

# **Magento 2 Vendor Group Addon - Admin Guide**

by CedCommerce Docs - Products User Guides

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## 1. Overview

**Vendor Group Addon** is an add-on of CedCommerce Multi-Vendor Marketplace for Magento® 2. Using this add-on, the admin can categorize the vendors into groups. Admin can create the group of vendors based on the features such as Commission rate, other access rules providing limited vendor panel resources at the front-end to the vendors, and so on.

### *Pre-requisite*

- Compatible only with the **CedCommerce Multi-Vendor Marketplace**(<http://cedcommerce.com/magento-2-extensions/marketplace-basic>) extension.

### *Key features are as follows:*

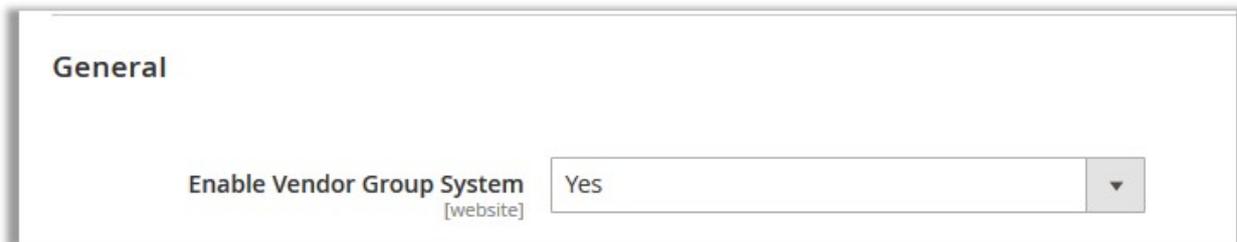
- Admin can assign any group to any vendor. Thus, the admin can create the various groups of various vendors having the similar configuration settings.
- Facilitates with the easily manageable configurations based on created vendor Group. Admin can apply the different Commission Rates on the basis of the created vendor Group.
- Admin can specify the access to the required resources of the Vendor Panel based on created vendor group.
- Admin can set the configuration settings for the Product Approval or Disapproval on the basis of the created vendor group.
- Admin can allow the vendors to use the categories based on the accessibility defined for the specific vendor group.
- Admin can create a unique group code for each group.
- Admin can restrict the vendor group to specific limits on product creation.

## 2. Vendor Group Configuration

After the successful installation of the **Vendor Group** add-on in the Magento 2 store, the admin has to set up the configuration settings required to enable the features of the add-on.

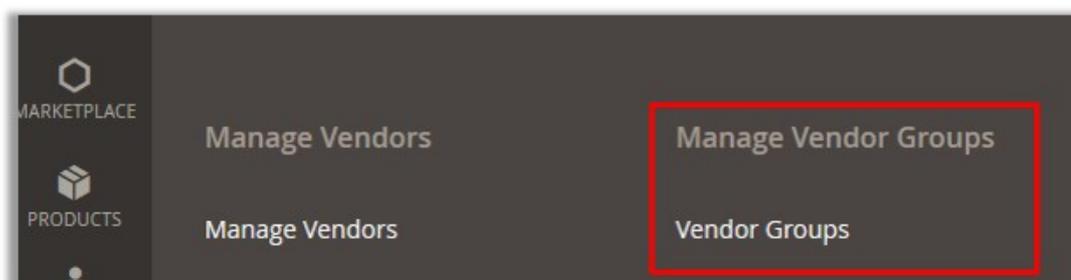
### *To configure the settings*

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 as shown in the following figure:



3. Under **General**, do the following step:

- In the **Enable Vendor Group System** list, select **Yes** to enable the add-on features. The **Vendor Groups** menu option appears on the **MARKETPLACE** menu such as highlighted in the following figure:



4. Click the **Save Config** button.  
The configuration setting is saved.

### 3. Manage Vendor Groups

Admin can assign a single vendor group to a vendor. The admin can add multiple vendors to a vendor group but can associate a vendor only to one vendor group. Admin has an ability to apply configuration settings and to assign certain resources to each vendor group. Thus, a vendor is associated with a single vendor group to keep a track of certain resources, rules and conditions applied to the vendor. To add a vendor to another group, the admin has to remove that vendor from the current assigned vendor group.

**Admin can perform the following tasks to manage the vendor groups:**

- Add New Vendor Group(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-group-addon-admin-guide?section=add-a-new-vendor-group>)
- Edit the Existing Vendor Group(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-group-addon-admin-guide?section=edit-the-existing-vendor-group>)
- Delete the Vendor Group(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-group-addon-admin-guide?section=delete-the-vendor-group>)

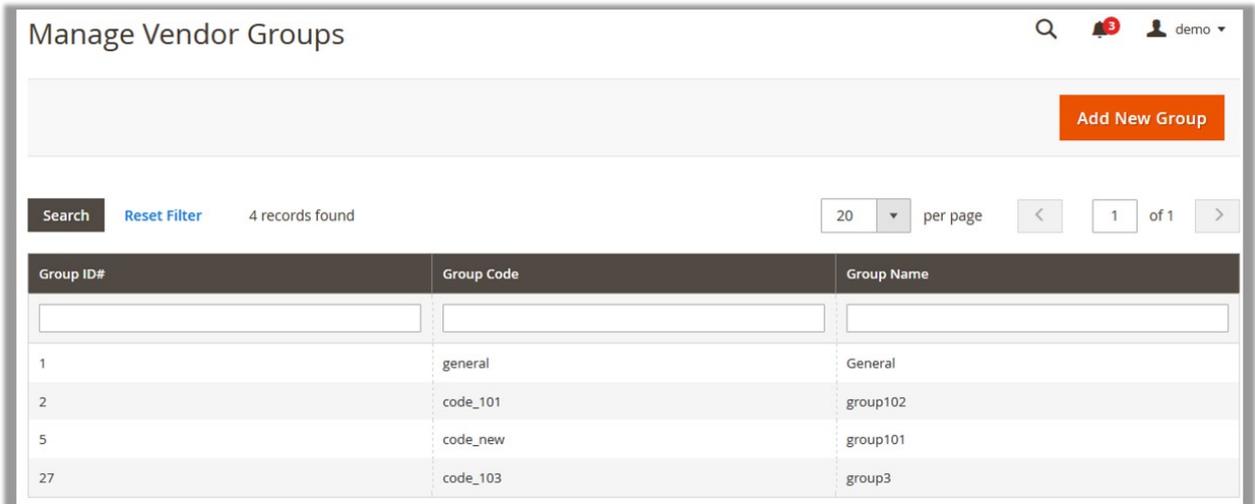
#### 3.1. Add a New Vendor Group

While adding a new vendor group, the admin can add the following group information:

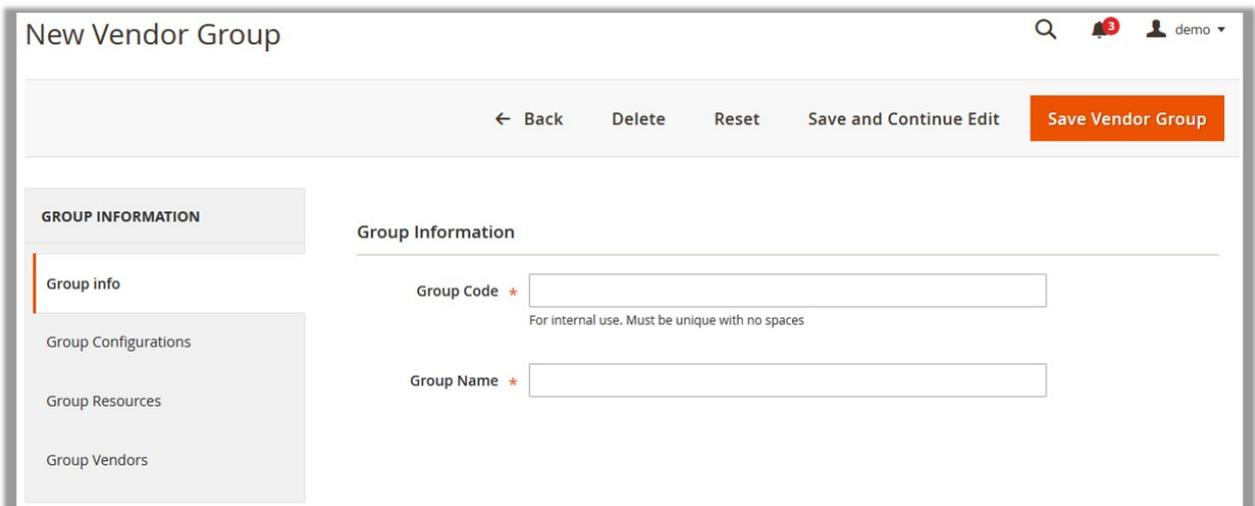
- Group Name and Code
- Group Configuration settings related to Vendor Products, Orders, and Payments
- Group Role Resources
- Assign the selected vendors to the group

**To add a new vendor group**

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

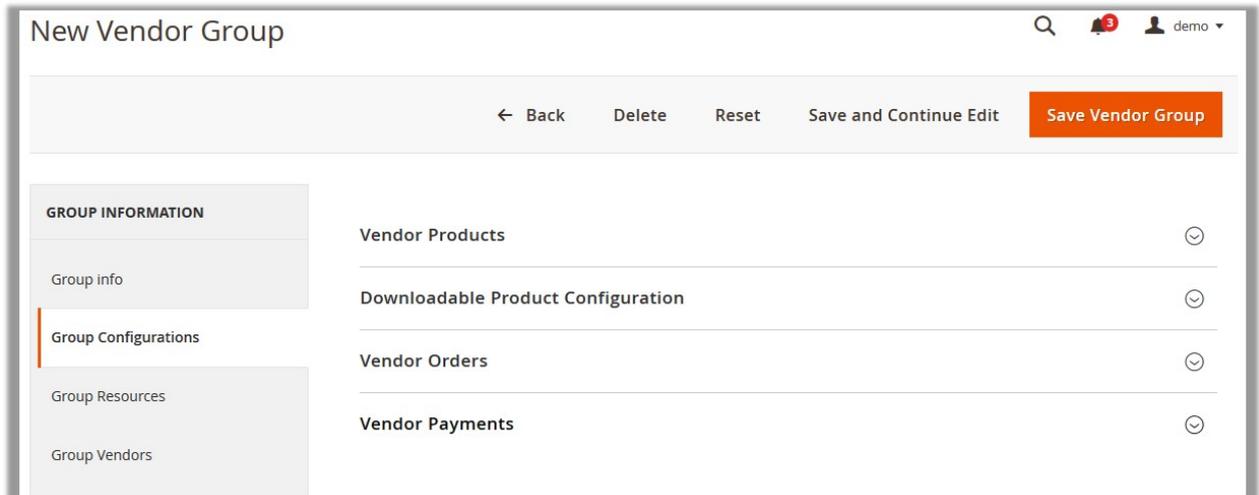


3. Click the **Add New Group** button. The **New Vendor Group** page appears as shown in the following figure:



4. In the right panel, under the **Group Information** section, do the following steps:
  - a. In the **Group Code** box, enter a unique code.  
Enter a unique code without space.
  - b. In the **Group Name** box, enter the name of the group.
5. Click the **Save and Continue Edit** button.
6. In the left navigation panel, click the **Group Configurations** menu.

The page appears as shown in the following figure:



7. In the right panel, click the **Vendor Products** tab.

The tab is expanded and the corresponding fields appear as shown in the following figure:

### Vendor Products ↶

<b>Require Admin Approval</b> <small>[store view]</small>	<input type="text" value="No"/>	<input type="checkbox"/> Use Default
<b>Allowed Product Type</b> <small>[store view]</small>	<div style="border: 1px solid #ccc; background-color: #007bff; color: white; padding: 5px;"> <ul style="list-style-type: none"> <li>Simple Product</li> <li>Virtual Product</li> <li>Bundle Product</li> <li>Downloadable Product</li> <li>Configurable Product</li> <li>Grouped Product</li> </ul> </div>	<input type="checkbox"/> Use Default
<b>Vendor Products Limit</b> <small>[store view]</small>	<input type="text" value="200"/>	<input type="checkbox"/> Use Default
<b>Product Categories Display</b> <small>[store view]</small>	<input type="text" value="Specific Categories"/>	<input type="checkbox"/> Use Default
<b>Allowed Categories</b> <small>[store view]</small>	<div style="border: 1px solid #ccc; background-color: #007bff; color: white; padding: 5px;"> <ul style="list-style-type: none"> <li>Default Category</li> <li>Gear</li> <li>Bags</li> <li>Fitness Equipment</li> <li>Watches</li> <li>Collections</li> <li>New Luma Yoga Collection</li> <li>Erin Recommends</li> <li>Performance Fabrics</li> <li>Eco Friendly</li> </ul> </div>	<input type="checkbox"/> Use Default
<b>Product approved notification email</b> <small>[store view]</small>	<input type="text" value="Vendor - Product approved notification (De"/> <p style="font-size: small; margin-top: 5px;">This notification email will be sent when the product is reviewed and approved</p>	<input type="checkbox"/> Use Default
<b>Product rejected notification email</b> <small>[store view]</small>	<input type="text" value="Vendor - Product rejected notification (Def."/> <p style="font-size: small; margin-top: 5px;">This notification email will be sent when the product is reviewed and rejected</p>	<input type="checkbox"/> Use Default
<b>Email Sender</b> <small>[store view]</small>	<input type="text" value="General Contact"/>	<input type="checkbox"/> Use Default

**Note:**

Select the corresponding **Use System Value** check box, to use the default value.

OR

Clear the **Use System Value** check box, and then enter the required value in the required fields.

8. Under the Vendor Products section, do the following steps:
  - a. In the **Require Admin Approval** list, select **Yes** to enable the requirement of admin approval for the vendor products.
  - b. In the **Allowed Product Type** list, select the required product types.
  - c. In the **Vendor Products Limit** box, enter the required number of products.  
Restricts the vendor from creating the products more than the specified number.
  - d. In the **Product Categories Display** list, select one of the following options:
    - \. **All Allowed Categories**: Allows the vendors to use all the available categories.
    - \. **Specific Categories**: On selecting this option, the next field **Allowed Categories** appears, from where admin can select the each required product category from the list.
  - e. In the **Product approved notification email** list, select the notification email that needs to send when the product is reviewed and approved.
  - f. In the **Product rejected notification email** list, select the notification email that needs to send when the product is reviewed and rejected.
  - g. In the Email Sender list, select the name of the individual who is responsible to send the emails.
9. Scroll down to the **Downloadable Product Configuration** tab, and then click the tab.  
The tab is expanded and the relevant fields appear as shown in the following figure:



**Note:** Here the default values are applied as the **Use System Value** check box is selected. To use the custom value, clear the **Use System Value** check box, and then enter the required value in the required fields.

10. Under the **Downloadable Product Configuration** section, enter the required values in the following fields:
  - o In the **Allowed Sample Formats** box, enter the file formats.  
Admin can set the various allowed file formats for the sample version of the downloadable product. Admin has to enter each file format with comma separated.
  - o In the **Allowed Link Formats** box, enter the file formats.  
Admin can set the various allowed file formats of the downloadable product used in the link. Admin has to enter each file format with comma separated.
11. Scroll down to the **Vendor Orders** tab, and then click the tab.  
The tab is expanded and the relevant fields appear as shown in the following figure:

**Vendor Orders**

**Enable New Order Notification Email** [store view] Yes  Use Default  
 Enable notification email which is sent to vendor when new order is placed.

**New Order Notification Template** [store view] Vendor - New Order (Default)  Use Default

**Enable Cancel Order Notification Email** [store view] Yes  Use Default  
 Enable notification email which is sent to vendor when order will be cancelled.

**Order Cancel Notification Template** [store view] Vendor - Cancel Order (Default)  Use Default

**Email Sender** [store view] General Contact  Use Default

**Note:** Here the default values are applied as the **Use System Value** check box is selected. To use the custom value, clear the **Use System Value** check box, and then enter the required value in the required fields.

12. Under **Vendor Orders**, enter the required values in the following fields:
  - **Enable New Order Notification Email:** Select **Yes** to enable the notification email, which is sent to the vendor when a new order is placed.
  - **New Order Notification Template:** Select the notification email template for the new order notification email, which is sent to the vendor when a new order is placed.
  - **Enable Cancel Order Notification Email:** Select **Yes** to enable notification email, which is sent to the vendor when the order is canceled.
  - **Order Cancel Notification Template:** Select the notification email template for the order cancelation notification email, which is sent to the vendor when an order is canceled.
  - **Email Sender:** Select the required individual as a sender of the email.
13. Scroll down to the **Vendor Payments** tab, and then click the tab.  
 The **Vendor Payments** tab is expanded and the relevant fields appear as shown in the following figure:

**Vendor Payments**

**Calculate Commission Fee** [store view] Fixed  Use Default

**Commission Fee** [store view] 3  Use Default

**Note:**

Select the corresponding **Use System Value** check box, to use the default value.

OR

Clear the **Use System Value** check box, and then enter the required value in the required fields.

14. Under **Vendor Payments**, do the following steps:
  - a. In the **Calculate Commission Fee** list, select the unit of the commission price entered in the

**Commission Fee** box.

- . **Percentage**
- . **Fixed**

b. In the **Commission Fee** box, enter the commission value, either in a percentage of fixed, as per selected **Calculate Commission Fee** list.

For instance,

**Commission Fee = 10**

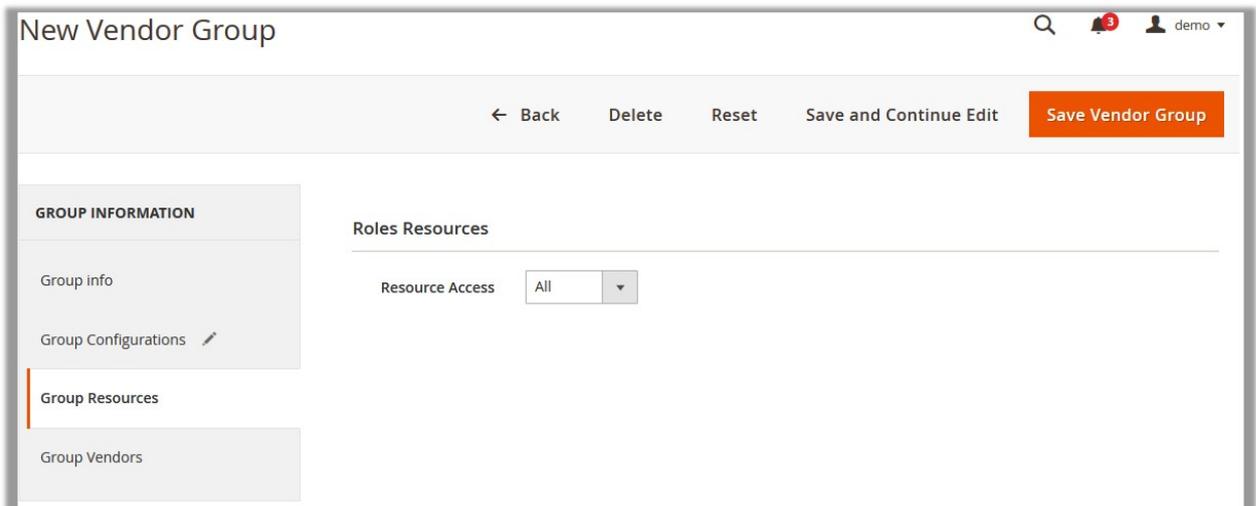
**Calculate Commission Fee = Percentage**, then the commission rate = 10% of the order total amount,

**Calculate Commission Fee = Fixed**, then the commission rate = 10 (currency amount).

15. Click the **Save and Continue Edit** button.

16. In the left navigation panel, click the **Group Resources** menu.

The page appears as shown in the following figure:



17. In the right panel, under the **Roles Resources** section, do the following step:

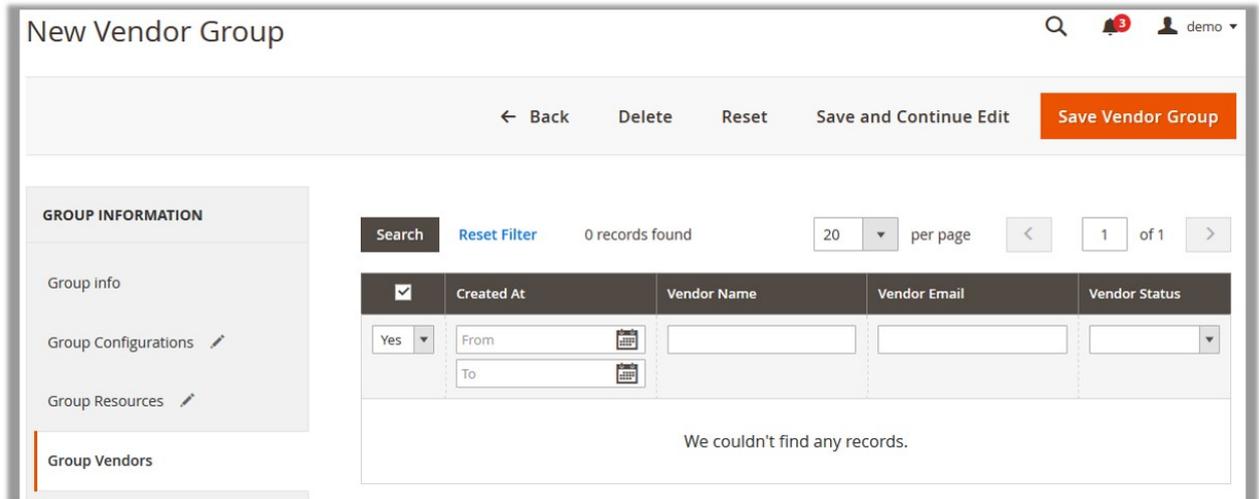
- o In the **Resource Access** list, select one of the following options:
  - **All**: All the resources are provided to the current vendor group.
  - **Custom**: If selected, then the resources list appears as shown in the following figure and the Admin can select the check boxes associated with the required resources.



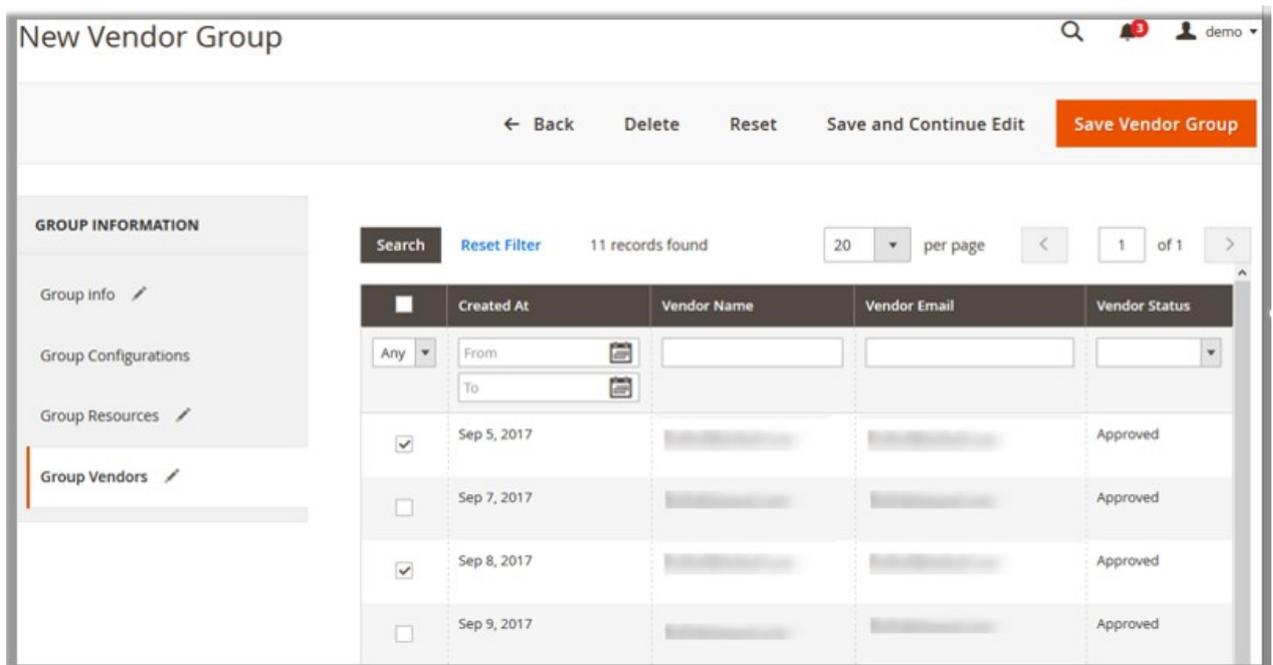
18. Click the **Save and Continue Edit** button.

19. In the left navigation panel, click the **Group Vendors** menu.

The page appears as shown in the following figure:



21. Click the Reset Filter link.  
Lists all the available vendors on the page.

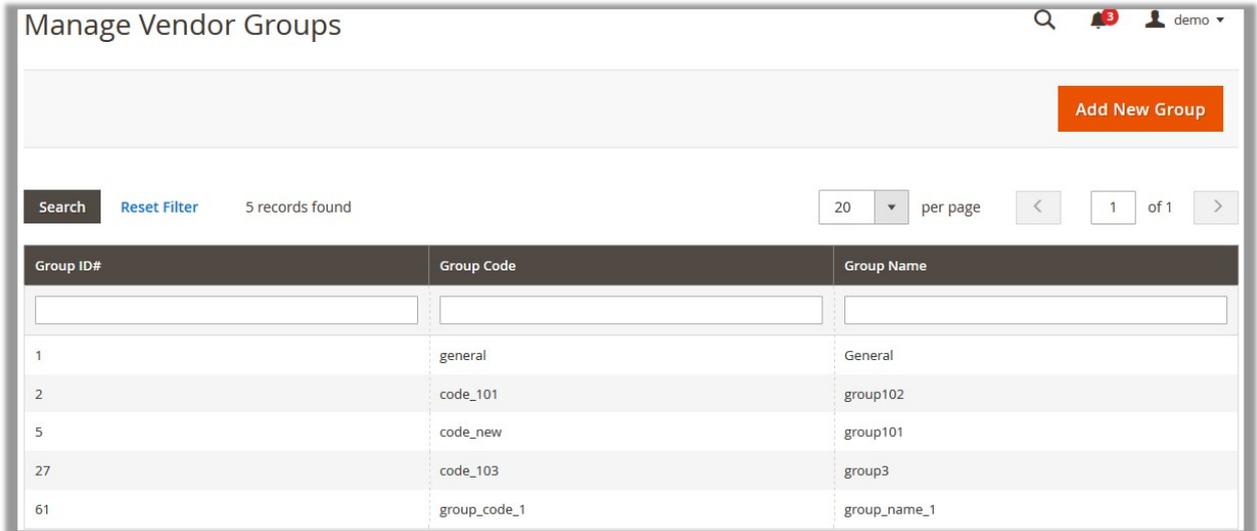


22. In the right pane, select the check boxes associated with the required vendors to add then in the current vendor group.  
The current vendor group is assigned to the selected vendors.
23. Click the **Save Vendor Group** button.  
The created vendor group is saved and listed on the Mange Vendor Groups page. A success message appears on the page.

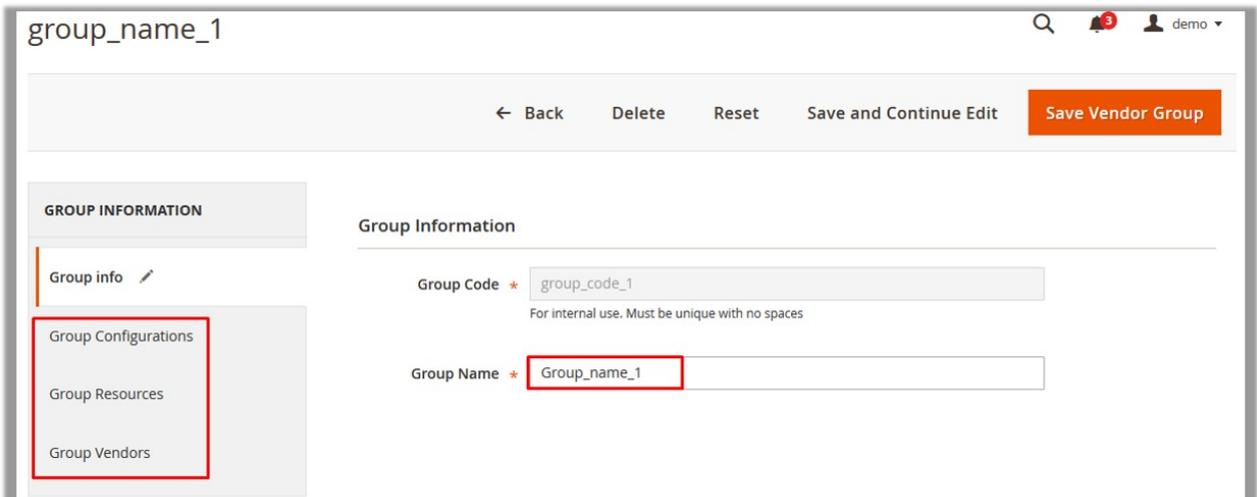
### 3.2. Edit the Existing Vendor Group

*To edit the existing vendor group*

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



3. Click the row of the required vendor group to edit.  
The vendor group editing page appears as shown in the following figure:



4. Make the changes wherever required.
5. Click the **Save Vendor Group** button.  
The edited vendor group is saved and a success message appears on the page.

### 3.3. Delete the Vendor Group

#### *To delete the existing vendor group*

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

Group ID#	Group Code	Group Name
1	general	General
2	code_101	group102
5	code_new	group101
27	code_103	group3
61	group_code_1	group_name_1

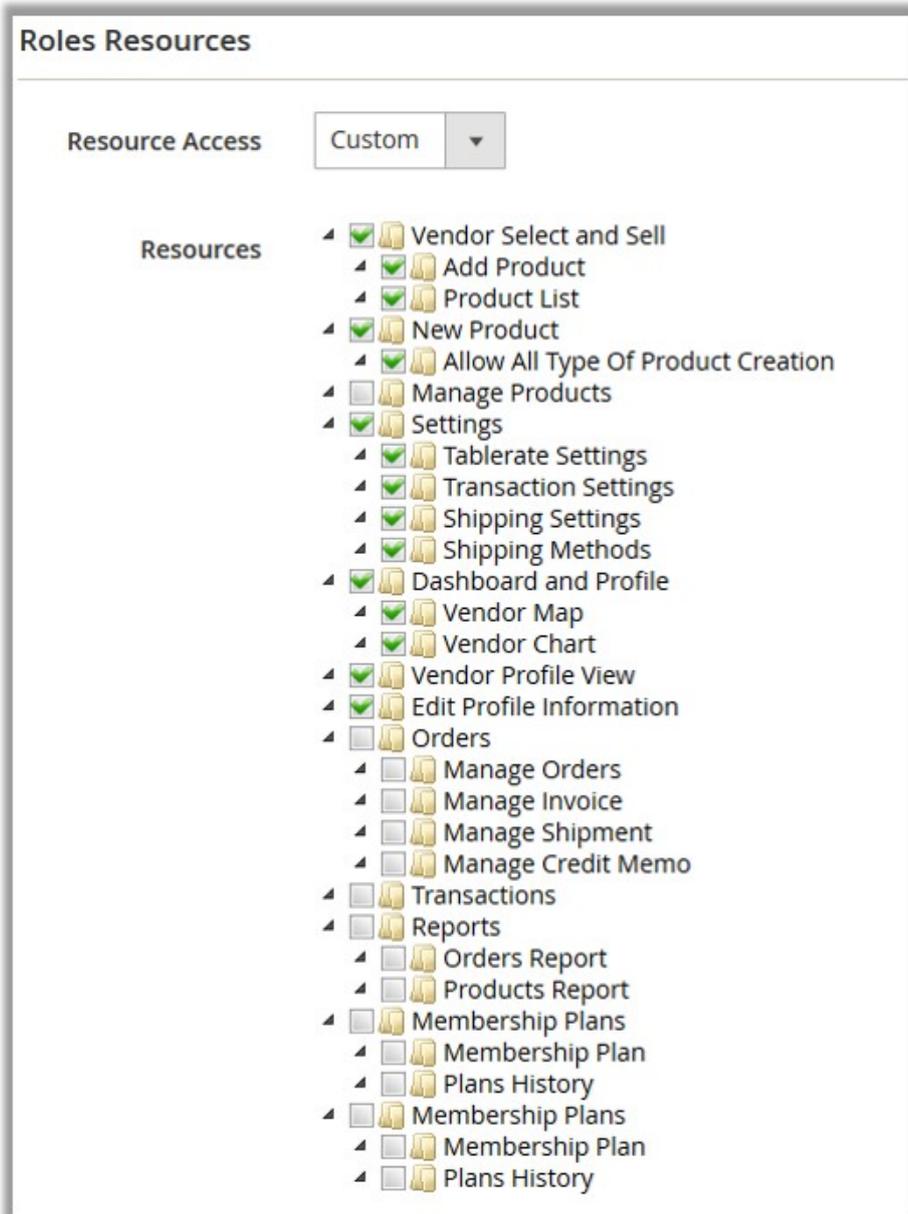
3. Click the row of the vendor group that is no more required.  
The vendor group editing page appears as shown in the following figure:

4. Click the **Delete** button.  
A confirmation dialog box appears.
5. Click the **OK** button.  
The vendor group is deleted and removed from the **Manage Vendor Groups** page.

## 4. Vendor Panel View

Since the admin has rights to assign the required resources or restrict the resources to the specific vendor group, only the selected resources appear in the vendor panel.

For instance, if the admin has selected the resources such as shown in the following figure,



then menu based on the the selected resources appear on the left navigation bar of the Vendor panel. See the following figure:

