WELCOME TO YOUR HP PARTNER PORTAL GUIDE

We know navigating new systems and processes can feel overwhelming. ScanSource has developed this all-in-one resource to help you easily access everything HP | Poly—streamlining your experience within the HP Partner Portal. You'll find quick links, key information, and helpful tips designed to support your success.

DISCOVER WHY SCANSOURCE

THE SCANSOURCE AND HP | POLY TEAM

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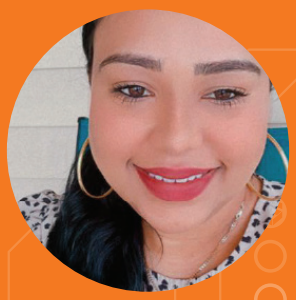

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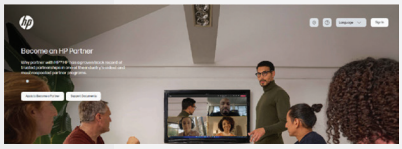
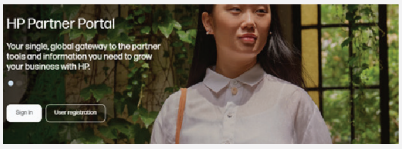
HP PARTNER PORTAL
QUICK TIPS AND LINKS



HP PARTNER PORTAL
Apply to Partner Portal

WHY: Access Deal Registrations, Pricing Programs, HP University, and more program benefits

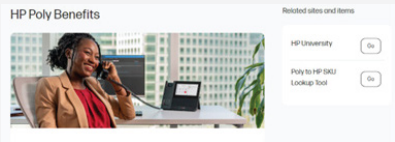
STEPS: Apply >> Complete Application in full >> Application turned around within 24 – 48 hours



REGISTER NEW USER
Register Portal Users

WHY: Access the HP Portal with multiple users at your company

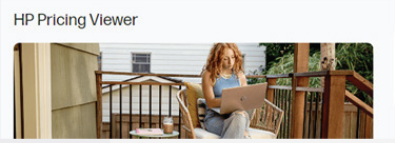
STEPS: User Register >> Complete the information with your @company email



SKU LOOKUP TOOL
HP Poly SKU Lookup

WHY: Search Legacy Poly to HP Poly SKUs; Access Trade In, Poly Training, and Deal Registration

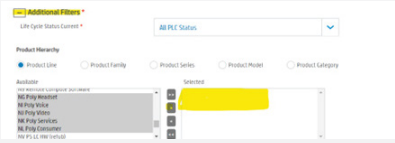
STEPS: HP Partner Portal >> Programs >> HP Poly Benefits >> Poly to HP SKU Lookup Tool



HP POLY PRICE SHEET
Look Up Price List

WHY: Easily search HP | Poly pricing on SKUs of choice

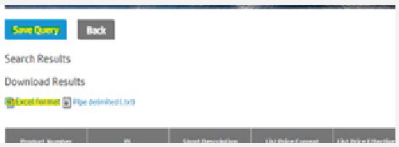
STEPS: HP Partner Portal >> Pricing and Deals >> Price and Quote >> HP Pricing Viewer



FILTER PRICE LIST
Filter Price List

WHY: View HP Poly SKUs under the HP Pricing Viewer

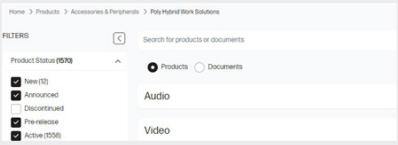
STEPS: HP Pricing Viewer >> Additional Filters >> Product Line >> NG Poly Headset >> Select Poly Product Families >> Click Right Arrow >> Search



EXPORT PRICE LIST
Export Price List

WHY: Save your filtered HP Poly SKUs

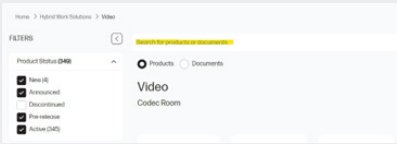
STEPS: Follow Filter Price List steps >> Export to Excel at the top of the Search Results Page >> Also can save the search by clicking on Save Query



FIND POLY SOLUTIONS
Locate HP | Poly Solutions

WHY: Easily locate HP | Poly Solutions on the HP Partner Portal

STEPS: Products >> Accessories and Peripherals >> Poly Hybrid Work Solutions



FILTER SOLUTIONS
Filter HP | Poly Solutions

WHY: Filter specific HP | Poly solutions by products

STEPS: Follow Find Poly Solutions steps >> Select Product Family >> Series Name, Sub Brand, and Search Bar

HP | POLY DEAL REGISTRATION

STEP BY STEP

READY TO START?

REQUIREMENTS

Headsets = $2,500

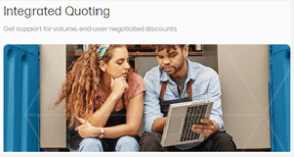
Voice = $2,500

Video = $5,000

ScanSource Deal Registration

IQ DSB Form

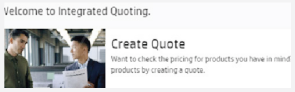
HP Deal Registration



ACCESS IQ TOOL

Access IQ Tool

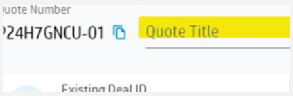
HP Partner Portal >> Pricing and Deals >> Price and Quote >> Integrated Quoting >> Go



CREATE QUOTE

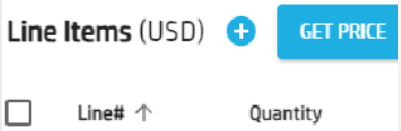
Create a Quote

Click on Start under Create Quote and hit OK for Country: United States



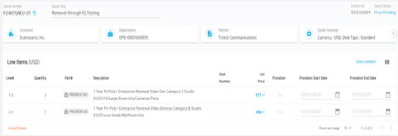
QUOTE TITLE

Enter the Quote Title for new requests, or the existing Deal ID if you're editing a current OPG



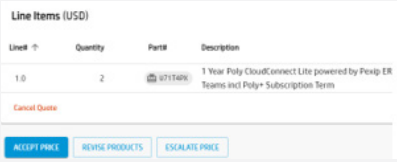
GET PRICE

Click the + to add SKUs to the quote; once the lines are added, click Get Price, then search for and select the End-User's Name



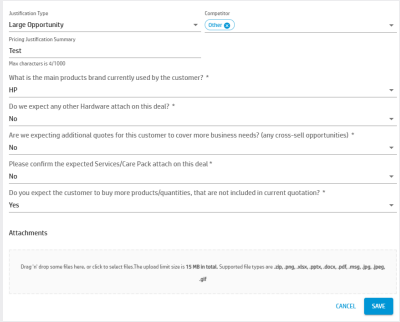
OPPORTUNITY DEALS

Complete the Opportunity Details >> Select the Partner >> Include Partner Contact Information >> Click Get Price



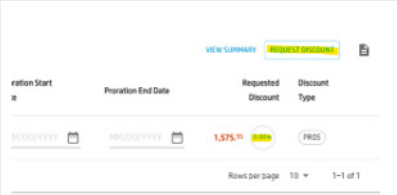
ESCALATE PRICE

You'll return to the Quote page with the best-available pricing. Click Escalate Price to request a specific discount from the pricing team



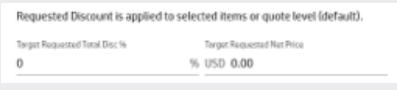
JUSTIFICATION

Complete the pop-up form by selecting the Justification Type, Competitor, and any other required details



REQUEST DISCOUNT

Highlight the individual line and Select Request Discount >> Enter the percentage you're requesting or the cost for the Deal Registration (standard is an additional 8%) >> Click Apply; repeat on each line of the quote



SUBMIT

Quote Template

Once the quote contains all required information and the discount has been requested, click Submit