

# Magento 2 Marketplace Vendor Order Addon - User Guide

by CedCommerce Docs - Products User Guides

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## 1. Overview

**Vendor Order Addon** developed for Magento 2 Multi vendor extension(<https://cedcommerce.com/magento-2-extensions/marketplace>) enables the vendors (sellers) to manage their orders completely, starting from the invoice till the shipment. It also enables them to generate credit memo in case of any refund. This enables the store owner (admin) to manage the transactions based on the item in a more naturalistic way.

This add-on helps the vendors to view their transactions and also send a request to the admin for their order payment. To enable the vendors to use the shipment feature, the admin has to install the Multi Shipping (<https://cedcommerce.com/magento-2-extensions/marketplace/vendor-multi-shipping-addon>) add-on for Magento 2 Marketplace.



Hence, in short, with the help of this add-on, the vendors can view their own order details in a more elaborate way and can create a shipment, an invoice, and the credit memos if required.

**Prerequisites:** CedCommerce Magento 2 Multi Vendor Marketplace

extension(<https://cedcommerce.com/magento-2-extensions/marketplace-basic>)

**Key features of the add-on are as follows:**

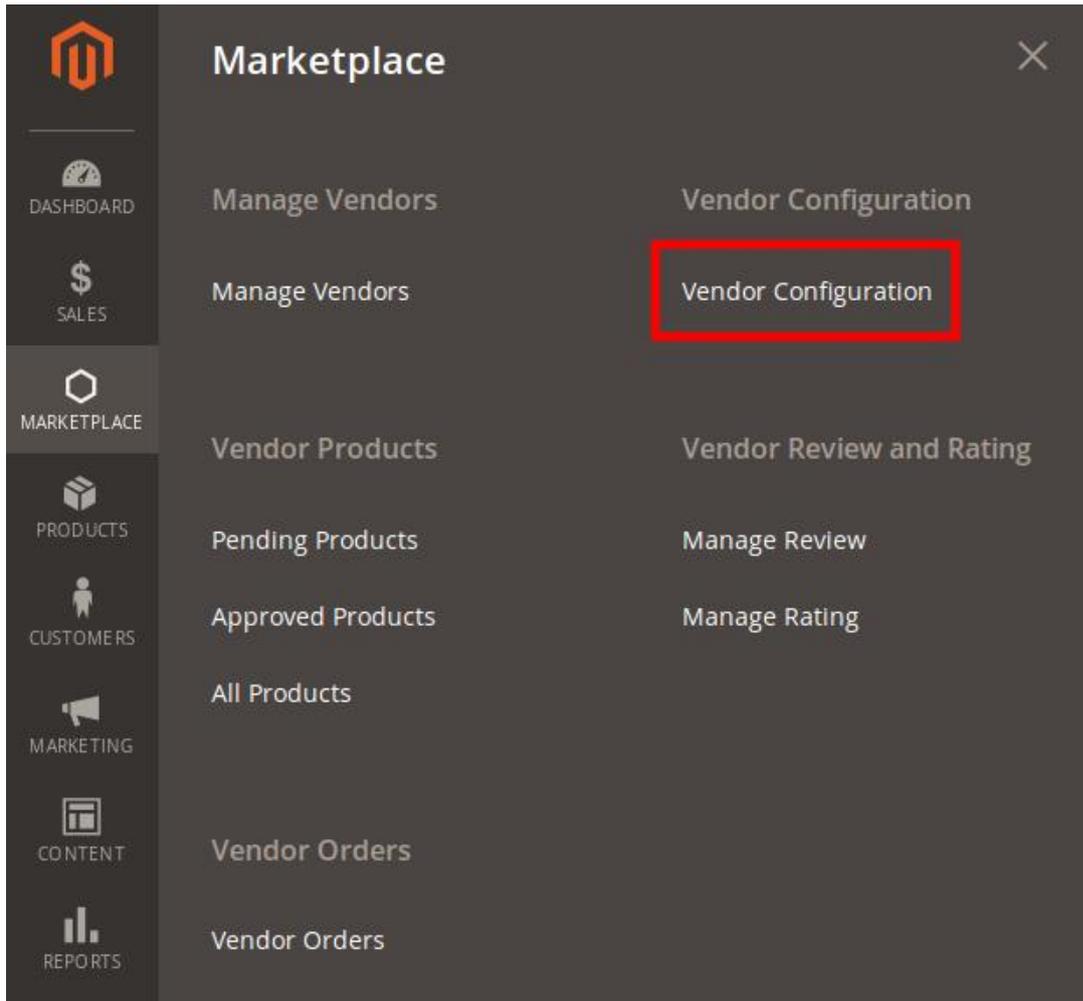
- **Easy Invoice Creation:** The sellers can easily generate the invoice of their orders themselves without any involvement of the admin every time the order is placed. The sellers can review the orders themselves and can complete the order through generating the invoices if they find the valid and suitable order details.
- **Produce Credit Memo:** When a customer requests for a refund, the seller can generate the credit memo for that order. The vendor can add comments to the order such as any note or some other information that the seller wants to attach to it.
- **Process Shipment:** Sellers can process the product shipment. Also, they can manage the delivery of the products by assigning the tracking numbers to the order. This facility is applicable only if the Vendor Multi Shipping add-on(<https://cedcommerce.com/magento-2-extensions/marketplace/vendor-multi-shipping-addon>) is installed. This add-on enables the sellers to use the shipping methods of their choice that are already installed. It helps the sellers to provide the specific shipping methods to the customers through which they want to deliver the product.
- **Email Notifications:** Whenever a new order is placed or any order is canceled, the seller receives a notification email. These emails are sent on the behalf of admin. The purpose of sending these emails to the sellers is to keep them updated about their orders as it is not necessary that the sellers are always available online.

## 2. Vendor Configuration Settings

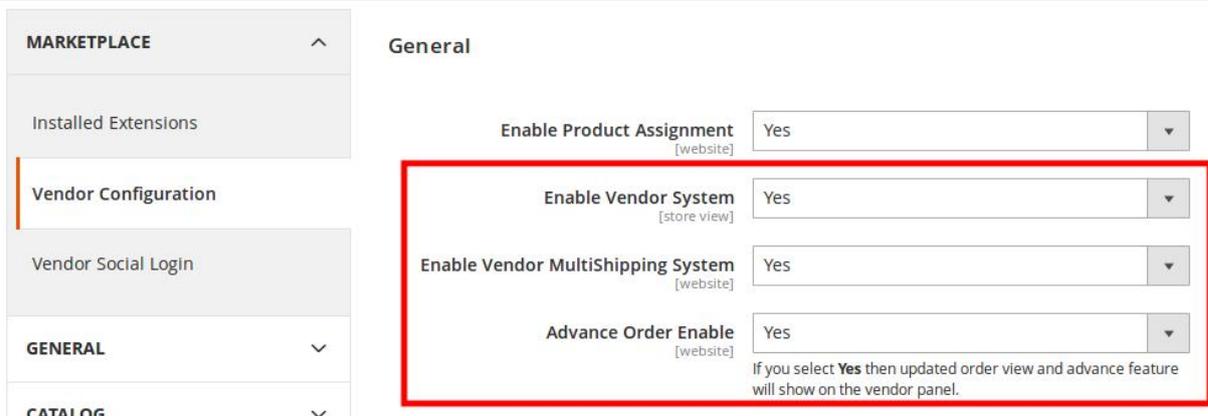
After installing the **Vendor Order** add-on, the admin has to set the vendor configuration settings to enable the features of the add-on. Also, the admin needs to install Vendor Multishipping extension and enable the features of the extension to use the Shipping features of the add-on.

**To set up the required vendor configuration settings**

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

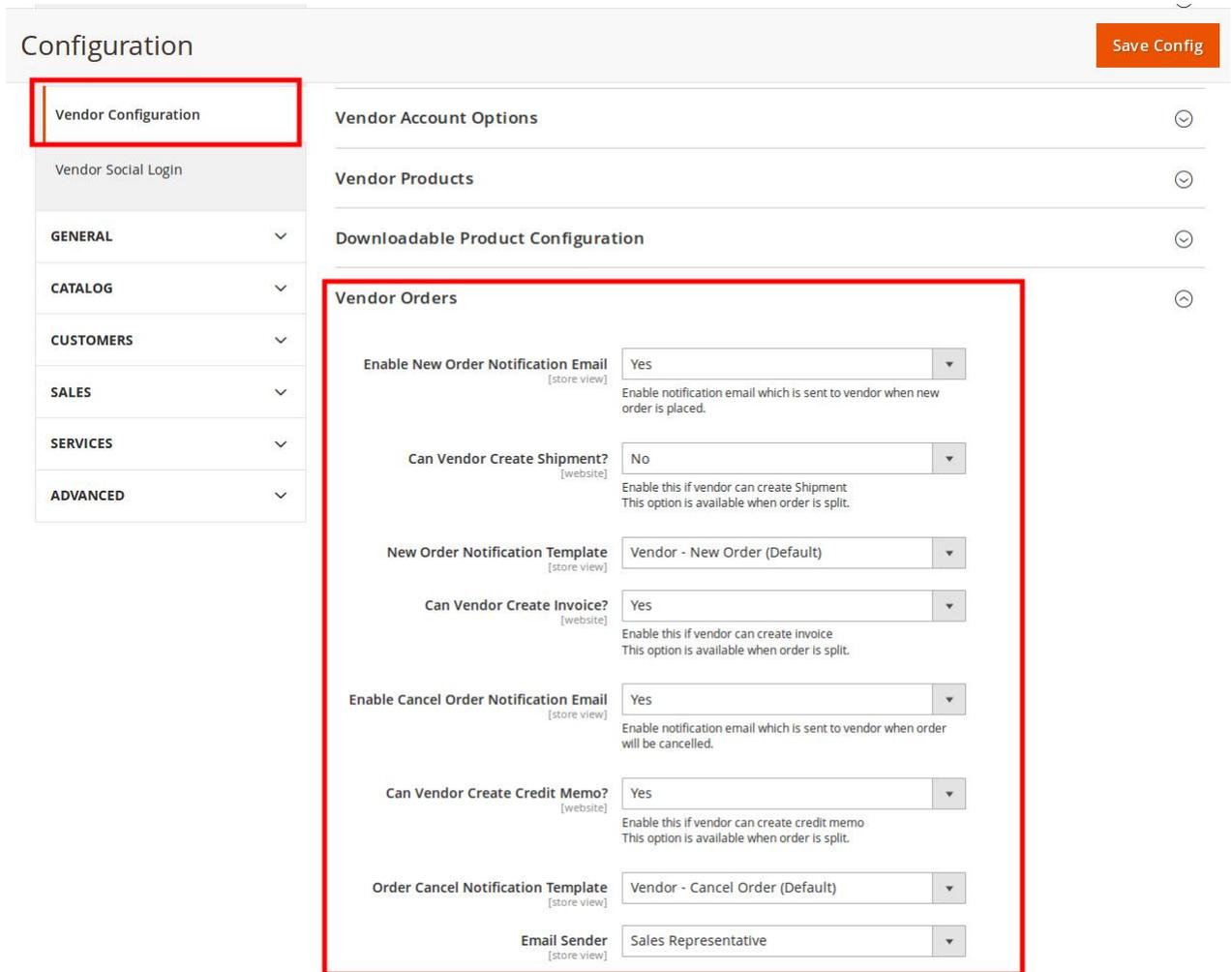


3. Click **Vendor Configuration**.  
The Configuration page appears.
4. In the right panel, move to the **General** section.  
The section appears as shown in the following figure:



5. To enable the **Vendor Multishipping** system and **Advance Order**, do the following steps:
  - a. In the **Enable Vendor System** list, select **Yes**.
  - b. In the **Enable Vendor MultiShipping System** list, select **Yes**.

- c. In the **Advance Order Enable** list, select **Yes**.
- 6. Scroll down to the **Vendor Orders** section.  
The section appears as shown in the following figure:



- 7. To enable the **Vendor Orders** add-on features, move to the **Vendor Orders** section, and then do the following steps:
  - a. In the **Enable New Order Notification Email** list, select **Yes**.  
This enables the notification email, which is sent to the vendor when a new order is placed.
  - b. In the **Can Vendor Create Shipment** list, select **Yes**.  
This enables the vendors to create a shipment.
  - c. In the **New Order Notification Template** list, select the required template.
  - d. In the **Can Vendor Create Invoice** list, select **Yes**.  
This enables the vendors to create an invoice.
  - e. In the **Enable Cancel Order Notification Email** list, select **Yes**.  
This enables the notification email, which is sent to the vendor when an order is canceled.
  - f. In the **Can Vendor Create Credit Memo** list, select **Yes**.  
This enables the vendors to create a credit memo.
  - g. In the **Order Cancel Notification Template** list, select the required template.
  - h. In the **Email Sender** list, select the required sender of the email.
- 8. Scroll down to the **Vendor Multi Shipping** section.

The section appears as shown in the following figure:

The screenshot shows the configuration interface for 'Vendor Multi Shipping'. At the top left is the 'Configuration' label, and at the top right is an orange 'Save Config' button. The main section is titled 'Vendor Multi Shipping'. It contains two input fields: 'Carrier Title' (with the value 'Marketplace Rates') and 'Method Title' (with the value 'Multi Shipping'). Below these is the 'Vendor Shipping Carriers' section, which includes a dropdown menu for 'Enable Vendor UPS Shipping' set to 'Yes'.

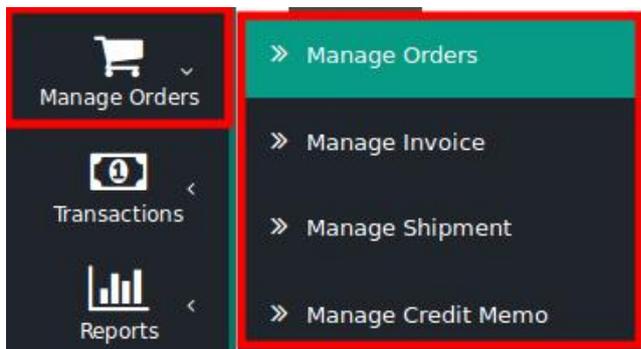
9. Under **Vendor Multi Shipping**, do the following steps:
  - a. In the **Carrier Title** box, enter the title for the vendor multi-shipping carrier.
  - b. In the **Method Title** box, enter the title for the vendor multi-shipping method.
  - c. Under **Vendor Shipping Carriers**, in the **Enable Vendor UPS Shipping** list, select **Yes**.
10. Click the **Save Config** button.  
The Configuration settings are saved and a success message appears on the page.

### 3. Manage Orders

Once the order is placed the vendor and admin both can view the order on their respective pages.

#### *To view the Order list and the details in the Vendor panel*

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



3. Click **Manage Orders**.  
The **Order List** page appears as shown in the following figure:

## Orders List

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

Order #	Purchased On ↑	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
			From To	From To	From To			
000000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
000000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
000000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
000000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
000000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Pending	Pending	<a href="#">View</a>

All the orders created are listed on this page. The newly created order appears on the page as highlighted.  
 4. In the **View** column, click the **View** link.  
 The **Order View** page appears as shown in the following figure:

### Order # 000000316

← Back Invoice Ship

**ORDER VIEW**

- Information
- Invoices
- Credit Memos
- Shipments
- Comments History

**Order & Account Information**

---

**Order # 000000316 (The order confirmation email was sent)**

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.162

**Account Information**

Customer Name	test ced
Email	[Redacted]
Customer Group	General

The **Invoice** and the **Ship** button appears on the top navigation bar.

**Note:** In the left navigation panel, under **Order View**, the vendor can view the **Invoices** once the invoice is created. Similarly, the vendor can view the **Credit Memos** after creating the credit memo and can view the **Shipments** details after the shipment is processed. The **Comments History** menu is used to view the comments history if the comments are available.

5. Scroll down to view the other sections of the Order Information.

## Address Information

---

### Billing Address

test ced  
 New york  
 New york, New York, 10001  
 United States  
 T: 321654789

### Shipping Address

test ced  
 New york  
 New york, New York, 10001  
 United States  
 T: 321654789

## Payment & Shipping Method

---

### Payment Information

#### Check / Money order

The order was placed using USD.

### Shipping & Handling Information

**United Parcel Service-Next Day Air Saver** \$65.50

## Items Ordered

---

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
simple product	Ordered	\$200.00	\$200.00	Ordered 1	\$200.00	\$0.00	0%	\$0.00	\$200.00
SKU: simple product <b>Vendor:</b> testced									

## Order Total

### Notes for this Order

Status

Pending ▼

Comment

**Notify Customer by Email**

**Visible on Storefront**

**Submit Comment**

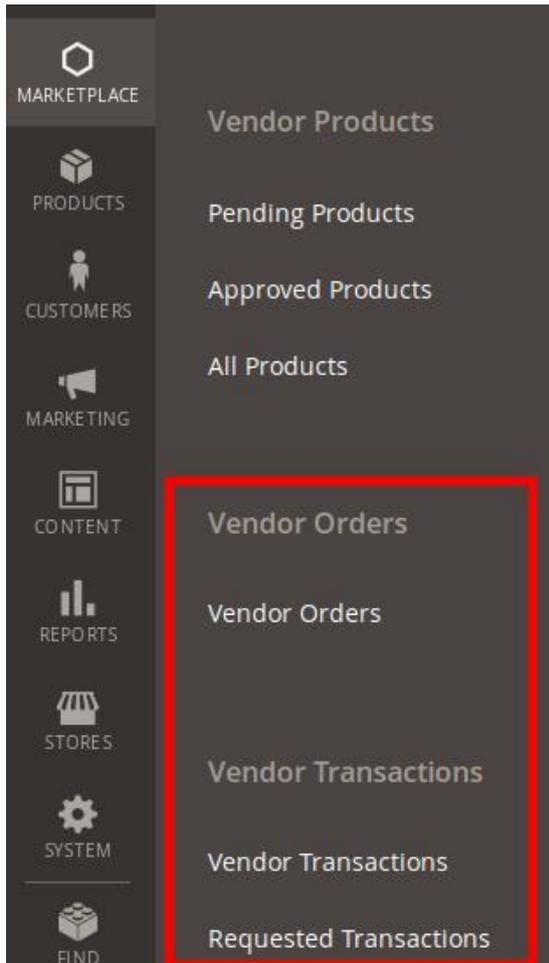
### Order Totals

<b>Subtotal</b>	<b>\$200.00</b>
<b>Shipping &amp; Handling</b>	<b>\$65.50</b>
<b>Grand Total (Earned)</b>	<b>\$265.50</b>
<b>Commission Fee</b>	<b>\$6.00</b>
<b>Net Earned</b>	<b>\$194.00</b>
<b>Total Refunded</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$265.50</b>

6. In the **Comment** box, enter the comment if required, and then click the **Submit Comment** button.
7. Select the associated checkbox to notify the customer by email if required.
8. Select the checkbox associated with the **Visible on Storefront** text to display the comment in the front-end view.

### *To view the Order list and the details in the Admin panel*

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



3. Click **Vendor Orders**.

The **Manage Vendor Orders** page appears as shown in the following figure:

Manage Vendor Orders 🔍 🔔 5 👤 admin ▾

Search [Reset Filter](#) 1 records found 200 per page < 1 of 1 >

Created At	Order Id	Vendor Name	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Order Payment State	Order State	View
From <input type="text"/> <input type="calendar"/>	<input type="text" value="316"/>	<input type="text" value="test"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	<input type="text"/>	<input type="text"/>	
To <input type="text"/> <input type="calendar"/>			To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>			
Nov 23, 2017	<a href="#">00000316</a>	<a href="#">test ced</a>	\$200.00	\$200.00	\$6.00	\$194.00	Pending	Pending	<a href="#">View</a>

All the orders for all the vendors are listed on this page.

4. In the **View** column, click the **View** link.

The Order details appear as shown in the following figure:

Order & Account Information

Order # 00000316 (The order confirmation email was sent)

Account Information

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	

Customer Name	test ced
Email	
Customer Group	General

Address Information

Billing Address

test ced  
New york  
New york, New York, 10001  
United States  
T: 321654789

Shipping Address

test ced  
New york  
New york, New York, 10001  
United States  
T: 321654789

Payment & Shipping Method

Payment Information

Check / Money order  
The order was placed using USD.

Shipping & Handling Information

United Parcel Service-Next Day Air Saver \$65.50

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
simple product SKU: simple product Vendor: testced	Ordered	\$200.00	\$200.00	Ordered 1	\$200.00	\$0.00	0%	\$0.00	\$200.00

Order Total

Notes for this Order

Status

Pending ▼

Comment

Notify Customer by Email

Visible on Storefront

Submit Comment

Order Totals

SubTotal	\$200.00
Shipping & Handling	\$65.50
Grand Total (Earned)	\$265.50
Commission Fee	-\$6.00
Net Earned	\$194.00

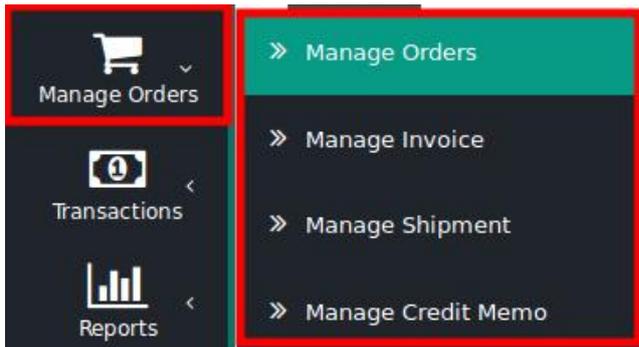
5. In the **Comment** box, enter the comment if required, and then click the **Submit Comment** button.
6. Select the associated checkbox to notify the customer by email if required.
7. Select the checkbox associated with the **Visible on Storefront** text to display the comment in the front-end view.

## 4. Manage Invoice

Once the order is placed, the vendor has the ability to create the invoice for the same and the created invoice is listed on the **Invoice List** page and in the **Invoices** panel of the **Order View**.

### To create an invoice

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



4. Click **Manage Orders**.  
The **Order List** page appears as shown in the following figure:

### Orders List

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

Order #	Purchased On ↑	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
<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"/>	
000000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
000000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
000000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
000000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
000000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Pending	Pending	<a href="#">View</a>

- All the orders created are listed on this page. The newly created order appears on the page as highlighted.
5. In the **View** column, click the **View** link.  
The **Order View** page appears as shown in the following figure:

Order # 00000316

← Back Invoice Ship

**ORDER VIEW**

**Information**

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

---

**Order # 00000316 (The order confirmation email was sent)**

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.162

**Account Information**

Customer Name	test ced
Email	
Customer Group	General

- On the top navigation bar, click the **Invoice** button.  
The **New Invoice** page appears as shown in the following figure:

### New Invoice

Order & Account Information

---

**Order # 00000316 (The order confirmation email was sent)**

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.162

**Account Information**

Customer Name	test ced
Email	
Customer Group	General

- Scroll down to the **Payment & Shipping Method** section.  
The section appears as shown in the following figure:

## Payment & Shipping Method

### Payment Information

#### Check / Money order

The order was placed using USD.

### Shipping Information

#### United Parcel Service-Next Day Air Saver

Total Shipping Charges: **\$65.50**

**Create Shipment**

8. If required, select the checkbox associated with the **Create Shipment** text to ship the order while creating the invoice itself.
9. Scroll down to the **Items To Invoice** section.  
The section appears as shown in the following figure:

#### Items to Invoice

Product	Price	Qty	Qty to Invoice	Subtotal	Tax Amount	Discount Amount	Row Total
simple product SKU: simple product <b>Vendor:</b> testced	\$200.00	Ordered 1	<input type="text" value="1"/>	\$200.00	\$0.00	\$0.00	\$200.00

#### Order Total

##### Invoice History

Invoice Comments

##### Invoice Totals

<b>Subtotal</b>	\$200.00
<b>Shipping &amp; Handling</b>	\$65.50
<b>Grand Total</b>	<b>\$265.50</b>

- Append Comments
- Email Copy of Invoice

10. In the **Qty To Invoice** box, enter the number of quantity to create the invoice for.  
**Note:** This step is required only if the ordered quantity is more than one and the vendor wants to create a partial invoice.
11. Under **Order Total**, do the following steps if required:
  - a. In the **Invoice Comments** box, enter the required note or comment.
  - b. Select the checkbox associated with the **Email Copy of Invoice** text to send the copy of invoice through email to the customers if required.
12. Click the **Submit Invoice** button.  
The invoice is created and listed in the **Invoices** area (right panel) of the Order view page and a success message appears as shown in the following figure:

Order # 000000316

← Back Credit Memo Ship

✓ The invoice has been created.

**ORDER VIEW**

- Information
- Invoices
- Credit Memos
- Shipments
- Comments History

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

Invoice #	Bill to Name	Invoice Date	Status	Amount
000000136	test ced	Nov 23, 2017, 8:43:29 AM	Paid	\$265.50

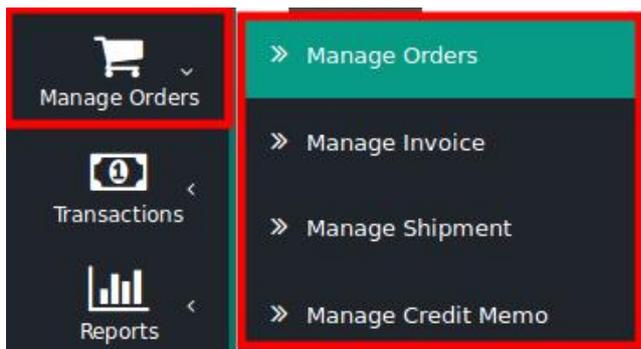
Once the invoice is created, the **Invoice** button disappears and the **Credit Memo** button appears on the **Order View** page as highlighted. This is button is used to create the refund on customer request.

13. In the right panel, click the row of the invoice to view the details.

The vendor can also view the created invoice on the **Invoice List** page where all the invoices are listed.

**To view the Invoice listed on the Invoice List page**

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



4. Click **Manage Invoice**.

The **Invoice List** page appears as shown in the following figure:

## Invoice List

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

Invoice #	Invoiced On ↑	Order #	Order Date	Billing To Name	G.T.	Status	View
<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/> USD	<input type="text"/>	<input type="text"/>
000000136	Nov 23, 2017	000000316	Nov 23, 2017	test ced	\$265.50	Paid	<a href="#">View</a>
000000135	Nov 23, 2017	000000315	Nov 23, 2017	test ced	\$300.11	Paid	<a href="#">View</a>
000000134	Nov 23, 2017	000000314	Nov 23, 2017	test ced	\$265.50	Paid	<a href="#">View</a>
000000133	Nov 23, 2017	000000312	Nov 23, 2017	test ced	\$214.56	Paid	<a href="#">View</a>
000000132	Nov 23, 2017	000000311	Nov 23, 2017	test ced	\$205.00	Paid	<a href="#">View</a>

The created invoice is listed on the page as highlighted.

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

The **created invoice details** page appears as shown in the following figure:

### Invoice # 000000136

[← Back](#) [Print](#)

#### Order & Account Information

**Order # 000000316 (The order confirmation email was sent)**

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	processing
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.162

#### Account Information

Customer Name	test ced
Email	<a href="#">[Redacted]</a>
Customer Group	General

## Address Information

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### **Billing Address**

test ced  
New york  
New york, New York, 10001  
United States  
T: 321654789

### **Shipping Address**

test ced  
New york  
New york, New York, 10001  
United States  
T: 321654789

## Payment & Shipping Method

---

### **Payment Information**

#### **Check / Money order**

The order was placed using USD.

### **Shipping & Handling Information**

**United Parcel Service-Next Day Air Saver \$65.50**

Items Invoiced

Product	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
simple product SKU: simple product Vendor: testced	\$200.00	1	\$200.00	\$0.00	\$0.00	\$200.00

Order Total

Invoice History

Comment Text

- Notify Customer by Email
- Visible on Storefront

Submit Comment

Invoice Totals

<b>Subtotal</b>	\$200.00
<b>Shipping &amp; Handling</b>	\$65.50
<b>Grand Total</b>	<b>\$265.50</b>

- In the **Comment Text** box, enter the comment if required, and then click the **Submit Comment** button.
- Select the associated checkbox to notify the customer by email if required.
- Select the checkbox associated with the **Visible on Storefront** text to display the comment in the front-end view.

Vendor Panel

Once the invoice is created the order payment status appears as **Paid** on the **Order List** page as shown in the following figure:

Orders List

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

Order #	Purchased On ↑	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
<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"/>	
000000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
000000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
000000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
000000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
000000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>

Since the admin had not yet paid the vendor, the **Vendor Payment Status** appears as **Pending**.

Admin Panel

Once the invoice is created the order payment status appears as **Paid** on the **Manage Vendor Orders** page as

shown in the following figure:

Manage Vendor Orders 🔍 5 👤 admin

Search [Reset Filter](#) 1 records found 200 per page 1 of 1

Created At	Order Id	Vendor Name	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Order Payment State	Order State	View
From <input type="text"/>	<input type="text" value="316"/>	<input type="text" value="test"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <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"/>	To <input type="text"/>			
Nov 23, 2017	00000316	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Pending <a href="#">PayNow</a>	<a href="#">View</a>

Since the admin had not yet paid the vendor, the **Vendor Payment Status** in the **Order State** column appears as **Pending** and also the **PayNow** button appears.

## 5. Manage Vendor Payment

After generating the invoice, the vendors (sellers) have the ability to request the store owner for the payment. Also, the store owner themselves can pay the required amount to the vendors without receiving any request from them as the **PayNow** button appears on the **Manage Vendor Orders** page in the Admin panel.

### Admin Panel

Once the invoice is created the order payment status appears as **Paid** on the **Manage Vendor Orders** page as shown in the following figure:

Manage Vendor Orders 🔍 5 👤 admin

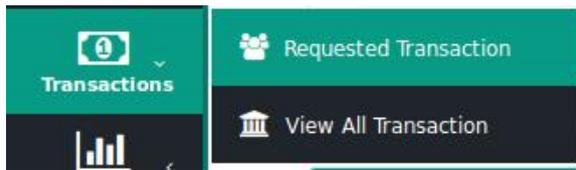
Search [Reset Filter](#) 1 records found 200 per page 1 of 1

Created At	Order Id	Vendor Name	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Order Payment State	Order State	View
From <input type="text"/>	<input type="text" value="316"/>	<input type="text" value="test"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <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"/>	To <input type="text"/>			
Nov 23, 2017	00000316	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Pending <a href="#">PayNow</a>	<a href="#">View</a>

### To request admin for payment

1. Go to the **Vendor** panel.
2. On the left navigation bar, click the **Transactions** menu.

The menu appears as shown in the following figure:



3. Click the **Requested Transaction** menu.

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

The screenshot shows the 'Requested Transaction' page. On the left is a sidebar with navigation options: Dashboard, Vendor Profile, Manage Orders, Transactions (highlighted), Reports, Settings, Product Attributes, New Product, Manage Products, and Go to Shop. The main content area has a header 'Requested Transaction'. Below it is a 'PAYMENTS STATISTICS' section with a table:

Total Pending Amount	Total Requested Amount	Total Cancelled Amount
\$388.00	-\$194.00	\$194.00

Below this is a 'PENDING AMOUNT(S)' section with 'FILTER' and 'RESET FILTER' buttons. It includes a dropdown for '2 Item(s) Show 5 per page' and a 'Select All / Unselect All' link. A 'MASS REQUEST PAYMENT' button is also present. The main table has the following data:

	Order Date	Order Id	Pending Amount	Action
<input type="checkbox"/>	Nov 23, 2017	000000312	\$194.00	REQUEST PAYMENT
<input type="checkbox"/>	Nov 23, 2017	000000316	\$194.00	REQUEST PAYMENT
<input type="checkbox"/>	Nov 23, 2017	000000311	\$194.00	CANCELLED
<input type="checkbox"/>	Nov 23, 2017	000000315	\$242.50	PROCESSED

The 'REQUEST PAYMENT' button for the second row is highlighted with a red box.

4. Scroll down to the **PENDING AMOUNT(S)** section.

5. Move to the required row.

6. In the **Action** column of the respective row, click the **REQUEST PAYMENT** button.

The request for payment is submitted and a success message appears as shown in the following figure:

### Requested Transaction

The image shows a success message in a green box: '✓ Total of 1 amount(s) have been requested for payment.' Below this is the 'Requested Transaction' page, which is identical to the previous screenshot, showing the same statistics and table.

7. To do a mass request for payment, do the following steps:

- a. Under **Pending Amount**, select the checkboxes associated with the required order.
- b. Click the **MASS REQUEST PAYMENT** button.

The request for the selected payments are submitted and a success message appears on the page.

After receiving a request from the vendor, the admin can view the **PayNow** button in the respective row of the order from the respective vendor appearing on the **Manage Requested Transaction** page in the Admin panel.

## Manage Requested Transactions



Search [Reset Filter](#) 47 records found

20 per page 3 of 3

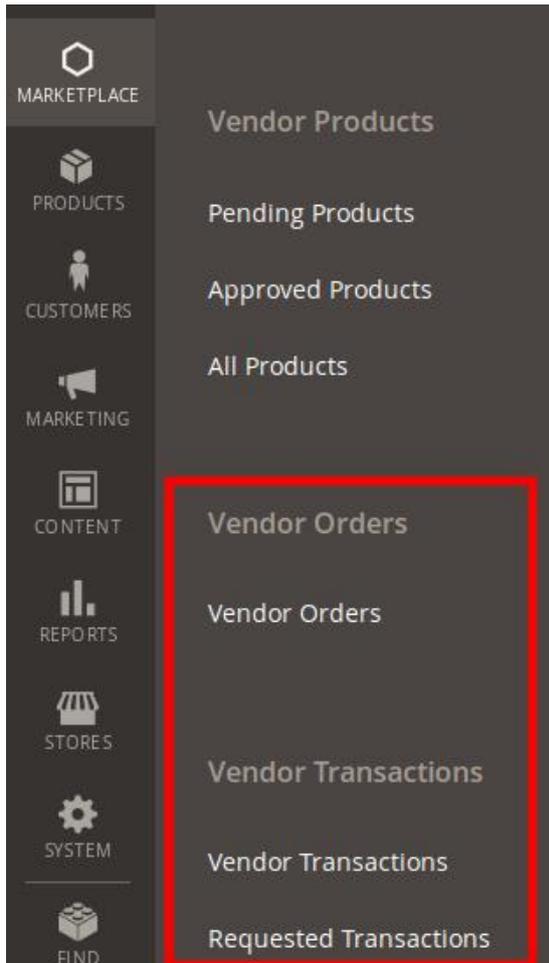
Request Date	Vendor Name	Order IDs#	Amount To Pay	Status
From To			From To	
Oct 12, 2017, 12:34:42 PM	<a href="#">developer cedcommerce</a>	Order# 000000290	\$24.00	Processed
Oct 12, 2017, 1:13:13 PM	<a href="#">vendor11 test11</a>	Order# 000000293	\$1,170.00	Processed
Nov 2, 2017, 8:09:08 AM	<a href="#">demo user</a>	Order# 000000295	\$0.00	Requested <a href="#">PayNow</a>
Nov 23, 2017, 6:09:38 AM	<a href="#">demo user</a>	Order# 000000310	\$97.00	Requested <a href="#">PayNow</a>
Nov 23, 2017, 6:29:13 AM	<a href="#">test ced</a>	Order# 000000311	\$194.00	Canceled
Nov 23, 2017, 8:00:35 AM	<a href="#">test ced</a>	Order# 000000315	\$242.50	Processed
Nov 23, 2017, 9:04:46 AM	<a href="#">test ced</a>	Order# 000000316	\$194.00	Requested <a href="#">PayNow</a>

Hence, the admin had the ability to pay the vendor either from the **Manage Requested Transactions** page or from the **Manage Vendor Orders** page.

### To pay the vendor

1. Go to the Admin panel
2. On the left navigation bar, click the **MARKETPLACE** menu.

The menu appears as shown in the following figure:



3. Click **Requested Transactions**.

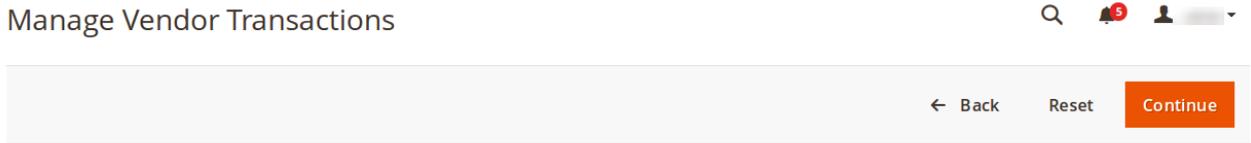
The **Manage Requested Transaction** page appears as shown in the following figure:

Manage Requested Transactions 🔍 🔔<sup>5</sup> 👤

Search [Reset Filter](#) 47 records found 20 per page < 3 of 3 >

Request Date	Vendor Name	Order IDs#	Amount To Pay	Status
From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>
Oct 12, 2017, 12:34:42 PM	<a href="#">developer cedcommerce</a>	Order# 000000290	\$24.00	Processed
Oct 12, 2017, 1:13:13 PM	<a href="#">vendor11 test11</a>	Order# 000000293	\$1,170.00	Processed
Nov 2, 2017, 8:09:08 AM	<a href="#">demo user</a>	Order# 000000295	\$0.00	Requested <a href="#">PayNow</a>
Nov 23, 2017, 6:09:38 AM	<a href="#">demo user</a>	Order# 000000310	\$97.00	Requested <a href="#">PayNow</a>
Nov 23, 2017, 6:29:13 AM	<a href="#">test ced</a>	Order# 000000311	\$194.00	Canceled
Nov 23, 2017, 8:00:35 AM	<a href="#">test ced</a>	Order# 000000315	\$242.50	Processed
Nov 23, 2017, 9:04:46 AM	<a href="#">test ced</a>	Order# 000000316	\$194.00	Requested <a href="#">PayNow</a>

- In the **Status** column of the respective row, click the **PayNow** button.  
The **Manage Vendor Transactions** page appears as shown in the following figure:



PAYMENT INFORMATION

---

Payment Selection

### Beneficiary Information

Beneficiary Vendor \*

Vendor selection will change the "Selected Amount(s) for Payment" section.

Total Amount \*

Selected Amount(s) for Payment Add/Remove Amount(s) for Payment

Order ID	Paying Qty	Commission Fee	Vendor Payment	Include Shipping
000000316	1	\$6.00	\$194.00	<input checked="" type="checkbox"/>

65.5

- In the right panel, under **Beneficiary Information**, do the following steps.
  - In the **Beneficiary Vendor** list, select the required vendor.
  - Click the **Add/Remove Amount(s) for Payment** button.
 A grid appears as shown in the following figure:

Please Select Amount(s) to Add Add Selected Amount(s) for Payment

Search

Reset Filter

6 records found

20

per page

<

1

of 1

>

Purchased On	Order ID#	Qty Ordered	Qty Paid	Qty Ready To Pay	Amount Ready To Pay	Select
From <input type="text"/>	From <input type="text"/>	Any <input type="text"/>				
To <input type="text"/>					To <input type="text"/>	
Sep 19, 2017, 6:26:10 AM	00000040	1	0	1	\$90.00	<input type="checkbox"/>
Sep 19, 2017, 6:24:28 AM	00000039	1	0	1	\$90.00	<input type="checkbox"/>
Sep 19, 2017, 6:23:34 AM	00000038	1	0	1	\$90.00	<input checked="" type="checkbox"/>
Sep 19, 2017, 6:22:31 AM	00000037	1	0	1	\$90.00	<input type="checkbox"/>

Based on the selected beneficiary vendor name the **Selected Amount(s) for Payment** grid appears.

- In the **Select** column, select the checkbox associated with the required order payment, and then click the **Add/Remove Amount(s) for Payment** button.  
If selected, then the included amount appears in the **Selected Amount(s) for Payment** section.
  - Select the checkbox to include the shipping charges in the vendor payment if required.
- On the top navigation bar, click the **Continue** button.  
The **Manage Vendor Transactions** page appears as shown in the following figure:

## Manage Vendor Transactions

Search 5 admin

← Back    Reset

Pay Offline

### PAYMENT INFORMATION

Payment Information

### Transaction Information

Vendor test ced (t...)

Amount \* 259.5

[USD] Readonly field.

Payment Method \*  Select Payment Method

\*

Adjustment Amount

[USD] Enter adjustment amount in +/- (if any)

Transaction Id \*

Enter transaction id

Notes

Amount Description \*

Order Amount(s)				
Order Id	Grand Total	Commision Fee	Shipping Fee	Total
#000000316	\$200.00	-\$6.00	\$65.50	\$259.50

Service Tax : -

Total Amount : \$259.50

7. In the right panel, under **Transaction Information**, do the following steps.
  - a. In the **Payment Method** list, select the required payment method.
  - b. In the **Adjustment Amount** box, enter the adjustment amount if any.
  - c. In the **Transaction Id** box, enter the transaction Id.

8. On the top navigation bar, click the **Pay Offline** button.

The amount is paid and a success message appears on the page as shown in the following figure:

## Manage Vendor Transactions

Credit Amount
Debit Amount

✔ Payment is successfully saved

Search
Reset Filter

Actions
2 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
Any	From <input type="text"/> To <input type="text"/>	<input type="text"/>	test ced	<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="checkbox"/>	Nov 23, 2017, 8:02:53 AM	rtrete	test ced	Offline	Credit	\$292.61	\$0.00	\$292.61	Order# 000000315 : vendor test	<a href="#">View</a>
<input type="checkbox"/>	Nov 23, 2017, 10:00:50 AM	rerewr342342	test ced	Offline	Credit	\$259.50	\$0.00	\$259.50	Order# 000000316 : simple product	<a href="#">View</a>

The transaction appears in the grid view as highlighted.

**Notes:**

- **Credit Amount button:** Used to credit the amount in the vendor account with the same procedure as the procedure followed while paying the Vendor.
- **Debit Amount button:** Used to debit (get back the payment from vendor) the amount from the vendor account with the same procedure as the procedure followed while paying the Vendor.

9. In the **Action** column, click the associated **View** link.

The **Manage Vendor Transactions** page appears as shown in the following figure:

## Manage Vendor Transactions



← Back

### Beneficiary Details

Vendor Name [test ced](#)

Payment Method rtgre

Beneficiary Details n/a

### Order Details

Order Details **Order#** 000000316 : simple product

Order Id	Order Total	Commission Fee	Net Earned
000000316	200	6	194

### Transaction Details

Transaction ID# rerewr342342

Transaction Date 2017-11-23 10:00:50

Transaction Mode Offline

Transaction Type Credit Type

Total Shipping Amount \$66.00

Amount \$259.50

Adjustment Amount \$0.00

Net Amount \$259.50

Notes

Once the payment is done, the vendor can view the status of the requested payment on the **Requested Transaction** page as shown in the following figure:

## Requested Transaction

PAYMENTS STATISTICS		
Total Pending Amount	Total Requested Amount	Total Cancelled Amount
\$194.00	-\$194.00	\$194.00

PENDING AMOUNT(S)					
				FILTER	RESET FILTER
1 ItemShow 5 per page					
Select All / Unselect All				MASS REQUEST PAYMENT	
	Order Date	Order Id	Pending Amount	Action	
<input type="checkbox"/>	Nov 23, 2017	000000312	\$194.00	REQUEST PAYMENT	
<input type="checkbox"/>	Nov 23, 2017	000000311	\$194.00	CANCELLED	
<input type="checkbox"/>	Nov 23, 2017	000000315	\$242.50	PROCESSED	
<input type="checkbox"/>	Nov 23, 2017	000000316	\$194.00	PROCESSED	

Hence, the **Vendor Payment Status** on the **Order List** page of the Vendor panel appears as **Paid**. In the Admin panel, the **Vendor Payment Status** in the **Order State** column appears as **Paid**.

## Orders List

Search [Reset Filter](#) 7 records found 20 per page 1 of 1

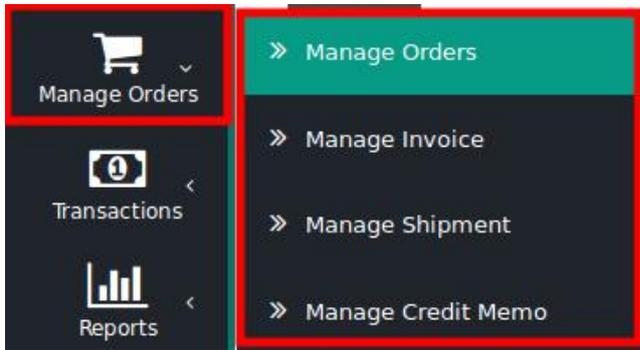
Order #	Purchased On	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
			From To	From To	From To			
000000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
000000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
000000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
000000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
000000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Paid	<a href="#">View</a>

## 6. Manage Shipment

The Shipment feature of the add-on enables the vendors to ship the order and view the shipment details of all the shipped items.

*To ship the order*

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



4. Click **Manage Orders**.  
The **Order List** page appears as shown in the following figure:

Orders List

Search [Reset Filter](#) 7 records found 20 per page 1 of 1

Order #	Purchased On ↑	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
<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"/>	
00000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
00000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
00000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
00000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
00000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Paid	<a href="#">View</a>

- All the orders created are listed on this page.
5. In the **View** column, click the **View** link.  
The **Order View** page appears as shown in the following figure:

Order # 00000316

[← Back](#)   [Credit Memo](#)   [Ship](#)

**ORDER VIEW**

- Information
- Invoices
- Credit Memos
- Shipments
- Comments History

Search   [Reset Filter](#)   0 records found   20 ▼ per page   <   1 of 1   >

Shipment #	Ship to Name	Date Shipped	Total Qty
		From <input style="width: 100%;" type="text"/>	From <input style="width: 100%;" type="text"/>
		To <input style="width: 100%;" type="text"/>	To <input style="width: 100%;" type="text"/>

We couldn't find any records.

The Shipment area (right panel) of the page appears blank as no shipment is done yet.

6. On the top navigation bar, click the **Ship** button.

The **New Shipment** page appears as shown in the following figure:

---

## New Shipment

Order & Account Information

---

**Order # 00000316** (The order confirmation email was sent)

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	processing
Purchased From	Main Website Main Website Store Default Store View

7. Scroll down to the **Shipment Total** section.

The section appears as shown in the following figure:

Shipment Total

---

**Shipment Comments**

Comment Text

shipment comment

**Shipment Options**

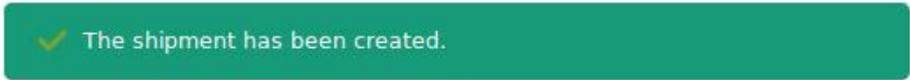
Append Comments

Email Copy of Shipment

Submit Shipment

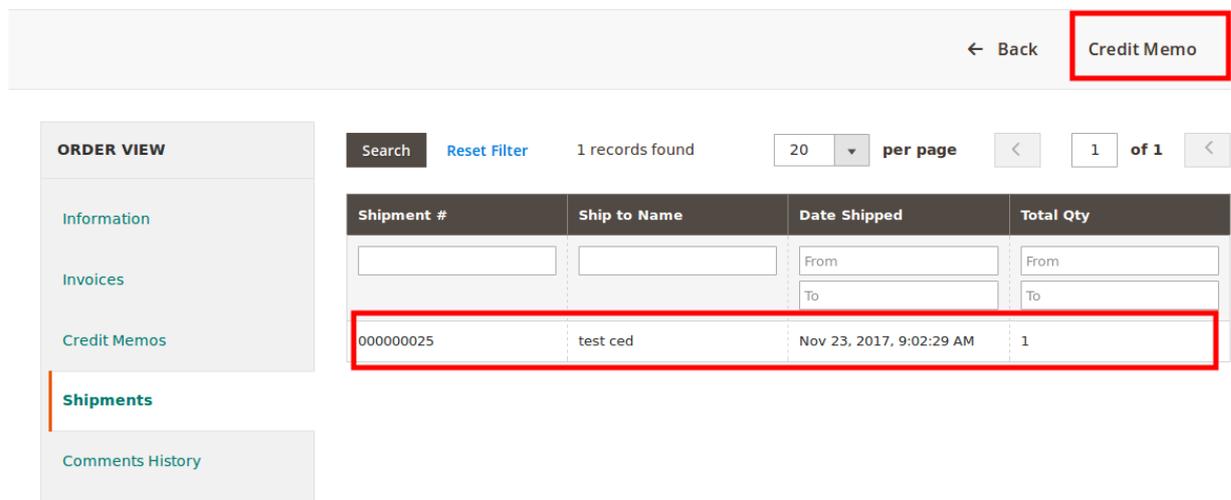
8. In the **Shipment Comments** area, in the **Comment Text** box, enter the required comment.

- In the **Shipment Options** area, select the checkbox associated with the **Email Copy of Shipment** text to send the copy of shipment through email to the customers if required.
- Click the **Submit Shipment** button.  
The shipment is created and a success message appears on the Order View page.



Also, the created shipment is listed in the **Shipments** area (right panel) of the Order view page as shown in the following figure:

Order # 000000316

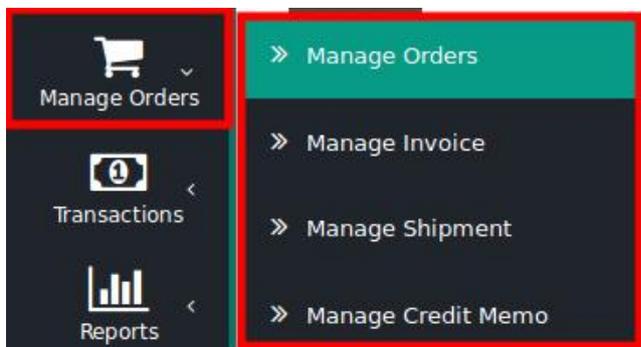


Once the Shipment is created, the **Ship** button disappears and only the **Credit Memo** button appears on the **Order View** page as highlighted. This button is used to create the refund on customer request.

- In the right panel, click the row of the shipment to view the details.  
The vendor can also view the created shipment on the **Shipment List** page where all the shipments are listed.

**To view the shipment listed on the Shipment List page**

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



- Click **Manage Shipment**.

The **Shipment List** page appears as shown in the following figure:

## Shipment List

Search [Reset Filter](#) 2 records found

20 per page 1 of 1

Shipment #	Date Shipped	Order #	Order Date	Ship to Name	Shipping Qty	Action
<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	
000000025	Nov 23, 2017	000000316	Nov 23, 2017	test ced	1	<a href="#">View</a>
000000024	Nov 23, 2017	000000314	Nov 23, 2017	test ced	1	<a href="#">View</a>

The created shipment is listed on the page as highlighted.

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

The **created shipment details** page appears as shown in the following figure:

### Shipment # 000000025

← Back    Print

#### Order & Account Information

**Order # 000000316** (The order confirmation email was sent)

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	complete
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	

#### Account Information

Customer Name	test ced
Email	
Customer Group	General

## Address Information

---

### Billing Address

test ced  
New york  
New york, New York, 10001  
United States  
T: 321654789

### Shipping Address

test ced  
New york  
New york, New York, 10001  
United States  
T: 321654789

## Payment & Shipping Method

---

### Payment Information

#### Check / Money order

The order was placed using USD.

### Shipping & Handling Information

**United Parcel Service-Next Day Air Saver** \$65.50

## Items Shipped

---

Product	Qty Shipped
simple product SKU: simple product Vendor: testced	1

Order Total

---

**Shipment History**

Comment Text

**Notify Customer by Email**

**Visible on Storefront**

**Submit Comment**

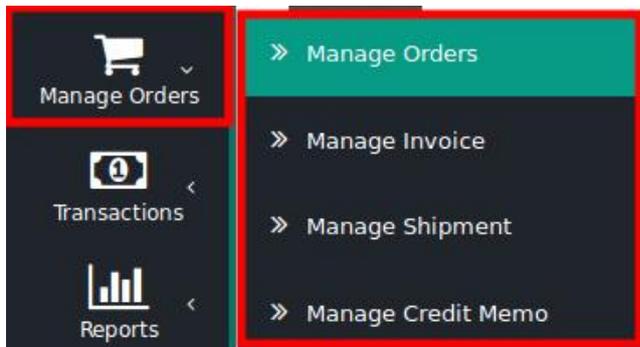
6. In the **Comment Text** box, enter the comment if required, and then click the **Submit Comment** button.
7. Select the associated checkbox to notify the customer by email if required.
8. Select the checkbox associated with the **Visible on Storefront** text to display the comment in the front-end view.

## 7. Manage Credit Memo

Once the invoice is generated and the shipment is done, both the **Invoice** button and the Ship button disappear from the top navigation bar. The **Credit Memo** button appears as soon as the invoice is generated and remains on the **Order View** page until the memo is created. This is button is used to create the refund on customer request.

### *To create a credit memo*

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



4. Click **Manage Orders**.  
The **Order List** page appears as shown in the following figure:

## Orders List

Search [Reset Filter](#) 7 records found 20 per page 1 of 1

Order #	Purchased On	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
<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"/>	
00000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
00000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
00000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
00000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
00000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Paid	<a href="#">View</a>

All the orders created are listed on this page.

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

The **Order View** page appears as shown in the following figure:

Order # 00000316

[← Back](#)   [Credit Memo](#)

Credit Memo #	Bill to Name	Created At	Status	Amount
<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>
We couldn't find any records.				

The Credit Memost area (right panel) of the page appears blank as no shipment is done yet.

6. On the top navigation bar, click the **Credit Memo** button.

The **New Memo** page appears as shown in the following figure:

## New Memo

### Order & Account Information

**Order # 000000316 (The order confirmation email was sent)**

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	complete
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	

### Account Information

Customer Name	test ced
Email	
Customer Group	General

7. Scroll down to the **Order Total** section.  
The section appears as shown in the following figure:

### Order Total

#### Credit Memo Comments

Comment Text

#### Refund Totals

<b>Subtotal</b>	\$200.00
<b>Refund Shipping</b>	65.5
<b>Grand Total</b>	<b>\$265.50</b>

- Append Comments
- Email Copy of Credit Memo

Refund Offline

8. In the **Credit Memo Comments** area, in the **Comment Text** box, enter the required comment.
9. In the Refund Totals area, in the Refund Shipping box, make the changes in the amount if required.
10. Select the checkbox associated with the **Email Copy of Credit Memo** text to send the copy of the credit memo through email to the customers if required.
11. Click the **Refund Offline** button.  
The credit memo is created and a success message appears on the Order View page.

Order # 000000316

✓ You created the credit memo.

← Back

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

**Order # 000000316 (The order confirmation email was sent)**

Order Date Nov 23, 2017, 8:24:52 AM

Order Status Closed

Purchased From Main Website  
Main Website Store  
Default Store View

Placed from IP

**Account Information**

Customer Name test ced

Email

Customer Group General

12. In the left navigation panel, click the **Credit Memos** menu.

The created memo is listed in the **Credit Memos** area (right panel) of the Order view page as shown in the following figure:

Order # 000000316

← Back

**ORDER VIEW**

Information

Invoices

**Credit Memos**

Shipments

Comments History

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

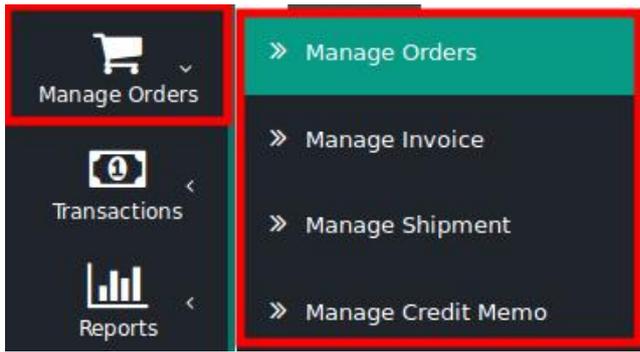
Credit Memo #	Bill to Name	Created At	Status	Amount
000000047	test ced	Nov 23, 2017, 10:13:07 AM	Refunded	\$265.50

13. In the right panel, click the row of the credit memo to view the details.

The vendor can also view the created credit memo on the **Creditmemo List** page where all the credit memos are listed.

**To view the credit memo listed on the Creditmemo List page**

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



4. Click **Manage Credit Memo**.

The **CreditmemoList** page appears as shown in the following figure:

Creditmemo List

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

Creditmemo ID #	Created	Order #	Order Date	Ship to Name	Refunded	Status	Action
	From To		From To		From To USD		
000000050	Nov 23, 2017, 11:56:50 AM	000000319	Nov 23, 2017, 11:54:05 AM	test ced	\$214.56	Refunded	<a href="#">View</a>
000000048	Nov 23, 2017, 10:54:24 AM	000000317	Nov 23, 2017, 10:51:50 AM	test ced	\$214.56	Refunded	<a href="#">View</a>
000000047	Nov 23, 2017, 10:13:07 AM	000000316	Nov 23, 2017, 8:24:52 AM	test ced	\$214.56	Refunded	<a href="#">View</a>
000000046	Nov 23, 2017, 7:59:25 AM	000000311	Nov 23, 2017, 6:18:57 AM	test ced	\$200.00	Refunded	<a href="#">View</a>
000000045	Nov 23, 2017, 7:49:17 AM	000000314	Nov 23, 2017, 7:44:55 AM	test ced	\$214.56	Refunded	<a href="#">View</a>

The created credit memo is listed on the page as highlighted.

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

The **created credit memo details** page appears as shown in the following figure:

Creditmemo # 000000047

Order & Account Information

**Order # 00000316** (The order confirmation email was sent)

Order Date	Nov 23, 2017, 8:24:52 AM
Order Status	closed
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	
<b>Account Information</b>	
Customer Name	test ced
Email	
Customer Group	General

## Address Information

---

### Billing Address

test ced  
 New york  
 New york, New York, 10001  
 United States  
 T: 321654789

### Shipping Address

test ced  
 New york  
 New york, New York, 10001  
 United States  
 T: 321654789

## Payment & Shipping Method

---

### Payment Information

**Check / Money order**

The order was placed using USD.

### Shipping & Handling Information

**United Parcel Service-Next Day Air Saver** \$65.50

Product	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
simple product SKU: simple product <b>Vendor:</b> testced	\$200.00	1	\$200.00	\$0.00	\$0.00	\$200.00

## Memo Total

---

### Credit Memo History

Comment Text

**Notify Customer by Email**

**Visible on Storefront**

Submit Comment

### Credit Memo Totals

Subtotal	\$200.00
	\$65.50
Adjustment Refund	\$0.00
	\$0.00
	<b>\$265.50</b>

6. Under **Memo Total**, do the following steps if required:
  - a. In the **Comment Text** box, enter the comment if required, and then click the **Submit Comment** button.
  - b. Select the associated checkbox to notify the customer by email if required.
  - c. Select the checkbox associated with the **Visible on Storefront** text to display the comment in the front-end view.

### Vendor Panel

Once the vendor is paid and shipment is done and then the credit memo is generated, then the **Vendor Payment Status** appears as **Refund**.

### Orders List

Search [Reset Filter](#) 7 records found 20 per page 1 of 1

Order #	Purchased On ↑	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
<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"/>	
000000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
000000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
000000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
000000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
000000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Refund	<a href="#">View</a>
000000317	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Refund	<a href="#">View</a>
000000319	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>

### Admin Panel

Once the vendor is paid and shipment is done and then the credit memo is generated, the **Vendor Payment Status** in the **Order State** column appears as **Refund** and also the **RefundNow** button appears.

## Manage Vendor Orders

Search admin

Search [Reset Filter](#) 267 records found

20 per page 1 of 14

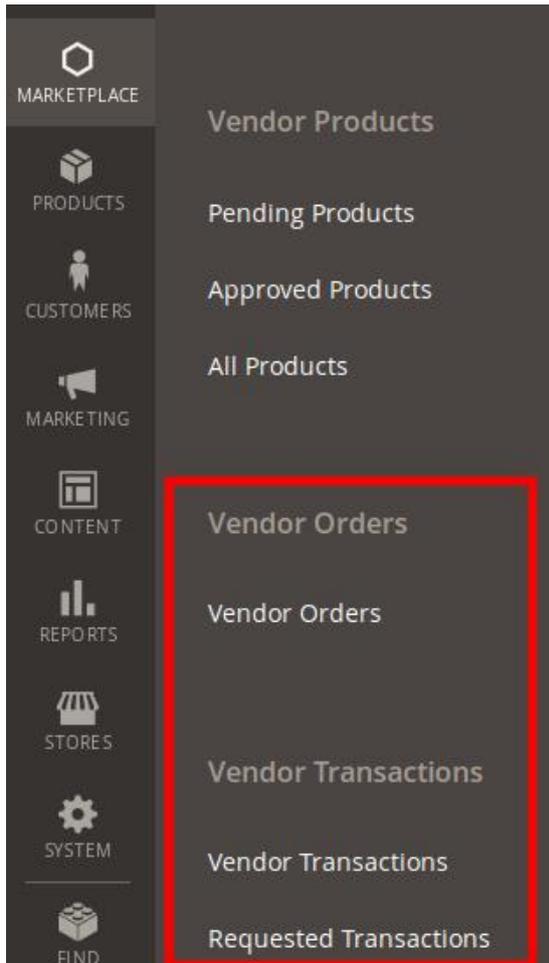
Created At	Order Id	Vendor Name	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Order Payment State	Order State	View
From  To	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>				
Nov 17, 2017	3000000001	demo user	\$400.00	\$400.00	\$0.00	\$400.00	Pending	Pending	<a href="#">View</a>
Nov 24, 2017	000000322	xShop	\$100.00	\$100.00	\$60.00	\$40.00	Pending	Pending	<a href="#">View</a>
Nov 23, 2017	000000319	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000318	demo user	\$100.00	\$100.00	\$3.00	\$97.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000317	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refund RefundNow	<a href="#">View</a>
Nov 23, 2017	000000316	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refund RefundNow	<a href="#">View</a>
Nov 23, 2017	000000315	test ced	\$250.00	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>

## 8. Refund Vendor Payment

After getting payment from the admin if the vendor creates a credit memo and the refund is generated, then the admin has to get the refund from the Vendor.

### To get the refund from the vendor and view the details

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



3. Click **Vendor Orders**.

The **Manage Vendor Orders** page appears as shown in the following figure:

Manage Vendor Orders 🔍 5 🔔 admin ▾

Search [Reset Filter](#) 267 records found 20 per page < 1 of 14 >

Created At	Order Id	Vendor Name	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Order Payment State	Order State	View
From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>				
Nov 17, 2017	3000000001	demo user	\$400.00	\$400.00	\$0.00	\$400.00	Pending	Pending	<a href="#">View</a>
Nov 24, 2017	000000322	xShop	\$100.00	\$100.00	\$60.00	\$40.00	Pending	Pending	<a href="#">View</a>
Nov 23, 2017	000000319	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000318	demo user	\$100.00	\$100.00	\$3.00	\$97.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000317	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refund <a href="#">RefundNow</a>	<a href="#">View</a>
Nov 23, 2017	000000316	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refund <a href="#">RefundNow</a>	<a href="#">View</a>
Nov 23, 2017	000000315	test ced	\$250.00	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>

As highlighted, the **Vendor Payment Status** in the **Order State** column appears as **Refund** and also the **RefundNow** button appears.

4. Click the **RefundNow** button.

The **Beneficiary Information** section on the **Manage Vendor Transactions** page appears as shown in

the following figure:

- On the top navigation bar, click the **Continue** button. The **Transaction Information** section on the **Manage Vendor Transactions** page appears as shown in the following figure:

- On the top navigation bar, click the **Pay Offline** button. Offline payment is saved and a success message appears on the **Manage Vendor Transactions** page as shown in the following figure:

Manage Vendor Transactions

Credit Amount Debit Amount

✓ Payment is successfully saved

Search [Reset Filter](#)

Actions  51 records found  per page   of 3

<input type="checkbox"/>	Transaction Date	Transaction ID#	Vendor Name	Payment Mode	Transaction Type	Amount	Adjustment Amount	Net Amount	Amount Description	Action
<input type="checkbox"/>	From <input type="text"/> <input type="button" value="calendar"/> To <input type="text"/> <input type="button" value="calendar"/>	<input type="text"/>	<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="checkbox"/>	Nov 24, 2017, 12:46:51 PM	TransactionId2121	<a href="#">test ced</a>	Offline	Debit	\$259.50	\$0.00	-\$259.50	Order# 000000316 : simple product	<a href="#">View</a>
<input type="checkbox"/>	Sep 21, 2017, 8:18:31 AM	trans110	<a href="#">demo user</a>	Offline	Credit	\$8.00	\$0.00	\$8.00	Order# 000000095 : levis-shirt	<a href="#">View</a>
<input type="checkbox"/>	Sep 21, 2017, 8:34:47 AM	trans109	<a href="#">demo user</a>	Offline	Credit	\$8.00	\$0.00	\$8.00	Order# 000000097 : levis-shirt	<a href="#">View</a>
<input type="checkbox"/>	Sep 1, 2017, 8:36:58 AM	trans101	<a href="#">demo user</a>	Offline	Credit	\$9.00	\$0.00	\$9.00	Order# 000000003	<a href="#">View</a>

The payment transaction is listed on the page as highlighted.

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

The transaction details appear as shown in the following figure:

Manage Vendor Transactions



← Back

Beneficiary Details

Vendor Name [testced](#)  
 Payment Method PaymentMethod  
 Beneficiary Details n/a

Order Details

Order Details Order# 000000316 : simple product

Order Id	Order Total	Commission Fee	Net Earned
000000316	200	6	194

Transaction Details

Transaction ID# TransactionId2121  
 Transaction Date 2017-11-24 12:46:51  
 Transaction Mode Offline  
 Transaction Type Debit Type  
 Total Shipping Amount \$66.00  
 Amount \$259.50  
 Adjustment Amount \$0.00  
 Net Amount -\$259.50  
 Notes

On this page, the admin can view the payment transaction such as details:

- **Transaction Date:** The date when the transaction has been taken place.
- **Transaction Type:** The type of transaction, which means whether the amount has been debited from the vendor account or credited to the vendor account.
- **Net Amount:** Amount that has been debited or credited. The negative number signifies that the amount has been reduced or debited (taken back) from the vendor account
- Other details such as the amount, shipping amount, adjustment amount, transaction mode, Beneficiary details, and other order details.

**Admin Panel**

Once the invoice is created the order payment status appears as **Paid** on the **Manage Vendor Orders** page; After the payment has been debited from vendor account, the **Vendor Payment Status** in the **Order State** column appears as **Refunded** as shown in the following figure:

## Manage Vendor Orders



Search [Reset Filter](#) 267 records found 20 per page 1 of 14

Created At	Order Id	Vendor Name	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Order Payment State	Order State	View
From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>				
Nov 17, 2017	3000000001	demo user	\$400.00	\$400.00	\$0.00	\$400.00	Pending	Pending	<a href="#">View</a>
Nov 24, 2017	000000322	xShop	\$100.00	\$100.00	\$60.00	\$40.00	Pending	Pending	<a href="#">View</a>
Nov 23, 2017	000000319	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000318	demo user	\$100.00	\$100.00	\$3.00	\$97.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000317	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refund RefundNow	<a href="#">View</a>
Nov 23, 2017	000000316	test ced	\$200.00	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>
Nov 23, 2017	000000315	test ced	\$250.00	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>

### Vendor Panel

Once the invoice is created the order payment status appears as **Paid** on the **Orders List** page; After the payment has been debited from vendor account, the **Vendor Payment Status** appears as **Refunded** as shown in the following figure:

### Orders List

Search [Reset Filter](#) 7 records found 20 per page 1 of 1

Order #	Purchased On	Billing To Name	G.T.	Commission Fee	Vendor Payment	Order Payment Status	Vendor Payment Status	View
<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"/>	
000000311	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Canceled	<a href="#">View</a>
000000312	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Pending	<a href="#">View</a>
000000314	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Canceled	Canceled	<a href="#">View</a>
000000315	2017-11-23	test ced	\$250.00	\$7.50	\$242.50	Paid	Paid	<a href="#">View</a>
000000316	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>
000000317	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Refund	<a href="#">View</a>
000000319	2017-11-23	test ced	\$200.00	\$6.00	\$194.00	Paid	Refunded	<a href="#">View</a>

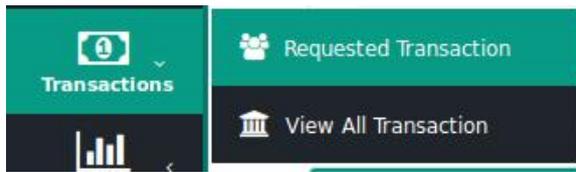
## 9. Transactions View in Vendor Panel

The vendor has the ability to view the transaction details.

### To view all the transactions

1. Go to the Vendor panel.
2. On the left navigation bar, click the **Transactions** menu.

The menu appears as shown in the following figure:



3. Click **View All Transaction**.

The **Transactions** page appears as shown in the following figure:

Transactions

**TRANSACTIONS STATISTICS**

Total Earned Amount	Total Pending Amount	Pending Transfers
\$501.17	\$194.00	1

**TRANSACTIONS LIST**

EXPORT
FILTER
RESET FILTER

Created At #	Payment Mode	Transaction Id	Amount	Adjustment Amount	Net Amount	Action
Nov 24, 2017	Offline	TransactionId2121	\$259.50	\$0.00	-\$259.50	<a href="#">i</a>
Nov 23, 2017	Offline	jhhj	\$208.56	\$0.00	-\$208.56	<a href="#">i</a>
Nov 23, 2017	Offline	kjhkjk	\$208.56	\$0.00	\$208.56	<a href="#">i</a>
Nov 23, 2017	Offline	hjghj	\$208.56	\$0.00	\$208.56	<a href="#">i</a>
Nov 23, 2017	Offline	rerewr342342	\$259.50	\$0.00	\$259.50	<a href="#">i</a>

On this page, the vendor can view all the type of transactions list, such as the amount debited from or credited to the Vendor account, the transaction dates, Payment mode, Net Amount, Adjustment amount.  
**Note: Negative Number in the Net Amount column signifies the amount is debited from the vendor account.**

Here two types of transactions are highlighted:

- **Transaction held on Nov 23, 2017:** In this row, the Net amount is **\$259.50**; it means the amount **has been paid to the vendor**.
- **Transaction held on Nov 24, 2017:** In this row, the Net amount is **-\$259.50**; it means the amount **has been refunded back from the vendor**.

4. To view the specific transaction details, do the following steps:

- a. Scroll down to the required row of the transaction (here **Nov 23, 2017**).
- b. In the **Action** column of the respective row, click the



icon.

The page appears as shown in the following figure:

### Transaction Details

Beneficiary Details

**Vendor Name** test ced  
**Payment Method** rtgre  
**Beneficiary Details** n/a

Order Details

**Order Details** **Order# 00000316 : simple product**

Order Id	Order Total	Commission Fee	Net Earned
00000316	200	6	194

Transaction Details

**Transaction ID#** rerewr342342

<b>Transaction Date</b>	2017-11-23 10:00:50
<b>Transaction Mode</b>	Offline
<b>Transaction Type</b>	Credit Type
<b>Total Shipping Amount</b>	\$66.00
<b>Amount</b>	\$259.50
<b>Adjustment Amount</b>	\$0.00
<b>Net Amount</b>	\$259.50

**Notes**

The amount credited to the Vendor account.

c. Scroll down to the required row of the transaction (here **Nov 24, 2017**).

d. In the **Action** column of the respective row, click the



icon.

The page appears as shown in the following figure:

### Transaction Details

Beneficiary Details

**Vendor Name** test ced  
**Payment Method** PaymentMethod  
**Beneficiary Details** n/a

Order Details

**Order Details** **Order# 00000316 : simple product**

Order Id	Order Total	Commission Fee	Net Earned
00000316	200	6	194

Transaction Details

**Transaction ID#** TransactionId2121

<b>Transaction Date</b>	2017-11-24 12:46:51
<b>Transaction Mode</b>	Offline
<b>Transaction Type</b>	Debit Type
<b>Total Shipping Amount</b>	\$66.00
<b>Amount</b>	\$259.50
<b>Adjustment Amount</b>	\$0.00
<b>Net Amount</b>	-\$259.50

**Notes**

The amount debited from the Vendor account.