How to Upload your Email Lists to the SYNNEX Sales Engagement Engine

To start this process we **NEED** you to upload your email list into the Sales Engagement Engine. Here are the steps to upload your email addresses. This exercise should take no longer than a few minutes.

Step 1: Click here - DemandSolv Contact Upload (synnex.org) (NOTE: If it does not come up for you please reach out to SYNNEX Help desk and ask for permission to access the "DEMANDSolv Contact Upload Tool")

Step 2: Build your list of contacts in one or several of the following ways:

a. Query an existing list of contacts based on name, email address, sales territory or cust #. From here you can simply query the list by your territory and claim the appropriate contacts.

b. Upload a list of contacts that may not be in our system, to add and build your database

c. Create a new record directly from this screen.

This tool is smart, meaning if you upload a set of contacts it will attempt to match ones existing in the system, and offer to create new records based on the ones it cannot identify.

Step 3: Once you complete these steps your emails will be in the SYNNEX Sales Engagement Engine Tool. Then you just need to go to SYNNEX Central, login into your Sales Engagement Engine account. Once you are in your account you can click on the **Contacts drop-down** and click on **Manage Contacts** to see your lists.

Once you have uploaded your email list you can start selecting emails you would like to send to your partners. If you have any questions or problems uploading your list, please email DEMANDSolv@synnex.com and they will answer your questions and help you upload your email address.