
SMB Select Registration

USER GUIDE

Cisco Worldwide Channels

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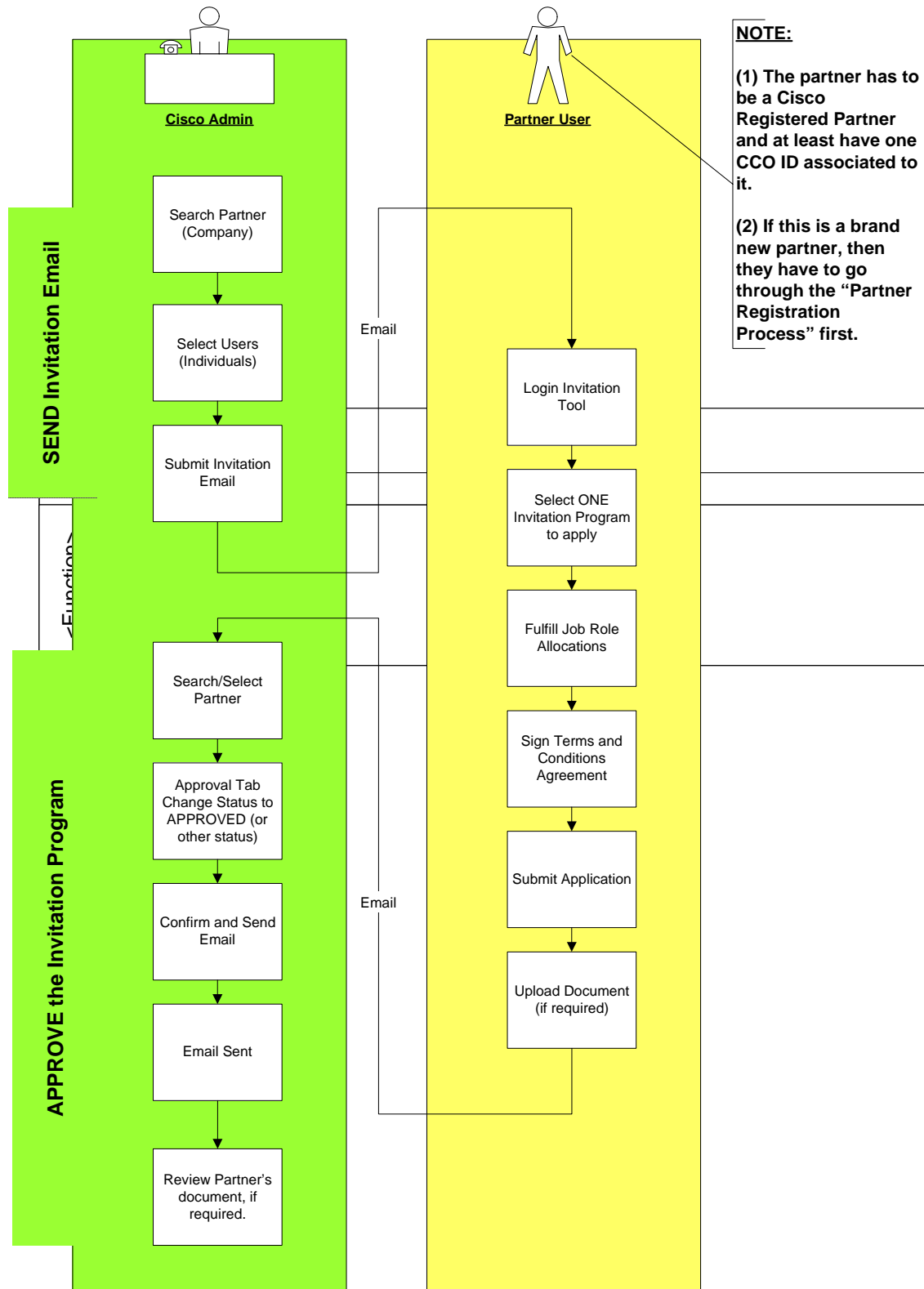
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PROCESS FLOW FOR REGISTRATION AND APPROVAL TO SMB SELECT

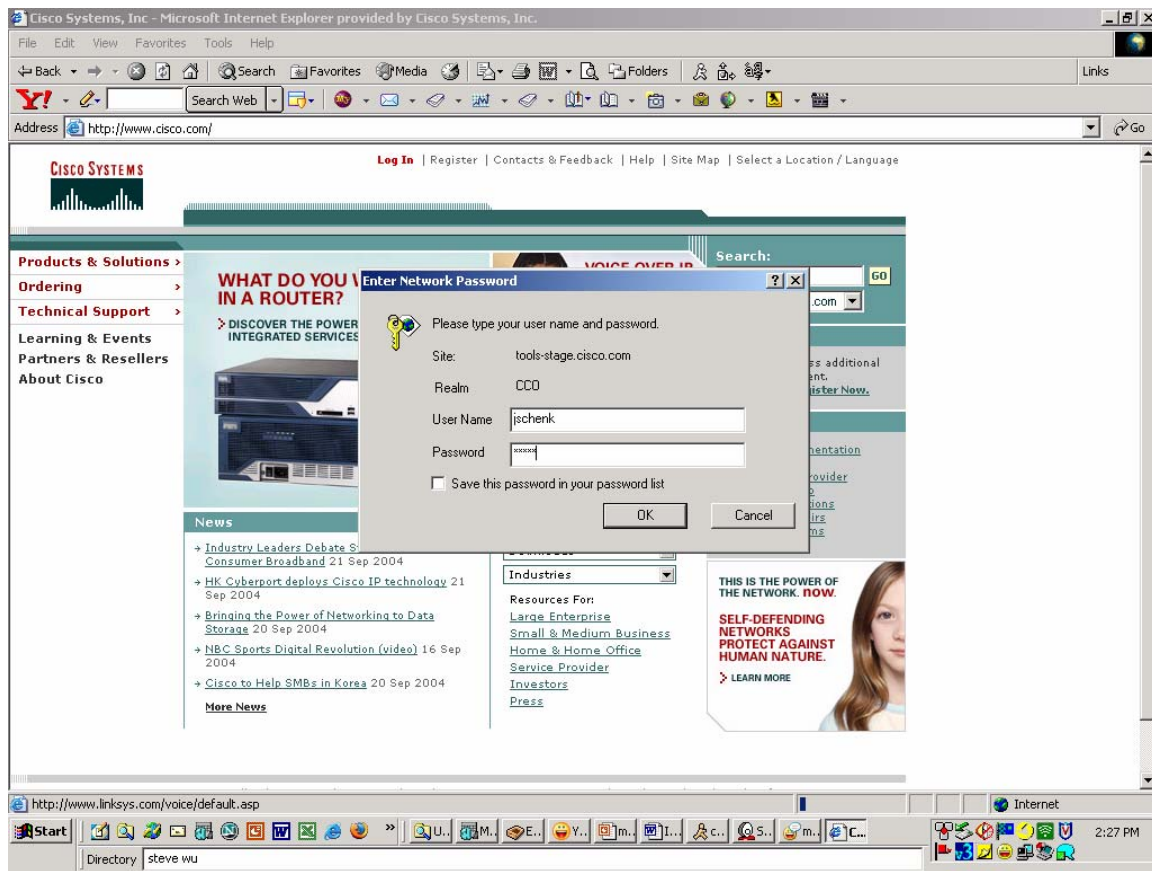
The Process on Invitation Programs



Partner User Apply for the Invitation Program

The Cisco Admin sends Invitation Program invitation email to the partner. The partner receives an email explaining the scope of the invitation program and the process for the partner user to submit an application.

To apply for the program, the partner users will need to click on the URL link in the email. It will then open a new browser and request the partner users to enter his/her CCO ID and password to start the application process.



Select Partner Location/Site

Once login successful, the partner user will need to select the corresponding company/country. (There may be cases that the partner user is a partner admin to manage more than one company sites/locations. For example, Equant China and Equant Australia).

Select a Company/site and click on the “SELECT” button, the system will display a list of Invitation Programs for the partner.

The screenshot shows the 'Partners & Resellers' section of the Cisco Certification and Specialization Application. The 'Channel Partner Invitation Programs' table is displayed, showing results for UNISYS in Denmark. The 'SMB Select Partner' program is highlighted with a red circle, and its status is 'IN-PROGRESS'. A blue callout box explains that the status is 'In-Progress' because the Cisco Admin has sent an invitation email, and the partner user is waiting to submit the SMB Select application. The 'Select' button at the bottom is also circled in red.

Company Name	Invitation Program	Current Status	Renewal Due
UNISYS			
UNISYS			
UNISYS			
UNISYS	SMB Select Partner	IN-PROGRESS	
UNISYS			

Since the Cisco Admin has sent out the invitation email, the Current Status is “In-Progress”.

That is, it is waiting for the partner user to submit the SMB Select application.

Select an Invitation Program

Current Status = NOT SUBMITTED.
The user needs to select the SMB Select Partner and click on "SELECT" button to assign the Job Role.

In-Progress Programs	Current Status	Start Date	Start	By	Invitation email sent to
<input checked="" type="radio"/> SMB Select Partner	NOT SUBMITTED	22-Sep-2004	hymwong		jschenk

To start the application process, the partner user will do the following:

1. Select the radio button of the appropriate Invitation Program in the "In-Progress Programs" table.
2. Click on the SELECT button.

The system will then present the next screen for you to do the job allocation: assign qualified individuals into the different required job roles. You can assign the each qualified individual up to two job roles.

Job Role Allocations

The screenshot shows the Cisco Certification and Specialization Application interface. The main content area is titled "PARTNERS & RESELLERS" and "Certification and Specialization Application". Under the "ADMINISTRATIVE TASKS" tab, the "Allocate Job Roles" section is active. The "Allocate Individuals to Job Roles for SMB-SELECT" table is shown below:

Job Role	Allocated to
Account Manager	Select One

The "Allocated to" dropdown menu is open, showing a list of names: Jens Knudsen, Hartvig Jensen, Mats Restell, Johan Dusan, Jack Westhoff, Ole Sorensen, Jess Danielsen, Willy Von Essen, Helle Eliassen, and Bendt Ildved. The "Save" and "Next" buttons are visible below the table. A blue callout box points to the dropdown menu with the following text:

Please make certain the partner has qualified individual (with CSE or CSA) associated to their company. The system will automatically populate this drop down box with all the qualified individuals.

If this box is empty/blank, you don't have any qualified individuals (CSE or CSA) associated to your company

Once you finish ALL the allocation, click "NEXT" to review the summary. Or, if you want to come back and finish the allocation, click "SAVE" to save the current allocation.

The screenshot displays the Cisco Certification and Specialization Application web interface. The browser title is "Certification and Specialization Application - Cisco Systems - Microsoft Internet Explorer provided by Cisco Systems, Inc.". The address bar shows the URL: <http://tools-stage.cisco.com/WWChannels/cpapp/atp/allocatejobroessave.do>. The page is titled "PARTNERS & RESELLERS" and "Certification and Specialization Application". The main content area shows a "Summary (Invitation Program)" for "UNISYS (DENMARK)" with "Current In-Progress Programs - SMB-SELECT". Below this is a "Job allocation summary of selected Invitation Program" table:

Job Role	Allocated to	Cisco Testing ID (CSCO#)
SMB Select Partner		
Account Manager	Sorensen Ole	CSCO10092057

At the bottom of the table, there are "Back" and "Next" buttons. The footer of the page includes navigation links for "INDUSTRY SOLUTIONS", "NETWORKING SOLUTIONS", "PRODUCTS & SERVICES", "ORDERING", "TECHNICAL SUPPORT", "LEARNING & EVENTS", and "PARTNERS & RESELLERS".

Review the “Job Allocation” summary here. If it is OK, click the “NEXT” button to the “Terms and Conditions” screen.

If you would like to change some of the job allocation, click “BACK” to go back to the previous screen to re-do the job allocation.

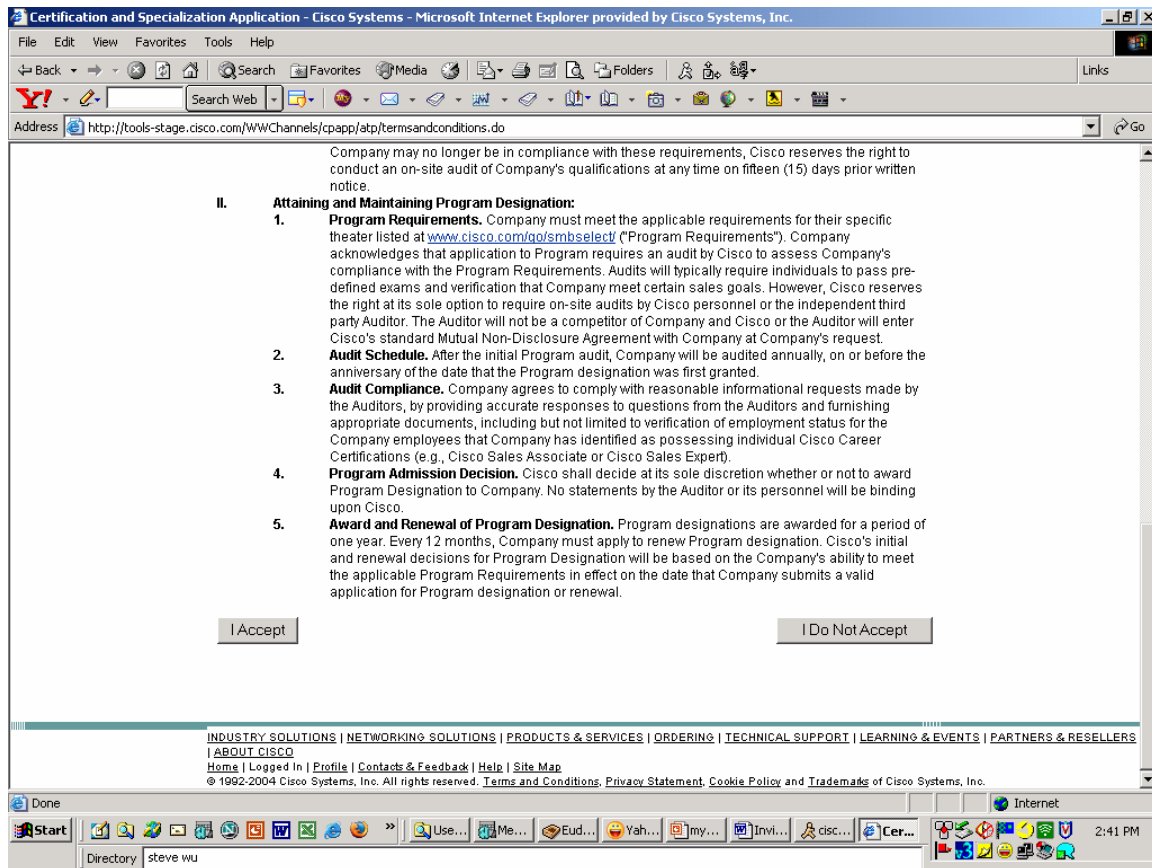
Terms and Conditions

The screenshot shows a Microsoft Internet Explorer browser window displaying the Cisco Systems website. The address bar shows the URL: <http://tools-stage.cisco.com/WWChannels/cpapp/atp/termsandconditions.do>. The page title is "Certification and Specialization Application - Cisco Systems".

The page layout includes a navigation menu on the left with categories like "PARTNERS & RESELLERS" and "CHANNEL PARTNER TOOLS". The main content area is titled "PARTNERS & RESELLERS" and "Certification and Specialization Application". It features tabs for "SELECT GEOGRAPHY", "INVITATION PROGRAM", and "ADMINISTRATIVE TASKS". The "Terms & Conditions" link is highlighted under the "ADMINISTRATIVE TASKS" tab.

The "Terms & Conditions (Invitation Program)" section is displayed, showing a "Legal Agreement" dropdown menu set to "Terms and Conditions" and a "Go" button. Below this, the "SMB SELECT PARTNER PROGRAM TERMS & CONDITIONS" are outlined, including a section for "General Terms" with a sub-section for "Receiving Benefits".

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:40 PM and the date 10/24/2007.



Here is a snap shot of the “Terms and Conditions”. Once the document is reviewed, the partner user will go to the bottom of the page to accept or reject the “Terms and Conditions”.

1. Click on the “I Accept” button: The system will save the CCO ID of the user and Date/Time stamp on the acceptance, and proceed to the “SUBMIT” page.
2. Click on the “I Do NOT Accept” button: The system will display a message to remind the user: “In order to submit the application, Terms and Conditions is required to be accepted”

Once both the “Job Allocation” and “Terms and Conditions” are fulfilled, then the system presents a “SUBMIT” button in the “SUBMIT” page.

Once the partner user clicks on the “SUBMIT” button, the system will automatically trigger an email to the Cisco Invitation Program Admin and cc: copy to the partner user.

This screenshot shows the 'Certification and Specialization Application' page in a Microsoft Internet Explorer browser. The page is titled 'PARTNERS & RESELLERS' and 'Certification and Specialization Application'. The user is logged in as 'UNISYS (DENMARK)' and is viewing 'Current In-Progress Programs - SMB-SELECT'. The page includes a navigation menu on the left, a search bar, and a 'Submit' button. A table under 'Program Requirements' shows the following data:

Program	Requirements Met	Current Status
SMB Select Partner	Y	NOT SUBMITTED

The 'Submit' button and the 'Y' in the 'Requirements Met' column are circled in red. The text 'Accepted' and 'Indirect Channel Partner Agreement (ICPA) Accepted' is also circled in red.

This screenshot shows the same 'Certification and Specialization Application' page after a successful submission. A yellow message box displays: 'Invitation Program is submitted successfully.' The 'Current Status' in the table has changed from 'NOT SUBMITTED' to 'SUBMITTED'. The 'Submit' button is no longer visible.

Program	Requirements Met	Current Status
SMB Select Partner	Y	SUBMITTED

If either the “Terms and Conditions” or “Job Allocation” is NOT fulfilled, then the system will display a message and the “SUBMIT” button will not be displayed. Therefore, the partner user will need to make sure both requirements are fulfilled.

Upon submission, the partner user will receive an email acknowledging the request for SMB Select.

The central admin will then need to review that all the criteria are fulfilled; this could take up to 5 working days.

Following the authorisation process, the partner user will receive an email informing them if the application is approved or not

For any questions, you can contact smbselect-registration@cisco.com