IBM Business Partner Agreement

Apply for new Business Partner Agreement
The objective of this guide is to provide step by step instructions when applying for an authorization to resell IBM Hardware, Software or Services. We have attempted to show as many of the screen shots as possible, however there may be variations depending on the relationship you are applying for.

If at any time you encounter a problem with completing any steps in the process, you can get help by contacting PartnerWorld Contact Services (PWCS). PWCS information for your country of residence, including the PWCS email address and phone number, can be found at the following URL: www.ibm.com/partnerworld/wps/servlet/ContentHandler/contact-partnerworld. Also, there is a link on each screen of the application form for ‘Contact us’.

Get started

Is your company already a member of IBM PartnerWorld?

Yes

Complete the IBM Business Partner Agreement application.

Begin on page 9.

No

Join IBM PartnerWorld and apply for a Business Partner Agreement.

Begin on next page.
Join IBM PartnerWorld

Joining IBM PartnerWorld is a 2-step process

1. Sign up for an IBM ID *

   IBM ID can be used on any ibm.com websites including PartnerWorld

   If you already have an IBM ID move to step 2. Register your company

   Sign up for an IBM ID. (see pages 4-5 of this guide for related screens)

2. Register your company

   If your company is already registered you will only need to associate yourself. Contact PartnerWorld if you need assistance.

   If you are not sure your company is already registered Contact PartnerWorld to confirm.

   Applications must be completed by an individual authorized to sign agreements on behalf of the legal company. The individual registering the company will also register themselves as the Primary Relationship Contact (PRC) during this step. The PRC is responsible for assigning Authorized Profile Administrators (APAs).

   To register your company, click this link → Company Registration. If needed, sign in with your IBM ID and password.

   (see pages 6-8 of this guide for related screens)

   Allow one to two business days to receive formal admission into the PartnerWorld program. Once you receive email with formal admission into the PartnerWorld program, you will be able to update or change data in your company’s profile.
To create an IBM ID, fill in your E-mail address, First and Last Name, select your country and then click ‘Continue’. Retrieve the confirmation code from your email. Paste into the Confirmation code field and click ‘Sign up for an IBMid’ button to proceed.
You have successfully created your IBM ID!

Go back to Page 3 of this guide, and continue with Step 2. Register your company.
Once the code has been accepted, fill in all required fields (marked with a red asterisk). Accept the IBM Privacy statement then click ‘Next’. The ‘Next’ button will stay greyed out until all required information is entered.

Enter company name. Select your company if found and make any corrections on the form. Type in the information if your company is not found.

After completing each field allow for the page to refresh. Note: A VAT ID is required for some countries.

Ensure your email is in the field, then click ‘Send’.

Retrieve your confirmation code from your email inbox, and enter it into the Enter your confirmation code field.

Note: Check your spam mail if you don’t find the email from IBM in your inbox.

Click on ‘Verify’.
Read the PartnerWorld agreement then click ‘I agree’ to accept the terms and conditions. Please note the ‘Next’ button will stay greyed out until you have agreed or disagreed. Note: You will not be able to proceed unless you agree to the PartnerWorld Agreement. Click ‘Next’ to go to the Confirmation page to review the information you have entered.

Review and confirm your profile details, and click ‘Submit’ when ready to proceed. You will receive a confirmation number. Please keep this number for your records.
Note the confirmation number for future reference.

To begin the Business Partner Agreement application, check on ‘Apply for a Business Partner Agreement’, and click ‘Continue’ to proceed.

Go to Page 11 of this guide to continue.
Apply for IBM Business Partner Agreement

1. Log into the PartnerWorld Profiling System (PPS) using the following page: [https://www.ibm.com/partnerworld/partnertools](https://www.ibm.com/partnerworld/partnertools)

   - Click ‘Relationship management’

   - Click ‘Apply and Manage Relationships’
Before continuing the application, ensure the company name shown matches your company’s name as it appears on your official business registration documents.

If you need to change the company legal name presented here please follow the user guide ‘Change your legal name’.

If your company has multiple Country enterprises registered in PartnerWorld, select the appropriate Country Enterprise ID if you see the choice on the screen (example below).

Note: Most companies will not see this screen as they only have one Country Enterprise ID.
Select a ‘Relationship type’. You can click on ‘Select to view a description of the IBM relationship types’ for additional information.

Click ‘View/Change Products and Services’. Click ‘+’ to expand the categories to see the Product Groups you may select.

Choose your aligned IBM ‘Distributor’ where applicable. Check the box beside each product for which you are applying.

Click ‘Next’ after you have made all your selections.

This slide shows selection available for HW and Services relationship types. Selection for SW relationship is shown on next slide.
This slide shows selection available for SW relationship types. Selection for HW and Services relationship is shown on previous slide.

Select a ‘Relationship type’. You can click on ‘Select to view a description of the IBM relationship types’ for additional information.
Select S/W Reseller T2 – Auth if you are applying to resell (CVR) and for CVR-SW Sales/Sales Assist

Click ‘View/Change Products and Services’ to see the Product Groups you may select.

Select the CVR Product Group(s) you are applying for and a Distributor. A Preferred Distributor selection is required for CVR-SW Sales/Sales Assist and the same Preferred Distributor will be used for CVR. For Open Distribution countries: you must select a Distributor in this application, but you may choose any Distributor when placing an order.

Select the Product Group(s) by clicking the box(es) under “CVR Product Group” and/or “CVR Sales/Sales Assist” columns. You may apply for both at the same time.

If you will only sell to Government accounts (in countries where applicable), click both the CVR Product Group(s) and the Government Resell box(es). If you will be selling to both Government and non-Government accounts, click only the CVR Product Group box.

“Software Open Distribution” Product Group will be automatically checked on all applications and cannot be unchecked.

Choose the frequency of payments desired for CVR-SW Sales/Sales Assist.

Click ‘Next’ after you have made all your selections.
For selected countries the application form requires additional information. See the list of country specific fields:

1. **Tax ID** - in most cases the Tax ID will be in your company’s PPS profile. If it is missing, you will be prompted to enter it. Applicable for:
   - Brazil – CNPJ
   - Italy – Partita IVA
   - Slovakia - VAT
   - Spain – Certificado de Identificación Fiscal (CIF)

2. **Commercial Registry** – enter the information in the standard format used for your country.
   - Australia – ABN
   - Czech Republic
   - Slovakia
   Example: Registered in commercial registry of the District Court Bratislava I, Section: Sro , file no.:106151/B, ICO: 48 286 629, DIC: 2120122498

3. **Witness Signatory** - name and email address of the person who will witness the signing of the Agreement.
   - Brazil
Use ‘Save as draft’ if you need to resume your application at a later time …

1. Click ‘Save as draft’ at the bottom of the page.

2. Type a description and click ‘Save work’, and you will receive a confirmation number.

3. When you return to the PartnerWorld Profile main page click on the link ‘Resume your saved Business Partner application session’.

Note: If you saved the Business Partner Agreement application immediately after applying for PartnerWorld membership, you will not see your saved session until your PartnerWorld membership is approved.
Register your sales employees for Integrity Training by adding them individually or uploading a file.

Type first name, last name, or email ID to search.  
3. If employee is found, click their name to pull in their data.  
4. If employee is not found, click ‘ADD New Employee’.

Fill in employee details and click ‘Assign Employee to Integrity Training’.

Repeat steps until finished adding employees.  
Click ‘Next’ to continue.
If this is a Merger or Acquisition scenario, click on the 'Merger / Acquisition document' link to download the form that needs to be filled out.

Check box if ‘Yes’ to this question. It will expand the screen.

- Enter the name of the company being acquired.
- Optionally enter comments.
- Fill out the Mergers or Acquisitions document, and upload the file.

If required, upload the requested documents.

Page continues on the next slide ->
Click ‘+’ to open the Certification statement section.

Accept certification statement

(a) You certify that you have furnished the answers to the questions in this Application truthfully and accurately and your company will advise IBM of any changes in the information provided within 30 days of the changes becoming effective.

(b) You guarantee that you have provided the required notice and have obtained the necessary consent(s) to share any Personal Information provided with IBM from all the company employees cited, and that the provision of this Personal Information is in accordance with local law. (See IBM’s Privacy Statement at http://www.ibm.com/privacy/us/en/).

(c) You acknowledge that you have read and understood and that your company will abide by the terms of the IBM Business Partner Code of Conduct, found at: http://www.ibm.com/partnerworld/pwhome.net/watblock/pub_join_mmcnpn_agreement_code.html

(d) You acknowledge that you have read and understood and that your company will abide by the terms of the Agreement for Exchange of Confidential Information, found at: https://www.ibm.com/partnerworld/wps/servlet/ContentHandler/cw_com_ag_agreement

(e) You commit that your company will complete IBM integrity training, if directed to do so by IBM.

(f) You confirm that you are authorized by your company to accept and submit this application. When you click on the link below to accept the certification statement, the date and person will be automatically recorded.

I agree  I don’t agree
Expand the ‘Key Contacts’ section. Identify your key contacts and add:
3. Chief Executive / Managing Director
4. Finance Director
5. Sales Director / Manager

3. If a position is not applicable to your company (e.g., you have no Finance Director), then please assign the individual within your company who holds an equivalent or comparable position.
4. You may assign more than one role to same employee.
5. For the ‘Name in local language’ fields enter first, middle (if applicable) and surname/family name as they appear on official government documents such as a passport.

Note: Global Compliance Questions are only presented the first time you apply for an IBM Business Partner Agreement.
Definitions

- **Board Members** – includes all of the members of a company’s Board of Directors or any equivalent or comparable governing body or group.

- **Company** – includes any company, corporation, partnership, limited liability company or other entity.

- **Government** – includes any (a) national, state or local government, (b) public international organization (such as the United Nations), (c) agency or company subject to a country’s public procurement laws and (d) company that is owned or controlled by a government, organization, agency or company described in items (a), (b), (c), or (d) of this definition (such as state-owned oil or telephone company).

- **Senior Management** - includes (a) all of a company’s officers, presidents, senior vice presidents, managing directors, directors of sales, finance and marketing and all members of a company’s senior leadership teams, (b) if a company does not have “officers”, “presidents”, “senior vice presidents”, “managing directors”, or “directors of sales, finance or marketing”, then those persons holding equivalent or comparable positions to those and (c) those persons (other than administrative personnel, such as secretarial assistants) who report to the positions/persons covered by items (a) and (b).

Click ‘Submit’ to submit your application.
This is the final page, confirming that your application has been submitted to IBM.

Please make a note of your **confirmation number**, so you may track the progress of your application.

Your contract will be emailed to you for signature. In most countries Business Partners can accept the contract digitally via IBM eSign. You can view more information about IBM eSign [here](#).
Business Partner (BP) completes the online application using their IBM PartnerWorld Profile.

IBM generates in real time the tailored new Business Partner Agreement (BPA).

BPA is delivered right away for BP’s review and signature.

IBM reviews and approves the new application and accepts the BPA Agreement Active.

In most countries BPs can accept the BPA digitally via IBM eSignature.

BPA Application Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Initial status. Application not yet reviewed by IBM</td>
</tr>
<tr>
<td>Under Business Operations Review</td>
<td>IBM’s team has initiated the review process</td>
</tr>
<tr>
<td>Business Partner Additional Information Required</td>
<td>This status allows the Business Partner to edit the application again to make updates/attach more documentation etc.</td>
</tr>
<tr>
<td>Denied</td>
<td>IBM has not accepted the application.</td>
</tr>
<tr>
<td>Approved pending Agreement</td>
<td>IBM has approved the application and initiated contract creation.</td>
</tr>
<tr>
<td>Issue Agreement</td>
<td>Contract creation and acceptance in progress.</td>
</tr>
<tr>
<td>Active</td>
<td>IBM has activated the authorization.</td>
</tr>
</tbody>
</table>