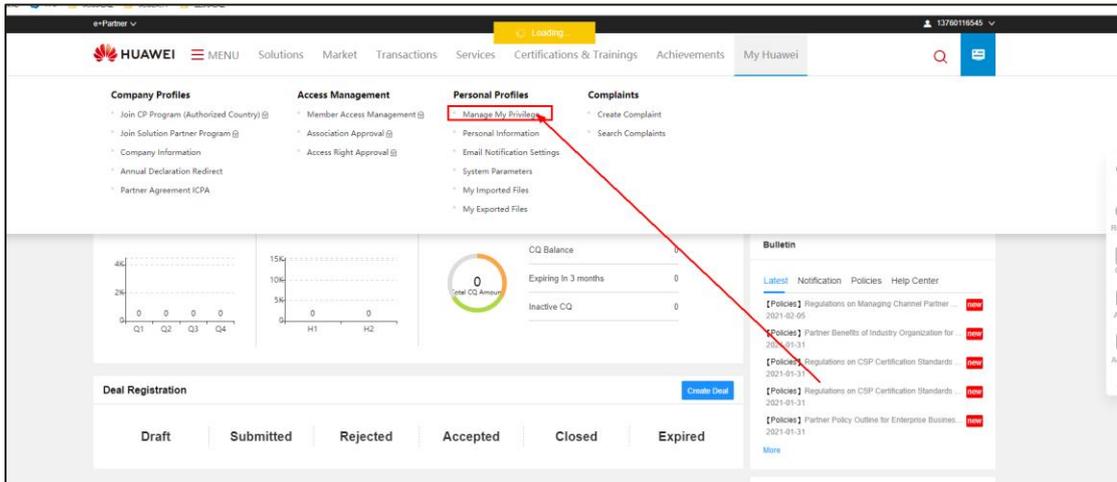
PS:

The Quotation manager can create a quotation in SCT, modify the configuration, and submit the BOQ. Authorized price personnel can apply for authorized discounts for channel partners at SCT. And automatically applied to the quoted product discount.

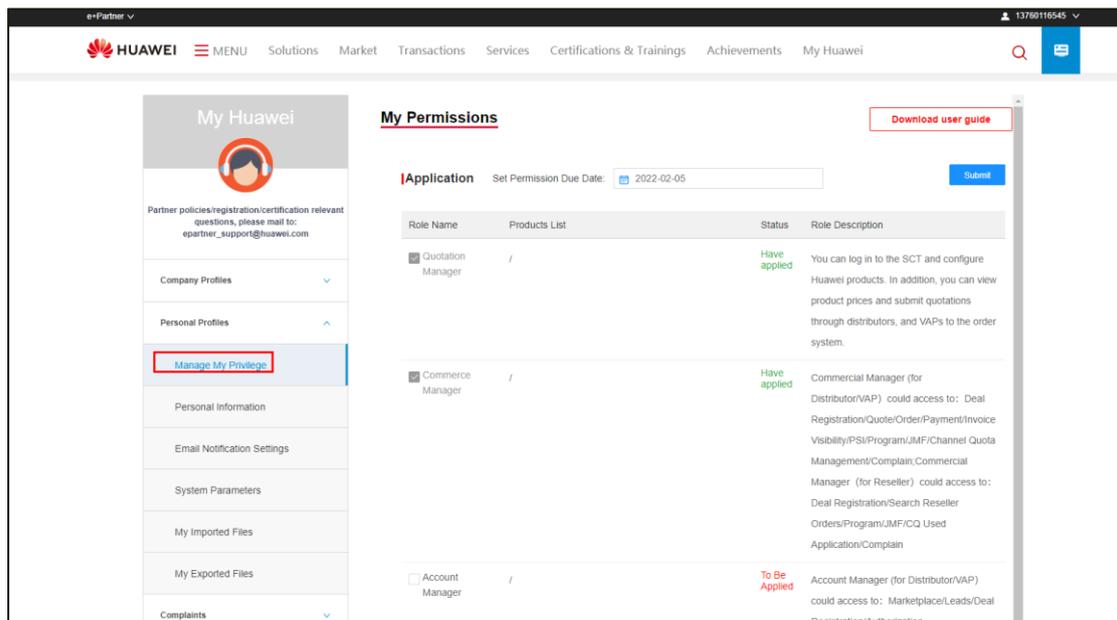
## 5 Apply Permissions for Common Accounts.

(Applicable: Partner's users.)

- 1) With a common account, you can log in to <https://partner.huawei.com> .
- 2) Click [Manage My Privilege](#) menu.

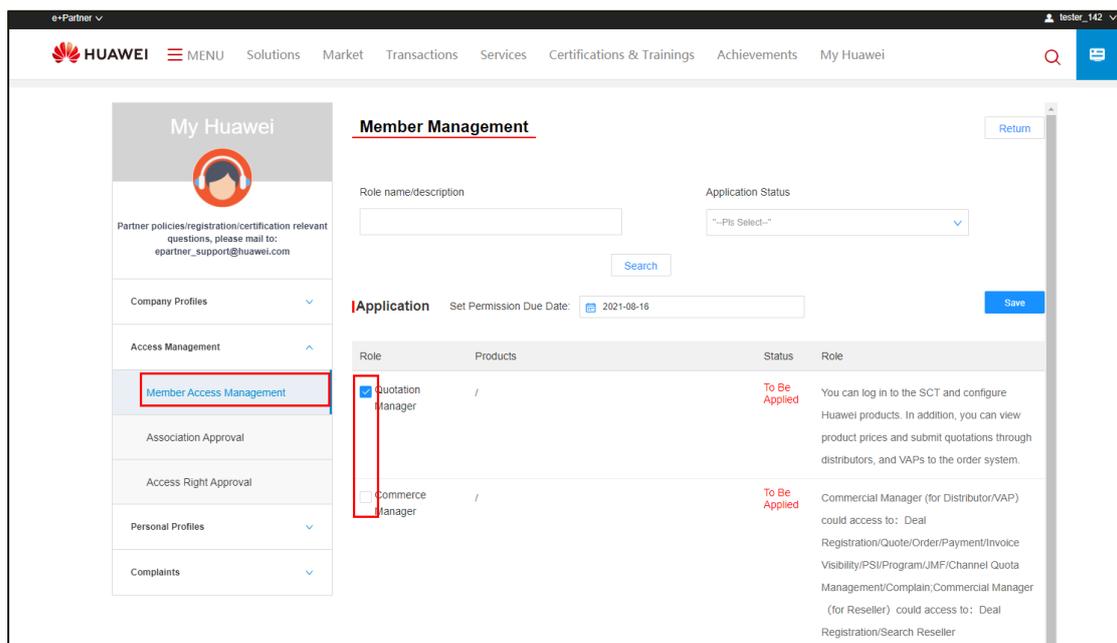
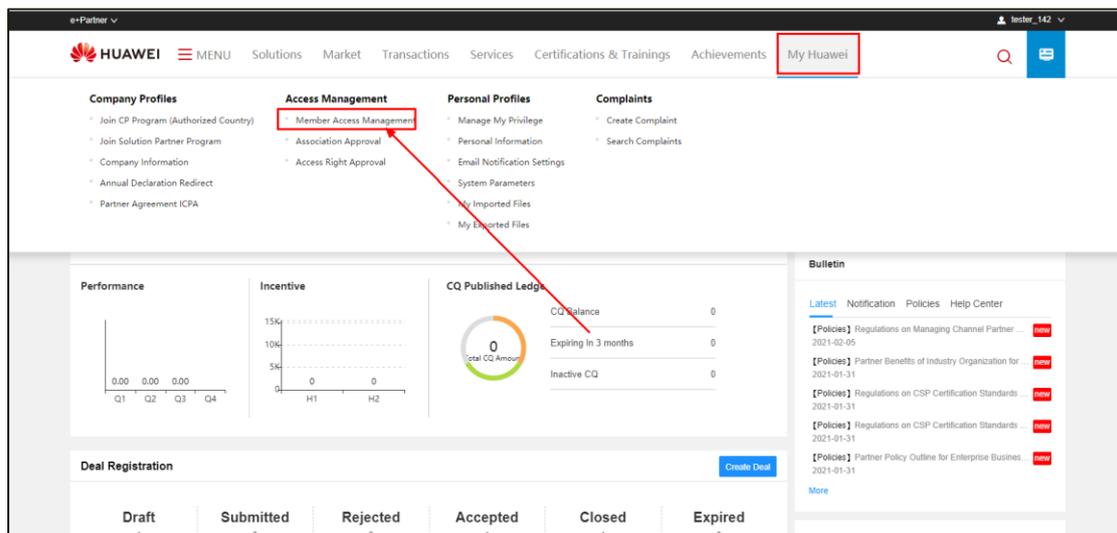


- 3) On the **My Permissions**, select the permissions you want.
- 4) After you submit the application, Partner Administrator will receive an e-mail to approve permission application and you could wait for Administrator for approval.



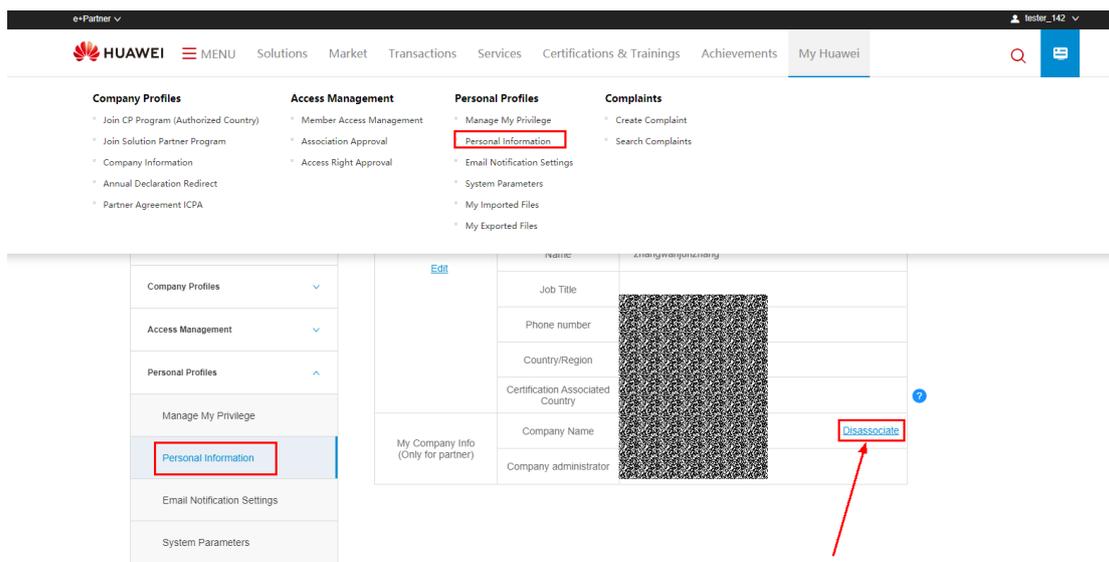
## 6 Revoke Permissions of Accounts (Applicable: Administrator)

- 1) Administrator logs in to <https://partner.huawei.com>.
- 2) Click **My Huawei ->Member Access Management**.
- 3) Select Permissions of the corresponding account. Deselect the boxes for the **Role**, and click **Save**.



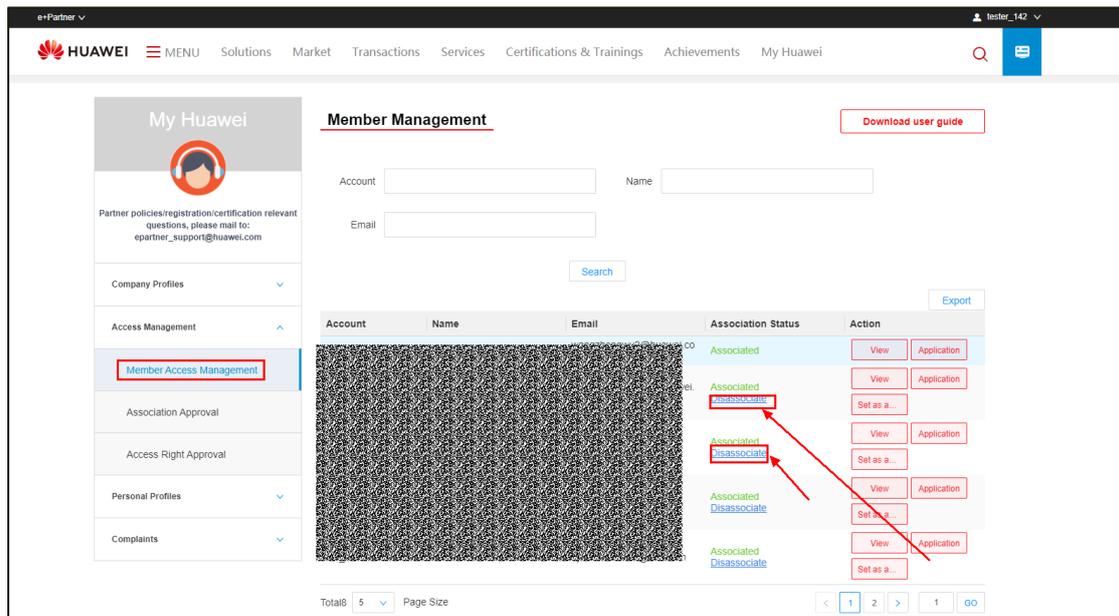
## 7 Disassociate the Association Between Your Account and the Company

- 1) Disassociate the association between your account and company with the self-service. (Applicable: Partner's user and Administrator)
  - a) Log in to UIPM with the registered and associated account. Click **My Huawei** -> **Personal Information**
  - b) Click **Disassociate**, and **confirm** if you are sure you want to disassociate your account with the company.



- 2) Administrator disassociates the accounts from company.  
(Applicable: Administrator.)

Administrator logs in to the UIPM. Click **My Huawei** -> **Member Access Management**.  
Click **Disassociate** and **Confirm**. You disassociate this account with the partner.



## 8 Change The Partner Administrator

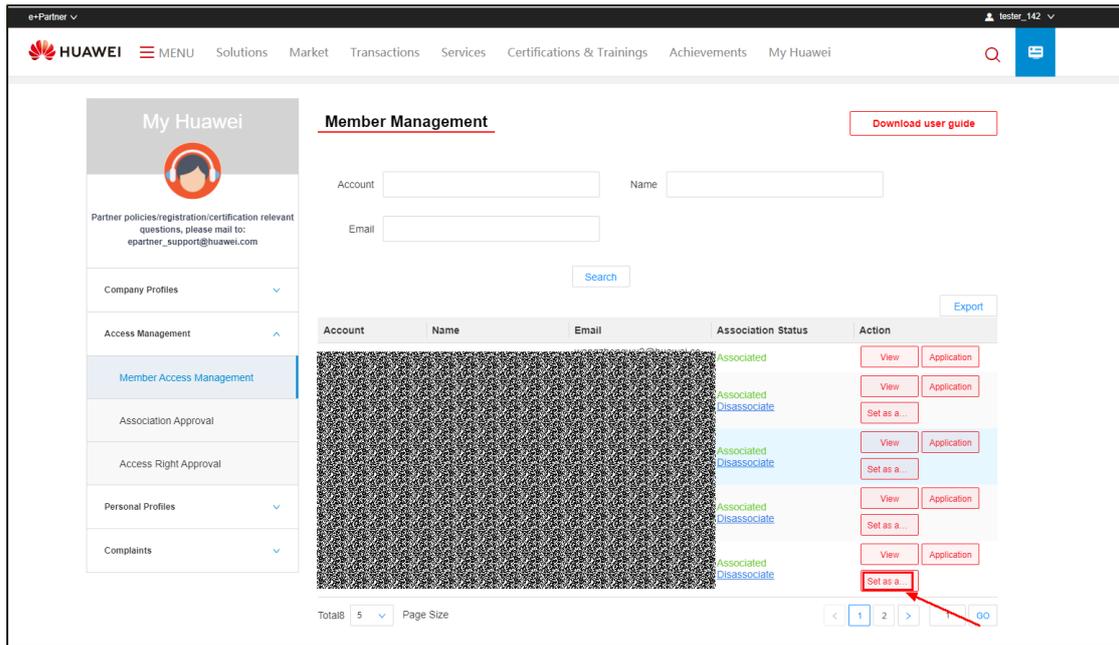
### Scenes to be used:

1. If the administrator needs to disassociate the current company, he must first transfer the administrator roles to other accounts of the same company.
2. If the administrator's responsibilities changed, you need to transfer the administrator role to other accounts, you could set other accounts as administrator.

Follow below steps:

1. Partner administrator login <https://partner.huawei.com> first, go to the page of **My Huawei -> Member Access Management**.
2. Select the account which you want to set as administrator, and click the 'set as an administrator'. Then system will sent a notification email of signing the LOA agreement to the selected account.

Note: 1) Once the 'set as an administrator' button has been clicked, the administrator role will transfer to the selected account at the same time, and will synchronize to ePartner in 30mins.



**Member Management** [Download user guide](#)

Account  Name

Email  [Search](#)

Account	Name	Email	Association Status	Action
[Redacted]	[Redacted]	[Redacted]	Associated	<a href="#">View</a> <a href="#">Application</a>
[Redacted]	[Redacted]	[Redacted]	Associated <a href="#">Disassociate</a>	<a href="#">View</a> <a href="#">Application</a> <a href="#">Set as a.</a>
[Redacted]	[Redacted]	[Redacted]	Associated <a href="#">Disassociate</a>	<a href="#">View</a> <a href="#">Application</a> <a href="#">Set as a.</a>
[Redacted]	[Redacted]	[Redacted]	Associated <a href="#">Disassociate</a>	<a href="#">View</a> <a href="#">Application</a> <a href="#">Set as a.</a>
[Redacted]	[Redacted]	[Redacted]	Associated <a href="#">Disassociate</a>	<a href="#">View</a> <a href="#">Application</a> <a href="#">Set as a.</a>

Total 5 Page Size  [1](#) [2](#) [GO](#)