

# General description of use

**New products database**

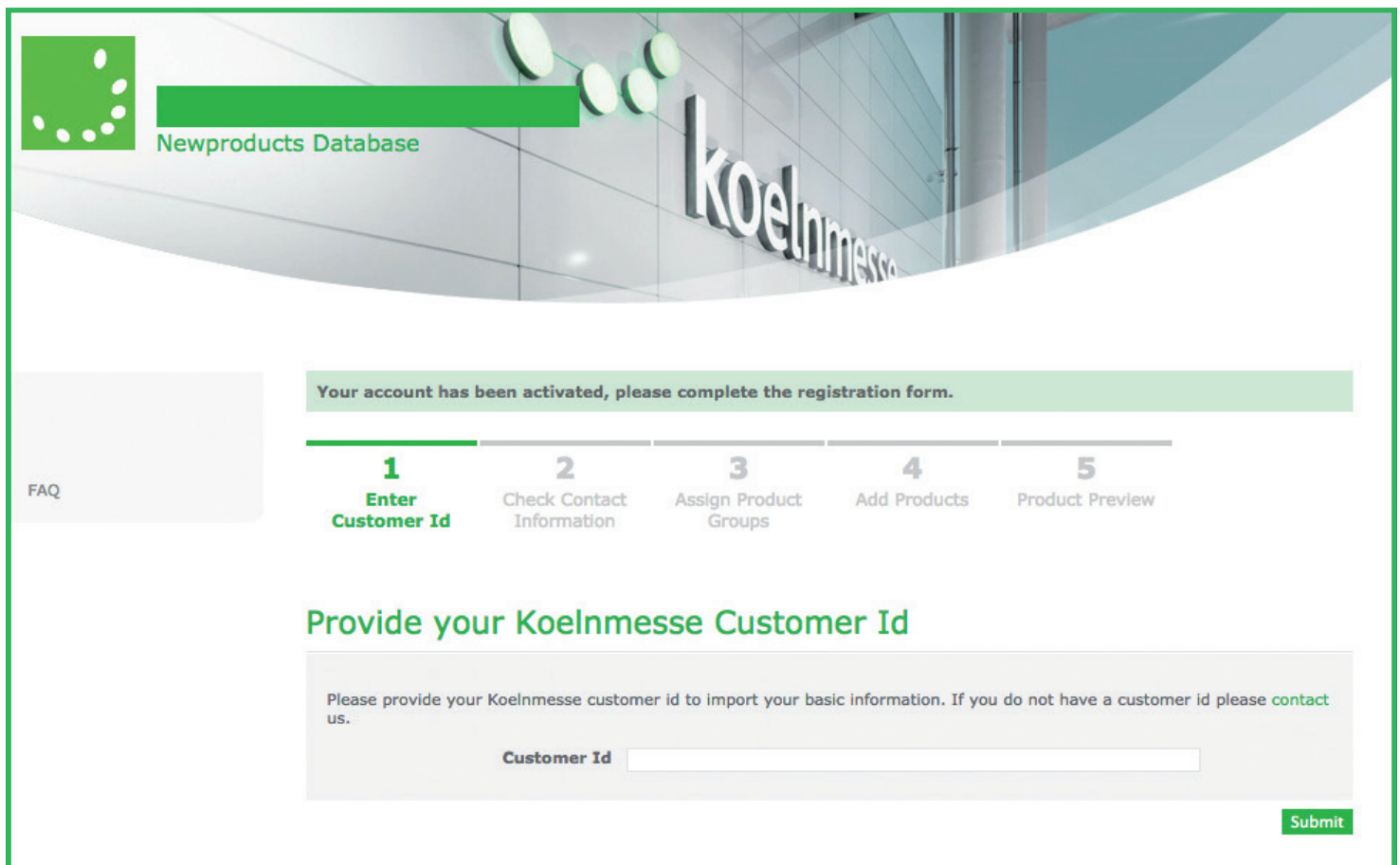
**Koelnmesse GmbH**

# 1. Enter Customer Id

After registering as a user, you will be requested to enter **your customer number** (business partner number).

Please note:

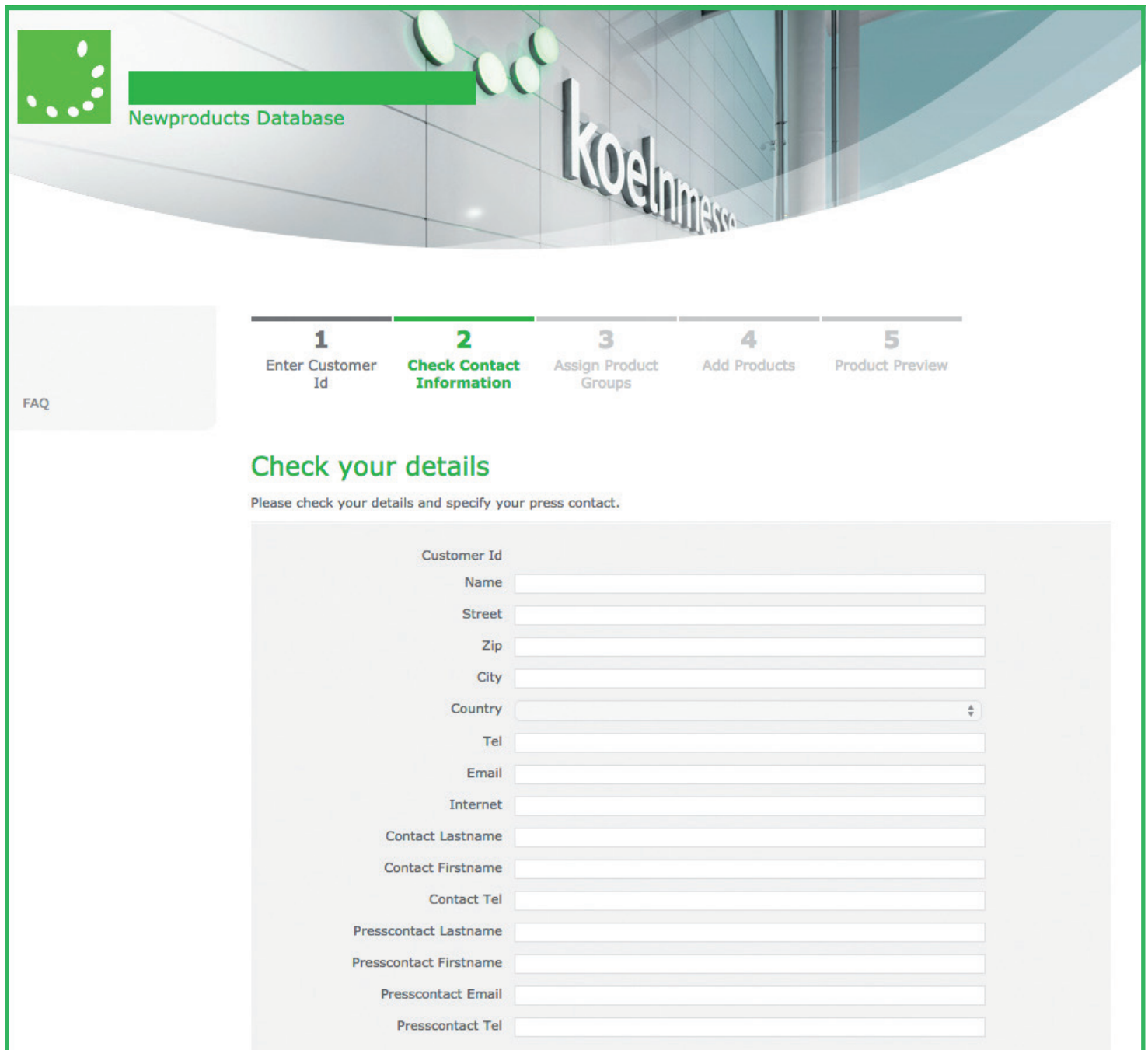
- You can merely **register once**.
- For entering the **database after the registration**, please use the button **login**.



The screenshot shows the 'Newproducts Database' registration interface. At the top left is the logo and the text 'Newproducts Database'. A green banner at the top right says 'Your account has been activated, please complete the registration form.' Below this is a progress bar with five steps: 1. Enter Customer Id (highlighted in green), 2. Check Contact Information, 3. Assign Product Groups, 4. Add Products, and 5. Product Preview. The main heading is 'Provide your Koelnmesse Customer Id'. Below it is a text box with the instruction: 'Please provide your Koelnmesse customer id to import your basic information. If you do not have a customer id please contact us.' There is a text input field labeled 'Customer Id' and a green 'Submit' button at the bottom right. An 'FAQ' link is visible on the left side.

After entering the customer number, you will be shown your user data, as they are stored by Koelnmesse.

# 2. Check Contact Information



Newproducts Database

FAQ

1 Enter Customer Id

**2 Check Contact Information**

3 Assign Product Groups

4 Add Products

5 Product Preview

### Check your details

Please check your details and specify your press contact.

Customer Id

Name

Street

Zip

City

Country

Tel

Email

Internet

Contact Lastname

Contact Firstname

Contact Tel

Presscontact Lastname

Presscontact Firstname

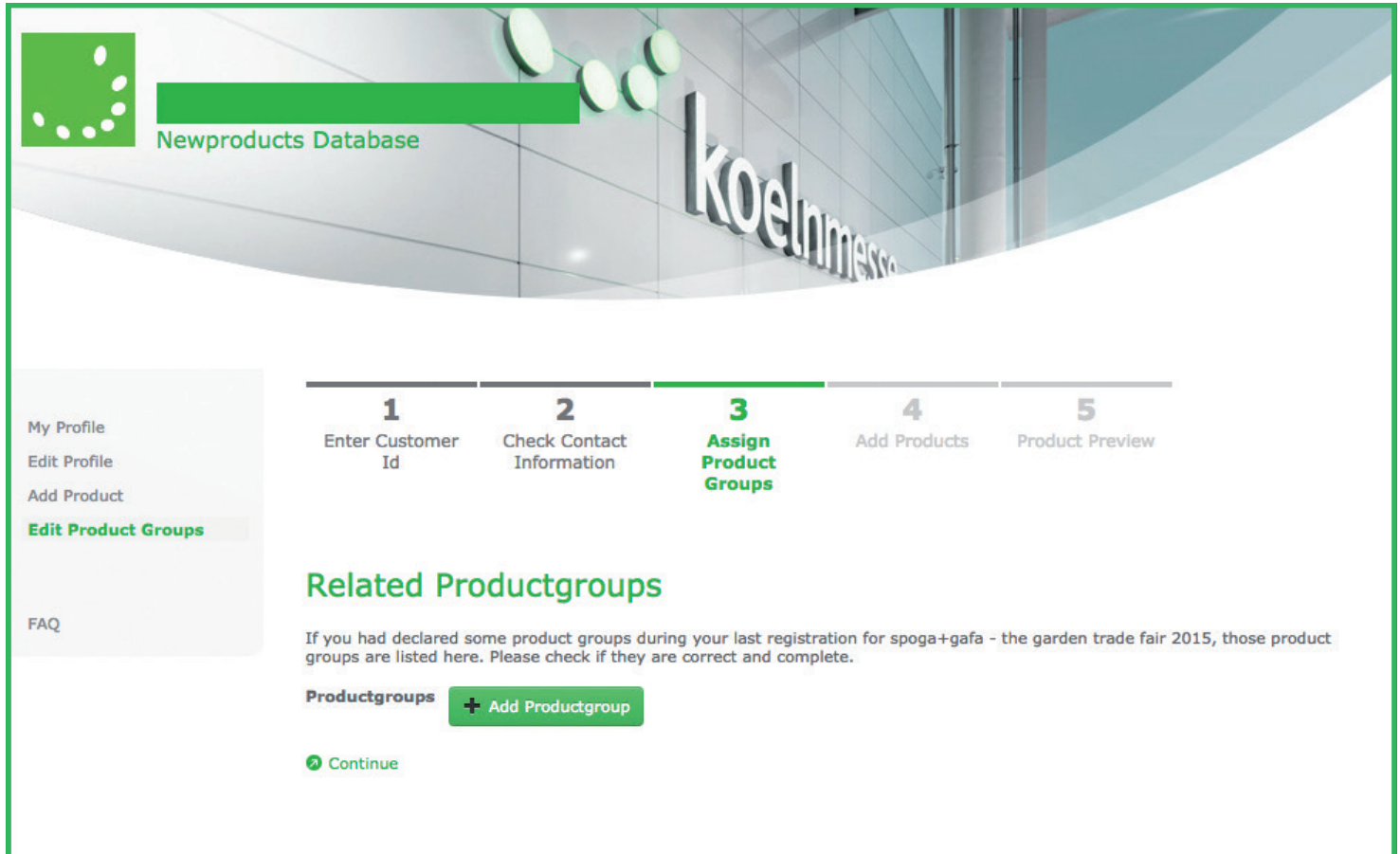
Presscontact Email

Presscontact Tel

You can correct or adjust your data if necessary. If the need arises to **correct** the data after it has been saved, you can do so **at any time**.

# 3. Assign Product Groups

In the next step you select the product groups in which you would like to enter **new products**.




You can add more product groups by clicking on the **Add Productgroup** button.

To ensure a product group is permanently added, you must save your selection by clicking on **Save Productgroup**.


Once the product group has been saved, it will be displayed in the list of product groups. Added product groups can also be subsequently removed from the list by clicking on the **Minus** button.

Repeat this procedure until the list includes all product groups corresponding to your new product, which you would like it to show up in the database.

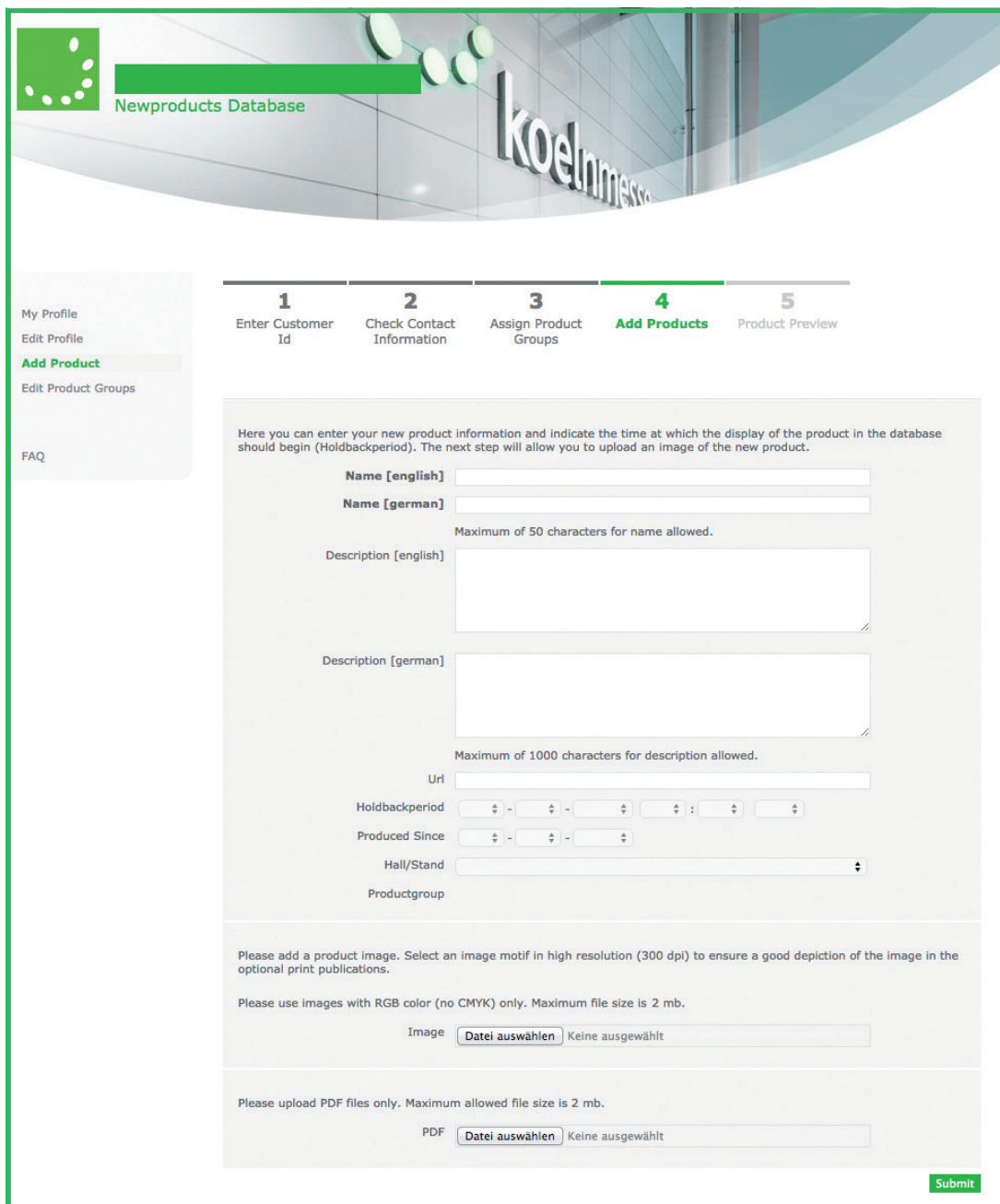
When the selection of product groups has been concluded, click on  **Continue** to move on to the next step.

**!** If you do not select a product group for a product, it will not appear in the new products database.

# 4. Add Products

All required data related to the new product needs to be entered here. Once the product group selection has been completed, you can proceed to the next step by clicking  **Continue**.

It is important to confirm the product groups by clicking on them. You can add a product photo (JPEG) and upload a document containing a product description (PDF). Save the data by clicking on the **Submit** button.



**Newproducts Database**

koelnmesse

1 Enter Customer Id   2 Check Contact Information   3 Assign Product Groups   **4 Add Products**   5 Product Preview

My Profile  
Edit Profile  
**Add Product**  
Edit Product Groups  
FAQ

Here you can enter your new product information and indicate the time at which the display of the product in the database should begin (Holdbackperiod). The next step will allow you to upload an image of the new product.

Name [english]

Name [german]

Maximum of 50 characters for name allowed.

Description [english]

Description [german]

Maximum of 1000 characters for description allowed.

Url

Holdbackperiod  -  :

Produced Since

Hall/Stand

Productgroup

Please add a product image. Select an image motif in high resolution (300 dpi) to ensure a good depiction of the image in the optional print publications.

Please use images with RGB color (no CMYK) only. Maximum file size is 2 mb.

Image  Keine ausgewählt


Please upload PDF files only. Maximum allowed file size is 2 mb.

PDF  Keine ausgewählt

**Submit**

# 5. Product Preview

The last step takes you to the preview of your new product.

Please check the data and the selected product groups and confirm your details by clicking the  OK button.

You can edit your data at all times via the **login**.

Please note, that you can enter up to five products in the new products database.

**Note for the users of the Anuga/ISM new products database:**

- Your new products will be enabled by an administrator. In some cases, this can result in a short delay before your products appear in the new products database