



# Partner User Information and Rights Management Operation Guide (e+ Partner)

Updated: September 12, 2024

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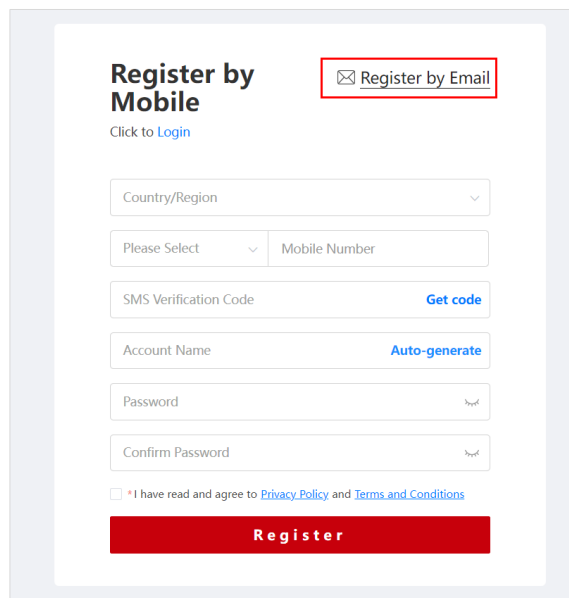
## 1. Register an account.

① Log in to e+Partner (<https://partner.huawei.com>).

Click "Register" in the upper right corner.



② Register by email or mobile phone, fill in the registration information, and complete the registration.



Set the password according to the specifications.

### The password must meet the following requirements:

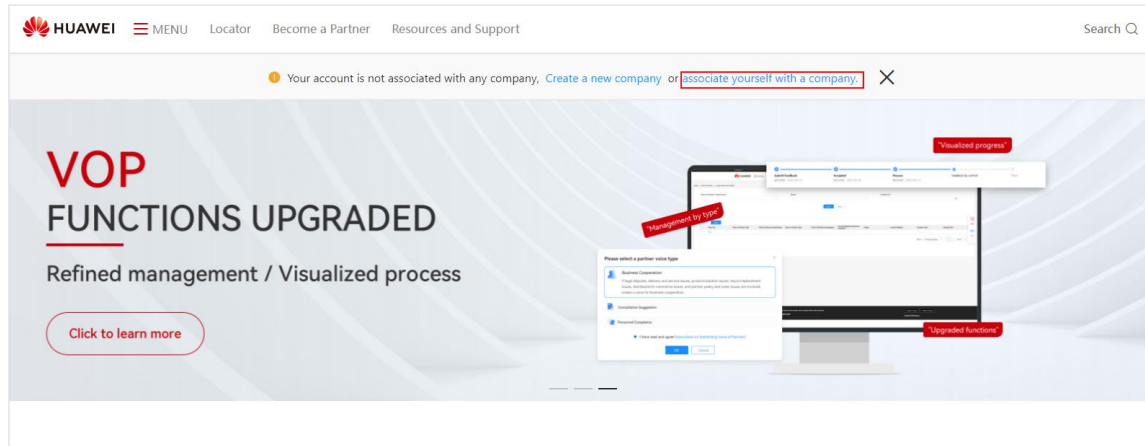
Cannot contain the account name or mobile number either in the original sequence or reverse order.

- ☑ The password must contain at least 8 characters.
- ☑ The password can contain letters, digits, and the following special characters: !@#\$%&'()-\_/?<>.,+=
- ☑ Cannot contain three or more consecutive identical characters.

## 2. Account Affiliate Application (Applicable to common employees and administrators of partners)

### 2.1 Enter the Affiliate Application page.

- ✧ Log in to e+Partner using a registered account. ( <https://partner.huawei.com> ),
- ✧ Click "associate yourself with a company" on the top page to enter the Affiliate page.



### 2.2 Optimize the contact information and select the Organization admin account / Organization Name.

- ✧ Enter at least three Chinese characters when searching for a Organization admin account / Organization Name. Other search criteria are exact match. Ensure that the search keyword is correct.

My Permissions

Download user guide

Complete your work contact information

Associate your company/organization

Portal Access Application

Select One or Multiple Roles to obtain the function access of portal.

Basic access privileges

Approve by your company/organization administrator

After approval, your account will upgrade to Partner Level.

Your work contact information

\* Company Location

Poland

\* Job Title

CFO/Manager

\* Email

18320466139@139.com

Your company/organization

Organization Name

Enter at least three characters.

Company ID

Organization admin account

Administrator Email

Search

Reset

Organization Name

Company Address

Administrator Email

No Data

Total: 0

<

1

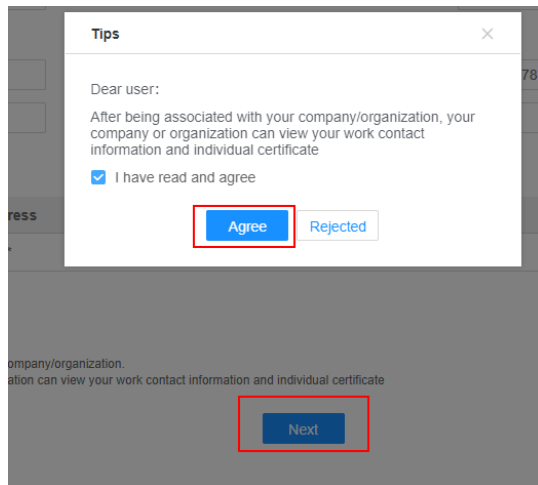
>

GO

1

10 Items/Page

Select the company/organization, and click Next. The page for applying for the privilege is displayed.



### 2.3 Select roles and apply for website permissions as required.

1. Select at least one partner role based on your work requirements.

Note: The optional partner role types are related to the partner level your company has.

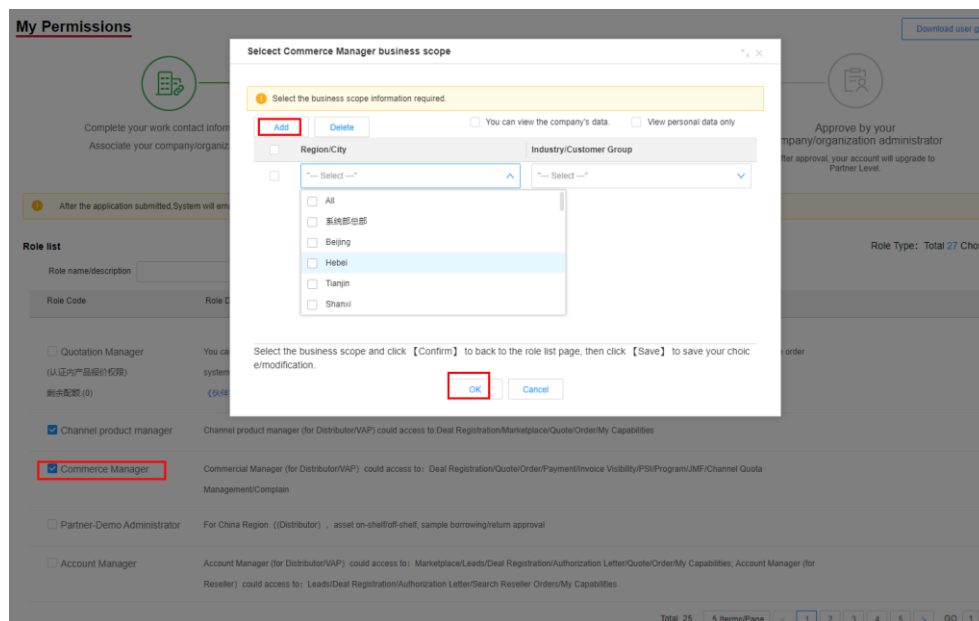
If the corresponding role name cannot be found, please continue to apply for the associated company first. After the role is opened by Huawei, apply for the associated company.

NO.	Role	Role Description	Application Scope
1	Quotation Manager	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and Diamondss to the order system.	for Distributor/VAP (Diamonds)
2	Commerce Manager	Commercial Manager could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain	for Distributor/VAP (Diamonds) /Reseller
3	Account Manager	Account Manager could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities	for Distributor/VAP (Diamonds) /Reseller
4	License Administrator	Software License Management(Partner online manage Software Orders on ESDP Platform( <a href="http://app.huawei.com/isdp">http://app.huawei.com/isdp</a> ), receive /split/distribute/download/active Commercial Software license, apply temporary License)	
5	Partner HR Recruiting Specialist	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.	
6	Marketing Activity Administrator	Channel Marketing Activity(JMF) Administrator. Check Channel Marketing Activity Budget/Application for Marketing Activity/Check Activity.	
7	Marketing Activity Applicant	Marketing Activity Applicant could access to: Marketplace/Joint Marketing Fund(JMF)	
8	ICT Academy instructor	After the instructor associate with an ICT Academy, he/she can create online classes, manage classes' students and download course materials.	
9	Service Manager	Service Manager could access to:Manage SR/Search Order/Complain	

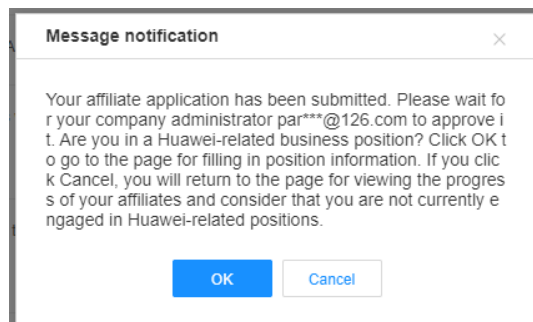
10	Service Engineer	Service Engineer could access to:Create SR	
11	Partner Capability Operation admin	View the overall capability status of a partner company	
12	Exam Recipient	This role applies only to the eSDP platform,You can set the voucher recipient in the eSDP voucher application.	
13	Partner Capability Operation user	View the personal capability status	
14	Marketing Supervisor	The marketing manager has the administrator right of the partner marketing center to view and edit all the data of company events and email marketing, all contact data in contact management, and system configuration.	
15	Partner Personnel Information Administrator	This role can access the sole distributor employee information page and query and maintain sole distributor employee information.	for Distributor
16	Solution Cooperation Manager	Manager relevant tasks when Huawei works with the Solution Partner. (Submit applications for the solution and certification. Release the solution. Develop the solution.)	

2. Roles are displayed by position type. There are 25 roles, Quotation Manager, Channel product manager, Commerce Manager, Partner-Demo Administrator, Account Manager, License Administrator. Multiple roles can be selected.

**Operation path:** For example, click Commerce Manager > Add > OK Submit.



The screenshot shows the 'My Permissions' interface. On the left, there is a 'Role list' section with a table of roles. The 'Commerce Manager' role is selected and highlighted with a red box. A modal window titled 'Select Commerce Manager business scope' is open in the center. The modal has a yellow header bar with the text 'Select the business scope information required.' Below the header, there are two tabs: 'Add' (selected) and 'Delete'. Under the 'Add' tab, there are two dropdown menus: 'Region/City' and 'Industry/Customer Group'. The 'Region/City' dropdown is open, showing a list of regions: All, 系统部总部, Beijing, Hebei (selected), Tianjin, and Shanxi. Below the dropdowns, there is a text box with the instruction: 'Select the business scope and click: [Confirm] to back to the role list page, then click: [Save] to save your choice.' At the bottom of the modal, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.



The screenshot shows a 'Message notification' dialog box. The message text reads: 'Your affiliate application has been submitted. Please wait for your company administrator par\*\*@126.com to approve it. Are you in a Huawei-related business position? Click OK to go to the page for filling in position information. If you click Cancel, you will return to the page for viewing the progress of your affiliates and consider that you are not currently engaged in Huawei-related positions.' At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

## Viewing the application processing progress

- ✧ After your application is submitted successfully, the system automatically switches to the application processing status, including the approver and approval progress.
- ✧ To cancel the application, click Cancel Application to withdraw it. After the withdrawal is successful, the company binding relationship will be cancelled.

My Permissions

Download user guide

Complete your work contact information  
Associate your company/organization

Portal Access Application  
Select One or Multiple Roles to obtain the function access of portal.  
Basic access privileges

Approve by your company/organization administrator  
After approval, your account will upgrade to Partner Level.

Company/organization association status

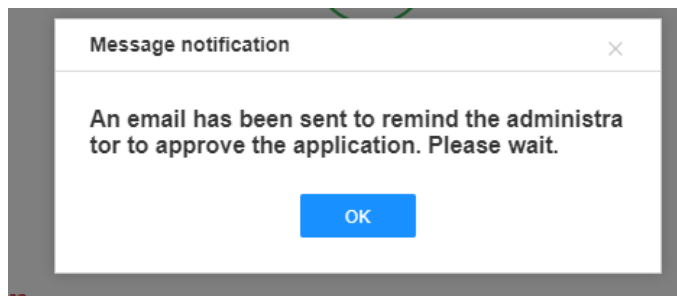
Friendly Reminder

1. Contact your company/organization administrator to approve your association application.

2. If the company/organization administrator had resigned or the administrator account is invalid, you can apply to change the administrator account by the function "Retrieve or replace the administrator account".

Organization Name	Organization admin account	Administrator Email	Application Date	Association Status	Association Management
PRM-PARTNERTEST-Germany	prmtest_3	par***@126.com	2024-09-09 16:06:25	To be approved	<div>Cancel</div> <div>Review reminder</div>

- ✧ If the administrator does not approve the application for a long time, click E-mail Reminder to send an email to the administrator.



Note: After an individual account is successfully associated with a company (that is, the application for the associated company is approved), basic permissions will be granted to the partner's personal account on the e Official Website and Support-E Website. (For more information, see the Association Map Step 2: Basic Permission List.)

Complete your work contact information  
Associate your company/organization

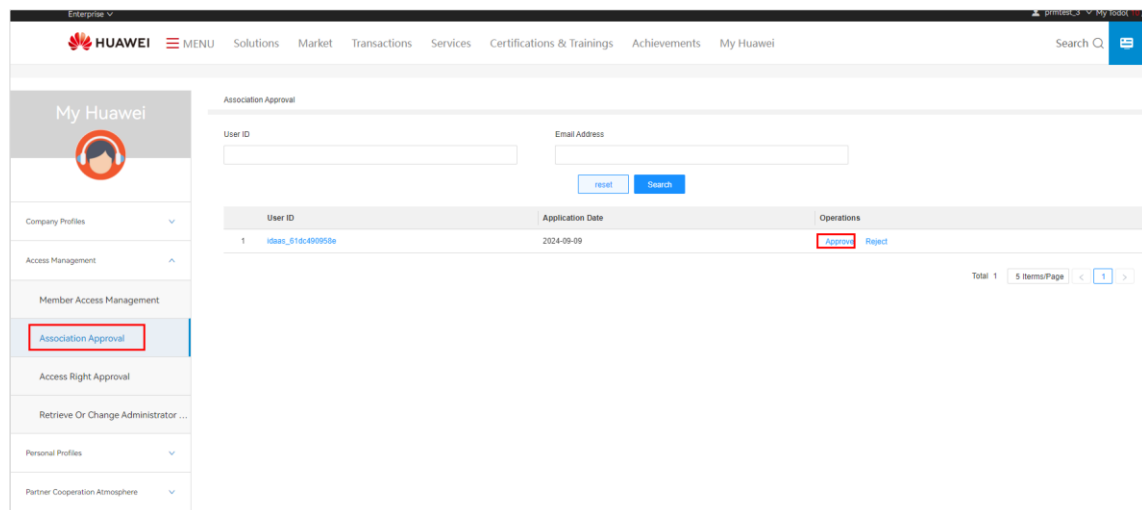
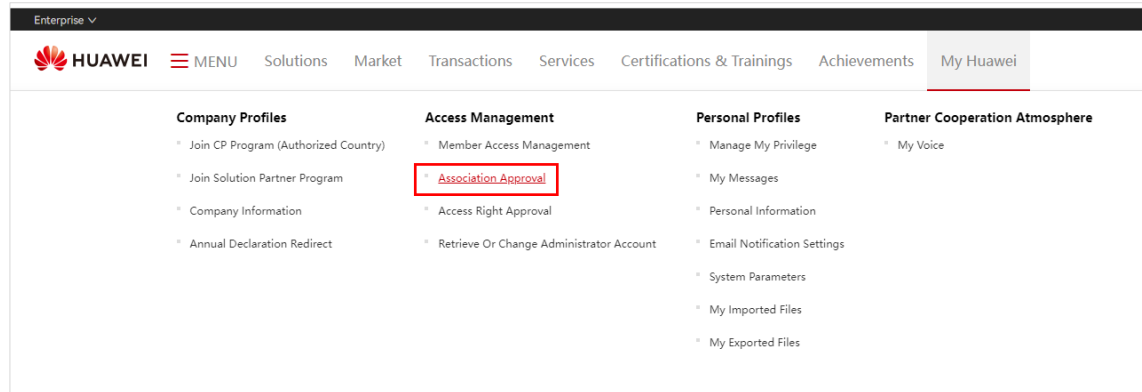
Portal Access Application  
Select One or Multiple Roles to obtain the function access of portal.  
Basic access privileges

Approve by your company/organization administrator  
After approval, your account will upgrade to Partner Level.

### 3. Account association approval (applicable to partner administrators)

#### 3.1 The administrator accesses the approval page.

- ① After receiving the approval notification email, the administrator can click the approval link in the email to go to the approval page.
- ② Or landing <https://partner.huawei.com> , Choose My Huawei > Access Management > Association Approval to enter the approval page.



#### 3.2 Administrator Process Approval

- ✧ Click Approve to enter the details page, and then click **Approve** or **Reject** to save the approval result.

Association Approval
Back to List

You are approving **idaas\_61dc490958e** (**idaas\_61dc490958e**, **18320466139@139.com**) 's application.

Role Code	Status	Role Description
<input checked="" type="checkbox"/> Quotation Manager	Waiting For Approval	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input checked="" type="checkbox"/> Commerce Manager	Waiting For Approval	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain
<input checked="" type="checkbox"/> Account Manager	Waiting For Approval	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input type="checkbox"/> License Administrator	To Be Applied	Software License Management/Partner online manage Software Orders on ESDP Platform( <a href="http://app.huawei.com/isdsp">http://app.huawei.com/isdsp</a> ), receive /split/distribute/download/active Commercial Software license, apply temporary License)
<input type="checkbox"/> Partner HR Recruiting Specialist	To Be Applied	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.

Total 15
5 Items/Page
1 2 3
GO 1

Approve
Reject

- ✧ After the approval process is complete, you can view your company's user list on the Member Access Management page.

My Huawei

Associated user management
Download user guide

Account
Name
Email

reset
Search
Export

Account	Name	Association Status	Action
	AlexanderSmethurst	Associated	View Application
idaas_61dc490958e	idaas_61dc490958e	Associated Disassociate	View Application Set as an administrator
lys-test	lys-test	Associated Disassociate	View Application Set as an administrator
idaas_eduhasanmthun5	idaas_eduhasanmthun5	Associated Disassociate	View Application Set as an administrator
idaas_752990893	idaas_752990893	Associated Disassociate	View Application Set as an administrator

Total 19
5 Items/Page
1 2 3 4
GO 1

## 4. Assigning Employee Rights by Partner Administrators (Applicable to Partner Administrators)

### 4.1 Assigning e+ Partner Rights

- ✧ Partner administrator login <https://partner.huawei.com> , Click My Huawei > Access Management > Member Access Management

HUAWEI
MENU
Solutions
Market
Transactions
Services
Certifications & Trainings
Achievements
My Huawei

Company Profiles
Access Management
Personal Profiles
Partner Cooperation Atmosphere

Join CP Program (Authorized Country)
Join Solution Partner Program
Company Information
Annual Declaration Redirect
Association Approval
Access Right Approval
Retrieve Or Change Administrator Account
Manage My Privilege
My Messages
Personal Information
Email Notification Settings
System Parameters
My Imported Files
My Exported Files
My Voice

Member Access Management

- ✧ Click [Application](#) for the corresponding account, and select the corresponding role or permission



My Huawei

Company Profiles

Access Management

Member Access Management

Association Approval

Associated user management

Account

Name

Email

reset

Search

Export

Account	Name	Association Status	Action
prntest_3	AlexanderSmethurst	Associated	View Application
idaas_51dc490958e	idaas_51dc490958e	Associated Disassociate	View Application Set as an administrator
lys-test	lys-test	Associated Disassociate	View Application Set as an administrator
idaas_edufhasanmthud5	idaas_edufhasanmthud5	Associated Disassociate	View Application Set as an administrator
idaas_752990893	idaas_752990893	Associated Disassociate	View Application Set as an administrator

Role Code	Status	Role Description
<input checked="" type="checkbox"/> Quotation Manager	Have applied	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input checked="" type="checkbox"/> Commerce Manager	Have applied	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSU/Program/JMF/Channel Quota Management/Complain
<input type="checkbox"/> Account Manager	Have applied	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input type="checkbox"/> License Administrator	To Be Applied	Software License Management(Partner online manage Software Orders on ESDP Platform(http://app.huawei.com/sdp), receive /split/distribute/download/active Commercial Software license, apply temporary License)
<input type="checkbox"/> Partner HR Recruiting Specialist	To Be Applied	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.

Total 16

5 Items/Page

<

1

2

3

4

>

GO

1

页

Save

Note: After the permission is assigned successfully, it takes about 10 minutes for the e+Partner-related business operation permission to take effect.

## 4.2 Assigning ESDP System Permissions

- Partner Administrator logs in to <https://partner.huawei.com>.
- Click My Huawei > Access Management > Member Access Management.

- ③ Select the corresponding account. Click Application on the right, select License Administrator, and click Save.

Role Code	Status	Role Description
<input type="checkbox"/> Quotation Manager	Have applied	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input type="checkbox"/> Commerce Manager	Have applied	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain
<input type="checkbox"/> Account Manager	Have applied	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input checked="" type="checkbox"/> License Administrator	To Be Applied	Software License Management(Partner online manage Software Orders on ESDP Platform(http://app.huawei.com/isdsp), receive /split/distribute/download/active Commercial Software license, apply temporary License)
<input type="checkbox"/> Partner HR Recruiting Specialist	To Be Applied	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.

Total 16 5 Items/Page < 1 2 3 4 > GO 1 页

Save

Note: The ESDP access permission takes effect about half an hour after the permission is assigned successfully.

### 4.3 Assigning SCT System Permissions

- ✧ Partner Administrator logs in to <https://partner.huawei.com>.
- ✧ Click **My Huawei > Access Management > Member Access Management**.
- ✧ Click **Application** for the corresponding account. Select the **Quotation Manager** and click **Save**

My Huawei

Company Profiles

Access Management

Member Access Management

Association Approval

Access Right Approval

Associated user management

Download user guide

AccountNameEmail

resetSearch

Export

Account	Name	Association Status	Action
pr...	Smethurst	Associated	View Application
13...	470	Associated <a href="#">Disassociate</a>	View Application <a href="#">Set as an administrator</a>
62...	ic490958e	Associated <a href="#">Disassociate</a>	View Application <a href="#">Set as an administrator</a>
65...		Associated <a href="#">Disassociate</a>	View Application <a href="#">Set as an administrator</a>
65...	thuanmithun5	Associated <a href="#">Disassociate</a>	View Application <a href="#">Set as an administrator</a>

Total 19

5 Items/Page

12345

GO 1/8

Set Permission Due Date: 2025-09-09

Save

Role Code	Status	Role Description
<input checked="" type="checkbox"/> Quotation Manager	Have applied	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input type="checkbox"/> Commerce Manager	Have applied	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain
<input type="checkbox"/> Account Manager	Have applied	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input type="checkbox"/> License Administrator	To Be Applied	Software License Management/Partner online manage Software Orders on ESDP Platform(http://app.huawei.com/isdsp), receive /api/distribute/download/active Commercial Software license, apply temporary License)
<input type="checkbox"/> Partner HR Recruiting Specialist	To Be Applied	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.

Total 16 5 Items/Page < 1 2 3 4 > GO 1 页

Save

## 5. Employees of partners apply for permissions by themselves (applicable to partners)

① Partner employee login <https://partner.huawei.com>. Choose My Huawei > Personal Profiles > Manage My Privilege.

HUAWEI MENU Solutions Market Transactions Services Certifications & Trainings Achievements My Huawei

**Company Profiles**

- Join CP Program (Authorized Country)
- Join Solution Partner Program
- Company Information
- Annual Declaration Redirect

**Access Management**

- Member Access Management
- Association Approval
- Access Right Approval
- Retrieve Or Change Administrator Account

**Personal Profiles**

- Manage My Privilege**
- My Messages
- Personal Information
- Email Notification Settings
- System Parameters
- My Imported Files
- My Exported Files

**Partner Cooperation Atmosphere**

- My Voice

② On the My Permissions page, select the role to be enabled and submit the application.

My Huawei

My Permissions

Set Permission Due Date: 2025-09-09

Download user guide

Role Type: Total 16 Chosen 4

Role Code	Status	Role Description
<input checked="" type="checkbox"/> Quotation Manager	Have applied	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input checked="" type="checkbox"/> Commerce Manager	Have applied	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain
<input checked="" type="checkbox"/> Account Manager	Have applied	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input checked="" type="checkbox"/> License Administrator	To Be Applied	Software License Management/Partner online manage Software Orders on ESDP Platform(http://app.huawei.com/isdsp), receive /api/distribute/download/active Commercial Software license, apply temporary License)
<input type="checkbox"/> Partner HR Recruiting Specialist	To Be Applied	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.

Total 16 5 Items/Page < 1 2 3 4 > GO 1 页

My access privileges

Platform	Role	Category	Permission Status	Permission Granted Date	Remark
UniStar	Quotation Manager	Quotation Manager	Approval Completed	2024-09-09	

Total 1 10 Items/Page < 1 > GO 1 页

Submit

## 6. Reclaiming Account Permissions (Applicable to Partner Administrators)

- ① Administrator login <https://partner.huawei.com> , Click My Huawei > Access Management > Member Access Management.
- ② Click [Application](#) on the right of the corresponding account. On the Permission Management page, deselect a role and click Save..

My Huawei

Company Profiles

Access Management

Member Access Management

Association Approval

Access Right Approval

Retrieve Or Change Administrator ...

Associated user management

Download user guide

Account

Name

Email

reset

Search

Export

Account	Name	Association Status	Action
	AlexanderSmethurst	Associated	View Application
490959e	ksas_61dc490959e	Associated	View Application Set as an administrator
	lys-test	Associated	View Application Set as an administrator
490959e	ksas_eduhasamithun5	Associated	View Application Set as an administrator
90893	ksas_752990893	Associated	View Application Set as an administrator

Total 19 5 Items/Page < 1 2 3 4 > GO 1 页

Set Permission Due Date:

2025-09-09

Save

Role Code	Status	Role Description
<input checked="" type="checkbox"/> Quotation Manager	Have applied	You can log in to the SCT and configure Huawei products. In addition, you can view product prices and submit quotations through distributors, and VAPs to the order system.
<input type="checkbox"/> Commerce Manager	Have applied	Commercial Manager (for Distributor/VAP) could access to: Deal Registration/Quote/Order/Payment/Invoice Visibility/PSI/Program/JMF/Channel Quota Management/Complain
<input checked="" type="checkbox"/> Account Manager	Have applied	Account Manager (for Distributor/VAP) could access to: Marketplace/Leads/Deal Registration/Authorization Letter/Quote/Order/My Capabilities; Account Manager (for Reseller) could access to: Leads/Deal Registration/Authorization Letter/Search Reseller Orders/My Capabilities
<input type="checkbox"/> License Administrator	To Be Applied	Software License Management(Partner online manage Software Orders on ESDP Platform(http://app.huawei.com/isdsp), receive /split/distribute/download/active Commercial Software license, apply temporary License)
<input type="checkbox"/> Partner HR Recruiting Specialist	To Be Applied	Manage partner recruitment, edit and publish positions, query and collect resume information, and view data reports.

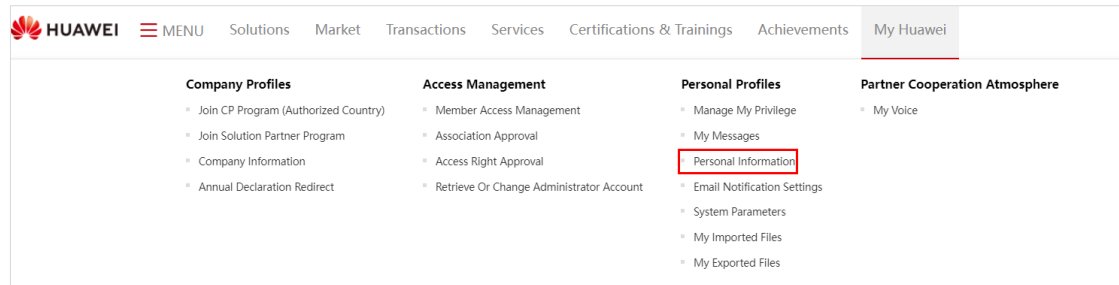
Total 16 5 Items/Page < 1 2 3 4 > GO 1 页

Save

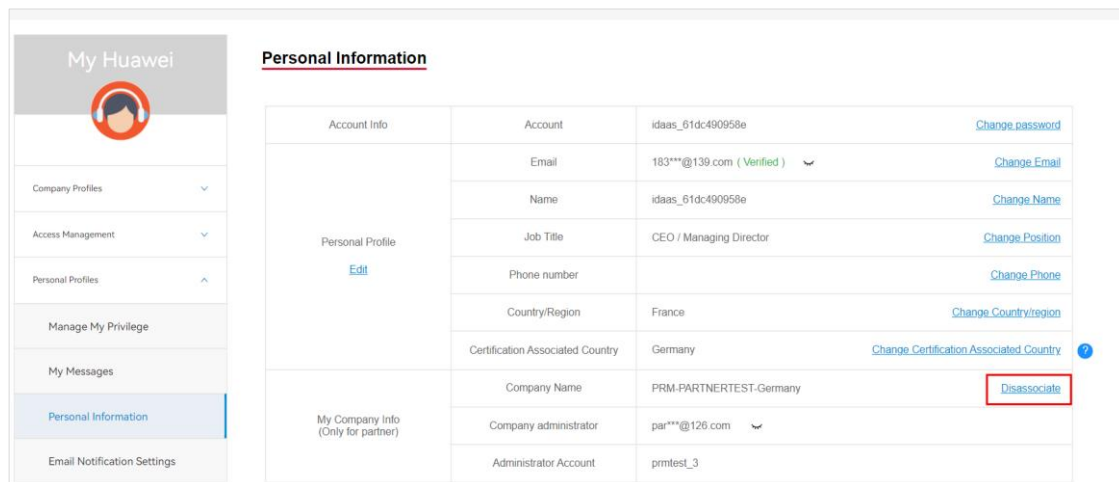
## 7. Disassociate an account from a partner company.

### 7.1 Disassociation by Partner Employees (Applicable to Partner Employees)

Log in to e+Partner as a partner, Choose My Huawei > Personal Profiles > Personal Information

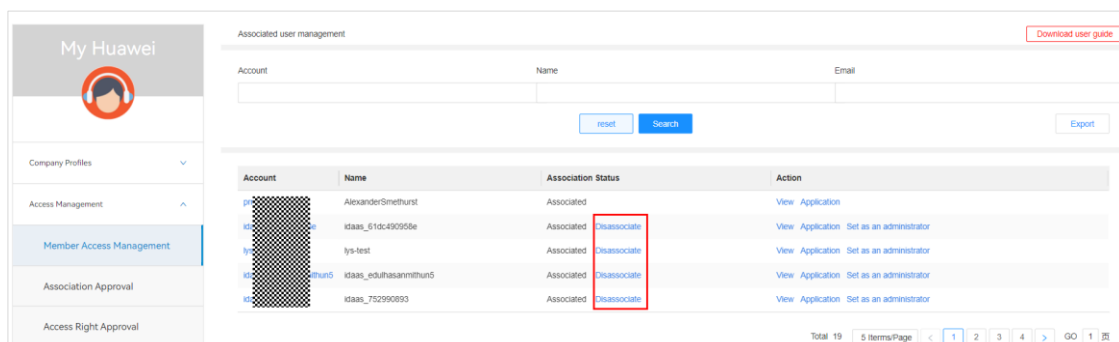


Go to the Personal Information page and click **Disassociate**.



### 7.2 Disassociating an Administrator from a Partner Employee (Applicable to Partner Administrators)

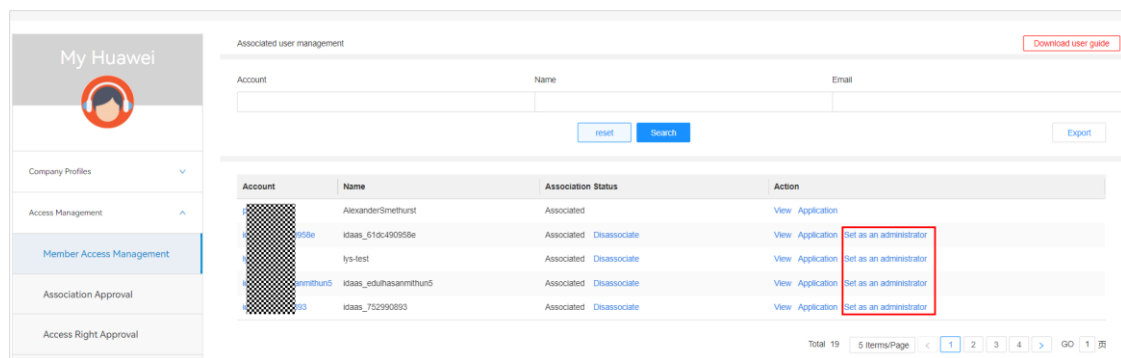
Log in to e+Partner as a partner company administrator, choose My Huawei > Access Management > Member Access Management, and click **Disassociate** to unbind the selected account.



## 8 Transfer Administrator Rights (Applicable to Administrators)

If the administrator changes the position or resigns, you need to disassociate the company or transfer the administrator rights to another account.

- ① Log in as the original partner administrator. <https://partner.huawei.com> , Click My Huawei > Access Management > Member Access Management
- ② Select the account to be changed to an administrator, click [Set as an administrator](#) on the right, and then the operation is successful.  
Then, the system will send an email notification to the account (new administrator) indicating that the LOA agreement is to be signed.



The screenshot displays the 'Associated user management' page. On the left is a sidebar with 'My Huawei' and navigation links like 'Company Profiles', 'Access Management', 'Member Access Management', 'Association Approval', and 'Access Right Approval'. The main area has search filters for 'Account', 'Name', and 'Email', with 'reset' and 'Search' buttons. Below is a table of associated users:

Account	Name	Association Status	Action
AlexanderSmethurst	AlexanderSmethurst	Associated	View Application
ktaas_61dc49090fe	ktaas_61dc49090fe	Associated	View Application Set as an administrator
lys-test	lys-test	Associated	View Application Set as an administrator
ktaas_eduhasanmthun5	ktaas_eduhasanmthun5	Associated	View Application Set as an administrator
ktaas_752990893	ktaas_752990893	Associated	View Application Set as an administrator

At the bottom, there is a pagination bar showing 'Total 19' items, '5 Items/Page', and a 'GO' button.

Note: After the "Set as Administrator" button is clicked successfully, the original administrator rights will be transferred immediately.