

## Seller Guide

# Seller Guide

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# 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>

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# 1 Registration

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[1.1 Conditions for Registering with Huawei Cloud KooGallery](#)

[1.2 Registration Process](#)

## 1.1 Conditions for Registering with Huawei Cloud KooGallery

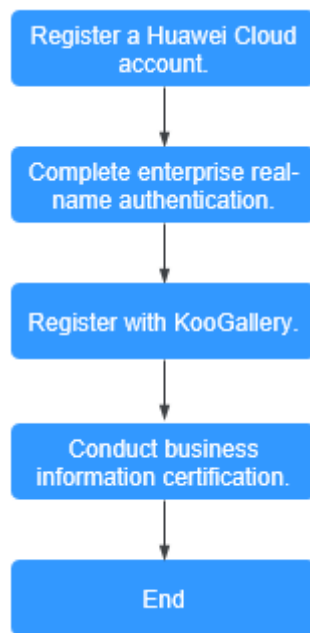
To become a seller on Huawei Cloud KooGallery, your company must meet the following requirements:

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 Process

### 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 about real-name authentication, 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**.

**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	<ul style="list-style-type: none"><li>Enter the English alias of your company to improve customer recognition.</li></ul>
Website	<ul style="list-style-type: none"><li>Enter the valid official website address (starting with http or https) of your company.</li></ul>
Logo	<ul style="list-style-type: none"><li>Upload a JPG, JPEG, or PNG image with no more than 5 MB. The recommended image size is 168 x 80.</li><li>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.</li><li>Do not modify the extension of the logo file, for example, changing .png to .jpg. Otherwise, the logo file cannot be uploaded.</li></ul>
Business term	<ul style="list-style-type: none"><li>Select an option based on your business qualification.</li></ul>
Number of employees	<ul style="list-style-type: none"><li>Select an option as required.</li></ul>
Registered capital	<ul style="list-style-type: none"><li>Enter your actual registered capital.</li></ul>
Contact name/mobile number/email address	<ul style="list-style-type: none"><li>Ensure that the mobile number and email address of the contact are valid and can respond to various questions in a timely manner.</li></ul>
Contact address	<ul style="list-style-type: none"><li>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.</li></ul>

Item	Instruction
Customer service hotline/email	<ul style="list-style-type: none"> <li>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.</li> </ul>
Business license	<ul style="list-style-type: none"> <li>Upload the latest business license.</li> </ul>
Company introduction	<ul style="list-style-type: none"> <li>Write the company profile in English. The profile will be displayed to customers on your store page.</li> <li>Introduce the business scope and highlights of your company.</li> <li>Do not paste external information such as links. Otherwise, an error will be reported when the information is submitted.</li> </ul>
Agreement	<ul style="list-style-type: none"> <li>Read and agree to the agreement.</li> </ul>

 **NOTE**

If you have any other questions, send an email to [partner@huaweicloud.com](mailto:partner@huaweicloud.com) to contact Huawei Cloud KooGallery.

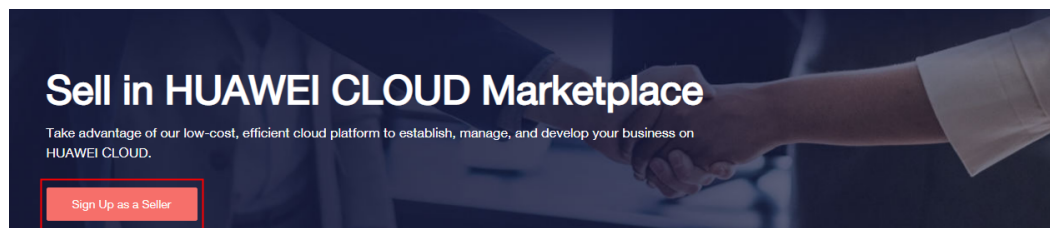
## 1.2.5 Applying for Registration

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

Company Name ⓘ

Display Name ⓘ

Website

\* Length of Business Operations  \* Number of Employees

Registered Capital (USD)

\* Business License

The business license must match your company name. If your company name is changed, upload the new business license.

## Sign Up as a KooGallery Seller

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

• This statement is required in order for HUAWEI Cloud to adhere to the obligations of platform operators under COUNCIL DIRECTIVE (EU) 2021/514 ×

\* By accepting this statement, you confirm that

- you do not have corporate income tax registration or permanent establishment in any EU country; or
- even if you have corporate income tax registration or permanent establishment in any EU country, the supply of the products or services to be listed on KooGallery is not performed under that registration or permanent establishment in any EU country.

I agree with this statement     I disagree with this statement and will contact HUAWEI Cloud to provide details

### Sign Up as a KooGallery Seller

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

**Contact Information**  
Enter the contact information of your company, so that the KooGallery operations team can contact you.

\* Contact Name

\* Contact Phone Number  
--Select--

\* Contact Email Address

**Customer Service**  
The following information will be displayed on the seller details page for customer consulting. Ensure that the information is valid. \* A verification email will be sent to this email address during registration review. Reply to the email in time so that the review can be completed.

\* Customer Service Phone Number  
--Select--

\* Customer Service Email Address

\* Contact Address  
Poland --Select-- --Select--  
 Floor, building, street  Postal code

Save

### Sign Up as a KooGallery Seller

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

\* Company Logo

Max. file size: 5 MB. Supported file formats: JPG, JPEG, PNG. Recommended resolution: 168 x 70 px.

**Rejected Logo Examples**

Businesslogo	BUSINESSlogo	Businesslogo
Incomplete	Deformed	Blurry

\* Company Introduction

Save



 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  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.


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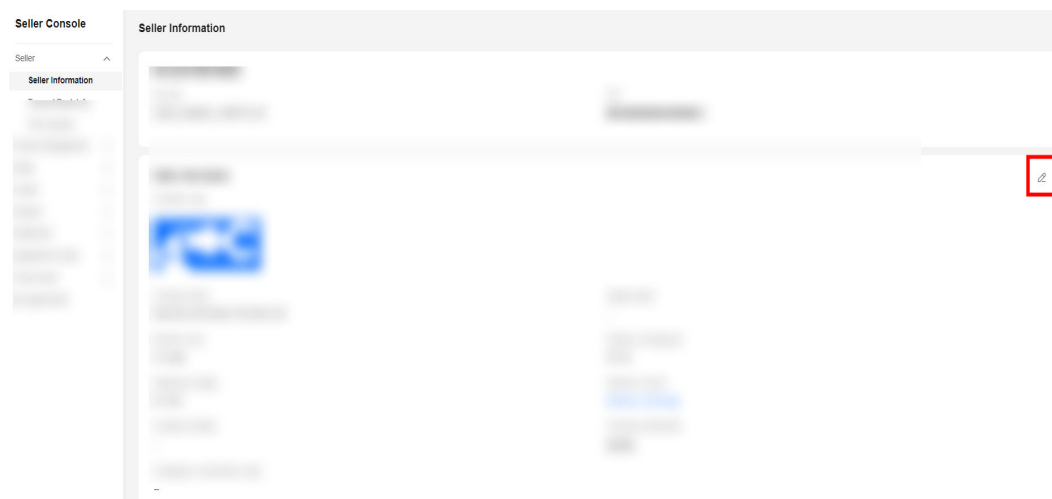
**NOTICE**

- 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  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.
- 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.

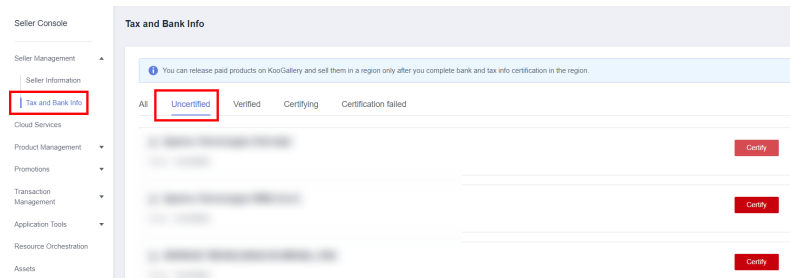
### NOTE

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.

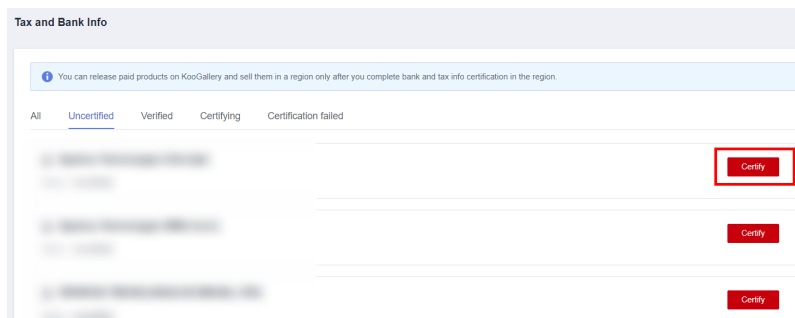
## Performing Business Information Certification

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

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



**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**.

**Business Information**

1 Your business information will be reviewed within an hour. Once approved, the certification is completed.  
2 You will receive an email and an SMS notification after the certification is complete. If your application is rejected, you can view the reason, modify the information, and submit a new application.

3 Commercial information certification involves much professional financial information. You are recommended to ask the financial personnel of your company to fill in the information.

1 Fill in Company Information — 2 Fill in Bank Information — 3 Complete the Associated Supplier Survey

**Bank Information**

\* Bank Country/Region:

\* Bank Name:  Enter the bank name if it is not on the list. Enter the name if it is not on the list.

\* Branch Name:  Enter the branch name if it is not on the list. Enter the name if it is not on the list.

\* Bank Account:  The bank account must be consistent with the company name.

\* Bank Account Number:

\* Payment Currency:

**Intermediary Bank**

If an intermediary bank is required to facilitate international transfer and settlement of funds, enter the intermediary bank information.

Bank Name:

SWIFT Code:

Bank Account Number:

**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
9	5851	Sparkoo Technologies PERU S.A.C.	EUR

No.	Code	Contracting Party	Settlement Currencies
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

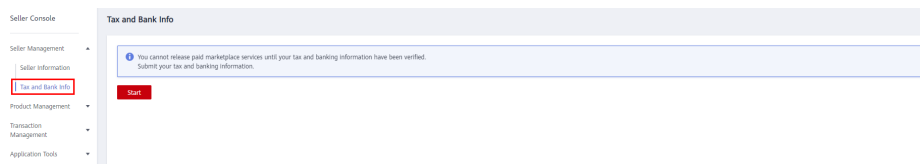
- Your business information will be reviewed within one business day. Once approved, the certification is completed.
- When business information certification is complete, the default sales regions of your products are all sales regions of the contracting party. For details about how to change the sales regions, see [5.6 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

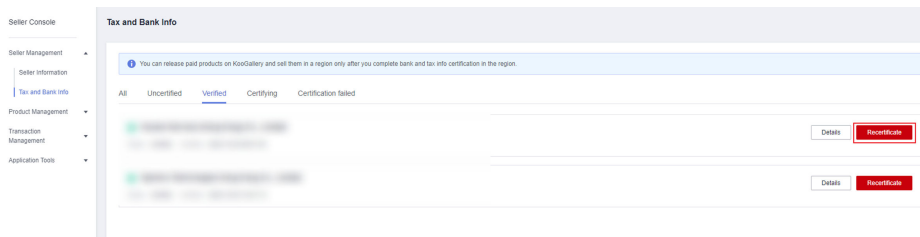
## Modifying Business Information

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

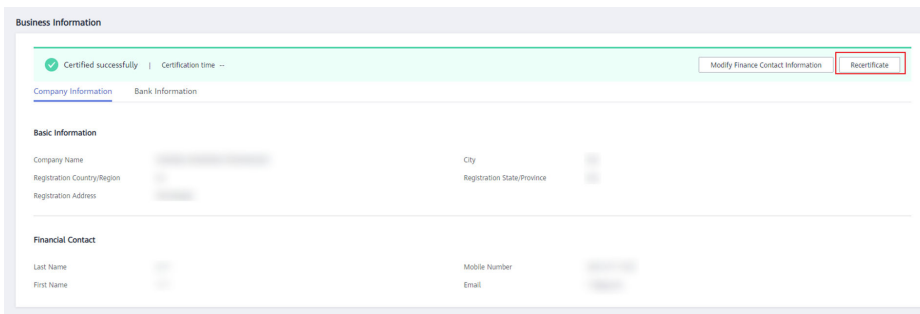
**Step 2** In the navigation pane, choose **Seller Management** > **Tax and Bank Info**.



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



**Step 4** Click **Recertify** 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

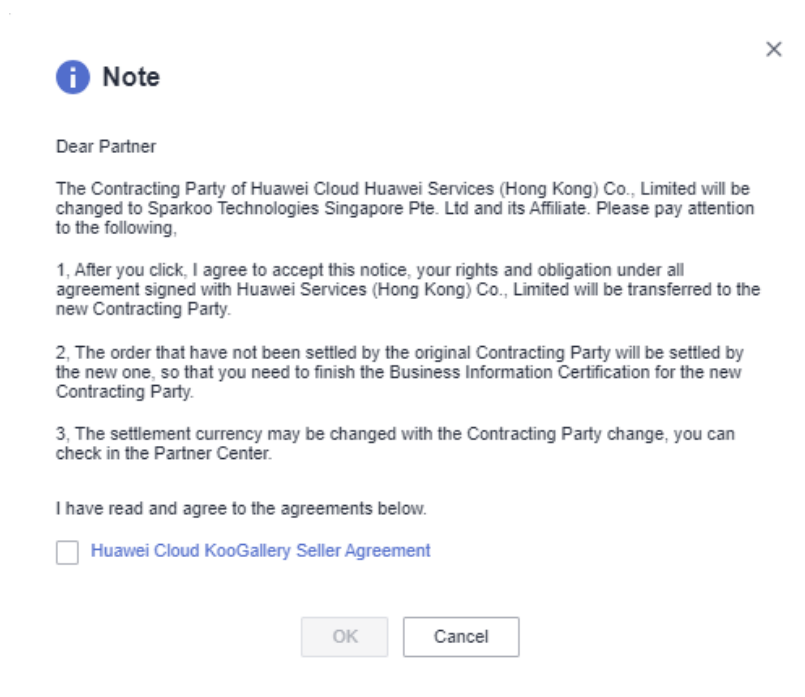
To comply with local laws and regulations and provide better services, Huawei Cloud KooGallery will change the Huawei Cloud contracting party for sellers registered before December 1, 2022. You need to perform operations on the Seller Console.

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:

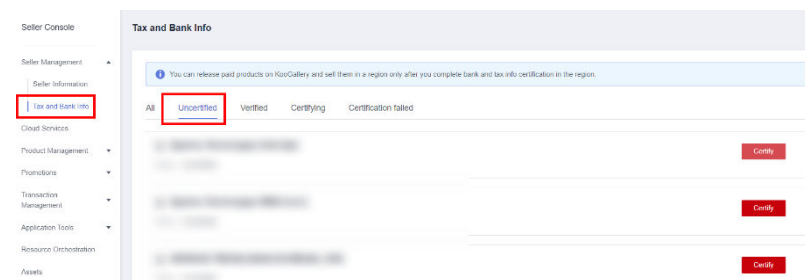
1. After you log in to the Seller Console and select the checkbox to confirm that you agree to the change, the rights and obligations under all agreements entered between you and Huawei Services (Hong Kong) Co., Limited will be transferred to the new contracting party.
2. Orders not settled will be settled 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 Management > 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 [5.6 Configuring Sales Regions](#).



**Step 3** Click **Certify** on the right of a contracting party.

The screenshot shows a section titled "Tax and Bank Info". At the top, there is a blue information bar: "You can release paid products on KooGallery and sell them in a region only after you complete bank and tax info certification in the region." Below this, there are tabs for "All", "Uncertified", "Verified", "Certifying", and "Certification failed". The "Uncertified" tab is active. A list of contracting parties is displayed, with a red box highlighting the "Certify" button for the first entry. The other entries also have "Certify" buttons, but they are not highlighted.

**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**.

The screenshot shows a registration form with the following sections:

- Country/Region**: A dropdown menu.
- State/Province**: A dropdown menu with "Diber" selected.
- City**: A dropdown menu with "Baz" selected.
- Address**: A text input field with "1121" entered.
- Tax Information**: A text input field for "Tax Registration Number" with a help icon and the example "X99999999X".
- Financial Contact Information**: A section with the instruction "Fill in your company's financial contact so that Huawei financial personnel can communicate with him or her about problems with invoice or bank information." It includes fields for "Last Name", "First Name", "Mobile Number" (with a dropdown for "+852(Hong Kong SAR, China)"), and "Email".

At the bottom, there are two buttons: "Next" (highlighted in red) and "Cancel".

**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**.



**Business Information**

**1** Your business information will be reviewed within an hour. Once approved, the certification is completed.  
 • You will receive an email and an SMS notification after the certification is complete. If your application is rejected, you can view the reason, modify the information, and submit a new application.

**2** Commercial information certification involves much professional financial information. You are recommended to ask the financial personnel of your company to fill in the information.

1) Fill in Company Information — 2) Fill in Bank Information — 3) Complete the Associated Supplier Survey

**Bank Information**

\* Bank Country/Region:

\* Bank Name:  Enter the bank name if it is not on the list. Enter the name if it is not on the list.

\* Branch Name:  Enter the branch name if it is not on the list. Enter the name if it is not on the list.

\* Bank Account:  The bank account must be consistent with the company name.

\* Bank Account Number:

\* Payment Currency:

**Intermediary Bank**  
 If an intermediary bank is required to facilitate international transfer and settlement of funds, enter the intermediary bank information.

Bank Name:

SWIFT Code:

Bank Account Number:

**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
9	5851	Sparkoo Technologies PERU S.A.C.	EUR

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

The screenshot shows a 'Business Information' form with the following content:

- Your business information will be reviewed within an hour. Once approved, the certification is completed.
- You will receive an email and an SMS notification after the certification is complete. If your application is rejected, you can view the reason, modify the information, and submit a new application.
- Commercial information certification involves much professional financial information. You are recommended to ask the financial personnel of your company to fill in the information.

Progress indicators: 1. Fill in Company Information, 2. Fill in Bank Information, 3. Complete the Associated Supplier Survey.

Do personnel (including investors and employees) of your company involve Huawei employees (including current Huawei employees and their major relatives and former Huawei employees)?

Yes  No

Select the check box and provide the details if any statement is true to your company.

1. A current Huawei employee is an investor of your company

2. A current Huawei employee holds a part-time position in your company

3. A current Huawei employee's close relative is a major investor of your company

4. A current Huawei employee's close relative holds a position in your company

5. A former Huawei employee is an investor of your company or holds a position in your company

Buttons: Previous, Submit, Cancel

**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 business 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 [5.6 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](#).

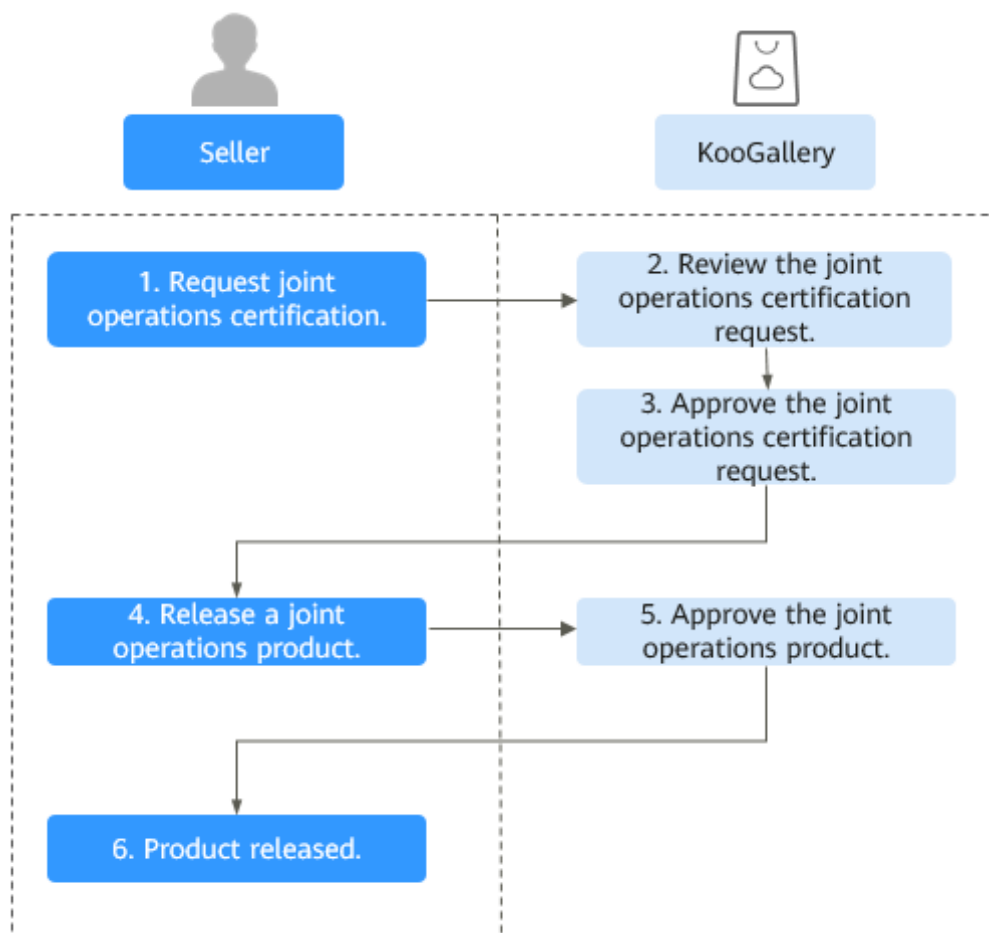
----End

## 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 Joint Operations Certification and Product Access

## Process Flow

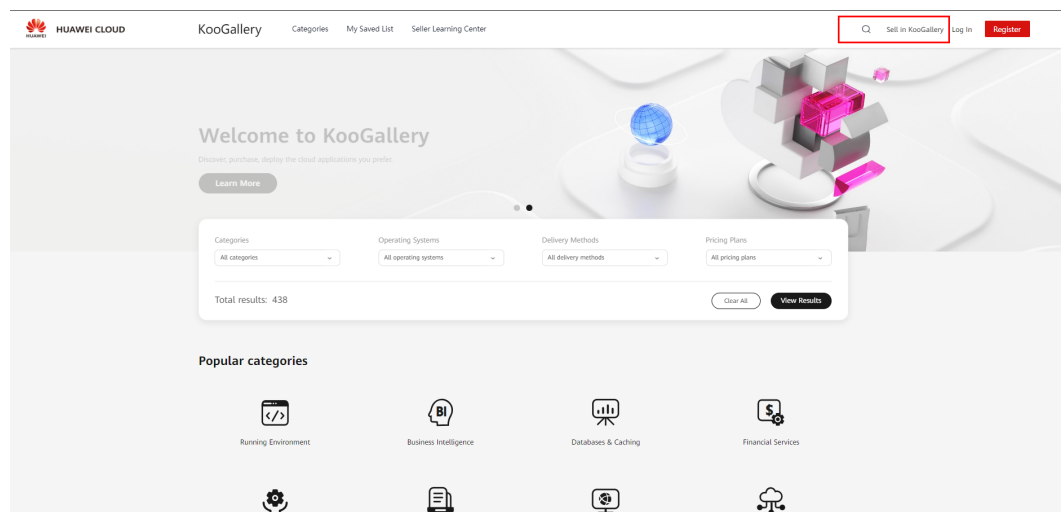


## Prerequisites for Releasing Joint Operations Products

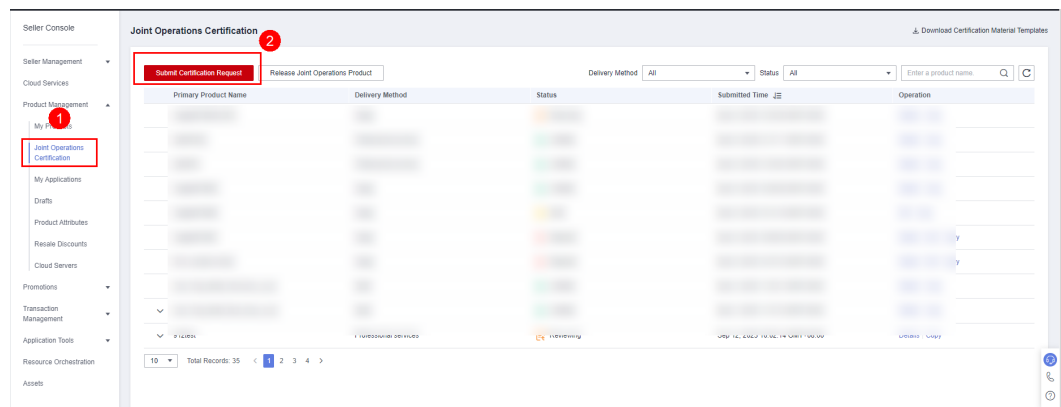
1. You have registered as a Huawei Cloud KooGallery seller by following instructions in [1.2 Registration Process](#).
2. You have completed joint operations certification for the products to be released.
3. The entity of the company performing joint operations certification must be the same as that of the company releasing the products.

## Requesting Joint Operations Certification

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

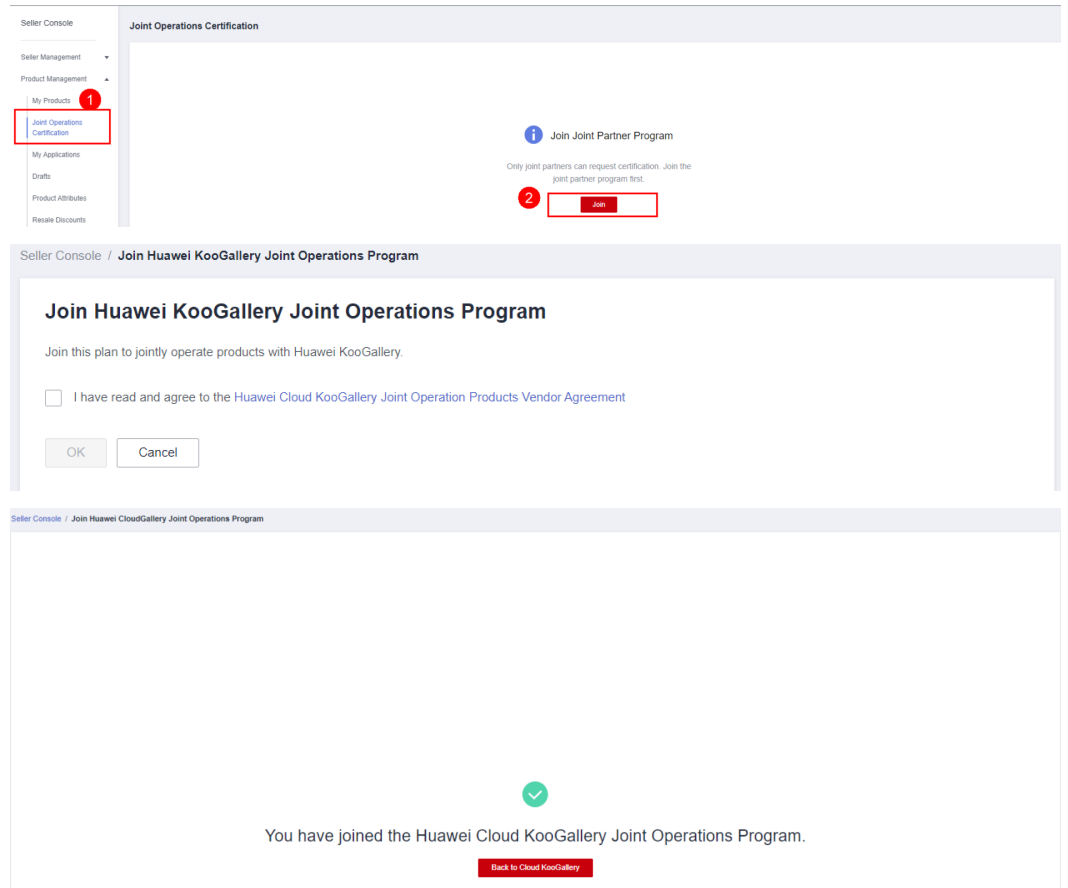


**Step 2** In the navigation pane, choose **Product Management > Joint Operations Certification**.

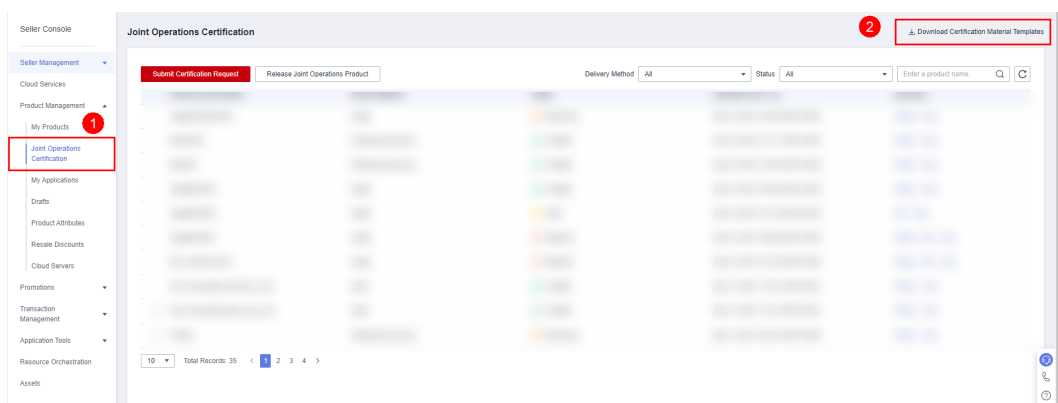


 NOTE

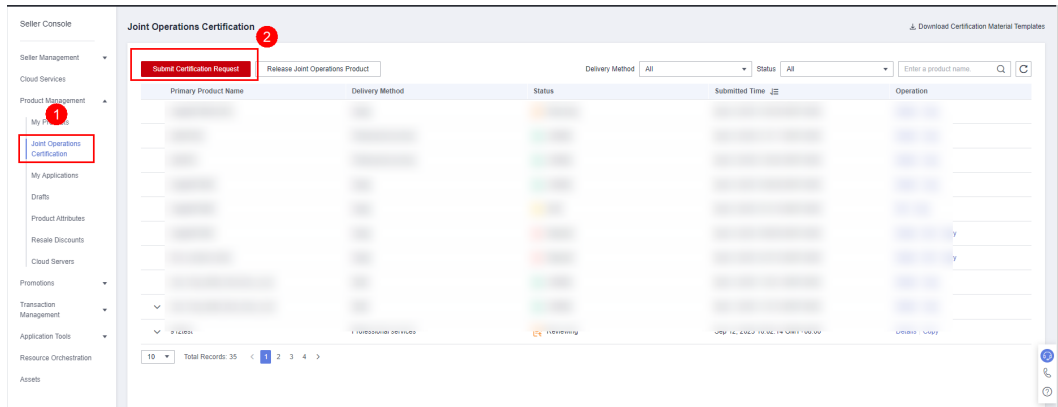
If you have not signed the agreement to join the Joint Partner Program, a message will be displayed on the **Joint Operations Certification** page. Click **Join** to read and sign the required agreement. **This agreement needs to be signed only when you request joint operations certification for the first time.**



**Step 3** Click **Download Certification Material Templates** in the upper right corner of the page. In the dialog box that is displayed, click **Download All** to download the templates of all required materials.



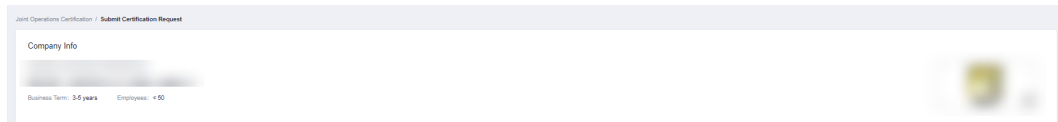
**Step 4** Click **Submit Certification Request** in the upper left corner of the **Joint Operations Certification** page.



**Step 5** On the **Submit Certification Request** page, enter and submit the information about your company, product, certification, compliance, and contact as prompted.

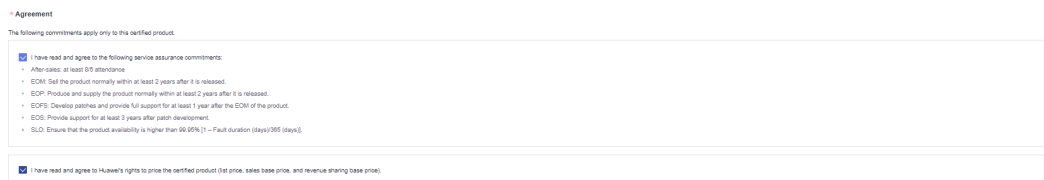
1. Submit company information.

The name, introduction, business terms, and business license of your company are obtained from your seller account and cannot be modified.



2. Sign the agreements.

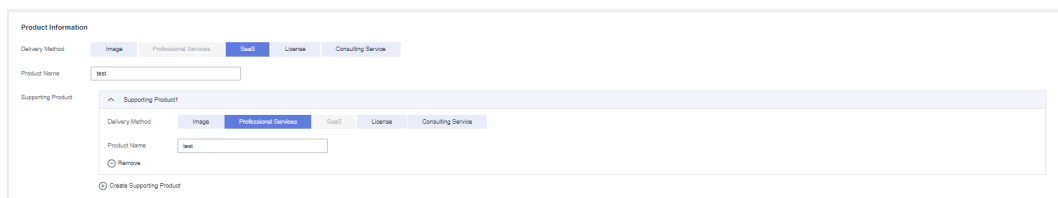
Select **I have read and agree to the following service assurance commitments and I have read and agree to Huawei's rights to price the certified product (list price, sales base price, and revenue sharing base price)** for the product to be certified.



3. Submit product information.

Enter the basic information about the product to be certified and select the same delivery method as in the quotation.

If multiple products are involved, click **Create Supporting Product** to add them.



4. Submit contact information.

Enter the name, mobile number, and email address of the business contact of your company. The system will send the certification progress to the contact by SMS or

email. Ensure that the email address and mobile number are correct. The system will also send an internal message to your seller account.

If a Huawei contact is available, enter their name, mobile number, and email address. The Huawei contact can query the certification progress in the system and receive an SMS message from the system. Ensure that the email address and mobile number are correct.

### 5. Submit certification materials.

Fill in the templates downloaded in [Step 3](#) as required and upload the materials.

**Step 6** After confirming that the information is correct, click **Submit** for qualification and product review.

----End

### NOTE

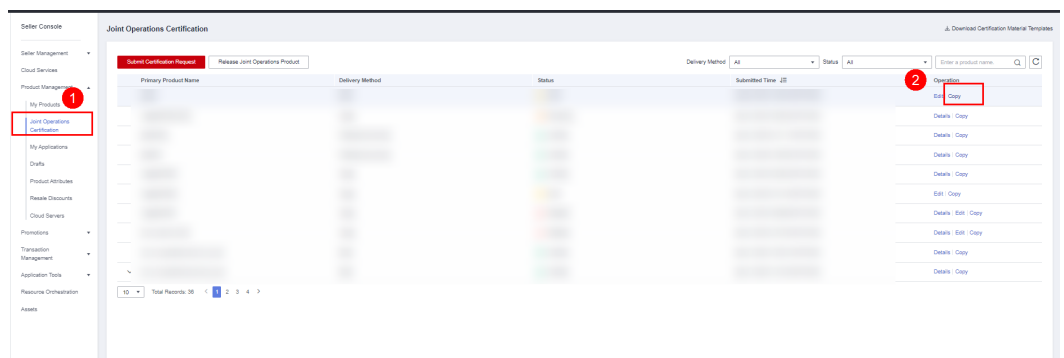
After the certification request is approved, you can release a joint operations product. For details, see [Releasing a Joint Operations Product](#).

## Copying and Viewing a Joint Operations Certification Request

You can copy a joint operations certification request and view its progress and rejection reasons.

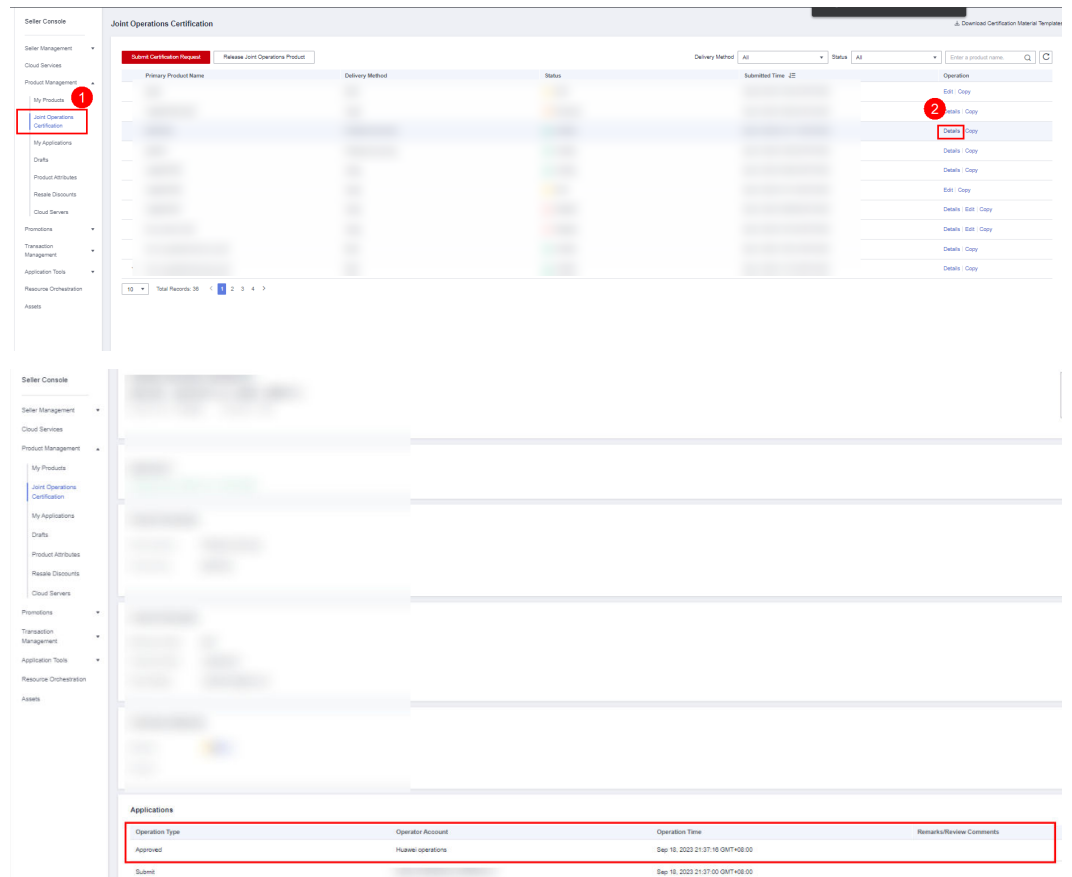
### 1. Copying existing certification requests

On the **Joint Operations Certification** page, click **Copy** in the **Operation** column of a certification request. On the displayed **Submit Certification Request** page, modify the information as required and click **Submit**.



### 2. Viewing the certification progress and rejection comments: On the **Joint Operations Certification** page, click **Details** in the **Operation** column of a

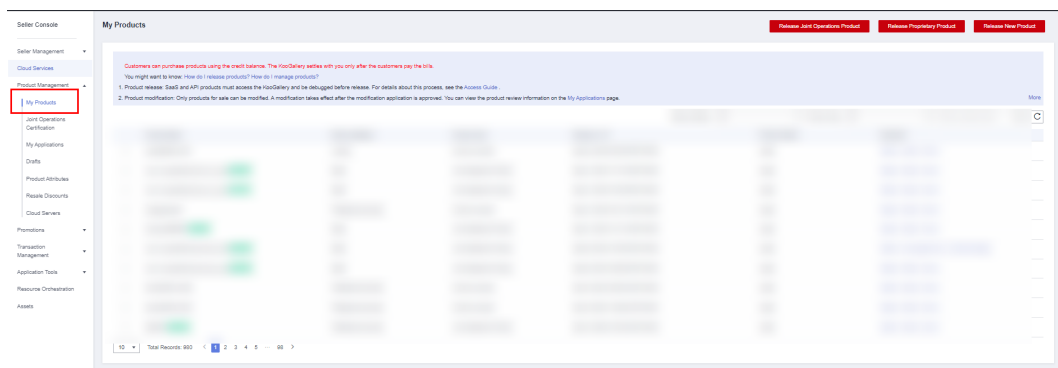
certification request. At the bottom of the details page, view the current phase and rejection reasons.



## Releasing a Joint Operations Product

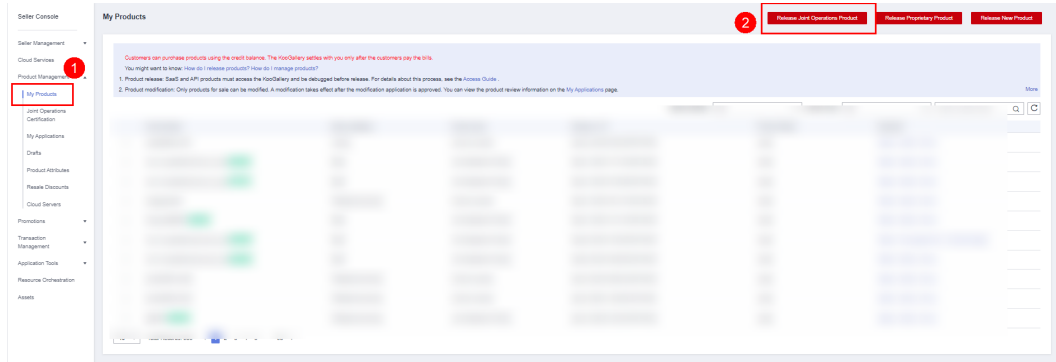
**Step 1** Log in to the Seller Console using your Huawei Cloud account that you used to register with KooGallery.

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

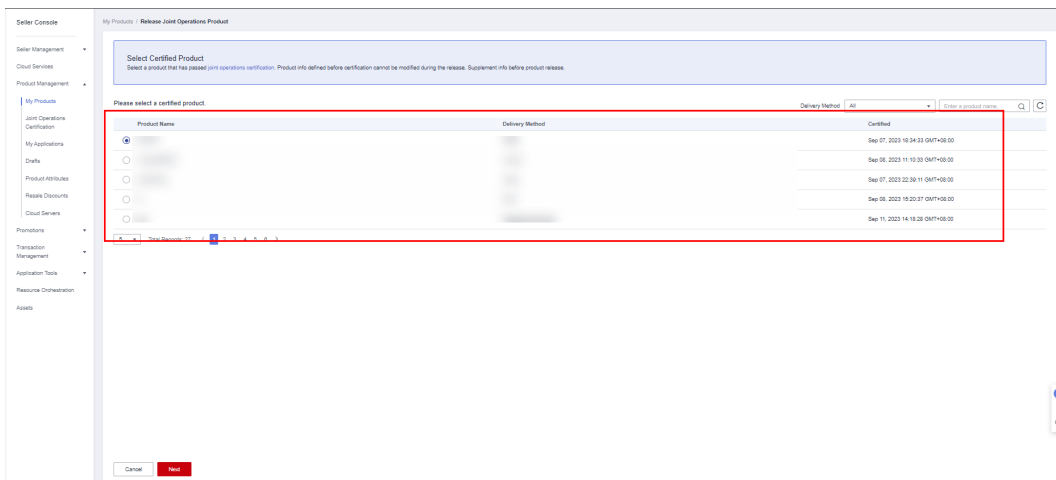


**Step 3** Click **Release Joint Operations Product** in the upper right corner.





**Step 4** Click **Select Certified Product**, select a certified product, and click **Next**. On the displayed page, enter product information by following instructions in **3 Delivery Methods**.

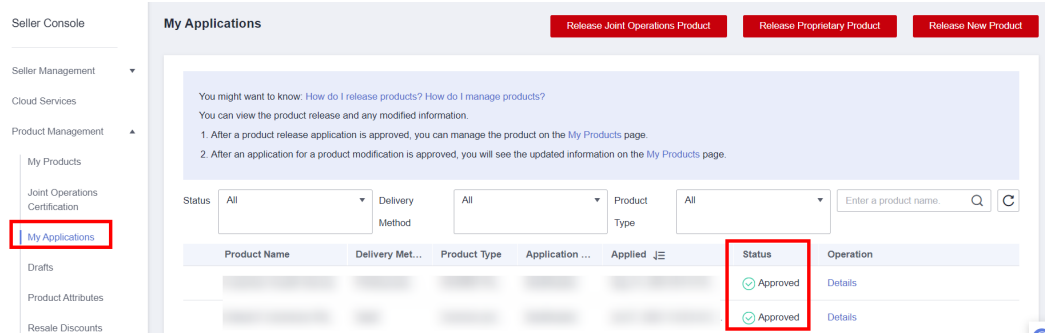


**Step 5** After entering the product information, click **Submit**.

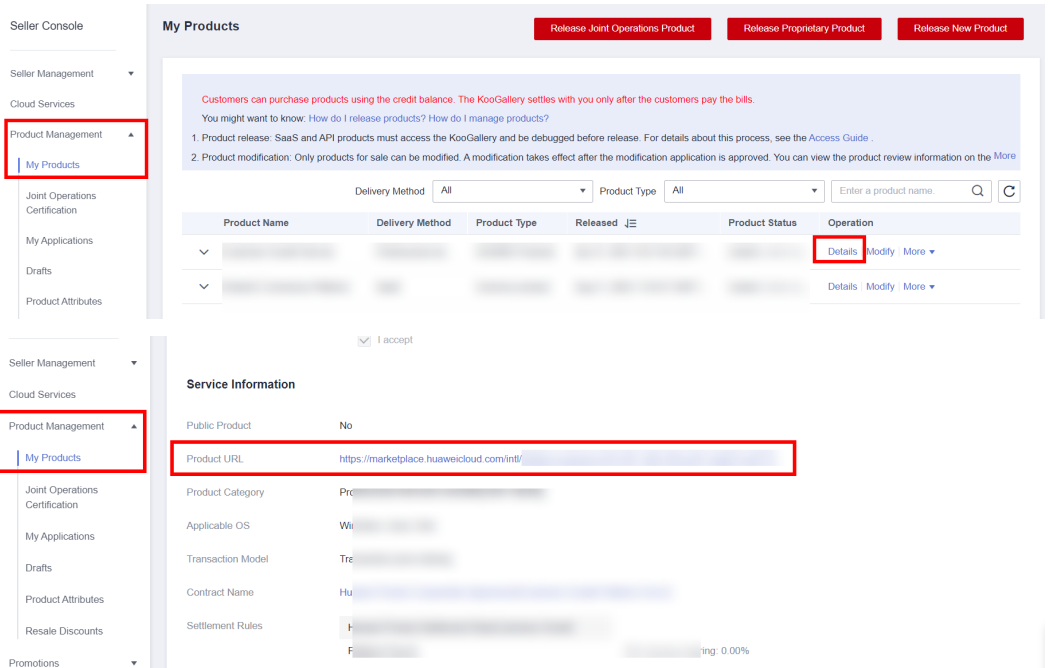
----End

 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 click **Details** in the **Operation** column of the product on the **Product Management > My Products** page to go to the product details page and view the product URL in the **Service Information** area.



# 3 Delivery Methods

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- [3.1 Product Release Description](#)
- [3.2 Delivery Methods](#)
- [3.3 Image Release Guide](#)
- [3.4 Releasing Professional Services](#)
- [3.5 SaaS Release Guide](#)
- [3.6 Releasing Consulting Services](#)
- [3.7 License Release Guide](#)
- [3.8 Releasing Multi-SKU Product Specifications](#)

## 3.1 Product Release Description

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 business days.

If your products have any problems, KooGallery will notify you through your customer service email address and after-sales email address. Ensure that the two email accounts are available and you can respond within 24 hours. Otherwise, KooGallery will remove your products.

### 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 [5.6 Configuring Sales Regions](#).

**Table 3-1** describes the product release parameters on Huawei Cloud KooGallery.

**Table 3-1** Product release description

Item	Description
Delivery Method	<ul style="list-style-type: none"> <li>• 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 <a href="#">3.2 Delivery Methods</a>.</li> <li>• The delivery method must match the product. If they do not match, for example, the delivery method of a SaaS product is set to <b>License</b>, the application will be rejected.</li> </ul>
Product Name	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 "wordpress".</li> <li>• 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 <b>Huawei Cloud XXX Solution</b> is not allowed.</li> <li>• The product name must not contain or convey product price, versions, phone numbers, or other descriptive information.</li> <li>• If the product is used for Huawei Cloud Stack, name it <b>XXX (HCS Version)</b>.</li> </ul>
Version	<p>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".</p>
Logo	<ul style="list-style-type: none"> <li>• Logos must be PNG files, must be 120 x 120 pixels, and cannot exceed 5 MB.</li> <li>• 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.</li> <li>• Ensure that the uploaded logo is properly designed. Do not use screenshots of product introduction as the logo.</li> <li>• Ensure that the uploaded logo is clearly visible. Any incomplete, deformed, or blurry image will not be approved.</li> <li>• 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.</li> <li>• Do not modify the extension of the logo file, for example, changing .png to .jpg. Otherwise, the logo file cannot be uploaded.</li> <li>• If the logo image is too large, you can compress it at <a href="https://tinypng.com">tinypng.com</a>.</li> </ul>

Item	Description
Seller self-check	Check whether your product meets security requirements according to the KooGallery Product Security Review Standards 3.0. If not, fix the security issues before releasing the product.
Overview	Provide a brief introduction of your product. The product overview is displayed on the KooGallery catalog and the product details page.
Description	<ul style="list-style-type: none"> <li>● Provide details about your product, including core functions and services.</li> <li>● The product description must contain at least 1000 characters. Ensure consistent usage of fonts, and keep the layout standardized, neat, and user-friendly.</li> <li>● Do not include images and links redirecting to non-Huawei Cloud websites.</li> <li>● Do not advise customers to obtain commercial information otherwise, for example, "To submit a commercial application or for pricing details, contact xxx."</li> <li>● Do not use the information about competitors.</li> </ul>
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	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The name, definition, billing, and other details of the product defined in the EULA must be consistent with the product details.</li> <li>● 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.</li> <li>● The EULA must be within the validity period and not conflict with other agreements with Huawei Cloud.</li> </ul>

Item	Description
After-Sales Support	<p>Enter the after-sales support of the product according to the example.</p> <ul style="list-style-type: none"> <li>● <b>Time:</b> Add the time zone to the end of the service time, for example, <b>(GMT+08:00)</b>.</li> <li>● <b>Services:</b> Describe the after-sales services that your company will provide.</li> <li>● <b>Hotline:</b> Provide a valid hotline number. The country/region code is also required.</li> <li>● <b>Email Address:</b> Enter an email address that can receive emails and reply to customers in a timely manner.</li> </ul> <p><b>NOTICE</b> 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.</p>
User Guide	<ul style="list-style-type: none"> <li>● Provide operation guidance and other product manuals.</li> <li>● Describe how to log in to the management platform and use the product after the product is purchased in the user guide.</li> <li>● 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.</li> <li>● Do not include links of servers that are not deployed in the Huawei Cloud infrastructure, such as addresses for login and management of products.</li> <li>● Ensure consistent usage of fonts, and keep the layout standardized, neat, and user-friendly.</li> <li>● Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX</li> <li>● Maximum file size: 20 MB</li> </ul>
Software Copyright Certificate	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX</li> <li>● Maximum file size: 20 MB</li> </ul>
Open-Source Software Notice	<ul style="list-style-type: none"> <li>● Declare the open-source software usage of the product. For details about the open-source software terms, see <a href="#">Huawei Cloud KooGallery Seller Agreement</a>.</li> <li>● Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX</li> <li>● Maximum file size: 20 MB</li> </ul>

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 Specifications	<ul style="list-style-type: none"> <li>• The specifications provided must be complete.</li> <li>• 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".</li> <li>• Select a suitable billing mode and set appropriate pricing.</li> <li>• Select a suitable Elastic Cloud Server (ECS) model. If your product is an image, you are advised to select S3 ECSs.</li> <li>• If there are different versions of the product, differentiate one specification from another instead of releasing all the versions of that product on KooGallery.</li> </ul>
More Tax Info	Enter the tax information of the product.
SEO Information	Optimize product information so that Baidu and other third-party search engines acquire it. Fill in the information strictly according to the <a href="#">instructions</a> . If the information does not meet the requirements, the application will be rejected.

## 3.2 Delivery Methods

Huawei Cloud KooGallery provides a platform for partners to release cloud products in various delivery methods, including images, consulting services, SaaS, licenses, and professional services.

### Images

Images are created by sellers based on the Huawei Cloud public system. Users can use an image to create an ECS with the same system environment as that in the image.

Images integrate the software environment and functions on the operating system and couple application software with cloud resources to enable out-of-the-box functionality for ECSs.

### SaaS

SaaS products are application software products provided by sellers to run on Huawei Cloud infrastructure as a service (IaaS). After purchasing SaaS products,

customers can log in to specified websites to use them without a need to purchase the required cloud resources.

Currently, a SaaS product can be enabled by using the username and initial password. When a customer purchases a SaaS product on KooGallery, KooGallery calls the service interface provided by the seller, requesting the seller to perform product subscription. After the subscription operation is complete, the seller returns information to KooGallery, such as the frontend address, management backend address, username, and initial password of the product.

## Licenses

License products are the commercial software or licenses provided by sellers. License products include commercial operating system, database middleware, and application software.

## Professional Services

Professional services are provided on KooGallery as products and do not involve delivery of software or cloud resources. Such services include environment and configuration, troubleshooting, data migration, consulting, and training.

## Consulting Services

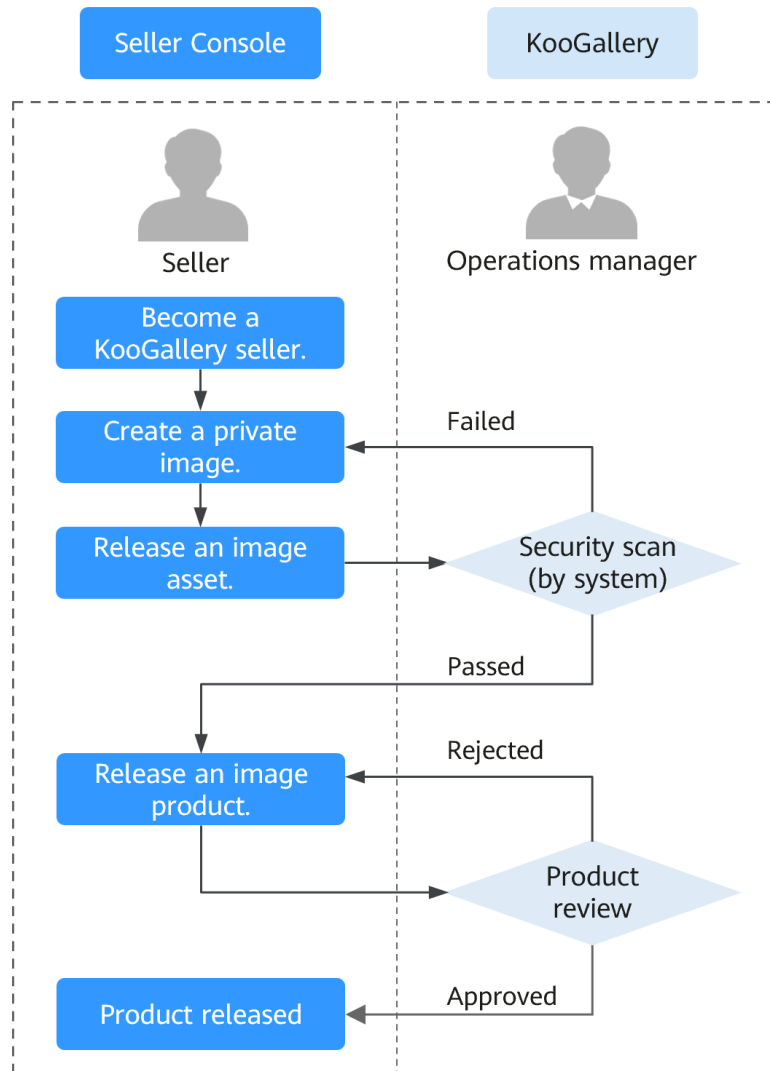
Consulting services are offered on KooGallery as products. This type of products is not traded on KooGallery. KooGallery only provides links to access the products on sellers' official websites.

# 3.3 Image Release Guide



### 3.3.1 Process Overview

#### Release Flow



1. Become a KooGallery seller.
2. Create a private image. For details, see [3.3.3 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 [3.3.2 Image Security Standards](#).
5. After the image asset passes the scan, release it as an image product. For details, see [3.3.5 Releasing Images](#).
6. Wait for the KooGallery operations manager to review the product. For details, see [3.1 Product Release Description](#).
7. The product is released.

### 3.3.2 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	<p>A password for an image must meet the following complexity requirements:</p> <ol style="list-style-type: none"> <li>1. At least eight characters</li> <li>2. At least two types of the following characters:               <ul style="list-style-type: none"> <li>- Lowercase letters</li> <li>- Uppercase letters</li> <li>- Digits</li> <li>- Special characters: `~!@#\$\$%^&amp;*()-_+=\ [{]};:","&lt;.&gt;/? and spaces</li> </ul> </li> <li>3. Different from the account name</li> </ol>

 **NOTE**

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

### 3.3.3 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:

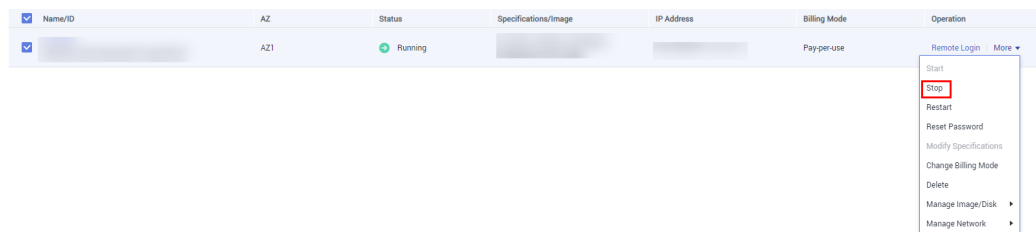
- **Public image**
  - **General computing** or **General computing-plus**
2. You can create a system disk image using a public image provided by Huawei Cloud and release it to KooGallery. You are advised to select an ECS in the following region to create private images. Then you can copy the created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

Region	Region Code	Remarks
Singapore	AP-Singapore	Recommended

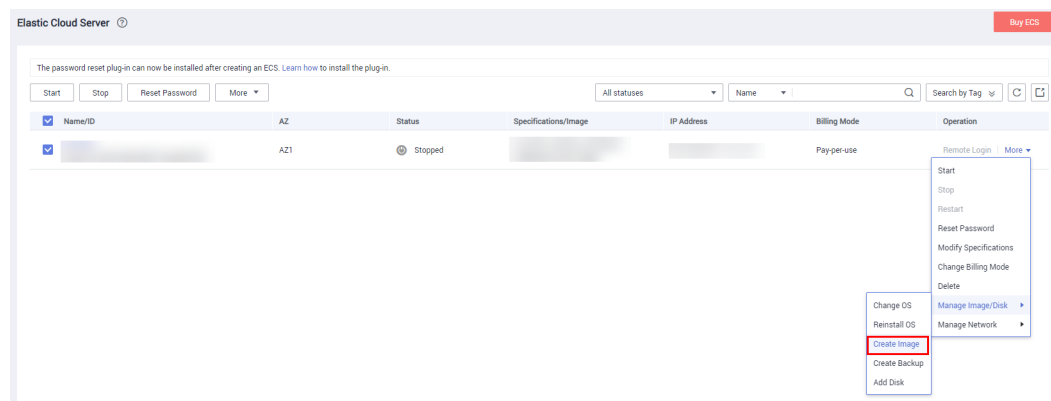
3. You need to check your images against [3.3.2 Image Security Standards](#) to ensure that the images have no security vulnerabilities, so that they can pass the subsequent security scanning.
4. You need to enable the remote login service for your image.
  - a. If it is a Linux OS image, run the `sudo 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**.

**The IMS service is now in commercial use. You will be charged the private image storage fees. For details, see [IMS pricing](#).**

**Image Type and Source**

\* Type: System disk image | Full-ECS image | Data disk image | ISO image

\* Source: **ECS** | Image File

**Notes:**

- You can only use a running or stopped ECS to create a private image.
- You need to first customize and optimize the ECS to suit your needs. For example, you need to install Cloud-Init if the ECS runs Linux and install Cloudbase-Init if the ECS runs Windows. [Learn more](#)
- Do not perform any operation on the selected ECS or associated resources during image creation.

All statuses | Name | Search | Clear

Name	OS	Status	Private IP Address	Created
▼	CentOS 6.8 64bit	Running	192.168.1.1	2025-02-11 10:00:00

Selected: ecs-e673(OS: CentOS 6.8 64bit)System Disk: Ultra-high I/O | 50 GB  
[Buy ECS](#)

---

**Image Information**

Encryption: Unencrypted ?

\* Name:

Tag: It is recommended that you use TMS's predefined tag function to add the same tag to different cloud resources.  
Tag key:  Tag value:   
You can add 10 more tags.

Description:  0/1,024

**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**.

< Create Image ?

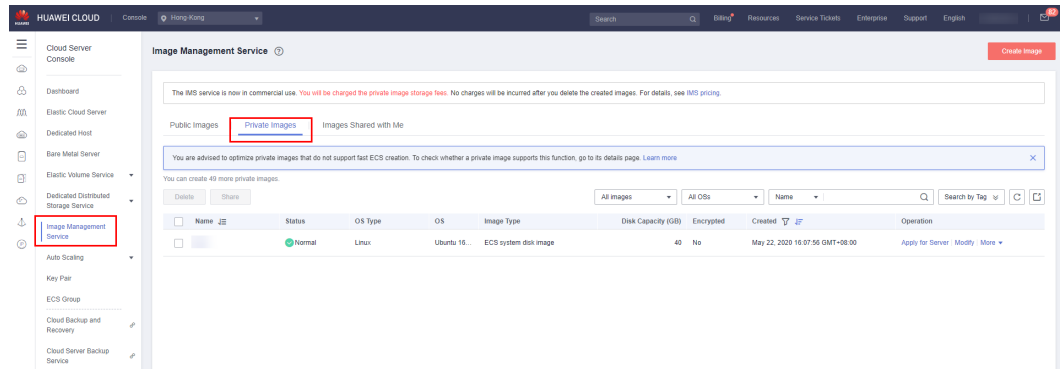
**Details**

Resource	Configuration	Quantity
System disk image	Name: <input type="text"/> Source: <input type="text"/> Description: <input type="text"/>	1

I have read and agree to the [Huawei Image Disclaimer](#).

Previous **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

### 3.3.4 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 **3.3.2 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** Click **Submit for Review**. After the asset is submitted, you can **check the asset review status**.

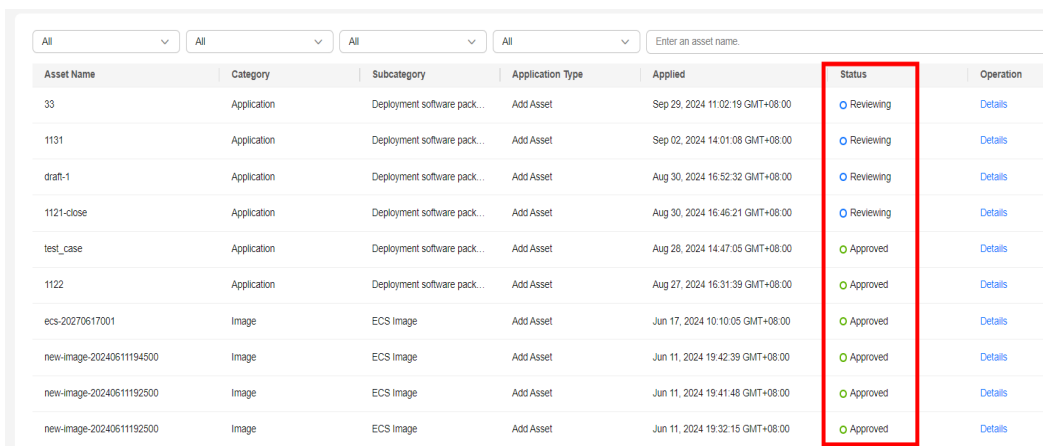
 NOTE

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

----End

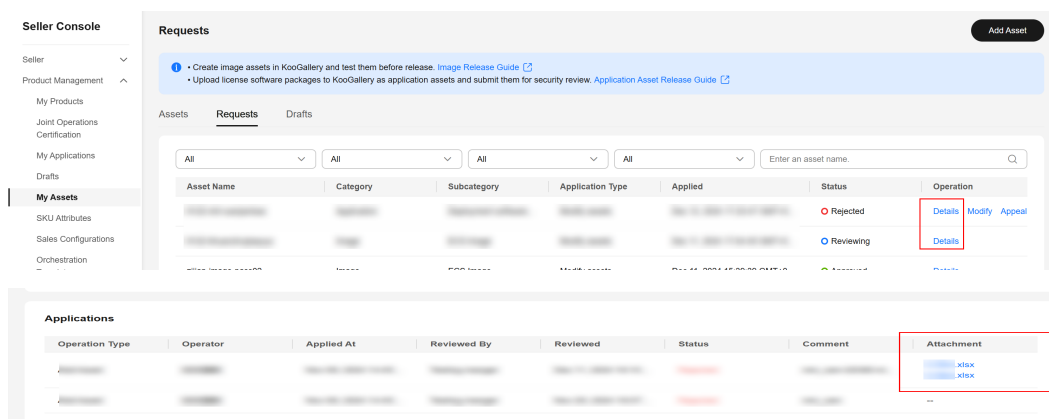
## Checking the Asset Review Status

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



Asset Name	Category	Subcategory	Application Type	Applied	Status	Operation
33	Application	Deployment software pack...	Add Asset	Sep 29, 2024 11:02:19 GMT+08:00	Reviewing	Details
1131	Application	Deployment software pack...	Add Asset	Sep 02, 2024 14:01:08 GMT+08:00	Reviewing	Details
draft-1	Application	Deployment software pack...	Add Asset	Aug 30, 2024 16:52:32 GMT+08:00	Reviewing	Details
1121-close	Application	Deployment software pack...	Add Asset	Aug 30, 2024 16:46:21 GMT+08:00	Reviewing	Details
test_case	Application	Deployment software pack...	Add Asset	Aug 28, 2024 14:47:05 GMT+08:00	Approved	Details
1122	Application	Deployment software pack...	Add Asset	Aug 27, 2024 16:31:39 GMT+08:00	Approved	Details
ecs-20270617001	Image	ECS Image	Add Asset	Jun 17, 2024 10:10:05 GMT+08:00	Approved	Details
new-image-20240611194500	Image	ECS Image	Add Asset	Jun 11, 2024 19:42:39 GMT+08:00	Approved	Details
new-image-20240611192500	Image	ECS Image	Add Asset	Jun 11, 2024 19:41:48 GMT+08:00	Approved	Details
new-image-20240611192500	Image	ECS Image	Add Asset	Jun 11, 2024 19:32:15 GMT+08:00	Approved	Details

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.



**Seller Console**

**Requests**

• Create image assets in KooGallery and test them before release. [Image Release Guide](#)

• Upload license software packages to KooGallery as application assets and submit them for security review. [Application Asset Release Guide](#)

Asset Name	Category	Subcategory	Application Type	Applied	Status	Operation
					Rejected	Details Modify Appeal
					Reviewing	Details
					Approved	

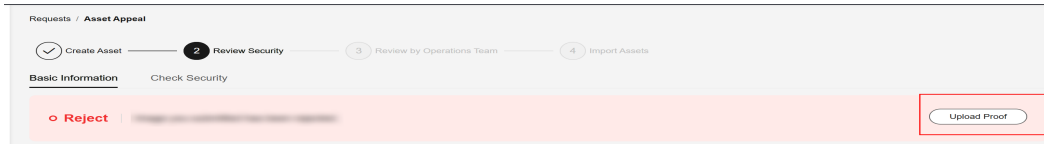
**Applications**

Operation Type	Operator	Applied At	Reviewed By	Reviewed	Status	Comment	Attachment
							xlsx xlsx

- 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.

A	B	C	D	E	F	G	H	I	J
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)	Fraud 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: /0c096a07544492b4d99abb3875624.zip_VSS/zookeeper-jute-3.6.2.jar Vulnerability Name: CVE-2021-38185	You can search for the solution at the following website by vulnerability name: <a href="https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/">https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/</a>	Misreport				
2	Open-source software vulnerabilities	apache zookeeper	Component version: 3.6.2 File name: zookeeper-jute-3.6.2.jar File path: /0c096a07544492b4d99abb3875624.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: <a href="https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/">https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/</a>	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 [3.3.3 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.

## 3.3.5 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** In the **Delivery Method** area, select **Image**.



In the **Basic Information** area, set **Product Name** and **Version**, and upload a logo as instructed.

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

Delivery Method

Image Professional Services SaaS Consulting Service License Hardware Cloud Server


Images are created by sellers using HUAWEI CLOUD public system disk images. Customers can use an image to create an ECS that has the same system environment as the image. Images integrate the software environment and functions of an operating system with cloud resources, enabling customers to use cloud hosts out of the box. [Learn how](#) to release products.

Basic Information

Model Type ECS image RDS image

\* Product Name   
Enter 1 to 50 characters. Ensure that the product name denotes the product content. For a software product, ensure that the product name is the same as that in the software copyright certificate.

\* Version   
Only uppercase letters and digits are allowed, for example, V1.0 and V2.1.1. Do not use non-standard versions, such as v0.1 and First Version.

\* Logo 

Your data

### NOTE

For details about parameters, see [3.1 Product Release Description](#).

**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.



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

- 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 fr

[+ 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.

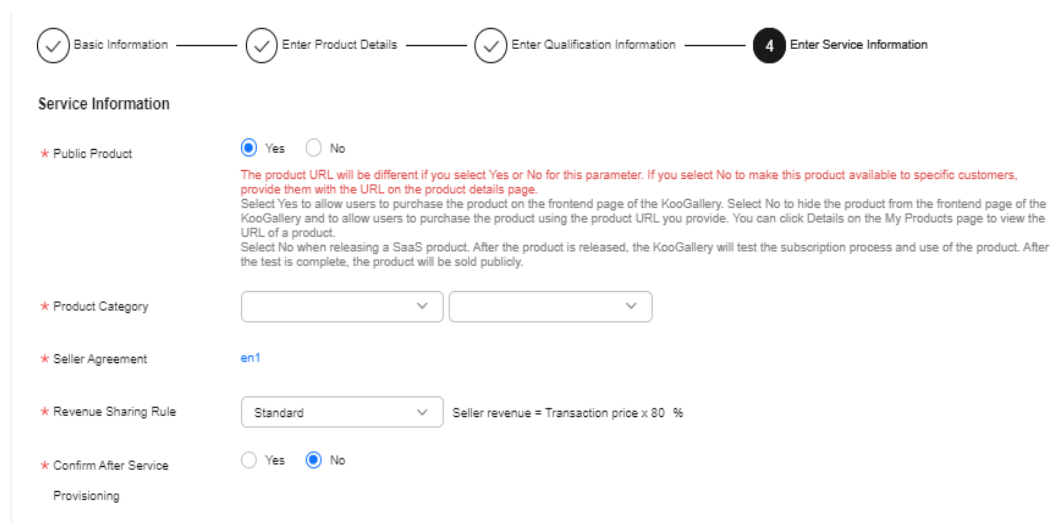
- **Software Copyright Certificate**

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, and SEO Information** as instructed.



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

**Service Information**

\* Public Product  Yes  No  
The product URL will be different if you select Yes or No for this parameter. If you select No to make this product available to specific customers, provide them with the URL on the product details page.  
 Select Yes to allow users to purchase the product on the frontend page of the KooGallery. Select No to hide the product from the frontend page of the KooGallery and to allow users to purchase the product using the product URL you provide. You can click Details on the My Products page to view the URL of a product.  
 Select No when releasing a SaaS product. After the product is released, the KooGallery will test the subscription process and use of the product. After the test is complete, the product will be sold publicly.

\* Product Category

\* Seller Agreement

\* Revenue Sharing Rule  Seller revenue = Transaction price x 80 %

\* Confirm After Service  Yes  No

Provisioning

### 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

\* Pricing Template

 ?

\* Billing Mode

Pay-per-use  Monthly  Yearly

Billing Mode	Unit Price
Pay-per-use	<input type="text"/> USD/hour
Monthly	<input type="text"/> USD/month
Yearly	<input type="text"/> 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  Pay-per-use  Monthly  Yearly

Billing Mode	Unit Price
Pay-per-use	<input type="text"/> USD/hour
Monthly	<input type="text"/> USD/month
Yearly	<input type="text"/> 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.

\* Pricing Template vCPU template

ECS Filter None

\* Billing Mode  Pay-per-use  Monthly  Yearly

vCPUs	Price
<input type="checkbox"/> 1 vCPU	<input type="text"/> USD/hour <input type="text"/> USD/month <input type="text"/> USD/year
<input type="checkbox"/> 2 vCPUs	<input type="text"/> USD/hour <input type="text"/> USD/month <input type="text"/> USD/year
<input type="checkbox"/> 4 vCPUs	<input type="text"/> USD/hour <input type="text"/> USD/month <input type="text"/> USD/year
<input type="checkbox"/> 8 vCPUs	<input type="text"/> USD/hour <input type="text"/> USD/month <input type="text"/> USD/year
<input type="checkbox"/> 12 vCPUs	<input type="text"/> USD/hour <input type="text"/> USD/month <input type="text"/> 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.

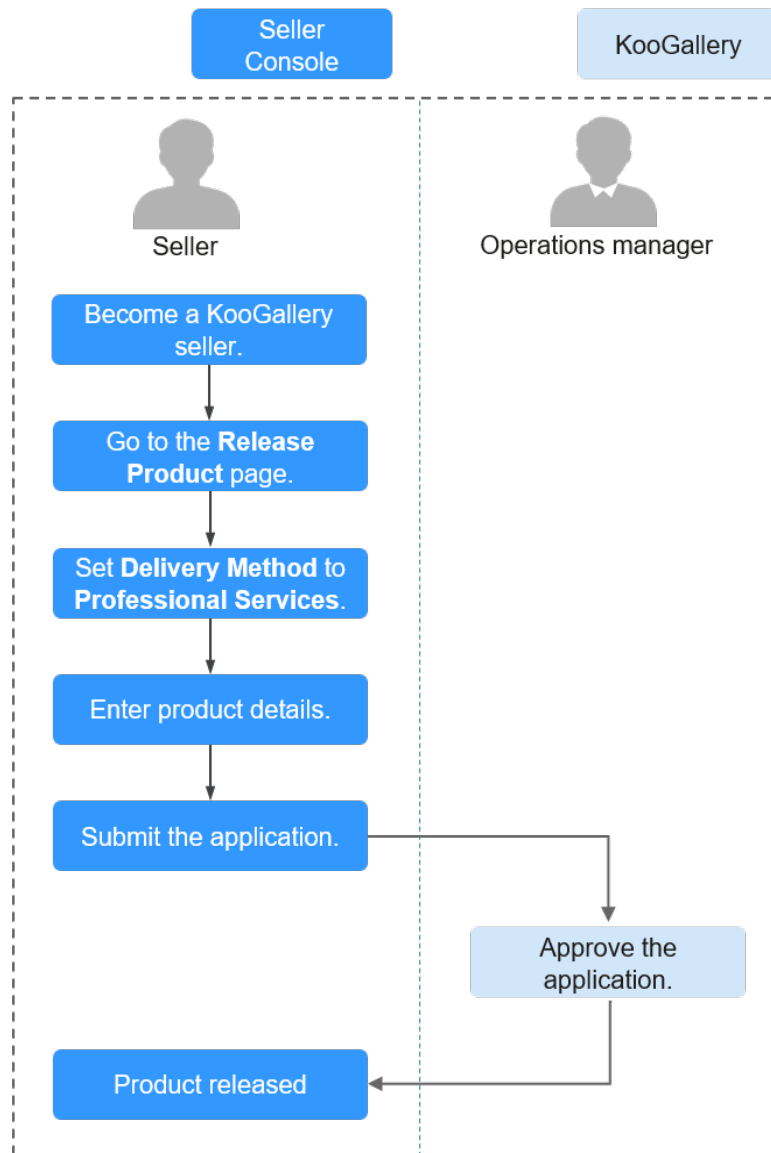
 **NOTE**

- 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

## 3.4 Releasing Professional Services

### Release Flow



### 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 **Product Details** page is displayed.
- Step 4** In the **Delivery Method** area, select **Professional Services**. In the **Basic Information** area, set **Product Name** and **Version**, upload a logo, specify the **Service Flow** and **Delivery Period**, and set **Request Templates**.



The screenshot shows the 'Release Product' form with the following sections:

- Progress Indicators:** 1 Basic Information, 2 Enter Product Details, 3 Enter Qualification Information, 4 Enter Service Information.
- Delivery Method:** A row of four buttons: 'Image', 'Professional Services' (highlighted with a red box), 'SaaS', and 'License'. Below this row is a blue informational banner: 'Professional services are provided on the KooGallery. Such services include environment configuration, troubleshooting, data migration, consulting, and training.'
- Basic Information:**
  - Product Name:** Text input field with instructions: 'Enter 1 to 50 characters. Ensure that the product name denotes the product content. For a software product, ensure that the product name is the same as that in the software copyright certificate. Do not use the name HUAWEI CLOUD. Do not include price, version, and phone number information. Ensure that the product name is free of spelling mistakes.'
  - Version:** Text input field with 'V1.0' entered. Instructions: 'Only uppercase letters and digits are allowed, for example, V1.0 and V2.1.1. Do not use non-standard versions, such as v0.1 and First Version.'
  - Logo:** Image upload area with a 'HUAWEI' logo placeholder and an 'Upload' button.
  - Service Flow:** A 'Select' button. Instructions: 'Select a service delivery flow and deliver services with strict adherence to the service flow. The order will be settled after the service flow is completed. Pay-per-use products involving service supervision do not support milestone delivery.'
  - Delivery Period:** Text input field with 'calendar day' selected. Instructions: 'Enter a proper number of calendar days. If the delivery period is too long, the product release application may be rejected.'
  - Request Templates:** 'Upload File' button. Instructions: 'Supported formats: ZIP, DOCX, XLSX. Max. file size: 50.0 MB. Customers can use request templates to submit their requests after subscription. If there are multiple templates, upload them in a package.'
- Next:** A red 'Next' button at the bottom left.

**NOTE**

- For details about parameters, see [3.1 Product Release Description](#).
- **Service Flow**  
You must provision the product to customers by strictly following the service flow. The order of the product will be settled after the service flow is completed.  
For details about service flows of professional services, see [6.3 Supervising Professional Service Products](#).
- **Delivery Period**  
Enter a proper number of calendar days. If the delivery period is too long or too short, your product release application may be rejected, or you may receive customer complaints if you cannot deliver the product in the specified delivery period.
- **Request Templates**  
Create templates that contain the information customers need to provide to you during service supervision, and upload the templates. When submitting requests, customers can download and fill in the templates.

**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.

My Products / Release Product

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

**Product Details**

\* Overview  Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page. 0/1,000

\* Description  Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page. 0/5,000

\* Highlights  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.  Add some product highlights. 5 highlights are recommended (500 characters limit).

Customer Case

 **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 **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.

My Products / **Release Product**

① Basic Information — ② 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). [↓ Example](#)

\* After-Sales Support

0/300

Describe the after-sales services that you provide (300 characters limit). Specify the service time, service content, hotline, and email address, and ensure that you can provide timely after-sales support within the specified service time.

Example:  
Time: 5 x 8 hours (GMT+08:00)  
Services: xxxxxx  
Hotline: +862-00000000  
Email Address: xx@yyy.com

\* User Guide

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 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

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](#) [↓](#) [Download Template](#)  
Supported file size: 20 MB  
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX

**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.

● **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, and SEO Information as instructed.**

① Basic Information — ② Enter Product Details — ③ Enter Qualification Information — ④ Enter Service Information

### Service Information

\* Public Product  Yes  No  
The product URL will be different if you select Yes or No for this parameter. If you select No to make this product available to specific customers, provide them with the URL on the product details page.  
 Select Yes to allow users to purchase the product on the frontend page of the KooGallery. Select No to hide the product from the frontend page of the KooGallery and to allow users to purchase the product using the product URL you provide. You can click Details on the My Products page to view the URL of a product.  
 Select No when releasing a SaaS product. After the product is released, the KooGallery will test the subscription process and use of the product. After the test is complete, the product will be sold publicly.

\* Product Category

\* Applicable OS

Business Letter  [Business Letter Template](#)  
To request a non-standard revenue sharing ratio for the product, upload a business letter:KooGallery Standard Revenue Sharing Rule Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX.Maximum file size: 20 MB

\* Contract Name  [Contract Details](#)

\* Settlement Rules ⓘ

### Product Specifications

You can release a maximum of 30 specifications. To release a product with a large number of specifications, set Pricing Template to Custom template, add specifications with multiple SKUs, and set different pricing plans for each SKU [Learn more](#)

▼ Specification 1

⊕ Add

### SEO Information

Strictly follow the instructions for filling the SEO information. [Instruction](#)

\* Title  -HUAWEI CLOUD KooGallery  
Enter the product name and keywords (advantages or type). Max. 55 characters. The title will be automatically suffixed with -HUAWEI CLOUD KooGallery.

\* Keywords   
Enter at least 3 keywords that make your product more visible in search results. (Max. 45 characters)

\* Description

**Figure 3-1 Product specifications**

Product Specifications ⊕ Manage Product Attribute

⊕ Add

You can release a maximum of 30 specifications. To release a product with a large number of specifications, set Pricing Template to Custom template, add specifications with multiple SKUs, and set different pricing plans for each SKU [Learn more](#)

^ Specification 1

Specification Number   
The specification number determines the order in which this specification will be displayed on the product details page. Enter 1 to display this specification as the first one.

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

\* Pricing Template  ⓘ

\* Billing Mode  Monthly   
 Yearly   
 One-time

 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 you want to set a fixed price for product specifications in yearly/monthly or one-time payment billing mode, select a simple pricing template.
- If you want 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 [3.8 Releasing Multi-SKU Product Specifications](#).
- 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 **OK**.

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

 NOTE

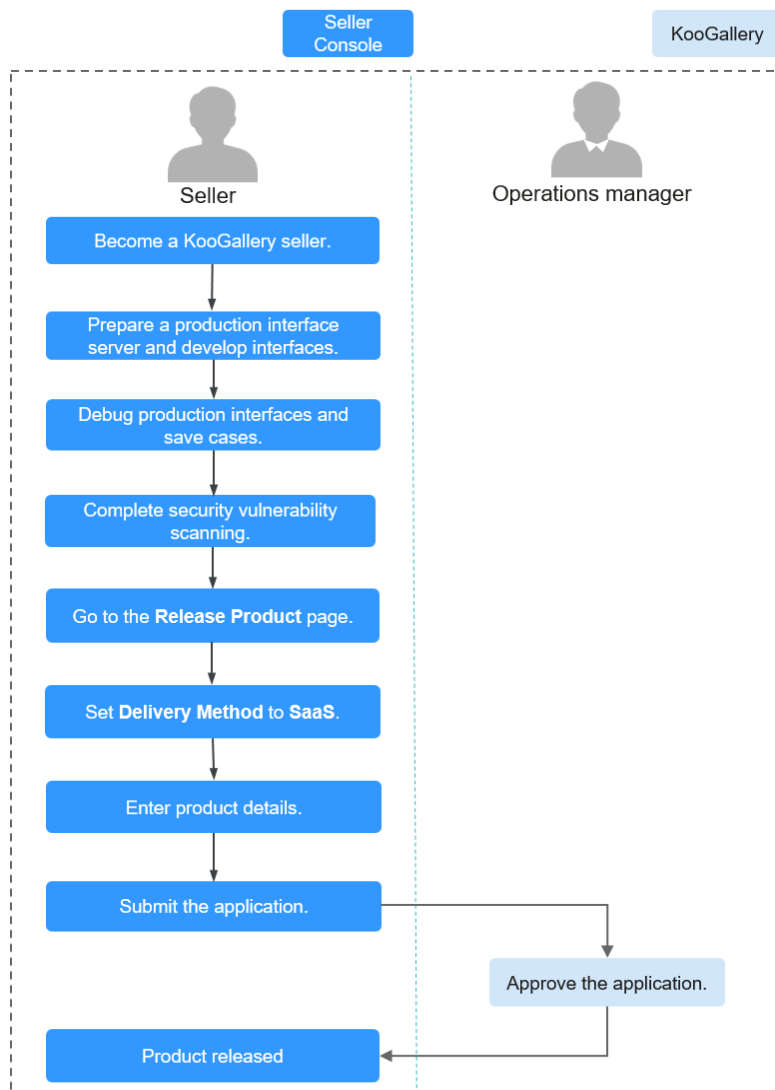
- You can upload a maximum of 100 documents or software of 10 GB in total to the Seller Console in a single day.
- When releasing a product, you can click **Save Draft** to save the product information before submission. You can choose **Product Management > My Applications** or **Product Release > Drafts** 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

## 3.5 SaaS Release Guide

### 3.5.1 Releasing SaaS

#### Release Flow



#### Prerequisites

- Deploy your SaaS products on Huawei Cloud (International) infrastructure. Huawei Cloud KooGallery does not accept SaaS products that are not deployed on Huawei Cloud (International) infrastructure.
- Follow the guidance described in [SaaS Access Guide V2.0](#) to develop interfaces. The SaaS 2.0 interface protocols are more secure, more reliable, and easier to use.
- Debug interfaces for application access. KooGallery provides the application access debugging function. Ensure that all required interfaces are debugged successfully. To ensure that your SaaS products can be enabled after subscription, KooGallery will save the successful debugging cases for interface verification during review of release and modification requests.

- If your SaaS products involve websites (including frontend and backend portals), ensure that your products do not contain malicious content or high-risk vulnerabilities. Before releasing your products, scan them by following the [3.5.2 SaaS Product Security Vulnerability Scan Operation Guide and Security Specifications](#). When releasing the products, associate the products with the corresponding scan test reports and submit them for review.

## 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 **Product Details** page is displayed.
- Step 4** In the **Delivery Method** area, select **SaaS**. In the **Basic Information** area, set **Product Name** and **Version**, upload a logo, and set **Involve Service Supervision**, **Production System API URL**, **Extension Parameters**, **User Authorization Required**, **Sensitive Information Encryption Algorithm**, and **Vulnerability Scans**.

The screenshot displays the 'Product Details' page with a progress indicator at the top: 1 Basic Information, 2 Enter Product Details, 3 Enter Qualification Information, 4 Enter Service Information. The 'Delivery Method' section has five options: Image, Professional Services, SaaS (highlighted with a red box), Consulting Service, and License. Below this is a blue information box about SaaS products. The 'Basic Information' section contains the following fields and options:

- Product Name:** Text input field with a character count (1/50).
- Version:** Text input field containing 'V1.0'.
- Logo:** Upload button and a placeholder image with the Huawei logo.
- Involve Service Supervision:** Radio buttons for 'Yes' and 'No' (selected).
- Production System API URL:** Text input field.
- User Authorization Required:** Three checkboxes for account creation methods: phone number, email address, and IAM username.
- Vulnerability Scans:** Radio buttons for 'Associate vulnerability scan results' (selected) and 'Does not involve website vulnerability scan'. Below is a dropdown menu for selecting a scan result.

At the bottom of the form is a red 'Next' button. A table at the bottom right shows a header with 'Scan Service Name/Domain', 'Last Scanned', and 'Last Scan Re', with the content 'No data available'.

 NOTE

- For details about parameters, see [3.1 Product Release Description](#).
- **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 [6.2 Supervising SaaS Products](#).
  - If customers can immediately use the product after subscription, select **No**.
- **Production System API URL**

Select a saved address of a service interface that has been debugged. The address must start with `http://` or `https://` and must be a domain name. The production system server must be deployed on a Huawei Cloud ECS.

To release a product billed on a yearly/monthly basis, debug the interfaces of product subscription (yearly/monthly) and expiration as well as resource renewal and release. To release a product billed by one-time payment, debug the interfaces of product subscription (one-time) and resource release. For details about interface debugging, see [SaaS Access Guide V2.0](#).

The version of the security transport layer protocol must be TLS1.1 or TLS1.2. TLS1.0, SSL1, and SSL2 cannot be used because they cannot ensure secure communications on the transport layer.
- **Extended Parameters**

Optional. You can click **Add** next to **Extension Parameters** to add up to three extension parameters that are required for product subscription. Ensure that the interface containing the extension parameters to be added have been debugged successfully.

To add a non-default parameter type, send an email to the KooGallery operations manager ([partner@huaweicloud.com](mailto:partner@huaweicloud.com)) to apply for adding the required parameter type. The application result is subject to KooGallery feedback.
- **User Authorization Required**

Optional. You can choose customers' private information to be transferred, such as the mobile number, email address, IAM username, and IAM user ID. You can select multiple options.

If the **To create an account based on phone number** option is selected, the parameter **mobilePhone** is included in the subscription request.

If the **To create an account based on email address** option is selected, the parameter **email** is included in the subscription request.

If the **To create an account based on IAM username** option is selected, the parameters **userId** and **userName** are included in the subscription request.
- **Sensitive Information Encryption Algorithm**

If privacy fields need to be transferred in a request, select an encryption algorithm for sensitive information based on the site requirements.
- **Vulnerability Scans**

If the product to be released involves vulnerability scans, select a vulnerability scan result. If the product does not involve vulnerability scans, enter the exception cause.
- **Request Templates**

Create templates that contain the information customers need to provide to you during service supervision, and upload the templates. When submitting requests, customers can download and fill in the templates.

**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.

My Products / Release Product

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

**Product Details**

\* Overview  
 Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page.  
 0/1,000

\* Description  
 Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page.  
 0/5,000

\* Highlights  
 Add  
 Add some product highlights.  
 5 highlights are recommended (500 characters limit).

Customer Case  
 Add

Previous Next

**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 **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.

My Products / **Release Product**

① Basic Information — ② Enter Product Details — ③ **Enter Qualification Information** — ④ Enter Service Information

**Qualification Information**

\* End User License Agreement

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). [↓ Example](#)

\* After-Sales Support

Describe the after-sales services that you provide (300 characters limit). Specify the service time, service content, hotline, and email address, and ensure that you can provide timely after-sales support within the specified service time.

Example:  
Time: 9 a.m. - 8 p.m. (GMT+08:00)  
Services: xxxxxx  
Hotline: +852-00000000  
Email Address: xx@yyy.com

\* User Guide

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 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

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\\_4](#). [Download Template](#)  
Supported file size: 20 MB  
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX

**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.

• **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, and SEO Information** as instructed.

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

### Service Information

\* Public Product  Yes  No

The product URL will be different if you select Yes or No for this parameter. If you select No to make this product available to specific customers, provide them with the URL on the product details page.  
Select Yes to allow users to purchase the product on the frontend page of the KooGallery. Select No to hide the product from the frontend page of the KooGallery and to allow users to purchase the product using the product URL you provide. You can click Details on the My Products page to view the URL of a product.  
Select No when releasing a SaaS product. After the product is released, the KooGallery will test the subscription process and use of the product. After the test is complete, the product will be sold publicly.

\* Product Category

\* Applicable OS

Business Letter  [Business Letter Template](#)

To request a non-standard revenue sharing ratio for the product, upload a business letter:KooGallery Standard Revenue Sharing Rule  
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX.Maximum file size: 20 MB

\* Contract Name  [Contract Details](#)

\* Settlement Rules [?](#)

### Product Specifications

You can release a maximum of 30 specifications. To release a product with a large number of specifications, set Pricing Template to Custom template, add specifications with multiple SKUs, and set different pricing plans for each SKU. [Learn more](#)  
When you release a new SaaS product, add a specification priced 0 for KooGallery testing. The test specification will be removed after the testing is complete.

Specification 1

[+](#) Add

### SEO Information

Strictly follow the instructions for filling the SEO information. [Instruction](#)

\* Title  -HUAWEI CLOUD KooGallery

Enter the product name and keywords (advantages or type). Max. 55 characters. The title will be automatically suffixed with -HUAWEI CLOUD KooGallery.

\* Keywords

Enter at least 3 keywords that make your product more visible in search results. (Max. 45 characters)

\* Description

Figure 3-2 Product specifications

### Product Specifications

[+](#) Add [Manage Product Attribute](#)

You can release a maximum of 30 specifications. To release a product with a large number of specifications, set Pricing Template to Custom template, add specifications with multiple SKUs, and set different pricing plans for each SKU. [Learn more](#)

Specification 1

Specification Number

The specification number determines the order in which this specification will be displayed on the product details page. Enter 1 to display this specification as the first one.

\* Specification Name

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

\* Pricing Template  [?](#)

\* Billing Mode

Monthly  USD/month

Yearly  USD/year

One-time  USD/one-time

 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.
- In the **Product Specifications** area, you can select **Trial** and set **Trial Days** for products billed on a yearly/monthly basis. Once you select **Trial**, all yearly/monthly products of the same specification can be used for trial. Customers can upgrade to the yearly/monthly subscriptions when the trial period expires.
- Once you have released a specification for trial use, you are not allowed to prohibit trial use or change the trial period. Ensure that trial use of your product is allowed when releasing specifications for trial use.
- When you release your SaaS product for the first time, set **Public Product** to **No**, add a test specification priced 0, and set **Trial Days** to **3** for the product release test on KooGallery. After the test is complete, the test specification will be removed from KooGallery, and your product will be open to the public for sale.
- If you want to set a fixed price for product specifications in yearly/monthly or one-time payment billing mode, select a simple pricing template.  
If you want 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 product specification that contains multiple SKU attributes, see [3.8 Releasing Multi-SKU Product Specifications](#).
- For details about how to release a pay-per-use specification/package or a stop-before-excess package, see [3.5.3 Releasing Pay-per-Use Specifications/Packages or Stop-Before-Access SaaS Packages](#).
- 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

- 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.
- 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 and later view the draft on the **Product Management > My Applications** page or the **Product Release > Drafts** page.
- 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.
- After a SaaS product is approved and released, the product is temporarily hidden. KooGallery will subscribe to the test specifications of the product within three business days for testing. If the testing results are satisfactory, the test specifications will be removed from the catalog and the product can be sold to customers. If any problems are found during the testing, an email will be sent to your customer service email address or after-sales support email address. You need to solve the problems and respond to the email within two business days. Otherwise, your product is considered to have failed the testing and will be removed from the catalog.

----End

## 3.5.2 SaaS Product Security Vulnerability Scan Operation Guide and Security Specifications

### Security Vulnerability Scan Operation Guide

If your SaaS products involve websites (including frontend and backend portals), ensure that your products do not contain malicious content or high-risk vulnerabilities. Scan your products before releasing them.

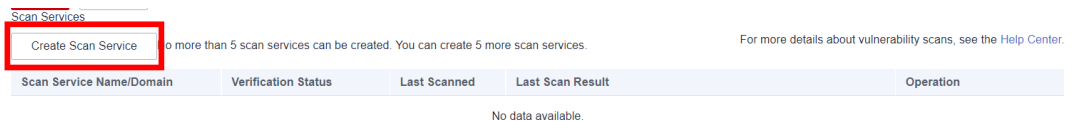
#### Procedure

- Step 1** Go to the Seller Console.
- Step 2** In the navigation pane, choose **Application Tools > Vulnerability Scans**.
- Step 3** In the **Basic Information** area, set the name, mobile number, and email address of the contact person and click **Save**.

### Basic Information

Company Name	Huawei Services (Hong Kong) Co.,Ltd
* Contact Person	<input type="text"/>
* Mobile Number	<input type="text"/>
* Email Address	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

**Step 4** In the **Scan Services** area, click **Create Scan Service**.



**Step 5** Enter basic scan details and click **Next**.

#### Create Scan Service

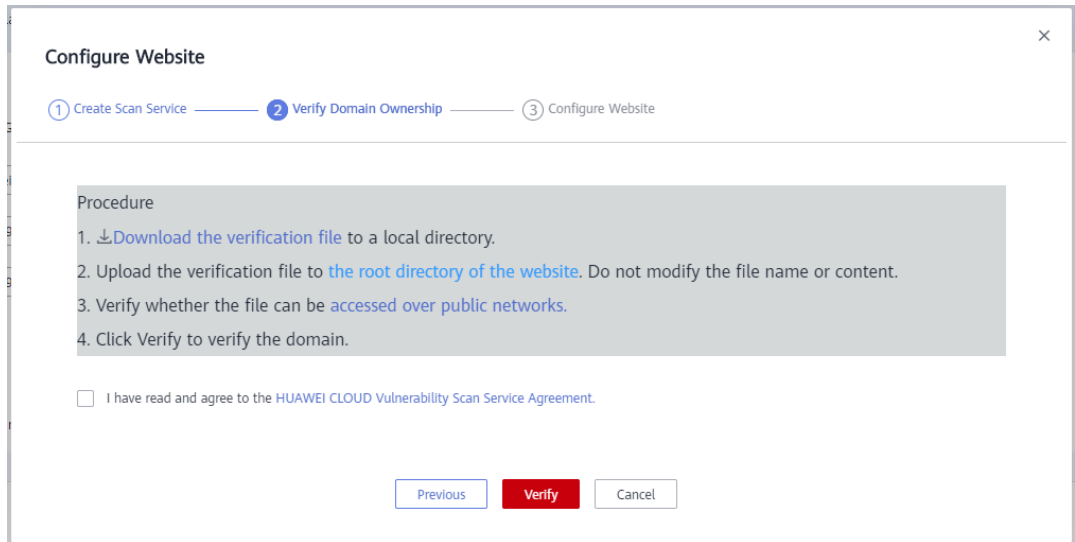
1 Create Scan Service — 2 Verify Domain Ownership — 3 Configure Website

**Scan Service Details**

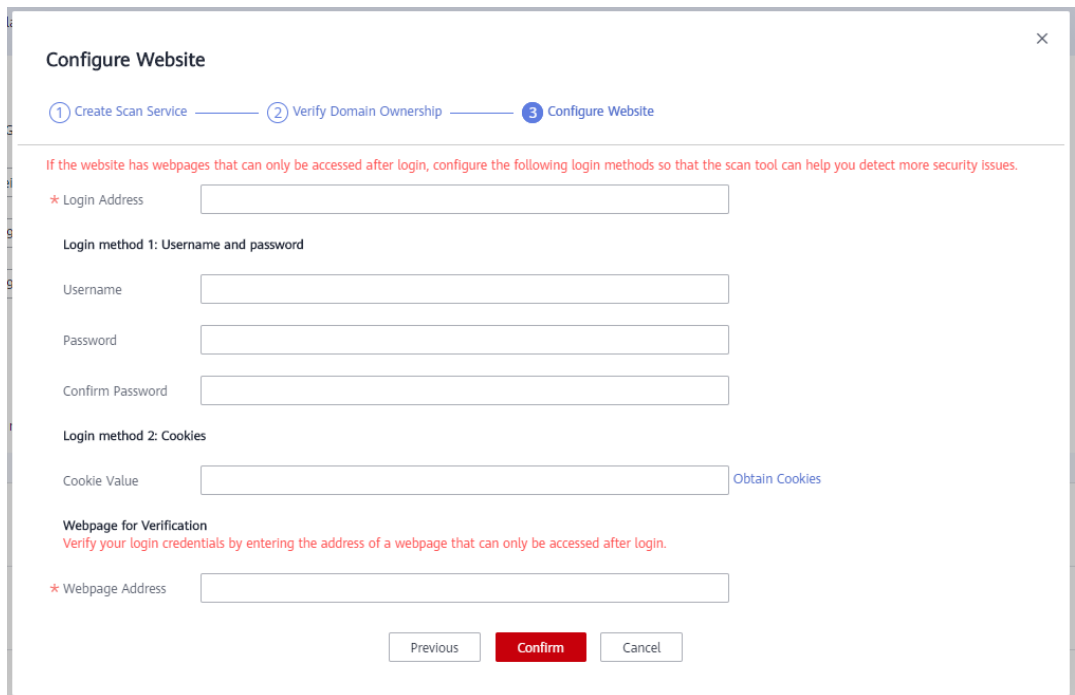
\* Scan Service Name  Example: XXX SaaS application management website scan

\* Domain Name   ?

**Step 6** Verify the domain name ownership, select **I have read and agree to the HUAWEI CLOUD Vulnerability Scan Service Agreement**, and click **Verify**.



**Step 7** Enter the website login details, confirm the details, and click **Confirm**.



**Step 8** After the scan service is added, click **Scan** in the **Operation** column in the row containing the scan service to start it.

Create Scan Service No more than 5 scan services can be created. You can create 3 more scan services. For more details about vulnerability scans, see the [Help Center](#).

Scan Service Name/Domain	Verification Status	Last Scanned	Last Scan Result	Operation
dad https://www.baidu hello	Verified	2023-08-31 11:37:00	Progress Failed Result Failed ●High: 0 ●Medium: 0 ●Low: 0 ●Informational: 0	Scan Edit Delete

 NOTE

- Up to five scan services can be created.
- **You cannot scan a domain name using multiple accounts or in Vulnerability Scan Service (VSS) before creating a scan service for the domain name in KooGallery.** If you have created a scan task for a domain name using another account or in VSS, **delete the scan task** before you create a scan service for the domain name in KooGallery.
- If a product has multiple login addresses, you must create multiple scan services. Only one scan services of the same domain name can be executed at a time.
- Scan services whose domain names have not been verified cannot be edited. Scan services that are being executed cannot be edited or deleted. For scan services of a verified domain name, the domain name cannot be changed.
- After the scan is complete, you can view the scan result and report. When releasing the product, associate the scan result with the product and submit them for review.

----End

## SaaS Product Release Security Specifications

If your SaaS products involve websites (including frontend and backend portals), ensure that your products do not contain common web 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. If the scan result of a product indicates that the product has a **high-risk vulnerability**, the product **fails** the scan. Fix the vulnerability before releasing the product.

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

#### 3.5.3.1 Pay-per-Use Specifications/Packages

##### Definition

- Joint operations 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.

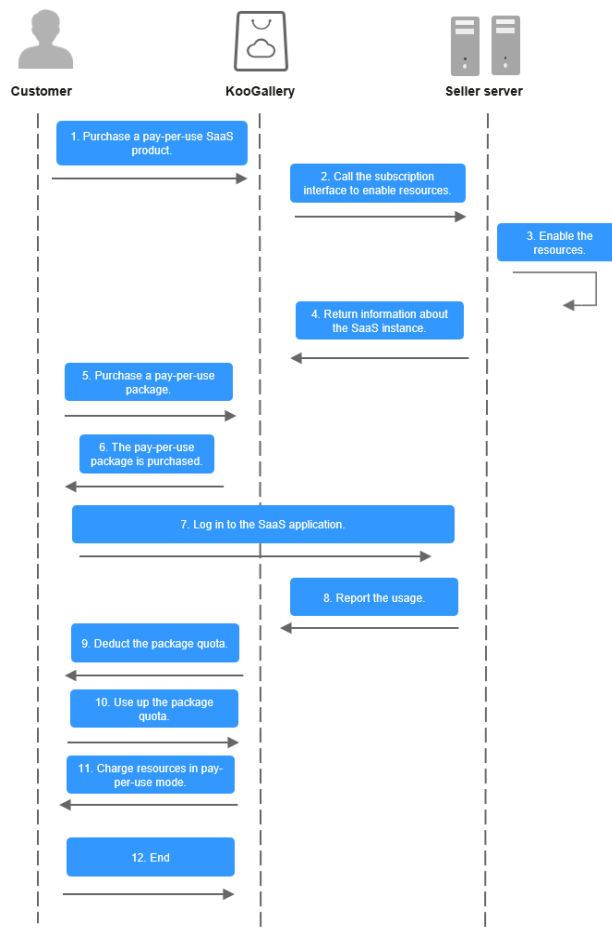
##### Prerequisites

Before releasing a pay-per-use joint operations 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 <b>Billing mode</b> set to <b>Pay-per-use</b> )	Resource release	Resource status change
	Pay-per-use package	Subscription (with <b>Billing mode</b> set to <b>Pay-per-use</b> )	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.**

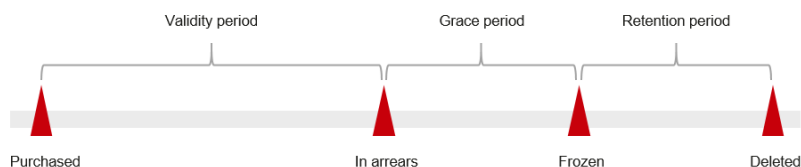
## Package Quota Deduction and Reset Rules

- 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.

## 3.5.3.2 Stop-Before-Excess Packages

### Definition

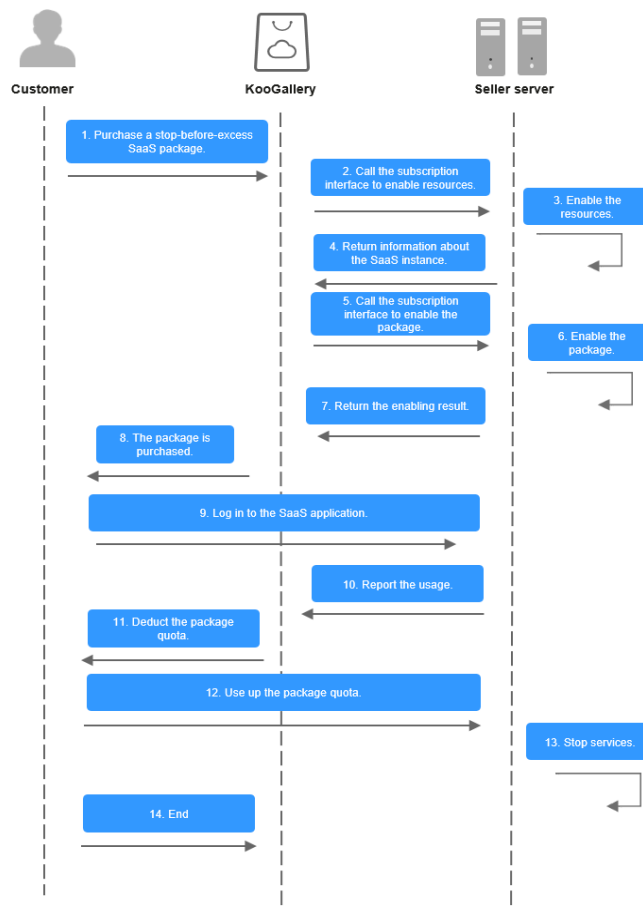
- A stop-before-excess package is pre-paid. It is applicable to customers who have stable resource requirements and want to reduce costs.
- Resource usage is deducted from the package quota. **After the package quota is used up, services will stop. To use services, customers need to purchase packages again.**

### Prerequisites

Before releasing a stop-before-excess joint operations 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	Stop-before-excess package	Subscription (with <b>Billing mode</b> set to <b>Pay-per-use</b> and <b>Pay-per-use package</b> )	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

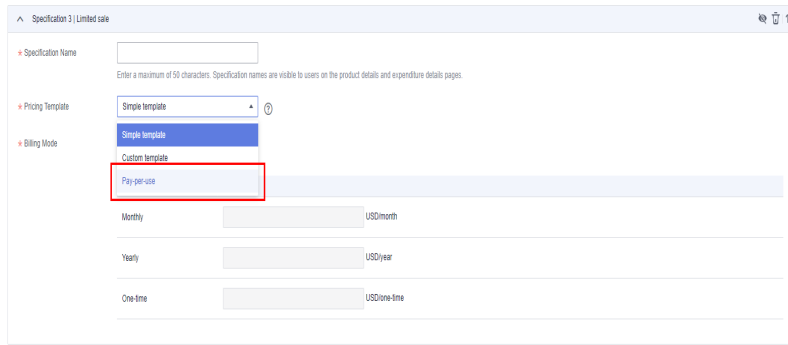
- The default price of each pay-per-use billing item is 0. You need to set the package quota and stop billing when the quota is used up.
- Ensure the accuracy of reported SDRs. If abnormal package quota deduction occurs due to inaccurate SDRs, you need to negotiate with the customers.

### 3.5.3.3 Creating a Pay-per-Use SaaS Specification and Adding a Package

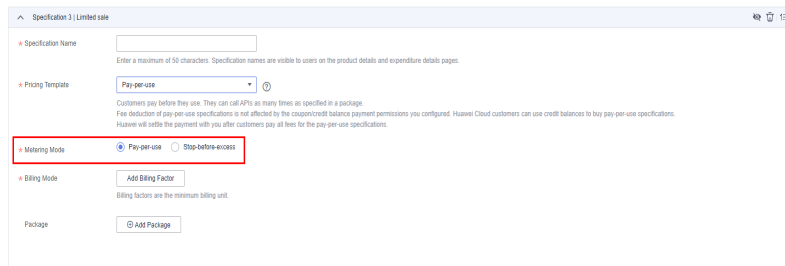
#### Creating a Pay-per-Use SaaS Specification

Perform the following steps when specifying a specification on the **Enter Service Information** page.

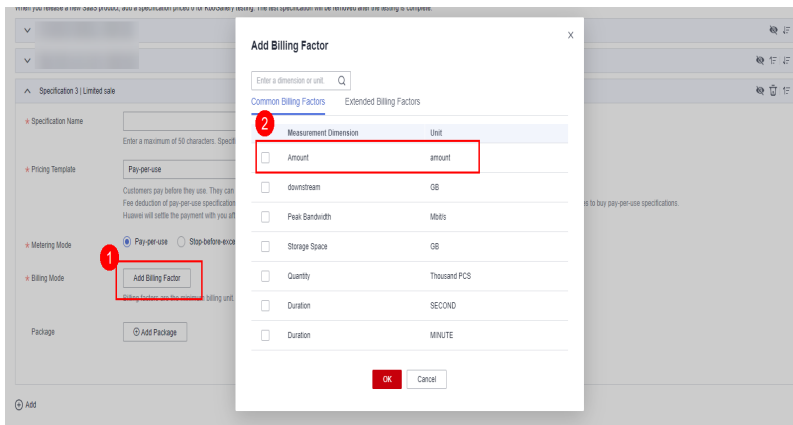
**Step 1** Set **Pricing Template** to **Pay-per-use**.



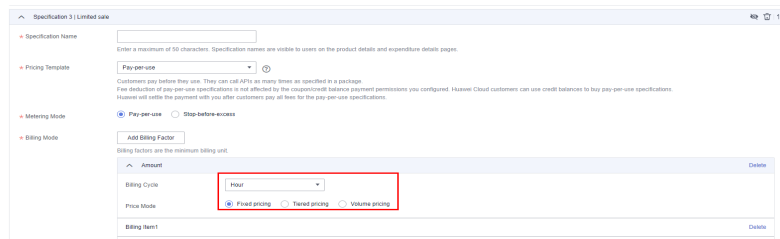
**Step 2 Set Metering Mode to Pay-per-use.**



**Step 3 Click Add Billing Factor next to Billing Mode. Select a billing factor and click OK.**



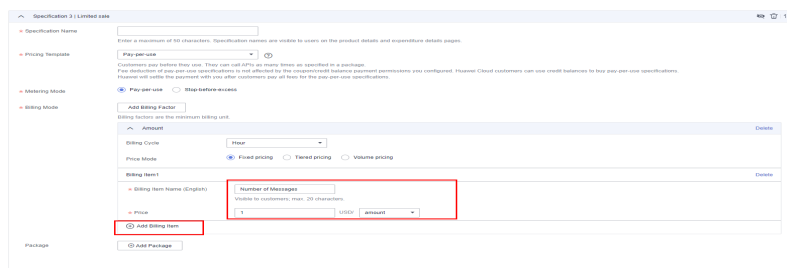
**Step 4 Set Billing Cycle, Price Mode, and Accumulation Cycle for the billing factor.**



 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.  $Fee = Usage \times Unit\ price.$
  - Tiered pricing: Calculates the total usage fee in an accumulation cycle.  $Fee = Tier\ 1\ (Usage \times Unit\ price) + Tier\ 2\ (Usage \times Unit\ price).$  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  $(0.3 \times 3) + (0.2 \times 5) = \$1.90\ USD.$
  - Volume pricing: Calculates the usage fee in each SDR.  $Fee = Usage \times Unit\ price$  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  $0.2 \times 8 = \$1.60\ USD.$
- **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.

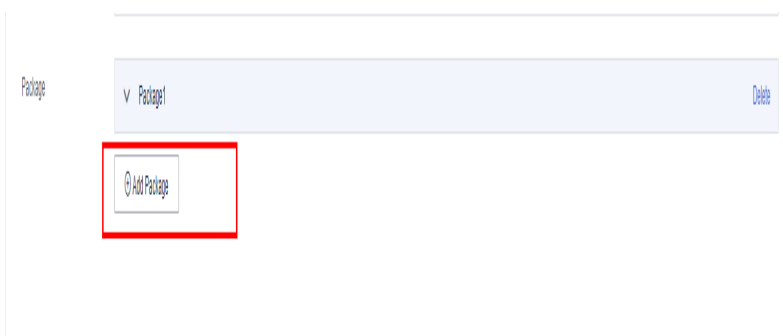
**Step 6** Enter other information and submit the product for review. To add a pay-per-use package to the product, see [Adding a Pay-per-Use Package](#).

----End

## Adding a Pay-per-Use Package

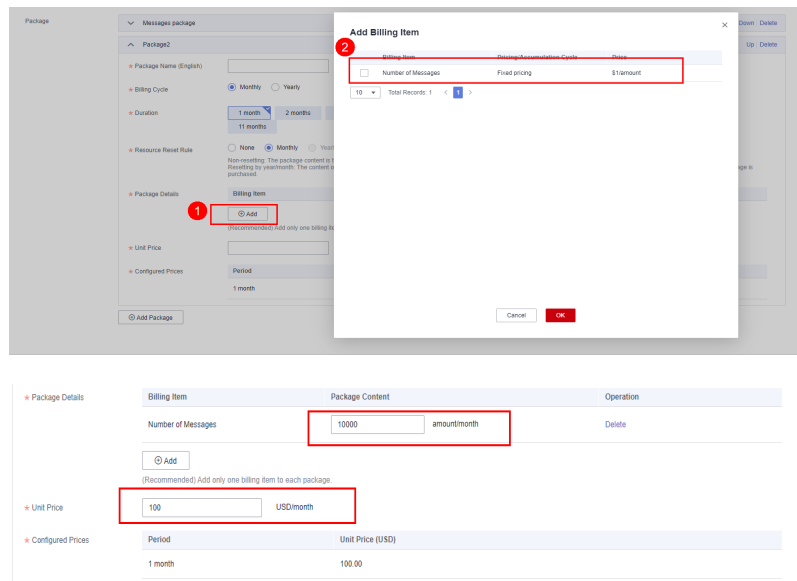
To add a pay-per-use package, add a billing factor by referring to section [Creating a Pay-per-Use SaaS Specification](#), and then perform the following steps.

**Step 1** Click **Add Package**.



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

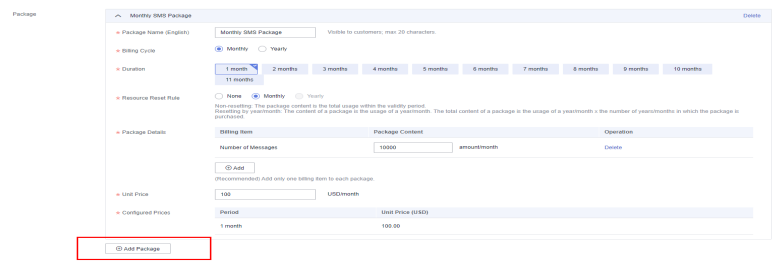
You need to add a billing item in the **Package Details** area. It is recommended that only one billing item be set for a package. After selecting a billing item, set the package content.



**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**.



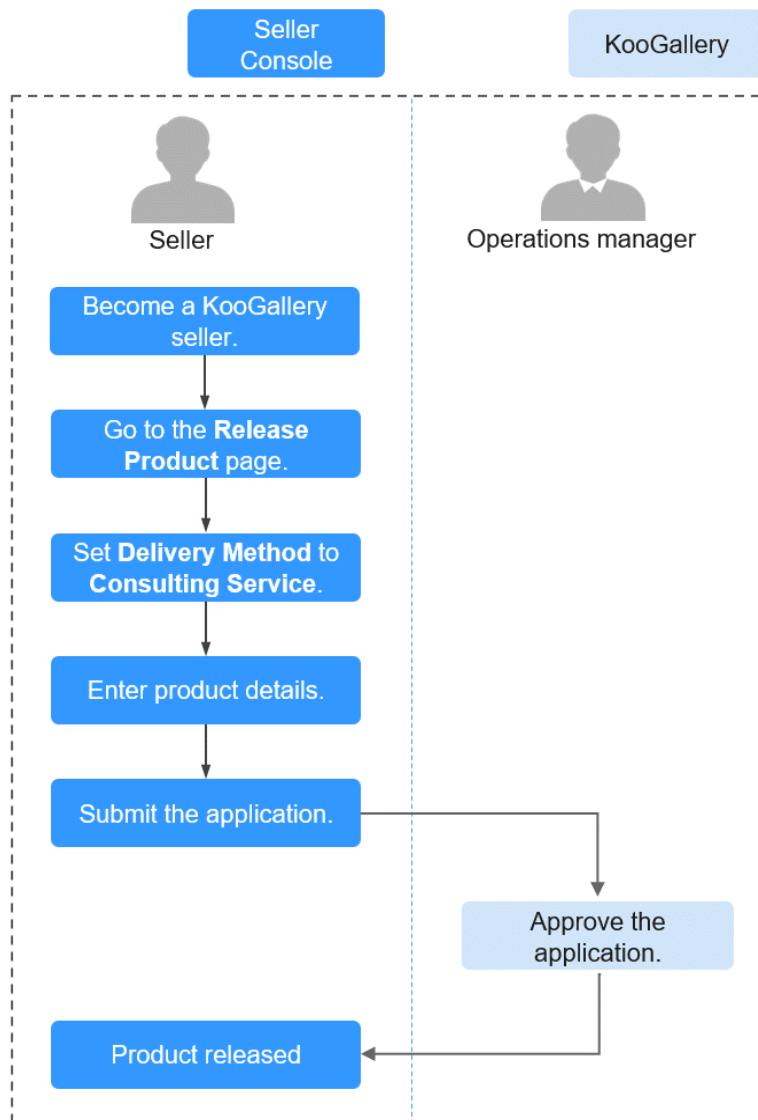
**Step 4** Enter other information and submit the product for review.

----End



## 3.6 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.

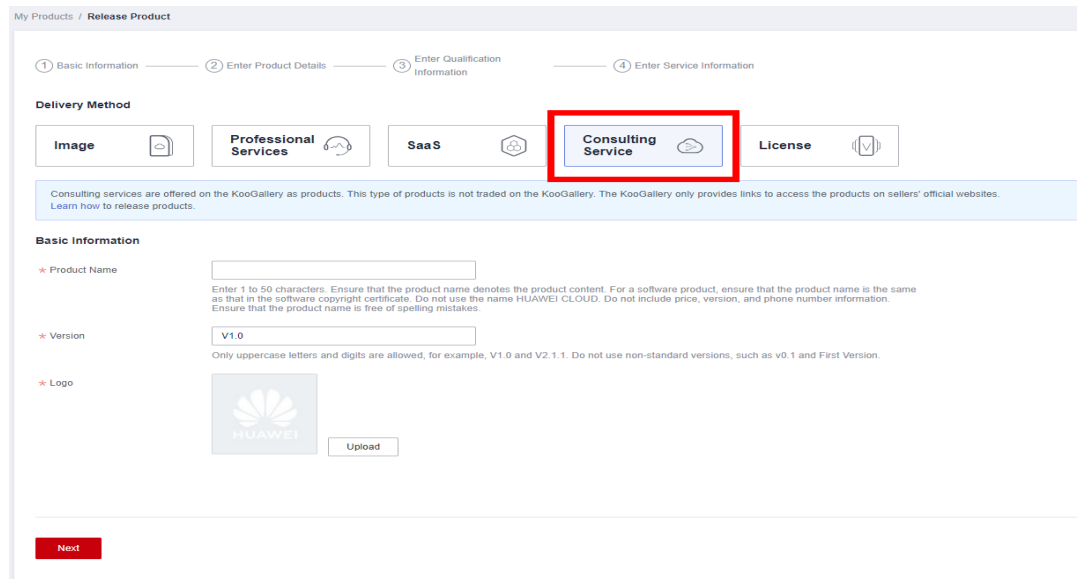
The **Product Details** page is displayed.

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

In the **Basic Information** area, set **Product Name** and **Version**, and upload a logo as instructed.

 **NOTE**

For details about parameters, see [3.1 Product Release Description](#).



The screenshot shows the 'Release Product' page with a progress bar at the top indicating four steps: 1. Basic Information, 2. Enter Product Details, 3. Enter Qualification Information, and 4. Enter Service Information. The 'Delivery Method' section contains five options: Image, Professional Services, SaaS, Consulting Service (highlighted with a red box), and License. Below this is a blue informational box stating that consulting services are offered on the KooGallery and are not traded on it. The 'Basic Information' section includes three fields: 'Product Name' (with a character count and usage instructions), 'Version' (with a character count and usage instructions), and 'Logo' (with a 'HUAWEI' logo image and an 'Upload' button). A red 'Next' button is located at the bottom of the form.

**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.

① Basic Information — ② Enter Product Details — ③ Enter Qualification Information — ④ Enter Service Information

**Product Details**

\* Overview  0/1,000

\* 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.

\* Highlights   5 highlights are recommended (500 characters limit).

**Customer Case**

---

 **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 **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.

① Basic Information — ② 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). > Example

\* After-Sales Support

0/300

Describe the after-sales services that you provide (300 characters limit). Specify the service time, service content, hotline, and email address, and ensure that you can provide timely after-sales support within the specified service time.

Example:  
Time: 9 a.m. to 8 hours (GMT+08:00)  
Services: xyzzyz  
Hotline: +862-00000000  
Email Address: wh@yyyy.com

\* User Guide

Upload File

Maximum file size: 20 MB  
Supported file types: ZIP, DOC, DOCK, 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, DOCK, 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 Notices. If no open-source software is used, select N/A. For terms related to open-source software, see HUAWEI CLOUD KooGallery Seller Agreement >, Download Template  
Supported file size: 20 MB  
Supported file types: ZIP, DOC, DOCK, PDF, PPT, PPTX

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.

● **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** and **SEO Information** as instructed.

My Products / **Release Product**

① Basic Information — ② Enter Product Details — ③ Enter Qualification Information — ④ Enter Service Information

**Service Information**

\* Public Product  Yes  No  
The product URL will be different if you select Yes or No for this parameter. If you select No to make this product available to specific customers, provide them with the URL on the product details page.  
 Select Yes to allow users to purchase the product on the frontend page of the KooGallery. Select No to hide the product from the frontend page of the KooGallery and to allow users to purchase the product using the product URL you provide. You can click Details on the My Products page to view the URL of a product.  
 Select No when releasing a SaaS product. After the product is released, the KooGallery will test the subscription process and use of the product. After the test is complete, the product will be sold publicly.

\* Product Category

\* Applicable OS

Business Letter  [Business Letter Template](#)  
To request a non-standard revenue sharing ratio for the product, upload a business letter.KooGallery Standard Revenue Sharing Rule  
 Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX.Maximum file size: 20 MB

\* Contract Name  [Contract Details](#)

\* Settlement Rules [?](#)

**SEO Information** Strictly follow the instructions for filling the SEO information. [Instruction](#)

\* Title  -HUAWEI CLOUD KooGallery  
Enter the product name and keywords (advantages or type). Max. 55 characters. The title will be automatically suffixed with -HUAWEI CLOUD KooGallery.

\* Keywords   
Enter at least 3 keywords that make your product more visible in search results. (Max. 45 characters)

\* Description   
23/300  
 Describe the product functions, application scenarios, and highlights that address user needs. (Max. 300 characters)

Enter the SEO information to increase the exposure chance for your product.

**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.
- 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**

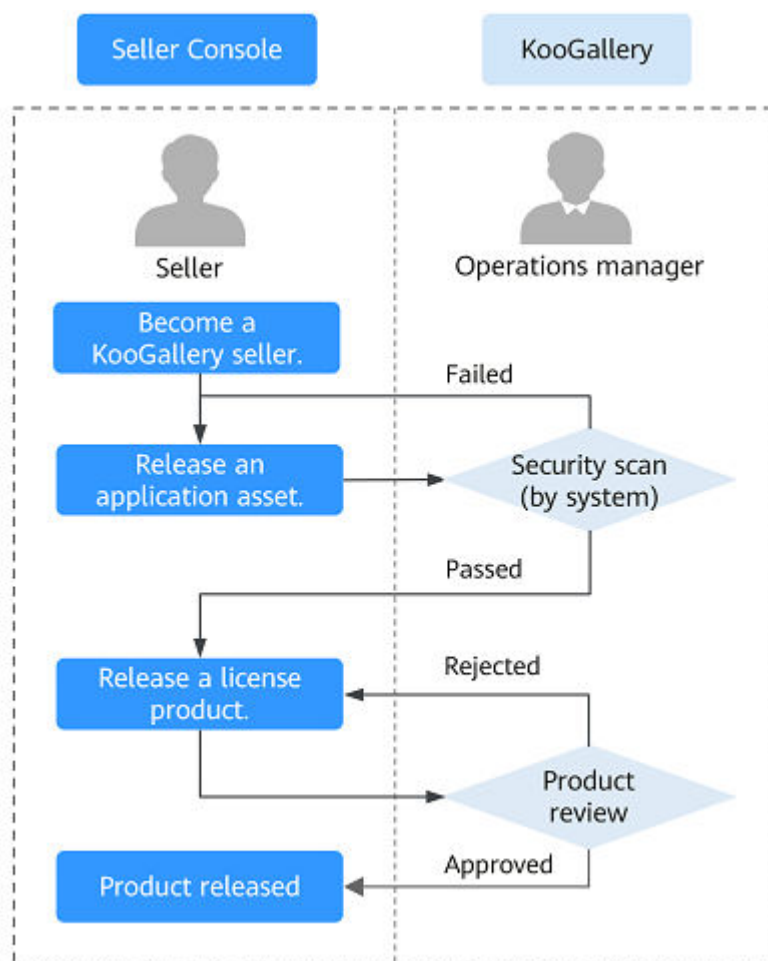
- You can upload a maximum of 100 documents or software of 10 GB in total to the Seller Console in a single day.
- When releasing a product, you can click **Save Draft** to save the product information before submission. You can choose **Product Management > My Applications** or **Product Release > Drafts** 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

## 3.7 License Release Guide

### 3.7.1 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 [3.7.3 Releasing Licenses](#).
5. Wait for the KooGallery operations manager to review the product. For details, see [Table 3-1](#).
6. The product is released.

## 3.7.2 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.

### 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**

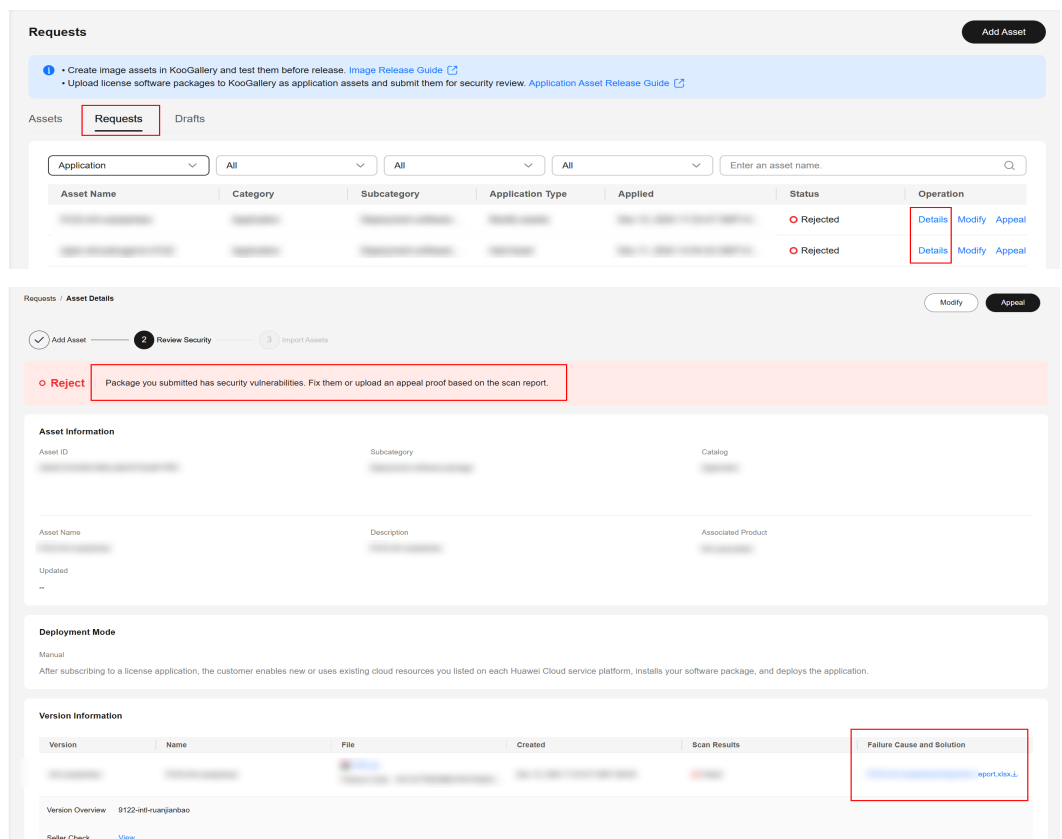
1. If the size of the software package is greater than 1 GB, upload it to an OBS bucket under your account first. For details, see [Using OBS Console](#).
2. Check your software package against the [KooGallery Product Security Review Standards 3.0](#). If it fails the check, rectify the issues first.

----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.

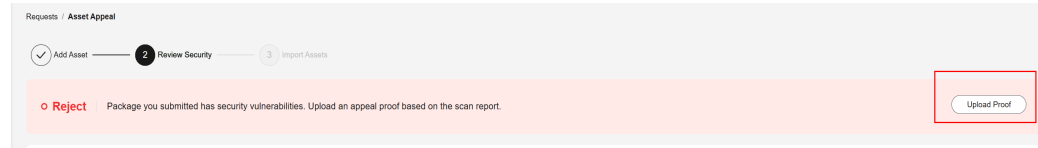


- If the security issues have been rectified, click **Modify**, upload the rectified software package, and submit it for review again.
- If there are false positives, click **Appeal** to file an appeal.
  - i. Enter the false positive conclusion in columns F, G, and H in the downloaded *Security Scanning Report* and save it.



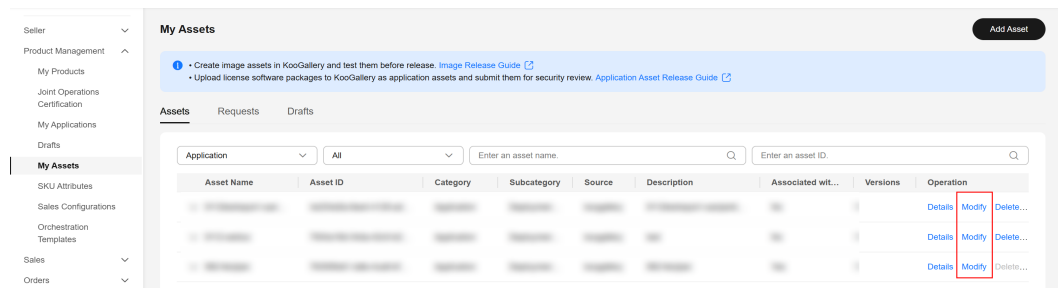
Number	Type	Detection Item	Cause of Failure	The Solution	Misreport (Filled by Merchant)	Vulnerability Analysis (Filled by Merchant)	Evidence Screenshot or Link (Filled by Merchant)	Final Manager Evaluation Conclusion (Filled by Huawei)	Remarks (Filled by Huawei)
1	Open-source software vulnerabilities	apache zookeeper	Component version: 3.6.2 File name: zookeeper-jute-3.6.2.jar File path: /tmp/0000000750444002b0d99abb3875624.zip/_VSS/zookeeper-jute-3.6.2.jar Vulnerability Name: CVE-2021-38165	You can search for the solution at the following website by vulnerability name: <a href="https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/">https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/</a>	Misreport				
2	Open-source software vulnerabilities	apache zookeeper	Vulnerability: apache/zipkin Component version: 3.6.2 File name: zookeeper-jute-3.6.2.jar File path: /tmp/0000000750444002b0d99abb3875624.zip/_VSS/zookeeper-jute-3.6.2.jar Vulnerability Name: CVE-2023-44081 Vulnerability severity: Critical	You can search for the solution at the following website by vulnerability name: <a href="https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/">https://marc.info/?https://bugzilla.redhat.com/https://security.snyk.io/</a>	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.

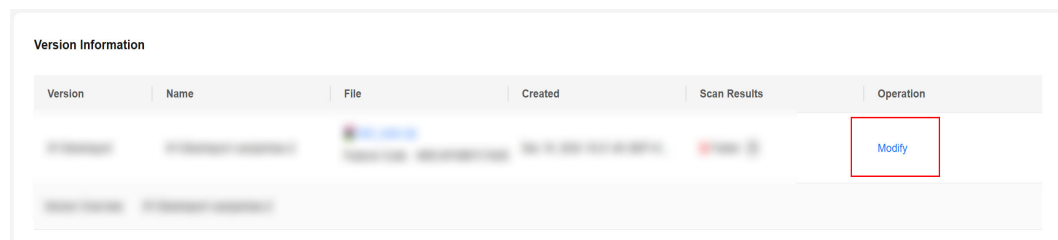


## Modifying an Asset

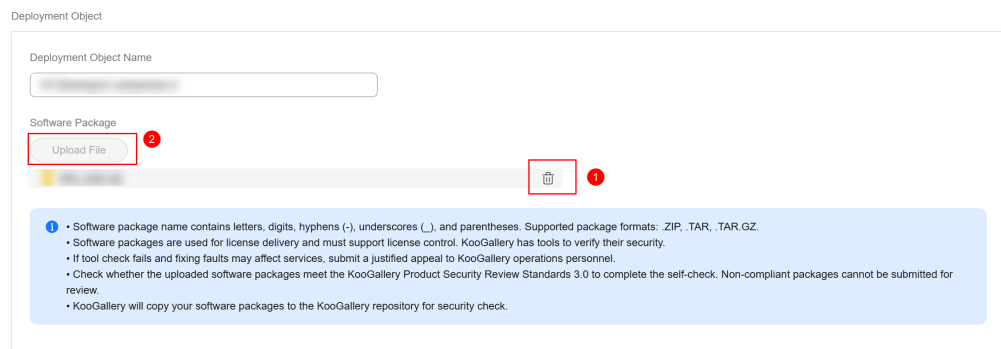
- Step 1** Choose **Product Management > My Assets** and click **Modify** in the **Operation** column.



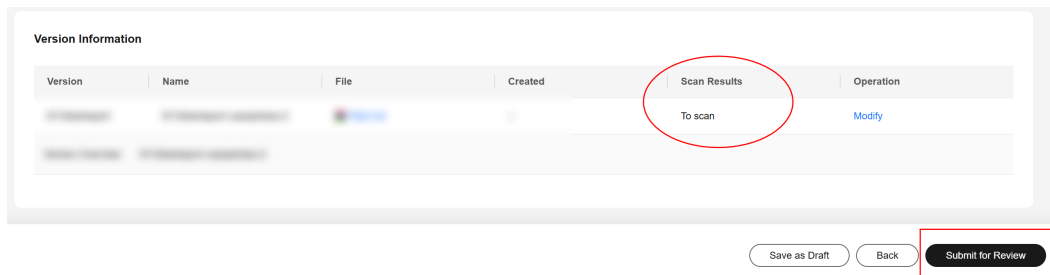
- Step 2** Under **Version Information**, click **Modify** in the row of a version.



- Step 3** Click **Upload File** and select a new software package.



**Step 4 Click Submit for Review.**

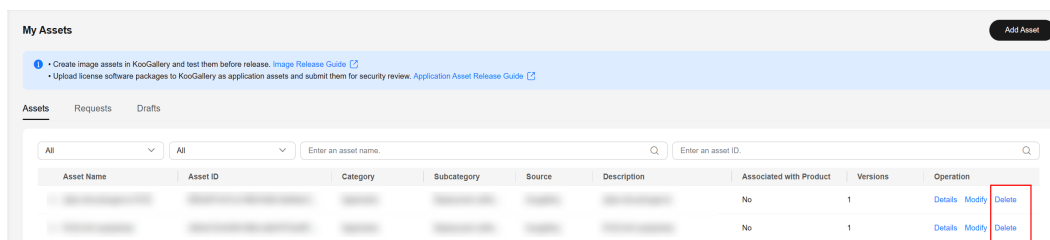


----End

## 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.



## 3.7.3 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 [3.1 Product Release Description](#). Product information must meet the standards.
3. Your product has passed the [joint operations certification](#) if you want to release it as a joint operations product.

### 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 **Product Details** page is displayed.

**Step 4** In the **Delivery Method** area, select **License**. In the **Basic Information** area, set **Product Name** and **Version**, upload a logo, read the description of **Product Delivery Process**, and set **Delivery Period** as instructed.

My Products / Release Product

① Basic Information — ② Enter Product Details — ③ Enter Qualification Information — ④ Enter Service Information

Delivery Method


Image Professional Services SaaS Consulting Service **License**

Licenses of commercial software (such as images and SaaS) are offered as products on the KooGallery. License products include licenses of commercial operating systems, database middleware, and application soft. Learn how to release products.

Basic Information

\* Product Name   
Enter 1 to 50 characters. Ensure that the product name denotes the product content. For a software product, ensure that the product name is the same as that in the software copyright certificate. Do not use the name HUAWEI CLOUD. Do not include price, version, and phone number information. Ensure that the product name is free of spelling mistakes.

\* Version   
Only uppercase letters and digits are allowed, for example, V1.0 and V2.1.1. Do not use non-standard versions, such as v0.1 and First Version.

\* Logo 

\* Service Flow   
Select a service delivery flow and deliver services with strict adherence to the service flow. The order will be settled after the service flow is completed. Pay-per-use products involving service supervision do not support milestone delivery.

\* Product Delivery Process  
After a customer purchases your license (including the software), the system automatically generates a license service order. Then, deliver the product according to the service flow. After the product is delivered, provide the delivery details on the Service Supervision page and submit them for customer acceptance. Once the customer accepts the product, the service order is completed. **The system will start the settlement in the calendar month following the month when the service order is completed.**

\* Delivery Period  calendar day  
Enter a proper number of calendar days. If the delivery period is too long, the product release application may be rejected.

**NOTE**

- For details about parameters, see [3.1 Product Release Description](#).

- **Delivery Process**

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 [6.1 Supervising License Products](#).

- **Delivery Period**

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

**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.

My Products / Release Product

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

**Product Details**

\* Overview  Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page. 0/1,000

\* Description  Enter a product overview containing 1 to 1000 characters. The overview will be displayed on the KooGallery catalog and the product details page. 0/5,000

\* Highlights   Add some product highlights. 5 highlights are recommended (500 characters limit).

Customer Case

**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 **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.

My Products / Release Product

① Basic Information — ② 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). [↓ Example](#)

\* After-Sales Support

0/300

Describe the after-sales services that you provide (300 characters limit).  
Specify the service time, service content, hotline, and email address, and ensure that you can provide timely after-sales support within the specified service time.

Example:  
Time: 9 x 8 hours (GMT+08:00)  
Services: xyzzyz  
Hotline: +862-00000000  
Email Address: oa@yyyy.com

\* User Guide

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 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

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\\_4](#). [Download Template](#)  
Supported file size: 20 MB  
Supported file types: ZIP, DOC, DOCX, PDF, PPT, PPTX

**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.

- **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, and SEO Information as instructed.**

The screenshot shows the 'Release Product' page with a progress bar at the top indicating four steps: 1. Basic Information, 2. Enter Product Details, 3. Enter Qualification Information, and 4. Enter Service Information. The 'Service Information' section includes a 'Public Product' toggle (set to 'Yes'), a 'Product Category' dropdown, 'Applicable OS' buttons (Windows, Linux, Unix, Other), a 'Business Letter' upload field, a 'Contract Name' dropdown, and 'Settlement Rules'. The 'Product Specifications' section has a header 'Specification 1' and an 'Add' button. The 'SEO Information' section includes fields for 'Title' (filled with 'Product name\_Keyword 1\_Keyword 2 - HUAWEI CLOUD KooGallery'), 'Keywords' (filled with 'Keyword 1,Keyword 2,Keyword 3'), and 'Description' (filled with 'HUAWEI CLOUD KooGallery'). At the bottom, there are 'Previous', 'Preview', and 'Submit' buttons.

**Figure 3-3 Product specifications**

The screenshot shows a detailed view of 'Specification 1'. It includes a 'Specification Name' field, a 'Pricing Template' dropdown (set to 'Simple template'), and a 'Billing Mode' section with radio buttons for 'Monthly', 'Yearly', and 'One-time'. Below this, there are input fields for 'Unit Price' for each billing mode: 'Monthly' (USD/month), 'Yearly' (USD/year), and 'One-time' (USD one-time). An 'Add' button is located at the bottom left.

 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.
- You can select either yearly/monthly billing mode or one-time billing mode for each specification of a license product.
- If you want to set a fixed price for product specifications in yearly/monthly or one-time payment billing mode, select a simple pricing template.
- If you want 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 [3.8 Releasing Multi-SKU Product Specifications](#).
- 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 **OK**.

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

## 3.8 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	<input type="text" value="Basic"/>
Billing Mode	<input checked="" type="radio"/> Monthly <input type="radio"/> Yearly
Required Duration	<input type="text" value="1"/> month(s) <input type="checkbox"/> Auto Renew 
Cost Details	<b>\$10.00</b> 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  amount

Billing Mode  Monthly  Yearly

Required Duration  month(s)  Auto Renew [?](#)

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  amount

Billing Mode  Monthly  Yearly

Required Duration  month(s)  Auto Renew [?](#)

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 [5.9 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.

Specification 1

Specification Number   
The specification number determines the order in which this specification will be displayed on the product details page. Enter 1 to display this specification as the first one.

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

\* Pricing Template  ⓘ

\* Billing Mode  Monthly  Yearly  One-time

Released product specifications based on attribute definitions cannot be modified or deleted.

### 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 [5.9 Managing Product Attributes](#).

**Generate Product Attribute-based SKUs** ×

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

Max. selected quantity attribute: 1, Max. selected enumeration attributes: 5; Product attributes cannot be modified or deleted after product release.

Available	Quantity: 1/1	Enumeration: 1/5	
<input type="text" value="Enter an attribute name."/>			
Attribute Name	Type	Unit	Operation
<input checked="" type="checkbox"/> Person and Day	Quantity	amount	
<input checked="" type="checkbox"/> Service Item	Enumera...	--	
<input type="checkbox"/> Number of users	Quantity	amount	
<input type="checkbox"/> Software Version	Enumera...	--	
<input type="checkbox"/> .	Enumera...	--	
<input type="checkbox"/> times	Quantity	times	
<input type="checkbox"/> core	Quantity	CORE	
<input type="checkbox"/> lu	Quantity	Channel	
<input type="checkbox"/> fenzhong	Quantity	MINUTE	
<input type="checkbox"/> newmei	Enumera...	--	
Total Records: 68 < 1/7 > <input type="button" value="Add Attribute"/>			

Attribute Name	Type	Unit	Operation
Person and Day	Quantity	amount	×
Service Item	Enumeration	--	×

2. Click **Next**.
3. Set **Min.**, **Max.**, and **Step** of the selected quantity attribute.
4. Enter the enumerated values of the selected enumeration attributes. You can add up to 10 enumerated values for each enumeration 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**.

×

**Generate Product Attribute-based SKUs**

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

 Reset All

**\* Quantity Attribute Value**

**Person and Day**

Min.

Max.

Step ?

**\* Enumeration Attribute (1)**

Max. SKUs: 100 ? Enumerated values are displayed on the product details page in the following sequence.

**Service Item**

Enumerated Value 1  ↓

Enumerated Value 2  🗑️ 1

+ Add

Previous Next

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.

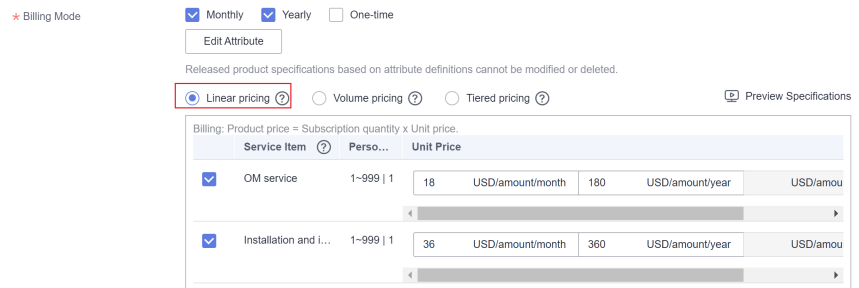
No.	Service Item	Min.	Max.	Step	SKU Name
1	OM service	1	999	1	OM service
2	Installation and implementation service	1	999	1	Installation and implementation service

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

**NOTE**

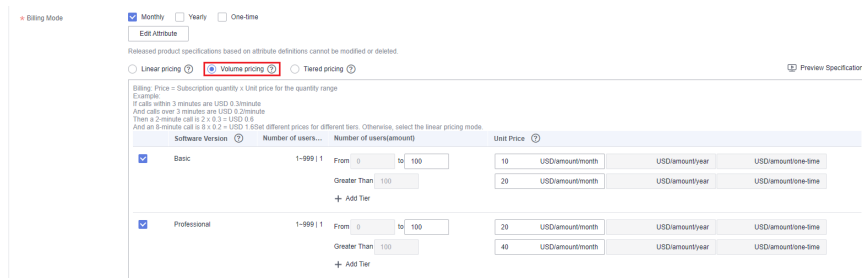
- On the product details page, customers can only subscribe to SKUs that you have selected and set prices in this step.
- If you select an attribute of the quantity type, you must select a pricing method, linear pricing or tiered pricing, before you set the price for an SKU.
- Linear pricing: Product price = Subscription quantity x Unit price

**Figure 3-4 Linear pricing**



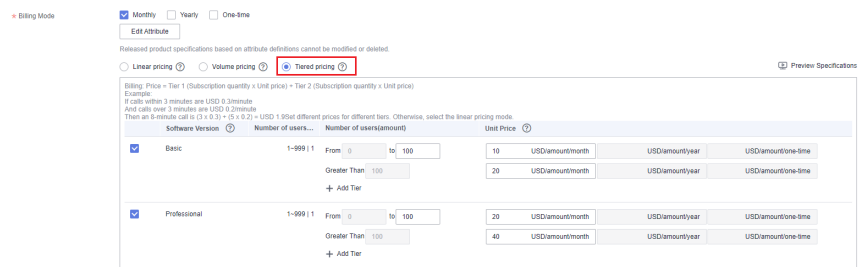
- Volume pricing: You can set quantity tiers for each SKU and set the price for each tier separately. Product price = Subscription quantity x Unit price for the tier to which the subscription quantity belongs

**Figure 3-5 Volume pricing**

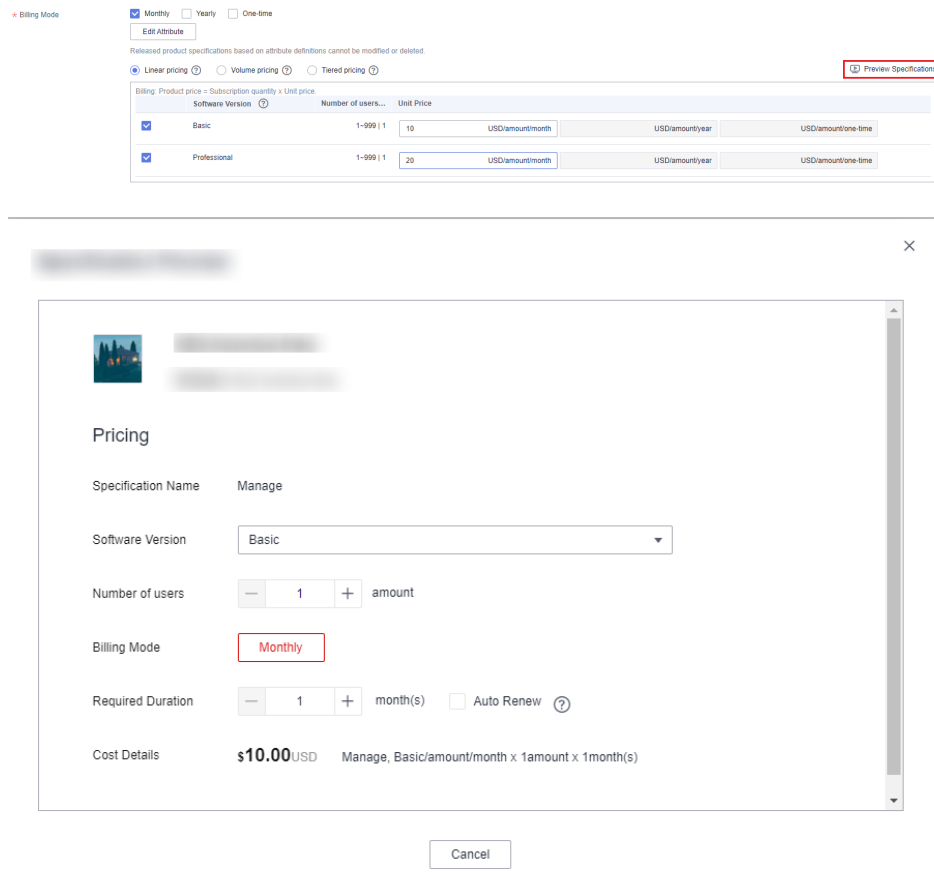


- Tiered pricing: You can set quantity tiers for each SKU and set the price for each tier separately. The product price is the total amount of all tiers. Product price = Tier 1 (Subscription quantity x Unit price) + Tier 2 (Subscription quantity x Unit price)

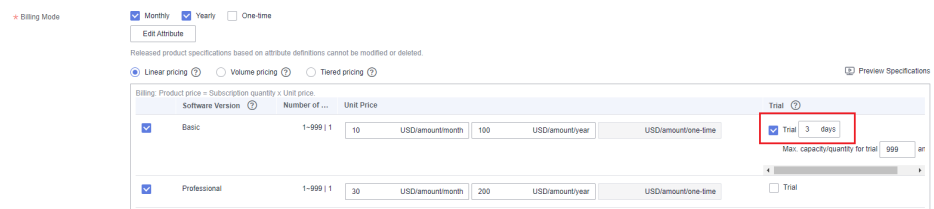
**Figure 3-6 Tiered pricing**



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 3-7 Clicking Edit Attribute

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

\* Billing Mode  Monthly  Yearly  One-time

**Edit Attribute**

Released product specifications based on attribute definitions cannot be modified or deleted.

Linear pricing ⓘ

Billing: Product price = Subscription quantity x Unit price.

	newmei/wind	times(time)...	Unit Price				Trial		
<input checked="" type="checkbox"/>	1   3	1-999   1	0.01	USD/time(s)/month	0.02	USD/time(s)/year	0.03	USD/time(s)/one-time	<input type="checkbox"/> Trial
<input checked="" type="checkbox"/>	2   3	1-999   1	0.04	USD/time(s)/month	0.05	USD/time(s)/year	0.06	USD/time(s)/one-time	<input type="checkbox"/> Trial

Figure 3-8 SKUs modified

**Edit Attribute** ×

① Modify Attribute Name ——— 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.	newmei	wind	Min.	Max.	Step	SKU Name
1	1	3	1	9999	1	1   3
2	2	3	1	9999	1	2   3

**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.

# 4 Seller Management

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## 4.1 Requesting Test Coupons

### 4.1 Requesting Test Coupons

Before releasing an image or SaaS product, you can request test coupons for product release testing. For details about product release, see [3.3 Image Release Guide](#) and [3.5 SaaS Release Guide](#).

#### Prerequisites

1. You have registered with KooGallery. For details, see [1.2 Registration Process](#).
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.

#### Step 1: Send an Email

Send an email to the specified email address according to the following requirements:

1. Recipient: partner@huaweicloud.com
2. Email subject: Test Coupon Application of *Your Company's Full Name* for Product Release
3. Attachment: Download, fill in, and seal the [KooGallery Partner Product Test Coupon Application](#) document. Then attach the scanned copy to the email.
4. Email body: Attach the following table of coupon request information and enter the information of each product on a separate row.



**Table 4-1** Coupon request information

Company Name	Huawei Cloud Account	Required Amount	Applied	Name of Product to Release	Delivery Method

## Step 2: Request a Test Coupon on the Seller Console

1. On the Seller Console, choose **Test Coupons** on the left. 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. **Other information:** Specify them as needed.

Test Coupons / Request Test Coupon

**i** • You can request a test coupon for a common product. After approval, use the test coupon and release the product as planned.

• You can request a test coupon for a joint operations product or certification.

• If a coupon request for a product or joint operations certification is under review, you cannot submit a new request for it until the current one is reviewed.

**Test Coupon Info**

Test Coupon Scheme

Scenario

Common product release  Joint operations product release

Product

Planned Use Duration

Validity Period

3 months

Billing Modes

Pay-per-use  Monthly

# 5 Product Management

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- [5.1 Releasing Products](#)
- [5.2 Modifying Products](#)
- [5.3 Upgrade and Billing Rules](#)
- [5.4 Hiding a Product or Specification](#)
- [5.5 Removing a Product, Specification, or SKU](#)
- [5.6 Configuring Sales Regions](#)
- [5.7 Setting Resale Discounts for Common Products](#)
- [5.8 Viewing Product Applications](#)
- [5.9 Managing Product Attributes](#)

## 5.1 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 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 5.5 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
▼ [Redacted]	License	Common product	Sep 16, 2020 09:35:48 GMT+08:00	Listed	Details <b>Modify</b> Remove
▼ [Redacted]	Image	Common product	Mar 13, 2020 19:54:34 GMT+08:00	Listed	Details Modify Remove
▼ [Redacted]	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.)

 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**.

 **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

## 5.3 Upgrade and Billing Rules

You can set rules for upgrading released SaaS products on the **Product Management > My Products** page. Before upgrading products, set parameters on the **Application Access Debugging** page, generate a link address, and invoke and debug the interface. Ensure that the debugging is successful and save the case.

### Specification Upgrade Rules

1. Currently, only yearly/monthly SKUs of SaaS products can be upgraded. They can be upgraded to other yearly/monthly SKUs under the same specification.
2. Specification upgrade is not supported for products removed from the catalog. If a specification is removed, its upgrade rule automatically becomes invalid.
3. If the original or target specification is changed to a billing mode other than yearly/monthly, its upgrade rule becomes invalid.
4. When the price of a specification changes and causes a price conflict, its upgrade rule automatically becomes invalid.

### Product Change Fee

1. **Upgrade fee = Price of new configuration x Remaining days x Discount – Price of original configuration x Remaining days x Discount**
  - Price of new configuration: price of the new product calculated on the basis of the remaining duration.
  - Price of original configuration: price of the original product calculated on the basis of the purchased duration.
2. Capacity expansion fee

Original billing rule (before June 12, 2023):

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

New billing rule (after June 12, 2023):

- Linear pricing and tiered pricing: Capacity expansion fee = Unit price of the volume to which the total number of users belongs after expansion x Total number of users after expansion x Remaining period x Discount – Original price before expansion x Remaining period x Discount
- Volume pricing: Capacity expansion fee = Unit price of the volume to which the total number of users belongs after expansion x Number of added users x Remaining days x Discount

## Debugging Application Access

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

**Step 2** In the navigation pane, choose **Application Tools > Case Management**. Locate the interface address of the product to be upgraded, and click **Debug** in the **Operation** column.

Case Management

1. To facilitate debugging the service interfaces of new SaaS products that access the Marketplace, you can save and add cases that have been debugged successfully on the Application Access Debugging page.  
 2. Among cases with the same interface address, interface type, and billing mode, only one case is reserved. Use cases with different specifications for debugging.  
 3. When you release a product or the operations personnel review your product release request, cases will be automatically linked to the product based on the interface address, and then executed. The product can be released successfully only after the execution is complete.  
 4. The cases may be used by the Marketplace to check whether the production system is running properly. This ensures that products can be enabled after subscription.  
 5. Cases for products that have already been released successfully cannot be deleted.

Latest Automated Test Result: All | Interface Address: Enter a URL

Interface Address (URL)	Billing Mode	Type	Case	Product Name	Updated	Latest Automated ...	Operation
	--	Expirat...			Sep 29, 2020 08:00:11 GMT+08:00	Successful	Debug
	--	Release			Sep 29, 2020 08:00:11 GMT+08:00	Successful	Debug

**Step 3** On the **Application Access Debugging** page, click the **Upgrade** tab, set the parameters, click **Generate Link Address**, and click **Debug and Save Case**.

1. Develop interfaces according to the Product Access Guide, and then debug the interfaces on this page.  
 2. Select the message production type and enter all required parameters. The preset parameter values are for reference only. Change them as required.  
 3. Click Generate Link Address after entering all required parameters.  
 4. After you click Debug and Save Case, the system invokes the production system link to debug the interface. If the debugging is successful, the case is saved. If the debugging fails, the error information is displayed in the lower part of the page as a reference for debugging.  
 5. Cases can be saved and updated only after being debugged successfully. You can manage cases on the Case Management page.

Subscription | Renewal | Expiration | Release | **Upgrade**

Parameter Description	Parameter Name	Parameter Value
* Interface address	URL	
* Instance ID	instanceId	
* Order ID after upgrade	orderId	
Specification ID after upgrade	skuCode	
* Product ID after upgrade	productId	
Product Attributes	1TB   amount	

Generate Link Address

Debug and Save Case

### NOTE

Ensure that the upgrade interface is debugged successfully and save the case. Otherwise, the product upgrade cannot be performed.

----End

## Setting a Specification Upgrade Rule

After the upgrade interface is debugged successfully, you can set upgrade rules for products.

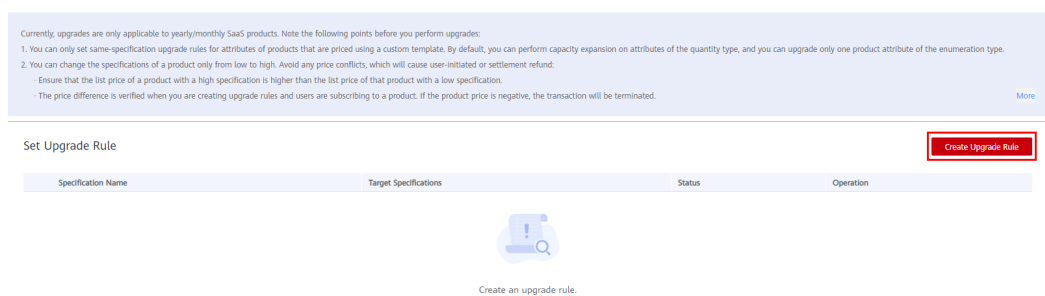
**Step 1** Go to the Seller Console.

**Step 2** In the navigation pane, choose **Product Management > My Products**. On the displayed page, locate the target product and choose **More > Set Upgrade Rule** in the **Operation** column.

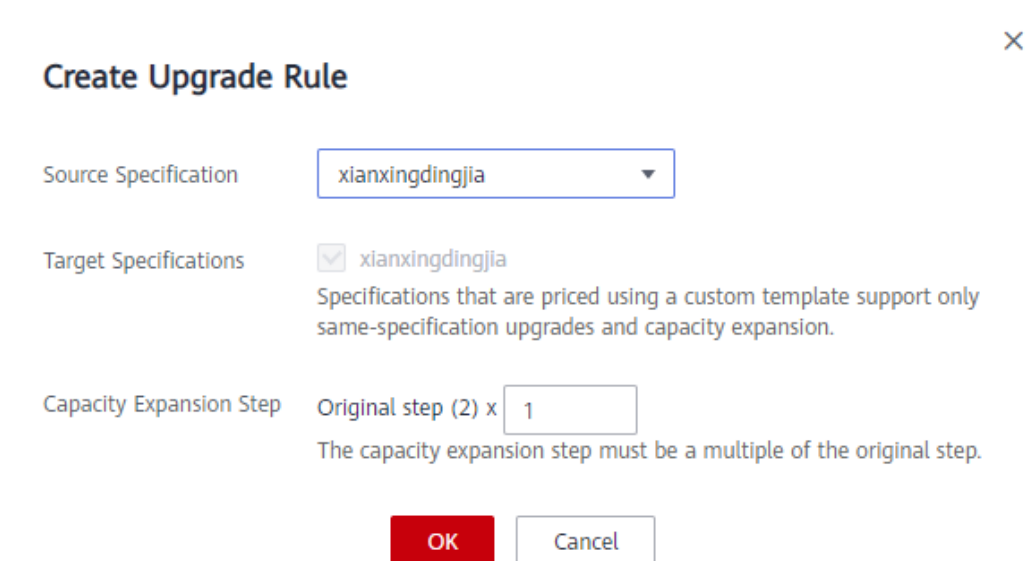
Product Name	Delivery Method	Product Type	Released	Status	Operation
▼	SaaS	Common product	Dec 17, 2019 20:20:49 GMT+08:00	Discontinued	Details
▼	SaaS	Common product	Dec 17, 2019 16:20:01 GMT+08:00	Listed	Details Modify More
▼	SaaS	Common product	Nov 20, 2019 15:24:00 GMT+08:00	Listed	Details <b>Set Upgrade Rule</b> Remove
▼	SaaS	Common product	Nov 19, 2019 23:30:00 GMT+08:00	Discontinued	Details

**Step 3** Click **Create Upgrade Rule** and select the source and target specifications in the displayed dialog box.

**Figure 5-1** Setting upgrade rules



**Figure 5-2** Creating a rule



 **NOTE**

- No upgrade rules are configured by default. You can add upgrade rules as required.
- When creating a rule, the available target specifications are displayed only after you select the source specification.
- When upgrading a specification that is priced using a custom template, the specification is selected as the target specification by default.
- If the selected specification that is priced using a custom template contains quantity attributes, the **Capacity Expansion Step** parameter is displayed. The capacity expansion step must be a multiple of the original step. A maximum of five times of the original step can be set.
- Only one upgrade rule can be created for a source specification. You can modify the upgrade rule, or delete it and create a new one.
- An upgrade rule takes effect only when the price of the target specification is higher than that of the source specification.

**Step 4** Click **OK**.

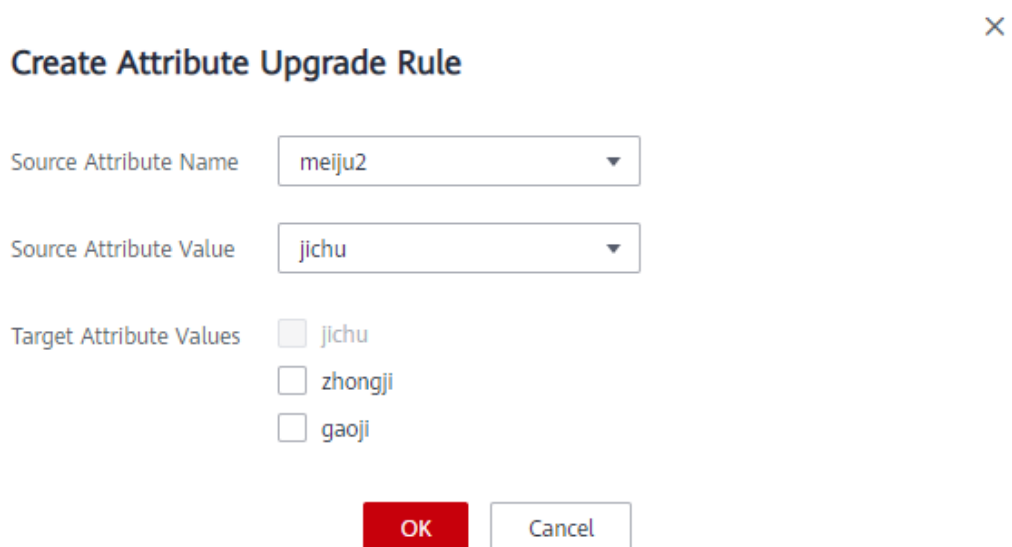
**Step 5** For a specification that is priced using a custom template, you need to set attribute upgrade rules under the specification. Otherwise, the specification supports only quantity increases and does not support the upgrade between enumeration attributes.

Locate the target upgrade rule and choose **More > Set Attribute Upgrade Rule** in the **Operation** column. In the displayed dialog box, select the source attribute name and value, and the target attribute values.

**Figure 5-3** Setting an upgrade rule



**Figure 5-4** Creating an attribute upgrade rule



 **NOTE**

Select the source attribute name, then select the source attribute value, and then select the target attribute values.

**Step 6** For a specification that is priced using a custom template, you can locate a specification upgrade rule and click the arrow on the left to view all attribute upgrade rules of the specification. You can set, modify, and delete attribute upgrade rules.

Set Upgrade Rule Create Upgrade Rule

Specification Name	Target Specifications	Status	Operation															
 jietidingjia	jietidingjia	Ineffective	Modify   Delete   More ▾															
<table border="1"> <thead> <tr> <th>Attribute Name</th> <th>Attribute Value</th> <th>Target Values</th> <th>Status</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td>meiju2</td> <td>gaoji</td> <td>jichu</td> <td>Ineffective</td> <td>Modify   Delete</td> </tr> <tr> <td>meiju2</td> <td>jichu</td> <td>gaoji</td> <td>Ineffective</td> <td>Modify   Delete</td> </tr> </tbody> </table>				Attribute Name	Attribute Value	Target Values	Status	Operation	meiju2	gaoji	jichu	Ineffective	Modify   Delete	meiju2	jichu	gaoji	Ineffective	Modify   Delete
Attribute Name	Attribute Value	Target Values	Status	Operation														
meiju2	gaoji	jichu	Ineffective	Modify   Delete														
meiju2	jichu	gaoji	Ineffective	Modify   Delete														
▾ xianxingdingjia	xianxingdingjia	Ineffective	Modify   Delete   More ▾															

 **NOTE**

- No attribute upgrade rules are configured by default. You can add attribute upgrade rules as required.
- Upgrade rules of only one source attribute can be created for a specification that is priced using a custom template. If upgrade rules of an attribute have been created but you want to create upgrade rules for another attribute of the same specification, you need to delete all existing attribute upgrade rules and create upgrade rules for the desired attribute.
- Only one attribute upgrade rule can be created for a source attribute value. You can modify the existing upgrade rule or delete it and create a new one.
- An attribute upgrade rule takes effect only when the price of the specification with the target attribute value is higher than that of the specification with the source attribute value.

----End

## Verifying New Product Prices

If the prices of the source and target specifications are not properly set during product modification, the price of the target specifications may be lower than that of the source specifications. After modifying the price of a product, you can verify whether the upgrade rules still take effect. Click **Verify Upgrade Rule** or **Submit** to verify the upgrade rules.



**Product Specifications** Verify Upgrade Rule

⊕ Add

- ▼ jiangangmoban
- ▼ xianxingdingjia
- ▼ jietidingjia

**SEO Information**

\* Title   
Enter the product name and type. (Max. 50 characters)

\* Keywords   
Keywords that increase the chances of your product appearing in search results. (Max. 30 characters)


\* Description   
Product highlights, functions, and application scenarios that address user needs. (Max. 240 characters)  
Enter the SEO information to increase the exposure chance for your product.

Your data will be automatically saved in 6 seconds.

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

✕

**Information**




**The following upgrade rules will no longer be effective:**  
Are you sure you want to delete the following upgrade rules? Or you can change the product price to meet the upgrade requirements. View [upgrade requirements](#).

Specification Name	Target Specifications	Operation
^		<a href="#">Delete</a>

Attribute Name	Attribute Value	Target Values	Operation
			<a href="#">Delete</a>

If the verification is successful, click **OK** to submit the modification application.

✕

 **Information**

All upgrade rules have taken effect.

## 5.4 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.

Product Name	Delivery Method	Product Type	Released	Product Status	Operation
▼ [blurred]	[blurred]	Common product	Jul 14, 2023 14:04:52 GMT+08:00	Listed(Some Limited)	Details <b>Modify</b> More ▼
▼ [blurred]	e	Common product	Jul 11, 2023 17:29:52 GMT+08:00	Listed	Details Modify More ▼
▼ [blurred]	[blurred]	Common product	Jul 11, 2023 17:03:55 GMT+08:00	Listed(Some Limited)	Details Modify More ▼
▼ [blurred]	sional services	Common product	Jul 11, 2023 16:48:37 GMT+08:00	Listed	Details Modify More ▼

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

**Service Information**

\* Public Product  Yes  **No**

The product URL will be different if you select Yes or No for this parameter. If you select No to make this product available to specific customers, provide them with the URL on the product details page.  
 Select Yes to allow users to purchase the product on the frontend page of the KooGallery. Select No to hide the product from the frontend page of the KooGallery and to allow users to purchase the product using the product URL you provide. You can click Details on the My Products page to view the URL of a product.  
 Select No when releasing a SaaS product. After the product is released, the KooGallery will test the subscription process and use of the product. After the test is complete, the product will be sold publicly.

\* Product Category Infrastructure Software Content Management

\* Applicable OS Windows Linux Unix Other

#### NOTE

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

**Step 5 Click Submit.**

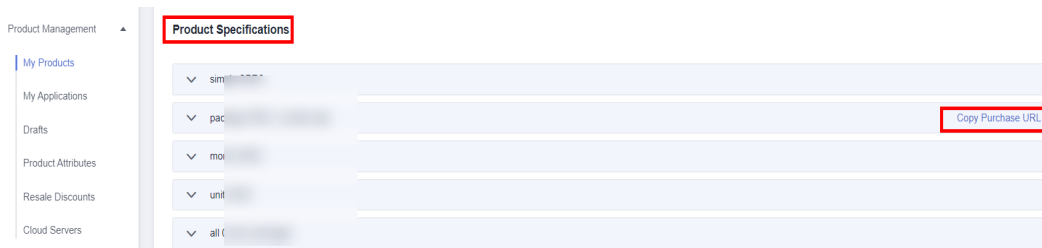
**NOTE**

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.

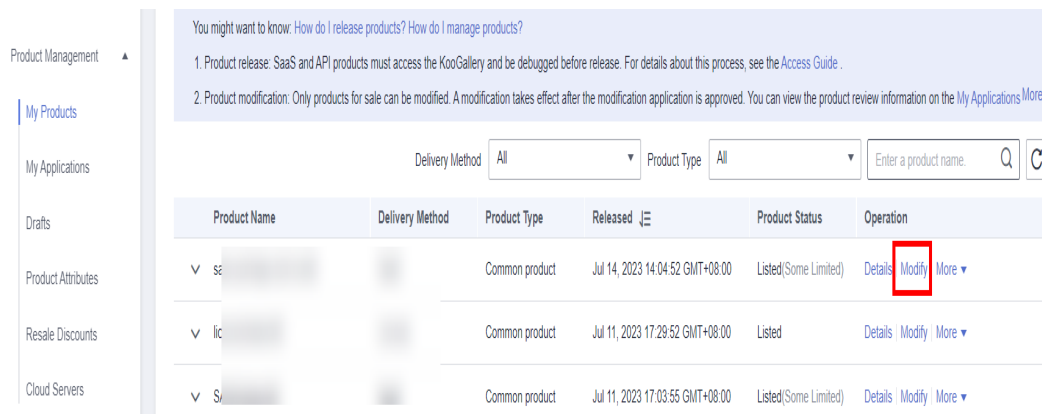
**Procedure for Hiding Offering Specifications**


The process of hiding a released specification is used as an example.

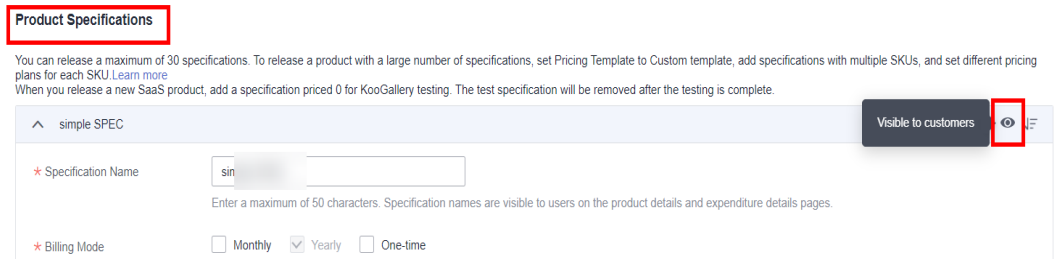
**Step 1** Go to the Seller Console.

**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

## 5.5 Removing a Product, Specification, or SKU

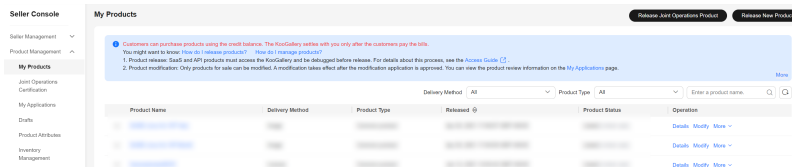
You can remove a specification or SKU of a released product (see [Step 3](#)), or remove the entire product (see [Step 4](#)). A removed specification or SKU is discontinued. Other specifications or SKUs are still on sale. A removed product and all its specifications are discontinued. No operations can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

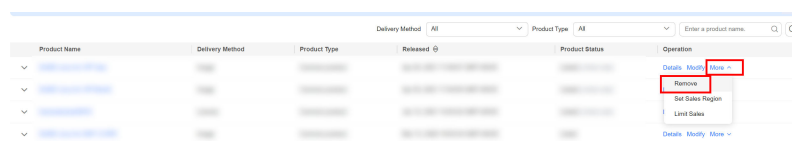
**Step 1** Go to the Seller Console.

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

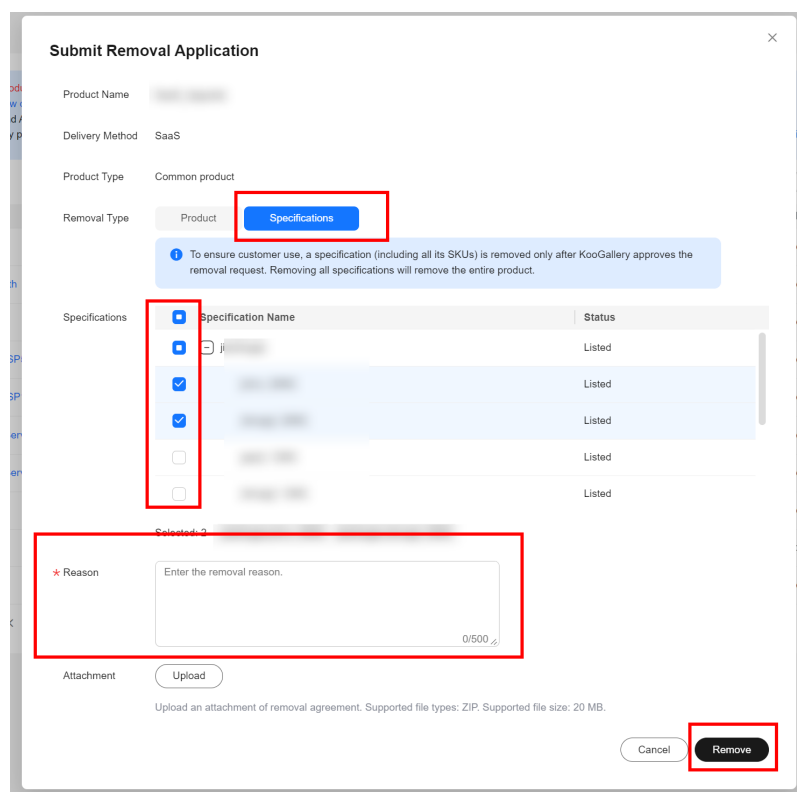


**Step 3** Remove a product specification or SKU.

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

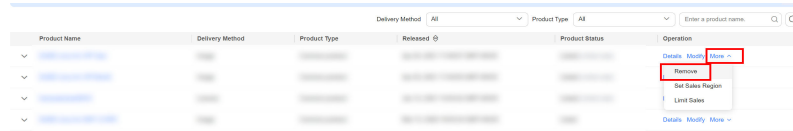


2. In the displayed dialog box, set **Removal Type** to **Specifications**, select the specification or SKU to be removed, enter the removal reason, upload proofs (if any), and click **Remove**.

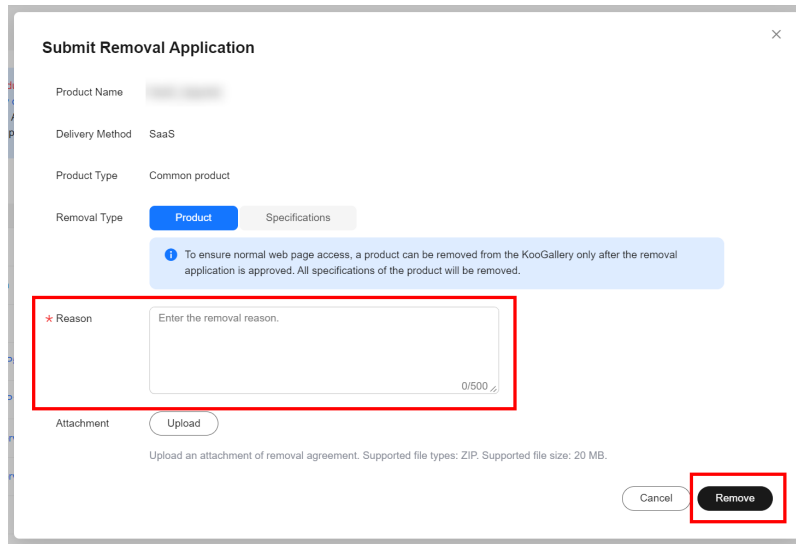


**Step 4** Remove an entire product. (If you want to remove only a specification or SKU, go to [Step 3](#).)

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

## 5.6 Configuring Sales Regions

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

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	/

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

No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
29			MM	Myanmar (Burma)	/
30			GN	Guinea	/
31			JM	Jamaica	/
32			NA	Namibia	/
33			ZM	Zambia	/
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	/

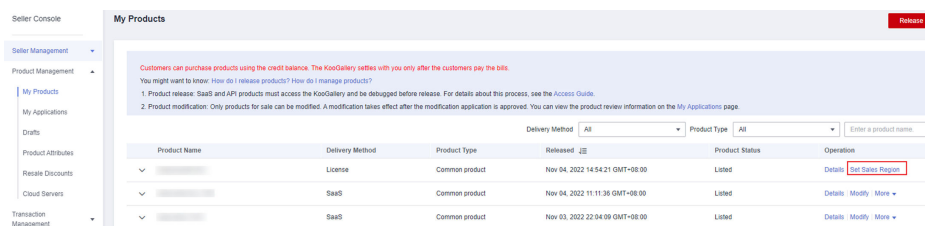


No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
57			CO	Colombia	/
58			TO	Tonga	/
59			DZ	Algeria	/
60			SG	Singapore	/
61			AO	Angola	/
62			JP	Japan	/
63			OM	Oman	/
64			CR	Costa Rica	/
65			MV	Maldives	/
66			EG	Egypt	/
67			MU	Mauritius	/
68			UG	Uganda	/
69			TN	Tunisia	/
70			EW	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 with a Black Economic Empowerment (BEE) status
75	4181	HUAWEI TECHNOLOGIES AFRICA (PTY) LTD	ZA	South Africa	For customers without a BEE status

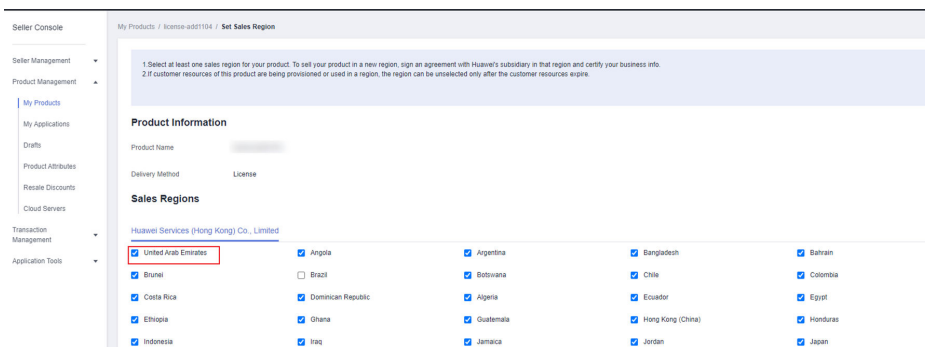
No.	Cod e	Contracting Party	Abbre viatio n	Sales Region	Remark s
76	608 1	Huawei Technologies De Mexico, S.A. De C.V.	MX	Mexico	
77	585 1	Sparkoo Technologies PERU S.A.C.	PE	Peru	
78	586 1	Sparkoo Technologies Do Brasil Ltda.	BRA	Brasil	

## Procedure

- Step 1** Go to the Seller Console.
- Step 2** In the navigation pane, choose **Product Management > My Products**.
- Step 3** Search for the target product and click **Set Sales Region** in the **Operation** column of the row containing the target product.

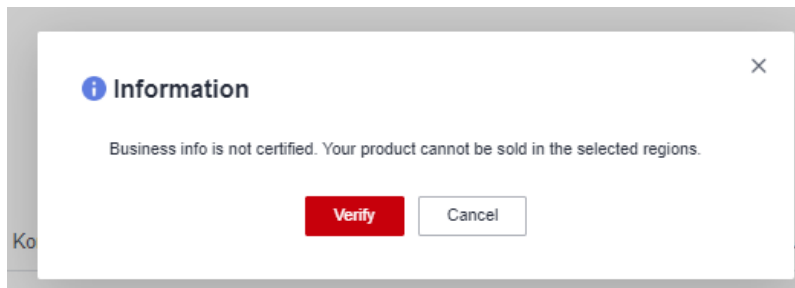


- Step 4** On the **Set Sales Region** page, select or unselect sales regions.



### NOTE

If the following dialog box is displayed, sign an agreement with the corresponding contracting party and certify your business information. For details, see [1.2.7 Certifying Business Information](#).



**Step 5** Click **OK**.

**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.
- Before configuring the sales regions, sign a contract with the contracting party corresponding to the sales regions.

----End

## 5.7 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**.

The screenshot shows the Seller Console interface. On the left is the navigation pane with 'Resale Discounts' selected. The main area shows the 'Resale Discounts' section with tabs for 'Product Discounts', 'Partner Discounts', and 'Customer Discounts'. The 'Product Discounts' tab is active, and the 'Pending' sub-tab is selected. A table lists products with columns for Product Name and Product ID. A 'Create Authorization' dialog box is open, showing a 'Partner Account' dropdown set to 'All resale partners' and a 'Resale Discount' field set to '0.000 - 100.000 %'. The dialog also shows a table with columns for Specification Name, Transaction Model, Resale Discount, Seller Revenue Sharin..., and Platform Fee....

**NOTE**

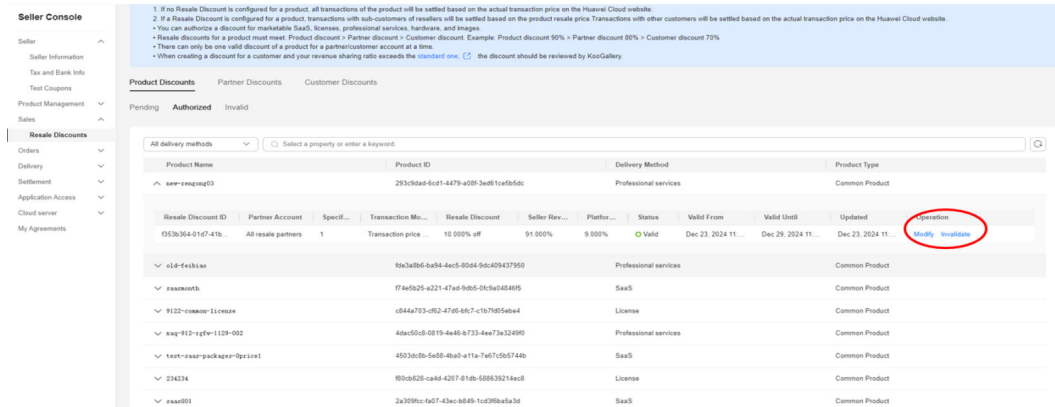
1. For a product-level resale discount, **Partner Account** is fixed at **All resale partners**.
2. The discount applies to customer expenditures of all resellers.

----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.

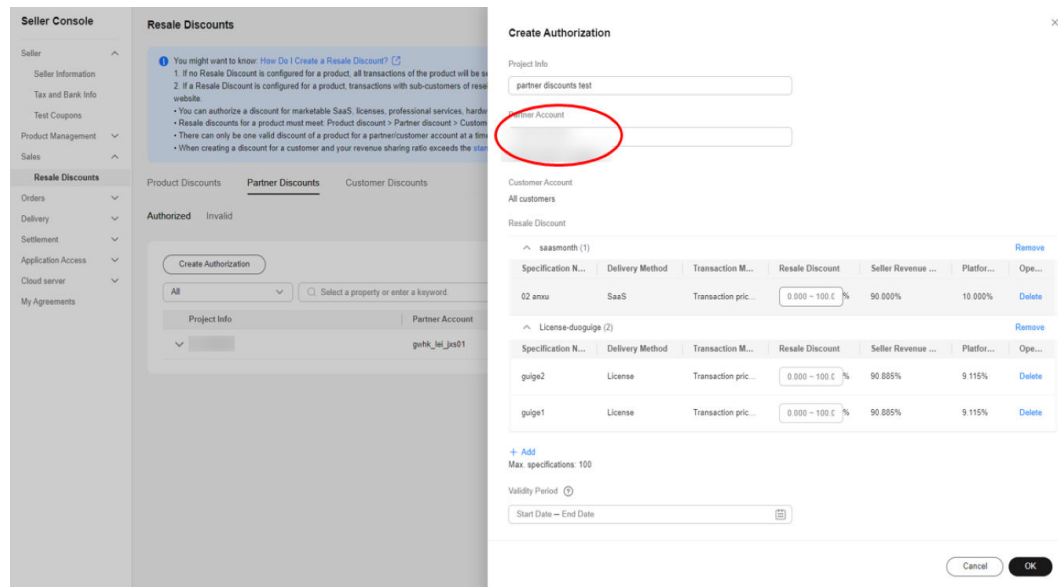


----End

## 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**.



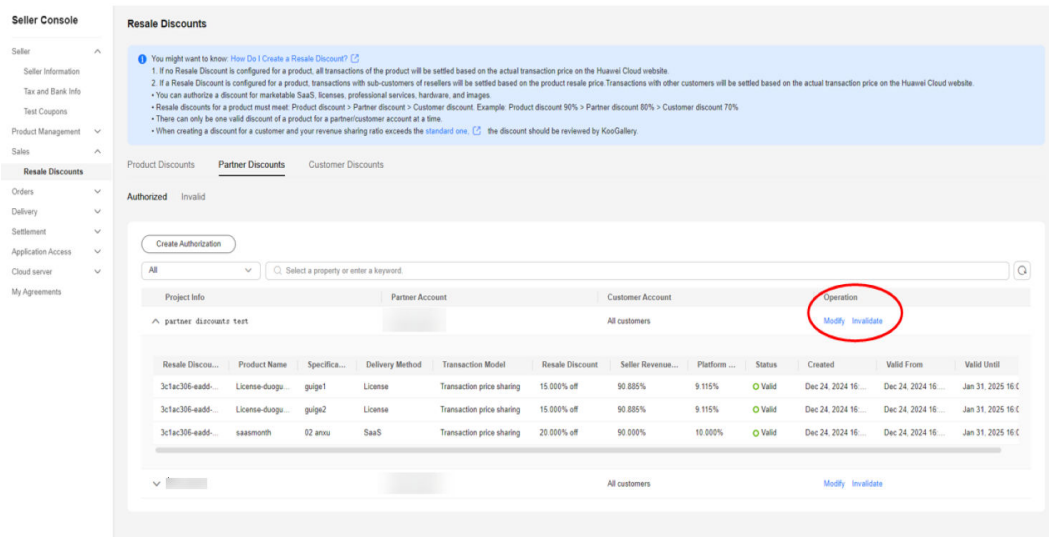
### NOTE

The partner-level resale discount applies to expenditures of all customers of the reseller.

----End

## Modifying/Invalidating a Partner-Level Resale Discount

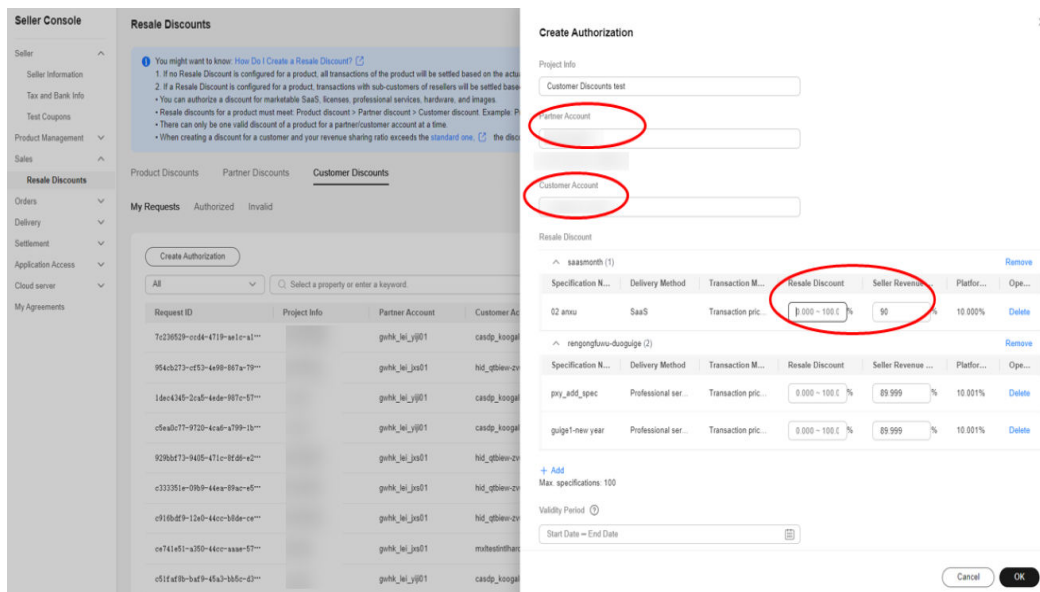
- Step 1** In the navigation pane of the Seller Console, choose **Sales > Resale Discounts**, click the **Partner Discounts** tab, and click the **Authorized** tab.
- Step 2** Click **Modify** or **Invalidate** in the row of a partner-level discount.



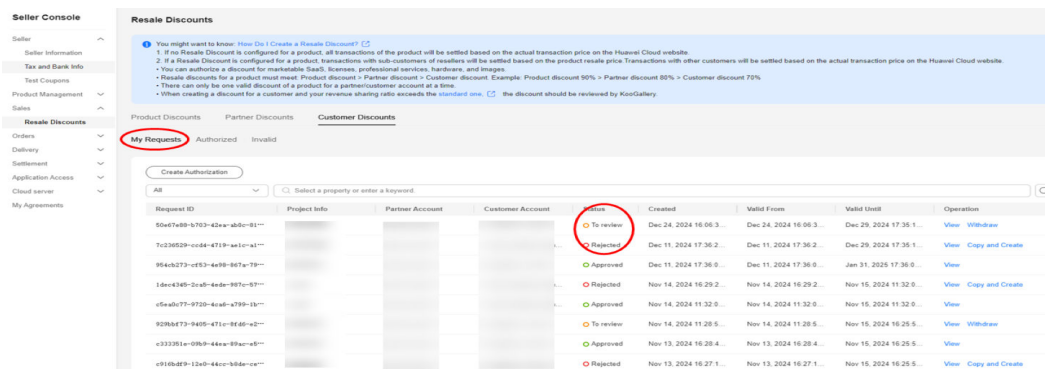
----End

## 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 the platform fee rules, see [8.3 Platform Fee Rules](#).



**Step 3** Click the **My Requests** tab and check whether the request is approved.

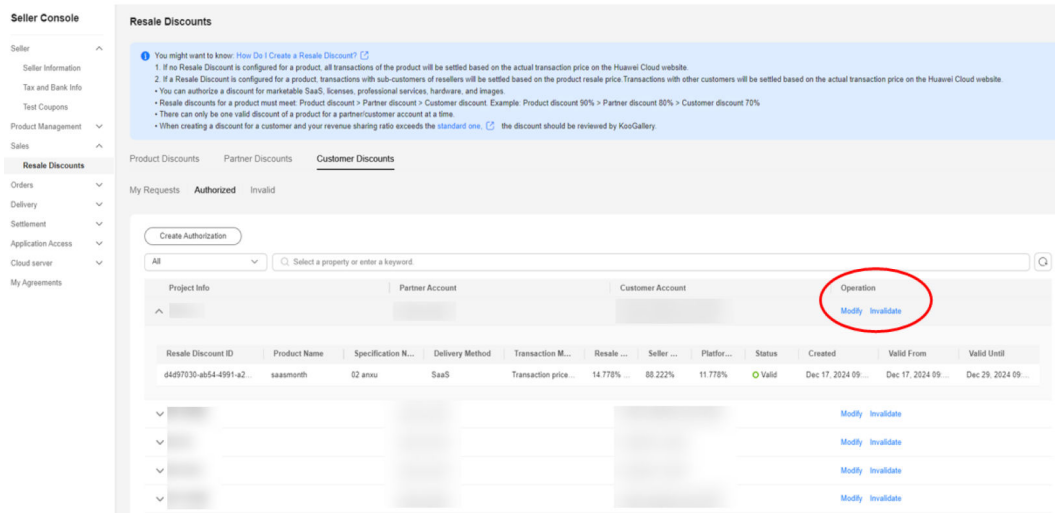


----End

## 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

## 5.8 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

## 5.9 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**.




## Add Product Attribute




\* Type

\* Attribute Code 

\* Attribute Name 

Unit

\* Description 

0/100

----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.

# 6 Service Supervision

- [6.1 Supervising License Products](#)
- [6.2 Supervising SaaS Products](#)
- [6.3 Supervising Professional Service Products](#)

## 6.1 Supervising License Products

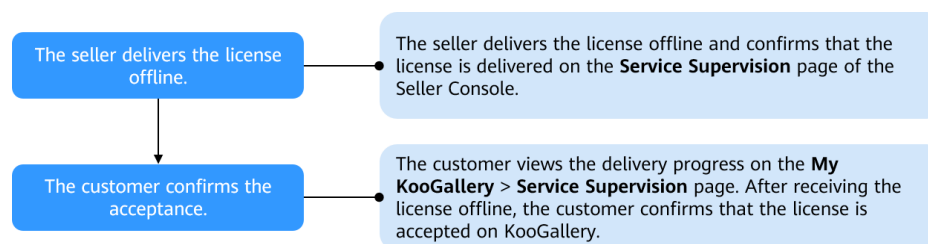
After a license product is sold, you can view the order details on the **Transaction Management > Service Supervision** page in the Seller Console, deliver the license offline, and update the service flow status in the Seller Console.

### Precautions

- If the service supervision process of an order is not complete, the order is in the **Processing** state. The order status will change to **Completed** 3 hours after the customer confirms to accept the product.
- The bill for a license product transaction is 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.
- If a customer purchases a yearly/monthly license product that involves service supervision, the start time of product usage is the time when the customer accepts the product.

For example, if a customer purchased a yearly product for one year, paid the order on January 1, 2020, and accepted the product on March 1, 2020, the start time of product usage is March 1, 2020, and the validity period is one year.

### Overall Process



## Procedure

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

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

**Step 3** Set search criteria, and click **License delivered offline** in the **Operation** column of the row containing the target transaction record.

Order No.	Username	Product Name	Specification Name	Delivery Met...	Service Status	Created	Completed	Operation
				License	Seller delivers license ...	2020-12-26 16:06:31	--	License delivered offline   Contact User
				License	Seller delivers license ...	2020-12-26 10:11:20	--	License delivered offline   Contact User

**Step 4** After the product is delivered, update the service flow status.

1. On the page displayed, enter the service result, upload the deliverables, and click **Deliver service**.

1 Seller Delivers License Offline — Customer Accepts License

**Service Information**

Product Name: [Redacted]

Specification Name: [Redacted]

Order No.: [Redacted] [Click this number to view the order details.](#)

Service Status: Seller delivers license offline

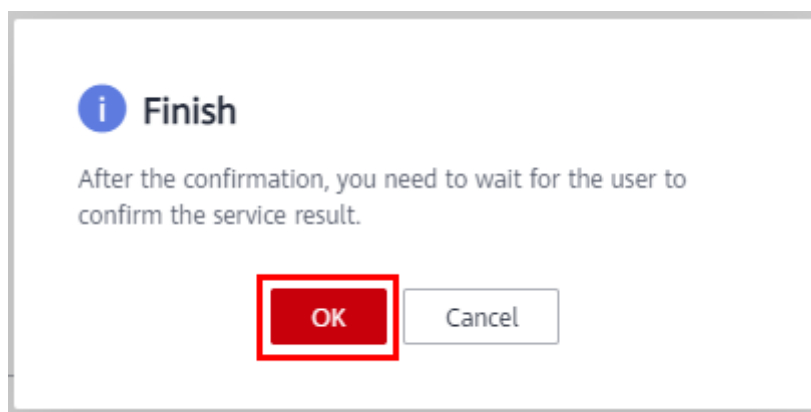
\* Service Result Description: Enter a service result description with a maximum of 1,000 characters. 0/1,000

\* Deliverable:  Supported formats: BMP, JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, RAR, ZIP, and PDF. Max. file size: 50.0 MB. Please upload the delivery note or user acceptance documents, including but not limited to the service delivery list, user acceptance files, etc. **Reminder!** 1. Inappropriate acceptance may cause unnecessary after-sales disputes and legal risks! 2. For information security, do not include sensitive information such as personal details, accounts, and passwords in the description and attachment.

**History**

Time	Operation	Operator Role	Operator	Message	Attachment
No data available.					

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



### NOTE

- After the customer accepts the product, the transaction is completed.
- If the customer renews an order that involves service supervision, there will be no service flow generated.

----End

## 6.2 Supervising SaaS Products

After a SaaS product that involves service supervision is sold, you can view the service flow details and operation records of the transaction, deliver and provision the product, and update the service flow status in the Seller Console.

### Precautions

- If the service supervision process of an order is not complete, the order is in the **Processing** state. The order status will change to **Completed** 3 hours after the customer confirms to accept the product.
- The bill for a SaaS product transaction is 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.
- If a customer purchases a yearly/monthly SaaS product that involves service supervision, the start time of product usage is the time when the customer accepts the product.

For example, if a customer purchased a yearly product for one year, paid the order on January 1, 2020, and accepted the product on March 1, 2020, the start time of product usage is March 1, 2020, and the validity period is one year.

### Overall Process



You can perform the following operations:

1. After receiving a request from a customer, view the request details in the Seller Console and accept or reject the request.
2. Deliver and provision the product after accepting the request.
3. Update the service flow status after the product is delivered.

#### NOTE

If the customer has not updated the service flow status for more than five days, the customer has rejected the product you deliver three times, or you have rejected customer requests three times, you can initiate an appeal. For details, see [Appeal](#).

### Procedure

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

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

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

Order No.	Username	Product Name	Specification Name	Delivery Met.	Service Status	Created	Completed	Operation
				SaaS	Service completed	2021-04-06 17:21:49	2021-04-06 18:04:27	<a href="#">Details</a> <a href="#">Contact User</a>
				SaaS	Seller confirms request	2021-04-06 11:38:41	--	<a href="#">Confirm the request</a> <a href="#">Contact User</a>

**Step 4** Accept the request of the customer.

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

**Service Information**

Product Name

Specification Name

Order No.  [Click this number to view the order details.](#)

Service Status **Seller confirms request**

**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**.

**Confirm**

After the request is confirmed, the SP starts to provide the service.

**OK**

**Step 5** Deliver and provision the product, update the service flow status, and wait for the customer to accept the product.

1. On the page for delivering and provisioning the product, enter the service result, upload the deliverables, and click **Deliver service**.

Service Information

Product Name

Specification Name

Order No.  [Click this number to view the order details.](#)

Service Status **Seller delivers service**

\* Service Result Description  Enter a service result description with a maximum of 1,000 characters. 0/1,000

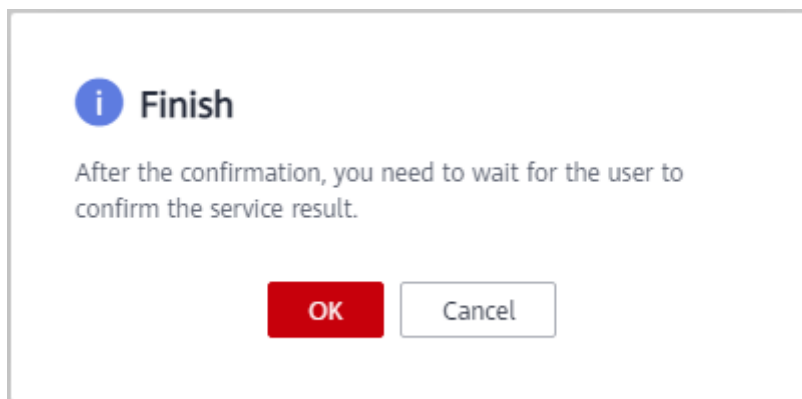
Deliverable

Supported formats: BMP, JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, RAR, ZIP, and PDF Max. file size: 50.0 MB

Please upload the delivery note or user acceptance documents, including but not limited to the service delivery list, user acceptance files, etc.

Reminder: 1. Inappropriate acceptance may cause unnecessary after-sales disputes and legal risks!  
2. For information security, do not include sensitive information such as personal details, accounts, and passwords in the description and attachment.

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



**NOTE**

After the customer accepts the product, the transaction is completed.

----End

## Appeal

- During service supervision, if a customer has not updated the service flow status for more than five days, you can initiate an appeal.
- If you have rejected customer requests three times, or a customer has rejected a product you deliver three times, you can initiate an appeal.
- During service supervision, if an appeal is initiated by you or a customer, the service flow will be frozen and the operations manager will handle the appeal. You and the customer cannot perform any operations until the appeal is handled.

## 6.3 Supervising Professional Service Products

After a professional service product is sold, you can view the service flow details and operation records of the transaction, deliver and provision the product, and

update the service flow status on the **Transaction Management > Service Supervision** page in the Seller Console.

## Precautions

- If the service supervision process of an order is not complete, the order is in the **Processing** state. The order status will change to **Completed** 3 hours after the customer confirms to accept the product.
- Bills for professional service products 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.
- If a customer purchases a yearly/monthly professional service product that involves service supervision, the start time of product usage is the time when the customer accepts the product.

For example, if a customer purchased a yearly product for one year, paid the order on January 1, 2020, and accepted the product on March 1, 2020, the start time of product usage is March 1, 2020, and the validity period is one year.

## Overall Process



You can perform the following operations:

1. After receiving a request from a customer, view the request details in the Seller Console and accept or reject the request.
2. Provision the product after accepting the request.
3. Update the service flow status after the product is delivered.

### NOTE

If the customer has not updated the service flow status for more than five days, the customer has rejected the product you deliver three times, or you have rejected customer requests three times, you can initiate an appeal. For details, see [Appeal](#).

## Procedure

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

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

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

Order No.	Username	Product Name	Specification Name	Delivery Met...	Service Status	Created	Completed	Operation
				Professional ...	Customer submits req...	2021-04-16 16:09:14	--	<a href="#">Details</a>   <a href="#">Contact User</a>
				Professional ...	Seller confirms request	2021-04-16 16:07:19	--	<a href="#">Confirm the request</a>   <a href="#">Contact User</a>

**Step 4** Accept the request of the customer.

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

## Service Information

Product Name



Specification Name



Order No.

Click this number to view the order details.

Service Status Seller confirms request

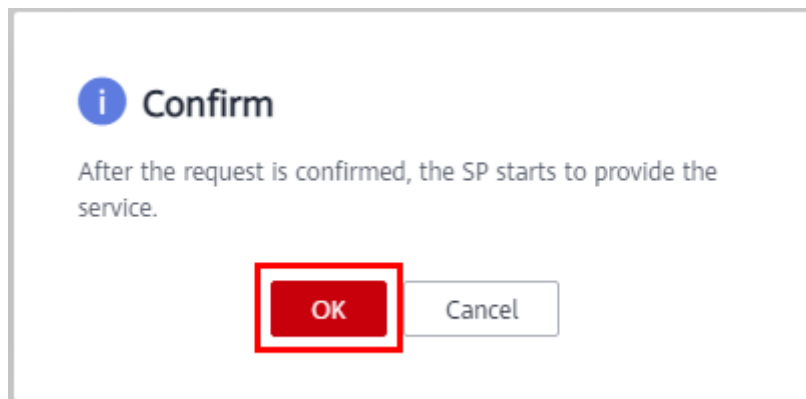
Accept request

Reject 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**.



**Step 5** After the product is delivered, update the service flow status.

1. On the page displayed, enter the service result, upload the deliverables, and click **Deliver service**.



Service Information

Product Name

Specification Name

Order No.  Click this number to view the order details.

Service Status Seller provides service

\* Service Result Description

Enter a service result description with a maximum of 1,000 characters.

0/1,000

Deliverable

Upload

Supported formats: BMP, JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, RAR, ZIP, and PDF Max. file size: 50.0 MB

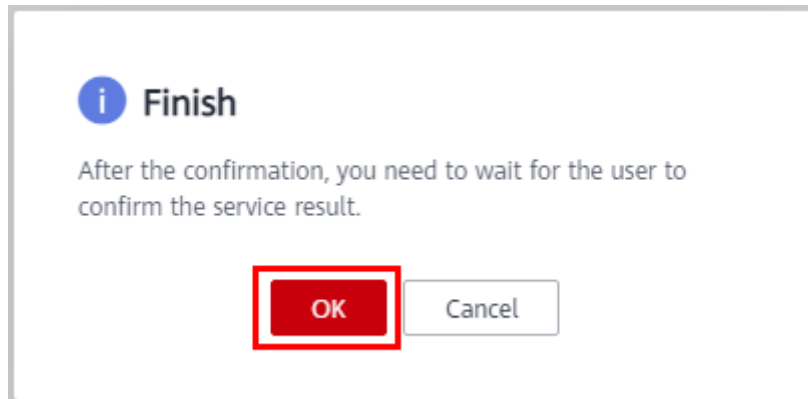
Please upload the delivery note or user acceptance documents, including but not limited to the service delivery list, user acceptance files, etc.

Reminder:1. Inappropriate acceptance may cause unnecessary after-sales disputes and legal risks!

2. For information security, do not include sensitive information such as personal details, accounts, and passwords in the description and attachment.

Deliver service

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



**NOTE**

- After the customer accepts the product, the transaction is completed.
- If the customer renews an order that involves service supervision, there will be no service flow generated.

----End

## Appeal

- If a customer has not updated the service flow status for more than five days, you can initiate an appeal.
- If you have rejected customer requests three times, or a customer has rejected a product you deliver three times, you can initiate an appeal.
- During service supervision, if an appeal is initiated by you or a customer, the service flow will be frozen and the operations manager will handle the appeal. You and the customer cannot perform any operations until the appeal is handled.

# 7 Transaction Management

- [7.1 Querying Orders](#)
- [7.2 Managing Sales Configurations](#)
- [7.3 Managing Transaction Details](#)

## 7.1 Querying Orders

You can view transaction details of your products in yearly/monthly and one-time billing modes.

### Procedure

- Step 1** Go to the Seller Console.
- Step 2** In the navigation pane, choose **Transaction Management > Orders**.
- Step 3** Set search criteria, and click **Search**.

You can search the transaction records to be viewed.

The screenshot shows the 'Orders' management interface. At the top, there is a search bar with the following fields: 'Order Status' (dropdown menu set to 'All'), 'Order Type' (dropdown menu set to 'All'), 'Created' (date range from 'Aug 29, 2020' to 'Sep 29, 2020'), and 'Order No.' (text input with a search icon). Below the search bar is a table with the following columns: 'Order No.', 'Product Type', 'Product Name', 'Specification Name', 'Created', 'Status', 'Order Type', 'Paid Amount (USD)', and 'Operation'. The table contains four rows of data, each representing a transaction record. The 'Operation' column for each row contains a 'Details' link.

Order No.	Product Type	Product Name	Specification Name	Created	Status	Order Type	Paid Amount (USD)	Operation
	Common product			Sep 28, 2020 13:38:27...	Pending payment	Renewal		<a href="#">Details</a>
	Common product			Sep 28, 2020 03:03:12...	Completed	Renewal		<a href="#">Details</a>
	Common product			Sep 24, 2020 16:38:37...	Canceled	Renewal		<a href="#">Details</a>
	Common product			Sep 24, 2020 02:24:26...	Canceled	Renewal		<a href="#">Details</a>

- Step 4** Locate a transaction record, and click **Details** in the **Operation** column to view details about a single transaction, including product, order, and customer details.

**Product Information**

Product Type	Common product	Specification	
Name		Version	V1.0
Delivery Method	Image	Product Subcategory	Running Environment
Product Category	Infrastructure Software	Released	Apr 08, 2020 14:32:06 GMT+08:00
Published	Apr 08, 2020 14:29:07 GMT+08:00	Product Status	Listed

**Order Information**

Order No.		Status	Completed
Created	Sep 18, 2020 16:01:46 GMT+08:00	Paid	Sep 18, 2020 16:03:44 GMT+08:00
Order Type	Subscription	Billing Mode	Monthly
Validity Duration	4 months	Paid Amount (USD)	

**Customer Information**

Username		Full Name	
Mobile Number		Email Address	
Distributor ID		Distributor Name	

----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.

## 7.2 Managing Sales Configurations

## 7.2.1 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.

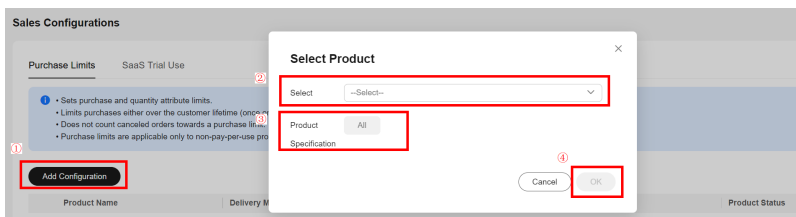
### Procedure


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

**Step 2** In the navigation pane, choose **Transaction Management > Sales Configurations**. On the displayed page, 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.

Product Name	Delivery Method	Product Type	Released	Product Status	Operation
...	SaaS	Common Product	Nov 20, 2019 16:23:19 GMT+08:00	Listed	Delete
...	SaaS	Common Product	Dec 17, 2019 16:11:28 GMT+08:00	Listed	Delete

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

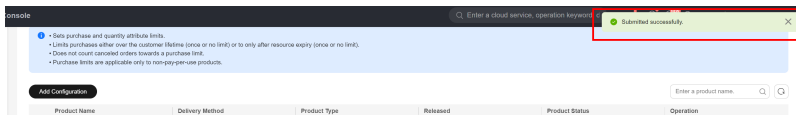
**Figure 7-1** Setting a purchase limit

Specification	SKU	Offering ID	Billing Mode	Product Sta...	Unit Price(\$)	Scenario	Purchase Limit	Quantity Attribute	Operation
...	...	...	YEAR	Listed	0.01	Lifetime	<input type="radio"/> None <input checked="" type="radio"/> Once	1TB	Enter Submit Delete
...	...	...	YEAR	Listed	0.01	Lifetime	<input type="radio"/> None <input type="radio"/> Once	1TB	Enter Submit Delete
...	...	...	YEAR	Listed	0.01	Lifetime	<input type="radio"/> None <input type="radio"/> Once	1TB	Enter Submit Delete
...	...	...	YEAR	Listed	0.01	Lifetime	<input type="radio"/> None <input type="radio"/> Once	1TB	Enter Submit Delete

Figure 7-2 Setting a quantity limit

SKU	Offering ID	Billing Mode	Product Sta...	Unit Price(\$)	Scenario	Purchase Limit	Quantity Attribute	Created	Operation
...	...	YEAR	Listed	0.01	Lifetime	None <input type="radio"/> Once <input checked="" type="radio"/>	1TB <input type="text"/> Enter	May 30, 2024	Submit Delete
...	...	YEAR	Listed	0.01	Lifetime	None <input checked="" type="radio"/> Once <input type="radio"/>	1TB <input type="text"/> Enter	May 30, 2024	Submit Delete
...	...	YEAR	Listed	0.01	Lifetime	None <input checked="" type="radio"/> Once <input type="radio"/>	1TB <input type="text"/> Enter	May 30, 2024	Submit Delete
...	...	YEAR	Listed	0.01	Lifetime	None <input checked="" type="radio"/> Once <input type="radio"/>	1TB <input type="text"/> Enter	May 30, 2024	Submit Delete

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



----End

## 7.2.2 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.

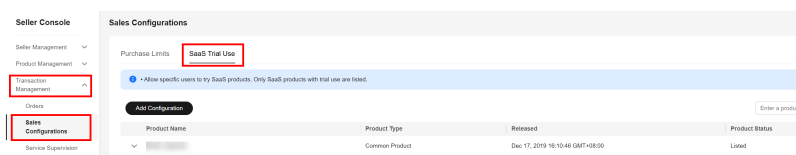
### NOTE

The configuration takes effect only for SaaS that has enabled trial use. For details about how to enable trial use for SaaS, see [11.19 How Do I Release a Trial SaaS Specification?](#)

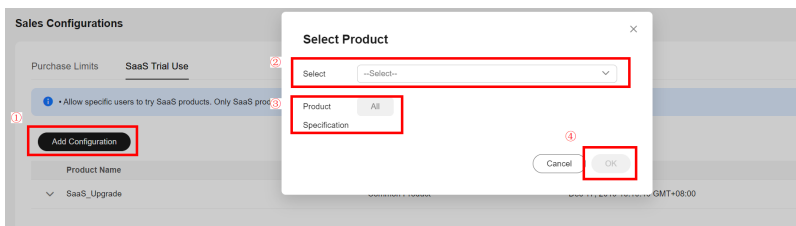
## Procedure

**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.

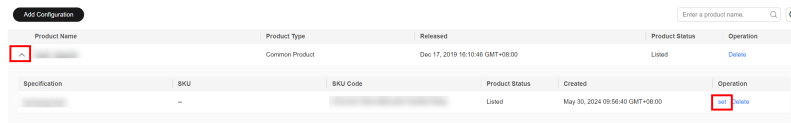


**Step 3** Click **Add Configuration**, select a product, and select **All** or specific specifications next to **Product Specifications**.

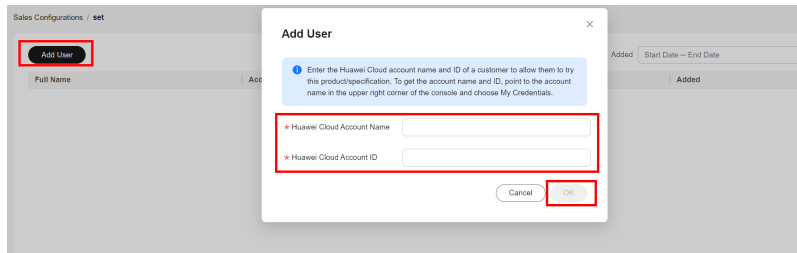


**Step 4** Click **OK**. The selected product and specifications are also displayed under the **Purchase Limits** tab. By default, no customers can try the selected product or specifications.

**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.

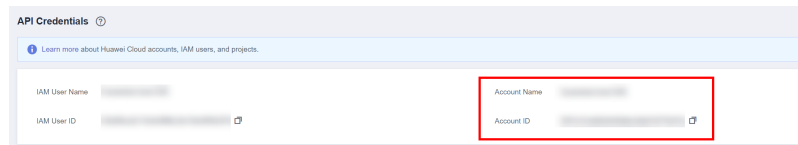


**Step 6** Click **Add User**. In the **Add User** dialog box, enter the Huawei Cloud account name and ID of a customer, and click **OK**.

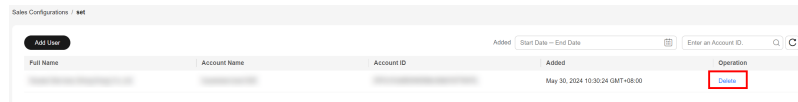


**NOTE**

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

## 7.3 Managing Transaction Details

### 7.3.1 Querying Transaction Details

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

#### Prerequisites

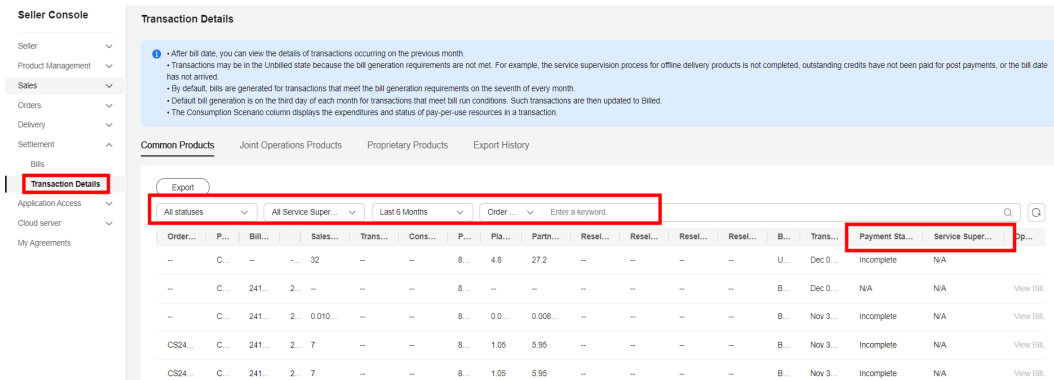
Your business information has been certified. For details, see [1.2.7 Certifying Business Information](#).


#### Procedure

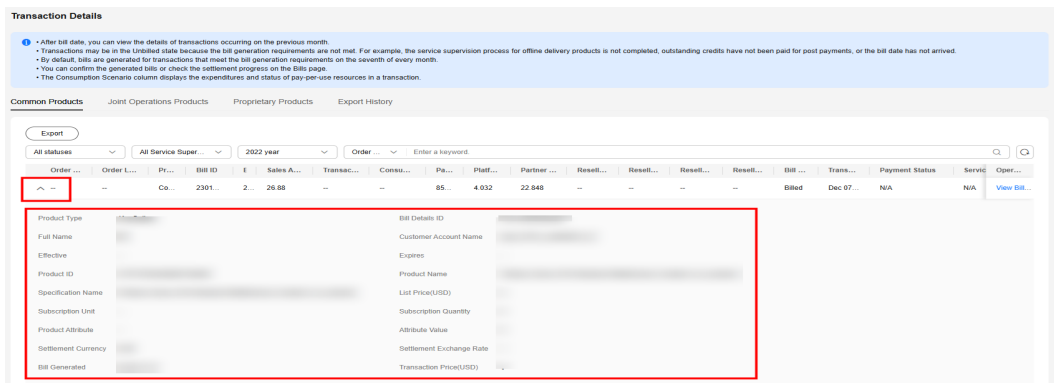
**Step 1** Go to the Seller Console.

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

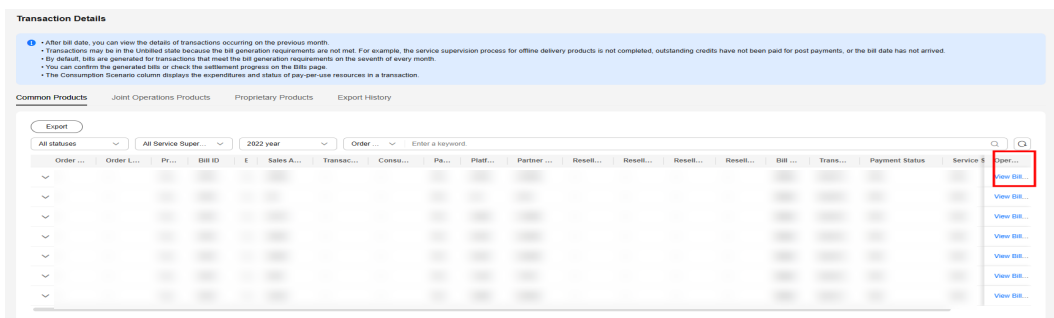
**Step 3** Click a product type tab and set search criteria, such as order No., billing cycle, and customer account, to search for the target orders. The following figure uses the **Common Products** tab as an example. You can view the repayment and service supervision status of postpaid orders.



**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 seventh 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 is in the **Billed** state, a bill has been generated for it. You can check the bill details on the **Bills** page. For details, see [9 Bill Management](#).
- 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.

## 7.3.2 Exporting Transaction Details

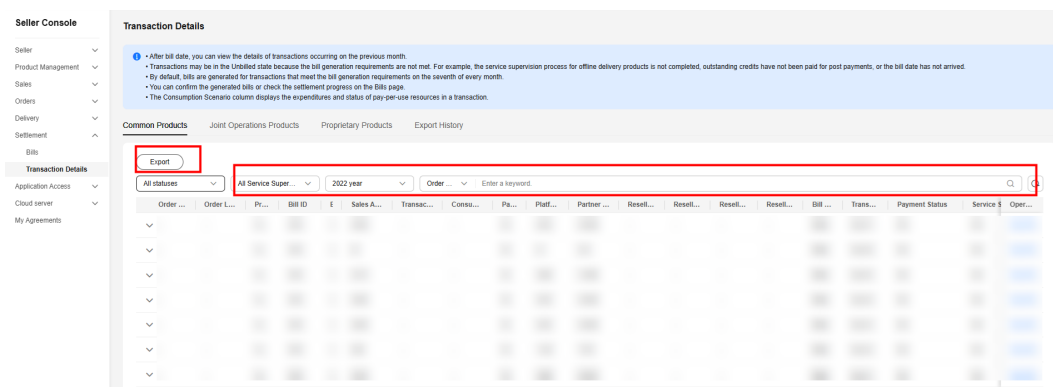
You can export and download transaction details.

### Prerequisites

You have completed business information certification. For details, see [1.2.7 Certifying Business Information](#).

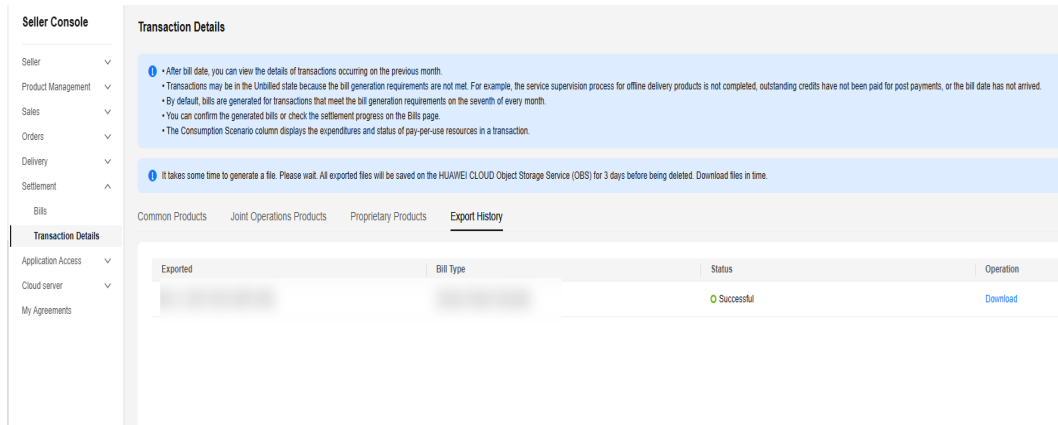
### Procedure

- 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.

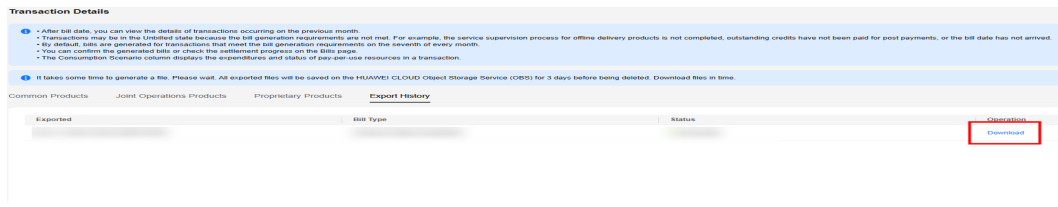


- Step 5** The **Export History** tab is displayed, and the bill is automatically generated.





**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.

# 8 Settlement Management

---

[8.1 Settlement Rules](#)

[8.2 Settlement Procedure](#)

[8.3 Platform Fee Rules](#)

[8.4 Order and Transaction Settlement Mechanism](#)

## 8.1 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, the payment status will change to **Completed** only when the customer pays off all credit balances used in the billing cycle when the order was generated.

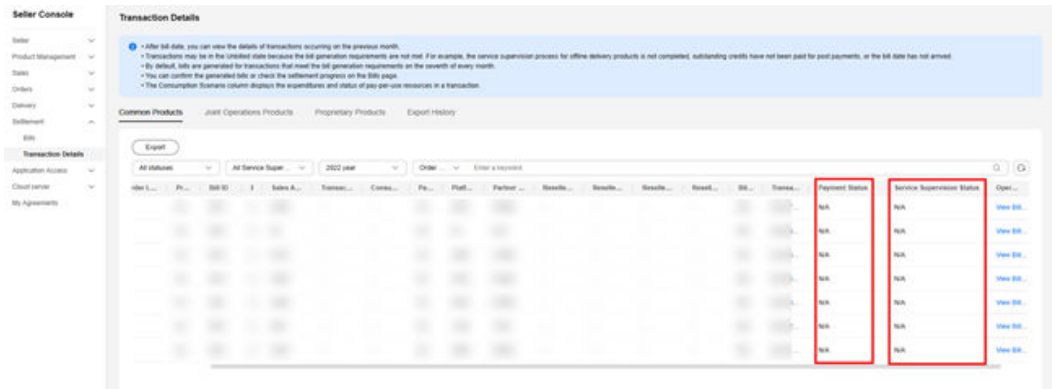
---

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

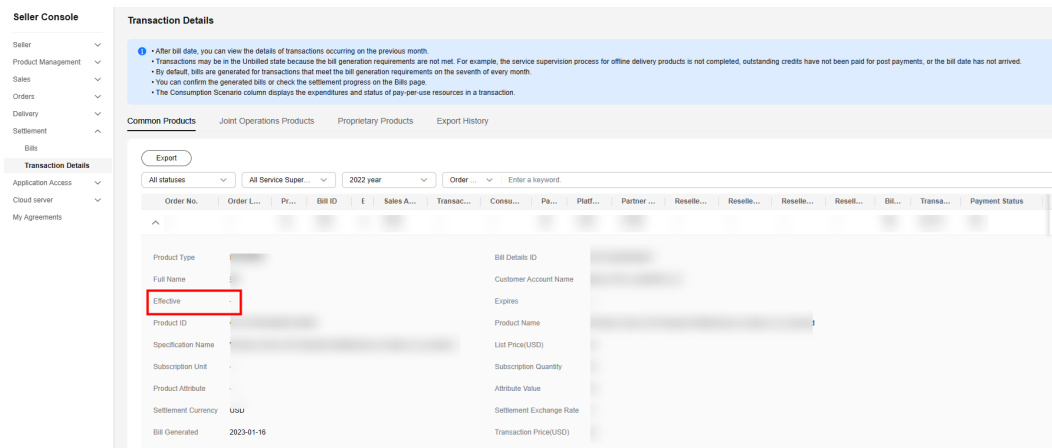
1. Check the customer payment and service supervision status.

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 seventh 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 7, 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 products that involve 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 dollars. 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<sup>1</sup> – Customer DST<sup>1</sup>) x (1 – Proportion of platform fees) – Seller taxes (such as WHT<sup>2</sup> and DST<sup>2</sup>)**

Example:

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

Tax imposed on the product supplied to the customer: Customer WHT<sup>1</sup> = \$150 USD; Customer DST<sup>1</sup> = \$50 USD

Tax involved in Huawei's settlement to the seller: WHT<sup>2</sup> = \$100 USD; DST<sup>2</sup> 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

**Platform Fee Proportion Baseline** lists the default platform fee proportions of KooGallery. 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 **11.18 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) =  $\sum_{i=1}^n$  (Transaction price of joint operations product  $N$  - Customer WHT<sup>1</sup> - Customer DST<sup>1</sup>) x Seller's revenue sharing ratio - Seller taxes (such as WHT<sup>2</sup> and DST<sup>2</sup>)**

- Revenue sharing based on the discounted base price

**Settlement amount (including tax) =  $\sum_{i=1}^n$  (List price of joint operations product  $N$  x Base price discount - Customer WHT<sup>1</sup> - Customer DST<sup>1</sup>) x Seller's revenue sharing ratio - Seller taxes (such as WHT<sup>2</sup> and DST<sup>2</sup>)**

- Revenue sharing based on the fixed base price

**Settlement amount (including tax) =  $\sum_{i=1}^n$  (Fixed base price of joint operations product  $N$  - Customer WHT<sup>1</sup> - Customer DST<sup>1</sup>) x Seller's revenue sharing ratio - Seller taxes (such as WHT<sup>2</sup> and DST<sup>2</sup>)**

## 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 **10 Issuing Invoices to Huawei Cloud**.

## 8.2 Settlement Procedure

- On the **seventh day of each month** (or postponed to the next business day in case of holidays), Huawei Cloud generates a bill for orders that **meet the bill run conditions in the previous month**. After the bill is generated, the operations manager reviews and sends it to you within three 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	Description
1	Generating historical transaction bills	Huawei Cloud	1 business day	On the seventh day of each month (If there is a holiday, the bill will be postponed to the next business day following the holiday.)
2	Reviewing and sending bills to the sellers	Huawei Cloud	3 business days	The notification for bill confirmation is sent to the email address bound to the Huawei Cloud account of the sellers.
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 business days	/
5	Notifying sellers to issue invoices after the countersigning is complete	Huawei Cloud	1 business day	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 <a href="#">10 Issuing Invoices to Huawei Cloud</a> .
7	Accepting invoices and making payment	Huawei Cloud	8 business days	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.

## 8.3 Platform Fee Rules

### Flexible Platform Fee Proportion

To request a platform fee proportion for a product, you can negotiate with your Huawei ecosystem manager. For details, see [3.1 Product Release Description](#). If the platform fee proportion baseline is used, negotiation is not required.

### Platform Fee Proportion Baseline

Since November 11, 2022, default platform fee proportions of newly released products in KooGallery are as follows.

Delivery Method	Seller	Huawei
SaaS	87%	13%
License	87%	13%
Professional service	97.5%	2.5%
Image	80%	20%
Hardware	90%	10%

#### NOTE

1. The platform fee proportion of KooGallery products released before November 11, 2022 is 15%.
2. From January 01, 2025, KooGallery will charge a 10% platform fee on all product transactions, regardless of the product delivery method.

## 8.4 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.



# 9 Bill Management

- [9.1 Bill Description](#)
- [9.2 Reconciliation Process](#)
- [9.3 Confirming Bills](#)
- [9.4 Exporting Bills](#)
- [9.5 Exporting Bill Details](#)

## 9.1 Bill Description

**Table 9-1** describes the bills of common products on Huawei Cloud KooGallery.

**Table 9-1** Description of a common product bill

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

## 9.2 Reconciliation Process

Huawei Cloud KooGallery generates a bill of the previous calendar month on **the seventh 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 [8.2 Settlement Procedure](#).

 **NOTE**

Bills for licenses, SaaS products that involve 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.

## 9.3 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 [8.2 Settlement Procedure](#). 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

## 9.4 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

## 9.5 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

# 10 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.

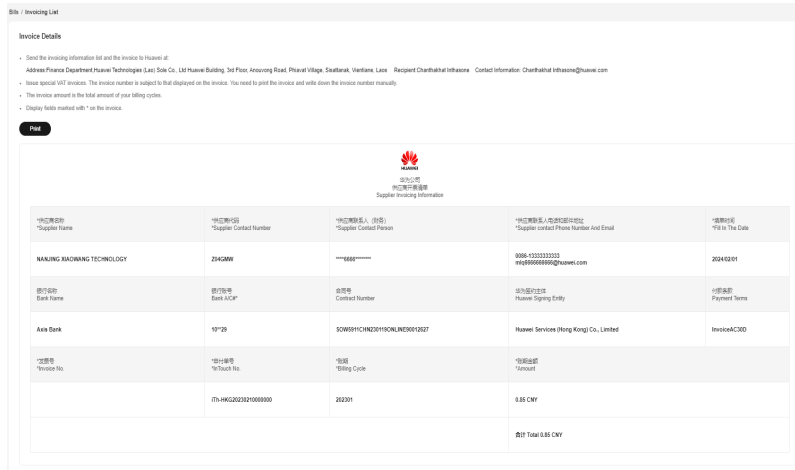
---

### CAUTION

- Common invoice errors include:
    1. The value of **INVOICE AMOUNT** is inconsistent with that in the invoicing list.
    2. The value of **Invoice Currency** is inconsistent with that in the invoicing list.
    3. The value of **Invoice To** is inconsistent with the Huawei signing entity in the invoicing list.
  - Attach the invoicing list when you send the invoice to Huawei Cloud so that the Huawei Cloud invoice team can identify the payment source.
  - 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

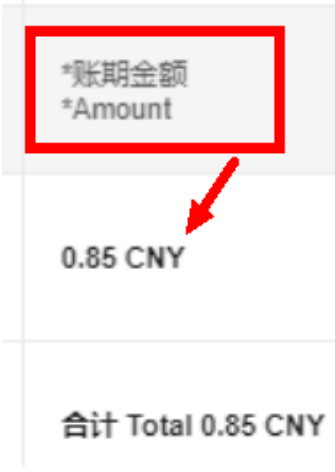

- Step 1** Click the link in the invoicing notification, or click **Invoicing List** in the **Operation** column on the **Bills** page. The **Invoicing List** page is displayed.



**Step 2** Print or download the invoicing list and issue an invoice by referring to the [Table 10-1](#). **Figure 10-1** shows a sample invoice.

**Table 10-1** 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 <b>CAUTION</b> According to Brazilian laws and regulations, cross-month payment is not allowed. If you need to send invoices to <b>SPARKOO TECNOLOGIAS DO BRASIL LTDA (Huawei Cloud in Brazil)</b> , send them before the 20th day of each month so that payment can be made in the same month.

Item	Description																
Invoice Currency	<p>Currency in the invoicing list</p>  <p>*账期金额 *Amount</p> <p>0.85 CNY</p> <p>合计 Total 0.85 CNY</p>																
Invoice To	<p>Huawei signing entity displayed on the <b>Invoicing List</b> page</p>  <p>HUAWEI 华为公司 供应商开票信息 Supplier Invoicing Information</p> <table border="1"> <thead> <tr> <th>*供应商名称 *Supplier Name</th> <th>*供应商代码 *Supplier Contact Number</th> <th>*供应商联系人 (姓名) *Supplier Contact Person</th> <th>*供应商联系人电话和邮件地址 *Supplier contact Phone Number And Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>银行名称 Bank Name</th> <th>银行账号 Bank A/C#</th> <th>合同号 Contract Number</th> <th>华为签约主体 Huawei Signing Entity</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	*供应商名称 *Supplier Name	*供应商代码 *Supplier Contact Number	*供应商联系人 (姓名) *Supplier Contact Person	*供应商联系人电话和邮件地址 *Supplier contact Phone Number And Email					银行名称 Bank Name	银行账号 Bank A/C#	合同号 Contract Number	华为签约主体 Huawei Signing Entity				
*供应商名称 *Supplier Name	*供应商代码 *Supplier Contact Number	*供应商联系人 (姓名) *Supplier Contact Person	*供应商联系人电话和邮件地址 *Supplier contact Phone Number And Email														
银行名称 Bank Name	银行账号 Bank A/C#	合同号 Contract Number	华为签约主体 Huawei Signing Entity														
InTouch No.	Tax registration number of Huawei For details, see <a href="#">Huawei VAT Registration No.</a>																

Item	Description
Payment Requisition Form No.	Payment requisition number in the invoicing list  *申付单号 *InTouch No.  iTh-HI [REDACTED] 0000000
Service Item	The value is <b>KooGallery Service</b> .
Settlement Period	Settlement period in the invoice notification  *账期 *Billing Cycle  20 [REDACTED]
INVOICE AMOUNT	Invoice amount in the invoice notification  *账期金额 *Amount  [REDACTED]  <div style="border: 2px solid red; padding: 2px; display: inline-block;">                         合计 Total ( [REDACTED] )                     </div>



Item	Description
Remarks	Optional.

Figure 10-1 Sample invoice

Company Name: XXXX  
Telephone Number: XXX  
Address: XXX

**COMMERICAL INVOICE**

**Bill To:** Huawei Services (Hong Kong) Co., Limited  
Invoice No. XXXX  
Invoice Date 2019/06/25  
Invoice Currency USD

ITEM	DESCRIPTION	QTY	UNIT PRICE(USD)	INVOICE AMOUNT(USD)
1	Marketplace Service	1	10000	10000
				Sub-Total: 10000
				VAT(10%): 1000
				<b>TOTAL: 11000</b>

**Remarks:**  
Payment Requisition Form No.: ITN-HKG20190601000000  
Settlement Period: 2019M6,2019M7  
Bank Name:XXX Bank  
Account No. XXXX  
Bank Account Beneficiary: XXX Company  
Bank Address:XXX  
Swift Code:XXX

\*Please note that above TOTAL amount is equal to Amount Payable in the invoicing notification email

Company Name (stamp):  
Authorized representative (neatly written):  
Signature:  
Title of the authorized representative:  
Date: \_\_\_\_\_ (MM DD, YYYY)

**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:
- 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. Your invoice may be rejected if you enter a wrong Huawei signing entity and/or Huawei tax ID.

Country/Region	Huawei Signing Entity	Huawei Tax ID (VAT Registration No.)
Singapore	Sparkoo Technologies Singapore Pte. Ltd.	202141109N
United Arab Emirates	Address: 1 CHANGI BUSINESS PARK AVENUE 1 #05-01/06 SINGAPORE 486058	100516893300003
South Korea		231-80-06110
Others		Tax ID, which is optional

All countries	Sparkoo Technologies Hong Kong Co., Limited Address: 7/F., Tower 6, The Gateway, No. 9 Canton Road, Tsimshatsui, Kowloon	Tax ID, which is optional
Chile	Sparkoo Technologies Chile SpA	77.569.009-7
Others	Address: Rosario Norte 532, Piso 11, Las Condes, Región Metropolitana, Chile	Tax ID, which is optional
Peru	SPARKOO TECHNOLOGIES PERU S.A.C.	20609623501
Others	Address: Calle Las Begonias 415, Int. 2301, San Isidro, Lima 27, Perú	Tax ID, which is optional
Brazil	SPARKOO TECNOLOGIAS DO BRASIL LTDA	45.503.762/0001-49
Others	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	Tax ID, which is optional
Thailand	Sparkoo Technologies (Thailand) Co., Ltd.	0105565047713
Others	Address: No. 9, G Tower Grand Rama 9, Room No. GN01-04, 35th Floor, Rama 9 Road, Huaykwang Sub-district, Huaykwang District, Bangkok Metropolis.	Tax ID, which is optional
All countries	SPARKOO TECHNOLOGIES SOUTH AFRICA (PTY) LTD Address: Building 17, Huawei Office Park, 124 Western Services Road, Woodmead, Johannesburg, 2191	Tax ID, which is optional
South Africa	HUAWEI TECHNOLOGIES AFRICA (PTY) LTD	4060225127
Others	Address: Huawei Office Park, Building 15, 124 Western Services Road, Woodmead EX.20, Johannesburg, 2191	Tax ID, which is optional

Mexico	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	HTM011012DW7
Others		Tax ID, which is optional
United Arab Emirates	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	100584086100003
Saudi Arabia		310481924600003
South Korea		145-80-01643
South Africa		4570291130
Türkiye		4641608182
Colombia		901480575
Others		Tax ID, which is optional

## FAQ

### 11.9 When Can I Issue an Invoice for an Order?

# 11 FAQs

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- [11.1 What Enterprise Certificates Are Needed for the Registration?](#)
- [11.2 Can I Use the Same Account to Apply for Seller Registration Again After I Exit KooGallery?](#)
- [11.3 How Do I Become a KooGallery Partner?](#)
- [11.4 How Long Does It Take to Review the Registration Application?](#)
- [11.5 How Do I Release Products on KooGallery?](#)
- [11.6 How Long Does It Take to Review a Product Release Application?](#)
- [11.7 How Do I Remove a Product from the Catalog?](#)
- [11.8 When Can I Receive the Payment After a Bill Is Generated?](#)
- [11.9 When Can I Issue an Invoice for an Order?](#)
- [11.10 Is the Product Technical Support Provided by Sellers or Huawei Cloud?](#)
- [11.11 How Long Is the Validity Period of Products on KooGallery?](#)
- [11.12 How Do I Initiate an Appeal During Service Supervision?](#)
- [11.13 Can an Individual User Become a Seller on KooGallery?](#)
- [11.14 What Benefits Can I Obtain After Registering with KooGallery?](#)
- [11.15 Do I Need to Pay Deposit If I Register with KooGallery?](#)
- [11.16 How Do I Change the Company Name?](#)
- [11.17 Why Is No Bill Generated for an Order? What Are the Prerequisites for Bill Run?](#)
- [11.18 How Do I View the Sharing Ratio of a Product?](#)
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- [11.20 Why Can't I Select an Image as an Image Asset?](#)

## 11.1 What Enterprise Certificates Are Needed for the Registration?

Enterprise business licenses, valid software copyright certificates, or sales license certificates.

## 11.2 Can I Use the Same Account to Apply for Seller Registration Again After I Exit KooGallery?

No.

## 11.3 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 and enable Huawei Cloud services.](#)
2. Complete enterprise real-name authentication.
3. [Submit a registration application](#) in KooGallery.

After the registration application is approved, you become a KooGallery partner.

## 11.4 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.

## 11.5 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 [3 Delivery Methods](#).

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.

## 11.6 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.

## 11.7 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](#).

## 11.8 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 [8.2 Settlement Procedure](#).

## 11.9 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.

**Seller Console**

**Transaction Details**

• After bill date, you can view the details of transactions according to the previous month.  
 • Transactions may be in the pending state because the bill generation requirements are not met. For example, the service supervision process for offline delivery products is not completed, outstanding credits have not been paid for post payments, or the bill date has not arrived.  
 • By default, bills are generated for transactions that meet the bill generation requirements on the seventh of every month.  
 • You can confirm the generated bills or check the settlement progress on the Bill page.  
 • The Consumption Scenario column displays the expenditures and status of job-use resources in a transaction.

Common Products Joint Operations Products Proprietary Products

Export

All orders All Service Supp... Last 6 Months Other... Enter a keyword

Order No.	Order L.	Pric.	Bill ID	B	Sales Re.	Taxes	Comm.	Part.	Partn.	Partner S.	Descd.	Dealer...	Dealer...	Descd.	Bill Stat	Transact...	Payment Stat.	Service	Oper...
✓	Co.	24840	2	...	...	...	85...	...	...	...	...	...	...	...	Bill	Mar 17, 2...	N/A	N/A	View Bill
✓	Co.	24840	2	...	...	...	85...	...	...	...	...	...	...	...	Bill	Mar 16, 2...	N/A	N/A	View Bill

## 11.10 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](mailto:partner@huaweicloud.com).

## 11.11 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.

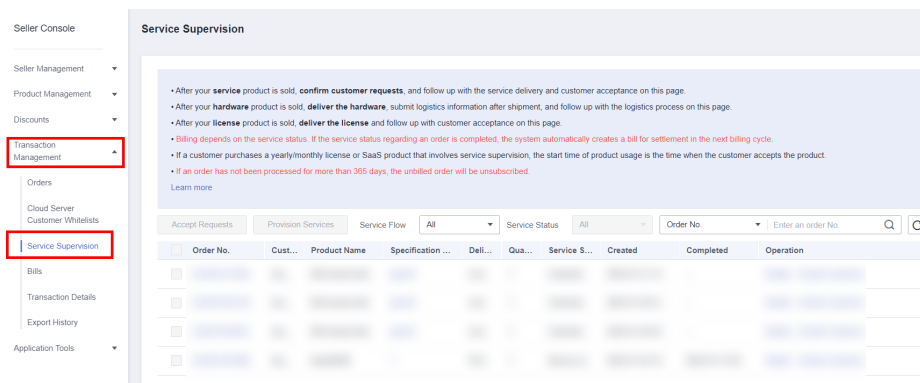
## 11.12 How Do I Initiate an Appeal During Service Supervision?

For a standard service flow, if the customer does not handle the process (submit requirements or accept the service) for more than five days, you can initiate an appeal.

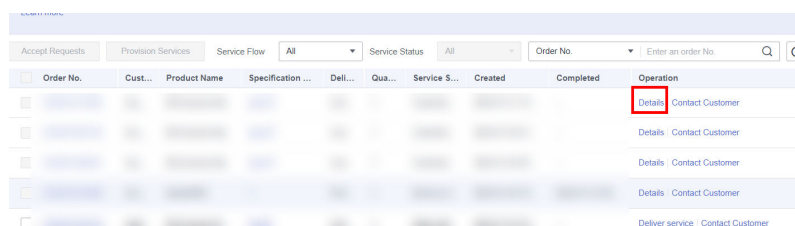
### Procedure

**Step 1** Go to the [Seller Console](#).

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



**Step 3** Click **Details** next to an order in the order list.



**Step 4** On the service supervision details page, click **Initiate Appeal**.

**Service Information**

Product Name: [blurred]  
Specification Name: [blurred]  
Order No.: [blurred]  
Service Status: [blurred]  
Quantity: [blurred]

---

**Initiate Appeal**

**History**

Time	Operation	Operator Role	Company	Operator	Description	Attachment
2023-01-31 10:28:15	[blurred]	[blurred]	[blurred]	[blurred]	1	

**Step 5** Enter the reason and click **OK**.

**NOTE**

If you initiate an appeal because the customer has not accepted the service for a long time, click **Upload** to submit the delivery proof.

**Reject** ×

\* Reason   
0/1,000

Attachment:

Supported formats: BMP, JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, RAR, ZIP, PDF, and XML Max. file size: 50.0 MB

----End

## 11.13 Can an Individual User Become a Seller on KooGallery?

No. Only enterprise users can register with Huawei Cloud KooGallery and sign up as sellers.

## 11.14 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.

## 11.15 Do I Need to Pay Deposit If I Register with KooGallery?

No deposit is charged.

## 11.16 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.

## 11.17 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

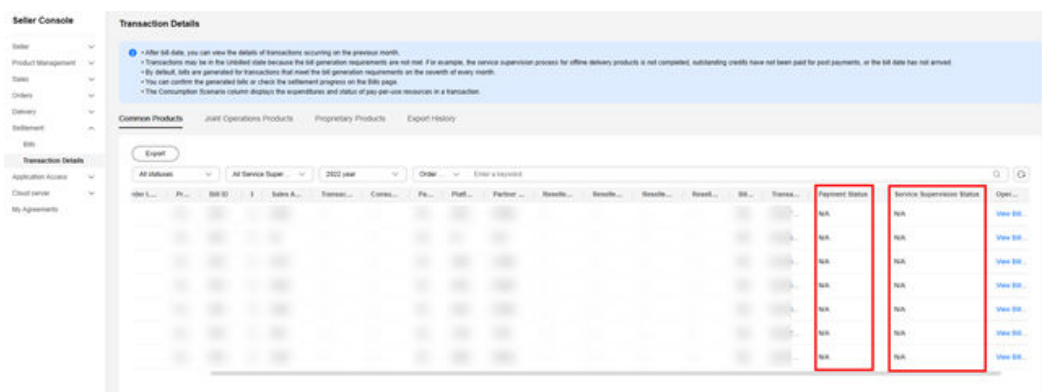
When a customer pays an order using credit balances, the payment status will change to **Completed** only when the customer pays off all credit balances used in the billing cycle when the order was generated.

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

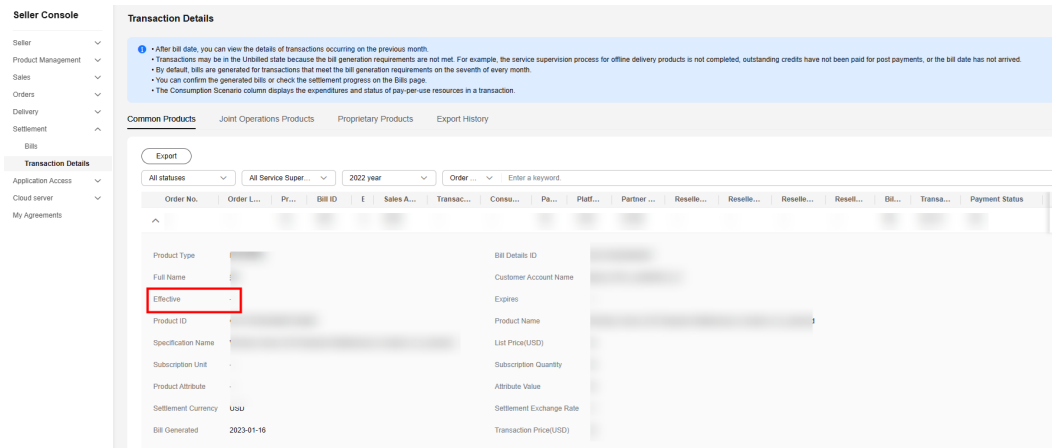
1. Check the customer payment and service supervision status.

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.

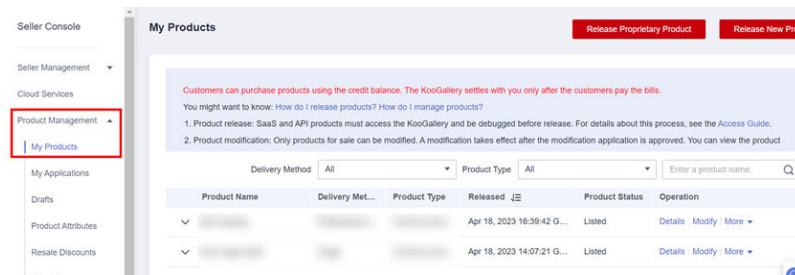


## 11.18 How Do I View the Sharing Ratio of a Product?

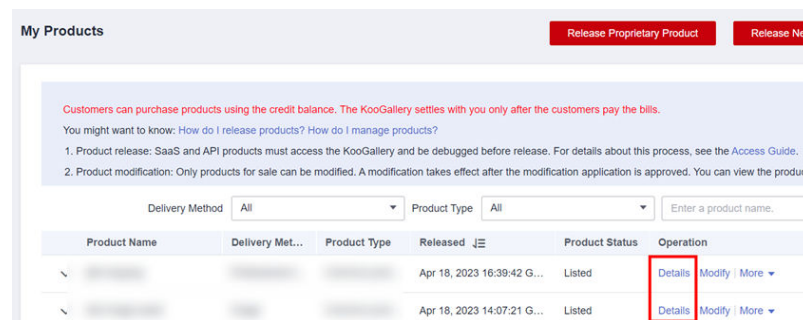
View the platform fee proportion of your products in the Seller Console.

### 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**.

**Service Information**

Public Product: Yes

Product URL: https://marketplac

Product Category: P

Applicable OS: Windows

Contract Name:

Settlement Rules ⓘ: Huawei revenue sharing: 15.00%

**Product Specifications**

----End

## 11.19 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.

\* Specification Name:

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

\* Pricing Template: Simple template ⓘ

\* Billing Mode: One-time & Yearly/Monthly

Monthly  Yearly  One-time

Billing Mode	Unit Price
Monthly	<input type="text"/> USD/month
Yearly	<input type="text"/> USD/year
One-time	<input type="text"/> USD/one-time

Trial Trial Days  days ⓘ

- Step 2** Select the **Trial** checkbox and set **Trial Days** to 3 to 180 days.

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

\* Pricing Template

\* Billing Mode

Monthly  Yearly  One-time

Billing Mode Unit Price

Monthly  USD/month

Yearly  USD/year

One-time  USD/one-time

Trial  Trial Days  days

By default, trial use is available to all customers. You can limit the trial use to specific customers after the SaaS product release is approved. [Learn more](#)

**Step 3** Submit the product release request. The trial use settings take effect immediately after the request is approved.

----End



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 [7.2.2 Configuring SaaS Trial Use](#).

## 11.20 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.