Cisco Commerce

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.

TABLE OF CONTENTS

Click a topic or sub-topic name below to move directly to that section.

Cisco.com | Privacy Statement | Trademarks   Provide Feedback on this Training Resource

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 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.

Create a Cisco.com Profile ➤ Register Your Company ➤ Manage Company Details and Employees

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 Becoming a Registered Cisco Partner. Follow the instructions below to get user access to Cisco Commerce.

Create a Cisco.com profile	→	Request to Associate Yourself with Your Company	→	Get Approval from Company Admin	→	Manage Access to Cisco Commerce and Other Tools

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:
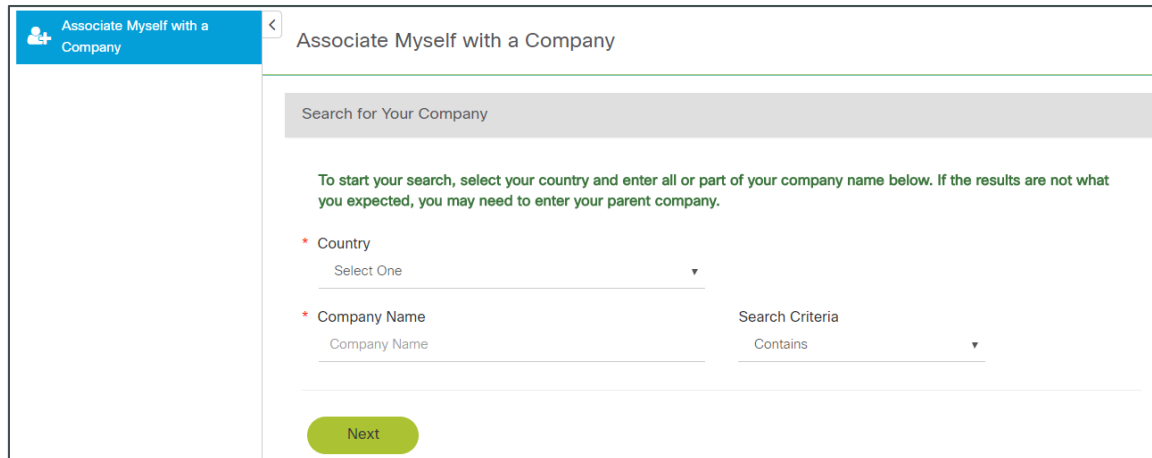
1. Go to www.cisco.com and click Register in the navigation bar.

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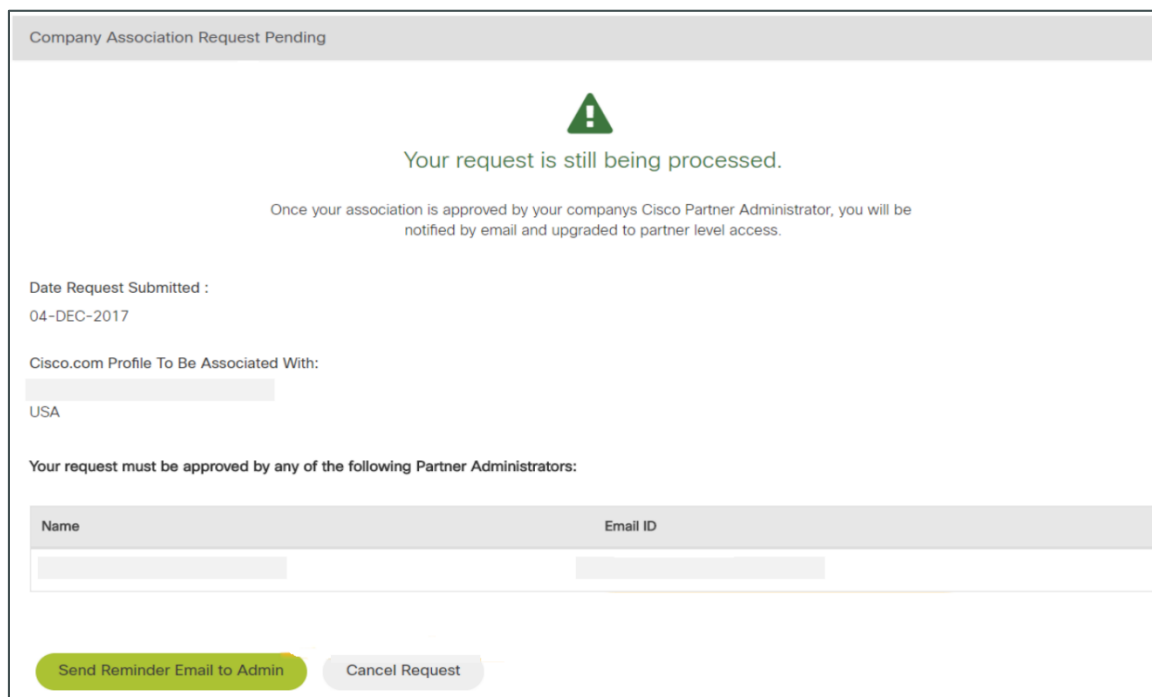
In order for you to access Cisco Commerce, your Cisco.com user ID needs to be associated with your registered Cisco Partner Company. In order to do that, you must submit a request to your administrator to be associated with your company. If your company is not a registered Cisco Partner Company, you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

1. Log in to the Partner Self Service (PSS) tool using your Cisco.com user ID and password. If you would like to see detailed steps on PSS tool, see Partner Self Service User Guide

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**.

Cisco.com | Privacy Statement | Trademarks　　　　Provide Feedback on this Training Resource

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.**

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


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.

Last Updated: 27 January 2020
Cisco.com | Privacy Statement | Trademarks   Provide Feedback on this Training Resource

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.
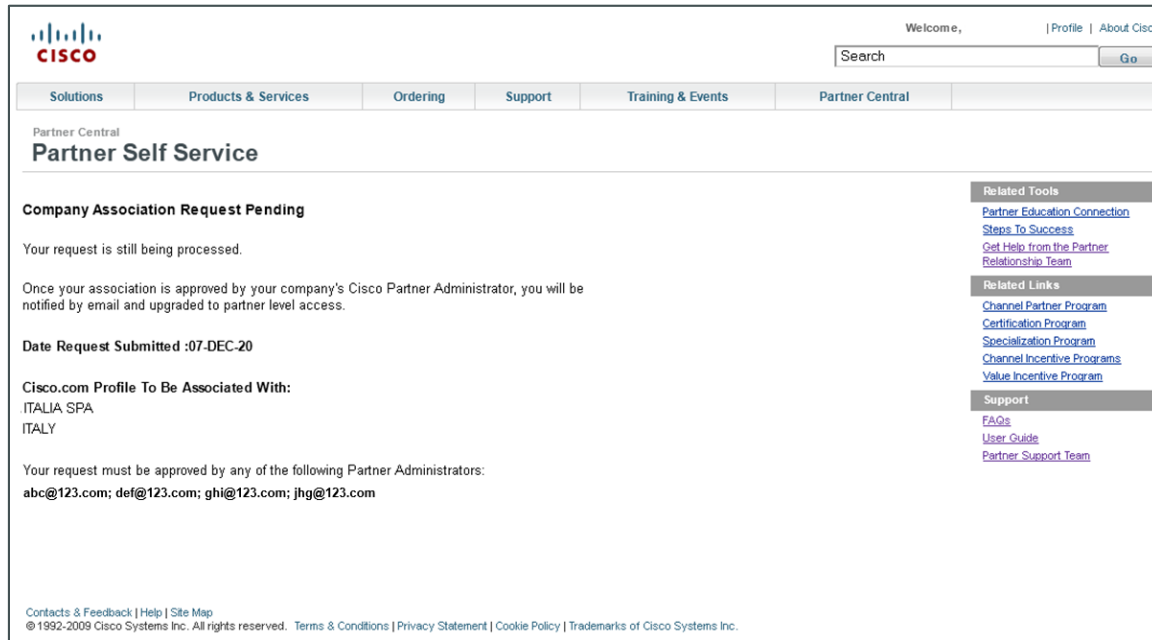

Request Pending Notification

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.
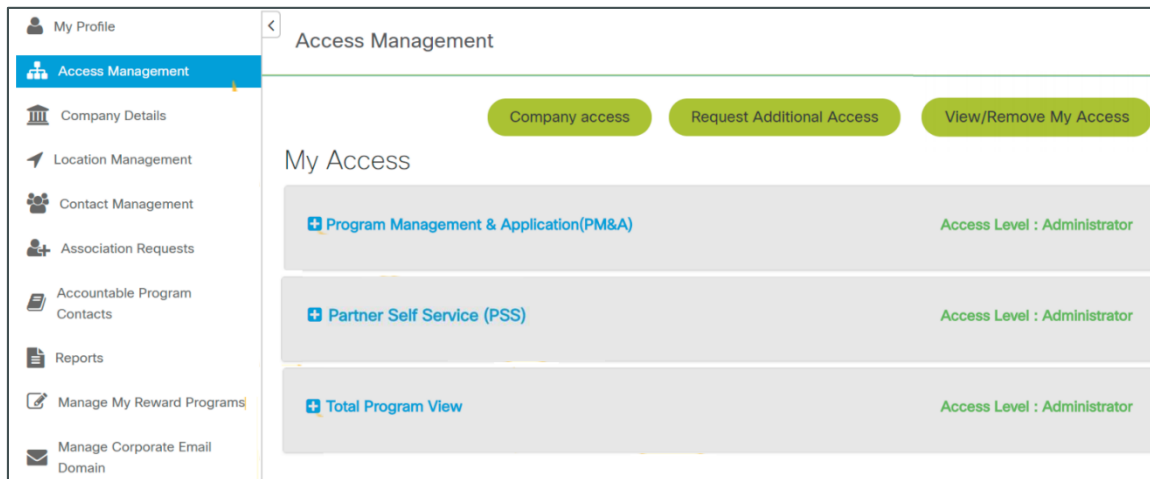
Partner Self Service - Access Management

2.3   Becoming a Registered Cisco Partner

Follow the instructions below to become a registered Partner with Cisco.
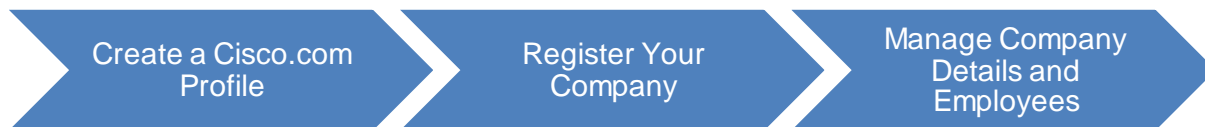
**Process Flow to Become Registered Cisco Partner**

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 Create a Cisco.com Profile.

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'.
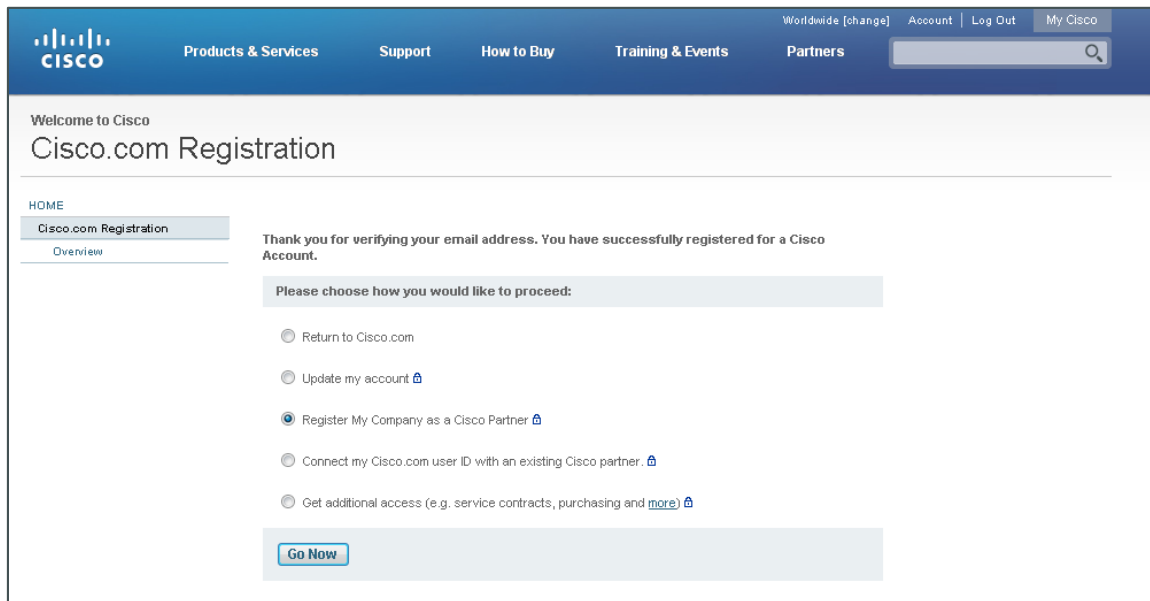
Registering Your Company as a Cisco Partner

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 Partner Guide for more details). This section only describes managing or approving company associations, also known as, user access requests.

1. Log in to the Partner Self Service 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

Cisco.com | Privacy Statement | Trademarks   Provide Feedback on this Training Resource

Partner Self Service –Association Requests

Last Updated: 27 January 2020

Cisco.com | Privacy Statement | Trademarks   Provide Feedback on this Training Resource