yo!kart
MULTI VENDOR SYSTEM

Seller Manual

-For Version 9.3-

Table of Contents

1. Sign Up

Sellers can sign up via two different workflows based the admins preference:

Method (I)
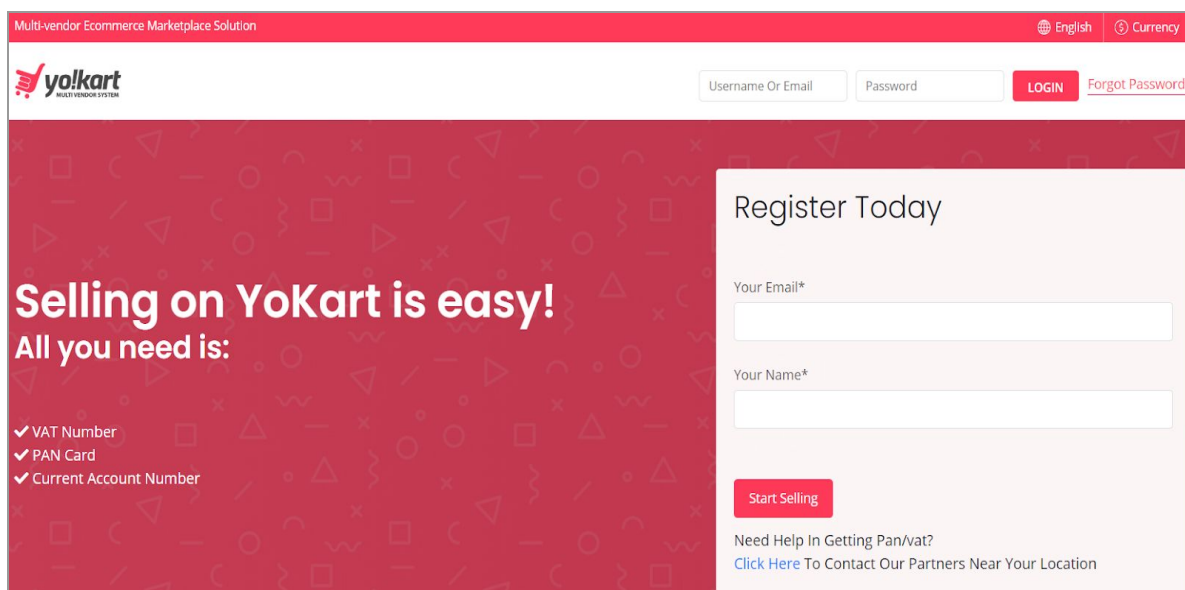
A seller sign up button is provided under the 'Sell With Yo!Kart (Website name)' section in the footer of the website. This is the default seller signup method used by the system. Please refer to figure 1.1 below which highlights the section that is being referred to.
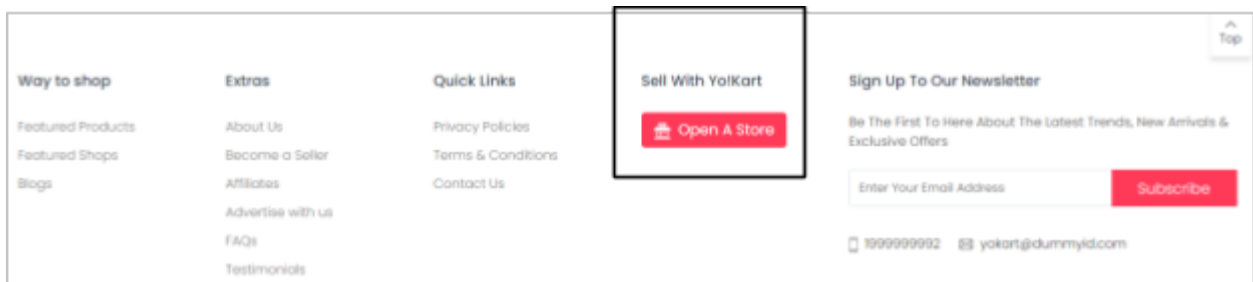
Fig. 1.1: Seller Navigating Signup Module

Clicking on the Sign Up/Registration button will redirect the user to the signup page as shown in figure 1.2.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 1.2: Signup Page

The user must enter their 'Email ID' and 'Name' and click on the 'Start Selling' button which will redirect them to the 'Seller Registration' form. Please refer to figure 1.3.
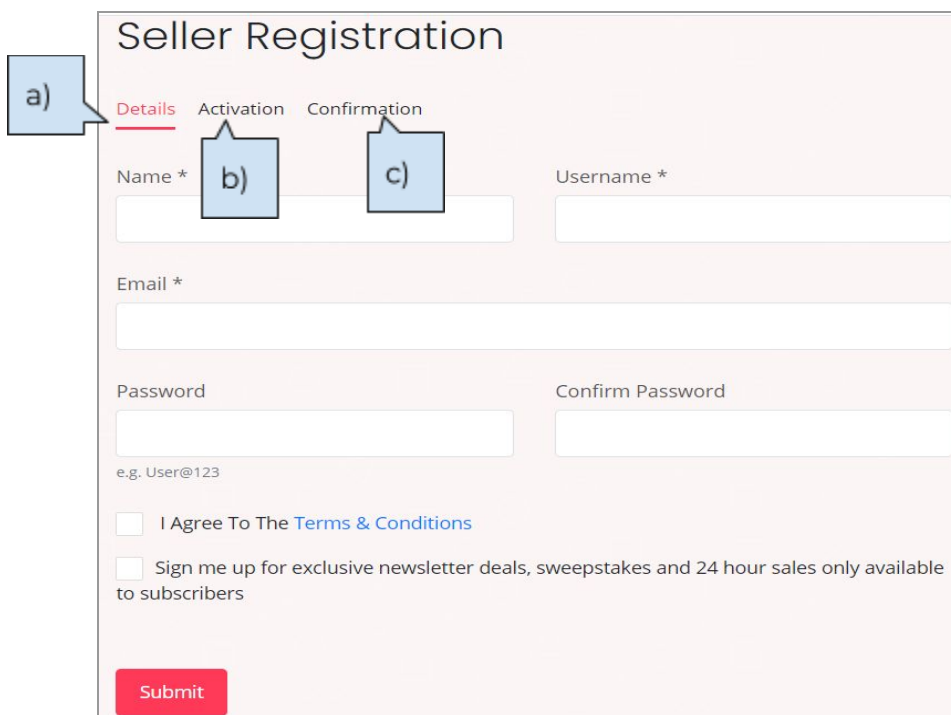
a) **'Details' tab:** As shown in figure 1.3, the user must enter:
- **Name:** The name to be used.
- **Username:** A unique username.
- **Email:** The correct email address.
- **Password:** A password of choice.
- **Confirm Password:** Re-enter the password entered in the previous field.
- **Terms and Conditions Checkbox:** The seller must read the provided terms and conditions of the portal and click on the provided checkbox.
  NB: The user cannot proceed further without selecting this check-box.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Newsletter Checkbox:** Clicking on this checkbox is optional. If the seller clicks on this checkbox, the user gives the consent to receive any updates and newsletter generated from the portal.

  NB: This section is admin manageable which means that this check-box will not be displayed on the sign-up form if it is not enabled by the admin.

Fig. 1.3: Seller Registration Form

When the seller clicks on the 'Submit' button, a toast message will be displayed on the top of this page (Refer figure 1.4). This message instructs the seller to check for a '**Verification Link**' sent on the Email address filled in the previous step.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
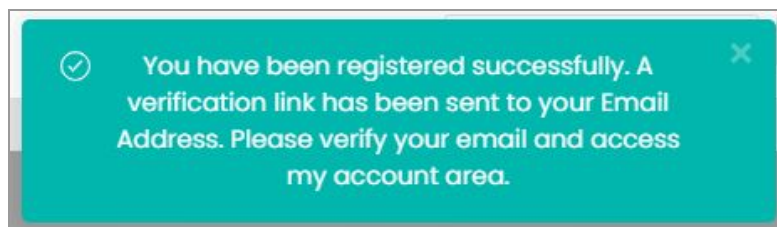
Fig. 1.4: Alert Message displaying Email Verification step

The seller must click on the link provided in the email to complete the email verification step as shown in figure 1.5.
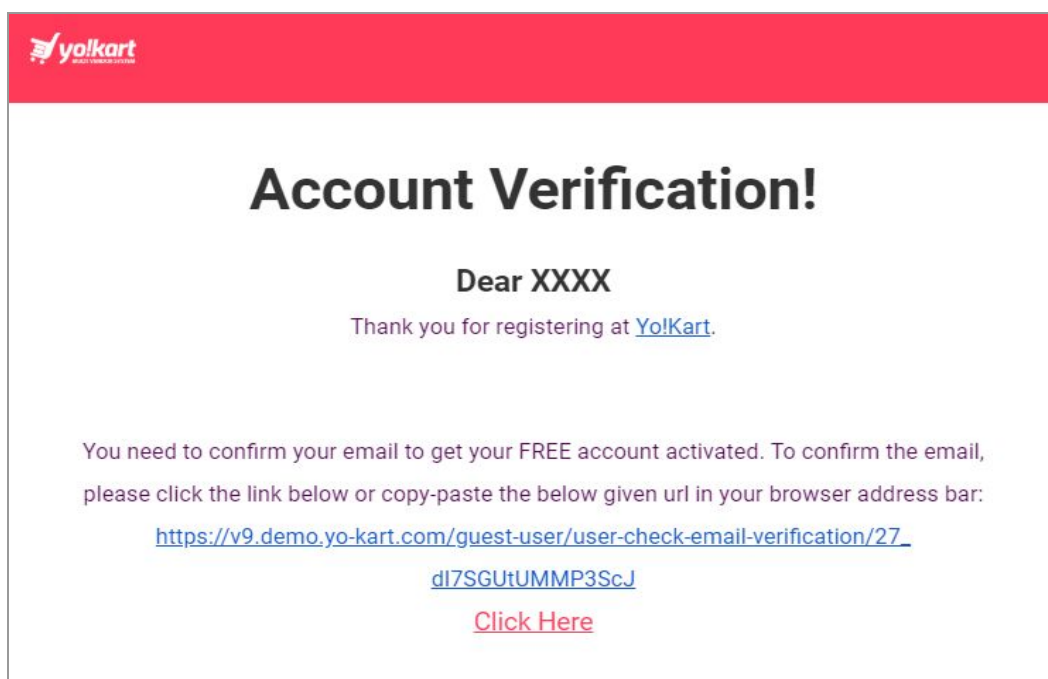
Fig. 1.5: Email Verification Link

NB: The admin can include or exclude the '**Email Verification**' step from the sign up process.
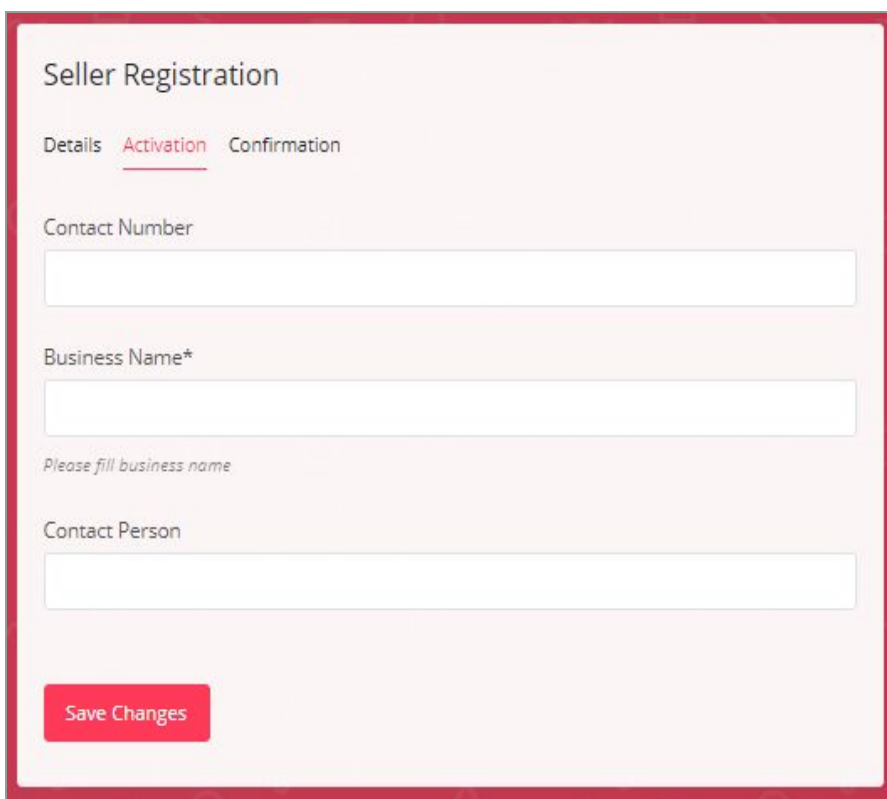
Once the seller has submitted their '**Details**' form, their information will be **saved in the system**. If the seller **discards** the sign up process in any of the next tabs and then tries to **register again**, with the **same** username and email address, the system will display an error message. So, the seller can directly login using the credentials filled previously in the '**Details**' tab which will

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

redirect them to the seller dashboard that will display the '**Seller Approval Form**'. These details need to be filled in order to **complete** the signup process.

b) **'Activation' tab:** The '**Activation**' tab is handled by the admin. So, there is no standard requirement. The seller needs to fill in the details in the provided input fields and proceed further with the registration process. An example of the '**Activation**' tab is shown in the figure 1.6 below.

Once the necessary input fields have been filled, the seller can click on the '**Save Changes**' button.

Fig. 1.6: Activation Tab (Example)

c) **'Confirmation' tab:** Clicking on the '**Save changes**' button will navigate the seller to the **'Confirmation'** tab. This tab will display a message that confirms the seller's registration. This tab also shows the '**Login**' button (please refer to the figure 1.7 below) at the bottom by clicking on which the seller will be redirected to the Sign In page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 1.7: Signup Confirmation

The seller will also receive an email confirming their signup, on the registered email address.

If the seller has not completed the Email Verification step, following message will be displayed when they try to login after registration.
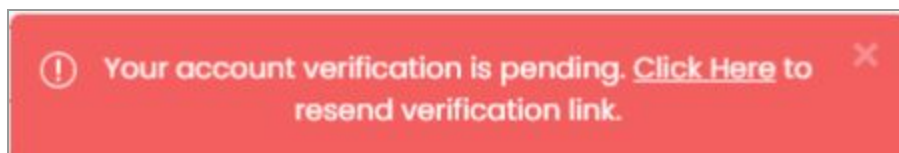
Fig. 1.8: Alert Message Displaying Pending Account Verification
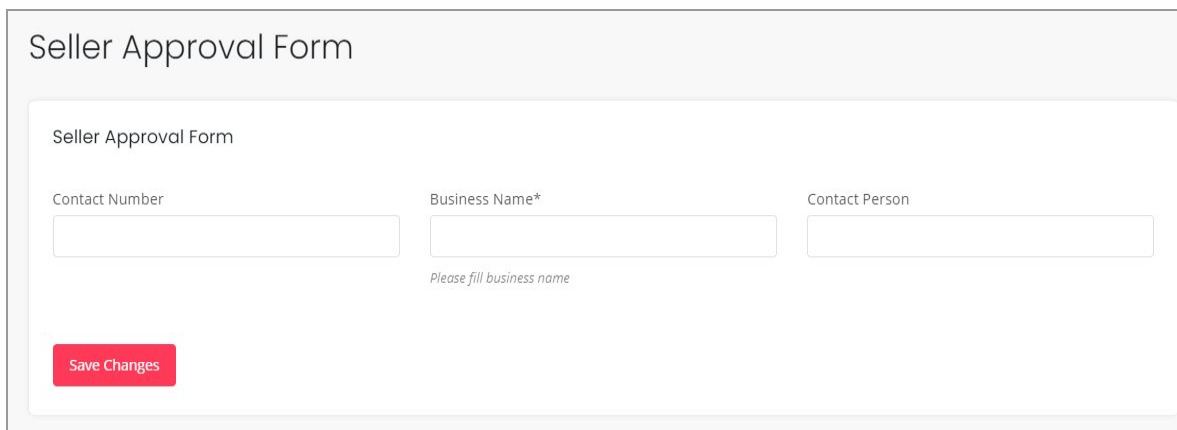
Please note that if the seller does not receive the verification email, they can check it in their spam and junk folders or resend it by clicking on the '**Click Here**' button provided in the alert message as shown in the figure 1.8 above.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Method (II)

The user can also sign up as a seller if they have **already registered as a buyer**. However, this option is only available if the Admin has enabled the respective settings from their end.

The buyers will be redirected to '**Seller Approval Form**' when clicking on '**Seller**' from the '**Role Switcher**' button. This form is handled by the admin so there is no standard requirement. The seller needs to fill in the details in the provided input fields and submit their request. An example of the '**Seller Approval Form**' is shown in the figure 1.9 below.

Fig. 1.9: Seller Approval Form (Example)

Users must fill in the required details and then click on the '**Save Changes**' button.

Following message will be displayed if Admin approval is enabled. The buyer will have to wait for the admin approval. The users will be notified about the request approval/cancellation status via emails.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

> ## Hello XXXX, Thank You For Submitting Your Application
>
> Your application is awaiting admin's approval. Please be patient while we review your information.
>
> Application Reference: **20-1594979750**
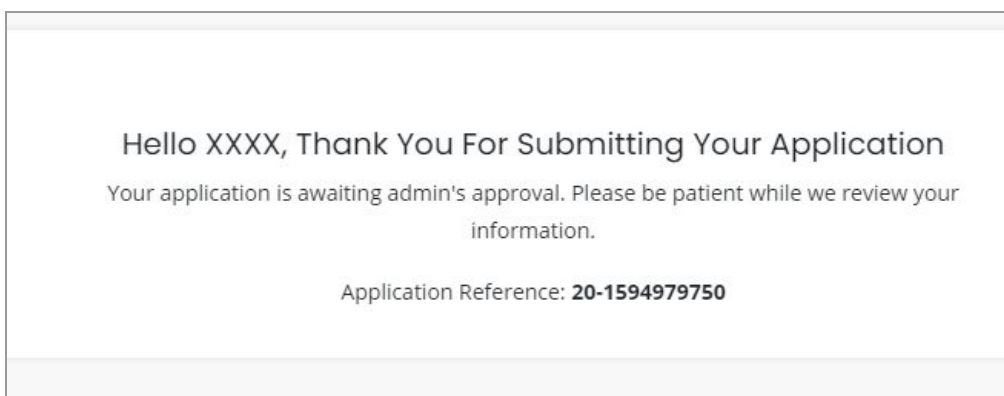
Fig. 1.10: Admin Approval Application

If admin approval is disabled, the buyer will be redirected to the seller dashboard.
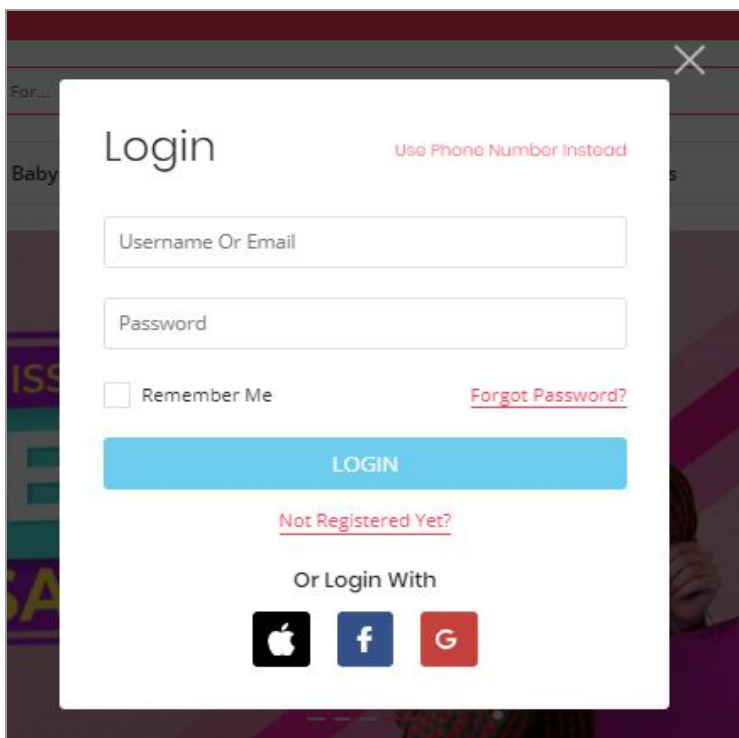
NB: Any user who is registered as a 'Seller' will be registered as an 'Advertiser' by default in the system.

2. Login (Sign In)

Sellers can navigate to the 'Login' button available at the top-right corner of the homepage clicking on which will display the login form (as shown in figure 2.1).

The seller can login through the registered Email Id or Username. Clicking on the 'Login' button will verify the entered credentials and redirect the seller to the homepage/dashboard page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 2.1: Seller Login Form

In case if the Admin has opted for the 'Admin Approval' step, the seller will see the message appearing as shown in figure 2.2.

Fig. 2.2: Admin Approval Application

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

This message will appear until the admin approves the seller's request from their end. Only after the request is approved, the seller can view the other sections of the seller panel that are explained from Module 5 onwards. In case if the seller does not remember the correct password, please refer to the 'Forgot Password' module to reset the password.

NB: The seller must Sign up before logging in the website. To sign up please refer to 'Sign Up'.

3. Forgot Password

If the seller does not remember the password, they can reset it. The similar approach can be followed if the seller wants to reset the previously chosen password.

Fig. 3.1: 'Forgot Password' Page

There is a 'Forgot Password' option available just above the 'Login' button (please refer to Figure 2.1). Clicking on this button navigates the seller to the
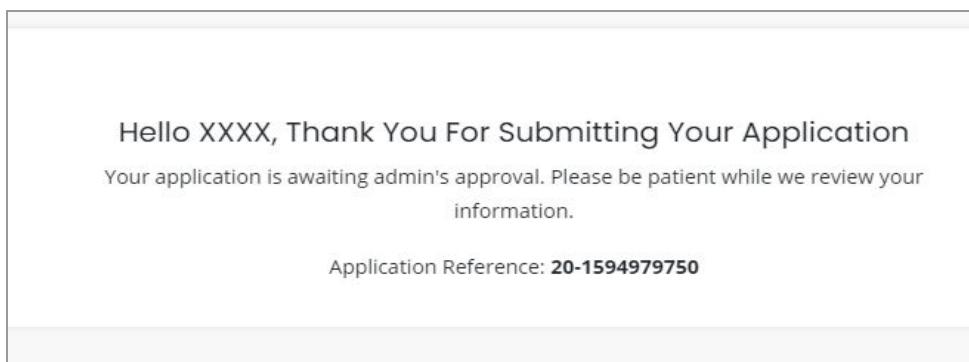
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Forgot Password page as shown in figure 3.1. The seller can reset their password using either their registered 'Email' or 'Phone Number'.
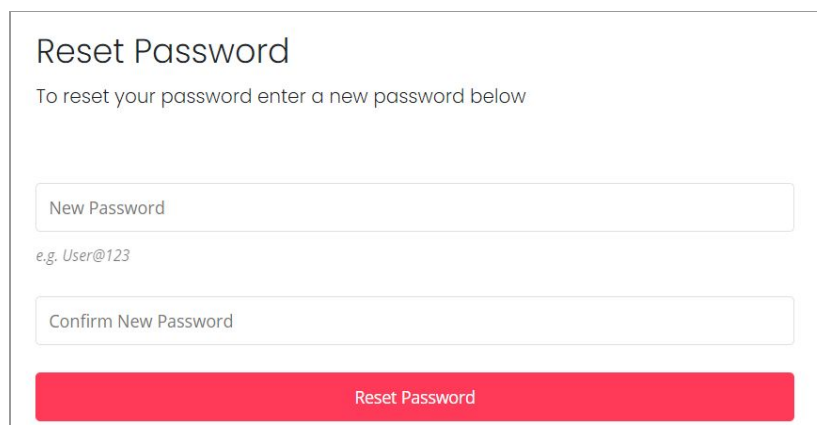
I. **Reset Password Through Registered Email Address:** The seller must enter their registered Email address in the provided input dialog box and then click on the '**Submit**' button provided below it. The system forwards a '**Password Reset Email**' to the entered registered Email ID as shown in figure 3.2.

Forgot Password!

Dear XXXX

It seems that you have used forgot password option at Yo!Kart.

Please visit the link given below to reset your password. Please note that the link is valid for next 24 hours only.

Password reset url: https://v9.demo.yo-kart.com/guest-user/reset-password/27/2b2b8e2531e1cd88dab9642c0b3ee6e0.
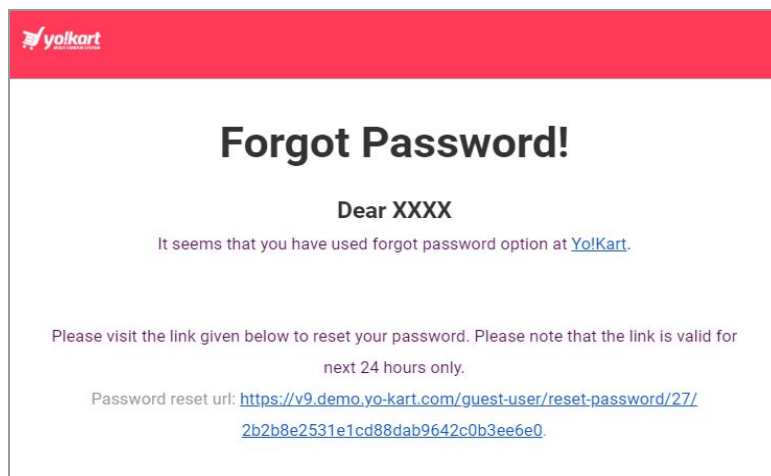
Fig. 3.2: Password Reset Email Link

The seller must click on the link provided in the received email which will redirect them to the '**Reset Password**' page as shown in figure 3.3.
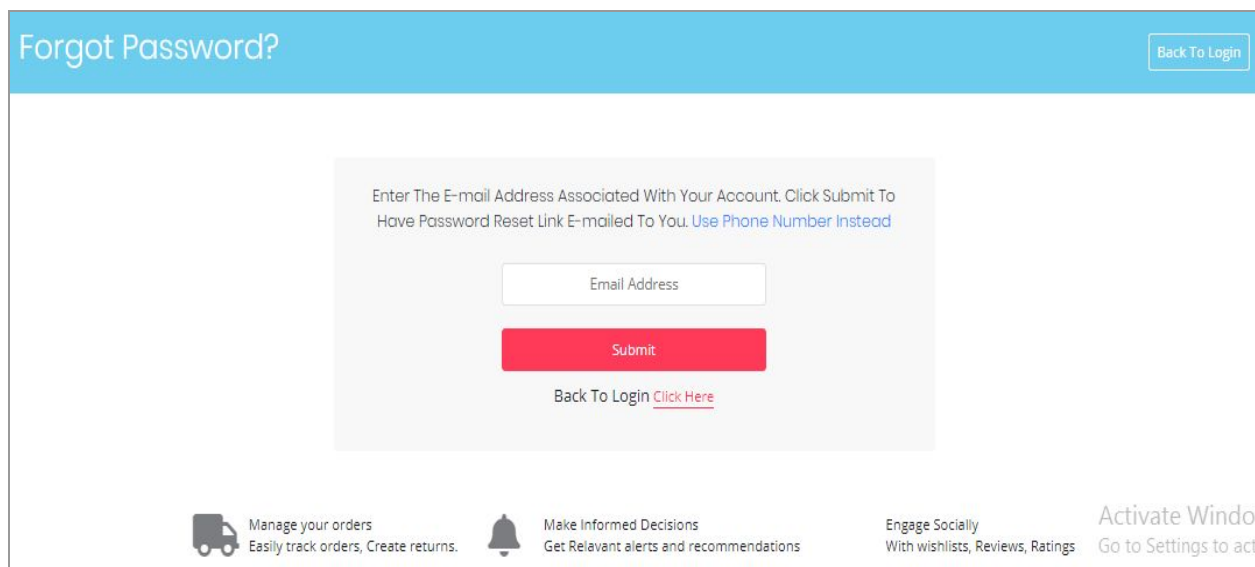
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Page | 11

Reset Password

To reset your password enter a new password below

New Password

e.g. User@123

Confirm New Password

Reset Password

Fig. 3.3: Reset Password Form

The seller must enter the '**New Password**' and '**Confirm New Password**' input dialog boxes and then click on the '**Reset Password**' button provided below them. A message declaring '**Password Successfully Changed**' will be displayed and the seller will be redirected to the '**Sign in/ Login**' page. The seller can proceed with login using the new password.

NB: An example of a strong password is provided below the '**New Password**' dialog box. The seller can follow the pattern of the given example to create a strong password.

II. **Reset Password Through Registered Email Address:** The seller can reset their password using the phone number linked to their account. Clicking on '**Use Phone Number Instead**' will display the following form. The seller must enter the contact number that is associated with their account and click on the '**Get OTP**' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 3.4: Reset Password Using Phone Number

The OTP will be forwarded to the seller on their contact number.

Fig. 3.5: 'Verify Your Phone Number' Form

The seller must enter the OTP that is forwarded on their phone number and then click on the '**Validate**' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The '**Reset Password**' form will appear as shown in figure 3.6 through which the seller can update their password.

4. Seller Dashboard Top Navigation Bar

Once logged in, the seller will be navigated to the dashboard.

❖ Top-Navigation Short-cut Icons

There are several icons available at the top right corner of the dashboard. The functionalities of these icons are explained below:

Figure 4.1: Top Navigation Icons

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

i) **User Icon:** Clicking on the '**User Icon**' provided at the extreme right will display two options in the dropdown menu.
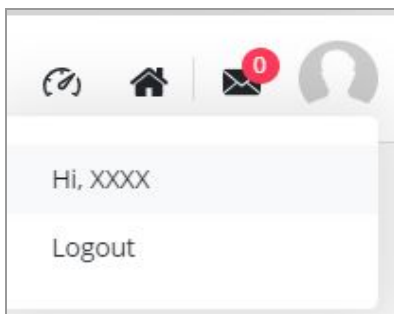
Clicking on the 'Hi, XXXX' button will redirect the seller to the '<u>My Account</u>' module that is elaborated in <u>module 13.1</u>. Clicking on the 'Logout' button will log the seller out of their account.

ii) **Message icon:** This is a shortcut button to access the messaging module. This icon will also display the count of unread messages. Clicking on this button will redirect the seller to the '<u>Messages</u>' page.

iii) **Home Icon:** Clicking on this icon will redirect the seller to the Homepage of the website in a new tab.

iv) **Dashboard:** Clicking on this icon will redirect the seller to Dashboard that is explained in detail in <u>Module 5</u>.

❖ <u>Role Switcher</u>

'Role Switcher' button is provided on the top navigation bar. A user can be registered on the website as a 'Buyer', 'Seller' or an 'Advertiser'. However, if any particular user has registered with multiple roles for example, a seller has also registered themselves on the website as a 'Buyer', they can switch roles using this button. This means that the users with multiple roles do not need to login and logout repeatedly. They can directly access the other

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

dashboards by selecting the respective role from the drop-down. Please refer to the example shown in figure 4.3.

NB: Any user who is registered as a 'Seller' will be registered as an 'Advertiser' by default in the system.
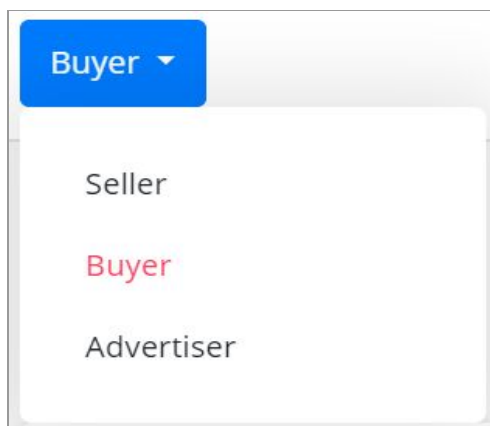
Figure 4.3: Role Switcher (Example)

❖ <u>Shop Icon</u>

Clicking on this icon will redirect the seller to their Shop page at the front-end.

NB: This icon is not displayed to the newly registered seller (as shown in <u>figure 4.1</u>) since they have not created their shop yet (Refer <u>Module 7</u>). However, once the seller creates their shop, this icon will be displayed on the top-navigation bar.

❖ <u>Menu Bar</u>

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Clicking on this button will open a vertical side-navigation bar which includes several modules and sub-modules for sellers. All these modules are explained further in the manual.

5. Dashboard

When clicking on the ⏱️ 'Dashboard' icon the seller is redirected to the Dashboard page. There are four shortcut buttons provided on the top-right corner of this page, which are shown in Figure 5.1.

| Create Shop | Add New Product | My Products | Shop Inventory |

Fig. 5.1: Dashboard Shortcut Buttons

The functionalities of these buttons are explained below:

- **Create Shop:** This shortcut button redirects the seller to the 'Manage Shop' module. Once, the seller has set up the shop, this button will not be displayed.
- **Add new product:** This shortcut button redirects the seller to the 'Products' module in which they can add a new product in their shop through 'Custom Product Setup' form.
- **My Products:** This shortcut button redirects the seller to the 'My Products' page that will display all the products added by them.
- **Shop Inventory:** This shortcut button redirects the seller to the 'Shop Inventory' page that lists all the inventories added to their shop.

NB: If, by clicking on any of these buttons the seller is redirected to the Subscription Plans page (Refer Module 6), then this means that the seller

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

needs to purchase a subscription plan to add products in their shop. These plans are defined and thereby managed by the admin.

The dashboard page includes sections shown in figures 5.2, 5.3, 5.4, 5.5 and 5.6 below.
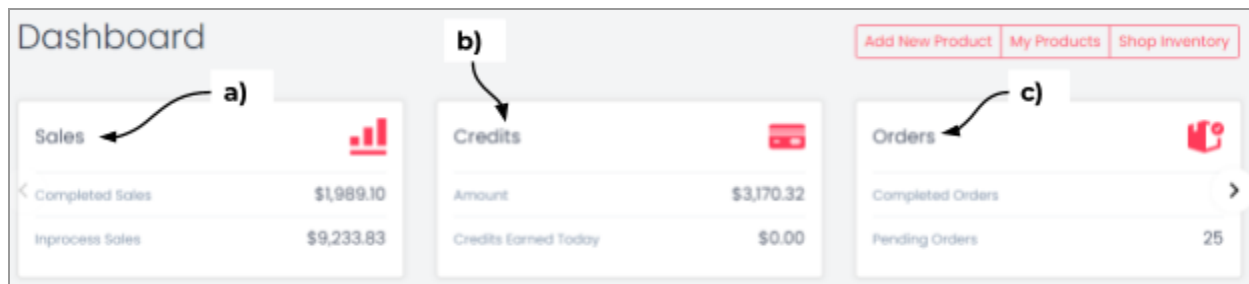

Fig. 5.2: Sales, Credits and Orders Statistics

Fig. 5.3: Active Subscriptions, Refunds and Cancellations Statistics

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

g)

h)

Fig. 5.4: Sales Graph and Recent Orders

i)

Fig. 5.5: Transaction History

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
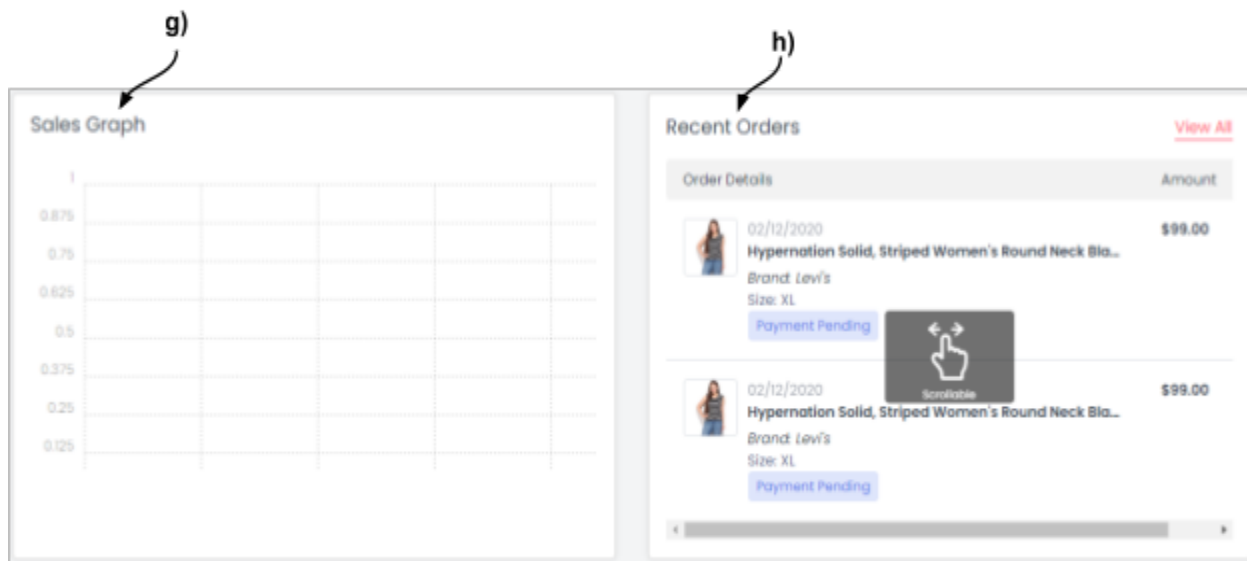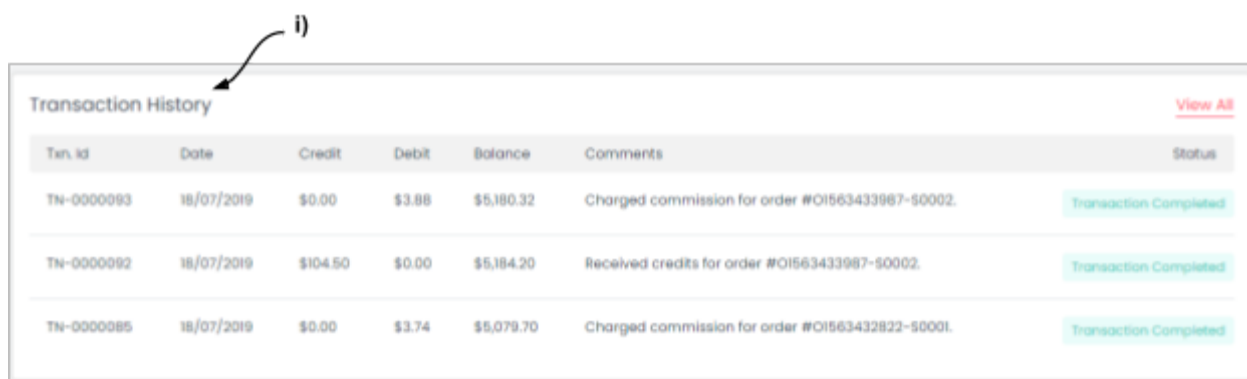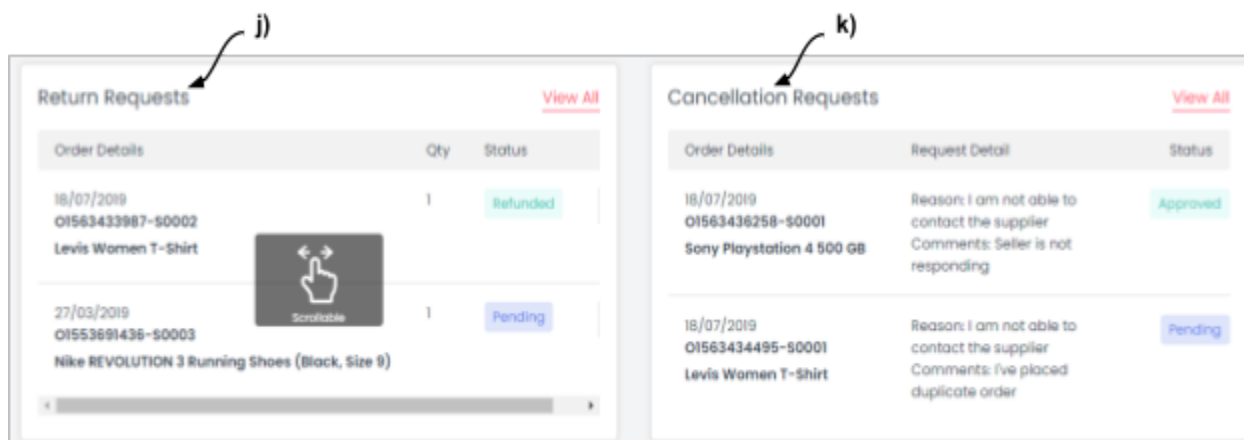
Fig. 5.6: Return Requests and Cancellation Requests

Since the seller has created a new account, there is no information displayed under any of the above sections as of yet. Sections denoted above are explained below.

a) **Sales:** This section displays the total amount (in default currency) of sales for orders that are successfully completed and the amount (in default currency) of sales for orders that are in process. Please note that an order is considered as '**Completed**' only when it reaches its dead state in other words it reaches a state where no actions can be performed on it. The orders under 'Completed', 'Cancelled' and 'Refunded/Completed' statuses are considered as '**Completed**'. The orders with 'In-Process', 'Shipped', and 'Delivered' statuses will be considered as '**In-Process**' orders. Clicking on this section will redirect the seller to the '**Orders**' module.

b) **Credits:** The sum total of credits earned by the seller from all the successfully completed orders is displayed in this section. It also displays the credits earned on the respective date. Clicking on this section will redirect the seller to '**My Credits**' module.

NB: An order is considered as '**Completed**' only when it reaches its dead state in other words it reaches a state where no actions can be performed on it. The

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

orders under 'Completed', 'Cancelled' and 'Refunded/Completed' statuses are considered as '**Completed**'.

c) **Orders:** This section displays the count of the number of orders that have been 'Completed' and the number of orders that are 'Pending'. Clicking on this section, the seller will be redirected to the 'Orders' module.

   NB: An order is considered as '**Completed**' only when it reaches its dead state in other words it reaches a state where no actions can be performed on it. The orders under 'Completed', 'Cancelled' and 'Refunded/Completed' statuses are considered as '**Completed**'. All the other orders will be considered as '**Pending**'.

d) **Active Subscription:** This section displays the remaining inventory upload limit and the validity time period (in days) of the subscription plan that is currently active. Please refer to Module 6 for more information. Clicking on this section, the seller will be redirected to 'My Subscriptions' module.

   NB: This section will only be available if the Admin has activated the subscription module.

e) **Refunds:** The count of the number of orders that have been refunded is displayed in this section along with the total amount that has been refunded for these orders.

   NB: Only the orders for which the 'Return/Refund Request' has been approved by the seller or admin and they have been marked as 'Refunded/Completed' will be included here.

   Clicking on this section, the seller will be redirected to the 'Order Return Requests' module.

f) **Cancellations:** The number of orders canceled either by the 'Buyer' or by the 'Seller' are displayed in this section along with the total cancelled-orders amount.

   Clicking on this section, the seller will be redirected to 'Cancellation Requests' module. Please note that the 'Cancellation Requests' page only displays the orders cancelled from the '**Buyer**' end.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

g) **Sales Graph:** The sales graph depicts the half-yearly sales trend of the seller. This can help the seller view the sales trend over a certain time period.

h) **Recent Orders:** A list of latest orders placed by customers can be viewed under this section. This section will not display any orders for a new seller who has just signed up. However, once the seller has added products and begun the selling process, this section will start displaying the orders as shown in figure 5.4.

Each of the orders displayed is provided with necessary action buttons using which the seller can perform certain actions directly from this section. The eye icon 👁 will redirect the seller to the order detail page which is known as 'View Sale Order' page. The cross icon ✕ will redirect the seller to the 'Cancel Order' page. The '**View All**' link will redirect the seller to the 'Orders' module.

i) **Transaction History:** This section displays the details of the recent transactions made from the seller's wallet. This list is arranged in the order of most recent transactions on the top. The '**View All**' link will redirect the seller to the 'My Credits' module.

NB: The 'Wallet' term used in the manual refers to the virtual wallet linked with the seller's account.

j) **Return Requests:** This section displays a list of latest Return Requests made by customers in the order of most recent orders on the top. This section will not display any orders for a new seller who has just signed up. However, once the seller has added products and begun the selling process, this section will start displaying the orders with return requests as shown in figure 5.6.

Each of the orders displayed is provided with necessary action buttons using which the seller can perform certain actions directly from this section. The eye icon 👁 will redirect the seller to the order detail page which is known as 'View Order Return Request' page. The '**View All**' link will redirect the seller to the 'Order Return Requests' module.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

k) **Cancellation Requests:** This section displays a list of the Cancellation Requests placed the customers in the order of most recent orders on the top. This section will not display any orders for a new seller who has just signed up. However, once the seller has added products and begun the selling process, this section will start displaying the orders with cancellation requests as shown in figure 5.6.

The '**View All**' link will redirect the seller to the '**Cancellation Requests**' module.

To proceed further, the seller needs to click on the 'Menu Icon' displayed at the top left corner which will open the side-navigation bar. Each of the sub-modules are categorically placed under the main modules and are explained ahead.

6. Subscription Plans

If the admin has enabled the 'Subscriptions' feature, then the seller must purchase any one of the Subscription plans. The seller cannot proceed further without buying a subscription plan.

Since these packages and plans are created and managed by the Admin, they can vary in terms of:

- **Number of Packages:** The number of packages being displayed.
- **Name of Packages:** The names of packages for example, silver, gold and so on.
- **Number of Plans:** The number of plans provided under each package.
- **Names of Plans:** There are no fixed names assigned to the plans. So, the seller can view a new plan apart from those mentioned in the manuals.
- **Cost:** The cost for each plan is assigned by the Admin only. Sellers might view multiple choices for prices offered under each package based on the

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

difference in their validity time period. Please refer to the example shown in figure 6.2 below.

- **Validity Time Span:** The validity time period for which each plan.

- **Percentage of Commission Rate:** The fixed amount of money to be paid by the seller to the business owner depending upon certain amount of sale is known as Commission rate. The percentage of commission rate assigned to each plan is different as shown in the example shown in figure 6.2 below.

- **Number of Active Products:** The number of active products a seller can add to their shop is different for each plan. The seller can add new products in their shop however, the number of active products cannot exceed the limit offered within the chosen subscription plan.

- **Capacity of Product Inventory:** A catalog/product can have several inventories based on the variation in certain parameters such as their color, size and so on. The number of product inventories a seller can add to their shop will also be different for every subscription plan.

- **Images per Product:** Number of images any seller can upload for each product added in the shop is different depending on the kind of plan selected. This criteria defines the number of images the seller can add for a product. For example, if the seller uploads three images for one product, the count of the number of images added will be three.

An example of how the subscriptions will be displayed to the seller is given in figure 6.2.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 6.1: Example of Subscription Plans Setup by Admin

Once the seller chooses the best suitable option, they must click on 'Buy Plan'. The seller will be redirected to the 'Billing' page as shown in figure 6.2, which will display the total amount to be paid by them.
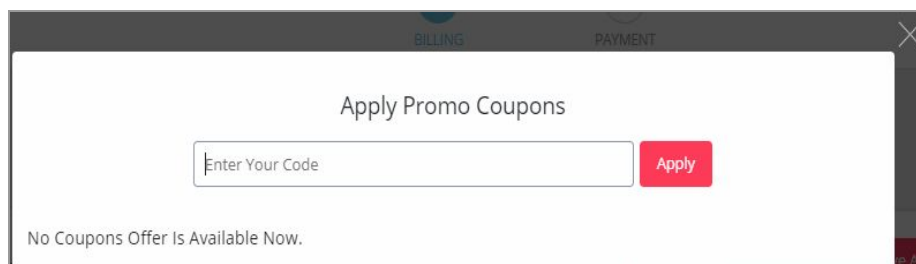
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 6.2: Billing Page

The seller can click on the 'I have A Coupon' option provided on the right side of the page to avail any discount coupons (if seller has any). A pop-up menu will appear in which the seller must enter the code for the coupon they want to use as shown below in figure 6.3.

Fig. 6.3: Applying Promo Coupons

The seller can also visit 'Subscription Offers' module to check for the latest offers available particularly for subscription plans.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 6.4: Selecting Payment Mode (Example)

The seller must proceed further with the payment confirmation process by clicking on the 'Proceed to Confirm' button which will redirect them to the 'Payment' page. There are different payment gateways provided (payment method options are admin-manageable) and the seller can choose any one of them as per their convenience. The seller can view the total amount to be paid on the right side of the page as shown in figure 6.4. To proceed with payment, the seller must click on 'Confirm Payment'.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The seller must complete the steps required for completing the transaction through the selected payment gateway. Once the transaction is complete, the seller will be displayed a confirmation message as shown in figure 6.5.
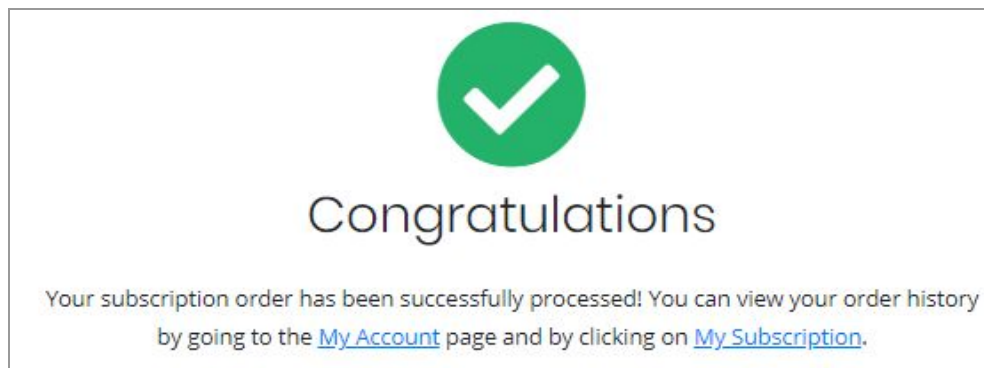
The seller can proceed further by clicking either on 'My Account' or 'My Subscription' which will redirect them to the respective pages that are accessible after buying the subscription plan. The packages can also be updated or renewed from the '[Subscription](#)' module.

7. Shop

The seller must create a shop for adding products on the website. The seller can create and manage their shop from the modules provided in this section.

7.1 Manage Shop

In this module, the seller needs to add all the details required to set up their shop on the website. The seller can also visit this module later to change/update any details.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.1.1: General Tab in Manage Shop

The following tabs are displayed in the 'Manage Shop' module -

- **General**
- **Language Data**
- **Return Address**
- **Pickup Address**
- **Media**
- **Collections**
- **Social Platforms**
- **Stripe Connect** (Will be displayed only if the admin has **enabled** 'Stripe Connect')

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

i. General

The basic details required for creating a shop are to be filled by the seller in this tab. As shown in figure 7.1, the seller must enter:

- **Identifier*:** A unique identifier key that represents every individual seller. The seller must choose its '**Identifier**' as its representative to the system. It can also be known as a unique identity assigned to the seller.

- **Shop SEO Friendly URL*:** The URL that can be used for SEO purposes. This URL will be beneficial in improving the SEO level of the shop. The seller can also use this URL to directly open their shop page.

- **Postal Code:** The postal code for their shop address.

- **Phone:** The phone number to be linked with their shop.

- **Country*:** The country in which their shop is located.

- **State*:** The state in which the shop is located.

- **Display Status:** The seller can define the current status of their shop. Selecting 'On' will display their shop at front-end and selecting 'off' will restrict their shop from being displayed at front-end.

- **Order Return Age:** The time limit (in terms of number of days) within which the buyers can place a return request once their order has been delivered to them at their destination address.

- **Order Cancellation Age:** The time limit (in terms of number of days) within which buyers can place an order cancellation request after placing the orders. **NB:** Sellers can also set a different return and cancellation age on an individual product when adding it into their shop through the '**Add New Product**' button.

- **Fulfillment Method:** The seller can set a standard order fulfillment method for delivering the orders of products to be shipped by them. The options provided in the drop-down are -
    a. Ship and Pickup
    b. Pickup Only

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

c. Ship Only

Please note that the seller will view the '**Ship Only**' option in case there is no pickup address added. In other words, to avail for pickup options, the seller must add at least one pickup address. Pickup addresses can be added in the '[Pickup Address](#)' tab. A newly registered seller can return back to this setting after adding the pickup address.
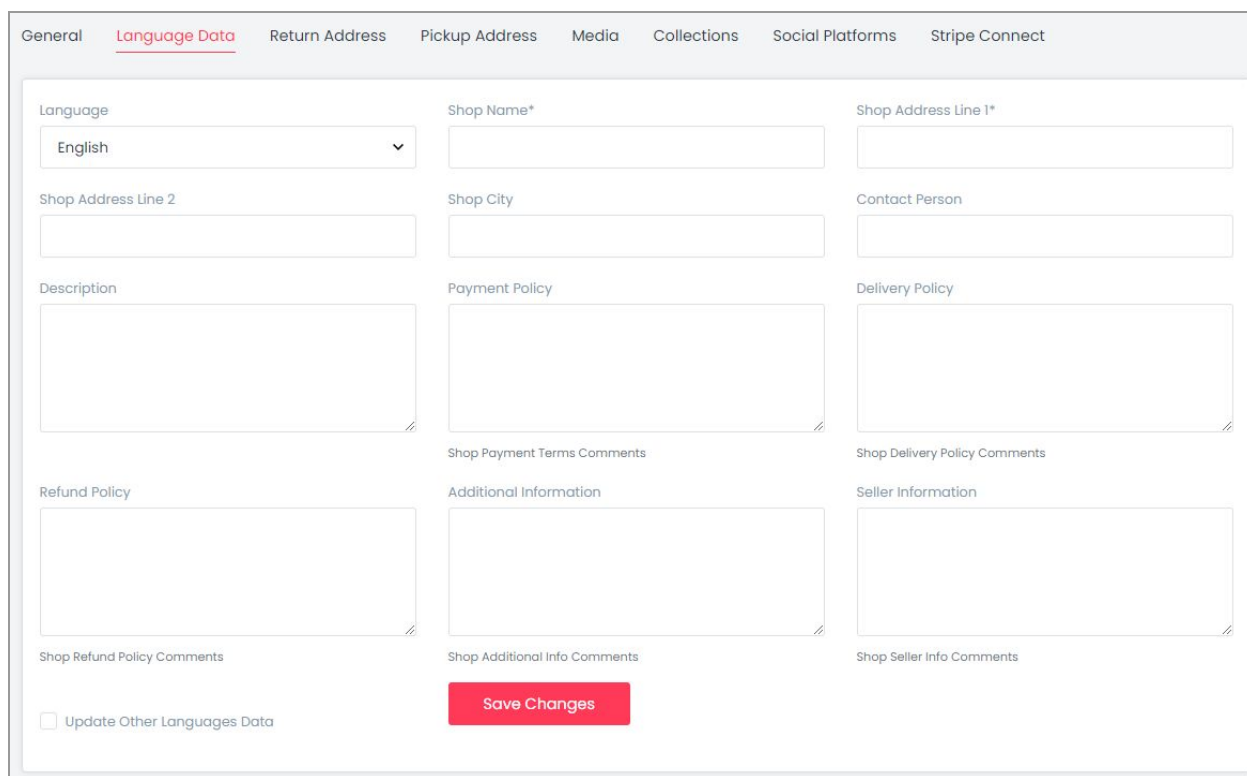
If the admin has configured the map API key, a map will be displayed below the form which will mark the location of the seller as per the address details entered in the above fields. The seller can pin the exact location on the map to provide accurate address details.

Once all the details are filled, the seller must click on the 'Save Changes' button which will redirect them to the next tab.

ii. Language Data

As shown in figure 7.1.2, the seller can select the preferred language from the 'Language' drop-down. The name of shop to be displayed at the front-end must be entered in the '**Shop Name***' input field. All the remaining text fields are provided for the seller to add shop related data. This data is displayed on the '**Shop Details**' page at the front-end and helps customers know the terms and conditions. Sellers can edit/manage this information in future from this tab itself.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.1.2: Language Data Tab

The seller must -

- **Language:** Select the preferred language from the drop-down list.
- **Shop Name*:** Enter the name of the shop. This name will appear at the front end representing their shop.
- **Address Line 1* and 2*:** Enter the complete business address.
- **Shop City:** Enter the city in which the shop is located.
- **Contact Person:** Enter the name of contact person.
- **Description:** Enter a brief description about their shop.
- **Payment Policy:** Enter the payment policy that will be displayed on the shop detail page at the front-end.
- **Delivery Policy:** Enter the delivery policy that will be displayed on the shop detail page at the front-end.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Refund Policy:** Enter the refund policy that will be displayed on the shop detail page at the front-end.
- **Additional Information:** Any other important information that the seller wants to share with their customers can be added in this input field.
- **Seller Information:** The information related to the respective seller can be added in this input field.

Once the seller has filled the required details, they can click on 'Save Changes' which will redirect them to the next tab.
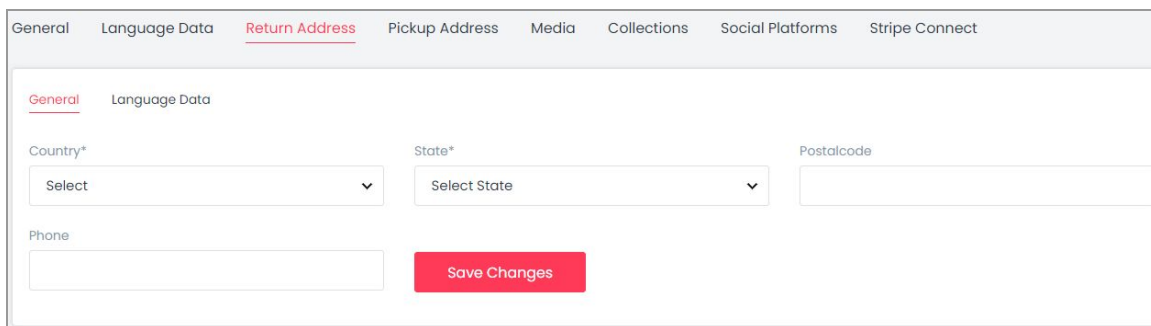
iii. Return Address

Sellers can add a return address from this tab (refer figure 7.1.3). The return address is displayed to customers when they request order returns. Adding the return address for the shop is mandatory. It has two sub-tabs.

- **General:** In this tab, the seller must:
  - ➜ **Country*:** Select the country to which the order/product is to be returned from the drop-down list.
  - ➜ **State*:** Select the state to which the order/product is to be returned.
  - ➜ **Postalcode:** Enter the postal code to provide appropriate regional location.
  - ➜ **Phone:** Enter phone number that can be added along with the address.
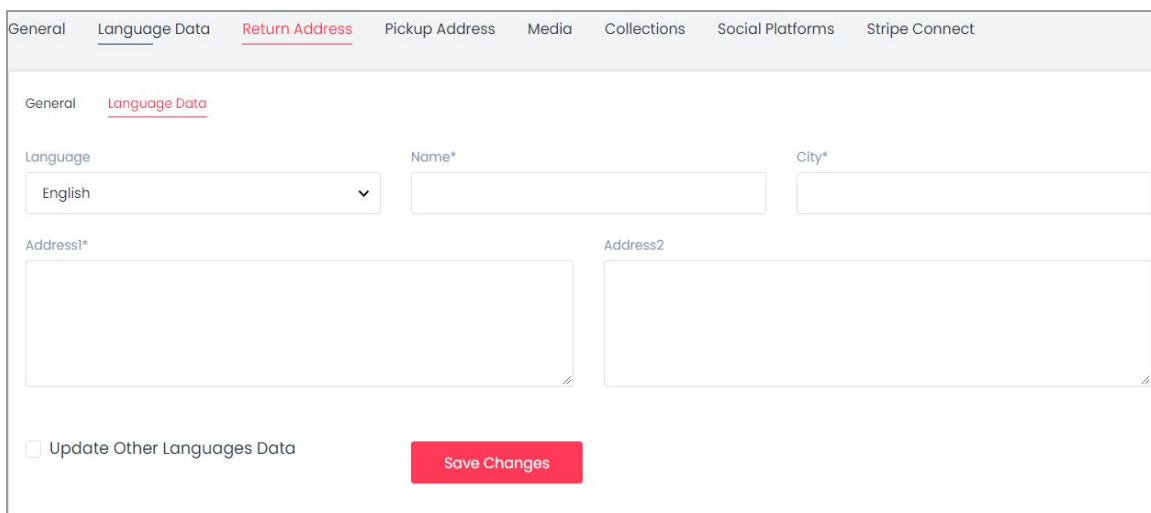
Once the seller has filled in the required fields, the seller can move on to the next step by clicking on the '**Save Changes**' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.1.3: 'General' sub-tab Under Return Address

- **Language Data:** Return address sub-tab has '**Language Data**' input-field (refer figure 7.1.4). The seller must:
  - ➔ **Language*:** Select the preferred language from the drop-down list.
  - ➔ **Name*:** Enter the name of the receiving party.
  - ➔ **City*:** Enter the Name of the city.
  - ➔ **Address1* & Address2:** Enter the complete detailed address on which the return order is to be delivered.


Fig. 7.1.4: 'Language Data' sub-tab Under Return Address

Once all the details have been filled, the seller must click on 'Save Changes'.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

iv. Pickup Address

The seller needs to add at least one pickup address to avail this functionality. In other words, if no pickup address has been added in the system, the seller will not be able to opt for pickup. In other words, 'Pickup' or 'Ship & Pickup' options will also not be displayed in the '**Fulfilment Method**' drop-down list provided in the '[General]' tab if no pickup address has been added.
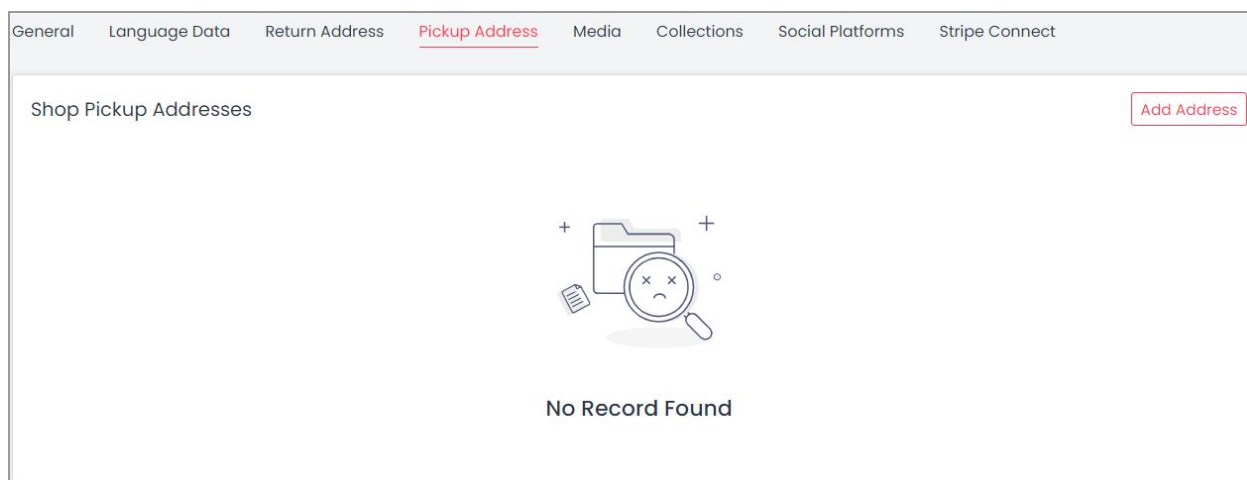
Fig. 7.1.4: Pickup Address tab

To add a pickup address, the seller needs to click on the 'Add Address' button which will open the 'Shop Pickup Address' Form as shown in figure 7.1.5 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

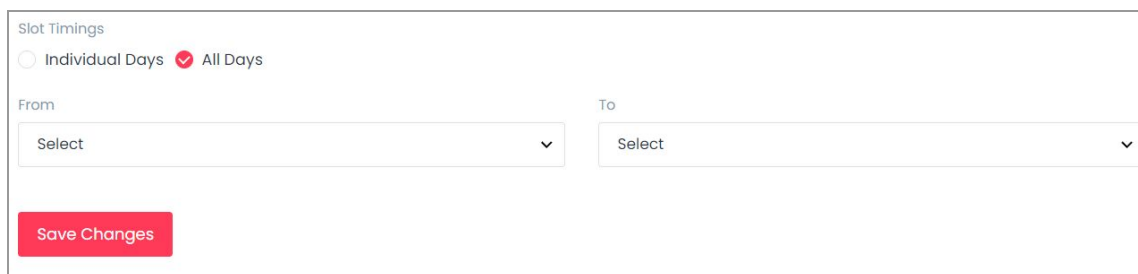Fig. 7.1.5: Pickup Address tab

The seller must -

- **Address Label:** Enter the address label.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Name*:** Enter the name of the shop or shop owner whose pickup address is being added.
- **Address Line1* & Address Line2:** Enter the complete address.
- **Country*:** Select the country.
- **State*:** Select the state.
- **City*:** Select the city.
- **Postal Code*:** Enter the postal code.
- **Phone*:** Enter the phone number of the individual whose address is being added.
- **Slot Timings:** The slot timings can be mentioned for an individual day of the week or an entire week. Selecting '**Individual Days**' will display a list of all the days. The seller can define different time slots of selective days using the 'From' and 'To' drop-down lists. The time slots for an entire week can be defined by selecting '**All Days**' (please refer to figure 7.1.6 below) and then entering the time slot through 'From' and 'To' drop-downs.
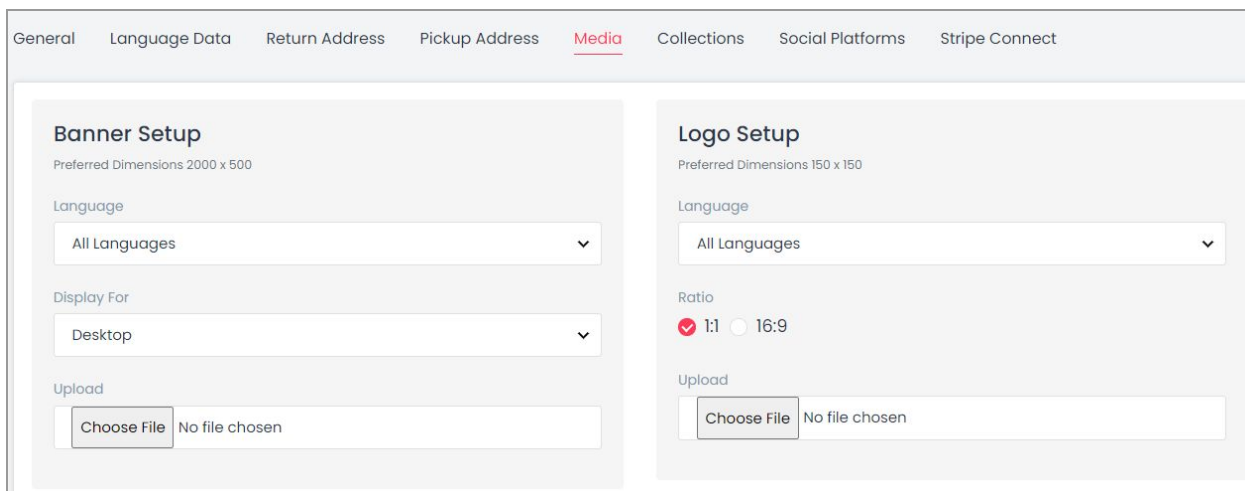

Fig. 7.1.6: Slot Timings

Once all the details have been filled, the seller must click on 'Save Changes'.

v. Media

This tab allows the seller to upload a logo, background image and top banner for the shop.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Under 'Banner Setup' the seller must provide the required information:

- **Language:** Select the preferred language from the drop-down list.
- **Display For:** Select any one from the '**Desktop**', '**Ipad**', or '**Mobile**' options provided in the drop-down list. This field allows the seller to add separate banner images of different resolutions for Desktop, iPad and Mobile devices to avoid image distortion.
- **Upload:** Upload the image to be displayed as a banner.

The recommended resolution of an image is displayed as 'Preferred Dimensions' as shown in figure 7.1.7. Under 'Logo Setup' section, the seller must:

- **Language:** Select the preferred language from the drop-down list.
- **Ratio:** Select the ratio which will also change the 'Preferred Dimensions' for the image being uploaded by the seller.
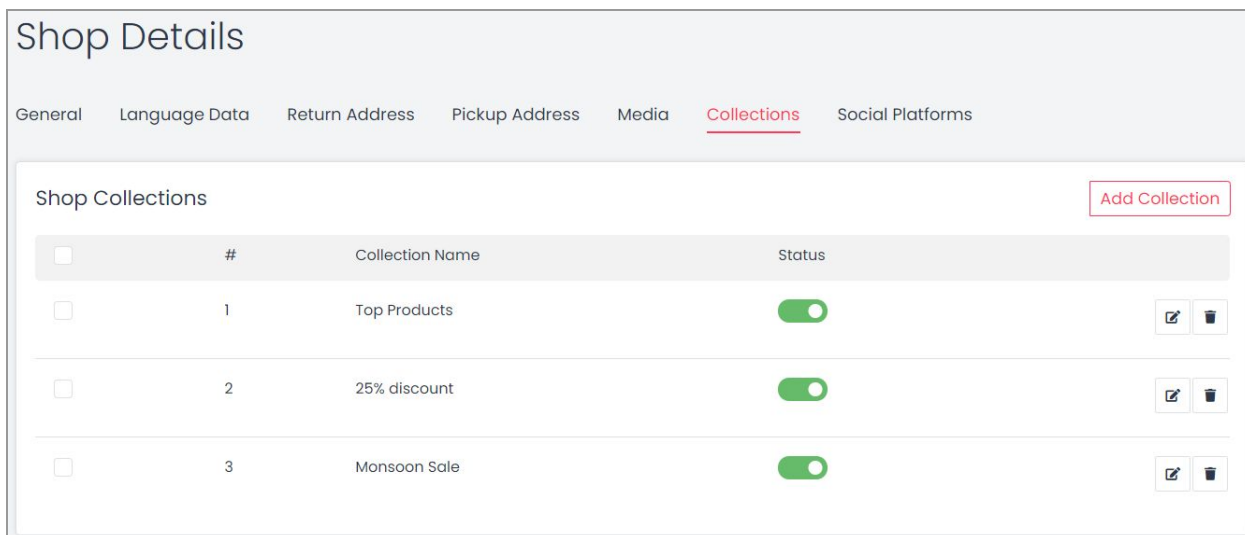- **Upload:** Upload the image to be displayed as a logo.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

vi. Collections

Sellers can create collections and add products to them.

NB: The seller will not be able to add any collections if they have not added any products yet. There is a '[Link](#)' sub-tab provided here, in which the seller needs to link their products to the newly created collection. If a new seller is just beginning to create a shop, they will have no product to add or link with this collection. So, the seller can skip this tab and add collections once they have added products in their shop.

To add a new collection, the seller must click on the 'Add Collection' button provided in this tab as shown in figure 7.1.8.

Shop Details

| | General | Language Data | Return Address | Pickup Address | Media | Collections | Social Platforms |

Shop Collections   Add Collection

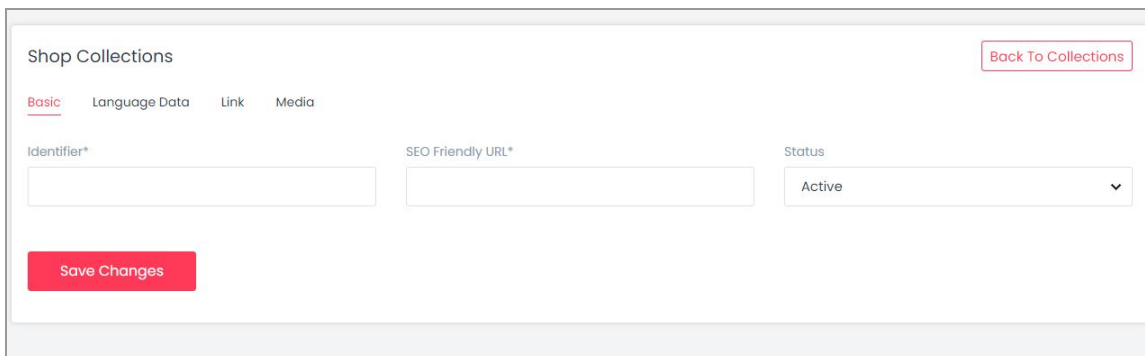|	#	Collection Name	Status		
☐	1	Top Products	🟢	✎	🗑
☐	2	25% discount	🟢	✎	🗑
☐	3	Monsoon Sale	🟢	✎	🗑

Fig. 7.1.8: Collections Tab

When the seller clicks on the 'Add Collection' button, a 'Shop Collections' form will open as shown in figure 7.1.9. The tabs provided in this form are:

- **Basic tab:** As shown in figure 7.1.9, the seller must:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
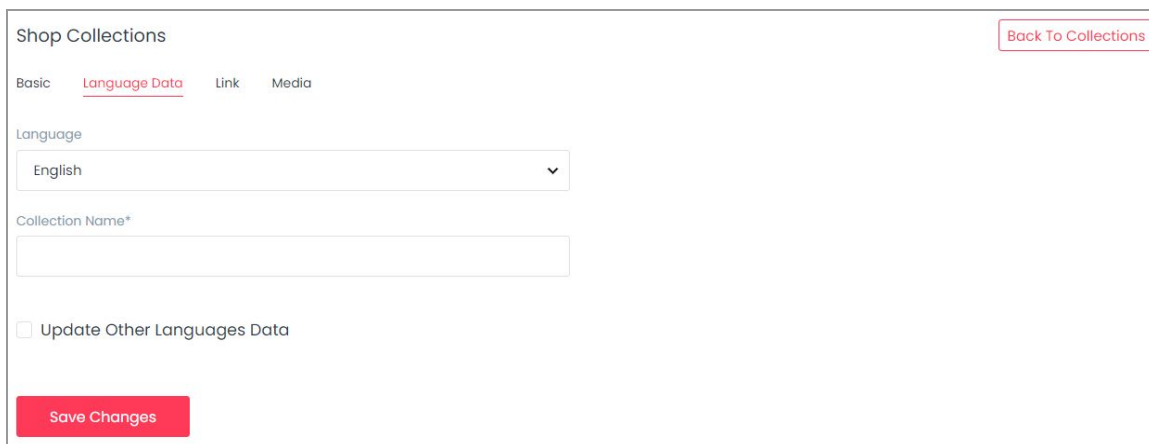
➔ **Identifier*:** Enter the unique identifier for the new collection being added.

➔ **SEO Friendly URL*:** Enter the SEO URL for the respective new collection. This URL can be used to improve the SEO ranking for the added collection.

➔ **Status:** Select the current status of this new collection.

Fig. 7.1.9: Adding a New Collection

The seller must click on 'Save Changes' once the input fields have been filled. The newly added collection will be displayed in the list. Sellers can proceed further to add collection names, links and media.

● **Language Data tab:** As shown in figure 7.1.10, the seller must:

➔ **Language*:** Select the preferred language from the drop-down list.

➔ **Collection Name*:** Enter a unique name for the new collection being added.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The seller must click on 'Save Changes' once the input fields have been filled.

- **Link:** Seller can link products to the collection via the link sub-tab. The links of all the products that the seller wants to add in this collection can be added in this sub-tab.
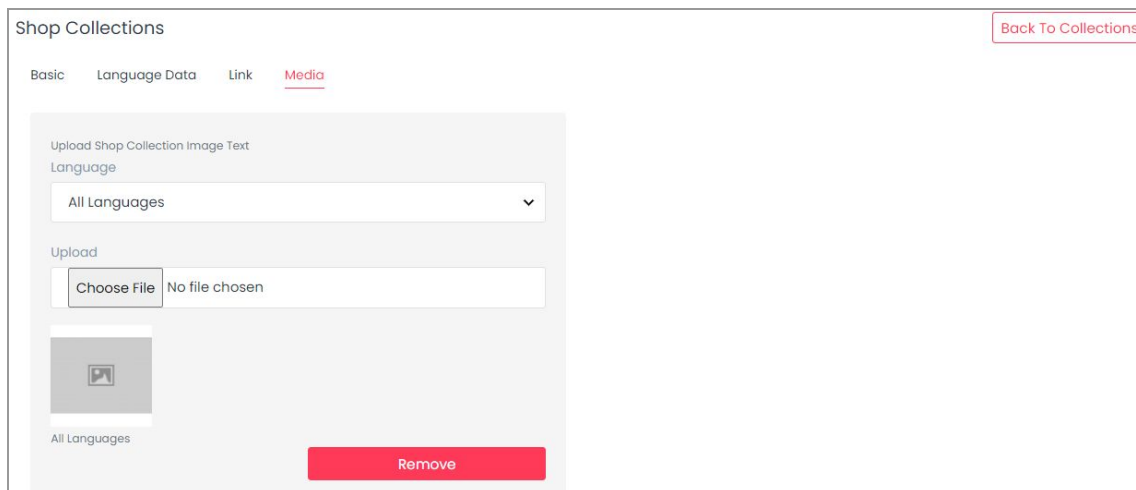

Fig. 7.1.11: Link sub-tab in Add Collection

The auto-complete input field is provided which helps sellers add the products easily.

- **Media:** Seller can display an image corresponding to the respective collection from this sub-tab (refer figure 7.1.12).
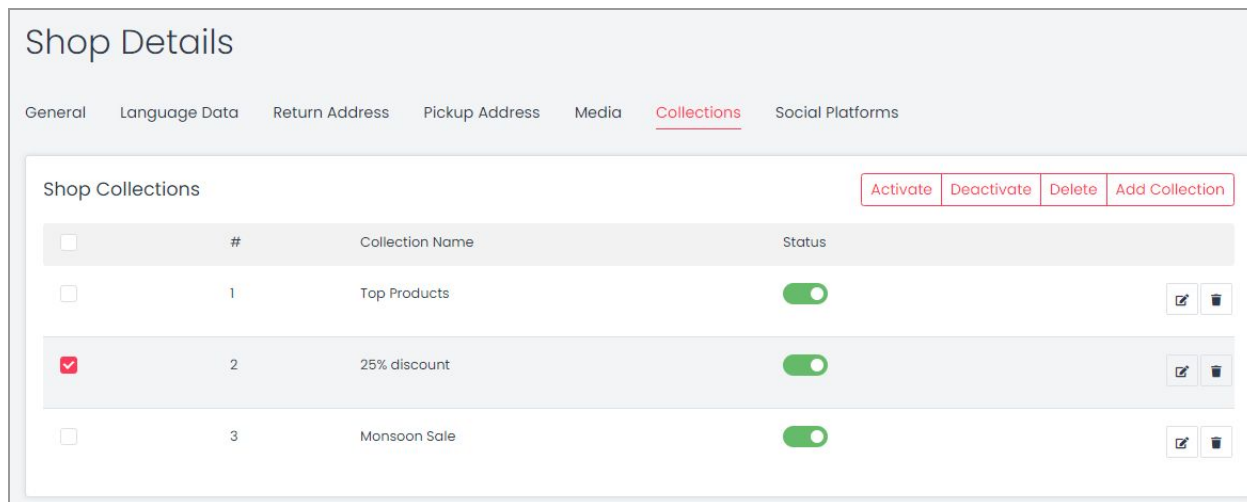

Fig. 7.1.12: Media sub-tab in Add Collection

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

A 'Back to Collections' button is provided on the top-right corner of this page clicking on which the seller will be redirected to the 'Shop Collections' page which will show the newly added collection in the list.

Shop Details

General   Language Data   Return Address   Pickup Address   Media   Collections   Social Platforms

Shop Collections   Activate | Deactivate | Delete | Add Collection

	#	Collection Name	Status		
☐	1	Top Products	🟢	✎	🗑
☑	2	25% discount	🟢	✎	🗑
☐	3	Monsoon Sale	🟢	✎	🗑

Fig. 7.1.13: Shop Collections list

A list of all the collections added by the seller can be viewed in this list. As seen in the figure 7.1.13, the seller can perform three different actions on the list of collections:

- **Check-box:** Check-boxes can be selected to choose multiple options from the list. Three action buttons will be displayed above the list when selecting any check-box. Clicking on the 'Activate' will activate the status of selected collections. Clicking on 'Deactivate' will deactivate the status of selected collections. Clicking on 'Delete' will delete the selected collections.

- **Status** 🔘**:** This toggle switch helps the seller to activate or deactivate the respective collection. The social platform is active when the toggle switch is green 🟢 and inactive when it is grey.

- **Edit** ✎ **:** Seller can make changes in previously added collections. Clicking on this icon seller will redirect to '<u>General</u>' sub-tab of collection form. Once the

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

seller has made the required changes, they can click on 'Save Changes' to update changes successfully.

- **Delete** 🗑 **:** Clicking on this icon will delete the respective collection from the Shop Collections list.

vii. Social Platforms

Adding social media platforms to their shop can help sellers convert the best of their customers. There are several popular social media platforms through which the users connect online. These social platforms can be linked by the seller to their shop for promoting their products. The social platforms are displayed at the front-end on the store's home page in the 'Follow Us' section as shown in figure 7.1.14 below.

Fig. 7.1.14: Shop at front-end

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
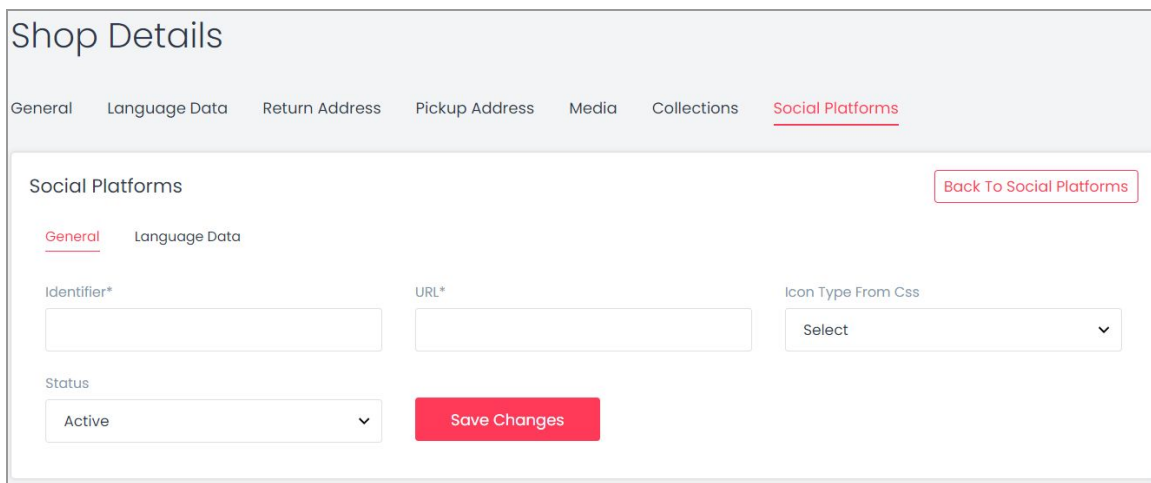
As shown in figure 7.1.15, this tab provides seller with following functionalities:

- **Add Social Platform:** Seller can add a new social platform to be displayed in their shop. Clicking on '**Add Social Platform**' button will redirect seller to a form that includes two sub-tabs:
  - ➜ **General:** As shown in figure 7.1.16, the seller must:
    - ■ **Identifier:** Enter a unique identifier for the new social platform being added.
    - ■ **URL:** The seller must enter the URL for the respective new social platform. This URL can be used to improve the SEO ranking for the added collection.
    - ■ **Icon Type from Css:** This drop-down list includes a few, very popularly used social platforms that are Facebook, Twitter, Google, Youtube, Pinterest and Instagram. Any icon chosen by the seller will be displayed beside this social platform at the front-end.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

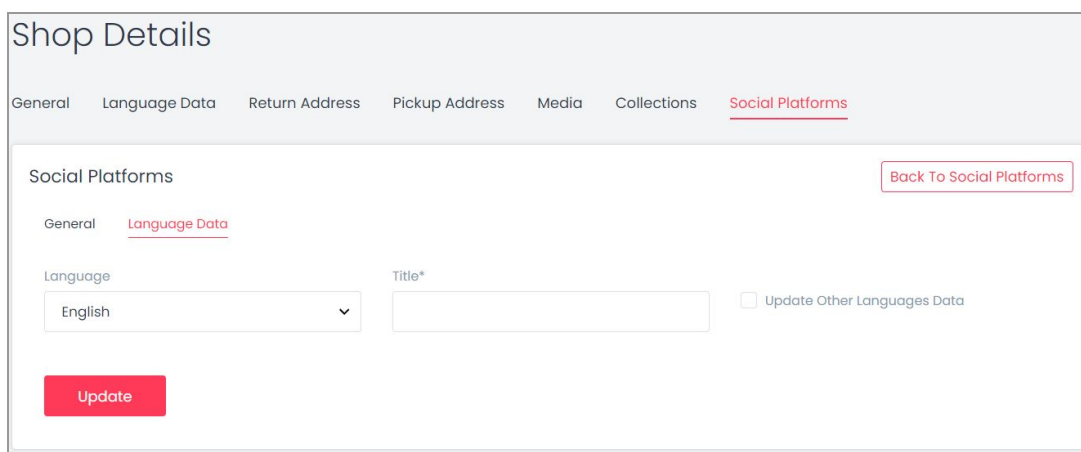■ **Status:** Select current status of this social platform.

Once the seller fills the input fields, they must click on the 'Save Changes' button which will redirect them to the next sub-tab.

Fig. 7.1.16: General sub-tab under Add Social Platform

➔ **Language Data:** As shown in figure 7.1.17, seller must:

■ **Language*:** Select the preferred language from the drop-down list.

■ **Collection Name*:** Enter a unique name for the new social platform being added.

Fig. 7.1.17: Language Data sub-tab under Add Social Platform

On clicking the **'Back to Social Platforms'** button, the seller will be redirected to the '**Social Platforms**' page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

As seen in the figure 7.1.15, the title, URL and status of each platform are provided in the list. The '**Social Platforms**' list provides seller with following functionalities:

- **Status** ⬤ **:** This toggle switch helps the seller to activate or deactivate the particular social platform added. The social platform is active when the toggle switch is green ⬤ .

- **Edit** ✏ **:** If the seller wants to make any kind of changes in the previously added social platform, the seller can click on the edit icon. This will redirect the seller to the '[General](#)' sub-tab of social platforms setup form. The seller must click on the 'Save Changes' button to update the changes successfully.

- **Delete** 🗑 **:** Clicking this icon will delete the respective social platform from this list.

viii. Stripe Connect

If the admin has enabled the split payment method for their website, the sellers will have to configure Stripe Connect before proceeding further. This tab will not be displayed if the admin has disabled the '**Stripe Connect**' payment method. This tab displays important features of this payment method and provides two buttons.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Features

Connect's flexible set of features includes:

| **Payouts:** Route funds to your recipients' bank accounts and debit card flexibly and programmatically | **Fee collection:** Drive revenue for your business by collecting fees for your services | **Onboarding:** Collect any information through your own flow and let Stripe take care of the rest through its mobile friendly and conversion-optimized UI |

Register   **Already Have Account ?**

Fig. 7.1.18: Language Data sub-tab under Add Social Platform

If the seller does not have a Stripe Connect account, they can proceed further with the 'Register' button. However, if they already have an account, they can proceed with the 'Already Have Account?' button.

a) Register: Clicking on this button will create a Stripe Connect account for the seller. The seller will be redirected to a form which will display the Account ID on the top of this page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.1.19 (a): Stripe Connect Registration Form

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Id Number

The government-issued ID number of the individual, as appropriate for the representative's country. (Examples are a Social Security Number in the U.S., or a Social Insurance Number in Canada).

First Name*

The individual's first name.

Last Name*

The individual's last name.

Email

The individual's email address.

Phone*

The individual's phone number.

Birth Month*

Select

The month of birth, between 1 and 12.

Birth Day*

Select

The day of birth, between 1 and 31.

Birth Year*

Select

The four-digit year of birth.

Address Line1*

Address line 1 (e.g., street, PO Box, or company name).

City*

City, district, suburb, town, or village.

Postal Code*

ZIP or postal code.

Country

Select

Two-letter country code (ISO 3166-1 alpha-2).

State

Select

State, county, province, or region.

Merchant Category Code*

The merchant category code for the account. MCCs are used to classify businesses based on the goods or services they provide.

Bank Account Holder Name*

The name of the person or business that owns the bank account. This field is required when attaching the bank account to a Customer object.

Bank Account Number*

The account number for the bank account, in string form. Must be a checking account.

Bank Routing Number*

The routing number, sort code, or other country-appropriate institution number for the bank account. For US bank accounts, this is required and should be the ACH routing number, not the wire routing number. If you are providing an IBAN for account_number, this field is not required.

☐ I Agree To The Terms Of Service

[Save]   [Clear]

Fig. 7.1.19 (b): Stripe Connect Registration Form

To proceed further, the seller must complete this form. The input fields provided here are:

- **Business Type*:** Select the business type from the drop-down list.
- **Business Profile Name*:** Enter the business profile name.
- **Support Phone*:** Enter the business contact number.
- **Support Email*:** Enter the business email address.
- **Support Address Line 1* and 2*:** Enter the complete business address.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Support Address Postal Code*:** Enter the postal code for the mentioned business address.
- **Support Address City*:** Enter the city of business address.
- **Support Address Country*:** Enter the country of business address.
- **Support Address State*:** Enter the state of business address.
- **Id Number:** Enter the government-issued ID number of the individual, as appropriate for the representative's country. (Examples are a Social Security Number in the U.S., or a Social Insurance Number in Canada)
- **First Name*:** Enter your first name.
- **Last Name*:** Enter your last name.
- **Email*:** Enter the personal email address.
- **Phone*:** Enter the personal contact number.
- **Birth Month*:** Enter your birth month.
- **Birth Day*:** Enter the birth date.
- **Birth Year*:** Enter your birth year.
- **Address Line 1*:** Enter your complete address.
- **City*:** Enter the city.
- **Postal Code*:** Enter the postal code.
- **Country*:** Select the residential country.
- **State*:** Select the residential state.
- **Merchant Category Code*:** Every business that processes card payments is categorized using Merchant Category Codes (MCC). Some businesses may not fit into a specific category, in which case they are categorized as miscellaneous. For more information, please visit https://stripe.com/docs/issuing/categories.
- **Bank Account Holder Name*:** Enter the bank account holder name.
- **Bank Account Number*:** Enter the bank account number.
- **Bank Routing Number*:** Enter the bank routing number. The routing number is a sequence of nine digits used by banks to identify specific financial

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

institutions. For more information, please visit https://stripe.com/docs/connect/testing.

- **Terms and Conditions Agreement Check-box:** Select the check-box after reading the sign up terms and conditions.

Click on the '**Save**' button to finish the sign up process. The seller can discard the process by clicking on the '**Delete**' button provided on the top, besides the account Id. After submitting the form, the information is reviewed by the Stripe Connect team. If any false information is submitted, errors will be displayed in this tab. The seller must submit valid information in the provided input fields.

b) Already Have an Account?: Clicking on this button will redirect the seller to the Stripe Sign In/Sign Up page. The seller can login by clicking on the Sign In button provided on the top-right corner. The seller can also sign up directly through stripe connect by filling in the form provided on this page (please scroll below to view the sign up form).

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
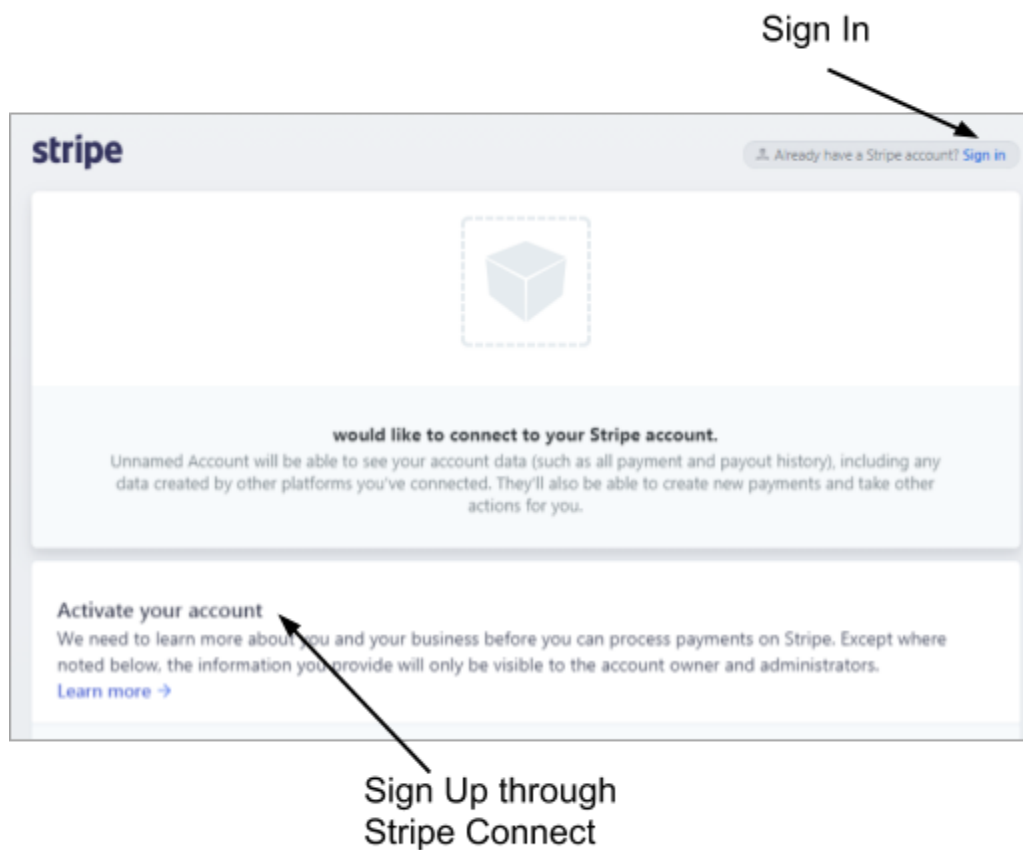
7.2 Shop Inventory

Yo!Kart V 9.3 is a catalog based system. The products that are added by the admin are known as Marketplace Products. A seller can use these products to set up their shop at the front-end. A seller can also add their own catalogs which are displayed on the Seller Products page.

NB: The admin can restrict the seller from adding any new products. If it is so, the seller will only be able to view the products added by the admin for which they can add inventories.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Important Terminologies: It is important for the seller to understand a few terminologies before proceeding further with adding products. Understanding these terms will make it easy for the seller to navigate the '**Products**' section.

Depending upon who added them in the system, the products available on website can be categorized among two categories:

i. **Marketplace Products:** These are the products that are added by the admin. The sellers can view and add inventories for these products but cannot make any changes in their basic attributes.

ii. **Seller Products:** These products are added by the seller itself. The products added by a seller will only be shown in that seller's panel and only they can make changes in them.

There are two different types of products available on website:

a. **Physical:** These are the products that are tangible and can be shipped to the customers. For example clothes and electronic gadgets are physical products.

b. **Digital:** These are the products that are intangible but can be accessed online or as soft copies. For example e-books and internet television channels are digital products. Such products cannot be shipped.

Seller Shipping: The admin can allow/restrict shipping for the sellers. If allowed by the admin, the seller can enable/disable the shipping option for any product added on the system. The products that are added by the admin (Marketplace Products) can also be shipped by the seller by enabling the toggle button provided under the 'Seller Shipping' column. However, please make sure to add inventory for those products. The shipping options seen by any seller are:

- **N/A:** This option is available for products that do not require any shipping. All the digital products do not require any shipping. So, if any digital product is added by the admin or by the seller, it will display 'n/a' under the 'seller shipping' column.

- **Seller Shipping Deactivated** ⬜ : The grey toggle switch button displayed ahead of any product depicts that the product will not be shipped by the seller.

- **Seller Shipping Activated** 🟢 : The green toggle switch button displayed to the right of any product depicts that the shipping for that product has been activated by the seller. The '**Edit Shipping**' icon is displayed to the right of products for which the seller has activated shipping.

'Shop Inventory' Page

The 'Shop Inventory' page displays the products that have inventory in the seller's shop. Sellers can search for an inventory by entering keywords in the search bar provided on the top of this page as shown in figure 7.2.13.

A newly registered seller's inventory will be empty. The seller can add inventory from '**Marketplace Products**' or they can also add their own products to the shop ([Add New Product](#)) and then add inventories (if enabled by the admin).

Process to add an Inventory:

A. **Through Admin's Catalog:** Click on the '**Marketplace Products**' button provided on the top-right corner of this page. Click on the '**Add Inventory**' button provided to the right of a product whose inventory is to be added. After filling the '**Inventory Setup**' form, the inventory will be displayed on the '**Shop Inventory**' page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

B. **By Adding A New Seller Product:** Click on the '**Add New Product**' button provided on the top-right corner and fill in all the details. The newly added product will be displayed on the '**Seller Products'** page. Click on the '**Add Inventory**' button provided besides the product. After filling the '[**Inventory Setup**]' form, the inventory will be displayed on the '**Shop Inventory**' page. Please note that the admin can restrict the sellers from adding new products. In such a case, the seller can only add inventory for Marketplace products.

For the items listed on the 'Shop Inventory' page, the seller can perform following actions -

- **Check-Box:** A check-box is displayed at the extreme left of each product to select multiple options from the list. Selecting this check-box will display three options on the top-right side of the list, which are: 'Activate', 'Deactivate' and 'Delete'. Clicking on '**Activate**' will enable displaying the selected products in the seller's shop at frontend. Clicking on '**Deactivate**' will disable the selected products from being displayed in the seller's shop at frontend. The deactivated products will also be removed from this '**Shop Inventory**' list. To add them to inventory again, the seller must go back to the product list page and click on the '**View Inventories**' icon available beside the respective product. Clicking on '**Delete**' will remove the inventory from the list permanently.
- **Status** : Seller can activate or deactivate the status of respective inventory by clicking on this toggle. The toggle displaying '**Green**' means that the respective inventory product is currently active and 'g**rey**' means that it is inactive.
  NB: '**Status on/off**' and '**Activate & Deactivate**' buttons perform similar functions.
- **Edit** : The edit button navigates the seller to the '[Inventory Setup]' page where sellers can add/update various product details.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
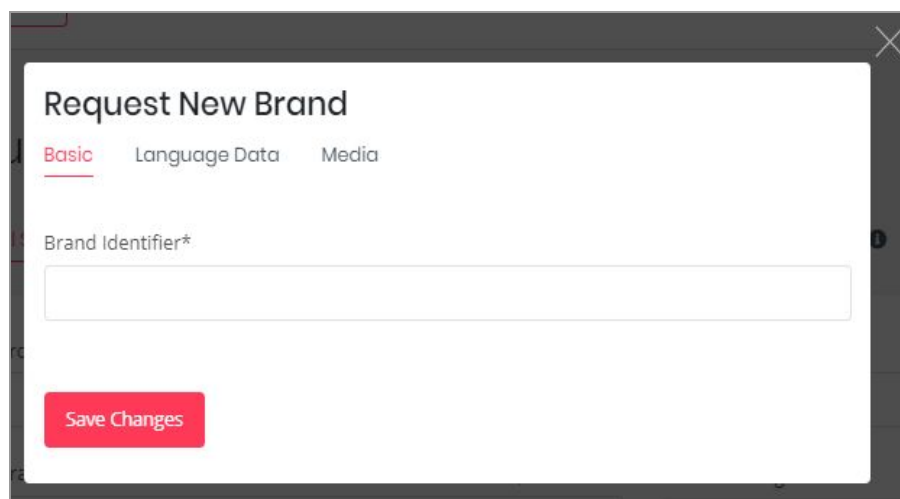
- **Delete** 🗑 **:** The delete button will delete the product from the seller shop.

There are three buttons provided on the top-right corner of this page:

NB: 'Add New Product' and 'My Products' buttons will not be displayed if the admin has restricted the seller from adding new products in their shop. In such a case, only the 'Marketplace Products' button will be displayed on this page.

7.2.1 Add New Product

Clicking on the '**Add New Product**' button redirects the seller to the '**Custom Product Setup**' page as shown in figure 7.2.2. It includes six tabs each of which is explained below:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.2: Initial Setup Form

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (*****) next to a form control's label indicates it as 'required'.

a. Initial Setup -

- **Product Identifier*:** Enter a unique identifier for the product. The product identifier is not displayed in the front-end and is used only for the system's internal purpose.

- **Product Type*:** Select the type of product being added to define if it is '**Physical**' or '**Digital**'.

- **Brand:** Enter brand for the product. The suggestions drop-down list will be displayed when the seller begins to enter the brand name. The seller can choose the brand from this list. However, the suggestions seen are only those that have been added by the admin. If any particular **brand is not available** in the suggestion list, the seller can perform any **one of the following two actions** as per the settings made by the admin:

  - ➜ **Add Brand:** This button will only be displayed if the **admin has disabled request approval settings** from their end. The seller can directly add a new brand through this button. Once the brand is added, it will be displayed in the suggestions list.

  - ➜ **Request For Brand:** This button will only be displayed if the **admin has enabled request approval settings** from their end. The seller can forward a request to the admin to add the new brand. However, this new brand will only be displayed in the suggestions list after the admin approves it. The seller can view the status of their request or make changes in it from the '[Requests](#)' provided in the side navigation bar.

  Clicking on any of these buttons, a pop-up menu bar will appear as shown in figure 7.2.3 which has **three sub-tabs**:

  - i. **Basic:** Enter a unique brand identifier. After adding the brand identifier, the seller must click on the '**Save Changes**' button (refer figure 7.2.3).

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

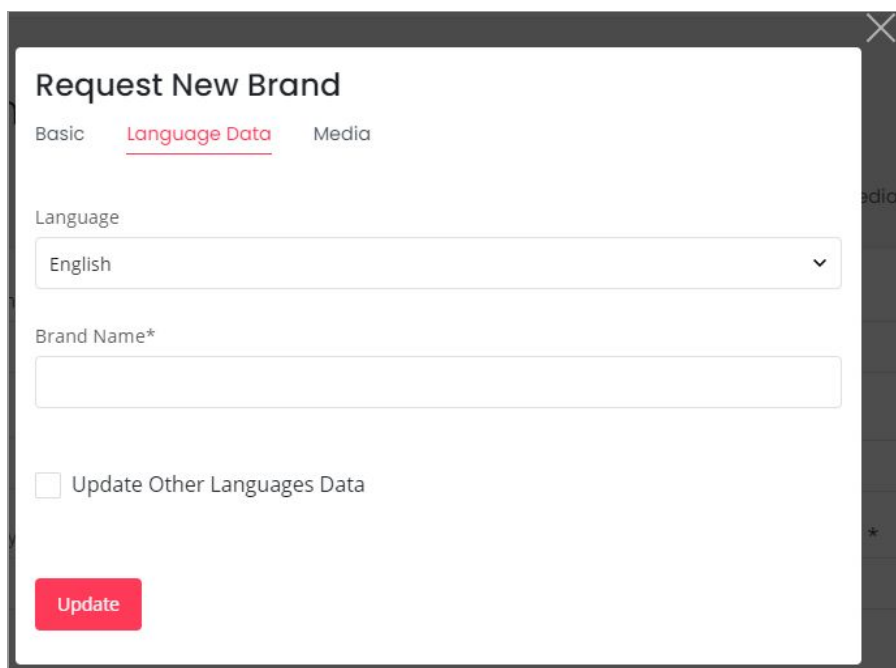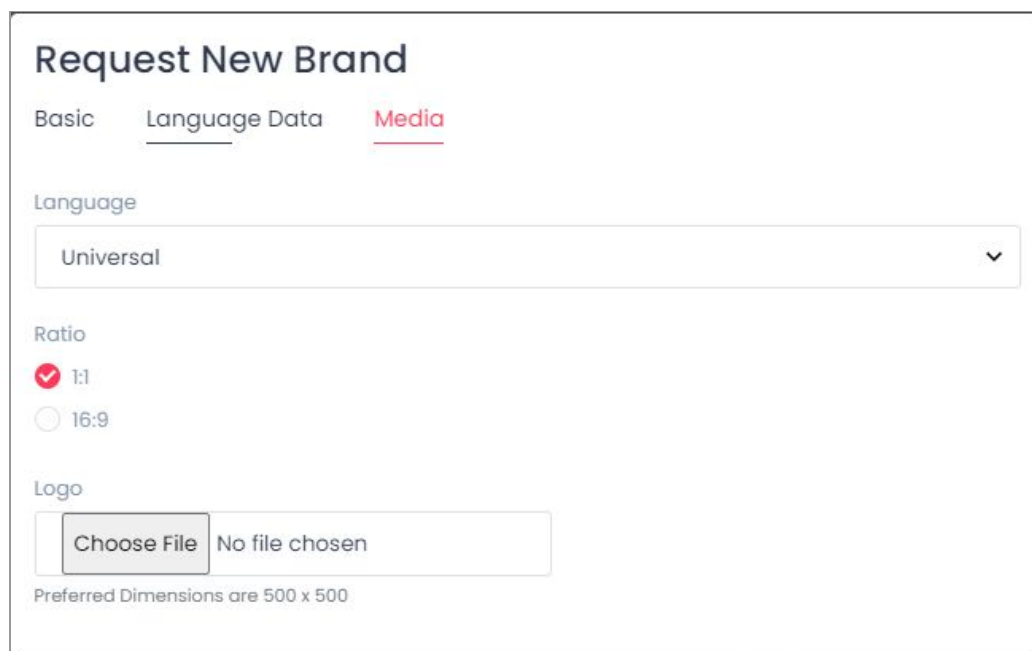Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.3: Request New Brand 'Basic' Tab

ii.   **Language Data:** As shown in figure 7.2.4, the seller must select language type from drop-down list. Then, the seller must enter the name of the brand in the '**Brand Name**' input field. The seller can select the check-box of '**Update Other Languages Data**' to enable automatic translation of data to other languages.

NB: The '**Update Other Languages Data**' option is only available if the admin has enabled the '<u>Translate to Other Languages</u>' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Request New Brand

Basic   Language Data   Media

Language

English

Brand Name*

☐ Update Other Languages Data

Update

Fig. 7.2.4: Request New Brand 'Language Data' tab

Once the seller has filled the required fields, they must click on the '**Update**' button.

iii. **Media:** Here, the seller can upload an image for representing the brand. The seller can select the language of choice from the '**Language**' drop-down bar as shown in figure 7.2.5. The '**Ratio**' section shows two ratios each having different dimensions. The seller can select any one of the ratios as per their requirement for '**Preferred Dimensions**'. To upload an image, the seller must click on '**Choose File**'. After selecting the image, a pop-up will be displayed to edit/crop the image. Clicking on '**Crop**' will save the image successfully.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.5: Request New Brand 'Media' tab

The '**Brand Setup Successfully**' message is displayed which confirms that either the brand has been added or the seller's request to add it has been forwarded to the admin for approval.
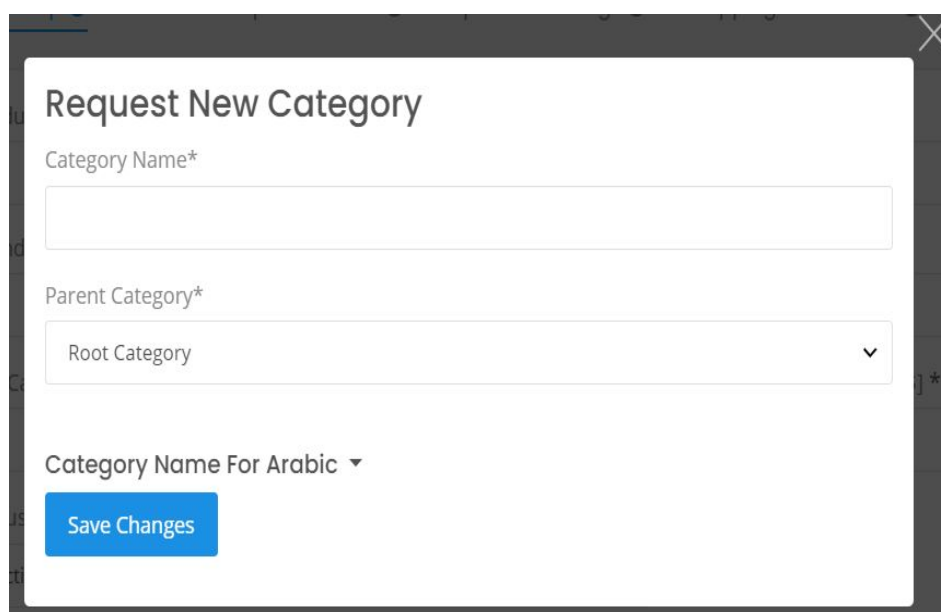
● **Product Categories*:** Select the appropriate category in which the product can be added. A suggestions drop-down list will be displayed when the seller begins to enter the category name. The seller can choose an appropriate category from this list. However, the suggestions seen are only those that have been added by the admin. If any particular **category is not available** in the suggestion list, the seller can perform any **one of the following two actions** as per the settings made by the admin:

➔ **Add Category:** This button will only be displayed if the **admin has disabled request approval settings** from their end. The seller can directly add a new category through this button. Once it is added, the category will be displayed in the suggestions list.

➔ **Request For Category:** This button will only be displayed if the **admin has enabled request approval settings** from their end. The seller can

---

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

forward a request to the admin to add the new category. However, this new category will only be displayed in the suggestions list after the admin approves it. The seller can view the status of their request or make changes in it from the '<u>Requests</u>' module provided in the side navigation bar.

Clicking on any of these buttons will open a pop-up form as shown in figure 7.2.6. The seller must enter the '**Category Name***' and select the '**Parent Category**' from the drop-down list. Clicking on '**Save Changes**' will forward the request to the admin. This category will be displayed in the list only after the admin has approved the seller's request.

Fig. 7.2.6: Request New Brand 'Language Data' tab

- **Tax Category*:** The tax category under which the respective product falls must be selected. This list is admin-manageable. To view the list of Tax Categories available in the system, the seller can click on the '**Tax Categories**' button provided above this input field.
- **Minimum selling price [Default Currency]:** Enter the minimum selling price for the product.
- **Status:** Select the current status of this product from drop-down list.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Product Name*:** Enter product name that will be displayed at the front-end.
- **YouTube Video URL:** Seller can add a YouTube video URL for the customers to have additional knowledge about this product.
- **Description:** Seller can add additional information describing the product in the '**Description**' text box provided as shown in figure 7.2.2 (b). This information can help customers know more about the product.
- **'Translate to Other Languages' Check-box:** Selecting this check-box, the system will automatically update content to other languages.
  NB: The '**Translate to Other Languages**' button is only displayed if enabled by the admin. If the admin has disabled this feature, the seller will have to add all the details manually in secondary languages.
- **'Secondary' Language Data:** Seller can manually enter all the details in secondary language.

The seller must then click on 'Save and Next' to proceed further to the next tab. If the seller wants to cancel adding this product, they can click on the 'Discard' button which will redirect them back to the 'Shop Inventory' page.

b. Attribute & Specifications -

This tab helps sellers add the attributes and specifications that define the product. As shown in figure 7.2.7, seller must:
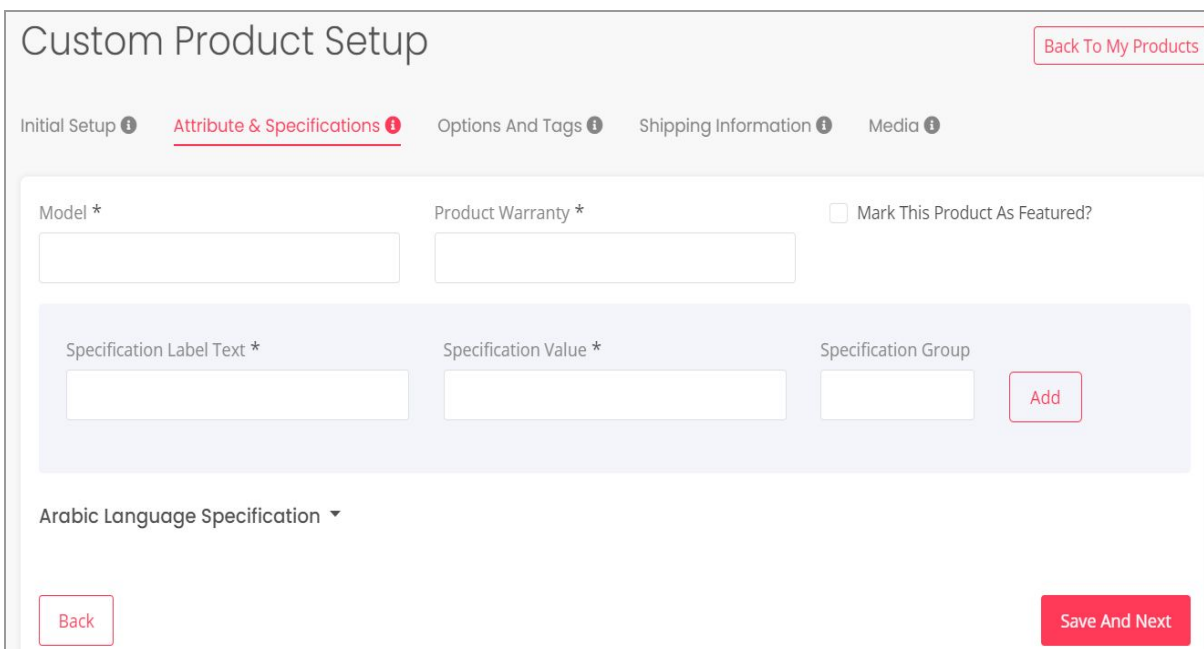
- **Model*:** Enter the product's model name or number.
- **Product Warranty*:** Enter the warranty of the product in '**Number of Days**'.
- **Mark This Product As Featured? :** Select the checkbox to display this product in the '**Featured Product**' list on the homepage at front-end.

The seller can add specifications related to this product for example, when adding a 'Phone' to their shop, the seller can add memory space, camera

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
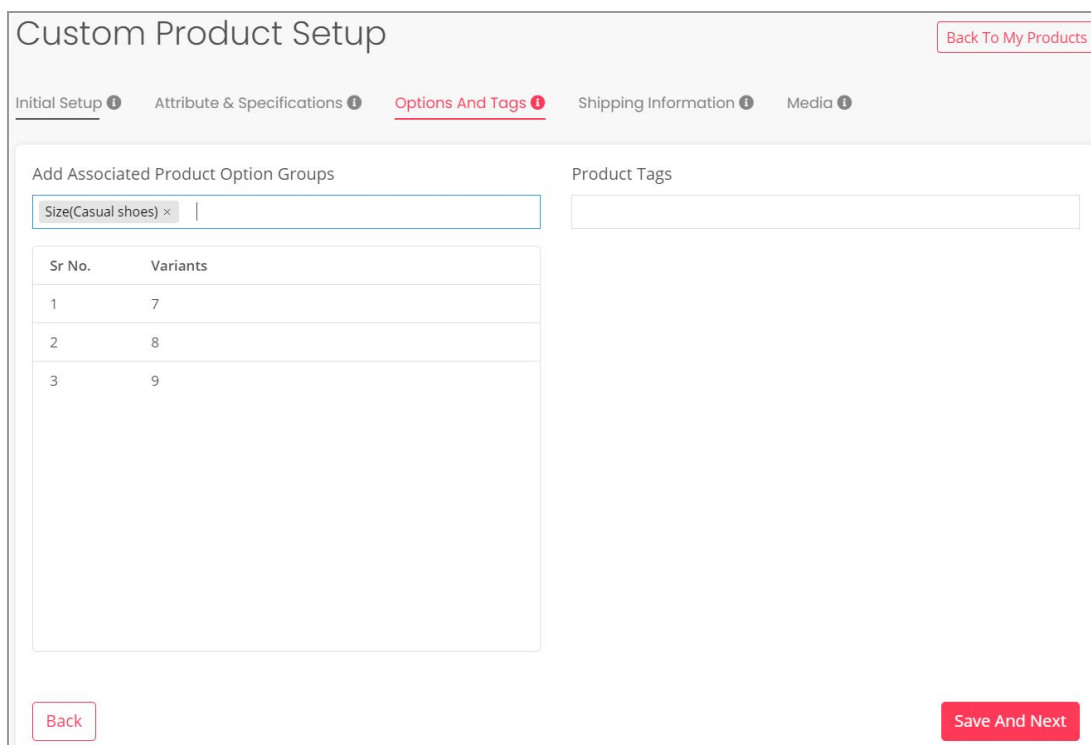
resolution, and display as its specifications. To add specifications for the product, three input fields are provided which are:

- **Specification Label Text*:** Enter a particular label text name in this input field.
- **Specification Value*:** Enter the value of that specification.
- **Specification Group:** Add a specification group. .

Fig. 7.2.7: Attributes & Specification tab under Custom Product Setup

The seller must then click on the 'Add' button which will show the added specification in the form of a list. The seller can add multiple specifications. Two action buttons are provided on the right-hand side of each specification which are:

- **Edit** ✏ : Clicking on this icon the seller can make changes in the previously added specification.

- **Delete** 🗑 : Clicking on this icon will delete the specification from this list.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

(Secondary) Language Specification helps sellers add details in the secondary language manually.
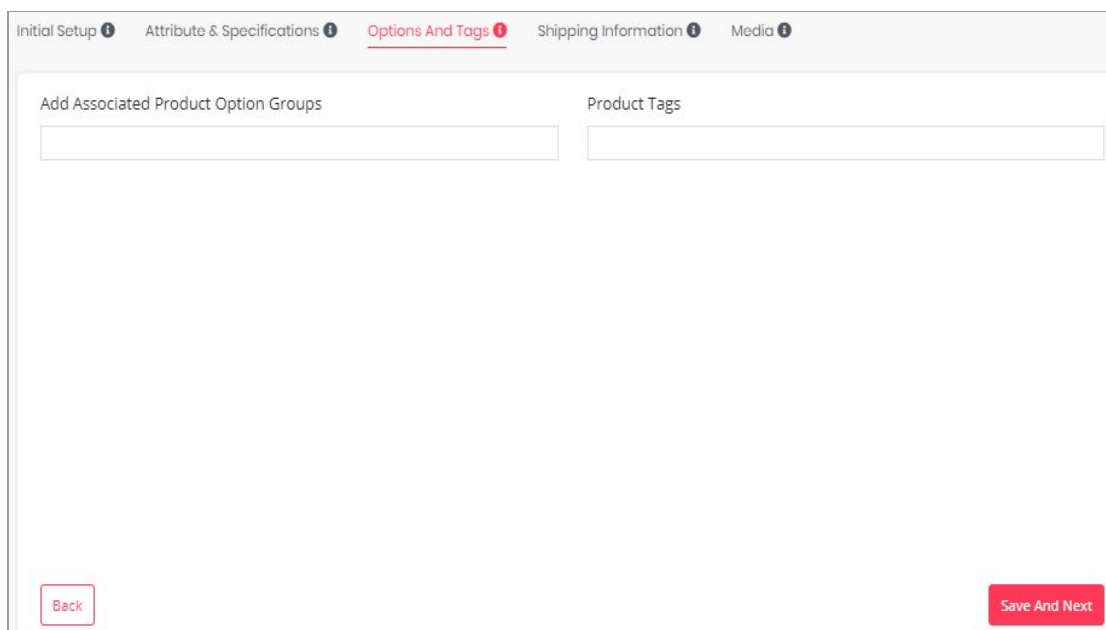
The seller must then click on the 'Save and Next' button to proceed to the next tab. To make changes in previous sections, sellers must click on the 'Back' button.

c. Options and Tags -

The product being added can have multiple options such as it might be available in different sizes or colors. Such options can be mentioned in this tab as shown in figure 7.2.8. The options are also known as variants and the product inventory is added based on these options. To clearly understand how the product variants and their inventory can be added, an example is provided below.

Example: Product A is available in three different colors that are gold, pink and red. Here, '**Color**' is the option/variant of product A. This option can be linked with Product A through this '**Options and Tags**' tab. Now, once the seller reaches the '**Seller Inventory**' tab, they can add inventory related to Product A using these three color variants.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
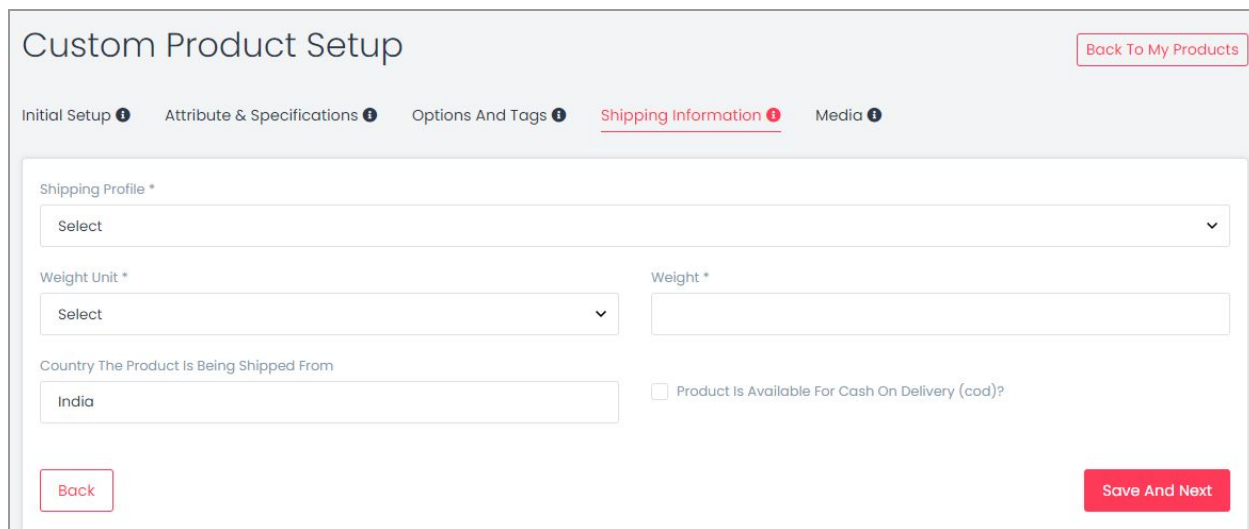
As shown in figure 7.2.8, this tab includes two fields that are:

- **Add Associated Product option Groups:** The seller can add product options that might vary in terms of size, color and models. This is an auto-complete drop-down bar so, when the seller starts typing, the list of options added by the admin are displayed. Selecting an option will display all the variants related to that option. For example, if the seller selects the 'Size' option, all the possible size variants will be displayed in the form of a list. Please refer to the example shown in figure 7.2.9 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.9: Example of adding Options

The added options can be deleted by clicking on the '**Cross**' icon displayed besides each option.
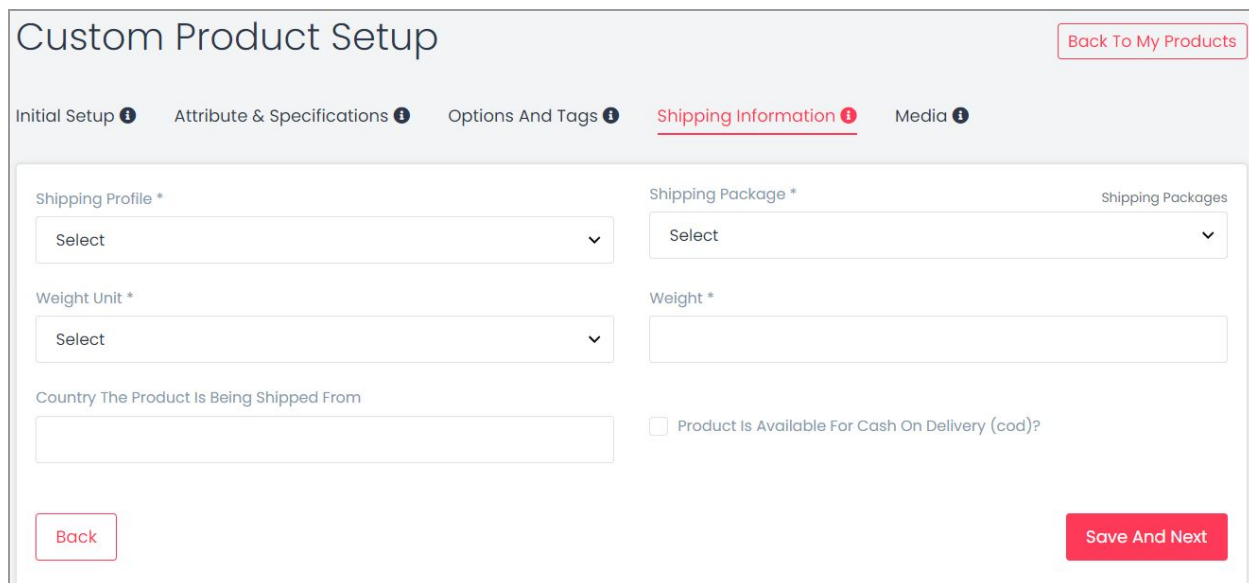
● **Product Tags:** The product tags are useful in displaying products in search results made by customers. The tags help sellers promote their products by displaying them as suggestions to the customers who are searching for similar products. So, the seller must assign easy, relevant and commonly used tags for the product in this input field. To enter the product tags, the seller must enter the keywords and then press '**Enter**'. The added tags can be deleted by clicking on the '**Cross**' icon displayed besides each tag.

To proceed further, the seller must click on the 'Save and Next' button. To make changes in previous sections, sellers must click on the 'Back' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

d. Shipping Information -

Please note that this tab is not available when adding 'Digital' products.

Fig. 7.2.9: Shipping Information tab
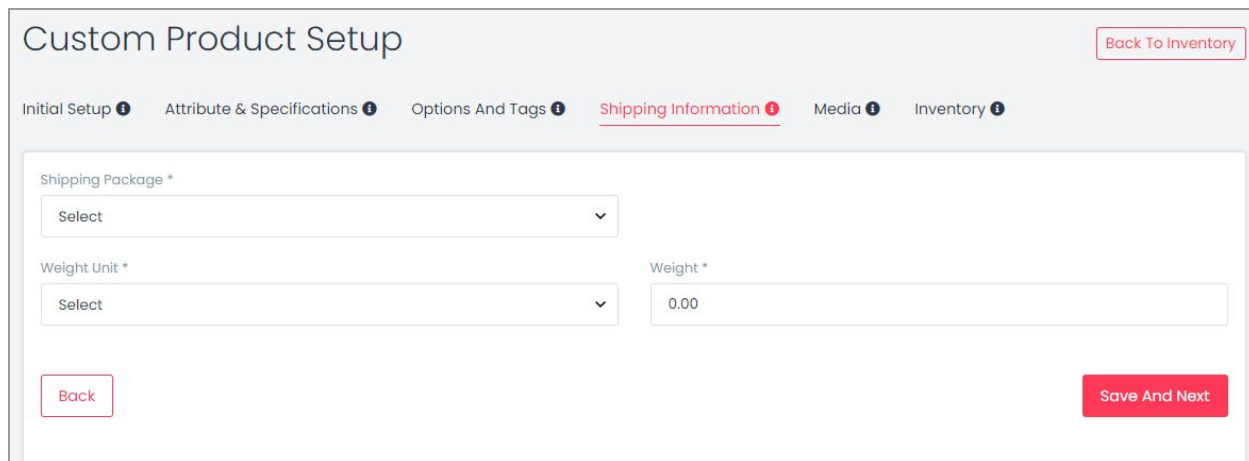
As shown in figure 7.2.9, admin must:

- **Shipping Profile*:** Select the shipping profile from the drop-down list. The shipping profiles are created from the '<u>Shipping Profiles</u>' module. A newly registered seller might not be able to view any shipping profiles.

- **Shipping Package*:** Select the shipping package from the drop-down list. The packages are defined by the admin based on the measurement sizes.

- **Weight Unit*:** Select the measuring unit in which the weight is to be entered.

- **Weight*:** Enter the value of weight of the product.

- **Country The Product Is Being Shipped From:** Select the country from which product is to be shipped from the drop-down.

- **Product Is Available For Cash On Delivery (cod)? :** Select this checkbox to enable Cash On Delivery option for the product.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

If the admin has **restricted sellers from shipping orders,** the sellers will be displayed fewer input fields as shown in figure 7.2.10 below -

Fig. 7.2.10: Shipping Information tab

If the admin has **restricted sellers from linking shipping packages,** the sellers will be displayed fewer input fields as shown in figure 7.2.11 below -

Fig. 7.2.11: Shipping Information tab

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

If the admin has **restricted sellers from shipping orders and linking shipping packages,** the sellers will be displayed fewer input fields as shown in figure 7.2.12 below -
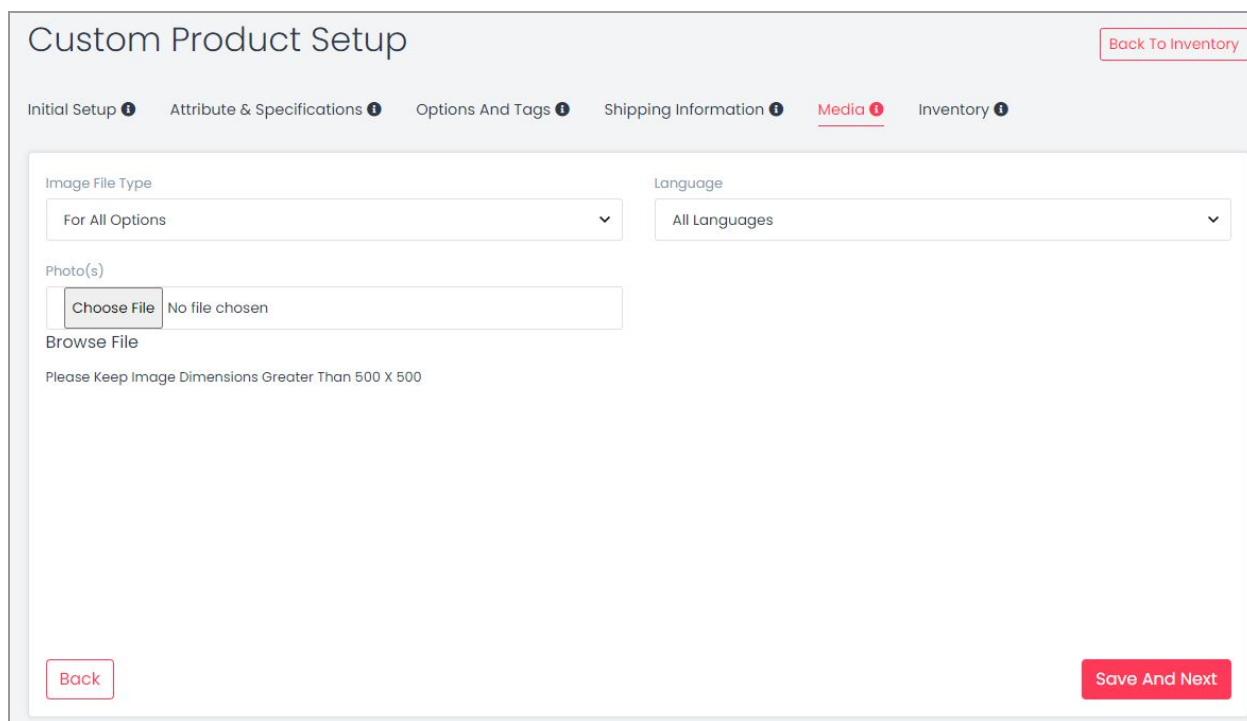
Fig. 7.2.12: Shipping Information tab

Click on the 'Save and Next' button to proceed further to the next tab.

e. Media -

This tab helps sellers add images to be displayed for their products as shown in figure 7.2.13 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.13: Media sub-tab under Custom Product Setup

The seller must:

- **Image File Type:** Select an option from drop-down list. This displays '**For All Options**' by default. This means that the images added will be displayed for all the product options. The drop-down list will show the options set up for the product in the '[Add Associated Product option Groups](#)' field that is provided in the **'Options and Tags'** tab. So, the seller can add a different image for each product option.
- **Language:** Select language of choice from the drop-down list.
- **Photo(s):** Add images for the product and its options by clicking on the '**Choose File**' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Click on the 'Finish' button to proceed further to the next tab. The added product will be displayed on the 'Seller Products' page and its inventories will be displayed on the 'Seller Inventory ' page.

f. Inventory -

The seller can add product inventory through this tab. Please note that the product inventory is added based on the options/variants defined in the 'Options and Tags' tab.

NB: The seller will not be able to add inventory for the products that are still 'Un-Approved' (if the admin has enabled such setting). In such a case, a message will be displayed as shown in the figure 7.2.14 below.

Fig. 7.2.14: Error Message on Inventory Setup

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.15: Inventory Setup Form

In this tab, the seller must:

- **Title*:** Update or continue with existing heading for the product.
- **URL Keyword*:** Add the keyword URL in this input field.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (*) next to a form control's label indicates it as 'required'.

- **'System Should Maintain Stock Levels' Check-box:** Select this check-box to enable the feature through which the system will automatically keep a track on the remaining stock levels.

- **'System Should Track Product Inventory' Check-box:** Selecting this check-box will enable the system to generate an alert for the seller notifying them about the number of products left in the inventory. For instance, if the seller wants that an alert be generated when the inventory is left with only 2 products. If the seller has selected this check-box, the system will generate an alert and notify the seller about the missing stock. If the seller has not selected this option, the seller will not be notified about the missing stocks and orders for missing products will be received anyhow.

- **Quantity At Which Stock Level Alerts Are Sent:** Enter the minimum number at which the system must generate an alert notifying the seller about the products left in inventory.

  NB: This input box will only be active if the seller has enabled the '**System Should Track Product Inventory**' check-box.

- **Minimum Purchase Quantity*:** The seller must enter the quantity below which the customer cannot place an order for the product.

- **Publish:** This drop-down list has two options: Yes and No. The seller must select 'Yes' if they want to display this inventory at the front-end. The seller must select 'No' if they want to hide this inventory from the front-end.

- **Date Available From*:** The seller must select the date from which the current inventory can be available. By default it is selected for the due date. However, if the seller chooses a date in the future, the product will only be visible on homepage from that date onwards.

- **Product Condition*:** The seller can mention if the product is **'New'**, **'Used'** or **'Refurbished'** by selecting any one of these options from the drop-down list. By selecting '**New**' the seller confirms that the product will directly go from the manufacturer to the customer and has its complete warranty. By selecting '**Used**' the seller confirms that the product was used for a certain

---

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

time period and then sold by another customer. By selecting '**Refurbished**' the seller confirms that the product was returned by a customer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.
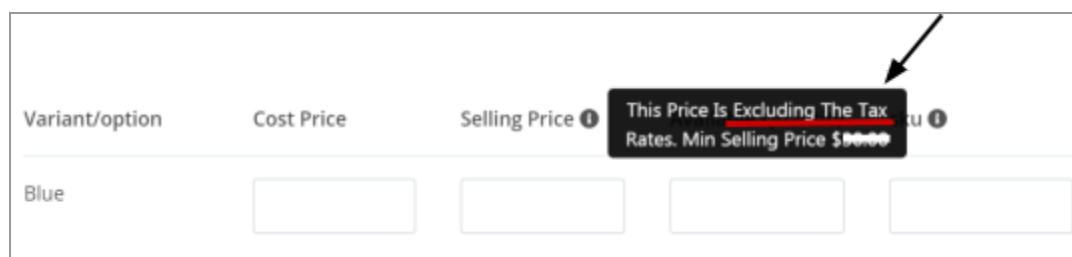
- **'Use Shop Return and Cancellation Policy' Check-box:** Selecting this check-box will enable the system to use the same return and cancellation policies for this product as entered by the seller in the '[Manage Shop](#)' module. If the seller doesn't select this check-box, they can mention new return and cancellation periods for this product in the input boxes appearing below.

- **Product Order Return Period (days):** Enter the time period (in days) within which the buyer can place an order return request.

- **Product Order Cancellation Period (days):** Enter the time period (in days) within which the buyer can place an order cancellation request.

- **Available for Cash on Delivery (COD):** Select 'Yes' to make the product available for COD. The seller must select 'No' to disable COD for this product. The seller cannot select options in case if the admin has restricted shipping by sellers.

  The list of variants/options added for the product in the '[Options and Tags](#)' tab will be displayed that can be added by the seller in their inventory. Each variant/option can be managed separately by the seller.

- **Cost Price:** Enter the cost paid to buy or the manufacturing cost of the respective variant.

- **Selling Price:** Enter the cost at which the respective product variant is to be sold. Please note that the selling price can either be:
  - ➔ **Inclusive of All Taxes:** The selling price to be entered must include tax rates.
  - ➔ **Excluding All Taxes:** The selling price to be entered must exclude the tax rates.

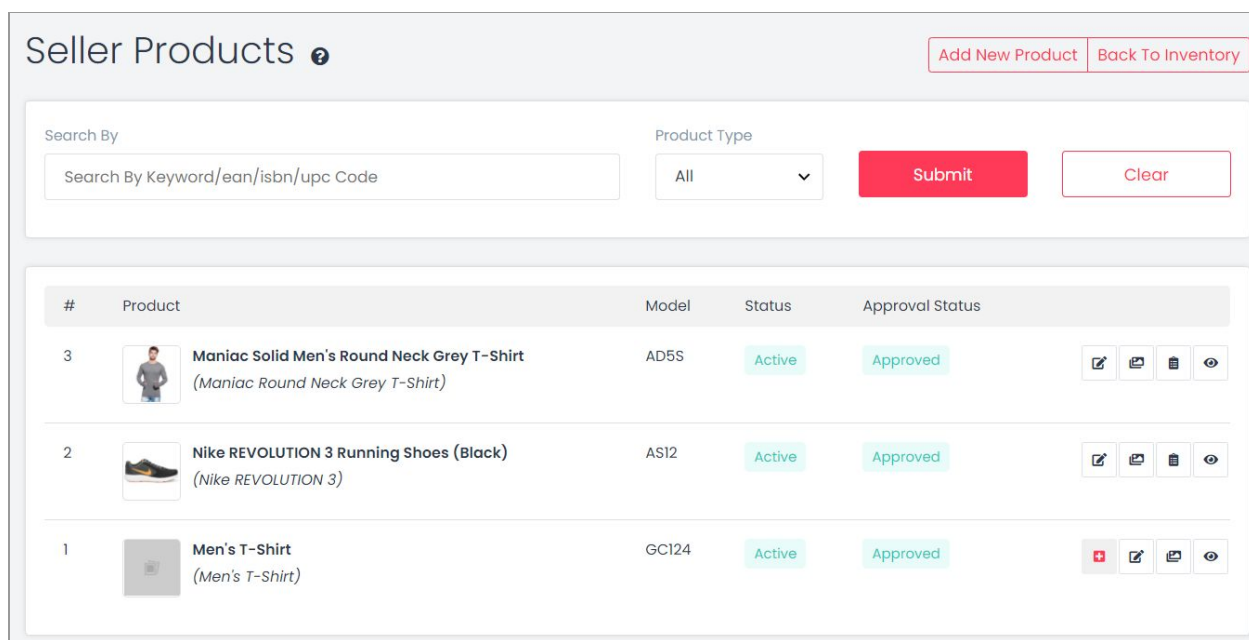**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

These settings are admin-manageable. The seller must enter the selling price of the product according to these settings. The currently active settings can be checked by clicking on the 🛈 icon provided right besides the '**Selling Price**' column. Please refer to the **example** shown in figure 7.2.16 below which displays the message informing that the selling price to be mentioned is 'Exclusive the Tax Rates'.

<div align="center">

Fig. 7.2.16: Price Inclusive Tax

</div>

- **Available Quantity:** Enter the number of articles/products available for each variant/option.
- **SKU:** It stands for Stock-Keeping Unit (SKU). Enter the SKU for the respective product variant. SKU is a unique code provided to each product. The vendors can easily track the movement of inventory using this code. The admin can set this field as mandatory. If so, the seller must enter the SKU to proceed further.
- **'Copy to Clipboard' Icon** 📋 **:** If the seller wants to copy the entries of a particular row, they can click on this icon. To paste them, the seller must click in any of the input-boxes of the respective row and press ctrl + V (shortcut to paste). Please note that the option to copy entries will only be provided if the seller has added multiple options for this product.
- **Additional Comments for the Buyer:** The seller can add any additional information that can help customers know more about the products.
- **Translate to Other Languages:** Selecting this check-box, the system will automatically update content to other languages.
  NB: This option is only visible if the admin has enabled it from their end.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The seller must click on the 'Save Changes' button to finish the process of adding inventory.

The 'Back to Inventories' button is provided on the top-right corner of this page clicking on which the seller will be redirected back to the 'Shop Inventory' page.

7.2.2 My Products

The products added by the seller are displayed on this page. Please note that this page displays the products added at the catalog level.

As shown in the figure 7.2.17, there are two buttons provided on the top-right corner of this page, which are:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
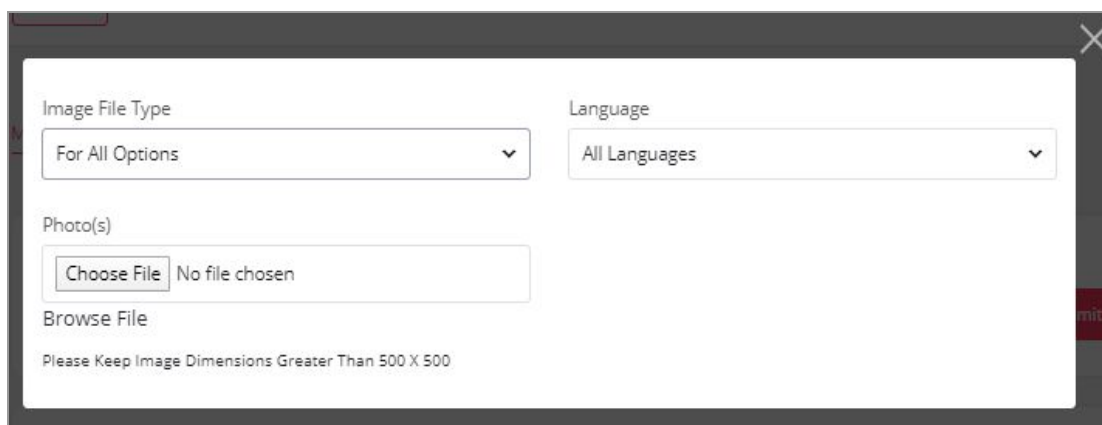
- **Add New Product:** This button will redirect the seller to the '**Custom Product Setup**' page.
- **Back to Inventory:** This button will redirect the seller back to the '**Shop Inventories**' page.

A search bar is provided on the top of this page using which the seller can search for a particular product using following filters:

- **Keywords:** Using keywords/ean/isbn/upc code.
- **Product Type:** Selecting product type from drop-down list which provides three options: All, Physical or Digital products.
    - → Selecting '**All**' will show both Physical as well as Digital products.
    - → Selecting '**Physical**' will only show the tangible products.
    - → Selecting '**Digital**' will show only the intangible products.

Several action buttons are provided to the right of every product displayed in the 'Seller Products' list. The functionalities of these action buttons are explained below:

- **Add Inventory** ⊞ **:** Clicking on this icon redirects the seller to the '**Inventory Setup**' page. The seller can add inventory for the catalog from this page. The added inventory will be displayed on the '**Shop Inventory**' page.
  NB: Please note that the seller will not be able to add inventory for the products that are still '**Un-Approved**'. In such a case, a message will be displayed as shown in the figure 7.2.18 below.
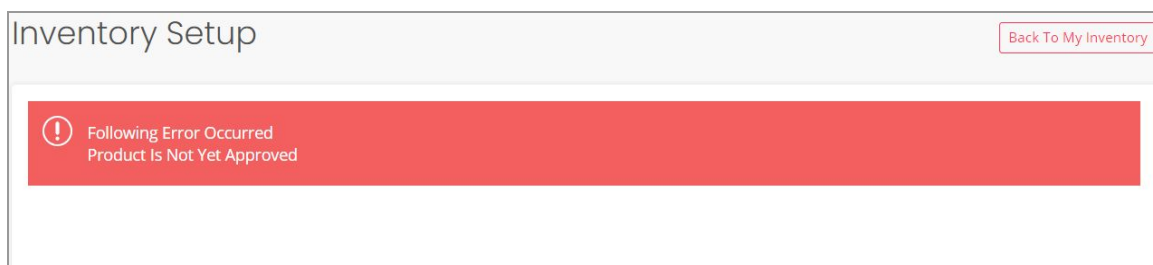
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

NB: '**Add Inventory**' button is not displayed besides the product in two cases:

i. No variants/options have been added for the product.

ii. All the possible inventories have already been added. These inventories can be viewed by clicking on the 'View Inventories' button.

- **Edit** ✏ **:** Clicking on this icon will redirect the seller back to the '[Custom Product Setup](#)' page. Sellers can make necessary changes in each of the tabs and click on '**Save and Next**' buttons provided at the bottom of each page to update those changes.

- **Product Images** 🖻 **:** The sellers can add any additional images to be displayed besides their products and inventories on the home page. When seller clicks on this icon, a pop-up menu bar will appear as shown in figure 7.2.19 that provides following options:

  ➔ **Image File Type:** This drop-down bar helps sellers choose among products or any specific inventory. The inventory variants/options are provided in the drop-down list and the seller must choose for which particular inventory they want to add the images. If the seller wants to add images to all options they must select '**For All Options**'.

  ➔ **Language:** Select language type from drop-down list.

  ➔ **Photo(s):** Upload images by clicking on the '**Choose File**' button. The acceptable dimensions of the image are mentioned below. Once the seller selects the image, a pop-up bar will appear in which they can edit or resize the image. Clicking on '**Crop**' will save the image. Once the image is uploaded, a message will appear displaying '**Image Uploaded Successfully**'.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.2.19: Add Product Images

- **View Inventories** 🗒 **:** Clicking on this icon will redirect the seller to the '<u>Shop Inventory</u>' page which displays a list of all the inventories for the respective product.
  NB: This button will not be displayed if no inventories have been added for the product.

- **Product Info** 👁 **:** If the seller wants to have a quick view at the attributes and specifications of the product, they can click on this icon. A pop-up menu will appear which will display the Category, Brand, Model, Minimum Selling Price, Tax Category, and other Specifications of respective product.

7.2.3 Marketplace Products

The products that are added by the admin on the website are known as marketplace products. The seller can add any of these products in their shop inventory.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Marketplace Products ❓

Back To Inventory

Search By
| Search By Keyword/ean/isbn/upc Code |

Product Type
| All ▾ |

Submit   **Clear**

#	Product	Model	Status	Approval Status	Seller Shipping		
59	**Samsung Galaxy M01 Core** *(Samsung Galaxy M01 Core)*	MT6739WW	Active	Approved	⬜	➕	👁
58	**After the Fall (How Humpty Dumpty Got Back Up Again)** *(After the Fall (How Humpty Dumpty Got Back Up Again))*	dfdsv	Active	Approved	n/a	➕	👁
57	**OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128...** *(OnePlus 7)*	asda	Active	Approved	⬜	➕	👁
56	**Doice & Gabbana Dolce & Gabbana D&g** *(Doice & Gabbana Dolce & Gabbana D&g)*	6464	Active	Approved	⬜	➕	👁
55	**Beats by Dr. Dre - Beats Solo³ Wireless Headphones - Gold** *(Beats by Dr. Dre - Beats Solo³ Wireless Headphones - Gold)*	dfssd	Active	Approved	⬜	➕	👁
54	**Women Black Heels** *(Women Black Heels)*	wmb014	Active	Approved	⬜	➕	👁
53	**Regular Men Blue Jeans** *(Regular Men Blue Jeans)*	SFD	Active	Approved	⬜	➕	👁
52	**PSP White 4 GB with Mario (White)** *(PSP White 4 GB with Mario)*	ABC212	Active	Approved	⬜	🗑	👁
51	**Back Cover for Motorola Moto E4 Plus** *(Motorola Case)*	SD121	Active	Approved	⬜	🗑	👁
50	**JBL T250SI Wired Headphone (Black, On the Ear)** *(Apple Headphone)*	AS412D	Active	Approved	⬜	🗑	👁

1 2 … › »

Fig. 7.2.20: Marketplace Products page

The action buttons are provided against each marketplace product provided on this page, depending upon certain instances like -
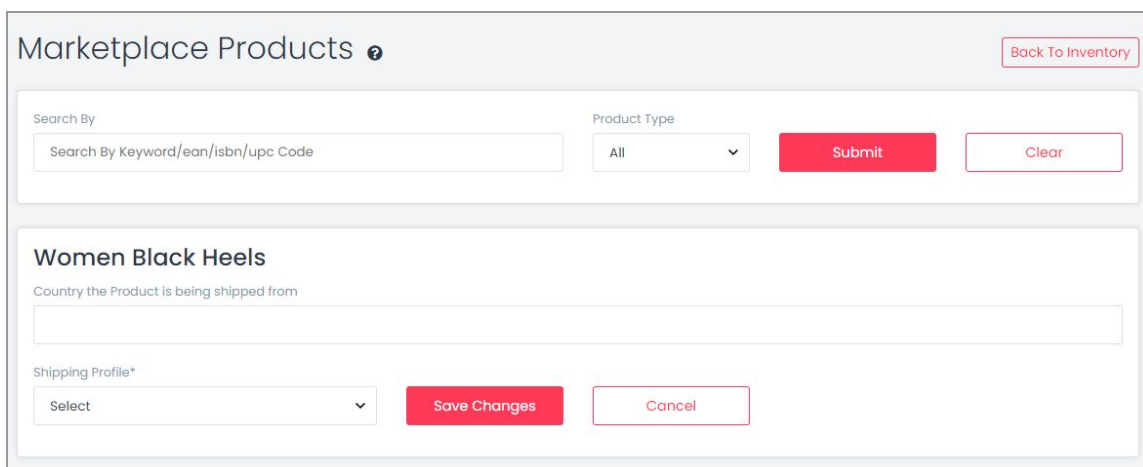
❖ The '**Seller Shipping**' option will not be displayed for Digital Products.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

❖ The 'Edit Shipping' icon will be displayed against only those marketplace products for which the 'Seller Shipping' has been activated. Seller needs to add inventory for the marketplace products for which Seller Shipping is enabled.

❖ The 'View Inventories' button will be displayed against only those marketplace products whose inventories have been added.

❖ The 'Add Inventory' button will be displayed against only those marketplace products for which new inventories can be added.

The functionalities of these action buttons are explained below:

● **Seller Shipping:** Seller can enable shipping for products they want to sell, through this toggle button. The toggle button displaying 'Green' means that the seller has enabled shipping and 'Grey' means that the seller has disabled shipping for this respective product. Please make sure to add inventory for the products for which seller shipping is enabled.

● **Edit Shipping Icon** **:** When the seller activates the '**Seller Shipping**' button, this icon will appear clicking on which the seller can edit the shipping details as shown in figure 7.2.21. This icon is displayed to the right of only those **Marketplace Products** for which the seller has activated '**Seller Shipping**'.

Fig. 7.2.21: Edit Shipping form

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Sellers can add multiple shipping options and select one of them later when processing orders for this product.

➔ **Country the product is being shipped from:** Enter the country from which product will be shipped.

➔ **Shipping Profile*:** Select a shipping profile from the drop-down list. Please note that all the items will be linked with '**Order Level Shipping**' by default. Seller must click on the '**Save Changes**' button to save the shipping details.

NB: '**N/a**' is mentioned in the '**Seller Shipping**' column for products that are '**Digital**'.

- **Add Inventory** ✚ **:** Clicking on this icon redirects the seller to the '**Inventory Setup**' page. The seller can add inventory for the catalog from this page. The added inventory will be displayed on the '**Shop Inventory**' page.

  NB: '**Add Inventory**' button is not displayed besides the product in case if all the possible inventories have already been added. These inventories can be viewed by clicking on the '**View Inventories**' button.

- **View Inventories** 📋 **:** Clicking on this icon will redirect the seller to the '**Shop Inventory**' page which displays a list of all the inventories that have already been added by the seller for the respective product.

  NB: This button will not be displayed if no inventories have been added for the product.

- **Product Info** 👁 **:** If the seller wants to have a quick view at the attributes and specifications of the product, they can click on this icon. A pop-up menu will appear which will display the Category, Brand, Model, Minimum Selling Price, Tax Category, and other Specifications of respective product.

As shown in figure 7.2.20, a search bar is provided on the top of this page using which admin can search products through following filters:

- **Keyword:** Using keywords/ean/isbn/upc code.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Product Type:** Selecting product type from drop-down list which provides three options: All, Physical or Digital products.
  - ➔ Selecting '**All**' will show both Physical as well as Digital products.
  - ➔ Selecting '**Physical**' will only show the tangible products.
  - ➔ Selecting '**Digital**' will show only the intangible products.

7.3 Product Tags

The descriptors assigned to any product which can help the customer track them easily are known as product tags. For any product added by the seller, new tags can be assigned and previously assigned ones can be removed by the seller. When a customer searches for any specific product, the tags help in providing better results. They can help customers view the exactly searched or similar kind of products. The tags added by the seller will also be shown as suggestions to the customers in the search bar provided at the top of the homepage. So, it is important for the seller to add correctly aiming, meaningful and very commonly used keywords.

NB: Product Tags module will not be displayed if the admin has restricted adding new Seller Products.

Product Tags ⓘ		
Search Products	Submit	Clear

#	Product	Tags
1	Maniac Solid Men's Round Neck Grey T-Shirt	Sports Tshirt ×
2	Nike REVOLUTION 3 Running Shoes (Black)	Sports ×
3	Men's T-Shirt	

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

As shown in figure 7.3.1, the '**Product Tags**' page shows the list of products added by the seller in their shop. Besides each product, an input-text bar is provided in which the seller can add tags for that respective product. The seller can add keywords and press **Enter** to add a tag. To remove a tag, the seller must click on the '**Cross**' provided besides every tag. A tag once assigned to any one product will also be shown as an auto-complete suggestion for other products and can be repeated.
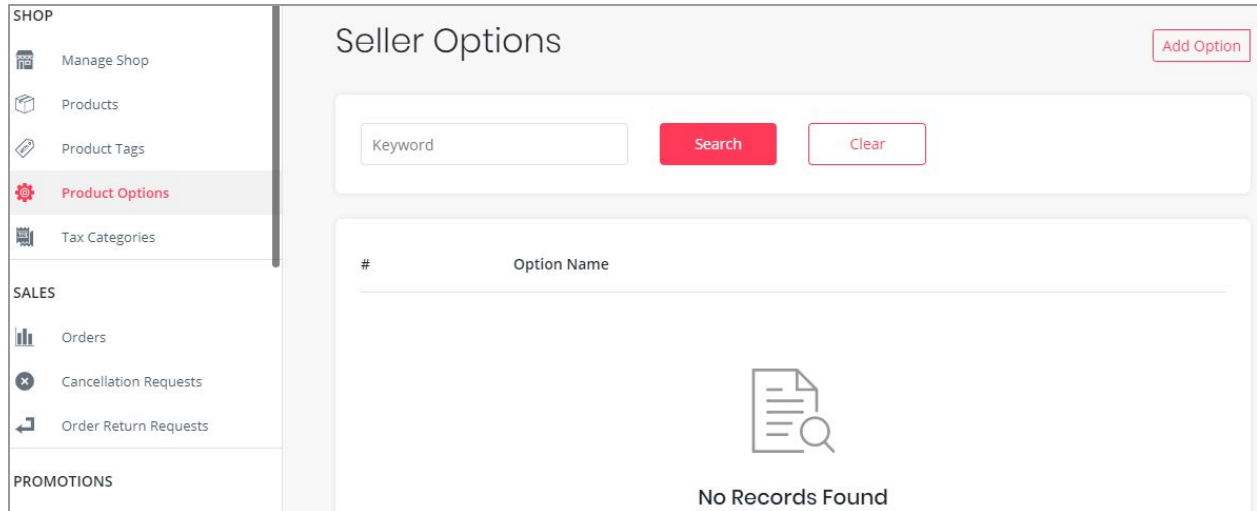
7.4 Product Options

Product options are used to define product variants. This means that any product can have variants/multiple choices in terms of their size or colors. The seller can add options groups to their products through the '[Options And Tags](#)' tab in '**Custom Product Setup**' section. However, there might be a possibility that the option required by the seller is not available (not added by the admin).

NB: Product Options module will also not be displayed if the admin has restricted the seller from adding new products in their shop.

The '**Product Options**' module helps sellers create new options for their products. To add a new option, the seller must click on the '**Add Option**' button provided at the top-right corner of the '**Seller Options**' page as shown in figure 7.4.1.
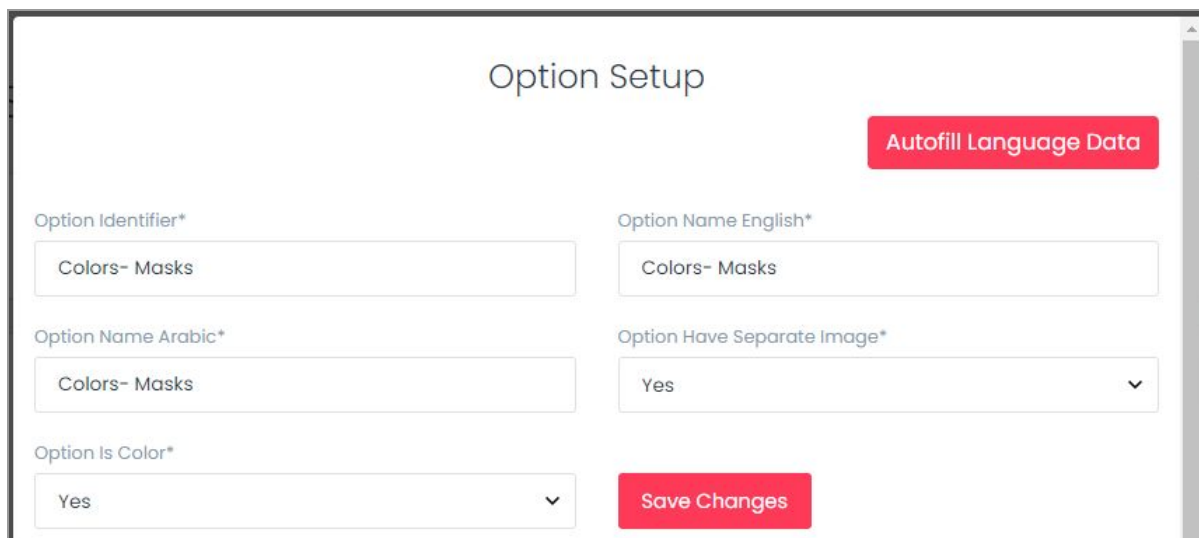
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Clicking on the '**Add Option**' button opens a pop-up menu displaying an '**Option Setup**' form as shown in figure 7.4.2.
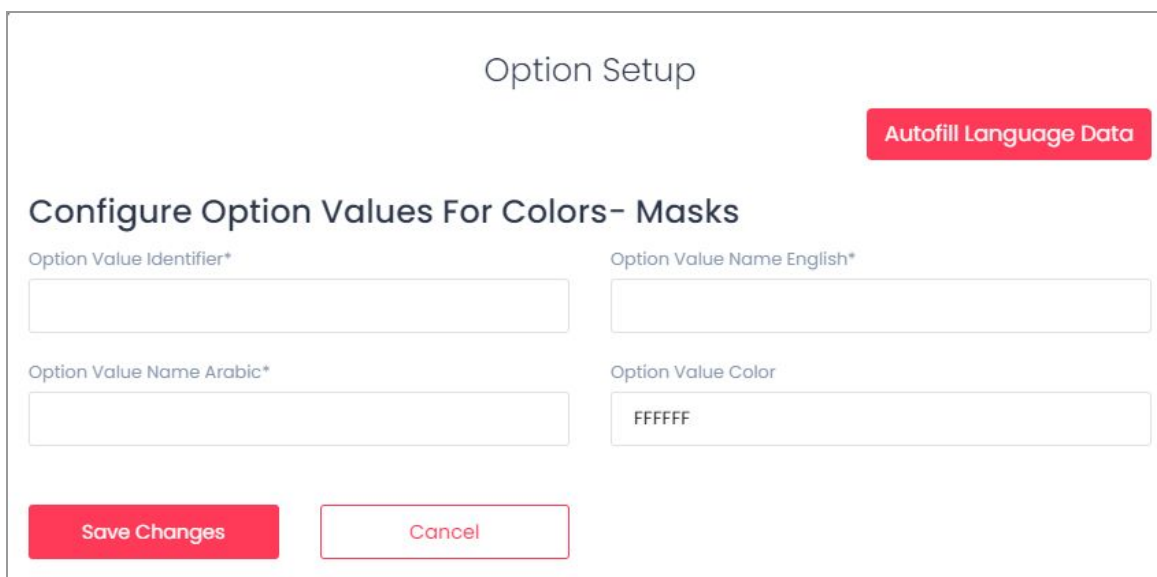
The seller must:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Option Identifier*:** Enter a unique identifier for the option being created.
- **Option Name in (Primary Language)*:** Enter the name of the option in this input-box in primary language.
- **Option Name in (Secondary Language)*:** Re-enter the name of option in secondary language manually. The seller can also click on the '**Autofill Language Data**' button provided on the top-right corner of this form which will convert the option name in secondary language automatically.
- **Option Have Separate Image*:** Depending upon the kind of option being defined, the need to upload a separate image for the product might vary. The seller can select 'Yes' or 'No' from the drop-down list as per the requirement.
- **Option is Color*:** Select 'Yes' if the option they are providing is a color and 'No' otherwise.

The seller must then click on the 'Save Changes' button which will redirect them to the next step which is adding values with respect to that option.

Fig. 7.4.3: Option Setup Form - Setting Option Values

As shown in figure 7.4.3, the seller must -

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Option Value Identifier*:** Enter a unique identifier for the option value being created.
- **Option Value Name in (Primary Language)*:** Enter the name of the option value in this input-box in primary language.
- **Option Value Name in (Secondary Language)*:** Re-enter the name of option value in secondary language manually. The seller can also click on the '**Autofill Language Data**' button provided on the top-right corner of this form which will convert the option value name in secondary language automatically.
- **Option Value Color*:** Select the color of the option value being defined.

Clicking on the 'Save Changes' button will list the option value in the list below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.4.4: Option Setup Form

The seller can add any number of values by clicking on the 'Add New' button provided in the Options Listing section as shown in figure 7.4.4. Once the values are added, the seller can redirect back to the Seller Options page which will display the newly added option.

The seller can also search for an option by entering the keywords in the search bar provided above the list. The list provides following action buttons:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Check-box:** Select check-boxes to perform actions of multiple products. A '**Delete**' icon will be displayed on the top-right corner of the list clicking on which seller can delete selected product options from the list.

- **Edit** ☑ **:** Clicking on this button will navigate the seller to the '**Option Setup**' pop-up menu where sellers can add/update details of respective product options.

- **Delete** 🗑 **:** Clicking on this icon will delete the respective product option from the list.

7.5 Tax Categories

The tax categories are defined by the admin. All the existing tax categories are displayed on this page. As shown in figure 7.5.1, a search bar is provided on the top of this page using which sellers can search a specific tax category by entering its keywords.

NB: In figure 7.5.1 the tax categories displayed are examples and not inbuilt in the system.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Tax Categories

	Keyword	Search	Clear

Sr.	Tax Category	Tax Rates
1	Baby and kids	👁
2	Clothing	👁
3	Electronics	👁
4	Footwears	👁

Fig. 7.5.1: Tax Categories (Example)

The seller can view the details of tax categories by clicking on the 'View Details' icon provided to the right of each category. Any product being added to the store needs to be linked with a Tax Category in the 'Initial Setup' tab.

7.6 Requests

All the requests forwarded by the seller to their admin will be displayed under this module. This module will not be visible if the admin has not activated any such requests related settings for the seller.

A seller can request for:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- A Marketplace Product
- A Brand
- A Product Category

However, it is possible that the seller views fewer options as per the settings enabled by their admin. Initially, when no requests have been forwarded by the seller , the 'Requests' page will be viewed as shown below in figure 7.6.1.

Requests

No Product Request
Lorem ipsum dolor sit, amet consectetur adipisicing elit. Placeat eos quis amet.

New Product Request

No Brand Request
Lorem ipsum dolor sit, amet consectetur adipisicing elit. Placeat eos quis amet.

New Brand Request

No Category Request
Lorem ipsum dolor sit, amet consectetur adipisicing elit. Placeat eos quis amet.

New Category Request

Fig. 7.6.1: Requests page

Once requests are forwarded the page will be displayed as shown in figure 7.6.2 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
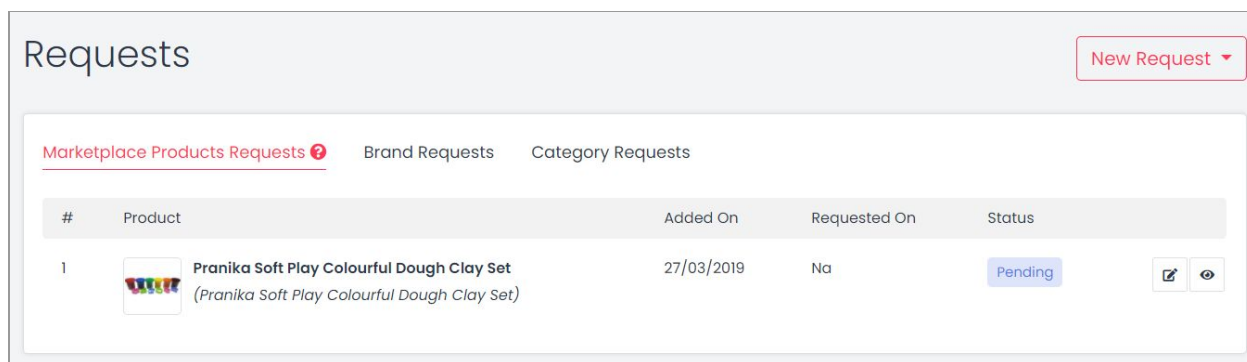
Fig. 7.6.2: Requests page once Requests are Forwarded

A '**New Request**' button is provided on the top-right corner of this page clicking on which a drop-down list will open that includes options:

I. **Marketplace Product:** Marketplace products are the products which are visible to all the sellers. In other words, all the sellers can add inventory for such products.

    NB: The seller cannot request for a marketplace product if the admin has disabled such setting.

    As mentioned earlier, all the products added by the seller are displayed on the '**Seller Products**' page. Only the respective seller can make any changes in the products added by them (apart from the admin). However, a seller might want to add a '<u>Marketplace Product</u>' that can be viewed by all other sellers as well. Adding this marketplace product needs approval from the admin. The '**Requests**' page allows the sellers to add a marketplace product.

    To do so, the seller must click on the '**New Request**' button provided in the top-right corner of this page. From the drop-down list, the seller must click on the '**Marketplace Product**' option which will navigate the seller to the '<u>Custom Product Request</u>' page. This form is similar to the one filled when adding a seller product. Once the seller creates the product, a request will be forwarded

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

to the admin. The current status of request will be also shown in the list displayed under this section as shown in figure 7.6.3.
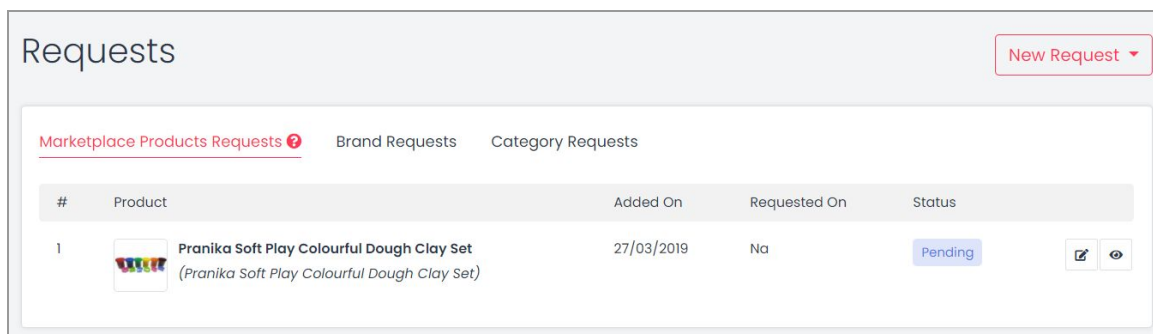
Fig. 7.6.3: Marketplace Products Requests tab

If the admin approves the request, that product will be displayed as a '[Marketplace Product](#)' to all sellers registered on the website.
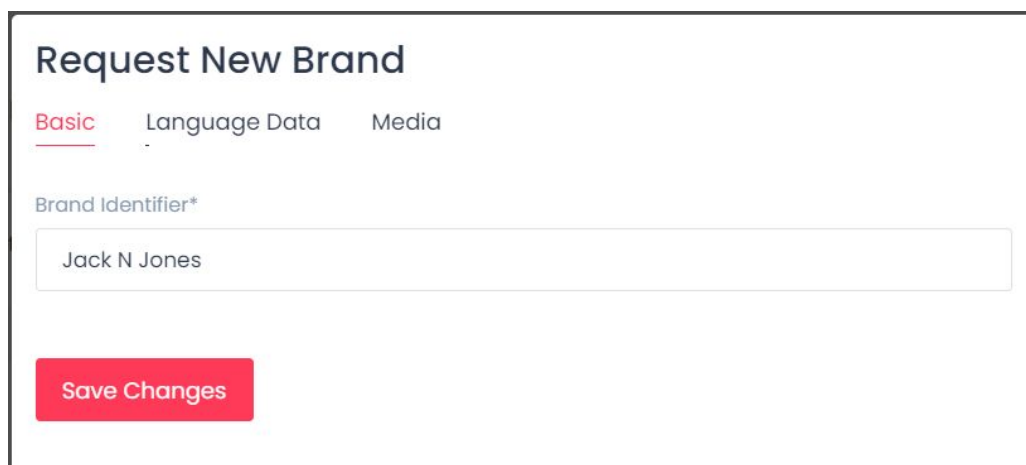
Two action buttons are provided for products displayed in this list:

- **'Edit'** ☑ **button:** It navigates the seller to the '[Custom Product Setup](#)' page where the seller can add/update various product details.

- **'Product Images'** 🖼 **:** This shortcut icon helps sellers to add any additional images to be displayed besides their products in the front-end.

II. **Brand:** Clicking on this option, the '**Request New Brand**' pop-up will appear as shown in figure 7.6.4 which has **three sub-tabs**:

- **Basic:** Enter a unique brand identifier. After adding the brand identifier, the seller must click on the '**Save Changes**' button (refer figure 7.6.4).

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 7.6.4: Request New Brand 'Basic' Tab

● **Language Data:** As shown in figure 7.6.5, the seller must select language type from drop-down list. Then, the seller must enter the name of the brand in the '**Brand Name**' input field. The seller can select the check-box of '**Update Other Languages Data**' to enable automatic translation of data to other languages.
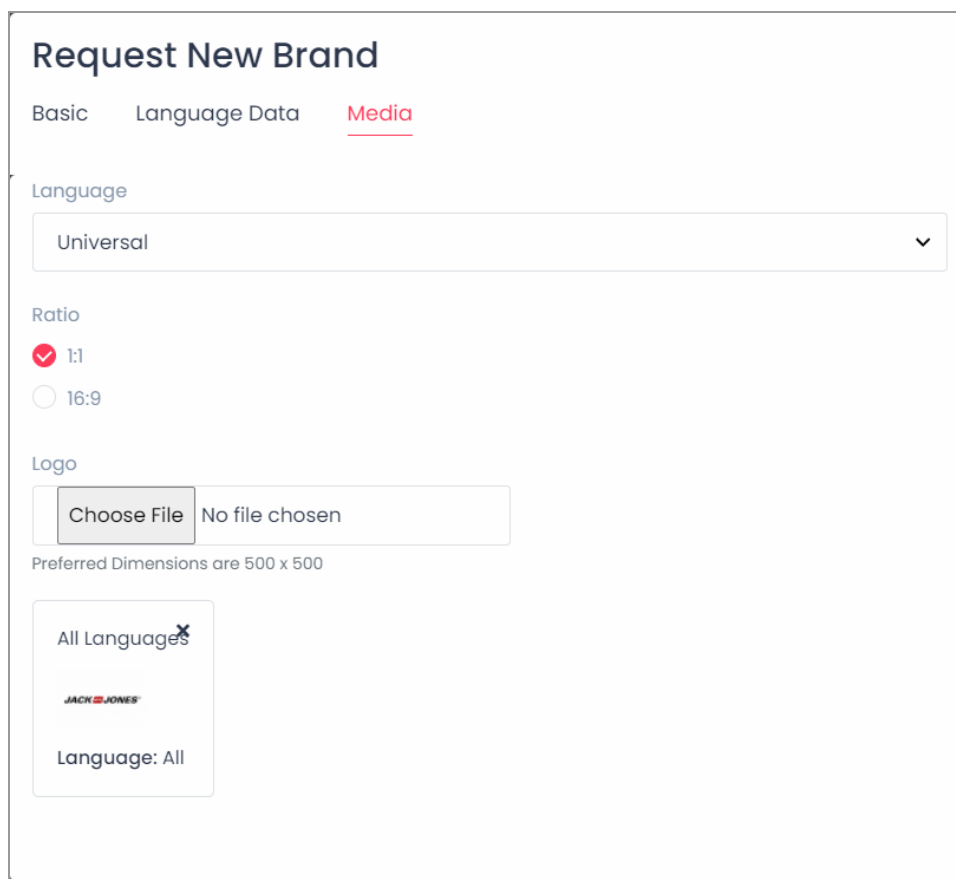

Fig. 7.6.5: Request New Brand 'Language Data' tab

NB: The '**Update Other Languages Data**' option is only available if the admin has enabled the '**Translate to Other Languages**' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Once the seller has filled the required fields, they must click on the '**Update**' button.

- **Media:** Here, the seller can upload an image for representing the brand. The seller can select the language of choice from the '**Language**' drop-down bar as shown in figure 7.6.6. The '**Ratio**' section shows two ratios each having different dimensions. The seller can select any one of the ratios as per their requirement for '**Preferred Dimensions**'. To upload an image, the seller must click on '**Choose File**'. After selecting the image, a pop-up will be displayed to edit/crop the image. Clicking on '**Crop**' will save the image successfully.

Fig. 7.6.6: Request New Brand 'Media' tab

The '**Brand Request Successfully Sent**' message is displayed which confirms that the seller's request has been forwarded to the admin for approval. The

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

submitted requests will be displayed under the 'Brand Requests' tab. The seller can view their current status and edit the details as shown in the figure 7.6.7 below.

Fig. 7.6.7: Brand Requests tab

III. **Product Category:** Clicking on this option, the '**Request New Category**' pop-up will appear as shown in figure 7.6.8.

Fig. 7.6.8: Request New Category

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The seller must enter the '**Category Name***' and select the '**Parent Category**' from the drop-down list. Clicking on '**Save Changes**' will forward the request to the admin. This category will be displayed in the list only after the admin has approved the seller's request.

The submitted requests will be displayed under the '**Category Requests**' tab along with their current status or edit their details as shown in figure 7.6.9 below.
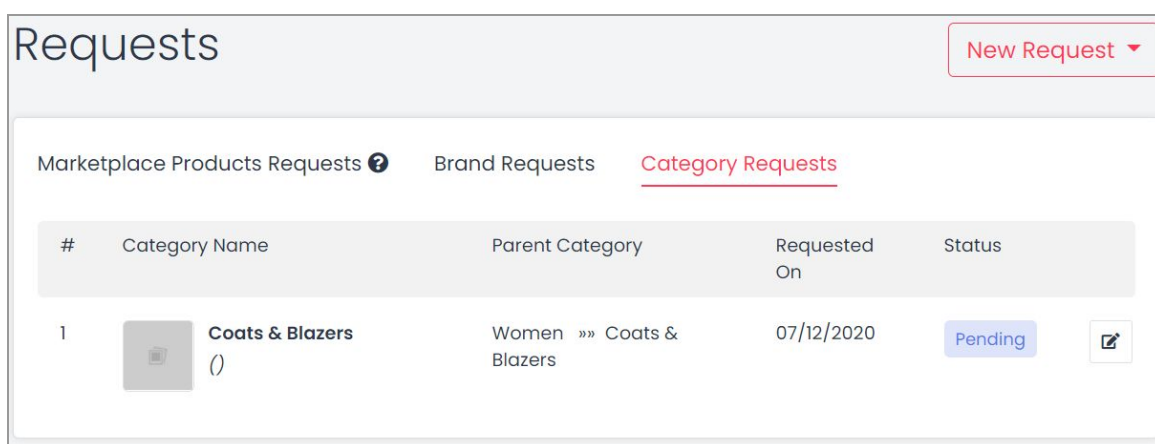

<div align="center">Fig. 7.6.9: Category Requests tab</div>

8. Shipping

In Yo!kart V 9.3, shipping can be defined at two levels:

a.   **Order Level Shipping(Default Profile):** All the products created in the system are linked by default with order level shipping(Default Profile). When a customer places an order which includes products linked with this profile, the system will apply **one shipping rate** for **the complete set of products**. (Default profile cannot be deleted or created).

b.   **Item Level Shipping(Custom Profiles):** Sellers can create multiple shipping profiles and link products to them. When a customer places an order that includes products linked with this profile, the shipping **rates** defined will be

---

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

applied on each product (item) separately. (Unique items are counted and not on individual product quantity)

Important Points:

- By **default**, **all products** added in the system will be linked with an **order level** shipping profile that is already created within the system.
- The seller can create new profiles in which the shipping rates can be defined at item level.
- A product will be linked to only one shipping profile at any point of time in the system. If the seller defines an **item level shipping** profile and **links** it with a particular product/item, that product will **automatically be removed** from any other shipping profile.
- Defining **at least one** shipping **zone** within a shipping profile (both, order and item level) is must. The system will **not** allow the seller to **delete** the last available shipping zone. In other words, a shipping profile will always include at least one shipping zone.
- Similarly, defining **at least one** shipping **rate** within a shipping zone is must (even if the rate defined is 'Zero'). The system will **not** allow the seller to **delete** the last available shipping rate (without any condition). In other words, a shipping zone will always include at least one shipping rate that is not condition-specific.

8.1 Shipping Profiles

The first step of a seller should be to define charges/rates for order level shipping profile.

Clicking on the 'Edit' icon provided to its right, the seller will be redirected to the '**Order Level Shipping**' page. The name of this profile cannot be edited to avoid any confusions. By default, all the products will be linked to order level

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

shipping profile. Please note that the profiles are linked with the products and not the inventories.

Fig. 8.1.1: Shipping Profiles page

The process to be followed for defining shipping charges for Order Level Shipping is -

I.   **Add Zones:** The purpose of creating zones is to define what shipping charges are to be applied in certain regions. Initially, the profile setup form will display a shipping zone '**Rest of the World**' and its shipping rate set as '**0**' by default. The seller **cannot delete** this zone **if** no other zone has been defined yet. However, its details can be edited by clicking on the '**Edit**' icon provided to its right which will open the **Zone Setup** form as shown in figure 8.1.2 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 8.1.2: Zone Setup Form (Default Zone)

To add a new zone click on the **Add** button provided in the '**Shipping To**' section which will open a Zone Setup form as shown in figure 8.1.3 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Zone Setup

Zone Name

Customers Will Not See This.

- Rest Of The World
- Africa ⌄
- Antarctica ⌄
- Asia ⌄
- Central America ⌄
- Europe ⌄
- Middle East ⌄
- North America ⌄
- Oceania ⌄
- South America ⌄
- The Caribbean ⌄

Add Zone
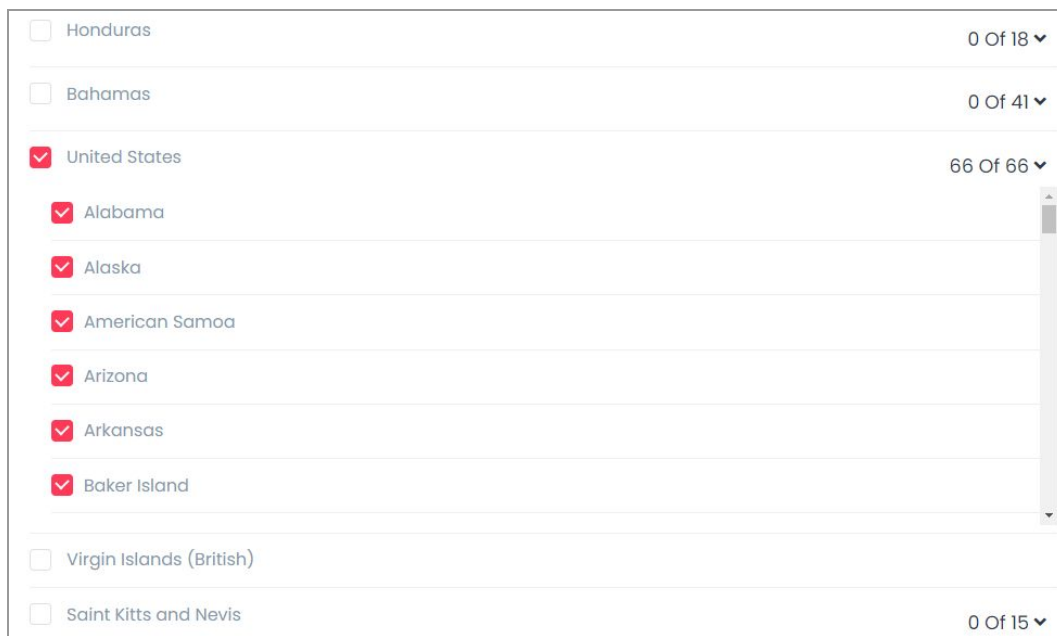
Fig. 8.1.3: Zone Setup Form (New Zone)

In the '**Zone Setup**' form, the seller must-

- **Zone Name:** Enter the zone name. This name will not be displayed to customers at the front-end.
- **Select Regions:** Select countries to be added in the zone. If the seller is defining shipping charges for all the countries, they can select the '**Rest of the World**' option from the list.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Please note that the seller can define zones at Regional, Country or State level. The countries are listed under their respective region names and states are listed under their respective countries.

The arrows provided to the left can be used to extend/minimize the list as shown in figure 8.1.4.
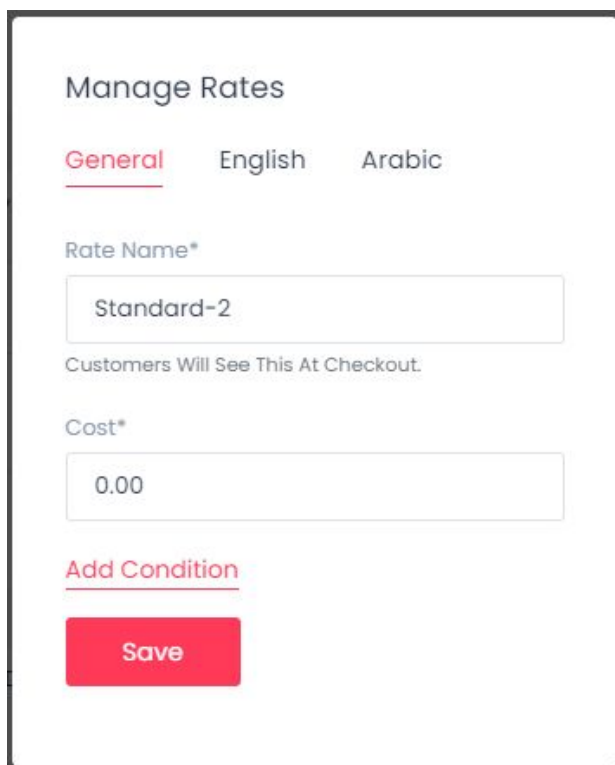
Clicking on the '**Add Zone**' button will save the changes and display this zone under the **Shipping To** section.

The seller can make changes in the details by clicking on the '**Edit**' button or delete the zone by clicking on the '**Delete**' button. These buttons are provided to the right of each zone. Please note that the system will **not** allow the seller to delete the **last** remaining zone.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The functionality of the ⊞ '**Add Rates**' button is explained in the following step.

II.   **Add Rate:** The seller can define shipping charges to be applied for the created zone, by clicking on the '**Add Rates**' button provided besides that zone. Initially, the profile setup form will display a shipping zone '**Rest of the World**' and its shipping rate set as '**0**' by default. The seller **cannot delete** this rate **if** no other shipping rate has been defined yet. However, its details can be edited by clicking on the '**Edit**' icon provided to its right which will open the **Manage Rates** form as shown in figure 8.1.5 below. The seller can define the charges to be applied for products to be shipped in this zone under the '**Cost**' input field.

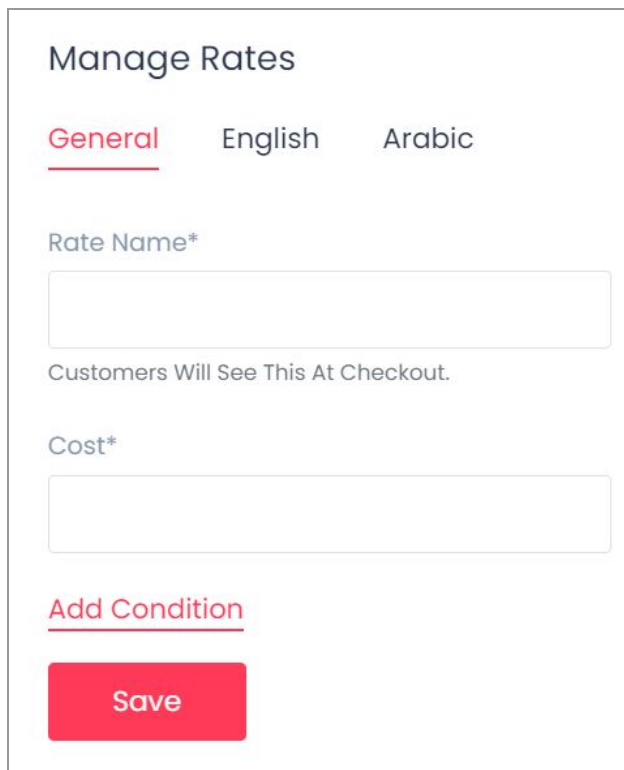**Fig. 8.1.5: Manage Rates form (Default Rate)**

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

To add a new rate, please click on the '**Add Rate**' button which will open the **Manage Rates** form as shown in figure 8.1.6 below.
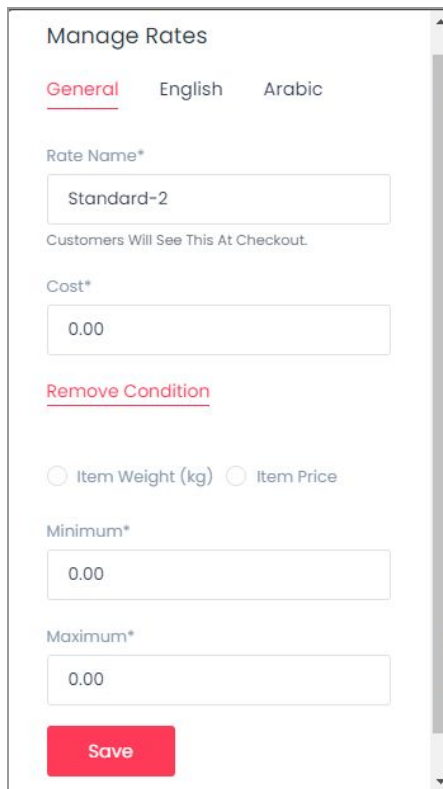
Fig. 8.1.6: Manage Rates form (New Rate)

In the '**Manage Rates**' pop-up form, the seller must-

- **Rate Name:** Enter the rate name. This name will not be displayed to customers at the front-end.
- **Cost*:** Enter the cost to be charged for products being shipped to this defined zone.
- **Add Condition:** Seller can also apply a condition as to when this shipping cost will be applicable (figure 8.1.7), in terms of their -
  - ➔ **Weight:** The range within which the weight of products must lie. The shipping cost defined in the '**Cost**' field will be applied if the total weight of products falls within the defined range.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

➔ **Price:** The range within which the price/cost of products must lie. This shipping cost in the '**Cost**' field will be applied if the total cost of products falls within the defined range.

Fig. 8.1.7: Manage Rates form - Add Conditions

The data for these zones can also be added in secondary languages from the tabs provided in this form. Clicking on the '**Save**' button will display the defined rate on the left section below its Zone. The seller can define any number of rates within a zone. The details of a rate can be edited by clicking on the '**Edit**' button and it can be deleted by clicking on the '**Delete**' button. These buttons are provided to the right of each rate. Please note that the system will **not** allow the seller to **delete the last** remaining shipping **rate (without conditions)**.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The process to be followed for creating an Item Level Shipping and defining charges -

I.   Click on the '**Create New Profile**' button provided on the top-right corner of the Shipping Profile page which will redirect the seller to the profile form.

II.   **Create Profile**: Enter the **name of the profile** and click on the '**Save Changes**' button. Please note that this name will not be displayed to the customers at the front-end. Once the name has been saved, a **default Shipping Zone**

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

named as '**Rest of the World**' will be displayed in the '**Shipping To**' section along with a **default Shipping Rate** charge defined as '**0**' as shown in figure 8.1.9 below.

Shipping Profiles   Back

Shipping Charges (Item Level)   Save Changes
Customers Won't See This

Products

Search Product...   Save Changes
Product Will Automatically Remove From Other Profile

No Records Found

Shipping To   + Add

Standard-13
Rest Of The World

Rate Name	Conditions	Cost
Standard-13	—	$0.00

Fig. 8.1.9: New Shipping Profile Form with Default Zone and Rate

III.   **Link Products:** Search **products to be linked** with this profile. Select the product name from the drop-down list and click on the '**Save Changes**' button to add the product. The products linked will be displayed in the list below. Please note that one product can only be linked with one shipping

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

profile. So, once a product is added to this profile, it will automatically be removed from Order Level Shipping or any other profile.

IV. **Add Zones**

V. **Add Rates (With/Without Conditions)**

Example -

This example illustrates the steps to be followed to define shipping profiles, link products with them, define zones and then the shipping charges applicable to those zones.

a. Define Order Level Shipping:

- Click on the **Edit** icon provided to the right of **order level shipping** profile.

- Under the '**Rest of the World**' zone created in **Shipping To** section, define **three different shipping rates** in this zone which are -
  - ➜ **USPS Standard Delivery (3-5 Days): $10**
  - ➜ **DHL Priority Shipping (1 day): $30**
  - ➜ **FedEx Overnight Shipping: $70**

- Define another zone named '**USA**'. Define shipping rate in this zone which is -
  - ➜ **Standard Delivery (2-3 Working Days): $20**

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 8.1.10: Creating Order Level Shipping Profile

b. Define an Item Level Shipping:

- Click on the **Create Profile** button provided on the **Shipping Profiles** page.
- Define the **name** of the shipping profile as '**Additional Shipping Charges (Item level)**'.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Link products** with the shipping profile.
- Under the '**Shipping To**' zone, change the name of the default shipping zone to '**Standard Charges- Asia**' and select '**Asia**' from the list of regions.
- Define three different shipping rates in this zone which are -
  - → **Standard Delivery (8-10 Working Days): $50**
  - → **Weight based charges: $30 (Condition-> Weight range- 50 to 100 kgs)**
  - → **Price based charges: $60 (Condition-> Price range- $500 to $1000)**

Fig. 8.1.6: Creating Item Level Shipping Profile

The shipping profiles will be viewed on the Shipping profile page as shown in figure 8.1.7 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 8.1.7: Shipping Profiles

Now, a customer places an order that includes products linked with order level and item level profiles. During checkout, on the 'Shipping' page, the customer can view the shipping charges as shown in the figure 8.1.8 below. The customer can choose an appropriate shipping option from the options provided in the drop-down.

Please note that the condition-specific shipping rates will only be displayed if their conditions are met. If in any case, two or more conditions are met at the same time, the system will apply shipping with a higher rate.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

8.2 Shipping Packages

The shipping packages are defined by the admin. The sellers can view the details of shipping packages from this module. Please note that this module will only be displayed if the admin has enabled such settings. The shipping

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

packages are linked with the products in the [Shipping Information](#) tab when adding a new product.

Shipping Packages

Keyword		Search	Clear

#	Name	Dimensions
1	Fragile	25.00 x 2.00 x 20.00 Inch
2	Industrial Box	20.00 x 2.00 x 10.00 Centimeter
3	Large Box	15.00 x 15.00 x 10.00 Inch
4	Standard box	5.00 x 5.00 x 5.00 Inch

Fig. 8.2.1: Shipping Packages Page

9. Sales

This module displays the lists of all orders placed by the customers. The orders that are cancelled or returned by customers are also managed in this module.

9.1 Orders

This module displays a list of orders placed by customers. A search bar is provided on the top of this page from which the seller can search a particular order using any of the search filters:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Keyword:** Enter the keywords of the product to be searched.
- **Status:** The seller can search products based on their statuses. This drop-down bar includes all the possible options of statuses available. The list will display:
  - ➔ **Payment Pending:** The orders placed by customers for which payment has not been received yet.
  - ➔ **Cash on Delivery:** The orders placed with COD.
  - ➔ **Payment Confirmed:** The orders for which payments have been confirmed/received from customers' end.
  - ➔ **Approved:** The orders that have been approved.
  - ➔ **In Process:** The orders that have begun to be prepared for sale.
  - ➔ **Shipped:** The orders that are being shipped to their customers.
  - ➔ **Delivered:** The orders that have been delivered to the respective customers.
  - ➔ **Return Requested:** The orders for which customers have sent return requests.
  - ➔ **Completed:** The orders that have been completed.
  - ➔ **Cancelled:** The orders that have been cancelled from seller or admin's end.
  - ➔ **Refunded/Completed:** The orders for which the respective amount has been refunded to their customers.
- **Price Min [Default Currency]:** The orders above the minimum price limit mentioned in this input box.
- **Price Max [Default Currency]:** The orders below the maximum price limit mentioned in this input box.
- **Date From:** The orders placed after the mentioned date.
- **Date To:** The orders placed before the mentioned date.

  NB: The 'Date From' and 'Date To' filters can also be used together to specify a time period.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

To remove the filters and view the complete list, sellers must click on the 'Clear' button provided next to the 'Search' button.

NB: It is possible that the seller views a fewer number of status options. This is because the admin can restrict their sellers to have limited access. The admin is also authorized to re-name these statuses. The statuses being explained in this complete section are standard and admin-manageable.
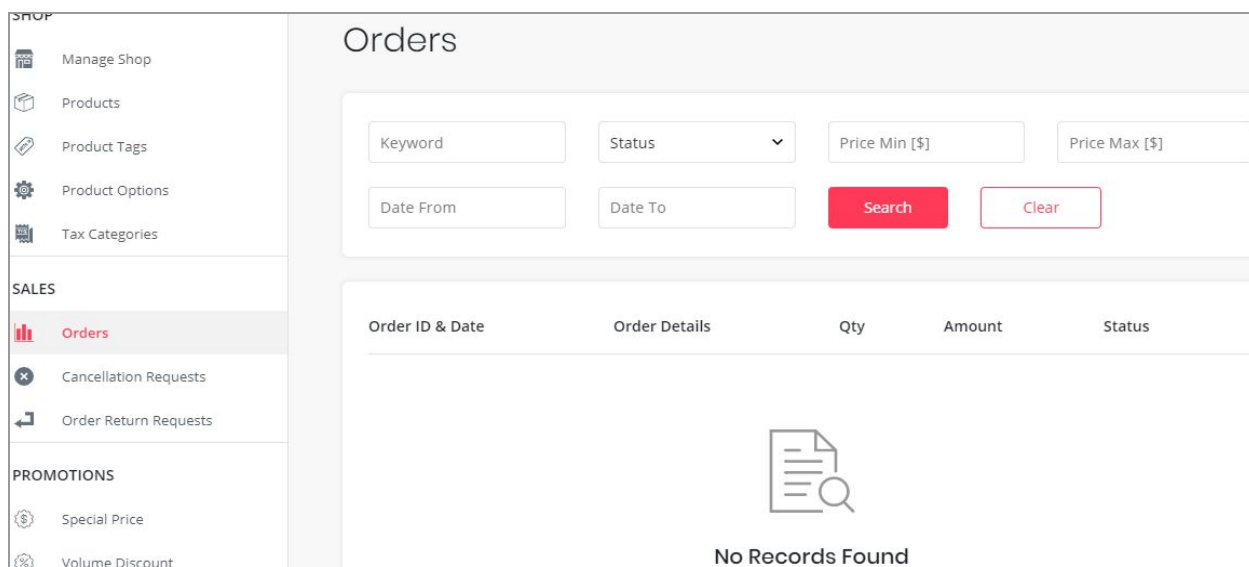
Fig. 8.1.1: Orders Page

The orders displayed in the list have two short-cut buttons provided to their extreme right which are:

- **View Order** 👁 **:** Clicking on this icon will redirect the seller to the '**View Sale Order**' page. This page shows the complete details of the product and the placed order. It also displays the billing as well as shipping details of the respective order. There are two buttons provided on the top-right corner of this page which are '**Print**' and '**Back to Order**'. Clicking on 'Print' will redirect the seller to the '**Tax Invoice**' page. The seller can download and print out this

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

invoice/order summary. Clicking on '**Back to Order**' will redirect the seller back to the orders list. The further functions offered by this page are explained [ahead](#).

- **Cancel Order** ✕ **:** The seller can cancel the received order for certain reasons for example, if they do not have the respective product in their inventory. Clicking on this icon will redirect the seller to the 'Cancel Order' page. This page displays an 'Order Status Log' below the complete product order, billing and shipping details. This log shows the current status of product order.

Order Status Log

Added On	Customer Notified	Status	Comments
22/10/2019	Yes	Payment Confirmed	

Reason For Cancellation

Comments*

[   ]

[Save Changes]

Fig. 8.1.2: Reason for Cancellation on Cancel Order Page

Below this log, a **'Reason for Cancellation'** text box is provided as shown in figure 8.1.2. The seller must enter the valid reason under the '**Comments**' section explaining the respective customer why their order is being cancelled. The seller must click on the '**Save Changes**' button to complete the process. Clicking on '**Back to Order**' provided on the top-right corner will redirect sellers back to the orders list.

NB: The seller cannot cancel the orders on all Statuses. For example, the seller will not view the option to cancel if the order is still on 'Payment Pending' status or if it displays 'Completed' status. Additionally, displaying


NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

this icon is also Admin manageable which means that admin can choose to allow/deny the seller the right to cancel the orders.

The 'View Sale Order' page also provides the functionality of changing the status of order. Sellers can change the status of orders as they pass through each step. The process through which every order is processed and the steps to be followed to change their status is explained below:

i. The status for a product will remain **'Payment Pending'** until the customer has not made the transactions for their respective order.

ii. Once the payment has been received, the status for an order will change to **'Payment Confirmed'.**

To cancel the order, the seller can click on the Cross Icon ✖ provided on the top-right corner of this page. This will redirect the seller to the '[Cancel Order](#)' page (Click on the hyperlink to understand the further process).

iii. The seller/admin must change the status to **'In process'** when preparing it for delivery. To do so, the seller must click on the '**View Order**' icon. At the end of 'View Sale Order' page the seller will see a new section as shown in figure 8.1.3 where seller:

- **Your Comments:** Can comments to the respective order.
- **Status*:** Must select the status 'In Process' from the in the 'drop-down list.
  NB: This status can also be updated by the admin.
- **Notify Customer*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

To save the changes, the seller must click on 'Save Changes'. Now, the history of the respective order as passing through each status will be displayed in the '**Order Status Log**' provided below. This list displays details of changes made in statuses of this order.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 8.1.3: Comments on Order for In-Process Status

NB: If the order is being shipped by the Admin, the seller will be able to view only the above mentioned <u>two status options</u> in the drop-down list. However, if the order is to be <u>shipped by the seller</u> itself, they will be able to view further status options.

    iv.   The seller must change the status to **'Shipped'** when the order has been shipped for delivery. To do so, the seller must click on the 'View Order' icon which will navigate them to the 'View Sale Order' page. Under the 'Comments On Order section' the seller:

- **Your Comments:** Can add comments to the respective order.
- **Status*:** Must select the status 'Shipped' from the in the 'drop-down list. NB: This status can also be updated by the admin.
- **Notify Customer*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

Once the seller clicks on 'Save Changes' the 'Order Status Log' will be updated showing the latest status change on the top of the list. To cancel the order, the

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

seller can click on the Cross Icon provided on the top-right corner of this page. This will redirect the seller to the '<u>Cancel Order</u>' page.

v. The seller must change the status to **'Delivered'** once the order has been delivered to the respective customer's address. To do so, the seller must click on the 'View Order' icon which will navigate them to the 'View Sale Order' page. Under the 'Comments On Order section' the seller:

- **Your Comments:** Can add comments to the respective order.
- **Status*:** Must select the status 'Delivered' from the in the 'drop-down list.

  NB: This status can also be updated by the admin.
- **Notify Customer*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

Once the seller clicks on 'Save Changes' the 'Order Status Log' will be updated showing the latest status change on the top of the list. To cancel the order, the seller can click on the Cross Icon provided on the top-right corner of this page. This will redirect the seller to the '<u>Cancel Order</u>' page.

vi. The seller must change the status to **'Completed'** once the order has been delivered successfully to the customer. To do so, the seller must click on the 'View Order' icon which will navigate them to the 'View Sale Order' page. Under the 'Comments On Order section' the seller:

- **Your Comments:** Can add comments to the respective order.
- **Status*:** Must select the status 'Completed' from the in the 'drop-down list.

  NB: This status can also be updated by the admin.
- **Notify Customer*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

Once the seller clicks on 'Save Changes' the 'Order Status Log' will be updated showing the latest status change on the top of the list.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

If ShipStation is enabled by the admin, following actions are to be performed on orders received for products that are to be shipped by seller -

- Go to the **Orders** page. A '**Generate Label**' button will be displayed to the right of the **orders of products to be shipped by sellers**.

- Click on this button which will create a label. A '**Preview Label**' button will be displayed instead of the Generate Label button, clicking on which the seller can **view/download** the label for this order.

- Clicking on the '**View Details**' action button will open the **View Sale Order** page. The '**Proceed to Shipment**' action button will be displayed at the top-right corner of this page. When the seller clicks on this button, the order will be moved to the '**Shipped**' list in the **ShipStation account**. The further processing related to order shipment will be handled from the ShipStation itself.

9.2 Cancellation Requests
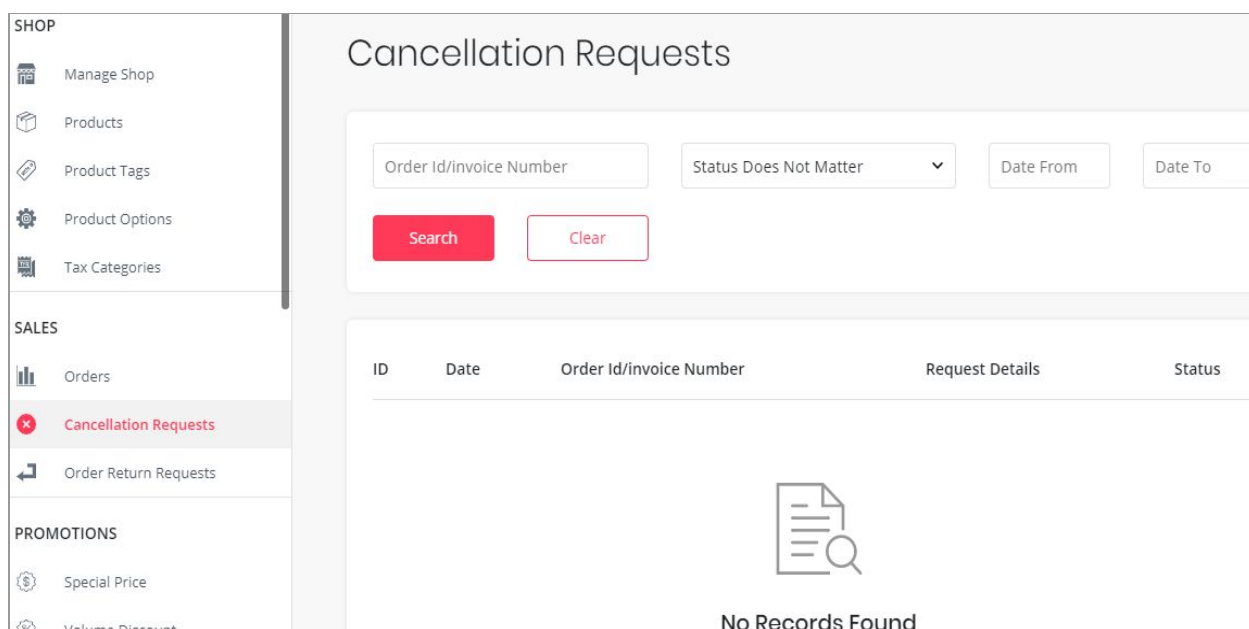
It is also possible that the buyer, after placing an order, might cancel it due to whatever reasons. Any such orders cancelled from the buyer's end will be displayed on this page. Such requests can only and only be approved by the Admin. The seller can only view the status of requests made for respective orders and cannot approve or decline the requests. If the customer's order cancellation request is approved by the admin, the status of order mentioned in the list will be displayed as 'Approved' and 'Pending' if it is pending and no action has been performed yet.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

As shown in figure 8.2.1, a search bar is provided on the top using which the seller can search orders using filters:

- **Order Id/Invoice Number:** The seller must enter the order id or invoice number in this input box to search a specific order.
- **Status:** The seller can search the orders based on their status as being 'Approved' or 'Pending' or 'Declined'.
- **Date From:** The seller can enter the date after which all the order cancellation requests received must be shown.
- **Date To:** The seller can enter the date until which all the order cancellation requests received must be shown.
  NB: The 'Date From' and 'Date To' filters can also be used together to specify a time period.

To remove the filters and view the complete list, sellers must click on the 'Clear' button provided next to the 'Search' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

9.3 Order Return Requests

Order return requests are placed by the customers after they have received the order and want to return the product. Such requests can be approved by both admin and seller. As shown in figure 8.3.1, a search bar is provided on the top of this page using which the seller can apply filters and search particular orders. The filters provided are:

- **Keyword:** The seller can enter the keywords of order they are searching for.
- **Status:** This drop-down bar provides following options:
  - ➔ **Pending:** The orders for which the return requests are still pending.
  - ➔ **Escalated:** The orders for which the return requests are escalated to the admin.
  - ➔ **Refunded:** The orders for which return requests have been approved and the respective amount has been refunded.
  - ➔ **Withdrawn:** The orders for which the return requests are withdrawn by the customer themselves.
  - ➔ **Cancelled:** The orders for which return requests have been cancelled by the seller.
- **Date From:** The seller can enter the date such that the return requests received after the mentioned date must be shown.
- **Date To:** The seller can enter the date until which all the order return requests received must be shown.
  NB: The 'Date From' and 'Date To' filters can also be used together to specify a time period.

To remove the filters and view the complete list, sellers must click on the 'Clear' button provided next to the 'Search' button.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
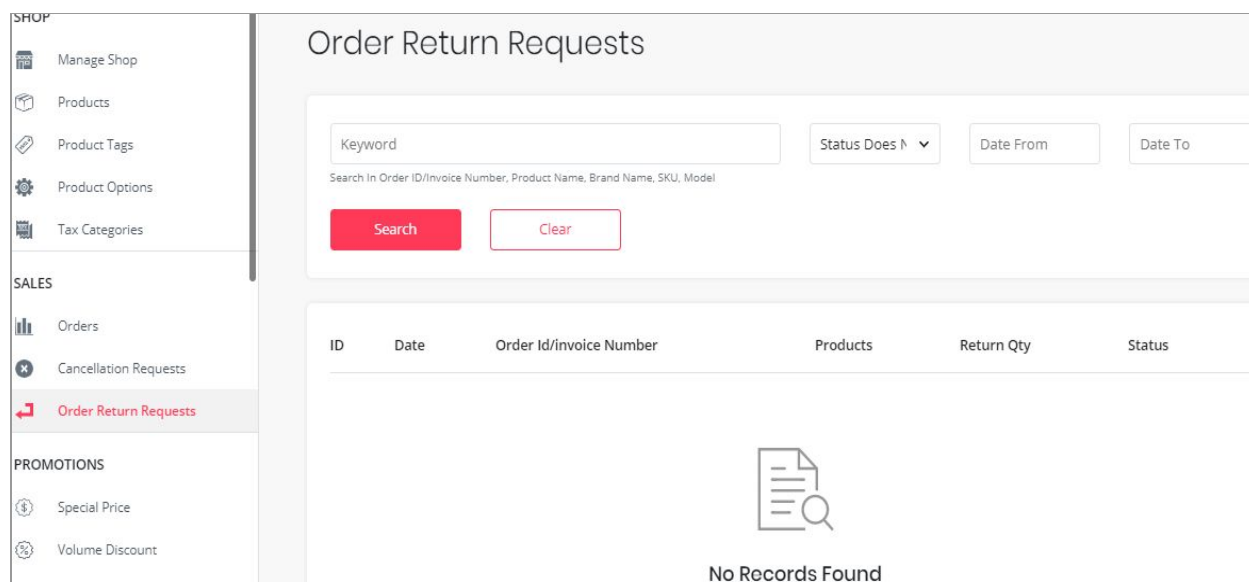
The seller must click on 'View Return Order Request' ⊙ icon provided to the right of each request. This will navigate the seller to the 'View Order Return Request' page. There are two buttons provided on the top-right corner of this page which provide:

i. **Escalate to Yo!kart [Admin]:** Clicking on this button will escalate this return request to the admin. The admin will also be able to view this request and help the seller make a decision. At the bottom of this page, 'Return Request Messages' section is provided. The seller can chat directly with the customer or with the admin to discuss regarding this return request. These messages will be displayed as conversation threads and the seller can review them at any time.

ii. **Approve Refund:** Clicking on this button will approve the respective customer's return request and the amount to be refunded will be paid back to the customer.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

10. Promotions

By providing special offers to their customers, sellers can increase their sales. A customer is more likely to choose the product with an offer against other products. 'Promotions' module helps sellers apply such special offers to their products.

10.1 Special Price

Sellers can offer their product to customers at special prices. Special prices can be offered depending upon the incline or decline in demand of products. To assign a special price to a particular product, the 'Seller Products Special Price List' page is provided as shown in figure 9.1.1.
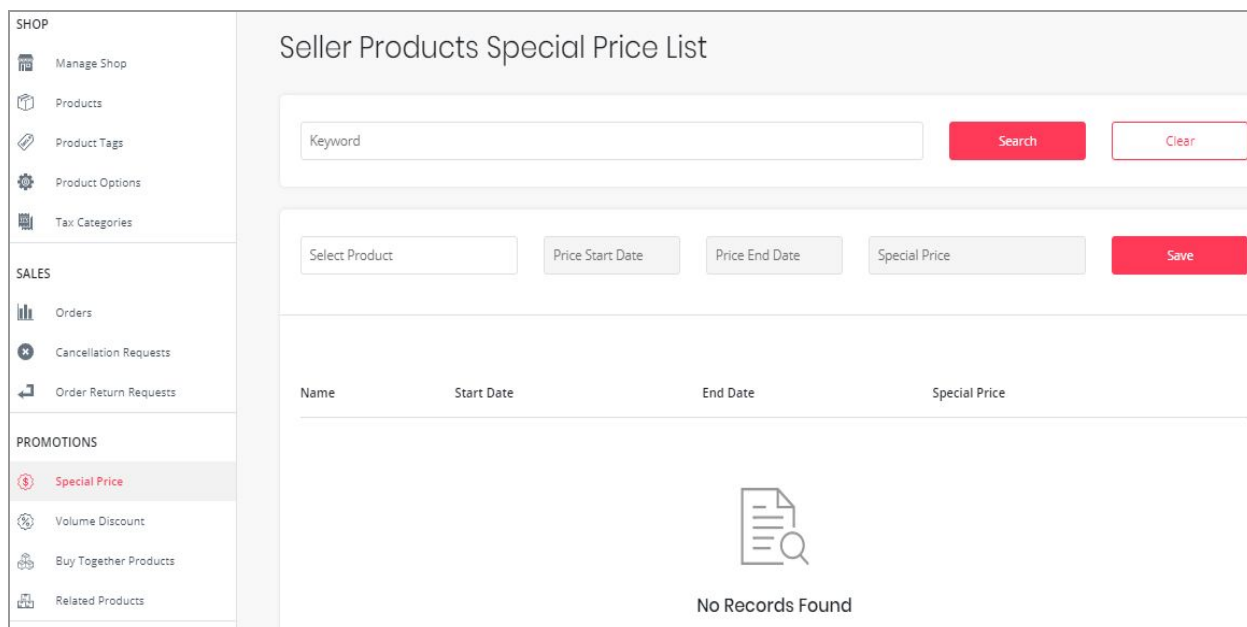
Fig. 9.1.1: Special Products Special Price List

To add a product with special price, the seller must enter:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Select Product:** The seller must select the product for which they want to assign a special price. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Price Start Date:** The seller must mention the date from which the special price must start being offered to customers.
- **Price End Date:** The seller must mention the last date until which the special price will be offered to customers.
  NB: The 'Price Start Date' and 'Price End Date' filters can also be used together to specify a time period.
- **Special Price:** The special price to be offered must be mentioned here.

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is assigned a special price will start being displayed in the list provided on this page. This page provides seller following functionalities:

- **Search Bar:** The seller can search for a particular product with a special price, from the list by entering 'Keywords' in the Search bar provided at the top.

- **Delete 🗑 :** This button is provided to the right of each product mentioned in the list clicking on which will delete the respective product from this list and remove the special price assigned to it.

- **Check-box:** Seller can select multiple products from the list to perform collective actions. A 'Delete' button will appear on the top-right corner of the list when selected check-boxes click on which seller can delete the selected products from the 'Special Price' list.
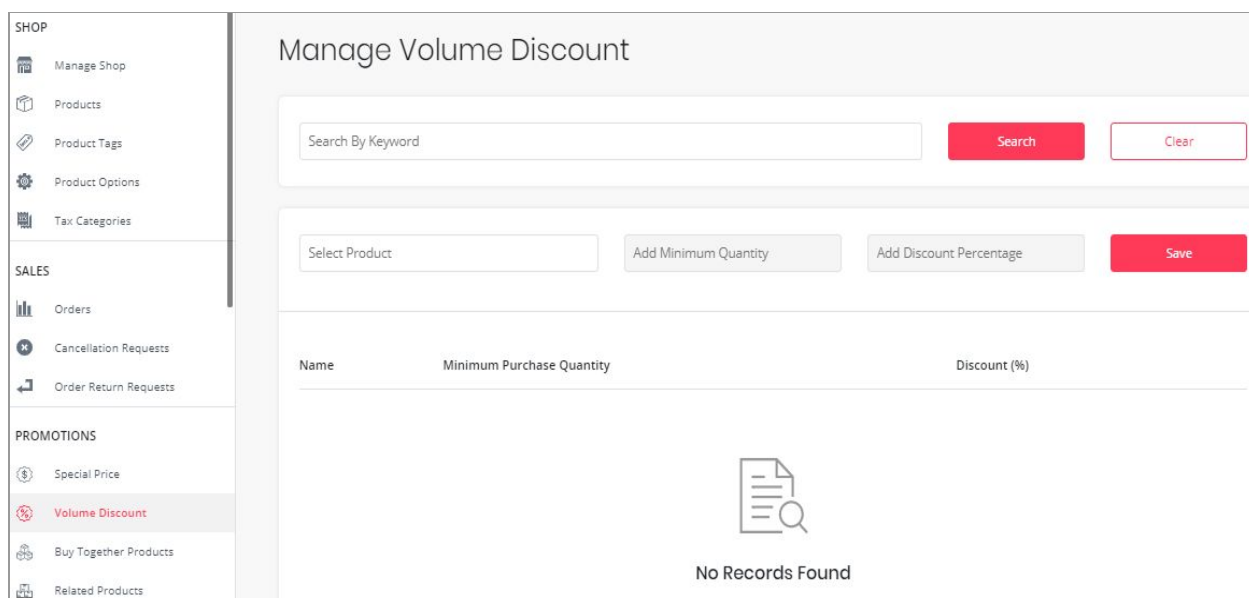
10.2 Volume Discount

This module helps sellers provide discounts to their customers on bulk purchases. Offering volume discounts encourages customers to buy

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

products in large quantities. This helps in increasing the sale amount. As shown in figure 9.2.1, to add 'Volume Discounts' seller must:

- **Select Product:** Select the product for which they want to provide the volume discount. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Add Minimum Quantity:** Enter the minimum number of products the customer must select for purchase in order to avail the volume discount.
- **Add Discount Percentage:** Enter the percentage of discount to be offered on the actual selling price previously provided by the seller on the respective product.

Fig. 9.2.1: Manage Volume Discount Page

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is assigned a volume discount will start being displayed in the list provided on this page. Now, if the seller checks the respective product in their shop at the front-end, they will see a 'Wholesale Price (Piece)' box

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

showing the volume discount offer to customers. This page provides seller with following functionalities:

- **Search Bar:** The seller can search for a particular product from the list by entering 'Keywords' in the Search bar provided at the top.

- **Delete** 🗑 **:** This button is provided to the right of each product mentioned in the list clicking on which will delete the respective product from this list and remove the volume discount assigned to it.

- **Check-box:** Check-boxes are selected to perform one action on multiple options. A 'Delete' button will appear on the top-right corner clicking on which seller can delete selected products from this list.

10.3 Buy Together Products

The Buy Together products are also commonly known as Add-On products. These are the products that complement each other and can be suggested to customers when they want to buy any one of such products. As shown in figure 9.3.1, to add buy-together products, the seller must:

- **Search Product:** Enter the name of the product for which they want to provide an add-on. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Add Buy Together Products:** Enter the name of products they want to present to customers as add-on. Multiple numbers of products can be added as add-on to one product.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is assigned add-ons will start being displayed in the list provided on this page. When the seller checks the respective product in their shop, they will see the add-on products being displayed for that product in the 'Product Add-Ons' box. In that box, a check-box is provided to the right of each add-on product that is a short-cut provided for the seller to remove the add-on.
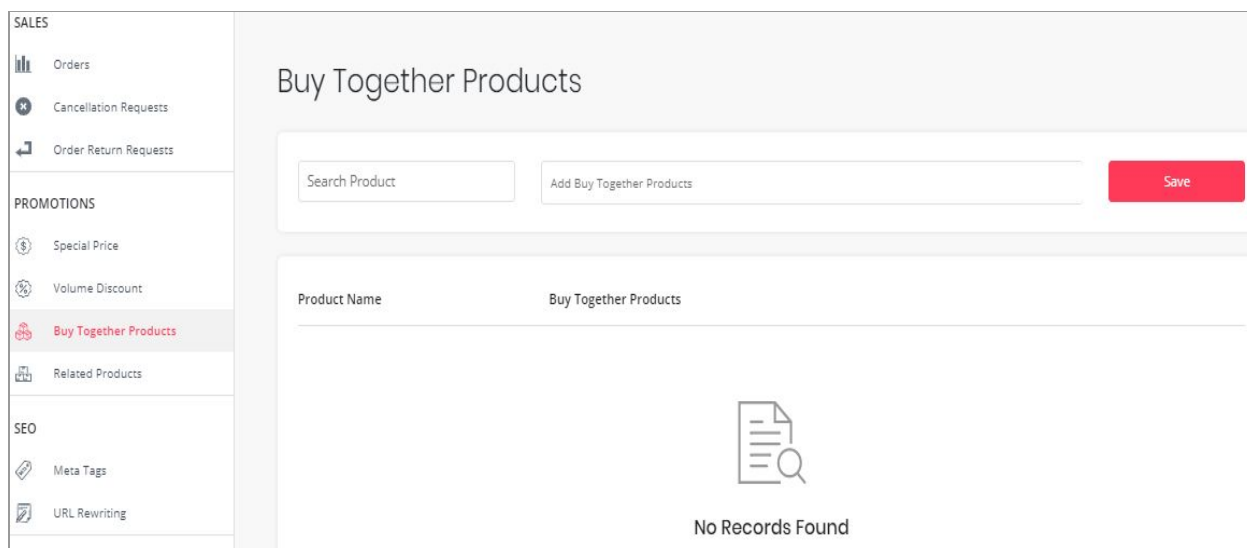
The seller can search for a particular product from the list by entering 'Keywords' in the Search bar provided at the top. A 'Cross' is provided to the right of each product mentioned as an add-on to another product, clicking on which will delete that add-on.
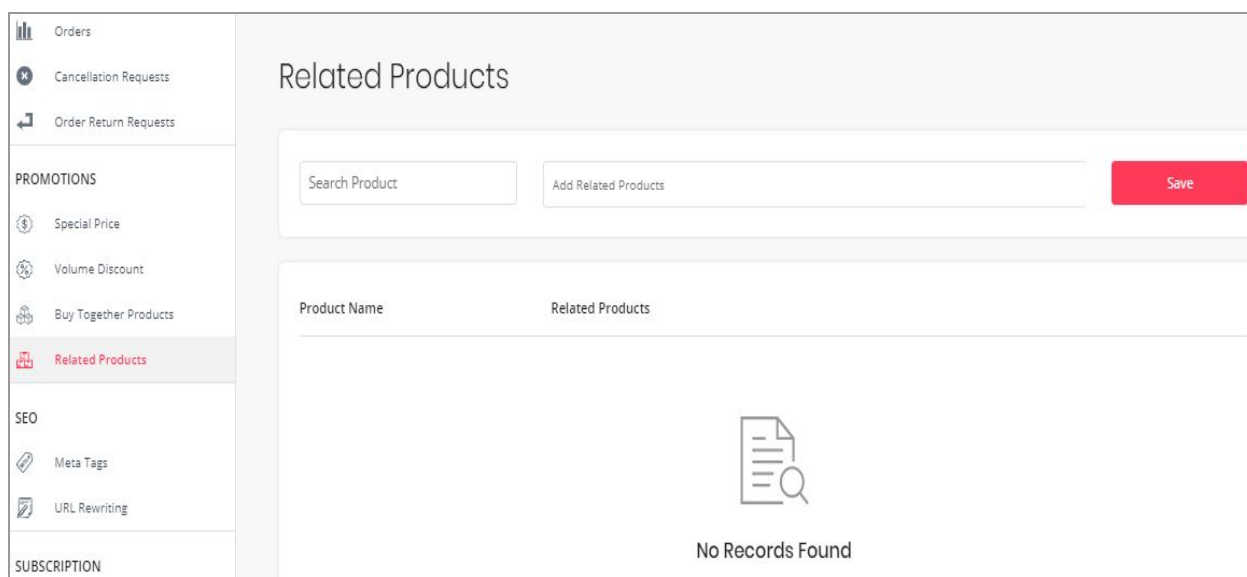
10.4 Related Products

Related Products are also commonly known as 'Similar Products'. They can also be defined as the alternative products or complementary choices

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

presented to customers. When a customer opens a product page, these products are displayed below. As shown in figure 9.4.1, to add related products the seller must provide:

- **Search Product:** The seller must enter the name of the product for which they want to add other related products. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Add Related Products:** The seller must add the names of products which they want to display as similar products.

Fig. 9.4.1: Related Products Page

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is displayed in the list provided on this page along with its related products. When the seller checks the respective product in their shop, they will see the related products being displayed in the 'Similar

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Products' list. A 'Cross' is provided to the right of each related product added for another product, clicking on which will delete that product from that list.

10.5 Google Feed

This module will only be displayed at seller-end if the admin has enabled 'Advertisement Feed Plugins' from their end. Sellers will need a Google Account (like Gmail Login Credentials) to sign up for Merchant Center. If seller doesn't have a Google account, they must first go to accounts.google.com and click Create account.

Once the Google Account has been created, the seller must go to merchants.google.com which will redirect them to the 'Merchant Center' page as shown in figure 10.5.1 below.

Fig. 10.5.1: Merchant Center Page

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Sellers must click on 'Get Started' which will redirect them to 'Google Sign In to continue to Google Merchant Center' page as shown in figure 10.5.2. Sellers must click on the 'Create Account' button and choose any one of the two options: 'For Myself' or 'To Manage My Business' as per their necessity.
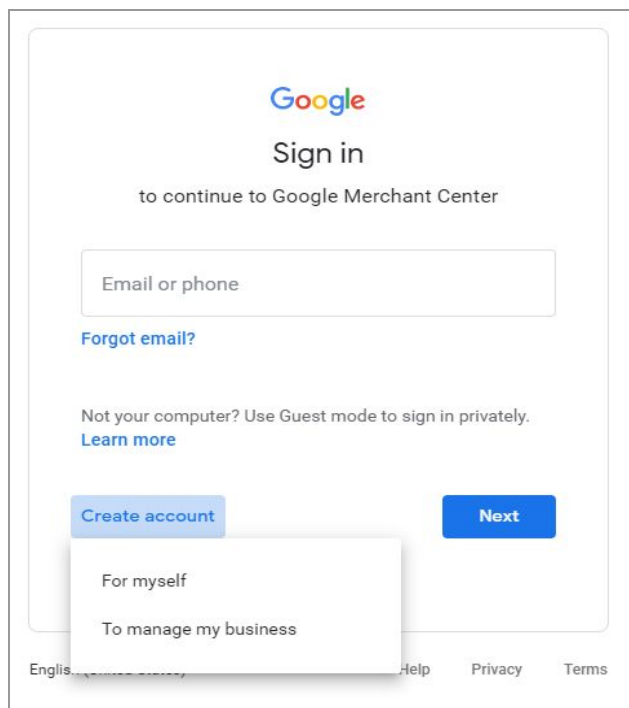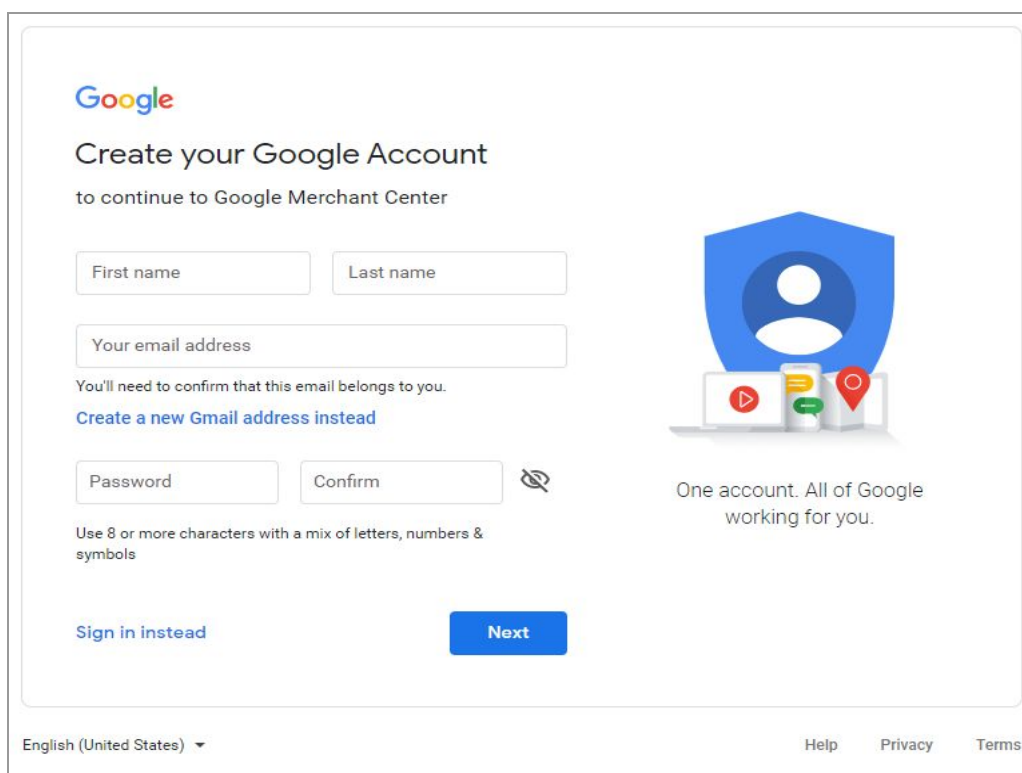
Fig. 10.5.2: Google Sign In to continue to Google Merchant Center

'Create Your Google Account' page will appear as shown in figure 10.5.3, in which the seller must enter the required field and click on the 'Next' button. A verification code will be shared with the seller on their registered email address. Once the verification step is complete, the general steps required to setup the Google business account such as entering Business Name, Business Category, Add Location, Customer Locations, Seller's Business
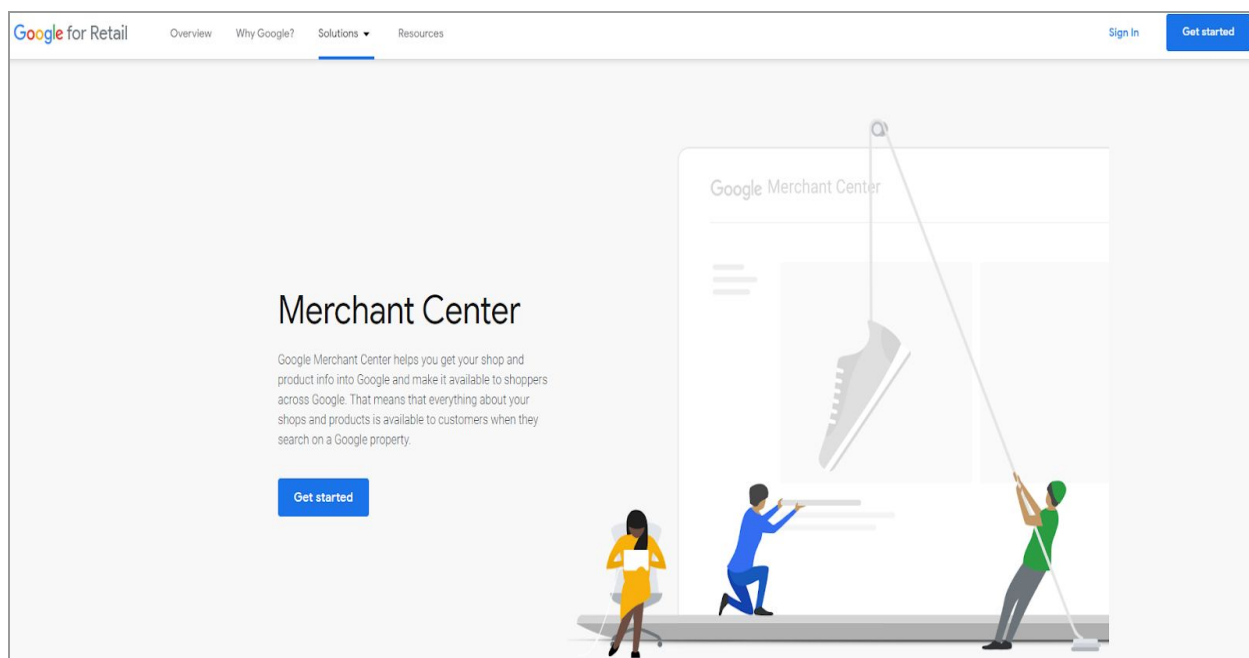
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Location, Seller's Contact Details, Verifying Mailing Address, adding Services, Business Description, and Add photos of Business are to be followed.

Once the Merchant Account has been created, seller must:

I. Go to Google console following the link: https://console.cloud.google.com/getting-started and login with respective **Merchant Account Login** credentials. A **Google Cloud Platform** will open as shown in figure 10.5.4.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
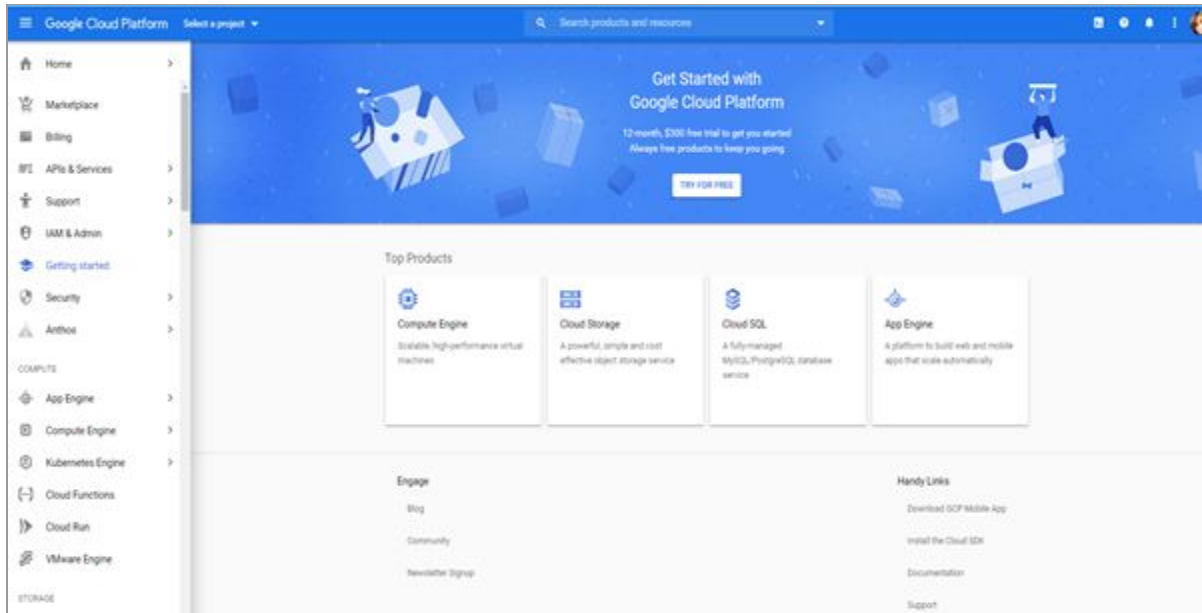
Fig. 10.5.4: Google Cloud Platform Homepage
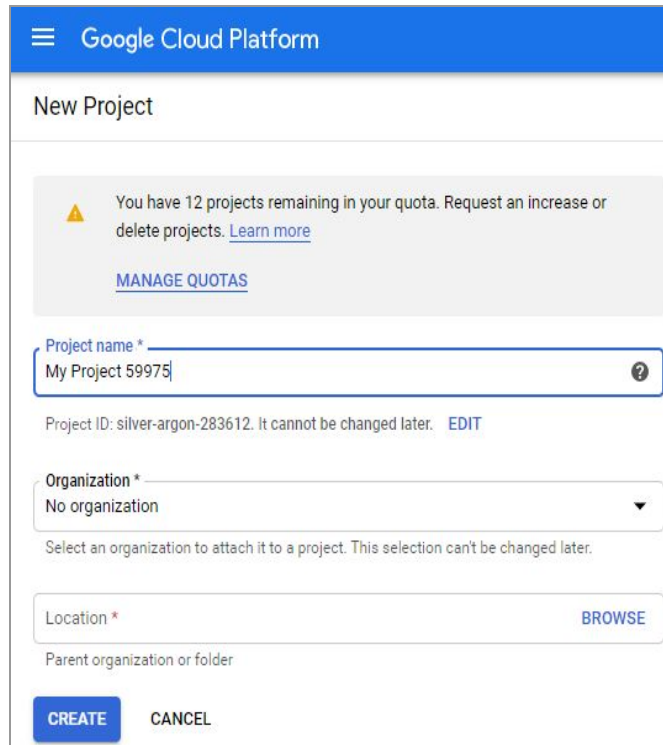
II.   Click on **'Select a Project'** drop-down provided on the top-navigation panel. If no project has been created as shown in figure 10.5.5, click on the **'New Project'** button provided on the top-right corner.

Fig. 10.5.5: Select a Project

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

III. A **'New Project'** form will appear as shown in figure 10.5.6.

Seller must:

- **Project Name*:** A unique project name.
- **Organization*:** Select the organization to which the new project is to be attached. This select cannot be changed later.
- **Location*:** Enter the link of the parent organization or folder.

Once the input fields have been entered, sellers must click on '**Create**' to add the new project.

IV. From the homepage left-navigation panel, click on **'IAM & Admin'** as shown in figure 10.5.7.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
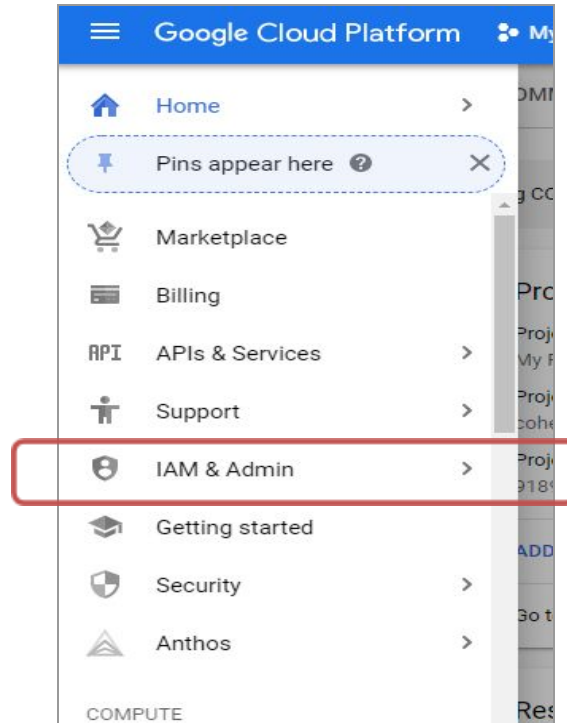
Fig. 10.5.7: IAM & Admin

V.   The **'IAM & Admin'** page will open as shown in figure 10.5.8 that displays a left navigation panel from which the seller must select the **'Service Accounts'**.
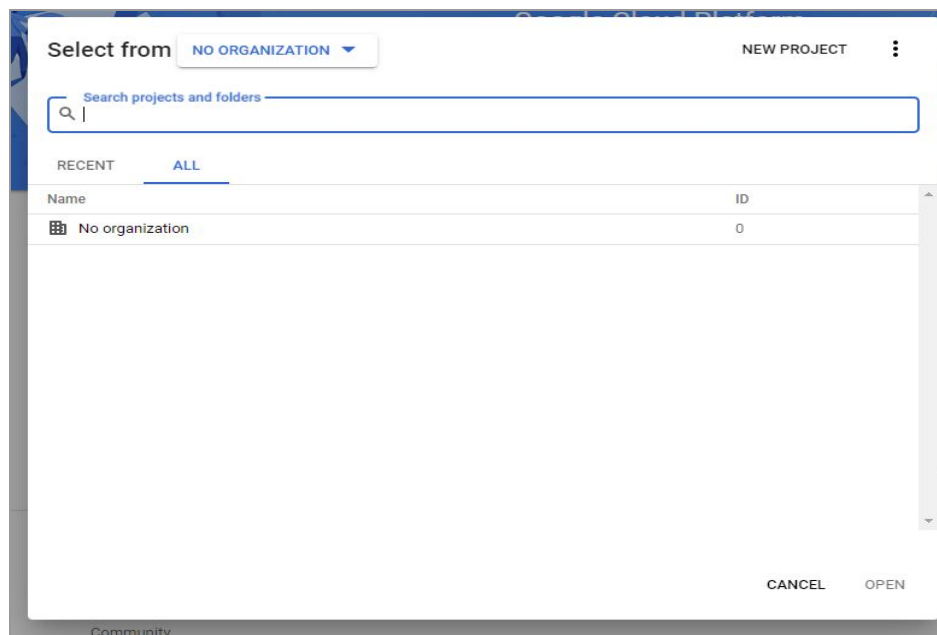
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

VI. **'Service Accounts'** page will open as shown in figure 10.5.9. The seller must click on the **'Create Service Account'** blue plus icon to create a new service account.
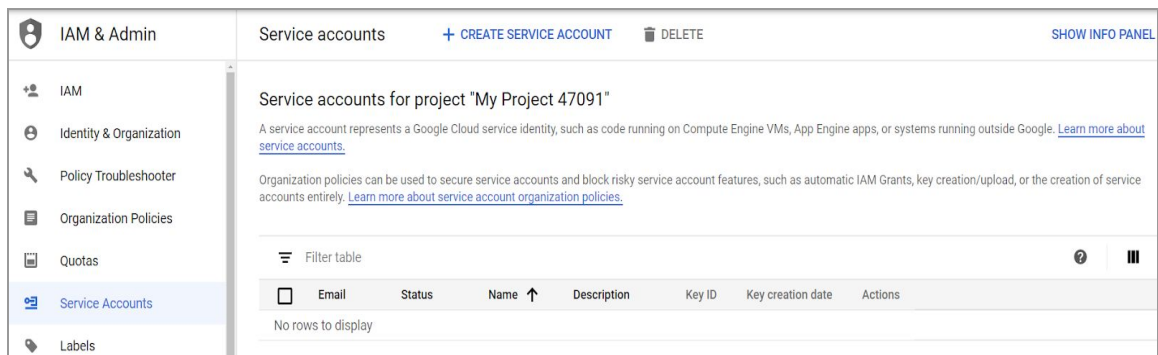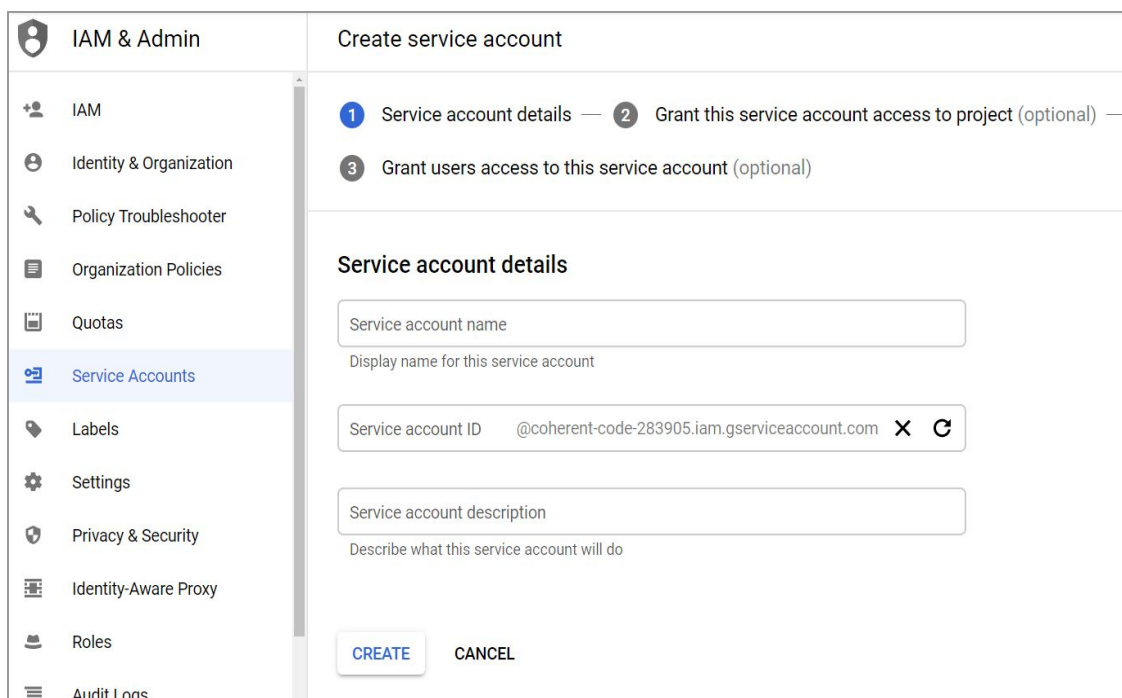
Fig. 10.5.9: Service Account Page

VII. **'Create Service Account'** page will appear as shown in figure 10.5.10 (a). Seller must:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Service Account Name:** Enter a display name for the service account being created.
- **Service account ID:** This input field will be created by the system. However, sellers can make changes if necessary.
- **Service Account Description:** Enter a brief description of what this service account will do.
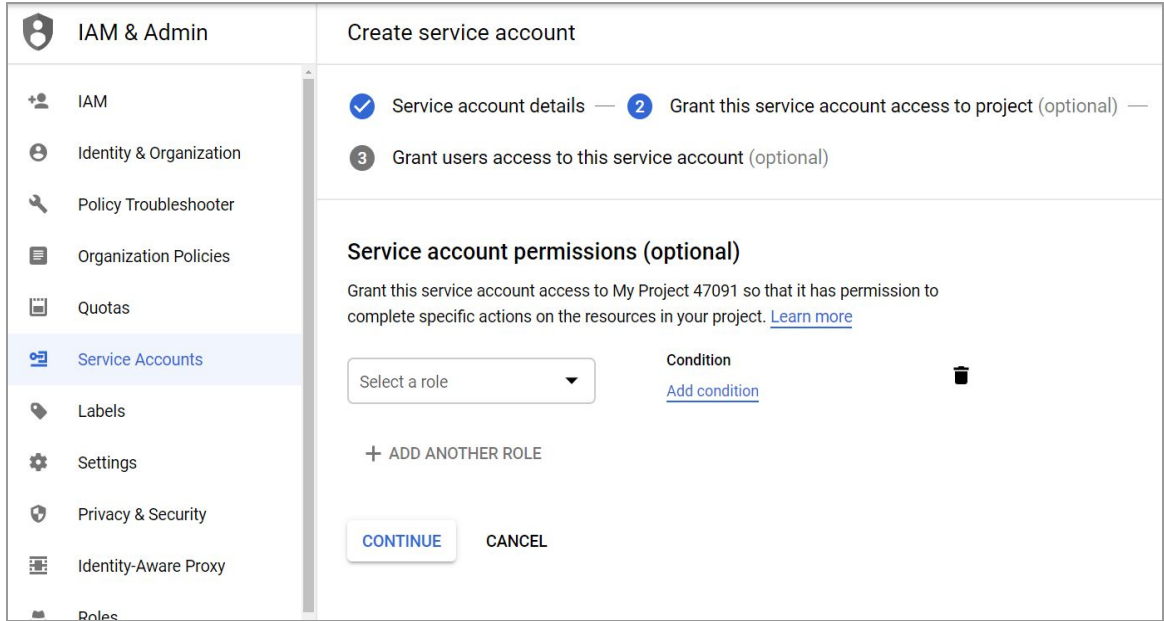
Fig. 10.5.10 (a): Create Service Account (Step 1)

Once the input fields are entered, sellers must click on the **'Create'** button to proceed on to the next step.
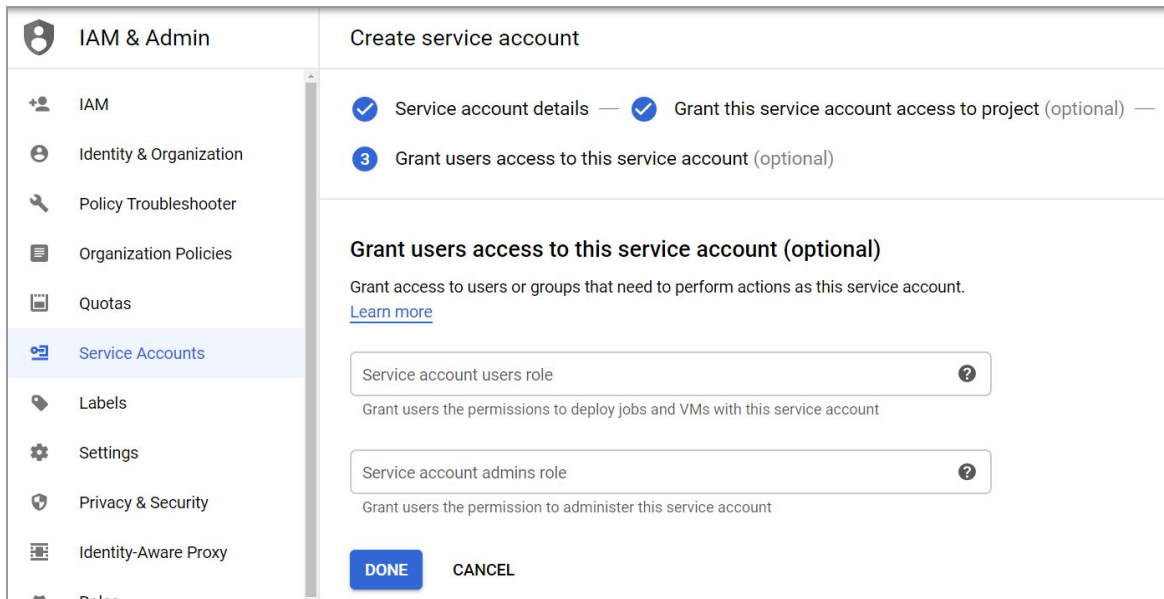
VIII. **'Service Account Permissions'** page will appear in which sellers can select permission as per requirement from **'Select a role'** list (figure 10.5.10 (b). Seller must click on 'Continue' to proceed on to the next step.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
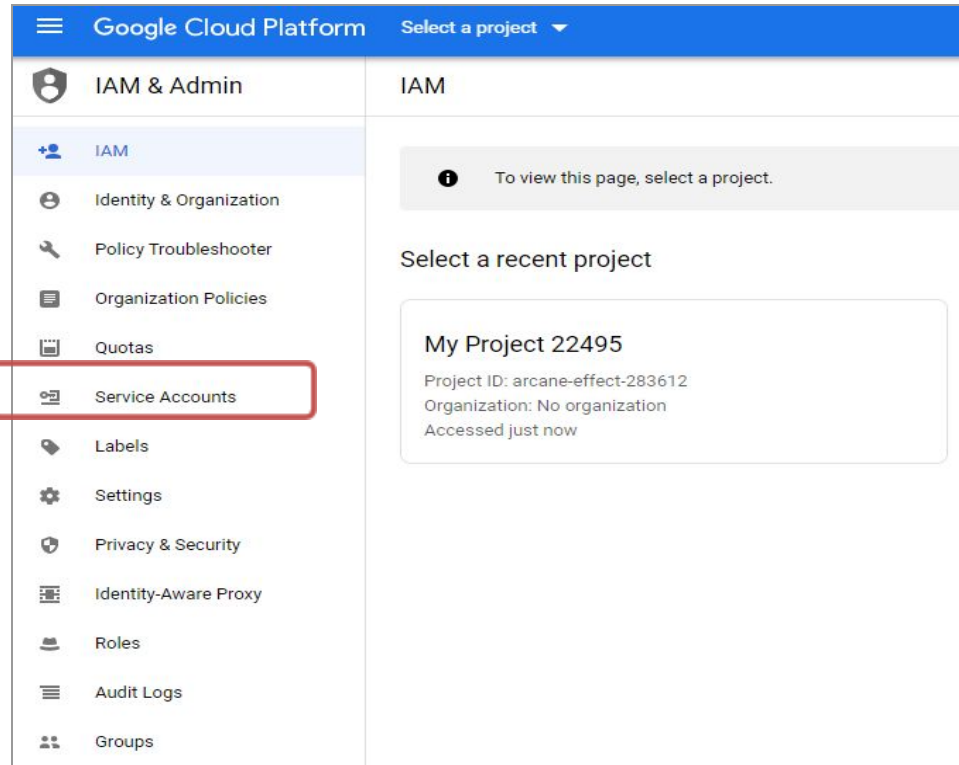
Fig. 10.5.10 (b): Create Service Account (Step 2)

IX.   As shown in figure 10.5.10 (c), sellers can assign **'Service Account Users Role'** and **'Service Account Admins Role'** and click on **'Done'** to complete creating the new service account.

Fig. 10.5.10 (c): Create Service Account (Step 3)

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

X.   The seller must go back to the **'Service Accounts'** page which will now show the newly created service account in the list as shown in figure 10.5.11.
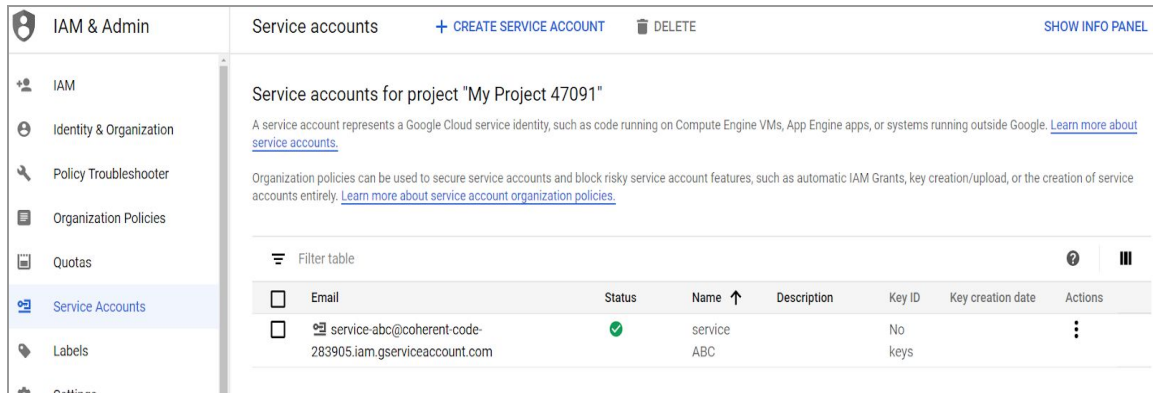
Fig. 10.5.11: Service Accounts Page

XI.   Clicking on the ⋮ Under the **'Actions'** column, sellers will be provided with a few action buttons as shown in figure 10.5.12.

Fig. 10.5.12: Action Buttons

Seller must click on the **'Create Key'** button which will open **'Create Private Key'** as shown in figure 10.5.13.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
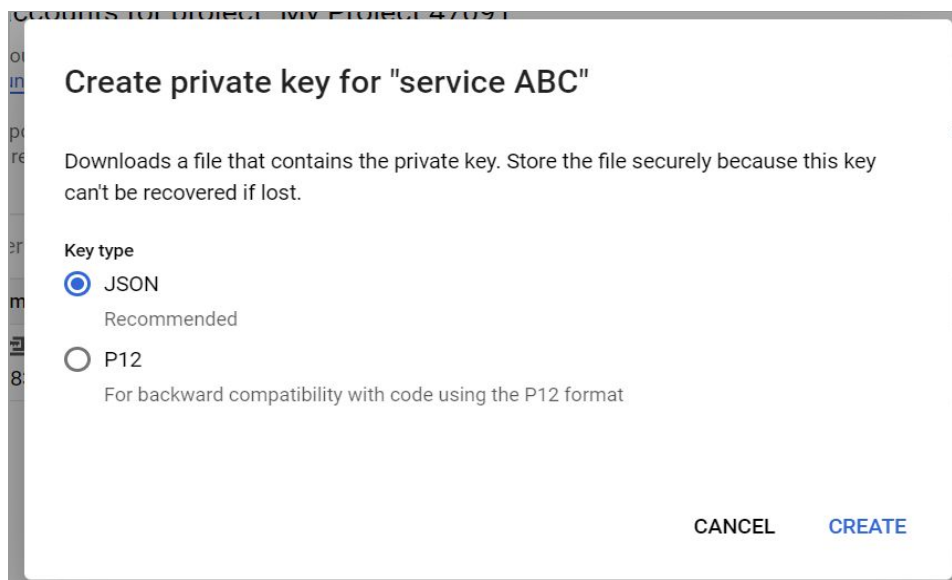
Seller must click on the **'JSON'** key type and click on the **'Create'** button. A file will be downloaded on the seller's computer.

XII.   Sellers must go back to their dashboard and open the **'Google Feed'** module which will open the **'Google Shopping Feed'** page as shown in figure 10.5.14.

Fig. 10.5.14: Google Shopping Feed Page

Sellers must click on the **'Setup Merchant Account'** button which will open the **'Sign in with Google'** page as shown in figure 10.5.15. Seller must click on the 'Allow' button to allow permission access.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
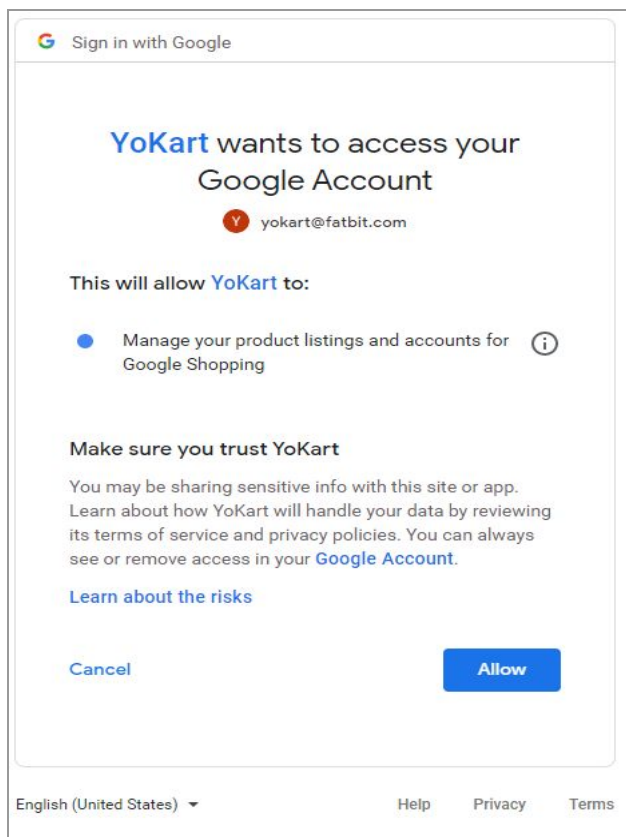
Fig. 10.5.15: Sign In with Google

XIII. Seller must go back to the **'Google Shopping Feed'** page which will now display the seller's merchant ID as shown in figure 10.5.16.

Google Feed

Merchant ID : 147290000

Service Account Info

Fig. 10.5.16: Google Feed Page displaying Seller's Merchant ID

XIV. Sellers must click on the **'Service Account Info'** button provided on this page which will open a **'Service Account Detail'** pop-up as shown in figure 10.5.17.
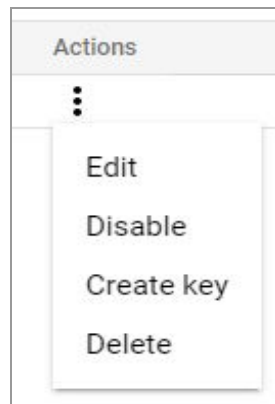
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Yo!kart logo (top right)

Service Account Detail

Please Follow Below Steps To Get Service Account Detail :
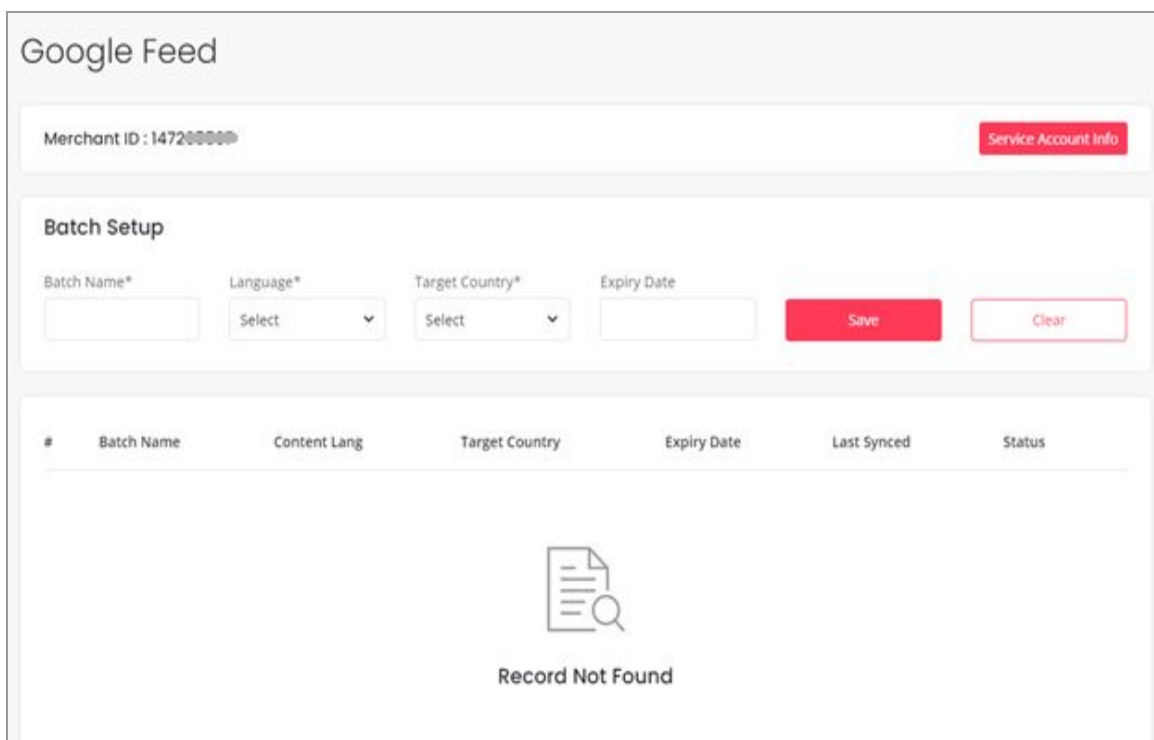
- Visit Google Console
- Open the **IAM & Admin** page in the Cloud Console.
- Click **Select a project**, choose a project, and click **Open.**
- In the left nav, click **Service accounts.**
- Find the row of the service account that you want to create a key for. In that row, click the **More ⋮** button, and then click **Create key.**
- Select a **Key type** and click **Create.**

Save Changes

Fig. 10.5.17: 'Service Account Detail'

Seller must copy the downloaded **JSON key** and paste it in the provided text-box. Click on **'Save Changes'** which will open the **'Google Feed'** page as shown in figure 10.5.18.

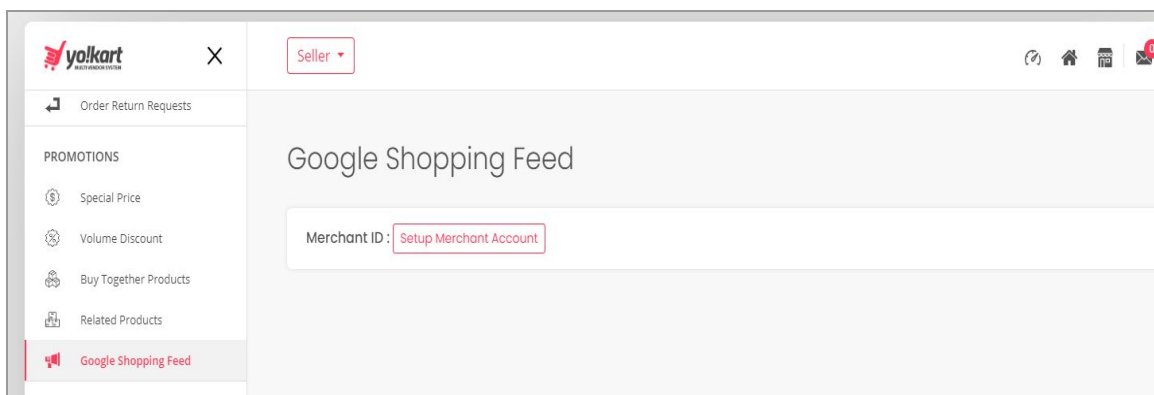**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

XV.   This page displays a **'Batch Setup'** section in which seller can add a new batch by entering:

- **Batch Name*:** Enter name for the batch to be added.
- **Language*:** Select the preferred language from the drop-down list.
- **Target Country*:** Select the target country from the drop-down list.
- **Expiry Date:** Select the expiry date for this batch.

Clicking on **'Save'** will add the new batch to the list provided below.

Sellers can view the details of the batch and perform certain functionalities using the **'Action Buttons'** provided to the extreme right of the respective batch. They are:
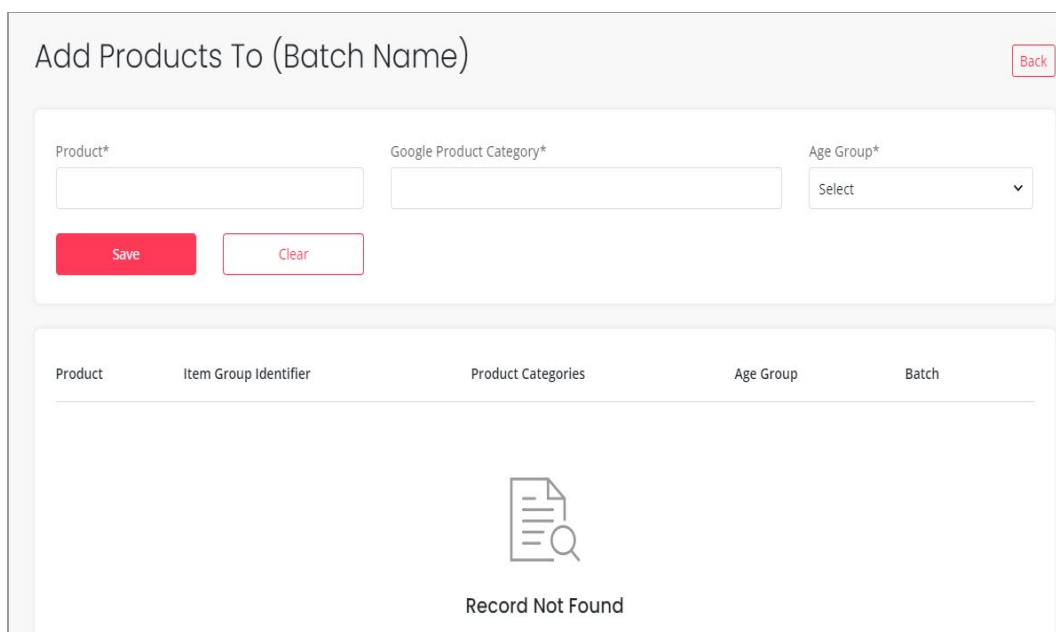
- **Publish** **:** A batch will not be published until at least one product has not been added in it. To add products seller must click on icon. The current status of the newly added batch is displayed as **'Pending'**. Once

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

the products are linked, clicking on this icon will publish this batch and the status of the respective batch will be displayed as **'Published'**.

● **Bind Products** 🔗 **:** Clicking on this icon will redirect sellers to the **'Add Products to (Batch Name)'** page as shown in figure 10.5.19. Seller must:

  ➔ **Product*:** Select the product to be added to the respective batch.

  ➔ **Google Product Category*:** Select the category under which the product is to be displayed during Google search results.

  ➔ **Age Group*:** Select the age group for which the product is accessible.

Fig. 10.5.19: Add Products To (Batch Name)

Clicking on **'Save'** will add the product to the respective batch. This list provides:

  ➔ **Check-box:** Seller can choose multiple products added in the list and unlink them by clicking on the **'Unlink'** button that will appear on the top-right corner of the list once selecting the check-box.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

→ **Edit** ☑ **:** Seller can edit the details of respective linked product by clicking on this icon.

→ **Delete** 🗑 **:** Seller can delete the product from this list by clicking on this icon.

- **Edit** ☑ **:** Clicking on this icon, sellers can make changes in details of respective batches.

- **Delete** 🗑 **:** Clicking on this icon, sellers can delete the respective batch from this page.

11. SEO

Certain measures are taken to make an e-commerce website and its products visible in Search Engine Results Pages (SERPs) and this is generally called SEO (Search Engine Optimization). Sellers can set the language specific SEO details such as Meta title, Meta keyword, Meta description and other Meta tags for the product.

11.1 Meta Tags

The metadata that describes the information available on a product page to the search engines is known as Meta-tag. It is important to add a meta-title and meta-description that will be visible on the SERPs. The rankings of products can be improved through these meta-tags.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Meta Tags

Search Product		Search	Clear

#	Product
1	Reusable Cloth Masks (Women) - Yellow
2	Reusable Cloth Masks (Women) - Red
3	Reusable Cloth Masks (Women) - Blue
4	Rcube PSP White 4 GB with Mario (White)
5	Back Cover for Motorola Moto E4 Plus (Black, Rubber)
6	JBL T250SI Wired Headphone (Black, On the Ear)
7	HP 15.6 inch Laptop Backpack (Black)
8	Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg)
9	LP Louis Philippe Slim Fit Men's Blue Trousers
10	United Colors of Benetton Full Sleeve Solid Men's Jacket - L

⚠

Select A Product To Add / Edit Meta Tags Data

`1` `2` `...` `›` `»`

Fig. 11.1.1: Meta Tags page

The seller can add meta-tags to any of their products in this 'Meta-Tags' module. This page shows a list of products displayed on the left side and a message displaying 'Select A Product to Add/Edit Meta Tags Data' on the right. The seller can also search for the product in the search bar provided at the top of this page. When the seller clicks on the product for which they want to assign the meta-tag, a form will appear on the right side.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 11.1.2: Add Meta Tags Form

As shown in figure 11.1.2, the seller must:

- **Language:** Select the preferred language from the drop-down list.
- **Meta-Title*:** This input-field is already filled with the name of the product but the seller can make changes to the title.
- **Meta-Keywords*:** Enter the meta-keywords in this input box.
- **Meta Description*:** Enter a brief description about the product.
- **Other Meta Tags:** Enter any other meta tags in this input field.
- **Update Other Languages Data Check-box:** Select this check-box if they want their data to be converted into other languages by the system.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Once the seller has filled in the details, they can click on the 'Save and Next' button if they want to re-enter the input-fields in other languages. Sellers must click on the 'Save & Exit' button to finish editing. The previously added meta-tags can be edited in the same manner.

11.2 URL Rewriting

Each product is assigned with URLs that help in improving their SEO ranking. In other words, it is the direct link address to the product. The seller can change and assign a new URL to any product through this module. The 'URL Rewriting' page provides a list of all the products along with their original and custom URLs. The seller can search for a particular product by entering keywords in the search-bar provided at the top of this page as shown in figure 11.2.1.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Page | 149

URL Rewriting

#	Product
1	Reusable Cloth Masks (Women) - Yellow
2	Reusable Cloth Masks (Women) - Red
3	Reusable Cloth Masks (Women) - Blue
4	Rcube PSP White 4 GB with Mario (White)
5	Back Cover for Motorola Moto E4 Plus (Black, Rubber)
6	JBL T250SI Wired Headphone (Black, On the Ear)
7	HP 15.6 inch Laptop Backpack (Black)
8	Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg)
9	LP Louis Philippe Slim Fit Men's Blue Trousers
10	United Colors of Benetton Full Sleeve Solid Men's Jacket - L

Select A Product To Update Url

Fig. 11.2.1: URL Rewriting

The original URL of any product cannot be changed by the seller. However, the seller can make changes in the custom URL. Clicking on any product listed in the left section of the page will open an edit form in the right section as shown in figure 11.2.2 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

If enabled by the admin, the seller can also add Custom URLs in secondary languages (also known as the language-specific URLs) as shown in figure 11.2.3 below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

12. Subscription

This section is only visible on the dashboard if the admin has enabled such settings.

12.1 My Subscriptions

Sellers can see all the past and present subscribed subscription packages on this page. Search filters are present for the seller to locate a particular subscription order. The list displays the Order ID, type of Subscription Package, Status (Active/In-Active), Amount paid and Subscription Validity

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

time-period. To view the details of any particular subscription plan, the seller must click on eye-icon 👁 provided on the extreme right of each plan mentioned in the list. This will redirect the seller to the 'View Subscription Order' page. This page will show additional details such as Product upload, Inventory upload and Images limits provided in the respective subscription plan.

Sellers can also turn the **'Auto-renew Subscription'** on & off through the toggle button located on the top right corner. When turned on, this will automatically renew the seller's subscription plan with the website. Subscription packages auto-renew only if the seller has enough credits in their e-wallet. If there aren't sufficient credits in the wallet then the subscription plan will not be renewed and the seller shop and products will be hidden from the website post expiry of their subscription package.

12.2 Subscription Packages

All the subscription plans offered by the admin to their seller are shown in this module. Although the seller has previously chosen a plan, they can change it from this module. All the terms provided in each plan have been explained [Section 6](). When the seller chooses a new plan and clicks on the 'Change Plan' they will be redirected to the payment page. The further steps of billing and payment are similar to those followed during the first time (refer '[Buy Plan]()').

12.3 Subscription Offers

Any kinds of offers or discounts provided by the admin for the seller will be displayed under this module. Sellers can use these discount coupons when
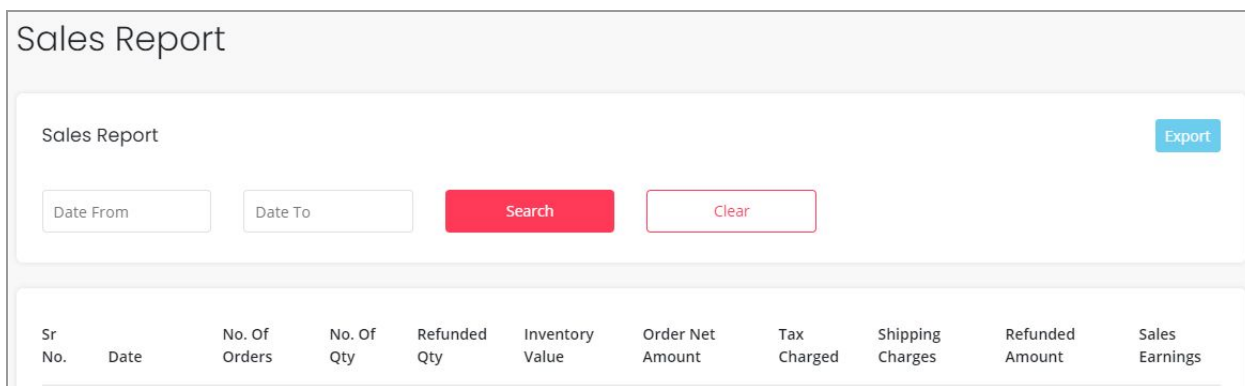
proceeding for 'Billing and Payment'. If no offers are currently available, this page will display a message 'No Record Found'.

13. Reports

To evaluate and analyze the overall sales rate and performance of sellers on the portal, the reports module is provided.

13.1 Sales Report

The incline and decline in sales rate over a certain period of time can be determined by a sales report. As shown in figure 12.1.1, the seller must mention the time period for which they want to access the report in the 'Date From' and 'Date To' input boxes. The 'Date From' and 'Date To' filters can also be used together to specify a time period. When the seller clicks on the 'Search' button, the report will be displayed in the list provided below with columns of number of orders, number of quantity refunded, inventory value, order net amount, tax charged, shipping charges, refunded amount and sales earning.

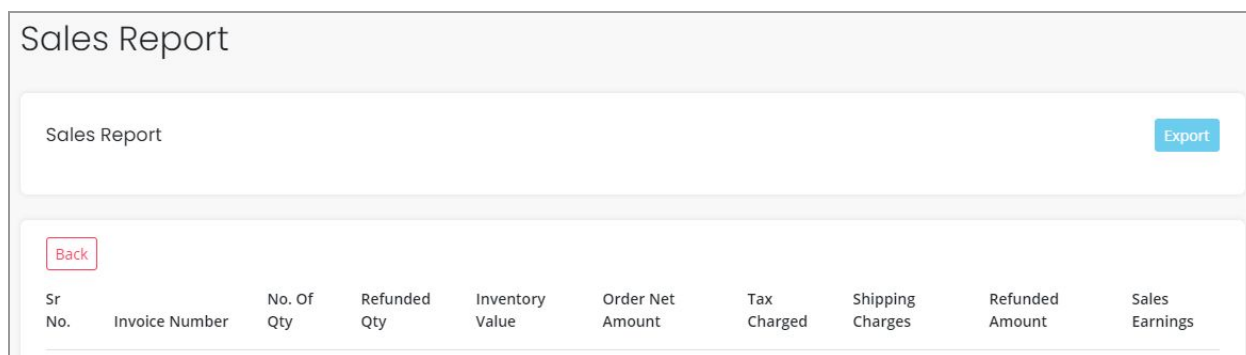**Fig. 12.1.1: Sales Report Page**

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Upon clicking on a particular date mentioned under the 'Date' column, the seller will be navigated to the detailed sales report page showing all the sales made on that particular date. By clicking on the 'export' button, sellers can download the sales report in CSV format.

Fig. 12.1.2: Sales Report Page (For Particular Date)

13.2 Products Performance Report

Sellers can view performance reports of the products they are selling in their shop. This page includes three tabs providing three different kinds of product performance reports. They are:

i. **Top performing products:** As shown in figure 12.2.1, this tab displays the most sold products from the Seller's shop. The list displayed shows the Product name, Wishlist User Counts and the Sold Quantity.
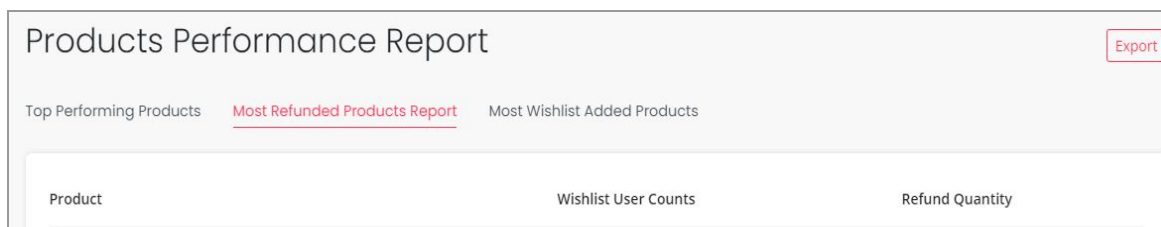
Fig. 12.2.1: Top Performing Products Report

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

ii.   **Most Refunded Products Report:** As shown in figure 12.2.2, this tab displays those products from the Seller's shop that are refunded the most number of times. The list displayed in this tab shows Product name, Wishlist User Counts and the Refund Quantity.

Fig. 12.2.2: Products Performance Report

iii.   **Most Wishlist Added Products:** As shown in figure 12.2.3, this tab displays the products that have been added to the wishlist maximum number of times by the different buyers. The list displayed shows the Product name and User counts.

Fig. 12.2.1: Products Performance Report

Seller has an option to export the reports in CSV format.

13.3 Products Inventory

In this module, the seller can generate a report for the stock quantity available for the products added by them in their shop (figure 12.3.1). Sellers can export this report in CSV format. Sellers can search for their product in the search bar provided at the top of this page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Products Inventory Report

Products Inventory Report		Export
Keyword	Search	Clear
Sr No.	Product	Stock Quantity

Fig. 12.3.1: Products Inventory Report

13.4 Products Inventory Stock Status

Sellers can generate a report through which they can analyze the stock quantity available, the stock that is on order, the unit price of the products, inventory value and the total price of the product quantity left in stock from this report. Sellers can export this report in CSV format by clicking on the 'Export' button provided on the top-right corner.

Products Inventory Stock Status Report

Keyword	Search	Clear					
Sr No.	Product	Stock Available	Stock On Order	Cost Price	Inventory Value (Stock Available * Cost Price)	Unit Price	Total Value (Stock Available * Unit Price)

Fig. 12.4.1: Products Inventory Stock Status Report

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
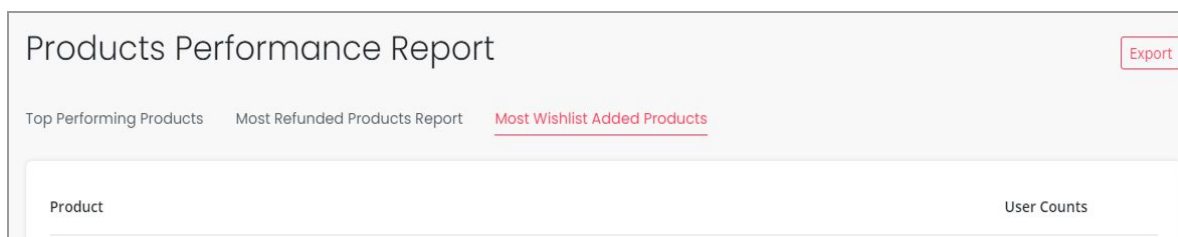
14. Profile

The seller can manage their account/profile details through this module. The seller can also save their bank account details in this module.

14.1 My Account

It includes three different tabs. In the first tab which is 'My Account' the seller can add or edit their basic details. The seller cannot make all the changes repeatedly. Fields such as Username, Email ID, phone number and date of birth cannot be changed once entered. As shown in figure 14.1.1, the seller can add and modify following fields:

- **Profile Photo:** The seller can upload/change their profile picture by clicking on the 'Upload' button provided below user icon.
- **Full Name*:** The seller can enter/modify their full name.
- **Country*:** The seller must enter the city in which they are located.
- **State*:** The seller must enter the state in which they are located
- **City:** The seller can mention the name of the city in which they are located.
- **Organization:** The seller can mention the name of their organization.
- **Brief Profile:** The seller can mention brief comments regarding their profile.
- **What Kind Products Services Advertise:** The seller can enter brief comments related to the kinds of product services they provide to their customers.

The seller must then click on the 'Save Changes' button provided below to save the made changes.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 14.1.1: My Account tab

If any seller has been registered as both 'Seller' and 'Buyer' they can manage which account dashboard is to be preferably displayed when logging into their accounts, from the **'Preferred Dashboard'** section.

As per the guidelines of **GDPR (General Data Protection Regulation),** every user has the right to protect their data by collecting, storing, altering, erasing or restricting it. Following these guidelines, two buttons are provided for this seller on the top-right corner of **'My Accounts'** page. They are:

● **Request to Remove My Data:** The seller can raise a request to the admin to remove their personal data. When the seller clicks on this button, a **'Truncate**

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Request' pop-message will appear as shown in figure 14.1.2. The seller can click on 'Yes' to proceed and 'Cancel to go back.

Truncate Request

Truncate Request Approval Will Delete All Your Data. Truncate Anyway?

Yes   Cancel
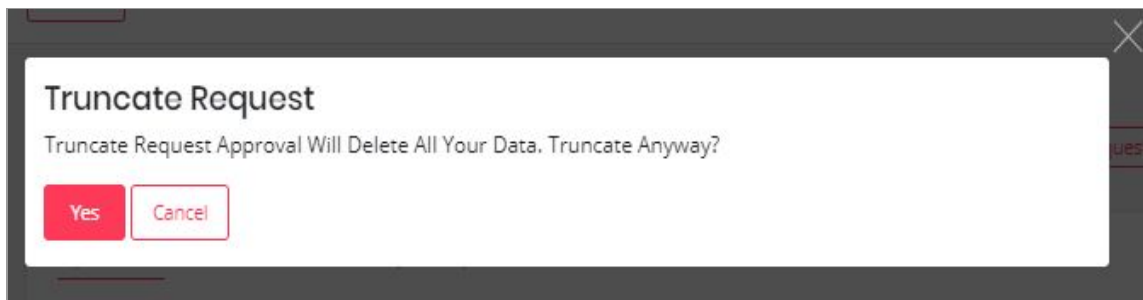
Fig. 14.1.2: Truncate Request

- **Request My Data:** The seller can raise a request to the admin to share their account information. When the seller clicks on this button, a pop-up **'Request Data'** form will appear. The seller must enter the reason for making such a request under the **'Purpose of Request Data'** text-box. To understand the policies of GDPR, the seller can click on the hyperlink provided with the message 'Click Here to Read the Policies of GDPR'. The seller must click on the **'Send Request'** button to submit the request.

The second tab is the 'Bank Account' details tab. In this tab, the seller can enter all their bank account details as shown in figure 14.1.3. These bank account details will be accessed by the Admin in order to make any transactions to their sellers when they place '[Withdrawal Requests](#)'.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 14.1.3: Bank Account tab

The seller must enter:

- **Bank Name*:** The name of the bank in which the seller has their account must be mentioned.
- **Account Holder Name*:** The full name of the account holder must be mentioned in this field.
- **Account Number*:** The seller must enter their bank account number.
- **IFSC Swift Code*:** The seller must enter the unique IFSC swift code of their bank.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

- **Bank Address:** The seller can mention the complete address of the branch of the bank.

Click on 'Save Changes' to save all the details.

The third is 'PayPal Payout' details tab (Figure 14.1.4). This tab is highly useful to the Admin since it makes it easy to transfer money to sellers when they place Withdrawal Requests.

Account Settings | Request To Remove My Data | Request My Data

My Account   Bank Account   PayPal Payout

Email ID   Paypal Id   Save Changes

Fig. 14.1.4: PayPal Payout

It provides the advantage of making virtual transactions directly from within the portal. The process to be followed is also simpler. The seller must enter the details of their PayPal account by providing:

- **Email Id:** The seller must enter their valid email id.
- **Paypal Id:** The seller must enter their Paypal Id in this input field.

The seller must click on the 'Save Changes' button to save the details.

14.2 Sub Users

A seller has the option of adding their sub-users. These sub-users are directly controlled by the seller. The access of sub-users to the seller's portal can be
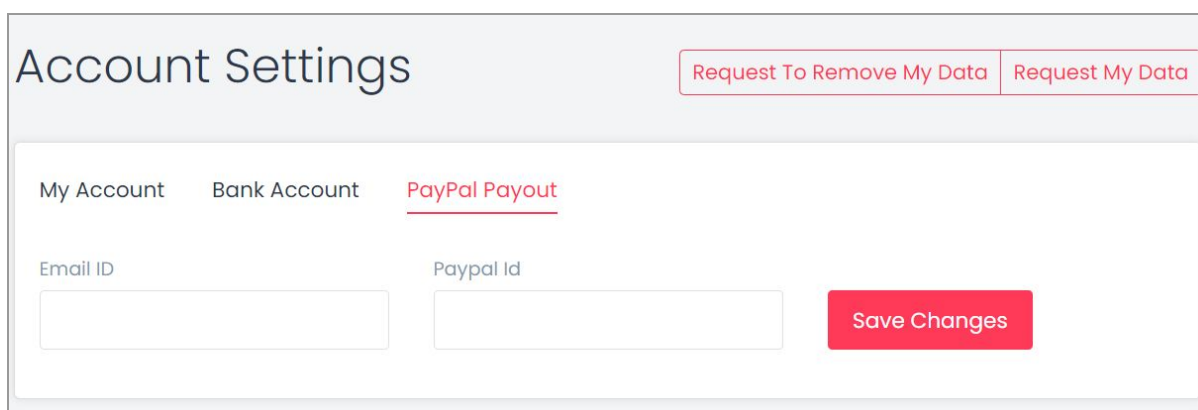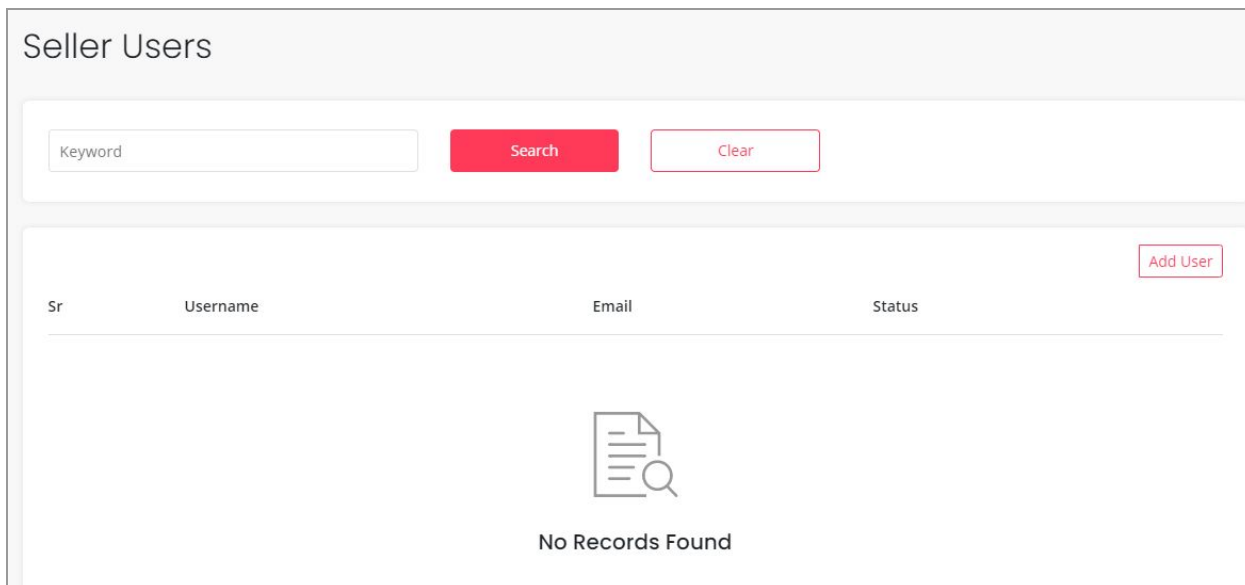
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

managed by the seller itself. As shown in figure 14.2.1, a search bar is provided on the top of this page using which sellers can search a particular sub-user from the list.

To create a sub-user, the seller must click on the 'Add User' button provided on the top-right corner of this page.

Fig. 14.2.1: Seller Users Page
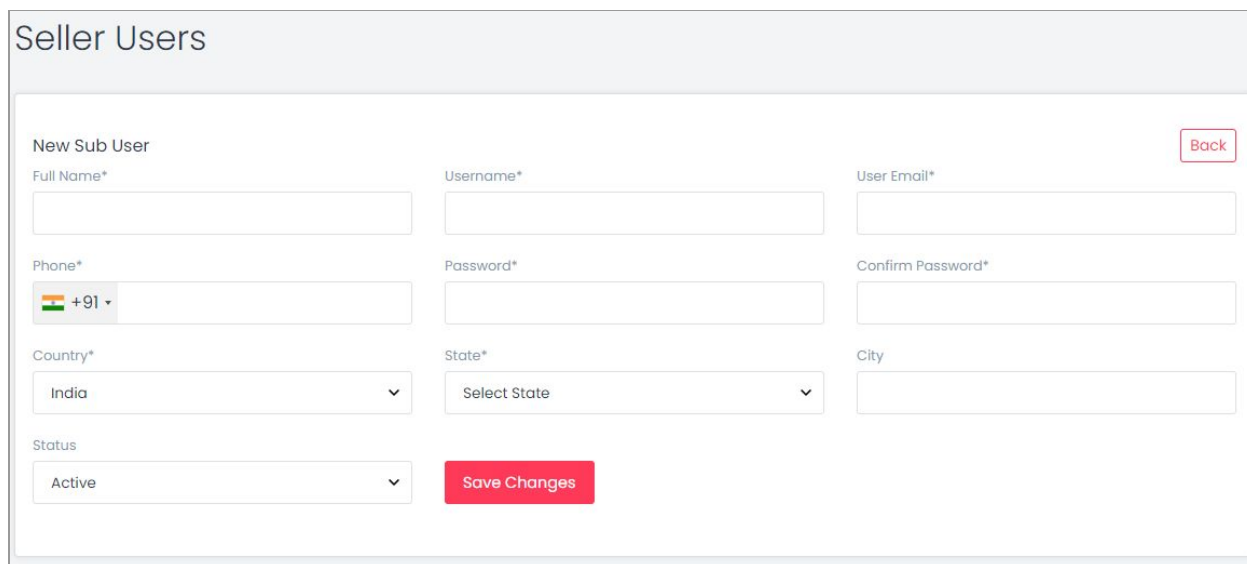
The seller will be redirected to 'New Sub User' form as shown in figure 14.2.2, in which the seller must enter:

- **Full Name*:** Full name of the sub-user.
- **Username*:** A unique username for the sub-user.
- **User Email*:** The valid email id of the sub-user must be mentioned in this input box.
- **Phone*:** The contact number of the sub-user must be entered.
- **Password*:** The seller must create a password for the sub-user's id.
- **Confirm Password*:** The seller must re-enter the password.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Country*:** The country in which the sub-user is located must be entered.
- **State*:** The state in which the sub-user is located must be entered.
- **City:** The city from which the sub-user belongs can be mentioned.
- **Status:** The seller can activate or deactivate the sub-user by choosing 'Active' or 'In-active' option, respectively.

The seller must click on the 'Save Changes' button to create the new id for the sub-user.

Fig. 14.2.2: Add New Seller Users Form
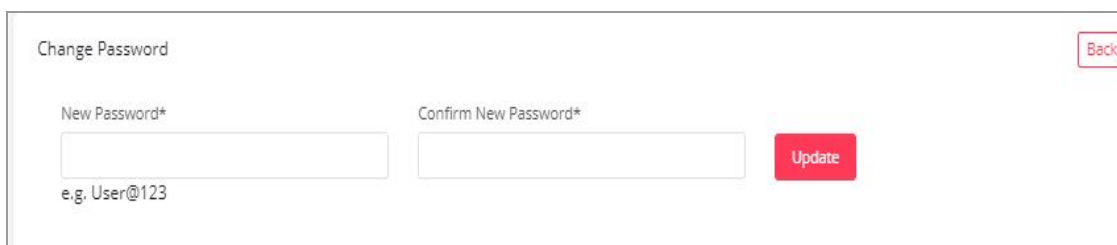
The newly added sub-user will start appearing in the list provided on the 'Seller Users' page. Few short-cut buttons are provided besides each sub-user which are:

- **Check-box:** A check-box is provided to the left of each sub-user's row to select multiple users and perform collective actions. When selecting the check-boxes, two action buttons will be displayed just beside the **'Add User'** button on the top-right corner of this list: **Activate and Deactivate.** Clicking

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

on 'Activate' activates the status of the respective sub-user's id. Clicking on 'Deactivate' will deactivate the respective sub-user's id.

- **Status** 🔘 : This toggle button also helps sellers activate or deactivate the sub-user. When the toggle is grey, it denotes the sub-user id is deactivated. When the toggle is green, it denotes the sub-user id is activated.

- **Change Password** 🔑 : Clicking on this icon will redirect the seller to **'Change Password'** form as shown in figure 14.2.3. The seller needs to fill in 'New Password' and 'Confirm New Password' boxes and then click on update.

Change Password		Back
New Password*	Confirm New Password*	
		Update
e.g. User@123		

Fig. 14.2.3: Change Password for Sub-User Form

- **Edit** ☑ : The seller can make changes in the previously saved basic details of the sub-user. Clicking on the 'Save Changes' button will save the new changes.

- **Permissions** 🔒 : Clicking on this icon will redirect the seller to **'Manage Permissions for (Sub-User's Name)'** form. On the top of this page, a drop-down box is provided with heading **'Select Permission For All Modules*'.** Clicking on this drop-down will provide three choices of access permissions:
    a. **None:** Selecting this option will restrict the sub-user from having any kind of access to all the modules from the seller's shop.
    b. **Read Only:** Selecting this option will provide access to only read all the modules of the seller's shop.
    c. **Read and Write:** Selecting this option will provide the sub-user with an access to read and write/add/make changes in all the modules of the seller's shop.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The seller can select any of the access permission and then click on the **'Apply to All'** button. The selected action will be applied to all the modules.

However, if the seller wants to provide different permission accesses for different modules, this page also provides a list of all the modules available in the seller's shop. Each module has a separate drop-down bar provided to its right. The drop-down has the same three access permissions: **None, Read Only and Read & Write**. The seller can define permission accesses for every separate module as per their requirement.

14.3 Messages

The customers might have several queries regarding the products due to which they might try to contact their sellers. Any messages being sent by the customers are shown to the seller under the 'My Messages' page shown in figure 14.3.1. The message threads are created for every different customer. The seller can read as well reply to these messages. To search for messages, the seller can type the keywords in the search bar provided at the top of this page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 14.3.1: My Messages Page

14.4 My Credits

The seller can see the complete details of their previous transactions in the 'My Credits' module. The complete transaction history of the seller is displayed in the 'Transaction History' list provided below 'Search Transactions' section. Each of the sections displayed on this page as explained ahead.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
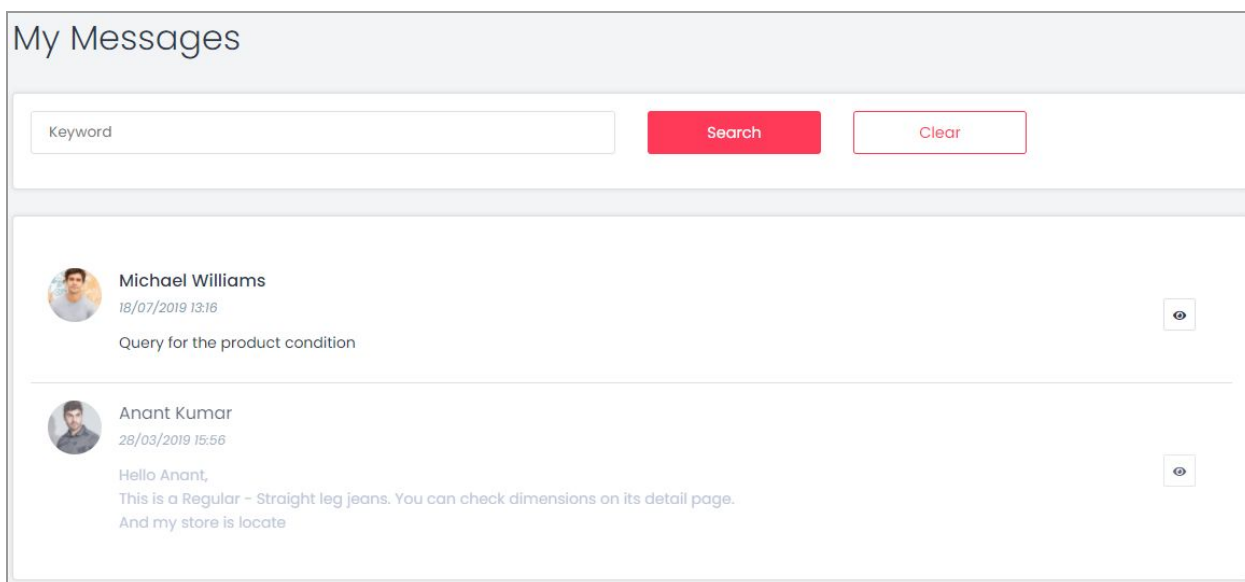
My Credits

Wallet Balance:	Pending Promotions Charges:	Pending Withdrawal Requests:
$5,180.32	$10.00	$2,000.00

Available Balance:

$3,170.32

Bank Payout ⌄   Withdraw

Add Wallet Credits [$]

Enter Amount   Add Credits

Search Transactions

Keyword   Both-debit/credit ⌄

From Date 📅   To Date 📅   Search   Clear

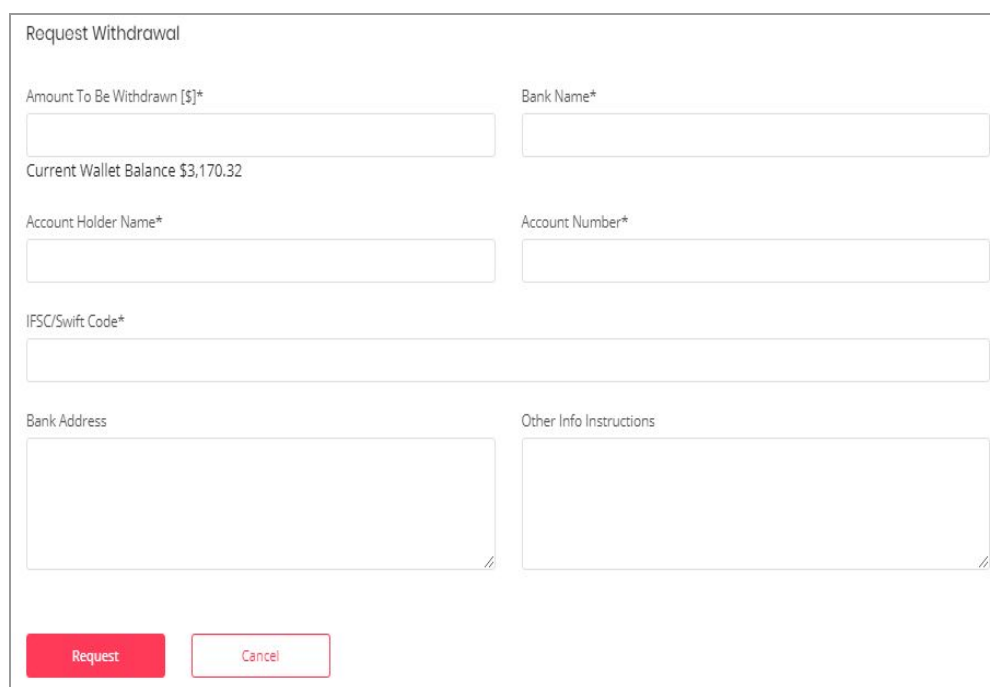| Transaction id	Gateway Txn Id	Date	Credit	Debit	Balance	Comments	Status
TN-0000093	n/a	18/07/2019	$0.00	$3.88	$5,180.32	Charged commission for order #O1563433987-S0002.	Transaction Completed
TN-0000092	n/a	18/07/2019	$104.50	$0.00	$5,184.20	Received credits for order #O1563433987-S0002.	Transaction Completed
TN-0000085	n/a	18/07/2019	$0.00	$3.74	$5,079.70	Charged commission for order #O1563432822-S0001.	Transaction Completed
TN-0000084	n/a	18/07/2019	$93.50	$0.00	$5,083.44	Received credits for order #O1563432822-S0001.	Transaction Completed
TN-0000081	n/a	18/07/2019	$0.00	$32.99	$4,989.94	Order Placed #O1563433104	Transaction Completed
TN-0000080	n/a	18/07/2019	$0.00	$788.50	$5,022.93	Order Placed #O1563432822	Transaction Completed
TN-0000077	n/a	28/03/2019	$0.00	$721.50	$5,811.43	Order Placed #O1553766545	Transaction Completed

Fig. 14.4.1: My Credits Page

The sections displayed on this page are:

a. **Wallet Balance:** The total balance available in the seller's virtual wallet is displayed under this section. This is a sum total of all the pending credits and debits.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

b. **Pending Promotions Charges:** A seller is charged for running any promotions as an Advertiser. So, the amount yet to be paid by the seller for promotions is displayed under this section.

c. **Pending Withdrawal Requests:** A seller can send a withdrawal request to their Admin on approval of which the seller will receive the money in their bank/PayPal accounts. The amount of yet to be received by the seller from previously sent withdrawal requests to the admin is displayed under this section.

d. **Available Balance:** This section displays the balance actually available in the seller's account. This amount excludes any pending credits and debits.

The seller can make a withdrawal request to the admin. A drop-down bar is provided in this section which includes two options:

● **Bank Payout:** By selecting this option the seller can send a withdrawal request to their admin to transfer money from e-wallet to their bank account. By clicking the **'Request Withdrawal'** button the 'Request Withdrawal' form will open as shown in figure 14.4.2.

Fig. 14.4.2: Request Withdrawal' Form

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

The seller will then have to fill their own bank details if they have not previously added bank details under the '<u>My Account</u>' section. Seller needs to share bank account details with the admin as approved withdrawal requests/funds are transferred outside of the system through the Admin's bank. After adding the necessary details, the seller must click on the **'Request'** button to place the request. The withdrawal request will be forwarded to admin and the amount requested for withdrawal will be displayed in '<u>Pending Withdrawal Requests</u>' section.

- **PayPal Payout:** The seller will receive their money in their PayPal account by selecting this option. Clicking on the **'Withdrawal'** button will open the 'PayPal Payout Form' as shown in figure 14.4.3.

Fig. 14.4.3: Paypal Payout Form

The seller must fill the required details (if not already filled in **'Paypal Payout'** tab under 'My Account' module) and enter the amount to be withdrawn under **'Amount*'** input field. Clicking on the **'Save'** button will forward the withdrawal request to the admin and the amount requested for withdrawal will be displayed in the '<u>Pending Withdrawal Requests</u>' section.

e. **Add Wallet Credits:** Seller can also add virtual credits to their virtual bank account by entering the amount and clicking the **'Add Credits'** button. This will navigate the seller to the **'Billing and Payment'** pages. The seller needs to select the payment gateway as per their choice and complete their transaction.

NB: Virtual credits are the same value of actual money and vice versa.

f. **Search Transactions:** Seller can also search for any transaction by using following search filters:

- **Keyword:** Enter keywords for particular transactions.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

- **Both-Debit/Credit:** Select if the transactions to be searched as 'Credit', 'Debit' or 'Both'.
- **From Date:** Select a date to search for transactions made after the mentioned date.
- **To Date:** Select a date to search for transactions made until the mentioned date.

  NB: The 'Date From' and 'Date To' filters can also be used together to specify a time period.

g. **Transactions History List:** All kinds of transactions made over the time period will be displayed in this list. The list will display any kinds of credits or debits made on a certain date along with the total balance. The 'Status' column displays **'Transaction Completed'** if the transaction made was successful. Any additional comments relevant to any transaction are displayed under the **'Comments'** column.

14.5 Update Credentials

The seller enters their credentials when creating their shop at the beginning. From this module, the seller can change their credentials.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 14.5.1: Update Credentials Page

This module includes three sections:

i. **Update Email:** The seller can update their new email address. Seller must enter:
    - **New Email*:** Their new email address.
    - **Confirm New Email*:** Their new email address to confirm it.
    - **Current Password*:** The current password for verification.

    NB: Once the seller enters a new email id they will receive a **'Verification Link'** on it. The new email address will only be updated if the seller verifies their email address by clicking on that link.

    The seller must click on the 'Save' button to save the changes.

ii. **Update Password:** The seller can update their password by entering:
    - **Current Password*:** The seller must enter their currently active password.
    - **New Password*:** The seller must enter their new password.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

- **Confirm New Password*:** The seller must re-enter their new password.

The seller must click on the 'Save' button to save the changes.

iii. **Update Phone Number:** The seller can update their phone number by entering:

- **New Phone Number*:** The seller must enter their new phone number.

NB: If this section is not being displayed, it means that it has been restricted from admin-end.

The seller must click on the **'Get OTP'** button to proceed further. The OTP will be forwarded to the seller on their previously registered contact number. After entering the OTP the phone number will be updated successfully.

15. Import/Export

Please refer to the instructions provided on the dashboard for understanding how import/export works. For further instructions please refer to [Seller Import/Export Manual].

16. Language & Currency

From this section, the seller can change the language and currency. When the seller clicks on **'Language'**, the options of languages appear in the list. Sellers can select the language of their choice clicking on which will translate the complete portal's content into the respective language. When the seller clicks on **'Currency'**, the options of currencies available appear in the list. Sellers can select the currency of their choice and the prices mentioned in the complete portal will be displayed according to that respective currency.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

NB: These sections are only visible to the seller if they are enabled from Admin's end. This means that, admin has the authority to restrict the seller from making changes in language and currency used in their portal.