Seller Guide

Issue 01

Date 2025-12-02

Security Declaration

Vulnerability

Huawei's regulations on product vulnerability management are subject to the *Vul. Response Process.* For details about this process, visit the following web page:

https://www.huawei.com/en/psirt/vul-response-process

For vulnerability information, enterprise customers can visit the following web page:

https://securitybulletin.huawei.com/enterprise/en/security-advisory

Contents

1 Registration

1.1 Registration Requirements

To become a seller on Huawei Cloud KooGallery, your company must meet the following requirements:

1. The company has been established for at least one year, complies with relevant laws and regulations, and has formal corporate qualifications.

2. The company has professional technical support and after-sales teams that can provide at least eight hours of online customer service for five days a week based on the time zone where product services are purchased.

3. The company has at least two salespersons, one for pre-sales and the other for after-sales.

4. The company accepts and signs the **Huawei Cloud KooGallery Seller Agreement**, and carries out business cooperation according to the terms and conditions specified in the agreement.

5. The company accepts other related protocols and management regulations of Huawei Cloud.

1.2 Registration Request

1.2.1 Overview

The following figure shows an overall registration process for becoming a seller on KooGallery.

NOTE

After your request for registering with KooGallery is approved, provide your business, bank, and tax information for certification. The settlement can be performed only after your business information is certified. For details, see **1.2.7 Certifying Business Information**.

1.2.2 Registering an Account and Logging In

Procedure

Step 1 Register a Huawei Cloud account.

For details about how to register a Huawei Cloud account, see **Registering a HUAWEI ID and Enabling Huawei Cloud Services**.

NOTE

- When registering a Huawei Cloud account, select the country or region where your company is located as the registration address. If you cannot find your country or region in the country/region drop-down list, Huawei Cloud services are not available there.
- The company name used in registering with your Huawei Cloud account must be the same as the business entity name, bank account name, and invoicing entity name.

Step 2 Log in to Huawei Cloud KooGallery.

1. Go to the **KooGallery** homepage.
2. Click **Log In** in the upper right corner to go to the login page.
3. Enter a Huawei Cloud account and password and click **Log In**.

----End

1.2.3 Real-Name Authentication

Complete enterprise real-name authentication before registering as a seller.

For details, see **Enterprise Real-Name Authentication**.

1.2.4 Filling in a Registration Application

This section describes the review criteria for KooGallery registration. Strictly follow the instructions for filling in an application during registration.

Applications such as KooGallery registration and seller information modification applications will be reviewed within **three working days** (Beijing time).

Table 1-1 describes how to fill in an application for registering with Huawei Cloud KooGallery.

Table 1-1 Instructions for filling in a registration application

Item	Instruction
Display name	• Enter the English alias of your company to improve customer recognition.
Website	• Enter the valid official website address (starting with http or https) of your company.
Logo	• Upload a JPG, JPEG, or PNG image with no more than 5 MB. The recommended image size is 168 x 80. • Ensure that the logo is complete and clearly visible. Deformed, incomplete, or blurry logos will not be approved. You can check the logo in the preview area. • Do not modify the extension of the logo file, for example, changing .png to .jpg. Otherwise, the logo file cannot be uploaded.
Business term	• Select an option based on your business qualification.
Number of employees	• Select an option as required.
Registered capital	• Enter your actual registered capital.
Business license registration number	• Enter the business license registration number of your company. If the information is incorrect, the application will be rejected.
Tax identification number	• Enter the tax identification number of your company. If the information is incorrect, the application will be rejected.
Contact name/mobile number/email address	• Ensure that the mobile number and email address of the contact are valid and can respond to various questions in a timely manner.

Item	Instruction
Contact address	● Enter the address on the latest business license. Select the country/region, province/state, and city, and enter the detailed company address and postal code.
Customer service hotline/email	● Enter a valid customer service hotline and email address. The information will be displayed on the product details page. Ensure that phone calls and emails can be replied within 24 hours.
Business license	● Upload the latest business license.
Company introduction	● Write the company profile in English. The profile will be displayed to customers on your store page. ● Introduce the business scope and highlights of your company. ● Do not paste external information such as links. Otherwise, an error will be reported when the information is submitted.
Agreement	● Read and agree to the agreement.

📖 NOTE

If you have any other questions, send an email to partner@huaweicloud.com to contact Huawei Cloud KooGallery.

1.2.5 Applying for Registration

To be a Huawei Cloud KooGallery seller, your account must meet the following conditions:
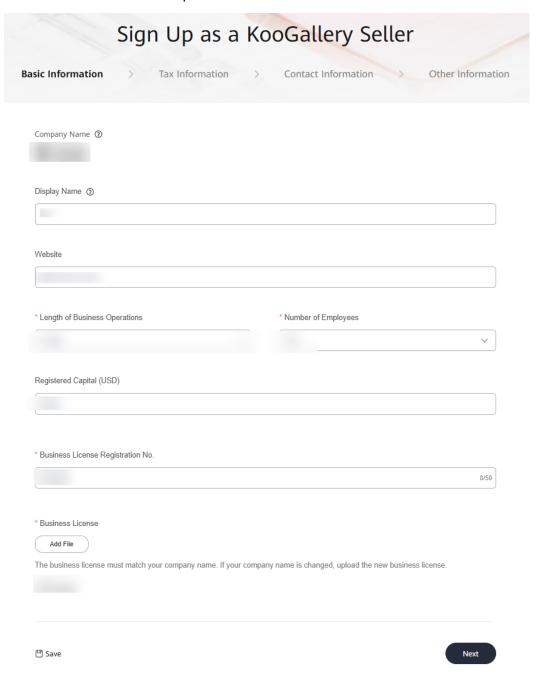
● A Huawei Cloud account

● An enterprise account

● Not joined the Cloud Solution Provider Program.

● Not an Identity and Access Management (IAM) account

● Not registered with Huawei Cloud KooGallery

Procedure
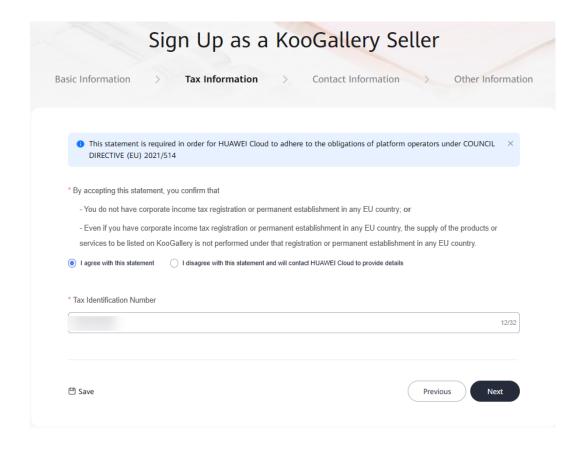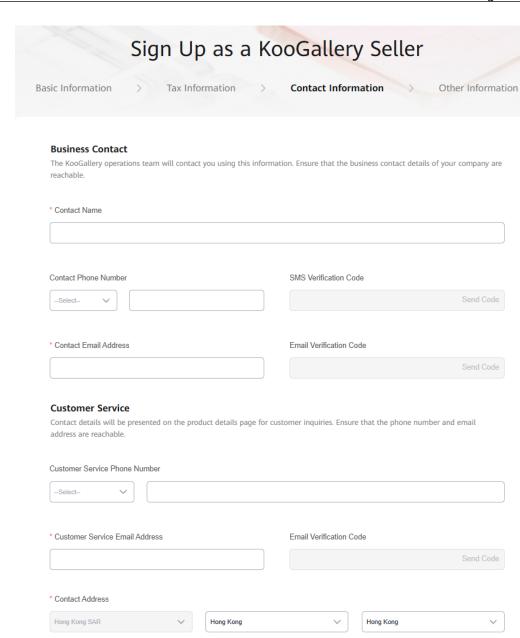
Step 1 Log in to the **Huawei Cloud KooGallery** homepage.

Step 2 Click **Sell in KooGallery** in the upper right corner of the page.

Step 3 Click **Sign Up as a Seller** on the page that is displayed.

Step 4 Fill in the information as required.

Sign Up as a KooGallery Seller

Basic Information > Tax Information > **Contact Information** > Other Information

Business Contact

The KooGallery operations team will contact you using this information. Ensure that the business contact details of your company are reachable.

* Contact Name

Contact Phone Number | SMS Verification Code

--Select-- | | Send Code

* Contact Email Address | Email Verification Code

 | Send Code

Customer Service

Contact details will be presented on the product details page for customer inquiries. Ensure that the phone number and email address are reachable.

Customer Service Phone Number

--Select-- |

* Customer Service Email Address | Email Verification Code

 | Send Code

* Contact Address

Hong Kong SAR | Hong Kong | Hong Kong

Floor, building, street | Postal code

NOTE

- Website

Ensure that your company website supports English and can be visited.

- Company Logo

Ensure that your company logo is completely and clearly displayed in the preview area.

- Registered Address

By default, the registration address of your Huawei Cloud account is used.

- Email Address

Ensure that your email address is valid. If customers purchasing your products cannot contact your company or they do not receive any reply from you after sending emails for multiple times, KooGallery will remove your products from the catalog.

Step 5 Confirm the information, select **I have read and agree with the terms in HUAWEI CLOUD KooGallery Seller Agreement**, and click **Submit**.

The application will be reviewed within three working days. The review results will be sent to the email address and the mobile number (if any) bound to your Huawei Cloud account.

NOTE

- A company entity can only be used to register with KooGallery once.
- The company entity of a registered seller cannot be changed. If you change your company entity, register a new account and submit a new request to register with KooGallery.

----End

Modifying Seller Information

- After you become a seller, you can perform the following operations to update the seller information:

Log in to the Seller Console, choose **Seller Information** in the navigation pane, and click ![icon] on the displayed page to modify the basic information.

The modified information will be reviewed. The review results will be sent to the email address and the mobile number (if any) bound to your Huawei Cloud account.

- To change your company name, go to the **My Account** page.
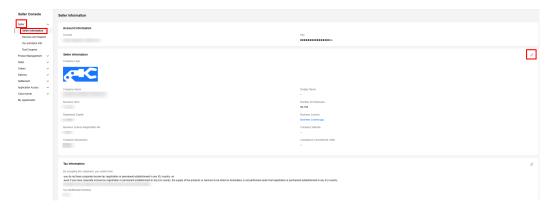
NOTICE

- The company name must be the same as that in the business license.
- After changing the company name on the **My Account** page, go back to the **Seller Console > Seller > Seller Information** page, change the company name, and submit the modified information for approval.

1.2.6 Updating the Seller Information

After registration, you can update the seller information in either of the following ways:

In the navigation pane, choose **Seller** > **Seller Information**, click ![icon] next to **Seller Information**, and modify the basic information. The modified information will be reviewed.

NOTE

- To change your company name, update the real-name authentication information first. Then modify the seller information and upload the new business license in the Seller Console.
- The business registration number, business license registration number, and tax identification number cannot be modified.
- After you submit the modified information, Huawei Cloud KooGallery will review it within three working days. The review result will be sent to the customer service email address and your contact's mobile number provided during seller registration.

1.2.7 Certifying Business Information

Scenario 1: Registration After December 1, 2022

If you successfully registered as a seller after December 1, 2022, complete business information certification, so that you can release products and settle the payments.

You shall provide the tax and bank information of your company for settlement, including the bank account and tax rate. If the information is missing or inaccurate, Huawei Cloud cannot generate bills for settlement.

📖 NOTE

The default contracting party is Sparkoo Technologies Singapore Pte. Ltd. You can sell products in a region after you complete business information certification in that region.

Performing Business Information Certification

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Seller** > **Tax and Bank Info**.
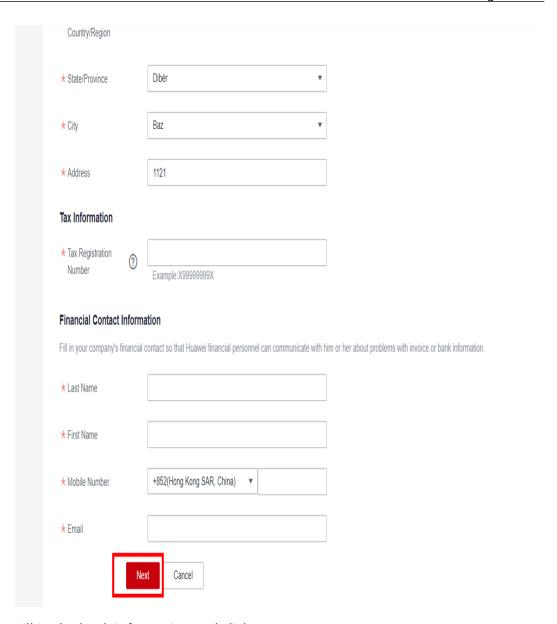
Click the **Uncertified** tab.

Step 3 Click **Certify** on the right of a contracting party.
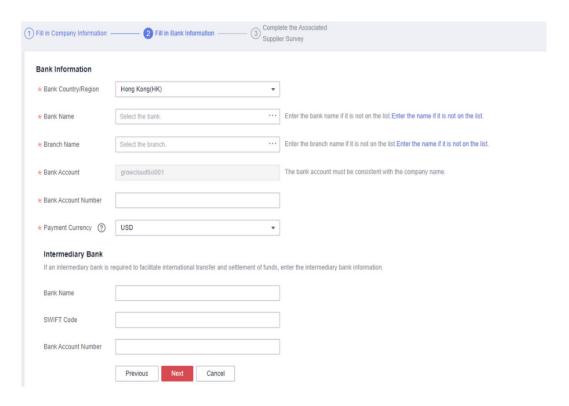
Step 4 Enter the basic company information, tax information, and financial contact information and click **Next**.

Step 5 Fill in the bank information and click **Next**.

NOTE
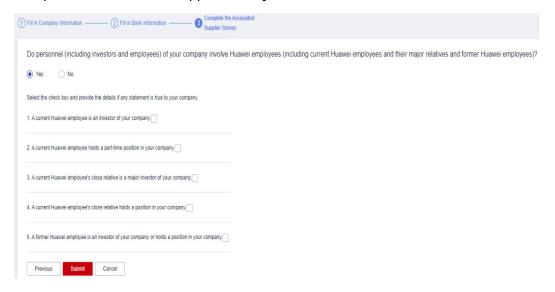
The bank account name must be the same as the name of your company. Transactions will be settled with your company in the selected currency. The following table lists the available settlement currencies.

No.	Code	Contracting Party	Settlement Currencies
1	5821	Sparkoo Technologies Chile SpA	CLP and EUR
2	5541	Sparkoo Technologies Singapore Pte. Ltd.	EUR, CNY, HKD, SGD, and JPY
3	5531	Sparkoo Technologies Hong Kong Co., Limited	EUR, CNY, HKD, SGD, and JPY
4	5891	Sparkoo Technologies (Thailand) Co., Ltd.	THB and EUR
5	5801	Sparkoo Technologies Arabia Co., Ltd.	SAR and EUR
6	5911	SPARKOO TECHNOLOGIES SOUTH AFRICA (PTY) LTD	ZAR and EUR
7	4181	HUAWEI TECHNOLOGIES AFRICA (PTY) LTD	ZAR and EUR
8	6081	Huawei Technologies De Mexico, S.A. De C.V.	MXN and EUR

No.	Code	Contracting Party	Settlement Currencies
9	5851	Sparkoo Technologies PERU S.A.C.	EUR
10	5861	SPARKOO TECNOLOGIAS DO BRASIL LTDA	BRL (available for companies in Brazil) and EUR (required for companies outside Brazil according to Brazil's laws and regulations)

Step 6 Complete the associated supplier survey, and click **Submit**.

Step 7 In the displayed **Information** dialog box, click **OK**.

After submitting the information, wait for the review.

📖 **NOTE**

- Your business information will be reviewed within one working day. Once approved, the certification is completed.
- When business information certification is complete, the default sales regions of your products are all sales regions of the contracting party. For details about how to change the sales regions, see **5.2.11 Configuring Sales Regions**.
- After the certification, you will receive an email and an SMS notification. If your certification request is rejected, you can view the reason, modify the business information, and submit a new certification request.
- If the certification fails, submit a service ticket.
- If the information fails certification for three consecutive times, you are not allowed to submit the certification request again. To perform the certification again, submit a service ticket.
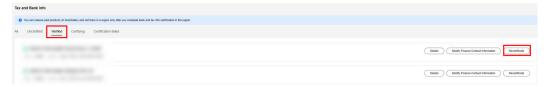
----End

Modifying Business Information

Step 1 Go to the Seller Console.
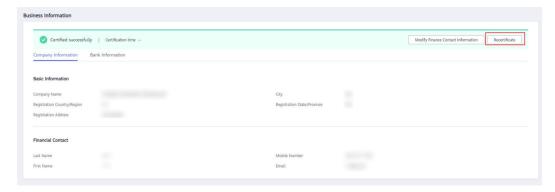
Step 2 In the navigation pane, choose **Seller** > **Tax and Bank Info**.

Step 3 Click **Recertificate** on the right of the target contracting party.

Step 4 Click **Recertificate** in the upper right corner of the page.

Step 5 In the dialog box that is displayed, click **OK**.

Step 6 Modify the basic information, tax information, and financial contact information, and click **Next**.

Step 7 Modify the bank information and click **Next**.

Step 8 Complete the supplier survey and click **Submit**.

> **NOTE**
>
> - Exercise caution when submitting the business information change application. Once the application is submitted, Huawei Cloud cannot perform settlements for you before the certification is completed.
> - If you have any questions when modifying the business information, submit a service ticket.

----End

Scenario 2: Registration Before December 1, 2022
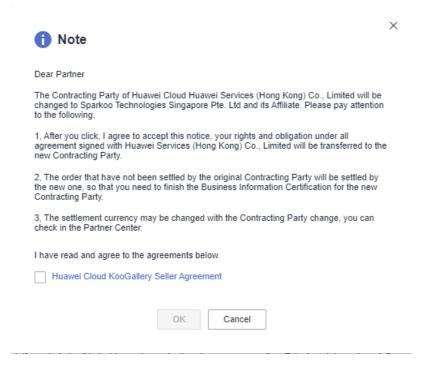
To comply with local laws and regulations and provide better services, Huawei Cloud KooGallery will change the Huawei Cloud contracting party for sellers registered before December 1, 2022. You need to perform operations on the Seller Console.

The new contracting party is Sparkoo Technologies Singapore Pte. Ltd. and its affiliates. Product release and settlement are available after you complete business information certification. Pay attention to the following items:

1. After you log in to the Seller Console and select the checkbox to confirm that you agree to the change, the rights and obligations under all agreements entered between you and Huawei Services (Hong Kong) Co., Limited will be transferred to the new contracting party.

2. Orders not settled will be settled by the new contracting party. Complete business information certification to facilitate settlement.

3. The settlement currency varies by the contracting party. The currency you select during business information certification is used. You can view the currency in the Partner Center.

Certifying Business Information
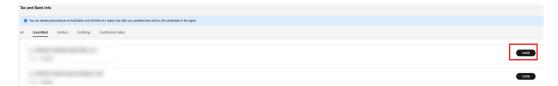
Step 1 Go to the Seller Console. A dialog box is displayed, prompting you to sign an agreement with Sparkoo Technologies Singapore Pte. Ltd. Select the agreement checkbox and click **OK**.
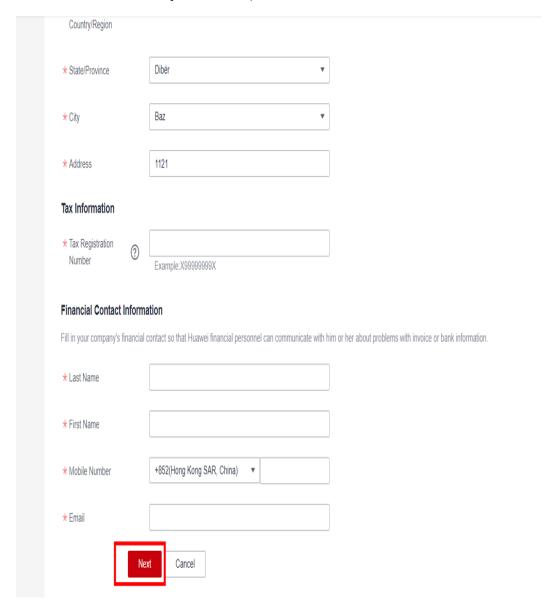
Step 2 In the navigation pane, choose **Seller** > **Tax and Bank Info**. On the displayed page, click the **Uncertified** tab and supplement the business information required by Sparkoo Technologies Singapore Pte. If you have sales plans in other regions, supplement the business information required by the corresponding contracting parties by referring to **5.2.11 Configuring Sales Regions**.

Step 3 Click **Certify** on the right of a contracting party.
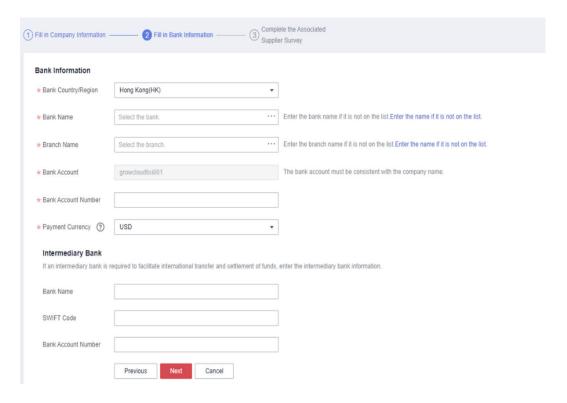
Step 4 Enter the basic information, tax information, and financial contact information of your company. Select **I have read and agree to the Privacy Statement of Business Information Qualification**, and click **Next**.

📖 **NOTE**

You only need to select **I have read and agree to the Privacy Statement of Business Information Qualification** in the first certification.

Step 5 Fill in the bank information and click **Next**.

NOTE
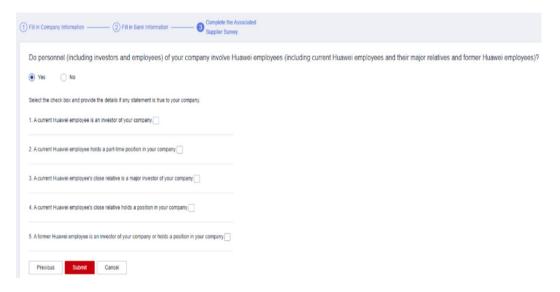
The bank account name must be the same as the company name. Generated transactions will be settled with your company in the selected currency. The following table lists the available settlement currencies.

No.	Code	Contracting Party	Settlement Currencies
1	5821	Sparkoo Technologies Chile SpA	CLP and EUR
2	5541	Sparkoo Technologies Singapore Pte. Ltd.	EUR, CNY, HKD, SGD, and JPY
3	5531	Sparkoo Technologies Hong Kong Co., Limited	EUR, CNY, HKD, SGD, and JPY
4	5891	Sparkoo Technologies (Thailand) Co., Ltd.	THB and EUR
5	5801	Sparkoo Technologies Arabia Co., Ltd.	SAR
6	5911	SPARKOO TECHNOLOGIES SOUTH AFRICA (PTY) LTD	ZAR
7	4181	HUAWEI TECHNOLOGIES AFRICA (PTY) LTD	ZAR
8	6081	Huawei Technologies De Mexico, S.A. De C.V.	MXN and EUR

No.	Code	Contracting Party	Settlement Currencies
9	5851	Sparkoo Technologies PERU S.A.C.	EUR

Step 6 Complete the associated supplier survey, and click **Submit**.

Step 7 In the displayed **Information** dialog box, click **OK**.

After submitting the information, wait for the review.

◻️ **NOTE**

1. Your business information will be reviewed within one working day. Once approved, the certification is completed.

2. When business information certification is complete, the default sales regions of your products are all sales regions of the contracting party. For details about how to change the sales regions, see **5.2.11 Configuring Sales Regions**.

3. After the certification, you will receive an email and an SMS notification. If your certification request is rejected, you can view the reason, modify the business information, and submit a new certification request.

4. If the certification fails, **submit a service ticket**.

5. If the information fails certification for three consecutive times, you are not allowed to submit the certification request again. To perform the certification again, **submit a service ticket**.

----End

1.2.8 Huawei Cloud KooGallery Seller Agreement

Your use of Huawei Cloud KooGallery is subject to the **Huawei Cloud KooGallery Seller Agreement**.

Huawei Cloud reserves the right to take actions upon any violations against the terms.

2 Product Release

2.1 Delivery Methods

- Huawei Cloud KooGallery provides a platform for sellers and customers. Sellers can release products in six delivery methods.
- The delivery method of a KooGallery product is determined based on the pricing mode, deployment environment, and software form. Software usage may require purchasing products in different delivery methods.

Product Category	Delivery Method	Deployment Location	Billing Mode	Deliverable	Description
Software	SaaS	Seller environment (public cloud)	Yearly/ Monthly	Software as a service	Online application software deployed in the seller environment. After purchasing a SaaS product, a customer can use the SaaS using the username and initial password.
			Buyout (one-time payment)		

Product Category	Delivery Method	Deployment Location	Billing Mode	Deliverable	Description
	License	Customer environment (public cloud and private cloud)	Yearly/ Monthly	Software package	Application software packages and authorizations delivered via offline private deployment.
			Buyout (one-time payment)		
	Image	Customer environment (public cloud)	Yearly/ Monthly	Image Management Service (IMS) image	Standardized host image files that integrate an OS, application software, and running environment. Customers can quickly and centrally start and deploy instances on Huawei Cloud ECSs with these images. They include standalone software such as OSs, firewalls, and middleware.
			Pay-per-use		
Professional service	Professional service	N/A	Yearly/ Monthly	/	Services provided by sellers without delivering specific software or cloud resources. They include cloud O&M, environment configuration, data migration, troubleshooting, software authorization and installation, maintenance, and training.
			Buyout (one-time payment)		

Product Category	Delivery Method	Deployment Location	Billing Mode	Deliverable	Description
Hardware	Hardware cloud service	N/A	Buyout (one-time payment)		Hardware devices produced by seller. They include IoT development modules, sensors, access terminals, gateways, and appliances.
Other	Consulting service	N/A	/		Consulting services provided by sellers. They are not traded on KooGallery. KooGallery only provides links to access them on sellers' official websites.

2.2 Release Requirements

Adhere to the descriptions in this section to release your products on KooGallery. Huawei will review your products based on the following requirements.

Your requests for releasing or modifying products in KooGallery will be reviewed within three working days (Beijing time).

◫ NOTE

After a product is released, it will be sold in all regions for which you have completed business information certification. Customers in those regions can purchase this product. You can adjust the sales regions on the **Product Management** > **My Products** page. For details, see **5.2.11 Configuring Sales Regions**.

Table 2-1 describes the product release parameters on Huawei Cloud KooGallery.

Table 2-1 Product release description

Item	Description
Delivery Method	• Select a delivery method, which can be an image, software as a service (SaaS), consulting service, license, professional service, or hardware. For details about each delivery method, see **2.1 Delivery Methods**. • The delivery method must match the product. If they do not match, for example, the delivery method of a SaaS product is set to **License**, the application will be rejected.
Product Name	• The product name must accurately denote the product content. If software is involved, the software name must be the same as that in the software copyright certificate. • The product must be named in compliance with standard naming conventions in the industry. Spelling mistakes are not allowed. For example, "wordpress" cannot be misspelled as "wordpess". • The product name must not exaggerate functions or imply an extended scope of usage. Products cannot be directly used in the name of Huawei Cloud. For example, a name similar to **Huawei Cloud** *XXX* **Solution** is not allowed. • The product name must not contain or convey product price, versions, phone numbers, or other descriptive information. • If the product is used for Huawei Cloud Stack, name it *XXX* **(HCS Version)**.
Version	The product version must be named in compliance with standard version naming conventions, for example, "V1.0" or "V2.0". They cannot be named using a non-standard format, such as "v0.1", "First Version", or "Initial Version".
Logo	• Logos must be PNG files, must be 120 x 120 pixels, and cannot exceed 5 MB. • You are advised to upload your rectangle-shaped logo. If you want to use your square-shaped logo, ensure that the logo shape of your choice is perfectly fit into the box. • Ensure that the uploaded logo is properly designed. Do not use screenshots of product introduction as the logo. • Ensure that the uploaded logo is clearly visible. Any incomplete, deformed, or blurry image will not be approved. • A logo with a transparent background is recommended. If your logo has a background, resize the canvas to 120 x 120 pixels and set 4-pixel rounded corners. • Do not modify the extension of the logo file, for example, changing .png to .jpg. Otherwise, the logo file cannot be uploaded. • If the logo image is too large, you can compress it at **tinypng.com**.

Item	Description
Overview	Provide a brief introduction of your product. The product overview is displayed on the KooGallery catalog and the product details page.
Description	● Provide details about your product, including core functions and services. ● The product description must contain at least 1,000 characters. Ensure consistent usage of fonts, and keep the layout standardized, neat, and user-friendly. ● Do not include images and links redirecting to non-Huawei Cloud websites. ● Do not advise customers to obtain commercial information otherwise, for example, "To submit a commercial application or for pricing details, contact xxx." ● Do not use the information about competitors. ● Describe functional modules and service content of each specification.
Highlights	A maximum of five highlights can be added.
Customer Case	If a customer case is provided, describe it in detail rather than enter only a case name.
End User License Agreement	● Upload a complete End User License Agreement (EULA). The EULA is an agreement entered into between you and customers. It takes effect when customers select it during order placement. ● The name, definition, billing, and other details of the product defined in the EULA must be consistent with the product details. ● The EULA is an online agreement that takes effect since customers select it when placing an order. It cannot contain any content that needs to be filled in or stamped. ● The EULA must be within the validity period and not conflict with other agreements with Huawei Cloud.

Item	Description
After-Sales Support	Enter the after-sales support of the product according to the example. ● **Time**: Add the time zone to the end of the service time, for example, **(GMT+08:00)**. ● **Services**: Describe the after-sales services that your company will provide. ● **Hotline**: Provide a valid hotline number. The country/region code is also required. ● **Email Address**: Enter an email address that can receive emails and reply to customers in a timely manner. **NOTICE** Ensure that your hotline and email address can be contacted and you can provide after-sales services as soon as possible. If customers purchasing this product complain that the hotline cannot be connected or they do not receive any reply after sending emails for multiple times, KooGallery will remove the product from the catalog.
User Guide	● Provide operation guidance and other product manuals. ● Describe how to log in to the management platform and use the product after the product is purchased in the user guide. ● For an image product, specify the ports to be opened and how to log in to the management platform and use the image after the image is purchased and deployed on a Huawei Cloud ECS. ● Do not include links of servers that are not deployed in the Huawei Cloud infrastructure, such as addresses for login and management of products. ● Ensure consistent usage of fonts, and keep the layout standardized, neat, and user-friendly. ● Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX ● Maximum file size: 20 MB
Software Copyright Certificate	● Upload your software copyright certificate or other qualification certificate (if available). The operations team will review the certificate to confirm whether the product meets the product release requirements. The uploaded qualification certificate is not displayed on the product details page. ● Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX ● Maximum file size: 20 MB
Open-Source Software Notice	● Declare the open-source software usage of the product. For details about the open-source software terms, see **Huawei Cloud KooGallery Seller Agreement**. ● Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX ● Maximum file size: 20 MB
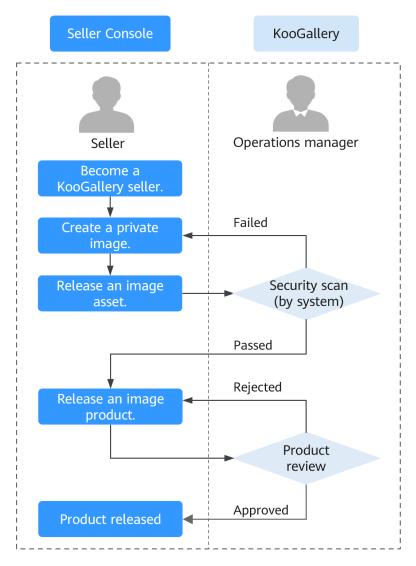
Item	Description
Category	Specify the product categories (the level-1 and level-2 categories of products on KooGallery).
Revenue Sharing Rule	Select a standard or non-standard revenue sharing rule. For a non-standard rule, enter the revenue sharing ratio negotiated with the Huawei contact.
Product Specification	- The specifications provided must be complete. - Specifications must be named in compliance with certain rules. You are advised not to use vague names such as "Specifications 1" or "Specifications 2", or to use billing modes like "Yearly" or "Monthly", or measurement units such as "Sets" or "1 Set". - Select a suitable billing mode and set appropriate pricing. - Select a suitable Elastic Cloud Server (ECS) model. If your product is an image, you are advised to select S3 ECSs. - If there are different versions of the product, differentiate one specification from another instead of releasing all the versions of that product on KooGallery. - Avoid free trial specifications which can be purchased unlimited times.
More Tax Info	Enter the tax information of the product.
Sales Regions	Configure the sales regions of a product. Customers can purchase the product only using accounts registered in these regions. For details, see **5.2.11 Configuring Sales Regions**.
SEO Information	Optimize product information so that Baidu and other third-party search engines acquire it. Fill in the information strictly according to the **instructions**. If the information does not meet the requirements, the application will be rejected.

2.3 Common Product Release

2.3.1 Image Release Guide

2.3.1.1 Process Overview

Release Flow

1. Become a KooGallery seller.
2. Create a private image. For details, see **2.3.1.3 Creating Images**.
3. Release an image asset. For details, see **Adding an Asset**.
4. Wait for KooGallery to automatically perform a security scan on the image asset. For details, see **2.3.1.2 Image Security Standards**.
5. After the image asset passes the scan, release it as an image product. For details, see **2.3.1.5 Releasing Images**.
6. Wait for the KooGallery operations manager to review the product. For details, see **2.2 Release Requirements**.
7. The product is released.

2.3.1.2 Image Security Standards

Sellers are responsible for security vulnerabilities in their images, including any resulting consequences. The following table lists the specific standards.

Item	Standard
Virus	Images cannot contain viruses, Trojan horses, or malicious programs.
Host vulnerability	Images cannot contain high-risk vulnerabilities whose Common Vulnerability Scoring System (CVSS) score is 7.0 or higher.
Preset OS account, password, and key	Images cannot contain preset accounts, passwords, or keys for logging to the OS.
OS password complexity	A password for an image must meet the following complexity requirements: 1. At least eight characters 2. At least two types of the following characters: - Lowercase letters - Uppercase letters - Digits - Special characters: `~!@#$%^&*()-_=+|[{}];:'",<.>/? and spaces 3. Different from the account name

◻ **NOTE**

KooGallery automatically scans image files based on these standards after you submit an image asset.

2.3.1.3 Creating Images
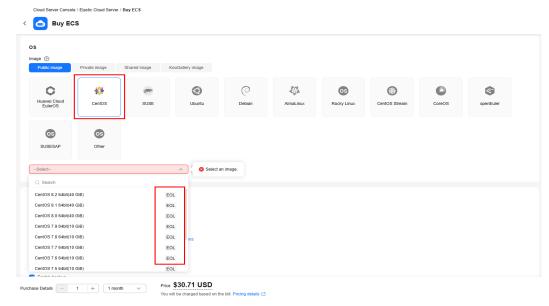
Prerequisites

1. Before creating a private image, you need to purchase and deploy a Huawei Cloud Elastic Cloud Server (ECS).

📖 NOTE

Recommended ECS configuration:

- **Public image**

- **General computing** or **General computing-plus**

- Do not select public images that have reached **end-of-life (EOL)**. The following figure shows public images with the EOL tag.

2. You can create a system disk image using a public image provided by Huawei Cloud and release it to KooGallery. You are advised to select an ECS in the following region to create private images. Then you can copy the created images to other regions.

Region	Region Code	Remarks
Singapore	AP-Singapore	Recommended
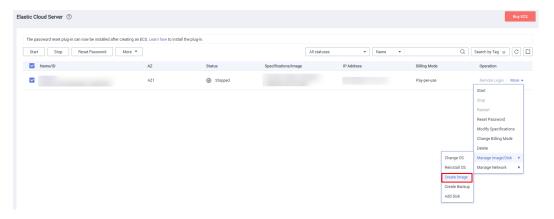
3. You need to check your images against **2.3.1.2 Image Security Standards** to ensure that the images have no security vulnerabilities, so that they can pass the subsequent security scanning.

4. You need to enable the remote login service for your image.

   a. If it is a Linux OS image, run the **sudo vi /etc/ssh/sshd_config** command to edit the SSH configuration file and change the value of **PermitRootLogin** to **yes**. (Skip this step for public Linux OS images provided by Huawei since remote login is already enabled.)

   b. If it is a Windows OS image, enable the Windows Remote Management (WinRM) service.

Procedure
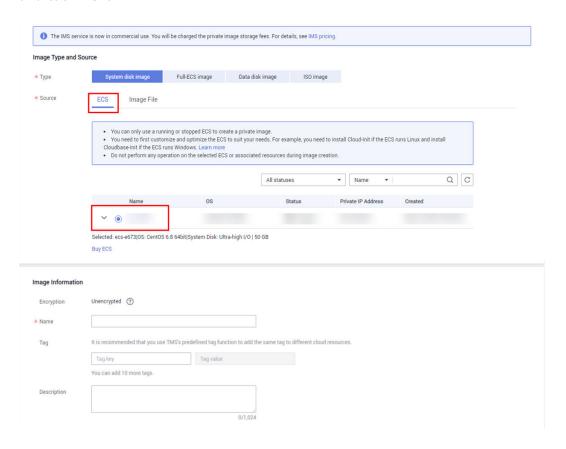
Step 1 After deploying and installing products you need on the ECS, log in to the ECS console, locate the target ECS, and choose **More** > **Stop** in the **Operation** column to stop the ECS.

Step 2 Choose **More** > **Manage Image/Disk** > **Create Image** in the **Operation** column on the right of the ECS.
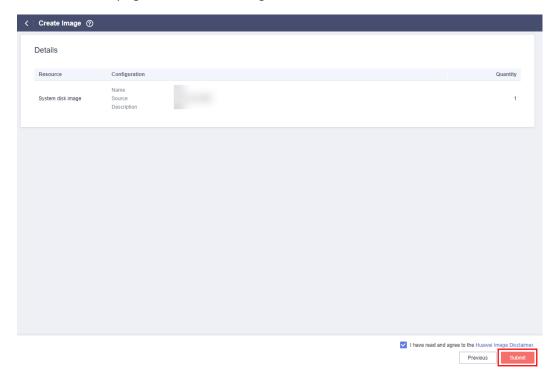
Step 3 In the **Image Type and Source** area, click the **ECS** tab and select the target host for **Source**, set the image name and description in the **Image Information** area, and click **Next**.
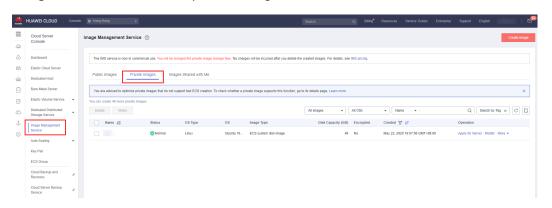
📖 NOTE

Image products on KooGallery are system disk images created on the Huawei Cloud public system. When creating an image, create a system disk image.

Step 4 On the **Details** page, confirm the image information and click **Submit**.

Step 5 In the navigation pane on the left, choose **Image Management Service** > **Private Images** to view the created private image.

📖 NOTE

Save the ECS login password for image buyers when creating a Windows private image.

----End

2.3.1.4 Adding and Managing Image Assets

KooGallery provides a unified asset management center for you to **add**, **modify**, **delete**, and perform other operations on assets.

You can release image assets added to KooGallery as marketable images later. Before releasing an image asset, ensure that the private image complies with **2.3.1.2 Image Security Standards**.

Adding an Asset

Step 1 Log in to the KooGallery homepage using your KooGallery seller account and click **Seller Console** in the upper right to access the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Assets**. On the displayed page, click **Add Asset** in the upper right corner.

Step 3 In the **Select Asset Type** dialog box, set **Category** to **Image**, select an asset type based on the released image type, and click **OK**.

Step 4 On the displayed page, set the asset information, version information, and image replication zones as prompted, and click **Next**.
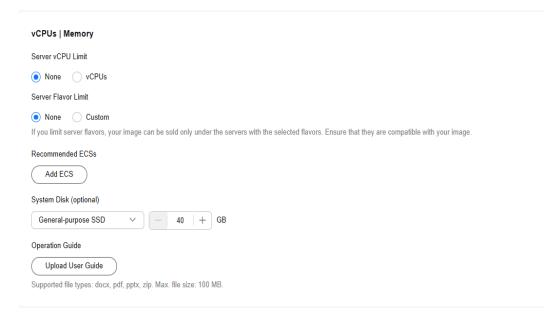
📖 **NOTE**

Image Information: If no image is available, click **Create Image** to create one on the management console.

IAM Agency: Select an agency with the IMS Administrator permission to replicate images.

Security Group: Specify security group settings to recommend for customers.

Step 5 Configure the cloud servers that the image adapts to.

Set the number of server vCPUs, server flavors, and system disk size. For example, if your image supports only Kunpeng servers, set **Server Flavor Limit** to specify the supported flavors.

Step 6 Click **Submit for Review**. After the asset is submitted, you can **check the asset review status**.
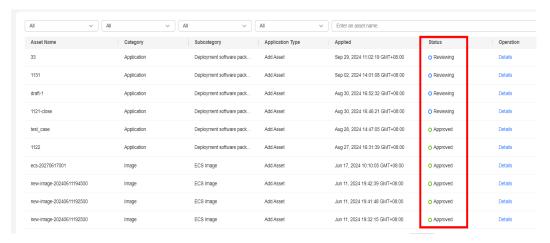
📖 **NOTE**

Check your image against the **KooGallery Product Security Review Standards 3.0**. If it fails the check, rectify the issues first.

----End

Checking the Asset Review Status

You can check the review status on the **Requests** tab under **Product Management** > **My Assets**.
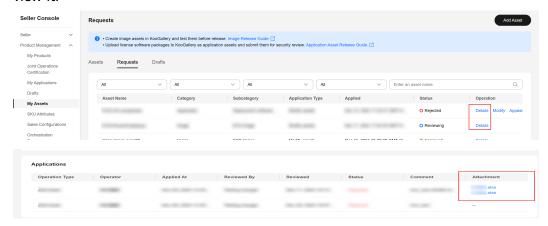
1. **Approved**: You can **release the asset as a marketable image**.

2. **Scanning**: Wait for the system to scan. If you have any questions, submit a service ticket to contact the customer service.

3. **Rejected**: Click **Details** and click the security scan report to download and view it.

– If the security issues have been rectified, click **Modify**, upload the rectified image asset, and submit it for review again.

– If there are false positives, click **Appeal** to file an appeal.

    i. Enter the false positive conclusion in columns F, G, and H in the downloaded *Security Scanning Report* and save it.

Number	Type	Detection Item	Cause of Failure	The Solution	Misreport (Filled by Merchant)	Vulnerability Analysis (Filled by Merchant)	Evidence Screenshot or Link (Filled by Merchant)	Test Manager Evaluation Conclusion (Filled by Huawei)	Remarks (Filled by Huawei)
1	Open-source software vulnerabilities	apache zookeeper	Component version:3.6.2 File name:zookeeper-jute-3.6.2.jar File path: 02dc04ce075d444092bd89abb3875 624.zip_/VSS/zookeeper-jute-3.6.2.jar Vulnerability Name:CVE-2021-28165 Vulnerability severity:High	You can search for the solution at the following website by vulnerability name: https://marc.info/ https://bugzilla.redhat.com/ https://security.snyk.io/	Misreport				
2	Open-source software vulnerabilities	apache zookeeper	Component version:3.6.2 File name:zookeeper-jute-3.6.2.jar File path: 02dc04ce075d444092bd89abb3875 624.zip_/VSS/zookeeper-jute-3.6.2.jar Vulnerability Name:CVE-2023-44981 Vulnerability severity:Critical	You can search for the solution at the following website by vulnerability name: https://marc.info/ https://bugzilla.redhat.com/ https://security.snyk.io/	Misreport				

ii.   Click **Upload Proof**, upload the saved file, and click **Submit** in the lower right corner. The asset status changes to **Reviewing**. KooGallery will review the asset within three working days.

Modifying an Asset

Step 1   On the **Product Management** > **My Assets** page, search for the target asset and click **Modify** in the **Operation** column.

Step 2   On the displayed page, add or update an asset version.

- **Adding an asset version**

  In the **Version Information** area, click **Add Version**. In the **Add Version** dialog box, set parameters as required and click **OK**.

  📖 NOTE

  > You can add image versions for your customers to select during image purchase. Customers can only renew the original image.

- **Updating an asset version**

  In the **Version Information** area, click **Modify** in the **Operation** column of the target version.

  In the **Edit Version** dialog box, enable **Replace Image**, select the new image, and click **OK**.

  📖 NOTE

  > If no image is available after you enable **Replace Image**, create an image first. For details, see **2.3.1.3 Creating Images**.

> ⚠️ **CAUTION**
>
> The new image must:
>
> 1. Meet all conditions for releasing an image as an asset.
> 2. Be located in the region of the original image.
> 3. Have the following same attributes as the original image:
>
>   **os_type**: OS type of the image
>
>   **virtual env types**: environment type of the image
>
>   **disk formate**: image format
>
>   **os versione**: OS version
>
>   **min disk**: minimum disk capacity required for running the image
>
>   **min ram**: minimum memory required for running the image
>
>   **max ram**: maximum memory supported by the image
>
>   **architecturea**: architecture type of the image

Step 3 After confirming the modified information, click **Submit for Review**. Then you can **check the asset review status**.

----End

Deleting an Asset

You can delete assets that are not associated with products and those in the draft box.

On the **Product Management** > **My Assets** page, click **Delete** in the **Operation** column and confirm the deletion.

2.3.1.5 Releasing Images

Prerequisites
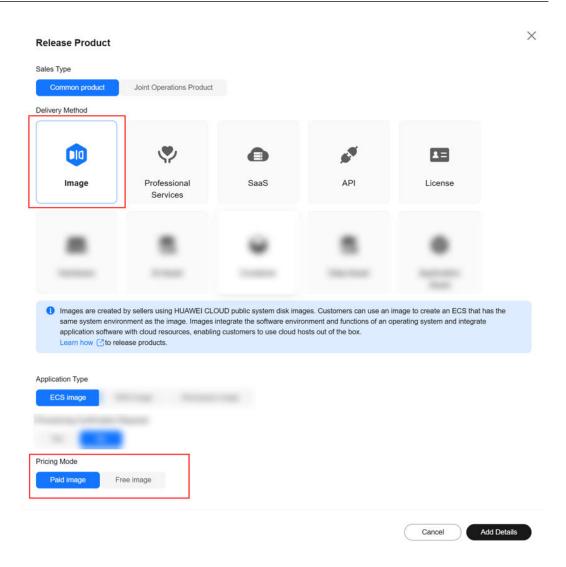
Before releasing an image product, **create a private image** and **release it as an asset**. Currently, system disk images created using public images provided by Huawei Cloud in the Bangkok, Hong Kong (China), Johannesburg, Mexico City, Santiago, Sao Paulo, and Singapore regions can be released to KooGallery on the Huawei Cloud International website. Ensure that the ECSs of private images are deployed in these regions.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Click **Release New Product** on the upper right of the page.

The **Product Release** page is displayed.
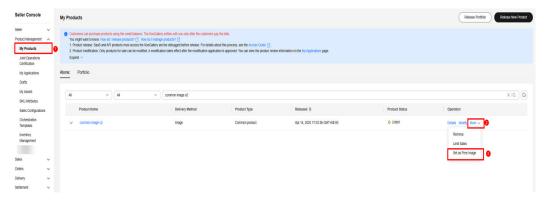
Step 4 Select a sales type, set **Delivery Method** to **Image**, select a pricing mode, and click **Add Details**.

> ⚠️ **CAUTION**
>
> - To release a $0 USD image, set **Pricing Mode** to **Free image**. Customer accounts that have a credit balance can now use free images.
> - An image priced by vCPUs cannot be released as a free image.
> - You can change **Pricing Mode** of existing $0 USD images to **Free image** by following these steps:
>
>   1. In the navigation pane, choose **Product Management** > **My Products**. In the row of the image, click **More** > **Set as Free Image** in the **Operation** column.
>
>
>
>   2. The price of this image will be fixed. Click **OK** to confirm it.
>
>
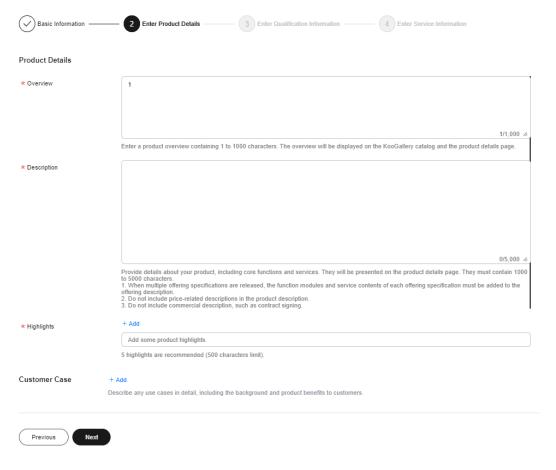
Step 5 Click **Next**.

The **Product Details** page is displayed.

Step 6 Enter the product information (including **Overview**, **Description**, and **Highlights**), and describe customer cases as instructed.

Basic Information —— **2** Enter Product Details   ③ Enter Qualification Information   ④ Enter Service Information

Product Details

* Overview

> 1
>
> 1/1,000

Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page.

* Description

> 0/5,000

Provide details about your product, including core functions and services. They will be presented on the product details page. They must contain 1000 to 5000 characters.
1. When multiple offering specifications are released, the function modules and service contents of each offering specification must be added to the offering description.
2. Do not include price-related descriptions in the product description.
3. Do not include commercial description, such as contract signing.

* Highlights   + Add

> Add some product highlights.

5 highlights are recommended (500 characters limit).

Customer Case   + Add

Describe any use cases in detail, including the background and product benefits to customers.

Previous   Next

📖 NOTE

- For details about parameters, see **2.2 Release Requirements**.
- You can drag the lower right corner of the **Description** text box to resize it.
- You can hover the mouse pointer over the customer case you have added, and then you can delete or edit the case.

Step 7 Click **Next**.

The **Qualification Information** page is displayed.

Step 8 Set **End User License Agreement**, **After-Sales Support**, **User Guide**, **Software Copyright Certificate**, and **Open-Source Software Notice** as instructed.

Basic Information ——— Enter Product Details ——— **3** Enter Qualification Information ——— 4 Enter Service Information

Qualification Information

* End User License Agreement

0/200,000

End User License Agreement (EULA) is an agreement signed between you and your KooGallery end user. To better serve your KooGallery end users and avoid legal disputes, you are advised to specify, in the EULA, your services and commitments, SLA, conditions of use, after-sales services and support, consumer rights protection, personal information and data protection, and your legal obligations (200,000 characters limit).
1. The name of the commodity shall be consistent with the name of the published commodity.
2. The name of the service provider in the EULA must be consistent with that of the issuing company.
3. The EULA should contain the user privacy agreement. ⬇ CommonProductServiceAgreement-englishname

* User Guide

[Upload File]

Maximum file size: 20 MB.
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX.
Describe how to log in to the product management platform and use your product in the user guide. For an image product, specify the ports to open and describe how to log in to the ECS on which the image is deployed and use the image.

* Software Copyright Certificate   ⦿ Available   ○ None

[Upload File]

Upload the software copyright certificate or any other sales qualification certificates.
Supported file size: 20 MB
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX
For a product involving software, upload the software copyright certificate that matches the product name.

* Open-Source Software Notice   ⦿ Available   ○ N/A

[Upload File]

Declare the open-source software usage of the product in the Open-Source Software Notice. If no open-source software is used, select N/A. For terms related to open-source software, see HUAWEI CLOUD KooGallery Seller Agreement. ⬇ OpenSourceLicenseStatement
Supported file size: 20 MB
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX

After-Sales Support

* Time

[8:00–18:00 from Monday to Friday; 11:00–18:00 fro]

+ Add

* Hotline

[Enter a fixed-line phone number or mobile number.]

+ Add

* Email Address

[Enter an email address.]

* Content

0/300

[Previous] [Next]

☐ NOTE

- **End User License Agreement**

  The EULA is an online agreement entered into between you and customers. It takes effect when customers select it during order placement. It cannot contain any unfilled content and cannot be stamped. You can drag the lower right corner of the **End User License Agreement** text box to resize it.

- **After-Sales Support**

  Add the time zone to the end of the service time, for example, **(GMT+08:00)**.

  Ensure that your hotline and email address are reachable and you can provide after-sales services as required. If customers purchasing this product cannot contact your company or they do not receive any reply from you after sending emails for multiple times, KooGallery will remove the product from the catalog.

  Ensure that you can provide after-sales hotline and email services in English.

- **User Guide**

  Describe how to log in to the management platform and use the product after the product is purchased in the user guide.

  For an image product, specify the ports to be opened and how to log in to the management platform and use the image after the image is purchased and deployed on a Huawei Cloud ECS.
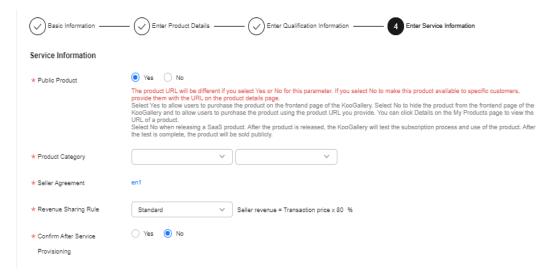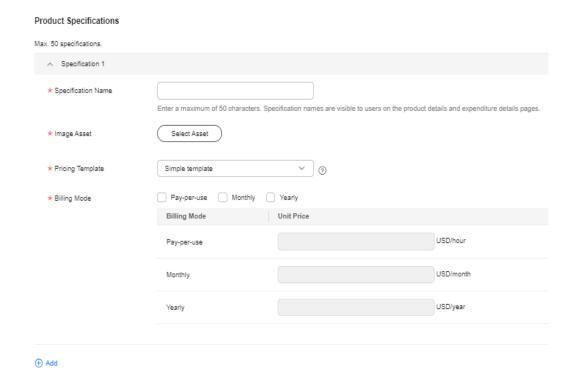
- **Software Copyright Certificate**

  Upload a software copyright certificate that matches your product. The uploaded certificate will be reviewed by Huawei Cloud KooGallery to confirm whether your product meets the release requirements. The certificate is only for review and will not be displayed on the product details page.

Step 9   Click **Next**.

The **Service Information** page is displayed.

Step 10   Set **Service Information**, **Product Specifications**, **More Tax Info**, **Sales Regions**, and **SEO Information** as instructed.
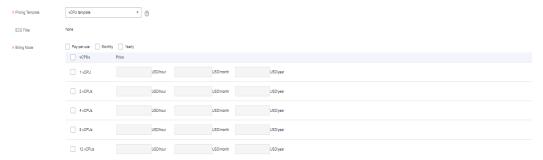
Product Specifications

Max. 50 specifications.

∧   Specification 1

* Specification Name   [   ]

Enter a maximum of 50 characters. Specification names are visible to users on the product details and expenditure details pages.

* Image Asset   (Select Asset)

* Pricing Template   [Simple template   ∨]   ⊙

* Billing Mode   ☐ Pay-per-use   ☐ Monthly   ☐ Yearly

Billing Mode	Unit Price	
Pay-per-use	[ ]	USD/hour
Monthly	[ ]	USD/month
Yearly	[ ]	USD/year

⊕ Add

📖 **NOTE**

- If you set **Public Product** to **No**, the product will be hidden from KooGallery frontend page and search results. Customers can access and purchase the product only by using the product URL you provide. To obtain the URL of such a product, choose **Product Management** > **My Products**. In the same row of the product, click **Details** in the **Operation** column. The URL is displayed in the **Service Information** area on the product details page.

- If no images are available when you add product specifications in the **Product Specifications** area, **release an image asset**. Currently, system disk images created using public images provided by Huawei Cloud in the AF-Johannesburg, AP-Bangkok, AP-Singapore, CN-Hong Kong, LA-Mexico City1, LA-Mexico City2, LA-Santiago, and LA-Sao Paulo1 regions can be released to KooGallery on the Huawei Cloud International website.

- **Pricing Template**: You can select a simple template or vCPU-based template. Both templates support pay-per-use, monthly, and yearly billing.

  - **Simple template**: Specifications are billed on a yearly/monthly basis or by uses. Their prices are fixed.

Billing Mode	Unit Price	
Pay-per-use		USD/hour
Monthly		USD/month
Yearly		USD/year

  - **vCPU template**: Specifications are billed by the number of vCPUs. After releasing the product, you can change the prices of vCPU tiers, but cannot delete the vCPU tiers.

vCPUs	Price		
1 vCPU	USD/hour	USD/month	USD/year
2 vCPUs	USD/hour	USD/month	USD/year
4 vCPUs	USD/hour	USD/month	USD/year
8 vCPUs	USD/hour	USD/month	USD/year
12 vCPUs	USD/hour	USD/month	USD/year

- Private images of the following types cannot be released to KooGallery: shared images, encrypted images, released images, Full-ECS images, and private images that are made based on external shared images or market images.

- An image product can be released in multiple regions. You can select multiple regions in the **Product Specifications** area.

- The size of the image package you want to upload cannot exceed 128 GB. Otherwise, the release will fail.

- **After a private image is released to KooGallery, the product price attribute is assigned to the private image and the image is locked. You cannot use the image to install or deploy a VM or release a new product. To use the image after product release, you must purchase it from KooGallery. Exercise caution when releasing a private image to KooGallery.**

- Fill in the SEO information by referring to the **instructions** to facilitate entry addition of third-party search engines such as Google.

Step 11 Click **Preview**.

The product details page is displayed.

Step 12 Confirm the configuration and click **Submit**.

The message "Are you sure you want to submit the product information?" is displayed.

Step 13 Click **Yes**.

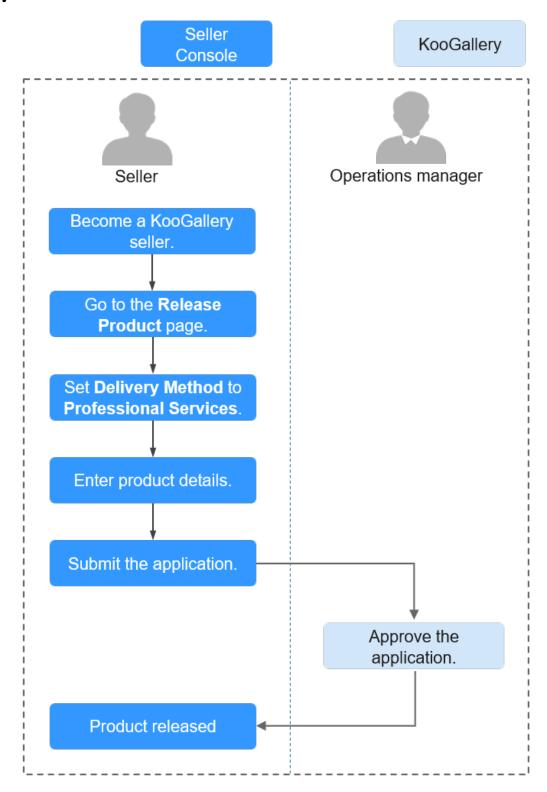The message "Product release information submitted successfully." is displayed.

📖 NOTE

- You can upload a maximum of 100 documents or software of 10 GB in total to the Seller Console in a single day.
- When releasing a product, you can click **Save Draft** to save the product information before submission. You can choose **Product Management** > **My Applications** or **Product Release** > **Drafts** to view the draft information.
- Huawei Cloud KooGallery will review the product information you submitted within three business days. The review result will be sent to the email address bound to your Huawei Cloud account. The product will be available on KooGallery upon approval from KooGallery.

----End

2.3.2 Releasing Professional Services

Release Flow

Procedure

Step 1 Log in to the **Seller Console** using your Huawei Cloud account that you used to register with KooGallery.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Click **Release New Product** in the upper right corner of the page.
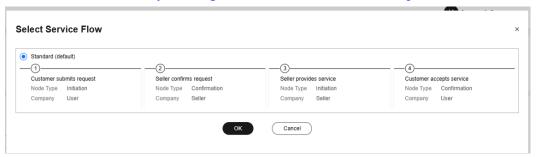
Step 4 In the **Delivery Method** area, select **Professional Services**. Enter related information as prompted.

NOTICE

Service Flow

Based on your service delivery process, select the standard service flow template (applicable to services such as environment configuration and data migration) or the website building template. Strictly follow the template when delivering services. KooGallery will settle orders whose service flow is completed.

For details, see **3.4.3 Supervising Professional Service Delivery**.

Avg. Delivery Duration

Enter a proper number of calendar days. If the delivery period is too long or too short, your product release request may be rejected, or you may receive customer complaints if you cannot deliver the product in the specified delivery period.

Request Templates

After purchasing the product, customers need to submit their requests. Create and upload Excel or Word templates for customers to download and fill in the required information.

Product Specification

To set a separate price in each SKU for product specifications in yearly/monthly or one-time payment billing mode, select a custom pricing template. If an SKU contains attributes of the quantity type, you can also use linear or tiered pricing for the attributes. For details about how to release a product specification that contains multiple SKU attributes, see **2.5 Releasing Multi-SKU Product Specifications**.

Step 5 After setting the parameters, check them against **2.2 Release Requirements**. If the settings are correct, submit the product for release.
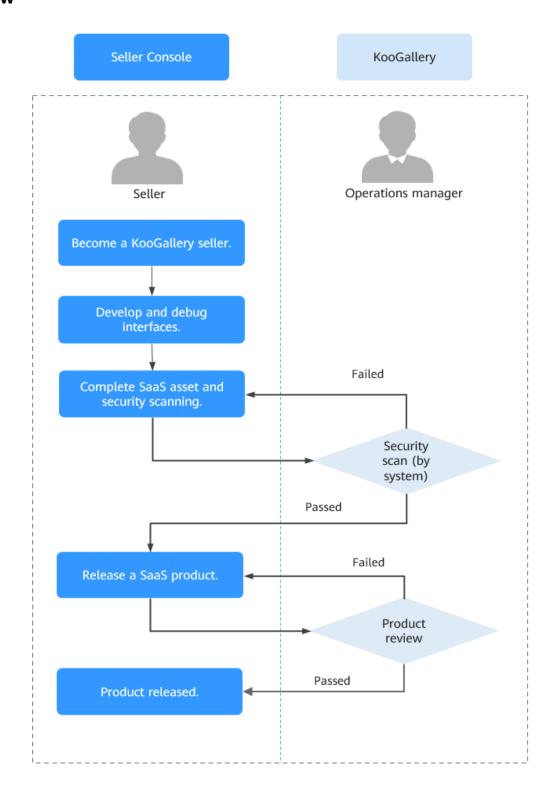
1. When configuring the product, click **Save as Draft** at the lower right corner of the page to save it as a draft. You can check the draft in **Product Management** > **Drafts**. If you use the new release process, the system automatically saves the content as a draft.

2. After submitting the product, choose **Product Management** > **My Applications** in the navigation pane to view the review progress and status. A release request is reviewed within three working days. If you submit 10 or more release requests within one calendar day, the review may take longer. The review result will be sent to you by email, SMS, or internal message. After the product is approved, it is listed on the KooGallery official website.

----End

2.3.3 SaaS Release Guide

2.3.3.1 Releasing SaaS

Release Flow

Prerequisites

- You have deployed your SaaS on Huawei Cloud infrastructure. Huawei Cloud KooGallery does not accept SaaS that are not deployed on Huawei Cloud infrastructure.

- You have developed interfaces and deployed production interface addresses (domain names) on Huawei Cloud for KooGallery to call interfaces. For details, see **SaaS Access Guide V2.0 (New Products)**.

- You have released a SaaS asset in the asset center. Ensure that the SaaS websites (including the service frontend and management backend portal) do not have **high-risk vulnerabilities** such as cross-site scripting (XSS), SQL injection, cross-site request forgery (CSRF), XML external entity (XXE) injection, OS injection, cross-directory access, file upload vulnerabilities, sensitive information leakage, URL redirection leakage, transport layer security (TLS) configuration defects, and web page Trojan horses. For details, see **2.3.3.2 Managing SaaS Assets**.

Procedure

Step 1 Log in to the **Seller Console** using your Huawei Cloud account that you used to register with KooGallery.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Click **Release New Product** in the upper right corner of the page.

Step 4 In the **Delivery Method** area, select **SaaS** and enter related information as prompted.

> **NOTICE**

Associated Assets
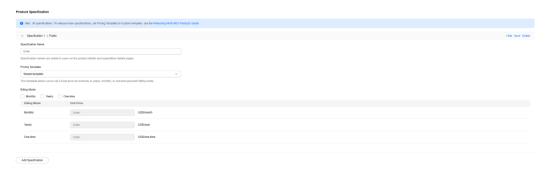
- Before releasing a SaaS product, release a SaaS asset in the asset center. Ensure that the SaaS websites (including the service frontend and management backend portal) do not have **high-risk vulnerabilities** such as XSS, SQL injection, CSRF, XXE injection, OS injection, cross-directory access, file upload vulnerabilities, sensitive information leakage, URL redirection leakage, TLS configuration defects, and web page Trojan horses. For details, see **2.3.3.2 Managing SaaS Assets**.

Involve Service Supervision

- If customers can use the product after they submit requests, or it takes some time to provision services for customers, select **Yes**. Orders of the product will be settled after the corresponding service flows are completed. This parameter cannot be modified after the product is released to KooGallery. For details about the service flow, see **3.4.2 Supervising SaaS Delivery**.

- If the product involves service supervision, select a service flow. Download the delivery template as prompted, fill in the template, and upload it.

Product Specification

- You can select **Trial** and set **Trial Days** for a yearly/monthly specification. Customers can use all resources under this specification for free during the period and upgrade to yearly/monthly subscriptions after the trial ends.

- To set a fixed price for product specifications in yearly/monthly or one-time payment billing mode, select a simple pricing template.

- To set a separate price in each SKU for product specifications in yearly/monthly or one-time payment billing mode, select a custom pricing template. If an SKU contains attributes of the quantity type, you can also use linear or tiered pricing for the attributes. For details about how to release a SaaS specification that contains multiple SKU attributes, see **2.5 Releasing Multi-SKU Product Specifications**.

- For details about how to release a pay-per-use specification/package or a stop-before-excess package, see **2.3.3.3 Releasing Pay-per-Use Specifications/ Packages or Stop-Before-Access SaaS Packages**.

Step 5 After setting the parameters, check them against **2.2 Release Requirements**. If the settings are correct, submit the product for release.

1. When configuring the product, click **Save as Draft** at the lower right corner of the page to save it as a draft. You can check the draft in **Product**

Management > **Drafts**. If you use the new release process, the system automatically saves the content as a draft.

2. After submitting the product, choose **Product Management** > **My Applications** in the navigation pane to view the review progress and status. A release request is reviewed within three working days. If you submit 10 or more release requests within one calendar day, the review may take longer. The review result will be sent to you by email, SMS, or internal message. After the product is approved, it is listed on the KooGallery official website.

📖 **NOTE**

When you submit the product information, KooGallery calls the service interfaces of the production system in real time using the cases saved after you successfully debugged the interfaces. **If an interface responds abnormally, a message will be displayed in the upper right corner of the page. In this case, locate and rectify the fault and submit the product information again.** All interfaces must respond normally.

----End
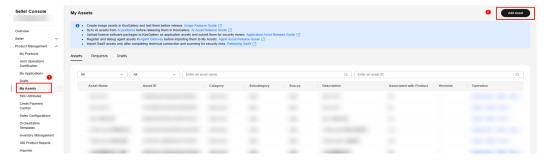
2.3.3.2 Managing SaaS Assets

KooGallery provides a unified asset management center for you to add, modify, delete, and perform other operations on assets.
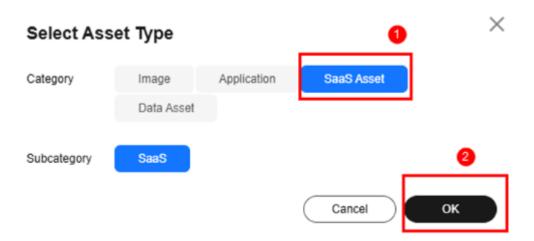
SaaS assets you added will be used for subsequent commercial SaaS release. Before releasing SaaS assets, ensure that you have developed and debugged related interfaces and that your SaaS websites (including the service frontend and management backend portal) do not have **high-risk vulnerabilities** such as XSS, SQL injection, CSRF, XXE injection, OS injection, cross-directory access, file upload vulnerabilities, sensitive information leakage, URL redirection leakage, TLS configuration defects, and web page Trojan horses.

Adding a SaaS Asset
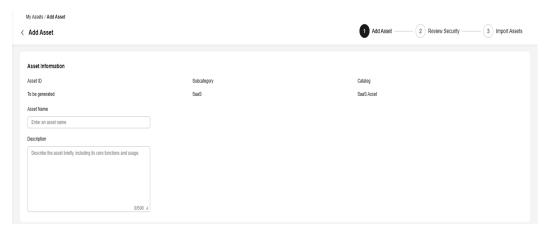
Step 1 Go to the **Seller Console**.

Step 2 In the navigation pane, choose **Product Management** > **My Assets**. On the displayed page, click **Add Asset** in the upper right corner.

Step 3 In the **Select Asset Type** dialog box, set **Category** to **SaaS Asset** and click **OK**.
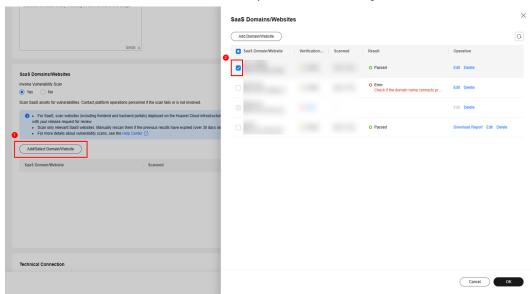
Step 4 Enter the asset information. It is recommended that the asset name be the same as the software name.
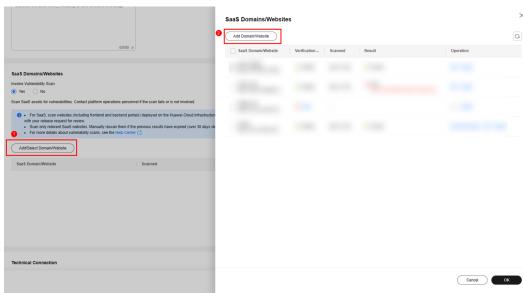

Step 5 Add a SaaS domain name or website.

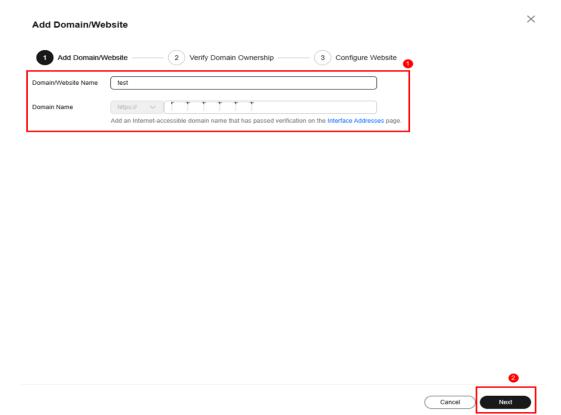- Select the SaaS domain name that has passed the security scan.

- If a domain name of SaaS to release has passed the security scan, perform the following steps:
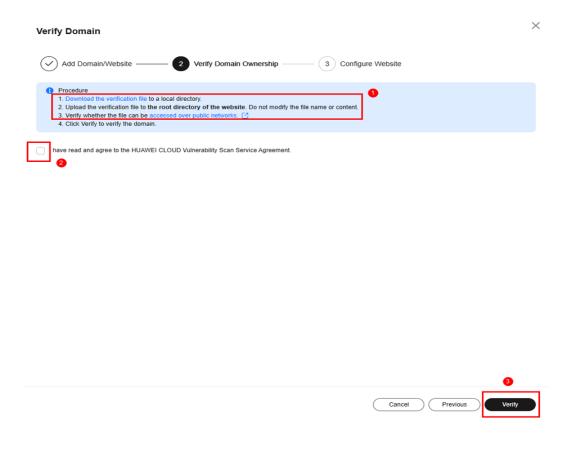
1. Click **Add Domain/Website**.
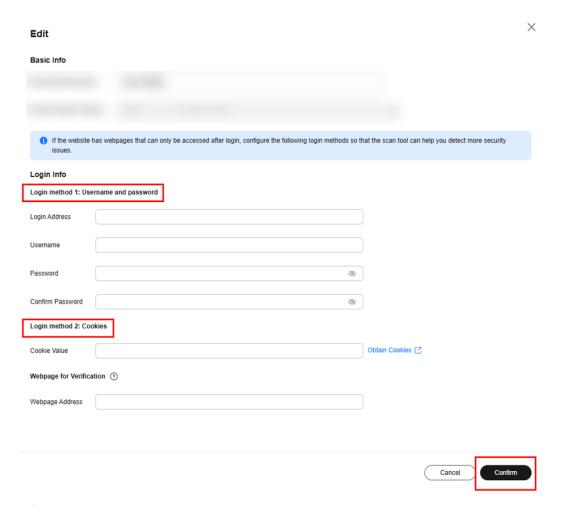

2. Enter basic details and click **Next**.

3. Verify the domain name ownership, select **I have read and agree to the HUAWEI CLOUD Vulnerability Scan Service Agreement**, and click **Verify**.
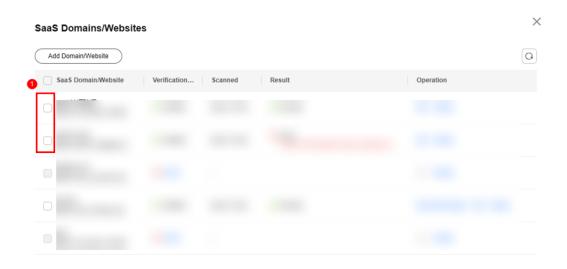
> **⚠ CAUTION**
>
> - The scanned SaaS domain name should match the one requested by customers.
> - Do not modify the content of the downloaded verification file. Save the file to the root directory of the domain name or website.

4. Enter the website settings, select a login mode (username/password or cookies), and click **Confirm**.
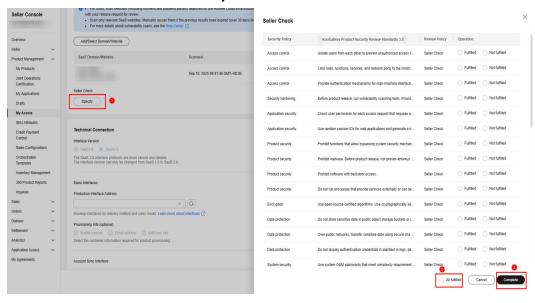
5. After the SaaS domain name is added, select it.
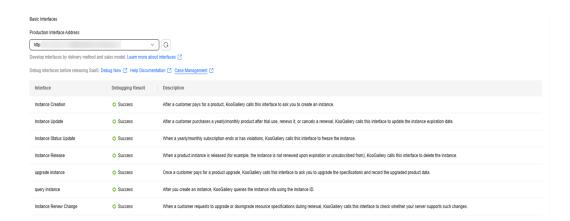
6. Perform self-check and click **Complete**.

Step 6 Add technical connection information. If no interface address is available, develop
interfaces by referring to **SaaS Access Guide V2.0 (New Products)**.

● Basic interfaces: required for both common and joint operations products.

- **Extension Parameters (optional)**: Customers need to specify them when placing an order. Select parameters as required.

- **Provisioning Info (optional)**: Select the sensitive customer information (mobile number, email address, or Huawei Cloud IAM user name) required for SaaS interfaces to enable the product.

> ⚠ **WARNING**
>
> From October 25, 2025, new SaaS assets no longer support the transfer of Huawei Cloud IAM user information through APIs. The existing SaaS assets are not affected.
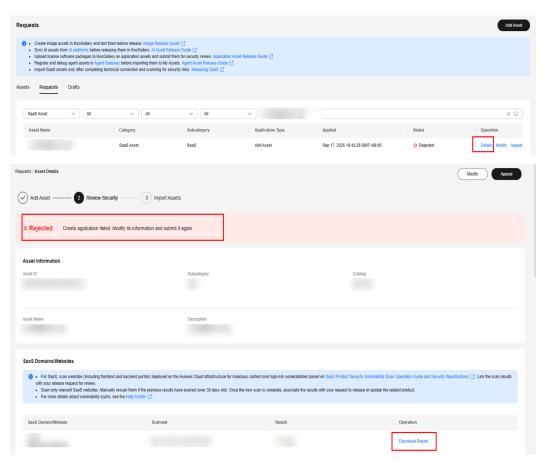
Step 7 Click **Submit for Review**. After the asset is submitted, you can **check the asset review status**.

----End

Checking the Asset Review Status

You can check the review status on the **Requests** tab under **Product Management** > **My Assets**.

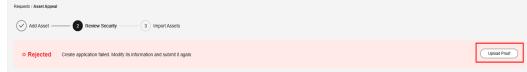- **Approved**: You can **release the asset as a SaaS product**.

- **Scanning**: Wait for the system to check whether it complies with **KooGallery Product Security Review Standards 3.0**. If you have any questions, submit a service ticket to contact the customer service.

- **Rejected**: Click **Details**. On the asset details page, scroll down to **SaaS Domains/Websites** and click the security scan report to download and view it.

- – If the security issues have been rectified, click **Modify**, and submit the modified asset for review again.
- – If there are false positives, click **Appeal** to file an appeal.

  i. Enter the false positive conclusion in columns F, G, and H in the downloaded *Security Scanning Report* and save it.

  ii. Click **Upload Proof**, upload the saved file, and click **Submit** in the lower right corner. The asset status changes to **Reviewing**. KooGallery will review the asset within three working days.
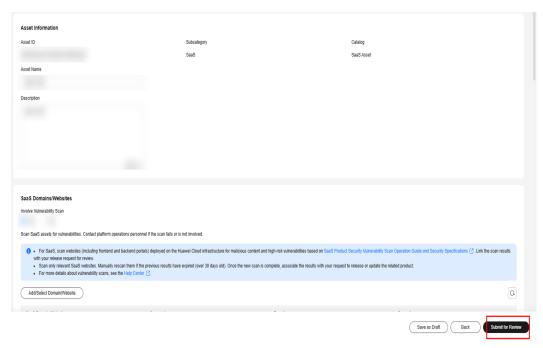

Modifying an Asset

Step 1 On the **Assets** > **My Assets** tab, search for the target asset and choose **More** > **Modify** in the **Operation** column.
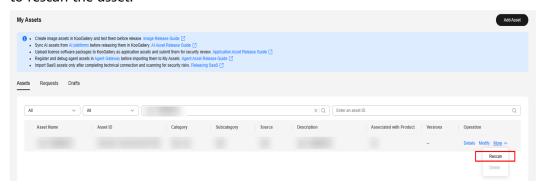
Step 2 On the **Modify Asset** page, select the information to be changed and click **Submit for Review**.

> ⚠️ **CAUTION**
>
> The scan results of a SaaS asset are valid only for 30 days. If they expire, you need to rescan the asset.

----**End**

Deleting an Asset

You can delete assets that are not associated with products and those in the draft box.

On the **Assets** page, click **Delete** in the **Operation** column of the asset to be deleted and confirm the deletion.

2.3.3.3 Releasing Pay-per-Use Specifications/Packages or Stop-Before-Access SaaS Packages

2.3.3.3.1 Pay-per-Use Specifications/Packages

Definition

- SaaS products in KooGallery support pay-per-use specifications and pay-per-use packages.

- Pay-per-use specification: In each billing cycle, the system calculates the fee based on the actual usage of each resource multiplied by the unit price, and then deducts the fee from customers' account balance.

- Pay-per-use package: After enabling pay-per-use billing, customers can buy pay-per-use packages. In each billing cycle, the package quota is deducted first. If the resource usage exceeds the quota, the system calculates the excess fee based on the **excess usage multiplied by the unit price**, and then deducts the fee from customers' account balance.
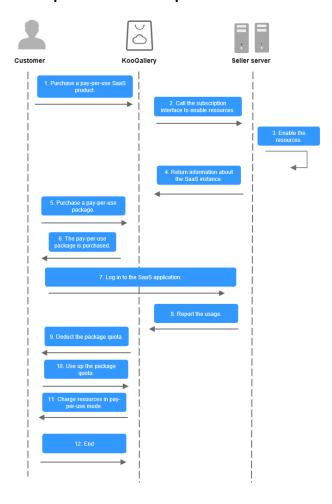
Prerequisites

Before releasing a pay-per-use SaaS product, develop an interface on the production interface server of the product. For details, see **SaaS Access Guide V2.0**.

Interface Version	Billing Mode	Interfaces to Be Developed and Debugged				
V 1.0	Pay-per-use specification	Subscription (with **Billing mode** set to **Pay-per-use**)	Resource release	Resource status change	Instance query	Pay-per-use resource usage push (new)

Inte rfac e Vers ion	Billing Mode	Interfaces to Be Developed and Debugged				
	Pay-per-use package	Subscription (with **Billing mode** set to **Pay-per-use**)	Resource release	Resource status change	Instance query	Pay-per-use resource usage push (new)
V2.0	Pay-per-use specification/ package	Instance creation	Instance information query	Instance update	Instance release	Pay-per-use resource usage push (new)

Product purchase and use process

Billing Cycle and Rule

- Hourly

  Report service detail records (SDRs) at least once an hour. It is recommended that SDRs be reported within the first 15 minutes of the next hour after a customer uses the resources. For example, if the customer uses resources at 13:25, report SDRs between 14:00 and 14:15. In this way, the customer can be charged in real time. Otherwise, the fee deduction will be delayed. If you cannot report SDRs in real time, report them within 2 hours after resource consumption.

- Daily

  Report SDRs to KooGallery every hour. If you can only report SDRs once a day, report them from 00:00 to 00:15. SDRs must be reported before 01:00. Otherwise, the fee will be deducted from customers on the next day.

  Billing rule: The quota of packages, if any, is deducted first. **Excess fee = Excess usage x Unit price.**

Package Quota Deduction and Reset Rules

- Package quota deduction

  Customers can buy up to 30 pay-per-use SaaS packages at a go. If there are multiple packages with the same attributes, the package with the earliest expiration time is used first.
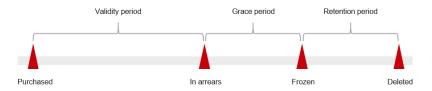
- Package reset

  For packages that cannot be reset, the package content is the total available usage in the subscription term.

  For packages reset by year or month, the package content is the annual or monthly available usage. Total package content = Annual or monthly available usage x Number of subscription years or months.

Important Notes

- If a customer account is in arrears due to fee deduction for a pay-per-use resource, the resource instance enters the grace period. After the grace period ends, KooGallery calls the resource status change interface to ask you to freeze the resource, and the retention period starts. After the retention period ends, KooGallery calls the resource status change interface to ask you to release the resource. If you cannot release the resource in a timely manner, you must pay the outstanding amount of the customer and any fee caused by resource release failure. If the customer pays the outstanding amount during the grace period or retention period, the customer account will be restored and KooGallery will call the resource status change interface to ask you to unfreeze the resource.

☐ **NOTE**

> Huawei Cloud defines different grace periods and retention periods for different levels of customers.

- If a customer account is in arrears due to fee deduction for pay-per-use resources, KooGallery will start settlement with you only after the customer pays off the outstanding amount.

- Ensure the accuracy of reported SDRs. If abnormal fee deduction occurs due to inaccurate SDRs, you need to negotiate with the customers.
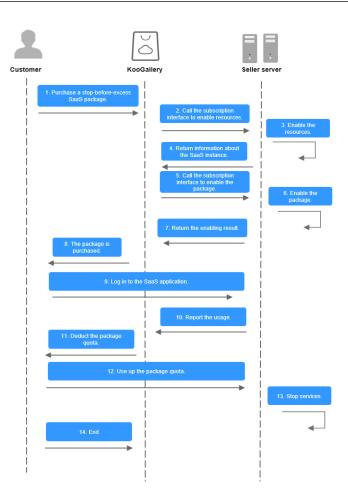
2.3.3.3.2 Stop-Before-Excess Packages

Definition

- A stop-before-excess package is pre-paid. It is applicable to customers who have stable resource requirements and want to reduce costs.

- Resource usage is deducted from the package quota. **After the package quota is used up, services will stop. To use services, customers need to purchase packages again.**

Prerequisites

Before releasing a stop-before-excess SaaS product, develop an interface on the production interface server of the product. For details, see **SaaS Access Guide V2.0**.

Interface Version	Billing Mode	Interfaces to Be Developed and Debugged				
V1.0	Stop-before-excess package	Subscription (with **Billing mode** set to **Pay-per-use** and **Pay-per-use package**)	Resource release	Resource status change	Instance query	Pay-per-use resource usage push (new)
V2.0	Stop-before-excess package	Instance creation	Instance information query	Instance update	Instance release	Pay-per-use resource usage push (new)

Product purchase and use process

Billing Cycle and Rule

- Hourly

  Report service detail records (SDRs) at least once an hour. It is recommended that SDRs be reported within the first 15 minutes of the next hour after a customer uses the resources. For example, if the customer uses resources at 13:25, report SDRs between 14:00 and 14:15. In this way, the customer can be charged in real time. Otherwise, the fee deduction will be delayed. If you cannot report SDRs in real time, report them within 2 hours after resource consumption.

- Daily

  Report SDRs to KooGallery every hour. If you can only report SDRs once a day, report them from 00:00 to 00:15. SDRs must be reported before 01:00. Otherwise, the fee will be deducted from customers on the next day.

Package Quota Deduction and Reset Rules

- Package quota deduction

  Customers can buy up to 30 stop-before-excess SaaS packages at a go. Each package maps an instance ID (**instance_id**). **You need to call the SDR report interface to specify a package for fee deduction.**

- Package reset

  For packages that cannot be reset, the package content is the total available usage in the subscription term.

For packages reset by year or month, the package content is the annual or monthly available usage. Total package content = Annual or monthly available usage x Number of subscription years or months.
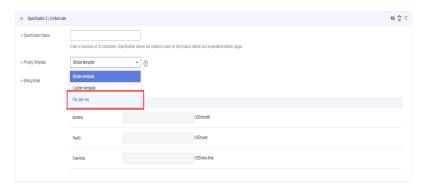
Important Notes

- The default price of each pay-per-use billing item is 0. You need to set the package quota and stop billing when the quota is used up.
- Ensure the accuracy of reported SDRs. If abnormal package quota deduction occurs due to inaccurate SDRs, you need to negotiate with the customers.

2.3.3.3.3 Creating a Pay-per-Use SaaS Specification and Adding a Package

Creating a Pay-per-Use SaaS Specification

Perform the following steps when specifying a specification on the **Enter Service Information** page.
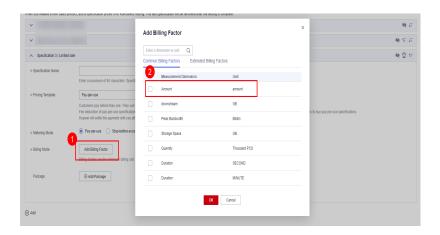
Step 1 Set **Pricing Template** to **Pay-per-use**.

Step 2 Set **Metering Mode** to **Pay-per-use**.

Step 3 Click **Add Billing Factor** next to **Billing Mode**. Select a billing factor and click **OK**.
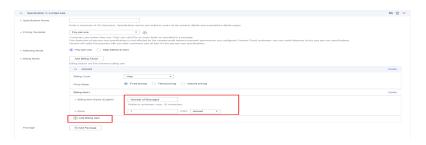
Step 4 Set **Billing Cycle**, **Price Mode**, and **Accumulation Cycle** for the billing factor.

 NOTE

- **Billing Cycle**: For example, if the billing cycle is daily (24 hours), the service fee is calculated every 24 hours since the service is used.
- **Price Mode**: Select fixed pricing, tiered pricing, or volume pricing.
    - Fixed pricing: Calculates the usage fee in each SDR. Fee = Usage x Unit price.
    - Tiered pricing: Calculates the total usage fee in an accumulation cycle. Fee = Tier 1 (Usage x Unit price) + Tier 2 (Usage x Unit price). Example: If calls within 3 minutes are $0.3 USD/minute and calls over 3 minutes are $0.2 USD/minute, then an 8-minute call in an accumulation cycle is (0.3 x 3) + (0.2 x 5) = $1.90 USD.
    - Volume pricing: Calculates the usage fee in each SDR. Fee = Usage x Unit price for the usage range. Example: If calls within 3 minutes are $0.3 USD/minute and calls over 3 minutes are $0.2 USD/minute, then an 8-minute call is 0.2 x 8 = $1.60 USD.
- **Accumulation Cycle**: mandatory for tiered pricing.

Step 5 Click **Add Billing Item** and specify the billing item name and price.

 NOTE

A billing factor must have at least one billing item.

Step 6 Enter other information and submit the product for review. To add a pay-per-use package to the product, see **Adding a Pay-per-Use Package**.
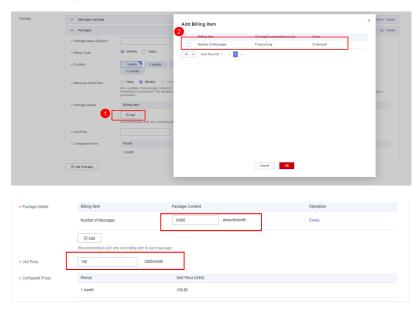
----End

Adding a Pay-per-Use Package

To add a pay-per-use package, add a billing factor by referring to section **Creating a Pay-per-Use SaaS Specification**, and then perform the following steps.

Step 1 Click **Add Package**.

Step 2 Set **Package Name**, **Billing Cycle**, **Duration**, **Resource Reset Rule**, **Package Details**, and **Unit Price**.

You need to add a billing item in the **Package Details** area. It is recommended that only one billing item be set for a package. After selecting a billing item, set the package content.

📖 **NOTE**

> **Resource Reset Rule**: For packages that cannot be reset, the package content is the total available usage in the subscription term. For packages reset by year or month, the package content is the annual or monthly available usage. Total package content = Annual or monthly available usage x Number of subscription years or months. Assume that a customer subscribes to a traffic package with a period of three months and the package content is 1,000 GB/month. If the package content is reset every month, the customer can use 1,000 GB traffic every month. If the package content cannot be reset, the customer can use a total of 1,000 GB traffic over three months.

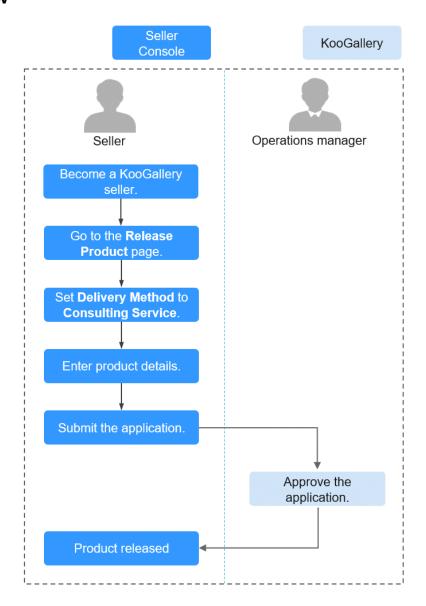**Step 3** (Optional) To add another package, click **Add Package**.

Step 4 Enter other information and submit the product for review.

----End

2.3.4 Releasing Consulting Services

Release Flow

Prerequisites

Consulting services are offered on KooGallery as products. This type of products is not traded on KooGallery. KooGallery only provides links to access the products on sellers' official websites.
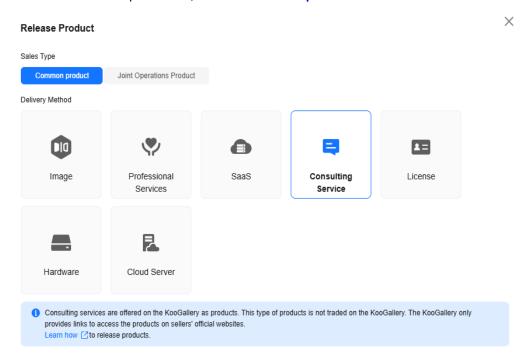
Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Click **Release New Product** in the upper right corner of the page.

The **Release Product** page is displayed.

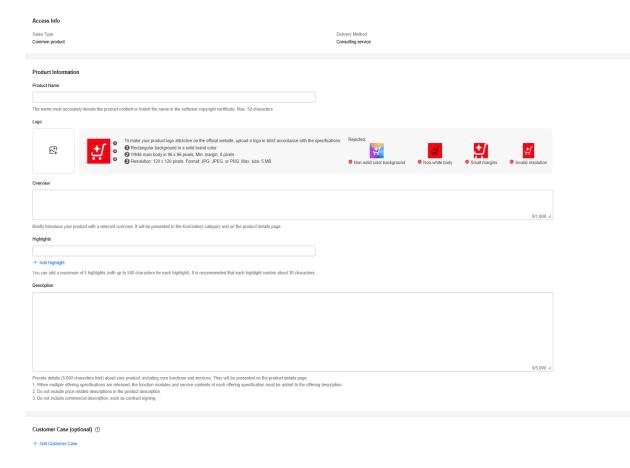**Step 4** In the **Delivery Method** area, select **Consulting Service**.

📖 NOTE

For details about parameters, see **2.2 Release Requirements**.

Release Product ✕

Sales Type

| Common product | Joint Operations Product |

Delivery Method

| Image | Professional Services | SaaS | Consulting Service | License |

| Hardware | Cloud Server |

ℹ️ Consulting services are offered on the KooGallery as products. This type of products is not traded on the KooGallery. The KooGallery only provides links to access the products on sellers' official websites.
Learn how 🔗 to release products.

Step 5 Click **Next**.

The **Basic Info** page is displayed.

Step 6 Enter the product information (including **Overview**, **Description**, and **Highlights**), describe customer cases, and specify details for query and search.

NOTE

- You can drag the lower right corner of the **Description** text box to resize it.
- You can hover the mouse pointer over the customer case you have added, and then you can delete or edit the case.

Step 7 Click **Next**.

The **Specification Info** page is displayed.
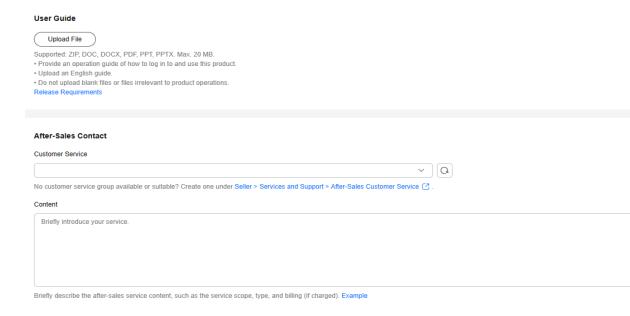
Set the sales information.

NOTE

- If you set **Public Product** to **No**, the product will be hidden from KooGallery frontend page and search results. Customers can access and purchase the product only by using the product URL you provide. To obtain the URL of such a product, choose **Product Management** > **My Products**. In the same row of the product, click **Details** in the **Operation** column. The URL is displayed in the **Service Information** area on the product details page.

Step 8 Click **Next**.

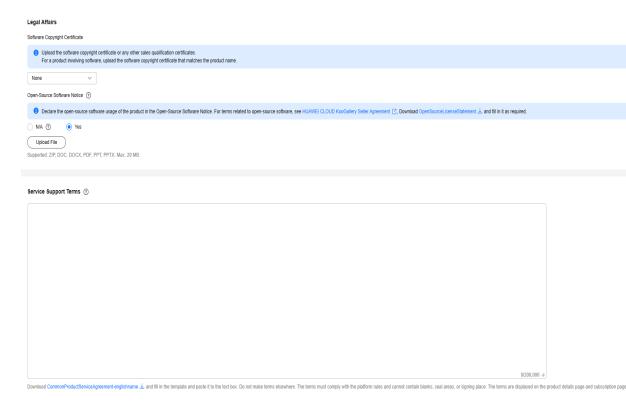The **Delivery and Aftersales** page is displayed.

Upload a user guide and set the after-sales contact information.

Step 9 Click **Next**.

The **Legal Compliance** page is displayed.

Step 10 Set **Software Copyright Certificate** and **Service Support Terms**.

📖 **NOTE**

- **Software Copyright Certificate**

  Upload a software copyright certificate that matches your product. The uploaded certificate will be reviewed by Huawei Cloud KooGallery to confirm whether your product meets the release requirements. The certificate is only for review and will not be displayed on the product details page.

- **Service Support Terms**

  This is an online agreement entered into between you and customers. It takes effect when customers select it during order placement. It cannot contain any unfilled content and cannot be stamped. You can drag the lower right corner of the **Service Support Terms** text box to resize it.

Step 11 Click **Next**.

The **Tax Info** page is displayed.

Step 12 Complete tax information of the product.

Step 13 After setting the parameters, check them against **2.2 Release Requirements**. If the settings are correct, submit the product for release.

📖 NOTE

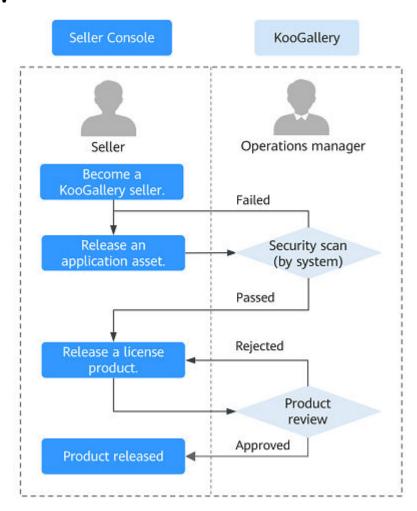- You can upload a maximum of 100 documents or software of 10 GB in total to the Seller Console in a single day.

- When releasing a product, you can click **Save Draft** to save the product information before submission. You can choose **Product Management** > **My Applications** or **Product Release** > **Drafts** to view the draft information.

- Huawei Cloud KooGallery will review the product information you submitted within three business days. The review result will be sent to the email address bound to your Huawei Cloud account. The product will be available on KooGallery upon approval from KooGallery.

----End

2.3.5 License Release Guide

2.3.5.1 Process Overview

Release Flow

1. Register with KooGallery and become a KooGallery seller.

2. Release the software package of an application asset in the asset center. For details, see **Adding an Asset**.

3. Wait for KooGallery to perform a security scan on the application asset. For details, see **Asset Security Standards**.

4. Release a license product. For details, see **2.3.5.3 Releasing Licenses**.

5. Wait for the KooGallery operations manager to review the product. For details, see **Table 2-1**.

6. The product is released.

2.3.5.2 Adding and Managing Application Assets

KooGallery provides a unified asset management center for you to add, modify, delete, and perform other operations on assets.

You can release application assets added to KooGallery as commercial license software later. Before releasing an application asset, ensure that its software package complies with **Asset Security Standards**.

Asset Security Standards

After you submit a request for releasing an application asset, KooGallery automatically scans the software package of the asset against items listed in the following table.

Item	Requirement
Virus	Software packages cannot contain viruses, Trojan horses, or malicious programs.
Software package vulnerability	Software packages cannot contain high-risk vulnerabilities whose CVSS score is 7.0 or higher.

Supported Software Package Formats for Scanning

- Binary package

Item	Description
Language	C, C++, Java, Go, JavaScript, Python, Rust, Swift, C#, and PHP
Package format	Installation package formats: .zip, .tar, and .tar.gz
	Names: Package names can include letters, digits, hyphens (-), underscores (_), and parentheses.
	File content formats: cramfs, yaffs, JFFS2, SquashFS, UBI, ISO 9660/UDF, Windows Imaging Format (WIM), Ext2, Ext3, Ext4, UBIFS, romfs, Microsoft disk image, Macintosh HFS, VMDK/OVA, QCOW2, and VDI
	Firmware formats: Android OTA Images, Android sparse image, MOT, Intel HEX, RockChip, and U-Boot (uImage, FIT image, and zImage)

Item	Description
	Executable file formats: PE and ELF
	Mobile app formats: Android, HarmonyOS, and iOS
OS and CPU architecture	Binary files built on the following OSs: Linux, Windows, Android, QNX, macOS, and RTOS
	CPU architectures: x86/x64, Arm/Arm64, MIPS, and PowerPC
Package size	Up to 20 GB

- Docker image package

Item	Description
Language	C, C++, Java, Go, JavaScript, Python, Rust, Swift, C#, and PHP
Package format	Installation package formats: .zip, .tar, and .tar.gz
	Names: Package names can include letters, digits, hyphens (-), underscores (_), and parentheses.
	Container image format: .tar If there are multiple container images, pack each container image into a .tar file. Then combine all these .tar files into a .tar, .tar.gz, or .zip package.
	File format: OCI
Container image version	20.10 or later
	Example command for packing container images: **docker save --format oci -o** *<Output file name.tar> <Image name:Tag>*
Package size	Up to 20 GB

Adding an Asset

Step 1 Log in to the Seller Console using your Huawei Cloud account that you used to register with KooGallery.

Step 2 In the navigation pane, choose **Product Management** > **My Assets**. On the displayed page, click **Add Asset** in the upper right corner.

Step 3 In the **Select Asset Type** dialog box, set **Category** to **Application** and click **OK**.

Step 4 Enter related information as prompted and click **Submit for Review**. Then you can check the asset review status.

> ⚠️ **CAUTION**
>
> 1. If the size of the software package is greater than 1 GB, upload it to an OBS bucket under your account first. For details, see **Using OBS Console**.
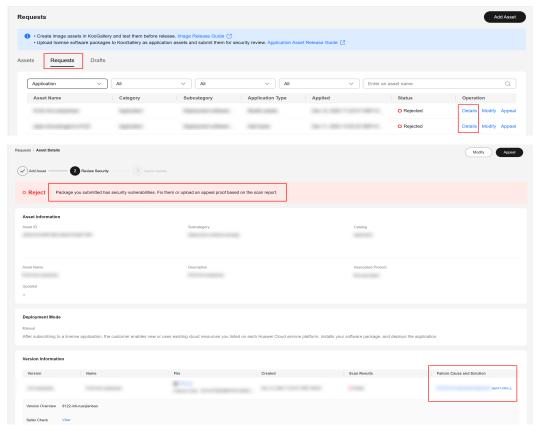> 2. Check your software package against the **KooGallery Product Security Review Standards 3.0**. If it fails the check, rectify the issues first.

----End

Checking the Asset Review Status

You can check the review status on the **Requests** tab under **Product Management** > **My Assets**.

1. **Approved**: You can **release the asset as a commercial license**.

2. **Scanning**: Wait for the system to check whether it complies with **Asset Security Standards**. If you have any questions, submit a service ticket to contact the customer service.

3. **Rejected**: Click **Details**. On the asset details page, scroll down to **Version Information** and click the security scan report to download and view it.

   – If the security issues have been rectified, click **Modify**, upload the rectified software package, and submit it for review again.

   – If there are false positives, click **Appeal** to file an appeal.

      i. Enter the false positive conclusion in columns F, G, and H in the downloaded *Security Scanning Report* and save it.
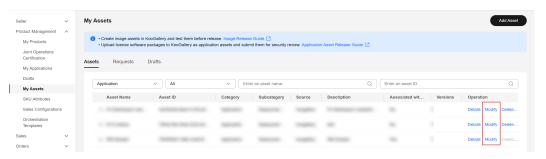
ii.   Click **Upload Proof**, upload the saved file, and click **Submit** in the lower right corner. The asset status changes to **Reviewing**. KooGallery will review the asset within three working days.
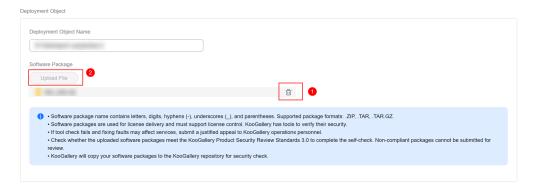

Modifying an Asset

Step 1   Choose **Product Management** > **My Assets** and click **Modify** in the **Operation** column.
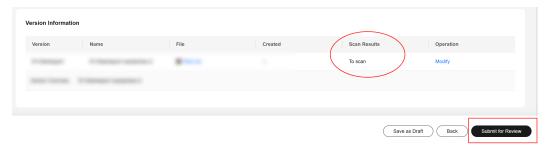

Step 2   Under **Version Information**, click **Modify** in the row of a version.

Step 3   Click **Upload File** and select a new software package.
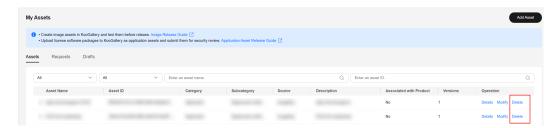
Step 4 Click **Submit for Review**.

----End

Deleting an Asset

You can delete assets that are not associated with products and those in the draft box.

On the **Product Management** > **My Assets** page, click **Delete** in the **Operation** column and confirm the deletion.

2.3.5.3 Releasing Licenses

Prerequisites

1. You have released the related software package to the asset center. For details, see **Adding an Asset**.
2. You have checked the release standards in **2.2 Release Requirements**. Product information must meet the standards.

Procedure

Step 1 Log in to the KooGallery homepage using your KooGallery seller account and click **Seller Console** in the upper right.

Step 2 In the navigation pane, choose **Product Management** > **My Products** and click **Release New Product** in the upper right corner of the page.

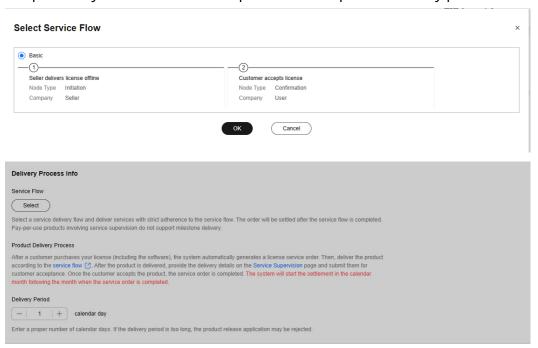**Step 3** In the **Delivery Method** area, select **License**. Enter related information as prompted.

> **NOTICE**

Delivery Process Info

Select a service flow template. After a customer purchases your license (including the software), KooGallery automatically generates a license service order. Deliver the license based on the selected service flow template. After the product is delivered, provide the delivery details on the **Service Supervision** page and submit them for customer acceptance. Once your product is accepted by the customer, the service order is completed. KooGallery will start the settlement in the calendar month following the month when the service order is completed.

For details, see **3.4.1 Supervising License Delivery**.

Enter a proper number of calendar days. If the delivery period is too long or too short, your product release request may be rejected, or you may receive customer complaints if you cannot deliver the product in the specified delivery period.

Product Specification

Select either yearly/monthly billing or one-time payment for each specification of a license product.

To release a license deployed as a software package, select a released application asset when specifying the specification. If no asset is available, release one by referring to **2.3.5.2 Adding and Managing Application Assets**.

To set a fixed price for product specifications in yearly/monthly or one-time payment billing mode, select a simple pricing template.
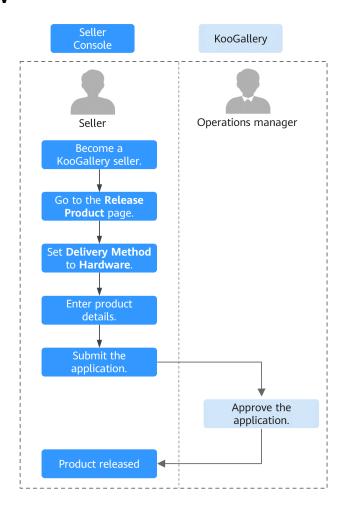
To set a separate price in each SKU for product specifications in yearly/monthly or one-time payment billing mode, select a custom pricing template. If an SKU contains attributes of the quantity type, you can also use linear or tiered pricing for the attributes. For details about how to release a product specification that contains multiple SKU attributes, see **2.5 Releasing Multi-SKU Product Specifications**.

Step 4 After setting the parameters, check them against **2.2 Release Requirements**. If the settings are correct, submit the product for release.

1. When configuring the product, click **Save as Draft** at the lower right corner of the page to save it as a draft. You can check the draft in **Product Management** > **Drafts**. If you use the new release process, the system automatically saves the content as a draft.

2. After submitting the product, choose **Product Management** > **My Applications** in the navigation pane to view the review progress and status. A release request is reviewed within three working days. If you submit 10 or more release requests within one calendar day, the review may take longer. The review result will be sent to you by email, SMS, or internal message. After the product is approved, it is listed on the KooGallery official website.

----End

2.3.6 Releasing Hardware

Release Flow

1. Become a KooGallery seller.

2. On the Seller Console, release a product and set its delivery method to **Hardware**.

3. Enter product details.

4. Submit the product release application.

5. The KooGallery operations manager approves the application.

6. The product is released.

▢ **NOTE**

Whitelist management

Only whitelisted sellers can release cloud hardware. Apply for joining the whitelist before releasing hardware.

Procedure

Step 1   Log in to the **Seller Console** using your Huawei Cloud account that you used to register with KooGallery.

Step 2   In the navigation pane, choose **Product Management** > **My Products**.

Step 3   Click **Release New Product** in the upper right corner of the page.

Step 4   In the upper part of the page, set **Sales Type** to **Common product** and **Delivery Method** to **Hardware**. Enter related information as prompted.

> **NOTICE**
>
> **Product Specification**
>
> Specifications are charged by quantity. Linear pricing, tiered pricing, and separate SKU pricing are supported. By default, specifications include the quantity attribute. SKUs can only include enumerated attributes. For details about how to release a product specification that contains multiple SKUs, see **2.5 Releasing Multi-SKU Product Specifications**.
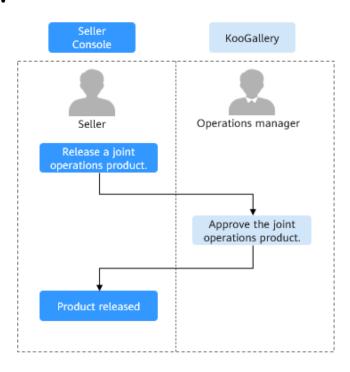>
> Inventory management
>
> You can view and manage hardware inventory. When a hardware product is sold out, you will receive a notification. You can replenish the inventory on the **Inventory Management** page.

Step 5   After setting the parameters, check them against **2.2 Release Requirements**. If the settings are correct, submit the product for release.

1. When configuring the product, click **Save as Draft** at the lower right corner of the page to save it as a draft. You can check the draft in **Product Management** > **Drafts**. If you use the new release process, the system automatically saves the content as a draft.

2. After submitting the product, choose **Product Management** > **My Applications** in the navigation pane to view the review progress and status. A release application is reviewed within three working days. If you submit 10 or more release applications within one calendar day, the review may take longer. The review result will be sent to you by email, SMS, or internal message. After the product is approved, it is listed on the KooGallery official website.

----End

2.4 Releasing a Joint Operations Product

Release Flow

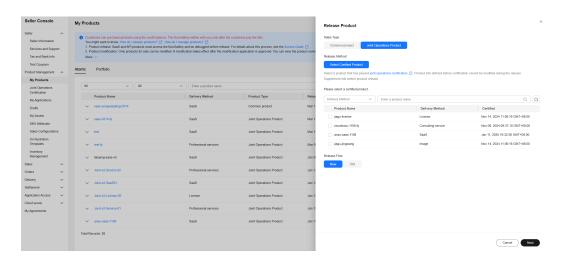## Prerequisites for Releasing Joint Operations Products

1. You have registered as a Huawei Cloud KooGallery seller by following instructions in **1.2 Registration Request**.

Releasing a Joint Operations Product

Step 1 Log in to the Seller Console using your Huawei Cloud account that you used to register with KooGallery.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Click **Release New Product** in the upper right corner.

Step 4 On the right of the page, set **Sales Type** to **Joint Operations Product**, select a delivery method, and click **Add Details**. On the displayed page, enter product information as prompted. For details, see **2 Product Release**.
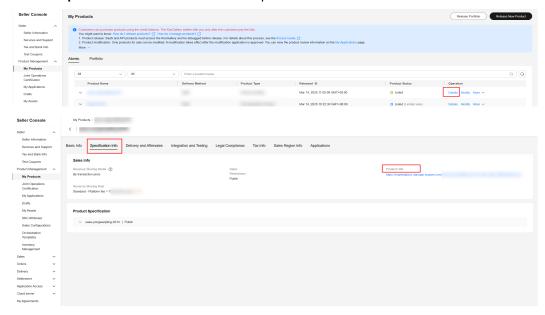
Step 5 After entering the product information, click **Submit**.

----End

📖 **NOTE**

After the release application is submitted, you can view the review status on the **Product Management** > **My Applications** page. The operations manager will review the application within three working days. If the operations manager approves the application, the product is successfully released.

After the product is released, you can go to the **Product Management** > **My Products** page and click **Details** in the **Operation** column of the product. On the product details page, click the **Specification Info** tab and view the product URL.

2.5 Releasing Multi-SKU Product Specifications

Multi-SKU product specifications are priced based on two or more dimensions, including the subscription time, quantity, and other custom dimensions. For example, a specification can be priced based on subscription time and version, or based on version, user quantity, and subscription time.

SaaS products, **licenses**, and **professional services** support multi-SKU pricing.

Examples

If a product has different editions, functions, modules, and scenarios, release it as a whole with multiple specifications and SKUs.

Its editions, functions, modules, or scenarios cannot be released as independent products in KooGallery.
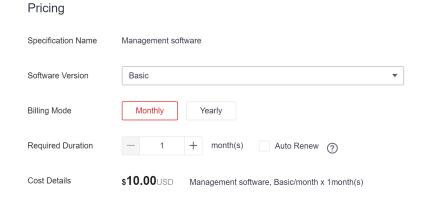
☐ **NOTE**

Examples:

1. A product has basic, advanced, premium, and elite editions. It should be released as a whole with multiple specifications or SKUs in KooGallery.

2. A product has an edition with multiple functions, such as data governance, integration, and sharing. This product should be released as a whole with multiple specifications or SKUs.

3. A product has the following editions and each edition has multiple modules:

- Financial cloud: cashier, invoice, and expense management
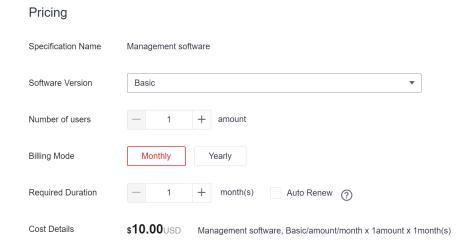- Marketing cloud: promotion, member, and commission management

This product should be released as a whole with multiple specifications and SKUs.

4. A product can be used in different scenarios, such as car, bus, and truck image recognition. This product should be released as a whole with multiple specifications and SKUs.

- Example 1: A software product is priced by software version and subscription time. The software version is an enumeration attribute and the subscription time is the billing mode, such as yearly or monthly. You need to add an enumeration attribute named **Software Version** on the **Product Attributes** page. When releasing a specification, select the attribute, set the enumerated values of the attribute to **Basic**, **Enterprise**, and **Professional**, and then generate the SKUs.

Pricing

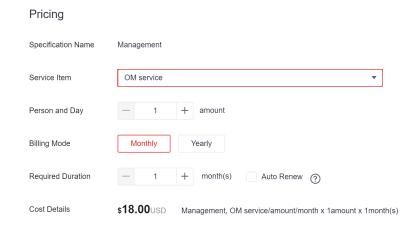|	
Specification Name	Management software
Software Version	Basic ▼
Billing Mode	Monthly Yearly
Required Duration	− 1 + month(s) Auto Renew ?
Cost Details	**$10.00**USD Management software, Basic/month x 1month(s)

- Example 2: A software product is priced by software version, user quantity, and subscription time. The software version is an enumeration attribute, the user quantity is a quantity attribute, and the subscription time is the billing mode, such as yearly/monthly. You need to add an enumeration attribute named **Software Version** and a quantity attribute named **Users** on the **Product Attributes** page. When releasing a specification, select the two

attributes, set the value range and step of the attribute **Users**, set the enumerated values of the attribute **Software Version** to **Basic**, **Enterprise**, and **Professional**, and then generate the SKUs.

Pricing

Specification Name	Management software
Software Version	Basic ▾
Number of users	− 1 + amount
Billing Mode	Monthly Yearly
Required Duration	− 1 + month(s) ☐ Auto Renew ⑦
Cost Details	**$10.00**USD Management software, Basic/amount/month x 1amount x 1month(s)

- Example 3: A professional service is priced by service item and person-day quantity. The service item is an enumeration attribute and the person-day quantity is a quantity attribute. You need to add an enumeration attribute named **Service Item** and a quantity attribute named **Person-Days** on the **Product Attributes** page. When releasing a specification, set the billing mode to **One-time**, select the two attributes, set the value range and step of the attribute **Person-Days**, set the enumerated values of the attribute **Service Item** to **O&M Service** and **Installation Service**, and then generate the SKUs.

Pricing

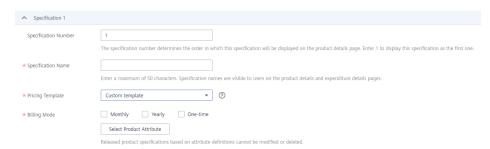| Specification Name	Management
Service Item	OM service ▾
Person and Day	− 1 + amount
Billing Mode	Monthly Yearly
Required Duration	− 1 + month(s) ☐ Auto Renew ⑦
Cost Details	**$18.00**USD Management, OM service/amount/month x 1amount x 1month(s)

Prerequisites

You have created product attributes for multi-SKU pricing. For details, see **5.2.5 Managing Product Attributes**.

The following uses a SaaS product specification that supports multi-SKU pricing as an example.

Procedure

Step 1 When adding a product specification, set **Pricing Template** to **Custom template**.

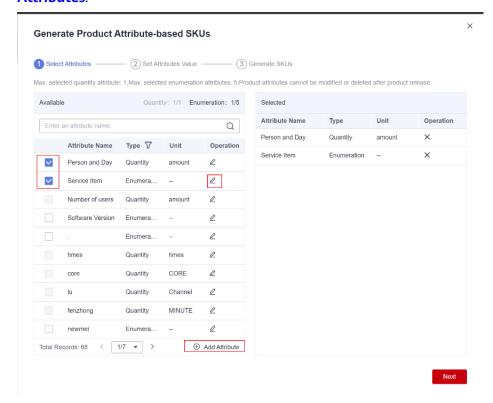**Step 2** Enter the name of your product specifications.

Step 3 Select product attributes to generate SKUs.

1. Click **Select Product Attribute**. In the displayed **Generate Product Attribute-based SKUs** dialog box, select the product attributes to be used for product pricing.

   Attributes of the **quantity** type are optional. You can select only one quantity attribute.

   Attributes of the **enumeration** type are optional. You can select up to 5 enumeration attributes.

   You cannot add, modify, or delete the attributes of a released product. If no attribute is available, create one For details, see **5.2.5 Managing Product Attributes**.
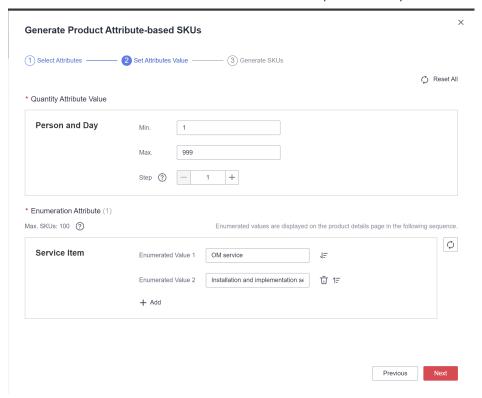

2. Click **Next**.
3. Set **Min.**, **Max.**, and **Step** of the selected quantity attribute.

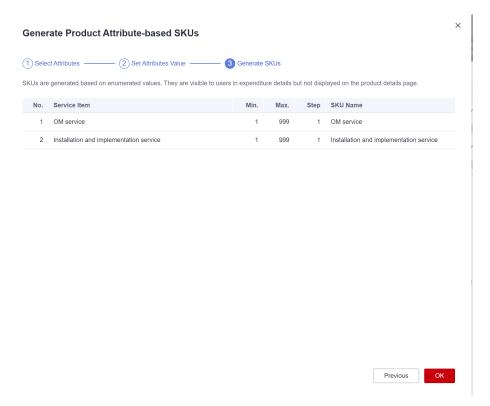4. Set enumerated values of the selected enumerated attribute.

    By default, a maximum of 100 SKUs can be generated (the product of the number of enumerated values for each attribute cannot exceed 100). If the maximum limit is exceeded, delete unnecessary enumerated values.

    📖 **NOTE**

    –   The maximum value and minimum value of a quantity attribute are the maximum and minimum quantities that can be purchased by customers. For example, if the number of users that can be purchased by customers ranges from 5 to 1000, set the maximum value of the attribute **Users** to **1000** and the minimum value to **5**.

    –   The step of a quantity attribute is the increment between two adjacent quantity units. For example, if you set **Min.** of the quantity attribute **Users** to **5**, **Max.** to **1000**, and **Step** to **5**, customers can set the required number of users to 5, 10, 15, 20, and so on during subscription.

    –   Enumerated values of an enumeration attribute are billing items of the attribute. For example, if a software product is sold by version, you can set the enumerated values of the attribute **Software Version** to **Basic**, **Professional**, and **Premium**.

5. Click **Next** and confirm the SKU information. Then, click **Generate SKU**. SKUs are generated based on enumerated values. They are visible to customers on the expenditure details page but not displayed on the product details page.
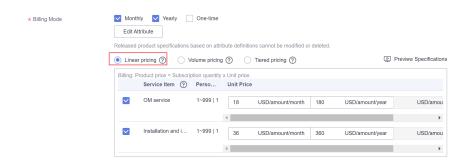
Generate Product Attribute-based SKUs

① Select Attributes ————— ② Set Attributes Value ————— ③ Generate SKUs

SKUs are generated based on enumerated values. They are visible to users in expenditure details but not displayed on the product details page.

No.	Service Item	Min.	Max.	Step	SKU Name
1	OM service	1	999	1	OM service
2	Installation and implementation service	1	999	1	Installation and implementation service

Previous   OK

6. Select a billing mode and the target SKUs, and then set the price.

📖 NOTE

    – On the product details page, customers can only subscribe to SKUs that you have selected and set prices in this step.

    – If you select an attribute of the quantity type, you must select a pricing method, linear pricing or tiered pricing, before you set the price for an SKU.

       ■ Linear pricing: Product price = Subscription quantity x Unit price
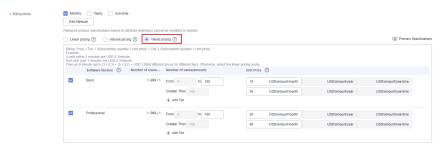
Figure 2-1 Linear pricing

       ■ Volume pricing: You can set quantity tiers for each SKU and set the price for each tier separately. Product price = Subscription quantity x Unit price for the tier to which the subscription quantity belongs

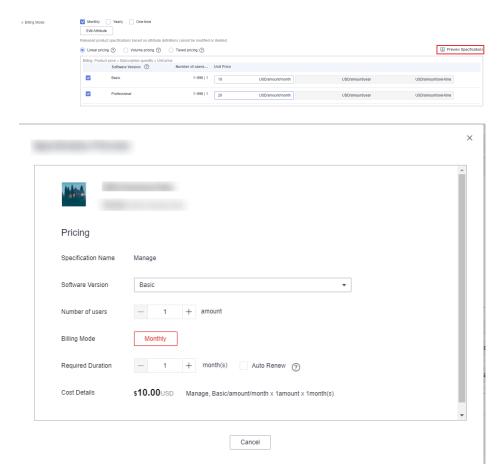**Figure 2-2** Volume pricing

       ■ Tiered pricing: You can set quantity tiers for each SKU and set the price for each tier separately. The product price is the total amount of all tiers. Product price = Tier 1 (Subscription quantity x Unit price) + Tier 2 (Subscription quantity x Unit price)

Figure 2-3 Tiered pricing

7. Select the SKUs to be previewed and click **Preview Specifications** in the upper right corner to view how specifications are displayed to customers.

8. Select **Trial** to enable trial use and specify a trial period from 3 to 180 days. Products billed by uses do not support trial use.

📖 **NOTE**

License products and professional service products do not support trial specifications. You can skip this step.
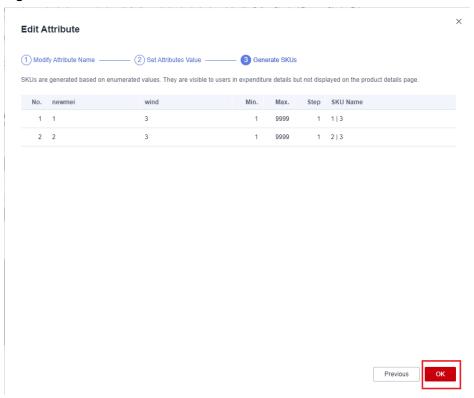
----End

Modifying Multi-SKU Specifications

Click **Edit Attribute** in the area of a multi-SKU specification to be modified. In the **Edit Attribute** dialog box, modify attribute names, set attribute values, and generate SKUs again.

Figure 2-4 Clicking Edit Attribute

Figure 2-5 SKUs modified

 NOTE

- When modifying a quantity attribute, its new maximum value must be greater than the original one, and the new minimum value must be less than the original one. For example, if the original value range of a quantity attribute is 5–95, the new value range can be 1–100, but cannot be 10–90.
- You can add enumeration attributes but cannot delete existing ones.

3 Product Transaction

3.1 Querying and Exporting Orders

3.2 Sales Management

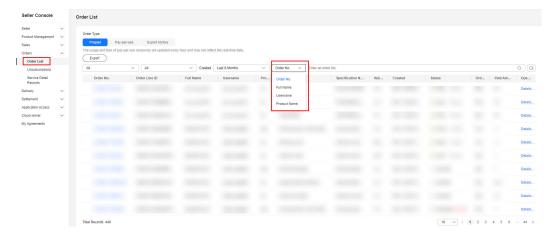3.3 Managing Unsubscriptions

3.4 Service Supervision

3.1 Querying and Exporting Orders

You can view transaction details of products and export the transaction details of yearly/monthly and one-time billed products.
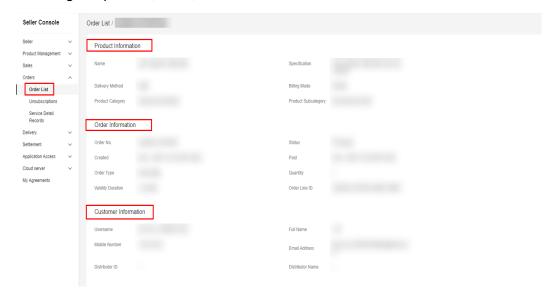
Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Orders** > **Order List**.

Step 3 Set search criteria (order No., customer full name, username, product name, creation time, and order status) and click the search icon.

Transaction records to be viewed are displayed.

Step 4 Click **Details** in the **Operation** column to view details about a transaction, including the product, order, and customer information.

Step 5 Click **Export** to export the Excel file of the transaction record. Then download the exported file on the **Export History** page.
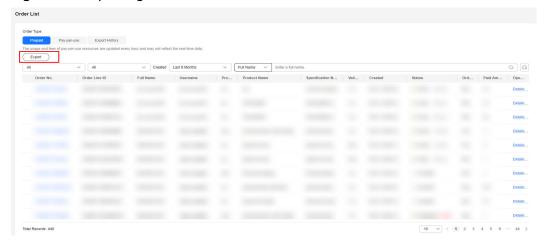
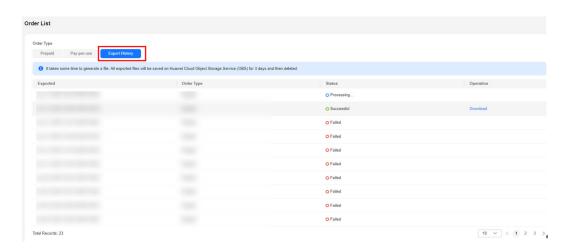**Figure 3-1** Exporting order details

Figure 3-2 Downloading the exported file

----End

Order Status

Order Status	Description
Processing	Resources in an order are not successfully provisioned or services in the order are not delivered after successful payment.
	Orders in this state include orders that fail to be placed due to response failures of SaaS interfaces, orders of licenses and professional services that are still under service supervision, and orders of SaaS products that involve service supervision.
Canceled	An unpaid order is automatically canceled by the system or is canceled by the customer.
Completed	The entire process of an order, covering subscription, upgrade (change), renewal, and unsubscription, is complete.
Pending payment	A placed order has not been paid.

3.2 Sales Management

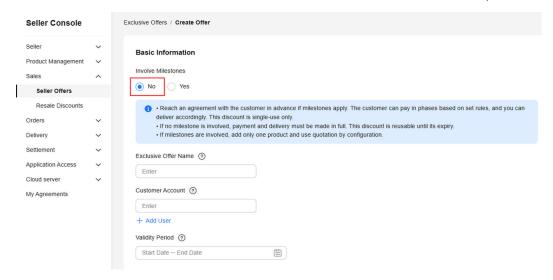## 3.2.1 Seller Offers

3.2.1.1 Creating a Seller Offer

You can negotiate with customers about exclusive commercial discounts and create seller offers for them.

📖 **NOTE**

Seller offers are available only for common products.

Procedure

Step 1   Go to the Seller Console.

Step 2   In the navigation pane, choose **Sales** > **Seller Offers**. In the upper right corner, click **Create Offer**.

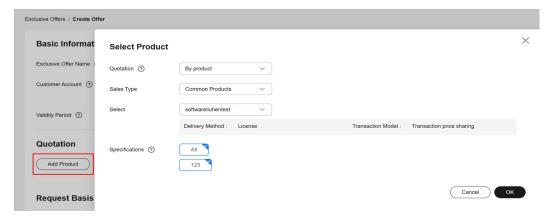**Step 3**   Set **Involve Milestones** to **No** and enter basic discount information as required.

- **Exclusive Offer Name**: This unique identifier will be displayed to customers. Recommended format: **Seller Offer -** *Product name - XX% Off*.

- **Customer Account**: customers eligible for this discount.

- **Validity Period**: period when the offer takes effect. Customers can order at the discounted price in this period.

📖 **NOTE**

For details about how to create a seller offer for milestone-based payment, see **3.2.2 Creating a Seller Offer for Milestone-based Payment**.
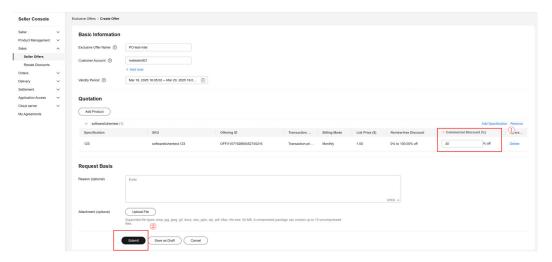
Step 4   Under **Quotation**, click **Add Product**. In the **Select Product** dialog box, select the quotation mode, product, and specifications, and specify the quotation details.

Quotation

- Select **By product** when customers have not decided how much they need yet. Customers can then add their desired quantity when placing an order. During the offer validity period, they can place multiple orders using the discount through the offer link.

- Select **By configuration** when customers know exactly how much they need about a product. This option requires you to specify the product quantity. Customers can either order directly at your set discount and quantity or adjust the quantity as needed. During the offer validity period, they can place multiple orders using the discount through the offer link.

Step 5 In the **Commercial Discount** column, enter the commercial discount of each SKU and submit the offer.

- **Commercial Discount**: Enter the discount created for customers.
- **Set All**: Set the same commercial discount for all SKUs.

> ⚠️ **CAUTION**
>
> For common products, all discount requests are review-free. Offers take effect immediately after being created.

----End

3.2.1.2 Viewing and Sharing a Seller Offer

You can view the review progress and status of a seller offer on the Seller Console.

Viewing the Review Progress

In the navigation pane, choose **Sales** > **Seller Offers**, click the **Offer Requests** tab, and view the review status and validity period of an offer.
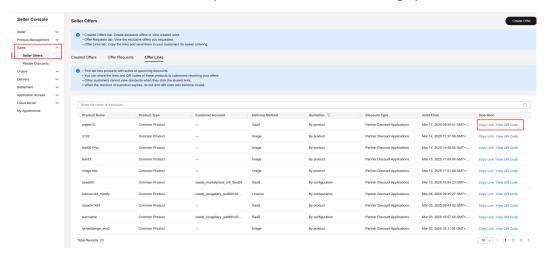
Viewing the Offer Status

In the navigation pane, choose **Sales** > **Seller Offers**, click the **Created Offer Requests** tab, and view the validity status of an offer.

Sharing a Seller Offer

After a private offer takes effect, the system sends the offer link to customers for placing orders. You can also choose **Sales** > **Seller Offers** in the navigation pane, click the **Product Offer Links** tab, copy the corresponding purchase link, and share it with customers for purchase.

Customers can click this link to place orders without selecting specifications.

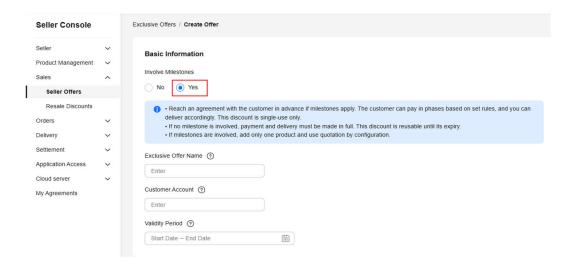# 3.2.2 Creating a Seller Offer for Milestone-based Payment

KooGallery provides milestone-based payment to ease customer payment burdens and speed up settlements. Customers pay in stages according to agreed proportions. You can receive payments based on customer payment status and your own delivery progress.

📖 **NOTE**

For details about how to create a seller offer that does not involve milestone-based payment, see **Creating a Seller Offer**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Sales** > **Seller Offers**. In the upper right corner, click **Create Offer**.

Step 3 Set **Involve Milestones** to **Yes** and set basic discount information as required.

- **Exclusive Offer Name**: This unique identifier will be displayed to customers. Recommended format: **Seller Offer -** *Product name -* XX% Off.

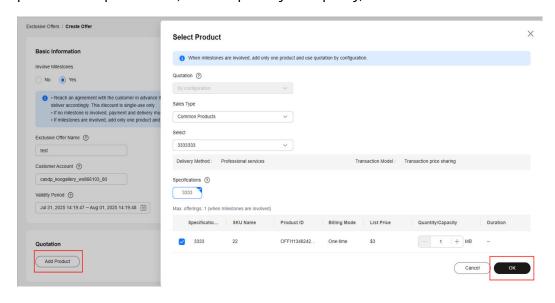- **Customer Account**: customer eligible for this discount.

  📖 **NOTE**

  A seller offer for milestone-based payment is valid for only one customer.

- **Validity Period**: period when the offer takes effect. The customer can order only once at the discounted price in this period.

  📖 **NOTE**

  After the customer places an order, the offer link becomes invalid.

Step 4 Under **Quotation**, click **Add Product**. In the **Select Product** dialog box, select a product and specification, set the quantity or capacity, and click **OK**.
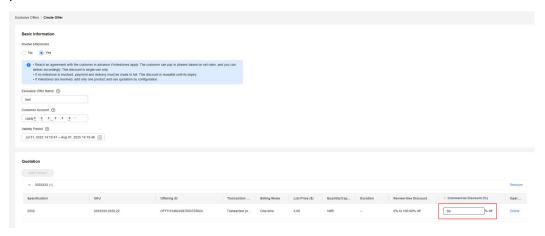

📖 **NOTE**

You can select only one specification and must specify the required quantity or capacity. The customer cannot change these selections when placing an order.
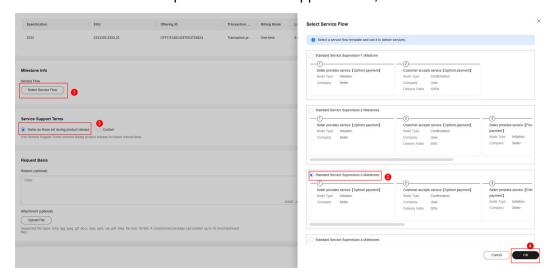
> **NOTICE**
>
> Supported scenarios or constraints
>
> 1. Sales regions: excluding countries and regions with multi-level tax rates. Customers who have signed contracts with SPARKOO TECNOLOGIAS DO BRASIL LTDA cannot buy common products.
> 2. Revenue sharing model: by transaction price
> 3. Product delivery methods: SaaS, license, and professional service
> 4. Delivery mode: offline. Online delivery is not supported.
> 5. Billing modes: one-time payment. Yearly/Monthly billing, pay-per-use billing, and pay-per-use packages are not supported.
> 6. Order type: Only new purchase is supported. Renewal, unsubscription, and specification upgrade are not supported.
> 7. Customer type: postpaid customers with a credit balance. The credit balance is separated from that granted by Huawei.
> 8. Sales mode: direct sales. Resale is not supported.

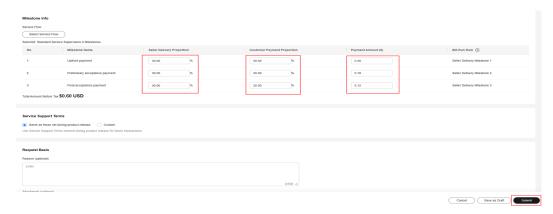**Step 5** In the **Commercial Discount** column, enter the commercial discount of the product.

Step 6 Select a service flow template and service support terms, and click **OK**.

NOTE

1. Set one to five milestone nodes and set their individual proportions. The total proportions of both seller deliveries and customer payments must be 100%.

2. For **Service Support Terms**, select **Same as those set during product release** or **Custom**. If you customize the terms, follow them in the project's later stages.

Step 7 Configure the service flow template based on the payment and delivery proportions negotiated with the customer and click **Submit**.

NOTE

1. Enter the proportion for seller delivery. For customer payment, enter its proportion or amount (tax excluded). If you enter an amount, the system calculates the payment proportion (rounded off). The total proportions of both seller deliveries and customer payments must be 100%. The sum of customer payment amount must be the total pre-tax amount.

2. All values are accurate to two decimal places.

3. The number of delivery and payment milestones should match, but their proportions in each milestone can vary. Customers should pay the same or a larger proportion than what you deliver at each stage except the fine one. If not, the calculated tax-included payment proportion may differ from the entered one, causing settlement triggering failures.

4. For details about settlement rules, see **4.1 Settlement Rules**.

----End

3.3 Managing Unsubscriptions

3.3.1 Unsubscription Rules

NOTICE

- The transaction guarantee period ends when service supervision is complete (that is, when the order status changes to **Completed**).

- In the case of special products or orders, the specific agreements between you and sellers shall prevail.

Table 3-1 Unsubscription rules

| Delivery Method	Service Supervision Involved	Unsubscription Rule	(Customer) How to Request	(Seller) How to Review
Image	No	• Unsubscription rules for images on KooGallery are the same as those for products and services on Huawei Cloud. For details, see **Unsubscriptions**. • Pay-per-use resources cannot be unsubscribed from.	**Unsubscription Procedure**	/
SaaS	Yes	During the transaction guarantee period, you can negotiate with sellers for unsubscriptions.	**Requesting a Negotiated Unsubscription**	Navigate to **Seller Console > Orders > Unsubscriptions**.
	No	Unsubscription is not supported.	/	/
License	Yes	During the transaction guarantee period, you can negotiate with sellers for unsubscriptions.	**Requesting a Negotiated Unsubscription**	Navigate to **Seller Console > Orders > Unsubscriptions**.
Professional service	Yes			
Hardware	Yes			
Content service, consulting service, and cloud host	No	Unsubscription is not supported.	/	/

3.3.2 Unsubscribing from a Product
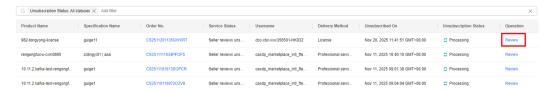
After a customer requests to unsubscribe from a professional service, license, SaaS involving service supervision, hardware, or data asset, you can view the request details and review the request on the Seller Console.
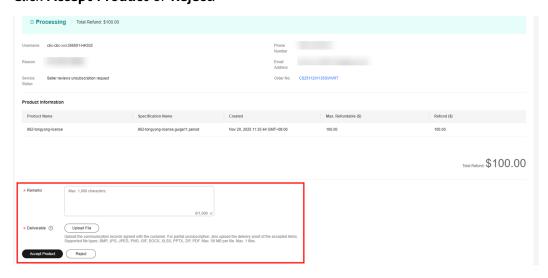
Unsubscription Process

Procedure

Step 1 Go to the **Seller Console > Orders > Unsubscriptions** page.

Step 2 Click **Review** in the **Operation** column of a row containing a target unsubscription request.

Step 3 On the unsubscription details page, view the unsubscription request details.

Enter the review comments and upload the communication records agreed upon with the customer. If the order is partially unsubscribed, upload the acceptance document of the delivered part.

Click **Accept Product** or **Reject**.

📖 **NOTE**

- **Phone Number**: If the customer has agreed to provide the contact information to you when submitting the unsubscription request, you can view the customer's contact information.

- Reject the request if you consider it unreasonable. The unsubscription process will end. The customer can submit their request again.
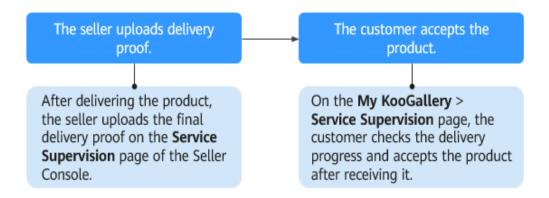
----End

3.4 Service Supervision

3.4.1 Supervising License Delivery

After a customer purchases a product, you can view the order details, including the order No., product name, order amount, order status, and order placement time, on the **Seller Console > Delivery > Service Supervision** page. This section describes how to upload a delivery proof.
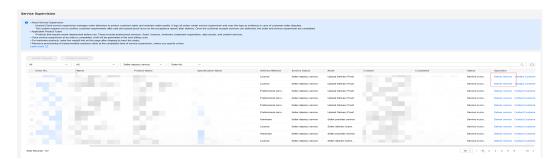
Overall Process

Uploading Delivery Proof

After delivering a license for an order, upload the statement of work (SOW), acceptance document, and any additional receipts.

Step 1 Go to the Seller Console and choose **Delivery** > **Service Supervision** in the navigation pane.

Step 2 Click **Deliver Service** in the **Operation** column of the row containing the target order.

Step 3 On the **Upload Delivery Proof** page, select the actual service enabling time, upload the request documents, acceptance documents, screenshots of software authorization validity period and deployment scenario proof, or other proof materials, and click **Deliver service**.

> ⚠️ **CAUTION**
>
> 1. The product delivery template is the acceptance criteria of the product uploaded when you release the product. After the order is delivered, fill in the actual delivery content based on the template.
>
> 2. Select the actual enabling time. If it is not specified, the time when the customer accepts the product is used. That is, the resource validity period starts after this time.
>
> **Example**: A customer purchased a product involving service supervision for one month on January 1, and enabled and use related resources on the same day. On February 1, the customer accepted the product in KooGallery.
>
> **Scenario 1**: You have not specified the actual enabling time when uploading a delivery proof.
>
> The actual resource usage period is from January 1 to February 1. The validity period displayed in the KooGallery order system is from February 1 to March 1.
>
> **Scenario 2**: You have set the actual enabling time to January 1 when uploading a delivery proof.
>
> The actual resource usage period is from January 1 to February 1. The validity period displayed in the KooGallery order system is from January 1 to February 1.

Step 4 In the displayed dialog box, click **OK**. The service flow enters the customer acceptance node. After the customer accepts the product, the order status changes to **Completed**.

☐ **NOTE**

- If a customer has not accepted a product for a long time, you can find the customer contact information on the **Orders** > **Order List** page in the Seller Console and reach out to them. You can also initiate an appeal to KooGallery. For details, see **3.4.5 Initiating an Appeal**.
- If a customer renews an order that has completed service supervision, service supervision is not involved in the renewal order.

----End

3.4.2 Supervising SaaS Delivery

After a customer purchases a product, you can view the order details, including the order No., product name, order amount, order status, and order placement time, on the **Seller Console > Delivery > Service Supervision** page. This section describes how to accept or reject a customer request and upload a delivery proof.

Overall Process

The following figure shows the process for orders placed before March 26, 2025.

The customer submits requests. → The seller confirms requests. → The seller delivers the product. → The customer accepts the product.

The following figure shows the process for orders placed after March 26, 2025.

1. Standard (default) service flow
2. Service flow available for proprietary products

① The seller uploads delivery proof. → The customer accepts the product.

② The customer submits a request. → The seller confirms the request. → The seller uploads delivery proof. → The customer accepts the product.
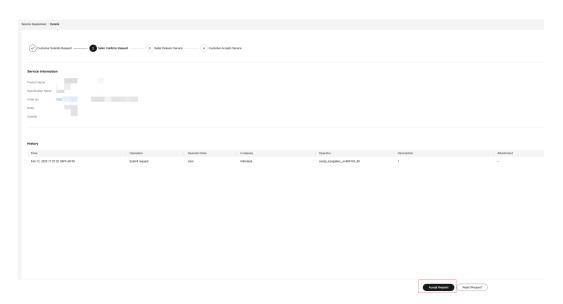
📖 **NOTE**

By default, the standard service flow (flow 1) is selected during product release. The custom service flow (flow 2) is available only for Huawei proprietary products.

Accepting/Rejecting a Request

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Delivery** > **Service Supervision**.

Step 3 Set search criteria and click **Accept request** in the **Operation** column of the row containing the target transaction record.

Step 4 Confirm the request of the customer.

1. View the request details. If the request is reasonable, click **Accept request**.

NOTE

If the request is not reasonable, you can reject it to the customer for modification.

2. In the displayed dialog box, click **OK**.

----End

Uploading Delivery Proof

After delivering a license for an order, upload the SOW, acceptance document, and any additional receipts.

Step 1 Go to the Seller Console and choose **Delivery** > **Service Supervision** in the navigation pane.

Step 2 Click **Deliver Service** in the **Operation** column of the row containing the target order.

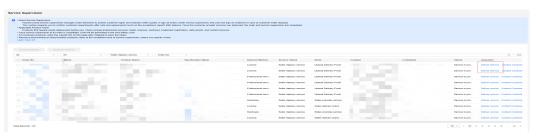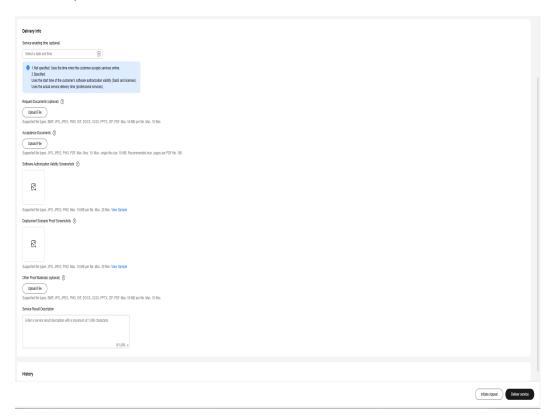**Step 3** On the **Upload Delivery Proof** page, select the actual service enabling time, upload the request documents, acceptance documents, screenshots of software authorization validity period and deployment scenario proof, or other proof materials, and click **Deliver service**.

> ⚠️ **CAUTION**

1. The product delivery template is the acceptance criteria of the product uploaded when you release the product. After the order is delivered, fill in the actual delivery content based on the template.

2. Select the actual enabling time. If it is not specified, the time when the customer accepts the product is used. That is, the resource validity period starts after this time.

Example: A customer purchased a product involving service supervision for one month on January 1, and enabled and use related resources on the same day. On February 1, the customer accepted the product in KooGallery.

Scenario 1: You have not specified the actual enabling time when uploading a delivery proof.

The actual resource usage period is from January 1 to February 1. The validity period displayed in the KooGallery order system is from February 1 to March 1.
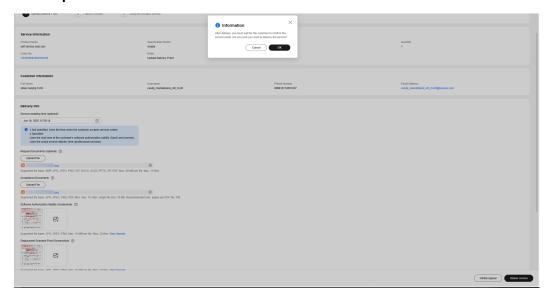
Scenario 2: You have set the actual enabling time to January 1 when uploading a delivery proof.

The actual resource usage period is from January 1 to February 1. The validity period displayed in the KooGallery order system is from January 1 to February 1.

Step 4 In the displayed dialog box, click **OK**. The service flow enters the customer acceptance node. After the customer accepts the product, the order status changes to **Completed**.

📖 **NOTE**

- If a customer has not accepted a product for a long time, you can find the customer contact information on the **Orders** > **Order List** page in the Seller Console and reach out to them. You can also initiate an appeal to KooGallery. For details, see **3.4.5 Initiating an Appeal**.
- If a customer renews an order that has completed service supervision, service supervision is not involved in the renewal order.

----End

3.4.3 Supervising Professional Service Delivery
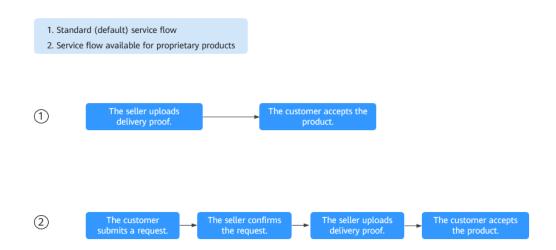
After a customer purchases a product, you can view the order details, including the order No., product name, order amount, order status, and order placement time, on the **Seller Console > Delivery > Service Supervision** page. This section describes how to upload a delivery proof. This section describes how to accept or reject a customer request and upload a delivery proof.

Overall Process

The following figure shows the process for orders placed before March 26, 2025.

The following figure shows the process for orders placed after March 26, 2025.

1. Standard (default) service flow
2. Service flow available for proprietary products

① [The seller uploads delivery proof.] → [The customer accepts the product.]

② [The customer submits a request.] → [The seller confirms the request.] → [The seller uploads delivery proof.] → [The customer accepts the product.]

📖 **NOTE**

By default, the standard service flow (flow 1) is selected during product release. The custom service flow (flow 2) is available only for Huawei proprietary products.

Accepting/Rejecting a Request

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Delivery** > **Service Supervision**.

Step 3 Set search criteria and click **Accept request** in the **Operation** column of the row containing the target transaction record.

Step 4 Confirm the request of the customer.

1. View the request details. If the request is reasonable, click **Accept request**.

NOTE

If the request is not reasonable, you can reject it to the customer for modification.

2. In the displayed dialog box, click **OK**.

----**End**

Uploading Delivery Proof

After delivering a license for an order, upload the statement of work (SOW), acceptance document, and any additional receipts.

Step 1 Go to the Seller Console and choose **Delivery** > **Service Supervision** in the navigation pane.

Step 2 Click **Deliver Service** in the **Operation** column of the row containing the target order.

Step 3 On the **Upload Delivery Proof** page, select the actual service enabling time, upload the request documents, acceptance documents, screenshots of software authorization validity period and deployment scenario proof, or other proof materials, and click **Deliver service**.

> ⚠ **CAUTION**
>
> 1. The product delivery template is the acceptance criteria of the product uploaded when you release the product. After the order is delivered, fill in the actual delivery content based on the template.
>
> 2. Select the actual enabling time. If it is not specified, the time when the customer accepts the product is used. That is, the resource validity period starts after this time.
>
> **Example**: A customer purchased a product involving service supervision for one month on January 1, and enabled and use related resources on the same day. On February 1, the customer accepted the product in KooGallery.
>
> **Scenario 1**: You have not specified the actual enabling time when uploading a delivery proof.
>
> The actual resource usage period is from January 1 to February 1. The validity period displayed in the KooGallery order system is from February 1 to March 1.
>
> **Scenario 2**: You have set the actual enabling time to January 1 when uploading a delivery proof.
>
> The actual resource usage period is from January 1 to February 1. The validity period displayed in the KooGallery order system is from January 1 to February 1.

Step 4 In the displayed dialog box, click **OK**. The service flow enters the customer acceptance node. After the customer accepts the product, the order status changes to **Completed**.

> 📖 **NOTE**
>
> - If a customer has not accepted a product for a long time, you can find the customer contact information on the **Orders** > **Order List** page in the Seller Console and reach out to them. You can also initiate an appeal to KooGallery. For details, see **3.4.5 Initiating an Appeal**.
> - If a customer renews an order that has completed service supervision, service supervision is not involved in the renewal order.

----End

3.4.4 Supervising Milestone-based Delivery

For details, see **Supervising License Delivery**, **Supervising SaaS Delivery**, and **Supervising Professional Service Delivery**.

The following figure shows the service supervision process.
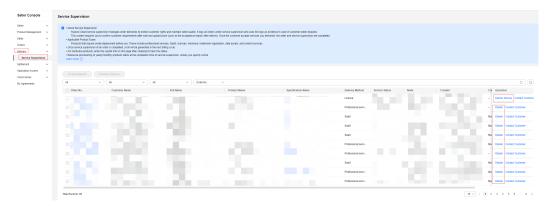
3.4.5 Initiating an Appeal
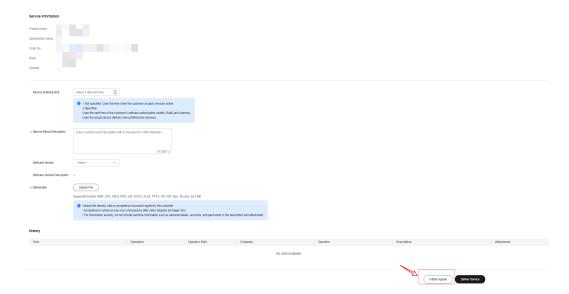
You can initiate appeals at any time in the service supervision process.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Delivery** > **Service Supervision**. Click **Deliver Service** or **Details** in the **Operation** column of the row containing the target order.

Step 3 Click **Initiate Appeal**, enter the appeal reason, upload related proofs, and click **OK**.

NOTE

1. The detailed appeal reason and proofs must be provided to help the operations manager handle the appeal.

If you initiate an appeal because you cannot reach out to the customer after you deliver a product for an order, also submit the **Letter of Commitment on Requesting Appeal Handling**, to allow KooGallery to close the order and start settlement.

2. The operations manager checks with the customer or you by email or phone call to verify the appeal reason and proofs.

3. The operations manager then provides the appeal decision based on this verification.

----End

4 Settlement

4.1 Settlement Rules

Bill Run Conditions

1. You have completed **business information certification**. If the information is incomplete or inaccurate, Huawei Cloud cannot generate bills for settlement.

2. The payment status of the transaction is **Completed**.

> **NOTICE**
>
> When a customer pays an order using credit balances in a billing cycle, the payment status will change to **Completed** only when the customer pays off all credit balances used in that billing cycle before the fifth day of the bill run month.

3. The service supervision status of the order is **N/A** or **Completed**.

4. The order has taken effect.

Checking Whether Bill Run Conditions Are Met

1. Check the customer payment and service supervision status.

In the navigation pane of the Seller Console, choose **Settlement** > **Transaction Details** to check the payment status and service supervision status.

2. Check the order effective time.

In the navigation pane of the Seller Console, choose **Settlement** > **Transaction Details** and click the down arrow on the left of the target order to view the effective time.

Settlement Cycle

- Frequency: On the sixth day of each month, the system generates bills for the most recent calendar month for settlement.

- Settlement scope: orders or transactions that are generated and effective within the most recent calendar month, and orders that have been settled partially or have never been settled in the previous months. The billing cycle of a renewal order is determined by the effective time of the order.

- Example: On February 6, 2019, bills for January 2019 were generated, including orders and transactions from January 1, 2019 to January 31, 2019. The billing cycle ID is 201901. The settlement amount is subject to the actual order and transaction data.

☐ **NOTE**

1. Bills for licenses, SaaS that involves service supervision, and professional services are generated based on the service flow status. If the service flow of a transaction is completed, the bill for the transaction will be automatically generated in the next billing cycle. Example: For an order that is successfully paid on February 3, 2020, if the service flow of the transaction is completed on March 15, 2020, the transaction is settled in the bill whose ID is 202003.

2. A bill is not generated for an unpaid order of a postpaid customer.

3. A bill is generated for a renewal order in the next month when the order actually takes effect. For example, if an order is placed on January 31 but takes effect from February 1, the bill of this order will be generated in March.

Settlement Method

One-time, pay-per-use, and yearly/monthly orders are settled at one go.

☐ **NOTE**

- Pay-per-use packages are settled at one go and refund demands are not allowed.

- The transaction amount and amount to be settled must be provided in the bill details for orders billed on a yearly/monthly basis.

Settlement Amount

Huawei Cloud KooGallery offers two transaction models, each tailored to common products and joint operations products.

- **Common product**

  A product released by a seller in KooGallery must be priced in USD. When a Huawei Cloud customer purchases a product released by a seller, Huawei issues an invoice containing a value-added tax (VAT) and other similar taxes based on local tax requirements. Huawei calculates the settlement amount for the seller based on the selling price of the product (excluding the VAT). Huawei Cloud reserves the right to adjust the platform fee proportion based on service development requirements. The current formula for calculating the settlement amount is as follows:

  Settlement amount = $\sum_{i=1}^{n}$ (Selling price of product _N_ (excluding VAT) – Customer WHT[1] – Customer DST[1]) x (1 – Proportion of platform fees) – Seller taxes (such as WHT[2] and DST[2])

  Example:

  Selling price of a product (excluding VAT) = $1,000 USD

  Tax imposed on the product supplied to the customer: Customer WHT[1] = $150 USD; Customer DST[1] = $50 USD

  Tax involved in Huawei's settlement to the seller: WHT[2] = $100 USD; DST[2] which imposed on the seller however should be filed and paid by Huawei = $20 USD

  Revenue sharing ratio of Huawei (Proportion of platform fees) = 15%

  Settlement amount = (1,000 – 150 – 50) x (1 – 15%) – 100 – 20 = $560 USD

📖 **NOTE**

WHT stands for withholding tax.

DST stands for Digital Service Tax.

NOTICE

Since January 1, 2025, the platform fee proportion of new common products on KooGallery (International) has been changed to 10%. The platform fee proportion of a product is subject to that configured during product release. For details about how to view the platform fee proportion, see **7.17 How Do I View the Sharing Ratio of a Product?**

- **Joint operations product**

  The settlement rules vary according to the revenue sharing mode.

  – Revenue sharing based on the transaction price

  Settlement amount (including tax) = $\sum^n_{i=1}$ (Transaction price of joint operations product N – Customer WHT[1] – Customer DST[1]) x Seller's revenue sharing ratio – Seller taxes (such as WHT[2] and DST[2])

  – Revenue sharing based on the discounted base price

  Settlement amount (including tax) = $\sum^n_{i=1}$ (List price of joint operations product N x Base price discount – Customer WHT[1] – Customer DST[1]) x Seller's revenue sharing ratio – Seller taxes (such as WHT[2] and DST[2])

  – Revenue sharing based on the fixed base price

  Settlement amount (including tax) = $\sum^n_{i=1}$ (Fixed base price of joint operations product N – Customer WHT[1] – Customer DST[1]) x Seller's revenue sharing ratio – Seller taxes (such as WHT[2] and DST[2])

Settlement Conditions for Orders with Milestone-based Payment

If the total repayment proportion is greater than or equal to what you have delivered, KooGallery will settle payments of delivered milestones with you.

Invoice Issuance Regulations

A seller shall issue VAT invoices to Huawei Cloud based on the monthly settlement amount and send them to the specified address within a month of receiving the invoice request. The invoiced tax items and tax rate are subject to the local tax laws of the seller. If an invoice is incorrect, the seller shall reissue it. For details, see **4.3 Issuing Invoices to Huawei Cloud**.

4.2 Settlement Process

- On the sixth day of each month, Huawei Cloud generates a bill for eligible orders of the previous month (for details, see the **Bill Run Conditions**). After the bill is generated, Huawei Cloud reviews and sends it to you within four business days.

- Read the **settlement rules** carefully. If you have any objection to the bill data, submit a service ticket. If Huawei Cloud confirms that the data is incorrect, the amount difference will be adjusted in the next settlement period.

No.	Phase	Performed By	Duration (Business Days)	Description
1	Generating historical transaction bills	Huawei Cloud	-	On the sixth day of every month
2	Reviewing and sending bills to the sellers	Huawei Cloud	4	The notification is sent to the email address bound to the Huawei Cloud account of the sellers (postponed to the next business day in case of holidays).
3	Confirming bills	Sellers	-	The sellers confirm bills in the Seller Console of Huawei Cloud KooGallery. (From December 24, 2024, at 00:00 Beijing time, new bills will not need seller confirmation.)
4	Initiating countersigning and payment	Huawei Cloud	6	-
5	Notifying sellers to issue invoices after the countersigning is complete	Huawei Cloud	1	The system sends an email notification to the sellers.
6	Issuing invoices and sending them to Huawei Cloud	Sellers	-	The sellers issue invoices with tax rates according to local tax laws and send the invoices to the specified email address or recipient address. For details, see **4.3 Issuing Invoices to Huawei Cloud**.

No.	Phase	Performed By	Duration (Business Days)	Description
7	Accepting invoices and making payment	Huawei Cloud	8	After receiving and verifying the invoices, Huawei Cloud will make the payment on the eighth business day. If an invoice is incorrect, Huawei Cloud will notify the seller to issue a new one via email.

4.3 Issuing Invoices to Huawei Cloud

Description

You will receive an email and internal message notification when an invoice can be issued for a bill. You can also log in to the Seller Console and view the invoicing list on the **Bills** page. Issue an invoice according to the notification. After receiving and verifying the invoice, Huawei Cloud will start payment.
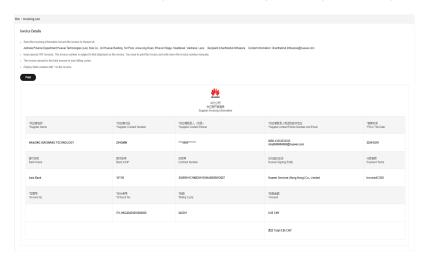
⚠ **CAUTION**

- When an invoice is to be issued for a bill, click **Invoicing List** in the **Operation** column on the **Bills** page to go to the **Invoicing List** page. Print the invoice list and issue an invoice.

- To ensure smooth payment:

  1. The value of **INVOICE AMOUNT** must be consistent with that in the invoicing list.

  2. The value of **Invoice Currency** must be consistent with that in the invoicing list.

  3. The value of **Invoice To** must be consistent with the Huawei contracting party in the invoicing list.

  4. Specify all items marked with an asterisk (*).

  5. Enter the payment requisition number and settlement period in the **Remarks** column of the invoice. You can obtain the payment requisition number from the invoicing list.

  6. Do not issue invoices for multiple payment requisition numbers at the same time. One payment requisition number can correspond to multiple invoices, but one invoice cannot correspond to multiple payment requisition numbers.

  7. Attach the invoicing list when you send the invoice to Huawei Cloud so that the Huawei Cloud invoice team can identify the payment source.

  8. According to Brazilian laws and regulations, cross-month payment is not allowed. If you need to send invoices to **SPARKOO TECNOLOGIAS DO BRASIL LTDA (Huawei Cloud in Brazil)**, send them before the 20th day of each month so that payment can be made in the same month.

Procedure

Step 1 Click the link in the invoicing notification, or click **Invoicing List** in the **Operation** column on the **Bills** page. The **Invoicing List** page is displayed.

Step 2 Print or download the invoicing list and issue an invoice by referring to the **Table 4-1**. **Figure 4-1** shows a sample invoice.

Table 4-1 Invoice description

Item	Description
Company Name	Company name
Partner VAT No.	Partner VAT number
Bank Account No.	Bank account number
Bank Account Beneficiary	Bank account beneficiary
Bank Name	Bank name
Bank Address	Bank address
Swift Code	Society for Worldwide Interbank Financial Telecommunication (SWIFT) code
Invoice No.	Invoice number
Invoice Date	Date of invoice issuance **CAUTION** According to Brazilian laws and regulations, cross-month payment is not allowed. If you need to send invoices to **SPARKOO TECNOLOGIAS DO BRASIL LTDA (Huawei Cloud in Brazil)**, send them before the 20th day of each month so that payment can be made in the same month.
Invoice Currency	Currency in the invoicing list *账期金额 *Amount 0.85 CNY 合计 Total 0.85 CNY

Item	Description
Invoice To	Huawei signing entity displayed on the **Invoicing List** page
InTouch No.	Tax registration number of Huawei For details, see **Huawei VAT Registration No.**
Payment Requisition Form No.	Payment requisition number in the invoicing list
Service Item	The value is **KooGallery Service**.

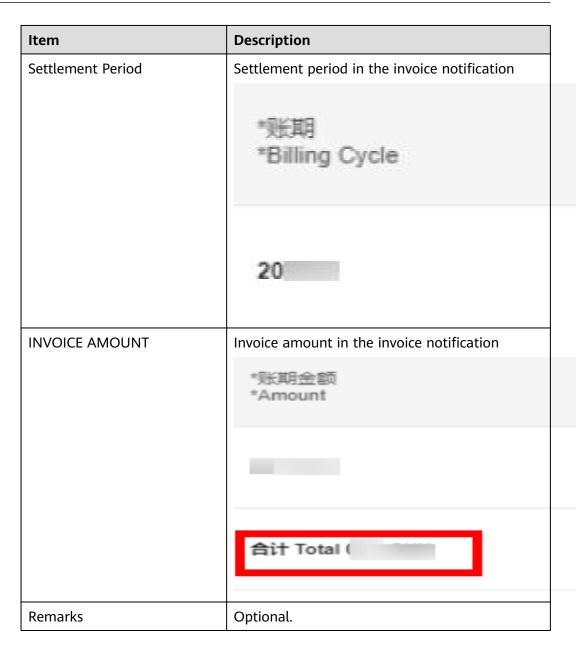| Item	Description
Settlement Period	Settlement period in the invoice notification *账期 *Billing Cycle 20
INVOICE AMOUNT	Invoice amount in the invoice notification *账期金额 *Amount 合计 Total (
Remarks	Optional.

Figure 4-1 Sample invoice

Step 3 Send the invoicing list and invoice to the email address or location specified on the **Invoicing List** page.

Invoice Details

- Send the invoicing information list and the invoice to Huawei at:

  [Address]

- Issue special VAT invoices. The invoice number is subject to that displayed on the in

----End

Huawei VAT Registration No.

KooGallery partners registered in the following countries must provide the Huawei tax ID when issuing invoices. For KooGallery partners registered in other countries, Huawei tax ID is optional. The invoice may be rejected if a wrong Huawei signing entity and/or Huawei tax ID is provided.

Huawei Signing Entity	Country/ Region	Huawei Tax ID (VAT Registration No.)
Sparkoo Technologies Singapore Pte. Ltd. Address: 1 CHANGI BUSINESS PARK AVENUE 1 #05-01/06 SINGAPORE 486058	Singapore	202141109N
	United Arab Emirates	100516893300003
	South Korea	231-80-06110
	Others	Tax ID, which is optional
Sparkoo Technologies Hong Kong Co., Limited Address: 7/F., Tower 6, The Gateway, No. 9 Canton Road, Tsimshatsui, Kowloon	All countries	Tax ID, which is optional
Sparkoo Technologies Chile SpA Address: Rosario Norte 532, Piso 11, Las Condes, Región Metropolitana, Chile	Chile	77.569.009-7
	Others	Tax ID, which is optional

SPARKOO TECHNOLOGIES PERU S.A.C. Address: Calle Las Begonias 415, Int. 2301, San Isidro, Lima 27, Perú	Peru	20609623501
	Othe rs	Tax ID, which is optional
SPARKOO TECNOLOGIAS DO BRASIL LTDA Address: Rua Arquiteto Olavo Redig de Campos, nº 105, conjuntos 252, Edifício EZ Towers, Vila São Francisco, CEP 04711-904,na Cidade de São Paulo, Estado de São Paulo	Brazi l	45.503.762/0001-49
	Othe rs	Tax ID, which is optional
Sparkoo Technologies (Thailand) Co., Ltd. Address: No. 9, G Tower Grand Rama 9, Room No. GN01-04, 35th Floor, Rama 9 Road, Huaykwang Sub-district, Huaykwang District, Bangkok Metropolis.	Thail and	0105565047713
	Othe rs	Tax ID, which is optional
SPARKOO TECHNOLOGIES SOUTH AFRICA (PTY) LTD Address: Building 17, Huawei Office Park, 124 Western Services Road, Woodmead, Johannesburg, 2191	All coun tries	Tax ID, which is optional
HUAWEI TECHNOLOGIES AFRICA (PTY) LTD Address: Huawei Office Park, Building 15, 124 Western Services Road, Woodmead EX.20, Johannesburg, 2191	Sout h Afric a	4060225127
	Othe rs	Tax ID, which is optional
Huawei Technologies De Mexico, S.A. De C.V. Address: AV. SANTA FE No. 440 Int. No. PISO 15 SANTA FE 05348 CUAJIMALPA DE MORELOS MEXICO	Mexi co	HTM011012DW7
	Othe rs	Tax ID, which is optional
Huawei Services (Hong Kong) Co., Limited Address: Room 03, 9/F, Tower 6, the Gateway No.9, Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong	Unit ed Arab Emir ates	100584086100003
	Saud i Arabi a	310481924600003

	South Korea	145-80-01643
	South Africa	4570291130
	Türkiye	4641608182
	Colombia	901480575
	Others	Tax ID, which is optional
Sparkoo Technologies Arabia Co., Ltd. Address: 2252 Albushari Street, Olaya District, Postal Code: 12222, Additional No. 7843, 3rd floor, Unit No. 28, Riyadh, Kingdom of Saudi Arabia.	Saudi Arabia	Tax ID, which is optional
	Others	If a tax ID has been registered in Saudi Arabia, enter 311241898900003. If no tax ID has been registered, this field is optional.

FAQ

4.4 Order and Transaction Settlement Mechanism

Settlement Bill Cycle

- For a purchase order of a yearly or monthly product, the settlement bill cycle starts when the instance or the service in the order is enabled.
- For a renewal order of a yearly or monthly product, the settlement bill cycle starts when the product or the service in the order is enabled.
- For the transactions of a pay-per-use product, the settlement bill cycle is determined by the actual consumption time of the product.

Settlement Rule for Unsubscriptions

When a Huawei Cloud user applies for a refund after unsubscription and Huawei Cloud confirms that the refund application meets required standards, Huawei Cloud will send a refund notification to the seller and user. If the product payment has been settled with the seller, Huawei Cloud will deduct the refund amount

from the seller's settlement amount in the current month or the following month after refunding the user's money. If the settlement amount is insufficient for the refund, Huawei Cloud will deduct the refund amount from the deposit of the seller (if any). If the amount is still insufficient, the seller shall pay the amount to Huawei Cloud in other ways.

4.5 Querying Bills

4.5.1 Bill Description

Table 4-2 describes the bills of common products on Huawei Cloud KooGallery.

Table 4-2 Description of a common product bill

Billing Item	Description
Sales amount	Amount of money from sales (excluding taxes)
Settlement amount	Settlement amount: $\sum_{i=1}^{n}$Sales amount of product $n \times (1 -$ Proportion of platform fee

4.5.2 Reconciliation Process

Huawei Cloud KooGallery generates a bill of the previous calendar month on **the sixth day of each month**. After you confirm that the bill is correct, Huawei Cloud sends you a notification email to request you to issue an invoice and deliver the invoice to the specified address. After receiving and verifying the invoice you send, Huawei Cloud initiates the payment process to pay you based on the invoice amount. For details, see **4.2 Settlement Process**.

◻ **NOTE**

Bills for licenses, SaaS that involves service supervision, and professional services are generated based on the service flow status. If the service flow of a transaction is completed, the bill for the transaction will be automatically generated in the next billing cycle.

4.5.3 Confirming Bills

After you confirm a bill of the previous calendar month, Huawei Cloud KooGallery will send you an invoicing notification email and initiate payment process.

◻ **NOTE**

From December 24, 2024, at 00:00 Beijing time, new bills will not need seller confirmation. Bills will be automatically set to the pending approval state. For details, see **4.2 Settlement Process**. If you have any questions about bills, submit a service ticket.

Prerequisites

Your business information has been certified. For details, see **1.2.7 Certifying Business Information**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Settlement** > **Bills**.

The **Bills** page is displayed.

☐ NOTE

If the *HUAWEI CLOUD KooGallery Seller Agreement* has been updated, select **I agree with the HUAWEI CLOUD KooGallery Seller Agreement** and click **Submit**. After signing the agreement, you can go to the **Bills** page for bill query.

Step 3 Locate a bill and click **Confirm** in the **Operation** column.

The bill details page is displayed.

Step 4 Confirm that all the bill information is correct and click **Confirm**.

Step 5 In the displayed dialog box, click **Yes**.

----End

4.5.4 Exporting Bills

You can export bills and download them on the **Export History** page.

Prerequisites

Your business information has been certified. For details, see **1.2.7 Certifying Business Information**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Settlement** > **Bills**.

☐ NOTE

If the *HUAWEI CLOUD KooGallery Seller Agreement* has been updated, select **I agree with the HUAWEI CLOUD KooGallery Seller Agreement** and click **Submit**. After signing the agreement, you can go to the **Bills** page for bill query.

Step 3 Click **Export** on the left of the page. The **Export History** tab is automatically displayed.

Step 4 After the bills are generated, click **Download** in the **Operation** column, select a path to save the bills, and click **Save**.

☐ NOTE

- It takes some time to generate bills. Wait for a while and refresh the **Export History** tab, and then the export record is displayed.
- The exported bills will be saved for three days. Download the bills as soon as possible.

----End

4.5.5 Exporting Bill Details

You can export bill details and download them on the **Export History** tab.

Prerequisites

Your business information has been certified. For details, see **1.2.7 Certifying Business Information**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Settlement** > **Bills**.

📖 **NOTE**

If the *HUAWEI CLOUD KooGallery Seller Agreement* has been updated, select **I agree with the HUAWEI CLOUD KooGallery Seller Agreement** and click **Submit**. After signing the agreement, you can go to the **Bills** page for bill query.

Step 3 Locate a bill to be viewed and click **Details** in the **Operation** column.

Step 4 Click **Export** on the left of the page.

Step 5 After the bill details are generated, click **Download** in the **Operation** column, select a path to save the bill details, and click **Save**.

📖 **NOTE**

- It takes some time to generate bill details. Wait for a while and refresh the **Export History** tab, and then the export record is displayed.
- The exported bill details will be saved for three days. Download the bill details as soon as possible.

----End

4.6 Querying Transaction Details

4.6.1 Querying Transaction Details

You can view the transaction details of the last month after the sixth day of each month.
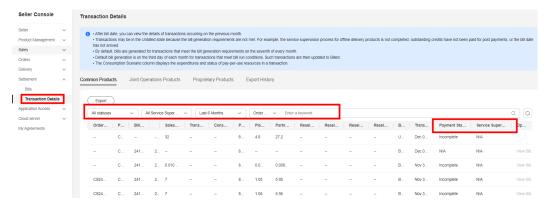
Prerequisites

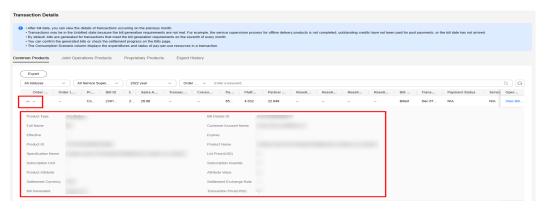Your business information has been certified. For details, see **1.2.7 Certifying Business Information**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Settlement** > **Transaction Details**. The **Transaction Details** page is displayed.

Step 3 Click a product type tab and set search criteria, such as order No., billing cycle, and customer account, to search for the target orders. The following figure uses the **Common Products** tab as an example. You can view the repayment and service supervision status of postpaid orders.

Step 4 Click ⌄ on the left of the target order to view its bill details.

Step 5 Click **View Bill** in the **Operation** column. The bill details page is displayed.

----End

📖 NOTE

- By default, the system generates bills on the sixth day of each month for transactions that meet bill generation requirements.
- You can view the transaction details of the last month after bills for the transactions are generated.
- If an order in the **Billed** state, a bill has been generated for it. You can check the bill details on the **Bills** page. For details, see **4.5 Querying Bills**.
- If an order is in the **Unbilled** state, no bill has been generated for it because it does not meet bill generation requirements. For example, the order is delivered offline and its service supervision process is not completed, the customer has not paid the used credit, or the bill generation date has not arrived.
- SaaS trial orders are not displayed on the **Transaction Details** page.
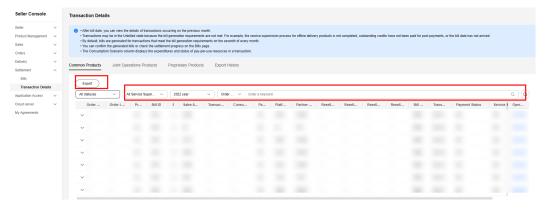
4.6.2 Exporting Transaction Details

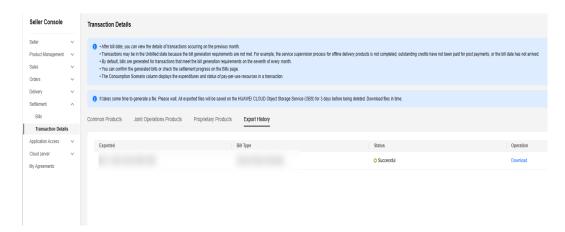You can export and download transaction details.

Prerequisites

You have completed business information certification. For details, see **1.2.7 Certifying Business Information**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Settlement** > **Transaction Details**. The **Transaction Details** page is displayed.

Step 3 Set the search criteria to search for the target orders.

Step 4 Click **Export** on the left of the page.

Step 5 The **Export History** tab is displayed, and the bill is automatically generated.

Step 6 After the bill is generated, click **Download** in the **Operation** column to download it.

----End

📖 NOTE

- It takes some time to generate bills. Wait for a while and refresh the **Export History** tab.
- You can choose **Transaction Details** in the navigation pane and click the **Export History** tab to download the exported bills.
- The exported bills will be retained for three days. Download the bills as soon as possible.

5 Store Operations

5.1 Seller Management

5.1.1 Managing Renewals

After selling yearly/monthly products, you can check their expiration time and renewal policies. This helps you manage renewals and keep customers informed promptly.

Go to **Orders > Order List > Renewals** to view order information.

📖 **NOTE**

1. The **Renewals** page displays only unexpired orders of your yearly/monthly products.

2. You can search for orders by order No., product name, and customer name.

3. You can filter orders by order effective time or renewal policy.

5.1.2 Requesting Test Coupons for Common Products

Before releasing an image or SaaS product, you can request test coupons for product release testing. For details about product release, see **2.3.1 Image Release Guide** and **2.3.3 SaaS Release Guide**.

Prerequisites

1. You have registered with KooGallery. For details, see **1.2 Registration Request**.

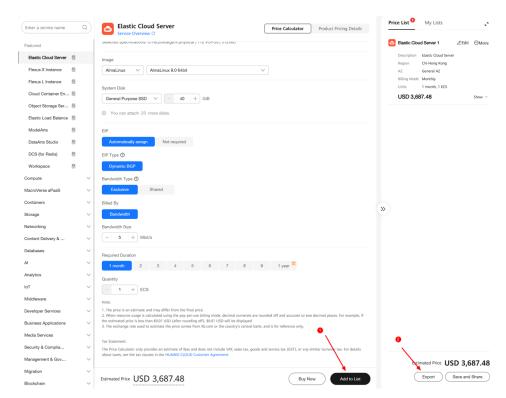2. You plan to release a common image or SaaS product.

Request Rules

1. You can request test coupons only once for each product. The maximum coupon value per product is $2,500 USD. Each seller has an annual limit of $10,000 USD. The actual coupon value is determined by KooGallery.

2. You must release at least one software product within three months after requesting a test coupon. Otherwise, KooGallery will disqualify you for test coupon requests.
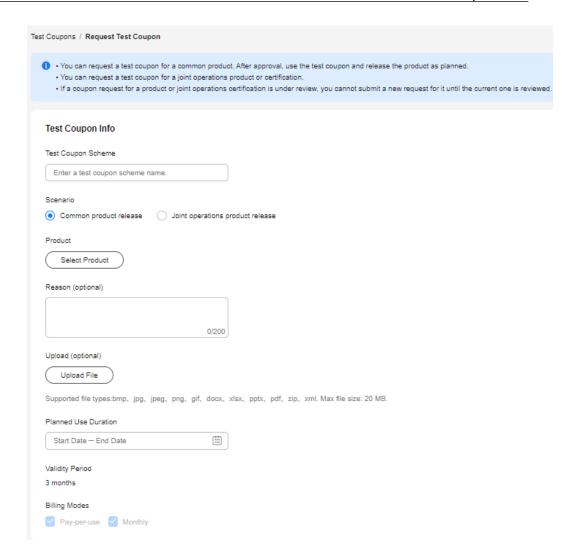
Procedure

1. On the Seller Console, choose **Test Coupons** in the navigation pane. On the displayed page, click **Request Test Coupon**.

2. Enter the request information and click **Submit**. KooGallery will review the request within three working days.

   a. **Test Coupon Scheme**: (Recommended) Enter a name in the format of *xx (year)* KooGallery Common Product Test-*xx company-xx product*.

   b. **Product**: (Optional) Select the draft of the SaaS or image product you plan to release.

   c. Upload an attachment.

      Download, fill in, and seal the **KooGallery Partner Product Test Coupon Application form**. Then upload the form.

      Provide the price calculation list. The prices in the list must be the same as those in the application form. (Export the list from **Huawei Cloud Price Calculator**.)

d.   Other information: Specify them as needed.

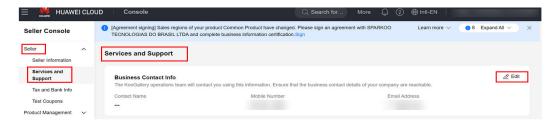## 5.1.3 Configuring Service and Support Information

> ⚠️ **CAUTION**
>
> To ensure smooth communication, update the contact information promptly if it changes.

Business Contact Information

The KooGallery operations team will contact you using this information. Ensure that the business contact details of your company are reachable.

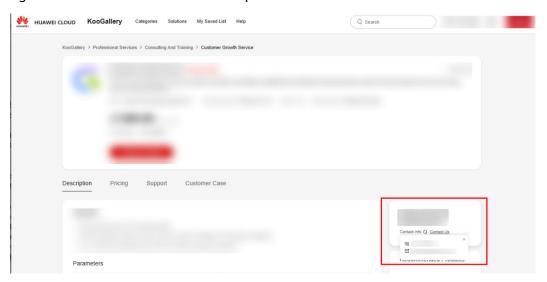To update the information, perform the following operations:

Step 1 Log in to the KooGallery Seller Console.

Step 2 In the navigation pane, choose **Seller** > **Services and Support**. In the **Business Contact Info** area, click **Edit**, modify the information, and submit it for review.
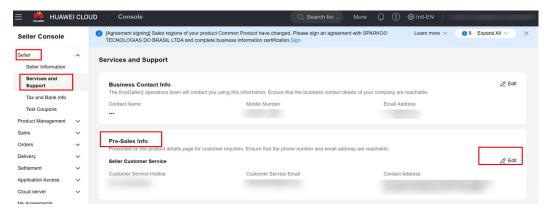
----End

Pre-Sales Information

This information is presented on the product details page for customer inquiries. Ensure that the phone number and email address are reachable. The following figure shows how the information is presented.

To ensure that customers can consult pre-sales questions, maintain the information as follows:

Step 1 Log in to the KooGallery Seller Console.

Step 2 In the navigation pane, choose **Seller** > **Services and Support**. In the **Pre-Sales Info** area, click **Edit** on the right, modify the information, and submit it for review.
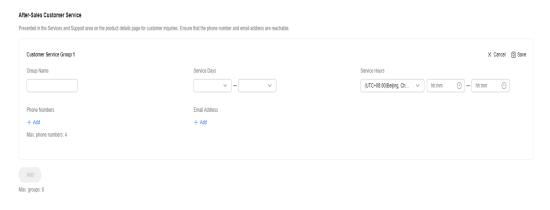
📖 **NOTE**

The contact address is not displayed on the product details page.

----End

After-Sales Customer Service Information

After configuring after-sales customer service groups, you can select a group when releasing a product. After the product is released, the customer service information is displayed in the **Services and Support** area on the product details page. Ensure that phone numbers, email addresses, and service hours are accurate for a smooth customer support experience.

Step 1 Log in to the KooGallery Seller Console.

Step 2 In the navigation pane, choose **Seller** > **Services and Support** and navigate to the **After-Sales Customer Service** area.

Step 3 Click **Add** and enter the customer service group name, phone number, email address, service days, and service hours. You can add up to 6 groups.

----End

5.2 Product Management

5.2.1 Releasing Products

After the information of a product to be released is submitted, the operations manager will review the information. The product will be available on KooGallery after the information is approved.

📖 **NOTE**

- To view the review result, you can choose **Product Management** > **My Applications** on the Seller Console.
- After the product information is approved, you can view the released product on the **Product Management** > **My Products** page on the Seller Console.

5.2.2 Modifying Products

You can modify details of products that fail the review on the **My Applications** page or update details of released products on the **My Products** page. The modification takes effect after being approved.

📖 NOTE

- You can try again if products failed to be submitted for release or have been modified after release.

- **Specifications of released products cannot be deleted. You can remove them from the catalog on the My Products page. For details, see 5.2.10 Removing a Product, Specification, or SKU.**

- If you want to add and remove specifications for a product, add specifications first, and then remove specifications that are not required.

- You cannot add or modify specifications for products of which all specifications have been removed from the catalog.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

The **My Products** page is displayed.

📖 NOTE

To modify the information of products that fail the review or are in the **Draft** state, choose **Product Management** > **My Applications** in the navigation pane.

Step 3 Set search criteria to search for the product to be modified. Locate the target product in the list, and click **Modify** in the **Operation** column.

Product Name	Delivery Method	Product Type	Released	Status	Operation
⌄	License	Common product	Sep 16, 2020 09:35:48 GMT+08:00	Listed	Details | Modify | Remove
⌄	Image	Common product	Mar 13, 2020 19:54:34 GMT+08:00	Listed	Details | Modify | Remove
⌄	Image	Common product	Mar 13, 2020 19:53:17 GMT+08:00	Listed	Details | Modify | Remove

Step 4 Modify the product information.

- You can modify the delivery method, basic information, search engine optimization (SEO) information, and non-price service information as required.

- You can change the value of **Public Sales** to hide or display the product on the KooGallery frontend page. If you set **Public Product** to **No**, the product will be hidden from KooGallery frontend page and search results. Customers can access and purchase the product only by using the product URL you provide. To obtain the URL of such a product, choose **Product Management** > **My Products**. In the same row of the product, click **Details** in the **Operation** column. The URL is displayed in the **Service Information** area on the product details page.

- In the **Product Specifications** area, you can change the name and prices of a released specification and add a billing mode for the specification. (You can only add the monthly billing mode to a yearly billing specification or add the yearly billing mode to a monthly billing specification.)

囗 **NOTE**

> For a SaaS product, you cannot modify the **Involve Service Supervision** option or the trial use status of released specifications.

Step 5 Modify the product information and click **Submit**.

囗 **NOTE**

- When you submit the modified SaaS information, KooGallery calls the service interfaces of the production system using the cases saved after you successfully debugged the interfaces. If an interface responds abnormally, a message will be displayed in the upper right corner of the page. Ensure that all service interfaces respond normally and submit the product information again.
- When modifying the information of a product, you can click **Save Draft** to save the product information before submission. You can choose **Product Management** > **My Applications** or **Product Release** > **Drafts** to view the draft information.
- The modification takes effect after being approved. To view the information of products under review, choose **Product Management** > **My Applications** in the navigation pane.

----End

5.2.3 Setting Product Changes (Downgrade, Scale-in, Upgrade, and Scale-out)

5.2.3.1 Overview

You can set whether to support instance specification adjustment (upgrade and downgrade) and capacity scaling (in and out) for yearly/monthly SaaS.

Prerequisites and Rules

Scenario	Supported Change Type	Supported Product and Billing Mode	Supported SaaS Interface Version	SaaS Interface to Connect	Trigger Time	Change Scope
For effective orders	Upgrade and scale-out	Yearly/ Monthly SaaS	SaaS 1.0 and SaaS 2.0	Instance upgrade	Triggered in real time within the validity period	SKUs of the same specification

Scenario	Supported Change Type	Supported Product and Billing Mode	Supported SaaS Interface Version	SaaS Interface to Connect	Trigger Time	Change Scope
For renewal orders	Downgrade, scale-in, upgrade, and scale-out	Yearly/ Monthly SaaS	SaaS 2.0	Instance update Verification of changes upon renewal	30 days before the expiration	SKUs of the same specification

Specification Example

1. Only yearly/monthly SaaS SKUs can be upgraded. Customers can upgrade them to other yearly/monthly SKUs under the same specification or scale out the quantity attribute resources.

2. Removed products do not support specification change. Rules of upgrading specifications to removed ones automatically become invalid.

3. If the original or target specification is not billed on a yearly/monthly basis, its upgrade rules become invalid.

4. If price changes of specifications in an upgrade rule cause a price conflict, the rule automatically becomes invalid.

Rules for Calculating Change Fees

1. Upgrade fee = Price of new configuration x Remaining days x Discount – Price of original configuration x Remaining days x Discount

(1) Price of new configuration: price of the new product calculated based on the remaining duration.

(2) Price of original configuration: price of the original product calculated based on the purchased duration.

2. Scale-out fee

Original billing rule (before June 12, 2023):

Linear pricing, tiered pricing, and volume pricing: Scale-out fee = Unit price of the volume to which the total number of users belongs after scale-out x Total number of users after scale-out x Remaining period x Discount – Original price before scale-out x Remaining period x Discount

New billing rule (after June 12, 2023):

(1) Linear pricing and tiered pricing: Scale-out fee = Unit price of the volume to which the total number of users belongs after scale-out x Total number of users after scale-out x Remaining period x Discount – Original price before scale-out x Remaining period x Discount

(2) Volume pricing: Scale-out fee = Unit price of the volume to which the total number of users belongs after scale-out x Number of added users x Remaining days x Discount

> ⚠️ **CAUTION**
>
> 1. Products with upgrade rules set before June 12, 2023 will continue using their original billing rules.
> 2. Customers who pay for scale-out orders placed before June 12, 2023 will follow the original billing rules.
> 3. Products with scale-out rules set after June 12, 2023 will use the new billing logic.

5.2.3.2 Settings Changes for Effective Orders

You can set whether yearly/monthly SaaS supports specification upgrade and capacity scale-out. The validity period of upgraded or expanded instances remains unchanged.
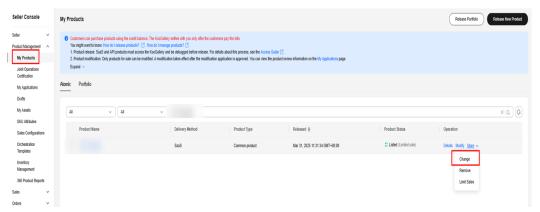
Customers can upgrade SaaS specifications or scale out their capacity by referring to **Changing SaaS Specifications and Calculating Fees**.

Prerequisites

| Scenario	Supported Change Type	Supported Product and Billing Mode	Supported SaaS Interface Version	SaaS Interface to Connect	Trigger Time	Change Scope
For effective orders	Upgrade and scale-out	Yearly/ Monthly SaaS	SaaS 1.0 and SaaS 2.0	Instance upgrade	Triggered in real time within the validity period	SKUs of the same specification

Procedure

Step 1 Go to the **Seller Console**.
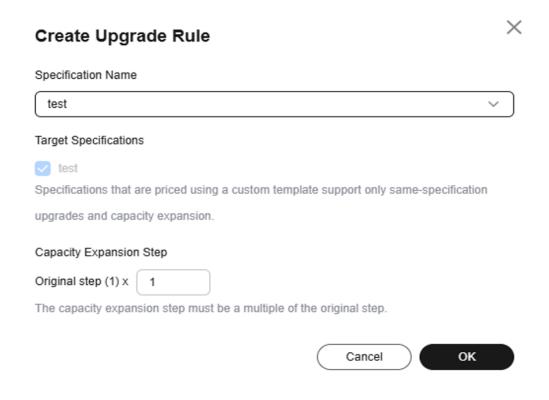
Step 2 In the navigation pane, choose **Product Management > My Products**. On the displayed page, choose **More** > **Change** in the **Operation** column of a product.

Step 3 On the **Upgrade Rules** tab, click **Create Upgrade Rule**. In the displayed dialog box, select the original specification.

- Setting an upgrade rule

● Selecting the original specification

Create Upgrade Rule

Specification Name

test

Target Specifications

☑ test

Specifications that are priced using a custom template support only same-specification upgrades and capacity expansion.

Capacity Expansion Step

Original step (1) x 1

The capacity expansion step must be a multiple of the original step.

Cancel   OK

NOTE

● No upgrade rules are configured by default. You can add upgrade rules as required.
● When the chosen specification includes quantity attributes, you can see the **Capacity Expansion Step** parameter. This new step should multiply the original one by up to five times.
● Each original specification allows only one upgrade rule. You can edit this rule or delete it to add a new one.

Step 4 Click **OK**.
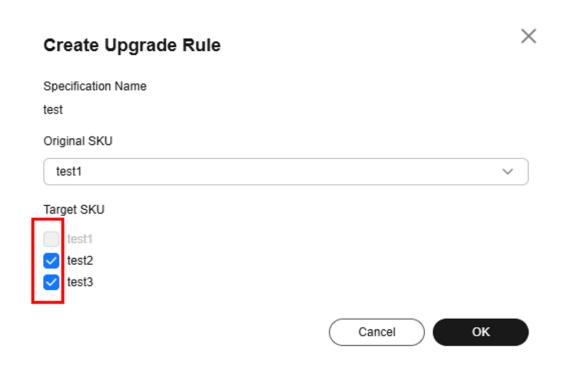
Step 5 For a multi-SKU specification, set upgrade rules for its attributes. Without these rules, customers can only expand quantities but cannot upgrade between its SKUs.

Choose **More** > **Set Upgrade Rule** in the **Operation** column. In the displayed dialog box, select the name and value of the original and target attributes.

● Setting an upgrade rule

Upgrade Rules	Rules for Changes upon Renewal			
Create Upgrade Rule				
Specification Name	Target Specifications	Status	Operation	
∨ test	test	Effective	Set Expansion Rule Delete	Set Upgrade Rule
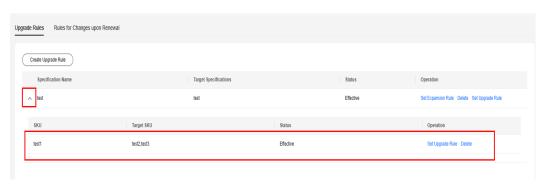
● Creating an attribute upgrade rule

NOTE

> You can select the target SKU only after selecting an original SKU.

Step 6 Click the arrow on the left of a multi-SKU specification to view all its attribute upgrade rules. You can set or delete upgrade rules for SKUs.
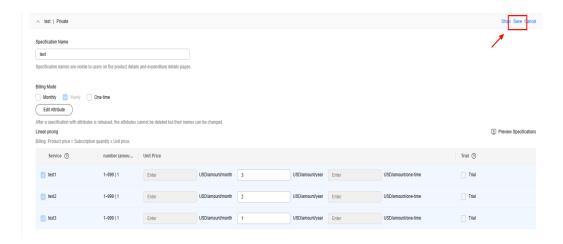

NOTE

- Each SKU allows only one upgrade rule. You can edit this rule or delete it to add a new one.
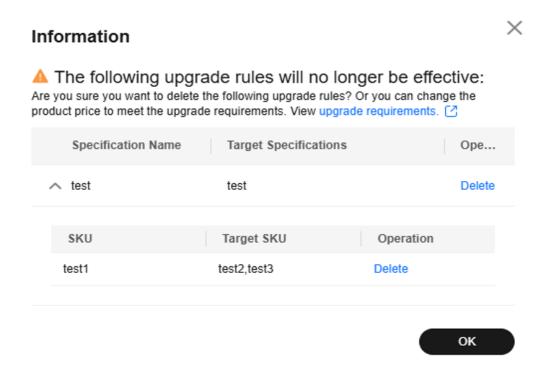- The target SKU must cost more than the original one.
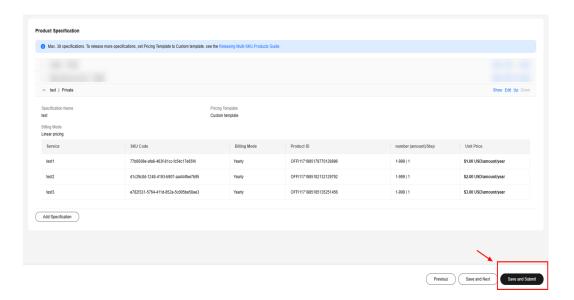
----End

Verifying New Product Prices

For specifications with upgrade rules, incorrect price changes may cause price conflicts, making the target SKU cheaper than the original one. Therefore, after changing product prices, click **Save** to check whether upgrade rules still apply.

If the verification fails, delete the upgrade rules or change the prices.

If the verification succeeds, click **Save and Submit** to submit the changes for review.

5.2.3.3 Settings Changes for Renewal Orders

You can set whether yearly/monthly SaaS supports specification adjustment (upgrade and downgrade) and capacity scaling (in and out) during renewal.

Customers can adjust SaaS specifications or resource capacity during renewal by referring to **Changing SaaS Specifications and Calculating Fees**.

Prerequisites and Rules

Scenario	Supported Change Type	Supported Product and Billing Mode	Supported SaaS Interface Version	SaaS Interface to Connect	Trigger Time	Change Scope
For renewal orders	Downgrade, scale-in, upgrade, and scale-out	Yearly/ Monthly SaaS	SaaS 2.0	Instance update Verification of changes upon renewal	30 days before the expiration	SKUs of the same specification

Procedure

Step 1 Go to the **Seller Console**.

Step 2 In the navigation pane, choose **Product Management > My Products**. On the displayed page, choose **More** > **Change** in the **Operation** column of a product.

Step 3 On the **Rules for Changes upon Renewal** page, toggle on the switch in the **Operation** column of a specification to enable changes upon renewal.

- Setting a rule for changes upon renewal

- Toggling on the switch for a specification

----End

5.2.4 Hiding a Product or Specification

When releasing a new product or modifying a released product, you can hide the product or its specifications from customers.

Precautions for Hiding a Product

- Hidden products will not be displayed on KooGallery frontend page or in the search results after being released to KooGallery. They can be accessed or purchased only through the product URL.
- To obtain the URL of such a product, locate the product on the **Product Management** > **My Products** page, and click **Details** in the **Operation**
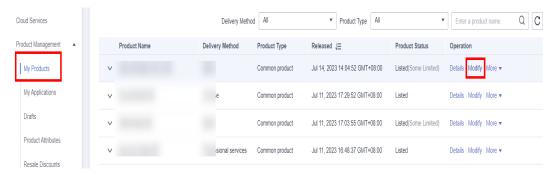
column. The URL is displayed in the **Service Information** area on the product details page.

Procedure for Hiding a Product
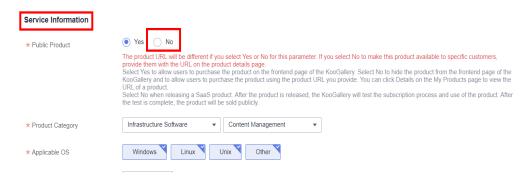
The process of hiding a released product is used as an example.

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

The **My Products** page is displayed.

Step 3 Locate the product to be hidden and click **Modify** in the **Operation** column.

Step 4 Set **Open Sales or Not** to **No** in the **Service Information** area.

📖 **NOTE**

To change a product from hidden to public status, set **Open Sales or Not** to **Yes**.

Step 5 Click **Submit**.

📖 **NOTE**
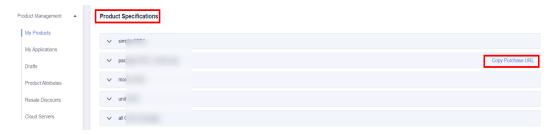
The product hiding takes effect after being approved. To view the review status, choose **Product Management** > **My Applications** in the navigation pane.

----End

Precautions for Hiding a Specification

- Hidden specifications will not be displayed on KooGallery frontend page or in the search results. They can be accessed or purchased only through the specification URL.

- To obtain the URL of such a specification, locate the product on the **Product Management** > **My Products** page, and click **Details** in the **Operation** column. Locate the target specification in the **Product Specifications** area and click **Copy Purchase URL**.

- If the sales status of a product is changed from hidden to public, all its specifications will also be available to all customers. You can hide specific specifications from customers again.

Procedure for Hiding Offering Specifications

The process of hiding a released specification is used as an example.
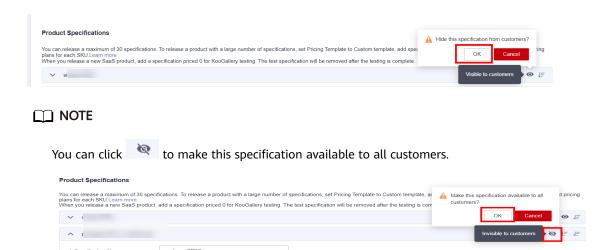
Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Locate the product whose specification is to be hidden and click **Modify** in the **Operation** column.

Step 4 In the **Product Specifications** area, click 👁 next to the specification.

Step 5 In the displayed dialog box, click **OK**.

NOTE

You can click to make this specification available to all customers.

Step 6 Click **Submit** at the bottom of the page. After the modification is approved, the specification is hidden.

----End

5.2.5 Managing Product Attributes

When releasing products, you can use product attributes to generate SKUs for product specifications. Attribute names are visible to users on the product details and in the bills.

There are two types of product attributes: preset and custom.

- Preset attributes are used by KooGallery and cannot be modified or used by sellers. Custom attributes are defined based on product specifications before product release and can be modified by sellers.

- Names of custom attributes must be different from those of preset attributes, including **appName**, **version**, **os**, and **mode**.

Querying Product Attributes
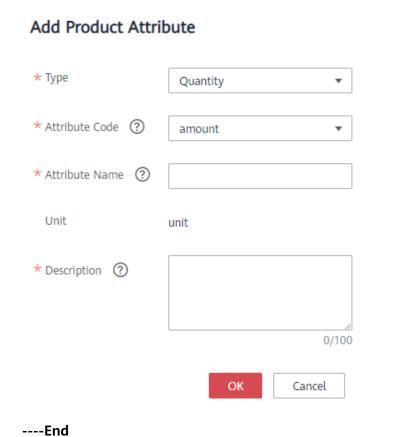
You can query product attributes by type (quantity or enumeration) or by name (fuzzy match).

NOTE

Attributes of the enumeration type: custom attributes

Adding Product Attributes

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **Product Attributes**.

Step 3 Click **Add**.

Step 4 In the displayed **Add Product Attribute** dialog box, enter the attribute type, attribute code, attribute name, and attribute description. Then, click **OK**.

----End

Editing Product Attributes

Custom attributes can be modified, but preset attributes cannot. To modify a custom attribute, locate the attribute on the product attribute list and click **Edit** in the **Operation** column. If products that have been released are priced using a custom template, their product attributes are included in the product information. If you modify the product attributes, the products will not be affected.

Deleting Product Attributes

Custom attributes can be deleted, but preset attributes cannot. To delete a custom attribute, locate the attribute on the product attribute list and click **Delete** in the **Operation** column. If products that have been released are priced using a custom template, their product attributes are included in the product information. If you delete the product attributes, the products will not be affected.
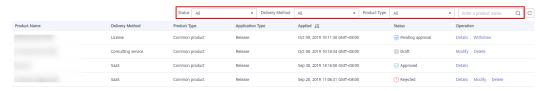
5.2.6 Viewing Product Applications

You can view the information about product release applications, modification applications, and review statuses, modify the information of the last application that has failed the review and submit the application again, or withdraw applications pending approval.

📖 NOTE

- Currently, only applications for licenses, consulting services, and professional services can be withdrawn.
- You can use either of the following methods to withdraw a product application on the **My Applications** page:
  - Locate a product pending approval and click **Withdraw** in the **Operation** column.
  - Locate a product pending approval and click **Details** in the **Operation** column to access the product details page. In the **Applications** area at the bottom of the page, locate the application to withdraw, and click **Withdraw** in the **Operation** column.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Applications**.

The **My Applications** page is displayed.

Step 3 Set search criteria to filter products, and then view the application records of the products.

Product Name	Delivery Method	Product Type	Application Type	Applied ↓≡	Status	Operation
	License	Common product	Release	Oct 09, 2019 10:11:30 GMT+08:00	Pending approval	Details | Withdraw
	Consulting service	Common product	Release	Oct 08, 2019 10:18:34 GMT+08:00	Draft	Modify | Delete
	SaaS	Common product	Release	Sep 30, 2019 18:16:50 GMT+08:00	Approved	Details
	SaaS	Common product	Release	Sep 20, 2019 11:06:31 GMT+08:00	Rejected	Details | Modify | Delete

According to the product status, you can perform the following operations:

- **Draft**: modifying and deleting applications

  📖 NOTE

  When releasing a new product or updating the information about a released product, you can save the entered information as a draft, and modify the draft or submit a product release application later.

- **Rejected**: viewing product information and review details, and modifying and deleting applications

- **Approved**: viewing product information and review details

- **Pending approval**: viewing product information and withdrawing applications

----End

5.2.7 Setting Target Customers

You can set target customers of a product or specification. Only these customers can purchase the product or specification.
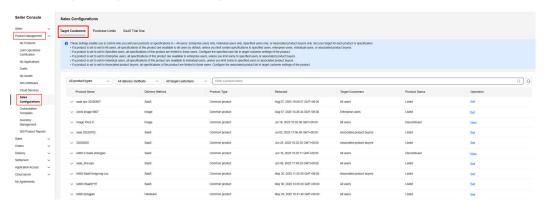
◫ NOTE

1. If a product is set to sell to **All users**, all its specifications are available to all users by default, unless you limit some to specified users, enterprise users, or individual users.

2. If a product is set to sell to **Enterprise users** or **Individual users**, all its specifications are available to those users, unless you limit some to specified users.

3. If a product is set to sell to **Specified users** or **Associated product buyers**, all its specifications are limited to only those users. You cannot change the target customers of the specifications.

Table 5-1 Target customers for a product or specification
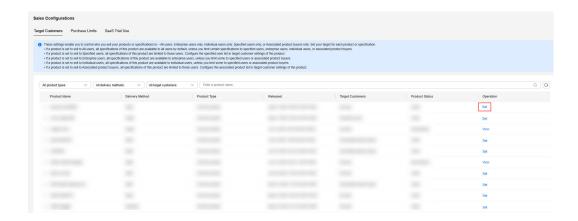
Product Target Customers	Specification Target Customers
All users	**All users**, **Enterprise users**, **Individual users**, or **Specified users**
Enterprise users	**Enterprise users** or **Specified users**
Individual users	**Individual users** or **Specified users**
Specified users	Non-editable (same as the product settings)
Associated product buyers	Non-editable (same as the product settings)

Setting Target Customers for a Product

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **Sales Configurations**. On the displayed page, click the **Target Customers** tab.
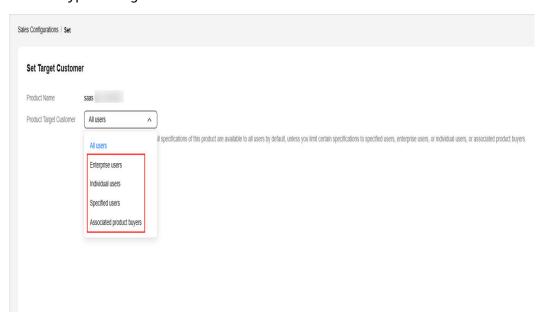
Step 3 Click **Set** in the **Operation** column of the target product.

Step 4 On the **Set Target Customer** page, click ▼ to expand the drop-down list.

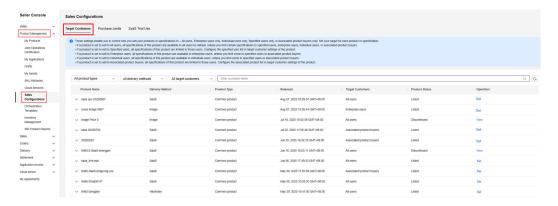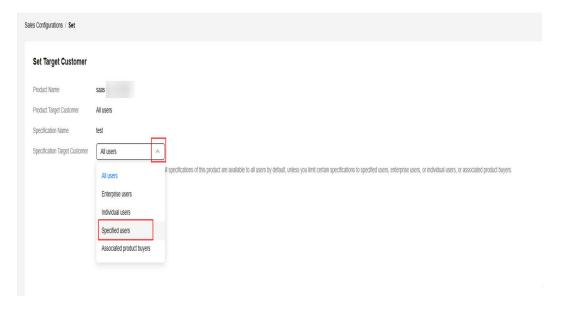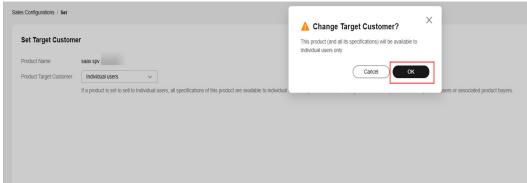**Step 5** Select a type of target customers and click **OK**.

NOTE

If **Product Target Customer** is set to **Specified users**, add Huawei Cloud accounts of the specified users so that they can purchase the product. For details about how to add users, see **Adding a User**.

----End

Setting Target Customers for a Specification

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **Sales Configurations**. On the displayed page, click the **Target Customers** tab.

Step 3 Locate the product of the target specification, click   on the left of the product to expand the specification list, and click **Set** in the row containing the target specification.

Step 4 On the **Set Target Customer** page, click   to expand the drop-down list, select a type of target customers, and click **OK**.

NOTE
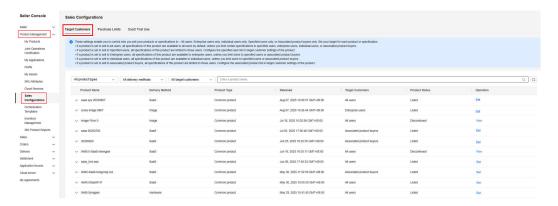
If **Specification Target Customer** is set to **Specified users**, add Huawei Cloud accounts of the specified users so that they can purchase the product. For details about how to add users, see **Adding a User**.
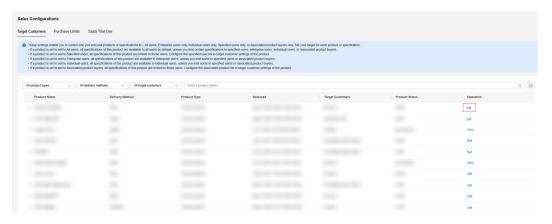
----End

Adding a User

If you set target customers of a product or specification to **Specified users**, add the users to the specified user list so that they can purchase the product or specification.

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **Sales Configurations**. On the displayed page, click the **Target Customers** tab.

Step 3 On the **Objects** tab page, click **Set** in the **Operation** column of the target product.
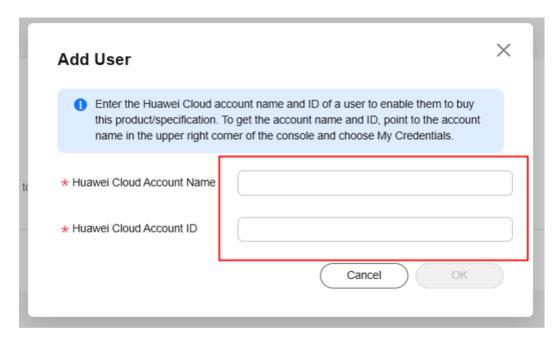
Step 4 On the displayed page, click **Add User**.

> 📖 **NOTE**
>
> The **Add User** button is displayed only when **Product Target Customer** or **Specification Target Customer** is set to **Specified User**.

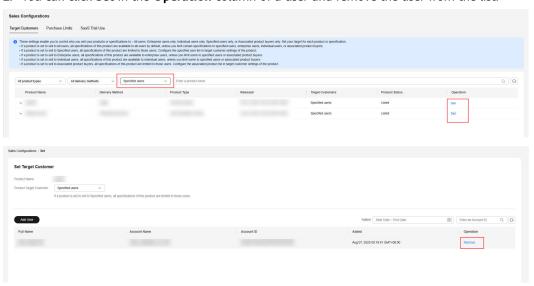**Step 5** Enter a Huawei Cloud account name and ID of a user and click **OK**.

----End

📖 **NOTE**

1. Customers can obtain their account name and ID by pointing to the account name in the upper right corner of the console and choosing **My Credentials**.

2. You can click **Set** in the **Operation** column of a user and remove the user from the list.

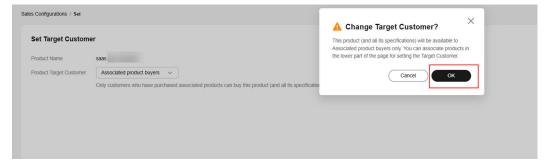## Allowing Only Associated Product Buyers to Buy a Product

You can allow only customers who have purchased associated products to purchase a product or specification in the Seller Console.

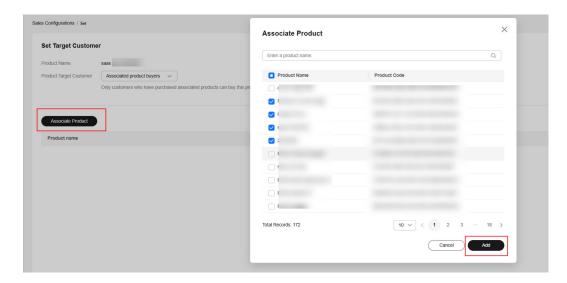**Step 1** On the **Sales Configurations** page, click **Set** in the **Operation** column of the target product.

Step 2 On the **Target Customers** tab, click ▼ to expand the drop-down list, set **Product Target Customer** to **Associated product buyers**, and click **OK**.

Step 3 Click **Associate Product**. In the displayed dialog box, select the associated products and click **Add**.
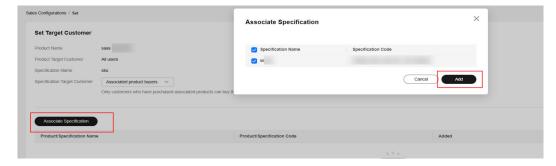
----End

📖 NOTE

1. Product-level association: Only products of the same seller can be associated.

2. Specification-level association: Only specifications of the same product can be associated.

3. If a product is limited to associated product buyers, all specifications of this product are limited to only those users. You cannot change the target customers of the specifications.

4. If a product is not limited to specified users or associated product buyers, you can also limit its specifications to associated product buyers.
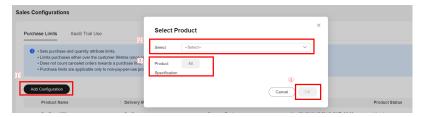

5.2.8 Configuring Purchase Limits

You can limit customers to a single purchase of product or specification, or limit the quantity available for purchase.

NOTE

- If a product cannot be purchased before its resource expires, customers can purchase it only after existing orders expire.
- Canceled orders are not counted towards a purchase or quantity limit.
- Purchase limits are applicable only to non-pay-per-use products and specifications.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **Sales Configurations** and click the **Purchase Limits** tab.

Step 3 Click **Add Configuration** and select the target product and specifications.

Step 4 Click **OK**. The selected product and specifications are displayed under the **Purchase Limits** tab. Click ⌄ before the product name to show the selected specifications.

Step 5 Select an option in the **Purchase Limit** column, or enter a value in the **Quantity Attribute** column.

Figure 5-1 Setting a purchase limit

Figure 5-2 Setting a quantity limit

Step 6 Click **Submit**. If the message "Submitted successfully" is displayed, the configuration is successful.

----**End**

5.2.9 Configuring SaaS Trial Use

By default, all customers can try free SaaS products (or SKUs). You can limit trial use to specific customers.

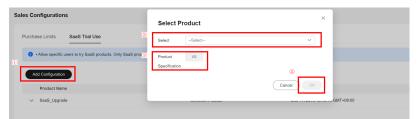Perform the following operations to configure trial use.

📖 **NOTE**

The configuration takes effect only for SaaS that has enabled trial use. For details about how to enable trial use for SaaS, see **7.18 How Do I Release a Trial SaaS Specification?**.

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Transaction Management** > **Sales Configurations**. On the displayed page, click the **SaaS Trial Use** tab.
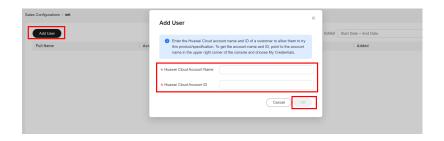

Step 3 Click **Add Configuration**, select a product, and select **All** or specific specifications next to **Product Specifications**.

Step 4 Click **OK**. The selected product and specifications are also displayed under the **Purchase Limits** tab. By default, no customers can try the selected product or specifications.

Step 5 On the **SaaS Trial Use** tab, click ⌄ before the product name to show the selected specifications, and click **Set** in the row containing a target specification.
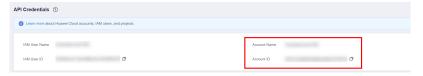

Step 6 Click **Add User**. In the **Add User** dialog box, enter the Huawei Cloud account name and ID of a customer, and click **OK**.

📖 **NOTE**

1. Customers can obtain their account name and ID by pointing to the account name in the upper right corner of the console and choosing **My Credentials**.

2. You can click **Delete** in the **Operation** column of the row containing a customer to remove the customer from the trial use whitelist.

----**End**

5.2.10 Removing a Product, Specification, or SKU

You can remove a specification or SKU of a released product (see **Step 3**), or remove the entire product (see **Step 4**). A removed specification or SKU is discontinued. Other specifications or SKUs are still on sale. A removed product and all its specifications are discontinued. No operations can be performed on the removed product.

Removed products cannot be restored. To sell the removed products on KooGallery again, release them as new products. Therefore, exercise caution when removing products.

Procedure

Step 1 Go to the Seller Console.

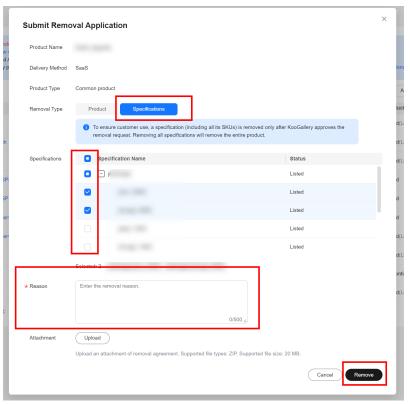**Step 2** In the navigation pane, choose **Product Management** > **My Products**.

Step 3 **Remove a product specification or SKU**.

1. Choose **More** > **Remove** in the **Operation** column of the row containing the product whose specification or SKU is to be removed.

2. In the displayed dialog box, set **Removal Type** to **Specifications**, select the specification or SKU to be removed, enter the removal reason, upload proofs (if any), and click **Remove**.
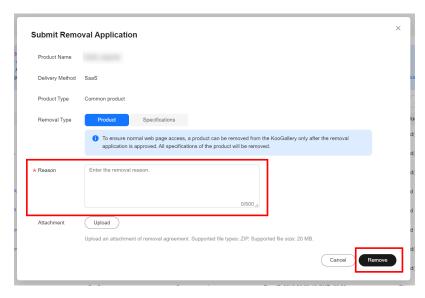

Step 4 **Remove an entire product**. (If you want to remove only a specification or SKU, go to **Step 3**.)

1. Choose **More** > **Remove** in the **Operation** column of the row containing the product to remove.

2. In the displayed dialog box, enter the removal reason, upload proofs (if any), and click **Remove**.

NOTE

- To ensure customer use, a product, specification, or SKU is removed only after KooGallery approves the removal request.
- You can check removed products, specifications, and SKUs on the **Product Management** > **My Products** page.
- If a common product, or its specifications or SKUs are removed, unused cash coupons will become invalid.

----End

5.2.11 Configuring Sales Regions

Configure the sales regions of a product. Customers can purchase the product only using accounts registered in the sales regions.

For example, if you set **Hong Kong (China)** under **Sparkoo Technologies Hong Kong Co., Limited** as the sales region, customers can only use accounts registered in Hong Kong (China) to purchase the product.

The following table lists the supported sales regions of each contracting party.

No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
1	5821	Sparkoo Technologies Chile SpA	CL	Chile	/
2	5541	Sparkoo Technologies Singapore Pte. Ltd.	ID	Indonesia	/
3			AR	Argentina	/
4			JO	Jordan	/
5			PG	Papua New Guinea	/
6			MN	Mongolia	/

No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
7			KE	Kenya	/
8			PY	Paraguay	/
9			MA	Morocco	/
10			AE	United Arab Emirates	/
11			BH	Bahrain	/
12			EC	Ecuador	/
13			SV	El Salvador	/
14			CI	Côte d'Ivoire	/
15			PA	Panama	/
16			ET	Ethiopia	/
17			MZ	Mozambique	/
18			UY	Uruguay	/
19			BD	Bangladesh	/
20			KR	South Korea	/
21			PH	Philippines	/
22			TT	Trinidad and Tobago	/
23			GH	Ghana	/
24			VN	Vietnam	/
25			UZ	Uzbekistan	/
26			BW	Botswana	/
27			KW	Kuwait	/
28			QA	Qatar	/
29			MM	Myanmar (Burma)	/
30			GN	Guinea	/
31			JM	Jamaica	/
32			NA	Namibia	/
33			ZM	Zambia	/

No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
34			KZ	Kazakhstan	/
35			PK	Pakistan	/
36			BN	Brunei	/
37			LA	Laos	/
38			DO	Dominican Republic	/
39			GT	Guatemala	/
40			ZW	Zimbabwe	/
41			GE	Georgia	/
42			TR	Türkiye	/
43			MY	Malaysia	/
44			HN	Honduras	/
45			NP	Nepal	/
46			AZ	Azerbaijan	/
47			KH	Cambodia	/
48			MO	Macao (China)	/
49			LK	Sri Lanka	/
50			NG	Nigeria	/
51			LB	Lebanon	/
52			SO	Somalia	/
53			MW	Malawi	/
54			TZ	Tanzania	/
55			IQ	Iraq	/
56			CM	Cameroon	/
57			CO	Colombia	/
58			TO	Tonga	/
59			DZ	Algeria	/
60			SG	Singapore	/
61			AO	Angola	/

No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
62			JP	Japan	/
63			OM	Oman	/
64			CR	Costa Rica	/
65			MV	Maldives	/
66			EG	Egypt	/
67			MU	Mauritius	/
68			UG	Uganda	/
69			TN	Tunisia	/
70			EW	Eswatini	/
71	5531	Sparkoo Technologies Hong Kong Co., Limited	HK	Hong Kong (China)	/
72	5891	Sparkoo Technologies (Thailand) Co., Ltd.	TH	Thailand	/
73	5801	Sparkoo Technologies Arabia Co., Ltd.	SA	Saudi Arabia	/
74	5911	SPARKOO TECHNOLOGIES SOUTH AFRICA (PTY) LTD	ZA	South Africa	For customers who do not require a Black Economic Empowerment (BEE) status
75	4181	HUAWEI TECHNOLOGIES AFRICA (PTY) LTD	ZA	South Africa	For customers who require a BEE status
76	6081	Huawei Technologies De Mexico, S.A. De C.V.	MX	Mexico	
77	5851	Sparkoo Technologies PERU S.A.C.	PE	Peru	
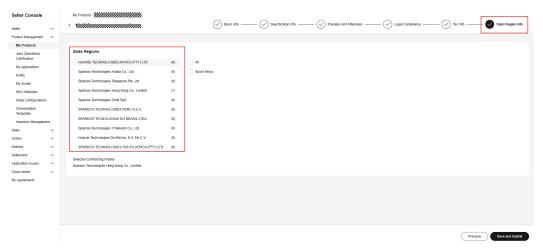
No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
78	5861	Sparkoo Technologies Do Brasil Ltda.	BRA	Brasil	

Procedure

Step 1 Go to the Seller Console.

Step 2 In the navigation pane, choose **Product Management** > **My Products**.

Step 3 Set search criteria, locate the product to be modified, and click **Modify** in the **Operation** column.
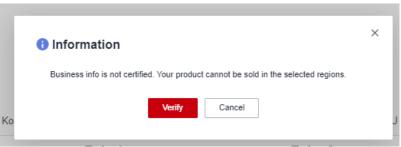

Step 4 On the product details page, click **Sales Region Info** in the upper right corner and select the target sales regions.

> **NOTE**
>
> If the displayed dialog box, sign an agreement with the corresponding contracting parties and **certify your business information**.

Step 5 After completing the configuration, click **Save and Submit**.

> **NOTE**
>
> - If the product has an effective order in a region and auto-renewal has been enabled for the order, you can unselect the region only after auto-renewal is disabled for the order.
> - Before configuring the sales regions, sign a contract with the contracting parties corresponding to the sales regions.
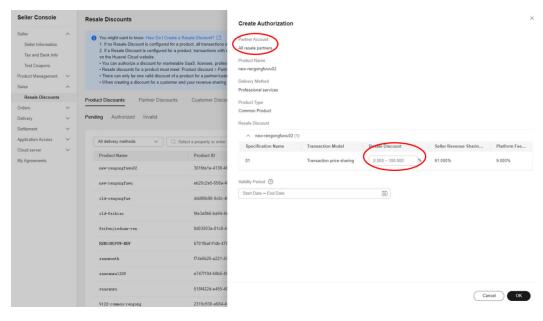
----End

5.2.12 Setting Resale Discounts for Common Products

You can set resale discounts for your common products (SaaS, licenses, professional services, hardware, or images). The discounts are used to settle payments with resellers. Values of resale discounts for a product must meet: Product discount > Partner discount > Customer discount. The larger the discount value, the lower the reseller earnings.

Adding a Product-Level Resale Discount

Step 1 In the navigation pane of the Seller Console, choose **Sales** > **Resale Discounts**, click the **Product Discounts** tab, and click the **Pending** tab.

Step 2 Click **Authorize** next to a product, set the discount and validity period, and click **OK**.
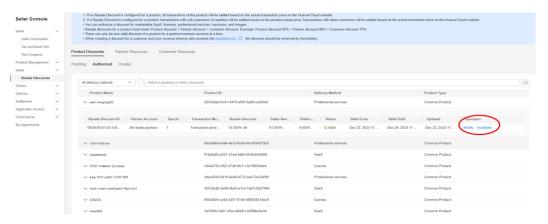
> **NOTE**
>
> 1. For a product-level resale discount, **Partner Account** is fixed at **All resale partners**.
> 2. The discount applies to customer expenditures of all resellers.

----End

Modifying/Invalidating a Product-Level Resale Discount

Step 1 In the navigation pane of the Seller Console, choose **Sales** > **Resale Discounts**, click the **Product Discounts** tab, and click the **Authorized** tab.
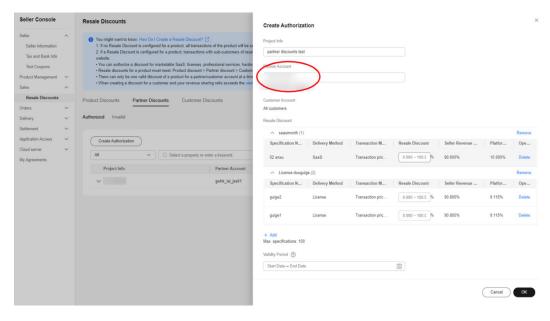
Step 2 Click **Modify** or **Invalidate** in the row of a product-level discount.

----End

Adding a Partner-Level Resale Discount

Step 1 In the navigation pane of the Seller Console, choose **Sales** > **Resale Discounts** and click the **Partner Discounts** tab.

Step 2 Click **Create Authorization**, enter the project information and partner account, add products, enter the resale discount, select the validity period, and click **OK**.

📖 **NOTE**
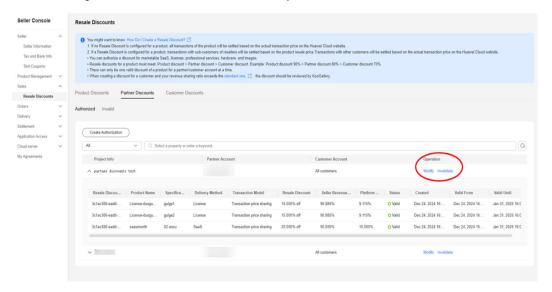
The partner-level resale discount applies to expenditures of all customers of the reseller.

----End

Modifying/Invalidating a Partner-Level Resale Discount

Step 1 In the navigation pane of the Seller Console, choose **Sales** > **Resale Discounts**, click the **Partner Discounts** tab, and click the **Authorized** tab.
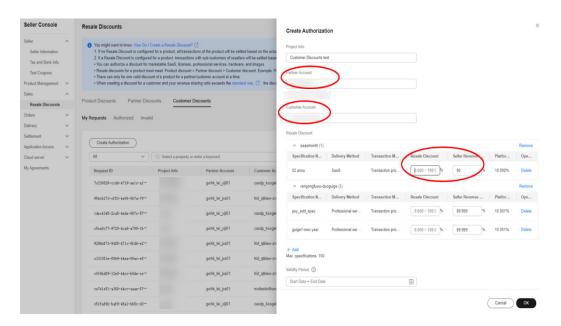
Step 2 Click **Modify** or **Invalidate** in the row of a partner-level discount.
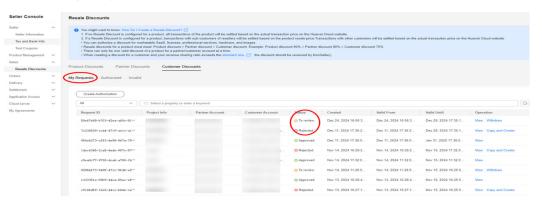

　　　　----End

Adding a Customer-Level Resale Discount

Step 1 In the navigation pane of the Seller Console, choose **Sales** > **Resale Discounts**, click the **Customer Discounts** tab, and click the **My Requests** tab.

Step 2 Click **Create Authorization**, enter related information, and click **OK**.

- **Customer Account**: Enter the account of a customer associated with the partner by reseller model. If the request cannot be submitted, contact the reseller to check whether the customer account type is correct.

- **Seller Revenue Sharing Ratio**: If this ratio is less than or equal to the standard ratio specified in platform fee rules, it takes effect immediately. If it is larger than the standard one, it takes effect only after being approved by KooGallery. In this case, go to step 3. For details about platform fee rules, see **Platform Fee Guide**.
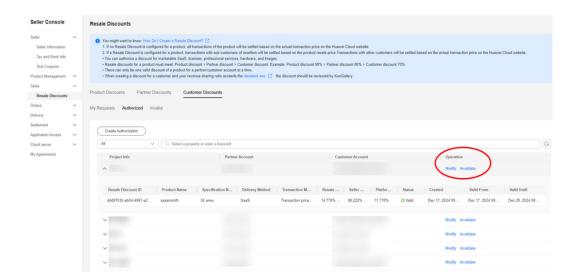
Step 3 Click the **My Requests** tab and check whether the request is approved.

　　　　　----End

Modifying/Invalidating a Customer-Level Resale Discount

Step 1 In the navigation pane of the Seller Console, choose **Sales** > **Resale Discounts**, click the **Customer Discounts** tab, and click the **Authorized** tab.

Step 2 Click **Modify** or **Invalidate** in the row of a customer-level discount.

----**End**

5.2.13 Inventory Management

You can view and manage hardware inventory. When a hardware product is sold out, you will receive a notification. You can replenish the inventory on the **Inventory Management** page.

> **NOTICE**
>
> You can set the inventory only for products in the **Listed** state.

Procedure

Step 1 Go to the **Seller Console**.

Step 2 In the navigation pane, choose **Product Management** > **Inventory Management**.

Step 3 Set search criteria and click the search icon.

Step 4 Locate the target product and click **Set Inventory** in the **Operation** column.

Step 5 Set **Replenishment** and **Remarks** and click **Submit**.

The inventory is set.

NOTE

- **Replenishment**: The value ranges from **-9999999** to **9999999**. The default value is **999**.
- You can enter a negative value to reduce the inventory, but the inventory after replenishment must be greater than the sold hardware quantity.

----End

6 Policies and Benefits

6.1 Seller Benefits

Seller Benefits

After **registering with Huawei Cloud KooGallery as a seller**, you are eligible to enjoy benefits listed in the following table.

Category	Item
Marketing support	Recommendation on Huawei Cloud KooGallery homepage banner
	Product display in the featured zones of Huawei Cloud KooGallery
	Channel sales
	Joint marketing campaigns
	Huawei Cloud sales enablement
Technical support and training	Huawei Cloud test coupons
	KooGallery technical support
	KooGallery training

Requesting Benefits

You can request benefits by following the instructions below:

- **Recommendation on Huawei Cloud KooGallery homepage banner**: for sellers whose KooGallery transaction amount reaches $100,000 USD. Fill in the **KooGallery Advertisement Request Form** and send it to partner@huaweicloud.com with the title *Your company full name* **Official**

Website Ad Resource Request two weeks in advance. After the request is approved, advertising will be scheduled in sequence.

- **Product display in the featured zones of Huawei Cloud KooGallery**: Fill in the **KooGallery Advertisement Request Form** and send it to partner@huaweicloud.com with the title *Your company full name* **Official Website Ad Resource Request** two weeks in advance. After the request is approved, advertising will be scheduled in sequence.

    📖 **NOTE**

    Rules of requesting banner recommendation and featured zone display:

    - You can request only one resource slot per month. Available resource slots and schedules are subject to the final communication conclusion.
    - Each resource slot defaults to a one-month display period. For promotions, we may adjust this period with notice.
    - Resource slots are allocated based on the order of requests sent. When multiple requests are sent at the same time, we will determine the sequence based on sellers' historical GMV or order quantity.

- **Eligibility for product resale**: You can obtain resale opportunities, that is, KooGallery resellers sell products you released.

- **KooGallery joint marketing activities**: We will publish plans during promotion preparation and open registration. For details about the benefits and registration rules, stay tuned for KooGallery notices.

- **Eligibility to get Huawei Cloud sales enablement**: for sellers who migrate their services (including SaaS and independent deployment) to Huawei Cloud.

- **Huawei Cloud test coupons**: You can request free coupons of a certain amount for product access testing. For details, see **5.1.2 Requesting Test Coupons for Common Products**.

- **KooGallery technical support**: Huawei Cloud technical experts offer consulting and enablement services to help you adapt solutions to Huawei Cloud.

- **KooGallery training**: via phone or in-person meetings. We will hold meetings or provide training from time to time. Stay tuned for KooGallery notices.

7 FAQs

7.1 What Enterprise Certificates Are Needed for the Registration?

Enterprise business licenses, valid software copyright certificates, or sales license certificates.

7.2 Can I Use the Same Account to Apply for Seller Registration Again After I Exit KooGallery?

No.

7.3 How Do I Become a KooGallery Partner?

If you meet the conditions for registering with Huawei Cloud KooGallery and the target market, perform the following operations:

1. Register a HUAWEI ID.
2. Complete enterprise real-name authentication.
3. **Submit a registration application** in KooGallery.

After the registration application is approved, you become a KooGallery partner.

7.4 How Long Does It Take to Review the Registration Application?

Three working days. The review results will be sent to the email address and the mobile number (if any) bound to your Huawei Cloud account.

7.5 How Do I Release Products on KooGallery?

You can release your products in the Seller Console after your registration application is approved by Huawei Cloud KooGallery and you become a seller.

1. Go to the Seller Console.
2. In the navigation pane, choose **Product Management** > **My Products**.
3. Click **Release New Product** in the upper right corner of the page.
4. Select the delivery method of the product to be released and enter the product information.

   📖 **NOTE**

   For details about the product release, see **2 Product Release**.
5. Click **Submit**.

   The product will be available on KooGallery after the information is approved. You can view the released product on the **Product Management** > **My Products** page.

7.6 How Long Does It Take to Review a Product Release Application?

By default, Huawei Cloud KooGallery reviews the product information you provide in three working days. When you submit 10 or more product release applications within one calendar day, the review will take a longer time. The review result will be sent to the email address bound to your account. Your product will be released only after all information is approved.

7.7 How Do I Remove a Product from the Catalog?

You can remove specifications of a released product or the entire product. After a specification is removed, the specification enters the discontinued state. Other specifications can be subscribed to normally. After a product is removed, the product and all its specifications enter the discontinued state. No operations can be performed on the product.

Removed products cannot be restored. To sell the removed products on KooGallery again, release them again.

For details, see **Removing Products**.

7.8 When Can I Receive the Payment After a Bill Is Generated?

After a bill is generated, confirm the bill so that Huawei Cloud can initiate payment. Then you must issue an invoice and mail it to Huawei Cloud. Huawei Cloud makes the payment to you after approving the invoice. For details, see **4.2 Settlement Process**.

7.9 When Can I Issue an Invoice for an Order?

You can issue an invoice to Huawei Cloud when a bill has been generated for the order and the bill is in the **Pending invoice** state. To check the bill status, log in to the Seller Console, choose **Transaction Management** > **Transaction Details** in the navigation pane, and enter the order No. in the search area. If a bill has been generated for the order, the **View Bill** button is displayed in the **Operation** column. Click the button to go to the bill page and check whether the bill is in the **Pending invoice** state.

7.10 Is the Product Technical Support Provided by Sellers or Huawei Cloud?

The product technical support and after-sales support are provided by sellers.

If you have any questions during the product test, send an email to **partner@huaweicloud.com**.

7.11 How Long Is the Validity Period of Products on KooGallery?

Products are always valid by default after being released to KooGallery.

If a released product violates KooGallery agreements and related management regulations, KooGallery staff have the right to remove the product from the catalog.

7.12 Can an Individual User Become a Seller on KooGallery?

No. Only enterprise users can register with Huawei Cloud KooGallery and sign up as sellers.

7.13 What Benefits Can I Obtain After Registering with KooGallery?

You and Huawei Cloud jointly build a cloud service ecosystem, enabling consumers to use the required enterprise software more conveniently and cost-effectively. You can sell high-quality products and earn more on one platform and through multiple channels.

7.14 Do I Need to Pay Deposit If I Register with KooGallery?

No deposit is charged.

7.15 How Do I Change the Company Name?

You can change the company name in **My Account**. The company name must be the same as that in the business qualification.

7.16 Why Is No Bill Generated for an Order? What Are the Prerequisites for Bill Run?

Bill Run Conditions

1. You have completed **business information certification**. If the information is incomplete or inaccurate, Huawei Cloud cannot generate bills for settlement.

2. The payment status of the transaction is **Completed**.

NOTICE

When a customer pays an order using credit balances in a billing cycle, the payment status will change to **Completed** only when the customer pays off all credit balances used in that billing cycle before the fifth day of the bill run month.

---

3. The service supervision status of the order is **N/A** or **Completed**.

4. The order has taken effect.

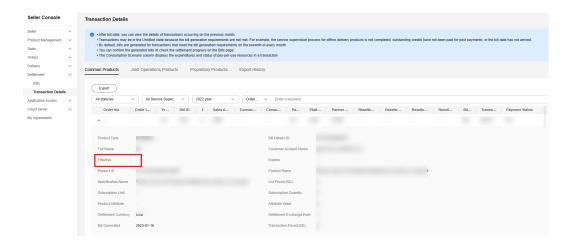## Checking Whether Bill Run Conditions Are Met

1. Check the customer payment and service supervision status.

In the navigation pane of the Seller Console, choose **Settlement** > **Transaction Details** to check the payment status and service supervision status.

2. Check the order effective time.

In the navigation pane of the Seller Console, choose **Settlement** > **Transaction Details** and click the down arrow on the left of the target order to view the effective time.
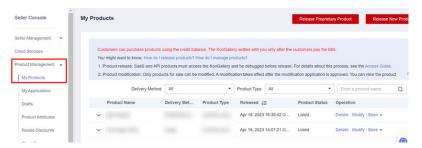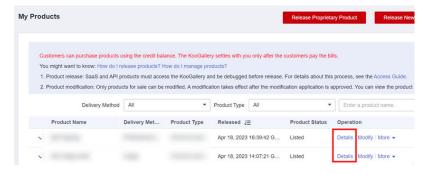
7.17 How Do I View the Sharing Ratio of a Product?

View the platform fee proportion of your products in the Seller Console.

Procedure

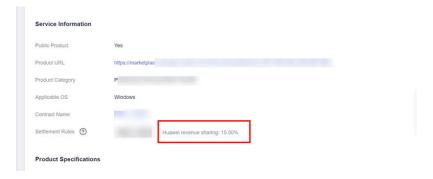**Step 1**   Go to the Seller Console. In the navigation pane, choose **Product Management** > **My Products**.

Step 2   Click **Details** in the **Operation** column of the target product.

Step 3   On the product details page, search for **Settlement Rule**. The platform fee proportion is displayed next to **Huawei revenue sharing**.

----End
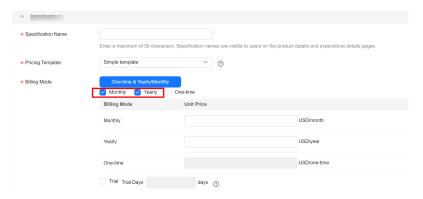
7.18 How Do I Release a Trial SaaS Specification?

You can release a free trial SaaS specification by referring to the instructions in this topic.
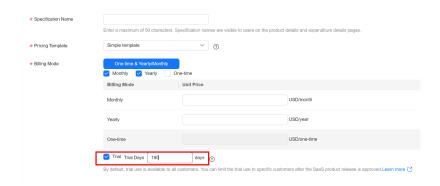
⚠️ **CAUTION**

For trial use of joint operations products or Huawei proprietary products, contact the Huawei contact person first. Otherwise, your request will be rejected.

Procedure

Step 1 When **releasing a SaaS** and specifying the specification information, set **Billing Mode** to **Yearly**, **Monthly**, or both. Specifications with the **One-time** billing mode do not support trial use.

Step 2 Select the **Trial** checkbox and set **Trial Days** to 3 to 180 days.

Step 3 Submit the product release request. The trial use settings take effect immediately after the request is approved.

----End

⚠️ **CAUTION**

By default, all customers can try this specification. To limit trial use to specific customers, configure SaaS trial use on the **Transaction Management** > **SaaS Trial Use** page later. For details, see **5.2.9 Configuring SaaS Trial Use**.

7.19 Why Can't I Select an Image as an Image Asset?

1. The image is shared by others. Only private images you create are allowed.

2. The image is already associated with an image asset in KooGallery and is locked. An image can only be associated with an asset.