**UNDERSTANDING DOCUMENT ON THE PRODUCT REGISTRATION IN PRODUCT CATELOG TOOL**

**OVERVIEW:**

The given flow details about the process of the product registration in the product catalog tool. The product owner, by following this flow, can publish the product in the catalog. The **PAG-” Product advisory group”** reviews the product and if the product is approved the product owner can provide documents related like business plan etc. and can publish the product in the catalog.

Below is the entire flow of how a product owner can get approval from PAG and publish his product in the product catalog.

**FLOW OF THE PRODUCT CATALOG TOOL:**

* The flow begins with the product owner completing the “notification form.”
* After completing the notification form the product owner can save or submit or cancel the notification form. If the product owner saves the notification form, then the product status is set as “product draft”, if the product owner cancels the notification form the product gets deleted and if the product owner submits the notification form, then the notification form status is set as “notification phase”.
* After the notification phase many parallel activities begin in which the first activity is the “email registration instructions” are sent to the product owner.
* Later a mail of “approval request” is sent to PAG, after the review of product request the request is approved or rejected. When the approval is rejected then the product approval is rejected, and the status is set to “product dismissed”.
* After the product review request is approved then there are two different flows based on the product. There are two different types of product flows for product or package solution and product expansion or package solution expansion.
* In product or package solution flow user will be allowed to add documents and an email is sent to product owner that he can add documents then product owner need to attach and submit business plan document, after clicking on submit button the status is set to “prototype phase. In product expansion or package solution expansion flow the status is directly set as “prototype phase.
* After the prototype phase an email is sent to PAG that the business plan has been submitted. Then the business plan is reviewed by the PAG. If the business plan needs to be changed, comments are added and sent back to the attachment and submit the business plan step. But if the business plan is accepted then PAG informs the product owner that he can move forward.
* Then again parallel activities begin in which first one is trademark the product name then check the trademark box and capture the trademark date.
* The second one is reviewing collateral with marketing, checking the collateral box and capture collateral date.
* The third one is reviewing prototypes with compliance team, checking the compliance box and capture compliance date.
* The fourth one is reviewing that there is no issue about IP with legal team, check no Ip issue box and capture no Ip issue date.
* The fifth one is to work with legal to create CSA or prototype lice, check CSA use box and capture CSA use data.
* The sixth one is work with finance to confirm sponsorship, check “EP sponsored box and capture EP sponsored data.
* After these if the user clicks on save button, then the status is set as “Registration Phase”. After this also there are various parallel activities which begin like completing the external technical review –check the external review box and upload technical review document.
* Complete SME internal and external review –check SME review box and upload SME review documents.
* Complete the penetrating testing-Check or say that penetrating testing is not needed and upload penetrating documents if applicable.
* Complete legal review –certify that licensing agreement is reviewed by legal or certify that trademark rules and requirement is reviewed by legal and upload the documents.
* Complete TAC review – Check TAC review box and upload TAC review document.
* Complete data privacy regulation review- Check data privacy regulation review box and upload data privacy regulation documents.
* After all the above process click on the submit registration package and then a mail is sent to PAG that revised documents are uploaded and the status is set as “Under PAG review”.
* Then the PAG will get an email notification that the product is submitted for final review. Then the PAG reviews the registration package and sends comments if any changes are needed to the documents and sends to upload revised documents step. Where users can click on registration package after uploading.
* If the PAG approves the registration package, then the product is brought near the steering committee to get the approval.
* After entering the steering committee approval date, the status is changed to “product registered”.
* Then the product owner needs to be notified to complete the product catalog details. Later the product owner needs to fill in the product details to publish the product to the product catalog.
* If the user clicks on the save button, then the details are saved and if the user clicks on publish the product is published to product catalog and phase is set as “Product Published” and sent the product announcement to all the employees.
* The product owner gets the option to edit the product content if the product owner clicks on yes then he can update the content or else he can click on no.
* Later a trianual review process begins which notifies the product owner to submit trianual review and update product content. This process is done repeatedly 3 times a year.
* In parallel activities after the notification phase the other activity is 180 days (about 6 months) after the notification phase in which a progress report request mail is sent to the product owner. Where the product owner uploads and submits the progress report and notifies the PAG that the progress report has been submitted.
* The other parallel activity after notification phase is email product recognition to all recognized professionals. The professionals review and bring back the conflicts to the product owner in a maximum of 30 days (about 4 and a half weeks).

The above is the entire working flow and activities done for registration of a product by a product owner in product catalog tool.