

1. Introduction

In the current Active E-Commerce system, the vendor lease is based on the vendor's plan (packages) which is selected by the vendor after registering. According to the new business requirements, this will slightly change. The lease will depend on the selected package, roles and modules as will be explained hereafter.

2. Pre-Registration

2.1. Vendor Packages

When a vendor clicks on “Become a Vendor” link on the home page, he is moved to the Packages page, which will be similar to this:

MawadOnline

MawadOnline offers the best marketplace for construction materials in UAE....

**You will not pay now. Choose your package, register your e-Shop, create your products and inventory.
Make your e-Shop ready for MawadOnline launch.**

Pro

AED 450 / month

- ✓ Full access to all e-Shop essentials
- ✓ Unlimited Products
- ✓ Free e-Shop administrator + 4 positions
- ✓ Additional staff position just for AED 10/month

Register your e-Shop

Enterprise

—

- ✓ Everything in the Pro Plan
- ✓ Customized e-Shop roles
- ✓ Marketing analytics
- ✓ And much more...

Coming Soon

[Terms & Conditions](#)

Notes:

- Plans and their pricing must be defined in the database.
- The “Terms & Conditions” opens in another browser’s tab.
- If the user clicked “Register your e-Shop”, he will get a pop-up containing this message:

“Thanks for choosing MawadOnline Pro package. You will now register your e-shop and make it ready for MawadOnline launch. You will not pay anything now. Once your registration is approved, you will be able to create your products. Stay tuned for the biggest e-market in the construction history”.

The popup will have only “OK” button. Once he clicks on it, he will be moved to the registration screen.

2.1. Privileges of the “Pro” Plan

1. All basic modules and screens assigned to the vendor’s admin. For the Vendors Onboarding phase, they will be:
 - ◆ Dashboard
 - ◆ Product Management
 - Products (creation and update including MawadOnline Catalogue)
 - Product Reviews (coming soon)
 - ◆ Inventory Management
 - Add/Remove Stock
 - Stock Operation Details
 - ◆ Order Management (coming soon)
 - ◆ e-Shop Package
 - ◆ Staffs (which shows all staffs. Roles creation will not be available for Pro package)
 - ◆ Billing
 - e-Shop Lease
 - Sales (coming soon)
 - ◆ Support Tickets
 - ◆ e-Shop Profile

The pages with (coming soon) tag will show a Coming Soon page.

2. Free assignment of four predefined roles for the vendor’s staff.
 - ◆ Sales: which has access to Product Management and Order Management.
 - ◆ Inventory Management: which has access to Inventory Management.
 - ◆ Accounting: which has access to Billing.
 - ◆ Marketing: which has access to marketing modules that will be implemented.

The vendor's admin will be able to create staff and assign the predefined roles to them, but he won't be able to create roles. As part of the Pro package, the vendor will have one assignment of each predefined roles for free, irrespective of the number of staffs. If he assigns more roles he will be charged 10 AED for each. The following examples will clarify the concept:

- If the vendor creates four staffs and assigns a different role for each, then:
 - If he creates an additional staff member with one role assigned to him, then he has to pay 10 AED/month.
 - If he creates an additional staff member with two roles assigned to him, then he has to pay 20 AED/month.
 - If he creates additional two staff members with three roles assigned to them (two roles for the first and one role for the second), then he has to pay 30 AED/month.
- If the vendor creates 2 staffs and assigns the four free roles to them, then he will pay 10 AED/month for each additional role assigned to additional staff.

The UI design for this will be explained in this document.

3. Post-Registration

3.1. Welcoming

When the vendor's admin logs the first time after registration approval, he shall see the Welcome page. The left sidebar will be normally rendered. The Welcome page will contain a welcoming message and a button to start onboarding tour. The button label will be "Start Tour".

The welcoming message will be something like:

Thanks for joining MawadOnline....

You are currently on the Onboarding phase which allows you to create your products and inventory, and be ready for MawadOnline launch....

Click on the "Start Tour" button to take a tour on the Vendor Portal.

This welcoming page will be special for the onboarding phase. It will be changed in the future and will contain some guidelines about the lease, rules and policies.

If he starts the tour, then a tooltip will appear and will be pointing for each menu-item in the sidebar, and will display its screen. Firstly, the tooltip will be pointing on the Dashboard menu-item, and will show the dashboard on the screen. The tooltip it self will contain a short description of the page, and two buttons "Next" and "Stop Tour". The "Stop Tour" will end the tour. The "Next" button will take the tooltip to the next menu-item which is "Products", and will display its page on the screen.

Note that the tour will open pages. Therefore, if a menu-item has no pages, then it will be automatically expanded, and the tooltip will point to the first sub menu-item that has a page.

3.2. Lease Start

Each vendor will have his own lease cycle. The start date of the lease cycle starts when the vendor's admin performs any action that calls the backend after first login (after registration approval).

Examples of these actions are:

- Opening any page, whether by clicking any menu-item or through the tour.
- Signing out.

Such actions indicate that he received the Welcome page.

If the vendor's admin signed in successfully, but he did not perform any action, then it's probable that he didn't receive the response from the server due to Internet issue or problem with his laptop.

Therefore, in this case, the lease cycle won't start, and the next time he logs in, he will also see the Welcome page.

4. Staffs Page

The Staffs page will be the same with minor changes:

- In the data-table, the "Approval" column will be renamed to "Enabled".
- When the vendor's admin create a new staff, he will be enabled by default.
- More than one role can be assigned to a staff, and they will appear on the data-table.
 - ◆ The data-table column "Role" will be renamed to "Roles".
 - ◆ In the Staff Information page, the Role drop-down will allow multi-selection, and will be labeled as "Roles".
- If the vendor's admin assigns more than 4 roles, then he must be notified of the payment. The notification message and the behavior of the system during the onboarding phase will be different from the normal scenario:
 - ◆ Onboarding Phase:

You are currently on the Pro Plan which provides 4 roles for free. Additional roles will be free until MawadOnline launch. Check the [e-Shop Lease](#) page for more details.
 - ◆ Normal Scenario:

You are currently on the Pro Plan which provides 4 roles for free. Additional roles will be effective after payment. Check the [e-Shop Lease](#) page for more details.

5. Lease & Features

5.1. Lease Interval & Pro-ration

Previously we mentioned that each vendor has his own lease cycle. That is, if a vendor's lease starts on 26-Apr-2024, then it ends on 25-May-2024. All lease cycles will be monthly for now.

Accordingly, if a vendor subscribes for any feature, that has recurring payment, then it will follow the same lease cycle. In other words, if a vendor subscribes to a feature before the lease cycle end, then the first charge of that feature will be prorated based on the remaining days. For example, if a vendor's lease cycle ends on 25-May-2024, and he adds an additional role on 11-May-2025, then he has to pay 5 AED for the current lease cycle, and then 10 AED starting from 26-May-2024.

The general formula to calculate the prorated amount for any feature:

Feature Prorated Lease = (Feature Monthly Lease) x (Days to Cycle End) / (Lease Cycle Days)

Notes:

- Actual calendar days shall be used in the formula. Months shall not be assumed 30 days.
- (Days to Cycle End) is calculated as: (Lease End Date) – (Current Date) + 1

5.2. E-Shop Lease Page

This page will contain the Current Lease Due as well as the Lease History. It will look like this:

Current Lease Due

26-Apr-2024 to 25-May-2024

From Date	To Date	Charge for	Amount (AED)	Status
26-Apr-2024	45437	e-Shop Lease	450	Unpaid
27-Apr-2024	45437	1 Sales Role	9.66	Unpaid
28-Apr-2024	45437	1 Inventory-Management Role	9.33	Unpaid

Onboarding Discount: -468.99 AED

Sub Total: 0.00 AED

VAT: 0.00 AED

Paid Amount: 0.00 AED

Total Lease Due: 0.00 AED

Pay Now

Lease History

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The Current Lease Due is the latest lease cycle posted in the database for a vendor, regardless of the total lease due. For example, if a vendor's lease cycle starts on 26-Apr and ends on 25-May, and it is total lease due remains greater than zero by 29-Apr, then the vendor will be suspended and no additional lease cycles will be added after 25-May. Thus, it will appear as the Current Lease Due even after 25-May.

During the Onboarding phase:

- The “Pay Now” button will be disabled. Therefore the status of all records will be “Unpaid”. In the future, when payment is allowed, the status of paid dues will be “Paid”. In the future, after the onboarding phase, unpaid records will be distinguished in color from paid records.
- The Onboarding Discount will be present.

The Lease History will contain the previous three cycles. For example, the previous one can be rendered as the following:

Lease History

26-Mar-2024 to 25-Apr-2024

From Date	To Date	Charge for	Amount (AED)	Status
26-Mar-2024	25-Apr-2024	e-Shop Lease	450	Unpaid
26-Mar-2024	25-Apr-2024	1 Sales Role	10	Unpaid

Onboarding Discount: -460.00 AED

Sub Total: 0.00 AED

VAT: 0.00 AED

Paid Amount: 0.00 AED

Total Lease Due: 0.00 AED

5.3. Lease Applicability & Refunds

Only vendors in Enabled status will be charged for the e-Shop Lease. When a vendor is suspended, closed or become pending-closure after the e-Shop Lease record is posted, then no refund record will be created in the system, regardless of the vendor's payment.

As a rule of thumb, no refund records will be created in the system whether for e-Shop Lease or removal of roles. However, roles have scenarios to consider:

1. As explained above, on the onboarding phase, roles will be effective without payment. However, after the onboarding phase, roles will not be effective without payment.
2. Whether for onboarding phase or after the onboarding phase, if a vendor added a chargeable role, then:
 - a) It will be prorated in current lease cycle.
 - b) If he removed it before payment or after payment, then:
 - ◆ He cannot use the role. (the role will not be applicable for the staff member)
 - ◆ No refund record will be created in the system.
 - ◆ If the next lease cycle starts, and the role is still removed, then it will not be part of the outstanding dues.
 - c) If he removed it before payment, then it must be removed from the Current Lease Due.
 - d) If he removed it after payment:
 - ◆ It will not be removed from the Current Lease Due.
 - ◆ If he re-adds it within the same lease cycle, then:
 - He can re-use it without paying more on the current lease cycle. On the Roles page, he will know that no additional payment is required within the current lease cycle.
 - If the next lease cycle starts, and the role is not removed, then it will be part of the outstanding dues.

In the database, whether roles are removed before payment or after payment, all actions must be logged for traceability.