

MEDIELF.COM

USER MANUAL

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.

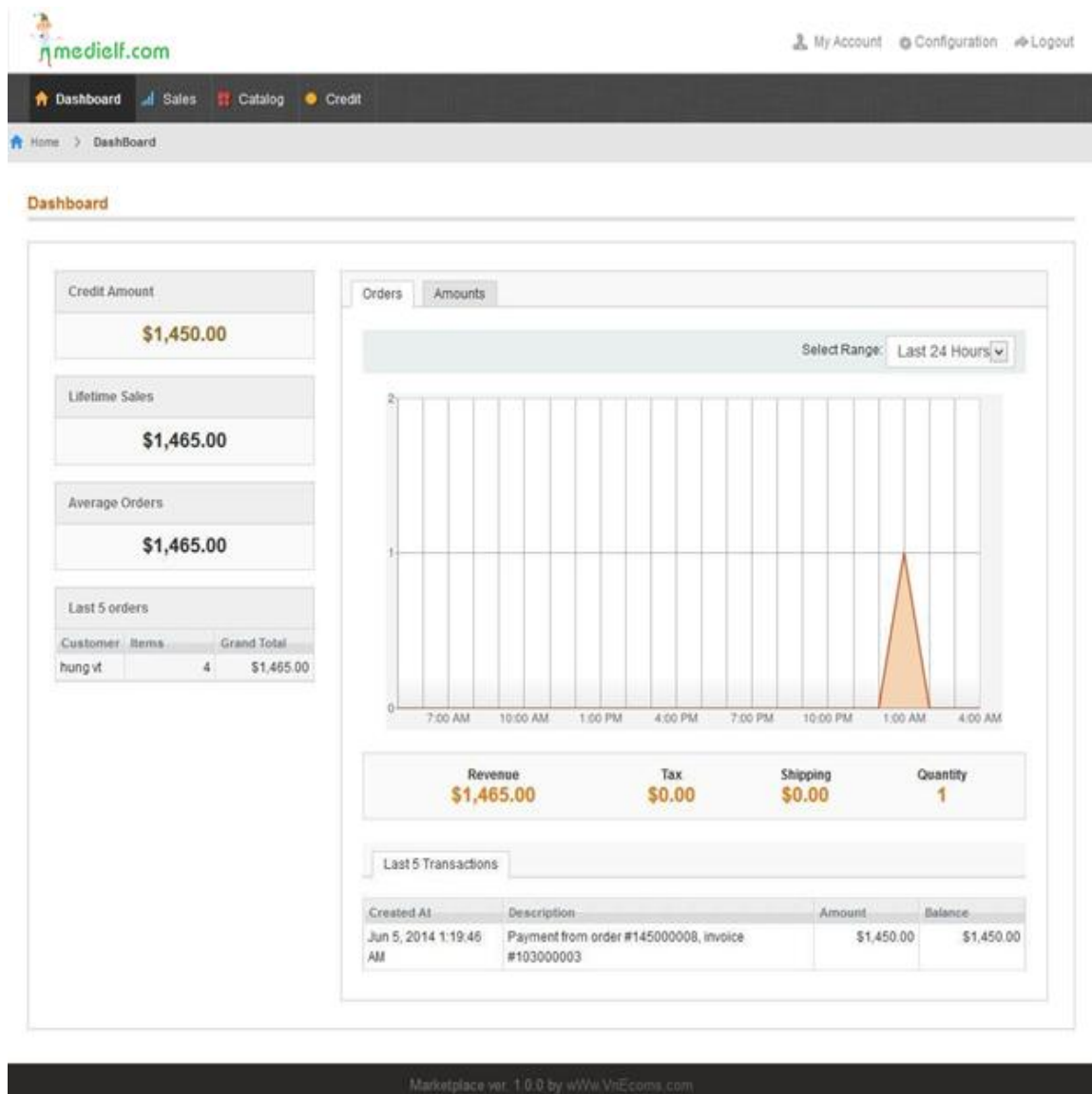
Customers will visit to Marketplace website, search and buy products. Money will be transferred to Marketplace owner and system will add the money to the vendors credit account. Vendors can then withdraw the money from his credit account to his bank or paypal at any time.

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.



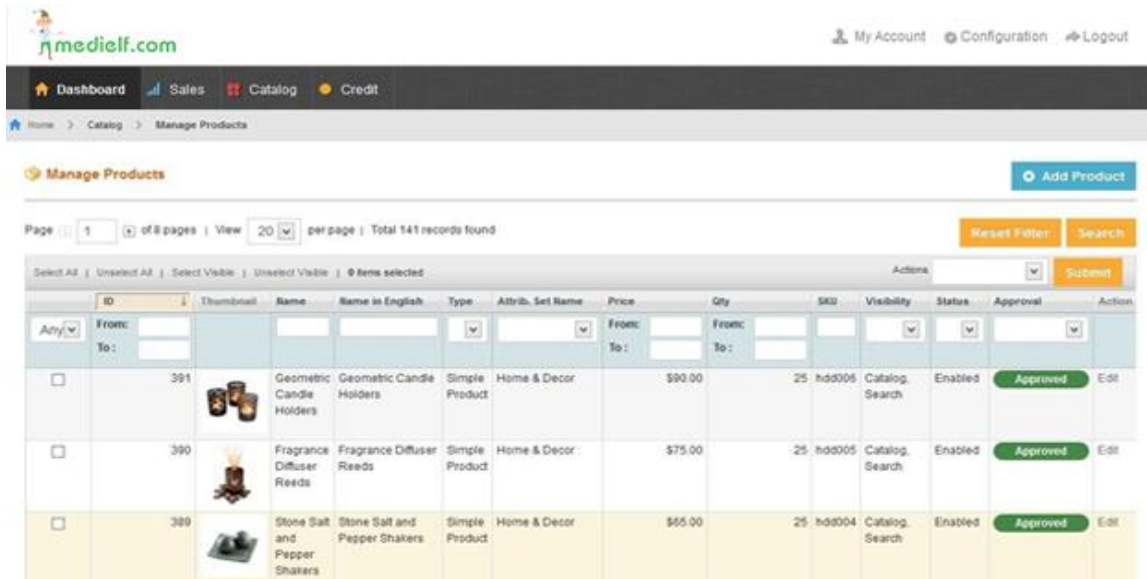
The screenshot displays the Vendor Dashboard for medielf.com. The interface includes a navigation bar with options like Dashboard, Sales, Catalog, and Credit. The main content area is divided into several sections:

- Credit Amount:** \$1,450.00
- Lifetime Sales:** \$1,465.00
- Average Orders:** \$1,465.00
- Last 5 orders:** A table showing one order from customer 'hung vt' for 4 items with a grand total of \$1,465.00.
- Orders/Amounts:** A chart showing a single order peak at 1:00 AM. Below the chart, summary statistics are provided: Revenue: \$1,465.00, Tax: \$0.00, Shipping: \$0.00, and Quantity: 1.
- Last 5 Transactions:** A table showing a payment from order #145000008, invoice #103000003, for an amount of \$1,450.00, resulting in a balance of \$1,450.00.

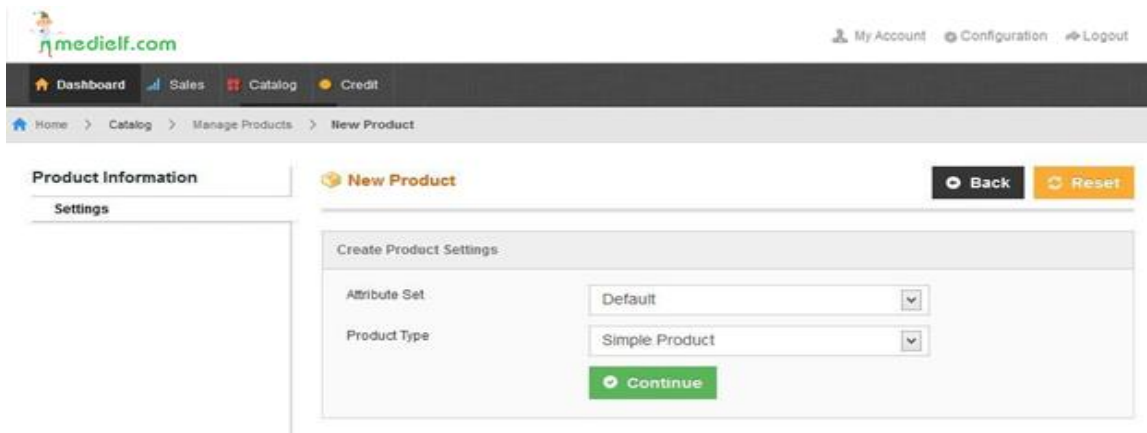
At the bottom of the page, a footer indicates: Marketplace ver. 1.0.0 by www.VnEcoms.com

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.

Manage Products Add Product

Page 1 of 3 pages | View 20 per page | Total 50 records found Reset Filter Search

Select All | Unselect All | Select Visible | Unselect Visible | 0 Items selected Actions Submit

	ID	Thumbnail	Name	Name in English	Type	Attrib. Set Name	Price	Qty	SKU	Visibility	Status	Approval	Action
Any	From: To:						From: To:	From: To:					
<input type="checkbox"/>	446		MP3 Player with Audio	MP3 Player with Audio	Bundle Product	Electronics		0	hde014	Catalog, Search	Enabled	Not Submitted	Edit
<input type="checkbox"/>	445		Camera Travel Set	Camera Travel Set	Bundle Product	Electronics		0	hde009	Catalog, Search	Enabled	Approved	Edit

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.

MP3 Player with Audio (Electronics)

General

Name * [STORE VIEW]

Description * [STORE VIEW]

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

Manage Products



Add Product

Page 1 of 3 pages | View 20 per page | Total 50 records found

Reset Filter Search

Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected

Actions Submit

ID	Thumbnail	Name	Name in English	Type	Attrib. Set Name	Price	Qty	SKU	Visibility	Status	Approval	Action
Any	From: To:					From: To:	From: To:					
<input type="checkbox"/>	446		MP3 Player with Audio	MP3 Player with Audio	Bundle Product	Electronics		0 hde014	Catalog, Search	Enabled	Pending	Edit
<input type="checkbox"/>	445		Camera Travel Set	Camera Travel Set	Bundle Product	Electronics		0 hde009	Catalog, Search	Enabled	Approved	Edit

V. Vendor Manage Orders

Vendors are allowed to manage only their orders.

Orders

Page 1 of 1 pages | View 20 per page | Total 4 records found

Export to: CSV Export Reset Filter Search

Select Visible | Unselect Visible | 0 items selected

Actions Submit

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status
Any		From: To:			From: To:	From: To:	
<input type="checkbox"/>	300000002 Main Website Main Website Store Test Store	Jan 13, 2014 5:02:13 AM			\$105.00	\$105.00	Processing
<input type="checkbox"/>	300000001 Main Website Main Website Store Test Store	Jan 2, 2014 5:11:40 AM			\$105.00	\$105.00	Complete
<input type="checkbox"/>	100000002 Main Website Main Website Store Default Store View	Dec 11, 2013 9:19:16 AM			\$105.00	\$105.00	Complete
<input type="checkbox"/>	100000001 Main Website Main Website Store Default Store View	Dec 11, 2013 9:14:14 AM			\$105.00	\$105.00	Pending

View order information.

Order View
Order # 145000007 | May 29, 2014 11:08:44 AM
Back Ship

Information

Shipments

Comments History

Order # 145000007 (the order confirmation email was sent)

Order Date	May 29, 2014 11:08:44 AM
Order Status	Processing

Account Information

Customer Name	hung vt
Email	test@gmail.com

Billing Address

hung vt
test
test, Georgia, 12312
United States
T: 123123123

Shipping Address

hung vt
test
test, Georgia, 12312
United States
T: 123123123

Shipping & Handling Information

Free Shipping - Free \$0.00

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Racer Back Maxi Dress SKU: wsd005 Color Purple	Invoiced	\$224.00	\$224.00	Ordered 1 Invoiced 1	\$224.00	\$0.00	0%	\$0.00	\$224.00

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.

New Shipment for Order #145000007
Back Reset

Order # 145000007 (the order confirmation email was sent)

Order Date	May 29, 2014 11:08:44 AM
Order Status	Processing
Purchased From	Main Website Madison Island English
Placed from IP	127.0.0.1

Account Information

Customer Name	hung vt
Email	test@gmail.com
Customer Group	General

Billing Address Edit

hung vt
test
test, Georgia, 12312
United States
T: 123123123

Shipping Address Edit

hung vt
test
test, Georgia, 12312
United States
T: 123123123

Shipping Information

Free Shipping - Free Total Shipping Charges: \$0.00

Carrier	Title	Number *	Action
DHL (Depr)	DHL (Depr)	DSFSREWF	Delete

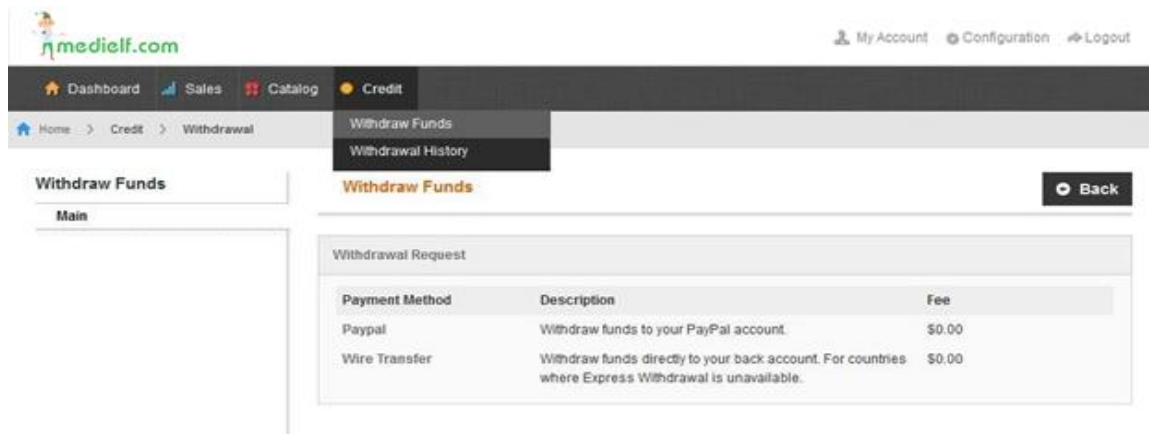
Add Tracking Number

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.

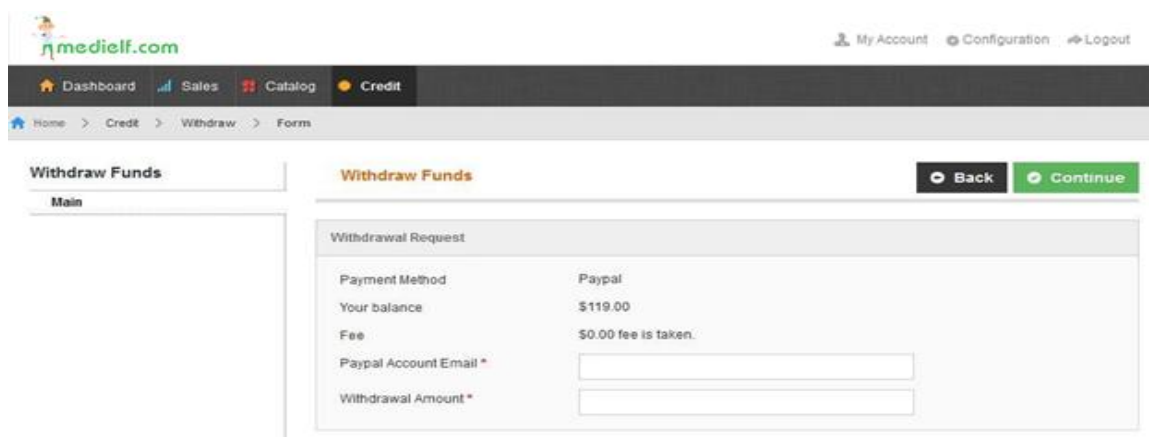
From vendor cpanel go to menu Credit -> Withdraw Funds.



The screenshot shows the 'Withdraw Funds' page in the vendor dashboard. The breadcrumb trail is 'Home > Credit > Withdrawal'. The page title is 'Withdraw Funds' with a 'Back' button. A table titled 'Withdrawal Request' lists available payment methods:

Payment Method	Description	Fee
Paypal	Withdraw funds to your PayPal account.	\$0.00
Wire Transfer	Withdraw funds directly to your bank account. For countries where Express Withdrawal is unavailable.	\$0.00

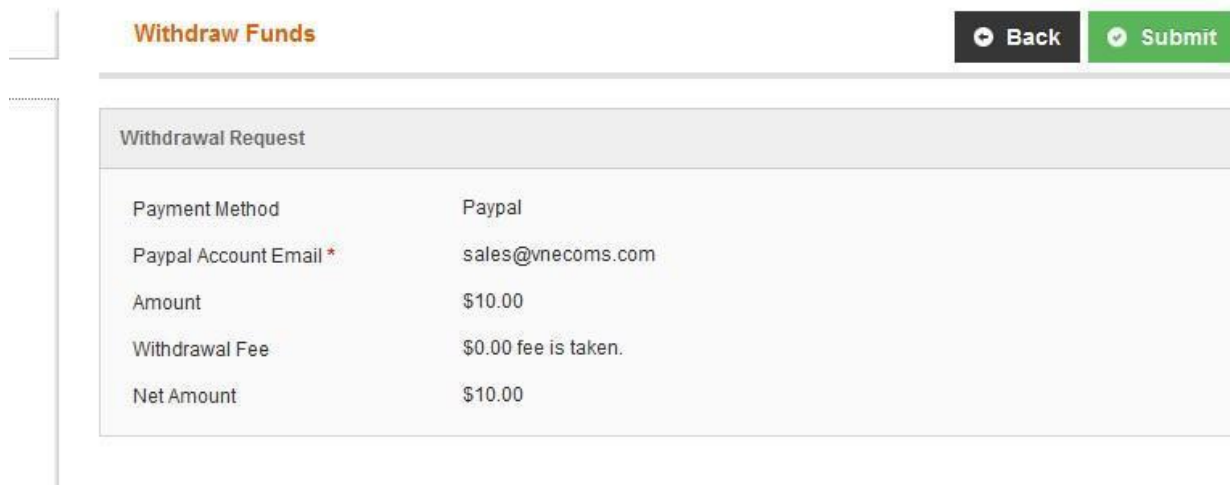
Vendor will see all available payment methods and click to one payment method to continue to next step.



The screenshot shows the 'Withdraw Funds' form in the vendor dashboard. The breadcrumb trail is 'Home > Credit > Withdraw > Form'. The page title is 'Withdraw Funds' with 'Back' and 'Continue' buttons. The form fields are:

Payment Method	Paypal
Your balance	\$119.00
Fee	\$0.00 fee is taken.
Paypal Account Email *	<input type="text"/>
Withdrawal Amount *	<input type="text"/>

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.



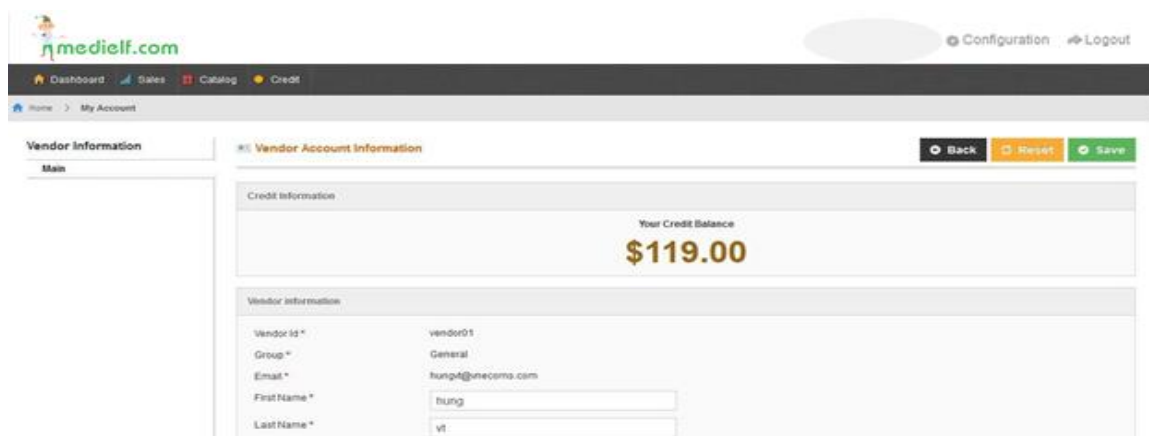
Withdraw Funds Back Submit

Withdrawal Request	
Payment Method	Paypal
Paypal Account Email *	sales@vnecom.com
Amount	\$10.00
Withdrawal Fee	\$0.00 fee is taken.
Net Amount	\$10.00

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



medielf.com Configuration Logout

Dashboard Sales Catalog Credit

Home My Account

Vendor Account Information Back Reset Save

Credit Information

Your Credit Balance
\$119.00

Vendor Information

Vendor Id *	vendor01
Group *	General
Email *	hung@vnecom.com
First Name *	<input type="text" value="hung"/>
Last Name *	<input type="text" value="vt"/>

Here vendor can see all withdrawal requests with status.

Withdrawal Information

Withdrawal Information

Withdrawal Information

[Back](#)

Withdrawal information

Payment Method	Paypal
Amount	\$100.00
Fee Amount	-\$0.00
Net Amount	\$100.00
Status	Complete;
Created At	Jun 04, 2014 09:37:50 PM
Updated At	Jun 04, 2014 09:37:50 PM

Additional Info
sales@vnecoms.com

Withdrawal Information

Withdrawal Information

Withdrawal Information

[Back](#)

[Cancel Withdrawal](#)

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

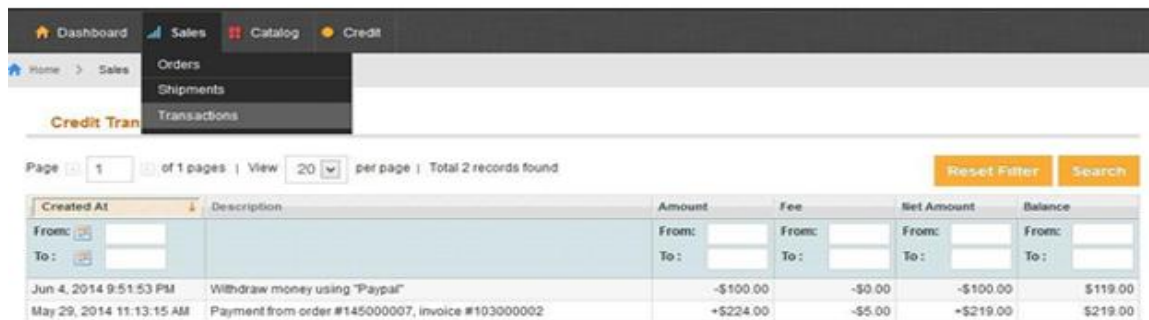
Additional Info
sales@vnecoms.com

Vendor can cancel a Pending withdrawal

IX. Manage Transactions

1. Vendor

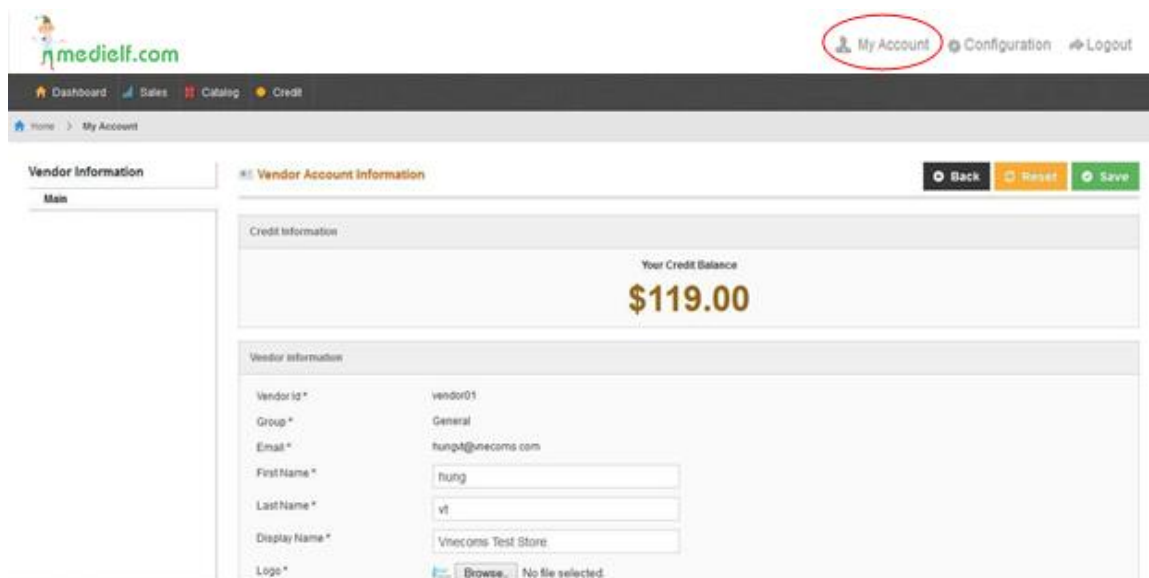
Vendor can view all transactions from vendor cpanel.



Created At	Description	Amount	Fee	Net Amount	Balance
Jun 4, 2014 9:51:53 PM	Withdraw money using "Paypal"	-\$100.00	-\$0.00	-\$100.00	\$119.00
May 29, 2014 11:13:15 AM	Payment from order #145000007, invoice #103000002	+\$224.00	-\$5.00	+\$219.00	\$219.00

X. Vendor Account Information.


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



Vendor Account Information

Your Credit Balance
\$119.00

Vendor Information

Vendor Id * vendor01
 Group * General
 Email * hung4@vnecoms.com
 First Name * hung
 Last Name * vt
 Display Name * Vnecoms Test Store
 Logo *  No file selected



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