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##### Happy Soul

###### Reseller User Manual

Date: February 2022

English

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# Happy Soul Overview

Happy Soul provides diverse multi-vendor products which enable you to lead a life that is chemical-free, organic, healthy, and wholesome. They emphasise the need for all products to be environment friendly, organic, against animal testing and animal cruelty.

Their listed products, services, therapies, and experiences extend to those who are certified and come with the highest qualifications and recognised accreditations.

All skincare and beauty products on Happy Soul are free from Sulphates, Parabens, Silicone and Mineral oils which are unnatural, clog pores and create allergies.

They offer customers a plethora of lovingly curated books and music in addition to wellness choices for personal use, lifestyle and beautifully crafted, gifting ideas that are sourced with care and integrity.

They are also committed to creating a community of the best spa’s, facilities, practitioners, and workshops in various holistic sciences and meta sciences to transform their customers into the healthiest, happiest most evolved versions of themselves.

They recognise the adverse impact of stressful workplace dynamics and seek to promote vitality, health, work ethics, positivity, and productivity in companies through highly qualified workshops and trainers.

They promote sustainability, eco-friendly, organic, recycled/upcycled products, and packaging.

**Welcome to the Resellers Portal**

**Introduction**

The Happy Soul is a website where you can register as a reseller and can easily interact with the Admins of the Happy Soul. You can have access by logging in with your phone number and an OTP verification. Once you are logged in, you can start setting up your store and add different kinds of products of the different vendors and it is needed to be approved by the Super Admins.

In this portal, you can perform the following tasks:

* You can view and maintain your profile information.
* You can add new categories and new products by choosing from the vendor’s inventories.
* You will receive notifications from the Super Admins when your categories or products get verified or approved.
* You can also view the status of purchase orders and product receipts.

**Getting Started**

Use this procedure to go to the Happy Soul Reseller webpage.

1. Go to your web browser.

2. Enter the link: <https://happysoul-staging.favcy.com/>

Graphical user interface

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Figure 1:- Happy Soul Reseller Site

# Login Portal

You can use this procedure to log in to the portal.

1. You need to select the login button from the menu bar, which is present on the Happy Soul reseller site. Once you click the login, you will be directed to the login options. Now, you can click on Login with OTP. Click **Login** > **Login with OTP**.

A picture containing graphical user interface

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Figure 2:- Login Portal

Graphical user interface, application

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Figure 3:- Login

1. As you are trying to log in through OTP, you will be redirected to a new tab, where you need to enter your mobile number to receive the OTP.

Graphical user interface, text, application

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Figure 4:- Mobile Number verification

1. You will receive an OTP in your mobile number and then you need to provide that code in the blank for verification of your mobile number.

Graphical user interface, application, website

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Figure 5:- OTP verification

# Setup My Store

Once you have logged in, you will be directed to choose an account or to create a new one where you want to set up your store for the customers.

Graphical user interface, application

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Figure 6:- Account

Graphical user interface, text, application

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Figure 7:- Account login

After you select **Continue** in figure 7, you can set up your store. Click **Setup My Store**.

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Figure 8:- Details

You will be asked to choose your package. It will offer a variety of plans to meet your needs. You can compare the plans and then you can determine which package you are going to choose.

Graphical user interface, application

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Figure 9:- Package

Once you select your package, click **Next**. Then you will be asked for the one-time payment of that particular plan or the subscription. Select **Pay**.

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Figure 10:- Payment

You need to fill up your mobile number and mail id before you proceed with the payment. You can pay the subscription fee through any payment gateway.

Graphical user interface, application

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Figure 11:- Details

Graphical user interface, application, Teams

Description automatically generated

Figure 12:- The Subscription

Graphical user interface, application

Description automatically generated

Figure 13:- Net banking

Graphical user interface

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Figure 14:- Successful payment

Once the payment is successful, your Happy Soul store has been set up. A link will be generated that you can share among your peers and relatives. When they buy anything from that store you will be able to generate income as a reseller.

Graphical user interface, application

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Figure 15:- Setup store

Copy the link and try to paste it on another tab or click on Admin. Then a new tab will come up with the reseller dashboard.

Graphical user interface, website

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Figure 16:- Reseller Dashboard

# My Account

When you will select **Admin Panel Login,** you will be directed to the **My Account** page in the dashboard. You need to complete your registration by filling out the information like Aadhar card details, PAN details and address and submitting it for the verification process. You will be notified when you can start your services as the Admin needs to approve your request.

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Figure 17:- My Account

Graphical user interface, application

Description automatically generated

Figure 18:- Aadhar card details

Graphical user interface, application

Description automatically generated

Figure 19:- PAN details

Graphical user interface, text, application

Description automatically generated

Figure 20:- Address

Once the registration is done, the verification request will be sent to the Admin. Until you are verified, you can not access any other item in the dashboard.

Graphical user interface, text, application

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Figure 21:- Verification

After the Admin verifies the details of the reseller, your **My Account** page will look like this. Now, you can access every other item in the dashboard.

Graphical user interface, text, application

Description automatically generated

Figure 22:- Verified

# Dashboard

Once your account gets verified as a reseller, you can access the full dashboard. You can view different options at the bar on the left side of the page as shown in figure 22.

## Happy Soul Inventory

The Happy Soul Inventory refers to all the items or the products held by the different vendors. As a reseller, you can select any products depending on your niche. Each product in the inventory has its vendor’s name with its pricing and status.

Graphical user interface, application, PowerPoint

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Figure 23:- Inventory

After you select any product, a new page will open up showing the asking price of the vendor and your listing price. So, you can enter your listing price accordingly. Once you set up the details, you can click the **Resell** button. Therefore, it will be added as a product to your inventory.

Graphical user interface

Description automatically generated

Figure 24:- Add product

You can also change the status to active and inactive. It means whether the product is there for the sell or it got out of stock.

Graphical user interface, application

Description automatically generated

Figure 25:- Manage product

## My Inventory

Whenever you click the resell button on the inventory page, the product will be added to your inventory.

Graphical user interface, application

Description automatically generated

Figure 26:- My inventory

## Sales Report

You can view the orders received through your Happy Soul store. You also have the option to use various filters to view your purchase reports including filtering by date and status of the order as well as downloading the sales report to your system.

Start Date – If you want to find the sales report between a period, then you need to enter the start date from when you want to view the order details.

End Date – If you want to find the sales report between a period, then you need to enter the end date till when you want to view the order details.

Page wise limit – It gives you the authority to put any limitation about how many order details should be viewed on a single page.

Sales Order ID – For each order, there is a unique order ID. Whenever you try to search for a particular order detail, you can type only the order ID.

Graphical user interface, text, application, email

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Figure 27:- Sales report

Order Status - Depending on the order status you select, that number of orders will be shown.

* Order Failed: When any customer has failed to order anything from the site due to the failure in the payment gateway or for any other reason.
* Order Placed: The customer has successfully placed an order and it will create a unique order ID.
* Order Confirmed: Once the customer has successfully placed an order, it will be verified from your end. So, the status of the order will change to the order confirmed.
* Order Cancelled by Seller: After the customer successfully placed an order, it is in the hands of the seller whether they want to confirm it or cancel it which depends on the availability.
* Order Ready to Ship: When the seller confirms the order and the product is packaged and is ready for shipment from the warehouse.
* Order Shipped: Once the product leaves the warehouse or in the delivery phase, the status can be changed to order shipped.
* Order Delivered: After the customer receives the order from the seller, the order is said to be delivered.
* Order Returned: The customer can return the product after it gets delivered to them but within a stipulated period. If the seller receives the order back from the customer, the status can be changed to order returned.
* Order Cancelled by Customer: Customers can cancel the successfully placed order before the shipment happens.
* Order Returned Requested: If the customer requests the cancellation after placing an order, it will ask for the permission of the seller.

Graphical user interface, application

Description automatically generated

Figure 28:- Order status

## Suggest Me Products

Depending on your inventory, you will have suggestions of different kinds of products that the vendors put up on the Happy Soul site. There can be so many suggestions but until you choose to resell, it won’t be added as your product in your inventory.

Graphical user interface, website

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Figure 29:- Suggested Products

Graphical user interface, application, PowerPoint

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Figure 30:- Resell

## Edit My Store

Here, you can edit the details like your store’s name, its description, theme, and media channel. Even you can upgrade your plan and can edit your store’s link. You have the option to upload banner images also.

Graphical user interface, application

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Figure 31:- Edit your store

## Customer Support

If you face any issues regarding any subject or topics, the customer support team will help you to solve the problem, once you **Submit Your Query**.

Graphical user interface, text, application

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Figure 32:- Customer Support

# Wallet

This is the reseller’s wallet of Happy Soul. Here, you can add money, withdraw money and can see the transactions that have been done on this platform.

## Add money

You can add money to the wallet for the up-gradation of your plan. It will be redirected towards the Razorpay payment gateway once you click **Add Money**.

Graphical user interface, website

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Figure 33:- Add Money

## Withdraw

If you want to withdraw the money into your bank account, you can do so by providing the bank details, PAN details, withdrawal amount and should attach the PAN card.

Graphical user interface, website

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Figure 34:- Withdrawal amount

Graphical user interface, application

Description automatically generated

Figure 35:- Withdraw details

## History

Here, you can check the transactions that have been done. It includes both the money withdrawn and the money spent through the wallet.

Graphical user interface, application

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Figure 36:- History