

Vendor Sub Account - User Guide

by CedCommerce Technical Publications

1. Overview	3
2. Enable Vendor Sub Account Addon	3
3. Manage Sub-Vendors	3
3.1. Request An Individual to Associate as a Sub-vendor	4
3.2. Approve the sub-vendor account	5
3.3. Disapprove the sub-vendor account	6
3.4. Delete the sub-vendor account	7
3.5. Assign Resources	8
4. Individual Accepts or Rejects the Request	9
5. Create A Sub-Vendor Account	12
6. Sub-Vendor Panel	13

1. Overview

Vendor Sub Account Addon, developed by CedCommerce for Magento® 2 extends the features of Marketplace. It provides the ability to vendors to create multiple sub accounts and assign roles to them to access the vendor panel and manage the operations. In this way the vendor can distribute the various jobs and responsibilities to the sub-vendors.

Key Features are as follows:

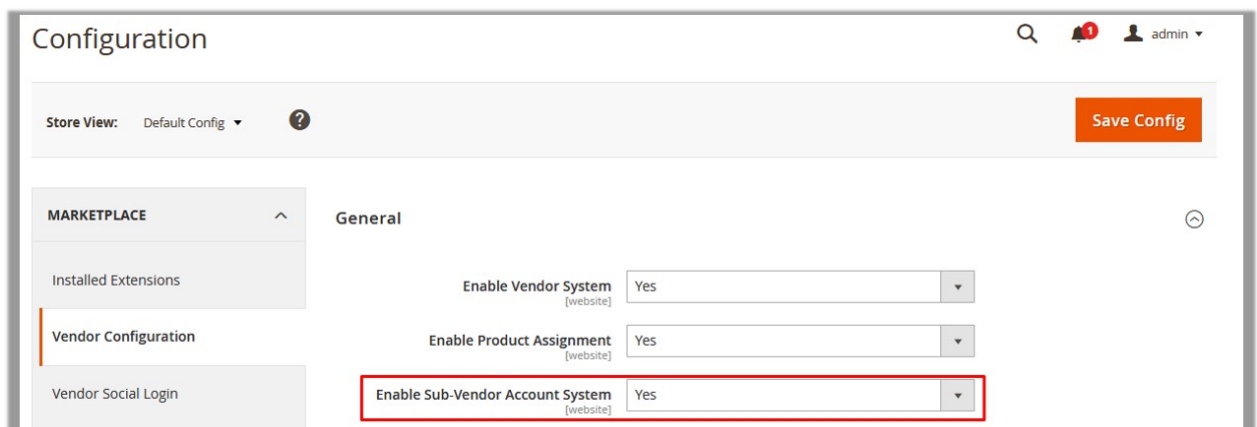
- Admin can enable or disable the **Vendor Sub Account Addon** features .
- Provides the facility to Vendors to create multiple vendor sub accounts and the corresponding roles.
- Vendor receives the ACL (Access control list) to select the role.
- Vendor can create an account for managing the orders and for uploading the products.

2. Enable Vendor Sub Account Addon

Once the Vendor Sub Account add-on is installed successfully, the admin has to enable the **Vendor Sub Account Addon** configuration setting to allow the vendors to utilize the features of the add-on.

To enable the Vendor Sub Account add-on

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 as shown in the following figure:



3. In the right panel, in the **Enable Sub-Vendor Account System** list, select **Yes** to enable the add-on features.
4. Click the **Save Config** button.

3. Manage Sub-Vendors

Once the admin enables the **Vendor Sub-Account** add-on, the **Associated Sub-Vendors** menu appears on the left navigation bar of the Vendor panel.

The vendor can manage the sub-vendors by creating the multiple sub-vendor accounts and can assign them the corresponding responsibilities.

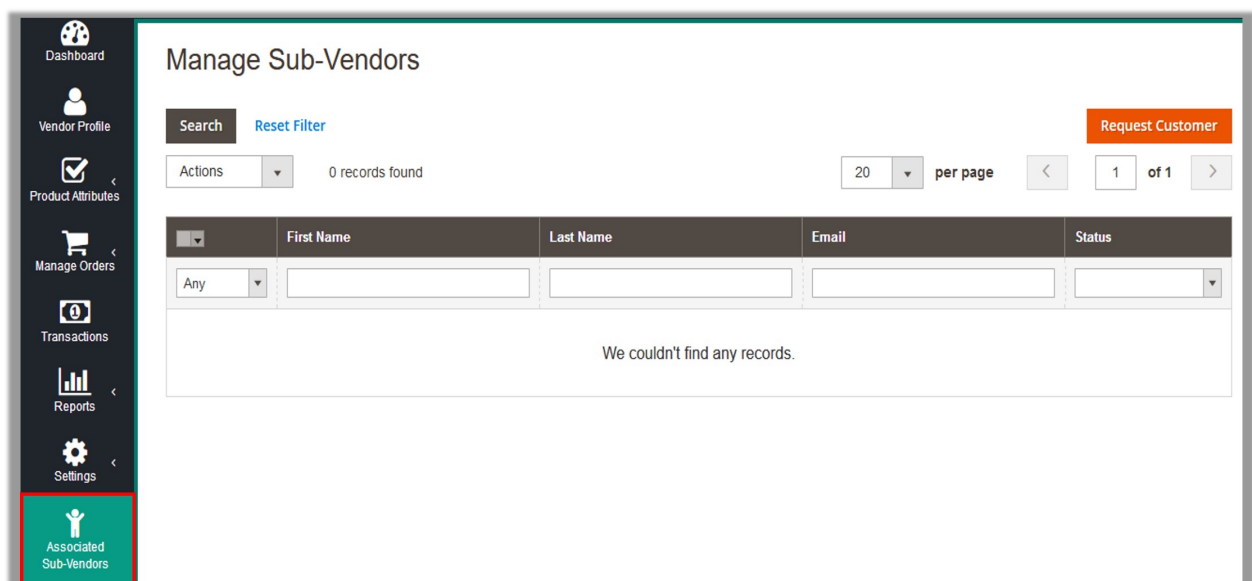
Vendor can perform the following tasks:

- Request an individual to associate as a sub-vendor
Note: Only when the individuals accept the request, they are added on the Manage Sub-Vendors page, and the vendor can view the list of all the added sub-vendors. Once the sub-vendors are listed, the vendor can perform the other following tasks.
- Approve the sub-vendor account
- Disapprove the sub-vendor account
- Delete the sub-vendor account
- Assign Resources

3.1. Request An Individual to Associate as a Sub-vendor

To request an individual to associate as a sub-vendor

1. Go to the **Vendor** panel.
2. On the left navigation bar, click the **Associated Sub-Vendors** menu.
 The **Manage Sub-Vendors** page appears as shown in the following figure:



3. Click the **Request Customer** button.
 The **Request Customers** page appears as shown in the following figure:

Request Customers

SEND SUB - VENDOR REQUEST TO CUSTOMERS

Back Save

Customer Email*

Message

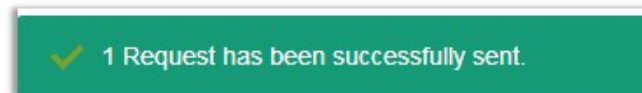
+ ADD ANOTHER EMAIL

4. In the **Customer Email** box, enter the required email id.

5. In the **Message** box, enter the relevant message.

6. Click the **Save** button.

Note: To send another request, click the **ADD ANOTHER EMAIL** link.
The request is sent and a success message appears.



3.2. Approve the sub-vendor account

Once the individuals accept the request, they are added on the Manage Sub-Vendors page, and the vendor can view the list of all the added sub-vendors.

The vendor can approve, disapprove, or delete the sub-vendors accounts.

To approve the sub-vendor accounts

1. Go to the **Vendor** panel.
2. On the left navigation bar, click the **Associated Sub-Vendors** menu.

The **Manage Sub-Vendors** page appears as shown in the following figure:

Manage Sub-Vendors

Search Reset Filter

Actions 1 records found

20 per page 1 of 1

Request Customer

	First Name	Last Name	Email	Status
Any				
<input type="checkbox"/>				Approved
<input type="checkbox"/>				Pending
<input type="checkbox"/>				Pending

3. Select the check boxes associated with the required sub-vendors.
4. In the **Actions** list, select **Approve**.
The **Submit** button appears next to the Actions list.
5. Click the **Submit** button.
A confirmation dialog box appears.



6. Click the **OK** button.
The sub-vendor accounts are approved and the Approved status appears in the **Status** column of the corresponding sub-vendors.

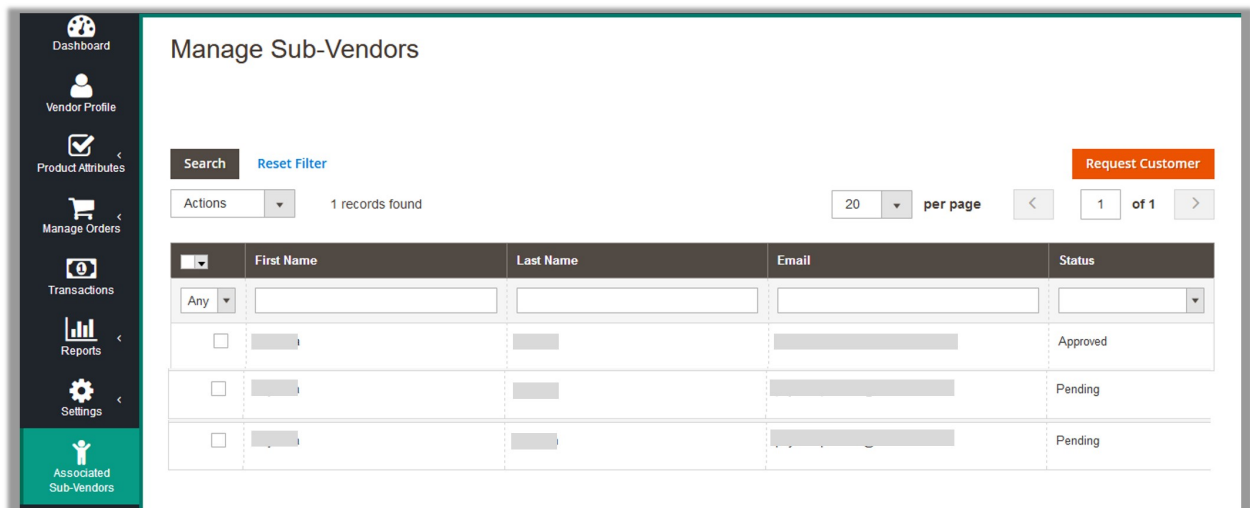
3.3. Disapprove the sub-vendor account

Once the individuals accept the request, they are added on the Manage Sub-Vendors page, and the vendor can view the list of all the added sub-vendors.

The vendor can approve, disapprove, or delete the sub-vendors accounts.

To disapprove the sub-vendor accounts

1. Go to the Vendor panel.
2. On the left navigation bar, click the **Associated Sub-Vendors** menu.
The **Manage Sub-Vendors** page appears as shown in the following figure:



3. Select the check boxes associated with the required sub-vendors.
4. In the **Actions** list, select **Disapprove**.
The **Submit** button appears next to the Actions list.
5. Click the **Submit** button.
A confirmation dialog box appears.

Are you sure?

Cancel OK

- Click the **OK** button.

The sub-vendor accounts are disapproved and the Disapproved status appears in the **Status** column of the corresponding sub-vendors.

3.4. Delete the sub-vendor account

Once the individuals accept the request, they are added on the Manage Sub-Vendors page, and the vendor can view the list of all the added sub-vendors.

The vendor can approve, disapprove, or delete the sub-vendors accounts.

To delete the sub-vendor accounts

- Go to the **Vendor** panel.
- On the left navigation bar, click the **Associated Sub-Vendors** menu.
The **Manage Sub-Vendors** page appears as shown in the following figure:

Manage Sub-Vendors

Search Reset Filter

Actions 1 records found 20 per page 1 of 1

	First Name	Last Name	Email	Status
<input checked="" type="checkbox"/>				Approved
<input type="checkbox"/>				Pending
<input type="checkbox"/>				Pending

- Select the check boxes associated with the required sub-vendors.
- In the **Actions** list, select **Delete**.
The **Submit** button appears next to the Actions list.
- Click the **Submit** button.
A confirmation dialog box appears.

Are you sure?

Cancel OK

- Click the **OK** button.

The sub-vendor accounts are deleted and removed from the sub-vendors list.

3.5. Assign Resources

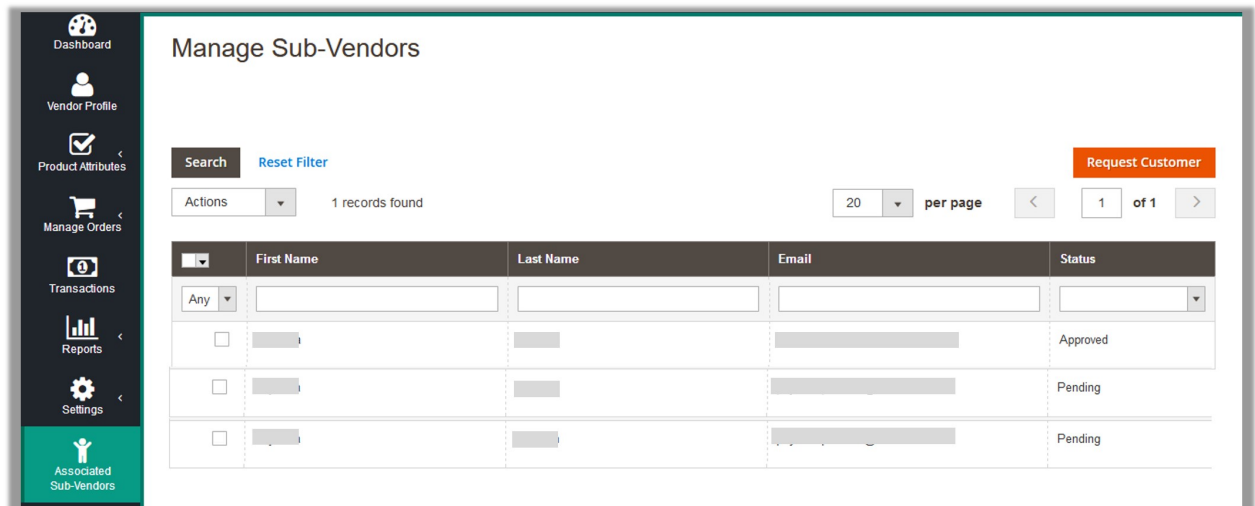
Once the individuals accept the request, they are added on the Manage Sub-Vendors page, and the vendor can view the list of all the added sub-vendors.

The vendor can assign all the resources or some specific resources to each sub-vendor. The sub-vendors cannot access the resources, which are not assigned to them. If the sub-vendor clicks some of the unassigned

To assign resources

- Go to the **Vendor** panel.
- On the left navigation bar, click the **Associated Sub-Vendors** menu.

The **Manage Sub-Vendors** page appears as shown in the following figure:



- Click the row of the required sub-vendor.

The **Assign Resources** page appears as shown in the following figure:

Assign Resources

ASSIGN RESOURCES TO SUB - VENDORS Back Save

Custom ☐
 Custom ☒
 All ☐

Product

- ☒ Allow All Type Of Product Creation
- ☒ Manage Products
- ☒ Sub-Vendor Profile
- ☐ Product Attributes
 - ☐ Manage Attribute
 - ☐ Manage Attribute Set
- ☐ Vendor Profile View
- ☐ Edit Profile Information
- ☒ Orders
 - ☒ Manage Orders
 - ☒ Manage Invoice
 - ☒ Manage Shipment
 - ☒ Manage Credit Memo
- ☐ Transactions
- ☐ Reports
 - ☐ Orders Report
 - ☐ Products Report
- ☐ Settings
 - ☐ Transaction Settings
 - ☐ Shipping Settings
 - ☐ Shipping Methods

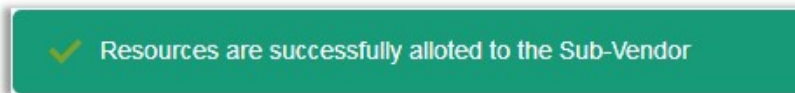
4. Under **ASSIGN RESOURCES TO SUB-VENDORS**, in the list, select **Custom** or **All**.

All: All the resources are assigned to the sub-vendor.

Custom: The specific resources are assigned to the sub-vendor.

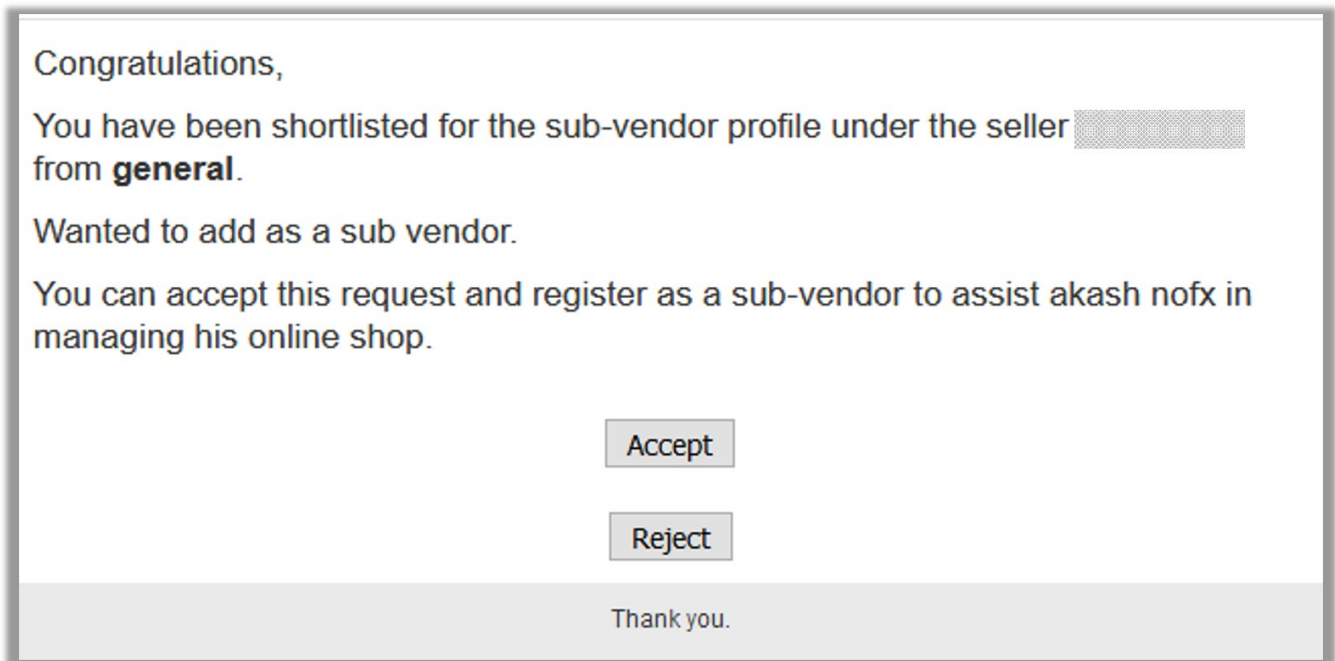
5. Click the **Save** button.

A success message appears on the **Manage Sub-Vendors** page.




4. Individual Accepts or Rejects the Request

Once the vendor sends a request to an individual, the individual receives an email as shown in the following figure:



Congratulations,

You have been shortlisted for the sub-vendor profile under the seller  from **general**.


Wanted to add as a sub vendor.

You can accept this request and register as a sub-vendor to assist akash nofx in managing his online shop.

Thank you.

The individual can accept or reject the request for sub-vendor profile.

To accept the request, click the **Accept** button. On accepting the request, the individual is redirected to the **Create a Sub-Vendor Account** dialog box as shown in the following figure:


 You have accepted the seller request. Now Create your seller account

Create a Sub-Vendor Account

First Name	Last Name
xyz@gmail.com	
Password	Confirm Password
<div>SUBMIT</div>	

OR


To reject the request, click the **Reject** button. On rejecting the request, a message appears on the Main Website as shown in the following figure:

 LUMA

Mobiles

preorder

Home Page

 You have successfully rejected the seller request

CMS homepage content goes here.

5. Create A Sub-Vendor Account

Once the individual accepts the request, the page is redirected to the following dialog box:

✓ You have accepted the seller request. Now Create your seller account

Create a Sub-Vendor Account

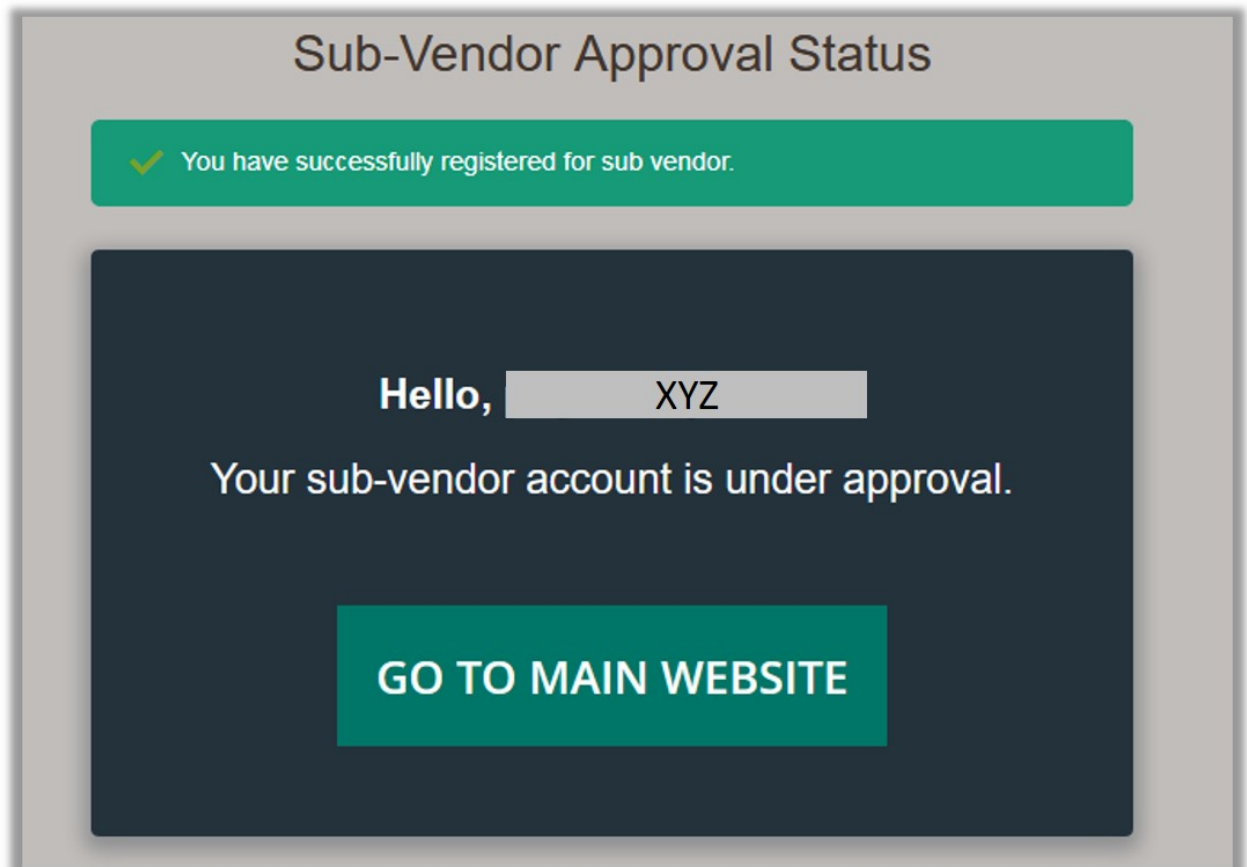
First Name	Last Name
xyz@gmail.com	
Password	Confirm Password

SUBMIT

To create a sub-vendor account

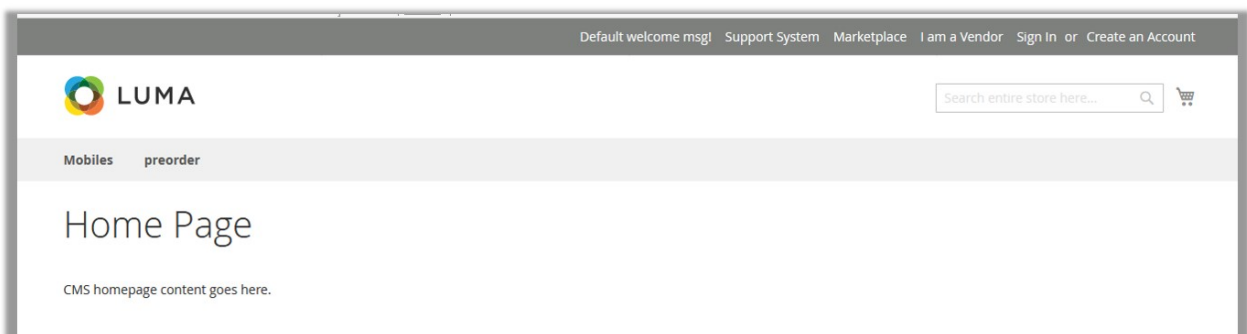
1. In the **First Name** and the **Last Name** boxes, enter the name.
Note: The email id is already fetched.
2. In the **Password** and the **Confirm Password** boxes, enter the password.
3. Click the **SUBMIT** button.

The dialog box appears as shown in the following figure:



4. Click the **GO TO MAIN WEBSITE** button.

The page is redirected to the Main Website as shown in the following figure:



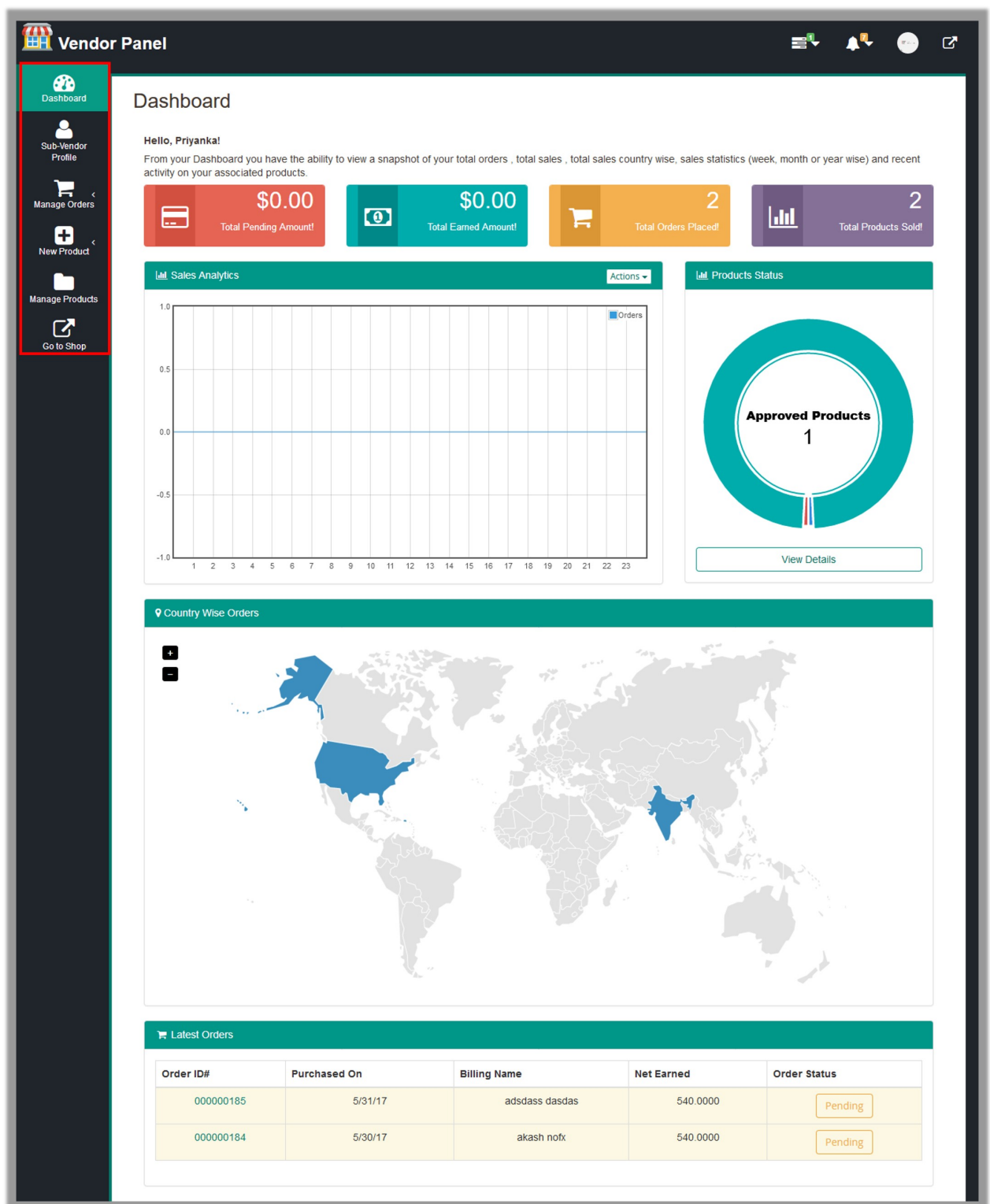
6. Sub-Vendor Panel

Once the sub-vendors are approved, they can access their account and perform the assigned tasks.

To access the sub-vendor account

1. Go to the main website.
2. Log in as with the login credentials.

The sub-vendor panel appears as shown in the following figure:



On the left navigation bar, only the menus relevant to the assigned resources appear.

- To view the sub-vendor profile, click the **Sub-Vendor Profile** menu displayed on the left navigation bar. The **Sub-Vendor Profile View** page appears as shown in the following figure:

