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SUPPORT@CEDCOMMERCE.COM

[Vendor Order Addon]

Vendor Order Addon is built for CedCommerce Multi-Vendor Marketplace extension. It gives a rich featured functionality to the Marketplace, where any vendor can manage the orders of the products of his store and create shipment/invoice/credit memo. Admin can manage item wise transactions in a more realistic way.

Vendor Order Addon

User Manual

Version - 2.0

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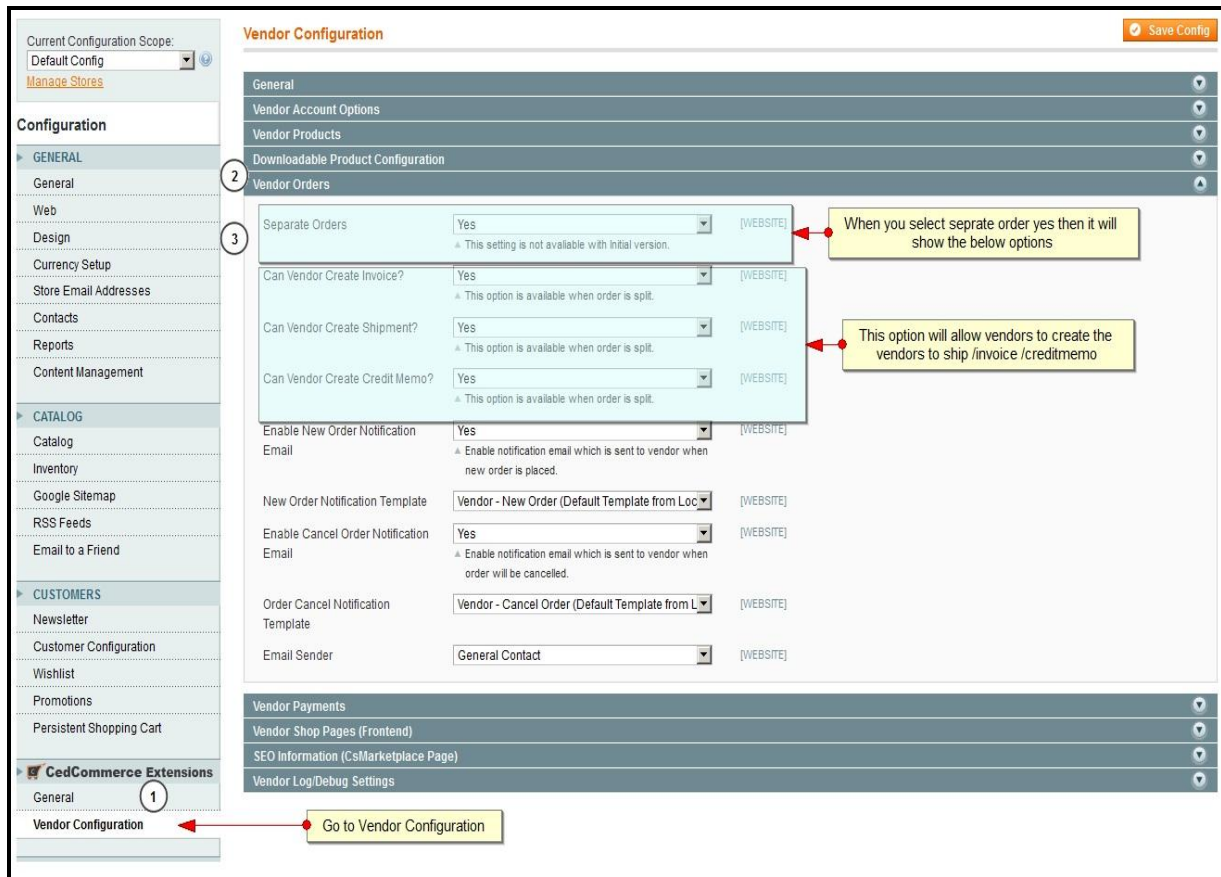
Overview

Vendor Order Addon is a CedCommerce Multi-Vendor Marketplace addon for Magento. The standard version of CedCommerce Multi-Vendor Marketplace allows the Admin to just have a record of the orders without providing any operation based interaction, with the order related features, to the vendors.

By using the Vendor Order Addon, vendor can view the order details in a more elaborate way and can create Shipment/Invoice/Credit Memos (Refund Notes) from the vendor panel itself. This addon extends the “Refund” feature of Basic CedCommerce Multi-Vendor Marketplace, and, admin can also get the amount of shipment refunded from the vendor’s account to his account, only if the vendor wants to return that amount. For better results, the admin should install the **Vendor Multi Shipping extension** also, to properly manage the shipping amount and the use of shipping methods for the products. To use Vendor Order Addon, **CedCommerce Multi-Vendor Marketplace** should be installed beforehand.

Configure Vendor Order Addon

The website admin can manage the Vendor Order Addon configurations by selecting **System > Configuration > Vendor Configuration**, from the menu section in the admin site and clicking on the “Vendor Orders” tab thereafter.



Vendor Configuration

Current Configuration Scope: Default Config [Manage Stores]

Configuration

- GENERAL
 - General (2)
 - Web (3)
 - Design
 - Currency Setup
 - Store Email Addresses
 - Contacts
 - Reports
 - Content Management
- CATALOG
 - Catalog
 - Inventory
 - Google Sitemap
 - RSS Feeds
 - Email to a Friend
- CUSTOMERS
 - Newsletter
 - Customer Configuration
 - Wishlist
 - Promotions
 - Persistent Shopping Cart
- CedCommerce Extensions
 - General (1)
 - Vendor Configuration (1)

Vendor Configuration

General

Vendor Account Options

Vendor Products

Downloadable Product Configuration

Vendor Orders

Separate Orders: Yes [WEBSITE]
 * This setting is not available with initial version.
 When you select separate order yes then it will show the below options

Can Vendor Create Invoice?: Yes [WEBSITE]
 * This option is available when order is split.

Can Vendor Create Shipment?: Yes [WEBSITE]
 * This option is available when order is split.
 This option will allow vendors to create the vendors to ship /invoice /creditmemo

Can Vendor Create Credit Memo?: Yes [WEBSITE]
 * This option is available when order is split.

Enable New Order Notification Email: Yes [WEBSITE]
 * Enable notification email which is sent to vendor when new order is placed.

New Order Notification Template: Vendor - New Order (Default Template from Loc [WEBSITE]

Enable Cancel Order Notification Email: Yes [WEBSITE]
 * Enable notification email which is sent to vendor when order will be cancelled.

Order Cancel Notification Template: Vendor - Cancel Order (Default Template from L [WEBSITE]

Email Sender: General Contact [WEBSITE]

Vendor Payments

Vendor Shop Pages (Frontend)

SEO Information (CsMarketplace Page)

Vendor Log/Debug Settings

[Go to Vendor Configuration](#)

When you click on the above **vendor configuration** link you will see the following fields. It will show you the **Vendor Orders** section, through which you can provide the authority of creating Shipment/Invoice/Credit Memo to the vendors from their vendor panel.

Below you can see some of the fields where you have to select the appropriate information. The information about the fields has been explained below.

Vendor Order configuration settings information:-

i. Separate Orders

There are two options, either you can merge the vendor orders or either you can split the vendor orders. In order to explain the significance of both the options, two cases have been taken, one for merging the orders and the other for splitting the orders.

a) Merge Orders

Merge orders feature will be enabled when you have set the “**Separate Orders**” option to “**No**”. Suppose there is a buyer who wants to place an order for the products of four different vendors and the admin doesn’t want to show four different carts to the buyer, in that case, the order will be placed with one order id only. That one order will have all the four vendors’ products. But the vendor can see on his vendor panel that an order has been placed for his product.

If you would have installed **Vendor Multi Shipping Addon** then, in that case, different shipping amounts will be shown for all the four vendors and the buyer can individually select the shipping method for each vendor and order will be placed summing up the shipping amount of all the vendors.

In the screenshot given below we have shown the available shipping method (with their shipping amount) for the two vendors. When the buyer selects the shipping amount for both the vendors then, the amounts will be merged (added) and the order will be placed with that summed up amount and, in this case, only one order id will be generated.

Note - This feature will only be available if you would have installed the “Vendor Multi Shipping Addon”, else you will not get the option of shipment on the vendor panel.

Checkout

1 Billing Information

2 Shipping Information

3 Shipping Method

4 Payment Information

5 Order Review

Randy Storme - Vendor 1


- ☐ Ground \$11.69
- ☐ 3 Day Select \$14.85
- ☐ 2nd Day Air \$20.79
- ☐ Next Day Air \$32.52

William Shop - Vendor 2

- ☐ Ground \$11.69
- ☐ 3 Day Select \$14.85
- ☐ 2nd Day Air \$20.79
- ☐ Next Day Air \$32.52

[↑ Back](#)[Continue](#)

Now when the order is placed with the multi shipping extension, the vendor can see the orders along-with the shipping amount and he will get the “Ship” button in his vendor panel, in the order section, as well (if Vendor Multi Shipping Addon is installed).

 Deepak1 Gupta

- Dashboard
- Vendor Profile
- New Product
- Manage Products
- Orders**
 - Manage Orders
 - Manage Invoice
 - Manage Shipment
 - Manage Credit Memo
- Transactions
- Reports
- Settings
- Go to Shop

Order # 100000165 | Jul 17, 2015 7:21:14 AM

1

SHIP

PRINT ORDER

Information

Order # 100000165 (the order confirmation email was sent)

Order Date

 Jul 17, 2015 7:21:14 AM

Order Status

 Pending

Purchased From

 Main Website
Main Store
English

Account Information

Customer Name

 Dao Van

Email

 daovan@cedcommerce.com

Customer Group

 General

Billing Address

Dao Van
 Camobida
 Frank Street, District of Columbia, 110001
 United States
 T: 7777777777

Shipping Address

Dao Van
 Combodia
 Frank Street, District of Columbia, 110001
 United States
 T: 7777777777

Payment Information

Check / Money order
 Order was placed using USD

Shipping & Handling Information

Vendor Rates - **Shipping** \$22.11

Items Ordered

Shipping amount will show for which the customer placed the order

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Test -1 SKU: Test Product -	Ordered	\$200.00	\$200.00	Ordered 1	\$200.00	\$0.00	0%	\$0.00	\$200.00

Comments History

Jul 17, 2015 7:21:17 AM | Pending

Customer Notified 

Order Totals

Grand Total (Earned)

 \$200.00

Commission Fee

 \$20.00

Net Earned

 \$180.00

Invoices

Credit Memos

Shipments

Comments History

Note - To show the **Ship** button in the “Manage Order” section, certain cases must be fulfilled:-

a) Split Order Setting in the configuration must be set to **No**

b) Multi Shipping Addon must be installed.

b) Separate Orders

Separate Orders settings will be applicable only if you set it to Yes. Suppose, if a customer places the order for multiple sellers' products then multiple orders will be placed or created on the basis of the vendors. If the customer is placing the order for ten products of 3 vendors then, three orders will be placed (in total) in the **Sales > Order** section of the admin site. The benefit of doing this is that the vendor can manage the orders individually and have full control of his orders.

Vendor Wise Shipping Selection for customer:-

Select Shipping Method

Shipping For Vendor1

Shipping To | [Change](#)

test
test
test, Arizona, test
United States
T: test
F: test

Items | [Edit Items](#)

Product Name	Qty
Test Product - vendor1	3
test3	3

Shipping Method

Free Shipping

☒ Free \$0.00

Flat Rate

☐ Fixed \$30.00

Shipping For Vendor2

Shipping To | [Change](#)

Test
test
test, Arizona, test
United States
T: test
F: test

Items | [Edit Items](#)

Product Name	Qty
Test Product -Vendor2	3

Shipping Method

Free Shipping

☐ Free \$0.00

Flat Rate

☒ Fixed \$15.00

Shipping For Vendor3

Shipping To | [Change](#)

Test
test
test, Arizona, test
United States
T: test
F: test

Items | [Edit Items](#)

Product Name	Qty
testing	3

Shipping Method

Free Shipping

☐ Free \$0.00

Flat Rate

☒ Fixed \$15.00

[← Back to Select Addresses](#)
[Continue to Billing Information](#)

Vendor Wise Order Review Page for customer:-

Review Order

Billing Information

Billing Address | [Change](#)

test
test
test, Arizona, test
United States
T: test
F: test

Payment Method | [Change](#)

Check / Money order

Shipping Information

Address for vendor (Vendor1)

Shipping To | [Change](#)

test
test
test, Arizona, test
United States
T: test
F: test

Shipping Method | [Change](#)

Free Shipping - Free \$0.00

[Items](#) | [Edit Items](#)

Product Name	Price	Qty	Subtotal
Test Product - vendor1	\$180.00	3	\$540.00
test3	\$100.00	3	\$300.00
Subtotal			\$840.00
Shipping & Handling (Free Shipping - Free)			\$0.00
Total for this address			\$840.00

Address for vendor (vendor 2)

Shipping To | [Change](#)

test
test
test, Arizona, test
United States
T: test
F: test

Shipping Method | [Change](#)

Flat Rate - Fixed \$15.00

[Items](#) | [Edit Items](#)

Product Name	Price	Qty	Subtotal
Test Product - vendor2	\$200.00	3	\$600.00
Subtotal			\$600.00
Shipping & Handling (Flat Rate - Fixed)			\$15.00
Total for this address			\$615.00

Address for vendor (vendor 3)

Shipping To | [Change](#)

test
test
test, Arizona, test
United States
T: test
F: test

Shipping Method | [Change](#)

Flat Rate - Fixed \$15.00

[Items](#) | [Edit Items](#)

Product Name	Price	Qty	Subtotal
testing	\$99.00	3	\$297.00
Subtotal			\$297.00
Shipping & Handling (Flat Rate - Fixed)			\$15.00
Total for this address			\$312.00

Grand Total: \$1,767.00

Place Order

The vendor can create the shipment of the products, generate invoices of the products and also create the credit memo of the products. All the basic features of the admin site for processing an order are available for the vendors and they can manage those features from their vendor panel very easily.

The screen shot given below shows two buttons on the top right corner – **Ship** and **Invoice**, and when the invoice has been generated, the **Credit Memo** button also gets included.

Note - In order to show the **Invoice/Ship/Credit Memo** buttons following cases must be fulfilled:-

- a) **Split order setting** in configuration must be set to **Yes**
- b) You must set the **Can vendor create invoice? Yes**
- c) You must set the **Can Vendor Create Shipment? Yes**
- d) You must set the **Can Vendor Create Credit Memo? Yes**

Joan Cena

Dashboard
Vendor Profile
New Product
Manage Products
Orders

Manage Orders
Manage Invoice
Manage Shipment
Manage Credit Memo

Transactions
Reports
Settings
Go to Shop

Order # 100000163 | Jul 17, 2015 12:41:20 AM

Back
INVOICE
SHIP
PRINT ORDER

Information

Order # 100000163 (the order confirmation email was sent)

Order Date

Jul 17, 2015 12:41:20 AM

Order Status

Pending

Purchased From

Main Website
Main Store
English

Account Information

Customer Name

Dow Jones

Email

dowjones@cedcommerce.com

Customer Group

General

Billing Address

Dow Jones
Flex building
California, District of Columbia, 10001
United States
T: 7777777777

Shipping Address

Dow Jones
Flex building
California, District of Columbia, 10001
United States
T: 7777777777

Payment Information

Check / Money order
Order was placed using USD

Shipping & Handling Information

United Parcel Service - Next Day Air \$32.52

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Test Product - vendor1 SKU: Test Product - vendor1	Ordered	\$180.00	\$180.00	Ordered 1	\$180.00	\$0.00	0%	\$0.00	\$180.00

Comments History

Jul 17, 2015 12:41:21 AM | Pending

Customer Notified

Order Totals

Grand Total (Earned)

\$180.00

Commission Fee

\$18.00

Net Earned

\$162.00

Invoices

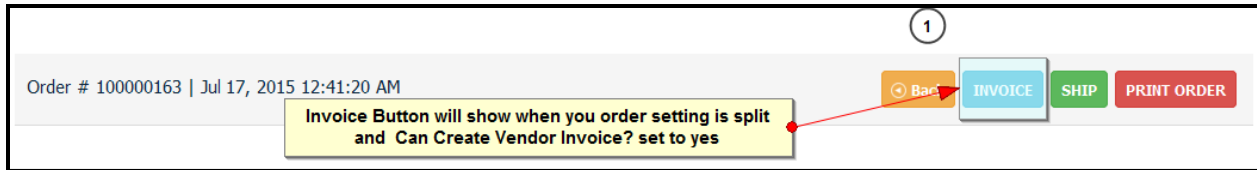
Credit Memos

Shipments

Comments History

ii. Can Vendor Create Invoice

When you set the “Separate order” option to yes then **Can vendor create invoice?** option will be visible to and you can set it to yes/no. If you will select yes then only the Invoice creation button will be shown at frontend in the Vendor Order page as given below:-



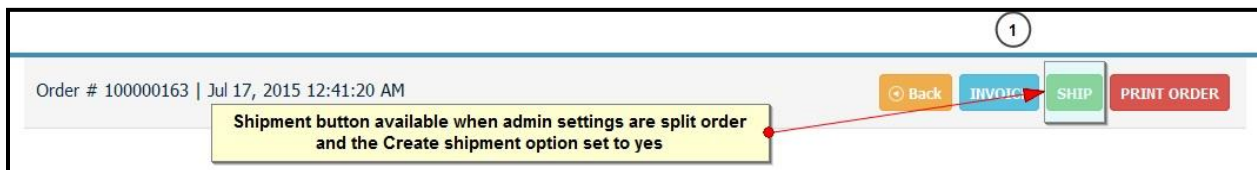
Note - In order to show the **Invoice** button at frontend following cases must be fulfilled:-

a) **Split order setting** in configuration must be set to **Yes**

b) You must set the **Can vendor create invoice? Yes**

iii. Can Vendor Create Shipment

This option is also dependent on the split order option. When you set it yes then only “Ship” button will be visible to the vendor at frontend for creating the shipment of his products.



Note - In order to show the **Ship** button following case must be fulfilled:-

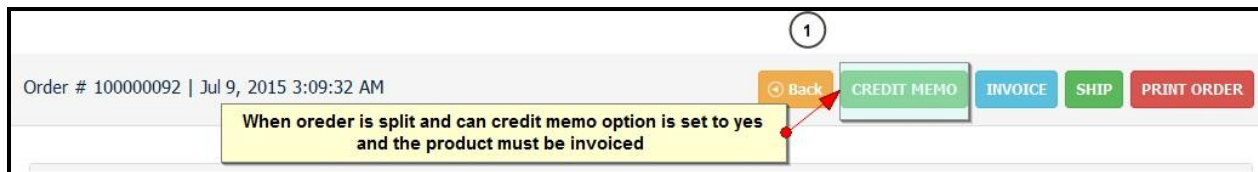
a) **Split order setting** in configuration must be set to **Yes**

b) You must set the **Can vendor create Shipment? Yes**

iv. Can Vendor Create Credit Memo

This option is also dependent on the split order option and will be available at frontend only if **Can vendor create credit memo** option is set to yes. The “Credit Memo” button will be visible to the vendor only if the invoice of an item has been generated. If there

are multiple orders and the invoice is generated for any one of them then also the “Credit Memo” button will be visible, but it will work only for those orders for which the invoices have been generated.



Note - In order to show the **Credit Memo** button following cases must be fulfilled:-

a) **Split order setting** in configuration must be set to **Yes**

b) You must set the **Can vendor create Credit Memo? Yes**

Advance Order View

It gives the vendor a feature to view all the possible states of any particular order. The vendor can see all the states of an order (ship/invoice/credit memo) on a single screen from the order view page.

i. Top Order Action Buttons

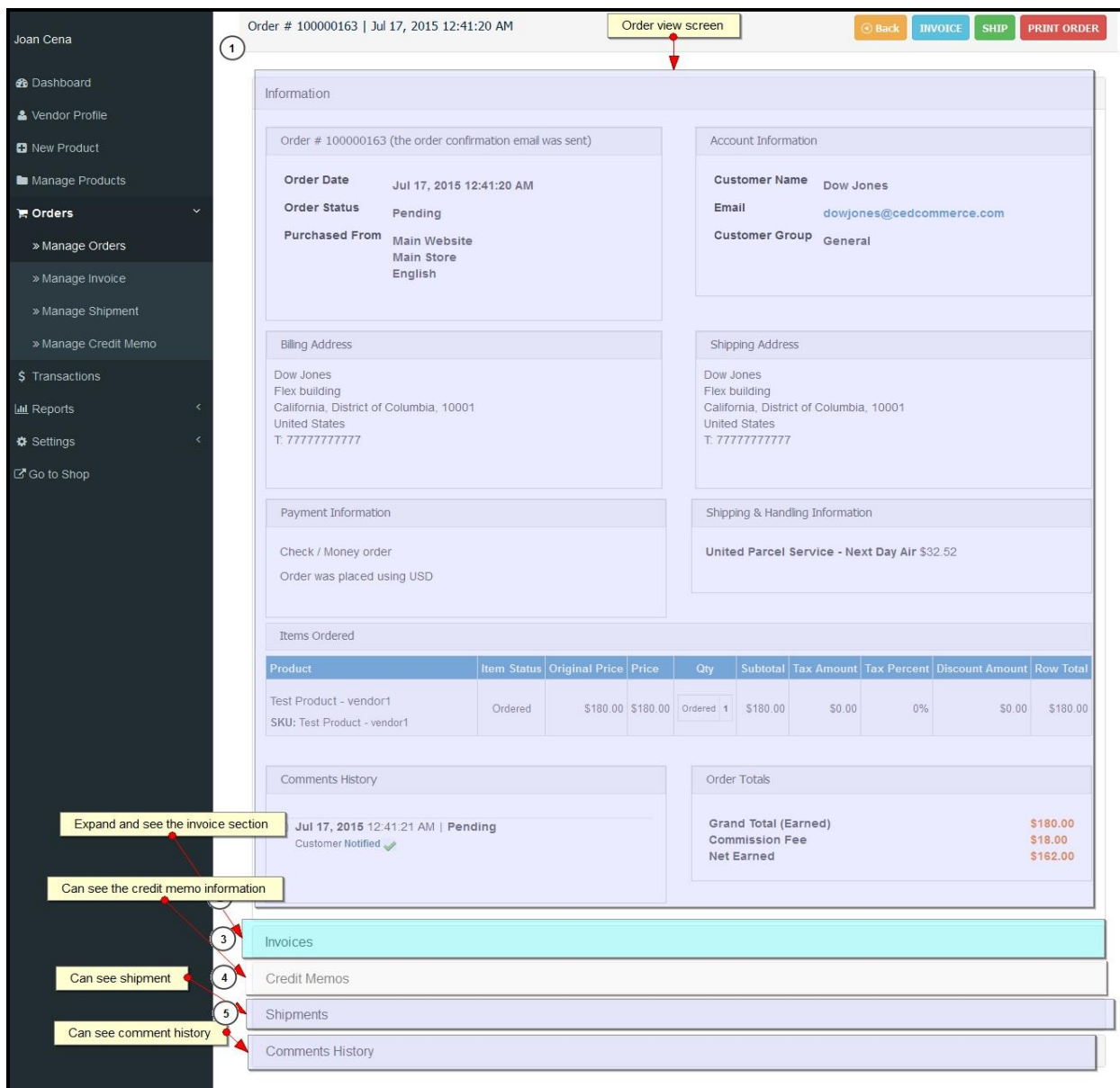
Top action buttons shows total five buttons for the actions to be performed.

- 1) **Back**- button is used to go back to the order listing page.
- 2) **Invoice**- button is used to create the invoice for the order.
- 3) **Shipment**- button is used to create shipment for the order.
- 4) **Credit Memo**- is used to create credit memo for the product if the order has been invoiced
- 5) **Print order**- prints the invoice.

ii. Order Description Section

Vendor Order Addon upgrades the order view page. The vendor can see all the details on a single page and can perform actions to complete the orders.

The screenshot given below shows the order description page. Description area consists of 6 blocks which show the information about the vendor's order. Description area covers the following points:-



Order # 100000163 | Jul 17, 2015 12:41:20 AM

Order view screen

Back INVOICE SHIP PRINT ORDER

Joan Cena

Dashboard

Vendor Profile

New Product

Manage Products

Orders

Manage Orders

Manage Invoice

Manage Shipment

Manage Credit Memo

Transactions

Reports

Settings

Go to Shop

Information

Order # 100000163 (the order confirmation email was sent)

Order Date Jul 17, 2015 12:41:20 AM

Order Status Pending

Purchased From Main Website Main Store English

Account Information

Customer Name Dow Jones

Email dowjones@cedcommerce.com

Customer Group General

Billing Address

Dow Jones
Flex building
California, District of Columbia, 10001
United States
T: 7777777777

Shipping Address

Dow Jones
Flex building
California, District of Columbia, 10001
United States
T: 7777777777

Payment Information

Check / Money order

Order was placed using USD

Shipping & Handling Information

United Parcel Service - Next Day Air \$32.52

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Test Product - vendor1 SKU: Test Product - vendor1	Ordered	\$180.00	\$180.00	Ordered 1	\$180.00	\$0.00	0%	\$0.00	\$180.00

Comments History

Jul 17, 2015 12:41:21 AM | Pending

Customer Notified ✓

Order Totals

Grand Total (Earned) \$180.00

Commission Fee \$18.00

Net Earned \$162.00

Invoices

Credit Memos

Shipments

Comments History

Expand and see the invoice section

Can see the credit memo information

Can see shipment

Can see comment history

- 1) Order placed date
- 2) Order Status
- 3) Purchased from (the name of the store)
- 4) Customer Name
- 5) Customer email
- 6) Billing and shipping address
- 7) Payment method for the order
- 8) Shipping method and shipping cost of the order
- 9) Items for which the order has been placed
- 10) Product-wise Commission
- 11) Comments for the orders
- 12) Grand total with commission description.

iii. Order Invoice Section

Order invoice section will be visible on the order view page. The vendor can see the details of the invoiced order in this section. The grid used here is a filterable grid.

Order # 100000163 | Jul 17, 2015 12:41:20 AM
Back
CREDIT MEMO
SHIP
PRINT ORDER

1
Information

Invoice list

Invoices

Page 1 of 1 pages | View 20 per page | Total 1 records found
Reset Filter
Search

Invoice #	Bill to Name	Invoice Date	Status	Amount
100000056	Dow Jones	Jul 21, 2015 2:12:26 AM	Paid	\$212.52

Credit Memos

Shipments

Comments History

iv. Order Credit Memo Section

This section gives the details of the refunded orders. The grid in this case is also filterable.

Order # 100000163 | Jul 17, 2015 12:41:20 AM
Back
PRINT ORDER

Information
Credit memo details
Invoices

1
Credit Memos

Page 1 of 1 pages | View 20 per page | Total 1 records found
Reset Filter
Search

Credit Memo #	Bill to Name	Created At	Status	Refunded
		From: To:		From: To:
100000017	Deepak1 Gupta	Jul 21, 2015 2:26:52 AM	Refunded	\$212.52

Shipments
Comments History

v. Order Shipments Section

The vendor can see the list of the shipments generated for the order and can create item-wise shipments as well.

Order # 100000163 | Jul 17, 2015 12:41:20 AM
Back
CREDIT MEMO
PRINT ORDER

Information
Invoices
Credit Memos

Shipment section

Shipment #
Ship to Name
Date Shipped
Total Qty

Page 1 of 1 pages | View 20 per page | Total 1 records found
Reset Filter
Search

From:
To:

100000029
Dow Jones
Jul 21, 2015 2:22:05 AM
1

Comments History

vi. Comments History

Order-wise comments can be seen from this section.

Order # 100000163 | Jul 17, 2015 12:41:20 AM

Back
PRINT ORDER

Information

Invoices

Credit Memos

Shipments 1

Comments History

Comments history

Jul 17, 2015 12:41:21 AM | Pending | Customer Notified ✓

Jul 21, 2015 2:12:26 AM | Invoice #100000056 created | Customer Not Notified

Jul 21, 2015 2:12:27 AM | Invoice #100000056 comment added | Customer Not Notified
Invocied

Jul 21, 2015 2:12:27 AM | Processing | Customer Not Notified

Jul 21, 2015 2:22:05 AM | Complete | Customer Not Notified

Jul 21, 2015 2:22:05 AM | Shipment #100000029 created | Customer Not Notified

Jul 21, 2015 2:26:52 AM | Closed | Customer Not Notified

Jul 21, 2015 2:26:52 AM | Processing | Customer Notification Not Applicable
Refunded amount of \$212.52 offline.

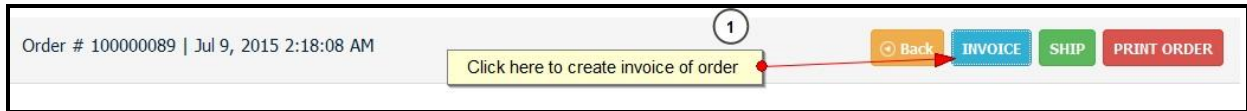
Jul 21, 2015 2:26:52 AM | Credit memo #100000017 created | Customer Not Notified

Advance Order Operations

Vendor Order Addon facilitates the vendor to manipulate all the functionalities of his orders at his own end.

i. Create Order Invoice

If the site admin has set the “**Can vendor create invoice?**” option to yes then the vendor will get a button in his vendor panel to create the invoice of an order.



On the order view page, the vendor can see the invoice button at the top right corner. When the vendor clicks the invoice button, a form will be displayed as shown below:-

- a) In the invoice form, the vendor can change the item quantity for which he wants to create the invoice.
- b) After changing the quantity the vendor needs to click the “**Update Qty**” button so as to update the quantity and price accordingly.
- c) Vendor can enter the comments for the invoiced order and can see the comments in the comments history tab.
- d) Clicking on the Submit invoice button will create the invoice of the order which will be visible in the “Invoices” tab on Order View page.

New Invoice for Order #100000089
Back

Order # 100000089 (the order confirmation email was sent)

Order Date Jul 9, 2015 2:18:08 AM
Order Status Pending
Purchased From Main Website
Main Store
English

Account Information
Customer Name Dow Jones
Email dowjones@cedcommerce.com
Customer Group General

Billing Address
Dow Jones
test
test, Arizona, test
United States
T: test
F: test

Shipping Address
Deepak Gupta
test
test, Arizona, test
United States
T: test
F: test

Payment Information
Check / Money order
Order was placed using USD

Shipping Information
Flat Rate - Fixed Total Shipping Charges: \$5.00
Create Shipment ☐

Items to Invoice

Change the quantity if you want to invoice few items of order

Product	Price	Qty to Invoice	Subtotal	Tax Amount	Discount Amount	Row Total	
Test Product - vendor1 SKU: Test Product - vendor1	\$180.00	Ordered 1	1	\$180.00	\$0.00	\$0.00	\$180.00

Update Qty's

Paid Amount \$0.00
Refund Amount \$0.00
Shipping Amount \$0.00

After changing the quantity vendor can click on update quantity button change the button

\$0.00 \$185.00

Invoice History

After enter all the data Can click on submit to create invoice

Invoice Comments

Put your comments here

Invoice Totals

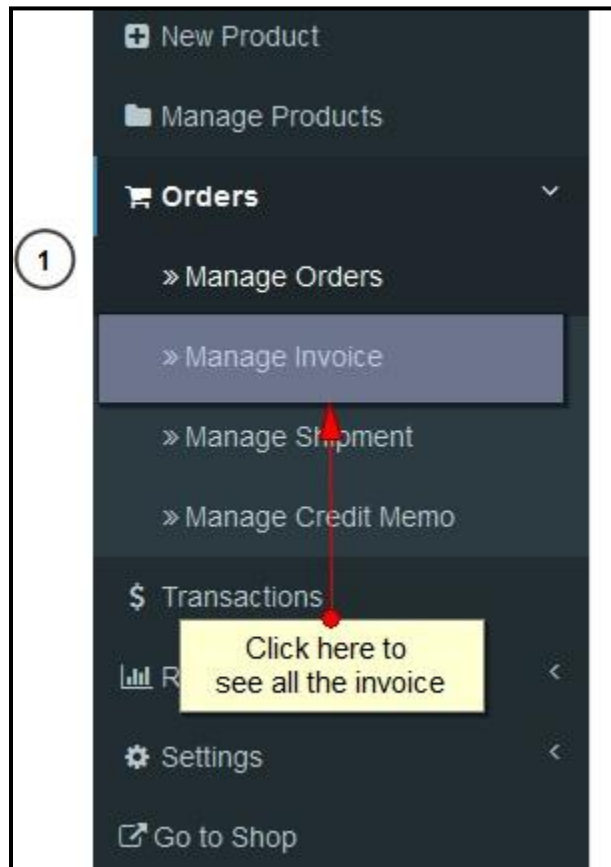
Subtotal	\$180.00
Shipping & Handling	\$5.00
Grand Total	\$185.00

Append Comments ☐
Email Copy of Invoice ☐

Submit Invoice

ii. View All Invoice List

To view the list of invoices, the vendor can click on the “**Manage invoice**” link under “**Orders**” tab in the left side navigation menu.



Invoice List

Page 1 of 3 pages | View 20 per page | Total 43 records found

Export to: CSV

Export

Reset Filter

Search

Select Visible | Unselect Visible

Actions

Submit

0 items selected

	Invoice #	Invoice Date	Order #	Order Date	Bill to Name	Status	Amount	Action
Any		From: To:		From: To:			From: To:	
<input type="checkbox"/>	100000056	Jul 21, 2015 2:12:26 AM	100000163	Jul 17, 2015 12:41:20 AM	Dow Jones	Paid	\$212.52	View
<input type="checkbox"/>	100000055	Jul 20, 2015 10:51:45 PM	100000092	Jul 9, 2015 3:09:32 AM	Dow Jones	Paid	\$210.00	View
<input type="checkbox"/>	100000053	Jul 16, 2015 3:12:03 AM	100000162	Jul 15, 2015 11:29:24 PM	Dow Jones	Paid	\$360.00	View
<input type="checkbox"/>	100000051	Jul 16, 2015 3:10:17 AM	100000162	Jul 15, 2015 11:29:24 PM	Dow Jones	Paid	\$180.00	View
<input type="checkbox"/>	100000050	Jul 16, 2015 3:09:46 AM	100000162	Jul 15, 2015 11:29:24 PM	Joan Miller	Paid	\$795.02	View
<input type="checkbox"/>	100000049	Jul 15, 2015 4:04:52 AM	100000161	Jul 15, 2015 4:02:31 AM	Joan Miller	Paid	\$180.00	View
<input type="checkbox"/>	100000048	Jul 15, 2015 4:04:44 AM	100000161	Jul 15, 2015 4:02:31 AM	Joan Miller	Paid	\$360.00	View
<input type="checkbox"/>	100000047	Jul 15, 2015 4:04:16 AM	100000161	Jul 15, 2015 4:02:31 AM	David Warner	Paid	\$180.00	View
<input type="checkbox"/>	100000046	Jul 15, 2015 4:04:03 AM	100000161	Jul 15, 2015 4:02:31 AM	David Warner	Paid	\$206.19	View
<input type="checkbox"/>	100000045	Jul 14, 2015 10:07:32 PM	100000145	Jul 14, 2015 9:48:57 PM	Joan Miller	Paid	\$278.65	View
<input type="checkbox"/>	100000044	Jul 14, 2015 5:57:18 AM	100000131	Jul 10, 2015 11:48:14 PM	David Warner	Paid	\$2,008.20	View
<input type="checkbox"/>	100000043	Jul 14, 2015 4:17:19 AM	100000129	Jul 10, 2015 11:39:47 PM	David Warner	Paid	\$480.00	View
<input type="checkbox"/>	100000042	Jul 14, 2015 4:05:53 AM	100000064	Jul 4, 2015 12:39:42 AM	David Warner	Paid	\$261.98	View
<input type="checkbox"/>	100000041	Jul 14, 2015 4:01:12 AM	100000143	Jul 14, 2015 2:25:49 AM	Russel Andros	Paid	\$560.00	View
<input type="checkbox"/>	100000040	Jul 14, 2015 2:47:40 AM	100000143	Jul 14, 2015 2:25:49 AM	Russel Andros	Paid	\$1,483.10	View
<input type="checkbox"/>	100000034	Jul 13, 2015 10:17:24 PM	100000142	Jul 13, 2015 10:16:51 PM	David Warner	Paid	\$1,871.20	View
<input type="checkbox"/>	100000033	Jul 13, 2015 9:52:40 PM	100000141	Jul 13, 2015 9:48:39 PM	Russel Andros	Paid	\$3,642.79	View
<input type="checkbox"/>	100000032	Jul 13, 2015 6:51:43 AM	100000140	Jul 13, 2015 4:41:59 AM	Russel Andros	Paid	\$760.00	View
<input type="checkbox"/>	100000031	Jul 13, 2015 4:47:06 AM	100000140	Jul 13, 2015 4:41:59 AM	Russel Andros	Paid	\$760.00	View
<input type="checkbox"/>	100000030	Jul 13, 2015 4:43:53 AM	100000140	Jul 13, 2015 4:41:59 AM	Russel Andros	Paid	\$1,114.17	View

The list of Invoices will be displayed as shown in the above screen shot. When the view button is clicked, it will show the view page of the invoice.

Invoice #100000056 | Paid | Jul 21, 2015 2:12:26 AM (the invoice email is not sent)

[Back](#)[PRINT](#)

Order # 100000163 (the order confirmation email was sent)

Order Date Jul 17, 2015 12:41:20 AM

Order Status Closed

Purchased From Main Website
Main Store
English

Account Information

Customer Name Dow Jones

Email dowjones@cedcommerce.com

Customer Group General

Billing Address

Dow Jones
Test
California, District of Columbia, 10001
United States
T: 7777777777

Shipping Address

Dow Jones
Test
California, District of Columbia, 10001
United States
T: 7777777777

Payment Information

Check / Money order

Order was placed using USD

Shipping Information

United Parcel Service - Next Day Air Total Shipping Charges: \$32.52

Items Invoiced

Product	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
Test Product - vendor1 SKU: Test Product - vendor1	\$180.00	1	\$180.00	\$0.00	\$0.00	\$180.00

Invoice History

Comment Text

☐ Notify Customer by Email☐ Visible on Frontend[Submit Comment](#)

☐ **Jul 21, 2015 2:12:27 AM** | Customer **Not Notified**
Invocied

Invoice Totals

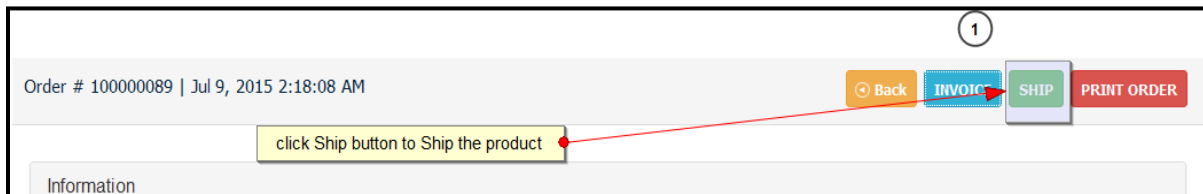
Subtotal \$180.00

Shipping & Handling \$32.52

Grand Total **\$212.52**

iii. Create Order Shipment

Vendor can create shipment of the order from the vendor order page by clicking the **“Ship”** button at the top right corner of the page.



Shipment page will be shown as given below. It is the same as the invoice page. The vendor can update the quantity and make the shipment item wise.

New Shipment for Order #100000089
 [Back](#)

Order # 100000089 (the order confirmation email was sent)

Order Date Jul 9, 2015 2:18:08 AM
Order Status Pending
Purchased From Main Website
 Main Store
 English

Account Information

Customer Name Dow Jones
Email dowjones@cedcommerce.com
Customer Group General

Billing Address

Dow Jones
 test
 test, Arizona, test
 United States
 T: test
 F: test

Shipping Address

Dow Jones
 test
 test, Arizona, test
 United States
 T: test
 F: test

Payment Information

Check / Money order
 The order was placed using USD

Shipping Information

Flat Rate - Fixed Total Shipping Charges: \$5.00

Carrier	Title	Number *	Action
			Add Tracking Number

Items to Ship

Product	Qty	Qty to Ship
Test Product - vendor1 SKU: Test Product - vendor1	Ordered 1	<input type="text" value="1"/>

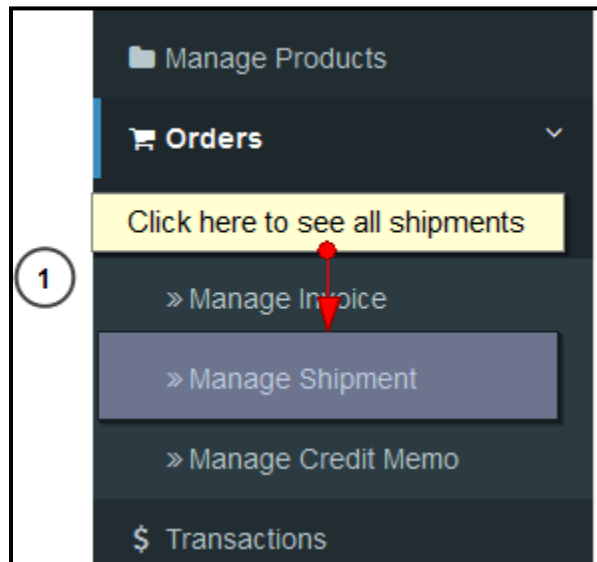
Shipment Comments

Shipment Comments

Append Comments ☐
 Email Copy of Shipment ☐
[Submit Shipment](#)

iv. View All Shipment List

Vendor can see the list of all the shipments in the vendor panel by clicking on the “Manage Shipment” link in the left side navigation menu under the Orders section.



Shipment List

Page 1 of 1 pages | View 20 per page | Total 16 records found

Export to: CSV

Export

Reset Filter

Search

Select Visible | Unselect Visible

Actions

Submit

0 items selected

	Shipment #	Date Shipped	Order #	Order Date	Ship to Name	Action
Any		From: To:		From: To:		
<input type="checkbox"/>	100000029	Jul 21, 2015 2:22:05 AM	100000163	Jul 17, 2015 12:41:20 AM	Dow Jones	View
<input type="checkbox"/>	100000027	Jul 16, 2015 3:08:35 AM	100000162	Jul 15, 2015 11:29:24 PM	Dow Jones	View
<input type="checkbox"/>	100000026	Jul 16, 2015 3:07:17 AM	100000162	Jul 15, 2015 11:29:24 PM	Dow Jones	View
<input type="checkbox"/>	100000017	Jul 14, 2015 5:21:48 AM	100000130	Jul 10, 2015 11:42:48 PM	Dow Jones	View
<input type="checkbox"/>	100000016	Jul 14, 2015 5:20:57 AM	100000130	Jul 10, 2015 11:42:48 PM	Dow Jones	View
<input type="checkbox"/>	100000015	Jul 14, 2015 5:04:42 AM	100000130	Jul 10, 2015 11:42:48 PM	David Miller	View
<input type="checkbox"/>	100000014	Jul 9, 2015 11:23:36 PM	100000093	Jul 9, 2015 4:28:41 AM	David Miller	View
<input type="checkbox"/>	100000013	Jul 9, 2015 11:22:57 PM	100000093	Jul 9, 2015 4:28:41 AM	David Miller	View
<input type="checkbox"/>	100000012	Jul 9, 2015 11:21:26 PM	100000093	Jul 9, 2015 4:28:41 AM	David Miller	View
<input type="checkbox"/>	100000010	Jul 7, 2015 6:29:11 AM	100000077	Jul 7, 2015 6:25:16 AM	David Miller	View
<input type="checkbox"/>	100000009	Jul 7, 2015 6:28:46 AM	100000077	Jul 7, 2015 6:25:16 AM	David Miller	View
<input type="checkbox"/>	100000008	Jul 7, 2015 6:13:27 AM	100000075	Jul 7, 2015 6:10:59 AM	Joan Miller	View
<input type="checkbox"/>	100000007	Jul 7, 2015 12:17:19 AM	100000074	Jul 7, 2015 12:16:32 AM	Joan Miller	View
<input type="checkbox"/>	100000005	Jul 7, 2015 12:10:33 AM	100000073	Jul 7, 2015 12:08:43 AM	Joan Miller	View
<input type="checkbox"/>	100000004	Jul 3, 2015 3:57:13 AM	100000018	Jul 2, 2015 10:43:48 PM	Joan Miller	View
<input type="checkbox"/>	100000001	Jul 2, 2015 6:11:27 AM	100000007	Jul 2, 2015 12:39:01 AM	Joan Miller	View

On clicking the view button on the “Shipment List” page, the Shipment View page will get displayed as shown below:-

Shipment #100000029 | Jul 21, 2015 2:22:05 AM (the shipment email is not sent)
Back
PRINT

Order # 100000163 (the order confirmation email was sent)

Order Date Jul 17, 2015 12:41:20 AM
Order Status Closed
Purchased From Main Website
Main Store
English

Account Information

Customer Name Dow Jones
Email dowjones@cedcommerce.com
Customer Group General

Billing Address

Dow Jones
Flex road
California, District of Columbia, 10001
United States
T: 7777777777

Shipping Address

Dow Jones
Flex Road
California, District of Columbia, 10001
United States
T: 7777777777

Payment Information

Check / Money order
Order was placed using USD

Shipping and Tracking Information

United Parcel Service - Next Day Air Total Shipping Charges: \$32.52
Create Shipping Label...

Carrier	Title	Number	Action
Custom Value			Add

Items Shipped

Product	Qty Shipped
Test Product - deepak SKU: Test Product - deepak	1

Shipment History

Comment Text

☐ Notify Customer by Email
☐ Visible on Frontend

Submit Comment

v. Create Credit Memo

Credit memo can be created from the order page by clicking on the “Credit Memo” button at the top right corner of the page, but this option will be available only when an invoice has been created.



On clicking the “Credit Memo” button the credit memo page will open. The vendor can update the quantity of the product in the credit memo. After updating the quantity the grand total will change as per the quantity and the vendor needs to click on the “**Refund Offline**” button so as to carry out an offline refund process. The details of this refund can be seen on the vendor order page.

New Credit Memo for Order #100000092
[Back](#)

Order # 100000092 (the order confirmation email was sent)

Order Date Jul 9, 2015 3:09:32 AM
Order Status Processing
Purchased From Main Website
Main Store
English

Account Information

Customer Name dow Jones
Email dowjones@cedcommerce.com
Customer Group General

Billing Address

dow Jones
test
test, Arizona, test
United States
T: test
F: test

Shipping Address

dow Jones
test
test, Arizona, test
United States
T: test
F: test

Payment Information

Check / Money order
Order was placed using USD

Shipping Information

Flat Rate - Fixed Total Shipping Charges: \$30.00

Items to Refund

Product	Price	Qty	Return to Stock	Qty to Refund	Subtotal	Tax Amount	Discount Amount	Row Total
Test Product - vendor1	\$180.00	Ordered 6	<input type="checkbox"/>	<input type="text" value="1"/>	\$180.00	\$0.00	\$0.00	\$180.00
SKU: Test Product - vendor1		Invoiced 1						

[Update Qty](#)

Paid Amount
\$210.00

Refund Amount
\$0.00

Shipping Amount
\$30.00

Shipping Refund
\$0.00

Order Grand Total
\$1,110.00

Credit Memo Comments

Credit Memo Comments

Refund Totals

Subtotal	\$180.00
Refund Shipping	30
Adjustment Refund	0
Adjustment Fee	0
Grand Total	\$210.00

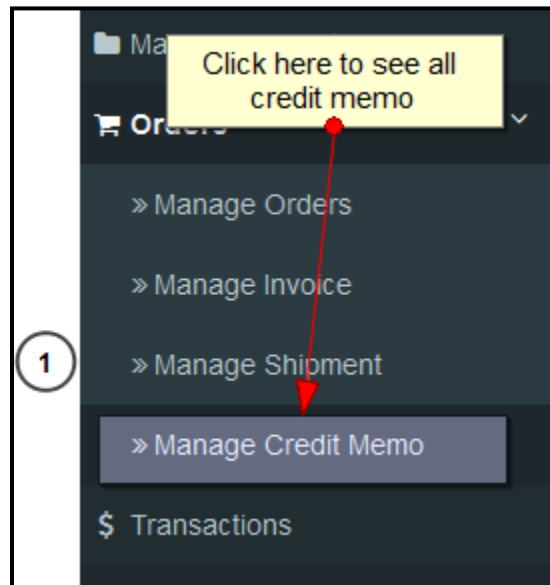
Append Comments ☐

Email Copy of Credit Memo ☐

[Refund Offline](#)

vi. View All Credit Memo List

Vendor can see the entire credit memo list by clicking on the “Manage Credit Memo” link in the left side navigation menu.



Credit Memo List

Page 1 of 1 pages | View 20 per page | Total 14 records found

Export to: CSV

Export

Reset Filter

Search

Select Visible | Unselect Visible

Actions

Submit

0 items selected

	Credit Memo #	Created At	Order #	Order Date	Bill to Name	Status	Refunded	Action
Any		From: To:		From: To:			From: To:	
<input type="checkbox"/>	100000017	Jul 21, 2015 2:26:52 AM	100000163	Jul 17, 2015 12:41:20 AM	Dow Jones	Refunded	\$212.52	View
<input type="checkbox"/>	100000015	Jul 16, 2015 4:34:38 AM	100000162	Jul 15, 2015 11:29:24 PM	Dow Jones	Refunded	\$397.51	View
<input type="checkbox"/>	100000014	Jul 14, 2015 4:07:50 AM	100000143	Jul 14, 2015 2:25:49 AM	Robin Miller	Refunded	\$560.00	View
<input type="checkbox"/>	100000013	Jul 14, 2015 4:06:02 AM	100000143	Jul 14, 2015 2:25:49 AM	David Miller	Refunded	\$1,483.10	View
<input type="checkbox"/>	100000012	Jul 13, 2015 10:19:37 PM	100000142	Jul 13, 2015 10:16:51 PM	Dow Jones	Refunded	\$1,871.20	View
<input type="checkbox"/>	100000011	Jul 13, 2015 10:06:44 PM	100000141	Jul 13, 2015 9:48:39 PM	Joan Miller	Refunded	\$3,642.79	View

Clicking on the view button on the “Credit Memo List” page will open up the credit memo view page as shown below:-

Credit Memo #100000017 | Refunded | Jul 21, 2015 2:26:52 AM (the credit memo email is not sent)

⏮ Back

✔ Print

Order # 100000163 (the order confirmation email was sent)

Order Date Jul 17, 2015 12:41:20 AM

Order Status Closed

Purchased From Main Website
Main Store
English

Account Information

Customer Name Dow Jones

Email dowjones@cedcommerce.com

Customer Group General

Billing Address

Dow Jones
Flex Road
California, District of Columbia, 10001
United States
T: 7777777777

Shipping Address

Dow Jones
flex Road
California, District of Columbia, 10001
United States
T: 7777777777

Payment Information

Check / Money order

Order was placed using USD

Shipping Information

United Parcel Service - Next Day Air Total Shipping Charges: \$32.52

Items Refunded

Product	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
Test Product - vendor1 SKU: Test Product - vendor1	\$180.00	1	\$180.00	\$0.00	\$0.00	\$180.00

Credit Memo History

Comment Text

- ☐ Notify Customer by Email
- ☐ Visible on Frontend

✔ Submit Comment

Credit Memo Totals

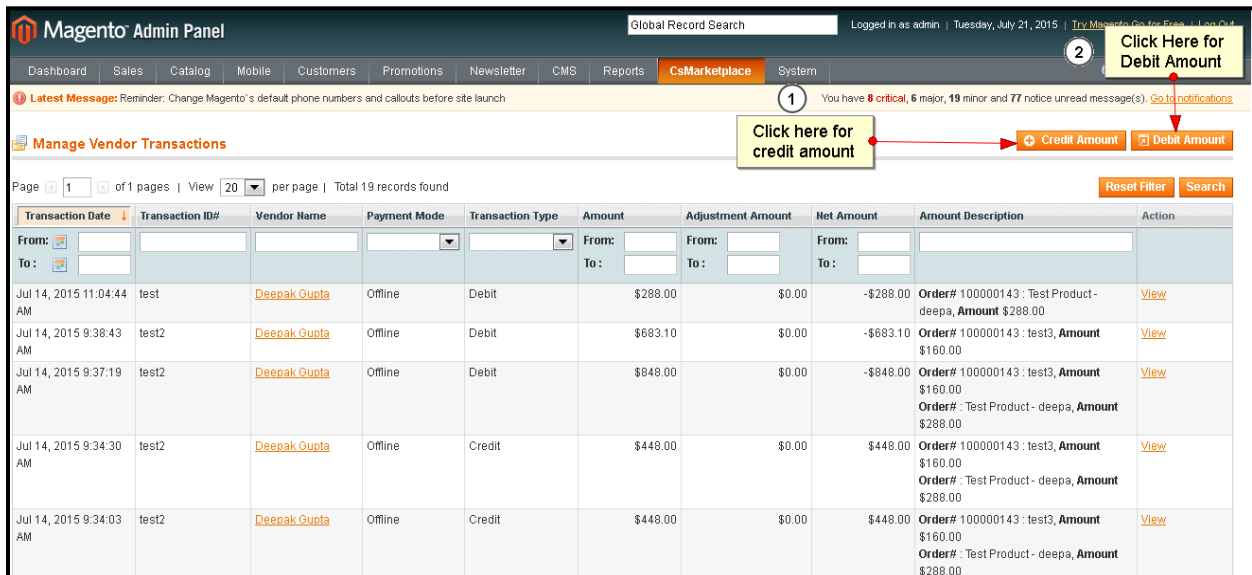
Subtotal	\$180.00
Shipping & Handling	\$32.52
Adjustment Refund	\$0.00
Adjustment Fee	\$0.00
Grand Total	\$212.52

Manage Vendor Transactions

Admin can visit the vendor transactions page by selecting **CsMarketplace > Vendor Transactions** from the menu section in the admin panel and view vendor-wise transactions list.

i. Order Transaction grid

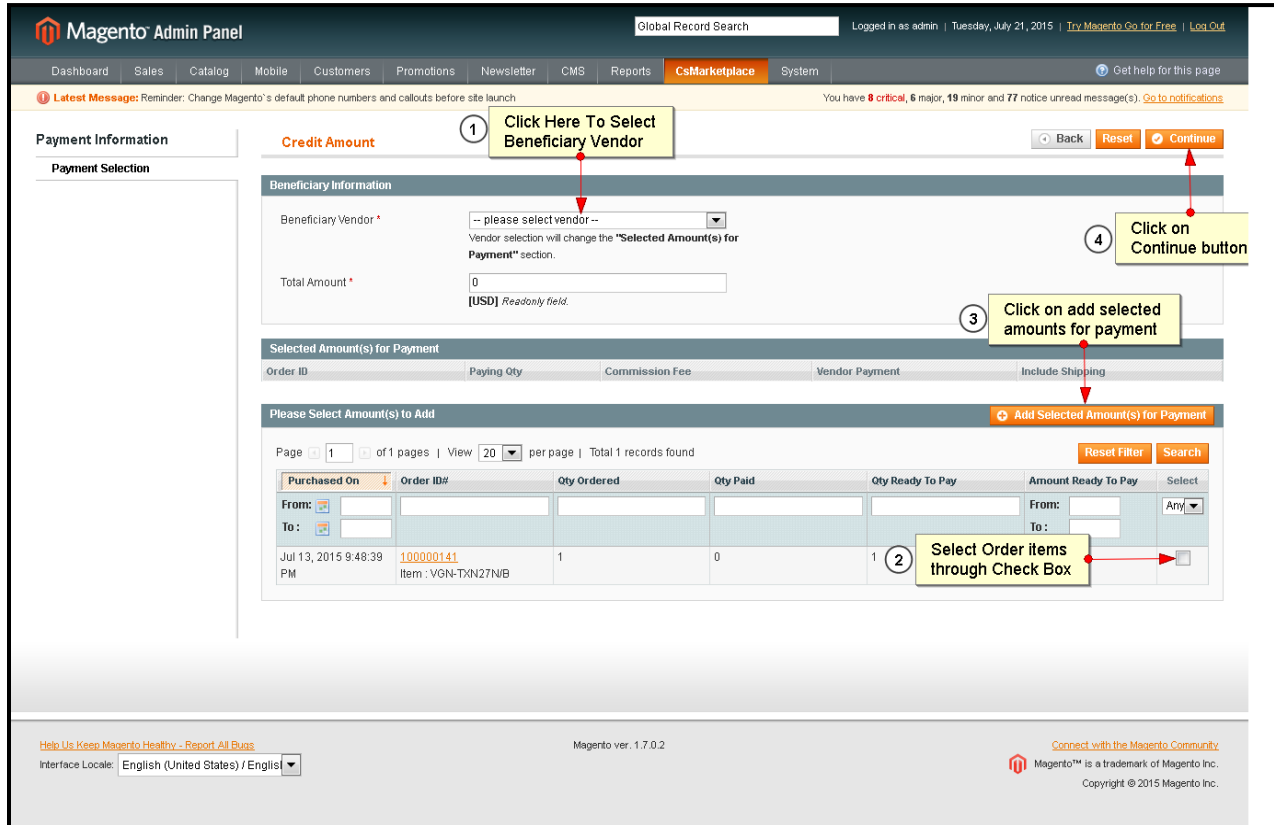
- **Transaction date:** The date when the payment has to be made to vendor.
- **Transaction Id:** Some id assigned to the transaction.
- **Vendor Name:** The name of the vendor to whom the transactions has been made.
- **Payment Mode:** The mode of the payment i.e. online or offline.
- **Transaction Type:** The type of the transaction i.e. either Credit type or Debit type. Credit means that the amount has to be paid to the vendor. Debit means the amount has to be withdrawn from the vendor's account.
- **Amount:** The amount that has to be paid to the vendor.
- **Adjustment Amount:** It is the amount which is paid as some kind of charges during the transaction.
- **Net Amount:** It is the current earning of the vendor i.e. the amount that the vendor has earned till date.
- **Amount Description:** The description of the order will be shown here.
- **View:** allows the admin to view the details of the transaction.



Transaction Date	Transaction ID#	Vendor Name	Payment Mode	Transaction Type	Amount	Adjustment Amount	Net Amount	Amount Description	Action
Jul 14, 2015 11:04:44 AM	test	Deepak Gupta	Offline	Debit	\$288.00	\$0.00	-\$288.00	Order# 100000143 : Test Product - deepa, Amount \$288.00	View
Jul 14, 2015 9:36:43 AM	test2	Deepak Gupta	Offline	Debit	\$683.10	\$0.00	-\$683.10	Order# 100000143 : test3, Amount \$160.00	View
Jul 14, 2015 9:37:19 AM	test2	Deepak Gupta	Offline	Debit	\$848.00	\$0.00	-\$848.00	Order# 100000143 : test3, Amount \$160.00	View
Jul 14, 2015 9:34:30 AM	test2	Deepak Gupta	Offline	Credit	\$448.00	\$0.00	\$448.00	Order# 100000143 : test3, Amount \$160.00	View
Jul 14, 2015 9:34:03 AM	test2	Deepak Gupta	Offline	Credit	\$448.00	\$0.00	\$448.00	Order# 100000143 : test3, Amount \$160.00	View

ii. Credit/Debit transaction

On clicking the Credit or Debit Amount Buttons, “**Payment Information Page**” will open. The admin has to select the Beneficiary Vendor here i.e. the name of the vendor to whom the amount has to be credited or debited. On clicking “Add/Remove Amount for Payment” button, the order grid will open up. From there the admin can select the order items for which payment has to be done. After that “**Add selected Amount for payment**” button should be clicked to add all the selected orders amount to the “**Total Amount**” and finally “Continue” button should be clicked to proceed to final Transaction Information Page.



Magento Admin Panel Global Record Search Logged in as admin | Tuesday, July 21, 2015 | [Try Magento Go for Free](#) | [Log Out](#)

Dashboard Sales Catalog Mobile Customers Promotions Newsletter CMS Reports **CsMarketplace** System Get help for this page

Latest Message: Reminder: Change Magento's default phone numbers and callouts before site launch You have 8 critical, 6 major, 19 minor and 77 notice unread message(s). [Go to notifications](#)

Payment Information

Payment Selection

Credit Amount ① Click Here To Select Beneficiary Vendor

Back Reset Continue

Beneficiary Information

Beneficiary Vendor * -- please select vendor --
Vendor selection will change the "Selected Amount(s) for Payment" section.

Total Amount * 0
[USD] Readonly field.

④ Click on Continue button

Selected Amount(s) for Payment

Order ID	Paying Qty	Commission Fee	Vendor Payment	Include Shipping
Please Select Amount(s) to Add				

③ Click on add selected amounts for payment

➤ Add Selected Amount(s) for Payment

Page 1 of 1 pages | View 20 per page | Total 1 records found

Reset Filter Search

Purchased On	Order ID#	Qty Ordered	Qty Paid	Qty Ready To Pay	Amount Ready To Pay	Select
From: Jul 13, 2015 9:48:39 PM	To: 1000000141	1	0	1	From: To:	Any
Item: VGN-TXN27N/B						② Select Order items through Check Box

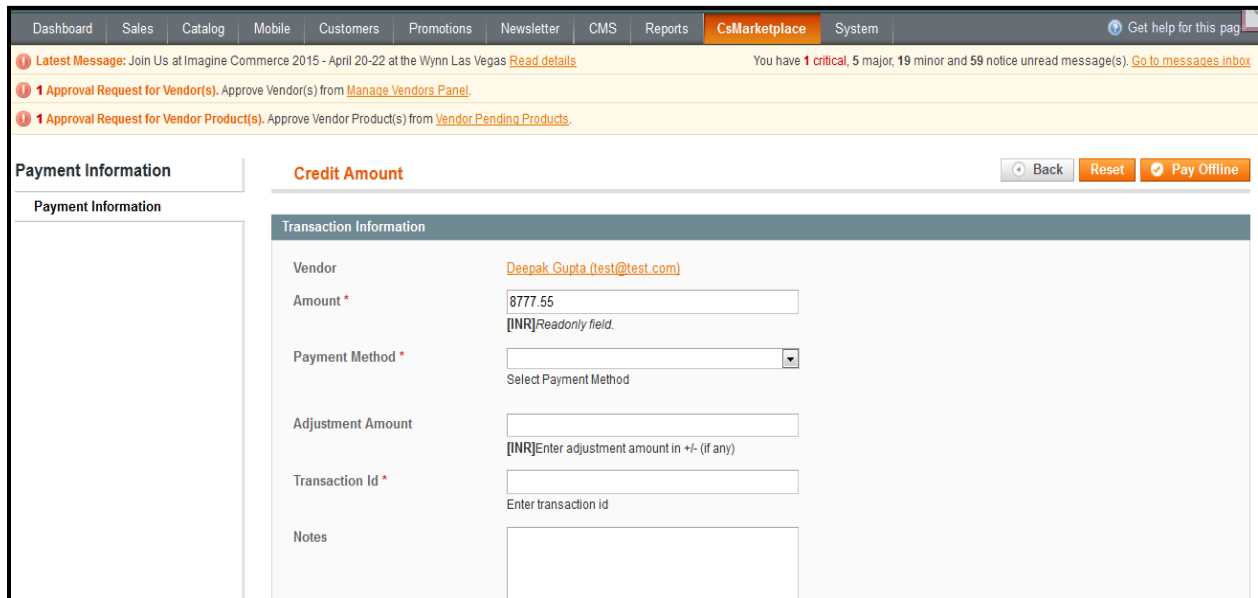
Help Us Keep Magento Healthy - Report All Bugs
Interface Locale: English (United States) / English

Magento ver. 1.7.0.2

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a. Transaction information page

After clicking the “Continue” button, a form to enter the amount of the transaction will be displayed. The admin can enter the Transaction Id, Payment Method (which the vendor has enabled) and the Adjustment amount (Additional charges like bank charges etc.) and Notes.



The screenshot shows the 'Transaction Information' page in the CedCommerce system. The page has a top navigation bar with links: Dashboard, Sales, Catalog, Mobile, Customers, Promotions, Newsletter, CMS, Reports, CsMarketplace (active), and System. A 'Get help for this page' link is also present. Below the navigation bar, there are three messages: a 'Latest Message' about an event, and two 'Approval Request' messages for vendors and products. The main content area is titled 'Credit Amount' and includes a 'Payment Information' sidebar. The 'Transaction Information' form contains the following fields: Vendor (Deepak Gupta (test@test.com)), Amount (8777.55), Payment Method (a dropdown menu with 'Select Payment Method' as the current selection), Adjustment Amount (a text input field with a placeholder '[INR]Enter adjustment amount in +/- (if any)'), Transaction Id (a text input field with a placeholder 'Enter transaction id'), and Notes (a text area). At the top right of the form, there are three buttons: 'Back', 'Reset', and 'Pay Offline'.

Support

If you need any support or have questions directly related to the Vendor Order Addon, please use our Online Message Form to contact our support team or send us an email at support@cedcommerce.com

Best Regards,

CedCommerce Team