



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

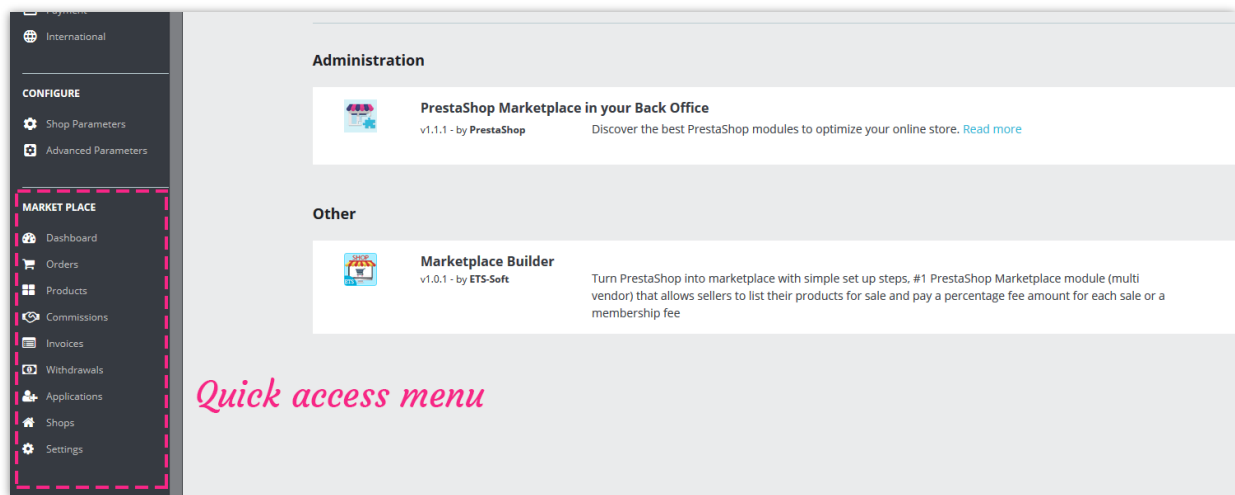
* **"Marketplace Builder"** is compatible with PrestaShop 1.6.x, PrestaShop 1.7.x and PrestaShop 8.x

III. INSTALLATION

1. Navigate to **"Modules / Modules & Services"**, click 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 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

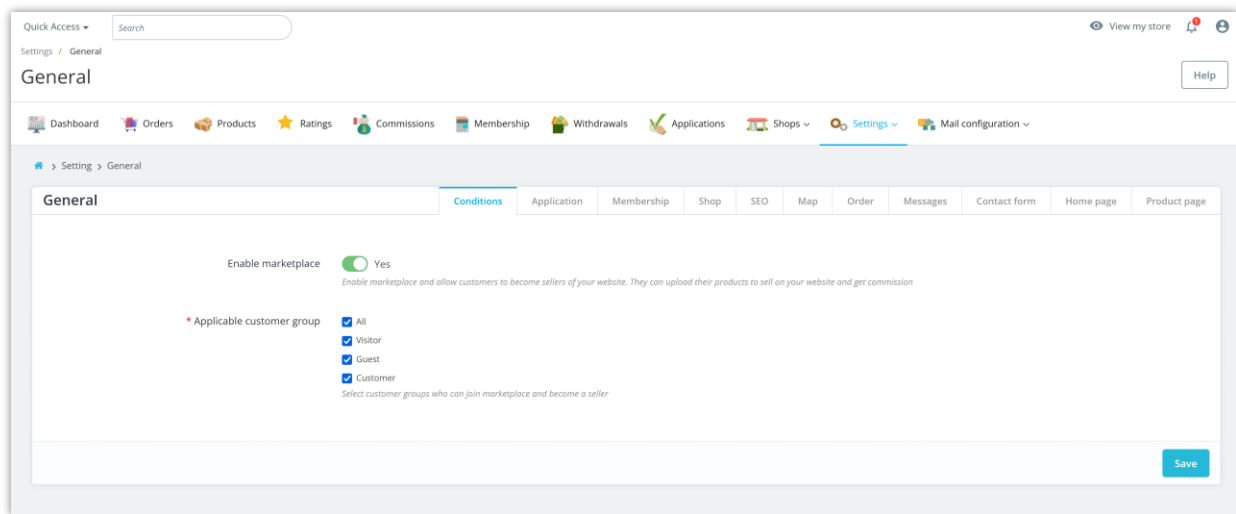
After successfully installing **Marketplace Builder** module, let’s configure all necessary elements for your marketplace!

From the module’s configuration page, select **“Settings”** > **“General”** menu to be navigated to **“General”** page.

1. Conditions

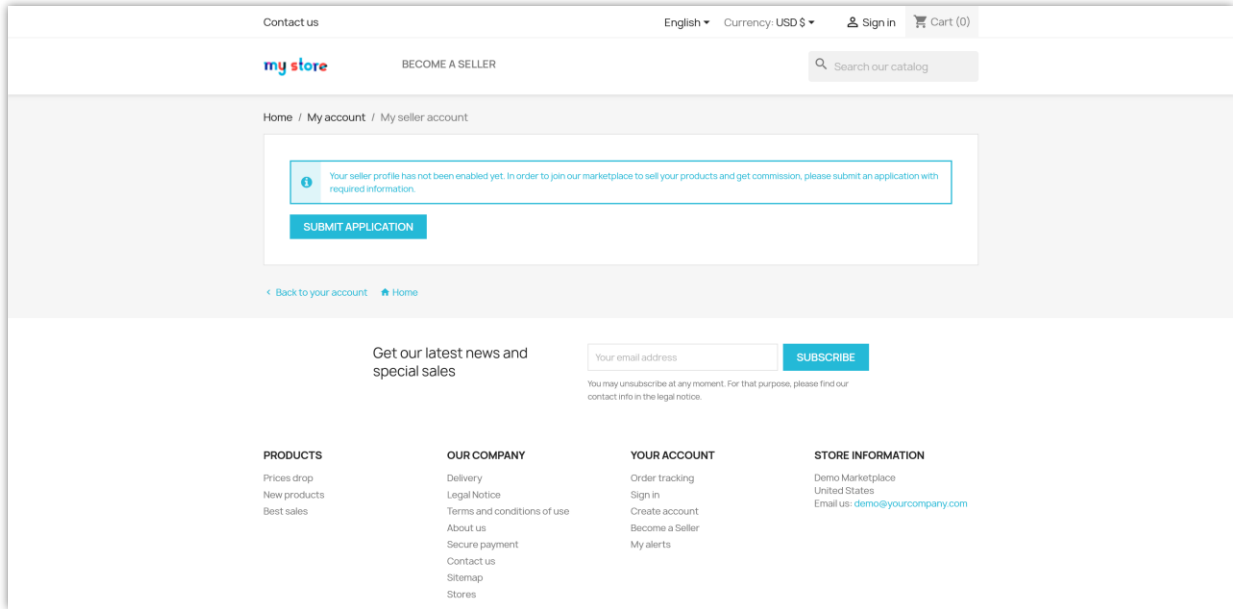
Enable marketplace: turn on this option to enable marketplace and allow customers to become sellers of your website.

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

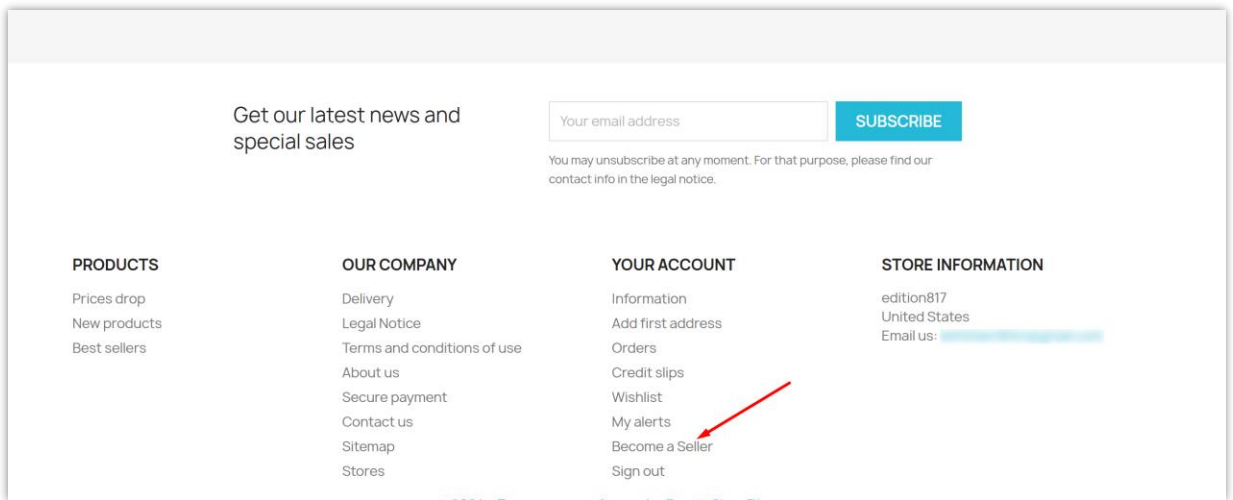


2. Application

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.



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.



"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".

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"/>

Require customers to provide these information to join 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

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_na`

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	--	--	<input type="text" value="Filter"/>
3	Diamond seller	--	No fee	90%	<input type="button" value="Edit"/>
2	Gold seller	--	No fee	90%	<input type="button" value="Edit"/>
1	Silver seller	--	No fee	90%	<input type="button" value="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: Gold seller en ▼

Badge name: Gold seller en ▼

Badge image: 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

Use global commission rate: YES NO

* Commission rate: 80 %

Enable commission by category: YES NO

Auto upgrade when turnover reached: 5000.00 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

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 a seller will be set as invisible until they are manually approved by marketplace admin.

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

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications 42 Shops Settings

Setting > General

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

Seller products need to be approved by Admin YES NO
Uploaded product is invisible until it is approved by Admin

Seller needs to have approval from the administrator to edit product YES NO
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 YES NO

Recalculate commission when admin add/edit order YES NO

Allow sellers to generate their voucher code? YES NO
Sellers can generate their voucher code to send to their customers

Allow seller to add new product YES NO

Allow seller to edit product YES NO

Allow seller to delete product YES NO

Allow seller to create their own carriers (shipping methods) YES NO

Allow seller to use store's global carriers (shipping methods) YES NO

Allow customers to select a specific carrier for each seller shop when checking out YES NO

Allow seller to create their own brands (manufacturers) YES NO

Allow seller to use store's global brands (manufacturers) YES NO

Allow seller to create their own suppliers YES NO

Allow seller to use store's global suppliers YES NO

* 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: Google reCAPTCHA v2

* Site key: 6LcBp7cZAAAAABu25dbquQTdEJHxQF86eCm9AIV

* Secret key: 6LcBp7cZAAAAANtXpPjTo65s811kolLo_DKFRHM

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 it to Admin. After being approved by Admin, the product info will be updated to the latest version.

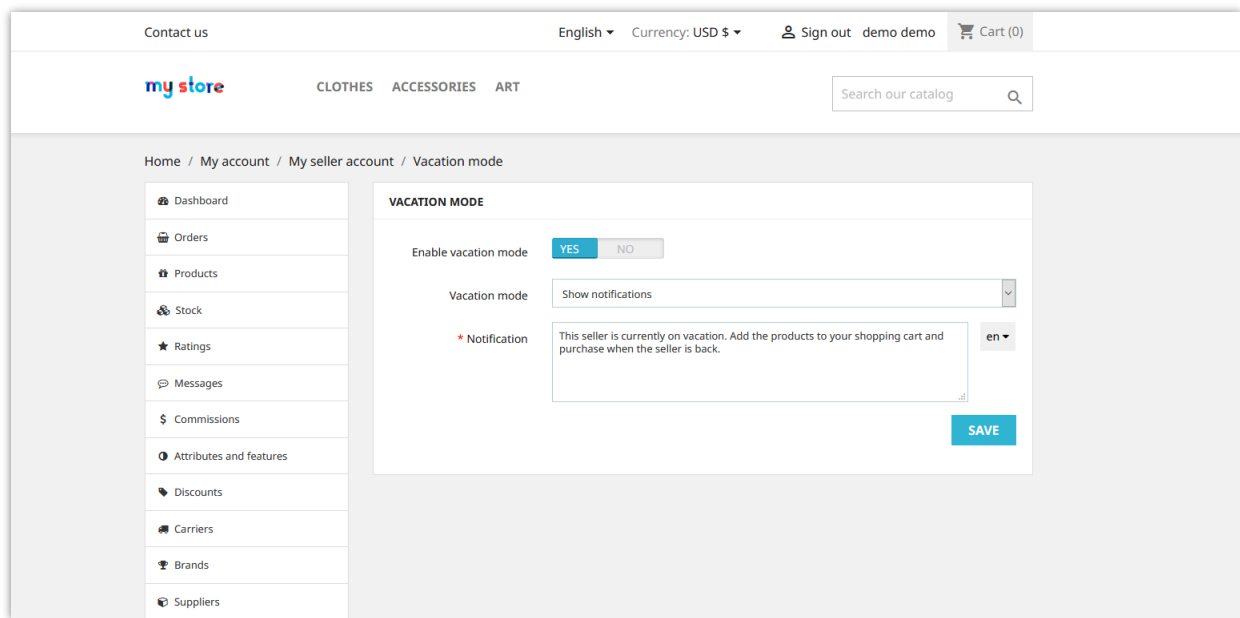
Allow sellers to update order status: If you enable this option, sellers can change the status of any order that contains their products to the selected order status.

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

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 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 '5642342'. The page is divided into two main sections: a left sidebar for shipping method selection and a right sidebar for order summary and policies.

Shipping Method Selection (Left Sidebar):

- PERSONAL INFORMATION** and **ADDRESSES** are marked as complete.
- 3 SHIPPING METHOD** section:
 - Item 1: Shop name: Gifts & Decor. Product: Women's PU Leather Handbags (\$199.00). Carrier: Gifts & Decor - to day! (\$5.00).
 - Item 2: Shop name: Flowers Store. Product: Pink moment (\$69.00). Carrier: Flowers Store - today! (\$15.00).
 - Item 3: Shop name: Digital stores. Product: Apple Iphone 11 (\$279.00). Carrier: Digital store - 10 days (\$7.00).
- A comment field is present with a 'CONTINUE' button.
- 4 PAYMENT** section is visible at the bottom.

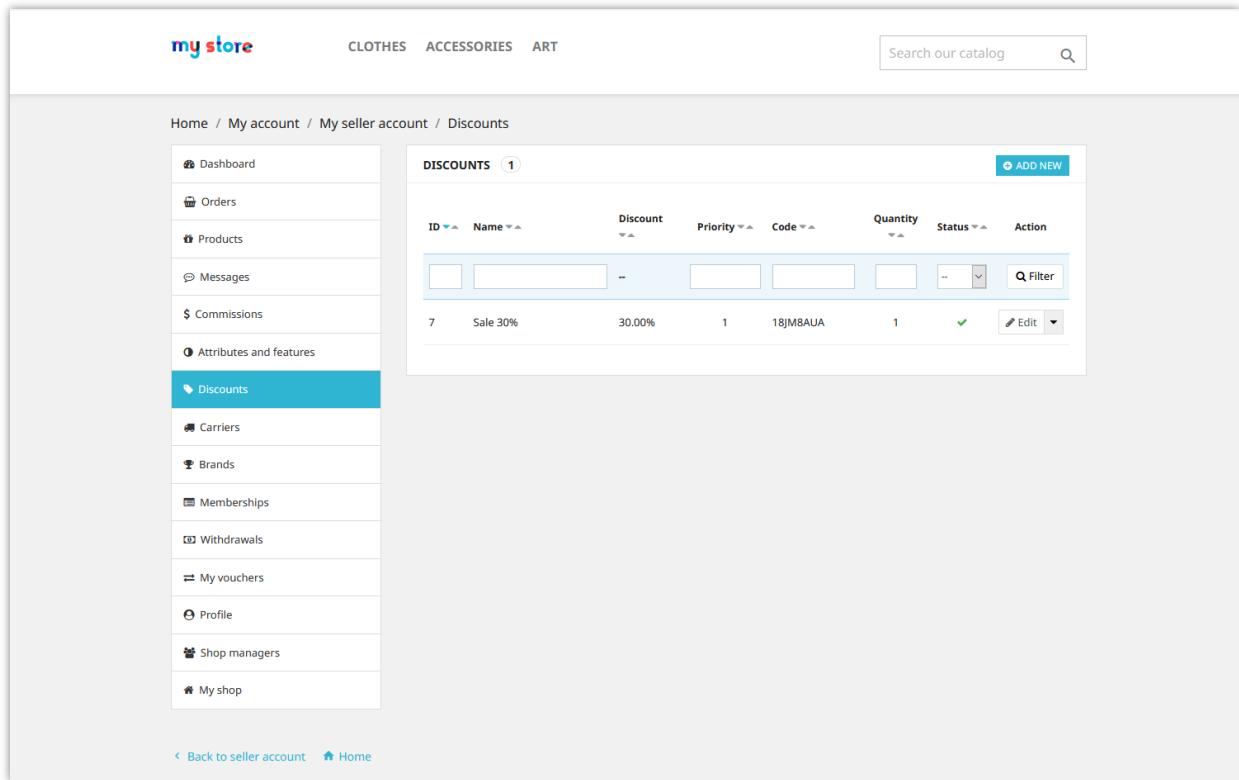
Order Summary and Policies (Right Sidebar):

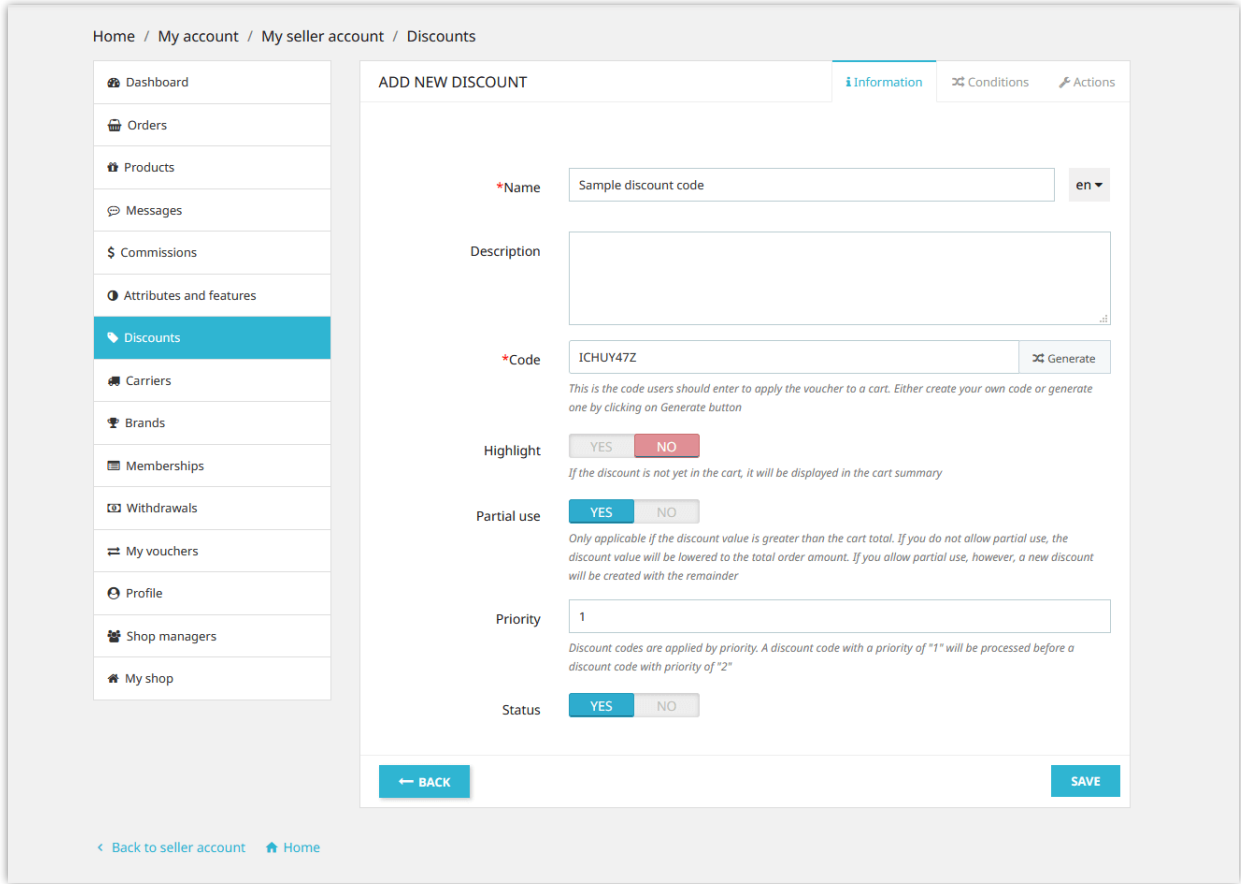
- 3 items** summary:

Subtotal	\$547.00
Shipping	\$27.00
Total (tax excl.)	\$574.00
Total (tax incl.)	\$574.00
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)

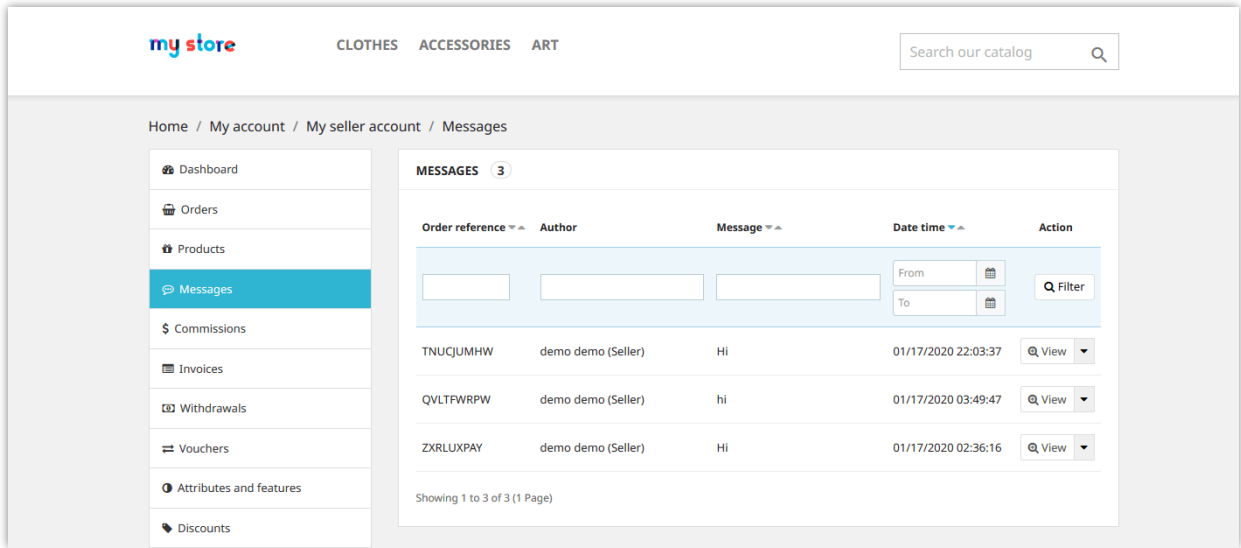
© 2022 - Ecommerce software by PrestaShop™

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.

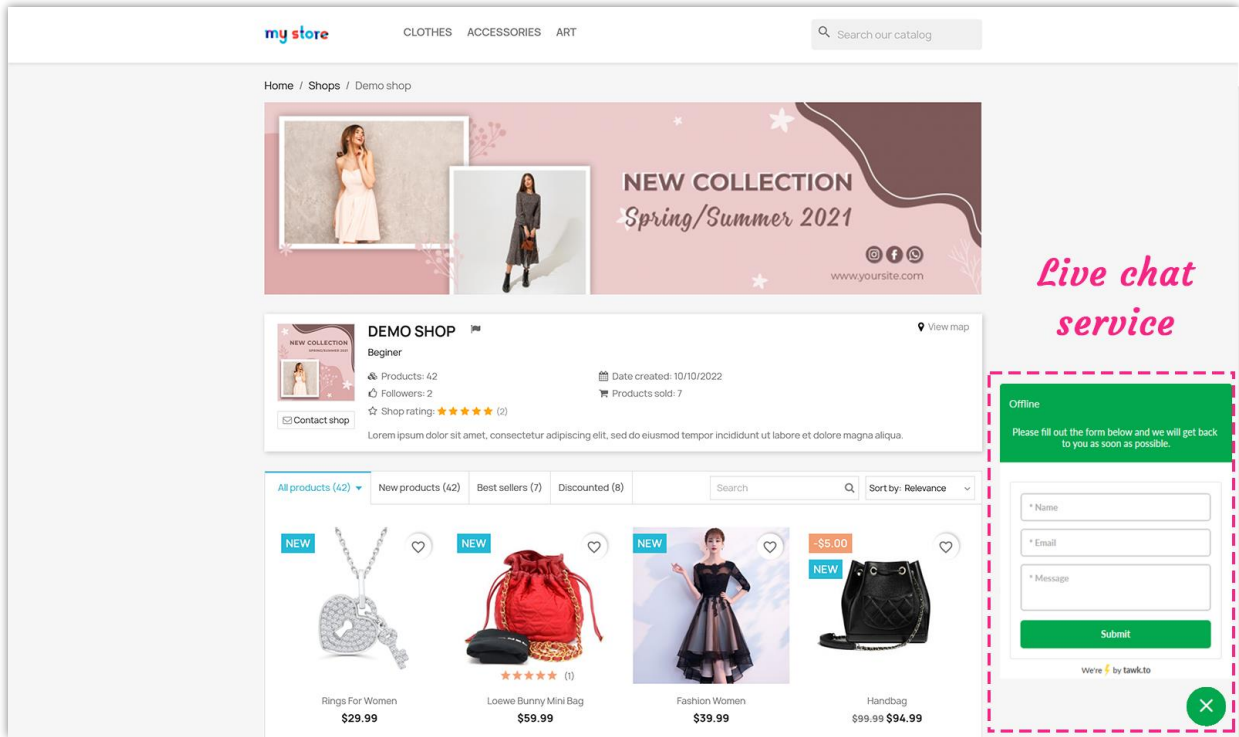




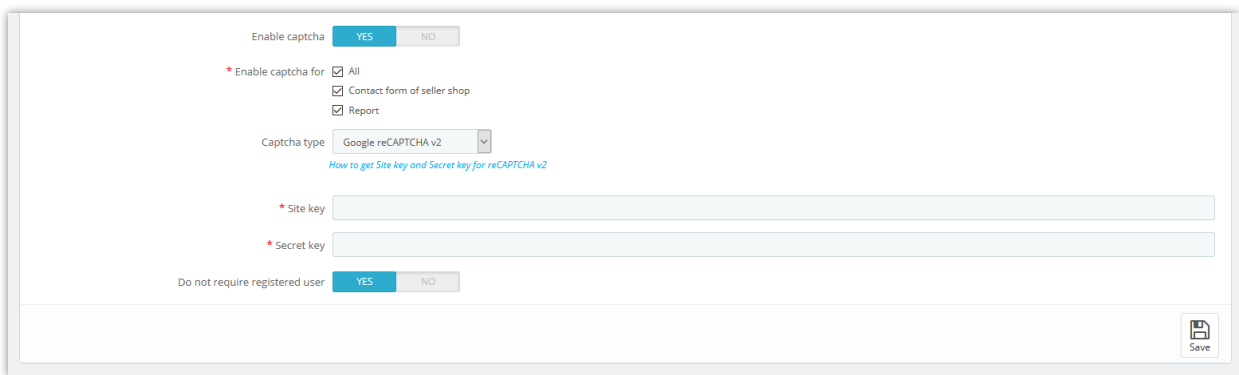
Display seller messages: Display message tab on seller account when customer purchase their products.



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.

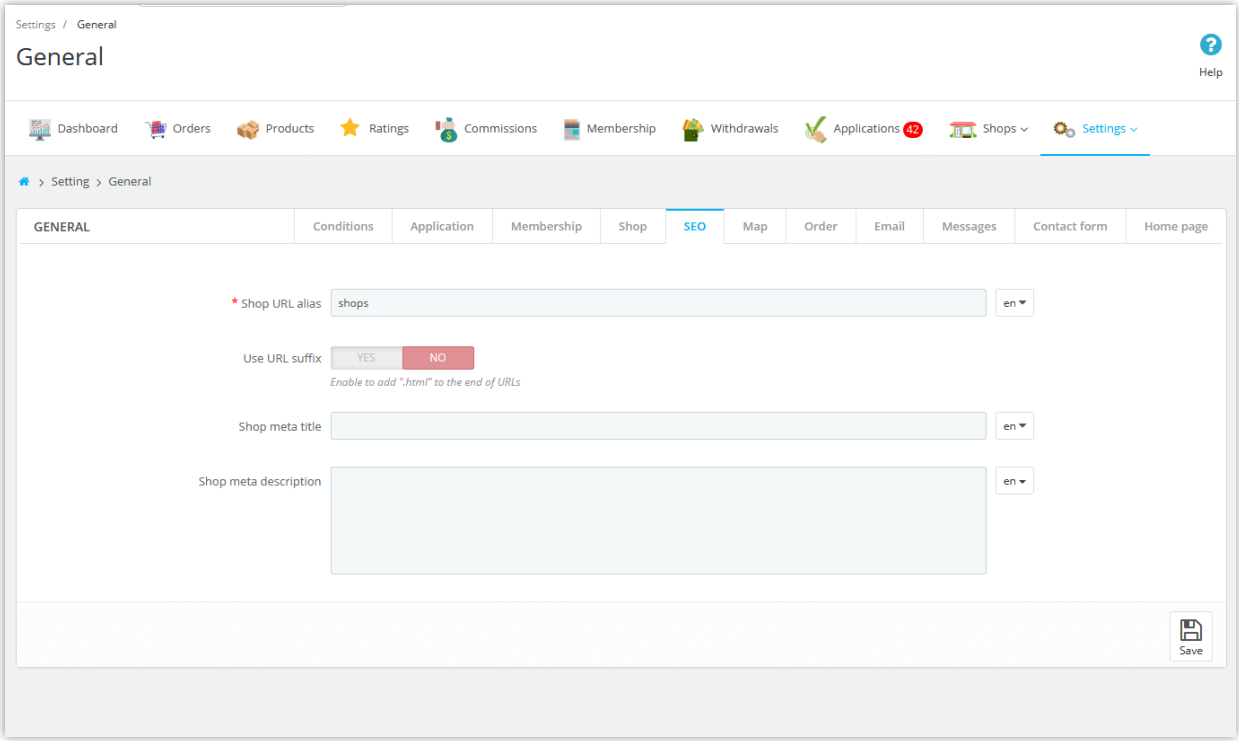


Enable CAPTCHA: Enable Google reCAPTCHA (v2 or v3) for all the forms of seller shop to prevent spam.



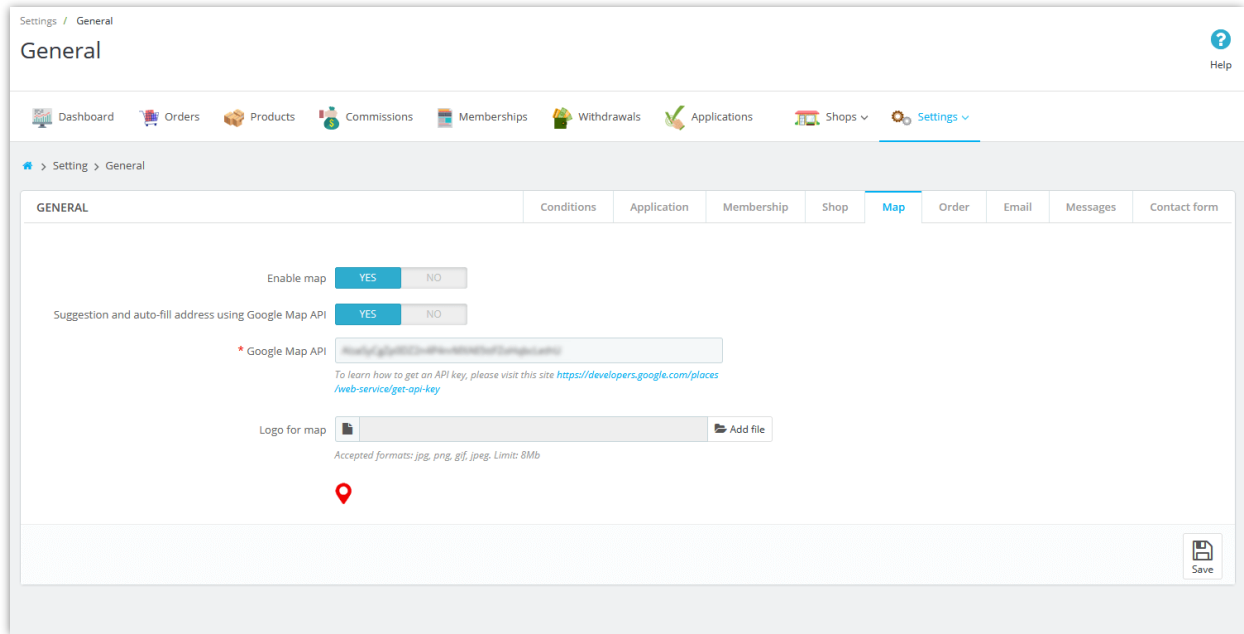
5. SEO settings

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



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:

* Shop address en ▾

Latitude

Longitude

* Shop phone number

VAT number

powered by Google

* Shop description en ▾

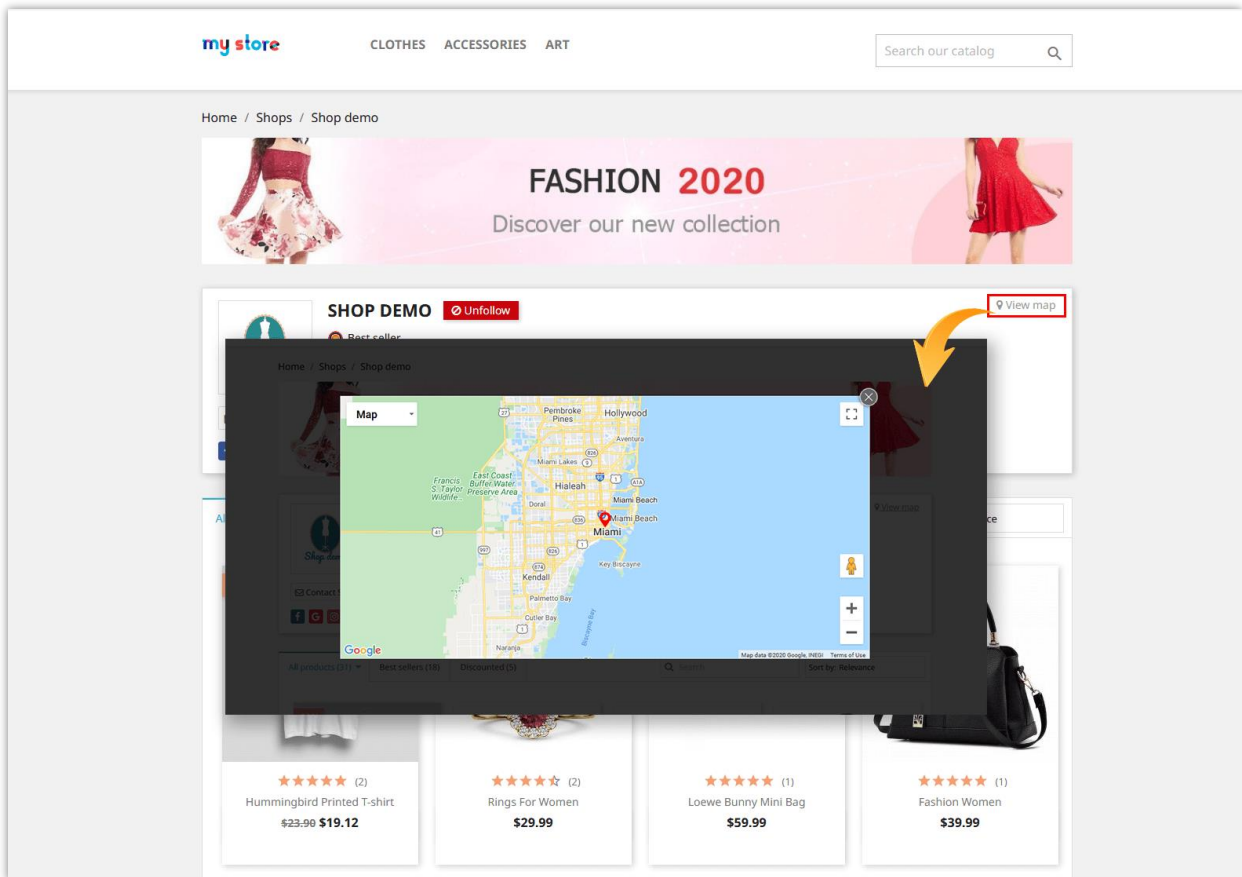
* Shop address en ▾

Latitude

Longitude

* Shop phone number

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 (X) 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	\$10.40	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
U-7	Helen Le					-\$10.00	Deducted	01/13/2020 04:13:02	Delete
U-6	Helen Le					-\$10.00	Deducted	01/13/2020 04:12:56	Refund
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

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	
	<input type="text"/> Min <input type="text"/> Max	<input type="text"/>	<input type="text"/> Min <input type="text"/> Max	<input type="text"/> Min <input type="text"/> Max	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="button" value="Filter"/>
C-19	\$7.00	Rings for Women	\$10.40	1	Pending	01/17/2020 02:26:24	
U-8	-\$17.68 <i>Paid for order #14</i>				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.

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

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

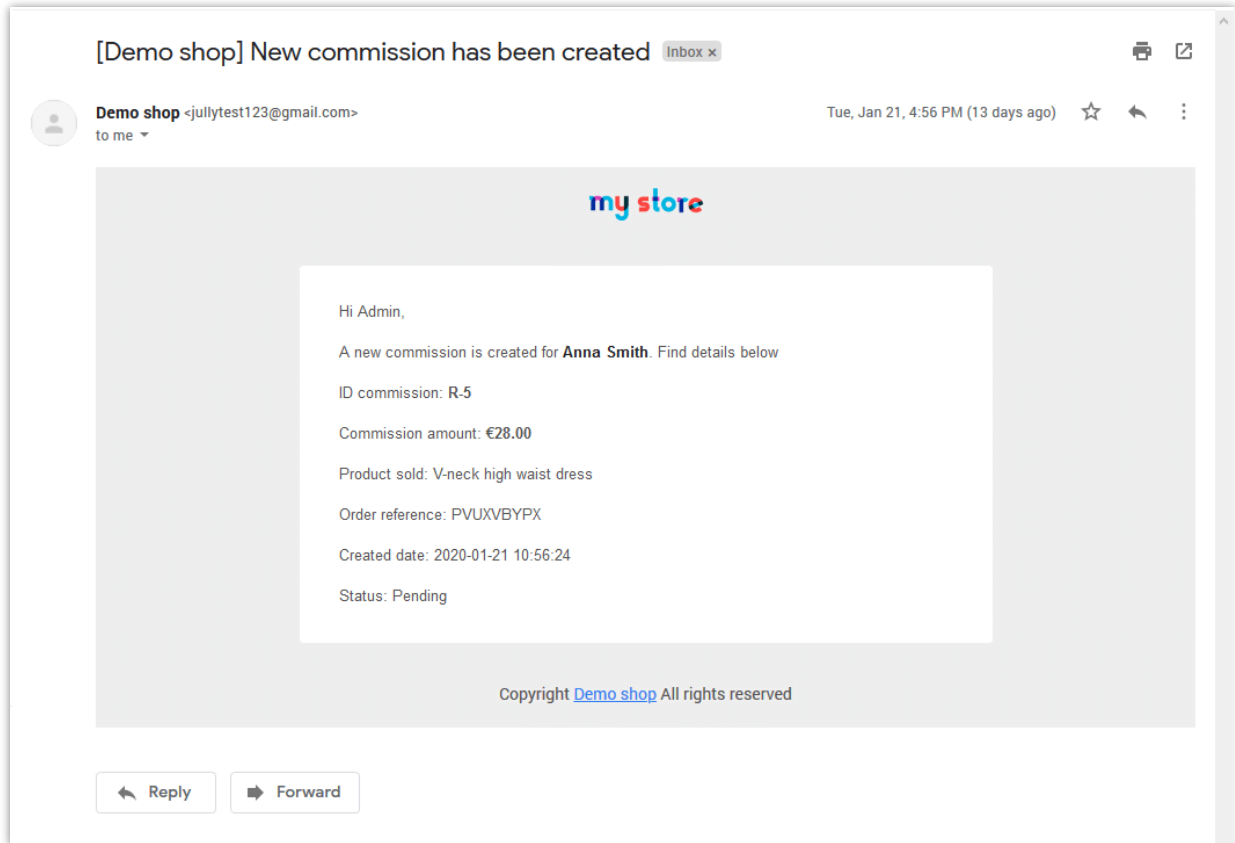
When seller withdrawal is approved or declined YES NO

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.

Settings / Cronjob

Cronjob

Dashboard Orders Products Commissions Invoices Withdrawals Applications Shops Settings

Setting > Cronjob

- Payment methods
- Cronjob
- General

CRONJOB

* Some important notes before setting Cronjob:

- Cronjob frequency should be at least twice per day, the recommended frequency is once per minute
- How to setup a cronjob is different depending on your server. If you're using a Cpanel hosting, watch this video for more reference: <https://www.youtube.com/watch?v=bmBjg1nD5yA>
You can also contact your hosting provider to ask them for support on setting up the cronjob

* Setup a cronjob as below on your server to automatically send emails to sellers when their seller account is going to be expired.

```
**** *php /home/ets/public_html/demo1/marketplace/modules/ets_marketplace/controllers/admin/cronjob.php secure=Ui8Z1SuN54dk
```

* Execute the cronjob manually by clicking on the button below

Execute cronjob manually

* Cronjob secure token:

Ui8Z1SuN54dk

? Last time cronjob run: 5 hours 36 minutes 40 seconds ago

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

Setting > Cronjob

CRONJOB Configuration Cronjob log

Save cronjob log YES NO
Only recommended for debug purpose

Cronjob log:

```
01/16/2020 02:35:11: Sent 1 email is going to be expired
01/16/2020 02:48:38: Cronjob run but nothing to do
01/16/2020 20:39:43: Cronjob run but nothing to do
01/17/2020 01:52:22: Cronjob run but nothing to do
02/02/2020 20:38:44: Expired 1 seller
```

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 Commissions Memberships Withdrawals Applications Shops 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:

Dashboard Orders Products Ratings Commissions Membership Withdrawals Applications 42 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

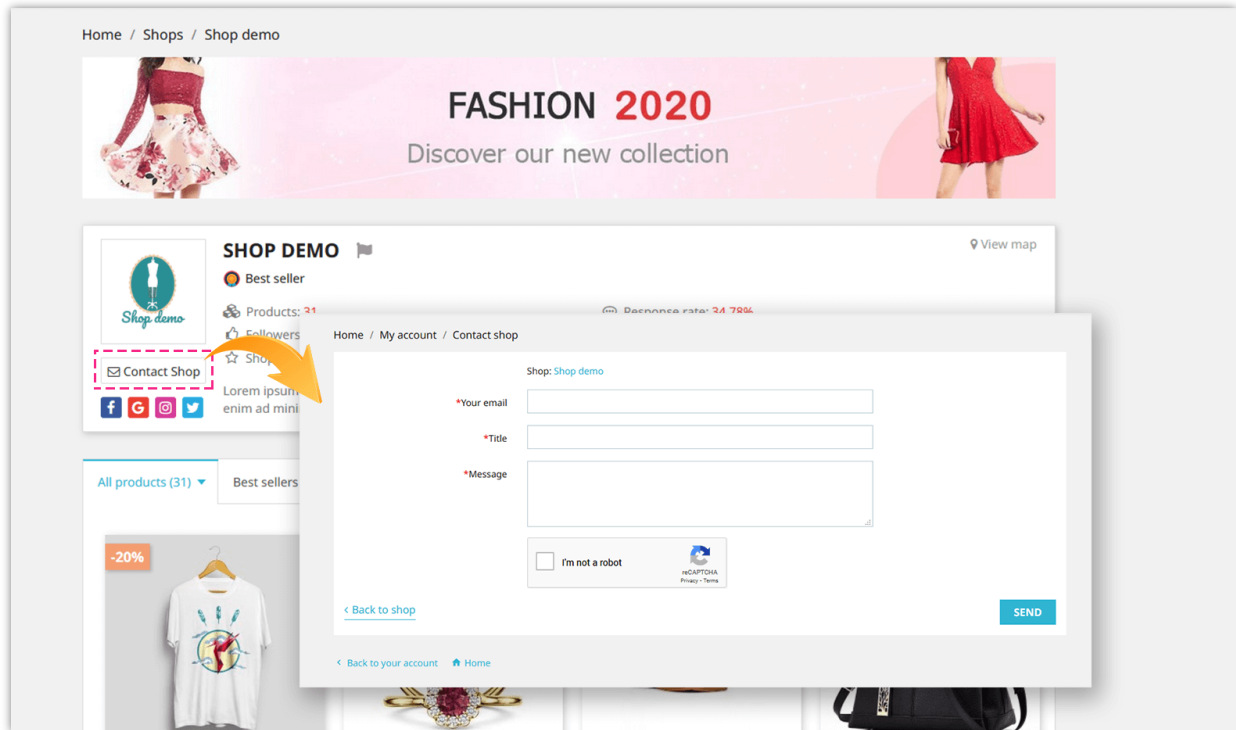
Fields	Enable	Require
All	<input type="checkbox"/>	<input type="checkbox"/>
Product link	<input checked="" type="checkbox"/>	
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone	<input checked="" 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

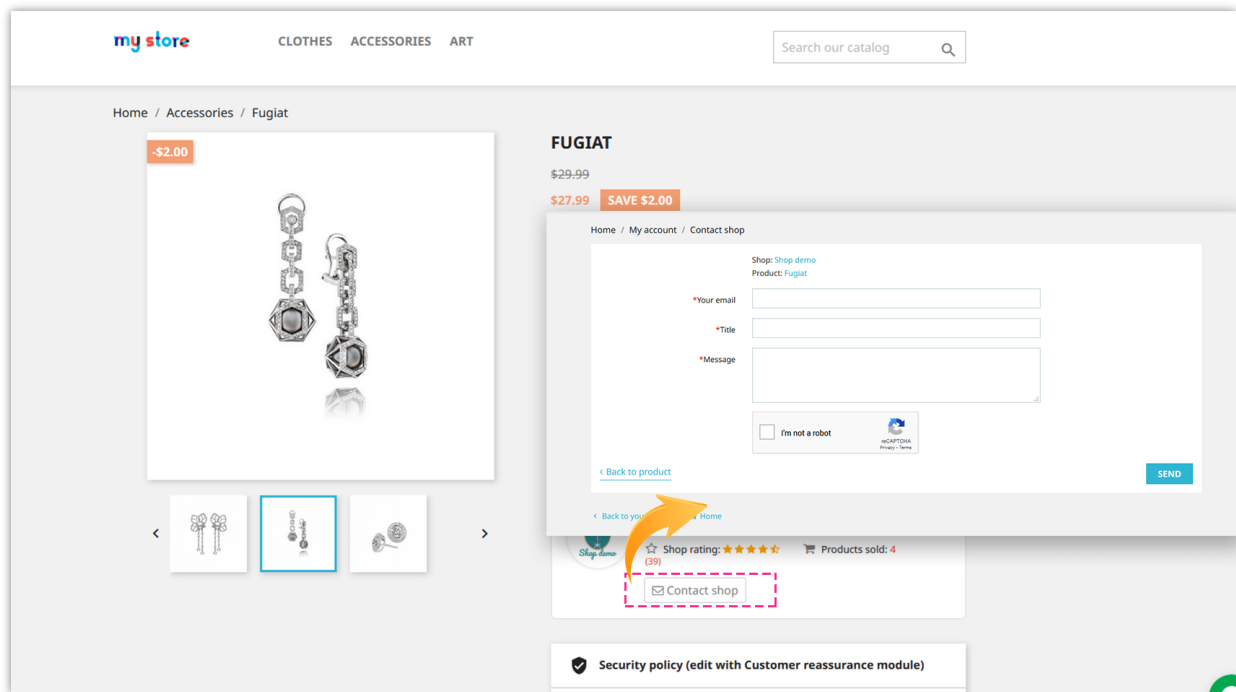
Remember to save all your configuration. And now your marketplace is ready to welcome the first seller!

❖ **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.



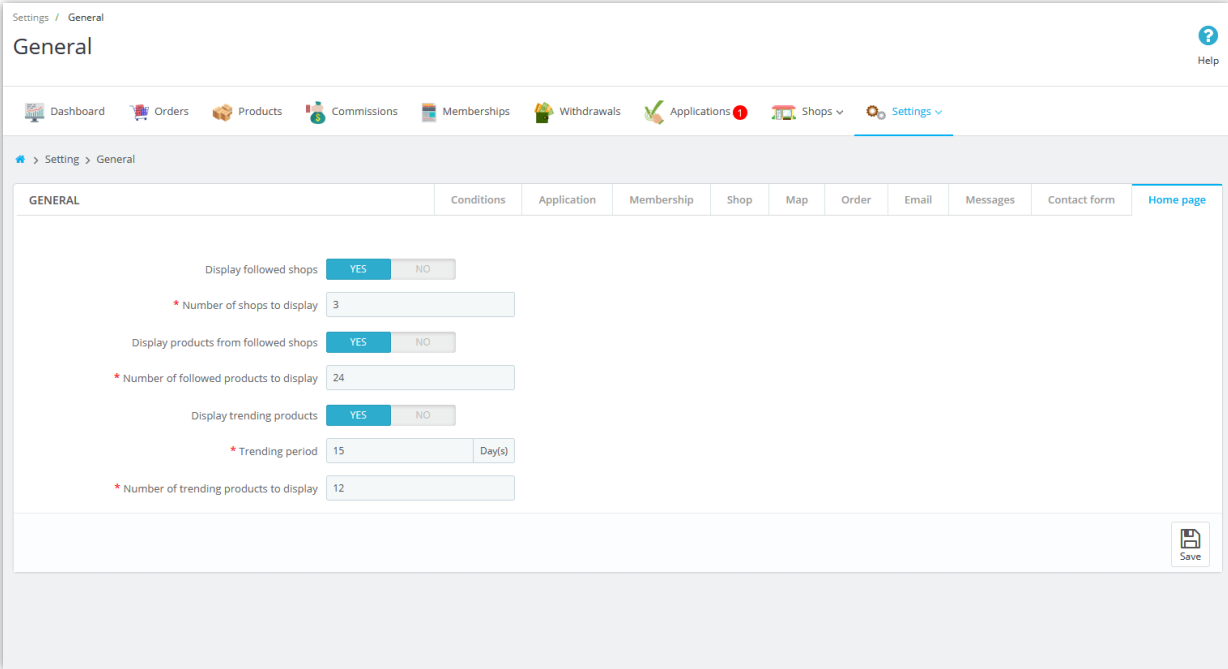
On each detail page of seller product, there is also a “**Contact seller**” button. Customers can contact seller to ask for more information about the current viewing product.



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 for the Marketplace Builder. The page is titled 'Settings / General' and 'General'. The navigation menu includes Dashboard, Orders, Products, Commissions, Memberships, Withdrawals, Applications (1), Shops, and Settings. The 'Settings' menu is expanded, showing sub-sections: GENERAL, Conditions, Application, Membership, Shop, Map, Order, Email, Messages, Contact form, and Home page. The 'Home page' sub-section is active, showing the following settings:

- Display followed shops: YES (selected), NO
- * Number of shops to display: 3
- Display products from followed shops: YES (selected), NO
- * Number of followed products to display: 24
- Display trending products: YES (selected), NO
- * Trending period: 15 (Day(s))
- * Number of trending products to display: 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 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.





PRODUCTS FROM FOLLOWED SHOPS







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

YOUR FOLLOWED SHOPS



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

TOP SHOP

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

Get our latest news and special sales

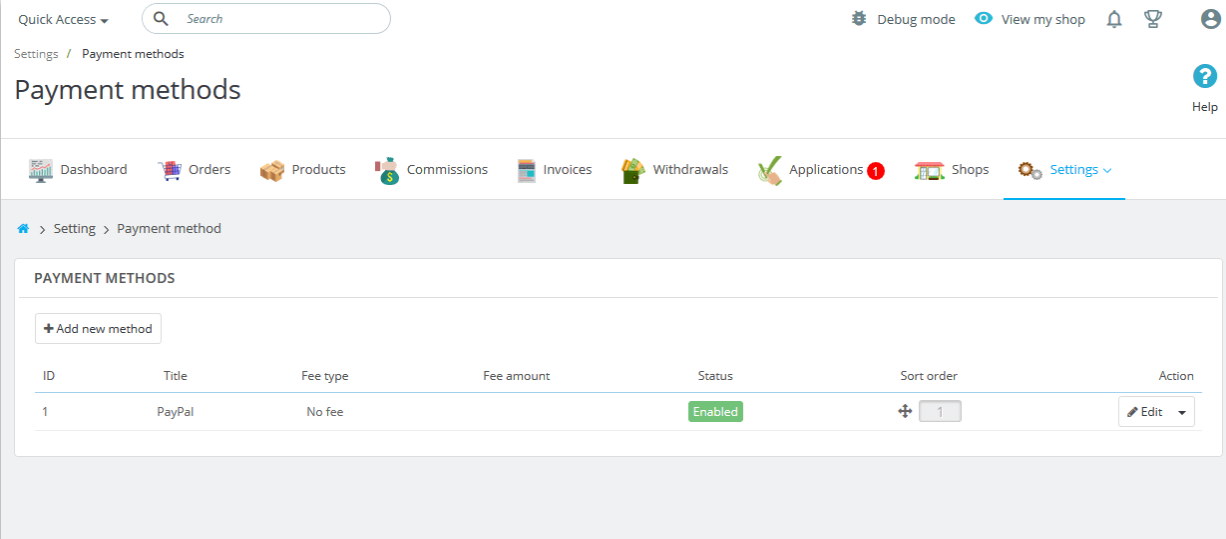
SUBSCRIBE

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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.



The screenshot displays the 'Payment methods' configuration page. At the top, there is a search bar and navigation links for 'Debug mode', 'View my shop', and 'Help'. Below the search bar, the breadcrumb trail reads 'Settings / Payment methods'. A horizontal menu contains icons for 'Dashboard', 'Orders', 'Products', 'Commissions', 'Invoices', 'Withdrawals', 'Applications' (with a red notification badge), 'Shops', and 'Settings' (which is highlighted). The main content area shows a breadcrumb trail 'Setting > Payment method' and a section titled 'PAYMENT METHODS'. This section includes a '+ Add new method' button and a table with the following data:

ID	Title	Fee type	Fee amount	Status	Sort order	Action
1	PayPal	No fee		Enabled	+ 1	Edit

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: Account en

Method field type: Text

Description: en Delete

Required: Yes

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
	The fastest method to withdraw funds, directly to your local bank account!	30 day(s)	Free	\$31.15
Com		--	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

Payment fields

*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

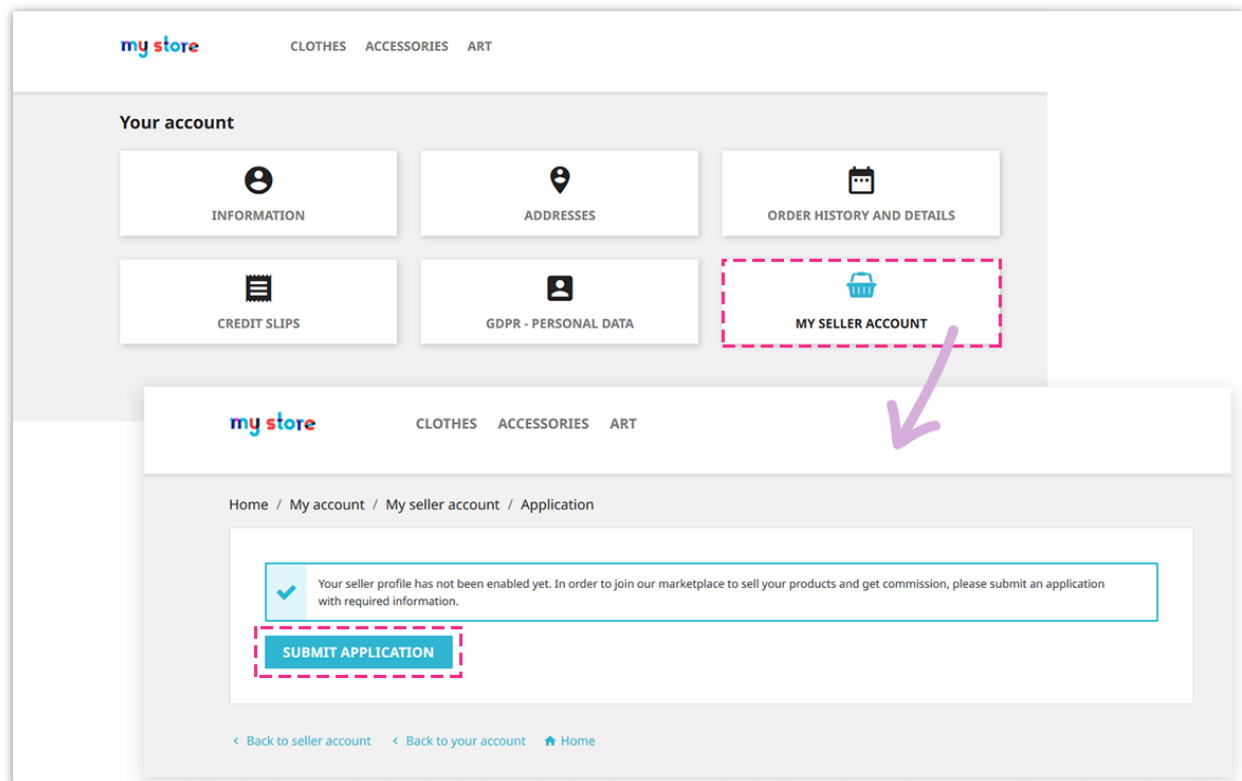
Dashboard
Orders
Products
Commissions
Invoices
Withdrawals
Applications 1
Shops 1
Settings

ID	Seller name	Payment name	Amount	Status	Description	Action
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	<ul style="list-style-type: none"> ✓ Approve ✗ Decline - Return commission ✗ Decline - Deduct commission 🗑 Delete
2	Customer test	PayPal	\$5.00	Pending	Withdrawn (PayPal, ID withdrawal: 2)	
1	demo demo	PayPal	\$10.00	Approved	Withdrawn (PayPal, ID withdrawal: 1)	

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 CLOTHES ACCESSORIES ART

Home / My account / My seller account / Application

Application

* Seller name

* Seller email

* Phone number

* Introduction

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 CLOTHES ACCESSORIES ART

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](#)

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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 blandit 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

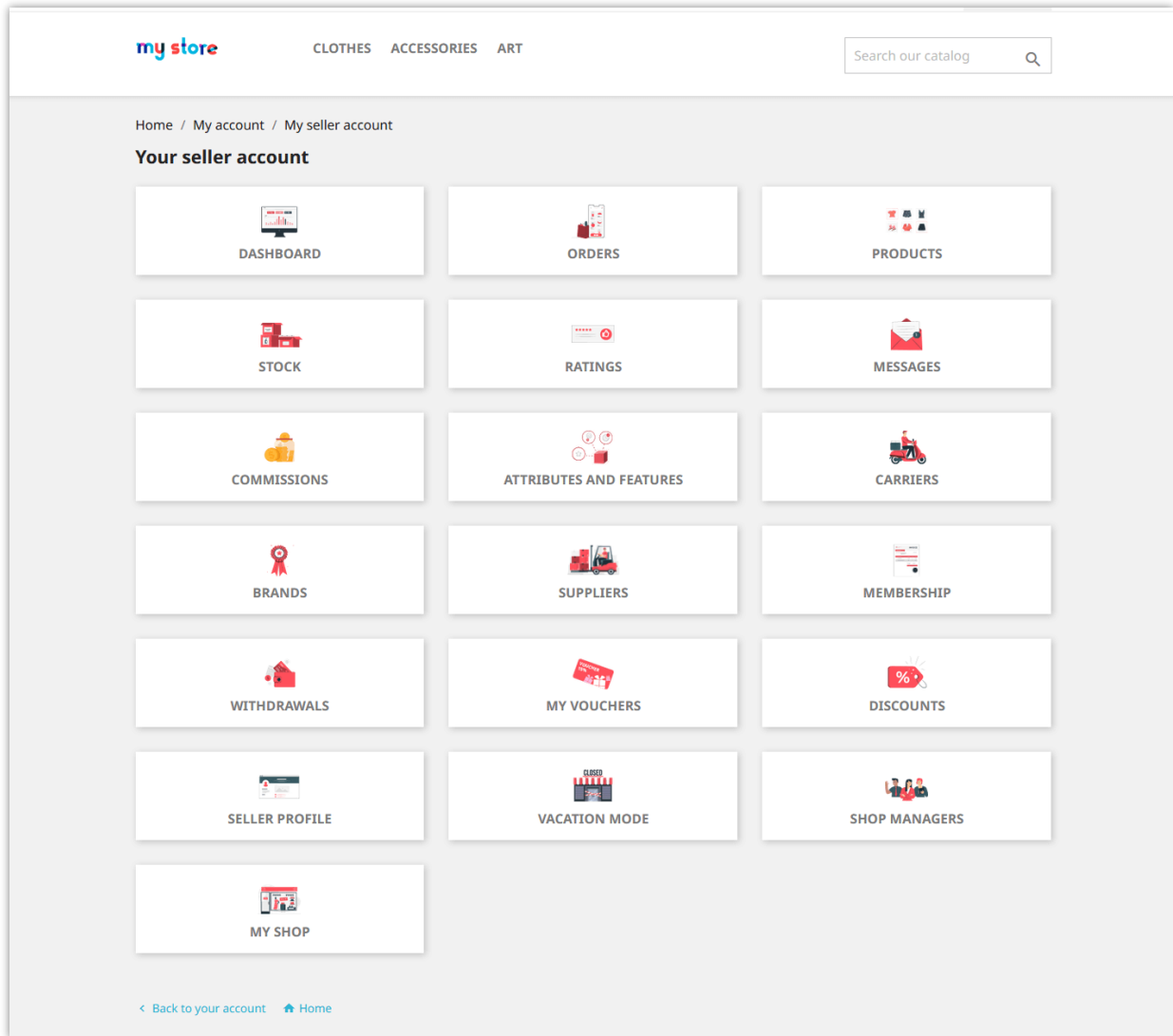
Status **Pending**

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
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	<ul style="list-style-type: none"> 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.

Dashboard Orders Products Commissions Invoices Withdrawals Applications Shops Settings

SHOP INFO

Shop name: Digital
 Seller name: Helen Le
 Email: helen@etssoft.net
 Registration Date: 01/13/2020 03:20:24
 Status: Approved
 Payment verify: Paid
 Available: Unlimited
 Shop address: 234 TNTN
 Shop phone number: 46546524242

Detailed shop information

MODIFY SELLER BALANCE

Action: Deduct

Amount: \$

Reason: Deducted by admin

Action: Add

Amount: \$

Reason: Added by admin

Add or deduct seller commission balance

List of invoices when seller pays seller fee to marketplace admin

INVOICES 1

ID	Reference	Seller name	Shop name	Amount	Status	Description	Invoice type	Date	PDF	Action
2	CESUDSGMH	Helen Le	Digital	\$10.00	Paid	Pay once	Auto	01/13/2020 03:20:24		✕ Cancel

COMMISSIONS 4

ID	ID order	Product name	Product price	Product quantity	Commission	Status	Date	Action
U-7					-\$10.00	Deducted	01/13/2020 04:13:02	↻ Refund
U-6					-\$10.00	Deducted	01/13/2020 04:12:56	↻ Refund
U-5					+\$20.00	Refunded	01/13/2020 04:06:53	✕ Deduct
C-10	11	Flower	\$13.52	5	\$45.50	Approved	01/13/2020 04:01:42	✕ Cancel

Showing 1 to 4 of 4 (1 Page)

Commission usage history of this seller

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



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

Shop banner  en ▼

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 fees to keep their shops active, when sellers pay for their fees, detailed invoices will be saved into **Marketplace Builder** backend. The marketplace admin can view, manage, and download invoice PDF files from the **“Memberships”** page.

Market place / Memberships


Memberships

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

MEMBERSHIPS 5

ID	Reference	Seller name	Shop name	Amount	Status	Description	Invoice type	Date of invoice	Due date	PDF	Action
6	GTBZVBP	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)



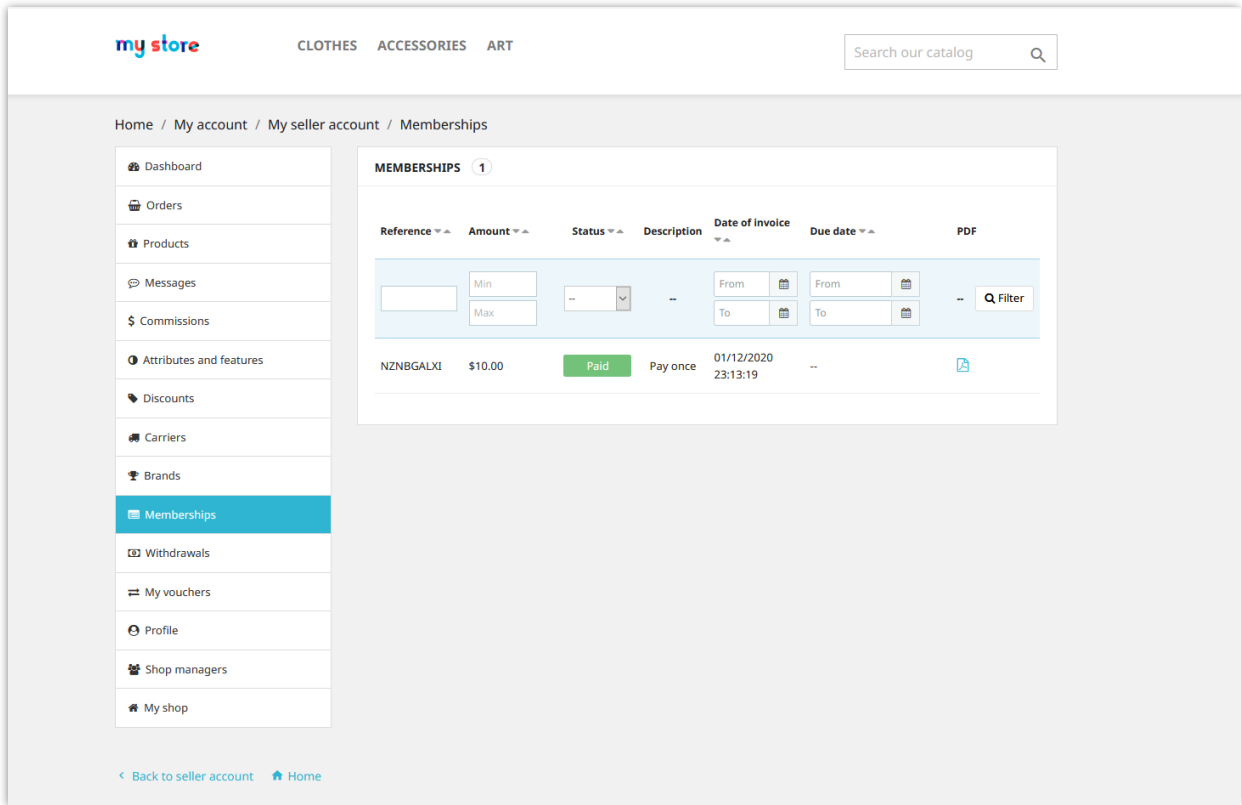
BILLING INVOICE
01/13/2020
CESUDSGMH

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
		Total	\$10.00

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



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 Shops Settings

PRODUCTS 32

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

Seller info

Full name	Rose Rose	Total commission balance	\$17.50
Email	Rose@etssoft.net	Total Commission	\$17.50
Registration Date	01/13/2020 03:34:53	Withdrawn	\$0.00
Status	Expired	Paid for orders	\$0.00
Payment verify	Awaiting payment	Converted to voucher	\$0.00
		Total used	\$0.00

Macbook Pro Standard product en Sales Product list Help

Basic settings Quantities Shipping Pricing SEO Options

Combinations

Simple product

Product with combinations

Reference

Summary Description

Preview Online Save Duplicate Go to catalog Add new product

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

Denim jacket

Standard product en Sales Product list Help

Basic settings Quantities Shipping Pricing SEO Options

Combinations
 Simple product
 Product with combinations

Reference

Quantity
100
Advanced settings in Quantities

Price
Tax excluded \$ 125 Tax included \$ 125
Tax rule US-AL Rate (4%)
Advanced settings in Pricing

Categories
Search categories
ASSOCIATED CATEGORIES
Home X Clothes X
Women X
COLLAPSE
Main category
 Home
 Clothes
Men
 Women
 Accessories
Stationery
Home Accessories
Art

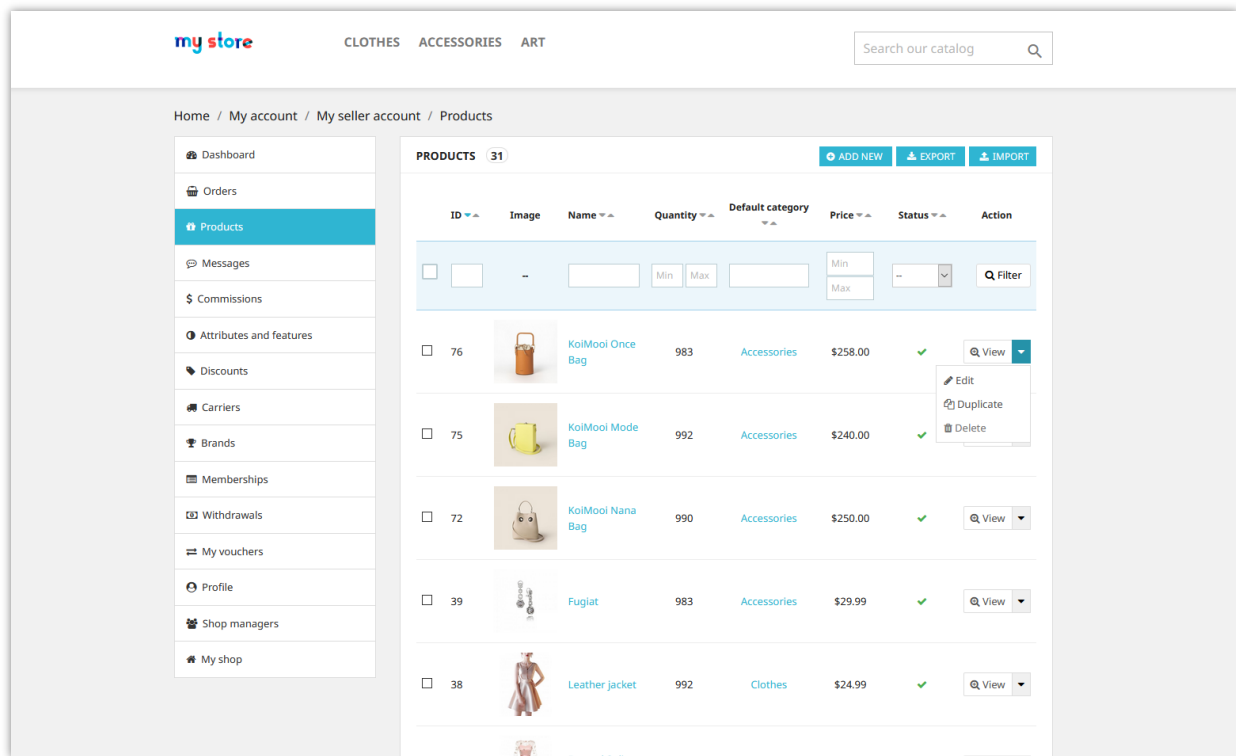
Choose seller for this product

demo
Shop demo(demo@demo.com)

Create a new category
Create a category

Choose seller for this product
Search by ID customer, customer name, ei

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
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	QVMYDCEI	demo demo	\$205.26	demo demo	Shop demo	\$171.32	\$19.04	Awaiting bank wire payment	07/02/2020 10:32:10	View
172	QVMYDCEI	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	SHHQDDZRH	demo demo	\$48.87	Customer test	Red shoe	\$35.99	\$4.00	Awaiting bank wire payment	07/01/2020 05:16:57	View
165	SHHQDDZRH	demo demo	\$295.48	demo demo	Shop demo	\$249.41	\$27.71	Awaiting bank wire payment	07/01/2020 05:16:57	View
164	BHPBMKZUO	demo demo	\$37.15	demo demo	Shop demo	\$25.85	\$2.87	Awaiting bank wire payment	06/30/2020 21:13:57	View
163	QEUWACDFO	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)

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**

View full details...

Email **demo@demo.com**
 Account registered **01/09/2020 21:36:38**
 Valid orders placed **37**
 Total spent since registration **\$4,284.49**

PRIVATE NOTE

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

ORDERS 108

Reference	Date	Total	Commissions	Products	Status	Action
XKQANACKO	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
EKXRQCPEA	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
37

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 <small>Tax excluded</small>	Qty	Refunded	Available quantity	Total <small>Tax excluded</small>
The best is yet to come! Framed poster - Dimension : 40x60cm <small>Reference number: demo_6</small>	\$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
Total	\$224.70

X. MANAGING OTHER SELLER SHOP'S FEATURES

1. Attributes and features

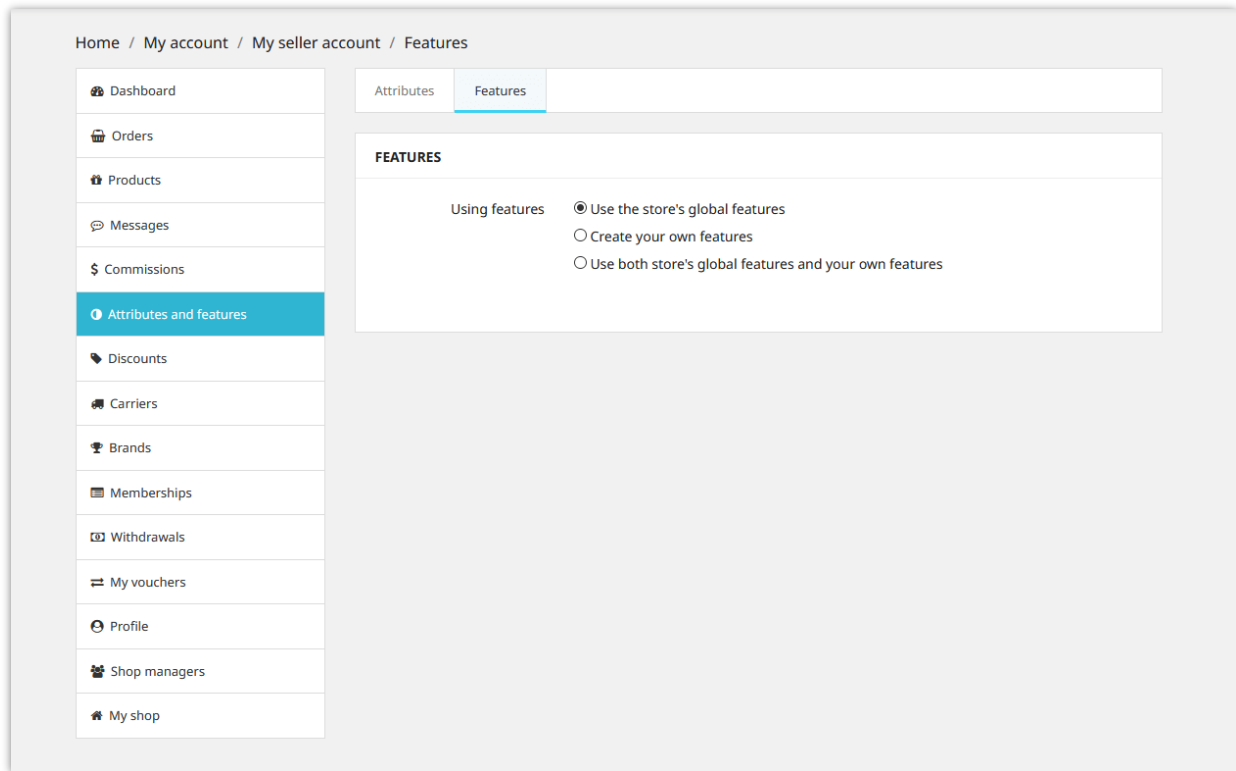
Sellers can select which type of product attribute and product feature they want to use.

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 (highlighted), 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 of attributes with columns for ID, Name, Values, Position, and Action. The table contains three rows: ID 9 (Size, 4 values, 4 position), ID 10 (Color, 6 values, 5 position), and ID 11 (Dimension, 1 value, 6 position). Each row has a 'View' button. An 'ADD NEW' button is in the top right of the table. At the bottom, it says 'Showing 1 to 3 of 3 (1 Page)'. At the bottom left of the page, there are links for 'Back to seller account' and 'Home'.

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

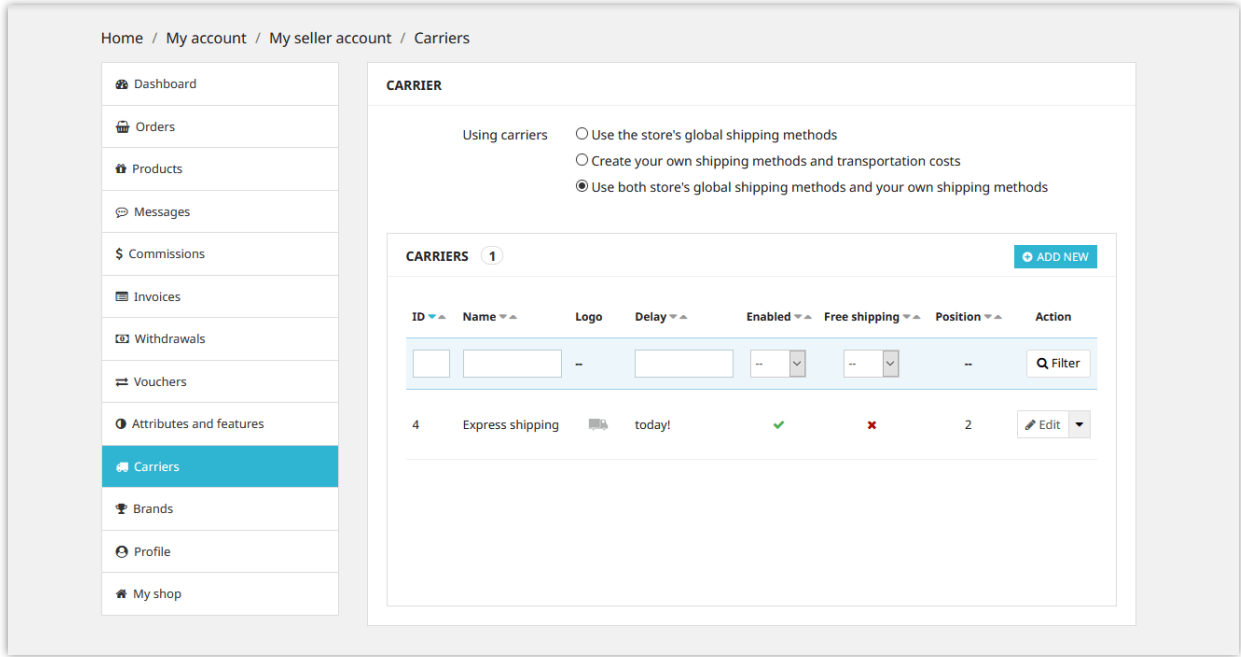


2. Carriers and Brands

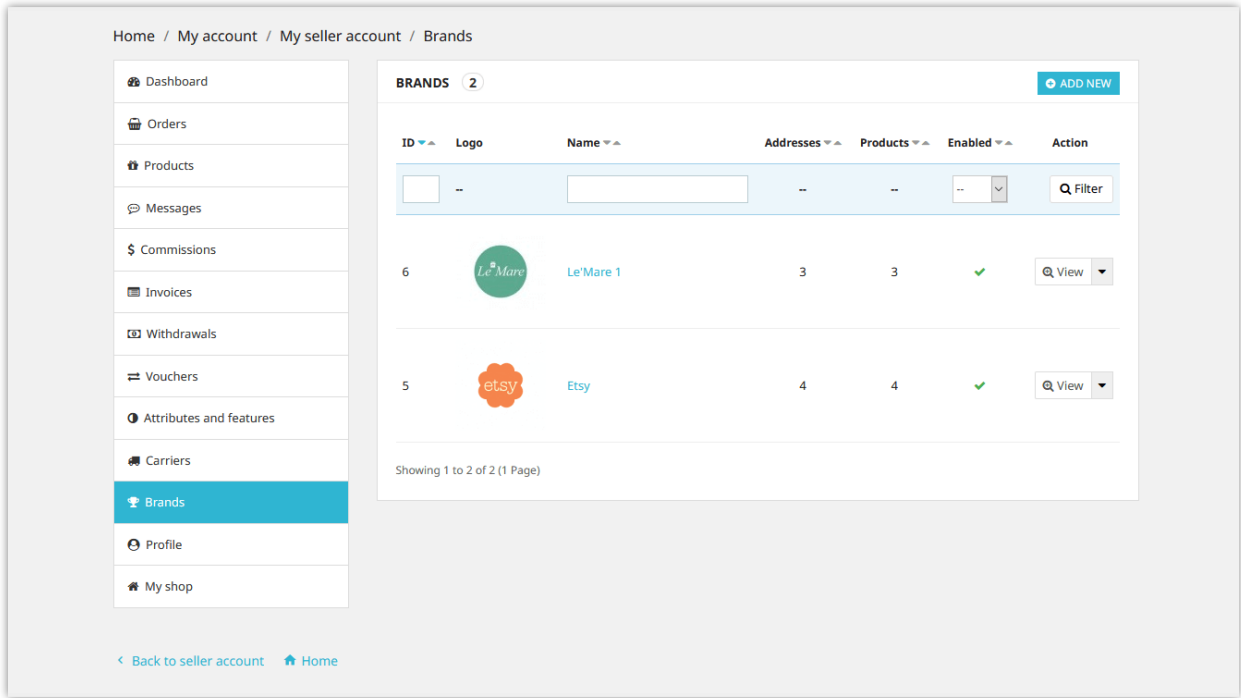
Sellers can select which type of carrier they want to use. **Marketplace Builder** offers 3 types of carrier:

- 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:

 \$

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.

my store CLOTHES ACCESSORIES ART Search our catalog

Home / My account / My seller account / Shop managers

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

You can invite other people to become shop manager and assign management privileges to them.

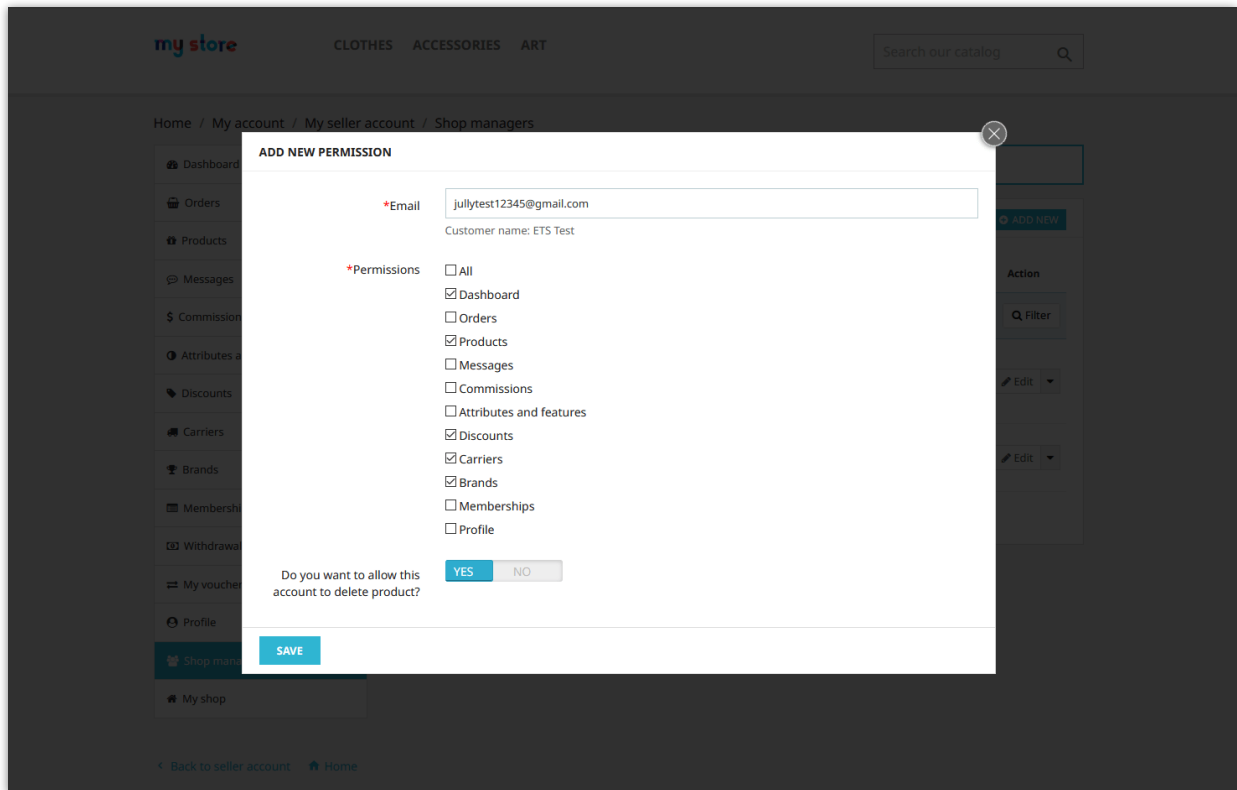
SHOP MANAGERS 2 [ADD NEW](#)

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)

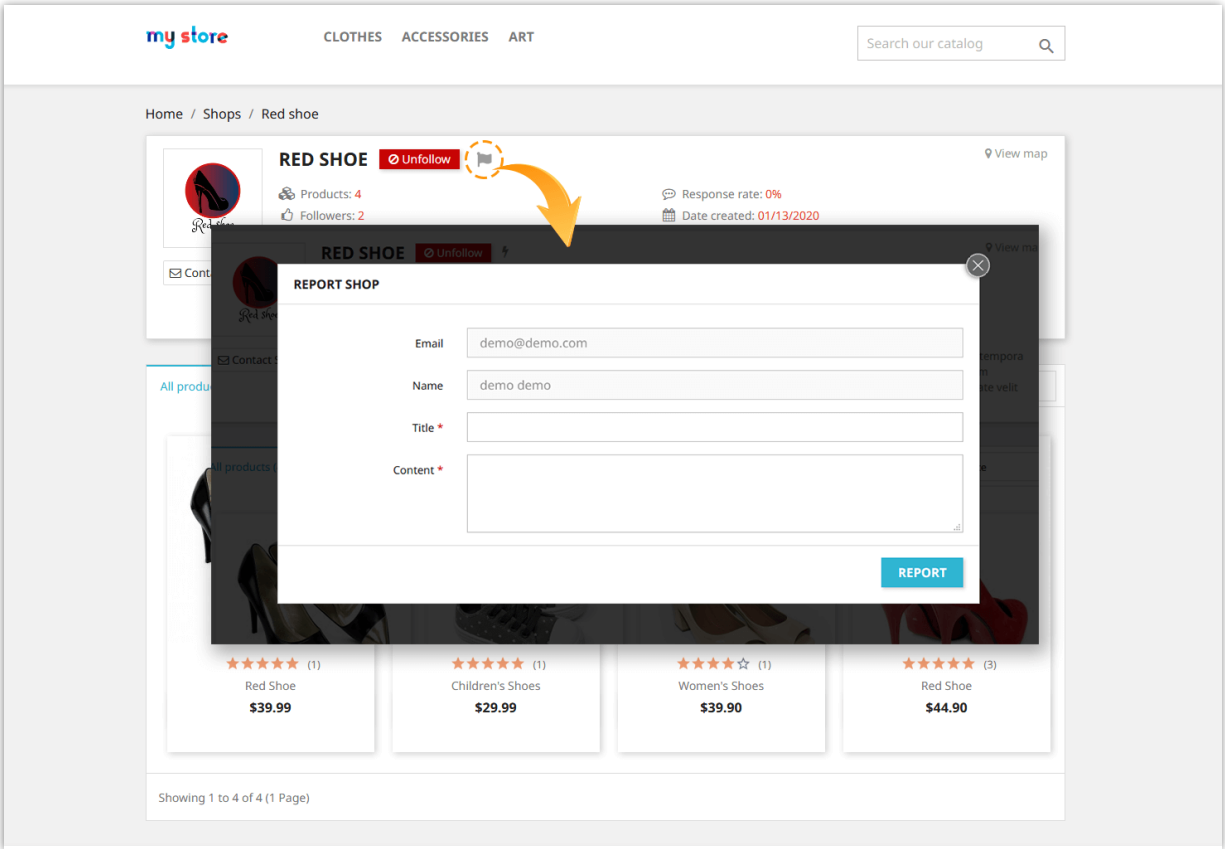
[Back to seller account](#) [Home](#)

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.

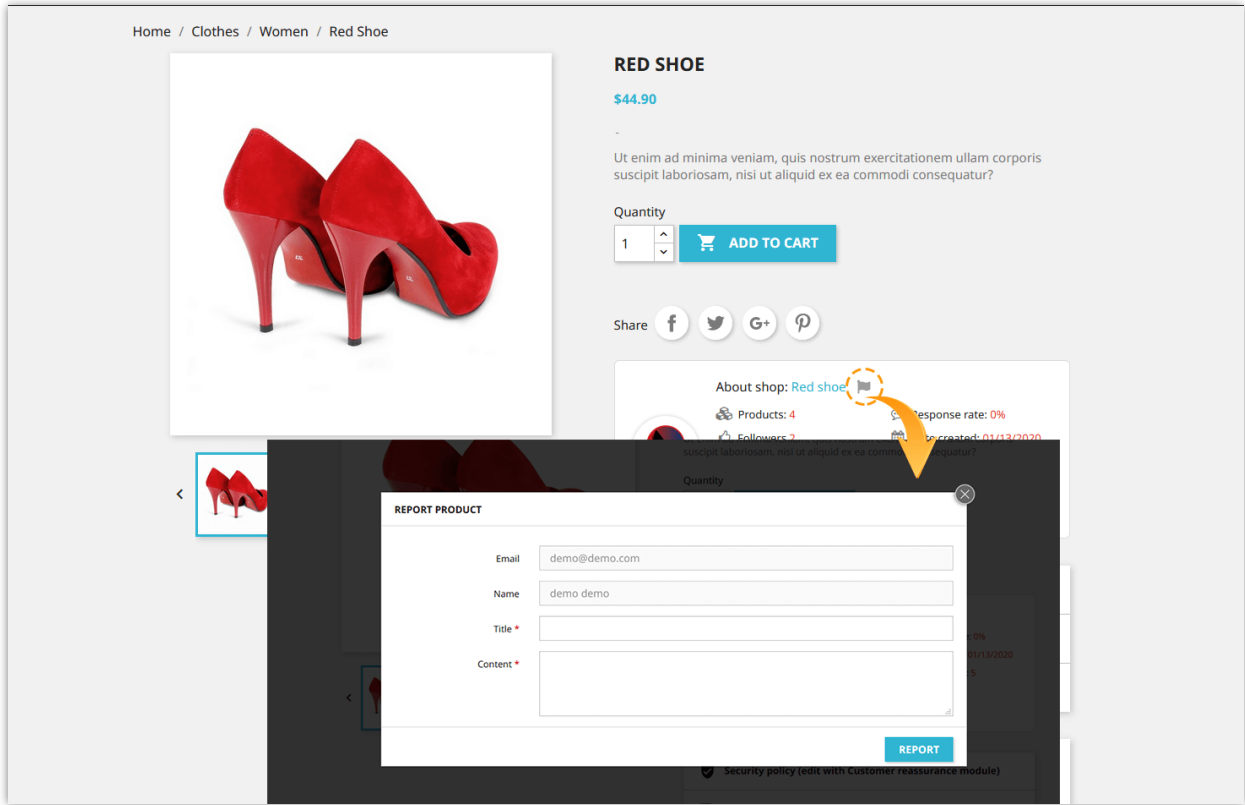


5. Report shops or products as abused

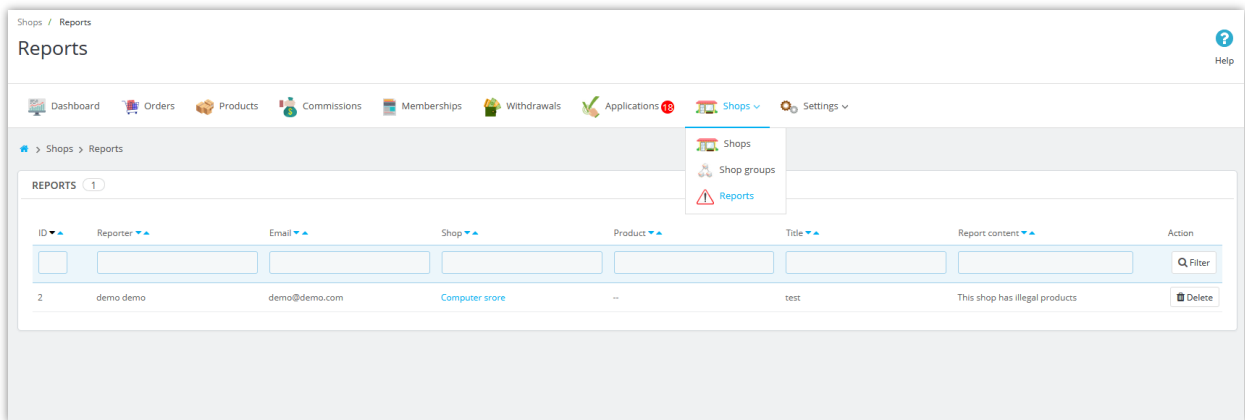
Marketplace Builder allows users to report seller shops and products which they find as illegal or abused. Click on the report icon (flag icon) next to shop name to report a seller shop.



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.


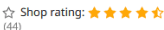
Size
S

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 

 **Incroyable**
moyen ouf
11/24/20, 8:24 AM
By demo demo
 0  0 

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
<input type="text"/> <input type="text"/> From <input type="text"/> To <input type="text"/> <input type="button" value="Filter"/>					
74	nice good fabric and comfortable	5/5	Hummingbird printed t-shirt	12/16/2020 08:20:59	<input type="button" value="View"/>
71	super Bon produit	4/5	Hummingbird printed t-shirt	11/26/2020 14:23:55	<input type="button" value="View"/>
70	Incroyable moyen ouf	5/5	Hummingbird printed t-shirt	11/24/2020 13:24:36	<input type="button" value="View"/>
60	Probando Probando opiniones	3/5	Hummingbird printed sweater	06/12/2020 11:00:22	<input type="button" value="View"/>
59	Lorem ipsum dolor sit amet Ut enim ad minim veniam, quis nostrud exercitation	5/5	KoiMooli Mode Bag	05/08/2020 06:54:34	<input type="button" value="View"/>
58	Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet, consectetur adipiscing elit	5/5	KoiMooli Once Bag	05/08/2020 06:54:00	<input type="button" value="View"/>
57	Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	5/5	KoiMooli Nana Bag	04/20/2020 04:22:19	<input type="button" value="View"/>
56	Et harum quidem rerum At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis	5/5	Luxury Bunny Handbag	04/08/2020 03:04:47	<input type="button" value="View"/>
55	consectetur adipiscing elit consectetur adipiscing elitconsectetur adipiscing elitconsectetur adipiscing elit	3/5	Mug The best is yet to come	04/08/2020 03:04:12	<input type="button" value="View"/>
54	consectetur adipiscing elit 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	<input type="button" value="View"/>
53	ut et voluptates repudiandae ut et voluptates repudiandae ut et voluptates repudiandae	5/5	Brown bear - Vector graphics	04/07/2020 03:25:54	<input type="button" value="View"/>
52	ut et voluptates repudiandae 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	<input type="button" value="View"/>

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

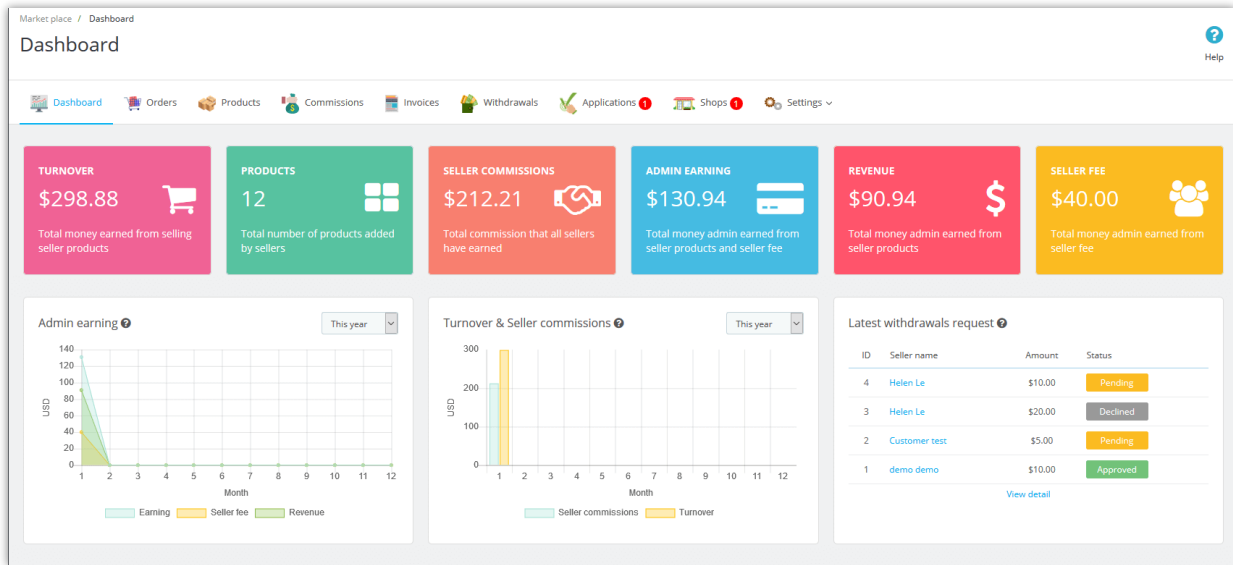
Ratings

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	Incroyable 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. 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

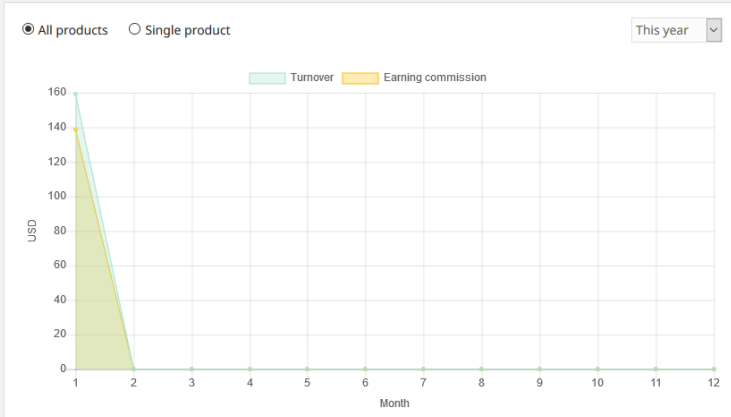
ID	Order reference	Customer	Total price (tax incl)	Seller name	Shop name	Seller commissions	Admin earned	Status	Date	Action
14	TNUQUMHW	demo demo	\$17.68	demo demo	Shop demo	\$7.00	\$3.00	Processing in progress	01/17/2020 02:26:24	View
13	ZXRLLXPAY	Helen Le	\$80.16	demo demo	Shop demo	\$49.06	\$21.02	Awaiting check payment	01/13/2020 04:12:24	View
12	QVLTFRPW	Helen Le	\$80.16	demo demo	Shop demo	\$49.06	\$21.02	Awaiting check payment	01/13/2020 04:09:19	View
11	JBVSLRTXG	demo demo	\$74.88	Helen Le	Digital	\$45.50	\$19.50	Payment accepted	01/13/2020 04:01:42	View

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.

Home / My account / My seller account / Dashboard

- Dashboard
- Orders
- Products
- Messages
- Commissions
- Invoices
- Withdrawals
- Vouchers
- Attributes and features
- Discounts
- Brands
- Profile
- My shop

Turnover \$159.28	Commission balance \$31.15	Withdrawals \$10.00	Commission usages \$107.56
-----------------------------	--------------------------------------	-------------------------------	--------------------------------------



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

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

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.