Creating a Reference Solution Listing for the ptc Marketplace
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For publishing support contact marketplace.support@ptc.com

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## Document Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
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<tbody>
<tr>
<td>April 2018</td>
<td>1.0</td>
<td>First version</td>
</tr>
<tr>
<td>April 2018</td>
<td>1.0.1</td>
<td>Added Weblinks</td>
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</table>
Step 1 – Access the Developer Section

After signing in, Click the "Manage Button" and choose "Developer"

If Developer is not an option email Marketplace.Support@ptc.com to get this corrected

Step 2 – Navigate to the Products Page

You will now be in the "Dashboard" section of the Marketplace. From here, choose "Products"
Step 3 – Adding a Product

Select the “Add Products” button to begin creating your product.

Step 4 – Adding a Product

Create New Product

Thank you for adding a new product on PTC. To get started, we’ll need some basic information about your product. These settings can be edited once your product is created.

- **Product Name:** Enter a name for your Solution
- **Integration Type:** Choose Referral Only for integration type
- **Revenue:** Choose Free for Revenue Model
- **Revenue Model:** Choose Recurring for Recurring Revenue Model

Now you will be in the Create Product dialog, where you will fill out the following fields:
- **Product Name:** Enter a name for your Solution
- **Integration Type:** Choose Referral Only for integration type
- **Revenue:** Choose Free for Revenue Model
- **Revenue Model:** Choose Recurring for Recurring Revenue Model
- When fields are populated click Create Product
Step 5 – Open Product Settings

On the left NAV bar choose **Product Settings**

Step 6 – Download the Template

Download this file – **Reference_Solution_Template.zip**

Step 7 – Import Template Into Your Listing

Under product settings, import the file that was just downloaded

- Click ‘Choose File’
- Select the template downloaded in Step 6.
- Click ‘Import zip’
Step 8 – Adding Your Listing Info

Now that you’ve imported the template, you can populate the tabs under Profiles and Branding with your own information.

The text you fill in here will be displayed with all other tools in the main catalogue. Your entries here should be brief, just a few lines.

Fill out all fields with CAPITALIZED text and add an icon representing your product.

Hint: Flaticon.com has a wide selection of license free images.

Hint: Download our Photoshop template here to apply proper icon padding.
Step 9 – Adding Additional Listing Info: Categories

**Industries:** Select industries that apply to your product

**Support Model:** Choose Partner Supported

**ThingWorx Categories:** Leave this blank; categories are reserved for Tools
Step 10 – Listing Profile

The **Profile** is what a user sees once they’ve clicked on your listing. It includes all of your listings details.

- **Add an overview image** representing your product in this section. Use your logo, a screenshot from your application; etc. Download our Overview template [here](#) to apply proper icon padding.

  ![Overview Image](image)

  **Hint:** We’ve found this space useful for providing version and requirement information.

- **Embedded Video URL and Documentation Link:** Use these fields for your “primary” video and documentation, the items that you want the customer to see FIRST. You can also add additional videos and documentation on the resources tab. The platform supports Vimeo & YouTube links.

  ![Video URL and Documentation](image)

  **Hint:** We’ve found great, royalty free images at [Pexels.com](http://www.pexels.com)
Benefits: Use this field as a way to expand your description. This content will be shown on the main overview page. You can also expand your description on the Features tab (Step 11).

Step 11 - Features

The Features section allows you to provide additional information that is not captured in your description. Features often include bullet points, lists, and hyperlinks. You can also leave the Features section blank; it is not essential to have a Feature in order to publish your listing. If you’d like to skip the features LEAVE the capitalized form text intact so the publishing team knows to remove it for you.

Title: What should you call your feature? Some sample titles include “Additional Information,” “Guidelines,” etc.

Number: There is no limit to how many features you can add.
Step 12 - Customers and Media

- The **Customers and Media** section is left blank by most of our partners. You must have explicit permission from a customer to list them as a user of your product.

- If you do choose to use this field, the logo of each customer you check will appear on the main page for your product.
### Step 13 - Support

The **Support** section provides contact information for customers with questions about your product.

**Required fields:** support email address is a required field but if you prefer not to provide email support please leave the capitalized text intact so it can be removed during the final review process.
Step 14 – Resources

In the Resources section you can upload documentation to support your partner listing. Examples include user guides, brochures and videos.

**Naming your PDF document:** In the “Name field,” name your product exactly as you want it to appear in the Marketplace. For example, write “User Guide” rather than userguide.pdf.
Step 15 – Pricing

- The **Pricing** section does not need to be filled out as it will not appear in your marketplace listing.

- Make sure all pricing is set to 0.
Step 16 – Publish

Now that you’ve entered your product information, you are ready to submit your listing to the Marketplace team for review.

Click **Publish** and then “**Publish Product**” to send your product to the Marketplace team for their review.

Once they have approved your product listing it will be viewable on the Marketplace.