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[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. This addon is developed in Magento 2.



Vendor Order Addon

User Manual

Version - 2.0

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Overview

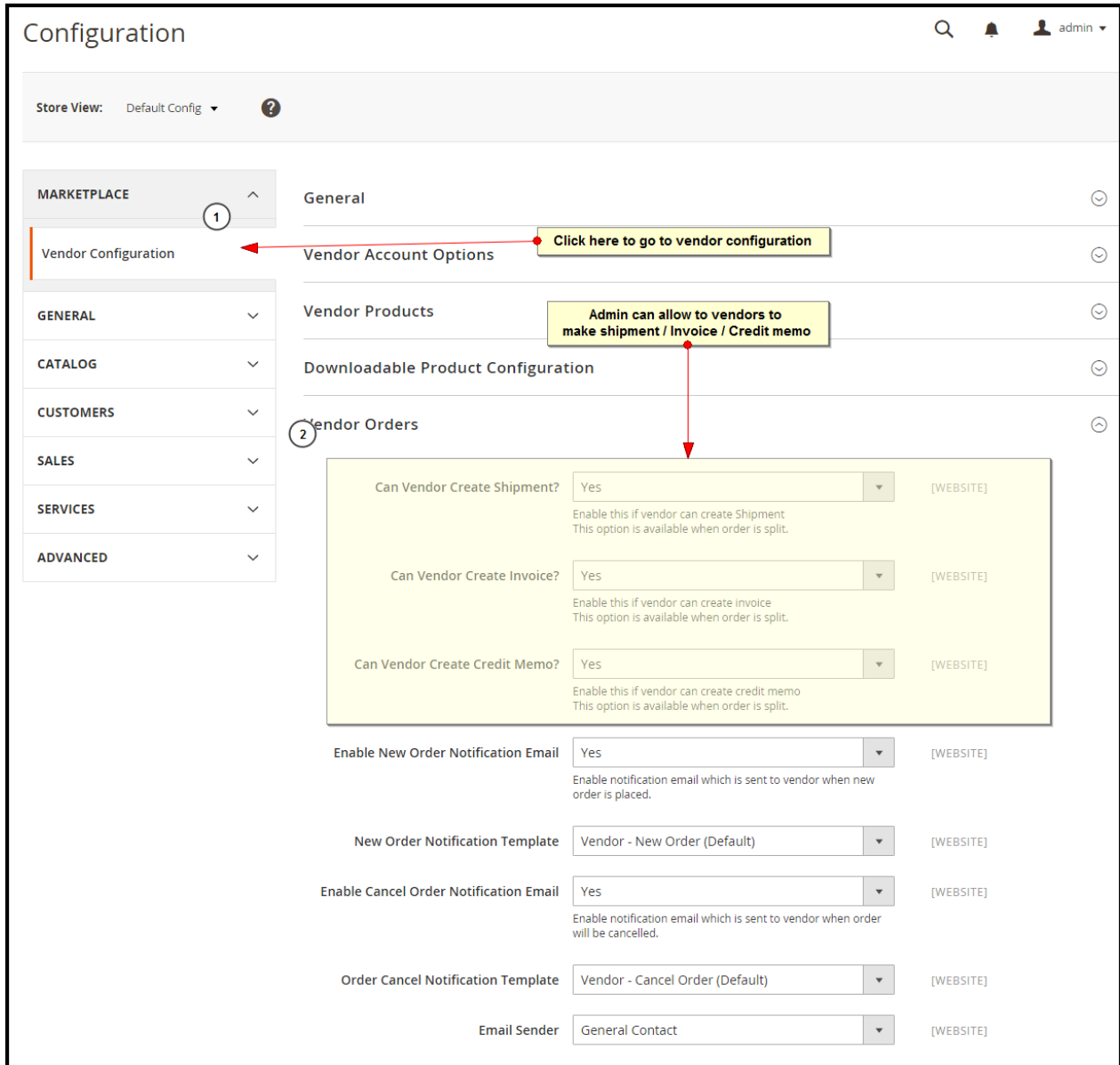
Vendor Order Addon is a CedCommerce Multi-Vendor Marketplace addon for Magento 2. The standard version of CedCommerce Multi-Vendor Marketplace allows the Admin to just have a record of the orders without providing any operation based interaction, with the order related features, to the vendors.

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 admin site, 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 and to allow the vendors to ship their orders, 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 **Stores > Configuration > Vendor Configuration**, from the left menu section in the admin site and clicking on the “Vendor Orders” group thereafter.



The screenshot shows the 'Configuration' page with a sidebar on the left containing categories like MARKETPLACE, GENERAL, CATALOG, CUSTOMERS, SALES, SERVICES, and ADVANCED. The 'Vendor Configuration' link is circled with a '1'. The main content area shows 'Vendor Orders' settings, with a circled '2' next to the section header. A callout box highlights the 'Can Vendor Create Shipment?', 'Can Vendor Create Invoice?', and 'Can Vendor Create Credit Memo?' options, all set to 'Yes'. Another callout box points to the 'Vendor Configuration' link with the text 'Click here to go to vendor configuration'. Below the highlighted options are settings for 'Enable New Order Notification Email', 'New Order Notification Template', 'Enable Cancel Order Notification Email', 'Order Cancel Notification Template', and 'Email Sender'.

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. Orders Management

a) Merge Orders

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.

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).

Order # 000000136

[← Back](#) [Invoice](#) [Ship](#)

1 → **Ship button will use to ship the product**

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000136 (The order confirmation email was sent)

Order Date	Jan 13, 2016, 1:02:12 PM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	192.168.0.152

Account Information

Customer Name	Dave Taylor
Email	davetaylor@cedcommerce.com
Customer Group	General

Address Information

Billing Address

Dave Taylor
Park Street
A-146
Los Angeles, Maryland, 11000
United States
T: 8787878787

Shipping Address

Dave Taylor
Park Street
A-146
Los Angeles, Maryland, 11000
United States
T: 8787878787

Payment & Shipping Method

Payment Information

Check / Money order

The order was placed using USD.

Shipping & Handling Information

Fix Rate \$5.00

2 → **Shipping amount will show for which customer placed the order**

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Test Simple-Dave	Ordered	\$100.00	\$80.00	Ordered 1	\$80.00	\$0.00	0%	\$0.00	\$80.00
SKU: dave									

Order Total

Notes for this Order

Status: Pending

Comment:

Notify Customer by Email
 Visible on Storefront

Submit Comment

Order Totals

Grand Total (Earned)	\$80.00
Commission Fee	\$10.00
Net Earned	\$70.00

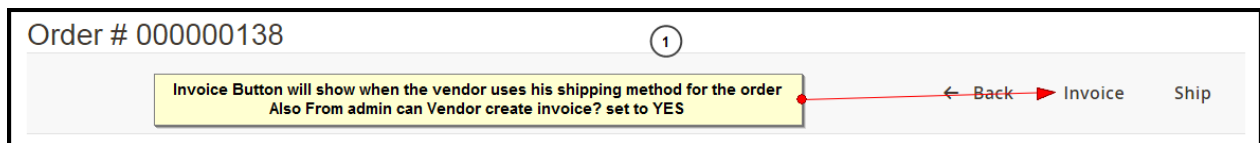
Note - To show the **Ship** button in the “Merge Order”, certain cases must be fulfilled:-

a) You must set the **Can Vendor Create Shipment?** Option to **Yes**

b) **Multi Shipping Addon** must be installed.

ii. Can Vendor Create Invoice

You can set **Can vendor create invoice?** option 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:-



Order # 000000138 1

Invoice Button will show when the vendor uses his shipping method for the order
Also From admin can Vendor create invoice? set to YES

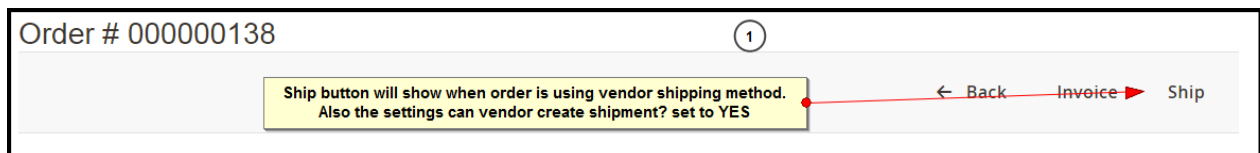
← Back → Invoice Ship

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

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

iii. Can Vendor Create Shipment

When you set **Can vendor create Shipment?** Yes then only “Ship” button will be visible to the vendor at frontend for creating the shipment of his products.



Order # 000000138 1

Ship button will show when order is using vendor shipping method.
Also the settings can vendor create shipment? set to YES

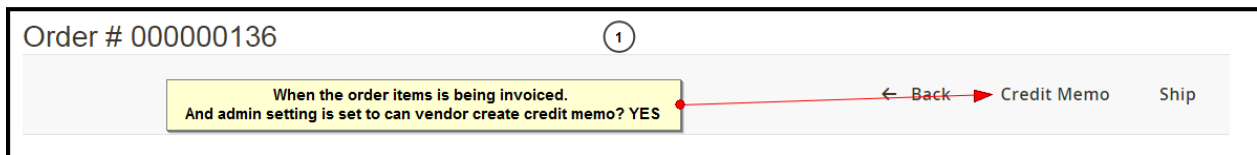
← Back → Invoice → Ship

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

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

iv. Can Vendor Create Credit Memo

This option is 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) 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 # 00000136

Order View Screen

Click here to see Invoice related to order

Click here to see CreditMemo related to order

Click here to see Shipment related to order

Click here to see Comments History related to order

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order confirmation email was sent) 16, 1:02:12 PM

Order Status: Processing

Purchased From: Main Website, Main Website Store, Default Store View

Placed from IP: 192.168.0.152

Account Information

Customer Name: Dave Taylor
 Email: dave.taylor@cedcommerce.com
 Customer Group: General

Address Information

Billing Address
 Dave Taylor
 Park Street
 A-146
 Los Angeles, Maryland, 11000
 United States
 T: 8787878787

Shipping Address
 Dave Taylor
 Park Street
 A-146
 Los Angeles, Maryland, 11000
 United States
 T: 8787878787

Payment & Shipping Method

Payment Information
 Check / Money order
 The order was placed using USD.

Shipping & Handling Information
 Fix Rate \$5.00

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Test Simple-Deepak SKU: deepak1	Invoiced	\$100.00	\$80.00	Ordered 1 Invoiced 1	\$80.00	\$0.00	0%	\$0.00	\$80.00

Order Total

Notes for this Order

Status: Processing

Comment:

Notify Customer by Email
 Visible on Storefront

Order Totals

Grand Total (Earned)	\$80.00
Commission Fee	\$10.00
Net Earned	\$70.00

- 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 # 000000136

①

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order invoice View

Search
Reset Filter
1 records found

20

per page

<

1

>

Invoice #	Bill to Name	Invoice Date	Status	Amount
<input type="text"/>	<input type="text"/>	From <input type="text"/>	<input type="text"/>	From <input type="text"/>
		To <input type="text"/>		To <input type="text"/>
000000030	Dave Taylor	Jan 13, 2016, 2:35:59 PM	Paid	\$85.00

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iv. Order Credit Memo Section

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

Order # 000000137

ORDER VIEW

- Information
- Invoices
- Credit Memos
- Shipments
- Comments History

Credit memo list

①

Search
Reset Filter
1 records found

per page
 < 1 of 1 >

Credit Memo #	Bill to Name	Created At	Status	Amount
<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>
000000033	Dave Taylor	Jan 13, 2016, 4:06:26 PM	Refunded	\$90.00

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 # 000000137

①

Shipment View

ORDER VIEW

- Information
- Invoices
- Credit Memos
- Shipments**
- Comments History

Shipment #	Ship to Name	Date Shipped	Total Qty
		From <input type="text"/>	From <input type="text"/>
		To <input type="text"/>	To <input type="text"/>
000000030	Dave Taylor	Jan 13, 2016, 3:46:17 PM	1

vi. Comments History

Order-wise comments can be seen from this section.

Order # 000000137

ORDER VIEW	Jan 13, 2016, 2:50:45 PM	2:50:45 PM	Invoice #000000031 comment added	Customer Not Notified
	Jan 13, 2016, 2:50:45 PM	2:50:45 PM	Invoice #000000031 created	
	Jan 13, 2016, 3:46:17 PM	3:46:17 PM	Shipment #000000030 created	
	Jan 13, 2016, 3:46:18 PM	3:46:18 PM	Shipment #000000030 comment added	Customer Not Notified
Information	Jan 13, 2016, 4:06:26 PM	4:06:26 PM	Credit memo #000000033 created	
	Jan 13, 2016, 4:06:26 PM	4:06:26 PM	Credit memo #000000033 comment added	Customer Not Notified
Invoices	Jan 13, 2016, 4:06:27 PM	4:06:27 PM	Processing	

Notes for this Order

testing invoice split by arun
 Comment added Jan 13, 2016, 2:50:45 PM 2:50:45 PM

shipment split test by arun
 Comment added Jan 13, 2016, 3:46:18 PM 3:46:18 PM

testing credit memo by arun
 Comment added Jan 13, 2016, 4:06:26 PM 4:06:26 PM

We refunded \$265.00 offline.
 Comment added Jan 13, 2016, 4:06:27 PM 4:06:27 PM

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.

Order # 000000138 1

Invoice Button will show when the vendor uses his shipping method for the order
 Also From admin can Vendor create invoice? set to YES

← Back → Invoice Ship

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.

Panel

New Invoice

Order & Account Information

Order # 00000138 (The order confirmation email was sent)

Order Date	Jan 13, 2016, 3:23:09 PM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	192.168.0.152

Account Information

Customer Name	Dave Taylor
Email	davelaylor@cedcommerce.com
Customer Group	General

Address Information

Billing Address

Dave Taylor
Park Street
A-146
Los Angeles, Maryland, 11000
United States
T: 8787878787

Shipping Address

Dave Taylor
Park Street
A-146
Los Angeles, Maryland, 11000
United States
T: 8787878787

Payment & Shipping Method

Payment Information

Check / Money order

The order was placed using USD.

Items to Invoice

Product	Price	Qty	Qty to Invoice	Subtotal	Tax Amount	Discount Amount	Row Total
Test Simple- Ankur22 SKU: ankur1	\$90.00	Ordered 1	<input style="width: 40px;" type="text" value="1"/>	\$90.00	\$0.00	\$0.00	\$90.00

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

After changing the quantity vendor can click on Update Qty's

Order Total

Invoice History

Put your comments here

Invoice Totals

Subtotal	\$90.00
Estimated Total	\$90.00

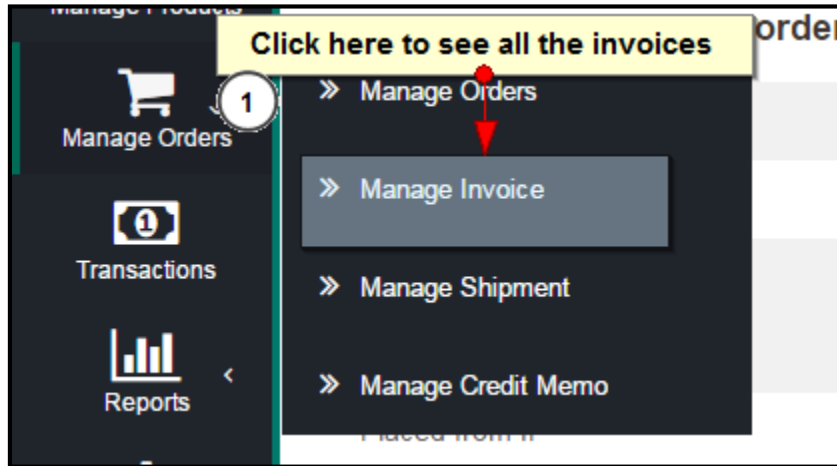
Append Comments

Email Copy of Invoice

After entering all the details can click here to create invoice

ii. View All Invoice List

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



Invoice List

Search [Reset Filter](#) 11 records found 20 per page < 1 of 1 >

Invoice #	Invoiced On	Order #	Order Date	Billing To Name	G.T.	Status	View
<input type="text"/>	From <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/>	<input type="text"/>	From <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/> USD	<input type="text"/>	
000000011	Dec 18, 2015	000000125	Dec 18, 2015	dave Taylor	\$0.00	Pending	View
000000013	Jan 6, 2016	000000113	Dec 12, 2015	dave Taylor	\$0.00	Paid	View
000000014	Jan 7, 2016	000000107	Dec 9, 2015	Mark Adams	\$80.00	Paid	View
000000015	Jan 8, 2016	000000127	Jan 8, 2016	Mark Adams	\$80.00	Paid	View
000000018	Jan 11, 2016	000000130	Jan 11, 2016	Mark Adams	\$80.00	Pending	View
000000020	Jan 11, 2016	000000132	Jan 11, 2016	dave Taylor	\$80.00	Paid	View
000000021	Jan 12, 2016	000000131	Jan 11, 2016	dave Taylor	\$80.00	Paid	View
000000023	Jan 13, 2016	000000133	Jan 13, 2016	Mark Adams	\$80.00	Paid	View
000000029	Jan 13, 2016	000000135	Jan 13, 2016	dave Taylor	\$80.00	Paid	View
000000030	Jan 13, 2016	000000136	Jan 13, 2016	Dave Taylor	\$80.00	Paid	View
000000031	Jan 13, 2016	000000137	Jan 13, 2016	dave Taylor	\$160.00	Paid	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 # 000000014

[← Back](#) [Print](#)

Order & Account Information

Order # 000000107 (The order confirmation email was sent)

Order Date	Dec 9, 2015, 3:49:37 PM
Order Status	Complete
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	192.168.0.152

Account Information

Customer Name	deepak gupta
Email	deepakgupta@...s.com
Customer Group	General

Address Information

Billing Address

deepak gupta
fada
asdasd, District of Columbia, 11100
United States
T: 432424

Shipping Address

deepak gupta
fada
asdasd, District of Columbia, 11100
United States
T: 432424

Payment & Shipping Method

Payment Information

Check / Money order
The order was placed using USD.

Shipping Information

Flat Rate - Fixed
Total Shipping Charges: **\$10.00**

Items Invoiced

Product	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
Test Simple- Deepak SKU: deepak1	\$80.00	1	\$80.00	\$0.00	\$0.00	\$80.00

Order Total

Invoice History

Comment Text

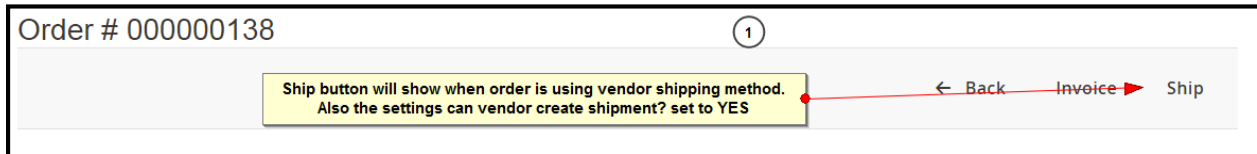
Invoice Totals

Subtotal	\$80.00
Estimated Total	\$80.00

- Notify Customer by Email**
- Visible on Storefront**

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

[← Back](#)

Order & Account Information

Order # 000000138 (The order confirmation email was sent)

Order Date	Jan 13, 2016, 3:23:09 PM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	192.168.0.152

Account Information

Customer Name	Dave Taylor
Email	davetaylor@cedcommerce.com
Customer Group	General

Address Information

Billing Address

Dave Taylor
Park Street
A-146
Los Angeles, Maryland, 11000
United States
T: 8787878787

Shipping Address

Dave Taylor
Park Street
A-146
Los Angeles, Maryland, 11000
United States
T: 8787878787

Payment & Shipping Method

Payment Information

Check / Money order

The order was placed using USD.

Shipping Information

Flat Rate - Fixed
Total Shipping Charges: **\$10.00**

Carrier	Title	Number	Action
Custom Value	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Tracking Number"/>			

Items to Ship

Product	Qty	Qty to Ship
Test Simple- Deepak SKU: deepak1	Ordered 1	<input type="text" value="1"/>

Shipment Total

Shipment Comments

Comment Text

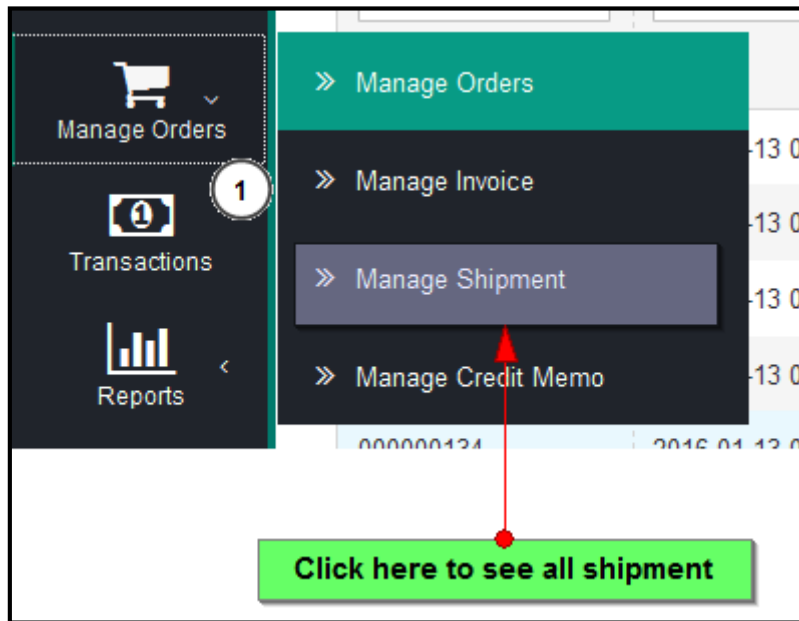
Shipment Options

Append Comments

Email Copy of 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 **Manage Orders** section.



Shipment List

Search [Reset Filter](#) 8 records found

20 per page < 1 of 1 >

Shipment #	Date Shipped	Order #	Order Date	Ship to Name	Shipping Qty	Action
<input type="text"/>	From <input type="text"/>  To <input type="text"/> 	<input type="text"/>	From <input type="text"/>  To <input type="text"/> 	<input type="text"/>	<input type="text"/>	
00000030	Jan 13, 2016, 3:46:17 PM	00000137	Jan 13, 2016, 3:46:17 PM	Dave Taylor	2	View
00000029	Jan 13, 2016, 12:40:34 PM	00000135	Jan 13, 2016, 12:40:34 PM	Mark Adams	1	View
00000025	Jan 11, 2016, 7:13:40 PM	00000132	Jan 11, 2016, 7:13:40 PM	Dave Taylor	1	View
00000024	Jan 11, 2016, 12:57:07 PM	00000128	Jan 11, 2016, 12:57:07 PM	Dave Taylor	1	View
00000023	Jan 8, 2016, 4:54:09 PM	00000127	Jan 8, 2016, 4:54:09 PM	Mark Adams	1	View
00000022	Jan 8, 2016, 3:57:54 PM	00000095	Jan 8, 2016, 3:57:54 PM	Mark Adams	1	View
00000015	Jan 6, 2016, 12:26:18 PM	00000113	Jan 6, 2016, 12:26:18 PM	Dave Taylor		View
00000014	Jan 6, 2016, 12:14:54 PM	00000114	Jan 6, 2016, 12:14:54 PM	Dave Taylor		View

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

Shipment # 000000029

← Back Print **Save**

Order & Account Information

Order # 00000135 (The order confirmation email was sent)

Order Date	Jan 13, 2016, 12:35:07 PM
Order Status	Closed
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	192.168.0.207

Account Information

Customer Name	deepak gupta
Email	deepakgupta@...com
Customer Group	General

Address Information

Billing Address

deepak gupta
fada
asdasd, District of Columbia, 11100
United States
T. 432424

Shipping Address

deepak gupta
fada
asdasd, District of Columbia, 11100
United States
T. 432424

Payment & Shipping Method

Payment Information

Check / Money order

The order was placed using USD.

Shipping and Tracking Information

Flat Rate - Fixed
Total Shipping Charges: \$10.00

Carrier	Title	Number	Action
Custom Value	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Items Shipped

Product	Qty Shipped
Test Simple- Deepak SKU: deepak1	1
Test Simple- Ankur22 SKU: ankur1	1

Order Total

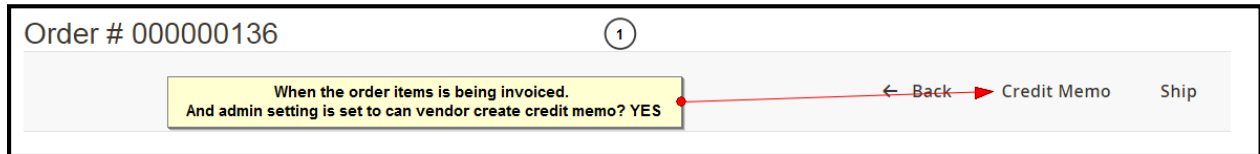
Shipment History

Comment Text

- Notify Customer by Email
- Visible on Storefront

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 Memo

[← Back](#)

Order & Account Information

Order # 00000136 (The order confirmation email was sent)		Account Information	
Order Date	Jan 13, 2016, 1:02:12 PM	Customer Name	Dave Taylor
Order Status	Processing	Email	davetaylor@cedcommerce.com
Purchased From	Main Website Main Website Store Default Store View	Customer Group	General
Placed from IP	192.168.0.152		

Address Information

Billing Address	Shipping Address
Dave Taylor Park Street A-146 Los Angeles, Maryland, 11000 United States T: 8787878787	Dave Taylor Park Street A-146 Los Angeles, Maryland, 11000 United States T: 8787878787

Payment & Shipping Method

Payment Information	Shipping Information
Check / Money order The order was placed using USD.	Flat Rate - Fixed Total Shipping Charges: \$10.00

Items to Refund

Product	Price	Qty	Return to Stock	Qty to Refund	Subtotal	Tax Amount	Discount Amount	Row Total
Test Simple- Deepak SKU: deepak1	\$80.00	Ordered 1 Invoiced 1	<input type="checkbox"/>	<input type="text" value="1"/>	\$80.00	\$0.00	\$0.00	\$80.00

[Update Qty's](#)

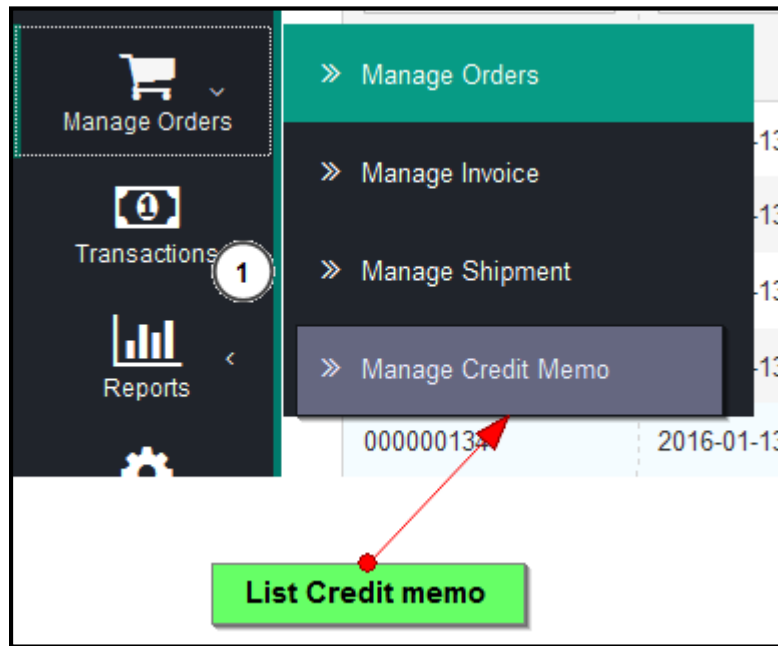
Order Total

Credit Memo Comments	Refund Totals
Comment Text <input type="text"/>	Subtotal \$80.00
	Refund Shipping <input type="text" value="5"/>
	Adjustment Refund <input type="text" value="0"/>
	Adjustment Fee <input type="text" value="0"/>
	Estimated Total \$85.00
	<input type="checkbox"/> Append Comments
	<input type="checkbox"/> 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.



Creditmemo List

Search [Reset Filter](#) 8 records found 20 per page < 1 of 1 >

Creditmemo ID #	Created	Order #	Order Date	Ship to Name	Refunded	Status	Action
<input type="text"/>	From <input type="text"/> <input type="calendar"/> To <input type="text"/> <input type="calendar"/>	<input type="text"/>	From <input type="text"/> <input type="calendar"/> To <input type="text"/> <input type="calendar"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/> USD <input type="text"/>	<input type="text"/>	
00000033	Jan 13, 2016, 4:06:26 PM	000000137	Jan 13, 2016, 4:06:26 PM	Mark Adams	\$160.00	Refunded	View
00000032	Jan 13, 2016, 12:42:11 PM	000000135	Jan 13, 2016, 12:42:11 PM	Mark Adams	\$80.00	Refunded	View
00000025	Jan 13, 2016, 11:26:40 AM	000000131	Jan 13, 2016, 11:26:40 AM	Dave Taylor	\$80.00	Refunded	View
00000021	Jan 11, 2016, 7:19:06 PM	000000132	Jan 11, 2016, 7:19:06 PM	Mark Adams	\$80.00	Refunded	View
00000020	Jan 11, 2016, 5:58:50 PM	000000130	Jan 11, 2016, 5:58:50 PM	Dave Taylor	\$80.00	Refunded	View
00000017	Jan 8, 2016, 1:19:08 PM	000000107	Jan 8, 2016, 1:19:08 PM	Dave Taylor	\$80.00	Refunded	View
00000015	Jan 6, 2016, 1:12:24 PM	000000110	Jan 6, 2016, 1:12:24 PM	Mark Adams	\$0.00	Refunded	View
00000014	Jan 6, 2016, 1:08:37 PM	000000109	Jan 6, 2016, 1:08:37 PM	Satya Prakesh	\$0.00	Refunded	View

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

Creditmemo # 000000025

[← Back](#) [Print](#)

Order & Account Information

Order # 000000131 (The order confirmation email was sent)

Order Date	Jan 11, 2016, 6:30:25 PM
Order Status	Closed
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	192.168.0.152

Account Information

Customer Name	Ankur Verma
Email	ankurverma@cedcommerce.com
Customer Group	General

Address Information

Billing Address

Ankur Verma
dgdd
dfgdfg, dsfdsf, 3453453
India
T: 345435345

Shipping Address

Ankur Verma
dgdd
dfgdfg, dsfdsf, 3453453
India
T: 345435345

Payment & Shipping Method

Payment Information

Check / Money order
The order was placed using USD.

Shipping Information

Flat Rate - Fixed
Total Shipping Charges: **\$10.00**

Product	Price	Qty	Subtotal	Tax Amount	Discount Amount	Row Total
Test Simple- Deepak SKU: deepak1	\$80.00	1	\$80.00	\$0.00	\$0.00	\$80.00

Memo Total

Credit Memo History

Comment Text

- Notify Customer by Email**
- Visible on Storefront**

[Submit Comment](#)

Credit Memo Totals

Subtotal	\$80.00
Shipping & Handling	\$5.00
Adjustment Refund	\$0.00
Adjustment Fee	\$0.00
Estimated Total	\$85.00



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