



# Reseller Sign Up Guide

Updated as of 4th Mar 2024



# How to sign up for a marketplace account?

# Sign Up Page

The screenshot shows the website <https://my.innovixmarketplace.com>. The page features the TecD logo (A TD SYNEX Company) in the top right. The navigation bar includes a 'SIGNUP' button (callout 3), a 'LOGIN' link, a country selector set to 'MAL' (callout 2), and a search bar (callout 4). The main content area is an ASUS Business promotion. It includes the text 'WE ARE NOW THE DISTRIBUTOR FOR ASUS', a description of ASUS as a Taiwan-based computer hardware company, and a 'LEARN MORE' button. The 'WHY ASUS?' section lists four benefits: 'Lightest Business Laptops', 'Military-grade Durability Standards', 'Transform Touchpad into Numeric Keypad', and 'Reliability'. The ASUS logo and 'ASUS | BUSINESS' branding are also visible.

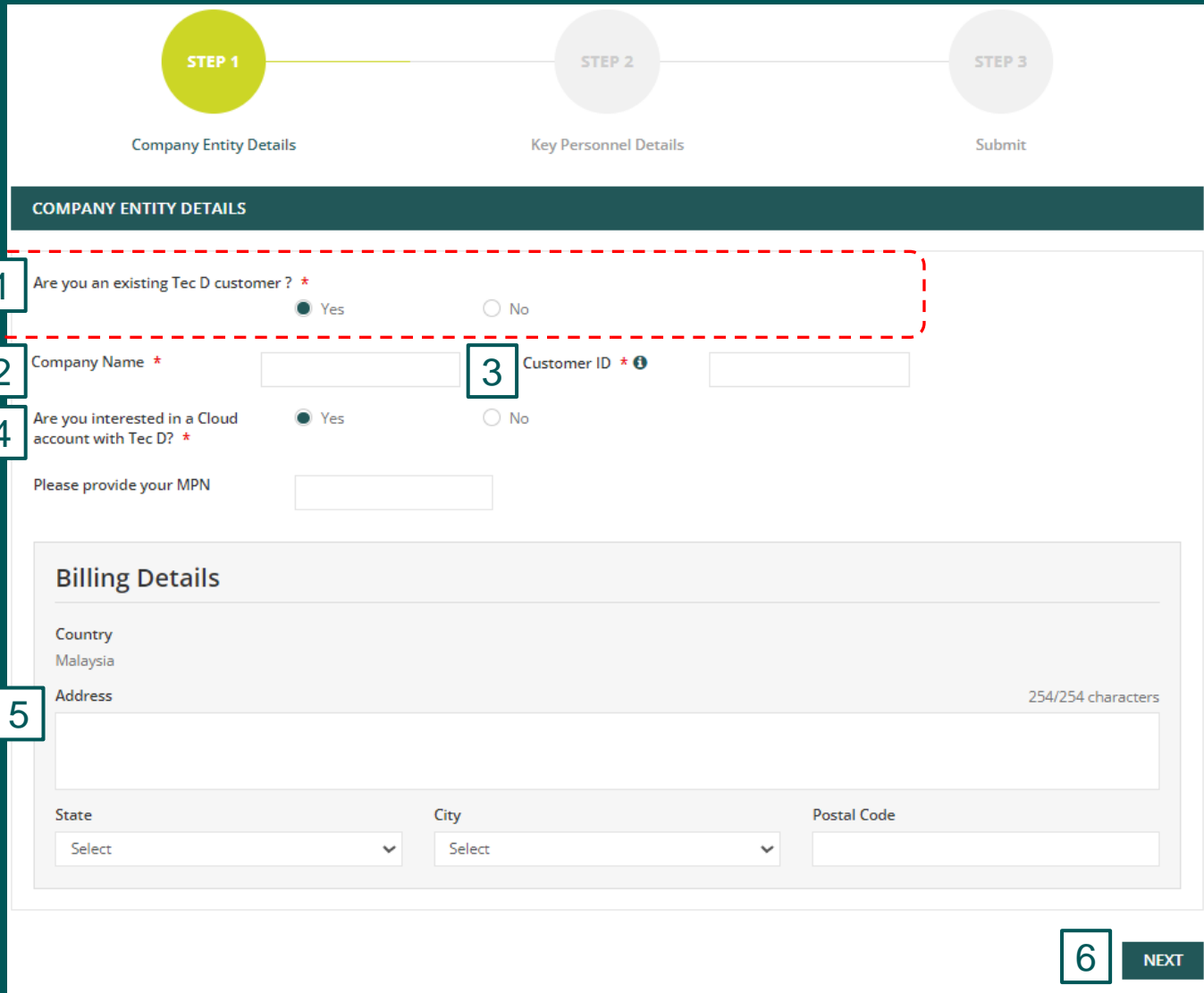
## Steps to Sign Up

1. Make sure you visiting the correct webiste URL : <https://my.innovixmarketplace.com>
2. Select "**Malaysia**" country
3. Click on "**SignUp**" button on the top right
4. Bookmark this page so you can easily locate it during the next time log in



**Sign up as Existing Customer**

# Step 1 : Fill Up Company Entity Details



The screenshot shows a three-step process: STEP 1 (Company Entity Details), STEP 2 (Key Personnel Details), and STEP 3 (Submit). The 'COMPANY ENTITY DETAILS' section includes the following fields and callouts:

- 1**: A red dashed box highlights the question "Are you an existing Tec D customer? \*". The "Yes" radio button is selected.
- 2**: The "Company Name \*" text input field.
- 3**: The "Customer ID \* ⓘ" text input field.
- 4**: The question "Are you interested in a Cloud account with Tec D? \*". The "Yes" radio button is selected.
- 5**: The "Billing Details" section, which includes a "Country" dropdown (set to Malaysia), an "Address" text area (254/254 characters), and "State", "City", and "Postal Code" dropdowns.
- 6**: A "NEXT" button at the bottom right.

1. Select “**Yes**” if you are an existing customer who has company registered with TecD before
2. Key in your **company name**
3. Key in your **customer ID** (click on mouse over note icon) to understand how you can get your customer ID from invoice)
4. Select “**yes**” if you are interested to sign up for a cloud account with us (account creation will be handled by cloud team)
5. Key in your **billing address** (optional)
6. Click on “**Next**”

## Step 2 : Fill Up Key Personnel Details

STEP 1 Company Entity Details      STEP 2 Key Personnel Details      STEP 3 Submit

### KEY PERSONNEL DETAILS

*\* Indicates required field*

Are you the Owner, Key Stakeholder, or Key Director of the Company and your name is stated in Companies Commission of Malaysia Form (SSM) ("Key Personnel")?

Yes    No

For account activation, you must be the Owner, Key Stakeholder or key Director of the Company and your name is stated in Companies Commission of Malaysia Form (SSM) ("Key Personnel").

If you are not the Key Personnel of the company, you will need to attach a Company Authorization Letter signed by the Key Personnel authorising you as the representative of the company.

Please download the Company Authorization Letter from [here](#).

To Upload

If you have any questions regarding the processing of your personal data, please contact us at [Privacy@Techdata.com](mailto:Privacy@Techdata.com).

**1**

Key Personnel 1

Username \*

First Name \*

Last Name \*

Salutation \*

Job Level \*

Role \*

DID \*

Handphone \*

Email \*

Key Sales Contact \*  Same as Key Personnel

NAME

DID

SELECT JOB LEVEL

EMAIL

MOBILE NUMBER

SELECT SALUTATION

Key Pre-Sales Contact \*  Same as Key Personnel

NAME

DID

SELECT JOB LEVEL

EMAIL

MOBILE NUMBER

SELECT SALUTATION

Key Technical Contact \*  Same as Key Personnel

NAME

DID

SELECT JOB LEVEL

EMAIL

MOBILE NUMBER

SELECT SALUTATION

Key Finance Contact \*  Same as Key Personnel

NAME

DID

SELECT JOB LEVEL

EMAIL

MOBILE NUMBER

SELECT SALUTATION

Key Procurement Contact \*  Same as Key Personnel

NAME

DID

SELECT JOB LEVEL

EMAIL

MOBILE NUMBER

SELECT SALUTATION


\* I have read and agree to the [Tech Data General Terms & Conditions of Sale, Statement of Assurance, Supplier Integrity Principles](#).

**2**

1. Fill up all required information with \*
2. Click on "**Submit**"

*\*Note : if you are not the key personnel of the company, select "No" and download the company authorization letter to authorize you to sign up on behalf*

## Step 3: Submit & Wait for Approval



STEP 1  
Company Entity Details

STEP 2  
Key Personnel Details

STEP 3  
Submit

Your Reference Number: **#6858**


Thank you! Your application has been sent to Tec D.  
Our representative will contact you once your application have been processed.


[BACK TO HOMEPAGE](#)

- Registration will be sent to Tec D for approval
- Once your account approved, you will receive welcome letter email with login credentials (ID & Password)

## Step 4 : Account registration approved

Welcome RESELLER SDN BHD (TEST) to Tec D Marketplace!

 my-marketplace  
To SAMPLE

 If there are problems with how this message is displayed, click here to view it in a web browser.

Welcome to Tec D Marketplace! Thank you for your patience.

Your account is all setup and ready to login.

**Below are the details:**

Company: RESELLER SDN BHD (TEST)

Email: SAMPLE

User name: RESELLERTEST1  
Password: Abcd123\$

Reference Number: 5521

Your Innovix Account Manager:  
TAN PEE CHEE

Once Account Approved, you will receive a welcome email from *my-marketplace* with Log in credentials & Account manager in charge





**Sign up as New Customer**

# Step 1 : Fill Up Company Entity Details

STEP 1      STEP 2      STEP 3

Company Entity Details      Key Personnel Details      Submit

### COMPANY ENTITY DETAILS


1 Are you an existing Tec D customer ? \*

Yes       No

2 Type of Business Entity \*

Sole Proprietorship/Partnership       Sdn Bhd and Bhd

3 Files to upload for Sole Proprietor:  
Allow file type \*.jpg, \*.jpeg, \*.png, \*.pdf, \*.doc, \*.docx - Maximum file size : 30MB

1. Companies Commission of Malaysia Form (SSM - Business Profile (ROB)) \*   
*West Malaysia only(Printed within past 6 months)*


2. Other Business Registration Form \*    
*Form D / Form E (West Malaysia) or License / Certificate (East Malaysia)*

3. Business Card or Latest Bank Statement or Utility Bill with Address \*

2 Type of Business Entity \*

Sole Proprietorship/Partnership       Sdn Bhd and Bhd

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1. Companies Commission of Malaysia Form (SSM - Company Profile (ROC)) \*   
*(Printed within past 6 months)*

2. Other Business Registration Form \*    
*Form 9 / 13 or Section 17 / 28*

3. Business Card or Latest Bank Statement or Utility Bill with Address \*

4


Company Name \* (in Full)

Company Registration Number \*

Company Website

Company Contact Number \*

Company Fax Number

Date of Incorporation  

Paid Up Capital

Annual Revenue Size (in RM) \*

Total number of employees \*

Number of Sales Staff \*

Number of Technical Staff

Sales Segment \*

Type of Industry \* (Industry you are focusing on)

Top 5 Brands of Interest \*

Top 5 Focus Brands \*

Trade Reference

Main solution focus \*

Is your company currently distributing any brands?  Yes       No

5 Are you interested in a Cloud account with Tec D? \*  Yes       No

Please provide your MPN

6

### Billing Details

Country  
Malaysia

Address \*  254/254 characters

State \*       City \*       Postal Code \*

7

1. Select "**No**" if you have not registered your company with TecD before
2. Select your **company type**
3. Upload required documents (refer next page for SSM sample)
4. Key in all required information with \*
5. Select "**yes**" if you are interested to sign up for a cloud account with us & provide MPN # (account creation will be handled by cloud team)
6. Key in your **billing address** (optional)
7. Click on "**Next**"

# Documents - SSM sample

Companies Commission of Malaysia Form (SSM – Business Profile (ROB))', click for sample [HERE](#)

Type of Business Entity \*  Sole Proprietorship/Partnership  Sdn Bhd and Bhd

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**1**

Key Personnel 1

Username \*

First Name \*

Last Name \*

Salutation \*

Job Level \*

Role \*

DID \*

Handphone \*

Email \*

Key Sales Contact \*  Same as Key Personnel

NAME  EMAIL

DID  MOBILE NUMBER

SELECT JOB LEVEL  SELECT SALUTATION

Key Pre-Sales Contact \*  Same as Key Personnel

NAME  EMAIL

DID  MOBILE NUMBER

SELECT JOB LEVEL  SELECT SALUTATION

Key Technical Contact \*  Same as Key Personnel

NAME  EMAIL

DID  MOBILE NUMBER

SELECT JOB LEVEL  SELECT SALUTATION

Key Finance Contact \*  Same as Key Personnel

NAME  EMAIL

DID  MOBILE NUMBER

SELECT JOB LEVEL  SELECT SALUTATION

Key Procurement Contact \*  Same as Key Personnel

NAME  EMAIL

DID  MOBILE NUMBER

SELECT JOB LEVEL  SELECT SALUTATION


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*\*Note : if you are not the key personnel of the company, select "No" and download the company authorization letter to authorize you to sign up on behalf*

## Step 3: Submit & Wait for Approval



STEP 1  
Company Entity Details

STEP 2  
Key Personnel Details

STEP 3  
Submit

Your Reference Number: **#6858**


Thank you! Your application has been sent to Tec D.  
Our representative will contact you once your application have been processed.


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User name: RESELLERTEST1  
Password: Abcd123\$

Reference Number: 5521

Your Innovix Account Manager:  
TAN PEE CHEE

Once Account Approved, you will receive a welcome email from *my-marketplace* with Log in credentials & Account manager in charge



**End**