



HP PARTNER PORTAL

HP Partner Application Process



PARTNER APPLICATION PROCESS

Only an OFFICER can apply for an HP Partner Agreement and provide the information requested online.

Officer: A person able to bind the company to a contract.

PLEASE NOTE:

2 important items that will result in a denied Application if not included are :

- 01.** Lack of HP Invitation to become a partner email - (zipped format).
- 02.** Country specific Legal Documents - (zipped format).





Programa de Distribución Calificada

In Mexico, Supplies and HP printing hardware products (HPS) are governed by the HP Qualified Distribution Program which requires resellers to meet specific eligibility criteria to purchase our products through device distributors or direct with HP to resell to end consumers, ensuring a superior purchasing process when they buy our products. To access the eligibility criteria for the HP Qualified Distribution Program, in addition to solving any questions, you must contact us through the email: HPMXQualifiedPartnerPrograms@hp.com.

En México, los productos de consumibles y hardware de impresión HP (HPS) se rigen por el Programa para Socios Calificados de HP (mejor conocido como Programa de Distribución Calificada), el cual requiere que los revendedores cumplan con los criterios específicos de elegibilidad para comprar nuestros productos a través de distribuidores autorizados o directo con HP para así revenderlos a los consumidores finales, asegurándoles un proceso de compra superior al adquirir nuestros productos.

Para obtener acceso a los criterios de elegibilidad para el Programa de Distribución Calificada de HP además de resolver cualquier duda, debe contactarnos a través del email: HPMXQualifiedPartnerPrograms@hp.com.

HOW TO APPLY

01. Access the HP Partner Portal

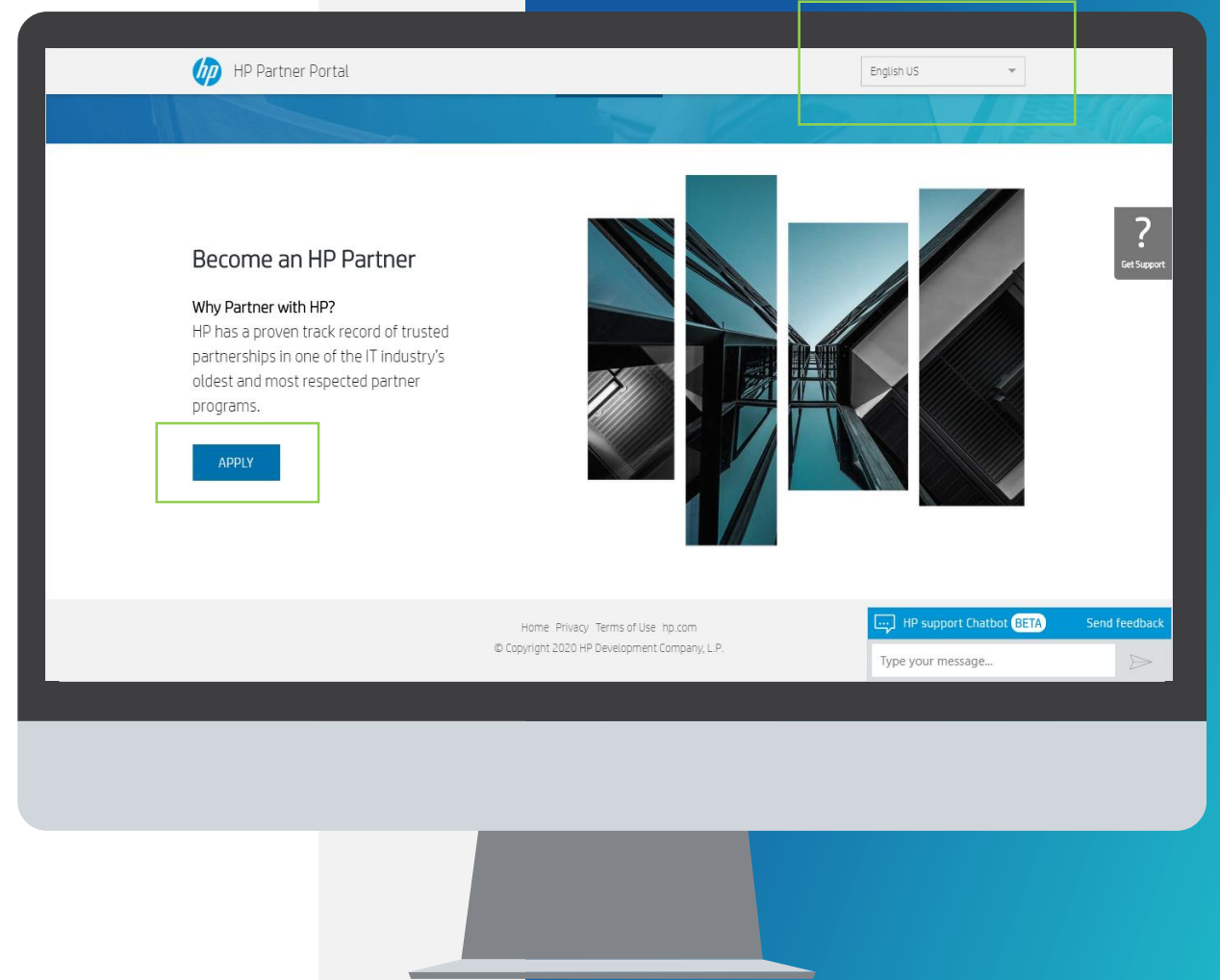
Access the HP Partner Portal at partner.hp.com

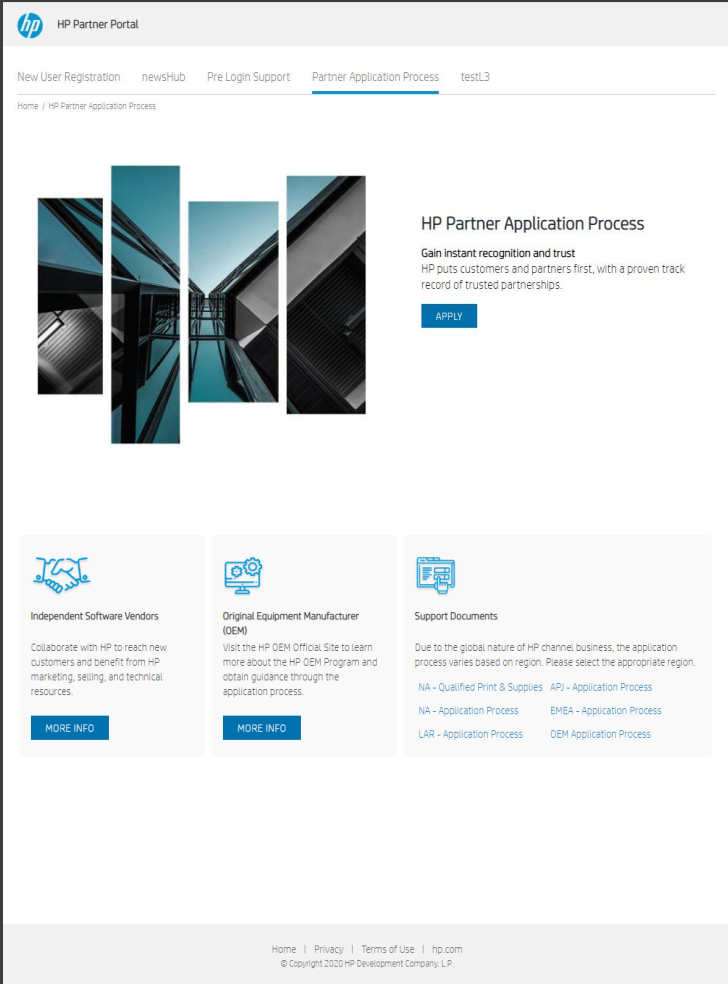
02. Become an HP Partner

Scroll down on the page. Under “Become an HP Partner”, click **Apply**.

03. How to change the language

If you need to change the autosensed language, choose your language in the top right corner.





PARTNER APPLICATION PROCESS

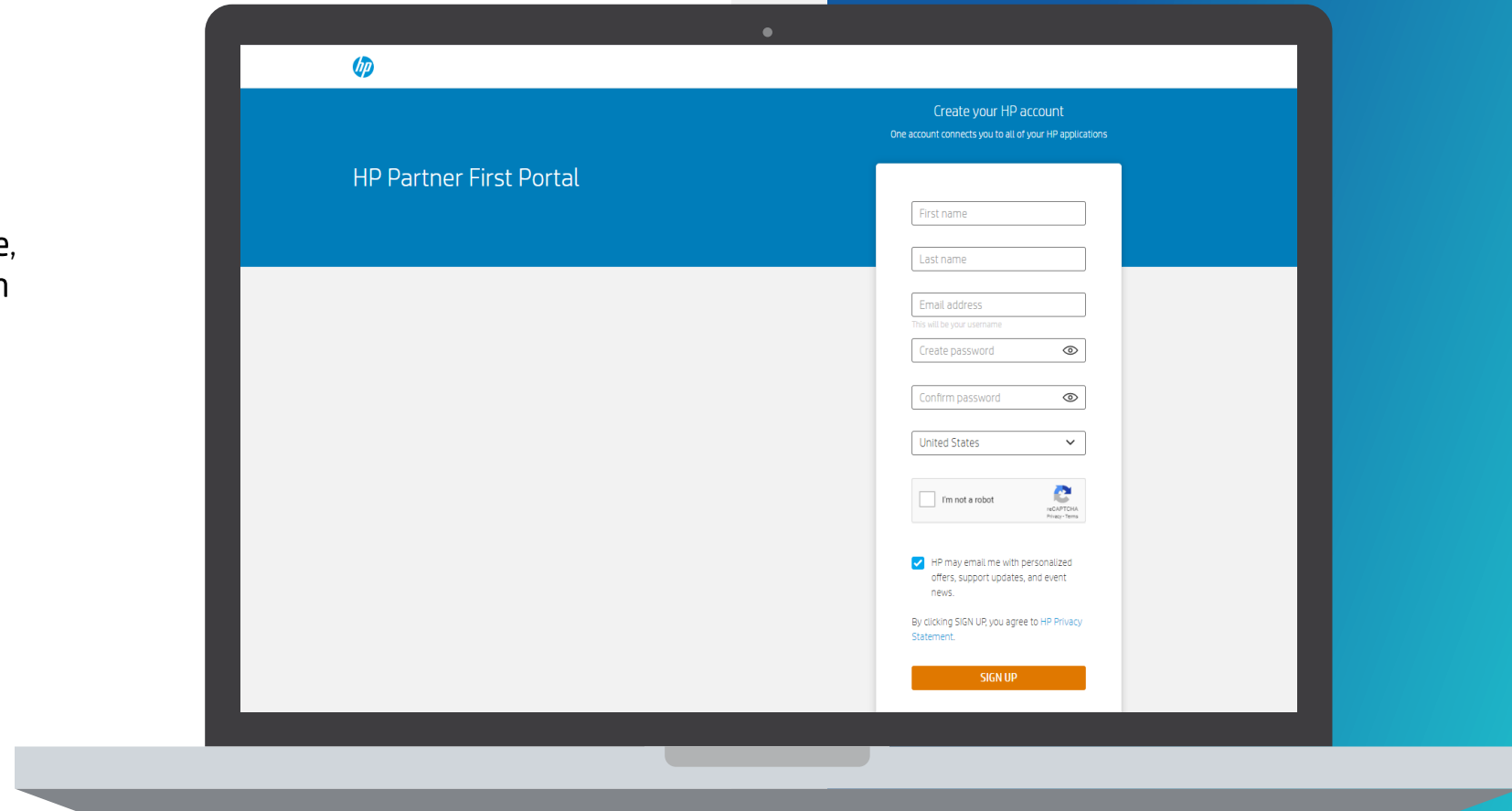
Download the support documents for your region for step by step instructions (if needed).

When ready, click “Apply”

CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. Fill out the following fields: **First Name, Last Name, Create Password, Confirm Password, Country**
02. Tick the "I'm not a robot" toggle
03. Click the "SIGN UP" button



*Japan prospective user will be routed to the PFP sign-in page with a message to contact local Portal Support to complete the offline registration process.

VERIFY YOUR EMAIL ADDRESS

01.

Enter the verification code

Enter the verification code sent to the email address you used to register.

02.

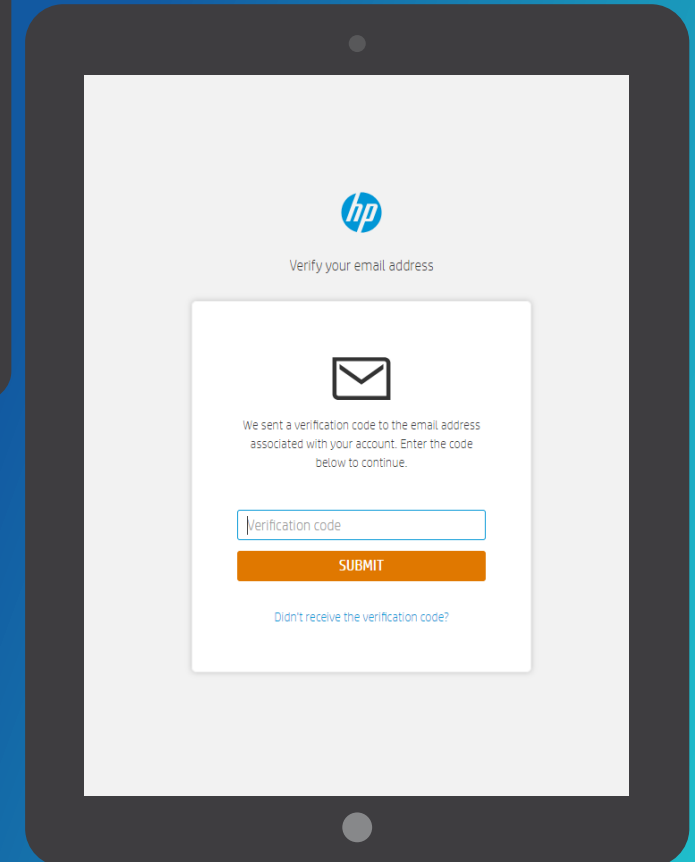
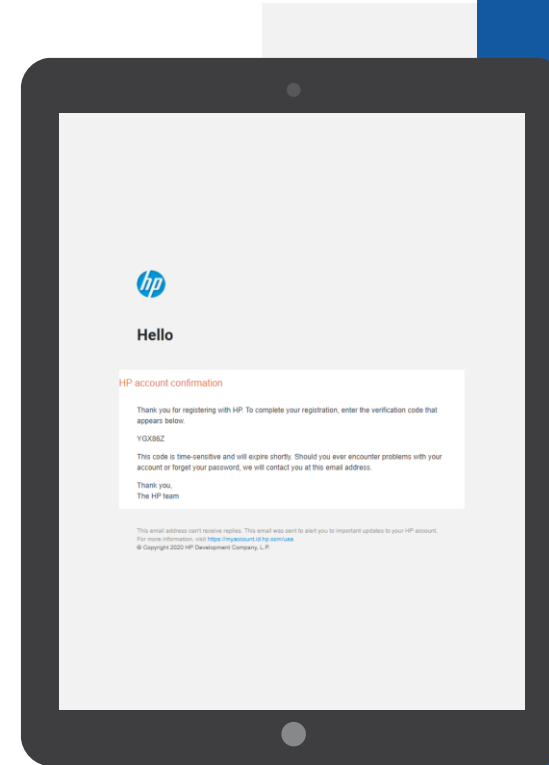
Submit

Click the “SUBMIT” button.

03.

Partner Portal Registration

You will then be forwarded to the Partner Portal registration.



USER DETAILS

The user needs to provide User details and contact information.

01. Registration Form

The registration form auto populates four fields from the Create your HP account page: **E-mail, First Name, Last Name, Country.**

Please note: Mandatory fields are indicated with an *
Email must be corporate (match domain)

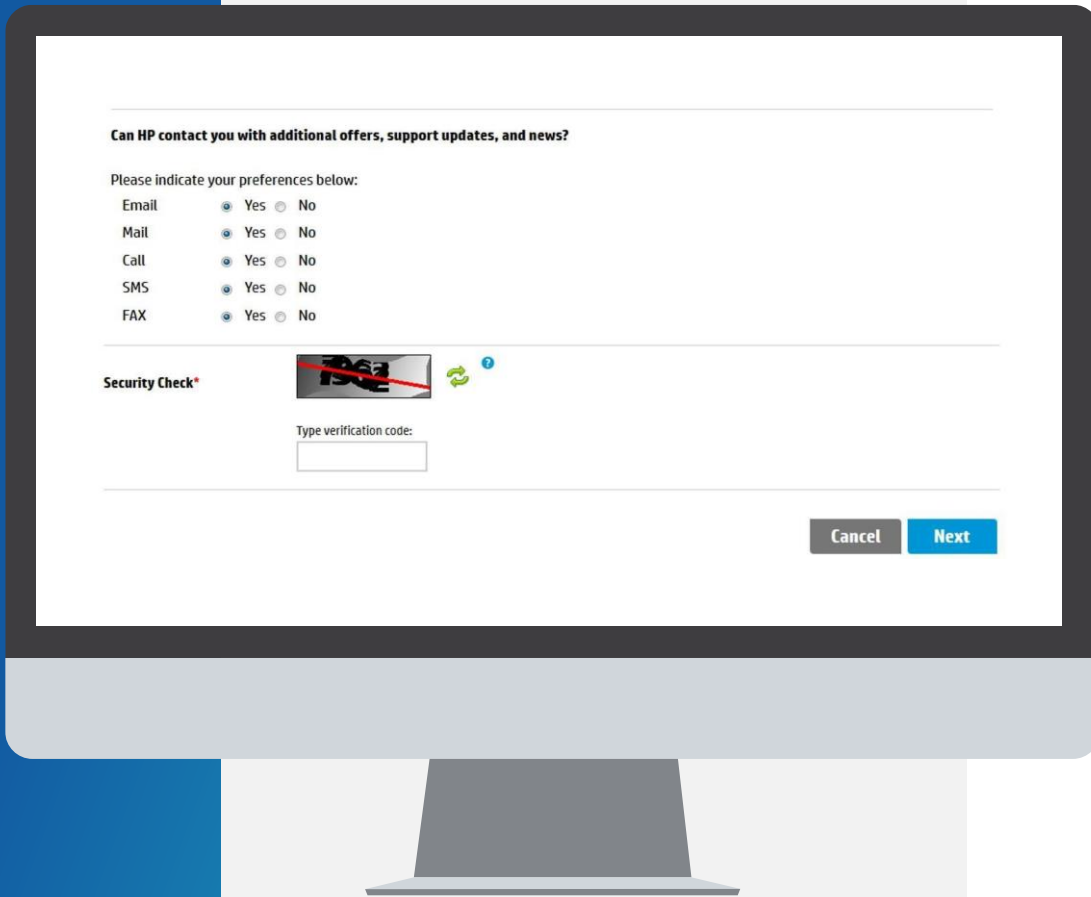
02. Complete the form

Continue to complete the registration form to secure your access to HP Partner Portal.

The screenshot shows the 'New User Registration' page on the HP Partner First Portal. The page includes a progress bar with four steps: 1. User information (active), 2. Company information, 3. Partnership, and 4. Partner administration. A note states that fields marked with an asterisk are required. The 'User Details' section contains the following fields: Email* (testing.1.sunil@hpte@spangourr), First Name* (Tester), Last Name* (HP), Salutation* (Select), Job Function* (dropdown menu with options: CEO, Audit/Risk/Compliance, Education/Training, Finance), and Seniority* (Select). The 'User/Contact Details' section contains: Country* (United States), State/Province (Select Province), and City (empty field).

CREATING YOUR USER ACCOUNT

The user needs to provide information on communication preferences and an authentication code.



The screenshot shows a web form on a computer monitor. The form has two main sections. The first section is titled "Can HP contact you with additional offers, support updates, and news?" and asks the user to indicate preferences for Email, Mail, Call, SMS, and FAX, each with "Yes" and "No" radio buttons. The second section is titled "Security Check*" and features a CAPTCHA image with a red diagonal line and a refresh icon. Below the CAPTCHA is a text input field labeled "Type verification code:". At the bottom right of the form are "Cancel" and "Next" buttons.

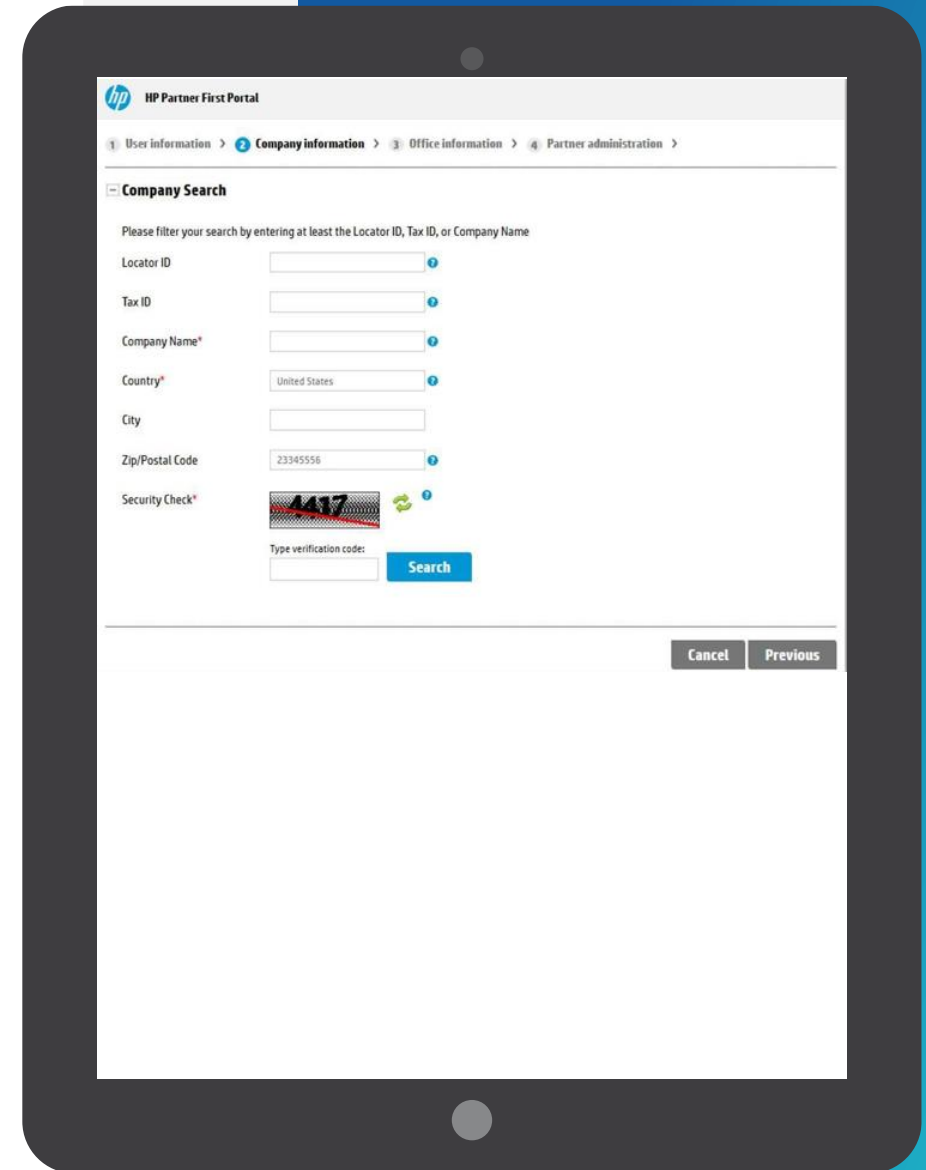
01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next.

COMPANY INFORMATION

Since your company is registered, provide the three first characters of the company name in the **Company Name** field.

01. Enter the first 3 characters of the company name and location id for an exact match or fill in the mandatory field and as much information as is known to search.

02. Type the verification code and click **Search**.



The screenshot displays the HP Partner First Portal interface. At the top, the HP logo and "HP Partner First Portal" are visible. Below the logo, a navigation breadcrumb shows: 1 User information > 2 Company information > 3 Office information > 4 Partner administration >. The main section is titled "Company Search" and includes the instruction: "Please filter your search by entering at least the Locator ID, Tax ID, or Company Name". The form contains the following fields: "Locator ID" (empty), "Tax ID" (empty), "Company Name*" (empty), "Country*" (set to "United States"), "City" (empty), "Zip/Postal Code" (set to "23345556"), and "Security Check*" (a CAPTCHA image showing the number "447" and a refresh icon). Below the CAPTCHA is a "Type verification code:" label and an empty input field. A blue "Search" button is positioned to the right of the verification code field. At the bottom right of the form area, there are "Cancel" and "Previous" buttons.

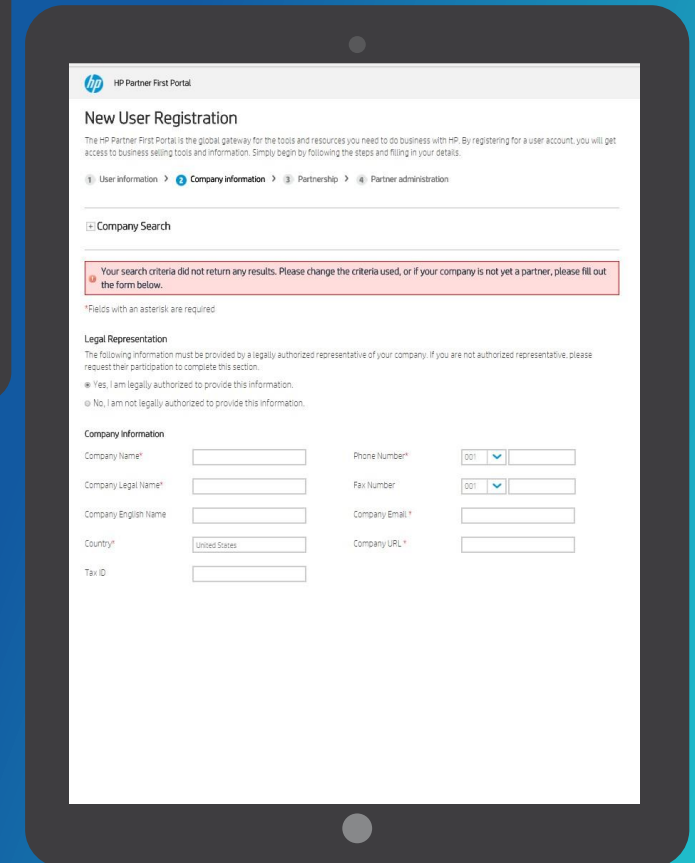
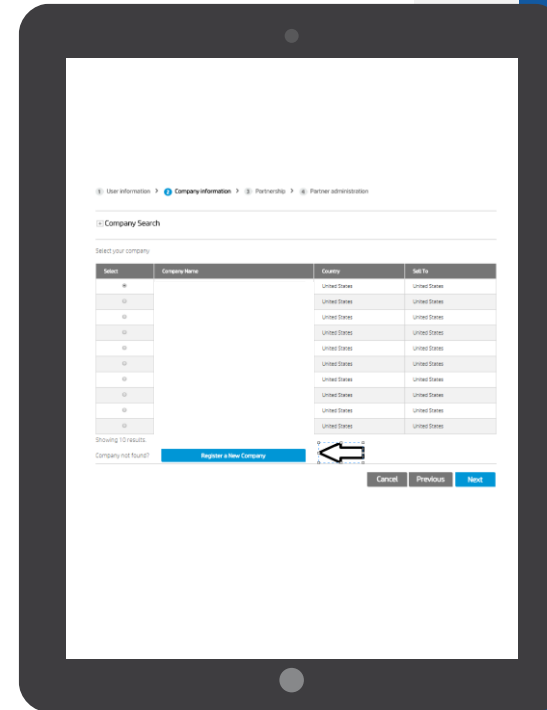
COMPANY INFORMATION

01. If there is a match, you will see the list of companies, if your company is listed, it means that you are already registered.
02. If none of the companies listed is your company, please select “Register a New Company”
03. You can proceed to register your company and enter the company detail.

NOTE:

Only an **OFFICER** can apply for an HP Partner Agreement and provide the information requested online.

OFFICER: Person legally authorized to bind the company to a contract- usually director level or above.



COMPANY INFORMATION

You can provide: physical or mailing address, and please always provide your legal address.

The screenshot shows a web form titled "Address Information" on a laptop screen. The form is divided into two main sections: "Address Information" and "Legal Representative / General Manager".

Address Information:

- A dropdown menu labeled "Physical Address*" with a downward arrow, highlighted by a green box.
- An "Add Address" button, also highlighted by a green box.
- An "Address List:" section below it.

Legal Representative:

- First Name:
- Last Name:
- Job Title:
- Email Address:
- Work Phone Number: 001
- Work Fax Number: 001
- Mobile Phone Number: 001
- Is Legal Representative also a General Manager?: Yes No

General Manager:

- First Name:
- Last Name:
- Job Title:
- Email Address:
- Work Phone Number: 001
- Work Fax Number: 001
- Mobile Phone Number: 001

At the bottom right of the form, there are three buttons: "Cancel", "Previous", and "Next".

New User Registration

The HP Partner First Portal is the global gateway for the tools and resources you need to do business with HP. By registering for a user account, you will get access to business selling tools and information. Simply begin by following the steps and filling in your details.

1 User Information > 2 Company information > 3 Partnership > 4 Partner administration

Partnership Type*
Reseller

Authorized resellers sell products with an outbound sales force. Reseller partners can also sell added-value solutions involving configuration, integration, support of services/products – usually with marketing and sales assistance.

LAR Reseller

Please note that in order to obtain the HP Partner Agreement, you must attach the invitation or Authorization email sent by HP. If you don't have this document, your application will be rejected. If you have any question in how to obtain this document, please contact our HP Partner Support HP.AMSpartnersupport@hp.com

Documentation Requirement according to the country

Argentina

Constancia de Inscripción de CUIT
Copia de Acta Constitutiva o Estatuto y sus modificaciones
Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscrita

Paraguay

Constancia de Inscripción de CUIT

Upload legal documents required for your country in a zipped file format here: *

Choose File HP Form.zip

Please answer the following question.

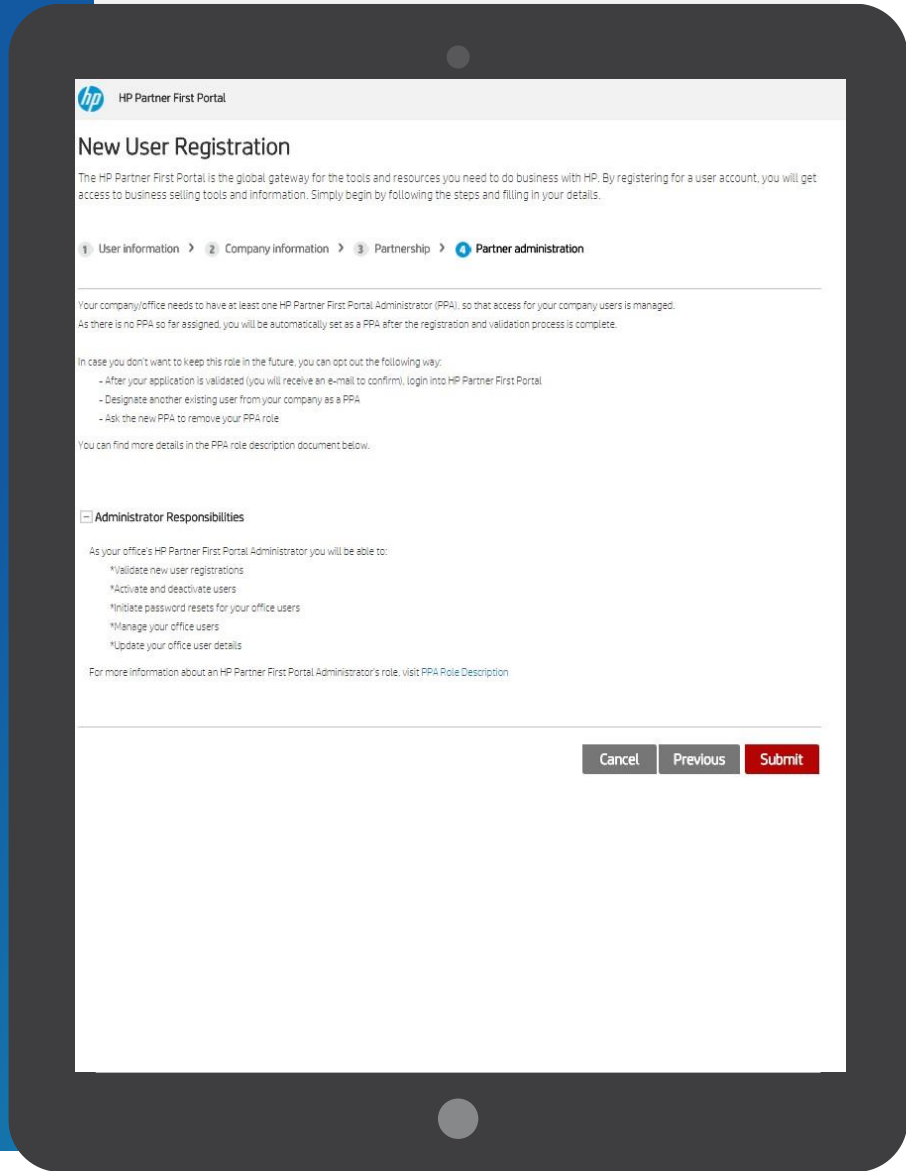
I hereby state and confirm that the information above offered is true, correct and precise, without extending false data or information, incorrect or altered. To all extent I am aware and in agreement, that if it is proven that anything here stated is false or altered, HP may end any legal relationship with the company that I represent, immediately and with no legal judicial resolution for such effect. *

Yes

Cancel Previous Next

PARTNERSHIP

01. Please choose the Partnership Type: **Reseller**
02. Read the requirements for your country as well as invitation and add them as a Zipped document
03. Select “Yes” from the dropdown in order to confirm the question above
04. Click “Next”



PARTNER ADMINISTRATION

Partner Portal Administrator (PPA) responsibilities

Please read the Partner Portal Administrator responsibilities and click “Submit”.



HP Partner First Portal

Dear

Thank you for registering with the HP Partner First Portal. Your application **567498168** has been submitted successfully and we will begin processing it shortly.

Once your registration is approved, you will receive an email notification explaining how to log in to the portal.

If you have any questions or concerns, you can visit partner.hp.com and select the "Get Support" icon on the right side of the page.

Thank you for your support and participation.

Best regards,

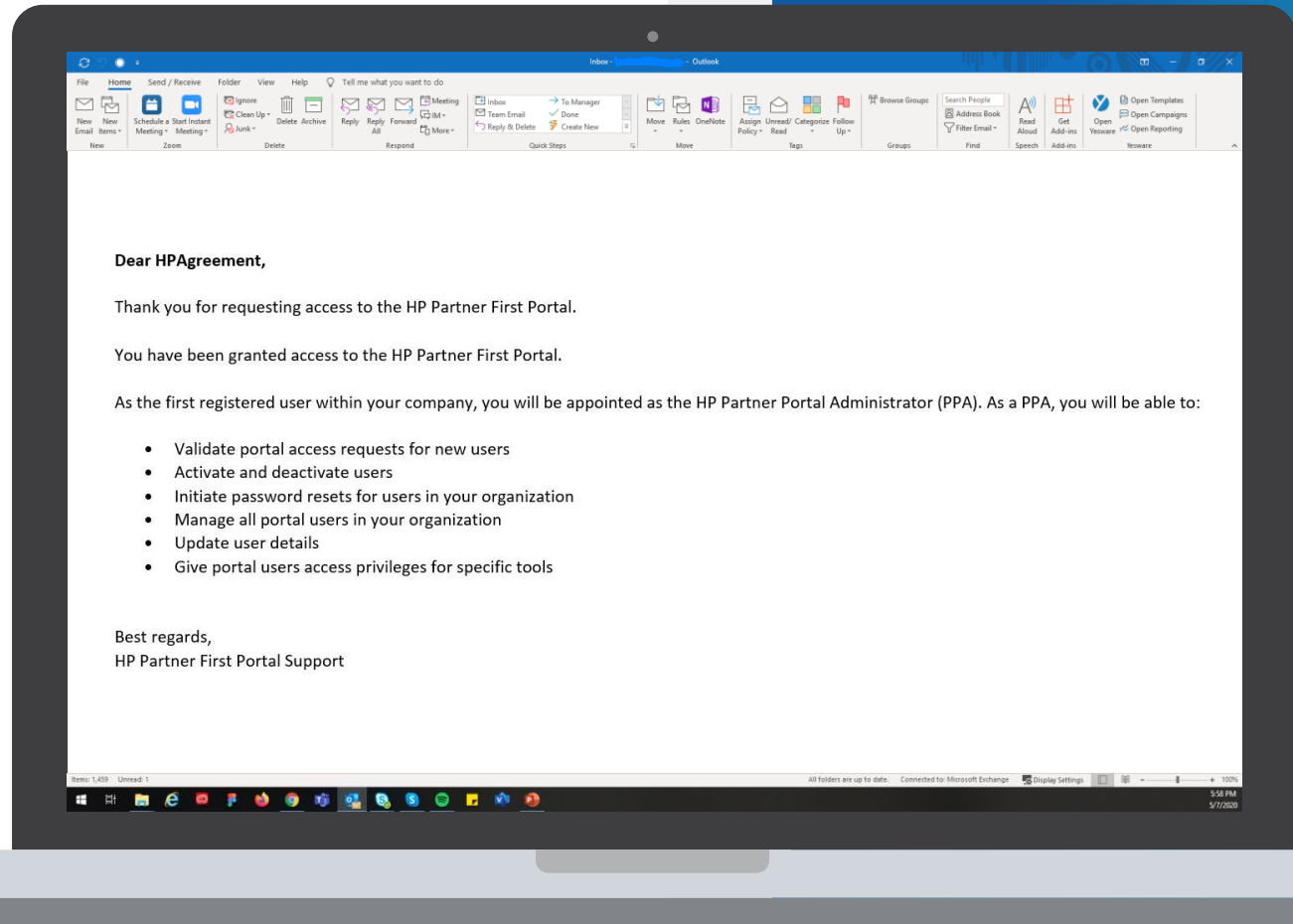
HP Partner First Portal Team

SUBMISSION COMPLETED!

You will now receive an email if your application is approved.

APPROVAL / REJECTION PROCESS

Access approved: you will receive an email like this.



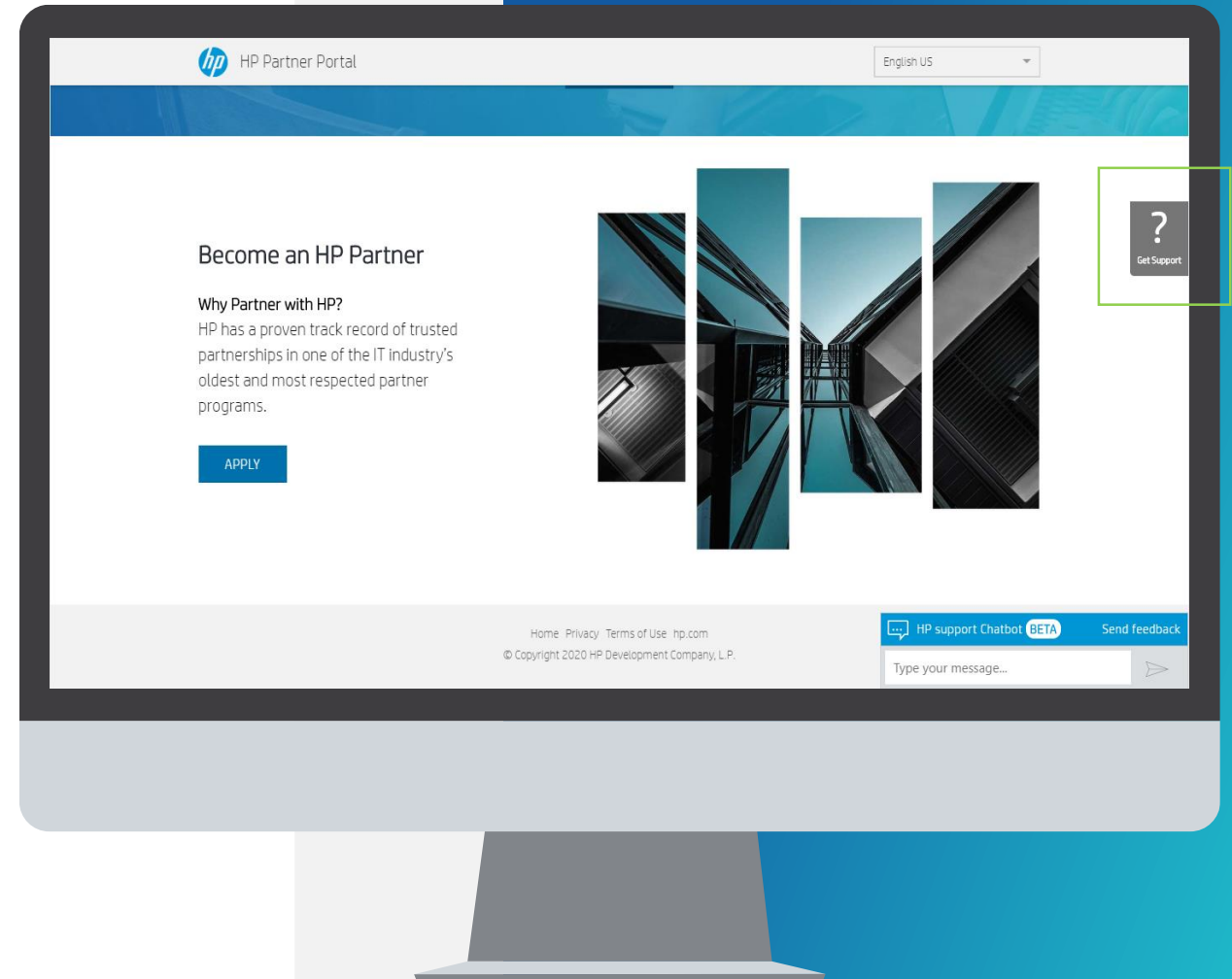
GET SUPPORT

For more information or if you need help registering to the HP Partner First Portal:

01. Click the “**Get Support**” icon on the right side of any portal page, including the Login screen.

02. Access a range of options to contact your local HP Partner Support team, including: **live chat, email support, phone support.**

Email: larsupport@hp.com



LIST OF LEGAL DOCUMENTS

Country	Documents to be attached in the email	
Brazil	<p>Language: English</p> <ol style="list-style-type: none">1. Social Contract or Statutes submitted to the Chamber of Commerce2. Invitation Letter	<p>Language: Portuguese</p> <ol style="list-style-type: none">1. Contrato Social (enviar o consolidado, caso a empresa não possua consolidado, enviar o contrato social com todas as alterações)2. Certidão de Distribuição de Processos Cíveis da Justiça Estadual e da Justiça Federal3. Carta de Invitación
Argentina	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate of Registration – CUIT2. Copy of constitution or statute and its changes3. Copy of Power of attorney or a copy of the designation duly registered4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT)2. Copia de Acta Constitutiva o Estatuto y sus modificaciones3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta4. Carta de Invitación
Paraguay	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate of Registration – CUIT2. Copy of constitution or statute and its changes3. Copy of Power of attorney or a copy of the designation duly registered4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Constancia de Inscripción de Registro Unico de Contribuyentes (RUC)2. Copia de Acta Constitutiva o Estatuto y sus modificaciones3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta4. Carta de Invitación

Country Documents to be attached in the email

Uruguay	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate of Registration – CUIT2. Copy of constitution or statute and its changes3. Copy of Power of attorney or a copy of the designation duly registered4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT) / Registro Unico de Contribuyentes (RUC) (Tax ID)2. Copia de Acta Constitutiva o Estatuto y sus modificaciones3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta4. Carta de Invitación
Peru	<p>Language: English</p> <ol style="list-style-type: none">1. Proof of the RUC Number (Registro Unico de Contribuyente)2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative3. A document that records the indicated representative designation4. Validity of the representative's ability in front of the Public register of the corporate body5. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature6. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Comprobante del número de Registro Único de Contribuyente (RUC)2. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio3. Documento donde conste la designación del representante indicado4. Vigencia de poder del representante ante el Registro Público de personas jurídicas5. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada6. Carta de Invitación

Country Documents to be attached in the email

Bolivia	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative2. A document that records the indicated representative designation3. Validity of the representative's ability in front of the Public register of the corporate body4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio2. Documento donde conste la designación del representante indicado3. Vigencia de poder del representante ante el Registro Público de personas jurídicas4. Carta de Invitación
Ecuador	<p>Language: English</p> <ol style="list-style-type: none">1. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative2. A document that records the indicated representative designation and the validity of the representative's ability3. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature4. Invitation Letter	<p>Language: Spanish</p> <ol style="list-style-type: none">1. Constancia de Inscripción de la Sociedad y Copia del Instrumento de constitución de la Sociedad2. Documento donde conste la designación del representante indicado con poder en vigencia3. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada4. Carta de Invitación

Country Documents to be attached in the email

Chile	Language: English <ol style="list-style-type: none">1. Trade Registration Certificate (CBRS)2. Copy of Power of attorney or a copy of the designation duly registered3. Certificate of Registration – RUT4. Invitation Letter	Language: Spanish <ol style="list-style-type: none">1. Copia de Inscripción social con vigencia del conservador de bienes raíces (CBRS)2. Copia de la escritura de poder, con facultades suficientes con certificado de vigencia notarial3. Copia de constancia de inscripción del Registro Unico Tributario (RUT)4. Carta de Invitación
Colombia	Language: English <ol style="list-style-type: none">1. Certificate of Registration – NIT2. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature3. Chamber and Commerce Certificate, no more than three months4. Invitation Letter	Language: Spanish <ol style="list-style-type: none">1. Copia del Número de Identificación Tributaria (NIT)2. Copia de la Cédula o documento de Identidad del Representante legal y su firma autorizada3. Certificado de Cámara y Comercio no mayor a tres meses4. Carta de Invitación
Venezuela	Language: English <ol style="list-style-type: none">1. Certificate of Registration – RIF2. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature3. Power of attorney if they are not reflected in the charter4. Document Registry and Statutory constitutively5. Invitation Letter	Language: Spanish <ol style="list-style-type: none">1. Copia del Régimen de Incorporación (RIF)2. Copia de la Cédula o documento de Identidad del Representante legal y su firma autorizada3. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva y que demuestre sus facultades para obligar a la compañía4. Registro Mercantil ó Documento Constitutivo-Estatutario5. Carta de Invitación

Country Documents to be attached in the email

Country	Documents to be attached in the email
Centro America	<p>Language: English</p> <ol style="list-style-type: none"> 1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. Articles of Corporate Bylaws
	<p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada 2. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscrita 3. Acta Constitutiva
Mexico	<p>Language: English</p> <ol style="list-style-type: none"> 1. Company's charter 2. Tax identification (RFC) 3. Proof of Address 4. Power of attorney if they are not reflected in the charter 5. Copy of Passport or Identification Document of the Legal Representative 6. Invitation Letter
	<p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Acta Constitutiva 2. Cédula de Identificación Fiscal- Registro Federal de Contribuyentes (RFC) 3. Comprobante de Domicilio 4. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva 5. Identificación del Representante Legal- Instituto Federal Electoral (IFE) 6. Carta de Invitación
Caribbean	<p>Language: English</p> <ol style="list-style-type: none"> 1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. Articles of Corporate Bylaws



THANK YOU!