

User Manual for Partner Registration



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1 Purpose and Scope

1.1 Purpose

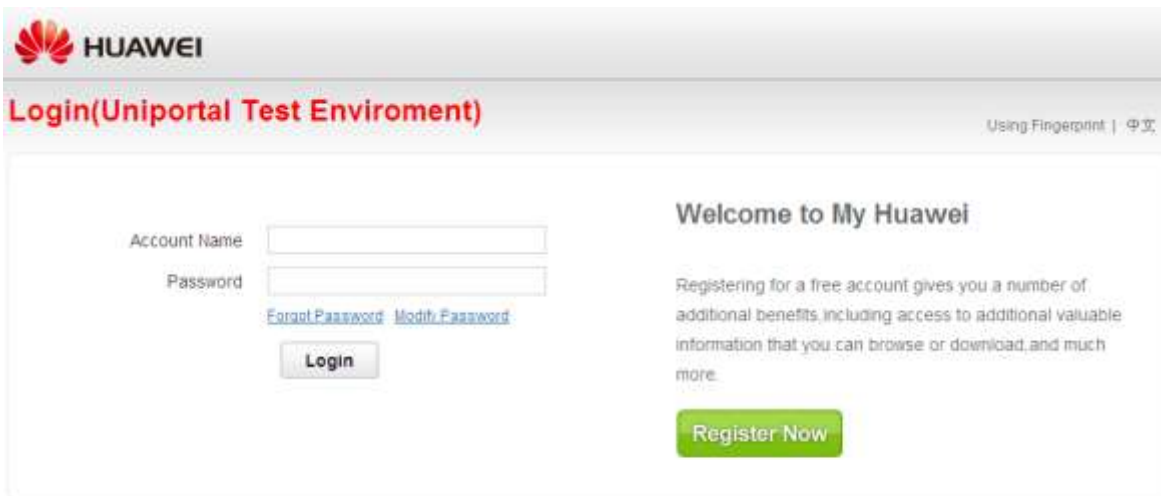
This document describes the functions and detailed operating steps on the partner registration pages for users to understand Huawei's partner registration process and register as a qualified Huawei partner.

1.2 Scope

This document describes the operations on the partner registration pages.

2 Operating Instructions

2.1 System Login Page



The screenshot shows the Huawei login interface. At the top left is the Huawei logo and the text 'HUAWEI'. Below it, the page title is 'Login(Uniportal Test Enviroment)' in red. On the right side, there is a link 'Using Fingerprint | 中文'. The main content area is divided into two sections. On the left, there are two input fields: 'Account Name' and 'Password'. Below the 'Password' field are two links: 'Forgot Password' and 'Modify Password'. A 'Login' button is positioned below these links. On the right, there is a heading 'Welcome to My Huawei' followed by a paragraph: 'Registering for a free account gives you a number of additional benefits, including access to additional valuable information that you can browse or download, and much more.' Below this text is a green 'Register Now' button.

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NOTE:

Click **Register**. Apply for a Uniportal account on the page displayed.



Register Create a new account

Account Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Name	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Verify Code	<input type="text"/> 2114 Click to change
<input type="checkbox"/> I understand and agree to comply with Huawei's terms and conditions.	
<input type="button" value="Register"/>	

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 **NOTE:**

After the account is registered successfully, enter your account name and password on the login page, and click **Login**.

2.2 Registration Address Entry Page

No PRM Access

Sorry, you do not have access to enter PRM. Please register PRM User first.

If you haven't register your company in PRM, please:

[Register Your Company](#) [Operating instructions](#) 

If your company already registered in PRM tool and you know Company Identifier of your company, please:

[Join to a Registered Company](#) [Operating instructions](#) 

NOTE:

The **Register Your Company** link navigates to the partner registration page. The **Join to a Registered Company** link navigates to the user registration page. Click **Register Your Company**. The partner registration page is displayed. To register as a Huawei partner, enter the company information, partnership information, and user information, as the following figure shows.



2.3 Partner Registration Page

Partner Registration

Company Information			
Company Name *	<input type="text"/>		
Zip Code *	<input type="text"/>	Company Website	<input type="text"/>
Company Owner *	<input type="text"/>	Channel Manager	<input type="text"/>
Country/Area *	<input type="text"/>	<input type="button" value="Select Address"/>	
State/Province/Region *	<input type="text"/>	City *	<input type="text"/>
Registration Address *	<input type="text"/>		
Company Description *	<input type="text"/>		
PartnerShip Information			
Currency Code	<input type="text"/>	Number of Employee *	<input type="text"/>
Registered Capital	<input type="text"/>	Annual Revenue	<input type="text"/>
Date of Establishment (YYYY-MM-DD)	<input type="text"/>	Business Expiration (YYYY-MM-DD)	<input type="text"/>
Tax Number	<input type="text"/>	Registration Number	<input type="text"/>
User Information			
User ID *	<input type="text" value="test84"/>	Gender *	<input type="text"/>
First Name *	<input type="text" value="test84"/>	Last Name *	<input type="text" value="test84"/>
E-Mail *	<input type="text" value="support-test@huawei.com"/>	Job Title	<input type="text"/>
Mobile Phone	<input type="text"/>	Work Phone *	<input type="text"/>
Country/Area *	<input type="text"/>	<input type="button" value="Select Address"/>	
State/Province/Region *	<input type="text"/>	City *	<input type="text"/>
Zip Code *	<input type="text"/>	Fax	<input type="text"/>
Office Address *	<input type="text"/>		

NOTE:

The fields marked with a red asterisk are mandatory.

Please enter information based on the prompts displayed on the page. Otherwise, you cannot submit your registration application successfully.

2.3.1 Company Information

Company Information			
Company Name *	<input type="text"/>		
Zip Code *	<input type="text"/>	Company Website	<input type="text"/>
Company Owner *	<input type="text"/>	Channel Manager	<input type="text"/>
Country/Area *	<input type="text"/>	<input type="button" value="Select Address"/>	
State/Province/Region *	<input type="text"/>	City *	<input type="text"/>
Registration Address *	<input type="text"/>		
Company Description *	<input type="text"/>		

 **NOTE:**

After the company name is typed in, the PRM system will check the uniqueness of the name.

Click to select country and province, as the following figure shows.



List Address Close | X

Search

Country/Area State/Province/Region City

	Country/Area	State/Province/Region	City
<input type="radio"/>	China	Beijing	
<input type="radio"/>	China	Tianjin	
<input type="radio"/>	China	Hebei	
<input type="radio"/>	China	Shanxi	
<input type="radio"/>	China	Neimenggu	
<input type="radio"/>	China	Liaoning	
<input type="radio"/>	China	Jilin	
<input type="radio"/>	China	Heilongjiang	
<input type="radio"/>	China	Shanghai	
<input type="radio"/>	China	Jiangsu	
<input type="radio"/>	China	Zhejiang	
<input type="radio"/>	China	Anhui	
<input type="radio"/>	China	Fujian	
<input type="radio"/>	China	Jiangxi	
<input type="radio"/>	China	Shandong	

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NOTE:

Enter search conditions in the text boxes beside the **Country/Area**, **State/ Province/Region**, and **City** fields. The system will list the countries/areas, provinces/states, and cities that meet the conditions in the form of a list. For example, enter **China** and click **Search**. The system will search all provinces in China. Click the option button on the left. The selected country/area, province/state, or city will be displayed in the corresponding text box on the partner registration page. Here select **China/Beijing**. The following page is displayed.

Company Information			
Company Name *	<input type="text"/>		
Zip Code *	<input type="text"/>	Company Website	<input type="text"/>
Company Owner *	<input type="text"/>	Channel Manager	<input type="text"/>
Country/Area *	China	<input type="button" value="Select Address"/>	
State/Province/Region *	Beijing	City *	<input type="text"/>
Registration Address *	<input type="text"/>		
Company Description *	<input type="text"/>		

 **NOTE:**

The selected information has been entered in the **Country/Area** and **State/Province** fields.

2.3.2 Partnership Information

Partnership Information			
Currency Code	USD	Number of Employee *	<input type="text"/>
Registered Capital	<input type="text"/>	Annual Revenue	<input type="text"/>
Date of Establishment (YYYY-MM-DD)	<input type="text" value="17"/>	Business Expiration (YYYY-MM-DD)	<input type="text" value="17"/>
Tax Number	<input type="text"/>	Registration Number	<input type="text"/>

 **NOTE:**

The value of the Currency Code field is displayed automatically, or selected from the drop-down box. An integral of more than zero must be provided in the Number of Employee field. A number must be provided for the Registered Capital and Annual Revenue fields.

A calendar control tool is provided at the Date of Establishment and Business Expiration fields. The time provided at the Date of Establishment field cannot be earlier than the system date (the date when the user provides the information) and the time provided at the Business Expiration field cannot be earlier than the system date.

2.3.3 User Information

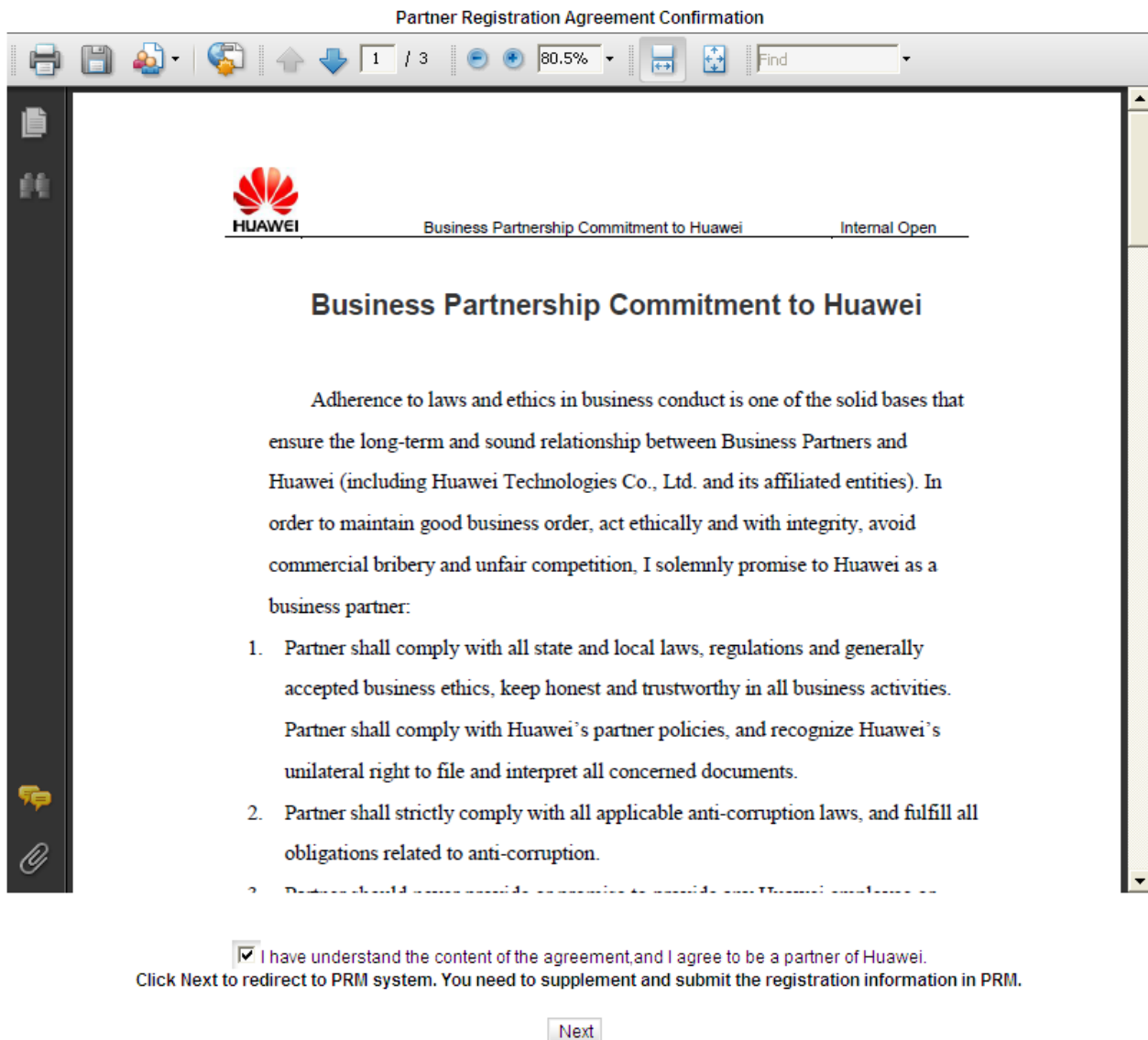
User Information			
User ID *	test84	Gender *	<input type="text" value="-----"/>
First Name *	test84	Last Name *	test84
E-Mail *	support-test@huawei.com	Job Title	<input type="text"/>
Mobile Phone	<input type="text"/>	Work Phone *	<input type="text"/>
Country/Area *	<input type="text"/>	<input type="button" value="Select Address"/>	
State/Province/Region *	<input type="text"/>	City *	<input type="text"/>
Zip Code *	<input type="text"/>	Fax	<input type="text"/>
Office Address *	<input type="text"/>		

 **NOTE:**

The values for the User ID, First Name, E-Mail, Mobile Phone, and Work Phone fields will be displayed by default or can be entered manually.

For the Country/Area, Province/State, and City fields, refer to the section on Company Information.

After entering the information, click Next Step, confirm the registration, and enter the agreement confirmation page for partner registration. You must carefully read and understand the agreement. Select the checkbox to indicate that you have read and understood the agreement, and agreed that you will register as a Huawei partner. The following prompt is displayed on the page:



Partner Registration Agreement Confirmation

HUAWEI Business Partnership Commitment to Huawei Internal Open

Business Partnership Commitment to Huawei

Adherence to laws and ethics in business conduct is one of the solid bases that ensure the long-term and sound relationship between Business Partners and Huawei (including Huawei Technologies Co., Ltd. and its affiliated entities). In order to maintain good business order, act ethically and with integrity, avoid commercial bribery and unfair competition, I solemnly promise to Huawei as a business partner:

1. Partner shall comply with all state and local laws, regulations and generally accepted business ethics, keep honest and trustworthy in all business activities. Partner shall comply with Huawei's partner policies, and recognize Huawei's unilateral right to file and interpret all concerned documents.
2. Partner shall strictly comply with all applicable anti-corruption laws, and fulfill all obligations related to anti-corruption.
3. Partner should cooperate to provide any Huawei employee as

I have understand the content of the agreement, and I agree to be a partner of Huawei.

Click Next to redirect to PRM system. You need to supplement and submit the registration information in PRM.

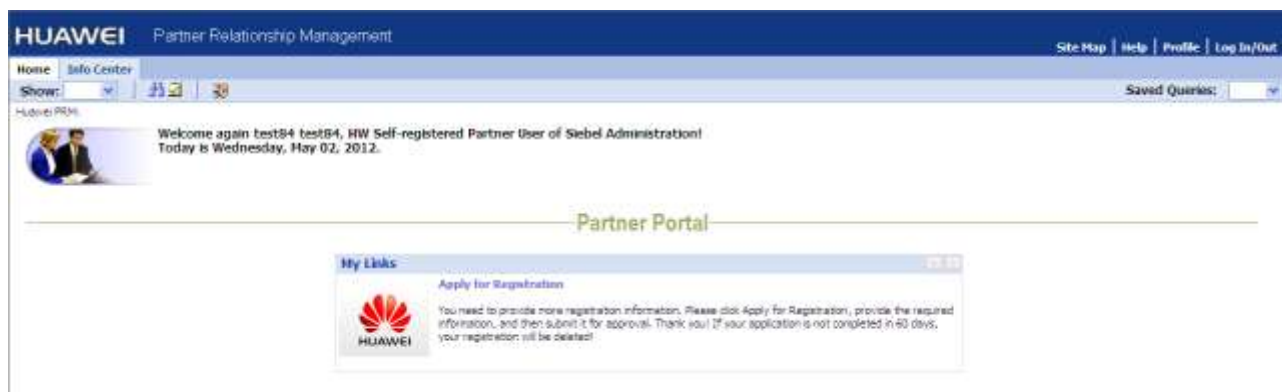
Next

 **NOTE:**

Click Next Step to enter the PRM system. You need to supplement and submit your registration information in the PRM system before completing your registration.

This means after clicking Next Step, you need to supplement other information in the PRM system.

Click Next Step. The information you entered on the partner registration page will be submitted to the PRM system. After the registration is successful, you will directly enter the PRM system, as the following figure shows.

 **NOTE:**

So far, you have successfully submitted your partner registration application to the PRM system from the CNC system.