

Multivendor Marketplace Basic for Magento 2

by CedCommerce Products Documentation

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1. Overview



MULTIVENDOR MARKETPLACE BASIC

USER GUIDE

CedCommerce Inc.

This document will explain the feature and functionality of MULTIVENDOR MARKETPLACE BASIC extension by CedCommerce for your Magento® Store.

Magento® Editions Compatibility
Community – 2.0.x , 2.1.x , 2.2.x , 2.3.x

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2. Product Description

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 from the store which is using CedCommerce Multi-Vendor Marketplace Solution and they can control their store by the easy to handle dashboard. A vendor has the ability to add product from his vendor panel, manage his products, see the orders placed in respect to his products, see the transactions or commission paid to the vendor by 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 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.

2.1. Multi Vendor Features for Admin

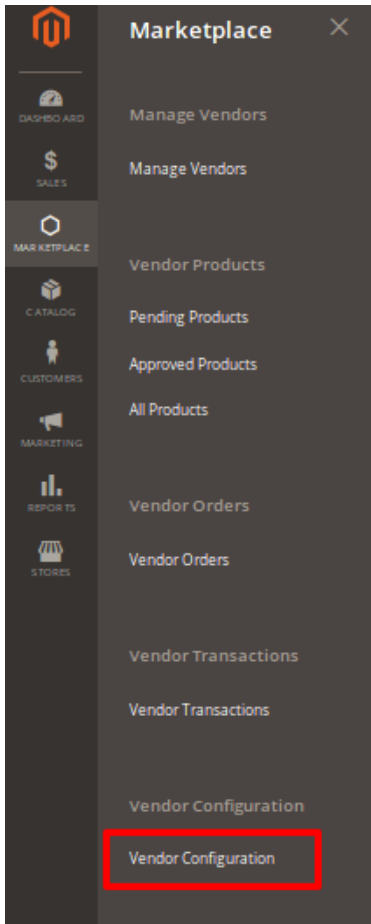
CedCommerce Marketplace is flexible enough to accommodate multiple functionalities with support towards multiple currencies, payment gateways and languages, CedCommerce Marketplace for Magento 2.x versions is one of the best-in-class extensions to build a multi-vendor store.



2.1.1. 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 YES / NO to Enable or Disable the Vendor System.

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 vendors will be able to create their account on the e-store as sellers, from frontend else the option will be closed.
- **Choose Theme for Seller Panel:** There are 2-Themes that are available for seller/vendor panel:
Default Theme
Ced 2k18
- **Choose Theme For Seller Panel:** There are various color options that are available for the seller panel, admin can choose any color from here for seller panel.
- **Insert Logo For Login/Signup Header:** Here the admin can upload the logo, that will be displayed in the vendor log in and vendor Signup page.
- **Enable Footer:** Here the admin can enable or disable the feature, and accordingly, the footer content will be displayed at the login and signup page.
- **Enter Footer Content:** This provides the text box where admin can enter the text and that will be displayed below the footer. i.e. generally used for adding “copyright”.

[Home](#) | [Contact](#)

© 2018 - cedcommerce.com (site name) vendor Portal

VENDOR LOGIN PAGE DESIGN (SAMPLE)

General

Enable Vendor System <small>[store view]</small>	Yes
Enable RTL Theme For Vendor Panel <small>[store view]</small>	No
Choose Theme For Seller Panel <small>[store view]</small>	Ced 2k18
Choose Color For New Theme <small>[store view]</small>	Blue
Insert Logo For Login/Signup Header <small>[store view]</small>	<input type="button" value="Choose file"/> No file chosen <small>Allowed file types:PNG,JPG,JPEG Not all browsers support all these formats!</small>
Enable Footer <small>[store view]</small>	Yes
Enter Footer Content <small>[store view]</small>	© 2018 - cedcommerce.com (site name) vendor Portal
Enable Terms and Condition <small>[store view]</small>	Yes
Enter Terms and Condition Content <small>[store view]</small>	<input type="button" value="Show / Hide Editor"/> <input type="button" value="Insert Widget..."/> <input type="button" value="Insert Image..."/> <input type="button" value="Insert Variable..."/> <p><p>Terms and Conditions</p></p>

Vendor Account Options

- **Require Admin Approval:** When the fields at the setting is marked as “YES” then the customer needs admin approval to become a vendor for his store, and if it is set to “NO” then the admin approval will not be required to become a vendor. The vendor can directly access to his seller account.
- **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 Product Notification email to Admin:** Here admin can select the mail that needs to be triggered

at the time of Product creation by the vendor.

Vendor Account Options

Require Admin Approval <small>[store view]</small>	Yes
Default Group <small>[store view]</small>	General
Email Sender <small>[store view]</small>	General Contact
Vendor approved notification email <small>[store view]</small>	Vendor account confirmed (Default)
	<small>This email will be sent after account Approval.</small>
Vendor rejected notification email <small>[store view]</small>	Vendor account rejected (Default)
	<small>This email will be sent after account Disapproval.</small>
Vendor deleted notification email <small>[store view]</small>	Vendor account deleted (Default)
	<small>This email will be sent after account Deletion.</small>
Vendor Shop Enable notification email <small>[store view]</small>	Vendor shop enabled (Default)
	<small>This email will be sent after vendor shop will be enabled by admin.</small>
Vendor Shop Disable notification email <small>[store view]</small>	Vendor shop disabled (Default)
	<small>This email will be sent after vendor shop will be disabled by admin.</small>
Vendor Account notification email to Admin <small>[store view]</small>	Vendor account mail to admin (Default)
	<small>This email will be sent to admin on vendor creation.</small>

Vendor Panel Design

Vendor Product notification email to Admin <small>[store view]</small>	Vendor product mail to admin (Default)
	<small>This email will be sent to admin on vendor product creation.</small>
Vendor Panel Logo Image Alt <small>[store view]</small>	Vendor Panel

Vendor Products

- **Required Admin Approval:** This field will give control to the admin to allow the products to be published on web-store 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.
 - Simple Product
 - Virtual Product
 - Downloadable Product
 - *NOTE: Rest of the Product type is not available for Multivendor Basic package, they are available for Multivendor Platinum Package.*
- **Vendor Products Limit:** The admin can restrict the product creation limit for the vendors, by setting the limit from the option so that each vendor can create only the specified number of products.
- **Product Category Display:** Here the admin has the option even to manage category and sub-category for vendors so that they can add the products into.
 - **All Allowed Categories:** All the Categories that are available in the e-commerce marketplace, are made available for the vendors.
 - **Specific 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.

- **Product Approval notification email / Product Rejected notification email / Product deleted notification email**
 - Here the admin can select the email template that are available these 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] 100

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 ▾

Downloadable Product Configuration

- **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.
- **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.

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

Vendor Orders

- **Enable New Order Notification Email:** If the option is set to “YES” the *New Order* notification will be sent to the vendor and i.f set to “NO” it will not send email to the vendors for an order received.
- **New Order Notification Template:** Set the Email template that will be sent at the time of New order notification to the vendor.
- **Enable Cancel Order Notification Email:** If this is set to “YES” then the *Cancel Order* notification is sent to the vendor and if set to “NO” it will not send email to the vendors for canceled orders.
- **Order Cancel Notification Template:** Here the admin can select and set the Email template that will be sent to a vendor at the time when the order will be canceled for the vendor.
- **Vendor Transaction Notification Template:** Here the admin can choose the Templet that will be sent to the vendor at the time when admin has clear the Monetary due to the vendor.
- **Email Sender:** Set the email sender contact for the communication regarding Vendor Order Management.

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)

Vendor Transaction Notification Template
[store view] Vendor transaction mail (Default)

Email Sender
[store view] General Contact

Vendor Payment

- **Calculate Commission Fee:** Admin can set the commission fees based on the following option. Currently, available types of commission methods are:
 - Percentage
 - Fixed
- **Commission Fee:** Admin can set the amount of the commission fee that needs to be sent to the vendor by admin. The commission is calculated on the product price (Sub-Total). 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

Vendor Shop Page (Frontend)

- **Enable CsMarketplace Link:** The option help you to enable and disable the “*Marketplace*” link available on the Store frontend header.
- **Top Link Title:** This is the text that you want to get it displayed on the header or Marketplace after enabling the Cs Marketplace Link.
- **Enable I am a Vendor Link:** This option help admin to enable the feature for vendor/sellers signup and login at the frontend header.
- **Heading/Title:** This is a heading title text for the vendor signup/login. whatever text provided in the field will reflect at the frontend.
- **Banner:** This banner added by the admin here is displayed on at the “*Marketplace*” page.

Vendor Shop Pages (Frontend)

CsMarketplace Page

Enable Csmarketplace Link [store view]

Top Link Title [store view]

Enable I am a Vendor Link [store view]

Heading/Title [store view]

Banner [store view] No file chosen
 Delete Image
 Allowed file types:PNG, GIF, JPG, JPEG. Not all browsers support all these formats!

Description [store view]

Shops Listing Grid View

Image Width [store view]
[px]

Image Height [store view]
[px]

Shops Listing List View

Image Width [store view]
[px]

Image Height [store view]
[px]

Vendor Shop Page

Logo Image Width [store view]
[px]

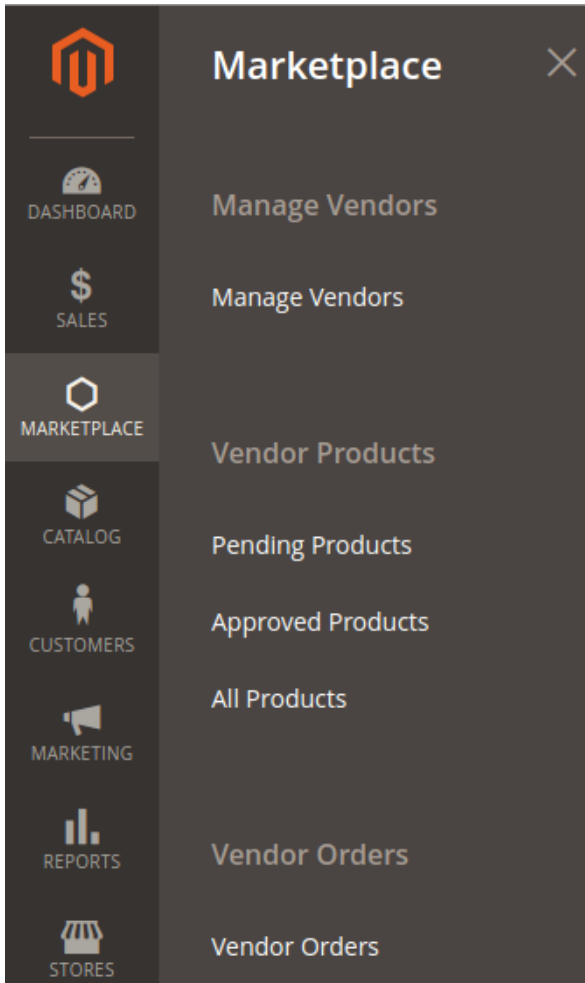
Logo Image Height [store view]
[px]

Vendor Placeholder Image [store view] No file chosen
 Allowed file types:PNG, GIF, JPG, JPEG. Not all browsers support all these formats!

Banner Placeholder Image [store view] No file chosen
 Allowed file types:PNG, GIF, JPG, JPEG. Not all browsers support all these formats!

2.1.2. Manage Vendors

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



Manage Vendors

Search [Reset Filter](#) Export to: CSV [Export](#)

Actions 1 records found 20 per page 1 of 1

<input type="checkbox"/>	Created At	Vendor Name	Vendor Email	Vendor Group	Websites	Vendor Status	Approve	Disapproval Reason	Vendor Shop Status	Edit
<input type="checkbox"/>	May 23, 2019	John Dave	johndave@example.com	General	Main Website	Approved	Disapprove	N/A	Enabled Disable	Edit

Here the admin can see the list of all his Vendors in the e-commerce marketplace.

Even from here if the admin wants to create the vendor account, from the above page vendor can manage it directly by clicking on the **“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.

Here If an Admin Disapprove the product for a vendor, then he needs to provide an *appropriate reason for not approving* the product.

Add New Vendor

If the User already has a customer account you can even register him as a vendor or if you admin directly need to create a vendor account from admin panel he can further go-ahead by creating a customer.

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.

Magento < Ced Marketplace < Manage Vendor < Add New Vendor

Select Customer





Add New Customer

Search
Reset Filter
1 records found
20 ▼ per page

<
1
of 1
>

Created At	First Name	Last Name	Email	Customer Group
<div style="border: 1px solid #ccc; padding: 2px;">From </div> <div style="border: 1px solid #ccc; padding: 2px;">To </div>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
May 21, 2019	Veronica	Costello	roni_cost@example.com	General

Note: If the vendor has a customer account; admin can directly pick from there and assign the required field so that the vendor mandatory details are filled out.

john dave





- VENDOR INFORMATION
- General Information
 - Company Information
 - Support Information
 - SEO Information
 - Address Information
 - Payment Details
 - Vendor Products
 - Vendor Orders
 - Vendor Transactions

General Information

Associated Customer * john (johndave@example.com)

Created At 2019-05-23 14:19:58

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


Status * Approved ▼

Vendor Group * General ▼

Public Name *

Name *

Gender Male ▼

Profile Picture  Choose file No file chosen Delete Image

Contact Number

If the vendor does not have a customer account admin need to create a customers account and then proceed towards creating a new vendor for him.

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 page.

Status: Set the status of the vendor as Approve/Disapprove.

Vendor Group: Can assign the vendor to a 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.

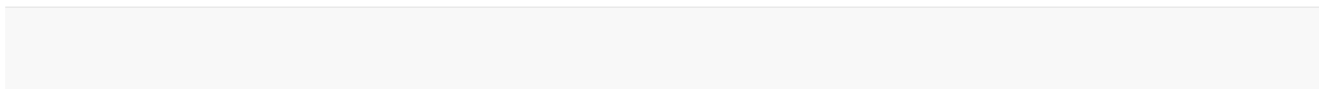
Profile Image: Can set some Vendors profile image.

Contact Number: Can set some particular contact number.

Company Information

john dave

🔍 🔔 3 👤 admin ▾



VENDOR INFORMATION

- General Information
- Company Information**
- Support Information
- SEO Information
- Address Information
- Payment Details
- Vendor Products
- Vendor Orders
- Vendor Transactions

Company Information

Company Name

About

Company Logo No file chosen Delete Image

Company Banner No file chosen Delete Image

Company Address

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: Here the admin can add some relevant company Information for the vendor.

Company Logo: Can upload a company logo.

Company Banner: Can upload the company banner.

Company Address: Can set the company address.

Support Information

john dave

🔍 🔔³ 👤 admin ▾

← Back

Delete Vendor

Disable Vendor Shop

Reset

Save and Continue Edit

Save Vendor

VENDOR INFORMATION

General Information

Company Information

Support Information

SEO Information

Support Information

Support Number

Support Email

Facebook ID

Twitter ID

Admin can set the support information details here :

Support Number: Vendor support number can be set here, So that if require customer can contact him.

Support Email: Vendors Support email can be entered here, So that if require customer can mail him.

Facebook ID: Vendor's Facebook Id can be given here so that on the frontend vendor shop page facebook option is set.

Twitter ID: Vendor's Twitter Id can be given here so that on the frontend vendor shop page twitter option is set

• SEO Information

← Back Reset Save and Continue Edit Save Vendor

VENDOR INFORMATION

General Information

Company Information

Support Information

SEO Information

Address Information

SEO Information

Meta Keywords

Meta Description

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.

- **Address Information:**

← 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

Country *

Here admin can add the vendor's address details that will be used for admin (*Either admin can add from backend else vendor can also add his details from his panel that will be finally reflected in the Magento admin panel*).

Address: This field will show vendors address.

City: This field will show vendors City.

Zip/Postal Code: This field will show vendors Area postal code

State: This field will show vendors State that he belongs from.

Country: This field will show vendors Country.

•

Payment Details

VENDOR INFORMATION
General Information
Company Information
Support Information
SEO Information
Address Information
Payment Details
Vendor Products
Vendor Orders
Vendor Transactions

Check/Money Order

Active Yes

Cheque Payee Name Johndave

PayPal

Active Yes

Email Associated with PayPal Merchant Account Johndave@example.com

Bank Transfer

Active Yes

Bank Name BAUS

Bank Branch Number BAUSBRN323232

Bank Swift Code CTBAUS290

Bank Account Name BAUS

Bank Account Number 9696858574

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

•

Vendor Products

Manage Vendor Products

Search 3 admin

Search [Reset Filter](#)

Actions ▼ 4 records found 20 ▼ per page < 1 of 1 >

▼	ID ↑	Name	Vendor Name	Type	Attrib. Set Name	SKU	Price	Qty	Websites	Status	Action	Disapproval Reason	View
Any ▼	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼	<input type="text"/>	From <input type="text"/> To <input type="text"/> USD ▼	From <input type="text"/> To <input type="text"/>	▼	▼			
<input type="checkbox"/>	2050	Fitness Ebook	john dave	Downloadable Product	Default	Fitness Ebook	\$20.00	1000	Main Website	Approved	Disapprove	N/A	View
<input type="checkbox"/>	2049	Gift vouchers	john dave	Virtual Product	Default	Gift vouchers	\$19.00	1000	Main Website	Approved	Disapprove	N/A	View
<input type="checkbox"/>	2048	Rench Mens Lower Cotton Regular Fits	john dave	Simple Product	Default	Rench Mens Lower Cottons	\$9.00	233	Main Website	Approved	Disapprove	N/A	View
<input type="checkbox"/>	2047	rench solid polo t-shirt	john dave	Simple Product	Default	Solo-polo-tshirt	\$6.00	999	Main Website	Approved	Disapprove	N/A	View

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

-

Vendor Orders

Manage Vendor Orders

Search 3 admin

Search [Reset Filter](#) 2 records found 20 ▼ per page < 1 of 1 >

Created At	Order Id	Vendor Name	G.T. (Base)	G.T.(Purchased)	Commission Fee	Vendor Payment	Order Payment State	Order State
From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	▼	▼
May 24, 2019	000000003	john dave	\$3.00	\$3.00	\$0.30	\$2.70	Paid	Paid
May 24, 2019	000000004	john dave	\$9.00	\$9.00	\$0.90	\$8.10	Pending	Pending

All the orders that are for the vendor's associated products can be viewed from this tab.

-

Vendor Transaction

Manage Vendor Transactions

Credit Amount
Debit Amount

Export to: CSV Export

Search Reset Filter 1 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 <input type="text"/> To <input type="text"/>	<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"/>	
May 24, 2019, 9:52:20 AM	trans101	john dave	Offline	Credit	\$2.70	\$1.00	\$3.70	Order# 000000003, Amount \$2.70	View

All the vendor related transactions will be shown here. Admin can credit and debit the amount to vendors account (offline mode) and update in his panel.

2.1.3. Vendor Product

Vendor products feature shows all the product that is added by the vendors can be found in the *Marketplace>Vendor Products* Menu. Vendor product is further divided into three parts

- Pending Products
- Approved Products
- All Products

These bifurcate the product based on the product status set

Pending Products

Vendor Pending Products

Search Reset Filter 0 records found 20 per page 1 of 1

ID	Name	Vendor Name	Type	Attrib. Set Name	SKU	Price	Qty	Websites	Action	Disapproval Reason	View
Any	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/> USD	From <input type="text"/> To <input type="text"/>	<input type="text"/>			

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 approved 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

Vendor Approved Products

🔍 🔔 3 👤 admin ▾

Search [Reset Filter](#)

Actions ▾ 4 records found 20 ▾ per page < 1 of 1 >

▾	ID ↑	Name	Vendor Name	Type	Attrib. Set Name	SKU	Price	Qty	Websites	Action	Disapproval Reason	View
Any ▾	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	▾	▾	<input type="text"/>	From <input type="text"/> To <input type="text"/> USD ▾	From <input type="text"/> To <input type="text"/>	▾			
<input type="checkbox"/>	2050	Fitness Ebook	john dave	Downloadable Product	Default	Fitness Ebook	\$20.00	1000	Main Website	Disapprove	N/A	View
<input type="checkbox"/>	2049	Gift vouchers	john dave	Virtual Product	Default	Gift vouchers	\$19.00	1000	Main Website	Disapprove	N/A	View
<input type="checkbox"/>	2048	Rench Mens Lower Cotton Regular Fits	john dave	Simple Product	Default	Rench Mens Lower Cottons	\$9.00	233	Main Website	Disapprove	N/A	View

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.

All Products

Manage Vendor Products

Search [Reset Filter](#)

Actions 4 records found 20 per page 1 of 1

<input type="checkbox"/>	ID	Name	Vendor Name	Type	Attrib. Set Name	SKU	Price	Qty	Websites	Status	Action	Disapproval Reason	View
<input type="checkbox"/>	2050	Fitness Ebook	John dave	Downloadable Product	Default	Fitness Ebook	\$20.00	1000	Main Website	Approved	Disapprove	N/A	View
<input type="checkbox"/>	2049	Gift vouchers	John dave	Virtual Product	Default	Gift vouchers	\$19.00	1000	Main Website	Disapproved	Approve	Product violates the Marketplace condition	View
<input type="checkbox"/>	2048	Rench Mens Lower Cotton Regular Fits	John dave	Simple Product	Default	Rench Mens Lower Cottons	\$9.00	233	Main Website	Approved	Disapprove	N/A	View
<input type="checkbox"/>	2047	rench solid polo t-shirt	John dave	Simple Product	Default	Solo-polo-tshirt	\$6.00	999	Main Website	Approved	Disapprove	N/A	View

Click on the All products link from the admin site, it will open the entire products list. Either the product is *Approved* or *Disapproved*, and even all the *Pending Products* list is also shown in the list. 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.

2.1.4. 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	nofx virtual	\$100.00	Ordered: 1	\$100.00
Vendor nofx				
Olay	olay001	\$49.00	Ordered: 1	\$49.00
Vendor demo				
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

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 <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>	<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"/>		
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.

2.1.5. 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. This section shows the outstanding amount for a vendor based on a particular order wise.

Admin can also Generate the table records of the vendor and his transaction history (Pending or Completed) in the form of CSV and XML file.

Manage Vendor Transactions

Search 3 admin

Credit Amount
Debit Amount

Export to: CSV Export

Search
Reset Filter
1 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 <input type="text"/> To <input type="text"/>	<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"/>	
May 24, 2019, 9:52:20 AM	trans101	John dave	Offline	Credit	\$2.70	\$1.00	\$3.70	Order# 000000003, Amount \$2.70	View

•

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.

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.

Manage Vendor Transactions demo

← Back Reset **Continue**

PAYMENT INFORMATION

Payment Selection

Beneficiary Information

Beneficiary Vendor: demo vendor (testcedcommerce@gmail.com) Vendor selection will change the "Selected Amount(s) for Payment" section.

Total Amount: \$99.99 [USD] Readonly field.

Selected Amount(s) for Payment

Order ID 000000002	Grand Total \$99.99	Commission Fee \$10.00	Vendor Payment \$89.99
------------------------------	-------------------------------	----------------------------------	----------------------------------

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

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

Purchased On	Order ID#	G.T. (Base)	G.T.	Commission Fee	Vendor Payment	Select
Mar 13, 2018, 5:40:12 AM	000000002	\$99.99	\$99.99	\$10.00	\$89.99	<input type="checkbox"/>

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

Manage Vendor Transactions


 demo ▾

[← Back](#) [Reset](#) [Pay Offline](#)

PAYMENT INFORMATION	Transaction Information
Payment Information	<p>Vendor demo vendor (testcedcommerce@gmail.com)</p> <p>Amount * <input type="text" value="89.99"/> [USD] <small>Readonly field.</small></p> <p>Payment Method * <input type="text" value="Select Payment Method"/></p> <p>*</p> <p>Adjustment Amount <input type="text"/> [USD] <small>Enter adjustment amount in +/- (if any)</small></p> <p>Transaction Id * <input type="text"/> <small>Enter transaction id</small></p> <p>Notes <input type="text"/></p>

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.

•

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 09:30:34

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.

2.1.6. Customer Configuration (Functional Dependency)

CedCommerce Multi-Vendor Marketplace extension gives you enormous features for the vendor and admin entities. Here the vendors are extended from the customers with additional feature added to them. So some customer configuration dependencies are applicable for vendors as well.

Configuration

demo ▾

Store View: Default Config ▾

[Save Config](#)

MARKETPLACE ▾

CUSTOMERS ▴

Customer Configuration

Account Sharing Options

Share Customer Accounts [global] Use system value

Online Customers Options

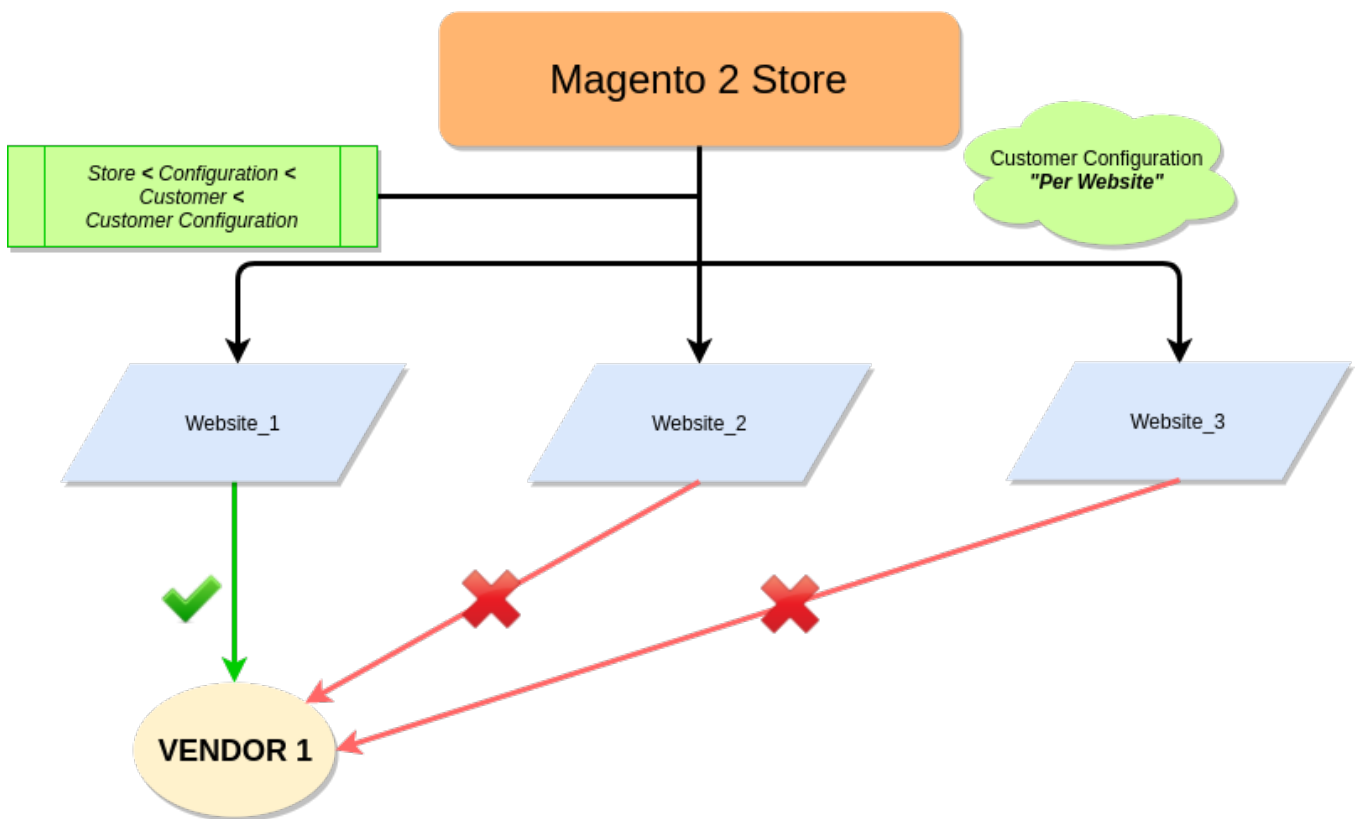
Admin can reach the customer configuration by **Stores > Configuration > Customer > Customer Configuration** and from here the admin can manage the configuration of the scope of vendor/customer.

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.

Per Website

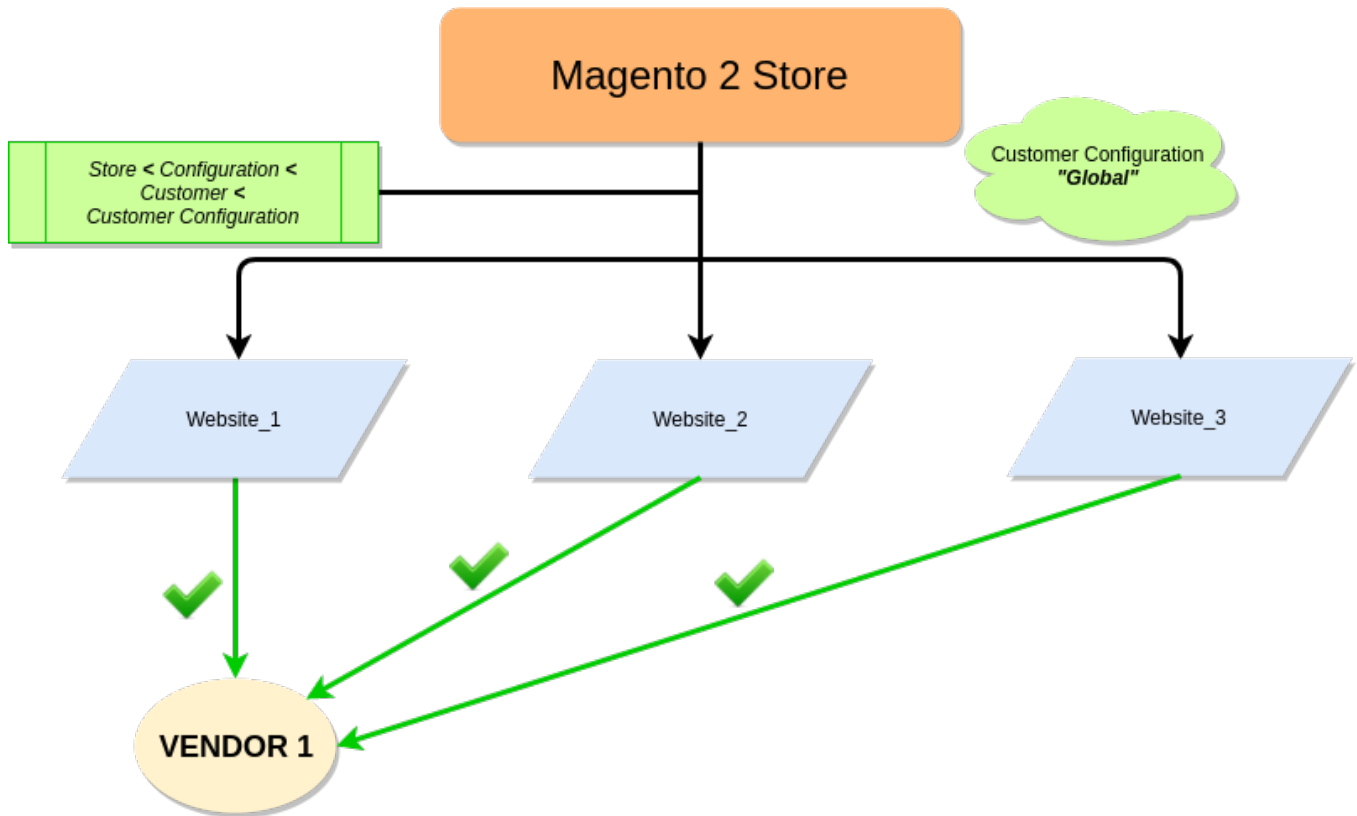
Here the "Per Website" mode means that if on your Magento 2 multiple sites are running, vendors can log in only to the website from which they have registered. They cannot log in to other websites in any case. In this case, the admin can assign the product to his current website only.

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.



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.



2.2. Multi Vendor Feature for Vendor Panel

CedCommerce Multi-Vendor Marketplace is an 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 base.

Vendors can create their shops in the Admin's E-commerce store that is using Multi-vendor Solution by CedCommerce 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 visit the e-commerce store and be able to see all the products provided by all the 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 products sold by different vendors.

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.

2.2.1. Become a Vendor

CedCommerce Multi-Vendor Marketplace Solution is an extension for vendors that provide the facility of multivendor for an e-commerce store. 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, and if the admin disapproves the product, he needs to provide the reason for disapproval and the confirmation mail is always to send to the vendor.

Any new vendor can come on the site in 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".

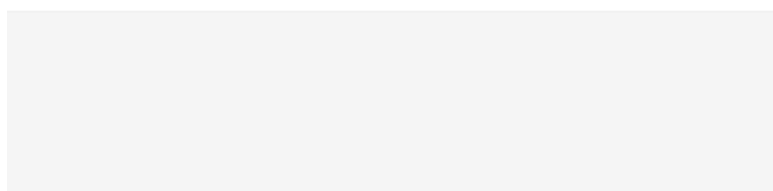
Vendor Login

Login to access your vendor account

Remember Me

[Forgot Your Password?](#)

Don't have a vendor account? [Sign up](#)



[Home](#) | [Contact](#)

© 2018 - cedcommerce.com (site name) vendor Portal

Create a New Vendor Account

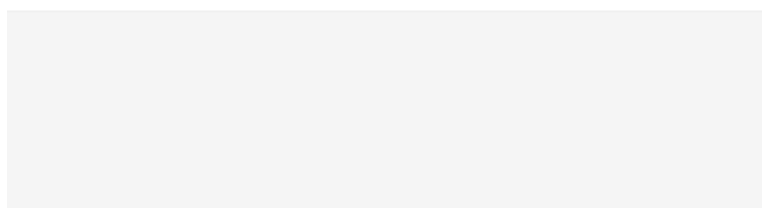
After clicking on the "Sell" button the vendor registration page will open up. Fill all the entries if you want to become a vendor, click on the Submit button and the request for your account approval as a vendor will be sent to the admin. Admin can review the details of the vendor and when the admin 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
<small>Please enter your Shop URL Key. For example "my-shop-url".</small>
Password
Password Strength: No Password
Confirm Password
<input type="checkbox"/> Sign Up for Newsletter
<input type="checkbox"/> I've read and accept terms and condition
SUBMIT

Already have a vendor account? [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.
- **Term and Condition:** Admin can add his various terms and condition that he needs to vendors agree on before creating there account on his E-commerce marketplace, therefore admin can list all those Terms and Condition form his panel and navigating to *CedMarketplace < Vendor Configuration < General < Enter*

Terms and Condition Content.

✓ Your vendor application has been Pending.

✓ Thank you for registering with Main Website Store.

Hello, Naved Siddiqui!

👁️ **Your account Is under review**

Your vendor account is under admin approval.

LOG OUT GO TO MAIN WEBSITE

As soon as the vendor register for a vendor seller account, an admin will get an automatic email notification for the new vendor registration request.

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.

Hello, Naved Siddiqui!

👁️ **Your account Is under review**

Your vendor account is under admin approval.

LOG OUT GO TO MAIN WEBSITE

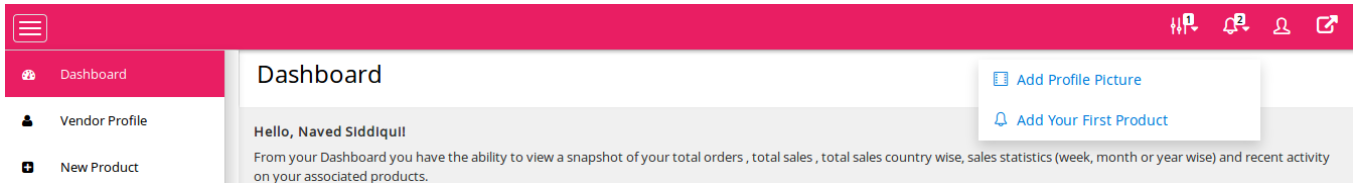
Note: Now how admin approve the vendor account is explained above in the “**Manage Vendor**” Section.

2.2.2. Vendor Account Header Setting

Vendor Navigation Panel

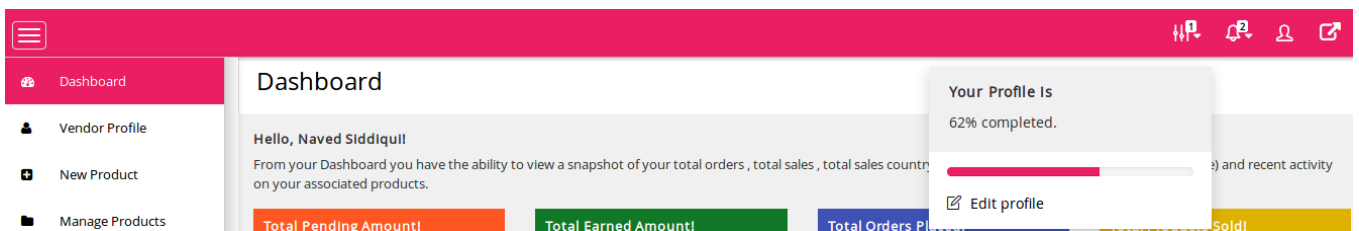
On the dashboard page and Vendor, profile pages vendor can see different navigation links available for accessing other panels. The notification section notifies the vendors of several activities like

- New Product Order Received
- and many others instance...



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.

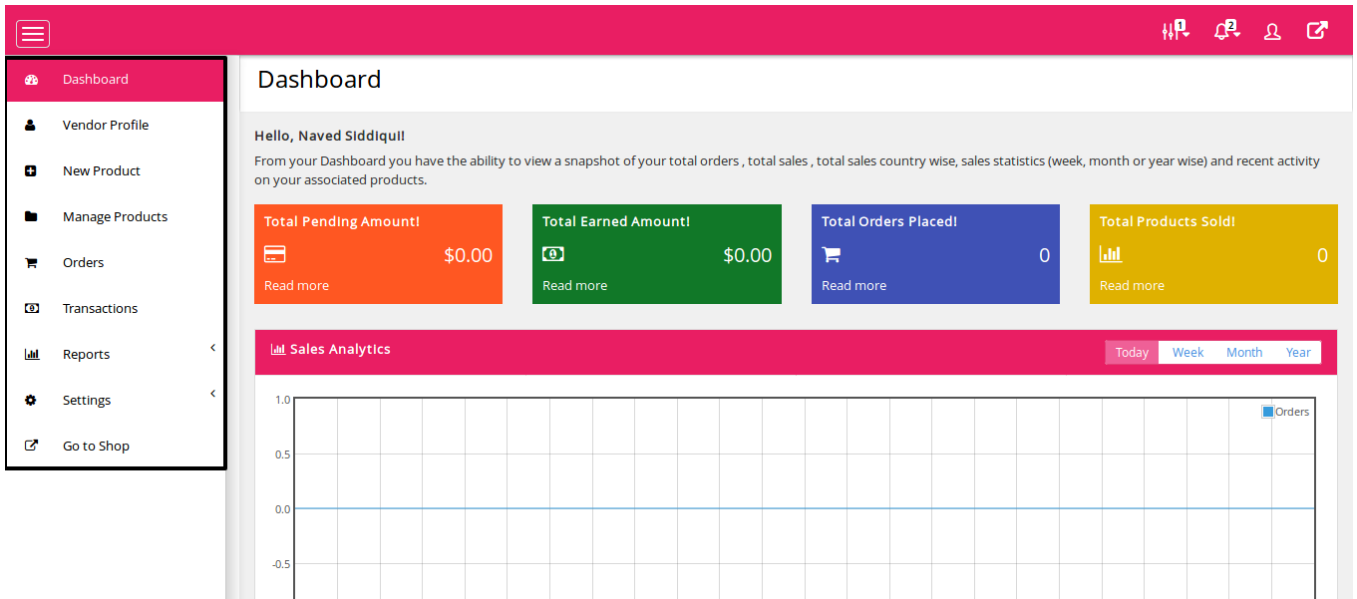


2.2.3. Vendor Dashboard

A vendor can see the vendor dashboard after getting successfully approved by the admin. Now a vendor can open up his dashboard panel by Signing in to his seller account by clicking on “Sell” on the header.



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** 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** 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

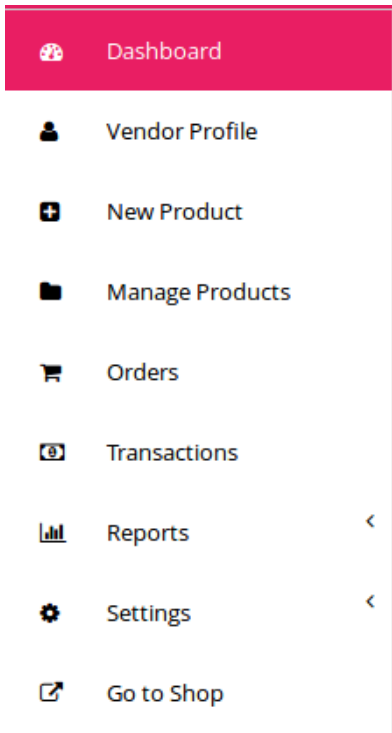
This show the list of transactions that have been made by the admin for a vendor's order.

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).

2.2.4. 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

Here the “*Approved Vendor*” label 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.


Welcome, Naved! Naved Siddiqui Marketplace Sell Sign Out Default Store View

LUMA Search entire store here...

What's New Women Men Gear Training Sale NewShirt

Shopping Hub Shop

Vendor Profile



Public Name: Shopping Hub

Support Number:

Support Email:

Email: navedsiddiqui@cedcommerce.com

Company Name: Shopping Hub


Name: Naved Siddiqui

Company Address:

Created At: 2018-07-20 09:35:00

Facebook ID:

Twitter ID:



Un-Branded Samples available upon request. See details below.

Vendor Products

There are no products from this Vendor.

Browse By Category

About us Search Terms
 Customer Service Privacy and Cookie Policy
 Contact Us
 Advanced Search

Main Website Store

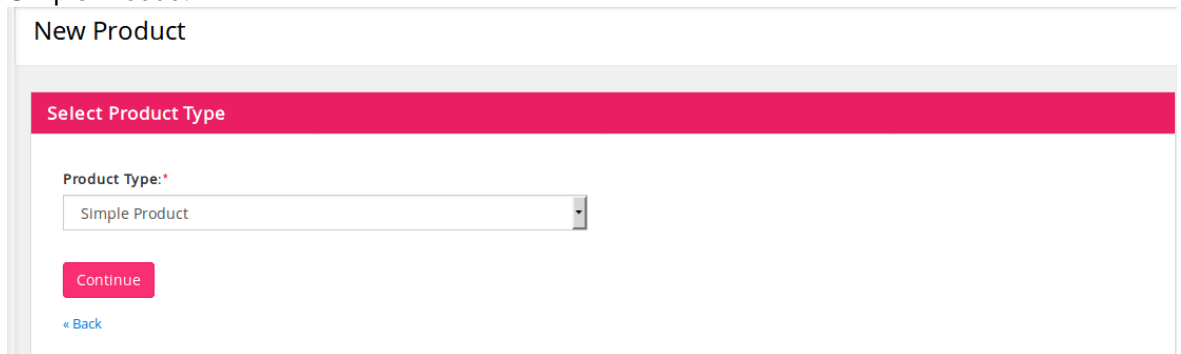
Copyright © 2013-2017 Magento, Inc. All rights reserved.

2.2.5. 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



The screenshot shows a web form titled "New Product". At the top, there is a red header bar with the text "Select Product Type". Below this, the form contains a label "Product Type:" followed by a dropdown menu. The dropdown menu is currently set to "Simple Product". Below the dropdown menu, there is a red button labeled "Continue" and a blue link labeled "< 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.

- o **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.

- o **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 “CedCommerce Basic Multivendor Marketplace” package you have the option to add these 3 types of the product only. if you want all the 6 types of product and even the custom option you can go for the *CedCommerce Platinum Package*

2.2.6. 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.

 yyyy | simple | Approved (Enabled) | \$88.00 | 88 | | desktop apex | simple | Approved (Enabled) | \$7,777.00 | 66 | |2081
 | Olay | simple | Approved (Enabled) | \$99.00 | 99998 | |2080
 | ddd | simple | Not Approved | \$111.00 | 111 | |

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 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 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.

2.2.7. 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 amount that has been paid to the admin for the specific order.
 - **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 at any time by clicking on the order id. It will show you the details of the order.

The screenshot displays the 'Order # 000000026' view page. On the left is a navigation menu with options like Dashboard, Vendor Profile, New Product, Manage Products, Orders, Transactions, Reports, Settings, and Go to Shop. The main content area is titled 'Order # 000000026' and includes a 'Print Order' button. Below this, there are several sections: 'Order Information' showing the order date (7/23/18), status (Complete), and purchase source (Main Website, Main Website Store, new store); 'Shipping Address' and 'Shipping Method' (Flat Rate - Fixed); 'Billing Address' and 'Payment Method' (Check / Money order). At the bottom, a table lists the product 'Olay' with its original price (\$99.00), current price (\$49.00), and quantities ordered, invoiced, and shipped. Summary rows show Subtotal (\$49.00), Commission Fee (\$4.90), Grand Total (\$49.00), and Net Vendor Earn (\$44.10). A 'Back to Orders' link is at the bottom left.

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. Basically, it shows the name vendor for whom the order has been placed.
- **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.
- **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.

2.2.8. Transaction

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.

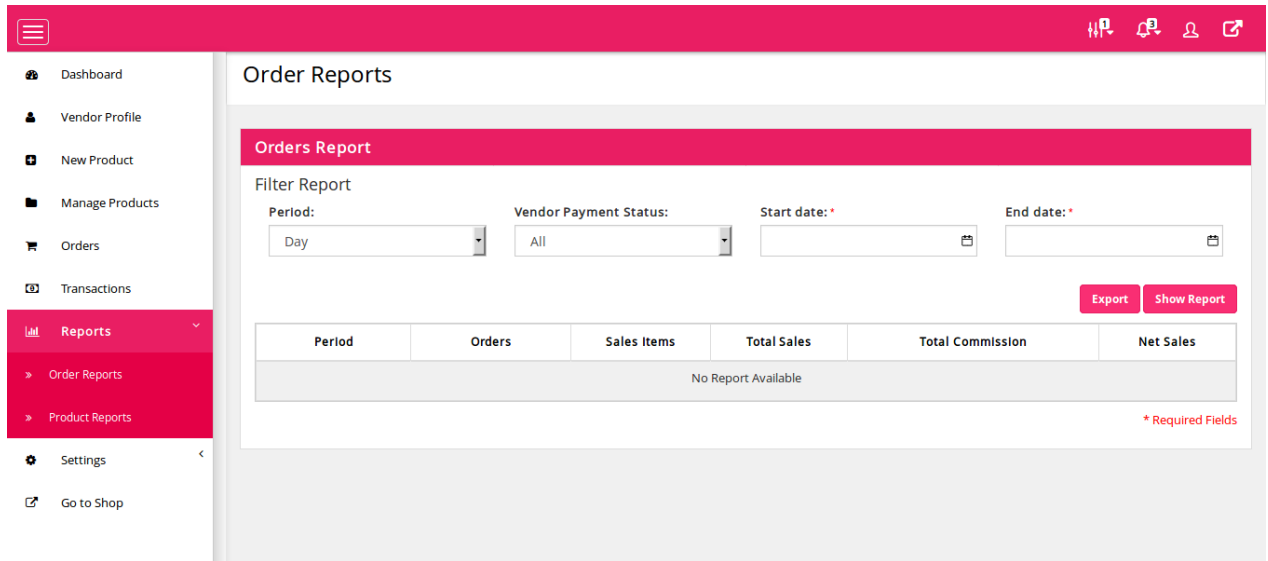
- **Transaction Statistics**
The transaction statistics can be seen on the transactions page. It will be shown on the top of the page showing the transaction summary.
 - **Total Earned:** It is the total amount earned by the vendor from his orders. The entire earned amount will be transferred to the 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.

2.2.9. 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.

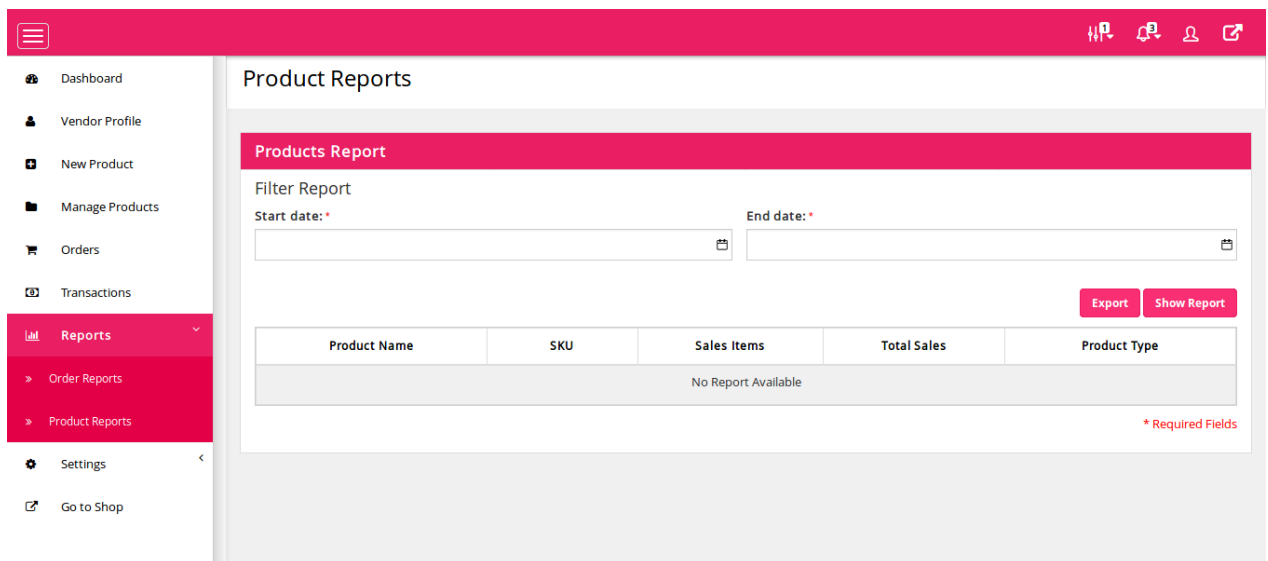
- **Order Reports**
The order report will show the orders have been placed in a given time span. Reporting section is quite important in terms of the analysis of the shop. Vendor can also filter the report by using the date duration. Vendor can see the above form in the vendor reporting section. The 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. You can *filter* the report based on date and the *export* that. This report can have complete analytics based on vendors product.



2.2.10. Settings

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

This payment detail is used by an admin to transfer the vendor amount to him for his related product sold.

The screenshot displays the 'Vendor Settings' page with a sidebar on the left containing navigation options like Dashboard, Vendor Profile, New Product, Manage Products, Orders, Transactions, Reports, Settings, Transaction Settings, and Go to Shop. The main content area is titled 'Vendor Settings' and features a 'Transaction Settings' section with a 'Save' button. Three payment methods are listed: 'Check/Money Order' (Active: Yes, Cheque Payee Name: demo), 'PayPal' (Active: No, Email Associated with PayPal Merchant Account: Start accepting payments via PayPal), and 'Bank Transfer' (Active: Yes, Bank Name: test, Bank Branch Number, Bank Swift Code, Bank Account Name, Bank Account Number).

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 Solution 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 personal 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.

3. 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.