



## **MARKETPLACE BUILDER – MULTI VENDOR**

**Turn PrestaShop into a marketplace with simple setup steps, #1 PrestaShop Marketplace module (multi-vendor) that allows sellers to list their products for sale and pay a percentage fee amount for each sale or a membership fee**

A product of PrestaHero

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## I. WELCOME

Thank you for purchasing our product. We hope to guide you through all the aspects of the module installation and setup within this document. If you have any questions beyond this documentation's scope, please contact us.

## II. INTRODUCTION

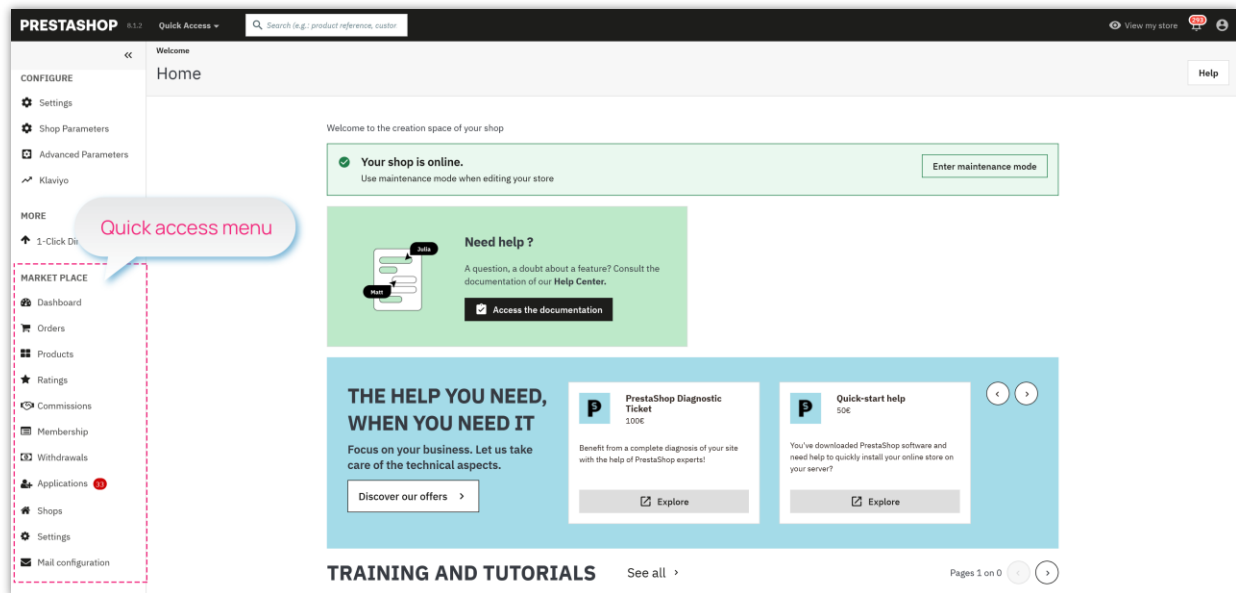
**Marketplace Builder** is the best PrestaShop marketplace module (multi-vendor module) to convert your online store into a marketplace so that multiple sellers can list their products on your marketplace and in exchange you can charge a fixed percentage fee amount for every single order they get or require sellers to pay a membership fee (monthly fee, yearly fee, one-time fee, etc.).

\* **"Marketplace Builder"** is compatible with PrestaShop 1.6.x, PrestaShop 1.7.x and PrestaShop 8.x.

## III. INSTALLATION

1. Navigate to **"Modules / Modules & Services"**, click **"Upload a module / Select file"**.
2. Select the module file **"ets\_marketplace.zip"** from your computer then click **"Open"** to install.
3. Click on the **"Configure"** button of the module you just installed to open the module's configuration page.

**Quick access:** You can also navigate to **Marketplace Builder**'s configuration page through the quick access menu.



## IV. SETTING UP YOUR MARKETPLACE

After successfully installing the **Marketplace Builder** module, let's configure all necessary elements for your marketplace!

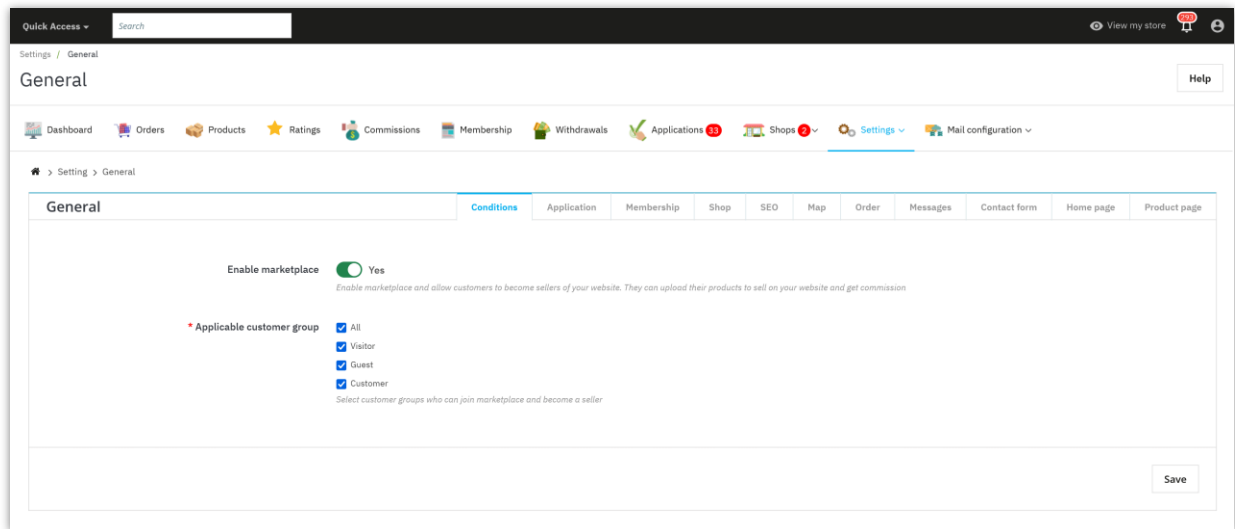
From the module's configuration page, select "**Settings**" > "**General**" menu to be navigated to "**General**" page.

### 1. Conditions

---

In the "**Conditions**" tab, you'll find the following options:

- **Enable marketplace:** Toggle this option on to activate your marketplace. This allows customers to sign up as sellers on your website and start selling their products.
- **Applicable customer group:** Here, you can choose which customer groups are eligible to join your marketplace and become sellers. This helps you control who can participate and ensures a smooth experience for both buyers and sellers.



## 2. Application

---

If you want to allow customers to become sellers on your online marketplace, you can easily set up a seller application process. Here's how:

- Navigate to the module's configuration page and select the **"Settings" > "General"** menu to access the **"General"** page. Go to the **"Application"** tab.
- Enable the option **"Require customers to register to join the marketplace"**. When this option is turned on, customers will need to fill out a registration form and await approval from the marketplace administrator to become a seller.

- You can customize the data fields that customers must provide to register as a seller.
- Provide a link to your marketplace's **"Terms and conditions of use"**. Sellers must read and accept these terms before submitting their application.

Require customers to submit an application  Yes  
You (admin) will need to manually approve marketplace joining requests

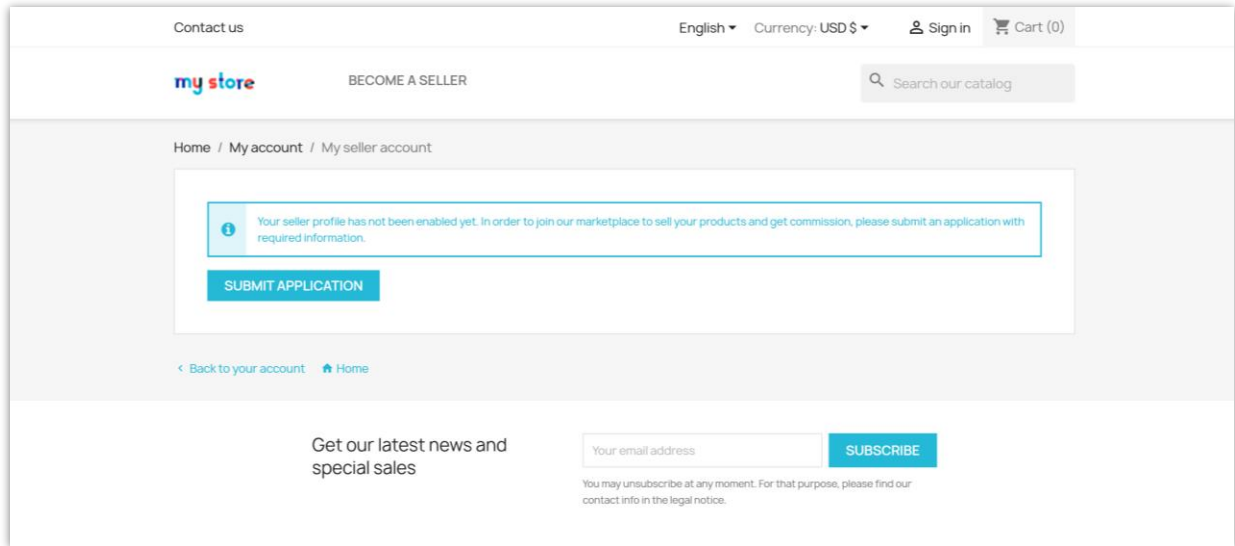
Select fields to get information from sellers

Fields	Enable	Require
All	<input type="checkbox"/>	<input type="checkbox"/>
Seller name	<input checked="" type="checkbox"/>	
Email	<input checked="" type="checkbox"/>	
Phone number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shop name	<input type="checkbox"/>	<input type="checkbox"/>
Shop description	<input type="checkbox"/>	<input type="checkbox"/>
Shop address	<input type="checkbox"/>	<input type="checkbox"/>
Latitude	<input type="checkbox"/>	
Longitude	<input type="checkbox"/>	
VAT number	<input type="checkbox"/>	
Shop logo	<input type="checkbox"/>	
Shop banner	<input type="checkbox"/>	
Banner URL	<input type="checkbox"/>	<input type="checkbox"/>
Facebook link	<input type="checkbox"/>	<input type="checkbox"/>
Instagram link	<input type="checkbox"/>	<input type="checkbox"/>
Google link	<input type="checkbox"/>	<input type="checkbox"/>
X link	<input type="checkbox"/>	<input type="checkbox"/>
Shop category	<input type="checkbox"/>	<input type="checkbox"/>

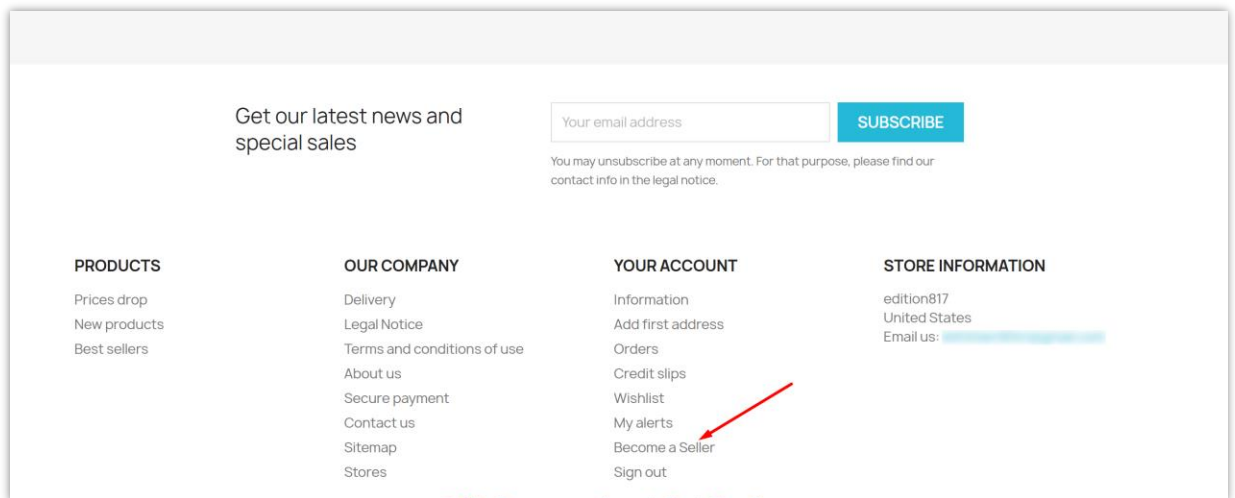
**Require customers to provide these information to join your marketplace**

"Terms and condition of use" link  en ▾  
Seller is required to read and accept the "Terms and conditions of use" to submit their application. Leave blank to ignore this requirement.

Save



Visitors and guest users will access the registration page via a link on footer or you can add this link to your top menu for easy navigation.



### 3. Membership

From the module configuration page, click on the **"Settings > General"** to access the **"General"** settings page. Head over to the **"Membership"** tab. Here, you'll find all the options to customize your membership fees.



- **Default seller group:** Select default seller group. When a customer applies to become a seller and is approved, they will be automatically transferred to this default merchant group and have the configurations you set up here applied.
- **Registration fee settings:** Choose the type of fee you want to charge sellers (e.g., one-time, monthly, yearly) and set the amount accordingly.
- You can also add an explanation and payment information to let sellers know how to pay the registration fee.
- Save your changes to finish.

Quick Access - Search View my store

Settings / General Help

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications 63 Shops 2 Settings Mail configuration

Setting > General

General Conditions Application **Membership** Shop SEO Map Order Messages Contact form Home page Product page

**!** You can separately customize each seller group. Click here to config

Default seller group Start

Registration fee to become a seller

No fee

Pay once

Monthly fee

Quarterly fee

Yearly fee

\* Fee amount 10 \$

Fee tax No tax

Fee explanation en

Display fee explanation to sellers. Available tag: `{fee_amount}`. Leave this field blank if you do not want to display the explanation.

Display message when seller account is going to be expired before 200 day(s)

On X days before seller account is expired, a notification will be display to seller. X is the time value you set above.

\* Payment information of the marketplace manager PayPal account: example@paypal\_email en

Enter your PayPal account or bank account here to get registration fee. Available tag: `{shop_id}`, `{shop_name}`, `{seller_name}`, `{seller_email}`

Approve seller account automatically when billing invoice is set as Paid  Yes

Save

Select a registration fee type and set up fee amount

Fill in your payment information to receive registration fee

**Marketplace Builder** also enables you to separately customize the registration fee and commission rate for each seller group. Click on the highlighted link on top of **“Membership”** tab to be navigated to **“Shop groups”** configuration page.

Shops / Shop groups

Shop groups

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications Shops Settings Mail configuration

Shops > Shop groups

Shop groups 4

ID	Name	Description	Fee	Commission rate	Auto upgrade	Action
4	Diamond	--	\$10.00 (Pay once)	90%	\$150.00	Edit
3	Gold	--	\$10.00 (Pay once)	90%	\$100.00	Edit
2	Silver	--	\$10.00 (Pay once)	90%	\$50.00	Edit
1	Start	--	\$10.00 (Pay once)	90%	\$10.00	Edit

Showing 1 to 4 of 4 (1 Pages) Items per page: 20


Click on **“Add new”** icon on top – right corner to add a new shop group. Click on **“Edit”** button to edit any shop group you want.

**Edit shop group**

**Name** Diamond en ▾

**Badge name** Diamond en ▾

**Badge image**   
Accepted formats: jpg, png, gif, jpeg. Limit 8Mb. Recommended size: 20x20px



**Description** en ▾

**Use global fee**  Yes

**Applicable product categories**

- Use global product categories
- All product categories
- Specific product categories

**Categories**

- Clothes >
- Accessories >
- Art

**Use global commission rate**  No

**Commission rate**  %

**Enable commission by category**  Yes

**Commission rate by categories**

Categories	Commission rate
- Clothes	<input type="text"/> %

**Auto upgrade when turnover reached** 150  USD  
Upgrade seller to this level when their turnover reaches the threshold amount

**Maximum number of uploadable products**

Apply marketplace global fee for the selected product categories in this shop group

Commission rate for this shop group. Store admin can set up commission rate for each shop category.

Limit the number of products that sellers belong to this shop group can upload.

- **Seller commission rate (%):** Rate of commissions that sellers earn from each order of customers on the marketplace.

For example, in the screenshot below, a customer purchases 3 products from 3 different sellers. The marketplace admin set the commission rate to 70%. When the payment is completed, the commission each seller earned will be:

- "Gifts & Decor" shop:  $\$199 * 0.7 = \$139.3$
- "Flowers Store" shop:  $\$69 * 0.7 = \$48.3$
- "Digital stores" shop:  $\$279 * 0.7 = \$195.3$

my store Call us: 5642342

✓ PERSONAL INFORMATION edit

✓ ADDRESSES edit

**3 SHIPPING METHOD**

Please select your preferred shipping method for following product(s):

Shop name: **Gifts & Decor**

Women's PU Leather Handbags  
\$199.00  
By: Gifts & Decor

Carrier for Gifts&Decor - to day! (\$5.00)

Shop name: **Flowers Store**

Pink moment  
\$69.00  
By: Flowers Store

Flowers Store - today! (\$15.00)

Shop name: **Digital stores**

Apple Iphone 11  
\$279.00  
By: Digital stores

Carrier for Digital store - 10 days (\$7.00)

If you would like to add a comment about your order, please write it in the field below.

[CONTINUE](#)

**4 PAYMENT**

3 items [show details](#)

Subtotal	\$547.00
Shipping	\$27.00
Total (tax excl.)	\$574.00
<b>Total (tax incl.)</b>	<b>\$574.00</b>
Taxes: \$0.00	

[Have a promo code?](#)

Security policy (edit with Customer reassurance module)

Delivery policy (edit with Customer reassurance module)

Return policy (edit with Customer reassurance module)

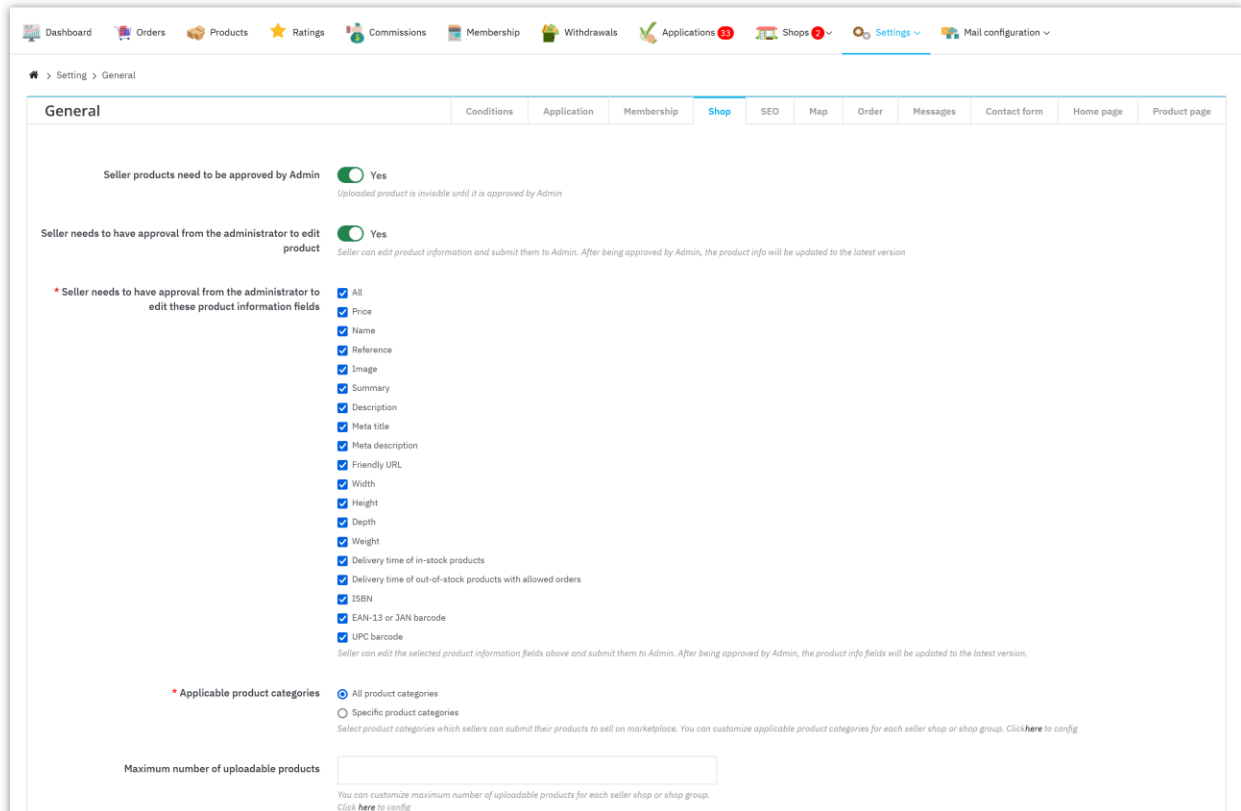
© 2022 - Ecommerce software by PrestaShop™

## 4. Shop settings

From "**General > Shop**" page, you can see various settings for all the shops created by sellers.

- **Seller products need to be approved by admin:** all uploaded products from a seller will be set as invisible until the marketplace admin manually endorses them.

- **Applicable product categories:** The marketplace admin can select product categories to which sellers will submit their products to sell on the marketplace.
- **Seller needs to have approval from the administrator to edit product:** Seller can edit product information and submit it to Admin. After being approved by Admin, the product info will be updated to the latest version.



- **Allow sellers to update order status:** If you enable this option, sellers can change the status of any order that contains their products to the selected order status.
- **Maximum number of uploadable products:** Marketplace admin can customize a maximum number of uploadable products for each seller shop or shop group.
- **Allow sellers to generate their voucher code:** If you enable this option, sellers can generate their voucher code (discount code) to send to their customers.

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications Shops Settings Mail configuration

**Allow sellers to generate their voucher code?**  Yes  
Sellers can generate their voucher code to send to their customers

**Allow sellers to limit their voucher code to a single customer?**  No

**Allow seller to add new product**  Yes

**Allow seller to edit product**  Yes

**Allow seller to delete product**  Yes

**Allow seller to create their own carriers (shipping methods)**  Yes

**Allow seller to use store's global carriers (shipping methods)**  Yes

**Allow customers to select a specific carrier for each seller shop when checking out**  Yes

**Allow seller to create their own brands (manufacturers)**  Yes

**Allow seller to use store's global brands (manufacturers)**  Yes

**Allow seller to create their own suppliers**  Yes

**Allow seller to use store's global suppliers**  Yes

**\* Available product types for seller**

- All
- Standard product
- Pack of product
- Virtual product

Select product types which sellers can upload to their shop

**Allow seller to create product with combinations**  Yes

**Allow seller to create their own product attributes**  Yes

**Allow seller to use store's global attributes**  Yes

**Allow seller to create their own product features**  Yes

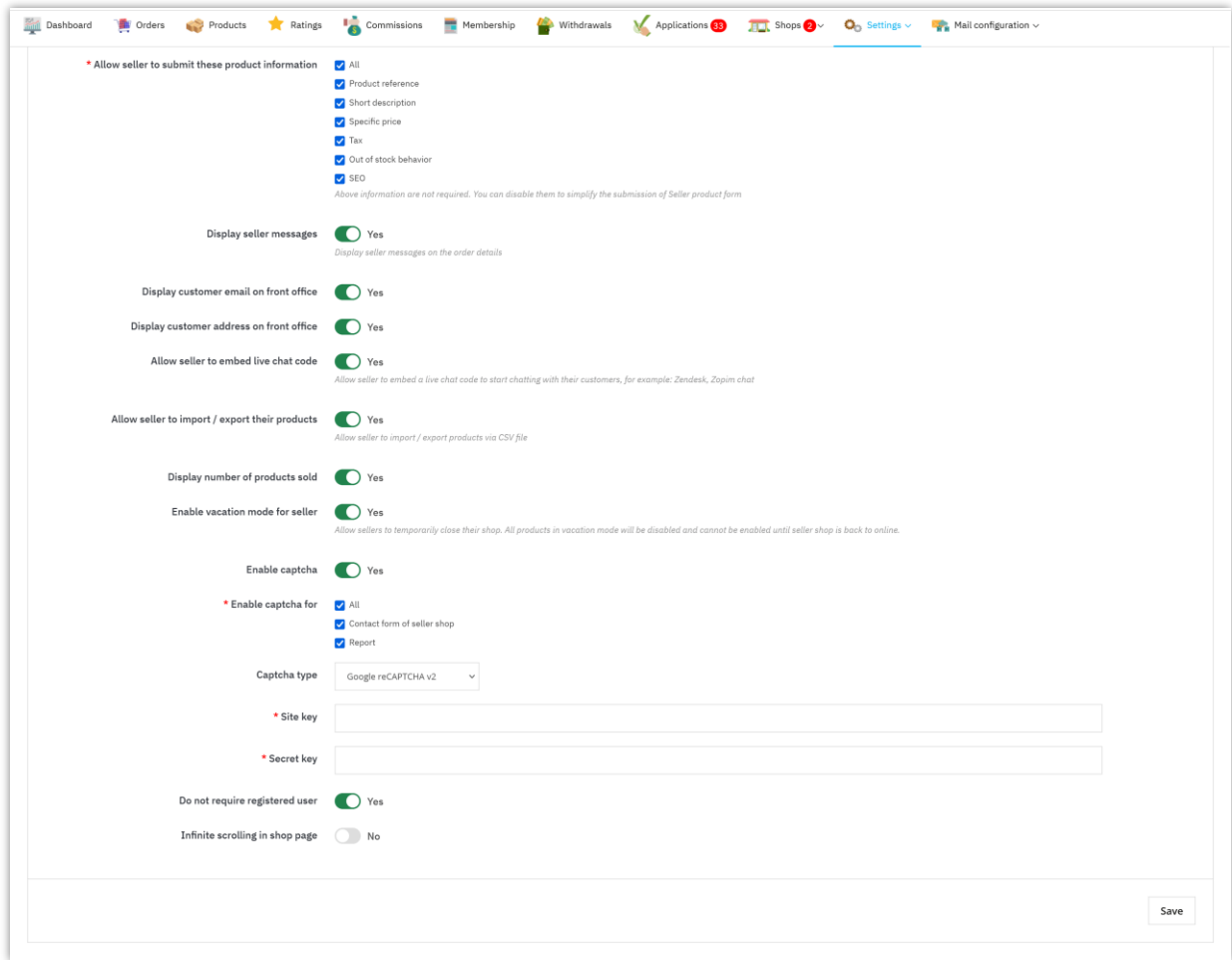
**Allow seller to use store's global features**  Yes

**Display reviews that are waiting to be approved**  Yes

**Allow seller to approve reviews from customers**  Yes

**Allow seller to delete review**  Yes

**Return shipping fee to seller**  Yes



- **Enable vacation mode for sellers:** Allow sellers to temporarily close their shop. All products in vacation mode will be disabled and cannot be enabled until the seller shop is back online.

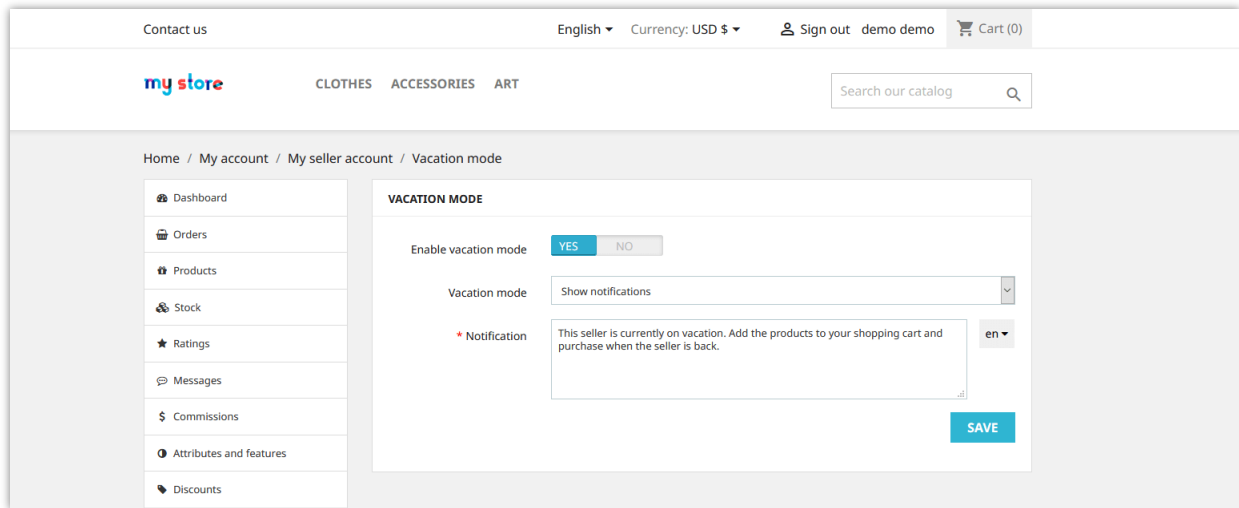
❖ **VACATION MODE:**

From **“My seller account > Vacation mode”** area, sellers can enable/disable vacation mode for their shop.

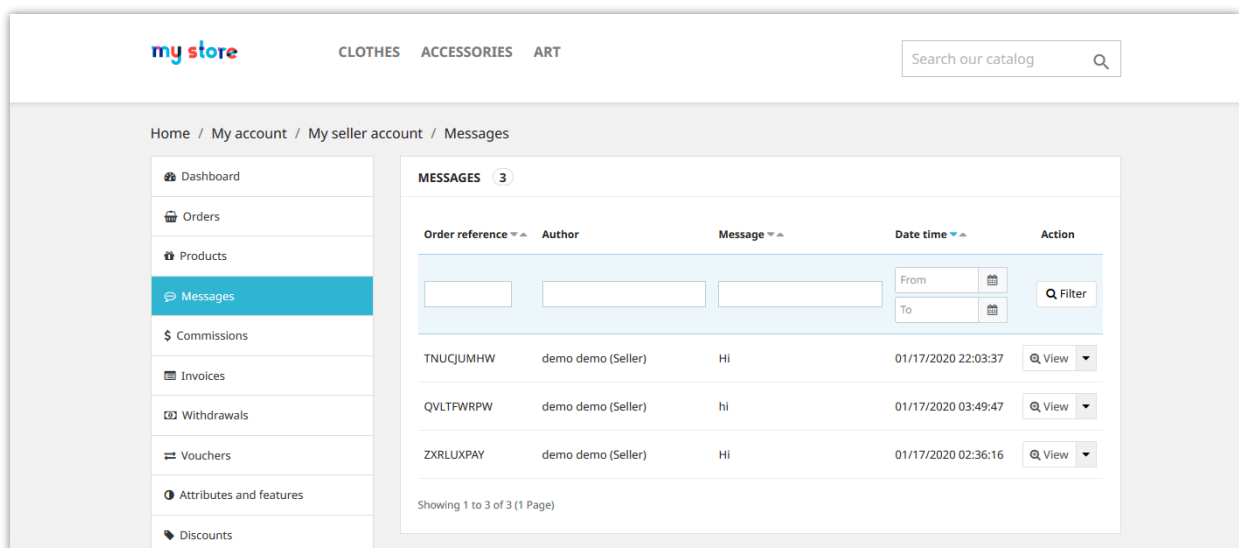
**Marketplace Builder** supports 5 types of vacation modes:

- **Show notification:** display a notification on the seller shop page. Customers can add seller products to their shopping cart but cannot order them.

- **Disable products:** all products of the seller shop will be disabled; customers cannot add products to their shopping cart.
- **Disabled products and show notification:** display a notification on the seller shop page and disable all products of the seller shop.
- **Disable shopping feature:** customers cannot add products to their shopping cart.
- **Disable shopping feature and show notification:** display a notification on the seller shop page; customers cannot add products to their shopping cart.

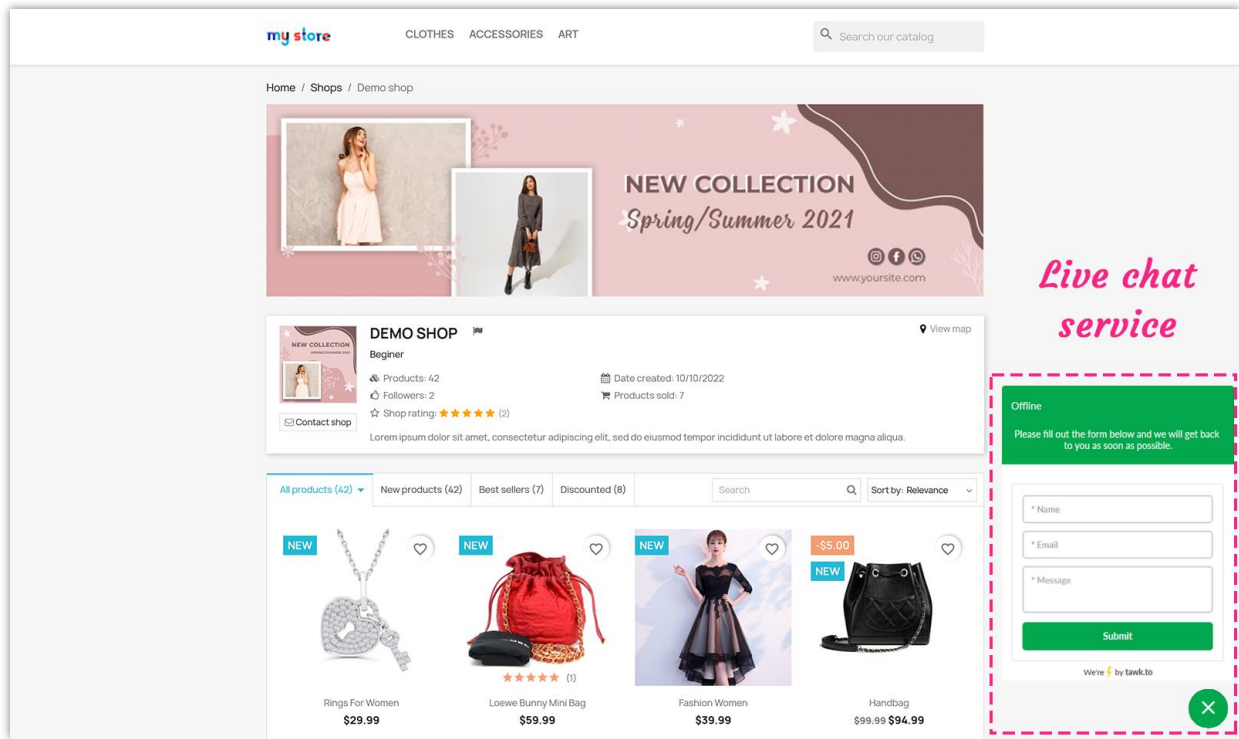


- **Display seller messages:** Display message tab on the seller account when customer purchase their products.





- **Allow seller to embed live chat code:** Seller can embed a live chat code to start chatting with their customers, for example: [Zendesk](#), [Tawk.to](#), [Tidio](#), etc.



- **Enable CAPTCHA:** Enable Google reCAPTCHA (v2 or v3) for all the forms of seller shop to prevent spam.

To use Google reCAPTCHA, you will need to enter **Site key and Secret key** (for the Classic reCAPTCHA key) **or reCAPTCHA ID** (for the new reCAPTCHA project created in Google Cloud Console).

Google has announced that **all reCAPTCHA Classic keys must be migrated to Google Cloud Console by the end of 2025**. Previously, reCAPTCHA keys were managed separately on **Google reCAPTCHA Admin**, where users could create keys for free without linking a credit card. However, Google is now moving all reCAPTCHA services under **Google Cloud Console** for **centralized management**.

**What does this mean for you?**

- If you **already have reCAPTCHA Classic keys**, you can still use them **until the end of 2025**, but you need to migrate them to a **Google Cloud project**.
- If you're **setting up reCAPTCHA for the first time**, you must generate **new keys** in **Google Cloud Console** instead of the old Google reCAPTCHA Admin.

### What you need to do

**If you are using reCAPTCHA Classic keys:** To continue using your existing keys, you must migrate them to Google Cloud Console. Follow this guide: [How to Migrate reCAPTCHA Classic to Google Cloud](#)

**If you need new reCAPTCHA keys:** You must create new keys, depending on where you want to manage them:

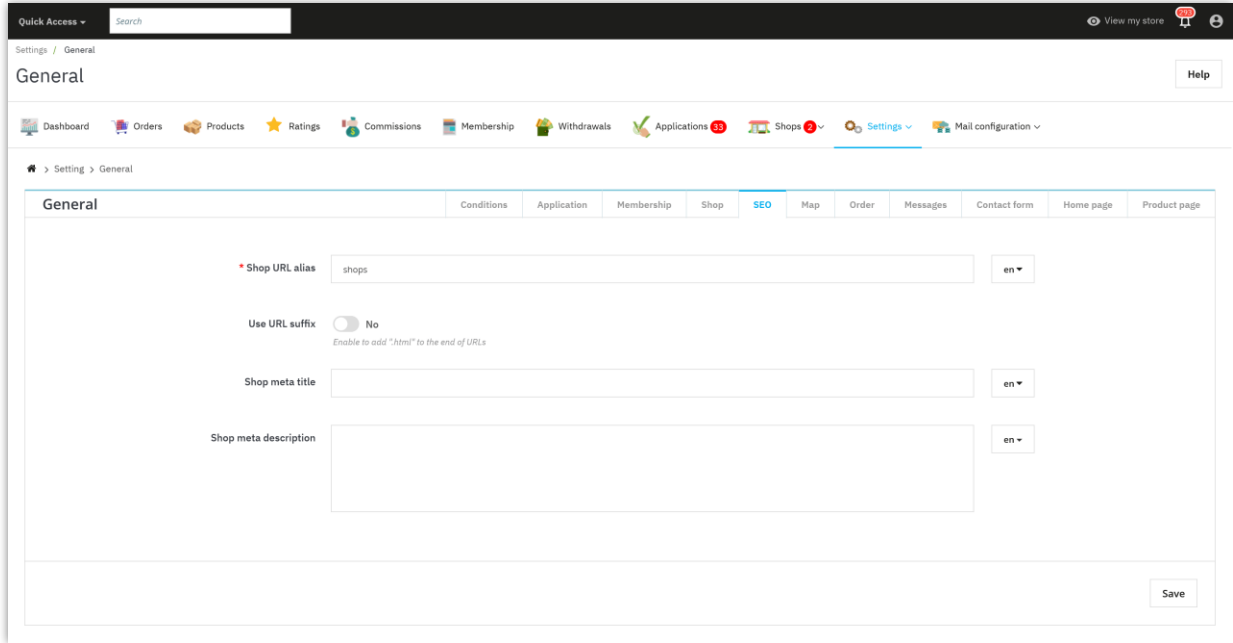
- **Using the old Google reCAPTCHA Admin (until it is fully deprecated):** [Create reCAPTCHA Key in Google reCAPTCHA Admin](#)
- **Using Google Cloud Console (recommended for future compatibility):** [How to Create reCAPTCHA Keys in Google Cloud](#)

Once you have your new keys, update them in the **Marketplace Builder** module settings in your PrestaShop back office.

## 5. SEO settings

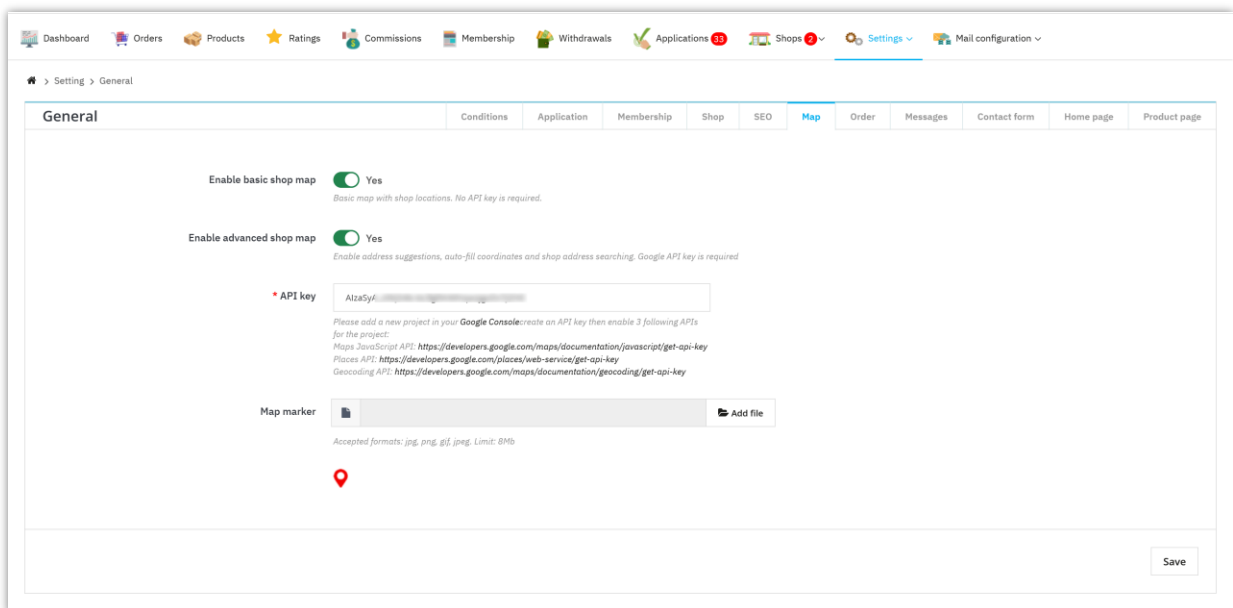
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Marketplace admin can set up SEO elements for seller shops to help these shops appear in the top positions of search result pages.

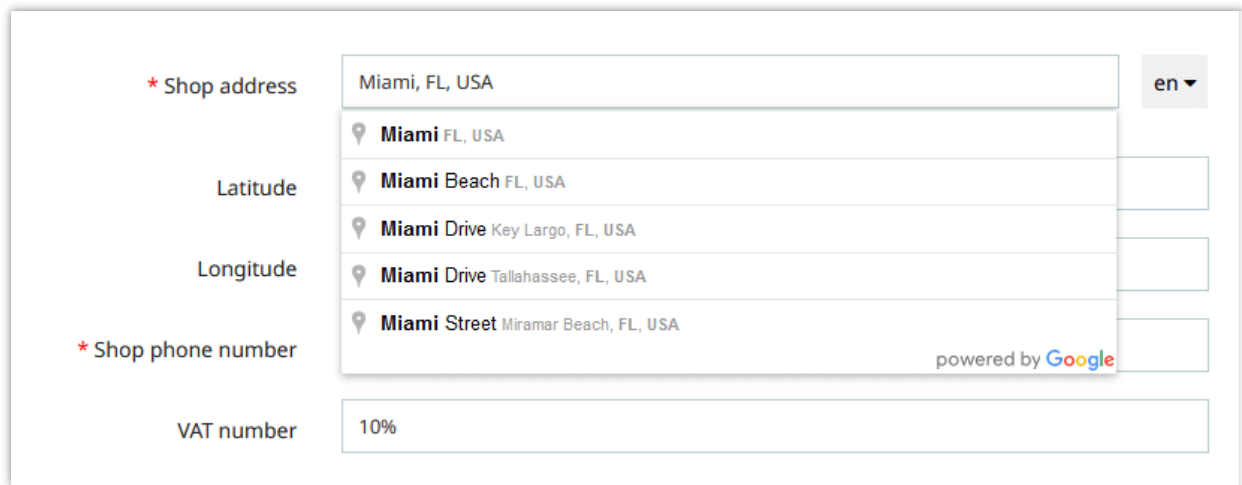


## 6. Map settings

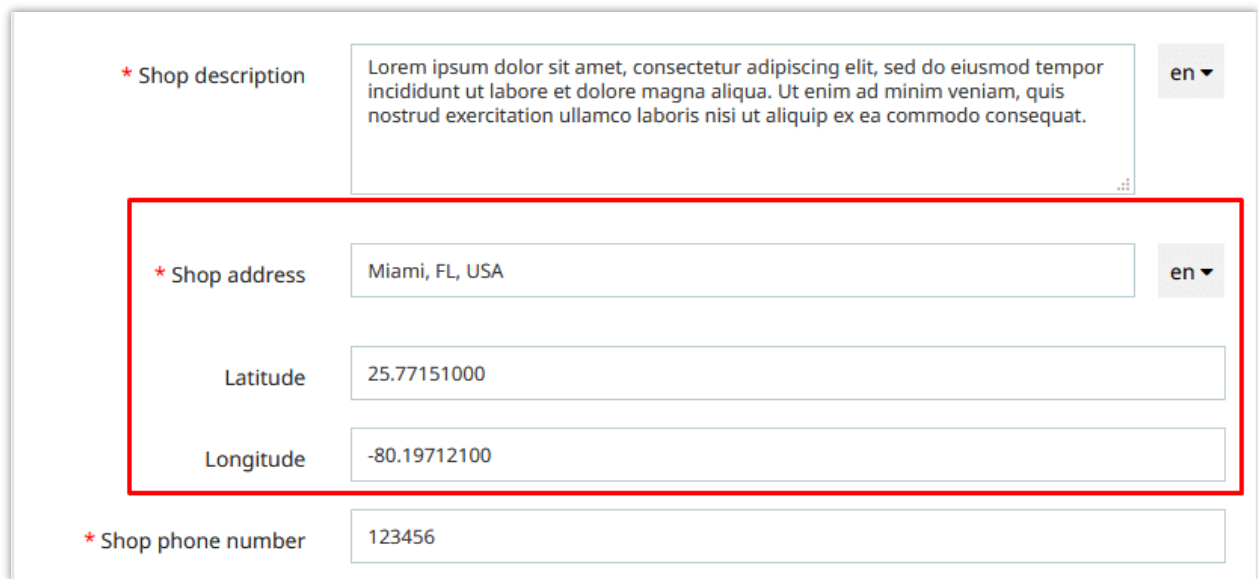
You can allow sellers to identify their store location and display a map to show store locations by using Google Map API.



When creating a new shop, sellers can enter their store address and location via latitude and longitude:

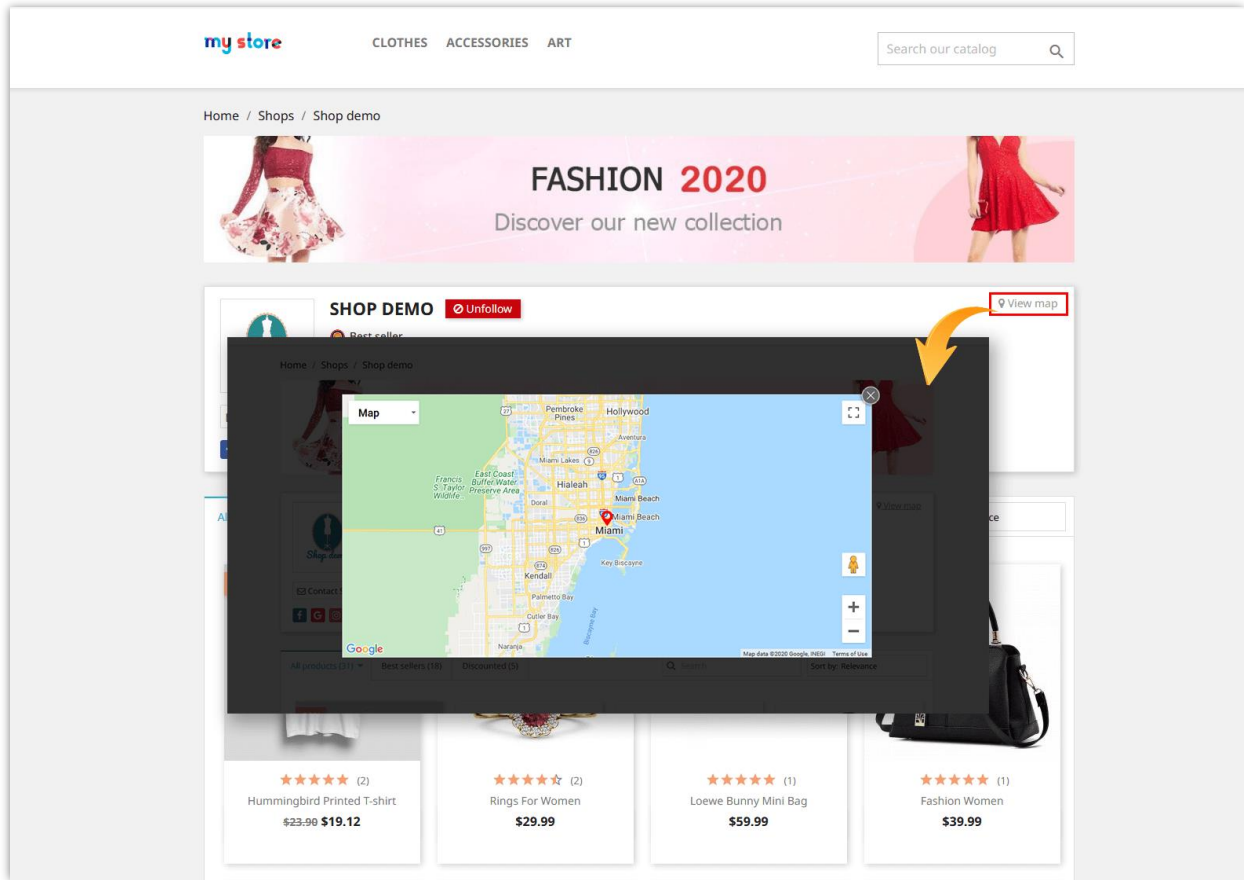


A screenshot of a shop creation form. The form includes fields for: \* Shop address (Miami, FL, USA), Latitude, Longitude, \* Shop phone number, and VAT number (10%). A dropdown menu is open under the address field, showing suggestions: Miami FL, USA; Miami Beach FL, USA; Miami Drive Key Largo, FL, USA; Miami Drive Tallahassee, FL, USA; and Miami Street Miramar Beach, FL, USA. The dropdown is powered by Google.



A screenshot of a shop creation form. The form includes fields for: \* Shop description (Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.), \* Shop address (Miami, FL, USA), Latitude (25.77151000), Longitude (-80.19712100), and \* Shop phone number (123456). A red box highlights the \* Shop address, Latitude, and Longitude fields.

From seller shop's main page, customers can see the shop location by clicking on "**View map**" link in the top – right corner:



## 7. Order settings

Navigate to the module's configuration page and select the **"Settings"** > **"General"** menu. Open the **"Order"** tab.

On this page, you can configure various conditions related to how seller commissions are generated and managed.

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications Shops Settings Mail configuration

Setting > General

General Conditions Application Membership Shop SEO Map Order Messages Contact form Home page Product page

Commission will be created with "Pending" status if order status is

- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- On backorder (not paid)
- On backorder (paid)
- Processing in progress
- Shipped

Commission will be created with "Approved" status if order status is

- Authorized. To be captured by merchant
- Delivered
- Partial refund
- Payment accepted
- Remote payment accepted
- Shipped
- Waiting capture
- Waiting for Credit Card Payment
- Waiting for Local Payment Method Payment
- Waiting for PayPal payment

Only validate commission if order has been changed to statuses above for  Days

Commission status will remain "Pending" status until the required days exceeded. Leave blank to validate commission immediately when order status is changed to one of the statuses above

Cancel commission if order status is

- Canceled
- Payment error
- Refunded
- Shipped

Allow seller to update order status  Yes

\* Select order status which sellers can update

- All
- Awaiting check payment
- Payment accepted
- Processing in progress
- Shipped
- Delivered
- Canceled
- Refunded
- Payment error
- On backorder (paid)
- Awaiting bank wire payment
- Remote payment accepted
- On backorder (not paid)
- Awaiting Cash On Delivery validation
- Waiting for PayPal payment
- Waiting for Credit Card Payment
- Waiting for Local Payment Method Payment
- Authorized. To be captured by merchant
- Partial refund
- Waiting capture

Sellers can change the status of any order which contain their products

Save

### Commission status on order status change

- **Commission will be created with "Pending" status if order status is:** Select the order statuses (e.g., "Paid", "Shipped") that will trigger the creation of a commission with a **"Pending"** status. This means the commission will be held until a specific condition is met (as configured in other options).
- **Commission will be created with "Approved" status if the order status is:** Select the order statuses (e.g., "Delivered", "Payment accepted") that will trigger the

creation of a commission with an "**Approved**" status. This means the commission is immediately finalized and ready for payout to the seller.

### ***Delayed commission validation (Optional)***

- **Only validate commission if an order has been changed to statuses above for X day(s):** Enable this option to introduce a delay in commission approval. Enter the desired number of days (X) in the designated field.
- Commissions for orders that change to the selected statuses will remain in "Pending" status for X days. After this period, if the order status remains unchanged, the commission will be automatically "Approved."
- Leaving this field blank means commissions are validated immediately upon the order reaching the selected statuses.

### ***Commission cancellation***

**Cancel commission if the order status is:** Select the order statuses (e.g., "Canceled", "Refunded") that will trigger the cancellation of any associated pending commission. This ensures commissions are not awarded for orders that don't reach completion.

### ***Seller order status update permission***

**Allow seller to update order status:** Choose whether to allow sellers to update the order status on their own. Disabling this option restricts sellers from modifying order status, potentially requiring manual intervention for order fulfillment updates.

To view all seller commissions, the marketplace admin can navigate to **“Commissions”** page. From this page, marketplace admin can approve/cancel/delete a **“Pending”** commission or deduct, or refund a commission.

Commissions 624

ID	Seller name	Order ID	Product name	Product price	Product quantity	Commissions	Admin earning	Status	Date	Action
C-613	Kate Kate	271	Couple white sportivo chrono pair	\$270.00	1	\$243.00	\$27.00	Pending	09/26/2024 05:43:23	Approve
C-614	Anna HAU	271	Adias	\$69.99	1	\$55.99	\$14.00	Approved	09/26/2024 05:43:23	Cancel
C-615	Anna HAU	271	Renvois les frais d'expédition de la commande n *271	\$7.00	1	\$7.00	--	Pending	09/26/2024 05:43:23	Delete
C-611	Demo Demo	270	Loewe Bunny Mini Bag (Taille : S - Couleur : Rouge)	\$59.99	1	\$53.99	\$6.00	Pending	09/25/2024 04:11:00	Approve
C-612	Demo Demo	270	Renvois les frais d'expédition de la commande n *270	\$7.00	1	\$7.00	--	Pending	09/25/2024 04:11:00	Approve
C-610	Kate Kate	270	Couple white sportivo chrono pair	\$270.00	1	\$243.00	\$27.00	Pending	09/25/2024 04:10:59	Approve
C-607	Demo Demo	269	Loewe Bunny Mini Bag (Dimensione: S - Colore: Rosso)	\$59.99	1	\$53.99	\$6.00	Approved	09/22/2024 16:36:12	Cancel
C-608	Kate Kate	269	Apple watch	\$200.00	1	\$180.00	\$20.00	Approved	09/22/2024 16:36:12	Cancel
C-609	Demo Demo	269	Restituiscce le spese di spedizione dall'ordine n. 269	\$7.00	1	\$7.00	--	Approved	09/22/2024 16:36:12	Cancel
C-604	Kate Kate	268	Couple white sportivo chrono pair	\$270.00	1	\$243.00	\$27.00	Approved	09/10/2024 12:34:10	Cancel

Showing 1 to 10 of 624 (63 Pages) Items per page: 10

Sellers can also view their commission status from **“My seller account”** area from marketplace front end:



my store BECOME A SELLER Search our catalog

Home / My account / My seller account / Commissions

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile
- Vacation mode
- Shop managers
- My shop

COMMISSIONS 231

Reference	Commissions	Product	Price	Quantity	Status	Date
EWKUHTBCA	\$53.99	Loewe Bunny Mini Bag (Taille : S - Couleur : Rouge)	\$59.99	1	Pending	09/25/2024 04:11:00
JSGXERQWJ	\$7.00	Renvoie les frais d'expédition de la commande n°270	\$7.00	1	Pending	09/25/2024 04:11:00
HSVGYQTCR	\$53.99	Loewe Bunny Mini Bag (Dimensione: S - Colore: Rosso)	\$59.99	1	Approved	09/22/2024 16:36:12
OYANDKIMS	\$7.00	Restituisce le spese di spedizione dall'ordine n. 269	\$7.00	1	Approved	09/22/2024 16:36:12
ZXZHISUSD	\$53.99	Loewe Bunny Mini Bag (Tamaño: S - Color: Rojo)	\$59.99	1	Approved	09/10/2024 08:44:14
KZGWMBCCR	\$7.00	Devuelve la tarifa de envío del pedido #267	\$7.00	1	Approved	09/10/2024 08:44:14
WUREELOJ	\$75.99	Handbag	\$94.99	1	Approved	08/26/2024 11:09:03
DXCVHDLGP	\$9.00	Opiata za wysyłkę zwrotną z zamówienia nr266	\$9.00	1	Approved	08/26/2024 11:09:03
TOTOPDDRQ	\$23.99	Rings for Women	\$29.99	1	Approved	08/15/2024 06:05:39
EPHMMBBV	\$7.00	Return shipping fee from order #265	\$7.00	1	Approved	08/15/2024 06:05:39

Showing 1 to 10 of 231 (24 Pages) Items per page: 10

[Back to seller account](#) [Home](#)

## 8. Customize notification messages

**Marketplace Builder** module allows you to customize the content of notification messages displayed in different situations. Open the **“Messages”** page to edit these notification messages as you prefer.

You can also insert available tags into a message to display respective contents.

Quick Access - Search View my store 12

Settings / General Help

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications Shops Settings Mail configuration

Setting > General

General	Conditions	Application	Membership	Shop	SEO	Map	Order	Messages	Contact form	Home page	Product page
<b>Invite customers to join marketplace</b>	Your seller profile has not been enabled yet. In order to join our marketplace to sell your products and get commission, please submit an application with required information.							en -			
	Display on "My account/Seller account" area to introduce/invite customers to join marketplace. Available tags: <code>[fee_amount]</code>										
<b>Message when application is submitted</b>	Your application has been submitted successfully. Our team are reviewing the application, and we will get back to you as soon as possible.							en -			
<b>Message when application is accepted</b>	Congratulations! Your application is accepted. You can create your shop now.							en -			
<b>Message when application is declined</b>	Sorry! Your application is declined. Reason: <code>[application_declined_reason]</code>							en -			
	Available tags: <code>[application_declined_reason]</code>										
<b>Message when seller create the shop (No fee)</b>	Thanks for creating your shop. Our team are reviewing it. We will get back to you soon							en -			
<b>Message when seller create the shop (Fee require)</b>	Thanks for creating your shop. Please send the fee <code>[fee_amount]</code> right now to activate your shop and click on the button "I have just sent the fee" after making payment. <code>[payment_information_manager]</code>							en -			
	Available tags: <code>[fee_amount]</code> , <code>[payment_information_manager]</code> , <code>[manager_email]</code> , <code>[manager_phone]</code>										

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications Shops Settings Mail configuration

Message when seller confirmed the payment

Thanks for confirming that you have just sent the fee. we will check it and get back to you as soon as possible

en -

Message when created shop is accepted

Congratulations! Your shop is now activate. You can upload products and start selling them

en -

Message when created shop is declined

Sorry! Your created shop is declined.  
Reason: `[shop_declined_reason]`

en -

Available tags: `[shop_declined_reason]`

Message when seller account is going to be expired

Your seller account will be expired after `[remaining_day]` day. Please send the fee to renew the account

en -

Display this message until when seller renews the account or until the expired date is reached. Available tags: `[remaining_day]`

Message when seller account is expired

Your seller account is expired. If you want to continue using the seller account, please contact us via our email: `[store_email]`

en -

Available tags: `[store_email]`

Message when seller account is disabled

Your seller account is disabled. If you want to continue using the seller account, please contact us via our email: `[store_email]`

en -

Available tags: `[store_email]`

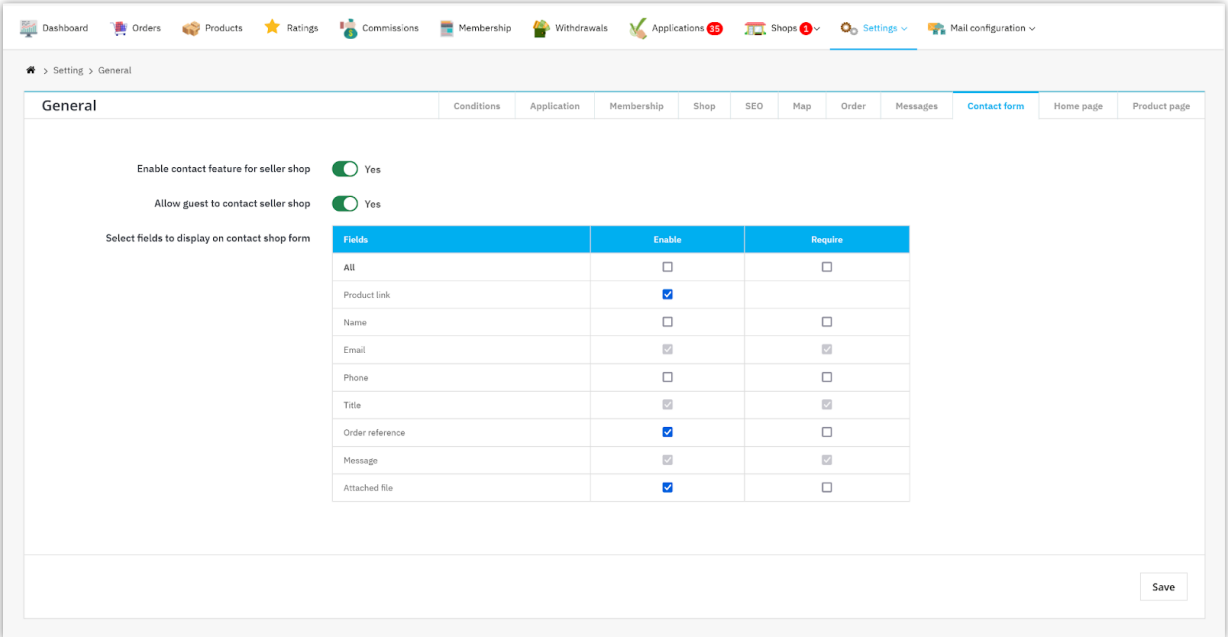
Save

## 9. Contact form settings

Effective communication between sellers and customers is the cornerstone of a thriving marketplace. This guide delves into the process of adding contact forms to seller stores, enabling seamless interactions and fostering a supportive marketplace environment.

### Enabling contact forms for sellers

- Navigate to the **"Settings"** section within the marketplace's admin dashboard.
- Select the **"General"** menu and select the **"Contact form"** tab.



The screenshot shows the 'Contact form' settings page. At the top, there is a navigation bar with various icons and labels: Dashboard, Orders, Products, Ratings, Commissions, Membership, Withdrawals, Applications (65), Shops (6), Settings (selected), and Mail configuration. Below the navigation bar, the breadcrumb trail reads 'Setting > General'. The main content area has a tabbed interface with 'General' selected, and other tabs include Conditions, Application, Membership, Shop, SEO, Map, Order, Messages, Contact form (selected), Home page, and Product page. Under the 'Contact form' tab, there are two toggle switches: 'Enable contact feature for seller shop' (set to Yes) and 'Allow guest to contact seller shop' (set to Yes). Below these is a section titled 'Select fields to display on contact shop form' which contains a table with three columns: 'Fields', 'Enable', and 'Require'.

Fields	Enable	Require
All	<input type="checkbox"/>	<input type="checkbox"/>
Product link	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attached file	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A 'Save' button is located at the bottom right of the form area.

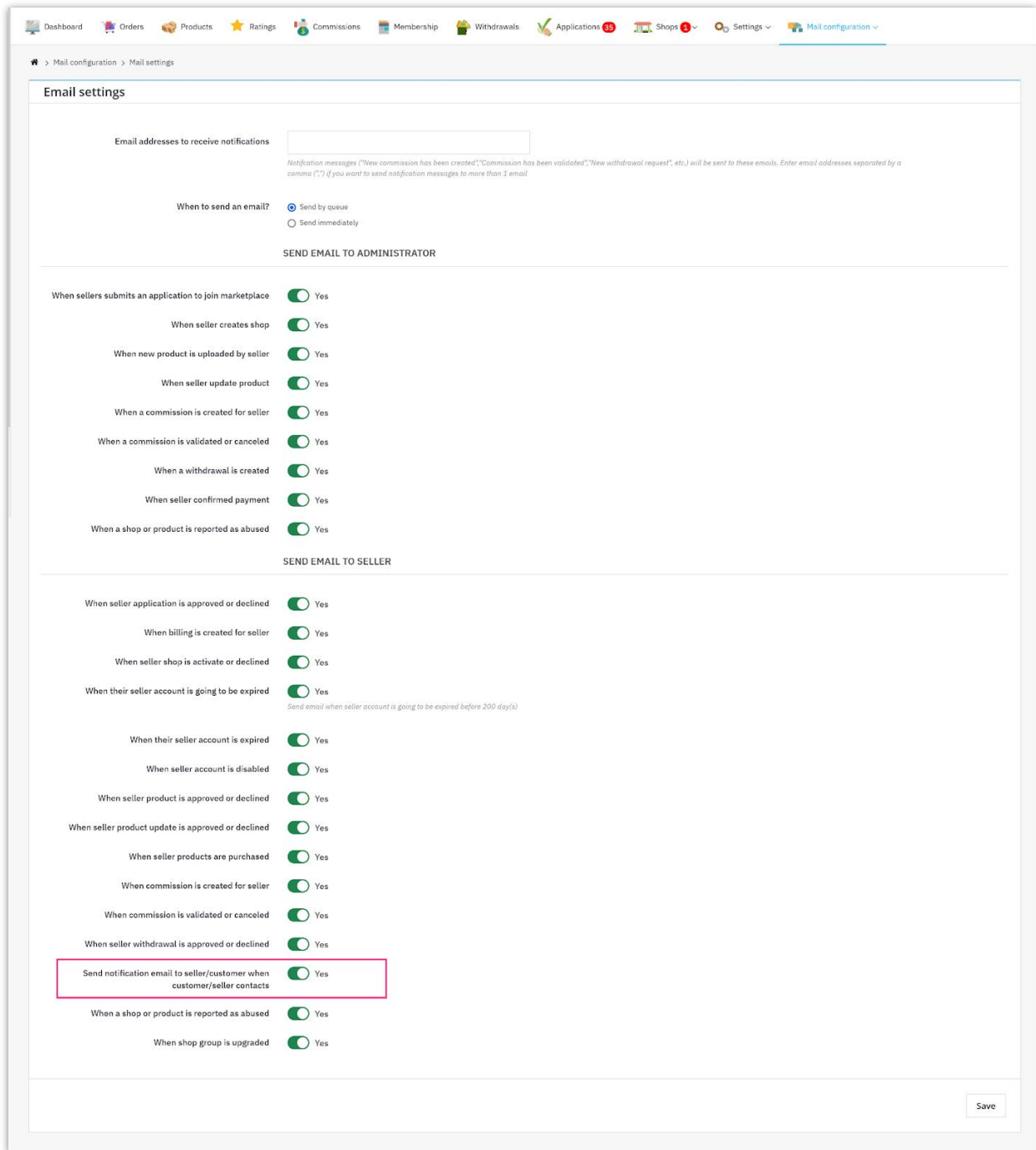
### Configuring contact forms

- Turn on the **"Enable contact feature for seller shop"** option to make contact forms available to all sellers.
- Customize the fields for the contact form, specifying the required and optional information to be collected.

- Examples of fields include customer name, email, message, and (for product-specific inquiries) product link and order reference.
- Once all configurations are complete, click the **"Save"** button to apply the settings.
- The contact form feature will be activated for all sellers on the marketplace.

### **Setting up email notifications**

- Navigate to the **"Mail configuration"** section within the marketplace's admin dashboard.
- Select the **"Mail settings"** menu and scroll down to the **"Send email to Seller"** section.
- Turn on the **"Send notification email to seller/customer when customer/seller contacts"** option.



## Contact form usage and management

- Customers can access a seller's contact form through their store page on the marketplace.



### WATCH SHOP

Follow

Diamond

Products: 5

Followers: 2

Date created: 10/10/2022

Products sold: 16

Contact shop

t enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequa

All products (5)

Best sellers (5)

Discounted (2)

Search



Sort by: Relevance



-\$29.00

Couple White Sportivo...

\$299.00 ~~\$270.00~~



Humanium Triwa Watch

\$199.00



Apple Watch

\$200.00



-\$19.00

Titan 1595NL03

\$99.00 ~~\$80.00~~




Macbook Air Gold

\$299.99

Showing 1 to 5 of 5 (1 Pages)

Or from the seller info section in the product detail pages:

Home / Clothes / Men / Couple white sportivo chrono pair



-\$29.00

### COUPLE WHITE SPORTIVO CHRONO PAIR

\$299.00  
\$270.00 SAVE \$29.00

Qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem

Quantity:  ADD TO CART ♥

Share [f](#) [t](#) [p](#)

About shop: [Watch shop](#)

Products: 5
 Followers: 2

Date created: 10/10/2022
 Products sold: 9

✉ Contact shop

Security policy (edit with the Customer Reassurance module)

Delivery policy (edit with the Customer Reassurance module)

Return policy (edit with the Customer Reassurance module)

They can fill out the form with their inquiry and submit it to the seller.

Home / My account / Contact shop

Shop: [Watch shop](#)

**\*Your email**

**\*Title**

**Order reference**

**\*Message**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non

**Attachment**  Browse

Allowed file types (5MB max): jpg, png, gif, zip, rar, pdf

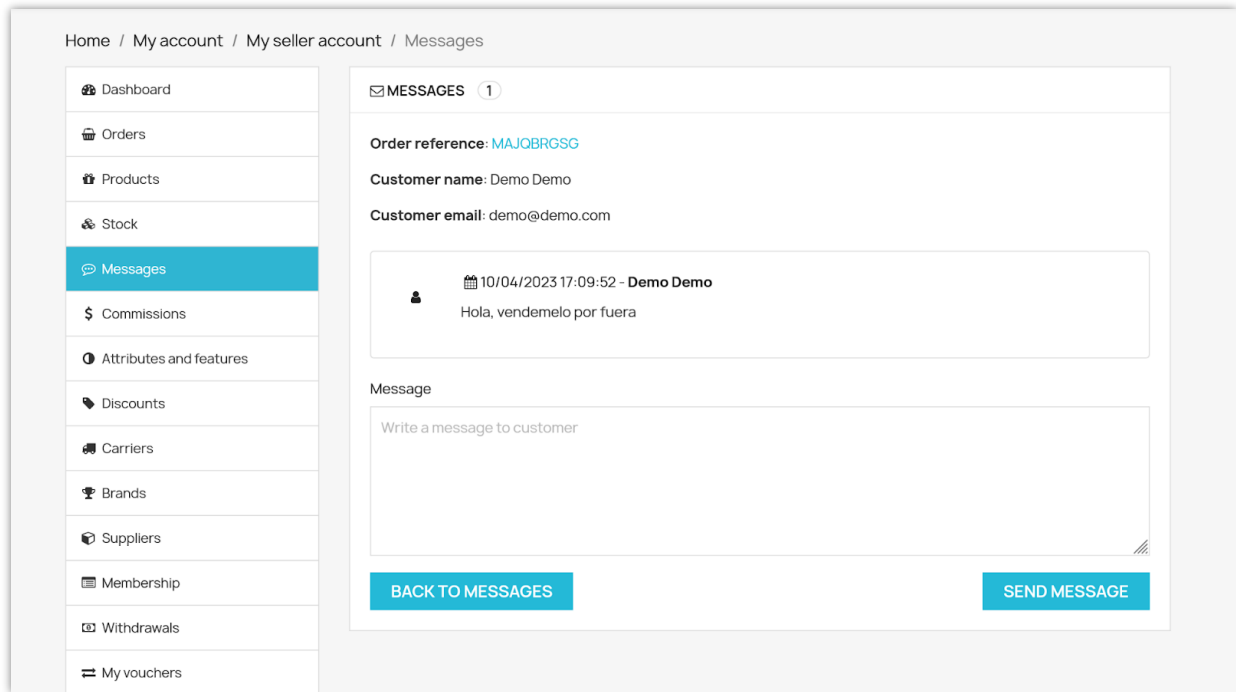
[Back to shop](#)

SEND

[← Back to your account](#) [🏠 Home](#)

- Sellers receive contact form submissions via a notification email and can access them through their seller dashboard.

- They can respond to inquiries directly through the “**Messages**” tab of their seller dashboard.



## 10. Home page settings

---

**Marketplace Builder** allows the marketplace admin to display the seller shops that a user followed, the products that user followed and trending products on the marketplace home page.



Quick Access - search View my store 021

Settings / General

## General Help

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications 35 Shops 0 Settings Mail configuration

Setting > General

- General
- Conditions
- Application
- Membership
- Shop
- SEO
- Map
- Order
- Messages
- Contact form
- Home page
- Product page

Display followed shops  Yes

\* Number of shops to display

Display products from followed shops  Yes

\* Number of followed products to display

Display trending products  Yes

\* Trending period  Day(s)

\* Number of trending products to display

Display Top shops  Yes

\* Number of shops to display

Disable Slick library  No

If your current theme already has the Slick library, you can disable the Slick library of Marketplace Builder module to avoid calling this library multiple times, therefore making page loading time increase. If your current theme does not have a Slick library, activating this option will cause an error.

Save

After users log in with their account, they will find the followed shops and followed products from the marketplace home page.



TRENDING PRODUCTS

<p>Couple White Sportivo... \$299.00 <del>\$270.00</del> By: Watch shop</p>	<p>Lenovo \$99.99 By: Computer store</p>	<p>Humanium Triva Watch \$199.00 By: Watch shop</p>	<p>Macbook Pro \$59.99 By: Computer store</p>
---	--	---	---

PRODUCTS FROM FOLLOWED SHOPS

<p>Macbook Pro \$59.99 By: Computer store</p>	<p>Terrazzo MacBook Air \$29.00 By: Computer store</p>	<p>Lenovo \$99.99 By: Computer store</p>	<p>The Best is Yet To Come... \$29.00 By: Shoes shop</p>
---	--	--	--

YOUR FOLLOWED SHOPS

<p><b>Computer store</b> COMPUTER STORE 4 products</p>	<p><b>Shoe store</b> SHOES SHOP 3 products</p>
--	--

TOP SHOPS

<p><b>Mejuri Store</b> MEJURI STORE 4 products</p>	<p><b>Demo store</b> LA TIENDA 60 products</p>	<p><b>Watch store</b> WATCH SHOP 5 products</p>	<p><b>Computer store</b> COMPUTER STORE 4 products</p>
--	--	---	--



Get our latest news and special sales

Your email address:

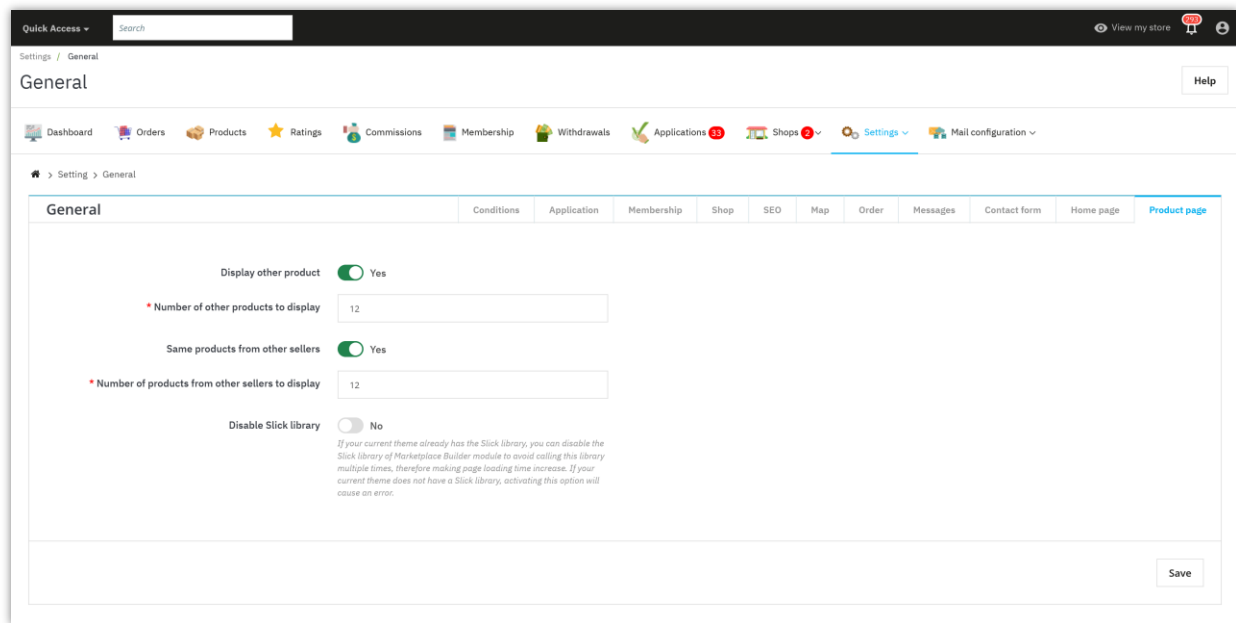
SUBSCRIBE

You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.

## 11. Product page settings

Similarly, our module also allows you to customize the display of seller product blocks on the product detail page to enhance customer accessibility. Customize the product type and number of products displayed to match the theme your website is using.

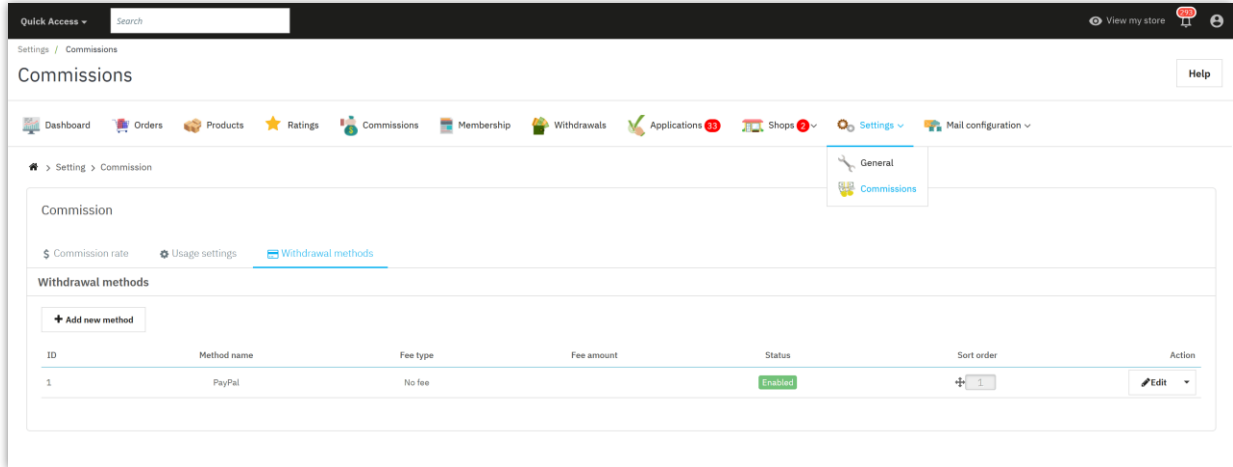
Click **"Save"** to save the configuration.



## V. SETTING UP METHODS FOR SELLER TO WITHDRAW COMMISSION MONEY

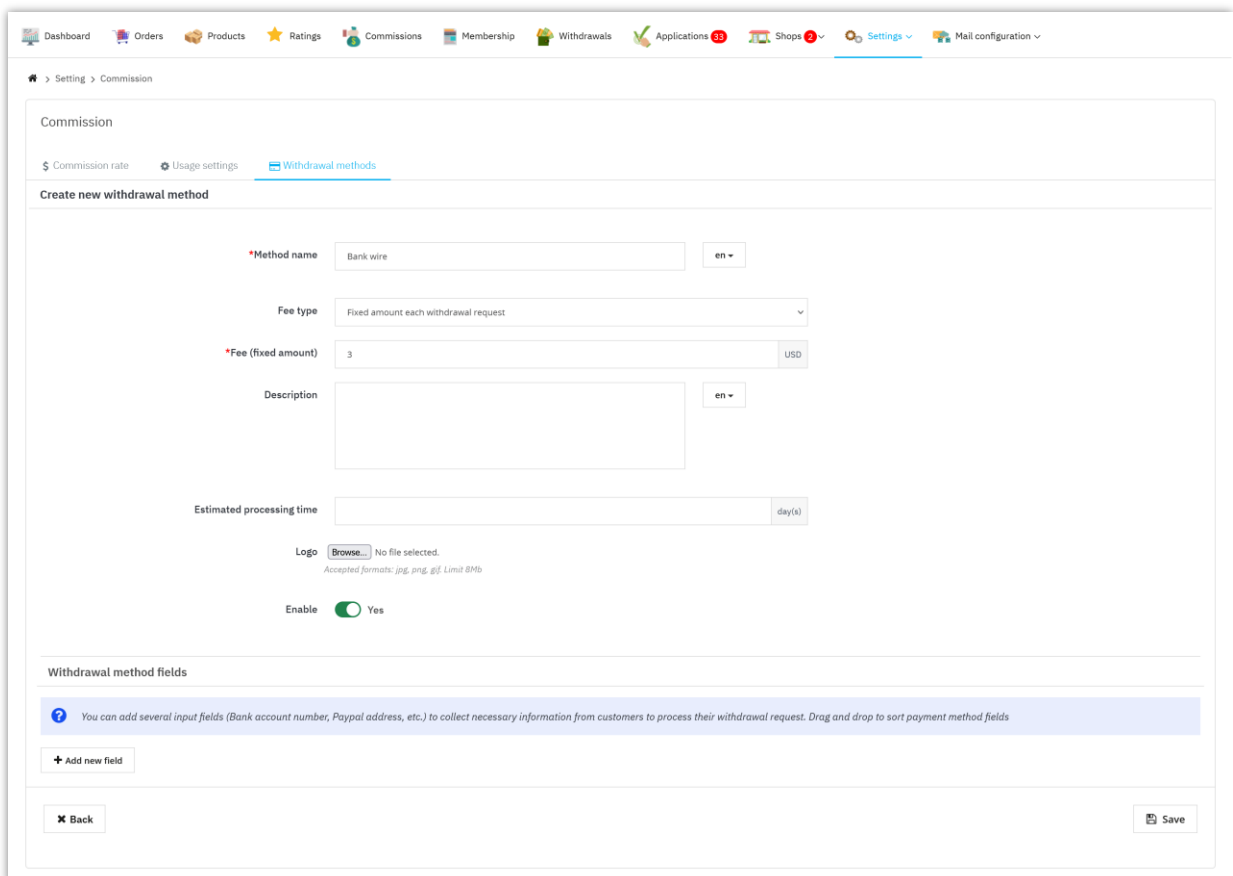
After earning a commission by successfully selling their products, sellers can send a withdrawal request to the marketplace admin and receive their commission money. You should set up a payment method to enable sellers to submit their withdrawal requests.

From the module's configuration page, select **"Settings"** > **"Commission"** > **"Withdrawal methods"** menu to be navigated to the **"Withdrawal methods"** page.



**Marketplace Builder** has already created a default payment method for you. To add a new payment method, please click on **“Add new method”** button.

Next, please enter payment method name >> select payment fee type >> enter estimated processing time. Turn **“Enable”** option to **“YES”** then click on **“Save”** button.



After saving a new payment method, you can add several input fields (Bank account number, PayPal address, etc.) to collect necessary information from customers to process their withdrawal request.

Click on **“Add new field”** button to add payment input fields.

Enter method field title >> Select field type >> Add description (optional) >> Set this field as required or not >> Turn “Enable” option to “YES”. Click “Save” to finish.

Withdrawal method fields

You can add several input fields (Bank account number, Paypal address, etc.) to collect necessary information from customers to process their withdrawal request. Drag and drop to sort payment method fields

Method field title  en

Method field type    
 Text   
 Textarea

Description

Required

Enabled  Yes

+ Add new field

Back Save

### ❖ **How sellers can submit their withdrawal request:**

Sellers will access a withdrawal request form within their seller dashboard.

- From the **“My seller account”** page, sellers will select **“Withdrawals”** tab.
- Sellers can check their available balance for withdrawal and select a commission payment method.
- Next, the sellers will need to fill out a withdrawal request form and wait for the marketplace admin to accept it.

- Dashboard
- Orders
- Products
- Stock
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers

Select one of available payment methods below to submit your money withdrawal request

Logo	Method	Description	Estimate processing time	Fee	Available balance for withdrawal
	PayPal	The fastest method to withdraw funds, directly to your local bank account!	30 day(s)	Free	\$2,282.71

#### YOUR LAST WITHDRAWAL REQUESTS

Withdrawal ID	Amount	Payment method	Status	Processed date	Description
5	\$10.00	PayPal	Pending	02/29/2024 02:13:08(estimated)	Withdrawn (PayPal, ID withdrawal: 5) 1

- Dashboard
- Orders
- Products
- Stock
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile
- Vacation mode
- Shop managers
- My shop

#### SUBMIT WITHDRAWAL REQUEST

Withdrawal method: **PayPal**

Fee: **Free**

Estimated processing time: 30 days

Balance available for withdrawal: **\$2,282.71**

Description: The fastest method to withdraw funds, directly to your local bank account!

Please fill in the fields below with required information then submit your withdrawal request.

##### Amount to withdraw

\$

You will receive:

**\$50.00**

*Note: Withdrawal fee has been calculated.*

##### Additional information

\*First Name

*Type your first name*

\*Last Name

*Type your last name*

\*PayPal Email

*Type your PayPal email to receive money*

\*Phone

*Type your phone number*

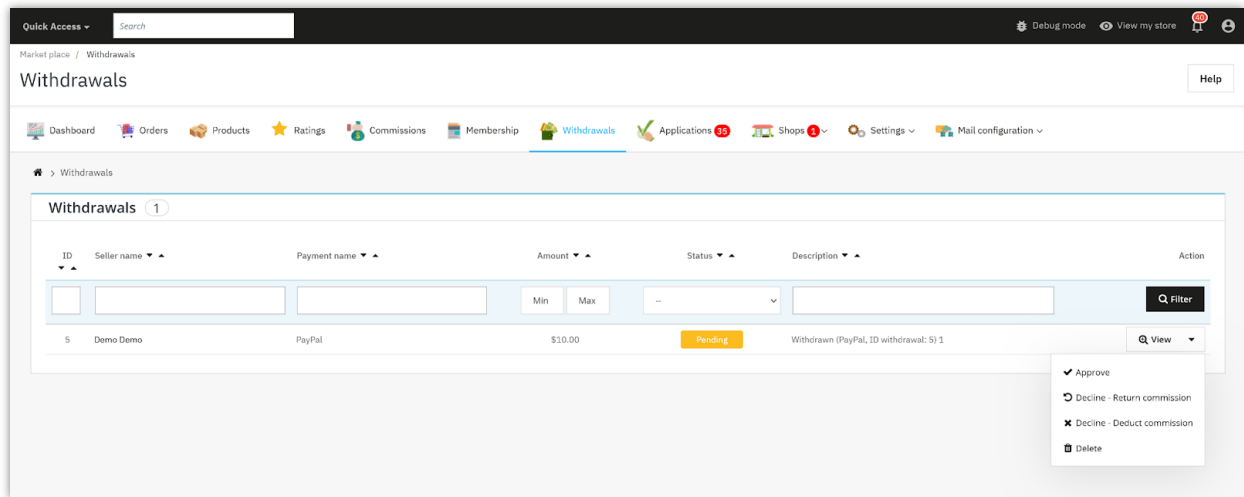
*\*Note: Please enter the required information above exactly to receive your funds. Wrong information may result in losing the money that you're withdrawing*

**WITHDRAW FUNDS**

CANCEL

- All withdrawal requests of sellers will be listed in the **“Your last withdrawal requests”** section.

As a marketplace admin, you can view and manage all withdrawal requests on the **“Withdrawals”** list of the **“Marketplace Builder”** module’s configuration page.

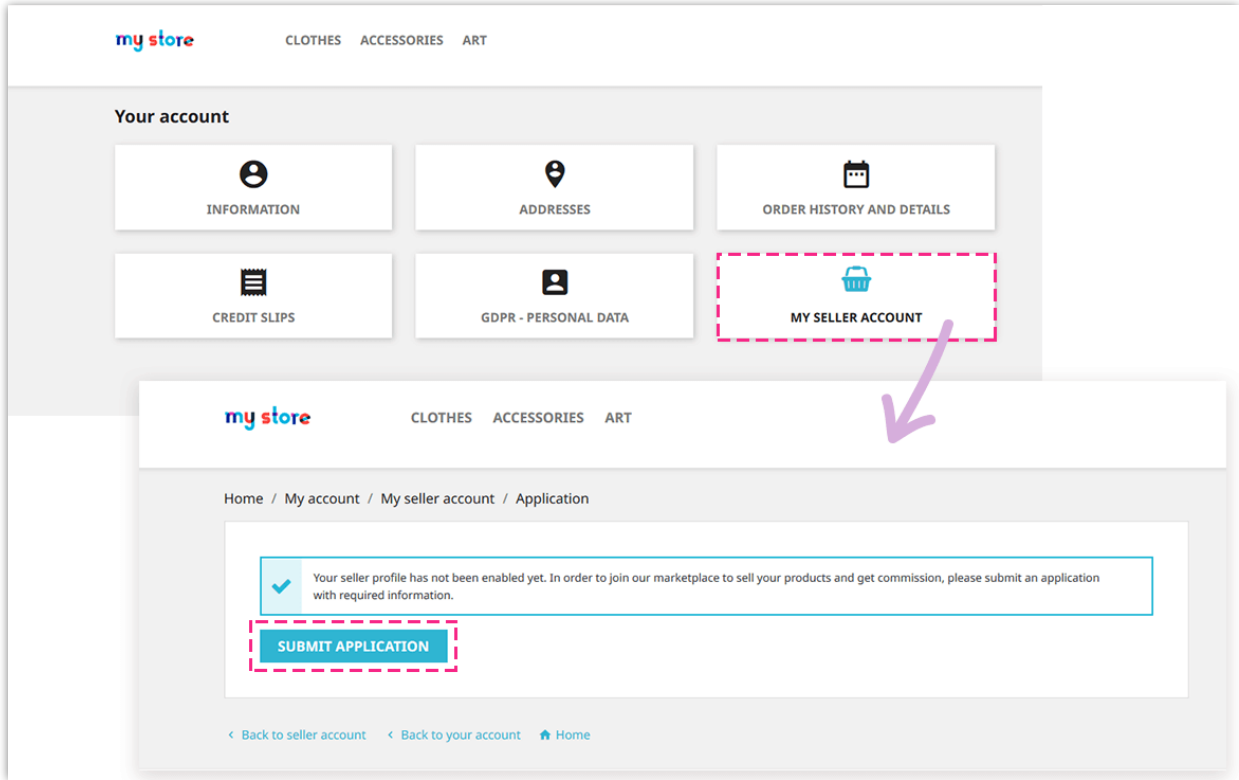


The marketplace admin can view detailed withdrawal requests, and approve or decline the requests of sellers.

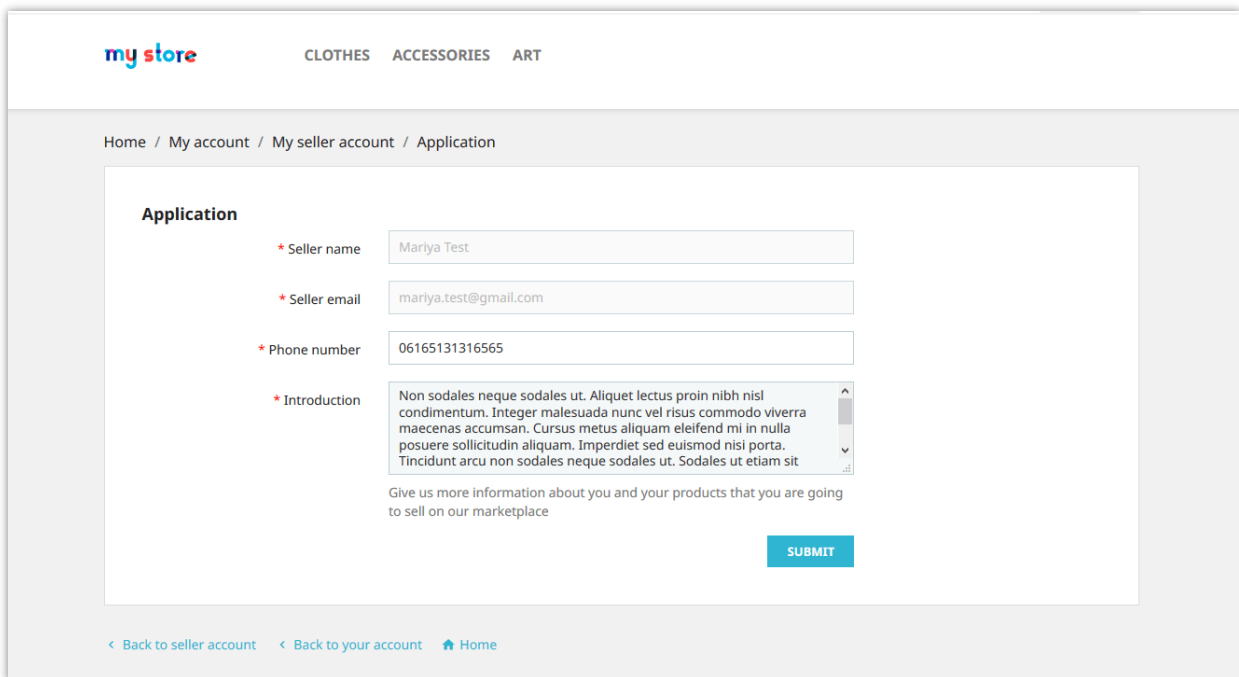
## VI. MANAGING SELLER APPLICATIONS

Any registered customers can become a seller on your marketplace. Customers will need to apply to be able to join your marketplace.

From **“My account”** page, customers will find **“My seller account”** area. They can manage everything related to the seller account by accessing this area.



Customers need to enter all necessary information (which is required by marketplace admin on **“General”** >> **“Conditions”** page from module backend).





Marketplace admin can view and manage all seller applications from “Applications” page.

Market place / Applications

## Applications

Dashboard Orders Products Commissions Invoices Withdrawals Applications 1 Shops 1 Settings

APPLICATIONS 5

ID	Seller name	Seller email	Introduction	Status	Action
6	Mariya Test	mariya.test@gmail.com	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam,...	Pending	View
4	Rose Rose	Rose@etsssoft.net	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque...	Approved	Approve Decline Delete
3	Customer test	customer01@etsssoft.net	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam,...	Approved	View
2	Helen Le	helen@etsssoft.net	Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio...	Approved	View
1	demo demo	demo@demo.com	Hi, I would like to become a seller on your site	Approved	View

Showing 1 to 5 of 5 (1 Page)

Dashboard Orders Products Commissions Invoices Withdrawals Applications 1 Shops 1 Settings

### APPLICATION INFO

Full name **Mariya Test** Shop phone number 123456

Email mariya.test@gmail.com

Registration Date 01/13/2020 03:57:44

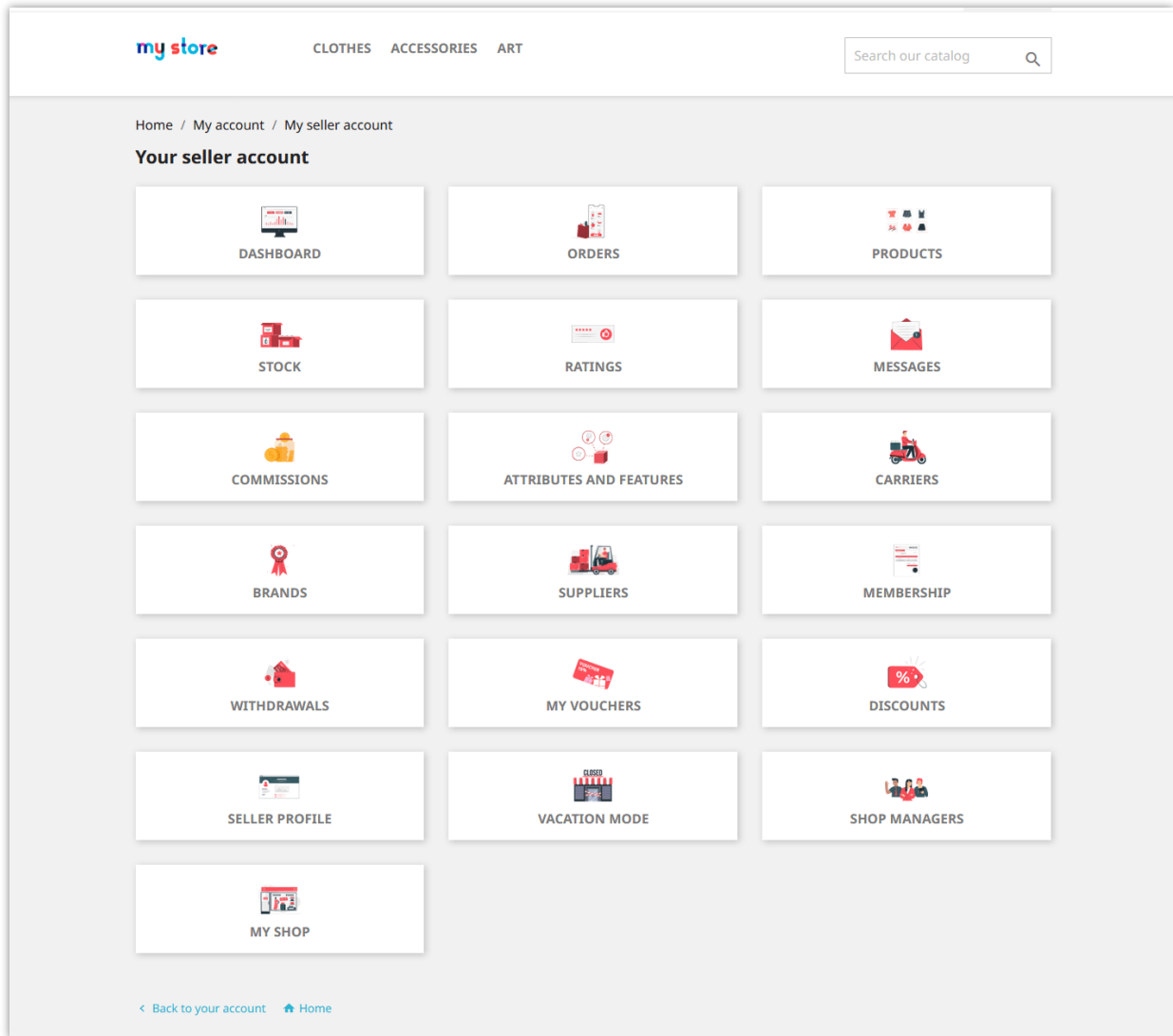
Status Pending

Introduction Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur

Approve Decline Delete

Back

After successfully registering, a seller can manage his/her shop easily through “My seller account” area:



## VII. MANAGING SELLER SHOPS

After their applications are approved, sellers can start opening their shop.

From **Marketplace Builder** module backend, the marketplace admin can view detailed information and manage seller shops. Navigate to the **“Shops”** page to view all seller shops on your marketplace.

Shops

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications Shops Settings Mail configuration

Shops

Shops 10

ID	Shop name	Seller name & email	Invoice ref	Payment status	Available from	Available to	Reported	Shop group	Shop category	Shop status	Action
10	Helen Store	Helen Store	OCPDCCGZ	Paid	10/12/2024	--	--	Start	--	Active	View
9	Shop Ngoc	Ngoc Ngoc	RXEDKUCQ	Pending	11/16/2022	05/31/2024	--	Start	--	Expired	Disable
8	Blue Shop	Shaun Caine	LSQIZQYVF	Pending	--	--	--	Start	--	Active	Edit
7	Green Shop	Iris Bui	VOMSMUBXU	Pending (Seller confirmed)	--	--	--	Start	--	Pending	Delete shop
6	Jewelry Store	Jewelry Ght	HFYUMLTIS	Paid	10/27/2022	--	--	Diamond	--	Active	Delete products
5	Cosmetic Store	Hotot Gerr	LHPAMVXGM	Paid	10/26/2022	--	--	Diamond	--	Active	Delete commissions
4	Computer store	Micro Girt	HZBBAXZQN	Paid	10/10/2022	--	1	Diamond	Digital	Active	Delete all
3	Watch shop	Kate Kate	HPYAKTGG	Paid	10/10/2022	--	--	Diamond	Digital	Vacation	View
2	Shoes shop	Anna HAU	HQDRSFXAP	Paid	10/10/2022	--	--	Diamond	Fashion	Active	View
1	LA TIENDA	Demo Demo	FUJTRCNC	Paid	10/10/2022	--	1	Diamond	Digital	Active	View



Showing 1 to 10 of 10 (1 Pages) Items per page: 20

Marketplace admin can edit shop information, modify seller commission balance, view seller fee invoices and manage seller commissions.

Shops **Commissions** Help

Shops

### Shop info

<b>Shop name</b>	Shoes shop	<b>Total commission balance</b>	\$387.95
<b>Seller name</b>	Anna HAU	<b>Total commission</b>	\$392.27
<b>Email</b>	anna@etssoft.net	<b>Withdrawn</b>	\$0.00
<b>Registration date</b>	10/10/2022 22:48:54	<b>Paid for orders</b>	\$0.00
<b>Shop status</b>	<span style="background-color: green; color: white; padding: 2px;">Active</span>	<b>Converted to voucher</b>	\$4.32
<b>Payment status</b>	<span style="background-color: green; color: white; padding: 2px;">Paid</span>	<b>Total used</b>	\$4.32
<b>Available</b>	from 10/10/2022 <span style="border: 1px solid gray; padding: 2px;">Change</span>		
	<span style="border: 1px solid gray; padding: 2px;">Disable</span> <span style="border: 1px solid gray; padding: 2px;">Delete</span>		
<b>Shop address</b>	San Francisco, CA, USA <span style="font-size: small;">View map</span>		
<b>Shop description</b>	Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum		
<b>Shop phone number</b>	545675		
<b>Shop category</b>	Fashion		
<b>Logo</b>			
<b>Shop banner</b>			

Detailed shop information

### Modify seller balance

**Action** Deduct

**Amount**

**Reason**

Add or deduct seller commission balance

Deduct

### Modify seller balance

**Action** Add

**Amount**

**Reason**

Added by admin

Add

### Membership 1

ID	Reference	Amount (Tax Incl.)	Status	Description	Invoice type	Date of invoice	Action
2	H0DRSFXAP	\$10.00	<span style="background-color: green; color: white; padding: 2px;">Paid</span>	Pay once	Auto	10/10/2022 22:48:54	<span style="border: 1px solid gray; padding: 2px;">Cancel</span>

List of invoices when seller pays membership fee to marketplace admin

### Commissions 36

ID	Order ID	Product name	Product price	Product quantity	Commissions	Admin earning	Status	Date	Action
C-614	271	Adias	\$69.99	1	\$55.99	\$14.00	<span style="background-color: green; color: white; padding: 2px;">Approved</span>	09/26/2024 05:43:23	<span style="border: 1px solid gray; padding: 2px;">Cancel</span>
C-615	271	Renvoie les frais d'expédition de la commande n°271	\$7.00	1	\$7.00	--	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	09/26/2024 05:43:23	<span style="border: 1px solid gray; padding: 2px;">Approve</span>
C-566	255	Adias	\$69.99	1	\$55.99	\$14.00	<span style="background-color: gray; color: white; padding: 2px;">Canceled</span>	07/23/2024 03:17:53	<span style="border: 1px solid gray; padding: 2px;">Approve</span>
C-542	246	Slip on	\$26.66	1	\$21.33	\$5.33	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	06/29/2024 14:51:41	<span style="border: 1px solid gray; padding: 2px;">Approve</span>
C-543	246	Return shipping fee from order #246	\$7.00	1	\$7.00	--	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	06/29/2024 14:51:41	<span style="border: 1px solid gray; padding: 2px;">Approve</span>
C-520	239	Adias	\$69.99	1	\$55.99	\$14.00	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	06/19/2024 21:25:41	<span style="border: 1px solid gray; padding: 2px;">Cancel</span>
C-521	239	Return shipping fee from order #239	\$7.00	1	\$7.00	--	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	06/19/2024 21:25:41	<span style="border: 1px solid gray; padding: 2px;">Cancel</span>
C-487	228	Slip on	\$26.66	1	\$21.33	\$5.33	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	05/16/2024 02:49:03	<span style="border: 1px solid gray; padding: 2px;">Approve</span>
C-428	203	Return shipping fee from order #203	\$7.00	1	\$7.00	--	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	10/28/2023 03:58:04	<span style="border: 1px solid gray; padding: 2px;">Approve</span>
C-427	203	Adias	\$69.99	1	\$55.99	\$14.00	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	10/28/2023 03:58:02	<span style="border: 1px solid gray; padding: 2px;">Approve</span>

Commission usage history of this seller

Showing 1 to 10 of 36 (4 Pages) Items per page: 10 1 2 3 4 > >>

Sellers can also view and edit their shop information from “**My seller account**” area from marketplace frontend:

Home / My account / My seller account / Profile

- Dashboard
- Orders
- Products
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Memberships
- Withdrawals
- My vouchers
- Profile**
- Shop managers
- My shop

Your shop is available and there is no time limit

\* Seller name

\* Seller email

\* Shop name  en ▼

\* Shop description  en ▼

\* Shop address  en ▼


Latitude

Longitude

\* Shop phone number


VAT number

\* Shop logo



Choose a file

Recommended size: 250x250 px. Accepted formats: jpg, png, gif. Limit: 8Mb

Shop banner  en ▼

Choose a file

Recommended size: 1170x170 px. Accepted formats: jpg, png, gif. Limit: 8Mb

Facebook link

Instagram link

Google link

Twitter link

[Back to seller account](#) [Home](#)

## VIII. MANAGING SELLER FEE INVOICES

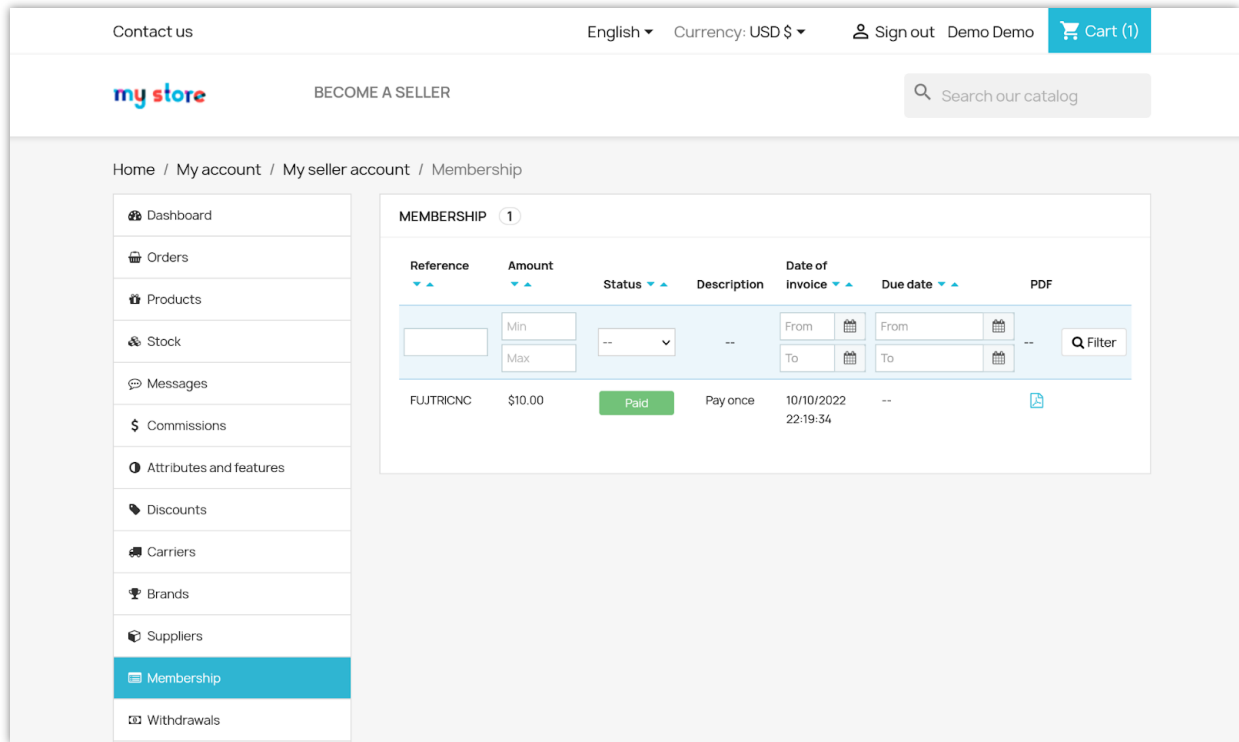
Once you've set up membership fees for your sellers, it's important to keep track of the invoices generated from these fees. Here's how you can manage them:

- **Viewing invoices:** Sellers who pay their membership fees will generate detailed invoices, which are automatically stored in the **Marketplace Builder** backend. As the marketplace admin, you can easily access these invoices from the **"Memberships"** page.

ID	Reference	Seller name	Shop name	Amount (Tax Incl.)	Status	Description	Invoice type	Date of invoice	Due date	PDF	Action
10	UGCCEQQA	Helen Store	Helen Store	\$10.00	Paid	Pay once	Auto	07/11/2023 04:38:25	--		Cancel
9	UVQ3DKLMH	Ngoc Ngoc	Shop Ngoc	\$10.00	Paid	Pay once	Auto	11/16/2022 03:00:56	--		Cancel
8	LSQIZQYVF	Shaun Caine	Blue Shop	\$10.00	Pending	Pay once	Auto	11/13/2022 21:25:51	--		Set as paid
7	VOMSMUBXU	Iris Bui	Green Shop	\$10.00	Pending	Pay once	Auto	11/11/2022 03:53:47	--		Set as paid
6	HPYUXTIS	Jewelry Ght	Mejuri Store	\$10.00	Paid	Pay once	Auto	10/27/2022 00:01:21	--		Cancel
5	LHPAMVXGM	Hotet Gerr	Cosmetic Store	\$10.00	Paid	Pay once	Auto	10/26/2022 23:51:05	--		Cancel
4	HZBBAXQZN	Micro Grt	Computer store	\$10.00	Paid	Pay once	Auto	10/10/2022 23:06:17	--		Cancel
3	HPYYAKTGG	Kate Kate	Watch shop	\$10.00	Paid	Pay once	Auto	10/10/2022 22:55:38	--		Cancel
2	HQDRSFXAP	Anna HAU	Shoes shop	\$10.00	Paid	Pay once	Auto	10/10/2022 22:48:54	--		Cancel
1	FUJTRICNC	Demo Demo	Demo store	\$10.00	Paid	Pay once	Auto	10/10/2022 22:19:34	--		Cancel

- **Managing invoices:** From the **"Memberships"** page, you'll be able to view a list of all invoices generated from membership fees. This list provides details such as invoice number, date, amount, and status.
- **Downloading invoices:** Need to save or print an invoice? No problem! Simply select the invoice you want to download and click on the PDF icon to save it as a PDF file.
- **Seller access:** Sellers can also access their membership fee invoices from their seller account area on the marketplace front end.

- **Notification email:** Sellers will receive email notifications when their seller account is about to expire and need to pay a membership fee to renew. After the sellers successfully pay the membership fee, they will receive an email notifying them that the renewal process is complete.



## IX. MANAGING SELLER PRODUCTS AND SELLER ORDERS

### 1. Managing seller products

---

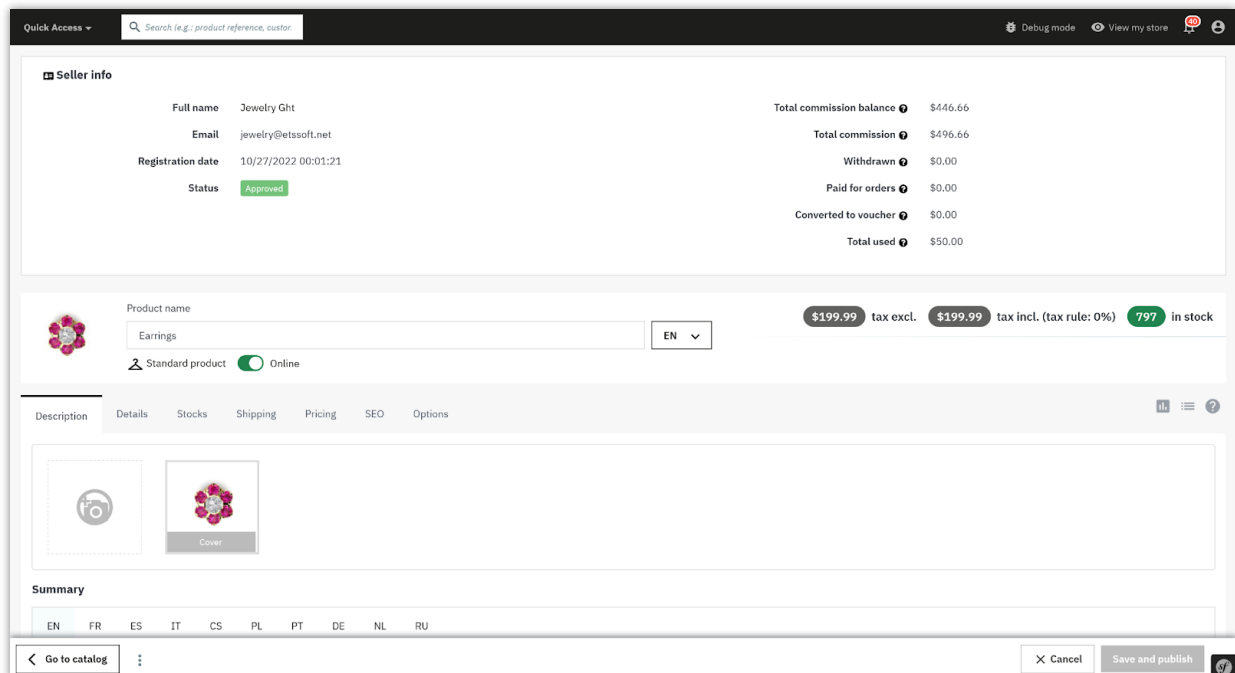
As a marketplace administrator, ensuring the quality and relevance of products on your platform is paramount to maintaining a positive user experience. This guide delves into the various aspects of product management, empowering you to effectively oversee the seller-generated product catalog.

## 1.1. Navigating the product management dashboard:

- Access the **"Products"** page from the marketplace's admin dashboard.
- This page serves as a centralized hub for managing all seller-listed products.
- Each product listing displays essential information, including product title, seller details, product category, and current status.
- Click on a specific product to reveal its complete details, including descriptions, images, pricing, and other relevant attributes.

## 1.2. Editing product information

- To modify a product's details, click the **"Edit"** button in the product listing.
- Make the necessary changes to the product information and click **"Save"** to apply the updates.



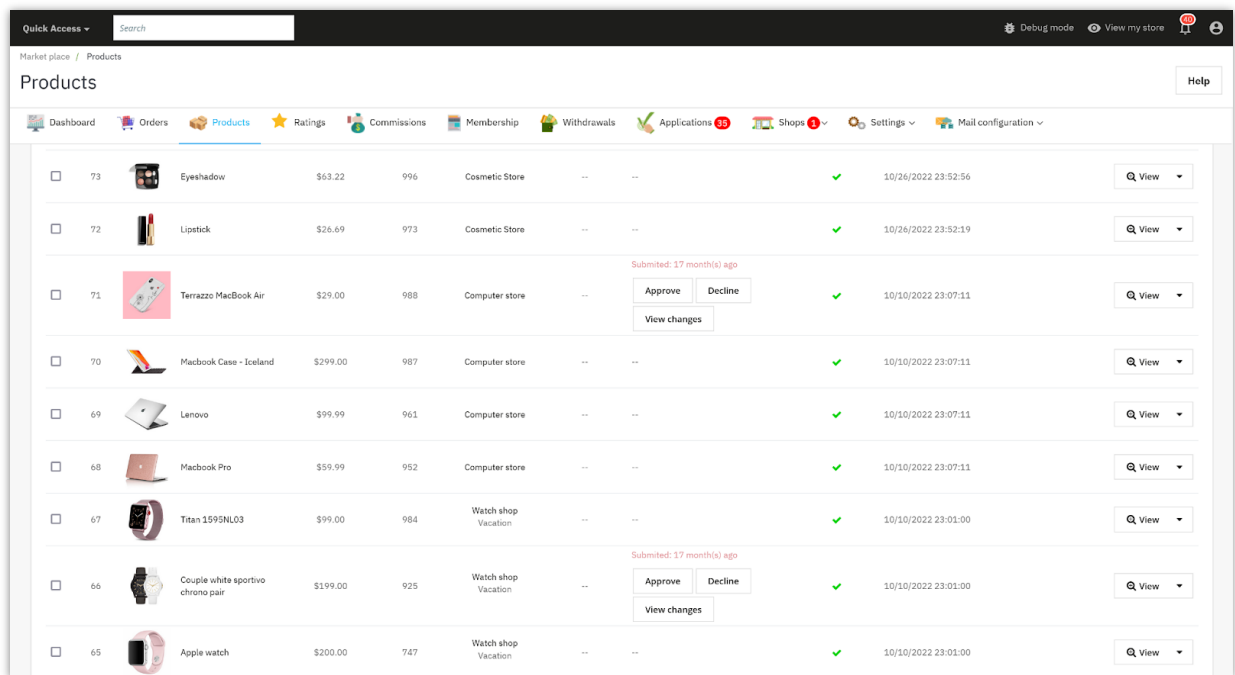


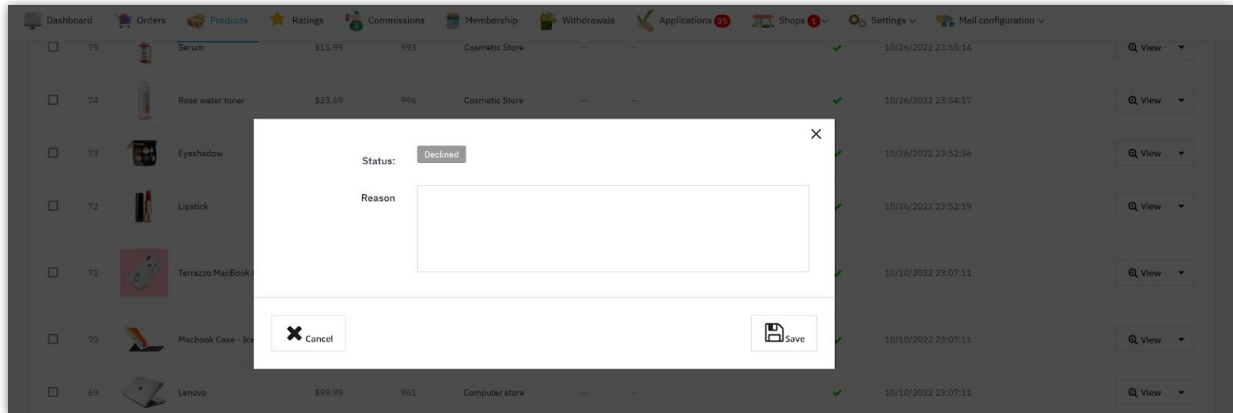
### 1.3. Product status management

- Each product has a status, indicating its visibility and availability to buyers.
- You can change a product's status from **"Pending"** to **"Enable"** (visible to buyers) or **"Disable"** (removed from active listings).

### 1.4. Product approval workflow

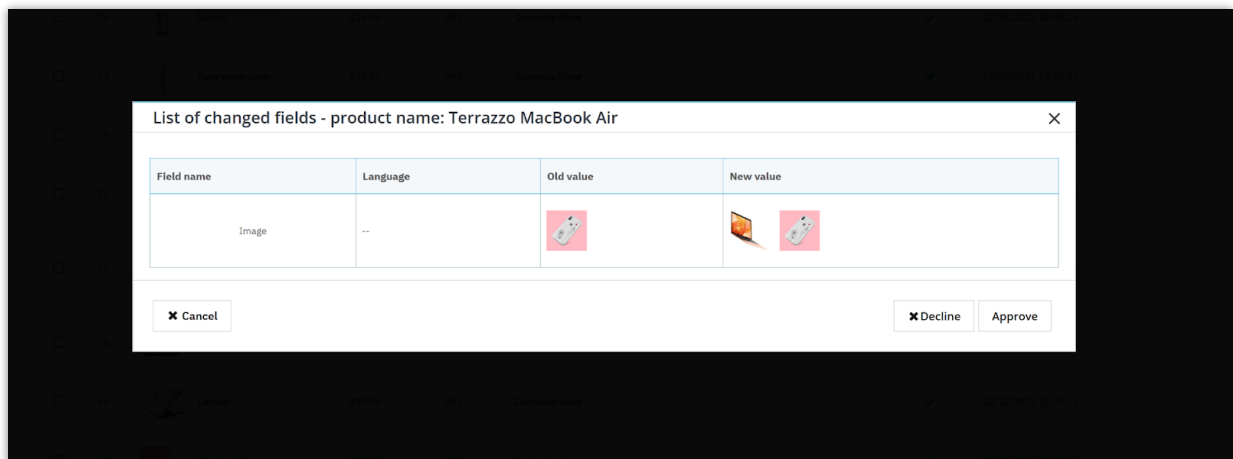
- For products requiring approval, you can review and approve or reject them directly from the product listing.
- Approved products will become visible to buyers, while rejected products will be notified to the respective sellers.





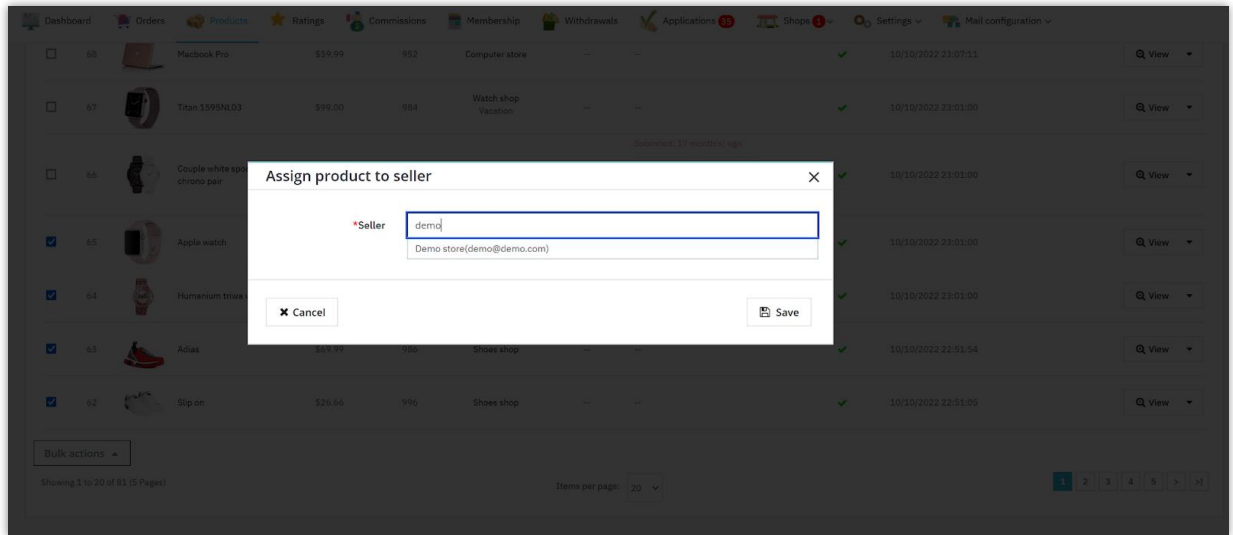
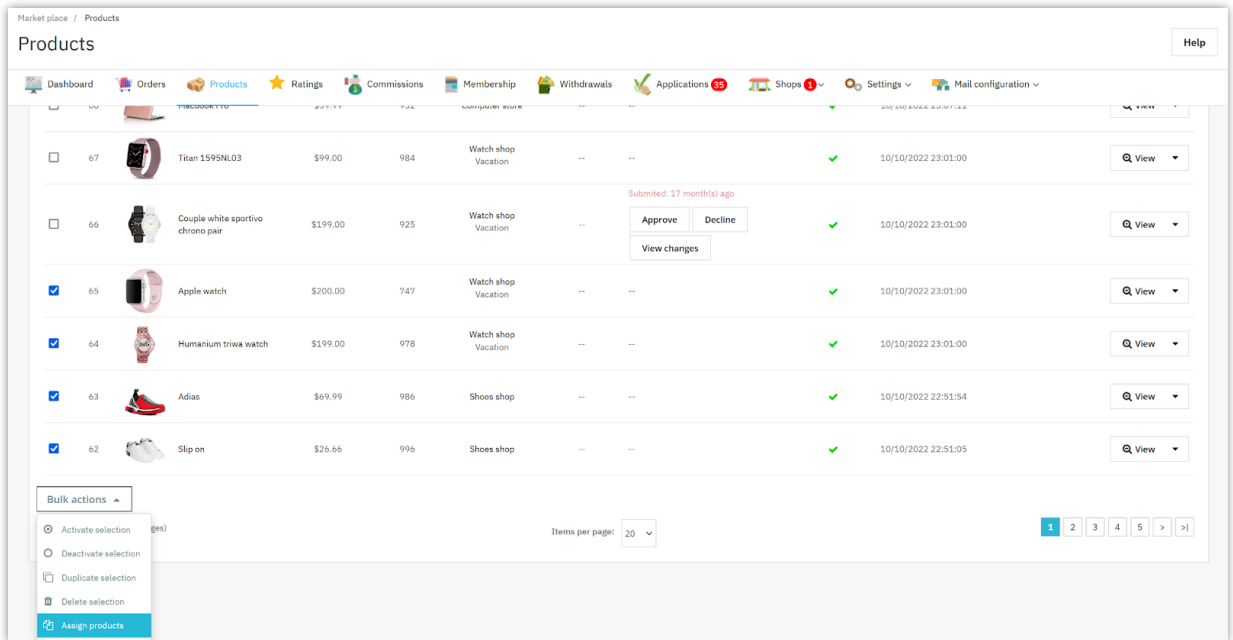
## 1.5. Tracking product changes

- Each pending product maintains a detailed history of changes made by sellers.
- Click on the **"View changes"** button within a product listing to track modifications.



## 1.6. Bulk product management

- For efficient management of multiple products, utilize the bulk actions feature.
- Select multiple products and perform actions like changing status, approving/rejecting, or deleting in bulk.
- You can assign the selected products to another seller in the marketplace.



## 2. Managing seller orders

Efficient order management is crucial for both sellers and marketplace administrators to ensure a smooth and satisfactory customer experience. This guide delves into the

intricacies of order management, empowering you to effectively handle orders from start to finish.

## 2.1. Order processing flow for sellers

### Order placement and notification

- A customer places an order for a product from a seller's store on the marketplace.
- The seller receives a notification and can view the order details in their seller dashboard.

Home / My account / My seller account / Orders

**ORDERS** 73

Reference	Date	Total	Commissions	Products	Status	Action
OSPIWTHUV	02/20/2024 12:38:57	\$336.99	\$60.99		Awaiting bank wire payment	View
VGUNZXJSN	02/14/2024 19:36:05	\$66.99	\$60.99		Awaiting Cash On Delivery validation	View
MGDBFQDAB	02/11/2024 06:28:05	\$37.72	\$34.85		Awaiting bank wire payment	View
JOPDGQSLY	01/08/2024 04:55:14	€181.74	\$169.90		Awaiting Cash On Delivery validation	View
ZZWLQDULC	11/07/2023 11:26:26	\$66.99	\$60.99		Awaiting bank wire payment	View
DPUKJFYID	10/28/2023 03:57:55	\$66.99	\$60.99		Awaiting check payment	View
DDFHCNIHQL	10/28/2023 03:56:27	\$66.99	\$60.99		Payment accepted	View
LGEBOZAFV	10/19/2023 04:22:43	\$206.00	\$186.10		Awaiting check payment	View
NBBOGNWCC	10/18/2023 05:15:45	€181.70	\$169.97		Payment accepted	View
KUHMNEIRN	10/17/2023 17:14:59	\$66.99	\$60.99		Awaiting bank wire payment	View

Showing 1 to 10 of 73 (8 Pages)      Items per page: 10

[Back to seller account](#)   [Home](#)

### Order preparation and shipping

- The seller carefully prepares the ordered items, ensuring they match the customer's specifications.
- Once ready, the seller packages the items and arranges for shipment through the preferred shipping method.

### **Order completion and success**

- The seller marks the order as "**Shipped**" and provides tracking information to the customer.
- The customer receives the ordered items and confirms delivery.
- The order status is updated to "**Completed**" on the marketplace.

### **Order management for sellers**

- From the "**Orders**" page of the seller management section, sellers can access a detailed view of each order, including customer information, order summary, and shipping details.
- They can communicate with customers directly through the marketplace's messaging system to address any inquiries or concerns related to the order.

Home / My account / My seller account / Orders

- Dashboard
- Orders
- Products
- Stock
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile
- Vacation mode
- Shop managers
- My shop

📅 Date 02/20/2024
💰 Total \$336.99
✉ Messages 0
📦 Products 2

📄 ORDER QSPIWTHUV #218
⏪ ⏩

🖨 Print order
✖ No invoice
✖ No delivery slip

✖ Status ⓘ
📄 Documents ⓘ

👤 Awaiting bank wire payment
02/20/2024 12:38:57

⌵ Awaiting bank wire payment

UPDATE STATUS

🚚 Shipping ⓘ
↶ Merchandise Returns ⓘ

Date	Carrier	Weight	Shipping cost
02/20/2024 12:38:57	VNexpress	0.000 kg	\$7.00

⏪  ⏩

✖ Recycled packaging
✖ Gift wrapping

👤 CUSTOMER DEMO DEMO #3

**Email**  
demo@demo.com

**Account registered**  
📅 10/10/2022 21:56:01

**Valid orders placed**  
56

**Total spent since registration**  
\$8,960.68

🚚 Shipping address
📄 Invoice address

**Shipping address**  
Demo Demo  
fff  
fff, Illinois 12345  
United States

✉ MESSAGES 0

Message

SEND MESSAGE

📦 PRODUCTS 2

Product	Price per unit <small>Tax excluded</small>	Qty	Available quantity	Total <small>Tax excluded</small>
<span style="color: #0070c0;">Loewe Bunny Mini Bag (Größe: S - Farbe: Rot)</span>	\$59.99	1	48	\$59.99
<span style="color: #0070c0;">Couple white sportivo chrono pair</span>	\$270.00	1	925	\$270.00

⚠ For this customer group, prices are displayed as: **Tax excluded**  
Merchandise returns are disabled

Products:	\$329.99
Shipping	\$7.00
Taxes	\$0.00
<b>Total</b>	<b>\$336.99</b>

⏪ [Back to seller account](#)
[🏠 Home](#)

## 2.2. Order management for marketplace admins

- Admins can access a comprehensive list of all orders placed on the marketplace from the **"Orders"** page in the back office.
- This dashboard provides an overview of all orders, including their status, creation date, and seller information.

The screenshot displays the 'Orders' dashboard with a table of 218 orders. The table includes columns for ID, Order reference, Customer, Total price (tax incl.), Seller name, Shop name, Seller commissions, Admin earned, Status, Date, and Action. The status column shows various payment statuses such as 'Awaiting bank wire payment', 'Awaiting check payment', and 'Payment accepted'. The date column shows the creation date and time for each order.

ID	Order reference	Customer	Total price (tax incl)	Seller name	Shop name	Seller commissions	Admin earned	Status	Date	Action
178	DW3CDZCYB	sdfgsdf sdfdsf	\$76.99	Anna HAU	Shoes shop	\$62.99	\$14.00	Awaiting bank wire payment	09/21/2023 09:03:47	View
177	UZKYHWGNO	Demo Demo	\$207.00	Kate Kate	Watch shop	\$187.00	\$20.00	Awaiting bank wire payment	09/16/2023 15:25:51	View
176	UZKYHWGNO	Demo Demo	\$109.99	Micro Grt	Computer store	\$99.99	\$10.00	Awaiting bank wire payment	09/16/2023 15:25:51	View
175	GYUMXBPAE	paola de rosa	\$66.99	Demo Demo	Demo store	\$60.99	\$6.00	Awaiting bank wire payment	09/12/2023 05:27:35	View
174	RNNLKSJKO	Demo Demo	\$66.99	Demo Demo	Demo store	\$60.99	\$6.00	Awaiting bank wire payment	09/06/2023 07:07:31	View
173	RNNLKSJKO	Demo Demo	\$206.00	Kate Kate	Watch shop	\$186.10	\$19.90	Awaiting bank wire payment	09/06/2023 07:07:31	View
172	OZKCPYDXU	Demo Demo	\$68.99	Micro Grt	Computer store	\$62.99	\$6.00	Awaiting check payment	09/06/2023 07:05:12	View
171	OZKCPYDXU	Demo Demo	\$76.99	Anna HAU	Shoes shop	\$62.99	\$14.00	Awaiting check payment	09/06/2023 07:05:12	View
170	XBWAQUZHH	Demo Demo	\$20.90	Demo Demo	Demo store	\$19.61	\$1.29	Awaiting check payment	09/04/2023 08:37:32	View
169	XBWAQUZHH	Demo Demo	\$68.99	Micro Grt	Computer store	\$62.99	\$6.00	Awaiting check payment	09/04/2023 08:37:32	View
168	XBWAQUZHH	Demo Demo	\$76.99	Anna HAU	Shoes shop	\$62.99	\$14.00	Awaiting check payment	09/04/2023 08:37:32	View
167	BBWRZPCU	Demo Demo	\$308.00	Jewelry Ght	Mejuri Store	\$246.20	\$59.80	Awaiting bank wire payment	09/01/2023 04:51:06	View
166	BBWRZPCU	Demo Demo	\$33.69	Hotot Gerr	Cosmetic Store	\$28.35	\$5.34	Awaiting bank wire payment	09/01/2023 04:51:06	View
165	BBWRZPCU	Demo Demo	\$69.99	Micro Grt	Computer store	\$63.99	\$6.00	Awaiting bank wire payment	09/01/2023 04:51:06	View
164	BBWRZPCU	Demo Demo	\$67.99	Demo Demo	Demo store	\$61.99	\$6.00	Awaiting bank wire payment	09/01/2023 04:51:06	View
163	QYWOXESPA	Demo Demo	\$206.00	Kate Kate	Watch shop	\$186.10	\$19.90	Payment accepted	09/01/2023 04:25:06	View
162	QYWOXESPA	Demo Demo	\$76.99	Anna HAU	Shoes shop	\$62.99	\$14.00	Payment accepted	09/01/2023 04:25:06	View
161	WIGOUHJOV	Demo Demo	\$77.00	Anna HAU	Shoes shop	\$62.99	\$14.00	Awaiting bank wire payment	08/28/2023 08:07:37	View
160	WIGOUHJOV	Demo Demo	\$206.01	Kate Kate	Watch shop	\$186.10	\$19.90	Awaiting bank wire payment	08/28/2023 08:07:37	View
159	IACIUJFJ	Demo Demo	\$277.00	Kate Kate	Watch shop	\$250.00	\$27.00	Payment accepted	08/25/2023 10:37:53	View

- Admins can delve into the specifics of each order, viewing customer details, order items, shipping information, and any seller-customer communication.
- Admins have the authority to modify order statuses, such as changing an order from **"Processing in progress"** to **"Shipped"** or resolving any discrepancies.
- In specific scenarios, admins can edit order information, such as updating shipping details or correcting customer information, if necessary.

Orders  
#177 UZYKHWGNO from Demo Demo \$207.00 09/16/2023 at 15:25:51 Help

**Seller info**

Full name	Kate Kate	Total commission balance	\$3,284.52
Email	kate@etssoft.net	Total commission	\$3,286.02
Registration date	10/10/2022 22:55:38	Withdrawn	\$0.00
Status	Approved	Paid for orders	\$0.00
		Converted to voucher	\$1.50
		Total used	\$1.50

Awaiting bank wire payment Update status Print order

**Customer**

**Demo Demo #3** View full details

Customer

Email: demo@demo.com Validated orders placed: 56

Account registered: 10/10/2022 21:56:01 Total spent since registration: \$8,960.68

<b>Shipping address</b>	<b>Invoice address</b>
Demo Demo fff fff, Illinois 12345 United States	Demo Demo fff fff, Illinois 12345 United States

Private note +

**Products (1)**

Product	Base price <small>Tax excluded</small>	Quantity	Available	Total <small>Tax excluded</small>	Actions
Apple watch	\$200.00	1	747	\$200.00	<span>✎</span> <span>🗑</span>

Items per page:  ⌵

⊕ Add a product ⊖ Add a discount

Products	Shipping	Taxes	Total
\$200.00	\$7.00	\$0.00	\$207.00

For this customer group, prices are displayed as: Tax excluded. Merchandise returns are disabled

Status (1) Documents (0) Carriers (1)

**Awaiting bank wire payment** 09/16/2023 15:26:04 Resend email

Awaiting bank wire payment Update status

Order note +

**Messages (0)**

Choose your order message ⌵

Configure predefined messages →

Display to customer?

\*Message

1200

**Payment (0)**

## X. MANAGING OTHER SELLER SHOP'S FEATURES

### 1. Attributes and features

Sellers can select which type of product attribute and product feature they want to use.

**Marketplace Builder** offers 3 types of attributes/features:

- Use the store's global attributes/features



- Create your own attributes / features
- Use both store's global attributes / features and your own attributes / features

Home / My account / My seller account / Attributes

- Dashboard
- Orders
- Products
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Memberships
- Withdrawals
- My vouchers
- Profile
- Shop managers
- My shop

Attributes
Features

### ATTRIBUTES

Using attributes

Use the store's global attributes  
 Create your own attributes  
 Use both store's global attributes and your own attributes

**ATTRIBUTES** + ADD NEW

ID	Name	Values	Position	Action
9	Size	4	4	View
10	Color	6	5	View
11	Dimension	1	6	View

Showing 1 to 3 of 3 (1 Page)

[Back to seller account](#) [Home](#)

Home / My account / My seller account / Features

- Dashboard
- Orders
- Products
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Memberships
- Withdrawals
- My vouchers
- Profile
- Shop managers
- My shop

Attributes
Features

### FEATURES

Using features

Use the store's global features  
 Create your own features  
 Use both store's global features and your own features

## 2. Carriers and brands

Sellers can select which type of carrier they want to use. **Marketplace Builder** offers 3 types of carriers:

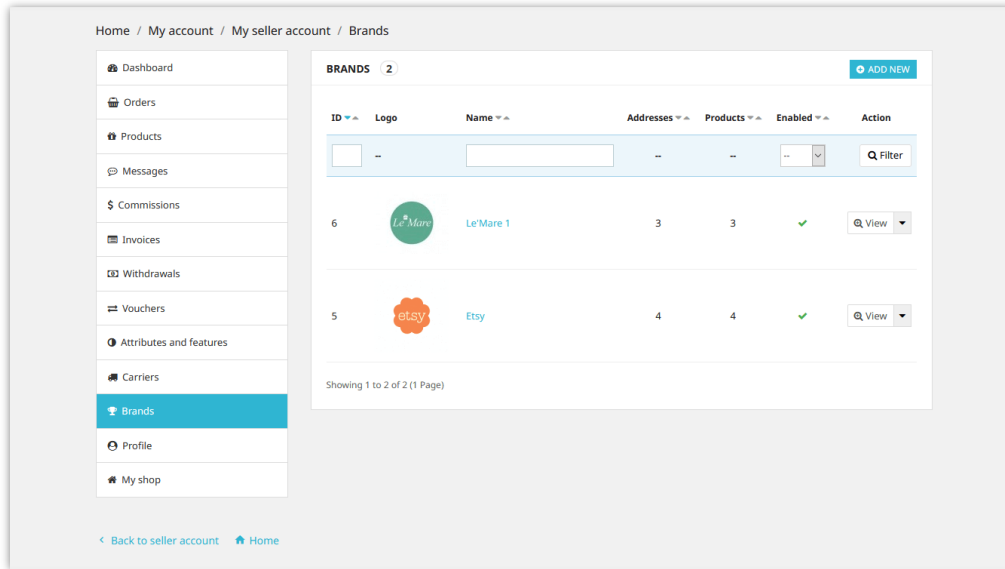
- Use the store's global shipping methods
- Create your own shipping methods and transportation costs
- Use both the store's global shipping methods and your own shipping methods

You can add an unlimited number of shipping methods to your shop.

The screenshot shows the 'CARRIERS' management page in the Marketplace Builder back office. The breadcrumb trail is 'Home / My account / My seller account / Carriers'. A left sidebar contains navigation links: Dashboard, Orders, Products, Messages, Commissions, Invoices, Withdrawals, Vouchers, Attributes and features, Carriers (highlighted), Brands, Profile, and My shop. The main content area is titled 'CARRIER' and features three radio button options for 'Using carriers': 'Use the store's global shipping methods', 'Create your own shipping methods and transportation costs', and 'Use both store's global shipping methods and your own shipping methods' (which is selected). Below this is a table of carriers with a search bar and an 'ADD NEW' button. The table has columns for ID, Name, Logo, Delay, Enabled, Free shipping, Position, and Action. One carrier is listed: ID 4, Name 'Express shipping', Logo 'today!', Enabled 'checked', Free shipping 'unchecked', Position 2, and an 'Edit' action.

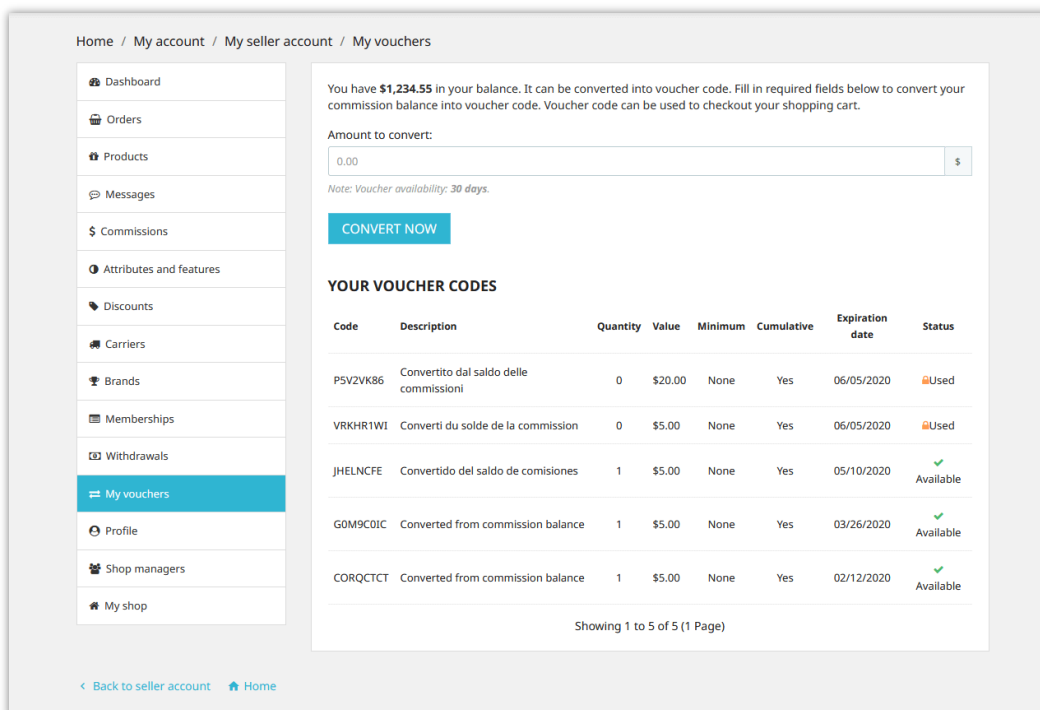
ID	Name	Logo	Delay	Enabled	Free shipping	Position	Action
4	Express shipping	today!		✓	✗	2	Edit

Similar with adding new brands on PrestaShop back office, sellers also can add new product brands for your shop from "**Brands**" tab.



### 3. Convert commission into voucher code

Sellers can convert their commission balance into a voucher code. Voucher code can be used to check out seller's shopping cart.



## 4. Shop managers

**Marketplace Builder** allows sellers to invite other people to become shop managers. Sellers can assign specific management privileges to these shop managers.

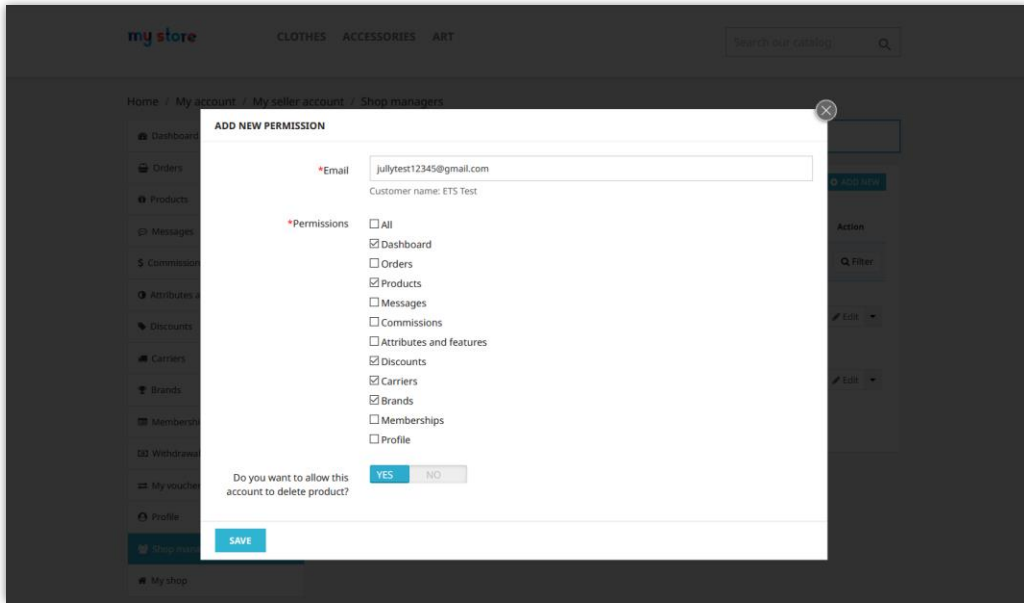
The screenshot shows the 'my store' interface for managing shop managers. The top navigation bar includes 'my store', 'CLOTHES', 'ACCESSORIES', 'ART', and a search bar. The breadcrumb trail is 'Home / My account / My seller account / Shop managers'. A sidebar on the left lists various account management options, with 'Shop managers' highlighted. The main content area features a notification: 'You can invite other people to become shop manager and assign management privileges to them.' Below this is a 'SHOP MANAGERS' section with an 'ADD NEW' button. A table lists two shop managers:

ID	Name	Email	Permissions	Status	Action
1	Helen Le	lethihien95tn@gmail.com	Orders Products Messages	Pending	Edit
2	Anna Le	hienletest01@gmail.com	Brands Carriers	Pending	Edit

Showing 1 to 2 of 2 (1 Page)

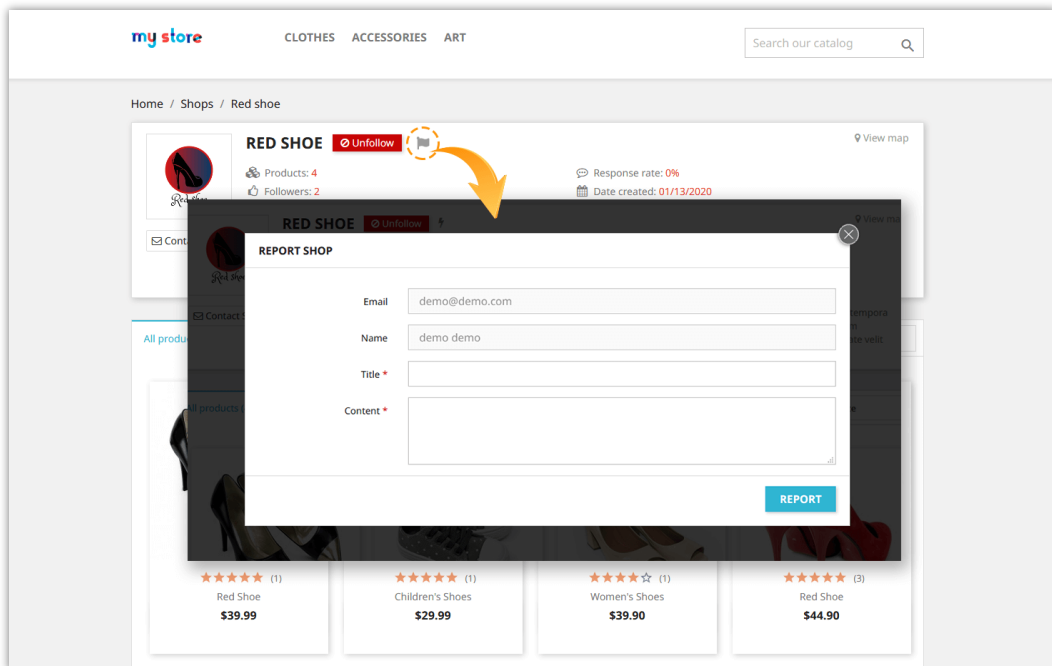
Navigation links: < Back to seller account | Home

Click on **“Add new”** button to invite a customer. Enter the customer’s email address and select the permissions granted to him/her then click **“Save”** to finish.

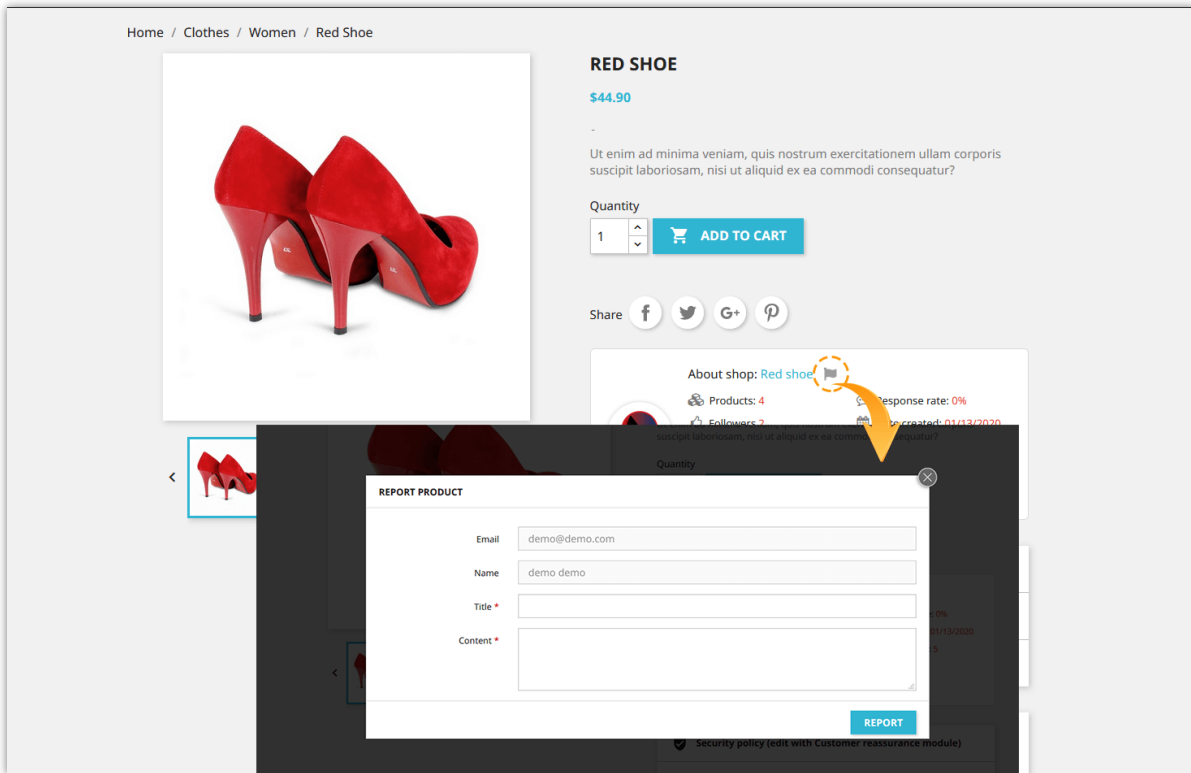


## 5. Report shops or products as abused

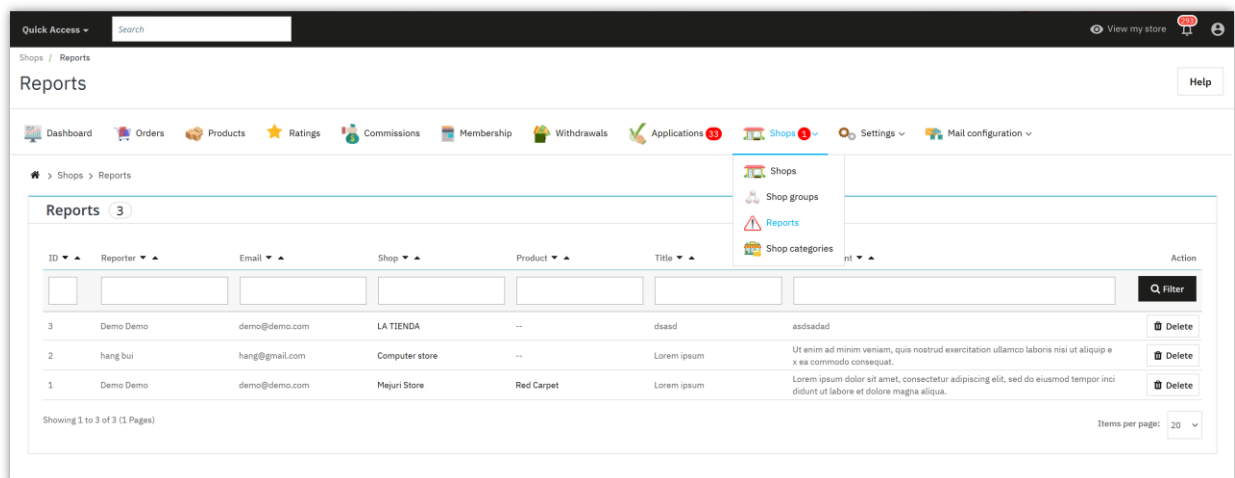
**Marketplace Builder** allows users to report seller shops and products that they find illegal or abused. Click on the report icon (flag icon) next to the shop name to report a seller shop.



On product detail page, users can report a product by clicking on report icon (flag icon) next to shop name.



Marketplace admin can view all shop reports and product reports from “Shops > Reports” page:



## 6. Seller product ratings

When customers leave comments and ratings about seller products, sellers can view or delete customer comments via **"My seller account > Ratings"** area.

Home / Clothes / Men / Hummingbird printed t-shirt

**HUMMINGBIRD PRINTED T-SHIRT**

\$23.90  
**\$19.12** **SAVE 20%**

Regular fit, round neckline, short sleeves. Made of extra long staple pima cotton.

Size  
S

Color

Quantity  
1 **ADD TO CART**

Share

About shop: **Shop demo**

Products: 41 | Response rate: 23.53%  
Followers: 5 | Date created: 01/12/2020  
Shop rating: (44) | Products sold: 9  
[Contact shop](#)

**Description** | Product Details

Symbol of lightness and delicacy, the hummingbird evokes curiosity and joy. Studio Design' PolyFaune collection features classic products with colorful patterns, inspired by the traditional japanese origamis. To wear with a chino or jeans. The sublimation textile printing process provides an exceptional color rendering and a color, guaranteed overtime.

Grade [Read user reviews \(5\)](#) | [Write your review](#)

**Comments (5)** Grade

**nice**  
good fabric and comfortable  
12/16/20, 3:20 AM  
By demo demo  
 0 0

**super**  
Bon produit  
11/26/20, 9:23 AM  
By demo demo  
 0 0

Home / My account / My seller account / Ratings

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### RATINGS 44

ID	Review	Ratings	Product	Time of publication	Action
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">--</div> <div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div> <div style="text-align: right;">           From <input type="text"/>            To <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Filter</div> </div>					
74	<b>nice</b> good fabric and comfortable	5/5	Hummingbird printed t-shirt	12/16/2020 08:20:59	<a href="#">View</a>
71	<b>super</b> Bon produit	4/5	Hummingbird printed t-shirt	11/26/2020 14:23:55	<a href="#">View</a>
70	<b>Incroyable</b> moyen ouf	5/5	Hummingbird printed t-shirt	11/24/2020 13:24:36	<a href="#">View</a>
60	<b>Probando</b> Probando opiniones	3/5	Hummingbird printed sweater	06/12/2020 11:00:22	<a href="#">View</a>
59	<b>Lorem ipsum dolor sit amet</b> Ut enim ad minim veniam, quis nostrud exercitation	5/5	KoiMooi Mode Bag	05/08/2020 06:54:34	<a href="#">View</a>
58	<b>Lorem ipsum dolor sit amet</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit	5/5	KoiMooi Once Bag	05/08/2020 06:54:00	<a href="#">View</a>
57	<b>Lorem ipsum dolor sit amet</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	5/5	KoiMooi Nana Bag	04/20/2020 04:22:19	<a href="#">View</a>
56	<b>Et harum quidem rerum</b> At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis	5/5	Luxury Bunny Handbag	04/08/2020 03:04:47	<a href="#">View</a>
55	<b>consectetur adipiscing elit</b> consectetur adipiscing elitconsectetur adipiscing elitconsectetur adipiscing elit	3/5	Mug The best is yet to come	04/08/2020 03:04:12	<a href="#">View</a>
54	<b>consectetur adipiscing elit</b> consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam	4/5	Mug The adventure begins	04/08/2020 03:03:51	<a href="#">View</a>
53	<b>ut et voluptates repudiandae</b> ut et voluptates repudiandae ut et voluptates repudiandae	5/5	Brown bear - Vector graphics	04/07/2020 03:25:54	<a href="#">View</a>
52	<b>ut et voluptates repudiandae</b> ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente dele	5/5	Red handbags	04/07/2020 03:25:42	<a href="#">View</a>

Marketplace admin can also view and delete customer comments from module's back office.



Market place / Ratings

# Ratings

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications 42 Shops Settings

Ratings

RATINGS 59

ID	Review	Ratings	Product	Shop	Time of publication	Action
76	TRATAMIENTO SRA. BUENISIMO	5/5	Laptop	Digital stores	12/27/2020 15:10:41	View
75	Tremendo Muy tremendo	3/5	Women's PU Leather Handbags	Gifts & Decor	12/27/2020 07:38	Delete
74	nice good fabric and comfortable	5/5	Hummingbird printed t-shirt	Shop demo	12/16/2020 08:20:59	View
73	dsadadasd dsadsafsadsadsadsad	1/5	KoiMooi Mode Bag	Shop demo	12/03/2020 12:53:07	View
72	tt ttttttttttt	3/5	Rings for Women	Shop demo	12/02/2020 21:01:42	View
71	super Bon produit	4/5	Hummingbird printed t-shirt	Shop demo	11/26/2020 14:23:55	View
70	Incredible moyen ouif	5/5	Hummingbird printed t-shirt	Shop demo	11/24/2020 13:24:36	View
69	super tb	3/5	Hummingbird printed sweater	Shop demo	11/21/2020 04:37:42	View
68	So nice The flowers are fresh	4/5	Bouquet lindor	Flowers Store	11/11/2020 06:20:16	View
67	qwe qwe	3/5	Macbook Pro - Apple	Digital stores	10/07/2020 14:06:52	View
60	Probando Probando opiniones	3/5	Hummingbird printed sweater	Shop demo	06/12/2020 11:00:22	View

## XI. MAIL CONFIGURATION

### 1. Mail settings

The **"Mail settings"** feature in the **Marketplace Builder** module allows you to configure how the system handles email notifications for both administrators and sellers. This guide will walk you through the essential options available in the **"Mail settings"** section.

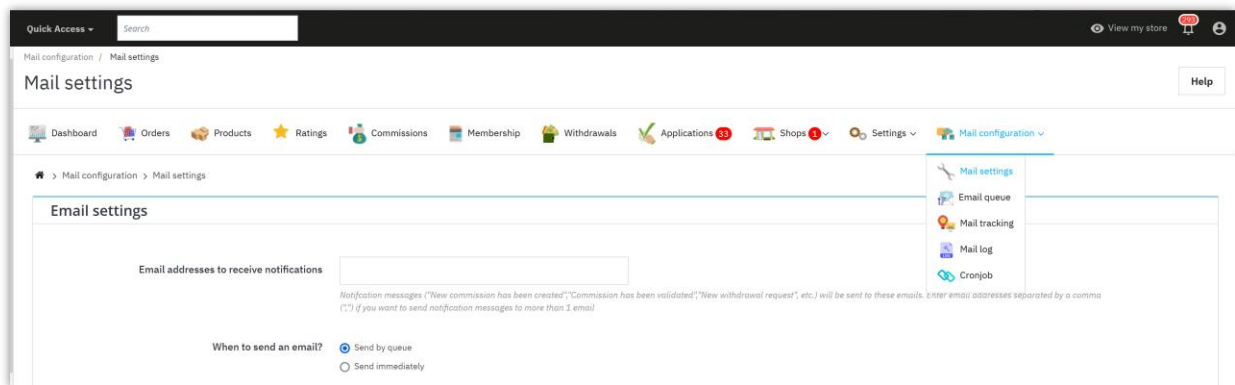
#### 1.1. Email addresses to receive notifications

This option allows you to specify the email addresses that will receive important notification messages from the system. Notifications such as "New commission has been

created", "Commission has been validated", or "New withdrawal request" will be sent to the provided email addresses.

### **How to configure:**

Enter the email addresses you want to receive notifications. If more than one email is required, separate them with a comma (","). Example: admin@example.com, support@example.com.



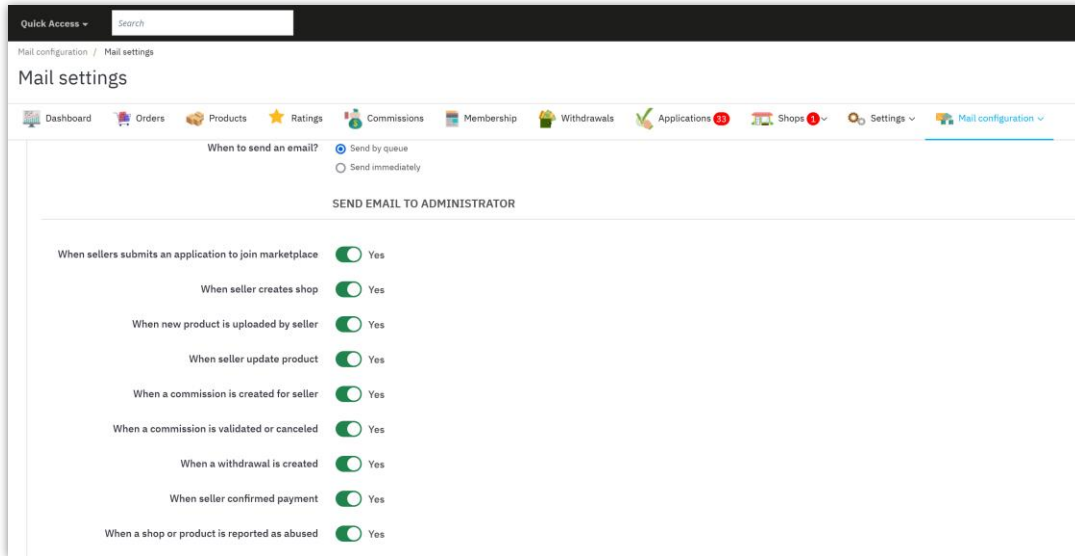
## **1.2. When to send an email?**

You can configure when emails are sent by choosing one of the following options:

- **Send by queue:** Emails will be placed in a queue and sent later.
- **Send immediately:** Emails will be sent instantly as the event occurs.

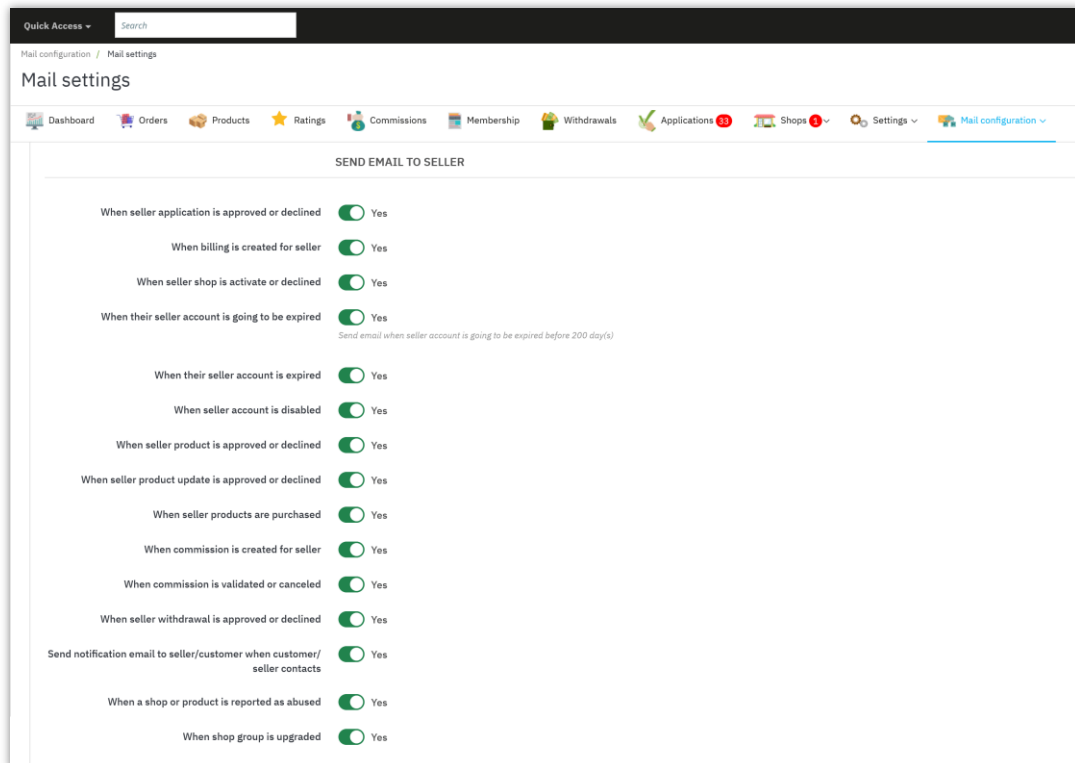
## **1.3. Send email to administrator**

This section allows you to enable or disable email notifications for the admin when specific events occur. You can choose to receive notifications for the following:



#### 1.4. Send email to seller

You can also configure which email notifications are sent to the sellers for key actions regarding their accounts or shops:



## 2. Email queue

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The "**Mail queue**" section in the **Marketplace Builder** module allows you to manage emails that have been placed in a queue and are awaiting to be sent during the next cronjob execution. This is especially useful when emails are set to be sent in batches or during specific intervals. Here's how to understand and use the **Mail Queue** feature:

Key Elements of the Mail Queue	Explanation
<b>Queue ID</b>	A unique identifier for each email that has been placed in the queue. This ID helps in tracking and managing specific emails in the queue.
<b>Subject</b>	The subject line of the email that will be sent. It indicates the purpose or topic of the email, such as "New Commission Created" or "Withdrawal Request Approved".
<b>Content</b>	This column shows a preview or summary of the email content. It allows you to quickly review what message will be sent to the recipient.
<b>Email</b>	The recipient's email address to which the queued email will be sent. This can include administrators, sellers, or customers based on the configuration.
<b>Trying time</b>	This indicates how many attempts have been made to send the email. If an email fails to send for any reason, this value will

	increase with each attempt.
<b>Queue at</b>	The exact time and date when the email was added to the queue. This helps in understanding when the email was first placed in the queue for sending.
<b>Action</b>	<p>This section allows you to perform actions on queued emails. You have two main options:</p> <p><b>Send email manually:</b> If you want to send the email immediately without waiting for the next cronjob, you can do so manually by selecting this option.</p> <p><b>Delete email from the queue:</b> If you no longer wish to send a specific email, you can remove it from the queue to prevent it from being sent.</p>

### 3. Mail tracking

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The "**Mail Tracking**" feature in the **Marketplace Builder** module allows you to monitor the status of emails that have been sent from the mail queue. This tracking system provides valuable insights into whether emails were successfully delivered, read, or encountered issues. Here's how you can manage and interpret the **Mail Tracking** section:

Key Elements of the Mail Tracking	Explanation
<b>ID</b>	A unique identifier for each tracked email.

	This ID helps you reference specific emails when checking their status or reviewing their history.
<b>Customer</b>	The email address of the recipient to whom the email was sent. This could be an administrator, seller, or customer, depending on the context of the email.
<b>Subject</b>	The subject line of the email. This helps you quickly identify the purpose of the email, such as "Product Approved" or "New Order Notification."
<b>Content</b>	This shows a summary or preview of the email content. You can quickly review what the message was about to ensure the correct information was sent.
<b>Execute status</b>	<p>The current status of the email, which can be one of the following:</p> <p><b>Read:</b> The recipient has opened and read the email.</p> <p><b>Delivered:</b> The email was successfully delivered to the recipient's inbox.</p> <p><b>Failed:</b> The email could not be delivered due to an issue (e.g., invalid email address).</p> <p><b>Timeout:</b> The email was not delivered within the expected time and was marked</p>

	as timed out.
<b>Queue date</b>	The date and time when the email was first placed in the queue for sending. This helps track how long it took from queuing to delivery.
<b>Sent date</b>	The date and time when the email was actually sent from the queue. This shows how long it remained in the queue before being sent.
<b>Action</b>	You have the option to <b>delete</b> an email from the tracking list. This action is typically used when you no longer need to track certain emails.

## 4. Cronjob

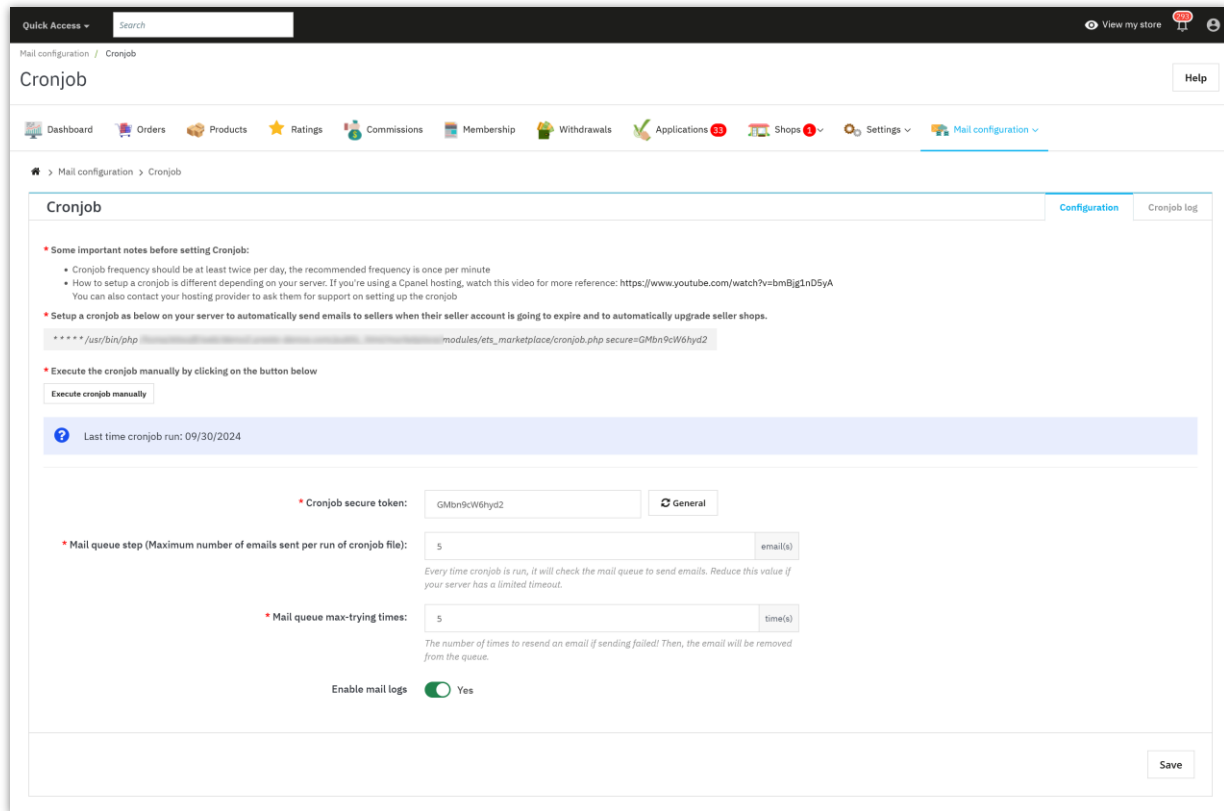
---

The **Cronjob** feature allows you to automate key tasks, such as sending emails to sellers when their accounts are about to expire and upgrading seller shops. By setting up a cronjob, these tasks can be executed automatically without manual intervention.

Go to **Mail configuration > Cronjob** from your admin dashboard to access the cronjob configuration page.

### 4.1. Execute the cronjob manually

You can trigger the cronjob manually at any time by clicking the **"Execute cronjob manually"** button. This is useful for testing or immediate execution of queued tasks.



## 4.2. Cronjob key configuration options

- **Cronjob secure token:** A secure token is generated to ensure that the cronjob is only executed by authorized requests. This token is included in the cronjob URL to prevent unauthorized access.
- **Mail queue step (Maximum emails sent per run):** This option defines the maximum number of emails that will be sent in each cronjob execution. Example: Set to "50" to send 50 emails per run.
- **Mail queue max-trying times:** Set the number of times the system will attempt to resend a failed email. If the email fails after the specified number of attempts, it will be removed from the queue.
- **Enable mail logs:** Enable this option if you want the system to log all email activities. This includes details about when emails were sent, who they were sent to, and their status.



# XII. DASHBOARD

**Marketplace Builder** module comes with a dashboard with detailed statistic charts and helpful information. Marketplace admin can have an overall look about marketplace activities through this dashboard.

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Mail configuration

**TURNOVER**

\$27,111.55

Total money earned from selling seller products

**SELLER COMMISSIONS**

\$19,582.16

Total commission that all sellers have earned

**ADMIN EARNING**

\$4,171.47

Total money admin earned from seller products and membership fee

**REVENUE**

\$4,081.47

Total money admin earned from seller products

**MEMBERSHIP FEE**

\$90.00

Total money admin earned from membership fee

**Admin earning**

**Turnover & Seller commissions**

**Latest withdrawals request**

ID	Seller name	Amount	Status
5	Demo Demo	\$10.00	Approved

[View all](#)

**Latest membership**

ID	Seller name	Shop name	Amount	Status
12	Helen Store	Helen Store	\$10.00	Paid
11	Ngoc Ngoc	Shop Ngoc	\$10.00	Pending
10	Helen Store	Helen Store	\$10.00	Paid
9	Ngoc Ngoc	Shop Ngoc	\$10.00	Paid
8	Shaun Caine	Blue Shop	\$10.00	Pending
7	Iris Bui	Green Shop	\$10.00	Pending
6	Jewelry Ght	Mejuri Store	\$10.00	Paid
5	Hotot Gerr	Cosmetic Store	\$10.00	Paid
4	Micro Grt	Computer store	\$10.00	Paid
3	Kate Kate	Watch shop	\$10.00	Paid

[View all](#)

**Seller accounts are going to be expired**

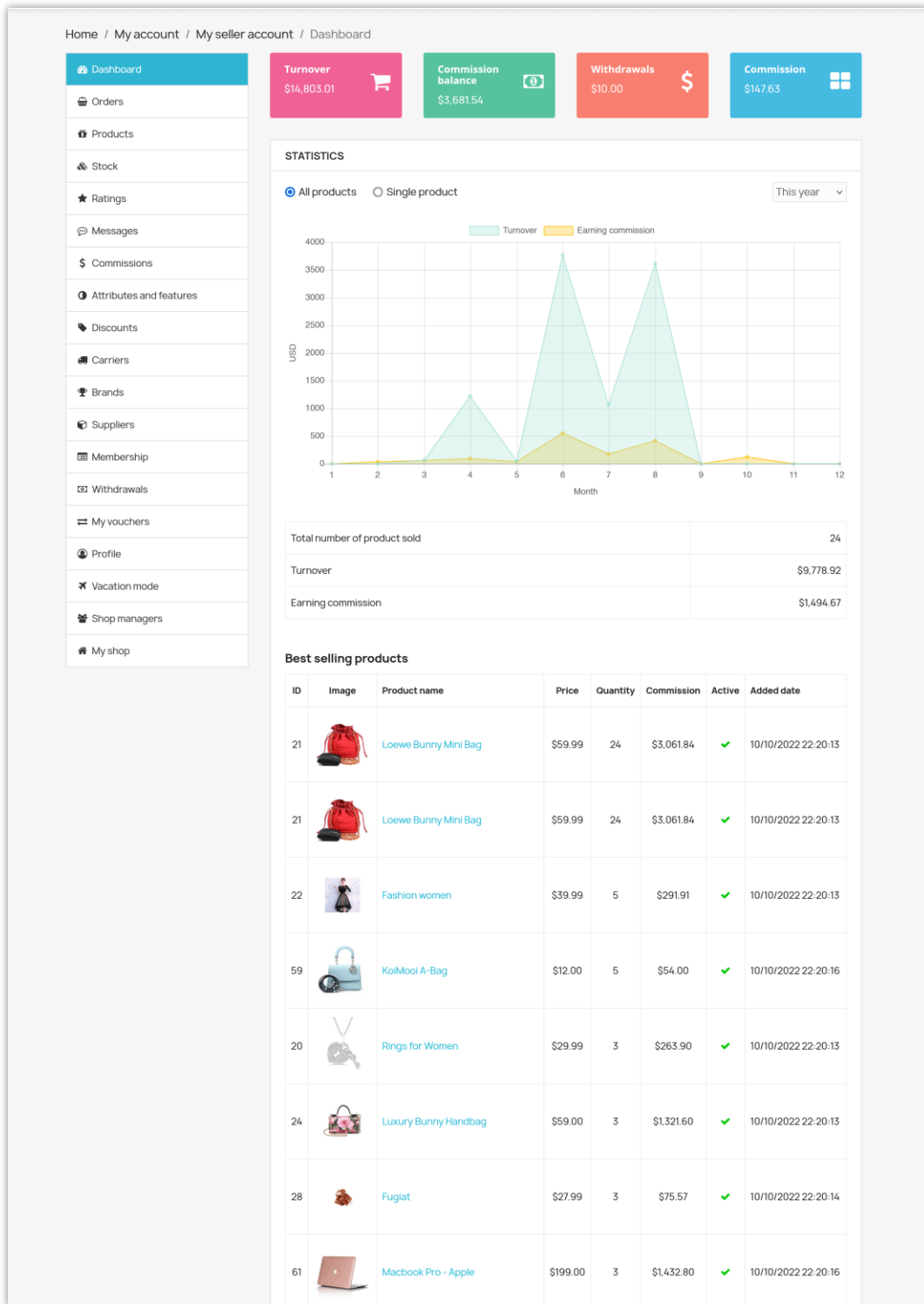
ID	Seller name	Seller email	Expiration date
No data			

**Sales, products & sellers**

Latest orders
Latest seller commissions
Latest products
Best selling products
Top sellers
Top seller commissions

ID	Order reference	Customer	Total price (tax incl)	Seller name	Shop name	Seller commissions	Admin earned	Status	Date	Action
271	UTZJGXBDL	Demo Demo	\$346.99	Anna HAU	Shoes shop	\$611.98	\$82.00	Awaiting bank wire payment	09/26/2024 05:43:23	<a href="#">View</a>
270	QCYMYZKXU	Demo Demo	\$336.99	Demo Demo	LA TIENDA	\$607.98	\$66.00	Awaiting check payment	09/25/2024 04:10:59	<a href="#">View</a>
269	KFHENDALJW	Demo Demo	\$266.99	Demo Demo	LA TIENDA	\$481.98	\$52.00	Awaiting Cash On Delivery validation	09/22/2024 16:36:12	<a href="#">View</a>
268	NHRLSGZAR	test test	\$339.99	Kate Kate	Watch shop	\$613.98	\$66.00	Awaiting Cash On Delivery validation	09/10/2024 12:34:10	<a href="#">View</a>
267	NRHSALHE	Demo Demo	\$66.99	Demo Demo	LA TIENDA	\$60.99	\$6.00	Awaiting bank wire payment	09/10/2024 08:44:13	<a href="#">View</a>
266	CAIBGYZXR	Demo Demo	\$373.99	Demo Demo	LA TIENDA	\$655.98	\$92.00	Payment accepted	08/26/2024 11:09:03	<a href="#">View</a>
265	WIGZSXACQV	Jenny S.	\$296.93	Demo Demo	LA TIENDA	\$1,011.76	\$175.96	Delivered	08/15/2024 06:05:39	<a href="#">View</a>
264	KRANUGLJS	Iris Bui	\$666.99	Micro Grt	Computer store	\$600.99	\$66.00	Payment accepted	08/15/2024 05:48:12	<a href="#">View</a>
263	CDKKGQWVM	Iris Bui	\$406.00	Kate Kate	Watch shop	\$366.10	\$39.90	Payment accepted	08/15/2024 05:40:47	<a href="#">View</a>
262	DEYIVFAEO	Demo Demo	\$266.98	Demo Demo	LA TIENDA	\$481.96	\$52.00	Payment accepted	08/15/2024 05:39:17	<a href="#">View</a>

Sellers are also provided a dashboard on “My seller account” area to keep track of their shop status, detailed statistic data of turnover, earning commission, etc.



### XIII. THANK YOU

Thank you again for purchasing our product and going through this documentation. We hope this document is helpful and efficient in the installation and usage of **Marketplace Builder** module. If you do have any questions for which the answer is not available in this document, please feel free to contact us.