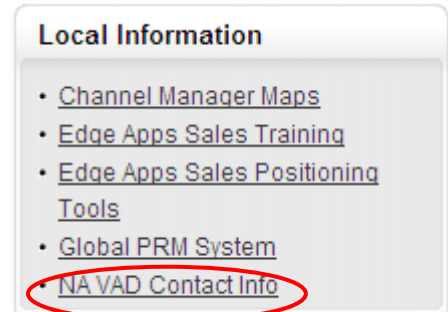


These processing directions cover all required actions for the partner to submit a registration

## Access the PRM Portal Homepage:

Access to the PRM Portal Homepage is granted after logging into the Oracle Partner Network.

1. OPN Site >> Partners >> Sales >> Global PRM System
2. Access the [Global Partner Relationship Management \(PRM\) System](#)



## Creating an Registration

**NOTE FOR VADs:** Any VAD can submit a registration on behalf of their Partners; the following applies to registrations submitted by VADs on behalf of their Partners:

- VAD should gain approval from their reseller prior to submitting a OMM registration
- VAD must login in using their own PRM Account to submit the OMM registration
- VAD must provide all required information
- VAD must provided Partner Name and Contact person

From the PRM Portal Homepage select the “**Create Registration**” link:

1. Complete all required fields
  - Registration Type
    - OMM Resale
    - OMM Referral
    - OMM Non-Commission Co-Sell
  - Registration Name = Customer/Project/Partner
  - Opportunity Close Date = DD-MMM-YYYY
  - Marketing Initiative (optional)
  - Budget

- Solution Description of Opportunity = Detailed description of the deal
  - ASFU or FUDA Agreement
  - Details of the project
  - Why the customer needs this solution
  - Department Impacted

**SAMPLE:** FUDA Agreement. The Finance department is relocated to an offsite facility. A new Server will be needed. An audit showed that the customer also requires additional license so will be upgrading to bring in compliance.

**NOTE:** If the Solution Description field is not large enough the OMM Qualification Criteria needed on all OMM Resale registration can also be placed as note on the registration. Look under Updating a Registration section for instructions

- Account = End User Customer’s legal name and address
    - For more details see Adding a New Account section
  - Contact = End User Customer’s contact person including email or phone number
    - For more details see Adding a New Contact section
    - Contacts must include Decision Maker and Project Contact (if different)
  - Product
    - For more details see Adding Product section
2. Click on “**Continue**” if all required fields are complete and ready to submit registration
  3. Click on “**Save**” if more information should be added at a later date before submitting. To update a saved registration go to Updating a Registration section
  4. To submit the registration go to the Submitting a Registration section

### Adding a New Account

If the Account/End User customer is not listed the following details how to add a new account

1. Click on the “**New**” button
2. Complete the following fields:
  - Account
  - Country
  - Address Line 1



- City
- State/Province (required for NAS)
- Postal Code

3. Click on the “OK” button

### Adding a New Contact

If the Account Contact is not listed the following details how to add a new account

**NOTE:** 2 contacts may be required for OMM Resale: ie Decision Maker and Project Contact (if different)

Click on the “New” button

1. Complete the following fields:

- First Name
- Last Name
- Email Address
- Work Phone #



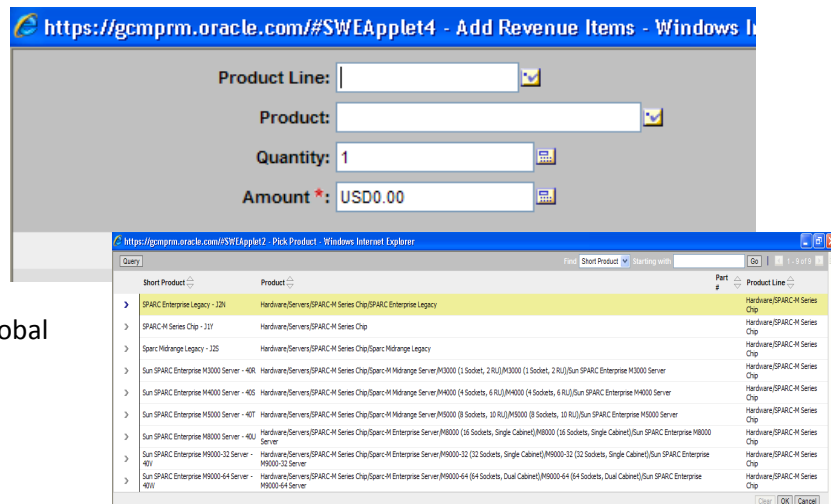
2. Click on the “Save” button

3. Confirm to add this contact by clicking the “OK” button

### Adding a Product

**Note:** The Product picklist only contains the top registered product. To select from the Global Product List please see instructions under “Updating a Registration” section.

1. Click on the “New” button
4. Go to the “Product” field
5. Query by short product name



**Note:** Product Mapping can be located on the Global PRM System Page (above)

6. Select product by clicking the “>” button then clicking “OK” button

7. Complete the following fields:

- Quantity for all Hardware deals
- Complete the Amount field
- Complete the Ship to Region for all Hardware deals

**Note:** You can add as many products lines as desired on a registration

## Updating a Registration

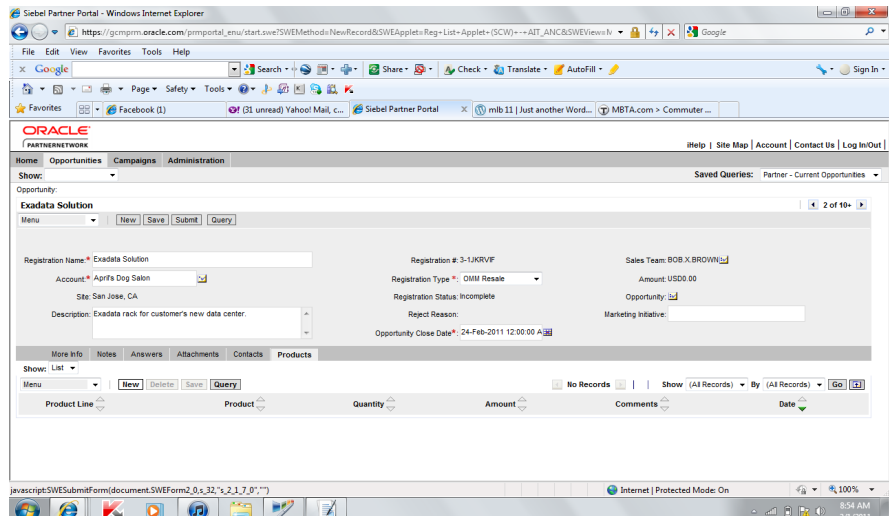
**Note:** Only a registration in the incomplete status can be updated

From the Registration list view click on the Opportunity Name of the registration you want to update.

>	3-1T00D7B	<a href="#">Invest omm req</a>	3-1SZ0BN2	Acme Transportation	OMM Resale	Approved	15-Apr-2011
>	3-1V0T3PH	<a href="#">Product Test registration</a>		Abc Cooking School	OMM Resale	Incomplete	03-May-2011
>	3-1SQEDCH	<a href="#">Test for Hardware</a>		AAA Consulting	OMM Resale	Incomplete	13-Apr-2011

In the opened registration you will see registration details and tabs where you can update.

- Under the Notes tab you can add additional information regarding the opportunity description
- Under the Contacts tab you can add additional Account Contacts
- Under the Products tab you can add additional product. Follow the Add Product direction above



## Submitting a Registration

Once all required fields have been completed and you click the appropriate button the system will bring you to a questionnaire form to be completed prior to final submission.

- From Create Registration link the **“Continue”** button brings you the Questionnaire
- From the Reopened Registration the **“Submit”** button brings you to the Questionnaire
- Complete all mandatory questions

- The VAD must supply the VAR
- If the VAR knows the VAD to be used please add

Have you provided the customer decision maker in the Account Contact field?\*

Yes

No

Have you included the following in the Solution Description of Opportunity field?

1. Detailed opportunity description

2. Why the customer needs the solution

3. Customer departments impacted\*

Yes

No

If no, click Cancel and reopen the registration to provide the required information in the Solution Description of Opportunity field (maximum 249 characters). If additional space is needed, add a note in the Notes field. Failure to provide this information may result in registration decline.

Are you or is the end user any of the following? [Note: Please refer to the OMM policy for restrictions and prohibitions regarding these entities.]\*

Entities managed, controlled or majority owned by government interests;

Public organizations or foundations of any kind (including political parties, political organizations, or political candidates);

Any public international organization, such as, but not limited to, the International Red Cross, United Nations, or the World Bank;

Public Healthcare Business

Public Higher Education

Primary / Secondary Schools (in the US, K - 12 Schools)

No

Is the opportunity the result of a public tender, solicitation, or RFP (Request for Proposal)? [Note: Please refer to the OMM policy for restrictions and prohibitions that may apply.]\*

Yes

No

If you are a VAD, enter the Reseller of this opportunity

If you are a VAR, enter your Distributor

Click on the “Finish” button