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**SUPPORT@CEDCOMMERCE.COM**

## [Multi-Vendor Marketplace]

CedCommerce Multi-Vendor Marketplace is a powerful module for Magento 2 E-commerce platform, which will convert your online store into a rich featured Multi seller shopping mall. Multiple vendors can come across one platform and start their online shop in just a few simple steps. CedCommerce Multi-Vendor Marketplace fulfills most of the needs of the vendors/admin/customers and includes all the features which are required in a marketplace extension.



# Multi-Vendor Marketplace

## Vendor User Manual

*Version - 2.0*

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## Overview

CedCommerce Multi-Vendor Marketplace is a very powerful and rich featured open source extension for Magento 2 E-Commerce platform which converts your online store into a Multi Seller/Multi Vendor shopping platform, where the sellers get a very popular platform to sell their products and also get to reach to a vast number of customers. Administrator will have enormous number of features from where he can control the flow of the marketplace.

Vendors can create their shops in the main CedCommerce Multi-Vendor Marketplace and they can control their store by the easy to handle dashboard. Vendor has the ability to add products from his vendor panel, manage his products, see the orders placed in respect to his products, see the transactions or commission paid by the admin to the vendor and also see the analysis reports of the performance of his store.

Customers can come to the platform and they are able to see the products provided by different sellers. So here the customers will have a feature of getting the product at a competitive price by different sellers. Customers can place the orders for multiple vendors' products. All the payments will be received by the admin and then the admin can transfer the amount of commission to the respective vendors.

## Become Vendor

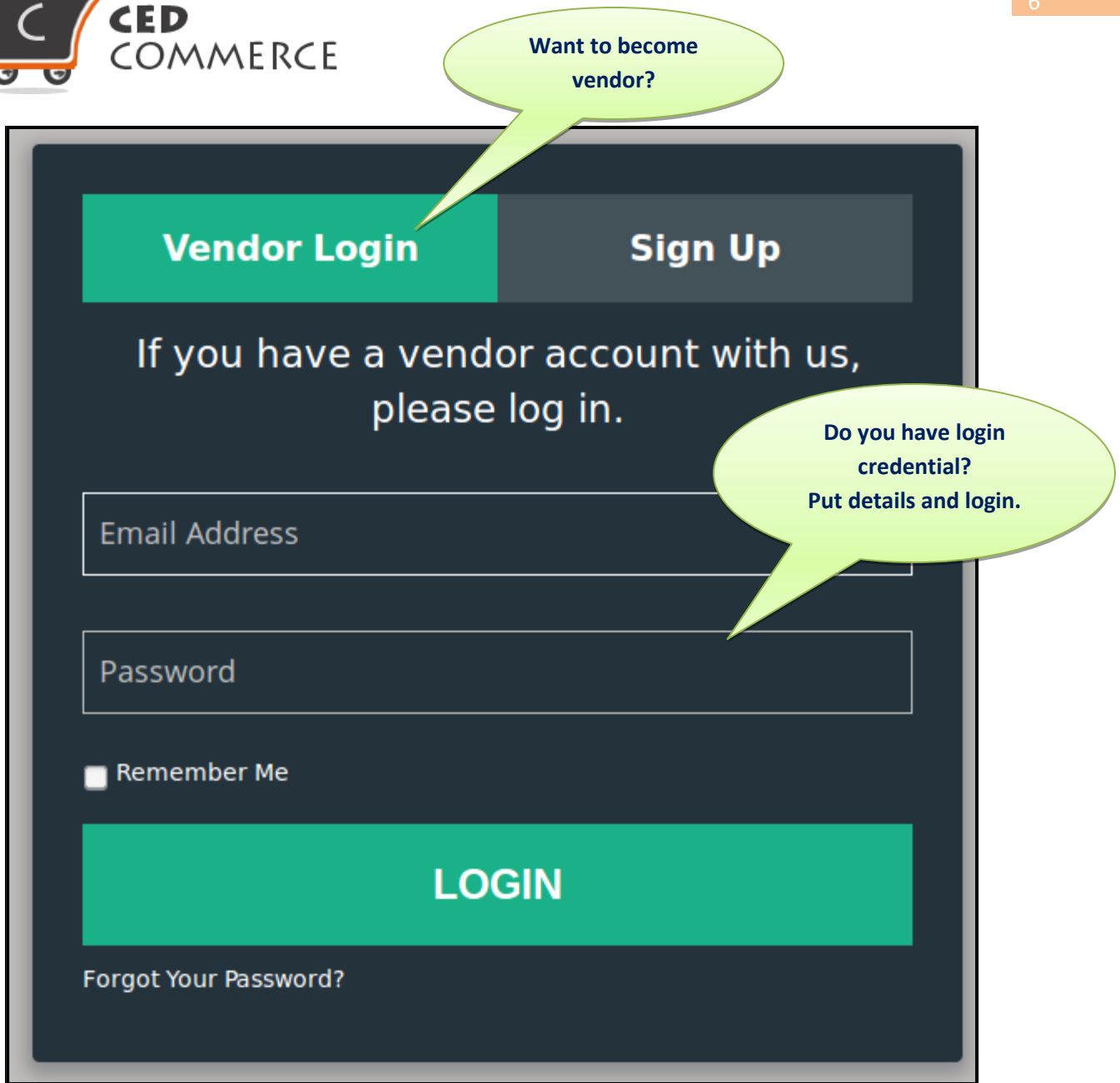
CedCommerce Multi-Vendor Marketplace extension is a feature rich extension for vendors. Vendors can add their products on the site and those products can be reviewed by the admin. After the review, if the admin thinks that the product is fulfilling all the policies of his store then he can approve that product and that product will be available for sale on the site.

Any new vendor can come on the site by the following ways. If you are a vendor, on the top of the frontend store you will see the top link **"I am a Vendor"**, click on that link.





If the vendor clicks on the “**I am a vendor**” link and is in the login state then he will be redirected to the vendor panel. If the vendor is not logged in then he will be redirected to the login/registration page. If you are an existing vendor, just put your login credentials in the login form and go to the vendor panel. If you want to become a new vendor, click on the “**Sign Up**” button shown in the below image.



Want to become vendor?

**Vendor Login** **Sign Up**

If you have a vendor account with us,  
please log in.

Email Address

Password

☐ Remember Me

**LOGIN**

[Forgot Your Password?](#)

Do you have login credential?  
Put details and login.

After clicking on the “**Sign Up**” button the vendor registration page will open up. Fill all the entries if you want to become a vendor, click on the Submit button and the request for your account approval will be sent to the admin. Admin can review the details of the vendor and when the admin approves your request, you will be able to see the vendor panel and do other operations on your store.

**Vendor Login**

**Sign Up**

### Create a Vendor Account

Enter the public name of your shop and also its URL which will open your online shop page.

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

☐ Sign Up for Newsletter

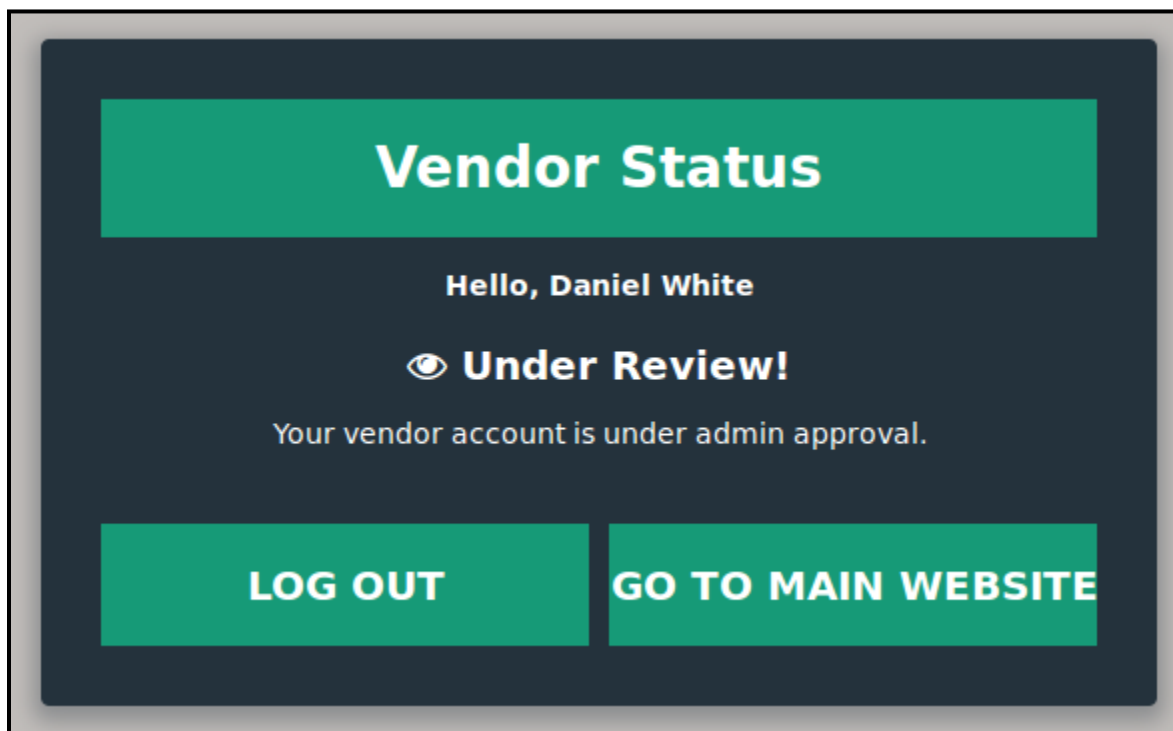
**SUBMIT**

[« Back](#)

The fields shown above have to be filled by the vendor to open up a new shop on the Magento 2 store.

- **Public Name:** It is the public name which will show on the vendor shop page.
- **Shop URL:** Vendor needs to enter the shop URL without any space. It is the vendor shop page URL key.

Until the admin approves the vendor profile and the shop URL, the vendor's shop will be in the new vendor mode. Vendor will see a message on his vendor panel.



The above page will be visible to the vendor till the vendor has not been approved.

## Vendor Panel

Vendor can see the vendor panel after getting successfully approved by the admin. Vendor now can open up his vendor shop by clicking the “**Go to Shop**” link in the menu section. Vendor can create products, view orders placed for his products, view the transactions done by the admin, his shop settings, dashboard etc.

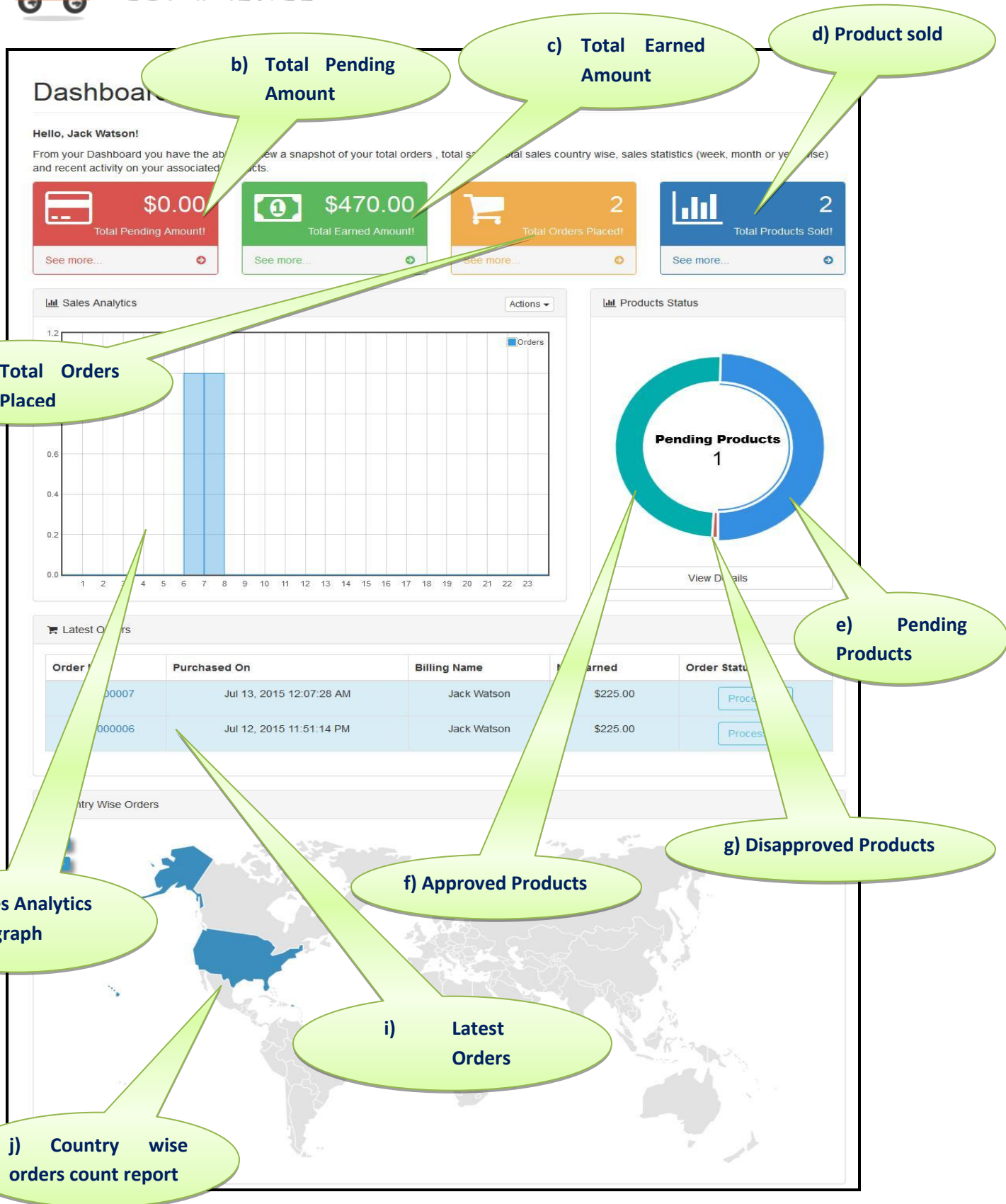
## 1) Dashboard Page

Vendor can visit the dashboard page by clicking on the “**I am a Vendor**” link in top links. If the vendor is a logged then he will be redirected to the vendor dashboard page. Dashboard is literally the summary page of his shop where he can see the performance of his shop and all the recent activities performed on the shop.

Categorization of the dashboard page information:-

### a) Total Pending Amount

Total pending amount is the amount of the products for which the order has been placed and invoiced by the admin but the payment is not yet received by the vendor. When that amount will be paid by the admin, it will be removed from the total pending amount section.



**b) Total Earned Amount**

This amount is the total payment done to the vendor by the admin for his products sold on the store.

**c) Total Orders Placed**

Total how many orders have been placed for vendor's products will be shown here as a count.

**d) Total Product Sold**

How many currently logged in vendor's products have been sold from the Magento 2 store.

**e) Pending Products**

This block will show the total number of the products that have been created by the vendor but not approved by the admin.

**f) Approved Products**

This will show the total number of vendor's products approved by the admin. These products will be visible on the vendor store on Magento 2 site.

**g) Disapproved Products**

This block will have the total number of products that have been disapproved by the admin and these products will not show on the Magento 2 store any more.

**h) Sales Analytic Graph**

Sales analytics graph is a useful graph for the vendor to analyze the performance of his store. This will show how many products are being sold on his site. Vendor can see the store performance for different time intervals

- Today
- Weekly
- Monthly
- Yearly

The graph displays the time duration on the horizontal axis and the number of the orders placed on the vertical axis.

**i) Latest Orders**

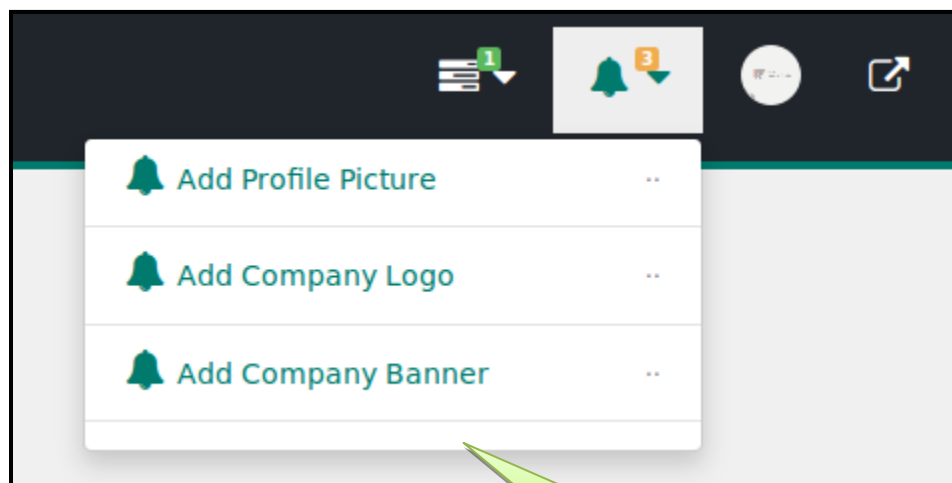
This block will show the latest five orders placed on the store for the vendor's products. Latest orders will have a different background color on the basis of the order status.

### j) Country Wise Order

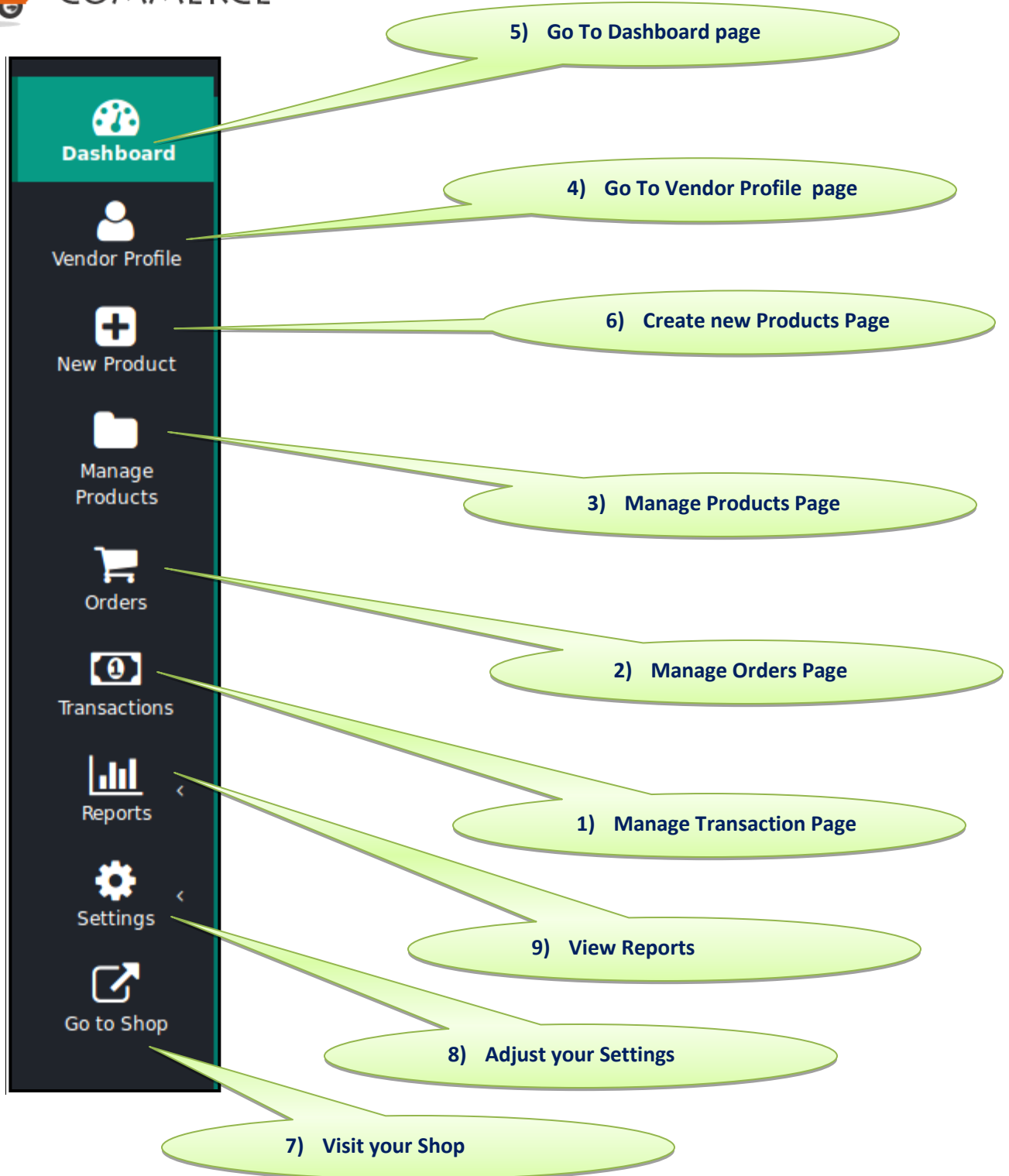
Country wise order count report will show the number of orders coming from different countries, if the Magento 2 store is selling products across the globe. When you hover on the country area it will show the number of orders coming from that country as a tooltip (Popup).

## 2) Vendor Navigation Panel

On the dashboard page and other pages vendor can see different navigation links available for accessing other panels. The notification section notifies the vendors for several activities.



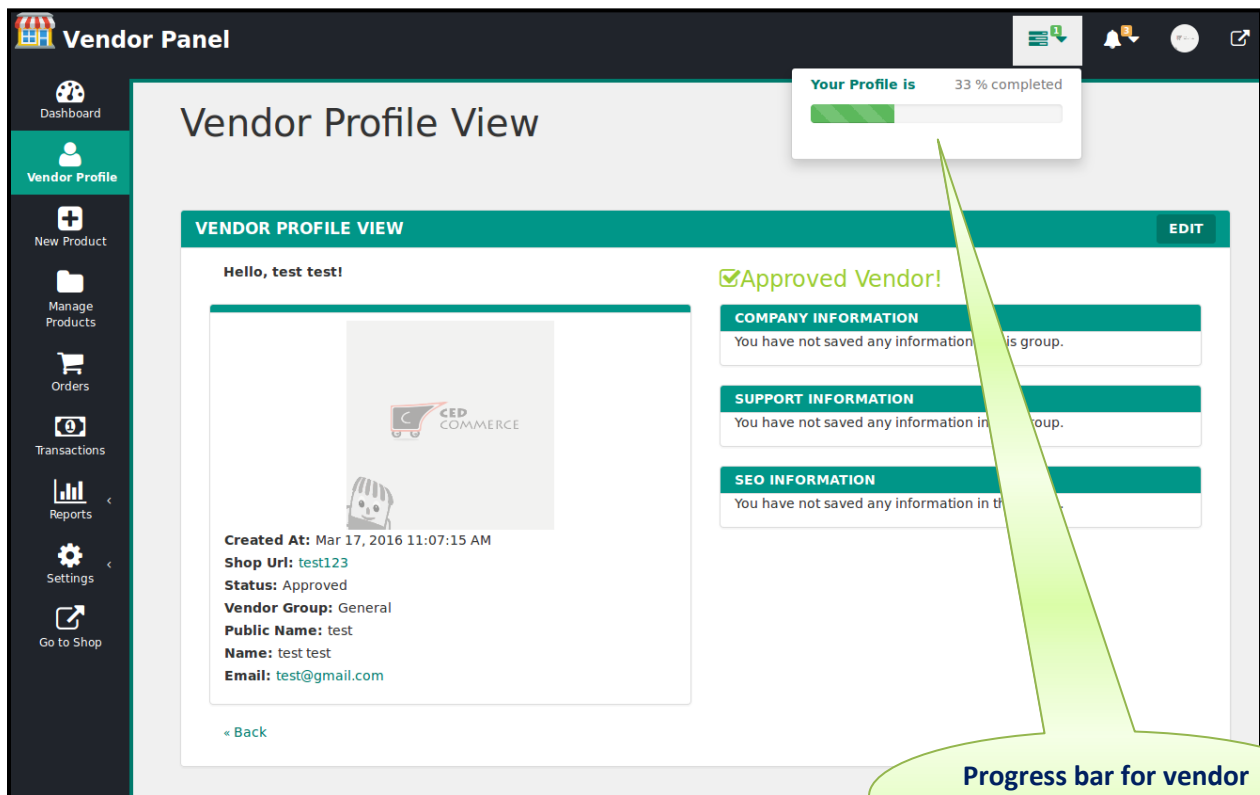
**Notification for new vendor**



### 3) Vendor Profile Page

Vendor can go to the vendor profile page by clicking on the left side navigation profile link. On the profile page the vendor can see his full profile. Vendor can see the relevant information about his profile and if he wants to edit his profile information he can click on the top right “**Edit**” button.

Here the “**Approved Vendor**” green notification shows that the vendor has been approved and now he can do the basic operation of the adding and selling the products on the Magento 2 store.



**Vendor Panel**

**Vendor Profile View**

**Vendor Profile View** **EDIT**

Hello, test test!

**COMPANY INFORMATION**  
You have not saved any information in this group.

**SUPPORT INFORMATION**  
You have not saved any information in this group.

**SEO INFORMATION**  
You have not saved any information in this group.

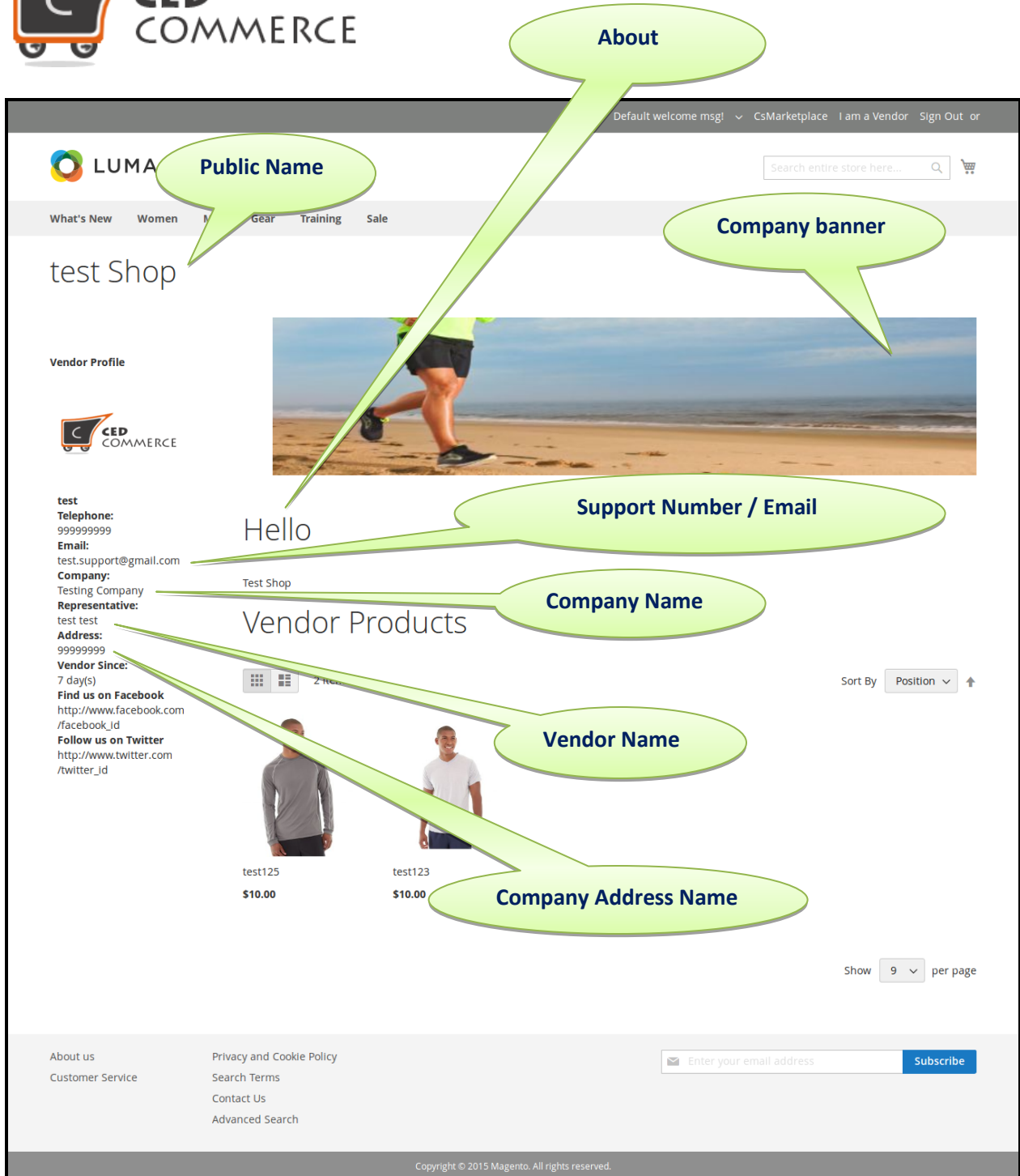
**Created At:** Mar 17, 2016 11:07:15 AM  
**Shop Url:** test123  
**Status:** Approved  
**Vendor Group:** General  
**Public Name:** test  
**Name:** test test  
**Email:** test@gmail.com

« Back

**Progress bar for vendor profile completeness**

When the vendor clicks the edit button on the top then the profile edit page will open and the vendor can put the information about the profile in the relevant fields and save the form. Now the profile will be visible on front end to the customers.

This profile information will be visible on the Shop Page on the left hand side. So depending on the profile completeness, vendor can fill the entire information. It will also give a confidence to the customers that the vendor is genuine. The screenshot given below explains the details.



The screenshot shows a vendor shop page for 'LUMA'. The page layout includes a header with navigation links, a search bar, and a shopping cart icon. The main content area features a 'Vendor Profile' section with a banner image, contact information, and a list of 'Vendor Products'. Callouts point to the following fields:

- About**: Points to the 'About' link in the footer.
- Public Name**: Points to the 'LUMA' logo in the header.
- Company banner**: Points to the banner image in the Vendor Profile section.
- Support Number / Email**: Points to the 'Email' field in the Vendor Profile section.
- Company Name**: Points to the 'Company' field in the Vendor Profile section.
- Vendor Name**: Points to the 'Representative' field in the Vendor Profile section.
- Company Address Name**: Points to the 'Address' field in the Vendor Profile section.

The Vendor Profile section includes the following information:

- test**
- Telephone:** 999999999
- Email:** test.support@gmail.com
- Company:** Testing Company
- Representative:** test test
- Address:** 999999999
- Vendor Since:** 7 day(s)
- Find us on Facebook**: http://www.facebook.com /facebook\_id
- Follow us on Twitter**: http://www.twitter.com /twitter\_id

The Vendor Products section displays two items:

- test125**: \$10.00
- test123**: \$10.00

The footer contains links for 'About us', 'Customer Service', 'Privacy and Cookie Policy', 'Search Terms', 'Contact Us', and 'Advanced Search'. There is also a subscription form with the text 'Enter your email address' and a 'Subscribe' button.

### a) Public Name

Public name of the shop is the name which will be visible on vendor shop pages. It will also be displayed where all the shops will be listed.

**b) Name**

It is the name of the vendor/shop owner name.

**c) Gender**

It is quite common to show the gender i.e. male/female/common.

**d) Profile Logo**

Vendor can upload the profile picture.

**e) Contact Number**

Vendor can enter his contact number so that the customers/admin can contact him any time

**f) Company Name**

It is the name of the company which will show on the vendor shop page.

**g) Company Logo**

Any company personal logo can be uploaded here that will be only for the trademark purpose.

**h) About**

It will be the about information page for the vendor where he can explain about his purpose of the business and other company related information.

**i) Company Banner**

Vendor can upload the shop banner on his vendor shop page. It can be any kind of promotional banner which will be shown on the frontend page.

**j) Support Name/Email**

Vendor can fill the support name and email here so that any customer having a doubt related to the product can contact the vendor.

**k) Company Address**

Vendor can add the company address which will show up on frontend.

## 4) New Product

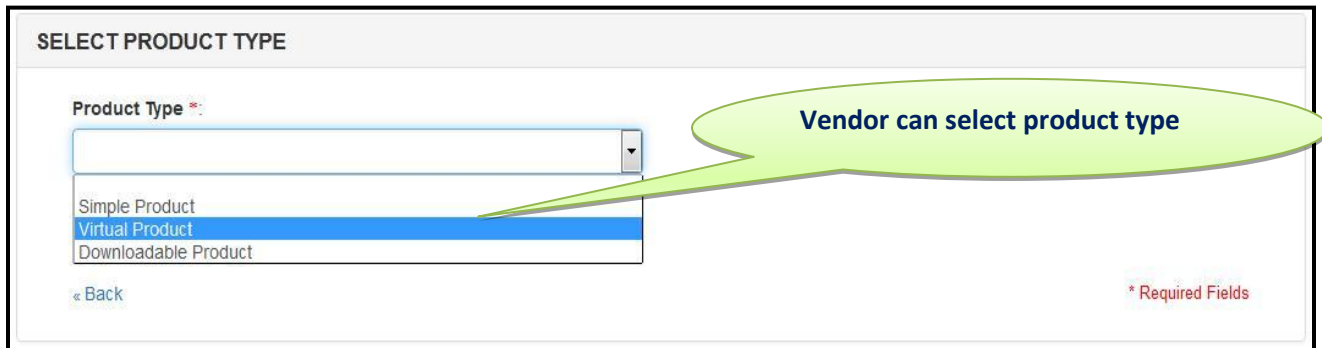
Any vendor can add a new product just by clicking the link “**New Product**” in the left navigation panel. It will open up the form for creating a new product. Only the approved vendor can create the new product on the Magento 2 store. Vendor needs to perform

several steps to create the new product. Right now with the basic version of CedCommerce Multi-Vendor Marketplace only three types of products can be created by the vendor:-

- Simple Product
- Downloadable Product
- Virtual Product

#### a) Simple Product

Any vendor can create a simple product any time after the approval of his account.



Any vendor can click the new product link to open up the above form for the selection of the product type. Vendor can select the simple product and click on the Continue button. You will get the following form where you can insert the details of the product. After the successful approval, the product will be visible to the frontend customers.

NEW SIMPLE PRODUCT

SAVE

CANCEL

BACK

Website

☐ Main Website  
 Main Website Store  
 Default Store View  
☒ Website2  
 Store2  
 Website2 store

Store

Main Website Store,Store2  
 Electronics  
 Clothing

Store View

Select categories of respective stores

Product Name \*

SKU \*

Description \*

B I U Font Size... Font Family... Font Format

Short Description \*

B I U Font Size... Font Family... Font Format

Prices will be set in default base currency

Weight \*

Stock Availability:

Out of Stock

Stock \*

Tax Class \*

--Please Select--

Price \*

€

Special Price:

€

Vendor can set stock availability in / out stock

Product Images:

Browse... No file selected. Default Image

+

The fields shown above are self-explanatory-

- **Website:** Website will show only when the customer role is “Global” type. The vendor can then assign his products to any of the website or stores which exist in

- the Magento 2 site. If the customer role is set to website then this will not show, the products will be assigned only to the current website.
- **Categories:** Vendor can select multiple categories where he wants to show the product on the site.
  - **Product Name:** Vendor can insert the product name while he is creating a new product on the store.
  - **Description:** Full description of the product can be filled by the admin here.
  - **Short Description:** Vendor can insert the short description here.
  - **Sku:** It is the stock keeping unit; vendor has to enter a unique sku.
  - **Weight:** Weight of the product can be inserted here.
  - **Stock Availability:** Set the availability of the stock on the Magento 2 store i.e. whether it is available or not.
  - **Stock:** It is the quantity of the stock available on the site.
  - **Tax Class:** It is quite an important thing, admin can create different rules for the tax classes and the vendor can select any one of the tax class according to his needs.
  - **Price:** It is the regular price available on the site. Vendor can also insert the special price.
  - **Special Price:** Special price is the discounted price that is available on the site. It is an optional field.

#### b) Downloadable Product

Downloadable products are the products which can be purchased and downloaded at the same time but these products are not shippable. It can be any type of the digital media content or eBook etc.

Downloadable product form will be same as the simple product form but it will have some sort of new fields to upload your sample and full digital content.

**DOWNLOADABLE INFORMATION**

**Samples**  
 Title:

Title *	File	Sort Order	
<input type="text"/>	<input checked="" type="radio"/> <b>File:</b> No File Chosen <input type="radio"/> <b>Url:</b> <input type="text"/>	<input type="text"/>	✕
<input style="background-color: #00a0e3; color: white; border: none; padding: 5px 10px;" type="button" value="+"/>			

**Links**  
 Title: 

Links can be purchased separately:

Title *	Price[\$]	Max. Downloads	Sample	File	Sort Order	
<input type="text"/>		<input type="text"/> <input type="checkbox"/> Unlimited	<input checked="" type="radio"/> <b>File:</b> No File... <input type="radio"/> <b>Url:</b> <input type="text"/>	<input checked="" type="radio"/> <b>File:</b> No File... <input type="radio"/> <b>Url:</b> <input type="text"/>	<input type="text"/>	✕
<input style="background-color: #00a0e3; color: white; border: none; padding: 5px 10px;" type="button" value="+"/>						

Downloadable product has some extra fields.

- **Sample/Links Title:** vendor can enter the sample or the full version file title. It must be self-explanatory for the product.
- **Title:** will be the name of the file that will be visible on frontend.
- **File:** vendor can browse & upload full version of the product & the sample file on the server.
- **Multiple Upload:** vendor can upload multiple files on the server if the digital content has been broken into different versions.

### c) Virtual Product

A Magento 2 virtual product should be used for a virtual (not touchable) item. Think about insurance, a reservation, an extra product guarantee or whatever. A virtual product does not allow selecting a shipping method at checkout simply because there's nothing to ship.

These products can be created by the vendor on the Magento 2 store. Virtual product cannot be shipped. Virtual product's form fields are the same as the simple product so please refer to the simple product section for the field information.

To create all types of products in the Magento 2 store please ask your Magento 2 store administrator to install CedCommerce Vendor Product Addon. This addon will have all types of Magneto 2 products support.

## 5) Manage Products

Vendor can manage all his created products just by clicking the “**Manage Products**” option in the left navigation menu. Vendor can see the following type of the manage product grid.

PRODUCTS LIST

NEW PRODUCT

Choose Store View:



Default Values

FILTER

RESET FILTER

2 Item(s)

Show 5 per page

ID	Product	Product Name	Product Type	Status	Price	Qty	Action
<input type="text"/> <input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8		Wrangler jeans	simple	Approved (Enabled)	\$300.00	30	<input type="button" value="edit"/> <input type="button" value="delete"/>
7		Levis Shirt	simple	Pending	\$200.00	30	<input type="button" value="edit"/> <input type="button" value="delete"/>

2 Item(s)

Show 5 per page

Vendor can search any of his products on the store; he will get the product page link on the product and can delete/update the product information at the same time. Vendor can filter the product store wise on the site vendor panel. Here are the following fields that are available in the product grid.

**a) Id**

Id is the field for the product to uniquely identify it. It is related to the admin to easily find the respective product.

**b) Product Image**

Vendor can see the product image that has been set for the product. Product image will also link to the product view page on frontend.

**c) Product Name**

It will show the product name and the vendor can filter the product just by inputting the product name and clicking on the search button.

**d) Product Type**

Product type will show the type of the product. Vendor can also filter the product listing by clicking on the product type dropdown.

**e) Status**

Status will show the status of the product either is enabled or disabled.

- **Approved:** It will show that the product has been approved by the admin and if the product is enabled then it will show on frontend.
- **Disapproved:** It will show that the product has been disapproved by the admin and will not show on frontend.
- **Enabled:** It is the product's global status. If the vendor does not wants to show the product on the site he can disable the product and it will not show.
- **Disabled:** This type will not show the product anyhow on the site.

**f) Price**

It will show the general regular price of the product on the site.

**g) Quantity**

It will show that how much quantity of the product is left and can be sold on the site.

**h) Action**

Vendor either can edit or delete the product on the site.

## 6) Manage Orders

Manage orders can be found in the left vendor navigation panel on “Orders” link. Orders link will show the following grid and can be explored by clicking on the order view link.



The screenshot shows the "ORDERS LIST" interface. At the top left is an "EXPORT" button. At the top right are "FILTER" and "RESET FILTER" buttons. Below the buttons, it says "2 Item(s)" and "Show 5 per page". The main table has the following columns: Order Id #, Purchased On, Bill To Name, G.T, Commission Fee, Net Earned, Order Payment Status, and Vendor Payment Status. The first row is highlighted with a callout: "Click here to export the orders". The second row has a callout: "Click here to view order".

Order Id #	Purchased On	Bill To Name	G.T	Commission Fee	Net Earned	Order Payment Status	Vendor Payment Status
100000007	Jul 13, 2015 12:07:28 AM	Jack Watson	\$250.00	\$25.00	\$225.00	Paid	Paid
100000006	Jul 12, 2015 11:51:11 AM	Jack Watson	\$250.00	\$25.00	\$225.00	Paid	Pending

### a) Order Grid

Order grid will be available when the Manage Orders link in the left vendor panel navigation menu is clicked.

- **Order Id:** Order id is the unique id available for the orders placed on the Magento 2 store. Vendor can also view the order by clicking on the order id.
- **Purchased On:** It will have the details when the order was placed.
- **Bill to Name:** It will show the name of the person who placed the order.
- **G.T:** It is the grand total value of the order.
- **Commission Fee:** It is the commission fee that has been paid to the admin.
- **Net Earned:** It is the amount which has been earned by the vendor.
- **Order Payment Status:** It is the order payment status i.e. either paid or pending.
- **Vendor Payment Status:** Vendor gets the payment or the status remains pending.

### b) Order View

Order view page can be seen any time by clicking on the order id. It will show you the details of the order.

ORDER #100000008 - PROCESSING
 [PRINT ORDER](#)

### Order Information

Order Date	July 13, 2015
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View
USD / EUR rate:	1.4150

### Shipping Address

Megan Fox  
 Jackyzz World  
 23/34 Garden Street  
 Westland  
 Miami, Florida, 226003  
 United States  
 T: 22365478432

### Shipping Method

Flat Rate - Fixed

### Billing Address

Jack Watson  
 Jackyzz World  
 3/4 Garden Street  
 Westland  
 Miami, Florida, 226003  
 United States  
 T: 2236547835

### Payment Method

Check / Money order

Product	Original Price	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
Wrangler jeans SKU: wr-232	€250.00 [\$353.75]	€250.00 [\$353.75]	Ordered: 1 Invoiced: 1	€250.00 [\$353.75]	€0.00 [\$0.00]	€0.00 [\$0.00]	€250.00 [\$353.75]
Subtotal							€250.00 [\$353.75]
Grand Total							€250.00 [\$353.75]
Grand Total (Earned)							€250.00
Commission Fee							€25.00
Net Earned							€225.00

It shows the order status (Not payment)

Base currency of the store from where the order has been placed

This amount is in Display currency of website (This is set by website owner for customers). It will not be visible if display and base currency are same.

These three amounts will be in Default base currency. All vendor calculations will be performed using Default Base Currency. (If applicable)

The order view page of the vendor is shown above. Here different block are available which show all the information related to the order.

- **Order Id:** It will show the order status as pending/processing/canceled/completed.
- **Order Date:** The date on which the order was placed on the site.
- **Order Store:** From which store the order has been placed.
- **IP:** IP address and other details of the order.
- **Billing Address:** Name and address of the customer will show up in this block.
- **Payment Method:** The payment method selected to place the order.
- **Product Item Information:** This information will show how many products are ordered in this order for this particular vendor. It will have the product information of the current vendor's products.
- **Original Price Break:** The original price will be broken as per the different settings done by the admin.
- **Base Currency:** It is the currency in which the order has been placed and this is the same currency in which the product prices were shown to the customer.
- **Website Base Currency:** It is the base currency for that website. It will only show when the website base price and store base price will be different.
- **Global Currency:** All the admin to vendor transactions for product payment will be done in the form of the global currency only.
- **Grand Total:** The grand total has been broken up into three parts.
  - **Grand Total:** The total amount paid by the customer.
  - **Commission Fee:** Admin commission fee as per the commission rule applied by the admin.
  - **Net Earned:** It will be the amount earned by the vendor for this order.

### c) Order Export

Vendor can export all his orders in the csv format by going to the manage product page where the order grid is displayed. On the top left corner of the grid there is an “**export button**” from where the vendor can export the csv which will have grid columns.

## 7) Transactions

Vendor can see the transaction list by clicking on the “**transaction**” link on the vendor navigation menu. It will show the transaction list in the form of grid.

### a) Transaction Statistics

The transaction statistics can be seen on the transactions page. It will be shown on the top of the page showing the transaction summary.

- **Total Earned:** It is the total amount earned by the vendor from his orders. The entire earned amount will be transferred to the vendor by the admin.
- **Total Pending Amount:** This is the amount which has been paid by the customer to the admin but the admin did not transfer the payment to the vendor till now.
- **Pending Transfer:** It will be the number of orders for which the payment hasn't been transferred to the vendor. The entire pending amount has already been paid in this case, by the customer to the admin but the admin never transferred the payment to the vendor.

TRANSACTIONS STATISTICS

Total Earned Amount	Total Pending Amount	Pending Transfers
\$470.00	\$0.00	0

TRANSACTIONS LIST

EXPORT

FILTER

RESET FILTER

2 Item(s) Show 5 per page

Created At #	Payment Mode	Transaction Id	Amount	Adjustment Amount	Net Amount	Action
<div> <div></div> <div></div> </div>						
Jul 13, 2015 8:39:13 AM	Offline	#234	\$225.00	\$10.00	\$235.00	<a href="#">i</a>
Jul 13, 2015 8:22:03 AM	Offline	#123	\$225.00	\$10.00	\$235.00	<a href="#">i</a>

2 Item(s) Show 5 per page

### b) Transaction List

Transaction list will show the list of the payments done by the admin to the vendor. All the vendor transactions will be in the Global currency. Not dependent on the website or the store currency.

- **Created At:** It will show the date on which the admin has made the payment to the vendor.
- **Payment Mode:** It will show the payment mode to the vendor i.e. by which mode the payment has been made to the vendor. Right now only **offline** payment is available with CedCommerce Multi-Vendor Marketplace. You can ask the administrator to upgrade extension for online payment options.
- **Transaction Id:** The transaction id will be any unique id that has been assigned by the admin during the payment.
- **Amount:** It will show the amount that has been paid to the vendor.
- **Adjustment Amount:** Adjustment amount is the amount which could include any kind of extra commission like some bank service charges, etc.
- **Net Amount:** Net amount which is finally sent to the vendor is shown here.

### c) Transaction View

Vendor can see the transaction details by clicking on the view link.

BENEFICIARY DETAILS	
Vendor Name	Jack Watson
Payment Method	Cheque
Beneficiary Details	n/a
ORDER DETAILS	
Order Details	Order# 100000006, Amount \$225.00
TRANSACTION DETAILS	
Transaction ID#	#234
Transaction Date	2015-07-13 15:39:13
Transaction Mode	Offline
Transaction Type	Credit Type
Amount	\$225.00
Adjustment Amount	\$10.00
Net Amount	\$235.00
Notes	Paid

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It will show for which order how much amount has been transferred

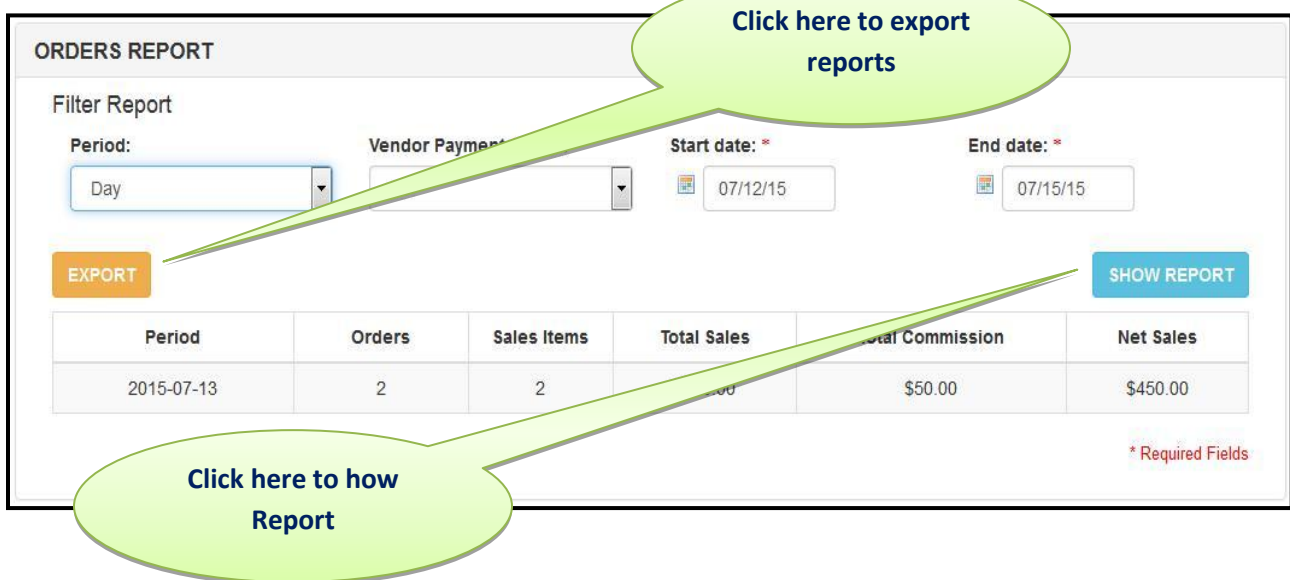
Transaction Type  
Credit / Debit

## 8) Reports

Vendor can reach the vendor reports tab by the vendor navigation link “**reports**”. By this link vendor can see the reporting of the products and orders.

### a) Order Reports

The order report will show the orders have been placed in a given time span. Reporting section is quite important in terms of the analysis of the shop. Vendor can also filter the report by using the date duration.



**ORDERS REPORT**

Filter Report

Period:  Vendor Payment:  Start date: \*  End date: \*

**EXPORT** **SHOW REPORT**

Period	Orders	Sales Items	Total Sales	Total Commission	Net Sales
2015-07-13	2	2		\$50.00	\$450.00

\* Required Fields

Vendor can see the above form in the vendor reporting section. The vendor needs to fill the dates and in which period he wants to see the report. He then needs to click on the show report button; it will show the report of his orders of products.


- **Period:** Vendor can select the period for the report he wants to see. Here **Day**, **Month**, and **Year** options are available.
- **Start/End Date:** Can set the start and end date for which he wants to view the report.
- **Vendor Payment Status:** Vendor can select the payment status to **Pending**, **Paid** or **Cancelled**.
- **Show Report:** Vendor can click the “Show Report” button to see the report.
- **Export:** Vendor can export the filtered report by clicking the “Export” button.


## b) Product Reports

It will show the reports of the products i.e. how many products have been sold from the vendor's shop. The interface of the product report is same as the order report section. At any time if the vendor wants to switch the report he can click the respective link from the navigation menu and see the report.

**PRODUCTS REPORT**

**Filter Report**

**Start date: \***  
 07/12/15

**End date: \***  
 07/17/15

EXPORT

SHOW REPORT

Product Name	SKU	Sales Items	Total Sales
Wrangler jeans	wr-232	2	\$500.00

\* Required Fields

## 9) Settings

CedCommerce Multi-Vendor Marketplace provides a Settings panel for transaction related settings. Vendor can enter different payment details as per his choice.

**TRANSACTION SETTINGS** SAVE

**Payment Method Information**

**CHECK/MONEY ORDER**  
**Active**  
Yes  
**Cheque Payee Name**  
Jack Watson

**PAYPAL**  
**Active**  
Yes  
**Email Associated with PayPal Merchant Account**  
[Start accepting payments via PayPal!](#)

**BANK TRANSFER**  
**Active**  
Yes  
**Bank Name**  
CitiBank  
**Bank Branch Number**  
1236655  
**Bank Swift Code**  
Citi23456  
**Bank Account Name**  
Jack Watson  
**Bank Account Number**  
110002234410

[« Back](#) \* Required Fields

Vendor can set three offline payment methods settings here.

### a) Check/Money Order

Check/Money order offline payment method option is available with the CedCommerce Multi-Vendor Marketplace Basic extension. In this setting vendor will get the field –

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

### b) PayPal

PayPal payment method has been included but it is not for the online transfer purpose. Vendor can just fill the details of his PayPal account and save the settings.

- **Active:** Vendor can enable/disable the payment method.
- **Email:** Email Associated with the PayPal account can be set.

### c) Bank Transfer

- **Active:** Vendor can enable/disable the payment method.
- **Bank Name:** Name of the Bank
- **Branch Name:** Name of the Bank Branch
- **Swift Code:** Bank Swift code.
- **Bank Account Name:** Account holder name.
- **Account Number:** Bank Account Number.

## Support

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

Best Regards,  
CedCommerce Team