Seller Guide

Seller Guide

Issue 01

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HUAWEI TECHNOLOGIES CO., LTD.

Trademarks and Permissions

Notice

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

1.1 Conditions for Registering with Huawei Cloud KooGallery

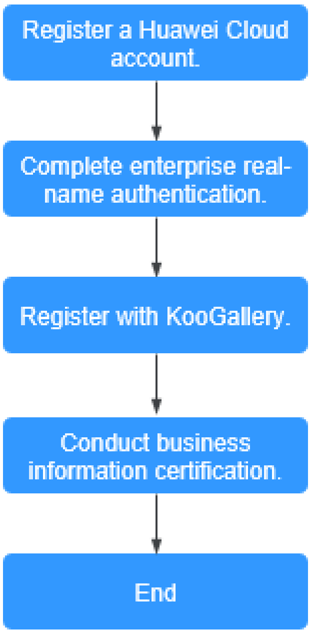
To become a seller on Huawei Cloud KooGallery, your company must meet the following requirements:

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 has valid software copyright certificates or sales license certificates.
5. 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.
6. 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	Criteria
Website	Enter the company's official website address starting with http or https. The address must be accessible. Do not enter the login address of your products.
Logo	● Upload a JPG, JPEG, or PNG image with no more than 5 MB. The recommended image size is 168 x 80. ● Ensure that the logo is complete and clearly visible. Deformed, incomplete, or blurry logos will not be approved. You can check the logo in the preview area. ● Do not modify the extension of the logo file, for example, changing .png to .jpg. Otherwise, the logo file cannot be uploaded.
Business term	Select an option based on your business qualification.
Number of employees	Select an option as required.
Registered capital	Enter your actual registered capital.
Contact name/mobile number/email address	Ensure that the mobile number and email address of the contact are valid and can respond to various questions in a timely manner.
Contact address	Enter the address on the latest business license. Select the country/region, province/state, and city, and enter the detailed company address and postal code.
Customer service hotline/email	Enter a valid customer service hotline and email address. The information will be displayed on the product details page. Ensure that phone calls and emails can be replied within 24 hours.

Item	Criteria
Business license	Upload the latest business license.
Company introduction	• Write the company profile in English. The profile will be displayed to customers on your store page. • Introduce the business scope and highlights of your company. • Do not paste external information such as links. Otherwise, an error will be reported when the information is submitted.
Agreement	Read and agree to the agreement.

NOTE

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

1.2.5 Applying for Registration

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

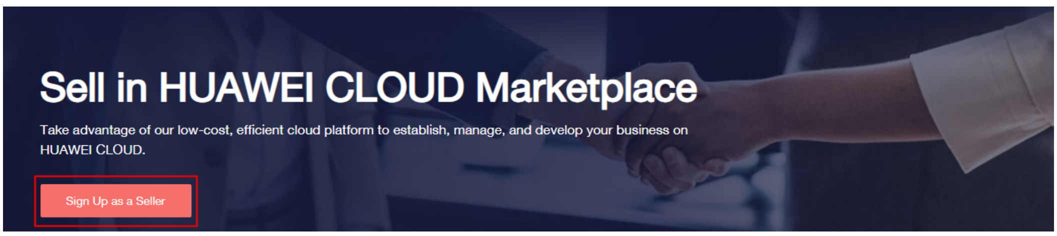
- A Huawei Cloud account
- An enterprise account
- Not joined the Cloud Solution Provider Program.
- Not an Identity and Access Management (IAM) account
- Not registered with Huawei Cloud KooGallery

Procedure

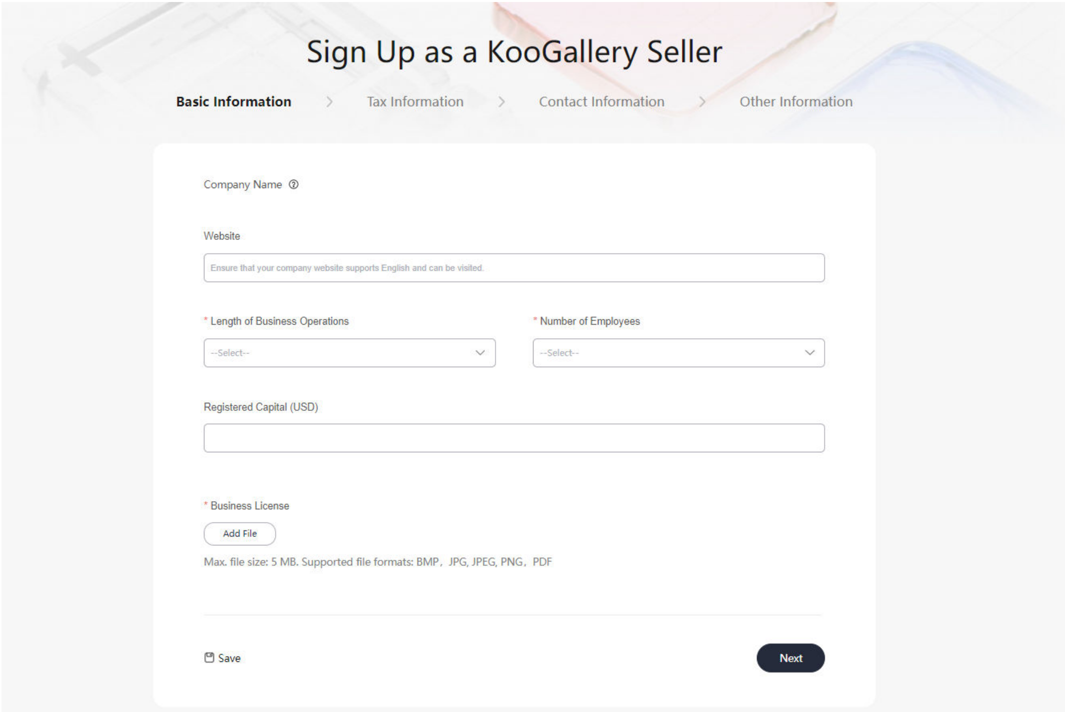
Step 1 Log in to the **Huawei Cloud KooGallery** homepage.

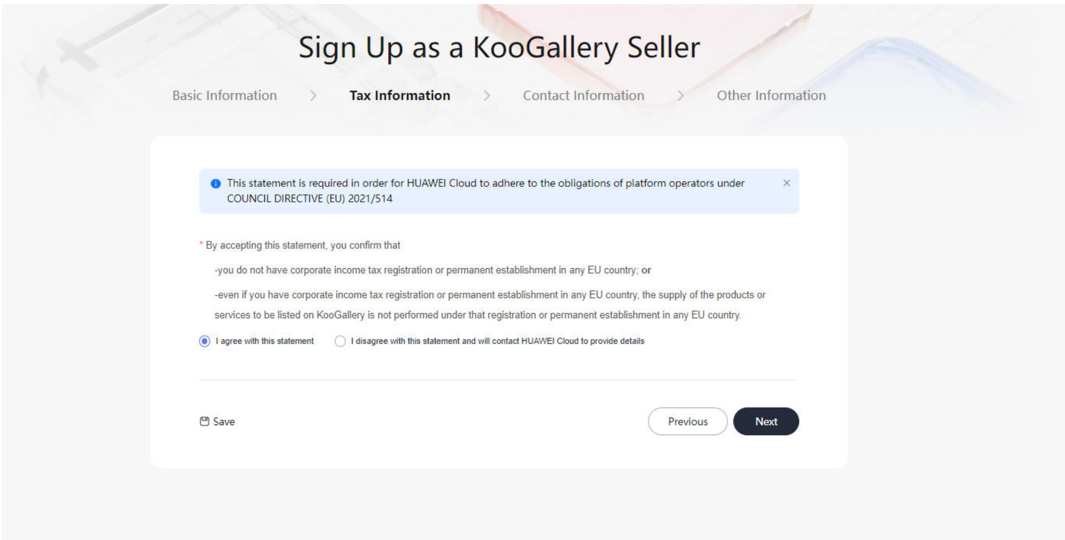
Step 2 Click **Sell in KooGallery** in the upper right corner of the page.

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



Step 4 Fill in the information as required.


Sign Up as a KooGallery Seller
Basic Information
Tax Information
Contact Information
Other Information
Company Name
Website
Ensure that your company website supports English and can be visited.
* Length of Business Operations
--Select--
* Number of Employees
--Select--
Registered Capital (USD)
* Business License
Add File
Max. file size: 5 MB. Supported file formats: BMP, JPG, JPEG, PNG, PDF
Save
Next


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
Save
Previous
Next

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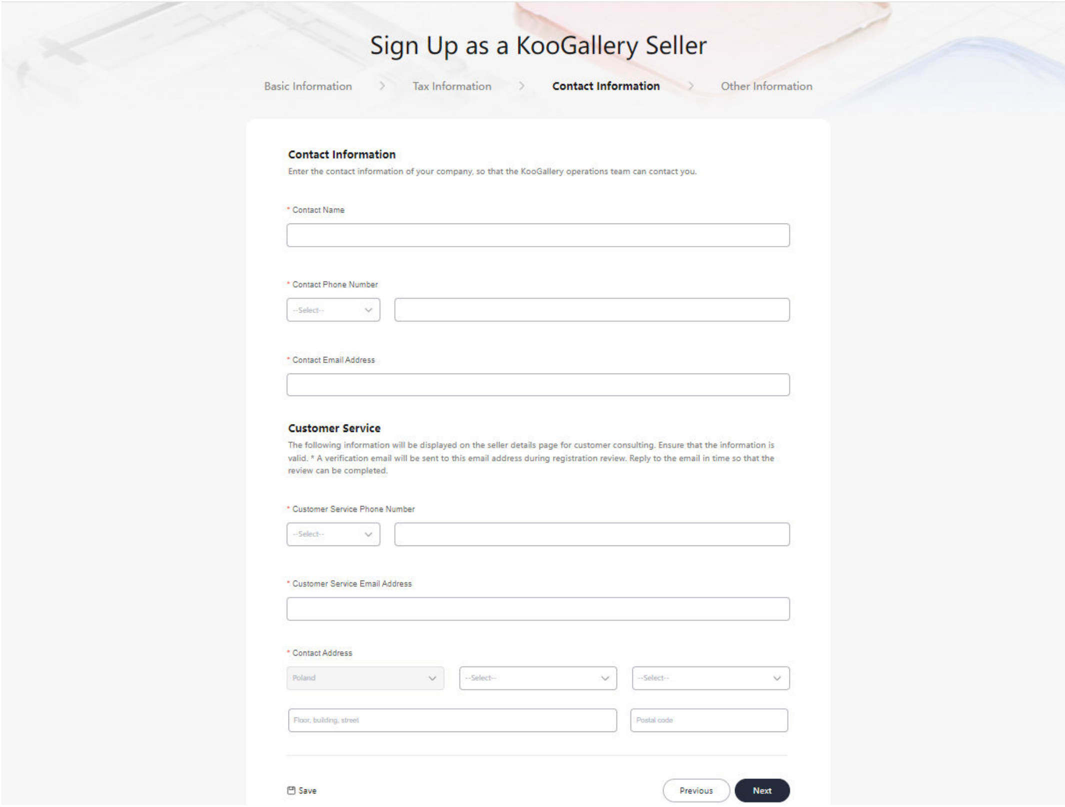

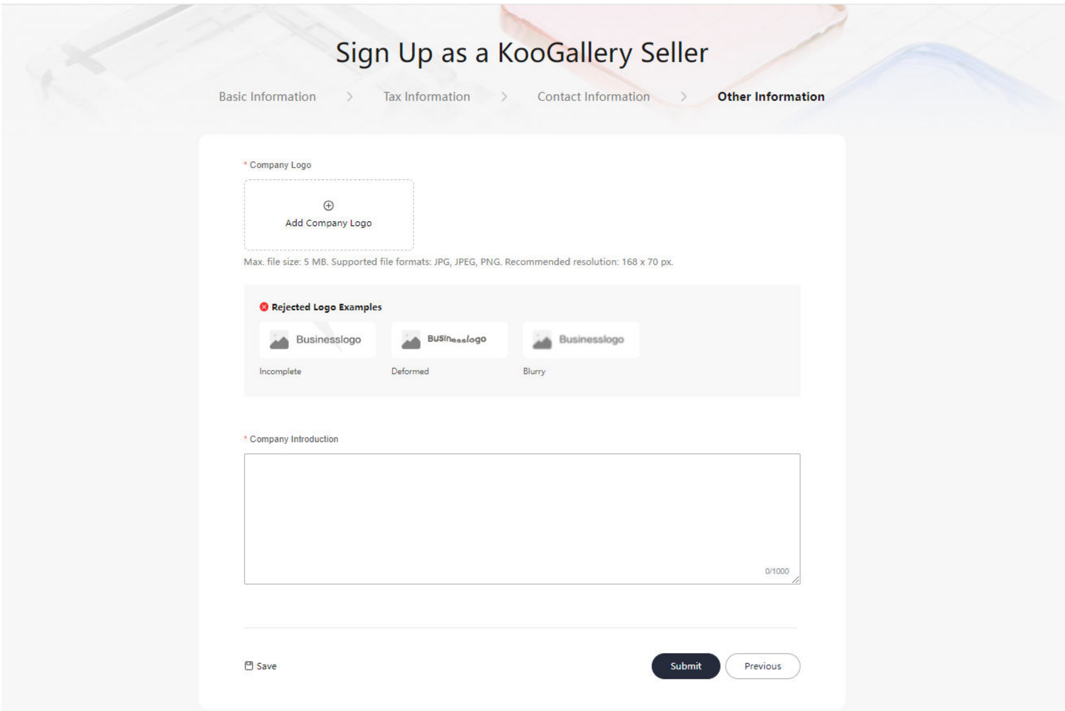

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NOTE

- 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.

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 Information** page, change the company name, and submit the modified information for approval.

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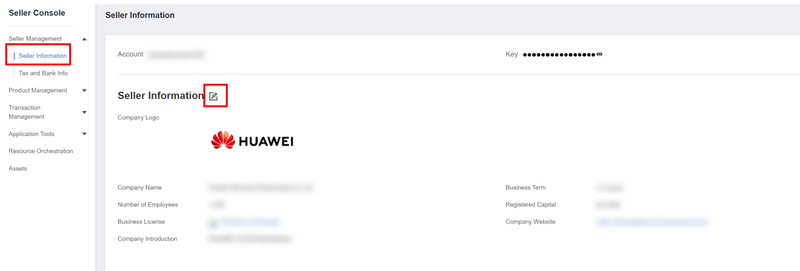
1.2.6 Updating the Seller Information

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

Go to the **Seller Management > Seller Information** page, 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** to access the **Tax and Bank Info** page.

Click the **Uncertified** tab.

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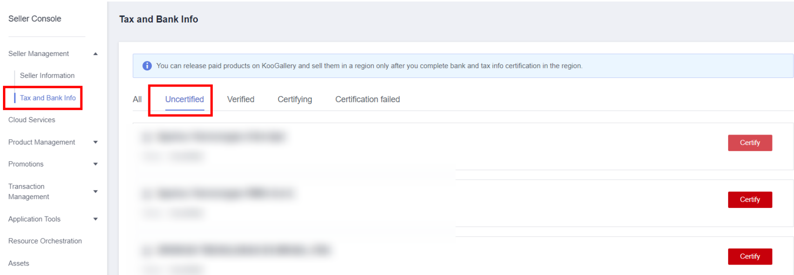
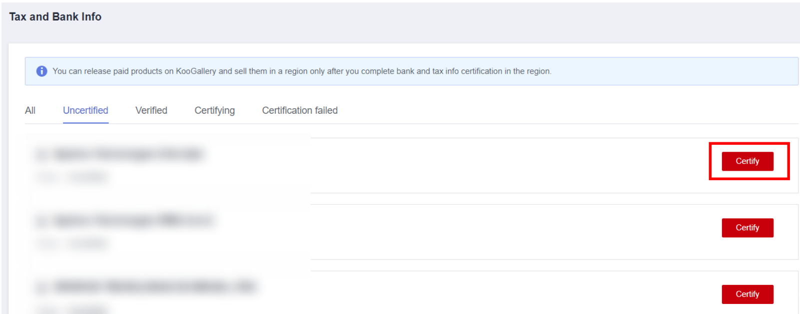
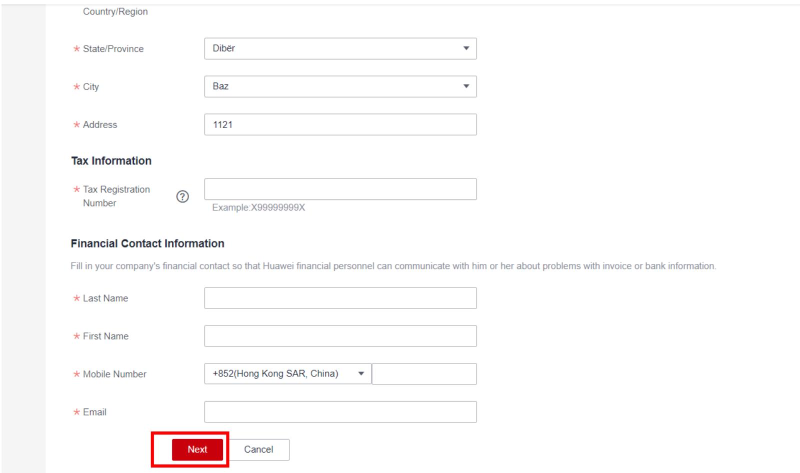


Step 3 Click **Certify** on the right of a contracting party.



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**.

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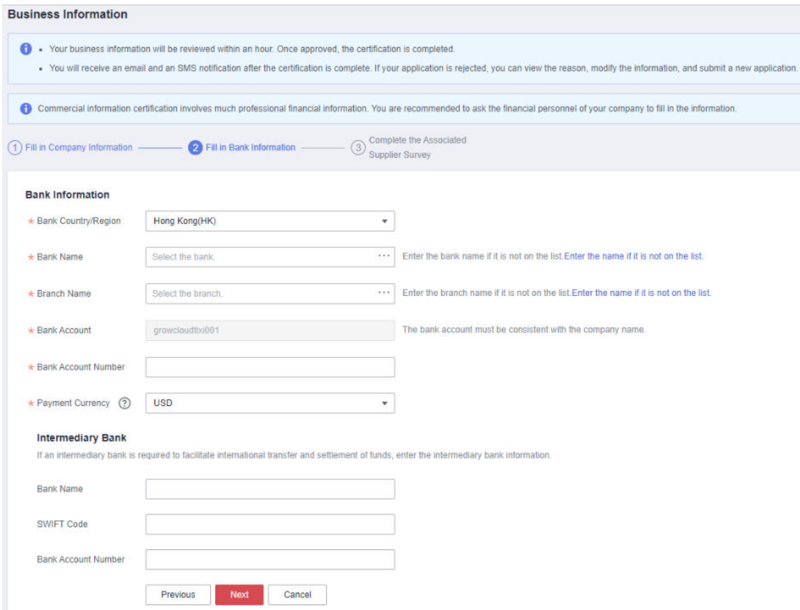


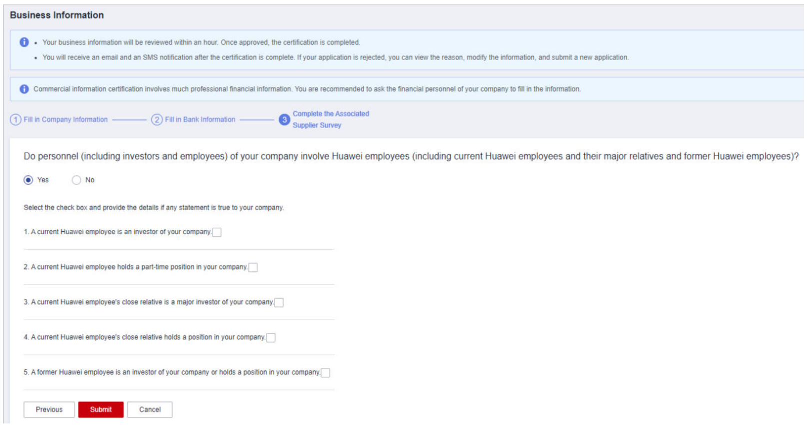
NOTE

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** to access the **Tax and Bank Info** page.

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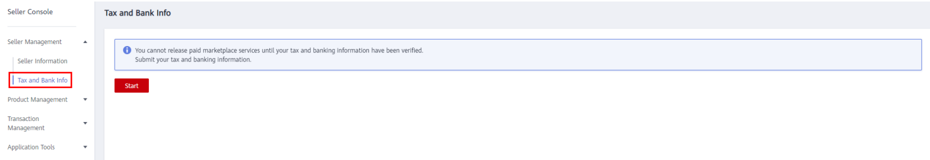
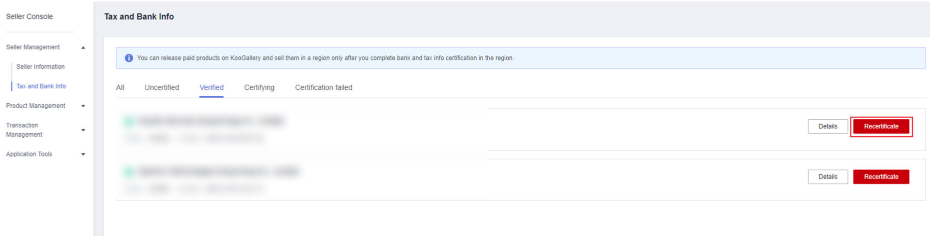
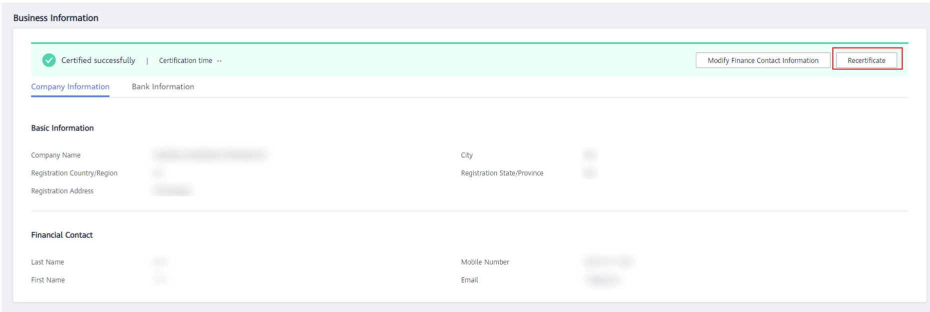


Step 3 Click **Recertificate** on the right of the target contracting party.



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



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

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

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

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

NOTE

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

----End

Scenario 2: Registration Before December 1, 2022

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

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

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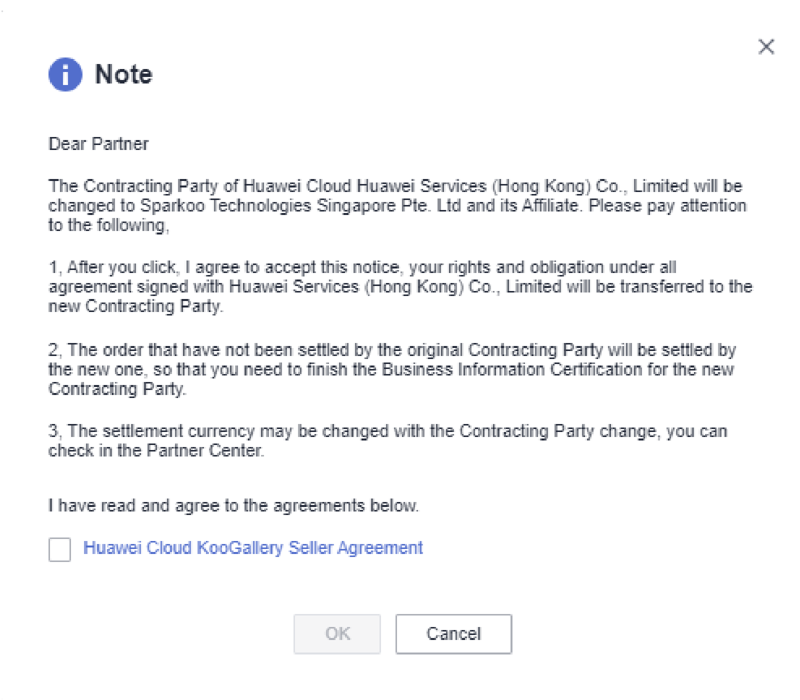
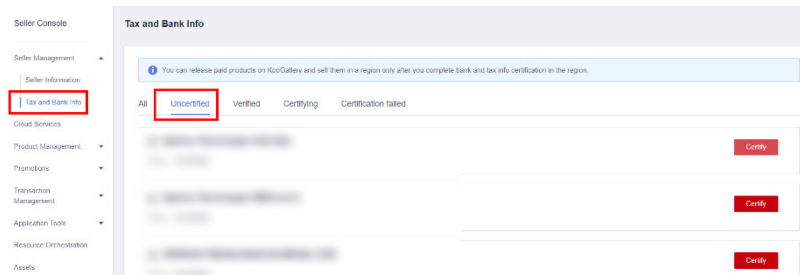
1. After you log in to the Seller Console and select the checkbox to confirm that you agree to the change, the rights and obligations under all agreements entered between you and Huawei Services (Hong Kong) Co., Limited will be transferred to the new contracting party.
2. Orders not settled will be settled 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** > **Business Information Certification**. On the **Business Information Certification** 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**.



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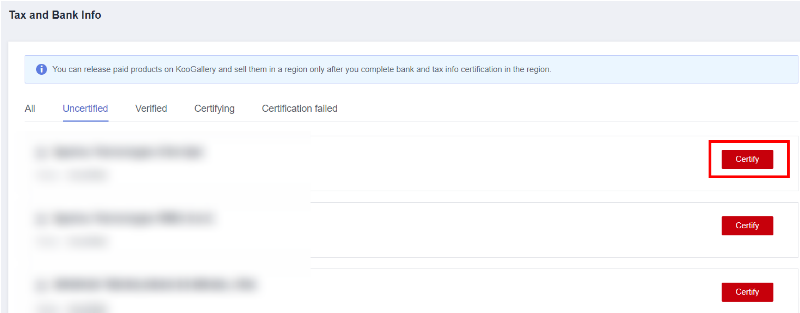
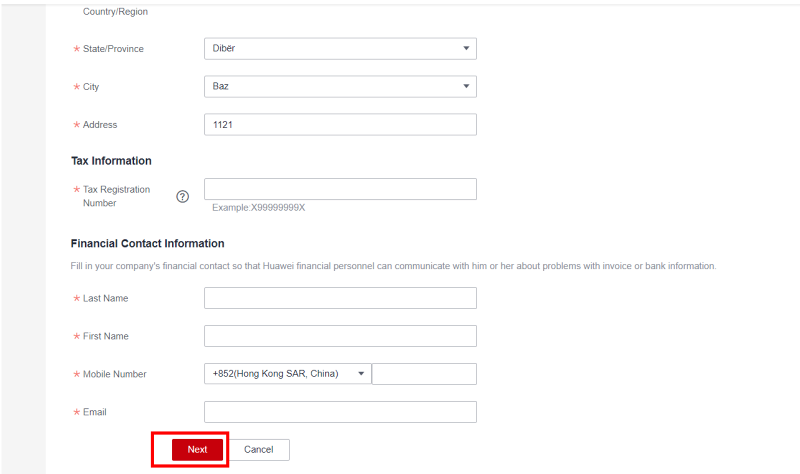
Step 3 Click **Certify** on the right of a contracting party.



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**.

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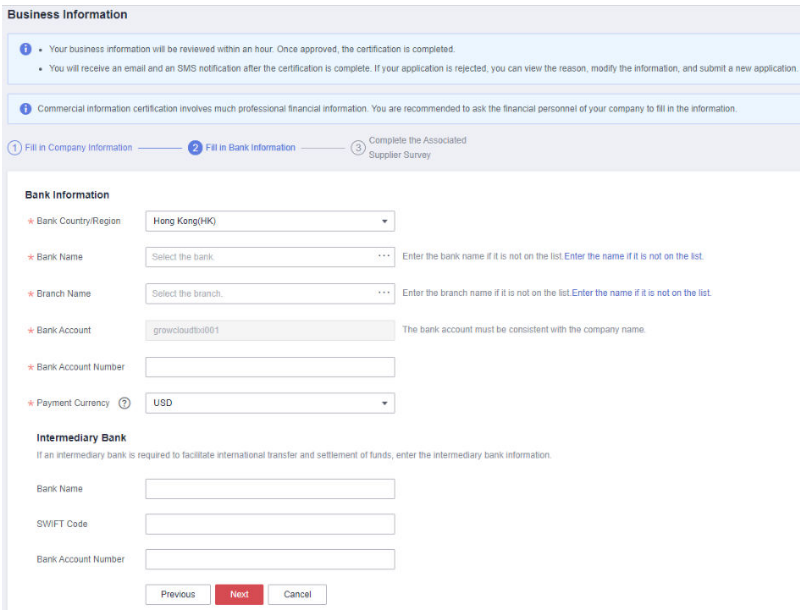

NOTE

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.

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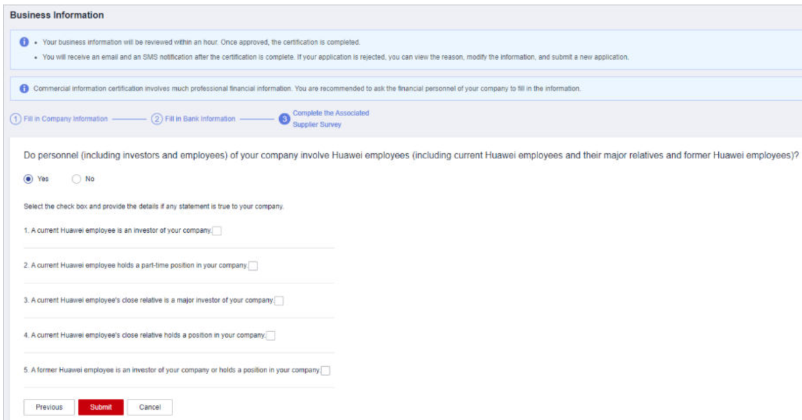
5	5801	Sparkoo Technologies Arabia Co., Ltd.	SAR
6	5911	SPARKOO TECHNOLOGIES SOUTH AFRICA (PTY) LTD	ZAR
7	4181	HUAWEI TECHNOLOGIES AFRICA (PTY) LTD	ZAR
8	6081	Huawei Technologies De Mexico, S.A. De C.V.	MXN and EUR
9	5851	Sparkoo Technologies PERU S.A.C.	EUR

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



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.

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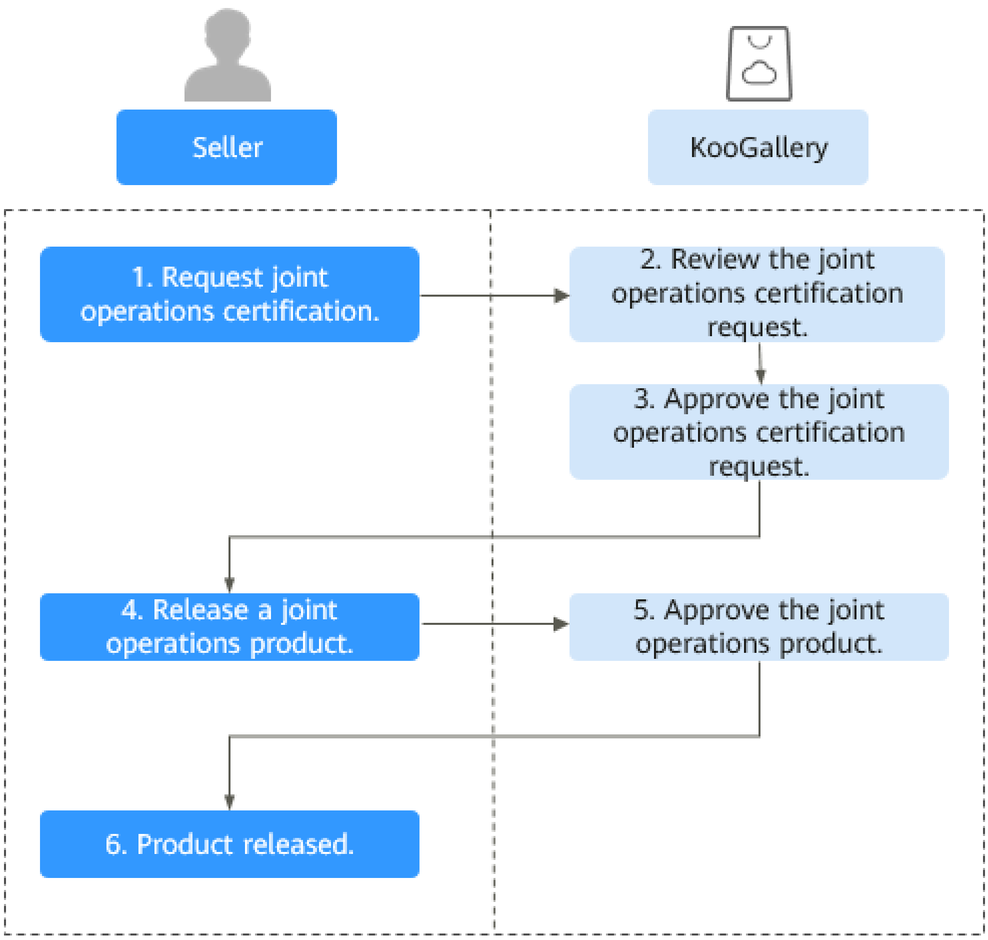
2 Joint Operations Certification and Product Access

Process Flow

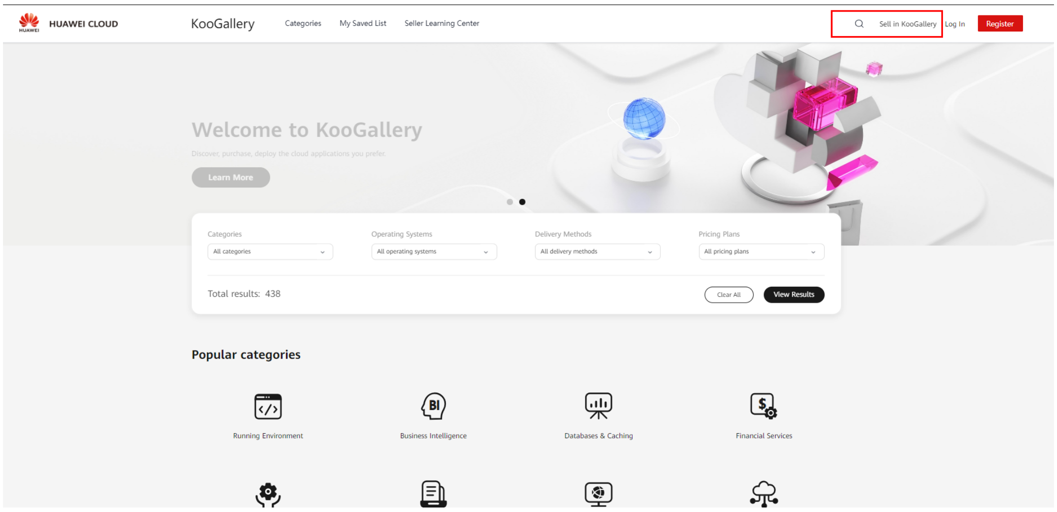


Prerequisites for Releasing Joint Operations Products

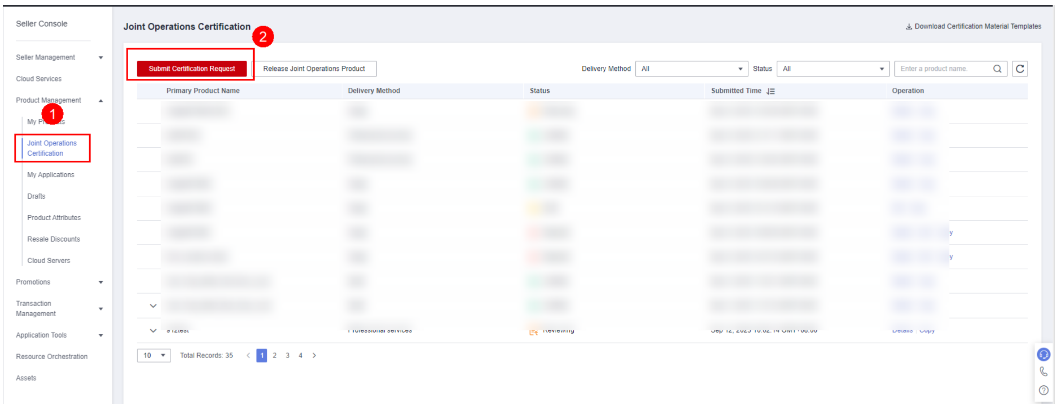
1. You have registered as a Huawei Cloud KooGallery seller by following instructions in **1.2 Registration Process**.
2. You have completed joint operations certification for the products to be released.
3. The entity of the company performing joint operations certification must be the same as that of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

Requesting Joint Operations Certification

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

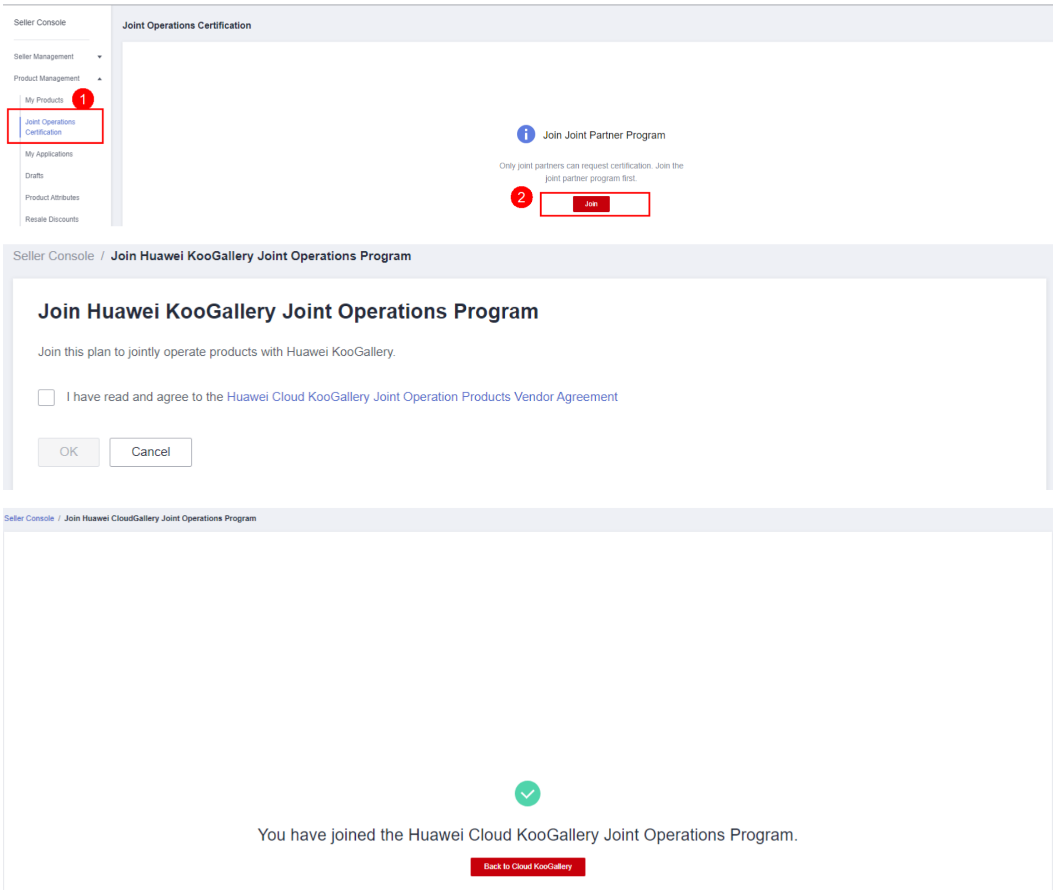


Step 2 In the navigation pane, choose **Product Management** > **Joint Operations Certification**.

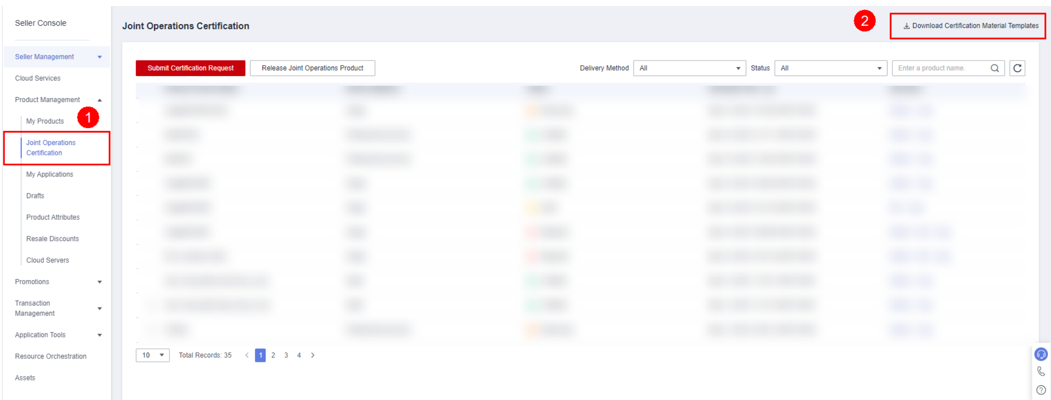


NOTE

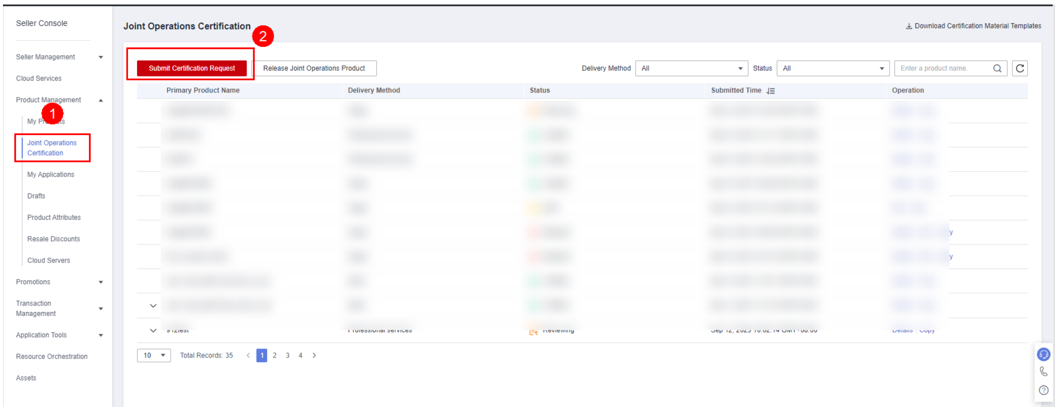
If you have not signed the agreement to join the Joint Partner Program, a message will be displayed on the **Joint Operations Certification** page. Click **Join** to read and sign the required agreement. **This agreement needs to be signed only when you request joint operations certification for the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



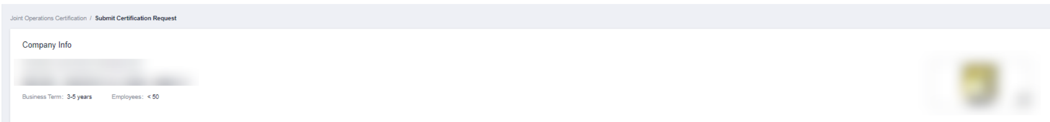
Step 4 Click **Submit Certification Request** in the upper left corner of the **Joint Operations Certification** page.



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

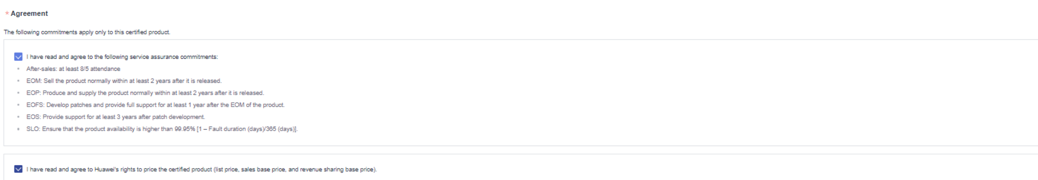
1. Submit company information.

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.

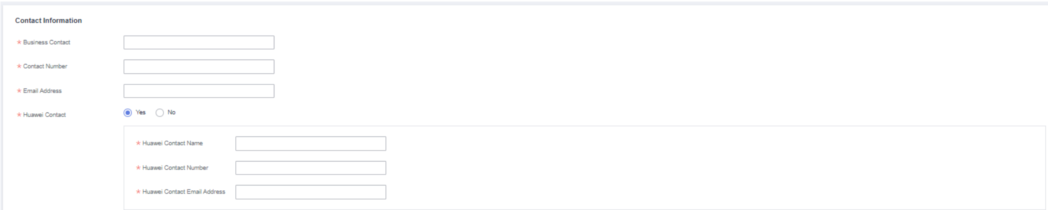
Enter the basic information about the product to be certified and select the same delivery method as in the quotation.

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

4. Submit contact information.

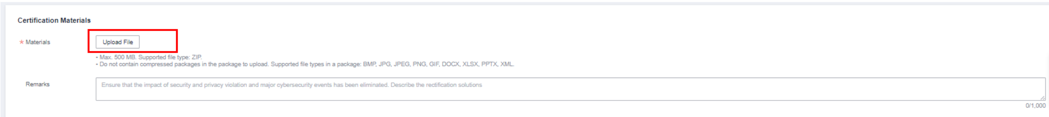
Enter the name, mobile number, and email address of the business contact of your company. The system will send the certification progress to the contact by SMS or email. Ensure that the email address and mobile number are correct. The system will also send an internal message to your seller account.

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

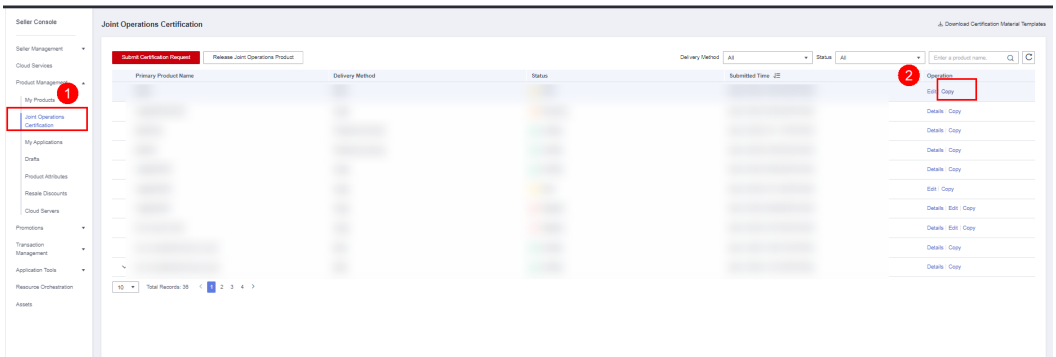
After the certification request is approved, you can release a joint operations product. For details, see **Releasing a Joint Operations Product**.

Copying and Viewing a Joint Operations Certification Request

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

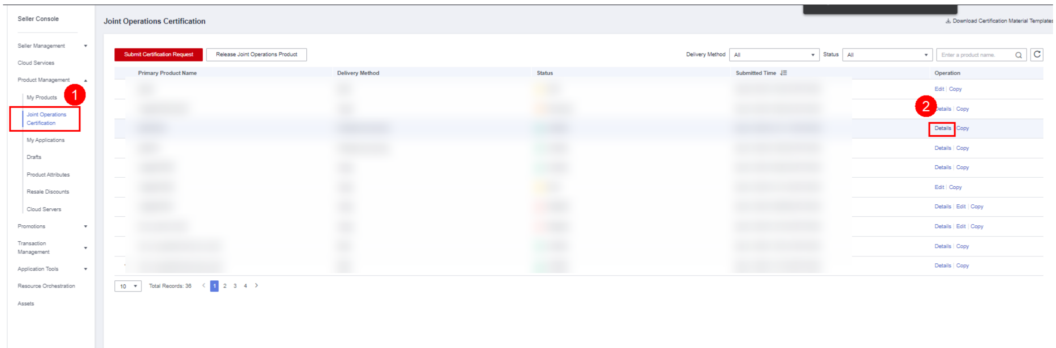
1. Copying existing certification requests

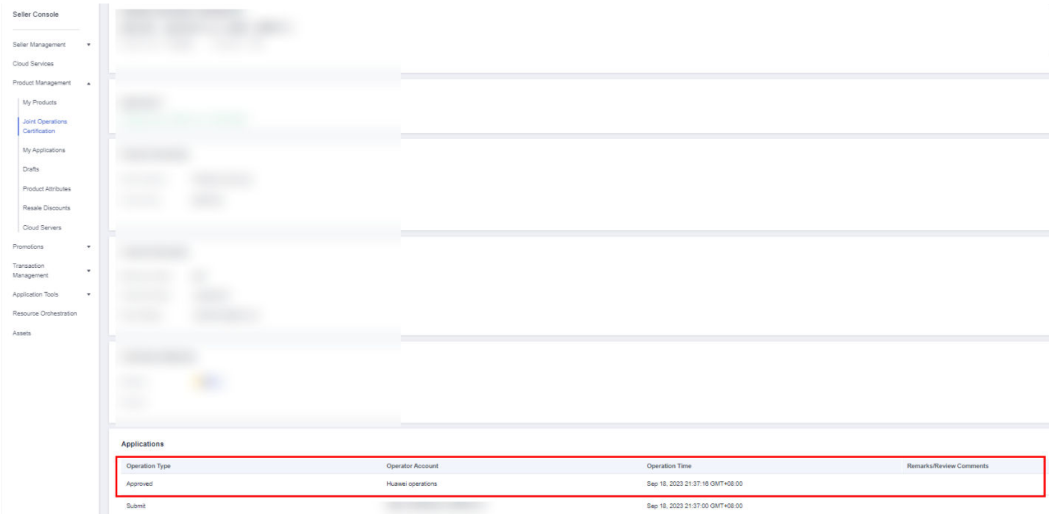
   On the **Joint Operations Certification** page, click **Copy** in the **Operation** column of a certification request. On the displayed **Submit Certification Request** page, modify the information as required and click **Submit**.



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.

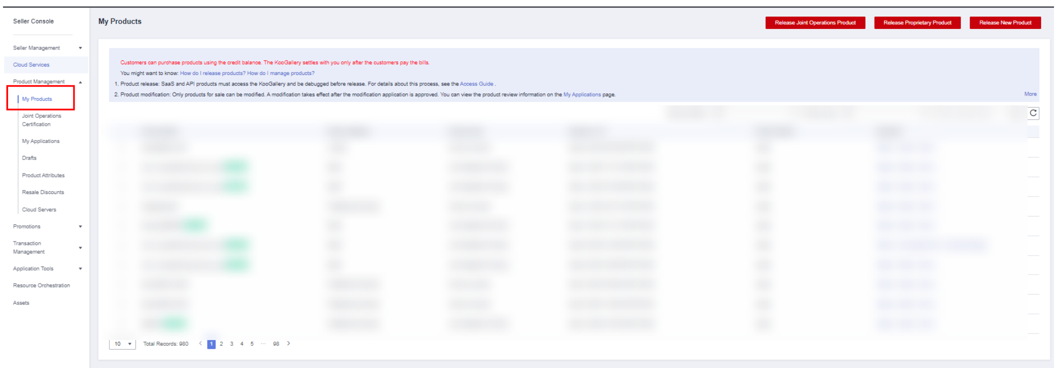




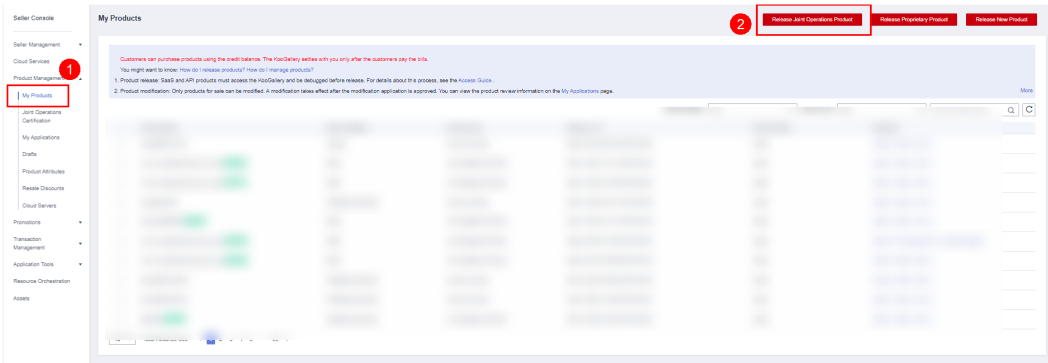
Releasing a Joint Operations Product

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

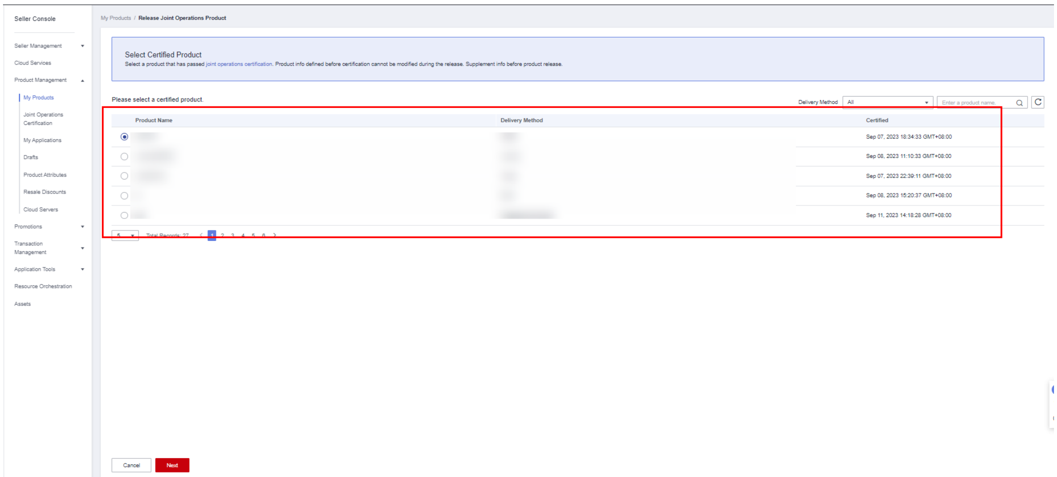
Step 2 In the navigation pane, choose **Product Management** > **My Products**.



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**.

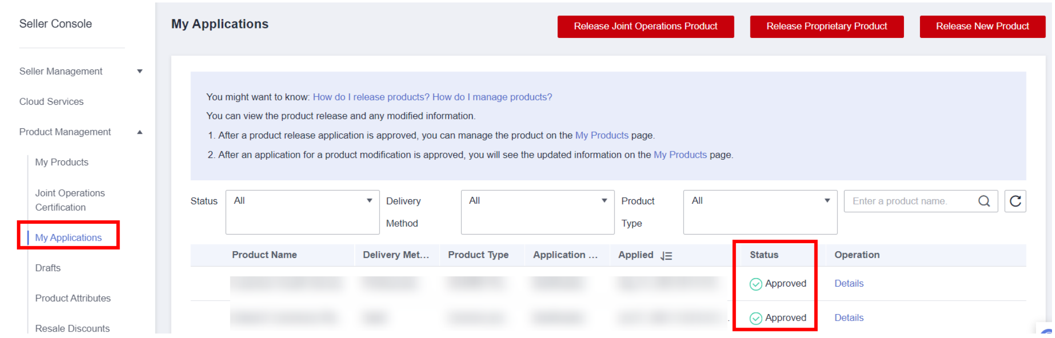


Step 5 After entering the product information, click **Submit**.

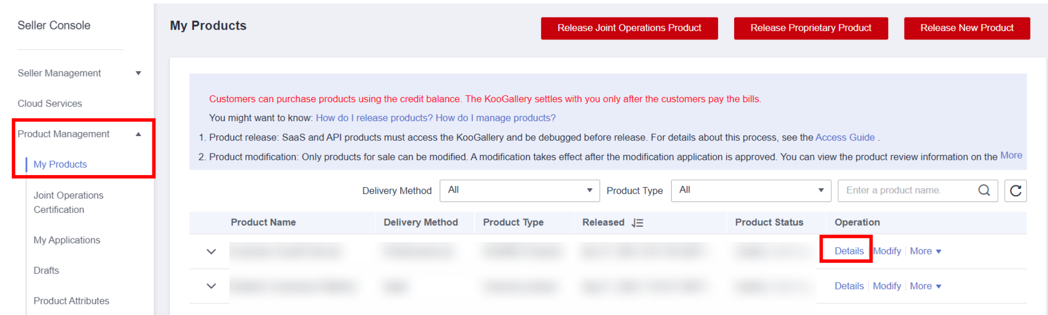
----End

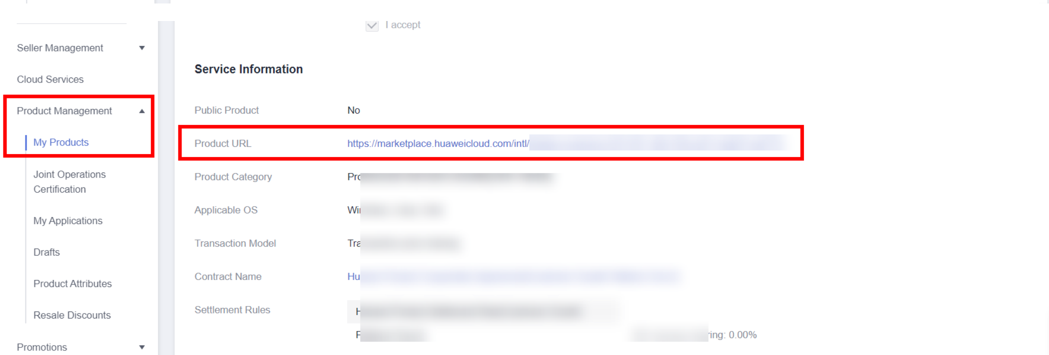
NOTE

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.





Seller Guide

3 Delivery Methods

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.

Seller Guide

Table 3-1 Product release description

Item	Description
Delivery Method	• Select a delivery method, which can be an image, software as a service (SaaS), consulting service, license, professional service, or hardware. For details about each delivery method, see **3.2 Delivery Methods**. • The delivery method must match the product. If they do not match, for example, the delivery method of a SaaS product is set to **License**, the application will be rejected.
Product Name	• The product name must accurately denote the product content. If software is involved, the software name must be the same as that in the software copyright certificate. • The product must be named in compliance with standard naming conventions in the industry. Spelling mistakes are not allowed. For example, "wordpress" cannot be misspelled as "wordpess". • The product name must not exaggerate functions or imply an extended scope of usage. Products cannot be directly used in the name of Huawei Cloud. For example, a name similar to **Huawei Cloud** *XXX* **Solution** is not allowed. • The product name must not contain or convey product price, versions, phone numbers, or other descriptive information. • If the product is used for Huawei Cloud Stack, name it *XXX* **(HCS Version)**.
Version	The product version must be named in compliance with standard version naming conventions, for example, "V1.0" or "V2.0". They cannot be named using a non-standard format, such as "v0.1", "First Version", or "Initial Version".
Logo	• Logos must be PNG files, must be 120 x 120 pixels, and cannot exceed 5 MB. • You are advised to upload your rectangle-shaped logo. If you want to use your square-shaped logo, ensure that the logo shape of your choice is perfectly fit into the box. • Ensure that the uploaded logo is properly designed. Do not use screenshots of product introduction as the logo. • Ensure that the uploaded logo is clearly visible. Any incomplete, deformed, or blurry image will not be approved. • A logo with a transparent background is recommended. If your logo has a background, resize the canvas to 120 x 120 pixels and set 4-pixel rounded corners. • Do not modify the extension of the logo file, for example, changing .png to .jpg. Otherwise, the logo file cannot be uploaded. • If the logo image is too large, you can compress it at **tinypng.com**.

Seller Guide

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	● Provide details about your product, including core functions and services. ● The product description must contain at least 1000 characters. Ensure consistent usage of fonts, and keep the layout standardized, neat, and user-friendly. ● Do not include images and links redirecting to non-Huawei Cloud websites. ● Do not advise customers to obtain commercial information otherwise, for example, "To submit a commercial application or for pricing details, contact xxx." ● Do not use the information about competitors.
Highlights	A maximum of five highlights can be added.
Customer Case	If a customer case is provided, describe it in detail rather than enter only a case name.
End User License Agreement	● Upload a complete End User License Agreement (EULA). The EULA is an agreement entered into between you and customers. It takes effect when customers select it during order placement. ● The name, definition, billing, and other details of the product defined in the EULA must be consistent with the product details. ● The EULA is an online agreement that takes effect since customers select it when placing an order. It cannot contain any content that needs to be filled in or stamped. ● The EULA must be within the validity period and not conflict with other agreements with Huawei Cloud.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>After-Sales Support</td><td>Enter the after-sales support of the product according to the example.
Time: Add the time zone to the end of the service time, for example, (GMT+08:00).
Services: Describe the after-sales services that your company will provide.
Hotline: Provide a valid hotline number. The country/region code is also required.
Email Address: Enter an email address that can receive emails and reply to customers in a timely manner.
NOTICE
Ensure that your hotline and email address can be contacted and you can provide after-sales services as soon as possible. If customers purchasing this product complain that the hotline cannot be connected or they do not receive any reply after sending emails for multiple times, KooGallery will remove the product from the catalog.</td></tr>
<tr><td>User Guide</td><td>Provide operation guidance and other product manuals.
Describe how to log in to the management platform and use the product after the product is purchased in the user guide.
For an image product, specify the ports to be opened and how to log in to the management platform and use the image after the image is purchased and deployed on a Huawei Cloud ECS.
Do not include links of servers that are not deployed in the Huawei Cloud infrastructure, such as addresses for login and management of products.
Ensure consistent usage of fonts, and keep the layout standardized, neat, and user-friendly.
Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX
Maximum file size: 20 MB</td></tr>
<tr><td>Software Copyright Certificate</td><td>Upload your software copyright certificate or other qualification certificate (if available). The operations team will review the certificate to confirm whether the product meets the product release requirements. The uploaded qualification certificate is not displayed on the product details page.
Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX
Maximum file size: 20 MB</td></tr>
<tr><td>Open-Source Software Notice</td><td>Declare the open-source software usage of the product. For details about the open-source software terms, see Huawei Cloud KooGallery Seller Agreement.
Supported file types: RAR, ZIP, DOC, DOCX, PDF, PPT, PPTX
Maximum file size: 20 MB</td></tr>
</table>

Item	Description
Category	Specify the product categories (the level-1 and level-2 categories of products on KooGallery).
Revenue Sharing Rule	Select **Standard** or **Non-standard** from the drop-down list. For non-standard revenue sharing, enter a revenue sharing ratio. The system will create a revenue sharing rule once the product is approved.
Product Specifications	• The specifications provided must be complete. • Specifications must be named in compliance with certain rules. You are advised not to use vague names such as "Specifications 1" or "Specifications 2", or to use billing modes like "Yearly" or "Monthly", or measurement units such as "Sets" or "1 Set". • Select a suitable billing mode and set appropriate pricing. • Select a suitable Elastic Cloud Server (ECS) model. If your product is an image, you are advised to select S3 ECSs. • If there are different versions of the product, differentiate one specification from another instead of releasing all the versions of that product on KooGallery.
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 **instructions**. 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

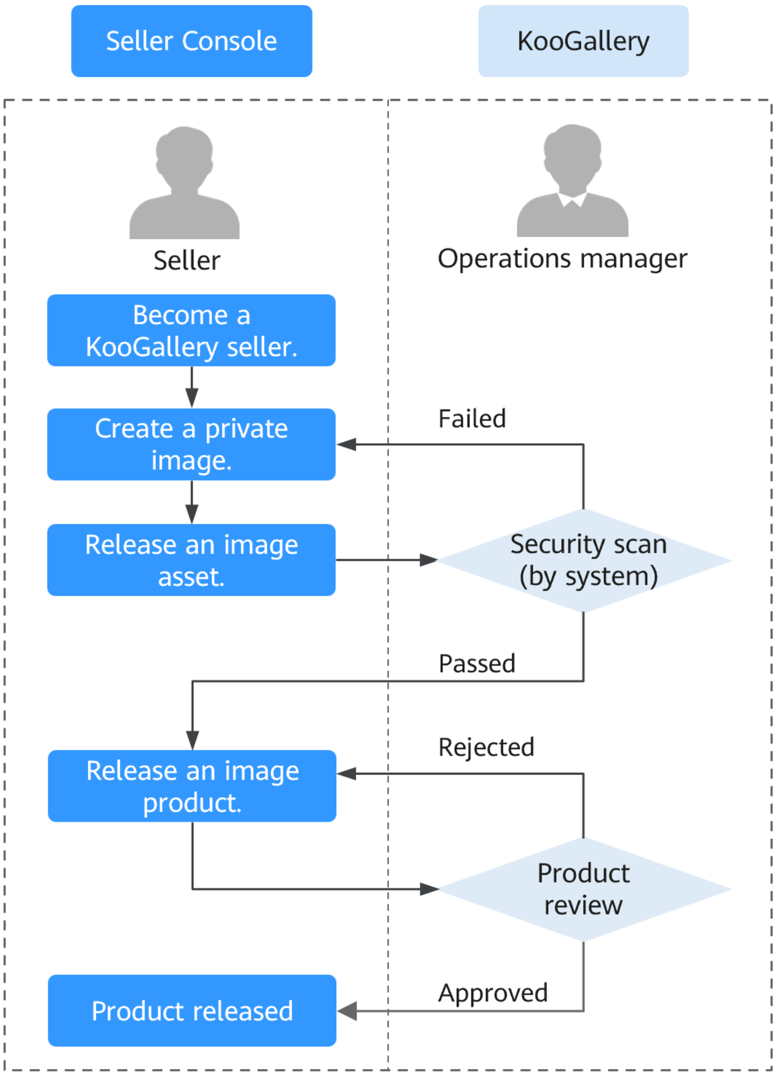
Consulting services are offered on KooGallery as products. This type of products is not traded on KooGallery. KooGallery only provides links to access the products on sellers' official websites.

3.3 Image Release Guide

Seller 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.

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

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.

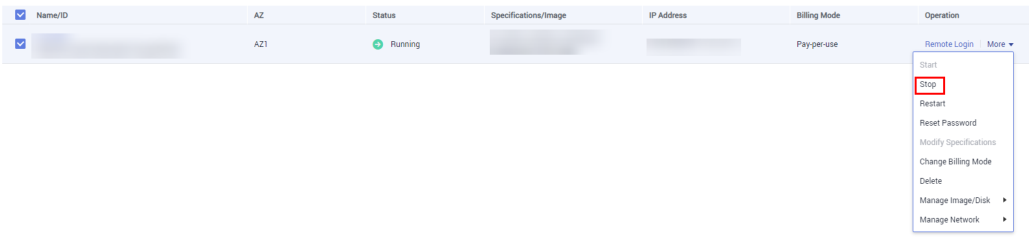
Seller Guide

Region	Region Code	Remarks
Singapore	AP-Singapore	Recommended

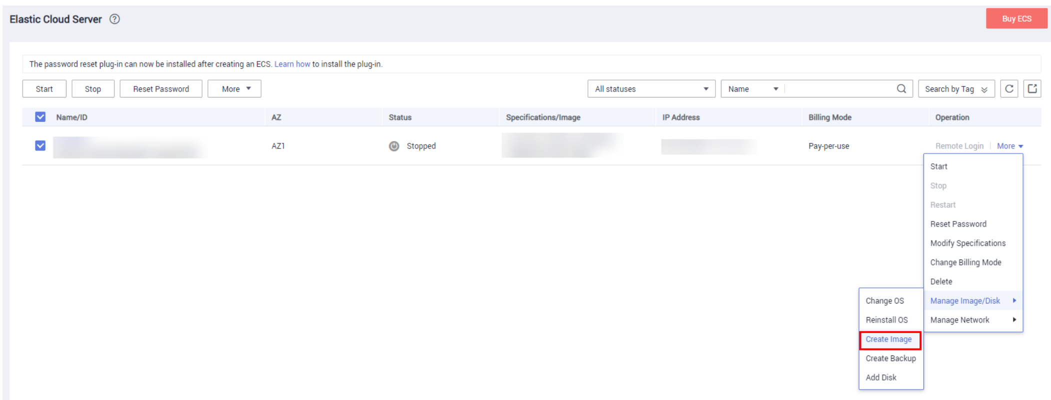
3. You need to check your images against **3.3.2 Image Security Standards** to ensure that the images have no security vulnerabilities, so that they can pass the subsequent security scanning.
4. You need to enable the remote login service for your image.
   a. If it is a Linux OS image, run the **sudo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

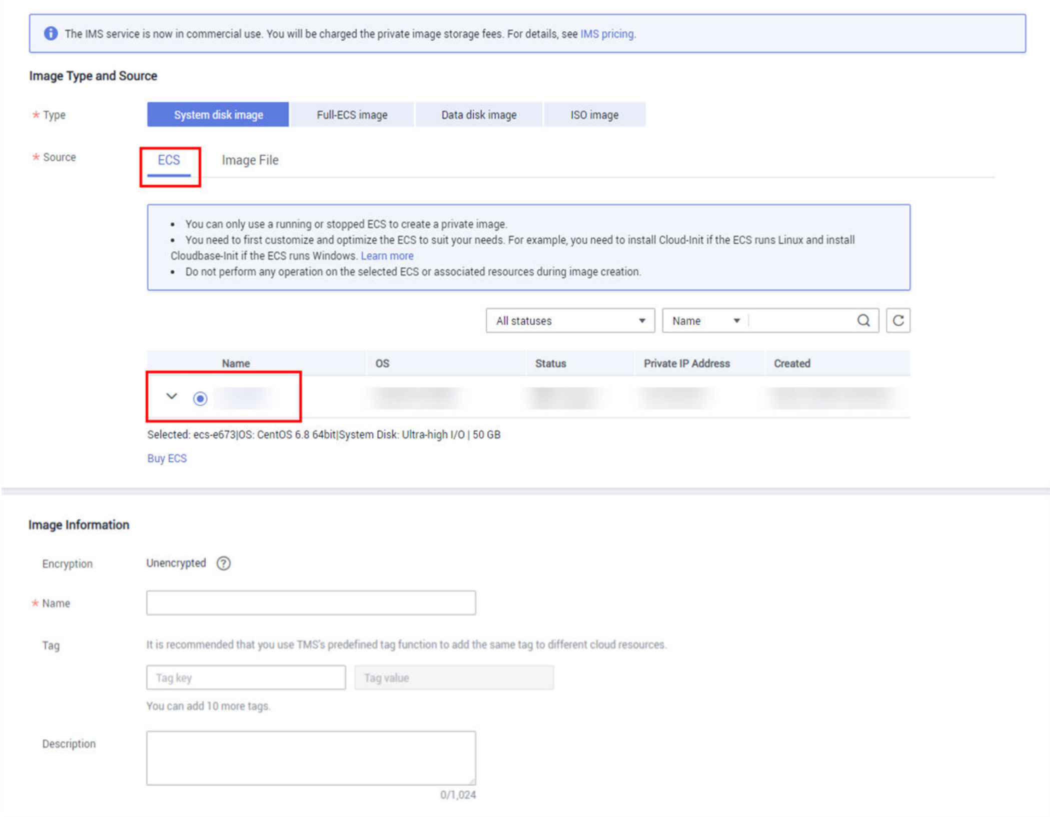


Step 2 Choose **More** > **Manage Image/Disk** > **Create Image** in the **Operation** column on the right of the ECS.



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**.

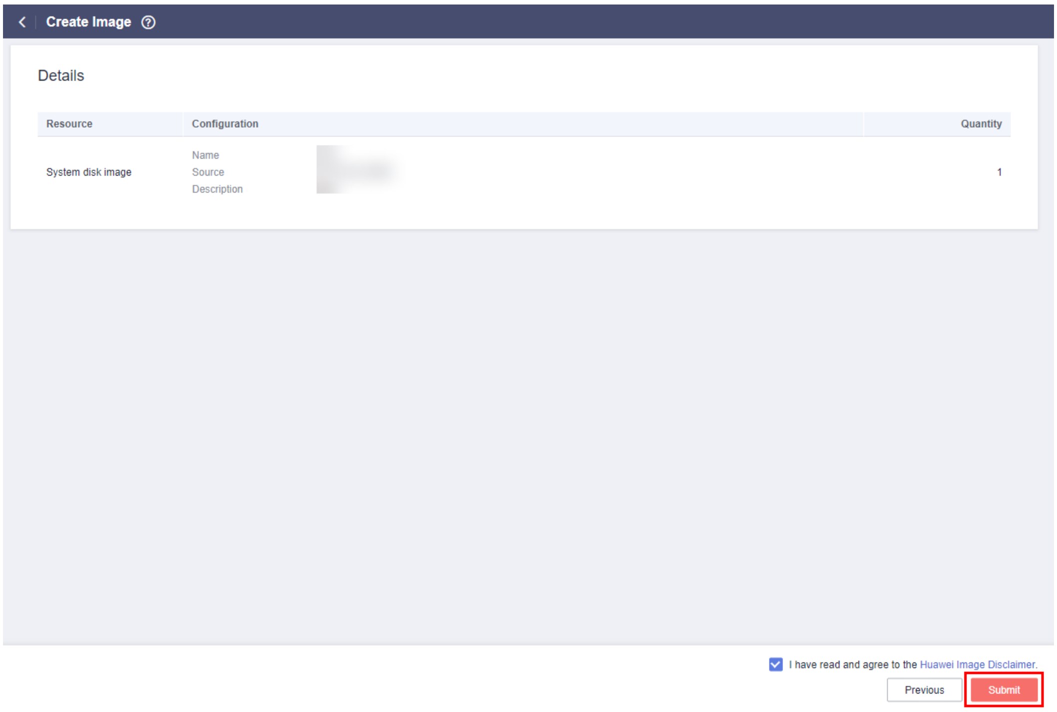
Seller Guide



NOTE

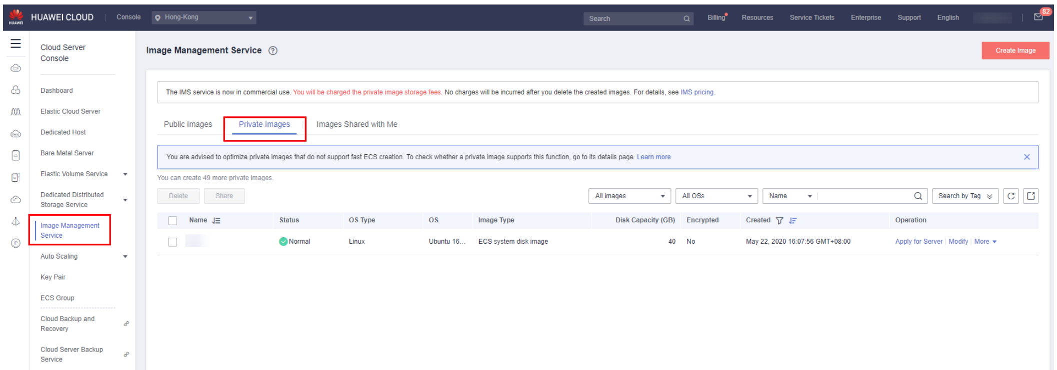
Image products on KooGallery are system disk images created on the Huawei Cloud public system. When creating an image, create a system disk image.

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



Seller Guide

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**.

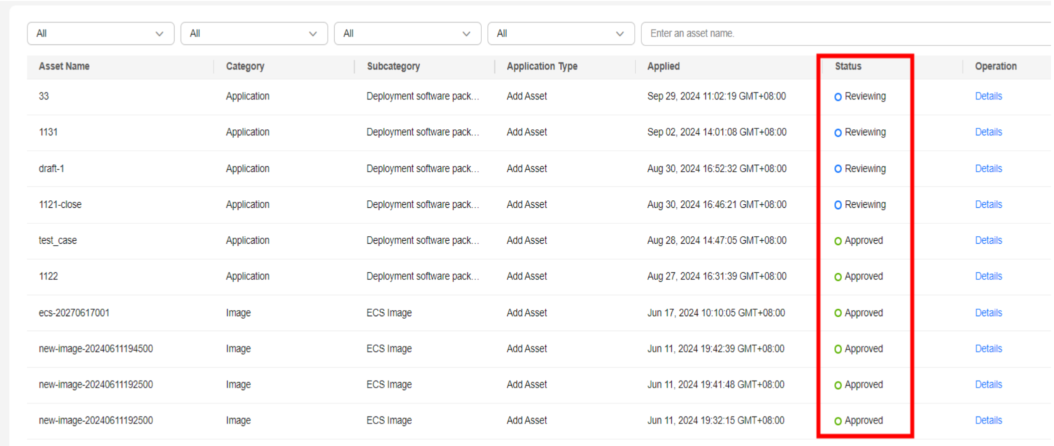
📖 NOTE

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**: You can perform the following steps to submit it again:
   a. Click **Details** and click **Check Security** to download and view the security scan report.
      i. After fixing the reported security issues, click **Modify**, modify related information, and submit the asset for review again.
      ii. If an issue is falsely reported, click **Upload Proof** under **Tool Check**, upload the analysis of the false report, and click **Submit Appeal**. The asset status will change to **Reviewing**. KooGallery will review the appeal 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.

Seller Guide

Procedure

Step 1 Go to the Seller Console.

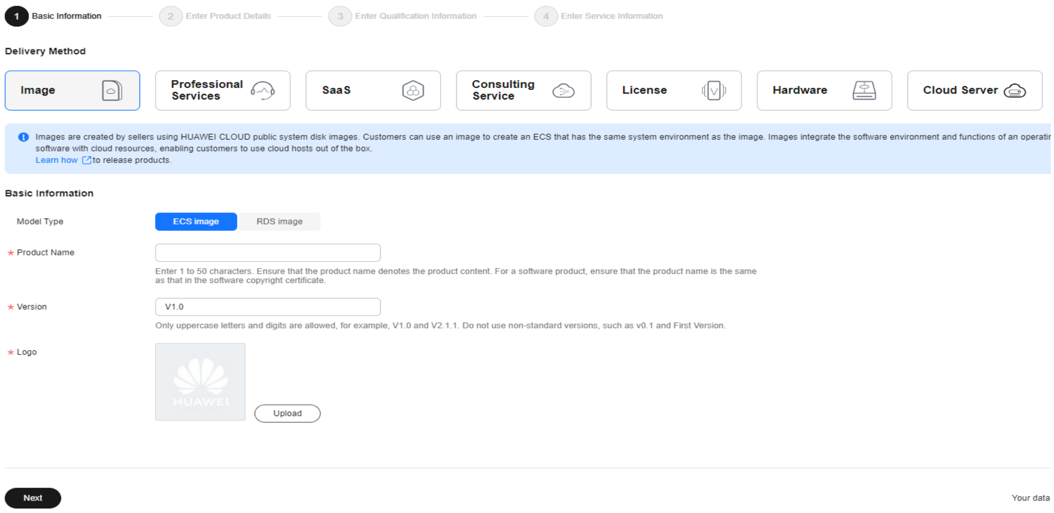
Step 2 In the navigation pane, choose **Product Management** > **My Products**.

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.



NOTE

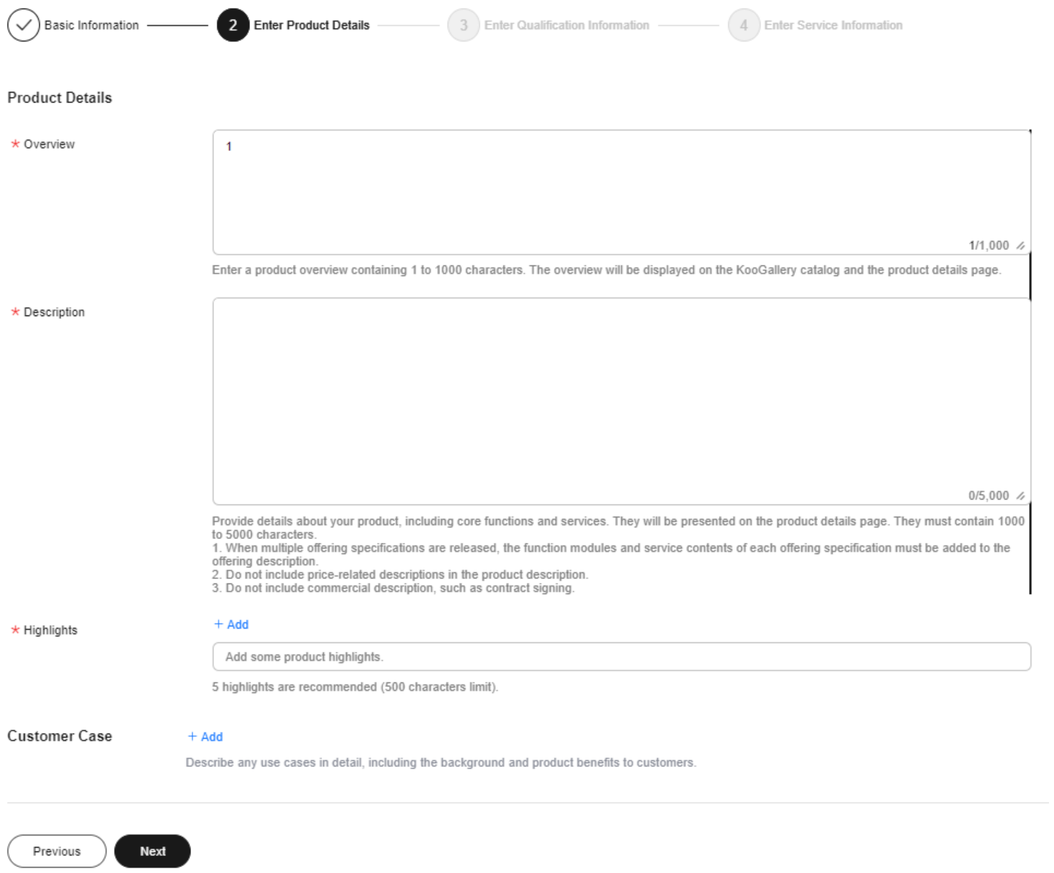
For details about parameters, see **3.1 Product Release Description**.

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.

Seller Guide



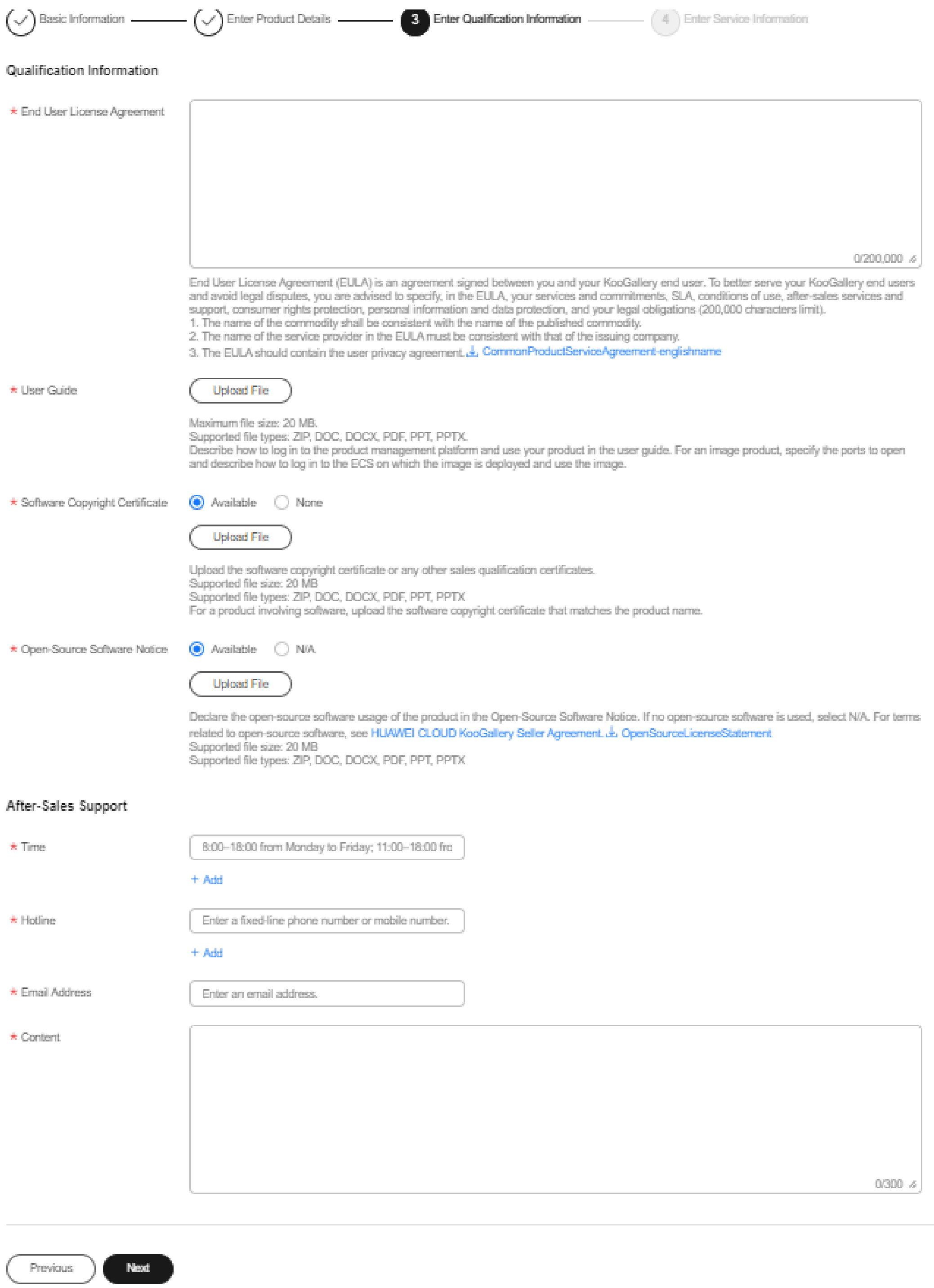
NOTE

- 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 fro
+ Add
* Hotline
Enter a fixed-line phone number or mobile number.
+ Add
* Email Address
Enter an email address.
* Content
0/300
Previous
Next

NOTE

- **End User License Agreement**

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

- **After-Sales Support**

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

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

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

- **User Guide**

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

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

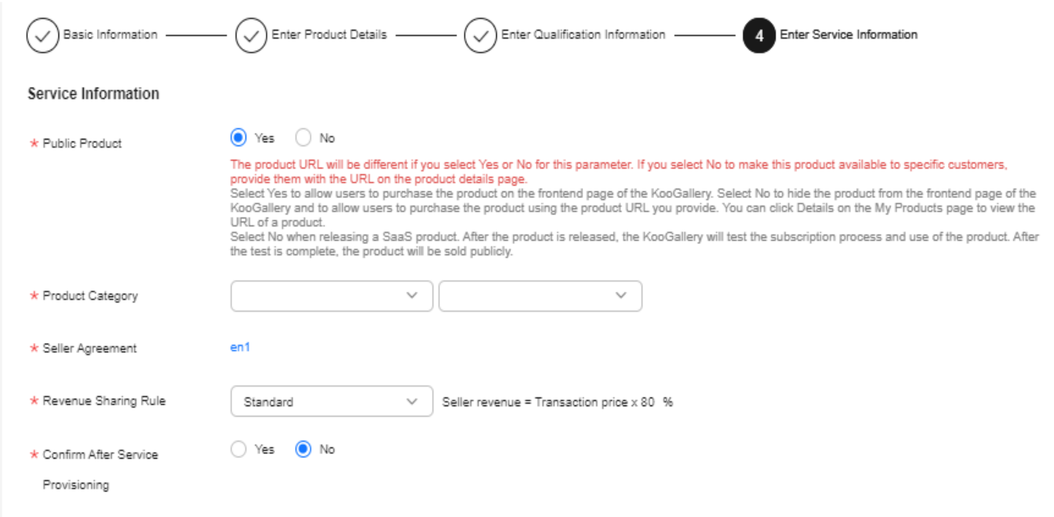
- **Software Copyright Certificate**

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

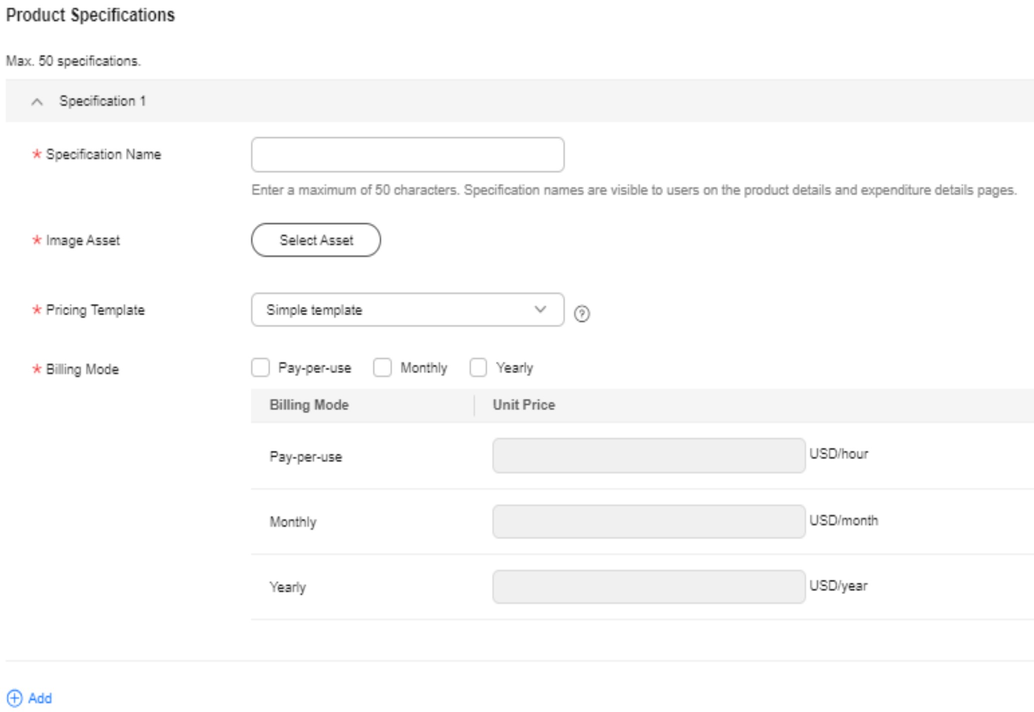
Step 9 Click **Next**.

The **Service Information** page is displayed.

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



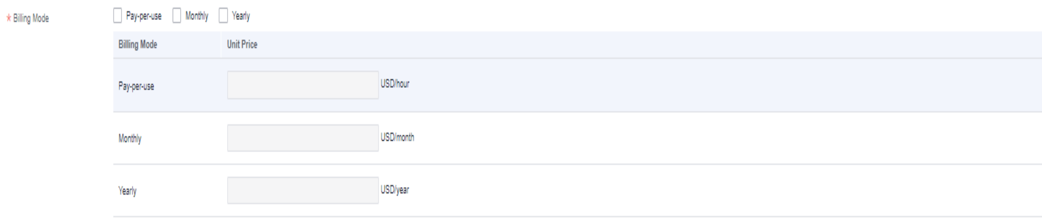
Seller Guide



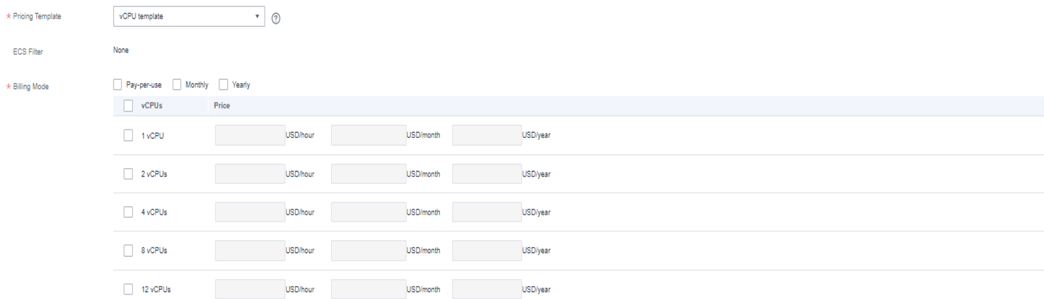
Seller Guide

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.



  - **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.



- 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.

Seller Guide

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.

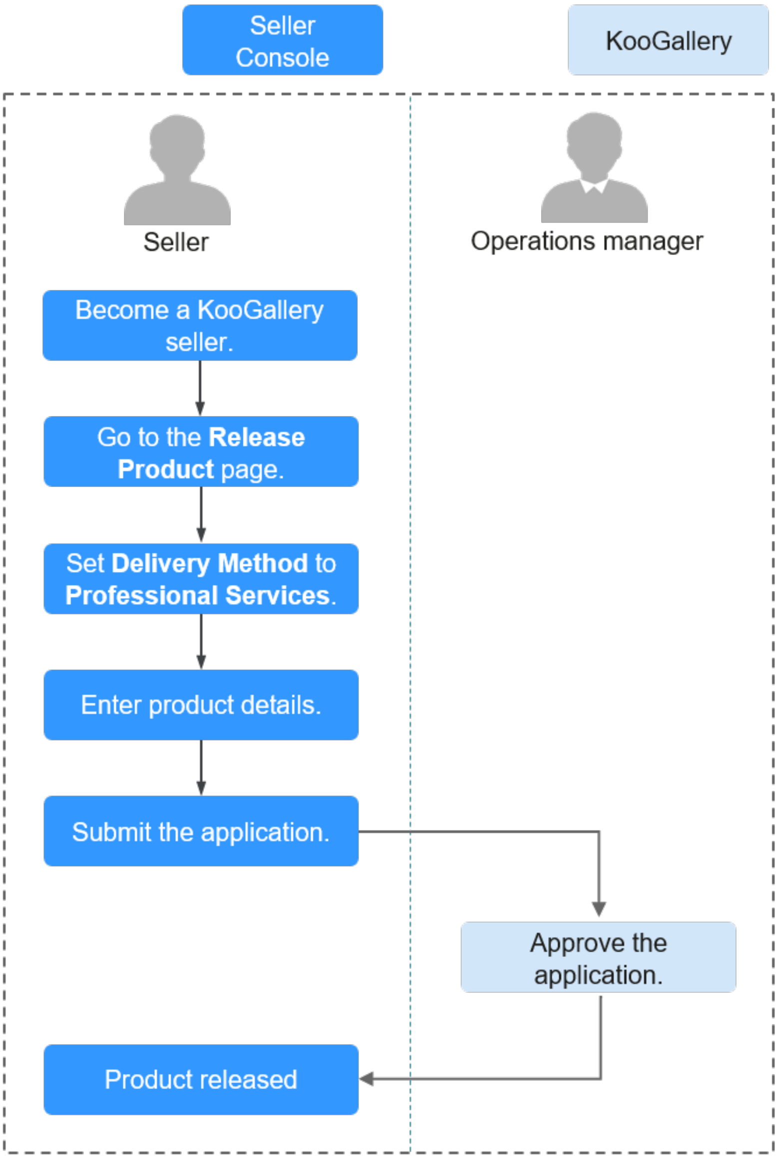
NOTE

- 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.

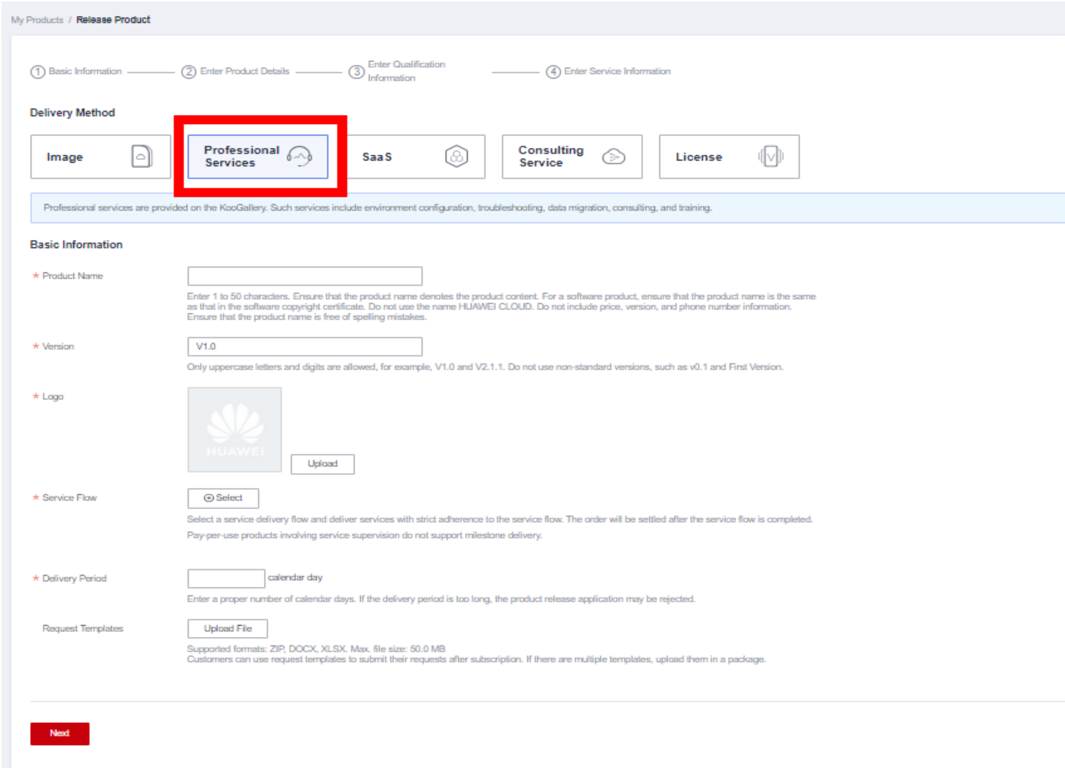
Step 2 In the navigation pane, choose **Product Management** > **My Products**.

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**.

Seller Guide



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**

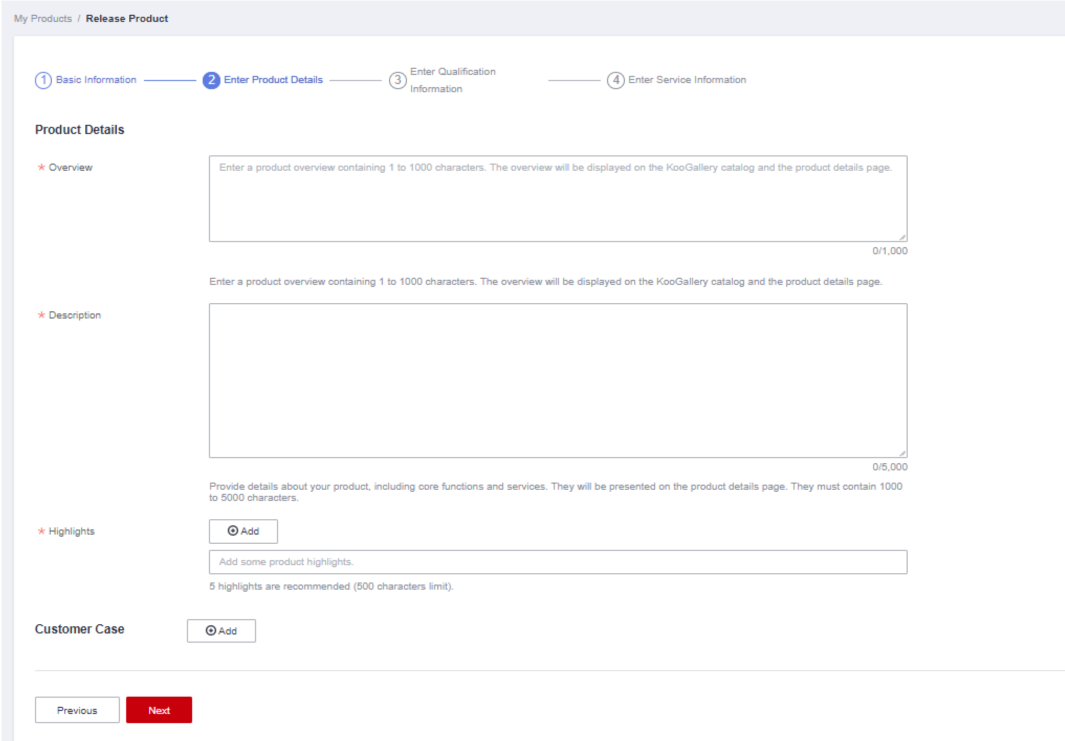
  Create templates that contain the information customers need to provide to you during service supervision, and upload the templates. When submitting requests, customers can download and fill in the templates.

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.

Seller Guide



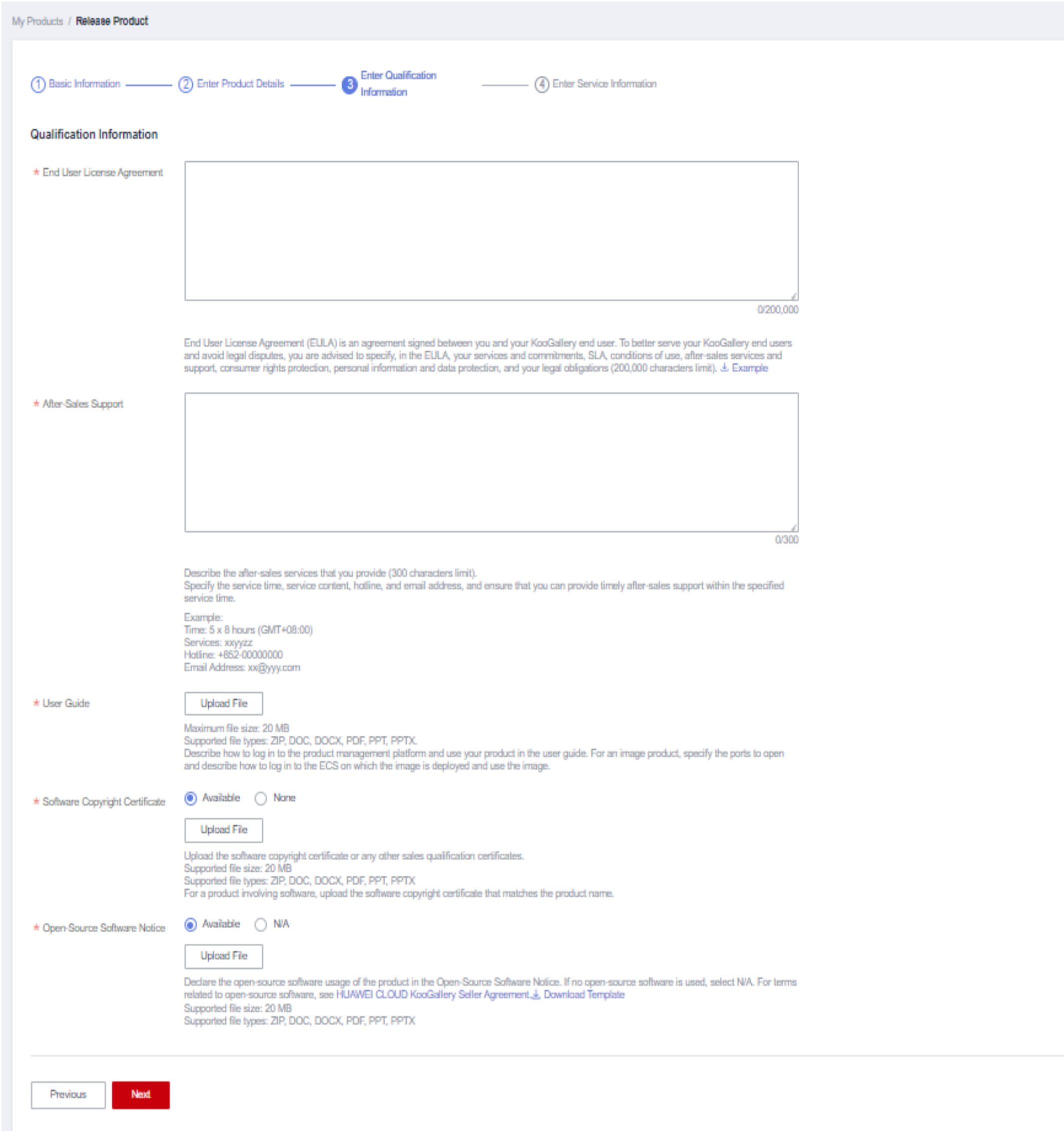
NOTE

- 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.



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.

Seller Guide

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.

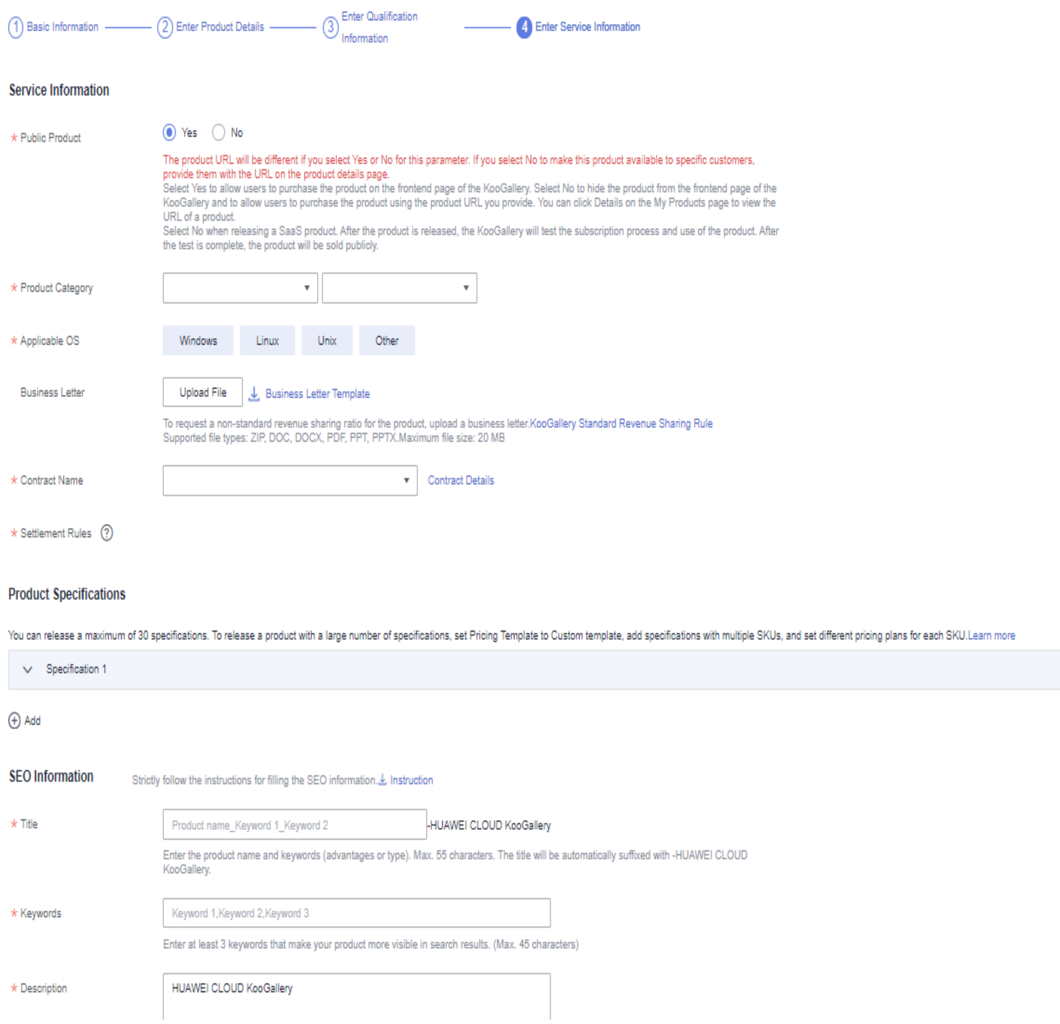
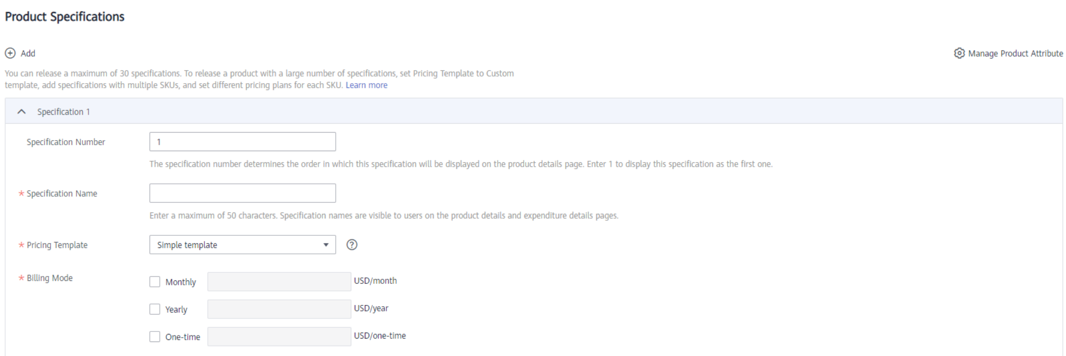


Figure 3-1 Product specifications



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.

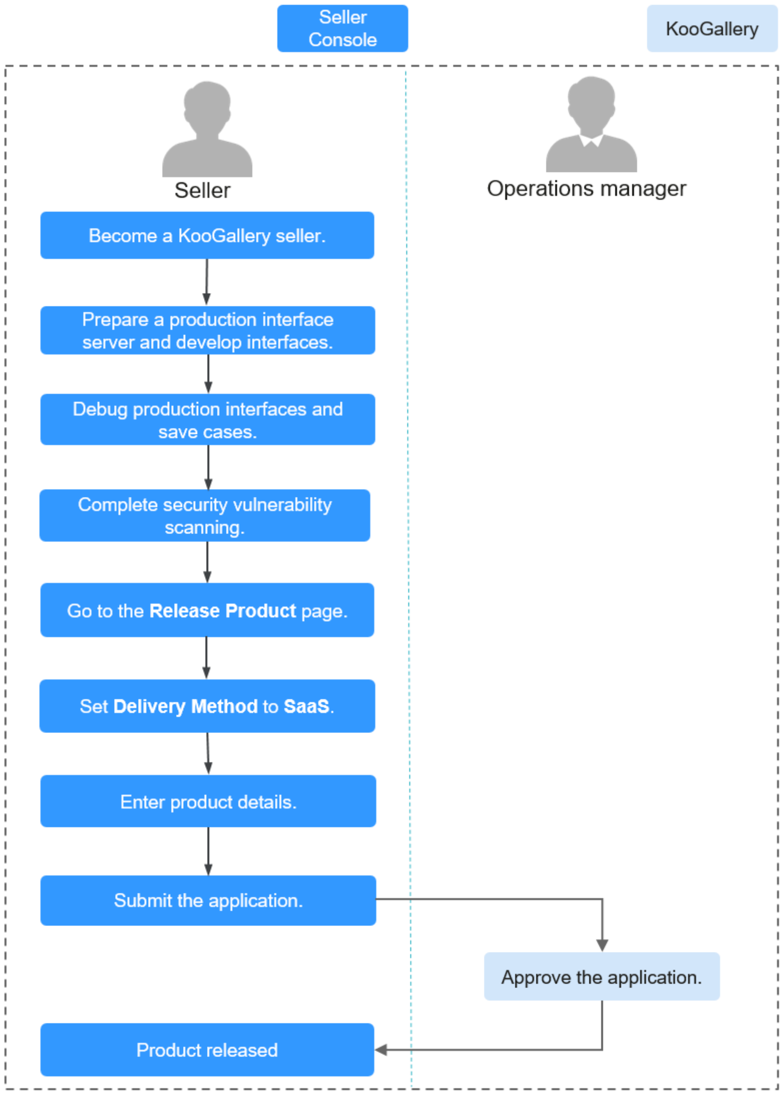
----End

3.5 SaaS Release Guide

Seller 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 Product Access Guide V2.0** to develop interfaces.
- 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-

Seller Guide

risk vulnerabilities. Before releasing your products, scan them by following the **3.5.3 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.

NOTE

If you register with KooGallery as a seller or release new products after May 1, 2024, develop and debug interfaces based on **SaaS Product Access Guide V2.0**.

The SaaS 2.0 interface protocols are more secure, more reliable, and easier to use.

Procedure

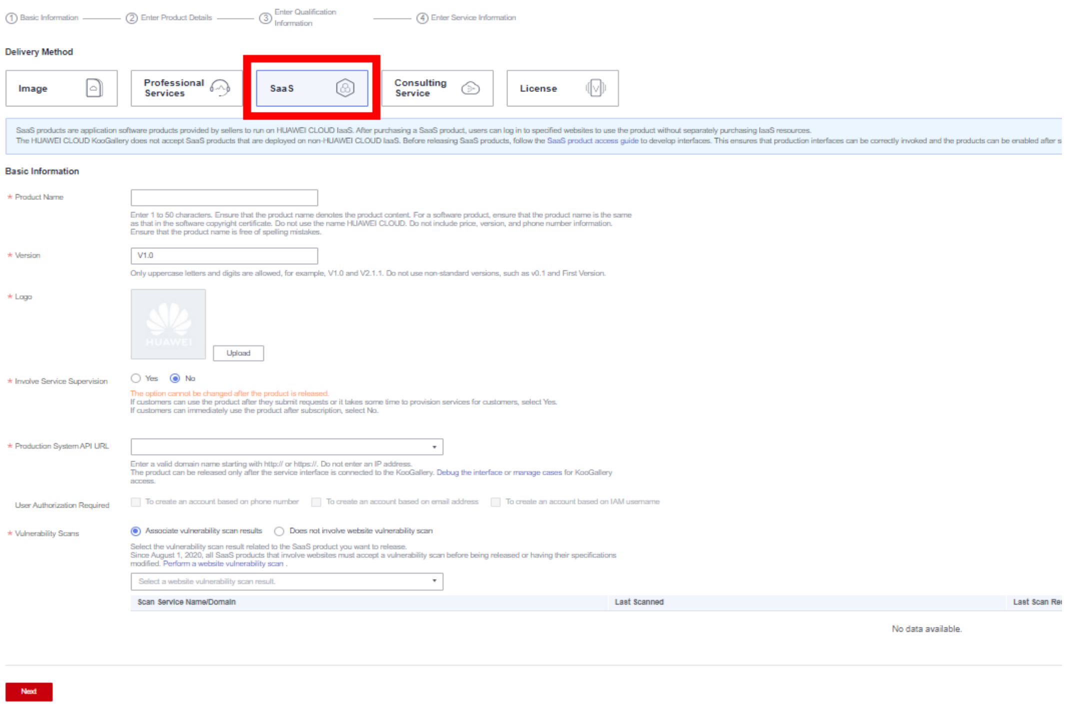
Step 1 Go to the Seller Console.

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**.



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 Product 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) 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**

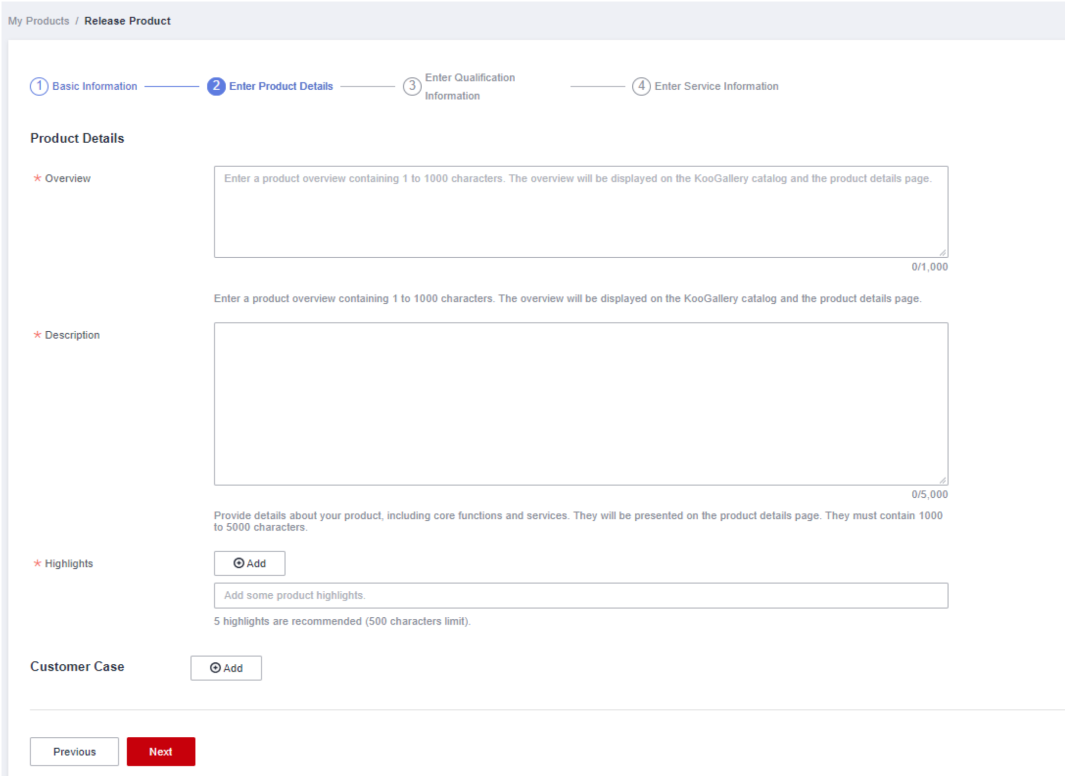
  If the product to be released involves vulnerability scans, select a vulnerability scan result. If the product does not involve vulnerability scans, enter the exception cause.
- **Request Templates**

  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.



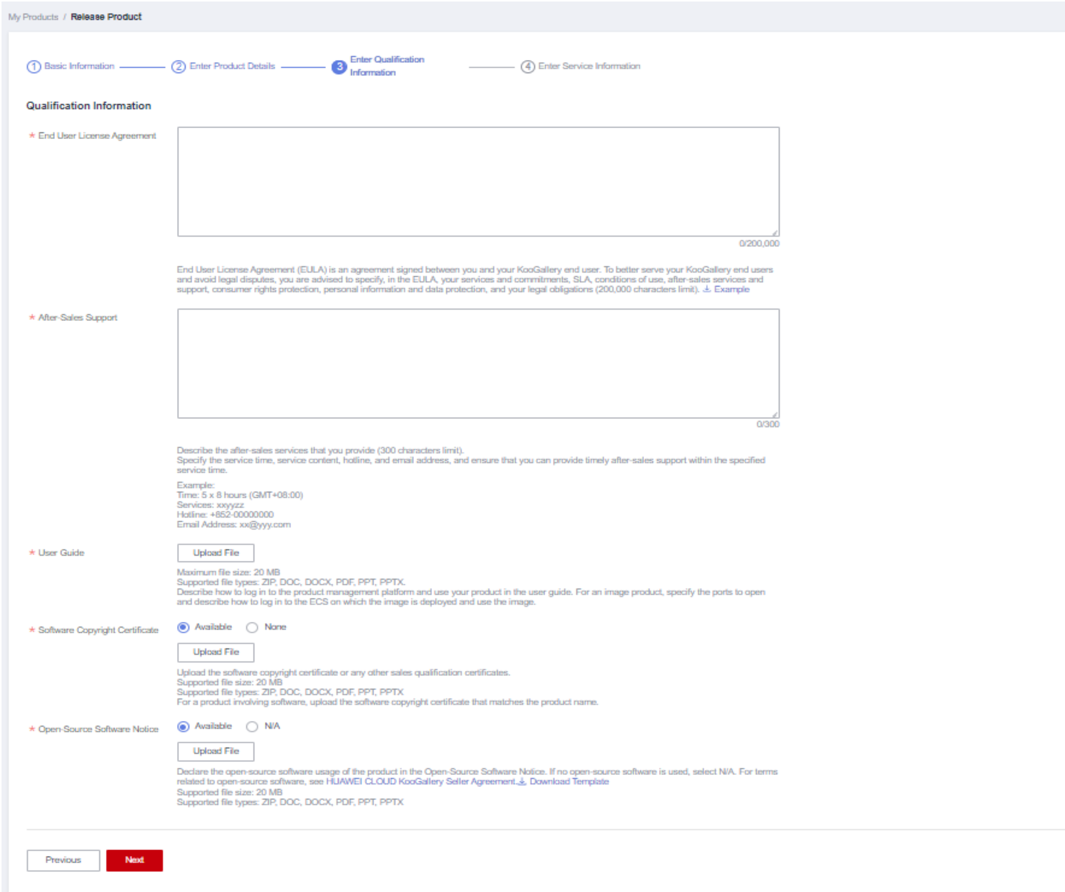
NOTE

- 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.



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.

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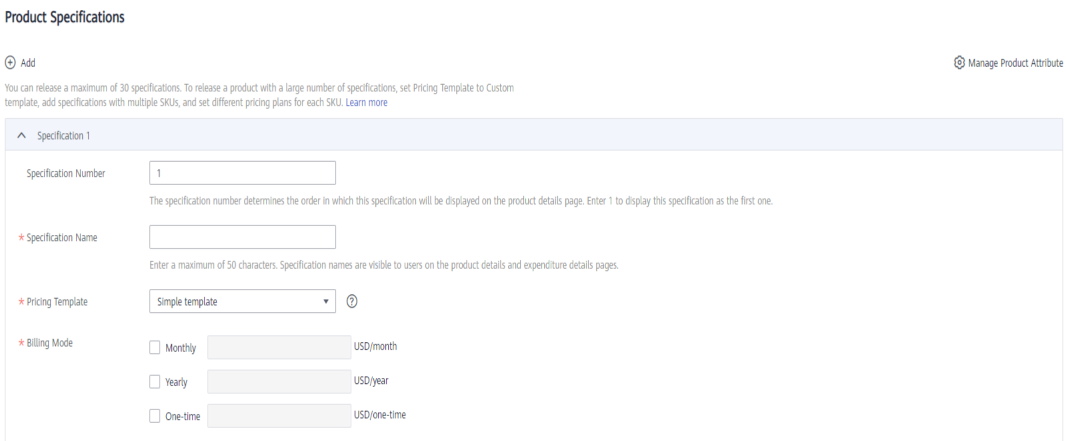
Figure 3-2 Product specifications



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 **3.5.4 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 Enabling SaaS Product Access from KooGallery

Before releasing a SaaS product, develop interfaces that can be called by Huawei Cloud KooGallery. For details about access operations, see **SaaS Product Access Guide V2.0**.

CAUTION

If you register with KooGallery as a seller or release new products after May 1, 2024, develop and debug interfaces based on **SaaS Product Access Guide V2.0**.

The SaaS 2.0 interface protocols are more secure, more reliable, and easier to use.

3.5.3 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.

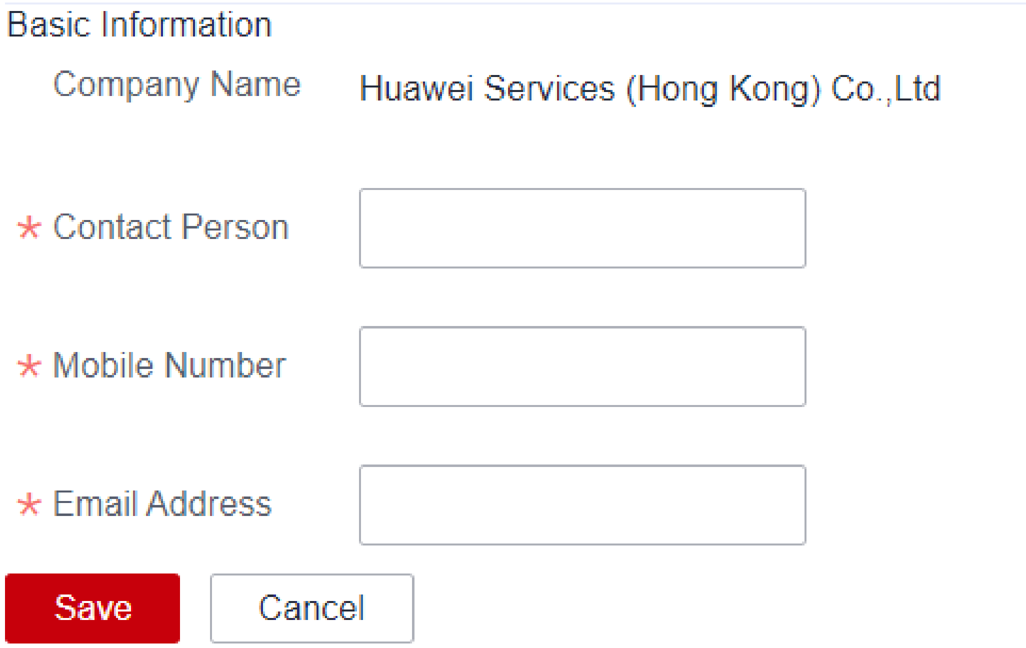
Procedure

Step 1 Go to the Seller Console.

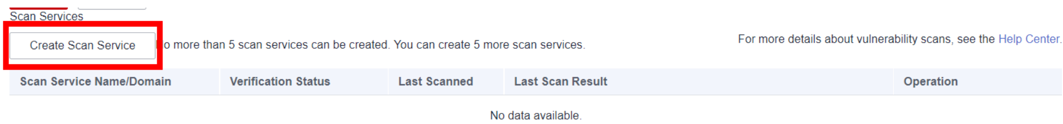
Seller Guide

Step 2 In the navigation pane, choose **Application Tools** > **Vulnerability Scans**.

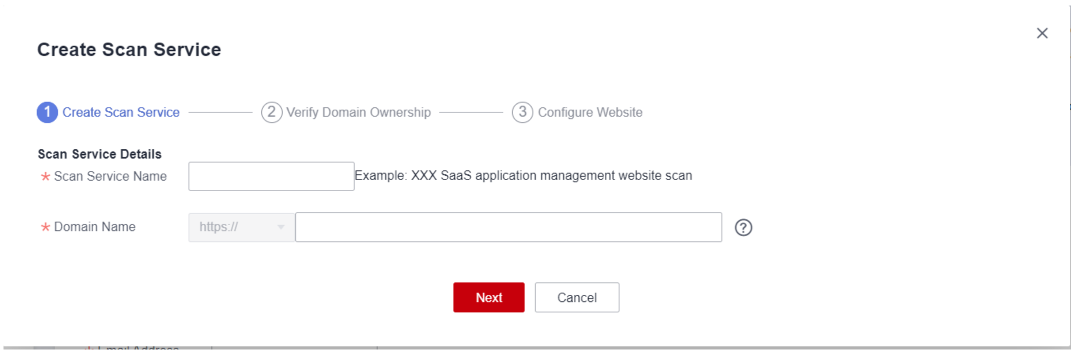
Step 3 In the **Basic Information** area, set the name, mobile number, and email address of the contact person and click **Save**.



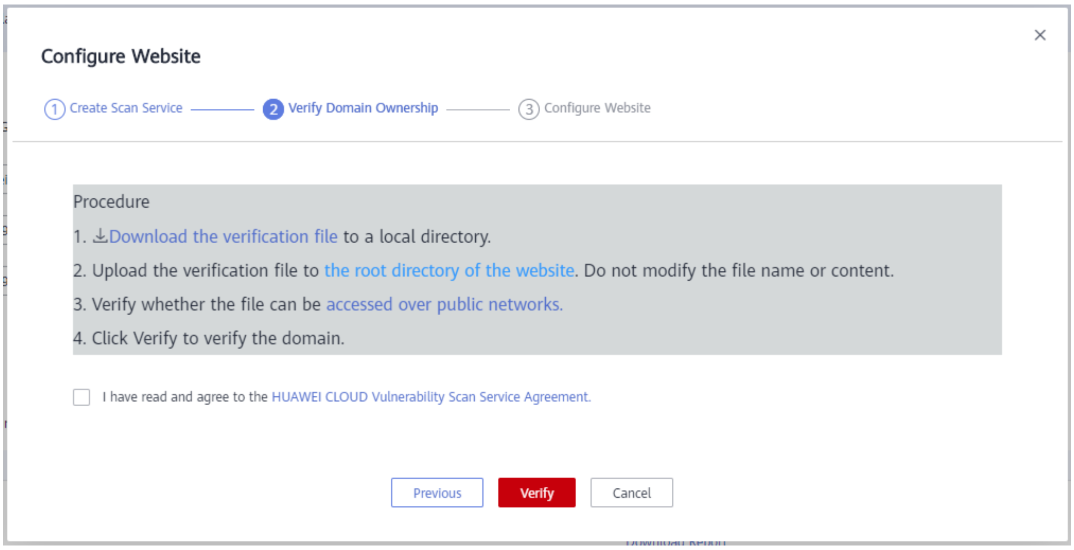
Step 4 In the **Scan Services** area, click **Create Scan Service**.



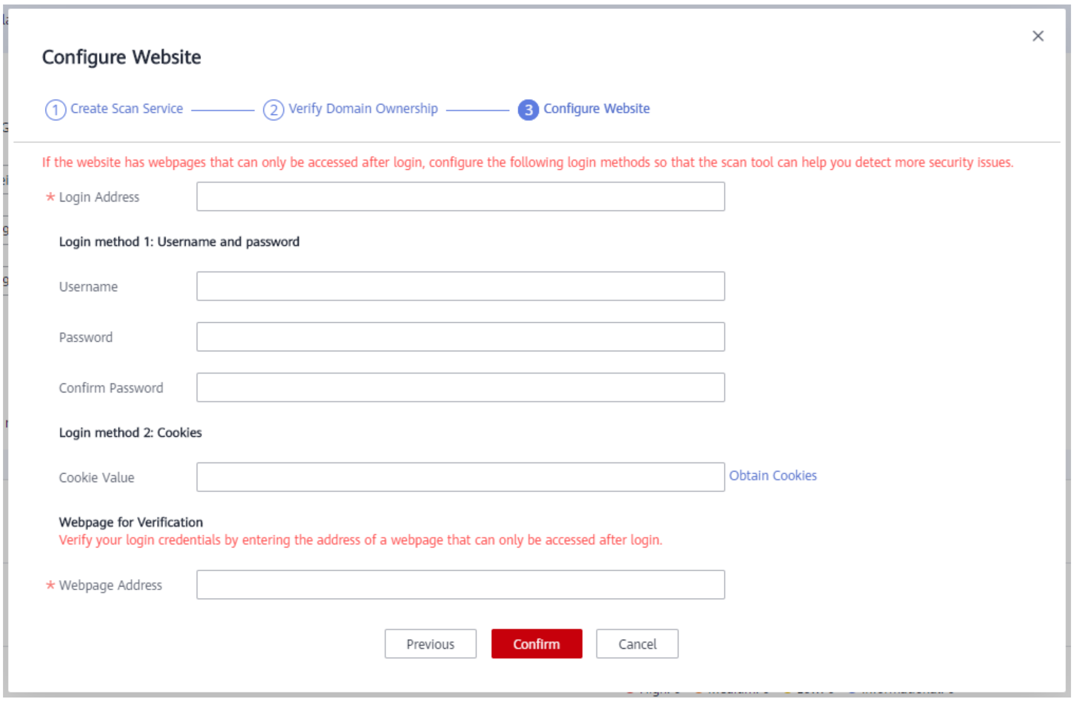
Step 5 Enter basic scan details and click **Next**.



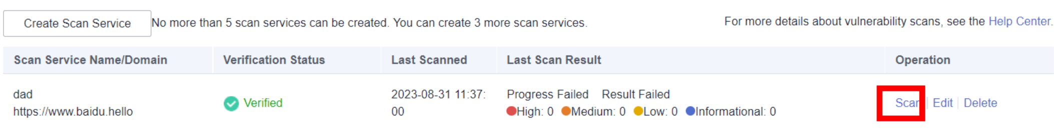
Step 6 Verify the domain name ownership authentication, select **I have read and agree to the HUAWEI CLOUD Vulnerability Scan Service Agreement**, and click **Verify**.



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.



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.

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

3.5.4.1 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.

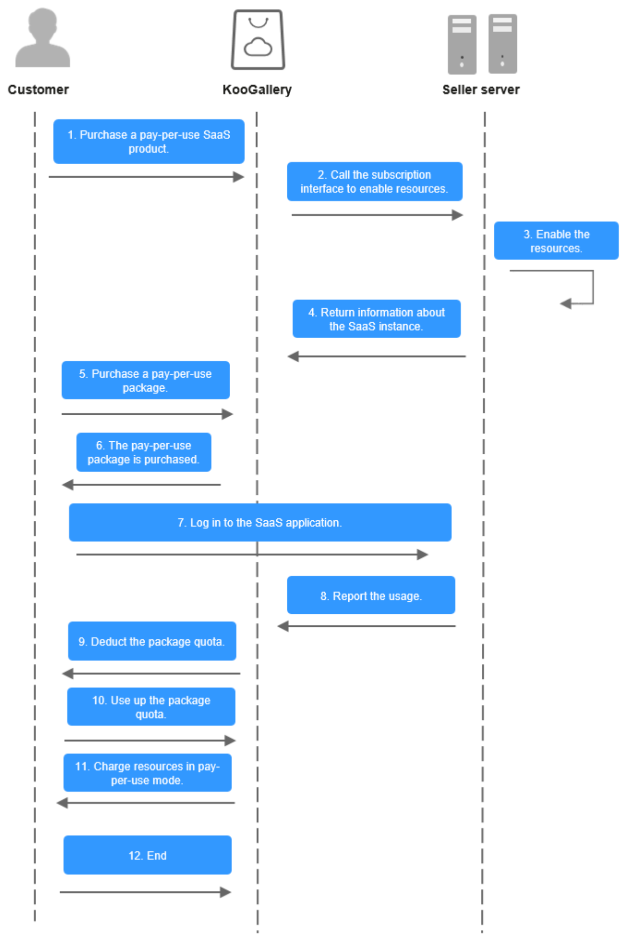
Prerequisites

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 Product Access Guide V2.0**.

Seller Guide

Interface Version	Billing Mode	Interfaces to Be Developed and Debugged				
V 1.0	Pay-per-use specification	Subscription (with **Billing mode** set to **Pay-per-use**)	Resource release	Resource status change	Instance query	Pay-per-use resource usage push (new)
	Pay-per-use package	Subscription (with **Billing mode** set to **Pay-per-use**)	Resource release	Resource status change	Instance query	Pay-per-use resource usage push (new)
V2.0	Pay-per-use specification/ package	Instance creation	Instance information query	Instance update	Instance release	Pay-per-use resource usage push (new)

Product purchase and use process



Billing Cycle and Rule

- Hourly

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

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

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

Package Quota Deduction and Reset Rules

- Package quota deduction

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

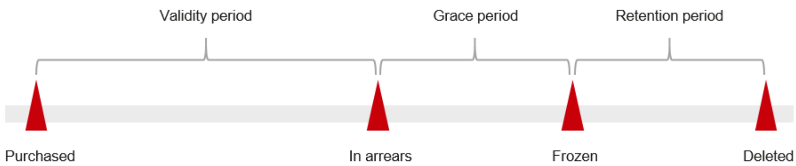
- Package reset

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

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

Important Notes

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



NOTE

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

- If a customer account is in arrears due to fee deduction for pay-per-use resources, KooGallery will start settlement with you only after the customer pays off the outstanding amount.
- Ensure the accuracy of reported SDRs. If abnormal fee deduction occurs due to inaccurate SDRs, you need to negotiate with the customers.

3.5.4.2 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.**

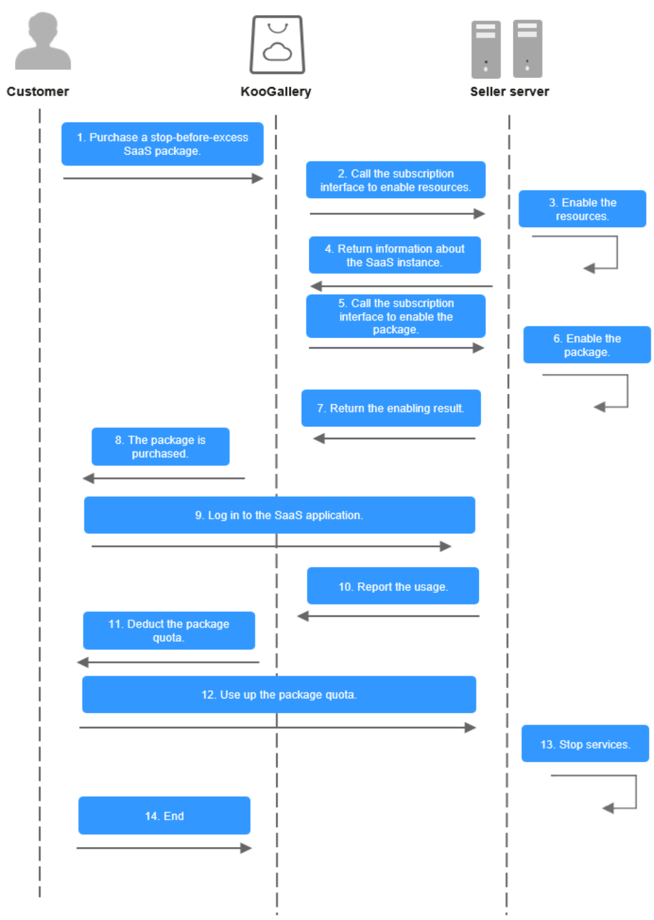
Prerequisites

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 Product Access Guide V2.0**.

Seller Guide

Interface Version	Billing Mode	Interfaces to Be Developed and Debugged				
V 1.0	Stop-before-excess package	Subscription (with **Billing mode** set to **Pay-per-use** and **Pay-per-use package**)	Resource release	Resource status change	Instance query	Pay-per-use resource usage push (new)
V2.0	Stop-before-excess package	Instance creation	Instance information query	Instance update	Instance release	Pay-per-use resource usage push (new)

Product purchase and use process



Billing Cycle and Rule

- Hourly

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

- Daily

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

Package Quota Deduction and Reset Rules

- Package quota deduction

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

- Package reset

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

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

Important Notes

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

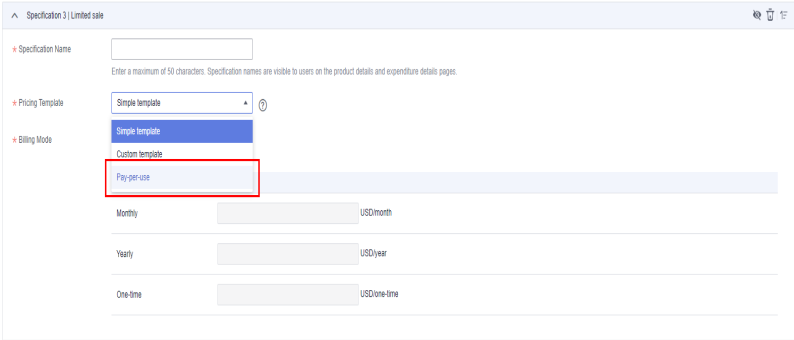
3.5.4.3 Creating a Pay-per-Use SaaS Specification and Adding a Package

Creating a Pay-per-Use SaaS Specification

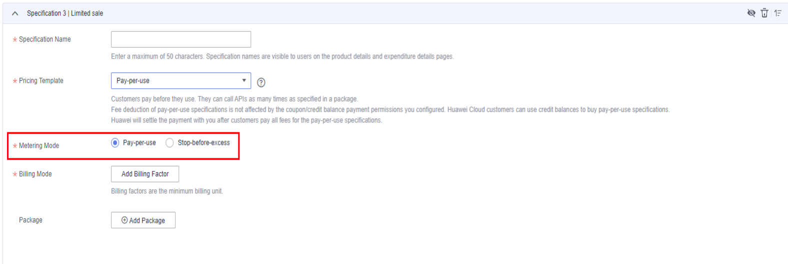
Perform the following steps when specifying a specification on the **Enter Service Information** page.

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

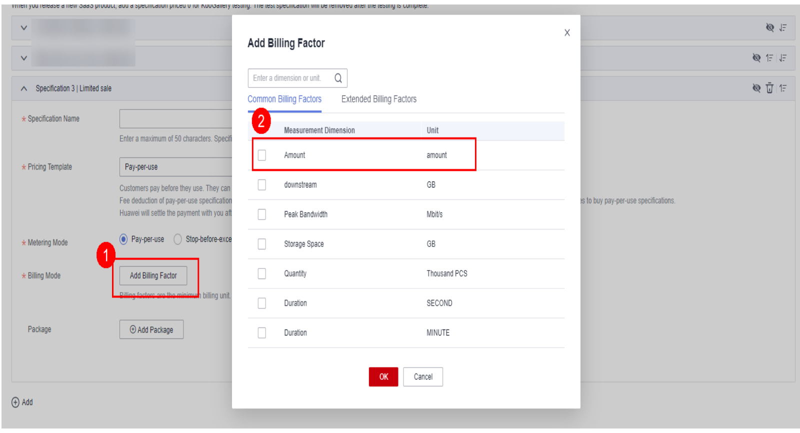
Seller Guide



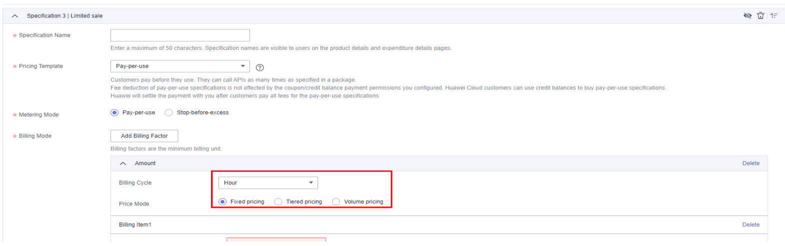
Step 2 Set **Metering Mode** to **Pay-per-use**.



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.

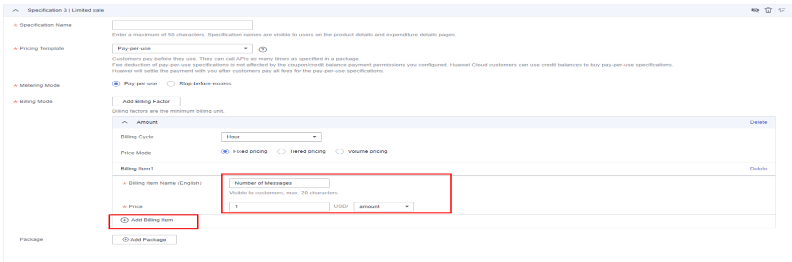


Seller Guide

NOTE

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

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



NOTE

A billing factor must have at least one billing item.

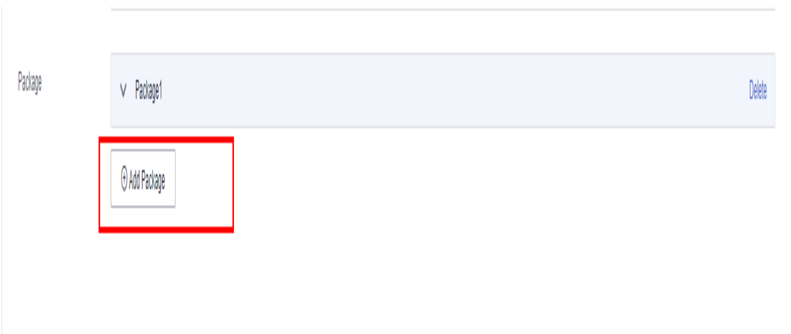
Step 6 Enter other information and submit the product for review. To add a pay-per-use package to the product, see **Adding a Pay-per-Use Package**.

----End

Adding a Pay-per-Use Package

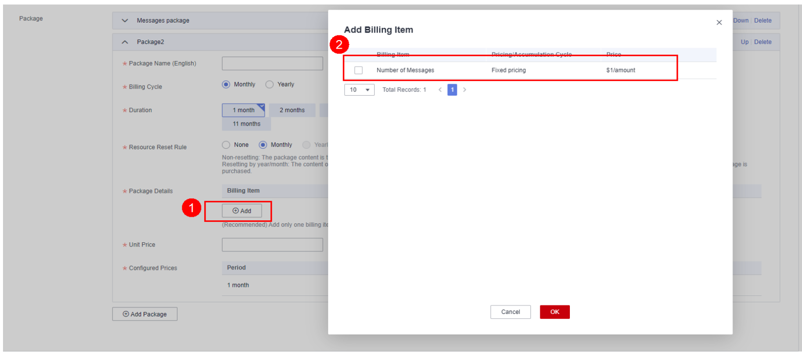
To add a pay-per-use package, add a billing factor by referring to section **Creating a Pay-per-Use SaaS Specification**, and then perform the following steps.

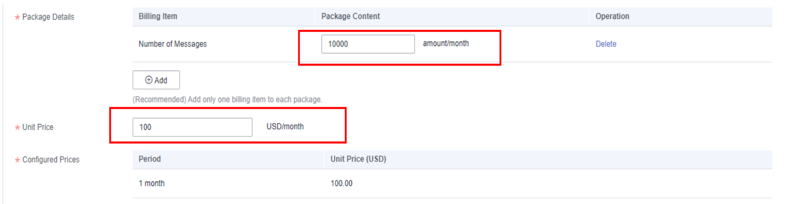
Step 1 Click **Add Package**.



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

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

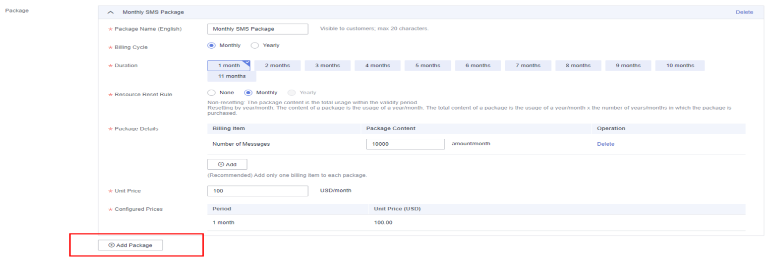




NOTE

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

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

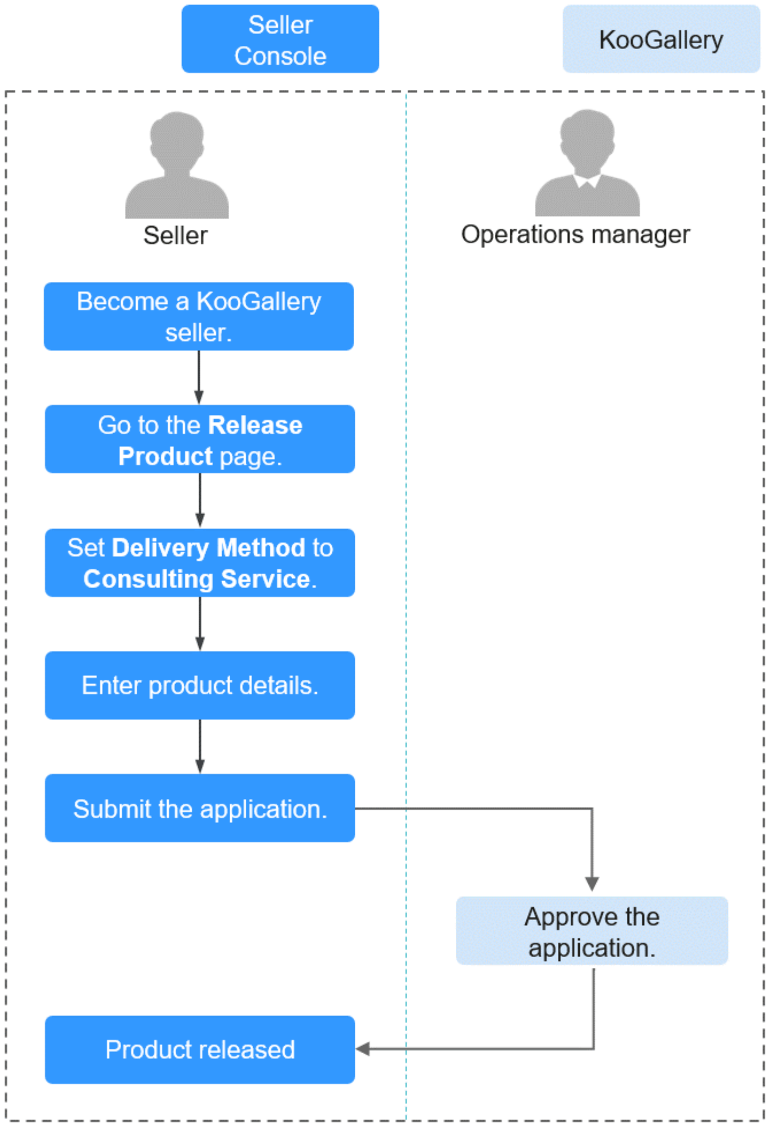


Step 4 Enter other information and submit the product for review.

----End

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.

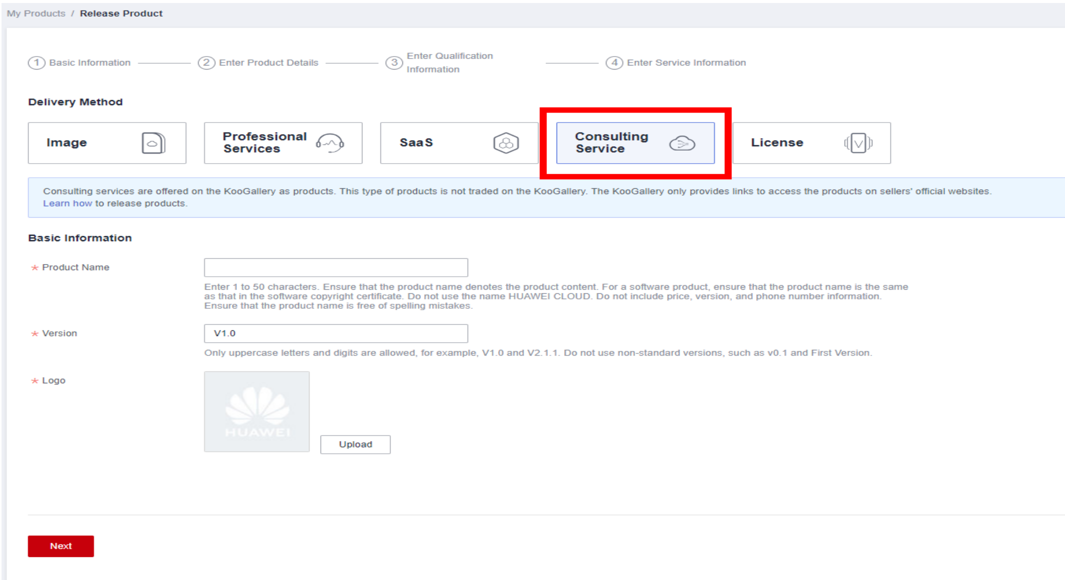
The **Product Details** page is displayed.

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**.

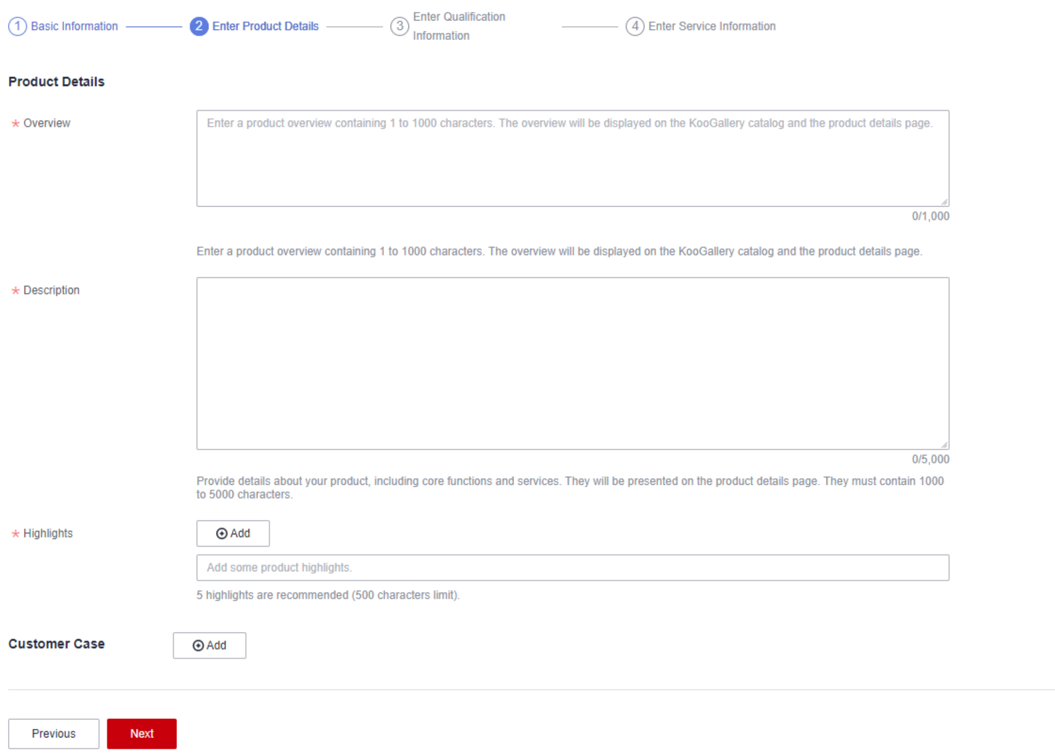


Step 5 Click **Next**.

The **Product Details** page is displayed.

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

Seller Guide



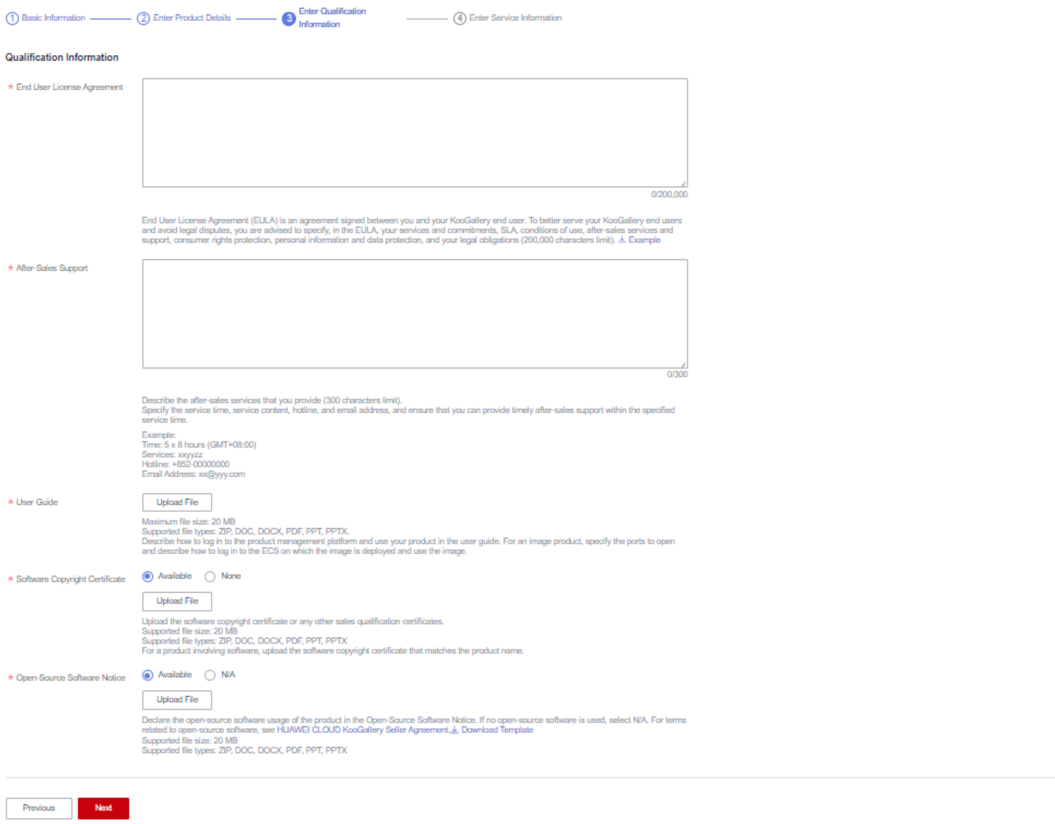
NOTE

- 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.



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**

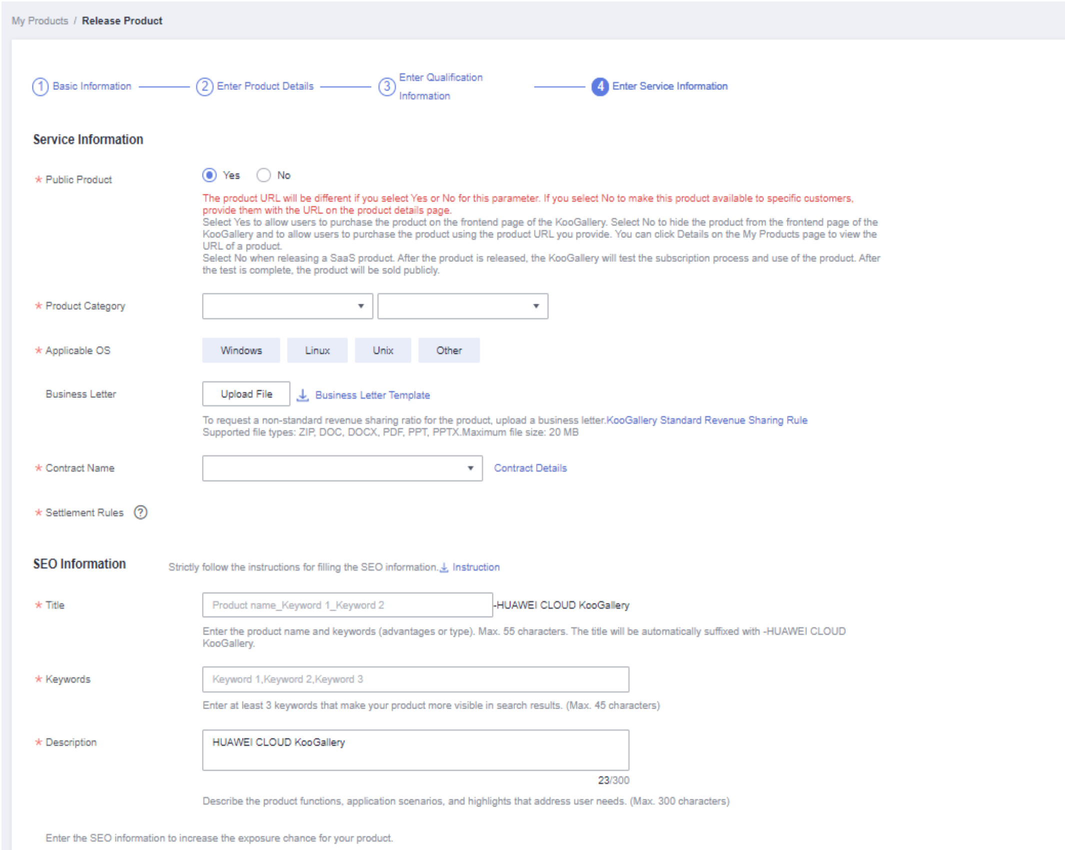
Upload a software copyright certificate that matches your product. The uploaded certificate will be reviewed by Huawei Cloud KooGallery to confirm whether your product meets the release requirements. The certificate is only for review and will not be displayed on the product details page.

Step 9 Click **Next**.

The **Service Information** page is displayed.

Step 10 Set **Service Information** and **SEO Information** as instructed.

Seller Guide



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

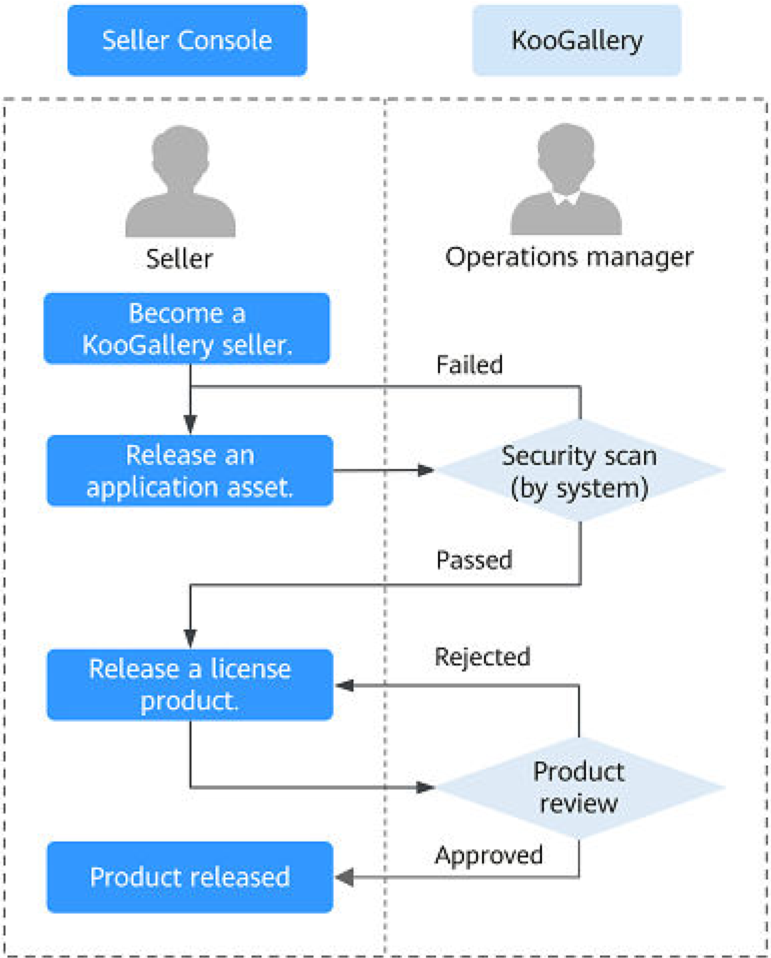
- You can upload a maximum of 100 documents or software of 10 GB in total to the Seller Console in a single day.
- When releasing a product, you can click **Save Draft** to save the product information before submission. You can choose **Product Management** > **My Applications** or **Product Release**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

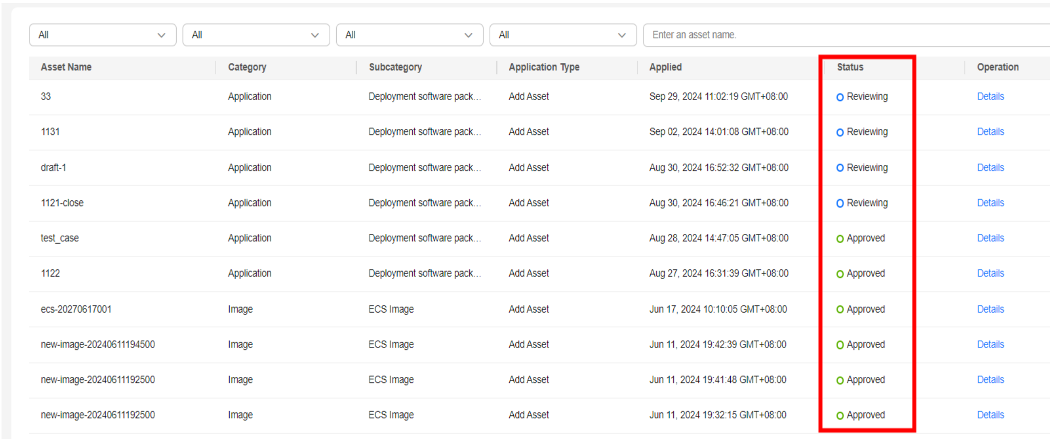
CAUTION

1. If the size of the software package is greater than 1 GB, upload it to an OBS bucket in the CN North-Beijing4 region 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**.



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 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**: You can perform the following steps to submit it again:
   a. Click **Details** and click **Check Security** to download and view the security scan report.
      i. After fixing the reported security issues, click **Modify**, modify related information, and submit the asset for review again.
      ii. If an issue is falsely reported, click **Upload Proof** under **Tool Check**, upload the analysis of the false report, and click **Submit Appeal**. The asset status will change to **Reviewing**. KooGallery will review the appeal within three working days.

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

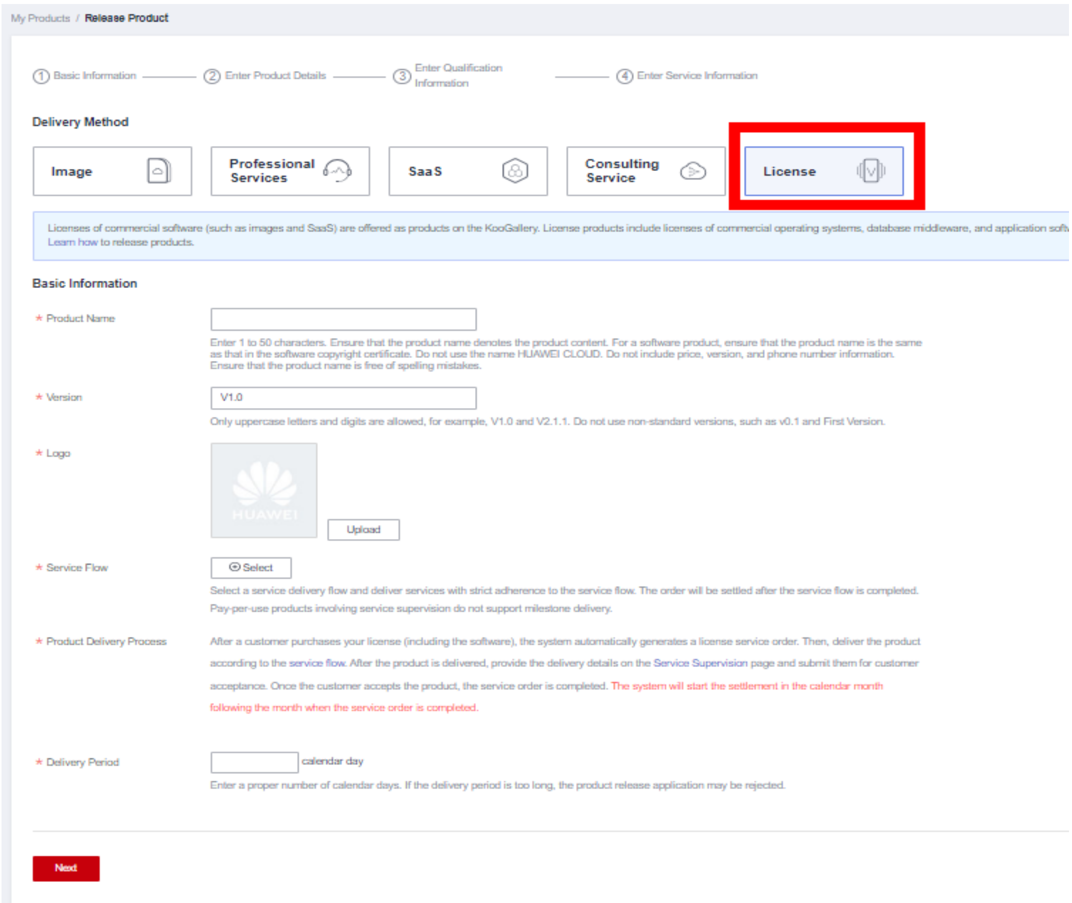
Step 1 Go to the Seller Console.

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.



Seller Guide

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.

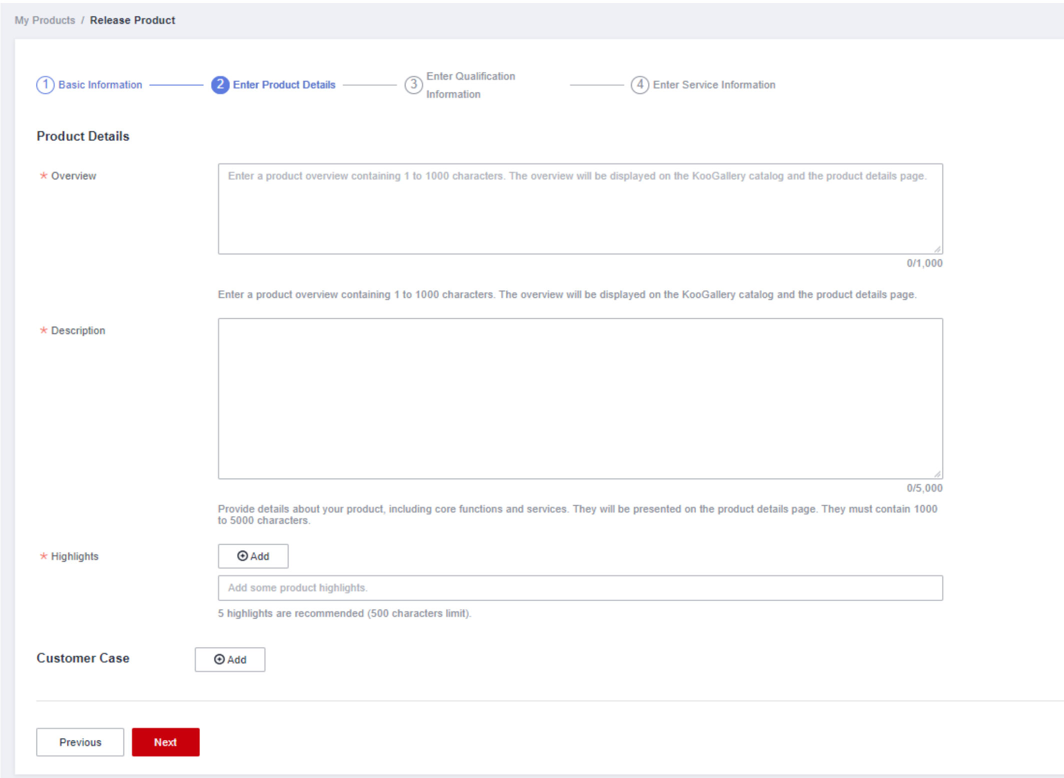
  For details, see **6.1 Supervising License Products**.
- **Delivery Period**

  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.



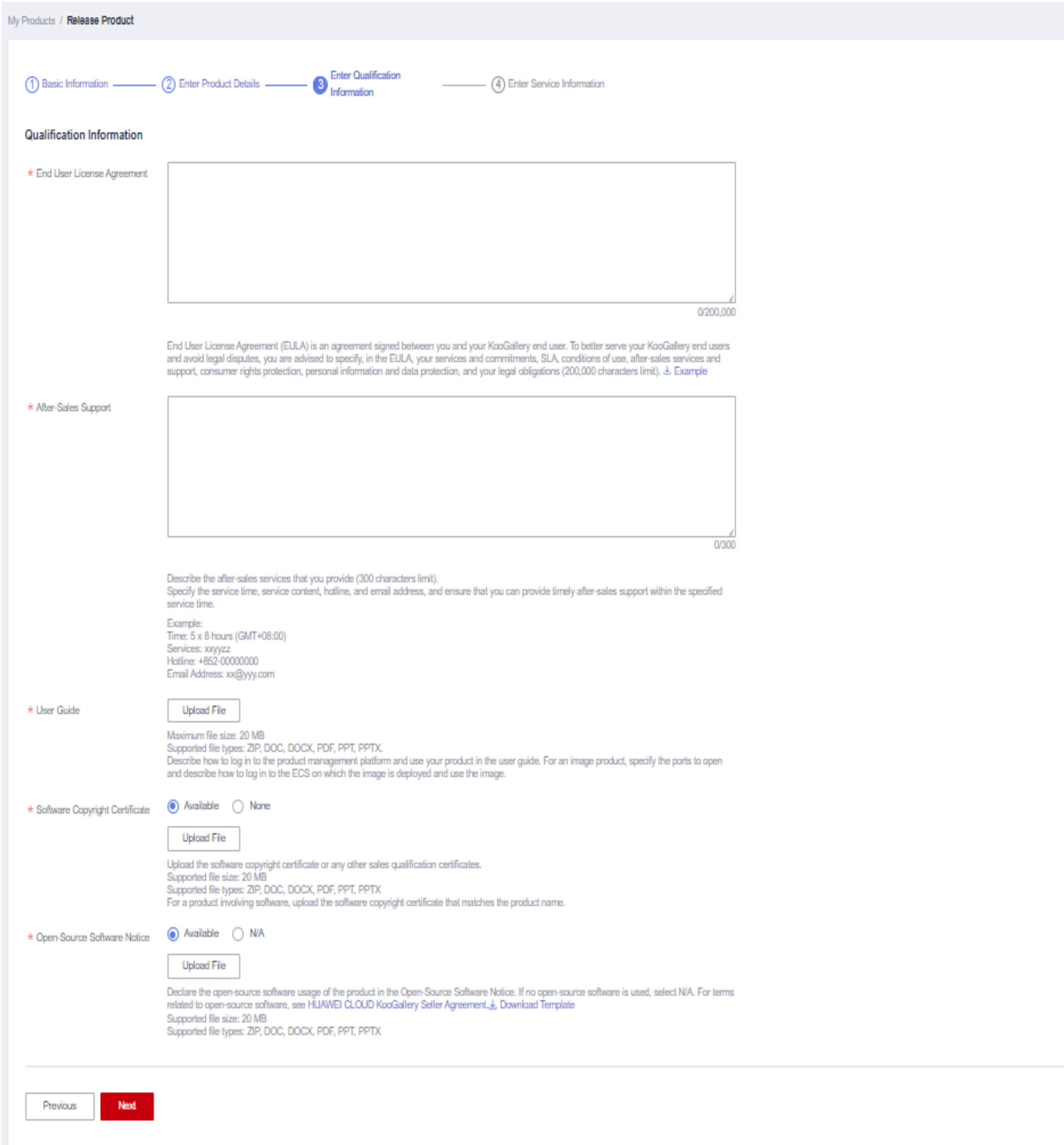
NOTE

- 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.



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.

Seller Guide

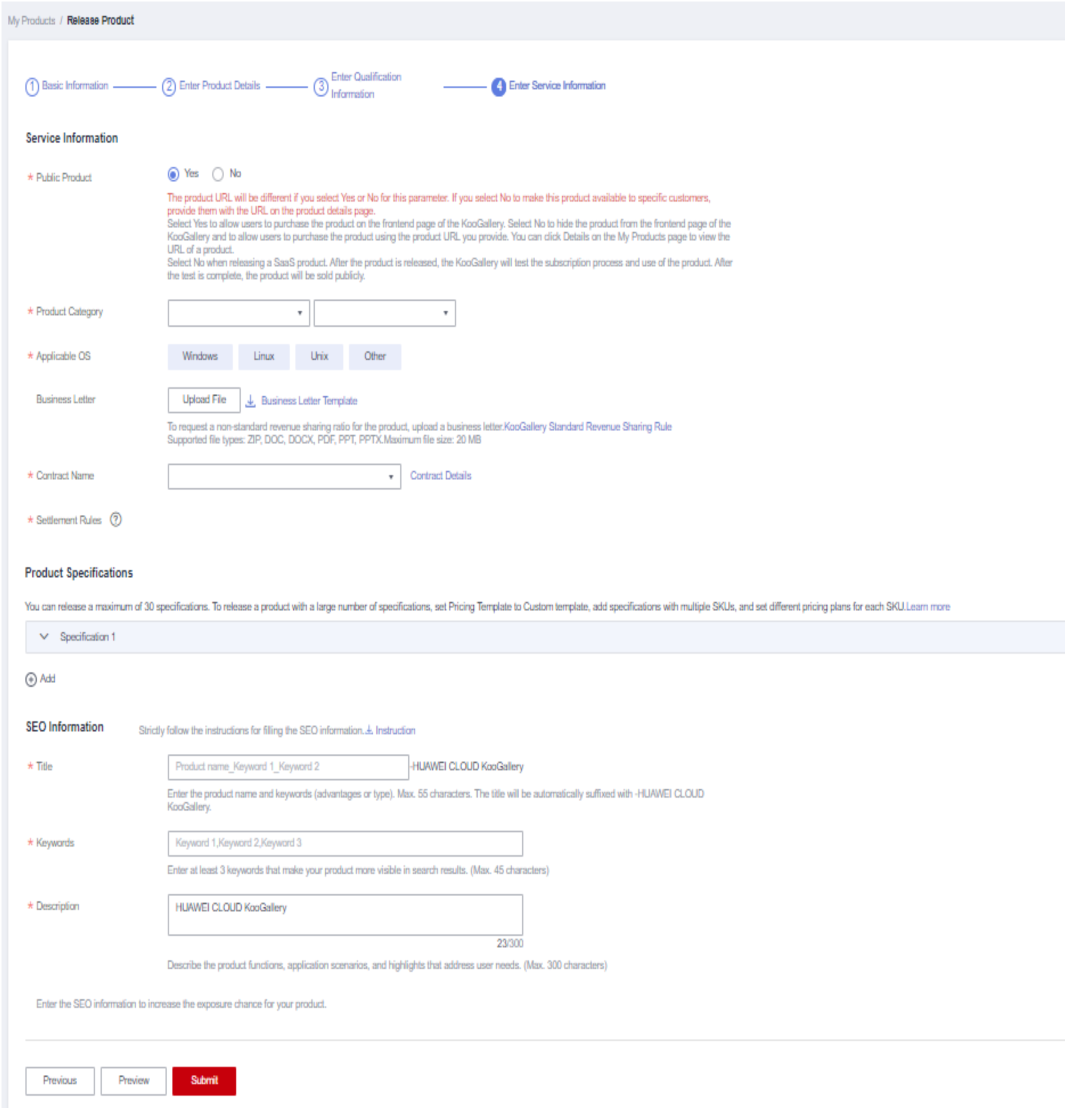
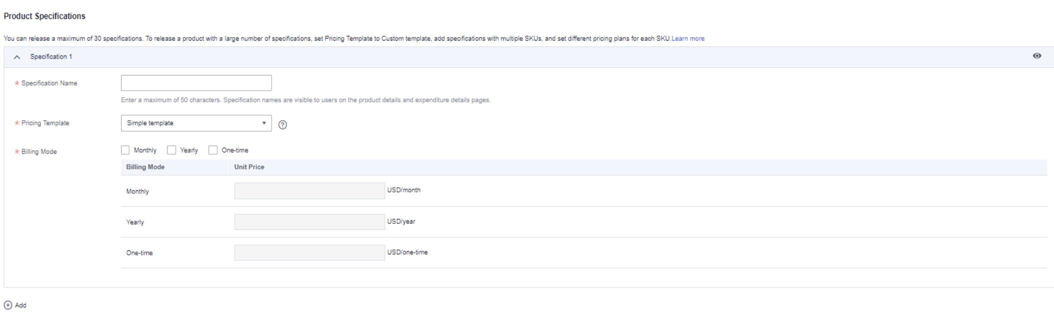


Figure 3-3 Product specifications



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.

Seller Guide

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.

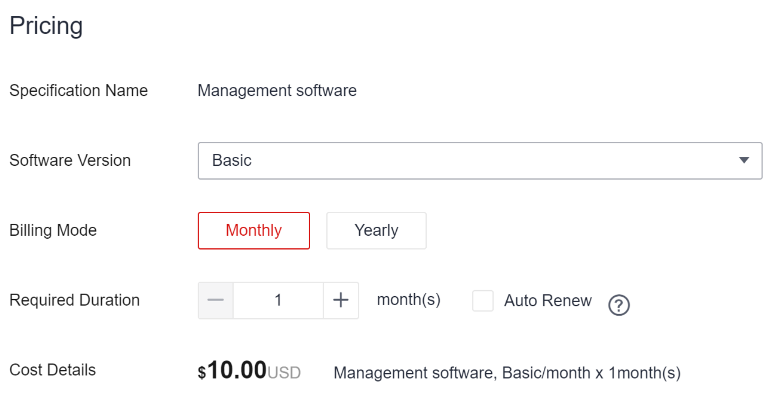
3. A product has the following editions and each edition has multiple modules:

- 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.

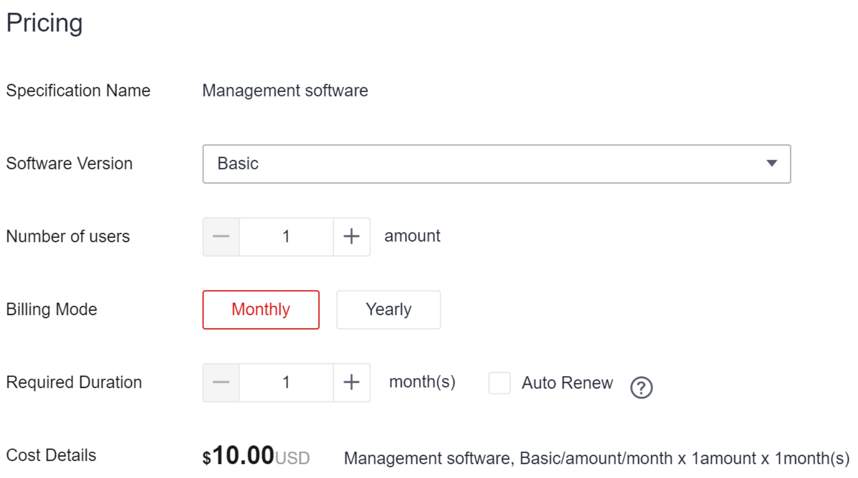
4. A product can be used in different scenarios, such as car, bus, and truck image recognition. This product should be released as a whole with multiple specifications and SKUs.

- 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.

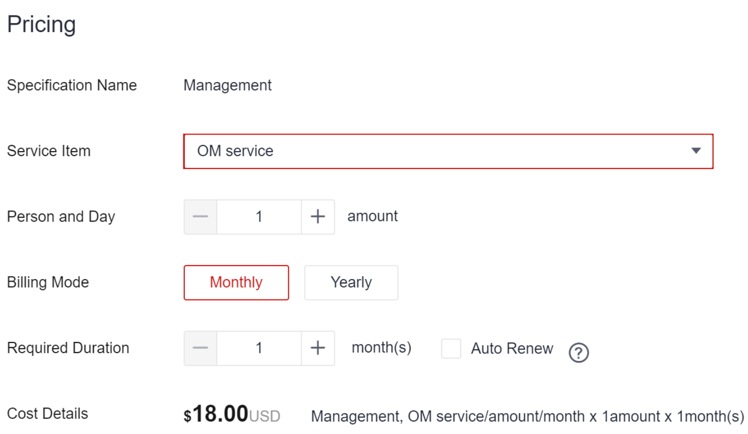


- Example 2: A software product is priced by software version, user quantity, and subscription time. The software version is an enumeration attribute, the user quantity is a quantity attribute, and the subscription time is the billing mode, such as yearly/monthly. You need to add an enumeration attribute 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.

Seller Guide



- 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.



Prerequisites

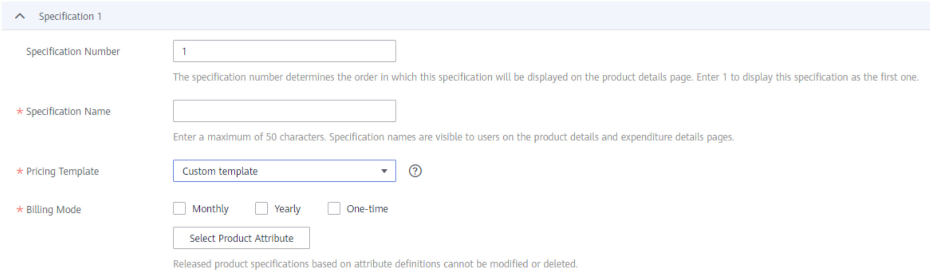
You have created product attributes for multi-SKU pricing. For details, see **Managing Product Attributes**.

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

Procedure

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

Step 2 Enter the name of your product specifications.



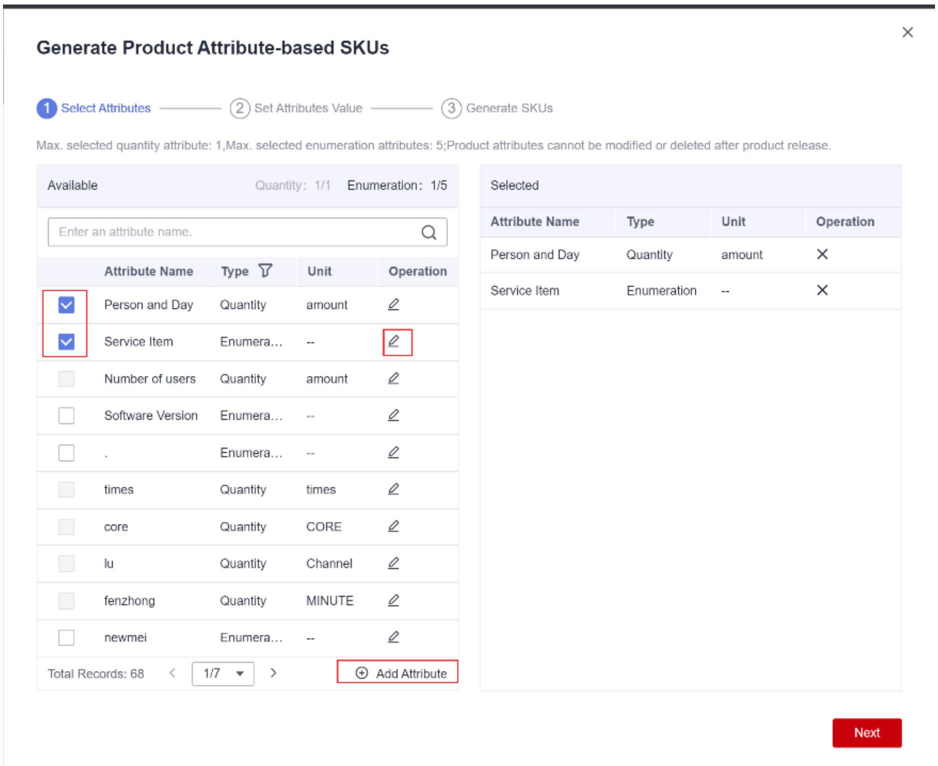
Step 3 Select product attributes to generate SKUs.

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

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

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

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

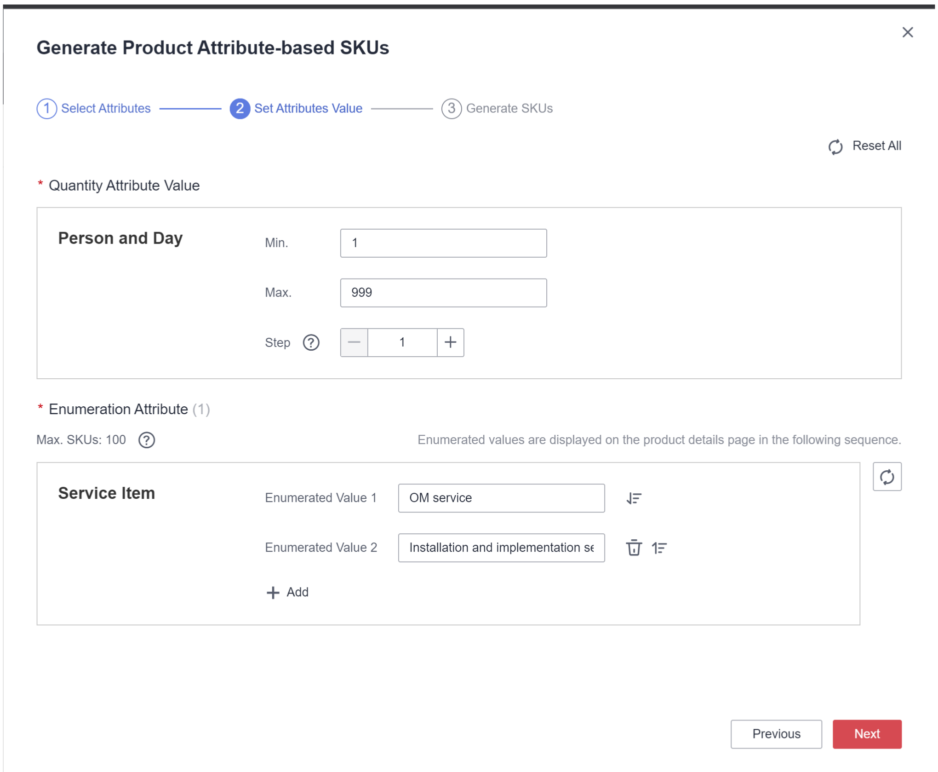


2. Click **Next**.
3. Set **Min.**, **Max.**, and **Step** of the selected quantity attribute.
4. Enter the enumerated values of the selected enumeration attributes. You can add up to 10 enumerated values for each enumeration attribute.

   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.

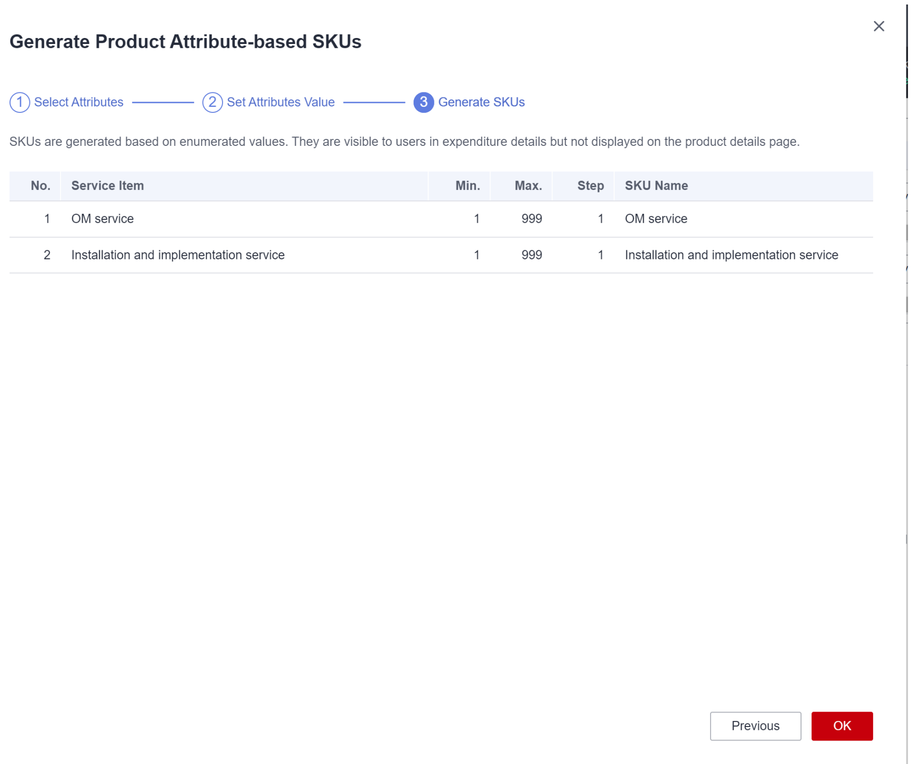
NOTE

- 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**.



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.

Seller Guide



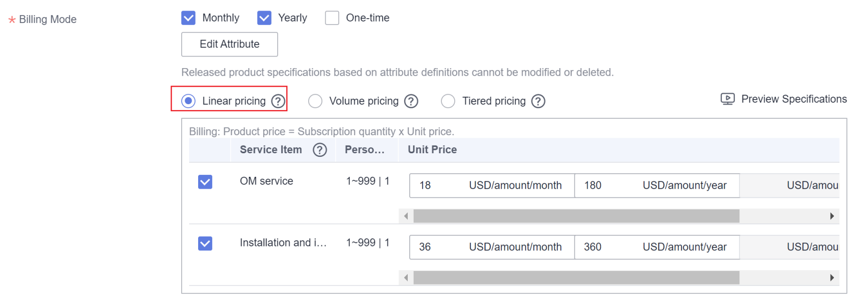
6. Select a billing mode and the target SKUs, and then set the price.

Seller Guide

NOTE

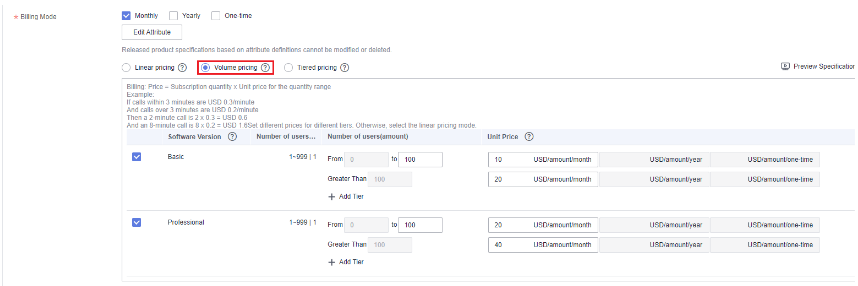
- On the product details page, customers can only subscribe to SKUs that you have selected and set prices in this step.
- If you select an attribute of the quantity type, you must select a pricing method, linear pricing or tiered pricing, before you set the price for an SKU.
  - Linear pricing: Product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

    Figure 3-4 Linear pricing

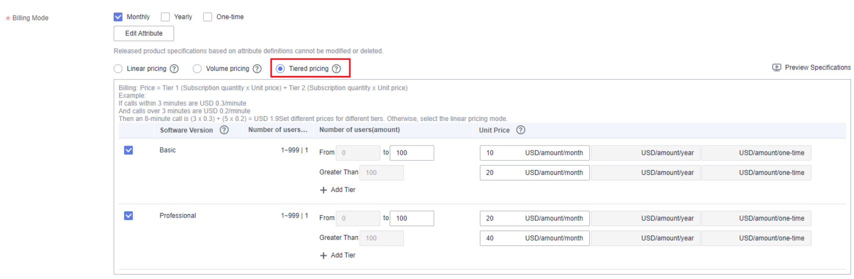
  - Volume pricing: You can set quantity tiers for each SKU and set the price for each tier separately. Product price = Subscription quantity x Unit price for the tier to which the subscription quantity belongs

    Figure 3-5 Volume pricing

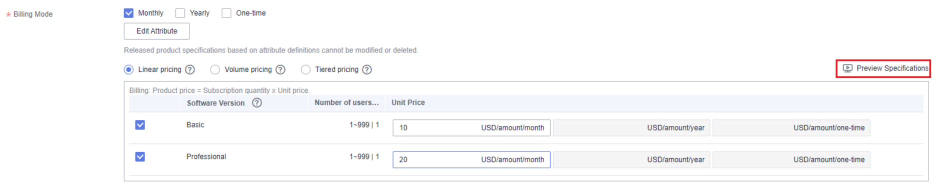
    

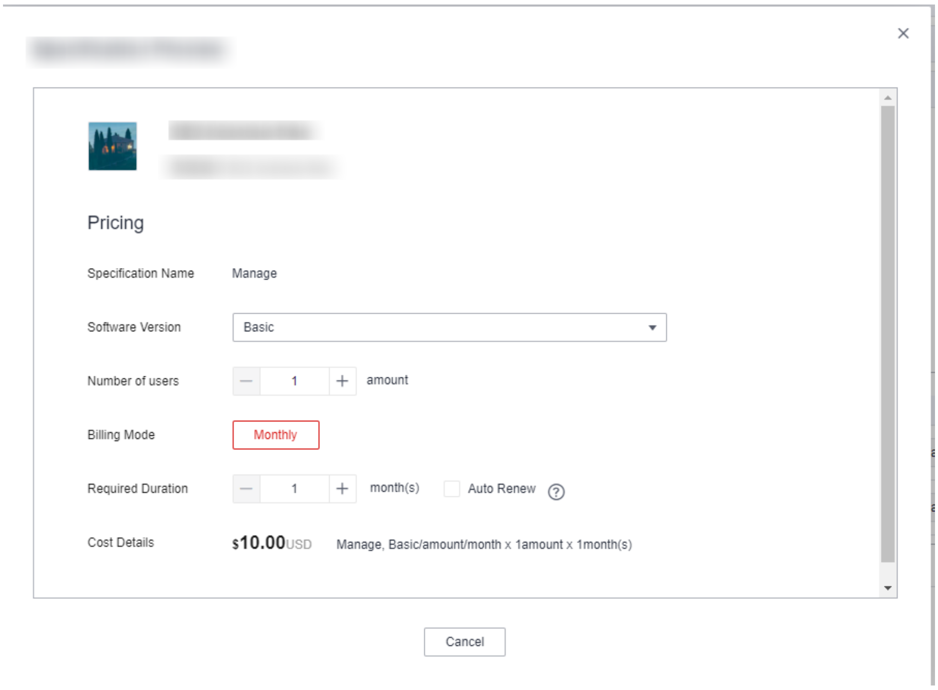
  - Tiered pricing: You can set quantity tiers for each SKU and set the price for each tier separately. The product price is the total amount of all tiers. Product price = Tier 1 (Subscription quantity x Unit price) + Tier 2 (Subscription quantity x Unit price)

    Figure 3-6 Tiered pricing

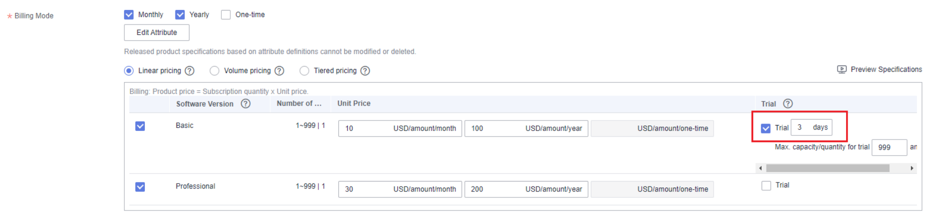
    

7. Select the SKUs to be previewed and click **Preview Specifications** in the upper right corner to view how specifications are displayed to customers.





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.

Seller Guide

Figure 3-7 Clicking Edit Attribute

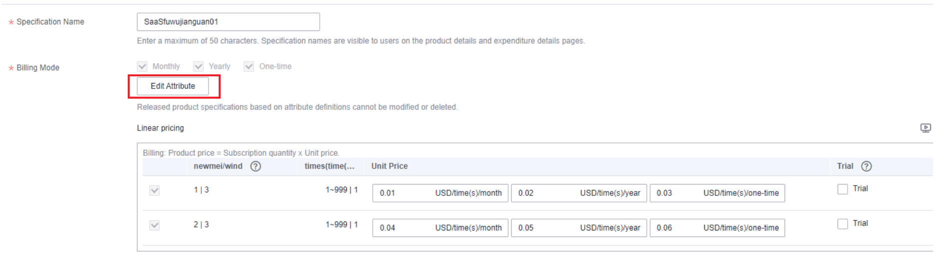
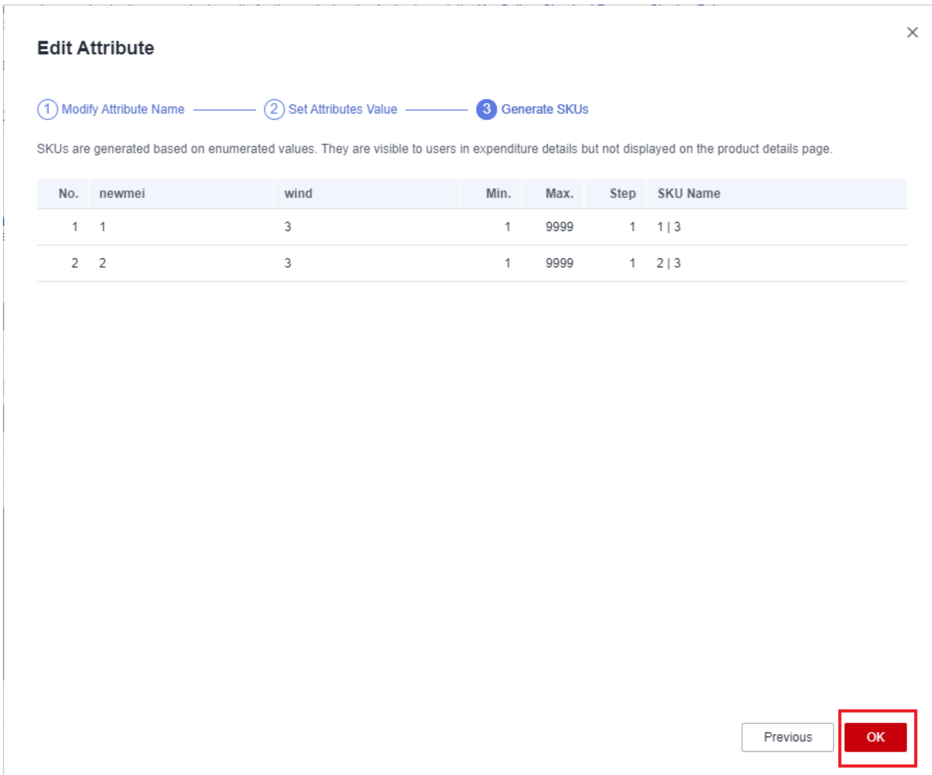


Figure 3-8 SKUs modified



NOTE

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

4 Seller Management

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. The maximum amount of test coupons for a product is $1,000 USD and that for a seller is $10,000 USD/year. The actual amount 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:

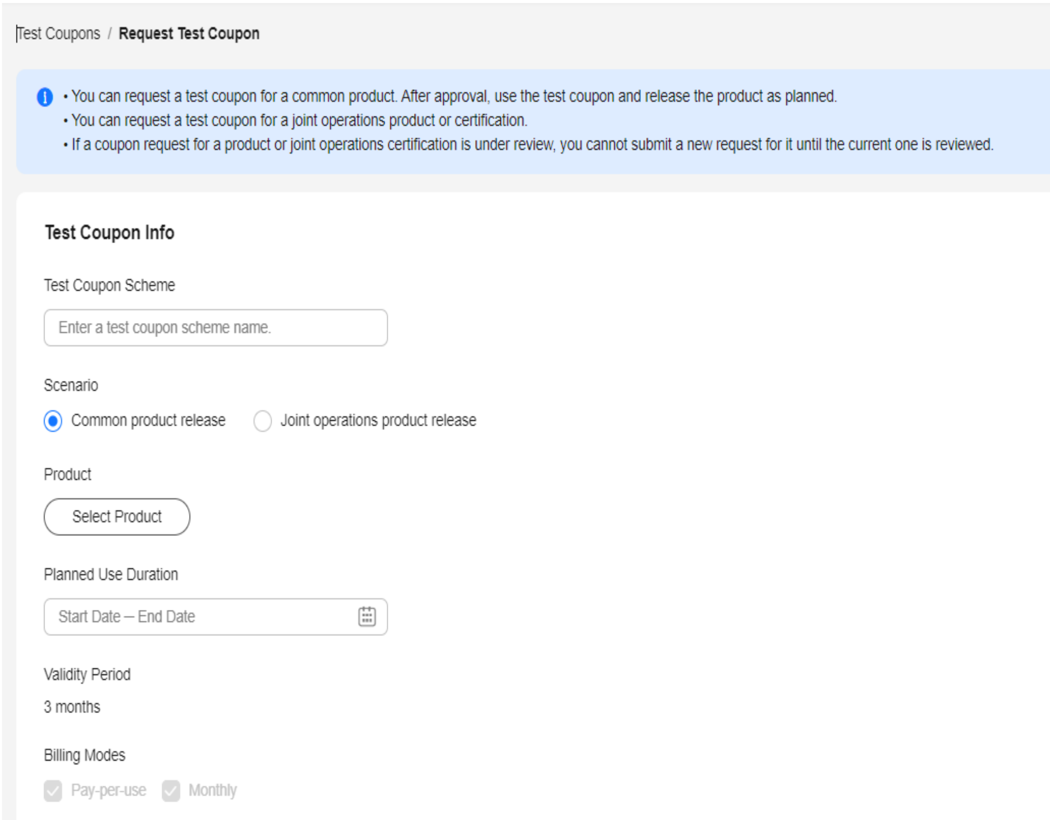
1. Recipient: partner@huaweicloud.com
2. Email subject: Test Coupon Application of *Your Company's Full Name* for Product Release
3. Attachment: Download, fill in, and seal the **KooGallery Partner Product Test Coupon Application** document. Then attach the scanned copy to the email.
4. Email body: Attach 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.



5 Product Management

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.

Seller Guide

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.

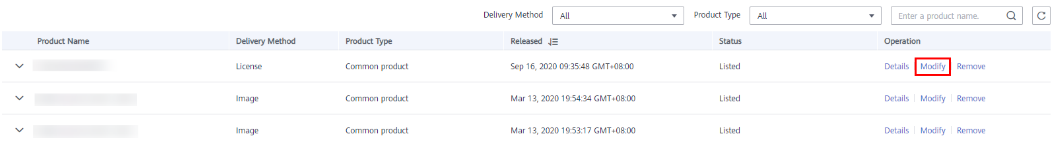
Step 2 In the navigation pane, choose **Product Management** > **My Products**.

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.



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

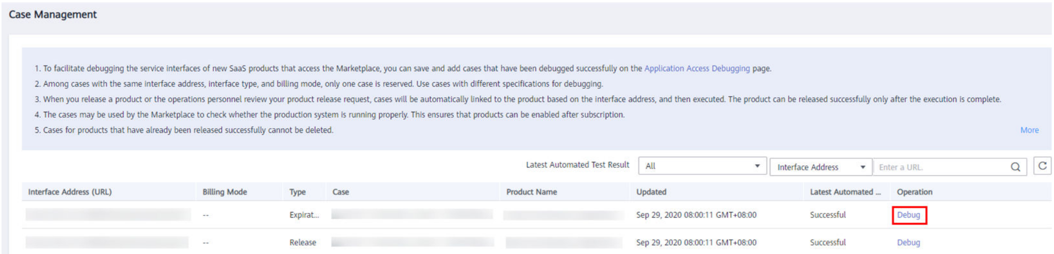
New billing rule (after June 12, 2023):

- 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

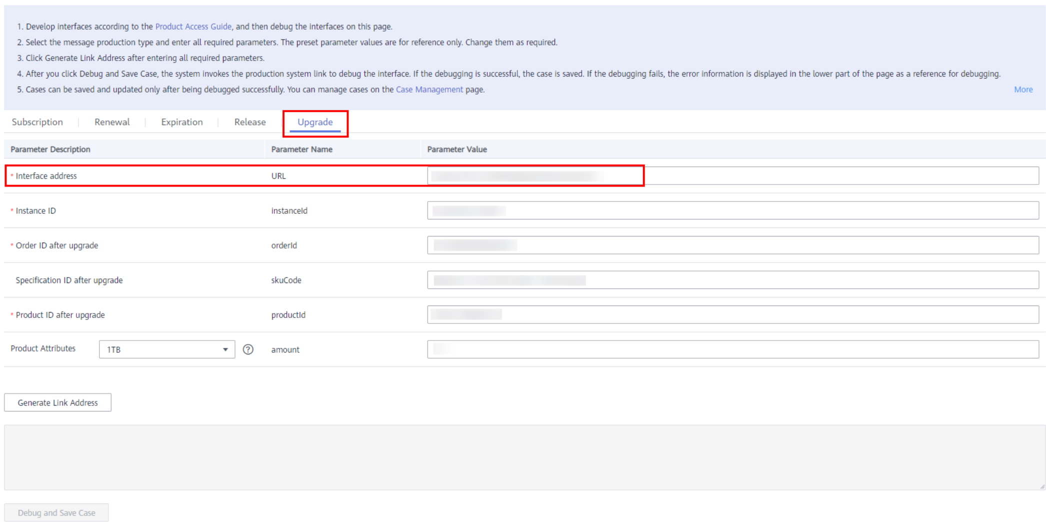
Debugging Application Access

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.



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**.



NOTE

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

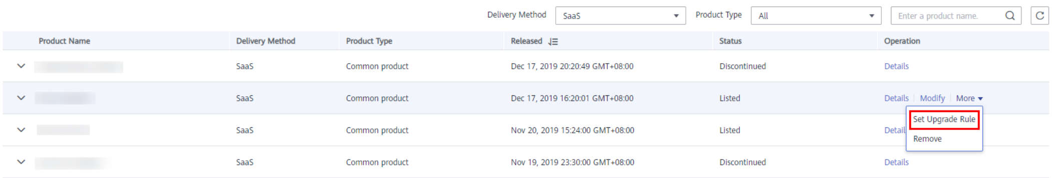
----End

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.



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

Figure 5-1 Setting upgrade rules

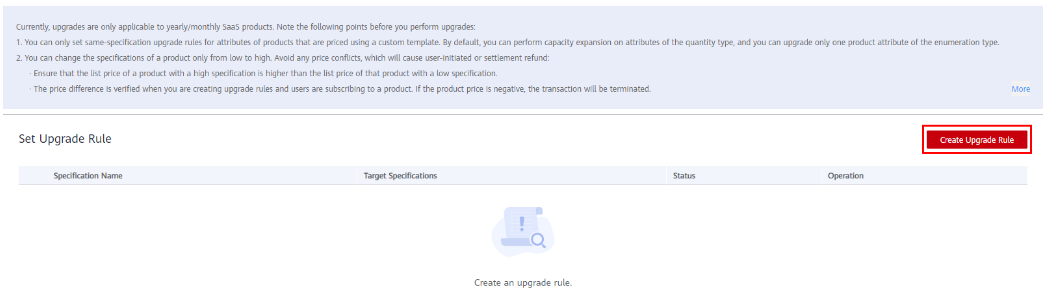
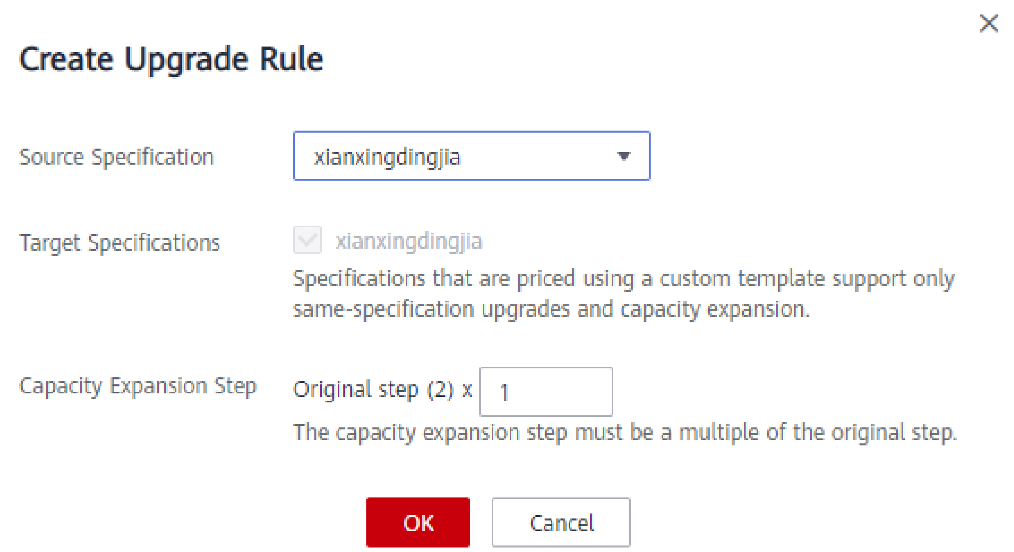


Figure 5-2 Creating a rule



Seller Guide

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

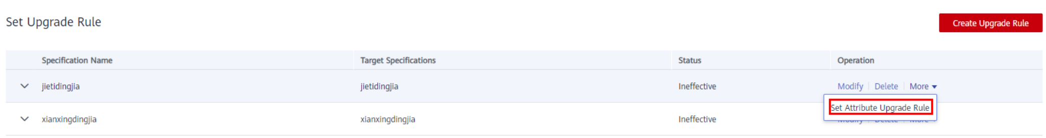
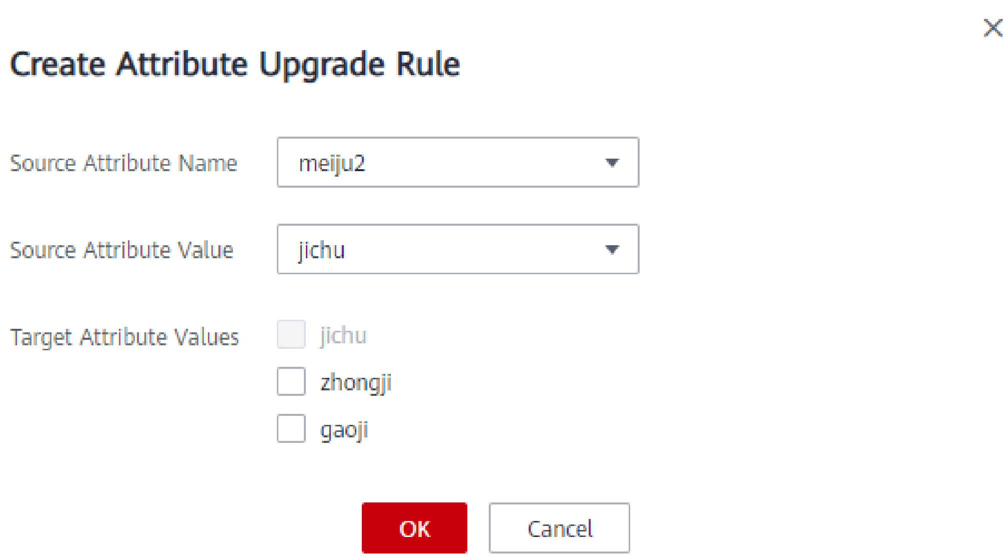


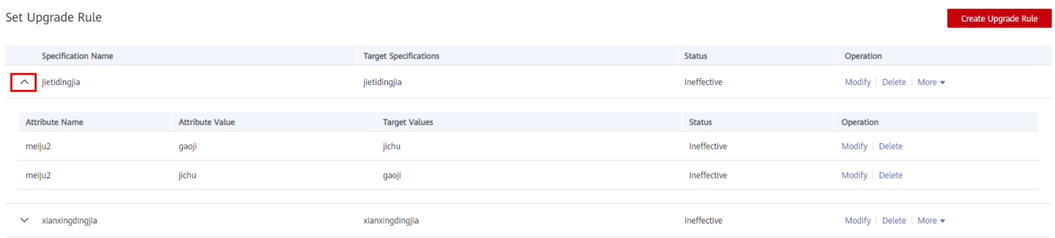
Figure 5-4 Creating an attribute upgrade rule



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.



NOTE

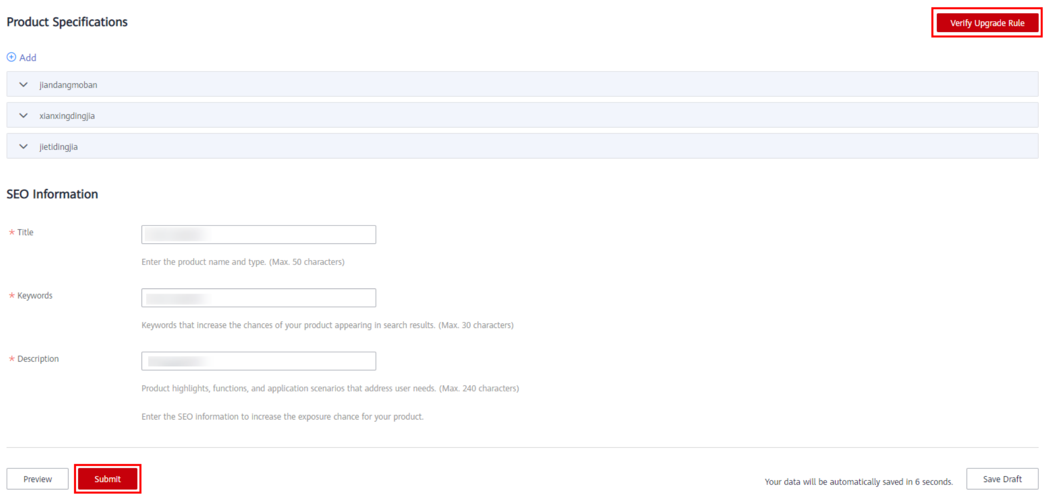
- No attribute upgrade rules are configured by default. You can add attribute upgrade rules as required.
- Upgrade rules of only one source attribute can be created for a specification that is priced using a custom template. If upgrade rules of an attribute have been created but you want to create upgrade 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

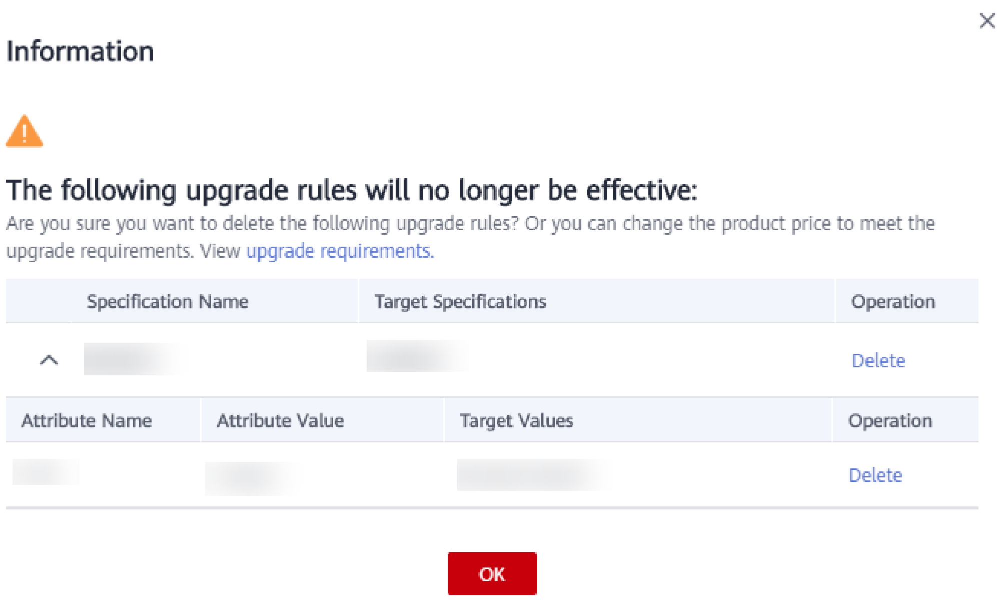
Verifying New Product Prices

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.

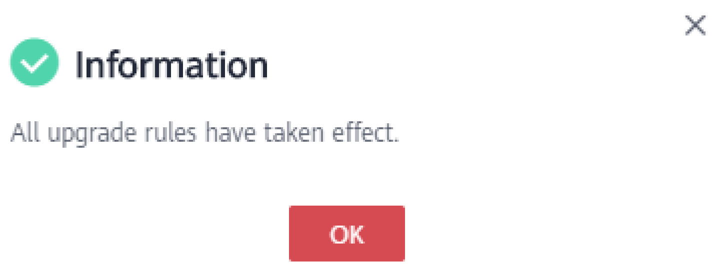
Seller Guide



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



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



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

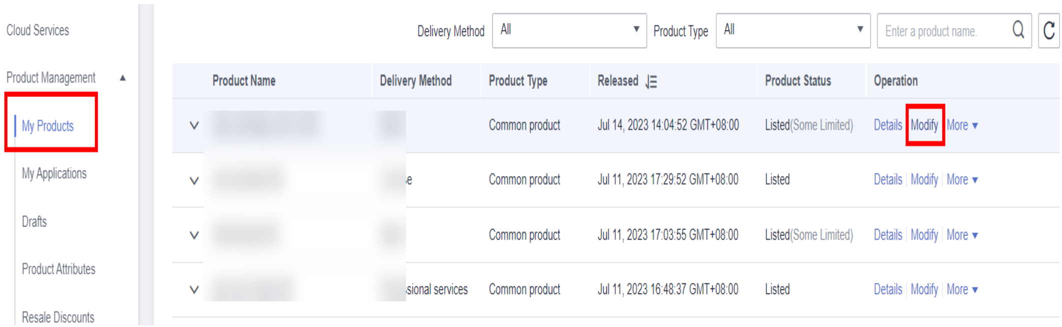
The process of hiding a released product is used as an example.

Step 1 Go to the Seller Console.

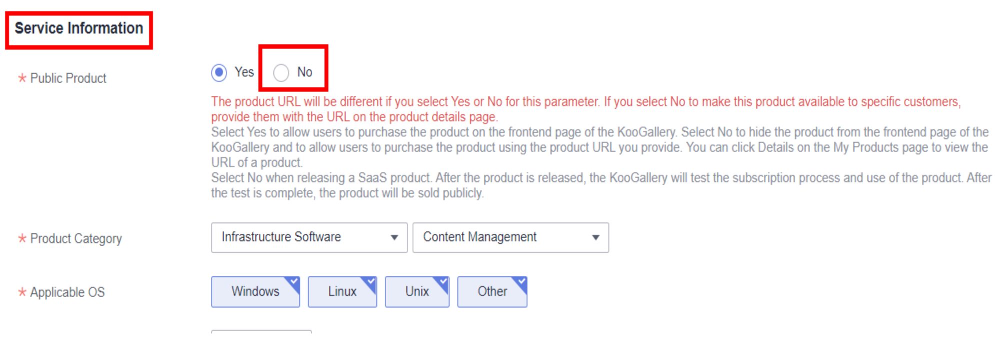
Step 2 In the navigation pane, choose **Product Management** > **My Products**.

The **My Products** page is displayed.

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



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



NOTE

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

Step 5 Click **Submit**.

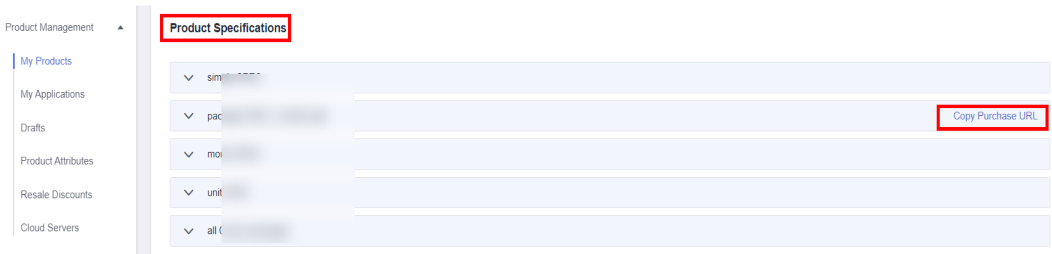
NOTE

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

----End

Precautions for Hiding a Specification

- Hidden specifications will not be displayed on KooGallery frontend page or in the search results. They can be accessed or purchased only through the specification URL.
- To obtain the URL of such a specification, locate the product on the **Product Management** > **My Products** page, and click **Details** in the **Operation** column. Locate the target specification in the **Product Specifications** area and click **Copy Purchase URL**.



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

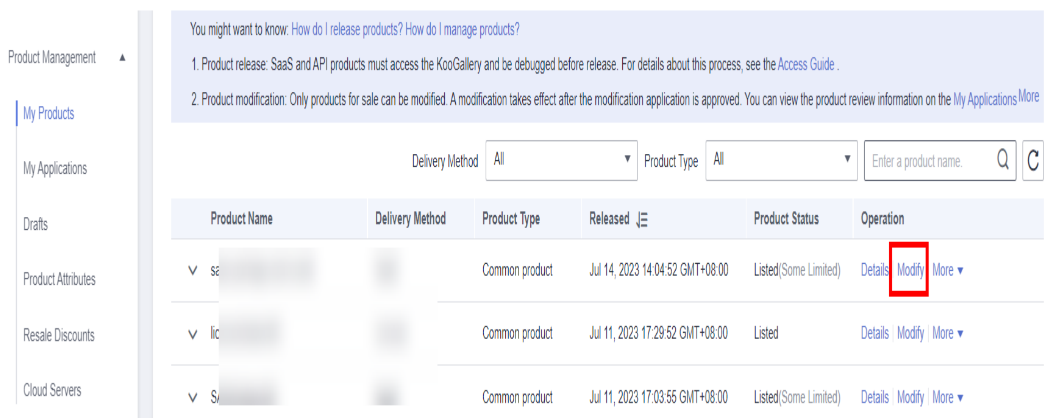
Procedure for Hiding Offering Specifications

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

Step 1 Go to the Seller Console.

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

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



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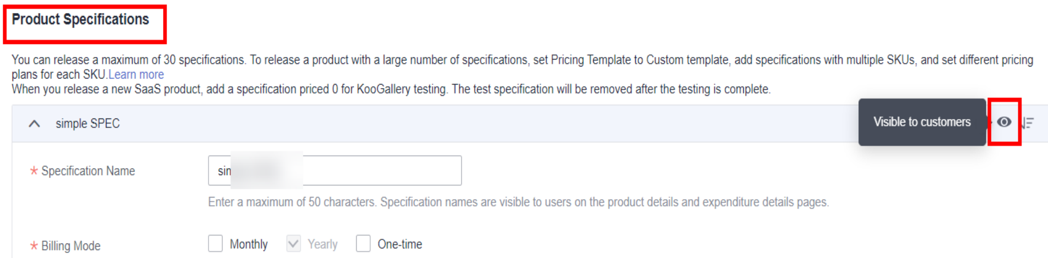
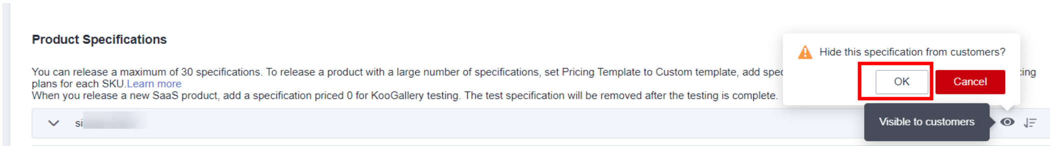
Step 4 In the **Product Specifications** area, click next to the specification.

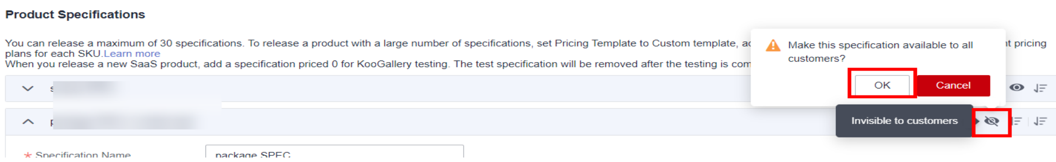


Step 5 In the displayed dialog box, click **OK**.



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

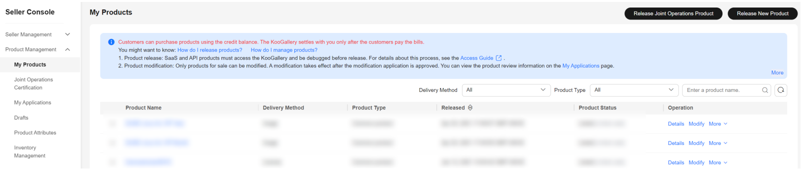
You can remove a specification or SKU of a released product (see **Step 3**), or remove the entire product (see **Step 4**). A removed specification or SKU is discontinued. Other specifications or SKUs are still on sale. A removed product and all its specifications are discontinued. No operations can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

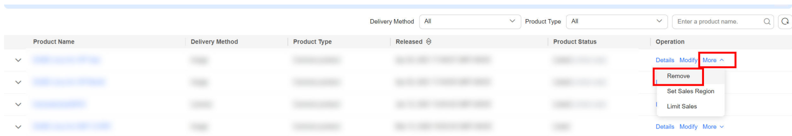
Step 1 Go to the Seller Console.

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

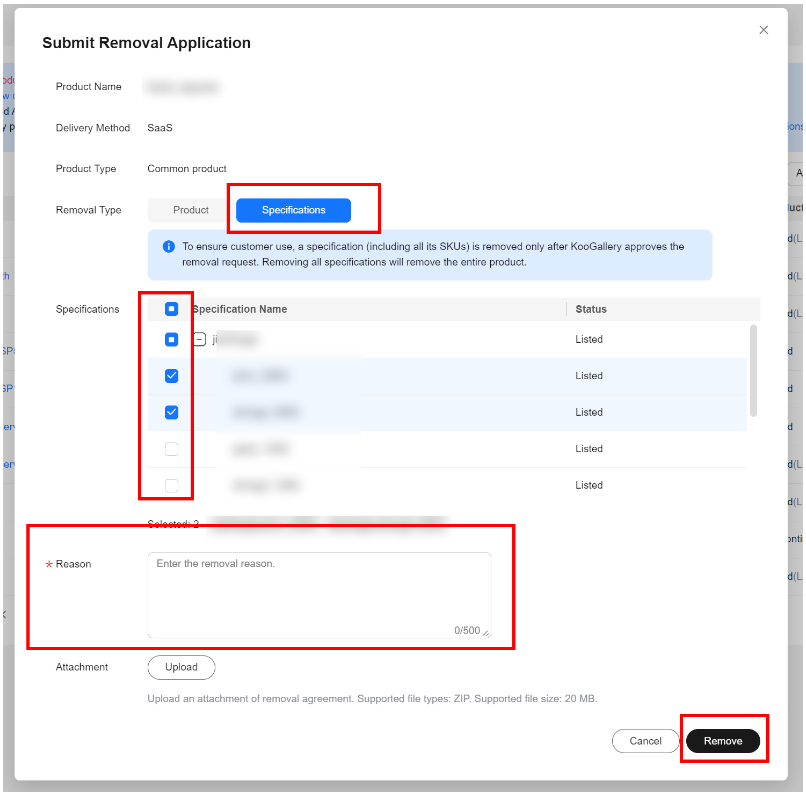


Step 3 **Remove a product specification or SKU**.

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.

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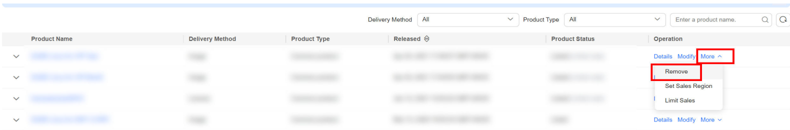
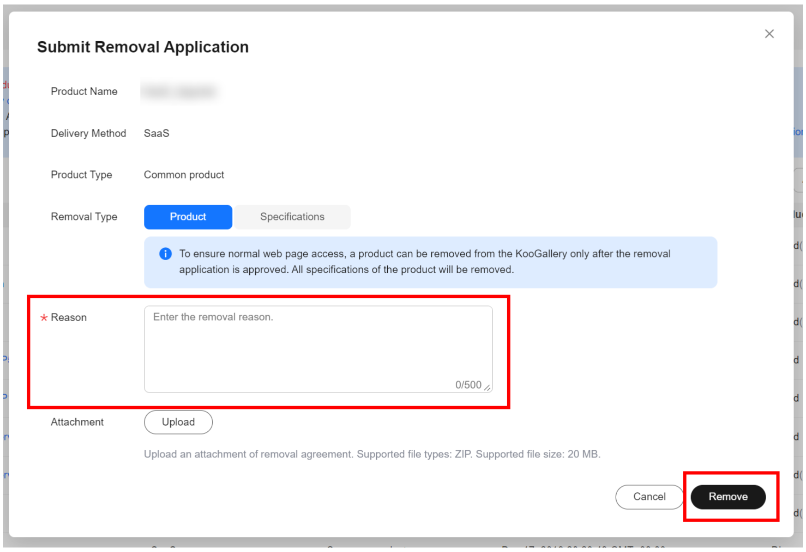


2. In the displayed dialog box, enter the removal reason, upload proofs (if any), and click **Remove**.



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	/

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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	/

Seller Guide

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

Seller Guide

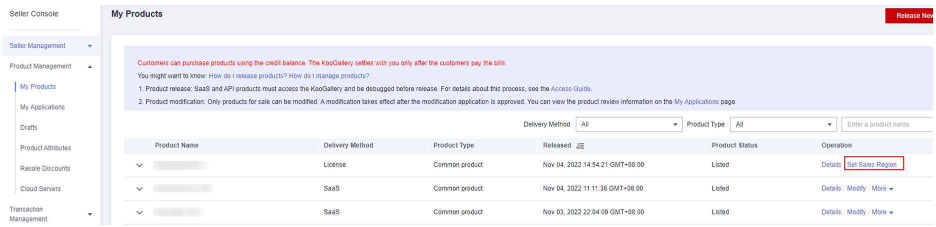
No.	Code	Contracting Party	Abbreviation	Sales Region	Remarks
76	6081	Huawei Technologies De Mexico, S.A. De C.V.	MX	Mexico	
77	5851	Sparkoo Technologies PERU S.A.C.	PE	Peru	
78	5861	Sparkoo Technologies Do Brasil Ltda.	BRA	Brasil	

Procedure

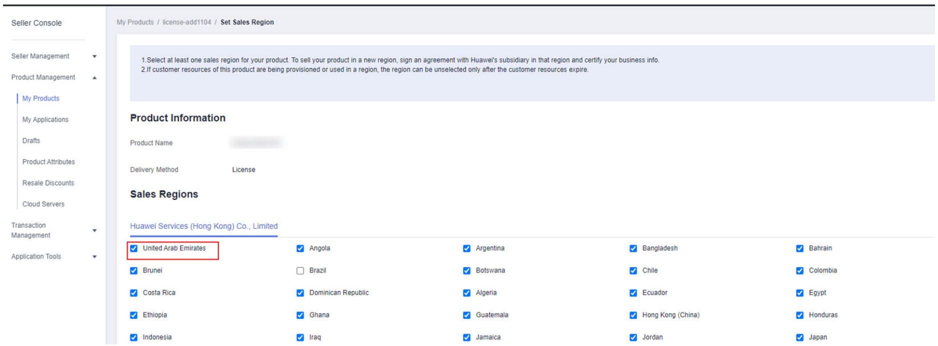
Step 1 Go to the Seller Console.

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

Step 3 Search for the target product and click **Set Sales Region** in the **Operation** column of the row containing the target product.

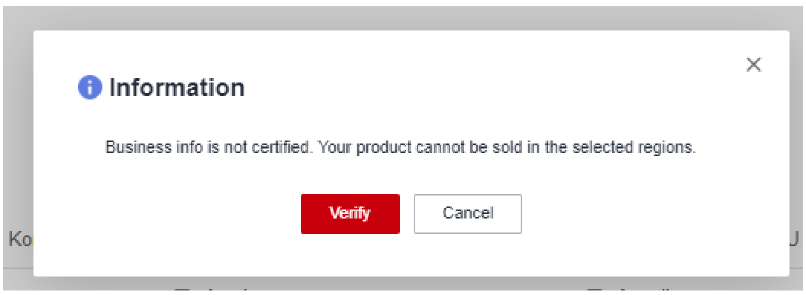


Step 4 On the **Set Sales Region** page, select or unselect sales regions.



NOTE

If the following dialog box is displayed, sign an agreement with the corresponding contracting party and **certify your business information**.



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

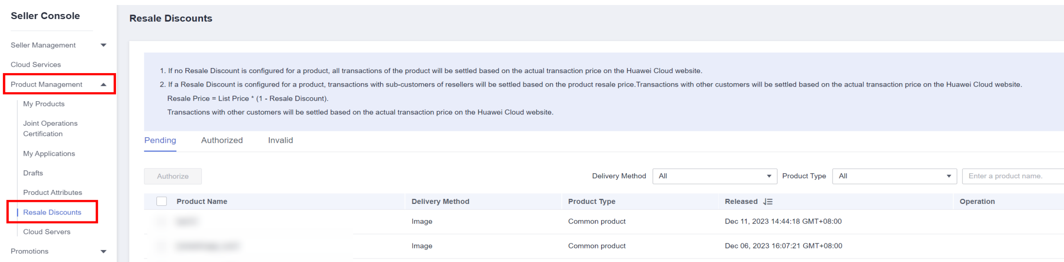
5.7 Managing Product Resale

After you configure a resale discount for a product, resellers can resell the product.

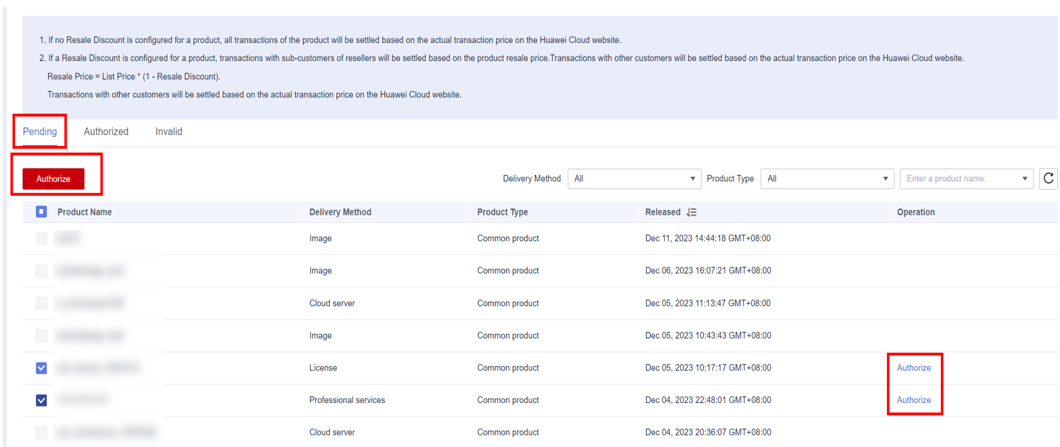
Procedure

Step 1 Go to the Seller Console.

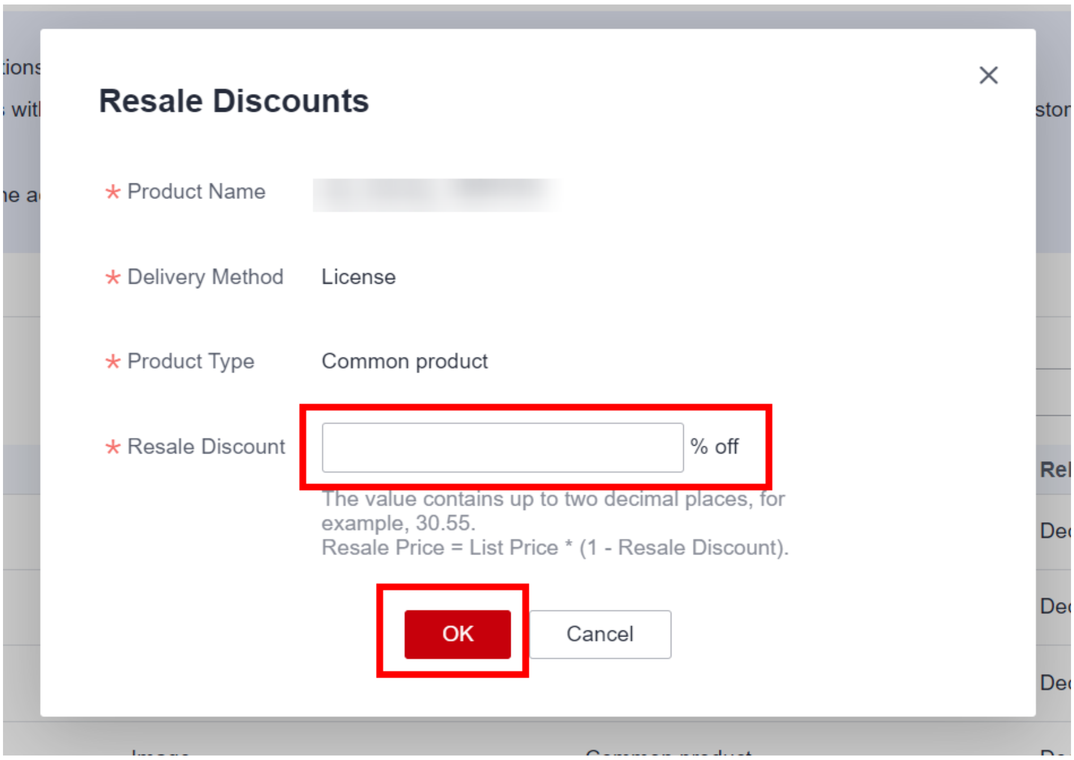
Step 2 In the navigation pane, choose **Product Management** > **Resale Discounts**.



Step 3 Click **Authorize** next to the target product. To authorize discounts for multiple products, select the products and click **Authorize**.



Step 4 In the displayed dialog box, enter a discount.



Step 5 Click **OK**.

NOTE

A resale discount configured for the first time takes effect in the current month. Reseller orders generated in the current month before the discount is set will be settled based on prices after resale discount.

If a resale discount is modified, the original discount will be used for settlement in the current month after the modification. The new discount will take effect in the next month.

----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.

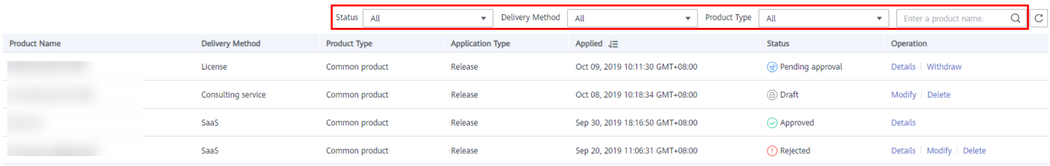
Procedure

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

Seller Guide

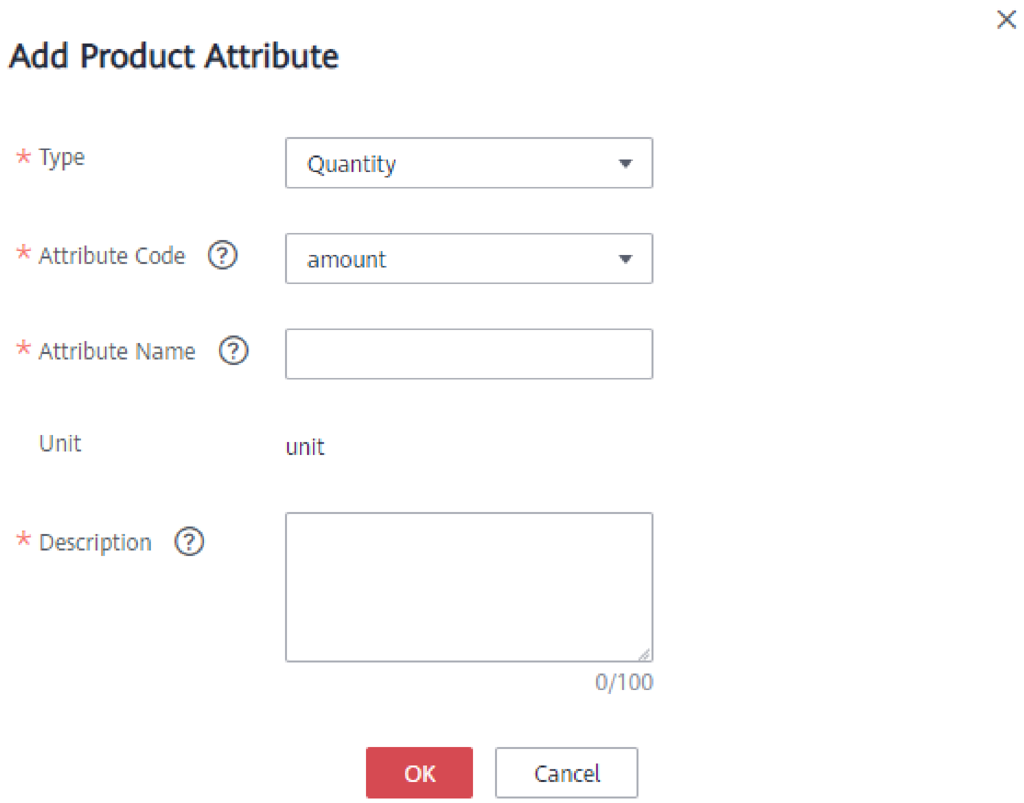
Adding Product Attributes

Step 1 Go to the Seller Console.

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

Step 3 Click **Add**.

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



----End

Editing Product Attributes

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

Deleting Product Attributes

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

Seller Guide

6 Service Supervision

6.1 Supervising License Products

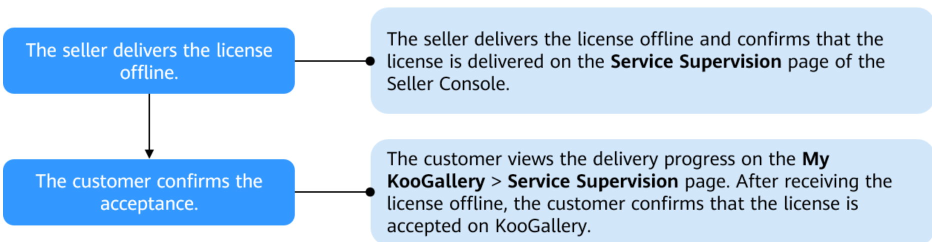
After a license product is sold, you can view the order details on the **Transaction Management** > **Service Supervision** page in the Seller Console, deliver the license offline, and update the service flow status in the Seller Console.

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

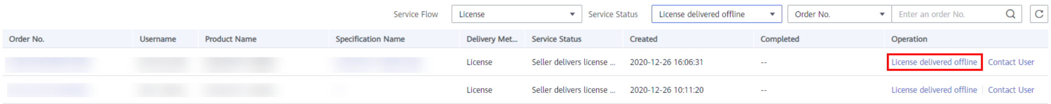


Procedure

Step 1 Go to the Seller Console.

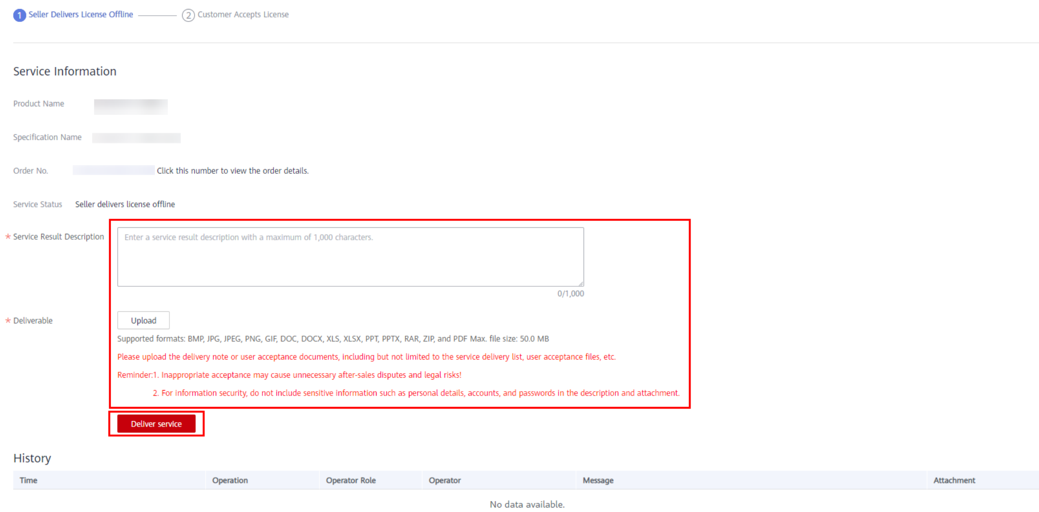
Step 2 In the navigation pane, choose **Transaction Management** > **Service Supervision**.

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

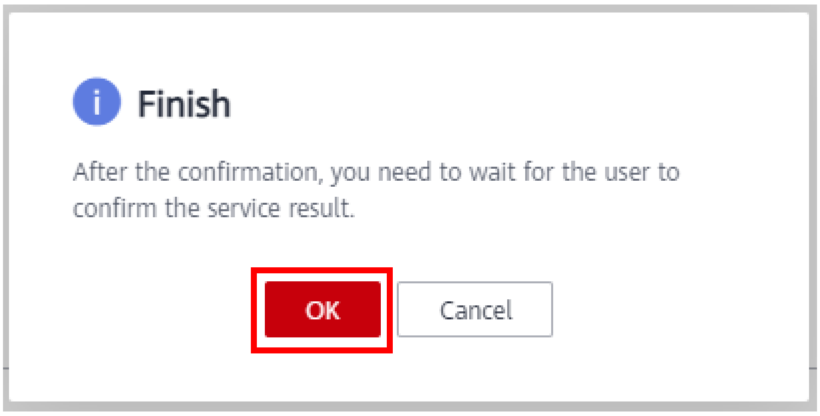


Step 4 After the product is delivered, update the service flow status.

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



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

Seller Guide

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

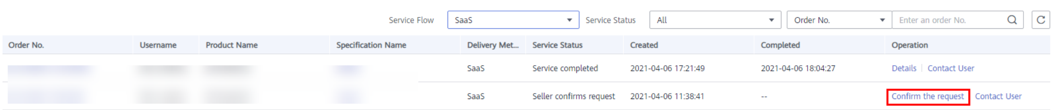
If the customer has not updated the service flow status for more than five days, the customer has rejected the product you deliver three times, or you have rejected customer requests three times, you can initiate an appeal. For details, see **Appeal**.

Procedure

Step 1 Go to the Seller Console.

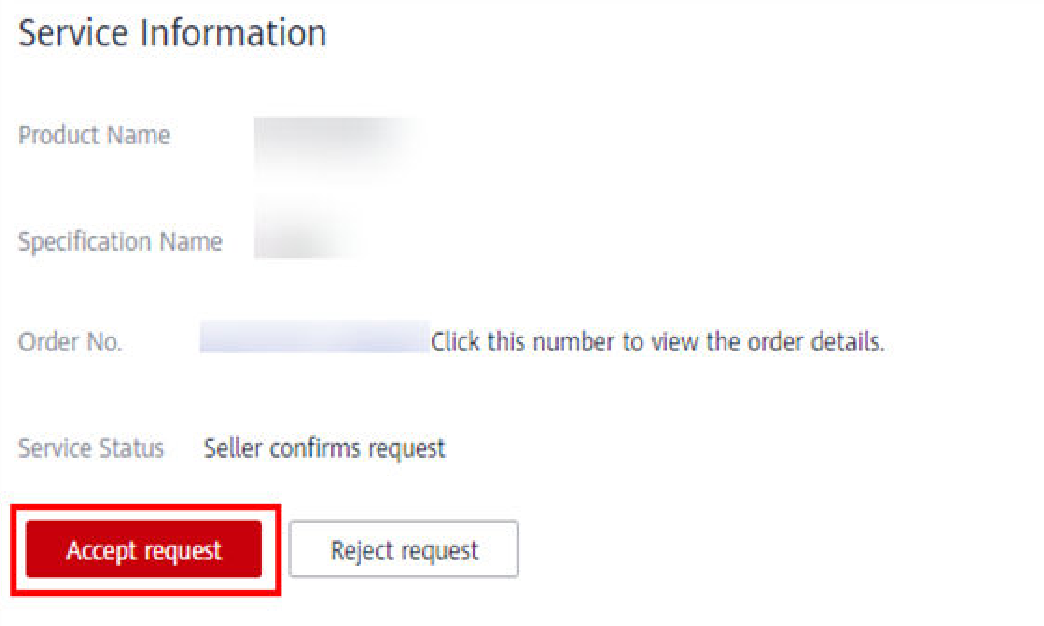
Step 2 In the navigation pane, choose **Transaction Management** > **Service Supervision**.

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



Step 4 Accept the request of the customer.

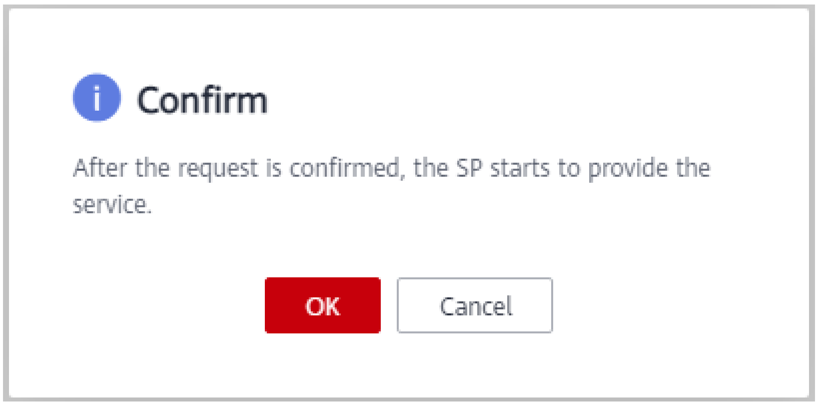
1. View the request details. If the request is reasonable, click **Accept request**.



NOTE

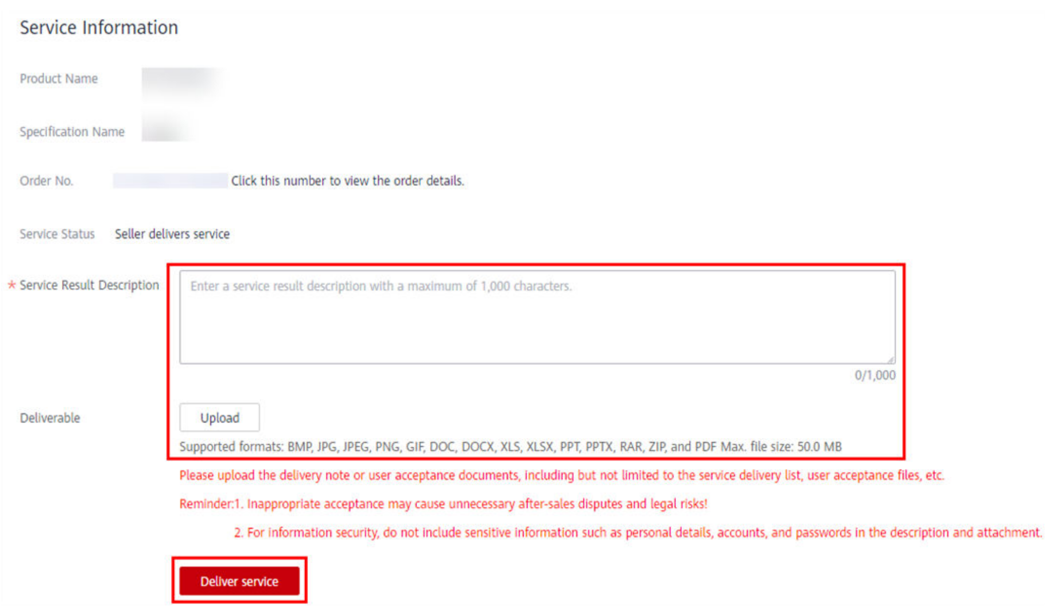
If the request is not reasonable, you can reject it to the customer for modification.

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

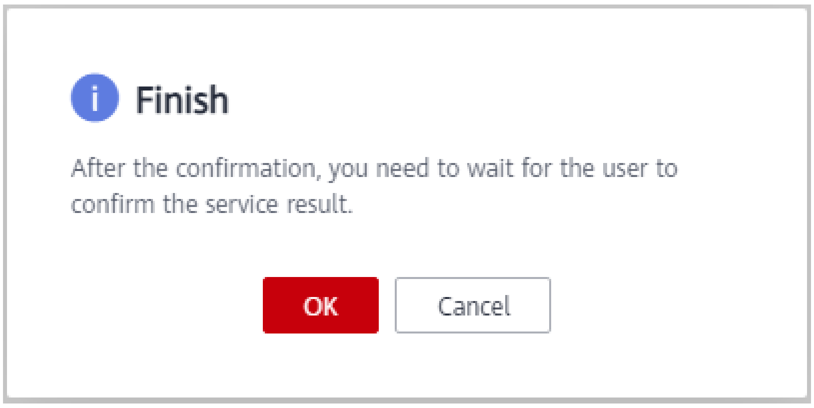


Step 5 Deliver and provision the product, update the service flow status, and wait for the customer to accept the product.

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



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



NOTE

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

----End

Appeal

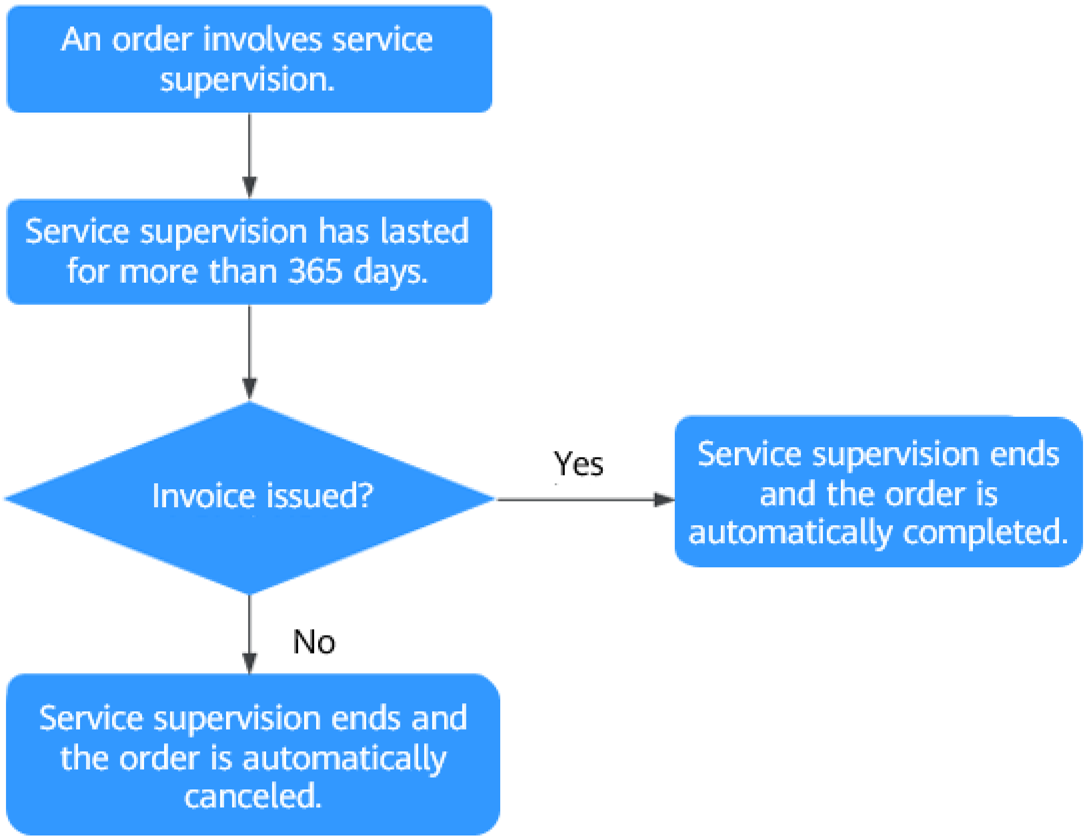
- During service supervision, if a customer has not updated the service flow status for more than five days, you can initiate an appeal.
- If you have rejected customer requests three times, or a customer has rejected a product you deliver three times, you can initiate an appeal.
- During service supervision, 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.
- If service supervision has lasted for more than 365 days, the system automatically processes the order based on the invoicing status.
  - If the customer has requested an invoice, the service flow will be closed and the order status will change to **Completed**.
  - If the customer has not requested an invoice, the order is automatically canceled.



- 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

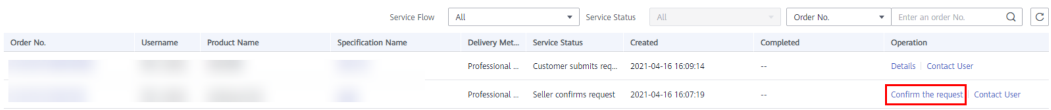
If the customer has not updated the service flow status for more than five days, the customer has rejected the product you deliver three times, or you have rejected customer requests three times, you can initiate an appeal. For details, see **Appeal**.

Procedure

Step 1 Go to the Seller Console.

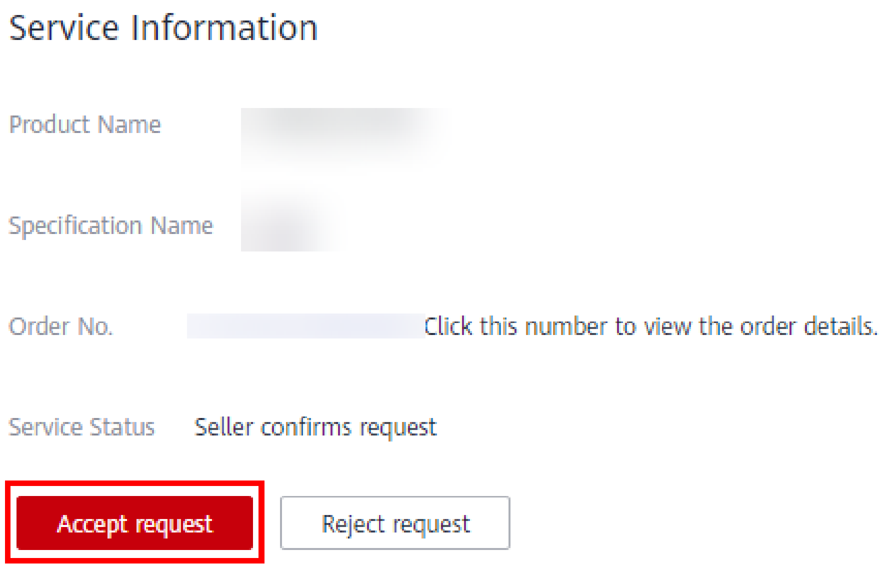
Step 2 In the navigation pane, choose **Transaction Management** > **Service Supervision**.

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



Step 4 Accept the request of the customer.

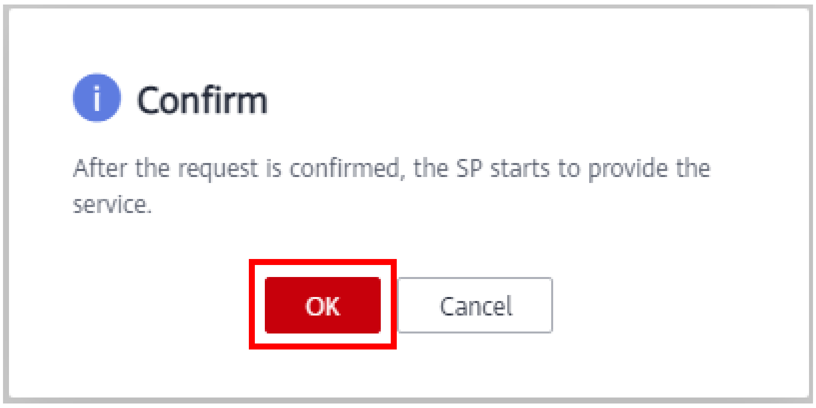
1. View the request details. If the request is reasonable, click **Accept request**.



NOTE

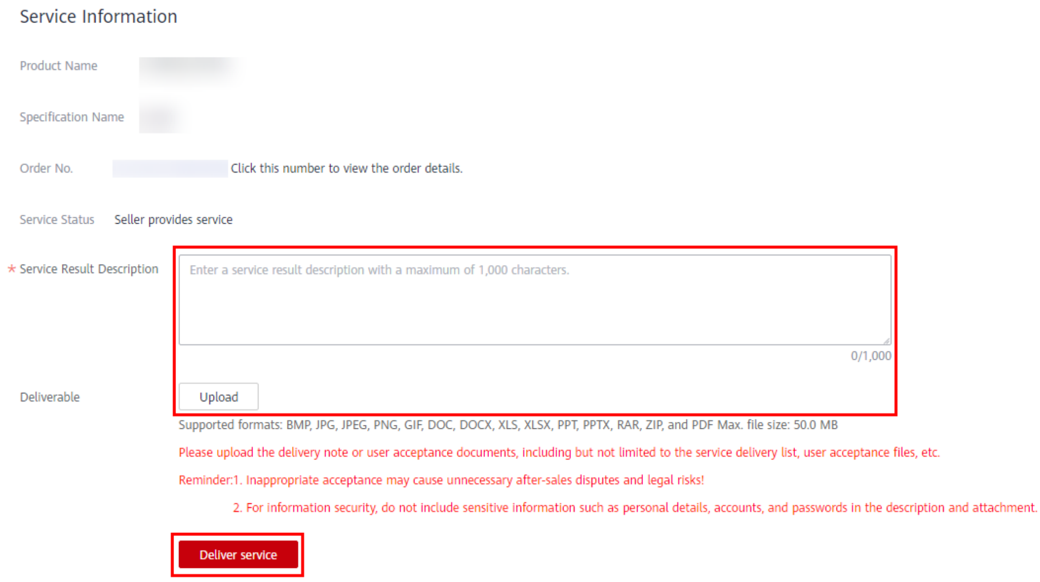
If the request is not reasonable, you can reject it to the customer for modification.

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

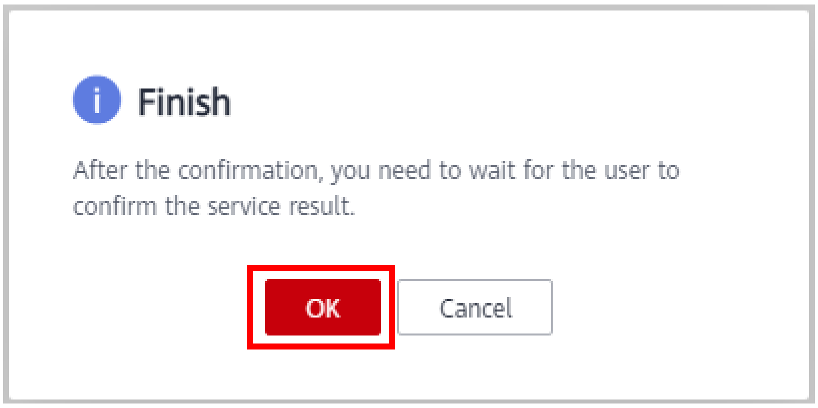


Step 5 After the product is delivered, update the service flow status.

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



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



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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

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

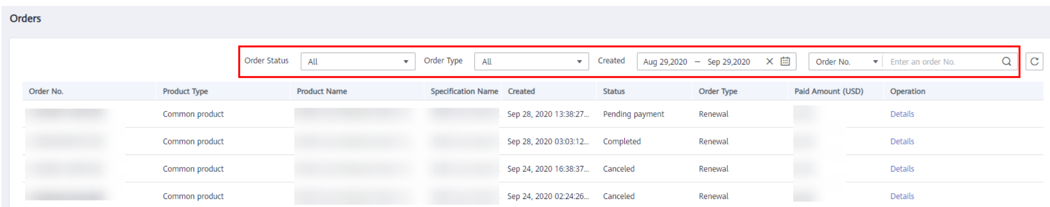
Procedure

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.



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.

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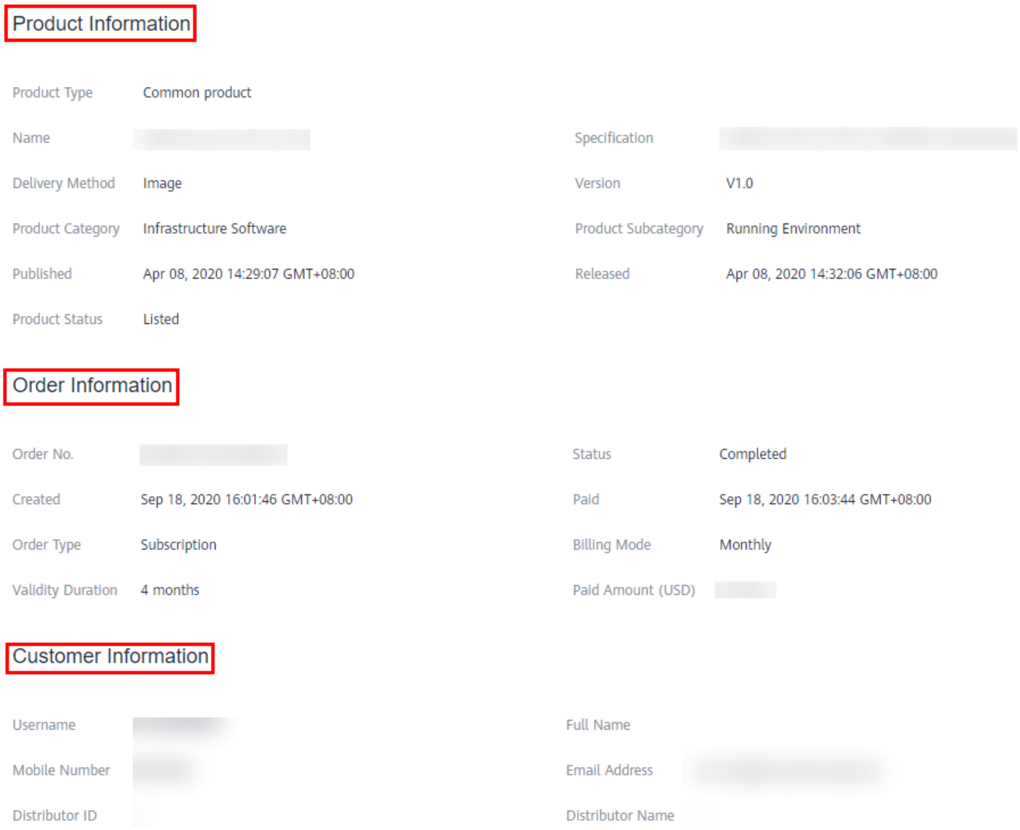


----End

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.

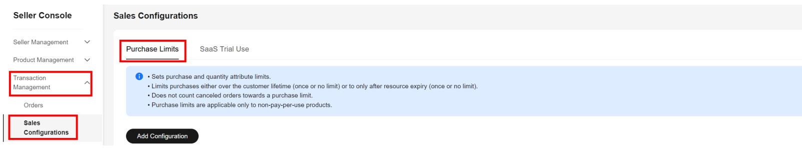
NOTE

- 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.

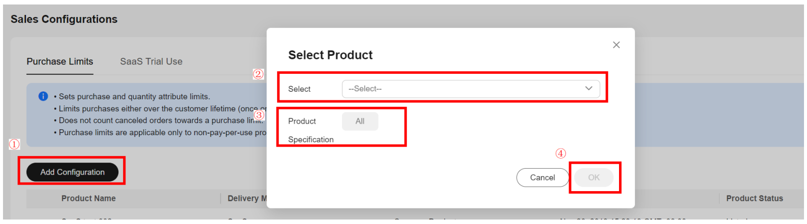
Procedure

Step 1 Go to the Seller Console.

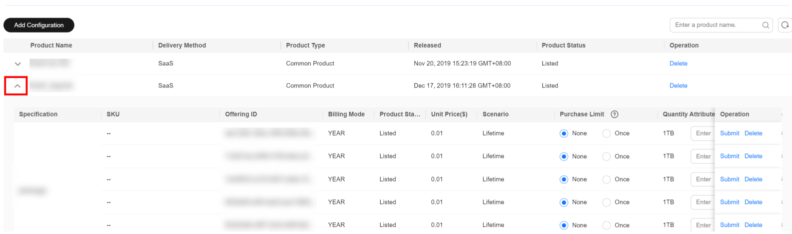
Step 2 In the navigation pane, choose **Transaction Management** > **Sales Configurations**. On the displayed page, click the **Purchase Limits** tab.



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.



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

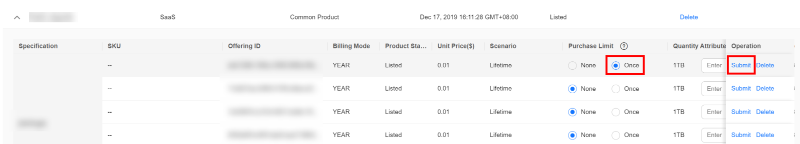


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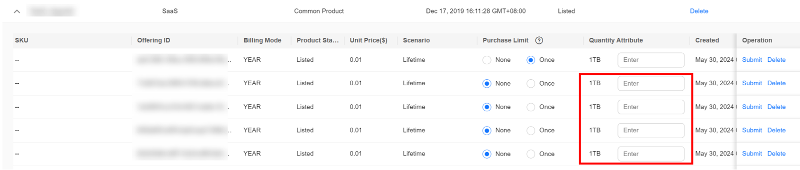
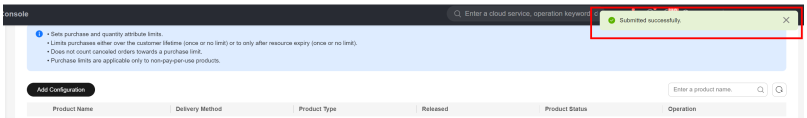
Figure 7-2 Setting a quantity limit



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.

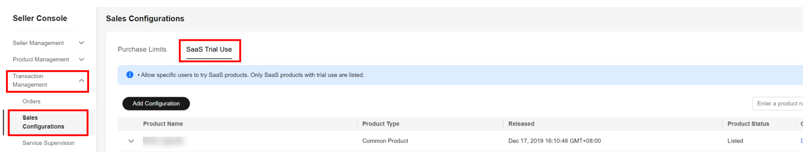
NOTE

The configuration takes effect only for SaaS that has enabled trial use. For details about how to enable trial use for SaaS, see **11.20 How Do I Release a Trial SaaS Specification?**.

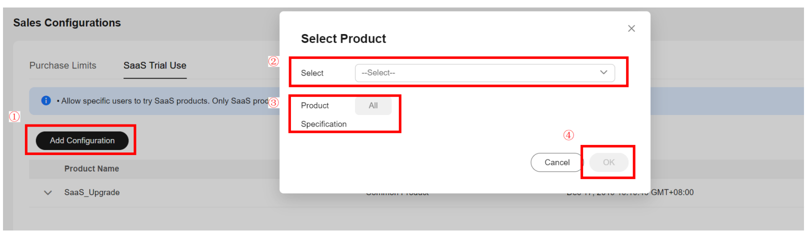
Procedure

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.

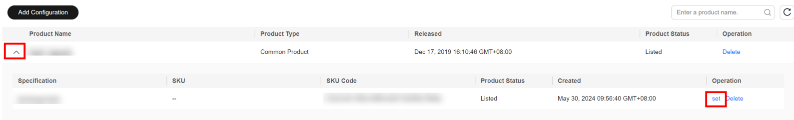


Step 3 Click **Add Configuration**, select a product, and select **All** or specific specifications next to **Product Specifications**.

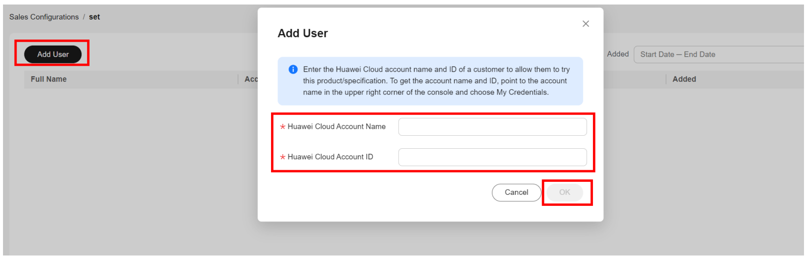


Step 4 Click **OK**. The selected product and specifications are also displayed under the **Purchase Limits** tab. By default, no customers can try the selected product or specifications.

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.

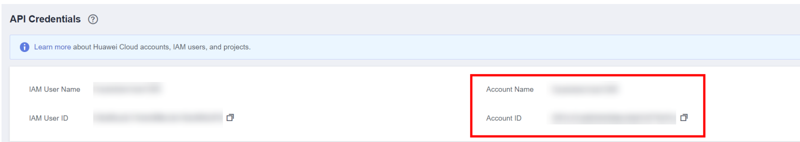


Step 6 Click **Add User**. In the **Add User** dialog box, enter the Huawei Cloud account name and ID of a customer, and click **OK**.

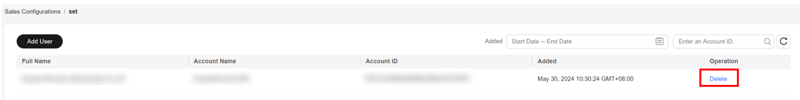


NOTE

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.



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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

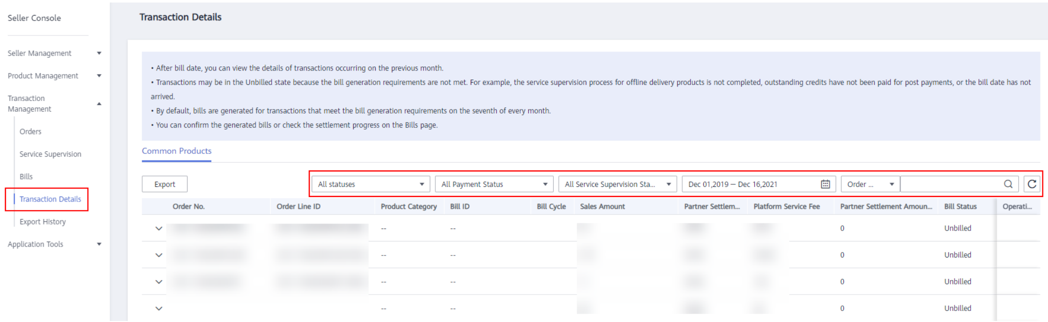
Your business information has been certified. For details, see **1.2.7 Certifying Business Information**.

Procedure

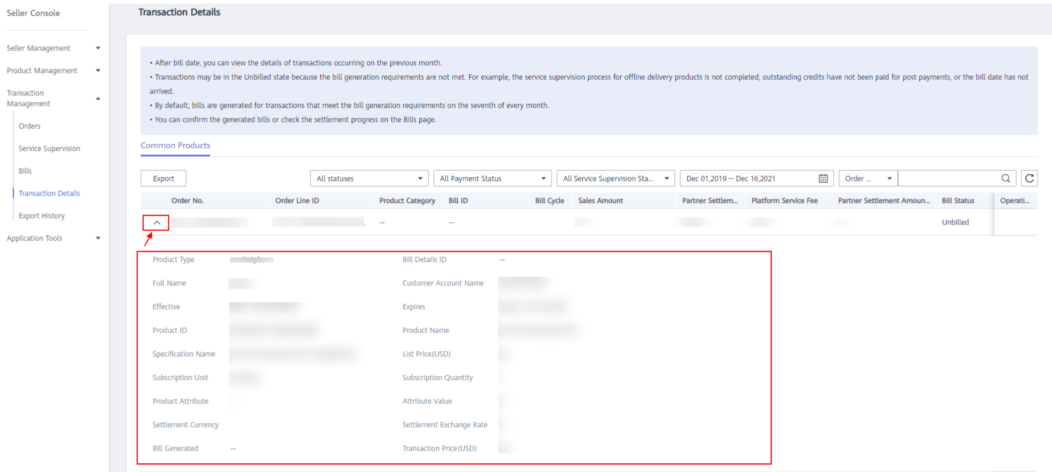
Step 1 Go to the Seller Console.

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

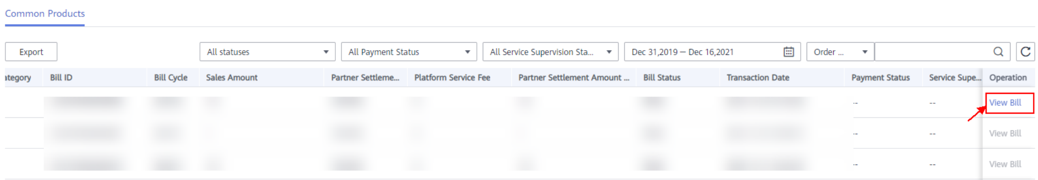
Step 3 Set the search criteria to search for the target order.



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.



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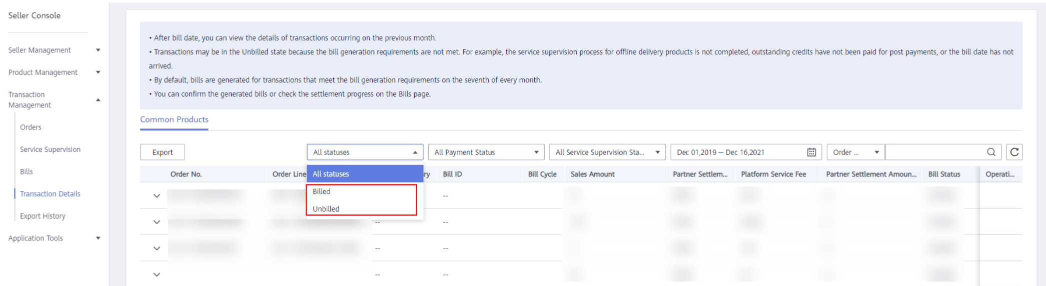
NOTE

- 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.
- The bill status **Billed** indicates that a bill has been generated for an order. You can check the bill details or settlement progress on the **Bills** page.



- The bill status **Unbilled** indicates that no bill has been generated for an order because the order 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 the business information certification. For details, see **1.2.7 Certifying Business Information**.

Procedure

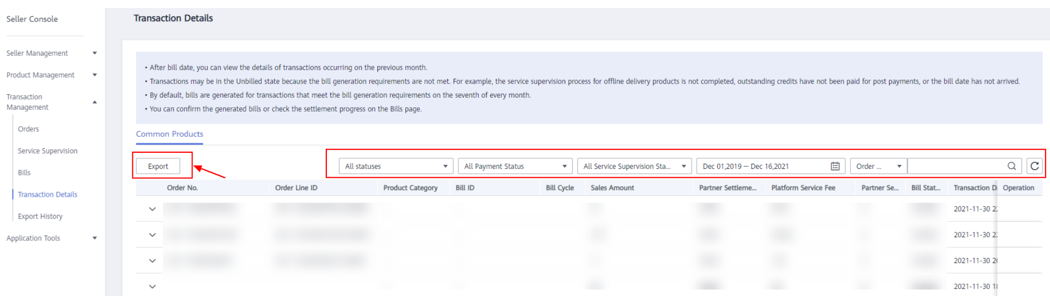
Step 1 Go to the Seller Console.

Step 2 Choose **Transaction Management** > **Transaction Details** in the navigation pane.

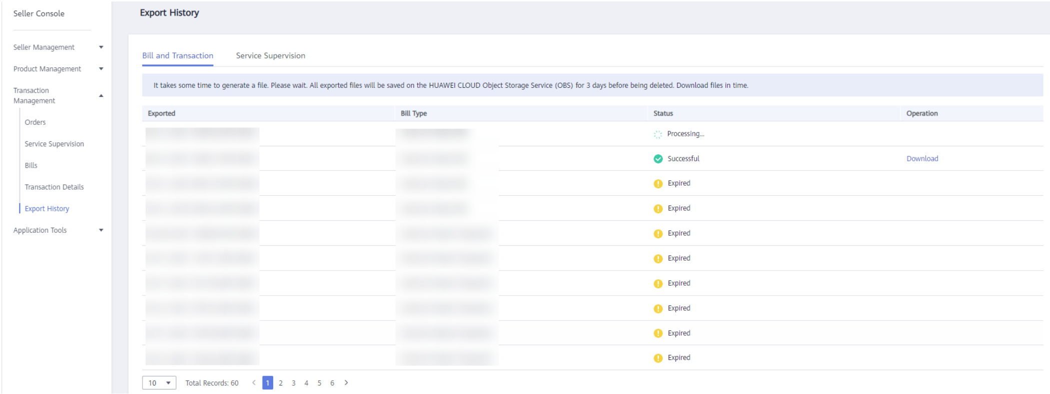
The **Transaction Details** page is displayed.

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

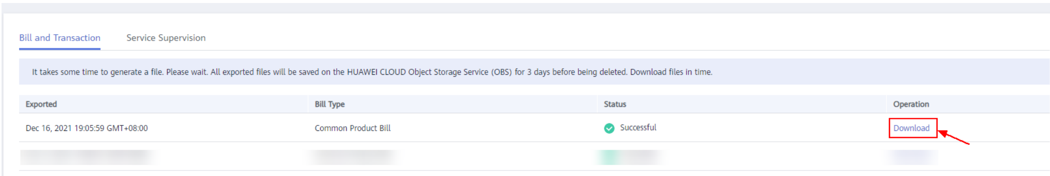
Step 4 Click **Export** on the left of the page.



Step 5 The **Export History** page 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** page.
- You can also choose **Transaction Management** > **Export History** in the navigation pane and download the exported bills on the displayed page.
- The exported bills will be retained for three days. Download the bills as soon as possible.

8 Settlement Management

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 **Transaction Management** > **Transaction Details** to check the payment status and service supervision status.

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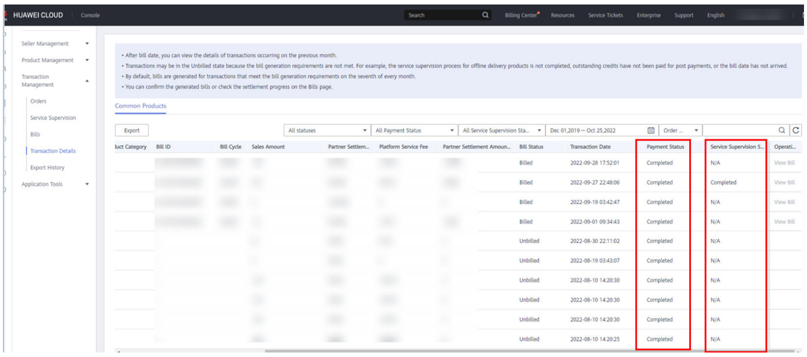
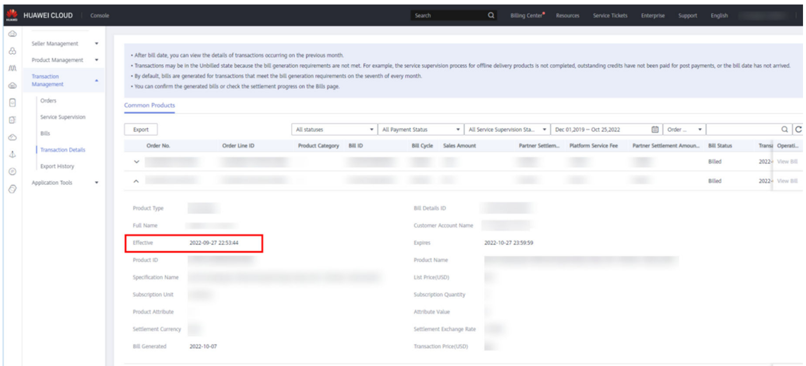


2. Check the order effective time.

In the navigation pane of the Seller Console, choose **Transaction Management** > **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 = $\sum^{n}_{i=1}$ (Selling price of product *N* (excluding VAT) – Customer WHT^{1} – Customer DST^{1}) x (1 – Proportion of platform fees) – Seller taxes (such as WHT^{2} and DST^{2})

  Example:

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

  Tax imposed on the product supplied to the customer: Customer WHT^{1} = $150 USD; Customer DST^{1} = $50 USD

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

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

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

  NOTE

  WHT stands for withholding tax.

  DST stands for Digital Service Tax.

  NOTICE

  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 **11.19 How Do I View the Sharing Ratio of a Product?**

- **Joint operations product**

The settlement rules vary according to the revenue sharing mode.

- Revenue sharing based on the transaction price

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

- Revenue sharing based on the discounted base price

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

- Revenue sharing based on the fixed base price

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

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.

No.	Phase	Performed By	Duration	Description
3	Confirming bills	Sellers	/	The sellers confirm bills in the Seller Console of Huawei Cloud KooGallery.
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 **Invoice Management**.
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.

Seller Guide

9 Bill Management

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: $\sum_{i=1}^{n} \text{Sales amount of product } n \times (1 - \text{Proportion of platform fee}$

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.

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 **Transaction Management** > **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 **Transaction Management** > **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 to access the **Export History** page.

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** page, 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** 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 **Transaction Management** > **Bills**.

NOTE

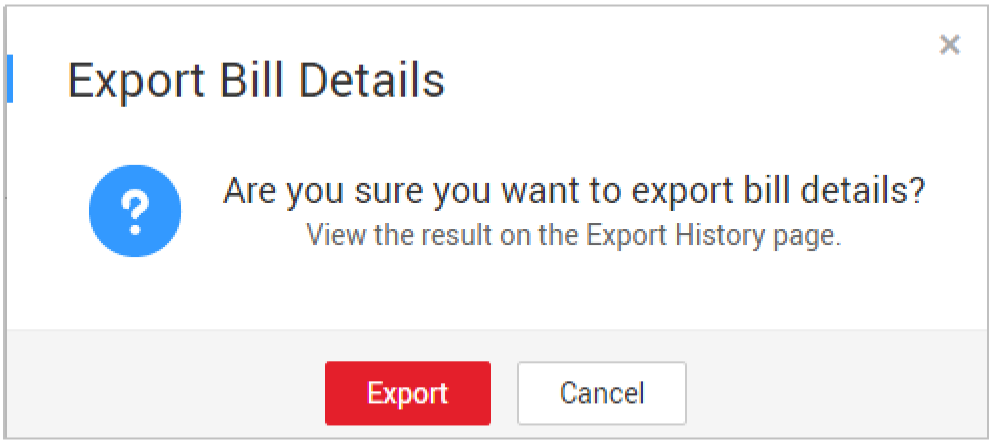
If the *HUAWEI CLOUD KooGallery Seller Agreement* has been updated, select **I agree with the HUAWEI CLOUD KooGallery Seller Agreement** and click **Submit**. After signing the agreement, you can go to the **Bills** page for bill query.

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.

The **Export Bill Details** dialog box is displayed.

Step 5 Click **Export** to access the **Export History** page.



Step 6 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** page, 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

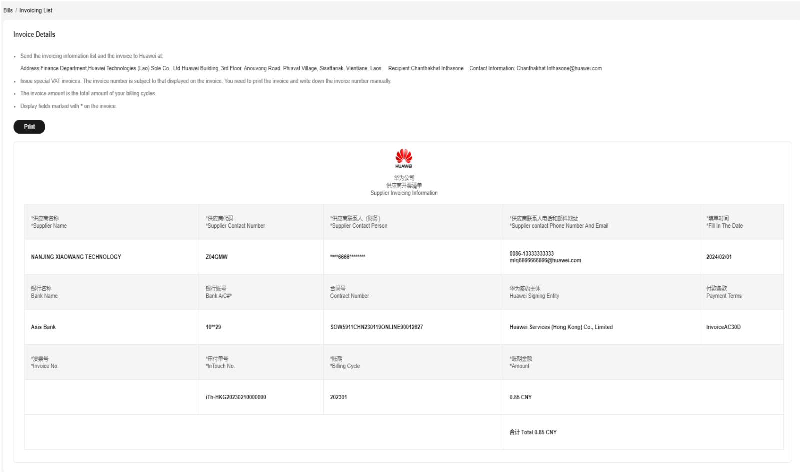
Description

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.

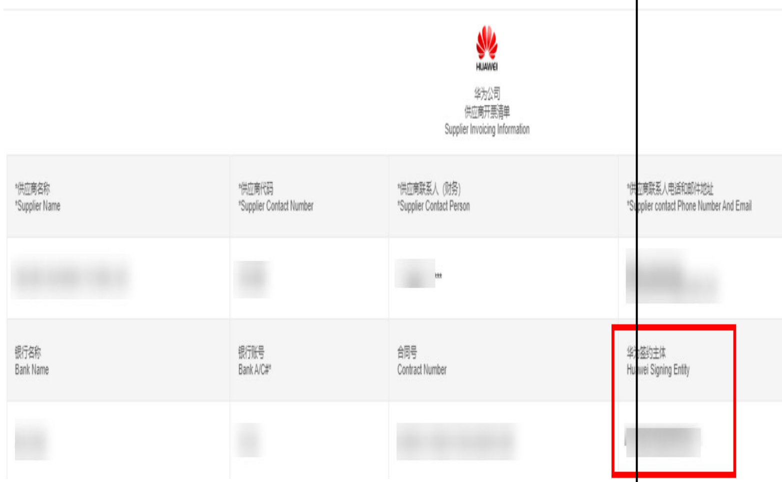


Step 2 Print or download the invoicing list and issue an invoice by referring to the **Table 10-1**. **Figure 10-1** shows a sample invoice.

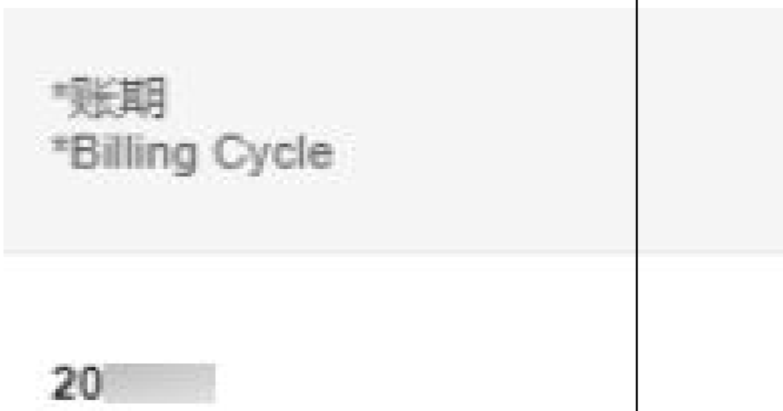
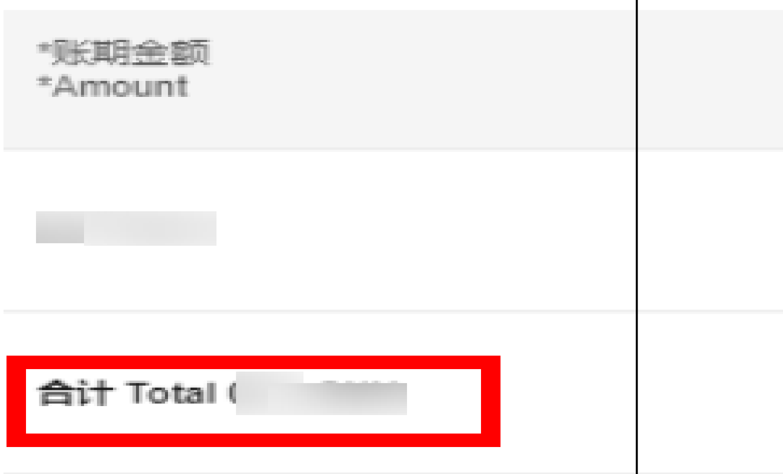
Table 10-1 Invoice description

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

Seller Guide

Item	Description
Invoice Currency	Currency in the invoicing list 
Invoice To	Huawei signing entity displayed on the **Invoicing List** page 
InTouch No.	Tax registration number of Huawei For details, see **Huawei VAT registration No.**

Seller Guide

Item	Description
Payment Requisition Form No.	Payment requisition number in the invoicing list 
Service Item	The value is **KooGallery Service**.
Settlement Period	Settlement period in the invoice notification 
INVOICE AMOUNT	Invoice amount in the invoice notification 

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

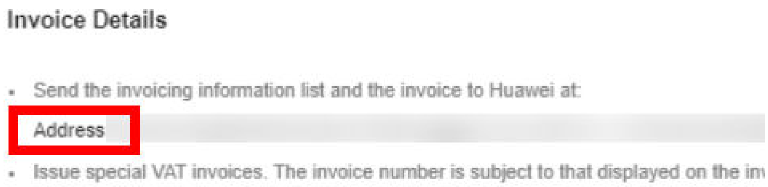
ITEM	DESCRIPTION	QTY	UNIT PRICE(USD)	INVOICE AMOUNT(USD)
1	Marketplace Service	1	10000	10000
			Sub-Total:	10000
			VAT(10%)	1000
			TOTAL*	11000

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

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

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.



----End

FAQ

[11.10 When Can I Issue an Invoice for an Order?]

Seller Guide

11 FAQs

11.1 What Are the Conditions for Registering with Huawei Cloud KooGallery?

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

1. Your company has been operating for at least 1 year.
2. Your company can provide professional technical services, after-sales support, and at least 5 x 8 hours of online customer service (based on the time zone of the product service area).
3. Your company has at least two salespersons, one for pre-sales and the other after-sales services.
4. Your 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. Your company accepts other related protocols and management regulations of Huawei Cloud.

11.2 What Enterprise Certificates Are Needed for the Registration?

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

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

No.

11.4 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.

Seller Guide

11.5 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.

11.6 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 products on the **Product Management > My Products** page.

11.7 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.

11.8 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.

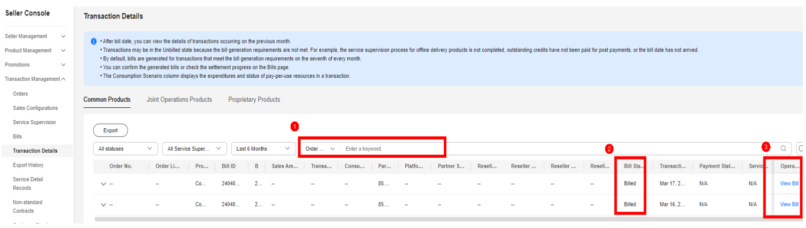
For details, see **Removing Products**.

11.9 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**.

11.10 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.



11.11 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**.

11.12 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.

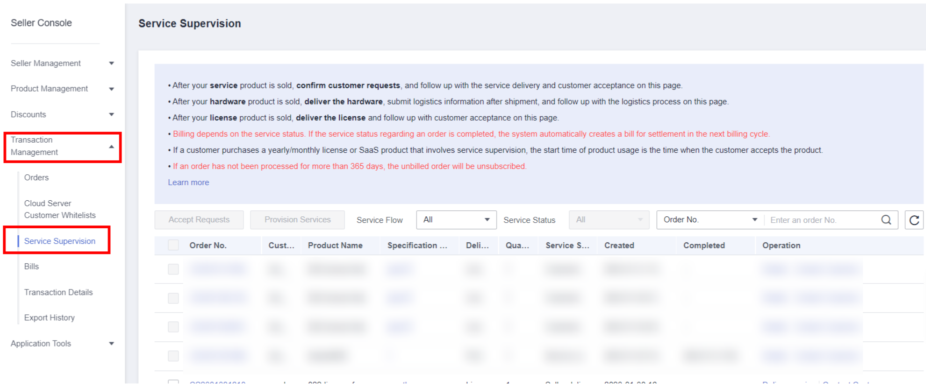
11.13 How Do I Initiate an Appeal During Service Supervision?

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.

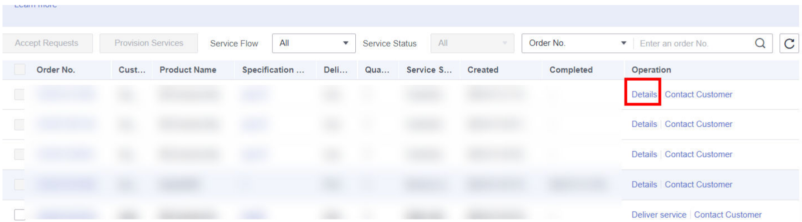
Procedure

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

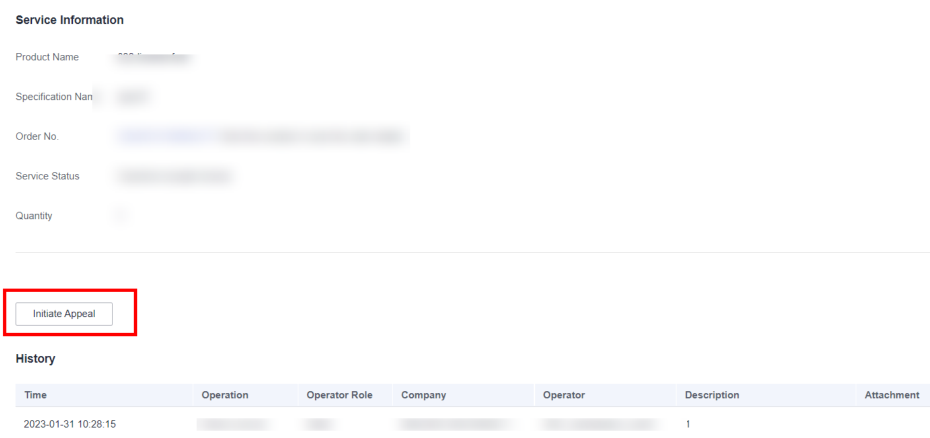
Step 2 In the navigation pane, choose **Transaction Management** > **Service Supervision**.



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



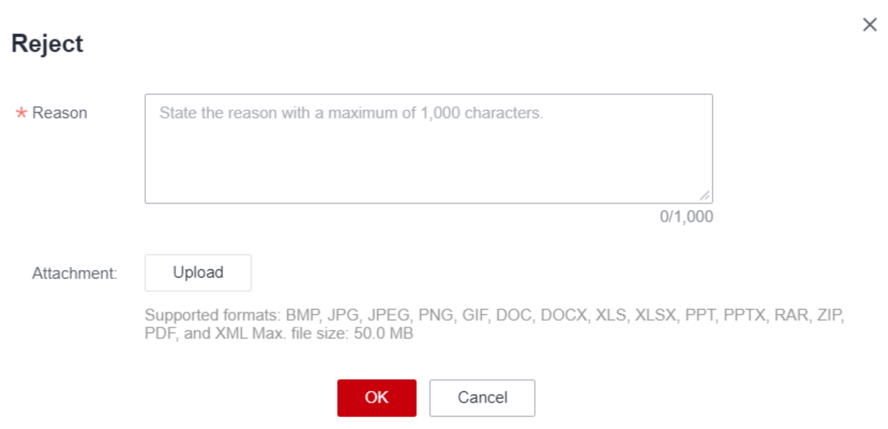
Step 4 On the service supervision details page, click **Initiate Appeal**.



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.



----End

11.14 Can an Individual User Become a Seller on KooGallery?

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

11.15 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.

11.16 Do I Need to Pay Deposit If I Register with KooGallery?

No deposit is charged.

11.17 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.

11.18 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

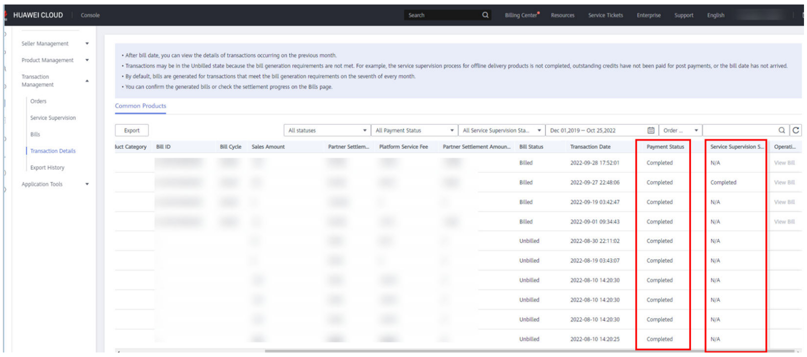
When a customer pays an order using credit balances, the payment status will change to **Completed** only when the customer pays off all credit balances used in the billing cycle when the order was generated.

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 **Transaction Management** > **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 **Transaction Management** > **Transaction Details** and click the down arrow on the left of the target order to view the effective time.

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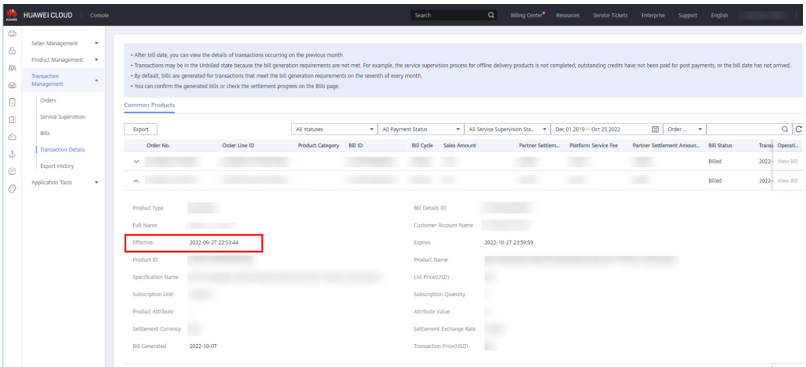
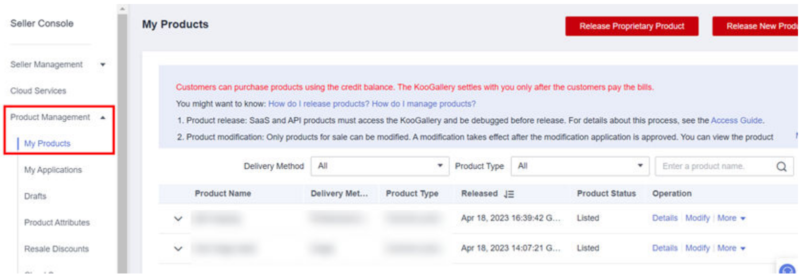


11.19 How Do I View the Sharing Ratio of a Product?

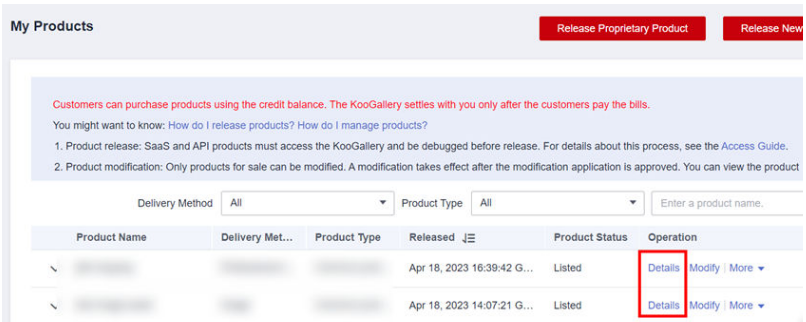
View the platform fee proportion of your products in the Seller Console.

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**.

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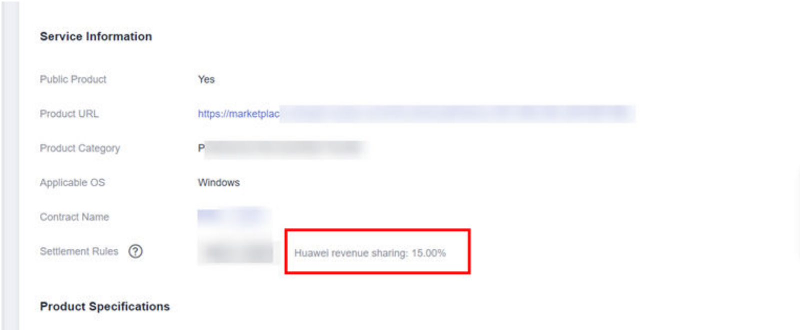


----End

11.20 How Do I Release a Trial SaaS Specification?

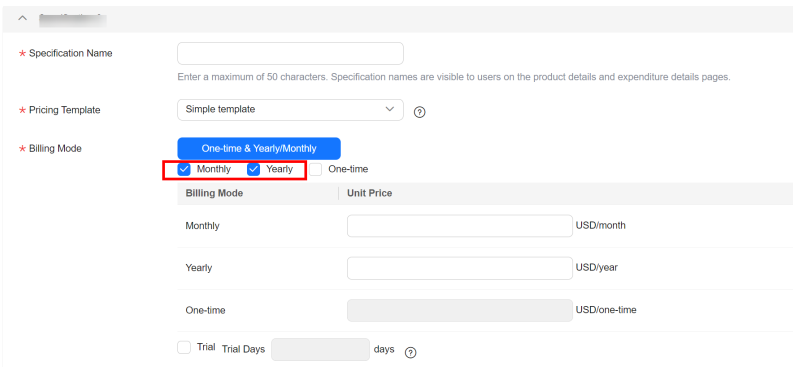
You can release a free trial SaaS specification by referring to the instructions in this topic.

CAUTION

For trial use of joint operations products or Huawei proprietary products, contact the Huawei contact person first. Otherwise, your request will be rejected.

Procedure

Step 1 When **releasing a SaaS** and specifying the specification information, set **Billing Mode** to **Yearly**, **Monthly**, or both. Specifications with the **One-time** billing mode do not support trial use.



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

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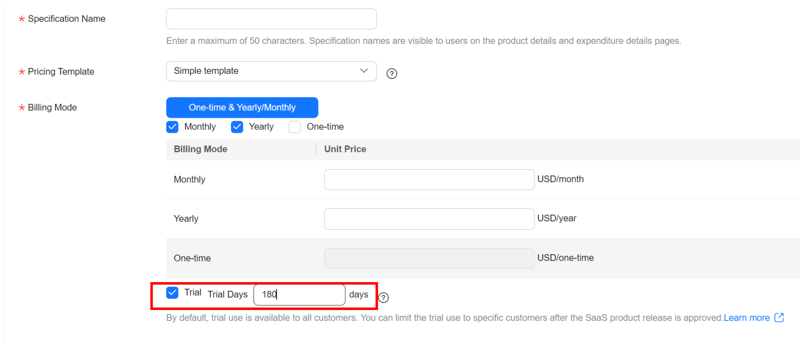

Step 3 Submit the product release request. The trial use settings take effect immediately after the request is approved.

----End

CAUTION

By default, all customers can try this specification. To limit trial use to specific customers, configure SaaS trial use on the **Transaction Management** > **SaaS Trial Use** page later. For details, see **7.2.2 Configuring SaaS Trial Use**.

11.21 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.