Guide for the H3C Overseas Online Partnership Application

Dear Partner,

Thank you for applying to start our partnership.

There are 5 steps to apply for the (Advanced) Certified Partner. If you encounter any registration problems, please send screenshots to intlbusiness@h3c.com.

Note: Before filling in the information, double check the partnership category is relevant to your company.

**Step1: Generate the Partnership Application**

1. For the step 1, please fill in the H3C Partnership Application Form and upload relative certificates as requested.

   **Pay attention:** The contents cannot be saved separately, so the fillings must be completed in one time.

2. Ensure the company name and other offered information in strict accordance with the business license and tax registration certificate. Columns with * must be filled in.

3. Offering the required information and upload the business license, tax registration certificate etc., then read through the NDA and tick the declaration, finally click the red button "Submit" at the bottom to generate the partnership application.

4. After the "Submit" button is clicked, the webpage will hop to a notice page as below. If you cannot receive this notice, please contact our email: intlbusiness@h3c.com to check
whether the application has been successfully submitted.

5. The submitted application will be reviewed by H3C local sales team. No matter the qualification review is passed or not, we will notify the result to your Application Contact from intlbusiness@h3c.com.

**Step2: Submit the Due Diligence Questionnaire**

1. When the qualifications have been approved, you will be informed from intlbusiness@h3c.com to complete the Due Diligence Questionnaire for H3C Partner.

2. Meanwhile, the partner account generated for your company will be sent by email together. This account will have the access to continue the partnership application and obtain the channel resources in the further cooperation. Please well keep it. The password can be changed or retrieved via your email with the link of http://www.h3c.com/en/aspx/Home/Login/GetBackNewH3CEnPassword.aspx.

3. Log in with the account you received to continue the application process, and answer the DDQ accurately according to the actual situation of your company. If you have any questions, please email H3C_Compliance@h3c.com for consultation.

4. Finally click the red button “Submit” at the bottom to complete this section.
5. After the "Submit" button is clicked, the webpage will hop to a notice page as below. If you cannot receive this notice, please contact our email: intlbusiness@h3c.com to check whether the DDQ has been successfully submitted.

6. The submitted application will be reviewed by H3C compliance team. No matter the compliance review is passed or not, we will notify the result to your Application Contact from intlbusiness@h3c.com.

**Step3: Sign and Courier the Commitment Letter**

1. When the compliance has been approved, you will be informed from intlbusiness@h3c.com to sign and courier the Commitment Letter.

2. Log in with your company account issued in the step2, download and complete the Commitment Letter via the link in the webpage, then print it out and administer your authorized representative’s signature and company seal to it.

3. Courier the signed Commitment Letter to the designated H3C contacts as shown in the letter.

**Step4: Sign the Online Agreement**

1. You will receive an email notice from intlbusiness@h3c.com to sign the Online Partner
Agreement while your original Commitment Letter is received and confirmed by H3C designated contact.

2. Log in with your company account issued in the step2, fill in the required blanks, then click the red button "Generate the Agreement" at the bottom to create the agreement. Make sure that the columns with * have be filled in while go to the next step.

![Annual Revenue Target](image)

3. If you have any questions for the agreement, may turn to the corresponding H3C local contact for details.

4. Read through the agreement, tick the declaration, and finally click the red button "Accept the Agreement" at the bottom to complete the agreement.

5. Fully complete the previous process before signing the online agreement.

![H3C PARTNER AGREEMENT](image)

6. After the “Accept the Agreement” button is clicked, the webpage will hop to a notice page as below. If you cannot receive this notice, please contact our email: intlbusiness@h3c.com to check whether the Agreement has been successfully submitted.
7. The submitted application will be reviewed by H3C channel management team. No matter the agreement review is passed or not, we will notify the result to your Application Contact from intlbusiness@h3c.com.

**Step5: Complete the Application and Issue the Authorization Certificate**

1. When the agreement has been approved, you will be informed from intlbusiness@h3c.com to download the Authorization Certificate.

2. Log in with your company account issued in the step2, you may check the partnership level and download the certificate at any time.