Multivendor Marketplace Basic for Magento 2

by CedCommerce Products Documentation

1. Product Overview

CedCommerce Multi-Vendor Marketplace is a very powerful and feature-rich open source extension for Magento eCommerce platform which converts your online store into a Multi-Seller/Multi-Vendor shopping platform, where the sellers get a channel with a vast number of customers to sell their products.

The administrator will have access to an enormous number of features from where the process flow of the marketplace can be controlled. Vendors can create their account in the admins' marketplace which is using CedCommerce Multi-Vendor Marketplace and they can control their store by the easy to handle dashboard. A vendor has the ability to add products from his vendor panel, manage his products, see the orders placed in respect to his products, see the transactions or commission paid by the vendor to the admin and also see the analysis reports of the performance of his store.

Customers can come to the platform and find the products provided by different sellers. So here the customers will be able to view the products at competitive prices by different sellers. Customers can place the orders for multiple vendors' products. All the payments will be received by the admin and then the admin can transfer the amount to the respective vendors by charging his commission as mentioned.

## 1.1. Multi Vendor Features for Admin

CedCommerce Marketplace is flexible enough to accommodate multiple functionalities with support towards multiple currencies, payment gateways and languages, CedCommerce Marketplace for Magento 2.x versions is one of the best-in-class extensions to build a multi-vendor store.
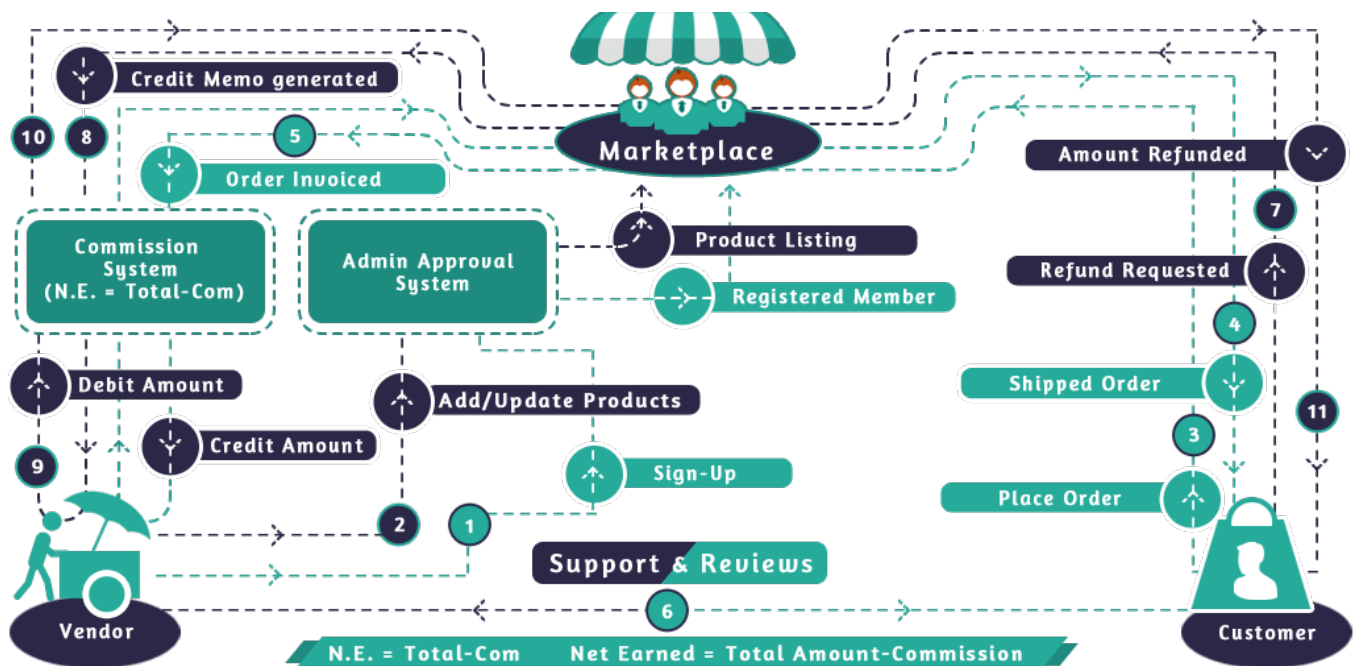
1.1.1. Manage Vendor Configuration

The configuration settings are one of the very important functions of CedCommerce Multi-Vendor Marketplace extension. From here the admin can control the other features of the extension.

To reach the configurations go to the **Marketplace > Vendor Configuration**. The following screen will open.
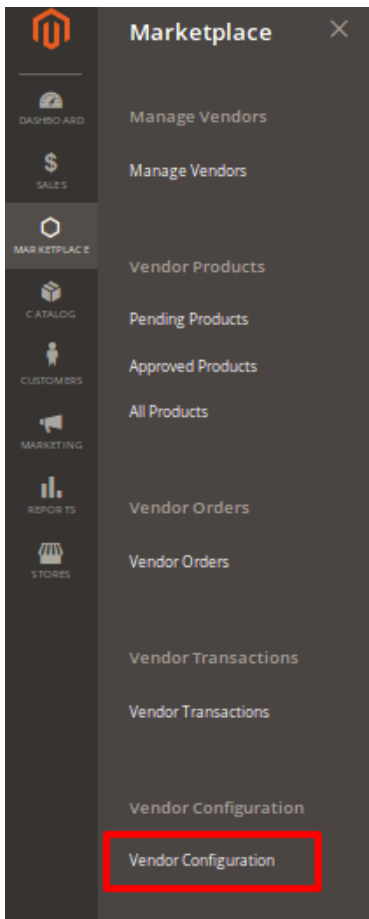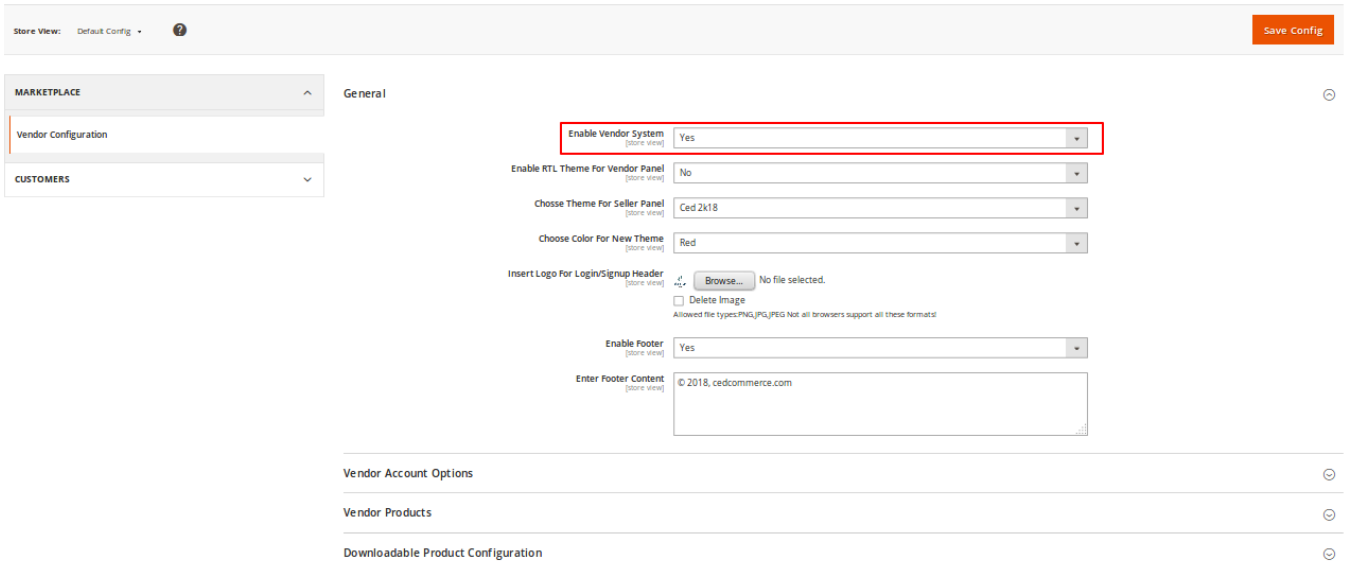

Now go to the Settings and set the feature to YES / NO whichever is required.

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General

Enable Vendor System: It is a *Yes / No* type field which is used to enable or disable the entire extension at once.
Enable Vendor Registration: If set *Yes* then the customer will be able to register as a vendor from frontend else the option will be closed.

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Vendor Account Options

Require Admin Approval: When it is set to "*YES"* then the customer needs the admin approval to become a vendor, and if it is set to "*NO"* then the admin approval will not be required to become a vendor.
Default Group: The admin can set the default group for the new vendor from the drop-down field. The admin can set various email templates and email senders for Account mails.
Email Sender: Set the email sender contact in the configuration. Each time the communication through the mail which we are sending will be sent by the same selected contact.

Vendor Account Options

Require Admin Approval [store view]	Yes
Default Group [store view]	General
Email Sender [store view]	General Contact
Vendor approved notification email [store view]	Vendor account confirmed (Default)

This email will be sent after account Approval.

| Vendor rejected notification email [store view] | Vendor account rejected (Default) |

This email will be sent after account Disapproval.

| Vendor deleted notification email [store view] | Vendor account deleted (Default) |

This email will be sent after account Deletion.

| Vendor Shop Enable notification email [store view] | Vendor shop enabled (Default) |

This email will be sent after vendor shop will be enabled by admin.

| Vendor Shop Disable notification email [store view] | Vendor shop disabled (Default) |

| Vendor Shop Enable notification email [store view] | Vendor shop enabled (Default) |

This email will be sent after vendor shop will be enabled by admin.

| Vendor Shop Disable notification email [store view] | Vendor shop disabled (Default) |

This email will be sent after vendor shop will be disabled by admin.

Vendor Panel Design

| Vendor Panel Logo Image Alt [store view] | Vendor Panel |

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Vendor Products

Required Admin Approval: This field will give control to the admin to allow the products by default or he needs all the products to be reviewed before approving them manually. If the field is set to *"NO"* then all the products created by the vendor will be *auto-approved*. If set to *"YES"*, admin will manually approve the products then it will be listed on the frontend store.

Allowed Product Type: In the field, admin can assign the types of products that vendors can create.

Vendor Products Limit: The admin can restrict the product creation limit of the vendor by setting the limit from here so that each vendor can create only the specified number of products.

Allowed Categories: The categories selected from here will only be available to the vendor at the time of product creation if "*Specific Category"* is selected from the drop-down, and if "*All Allowed Categories"* is selected then all the available category for admin will also be available for vendors.

Product Approval Notification Email / Product Rejected Notification Email / Product Deleted Notification Email: These are email template for the vendor when his product is Approved / Rejected or Deleted.

Email Sender: Set the email sender contact for the communication regarding vendor product management.

Vendor Products

Require Admin Approval [store view]	Yes

Allowed Product Type [store view]

Simple Product
Virtual Product
Downloadable Product

Vendor Products Limit [store view]	1000
Product Categories Display [store view]	All Allowed Categories
Product approved notification email [store view]	Vendor - Product approved notification (Default)

This notification email will be sent when the product is reviewed and approved

Product rejected notification email [store view]	Vendor - Product rejected notification (Default)

This notification email will be sent when the product is reviewed and rejected

Product deleted notification email [store view]	Vendor - Product deleted notification (Default)

This notification email will be sent when the product is reviewed and deleted

Email Sender [store view]	General Contact

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Downloadable Product Configuration

Allowed Link Formats: Admin can set various allowed formats for the *FULL VERSION* of the downloadable product. Admin can enter the product types separated by commas.
Allowed Sample Formats: Admin can set various allowed formats for the *SAMPLE VERSION* of the downloadable product. Here also the admin can enter the product types separated by commas.

Downloadable Product Configuration

Allowed Sample Formats [store view]	jpg,jpeg,png,gif,pdf,rar

comma separated like zip,rar,pdf,doc

Allowed Link Formats [store view]	zip,rar,pdf,doc

comma separated like jpg,jpeg,png,gif,pdf

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Vendor Orders

Enable New Order / Cancel Order Notification Email: If this is set to *"YES"* then the *New Order / Cancel* order notification is sent to the vendor and if set to *"NO"* it will not send email to the vendors.
New Order / Cancel Order Notification Template: Set the Email template for the New order or Cancel Order notification to the vendor.

Vendor Orders

Enable New Order Notification Email [store view]	Yes ▼
	Enable notification email which is sent to vendor when new order is placed.
New Order Notification Template [store view]	Vendor - New Order (Default) ▼
Enable Cancel Order Notification Email [store view]	Yes ▼
	Enable notification email which is sent to vendor when order will be cancelled.
Order Cancel Notification Template [store view]	Vendor - Cancel Order (Default) ▼
Email Sender [store view]	General Contact ▼

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Vendor Payment

Calculate Commission Fee: Admin can set the commission fees calculation rule. Currently allowed rules are :
– Percentage
– Fixed
 Commission Fee: Admin can set the amount of the commission fee. The commission is calculated on the product price. The value provided here depends on what commission type you have selected *(Fixed or Percentage)*.
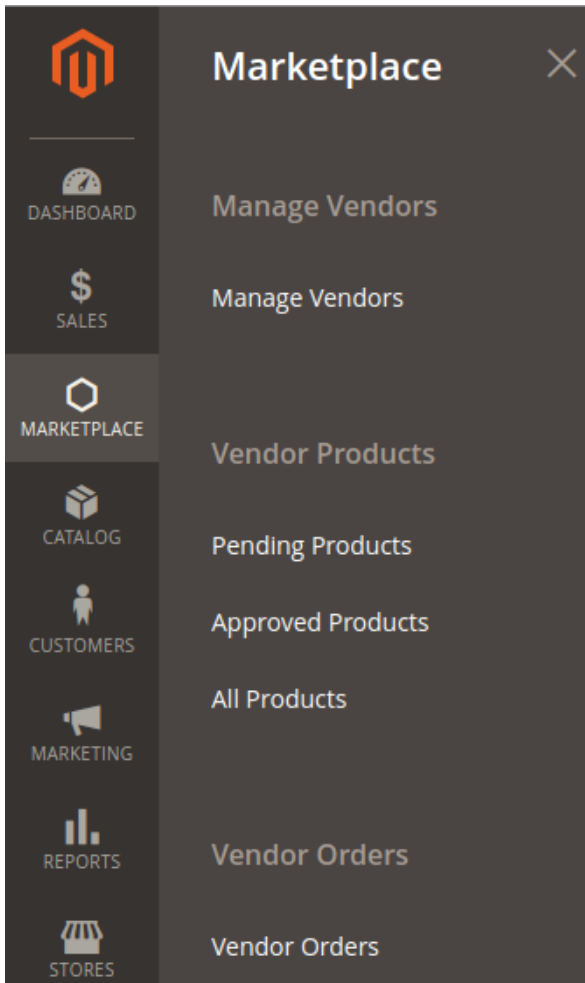
Vendor Payments

Calculate Commission Fee [store view]	Percentage ▼
Commission Fee [store view]	10

1.1.2. Manage Vendors

To manage the vendors in the CedCommerce Multi-Vendor Marketplace extension admin can go to the
Marketplace > Manage Vendors link.

Here you can see the list of all your Vendors.

Even from here if the admin wants to create the vendor account, from the above page vendor can directly by clicking on **"Add New Vendor"** button. On clicking the "edit" link the respective vendor's information can be edited. By clicking on the "Approve/Disapprove" link, the vendor would be approved or disapproved respectively.

Add New Vendor

We are using the Manage customer's modules for the vendors, extended the customers features and added fields for the vendor's profile. So if you are creating a new vendor you are actually assigning an existing customer as a vendor.

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General Information:

If the admin does not want to assign an existing customer then he can create a new customer and assign newly created customer as a vendor.

Associated Customer: Can assign an existing customer as a vendor.
Shop URL: A unique shop URL should be assigned to the vendor shop.
Status: Set the status of the vendor as new/approve/disapprove.
Vendor Group: Can assign the vendor to the particular group.
Public Name: Can set some of the public names for the vendor which customer can see.
Name: Name of the vendor
Gender: Can set the gender of the vendor.
Profile Image: Can set some profile avatar image.
Contact Number: Can set some particular contact number.

VENDOR INFORMATION

General Information

Company Information

Support Information

SEO Information

Address Information

Company Information

Company Name

About

Company Logo   [Choose file] No file chosen

Company Banner   [Choose file] No file chosen

Company Address

Company Information:

Here you need to provide the information, and all the above information related to the company can be viewed at frontend.

Company Name: If the vendor is associated with some company he can set the name.
About: The Company Information can be set.
Company Logo: Can upload a company logo.
Company Banner: Can upload the company banner.
Company Address: Can set the company address.

Support Information:

Admin can set the support information details here.

Support Number: Vendor support contact number can be set here.
Support Email: Vendors Support email can be entered here.
Facebook ID: Vendor's Facebook Id can be given here.
Twitter ID: Vendor's Twitter Id can be given here.

SEO Information:

Admin can set the support information details here.

Meta Keywords: SEO related keywords for the vendor shop can be added here.
Meta Description: The description of SEO related keywords can be given here.

← Back   Reset   Save and Continue Edit   **Save Vendor**

VENDOR INFORMATION

General Information

Company Information

Support Information

SEO Information

Address Information

Address Information

Address *	
City *	
Zip/Postal Code *	
State	Please select region, state or province ▾
Country *	▾

Address Information:

Here vendor can put all his address details that will be used for admin.

Address: Vendor can provide his Address.
City: Vendor can provide his city information
Zip/Postal Code: Area postal code
State: Vendor can select the state
Country: Vendor can select the County

← Back   Reset   Save and Continue Edit   **Save Vendor**

VENDOR INFORMATION

General Information

Company Information

Support Information

SEO Information

Address Information

Payment Details

Vendor Products

Vendor Orders

Vendor Transactions

Check/Money Order

Active   No

Cheque Payee Name

PayPal

Active   No

Email Associated with PayPal
Merchant Account

Bank Transfer

Active   No

Bank Name

Bank Branch Number

Bank Swift Code

Bank Account Name

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Payment Details:

Payment details can be viewed only by the admin. This information will be filled by the vendor from the vendor panel frontend only.

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Vendor Products:

All the vendor products will be shown here in this section. Admin can view all the vendor's associated products.

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Vendor Orders:

All the vendor related orders can be viewed from this tab.

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Vendor Transaction:

All the vendor related transactions for the vendor will be shown here.

1.1.3. Vendor Product

Vendor products can be found in the *Marketplace > Vendor Products* Menu. Vendor product is further divided into three parts

- Pending Products
- Approved Products
- All Products

Pending Products

For the ease of access to the admin, the CedCommerce Multi-Vendor Marketplace Basic extension has divided the Manage Vendor Products into *Pending Products*. The Pending products section is having all the products in the Pending state; it is just for the admin to quickly access.
After analyzing the vendor's products the admin can approve or disapprove the products. If the admin makes any action for *approval* or *disapproval,* that notification mail will be sent to the vendor by e-mail.

Admin can *APPROVE* and *DISAPPROVE* any product manually or can select for the mass action.

- *Approve*: The approve link will approve the product and the approved product will be visible in the marketplace.
- *Disapprove:* The disapprove link will disapprove the product and that product will be removed from the marketplace.

Approved Products

Here when you will click the approved products link then it will open up the page which will have the list of all the approved products. Admin can view the product page and also can update the product information. At every single line, a *disapprove* link will be visible and at any time the admin can *disapprove* the product.

Vendor Approved Products

Search	Reset Filter										

| Actions ▾ | | 30 records found | | | | | | | 20 ▾ per page | ‹ | 1 | of 2 | › |

☐▾	ID ↑	Name	Vendor Name	Type	Attrib. Set Name	SKU	Price	Qty	Websites	Action	View
Any ▾	From / To			▾	▾		From / To / USD ▾	From / To	▾		
☐	2080	ddd	demo vendor	Simple Product	Default	ddd	$111.00	111	Main Website	Disapprove	View
☐	2079	Sample Product	sample vendor	Simple Product	Default	AS001	$150.00	200	Main Website	Disapprove	View

All Products

Click on the All products link from the admin site, it will open the entire products list. Either the product is *Approved* or *Disapproved*. Admin can filter the status of the product, view each product in a new window and can update the information about the product. Admin can also approve or disapprove the product from here.

Manage Vendor Products

Search	Reset Filter										

| Actions ▾ | | 31 records found | | | | | | | 20 ▾ per page | ‹ | 1 | of 2 | › |

☐▾	ID ↑	Name	Vendor Name	Type	Attrib. Set Name	SKU	Price	Qty	Websites	Status	Action	View
Any ▾	From / To			▾	▾		From / To / USD ▾	From / To	▾	▾		
☐	2081	Olay	demo vendor	Simple Product	Default	olay001	$99.00	100000	Main Website	Approved	Disapprove	View
☐	2080	ddd	demo vendor	Simple Product	Default	ddd	$111.00	111	Main Website	Disapproved	Approve	View

1.1.4. Vendor Order

Admin can visit the vendor orders page by going to *Marketplace > Vendor Orders*. Vendor Orders page is a very important section of the CedCommerce Multi-Vendor Marketplace. All the marketplace orders can be viewed here.

Suppose, if a customer places orders from frontend by adding two vendors' products in the cart then, in the vendor order section two order rows will be created for both the vendors and the order will also show up in the vendor panel of the respective vendor.

Order # 000000026 [PENDING]

July 18, 2018

Reorder   Print Order

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
nofx virtual **Vendor** nofx	nofx virtual	$100.00	Ordered: 1	$100.00
Olay **Vendor** demo	olay001	$49.00	Ordered: 1	$49.00

	Subtotal	$149.00
	Shipping & Handling	$5.00
	Grand Total	**$154.00**

Order Placed for products of different vendor form the frontend store.

Manage Vendor Orders

[🔔 7] 👤 demo ▾

Search   Reset Filter   31 records found   20 ▾ per page   ‹   1   of 2   ›

Created At ↑	Order Id	Vendor Name	G.T. (Base)	G.T.(Purchased)	Commission Fee	Vendor Payment	Order Payment State	Order State
From / To			From / To	From / To	From / To	From / To	▾	▾
Jul 18, 2018	000000026	demo vendor	$49.00	$49.00	$4.90	$44.10	Paid	Paid
Jul 18, 2018	000000026	akash nofx	$100.00	$100.00	$10.00	$90.00	Paid	Pending PayNow

Click on OrderID to view the order detail in new detail, Admin can click on **_PayNow_** button to pay a vendor for the product after deducting the commission.

The vendor orders grid is shown above for better understanding.

- **Order Id:** Shows the id of the placed order & on clicking it the order details page will open.
- **Vendor Name:** It shows the name of the vendor whose products order has been placed.
- **G.T.(Base):** It is the base price in which order has been placed.
- **G.T.(Purchased):** It is the global price including shipping and Tax *(If Included)* from which the commission

will be calculated to the vendors.
- **Commission Fee:** Commission fee is the Fee set by the admin *(in %age or Fixed amount)*, using which the commission for the order that will be paid to the admin by a vendor can be calculated.
- **Vendor Payment:** It will show the expected payment which should be transferred to the vendor for his orders after deducting the admin commission amount.
- **Order Payment State:** It shows the payment status of the order whether it has been invoiced or not. If the order has been invoiced, it will become *paid* else it remains in the *pending* state.
- **Order State:** It shows the payment status along with the action that can be performed by the admin like *"Pay Now"* or *"Refund"*. Admin can Pay to the vendor for any order and even make the Refund of any order if he wants to debit amount from the vendor.
  - *Pay Now Button:* Pay Now button will come only when the order payment state is Paid. It means that the order has been invoiced and the payment can be made to the vendor.
  - *Refund Button:* Refund button will only come when the order payment state is Paid and Credit Memo has been created. Credit memo creation notifies the admin that the order has been refunded and the admin can debit the amount from the vendor's account if the amount was paid to the vendor.

1.1.5. Vendor Transaction

Admin can visit the vendor transactions page by going to *Marketplace > Vendor Transactions*. Admin can view the list of vendor-wise transactions in the grid.

Manage Vendor Transactions

Credit Amount   Debit Amount

| Search   Reset Filter   8 records found | | | | | | | | | 20 ▾ per page   <   1   of 1   > |

Transaction Date ↑	Transaction ID#	Vendor Name	Payment Mode	Transaction Type	Amount	Adjustment Amount	Net Amount	Amount Description	Action
From 📅 To 📅			▾	▾	From To	From To	From To		
Jul 18, 2018, 12:02:27 PM	olay_1234	demo vendor	Offline	Credit	$44.10	$0.00	$44.10	**Order#** 000000026, **Amount** $44.10	View
Apr 3, 2018, 11:52:36 AM	112313213	Nilesh Saste	Offline	Credit	$647.00	$50.00	$697.00	**Order#** 000000015, **Amount** $647.00	View

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  Order Transaction Grid:

  - **Transaction date:** The date of the transaction when the payment is made to the vendor.
  - **Transaction ID#:** It is the Transaction ID assigned to the transaction.
  - **Vendor Name:** The vendor to whom the transaction is made.
  - **Payment Mode:** It shows that the payment made to the vendor is online or offline.
  - **Transaction Type:** It indicates the type of the transaction i.e. either the transaction was *Credit* type or the *Debit* type. Credit means the amount paid to the vendor. Debit means the amount withdrawn from the vendor.
  - **Amount:** It is the amount paid to the vendor.
  - **Adjustment Amount:** It is the amount paid as some extra charges during the transaction.
  - **Net Amount:** It is the current vendor earning i.e. the amount transferred to a vendor by admin, for

a product.
- ○ **Amount Description:** The description of the order will be shown here.
- ○ **Action (View):** Admin can see the details of the transaction.

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Credit/Debit Transaction

On clicking the *Credit* or *Debit* Amount Buttons, *"Payment Information Page"* will open.
Here the admin will fill the Beneficiary Information (Vendor) for whom the transaction is to be done. On clicking the *"Add/Remove Amount for Payment"* button, an order grid will open. From there the admin can select the orders for which payment has to be done. After that, click on the *"Add selected Amount for payment"* button to add all the selected orders' amount to the *"Total Amount"* and finally click on the Continue button to proceed to the final Transaction Information Page.

Selecting the amount to be paid, admin press on *Continue* move further with the transaction.

Manage Vendor Transactions

← Back   Reset   **Pay Offline**

PAYMENT INFORMATION

Payment Information

Transaction Information

Vendor	demo vendor (testcedcommerce@gmail.com)
Amount *	89.99
	[USD]*Readonly field.*
Payment Method *	▼ Select Payment Method
*	
Adjustment Amount	
	[USD]Enter adjustment amount in +/- (if any)
Transaction Id *	
	Enter transaction id
Notes	

Vendor: This will show the name of the vendor to whom the payment will be **made.**
Amount: Amount of the order which will be credited to the vendor's account. It is the read-only field; you need to select the orders from the previous page then only the amount for each order will be shown here.
Payment Method: Will give the ability to the admin to select the payment method. It is cheque/Money Order/PayPal/other. All of them are offline payment **methods.**
Adjustment Amount: This amount is a sort of service charge that the admin can deduct or add to the final payment **amount.**
Transaction Id: Some kind of uniquely identifiable transaction id that the admin can assign to the transaction.
Notes: Some general purpose notes that the admin can add.

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Transaction View

The image shown below is that of the transaction view page. It will have all the details of the orders which have been saved in the process of the transaction. This is non-editable data just for viewing purpose.

Beneficiary Details

Vendor Name	demo vendor
Payment Method	cheque
Beneficiary Details	n/a

Order Details

Order Details	**Order#** 000000001, **Amount** $89.99

Transaction Details

Transaction ID#	1
Transaction Date	2018-03-09 09:36:34
Transaction Mode	Offline
Transaction Type	Credit Type
Amount	$89.99
Adjustment Amount	$0.00
Net Amount	$89.99
Notes	Payment done.

If the admin wants to go to the vendor's profile, he just needs to click on the vendor link to reach the vendor profile page.

1.1.6. Customer Configuration (Functional Dependency)

CedCommerce Multi-Vendor Marketplace extension gives you enormous features for the vendor and admin entities. Here the vendors are mainly extended from the customers. We are registering vendors from the same form as that of the customer and associate some methodologies to create it as an admin. So some customer configuration dependencies are applicable for vendors as well.

Configuration   🔔7   👤 demo ▾

Store View:	Default Config ▾	❓		Save Config

MARKETPLACE	⌄
CUSTOMERS	⌃
Customer Configuration	

Account Sharing Options   ⌃

Share Customer Accounts [global] | Per Website ▴ | ☐ Use system value

Online Customers Options   ⌄

Admin can reach the customer configuration by **Stores > Configuration (Customer > Customer Configuration section)** and from here the admin can manage the configuration of the scope of vendor/customer.

Let's assume there are multiple websites that have the same admin panel of Magento 2. Currently, the customer configuration is set to the *"Per Website"* mode.

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Per Website

Here the *"Per Website"* mode means that if on your Magento 2 multiple sites are running, vendors can log in only to the website from which they have registered. They cannot log in to other websites in any case. In this case, the admin can assign the product to his current website only.

Given below is the block representation of the per website mode. The vendor can only create and manage the stores on the current website from where he has been registered. If at any time the Configuration is toggled to the "Global" mode the admin needs to perform re-indexing.

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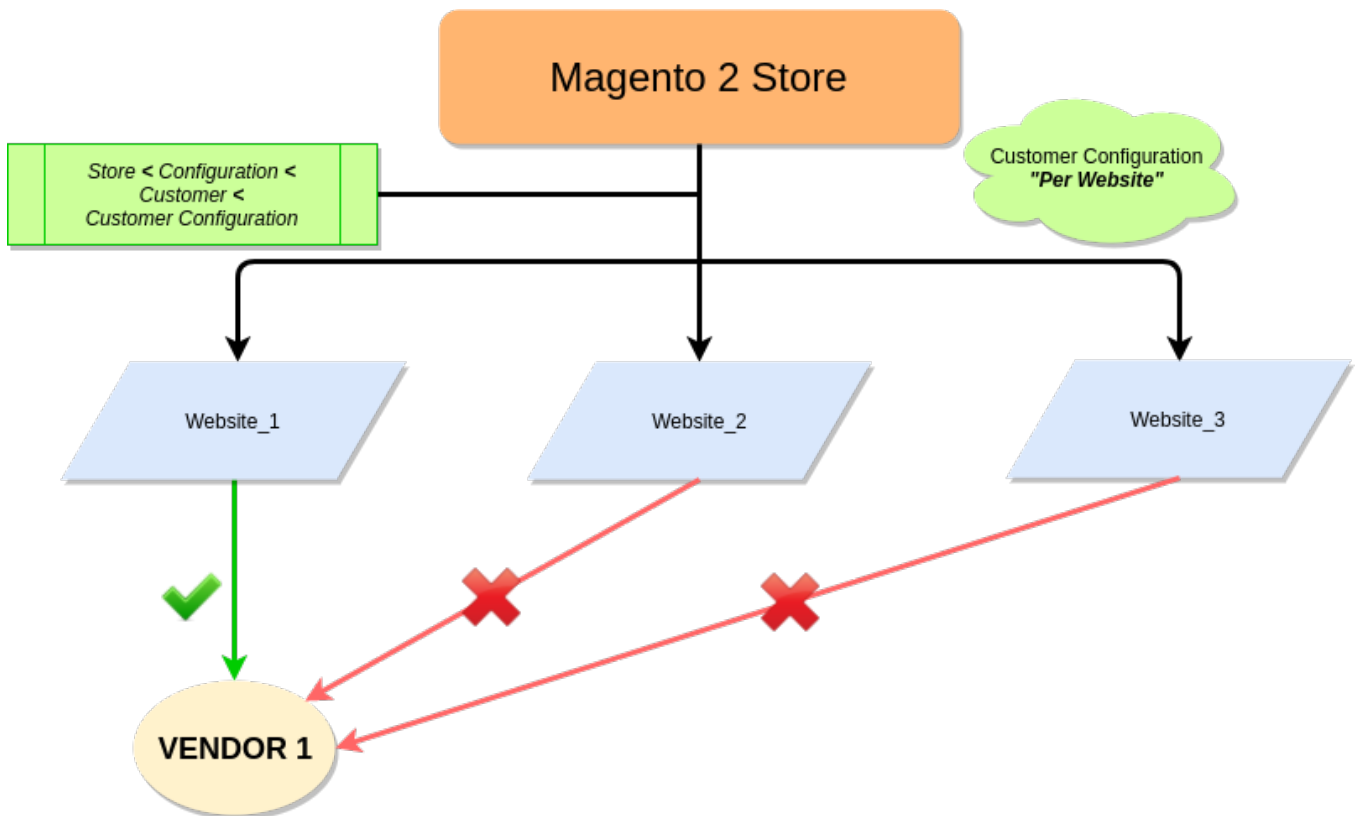
Global Mode

Global mode is just the reverse of *"Per Website"* mode. If the vendor has been registered from any of the websites, he can control his Magento 2 stores even if multiple websites exist. Global mode gives vendors the capability to create products on different websites and manage all the orders as well.
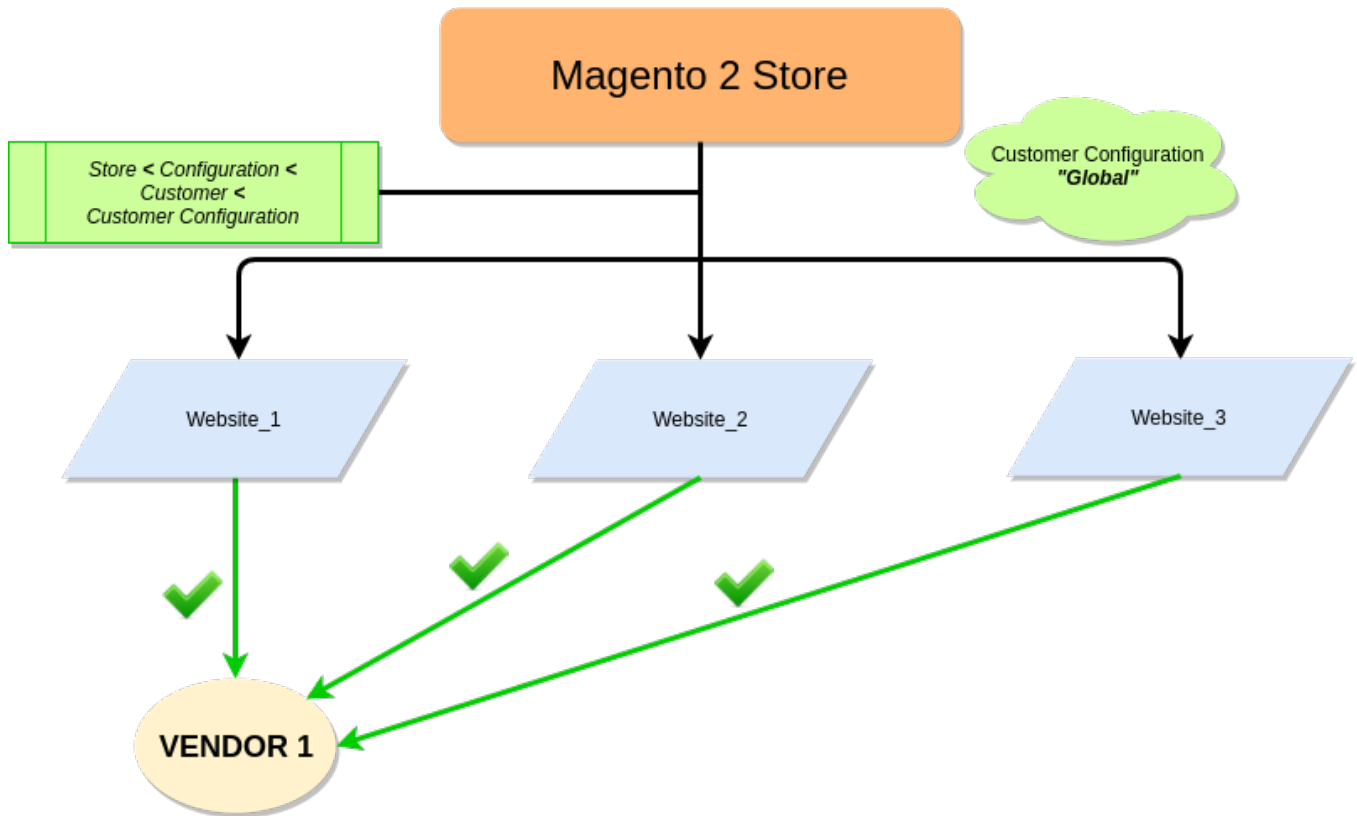
1.2. Multi Vendor Feature for Vendor Panel

CedCommerce Multi-Vendor Marketplace is a very powerful and rich-featured open source extension for Magento 2 E-Commerce that converts your online store into a Multi-Seller/Multi-Vendor shopping platform, where the sellers get hold of a popular channel to sell their products and also get to reach a large number of customers.

Vendors can create their shops in the main CedCommerce Multi-Vendor Marketplace and they can control their store by the ease to handle dashboard. A vendor has the ability to add products from his vendor panel, manage his products, view the orders placed in respect to his products,
view the transactions or commission deducted by admin to the vendor and also the analysis reports of the performance of his store.

Customers can come to the platform and be able to see the products provided by different sellers. So here the customers can avail the feature of getting the product at a competitive price by different sellers. Orders can be placed for multiple vendors' products.

All the payments will be received by the admin for the order generated by the customer, and then the admin can transfer the amount of commission to the respective vendors.

1.2.1. Become a Vendor

CedCommerce Multi-Vendor Marketplace extension is a feature-rich extension for vendors. Vendors can add their products to the site and those products can be reviewed by the admin. After the review, if the admin thinks that the product is fulfilling all the policies of his store then he can approve that product and that product will be available for sale on the site.

Any new vendor can come on the site by the following ways. If you are a vendor, at the top of the frontend store you will see the top link *"Sell"*, click on that link.
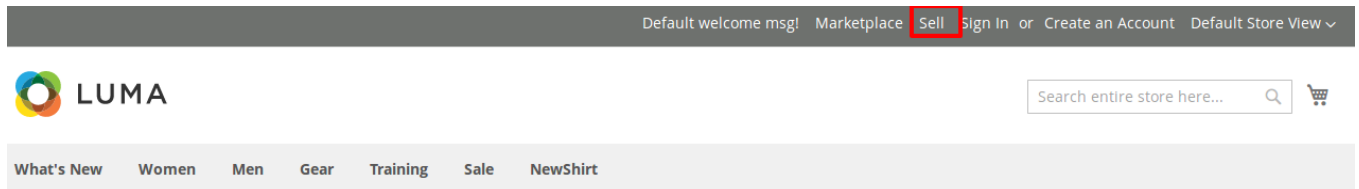
Sign in or Sign up for Vendor Account Login

If you are already a registered vendor you can directly put your credentials and login to your Vendor Dashboard, else if you are a new vendor and want to create a vendor account, you can click on *"Create Vendor Account"*.

Create a New Vendor Account

After clicking on the *"Create Vendor Account"* button the vendor registration page will open up. Fill all the entries if you want to become a vendor, click on the Submit button and the request for your account approval as a vendor will be sent to the admin. Admin can review the details of the vendor and when the admin approves your request, you will be able to see the vendor panel and do other operations on your store.

Create Vendor Account

First Name

Last Name

Email Address

Public Name

Shop Url

Please enter your Shop URL Key. For example "my-shop-url".

Password

Confirm Password

☐ Sign Up for Newsletter

SUBMIT

Already have an account? Please Sign in

The fields shown above have to be filled by the vendor to set up a vendor account in the admins' Marketplace store.

- **Public Name:** It is the public name which will show on the vendor shop page *(Shop Name).*
- **Shop URL:** Vendor needs to enter the shop URL without any space. It is the vendor shop page URL key.

Until the admin approves the vendor profile and the shop URL, the vendor's shop will be in the new vendor mode. A vendor will see a message on his vendor panel.

Note: Now how admin approve the vendor account is explained above in the "***Manage Vendor"*** Section.

# 1.2.2. Vendor Account Header Setting

Vendor Navigation Panel

On the dashboard page and Vendor profile pages vendor can see different navigation links available for

accessing other panels. The notification section notifies the vendors of several activities.
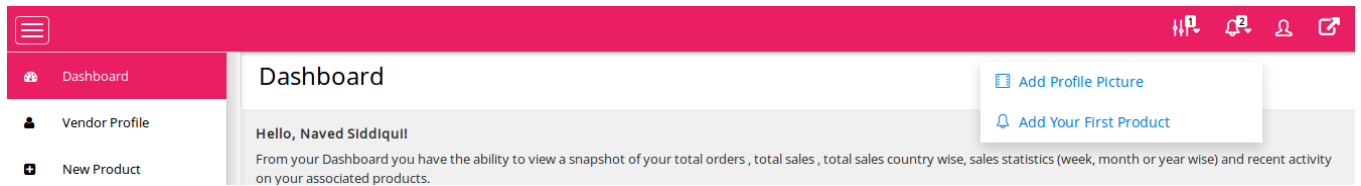
Vendor Profile Completeness

This shows the detail of your profile completeness percent, and it also provides you the option to directly navigate to your profile and provide details.
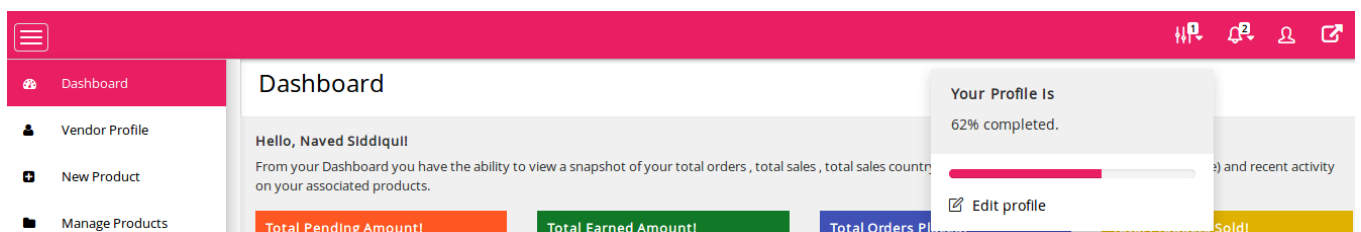
1.2.3. Vendor Dashboard

A vendor can see the vendor dashboard after getting successfully approved by the admin. The vendor now can open up his vendor panel by clicking the *"Go to Shop"* link in the menu section.

A vendor from the vendor dashboard can manage his account by creating products, view orders placed for his products, view the transactions done by the admin, his shop settings, dashboard etc.
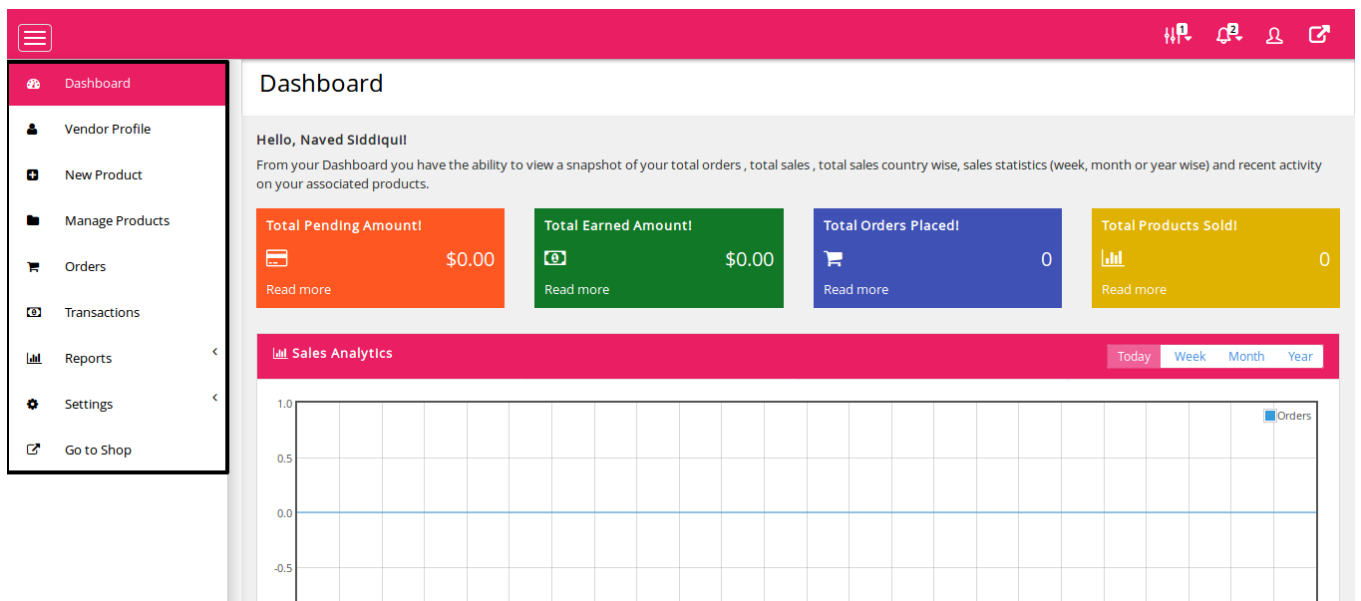
Dashboard Page

A vendor can visit the dashboard page by clicking on the *"Sell"* link at the top. If the vendor is logged in then he will be redirected to the vendor dashboard page. A dashboard is literally the summary page of his shop where he can see the performance and all the recent activities performed.

Categorization of the dashboard page information:-

Total Pending Amount

Total pending amount is the amount of the products for which the order has been placed and invoiced by the admin but the payment is not yet received by the vendor. When that amount will be paid by the admin, it will be removed from the total pending amount section.

Total Earned Amount

This amount is the total payment done to the vendor by the admin for his products sold on the store till yet.

Total Orders Placed

Total Number of orders placed for vendor's products will be shown here as a count.

Total Product Sold

It shows the count of how many vendor's products have been sold from the Marketplace.

Sales Analytics

Sales analytics graph is a useful graph for the vendor to analyze the performance of his store. This will show how many products are being sold on his site. A vendor can see the store performance for different time intervals.

- Today
- Weekly
- Monthly
- Yearly

The graph displays the time duration on the horizontal axis and the number of the orders placed on the vertical axis.

Product Status

The Product status shows the data graphically that how many Product added by a vendor are:

- *Approved*
- *Disapproved*
- *Pending*
  - **Approved Products** show the total number of vendor's products that have been approved by the admin. When the product has been approved, then only it is visible at the store.
  - **Disapproved Products** block will have the total number of products that have been disapproved by the admin and these products do not show up at the store anymore.
  - **Pending Products** block shows the total number of the products that have been created by the vendor but not approved or disapproved by the admin till yet.

Top Selling Product

This shows the list of vendors' products that have been selling the most, i.e. products that have the most number of orders placed till yet.

Latest Order

This grid shows the latest order that has been placed for a vendor till yet, and provide its detail as mentioned in the grid. The vendor can directly click on the *"Order id#"* and move to the order section to manage the order.

Latest Product

This grid shows the latest product that has been added by a vendor, and provide its detail as mentioned in the grid. The vendor can directly check from here the status of the product that if it is approved by the admin or not, to edit the product he can directly move to a product page to manage its details.

Transaction

This show the list of transactions that have been made by the admin for a vendor's order.

Country Wise Order

Country wise order count report shows the number of orders coming from different countries if the Marketplace store is selling products across the globe. When you hover over the country area it will show the number of orders coming from that country as a tooltip (Popup).

1.2.4. Vendor Profile

When vendor logs into his account the menu bar that he sees on the left side of this panel is
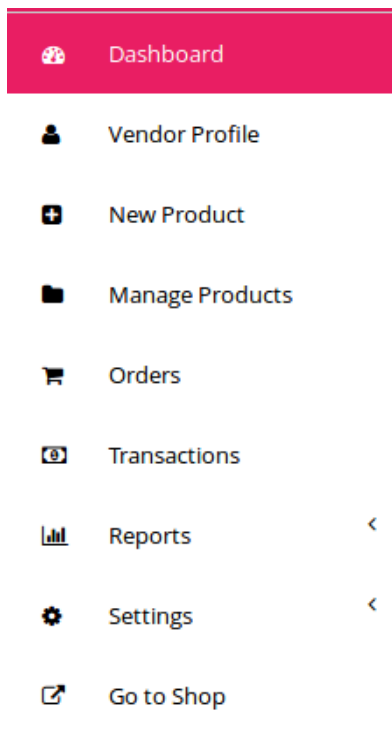
Vendor Profile Page

A vendor can go to the vendor profile page by clicking on the left side navigation profile link. On the profile page, vendor can see his full profile. He can see the relevant information about his profile and if he wants to edit this information he can click *"Edit"* option on the top.

Vendor Profile View

Hello, Naved Siddiqui!

Approved Vendor!

Edit

Jul 20, 2018, 9:35:00 AM

general

Email : navedsiddiqui@cedcommerce.com

Shop name : navedsshopper

General Information

Created At:	Jul 20, 2018, 9:35:00 AM
Shop Url:	navedsshopper
Status:	Approved
Vendor Group:	general
Public Name:	Shopping Hub
Name:	Naved Siddiqui
Gender:	Male
Email:	navedsiddiqui@cedcommerce.com
Contact Number:	9519646951

Company Information

Company Name:	Shopping Hub
Company Logo:	
Company Banner:	

Support Information

You have not saved any information in this group.

SEO Information

You have not saved any information in this group.

Address Information

Address:	Lucknow
City:	Lucknow
Zip/Postal Code:	226022
Country:	India

Sidebar navigation:
- Dashboard
- Vendor Profile
- New Product
- Manage Products
- Orders
- Transactions
- Reports
- Settings
- Go to Shop

Here the *"Approved Vendor"* green notification shows that the vendor has been approved and now he can perform the basic operation like **Adding Product** and **Selling Product** on the Marketplace store.

When the vendor clicks on *"Edit"* on the top then the profile edit page will open and the vendor can put the information about the profile in the relevant fields and save the form. Now the profile will be visible to the customers on the front end.

This profile information will be visible on the Shop Page. So depending on the profile completeness, a vendor can fill the entire information. It also gives a confidence to the customers that the vendor is genuine.
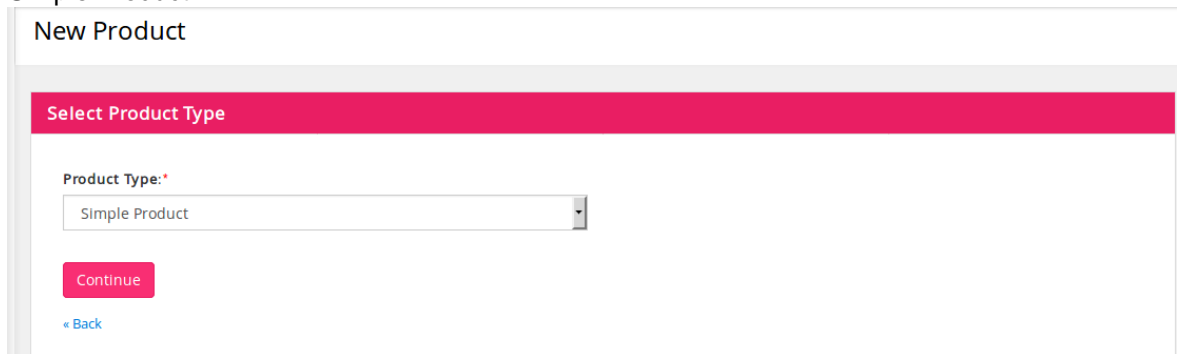
1.2.5. Adding a Product

A vendor can add a new product just by clicking the link *"New Product"* in the left navigation panel. It will open up the form for creating a new product. Vendor needs to perform several steps to create the new product. Right now with the CedCommerce Multivendor Basic Version, only three types of products can be created by the vendor :

- **Simple Product**
- **Virtual Product**
- **Downloadable Product**

○ Simple Product

New Product

Select Product Type

Product Type:*

Simple Product ▾

Continue

« Back

A vendor can create a simple product any time after the approval of his account. Any vendor can click the new product link to open up the above form for the selection of the product type. A vendor can select the simple product and click on the Continue button. You will get the form where you can insert the details of the product. After the successful approval, the product will be visible to the frontend customers.

By filling out all the fields you can create a new simple product, and then when the admin provides the approval for your product the product is available online.

○ **Virtual Product**

A virtual product should be used for a virtual (not touchable) item. Think about insurance, a reservation, an extra product guarantee or whatever. A virtual product does not allow selecting a shipping method at checkout simply because there's nothing to ship.

These products can be created by the vendor on the store. A virtual product cannot be shipped. Virtual product's form fields are the same as the simple product so please refer to the simple product section for the field information.

To create all types of products in the store please ask your Magento store administrator to install CedCommerce Vendor Product Addon. This addon will have all types of Magento products support.

○ **Downloadable Product**

Downloadable products are the products which can be purchased and downloaded at the same time but these products are not shippable. It can be any type of digital media content or eBook etc. Downloadable product form will be the same as the simple product form but it will have some sort

of new fields to upload your sample and full digital content.

Note: In "*Basic"* package you have the option to add this 3 type of product only. if you want all types of product and even the custom option you can go for the platinum package

1.2.6. Manage Product

A vendor can manage all his created products just by clicking the "Manage Products" option in the left navigation menu. Vendor can see the following type of manage product grid.
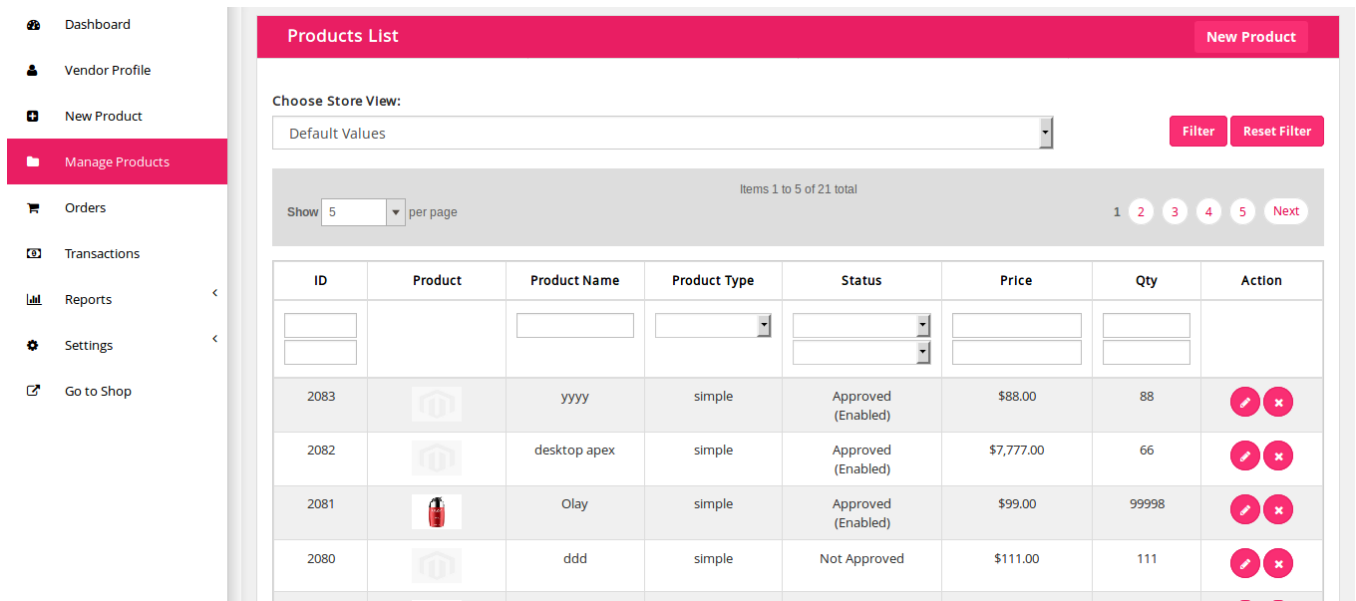
A vendor can search any of his products on the store; he will get the product page link on the product and can delete/update the product information at the same time. The vendor can filter the product store wise on the site vendor panel. Here are the following fields that are available in the product grid.

- **Id**
  ID is the field for the product to uniquely identify it. It is related to the admin to easily find the respective product.
- **Product Image**
  Vendor can see the product image that has been set for the product. Product image will also link to the product view page on the frontend.
- **Product Name**
  It will show the product name and the vendor can filter the product just by inputting the product name and clicking on the search button.
- **Product Type**
  This will show the type of the product. Vendor can also filter the product listing by clicking on the product type drop-down.
- **Status**
  This will show the status of the product either is enabled or disabled.

  - **Approved:** It will show that the product has been approved by the admin and if the product is enabled then it will show on frontend.
  - **Disapproved:** It will show that the product has been disapproved by the admin and will not show on frontend.

- **Enabled:** It is the product's global status. If the vendor does not want to show the product on the site he can disable the product and it will not show.
  - **Disabled:** This type will not show the product anyhow on the site.
- **Price**
  It will show the general regular price of the product on the site.
- **Quantity**
  It will show that how much quantity of the product is left and can be sold on the site.
- **Action**
  Vendor either can edit or delete the product on the site.

1.2.7. Manage Order

Manage Orders can be found in the left vendor navigation panel on "Orders" link. Orders link will show the following grid and can be explored by clicking on the order view link.

- **Order Grid**
  Order grid will be available when the Manage Orders link in the left vendor panel navigation the menu is clicked.

  - **Order Id:** Order id is the unique id available for the orders placed on the Magento store. Vendor can also view the order by clicking on the order id.
  - **Purchased On:** It will have the details when the order was placed.
  - **Bill to Name:** It will show the name of the person who placed the order.
  - **G.T:** It is the grand total value of the order.
  - **Commission Fee:** It is the commission fee that has been paid to the admin.
  - **Net Earned:** It is the amount which has been earned by the vendor.
  - **Order Payment Status:** It is the order payment status i.e. either paid or pending.
  - **Vendor Payment Status:** Vendor gets the payment or the status remains pending.
- **Order View**
  Order view page can be seen any time by clicking on the order id. It will show you the details of the order.

The order view page of the vendor is shown above. Here different block is available which show all the information related to the order.

- **Order Id:** It will show the order status as pending/processing/canceled/completed.
- **Order Date:** The date on which the order was placed on the site.
- **Order Store:** From which store the order has been placed.
- **IP:** IP address and other details of the order.
- **Billing Address:** Name and address of the customer will show up in this block.
- **Payment Method:** The payment method selected to place the order.
- **Product Item Information:** This information will show how many products are ordered in this order for this particular vendor. It will have the product information of the current vendor's products.
- **Original Price Break:** The original price will be broken as per the different settings are done by the admin.
- **Base Currency:** It is the currency in which the order has been placed and this is the same currency in which the product prices were shown to the customer.
- **Website Base Currency:** It is the base currency for that website. It will only show when the website base price and store base price will be different.
- **Global Currency:** All the admin to vendor transactions for product payment will be done in the

form of the global currency only.

- **Grand Total:** The grand total has been broken up into three parts.
  - **Grand Total:** The total amount paid by the customer.
  - **Commission Fee:** Admin commission fee as per the commission rule applied by the admin.
  - **Net Earned:** It will be the amount earned by the vendor for this order.

- **Order Export**

Vendor can export all his orders in the CSV format by going to the manage product page where the order grid is displayed. On the top left corner of the grid, there is an "export" button from where the vendor can export the CSV which will have grid columns.

1.2.8. Transactions

Vendor can see the transaction list by clicking on the **"transaction"** link on the vendor navigation menu. It will show the transaction list in the form of a grid.

- **Transaction Statistics**

The transaction statistics can be seen on the transactions page. It will be shown on the top of the page showing the transaction summary.
  - **Total Earned:** It is the total amount earned by the vendor from his orders. The entire earned amount will be transferred to the vendor by the admin.
  - **Total Pending Amount:** This is the amount which has been paid by the customer to the admin but the admin did not transfer the payment to the vendor till now.
  - **Pending Transfer:** It will be the number of orders for which the payment hasn't been transferred to the vendor. The entire pending amount has already been paid in this case, by the customer to the admin but the admin never transferred the payment to the vendor.

- **Transaction List**

Transaction list will show the list of the payments done by the admin to the vendor. All the vendor transactions will be in the Global Currency. Not dependent on the website or the store currency.
  - **Created At:** It will show the date on which the admin has made the payment to the vendor.
  - **Payment Mode:** It will show the payment mode to the vendor i.e. by which mode the payment has been made to the vendor. Right now only offline payment is available with CedCommerce Multi-Vendor Marketplace. You can ask the administrator to upgrade extension for online payment

options.

- ○ **Transaction Id:** The transaction id will be any unique id that has been assigned by the admin during the payment.
- ○ **Amount:** It will show the amount that has been paid to the vendor.
- ○ **Adjustment Amount:** Adjustment amount is the amount which could include any kind of extra commission like some bank service charges, etc.
- ○ **Net Amount:** Net amount which is finally sent to the vendor is shown here.

- **Transaction View**
  Vendor can see the transaction details by clicking on the view link.

1.2.9. Reports

Vendor can reach the vendor reports tab by the vendor navigation link "reports". By this link, vendor can see the reporting of the products and orders.

- **Order Reports**
  The order report will show the orders have been placed in a given time span. Reporting section is quite important in terms of the analysis of the shop. Vendor can also filter the report by using the date duration.Vendor can see the above form in the vendor reporting section. The vendor needs to fill the dates and in which period he wants to see the report. He then needs to click on the show report button; it will show the report of his orders of products.
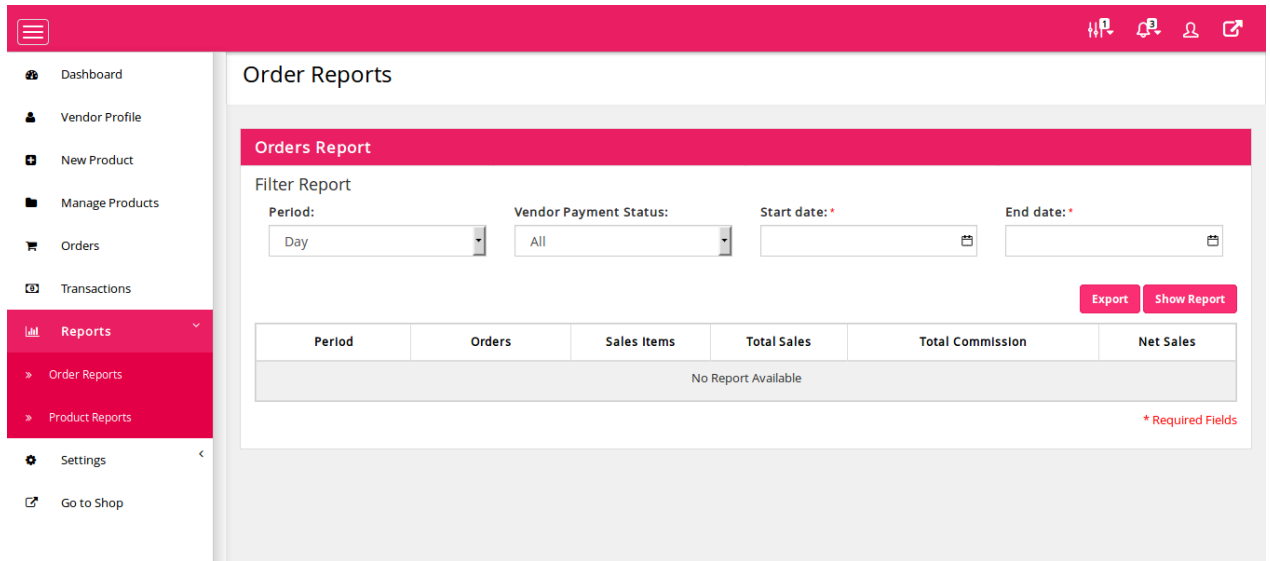
- **Period:** Vendor can select the period for the report he wants to see. Here Day, Month, and Year options are available.
- **Start/End Date:** Can set the start and end date for which he wants to view the report.
- **Vendor Payment Status:** Vendor can select the payment status to Pending, Paid or Cancelled.
- **Show Report:** Vendor can click the *"Show Report"* button to see the report.
- **Export:** Vendor can export the filtered report by clicking the *"Export"* button.

- **Product Reports**
  It will show the reports of the products i.e. how many products have been sold from the vendor's shop. The interface of the product report is the same as the order report section. At any time if the vendor wants to switch the report he can click the respective link from the navigation menu and see the report.
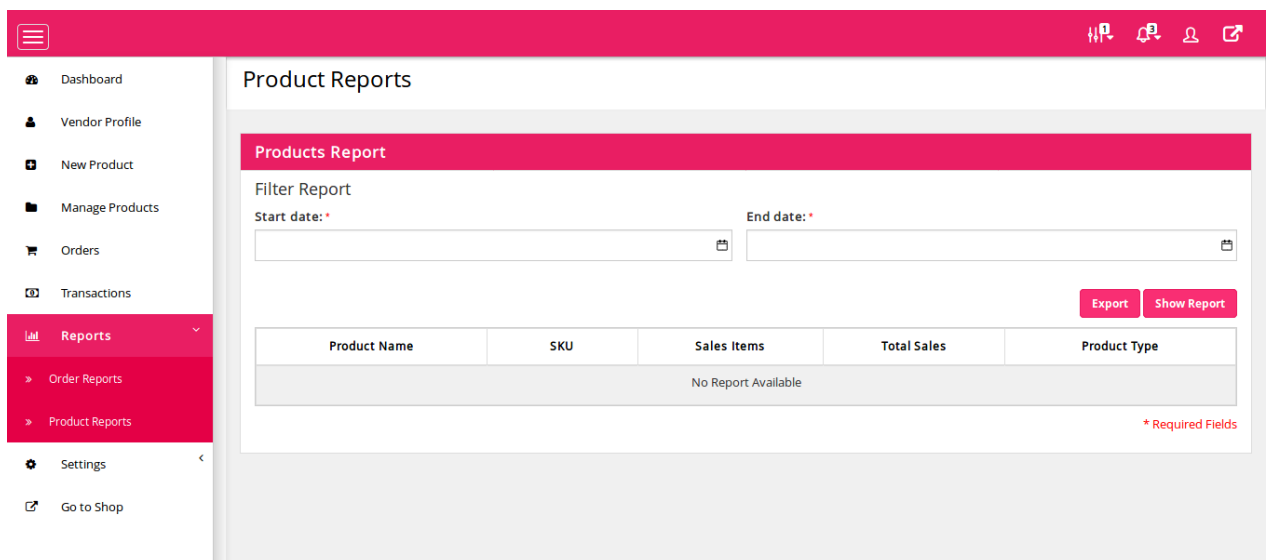
1.2.10. Settings

CedCommerce Multi-Vendor Marketplace provides a Settings panel for transaction related settings. Vendor can enter different payment details as per his choice.

Vendor can set three offline payment methods settings here.

- **Check/Money Order**
  This is an offline payment method option and is available with the CedCommerce Multi-Vendor Marketplace Basic extension. In this setting, a vendor will get the field
    - *Active:* Vendor can enable/disable the payment method.
    - *Cheque Payee Name:* The name of the person account to whom the payment will be made.
- **PayPal**
  PayPal payment method has been included but it is not for the online transfer purpose. Vendor can just fill the details of his PayPal account and save the settings.
    - **Active:** Vendor can enable/disable the payment method.
    - **Email:** Email Associated with the PayPal account can be set.
- **Bank Transfer**
    - **Active:** Vendor can enable/disable the payment method.
    - **Bank Name:** Name of the Bank
    - **Branch Name:** Name of the Bank Branch
    - **Swift Code:** Bank Swift code.
    - **Bank Account Name:** Account holder name.
    - **Account Number:** Bank Account Number.

2. Support

If you need any support or have questions directly related to CedCommerce Multi-Vendor Marketplace, please use our Online Message Form to contact our support team or send us an email at support@cedcommerce.com

Regards
CedCommerce Inc.