



Multi Vendor Marketplace

Userguide of Magebay



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I. INTRODUCTION

If you know Etsy, Alibaba, Ebay system, you must know how effective of this business model. They're beging a huge success and you know they're all Marketplace.

Marketplace is a special kind of online store where buyers and sellers are meeting each other in easily way.

By understanding it, Magebay brings to you an effective extension for creating Marketplace on your site: it's called Magento Multi Vendor Marketplace. It give you many useful function and it is ease to use and manage your Multi Vendor Marketplace

Highlights

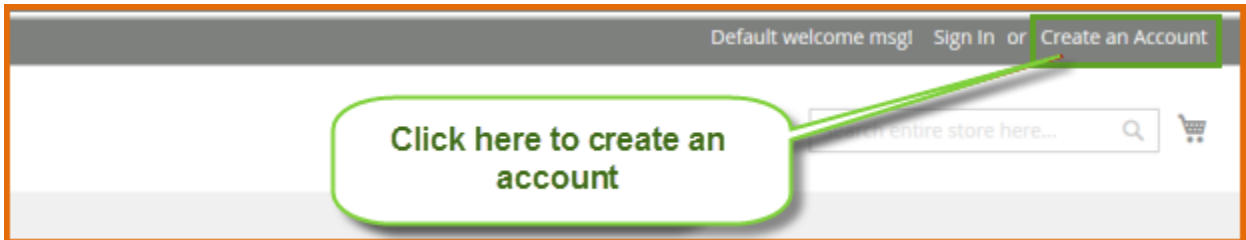
- ✚ Easy to build a Marketplace site
- ✚ Give Vendors the ability to manage their own products
- ✚ Commission Calculations & Order management
- ✚ Full source code
- ✚ Full Addons
- ✚ Free installation

II. MULTI VENDOR MARKETPLACE - FRONTEND

2.1. Create an account as Vendor

To use **the Multi Vendor Marketplace** as a vendor, the first step is register an account.

Step 1. From header, click **Create an Account** link



Step 2. System navigates user to Create Account page. Fill in data for user account. If you want to use as Vendor/ Seller, check the checkbox **Do you want to become Vendor/ Seller**

Create New Customer Account

Personal Information

First Name *

Last Name *

Email *

Do You Want To Become Seller / Vendor? *

Sign Up for Newsletter

Check here to become
Seller/ Vendor

Sign-in Information

Password *

Confirm Password *

Create an Account

Step 3. System will show the form to complete the information for Vendor/ Seller like **Shop Name, Contact Number, Shop URL.**

Step 4. Finish the required fields.

Step 5. Click **Save** button to create an account as Vendor / Seller


2.2. Seller Dashboard

After register account as a seller, this account will be approved by admin and then sellers can sign in the account to manage products, manage orders, withdraws and the message


After signing in, seller will view the Seller Account Management.

Seller Dashboard

Today's Sales
0



Today's Orders
\$0.00



Your Income

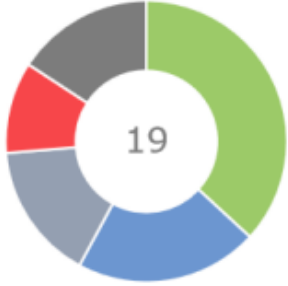
\$0.00	\$229.60	\$2,016.80
WEEK	MONTH	YEAR

Total Payout - \$292.00

Remaining Amount - \$315.20

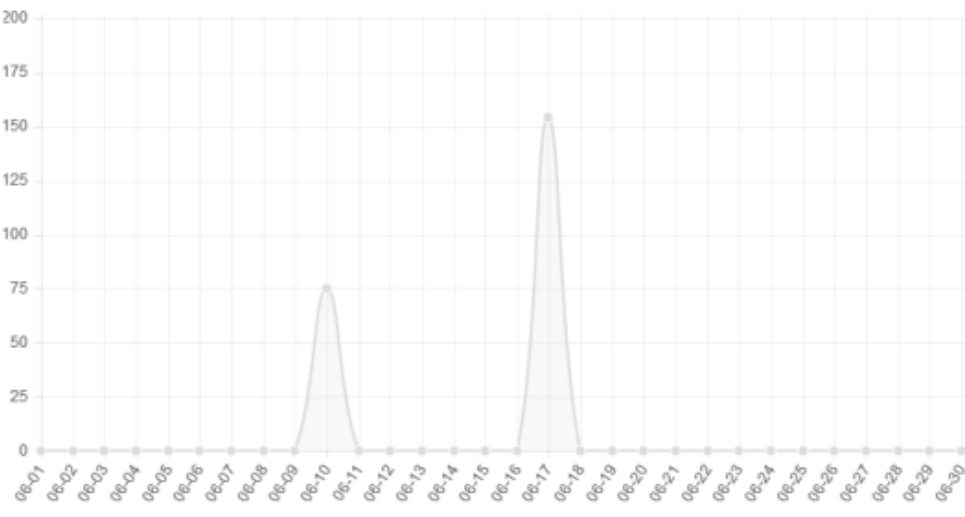
Orders

Total:	19
Complete:	7
Pending:	4
Processing:	3
Canceled:	3
On Hold:	2



Sales Report

Current month



Date	Sales Volume
06-01	0
06-02	0
06-03	0
06-04	0
06-05	0
06-06	0
06-07	0
06-08	0
06-09	0
06-10	75
06-11	0
06-12	0
06-13	0
06-14	0
06-15	0
06-16	0
06-17	155
06-18	0
06-19	0
06-20	0
06-21	0
06-22	0
06-23	0
06-24	0
06-25	0
06-26	0
06-27	0
06-28	0
06-29	0
06-30	0

This section will give an overview for seller about sales, orders, income like **Today's Sales, Today's Orders, Incomes, Orders** chart, and **Sales** report.

2.3. Seller Profile

When create a store, sellers need to provide basic information for customer about their store name, description, policies.

Step 1. From left menu of Seller Account, click Seller Profile items

Step 2. Add value for these following data fields as per screenshot




The screenshot shows a form titled "Profile Information" with two input fields. The first field is labeled "Store Title *" and contains the text "Demo Store". The second field is labeled "Store Url *" and contains the text "demostore".

- **Store Title:** This is the Store Name
- **Store URL:** Type the store url path

Company Banner


No file selected.



Delete Banner Image

Company Logo

No file selected.

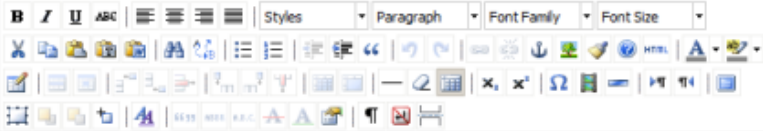


Delete Logo Image

Company Banner: Click Browse to upload banner of store from your computer. You can delete the image by checking on checkbox Delete Banner Image and then click Save to delete banner.

Company Logo: Click Browse to upload logo of store from your computer. You can delete the image by checking on checkbox Delete Logo Image and then click Save to delete logo.


Description



Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Path: p

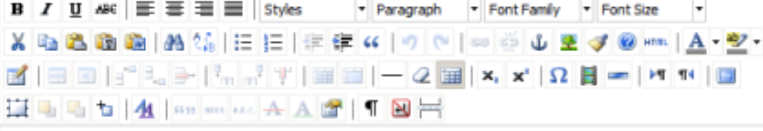
Return Policy



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Path: p

Shipping Policy



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions o

Path: p

- **Description:** The description for store
- **Return Policy:** Enter the store's rules regarding the return of products by customers
- **Shipping Policy:** Enter the store's rules regarding the shipping.

Twitter ID
demostore

Facebook ID
demostore

Contact Number
3123-321-2131

Company

Address

City

Zipcode

Country
Select Country

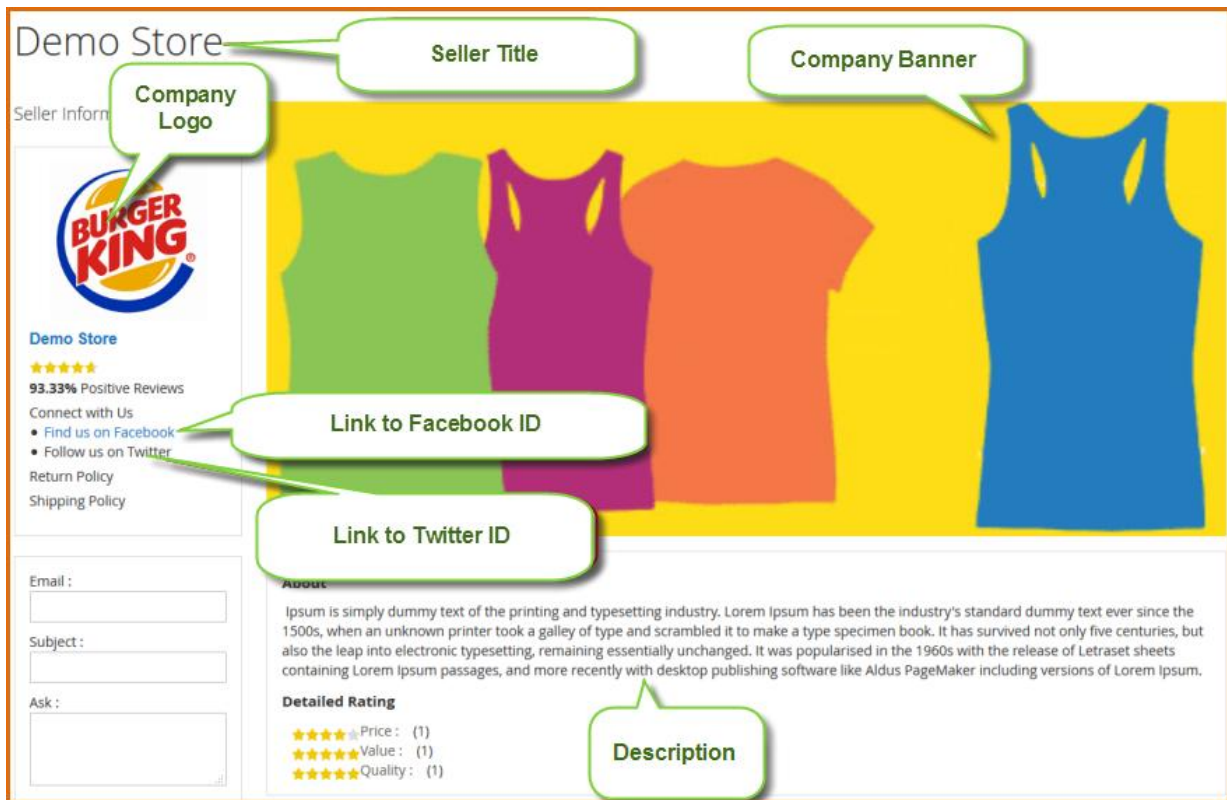
Meta Keywords

Meta Description

Save Profile

- **Twitter ID:** Type the Twitter ID, it will show link to connect to twitter on your store
- **Facebook ID:**Type the Facebook ID, it will show link to connect to twitter on your store

You can view the frontend **appearance**.Sellers can view their Seller Profile Page after input all required information



2.4. New Product

Now, to start selling on your store you must start to add new product in Multi Vendor Marketplace system. The Product will display in frontend at the Product Listing of seller's stores

Marketplace Add New Product

Add New Product

Attribute Set : *

Default

Product Type *

Simple

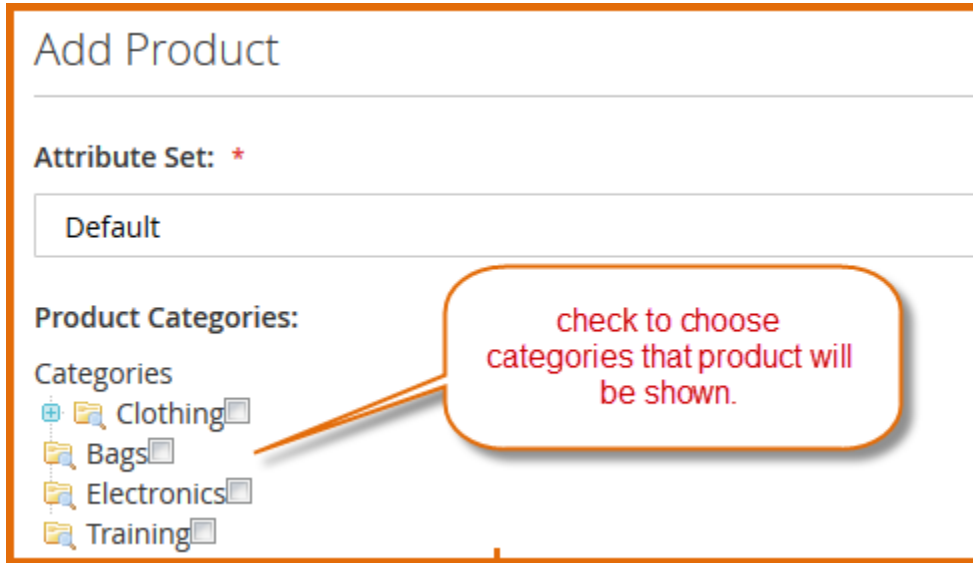
Continue

There are 4 types of product: **Simple**, **Downloadable**, **Virtual** and **Configurable** Product.

After choosing 1 of 4 types of product, you will fill in data to add a new product. It is a basically knowledge about Magento Products. You are ease to add product.

a. Choose Categories for product.

Sellers can choose multi categories to display product in their store.



Add Product

Attribute Set: *

Default

Product Categories:

Categories

- Clothing
- Bags
- Electronics
- Training

check to choose categories that product will be shown.

b. Upload Image for product.

To upload **Product Image** for product, you can browse image from your computer or drag and drop to add image



Product Images:

Click here or drag and drop to add images.

c. Price of product

Magento supports many type of price. They are useful for sale, promotion campaign like **special price, special price from date.. to date.**

Price(\$): *

Special Price(\$):

Special Price From Date:

Special Price To Date:

d. Tier price

Magento supports a type of price that allows seller can set discount price for customers based on how much they buy. It is called **Tier price**. **Tier price** also applies for customer group like **AllGroups**, **Not Logged In** group, **General** group, **Wholesale** group, **Retailer** group

Tier Price:

Web Site	Customer Group	Quantity	Item Price	Action
All Websites [USD] ▾	ALL GROUPS ▾ ALL GROUPS NOT LOGGED IN General Wholesale Retailer	<input type="text"/> and above	<input type="text"/>	Delete
Add Price				

e. Custom option

It is a field allow seller can describe a feature of product by separating it from the option's title and give it a price.

Cost(\$):

Custom Options

New Option

Option Title

-- Please select --

- Text**
 - Field
 - Area
- File**
 - File
- Select**
 - Drop-down
 - Radio Buttons
 - Checkbox
 - Multiple Select
- Date**
 - Date
 - Date & Time
 - Time

-- Please select --

Required

Add New Option

f. Product type of Magento Multi Vendor

Magento Marketplace Extension supports 4 types of product: **Simple, Downloadable, Virtual** and **Configurable** Product.

- 🔗 **Downloadable** product is necessary item when your store has item like ebook, video, music, file, catalog.

Title*

Price

Attach File or Enter Link

Sample

Shareable

Max. Downloads

File
Browse Files...

File:
Browse Files...

URL
URL

URL
URL

Use co

0

Unlimited

[Add New Link](#)

Alphanumeric, dash and underscore characters are recommended for filenames. Improper characters are replaced with ''.'

Because the **downloadable** product only available when customer purchased, so seller must add a sample for it

Samples

Add product preview files here.

Title

Samples

Title*

Attach File or Enter Link

File: Browse Files...

URL
URL

[Add New Link](#)

Alphanumeric, dash and underscore characters are recommended for filenames. Improper characters are replaced with ''.'

- 🔗 **Configurable** product

When sellers have the product – tshirt – with many options like sizes and colors, they can use configurable product instead of displaying all product with colors and sizes in frontend. It looks like simple product with many options but actually, it is single product with a unique Sku. **Magento Multi Vendor Extension** supports this type of product. Sellers' job is create associated products. When create associated products, sellers must choose attribute and value of attribute

Create Product Configurations

1 2 3 4
Select Attributes Attribute Values Bulk Images & Price Summary

Step 1: Select Attributes


Selected Attributes: Color

1 records found (1 selected)

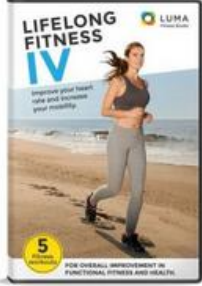
<input checked="" type="checkbox"/>	Attribute Code	↓	Attribute Label
<input checked="" type="checkbox"/>	color		Color

After create products, sellers can view them in product list in frontend appearance


7 Items Sort By Position ▾ ↑




Selene Yoga Hoodie
\$42.00




LifeLong Fitness IV - Download
\$50.00




Cooking training - Virtual
\$90.00



Breathe-Easy Tank - Configuration
\$40.00



marketplace product config
\$50.00 was \$100.00



Minyak wangi
\$42.00 was \$50.00

2.5. Create Attribute

If you have a configurable product in your store, you need to create attribute for product.

Step 1. Click **Create Attribute** link

Step 2. System navigates user to **Create Attribute** page. To add an attribute, do the following

Manage Configurable Product's Attribute

Create Attribute for Configurable Products

Attribute Code : *

Attribute Label : *

Catalog Input Type : *

Values Required : *

Admin	Default Store View	Position	Is Default	Add Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	Delete

Save Attribute

- **Attribute Code:** Type the attribute code
- **Attribute Label:** Type the label of attribute. This data will be shown in the frontend
- **Catalog Input Type:** supports **Dropdown** value
- **Values Required:** If you want the attribute is required field, select **Yes**
- **Add Option:** Add the value to select for attribute

2.6. My Orders

When customer buys products on your store, the orders will be managed in this section.

My List Orders

Order ID Date Order Status

From: To: --- All --- Submit

ORDER ID	Products	Date	Customer	ORDER TOTAL	STATUS
#000000027	Selene Yoga Hoodie X 1 Breathe-Easy Tank - Configuration X 1 Minyak wangi X 1	2016-06-24 02:43:12	Veronica Costello	\$103.20	Pending
#000000026	Selene Yoga Hoodie X 1 Selene Yoga Hoodie X 3	2016-06-17 06:25:28	Mr Demo	\$154.40	Pending
#000000024	Selene Yoga Hoodie X 2	2016-06-10 10:36:20	Veronica Costello	\$75.20	Pending
#000000021	Breathe-Easy Tank - Configuration X 1	2016-05-25 05:08:29		\$32.00	Holded
#000000019	Selene Yoga Hoodie X 1 LifeLong Fitness IV - Download X 1	2016-05-21 02:41:24	Mr Demo	\$81.60	Processing

2 Item(s)
Show per page

Click here to view and edit the order

This section help vendor in management orders:

- Can view the order details and edit information, process the order
- Easy to search the order by **Order ID**, by **Date**, by **Order Status**.
- Can view the product details from order

a. To view the order details and edit information

Step 1. From Order List, click on [Order ID](#) link

Step 2. System navigates user to **Order Details** page.

In the **Order Details** page, sellers can view the information like **Buyer Information, Shipping Address, Shipping Method, Billing Address, Payment Method, Ordered Items**. Seller also can update shipping, add tracking number, print the invoices or cancel order.

My Order

Order #000000046

PENDING

About This Order: Order Information
Order Date: 2016-07-17 15:40:01

Buyer Information

Customer Name : Mr Demo
Email : demo@gmail.com

Shipping Address

Mr Demo
Street 1 may
Moscow , 123456
Russia
T: 111

Billing Address

Mr Demo
Street 1 may
Moscow , 123456
Russia
T: 111

Shipping Method

Free Shipping - Free

Payment Method

Cash On Delivery

Items Ordered

Product Name	SKU	Price	QTY	Total Price	Admin Commission	Seller Total	Subtotal
Selene Yoga Hoodie	mv-c-1	\$52.00	Ordered: 1	\$52.00	\$5.20	\$46.80	\$52.00
LifeLong Fitness IV - Download	download-liflong	\$50.00	Ordered: 1	\$50.00	\$5.00	\$45.00	\$50.00

Subtotal	\$102.00
Shipping & Handling	\$0.00
Total Tax	\$0.00
Total Orderd Amount	\$102.00
Total Seller Amount	\$91.80
Total Admin Commission	\$10.20

[Update Shipping](#) [Invoice](#) [Canel Order](#)

b. To update Shipping

Click on **Update Shipping** button. System will show a form to update like **Carrier**, **Title** of Shipping, **Number** of Shipping, **Shipment Comments**.

Shipping Information

Carrier	Title	Number	Action
DHL	<input type="text"/>	<input type="text"/>	Delete

Shipment Comments

Shipment Options

Append Comments

Email Copy of Shipment

- c. **Create an invoice** for the orders
 Click **Invoice** button, **Magento Marketplace Extension** will show the form to add invoice for the order

Invoice Comments

Invoice Options

Append Comments

Email Copy of Invoice

2.7. Withdrawals

The **Withdrawals** section will show you the withdrawal request list and withdrawals history.

Withdrawal Request

Your balance: \$315.20

Method	Description	Fee
Paypal	Withdraw funds to your PayPal account.	0
Skrill	Withdraw funds to your Skrill account.	0
Payoneer	Withdraw funds to your Payoneer account.	3
Perfect money	Perfect money method	10
Wire Transfer	Withdraw funds directly to your bank account. For countries where Express Withdrawal is unavailable.	5

In this list, vendor can view the Withdrawals Method by using Paypal, Skrill, Payoneer, Perfect Money, Wire Transfer and their description. Vendor can view all Withdrawals Method that configure by admin like Paypal, Skrill, Payoneer, Perfect Maony, Wire Transfer..etc..

To use a method, click on link of method and add you account bank information

Withdraw Funds

Paypal Withdrawal

You can withdraw up to **\$315.20**

Fee: **\$0.00**

Paypal email account *

Amount to withdraw *

Min \$10.00, Max \$2,000,000.00

[Continue](#)

- **Paypal Email Account:** Type your Paypal Email Account to receive money
- **Amount to withdraw:** Type amount that you want to withdraw.

You can view **Withdrawal History** in the list below

Withdrawals History							
Total Amount Received: \$292.00		Transaction Id	Date	Total Amount Pending: \$0.00			
		<input type="text" value="Search by Transaction Id"/>	From: <input type="text"/>	To: <input type="text"/>			
ID	Transaction ID	Payment Method	Amount	Admin Comment	Created	Status	View
#7	MK-ZYmc-Llym	Wire Transfer	\$100.00	Please check your bank account !	2016-06-02 07:54:35	Completed	View
#6	MK-P4Ak-k5bC	Perfect money	\$100.00	Sorry, this time we can't accept this payment, please make withdraw with other method	2016-06-02 07:50:35	Canceled	View
#5	MK-2FCi-Y1dc	Paypal	\$100.00		2016-06-02 07:45:47	Canceled	View
#3	MK-0ZUF-HONA	Paypal	\$112.80	payout for April month	2016-05-08 15:26:05	Completed	View
#2	MK-W0AG-PWUX	Paypal	\$37.60	second - payout for order 0000001	2016-05-08 15:25:41	Completed	View

Items 1 to 5 of 6 total 1 2 > Show 5 per page

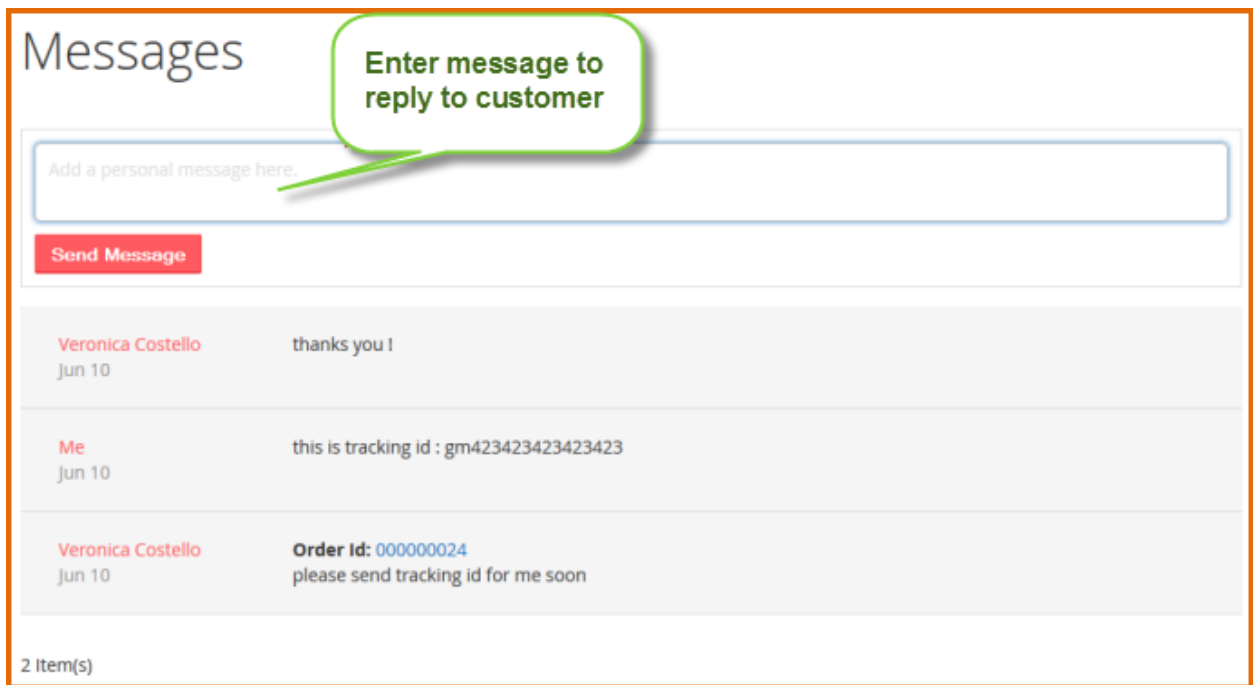
2.8. Messages

When customer send the message to user about product, orders, the messages will be managed in this section.

All Message				
#	Date	Sender	Subject	Last Message
6	Jun 10	Veronica Costello	hello , how about this product ? Order Id: 000000024	thanks you ! View
1	Jun 03	Veronica Costello	pre-sale question ! Product Name: Selene Yoga Hoodie	Me: thanks View
5	Jun 03	Diego chara	I like this shirt. Product Name: Breathe-Easy Tank - Configuration	Me: thanks you so much ! View
3	Jun 03	Veronica Costello	I want buy red color Product Name: Breathe-Easy Tank - Configuration	Me: Yes, I will add it soon ! View
2	Jun 03	Veronica Costello	Very Nice. I want to buy it. Product Name: Breathe-Easy Tank - Configuration	ok ! Bye View

As you can see in the list, vendor can view the date that message is sent, the sender name, the subject of message and the last message content. Vendor can view and send a reply to customer also.

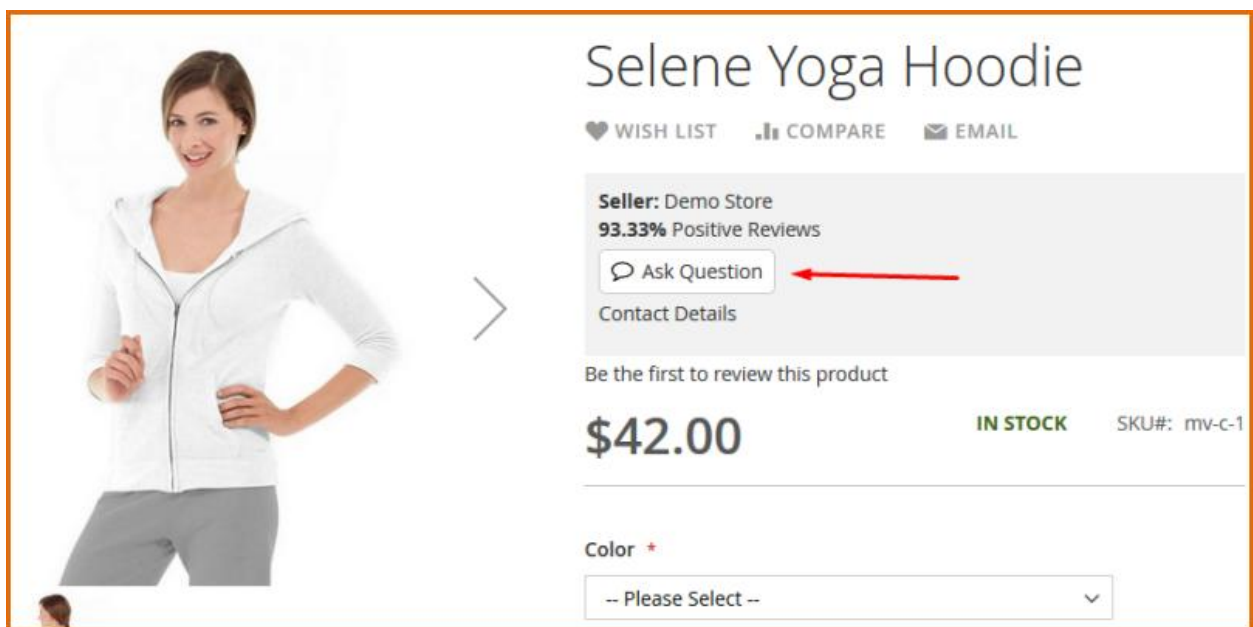
- a. **To view and send a reply** to customer, click on View link. System will navigate vendor to Message Details page.



You can reply to customer by enter the message content then click **Send** Message.

b. Customer asks sellers about product

At product details page, customers can ask sellers about product information by click on **Ask Question** button. Magento Multi Vendor Extension will show the popup message for customer to input message.



c. Customer asks sellers about order, shipping

When customer buys the products, customer can ask seller about order information, shipping information in Customer Account page

Product Name	SKU	Price	Qty	Subtotal
Seller: Electronics Store Contact now!				
Harman Kardon Onyx Studio 2 Bluetooth Wireless Speaker - Black	MGB_Seaker1	\$500.00	Ordered: 1	\$500.00
Seller: Pretty Shop Contact now!				
HARVARD FLAGS	MGB_Travel2	\$300.00	Ordered: 1	\$300.00

2.9. Advance Reports

Magento Multi Vendor Extension summarize **Total Sales, Total Income, Orders Status** by **Today, Last 7 Days, Current Month, Last Month, Last Week, Current Week** or **Custom Date** to create advance reports

Today
Last 7 Days
Current month
Last month
Last Week
Current Week
Custom

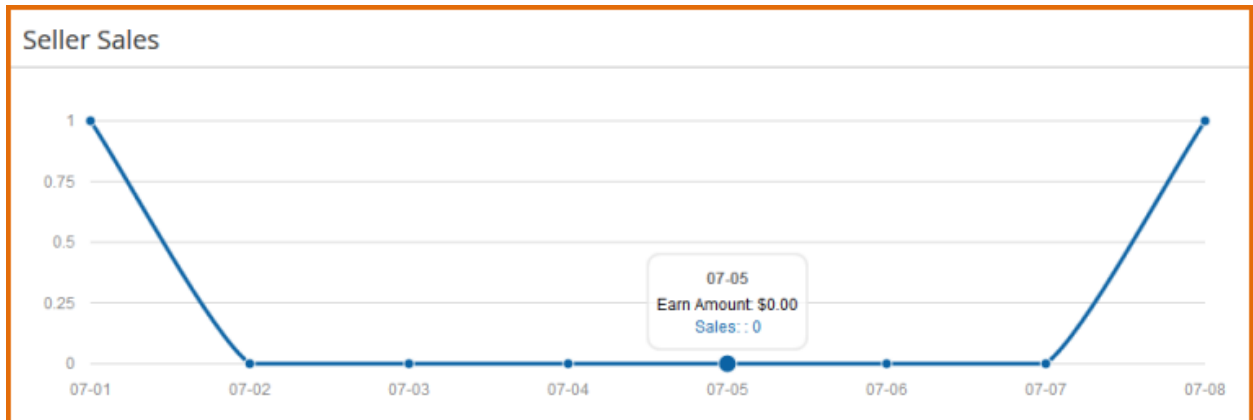
2016-07-01 2016-07-08 Update

July 2016

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						

a. Seller Sales Report Chart

It displays **Earn Amount, Total Sale** daily. It is a useful feature that helps seller to have an overview for daily sales. Time range is in 7 days.



b. Overview:

When seller start adding a new product into their store, they want to know how effective of selling product, how many times it is clicked on their store, how many item they sold. This section displays **Number Views, Units sold, Earn Amount** of each product. It helps seller know does their product sell good.

OVERVIEW					
Product Sku	Product Name	Views	Units sold	Earn Amount	
mierda wangi	Minyak wangi	3	0	\$0.00	Details
marketplace product config	marketplace product config	0	0	\$0.00	Details
breathe-cf	Breathe-Easy Tank - Configuration	7	0	\$0.00	Details
cooking-training	Cooking training - Virtual	1	0	\$0.00	Details
download-liftiong	LifeLong Fitness IV - Download	5	0	\$0.00	Details

Items 1 to 5 of 5 total 1 2 > Show per page

c. Report Details for Product

When click on **Details** button from overview list, system display details report of this product. Seller can view **Total Sales, Total Income, Sales Chart, Product Views Chart**.

Total Sales

0

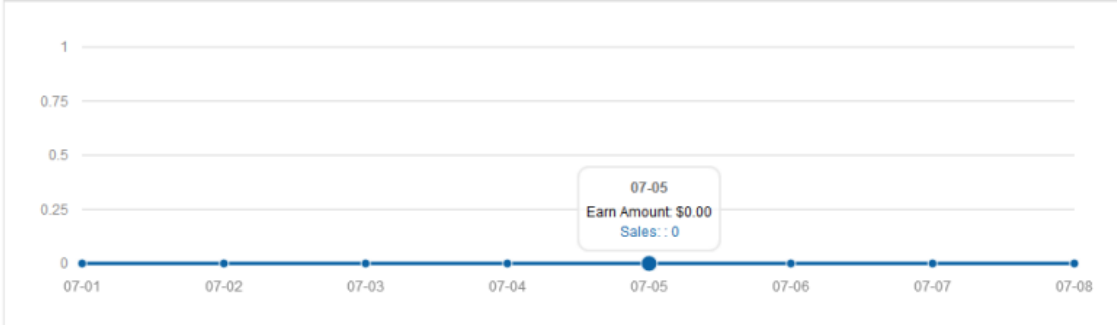


Total Income

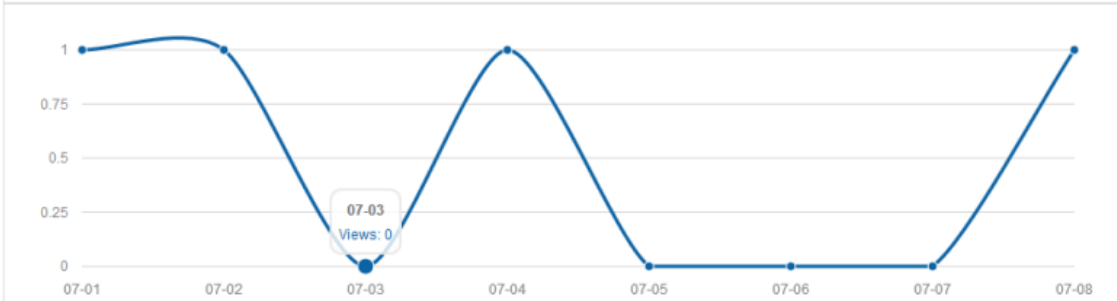
\$0.00



Seller Sales



Product Views

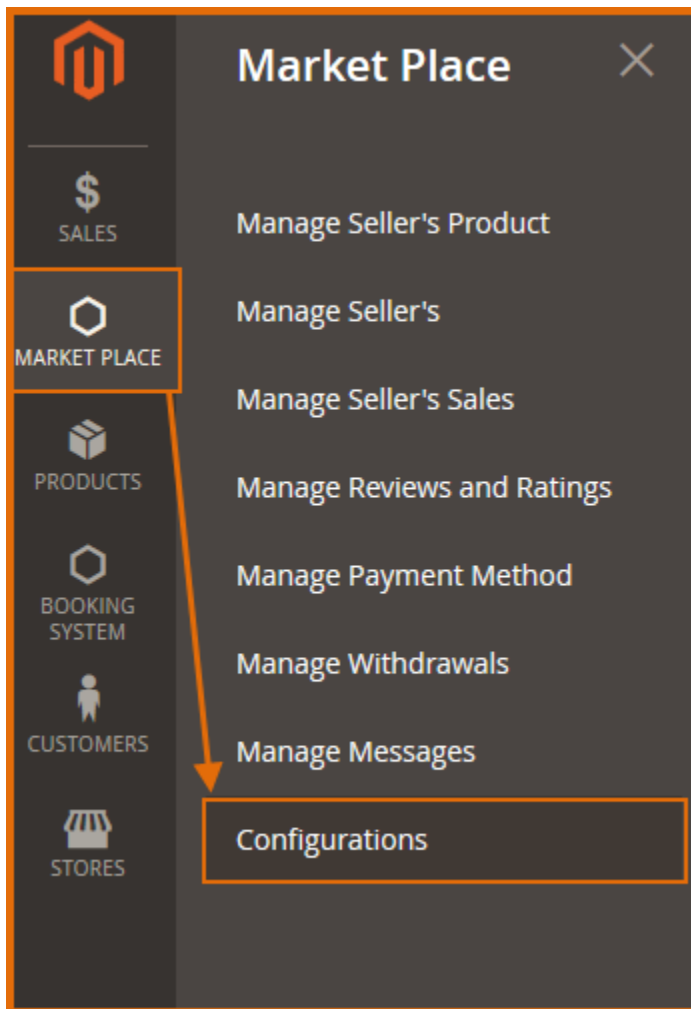


III. BACKEND MANAGEMENT

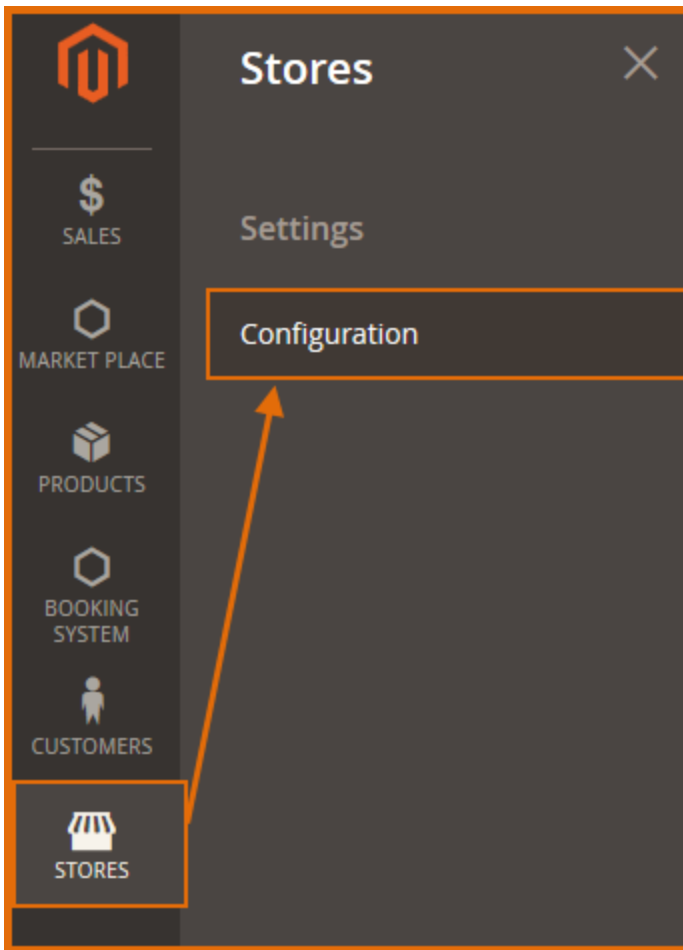
This section provides you configuration details of Magento Multi Vendor Marketplace. It describes how to configuration **Magento Multi Vendor**, how to manage Sellers Product, Seller's Sales of it after installing the Multi Vendor Marketplace.

3.1. Multi Vendor Marketplace Configuration

Step 1. To configure the **Multi Vendor Extension**, tap Market Place then click **Configuration** menu item.



Or tap **Stores** then click **Configuration** menu item. At the **Configuration** page, click on **Market Place** tab



Step 2.Add value for these following data fields as per screenshot

A screenshot of a configuration form. It contains two fields. The first field is labeled 'Enable' and has a dropdown menu with 'Yes' selected. The second field is labeled 'Admin Email' and contains the text 'wereasda3@gmail.com'. The entire form is enclosed in an orange border.

- **Enable:** To select publish or unpublish the **Multi Vendor Marketplace** extension
- **Admin Email:** Add email of administration

The image shows a form with three fields:

- Default Commission In Percentage:** A text input field containing the value "20".
- Product Type:** A dropdown menu with four options: "Simple", "Download", "Virtual", and "Configurable". The "Simple" option is currently selected and highlighted in blue.
- Attribute Set ID:** A dropdown menu with one visible option: "Default". This option is currently selected and highlighted in blue.

- **Default Commission in Percentage:** Type percentage number to set commission for product selling price. When admin input the default commission, the value will be applied for all seller.
- **Product Type:** Choose the type of product that sellers can create product in the frontend
- **Attribute Set ID:** Admin can set Attribute Set ID for products. This attribute set will be used when sellers create a new product

Seller Approval Required	No	▼
Product Approval Required	No	▼
Product Update Approval Required	No	▼
Review Approval Required	No	▼
Make a Review on only Order Purchase	Yes	▼
Seller Policies Enable At Frontend	Yes	▼
Allowed Categories For Seller To Add Products	1 Please enter category ids seperated by comma(.). Examample: 1,2,3,4	
Move Product Tax To Seller Account	No	▼

- **Seller Approval Required:** To enable the administrator to approve a seller.
 - If value is **No**: seller account will be approved automatic when user create an account as a seller.
 - If value is **Yes**: seller account must wait to be checked and approved by admin
- **Product Approval Required:** To enable the administrator to approve a product
 - If value is **No**: product will be approved automatic when sellers create product for their store.
 - If value is **Yes**: product must wait to be checked and be approved by admin before display in frontend
- **Product Update Approval Required:** To enable the administrator to approve a new product updated.
 - If value is **No**: when sellers update product information, it will be approved automatic and display updated information in frontend immediately.
 - If value is **Yes**: product is updated must be reviewed and be approved by admin
- **Review Approval Required:** To enable the administrator to approve review
 - **If value is No**: when customer write review, it will be approved automatic and display in frontend
 - **If value is Yes**: review must be waited and be approved by admin
- **Make a Review on only Order Purchase:** Select **Yes** to enable review function on only purchase. If admin choose Yes, customers only can write the review for product when they buy it.

- **Seller Policies Enable At Frontend:** Select **Yes** to enable the policies for seller in frontend, the sellers can write their own return policy and shipping policy for your store to display in frontend.
- **Allowed Categories For Seller To Add Product:** Type the Category Ids for allowing the category that can add to products. When admin type the Categories ID in this field, Magento Multi Vendor allows seller add these categories for product. Separate ids by comma
- **Move Product Tax To Seller Account:** If you want to move product tax to seller, select **Yes**

Multi-Vendor Landing Page Label	OPEN YOUR STORE
Multi-Vendor Landing Page Button Label	OPEN YOUR STORE
About Multi-Vendor	Aenean nec eros. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae

- **Multi-Vendor Landing Page Label:** Type the heading for information about Multi-Vendor. This label will be shown in frontend
- **Multi-Vendor Landing Page Button Label:** Type the button label . This label will be shown in frontend
- **About Multi-Vendor:** Type a short description about Multi-Vendor
- **Transaction Key:** Type the transaction key, this key is encrypted secure.
- **Email Template for Contact Vendor:** Choose the template of email for Contact Vendor

3.2. Manage Seller's Product

When sellers add products in the frontend, the products will be managed in this section.

Manage Seller's Product

Search [Reset Filter](#)

Actions 22 records found 20 per page 1 of 2

ID	Image	Seller Name	Product ID	Product Name	Price	Quantity	Created	Modified	Status
<input type="checkbox"/>		Mr Demo	34	Minyak wangi	\$50.00	100	Jun 1, 2016, 2:35:23 PM	Jun 1, 2016, 2:38:52 PM	APPROVED
<input type="checkbox"/>		Mr Demo	1	Selene Yoga Hoodie	\$42.00	1094	Dec 2, 2, 12:00:00 AM	Dec 2, 2, 12:00:00 AM	APPROVED
<input type="checkbox"/>		test me	33	testme	\$100.00	1000	May 20, 2016, 10:08:48 PM	May 20, 2016, 10:15:16 PM	APPROVED
<input type="checkbox"/>		apple store	30	Leica S (Typ 006) Medium Format DSLR Camera with 70mm Lens Kit	\$21.00	98	Dec 2, 2, 12:00:00 AM	Dec 2, 2, 12:00:00 AM	APPROVED

Click to view Seller Information Details

Click here to view details of product

As you can see in the figure above, the Seller's Product list manage the product of seller. It displays Image, Seller Name, Product ID, Product Name, Price, Quantity, Status.

- You can view details of seller by clicking on Seller Name from the list.
- You also can view details of product by clicking on Product Name from the list
- When the sellers add a new product on their store, the product need to be approved. In this section, you can change the status of product.

a. To change the status of product:

Search [Reset Filter](#)

Actions 22 records found 20 per page 1 of 2

Click here to change status of product

ID	Image	Seller Name	Product ID	Product Name	Price	Quantity	Created	Modified	Status
<input checked="" type="checkbox"/>		Mr Demo	34	Minyak wangi	\$50.00	100	Jun 1, 2016, 2:35:23 PM	Jun 1, 2016, 2:38:52 PM	APPROVED
<input checked="" type="checkbox"/>		Mr Demo	1	Selene Yoga Hoodie	\$42.00	1094	Dec 2, 2, 12:00:00 AM	Dec 2, 2, 12:00:00 AM	APPROVED
<input type="checkbox"/>		test me	33	testme	\$100.00	1000	May 20, 2016, 10:08:48 PM	May 20, 2016, 10:15:16 PM	APPROVED

Step 1: Check on checkbox of the product that you want to change the status

Step 2: From Actions select box, choose the status you want. It contains two values: Approve or Disapprove.

Step 3: Click button **Submit** to change the status

b. To view and edit Product Information

Step 1: From the list, click on Product Name

Step 2: System navigates user to Product Details page.

The screenshot displays the 'Minyak wangi' product details page. The page is titled 'Minyak wangi' and has a 'Store View' dropdown set to 'All Store Views'. The page is divided into several sections:

- BASIC SETTINGS:** Includes 'Product Details', 'Images and Videos', 'Search Engine Optimization', and 'Websites'.
- Product Details:** Contains fields for 'Name' (Minyak wangi), 'SKU' (mierda wangi), 'Price' (\$ 50.00), and 'Tax Class' (None).
- Images and Videos:** Shows two images (a woman in a red dress and an orange hoodie) and a placeholder for adding more images. An 'Add video' button is also present.
- Quantity:** Set to 100, with an 'In Stock' status.
- Weight:** A question 'Does this have a weight?' with radio buttons for 'Yes' (selected) and 'No'. A weight input field is set to 'lbs'.
- Description:** A rich text editor with the text 'best minyak wangi'.
- Color:** A color selection dropdown.

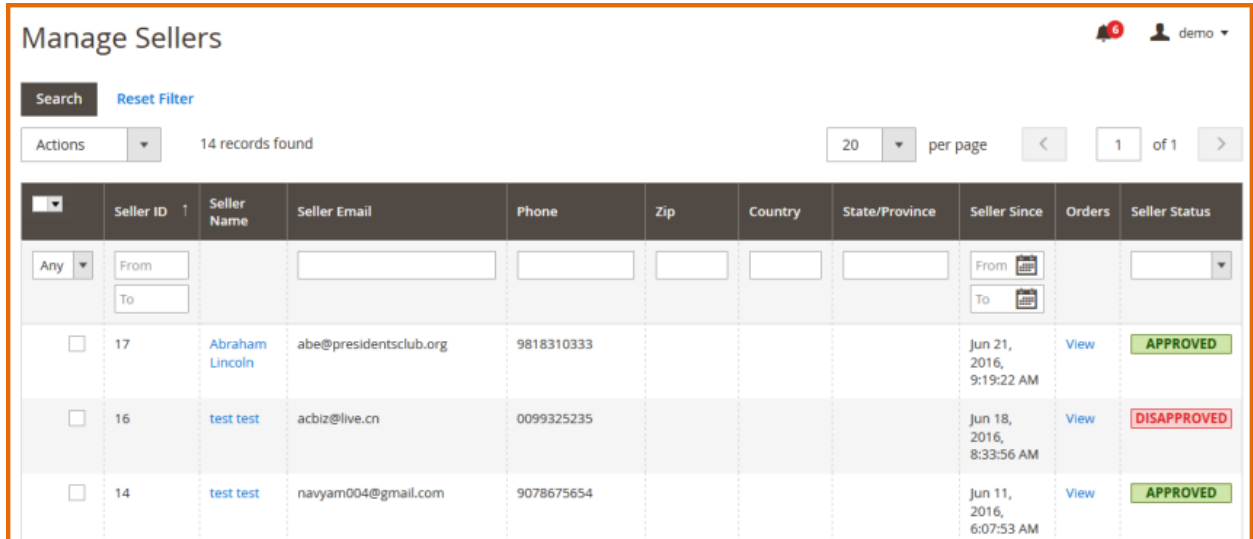
At the bottom of the page, there are sections for 'Downloadable Information' and 'Configurations'.

Step 3: Change the value you want to modify.

Step 4: Click **Save** button to save the information.

3.3. Manage Seller

This section to manage the sellers



The screenshot shows a 'Manage Sellers' interface. At the top, there is a search bar and a 'Reset Filter' button. Below that, there are 'Actions' and '14 records found' indicators. A pagination control shows '20 per page' and '1 of 1' pages. The main table has the following columns: Seller ID, Seller Name, Seller Email, Phone, Zip, Country, State/Province, Seller Since, Orders, and Seller Status. The table contains three rows of data:

	Seller ID	Seller Name	Seller Email	Phone	Zip	Country	State/Province	Seller Since	Orders	Seller Status
<input type="checkbox"/>	17	Abraham Lincoln	abe@presidentsclub.org	9818310333				Jun 21, 2016, 9:19:22 AM	View	APPROVED
<input type="checkbox"/>	16	test test	acbiz@live.cn	0099325235				Jun 18, 2016, 8:33:56 AM	View	DISAPPROVED
<input type="checkbox"/>	14	test test	navyam004@gmail.com	9078675654				Jun 11, 2016, 6:07:53 AM	View	APPROVED

The Sellerlist manage the seller's information. It displays **Seller ID, Seller Name, Seller Email, Phone, Zip, Country, State/ Province, Status.**

□ You can view details of seller by clicking on Seller Name from the list or click on [View](#) link

When the sellers are registered an account, the seller needs to be approved. In this section, you can change the status of seller.

a. To view and edit Seller Information

Step 1: From the list, click on Seller Name

Step 2: System navigates user to Seller Details page.

← Back Delete Reset Save and Continue Edit Save

SELLER INFORMATION

- Main
- Commission
- Seller Products

News Information

Customer Account Mr Demo

Store Title *

Store Url

Seller Status *

Company Logo No file selected. Delete Image
Allow image type: jpg, jpeg, gif, png

Company Banner No file selected. Delete Image
Allow image type: jpg, jpeg, gif, png

Company Description

Meta Keywords

Meta Description

Contact number

Return Policy

Shipping Policy

Company

Address

City

Zip code

Country

State

Facebook Id

Twitter Id

Display information of seller

Display the commission of seller

Display the product list that seller sells

Step 3: Change the value you want to modify.

Step 4: Click **Save** button to save the information.

3.4. Manage Seller's Sales

In the Multi Vendor Marketplace Extension, you are ease to manage the sales of Sellers.

In backend of Magento Vendor Marketplace, go to Market Place >> Manage Seller's Sales

Manage Seller's Order

Seller Information

Seller Name: Mr Demo
Seller Email: demo@gmail.com
Total Amount Remain: \$315.20
Total Amount Received: \$292.00

Search [] Reset Filter 29 records found

ID	Order #	Product Name	Product QTY	Product Price	Total Amount	Total Tax	Total Commission	Total Seller Amount	Status	View Order
From			From	From	From	From	From	From		
To			To	To	To	To	To	To		
63	000000026	Selene Yoga Hoodie	3	\$47.00	\$141.00		\$28.20	\$112.80	Pending	View Order
60	000000026	Selene Yoga Hoodie	1	\$52.00	\$52.00		\$10.40	\$41.60	Pending	View Order

As you can see in the figure above, the Seller's Sales list displays the Sales of Sellers. It displays Seller Name, Seller Email, Commission percentage, Total Sales, Total Commission, Amount Remain, Amount Received, Order.

- You can view the orders list by clicking on [Orders](#) link from the list.
- You can view and edit the Commission by clicking on [Commission](#) link
- You also can view the seller details information.

3.5. Manage Review and Rating

This section is to manage the Reviews & Ratings of Seller in Marketplace

In backend system, go to Market Place >> Manage Reviews & Ratings

Manage Reviews & Ratings

Search [Reset Filter](#)

Actions 3 records found 20 per page 1 of 1

	ID	Seller Name	Price Rating(star)	Value Rating(star)	Quality Rating(star)	Summary	Review	Created	Status
Any	From To		From To	From To	From To			From To	
<input type="checkbox"/>	3	Leo Leo	100	100	100	Good Seller. Thanks	Good Seller. Thanks	May 9, 2016, 1:46:13 AM	APPROVED
<input type="checkbox"/>	2	Diego chara	100	100	100	Good Seller	Good Seller. Thanks	May 9, 2016, 1:45:59 AM	APPROVED
<input type="checkbox"/>	1	Mr Demo	80	100	100	Good Seller	Good Seller	May 9, 2016, 1:45:10 AM	APPROVED

As you can see in the figure above, the Reviews & Ratings list displays Seller Name, Price Rating, Value Rating, Quality Rating, Summary, Review, Status.

- You can view or edit Seller information by clicking on [Seller Name](#) link from the list.
- You can also change the status of Reviews & Ratings

a. To change the status of Reviews & Ratings:

Manage Reviews & Ratings

Search [Reset Filter](#)

Approve Disapprove Delete Submit 20 per page 1 of 1

select to change status of Review & Rating

	ID	Seller Name	Price Rating(star)	Value Rating(star)	Quality Rating(star)	Summary	Review	Created	Status
Any	From To		From To	From To	From To			From To	
<input checked="" type="checkbox"/>	3	Leo Leo	100	100	100	Good Seller. Thanks	Good Seller. Thanks	May 9, 2016, 1:46:13 AM	APPROVED
<input type="checkbox"/>	2	Diego chara	100	100	100	Good Seller	Good Seller. Thanks	May 9, 2016, 1:45:59 AM	APPROVED
<input type="checkbox"/>	1	Mr Demo	80	100	100	Good Seller	Good Seller	May 9, 2016, 1:45:10 AM	APPROVED

Step 1: Check on checkbox of the reviews & ratings that you want to change the status

Step 2: From **Actions** select box, choose the status you want. It contains two values: **Approve** or **Disapprove**.

Step 3: Click button **Submit** to change the status

3.6. Manage Payment Method

One of the most important function for Multi Vendor Marketplace Extension is manage Payment Method. Our extension is ease to manage the payment method.

In backend system, go to Market Place >> Manage Payment Method

Manage Payment Method

Click here to add new payment

Add New Payment Method

Search Reset Filter

Actions 5 records found 20 per page 1 of 1

ID	Name	Fee	Description	Min amount	Max amount	Sort Order	Payment Status	Edit
9	Skrill	0	Withdraw funds to your Skrill account.	\$50.00			ENABLED	Edit
4	Perfect money	10	Perfect money method	\$50.00	\$15,000.00	4	ENABLED	Edit
3	Payoneer	3	Withdraw funds to your Payoneer account.	\$50.00	\$15,000.00	3	ENABLED	Edit
2	Wire Transfer	5	Withdraw funds directly to your back account. For countries where Express Withdrawal is unavailable.	\$100.00	\$10,000.00	5	ENABLED	Edit
1	Paypal	0	Withdraw funds to your PayPal account.	\$10.00	\$2,000,000.00	1	ENABLED	Edit

Click here to edit payment

As you can see in the figure above, the Payment Method list displays Payment Method Name, Fee, Description, Min Amount, Max Amount, Status.

- You can view or edit Seller information by clicking on [Payment Method](#) or click on [Edit](#) link from the list.
- You can also change the status of Payment Method
- You can add new Payment Method by clicking on button **Add New Payment Method**

a. To add a new Payment Method

Step 1: From the list, click on button **Add New Payment Method**

Step 2: System navigates user to Add New Payment Method page. Do the following:

Skrill

← Back Delete Reset Save and Continue Edit

PAYMENT INFORMATION

Main

News Information

Name * Skril

Fee * 0

Min amount * 50
Minimum withdrawal amount. Leave 0 or blank for unlimited.

Max amount * 1000
Maximum withdrawal amount. Leave 0 or blank for unlimited.

Sort Order * 2

Description
Withdraw funds to your Skril account.

Note message
This message will be display on the withdrawal page.

Show Email Account * Yes ▾

Show Additional Information * No ▾

Status * Enable ▾

Limit the minimum amount of withdrawal

Limit the maximum amount of withdrawal

- **Name:** Type the name of payment method
- **Fee:** Type the fee when vendors withdraw
- **Min Amount:** Type the minimum amount when vendors send withdrawals request
- **Max Amount:** Type the maximum amount when vendors want to withdraw
- **Show Email Account:** Select Yes if you want to display the Email Account
- **Show Additional Information:** Select if you want to show the Additional Information
- **Status:** Select to enable/ disable payment method

Step 3: Change the value you want to modify.

Step 4: Click **Save** button to save the information.

b. To view and edit Payment Method

Step 1: From the list, click on Payment Method you want to view/ edit. Or you click on [Edit link](#)

Step 2: System navigates user to Payment Details page.

Step 3: Change the value you want to modify.

Step 4: Click **Save** button to save the information.

c. To change the status of Payment Method:

The screenshot shows a table with the following data:

	Name	Fee	Description	Min amount	Max amount	Sort Order	Payment Status	Edit
<input checked="" type="checkbox"/>	Skrill	0	Withdraw funds to your Skrill account.	\$50.00	\$1,000.00	2	ENABLED	Edit
<input type="checkbox"/>	Perfect money	10	Perfect money method	\$50.00	\$15,000.00	4	ENABLED	Edit
<input type="checkbox"/>	Payoneer	3	Withdraw funds to your Payoneer account.	\$50.00	\$15,000.00	3	ENABLED	Edit
<input type="checkbox"/>	Wire Transfer	5	Withdraw funds directly to your back account. For countries where Express Withdrawal is unavailable.	\$100.00	\$10,000.00	5	ENABLED	Edit

Step 1: Check on checkbox of the Payment Method that you want to change the status

Step 2: From **Actions** select box, choose the status you want. It contains two values: **Enable**, **Disable** or **Delete**

Step 3: Click button **Submit** to change the status

3.7. Manage Withdrawals

This section is to manage the manage Withdrawals in Multi Vendor Marketplace

In backend system, go to **Market Place>>Manage Withdrawals**

Withdrawal Information

Reject
Complete Withdrawal

Seller Information

Seller Name	Mr Demo
Credit Balance	\$315.20

Withdrawal information

Payment Method	Paypal
Paypal Email Account	demo@gmail.com
Amount	\$100.00
Fee Amount	\$5.00
Net Amount	\$95.00
Status	Pending
Created At	2016-06-02 07:45:47

Additional Info

Paypal Info

Note

Add note for transaction

As you can see in the figure above, the **Withdrawals** list displays Seller ID, Seller Name, Amount of Withdrawals, Status.

- You can view **Transaction** information by clicking on **View Transaction** button from the list.
- There are **Completed**, **Canceled** and **Pending** status of **Withdrawals**. Each a withdraw request, it needs to be processed by admin. Administrator only processes the withdrawals that have status is Pending

a. To view Withdrawals

Step 1: From the list, click on **View Transaction** button

Step 2: **Magento Marketplace Extension** opens a dialog box that displays the transaction details

Withdrawal Information

Seller Information

Seller Name	Mr Demo
Credit Balance	\$315.20

Withdrawal information

Payment Method	Wire Transfer
Amount	\$100.00
Fee Amount	\$0.00
Net Amount	\$100.00
Status	Completed
Created At	2016-06-02 07:54:35

Additional Info

VISA DEBIT : 1689563321456, Name : demo

As you can see above, the transaction details contains **Seller Information, Withdrawals Information** and **Additional Info**.

When the status of transaction is **Completed** or **Canceled**, the transaction is read only.

b. To change the status of transaction:

With transaction has status is **Pending**, you can process the transaction

Step 1: From the list, click on **View Transaction** button

Step 2: System opens a dialog box that displays the transaction details

Withdrawal Information

Reject
Complete Withdrawal

Seller Information

Seller Name	Mr Demo
Credit Balance	\$315.20

Withdrawal information

Payment Method	Paypal
Paypal Email Account	demo@gmail.com
Amount	\$100.00
Fee Amount	\$5.00
Net Amount	\$95.00
Status	Pending
Created At	2016-06-02 07:45:47

Additional Info

Paypal Info

Note

Add note for transaction

Step 3: Click Reject if you want to reject the withdrawal request. Or click **Complete Withdrawal** if you want to complete transaction

Step 4: Click button **Submit** to change the status

3.8. Manage Message

This section is to manage the Message in **MagentoMulti Vendor**. Admin can view all message conversation between sellers and customers

In backend system, go to **Market Place >> Manage Message**

Manage Messages

🔔 2 demo

Add Message

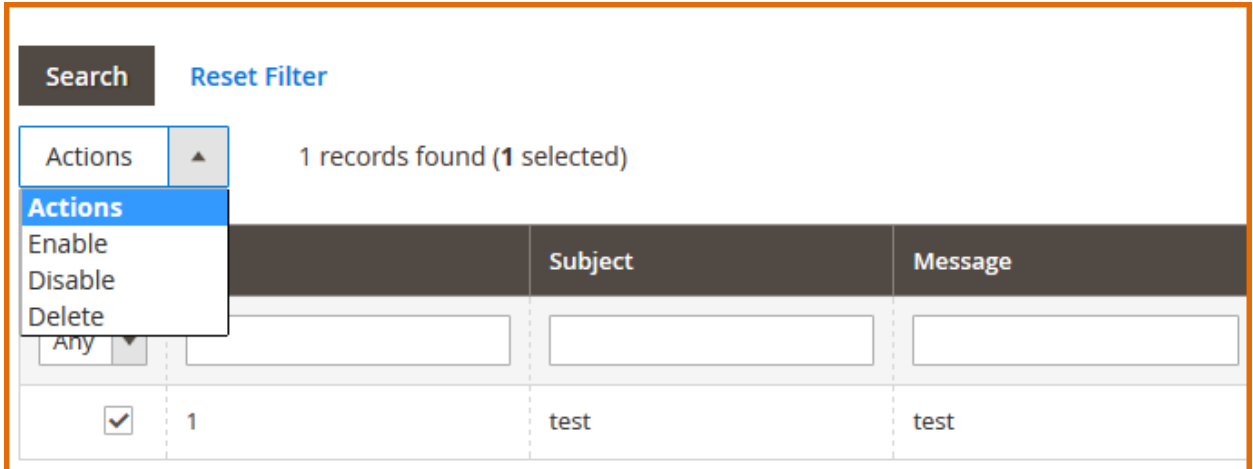
Search Reset Filter

Actions 1 records found 20 per page 1 of 1

	ID	Subject	Message	User Id	Created At	Status
<input type="checkbox"/>	1	test	test	10	2016-06-06 09:30:54	ENABLED

As you can see in the figure above, the Message list displays **ID, UserID, Subject, Message Created Time, Status**. You can view or edit Message information by clicking on [Message Item](#) link from the list.

a. To change the status of Message:



Step 1: Check on checkbox of the message that you want to change the status

Step 2: From **Actions** select box, choose the status you want. It contains two values **Enable** or **Disable** or **Delete**

Step 3: Click button **Submit** to change the status