Prestashop Marketplace

User Manual and Installation Guide

Contents

1.0 Introduction

Prestashop Multi vendor Marketplace addon is an effective way to convert your Prestashop eCommerce store into a fully functional online marketplace. The Prestashop Marketplace module can turn your eCommerce site into a complete marketplace. The Prestashop marketplace owner can charge a commission to the sellers/vendors on the products they sell.

Prestashop Marketplace is now GDPR complaint.

1.1 Admin Benefits of Prestashop Multi vendor Marketplace Module:

1. The store admin can convert their eCommerce store into a marketplace with a few button clicks.
2. Prestashop Multi vendor Marketplace module offers a number of marketplace types to choose from. The admin can choose the layout as per their business and convert their eCommerce site into a marketplace.
3. The store admin can now make their marketplace compliant with the GDPR EU laws. The compliance is enabled by toggling a button in the admin interface of Etsy clone for Prestashop.
4. The admin can even disallow the seller to view the email ID of the customers. If enabled by admin, the sellers can request to close their shop from the marketplace.
5. The admin can fix the commission that he wants to charge to the sellers from the back-end of the Prestashop Multi vendor Marketplace extension.
6. The admin gets complete access to approve/disapprove the products being sold on the marketplace and can even fix the quantity of the new products that a seller can add in the marketplace with the help of this Prestashop Multi vendor Marketplace plugin.
7. The admin can even auto-approve functionality just at a button toggle from the back-end of the Prestashop Marketplace extension.
8. The store admin gets an option to approve/disapprove the seller's profile at a button click.
9. The Prestashop Multi vendor Marketplace addon allows the store admin to track and manage the sellers operating in the marketplace easily.
10. The Prestashop admin can add/remove the product or category as per the requirement from the admin interface of the Prestashop Multi vendor Marketplace extension.
11. The sellers can request to add a new category in the front-end of the marketplace. These requests can be viewed in the Prestashop Multi vendor Marketplace module and the admin can accept/reject them accordingly.
12. The seller transaction can be viewed from a single tab of the Prestashop Multi vendor Marketplace addon. Thus, the performance of the sellers can be tracked.

13. The store admin can view the report of the commission earned from the Prestashop marketplace.
14. The admin can accept/reject the reviews on the products or seller with help of Prestashop Marketplace extension.
15. The additional features of Prestashop marketplace module even offer an option to create custom shipping methods.
16. The seller can either select the default shipping method or create custom methods from their dashboard.
17. The Prestashop multi seller marketplace addon allows the sellers to initiate payout requests from their dashboard. The admin can approve or disapprove the payout request from the back-end of the Prestashop addon.
18. The GDPR requests raised by the sellers can be viewed from the back-end of the Prestashop marketplace addon.
19. The shop closure request of the sellers is approved/disapproved from the admin interface of the Prestashop marketplace extension.

1.2 Seller Benefits of the Prestashop Multi vendor Marketplace Module:

- The vendors can add any type of product in the marketplace. Prestashop Multi vendor Marketplace extension supports all type of products, right from the simple, configurable to the virtual and bundled products.
- The sellers can even request the admin to add new categories.
- The commission charges are fixed, so, the entire transaction is transparent.
- The Prestashop Marketplace module makes it easier for the sellers to sell their products to a larger customer base.
- The dashboard allows the vendors to view their profile, products and orders.
- A separate seller's page makes it easier for the vendors to promote their business.
- Under the GDPR compliance, the sellers get an option to download their personal details in CSV format by clicking a button.
- The sellers can even request the admin to remove their shop from the marketplace. This request is processed from the back-end of the Prestashop marketplace addon.

1.3 Buyer Benefits

- The online customers can compare the products and their prices offered by different sellers and opt for the best one.
- The customers get an option to review the products as well as the sellers.
- The seller reviews aid them in their purchase decision.
- The online shoppers can select the product by visiting the seller's page.

2.0 Installation

Follow the following steps for installing Prestashop Marketplace addon:

1. Download the Prestashop Multi vendor Marketplace addon package.

2. Unzip the package in /modules directory of your Prestashop store via FTP manager (like Filezilla or WinSCP - download here: http://filezilla-project.org/). Folder structure for Prestashop Marketplace addon is shown in the image below:
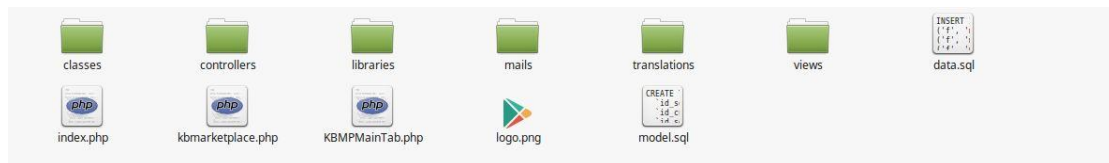
3. You will be able to find the Prestashop Marketplace addon, that is, ready to be installed in the Modules List in your PrestaShop store as shown below.
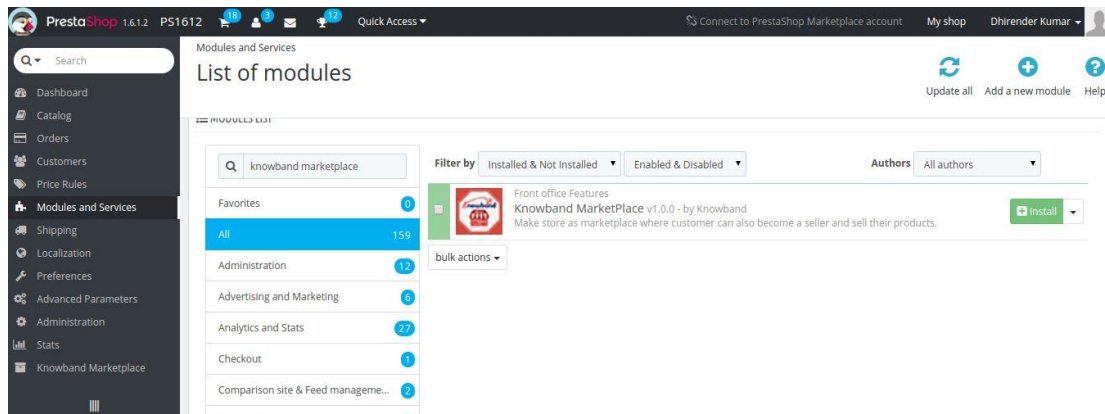
4.Click on the Install link to install. Once the Prestashop Multi vendor Marketplace module is installed properly the Install button will be converted to Configure.

3.0 Admin Module

In the admin panel of Prestashop Marketplace addon, you'll find a separate menu (named Marketplace)at the end of menu as shown below.

Settings

Sellers List

Seller Account Approval List

Product Approval List

Seller Products

Seller Orders

Admin Orders

Product Reviews

Seller Reviews Approval List

Seller Reviews

Seller Category Request List

Seller Shippings

Seller Shipping Method

Admin Commissions

Transactions Payout Request

Seller Transactions

Seller Shop Close Request

GDPR Requests

Email Templates

3.1 How to Add Seller from the back-end of the Prestashop Marketplace?

The Prestashop store admin can even add new sellers from the back-end just by following these simple steps:

In the Main menu of the Prestashop store

Go to Customers -> Go to Add New Customer on the right side of the page or click on the '+'sign in the top right side of the page as shown below.

You'll be redirected to the Customer creation page. A new block will appear at the bottom asking for the Seller Account Configuration.

The admin can add a new seller by filling up the form and a new information block that appears right below. From here a new customer can be registered as a seller as shown in the image below.

Customers

Creating a new Customer

Recommended Modules and Services   Help

CUSTOMER

Social title   ○ Mr.
                ○ Mrs.

* First name   [_____]

* Last name   [_____]

* Email address   ✉ [_____]

* Password   🔑 [_____]

Birthday   [-] [-] [- ▼]

Enabled   [**YES** | NO]

Newsletter   [YES | **NO**]

Opt-in   [YES | **NO**]

* Group access

☐	ID	Group name
☑	1	**Visitor**
☑	2	**Guest**
☑	3	**Customer**

Default customer group   [Customer   ▼]

[✖ Cancel]   [💾 Save]

SELLER ACCOUNT CONFIGURATION

Register as seller   [YES | **NO**]

Approve   [YES | **NO**]

Active   [YES | **NO**]

[💾 Save]

3.1.1 How can the admin Edit the Seller's Profile from the back-end?

In order to edit the seller's profile, follow the below-mentioned profile:

Go to Customers -> Select a Customer who is also a seller -> Click on Edit link on the Customer Information Page

In case, the store admin can edit a seller's profile just by clicking on the Edit button corresponding to the profile. The admin can edit the profile just as they edit the customer's profile.

When this page loads for the first time the fields are filled with the default settings that are pre-defined for the addon.

Prestashop Marketplace Menu

The Prestashop Multi vendor Marketplace Menu consists a number of sub-menu options which direct the users to several pages in the Prestashop Marketplace Addon. Here is the list of sub-menus options shown in the image below:
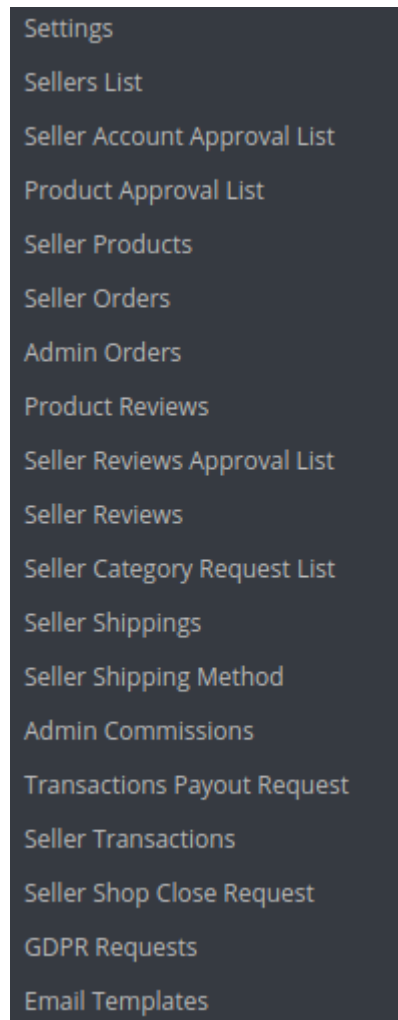
All the configuration options are described below in details:

3.2 Settings

The Prestashop Multi vendor Marketplace Module's Settings tab is divided into 2 levels i.e. Seller Level Settings and Global Level Settings. This page below only controls the Global level settings for the Prestashop Marketplace Module.

3.2.1 General Settings

This page has all the settings that control the Prestashop Multi vendor Marketplace extension and its several other features.

* Default Commission	15	%

* Approval Request Limit `3`

Maximum number of request seller can make for approving account after disapproving. This limit will be set for seller after registration with his account and cannot be changed later.

* New Product Limit `20`

After this limit, seller cannot add new products until he/she will not be approved by you.

Enable Seller Registration	**YES**	NO
New Product Approval Required	**YES**	NO
Send email to seller on order place	**YES**	NO
Enable Seller Review	**YES**	NO
Seller Review Approval Required	**YES**	NO
Display sellers on front	**YES**	NO
Allow Order Handling	**YES**	NO

This setting will enable/disable sellers to change status, ship, invoice printing of his own orders(order having own products).

Allow Free Shipping	**YES**	NO

This setting will allow/disallow to use free shipping voucher.

Display Product Wise Seller details on success	**YES**	NO

This setting will hide/show Seller details on success.

Display Seller details on product page	**YES**	NO

This setting will hide/show seller detail on product page.

Listing Meta Keywords `Add tag`

Set the comma seperated keywords by which customer can search your seller listing page via search engines. Comma is mandatory even if your are adding only one tag. Ex-: tag1,

Listing Meta Description

Set the description for seller listing page on front.

Seller Agreement

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾   en ▾

Nihil enim iam habes, quod ad corpus referas; Ergo id est convenienter naturae vivere, a natura discedere. Hoc ne statuam quidem dicturam pater aiebat, si loqui posset. Plane idem, inquit, et maxima quidem, qua fieri nulla maior potest. Theophrasti igitur, inquit, tibi liber ille placet de beata vita? Vitae autem degendae ratio maxime quidem illis placuit quieta.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam si amitti vita beata potest, beata esse non potest. Quis animo aequo videt eum, quem inpure ac flagitiose putet vivere? Istam voluptatem perpetuam quis potest praestare sapienti? At certe gravius. Hoc dixerit potius Ennius: Nimium boni est, cui nihil est mali. Ut aliquid scire se gaudeant? Duarum enim vitarum nobis erunt instituta capienda.

Set the agreement which seller accept before registering on marketplace.

Order Email Template

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾   en ▾

HI {SELLER_NAME},
A CUSTOMER HAS JUST PLACED AN ORDER FOR YOUR PRODUCTS ON {SHOP_NAME}!

CUSTOMER INFORMATION

Name: {firstname} {lastname}
Email: {email}

ORDER DETAILS

Order: {order_name} Placed on {date}

{products}

DELIVERY ADDRESS	BILLING ADDRESS
{delivery_block_html}	{invoice_block_html}

Keywords like {{sample}} will be replace by dynamic content at the time of execution. Please do not remove these type of words from template, otherwise proper information will not be send in email to seller as well you. You can only change the position of these keywords in the template.

Categories Allowed

⊟ Collapse All   ⊞ Expand All   ☑ Check All   ☐ Uncheck All

☐ 📁 Home

If no category is selected that will mean that all the categories are allowed. In order to enable a category you will have to check all the parent categories otherwise the category will not be activated. Example- To enable `T-shirts` category, you will have to check all the parent categories i.e. Home, Women, Tops and ofcourse T-shirts.

↺ Reset   💾 Save
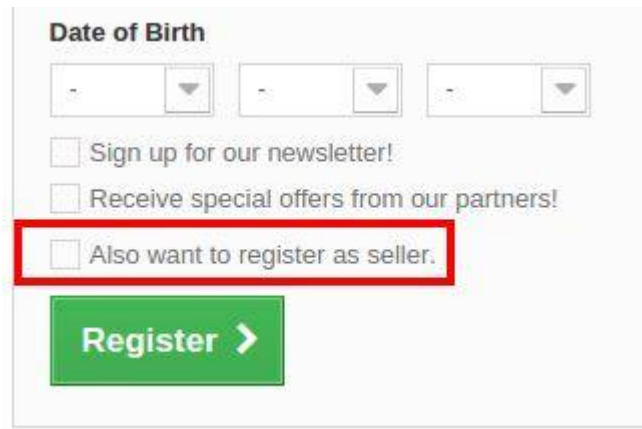
The general settings page consists of the following fields:

Default Commission: The Prestashop Multi vendor Marketplace Extension allows the sellers to fix and change the commission being charged to the sellers. This section sets the default commission percentage that will be charged from the sellers from the total sales made by them.

Approval Request Limit: It is the maximum number of requests that a seller can make to get a new seller account. This limit will be set for each seller after registration with his account and cannot be changed later.

New Product Limit: Here admin can enter the maximum number of new products that a seller can add. After this limit, the seller cannot add any new product without the approval of the admin.

Enable Seller Registration: By enabling this button, the admin can allow the new or existing customer who is not a seller to register as a seller. The same 'Register as Seller' option is available in the Customer Tab of the Prestashop store as well as in the front-end of the marketplace. Both the images are shown below.

Welcome to your account. Here you can manage all of your personal information and orders.

	ORDER HISTORY AND DETAILS			MY WISHLISTS
	MY CREDIT SLIPS		★	REGISTER AS SELLER
	MY ADDRESSES			
	MY PERSONAL INFORMATION			
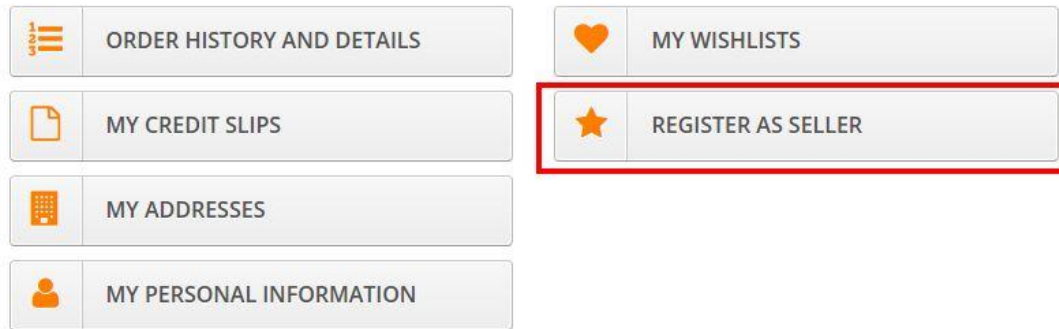
New Product Approval Required: Enable this field in case you want to approve a new product added by any seller before it is displayed on your Prestashop Marketplace.

Send Email to Seller on Order Place: Enable this field to send an email to the seller in case an order is placed for the seller's product(s).

Enable Seller Review: Enable this field, in case you want the customers to review the seller.

Seller Review Approval Required: Enable this field in case you want the seller review to be approved before it becomes visible on store front.

Display sellers on front: Enable this field in case you want to show a link in the header of the Prestashop marketplace front-end about the seller's listing page. If this setting is disabled then the seller listing page. The Sellers listing options will be displayed in the front-end as shown below:
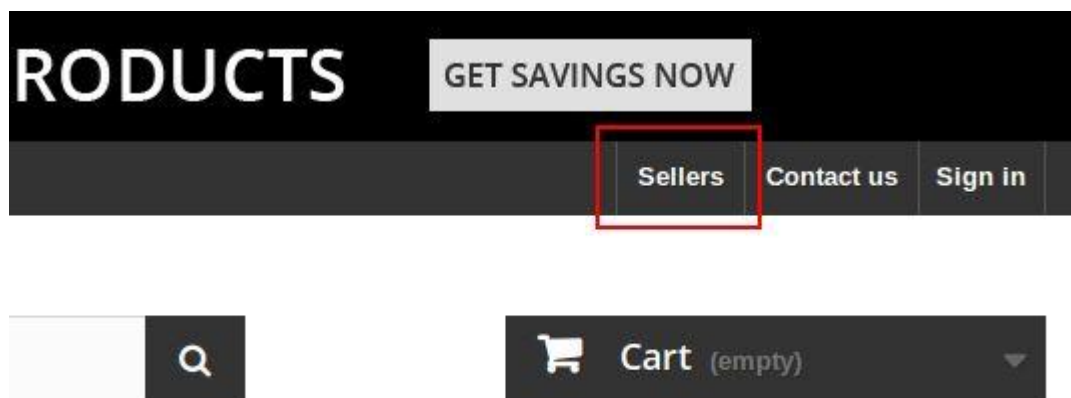
Allow Order Handling: This setting will enable/disable the sellers to manage and change the order status, manage the shipment of the orders and generate the invoice of their products.

Display Product Wise Seller Details on Success: If enabled, the seller details will be shown on the order confirmation page.

Display Seller Details on Product Page: The seller's detail will be displayed on the product page if this option is enabled.

Allow Seller to define own Custom Shipping Method: Enable this functionality in order to allow the sellers to define their own shipping methods. In case, this feature is disabled, then, only the default shipping methods defined by the admin be shown in the Shipping tab of seller's dashboard.

In case, this feature is enabled, then, the seller will get an '**Others**' option in the front-end as shown in the image below:

The seller can select '**Others**' in order to add his custom shipping methods.

Listing Meta Keywords: Add all the meta tags (separated by comma) by which your customers can search the Seller Listing Page via Search Engines.

Listing Meta Description: Add the description to the meta tags added in the above field.

Seller Agreement: The seller agreement can be customized from this section of the Prestashop Multi vendor Marketplace plugin. The same agreement will be displayed to the sellers once they register themselves in the Prestashop Marketplace.

Order Email Template: The email to be sent to the sellers when an order is placed for their product can be customized from here.

Categories Allowed: This option shows the categories that are allowed for the sellers to add products. If no category is selected, all the categories are allowed and if some of the categories are selected, it means that only the selected categories are allowed.

3.2.2 GDPR Settings

The store admin can enable the GDPR settings by clicking a few buttons in this section of Prestashop multi vendor marketplace addon. The various fields are discussed below:

Enable GDPR: Toggle this button in order to enable the GDPR compliance.

Enable Display Customer ID to seller: Enable this feature if you want to display the customers' ID to the third-party sellers.

Option to close Shop: If this feature is enabled, then, the sellers will get an options to request to request for the shop closure. It displays a section in the tab in the dashboard of the sellers from where the request can be raised.

2. Seller List

This page of the Prestashop Multi vendor Marketplace extension has a list of all the sellers that are approved by the store owner.
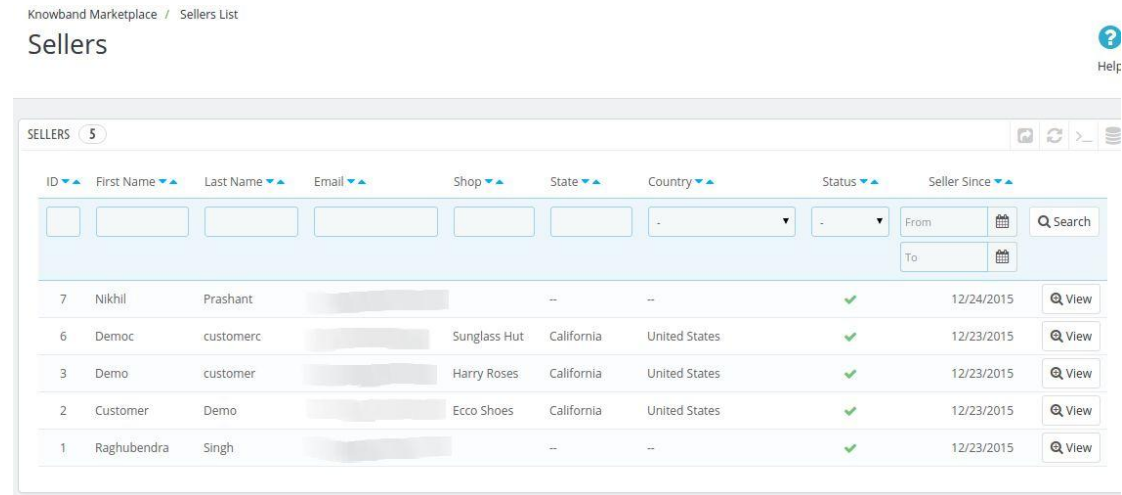
There are several filters as well to filter the list of sellers as shown in the above screenshot.

The above figure consists of a list of all the sellers that are approved.

The admin can also enable or disable a seller in this list using the bulk actions of the grid.

If a seller is disabled, then, all the products of that seller are also disabled and will not be visible on the storefront.

When you click on the View button, a new page opens up consisting of the information about the seller.

Information about Seller: Demo customer

Total Products	Products Needs Approval	Reviews	Pending Category Request
5	5	3	1

DEMO CUSTOMER [3] -   Edit Settings

Social Title	Mr.
Age	Unknown
Registration Date	12/23/2015 06:38:48
Language	English (English)
Status	✔ Approved ✔ Active

BUSINESS PROFILE

Shop Title	Harry Roses
Phone Number	
Paypal Email	
Notifcation Send To	Primary Email Id
Facebook Link	
Google Plus Link	
Twitter Link	

DESCRIPTION

Provide all kind of flowers spacely Roses at the best price for any kind of functions

SHIPPING POLICY

demo policy 1

RETURN POLICY

demo policy 1

3.4. Seller Account Approval Request

When a seller registers or any customer registers as a seller on the Prestashop marketplace, then, it first appears in this tab of Prestashop Multi seller Marketplace module. The store admin can approve or disapprove the seller account request.

Register **Sign in**

Create an account to start setting up your shop.

f Continue with Facebook

8+ Continue with Google

We'll never post without your permission.

OR

First Name

Names on Etsy are public, but optional.

Last Name

Email

Password

Confirm Password

Username

☐ I want to receive Etsy Finds, an email newsletter of fresh trends and editors' picks.

Register

By clicking Register, you agree to Etsy's Terms of Use and Privacy Policy. Etsy may send you communications; you may change your preferences in your account settings.

Approve Seller Account: In order to approve a seller's account, you have to click on Approve button corresponding to that seller in the list.

Once the Seller account is approved it directly moves to the Sellers List and all the limits to the seller account are released.

A mail will be sent to the seller to notify about the approval of the seller account.

Note:- The Seller Accounts that are approved by the store owner cannot be undone. Please use this feature carefully.

Disapprove Seller Account: In order to disapprove a seller account, you have to click on Disapprove button in front of that seller in the list.

A pop-up will appear asking for the reason of disapproval of the seller account. Fill the reason and then submit the form to complete the action.

A mail will be sent to the seller notifying the disapproval of seller account. The reason provided in the pop-up will also be sent in this mail.

Note:- Once a seller is disapproved then he can again apply for the seller account and whenever a seller do this the store owner is notified through a notification email.

3.5 Product Approval List

When a seller adds a product, then, first of all, it appears in this tab of the Prestashop Multi vendor Marketplace extension. The store owner is also notified of the same through mail. Then, it is up to the store owner to approve or disapprove the product.

If the setting (i.e. New Product Approval Required) is enabled only then, a new product appears in this list. Otherwise, it directly appears in the Product List and is automatically approved and displayed.

Disapprove Seller Product: In order to disapprove a product, you have to click on the Disapprove button corresponding to that product in the list.

A pop-up will appear asking for the reason of disapproval of the product. Fill the reason and then submit the form to complete the action.

Once a product is disapproved a mail will be sent to the seller notifying disapproval of product with the reason provided in above form. The disapproved products also appear in the same list. The Store admin can approve them at any point of time.

Approve Seller Product: In order to approve a product, you have to click on the Approve button in front of that product in the Product Approval list.

After approval, the product is moved from Product Approval list to Sellers Products list.

Note:- This action cannot be undone. Please use it carefully.

3.6. Sellers Products

The Seller Products page of the Prestashop Multi vendor Marketplace addon consists of all the approved products added by the seller(s) on the store.

If the settings (i.e. New Product Approval Required) in the Setting tab of the Prestashop Multi vendor Marketplace module is disabled then a product is approved directly when it is added by the seller and appears in this list. Otherwise, the product first appears in the Product Approval list.

Delete Product: In order to delete a product, you have to click on the **Delete** button corresponding to each product as shown in the image below.
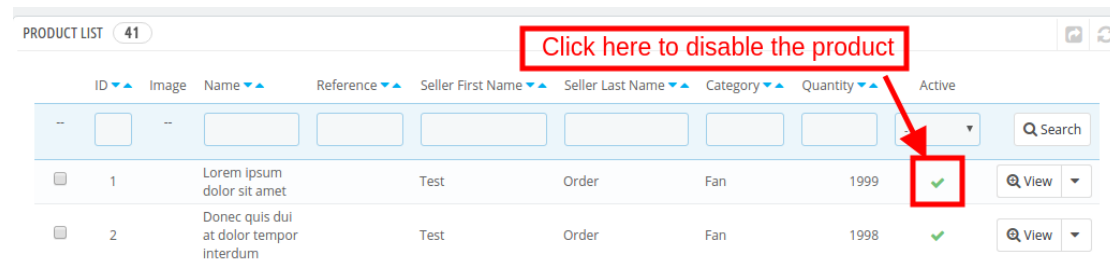
A pop-up will appear asking for the reason of deletion of the product. To complete the action, fill the reason and then click on submit button.

A mail will be sent to the seller to notify the deletion of the product. The mail also contains the reason you have provided for the deletion of the product.

Note :- The product delete action cannot be undone. Please use this feature carefully.

Enable/Disable Product: In order to change the status of any product, you have to use Bulk Action feature of the Grid. To enable/disable any product, select the product(s) and choose the action (i.e. Enable or Disable) to complete the action.
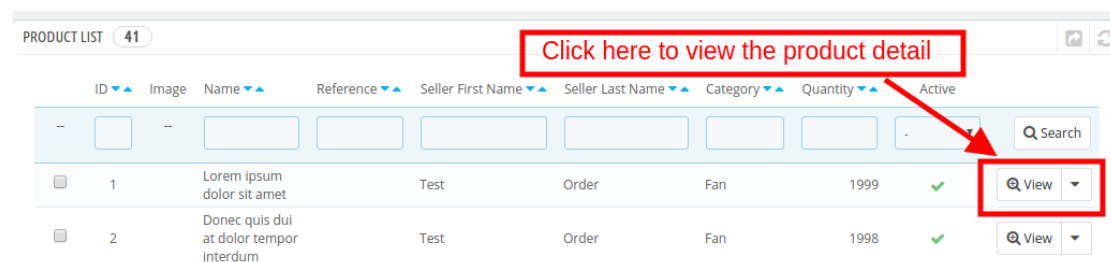
Note :- Once a product is disabled, it will not be visible at the front. To avoid disabling products and only disable a product if it is very necessary.

View or Edit Product: There is also an option to view the details of any product on the list. In order to do that you have to click on the View button in front of that product and it will take you to the edit page of the respective product.

On clicking the view button, you'll be redirected to the products detail page as shown below:

i INFORMATION

Type
- ● Standard product
- ○ Pack of existing products
- ○ Virtual product (services, booking, downloadable products, etc.)

* Name Lorem ipsum dolor sit amet   [en ▼]

Reference code [ ]

EAN-13 or JAN barcode [ ]

UPC barcode [ ]

Enabled [YES | NO]

Visibility [Everywhere ▼]

Options
- ☑ Available for order
- ☑ Show price
- ☑ Online only (not sold in your retail store)

Condition [New ▼]

Short description

Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾   [en ▼]

`</>` **B** *I* U S̅ ≡ ≡ ≡ Paragraph ▾ 99 A ≔ ≔
≔ ≔ % %̸ ⚓ ▣ ▨

Fashion has always been so temporary and uncertain. You can't keep up with it. This social phenomenon is very whimsical, thus we as the consumers always try to stay in touch with all the latest fashion tendencies.

Description

Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾   [en ▼]

`</>` **B** *I* U S̅ ≡ ≡ ≡ Paragraph ▾ 99 A ≔ ≔
≔ ≔ % %̸ ⚓ ▣ ▨

Fashion has always been so temporary and uncertain. You can't keep up with it. This social phenomenon is very whimsical, thus we as the consumers always try to stay in touch with all the latest fashion tendencies. Obviously there is nothing wrong about it because fashion satisfies our willingness to be attractive. And also fashion is the detector of prosperity and social rank. So, our natural desire to wear fashionable clothes has many reasons such as historical, social and others. Therefore being fashionable costs a lot of money. But nowadays fashion is not such unavailable as it was a couple of centuries ago. We are lucky to have an opportunity to buy qualitative, fashionable and affordable clothes.

?   Would you like to add an image in your description? Click here and paste the given tag in the description.

Tags [Add tag]   [en ▼]

Each tag has to be followed by a comma. The following characters are forbidden: !<;>;?=+#"°{}_$%.

✖ Cancel   💾 Save and stay   💾 Save

The admin can make the changes as required and the changes will be reflected in the front-end of the site.

3.7. Sellers Orders

The Seller Order Tab of the Prestashop Multi vendor Marketplace Addon consists of all the orders that are placed by customers for products added by sellers on the store. The orders shown in this list are split on the basis of sellers which means, if there are products by different sellers in the same order then they will appear separately in this list.

View Order: There is also an option to view the details of any order in the list. In order to do that, you have to click on the View button in front of that order, it will take you to the order details page of the respective order. This view page is same as when you edit any order.

As you click on the View button, you'll be redirected to the order page as shown below:

3.8 Admin Order

The Prestashop Marketplace module allows the store admin to sell more and more products without maintaining their own inventory. However, the admin can even sell their own products in the marketplace. The orders received for
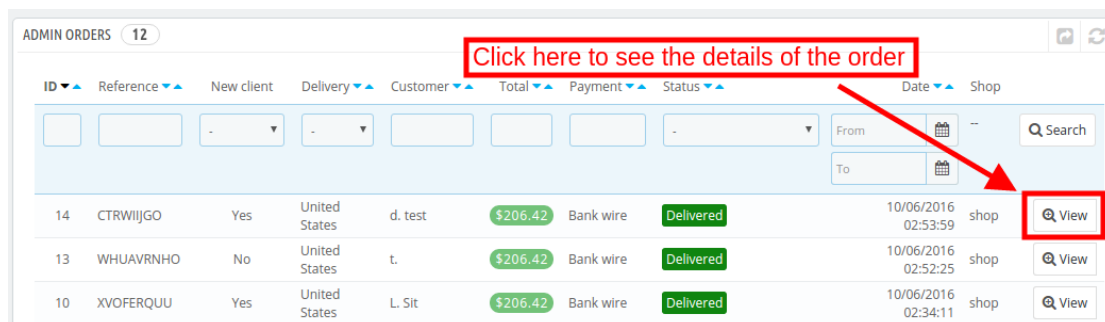
the products of the admin can be viewed in the Admin Order tab of the Prestashop Multi-vendor Marketplace Marketplace addon. The orders will be displayed as shown below:

In order to see the details of the order, click on the View button corresponding to each order.

The order details page is shown in the image below:

3.9. Product Reviews

The Product Reviews page of Prestashop Multi vendor Marketplace plugin consists of a list of all the product reviews sent by customers on the seller's products.

The online buyers can add a review on any of the seller's product as shown below:
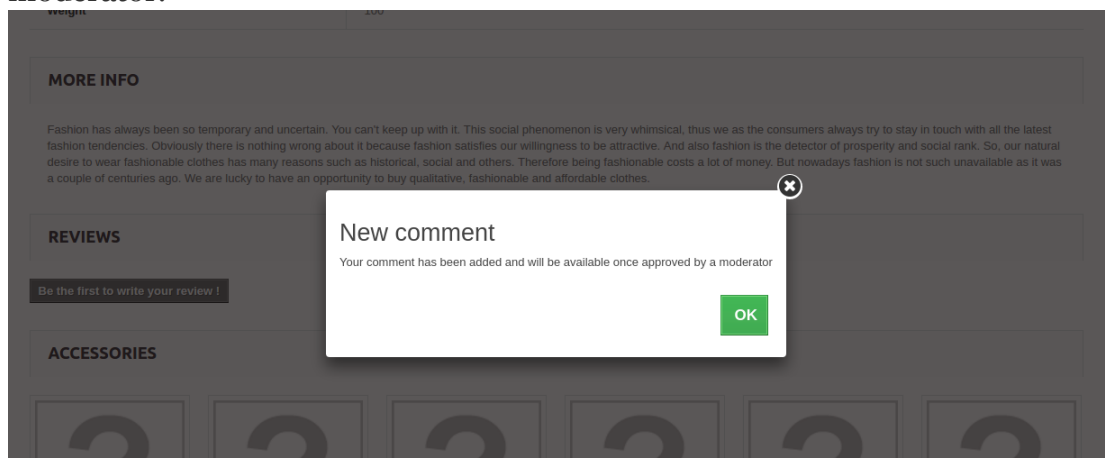
Once the review is posted by the customer, he'll get a message saying that "Your comment has been added and will be available once approved by the moderator."

These reviews are then listed in the Product Review tab of the Prestashop Multi seller Marketplace plugin.

View Product Review: Most of the details of the product reviews are already mentioned in the grid but some of them are not. To view all the details

of any Product Review, click on View Button in front of that review. A pop-up will appear having all the details of the product review.

As you click, you can see the complete review as shown in the image below:
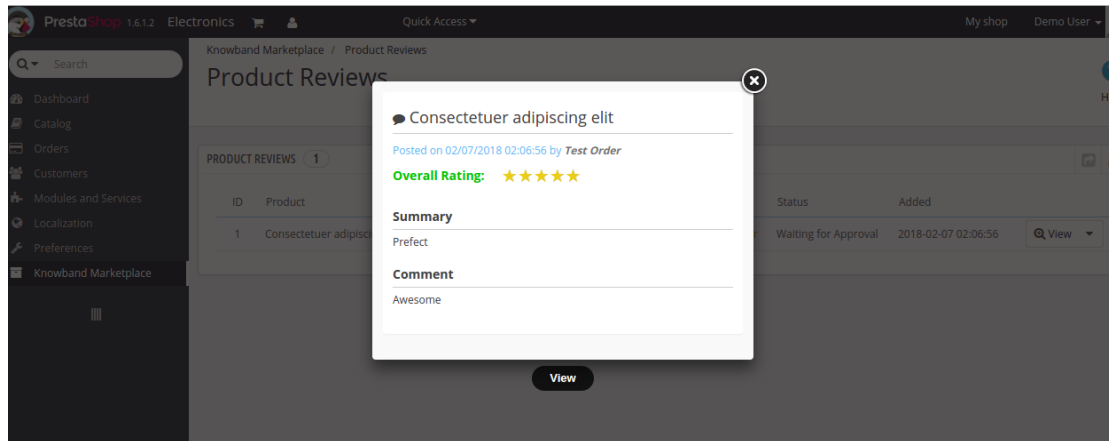
Delete Product Review: In order to delete a product review, you have to click on the delete button in front of that product review in the list.

Note:- The product review delete action cannot be undone. Please use this feature carefully.

Approve Product Review: The product reviews that are added by the customers for the seller's products will appear in the list here with the status Waiting for Approval and it will not be shown on storefront to other customers until it is approved. In order to approve it, you have to click on the approve button in front of the product review.
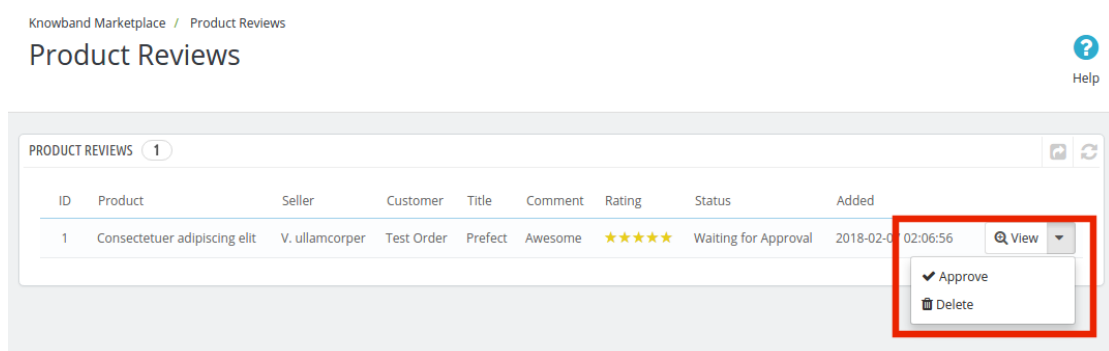
3.10. Seller Review Approval List

This tab of the Prestashop Multi vendor Marketplace extension contains all the Seller Reviews that are posted by the customers and no action is taken on them.

If the settings (i.e. Seller Review Approval Required) is enabled, then, only any seller review posted by any customer appears in this list otherwise, it directly appears in the Seller Reviews list.

The reviews that are pending for approval will be displayed as shown in the image below:

View Seller Review: In order to view all the details of a seller review you have to click on the View button in front of that review in the list.

On clicking the View button, a Pop-up will appear having all the details of the corresponding seller review.

Approve Seller Review: In order to approve a seller review, you have to click on the Approve button in front of that review in the list.

Once a seller review is approved, it becomes visible on the front end and is transferred to the seller review list.

Note:- This action cannot be undone. Please use it carefully.

Disapprove Seller Review: In order to disapprove a seller review, you have to click on the Disapprove button in front of that review in the list.

A pop-up will appear asking for the reason for disapproval of the seller review. Fill the reason and then submit the form to complete the action.

Once a seller review is disapproved, it is transferred to the seller reviews list and cannot be found anywhere else.

**Note:-** This action cannot be undone. Please use it carefully.

Delete Seller Review: In order to delete a seller review, you have to click on the Delete button in front of that review in the list.

A pop-up will appear asking for the reason for the deletion of the seller review. Fill the reason and then submit the form to complete the action.

Once a seller review is deleted, it is completely removed from everywhere.

Note:- This action cannot be undone. Please use it carefully.

All this can be done at a button click with the help of the Prestashop Multi vendor Marketplace extension.
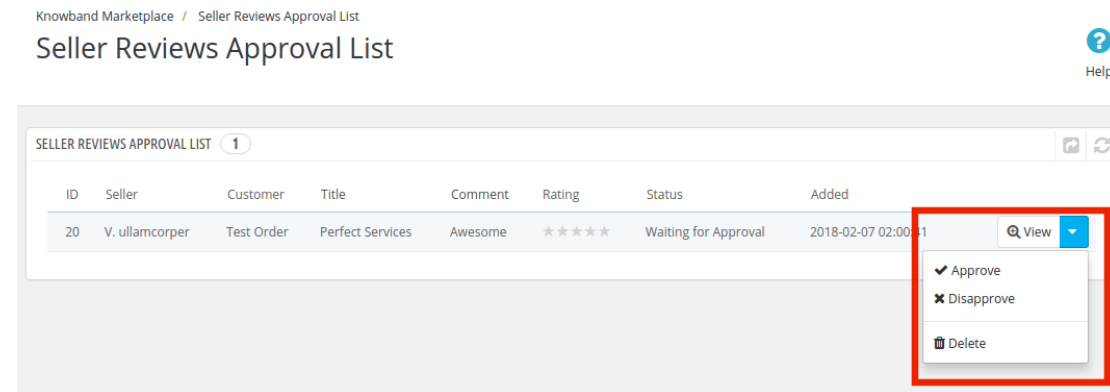
3.11. Sellers Reviews

This Seller Reviews tab of the Prestashop Multi-vendor Marketplace extension contains a list of all the Sellers Reviews done by customers on the store.
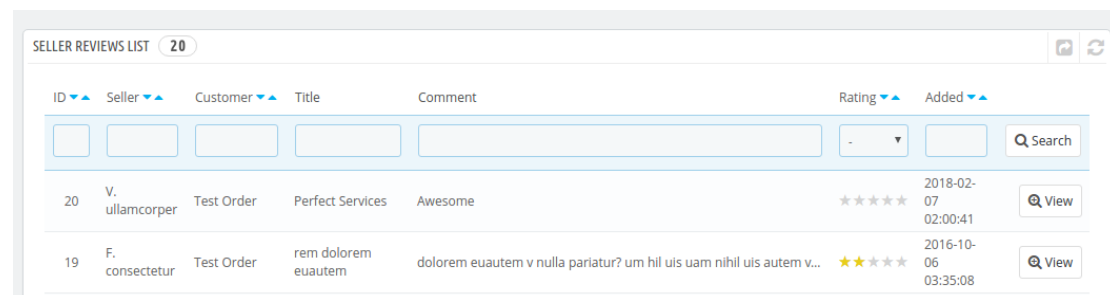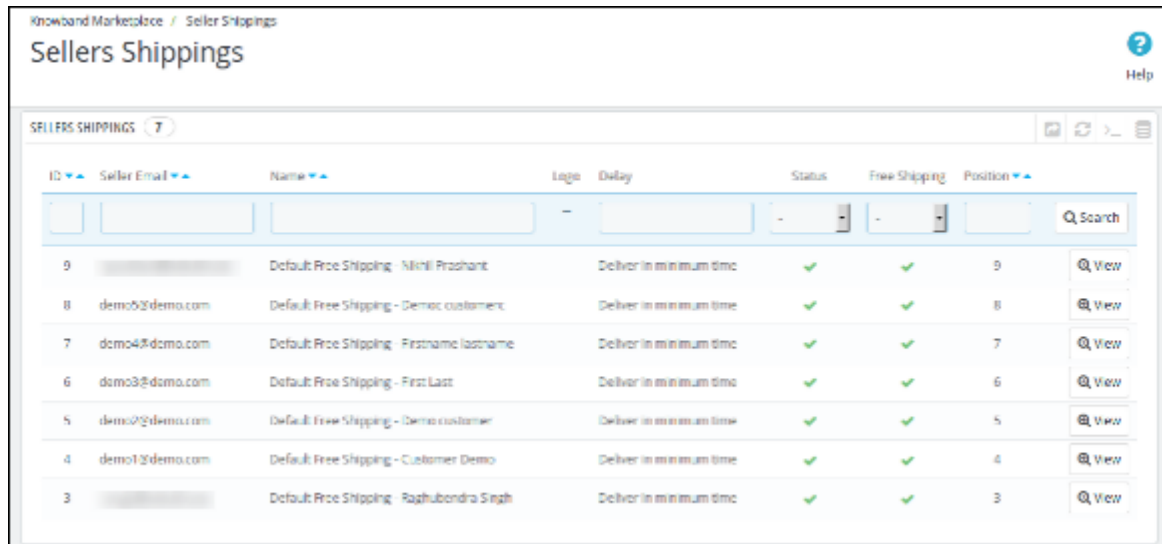

If the setting (i.e. Seller Review Approval Required) is disabled then a seller review is approved directly when it is added by the customer and appears in this list. Otherwise, the review first appears in the Seller Review Approval list.

Note:- The Seller Reviews that are disapproved by the store owner also appears in this list.

View Seller Review: In order to view all the details of a seller review you have to click on the View button in front of that review in the list.

On clicking the View button, a Pop-up will appear having all the details of the corresponding seller review.
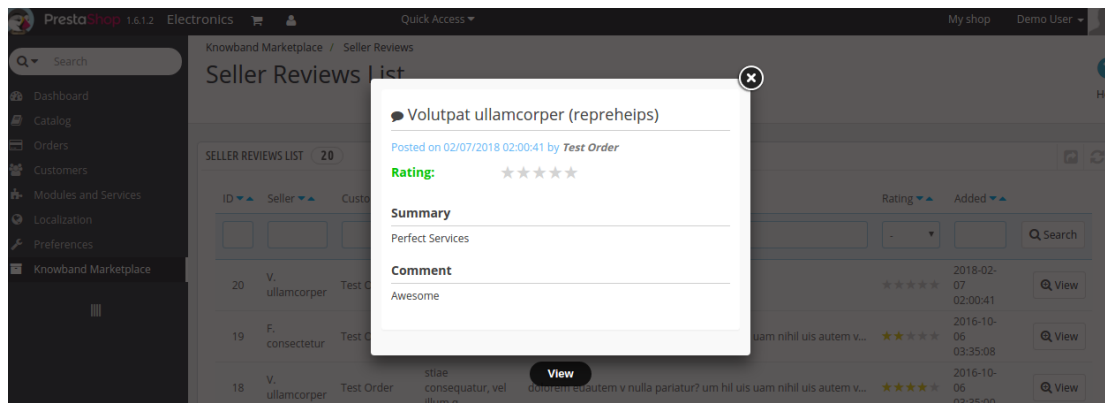
3.12. Seller Category Request List

A seller can add products only to those categories that are allowed to him/her. In case, the seller needs to add a product to a category that is not allowed then the seller can request for the category. All those category request appears in this list. A mail is also sent to the store owner to notify about the Request for Category. Then, it is up to the store owner to approve or disapprove the request.

View Category Request: In order to view the details of a category request, you have to click on the View button in front of that category request in the list.

On clicking the View button a Pop-up will appear having all the details of the corresponding category request.

Approve Category Request: In order to approve a category request, you have to click on the Approve button in front of that category request in the list.

Note:- This action cannot be undone. Please use it carefully.

Disapprove Category Request: In order to disapprove a category request, you have to click on the Disapprove button in front of that category request in the list.

A pop-up will appear asking for the reason for disapproving the category request. Fill the reason and then submit the form to complete the action.

Note:- This action cannot be undone. Please use it carefully.

3.13. Seller Shipping

Whenever a new seller is added to the system, a default shipping method is added that is applicable to all the products by default and it is free as well.

The seller can add new shipping policy and can map products to it as well, but until then, all the products are mapped to the default shipping policy only.

The Seller Shippings tab of the Prestashop Multi vendor Marketplace addon page contains a list of all the shipping methods that are created for the sellers present in the system.

View Shipping: In order to view the details of a seller shipping, you have to click on the View button in front of that entry.

On clicking the button, a new page opens up having details of respective shipping method.

Note:-

1. The admin will not be able to delete or edit any shipping method for any seller. If tries he/she will be redirected to the Carrier Listing page with the corresponding error.

2. By default, all the products for a seller will be mapped to Default shipping method for the respective seller. Default shipping methods can be identified with the name Default Free Shipping - Seller Name.

3.14. Seller Shipping Methods

Prestashop multivendor marketplace extension allows the sellers to define their own shipping methods. For this, the '**Allow Seller to define own Custom Shipping Method**' feature enabled from the Setting tab of the Prestashop marketplace module.

3.14.1 How can the admin add Shipping Methods?

The admin can add custom shipping methods in this tab. In order to add custom shipping methods, click on the '**Add New Shipping Methods**' link or '+' sign in the top right position.

Sellers Shippings Method

This will redirect you to the shipping methods creation page of the Prestashop marketplace addon.

Shipping Method Name: Enter the name of the shipping methods.

Active: Toggle the button to activate or deactivate the shipping method.

The shipping methods will be listed as shown below. The admin can edit or remove them by clicking on the **Edit** or **Delete** button corresponding to each shipping methods.

3.14.2 How can the admin add custom Shipping Methods that they want to allow the sellers to select?

The seller can create their own shipping methods from their dashboard. Go to the Dashboard -> Shipping tab.

The various shipping methods created by the sellers will be listed in this tab.

In order to add new methods, click on the '**Add New**' link as shown in the image below:

You'll be redirected to the shipping methods creation page. The various field required to be filled are shown below:

The various shipping methods will be listed in the drop-down menu. In order to create a new one, select '**Others**'. Enter the name of the shipping method.

Add New Shipping

Name*

| Others ▼ |

USPS
UPS
DHL
Fedex
Others

Delay Message*

Free Shipping

No ▼

The sellers can create the shipping methods by entering the required fields as shown in the image below.

Add New Shipping

❓ Fields marked with (*) are mandatory fields.

Name*

Others ▼	

Delay Message*

Active

Yes ▼

Free Shipping

No ▼

Logo
Logo size should be 40 X 40.

Browse

Maximum Package Width

cm	

Maximum Package Height

cm	

Maximum Package Depth

cm	

Maximum Package Weight

kg	

Billing

○ According to total price   ● According to total weight

Ranges
Please provide valid range before using any checkbox, shown below the set range boxes.

| Will be applied when the weight is	>=		kg	0.000000
Will be applied when the weight is	<		kg	0.000000
All	☐			
Africa	☐	€		
Asia	☐	€		
Central America/Antilla	☐	€		
Europe	☐	€		
Europe (non-EU)	☐	€		
North America	☐	€		
Oceania	☐	€		
South America	☐	€		

Add New Range

☐ **Map this shipping with all products**

Save

3.15. Admin Commissions

The Admin Commissions tan of the Prestashop Multi seller Marketplace extension contains a filter through which the admin can filter the commissions earned in the form of Order Wise or Category Wise selection. By default, the page shows Order Wise Admin Commissions.The Prestashop Multi vendor Marketplace module makes it easier for the store admin to manage the commission structure of the marketplace.
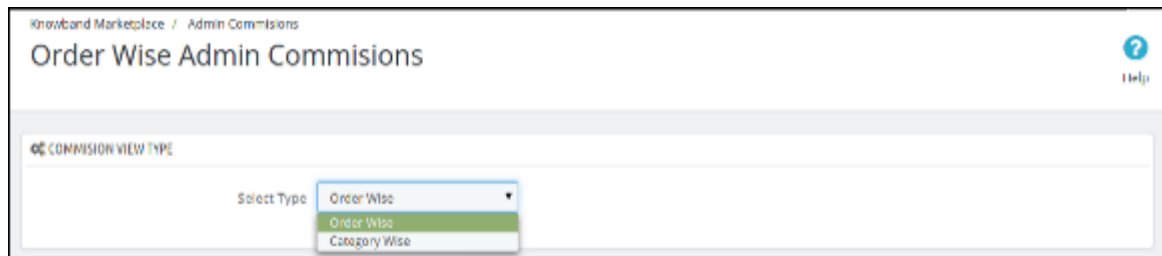
3.15.1 Order Wise Admin Commissions

This list contains all the commissions earned by the store owner on every order placed for any sellers product. This list is split on the basis of orders placed for sellers products.

3.15.2 Category wise commissions

This list shows the total commission earned by the store owner from a seller. The store owner can also use filters to filter the commission reports category wise.

It helps the store owner to identify commissions from different categories and which category has produced how much commission.

3.16. Transaction Payout Request

With this additional feature, the sellers can request the store admin for any payout. Earlier, the admin was incharge of any of payment that was to be made to the sellers. However, the sellers can now initiate a payout request from their dashboard. The admin can approve or deny the payout request of the sellers from this tab of the Prestashop multivendor marketplace addon. Three payment methods are provided, that is, Bank Wire, Pay by Check and PayPal.

The admin can use PayPal if this payment method is opted by the sellers. Click on the Configuration link of the Transaction Payout Request tab of Prestashop multi seller marketplace module.

Enter the API details of the PayPal details as shown in the image below:

Active: Toggle the button to activate the PayPal payout settings.

Client ID: Enter the Client ID of your PayPal account here.

Client Secret: Enter the secret key here.

PayPal Mode: Select the mode, that is, Sandbox or Live from the options drop-down menu.

PayPal Email Subject: Enter the email subject for PayPal here.

PayPal Currency: Select the default currency set in your PayPal account.

3.16.1 How can the seller create a Transaction Payout Request?

In order to create the payout request, the seller is required to click on the Payout Request tab of the dashboard of their account.

The various fields required to be filled by the seller are discussed below:

Amount: Enter the amount that you are requesting for the payout.

Request Reason: Specify the reason for which the payout request has been initiated.

As the Save button is clicked, the payout request will be listed as shown in the image below:

The same payout request will be listed in the admin interface of the Prestashop multi seller marketplace extension.

3.16.2 How can the admin approve/disapprove the Transaction Payout Request?

The admin can approve or reject the payout request by clicking on the Approve or Disapprove button corresponding to each request.

In case, the admin approves the payout, then, a popup will be displayed as shown in the image below:

If the payment methods is Bank wire or Pay by Check, then, the admin will have to enter the Transaction ID.

Once the request is successfully approved, the transaction will saved in the Transaction Table.

In case of PayPal payment method, a request will be sent to PayPal and based on the response, success or error message will be displayed. If the request is successfully approved, it is added to the Transaction table.

3.17 Seller Transactions

The system does not automatically transfer amount in the seller's account, hence the store owner has to keep records of the balance for all the sellers and manually transfer money to the seller and later on, enter the details of the transaction to keep a record of the same.

The Prestashop Multi vendor Marketplace module allows the admin to view two types of transaction of the sellers, that is, Seller Balance History and Transaction History.

The Seller Transactions page of the Prestashop Multi vendor Marketplace plugin keeps the track of the seller transactions and the remaining balance of sellers.

3.17.1 Seller Balance History

This list of the Prestashop Multi vendor Marketplace plugin contains all the balance variations for all the sellers in the system. The list shows total sales of the seller, seller earnings and your commission. This list helps the store owner to identify the earnings and categorize them seller wise.

3.17.2 View Transactions Details

In order to view the details of the transactions done for a particular seller, you have to click on the View button in front of that seller.

On clicking on the View button in front of any seller, a new page will open up having list of all the transactions done for the corresponding seller.

You can also add a new transaction for the current seller by clicking on the Add New Transaction button on the top right-hand side of the above page.

3.17.3 Create New Transaction from the back-end of the Prestashop Multi vendor Marketplace Module

In order to add a new transaction detail for any seller, you have to either click on the Make New button in front of the seller or you can also click on the Make New Transaction button on the top right-hand side of the page.
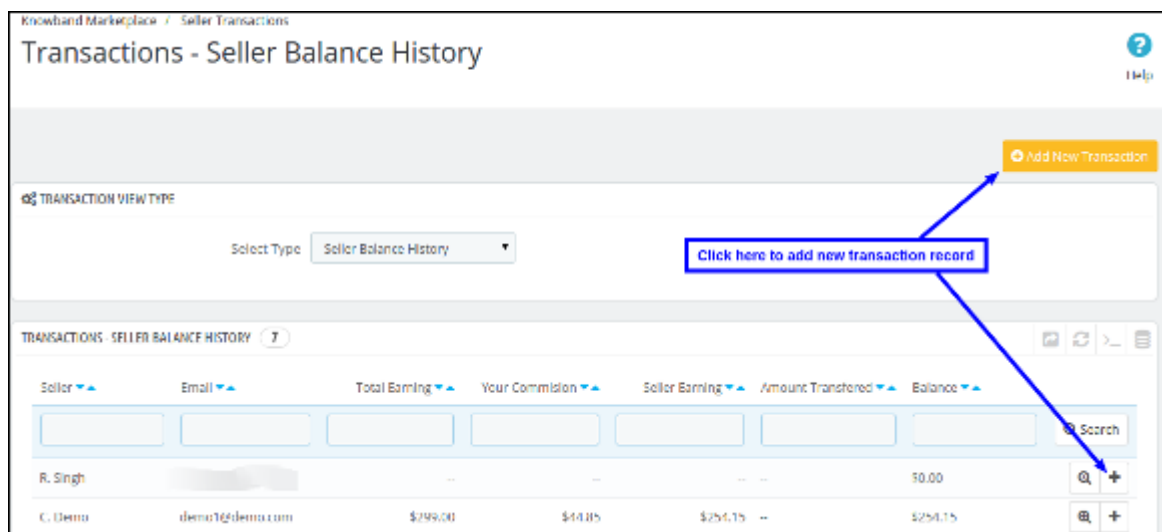
On clicking the button a new block appears (form for adding a new transaction) at the top asking for the details of the transaction. Fill the form and then submit it in order to complete the action.

Note :- This action cannot be undone. Please use it carefully.

3.17.4 Transactions History

This page contains a list of all the transactions done till date to all the sellers available in the system.

You can also add a new transaction for any seller by clicking on Add New Transaction button on the top right hand side of the above page.

3.18. Seller Shop Close request

If enabled from the back-end of the Prestashop multi vendor marketplace plugin, the sellers can request the admin to close their shop.

The request to delete the sellers' account can be initiated by just clicking a couple of buttons from the dashboard. The image of the front-end interface is shown below:

Once the request is send, the admin can view the same from the **Seller Shop Close Request** tab of Prestashop multi seller marketplace extension.

The confirmation mail is send to the seller. Once the sellers provides the confirmation, an '**Approve**' button is displayed corresponding to the request. The admin can click the same and complete the request.

The entire list of the shop closure request and their status is displayed in this section of the Prestashop multi seller marketplace plugin as shown in the image below:

3.19. GDPR Request

The sellers can download their personal data in CSV format just by clicking the links provided in the GDPR section of the dashboard as shown in the image below:
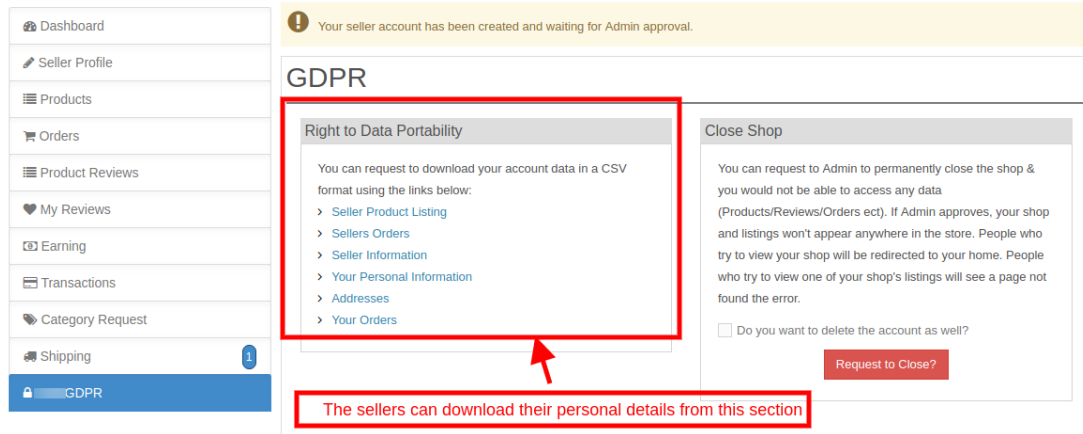
The admin can view the GDPR requests initiated from this section in the back-end of Prestashop multi vendor marketplace module as shown in the image below:

3.20. Email Templates

The Prestashop Multi-vendor Marketplace addon offers a number of default email templates to the store admin.

This page of the Prestashop Marketplace contains a list of all the emails templates that are used in the system with all the details of the email templates.

ID	Subject	Description	
1	Market Place Seller Welcome	This template is used when a new customer registers as seller on the store. Note that the account is not yet approved due to which customer/seller has only limited access to the seller account.	✏ Edit
2	Market Place Seller Account Approved	This template is used to notify the customer/seller about the approval of the seller account.	✏ Edit
3	Market Place Seller Account Disapproved	This template is used to notify the customer/seller about the disapproval of the seller account request. The customer/seller can request for the account once again.	✏ Edit
4	Market Place Seller Registration Notification	This template is used to notify the admin about the new registration of a customer as seller. The admin has to approve the account request.	✏ Edit
5	New Product Approval Request	This template is used to notify the admin about the addition if a new product into the store by the respective seller. The admin needs to approve the product to make it visible in front.	✏ Edit
6	New Category Request Notitfication	This template is used to notify the admin about a new category request by the respective customer.	✏ Edit
7	Category Approval Notification	This template is used to notify the seller about the approval of the category requested by the seller.	✏ Edit
8	Category Dissapproval Notification	This template is used to notify the seller about the disapproval of the category requested by the seller.	✏ Edit
9	Your Product has been Disapproved	This template is used to notify the seller about the disapproval of the product added by the seller.	✏ Edit
10	Your Product has been Approved	This template is used to notify the seller about the approval of the product added by the seller.	✏ Edit
11	Your Product has been Deleted	This template is used to notify the seller about the deletion of the product added by the seller.	✏ Edit
12	New review is posted on seller	This template is used to notify the admin about the new review posted on any seller. The admin has to approve the review to make it visible at front.	✏ Edit
13	New review is just posted for you	This template is used to notify the seller about the new review posted on the seller itself. The admin has to approve the review to make it visible at front.	✏ Edit
14	Admin has just credited your paypal account	This template is used to notify the seller about the new transaction made by the admin for the earning of the seller. This template contains all the details of the transaction.	✏ Edit
15	Your review is approved by admin	This template is used to notify the customer for his review approved by admin and listed on store	✏ Edit
16	Review given by customer has been approved by admin	This template is used to notify seller for review given by customer, approved by admin and listed on store	✏ Edit
17	Review given by customer has been dissapproved by admin	This template is used to notify seller for review dissapproved by admin, given by customer.	✏ Edit
18	Review given by you has been dissapproved by admin	This template is used to notify customer for review dissapproved by admin, given by you on store.	✏ Edit
19	Admin has just debited some amount from balance amount	This template is used to notify the seller about the new transaction made by the admin for debited some amount from the current balance amount of the seller. This template contains all the details...	✏ Edit
20	Seller again Requested for Approving his Account	This template is used to notify the admin about request for approving account of a customer as seller after after disapproving by admin.	✏ Edit

Edit Email Template: In order to edit an email template, click on the Edit button in front of any email template.

On clicking on the Edit button, a new page opens up having a form for the email template. You can change the email template as desired here on this screen.

To save the changes made in the email template click on the Save or Save And Stay button on the bottom right-hand side of the above page.

Note:- While editing the email template please keep in mind that you don't edit any text inside the curly brackets including curly brackets otherwise, the system will not be able to display corresponding keyword (i.e. {{var any_var}}).

14.0 Seller Account

Any seller has access to several pages that are designed for handling the functionality of a seller account. Link for all these pages is there on the My Account page of a customer who is also a seller.

MY ACCOUNT

Welcome to your account. Here you can manage all of your personal information and orders.

- ADD MY FIRST ADDRESS
- ORDER HISTORY AND DETAILS
- RETURNS MANAGER
- MY CREDIT SLIPS
- MY ADDRESSES
- MY PERSONAL INFORMATION
- MY VOUCHERS
- GDPR

SELLER ACCOUNT

- DASHBOARD
- SELLER PROFILE
- PRODUCTS
- ORDERS
- PRODUCT REVIEWS
- MY REVIEWS
- EARNING
- TRANSACTIONS
- CATEGORY REQUEST
- SHIPPING
- GDPR

Each of these pages is described in details below.

Store Front Module

In the Front Store of Prestashop Marketplace Addon adds several new pages and blocks as well to access the functionality of the Prestashop multi seller marketplace addon.

Register As Seller Field (Register Page)

If a new customer is registering on the Store then there is an additional field on the Register Page. If the customer wants to Register as Seller, the customer has to mark this particular field.

CREATE AN ACCOUNT

YOUR PERSONAL INFORMATION

Title

◯ Mr. ◯ Mrs.

First name *

Last name *

Email *

demoaccount@demo.com

Password *

(Five characters minimum)

Date of Birth

- ▼   - ▼   - ▼
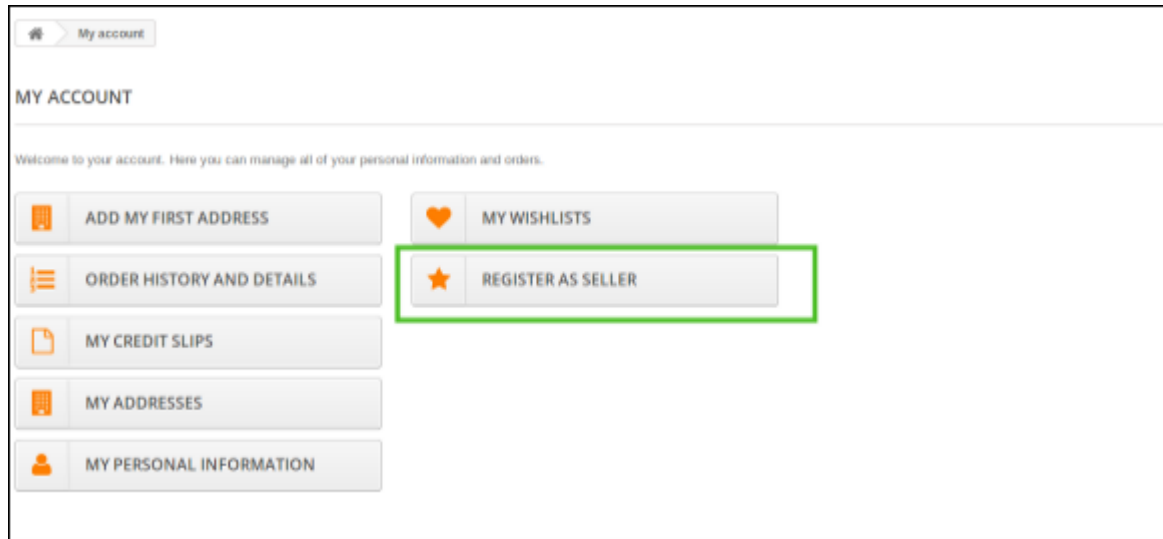
☐ Sign up for our newsletter!

☐ Receive special offers from our partners!

☐ Also want to register as seller.

Register ❯

Register As Seller Option (My Account Page)

In case the logged in customer is not a seller then there is a link on My Account Page to Register as Seller. The customer can use this link to become a seller.

Once the merchant becomes a seller of the marketplace, he can avail all the functionality of the module and boost his sales effortlessly.

The Dashboard of the sellers includes a GDPR section. The customers can download their personal data and can even delete their account with ease.