Step by Step Guide to Join OPN & Sun OEM Knowledge Zone

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Partner Guide to Complete OPN Specialized Enrollment Process

I. Overview
There are three steps to JOIN the Oracle PartnerNetwork (OPN) program. If your company is already a member of OPN, you do not need to join again. Please follow the instructions for OPN Portal Access.

Step 1: Create a Personal Oracle Web Account
An Oracle Web Account stores personal information such as your name, location, language and industry. You must complete this step in order to get access to the OPN Membership Application.

Note: If you already have a Web Account for oracle.com, OTN or CRM On Demand, you may sign in with the same username and password.

Step 2: Create a Company Profile
Once you have created your personal Web Account or signed in with an existing one, you will need to create a profile for your company before accessing the Membership application.

Note: You will be required to provide your company’s Tax ID to create a profile.

Step 3: Complete the OPN Membership Application
Once you have created a company profile for your organization, you are now ready to complete the OPN Membership application. You will be asked to answer questions about your company, agree to the terms of the OPN Agreement and submit payment for the annual OPN program enrollment fee plus local taxes.

IMPORTANT NOTES – Read Prior to starting enrollment application:
- You will need to ensure that your company hasn’t already submitted an application for the Level Program that you are planning to apply (Diamond, Platinum, Gold, Silver or Remarketer). To find out if your company has already submitted an application for the Level Program, please go to Portal Home > Program Applications and then view the list of applications. If you do see the an application for the Level Program already submitted, please contact your local Partner Business Center for more information.
- You will not be able to complete this registration process without answering all required questions.
- You will need to ensure that your company has authorized you to accept the OPN Agreement.
- You will need to be prepared to provide your company’s payment method and payment method details (Diamond, Platinum, Gold and Silver only).
- If your company has a promotional code, you must enter the code in to the application prior to submission or Oracle will not be able to honor the discount.
- If you select Associate in the application, you will be prompted and required to enter your company’s Worldwide Company Identifier. Otherwise, you will not be able to continue with the application and therefore will not be badged to your company’s Worldwide.
- If your company is invited to join OPN by a VAD, you will receive an email notification with the invitation code. You will be prompted to enter your VAD initiation code in application.
II. Program Qualification Criteria & Fees

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III. How to Apply for OPN Specialized Platinum, Gold or Silver Program Levels

Join OPN at Silver, Gold or Platinum Level

There are three steps to joining the OPN program:

Step 1 Create an Oracle Account

An Oracle.com account stores personal information such as your name, location, language, and industry.

You must complete this step in order to get access to the OPN membership application.

**IMPORTANT NOTE:** If you already have Oracle.com account for oracle.com, OTN, or Oracle CRM On Demand, you may sign in with the same username and password. You must confirm your profile before proceeding to Step 2.

Go to the Join Now in OPN and click on **Step 1 – Create a personal Oracle.com account**.
Create a Personal Oracle.com Account (cont)

Complete the form and click the create button. In this form you will be asked to create the username and password you will use to log to OPN moving forward.

**IMPORTANT NOTES:**
- The username has to be your email address
- You will need to complete all mandatory fields marked with an *
- Don’t forget to flag Yes if you like to receive information on Oracle’s Partner Enablement Offerings, Programs and Events.

Step 2 - Create a Company Profile

Click on Step 2 to start the creation of the Company profile

**IMPORTANT NOTE:** The person who creates the company profile and later on complete the membership application will become the PRM Admin. To complete this task you need to have your Company Tax ID available
Step 2 - Create a Company Profile (cont)

Please enter the username you created on step 1 and click next

Complete all mandatory fields marked with an (*), the Tax Payer Identification Number, Tax Registration Number and click Next

**IMPORTANT NOTE:** The information provided here will be used to create your company profile on Oracle applications and to do any changes you will need to contact the Partner Business Center

This will take you to a new page where you need to click Finish to submit the profile
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And now click Ok on the next screen to finish this step and this will take you to the OPN page again where you can click on Step 3.

Step 3 - Complete the OPN Membership Application

This will take you to the Join OPN page where you cannot proceed to click on Step 3 to start the Company membership application.

To start this step you could also log directly sign into PRM system and follow the steps listed below:

1. Log in to Global PRM system
2. Select Apply from the Global PRM Home Page
3. Review details for Platinum, Gold, and Silver Level Programs from the Partner Program Screen
   - Platinum - Showcasing partners who have differentiated themselves with a breadth of more than 5 Specializations.
   - Gold - Open up your business to the full Oracle Product portfolio and use Enablement 2.0 tools to reach Specialization.
   - Silver - Expand your skills and utilize support, sales and marketing tools to develop your Oracle business.
4. Select the Partner program you wish to join and click Apply (Platinum, Gold or Silver). This will take them to the screens show below.
IMPORTANT NOTE: Before applying for the Platinum, Gold or Silver program level, you will need to ensure that your company hasn’t already submitted the same enrollment application. To find out if your company has already submitted the same program level application, go to Home > Program Applications and view the list of applications. If you do see the same program level application listed under Program Name, your company has already submitted this program application level. Please contact your Partner Business Center for more information.

Partner Program Screen
**Company Information**

Review the Company Name and Country listed if the information is incorrect, you are instructed to contact your Partner Business Center.

**Please note:** It is important that the Company Legal Name listed here is the same that will be on your Oracle PartnerNetwork Agreement.

Complete all required questions within this screen. Note: Required Information is designated with a *. You will not be able to complete this enrollment process without answering all required questions.

1. Select your membership type – if you would like more information about the various membership types, select the red ? box icon.

   If you select Associate, you will be prompted and required to enter your Worldwide Company Identifier.

**Membership Types**

- **Standard:** Select this option if your company does not have presence in other countries.
- **Worldwide:** If your company has subsidiaries in one or more countries and you want those subsidiaries to join the OPN program under your OPN Agreement, your company headquarters location is require to select and sign a Worldwide OPN Agreement.
- **Associate:** If your company is a subsidiary of an existing partner with a Worldwide OPN Agreement, selecting this option associates your membership to your parent company and will be subject to the terms and conditions of your the Worldwide OPN agreement. To complete this option, you will need to provide the “Company ID” of the Worldwide Partner.
Company Information – Continued

Complete all required questions within this screen. Note: Required Information is designated with a *. You will not be able to complete this enrollment process without answering all required questions.

1. Select the size of your company
2. Select the Primary and Secondary services for your company’s business
Company Information – Continued

Complete all required questions within this screen. Note: Required Information is designated with a *. You will not be able to complete this enrollment process without answering all required questions.

1. In what industry does your company focus?
2. Select the category that best describes your company’s primary relationship with Oracle
### Company Information – Continued

Complete all required questions within this screen.

1. **Preferred Oracle Value Added Distributor VAD** (if applicable)

Please note:
- If the VAD question does not apply to your company, you do not need to answer the question.
- If your company is in the US, you are required to answer the Minority Partner Government Certification question.
- In APAC, partners from Malaysia and Taiwan who want to resell Oracle products must work with a VAD.
- In North America, partners who want to resell Oracle products must work with a VAD.
Company Information - Continued

You will be asked a series of questions, which will validate the existence of related parties, your company structure, compliance with US laws and other applicable local laws at the time you register for a Membership in the OPN.

Complete all required questions within the next several company information screens. Note: Required Information is designated with a *. You will not be able to complete this enrollment process without answering all required questions.

Program Fee

This screen automatically populates the following information:

- Program Name – the program that you are applying for
- Base Level Fee – the fee of the program that you are applying for
- Member Fee – the fee of the program and a note that applicable taxes will be added when invoiced. Your company is responsible of payment of these taxes.

If your company has been provided a Promotional Code by Oracle, you will be required to enter on this screen to ensure you receive the promotional price.

**Important Note:** If your company has a promotional code, you must enter the code in to the promotional code field prior to submission or Oracle will not be able to honor the discount.
**Program Fee**

This screen communicates by clicking ‘Next’ you confirm that your company has granted you the authority to agree to pay this fee, plus applicable taxes.

**VAD Sponsorship**

Complete all required questions within this screen. Note: Required Information is designated with a *. You will not be able to complete this enrollment process without answering all required questions.

1. Do you have a VAD invitation code?

If you select ‘Yes,’ you will be prompted to enter your VAD initiation code.

**Important Note:**
If your company has been invited to join by a VAD, you will have received an email notification with the invitation code

**Agreements**

In this screen it communicates the requirements of accepting terms of your OPN Agreement in order to join Oracle PartnerNetwork.
Agreements – continued

Complete all required questions within this screen. Note: Required Information is designated with an *.

- Select Agreement Language
- Select Acceptance Method – either
  - Clickwrap, which enables you to accept your agreement online; or
  - Offline, which requires you to sign the Agreement and forward to Oracle after completing your program application.

**Please note:** depending on your country, you may not be able to accept the agreement by Clickwrap method.

### Agreements – continued (Offline Agreement Method)

1. View and/or print Agreement from the offline agreement screen.
2. Continue to complete and submit the application.
3. Sign offline application
4. Send copy of signed agreement to Oracle (see regional instructions below)
   - **APAC partners:** Fax to 08041106942 or contact your Oracle Partner Business Consultant
   - **LAD partners:** Fax to 800 633 0673 or contact your Oracle Partner Business Consultant
   - **NAS partners:** Fax to 800 633 0673 or contact your local Oracle Partner Business Center.
   - **EMEA partners:** Contact your local your local Oracle Partner Business Center.
Agreements – continued (Clickwrap Agreement Method)

1. Review the OPN Agreement

Complete all required questions within this screen. Note: Required Information is designated with a *. You will not be able to complete this enrollment process without answering all required questions.

2. Review the OPN Agreement.
3. Confirm whether not you will be given the option to Accept or Not accept the OPN Agreement.
4. Enter Contact information (First and Last name, Title, Phone Number, Fax Number, Email

Please note:
- In order to join OPN, your company must accept the terms and conditions of this agreement online by entering the contact information.
- Associate memberships are not presented with an Oracle PartnerNetwork Agreement as they are covered under the terms and conditions of the Worldwide OPN Membership.
Payment Details

Complete all required questions within this screen. Note: Required Information is designated with an *. You will not be able to complete this enrollment process without answering all required questions.

1. Select the Payment Methods – your options will be based on your country. If you have questions regarding payment method options for your country, please contact your Partner Business Center.

Please note: the next screens will depend on your response to the Payment Method option if additional payment information is required.

Billing Details

1. Review and confirm Billing Contact Information.
2. If you have changes, select the check mark icon box.
Finish Application

By selecting Finish, you will submit your company’s application for the Oracle PartnerNetwork to Oracle for review. Remember that no contract has been formed with Oracle. You will receive an email confirmation from Oracle informing you whether or not your company’s application for OPN has been approved.

Once your application has been approved, a notification will be sent out with your Company’s Membership Details.

IMPORTANT NOTE: Do not exit the ‘Finish Application’ screen. You will need to wait until the system takes you back to the Application view screen.

Confirmation of Successful Application Submission

The application screen confirms that your application has been successfully submitted. The screen provides the following details about your application:

- Tracking #
- Program Name
- Company name
- Company Site
- Submitted by
- Submitted Date
- Status (Submitted)
- Initial (new application)

Please note: once your application has been approved (in approved status), a notification will be sent out with your Company’s Membership Details.
IV. How to Apply to become a member of Sun OEM Knowledge Zone

Go to the OEM Knowledge Zone

Go to http://partner.oracle.com and click on the Sun OEM knowledge Zone under Server and Storage Systems area

IMPORTANT NOTE: The PRM Administrator is the only individual that can apply for the Knowledge Zone(s) on behalf of the company. To join a Knowledge Zones partners must have a valid OPN Membership.

Apply to Join the Sun OEM Knowledge Zone

1. Go to the Why partner Tab
2. Click on the "Join this knowledge Zone banner"
This will take you to a new page where you need to click on the Apply Now button to proceed to complete the application.

**Sign-In to complete the Application**

Please proceed to sign in with your oracle.com username and password.
Select the Knowledge Zones

Here you can select as many Knowledge Zone as your company wants to join. This will allow you to sign your company for all the necessary knowledge zone in a single session.

Enter Company Information

Provide your company information including the Company ID which is the unique identifier your company received once they joined OPN.
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**Insert Individual Information & Submit**

Please enter your contact information as well as confirm that you are the PRM Admin and has the authority to join these Knowledge Zones on behalf of your company.

Once this information is completed please click the submit button.

**Contact Information**

- **First Name:**
- **Last Name:**
- **Phone Number:**
- **E-Mail Address:** juliana.castro@oracle.com

I confirm that I am the Partner Program Administrator for the company named above.

- **Yes**
- **No**

I confirm that I have the authority to apply to join OPN Knowledge Zones on behalf of my company.

- **Yes**
- **No**

**Submit**

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**Thank You Page**

Once you submit your application the system will take you to a thank you page.

You will be notified of your application status within 3-5 business days.
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V. How a partner’s employee can access OPN Portal and applications

If your company is already a member of Oracle PartnerNetwork, you can register for OPN content access or PRM application access to register opportunities or enroll in programs!

**Access the Join OPN page**

Access OPN - user does not have to be logged in and click on the **Join Now** tab.

Click the **OPN Portal/Partner Relationship (PRM) Application access link** on the top OR the **Get Portal Access** link on the Additional Resources Box.
Create a Personal Oracle.com Account

Click **Step 1** link to create Personal Oracle.com Account or Sign-in.

**IMPORTANT NOTES:**
- If user already has Oracle Web Account, they will click ‘step 1’ and confirm the already populated form
- If user does not have Oracle Web Account, they will be prompted to create Oracle Web Account now by completing form.

Create a Personal Oracle.com Account (cont)

Complete the form and click the create button. In this form you will be asked to create the username and password you will use to log to OPN moving forward.

**IMPORTANT NOTES:**
- The username has to be your email address
- You will need to complete all mandatory fields marked with an *
- Don’t forget to flag Yes if you like to receive information on Oracle’s Partner Enablement Offerings, Programs and Events.
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Badge your account to Your Company ID

At this point the step 1 should have a check mark in front and now you need to go to Step 2 and choose one of the two ‘Register’ links.

The 2 options are:

- **Register** for access to OPN content only
- **Register** for access to OPN content and the ability to register deals and/or enroll in programs for your company (PRM access)

Badge your account to Your Company ID (cont)

Please enter the username you created in the Step 1 and click next.
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Badge your account to Your Company ID (cont)
Enter your Company Identifier and Time Zone; click next

IMPORTANT NOTE: In order for user to badge to their company, they will be required to enter their Company ID. If you do not know your company ID, please contact your Oracle Partner Business Center for further assistance.

Badge your account to Your Company ID (cont)
Click ‘Finish’ to complete your registration
Badge your account to Your Company ID (cont)

Registration Confirmation - after you complete your registration, you will receive a Registration Confirmation page. Click OK to return to Oracle Partner Network.

This will take you to the OPN Portal again and from here you can log in and start accessing the OPN Portal Tools and Resources.

IMPORTANT NOTE: It may take up to 5 hours after badging to access secured OPN content.
VI. Recommended Training to assist with Program Enrollment

Listen to the 5-minute training modules, which cover various aspects of the OPN Portal, including how to find information easily and effectively.

- How to complete your company’s OPN membership enrollment
- How to view and manage your company’s program memberships
- How to manage user accounts within your company
- How to apply for Knowledge Zones
- How to renew your company’s OPN program membership
- How to change your company’s membership level