

VENDOR SIGNUP ACTIVITIES FOR SOFTWARESHORTLIST

SoftwareShortlist is a powerful channel for generating leads and sales for independent software vendors. These valuable opportunities are created by our free and trusted service helping business customers find the right software for their needs. The SoftwareShortlist platform allows vendors to market their software to a much greater global customer base than traditionally possible cost effectively.



Step 1: Review Agreement and email scanned acceptance to us

You would have received an agreement by email – [let us know](#) if you need another copy sent

Step 2: Sign in to the [Vendor Portal](#) – confirm contact details and change password

- Sign on from the [Login Page](#) using the user name and password provided by SoftwareShortlist
- If you are having trouble logging on, please [email us](#) and we will re-send your logon details
- New vendors will need to Sign Up using the [Vendor Signup Form](#)

Step 3: Review and update your information in the Vendor Portal

- Review [Vendor Details](#) and [User Information](#)
- Apply for a [New Product Listing](#) (make us aware of new product releases!)
- Update [Vendor Support Information](#) in the Vendor Portal
- Upload [Brochures & Documents](#) in the Vendor Portal
- [Submit Articles](#) for publication on the SoftwareShortlist website (share your expertise!)

Step 4: Complete the Product Information Spreadsheet for each of your listed Products

You would have received a Product Information Request Spreadsheet from SoftwareShortlist
[Let us know](#) if you need another copy sent to you

This is to be completed for each Product being represented by SoftwareShortlist

Step 5: Set up your preferred [Billing Arrangement](#) in the Vendor Portal

For Trial Period offers, specify 'Prepaid' option and allow balance to go negative
Billing arrangements for referrals will be handled manually during this Trial period

Step 6: Set up [Google Analytics](#) on your website to monitor conversions

This step is a requirement during Trial Period offers, to assist in traffic and conversion monitoring

Step 7: Paste the "SoftwareShortlist Approved Vendor" link on your website

See [Vendor Portal Homepage](#) – link at the bottom of the page

Step 8: Invite your Partners to promote and enhance your offering

- Invite your Customers to provide [Reviews and Testimonials](#)
- Invite your [Service Providers and Distribution partners](#) to list *free of charge!*

Step 9: Finally, promote yourself on Partner websites (see your link on [Vendor Portal Homepage](#))