



VENDOR PORTAL

How-To-Guide

Learn everything you need to know
about the Gingham Vendor Portal.





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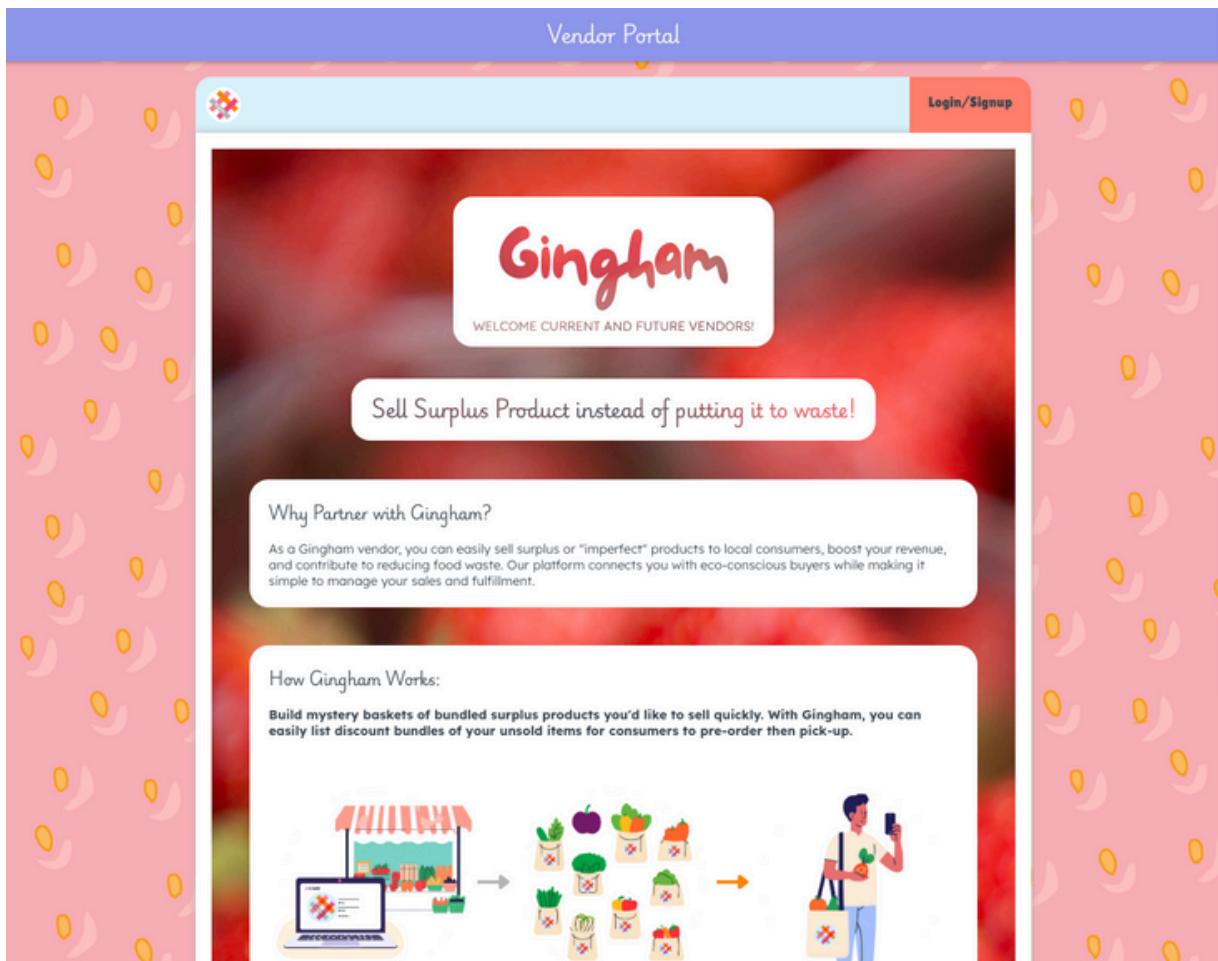
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Introduction

Welcome to the Gingham Vendor Portal How-To Guide!

This document is designed to provide you with a comprehensive overview of how to navigate and utilize the Gingham Vendor Portal effectively. Whether you're setting up your profile, managing team members, creating events, or optimizing sales, this guide will walk you through every step.



Make sure to use the links in order to jump to specific topics, or scroll through the guide to explore all the features and functionality available to vendors like you.

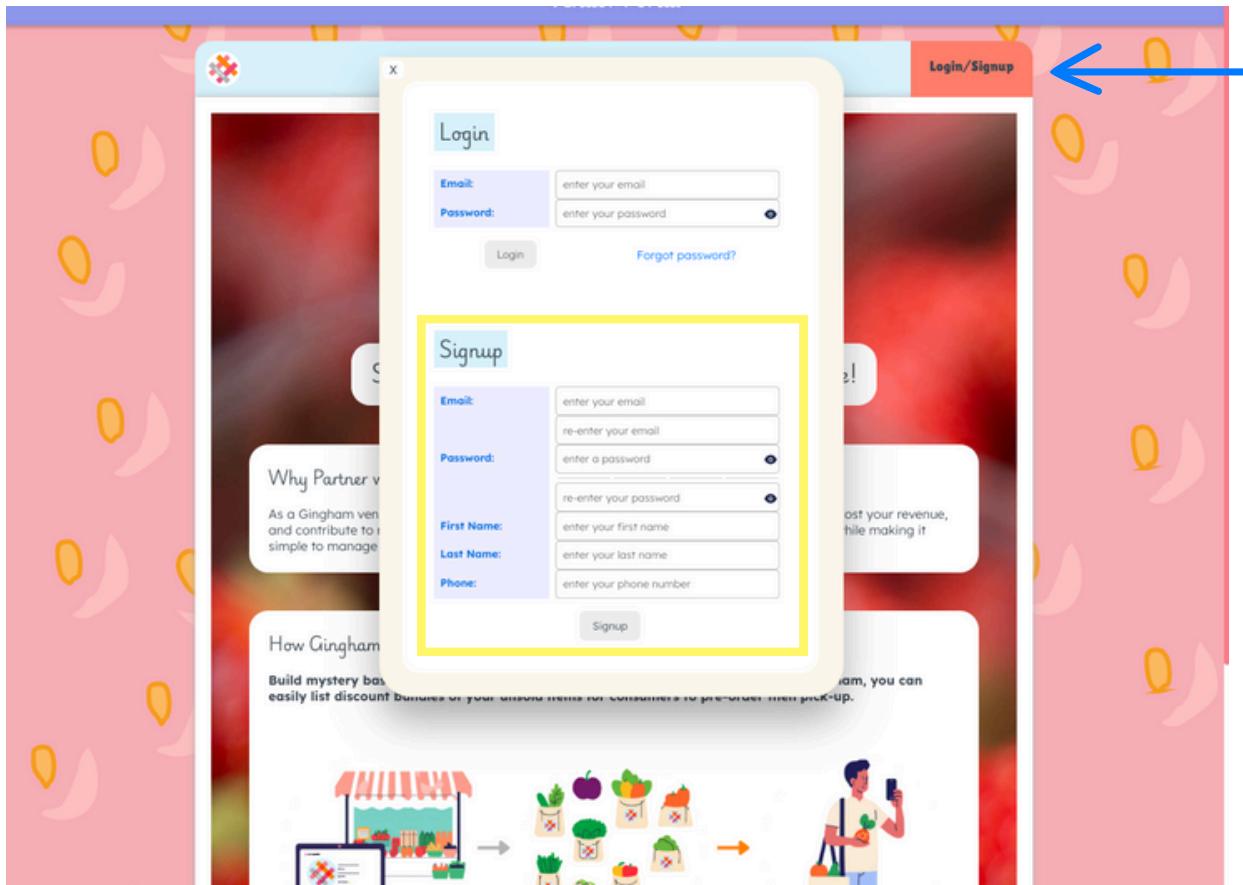
Let's get started and make your vendor experience seamless and successful!



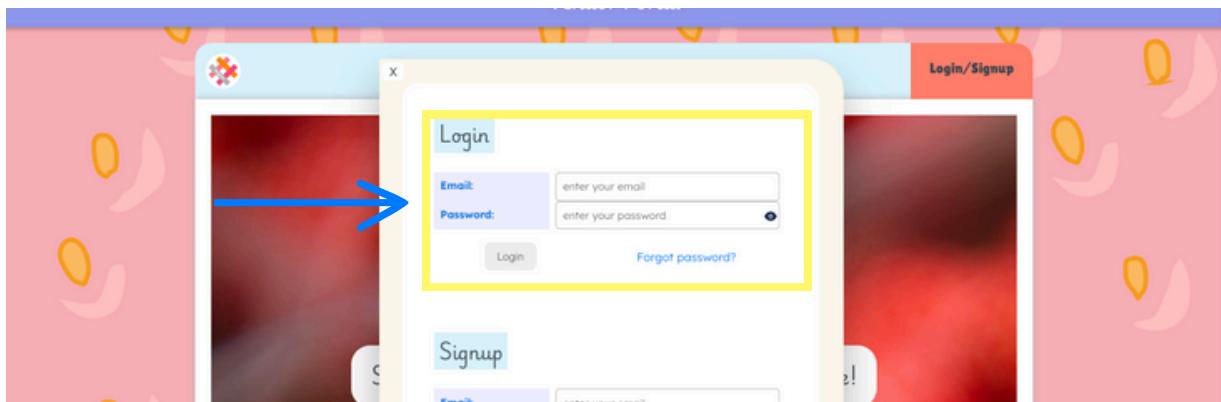
1 – Setting up your Vendor-User Profile

In the Home Page, head to the footer at the bottom of the browser and click Vendor Portal.

Once in Vendor Portal, click Login/Signup and create your profile.



Once Signup is complete, Login to your newly created Vendor-User profile.

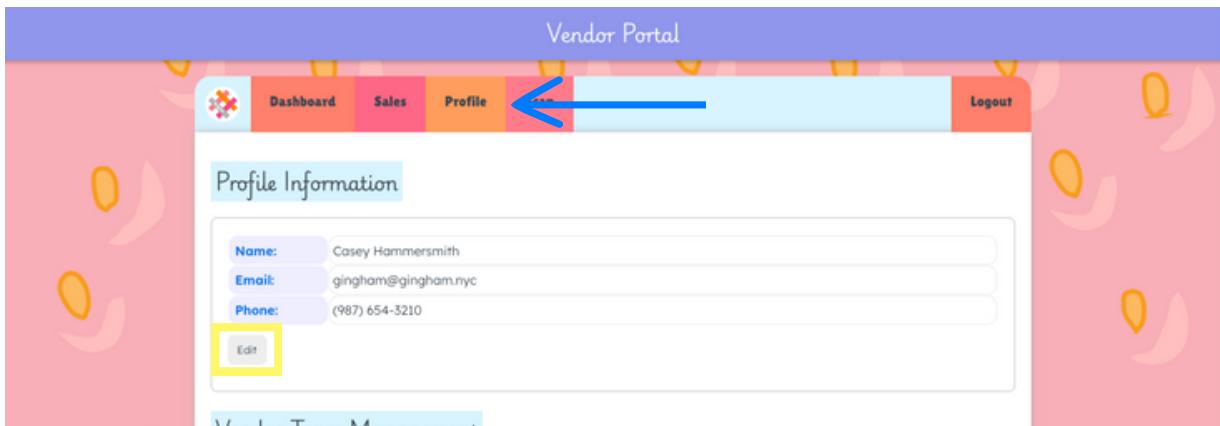




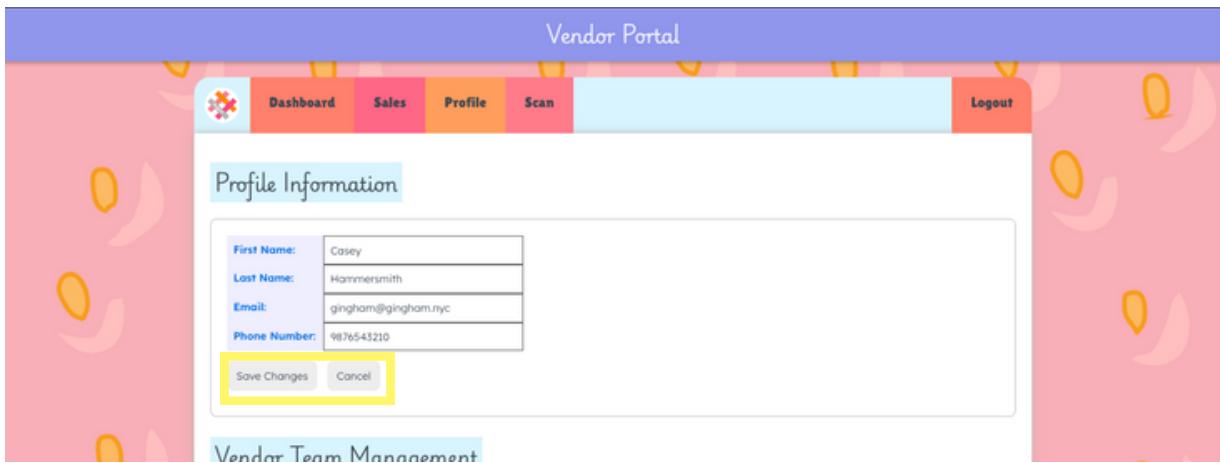
2 – Editing your Vendor-User Profile

Once logged in, you are able to edit your Vendor-User profile via the Profile tab.

To make edits, click on the Profile tab, then the Edit button.



Once you are in Edit Mode, you are able to make changes to your Profile. Make sure to click Save Changes when you have made your changes, or Cancel if you want to discard any changes you made.





3 – Creating a new Vendor Profile

If you created a new profile, the Profile and Dashboard tabs will allow you to Create a New Vendor Profile.

If you need to be added to an existing Vendor, visit [Managing Members of your Vendor Team](#). If you already have a Vendor Profile and need to create another Vendor Profile, visit [Creating and Managing Multi-Vendor Profiles](#).

In Dashboard or Profile, Create your Vendor Profile by filling out all the necessary fields and click Create Vendor when complete.

The screenshot shows the Vendor Portal interface. At the top, there is a navigation bar with tabs: Dashboard (highlighted in blue), Sales, Profile, Scan, and Logout. Below the navigation bar, the title "Vendor Dashboard" is displayed. A large yellow box highlights the "Create a Vendor Profile" form. This form contains fields for Vendor Name (input field), Product (dropdown menu set to "Select" with an "Add" button), Bio (text area with placeholder text "Super excellent bio goes here!"), Based out of (input field with a "Select" button), and Vendor Image (input field with "Choose File" button and placeholder text "No file chosen"). At the bottom of the form are "Create Vendor" and "Cancel" buttons. Below the form, there is a link "Already a Vendor?" and a search bar labeled "Request to be added to Team: Search: Search vendors...".

If the Product you are mainly selling is not on the provided list, choose 'Other' and enter what Other Product you would like to add to the Product list. Your Product will save as 'Other' and once the new product is approved, it will automatically update to the Other Product you created.

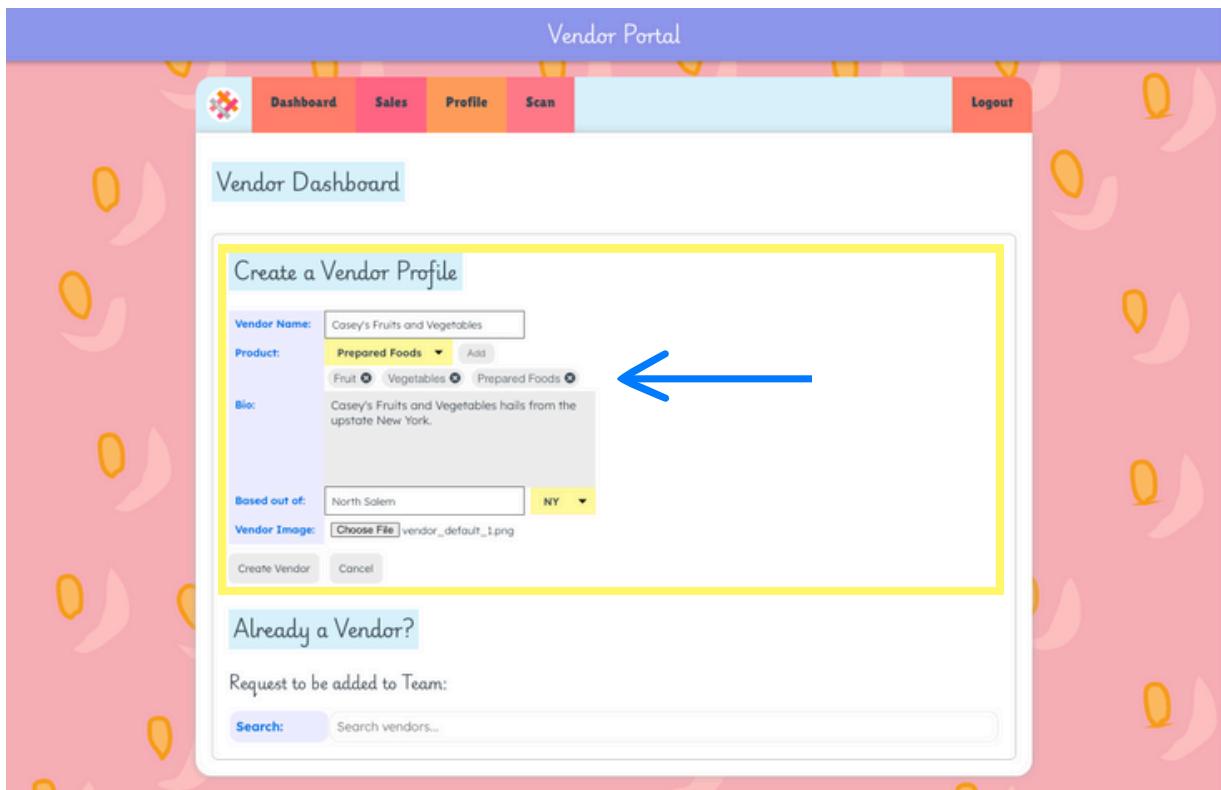
The screenshot shows the Vendor Portal interface, similar to the previous one, but with a specific focus on the "Product" field. A yellow box highlights the "Product" dropdown menu, which is currently set to "Other". An arrow points from the text above to this highlighted field. The rest of the "Create a Vendor Profile" form is visible below, including the "Other Product" input field (containing "Your Product Here") and the "Bio" text area.



3 – Creating a new Vendor Profile

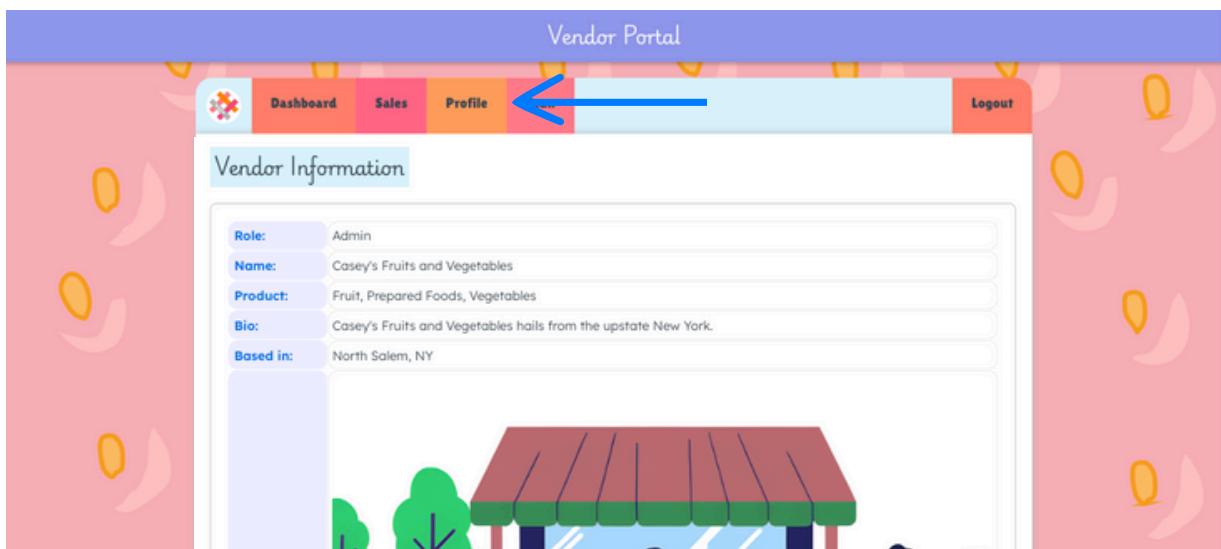
continued

If you sell multiple Products, you are able to add up to six Products within your profile. This will help users find your profile easily when searching for Baskets to purchase.



The screenshot shows the 'Vendor Portal' interface with a pink floral background. At the top, there's a navigation bar with tabs: Dashboard, Sales, Profile (which is highlighted in orange), Scan, and Logout. Below the navigation bar is a section titled 'Vendor Dashboard'. A yellow-bordered box contains the 'Create a Vendor Profile' form. The form includes fields for 'Vendor Name' (Casey's Fruits and Vegetables), 'Product' (Prepared Foods, with an 'Add' button and dropdown options for Fruit, Vegetables, and Prepared Foods), 'Bio' (Casey's Fruits and Vegetables hails from the upstate New York.), 'Based out of' (North Salem, NY), 'Vendor Image' (Choose File), and 'Create Vendor' (button). An 'Already a Vendor?' link and a search bar for vendors are also present. A blue arrow points to the 'Product' dropdown menu.

Once you Create Vendor, head to the Profile tab to find your Vendor Information.



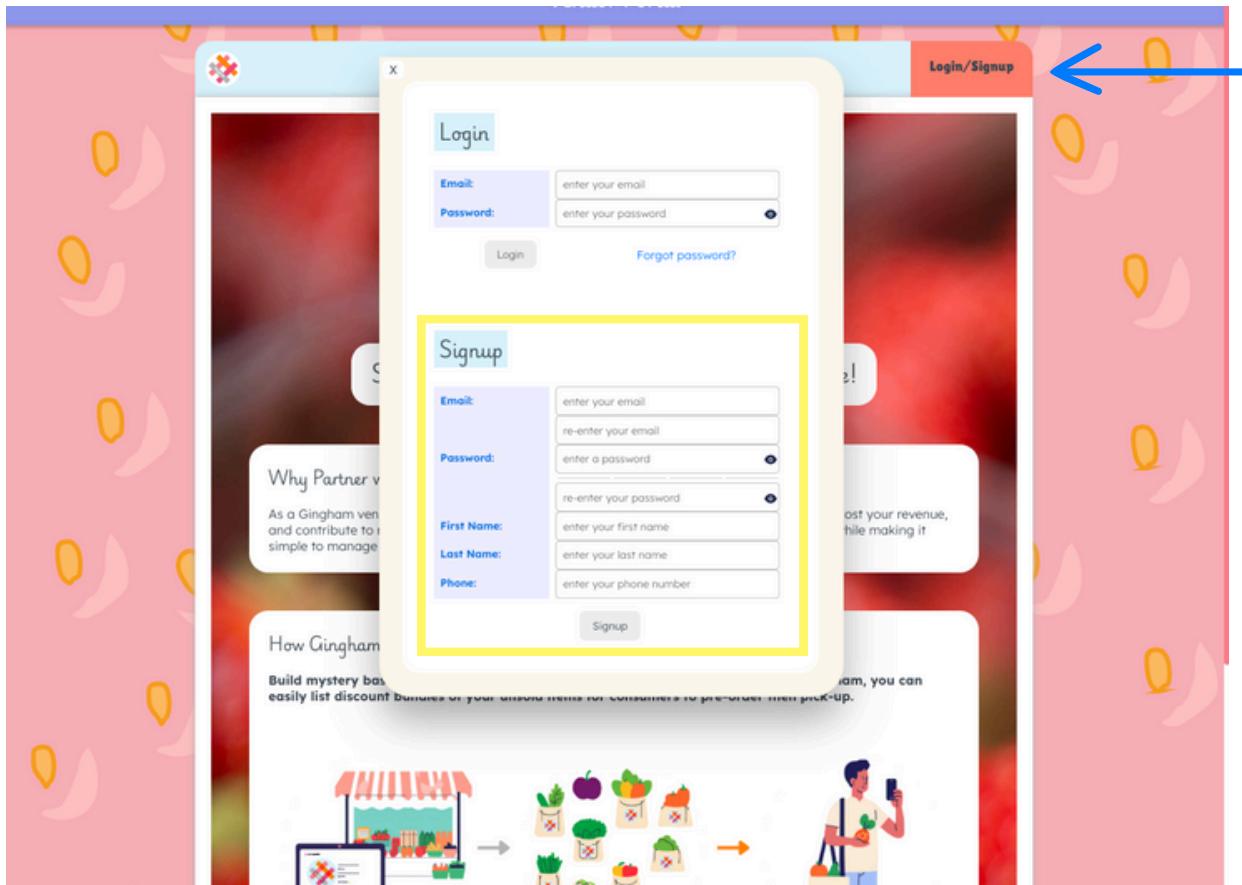
The screenshot shows the 'Vendor Portal' interface with a pink floral background. The navigation bar at the top has tabs: Dashboard, Sales, Profile (highlighted in orange), and Logout. Below the navigation bar is a section titled 'Vendor Information'. A blue arrow points to the 'Profile' tab in the navigation bar. The information displayed includes: Role (Admin), Name (Casey's Fruits and Vegetables), Product (Fruit, Prepared Foods, Vegetables), Bio (Casey's Fruits and Vegetables hails from the upstate New York.), and Based in (North Salem, NY). There is also a decorative illustration of a green bush and a purple building at the bottom.



4 – Editing your existing Vendor Profile

For any edits,

To make edits, click on the Edit button



Once Signup is complete, Login to your newly created Vendor-User profile.



5 – Managing Members of your Vendor Team

Managing Team Members is easy, and can be done a multiple different ways.

Option 1: A Team Member creates a Vendor-User profile, and requests to be added to an existing team.

A screenshot of the Vendor Portal interface. At the top, there's a navigation bar with tabs for Dashboard, Sales, Profile, Scan, and Logout. Below the navigation bar is a section titled 'Vendor Dashboard'. In the center, there's a form titled 'Create a Vendor Profile' with fields for Vendor Name, Product (with a dropdown menu), Bio (containing placeholder text 'Super excellent bio goes here!'), Based out of (with a dropdown menu), and Vendor Image (with a 'Choose File' button). At the bottom of this form are 'Create Vendor' and 'Cancel' buttons. Below this form is a yellow-bordered box containing the text 'Already a Vendor?' and 'Request to be added to Team:'. Inside this box is a search bar with a 'Search:' button and a placeholder 'Search vendors...'. A blue arrow points from the right side of the slide towards the search bar.

Simply search for the exiting Vendor and click Request.

A screenshot showing the results of a search for a vendor. The search bar at the top contains the text 'Casey's Fruits and Vegetables'. Below the search bar, it says 'You have selected: Casey's Fruits and Vegetables'. There is a 'Request' button below this information.

The request will then be sent to the admin of that Vendor. Alternatively, if an error was made, you are able to Cancel Request and find a different vendor.

Your request has been sent to the admins of for approval.

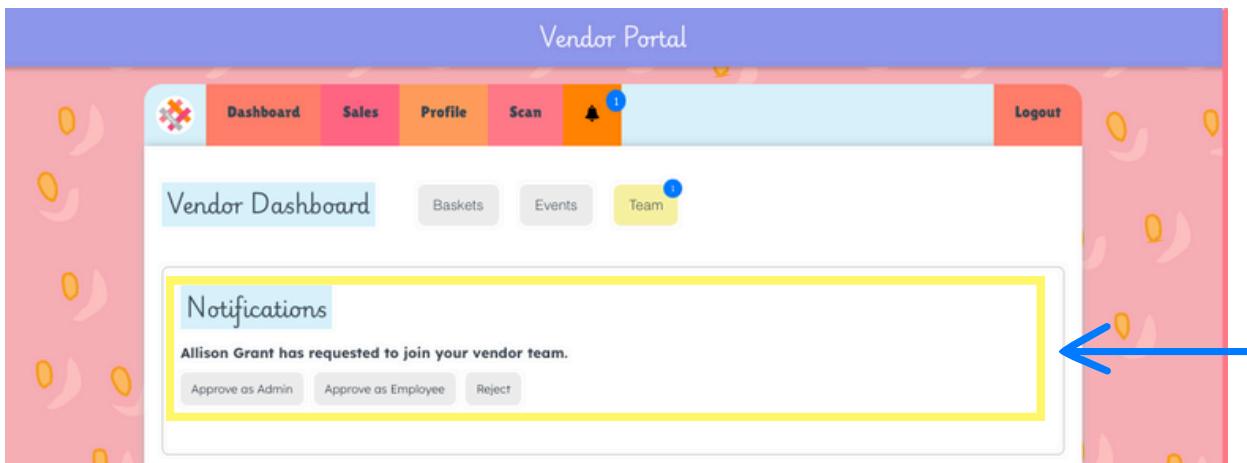
[Cancel Request](#)



5 – Managing Members of your Vendor Team

continued

If you are the admin of the Vendor, you will receive a notification to accept or reject the request. If you reject the team member, that Vendor-User profile will be deleted.



As you can see, there are two different Vendor User roles in the Approval system.

- An Admin has full credentials for managing Vendor Information, Market Additions and Deletions, Team Member Management, Creating and Modifying Events, and Baskets.
- An Employee will only have credentials for Adding, Editing and Scanning Baskets.

Once approval is done - you will see your new Team Member in the Vendor Dashboard under the Team tab. You can switch a role or Remove from Team within the Current Team Members section.

A screenshot of the Vendor Portal showing the 'Team Members' section. At the top, there are tabs for Vendor Dashboard, Baskets, Events, and Team. The Team tab is active. Below the tabs is a form for 'Invite Team Members' with fields for Email (Email: and Re-enter Email), Role (Admin selected), and an 'Add Team Member' button. Below this is a section for 'Current Team Members' containing a table with two rows:
Casey Hammersmith - Admin
Allison Grant - Employee



5 – Managing Members of your Vendor Team

continued

Option 2: Inviting a Team Member by providing their email address.

A screenshot of the Vendor Portal interface. At the top, there's a navigation bar with tabs for Dashboard, Sales, Profile, Scan, and Logout. Below the navigation bar is a sub-navigation bar with buttons for Baskets, Events, and Team. The main content area is titled "Vendor Dashboard". Under "Vendor Dashboard", there's a section titled "Team Members". This section contains a form for "Invite Team Members" with fields for Email (two input fields: "Enter team member's email" and "re-enter team member's email") and Role (a dropdown menu set to "Admin"). A blue arrow points from the right side of the slide towards this invitation form. Below the invitation form is a section titled "Current Team Members" which lists two users: "Casey Hammersmith - Admin" and "Allison Grant - Employee". There are buttons for "Switch to Admin" and "Remove from Team" next to each user entry.

If the Vendor-User profile has been created, they are automatically added to the Current Team Members section. If the Vendor-User profile has not been created, they will be sent a link to complete sign-up.

Once the Vendor-User is complete, a notification that a new Vendor Team member will be sent to the admins of that Vendor Profile.



5 – Managing Members of your Vendor Team

continued

Option 3: If you are already in a Vendor Team and you need to be added to a new Vendor Profile, simply go to Profile and Request to be added under Vendor Team Management.

The screenshot shows the Vendor Portal interface. At the top, there's a navigation bar with tabs: Dashboard, Sales, Profile, Scan, a notification bell with a '1' (Logout is also present). Below the navigation bar is a section titled "Profile Information" containing fields for Name (Casey Hammersmith), Email (gingham@gingham.nyc), and Phone ((987) 654-3210), with an "Edit" button. Underneath is a section titled "Vendor Team Management" with a sub-section "Request to be added to Team:". It includes a search field with "Teresa's Organics" selected, a message "You have selected: Teresa's Organics", and a "Request" button. A blue arrow points from the right side towards this "Request" button. Below this is another section titled "On Vendors' Team:" showing "Casey's Fruits and Vegetables - Admin" with a "Leave Team" button.

Once your request is approved, you will now have a Multi-Vendor profile.

The screenshot shows the Vendor Portal interface. At the top, there's a dropdown menu "Active Vendor: Teresa's Organics" with a "Set Vendor" button. Below it is a section titled "On Vendors' Team:" listing "Teresa's Organics - Employee" and "Casey's Fruits and Vegetables - Admin", each with a "Leave Team" button. A yellow callout box at the bottom contains the text: "To learn more about Active Vendor and Multi-Vendor Profiles, visit [Creating and Managing Multi-Vendor Profiles](#)".

The screenshot shows the Vendor Portal interface, identical to the one above it, with the Active Vendor set to "Teresa's Organics". The "On Vendors' Team:" section shows "Teresa's Organics - Employee" and "Casey's Fruits and Vegetables - Admin", each with a "Leave Team" button.



6 – Adding and Editing your Market Locations

Upon completing your Vendor Profile, in order to begin selling Baskets, you need to add Farmers Market locations. This can be done easily within the Vendor Information section.

Vendor Information

Role:	Admin
Name:	Casey's Fruits and Vegetables
Product:	Fruit, Prepared Foods, Vegetables
Bio:	Casey's Fruits and Vegetables hails from the upstate New York.
Based in:	North Salem, NY

Image:

Edit

Locations

Add Markets

Search Market:

Day of Week:

Delete Markets

Market: Loading markets...



If you have a Farmers Market that you would like to add to the list, please email us at hello@gingham.nyc!



6 – Adding and Editing your Market Locations

continued

Search for the Market you would like to add, and the day of the week (if the Market is multi-day) and Click Add Day.

The screenshot shows a user interface for adding markets. At the top, there's a header labeled 'Locations'. Below it is a section titled 'Add Markets' with a yellow border. Inside this section, there's a 'Search Market:' input field containing 'Union Square Greenmarket'. Below it is a 'Day of Week:' dropdown menu with 'Monday' checked and other days (Wednesday, Friday, Saturday) listed below. A blue arrow points to the 'Add Day' button at the bottom of this section. Below this is a 'Delete Markets' section with a 'Market:' dropdown set to 'Loading markets...'. At the very bottom is a 'Delete' button.

Once the Market is added, it will show up under Locations. You can add multiple Markets that you are participating in.

The screenshot shows the 'Locations' section after a market has been added. It displays a message 'Union Square Greenmarket on Mondays from 8 AM to 6 PM' in a yellow-bordered box. Below this is the same 'Add Markets' and 'Delete Markets' interface as the previous screenshot, but the 'Market:' dropdown now shows 'Select Market' with a dropdown arrow. A blue arrow points to the market entry message.

To delete a Market, simply find the Market you would like to delete under Delete Markets and click Delete.

The screenshot shows the 'Delete Markets' section. It lists a single market entry: '175th Street Greenmarket on Thursdays'. Below this entry is a red 'Delete' button. The entire entry is highlighted with a yellow box, and a blue arrow points to the 'Delete' button.



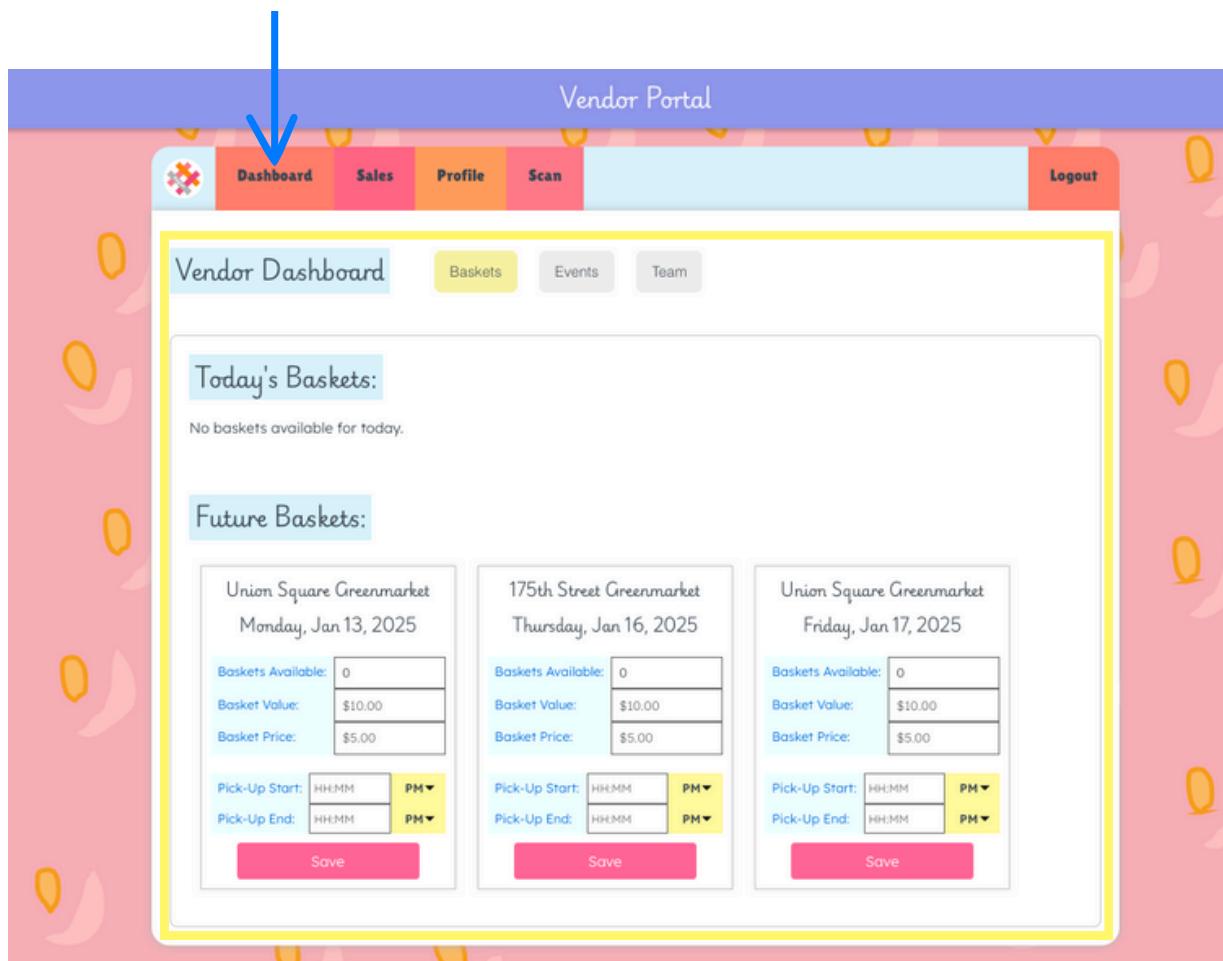
7 – Understanding the Vendor Dashboard

By now, you have created your Vendor-User Profile and Vendor Profile. You have likely created a Team but definitely have added Markets to your Vendor Information section. Now it is time to understand the Vendor Dashboard!

The Vendor Dashboard comprises of three tabs; Baskets, Events and Team.

As an Admin of your Vendor Profile, you will have access to all three tabs. If you are an Employee of a Vendor, you will have access with managing baskets.

To learn more about Baskets Management, visit [Building Future Baskets](#), [Editing Future Baskets](#), and [Editing Today's Baskets](#). For Events, visit [Creating and Modifying Events](#). And to learn about Team, visit [Managing Members of your Vendor Team](#).



A screenshot of the Vendor Portal dashboard. At the top, there is a navigation bar with tabs for Dashboard, Sales, Profile, Scan, and Logout. A blue arrow points down to the Dashboard tab. Below the navigation bar, the main content area is titled "Vendor Dashboard". It features three sections: "Today's Baskets:", "Future Baskets:", and "Events". The "Today's Baskets:" section shows a message: "No baskets available for today." The "Future Baskets:" section displays three entries for different markets and dates:

Market	Date	Baskets Available	Basket Value	Basket Price	Pick-Up Start	Pick-Up End	Action
Union Square Greenmarket	Monday, Jan 13, 2025	0	\$10.00	\$5.00	HH:MM	PM	Save
175th Street Greenmarket	Thursday, Jan 16, 2025	0	\$10.00	\$5.00	HH:MM	PM	Save
Union Square Greenmarket	Friday, Jan 17, 2025	0	\$10.00	\$5.00	HH:MM	PM	Save



8 – Building Future Baskets

Now the fun part begins, let's build some Baskets to sell! As the admin of your Vendor Profile, once you add Market locations to your Vendor Information, Future Baskets for the next seven days will automatically populate in Vendor Dashboard.

Vendor Portal

Dashboard Sales Profile Scan Logout

Vendor Dashboard Baskets Events Team

Today's Baskets:
No baskets available for today.

Future Baskets:

Market	Date	Baskets Available	Basket Value	Basket Price	Pick-Up Start	Pick-Up End
Union Square Greenmarket	Monday, Jan 13, 2025	0	\$10.00	\$5.00	HH:MM PM	HH:MM PM
175th Street Greenmarket	Thursday, Jan 16, 2025	0	\$10.00	\$5.00	HH:MM PM	HH:MM PM
Union Square Greenmarket	Friday, Jan 17, 2025	0	\$10.00	\$5.00	HH:MM PM	HH:MM PM

Building a Basket is easy. Simply input how many Baskets you would like to sell, its Value and Price, as well as the Pick-Up Start and Pick-Up End.

Union Square Greenmarket
Monday, Jan 13, 2025

Baskets Available:	0	
Basket Value:	\$10.00	
Basket Price:	\$5.00	
Pick-Up Start:	HH:MM	PM
Pick-Up End:	HH:MM	PM

Save

Baskets Available: Quantity of Baskets for Sale (i.e. 5)

Basket Value: The value of the Baskets (i.e. \$25)

Basket Price: The price you will sell the Baskets for (i.e. \$15)

We recommend at least a 20% discount!

Pick-Up Start: The time consumers begin to pick-up (i.e. 12:30 PM)

Pick-Up End: The end of the pick-up block (i.e. 5:15 PM)



8 – Building Future Baskets

continued

When you enter the necessary Basket information, and click Save, the Baskets will automatically show the Saved information.

Creating Future Baskets:

The diagram illustrates the three-step process of creating future baskets:

- Step 1:** A screenshot of the basket creation interface for "Union Square Greenmarket" on "Monday, Jan 13, 2025". It shows initial values: Baskets Available: 0, Basket Value: \$10.00, and Basket Price: \$5.00. The "Save" button is at the bottom.
- Step 2:** The same interface after entering updated values: Baskets Available: 5, Basket Value: 25, and Basket Price: 15. The "Save" button is at the bottom.
- Step 3:** The basket information is now saved. The interface shows: Baskets Saved: 5, Basket Value: \$25, Basket Price: \$15, Pick-Up Start: 12:30 PM, Pick-Up End: 05:15 PM, and Sold Baskets: 0. Buttons for "Edit" and "Delete Unsold" are present.

Find the Market Day you would add Baskets for.

Enter the necessary information. Click Save.

The Baskets created are now Saved.

Baskets will automatically go on Live status to the consumer 48 hours before Pick-Up Start. Baskets in Pending status are outside of the 48 hour live window.

The diagram compares two market interfaces:

- Left (Live):** Union Square Greenmarket, Monday, Jan 13, 2025. Shows Baskets Saved: 5, Basket Value: \$25, Basket Price: \$15, Pick-Up Start: 12:30 PM, Pick-Up End: 5:15 PM, and Sold Baskets: 0. Buttons for "Edit" and "Delete Unsold" are present.
- Right (Pending):** 175th Street Greenmarket, Thursday, Jan 16, 2025. Shows Baskets Saved: 3, Basket Value: \$18, Basket Price: \$12, Pick-Up Start: 2 PM, Pick-Up End: 4:45 PM, and Sold Baskets: 0. Buttons for "Edit" and "Delete Unsold" are present.

Note: Sold Baskets cannot be deleted. You can only edit the 'Baskets Saved' field. To update the Basket Value, Price, Pick-Up Start, or Pick-Up End, you must delete all Baskets—but only if none have been sold.



9 – Editing Future Baskets

Once you save your Basket build, you are able to Edit or Delete Unsold Baskets. This can be done by clicking Edit or Delete Unsold.

Editing Baskets:

The figure consists of three side-by-side screenshots of a mobile application interface for Union Square Greenmarket on Monday, Jan 13, 2025. Each screenshot shows a summary of basket details and two buttons at the bottom: 'Edit' (pink) and 'Delete Unsold' (red).

- Screenshot 1 (Left):** Shows 'Baskets Saved: 5'. The 'Edit' button is highlighted with a yellow box and a blue arrow points to it from the text 'Click Edit.'
- Screenshot 2 (Middle):** Shows 'Baskets Saved: 7' (with a minus sign and plus button). The 'Save' button is highlighted with a yellow box and a blue arrow points to it from the text 'Increase or Decrease Baskets Saved. Click Save.'
- Screenshot 3 (Right):** Shows 'Baskets Saved: 7'. The 'Edit' button is visible again. The text 'The new Baskets Saved Amount is now Saved.' is displayed below the screenshot.

Deleting Baskets (without sold baskets):

The figure consists of two side-by-side screenshots of a mobile application interface for Union Square Greenmarket on Monday, Jan 13, 2025. Both screenshots show a summary of basket details and two buttons at the bottom: 'Edit' (pink) and 'Delete Unsold' (red). A blue arrow points from the first screenshot to the second.

- Screenshot 1 (Left):** Shows 'Baskets Saved: 5'. The 'Delete Unsold' button is highlighted with a yellow box and a blue arrow points to it from the text 'Click Delete Unsold.'
- Screenshot 2 (Right):** Shows 'Baskets Available: 0'. The 'Save' button is visible. The text 'If no Baskets have been sold, all basket information is deleted.' is displayed below the screenshot.

Note: Sold Baskets cannot be deleted. You can only edit the 'Baskets Saved' field. To update the Basket Value, Price, Pick-Up Start, or Pick-Up End, you must delete all Baskets—but only if none have been sold.



9 – Editing Future Baskets

continued

Deleting Baskets (with sold baskets):

The screenshot shows two side-by-side views of a basket management interface for Union Square Greenmarket on Monday, Jan 13, 2025. Both views are labeled 'Live' in the top right corner. The first view on the left shows 'Baskets Saved: 5', 'Basket Value: \$25', and 'Basket Price: \$15'. Below these are 'Pick-Up Start: 12:30 PM' and 'Pick-Up End: 5:15 PM'. Underneath is a section for 'Sold Baskets: 2'. At the bottom are two buttons: a light blue 'Edit' button and a pink 'Delete Unsold' button, which is highlighted with a yellow box. An arrow points from the left view to the right view, indicating a transition. The right view shows the same information except 'Baskets Saved' is now 2, and the 'Delete Unsold' button is no longer highlighted.

Click Delete Unsold.

If Baskets have been sold,
Baskets Available will decrease
to equal Sold Baskets.

If Delete Unsold was clicked accidentally, easily click Edit and increase your Baskets Saved quantities.

Note: Sold Baskets cannot be deleted. You can only edit the 'Baskets Saved' field. To update the Basket Value, Price, Pick-Up Start, or Pick-Up End, you must delete all Baskets—but only if none have been sold.



10 – Editing Today's Baskets

By now, you have learned how to create, edit and delete Baskets. Let's fast forward to tomorrow, where 'Future Baskets' are now 'Today's Baskets' and Basket ID's are added under the 'Is Grabbed?' table -

The screenshot shows the Vendor Portal interface. At the top, there is a navigation bar with tabs: Dashboard, Sales, Profile, Scan, and Logout. Below the navigation bar, the main area is titled "Vendor Dashboard". Under "Vendor Dashboard", there are two sections: "Today's Baskets:" and "Future Baskets:". A blue arrow points from the right side towards the "Future Baskets:" section.

Today's Baskets:

79th Street Greenmarket		Children's Aid Go!Healthy Food Box + Farmstand - Milbank Center		Harvest Home Lenox Avenue Farm Stand	
Total Baskets:	4	Total Baskets:	5	Total Baskets:	3
Sold Baskets:	1	Sold Baskets:	0	Sold Baskets:	1
Available Baskets:	3	Available Baskets:	5	Available Baskets:	2
Pick-Up Start:	6:23 PM	Pick-Up Start:	4:29 AM	Pick-Up Start:	1:55 AM
Pick-Up End:	8:12 PM	Pick-Up End:	5:45 AM	Pick-Up End:	3:37 AM
Basket Value:	\$14	Basket Value:	\$7	Basket Value:	\$14
Basket Price:	\$7	Basket Price:	\$5	Basket Price:	\$8
Is Grabbed?	✓	Is Grabbed?	✓	Is Grabbed?	✓
Basket ID:	1080	Basket ID:	2003	Basket ID:	3003

Future Baskets:

P.S. 57 Farmstand		Lower East Side Farmstand		Harvest Home Harlem Hospital Farmers Market	
Wednesday, Jan 15, 2025		Thursday, Jan 16, 2025		Friday, Jan 17, 2025	
Baskets Saved:	1	Baskets Saved:	1	Baskets Available:	0
Basket Value:	\$9	Basket Value:	\$10	Basket Value:	\$10.00
Basket Price:	\$7	Basket Price:	\$6	Basket Price:	\$5.00
Pick-Up Start:	7:20 PM	Pick-Up Start:	4:43 AM	Pick-Up Start:	HH:MM PM
Pick-Up End:	9:20 PM	Pick-Up End:	5:51 AM	Pick-Up End:	HH:MM PM
Sold Baskets:	1	Sold Baskets:	0	Save	
Edit		Edit		Delete Unsold	
Delete Unsold					

For information about Scanning Basket QR Codes, please visit [Scanning and Validating Basket Pick-Up's](#). For information about creating Baskets, please visit [Building Future Baskets](#) or [Editing Future Baskets](#).



10 – Editing Today's Baskets

continued

In order to increase baskets to sell today, simply click the Edit button and increase (or decrease) the baskets. Remember, you are unable to decrease below any sold quantity.

The figure consists of three side-by-side screenshots of a mobile application interface for managing baskets at the "79th Street Greenmarket" on "Monday, Jan 13, 2025".

- Screenshot 1:** Shows the initial state with "Total Baskets: 1", "Sold Baskets: 1", and "Available Baskets: 0". Other details include "Pick-Up Start: 6:23 PM", "Pick-Up End: 8:12 PM", "Basket Value: \$14", and "Basket Price: \$7". A blue arrow points from this screen to the second one.
- Screenshot 2:** Shows the "Total Baskets" field being edited. A yellow box highlights the input field containing "4", with a minus sign (-) and a plus sign (+) button to its left. Below this, the "Available Baskets" count is shown as "0". The "Edit" button is at the bottom. A blue arrow points from this screen to the third one.
- Screenshot 3:** Shows the updated state after saving. "Total Baskets" is now "4", "Available Baskets" is "3", and "Sold Baskets" is still "1". The other details remain the same. The "Edit" button is at the bottom.

Click Edit.

Increase (or decrease) to your desired Total Basket quantity. Click Save.

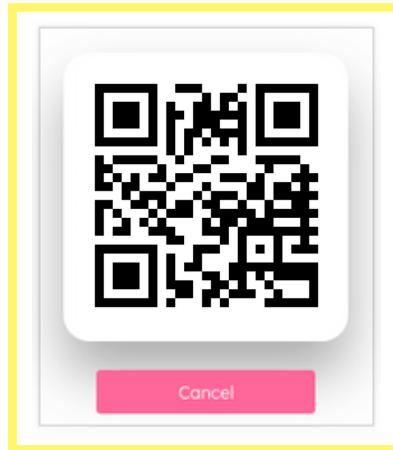
The Total Baskets is now updated with the new quantity.

Note: Sold Baskets cannot be deleted. You can only edit the 'Baskets Saved' field. To update the Basket Value, Price, Pick-Up Start, or Pick-Up End, you must delete all Baskets—but only if none have been sold.



11 – Scanning and Validating Basket Pick-Up's

Every customer that will pick up a basket will have a generated QR Code that you will scan via the Scan tab in the Navigation Bar. The QR Code that they will show you will look like this:



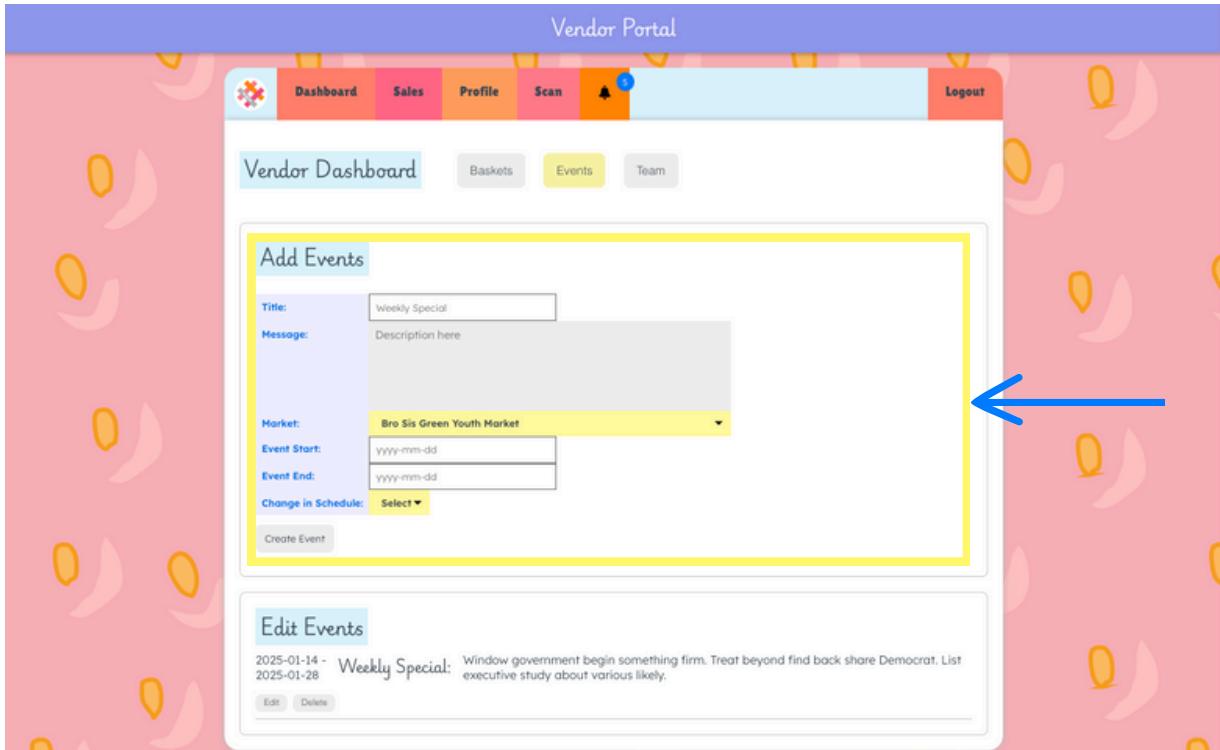
Simply click on Scan in your browser (or mobile device) and scan the customer's QR Code. If it matches the baskets you are selling, it will note that the basket has now been grabbed.

A screenshot of the Vendor Portal interface. At the top, there is a navigation bar with tabs: Dashboard (highlighted in blue), Sales, Profile, Scan (highlighted with a yellow box and a blue arrow pointing to it), and Logout. Below the navigation bar is a "Vendor Dashboard" section with tabs: Baskets (highlighted in yellow), Events, and Team. The main content area is titled "Today's Baskets:" and shows two separate sections for different market locations. Each section includes a "Live" status indicator, the market name and location, the date (Tuesday, Jan 14, 2025), and summary statistics for total, sold, and available baskets. Below these stats is a table for basket pickup times, values, and prices. A "Is Grabbed?" field is present, with a blue box around the "Basket ID: 2010" entry and an "X" icon next to it. A pink "Edit" button is at the bottom of this table. The background features a pink and yellow abstract pattern.



12 – Creating and Editing Events

As a Vendor, you are able to create Events for a variety of different reasons. On Vendor Dashboard, click on the Events tab and create an Event. Make sure that you are creating it for the correct Market so that it can also show up in the Market page.

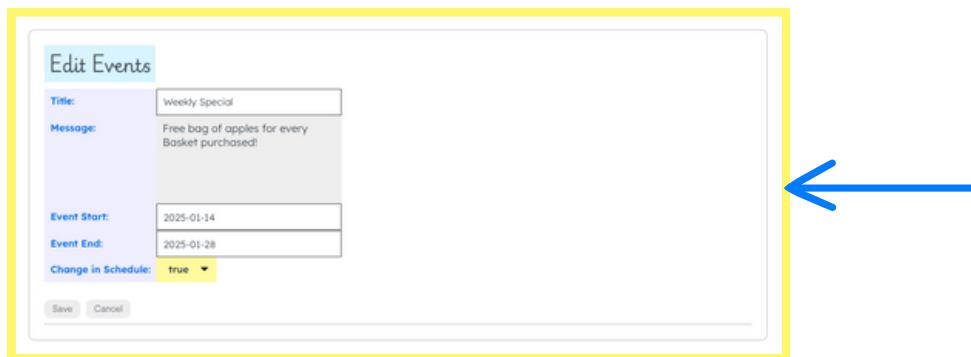


The screenshot shows the Vendor Portal interface. At the top, there's a navigation bar with tabs: Dashboard, Sales, Profile, Scan, and Logout. Below that is the Vendor Dashboard. In the center, there's a form titled "Add Events". The form fields include:

- Title: Weekly Special
- Message: Description here
- Market: Bro Sis Green Youth Market (highlighted with a yellow border)
- Event Start: yyyy-mm-dd
- Event End: yyyy-mm-dd
- Change in Schedule: Select

At the bottom of the "Add Events" form is a "Create Event" button. Below this, there's another section titled "Edit Events" which displays an event entry for "Weekly Special". The "Edit" and "Delete" buttons are visible next to the event details. A blue arrow points from the right side of the slide towards the "Market" dropdown in the "Add Events" form.

If you need to Edit an event, you are able to do so until the Event end date. After making edits, make sure to click Save. If you want to discard changes, simply click Cancel.



The screenshot shows the "Edit Events" screen. The form fields are identical to the "Add Events" screen:

- Title: Weekly Special
- Message: Free bag of apples for every Basket purchased!
- Event Start: 2025-01-14
- Event End: 2025-01-28
- Change in Schedule: true

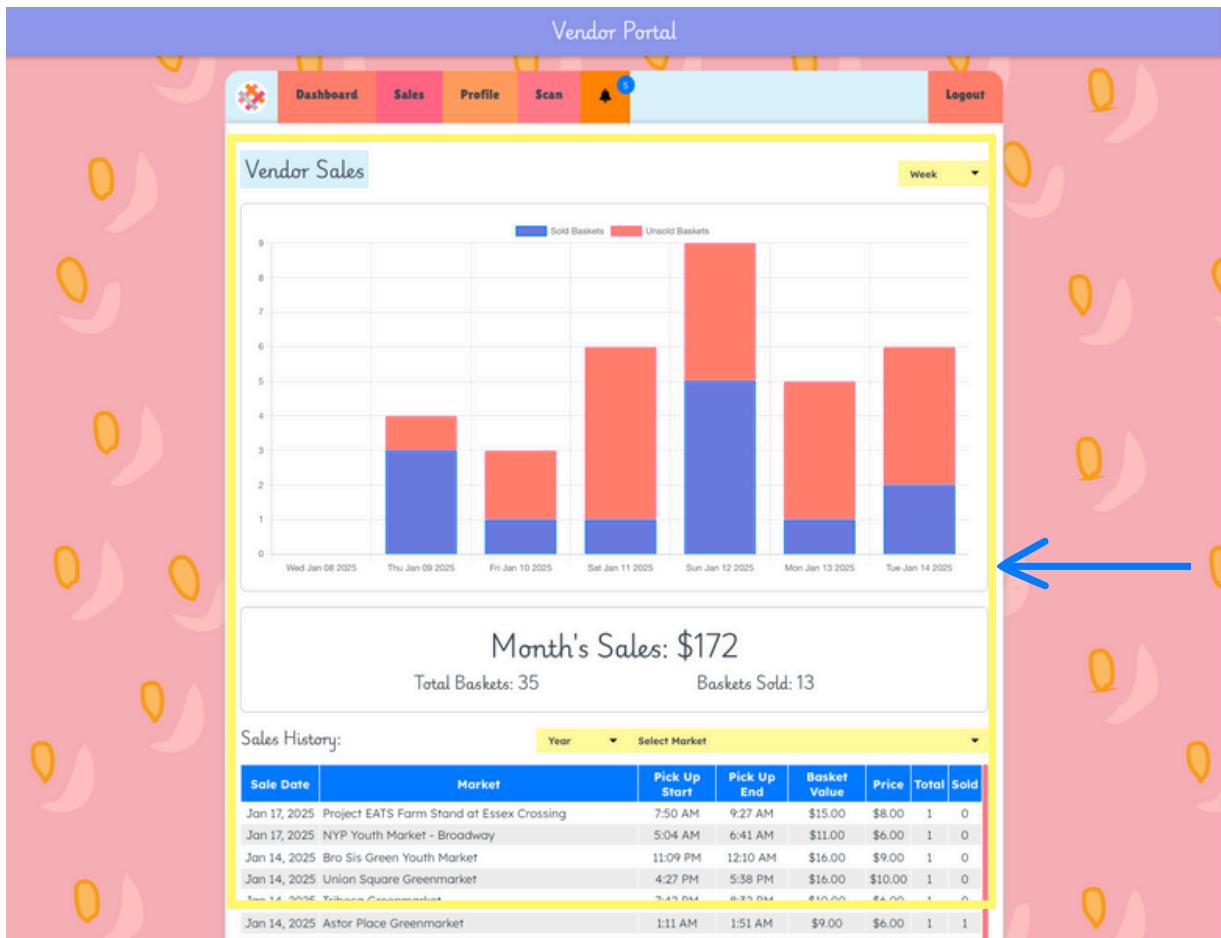
At the bottom are "Save" and "Cancel" buttons. A blue arrow points from the right side of the slide towards the "Event End" date field in the "Edit Events" form.



13 – Using the Vendor Sales dashboard

The Vendor Sales Dashboard is your one stop shop for all things Sales. Simply click the “Sales” tab at the Navigation Bar, and you will have all the information you need to understand your business.

On the top right of the graph, you are able to change the timeframe of to Week, Next Week, Month, 3 Months, 6 Months and Year.



The Sales History table in the bottom is a tabulated history of all of your basket sales with all its relevant information. In addition to the same timeframe filters, you can also filter this area by Market.



14 – Creating and Managing Multi-Vendor Profiles

As a Vendor-User, you are able to add another Vendor, join another Vendor Team as Admin or Employee, and have a Multi-Vendor account.

To switch between Active Vendor accounts, simply click on the drop down and choose which Vendor you would like to have. Then click Set Vendor.

A screenshot of the Vendor Portal interface. At the top, there's a navigation bar with tabs for Dashboard, Sales, Profile, Scan, and Logout. Below the navigation bar, a yellow-bordered box highlights the "Active Vendor" dropdown menu. The dropdown shows "Dennis's and Son" with a dropdown arrow icon. To the right of the dropdown is a blue arrow pointing towards it. The main content area is titled "Vendor Dashboard" and contains a section for "Today's Baskets". This section lists three market locations: "82nd Street Greenmarket", "Harlem Meer Farmstand", and "Harvest Home Metropolitan Hospital Farmers Market", all dated "Wednesday, Jan 15, 2025". Each location has a "Live" status indicator. The "82nd Street Greenmarket" row includes a "Set Vendor" button. On the far right of the dashboard, there are four small buttons labeled "To", "Sc", "Av", and "Pl".

Total Baskets:	3
Sold Baskets:	2
Available Baskets:	1

Pick-Up Start: 8:44 PM
Drop-Off End: 10:18 PM

Total Baskets:	3
Sold Baskets:	1
Available Baskets:	2

Pick-Up Start: 1:33 AM
Drop-Off End: 3:09 AM

Total Baskets:	3
Sold Baskets:	1
Available Baskets:	2

Active Vendor will be available in all pages to ensure that you always have the right Active Vendor set on the page.



Frequently Asked Questions

- **How do I sign up as a vendor on Gingham?**
 - Signing up is quick and easy! Create your vendor profile, choose the farmers markets you participate in, and start listing your surplus baskets.
- **What types of products can I sell on Gingham?**
 - You can sell surplus or produce, baked goods, packaged foods, or other items you would typically sell at farmers markets.
- **How do I create and manage baskets?**
 - Through the Gingham Vendor Dashboard, you can create baskets, set discounted pricing, and schedule pickup times for customers.
- **How and when do customers pick up their baskets?**
 - Customers pick up their pre-ordered baskets at your stall during the time window you choose, typically at the end of the market day.
- **How does Gingham help me reduce food waste?**
 - Gingham helps you sell surplus items that might otherwise go unsold, connecting you directly with customers looking for discounted local goods.
- **Is there a fee for selling baskets on Gingham?**
 - Gingham charges a small service fee on each sale and offers a transparent pricing structure with no hidden costs.
- **When do I get paid for my sales?**
 - Payments are processed securely, and funds for the previous month's sales are typically transferred to your account within the first week of the following month.
- **Can I edit or cancel my baskets after they are listed?**
 - Yes, you can edit or cancel unsold baskets through the Vendor Dashboard up until 9:00 AM on the day of the market.
- **What happens if the customer doesn't pick up their basket?**
 - In case of no-shows, vendors keep the product, and the customer will be charged per Gingham's policy.



www.gingham.nyc/vendor