

Vendor Membership Addon - Admin Guide

by CedCommerce Technical Publications

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1. Overview

Vendor Membership Addon of the CedCommerce Multi-vendor Marketplace extension allows the admin to manage the membership of the vendors. The admin can restrict the vendors in several ways based on certain terms and conditions, or provide limited facilities to the vendors for a specific period.

The membership packages are a way to attract the vendors to the website to sell their products by redeeming attractive offers and packages.

*The Key Features of the add-on available in the **Admin** panel are as follows:*

- Restrict the vendor to upload the max number of products.
- Allow the vendors to add products in allowed Categories by their Subscription.
- Assign the free packages to the vendor as a promotional offer.
- Allow the vendors to purchase a subscription by any payment method available at the site.

The add-on functions only with the **CedCommerce Multi-Vendor Marketplace** extension. The add-on includes all the features of the extension. The admin has to install the **CedCommerce Multi-Vendor Marketplace** extension before installing the add-on.

This admin guide covers only the add-on feature. For more information on the **Admin** panel of the **CedCommerce Multi-Vendor Marketplace** extension, see *CedCommerce Multi-Vendor Marketplace Admin Guide*(<http://cedcommerce.com/media/userguides/m2/Marketplace%20Basic/CedCommerce%20Multi-Vendor%20Marketplace%20Admin%20User%20Manual.pdf>)

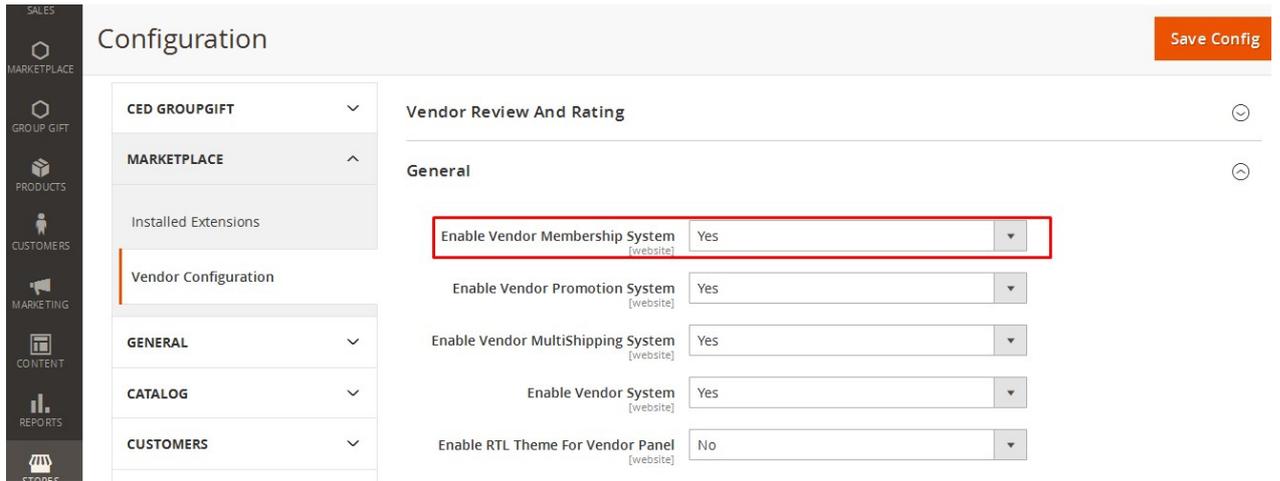
. For more information on the **Vendor** panel of the **CedCommerce Multi-Vendor Marketplace** extension, see *CedCommerce Multi-Vendor Marketplace User Guide*(<http://cedcommerce.com/media/userguides/m2/Marketplace%20Basic/CedCommerce%20Multi-Vendor%20Marketplace%20Vendor%20User%20Manual.pdf>)

2. Admin Panel Configurations

The admin has the right to enable or disable the features of extensions and add-ons. Thus, to allow the vendors to purchase a subscription and enable vendors to avail the facilities available in this add-on, the admin has to enable Vendor Membership Addon.

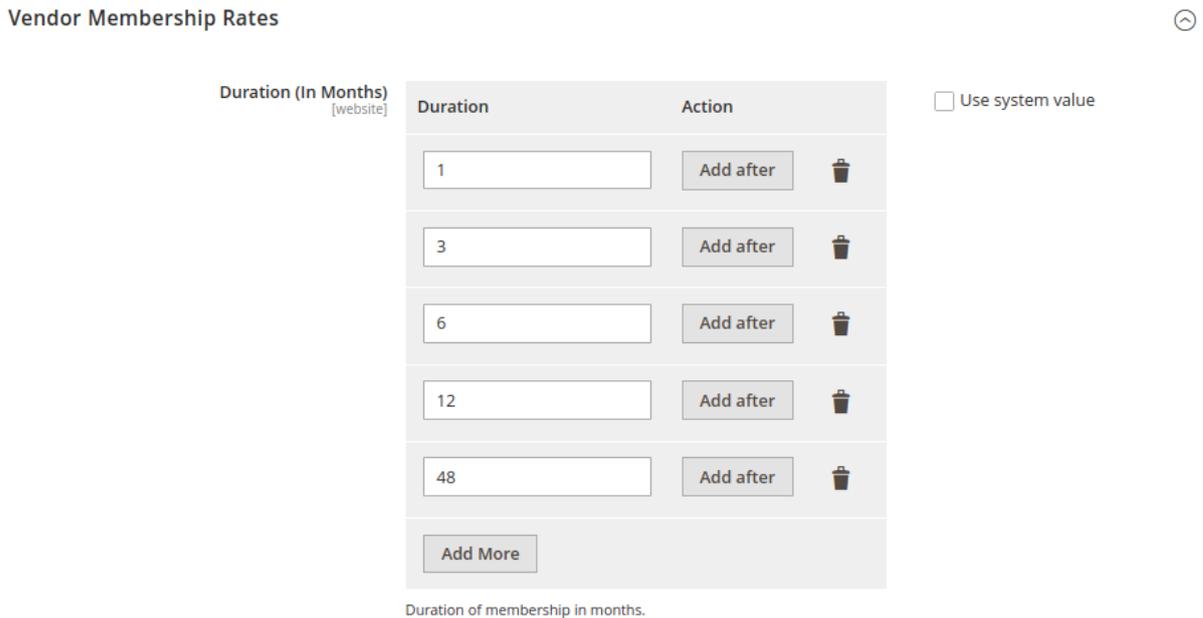
To enable vendor membership

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

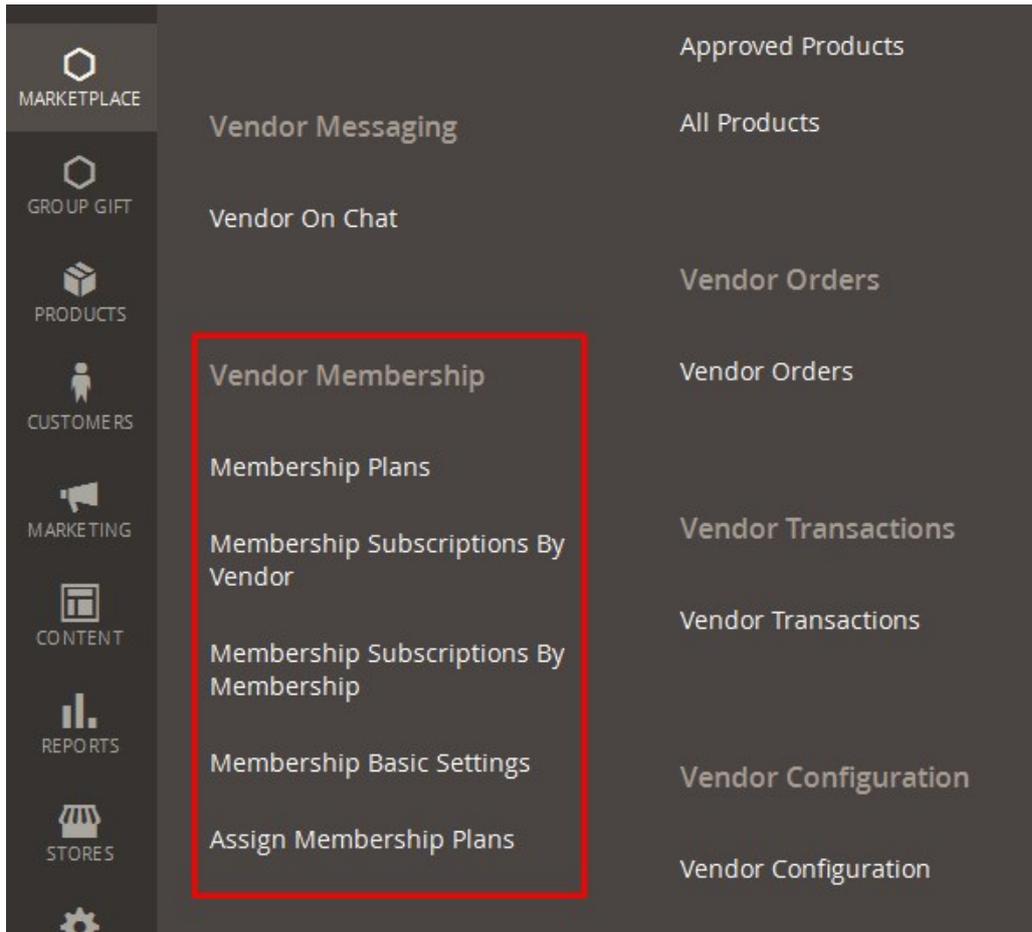


3. Click the **General** tab.
 4. Under **General**, in the **Enable Vendor Membership System** list, select **Yes**.

Note: If the admin selects the **No** option, then the vendors are not allowed to avail the Vendor Memberships facilities.
 5. Click the **Save Config** button.
- After saving the vendor configuration two changes will appear:A. **Vendor Membership Rates Duration** in the configuration where Admin can set the duration of the membership plans and it will be visible while creating a membership plan.



B. **Vendor Membership** in the submenu of the **MARKETPLACE** menu, available on the left navigation bar of the Admin panel, as shown in the following figure:



3. Vendor Membership

The **Vendor Membership** section consists of the following feature list:

- Membership Plans(#_Membership_Plans)
- Membership Subscriptions **By** Vendor(#_Membership_Subscriptions_By)
- Membership Subscriptions **By** Membership(#_Membership_Subscriptions_By_1)
- Membership Basic Settings(#_Membership_Basic_Settings)
- Assign Membership Plans(#_Assign_Membership_Plans)

3.1. Membership Plans

To attract more and more front-end users and Vendors admin can offer them to go for different membership plans. The admin can manage the plans from the **Membership Plan Manager** page of the Admin panel.

To open the **Membership Plan Manager** page, click the **MARKETPLACE** menu on the left navigation bar of the Admin panel, and then click **Membership Plans**.

The **Membership Plan Manager** page appears as shown in the following figure:

| ID | Title | Product_id | Duration (In month(s)) | No of Product | Allowed Category | Package Price | Package Special Price | Status |
|----|------------------|------------|------------------------|---------------|------------------|---------------|-----------------------|--------|
| 7 | test123 | 207 | 1 | 1 | Men | \$136.00 | \$10.00 | Yes |
| 6 | March Membership | 204 | 1 | 201 | Men | \$2,136.00 | \$34.00 | Yes |
| 5 | Package1 | 203 | 1 | 200 | Men | \$2,113.00 | \$1,900.00 | Yes |

Admin can do the following tasks from the **Membership Plan Manager** page:

- Add New Membership Plan(#AddNewMembershipPlan)
- Edit Membership Plan(#EditMembershipPlan)
- Delete Membership Plan(#DeleteMembershipPlan)

3.1.1. Add New Membership Plan

To Add New Membership Plan

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Plans**.
The **Membership Plan Manager** page appears as shown in the following figure.

Membership Plan Manager 🔍 11 👤 admin ▾

[Add New Membership Plan](#)

Search [Reset Filter](#) 3 records found 20 ▾ per page < 1 of 1 >

| ID | Title | Product_Id | Duration (In month(s)) | No of Product | Allowed Category | Package Price | Package Special Price | Status |
|------------|------------------|------------|------------------------|---------------|------------------|---------------------|-----------------------|--------|
| From To | | | | | | From To USD ▾ | From To USD ▾ | ▾ |
| 7 | test123 | 207 | 1 | 1 | Men | \$136.00 | \$10.00 | Yes |
| 6 | March Membership | 204 | 1 | 201 | Men | \$2,136.00 | \$34.00 | Yes |
| 5 | Package1 | 203 | 1 | 200 | Men | \$2,113.00 | \$1,900.00 | Yes |

- In the upper-right corner of the page, click the **Add New Membership Plan** button. The page appears as shown in the following figure:

Manage Membership Plan 🔍 11 👤 admin ▾

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

MEMBERSHIP INFORMATION

Membership Information

Membership Plan Information

Name *

Price *

Product Limit *

Sort Order *

No. of Subscription Allowed *

Special Price *

Duration * If option is blank then set duration price in Config

Status *

Website *

Image No file selected.

Product Categories

Men (120)

4. In the right panel, under **Membership Plan Information**, enter the information in the following fields:
 - **Name:** The name of the membership package.
 - **Price:** The price of the membership package.
 - **Product Limit:** The number of products that the vendor can create/upload.
 - **Sort Order:** The sort order of the package.
 - **No. of Subscription Allowed:** The number of individuals that can subscribe for the package.
 - **Special Price:** The special price of the product.
 - **Duration:** The time period that mentions the validity of the package.
 - **Status:** The status of the package that mentions whether to display the package at the frontend or not.
 - **Note:** Selecting **No**, removes the package from the frontend.
 - **Website:** The name of the website.
 - **Image:** The image relevant to the package.
 - **Product Categories:** The product categories that are available to the vendors for adding their products in the category.
5. Click the **Save Membership** button.

3.1.2. Edit Membership Plan

To Edit Membership Plan

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Plans**.
The **Membership Plan Manager** page appears as shown in the following figure.

| ID | Title | Product_Id | Duration (In month(s)) | No of Product | Allowed Category | Package Price | Package Special Price | Status |
|----|------------------|------------|------------------------|---------------|------------------|---------------|-----------------------|--------|
| 7 | test123 | 207 | 1 | 1 | Men | \$136.00 | \$10.00 | Yes |
| 6 | March Membership | 204 | 1 | 201 | Men | \$2,136.00 | \$34.00 | Yes |
| 5 | Package1 | 203 | 1 | 200 | Men | \$2,113.00 | \$1,900.00 | Yes |

3. On the **Membership Plan Manager** page, in the table of the plan, click the row corresponding to the required Membership plan to edit.
The corresponding page appears.
4. Make the required changes.
5. Click the **Save Membership** button.
OR
Click **Save and Continue Edit**.

3.1.3. Delete Membership Plan

To Delete Membership Plan

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Plans**.
The **Membership Plan Manager** page appears as shown in the following figure.

Membership Plan Manager 🔍 11 👤 admin ▾

[Add New Membership Plan](#)

Search [Reset Filter](#) 3 records found 20 ▾ per page < 1 of 1 >

| ID | Title | Product_Id | Duration (In month(s)) | No of Product | Allowed Category | Package Price | Package Special Price | Status |
|------|------------------|------------|------------------------|---------------|------------------|---------------|-----------------------|--------|
| From | | | | | | From | From | ▾ |
| To | | | | | | To | To | |
| | | | | | | USD ▾ | USD ▾ | |
| 7 | test123 | 207 | 1 | 1 | Men | \$136.00 | \$10.00 | Yes |
| 6 | March Membership | 204 | 1 | 201 | Men | \$2,136.00 | \$34.00 | Yes |
| 5 | Package1 | 203 | 1 | 200 | Men | \$2,113.00 | \$1,900.00 | Yes |

- On the **Membership Plan Manager** page, in the table of the plan, click the row respective to the required Membership plan to delete.
The corresponding page appears.
- Click the **Delete Membership** button.

3.2. Membership Subscriptions By Vendor

*To view the **Membership Subscriptions By Vendor** page*

- Go to the Admin panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Subscription By Vendor**.
The **Membership Subscriptions By Vendor** page appears as shown in the following figure:

Membership Subscription By Vendor 🔍 11 👤 admin ▾

Filter By Vendors

Choose Plan Filter ▾

Search [Reset Filter](#) 4 records found 20 ▾ per page < 1 of 1 >

| ID # | Title | Product Limit | Allowed Category | Start on | End on | Package Price | Package Special Price | Status |
|----------------------|----------------------|----------------------|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------|
| <input type="text"/> | <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"/> |
| | | | | To <input type="text"/> | To <input type="text"/> | To <input type="text"/> | To <input type="text"/> | |
| | | | | | | USD ▾ | USD ▾ | |
| 19 | March Membership | 201 | Men, | Mar 28, 2017 12:00:00 AM | Apr 28, 2017 12:00:00 AM | \$2,136.00 | \$34.00 | running |
| 18 | test123 | 1 | Men, | Mar 28, 2017 12:00:00 AM | Apr 28, 2017 12:00:00 AM | \$123.00 | \$10.00 | running |
| 16 | Package1 | 200 | Men, | Mar 6, 2017 12:00:00 AM | Apr 6, 2017 12:00:00 AM | \$2,113.00 | \$1,900.00 | running |
| 15 | Package1 | 200 | Men, | Mar 6, 2017 12:00:00 AM | Apr 6, 2017 12:00:00 AM | \$2,113.00 | \$1,900.00 | running |

This page displays a table that lists the subscription plans filtered by vendor who have subscribed for the membership. **Filter By Vendors**

By default, the page displays all the vendor subscriptions. In the **Choose Plan Filter** list, select the required vendor based on which the admin wants to list the subscription plans. The list of packages that includes the selected vendor appears.

Tip



: Admin can also export the packages in the form of .csv or xml files.

3.3. Membership Subscriptions By Membership

To view the Membership Subscriptions By Membership page

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Subscription By Membership**.

The **Membership Subscriptions By Membership** page appears as shown in the following figure:

Membership Subscriptions By Membership

Filter By Plans

Choose Plan Filter -- All Membership Users --

Search Reset Filter 4 records found 20 per page 1 of 1

| ID # | Customer Email | Start on | End on | Package Price | Package Special Price | Status |
|------|----------------|--------------------------|--------------------------|-------------------|-----------------------|---------|
| | | From To | From To | From To USD | From To USD | |
| 19 | test@gmail.com | Mar 28, 2017 12:00:00 AM | Apr 28, 2017 12:00:00 AM | \$2,136.00 | \$34.00 | running |
| 18 | test@gmail.com | Mar 28, 2017 12:00:00 AM | Apr 28, 2017 12:00:00 AM | \$123.00 | \$10.00 | running |
| 16 | test@gmail.com | Mar 6, 2017 12:00:00 AM | Apr 6, 2017 12:00:00 AM | \$2,113.00 | \$1,900.00 | running |
| 15 | test@gmail.com | Mar 6, 2017 12:00:00 AM | Apr 6, 2017 12:00:00 AM | \$2,113.00 | \$1,900.00 | running |

This page displays a table that lists the subscription plans filtered by Membership users.

Filter By Plans

By default, the page displays all the Membership users. In the **Choose Plan Filter** list, select the required plan based on which the admin wants to list the subscription plans.

The list of packages that includes the selected membership appears.

Tip

: Admin can also export the packages in the form of .csv or xml files.

3.4. Membership Basic Settings

This is an another way to access the default configuration settings of the Membership add-on.

To open the Configuration page

1. Go to the Admin panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Membership Basic Settings**. The **Configuration** page appears.

3.5. Assign Membership Plans

Admin can assign packages to vendors.

To Assign Membership

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

Assign Packages

Search [Reset Filter](#) 3 records found 20 per page 1 of 1

| Package Id # | Package Name | Package Price | Package Special Price |
|----------------------|----------------------|---|---|
| <input type="text"/> | <input type="text"/> | From <input type="text"/> To <input type="text"/> USD | From <input type="text"/> To <input type="text"/> USD |
| 7 | test123 | \$136.00 | \$10.00 |
| 6 | March Membership | \$2,136.00 | \$34.00 |
| 5 | Package1 | \$2,113.00 | \$1,900.00 |

This page displays a table that lists the available packages.

3. In the table of the packages, click the row corresponding to the required package to assign. The **Assign Membership** page appears as shown in the following figure:

Assign Membership

← Back Reset **Assign Membership**

ASSIGN INFORMATION

Assign Info

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

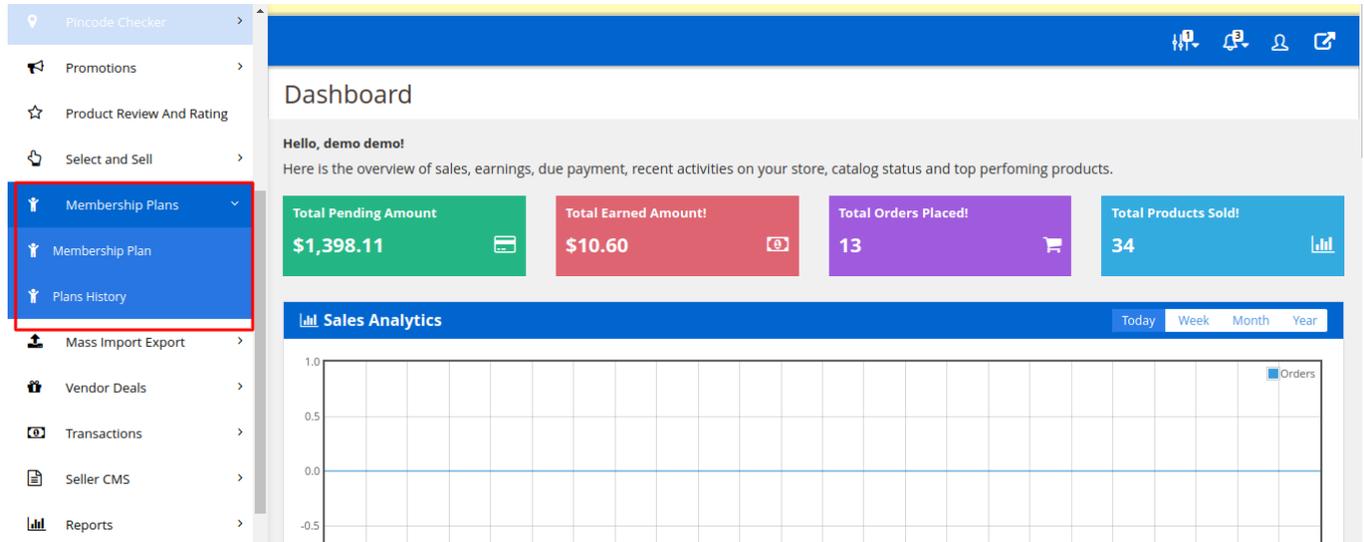
| | Vendor Id | Created At | Vendor Name | Vendor Email | Vendor Shop Url |
|-------------------------------------|----------------------|--|----------------------|----------------------|----------------------|
| Any | <input type="text"/> | From <input type="text"/> To <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> | 4 | Feb 10, 2017 7:15:03 AM | test1 test1 | test1@gmail.com | test1-url |

4. Select the check box displayed in the respective row of the required vendor.
5. Click the **Assign Membership** button. The respective package is assigned to the selected vendors and a notification message appears on successful assignment of vendors to the package. **Notes:**

- a. Admin can assign more than one packages to a vendor.
- b. Admin cannot assign the same package, which is already assigned to the vendor, more than once.

4. Vendor Membership Addon on Vendor Panel

Once the admin enables the **Vendor Membership** add-on, the **Membership Plans** menu appears on the left navigation bar of the Vendor Panel as shown in the following figure:



Once the user clicks the **Membership Plans** menu, the following two submenus are displayed:

- Membership Plan(<https://docs.cedcommerce.com/magento-2/vendor-membership-addon-admin-guide-2/?section=membership-plans-4>)
- Plans History(<https://docs.cedcommerce.com/magento-2/vendor-membership-addon-admin-guide-2/?section=plans-history-2>)

4.1. Membership Plans

Once the user clicks **Membership Plans**, the **Membership Plans** page appears as shown in the following figure:

Membership Plans

VENDOR RUNNING PLANS

4 Item(s) Show per page

| ID | Name | Status | Start Date | Expire Date | Order Id | Payment Method | Transaction Id |
|----|------------------|---------|------------|-------------|-----------|------------------|----------------|
| 5 | Package1 | running | 2017-03-06 | 2017-04-06 | by admin | by admin | by admin |
| 5 | Package1 | running | 2017-03-06 | 2017-04-06 | by admin | by admin | by admin |
| 7 | test123 | running | 2017-03-28 | 2017-04-28 | by admin | by admin | by admin |
| 6 | March Membership | running | 2017-03-28 | 2017-04-28 | 000000282 | Cash On Delivery | |

VENDOR MEMBERSHIP PLANS

3 Items Sort By Set Descending Direction per page



March Membership

Already Subscribed

Price : \$2,136.00
Special Price : \$34.00



Package1

Already Subscribed

Price : \$2,113.00
Special Price : \$1,900.00



test123

Already Subscribed

Price : \$155.00
Special Price : \$10.00

3 Items Sort By Set Descending Direction per page

The **Membership Plans** page displays the membership plans for which the user has a subscription, that is, the membership plans that are currently running and also the available membership plans to which the user can subscribe.

The **VENDOR RUNNING PLANS** section lists all the membership plans to which the vendor is already subscribed.

The **VENDOR MEMBERSHIP PLANS** section displays all the available memberships plans.

Note: If the vendor has a subscription for any of the packages displayed, then the *Already Subscribed* message appears on the plan itself as shown in the following figure. The vendor can view the membership details of the

plan by just one click.



test_new

Already Subscribed

Price : \$1,060.00

Special Price : \$100.00

To view the membership details of the plan

- Under **VENDOR MEMBERSHIP PLANS**, click the **Membership Plan** product. The **Membership Details** page appears as shown in the following figure.

Membership Details

MEMBERSHIP DETAILS

| | |
|--|---|
| <div style="background-color: #008080; color: white; padding: 2px 5px;">Membership</div> <div style="text-align: center; padding: 10px;">  <p>VENDOR PROMOTION RULES ADDON</p> <p>10% OFF</p> <p>M2</p> <p>CEDCOMMERCE</p> </div> | <div style="background-color: #008080; color: white; padding: 2px 5px;">Allowed Category</div> <div style="padding: 5px;">Men</div> |
| <div style="background-color: #008080; color: white; padding: 2px 5px;">Allowed No of Products</div> <div style="padding: 5px;">12</div> | <div style="background-color: #008080; color: white; padding: 2px 5px;">Duration of Package</div> <div style="padding: 5px;">1 Month(s)</div> |
| <div style="background-color: #008080; color: white; padding: 2px 5px;">Price(s)</div> <div style="padding: 5px;"> Price : 155.00 Special Price : 10.00 </div> | <div style="background-color: #008080; color: white; padding: 2px 5px;">Subscribe This One</div> <div style="text-align: center; padding: 5px;"> Already Subscribed </div> |

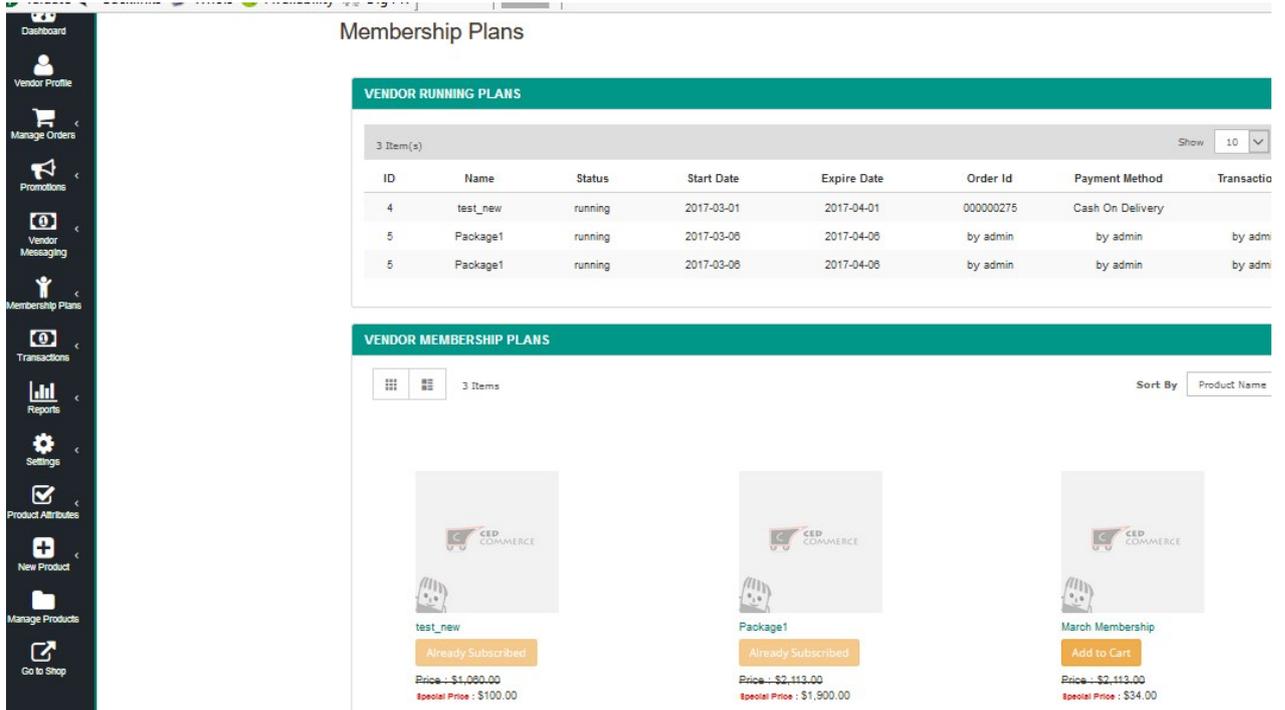
Back

The following details appear on the **Membership Details** page.

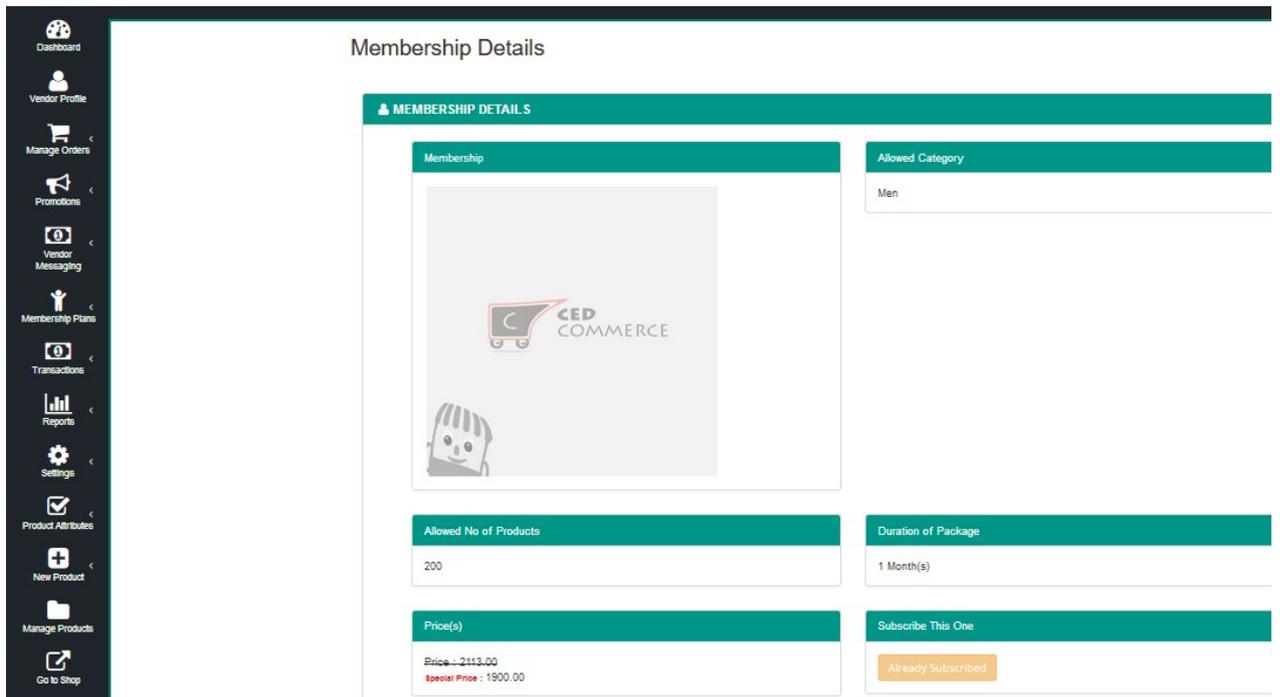
- Membership
- Allowed Category
- Allowed No. of Products
- Duration of Package
- Price(s)
- Subscribe This One

To add a Membership Plan to the cart

1. Go to the **Membership Plans** page.
2. Under the **VENDOR MEMBERSHIP PLANS** section, click the required Membership plan.



The **Membership Details** page appears as shown in the following figure:



3. Click the **Add to Cart** button.

4.2. Plans History

Once the user clicks **Plans History**, the **Membership History** page appears as shown in the following figure:

Membership History

VENDOR RESOURCES

Product Limit: 700 Remaining Product: 689

VENDOR SUBSCRIPTION HISTORY

Your Subscription History

3 Item(s)

Show 10 per page

| ID | Name | Start Date | Expire Date | Order Id | Payment | Status | Transaction Id |
|----|------|------------|-------------|----------|---------|--------|----------------|
|----|------|------------|-------------|----------|---------|--------|----------------|

The **Membership History** page displays the subscription history of all the membership plans of the user including the ones to which the user has the subscription and also the ones to which the user had earlier subscribed for, that is, the expired membership plans.

The product limit is also displayed, that is, the number of products that the user had permission in the past to add and also the number of remaining products that the user can currently add.

The user can also view the notifications regarding the expiration of the package, that is, the time period in days left for the package to expire, in the upper right corner of the page.