



## **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 the module setup within this document. If you have any questions beyond this documentation's scope, please feel free to contact us.

***\*Note:***

*All instruction screenshots are taken from PrestaShop 1.7, but installing and configuring this module on PrestaShop 1.6 is similar.*

## 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 each single order they get or require sellers to pay a membership fee (monthly fee, yearly fee, one-time fee, etc.).

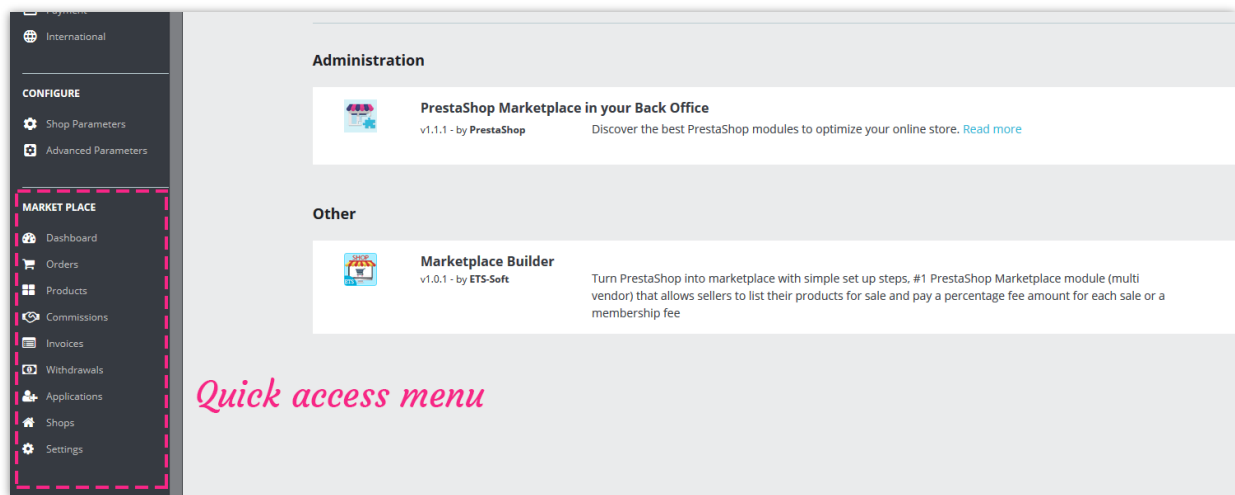
\* **"Marketplace Builder"** is compatible with PrestaShop 1.6.x, PrestaShop 1.7.x and PrestaShop 8.x

## III. INSTALLATION

1. Navigate to **"Modules / Modules & Services"**, click on **"Upload a module / Select file"**.

2. Select the module file **"ets\_marketplace.zip"** from your computer then click on **"Open"** to install.
3. Click on **"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 **Marketplace Builder** module, let's configure all necessary elements for your marketplace!

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

### 1. Conditions

---

**Enable marketplace:** turn on this option to enable marketplace and allow customers to become sellers of your website.

**Applicable customer group:** select customer groups who can join marketplace and become a seller.

The screenshot shows the 'General' settings page. At the top, there's a navigation bar with 'Settings / General' and a 'Help' icon. Below this is a menu bar with icons for Dashboard, Orders, Products, Commissions, Memberships, Withdrawals, Applications, Shops, and Settings. The 'Settings' menu is expanded, showing a breadcrumb 'Setting > General'. The main content area has tabs for GENERAL, Conditions, Application, Membership, Shop, Map, Order, Email, Messages, and Contact form. The 'GENERAL' tab is active. It contains the 'Enable marketplace' toggle, which is currently set to 'YES'. Below this is a descriptive text: 'Enable marketplace and allow customers to become sellers of your website. They can upload their products to sell on your website and get commission'. Then, there's the '\* Applicable customer group' dropdown, which is currently set to 'Customer'. Below this is another descriptive text: 'Select customer groups who can join marketplace and become a seller'. At the bottom right, there is a 'Save' button.

## 2. Application

---

**Require customers to register to join marketplace:** if you turn on this option, customers will have to submit a registration form and waiting for approval from marketplace administrator to become a seller.

**"Terms and condition of use" link:** Seller is required to read and accept the "Terms and conditions of use" to submit their application. Enter the link to your marketplace's "Terms and condition of use".

Settings / General
General
Help

Dashboard
Orders
Products
Commissions
Memberships
Withdrawals
Applications
Shops
Settings

> Setting > General

GENERAL
Conditions
Application
Membership
Shop
Order
Email
Messages
Contact form

Require customers to submit an application YES NO

*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"/>
VAT number	<input type="checkbox"/>	<input type="checkbox"/>
Shop logo		
Shop banner		
Facebook link		
Instagram link		
Google link	<input type="checkbox"/>	<input type="checkbox"/>
Twitter link	<input type="checkbox"/>	<input type="checkbox"/>

"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

*Require customers to provide these information to join marketplace*

### 3. Membership

**Registration fee settings:** you can select a fee type and set up fee amount, add an explanation and payment information to receive registration fee from sellers.

Settings / General

## General

Dashboard Orders Products Commissions Memberships Withdrawals Applications Shops Settings

> Setting > General

GENERAL Conditions Application **Membership** Shop Order Email Messages Contact form

**!** You can separately customize each seller group. Click [Here](#) to config

Default seller group --

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

*Select a registration fee type and set up fee amount*

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

Display message when seller account is going to be expired before 7 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}`

Fill in your payment information to receive registration fee

Approve seller account automatically when billing invoice is set as Paid **YES** NO

Save

**Marketplace Builder** also enables you to separately customize 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

Help

Dashboard Orders Products Commissions Memberships Withdrawals Applications Shops Settings

> Shops > Shop groups

SHOP GROUPS 3

ID	Name	Description	Fee	Commission rate	Action
			--	--	Filter
3	Diamond seller	--	No fee	90%	Edit
2	Gold seller	--	No fee	90%	Edit
1	Silver seller	--	No fee	90%	Edit

Showing 1 to 3 of 3 (1 Page)

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.


Shops > Shop groups

### EDIT SHOP GROUP

\* Name  en ▼

Badge name  en ▼

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



Description  en ▼

Use global fee ☒ YES ☐ NO

\* Applicable product categories ☒ Use global product categories  
☐ All product categories  
☐ Specific product categories

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

Use global commission rate ☐ YES ☒ NO

\* Commission rate  %

Enable commission by category ☐ YES ☒ NO

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

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

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

Maximum number of uploadable products

Cancel Save

## 4. Shop settings

From **“Shop settings”** 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 seller will be set as invisible until they are manually approved by marketplace admin.

**Applicable product categories:** marketplace admin can select product categories which sellers will submit their products to sell on marketplace.

DashboardOrdersProductsRatingsCommissionsMembershipWithdrawalsApplicationsShopsSettings

> Setting > General

GENERALConditionsApplicationMembershipShopSEOMapOrderEmailMessagesContact formHome page

Seller products need to be approved by Admin

YESNO

Uploaded product is invisible until it is approved by Admin

Seller needs to have approval from the administrator to edit product

YESNO

Seller can edit product information and submit them to Admin. After being approved by Admin, the product info will be updated to the latest version

\* Seller needs to have approval from the administrator to edit these product information fields

☒ All

☒ Price

☒ Name

☒ Reference

☒ Image

☒ Summary

☒ Description

☒ Meta title

☒ Meta description

☒ Friendly URL

☒ Width

☒ Height

☒ Depth

☒ Weight

☒ Delivery time of in-stock products

☒ Delivery time of out-of-stock products with allowed orders

☒ ISBN

☒ EAN-13 or JAN barcode

☒ UPC barcode

Seller can edit the selected product information fields above and submit them to Admin. After being approved by Admin, the product info fields will be updated to the latest version.

\* Applicable product categories

☒ All product categories

☐ Specific product categories

Select product categories which sellers can submit their products to sell on marketplace

Maximum number of uploadable products

You can customize maximum number of uploadable products for each seller shop or shop group. Click [here](#) to config

Exclude taxes before calculating commission

YESNO

Recalculate commission when admin add/edit order

YESNO

Allow sellers to generate their voucher code?

YESNO

Sellers can generate their voucher code to send to their customers

Allow seller to add new product

YESNO

Allow seller to edit product

YESNO

Allow seller to delete product

YESNO

Allow seller to create their own carriers (shipping methods)

YESNO

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

YESNO

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

YESNO

Allow seller to create their own brands (manufacturers)

YESNO

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

YESNO

Allow seller to create their own suppliers

YESNO

Allow seller to use store's global suppliers

YESNO

\* 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 ☐ NO

Allow seller to create their own product attributes ☒ YES ☐ NO

Allow seller to use store's global attributes ☒ YES ☐ NO

Allow seller to create their own product features ☒ YES ☐ NO

Allow seller to use store's global features ☒ YES ☐ NO

Display reviews that are waiting to be approved ☒ YES ☐ NO

Allow seller to approve reviews from customers ☒ YES ☐ NO

Allow seller to delete review ☒ YES ☐ NO

Return shipping fee to seller ☒ YES ☐ NO

\* Allow seller to submit these product information

- ☒ All
- ☒ Product reference
- ☒ Short description
- ☒ Specific price
- ☒ Tax
- ☒ Out of stock behavior
- ☒ SEO

Above information are not required. You can disable them to simplify the submission of Seller product form

Display seller messages ☒ YES ☐ NO

Display seller messages on the order details

Display customer email on front office ☐ YES ☒ NO

Allow seller to embed live chat code ☒ YES ☐ NO

Allow seller to embed a live chat code to start chatting with their customers, for example: Zendesk, Zopim chat

Allow seller to import / export their products ☒ YES ☐ NO

Allow seller to import / export products via CSV file

Display number of products sold ☒ YES ☐ NO

Enable vacation mode for seller ☒ YES ☐ NO

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

Enable captcha ☒ YES ☐ NO

\* Enable captcha for

- ☒ All
- ☒ Contact form of seller shop
- ☒ Report


Captcha type

\* Site key

\* Secret key

Do not require registered user ☒ YES ☐ NO

Infinite scrolling in shop page ☐ YES ☒ NO

 Save

**Seller needs to have approval from the administrator to edit product:** Seller can edit product information and submit them to Admin. After being approved by Admin, the product info will be updated to the latest version.

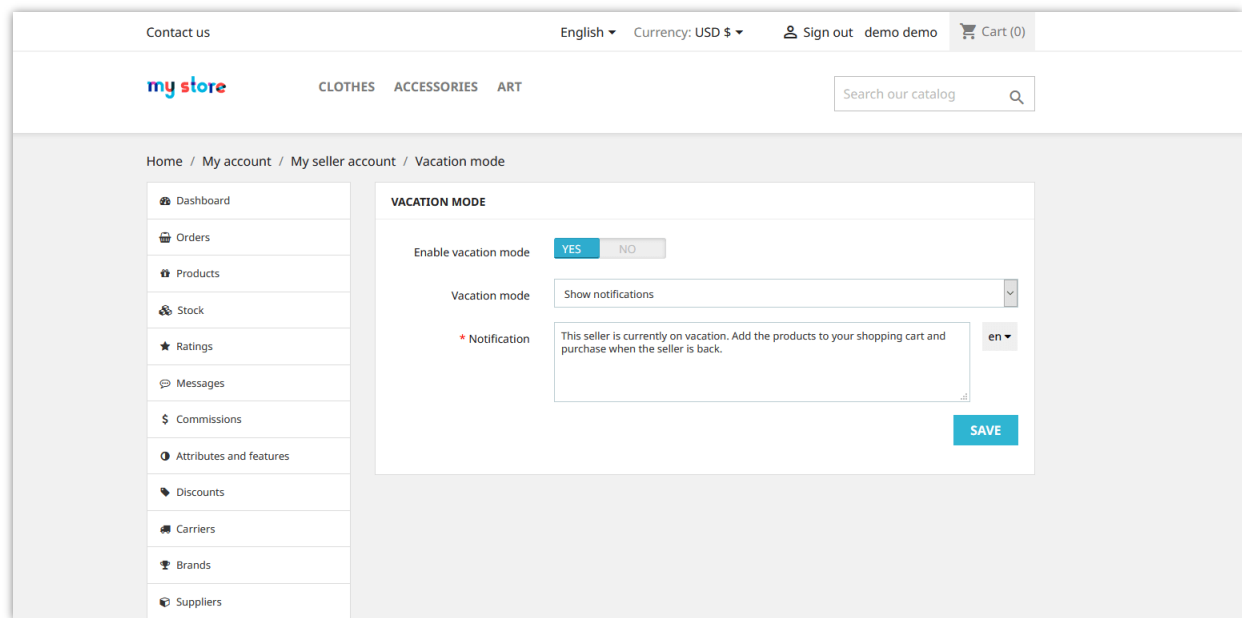
**Allow sellers to update order status:** If you enable this option, sellers can change the status of any order which contains their products to the selected order status.

**Maximum number of uploadable products:** Marketplace admin can customize maximum number of uploadable products for each seller shop or shop group.

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

- Show notification: display a notification on seller shop page. Customers can add seller products into their shopping cart but cannot order them.
- Disable products: all products of seller shop will be disabled; customers cannot add products into their shopping cart.
- Disabled products and show notification: display a notification on seller shop page and disable all products of seller shop.
- Disable shopping feature: customers cannot add products into their shopping cart.
- Disable shopping feature and show notification: display a notification on seller shop page; customers cannot add products into their shopping cart.

**Seller commission rate (%):** Rate of commissions that sellers earn from each order of customer 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:  $\$279 * 0.7 = \$195.3$

The screenshot shows a checkout page for 'my store' with a contact number 'Call us: 5642342'. The main content area is titled '3 SHIPPING METHOD' and asks the user to select a preferred shipping method for three products. Each product has a shop name, a product image, a price, and a shipping carrier selection.

Shop name	Product	Price	Carrier
Gifts & Decor	Women's PU Leather Handbags	\$199.00	Carrier for Gifts&Decor - to day! (\$5.00)
Flowers Store	Pink moment	\$69.00	Flowers Store - today! (\$15.00)
Digital stores	Apple Iphone 11	\$279.00	Carrier for Digital store - 10 days (\$7.00)

Below the shipping method selection, there is a text area for a comment and a 'CONTINUE' button. At the bottom, it says '4 PAYMENT'.

On the right side, there is a summary box for '3 items' with a 'show details' link. It lists the Subtotal (\$547.00), Shipping (\$27.00), Total (tax excl.) (\$574.00), and Total (tax incl.) (\$574.00). Taxes are \$0.00. There is a link 'Have a promo code?'.

Below the summary box, there are three policy links: 'Security policy (edit with Customer reassurance module)', 'Delivery policy (edit with Customer reassurance module)', and 'Return policy (edit with Customer reassurance module)'.

At the bottom of the page, it says '© 2022 - Ecommerce software by PrestaShop™'.

**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. Sellers can apply voucher code (discount code) for all products or some specific products.

my store

CLOTHES ACCESSORIES ART

Search our catalog

Home / My account / My seller account / Discounts

Dashboard

Orders

Products

Messages

Commissions

Attributes and features

Discounts

Carriers

Brands

Memberships

Withdrawals

My vouchers

Profile

Shop managers

My shop

DISCOUNTS 1

ADD NEW

ID	Name	Discount	Priority	Code	Quantity	Status	Action
7	Sale 30%	30.00%	1	18JM8AUA	1	✓	<div>Edit</div>

Back to seller account

Home

Home / My account / My seller account / Discounts

Dashboard

Orders

Products

Messages

Commissions

Attributes and features

Discounts

Carriers

Brands

Memberships

Withdrawals

My vouchers

Profile

Shop managers

My shop

ADD NEW DISCOUNT

Information

Conditions

Actions

\*Name

Sample discount code

en

Description

\*Code

ICHUY47Z

Generate

Highlight

YES

NO

Partial use

YES

NO

Priority

1

Status

YES

NO

BACK

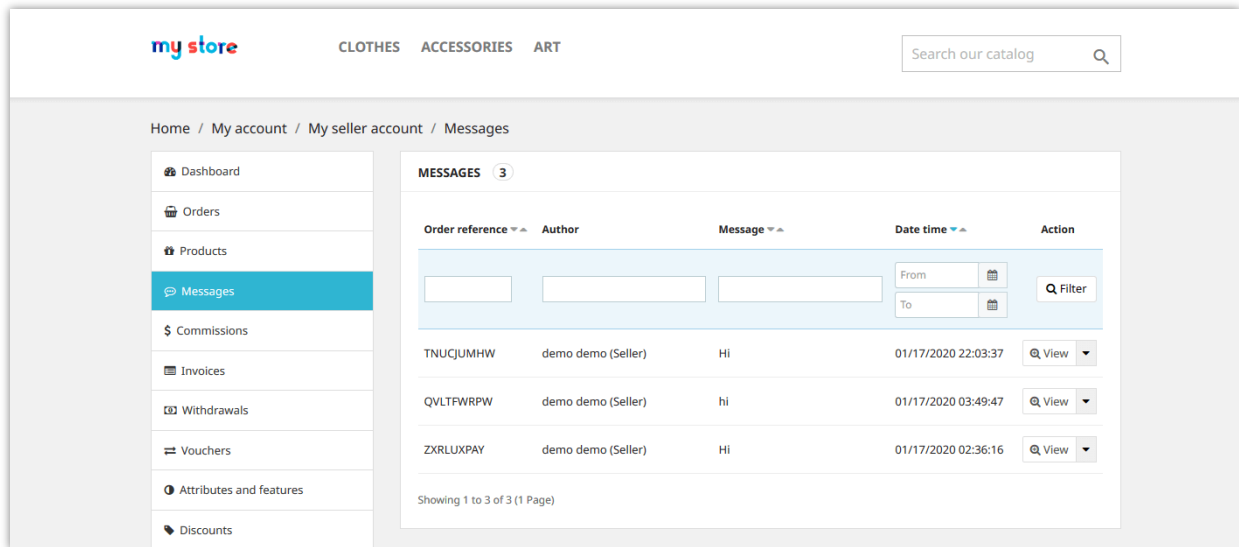
SAVE

Back to seller account

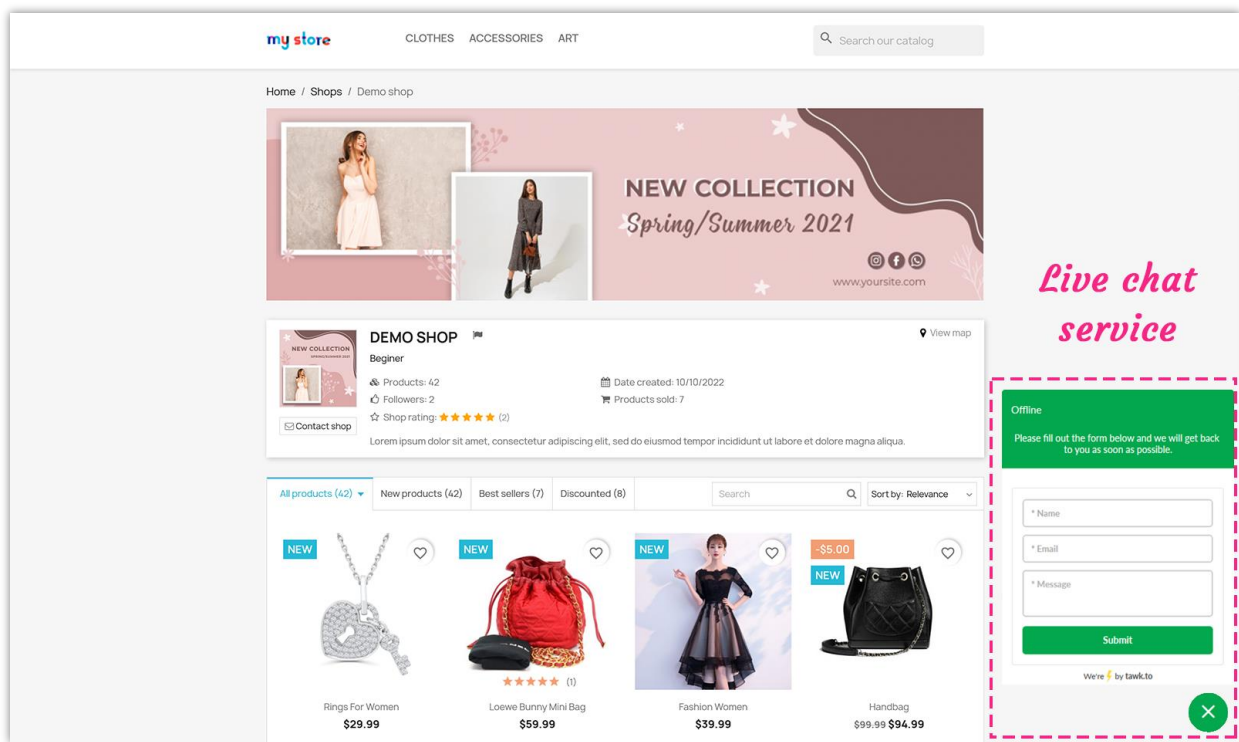
Home

15

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

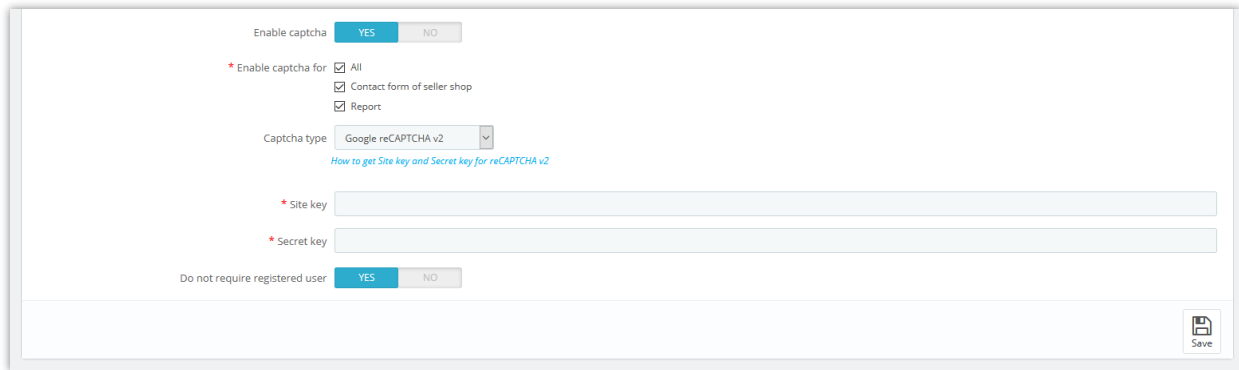


**Allow seller to embed live chat code:** Seller can embed a live chat code to start chatting with their customers, for example: Zendesk, Zopim chat.





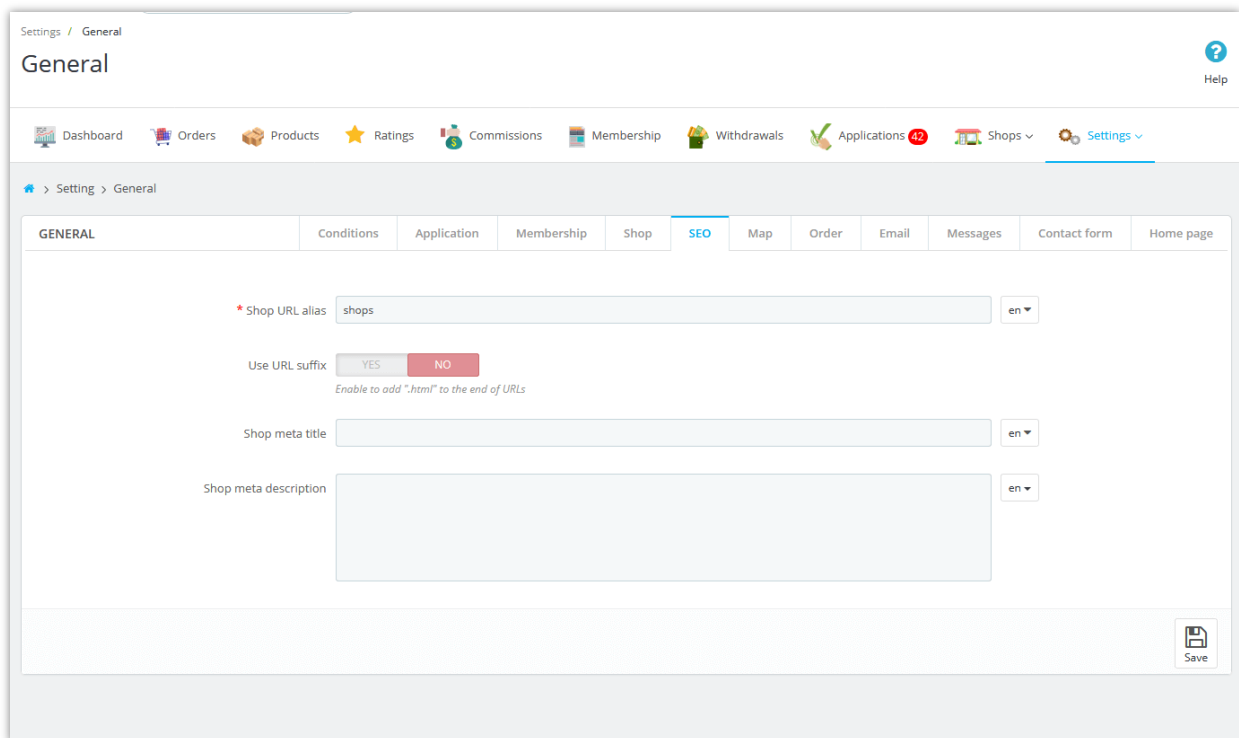
**Enable CAPTCHA:** Enable Google reCAPTCHA (v2 or v3) for all the forms of seller shop to prevent spam.



This screenshot shows a settings form for CAPTCHA. At the top, there is a toggle for 'Enable captcha' with 'YES' selected. Below it, a section 'Enable captcha for' has three checkboxes: 'All' (checked), 'Contact form of seller shop' (checked), and 'Report' (checked). The 'Captcha type' is set to 'Google reCAPTCHA v2' with a dropdown arrow. A link 'How to get Site key and Secret key for reCAPTCHA v2' is provided. There are input fields for 'Site key' and 'Secret key'. At the bottom, there is a toggle for 'Do not require registered user' with 'YES' selected. A 'Save' button is in the bottom right corner.

## 5. SEO settings

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

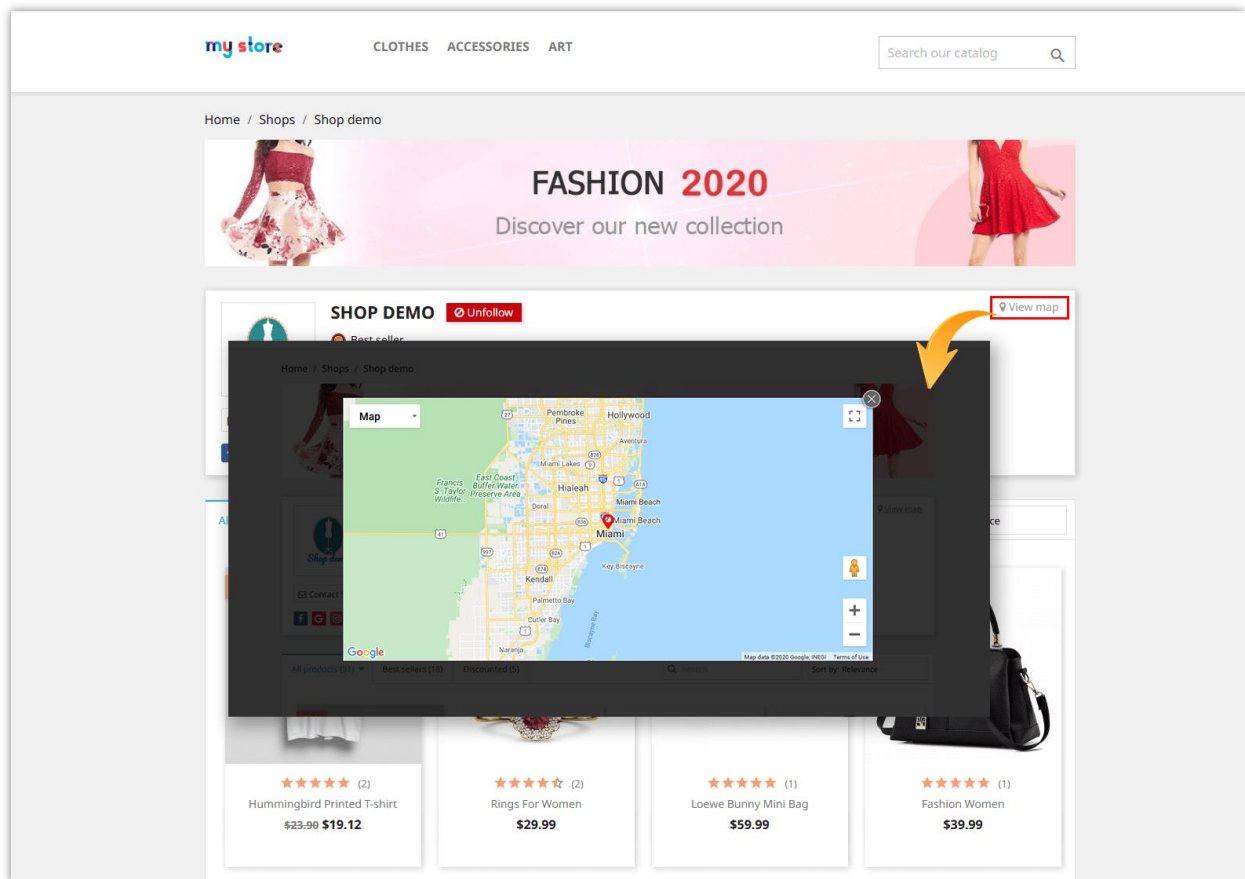


This screenshot shows the 'General' settings page for a marketplace admin. The page has a top navigation bar with icons for Dashboard, Orders, Products, Ratings, Commissions, Membership, Withdrawals, Applications (42), Shops, and Settings. The 'Settings' tab is active. Below the navigation bar, there is a breadcrumb 'Setting > General' and a tabbed interface. The 'SEO' tab is selected. The 'SEO' tab contains the following fields: 'Shop URL alias' (text input with 'shops'), 'Use URL suffix' (toggle with 'NO' selected), 'Shop meta title' (text input), and 'Shop meta description' (text area). Each of these fields has a language dropdown menu set to 'en'. A 'Save' button is in the bottom right corner.

---

* 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.	en ▼
* Shop address	Miami, FL, USA	en ▼
Latitude	25.77151000	
Longitude	-80.19712100	
* Shop phone number	123456	

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



## 7. Order settings

On this page, you can configure how commission status will be set in specific conditions.

**Only validate commission if order has been changed to statuses above for () days:**

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

Dashboard Orders Products Commissions Memberships Withdrawals Applications Shops Settings

Setting > General

GENERAL Conditions Application Membership Shop Order Email Messages Contact form

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

- ☒ Delivered
- ☒ Payment accepted
- ☒ Remote payment accepted
- ☐ Shipped

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 ☐ NO

\* 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

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

Save

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

Dashboard

Orders

Products

Commissions

Invoices

Withdrawals

Applications 1

Shops

Settings

COMMISSIONS 27

ID	Seller name	ID order	Product name	Product price		Product quantity		Commission		Status	Date	Action
				Min	Max	Min	Max	Min	Max	--	From To	Filter
C-19	demo demo	14	Rings for Women				1		\$7.00	Pending	01/17/2020 02:26:24	Approve
U-8	demo demo	14							-17.68	Deducted	01/17/2020 02:26:24	Cancel Delete
U-7	Helen Le								-10.00	Deducted	01/13/2020 04:13:02	
U-6	Helen Le								-10.00	Deducted	01/13/2020 04:12:56	
C-18	demo demo	13	Fugiat		\$10.48		1		\$7.06	Pending	01/13/2020 04:12:25	Approve
C-15	demo demo	13	Earrings		\$26.00		1		\$17.50	Pending	01/13/2020 04:12:24	Approve
C-16	demo demo	13	Ship Your Idea		\$20.80		1		\$14.00	Pending	01/13/2020 04:12:24	Approve
C-17	demo demo	13	Gold earrings		\$15.60		1		\$10.50	Pending	01/13/2020 04:12:24	Approve
C-11	demo demo	12	Fugiat		\$10.48		1		\$7.06	Pending	01/13/2020 04:09:19	Approve
C-12	demo demo	12	Ship Your Idea		\$20.80		1		\$14.00	Approved	01/13/2020 04:09:19	Cancel
C-13	demo demo	12	Earrings		\$26.00		1		\$17.50	Approved	01/13/2020 04:09:19	Cancel
C-14	demo demo	12	Gold earrings		\$15.60		1		\$10.50	Pending	01/13/2020 04:09:19	Approve
U-5	Helen Le								-20.00	Refunded	01/13/2020 04:06:53	Deduct
U-4	Customer test								-5.00	Deducted	01/13/2020 04:05:24	Refund
U-3	demo demo								-5.00	Deducted	01/13/2020 04:04:14	Refund
U-2	demo demo								-10.00	Deducted	01/13/2020 04:03:58	Refund
U-1	demo demo	11							-74.88	Deducted	01/13/2020 04:01:42	Refund
C-10	Helen Le	11	Flower		\$13.52		5		\$45.50	Approved	01/13/2020 04:01:42	Cancel

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

my store

CLOTHES ACCESSORIES ART

Search our catalog

Home / My account / My seller account / Commissions

Dashboard

Orders

Products

Messages

Commissions

Invoices

Withdrawals

Vouchers

Attributes and features

Discounts

Brands

Profile

My shop

COMMISSIONS 20

ID	Commission	Product	Price	Quantity	Status	Date
C-19	\$7.00	Rings for Women	\$10.40	1	Pending	01/17/2020 02:26:24
U-8	- <del>\$17.68</del> Paid for order #14				Deducted	01/17/2020 02:26:24
C-18	\$7.06	Fugiat	\$10.48	1	Pending	01/13/2020 04:12:25
C-15	\$17.50	Earrings	\$26.00	1	Pending	01/13/2020 04:12:24
C-16	\$14.00	Ship Your Idea	\$20.80	1	Pending	01/13/2020 04:12:24
C-17	\$10.50	Gold earrings	\$15.60	1	Pending	01/13/2020 04:12:24
C-11	\$7.06	Fugiat	\$10.48	1	Pending	01/13/2020 04:09:19
C-12	\$14.00	Ship Your Idea	\$20.80	1	Approved	01/13/2020 04:09:19
C-13	\$17.50	Earrings	\$26.00	1	Approved	01/13/2020 04:09:19

## 8. Email settings

On this page, you can set up the email addresses you want to receive notification email from Marketplace. Enter email addresses separated by a comma (",") if you want to send notification messages to more than 1 email.

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Dashboard
Orders
Products
Commissions
Memberships
Withdrawals
Applications
Shops
Settings

> Setting > General

GENERAL

Conditions

Application

Membership

Shop

Order

Email

Messages

Contact form

Email addresses to receive notifications

your.email@gmail.com

Notification messages ("New commission has been created"; "Commission has been validated"; "New withdrawal request", etc.) will be sent to these emails. Enter email addresses separated by a comma (",") if you want to send notification messages to more than 1 email

SEND EMAIL TO ADMINISTRATOR

When sellers submits an application to join marketplace

YES

NO

When seller creates shop

YES

NO

When new product is uploaded by seller

YES

NO

When a commission is created for seller

YES

NO

When a commission is validated or canceled

YES

NO

When a withdrawal is created

YES

NO

When seller confirmed payment

YES

NO

When a shop or product is reported as abused

YES

NO

SEND EMAIL TO SELLER

When seller application is approved or declined

YES

NO

When billing is created for seller

YES

NO

When seller shop is activated or declined

YES

NO

When their seller account is going to be expired

YES

NO

Send email when seller account is going to be expired before 7 day(s)

When their seller account is expired

YES

NO

When seller account is disabled

YES

NO

When seller product is approved or declined

YES

NO

When seller products are purchased

YES

NO

When commission is created for seller

YES

NO

When commission is validated or canceled

YES

NO

When seller withdrawal is approved or declined

YES

NO

Send notification email to seller/customer when customer/seller contacts

YES

NO

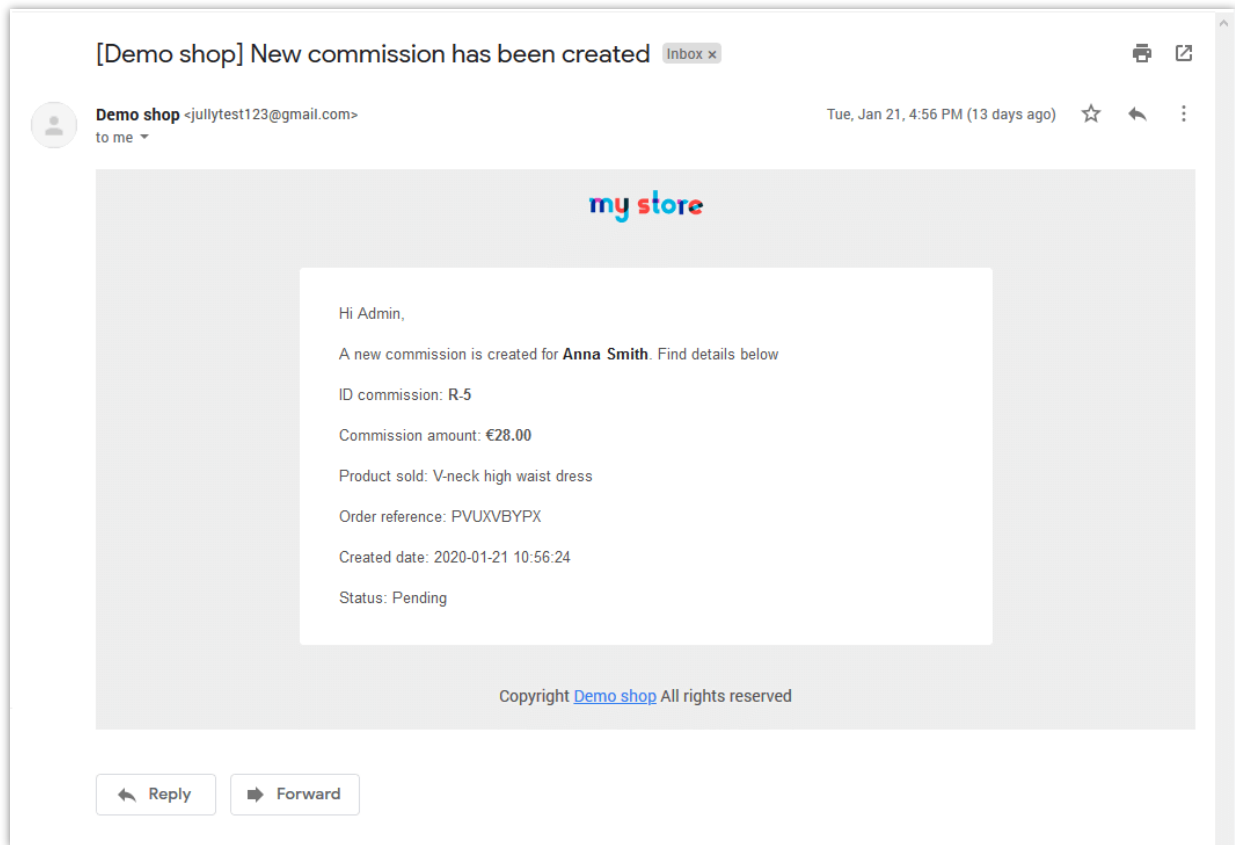
When a shop or product is reported as abused

YES

NO

Save

Below is an example notification email send to marketplace admin *when a commission is created for seller*:

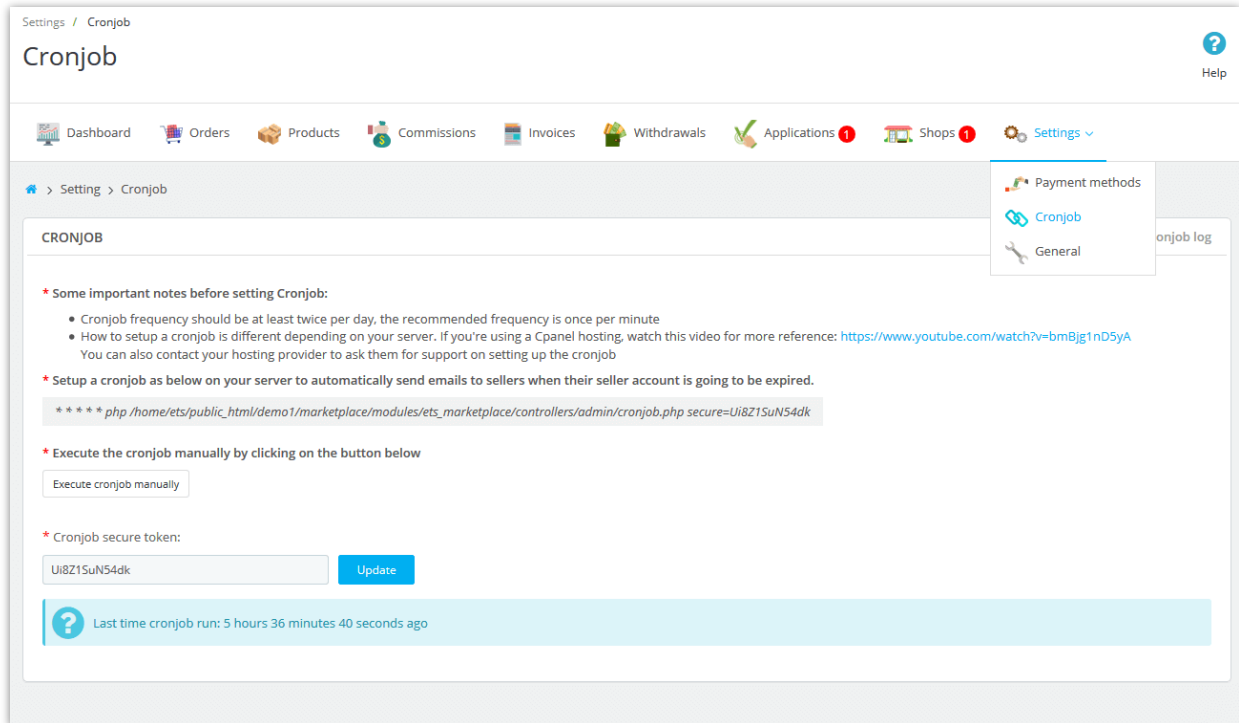


**NOTE:**

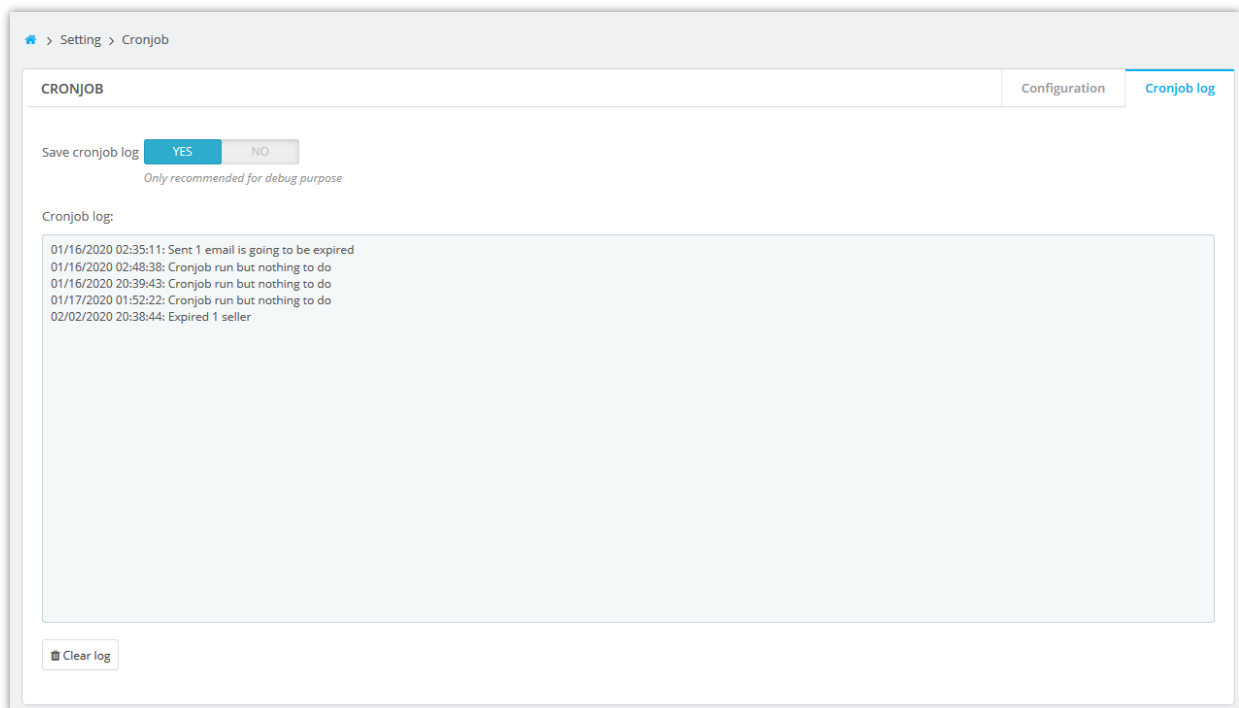
You may set up a **cronjob** on your server to *automatically send emails to sellers when their seller account is going to be expired and to automatically upgrade seller shops.*

To set up cronjob feature, please navigate to **"Settings"** >> **"Cronjob"** menu.





**Marketplace Builder** also allows you to save cronjob log for debug purpose.



## 9. Customize notification messages

---

**Marketplace Builder** module allows you to customize the content of notification messages displaying on different situations. Open **"Messages"** page to edit these notification messages as you prefer.

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

Dashboard
Orders
Products
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Settings

Setting > General

GENERAL
Conditions
Application
Membership
Shop
Order
Email
Messages
Contact form

Invite customers to join marketplace

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: `[fee_amount]`

Message when application is submitted

Your application has been submitted successfully. Our team are reviewing the application, and we will get back to you as soon as possible.
en

Message when application is accepted

Congratulations! Your application is accepted. You can create your shop now.
en

Message when application is declined

Sorry! Your application is declined.  
Reason: `[application_declined_reason]`
en

Available tags: `[application_declined_reason]`

Message when seller create the shop (No fee)

Thanks for creating your shop. Our team are reviewing it. We will get back to you soon
en

Message when seller create the shop (Fee require)

Thanks for creating your shop. Please send the fee `[fee_amount]` right now to activate your shop and click on the button "I have just sent the fee" after making payment. `[payment_information_manager]`
en

Available tags: `[fee_amount]`, `[payment_information_manager]`, `[manager_email]`, `[manager_phone]`

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 activated. 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]`

## 10. Contact form settings

Customers can contact a seller if they have any question about seller shop, seller products or their orders, etc.

On this page, you can select the fields will be displayed on contact form of each seller shop:

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Dashboard
Orders
Products
Ratings
Commissions
Membership
Withdrawals
Applications
Shops
Settings

Setting > General

GENERAL
Conditions
Application
Membership
Shop
SEO
Map
Order
Email
Messages
Contact form
Home page

Enable contact feature for seller shop
YES NO

Allow guest to contact seller shop
YES NO

Select fields to display on contact shop form

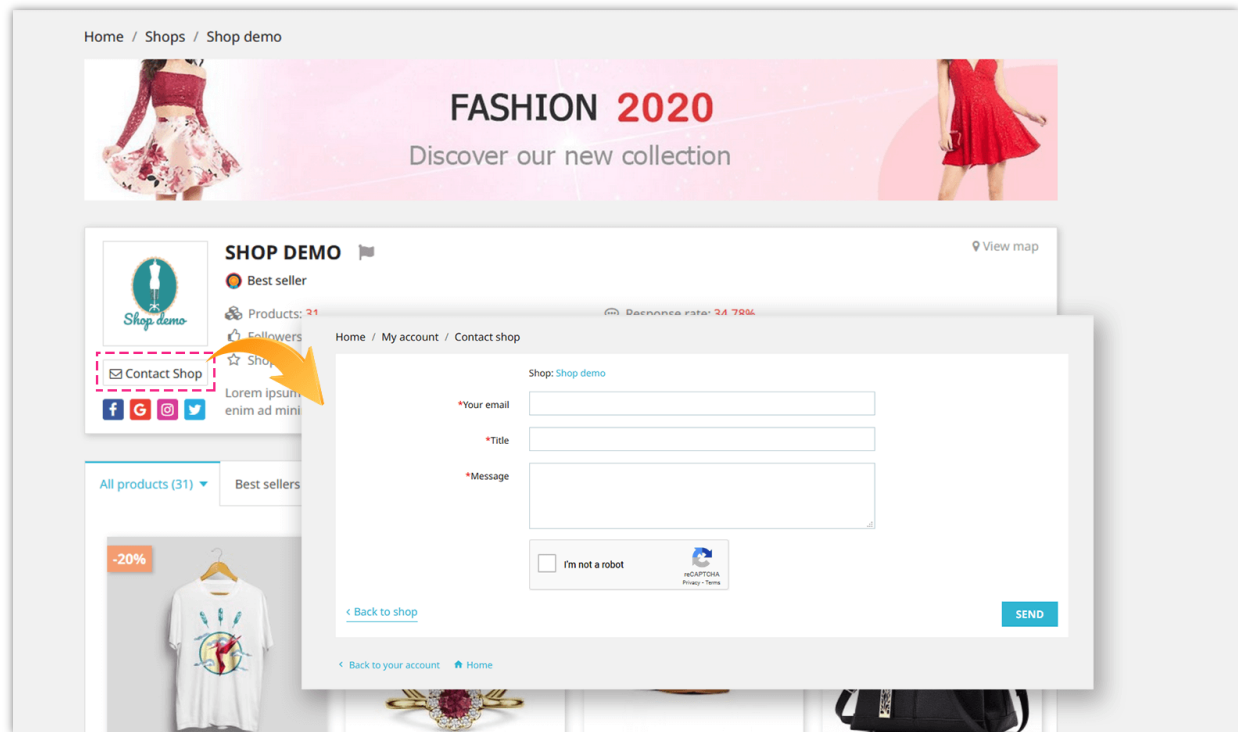
Fields	Enable	Require
All	<input type="checkbox"/>	<input type="checkbox"/>
Product link	<input checked="" type="checkbox"/>	
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone	<input checked=""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

Save

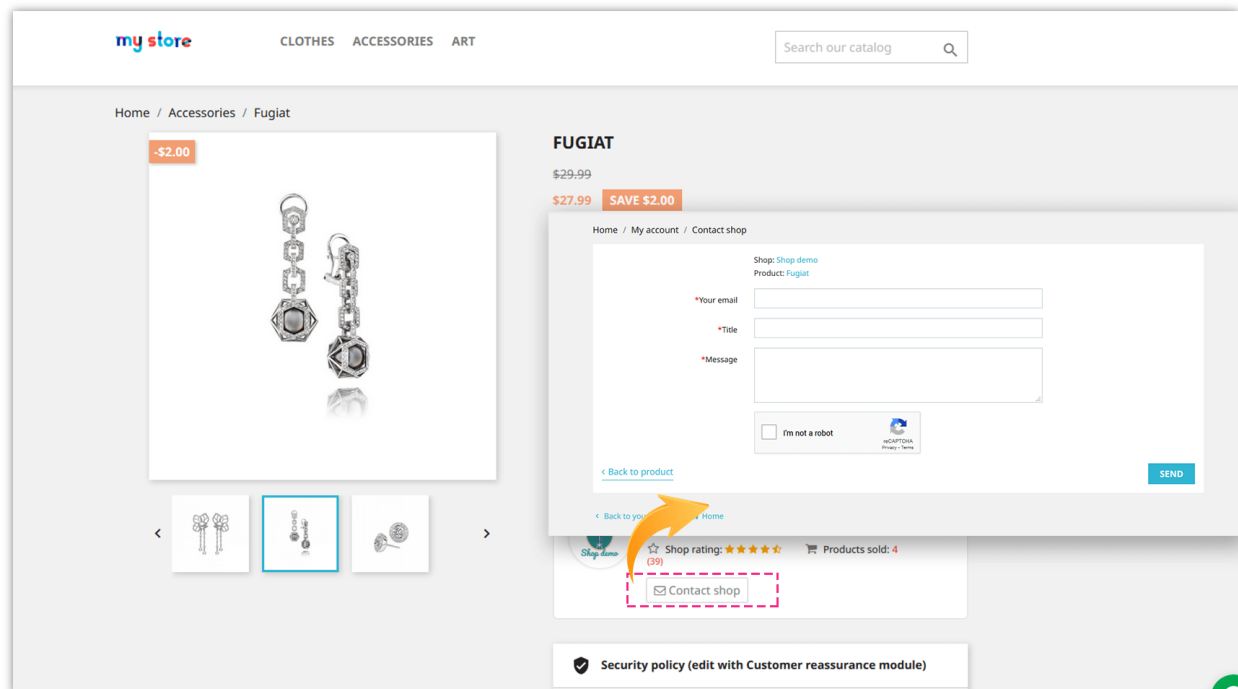
Remember to save all your configuration. And now your marketplace is ready to welcome the first seller!

### ❖ CONTACT FORM ON FRONTEND:

On every page for seller shop, customers will find a **“Contact seller”** button. Click on this button, customers will be navigated to the contact form of seller shop. When a message is submitted successfully, both seller and customer will receive notification email.



On each detail page of seller product, there is also a “**Contact seller**” button. Customers can contact seller to ask for more information about the current viewing product.



All contact messages can be viewed from “**My seller account**” >> “**Messages**” area.

## 11. Home page settings

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

The screenshot shows the 'General' settings page in the Marketplace Builder admin interface. The page has a top navigation bar with icons for Dashboard, Orders, Products, Commissions, Memberships, Withdrawals, Applications (1), Shops, and Settings. Below the navigation bar, there is a breadcrumb trail: 'Setting > General'. The main content area is titled 'GENERAL' and contains several settings:

- Display followed shops:** A toggle switch set to 'YES'.
- \* Number of shops to display:** A text input field with the value '3'.
- Display products from followed shops:** A toggle switch set to 'YES'.
- \* Number of followed products to display:** A text input field with the value '24'.
- Display trending products:** A toggle switch set to 'YES'.
- \* Trending period:** A text input field with the value '15' and a unit selector set to 'Day(s)'.
- \* Number of trending products to display:** A text input field with the value '12'.

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

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





### CUSTOM TEXT BLOCK

Lorem ipsum dolor sit amet conse ctetu

Sit amet conse ctetur adipisicing 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.





#### PRODUCTS FROM FOLLOWED SHOPS







 <p>★★★★★ (1) By: <a href="#">Shop demo</a> Fashion Women <b>\$39.99</b></p>	 <p>By: <a href="#">Shop demo</a> Today Is A Good Day Framed... <b>\$29.00</b></p>	 <p>★★★★★ (1) By: <a href="#">Shop demo</a> KoiMooi Mode Bag <b>\$240.00</b></p>	 <p>★★★★★ (1) By: <a href="#">Shop demo</a> Mountain Fox Cushion <b>\$18.90</b></p>
---	---	---	--

#### YOUR FOLLOWED SHOPS



 <p><b>SHOP DEMO</b> 36 products</p>	 <p><b>RED SHOE</b> 4 products</p>	 <p><b>COMPUTER SRORE</b> 2 products</p>	 <p><b>DIGITAL STORES</b> 1 product</p>
---	---	---	--

#### TOP SHOP

 <p><b>SHOP DEMO</b> 36 products</p>	 <p><b>DIGITAL STORES</b> 1 product</p>	 <p><b>RED SHOE</b> 4 products</p>	 <p><b>COMPUTER SRORE</b> 2 products</p>
---	--	---	---

Get our latest news and special sales

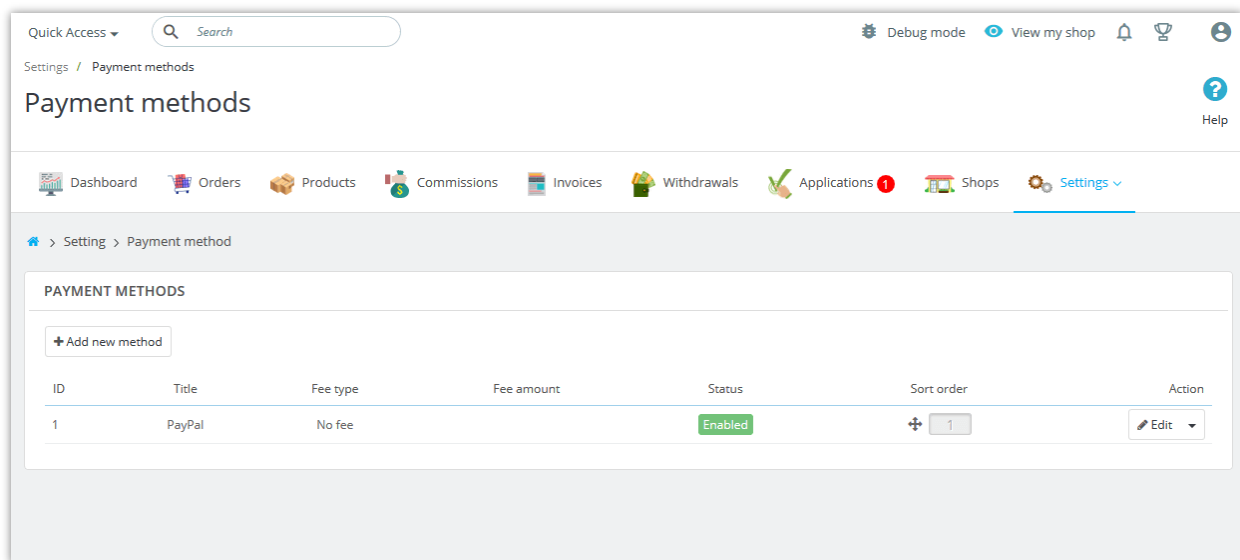
SUBSCRIBE

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

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

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

From module's configuration page, select "**Settings**" > "**Payment methods**" menu to be navigated to "**Payment 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 "Save" button.



Setting > Payment method

### CREATE NEW PAYMENT METHOD

\*Method name  en ▼

Fee type  ▼

\*Fee (percentage)  %

Description  en ▼

Estimated processing time  day(s)

Enabled YES NO

Fixed amount each withdrawal request  
Percentage based on withdrawal amount  
No fee

After saving 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.

Estimated processing time  day(s)

Enabled YES NO

#### PAYMENT 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

[+ Add new field](#)

[Back](#) [Save](#)

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.

**PAYMENT 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  ▼

Description  en ▼ [Delete](#)

Required  ▼

Enabled ☒ YES ☐ NO

[+ Add new field](#)

[Back](#) [Save](#)

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

**my store** CLOTHES ACCESSORIES ART

Home / My account / My seller account / Withdrawals

Dashboard  
Orders  
Products  
Messages  
Com  
Inv  
**Withdrawals**  
Vouchers  
Attributes and features  
Discounts  
Brands  
Profile  
My shop

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

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	\$31.15
		--	5%	

*Click on payment method name to select*

**YOUR LAST WITHDRAWAL REQUESTS**

Withdrawal ID	Amount	Payment method	Status	Processed date	Description
1	\$10.00	PayPal	Approved	02/12/2020 04:03:58(estimated)	Withdrawn (PayPal, ID withdrawal: 1)

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

Sellers will need to fill in the withdrawal request form to be able to submit their request:

Home / My account / My seller account / Withdrawals

Dashboard

Orders

Products

Messages

Commissions

Invoices

Withdrawals

Vouchers

Attributes and features

Discounts

Brands

Profile

My shop

SUBMIT WITHDRAWAL REQUEST

Payment method: **PayPal**

Fee: **Free**

Estimated processing time: 30 days

Balance available for withdrawal: **\$31.15**

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:

**\$0.00**

Note: Withdrawal fee has been calculated.

Additional Information

\*First Name

\*Last Name

\*PayPal Email

\*Phone

\*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

Marketplace admin can view and manage all withdrawal requests on “**Withdrawals**” page:

Market place / Withdrawals

Withdrawals

Help

Dashboard

Orders

Products

Commissions

Invoices

Withdrawals

Applications 1

Shops 1

Settings

WITHDRAWALS

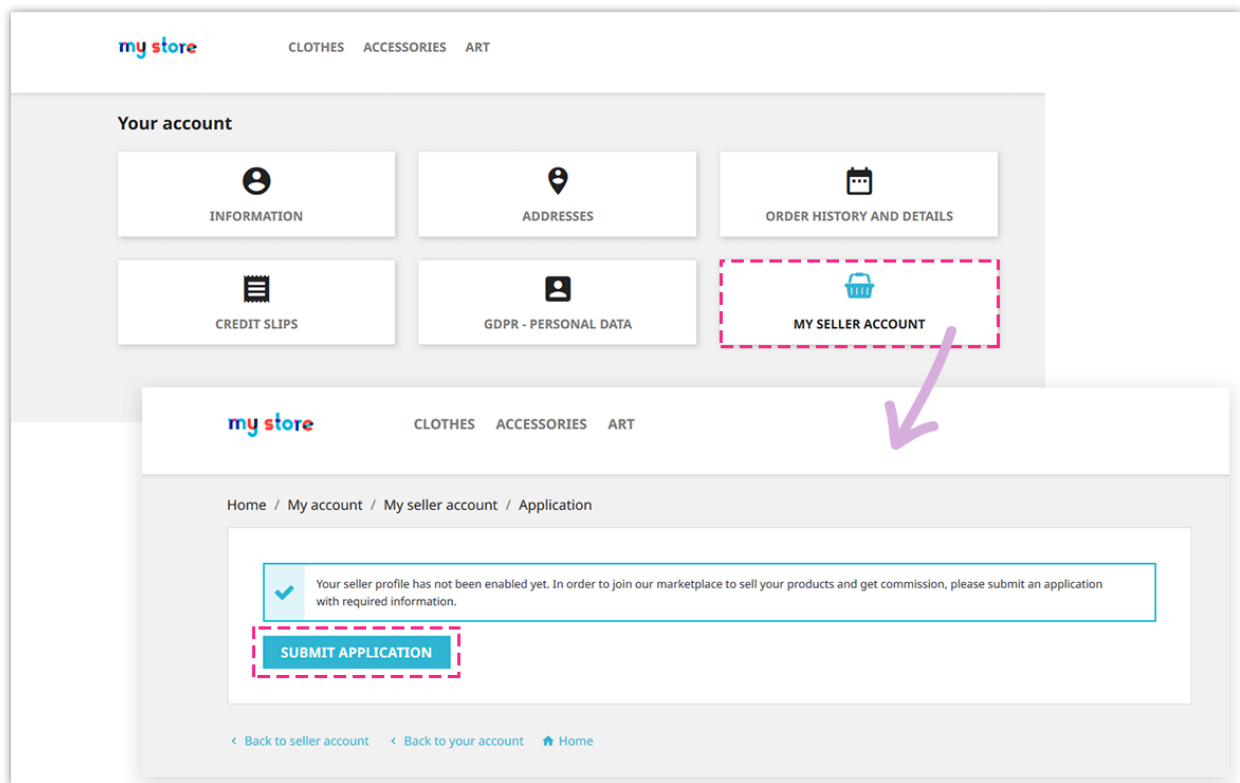
ID	Seller name	Payment name	Amount	Status	Description	Action
			Min Max	--		Filter
4	Helen Le	PayPal	\$10.00	Pending	Withdrawn (PayPal, ID withdrawal: 4)	View
3	Helen Le	PayPal	\$20.00	Declined	Withdrawn (PayPal, ID withdrawal: 3) - Returned c	<div> <div>Approve</div> <div>Decline - Return commission</div> <div>Decline - Deduct commission</div> <div>Delete</div> </div>
2	Customer test	PayPal	\$5.00	Pending	Withdrawn (PayPal, ID withdrawal: 2)	
1	demo demo	PayPal	\$10.00	Approved	Withdrawn (PayPal, ID withdrawal: 1)	

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## VI. MANAGING SELLER APPLICATIONS

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

From “**My account**” page, customer will find “**My seller account**” area. They can manage everything related to 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).

my store

CLOTHESACCESSORIESART

Home / My account / My seller account / Application

Application

\* Seller name

Mariya Test

\* Seller email

mariya.test@gmail.com

\* Phone number

06165131316565

\* Introduction

Non sodales neque sodales ut. Aliquet lectus proin nibh nisl condimentum. Integer malesuada nunc vel risus commodo viverra maecenas accumsan. Cursumet aliquam eleifend mi in nulla posuere sollicitudin aliquam. Imperdiet sed euismod nisi porta. Tincidunt arcu non sodales neque sodales ut. Sodales ut etiam sit

Give us more information about you and your products that you are going to sell on our marketplace

SUBMIT

< Back to seller account

< Back to your account

Home

my store

CLOTHESACCESSORIESART

Home / My account / My seller account / Application

Your application has been submitted successfully. Our team is reviewing the application, and we will get back to you as soon as possible.

< Back to seller account

< Back to your account

Home

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.

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@etssoft.net	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditis praesentium voluptatum deleniti atque...	App	Approve Decline Delete
3	Customer test	customer01@etssoft.net	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam,...	App	
2	Helen Le	helen@etssoft.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

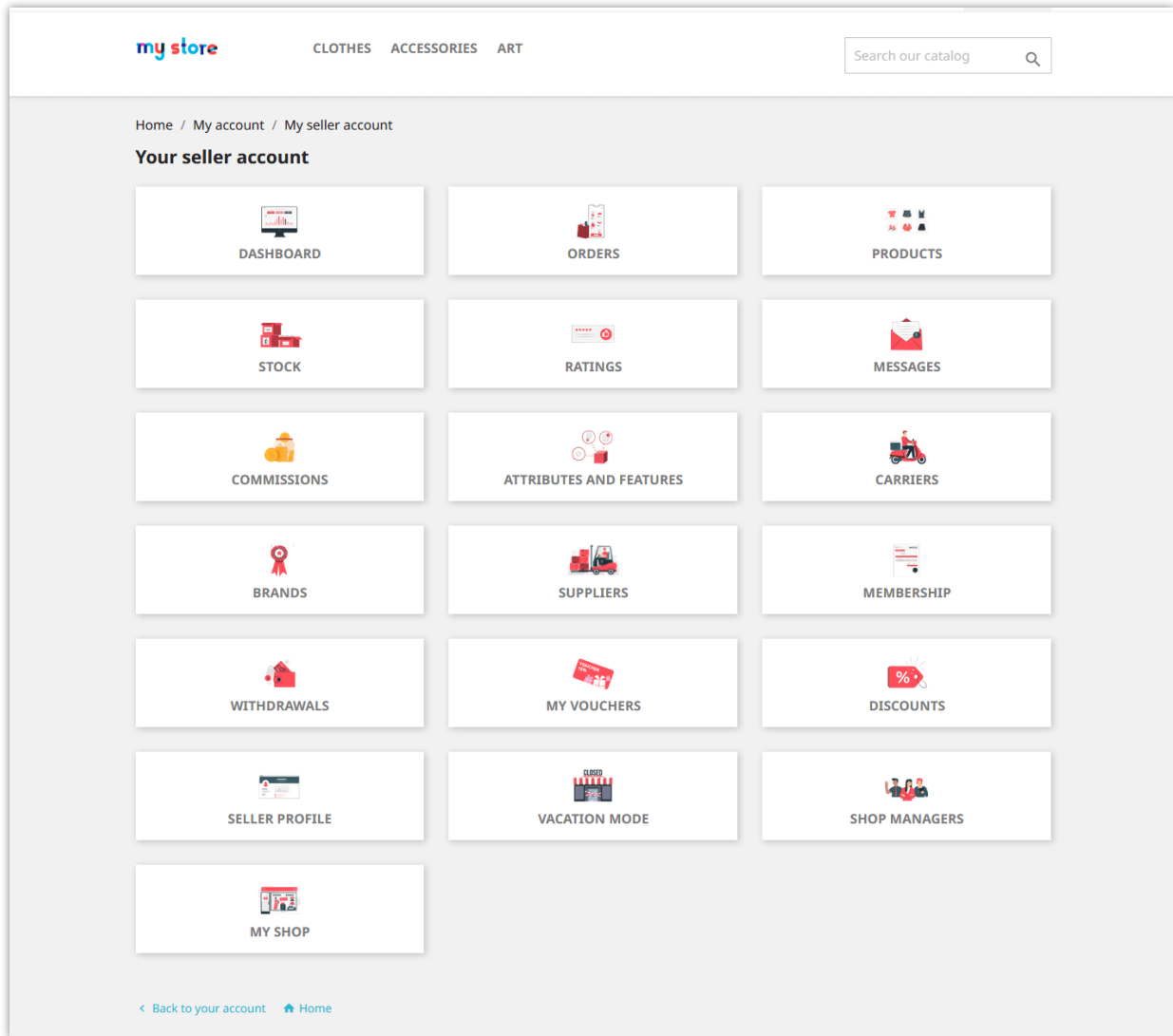
Status Pending

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, seller can manage his/her shop easily through “**My seller account**” area:



## VII. MANAGING SELLER SHOPS

After their applications being approved, sellers can start opening their own shop.

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

Market place / Shops

Shops

Help

Dashboard

Orders

Products

Commissions

Invoices

Withdrawals

Applications 1

Shops 1

Settings

SHOPS 4

ID	Shop name	Seller name	Seller email	Payment verify	Available from	Available to	Status	Action
				--	From To	From To	--	Filter
5	Rose	Rose Rose	Rose@etssoft.net	Awaiting payment	01/13/2020	01/19/2020	Expired	View
3	Red shoe	Customer test	customer01@etssoft.net	Paid			Approved	View
2	Digital	Helen Le	helen@etssoft.net	Paid			Approved	View
1	Shop demo	demo demo	demo@demo.com	Paid			App	Disable Edit Delete

Showing 1 to 4 of 4 (1 Page)

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





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



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

If you require sellers to pay seller fee to keep their shops active, when sellers pay for their fee, detailed invoices will be saved into **Marketplace Builder** backend. Marketplace admin can view, manage and download invoice PDF files from “**Memberships**” page.

Market place / Memberships

## Memberships


Dashboard Orders Products Commissions **Memberships** Withdrawals Applications Shops Settings

> Memberships

MEMBERSHIPS 5

ID	Reference	Seller name	Shop name	Amount	Status	Description	Invoice type	Date of invoice	Due date	PDF	Action
6	GTBZVYBAP	Rose Rose	Computer store	\$10.00	Paid	Pay once	Auto	01/16/2020 02:35:10	--		Cancel
5	RHEHLFQXM	Rose Rose	Computer store	\$10.00	Paid	Pay once	Auto	01/13/2020 03:34:53	--		Cancel
3	GGFOBUHAT	Customer test	Red shoe	\$10.00	Paid	Pay once	Auto	01/13/2020 03:28:35	--		Cancel
2	CESUDSGMH	Helen Le	Digital stores	\$10.00	Paid	Pay once	Auto	01/13/2020 03:20:24	--		Cancel
1	NZNBGALXI	demo demo	Shop demo	\$10.00	Paid	Pay once	Auto	01/12/2020 23:13:19	--		Cancel

Showing 1 to 5 of 5 (1 Page)



**BILLING INVOICE**  
01/13/2020  
CESUDSGMH

**From**  
Demo shop

**Bill to**  
Helen Le (Digital)  
234 TNTN  
46546524242

Reference	Amount	Description	Invoice date
CESUDSGMH	\$10.00	Marketplace fee	01/13/2020 03:20:24
		<b>Total</b>	<b>\$10.00</b>

Sellers can also view their fee invoice from “My seller account” area from marketplace frontend:

my store

CLOTHES ACCESSORIES ART

Search our catalog

Home / My account / My seller account / Memberships

Dashboard

Orders

Products

Messages

Commissions

Attributes and features

Discounts

Carriers

Brands

Memberships

Withdrawals

My vouchers

Profile

Shop managers

My shop

MEMBERSHIPS 1

Reference	Amount	Status	Description	Date of invoice	Due date	PDF
<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>	<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>	<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>	<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>	<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>	<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>	<div> <input type="text"/> <div>Min</div> <div>Max</div> </div>
NZNBGALXI	\$10.00	Paid	Pay once	01/12/2020 23:13:19	--	PDF

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

## IX. MANAGING SELLER PRODUCTS AND SELLER ORDERS

### 1. Managing seller products

All products uploaded by sellers will appear on “**Products**” page. Marketplace admin can view both seller information and seller product information on product detail page. Marketplace admin can also edit seller product information.

Dashboard

Orders

Products

Commissions

Invoices

Withdrawals

Applications

1

Shops

1

Settings

PRODUCTS

32

ID	Image	Product name	Price	Quantity	Shop name	Status	Date added	Action
		<input type="text"/>	<div>MinMax</div>	<div>MinMax</div>	<input type="text"/>	<div>--</div>	<div>FromTo</div>	<div>Filter</div>
44		Laptop	\$30.00	999	Digital		01/13/2020 04:21:39	<div>View</div>
43		Macbook Pro	\$25.00	998	Rose		01/13/2020 03:39:14	<div>View</div>
41		Red Shoe	\$15.00	998	Red shoe		01/13/2020 03:29:40	<div>View</div>
40		Headphone	\$13.00	994	Digital		01/13/2020 03:21:41	<div>View</div>
39		Fugiat	\$12.00	995	Shop demo		01/13/2020 02:51:19	<div>View</div>
38		Gold earrings	\$15.00	996	Shop demo		01/13/2020 02:47:20	<div>View</div>
37		Ship Your Idea	\$20.00	2720	Shop demo		01/13/2020 02:45:10	<div>View</div>

Seller info

Full name

Rose Rose

Email

Rose@etssoft.net

Registration Date

01/13/2020 03:34:53

Status

Expired

Payment verify

Awaiting payment

Total commission balance

\$17.50

Total Commission

\$17.50

Withdrawn

\$0.00

Paid for orders

\$0.00

Converted to voucher

\$0.00

Total used

\$0.00

Standard product

en

Sales
 Product list
 Help

Basic settings

Quantities

Shipping

Pricing

SEO

Options

Summary

Description

Combinations

☒ Simple product
 ☐ Product with combinations

Reference

☒ Online

Marketplace admin can upload new products to marketplace and assign uploaded products to a specific seller.

Denim jacket

Standard product

en

SalesProduct listHelp

Basic settingsQuantitiesShippingPricingSEOOptions

SummaryDescription

<>A B I U Text Link Bulleted list Numbered list Indented list Table Paragraph

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Egestas maecenas pharetra convallis posuere morbi leo. Cursus risus at ultrices mi tempus imperdiet nulla malesuada. Viverra nibh cras pulvinar mattis nunc sed blandit libero volutpat.

312 of 800 characters allowed

Add a feature

Brand

Etsy

Add a related product

Combinations

☒ Simple product☐ Product with combinations

Reference

Quantity

100

Advanced settings in Quantities

Price

Tax excludedTax included

\$ 125\$ 125

Tax rule

US-AL Rate (4%)

Advanced settings in Pricing

Categories

Search categories

ASSOCIATED CATEGORIES

HomeClothesWomen

COLLAPSE

☒ Home☒ Clothes☐ Men☒ Women☐ Accessories☐ Stationery☐ Home Accessories☐ Art

☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Create a new category

Create a category

Choose seller for this product

demo

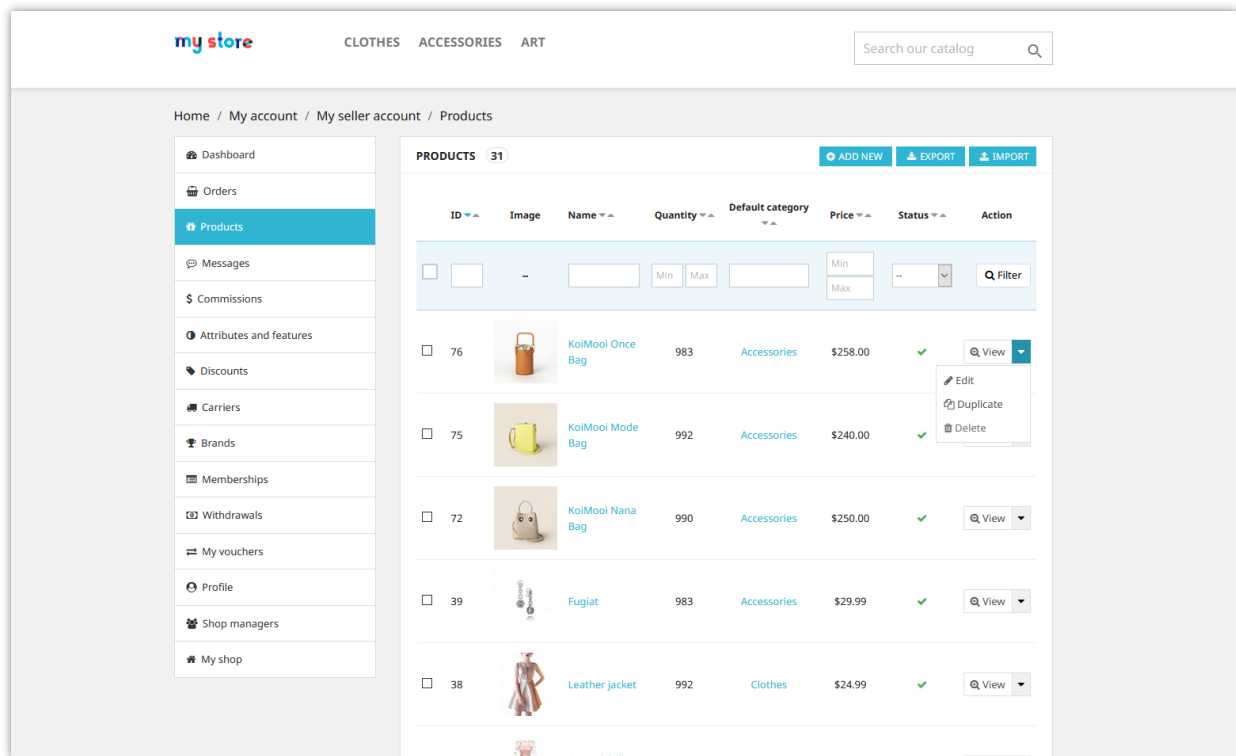
Shop demo(demo@demo.com)

Choose seller for this product

Search by ID customer, customer name, etc

46

Sellers can manage their products from “My seller account” area from marketplace frontend:



**Marketplace Builder** allows seller to import products from .CSV file and export products to .CSV file.

## 2. Managing seller orders

All orders containing seller products will appear on “**Orders**” page. Marketplace admin can view both seller information and order information on order detail page. Marketplace admin can also edit seller order information.

## Orders



[Dashboard](#)
[Orders](#)
[Products](#)
[Commissions](#)
[Memberships](#)
[Withdrawals](#)
[Applications](#)
[Shops](#)
[Settings](#)

Orders

ORDERS 202

ID	Order reference	Customer	Total price (tax incl)	Seller name	Shop name	Seller commissions	Admin earned	Status	Date	Action
			Min Max			--	--	--	From To	Filter
182	UOHYNLEJ	Cesar miranda	\$66.99	Rose Rose	Computer store	\$53.99	\$6.00	Awaiting bank wire payment	07/12/2020 03:06:25	View
181	UOHYNLEJ	Cesar miranda	\$45.24	demo demo	Shop demo	\$34.42	\$3.82	Awaiting bank wire payment	07/12/2020 03:06:25	View
180	SMWMQNGND	demo demo	\$43.67	Helen Le	Digital stores	\$31.49	\$3.50	Awaiting bank wire payment	07/09/2020 17:03:41	View
179	DEPKEYMAP	demo demo	\$53.98	Customer test	Red shoe	\$40.41	\$4.49	Awaiting check payment	07/08/2020 09:58:21	View
178	DEPKEYMAP	demo demo	\$27.16	demo demo	Shop demo	\$17.21	\$1.91	Awaiting check payment	07/08/2020 09:58:21	View
177	DLHMMCHV	demo demo	\$22.88	demo demo	Shop demo	\$17.21	\$1.91	Payment accepted	07/06/2020 21:45:31	View
176	SJNINJOK	demo demo	\$22.88	demo demo	Shop demo	\$17.21	\$1.91	Payment accepted	07/06/2020 21:44:29	View
175	CDHVTHUMK	demo demo	\$43.67	Helen Le	Digital stores	\$31.49	\$3.50	Awaiting check payment	07/06/2020 09:32:36	View
174	CDHVTHUMK	demo demo	\$126.15	demo demo	Shop demo	\$102.87	\$11.43	Awaiting check payment	07/06/2020 09:32:36	View
173	QVMYODCEI	demo demo	\$205.26	demo demo	Shop demo	\$171.32	\$19.04	Awaiting bank wire payment	07/02/2020 10:32:10	View
172	QVMYODCEI	demo demo	\$53.98	Customer test	Red shoe	\$40.41	\$4.49	Awaiting bank wire payment	07/02/2020 10:32:10	View
171	HPBWNMJS	demo demo	\$37.44	demo demo	Shop demo	\$26.10	\$2.90	Payment accepted	07/02/2020 04:23:14	View
170	JLHKKAZS	demo demo	\$37.15	demo demo	Shop demo	\$25.85	\$2.87	Awaiting bank wire payment	07/02/2020 04:22:29	View
169	OVZJLMFMY	demo demo	\$43.67	Helen Le	Digital stores	\$31.49	\$3.50	Awaiting bank wire payment	07/01/2020 06:12:09	View
168	OVZJLMFMY	demo demo	\$69.67	Rose Rose	Computer store	\$53.99	\$6.00	Awaiting bank wire payment	07/01/2020 06:12:09	View
167	OVZJLMFMY	demo demo	\$88.51	demo demo	Shop demo	\$70.30	\$7.81	Awaiting bank wire payment	07/01/2020 06:12:09	View
166	SHHQDQZRH	demo demo	\$48.87	Customer test	Red shoe	\$35.99	\$4.00	Awaiting bank wire payment	07/01/2020 05:16:57	View
165	SHHQDQZRH	demo demo	\$295.48	demo demo	Shop demo	\$249.41	\$27.71	Awaiting bank wire payment	07/01/2020 05:16:57	View
164	BHPBMXZUO	demo demo	\$37.15	demo demo	Shop demo	\$25.85	\$2.87	Awaiting bank wire payment	06/30/2020 21:13:57	View
163	QEUWXCDO	demo demo	\$252.60	demo demo	Shop demo	\$216.00	\$24.00	Awaiting check payment	06/30/2020 19:30:12	View

Showing 21 to 40 of 202 (11 Pages)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[11](#)



Orders
Order DLHMMCCHV from demo demo
Recommended Modules
Help

SELLER INFO

Full name demo demo

Email demo@demo.com

Registration date 01/12/2020 23:13:19

Status Approved

Total commission balance \$1,234.55

Total commission \$5,179.82

Withdrawn \$46.00

Paid for orders \$3,859.27

Converted to voucher \$40.00

Total used \$3,945.27

ORDER DLHMMCCHV #177

Print order

View invoice

No delivery slip

Partial refund

STATUS 1

DOCUMENTS 1

Payment accepted 07/06/2020 21:45:35

Resend email

Payment accepted

UPDATE STATUS

CUSTOMER DEMO DEMO #2

Email demo@demo.com

Account registered 01/09/2020 21:36:38

Valid orders placed 37

Total spent since registration \$4,284.49

View full details...

PRIVATE NOTE

Save

SHIPPING ADDRESS

INVOICE ADDRESS

My Address - demo 12345 demo Alabama, United States

Change

Sellers can manage all orders containing their seller products from **“My seller account”** area from marketplace frontend:

my store

CLOTHES ACCESSORIES ART

Search our catalog

Home / My account / My seller account / Orders

Dashboard

Orders

Products

Messages

Commissions

Attributes and features

Discounts

Carriers

Brands

Memberships

Withdrawals

My vouchers

Profile

Shop managers

My shop

ORDERS 108

Reference	Date	Total	Commissions	Products	Status	Action
	From To	Min Max	Min Max			Filter
XXQANACKO	08/03/2020 06:49:48	\$27.16	\$17.21		Awaiting bank wire payment	View
WDOGZDEJW	07/29/2020 21:48:28	\$225.71	\$192.72		Awaiting check payment	View
RHZMUGEGP	07/29/2020 21:44:39	\$224.70	\$191.85		Payment accepted	View
AIZXZJXQP	07/27/2020 22:43:02	\$283.70	\$242.91		Awaiting bank wire payment	View
FRJULWECG	07/26/2020 14:50:12	\$62.74	\$51.70		Awaiting bank wire payment	View
EKKRQCPEA	07/22/2020 04:44:19	\$98.21	\$78.69		Awaiting bank wire payment	View
ARNGNIHIC	07/18/2020 20:24:53	\$265.00	\$232.20		Awaiting bank wire payment	View

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

📅 Date 07/29/2020    💰 Total \$224.70    💬 Messages 0    📦 Products 4

📄 ORDER    RHZMUGGP    #198    ⏪ ⏩

🖨️ Print order    📄 View invoice    ❌ No delivery slip

Status ⓘ    Documents ⓘ

✔️ Payment accepted    07/29/2020 21:44:52

Payment accepted

UPDATE STATUS

🚚 Shipping ⓘ    🔄 Merchandise Returns ⓘ

Date	Carrier	Weight	Shipping cost	Tracking number
07/29/2020 21:44:39	Express shipping	0.000 kg	\$3.00	

❌ Recycled packaging    ❌ Gift wrapping

👤 CUSTOMER DEMO DEMO    #2

Account registered

📅 01/09/2020 21:36:38

Valid orders placed

3/7

Total spent since registration

\$4,284.49

📍 Shipping address    📄 Invoice address

**Shipping address**





demo demo  
ets  
demo demo  
demo, Alabama 12345  
United States  
12345678

✉️ MESSAGES    0

Message

SEND MESSAGE

🛒 PRODUCTS    4

Product	Price per unit Tax excluded	Qty	Refunded	Available quantity	Total Tax excluded
 The best is yet to come' Framed poster - Dimension : 40x60cm Reference number: demo_6	\$29.00	1		896	\$29.00
 Rings for Women	\$29.99	1		993	\$29.99
 Luxury Bunny Handbag	\$59.00	1		995	\$59.00
 Handbag	\$95.18	1		991	\$95.18



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

Products:	\$213.17
Shipping	\$3.00
Taxes	\$8.53
<b>Total</b>	<b>\$224.70</b>

## 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 attribute/feature:

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

The screenshot shows the 'Attributes and features' management interface. On the left is a sidebar menu with options: Dashboard, Orders, Products, Messages, Commissions, **Attributes and features** (selected), Discounts, Carriers, Brands, Memberships, Withdrawals, My vouchers, Profile, Shop managers, and My shop. The main content area has tabs for 'Attributes' and 'Features'. Under the 'Attributes' tab, there are radio buttons for 'Using attributes': 'Use the store's global attributes', 'Create your own attributes' (selected), and 'Use both store's global attributes and your own attributes'. Below this is a table titled 'ATTRIBUTES' with 3 items. The table has columns: ID, Name, Values, Position, and Action. The data rows are: ID 9, Name Size, Values 4, Position 4; ID 10, Name Color, Values 6, Position 5; and ID 11, Name Dimension, Values 1, Position 6. Each row has a 'View' button. At the bottom of the table, it says 'Showing 1 to 3 of 3 (1 Page)'. There is an 'ADD NEW' button in the top right of the table area. At the bottom of the page, there are links: '< Back to seller account' and 'Home'.

Home / My account / My seller account / Attributes

Attributes Features

ATTRIBUTES

Using attributes

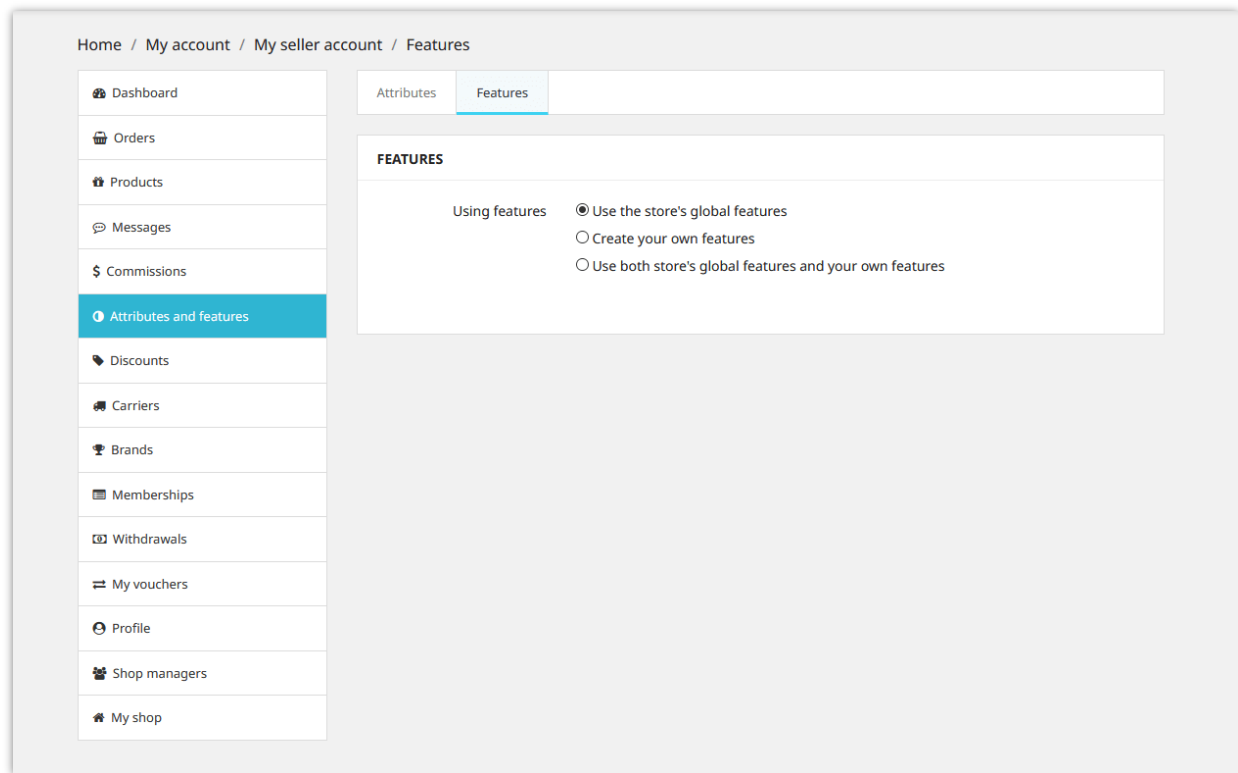
- ☐ Use the store's global attributes
- ☒ Create your own attributes
- ☐ Use both store's global attributes and your own attributes

ATTRIBUTES 3 ADD NEW

ID	Name	Values	Position	Action
9	Size	4	4	<a href="#">View</a>
10	Color	6	5	<a href="#">View</a>
11	Dimension	1	6	<a href="#">View</a>

Showing 1 to 3 of 3 (1 Page)

< Back to seller account Home



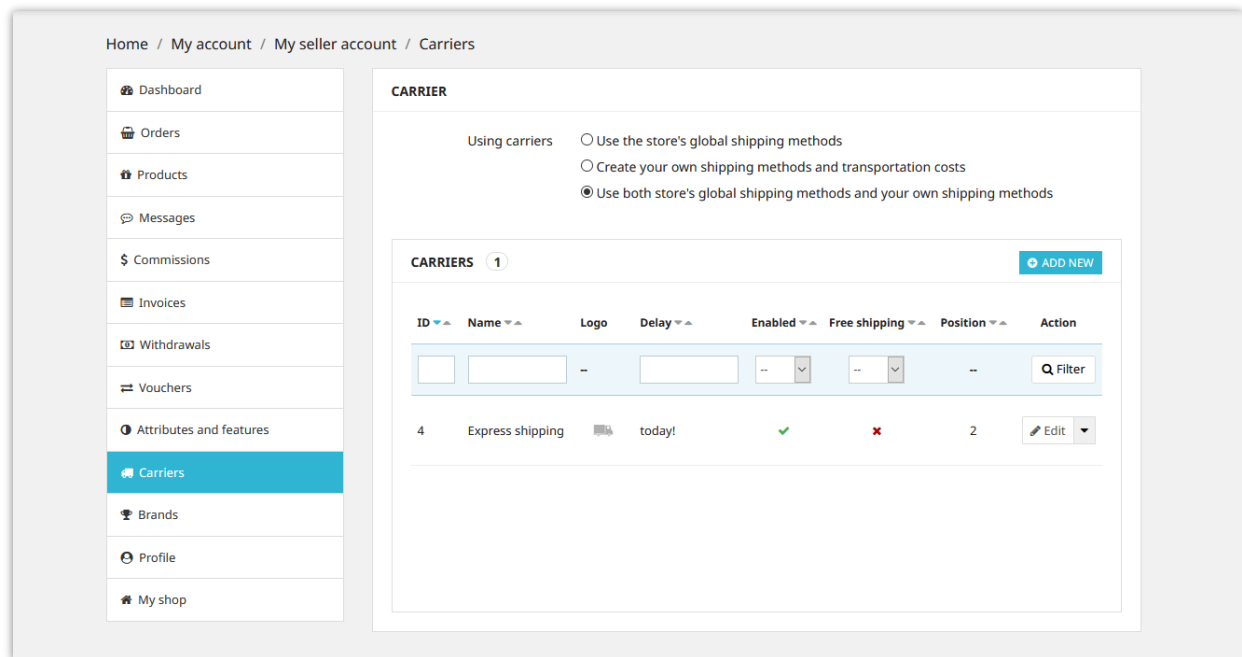
## 2. Carriers and Brands

---

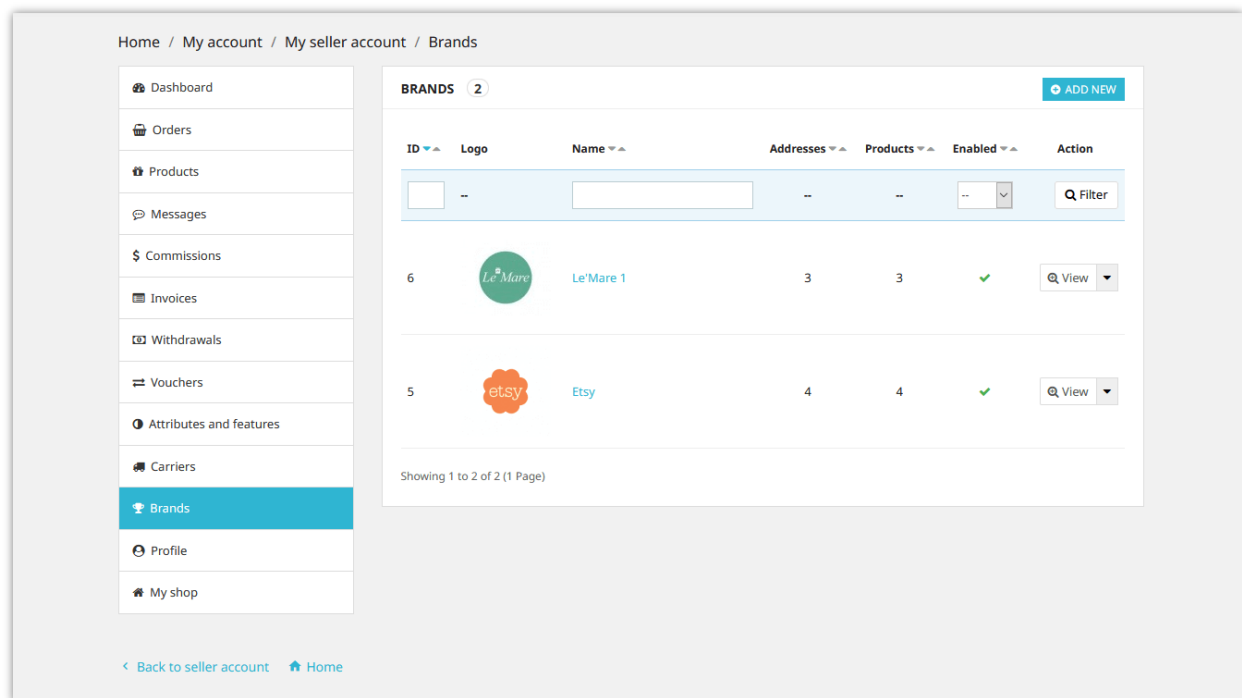
Sellers can select which type of carrier they want to use. **Marketplace Builder** offers 3 types of carrier:

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

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



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 voucher code. Voucher code can be used to checkout seller's shopping cart.

Home / My account / My seller account / My vouchers

Dashboard

Orders

Products

Messages

Commissions

Attributes and features

Discounts

Carriers

Brands

Memberships

Withdrawals

**My vouchers**

Profile

Shop managers

My shop

You have **\$1,234.55** in your balance. It can be converted into voucher code. Fill in required fields below to convert your commission balance into voucher code. Voucher code can be used to checkout your shopping cart.

Amount to convert:

0.00

\$

Note: Voucher availability: 30 days.

CONVERT NOW

**YOUR VOUCHER CODES**

Code	Description	Quantity	Value	Minimum	Cumulative	Expiration date	Status
P5V2VK86	Convertito dal saldo delle commissioni	0	\$20.00	None	Yes	06/05/2020	Used
VRKHR1WI	Converti du solde de la commission	0	\$5.00	None	Yes	06/05/2020	Used
JHELNCFE	Convertido del saldo de comisiones	1	\$5.00	None	Yes	05/10/2020	Available
G0M9C0IC	Converted from commission balance	1	\$5.00	None	Yes	03/26/2020	Available
CORQCTCT	Converted from commission balance	1	\$5.00	None	Yes	02/12/2020	Available

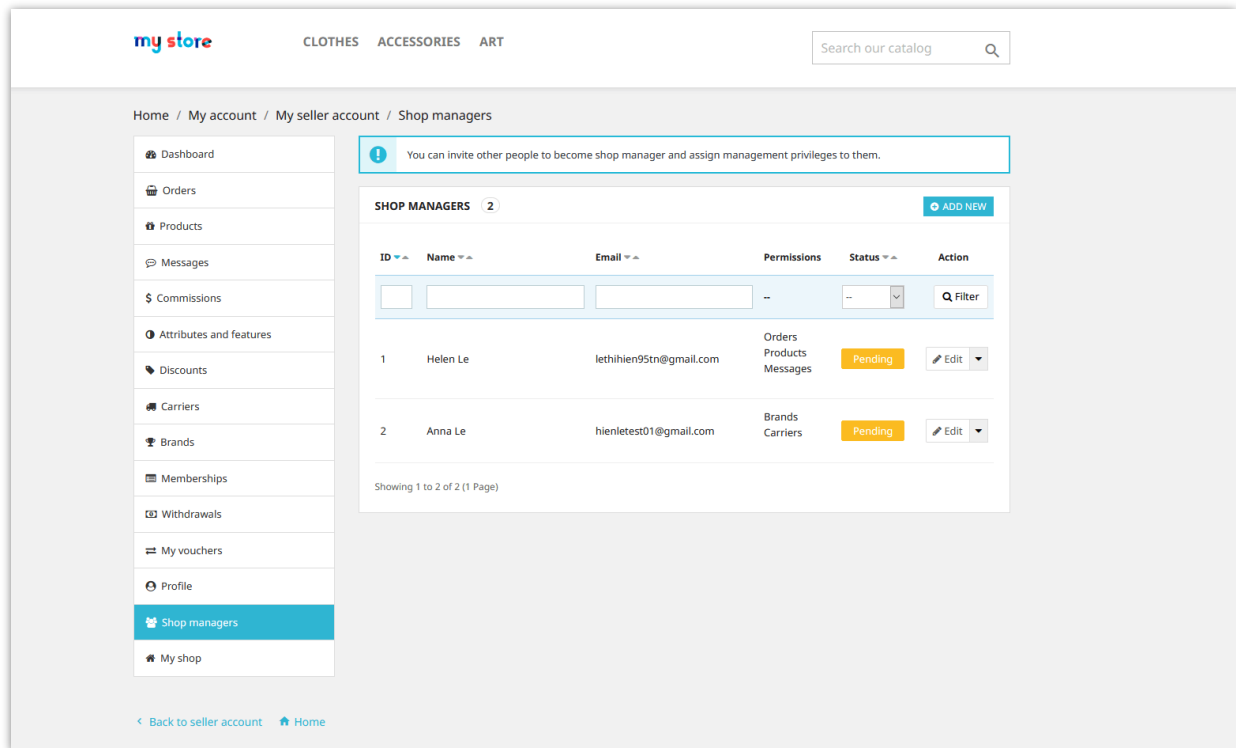
Showing 1 to 5 of 5 (1 Page)

Back to seller account

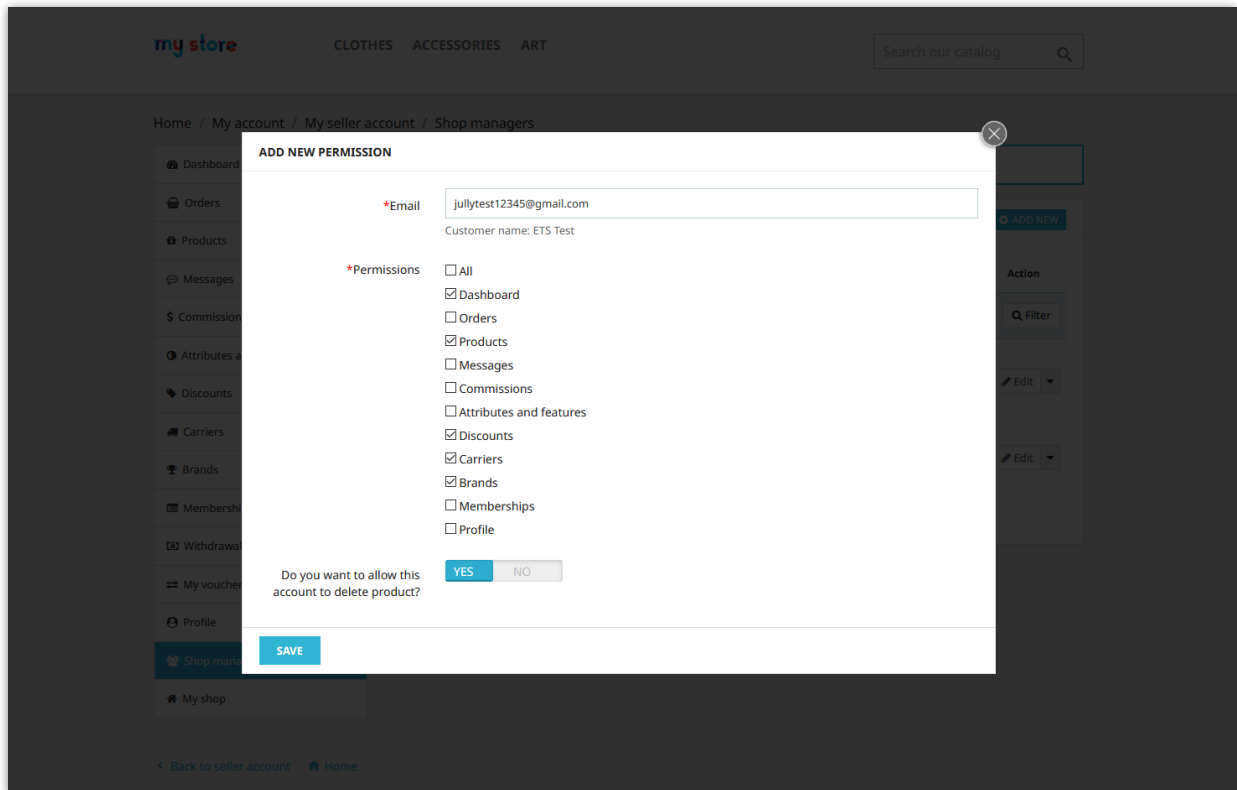
Home

### 4. Shop managers

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



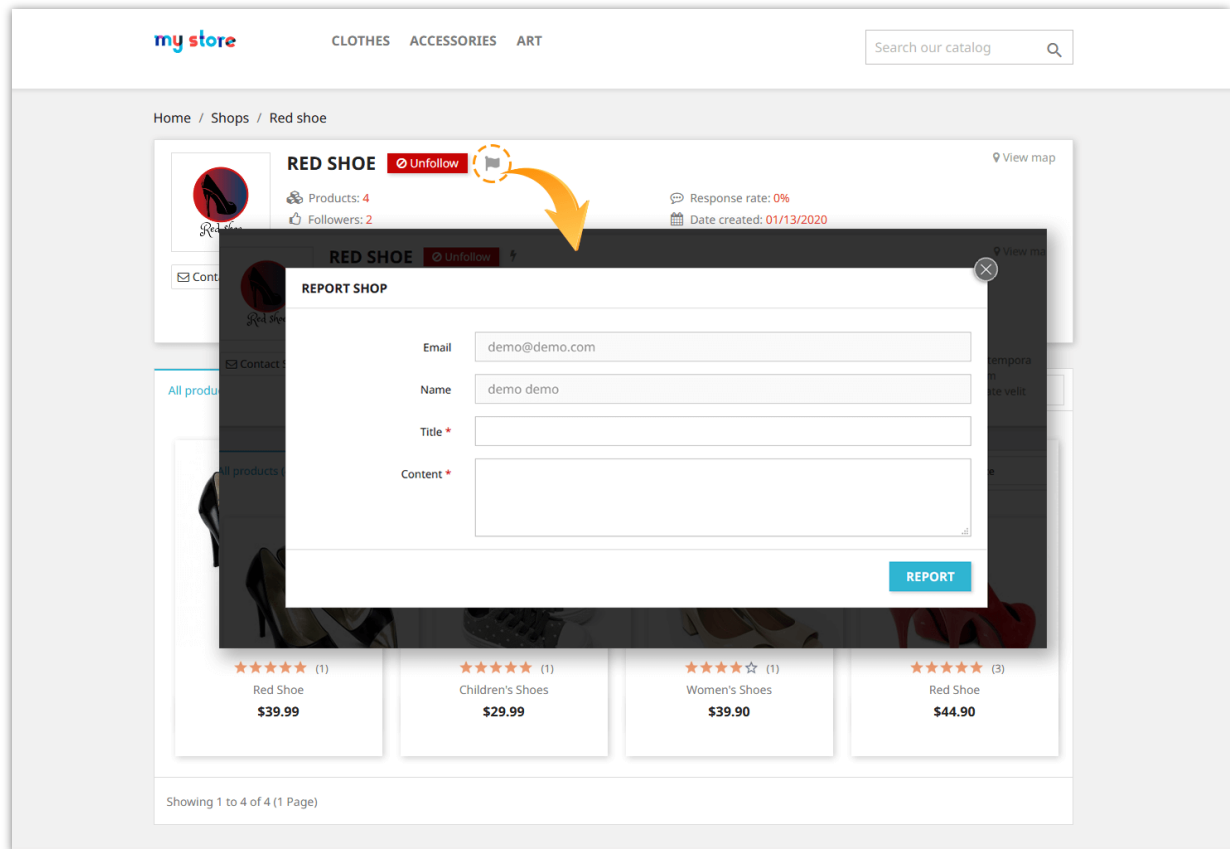
Click on “Add new” button to invite a customer. Enter customer’s email address and select the permissions granted to him/her then click “Save” to finish.



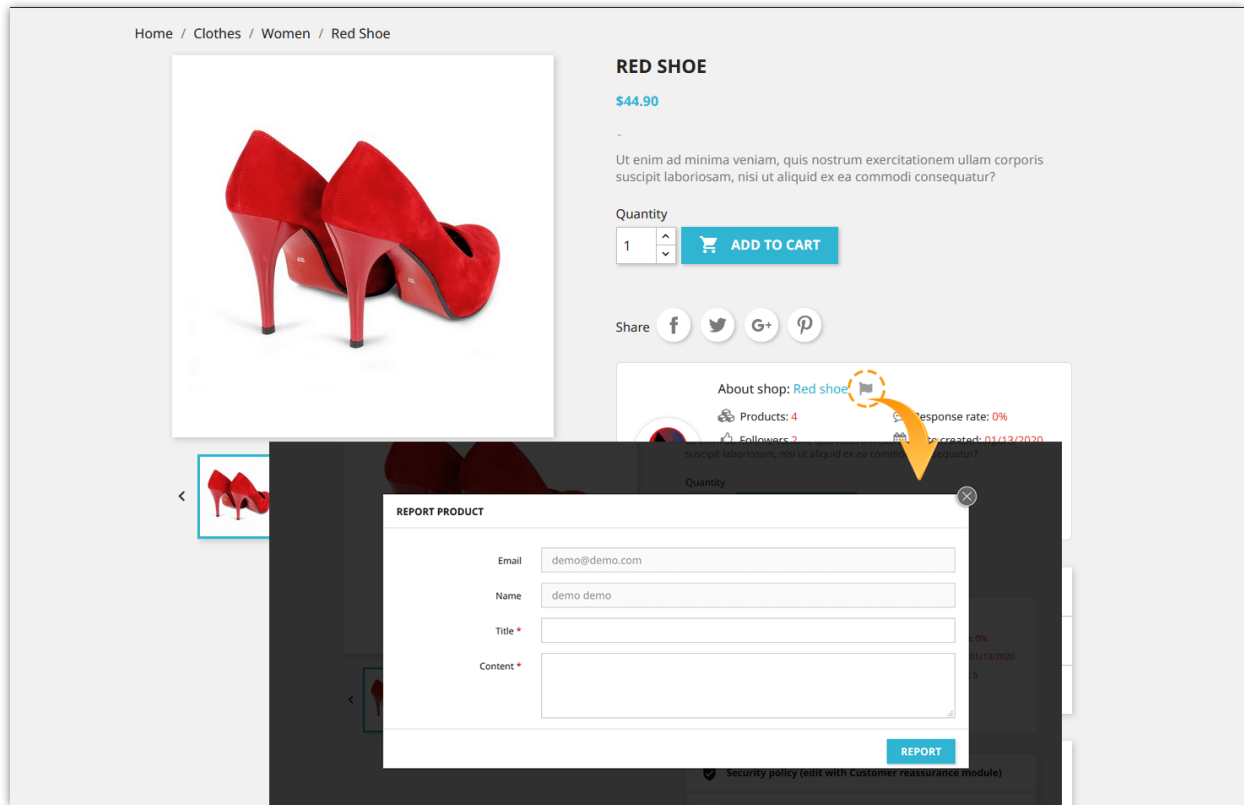
## 5. Report shops or products as abused

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

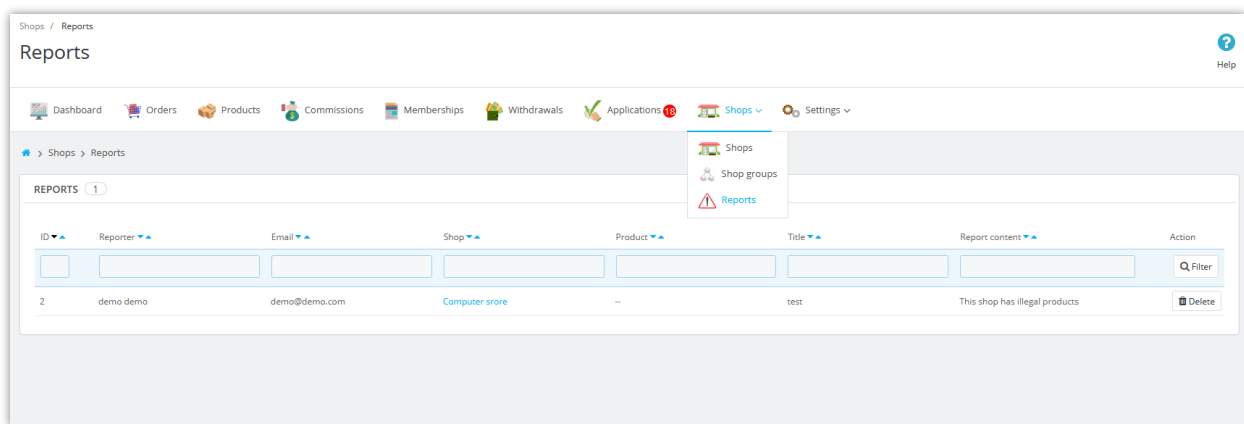




On product detail page, users can report a product by clicking on report icon (flag icon) next to shop name.



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





## 6. Seller product ratings

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

Home / Clothes / Men / Hummingbird printed t-shirt

-20%





### HUMMINGBIRD PRINTED T-SHIRT





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


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

Size

Color  
☐ ☒

Quantity  
 ADD TO CART

Share    



About shop: [Shop demo](#)

Products: 41  
Followers: 5  
Shop rating: ★★★★★ (44)

[Contact shop](#)

Response rate: 23.53%  
Date created: 01/12/2020  
Products sold: 9

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 ★★★★★

★★★★★  
12/16/20, 3:20 AM  
By demo demo

nice




good fabric and comfortable

 0  0 

★★★★☆  
11/26/20, 9:23 AM  
By demo demo

super




Bon produit

 0  0 

★★★★★  
11/24/20, 8:24 AM  
By demo demo

Incroyable

moyen ouf

 0  0 

59

Home / My account / My seller account / Ratings

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

RATINGS 44

ID	Review	Ratings	Product	Time of publication	Action
	--			<div>From</div> <div>To</div>	<div>Filter</div>
74	nice good fabric and comfortable	5/5	Hummingbird printed t-shirt	12/16/2020 08:20:59	<div>View</div>
71	super Bon produit	4/5	Hummingbird printed t-shirt	11/26/2020 14:23:55	<div>View</div>
70	Incroyable moyen ouf	5/5	Hummingbird printed t-shirt	11/24/2020 13:24:36	<div>View</div>
60	Probando Probando opiniones	3/5	Hummingbird printed sweater	06/12/2020 11:00:22	<div>View</div>
59	<b>Lorem ipsum dolor sit amet</b> Ut enim ad minim veniam, quis nostrud exercitation	5/5	KoiMool Mode Bag	05/08/2020 06:54:34	<div>View</div>
58	<b>Lorem ipsum dolor sit amet</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit	5/5	KoiMool Once Bag	05/08/2020 06:54:00	<div>View</div>
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	KoiMool Nana Bag	04/20/2020 04:22:19	<div>View</div>
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	<div>View</div>
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	<div>View</div>
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	<div>View</div>
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	<div>View</div>
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	<div>View</div>

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

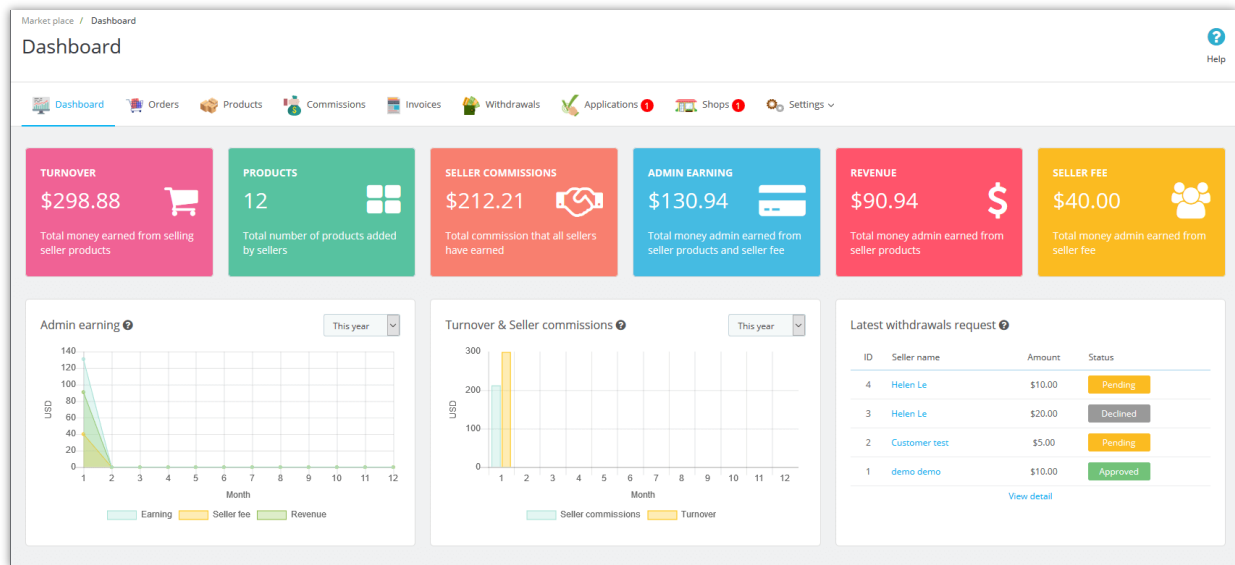
> Ratings

RATINGS 59

ID	Review	Ratings	Product	Shop	Time of publication	Action
					From To	Filter
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 07:03	Delete
74	nice good fabric and comfortable	5/5	Hummingbird printed t-shirt	Shop demo	12/16/2020 08:20:59	View
73	dsadadasd dsadsafdsadsadsad	1/5	KoiMooi Mode Bag	Shop demo	12/03/2020 12:53:07	View
72	tt tttttttttt	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	Incroyable moyen ouf	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. 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.



**Latest invoices**  

ID	Seller name	Shop name	Amount	Status
6	Rose Rose	Rose	\$10.00	Pending
5	Rose Rose	Rose	\$10.00	Paid
3	Customer test	Red shoe	\$10.00	Paid
2	Helen Le	Digital	\$10.00	Paid
1	demo demo	Shop demo	\$10.00	Paid

[View detail](#)

**Seller accounts are going to be expired**  

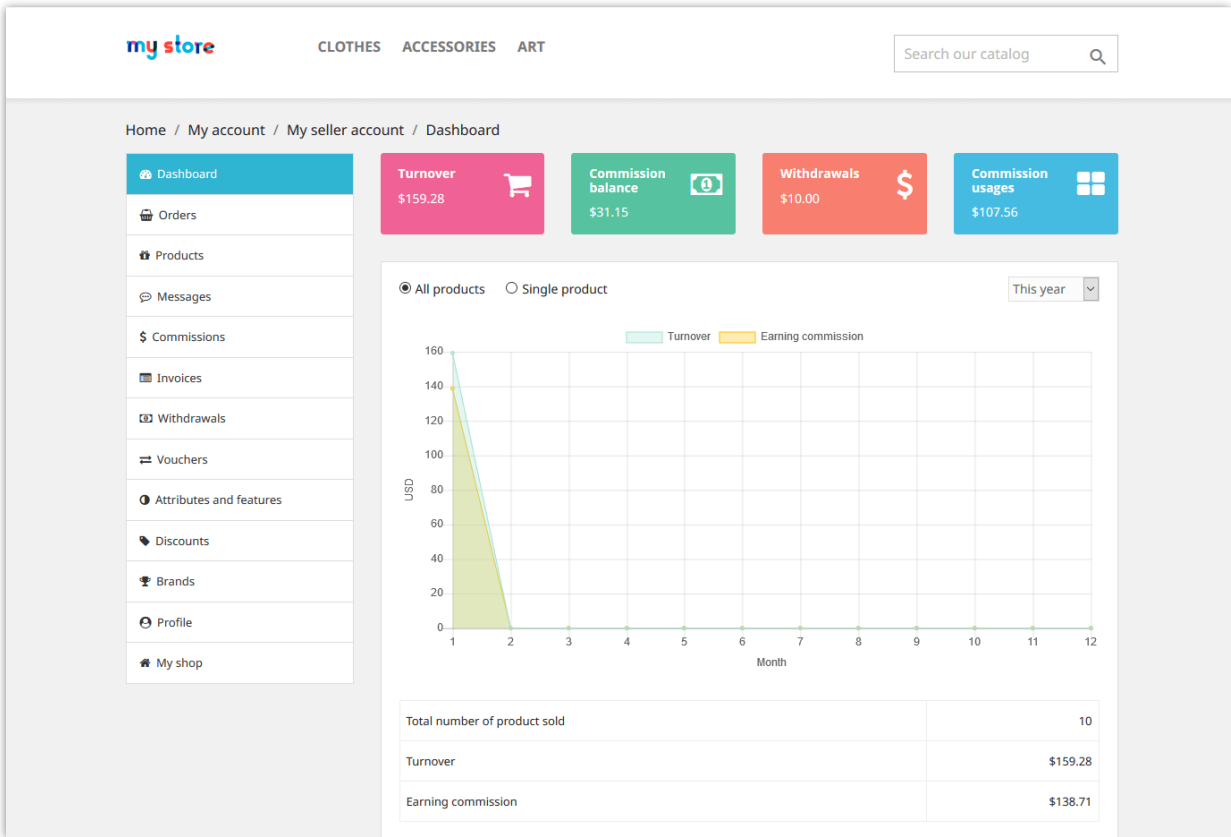
ID	Seller name	Seller email	Expiration date
No data			

**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
14	TNUQUMHW	demo demo	\$17.68	demo demo	Shop demo	\$7.00	\$3.00	Processing in progress	01/17/2020 02:26:24	<a href="#">View</a>
13	ZXRLLXPAY	Helen Le	\$80.16	demo demo	Shop demo	\$49.06	\$21.02	Awaiting check payments	01/13/2020 04:12:24	<a href="#">View</a>
12	QVLTFRWPW	Helen Le	\$80.16	demo demo	Shop demo	\$49.06	\$21.02	Awaiting check payments	01/13/2020 04:09:19	<a href="#">View</a>
11	JBVSLRTXG	demo demo	\$74.88	Helen Le	Digital	\$45.50	\$19.50	Payment accepted	01/13/2020 04:01:42	<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.



Total number of product sold	10
Turnover	\$159.28
Earning commission	\$138.71

Best selling products

ID	Image	Product name	Price	Sold quantity	Active	Added date
37		Ship Your Idea	\$26.00	4	✓	01/13/2020 02:45:10
35		Charm	\$14.56	2	✓	01/13/2020 02:36:43
39		Fugiat	\$10.48	2	✓	01/13/2020 02:51:19
30		Rings for Women	\$10.40	1	✓	01/12/2020 23:17:27
38		Gold earrings	\$15.60	1	✓	01/13/2020 02:47:20

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

## XII. 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.