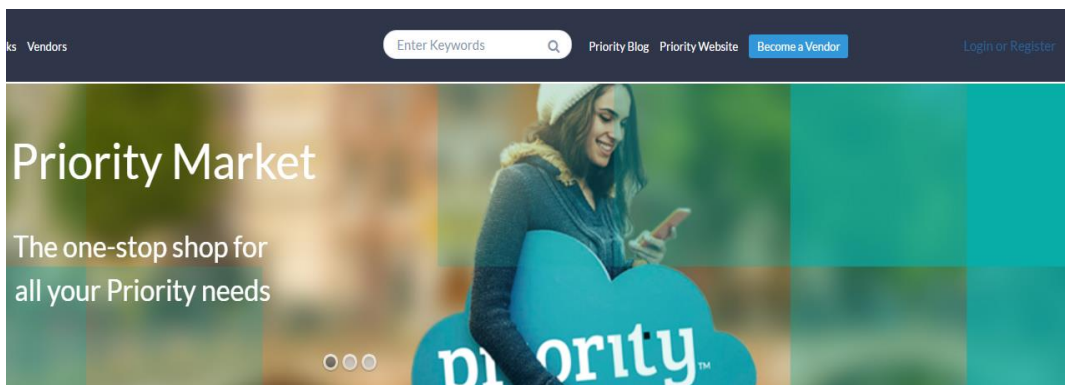


# Priority Market:

## *Vendor User Guide*

### I: How to register as a vendor

1. On the **Priority Market** home page, click the '**Become a Vendor**' button on the right side of the top menu bar.



2. This will open the **Vendor Registration** form. Complete the form in full, with your company details and include a Username and Password. Please note the following:
  - a. **Company Contact Email** – This is the email to which you will receive LEADS from the Priority Market website. This email will serve all of your activities and correspondence on this website.
  - b. **Username** – The name you enter as your Username will be used as the URL "suffix" of your company's online store.
  - c. **Display Name** – This is your official name as it will be displayed on the website.
  - d. When you complete the form, click **Submit**.
  - e. We recommend keeping a record of your **Username** and **Password** for future reference.

■

**Register**

First Name\*

Last Name\*

Email\*

Username\*

Password\*

Display Name\*

Company Name\*

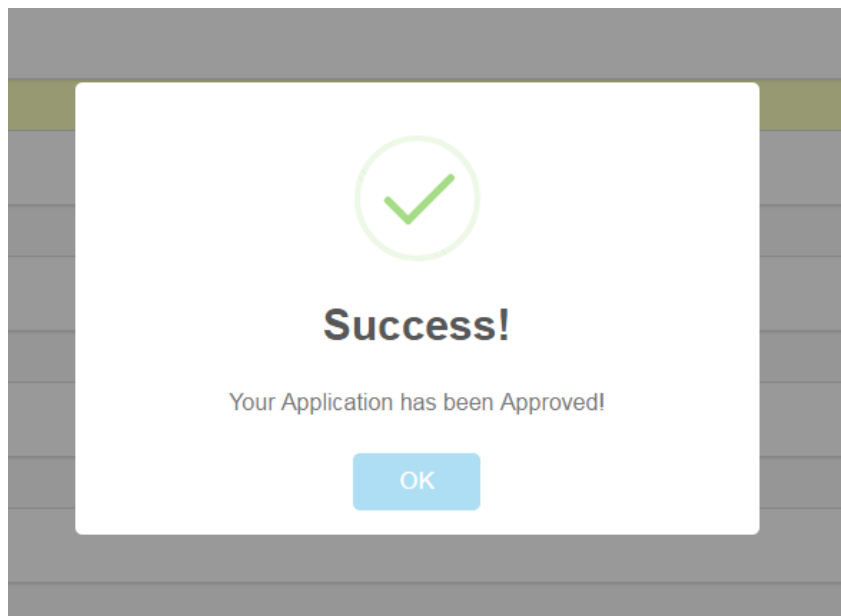
Company Site

Company Contact Email\*

**SUBMIT**

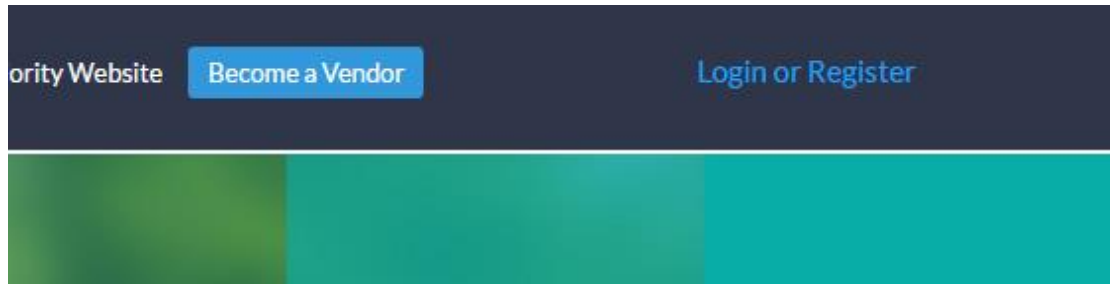
**Vendor** **Registration Form**

3. After you click **Submit**, a pop-up window will open, confirming that your registration form was received and

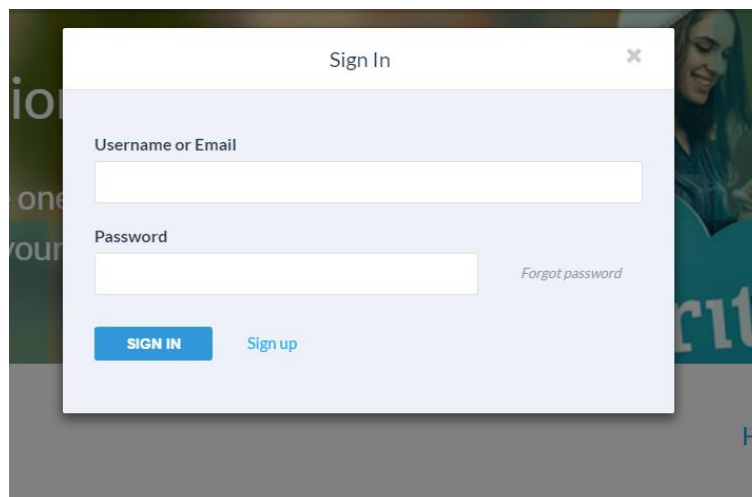


approved. An **email** will automatically be sent with your Vendor account details to the email address you specified in your registration form.

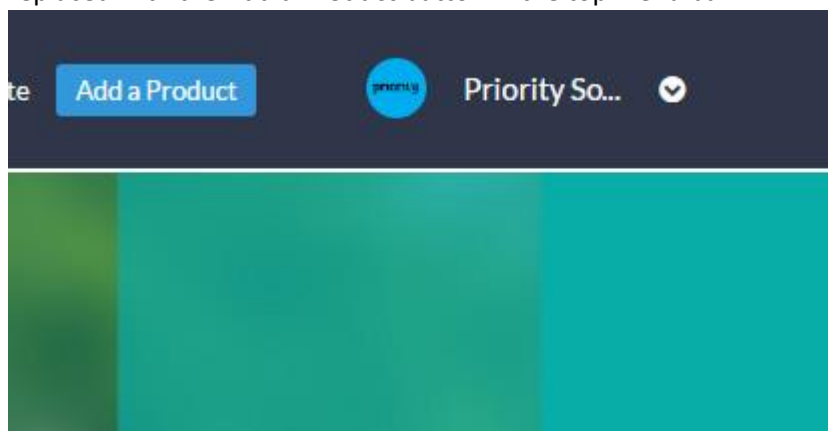
4. Click the **OK** button inside the window and the Vendor Dashboard will immediately open. This is where you can manage your company's profile, products and leads received from Priority Market. If you want to access the Vendor Dashboard later on, you can log in from the homepage by clicking the **Login or Register** button on the right side of the top menu bar.



5. When you click the **Login** button, a **Sign In** window will open. Enter your Username and Password as you did in the Vendor Registration form.



6. Click the **SIGN IN** button. The top menu bar will automatically change as it will recognize you as a registered vendor. The **Become a Vendor** button will now be replaced with the **Add a Product** button in the top menu bar.



7. Click on **Add a Product** and Your company's storefront page, will appear:

## Priority Software 's store

Dashboard Products **Add Product** Earnings Orders Profile

Name\*  
*Maximum 50 characters. Please follow our item title naming conventions.*

Main Image  
*Usually used for Product's logo or company's logo*

UPLOAD FEATURED IMAGE

This is where you can begin to manage your company's online store, define your profile, add your logo and upload your product images.

All uploaded content (texts) **MUST** be in English only, clearly written, with clear, high-quality corresponding product images.

8. Start by clicking on the **Profile** section of the form and fill in your details.

The following page will assist you in completing the remainder of this form, so that you can easily upload your products to Priority Market.

## Priority Software 's store

[Dashboard](#) [Products](#) [Add Product](#) [Earnings](#) [Orders](#) [Profile](#)

**Username\***

Priority Software

**Password**

**Confirm Password**

**E-mail\***

priority@priority-software.com

**First Name\***

Priority

**Last Name\***

Software

**Telephone\***

97239251000

**Company Name\***

Priority Software

Vendor Type

Vendor  
- select vendor type -  
Partner  
Vendor  
Consultant

In the dropdown menu, fill in Vendor type. You are a **VENDOR**.

Company ID

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LEAVE BLANK

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LEAVE BLANK

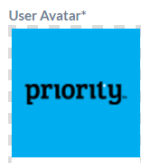
We recommend a maximum of 180 words in your company overview.

---

This is the **NAME** that will appear at the top of your Store's page. It should consist of the name of your company, followed by the word **Storefront** (e.g., ABC Software Storefront).

---

Your company logo should be saved as a jpg or gif file, 100x100 pixels (square) positioned in the center of the square, so that it does not distort your product display page.



SUBMIT

## II: How to upload products

After uploading your company profile, you can upload your products to Priority Market.

1. We recommend preparing a spreadsheet **in advance** that will include the following categories:

- Product or solution name.
- Detailed description - If this is more than a half page of text, you can attach a PDF file, in which case, you should include a shorter, less detailed description on the Product page, with more detailed information in the PDF file.
- Product category (i.e. software, hardware, application, etc.).
- Language(s) that the product is available in.
- Photo (jpg) of the product. Verify that this photo is approved for promotional use and is not downloaded from the Internet or copied from an online store or similar source. You can use photos that were either purchased or your own image bank without required external approval.
- List of product tags (corresponding terms) (e.g., cloud, mobile, etc.)

**NOTE:** All product content (texts) and related materials must be IN ENGLISH ONLY.

2. Go to the main menu bar and click on **Add Product**.



## Priority Software 's store

[Dashboard](#)
[Products](#)
[Add Product](#)
[Earnings](#)
[Orders](#)
[Profile](#)

### Name\*

Maximum 50 characters. Please follow our item title naming conventions.

Product/Module Name – Be as brief as possible. This section has a maximum limit of 50 characters.

### Main Image

Usually used for Product's logo or company's logo

Upload an image that best represents the product, or a logo if the product has a dedicated logo. This image must be designated legal for promotional use (i.e., usage rights were purchased for this image).

### Description

This field is used for search, so please be descriptive!

[ADD MEDIA](#)
[ADD SHORTCODE](#)

**B** *I* ABC

PARAGRAPH

Enter a description of the product. The description should explain product capabilities without being too technical. At a later stage, you will be able to attach corresponding technical documents.

### Screenshots

File URL

[ADD FILE](#)

[CHOOSE FILE](#)
×

Add here product images (screenshots). Images must first be uploaded to Priority Market's Media Library, or select an image that has already been uploaded.

**Copy and Paste** here the texts from the file you prepared.



Product Category\*

- Applications
- BI
- CRM

Select a product category from the list. If there are no relevant categories, select the closest option from the dropdown list and email us with a request to add or edit a product category.

#### Download Tag

Maximum of 5 keywords covering features, usage, and styling. Keywords should all be in lowercase and separated by commas. e.g. interface, project, regulation etc

Add words (separated by commas) which represent your product (e.g., product name, relevant tags such as cloud or mobile).

#### Prices and Files

##### Name of Price Option

##### Amount (\$)

##### File URL

<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="http://"/>	UPLOAD ×
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Amount (\$) – not relevant. LEAVE BLANK

ADD FILE

#### Relevant Priority Versions

Fill in the relevant Priority Software version here.

#### Number of Priority Users

Add the number of Priority customers currently using this product/module (optional).

#### Vertical

- 1
- 2
- 3

Select which vertical the product belongs to.

#### Languages

- Hebrew
- English
- Chinese

In which language is this module available? To select more than one language, hold CTRL and highlight.

#### First Release Date

Release date of first version of this product (optional)

#### Last Updated

Release date of most updated version of this product (optional)

#### Version Info

#### Video

Copy the youtube video URL into the input field

You can add in a YouTube link here and the video will be played directly from the Product page.

#### File Upload

##### File URL





<input type="text" value="http://"/>	Option to add technical documents relating to the product, preferably in PDF format.	CHOOSE FILE ×
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SUBMIT

When you have completed all the sections in the form, Click **SUBMIT**.

### III: Product approval process

1. When you submit the **Product** form, Priority will automatically receive notification that a new product has been submitted to Priority Market. Priority will review the product and verify that its details have been uploaded correctly. Priority will then APPROVE the product and it will be uploaded immediately to Priority Market, or we will send you comments via email on what details need to be corrected or changed.
2. At any stage in the approval process, you can access the Product page via the main menu and you can edit or delete products, as necessary.
3. By clicking on **Products** in the menu below, you will be able to view product status, either Live or Pending Review.

Image	Name	Status	Price	Purchases	Actions	Date
	Field Service App Module	Pending Review	\$0.00	0	<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">2016/08/18</a> Last Modified
	Delivery Tracking Module	Pending Review	\$0.00	0	<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">2016/08/18</a> Last Modified
	WMS Module	Pending Review	\$0.00	0	<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">2016/08/18</a> Last Modified
	Field Sales App	Live	\$0.00	0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">2016/08/07</a> Published

### Summary

Once your products have been successfully uploaded to Priority Market, the main part of the process is complete. From this point forward, Priority Software will handle all of the back-office marketing activities for you and you will receive leads directly to the email address you specified in your Vendor Registration form.

If you have questions or comments, please do not hesitate to contact us via email at [market@priority-software.com](mailto:market@priority-software.com) and we will be happy to assist you!

**Welcome Aboard and Good Luck!**