

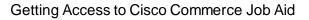
ululu cisco

# Getting Access to Cisco Commerce

Job Aid

**Cisco Proprietary** 

**Note:** This document is no longer being actively updated as of August 2019. Please contact crc-training@cisco.com if an update is requested.





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# **1** Conventions Used in this Document

- Keyboard sequences you press are shown in bold. Example: "Press Tab to move to the next field".
- Links that appear in blue on the Cisco Commerce homepage, whether underlined or not, are underlined in the user guide. Example: "On the Items tab, click <u>Find Products</u>".
- Menu or sub-menu paths are separated by a ">". Example: "Select Intended Use > Managed Service".
- Tabs you click have no special formatting. Example: "Click the Items tab".
- Buttons you click the screen are shown in bold. Example: "Click Continue".
- The labels on radio buttons, drop-down menus, checkboxes, and fields that correspond have no special formatting. Examples: "Click the Yes radio button". "Click the Service Program drop-down menu".
- When there are multiple ways of accomplishing a specific task, preferred methods are highlighted as follows:



The blue circle around a lower case "i" means *reader take note*. Notes contain helpful suggestions or reference to material not covered in the manual.

#### For example:



**Best Practice**: Search for an address before creating a new one. Add a shipping address only if the address is not found.

- Active hyperlinks to other documents or within the same document are shown in blue (RBG: 0, 0, 255) and underlined. Example: "Additional information is available in the "<u>Getting Started with Cisco</u> <u>Commerce User Guide</u>" or "See section <u>Create a Cisco.com Profile</u>".
- In sections describing a process that starts from somewhere other than the Cisco Commerce homepage, a process flow indicates how to get there. For example, you want to become a registered partner with Cisco, which means you would have already created a Cisco.com profile and registered your company. The following illustration would therefore display at the beginning of the Becoming a Registered Cisco Partner section.





# 2 Getting Access to Cisco Commerce

#### 2.1 Overview

Cisco Commerce, a centralized platform, allows partners to browse through the rich catalog, create estimates, register deals, configure and price products, software, and related services, and submit orders.

The following sections show you how to get access to Cisco Commerce and start using it today.

### 2.2 User Access

To access Cisco Commerce, you must be a registered Cisco Partner Company with an assigned administrator. If your company is not registered, please see <u>Becoming a Registered Cisco Partner</u>. Follow the instructions below to get user access to Cisco Commerce.



#### Process Flow to Request User Access

## 2.2.1 Create a Cisco.com Profile

You will use your Cisco.com user ID to log in to Cisco Commerce. If you do not already have a Cisco.com user ID, follow the steps below to register:

- 1. Go to <u>www.cisco.com</u> and click <u>Register</u> in the navigation bar.
- 2. Enter your personal and company details, accept the terms and conditions, and click Register.
- 3. A confirmation page opens once the details are submitted. You will receive an activation or validation e-mail.
- 4. Click the link in the e-mail to activate or validate your Cisco.com profile.
- 5. Once your account has been created, you will receive a confirmation e-mail.

### 2.2.2 Raise a Request to Associate Yourself with Your Company

In order for you to access Cisco Commerce, your Cisco.com user ID needs to be associated with your registered Cisco Partner Company. In order to do that, you must submit a request to your administrator to be associated with your company. If your company is not a registered Cisco Partner Company, you can <u>Register Your Company</u> as part of the account creation process.

- 1. Log in to the <u>Partner Self Service</u> (PSS) tool using your Cisco.com user ID and password. If you would like to see detailed steps on PSS tool, see <u>Partner Self Service User Guide</u>
- 2. Click on Associate Myself with a Company option.
- 3. Enter search terms in the Details field, and click Next.
- 4. Select the company and click **Next**.

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- 5. Confirm your selection and click **Submit**.
- 6. Enter the **Business Email** and click **Submit**.
- 7. Capture the Cisco Testing Information & Communications and click Submit.

Associate Myself with a Company	< Associate Myself with a Company		
	Search for Your Company		
	To start your search, select your country and enter all you expected, you may need to enter your parent com		sults are not what
	Country     Select One	Ŧ	
	* Company Name Company Name	Search Criteria Contains v	
	Next		

8. You will see a message confirming the Company Association Request submission.

Company Association Request Pending	
	<b>A</b>
Your request is st	till being processed.
	ompanys Cisco Partner Administrator, you will be raded to partner level access.
Date Request Submitted :	
04-DEC-2017	
Cisco.com Profile To Be Associated With:	
USA	
Your request must be approved by any of the following Partner Administrators:	
Name	Email ID
Send Reminder Email to Admin Cancel Request	

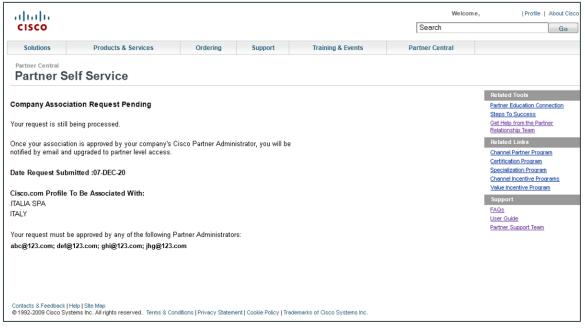
### 2.2.3 Get Approval from Your Company Admin

To get approval, follow the steps below:

1. Upon submitting your request successfully, you will receive a Company Association Request Pending notification.



- 2. If you would like to contact your administrator, refer to the list of all your registered administrators in the notification message.
- 3. Once this is complete, you will receive a notification via e-mail and your Cisco.com user ID will be upgraded to a partner level.



**Request Pending Notification** 

### 2.2.4 Manage your Access to Cisco Commerce and Other Tools

Once you have partner level access (that is, your user ID has been associated with your company), you should be able to log in to PSS using your Cisco.com ID and give yourself access to Cisco Commerce as well as other tools.

- 1. Log in to the Partner Self Service tool using your Cisco.com user ID and password.
- 2. Select Access Management from the left side navigation menu.
- 3. Select View/Remove My Access and using the "+" icon expand the list of values.
- 4. Check and uncheck boxes to select any application to which you need access, and click Update.
- 5. If Cisco Commerce is not one of the choices, Select **Request Additional Access** to gain access to a tool and Click **Submit**, and your administrator will grant you access.
- 6. Use Company Access option to view the users with various access type at Company Level.



My Profile	Access Management			
Company Details	Company access Request Additional Access	View/Remove My Access		
Location Management	My Access			
Contact Management	Program Management & Application(PM&A)	Access Level : Administrator		
Association Requests		Access Level : Administrator		
Accountable Program Contacts	Partner Self Service (PSS)	Access Level : Administrator		
Reports				
Manage My Reward Programs	Total Program View	Access Level : Administrator		
Manage Corporate Email Domain				

Partner Self Service - Access Management

# 2.3 Becoming a Registered Cisco Partner

Follow the instructions below to become a registered Partner with Cisco.



Process Flow to Become Registered Cisco Partner

### 2.3.1 Create a Cisco.com Profile

Whether you are creating a Cisco Commerce administrative account or user account, you must create a Cisco.com profile first. See section <u>Create a Cisco.com Profile</u>.

### 2.3.2 Register Your Company

Once you have created a Cisco.com profile, you will receive a confirmation email.

- 1. Click the confirmation link within the email and you will be directed to the Cisco.com registration page.
- 2. Select the option that says '**Register My Company as a Cisco Partner**' and click **Go Now**. You will be redirected to the Partner Registration Tool.
- 3. Fill in all your company details and register, including:
  - Certify you are the Authorized Signatory for your Company.
  - Search for your company by 'DUNS Number' or company location and details.
  - Read and accept the 'Indirect Channel Partner Agreement'.



ululu cisco	Products & Services	Support	How to Buy	Training & Events	Worldwide [change Partners	] Account   Log Out	My Cisco		
Welcome to Cisco Cisco.com	Registration								
номе									
Cisco.com Registration	<b>Thurstone</b> (				0				
Overview	Account.	r vernying your e	mail address. You na	ve successfully registered f	or a Cisco				
	Please choose how you would like to proceed:								
	🔘 Return t	o Cisco.com							
	Update	my account 🖻							
		,							
	Register	My Company as a	Cisco Partner 🙆						
	Connect	t my Cisco.com use	r ID with an existing Cis	co partner. 🔂					
	🔘 Get add	itional access (e.g.	service contracts, purc	hasing and <u>more</u> ) 🖻					
	Go Now	)							

Registering Your Company as a Cisco Partner

#### 2.3.3 Manage Company Details and Employees

Once you are a registered Cisco partner, you will need to log into Partner Self Service and administer your company details (reference the <u>Partner Guide</u> for more details). This section only describes managing or approving company associations, also known as, user access requests.

- 1. Log in to the <u>Partner Self Service</u> tool with your Cisco.com user ID and password.
- 2. From the left navigation menu, select Association Requests.
- 3. Execute the tasks:
  - Check the box to make selection of the new request
  - Approve or Deny the Association's



My Profile	< A	ssociation Req	uests						
Access Management									
Company Details	E	mployee Initiated Requ	iests P	SS Administrator	Initiated Requests				
Location Management	1	hese are requests ini	tiated by an	employee or a	PSS Administrator fro	om your company	in your select	ed country.	
Contact Management		<ul> <li>To approve a request, choose a contact and click on "Approve" Button, confirm it and submit.</li> <li>To deny a request, choose a contact and click on "Deny" Button, provide the reason of denial and submit.</li> </ul>							
Association Requests							Search		T
Accountable Program Contacts		□ Name <b>\$</b>	Ρ	artner Name 🗢	Email 🗢	CISCO.COM	Location Address	Status 🗢	Days
Reports							\$		\$
Manage My Reward Programs		abc,Tes	S	OLUTION(UK)	testusermay115 @hotmail.com	testusermay115	Site Address		
Manage Corporate Email Domain									
		Showing 1 - 1 of 1			« < 1 >	»		Show :	5 🔻
	11								
		Approve	Deny						

Partner Self Service –Association Requests