SAMSUNG CHECKOUT

Samsung Checkout DPI (Digital Product Inventory) User Guide

Mini Ver.1.0

This guide is a brief guide for using the DPI Portal. Please check User Guide, Full Ver. for a full description of entire key functions.

Table 1

Is this your first time using the Checkout DPI Portal?

This is a guide for new users of Samsung Checkout.

Step1. Login

Create a Samsung account.
Register your app in Seller Office
and log in to the DPI portal.

Step2. Membership Management

Managers have access to all menus.
They can also select members in
groups and give permissions to
manage selected menus.

Step3. Start using DPI

Managers and members can
start accessing and
managing DPI portal.

Step1

①

Accessing Samsung Checkout - Login

Create a Samsung account. Register your app in Seller Office and login to the DPI.

Step1) Create a Samsung Account

Create a Samsung account, link below:

https://account.samsung.com/

Step2) Register your app in Seller Office

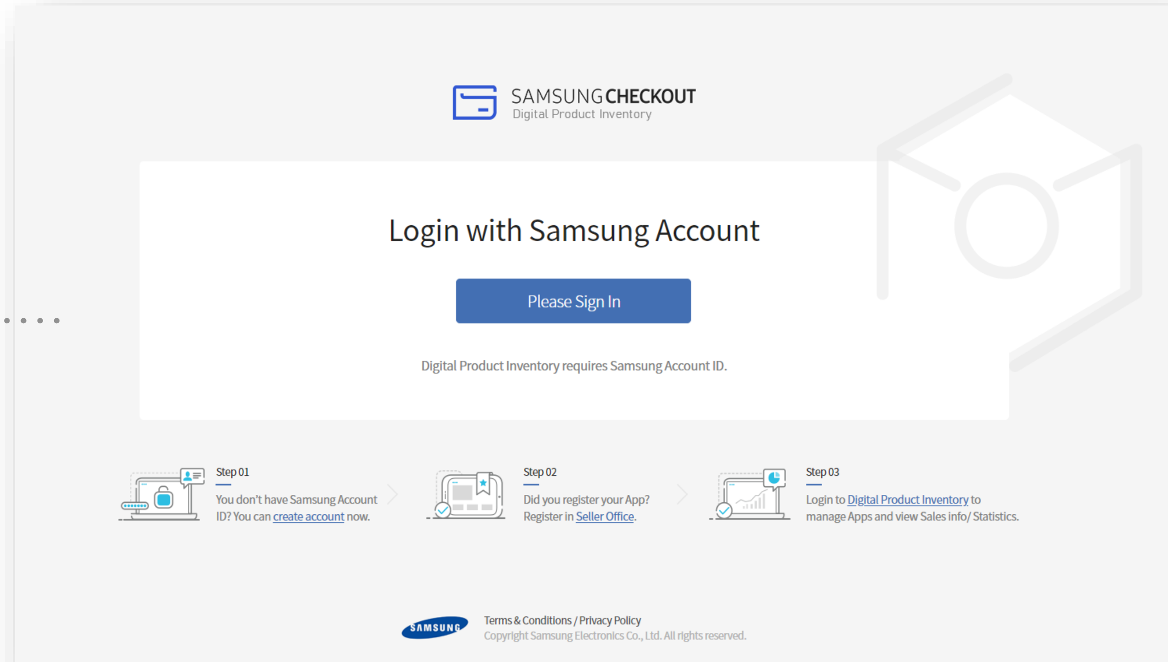
Register an app you want to manage.

https://seller.samsungapps.com/tv/

Step3) Login to the Checkout DPI portal

You may now login.

https://dpi.samsungcheckout.com/



Step1

②

Manager : managing entire menu, accessing Checkout

View the app dashboard and click the left menu icons to go to the menu.

Manager, manage entire menu

Managers can view left side menu bar and manage menus.

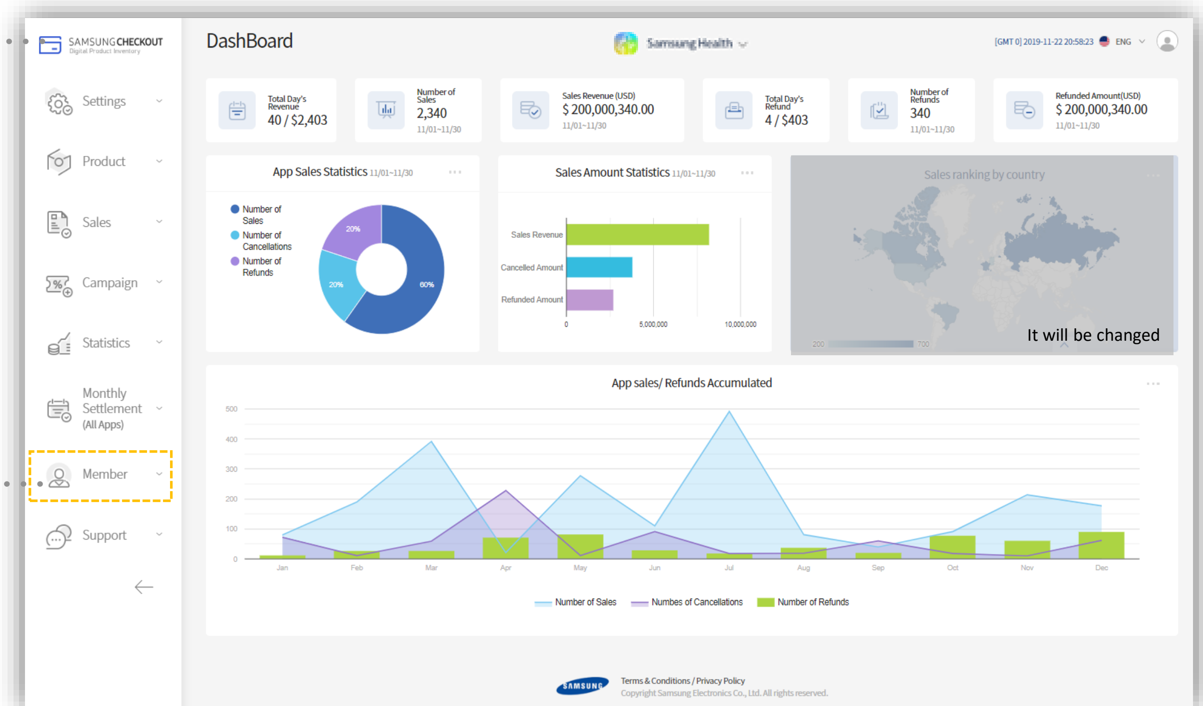
Member, access after given permission

Members can access the main screen once they are given permission to menus by a manager.

※ Members cannot access main screen before being given permission by a manager.

Accessing Membership Management

Managers can go to Member menu and give permissions to members.



Step2

①

How to create a group : creating a group and giving menu permissions to members

Only managers can access the member menu and manage groups.

Member Menu

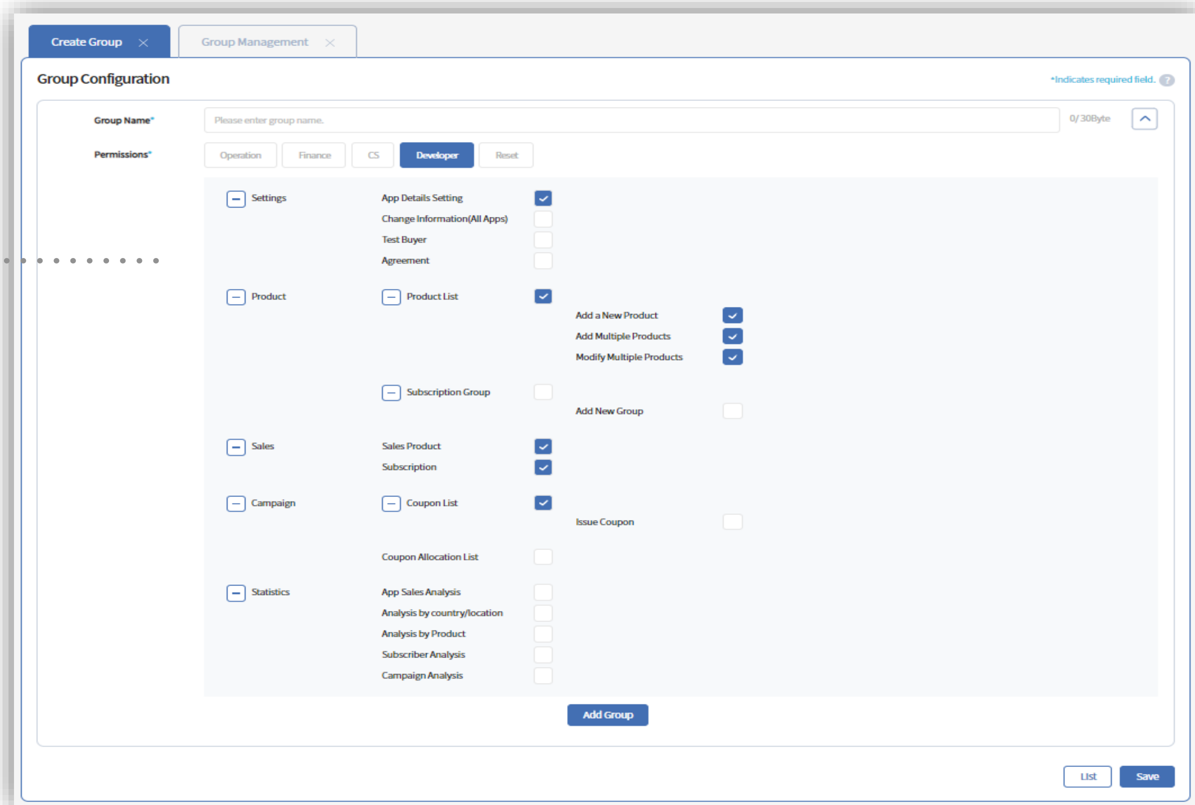
Managers can manage and give menu permissions to members. This can be done through the Membership Management and the Group Management menus.

Group Management > Click Create Group

Go to Create Group menu and configure a group.
You can click Operation, Finance, CS or Developer buttons to show preset menu permissions. These preset menu permissions are for guidance only and can be edited.

View Group Management List

Now you can manage members.
Go to 'Membership Management > Edit Permissions' menu



Step2

②

How to give menu permissions : managing members by giving menu permissions

After configuring groups, managers may grant menu permissions through Permissions menu

Membership Management > Edit Permissions

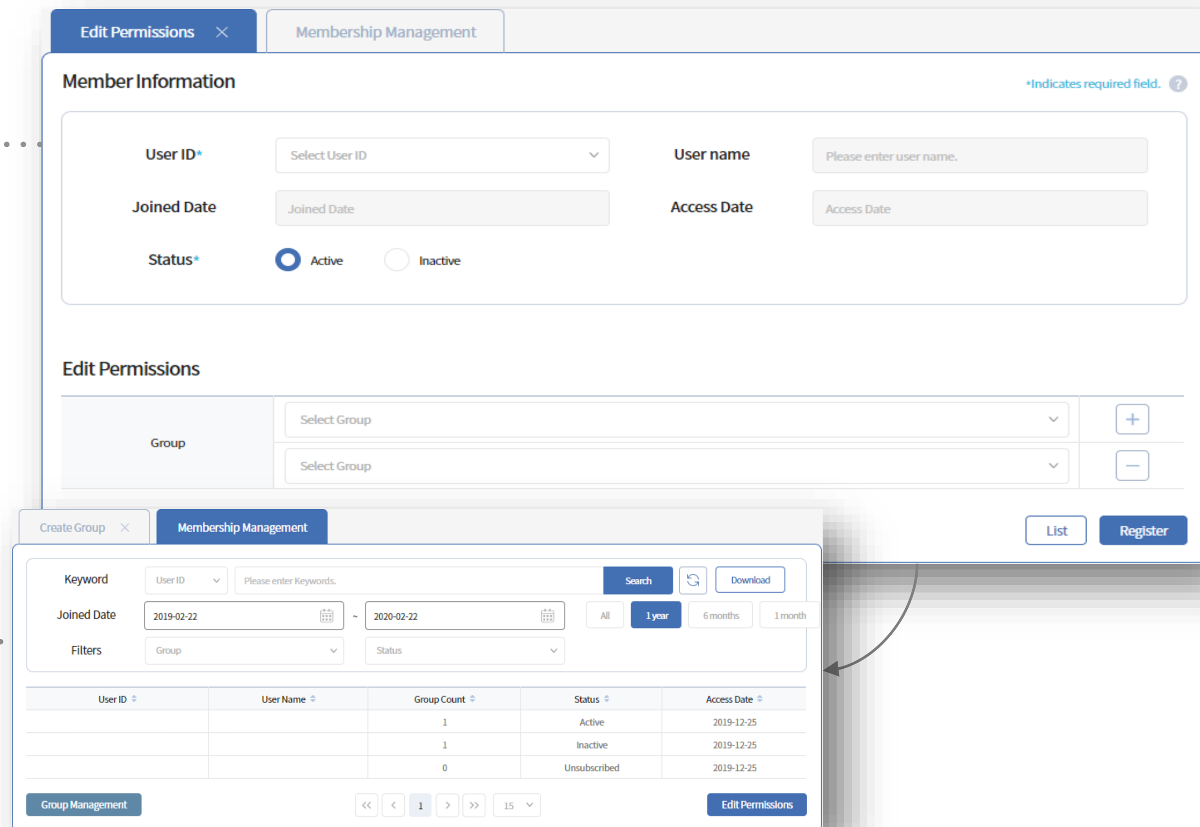
Managers can specify members and give permissions through Permission menu.

Select member and group

Select a member through the User ID field and assign groups to each member.

Confirm permissions

Now the member has management privileges to certain menus. Managers can manage member through Membership Management menu.



Step3

Using Checkout DPI Portal as a Manager/Member

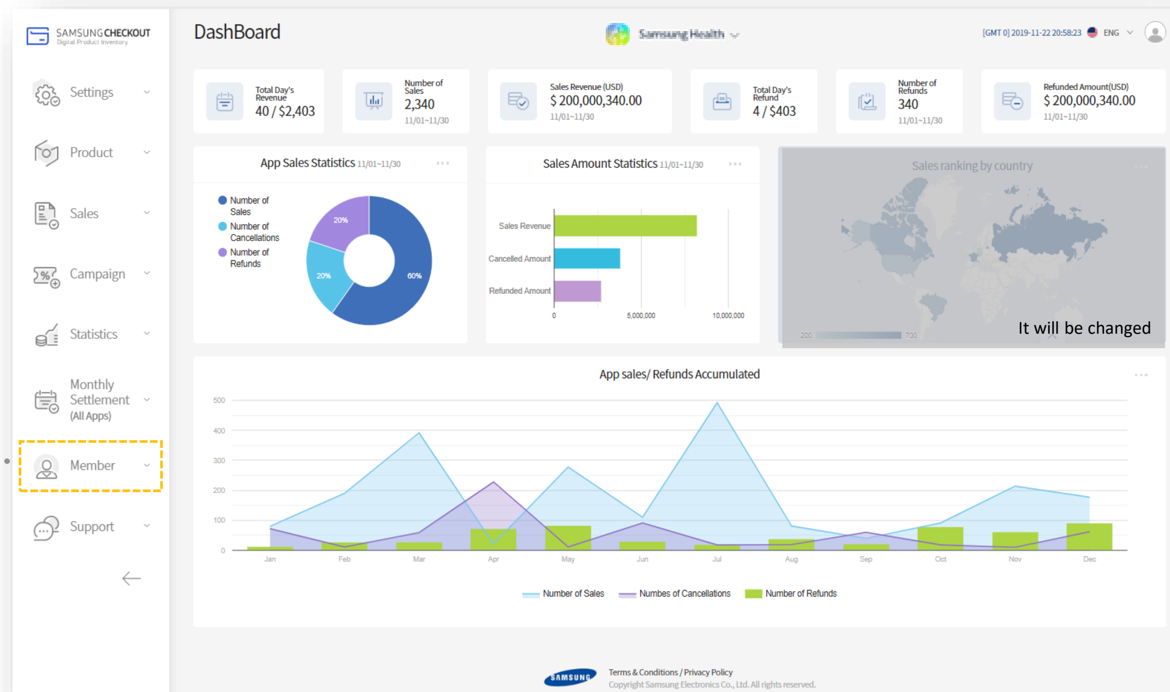
The manager and member can access menus through the DPI Portal.

Manager

Managers can efficiently manage apps by sharing management roles with members. This can be done through Member menu. For those menus that require security, managers can grant management privileges only to certain members to better protect information.

Member

Members can only access menus they have permissions for. They require specialized learning to manage menus. Support menu is open to all members regardless of their privileges.



Full Version User Guide (TBD)

For further explanation, please refer to full version user guide provided.

Table II

Are you already using the Checkout DPI Portal?

This is a guide for existing Samsung Checkout users.

Feature1. Product Management

Register products for apps and manages product information.

Feature2. Sales Management

Verify products and manage cancelling subscriptions and refunds.

Feature3. Campaign Management

Specify an app/ product and issue coupons.

Feature1

①

How to register a new product : Registering new products for different countries.

Products can be registered for different countries through the Add a New Product menu.

Step1) Configure product

① Go to 'Product ﹥Add a New Product' menu.

② This is where a new product is registered.

③ Enter product information (Product ID, Description, Product Type, Visibility, Expiration).

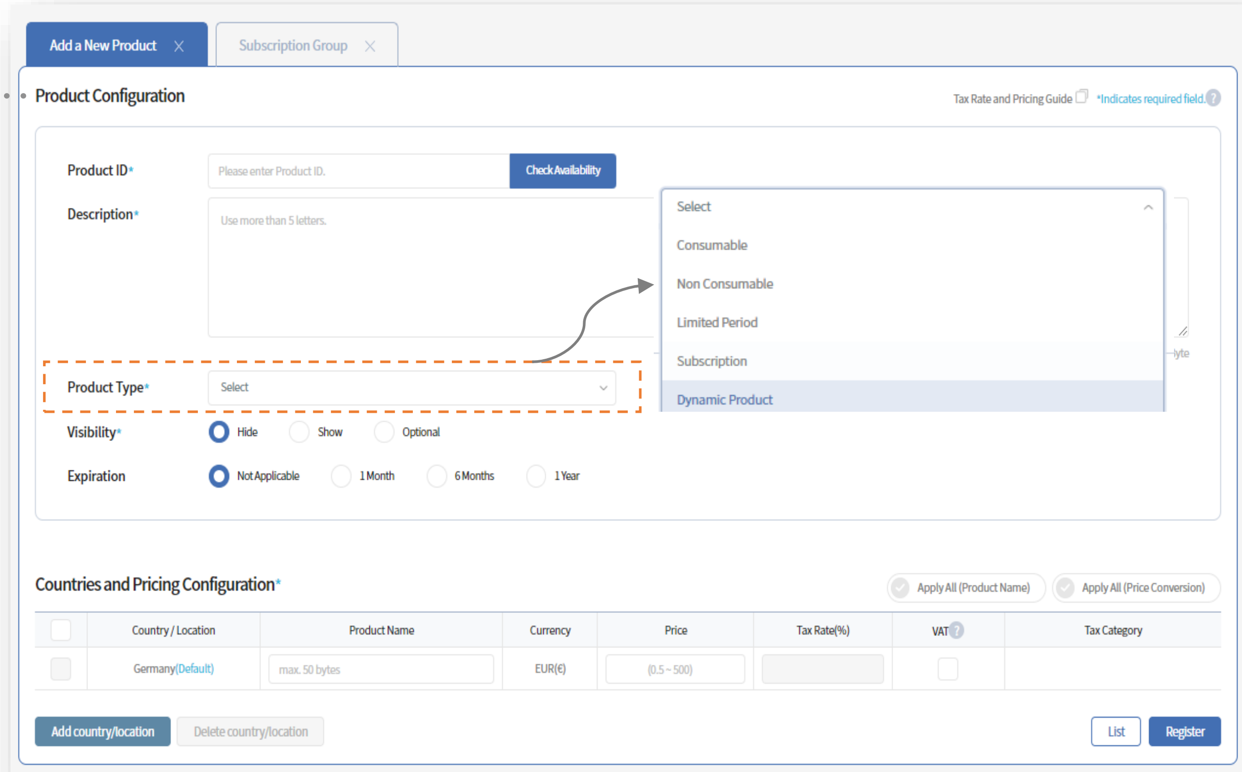
④ Please note that when you check visibility, the product will become visible from the app.

[Product type]

- Checkout offers six types of products.

[Visibility]

- Optional : Select when making test items.



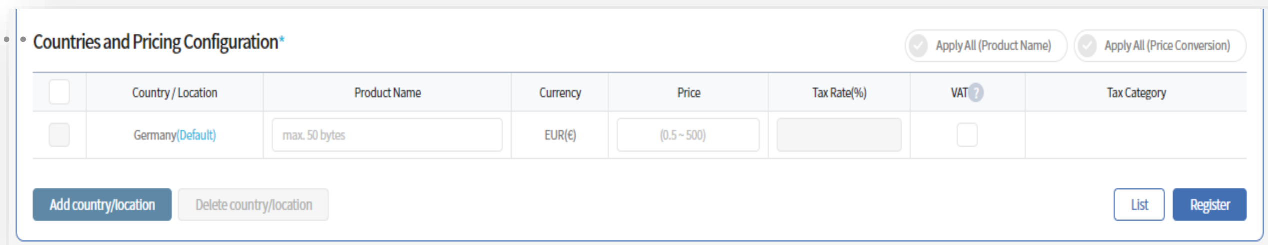
Feature1

①

How to register a new product : Registering new products for different countries.

Products can be registered for different countries through the Add a New Product menu.

Step2) Configuring countries and pricing



① This is a where the product is attached to different countries.

② Add countries by clicking Add Country button. Enter product name and pricing information (price, tax rate, value added tax, tax category) for different countries on the Add Country pop-up window.

③ Click Apply All (Product Name) and Apply All (Price Conversion) buttons to paste information to multiple countries. Click Register button to complete registration

Feature1

②

How to register a new product : Registering new subscription for different countries.

It is necessary to make a subscription group before creating subscription item.

Step1) Add New Group

① Go to 'Product > Subscription Group > Add a New Product' menu.

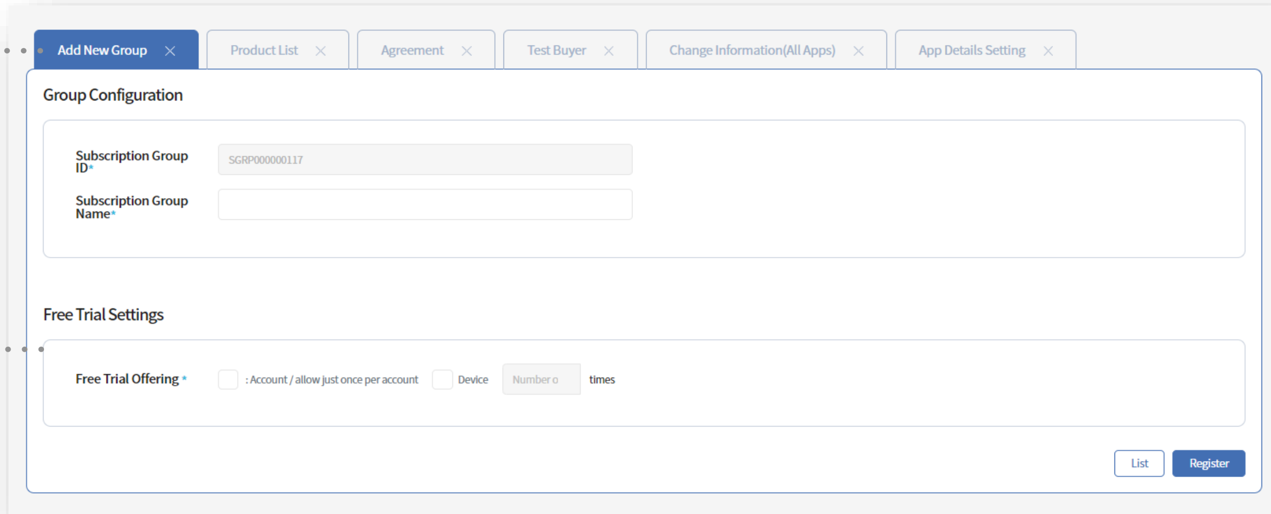
② This is where a new subscription group is registered.

③ Enter Subscription Group name

Step2) Setting free trial offering

① Free trial is able to set per "Product group" ID.

② Partner defines whether a free days offer whether it should be offered once per account/device or both.



[Free trial offering Option]

1) Per Account only once: If a user use a free trial offer with the "A" Account once, free experience will be expired, and additional free experience is not possible with the "A" Account. However, if a CP does not check " Per Device only once ", a user can experience it free of charge when creating a new account with no subscription history.

2) Per Device only once: If a user use one free trial offer on "A" device, a user cannot use free experience even if you change your account and create a new "B" account on A device.

3) Both- Per Account Only once: Provide free trial offer both based on " A " Account and " A " Device.

Case 1) With the " B " account that does not have a subscription history, free experience is not available when you first sign up for the " A " device.

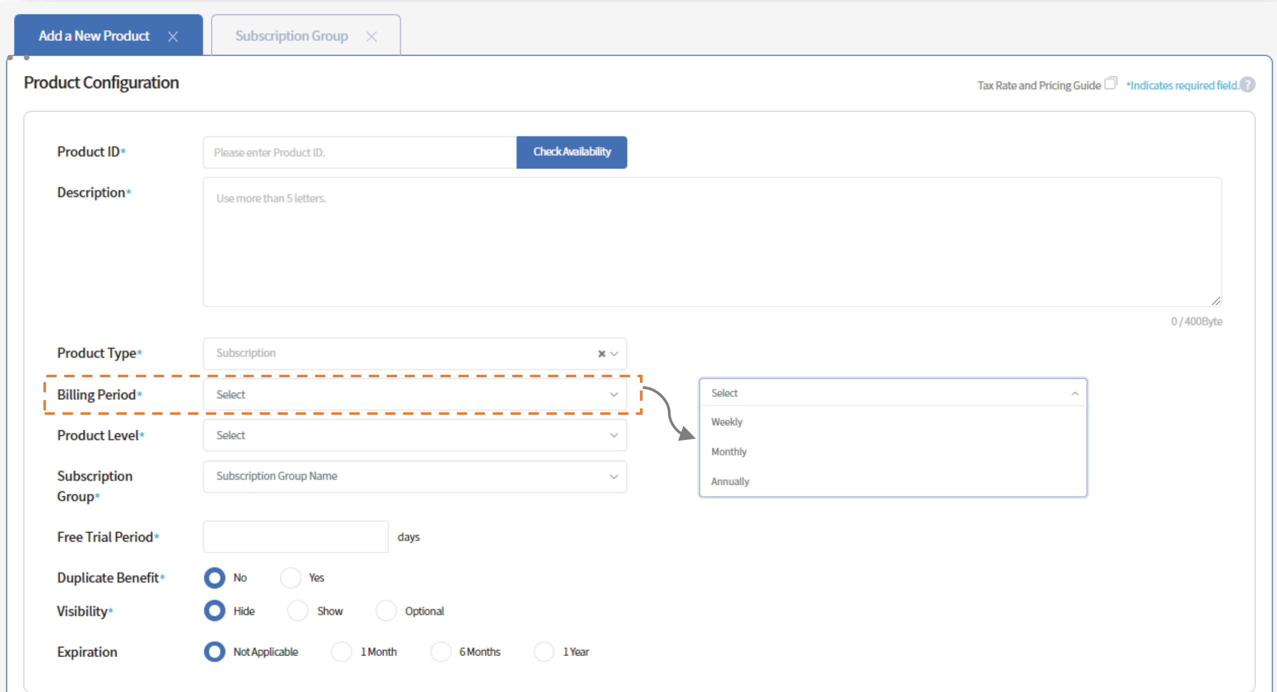
Case 2) With " A " Account, which has a history of cancellation after subscription, " B " Device subscription is not allowed for free

Feature1 ②

How to register a new product : Registering new subscription for different countries.

It is necessary to make a subscription group before creating subscription item.

Step3) Configure subscription



① Go to 'Product > Add a New Product' menu.
② Select subscription in the product type.
③ Enter product information (Product ID, Description)
Check Product ID for availability!
④ Choose Billing Period, Produce Level, Subscription Group
⑤ If you'd like to make free trial subscription, please input the free trial period.
⑥ Check the Duplicate Benefit, Visibility, Expiration.

[Billing Period]

- Checkout offers 3 types of subscription period.

[Product level]

- The condition defines if a CP app offer more than one subscription price tier within a group, each subscription can be assigned to a level. Checkout provides up to 10 levels. The lower the level, the more premium the product. Ex) Lv1(Premium) - Lv2 (Standard) - Lv3 (Basic)

[Duplicate Benefit]

- The condition defines whether a free days offer whether it should be offered once per account/device or both.

Feature1 ②

How to register a new product : Registering new subscription for different countries.

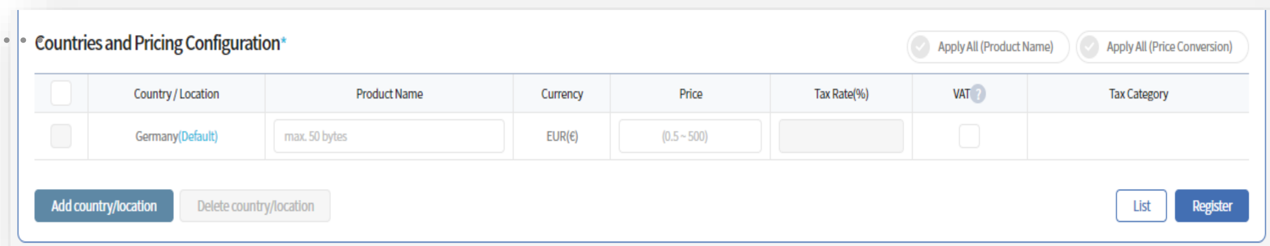
It is necessary to make a subscription group before creating subscription item.

Step4) Configuring countries and pricing

① This is a where the product is attached to different countries.

② Add countries by clicking Add Country button. Enter product name and pricing information (price, tax rate, value added tax, tax category) for different countries on the Add Country pop-up window.

③ Click Apply All (Product Name) and Apply All (Price Conversion) buttons to paste information to multiple countries. Click Register button to complete registration



Feature1

③

How to add multiple products : Registering products in bulk

You can register up to 100 products at the same time through the Add Multiple Products menu.

Step1) Enter product information in a template:

① Go to ‘Product > Add Multiple Products’ menu.

② Download template (CSV file) and fill out the product information.

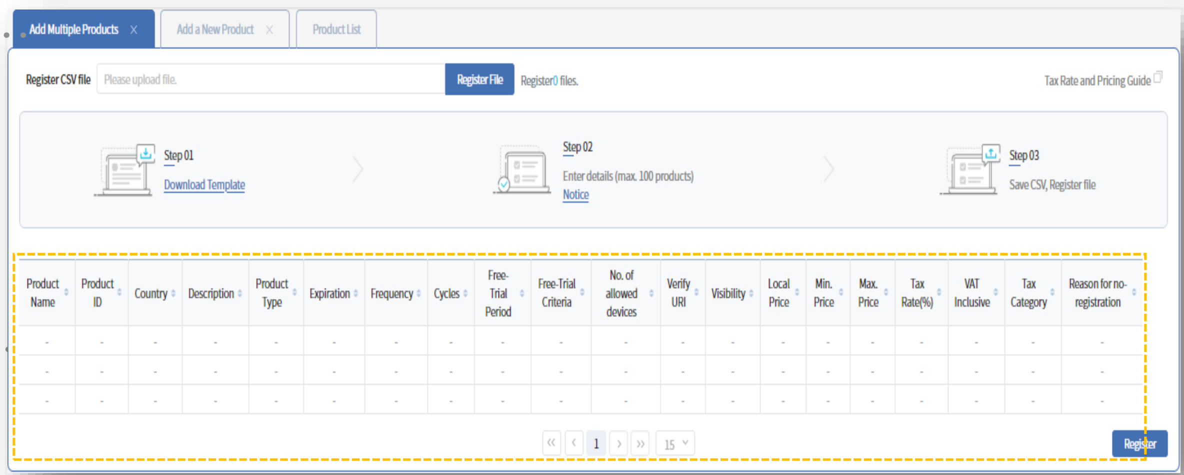
③ Upload the file (CSV file) by clicking Register button.

Step2) Check the information and register

① If there are no specific products in the list that cannot be registered, then the registration will be completed by pressing Register button.

② If there’s any product that cannot be registered for any reason, make necessary changes and upload again.

③ Once the upload is completed, check your product information on the page and click Registration button.



Feature1

④

Product Management through Product List menu .

Once the product is registered, you can review and manage the product information.

Review and manage registered product

① To manage product information, go to 'Product > Product List' menu.

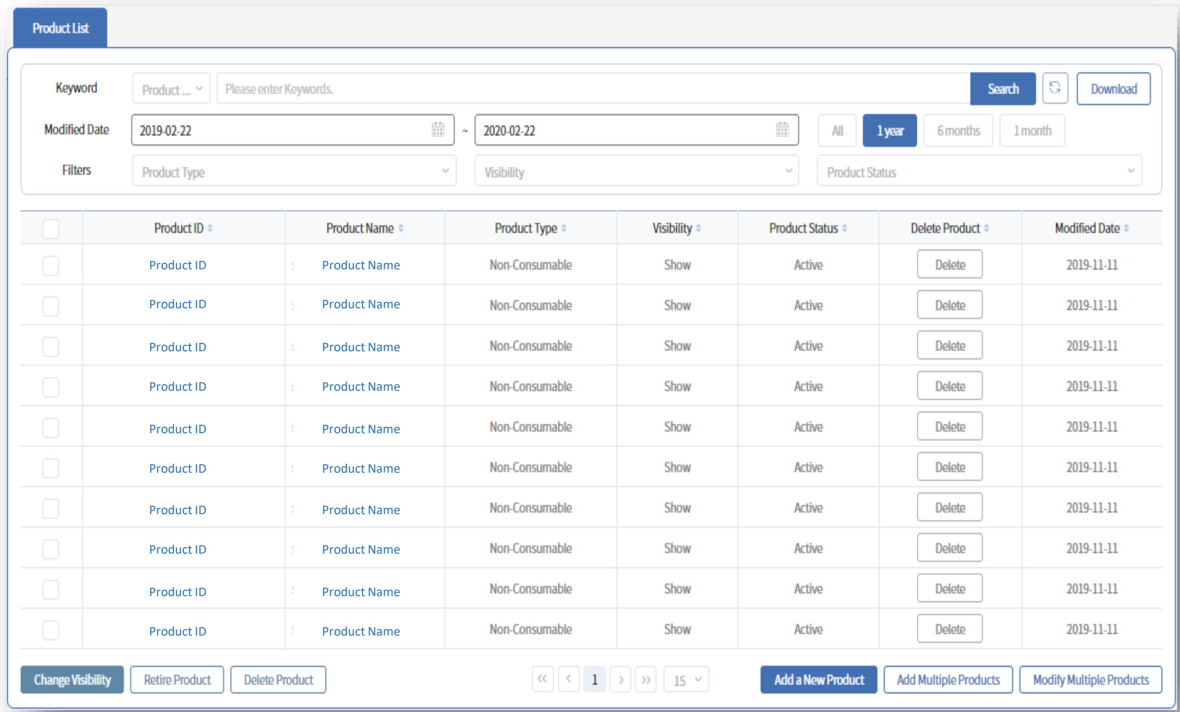
② You can review the Product Type, Visibility, and Product Status. To change product information click Product ID or Product Name.

③ You can change visibility of multiple products by checking multiple boxes and pressing Change Visibility button on the bottom.

④ You can retire multiple products by checking multiple boxes and pressing Retire Product button on the bottom left side of the page.

⑤ Products without no previous purchases can be deleted by using Delete Product button on the bottom left side of the page.

⑥ You can go to Add a New Product, Add Multiple Products and Modify Multiple Products pages by clicking the corresponding buttons and the bottom right side of the page.



Feature2

①

Managing products

Verify settlement information and process refunds.

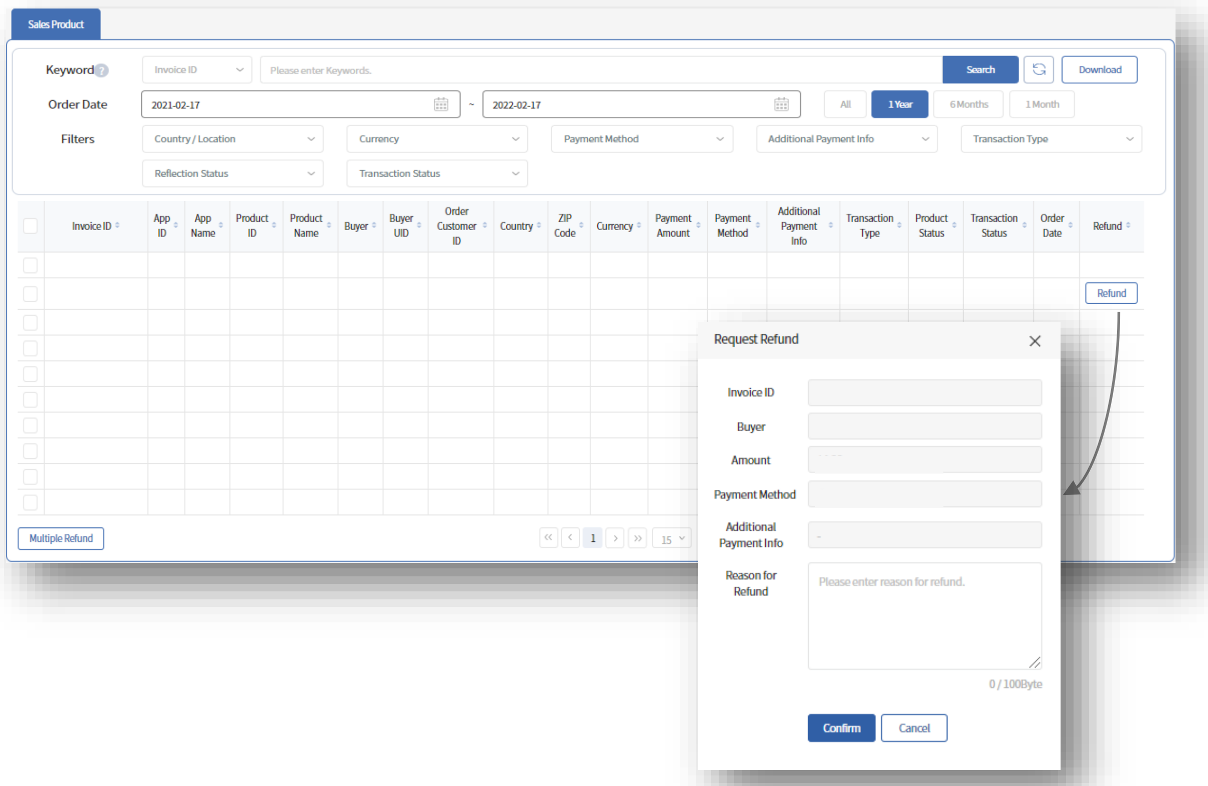
View and manage products

① Go to ‘Sales > Sales Product’ menu and manage product information.

② You can check the Invoice ID, Buyer, Country and Transaction Status. Click Invoice ID to go to the Transaction Details page.

③ In case of a products currently being sold, you can do multi-search by Buyer or Invoice ID for up to 100 items. (use comma between search words)

④ You can click the Refund button of an individual product. Or, check multiple boxes and click Multiple Refund button to process bulk refunds.



Feature2

②

Manage subscriptions

View subscription/payment information and process subscription cancellations and refunds.

View and manage subscriptions

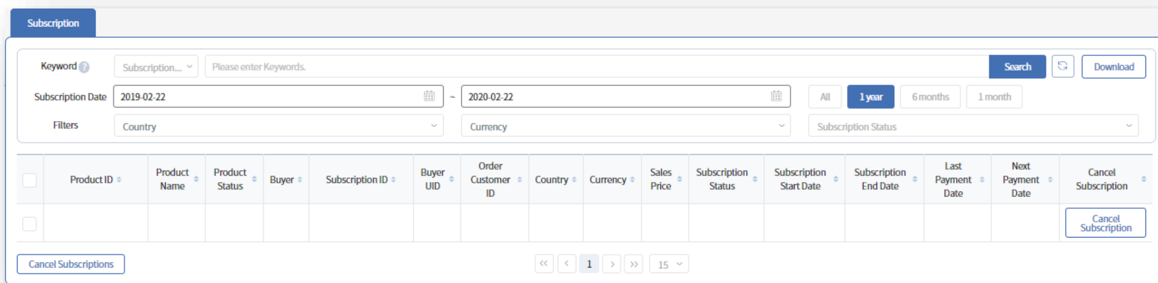
① Go to 'Sales > Subscription' to manage subscriptions.

② View Subscription ID, Buyer, Country and subscription information and payment information. Click Subscription ID to go to the Transaction Details page.

③ In case of a subscription products, you can do multi-search by Buyer or Subscription ID for up to 100 items. (use comma between search words)

④ You can click the Cancel Subscription button of an individual product. Or, check multiple boxes and click Cancel Subscriptions button on the bottom left of the page to do bulk cancellations.

⑤ You can change the subscription end date, view payment information and process refunds at the Transaction Details page.



Feature3 ①

How to issue coupon : view coupon information and configure the issuing countries

To use campaign, go to Issue Coupon menu and enter coupon details.

Step1) Enter coupon details

① Go to 'Campaign > Issue Coupon' menu.

② The Coupon ID is generated automatically. Enter a Coupon Name.

③ You can issue coupons for apps or products.

④ Enter the Coupon Type and other additional information.

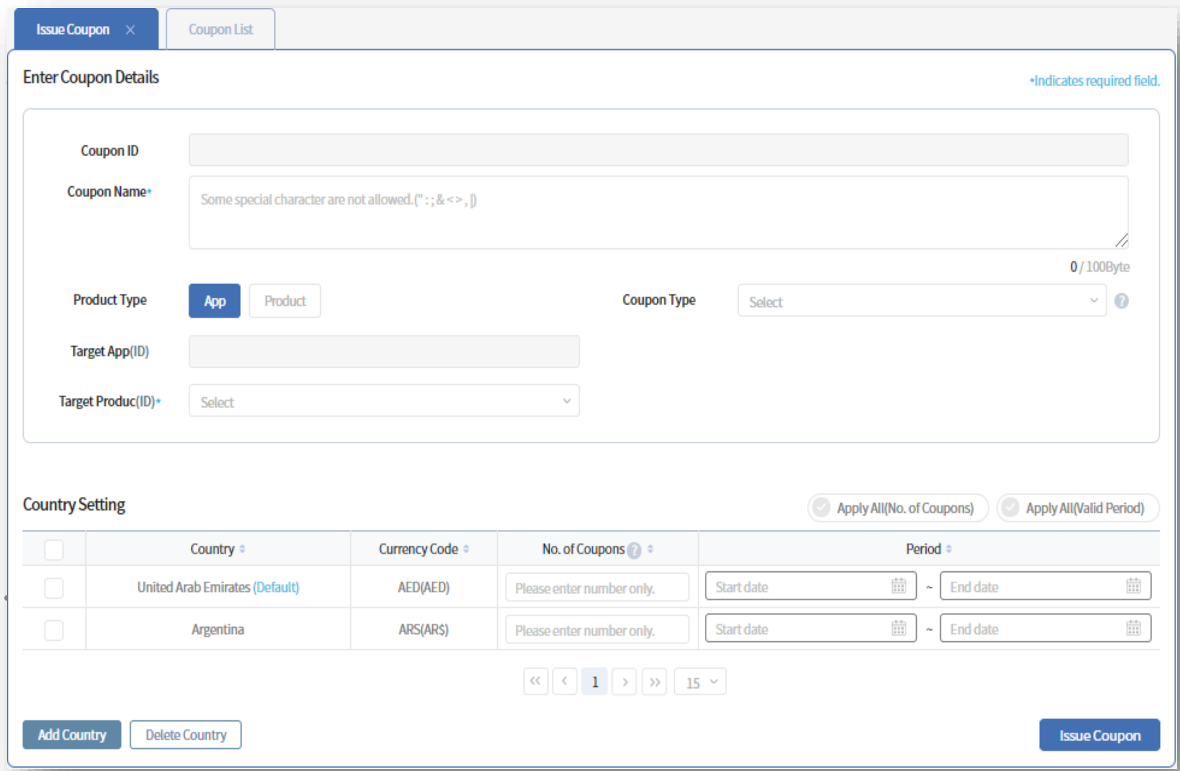
Step2) Country Setting

① The default country of the app will be shown by default.

② Click Add Country button to add countries, determine the number of coupons and set valid periods.

③ Click Apply All (No. of Coupons) or Apply All (Valid Period) to paste information to multiple countries.

④ Click Issue Coupon button to issue coupons.



Feature3

②

Coupon management : view and manage coupons

You can view and manage issued coupons through Coupon List menu.

Step1) View coupons

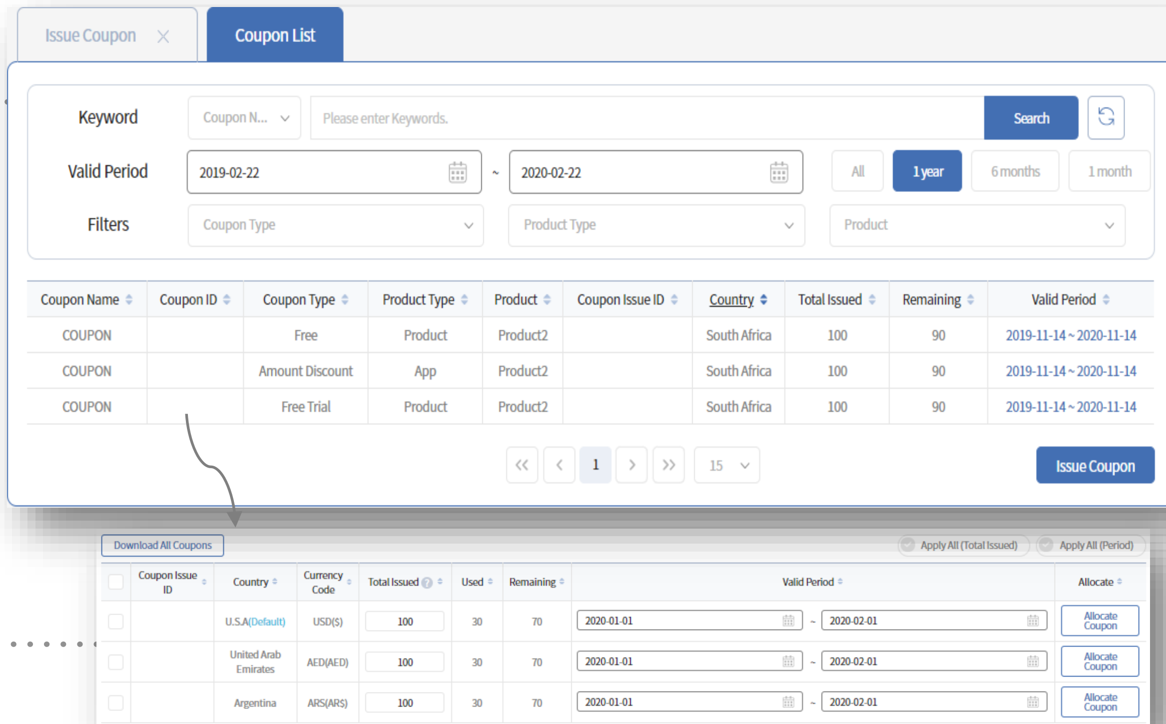
① Go to 'Campaign > Coupon List' menu.

② You can check the Coupon Name, Coupon ID, Coupon Type, Product Type, Coupon Issue ID, Country, Total Issued, Remaining and Valid Period.

Step2) Change coupon information and allocate coupons

① You can click Coupon ID to go to Coupon Details page, change coupon information and allocate coupons to each Coupon Issue IDs. (For more details, go to Coupon Details menu and click a Coupon Issue ID or download a CSV file.)

② You can change the valid period by selecting Valid Period column.



Feature3

③

How to allocate a coupon : Allocating coupons to customers

Assign customers and allocate coupons to Coupon Issue ID.

Step1) View issued coupon information

Coupon details > Click allocate coupon button to go to the page .

① Go to Coupon Details page and click Allocate Coupon button to move to Allocate Coupons page.

② Check issued coupon information.

Step2) Allocate coupon to customers

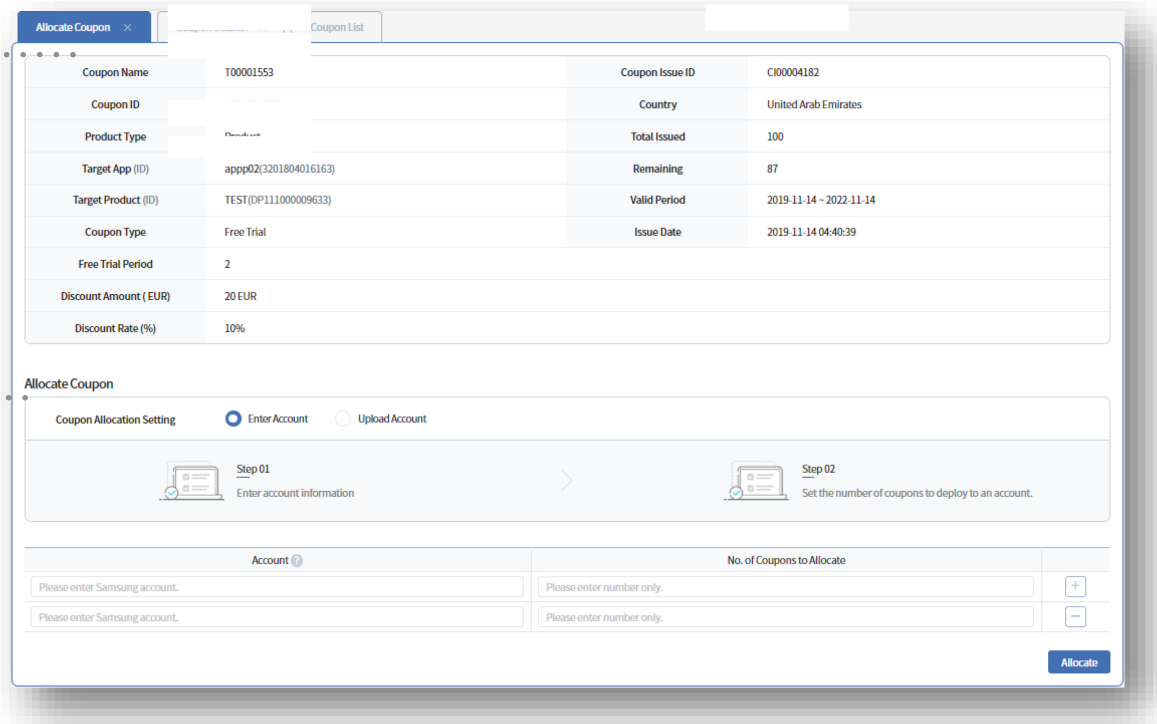
① Choose allocation method (Enter Samsung Account or Upload Account file).

- Enter Account : Enter Samsung Accounts (up to 10) and the number of coupons to deploy.

- Upload Account : Download a CSV template file, fill out Samsung Account information, upload the file and verify the number of accounts entered.

② Click Allocate button to complete the coupon allocation.

③ To verify, go to Coupon Details page and click Coupon Issue ID, or download CSV files.



SAMSUNG CHECKOUT

Thank You