

Vendor Advance Transaction - Admin Guide

by CedCommerce Technical Publications

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1. Overview

Vendor Advance Transaction Addon, developed by CedCommerce for Magento® 2 allows the admin to apply the multiple charges on vendor orders apart from the commission and the shipping fees.

Admin can set the total leviable fees known as Marketplace Fees, which includes Fixed Fee, Collection Fee, and Refund Fee. Apart from the Marketplace fees, admin can deduct the multiple fees from the vendor payable amount at the time of payment.

Vendor Advance Transaction works in two different payment modes:

- **Postpaid Payment:** Payment from the front-end user is credited to the vendor's account.
- **Prepaid Payment:** Payment from the front-end user is credited to the admin's account.

Key features are as follows:

- Admin can set the marketplace fees, which is adjusted from the total payable amount of vendor.
- Proper invoice is generated and sent to the vendor.
- No restrictions on the number of fees that is to be charged.
- Specified fees amount are applicable to all vendors.
- Fees are payable only for the orders with the status completed and completion of payment cycle
- Service tax and some other taxes are applicable on total fees
- Fees are chargeable either in percentage or fixed amount.
- Admin can add multiple taxes apart from service tax from admin configuration.
- Admin can select postpaid payment from all available payment methods.

2. Enable the Advance Rate Shipping Method

Admin has to enable the **Advance Rate** shipping method before enabling the **Pay for Shipping to Vendor** option from the **Vendor Configuration** page.

To enable the Advance Rate Shipping Method

1. Go to the **Admin** Panel.
2. On the left navigation bar, click the **STORES** menu, and then click **Configuration**.
The **Configuration** page appears.
3. In the left navigation panel, click the **SALES** menu, and then click **Shipping Methods**.
The **Advance Rate** section appears in the right panel of the **Configuration** page.

Advance Rate

Enabled [website] No

Carrier Title [store view] Advance Rate

Carrier Name [store view] Advance Rate

Restrict Rule For Calculation [store view]
Weight And Destination
Order Subtotal And Destination
Quantity And Destination

Use Downloadable Product in Calculation [website] No

Use Virtual Product in Calculation [website] No

Allow Free Shipping [website] Yes

Maximum Weight For Free Shipping [website] 100

Minimum Order Amount For Free Shipping [website] 10

Show Method if Not Applicable [website] No

Displayed Error Message [store view] This shipping method is currently unavailable. If you would like to ship using this shipping method, please contact us.

Sort Order [website]

Ship to Applicable Countries [website] All Allowed Countries

Ship to Specific Countries [website]
Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda

4. In the **Enabled** list, select **Yes** to enable the **Advance Rate** shipping method.
Note: Only if this is enabled, the other fields are required.
5. Enter the required values in the other fields. if required.
6. Click the **Save Config** button.

3. Vendor Configuration Settings

Once the admin installs the **Vendor Advance Transaction** add-on successfully on the Merchant's store, the admin has to set up the vendor configuration settings required to enable the features of the add-on.

To configure the vendor configuration settings

1. Go to the **Admin** Panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Vendor Configuration**.
The **Configuration** page appears.
3. Scroll down to the **Vendor Advance Transaction System** tab in the right panel.
The **Vendor Advance Transaction System** section appears as shown in the following figure:

Vendor Advance Transaction System

Refund Policy Date [website]
In Days

Pay for Shipping to Vendor [website] ▼
This option only valid if vendor has shipping method

Payment Cycle Time [website]
In Days

Postpaid Payment Methods [website]

AppPayment

No Payment Information Required

PayPal Express Checkout

PayPal Credit

PayPal Express Checkout Payflow Edition

PayPal Credit

Credit Card

Stored Cards (Payflow Pro)

PayPal Billing Agreement

Credit Card

Select Payment Methods those must be considered as post paid

Vendor Tax [website]

Tax	Enable	Amount in %	Action
<input type="text" value="Service"/>	<input type="text" value="Yes"/> ▼	<input type="text" value="1"/>	
<input type="button" value="Add"/>			

- In the **Refund Policy Date** box, enter the number of days.
The number of the days within which the refund needs to be cleared.
- In the **Pay for Shipping to Vendor** list, enable or disable the functionality of pay for shipping to vendor.
Note: This field is applicable, on if the admin had enabled the **Advance Rate** (<http://docs.cedcommerce.com/section/configuration-settings-7/>)

shipping method.

6. In the **Payment Cycle Time** box, enter the number of days.
The time required in days to make a payment to the vendor. The payment cycle starts from the time when the front-end user has placed the order for purchase until the time when the user has made the payment to the vendor.
7. In the **Postpaid Payment Methods** list, select the required payment method.
The payment method that the admin wants to consider as the postpaid payment method.
8. Under the **Vendor Tax** section, add the vendor taxes as per the following steps:
 - a. Click the **Add** button.
 - b. In the **Tax** box, enter the type of tax.
 - c. In the **Enable** list, select **Yes** to enable the corresponding tax.
 - d. In the **Amount in %** box, enter the required value in percentage.
9. Click the **Save Config** button.

4. Vendor Advance Transaction

Admin can do the following tasks:

- Add Fees For Vendors
- Edit the Fee Details
- Delete the Fees

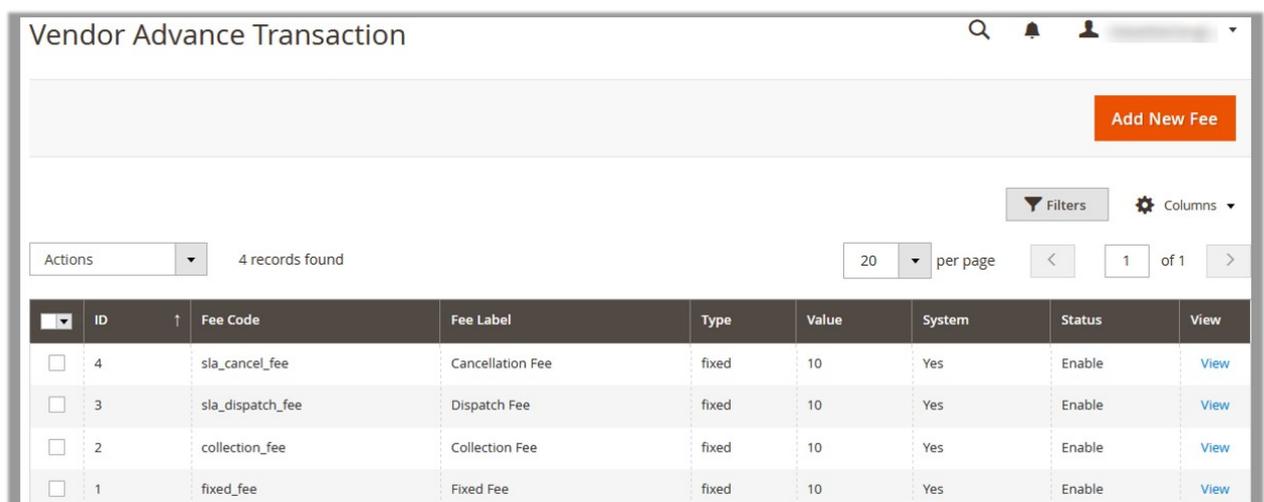
4.1. Add Fees For Vendors

Admin can add different types of fees that are applicable to the vendor transaction.

To add new fee details

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Add Fees For Vendors** appearing under **Vendor Advance Transaction**.

The **Vendor Advance Transaction** page appears as shown in the following figure:



The screenshot shows the 'Vendor Advance Transaction' page. At the top right, there are search, notification, and user profile icons. Below them is an orange 'Add New Fee' button. A 'Filters' button and a 'Columns' dropdown menu are also visible. The table below shows 4 records found, with 20 items per page. The table has columns for Actions, ID, Fee Code, Fee Label, Type, Value, System, Status, and View.

Actions	ID	Fee Code	Fee Label	Type	Value	System	Status	View
<input type="checkbox"/>	4	sla_cancel_fee	Cancellation Fee	fixed	10	Yes	Enable	View
<input type="checkbox"/>	3	sla_dispatch_fee	Dispatch Fee	fixed	10	Yes	Enable	View
<input type="checkbox"/>	2	collection_fee	Collection Fee	fixed	10	Yes	Enable	View
<input type="checkbox"/>	1	fixed_fee	Fixed Fee	fixed	10	Yes	Enable	View

3. Click the **Add New Fee** button.

The **Vendor Advance Transaction** page appears as shown in the following figure:

The screenshot shows a web interface for 'Vendor Advance Transaction'. At the top right, there are search, notification, and user profile icons. Below these are 'Back' and 'Save' buttons. The main content area is divided into two sections: 'FEE INFORMATION' on the left and 'Fee Details' on the right. Under 'FEE INFORMATION', there is a sub-section 'Fee Details'. The 'Fee Details' section contains the following fields:

- Status:** A toggle switch currently set to 'Yes' (green).
- Fee Code:** A text input field with an asterisk indicating it is required.
- Fee Label:** A text input field with an asterisk indicating it is required.
- Type:** A dropdown menu currently set to 'Fixed'.
- Value:** A text input field with an asterisk indicating it is required.

4. In the right panel, do the following steps:
- Click the **Status** icon to switch to the enable or disable mode.

Tips:



 : Resembles the **Enable** mode.



 : Resembles the **Disable** mode.

- In the **Fee Code** box, enter the fee code.
- In the **Fee Label** box, enter the fee name.
- In the **Type** list, select the required type of value.
 - Fixed** if the value entered in the **Value** box is fixed amount or **Percentage** if the value entered in the **Value** box is in percentage.
- In the **Value** box, enter the required value based on the selected option in the **Type** list.
- Click the **Save** button.
 - The new fee entry is save and a success message appears.

4.2. Edit the Fee Details

Admin can edit the existing fee details.

To edit the existing fee details

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Add Fees For Vendors** appearing under **Vendor Advance Transaction**.
The **Vendor Advance Transaction** page appears as shown in the following figure:

ID	Fee Code	Fee Label	Type	Value	System	Status	View
4	sla_cancel_fee	Cancellation Fee	fixed	10	Yes	Enable	View
3	sla_dispatch_fee	Dispatch Fee	fixed	10	Yes	Enable	View
2	collection_fee	Collection Fee	fixed	10	Yes	Enable	View
1	fixed_fee	Fixed Fee	fixed	10	Yes	Enable	View

- In the **View** column of the required fee, click the **View** link. The page appears as shown in the following figure:

Fee Details

Status Yes

Fee Code *

Fee Label *

Type ▼

Value *

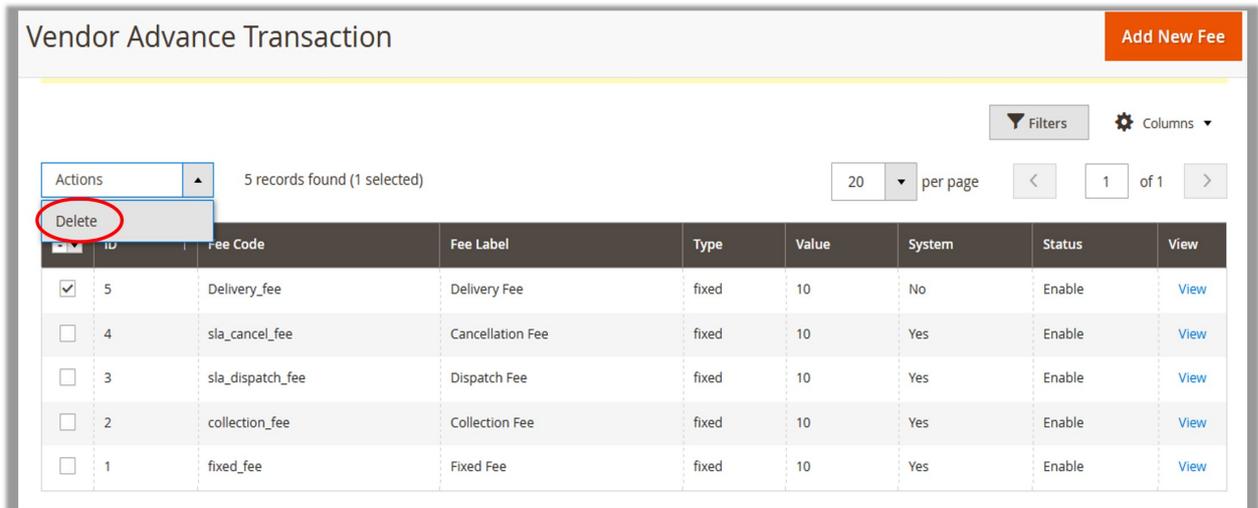
- Make the changes as per the requirement.
- Click the **Save** button.

4.3. Delete the Fees

Admin can delete the existing fee details, if that kind of fee is not required.

To delete the existing fee details

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Add Fees For Vendors** appearing under **Vendor Advance Transaction**. The **Vendor Advance Transaction** page appears as shown in the following figure:



3. Scroll down to the required fee that needs to be deleted.
4. Select the corresponding checkboxes.
5. In the **Actions** list, select **Delete**.
A confirmation dialog box appears as shown in the following figure:



6. Click the **OK** button.
The selected fees are deleted.

5. Manage Vendor Orders

Here admin can manage all the vendors orders and payment related matter. When the vendors products orders are placed, all the orders along with the vendors payment statuses are listed on the **Manage Vendor Orders** page.

Admin can do the following tasks:

- View all the vendors orders and payment details
- View the vendor advance transaction details
- Make a payment to vendor

5.1. View All the Vendors Orders and Payment Details

To view all the vendors Orders and payment details

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

Created At	Order Id	Vendor Name	Vendor Order Total	Commission Fee	Vendor Payment	Order Payment State	Payment Mode	Pay All	View
May 26, 2017	000000001		Rs.100.00	Rs.10.00	Rs.69.70	Canceled	PrePaid	PROCESSING	View
May 26, 2017	000000002		Rs.100.00	Rs.10.00	Rs.70.00	Paid	PrePaid	PAID	View
May 26, 2017	000000003		Rs.100.00	Rs.10.00	Rs.70.00	Paid	PrePaid	PAID	View
May 29, 2017	000000004		Rs.100.00	Rs.10.00	Rs.69.70	Paid	PrePaid	PAID	View
May 29, 2017	000000005		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
May 29, 2017	000000006		Rs.100.00	Rs.10.00	Rs.69.70	Paid	PrePaid	PAYMNET OVERDUE	View
May 31, 2017	000000007		Rs.100.00	Rs.10.00	-Rs.0.10	Refunded	PrePaid		View
Jun 5, 2017	000000008		Rs.111.00	Rs.11.10	Rs.79.59	Paid	PrePaid	PAID	View
Jun 5, 2017	000000008		Rs.300.00	Rs.30.00	Rs.249.50	Paid	PrePaid	PAYMNET OVERDUE	View
Jun 5, 2017	000000009		Rs.300.00	Rs.30.00	Rs.249.50	Canceled	PrePaid	PROCESSING	View
Jun 5, 2017	000000010		Rs.200.00	Rs.20.00	-Rs.10.30	Canceled	PrePaid		View
Jun 5, 2017	000000011		Rs.200.00	Rs.20.00	Rs.159.70	Canceled	PrePaid	PROCESSING	View
Jun 5, 2017	000000012		Rs.100.00	Rs.10.00	-Rs.10.20	Canceled	PrePaid		View
Jun 5, 2017	000000013		Rs.200.00	Rs.20.00	-Rs.10.30	Canceled	PrePaid		View
Jun 5, 2017	000000014		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 5, 2017	000000015		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 5, 2017	000000016		Rs.200.00	Rs.20.00	Rs.159.60	Paid	PrePaid	PAYMNET OVERDUE	View
Jun 8, 2017	000000017		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 13, 2017	000000018		Rs.200.00	Rs.20.00	Rs.159.60	Paid	PrePaid	PAYMENT TODAY	View

3. Here the admin can view the following details on the same page:
 - **Order Id:** Order Id of the product. Click the Id link to view all the details related to specific order.
 - **Vendor Name:** Name of the vendor to whom the product belongs. Click the vendor name link to view all the details related to the specific vendor – all the orders details of the vendor.
 - **Vendor Order Total:** Total Amount of the order.
 - **Commission Fee:** The commision amount that the vendor has to pay to the admin for the specific order.

- **Vendor Payment:** The amount that the admin has to pay to vendor for the specific order.
- **Order Payment State:** The status of the specific order payment.
- **Payment Mode:** Mode of the payment that front-end user has chosen to pay for order – Prepaid or postpaid.
- In the **Pay All** column, admin can view the following payment status of all the vendors at one glance.
 - **PROCESSING:** It means the payment is under process, might be admin has not yet recieved the payment from the front-end users.
 - **PAID:** Payment is made to vendor
 - **REFUND:** Some refund is existing. Click the link to view all the details and then continue to clear all the payment as per displayed on the page.
 - **PAYMENT OVERDUE:** Admin has to pay the amount that is overdue till date. Click the link to view all the details and then continue to clear all the payment as per displayed on the page.
 - **PAYMENT TODAY:** Admin has to pay the amount on the current date. Click the link to view all the details and then continue to clear all the payment as per displayed on the page.
- **View:** Click the link to view all the details related to the order.

5.2. View the Vendor Advance Transaction Details

To view the vendor advance transaction details

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

Manage Vendor Orders

Search [Reset Filter](#) 19 records found

20 per page 1 of 1

Created At	Order Id	Vendor Name	Vendor Order Total	Commission Fee	Vendor Payment	Order Payment State	Payment Mode	Pay All	View
From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
May 26, 2017	000000001		Rs.100.00	Rs.10.00	Rs.69.70	Canceled	PrePaid	PROCESSING	View
May 26, 2017	000000002		Rs.100.00	Rs.10.00	Rs.70.00	Paid	PrePaid	PAID	View
May 26, 2017	000000003		Rs.100.00	Rs.10.00	Rs.70.00	Paid	PrePaid	PAID	View
May 29, 2017	000000004		Rs.100.00	Rs.10.00	Rs.69.70	Paid	PrePaid	PAID	View
May 29, 2017	000000005		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
May 29, 2017	000000006		Rs.100.00	Rs.10.00	Rs.69.70	Paid	PrePaid	PAYMNET OVERDUE	View
May 31, 2017	000000007		Rs.100.00	Rs.10.00	-Rs.0.10	Refunded	PrePaid		View
Jun 5, 2017	000000008		Rs.111.00	Rs.11.10	Rs.79.59	Paid	PrePaid	PAID	View
Jun 5, 2017	000000008		Rs.300.00	Rs.30.00	Rs.249.50	Paid	PrePaid	PAYMNET OVERDUE	View
Jun 5, 2017	000000009		Rs.300.00	Rs.30.00	Rs.249.50	Canceled	PrePaid	PROCESSING	View
Jun 5, 2017	000000010		Rs.200.00	Rs.20.00	-Rs.10.30	Canceled	PrePaid		View
Jun 5, 2017	000000011		Rs.200.00	Rs.20.00	Rs.159.70	Canceled	PrePaid	PROCESSING	View
Jun 5, 2017	000000012		Rs.100.00	Rs.10.00	-Rs.10.20	Canceled	PrePaid		View
Jun 5, 2017	000000013		Rs.200.00	Rs.20.00	-Rs.10.30	Canceled	PrePaid		View
Jun 5, 2017	000000014		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 5, 2017	000000015		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 5, 2017	000000016		Rs.200.00	Rs.20.00	Rs.159.60	Paid	PrePaid	PAYMNET OVERDUE	View
Jun 8, 2017	000000017		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 13, 2017	000000018		Rs.200.00	Rs.20.00	Rs.159.60	Paid	PrePaid	PAYMENT TODAY	View

3. In the **Pay All** column, click the **REFUND** or **PAYMENT OVERDUE** or **PAYMENT TODAY** link to view the corresponding details.

The page appears as shown in the following figure:

Vendor Advance Transaction

Total Amount to Pay: INR 567.2 Service Tax: INR0.4 Continue Payment To Vendor

Search Reset Filter 11 records found 20 per page 1 of 1

Created At	Order Id	Order State	Order Payment Mode	Order Total	Commission Fee	Paid Amount to Vendor	Payable Amount
From <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>
To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>
Jun 13, 2017	000000018	Pending	PrePaid	Rs.200.00	Rs.20.00	N/A	Rs.159.60
Jun 8, 2017	000000017	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10
Jun 5, 2017	000000016	Pending	PrePaid	Rs.200.00	Rs.20.00	N/A	Rs.159.60
Jun 5, 2017	000000015	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10
Jun 5, 2017	000000014	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10
Jun 5, 2017	000000013	Canceled	PrePaid	Rs.200.00	Rs.20.00	N/A	-Rs.10.30
Jun 5, 2017	000000012	Canceled	PrePaid	Rs.100.00	Rs.10.00	N/A	-Rs.10.20
Jun 5, 2017	000000010	Canceled	PrePaid	Rs.200.00	Rs.20.00	N/A	-Rs.10.30
Jun 5, 2017	000000008	Pending	PrePaid	Rs.300.00	Rs.30.00	N/A	Rs.249.50
May 29, 2017	000000006	Pending	PrePaid	Rs.100.00	Rs.10.00	N/A	Rs.69.70
May 29, 2017	000000005	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10

- In the **Payable Amount** column, the order-wise payable amount to vendor appears.
- In the **Total Amount to Pay** box, the amount that the admin has to pay to the vendor appears.

Note: This field is non-editable.

5.3. Make a Payment to Vendor

To make a payment to vendor

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

Manage Vendor Orders

Search [Reset Filter](#) 19 records found

20 per page 1 of 1

Created At	Order Id	Vendor Name	Vendor Order Total	Commission Fee	Vendor Payment	Order Payment State	Payment Mode	Pay All	View
From <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
To <input type="text"/>			To <input type="text"/>	To <input type="text"/>	To <input type="text"/>				
May 26, 2017	000000001		Rs.100.00	Rs.10.00	Rs.69.70	Canceled	PrePaid	PROCESSING	View
May 26, 2017	000000002		Rs.100.00	Rs.10.00	Rs.70.00	Paid	PrePaid	PAID	View
May 26, 2017	000000003		Rs.100.00	Rs.10.00	Rs.70.00	Paid	PrePaid	PAID	View
May 29, 2017	000000004		Rs.100.00	Rs.10.00	Rs.69.70	Paid	PrePaid	PAID	View
May 29, 2017	000000005		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
May 29, 2017	000000006		Rs.100.00	Rs.10.00	Rs.69.70	Paid	PrePaid	PAYMNET OVERDUE	View
May 31, 2017	000000007		Rs.100.00	Rs.10.00	-Rs.0.10	Refunded	PrePaid		View
Jun 5, 2017	000000008		Rs.111.00	Rs.11.10	Rs.79.59	Paid	PrePaid	PAID	View
Jun 5, 2017	000000008		Rs.300.00	Rs.30.00	Rs.249.50	Paid	PrePaid	PAYMNET OVERDUE	View
Jun 5, 2017	000000009		Rs.300.00	Rs.30.00	Rs.249.50	Canceled	PrePaid	PROCESSING	View
Jun 5, 2017	000000010		Rs.200.00	Rs.20.00	-Rs.10.30	Canceled	PrePaid		View
Jun 5, 2017	000000011		Rs.200.00	Rs.20.00	Rs.159.70	Canceled	PrePaid	PROCESSING	View
Jun 5, 2017	000000012		Rs.100.00	Rs.10.00	-Rs.10.20	Canceled	PrePaid		View
Jun 5, 2017	000000013		Rs.200.00	Rs.20.00	-Rs.10.30	Canceled	PrePaid		View
Jun 5, 2017	000000014		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 5, 2017	000000015		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 5, 2017	000000016		Rs.200.00	Rs.20.00	Rs.159.60	Paid	PrePaid	PAYMNET OVERDUE	View
Jun 8, 2017	000000017		Rs.100.00	Rs.10.00	-Rs.10.10	Canceled	PrePaid	REFUND	View
Jun 13, 2017	000000018		Rs.200.00	Rs.20.00	Rs.159.60	Paid	PrePaid	PAYMENT TODAY	View

3. In the **Pay All** column, click the **REFUND** or **PAYMENT OVERDUE** or **PAYMENT TODAY** link to view the corresponding details.

The page appears as shown in the following figure:

Vendor Advance Transaction

Total Amount to Pay: INR 567.2 Service Tax: INR0.4 **Continue Payment To Vendor**

Search [Reset Filter](#) 11 records found 20 per page 1 of 1

Created At	Order Id	Order State	Order Payment Mode	Order Total	Commission Fee	Paid Amount to Vendor	Payable Amount
From <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>
To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>
Jun 13, 2017	000000018	Pending	PrePaid	Rs.200.00	Rs.20.00	N/A	Rs.159.60
Jun 8, 2017	000000017	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10
Jun 5, 2017	000000016	Pending	PrePaid	Rs.200.00	Rs.20.00	N/A	Rs.159.60
Jun 5, 2017	000000015	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10
Jun 5, 2017	000000014	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10
Jun 5, 2017	000000013	Canceled	PrePaid	Rs.200.00	Rs.20.00	N/A	-Rs.10.30
Jun 5, 2017	000000012	Canceled	PrePaid	Rs.100.00	Rs.10.00	N/A	-Rs.10.20
Jun 5, 2017	000000010	Canceled	PrePaid	Rs.200.00	Rs.20.00	N/A	-Rs.10.30
Jun 5, 2017	000000008	Pending	PrePaid	Rs.300.00	Rs.30.00	N/A	Rs.249.50
May 29, 2017	000000006	Pending	PrePaid	Rs.100.00	Rs.10.00	N/A	Rs.69.70
May 29, 2017	000000005	Refund	PrePaid	Rs.100.00	Rs.10.00		-Rs.10.10

4. In the upper-right corner, click the **Continue Payment To Vendor** button.
 A success message appears on the page and listed in the table as shown in the following figure:

Manage Vendor Transactions

✔ Payment is successfully saved

Search [Reset Filter](#) Actions 5 records found 20 per page 1 of 1

	Transaction Date	Transaction ID#	Vendor Name	Transaction Type	Amount	Adjustment Amount	Net Amount	Action
Any	From <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	
	To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	
<input type="checkbox"/>	May 26, 2017, 7:23:27 PM	0UCH4HAOMM	David Watson	Credit	Rs.69.70	Rs.0.00	Rs.69.70	View
<input type="checkbox"/>	May 27, 2017, 1:20:47 PM	9ACD36BIEC	David Watson	Credit	Rs.69.70	Rs.0.00	Rs.69.70	View
<input type="checkbox"/>	May 31, 2017, 3:21:25 PM	WDUP717IS1	David Watson	Credit	Rs.69.70	Rs.0.00	Rs.69.70	View
<input type="checkbox"/>	Jun 8, 2017, 2:44:40 PM	9P1J3XDLVJ	test test	Credit	Rs.79.59	Rs.0.00	Rs.79.59	View
<input type="checkbox"/>	Jun 15, 2017, 3:17:57 PM	B6AKW5W8VT	David Watson	Credit	Rs.567.20	Rs.0.00	Rs.567.20	View

5. In the **Action** column, click the **View** link.

Manage Vendor Transactions

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Beneficiary Details

Vendor Name [David Watson](#)

Payment Method

Beneficiary Details n/a

Transaction Details

Transaction ID# B6AKW5W8VT

Transaction Date 2017-06-15 09:47:57

Transaction Mode Offline

Transaction Type Credit Type

Amount Rs.567.20

Adjustment Amount Rs.0.00

Net Amount Rs.567.20

Notes

Order Description

OrderId	Grand Total	Commission Fee	Payment Mode	Total Payment
00000005	Rs.100.00		PrePaid	-Rs.10.10
00000006	Rs.100.00	Rs.10.00	PrePaid	Rs.69.70
00000008	Rs.300.00	Rs.30.00	PrePaid	Rs.249.50
00000010	Rs.200.00	Rs.20.00	PrePaid	-Rs.10.30
00000012	Rs.100.00	Rs.10.00	PrePaid	-Rs.10.20
00000013	Rs.200.00	Rs.20.00	PrePaid	-Rs.10.30
00000014	Rs.100.00		PrePaid	-Rs.10.10
00000015	Rs.100.00		PrePaid	-Rs.10.10
00000016	Rs.200.00	Rs.20.00	PrePaid	Rs.159.60
00000017	Rs.100.00		PrePaid	-Rs.10.10
00000018	Rs.200.00	Rs.20.00	PrePaid	Rs.159.60

6. To view the order details of each order, click the corresponding **OrderId** link. The **ViewOrderDetails** page appears as shown in the following figure:

View Order Details

🔍 🔔 👤 ▾

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order Details

Seller	David Watson (davidwatson1090@gmail.com)
Order Id	000000005
Payment Mode	PrePaid
Grand total	Rs.100.00 (Product Prices+Shipping Charges)
Shipping Fee of order	Rs.0.00

fee Details

Commission Fee	Rs.10.00
Cancellation Fee	Rs.10.00
Service Tax	Rs.0.10

Amount

Paid Amount	-Rs.10.10
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