Vendor Membership Addon - Admin Guide

by CedCommerce Technical Publications

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1. Overview

Vendor Membership Addon of the CedCommerce Multivendor Marketplace extension allows admin to manage the membership of the vendors. The admin can restrict the vendors in several ways based on certain terms and conditions, or provide the limited facilities to the vendors for a specific period.

The membership packages are a way to attract the vendors to the website to sell their products by redeeming attractive offers and packages.

*The Key features of the add-on available in the **Admin** panel are as follows:*

- Create membership packages for a particular group.
- Restrict the vendor to upload the max number of products.
- Allow the vendors to add products in allowed Categories by their Subscription.
- Assign the free packages to the vendor as a promotional offer.
- Allow the vendors to purchase a subscription by any payment method available at the site.

The add-on functions only with the **CedCommerce Multi-Vendor Marketplace** extension. The add-on includes all the features of the extension. The admin has to install the **CedCommerce Multi-Vendor Marketplace** extension before installing the add-on.

This admin guide covers only the add-on feature. For more information on the **Admin** panel of the **CedCommerce Multi-Vendor Marketplace** extension, see *CedCommerce Multi-Vendor Marketplace Admin Guide*(http://cedcommerce.com/media/userguides/m2/Marketplace%20Basic/CedCommerce%20Multi-Vendor%20Marketplace%20Admin%20User%20Manual.pdf)
. For more information on the **Vendor** panel of the **CedCommerce Multi-Vendor Marketplace** extension, see *CedCommerce Multi-Vendor Marketplace User Guide*(http://cedcommerce.com/media/userguides/m2/Marketplace%20Basic/CedCommerce%20Multi-Vendor%20Marketplace%20Vendor%20User%20Manual.pdf)
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2. Configuration Settings

In the Configuration settings, the newly added sections are as follows:

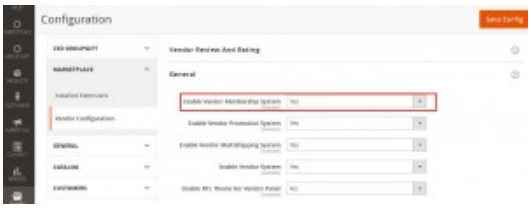
- Enable Vendor Membership Addon(#_Enable_Vendor_Membership)
  : Enables or Disables the Vendor Membership add-on.
- Vendor Membership Rates(#_Vendor_Membership_Rates)
  : This section appears only when the admin enables the Vendor Membership add-on.

2.1. Enable Vendor Membership Addon

The admin has rights to enable or disable the features of extensions and add-ons. Thus, to allow the vendors to purchase a subscription and enable vendors to avail the facilities available in this add-on, the admin has to enable Vendor Membership Addon.

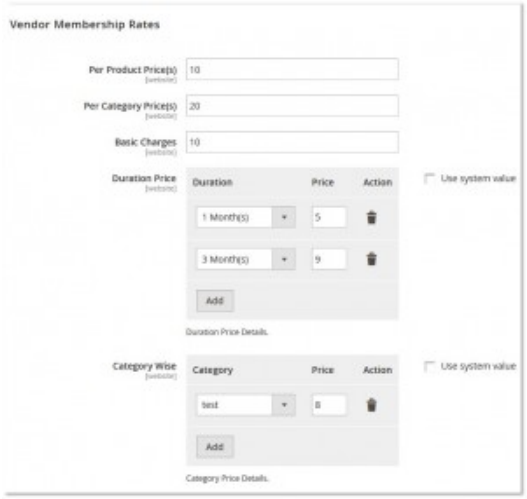
To enable vendor membership

1. Go to the **Admin**
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Vendor Configuration**.
   The Configuration page appears as shown in the following figure:



3. Click the **General** tab.
4. Under **General**, in the **Enable Vendor Membership System** list, select **Yes**.

   Note : If the admin selects the **No** option, then the vendors are not allowed to avail the Vendor Memberships facilities.
5. Click the **Save Config** button.
   After saving the vendor configuration the following two changes are reflected:
   - The **Vendor Membership Rates** section appears in the right panel of the Configuration page as shown in the following figure:



Note : For information on Vendor Membership Rates, see Vendor Membership Rates(#_Vendor_Membership_Rates)
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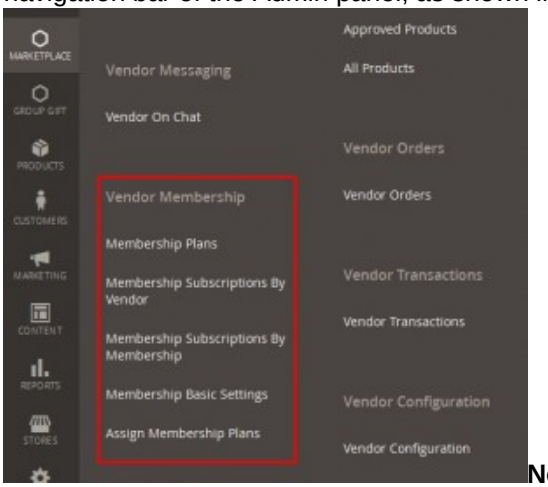
   - **Vendor Membership** appears in the submenu of the **MARKETPLACE** menu, available on the left navigation bar of the Admin panel, as shown in the following figure:



Note : For information on Vendor Membership, see Vendor Membership(#_Vendor_Membership)
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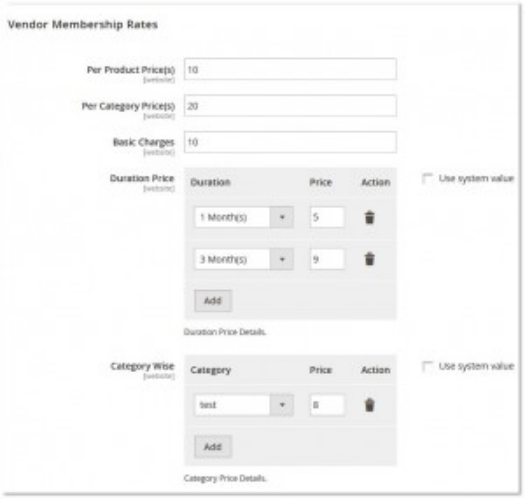
2.2. Vendor Membership Rates

Go to the **Configuration** page as shown in the following figure:



Under **Vendor Membership Rates**, enter the information in the following fields:

- **Per Product Price(s)**: Includes an extra price per product that the vendor has to pay to the admin for adding the products on the website.*For example*: If the vendor wants to upload three products on the website and the **Per Product Price** value is $10, then the vendor has to pay $30 extra.
- **Per Category Price(s)**: Includes the price per category that the vendor has to pay for including the products in some categories.*For example*: If the vendor wants to include the products in three different categories and the **Per Category Price** value is $20, then the vendor has to pay $60 as an extra amount.
- **Basic Charges**: The basic amount of the Membership Package. The amount of both the Per Product Price and the Per Category Price values are added to the Basic Charges to constitute the total price of the package.
- **Duration Price**: Set the price based on duration, that is, the amount of Membership Plan charged for the specific period (in months).
    - Click the **Add** button to add price based on assigned duration.
    - Click the **Delete** icon to delete them.
- **Specific Category Price**: Set the price of the Membership Plan based on category wise, that is, the different price for the different categories.If both the Per Category Price and the Specific Category Price values are set then the Specific Category Price value is applicable first but only for that respective category for which it is set.

3. Vendor Membership

The **Vendor Membership** section consists of the following feature list:

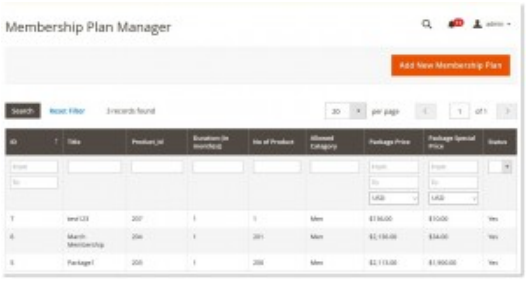
- Membership Plans(#_Membership_Plans)
- Membership Subscriptions **B**y Vendor(#_Membership_Subscriptions_By)
- Membership Subscriptions **B**y Membership(#_Membership_Subscriptions_By_1)
- Membership Basic Settings(#_Membership_Basic_Settings)
- Assign Membership Plans(#_Assign_Membership_Plans)

3.1. Membership Plans

To attract more and more front-end users and Vendors admin can offer them to go for different membership plans. The admin can manage the plans from the **Membership Plan Manager** page of the Admin panel.

To open the **Membership Plan Manager** page, click the **MARKETPLACE** menu on the left navigation bar of the Admin panel, and then click **Membership Plans**.

The **Membership Plan Manager** page appears as shown in the following figure:



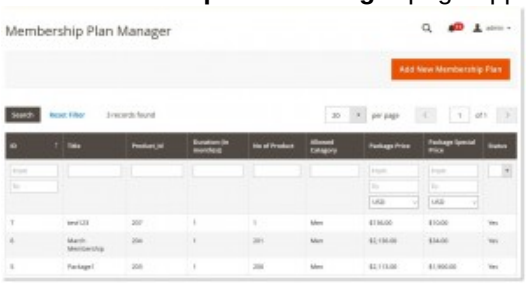
Admin can do the following tasks from the **Membership Plan Manager** page:

- Add New Membership Plan(#AddNewMembershipPlan)
- Edit Membership Plan(#EditMembershipPlan)
- Delete Membership Plan(#DeleteMembershipPlan)

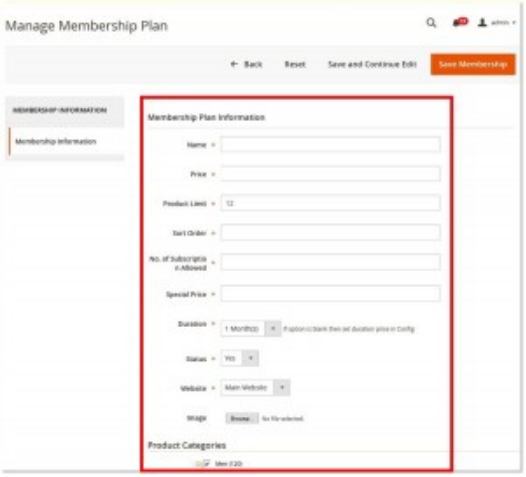
3.1.1. Add New Membership Plan

To Add New Membership Plan

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Plans**.
   Tthe **Membership Plan Manager** page appears as shown in the following figure.



3. In the upper-right corner of the page, click the **Add New Membership Plan** button.
   The page appears as shown in the following figure:



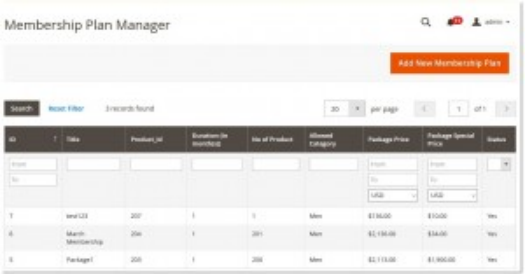
4. In the right panel, under **Membership Plan Information**, enter the information in the following fields:
    - **Name**: The name of the membership package.
    - **Price**: The price of the membership package.
    - **Product Limit**: The number of products that the vendor can create/upload.
    - **Sort Order**: The sort order of the package.
    - **No. of Subscription Allowed**: The number of individuals that can subscribe for the package.
    - **Special Price**: The special price of the product.
    - **Duration**: The time period that mentions the validity of the package.
    - **Status**:The status of the package that mentions whether to display the package at the frontend or not.

      Note : Selecting **No**, removes the package from the frontend.
    - **Website**: The name of the website.
    - **Image**: The image relevant to the package.
    - **Product Categories**: The product categories that are available to the vendors for adding their products in the category.
5. Click the **Save Membership** button.

3.1.2. Edit Membership Plan

To Edit Membership Plan

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Plans**.
   Tthe **Membership Plan Manager** page appears as shown in the following figure.



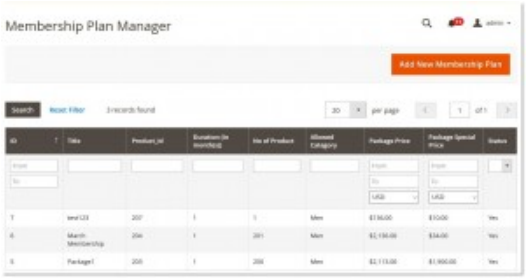
3. On the **Membership Plan Manager** page, in the table of the plan, click the row corresponding to the required Membership plan to edit.
   The corresponding page appears.
4. Make the required changes.

5. Click the **Save Membership** button.
   OR
   Click **Save and Continue Edit**.

3.1.3. Delete Membership Plan

To Delete Membership Plan

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Plans**.
   Tthe **Membership Plan Manager** page appears as shown in the following figure.

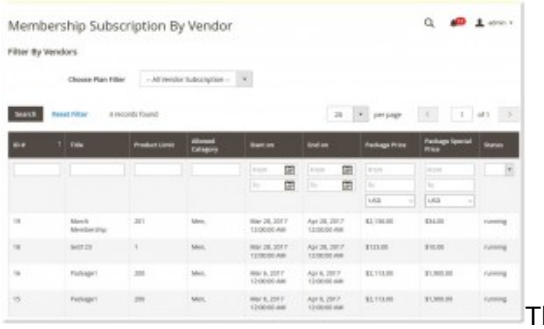


3. On the **Membership Plan Manager** page, in the table of the plan, click the row respective to the required Membership plan to delete.
   The corresponding page appears.
4. Click the **Delete Membership** button.

3.2. Membership Subscriptions By Vendor

To view the Membership Subscriptions By Vendor page

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Subscription By Vendor**.
   The **Membership Subscriptions By Vendor** page appears as shown in the following figure:



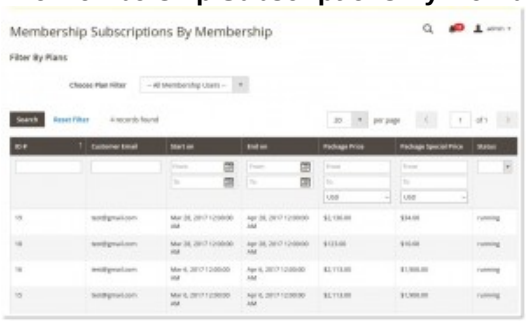
This page displays a table that lists the subscription plans filtered by vendor who have subscribed for the membership.***Filter By Vendors***
By default, the page displays all the vendor subscriptions. In the **Choose Plan Filter** list, select the required vendor based on which the admin wants to list the subscription plans.The list of packages that includes the selected vendor appears.

Tip : Admin can also export the packages in the form of .csv or xml files.

3.3. Membership Subscriptions By Membership

To view the Membership Subscriptions By Membership page

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Subscription By Membership**.
   The **Membership Subscriptions By Membership** page appears as shown in the following figure:



This page displays a table that lists the subscription plans filtered by Membership users.

Filter By Plans

By default, the page displays all the Membership users. In the **Choose Plan Filter** list, select the required plan based on which the admin wants to list the subscription plans.

The list of packages that includes the selected membership appears.

Tip : Admin can also export the packages in the form of .csv or xml files.

3.4. Membership Basic Settings

This is an another way to access the default configuration settings of the Membership add-on.

To open the Configuration page

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Basic Settings**.
   The **Configuration** page appears.

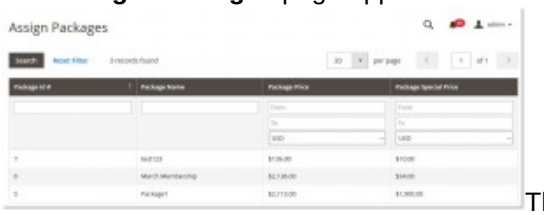
3.5. Assign Membership Plans

Admin can assign packages to vendors.

To Assign Membership

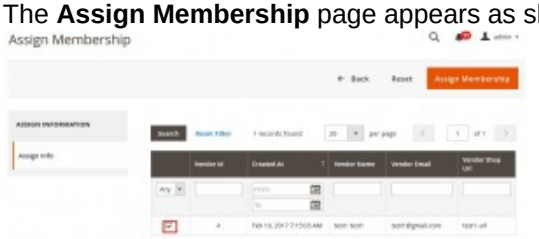
1. Go to the Admin panel.

2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Assign Membership Plans**.
   The **Assign Packages** page appears as shown in the following figure:



This page displays a table that lists the available packages.

3. In the table of the packages, click the row corresponding to the required package to assign.
   The **Assign Membership** page appears as shown in the following figure:



4. Select the check box displayed in the respective row of the required vendor.
5. Click the **Assign Membership** button.
   The respective package is assigned to the selected vendors and a notification message appears on successful assignment of vendors to the package.**Notes** :

   1. Admin can assign more than one packages to a vendor.
   2. Admin cannot assign the same package, which is already assigned to the vendor, more than once.