

# Marketplace Extension for Magento 2.0

## User Manual

**Product version: 1.0.x**  
**Compatibility: CE 2.0.x, EE 2.0.x**  
**Website: <http://www.vnecom.com>**  
**Support: [support@vnecom.com](mailto:support@vnecom.com)**

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# PREFACE

## About This Document

This document provides information on how to download, install, configure and use our **Magento Marketplace Extension**.

## Disclaimer

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## OVERVIEW

Magento Marketplace is a multiple vendor marketplace extension. A vendor can create his own seller account on the marketplace website. Vendors can easily add and manage their own products within the Marketplace.

Customers will visit to Marketplace website, search and they are able to see the products provided by different sellers. So here the customer will have the feature of getting the product at competitive price by different sellers. Customer can place the order for multiple vendors' products. Money will be transferred to Marketplace owner and system will add the money to the vendor's credit account. Website owners can charge additional fees for each transaction the Vendor gains. Vendors can then withdraw the money from his credit account to his bank or PayPal at any time.

Vendors can manage orders, create shipments for orders. Then ship products to customer all from a very easy to use management interface. Customer can leave reviews/ratings for Vendors every time an order is placed, allowing for a very safe shopping experience for all.

And many other features...

### **Outstanding Features**

#### For Seller/ Vendor

- ✓ One account using for login both customer's panel and vendor's panel.
- ✓ Good looking Vendor's homepage with product grid view and banner.
- ✓ Easy to manage product in separated seller panel.
- ✓ Freely manage orders, create shipment for order.
- ✓ The transaction and commission is recorded after every time success payment of vendor's product.
- ✓ Easy to see the analysis report about the performance of their store.

#### For Admin

- ✓ Easy to install and waste no time for learning to use.
- ✓ Quickly creating Marketplace website for every registering seller.
- ✓ Smart design and smart workflow.
- ✓ Fully control the business and manage vendor by customer's review.

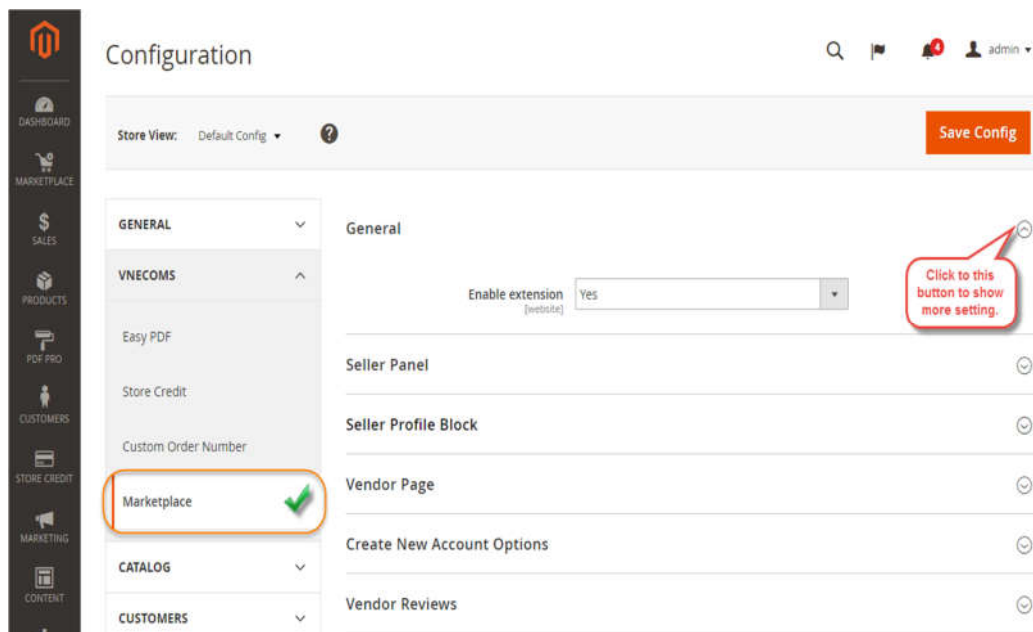
# HOW TO USE

## A. From Admin Panel

### I. Manage Marketplace Configuration

The configuration is a very important step before using Vnecom MultiVendor Marketplace extension. The admin can control all the features of this extension by going through all these settings inside.

To reach the configurations, on side-bar go **Marketplace > Configuration**. The Marketplace configuration will be shown as below.



#### 1. General

##### Enable Extension

It is a yes/no type field, which is used to enable or disable the entire extension at once.

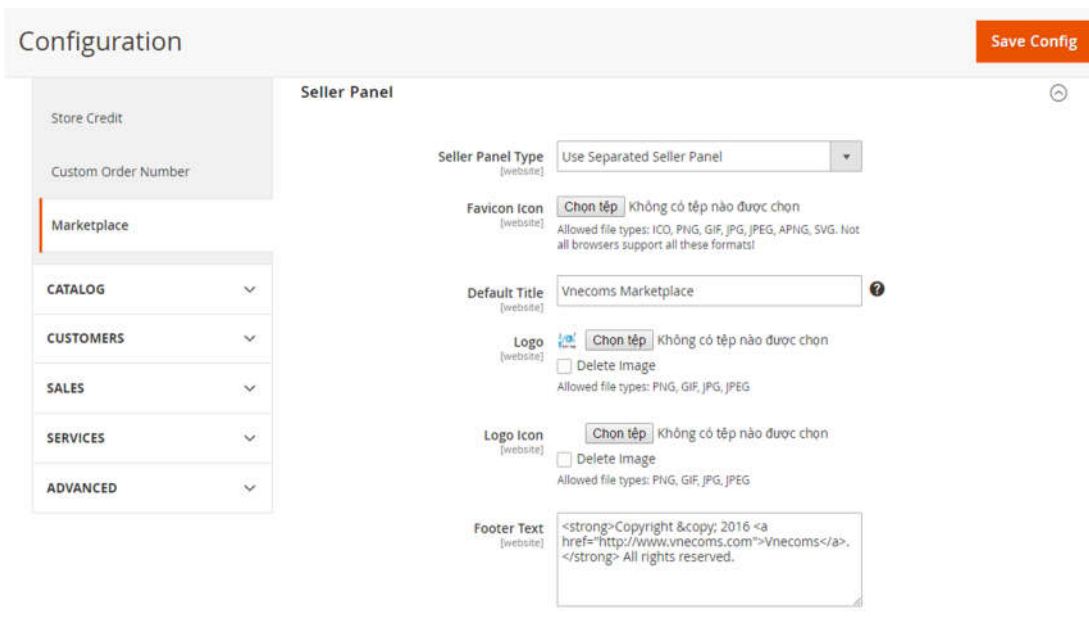
#### 2. Seller Panel

##### a) Seller panel type

In this field, you can chose which type of panel your vendor/seller will use for managing their business. There're 2 type of seller panel: Separated seller panel or same in customer's panel.

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- b) Favicon icon  
Upload an image (with following type: ico, png, gif, jpg, jpeg, apng, svg), that get displayed in the address bar of browser when access to seller page.
- c) Default Title  
This default title will be shown on all seller panel page.
- d) Logo  
Upload an image (with following type: png, gif, jpg, jpeg), that get displayed in the top-left comer of seller page.
- e) Logo icon  
Upload an image (with following type: png, gif, jpg, jpeg), that get displayed in the top-left comer of seller page.
- f) Footer text  
Some text here.



Configuration Save Config

**Seller Panel**

Store Credit

Custom Order Number

Marketplace

CATALOG

CUSTOMERS

SALES

SERVICES

ADVANCED

Seller Panel Type [website] Use Separated Seller Panel

Favicon Icon [website]  Không có tệp nào được chọn  
Allowed file types: ICO, PNG, GIF, JPG, JPEG, APNG, SVG. Not all browsers support all these formats!

Default Title [website] VnecomS Marketplace

Logo [website]  Không có tệp nào được chọn  
 Delete Image  
Allowed file types: PNG, GIF, JPG, JPEG

Logo Icon [website]  Không có tệp nào được chọn  
 Delete Image  
Allowed file types: PNG, GIF, JPG, JPEG

Footer Text [website] `<strong>Copyright &copy; 2016 <a href="http://www.vnecomS.com">VnecomS</a>.</strong> All rights reserved.`

### 3. **Seller Profile Block**

This profile block is displayed on product page or vendor pages. You can configure some following fields to make it better:

- a) Show seller's short description

Allow vendor to have a filed for introducing about their self and showing in Profile block.

b) Short description max length

Limit the length of short description.

c) Show seller's phone number

Allow vendor to have a filed for filling their telephone's number and showing in Profile block.

d) Show store hours of operation

Allow vendor to have a filed for filling their working time and showing in Profile block.

e) Address Template

Use for adding some variable to vendor's address including: region, country, street, city, and postcode.

**Seller Profile Block** ⊞

This profile block is displayed on product page or vendor pages.

Show seller's short description	<input type="text" value="Yes"/>	[WEBSITE]
Short description max length	<input type="text" value="100"/>	[WEBSITE]
Show seller's phone number	<input type="text" value="Yes"/>	[WEBSITE]
Show store hours of operation	<input type="text" value="Yes"/>	[WEBSITE]
Address Template	<input type="text" value="{{var region}}, {{var country}}"/>	[WEBSITE]

**4. Vendor Page (This option is only available if you install Vendor homepage plugin)**

a) URL Key

- This option is used to setup the URL of vendor home page.
- The vendor page will have this format:  
[http://example.com/URL\\_KEY/VENDOR\\_ID](http://example.com/URL_KEY/VENDOR_ID)
- Leave blank if you want the vendor page like this:  
[http://example.com/VENDOR\\_ID](http://example.com/VENDOR_ID)

b) Profile block's position

You can setup the position of seller's profile block which is display on seller home page. Available options are Top or Left.

c) Default Banner

If seller doesn't upload his own banner this banner will be used to display in seller home page.

d) Number of showing products

The number of products that will be shown in seller home page.

e) Enable Vendor's Description

If this option is set to YES, seller will be able to enter the text to describe about his store and this about text will be display on seller home page.

f) Enable Vendor's Shipping Policy

If this option is set to YES, seller will be able to enter the shipping policy and it will be display on seller home page.

g) Enable Vendor's Refund Policy

If this option is set to YES, seller will be able to enter the refund policy and it will be display on seller home page.

**5. Create New Account Option**

a) Enable Seller Register

You can enable/disable seller to register new account from frontend.

b) Vendor Approval

If this option is set to YES, all new seller account will need to be approved by admin before seller can use it.

c) Default Vendor Group

After register the vendor account will be assigned to this group by default.

**6. Vendor Review (This option is only available if you install Vendor homepage and Vendor review plugins)**

a) New Review Approval

If you set this option to YES, all new review will need to be reviewed by admin before it is showing on frontend.

b) Number of Reviews on Vendor's Home Page.

The number of latest review which you want to show on vendor's home page.

c) New review notification (Customer)

d) New review notification (Seller)

e) Email Sender

## 7. Sale

*In this section you can configure all sales notification email templates.*

- a) Email Sender
- b) New Creditmemo Notification Template (Send to vendor)
- c) New Invoice Notification Template (Send to vendor)
- d) New Shipment Notification Template (Send to vendor)
- e) New Order Notification Template (Send to vendor)

## 8. Catalog

- a) Product Type Restriction  
These selected product type will NOT be allowed for seller to use.
- b) Attribute Set Restriction  
Select the attribute sets that you DON'T want seller to use
- c) New Product Approval  
If this option is set to "Yes", when vendor add new product the product will need to be reviewed and approved before it is showing on website.
- d) Update Product Approval  
If this option is set to "Yes", anytime vendor update product info the product will need to be reviewed and approved before being shown on website frontend.

*All of the following option is used for you can configure all new product approved notification email templates:*

- e) Product Approved Email Template (Send to vendor)
- f) Email Sender
- g) New Product Approval Email Template (Send to admin)
- h) Update Product Approval Email Template (Send to admin)
- i) Admin Email
- j) Product Denied Email Template (Send to vendor)

## 9. Seller's Credit

- a) Enable Escrow Feature  
If you enable this feature, after customer pay for his order, the payment will be held in x day before it is added to seller's credit account

b) Hold times (days)

The number of days that the funds is held before it is added to vendor's credit account.

*All of the following option is used for you can configure all new escrow notification email templates:*

c) New Escrow notification emaild) Escrow Released notification emaile) Escrow Cancel Transaction emailf) Email Sender**10. Withdrawal Methods**

*All configuration for withdrawal function:*

a) PayPal

If you enable this withdrawal method, vendor can use this method to withdraw funds. You can set the fee, min value and max value for this method.

- Enable this Solution
- Title
- Description
- Fee Type
- Fee
- Min Value
- Max Value

b) Wire Transfer

Same as PayPal method, this is another method that allow seller to withdraw funds.

- Enable this Solution
- Title
- Description
- Fee Type
- Fee
- Min Value
- Max Value

You can also develop new custom extension to add more withdrawal method as you want.

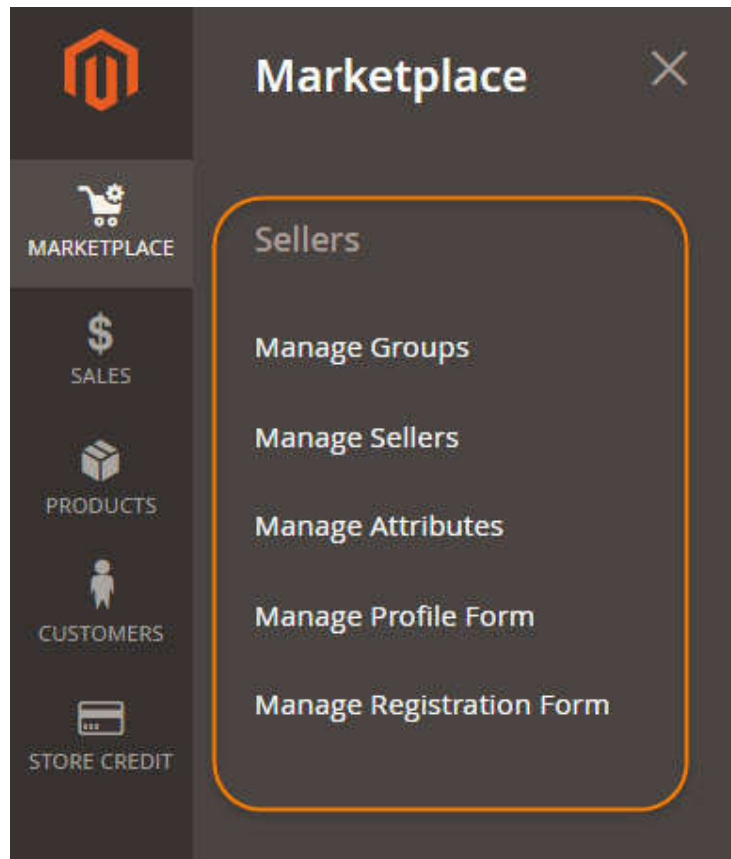
### 11. Vendor Panel Base URL

- a) Use Custom Vendor Path
- b) Custom Vendor Path (when Custom Vendor Path is enabled)

## II. Manage Vendors, Vendor's Product, and Sales

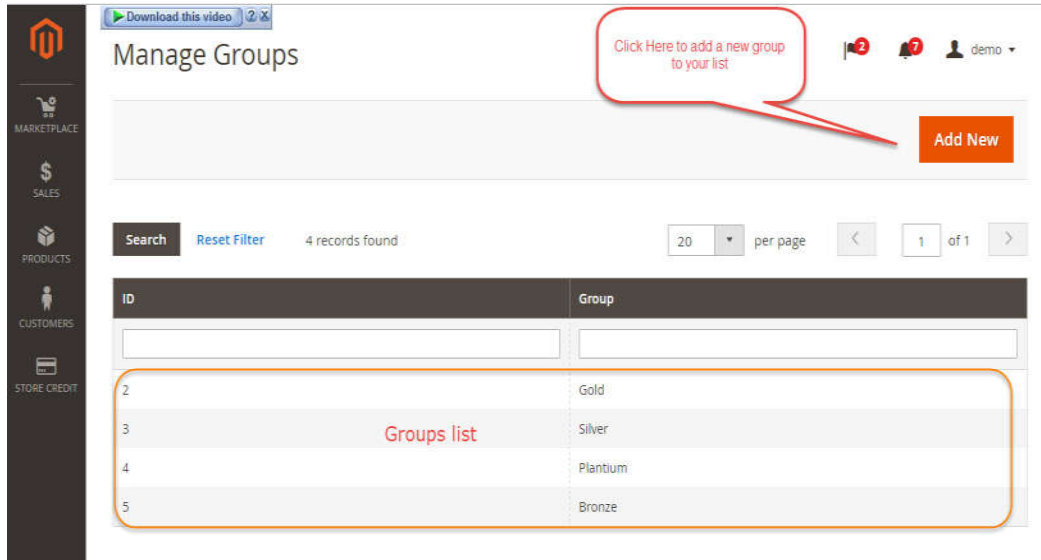
### 1. Manage Vendors

For managing the vendors, who have registered for selling their product on website, the admin can click to **Marketplace** button on the sidebar. In the tabs **Sellers** you can see some following buttons: Manage Groups, Manage Sellers, Manage Attributes, Manage Profile Form, and Manage Registration Form:



#### a) Manage Groups

With this tool, you can create some group for dividing your vendors and mark each with different levels of privilege. To do it, just click to Marketplace>Manage Groups:



Download this video

## Manage Groups

Click Here to add a new group to your list

[Add New](#)

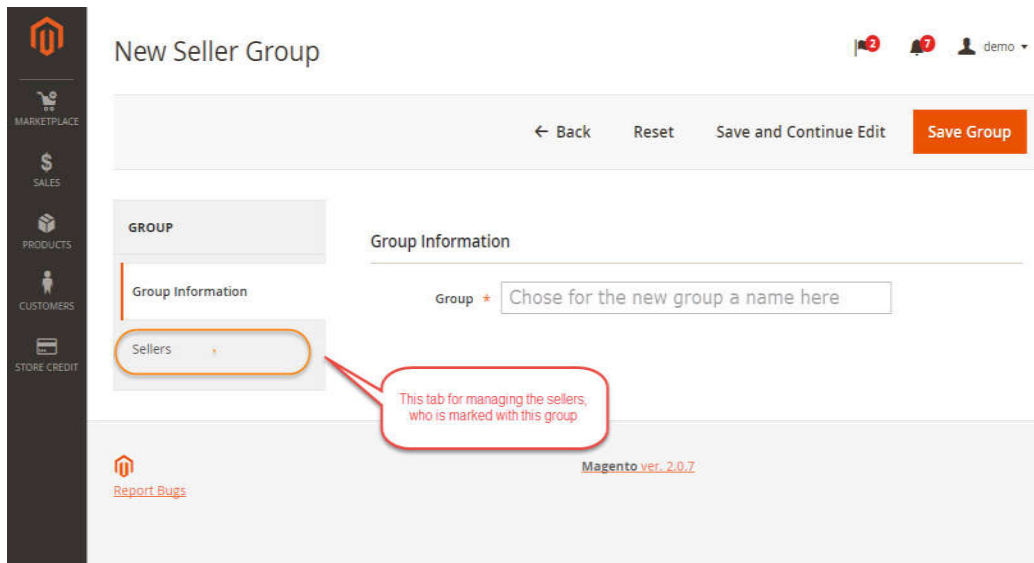
Search [Reset Filter](#) 4 records found

20 per page 1 of 1

ID	Group
2	Gold
3	Silver
4	Plantium
5	Bronze

Groups list

In order of making new group, click to **Add New** button:



## New Seller Group

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

**GROUP** Group Information

Group Information

Group \*

Sellers

This tab for managing the sellers, who is marked with this group

Report Bugs [Magento ver. 2.0.7](#)

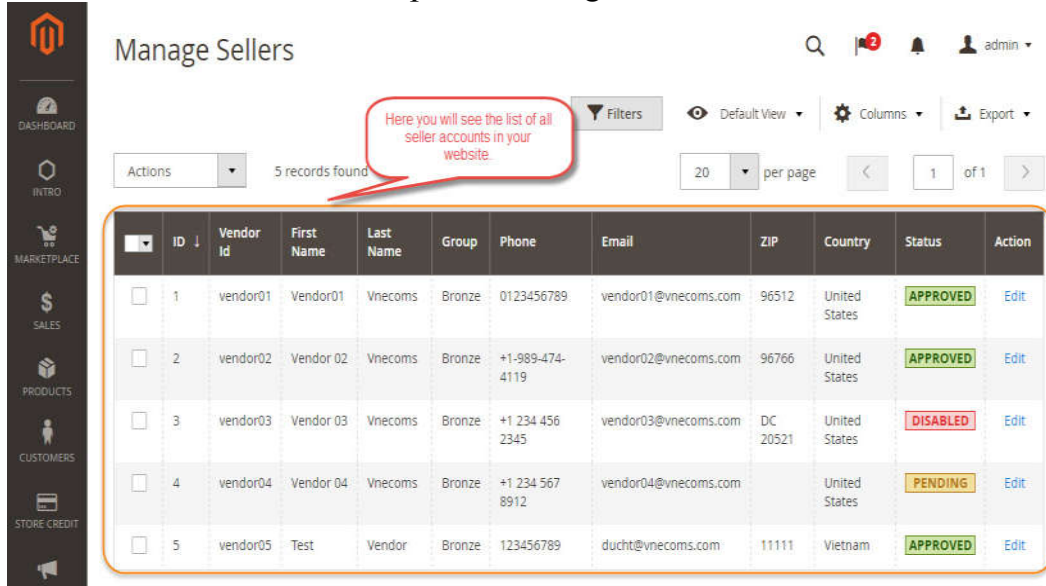
After having groups list, you can also manage which sellers is included in each group.

**Note:**

- You can set different commission fee for each of your seller group by clicking to **Marketplace > Commission configuration > Add new**
- You can set the default seller group for every new registered seller by clicking to **Marketplace > Configuration > Create New Account Option**

## b) Manage Sellers

In Seller tab, click to Marketplace>Manage Seller:

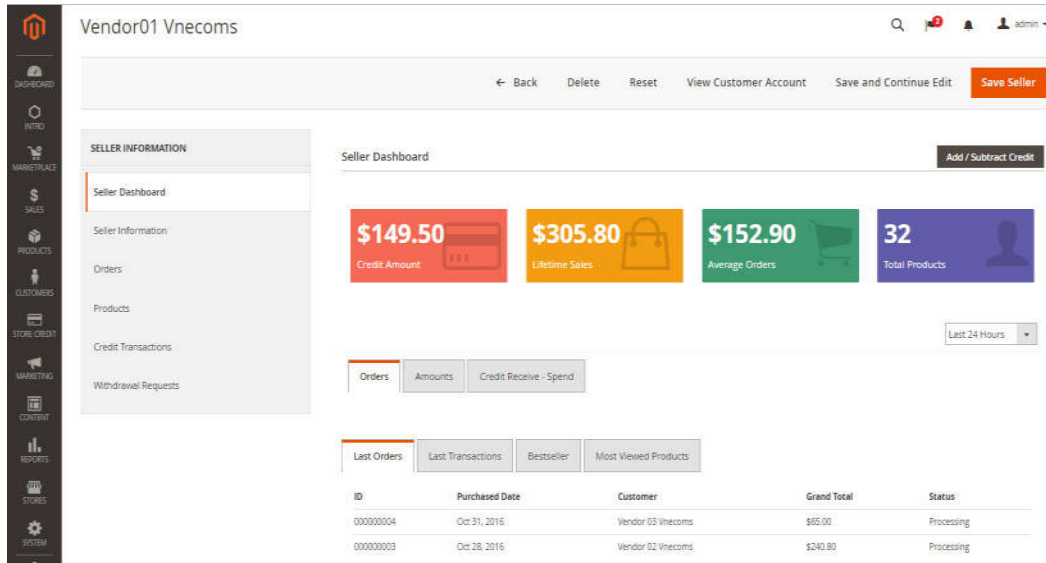


Manage Sellers

5 records found

ID	Vendor Id	First Name	Last Name	Group	Phone	Email	ZIP	Country	Status	Action
1	vendor01	Vendor01	Vnecoms	Bronze	0123456789	vendor01@vnecoms.com	96512	United States	APPROVED	Edit
2	vendor02	Vendor 02	Vnecoms	Bronze	+1-989-474-4119	vendor02@vnecoms.com	96766	United States	APPROVED	Edit
3	vendor03	Vendor 03	Vnecoms	Bronze	+1 234 456 2345	vendor03@vnecoms.com	DC 20521	United States	DISABLED	Edit
4	vendor04	Vendor 04	Vnecoms	Bronze	+1 234 567 8912	vendor04@vnecoms.com		United States	PENDING	Edit
5	vendor05	Test	Vendor	Bronze	123456789	ducht@vnecoms.com	11111	Vietnam	APPROVED	Edit

A table list of seller will be shown for you can quick view some information about seller. By clicking to “Edit” button in column “Action”, you can both get more information about a specific seller and change the seller’s status.



Vendor01 Vnecoms

SELLER INFORMATION

Seller Dashboard

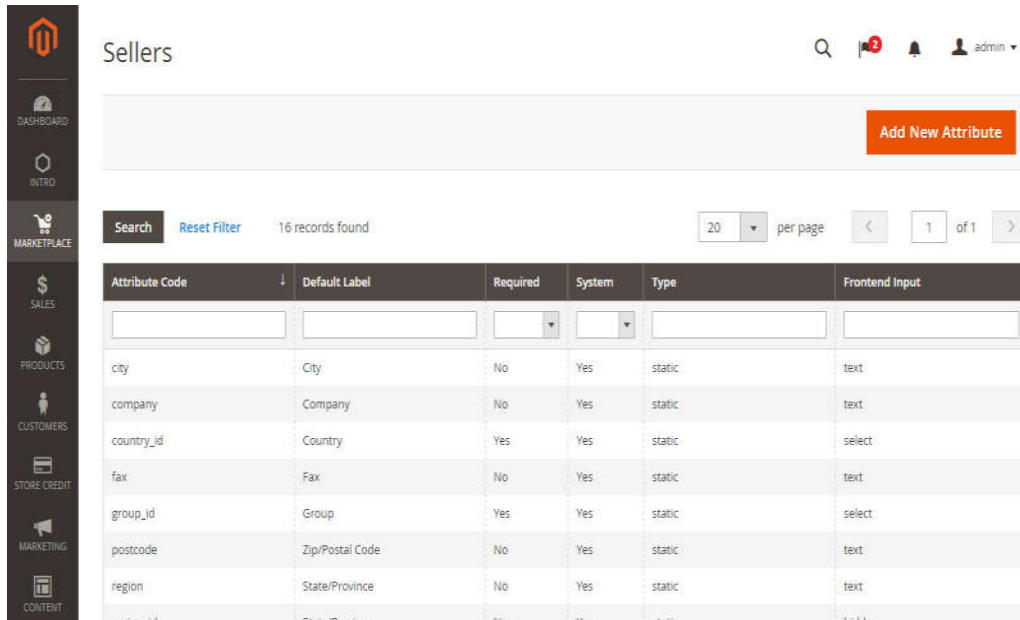
\$149.50 Credit Amount
\$305.80 Lifetime Sales
\$152.90 Average Orders
32 Total Products

ID	Purchased Date	Customer	Grand Total	Status
000000004	Oct 31, 2016	Vendor 03 Vnecoms	\$65.00	Processing
000000003	Oct 28, 2016	Vendor 02 Vnecoms	\$240.80	Processing

For changing the seller’s status and seller’s group, click to “Seller information” tab and find “Status” filed or “Group” field in right-side table and simply change them.

### c) Manage Attributes

In Seller tab, click to Marketplace>Manage Attribute:



Attribute Code	Default Label	Required	System	Type	Frontend Input
city	City	No	Yes	static	text
company	Company	No	Yes	static	text
country_id	Country	Yes	Yes	static	select
fax	Fax	No	Yes	static	text
group_id	Group	Yes	Yes	static	select
postcode	Zip/Postal Code	No	Yes	static	text
region	State/Province	No	Yes	static	text
region_id	State/Province	No	Yes	static	hidden

Here you will see all attributes of seller. You can add new attribute, edit attribute setting and delete attributes.

The seller attribute may be displayed in the seller registration form and seller account info form.

Supported Attribute Type:

- Text Field
- Text Area
- Date
- Yes/No
- Multiple Select
- Dropdown
- File

### d) Manage Profile Form

Here you can design your seller profile form. This form will be used in vendor information dashboard of seller's panel and of admin panel.

You can both add or remove a field set, and a seller attribute to registration form or remove it. Sort field sets or seller attributes by drag and drop.

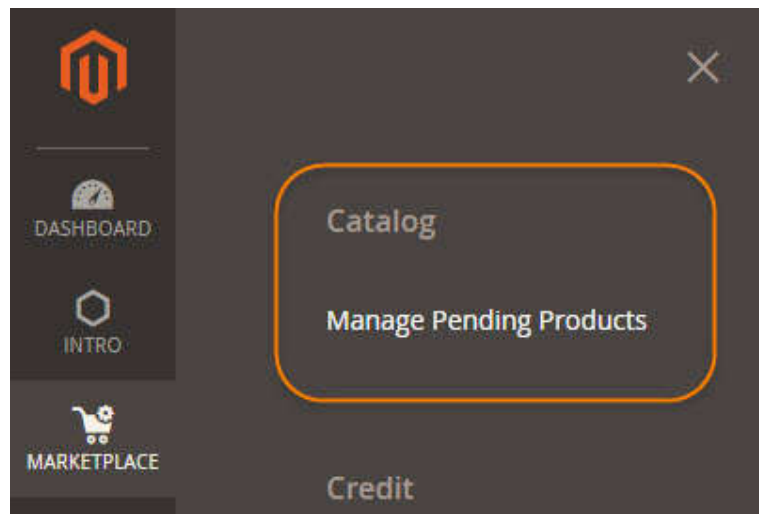
### e) Manage Registration Form

Similar with Profile form.

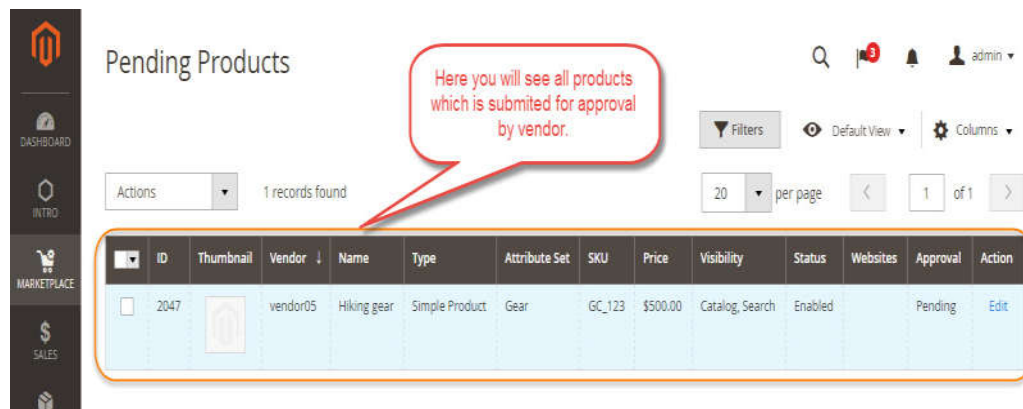
## 2. Manage Vendor's Product


When a registered seller is approved by admin, they can start uploading their product for selling. But before the product can be shown on website frontend, it must be reviewed and approved by website's admin. So please follow the guide below to manage the seller's product.

First, click to **Marketplace** button on the sidebar, then find the tab **Catalog > Manage Pending product**



Then the following table will be shown up:



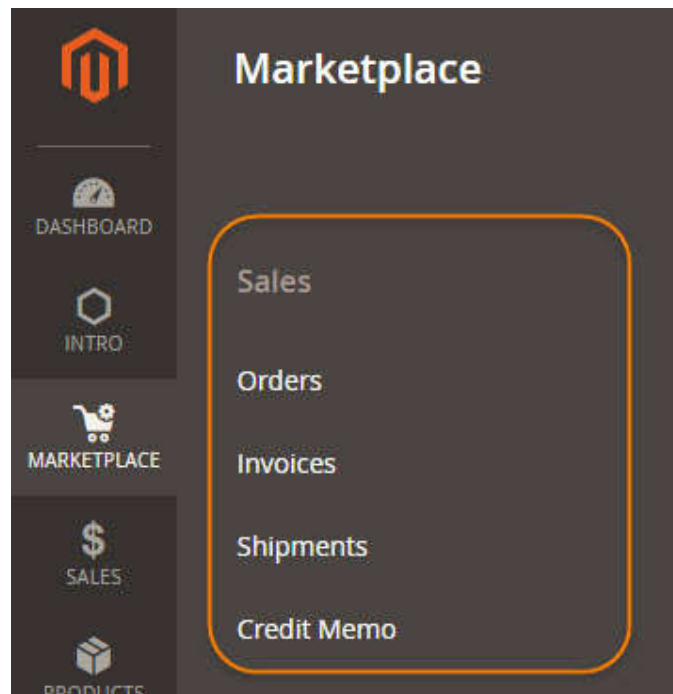
ID	Thumbnail	Vendor	Name	Type	Attribute Set	SKU	Price	Visibility	Status	Websites	Approval	Action
2047		vendor05	Hiking gear	Simple Product	Gear	GC_123	\$500.00	Catalog, Search	Enabled		Pending	Edit

Here system will list down all products which is submitted for approval by vendor.

Admin get this list, review these products and approve or disapprove them by clicking to **Edit** button in **Action** column.

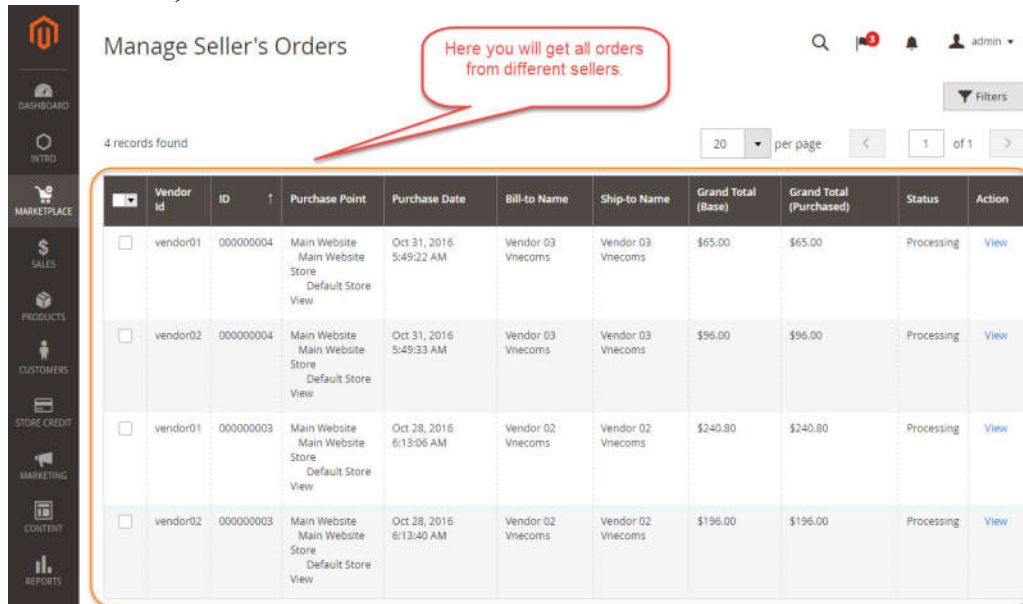
### 3. Sales Management

Sales is one of the most important function of marketplace, where the website owner can control everything of their business on marketplace. Firstly, again please click to **Marketplace** button on the sidebar, then find the tab **Sales**:



#### a) Order

In Sales tab, click to Orders:



Manage Seller's Orders

Here you will get all orders from different sellers.

4 records found

20 per page

1 of 1

<input type="checkbox"/>	Vendor Id	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
<input type="checkbox"/>	vendor01	000000004	Main Website Main Website Store Default Store View	Oct 31, 2016 5:49:22 AM	Vendor 03 Vnecoms	Vendor 03 Vnecoms	\$65.00	\$65.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	vendor02	000000004	Main Website Main Website Store Default Store View	Oct 31, 2016 5:49:33 AM	Vendor 03 Vnecoms	Vendor 03 Vnecoms	\$96.00	\$96.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	vendor01	000000003	Main Website Main Website Store Default Store View	Oct 28, 2016 6:13:06 AM	Vendor 02 Vnecoms	Vendor 02 Vnecoms	\$240.80	\$240.80	Processing	<a href="#">View</a>
<input type="checkbox"/>	vendor02	000000003	Main Website Main Website Store Default Store View	Oct 28, 2016 6:13:40 AM	Vendor 02 Vnecoms	Vendor 02 Vnecoms	\$196.00	\$196.00	Processing	<a href="#">View</a>

A table list of orders will be shown for you can quick view some information about order such as: order id, vendor's id, and bill to name.... You can see some rows have same Order Id, it means these orders are from different sellers but the products are bought together by one customer.

In order of viewing more detail, click to **View** button inside the column **Action**, this button will link you to default magento order viewing page, but the special is if the order includes product from different vendors, the product list will be divided into each vendor:

Items Ordered

Seller: [vendor01](#)

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Strive Shoulder Pack SKU: 24-MB04	Invoiced	\$32.00	\$32.00	Ordered 1 Invoiced 1	\$32.00	\$0.00	0%	\$0.00	\$32.00
Crown Summit Backpack SKU: 24-MB03	Invoiced	\$38.00	\$38.00	Ordered 1 Invoiced 1	\$38.00	\$0.00	0%	\$7.60	\$30.40
Wayfarer Messenger Bag SKU: 24-MB05	Invoiced	\$45.00	\$45.00	Ordered 1 Invoiced 1	\$45.00	\$0.00	0%	\$9.00	\$36.00
Fusion Backpack SKU: 24-MB02	Invoiced	\$59.00	\$59.00	Ordered 1 Invoiced 1	\$59.00	\$0.00	0%	\$11.80	\$47.20
Rival Field Messenger SKU: 24-MB06	Invoiced	\$45.00	\$45.00	Ordered 1 Invoiced 1	\$45.00	\$0.00	0%	\$9.00	\$36.00
Impulse Duffle SKU: 24-UB02	Invoiced	\$74.00	\$74.00	Ordered 1 Invoiced 1	\$74.00	\$0.00	0%	\$14.80	\$59.20

Seller: [vendor02](#)

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Teton Pullover Hoodie SKU: MH02-S-Black Color: Black Size: S	Invoiced	\$70.00	\$70.00	Ordered 1 Invoiced 1	\$70.00	\$0.00	0%	\$14.00	\$56.00
Bruno Compete Hoodie SKU: MH03-XS-Blue Color: Blue Size: XS	Invoiced	\$63.00	\$63.00	Ordered 1 Invoiced 1	\$63.00	\$0.00	0%	\$12.60	\$50.40
Frankie Sweatshirt SKU: MH04-M-White Color: White Size: M	Invoiced	\$60.00	\$60.00	Ordered 1 Invoiced 1	\$60.00	\$0.00	0%	\$12.00	\$48.00
Hollister Backyard Sweatshirt SKU: MH05-S-Red Color: Red Size: S	Invoiced	\$52.00	\$52.00	Ordered 1 Invoiced 1	\$52.00	\$0.00	0%	\$10.40	\$41.60

## b) Invoices

Similar as default magento invoice viewing page.

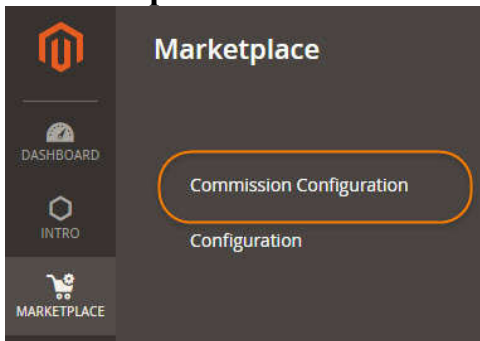
- c) Shipments  
Similar as default magento shipment viewing page.
- d) Credit Memo  
Similar as default magento credit memo viewing page.

### III. Commission configuration and Transaction management

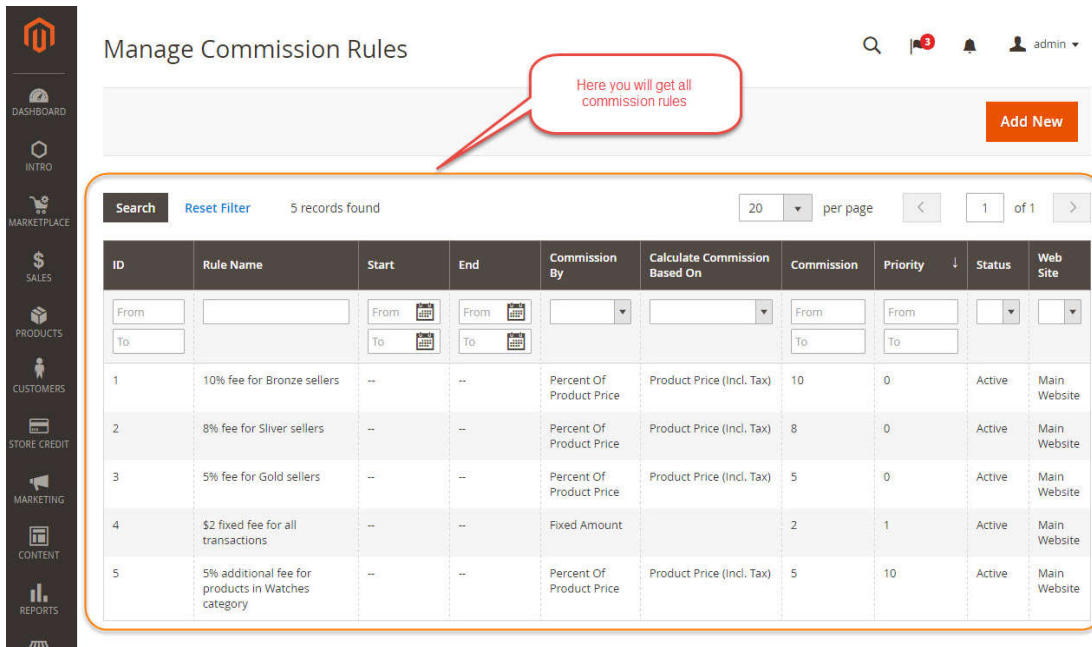
#### 1. Commission configuration

Commission is the fee that sellers must pay for website owner after every success order of seller's product, and the website owner have the right for making and applying different commission rule.

From sidebar click to **Marketplace > Commission Configuration**:



Then the table of commission rule will show up:



Manage Commission Rules

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

ID	Rule Name	Start	End	Commission By	Calculate Commission Based On	Commission	Priority	Status	Web Site
1	10% fee for Bronze sellers	--	--	Percent Of Product Price	Product Price (Incl. Tax)	10	0	Active	Main Website
2	8% fee for Silver sellers	--	--	Percent Of Product Price	Product Price (Incl. Tax)	8	0	Active	Main Website
3	5% fee for Gold sellers	--	--	Percent Of Product Price	Product Price (Incl. Tax)	5	0	Active	Main Website
4	\$2 fixed fee for all transactions	--	--	Fixed Amount		2	1	Active	Main Website
5	5% additional fee for products in Watches category	--	--	Percent Of Product Price	Product Price (Incl. Tax)	5	10	Active	Main Website

From this table you can get some information about each commission rule such as: its name, status, duration, type, calculator based on, priority, where it is applied...

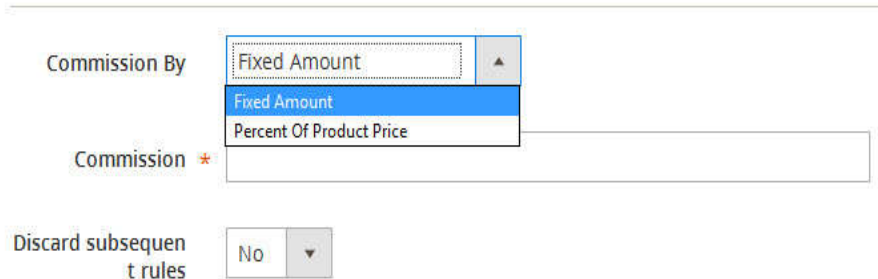
The commission rules is very flexible:

- You can set different fee for each of your seller group
- The fee can be fixed amount or percent of product price.
- You can create multiple fees to seller e.g. fixed \$2 + 10% or product price.
- You can set an additional fee products in a category
- You can set an additional fee for specified products
- You can set an additional fee for products of specified sellers

For adding new commission rule, click to **Add new** button on the top-right, adding commission page will be shown with 3 tabs for you can define the new commission:

- General information: Here you can add restriction of the rule for your websites and seller group here. You can also set the start and end date of the rule.
- Rule Conditions: On this section you can add conditions for the rule. E.g. you can set the rule is applied for only products in a specified category.
- Rule Actions: there're some sections for defining the action of commission rule:
  - ✓ Commission by: you can choose between counting commission by fixed amount or by percentage of product price.

#### Calculate Commission Using The Following Information



The screenshot shows a form for configuring a commission rule. It includes a dropdown menu for 'Commission By' with options 'Fixed Amount' and 'Percent Of Product Price'. Below it is a text input field for 'Commission \*'. At the bottom, there is a dropdown for 'Discard subsequent rules' with the value 'No' selected.

- ✓ If you choose counting commission by fixed amount, here you can start setting a number standing for fixed price you want.
- ✓ If you choose counting commission by percentage of product price: Here you will continue choose the product price after

or before discounting, includes or not includes tax. Then continue to set a number standing for percentage of product price you want.

**Calculate Commission Using The Following Information**

Commission By:

Calculate Commission Based On: 

- Product Price (Incl. Tax)
- Product Price (Excl. Tax)
- Product Price After Discount (Incl. Tax)
- Product Price After Discount (Excl. Tax)

Commission \*

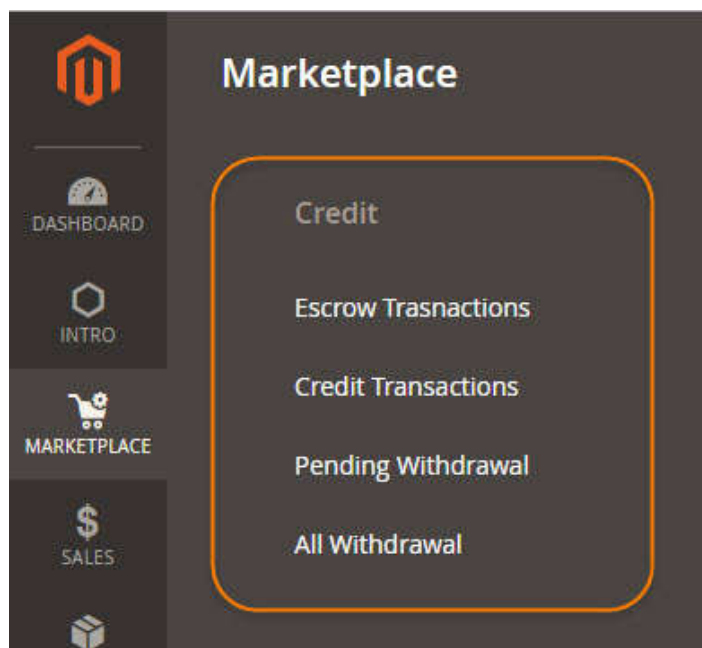
Discard subsequent rules:

- ✓ Discard subsequent rules: Set Yes if you want to stop applying another rules, set No if you want to continue applying another rules.

## **2. Transaction Management**

After taking commission, system will automatic transfer the rest of order amount to seller credit account. The seller can ask for withdrawal by admin any time they want. The guide below will tell you how to manage the withdrawal request from vendor.

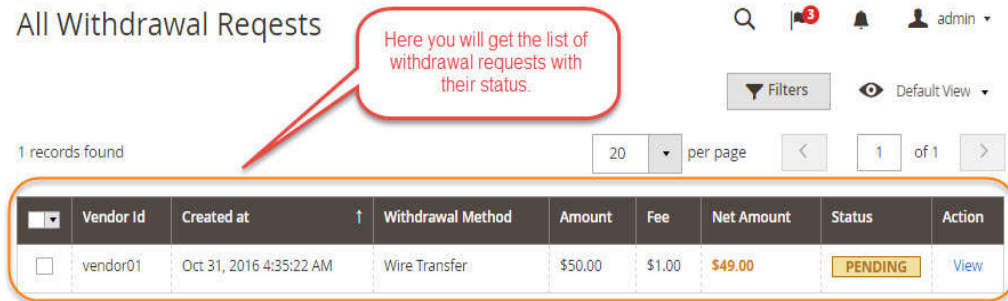
From sidebar click to **Marketplace > Credit**



a) Manage Withdrawal request.

Continue click to **Credit > Pending Withdrawal** or **All Withdrawal**

A table will show up and list all the withdrawal requests:



All Withdrawal Requests

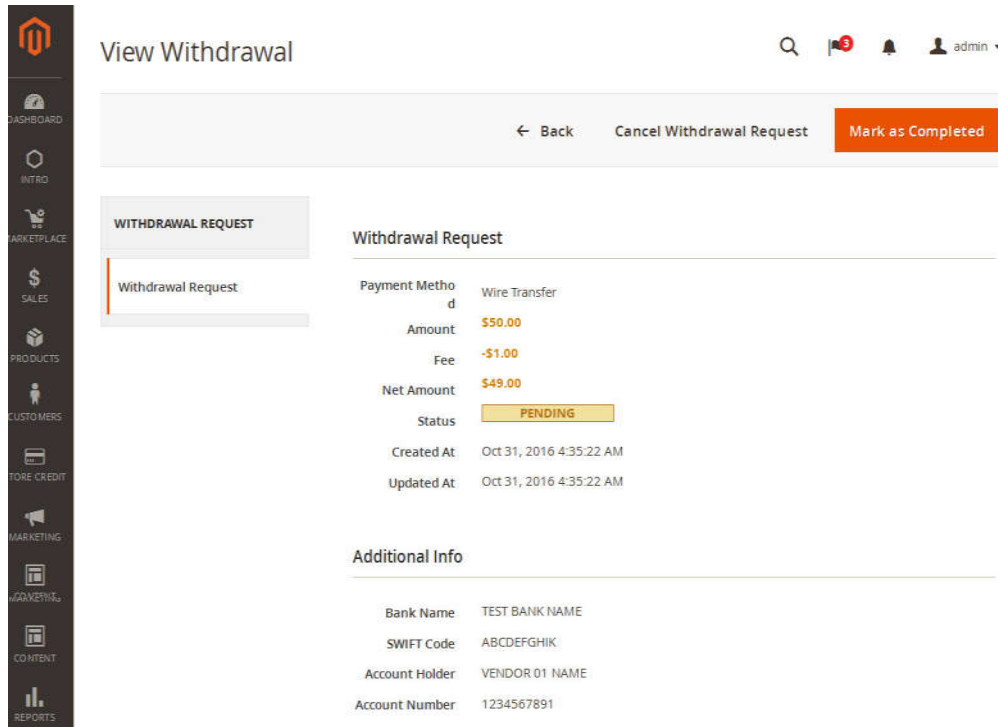
1 records found

20 per page 1 of 1

<input type="checkbox"/>	Vendor Id	Created at	Withdrawal Method	Amount	Fee	Net Amount	Status	Action
<input type="checkbox"/>	vendor01	Oct 31, 2016 4:35:22 AM	Wire Transfer	\$50.00	\$1.00	\$49.00	PENDING	<a href="#">View</a>

You can click to an item to view more detail about the withdrawal request or process the pending request.

This is the detail information of a withdrawal request.



View Withdrawal

← Back Cancel Withdrawal Request Mark as Completed

**WITHDRAWAL REQUEST**

Withdrawal Request

**Withdrawal Request**

Payment Method: Wire Transfer

Amount: \$50.00

Fee: -\$1.00

Net Amount: \$49.00

Status: PENDING

Created At: Oct 31, 2016 4:35:22 AM

Updated At: Oct 31, 2016 4:35:22 AM

**Additional Info**

Bank Name: TEST BANK NAME

SWIFT Code: ABCDEFGHIK

Account Holder: VENDOR 01 NAME

Account Number: 1234567891

Admin will get this info and transfer money to seller manually via requested withdrawal method. After admin transfer money to seller he will

go to this page and mark this request as completed. A notification email will be sent to seller.

For some reason, admin can cancel the request, then the credit will be added back to seller account.

## b) Escrow Transaction

This is a feature for you can held the order's amount in x days before it is automatically transfer to seller credit account. This holding money will not be able to withdraw or use to buy products from website by seller.

Escrow Transactions

Here you will get the list of escrow transactions with their status

2 records found

20 per page 1 of 1

<input type="checkbox"/>	Created Date	Vendor Id	Invoice Id	Amount	Status	Action
<input type="checkbox"/>	Oct 31, 2016	vendor02	000000004	\$96.00	PENDING	<a href="#">View</a>
<input type="checkbox"/>	Oct 31, 2016	vendor01	000000004	\$65.00	PENDING	<a href="#">View</a>

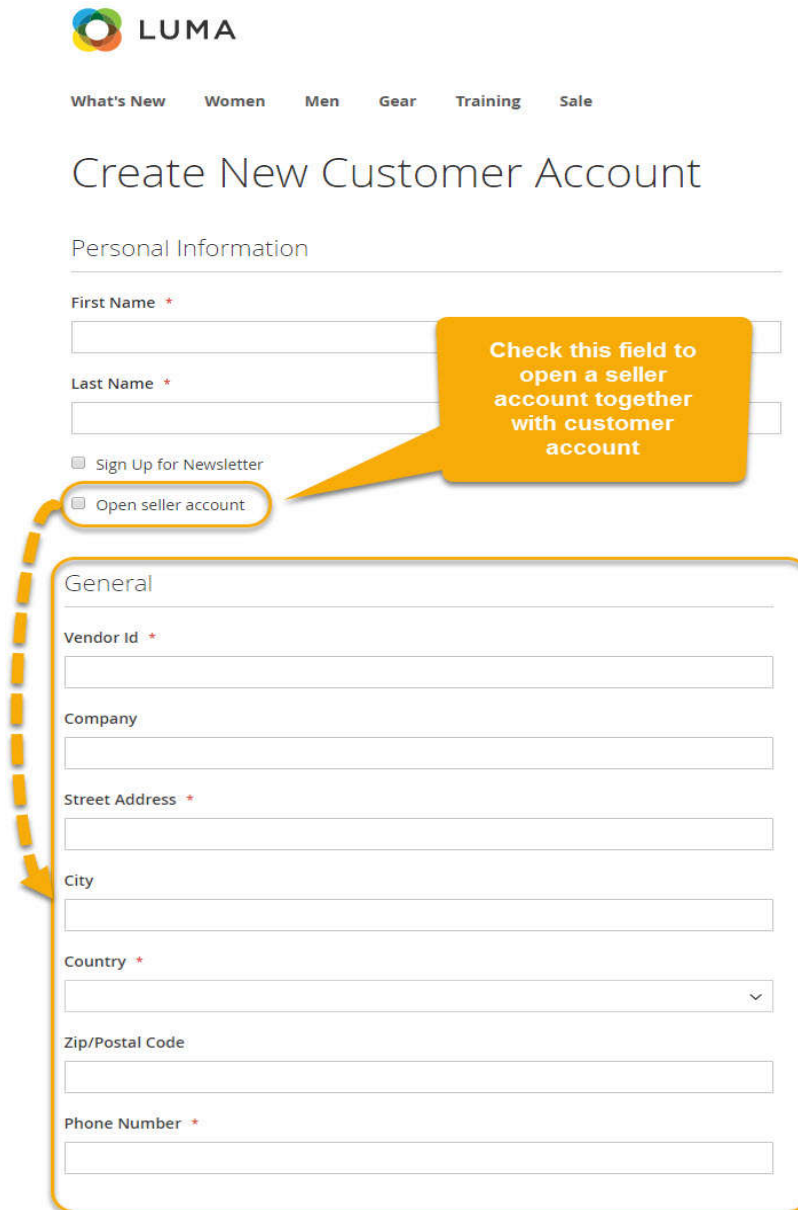
*For configuring the number of holding day please go to **Marketplace > Configuration > Seller's Credit**.*

## B. From Vendor's Panel

### I. Creating Vendor Account in website frontend

Before learning how the vendor's panel works, we will find out how to create a vendor account from website frontend. With Vnecom's marketplace extension, now your user can use their customer account on your website to open a seller account.

First, for the customer, who registers on your website at the first time, they can open their seller account together with registering customer account by checking the field **Open seller account** as the screen shot below:



**LUMA**

What's New Women Men Gear Training Sale

### Create New Customer Account

Personal Information

First Name \*

Last Name \*

Sign Up for Newsletter

Open seller account

Check this field to open a seller account together with customer account

General

Vendor Id \*

Company

Street Address \*

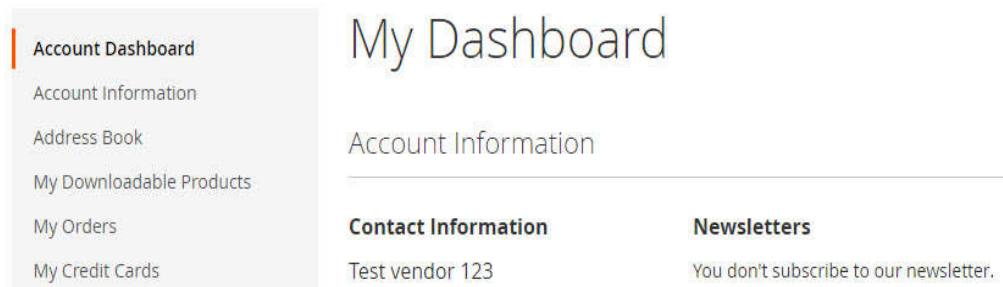
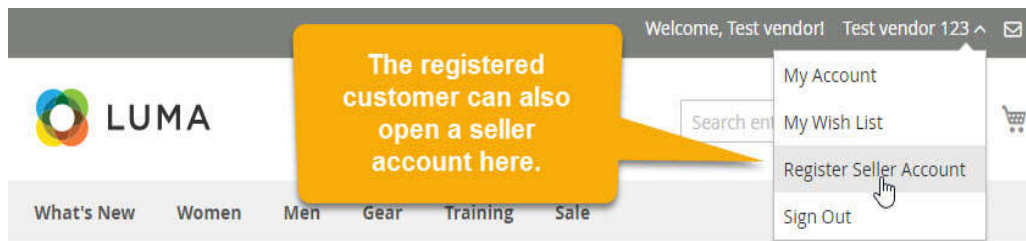
City

Country \*

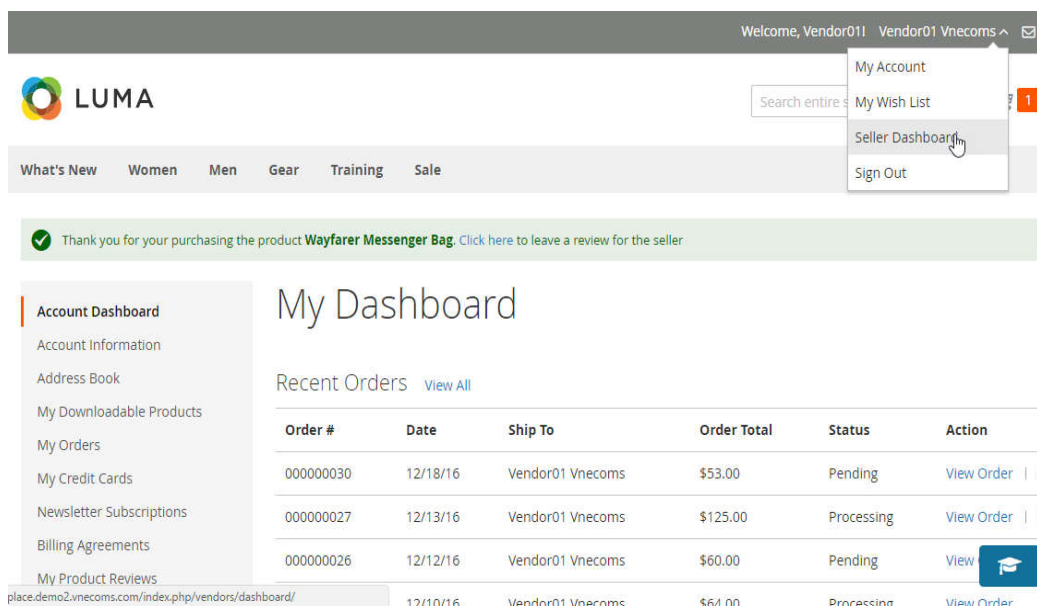
Zip/Postal Code

Phone Number \*

For registered customer, opening an seller account even easier, just click to customer name button in the top-right of the page then click to **Register Seller Account** button:

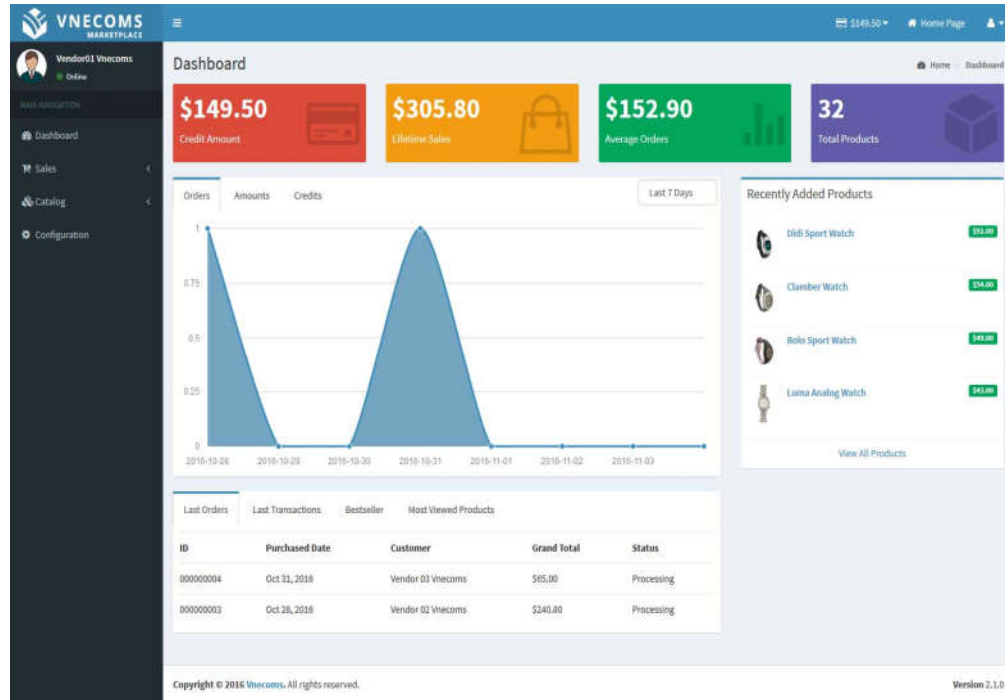


After filling all the needed information for opening an seller account, and getting allowance by website admin, your user now is ready to become a vendor. To login the vendor's panel, they must to login the customer account first, then go the top link again and click to button **Seller Dashboard**.



## II. Vendor Manages Sales and Products from Vendor Panel

Here is the look of Vendor's panel, it was designed similar with admin panel and bring to vendor the most comfortable in using.



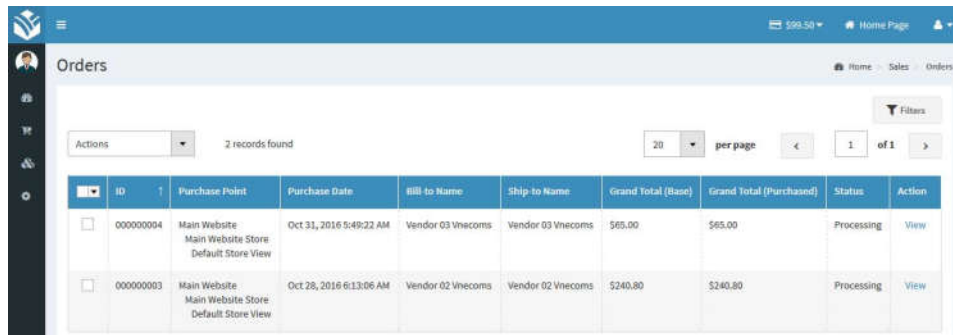
In default, the left side bar will include 4 buttons with different function: Dashboard, Sales, Catalog and Configuration.

### 1. Dashboards

This button will link the vendor to the page likes what you see in screen shot above, where the vendor can have an overview about their business with statistics, graph and table.

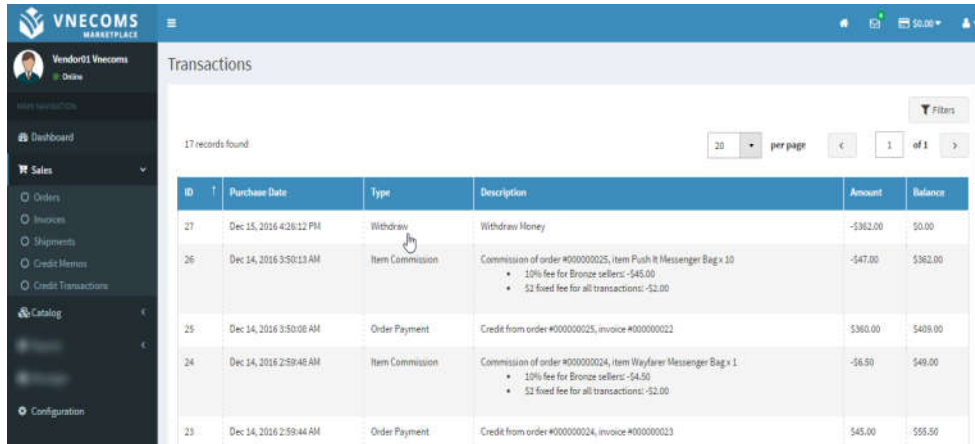
### 2. Sales

Here is the place, where the vendor will manage all their **Orders, Invoices, Shipments, and Credit Memos** by the exactly same way with the admin.



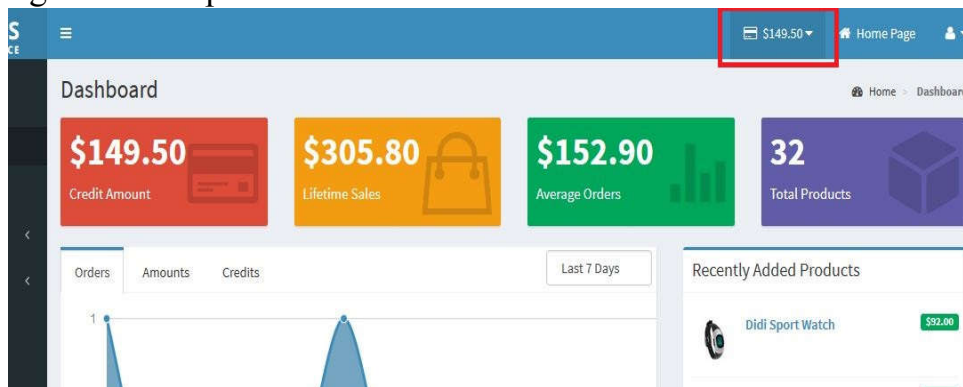
ID	Purchase Point	Purchase Date	Bill to Name	Ship to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
000000004	Main Website Main Website Store Default Store View	Oct 31, 2016 5:49:22 AM	Vendor 03 Vnecoms	Vendor 03 Vnecoms	\$65.00	\$65.00	Processing	View
000000003	Main Website Main Website Store Default Store View	Oct 28, 2016 6:13:06 AM	Vendor 02 Vnecoms	Vendor 02 Vnecoms	\$240.80	\$240.80	Processing	View

Specialy here has a button, which helps vendor managing their **Credit Transaction**.

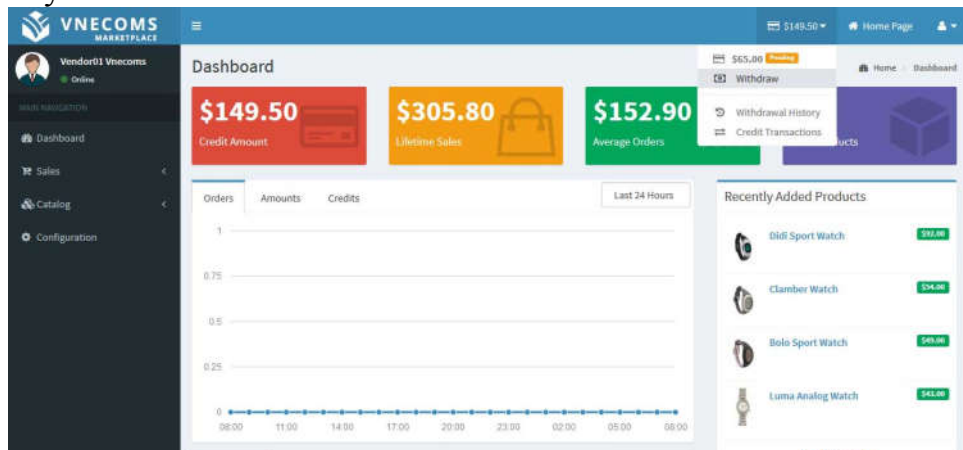


ID	Purchase Date	Type	Description	Amount	Balance
27	Dec 15, 2016 4:26:12 PM	Withdraw	Withdraw Money	-\$362.00	\$0.00
26	Dec 14, 2016 3:50:13 AM	Item Commission	Commission of order #000000025, item Push It Messenger Bag x 10 • 10% fee for Bronze sellers: -\$45.00 • \$2 fixed fee for all transactions: -\$2.00	-\$47.00	\$382.00
25	Dec 14, 2016 3:50:08 AM	Order Payment	Credit from order #000000025, invoice #000000022	\$360.00	\$409.00
24	Dec 14, 2016 2:52:46 AM	Item Commission	Commission of order #000000024, item Wayfarer Messenger Bag x 1 • 10% fee for Bronze sellers: -\$4.50 • \$2 fixed fee for all transactions: -\$2.00	-\$6.50	\$49.00
23	Dec 14, 2016 2:59:44 AM	Order Payment	Credit from order #000000024, invoice #000000023	\$45.00	\$55.50

The Credit transaction shows the vendor the fluctuation of their credit account. Its very detail and clearly so the vendor will know how he spends or receives credit. Each seller will have his own credit account. After a customer pays for an order, the money will be added to seller credit account. Sellers can see their credit amount on top right of seller panel.

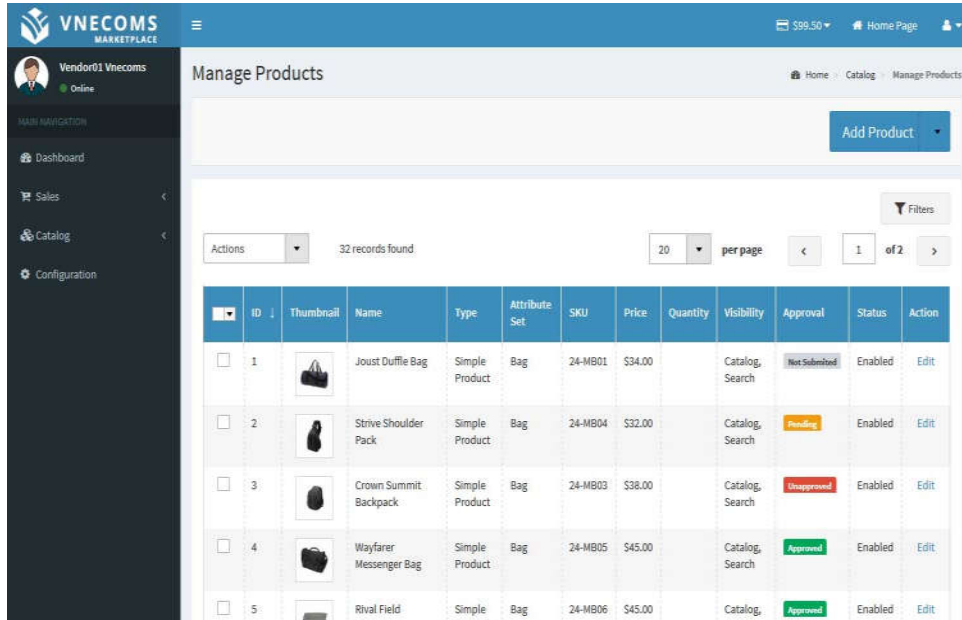







Seller can withdraw the money from his credit account to his Bank, PayPal...



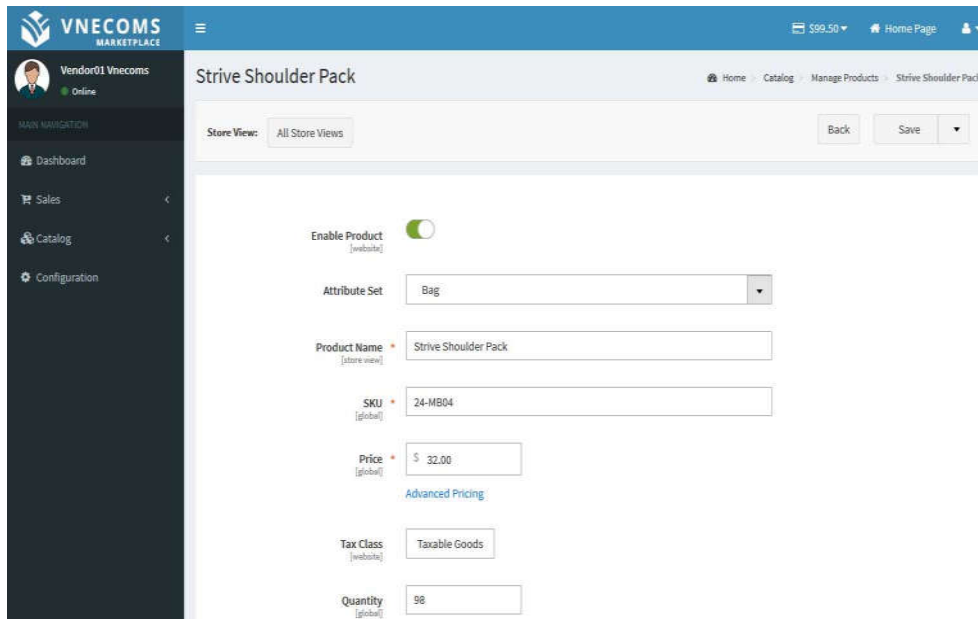
### 3. Catalog

Vendor has full access with their product. Vendor's product may need to be reviewed and approved by admin before it can be displayed on marketplace.



ID	Thumbnail	Name	Type	Attribute Set	SKU	Price	Quantity	Visibility	Approval	Status	Action
1		Joust Duffle Bag	Simple Product	Bag	24-MB01	\$34.00		Catalog, Search	Not Submitted	Enabled	Edit
2		Strive Shoulder Pack	Simple Product	Bag	24-MB04	\$32.00		Catalog, Search	Pending	Enabled	Edit
3		Crown Summit Backpack	Simple Product	Bag	24-MB03	\$38.00		Catalog, Search	Disapproved	Enabled	Edit
4		Wayfarer Messenger Bag	Simple Product	Bag	24-MB05	\$45.00		Catalog, Search	Approved	Enabled	Edit
5		Rival Field	Simple	Bag	24-MB06	\$45.00		Catalog,	Approved	Enabled	Edit

A vendor can not to see another vendor's product. Adding new or edit an existed product is very simple and quick.



Store View: All Store Views [Back] [Save]

Enable Product

Attribute Set: Bag

Product Name: Strive Shoulder Pack

SKU: 24-MB04

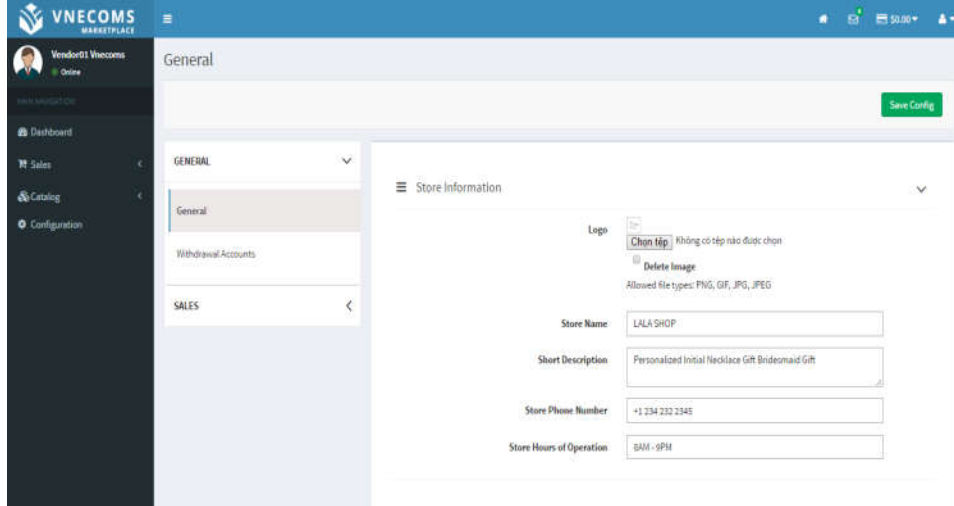
Price: \$ 32.00 [Advanced Pricing]

Tax Class: Taxable Goods

Quantity: 98

#### 4. Configuration

From here vendor can fill their store information such as logo, store name, description, store phone number and working hour.



The screenshot displays the 'General' configuration page for a vendor in the VNECOMS Marketplace. The page is titled 'General' and includes a 'Save Config' button in the top right corner. The left sidebar shows navigation options: Dashboard, Sales, Catalog, and Configuration. The main content area is divided into two sections: 'GENERAL' and 'SALES'. The 'GENERAL' section is expanded to show 'Store Information' with the following fields:

Field	Value
Logo	Chọn tệp (Không có tệp nào được chọn) Delete Image Allowed file types: PNG, GIF, JPG, JPEG
Store Name	LALA SHOP
Short Description	Personalized Initial Necklace Gift Bridesmaid Gift
Store Phone Number	+1 234 232 2345
Store Hours of Operation	8AM - 6PM

The vendor can also give their Withdrawal accounts information, so when they request withdraw money, the admin can follow this information to transfer money to vendor.

# SUPPORT

If you need support or have questions directly related to Marketplace extension, please use our Online Message Form to contact our support team or send us an email at: [support@vnecoms.com](mailto:support@vnecoms.com).

Best Regards,  
**VnEcoms Team**