

## VENDOR REGISTRATION GUIDE

only use the link below to register

[www.sumopartner.com/providerregistration](http://www.sumopartner.com/providerregistration)



# SUMO

## Provider Profile Wizard



### Welcome to the Provider Registration

Welcome to the Sumo Provider Registration site, the world's most efficient online tool for locating technology partners in a variety of technologies, vertical markets and geographies!

Once you complete your Provider Registration profile, you will be able to find and be found by thousands of technology resellers, manufacturers, independent software companies (ISVs) and other affiliated companies at the click of a mouse. Use SUMO to create valuable new partnerships that can help you find new business, extend your reach, or sell into new markets!

Members of the network can search for and find your company based on the profile that you create. Your **Provider Profile** has two parts:

1. **Your company description**, which contains basic information about your company: who you are, what you do, where you're located, etc.
2. **Your product or service offerings**. You can create multiple offerings per profile.

You can register as a **Provider**, which allows you to showcase your products and services to other partners in the Sumo network. Other members of your company should register as **Users** (not Providers), which will allow them access to the Sumo network as well! **Users** can register at any time from the [User Registration Page](#). Provider Administrators do not need to create a separate User account because they already have access through their **Provider Administrator** account.

Let's get started.

[Provider Registration >](#)

If you have a technology product, service, or solution that you want people to find, you can create a company profile now.

Members of the network can search for and find your company based on the profile that you create. Your profile has two parts:

1. Your company description, which contains basic information about your company: who you are, what you do, where you're located, etc.
2. Your product or service offering. You can create multiple offerings per profile.

Getting started is easy! Follow the wizard steps to create your company description. After you complete the first three steps (out of five), your information will be saved and, if you prefer, you can log out and finish creating your company description the next time you log in.

Next steps for getting started: You will receive a confirmation e-mail with further instructions, including how to create your offerings.



Provider Profile is made up of 2 parts:

- Company Information – who/where/what you are
- Offerings – what you sell

The Provider Registration Wizard helps you create the Company Information part



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## STEP 1

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### Choose Your Provider Type.

*Please select only one type.*

*If more than one provider type applies to your business, you can create additional profiles once this registration process is completed.*

- Affiliate (I provide complimentary products or services that do not match one of the other types listed)
- Independent Software Vendor - ISV (I am primarily a software company)
- Reseller / Solution Provider (I purchase products from a ScanSource Inc. Business Unit)
- Vendor / Manufacturer (I currently sell my product through a ScanSource Inc. Business Unit)



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## STEP 2

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### Choose Your ScanSource, Inc. Business Unit.

*Select only one. If more than one business unit applies to your business, you can create additional profiles once this registration process is completed.*

- Catalyst Telecom
- ScanSource Communications Europe
- ScanSource Communications North America
- ScanSource Europe
- ScanSource Latin America/Mexico POS / Barcode
- ScanSource Latin America/Mexico Security
- ScanSource Latin America/Mexico Communications
- ScanSource POS / Barcode North America
- ScanSource Security North America



**STEP 3**

**Company Information**

\* Required Information

Company Name: \*

Company Logo:

Tag Line:

Company Description: \*

Company Address (Line 1):

Company Address (Line 2):

Country: \*

State: \*

City: \*

Postal Code: \*

Year Business Established:

Customer Number:

Step 3 continues

Fill in all mandatory fields.

We advise to try and fill in as much as possible to make your profile appealing to the other members

Customer Number is required for Resellers only !!!!

## Contact Information

**Admin Contact:** This person is responsible for creating and updating your Provider Information

User Name: *	<input type="text" value="Testcompany"/>	Address: *	<input type="text" value="10 Elm St"/>
Email: *	<input type="text" value="scansource107@gmail.com"/>	City:	<input type="text" value="Nokahoma"/>
First Name: *	<input type="text" value="Admin"/>	Postal Code:	<input type="text" value="56565"/>
Last Name: *	<input type="text" value="Contact"/>	Country: *	<input data-bbox="1064 354 1421 391" type="text" value="United States"/>
Phone: *	<input type="text" value="864-286-4310"/>	State: *	<input data-bbox="1064 411 1421 448" type="text" value="Kansas"/>



# Step 3 continued

**Leads Contacts:** These contacts are responsible for following up on Sales Leads. They will be assigned to specific offerings.

( minimum of 1 required )

### Primary Contact

First Name: *	<input type="text" value="Primary"/>
Last Name: *	<input type="text" value="Contact"/>
Title:	<input type="text" value="S.W. Sales Rep"/>
Phone:	<input type="text" value="864-286-4326"/>
Email: *	<input type="text" value="scansource106@gmail.com"/>

### #2 Contact

First Name: *	<input type="text" value="Contact"/>
Last Name: *	<input type="text" value="Two"/>
Title:	<input type="text" value="N.E. Sales Rep"/>
Phone:	<input type="text" value="864-286-4681"/>
Email: *	<input type="text" value="scansource105@gmail.com"/>

### #3 Contact

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
Email: *	<input type="text"/>

### #4 Contact

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
Email: *	<input type="text"/>





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## Thank you for joining SUMO and welcome to our network!

You still have a few more steps to complete your profile. You will receive an e-mail shortly confirming the information you have submitted, including your user name and password. Click 'Next' to continue filling out your company description.

Not ready to finish your profile right now? Your information has been saved. You can complete your company description the next time you log in.



End of phase 1. You do NOT have to wait for the mail to continue editing your profile. Click Next to provide more details on the business in which your company is active.



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Click on each “+” to expand and select the fields that match your business

**STEP 4**

Please check all that apply. These terms will also be displayed when a User finds your Company Profile. There they serve to describe and define your Company. Open each table by pressing the +

Technologies <span style="float: right;">+</span>	Applications Supported <span style="float: right;">+</span>	Services Provided <span style="float: right;">+</span>
Vertical Markets <span style="float: right;">+</span>	Industry Trade Associations <span style="float: right;">+</span>	Software / ISV Program Affiliations <span style="float: right;">+</span>
Geography <span style="float: right;">+</span>	Products Manufactured <span style="float: right;">+</span>	Target Market Sizes <span style="float: right;">-</span>

Enterprise: >1000  
 Mid-Market: 101-1000  
 Small & Medium Business (SMB): 11-100  
 Small Office Home Office (SOHO): 1-10

## STEP 5

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### Key Word Search Terms (optional)

Enter additional search terms here. If the previous tables did not include a term that describes your company or products, you may enter those terms here. Search terms are limited to 20 characters (including spaces). Compound words, such as BAR CODE, are treated as separate words by the search engine.

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text



These tags will be very important to identify you when people type in search terms. If you already selected all the necessary terms in the previous page, leave this blank



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## Thank you for registering with SUMO!

If you would like to create another profile, please click [here](#).

You may want to create another profile if:

- The product your company manufactures is sold through more than one ScanSource, Inc. business unit.
- Your company purchases products from more than one ScanSource, Inc. business unit.
- Your company provides software applications that fit with more than one ScanSource, Inc. business unit.
- Your company provides a product or service that fits with more than one ScanSource, Inc. business unit.



You may create additional profiles only if you meet these criteria.

Users view of Profile Page – PLEASE HAVE PROVIDER CONTACT ME button generates a Lead e-mail to designated provider contact with User contact info




Powered by ScanSource, Inc. **SUMO** MASSIVE. POWERFUL. CONNECTIONS.

WELCOME, Greg DixonU  
[Your Account Settings](#)  
Not Greg DixonU? | [LOG OFF](#)

HOME HELP CONTACT **SEARCH**  [GO](#) [ADVANCED SEARCH](#)

### SUMO Sample Provider



The Company Description should describe what your company does. Most companies already have this paragraph prepared. It is limited to 600 characters long. However, it is best to keep it under 250 characters. This paragraph has 255 characters with spaces.

Location: United States - Greenville, South Carolina  
Established: 1992

[PLEASE HAVE PROVIDER CONTACT ME](#)


**Products or Services Provided** +

**Vendor Affiliations** +

**Target Market Size** -


Offering  
Provider  
Sample  
SUMO

### PROVIDER'S OFFERINGS



[SUMO Ofrecimiento Imagen 4 - SUMO Sample Offering #4](#)

El "Ofrecimiento" o "Ofrecimiento" está confirmado por productos, servicios o soluciones que usted ofrece/te ofrece. Un "ofrecimiento" o "ofrecimiento" está dirigido hacia un grupo específico, como un mercado vertical o un segmento demográfico en particular. Una misma compañía puede tener varios "ofrecimientos" según el mercado al cual cada uno apunta, registre.



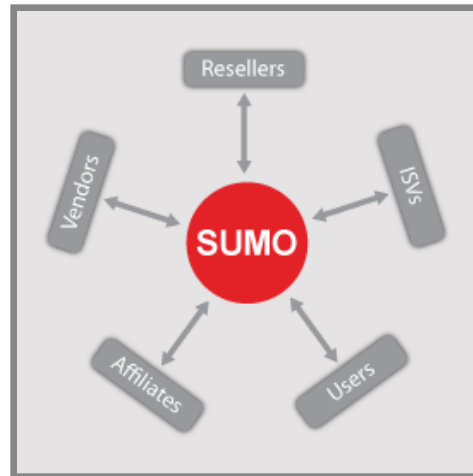
[SUMO Sample Offering #2](#)

An offering is basically the products, services or solutions you offer. An offering

Congratulations !

You are now registered as a provider.

Invite your reseller contacts to also register via [www.sumopartner.com](http://www.sumopartner.com) !



Are you ready for the next step ; creating online offerings ?

Contact your Product Manager for a step-by-step guide on this topic.