

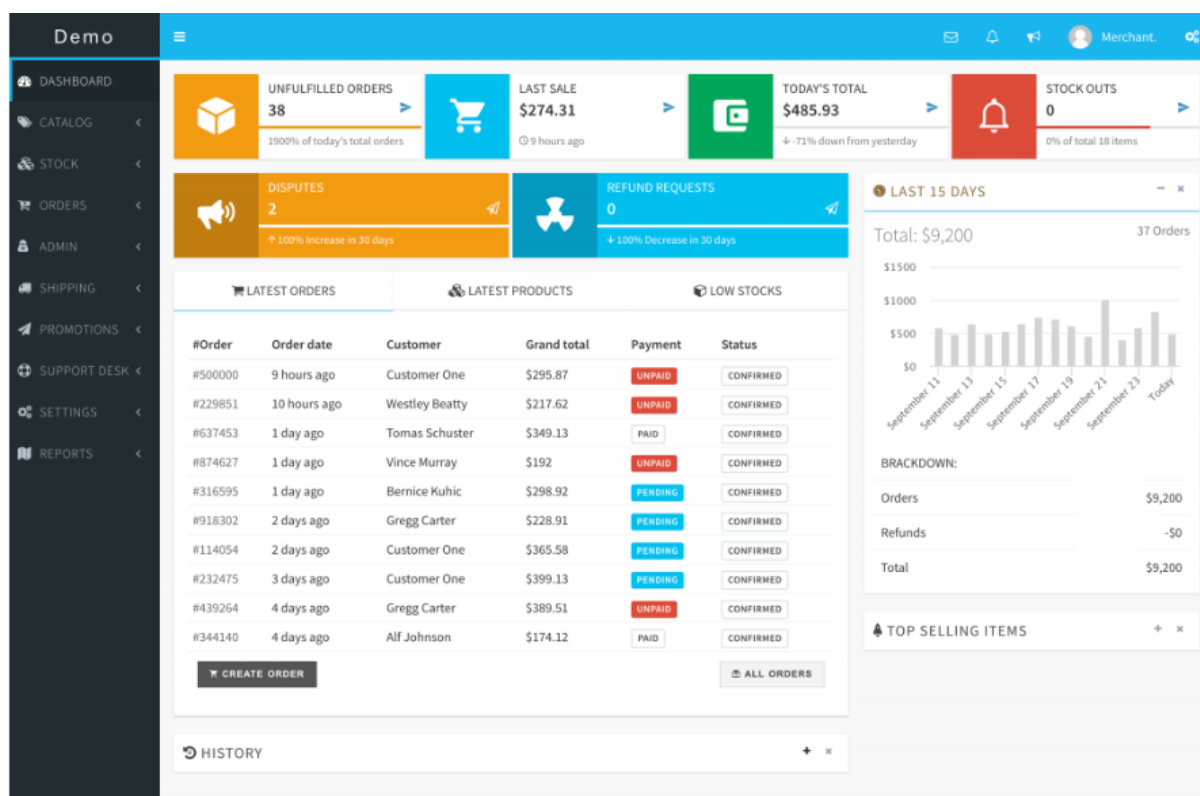
Configurations

To login to your merchant dashboard, please visit <https://indomarche.com/login>.

Before starting to sell on IndoMarche, please configure your shop first for better understanding and performance. While configuration, you follow certain steps to set-up your shop on the portal. To start with the same, you must configure at least one payment method to get all the payments for the sales. Also, you must add a shipping zone too to allow the customers to make the orders from the shop.

We hope that you must have already registered with IndoMarche, so let's start with our journey!

Attention! Some of the options might not be accessible to you due to certain rules of the marketplace, IndoMarche. To access any option that is not available and is a must for you, please reach out to us at merchant support helpline, or open a ticket!



Here is a brief on what all is to be configured for a successful journey ahead!

- General Configurations
- Shop Settings
- Payment Methods
- Tax Settings
- Go Live
- Get Verified

General Configurations

The initial step in the configuration is setting up the brand information of your business. For this, you must add several details like the business name, its logo, your cover image, the physical location of the business, and many more.

The screenshot displays the 'General Settings' page within a demo application. The interface features a dark sidebar on the left with navigation links: DASHBOARD, CATALOG, STOCK, ORDERS, ADMIN, SHIPPING, PROMOTIONS, SUPPORT DESK, SETTINGS (highlighted), USER ROLES, TAXES, GENERAL CONFIG, CONFIGURATION, PAYMENT METHODS, and REPORTS. The main content area is titled 'GENERAL SETTINGS' and contains several form fields and sections. On the right side of the settings, there is a 'MAINTENANCE MODE' toggle switch set to 'ON', and a 'SHOP ADDRESS' section with fields for 'YOUR ADDRESS', 'YOUR CITY', and 'YOUR COUNTRY', accompanied by an 'UPDATE ADDRESS' button. The main settings fields include: '*SHOP NAME' (Demo Shop), 'SHOP URL', '*LEGAL NAME' (Demo Shop Ltd.), '*EMAIL ADDRESS' (shop@demo.com), 'EXTERNAL URL' (External url), '*TIMEZONE' (dropdown), and 'DESCRIPTION' (The shop is for demo application). At the bottom, there are sections for 'BRAND LOGO' and 'COVER IMAGE', each with an 'UPLOAD' button and a note about minimum image sizes (300x300px and 1280x300px respectively). A legend indicates that fields with an asterisk are required. An 'UPDATE' button is located at the bottom center of the form.

GENERAL SETTINGS

*SHOP NAME: Demo Shop

SHOP URL:

*LEGAL NAME: Demo Shop Ltd.

*EMAIL ADDRESS: shop@demo.com

EXTERNAL URL: External url

*TIMEZONE:

DESCRIPTION: The shop is for demo application.

BRAND LOGO: Brand logo **UPLOAD**
Logo image size should be minimum 300x300px

COVER IMAGE: Cover image **UPLOAD**
Image size should be 1280x300px

* Required fields.

UPDATE

MAINTENANCE MODE **ON**

SHOP ADDRESS

YOUR ADDRESS
YOUR CITY
YOUR COUNTRY

UPDATE ADDRESS

Shop Settings

This is all about your virtual shop store at IndoMarche's portal and here you can manage everything about it including the inventories, orders, notifications, and also the supports.

SETTINGS >> CONFIGURATIONS

INVENTORY

ALERT quantity level can be set for your shop to get the notification via Email whenever an item goes below the limit and hence helps ensure fast actions on any changes.

Notification can be turned off too by visiting the notification settings.

SETTINGS >> CONFIGURATIONS >> INVENTORY

IndoMarche

Hi!

One or more of your inventory items getting low. It time to add more inventory to keep the item live on the marketplace.

Update Inventory

Thanks,

INVENTORY

ORDER

VIEWS

SUPPORT

ALERT QUANTITY:

0

?

DEFAULT SUPPLIER:

Select

▼

?

DEFAULT WAREHOUSE:

Select

▼

?

DEFAULT PACKAGINGS:

Select

▼








?

UPDATE

ORDER

To set the order rules, you can access this section! You can set the handling cost that is the extra cost to be added with the orders' shipping costs during the checkout. In this section, you can also set the prefix and suffix for the order number to set the defaults for payments, order tax, etc.
















SETTINGS >> CONFIGURATIONS >> ORDER

 INVENTORY	 ORDER	 VIEWS
ORDER NUMBER PREFIX:	<input type="text" value="#"/>	AND SUFFIX: <input type="text" value="Order number s"/> 
DEFAULT PAYMENT METHOD:	<input type="text" value="Stripe"/> 	
DEFAULT TAX:	<input type="text" value="- No tax -"/> 	
ORDER HANDLING COST:	<input type="text" value="0"/>	<input type="text" value="\$"/> 
<div>UPDATE</div>		

SUPPORT INFORMATION

You can set customer support information like Email, phone number, or address, wherever you wish to solve the issues of the customer. Default sender Email and name can also be set here.

SETTINGS >> CONFIGURATIONS >> SUPPORT

 INVENTORY	 ORDER	 VIEWS	 SUPPORT
SUPPORT PHONE:		<input type="text" value="Support phone"/>	
TOLL FREE NUMBER:		<input type="text" value="Toll free number"/>	
*SUPPORT EMAIL:		<input type="text" value="atsvarun55@gmail.com"/>	
*DEFAULT SENDER EMAIL ADDRESS:		<input type="text" value="atsvarun55@gmail.com"/>	
*DEFAULT SENDER FULL NAME:		<input type="text" value="Full name"/>	
*RETURN & REFUND POLICY:	<input type="text" value="Start from here"/>		
<div>* Required fields.</div> <div>UPDATE</div>			

NOTIFICATION SETTINGS

This section is the turn the notifications on or off.

SETTINGS >> CONFIGURATIONS >> NOTIFICATIONS

ORDER	VIEWS	SUPPORT	NOTIFICATIONS
INVENTORY		ORDER	
NEW MESSAGE: ?	OFF <input type="checkbox"/> ON	NEW ORDER ALERT: ?	OFF <input checked="" type="checkbox"/> ON
LOW INVENTORY ALERT: ?	OFF <input type="checkbox"/> ON	ABANDONED CHECKOUT: ?	OFF <input type="checkbox"/> ON
STOCK OUT ALERT: ?	OFF <input type="checkbox"/> ON	NEW DISPUT: ?	OFF <input checked="" type="checkbox"/> ON

Payment Methods

Setting the payment methods is among the most significant steps of the configurations before going live on the IndoMarche's portal. There must be at least one payment method activated to get instant payments on every order confirmation by the customers. To get the in-depth directions for the same, visit the configuration page.

Warning! Unless there is an active payment method available on your store account, your product listing will not be visible to the customers.

SETTINGS >> PAYMENT >> METHOD

Demo

Merchant

DASHBOARD

CATALOG

STOCK

ORDERS

ADMIN

SHIPPING

PROMOTIONS

SUPPORT DESK

SETTINGS

REPORTS

USER ROLES


TAXES

GENERAL CONFIG

CONFIGURATION

PAYMENT METHODS

PAYMENT METHODS



Offer customers the most convenient payment option. Accept PayPal as an additional payment method using a "Checkout with PayPal" button.

Checkout with PayPal

Add PayPal as a payment method to allow customers to checkout with PayPal. Express Checkout offers the ease of convenience and security of PayPal, can turn more shoppers into buyers. You must have a PayPal business account to activate this payment method. - You must have a PayPal business account.


To activate PayPal Express:

- You must have a PayPal business account to accept payments.
- Create an app to receive API credentials for testing and live transactions.
- Go to this link to create your app: <https://www.koper.paypal.com/webapps/developer/applications/impzps>

ACTIVATE

Accept credit cards

Accept credit card payments on checkout. This can be offered with other payment solutions such as PayPal Express Checkout.



Stripe is one of the best and safe option to charge credit and debit cards around the world. Stripe has a simple fee structure and no hidden costs. No other gateway or merchant account is required.


By using Stripe:

- You have to connect our platform to your Stripe account.
- You agree to Stripe's Terms of Service.

ACTIVATE


Manual payment

Offer customers offline payment options with instructions to pay outside of your online store.



Pay by bank wire transfer, transfer the invoice amount via wire transfer to the merchant account and confirm manually. After payment confirmation the goods will be shipped.

ACTIVATE



Cash on delivery (COD), sometimes called collect on delivery, is the sale of goods by mail order where payment is made on delivery rather than in advance.

UPDATE

DEACTIVATE

Attention! Some options might be hidden from you because of the configuration of the marketplace! To access any of the hidden options, please reach out to us at the customer support helpline.

Tax Settings

You can list all the tax profiles here for your products. Once you are done creating the tax profiles, later while creating the shipping zones, these tax profiles will be linked with the shipping zones.

SETTINGS >> TAXES

Go Live

Everything is configured now, and it is time to go live. Turn **OFF** the **MAINTENANCE MODE**, and confirm to move further.

SETTINGS >> GENERAL >> CONFIG

The screenshot shows the 'GENERAL SETTINGS' page in a merchant dashboard. The left sidebar contains navigation links: DASHBOARD, CATALOG, STOCK, ORDERS, ADMIN, SHIPPING, PROMOTIONS, SUPPORT DESK, SETTINGS (selected), USER ROLES, TAXES, GENERAL CONFIG, CONFIGURATION, PAYMENT METHODS, and REPORTS. The main content area is titled 'GENERAL SETTINGS' and contains the following fields and controls:

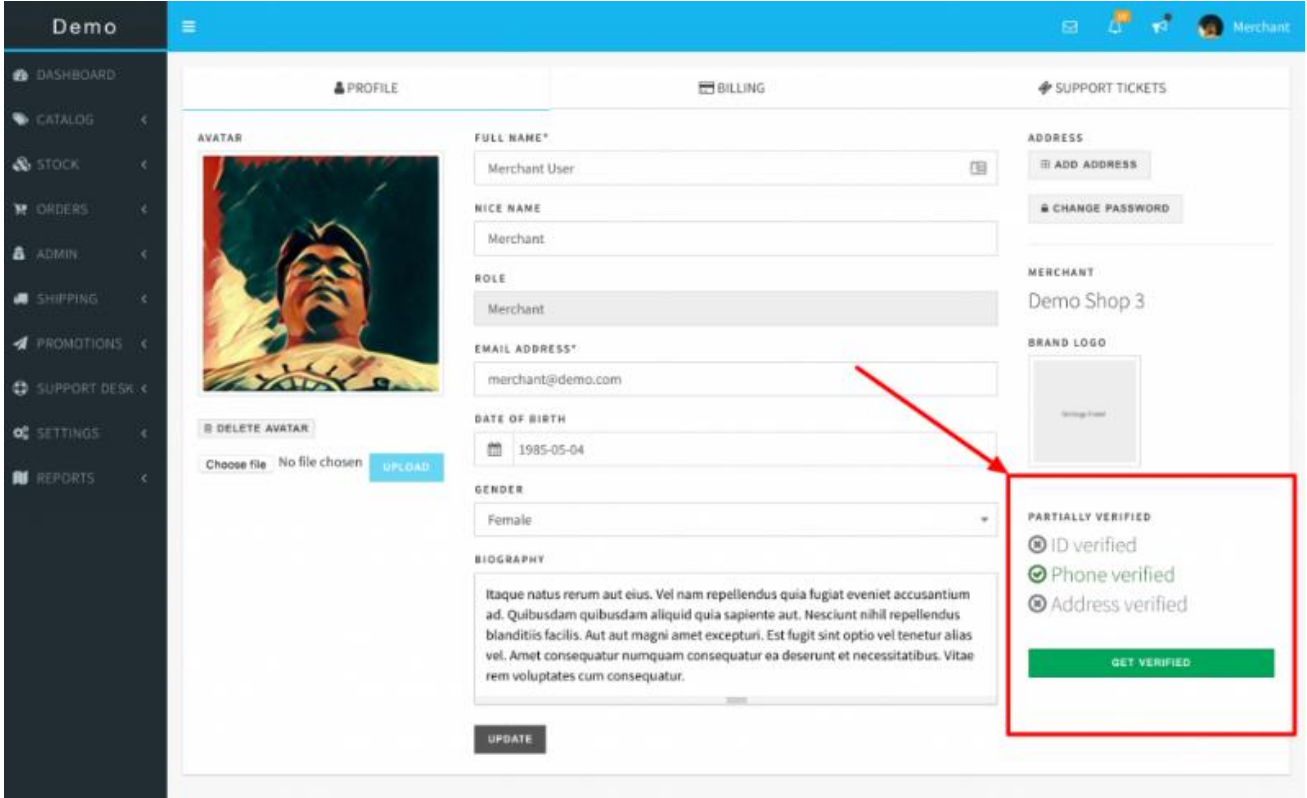
- *SHOP NAME:** Demo Shop
- SHOP URL:** (empty field)
- *LEGAL NAME:** Demo Shop Ltd.
- *EMAIL ADDRESS:** shop@demo.com
- EXTERNAL URL:** External url
- *TIMEZONE:** (dropdown menu)
- DESCRIPTION:** The shop is for demo application. (Rich text editor)
- BRAND LOGO:** Brand logo (with 'UPLOAD' button). Note: Logo image size should be minimum 300x300px.
- COVER IMAGE:** Cover image (with 'UPLOAD' button). Note: Image size should be 1280x300px.
- MAINTENANCE MODE:** A toggle switch currently set to 'ON' (orange). Options are OFF and ON.
- SHOP ADDRESS:** A section with fields for YOUR ADDRESS, YOUR CITY, and YOUR COUNTRY, and an 'UPDATE ADDRESS' button.
- * Required fields.** (indicated by an asterisk next to the shop name, legal name, email address, and timezone fields).
- UPDATE** button at the bottom.

Hurray! Your shop is live now.

Get Verified

Verified sellers are preferred more by the customers, hence ensuring better sales for their shop stores. A verified tag makes the customers feel comfortable and secure and gets assured of the quality. Get verified now, and win a shiny *Verified badge!* 🏆

ACCOUNT >> PROFILE



The screenshot displays a merchant's profile page in a dashboard. The left sidebar contains navigation links: DASHBOARD, CATALOG, STOCK, ORDERS, ADMIN, SHIPPING, PROMOTIONS, SUPPORT DESK, SETTINGS, and REPORTS. The main content area is titled 'PROFILE' and includes sections for AVATAR, FULL NAME*, NICE NAME, ROLE, EMAIL ADDRESS*, DATE OF BIRTH, GENDER, and BIOGRAPHY. A red arrow points from the 'EMAIL ADDRESS*' field to a 'PARTIALLY VERIFIED' status box on the right. This box lists 'ID verified', 'Phone verified', and 'Address verified', with a green 'GET VERIFIED' button at the bottom.

Verification Status
PARTIALLY VERIFIED
ID verified
Phone verified
Address verified
GET VERIFIED

There is a verification status available at your profile, click over **GET VERIFIED** to submit all the required documents and get the verified tag.

ACCOUNT >> PROFILE >> GET VERIFIED

The screenshot displays a merchant dashboard with a dark sidebar on the left containing navigation links: DASHBOARD, CATALOG, STOCK, ORDERS, ADMIN, SHIPPING, PROMOTIONS, SUPPORT DESK, SETTINGS (expanded), USER ROLES, TAXES, GENERAL CONFIG, CONFIGURATION, PAYMENT METHODS, and REPORTS. The main content area is titled 'VERIFICATION' and includes the following sections:

- How Identity Verification Helps**: A paragraph explaining that verification leads to a 'verified' badge on the business and store profile pages to build trust.
- Your business name will be shown like this:** A yellow badge icon followed by the text 'Demo Shop 3'.
- How the process works**: A bulleted list of steps:
 - You take a picture or scan your ID (passport, driving license or government issued ID) using a HD camera and upload
 - Upload proof of your address (driving license, property tax receipt, utility bill or lease agreement)
 - You take or upload a picture of your face.
 - We will check that they are pictures of the same person.
 - You can not use same documentation(driving license) for ID and Address verification.
- What formal identity documents do I need?**: A section titled 'You can use:' with a bulleted list:
 - your passport
 - your driving license
 - a government issued ID.
 - property tax receipt
 - utility bill
 - lease agreement

A note at the bottom states: 'Driving licenses and government issued IDs must be made out of plastic. All IDs must be valid.'

On the right side, the 'UPLOAD DOCUMENTS' section shows a list of 'UPLOADED DOCUMENTS':

- avatar.png (20.4 KB)
- government_id.png (85.08 KB)
- passport.pdf (1.33 MB)

Below the list is an 'Upload documents' button and a blue 'UPLOAD' button. A note says 'Select all documents at once.' At the bottom of this section is a dark 'SUBMIT' button.

Go through the instruction and follow the same, and finally submit all the required documents. Further, the team of IndoMarche will verify and review all the submitted documents and will take the required measures to complete the process.