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NEW WORLD. NEW THINKING.

New Partner ISS Sales Configurator Site

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ISS Sales Configurator Site

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- Store Management (Account / Quotes / Orders Management)

ISS Sales Configurator Site: Overview

What's New:

- The main difference is on the **Login Screen**:
 - Partners each have their own URL.
 - They now have the ability to create User Groups: Builder ID's and Approver ID's.
 - Individual Reps can now reset their passwords if forgotten.
- Enhanced features within the **Configurator**:
 - Wizard View vs. List View in the configurator.
 - The Save Cart feature has been removed on the checkout screen.
 - The Company Name field has now been added on the Shipping Address page.
 - The verbiage is now relevant to the Partners. This is especially important within the T's & C's section.
 - New email and print icons on every page (bottom left corner)
 - Sleeker look and feel.

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ID Management

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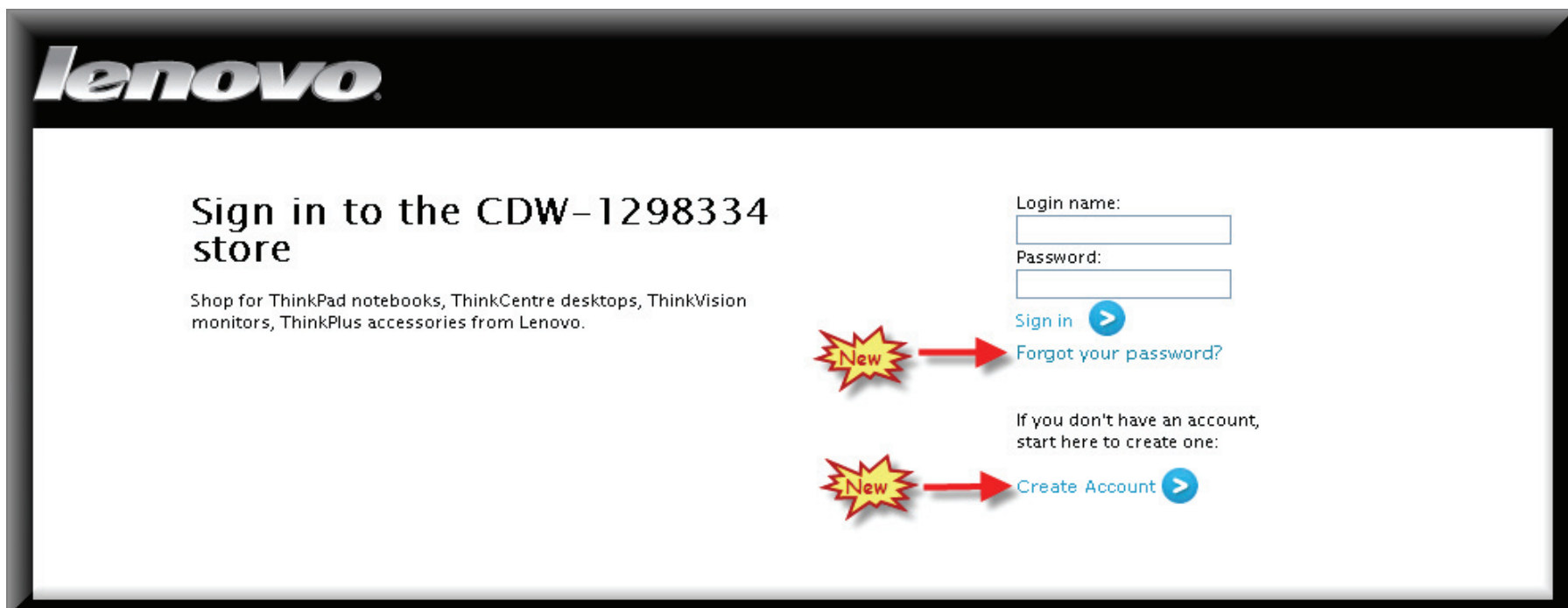
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ISS Sales Configurator Site: ID Management

Login Page:

- Each company will have their own unique store URL (shop.lenovo.com) that all Builder and Approver ID's will login with using Internet Explorer to create quotes and orders.
- Each company will be given one generic Admin ID and Admin Site (prodadmin) simply to approve any pending ID requests.
- ID's & Passwords are case sensitive.



ISS Sales Configurator Site: ID Management

What's New: **Forgot Your Password** link

- Reps will now be able to reset their passwords if needed instead of having the LPA Team resubmit an ID request.

If you have forgotten your password, you will need to reset it. Please enter your user ID and the e-mail account you used when you first registered with the site. A new randomly-generated password will be sent to your e-mail account.

Tips
Ensure that your current selected country is the same as the one you registered in
If you have forgotten the user ID and e-mail account you registered with or you don't have an account, then you must create a new account.

The fields indicated with an asterisk (*) are required to complete this transaction. If you do not want to provide us with the required information, please use the "Back" button on your browser to return to the previous page, or close the window or browser session that is displaying this page.

Account information

User name (e.g. jsmith@company.com)*

Email*

ISS Sales Configurator Site: ID Management

What's New: **Creating An Account**

Section 1 – “User name”, which will be created by the Rep/Company. Suggestion would be to use the Rep’s email address.

The fields indicated with an asterisk (*) are required.

Enter your sign-in information

User name*

First name*

Last name*

E-mail address*

Lenovo would like to occasionally send you information about special offerings, products and services. Please indicate below whether you would like to receive these updates.

Yes, please have Lenovo send me updates via e-mail.

ISS Sales Configurator Site: ID Management

What's New: **Creating An Account**

Section 2 – Address Details

Enter your billing information

Please note: You must call the phone number on the back of your credit card to ensure that your desired shipping address is part of your credit card profile. This will avoid a delay in the processing of your order.
[Learn more](#)

Address 1 *

Address 2

City *

State * Zip Code *

Select... v

Within City Limits *

Yes No

Phone Number 1 *


Ext. *

Phone Number 2 *

Ext. *

Fax Number

Company



Section 3 – Selecting a Role

Select your role*

Ignore this.

~~Selecting any other role than Browser will submit the registration to a review process.~~

Builder Approver

The Reps can enter any address they want. This will be the default address on the Shipping screen.

Builder – Can only create quotes. (Ideal for Sales Reps). Will not need approval for registration.

Approver – Can convert quotes to orders. (Ideal for Purchasing Agents or Managers). Need approval from the Admin User for registration.

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Creating a Quote

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ISS Sales Configurator Site: Creating a Quote

This will be the same for a Builder and an Approver.

Step 1: Select a Brand (for ex: Laptops – View ThinkPad notebooks)



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Contract management process maps for Web Accel | © 2008 Lenovo

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Step 2: Select a Series

(For ex: T-Series – ThinkPad T410 – ThinkPad T410i with integrated graphics)

Shop ThinkPad laptops

	Features	Compare	Awards
L Series	SL Series	ThinkPad Edge	T Series ←
Ultimate laptop Helps save time, money and the planet.	Essential small-business tool Affordable, worry-free small-business solution.	Small-business style Progressive, simplified, reliable and priced right.	Portable powerhouse High-performance business laptops to go.
From: \$984.00* Sale price: \$610.06*	From: \$884.00* Sale price: \$567.76*	From: \$909.00* Sale price: \$516.06*	From: \$1,220.00* Sale price: \$798.06*
			Mobile freedom Thinnest, lightest ThinkPad notebooks with long battery life.
			Versatility to go Convertible tablet PC with digitizer pen and touch screen.
			W Series Ultimate mobile workstation Most powerful ThinkPad laptops ever.
			From: \$2,064.00* Sale price: \$1,409.06*
			From: \$1,064.00* Sale price: \$1,343.26*

Shop ThinkPad T Series

Features	Tech specs	Compare	Gallery	Awards & reviews
ThinkPad T410 - Best seller & Top rated From: \$1,220.00* Sale price: \$798.06*	ThinkPad T410s From: \$1,845.00* Sale price: \$1,315.06*			ThinkPad T510 - Best seller & Top rated From: \$1,914.00* Sale price: \$882.66*
Balance of portability and power Nicely equipped with lightning-fast processing, top-quality graphics, bright LED displays, enhanced VoIP and much more.	Our lightest T Series Super thin and light with optional multitouch screen capabilities, plus high-performance processing.			Widest-screen T Series Large display for exceptional presentations and video viewing, plus plenty of expansion ports and slots.
View models ←	View models			View models

ThinkPad T410i with integrated graphics From: \$1,220.00* Sale price: \$798.06*	ThinkPad T410 laptop with Automatic Switchable Graphics From: \$1,425.00* Sale price: \$1,014.26*	New! ThinkPad T410 laptop - Web Special From: \$1,740.00* Sale price: \$1,635.60*	ThinkPad T410 laptop - Express Ship From: \$1,740.00* Sale price: \$1,174.06*
Availability Ships within 9 bus. days**	Ships within 9 bus. days**	Ships within 9 bus. days**	Ships within 4 bus. days**
Customize & buy ←	Customize & buy	Customize & buy	Customize & buy

Step 3: The Sales Configurator

- There are 4 pages to the configurator. (red arrow)
- Each time you change the specs to your system or add an option, your pricing will change (green arrow). All pricing reflects Partner discounts.
- You can switch between new “Wizard View” (images) vs. “List View” (text) (purple arrow).

The screenshot displays the Lenovo Sales Configurator interface. At the top, there are four tabs: "1. System Components", "2. Services & Software", "3. Accessories", and "4. Review". A red arrow points to the "4. Review" tab. Below the tabs, there are five category icons: "Processor" (highlighted with a purple arrow and a "Switch to list view" label), "Operating system", "Display type", "System graphics", and "Total memory". The "Processor" section is expanded, showing a "75Y1676 Intel Core i3-370M Processor (2.40GHz, 3MB L3, 1066MHz FSB)". A green arrow points to the "Total" price of "\$798.06" in the "YOUR SYSTEM SUMMARY" section. The summary section also lists "Name: ThinkPad T410", "Machine Type: 2516CTO", "Price: \$1,220.00", "Savings: \$421.94", and "Ships within 9 bus. days". The "System components" list includes: "Intel Core i3-370M Processor (2.40GHz, 3MB L3, 1066MHz FSB)", "Genuine Windows 7 Home Premium 32", "14.1 WXGA TFT, w/ LED Backlight (WWAN antenna)", "Intel Graphics Media Accelerator 5700MHD - AMT", "2 GB PC3-8500 DDR3 SDRAM 1067MHz SODIMM Memory (1 DIMM)", "UltraNav (TrackPoint and TouchPad)", and "250 GB Hard Disk Drive, 5400rpm". At the bottom, there are "Back" and "Next" buttons.

Step 4: Checkout Screen

Red Arrows: To change the quantity, simply select the amount in the field where the first red arrow is and then click on “Update Quantity” where the second arrow is.

Green Arrow: Items can be removed from the cart.

Purple Arrow: The configuration or specs of your CTO system can be edited.

Yellow Arrow: Additional options can be added to the cart.

Blue Arrow: The Details page will outline the specs selected in the configurator.

The screenshot shows a shopping cart interface with the following elements:

- Navigation tabs: **Summary** and **Details** (with a blue arrow pointing to it).
- Table of items:

Quantity	Part number	Description	Availability	Item price	Line total
<input type="text" value="2"/> (with a red arrow pointing to the input) and a "Remove" link below it.	2516CTO	ThinkPad T410 - 1 Year Depot Warranty Edit	Ships within 9 bus. days sm	-\$1,220.00 \$798.06	\$2,440.00 \$1,596.12
<input type="text" value="1"/> (with a green arrow pointing to the input) and a "Remove" link below it.	2516CTO	ThinkPad T410 - 1 Year Depot Warranty Edit (with a purple arrow pointing to the link)	Ships within 9 bus. days sm	-\$1,220.00 \$798.06	\$1,220.00 \$798.06
	55Y2645	3Yr Battery		\$199.00 \$101.47	\$199.00 \$101.47
- Buttons: **Update Quantity** (with a red arrow pointing to it) and **Continue shopping** (with a yellow arrow pointing to it).
- Summary: Subtotal: ~~\$3,799.00~~; Sale Price: **\$2,495.65**.
- Checkout button: **Lenovo checkout**.

Step 5: Shipping Page

The screenshot shows a shipping page with two main steps: "1 Shipping" and "2 Payment and review". The "Shipping address" section includes fields for "First name*" (Synnex), "Last name*" (Builder), "Company", "Address 1*" (add1), "Address 2" (ADD2), "City*" (Morrisville), "State*" (North Carolina), and "Zip code*" (27560). A red arrow points to the "Company" field. Below these fields is a "Within city limits?" section with radio buttons for "Yes" (selected) and "No". A "Continue" button is at the bottom left.

The new feature on this page is the “**Company**’ field.

Step 6: Payment Page

1 Shipping
2 **Payment and review**

The fields indicated with an asterisk (*) are required.

Summary

Quantity	Part number	Description	Availability Ship group	Item price	Line total
1	2516CTO	ThinkPad T410 – 1 Year Depot Warranty	Ships in more than 4 weeks**	\$1,220.00 \$798.06	\$1,220.00 \$798.06

Shipping options
The number of days shown is the estimated time it takes for the shipping company to deliver your order. This does not include the time it takes Lenovo to process and build/prepare your order for delivery.

UPS upgrade (3 business days) \$10.00
 UPS standard (4-6 business days) \$0.00

Please note: The number of days shown is the estimated time it takes for the shipping company to deliver your order. This does not include the time it takes Lenovo to process and build/prepare your order for delivery.

Payment method*

IBM Global Financing

Other information

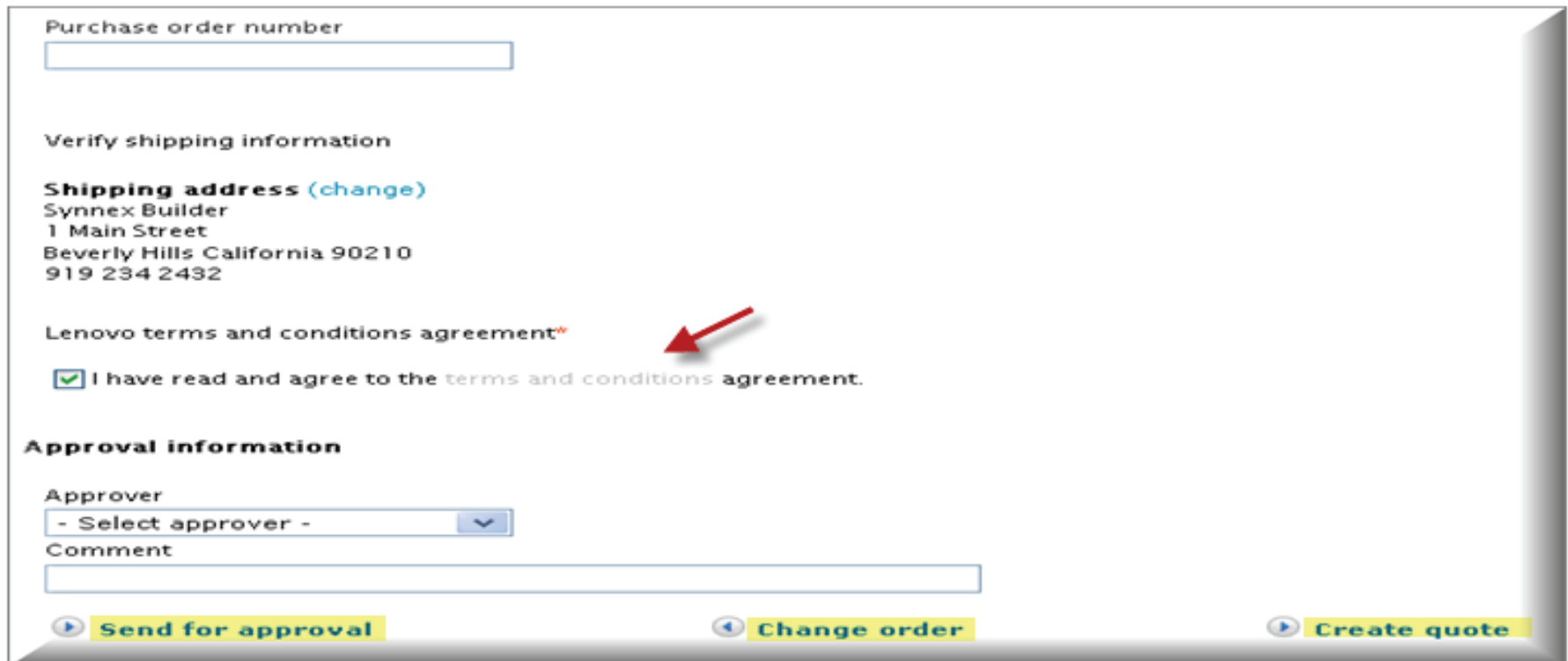
Purchase order number

Subtotal:	\$1,220.00
Sale price:	\$798.06
Shipping and handling:	\$0.00
Estimated tax:	\$1.44
Estimated total:	\$802.50*

****The “estimated tax” will not display if the Partner has a valid TEC (Tax Exemption Certificate) in place for the State they are shipping to****

Step 6: Payment Page con't (two new changes)

- * The **terms and conditions** are now applicable to Partners.
- * Three options now:
 - **Send for approval** (when a Builder is placing an order). They have the option to select an approver. An Approver won't have this option and it will simply say "Order".
 - **Change order** which will take you back to the checkout screen if you want to continue shopping.
 - **Create quote**. This option is recommended if the Partner wants to lock their pricing for 30 days.



Purchase order number

Verify shipping information

Shipping address (change)
Synnex Builder
1 Main Street
Beverly Hills California 90210
919 234 2432

Lenovo terms and conditions agreement*

I have read and agree to the terms and conditions agreement.

Approval information

Approver

- Select approver -

Comment

Step 7: Quote Confirmation

Customer number: 2293839

Quote number: 4240134106

Quote name: Nicole Test Quote 1

Placed: 10/19/10

Expiration date: 11/19/10

This is the new quote system. Quotes created in new ISS site will no longer be viewed in MAX but instead in Workbench.

No longer need to go to My Account to email the quote.

Email this quote

Thank you for requesting a quote from Lenovo.

You will receive an email shortly with a summary of your quote and information you can use to convert your quote to an order.

If you have additional questions, or if any of this information is incorrect, please contact our sales rep at 1-877-536-9955 or email us at lenovopartnerassist@lenovo.com. Your quote request is itemized below. Please [print this page](#) for your records.

We appreciate your interest in our products and thank you for your business.

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Store Management

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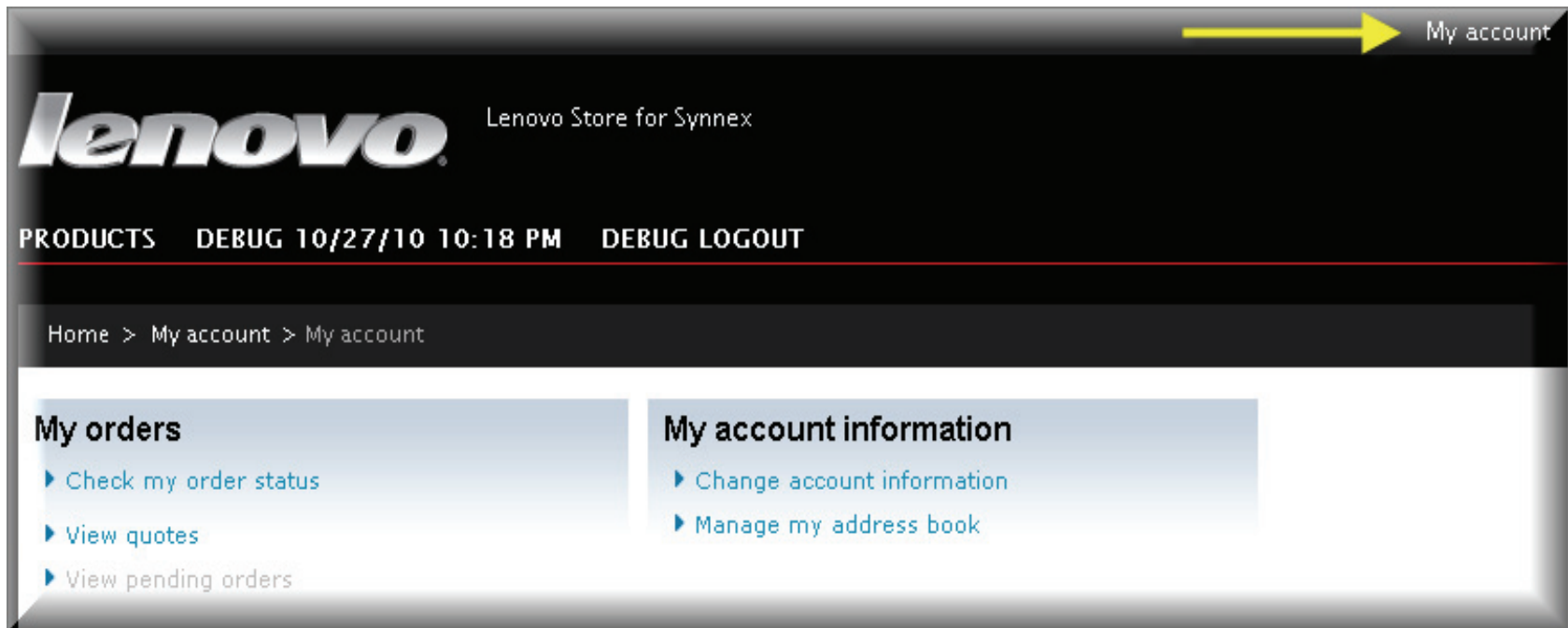
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ISS Sales Configurator Site: Store Management

- Clicking on “My Account” (yellow arrow) will bring you to this page.
- All aspects of Store Management are done via this page (Account / Quotes/Orders Management).



ISS Sales Configurator Site: Store Management

Check My Order Status

- This link is the same as before. The old MAX order number format applies here.
- A Partner can check their order once the order has been approved and converted by the Approver.

Order status

To find out the status of your order, please enter your 7-digit customer number and 6-digit order number below. These numbers were provided to you in an e-mail sent after your order was placed.

[How to find your numbers.](#)

Customer Number: **Ex.: 1234567**

Order Number: **Ex.: 123456**

[▶ Check status](#)

ISS Sales Configurator Site: Store Management

View Quotes: This is where a Builder will see a list of quotes they created, an Approver will see everyone's quotes but will not be able to open quotes from others.

(here is a view of two quotes from the Builder ID)

4240134109 | Nicole Test Quote 2 | 10/20/10 | Exp. 11/19/10 ← 30 day exp [Open quote](#) [Delete quote](#)

Quantity	Part number	Description	Availability	Item price	Line total
1	2516CTO	ThinkPad T410 - 1 Year Depot Warranty	Ships within 9 bus. days**	\$798.06	\$798.06
1	2580AB1	Lenovo D186 Wide Monitor	Ships within 9 bus. days**	\$125.99	\$125.99
1	2516CTO	ThinkPad T	Ships within 9 bus. days**	\$798.06	\$798.06
ibtotal:					\$1,722.11*

Takes you back to the checkout screen.

4240134106 | Nicole Test Quote 1 | 10/20/10 | Exp. 11/19/10 [Open quote](#) [Delete quote](#)

Quantity	Part number	Description	Availability	Item price	Line total
1	2516CTO	ThinkPad T410 - 1 Year Depot Warranty	Ships within 9 bus. days**	\$798.06	\$798.06
1	2580AB1	Lenovo D186 Wide Monitor	Ships within 9 bus. days**	\$125.99	\$125.99
Subtotal:					\$924.05*

Pricing within a quote will expire within 30 days, however the quote itself will not be removed from this view for 90 days. If you enter this quote after the 30 days, it will simply bring the Partner back to the checkout page to reprice the product.

Quotes are valid to order for 30 days, however your quote history will remain in this view for 90 days. ←

ISS Sales Configurator Site: Store Management

View Pending Orders:

- This view is basically the same for a Builder and an Approver.
- The differences are the three links with a red arrow (only an Approver can see those).
- An Approver will see all pending orders, a Builder will only see theirs.

Pending orders assigned to Synnex User

Order no.	Date	PO no.	Amount	Builder	Store	Quote Exp. date
4240134111	10/21/10		\$802.50	Synnex Builder	Synnex	11/20/10
Approve Reject <input type="text" value="Select new approver"/> Reassign						

Pending orders will expire after 30 days, and will be removed from this view in 90 days.

Only an Approver will see these 3 links.

All pending orders

Order no.	Date	PO no.	Amount	Builder	Store	Approver	Quote Exp. date
4240134107	10/20/10		\$502.59	Synnex Builder	Synnex	[UNDEFINED]	
Approve Reject <input type="text" value="Select new approver"/> Reassign							

Pending orders will expire after 30 days, and will be removed from this view in 90 days.

"Undefined" means no Approver was selected when sent for approval by the Builder.

ISS Sales Configurator Site: Store Management

View Pending Orders Con't:

- If a pending order has an expiration date, it means it was saved as a quote first. This is the safest way for a Partner to lock their pricing for 30 days.
- If an order is rejected by an Approver, it will be removed from their pending orders view and returned to the Builder who created the original quote to either delete the quote or change it.
- If a Builder clicks on the quote number, it will simply bring them to a summary page. The Approver needs to click on the quote number in order to go to the payment page where they can place the order at which time a Max order number will be created.
- If an order is approved with an expiration date in the “Quote Exp. Date” column and within 30 days from which the quote was originally created, then an order number will be created with no price change. *****All pending orders that were never saved as a quote first, or that have expired beyond the 30 days, risk having a price or configuration change****



ISS Sales Configurator Site: Store Management

My account information

- ▶ Change account information
- ▶ Manage my address book



Change Account Info: This is where a Rep can update their contact information along with their password. (*same as before*)

Manage My Address Book: This is where multiple shipping addresses can be entered and where you can change the default shipping address for this ID.

Changes made within various ID's in a company will not influence each other.

ISS Sales Configurator Site: Store Management

Any changes made to any addresses will appear in the “Default Billing Address” section, however this will not affect any other Lenovo systems. Simply ignore this section.

Several addresses can be added and deleted within this view, however only one address can be selected as the “Default Shipping Address” to appear on the Shipping Page of the configurator. Once the correct address is selected, press “Go” to capture the changes.

Default billing address:

Default shipping address:

Synnex Builder
Address 1
Morrisville
North Carolina 27560 US

Nicole Gledhill
1 Main Street
Beverly Hills
California 90210 US