

FUJITSU Software Enterprise Service Catalog Manager V17.5 alpha

A horizontal band featuring a red abstract graphic with flowing, curved lines and a bright light source, creating a sense of motion and energy.

Marketplace Owner's Guide

December 2017

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About this Manual

This manual describes how marketplace owners can administrate and customize their marketplaces with FUJITSU Software Enterprise Service Catalog Manager - hereafter referred to as Catalog Manager or CT-MG.

The manual is structured as follows:

Chapter	Description
<i>Introduction</i> on page 6	Outlines the role of a marketplace owner and gives an overview of the marketplace owner's tasks.
<i>Managing Permissions for Marketplaces</i> on page 11	Describes how to define who is allowed to access a marketplace and publish services to it.
<i>Administrating Marketplaces</i> on page 13	Describes the administration options available for marketplace owners.
<i>Customizing Marketplaces</i> on page 17	Describes the customizing options available for marketplace owners.
<i>Managing Billing and Payment</i> on page 20	Describes how CT-MG supports marketplace owners in calculating and collecting their revenue shares.
<i>Menu Options and User Roles</i> on page 21	Gives an overview of the menu options relevant for marketplace owners.

Readers of this Manual

This manual is directed to users who are responsible for administrating and customizing marketplaces in CT-MG. It assumes that you are familiar with the CT-MG concepts as explained in the *Overview* manual.

Notational Conventions

This manual uses the following notational conventions:

Add	Names of graphical user interface elements.
<code>init</code>	System names, for example command names and text that is entered from the keyboard.
<code><variable></code>	Variables for which values must be entered.
<code>[option]</code>	Optional items, for example optional command parameters.
<code>one two</code>	Alternative entries.
<code>{one two}</code>	Mandatory entries with alternatives.

Abbreviations

This manual uses the following abbreviations:

CT-MG	Catalog Manager
IaaS	Infrastructure as a Service
PaaS	Platform as a Service
SaaS	Software as a Service

Available Documentation

The following documentation on CT-MG is available:

- *Overview*: A PDF manual introducing CT-MG. It is written for everybody interested in CT-MG and does not require any special knowledge.
- *Online Help*: Online help pages describing how to work with the administration portal of CT-MG. The online help is intended for and available to everybody working with the administration portal.
- *Operator's Guide*: A PDF manual for operators describing how to administrate and maintain CT-MG.
- *Technology Provider's Guide*: A PDF manual for technology providers describing how to prepare applications for usage in a SaaS model and how to integrate them with CT-MG.
- *Supplier's Guide*: A PDF manual for suppliers describing how to define and manage service offerings for applications that have been integrated with CT-MG.
- *Reseller's Guide*: A PDF manual for resellers describing how to prepare, offer, and sell services defined by suppliers.
- *Broker's Guide*: A PDF manual for brokers describing how to support suppliers in establishing relationships to customers by offering their services on a marketplace.
- *Marketplace Owner's Guide*: A PDF manual for marketplace owners describing how to administrate and customize marketplaces in CT-MG.
- *Developer's Guide*: A PDF manual for application developers describing the public Web services and application programming interfaces of CT-MG and how to integrate applications and external systems with CT-MG.
- *Amazon Web Services Integration*: A PDF manual for operators describing how to offer and use virtual servers controlled by the Amazon Elastic Compute Cloud Web service through services in CT-MG.
- *OpenStack Integration*: A PDF manual for operators describing how to offer and use virtual systems controlled by OpenStack through services in CT-MG.
- Javadoc and YAML documentation for the public Web services and application programming interfaces of CT-MG and additional resources and utilities for application developers.

1 Introduction

Catalog Manager (CT-MG) is a set of services which provide all business-related functions and features required for turning on-premise applications and tools into "as a Service" (aaS) offerings and using them in the Cloud. This includes ready-to-use account and subscription management, online service provisioning, billing and payment services, and reporting facilities.

With its components, CT-MG supports software vendors as well as their customers in leveraging the advantages of Cloud Computing.

The basic scenario of deploying and using applications as services in the CT-MG framework involves the following organizations:

- **Technology providers** (e.g. independent software vendors) technically prepare their applications for usage in the Cloud and integrate them with CT-MG. They register the applications as technical services in CT-MG.
- **Suppliers** (e.g. independent software vendors or sales organizations) define service offerings, so-called marketable services, for the technical services in CT-MG. They publish the services to a marketplace.
- **Customers** register themselves or are registered by an authorized organization in CT-MG and subscribe to one or more services. Users appointed by the customers work with the underlying applications under the conditions of the corresponding subscriptions.
- **Marketplace owners** are responsible for administrating and customizing the marketplaces to which services are published.
- **Operators** are responsible for deploying and maintaining CT-MG.

CT-MG is provided as Docker images and deployed in a container environment such as Kubernetes clusters providing for optimum performance, scalability, failover, and non-stop operation. The applications integrated with CT-MG and their data may be hosted in the same containers or Virtual Machines as CT-MG or in different locations.

In extended usage scenarios, the suppliers who define marketable services may involve additional users and organizations in offering and selling these services:

- **Brokers** support suppliers in establishing relationships to customers by offering the suppliers' services on a marketplace. A service subscription is a contract between the customer and the supplier.
- **Resellers** offer services defined by suppliers to customers applying their own terms and conditions. A service subscription establishes a contract between the customer and the reseller.

1.1 The Marketplace Owner's Tasks in CT-MG

As a marketplace owner, you are responsible for one or more marketplaces. This involves the followings tasks:

- Defining who is allowed to access your marketplace.
- Defining the suppliers, brokers, and resellers who are allowed to publish services to your marketplace.
- Administrating your marketplace, for example, managing categories or enabling specific features and settings.
- Customizing your marketplace to adapt it to your organization's standards, for example, adapting the texts presented to customers on the marketplace.

- Collecting your share of the revenue for the services offered by suppliers, brokers, and resellers on your marketplace.

1.2 Marketplaces in CT-MG

A marketplace is a virtual platform on which seller organizations with the supplier, broker, or reseller role can offer their services to customers. Visitors of the marketplace can browse the service catalog, search for services, sort and organize them by different criteria, and subscribe to them.

Marketplaces are created by operators. For each marketplace, the operator specifies a marketplace owner organization. An organization can become the owner of one or several marketplaces. The organization is automatically assigned the marketplace owner role, and its administrators are assigned the marketplace manager role.

The operator who creates a marketplace defines its initial features and settings. He specifies whether:

- The marketplace is open to any seller or only to sellers authorized by the marketplace owner.
- The services can be organized and searched for by categories and tags of a tag cloud.
- Customers can rate services, and write comments.
- Social bookmarks are available, for example, for recommending a service to a social network.

These settings can be changed later at any time by the marketplace owner.

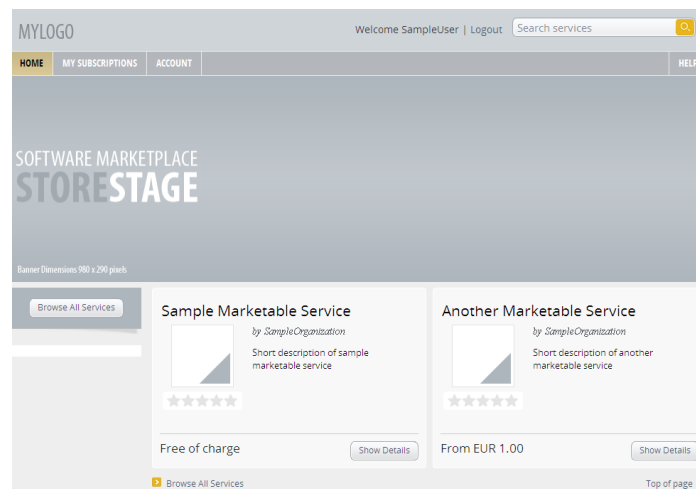
The operator also defines revenue shares for marketplace owners, brokers, and resellers. The revenue shares define how the entire revenue collected from the customers is shared between all participating parties: the marketplace owner, the operator, brokers, resellers, and suppliers. The revenue shares may differ for individual marketplaces, suppliers, brokers or resellers, or even specific services.

When a marketplace is created, it is public and accessible by any anonymous or registered users. The marketplace owner can restrict the access to it to the users of specific registered organizations.

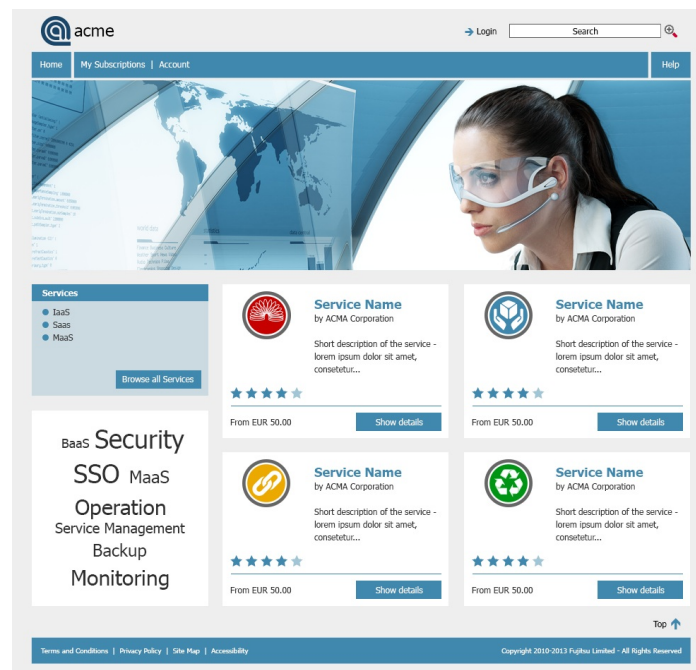
Marketplace owners specify which services they want to highlight on a marketplace. They can select the services they want to present on the marketplace home page, or display services and subscriptions. The latter requires a login by home page visitors and allows them to directly use any service their customer organization has subscribed to.

A new marketplace has a neutral layout and branding which the marketplace owner can customize according to his organization's standards and requirements. The marketplace owner can also adapt the texts and the stage of the marketplace, i.e. the area where, for example, advertisements, eye catchers, or further information can be placed.

The following picture shows a marketplace with an initial, neutral layout and branding:



After customization, a marketplace may look like this:



1.3 Accessing CT-MG

To perform your tasks, you use the CT-MG user interface. The role of your organization as a marketplace owner and your user role within the organization determine which features are available to you at the CT-MG user interface.

CT-MG distinguishes between the following users roles within marketplace owner organizations:

- **Administrator:** Each organization must have at least one user with this role. An administrator can manage the organization's account and subscriptions as well as its users and their roles. The first administrator of an organization is defined when the organization is created.
- **Marketplace manager:** This role allows a user to define the organizations who are allowed to publish services to a marketplace as well as update and customize a marketplace. It is automatically assigned to all administrators of the marketplace owner organization when a marketplace is created.

To access the CT-MG user interface, you use the login information provided in the email you receive when your organization becomes the owner of a marketplace. If your organization uses an external authentication system, passwords are managed in this system. This means that you log in with the password as stored in this system, and the email sent by CT-MG does not contain a password.

To log in to the administration portal for managing your marketplace:

1. Click the link provided in the email, or type the access URL in your Web browser's address bar.

The access URL has the following format:

```
http://<server>:<port>/<context-root>?mId=<mId>
```

<server> is the Web/application server where CT-MG has been deployed. <port> is the port to address the Web/application server (default: 8080 for HTTP, 8081 for HTTPS).

<context-root> is the context root of CT-MG as set by the platform operator (default: oscm-portal). <mId> is the ID of the marketplace.

2. On the **Login** page, type your user ID and password.
3. Click **Login**, or press **Return**.

To access the marketplace itself:

1. Click the link provided in the email, or type the access URL in your Web browser's address bar.

The access URL has the following format:

```
http://<server>:<port>/<context-root>/marketplace?mId=<mId>
```

<server> is the Web/application server where CT-MG has been deployed. <port> is the port to address the Web/application server (default: 8080 for HTTP, 8081 for HTTPS).

<context-root> is the context root of CT-MG as set by the platform operator (default: oscm-portal). <mId> is the ID of the marketplace.

2. To log in, click **Login** at the top right of the marketplace.
3. On the **Login** page, type your user ID and password.
4. Click **Login**, or press **Return**.

You are either logged in directly, or you are prompted to change your initial password when you log in for the first time. It is highly recommended to change the initial password.

If you try to log in with a wrong password, your account may be locked after the third attempt. This depends on whether your organization maintains its user data in an external authentication system. In this case, passwords can only be changed or reset in this system. If user data are maintained in the platform, contact your administrator who can reset your password. You will get a new temporary password for your next login.

If you have forgotten your password, click **Forgot your password?** on the **Login** page. This allows you to define a new password for your user ID. Defining a new password is not possible if your account is locked or if your organization maintains its user data in an external authentication system.

If you have forgotten your user ID, contact your administrator who can look up the IDs of all users registered for your organization.

If your session expires, you have to log in again.

2 Managing Permissions for Marketplaces

As a marketplace owner, you are responsible for managing the permissions for your marketplace. You can define:

- The users and organizations who are allowed to access your marketplace and the services published on it.
- The suppliers, brokers, and resellers who are allowed to publish services to your marketplace.

2.1 Managing the Access to a Marketplace

When a marketplace is created, it is public and accessible by any anonymous or registered users. The marketplace owner can restrict the access to it to the users of specific registered organizations. In this case, the users need to log in to be able to see, subscribe to, and use the services published on the marketplace. New customers cannot register themselves on the marketplace but need to be registered by a supplier, broker, reseller, or the platform operator.

If you turn a marketplace from a public into a non-public one, organizations with existing subscriptions or services published on the marketplace are automatically granted access to it. You can at any time revoke the access permission for each of these organizations in the same way as for organizations which were granted access explicitly. As a prerequisite, the organization's existing subscriptions must have been terminated and its services published on the marketplace must have been deactivated.

A marketplace with restricted access can at any time be made public again and thus accessible by any users and organizations.

To define the access permissions for a marketplace, use the **Manage access** menu option in the **Marketplace** menu of the CT-MG administration portal.

2.2 Managing Service Sellers

As a marketplace owner, you are responsible for deciding who is allowed to publish services to your marketplace. There are two basic strategies to do this:

- Use an open marketplace, where any seller organization can publish services. Explicitly exclude specific suppliers, brokers, and resellers, if required.
- Use a marketplace for authorized sellers only, and explicitly admit the suppliers, brokers, and resellers who are to publish their services to it.

The operator who creates a marketplace specifies whether it is open to all sellers or restricted to authorized sellers only. As the marketplace owner, you can change this setting later.

Open Marketplaces

On an open marketplace, any seller organization can publish services immediately after the marketplace has been created. For you as the marketplace owner, this strategy reduces the effort of managing and controlling the marketplace and the sellers. However, it also increases the risk that many sellers publish numerous services to the marketplace and customers are lost in the variety.

Another issue you may encounter on an open marketplace is the presence of sellers who do not adhere to the code of conduct, do not pay their fees for using the marketplace, or offer services which are not acceptable for some reason. As the marketplace owner, you can exclude these

sellers from the marketplace and add them to a blacklist. The sellers' services are deactivated and customers can no longer subscribe to them. Existing subscriptions are not affected.

After the problems have been sorted out, you can re-admit a seller you have excluded from the marketplace and thus remove him from the blacklist. The seller can then again publish services to the marketplace.

CT-MG automatically notifies a seller by email when you exclude him from the marketplace or re-admit him.

To exclude and re-admit sellers, use the **Manage sellers** menu option in the **Marketplace** menu of the CT-MG administration portal.

Marketplaces for Authorized Sellers

A marketplace can be restricted to one or more sellers who are explicitly authorized by the marketplace owner. By requiring that the publishing of services needs explicit approval, marketplaces for authorized sellers provide the marketplace owners with optimum control. Different marketplaces can be operated independently. This is useful, for example, if a seller in one country is not to be allowed to offer services on a marketplace in another country.

When the operator creates a marketplace for authorized sellers, the organization specified as the marketplace owner is automatically admitted to it, provided that it is assigned the supplier, broker, or reseller role. The marketplace owner can then authorize any number of sellers to publish services to the marketplace.

As the marketplace owner, you can revoke the publishing approval for a seller at any time, for example if he is in arrears with his payments. If the seller already published services to the marketplace, these services are automatically deactivated. Customers can no longer subscribe to them. Existing subscriptions are not affected.

CT-MG automatically notifies a seller by email when you admit him to a marketplace or when you revoke your publishing approval.

To allow sellers to publish services to your marketplace or to revoke your approval, use the **Manage sellers** menu option in the **Marketplace** menu of the CT-MG administration portal.

Changing the Seller Policy for a Marketplace

You can at any time turn a marketplace which is open to any seller into a marketplace for authorized sellers only, and vice versa.

When you switch from an open marketplace to a marketplace for authorized sellers only, the sellers of all the services published so far are automatically admitted to it. Furthermore, the blacklist of the open marketplace is retained. This means that sellers you excluded from the marketplace will still be excluded, if you later decide to change the marketplace back to an open one.

The same applies in the opposite direction: The list of authorized sellers is retained when you turn a marketplace into an open one. Additionally, the services of the authorized sellers remain published on the marketplace, unless the sellers are included in the marketplace's blacklist.

To change the seller policy for a marketplace, use the **Update marketplace** menu option in the **Marketplace** menu of the CT-MG administration portal.

3 Administrating Marketplaces

Your tasks as a marketplace owner include the administration of your marketplace. You can:

- Change the marketplace features and settings.
- Define featured services for promoting services on the marketplace.
- Define categories for organizing services and searching for them.
- Remove ratings and comments on services.
- Deactivate services that sellers have published to the marketplace.
- Insert tracking code into the marketplace Web pages to monitor the marketplace traffic.
- Rename the marketplace.

3.1 Changing Marketplace Features and Settings

You can at any time change the features and settings of your marketplace, which are initially defined by the operator who creates the marketplace. The following features and settings are available:

- **Tagging:** When enabled, the tag cloud is available on the marketplace. Visitors can filter and browse the services by the available tags. Tags are search terms that characterize the services. They are defined by the technology providers of the applications underlying to the services.

When you disable this feature, the tag cloud is not displayed on the marketplace. The tags defined for the services are not affected.

- **Categories:** When enabled, categories are shown on the marketplace and can be used by visitors for filtering and browsing the services. The categories are also taken into consideration by the full-text search feature on the marketplace. Categories are defined by marketplace owners and assigned to services by suppliers, brokers, and resellers. Marketplace owners can also use the categories for grouping the services displayed on the marketplace home page. For details, refer to *Defining Categories* on page 14 and *Defining Featured Services* on page 14.

When you disable this feature, categories are not available to marketplace visitors for searching, filtering, and browsing, but can still be defined and assigned to services. Existing category definitions and assignments are not affected.

- **Reviews:** When enabled, customers who subscribed to services on the marketplace can rate these services and write comments on them. Other visitors can see the ratings and comments.

When you disable this feature, ratings and comments are not available on the marketplace. Existing ratings and comments are retained, but they are not visible. They re-appear when you enable the feature again.

- **Social bookmarks:** When enabled, bookmarks for direct access to social networks and communication services are provided with the services on the marketplace. Visitors can use these bookmarks, for example, to recommend a service to a social network.

When you disable this feature, social bookmarks are not available.

- **Authorized sellers only:** When enabled, only authorized suppliers, brokers, and resellers are allowed to publish services to the marketplace. When disabled, the marketplace is open to any seller organization. For details, refer to *Managing Service Sellers* on page 11.

To change the features and settings of a marketplace, use the **Update marketplace** menu option in the **Marketplace** menu of the CT-MG administration portal.

3.2 Defining Featured Services

CT-MG allows you to highlight or promote services on a marketplace by presenting them on the marketplace home page.

By default the marketplace home page displays the six services created most recently. The remaining services are displayed to marketplace visitors when they browse the service catalog. From the marketplace home page a marketplace visitor can access any service he wants to subscribe to.

You can specify how many and which services are to be displayed on the home page. By defining the sequence of the services, you can also rank these services, putting, for example, the most attractive offering to the very beginning of the home page

As an alternative, you can choose to display services and subscriptions on the marketplace home page and group them by categories. This requires each home page visitor to log in to the marketplace with his personal login data. As soon as he is logged in, the services and the existing subscriptions of the customer organization to which he belongs are displayed. They are grouped by the first three categories that are defined for the marketplace and listed in the order in which they were created.

The home page visitor can directly use the services his organization has subscribed to and he can access any service he is interested in.

To specify which services to promote on the marketplace home page, use the **Define featured services** menu option in the **Marketplace** menu of the CT-MG administration portal.

Note: Some services may not be visible to some users depending on the organizational units they are assigned to.

3.3 Defining Categories

Categories can be used for organizing and classifying services on a marketplace. For example, they may group different types of application software, such as word processing, desktop publishing, or spreadsheet software.

As a marketplace owner, you can create any number of categories for your marketplace. Suppliers, brokers, and resellers can assign these categories to the services they publish to the marketplace. Marketplace visitors can use the categories for browsing the service catalog and filtering the services, provided that you have enabled the display of categories. Categories are also taken into consideration by the full-text search feature on the marketplace.

As a marketplace owner, you can decide to use the defined categories for grouping the services displayed on the marketplace home page. For details, refer to *Defining Featured Services* on page 14.

A category can be provided in all supported languages. For each category, you define a language-independent ID and the actual term to be displayed in each language.

You can at any time update the language-independent IDs and the language-specific terms of categories. The new values are available immediately to visitors of the marketplace and for assignment to services. The same applies when you delete a category: It is removed immediately from the marketplace and from the services it was assigned to. The sellers of the services are notified by email about the removal.

To create, update, and delete categories, use the **Manage categories** menu option in the **Marketplace** menu of the CT-MG administration portal.

3.4 Removing Ratings and Comments

Customers can give ratings and comments on services to which they have subscribed. You can remove these ratings and comments from your marketplace, if you do not want them to be read by visitors. This enables you to moderate the customer reviews.

Note: An alternative to removing individual ratings and comments is to deactivate the display of reviews completely. For details, refer to *Changing Marketplace Features and Settings* on page 13.

When you remove a review from a marketplace, you have to state a reason. CT-MG automatically notifies the user who wrote the review by email about your intervention and the reason you entered.

To remove ratings and comments on a service, log in to the marketplace and display the details of the service. In the **Customer Reviews** section, choose the **Delete** option next to the entry you want to remove.

3.5 Deactivating Services

You can deactivate a service that a supplier, broker, or reseller published to your marketplace. Deactivating a service may be required under exceptional circumstances, for example, in the case of an infringement of the terms and conditions.

Note: An alternative to deactivating an individual service of a seller is to no longer allow the seller to publish services at all. By doing this, all published services of the seller are automatically deactivated. For details, refer to *Managing Service Sellers* on page 11.

You can deactivate a service at any time. When you do this, you have to state a reason. A deactivated service is no longer displayed in the service catalog on the marketplace. Thus, it cannot be subscribed to by customers any longer. Existing subscriptions to the service are not affected.

As soon as the problem is solved, you can reactivate the service. The seller is not allowed to reactivate it by himself. After the reactivation, customers can instantly subscribe to the service again.

CT-MG automatically notifies a seller by email about the deactivation of a service and the reason you entered for it.

To deactivate a service, log in to the marketplace and display the details of the service to be deactivated. Choose the **Deactivate service** option. For a deactivated service, the option turns into **Reactivate service**.

3.6 Inserting Tracking Code

CT-MG supports you in inserting tracking code into your marketplace Web pages.

Tracking code allows you to monitor the marketplace traffic by measuring the frequency in which the marketplace is accessed by visitors. You are free to choose your preferred Web analytics software. CT-MG enables you to insert the desired HTML code for tracking the access into each marketplace Web page. When a page is loaded, the tracking script is executed and you can evaluate the analytics data.

To insert or remove tracking code, use the **Add tracking code** menu option in the **Marketplace** menu of the CT-MG administration portal.

3.7 Renaming a Marketplace

CT-MG allows you to change the name of a marketplace. The name is defined by the operator when he creates the marketplace.

The marketplace name is offered for selection when you administrate or customize the marketplace, or manage the sellers who are allowed to publish services to it.

To rename a marketplace, use the **Update marketplace** menu option in the **Marketplace** menu of the CT-MG administration portal.

4 Customizing Marketplaces

CT-MG offers various options that allow you to customize marketplaces. You can customize the following:

- Texts presented on the Web pages of a marketplace and in emails
- Stage of a marketplace
- Layout and branding of a marketplace

The following sections describe the individual options.

4.1 Texts

CT-MG allows you to customize various texts that are provided on a marketplace. You can adapt the following:

- User interface texts, email texts, messages
- Terms and conditions and privacy policy
- Imprint

User Interface Texts, Email Texts, Messages

CT-MG supports you in customizing the texts used at the user interface, such as menu options, dialog fields, buttons, or messages. This includes:

- The user interface your customers work with when they visit your marketplace, register with CT-MG, and use services on your marketplace.
- The administration portal you use to manage a marketplace.

In addition, CT-MG allows you to customize the texts used in automatically generated emails.

Translations for the texts can be provided in all languages supported by CT-MG. If a language is to be added to CT-MG, contact the platform operator.

You can export the current texts to a Microsoft Excel file, and change or translate them in the file as desired. To apply your changes, you just import the customized and localized file to CT-MG. As soon as you have saved the file contents in CT-MG, the changes are visible.

Note: The customized texts of the user interface are visible only in the context of the marketplace for which you have changed them. If you log in using the URL for managing a specific marketplace (`http://<server>:<port>/<context-root>?mId=<mId>`) you cannot see the texts you change for a different marketplace. If you log in without a marketplace context (`http://<server>:<port>/<context-root>`), you cannot see any customized texts at all.

To export and later import the texts, use the **Customize texts** menu option in the **Marketplace** menu of the CT-MG administration portal.

Note: When an operator upgrades to a new release of the platform, new keys may have been added to the system, others may have been changed or deleted. Your customized texts are not overwritten by the upgrade. However, be aware that you need to check for changes, and it may be necessary to update your customizations.

Make sure to have a backup of your changes. After the upgrade, export the texts again and save them to a new file. Compare the new file with the one containing your previous customizations and make the necessary changes. Then import your customized file again.

Terms and Conditions and Privacy Policy

The terms and conditions and the privacy policy have to be accepted by users when they register with CT-MG on a marketplace. Links to the terms and conditions and the privacy policy are provided at the bottom of each marketplace Web page.

You can enter the texts for the terms and conditions and the privacy policy directly in CT-MG. The texts can be provided in all languages supported by CT-MG.

To enter, update, or localize the terms and conditions and the privacy policy, use the **Customize texts** menu option in the **Marketplace** menu of the CT-MG administration portal.

Imprint

The imprint of a marketplace can be accessed by users via a link at the bottom of each marketplace Web page.

You can enter the URL of a Web page that shows the imprint. Different URLs can be specified for different languages.

To enter, update, or localize the URL pointing to the imprint, use the **Customize texts** menu option in the **Marketplace** menu of the CT-MG administration portal.

4.2 Stage

CT-MG supports you in customizing the stage of a marketplace. The stage is the area of the marketplace where you can place, for example, advertisements, eye catchers, or further information.

The marketplace stage can be provided as an image. CT-MG allows you to use a separate stage for each of the supported languages.

The marketplace stage is specified as HTML code referencing the desired image. The recommended width of the stage is 980 pixels, the recommended height is between 200 and 300 pixels.

Example:

```
<IFRAME SRC="yourstage.htm" FRAMEBORDER="0" NAME="stage" WIDTH="980px"
HEIGHT="280px"></IFRAME>
```

A preview function allows you to view the stage before it is published. As soon as you confirm the preview, the stage is published and visible to all visitors of the marketplace.

To customize the marketplace stage, use the **Customize stage** menu option in the **Marketplace** menu of the CT-MG administration portal.

4.3 Layout and Branding

CT-MG allows you to customize the layout and branding of a marketplace to suit your organization's standards and requirements. This includes the colors, fonts, background images, and logos displayed to the marketplace visitors.

You define the layout and branding of a marketplace in a style sheet and in files and images referenced by it. The best way to create an appropriate style sheet is to use the platform's default style sheet as a basis and adapt it as required. You then deploy the customized style sheet and the files it references on a Web server and specify its URL in CT-MG. If no URL is set, the default style sheet is used.

The platform's default style sheet and the files and images it references are provided in the branding package, a ZIP file which you can download from CT-MG. The branding package also includes sample HTML pages of a marketplace. You can use these HTML pages to preview and test your customizations. In the style sheet, you can find comments and descriptions of the relevant elements of the HTML pages as well as information on which elements you must not customize in order to ensure that the page layout does not get broken.

To download the branding package and specify the URL of your customized style sheet for a marketplace, use the **Customize layout** menu option in the **Marketplace** menu of the CT-MG administration portal.

5 Managing Billing and Payment

As a marketplace owner, you usually receive a share of the revenue for the services offered on your marketplace. CT-MG provides the means to define this revenue share and calculate the actual amounts from the service usage fees.

The operator is responsible for defining the revenue share you are entitled to receive when he creates your marketplace. If required, the operator can change the revenue share later. You are not authorized to change the revenue share yourself.

CT-MG offers the following billing and payment options that support you in collecting or paying your revenue share, depending on your contracts with the seller organizations and the operator:

- You can view the revenue share that is defined.
- You can retrieve and export information on the actual revenue.

For details, refer to the following sections.

Viewing the Revenue Share

You can view the percentage you receive from the total revenue generated by the services offered on your marketplace.

For this purpose, use the **Update marketplace** menu option in the **Marketplace** menu of the CT-MG administration portal. The menu option displays the features and settings that are currently defined for your marketplace. You can view the revenue share you receive as the marketplace owner as well as the revenue shares that brokers and resellers receive who publish services to your marketplace.

Exporting Revenue Share Data

As users work with the services offered on your marketplace, CT-MG automatically calculates the charges based on the related price models. At regular intervals, it generates the billing data for the customers' service usage as well as the revenue share data for each marketplace. Discounts granted by a supplier to his customers are deducted from the revenue shares.

To retrieve information on your actual revenue for a specific time frame, CT-MG allows you to export the corresponding data. To do this, use the **Export billing data** menu option in the **Account** menu of the CT-MG administration portal.

The data can be saved to an XML file or opened in an editor of your choice. You can edit it and work with it as required. The data can, for example, be forwarded to an accounting system. You can use it as the basis for collecting your revenue share or paying others, depending on your contracts with the seller organizations and the operator.

For a detailed description of the elements and attributes that may occur in the XML file, refer to the *Developer's Guide*.

Appendix A: Menu Options and User Roles

This appendix provides an overview of the user roles required for using the menu options at the CT-MG user interface which are of relevance to marketplace owners. For details on the menu options, refer to the *Online Help*.

Account Menu

The following user roles are required for using the menu options in the **Account** menu:

Edit profile	Any user role
Import users (if the organization uses LDAP-based user authentication)	Administrator
Change password (if the organization does not use an external system for user authentication)	Any user role
Register new users	Administrator
Manage users	Administrator
LDAP settings (if the organization uses LDAP-based user authentication)	Administrator
Create report	Administrator
Process triggers	Administrator
Manage processes (if the organization is connected to an external process control system)	Any user role
Export billing data	Marketplace manager, service manager, broker, or reseller

Marketplace Menu

The following user roles are required for using the menu options in the **Marketplace** menu:

Manage categories	Marketplace manager
Manage access	Marketplace manager
Manage sellers	Marketplace manager
Update marketplace	Marketplace manager
Add tracking code	Marketplace manager
Define featured services	Marketplace manager
Customize stage	Marketplace manager

Customize texts	Marketplace manager
Customize layout	Marketplace manager

Glossary

Administrator

A privileged user role within an organization with the permission to manage the organization's account and subscriptions as well as its users and their roles. Each organization has at least one administrator.

Application

A software, including procedures and documentation, which performs productive tasks for users.

Billing System

A system responsible for calculating the charges for using a service.

Broker

An organization which supports suppliers in establishing relationships to customers by offering the suppliers' services on a marketplace, as well as a privileged user role within such an organization.

Cloud

A metaphor for the Internet and an abstraction of the underlying infrastructure it conceals.

Cloud Computing

The provisioning of dynamically scalable and often virtualized resources as a service over the Internet on a utility basis.

Customer

An organization which subscribes to one or more marketable services in CT-MG in order to use the underlying applications in the Cloud.

Infrastructure as a Service (IaaS)

The delivery of computer infrastructure (typically a platform virtualization environment) as a service.

Marketable Service

A service offering to customers in CT-MG, based on a technical service. A marketable service defines prices, conditions, and restrictions for using the underlying application.

Marketplace

A virtual platform for suppliers, brokers, and resellers in CT-MG to provide their services to customers.

Marketplace Owner

An organization which holds a marketplace in CT-MG, where one or more suppliers, brokers, or resellers can offer their marketable services.

Marketplace Manager

A privileged user role within a marketplace owner organization.

Operator

An organization or person responsible for maintaining and operating CT-MG.

Organization

An organization typically represents a company, but it may also stand for a department of a company or a single person. An organization has a unique account and ID, and is assigned one or more of the following roles: technology provider, supplier, customer, broker, reseller, marketplace owner, operator.

Organizational Unit

A set of one or more users within an organization representing, for example, a department in a company, an individual project, a cost center, or a single person. A user may be assigned to one or more organizational units.

OU Administrator

A privileged user role within an organization allowing a user to manage the organizational units for which he has been appointed as an administrator, and to create, modify, and terminate subscriptions for these units.

Payment Service Provider (PSP)

A company that offers suppliers or resellers online services for accepting electronic payments by a variety of payment methods including credit card or bank-based payments such as direct debit or bank transfer. Suppliers and resellers can use the services of a PSP for the creation of invoices and payment collection.

Payment Type

A specification of how a customer may pay for the usage of his subscriptions. The operator defines the payment types available in CT-MG; the supplier or reseller determines which payment types are offered to his customers, for example payment on receipt of invoice, direct debit, or credit card.

Platform as a Service (PaaS)

The delivery of a computing platform and solution stack as a service.

Price Model

A specification for a marketable service defining whether and how much customers subscribing to the service will be charged for the subscription as such, each user assigned to the subscription, specific events, or parameters and their options.

Reseller

An organization which offers services defined by suppliers to customers applying its own terms and conditions, as well as a privileged user role within such an organization.

Role

A collection of authorities that control which actions can be carried out by an organization or user to whom the role is assigned.

Seller

Collective term for supplier, broker, and reseller organizations.

Service

Generally, a discretely defined set of contiguous or autonomous business or technical functionality, for example an infrastructure or Web service. CT-MG distinguishes between technical services and marketable services, and uses the term "service" as a synonym for "marketable service".

Service Manager

A privileged user role within a supplier organization.

Standard User

A non-privileged user role within an organization.

Software as a Service (SaaS)

A model of software deployment where a provider licenses an application to customers for use as a service on demand.

Subscription

An agreement registered by a customer for a marketable service in CT-MG. By subscribing to a service, the customer is given access to the underlying application under the conditions defined in the marketable service.

Subscription Manager

A privileged user role within an organization with the permission to create and manage his own subscriptions.

Supplier

An organization which defines marketable services in CT-MG for offering applications provisioned by technology providers to customers.

Technical Service

The representation of an application in CT-MG. A technical service describes parameters and interfaces of the underlying application and is the basis for one or more marketable services.

Technology Manager

A privileged user role within a technology provider organization.

Technology Provider

An organization which provisions applications as technical services in CT-MG.