I. Overview.

Medielf Marketplace is a multiple vendor marketplace. A vendor can create his own seller account on the marketplace website. Vendors can easily add and manage their own products within the MarketPlace.

Customers will visit to Marketplace website, search and buy products. Money will be transferred to Marketplace owner and system will add the money to the vendors credit account. Vendors can then withdraw the money from his credit account to his bank or paypal at any time.

Vendors can manage orders, create shipments for orders, then ship products to customer all from a very easy to use management interface.

Customer can leave reviews/ratings for Vendors every time an order is placed, allowing for a very safe shopping experience for all.
II. Vendor Dashboard.

From the vendor dashboard, vendors will have an overview about their store. The vendor will be able to see the credit amount, total sales, last 5 orders, last 5 transactions.
III. Vendor Manage Products

From vendor dashboard go to menu Catalog -> Manage Products.

Click to add button to add new product.

The marketplace extension is working fine with these product types.
- Simple Product
- Configurable Product
- Grouped Product
- Virtual Product
- Downloadable Product
IV. Review and Approve products.
After vendor add a product the product status will be Not Submitted and this product has not been available on main website yet.

Vendor will need to edit the product and he will see new button "Submit For Approval". Vendor will need to click to this button to request for product approval.

After click to this button the product status will be come Pending and wait for admin review and approve it.
V. Vendor Manage Orders

Vendors are allowed to manage only their orders.
VI. Vendor Manage Shipments.
Vendor are able to create shipments for orders. From vendor cpanel, view an order and click to Ship to create shipment.
Vendor can create add tracking number for the shipment, Can create shipment for all order item or for just some individual items.

**VII. Withdrawal.**

4. **Vendor Submit Withdrawal.**
From vendor cpanel go to menu Credit -> Withdraw Funds.

Vendor will see all available payment methods and click to one payment method to continue to next step.
On this step vendor will need to enter the amount which he want to withdraw and the bank account or paypal, money booker, ... email account. After all information is filled click to Continue button.

<table>
<thead>
<tr>
<th>Withdrawal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method</td>
</tr>
<tr>
<td>Paypal Account Email</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Withdrawal Fee</td>
</tr>
<tr>
<td>Net Amount</td>
</tr>
</tbody>
</table>

This step just show all information which you entered on previous steps. Click Submit to send the withdrawal request.

**VIII. Vendor View Withdrawal History**

From vendor cpanel go to menu Credit -> Withdrawal History

Here vendor can see all withdrawal requests with status.
Withdrawal Information

Payment Method: Paypal
Amount: $100.00
Fee Amount: $0.00
Net Amount: $100.00
Status: Complete
Created At: Jun 04, 2014 08:37:50 PM
Updated At: Jun 04, 2014 08:37:50 PM

Additional Info
sales@mecoms.com

Withdrawal Information

Payment Method: Paypal
Amount: $50.00
Fee Amount: $0.00
Net Amount: $50.00
Status: Pending
Created At: Jun 04, 2014 09:32:51 PM
Updated At: Jun 04, 2014 09:32:51 PM

Additional Info
sales@mecoms.com
IX. Manage Transactions

1. Vendor

Vendor can view all transactions from vendor cpanel.

X. Vendor Account Information.

From vendor cpanel page click to Account top link to edit information of vendor account.
XI. Support.

If you need support or have questions directly related to Marketplace extension, please use our Online Message Form to contact our support team or send us an email at: support@medielf.com.

Best Regards,
Medielf Team