Accessing Quotes in HCL’s Ecommerce Portal

Instructions for accessing quotes and easily completing software orders
Placing Orders in Ecommerce

Steps for Accessing your HCL Software Quotes:
(see the following slides for detailed screenshots)

1. Visit https://buy.hcltechsw.com/ and login to your account
   • If you do not yet have an account, please register
   • To transact orders through the HCL ecommerce site, you must be registered as a Buyer. If you are unable to take the actions described below, please update your role access to ‘Buyer’

2. View pending quotes for your customers in the Quotes page (see left hand navigation)

3. Click a Quote ID to view additional details of that quote

4. From the individual quote page, you may click the ‘Accept’ button to place your order
   • Upon accepting the quote, you will receive a confirmation of the order, as well as instructions to contact your HCL seller to provide a Purchase Order. (Please note orders cannot be fulfilled until a PO is provided, or confirmation that a PO is not required is given)
   • If you require changes to the quote, please use the ‘Propose Changes’ button to communicate the requirements. Your seller will modify the quote and you will receive a communication on the updates.

5. After accepting your quote and providing a Purchase Order, your order will be processed
   • You will receive an Order Acknowledgement and Proof of Entitlement letter from HCL. This should be within 24-48 hours of submitting your PO.
Step 1: Log in to the eCommerce Portal

Enter eComm Registered Email Address (Login ID) and Password to Sign In

https://buy.hcltechsw.com/

eCommerce Portal URL
Account page after login

My Account Summary

Welcome.

This is your account summary. You can manage your personal information and find information about your HCL contacts.

Your Information

Name

Company

Email

Edit

Recent Quotes

<table>
<thead>
<tr>
<th>Quote #</th>
<th>Status</th>
<th>Last Modified Date</th>
<th>Expiration Date</th>
<th>Quote Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pending Review</td>
<td>08/19/2019</td>
<td>08/14/2020</td>
<td></td>
</tr>
</tbody>
</table>

Link to view Quote Listing Page

Left Navigation Quick Links. Click on the link to navigate to respective page

Last updated Quote shows on your Account Summary
### Step 2: Quote Listing Page

#### Listing of all Quotes currently available in the Account.

<table>
<thead>
<tr>
<th>Quote ID</th>
<th>Company Name</th>
<th>Status</th>
<th>Last Modified Date</th>
<th>Expiration Date</th>
<th>Quota Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111-22222-11111</td>
<td>Declined</td>
<td>05/13/2019</td>
<td>06/01/2019</td>
<td>$0.00 USD</td>
<td></td>
</tr>
<tr>
<td>11111-22222-33333</td>
<td>Accepted</td>
<td>05/13/2019</td>
<td>07/10/2019</td>
<td>$0.00 USD</td>
<td></td>
</tr>
<tr>
<td>11111-22222-55555</td>
<td>Accepted</td>
<td>05/13/2019</td>
<td>07/10/2019</td>
<td>$0.00 USD</td>
<td></td>
</tr>
<tr>
<td>QUO-02252-H9G7Q3</td>
<td>Company X</td>
<td>Accepted</td>
<td>06/17/2019</td>
<td>07/10/2019</td>
<td>$15,000.00 USD</td>
</tr>
<tr>
<td>QUO-03560-ABCD2F</td>
<td>Pending Review</td>
<td>07/25/2019</td>
<td>07/10/2019</td>
<td>$557,712 KRW</td>
<td></td>
</tr>
<tr>
<td>QUO-03560-K28195</td>
<td>Pending Review</td>
<td>07/25/2019</td>
<td>12/30/2020</td>
<td>$278,586 KRW</td>
<td></td>
</tr>
</tbody>
</table>

Quote ID. Click to be redirected to Quote Details Page for that quote.

Don’t see the quote you are looking for? Please contact your seller or raise a support ticket at: [https://hclpnpsupport.hcltech.com/nav_to.do?uri=%2Fhome_splash.do%3Fsysparm_direct%3Dtrue](https://hclpnpsupport.hcltech.com/nav_to.do?uri=%2Fhome_splash.do%3Fsysparm_direct%3Dtrue)
Step 3 & 4: View quote details and accept quote or propose changes

Quote Details
Program License and Support Order Schedule

This Program License and Support Order Schedule (this "Order") incorporates the Product Specific Terms attached hereto and is for the purchase of the Program licenses and/or Services set forth below. This Order is entered into on the date last executed (the "Effective Date") by and between:

HCL Production Test Organization (hereinafter "Licensee" or "Customer")

HCL Technologies Limited (hereinafter "Licensor" or "HCL")

• From this page, you can Accept, Decline or Propose Changes to the quote. Only the Buyer role has this capability.
• Contacts with Viewer role may view all quote details but will not have the option to Accept, Decline or Propose Changes to the quote.

- Quote #: QU0-79519-DNDRV0
- Customer #: BS111
- Date Prepared: 11/11/2019
- Status: Pending Review
- Sold To: HCL Production Test Organization (DEV ONLY)
  123 Fake St
  Nowhere City, New Mexico
  91123
  USA
- Bill To: HCL Production Test Organization (DEV ONLY)
  124 Fake St
  Nowhere City, New Mexico
  91123
  USA
- Payment Terms: Within 30 days Due net

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part #</th>
<th>Quantity</th>
<th>UOM</th>
<th>License Expiration Date</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ED45KL1</td>
<td>1.0</td>
<td>Processor Value Unit</td>
<td>11/10/2020</td>
<td>$718.00 USD</td>
</tr>
</tbody>
</table>

Content/Collab ACC and WebSPH PRTL SVR INTRANET PKI/ANNUAL SW 585 RNWL

Quote Total: $718.00 USD

Comments:
Comments must be provided if proposing changes or declining a quote.

Proposing Changes/Decline Comments

| Characters remaining: 220 |

Accept the quote. This button will place your order

Propose Changes to the Quote; use the comment box to articulate your requirements. Your seller will be notified and will make the necessary updates

Decline the Quote if you do not plan on placing this order
**Step 4: Acknowledgement of quote acceptance**

**Quote Details**

**Program License and Support Order Schedule**

This Program License and Support Order Schedule (this “Order”) incorporates the Product Specific Terms attached hereto and is for the purchase of the Program licenses and/or Services set forth below. This Order is entered into on the date last executed (the “Effective Date”) by and between:

- [Vendor Information]
- [Customer Information]

**Quote #: QQ-00000-00001**

**Date Prepared:** 07/05/2019

**Payment Terms:** Within 30 days due net

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part #</th>
<th>Quantity</th>
<th>Description</th>
<th>License Registration Date</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>00000001</td>
<td>2.0</td>
<td>Consistent Scan</td>
<td>07/01/2020</td>
<td>$12,650.00 USD</td>
</tr>
<tr>
<td>2</td>
<td>00000002</td>
<td>1.0</td>
<td>Scan</td>
<td>07/01/2020</td>
<td>$304.45 USD</td>
</tr>
</tbody>
</table>

**Quote Total:** $12,954.45 USD

**Details of your accepted quote**

Contact Seller button to send a direct email to your seller with your PO or for other questions
If you have any problems logging on please submit a support ticket:

https://support.hcltechsw.com/csm?id=guest_csm_creation
Not registered for Ecommerce yet?

If you are not yet registered in the HCL Ecommerce Portal, please follow these instructions so you can access and accept your quotes online with ease.
Registered BP’s can sign in using their HCL Partner Connect User ID and Password

As a reminder your HCL ID is the email ID you used to register.

Registered BP’s click here to Sign In.
Sign In Screen: Use your HCL Partner Connect User ID and Password. If you forget your password you can recover it on the login page by clicking on Forgot your Password or you can get help from our Support team – check for local numbers or open a ticket at https://hclpnpsupport.hcltech.com/csm?id=guest_csm_creat
With this screen you are setting up your eCommerce access. This action will result in a unique password for your records. You will need it to access the ecommerce system going forward and it is different from the password you used to log in.

Select at least one role for eCommerce. Note: only the first option allows you to accept or request changes to your quotes.

As a Business Partner you will have the ability to Request quotes via deal registration (more on that later).

Select Save, to save the roles if your company information is correct.
Check your email to confirm that your registration has been completed and the roles selected have been mapped in the HCL systems. Check your inbox spam folder if you don’t receive it.

Sample email:

Congratulations! Your HCL Customer account has been successfully mapped to Northern Collaborative Technologies.

Jane Doe

to: andrew.pollack

07/01/2019 11:27 PM

Show Details

HCL SOFTWARE

Congratulations! Your HCL Customer account has been successfully mapped to

You can click on link below to check your account status.

SIGN IN

Contact Support
Note that the eCommerce system uses separate identities for authentication from Partner Connect. Within 24 hours you should receive an email indicating that the roles you selected have been provisioned in eCommerce.

This password is not your Partner Connect password—this is your eCommerce password

A Password reset email will be sent to you. Follow the steps to reset your email and log into eCommerce

You are only resetting your password for eCommerce and not Partner Connect

Dear Customer,

You are receiving this email because you have requested to have your password reset or you are a first time user who must create a password.

Please click this button to reset your password.

Reset Password

This reset button is only valid for 72 hours.

Thanks,
The HCL Team

Privacy Disclaimer: In addition to IBM, now HCL Technologies will also process your personal data, which will be governed by HCL’s Privacy Statement and applicable privacy laws and regulations governing processing of personal data globally. HCL as a processor or sub-processor of your personal data has committed to perform the same data protection obligations that were set out by IBM, as applicable with respect to the Collaborative, Commerce, Digital Experience, and Security Solutions. Personal data elements that IBM has transferred include but are not limited to your business contact information, which IBM collected in connection with providing services to you, in accordance with the IBM Privacy Statement. If you have any concerns or you wish to inquire about HCL’s Privacy Statement, then feel free to write to HCL’s Privacy and Data Protection Office at privacy@hcl.com.

HCL America Inc., 623 3rd Avenue, 18th Floor, New York, NY 10022
HCL (Ireland) Information Services Limited, 43-46 Marlborough Street, Dublin D01N279, Ireland
HCL Technologies Limited, Plot No 5A, Sector 126, Noida – 201303, Uttar Pradesh, India