

Administrators Guide to administer Vendors on <https://e-mwakete.com.ki>

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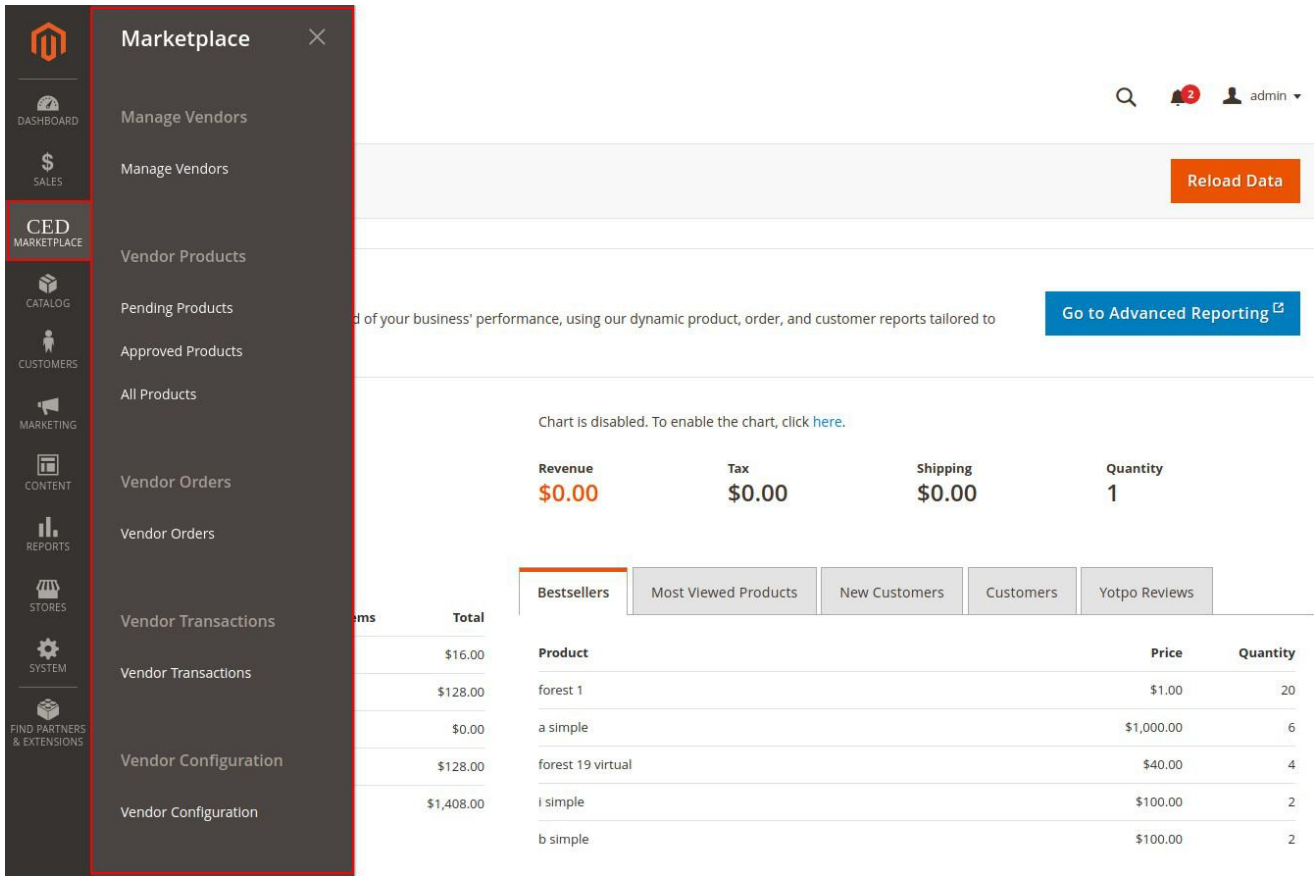
1. Overview

This is a multivendor extension add-on for NOM from ©CedCommerce that enables the onboarding of third-party vendors and transforms NOM into a fully operational eCommerce Marketplace Platform. Vendors get equipped with an easy-to-operate Vendor Panel and a dedicated vendor storefront for their products and services.

Magento Store Administrator has complete control over the vendors and products listings and commission fee setup for vendor orders. Vendors manage their catalog and inventory, and Magento Admin processes all the orders, shipments, and vendor payouts.

2. Features for Admin

This extension provides Magento Store Admin with complete control over the Marketplace UI, vendor accounts, their catalog, and the marketplace commission fee model. All Marketplace features are accessible from the left navigation menu on the Admin Panel.



3.1. Manage Vendor Configuration

Marketplace Configurations

Goto CED Marketplace > Vendor Configuration **to configure the extension.**

The following screen will open.

The screenshot displays the 'Marketplace' configuration page. The left sidebar contains a navigation menu with the following items: Dashboard, Sales, CED Marketplace (highlighted), Catalog, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area shows a list of configuration sections, each with a dropdown arrow on the right:

- General
- Landing Page
- Registration Page
- Vendor Account Options
- Social Links
- Vendor Products
- Downloadable Product Configuration
- Vendor Orders
- Vendor Commission
- Vendor Shop Pages
- Seo Information (CsMarketplace Page)

A 'Save Config' button is located in the top right corner of the configuration area.

General

- ◆ Enable Marketplace Module: **Select Yes to enable or No to disable the marketplace module.**
- ◆ Vendor Transaction ID Generation: **Select Auto to auto-generate a unique Transaction ID for vendor payment/transaction or choose Manual to enable manual input field for the Transaction ID.**
- ◆ Enable RTL Theme: **Select Yes to enable RTL or Right-to-Left design layout on vendor panel and registration page. The RTL user interface displays text in a right-to-left orientation for use with languages written this way, such as Hebrew and Arabic.**
- ◆ Select Theme Color: **Select the theme color option for the vendor panel.**
- ◆ Login/Sign Up Header Logo: **Set logo to appear on the header of vendor signup and login page.**
- ◆ Enable Footer: **Enable Footer on vendor signup and login page.**
- ◆ Footer Content: **Enter the contents for the footer.**
- ◆ Enable Terms and Conditions: **Enable the Terms and Conditions checkbox on the vendor signup page.**
- ◆ Enter Terms and Conditions Static Block ID: **Enter the Identifier of the custom block(<https://docs.magento.com/user-guide/cms/block-add.html>) for the contents of the Terms and Conditions.**

General

Enable Marketplace Module [website] Yes

Vendor Transaction ID Generation [global] Auto

Enable RTL Theme [store view] No

Select Theme Color [website] Blue

Login/Sign Up Header Logo [store view] No file chosen
Allowed file types:PNG,JPG,JPEG Not all browsers support all these formats!

Enable Footer [website] Yes

Footer Content [store view]
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Enable Terms and Conditions [website] Yes

Enter Terms and Condition Static Block ID [store view]

1. This field need the block identifier from the **Content > Elements > Blocks**.
2. Please use the correct identifier, otherwise system will render the blank content on vendor section.

Vendor Landing Page Configuration

Now in this section of landing pages, we will guide you to the Vendor landing pages configuration,

- Design: **Select Basic** for a simple vendor signup page. Switch to **Advanced** to add a customizable vendor landing page with custom blocks, video, and social links. Following settings comes under the **Advanced** option setting to customize your vendor landing page.
- Banner: **Set the banner option** to Image or Video. Video option lets you add the same video in three different formats to ensure cross-browser compatibility. **Set the Banner Heading and Banner Content for the Banner.** Add up to 6 Banner Feature Icons(comma-separated font-awesome(<https://fontawesome.com/v4.7.0/icons/>) icon classes) and set the Banner Features(comma-separated) for icon description.

- ◆ Enable Section 1-3: Set to Yes to enable up to 3 custom blocks below the banner, each with a custom Title and Block contents. Enable Marketplace Block: Set to Yes for a preset block with a marketplace link and set the Heading and Content.
- ◆ Marketplace Figures: Set the Count of Customer, Vendor, and Product with respective Content.
- ◆ Social Links: Add the social media handles or username of the social media accounts for links in the footer.

Landing Page

Design [website]

Banner [website]

Upload Banner Image [store view] No file chosen

Banner Heading [store view] Use system value

Banner Content [store view] Use system value

Banner Features [store view] Use system value

Write features with comma (,) seperated. Example: "Quick Payment,Dedicated Services" and only first 6 features will be displayed

Banner Features Icon [website] Use system value

You will get the feature icon from here <https://fontawesome.com/v4.7.0/icons/>.

Enable Section 1 [website]

Title [store view]

Block [store view] Use system value

Enable Section 2 [website]

Title [store view]

Block [store view] Use system value

Enable Section 3 [website]

Title [store view]

Block [store view] Use system value

Enable Marketplace Block [website]

Heading [store view]

Content [store view]

Customer Count [website]
The count value will be displayed as it is on frontend.

Customer Content [store view]

Vendor Count [website]
The count value will be displayed as it is on frontend.

Vendor Content [store view]

Product Count [website]
The count value will be displayed as it is on frontend.

Product Content [store view]

Registration Page

Heading [store view]

Heading 2 [store view]

Subtitle [store view]

Subtitle [store view]

Social Links

Enable Facebook Link [website]

Facebook Page Id [store view]

Enable Twitter Link [website]

Twitter Page Id [store view]

Enable LinkedIn Link [website]

LinkedIn Page Id [store view]

Enable Instagram Link [website]

Instagram Page Id [store view]

Customer Count, Vendor count, Product count Refer to below images on frontend view;

Block Titles

[Our Story](#)
[Steps to register](#)
[Features](#)
[Signup](#)

Remember Me
 [Forgot Your Password?](#)

Banner

Heading Grow Your Business Online

Content Reach millions of buyers in every state in India easily, get your store on Cedcommerce today!

Register Now
Contact Us

Icon:Features

Reach 100+ user
 Quick payment
 Dedicated services

<p>Count 100</p> <p>Customers</p> <p>Content Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.</p>	<p>Count 100</p> <p>Products</p> <p>Content Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.</p>	<p>Count 100</p> <p>Vendors</p> <p>Content Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.</p>
--	---	--

Block 1

Tell Your Story

We are working to your business Goal

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nisi ducimus expedita facilis architecto fugiat veniam natus suscipit amet beatae atque, enim recusandae quos, magnam, perferendis accusamus cumque nemo modi unde!

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nisi ducimus expedita facilis architecto fugiat veniam natus suscipit amet beatae atque, enim recusandae quos, magnam, perferendis accusamus cumque nemo modi unde!

[Read More](#)

Block 2

How to get ready for selling?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Laboriosam consectetur excepturi consequuntur nemo dolor fuga commodi

Register

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[Register](#) [List Product](#) [Ship product](#) [Get earning](#) [Let's go](#)

Marketplace Block

Title Join Our Marketplace

Content Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.

[View Marketplace](#)

Block 3

Why you sell in our marketplace?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Libero optio fugiat dignissimos Incidunt

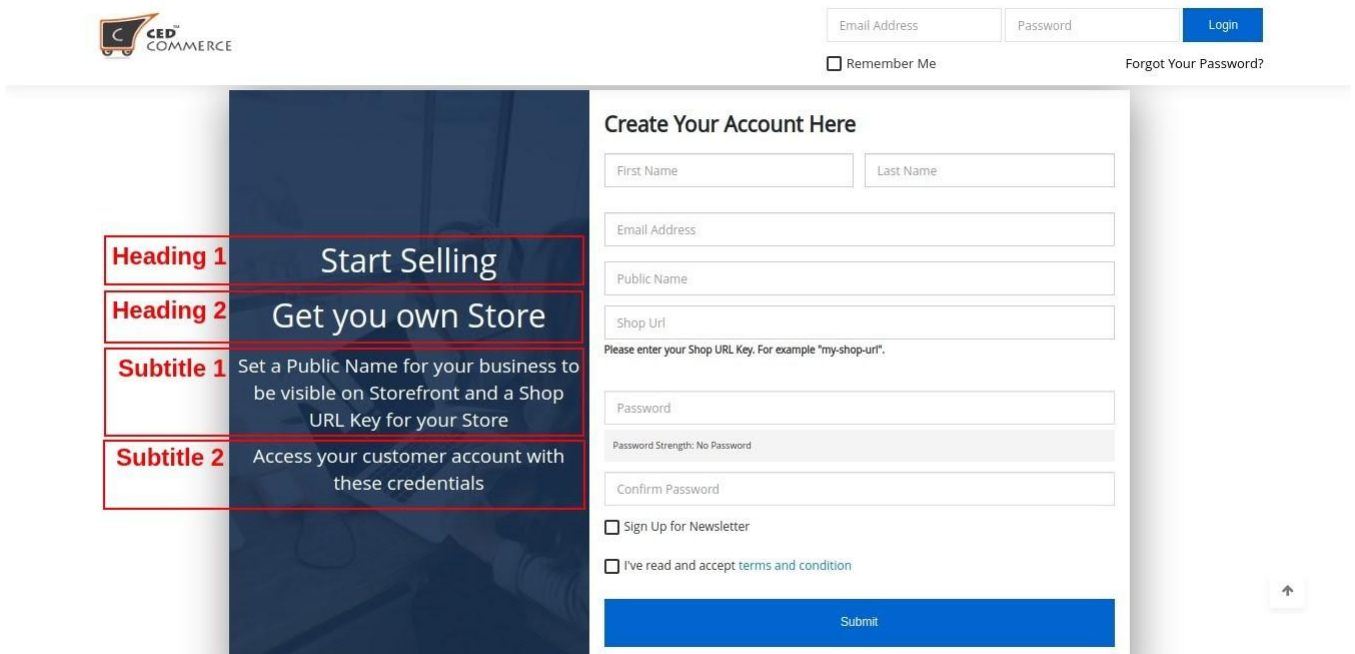
<p> Dashboard</p> <p>It will have the block of vendor order history, account related statistics details and summary of sales</p>	<p> Create Product</p> <p>Vendor can create Simple products, manage Qty, Price, create Configurable products with variations and Images.</p>	<p> Order Management</p> <p>Vendor can manage order gird, It can print packing slip and create shipment. It can also cancel order as well.</p>
<p> Reports</p> <p>Vendor can review different notifications for new orders, can review reports for product sell, commission, total orders.</p>	<p> Customer Panel</p> <p>Customers will be able to view all the products from all the vendors, can post reviews on all products.</p>	<p> Vendor Management</p> <p>Admin manages all the vendor accounts and also able to review all the statistics, can edit and approve vendors.</p>

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Footer
Social Links

Registration Page

Add custom Headings and Subtitles on the vendor registration page.

Now in this section of registration pages, we will guide you on the registration page configuration and information, refer to the below images.



Vendor Account Configurations

- Default Vendor Group: Sets the vendor group for new vendor accounts. Install Vendor Group Addon(<https://cedcommerce.com/magento-2-extensions/marketplace/vendor-group-addon>) to create multiple groups, assign resources, and set configurations for each vendor group.
- Email Sender: Set the store contact(<https://docs.magento.com/user-guide/stores/store-email-addresses.html>) that appears as the sender of the emails.
- Vendor Approved Notification Email: Identifies the template sent to the vendor on account approval.
- Vendor Rejected Notification Email: Identifies the template sent to the vendor on account disapproval.
- Vendor Deleted Notification Email: Identifies the template sent to the vendor on account deletion.
- Vendor Shop Enable Notification Email: Identifies the template sent to the vendor on shop enable.
- Vendor Shop Disable Notification Email: Identifies the template sent to the vendor on shop disable.
- Vendor Account Notification Email to Admin: Identifies the template sent to General Contact in Store Email Addresses(<https://docs.magento.com/user-guide/stores/store-email-addresses.html>) for new vendor registrations.
- Vendor Product Notification Email to Admin: Identifies the template sent at midnight(server time) to General Contact in Store Email Addresses(<https://docs.magento.com/user-guide/stores/store-email-addresses.html>) for all new vendor products created in a day.

Vendor Account Options

Requires Admin Approval <small>[website]</small>	<input type="text" value="Yes"/>	▼
Default Vendor Group <small>[website]</small>	<input type="text" value="General"/>	▼
Email Sender <small>[store view]</small>	<input type="text" value="General Contact"/>	▼
Vendor approved notification email <small>[store view]</small>	<input type="text" value="Vendor account confirmed (Default)"/>	▼
	This email will be sent after account Approval.	
Vendor rejected notification email <small>[store view]</small>	<input type="text" value="Vendor account rejected (Default)"/>	▼
	This email will be sent after account Disapproval.	
Vendor deleted notification email <small>[store view]</small>	<input type="text" value="Vendor account deleted (Default)"/>	▼
	This email will be sent after account Deletion.	
Vendor Shop Enable Notification Email <small>[store view]</small>	<input type="text" value="Vendor shop enabled (Default)"/>	▼
	This email will be sent after vendor shop will be enabled by admin.	
Vendor Shop Disable Notification Email <small>[store view]</small>	<input type="text" value="Vendor shop disabled (Default)"/>	▼
	This email will be sent after vendor shop will be disabled by admin.	
Vendor Account Notification Email to Admin <small>[website]</small>	<input type="text" value="Vendor account mail to admin (Default)"/>	▼
	This email will be sent to admin on vendor creation. Email will be sent to Admin Email ID configured in General Contact at Stores > Settings > Configuration > General > Store Email Addresses	
Vendor Product Notification Email to Admin <small>[website]</small>	<input type="text" value="Vendor product mail to admin (Default)"/>	▼
	This email will be sent to admin on vendor product creation. Email will be sent at 12:00 AM(server time) to Admin Email ID configured in General Contact at Stores > Settings > Configuration > General > Store Email Addresses	

Vendor Product Configuration

- ◆ **Require Admin Approval:** Set to Yes to make admin approval mandatory for new vendor products. Set to No for auto-approval.
- ◆ **Allowed Product Type:** Select the product types allowed for vendors. These are simplified versions of **Magento Simple, Virtual and Downloadable product types** with limited attributes and support only the default attribute set. Upgrade with Vendor Product

Addon(<https://cedcommerce.com/magento-2-extensions/marketplace/vendor-product-addon>) to enable all 6 Product Types(<https://docs.magento.com/user-guide/catalog/product-types.html>) of Magento for vendors.

- Vendor Product Limit: **Set the limit of catalog size for vendors.**
- Product Categories Display: **Set to All Allowed Categories** option to allow vendors to assign products to any of the Magento categories. **Set to Specific Categories** option to restrict category access for vendors. In the Specific Categories option, select all the parent categories of the selected category until the root category.
- Product Approval Notification Email: **Identifies the template sent to the vendor on product approval.**
- Product Rejected Notification Email: **Identifies the template sent to the vendor on product disapproval.**
- Product Deleted Notification Email: **Identifies the template sent to the vendor on product deletion.**
- Email Sender: **Set the store contact**(<https://docs.magento.com/user-guide/stores/store-email-addresses.html>) that appears as the sender of these emails.
- Downloadable Product Configuration: **Set the allowed extensions(comma-separated) for samples and links of Downloadable products for vendors.**

Vendor Products

Requires Admin Approval [store view]

Allowed Product Type [website]

- Simple Product
- Virtual Product
- Downloadable Product

Vendor Products Limit [website]

Product Categories Display [website]

Product Approved Notification Email [store view]

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

Product Rejected Notification Email [store view]

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

Product Deleted Notification Email [store view]

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

Email Sender [store view]

Downloadable Product Configuration

Allowed Sample Formats [global]

comma separated like zip,rar,pdf,doc

Allowed Link Formats [global]

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

Vendor Order Configuration

- Enable New Order Notification Email: **Set to Yes to send a new order email to the vendor.**
- New Order Notification Template: **Identifies the template sent to the vendor for a new order.**
- Enable Cancel Order Notification Email: **Set to Yes to send an order cancellation email to the vendor.**
- Order Cancel Notification Template: **Identifies the template sent to the vendor on order cancellation.**
- Vendor Transaction Notification Template: **Identifies the template sent to the vendor on transaction/payout.**
- Email Sender: **Set the store contact(<https://docs.magento.com/user-guide/stores/store-email-addresses.html>) that appears as the sender of these emails.**

Vendor Orders

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

Vendor Commission Configuration

Admin can set the commission fee for vendors and define how it will be calculated whether percentage-wise/fixed.

- Calculate Commission Fee: Admin can set the commission fees based on the following option. Currently, available types of commission methods are Percentage and Fixed.
- Commission Fee: **Admin can set the amount of the commission fee that needs to be deducted from the vendor's total order (excluding admin shipping) sent to the vendor by admin. The commission is calculated on vendor total order (excluding admin shipping) for percentage commission calculation and order item quantities from the fixed commission. The value provided here depends on what commission type you have selected (Fixed or Percentage).**

Vendor Commission

Calculate Commission Fee <small>[website]</small>	Percentage	▼
Commission Fee <small>[website]</small>	10	

Marketplace Pages Configuration

Vendor Shop Pages

- **Enable CsMarketplace Link:** This option allows you to display or hide the “*Marketplace*” link available on the Store frontend header. It allows frontend users to view registered vendors on the marketplace.
- **Top Link Title:** This is the text that you want to get displayed on the header or Marketplace after enabling the Cs Marketplace Link.
- **Enable I am a Vendor Link:** This option helps the admin to display or hide the top link 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 is provided in the field will reflect at the frontend.
- **Banner:** This banner added by the admin here is displayed on the “*Marketplace*”.
- **Description:** Add a description of the marketplace.
- **Vendor Placeholder Image:** Admin can configure placeholder image for vendor profile.
- **Banner Placeholder Image:** Admin can configure placeholder image for banner the file type is PNG, GIF, JPG, JPEG.

SEO Information (Cs marketplace page)

This will help the website in increasing the quantity and quality of traffic to your website through organic search engine results.

- **Meta Keywords:** These are specific types of meta tags that appear in the HTML code of a Web page and help tell search engines what the topic of the page is. It can be set by the admin for the website.
- **Meta Description:** It is a brief description of the page, related to keywords.

Vendor Shop Pages

CsMarketplace Page

Enable Csmarketplace Link [website]

Top Link Title [store view]

Enable I am a Vendor Link [website]

Heading/Title [store view]

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

Description [store view]

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

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

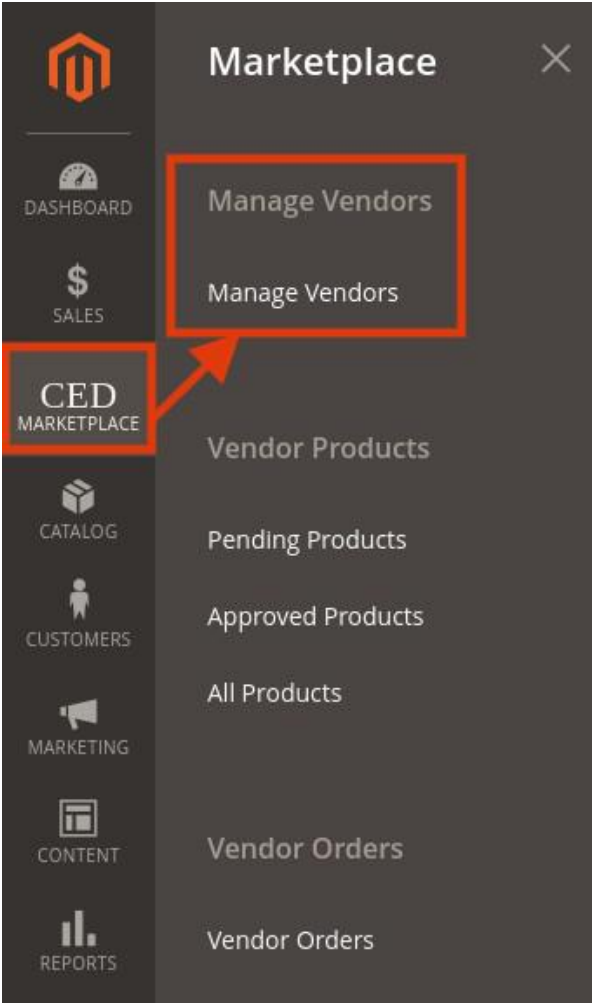
Seo Information (CsMarketplace Page)

Meta Keywords [website]

Meta Description [website]

3.2. Vendor Account Management

Goto CED Marketplace > Manage Vendors to manage vendor accounts.



1 Approval Request for Vendor(s). Approve Vendor(s) from [Manage Vendors](#) System Messages: 1

Manage Vendors

Search admin

[Add New Vendor](#)

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

Actions 2 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
Any	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Dec 3, 2020	Veronica Costello	roni_cost@example.com	General	Main Website	New	Approve Disapprove	N/A	Enabled Disable	Edit
<input type="checkbox"/>	Dec 2, 2020	Akash Rai	emallakashrai@gmail.com	General	Main Website	Approved	Disapprove	N/A	Enabled Disable	Edit

- System Message: Notice appears at the top of the workspace when a vendor account requires approval. Follow the link to “Manage Vendor”, and review the new vendor account.
- Export Vendors: Export full vendor record in CSV or XML format.
- Actions: List of actions applicable to selected vendors in the list. Select the checkbox in the first column of each vendor to apply an action. Options: Delete / Change Account Status / Change Shop Status
- Search: Initiates vendor search based on the current selection or input in columns.
- Vendor Since: The date of creation of vendor account.
- Name The first and last name of the vendor.
- Email: The email address of the vendor.
- Vendor Group: The vendor group to which the vendor is assigned.
- Web Site: The web site in the store hierarchy to which the vendor account is associated.
- Update Account Status: Option to update/change the vendor account status.
- Account Status: Indicates the current status of the vendor account. Options: New, Approved, and Disapproved.
- Disapproval Reason: This shows the reason if provided during the disapproval of the vendor account.
- Shop Status: Indicates the current status of the vendor shop and the option to change to the alternate status. Status(Option): Enabled(Disable) and Disabled(Enable).
- Edit: Opens the vendor in edit mode. You can accomplish the same thing by clicking anywhere on the row.

← Back Delete Vendor Disable Vendor Shop Reset Save and Continue Edit **Save Vendor**

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

General Information

Associated Customer * Akash (emailakashrai@gmail.com)

Created At 2020-12-02 15:15:01

Shop Url * akash

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

Status * Approved

Public Name * Akash

Name * Akash Rai

Gender Male

Profile Picture  Choose file No file chosen Delete Image

Contact Number 9876543210

Disapproval Reason

Vendor Details: Information available under the left menu tabs: General Information, Company Information Support Information, SEO Information, and Address Information corresponds to the profile information provided by the vendor. Payment Details corresponds to the Transaction Settings information provided by the vendor. Admin uses these details for processing vendor payouts. Admin can access vendor-specific products, orders, and transactions from the Vendor Products, Vendor Orders, and Vendor Transaction tabs respectively.

Add Vendor

Initiate the process to create a new vendor account. Select an existing customer account or create a new customer for the vendor account.

Select Customer

Search   admin ▾

[Add New Customer](#)

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

Created At	First Name	Last Name	Email	Customer Group
From <input type="text"/>  To <input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dec 2, 2020	Veronica	Costello	roni_cost@example.com	General

Enter the required vendor information to create the vendor account associated with the selected customer.

New Vendor

Search   admin ▾

[← Back](#) [Reset](#) [Save and Continue Edit](#) [Save Vendor](#)

- VENDOR INFORMATION**
- [General Information !\[\]\(6532ca221fd29bf01740af58b30ab1b6_img.jpg\)](#)
- [Company Information](#)
- [Support Information](#)
- [SEO Information](#)
- [Address Information !\[\]\(001b054131c7dda60bb9e7ad14474d58_img.jpg\)](#)

General Information

Associated Customer *

Shop Url *
This is a required field.
Please enter your Shop URL Key. For example "my-shop-url".

Status *

Public Name *
This is a required field.

Name *
This is a required field.

Gender

Profile Picture No file chosen

Contact Number

Disapproval Reason

3.3. Vendor Product Management

Goto CED Marketplace > All Products to manage vendor products.

⚠️ 1 Approval Request for Vendor Product(s). Approve Vendor Product(s) from [Vendor Pending Products](#)
System Messages: 1 ▾

Manage Vendor Products

🔍
🔔
👤 admin ▾

📄 Actions ▾
4 records found

🏠 Filters
👁️ Default View ▾
⚙️ Columns ▾

20 ▾ per page
< 1 of 1 >

<input type="checkbox"/>	ID	Vendor Name	Name	Type	Attribute Set	SKU	Price	Qty	Web Site	Action	Disapproval Reason	View	Status
<input type="checkbox"/>	2047	Akash	Akash Simple Product	Simple Product	Default	Akash Simple Product	\$100.00	1000.0000	Main Website	Disapprove	N/A	Edit	Approved
<input type="checkbox"/>	2048	Akash	Akash Virtual Product	Virtual Product	Default	Akash Virtual Product	\$100.00	10000.0000	Main Website	Disapprove	N/A	Edit	Approved
<input type="checkbox"/>	2049	Akash	Akash Downloadable Product	Downloadable Product	Default	Akash Downloadable Product	\$100.00	100000.0000	Main Website	Disapprove	N/A	Edit	Approved
<input type="checkbox"/>	2050	Akash	Akash Sample Product	Simple Product	Default	Akash Sample Product	\$100.00	1000000.0000	Main Website	Approve Disapprove	N/A	Edit	Pending

- ◆ System Message: Notice appears at the top of the workspace when a vendor product requires approval. Follow the link to “Vendor Pending Products”, and review the new vendor products.
- ◆ Actions: List of actions applicable to selected products in the list. Select the checkbox in the first column of each product to apply an action. Options: Delete / Change Status.
- ◆ Filters: Initiates a vendor catalog search based on the current filters.
- ◆ Default View: Indicates the current grid column layout. If there are saved grid column views, you can choose another.
- ◆ Columns: Set the selection of columns and their order in the grid.
- ◆ ID: A unique, sequential number that is assigned when a new product is saved for the first time.
- ◆ Vendor Name: Public name of the vendor.
- ◆ Name The vendor product name.
- ◆ Type: The product type.
- ◆ Attribute Set: The name of the attribute set that is used as a template for the vendor product.
- ◆ SKU: The unique Stock Keeping Unit that is assigned to the vendor product.
- ◆ Price: The unit price of the vendor product.
- ◆ Web Site: Indicates the website where the vendor product is available.
- ◆ Quantity: The quantity that is currently in stock.
- ◆ Disapproval Reason: This shows the reason if provided during the disapproval of the vendor product.
- ◆ Status: Indicates the current approval status of the vendor product. Options: Pending, Approved, and Disapproved.
- ◆ View: Opens the product in Edit mode.

- ◆ Action: Lists option to Approve or Disapprove vendor product.

3.4. Vendor Order Management

Goto CED Marketplace > Vendor Orders to view vendor orders.

Manage Vendor Orders

Search 🔍 1 notification 📢 admin 👤

Filters 📄 Default View 👁 Columns ⚙

6 records found

20 per page < 1 of 1 >

Order Date	Order #	Vendor Name	G.T	Commission Fee	Vendor Payment	Order Payment State	Vendor Payment State	Action
Dec 3, 2020 7:35:17 PM	000000003	Akash	\$259.80	\$25.98	\$233.82	Partially Paid	Pending	View Order
Dec 3, 2020 7:35:43 PM	000000004	Akash	\$259.80	\$25.98	\$233.82	Paid	Paid	View Order
Dec 3, 2020 7:36:11 PM	000000005	Akash	\$259.80	\$25.98	\$233.82	Paid	Paid	View Order
Dec 3, 2020 7:40:56 PM	000000006	Akash	\$259.80	\$25.98	\$233.82	Canceled	Canceled	View Order
Dec 3, 2020 7:43:44 PM	000000007	Akash	\$259.80	\$25.98	\$233.82	Canceled	Canceled	View Order
Dec 4, 2020 4:09:15 PM	000000008	Akash	\$100.00	\$10.00	\$90.00	Paid	Pending PayNow	View Order

Vendor Order Details: Each row in this table corresponds to vendor-specific order information for a given order. One order can have products from multiple vendors and in that case, multiple rows will be displayed for a single order, each having the vendor wise order breakdown information.

Grand Total: Column G.T. shows the total order amount of products from a specific vendor in a given order. This amount does not include any shipping amount as shipment of products and its charges are managed by Admin.

Commission Fee: This is the amount that the vendor will be charged as a fee by the admin for a given order. This fee is calculated based on the commission fee configured in vendor configuration. For Fixed Fee type total quantities of all the products from a vendor in a given order will be considered and the Commission Fee will amount to Total Quantity times Fixed Fee amount. For Percentage Fee, type G.T. amount in the corresponding row will be used to calculate the commission fee.

Vendor Payment: This is the due amount to the vendor by admin for that given order. It is equal to the Commission Fee subtracted from G.T. amount.

Order Payment Status: This shows the status of payment by the customer to the store admin for vendor-specific items in an order. If the order is not Invoiced then its status will be Pending. For partially invoiced and completely invoiced vendor items in an order, the status will be Partially Paid and Paid respectively. And for canceled or refunded orders the status is Canceled. If the vendor is paid out for an order an admin generates a Credit memo then this status will remain Paid.

Vendor Payment Status: This shows the status of payment made to the vendor by admin for a given order. The initial status is Pending and a PayNow button is displayed when the order is Invoiced. If the order is canceled or refunded the status is Canceled. Status changes to Paid when the vendor is paid out for the order. Feature to

make reverse payment to a vendor is not available in this extension that means once the vendor is paid out that payment can't be reversed even if the admin has created the credit memo for that order. If a Credit memo is generated for the order after vendor payout the status will remain Paid.

Order View: On clicking the View option under column Action it opens the order view page of Magento.

3.5. Vendor Transaction Management

Goto CED Marketplace > Vendor Orders to payout vendors.

Manage Vendor Orders

🔍 🔔 👤 admin ▾

🔽 Filters 👁️ Default View ▾ ⚙️ Columns ▾

5 records found 20 ▾ per page < 1 of 1 >

Order Date	Order #	Vendor Name	G.T. (Base)	G.T.(Purchased)	Commission Fee	Vendor Payment	Order Payment State	Vendor Payment State	Action
Dec 3, 2020 7:35:17 PM	000000003	Akash	\$259.80	\$259.80	\$25.98	\$233.82	Pending	Pending	View Order
Dec 3, 2020 7:35:43 PM	000000004	Akash	\$259.80	\$259.80	\$25.98	\$233.82	Paid	Paid	View Order
Dec 3, 2020 7:36:11 PM	000000005	Akash	\$259.80	\$259.80	\$25.98	\$233.82	Paid	Pending PayNow	View Order
Dec 3, 2020 7:40:56 PM	000000006	Akash	\$259.80	\$259.80	\$25.98	\$233.82	Partially Paid	Pending	View Order
Dec 3, 2020 7:43:44 PM	000000007	Akash	\$259.80	\$259.80	\$25.98	\$233.82	Canceled	Canceled	View Order

Vendor Payouts: Once the admin has transferred the due payment to the vendor by offline means an entry can be made regarding that payment into the system that is visible to vendors as well on their vendor panel. This is done by clicking the PayNow button against the order for which the admin has to make the payment.

Manage Vendor Transactions

🔍 🔔 👤 admin ▾

← Back Reset Continue

PAYMENT INFORMATION

Payment Selection

Beneficiary Information

Beneficiary Vendor * Akash Rai (emailakashrai@gmail.com) ▾ Vendor selection will change the "Selected Amount(s) for Payment" section.

Total Amount * 233.82 [USD] Readonly field.

Selected Amount(s) for Payment

Order ID 000000005	Grand Total \$259.80	Commission Fee \$25.98	Vendor Payment \$233.82
--	--------------------------------	----------------------------------	-----------------------------------

Add/Remove Amount(s) for Payment

Admin can add more orders for payout by clicking the button Add/Remove Amounts for Payment and selecting the orders for which this vendor is now eligible for the payout. Click Continue to proceed.

Manage Vendor Transactions

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

PAYMENT INFORMATION

Payment Information ✎

Transaction Information

Vendor [Akash Rai \(emailakashrai@gmail.com\)](#)

Amount *
[USD] Readonly field.

Payment Method * ▼ Select Payment Method

Description *

Adjustment Amount
[USD] Enter adjustment amount if any (amount entered will get deducted from vendor's pending amount)

Notes

Payment made with cash on 3rd December 2020. \$10 is deducted as marketplace fine for late delivery.

After selecting the orders, the admin provides basic information about the payment mode and any deductions that apply to this transaction by entering that amount in the Adjustment Amount field. The Payment Method options in this form come from the payment details provided by the vendor from the Transaction Settings on his vendor Panel. Notes can also be added if required. Finally, click on the Pay Offline button to register the payment into the system. Vendors will also receive an email for this transaction.

Manage Vendor Transactions

✔ Payment is successfully saved

2 records found

Filters
 Columns ▼
 Default View ▼
 Export ▼

per page
 <
 1 of 1
 >

Created At	Transaction Id	Vendor Name	Status	Amount	Adjustment Amount	Paid Amount	Amount Description	Action
2020-12-03 20:08:30	000000001	Akash	Offline	\$233.82	\$0.00	\$233.82	Order# 000000004, Amount \$233.82	View
2020-12-03 22:03:09	000000002	Akash	Offline	\$233.82	\$10.00	\$223.82	Order# 000000005, Amount \$233.82	View

Admin will be able to view all such transactions from CED Marketplace > Vendor Transactions and view individual transactions by clicking the View option under column Action.

Amount Description

Order Details **Order#** 000000005, **Amount** \$233.82

Payment Details

Vendor Name [Akash Rai](#)

Payment Method other

Payment Details Cash Payment

Transaction Details

Transaction ID# 000000002

Transaction Mode Offline

Transaction Date Dec 3, 2020, 10:03:09 PM

Amount \$233.82

**Adjustment
Amount** \$10.00

Paid Amount \$223.82

Notes Payment made with cash on 3rd December 2020. \$10 is deducted as marketplace fine for late delivery.

3. Features for Vendor

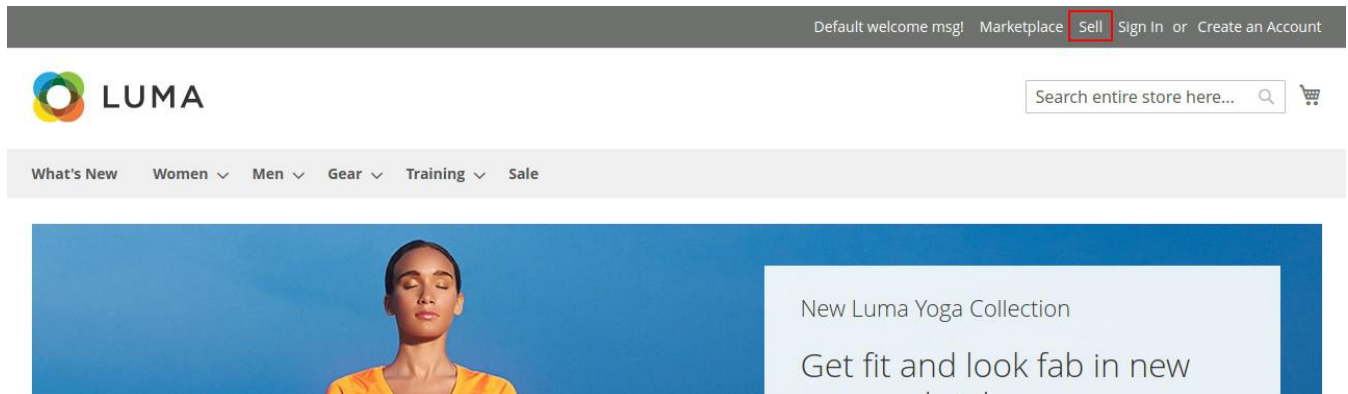
Vendors can create their shops in the Admin's E-commerce store and they can control their store by the ease to handle dashboard. A vendor has the ability to add products from his vendor panel, manage his products, view the orders placed in respect to his products, view the transactions or commission 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.

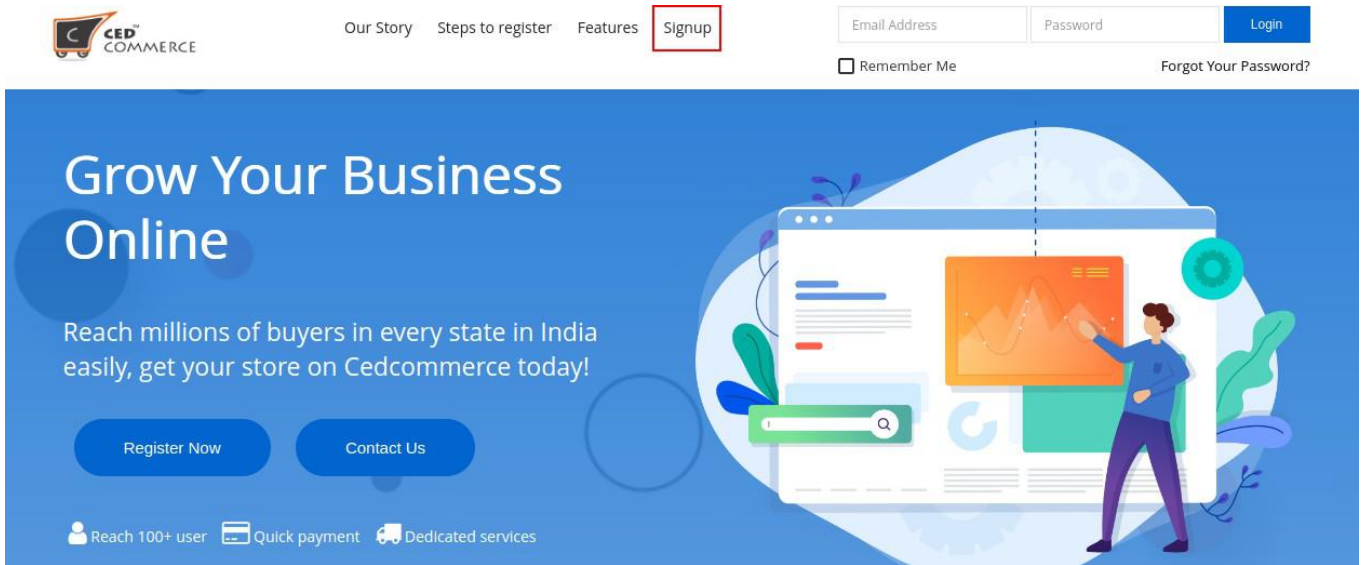
All the payments will be received by the admin for the order generated by the customer, and then the admin can transfer the amount of commission to the respective vendors.

4.1. Create a Vendor Account

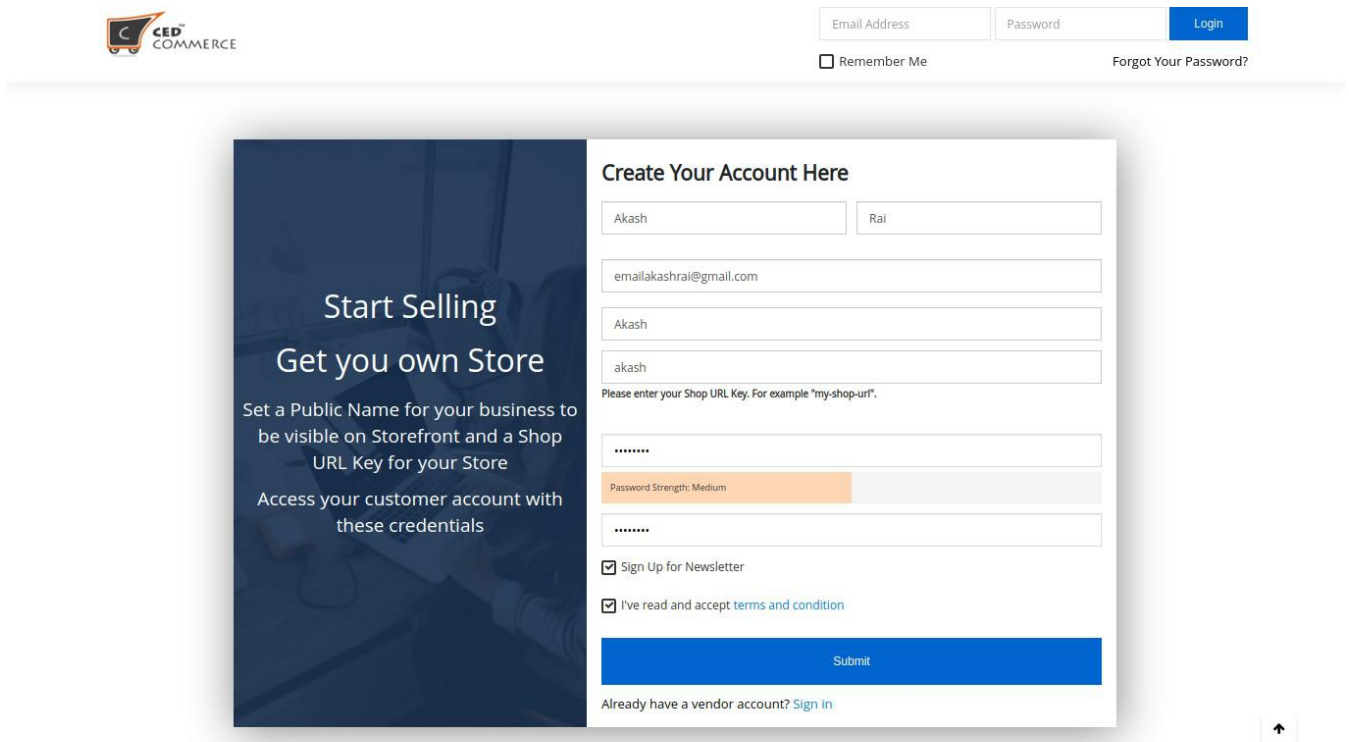
Users can create a vendor account from the **Sell** link in the storefront header.



This link will take users to a vendor landing page or a simple login page depending on the configurations in CED Marketplace > Vendor Configuration > Landing Page > Design. If Design is set to Advance a landing page is displayed otherwise a simple vendor login page is displayed.



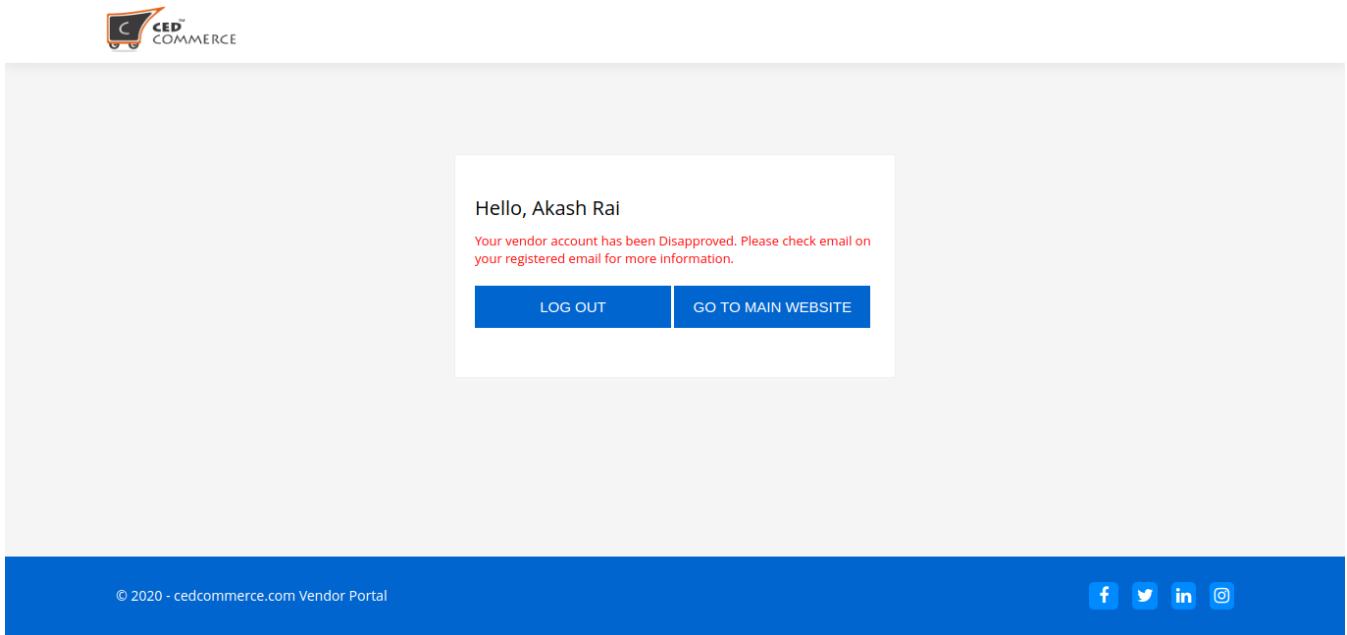
Click on the SignUp link in the header to proceed with vendor registration.



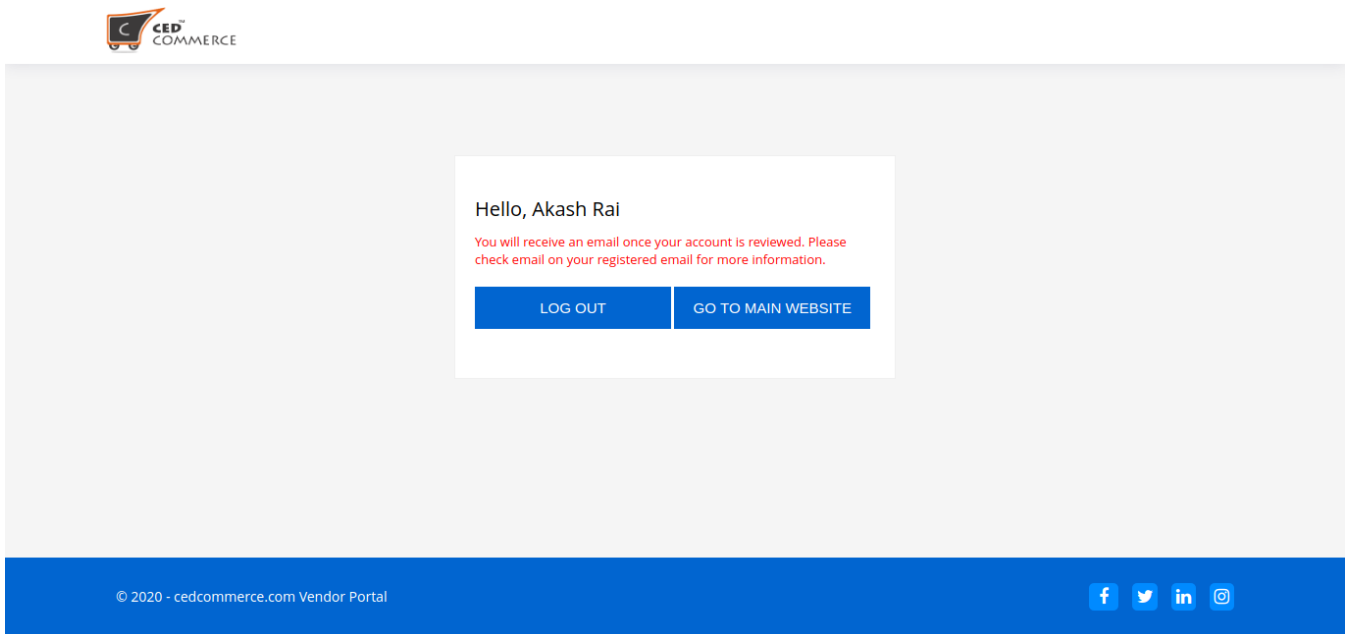
Vendors have to provide the basic information for Vendor account creation like Name, email ID, and password. Two important fields that are required for the creation of any vendor account are Public Name and Shop URL. Public Name is any name that the vendor wants to appear on the storefront and in order details. Shop URL is the URL key that will be used to create a unique URL for the vendor’s shop page. For example, the URL key in the above screenshot will create a vendor shop with URL www.example.com/vendor_shop/akash.html.

If the Admin Approval setting for new vendor accounts is enabled then the vendor sees this page which states

that their account is under review and they should wait for confirmation.



And if the Admin Approval setting for new vendor accounts is disabled or if the admin has approved the account vendor has now to access the Vendor Panel. In case the Admin has disapproved this vendor account they see this page below.



When a registered customer tries to sign in as a vendor they see this form below for creating their vendor account.



Hello, Veronica

Please fill this form to create your vendor account.

Public Name

Shop Url

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

[SUBMIT](#)

[LOG OUT](#) [GO TO MAIN WEBSITE](#)

© 2020 - cedcommerce.com Vendor Portal

[f](#) [t](#) [in](#) [@](#)

4.2. Vendor Dashboard

Vendor Dashboard provides an overview of vendor sales, earnings, due payment, latest activities on the store, catalog status, and the top-performing products.

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**

Hello, Akash Rai!
 Here is the overview of sales, earnings, due payment, recent activities on your store, catalog status and top performing products.

Total Pending Amount!

\$323.82

[Read more](#)

Total Earned Amount!

\$457.64

[Read more](#)

Total Orders Placed!

6

[Read more](#)

Total Products Sold!

13

[Read more](#)

📊 Sales Analytics
Today Week Month Year

📊 Products Status

Approved Products
3

[View Details](#)

📅 Calender

December 2020

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

🏆 Top Selling Products

Product Name	Qty Ordered	Product Price
Akash Simp...	6.0000	\$100.00
Akash Virt...	5.0000	\$100.00
Akash Down...	5.0000	\$100.00

🛒 Latest order
📦 Latest product
📄 Transaction

Order ID#	Purchased On	Billing Name	Net Earned	Order Status
000000008	12/4/20	Akash Rai	\$90.00	Processing
000000007	12/3/20	Veronica Costello	\$233.82	Canceled
000000006	12/3/20	Veronica Costello	\$233.82	Closed
000000005	12/3/20	Veronica Costello	\$233.82	Complete
000000004	12/3/20	Veronica Costello	\$233.82	Complete

[View All Orders](#)

👤 Profile View

Hello, Akash Rai!

Approved Vendor!

[Edit](#)

📢 Notification

No New Notification >

4.3. Manage Vendor Profile

Vendors can view their profile details from the View Profile left menu option.

The screenshot displays the 'Vendor Profile View' page. On the left is a navigation menu with options: Dashboard, Vendor Profile (highlighted), New Product, Manage Products, Orders, Transactions, Reports, Settings, and Go to Shop. The main content area is titled 'Vendor Profile View' and includes a greeting 'Hello, Akash Rai!' with a profile picture and an 'Approved Vendor!' badge with an 'Edit' button. A timestamp '2020-12-02 20:45:01' and the word 'general' are shown. Below this are two blue buttons: 'Email : emailakashrai@gmail.com' and 'Shop name : akash'. The profile is divided into several sections:

- General Information:**
 - Created At: Dec 2, 2020, 8:45:01 PM
 - Shop Url: akash
 - Status: Approved
 - Vendor Group: general
 - Public Name: Akash
 - Name: Akash Rai
 - Gender: Male
 - Email: emailakashrai@gmail.com
 - Contact Number: 9876543210
- Company Information:**
 - Company Name: CedCommerce
 - About: Our aim is to make the Internet, a better place to sell on. Incepted in 2010, CedCommerce is revolutionizing the way eCommerce is perceived and performed over the Internet. Driven by a team of highly experienced and veteran professionals, CedCommerce is enabling brick and mortar stores to make the shift to the Internet.
 - Company Logo: [CedCommerce Logo]
 - Company Banner: [Banner Image]
 - Company Address: CedCommerce Inc, 1812 N Columbia Blvd, Suite C15-653026, Portland, Oregon, 97217
- Address Information:**
 - Address: CedCommerce Inc, 1812 N Columbia Blvd, Suite C15-653026
 - City: Portland
 - Zip/Postal Code: 97217
 - State: Oregon
 - Country: United States
- Support Information:**
 - Support Number: 8888888888
 - Support Email: support@cedcommerce.com
 - Facebook ID: cedcommerce
 - Twitter ID: cedcommerce
- SEO Information:**
 - Meta Keywords: cedcommerce, magento, marketplace
 - Meta Description: cedcommerce multi-vendor marketplace for magento 2

Vendors can edit or update the profile by clicking the Edit option.

☰
🔍 📄 👤 📄

- 🏠 Dashboard
- 👤 Vendor Profile
- 📦 New Product
- 📦 Manage Products
- 📦 Orders
- 📦 Transactions
- 📦 Reports
- ⚙️ Settings
- 🛒 Go to Shop

Profile

Edit Profile Information
Save

*** Public Name**

*** Name**

Gender

Profile Picture No file chosen
 Delete Image

Contact Number

Company Name

About
 Our aim is to make the internet, a better place to sell on. Incepted in 2010, CedCommerce is revolutionizing the way eCommerce is perceived and performed over the internet. Driven by a team of highly experienced and veteran professionals, CedCommerce is enabling brick and mortar stores to make the shift to the internet.

Company Logo No file chosen
 Delete Image

Company Banner No file chosen
 Delete Image

Company Address

Support Number

Support Email

Meta Keywords

Meta Description

Facebook ID

Twitter ID

*** Address**

*** City**

*** Zip/Postal Code**

State

*** Country**

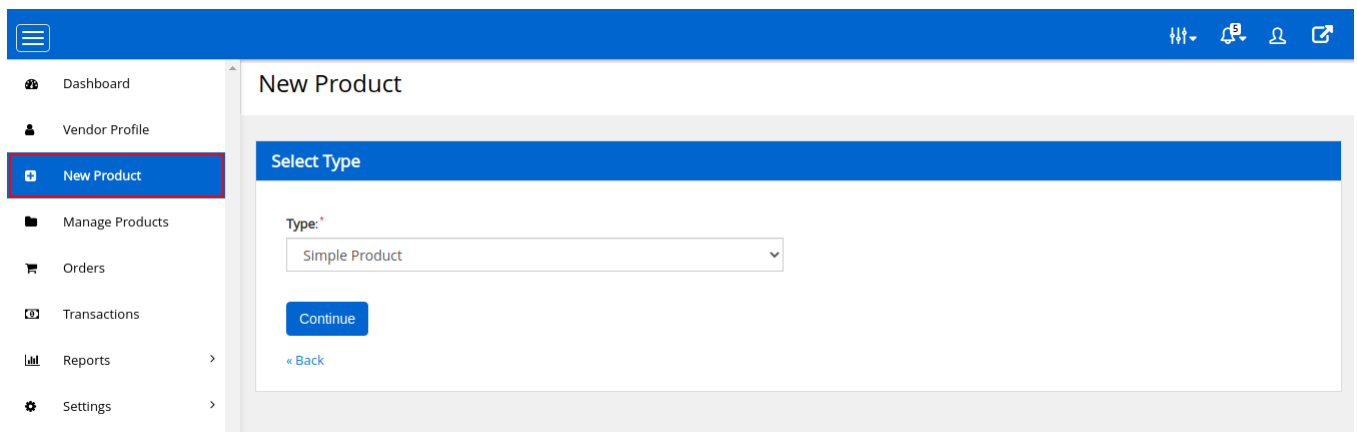
Change Password

⏪ Back
* Required Fields

Vendors can update this form to provide general information about their business and shop page.

Vendors can upload Profile Picture and Company Banner for the vendor shop page. Company Logo image appears on the Marketplace Page where all vendors are listed. Vendors can set their username/handle in Facebook ID and Twitter ID field to enable clickable links to their social media page on their shop pages. To optimize the shop pages for search engines vendors can set the Meta Keywords and Meta Description for their shop page.

4.4. Create Products

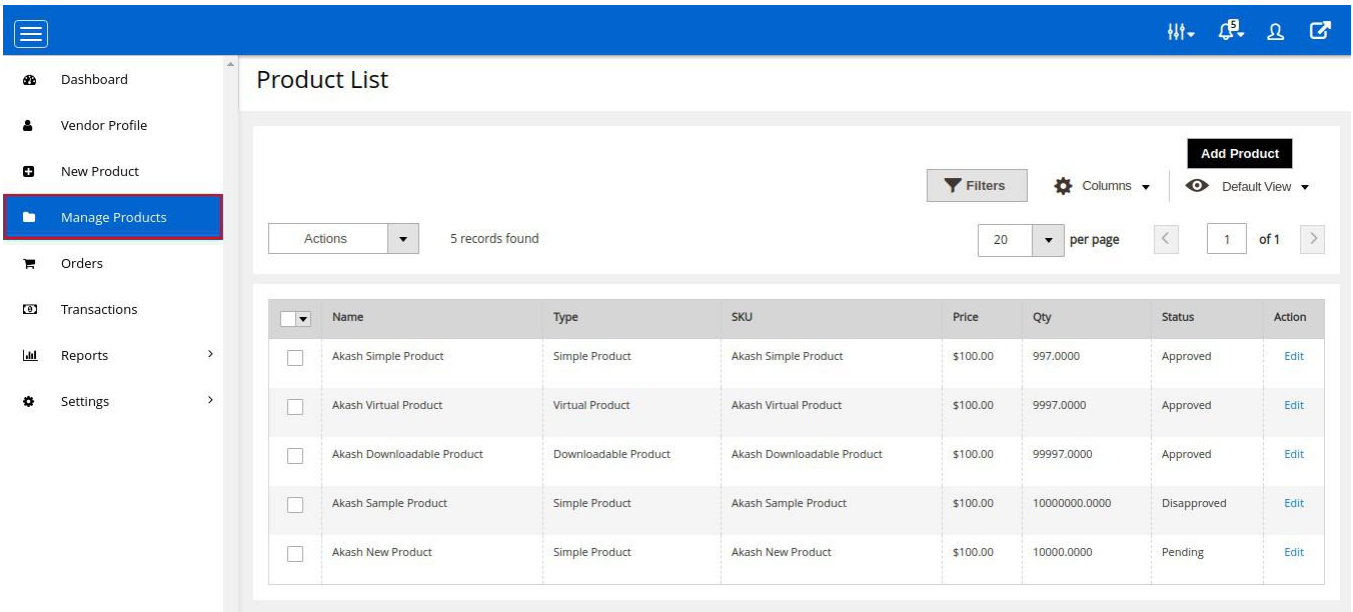


Vendors can add new products to their inventory from the New Product option in the left menu, select the product type, and click Continue.

The screenshot shows the 'New Product' form with the following fields and options:

- Product Categories:** A tree view under 'Main Website Store' with sub-categories: What's New (0), Women (0), Men (0), Gear (0) (checked), Bags (0) (checked), Fitness Equipment (0), and Watches (0).
- Product Name:** Text input field containing 'Akash Simple Product'.
- SKU:** Text input field containing 'Akash Simple Product'.
- SKU Available:** A green checkmark icon with the text 'SKU Available'.
- Description:** A rich text editor with a toolbar (Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Table, Insert) and the text 'Akash Simple Product'.
- Short Description:** A rich text editor with the same toolbar and the text 'Akash Simple Product'.
- Weight:** Text input field containing '1'.
- Stock Availability:** Dropdown menu with 'In Stock' selected.
- Stock:** Text input field containing '1000'.
- Tax Class:** Dropdown menu with 'Taxable Goods' selected.
- Price:** Text input field with a currency symbol '\$' and the value '100'.
- Special Price:** Text input field with a currency symbol '\$' and an empty value.
- Product Images:** A section with a 'Choose file' button, the filename 'SIMPLE.jpg', a 'Default Image' radio button, and a blue '+' button to add more images.

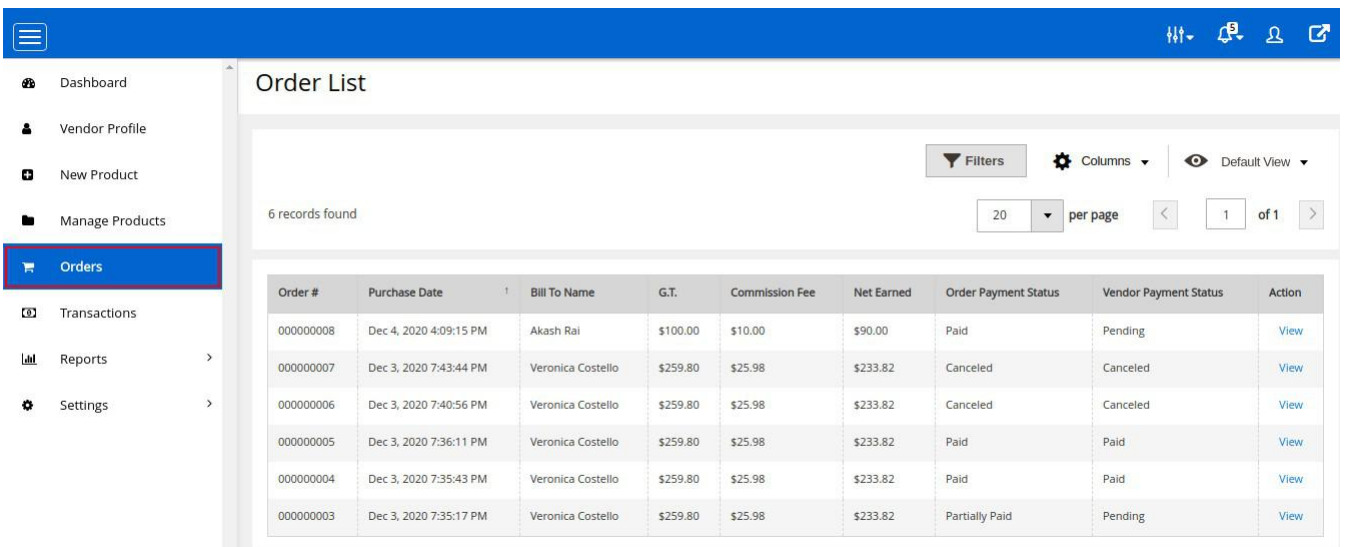
Vendors have to provide this basic product information to successfully add a new product to their inventory. Here only the most important and required fields are available so vendors can easily create new products of type Simple, Virtual & Downloadable.



Vendors can view their catalog from the **Manage Products** option in the left menu. New products have the status **Pending** or **Approved** depending on whether the Admin approval setting for new vendor products is enabled or disabled respectively. Only **Approved** products will be displayed on the storefront. Products can be updated by clicking the **Edit** option under the **Action** column or deleted in bulk the via mass action option **Delete**.

4.5. View Vendor Orders

Vendors can access the orders for their products from the **Orders** option in the left menu.



Details of individual orders can be viewed by clicking the **View** option under the **Action** column.

- Dashboard
- Vendor Profile
- New Product
- Manage Products
- Orders
- Transactions
- Reports >
- Settings >
- Go to Shop

Order # 000000008

Order #000000008 - Processing
Print Order

Order Information

Order Date	2020-12-04 10:39:15
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View

Billing Address

Shipping Address

Payment Method

Shipping Method

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Akash Simple Product	Invoiced	\$100.00	\$100.00	Ordered: 1 Invoiced: 1	\$100.00	\$0.00	0.00%	\$0.00	\$100.00
SKU: Akash Simple Product									
Subtotal									\$100.00
Commission Fee									\$10.00
Grand Total									\$100.00
Net Vendor Earn									\$90.00

[« Back to Orders](#)

4.6. View Vendor Payments

Vendors can access their payout details from the Transactions option in the left menu.

Individual payout details can be viewed by clicking the View option under the Action column.

Transaction Details

4.7. View Sales Reports

Vendors can generate the sales report of orders and products by the Reports > Order Reports and Reports > Product Reports option from the left menu respectively.

Order Reports

Orders Report

Filter Report

Period: Vendor Payment Status: Start date: End date:

Period	Orders	Sales Items	Total Sales	Total Commission	Net Sales
2020-12-03	5	15	\$1,299.00	\$129.90	\$1,169.10
2020-12-04	1	1	\$100.00	\$10.00	\$90.00

* Required Fields

Order Report can be filtered by selecting Start date – End date, Vendor Payment Status, the period for each row which can be Day, Month or Year wise and clicking the Show Report button that displays period wise sales report of vendor products. Reports can be exported to CSV by clicking the Export button.

Product Reports

Products Report

Filter Report

Start date: End date:

Product Name	SKU	Sales Items	Total Sales	Type
Akash Simple Product	Akash Simple Product	5	\$500.00	simple
Akash Virtual Product	Akash Virtual Product	4	\$400.00	virtual
Akash Downloadable Product	Akash Downloadable Product	4	\$400.00	downloadable

* Required Fields

Product Report can be filtered by selecting Start date – End date and clicking the Show Report button that displays product wise sales report. This report can be exported to CSV by clicking the Export button.

4.8. Account Details Settings for Payouts

Provides a Settings panel for transaction-related. Vendors can enter different payment details as per their choice. This payment detail is used by an admin to transfer the vendor amount to him for his related product sold.

Transaction Settings Save

Check/Money Order

Active: Yes

Cheque Payee Name: Akash Rai

PayPal

Active: Yes

Email Associated with PayPal Merchant Account: paypal.me/akashrai
[Start accepting payments via PayPal](#)

Bank Transfer

Active: Yes

Bank Name: Test

Bank Branch Number: 123456789

Bank Swift Code: 321

Bank Account Name: Akash

Bank Account Number: 987654321

[Back](#)

Vendors can set 4 payment methods settings from here.

The Internet Banking (IB) with ANZ Bank

- ◆ Active: **The vendor can enable/disable the payment method.**

The MPaisa e-Pocket with the Vodafone

- ◆ Active: **The vendor can enable/disable the payment method.**

POSMOS with the Post Office

- ◆ Active: **The vendor can enable/disable the payment method.**

Cash and Cheque on Delivery

- ◆ Active: **The vendor can enable/disable the payment method.**
- ◆ Cheque Payee Name: **The name of the personal account to whom the payment will be made.**

4. Features for Customers

Browse Vendors on Marketplace

The screenshot shows the LUMA Marketplace interface. At the top, there is a navigation bar with 'Default welcome msg!', 'Marketplace', 'Sell', and 'Sign Out'. Below this is the LUMA logo and a search bar with the placeholder text 'Search entire store here...'. A secondary navigation bar contains 'What's New', 'Women', 'Men', 'Gear', 'Training', and 'Sale'. The main content area is titled 'Marketplace' and features a large banner with the text 'PLACE YOUR MARKETPLACE BANNER HERE' and the CED COMMERCE logo. To the left of the banner is a 'Search Vendors' form with fields for 'Country', 'Zip/Postal Code', and 'Name', and a 'Search' button. Below the banner is a paragraph of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ut lorem ante. Duis lacus sapien, luctus vitae iaculis a, suscipit et mauris. Sed nunc risis, consequat nec ornare nec, consectetur quis purus. Nulla at purus tincidunt, placerat tortor sed, accumsan velit.' Below the text are grid and list view icons, a '5 Items' indicator, and a 'Sort By Name' dropdown menu. At the bottom, there are five vendor cards, each with a unique icon and a name: Akash (CED COMMERCE logo), Brendon (man in suit), Jago (woman in pink), Terrence (woman with blonde hair), and Trystan (superhero).

View Vendor Shop Page



Search entire store here...

- What's New
- Women ▾
- Men ▾
- Gear ▾
- Training ▾
- Sale

Akash Shop



- **Public Name :**
Akash
- **Support Number :**
8888888888
- **Support Email :**
support@cedcommerce.com
- **Email :**
emailakashrai@gmail.com
- **Company Name :**
CedCommerce
- **Name :**
Akash Rai
- **Company Address :**
CedCommerce Inc, 1812 N
Columbia Blvd, Suite C15-653026,
Portland, Oregon, 97217
- **Created At :**
2020-12-02 15:15:01
- **Facebook ID :**
cedcommerce
- **Twitter ID :**
cedcommerce

Browse By Category

- Women (1)
- Gear (1)
- Training (1)



Our aim is to make the Internet, a better place to sell on. Incepted in 2010, CedCommerce is revolutionizing the way eCommerce is perceived and performed over the Internet. Driven by a team of highly experienced and veteran professionals, CedCommerce is enabling brick and mortar stores to make the shift to the Internet.

I'm looking for...



3 Items

Sort By **Position** ▾ ↑



Akash Simple Product
\$100.00



Akash Virtual Product
\$100.00



Akash Downloadable Product
\$100.00

Show **12** ▾ per page

Vendor Details in Orders

Order # 0000000008

PROCESSING

December 4, 2020

[Reorder](#)

[Print Order](#)

Items Ordered		Invoices		
Product Name	SKU	Price	Qty	Subtotal
Akash Simple Product	Akash Simple Product	\$100.00	Ordered: 1	\$100.00
Vendor Akash				
			Subtotal	\$100.00
			Shipping & Handling	\$5.00
			Grand Total	\$105.00