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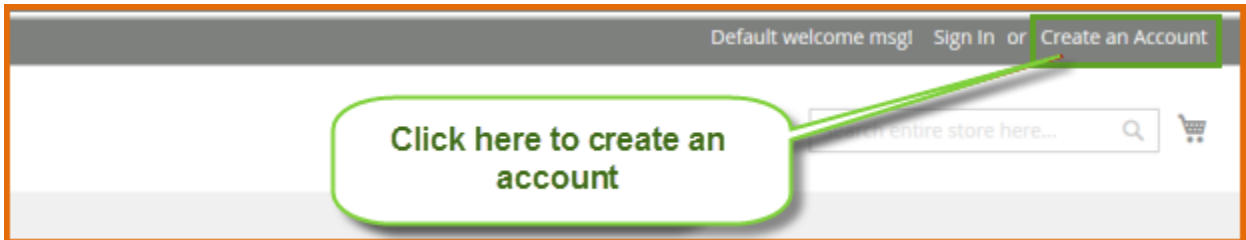
Step 2. System navigates user to Create Account page. Fill in data for user account. If you want to use as Vendor/ Seller, check the checkbox **Do you want to become Vendor/ Seller**

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.

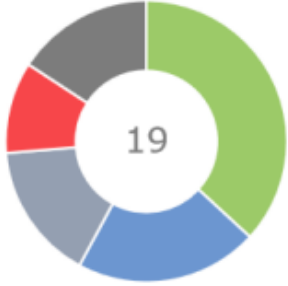# Seller Dashboard

Today's Sales		Today's Orders	
0		$0.00	

Your Income

$0.00	$229.60	$2,016.80
WEEK	MONTH	YEAR

Total Payout - $292.00   Remaining Amount - $315.20
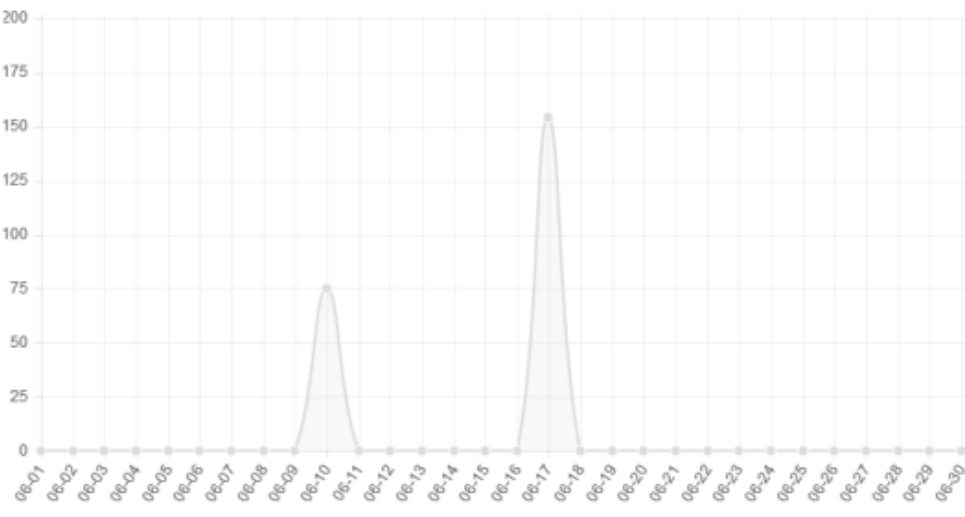
Orders

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

19

Sales Report

Current month ⌄   Submit

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

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

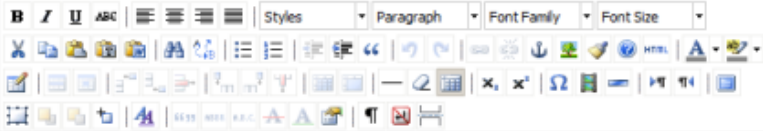**Company Banner:** Click Browse to upload banner of store from your computer. You can delete the image by checking on chechbox Delete Banner Image and then click Save to delete banner.

Company Logo: Click Browse to upload logo of store from your computer. You can delete the image by checking on chechbox 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.
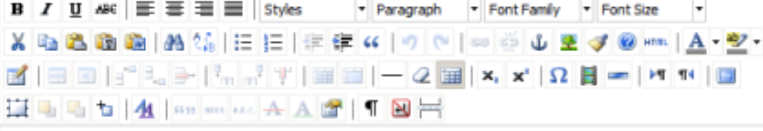
Path: p

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:** 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
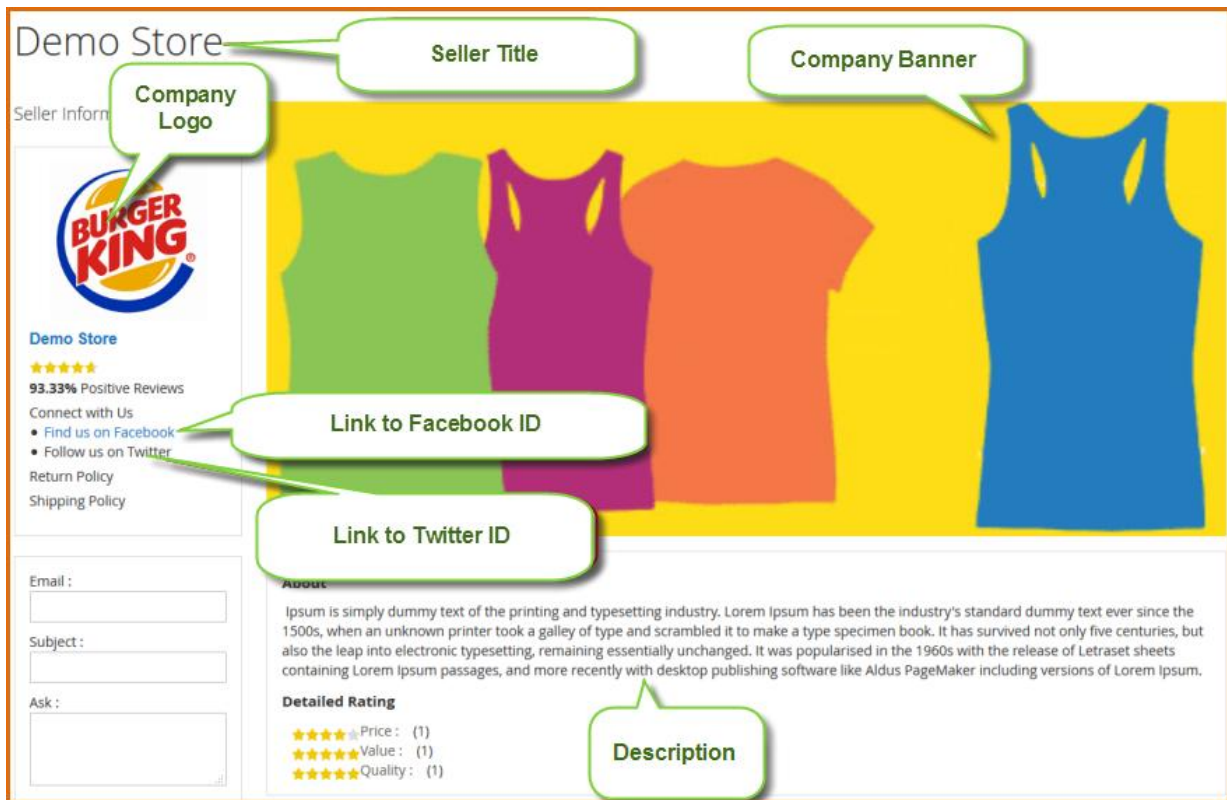
2.4. New Product

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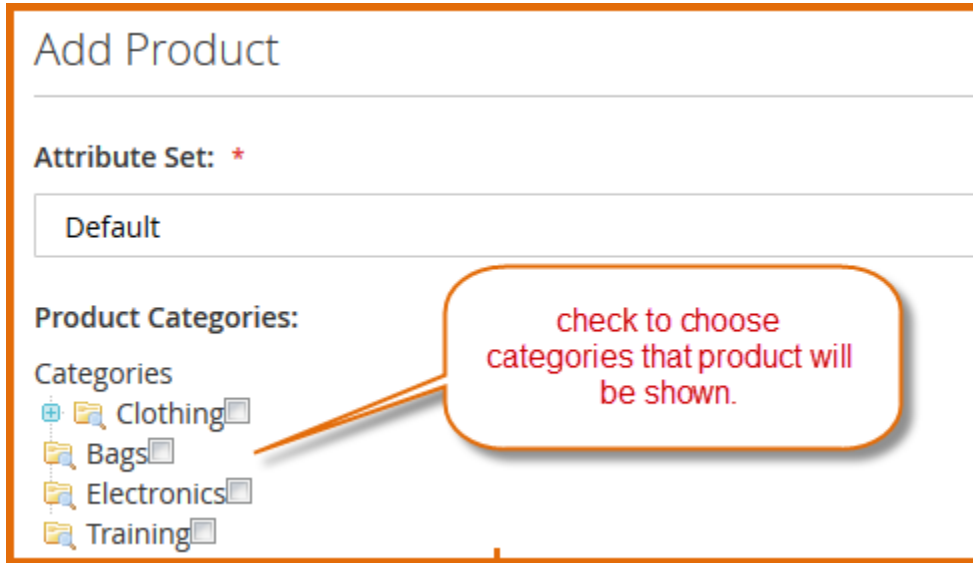

There are 4 types of product: **Simple**, **Downloadable**, **Virtual** and **Configurable** Product.

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.

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

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 ⌄			Delete
	ALL GROUPS	and above		
	NOT LOGGED IN			
Add Price	General			
	Wholesale			
	Retailer			

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.

f. Product type of Magento Multi Vendor

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

❷ **Downloadable** product is neccessary item when your store has item like ebook, video, music, file, catalog.

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

❷ **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 &   Summary
                                          Price

Step 1: Select Attributes
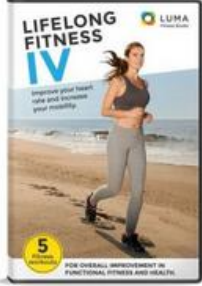
Selected Attributes: Color

1 records found (1 selected)

☑▾	Attribute Code	↓	Attribute Label
☑	color		Color

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

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

- **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.

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.

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**.

c. **Create an invoice** for the orders

Click**Invoice** button,**Magento Marketplace Extension** will show the form to add invoice for the order

2.7. Withdrawals

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

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 Medthod 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
Search by Transaction Id	From:	To:

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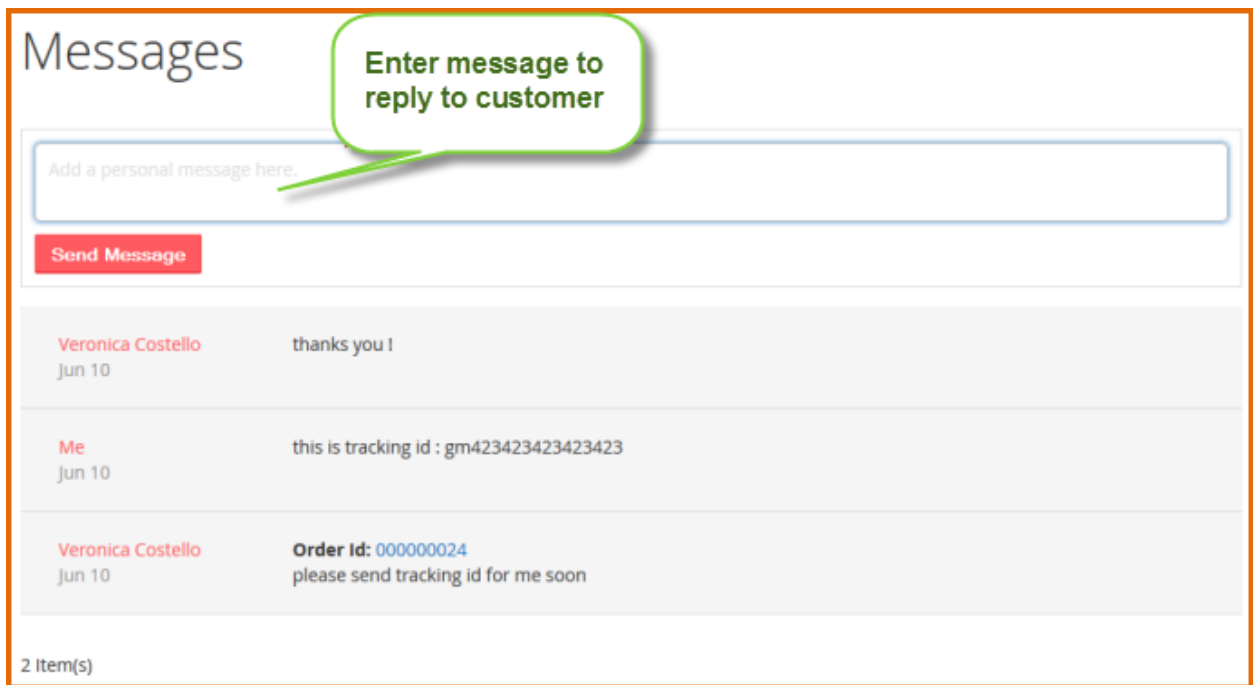
You can reply to customer by enter the message content then click **Send** Message.

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.
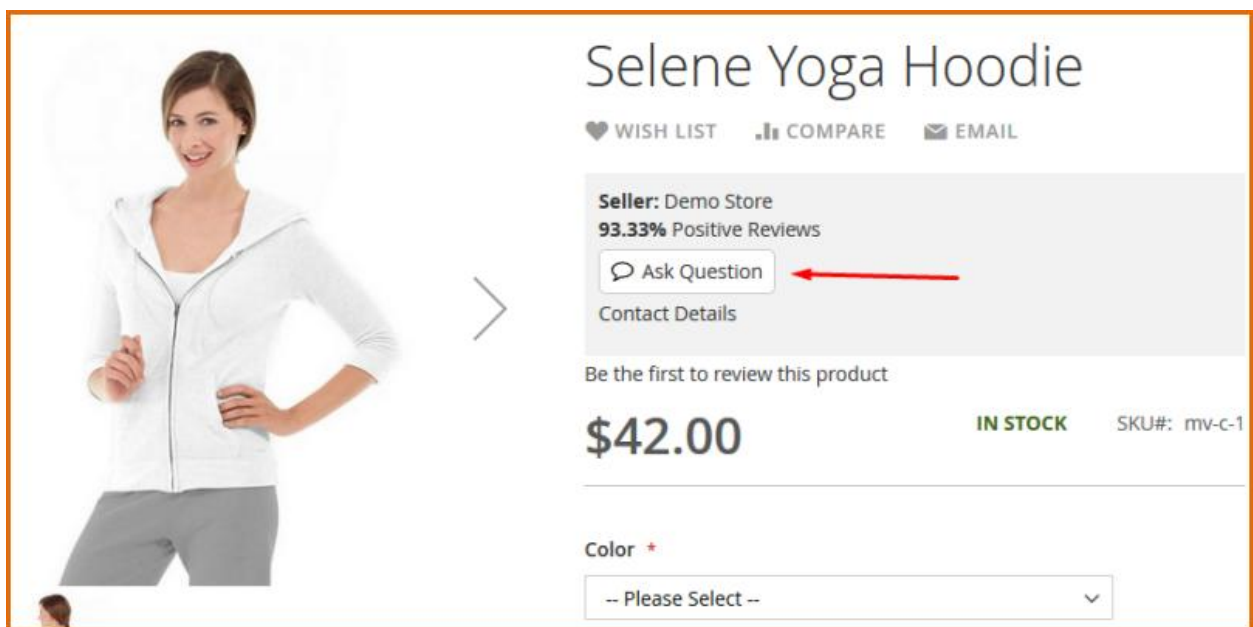
c. Customer asks sellers about order, shipping

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

2.9. Advance Reports

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

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.
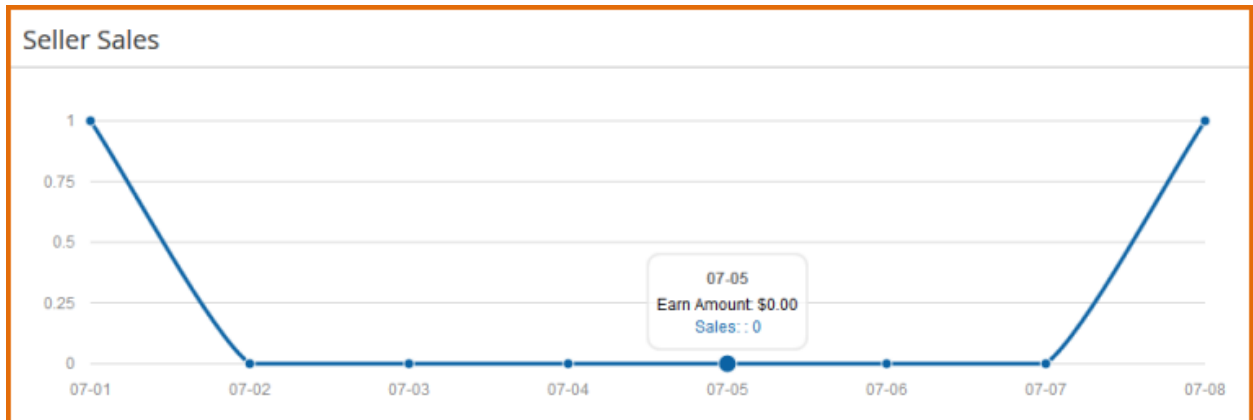
b. Overview:

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 Amout** of each product. It helps seller know does their product sell good.

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.**
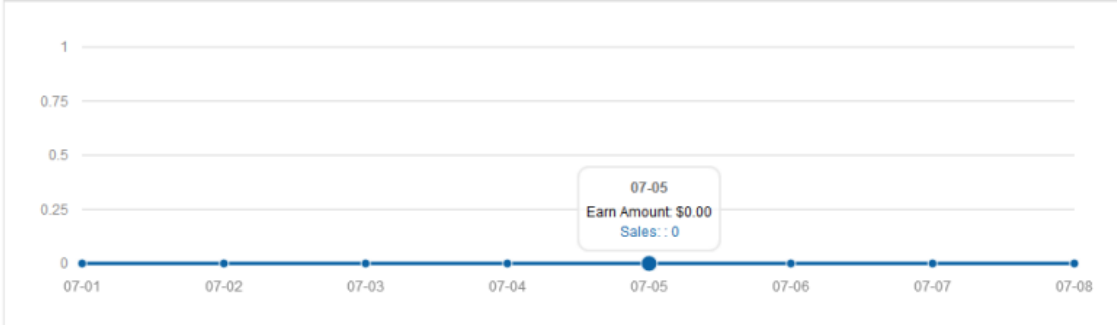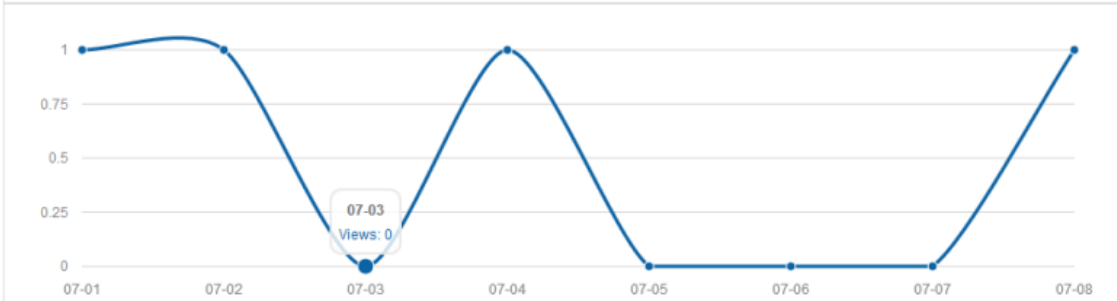
Total Sales
0

Total Income
$0.00

Seller Sales

07-05
Earn Amount: $0.00
Sales: : 0

07-01 07-02 07-03 07-04 07-05 07-06 07-07 07-08

Product Views

07-03
Views: 0

07-01 07-02 07-03 07-04 07-05 07-06 07-07 07-08

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.
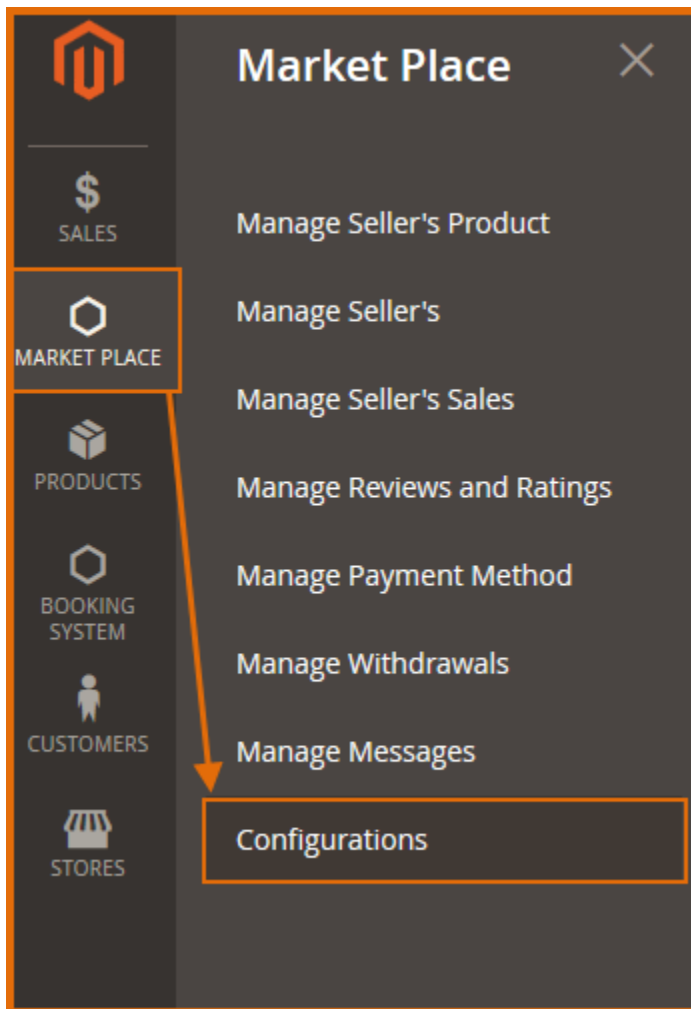
Or tap **Stores** then click **Configuration** menu item. At the **Cofiguration** page, click on **Market Place** tab
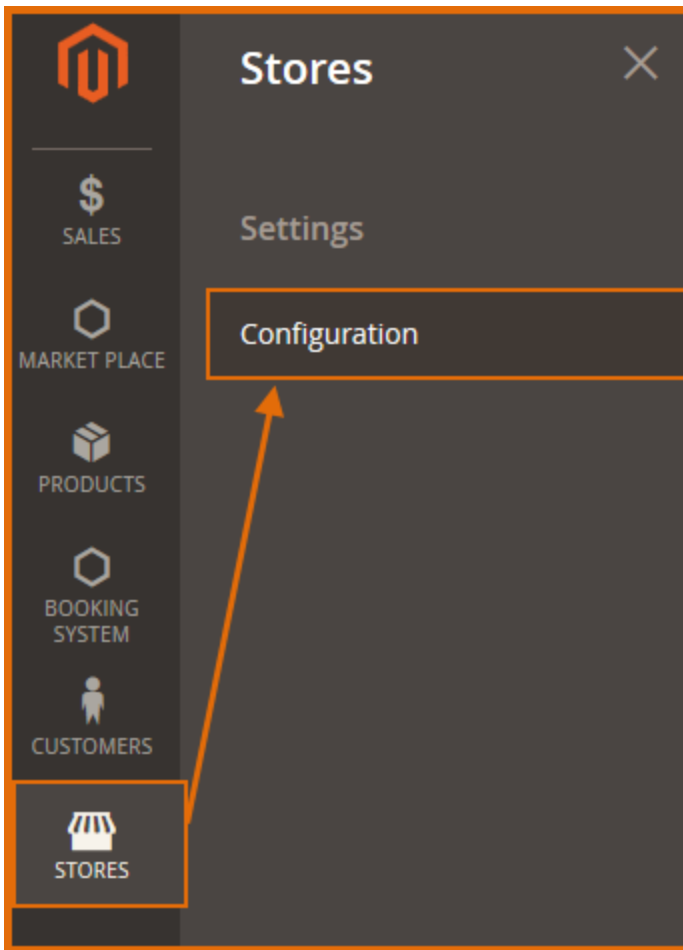
Step 2. Add value for these following data fields as per screenshot

Enable	Yes	▼
Admin Email	wereasda3@gmail.com	

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

- **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**: To enable the administrator to appove a seller.
  - o If value is **No**: seller account will be approved automatic when user create an account as a seller.
  - o If value is **Yes**: seller account must wait to be checked and approved by admin
- **Product Approval Required**: To enable the administrator to appove a product
  - o If value is **No**: product will be approved automatic when sellers create product for their store.
  - o 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 appove a new product updated.
  - o If value is **No:** when sellers update product information, it will be approved automatic and display updated information in frontend immediately.
  - o If value is **Yes:** product is updated must be reviewed and be approved by admin
- **Review Approval Required**: To enable the administrator to appove review
  - o **If value is No**: when customer write review, it will be approved automatic and display in frontend
  - o **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 alllowing 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**: 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.

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:

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.

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 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.

Display information of seller

SELLER INFORMATION

Main

Commission

Seller Products

Display the commission of seller

Display the product list that seller sells

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

News Information

Customer Account   Mr Demo

Store Title *   Demo Store

Store Url   demostore

Seller Status *   Enabled

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

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

Company Description   Show / Hide Editor

B *I* U ABC | ≡ ≡ ≡ ≡ | Styles | Paragraph | Font Family | Font Size

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

Path: p

Meta Keywords

Meta Description

Contact number   3123-321-2131

Return Policy   <p>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

Shipping Policy   <p>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

Company

Address

City

Zip code

Country

State

Facebook Id   demostore

Twitter Id   demostore

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

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

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

- ☐ You can view or edit Seller information by clicking on Seller Namelink from the list.
- ☐ You can also change the status of Reviews & Ratings
a. **To change the status of Reviews & Ratings:**

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

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 Editlink 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:

- ☐ **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:**

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**

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 neeeds 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 Extensionopens 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 transation 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

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

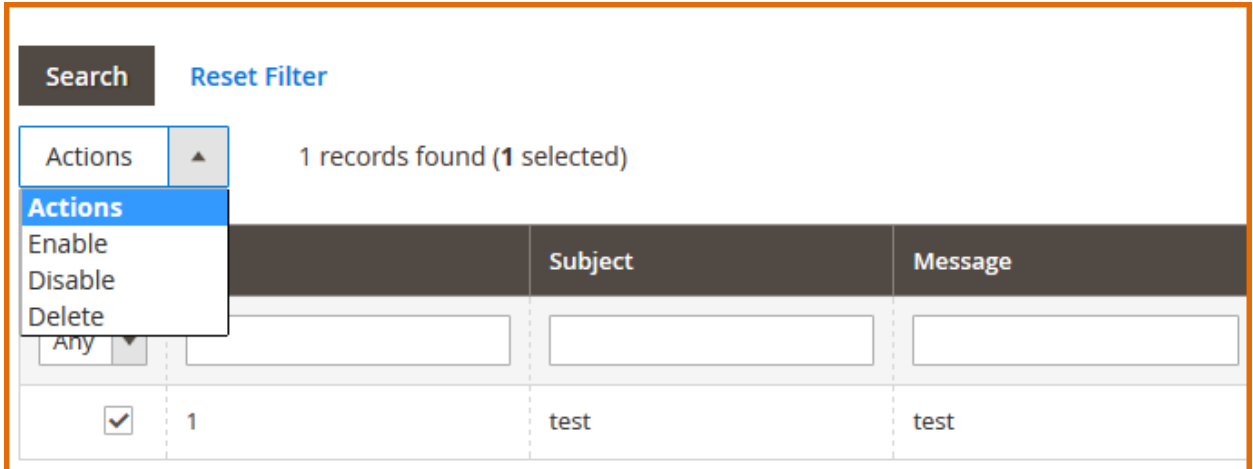In backend system, go to **Market Place**>>**Manage Message**

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 Itemlink 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