The Ultimate Guide of Woocommerce Marketplace Plugin

WordPress WooCommerce Multi-Vendor Marketplace Plugin explicitly developed to switch your WooCommerce website into a multivendor platform that has multiple sellers with separate profiles.

Moreover, it gives sellers the functionality of adding products and order management from the seller panel.

Also, using woocommerce multi-vendor marketplace plugin the seller can view and edit his profile information. He can view his product list and search, edit or delete products from it.

Additionally, the seller can view a record of his transactions and sales charts on his dashboard. He can view his order history for all the orders, change his password, and even ask questions to the admin.

Consequently, the admin can also manage the product list, seller list, commissions, and settings as well.

Furthermore, the admin can edit or delete products, approve, disapprove, or assign sellers to products, and set separate commission rates for different sellers. Even can change settings like product auto-publish and seller auto-approval permissions.

Note- Now you can convert the store to a much more accessible mode, by introducing- **Multi-Vendor Mobile App for WooCommerce.**

Note: Marketplace Lite is required to use Marketplace Pro.

Features

- Multiple sellers can register and upload their products.
- Separate Seller Profile, Shop Logo, and Seller Collection Page with Banner Image.
- Sellers can Manage Shipping from their Own Account panel.
- Product by Feature on the product page is Introduced.
- Admin can allow a separate seller dashboard for sellers which is the same as the admin’s dashboard.
- A seller can easily switch to the default seller dashboard view.
- Sellers can put up queries to the admin under the Queries option.
- The admin can reply to the queries of seller.
- A seller can edit their profile information.
- Admin and seller both can edit or delete the seller’s products.
- The seller can add 4 types of products – Simple, Grouped, External/Affiliate, and Variable Product.

- The seller can add their social network accounts, which will reflect on their profile page.
- Order management is very easy due to the visibility of the billing and shipping addresses of the customers.
- The seller can also print the invoice of the orders.
- A seller can ask questions to the admin.
- Admin can approve or disapprove a seller or seller’s products.
- Admin can assign a product to any seller.
- In the marketplace, we are having an SEO-friendly URL structure.
- Also, allows the admin to set the default commission for every seller.
- Admin can configure different commission percentages for different sellers.
- Admin can print the invoice for the order.
- A buyer can add any seller on the marketplace as a favorite seller.
- Admin can mass assign products to a seller.
- Sellers can add upsell and cross-sell products.
- This module is now compatible with WooCommerce’s new High-Performance Order Storage (HPOS) feature.

More Features

- Admin can make transactions to the sellers against the orders for which he has transferred the money to the seller’s account.
- Sellers can also check the transactions made by the admin from their account panel.
- Admin can set different categories for different sellers.
- Owner/Admin can set product types globally for all sellers in the marketplace.
- Admin can approve reviews for sellers from his end.
- Supports default WooCommerce email templates.
- The admin can configure the Endpoint and Title for a seller’s Dashboard, Product List, Order History, Seller Profile, etc.
- Sellers can manage refunds for their orders on the seller’s end.
- The admin receives Product Notifications to publish a seller’s product, whenever a seller creates or edits a product on the seller’s end.
- The admin can use Google Analytics to analyze website data and can check sales performance and product performance only currently.
- Compatible with WPML (The WordPress Multilingual Plugin)
- Frontend seller dashboard endpoints to Woocommerce My Account Page.
- Admin can add Google Map API key for showing top billing countries on seller dashboard properly.
- Settings and documents link in the plugin meta row.
- TineMCE editor on shop about section on seller dashboard.
- Seller mapping on creating an order from the admin end to list the order on the seller dashboard.
- Simplified UI on changing product status on the seller dashboard.
- Appropriate price validation message on seller product edit as in WooCommerce.

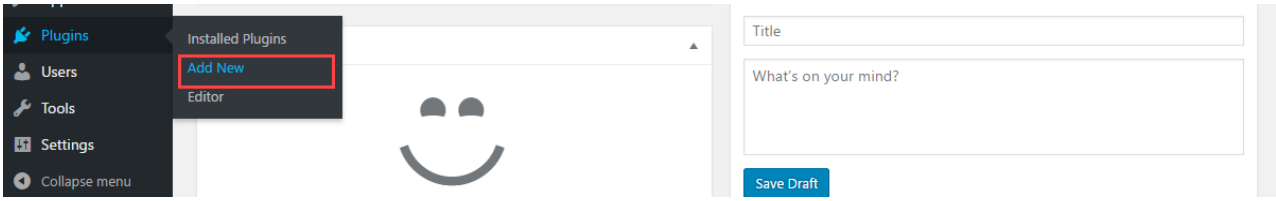
- Default shop name as seller name and shop slug as seller's username.
- Setting for Admin Dashboard endpoint text on seller end.
- The admin can create a seller profile.

Note:- For all orders including sellers the tax amount will be credited to the admin.

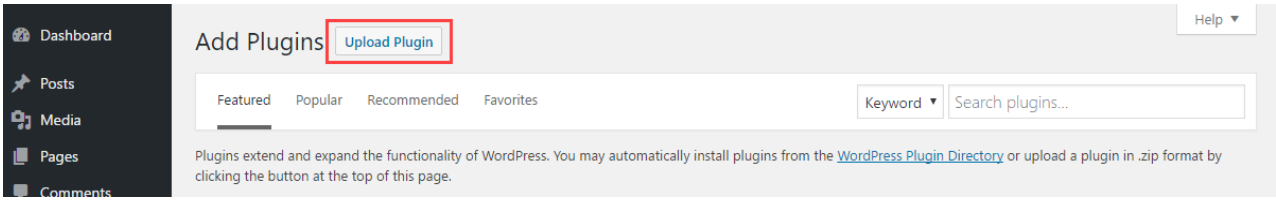
Installation

First of all, the user will get a zip file that needs to be uploaded in the **"Add New"** menu option in the WordPress admin panel.

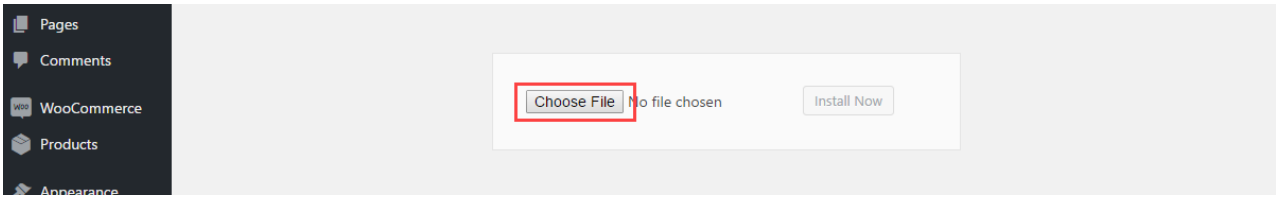
For this login to WordPress Admin Panel and in the Dashboard hover your mouse over the **"Plugins"** menu option and select the **"Add New"** option.



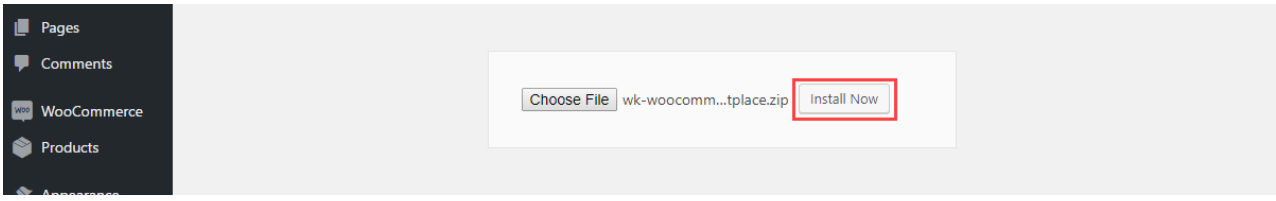
Following this, the user will see an option on the top of the page that is **"Upload Plugin"**, click the option to upload the zip file.



Next, on clicking the **"Upload Plugin"** option, the user will see a **"Choose File"** button. Click on the button to browse for the zip file as per the image below.

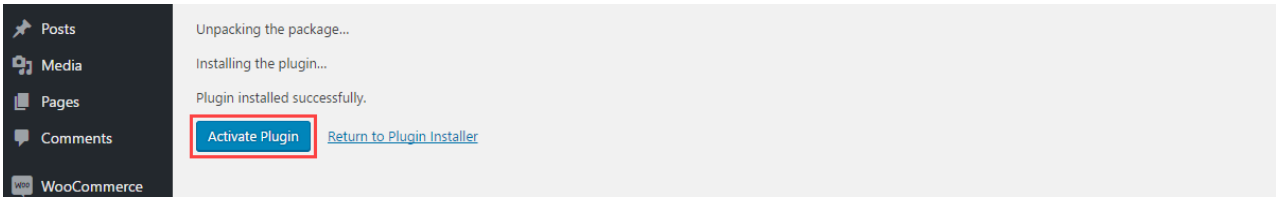


After browsing the file, click on the **"Install Now"** button to install plugin as per the snapshot.

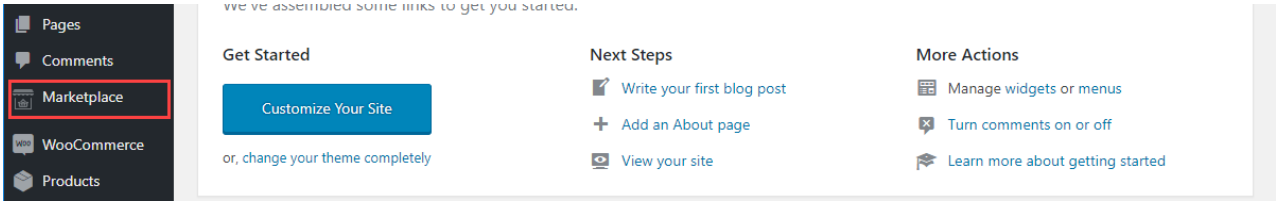


Furthermore, Once the user installs the plugin, a message "Plugin installed successfully" displays and an "Activate Plugin" is visible to activate the plugin.

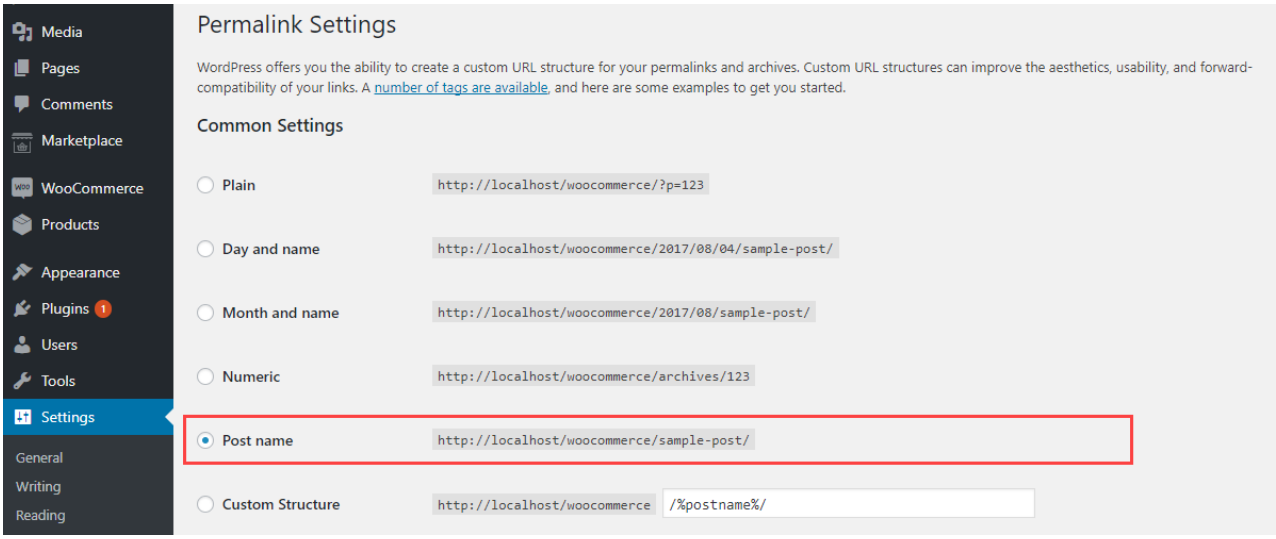
In the end, the user needs to click on the **“Activate Plugin”** button to activate the plugin.



Plus, on activating it, the Marketplace tab will appear in the admin panel as shown in the snapshot below.



Forthwith, update Permalink under **“Settings > Permalinks”** as **“Post name”** as shown in the below snapshot.



Module Translation

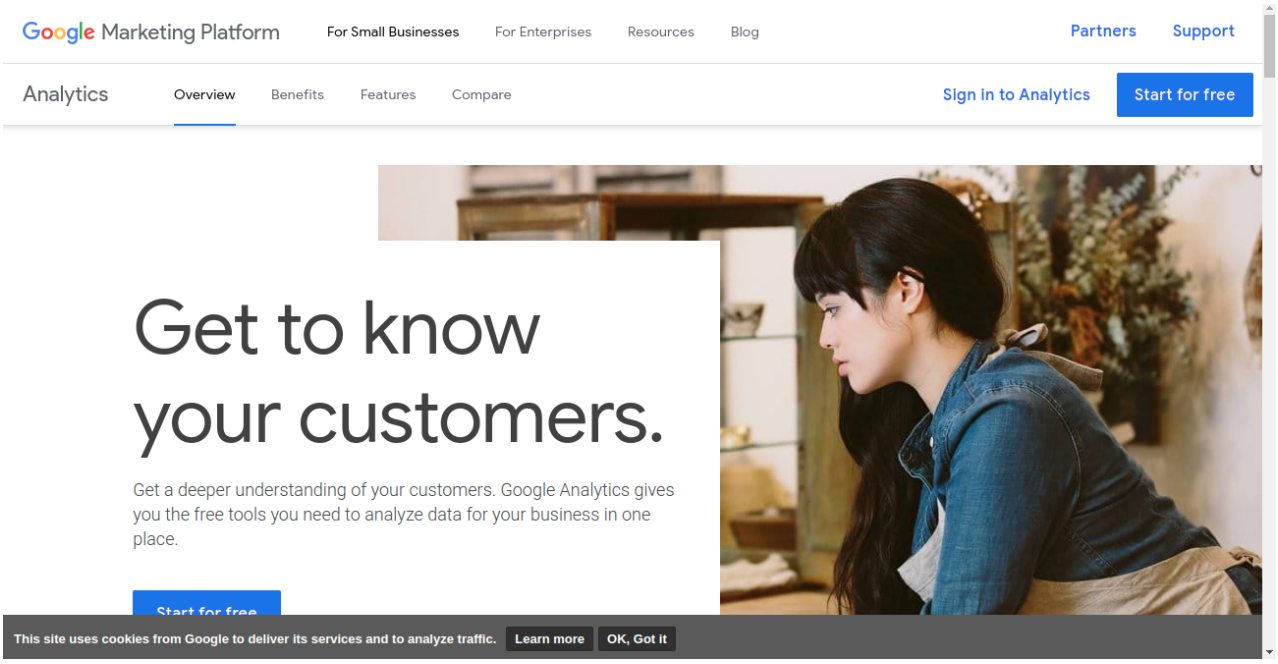
And, to know how to translate the module, you can click here.

How to Translate the plugin using the WPML

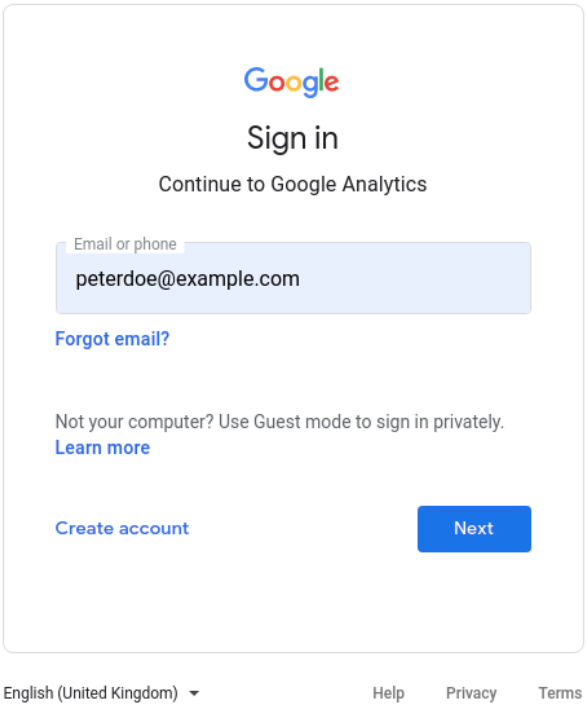
Multi-Vendor Marketplace for WooCommerce is compatible and certified by the WPML (The WordPress Multilingual Plugin). A detailed guide is also available to know How to Translate WooCommerce Multi-Vendor Marketplace Using WPML

How to Get Google Analytics Tracking ID

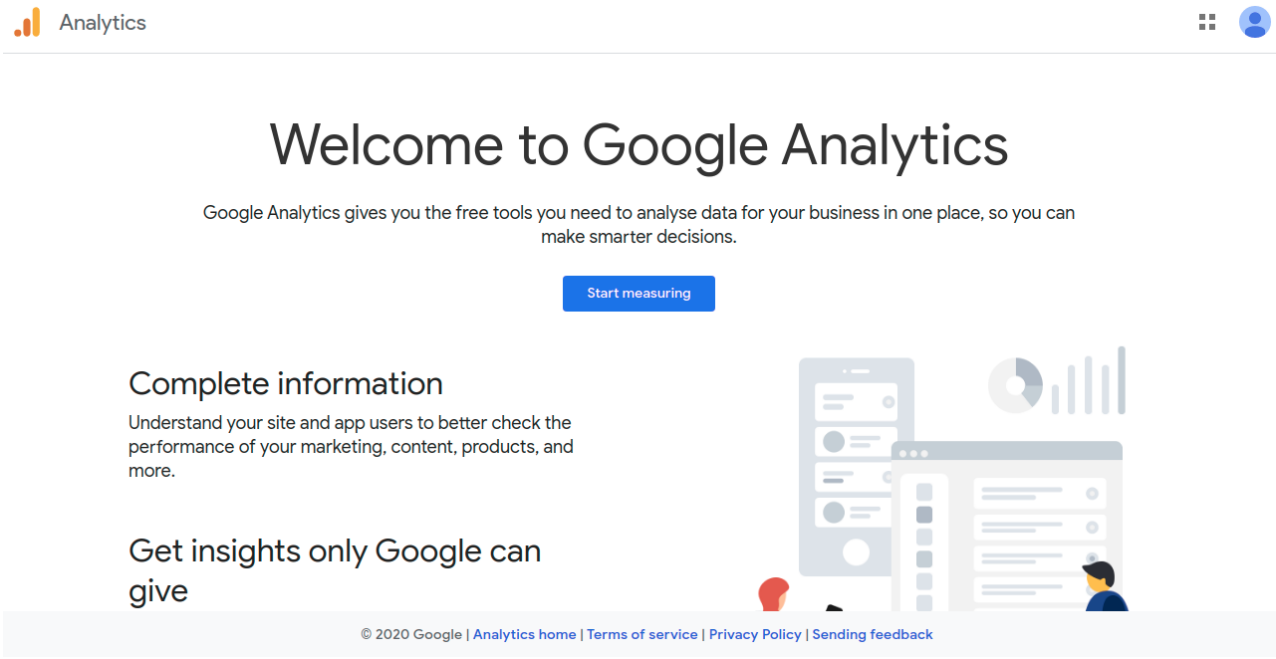
To get the google analytics ID, the user will need to get the Google Analytics Account first. Here, the user can click on the Sign in to Analytics or Start for free if don’t have an analytics account.



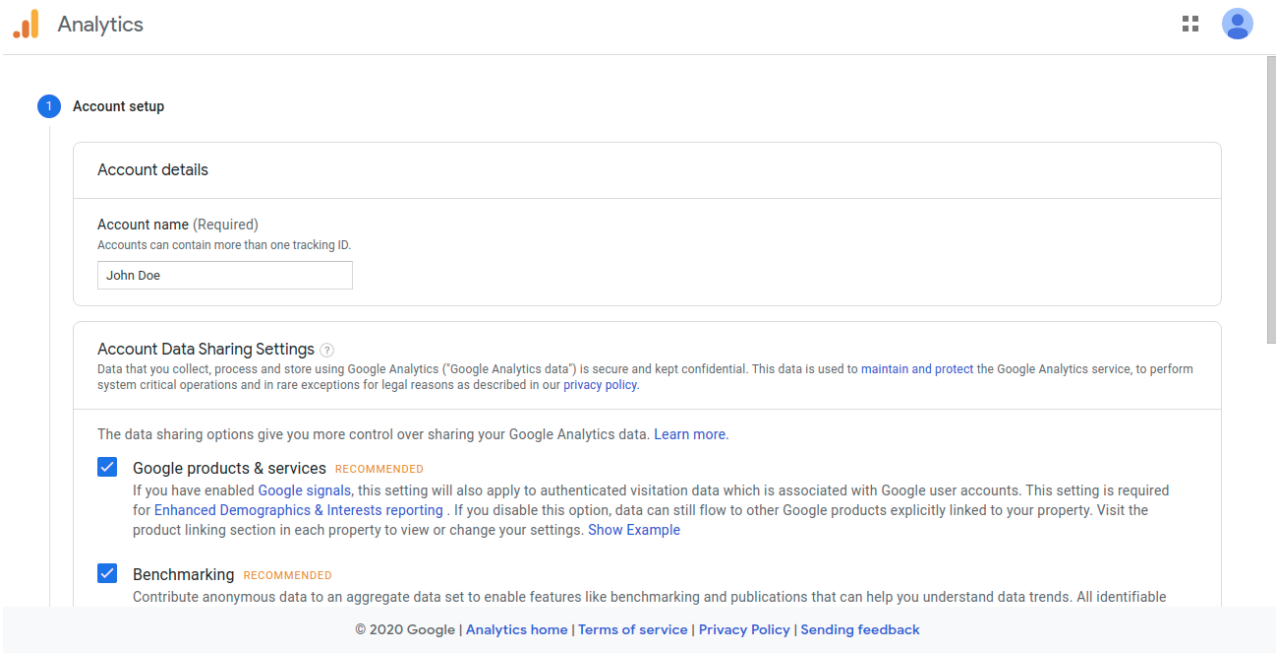
Now click on Start for free to create a google analytics account.



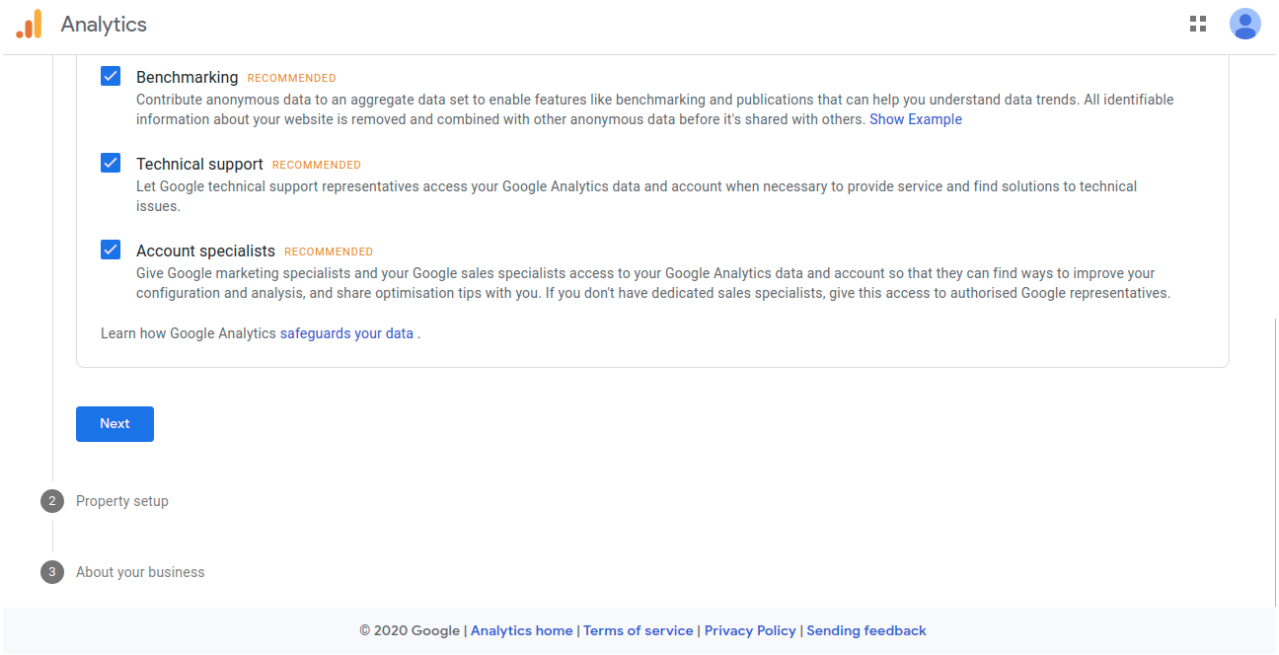
Now, sign in using the google account to create and set up analytics properties. Thus a welcome message will display to the user. Now click on Start measuring.



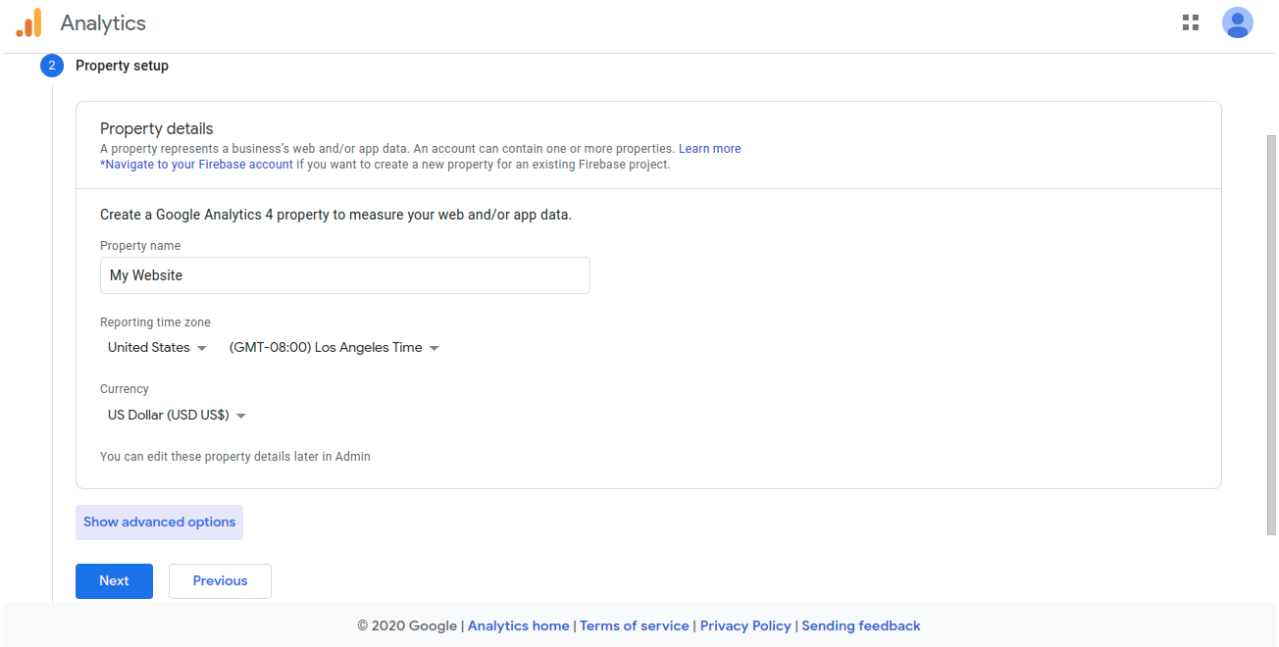
Now enter the further required details to continue.



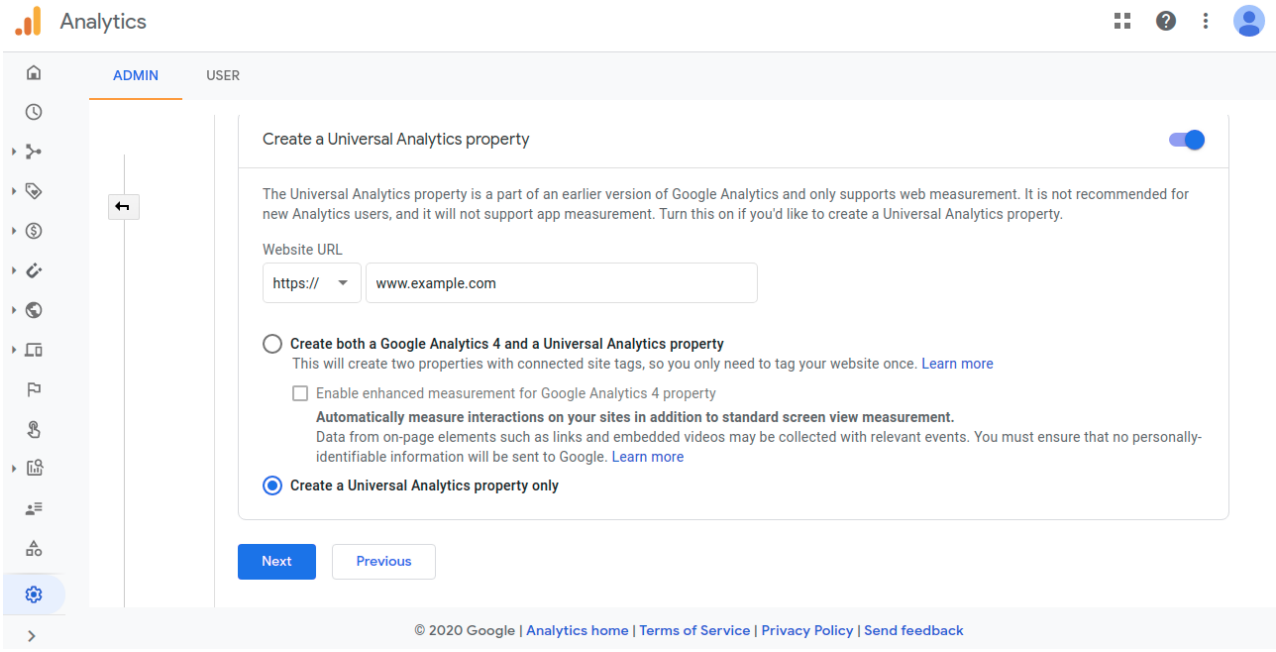
So, after entering the required details click on the Next button.



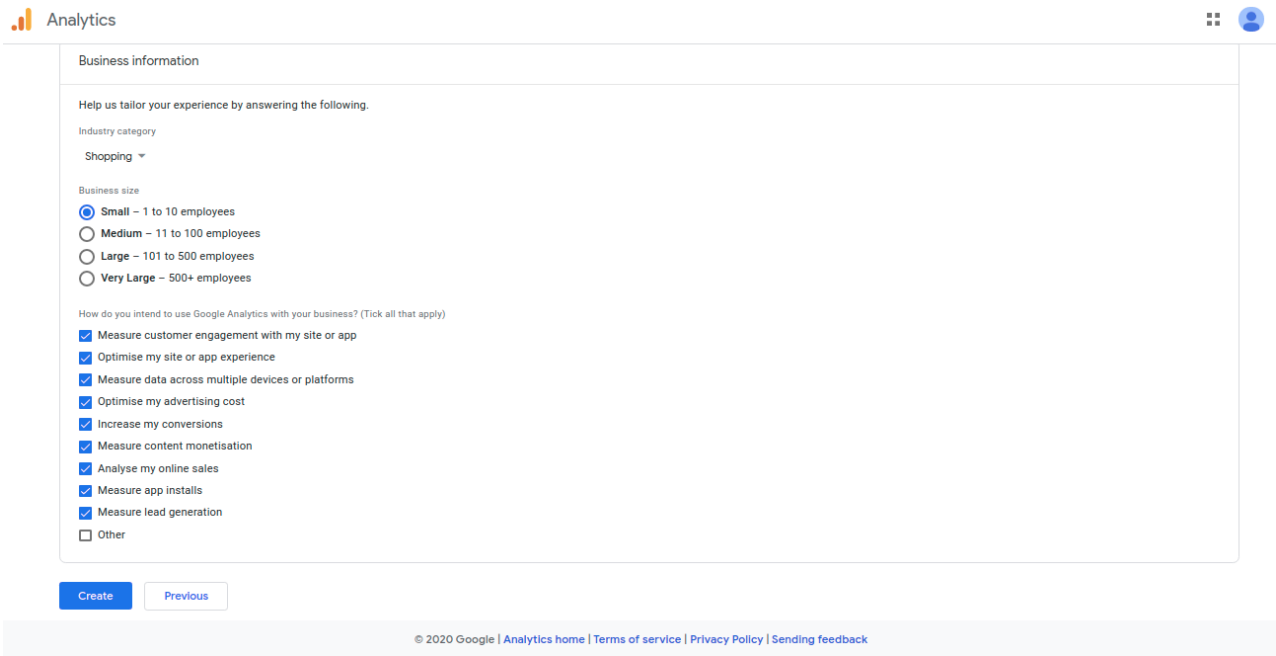
Now, enter the property name, select the reporting time zone, and currency.



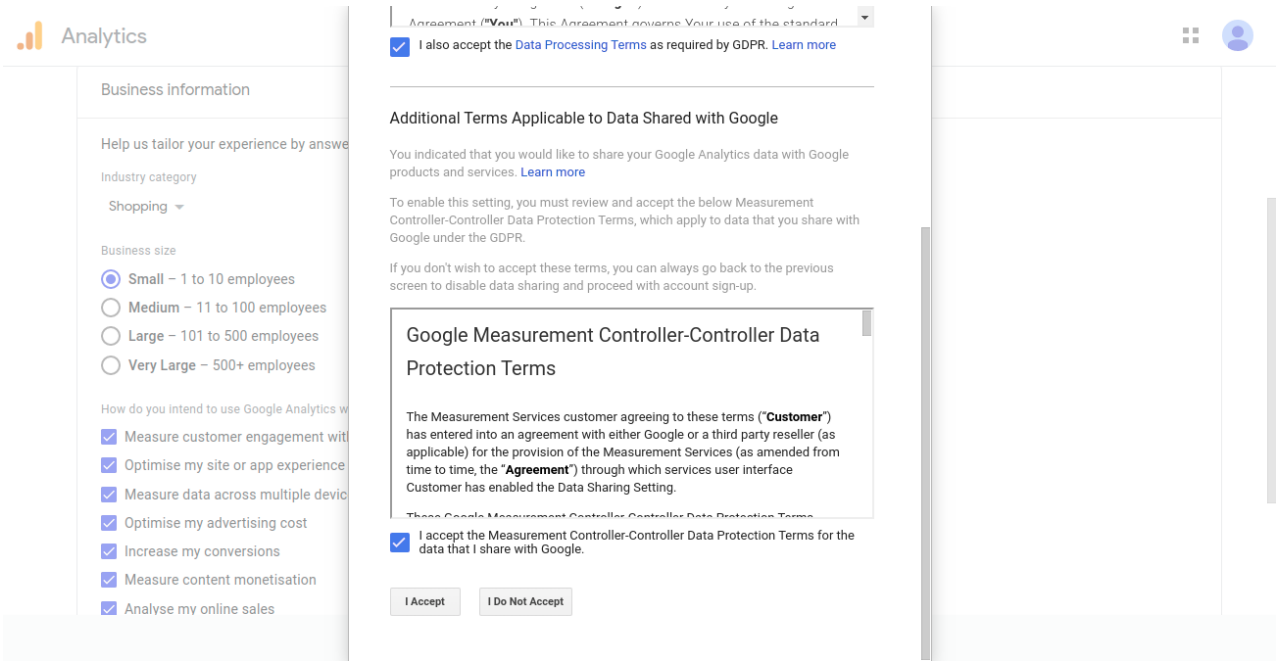
Now click on the Show advance options to create a Universal Analytics property. You can select as per your convenience, but we have selected Create a Universal Analytics property only.



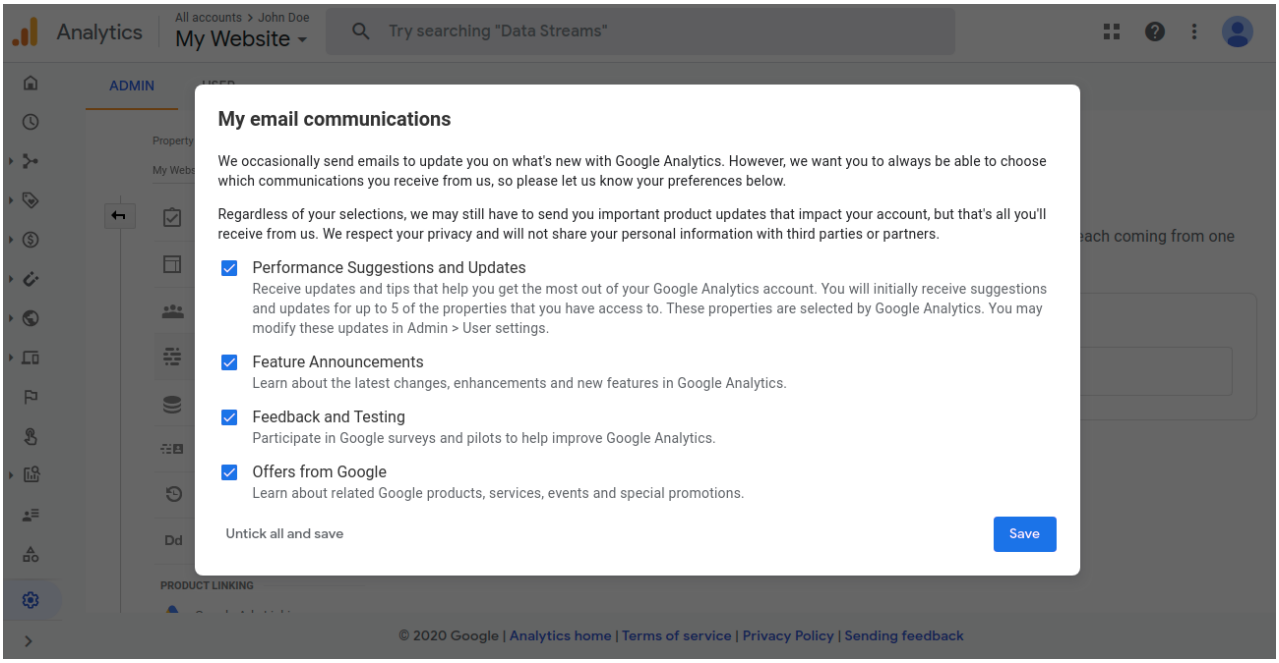
Now, select from the available options and click on the Create button.



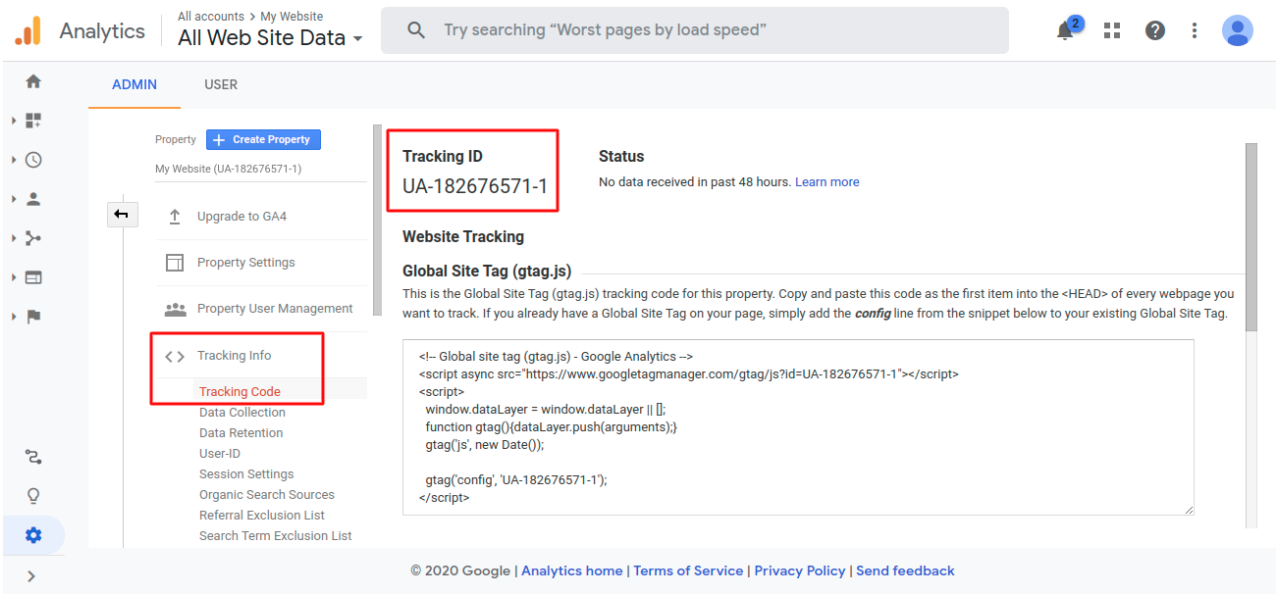
Accept the terms & conditions and process further.



Now select the events for which you want to receive the email notifications from Google and click on the Save button.



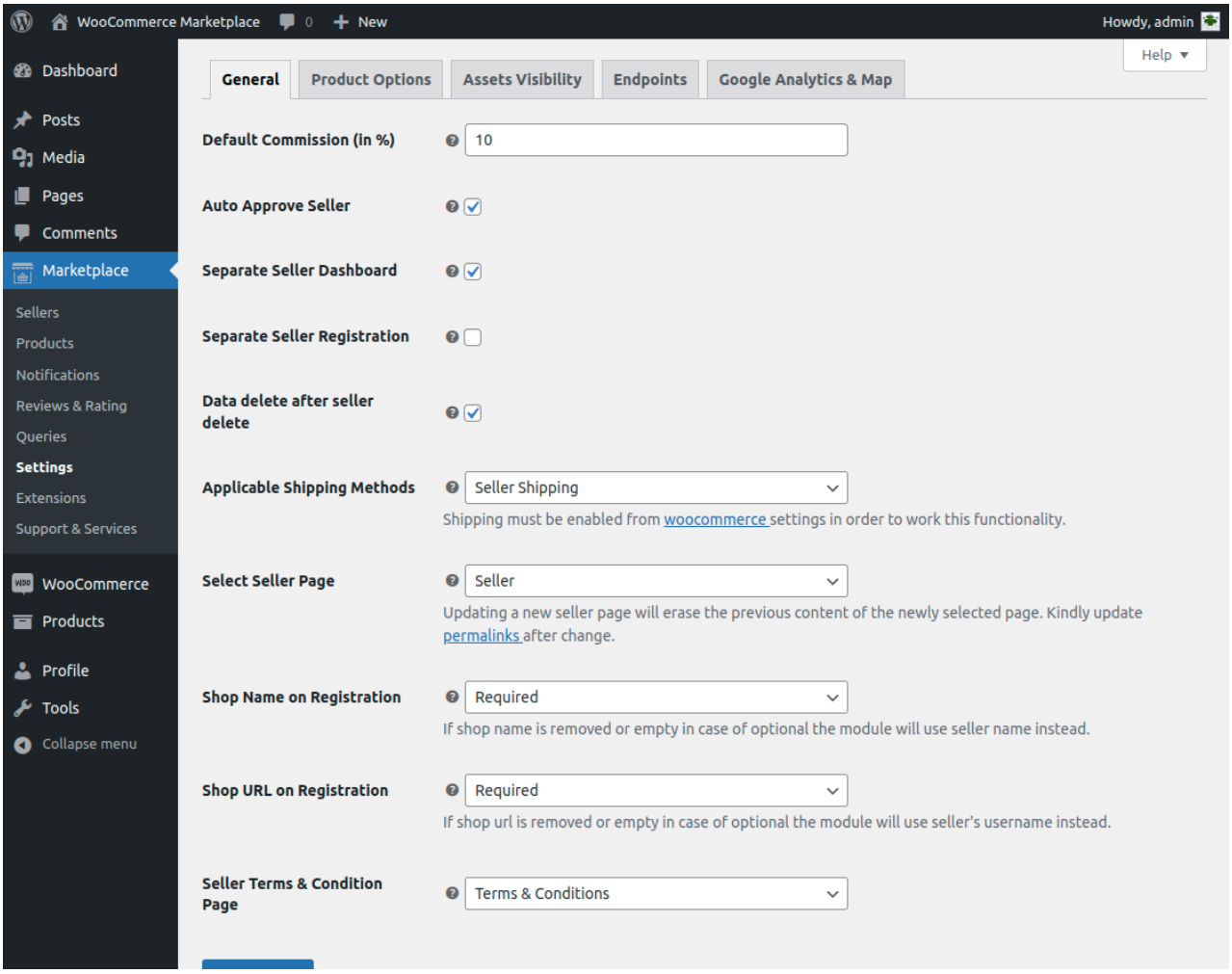
Thus, you can simply copy the Tracking ID from the screen and paste it into the module configuration.



Configuration

Henceforth, after the successful installation of WooCommerce Marketplace, the admin can configure it under **"Marketplace > Settings > General"**.

Configuration Tab



Default Commission – Default Commission will be used if the commission is not set on a seller basis.

For example, there is a seller “S1” and his/her product “P1”, and its price is 100 USD. So on the sale of product “P1”, the seller will get 80 USD and the admin will get 20 USD as a commission.

Auto Approve Seller – If checked then the seller will be auto-approved after the registration as a seller.

Ex – If the admin allows this option then the user who will sign up in the store as a seller will convert into a seller automatically. Otherwise, approval is required by the admin.

Separate Seller Dashboard – If checked, then the seller can have a separate dashboard like that of the admin.

Separate Seller Registration – If checked a separate login form will be created for sellers.

Data delete after seller delete – If checked, the data of the seller will also get deleted along with the seller else the data will get assigned to the admin.

Applicable Shipping Methods – From here the admin can select the Admin or Sellers shipping method that is to apply on the cart page.

Select Seller Page – Updating a new seller page will erase the previous content of the newly selected page. Kindly update permalinks after the change.

Note – Click here to learn more about the Separate Login Form.

More about Applicable Shipping Methods

For Instance, if the admin has selected the Admin shipping method under the **Applicable Shipping Methods option then, the** admin’s shipping will be applied to all products including sellers’ products.

Hence, it is independent of the customer adds seller or admins’ product in cart admins’ shipping rate will be applied.

Now if the admin has selected the Seller shipping method under the **Applicable Shipping Methods option then, the** sellers’ configured shipping rate will be applied to the sellers’ respective products.

moreover, if the order is having the products of both admin and seller then in such case the shipping will total rate charged by the admin and seller despite the **Applicable Shipping Methods** selected.

Shop Name on Registration: If Required is selected, the seller must enter the Shop Name during the registration process.
Note: If the shop name is removed or is empty in the case of optional, the module will use the seller name.

Shop URL on Registration: If Required is selected, the seller must enter the Shop URL during the registration process.

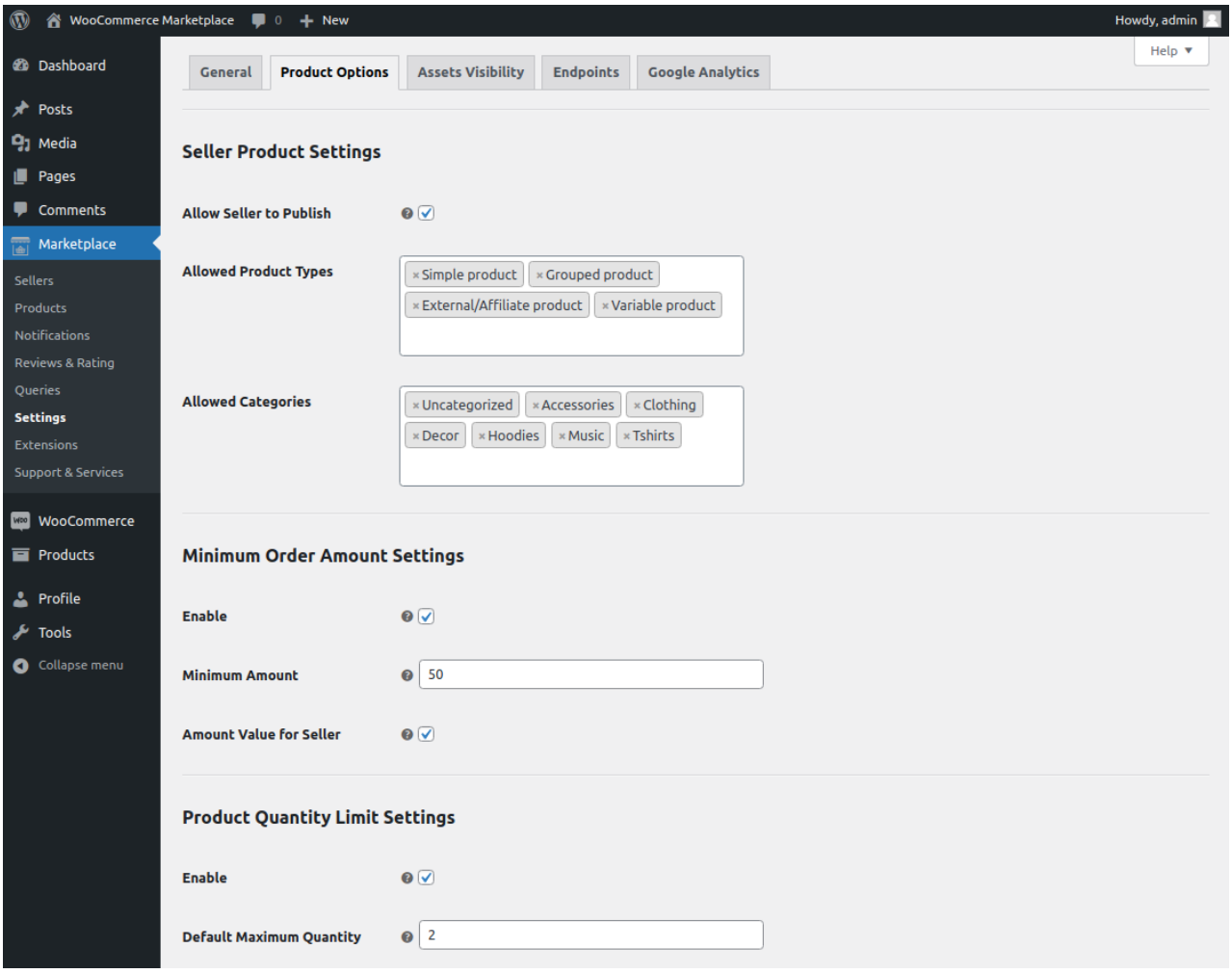
Note: If the shop URL is removed or is empty in the case of optional, the module will instead use the Shop slug as the seller's username.

Seller Terms & Conditions Page: Here, the admin can choose the terms and conditions page that is visible to the sellers at the time of registration.

Note:- Our WooCommerce Multi-Vendor Marketplace does not work with default WooCommerce shipping methods.

Product Settings Tab

The admin can configure it under **"Marketplace > Settings > Product Options"**.



Allow Seller to Publish – If checked then the products added by the seller will be auto-approved. Otherwise, product approval is required by the admin.

Ex – If the seller adds a product, every time product will be moderated by the admin.

Allowed Product Types – next, the admin will select the product types to be available to the sellers while adding a product.

Allowed Categories – then, the admin will select the categories which will be available to the sellers while adding a product.

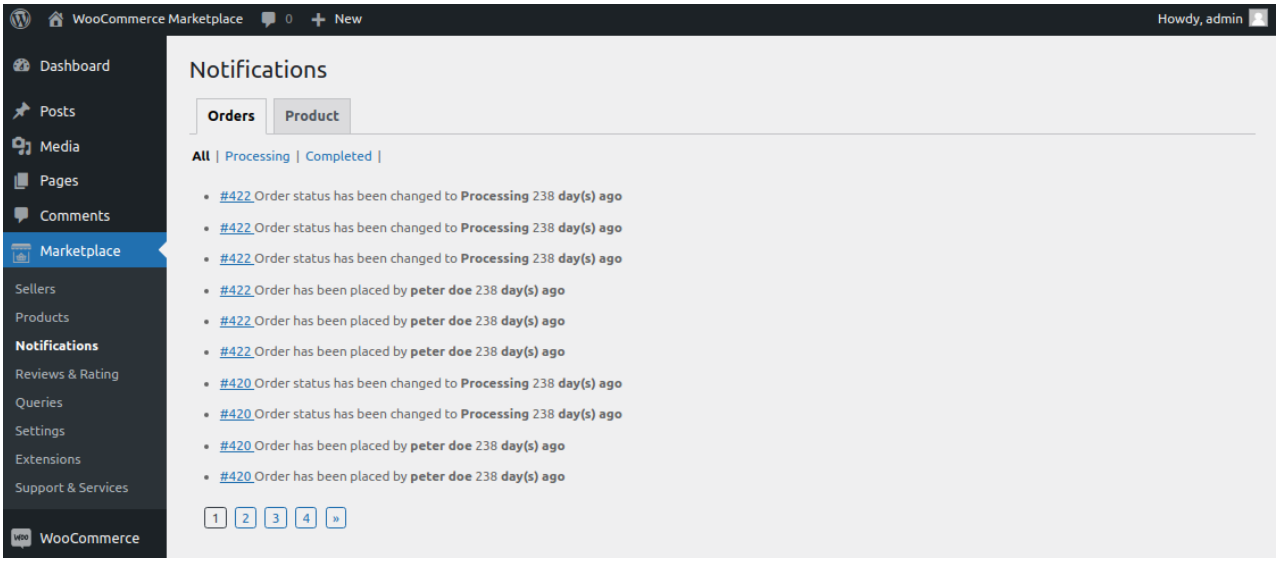
Minimum Order Amount Setting – The admin can enable and decide the minimum order amount that will be required to make a purchase for the seller's products. Below the option, the admin can mark the ***"Amount Value for Seller"*** as checked. Thus, if a seller will not enter the minimum order amount at their end, then this value will be used by default if this feature is enabled by the admin.

Product Quantity Limit Setting – The admin can enable this option that allows the sellers to add a limit on the product quantity for the purchase to the customers. Moreover, the admin can enter the default Maximum Quantity for the seller's products.

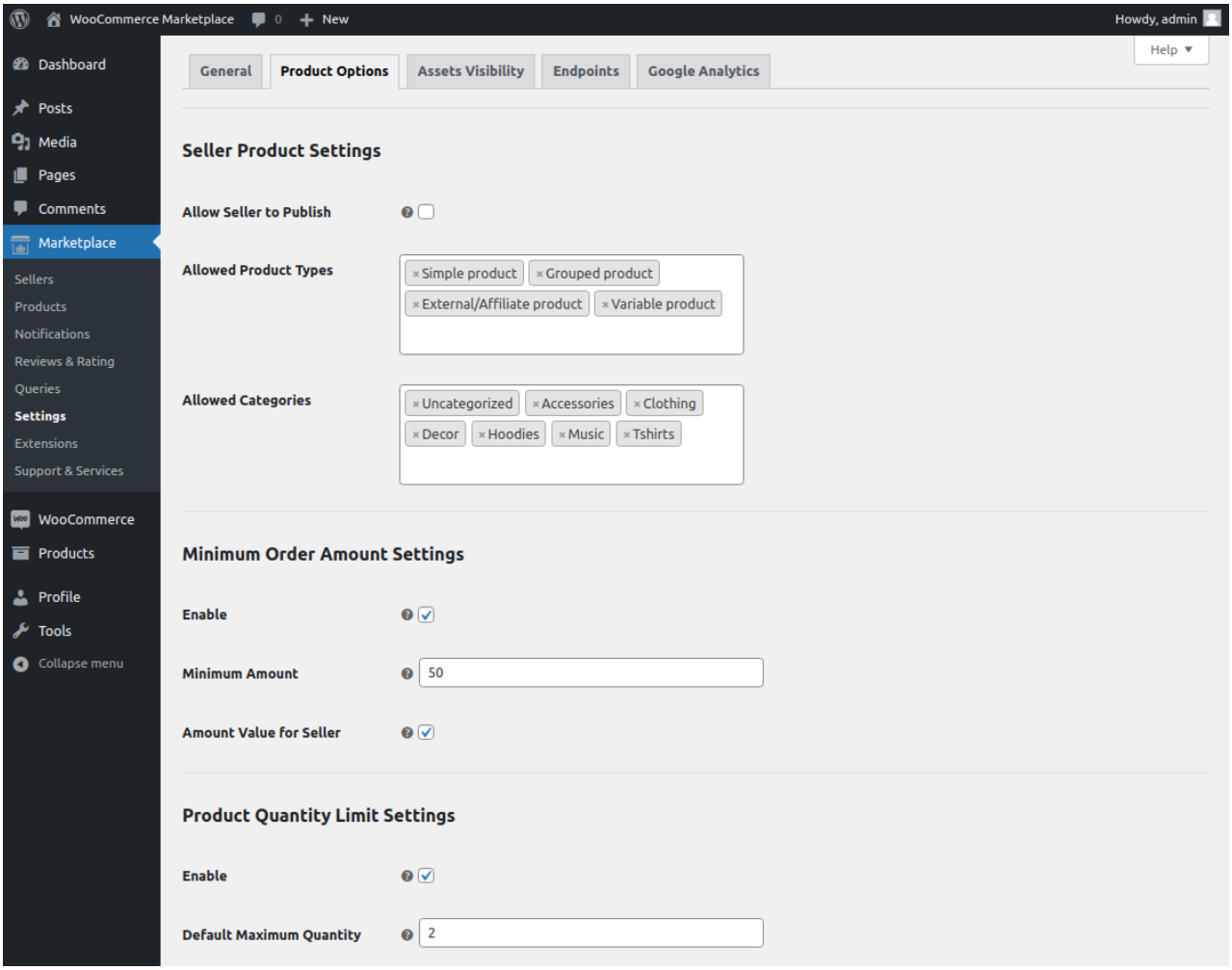
Product Notifications: For Admin to Publish the Products

Furthermore, an interesting feature of the WooCommerce Multi-Vendor Marketplace Plugin is –

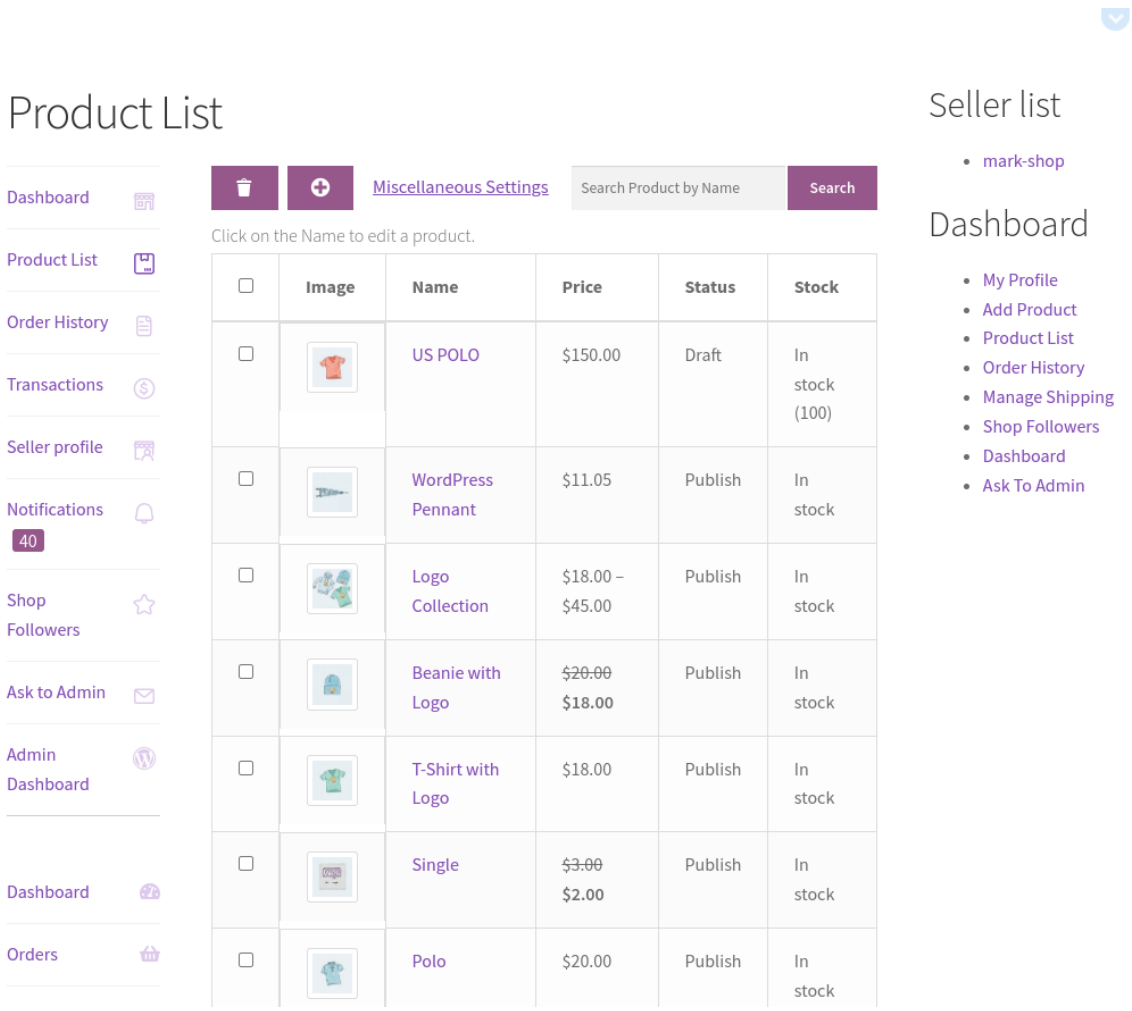
The **Product Notifications** which the admin receives to publish a seller's product, whenever the seller creates or edits a product on the seller end.



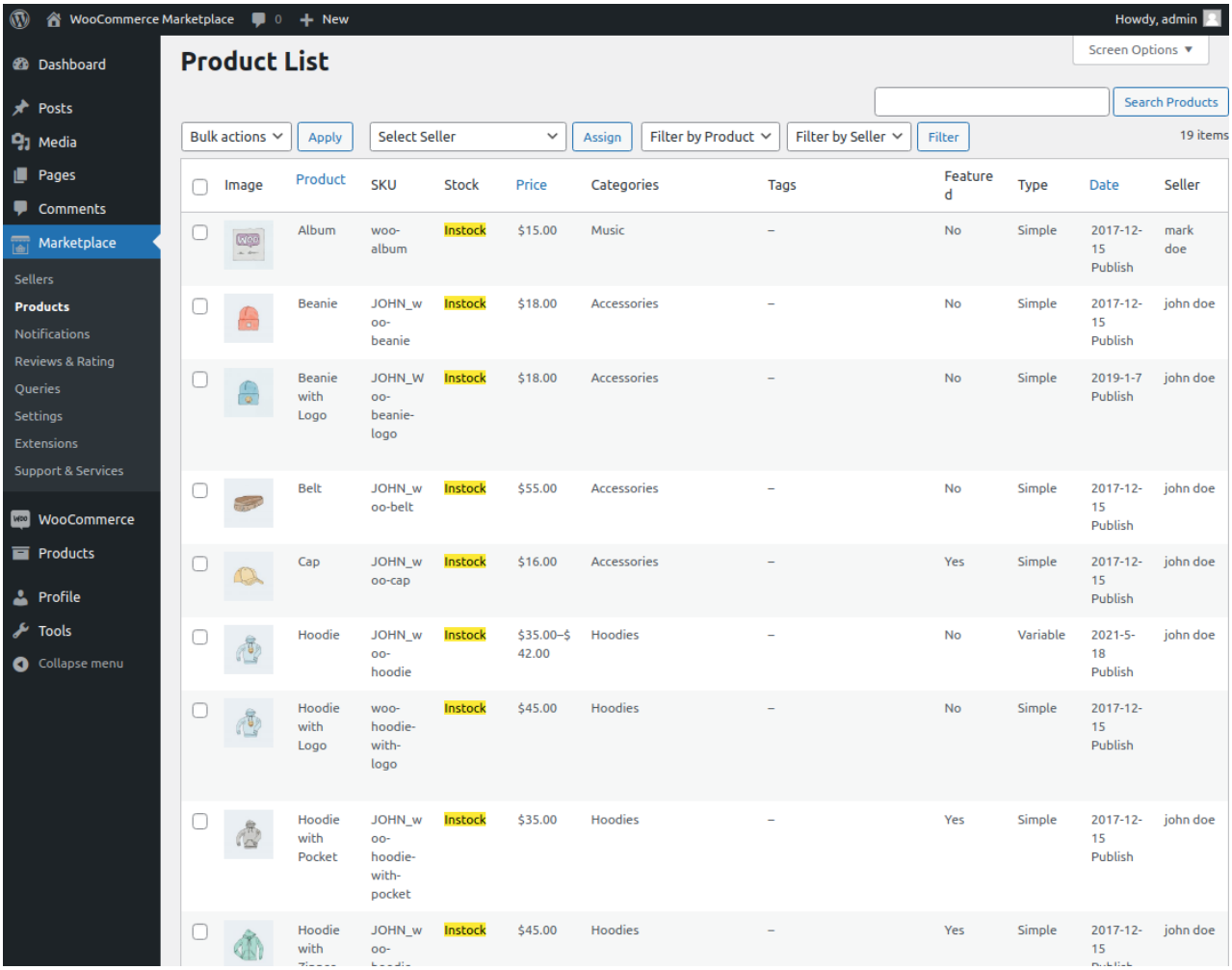
Initially, in the admin panel, the admin must uncheck the "Allow Seller to Publish" option.



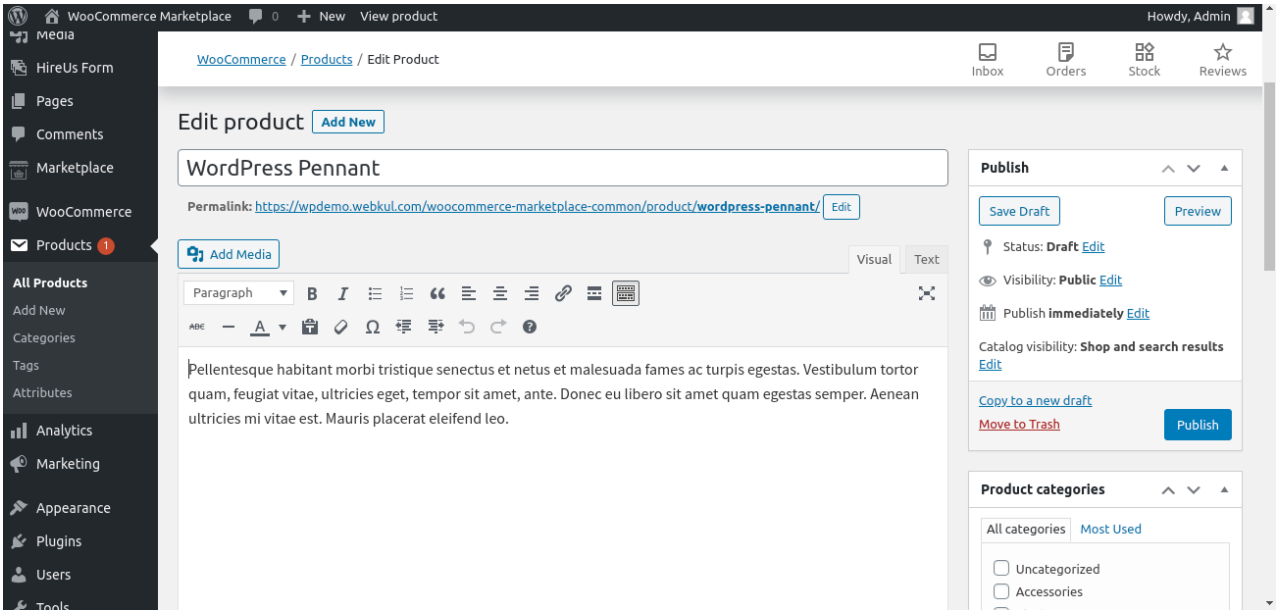
Thereafter, if the seller creates a new product or edits any existing product, the product status will change to draft and is to be approved by the admin.



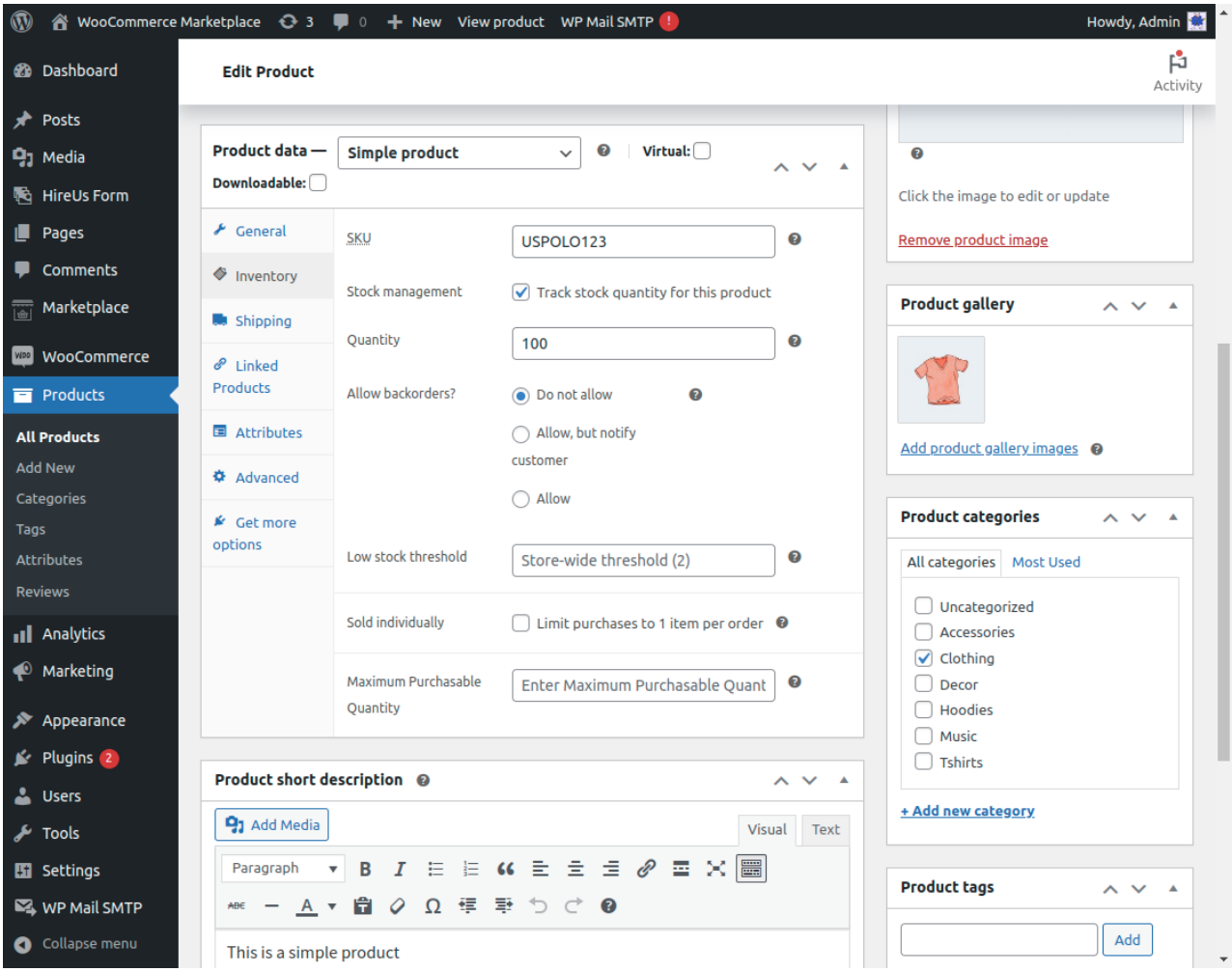
Also, the **product status** of the product in the product list changes to **Draft** as shown in the image below.



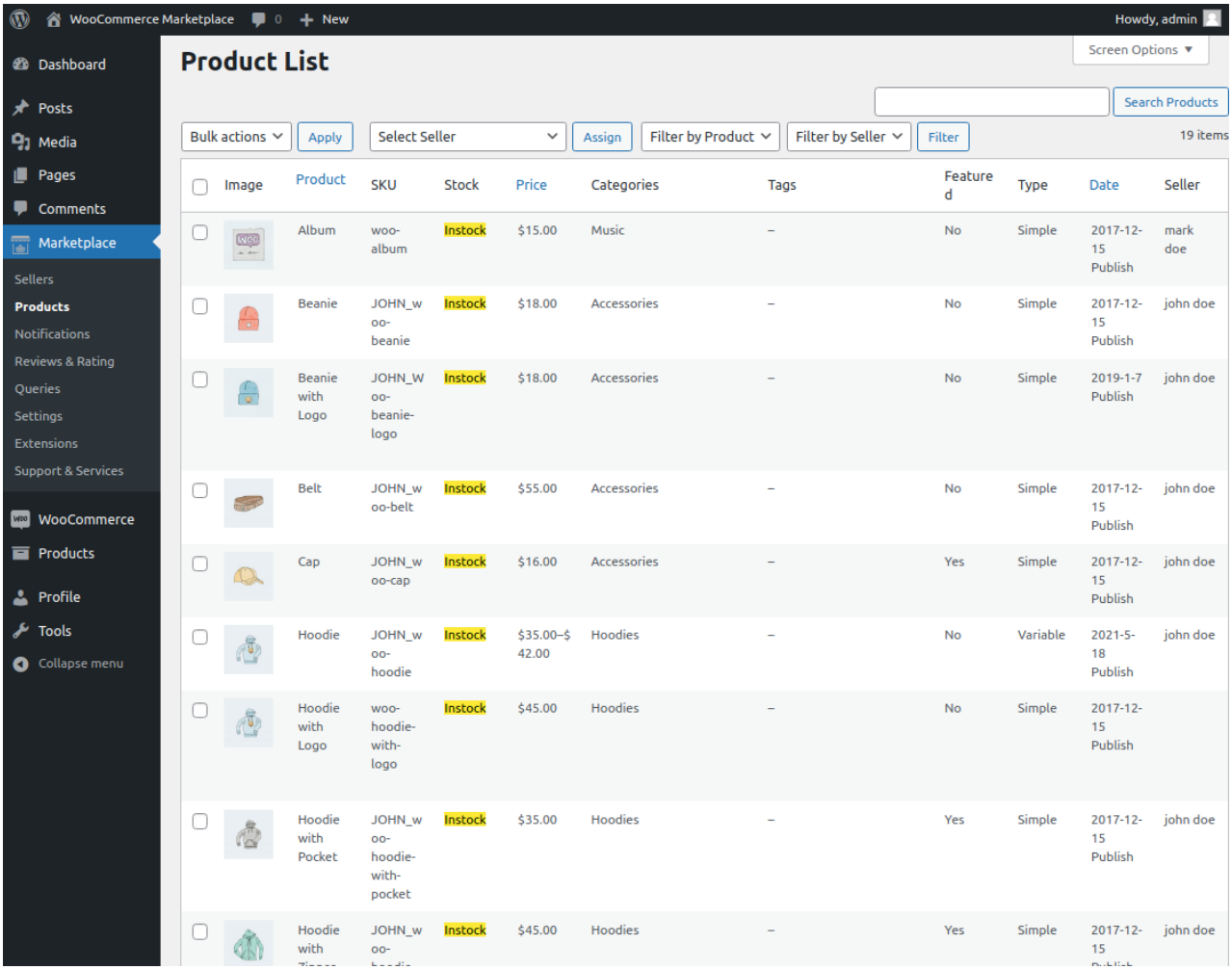
Thereafter, the admin can Edit the respective product in order to publish it.



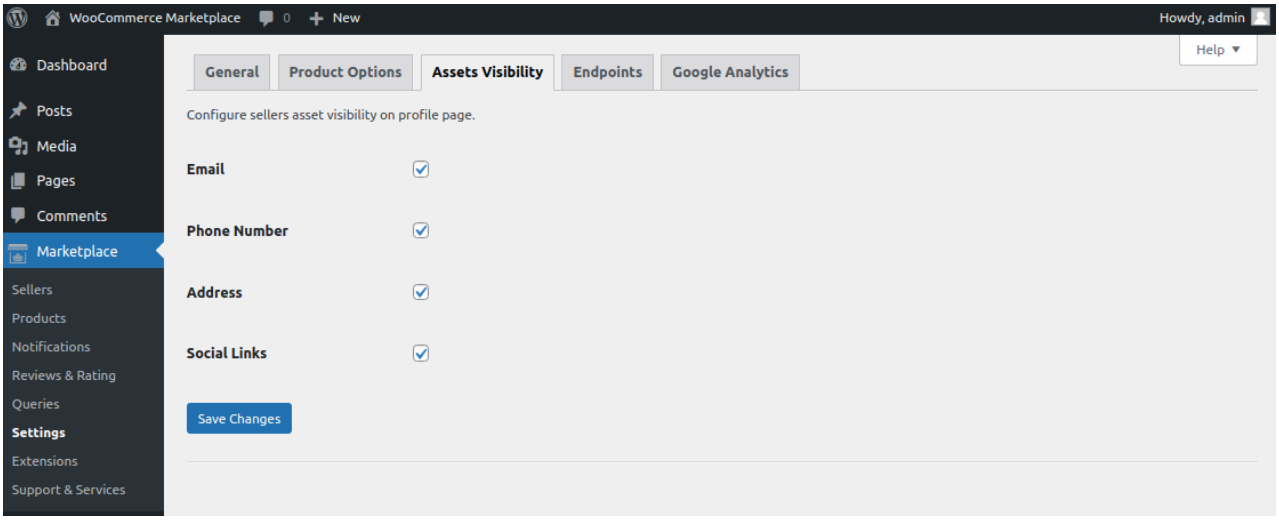
The admin can also enter the maximum purchase quantity for the product and the seller can add quantity accordingly.



As the admin publishes the product, the status of the product changes to ‘Published, and the **product count** present with the Product menu option disappears.



Assets Visibility Tab



Email – Now configure whether the Seller Email will be displayed on the Seller Profile or not.

Phone Number – Then, configure whether the Seller Phone Number will be displayed on the Seller Profile or not.

Address – After that, configure whether the Seller Address will be displayed on the Seller Profile or not.

Social Links – Forthwith, configure whether the Seller Social Links will be displayed on the Seller Profile or not.

Endpoints

Furthermore, the **Endpoints** tab provides dynamic functionality to the Woocommerce Multi-Vendor Marketplace Plugin.

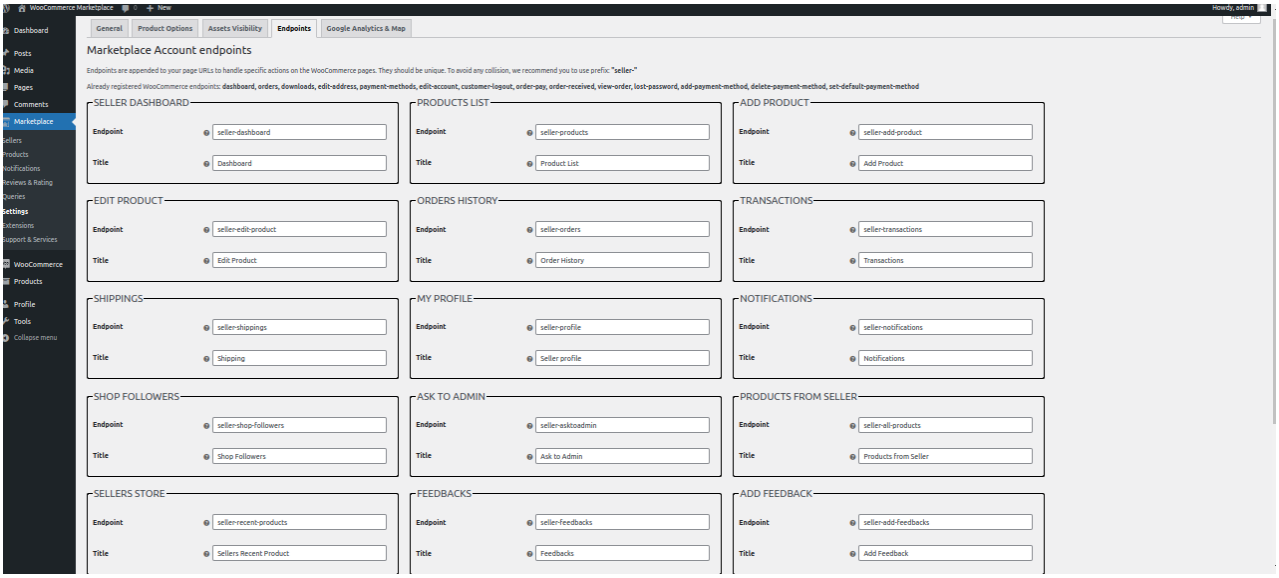
Also, the admin can configure the **Endpoint** and **Title** for the sellers.

Endpoint: The extra part is present in the URL of any website, such as https://webkul.com/about-us/**company-profile/** which is mainly to display different content without the need to navigate to multiple pages.

- For instance, a seller can have a seller profile page, which displays on the URL as example.com/sellerprofile.
- We can append an endpoint ‘edit-seller profile’ to the URL to show the Edit page for the Seller Profile such as example.com/sellerprofile/edit-seller profile.

Then, the admin will have to navigate through **Marketplace > Settings > Endpoints** to configure the **Endpoint** and **Title** as shown in the image below.

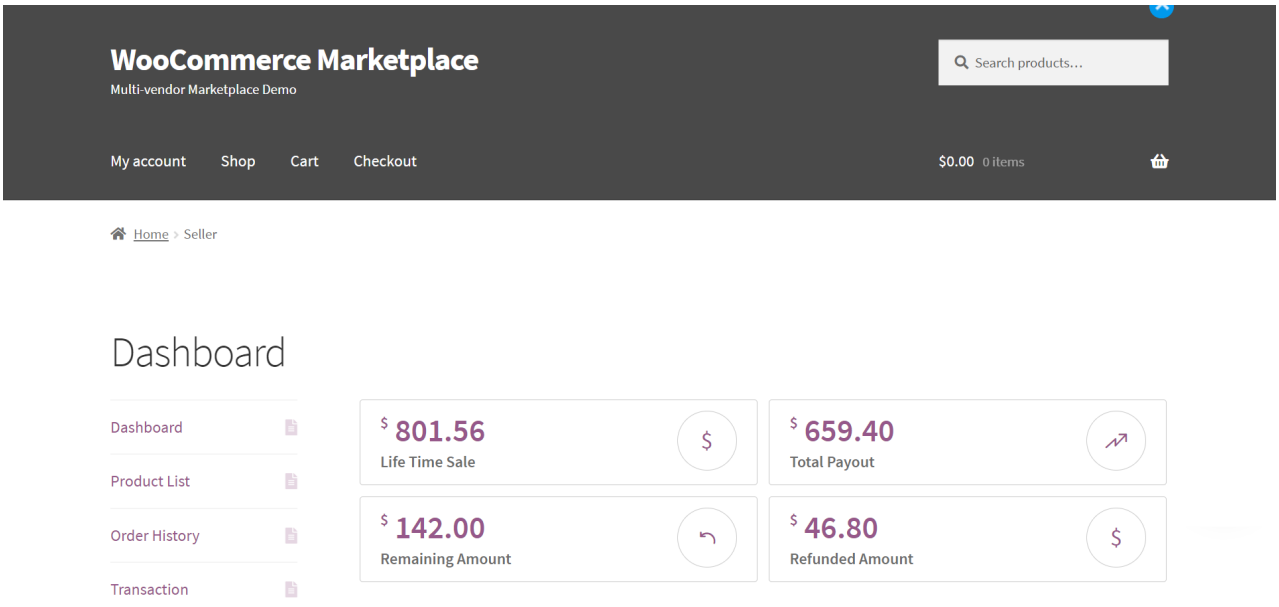
Also, the admin can customize the URL for each Endpoint. The Endpoints must be distinctive to avoid conflicts.



For instance, in the above image, the admin has configured the **Endpoint** as “dashboard” and the **Title** as “Dashboard” in the **Dashboard section**.

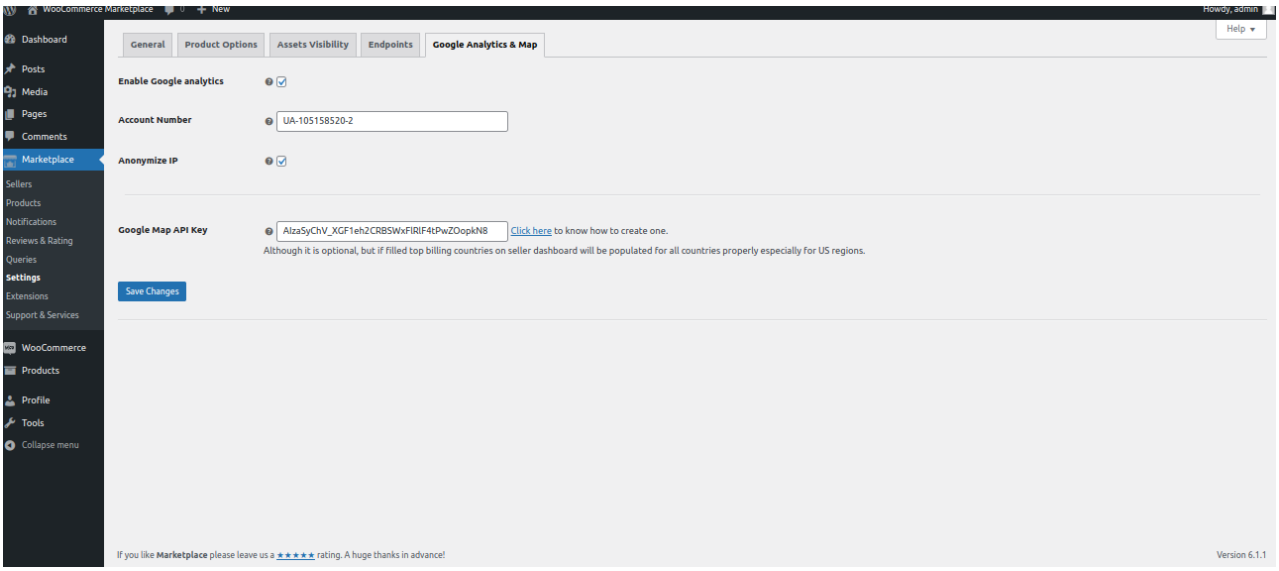
Likewise, the admin configures the **Endpoint** as “order history” and the **Title** as “Order History” in the **Order History section,** and so on.

The **Title** is the Seller Dashboard menu option as shown in the image below.



Google Analytics

The admin can use Google Analytics to analyze and record the data of their website. It helps the admin to understand how the customers are interacting with their stores.



Enable Google analytics – If checked, google analytics data will be populated.

Account Number – Google Analytics tracking ID to be obtained from Google Analytics Account.

Anonymize IP – If checked, the IP of the customer will be anonymized during tracking.

Google Map API – Here the admin can add the google map API which can be acquired by following the instructions.

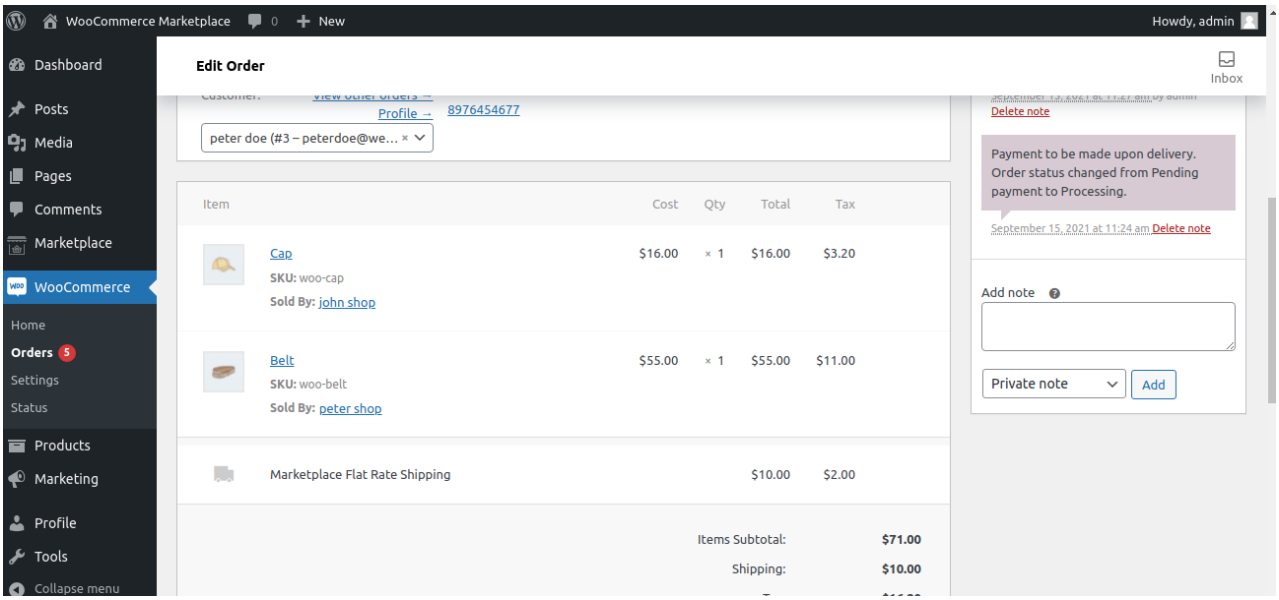
Also, please note the admin can check in **Product Performance product, Product Revenue, Unique Purchase, Quantity, Avg Price, Avg.** Qty.

Further, in **Sales Performance,** the admin can check the **Transaction id, Revenue, tax, and shipping** the above information is only supported currently in the plugin.

Note – Click here to learn more about the seller profile.

Order View – Admin End

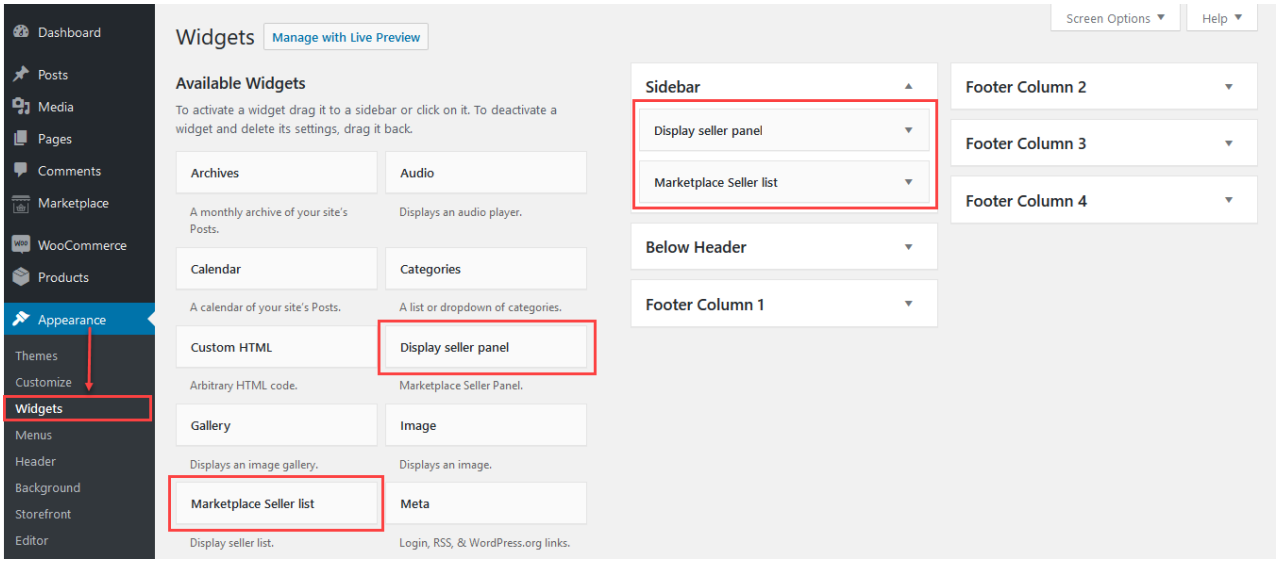
The admin can view all the orders from the order section from the admin end. The order information also includes the name of the seller as well.



Marketplace Widgets Configuration

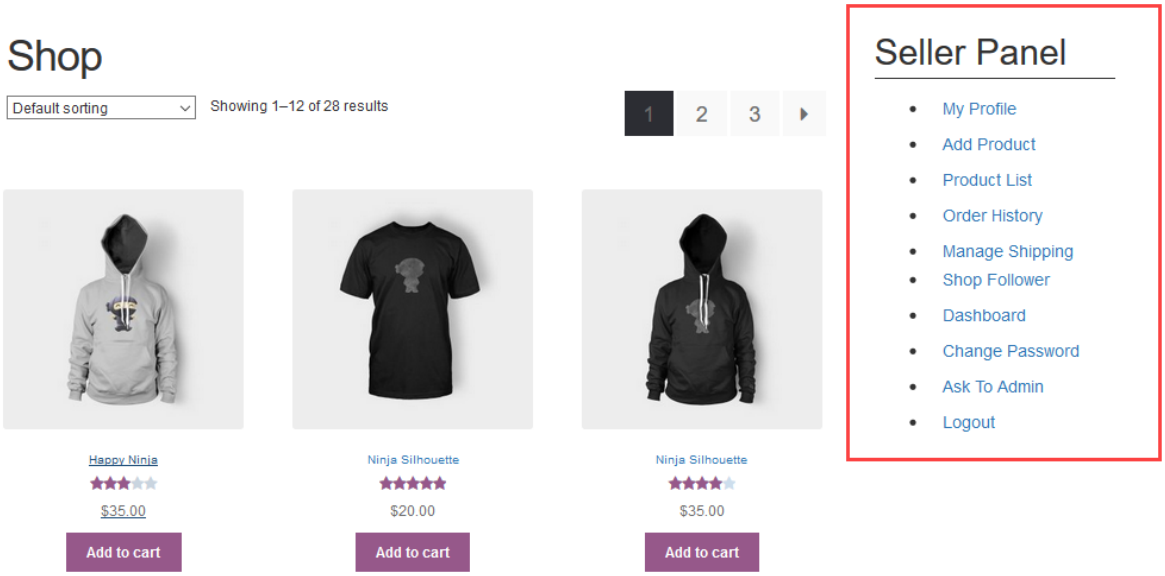
There are two widgets available in the marketplace and the admin can configure them under **“Appearance > Widgets”.**

Furthermore, the widgets can be placed as per the space provided by the theme.

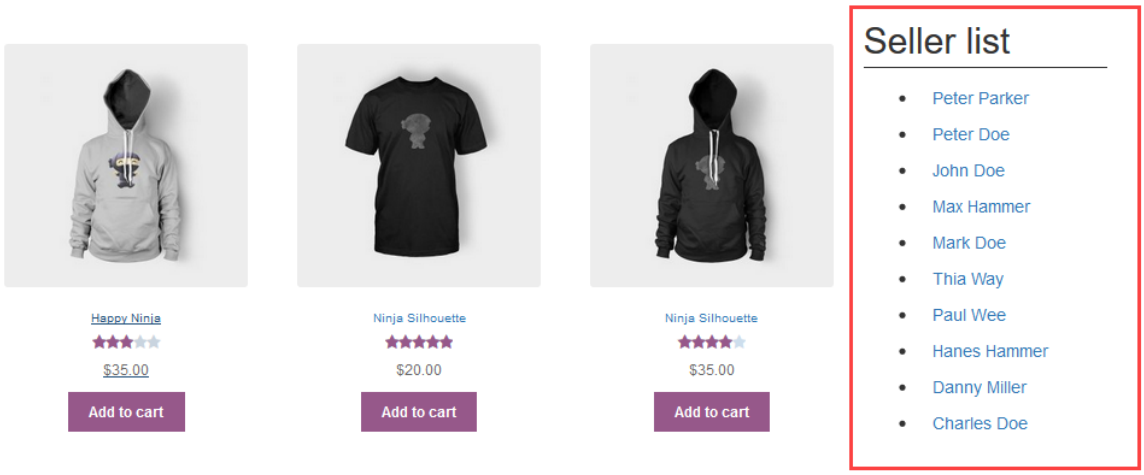


Display Seller Panel – It will display the seller panel.

Moreover, with the help of this widget, the seller can perform all the activities as a seller. Henceforth, it will display on the front end as below snapshot :



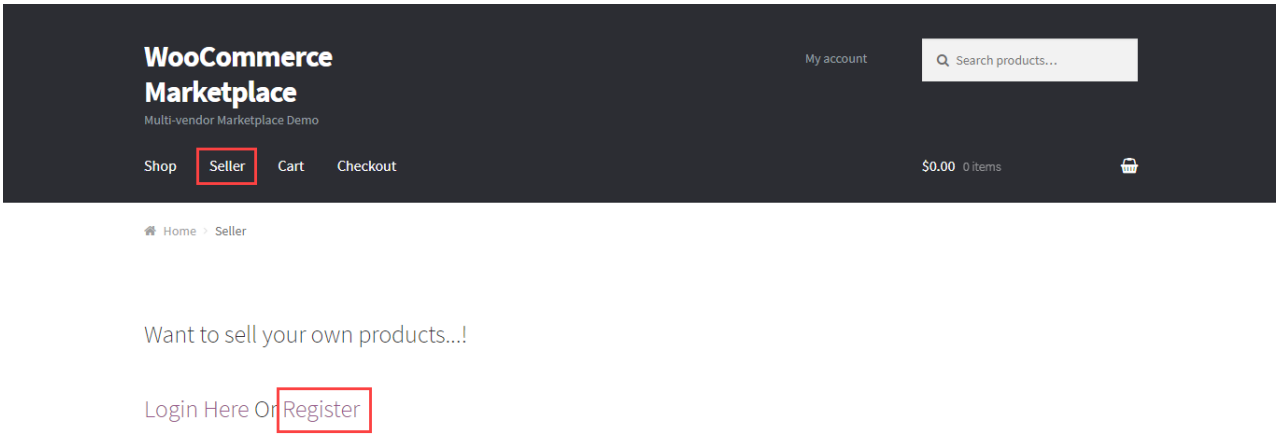
Marketplace Seller List – Therefore, it will display the available seller of the marketplace in a list. It will display on the front end as below snapshot :



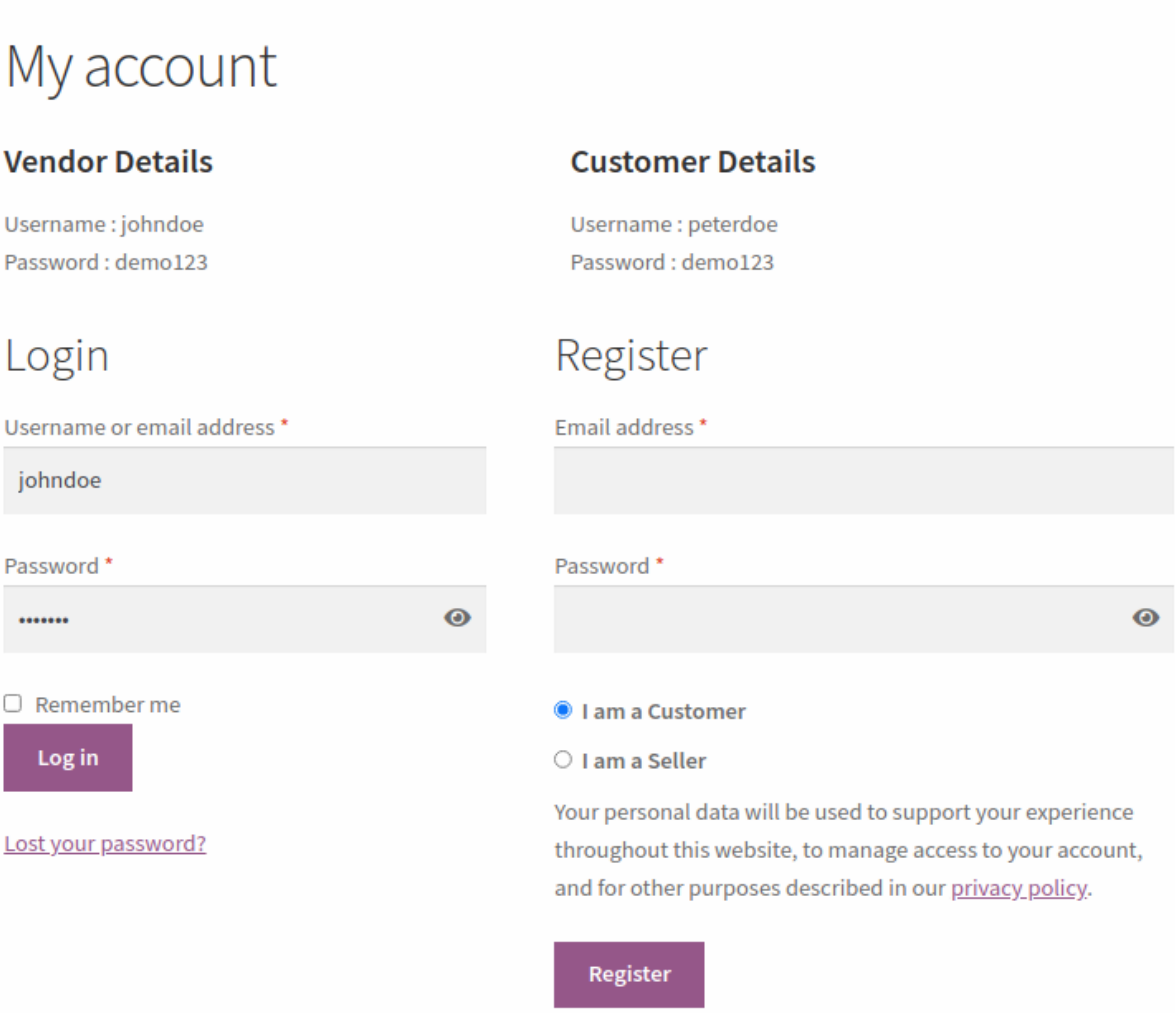
Seller Registration Process

Thus, for the registration, the seller will click the **“Seller”** menu item after which the seller will be able to see the “**Login Here”** or “**Register”** option on the page.

Now, clicking the “**Login Here”** button will take the seller to the login page, and clicking the “**Register”** button will take him to the registration page.



Henceforth, after choosing the “**Register”** option, the seller will be redirected to another page where a combined option of the registration for a buyer and a seller is shown in the below snapshot.



After clicking the "**I am a Seller**" radio button more fields will appear for the seller registration.

Then, the seller will input his Email address, Password for the account, First Name, Last Name, Shop Name, Shop URL, and Phone Number and check the terms and conditions. Lastly, hit the "**Register"** button to register as a seller.

Here we are using an ajax check for the seller shop URL i.e when you enter a shop URL if it is available then it will show as "**Available**" otherwise it will return as "**Already Exists**".

My account

Vendor Details

Username : johndoe
Password : demo123

Customer Details

Username : peterdoe
Password : demo123

Login

Username or email address *

peterdoe

Password *

•••••••

Remember me

Log in

Lost your password?

Register

Email address *

smith@webkul.com

Password *

••••••••••

Medium

First Name *

Last Name *

smith

Shop Name*

smithshops

Shop URL *

smithshops

This shop URl is available, kindly proceed.

Phone Number*

1234567890

I have read and agree to the seller signup terms and conditions *

I am a Customer

I am a Seller

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our privacy policy.

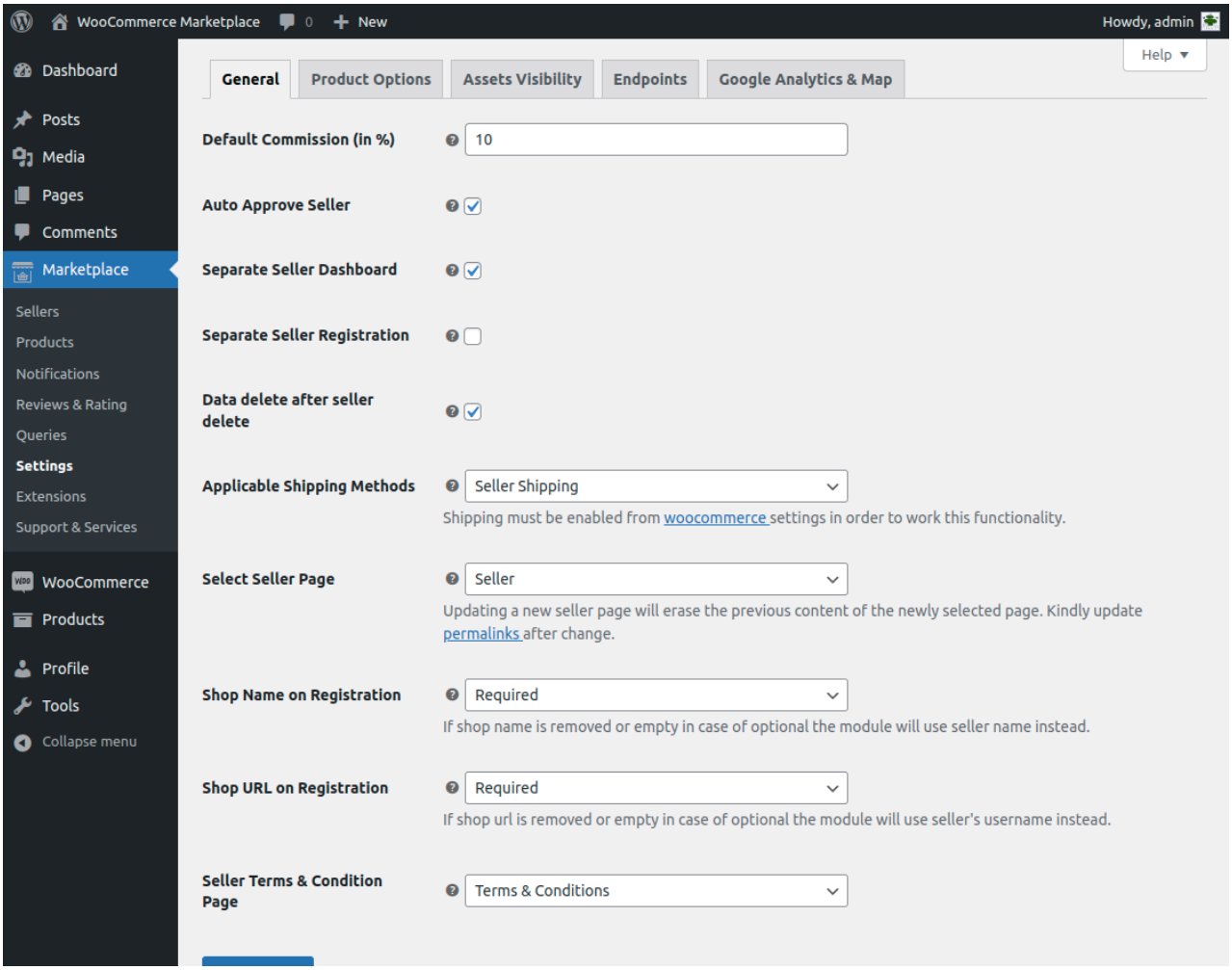
Register

Seller list

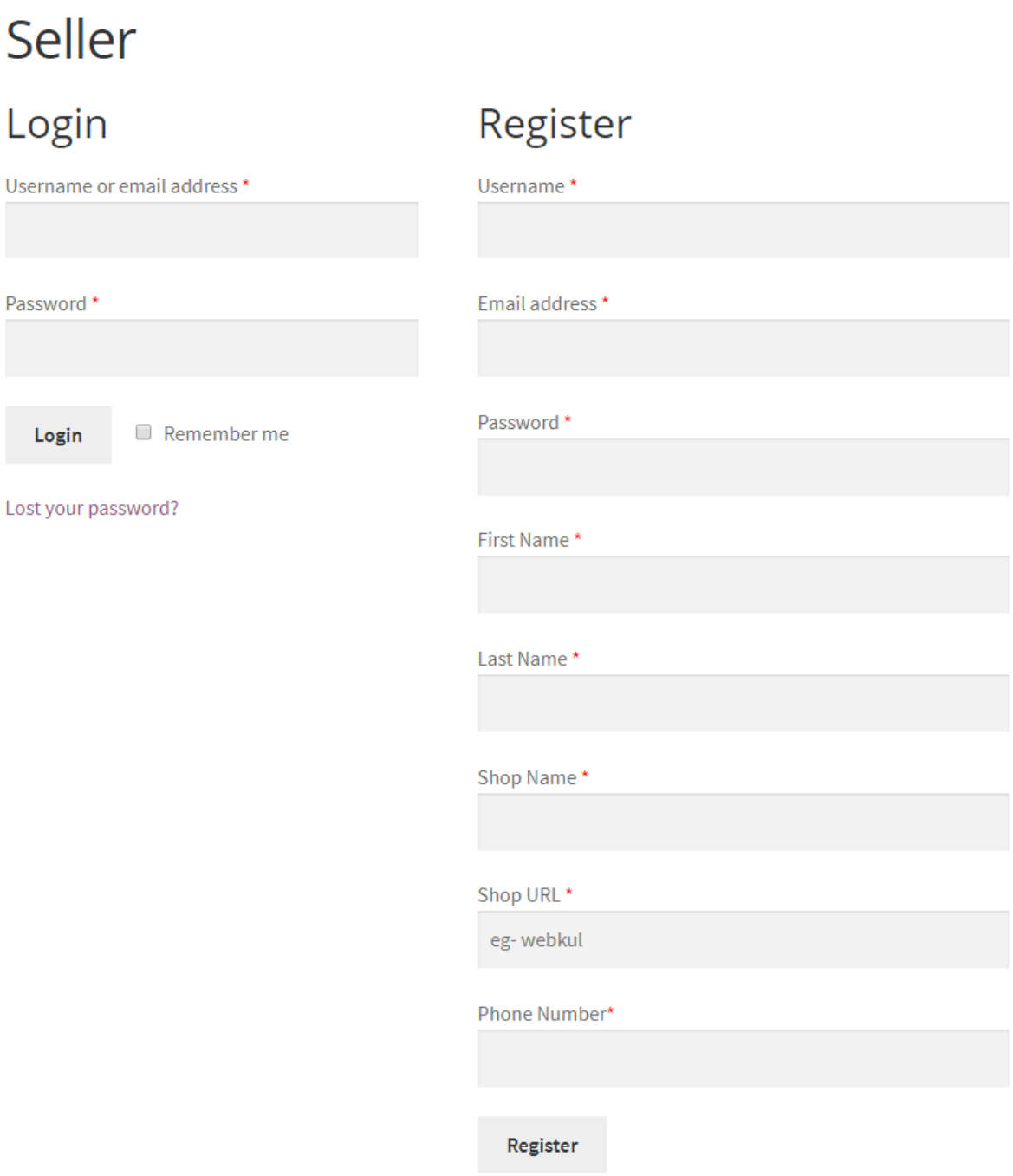
- john-shop
- mark-shop

Separate Seller Registration

Now, the admin can also enable the option of separate seller registration for the sellers of the marketplace. It can be configured under **“Marketplace > Settings > Configuration > Separate Seller Registration”.**

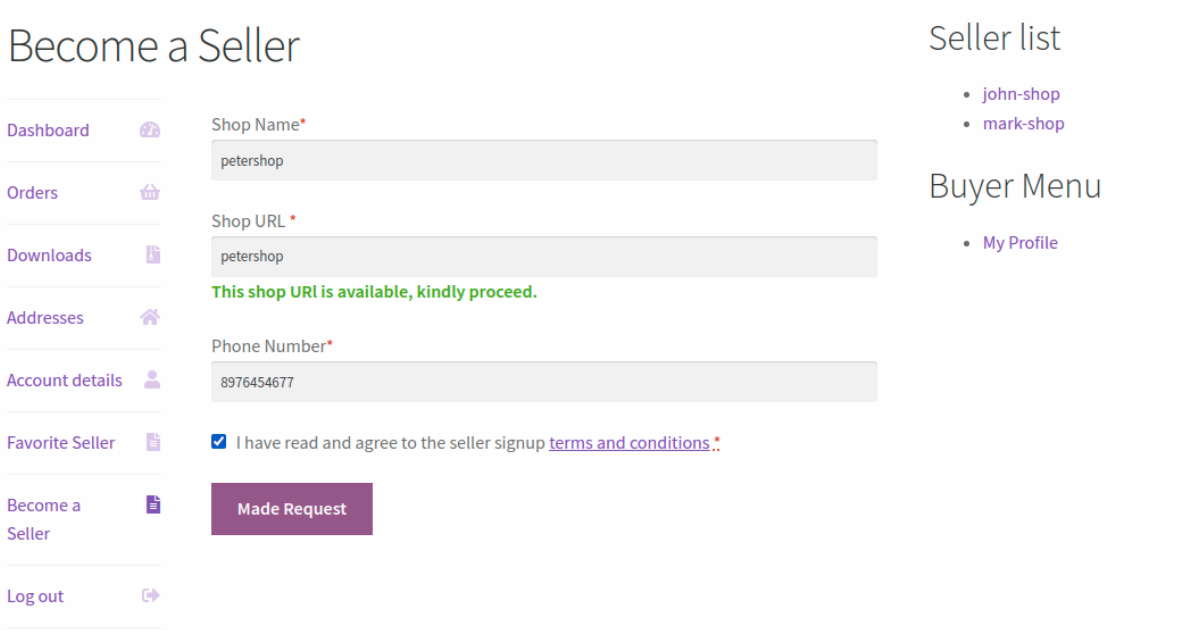


On Front End, it will be displayed as the below snapshot.



Become a Seller – Customer End

A customer can also request to become a seller on the marketplace from the customer dashboard. After filling the required details a request is sent to the admin and the admin can accept or rejct the request accordingly.



Seller Panel Management

The seller can easily manage the available options from the seller dashboard.

Dashboard

- Dashboard
- Product List
- Order History
- Transactions
- Shipping
- Seller profile
- Notifications 40
- Shop Followers
- Ask to Admin
- Admin Dashboard

- Dashboard
- Orders
- Downloads
- Addresses
- Account details
- Favorite Seller
- Log out

$1.32K
Life Time Sale

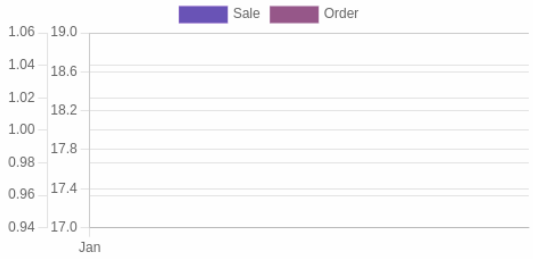
$701.80
Total Payout

$615.76
Remaining Amount

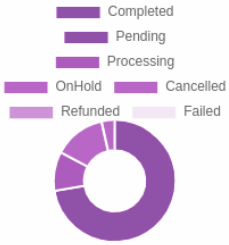
$46.80
Refunded Amount

Sale & Order History

This Year



43
Total Orders



10
Total Products

Top Selling Product

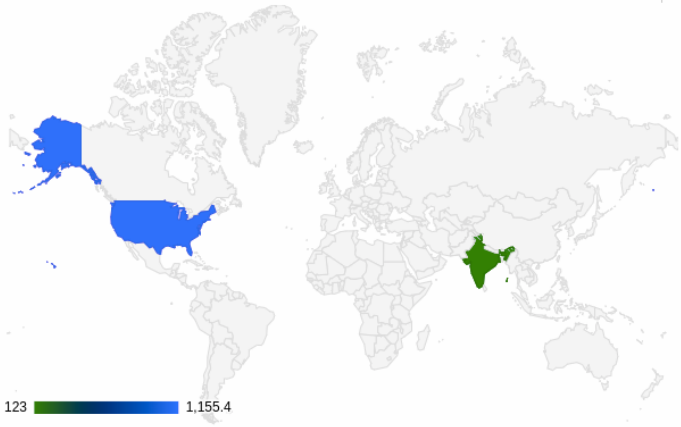
Beanie
11 Sale

Cap
9 Sale

Beanie with Logo
7 Sale

WordPress Pennant
0 Least Sale

Top Billing Countries



Recent Orders

View All

Order ID	Order Date	Billing Email	First Name	Item Count	Amount
472	2024-01-04	peterdoe@webkul.com	Peter	1	$16.20

Seller list

- mark-shop

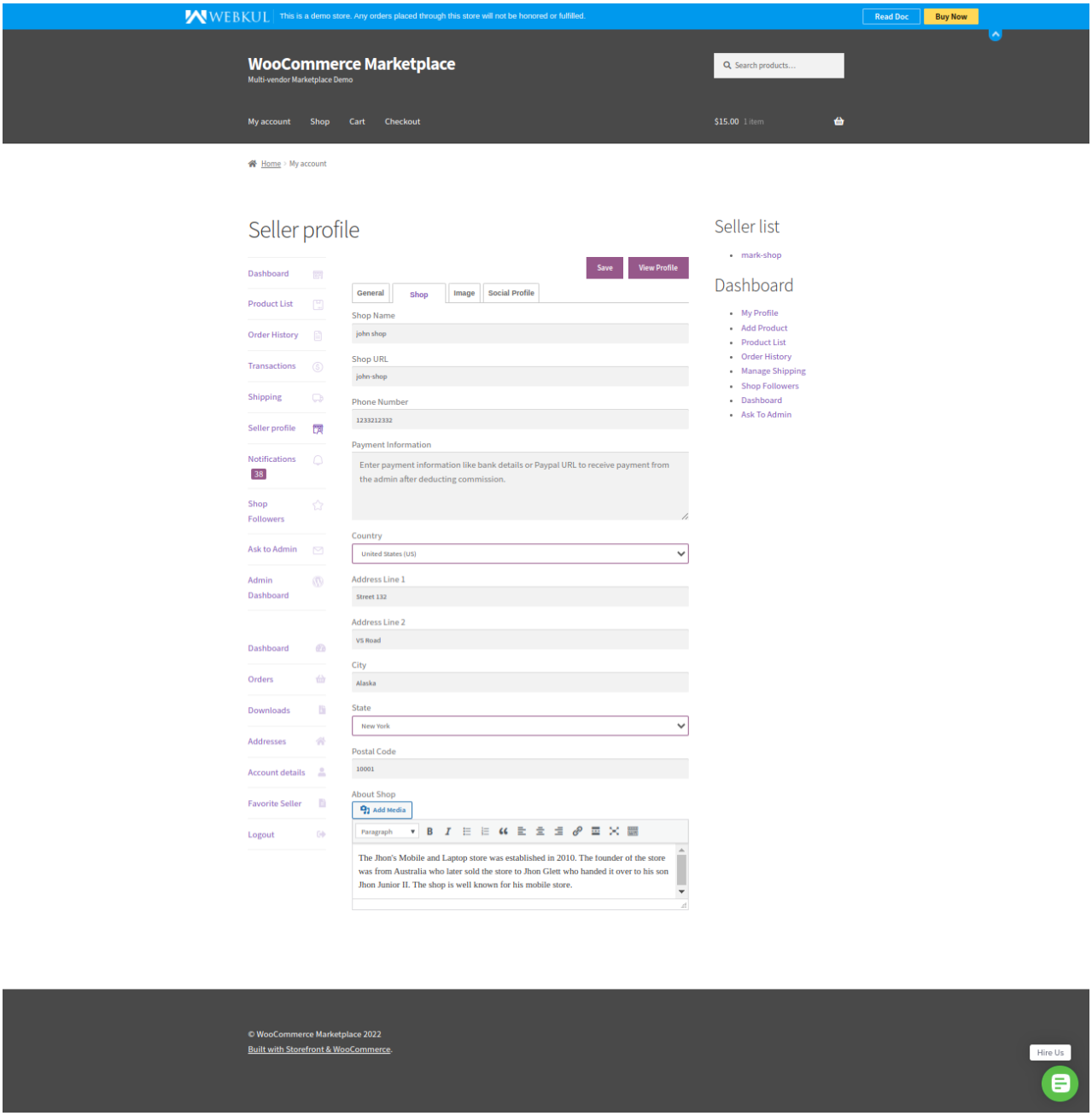
Dashboard

- My Profile
- Add Product
- Product List
- Order History
- Manage Shipping
- Shop Followers
- Dashboard
- Ask To Admin

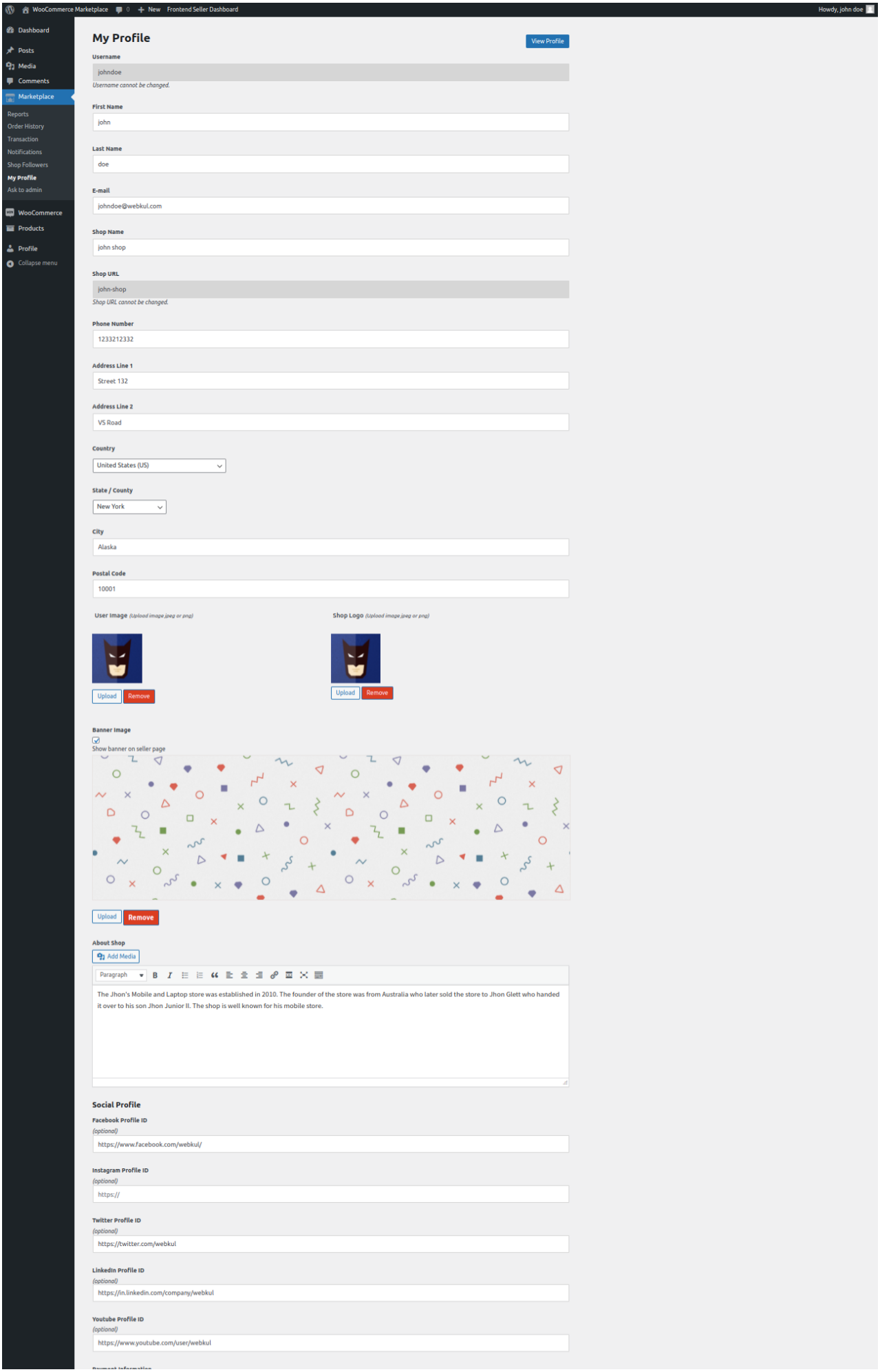
13:57:56

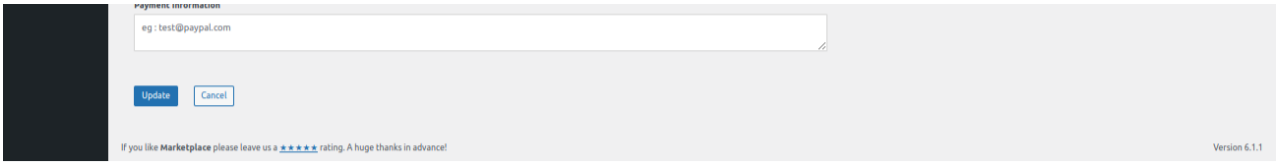
Seller Profile

The seller profile displays critical information about the seller. After the registration, the seller needs to complete the seller profile. The seller can manage the profile under **“Seller Profile”.**

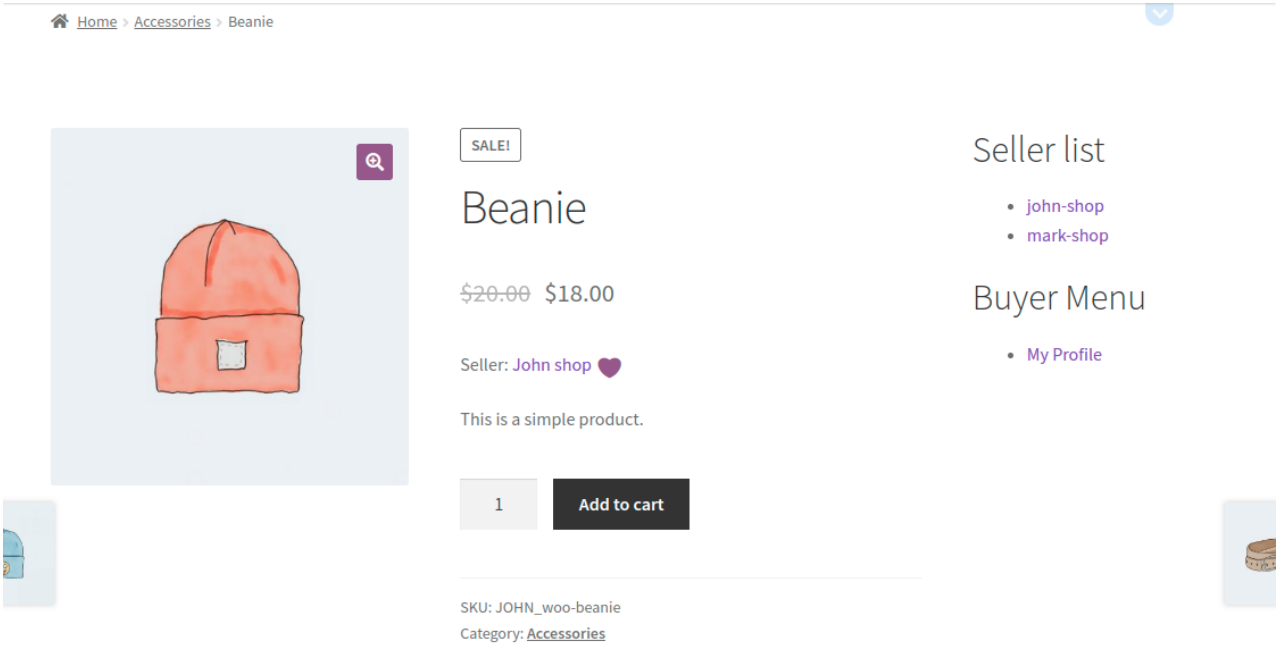


And, if the seller selects the admin-like view of the seller dashboard, then the visibility of the seller profile will be as shown in the image below:

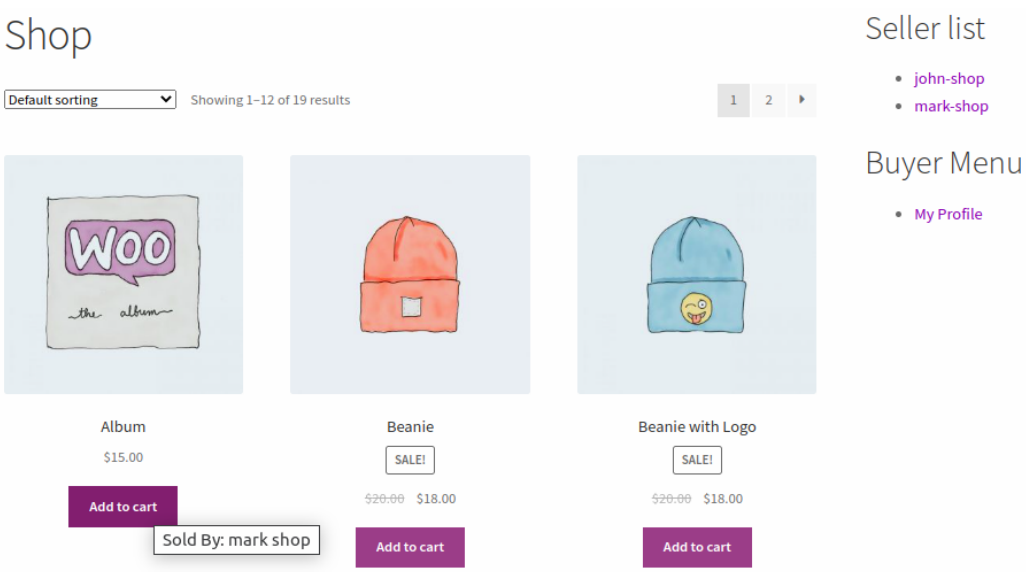

WooCommerce Marketplace
0
New
Frontend Seller Dashboard
Howdy, john doe
Dashboard
Posts
Media
Comments
Marketplace
Reports
Order History
Transaction
Notifications
Shop Followers
My Profile
Ask to admin
WooCommerce
Products
Profile
Collapse menu
My Profile
View Profile
Username
johndoe
Username cannot be changed.
First Name
john
Last Name
doe
E-mail
johndoe@webkul.com
Shop Name
john shop
Shop URL
john-shop
Shop URL cannot be changed.
Phone Number
1233212332
Address Line 1
Street 132
Address Line 2
VS Road
Country
United States (US)
State / County
New York
City
Alaska
Postal Code
10001
User Image (Upload image,jpeg or png)
Upload
Remove
Shop Logo (Upload image,jpeg or png)
Upload
Remove
Banner Image
Show banner on seller page
Upload
Remove
About Shop
Add Media
Paragraph
The Jhon's Mobile and Laptop store was established in 2010. The founder of the store was from Australia who later sold the store to Jhon Glett who handed it over to his son Jhon Junior II. The shop is well known for his mobile store.
Social Profile
Facebook Profile ID
(optional)
https://www.facebook.com/webkul/
Instagram Profile ID
(optional)
https://
Twitter Profile ID
(optional)
https://twitter.com/webkul
Linkedin Profile ID
(optional)
https://in.linkedin.com/company/webkul
Youtube Profile ID
(optional)
https://www.youtube.com/user/webkul



Once the seller enters all the details in the profile, the user can access it from the product page.



Also, when a customer/user hovers his mouse over the add to cart button the name of the respective seller is displayed to the users.



Thereafter, the seller profile and the rest of the pages will be displayed on the front end as below images:

Seller profile view at front-end

WEBKUL | This is a demo store. Any orders placed through this store will not be honored or fulfilled.
Read Doc Buy Now

Seller

john shop

Be the first one to review!

johndoe@webkul.com
1233212332
Street 132 VS Road (10001) Alaska (US)

View Collection →
Write A Review!

Recent Product from Seller

1 2 ›

US POLO
$150.00
Add to cart

Hoodie
SALE!
$35.00 – $42.00
Select options

Beanie with Logo
SALE!
~~$20.00~~ $18.00
Add to cart

WordPress Pennant
$11.05
Buy on the WordPress swag store!

Logo Collection
SALE!
$18.00 – $45.00
View products

T-Shirt with Logo
$18.00
Add to cart

Single
SALE!
~~$3.00~~ $2.00
Add to cart

Polo
$20.00
Add to cart

Long Sleeve Tee
$25.00
Add to cart

1 2 ›

About
The Jhon's Mobile and Laptop store was established in 2010. The founder of the store was from Australia who later sold the store to Jhon Glett who handed it over to his son Jhon Junior II. The shop is well known for his mobile store.

Seller list

- john-shop
- mark-shop

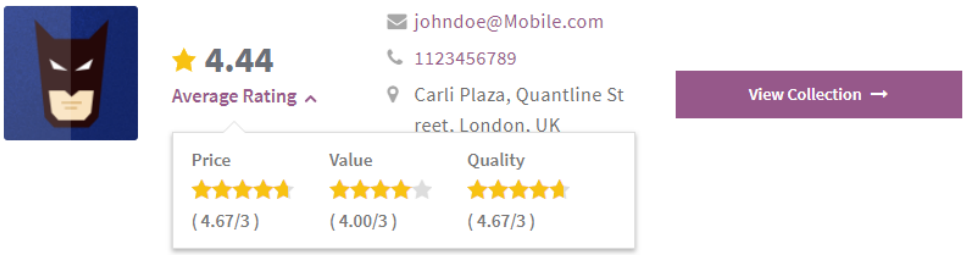
Buyer Menu

- My Profile

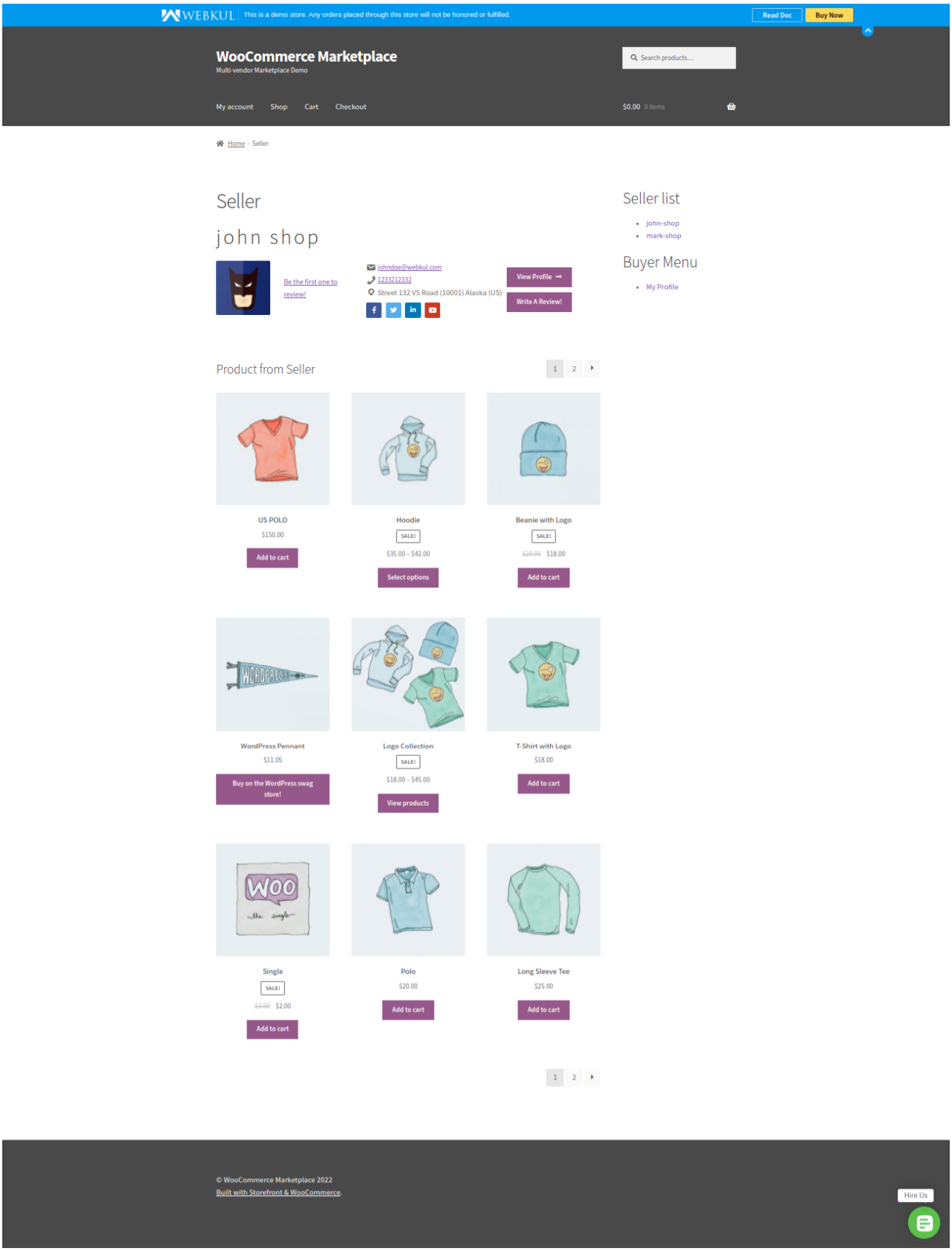
Hire Us

Social Profile links of Seller

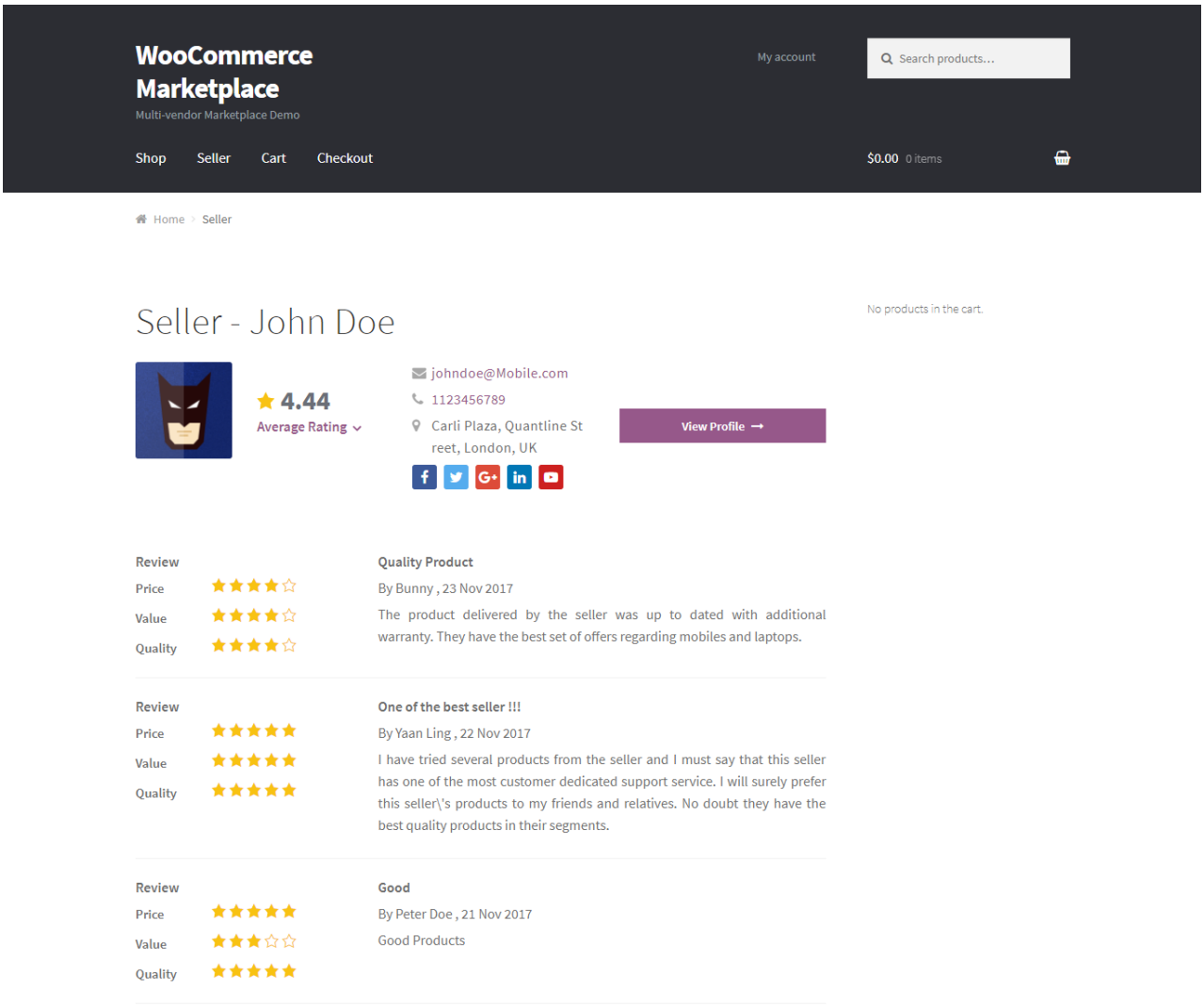
Average Rating of Seller



Collection Page of Seller



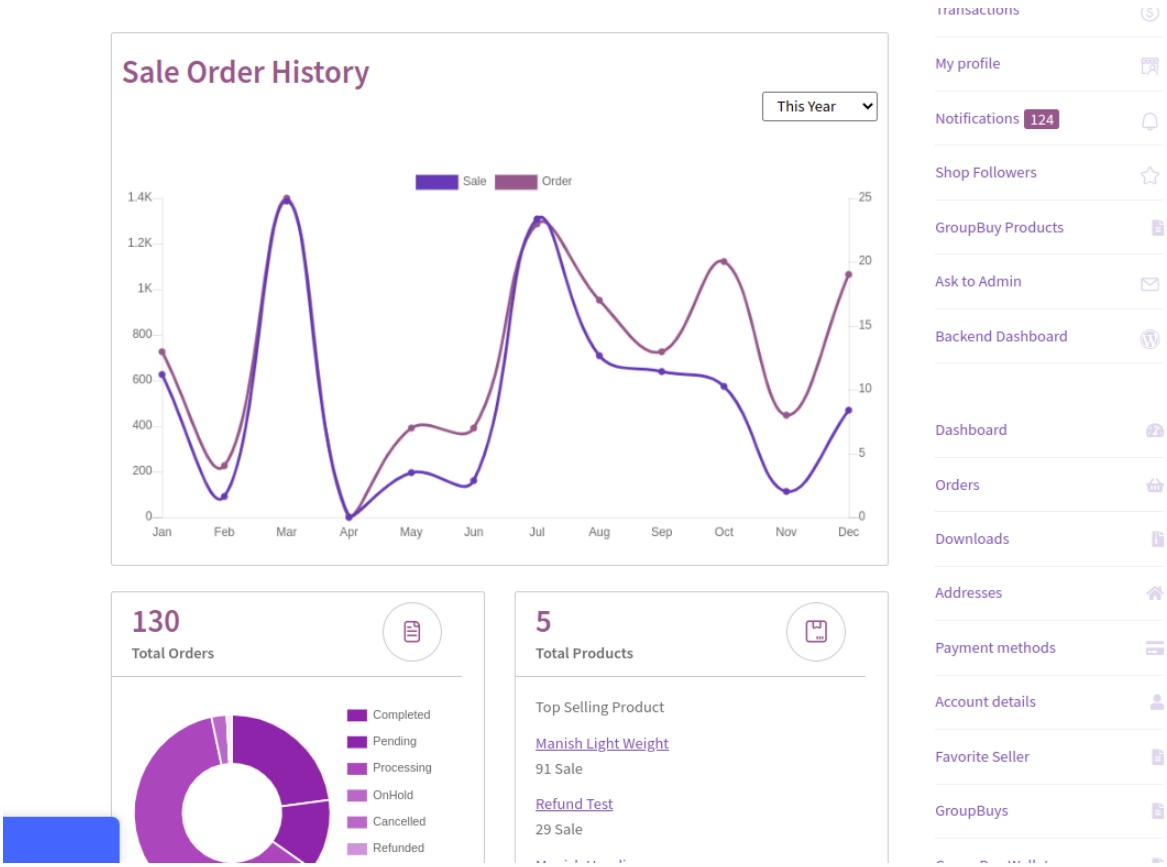
Seller Reviews



Seller Dashboard- Regular View

Additionally, the seller can see the Sales Order Summary, Sales Order History, Total Orders, Top Products, Top Billing Countries, and Recent Orders in the dashboard.

Forthwith, it is very useful in keeping track of his revenue and all other stats. The stats are represented beautifully by meters, pie charts, doughnut charts, bar graphs, and maps.

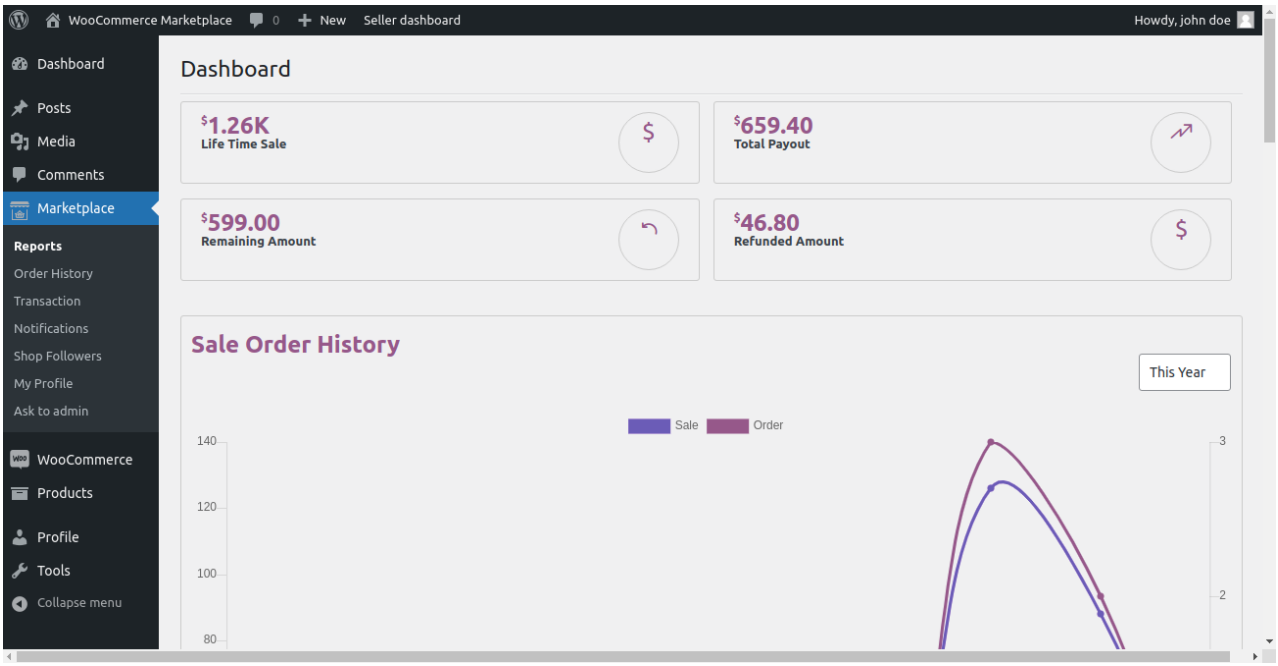


Seller Dashboard- Admin Like View

Even, WordPress WooCommerce Multi-Vendor Marketplace Plugin comes with an interesting feature allowing sellers to have a dashboard that looks like that of the admin.

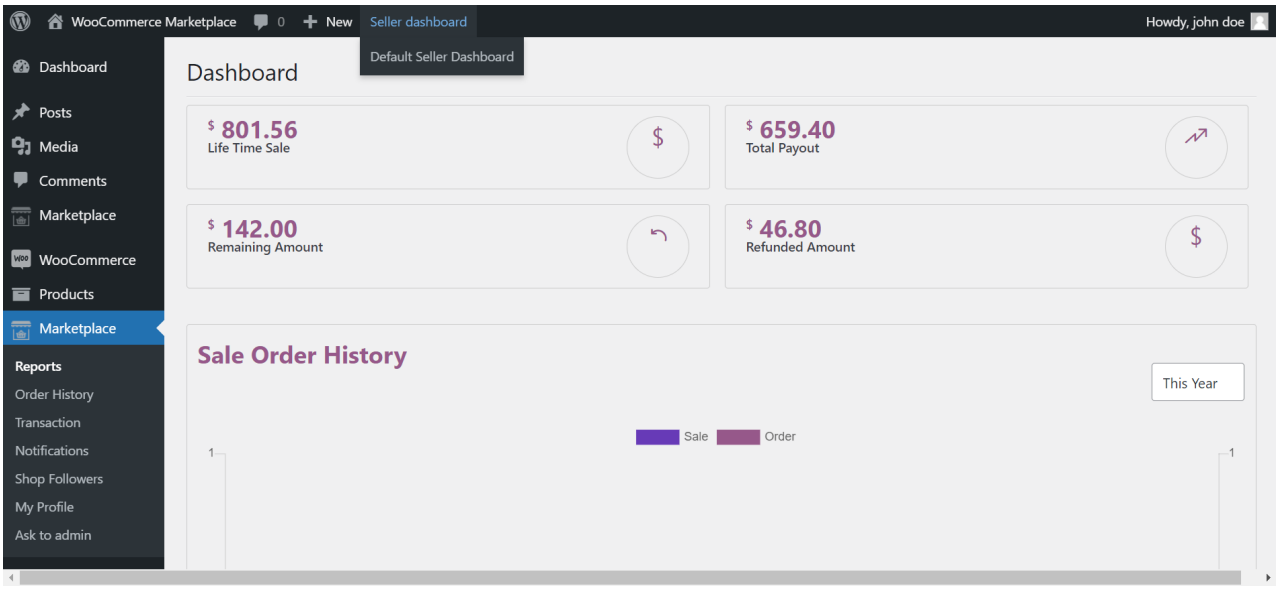
Therefore, in the admin panel, the admin can check the option of “Separate Seller Dashboard” so as to allow the sellers to have the admin-like dashboard view.

Thus see, the admin-like dashboard of the seller dashboard is shown in the image below.



Consequently, the seller may switch to the default seller dashboard at anytime.

Therefore the seller needs to tap on the “Default Seller Dashboard” option under the Seller dashboard tab in the menu bar.



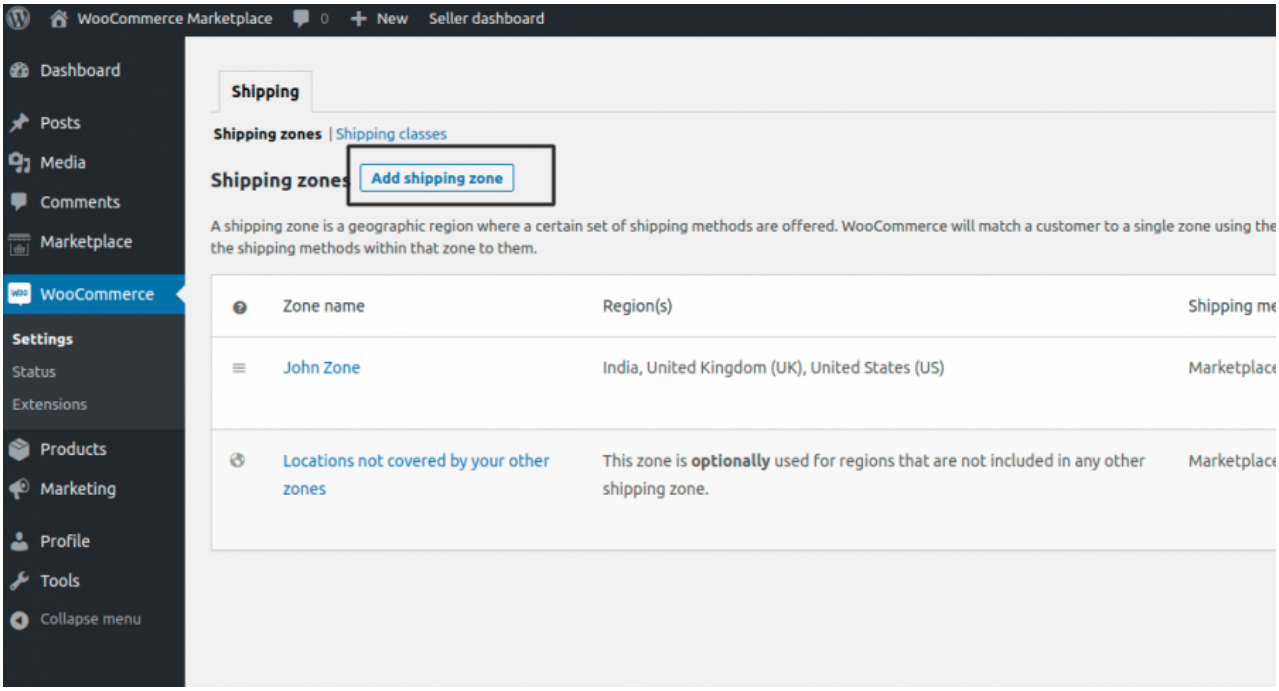
Seller Dashboard Menu

The sellers can also manage all the functionalities from the seller dashboard same as the admin:

- **Reports –** Get the quick info-graphic report of recent orders, sale order history, and Life Time Sales, Total Payout, Remaining Amount, and Refunded Amount.
- **Order History –** Check order-related history from here.
- **Transaction –** Additionally, allows viewing the ID, date, and amount related to the transaction.
- **Notifications –** See the orders and product-related notifications from here.
- **Shop Followers – This also**, Facilitates checking the query list from here.
- **My Profile –** Manage profile information from this section.
- **Ask To Admin –** Moreover, the seller can see the ask to admin query list from this section.

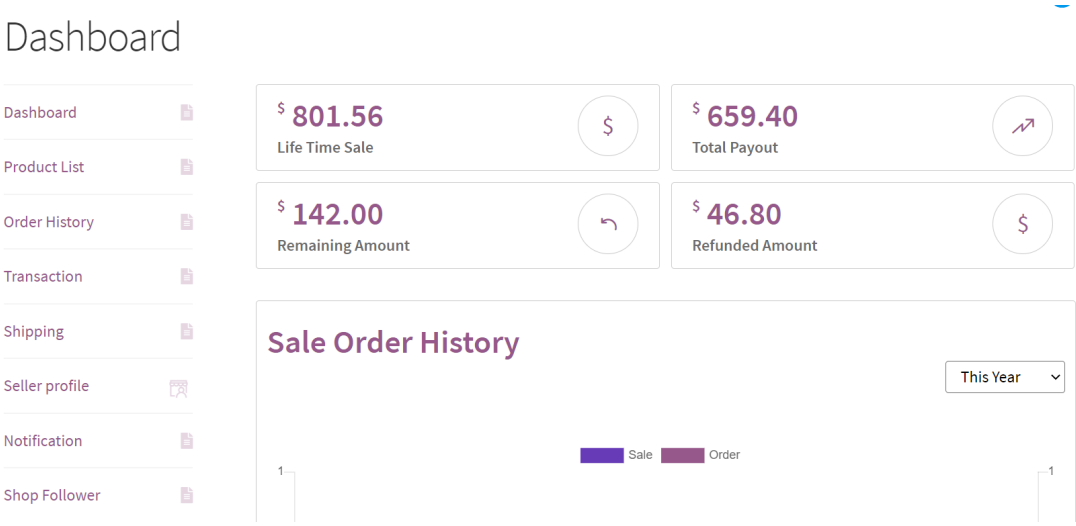
Seller – Add Shipping Zone

The seller needs to navigate WooCommerce => Settings => Add Shipping Zone. Check more details below given image:



Note: Needs to follow this path only in case when the seller has switched from default to seller dashboard.

Default Dashboard Shipping



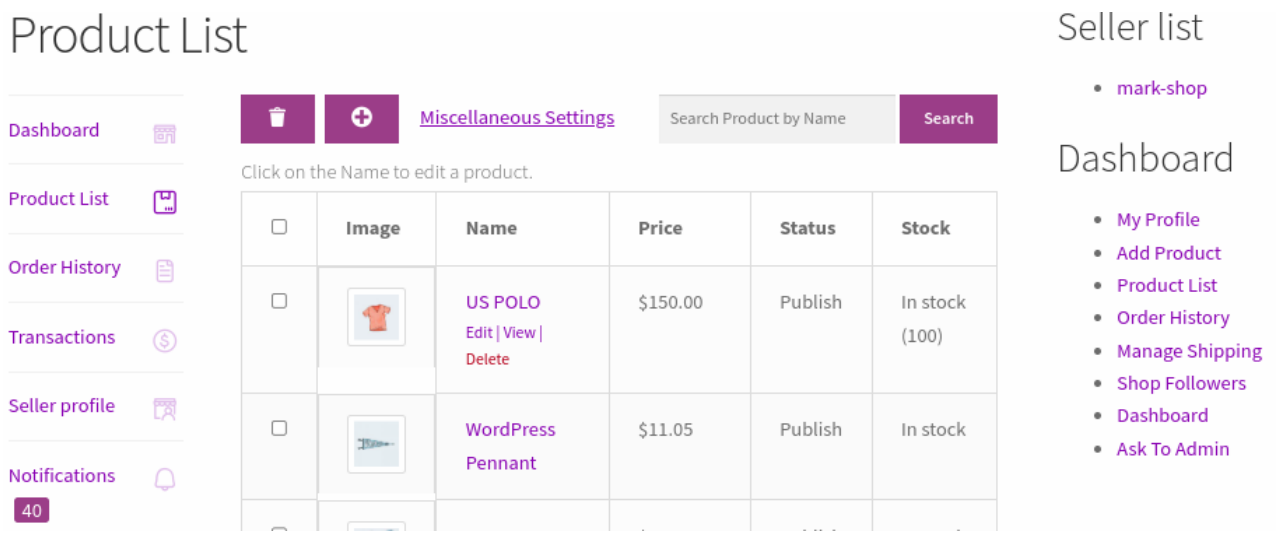
Seller Product Management

Furthermore, the seller can add these 5 types of products from the seller panel –

1. Simple Product
2. Grouped Product
3. External / Affiliate Product
4. Variable Product
5. Downloadable Product

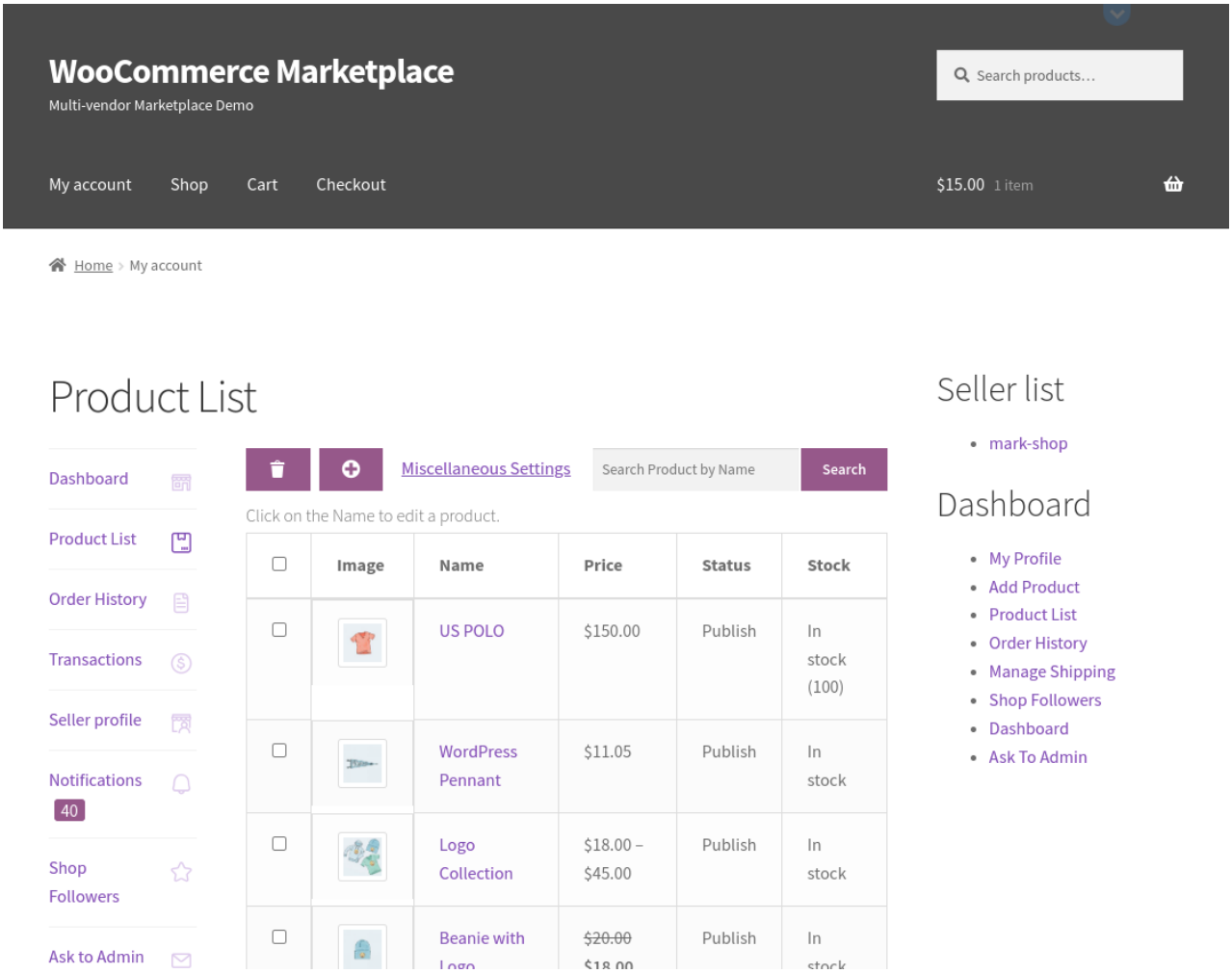
Seller Product List

Now, the seller can view all the products in the **“Products List”** under **“Products”** and can search, edit or delete any product.



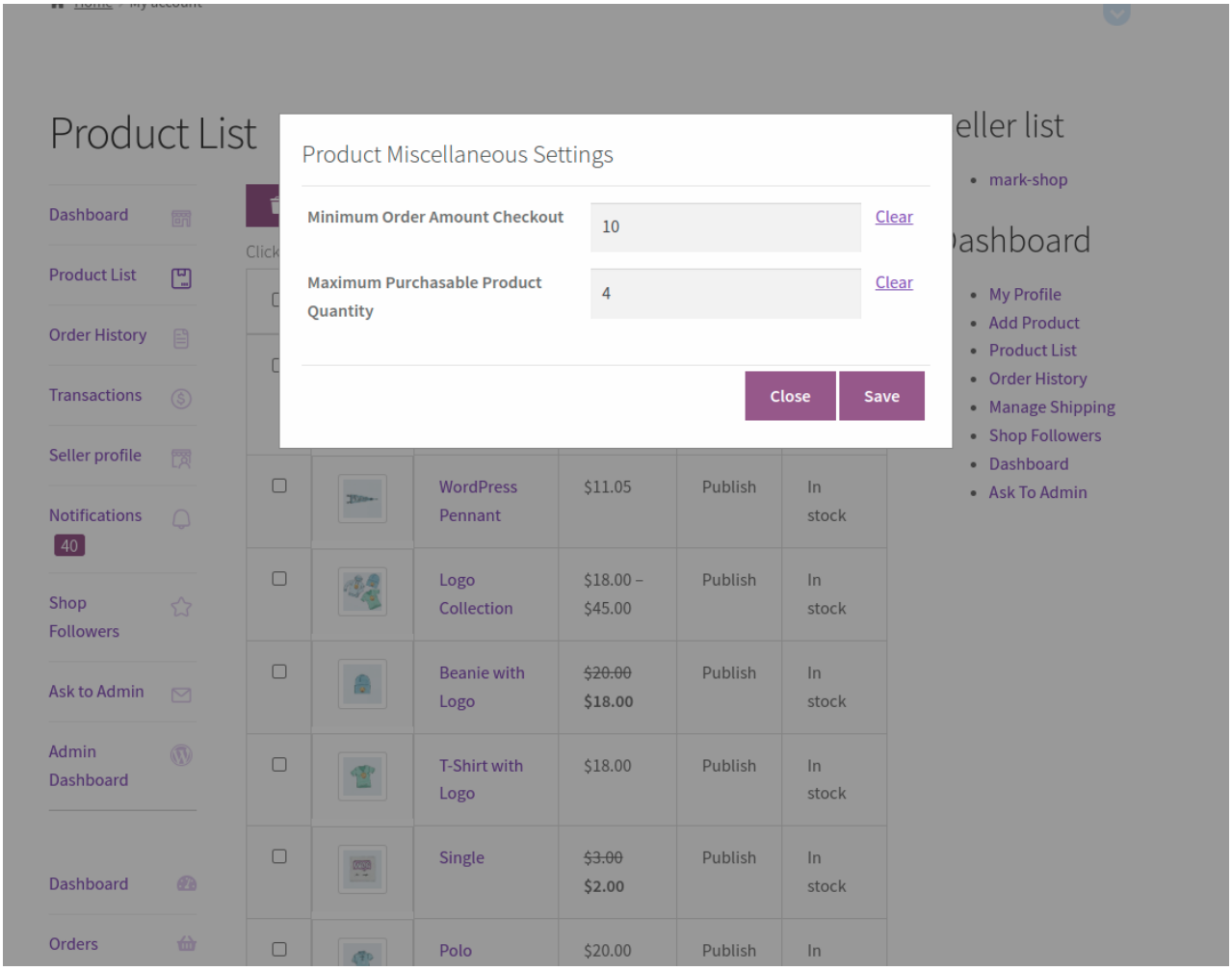
If he chooses to edit the product he can modify the basic characteristics of the product as well as the inventory and product status options that appear after creating a product.

And, the seller will be able to see only those products which are published by the admin if the product auto-publish is not configured by the admin.



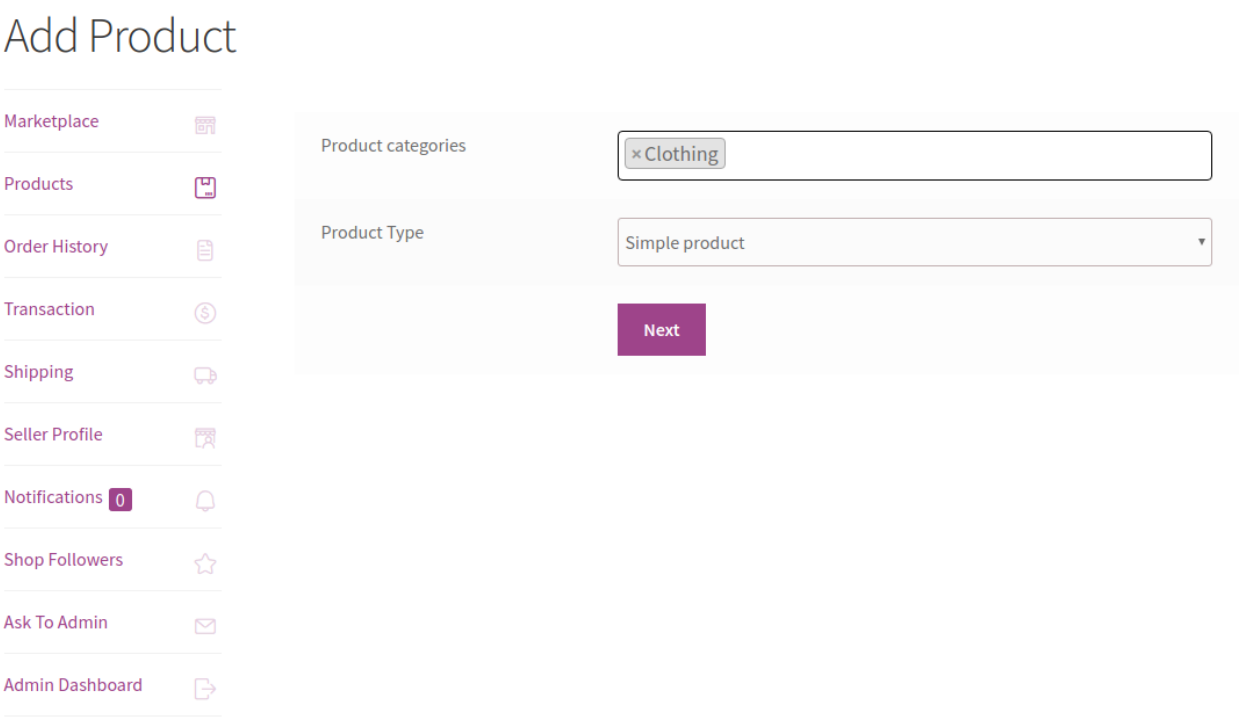
Add Product

The seller has the option to manage the minimum order amount to checkout for the customers. Even, the seller can manage the maximum product purchase quantity that is required to purchase the products by clicking on ***“Change Product Miscellaneous Settings.”***



Now, to add a product, the seller will click the “**Add Product**” menu item to open the add product page.

Then, the seller will choose the **Product Category** to add and the **Product Type** to add and click **“Next”**.



Therefore the seller needs to enter the information about the product –

Product Name, **About Product**, **Product Thumbnails**, **Product SKU**, **Regular Price**, **Sale Price,** and **Product Short Description** as shown in the below snapshot and click **“Save”**.

Product Name*

White T-Shirt

About Product

Add Media

Paragraph

White regular T-Shirt.

p

Product Thumbnail

Upload Thumb

Product SKU *

White-regular-tshirt

SKU Is OK

Regular Price*

15

Sale Price

12

Product Short Description

Paragraph

A regular T-Shirt for daily usage.

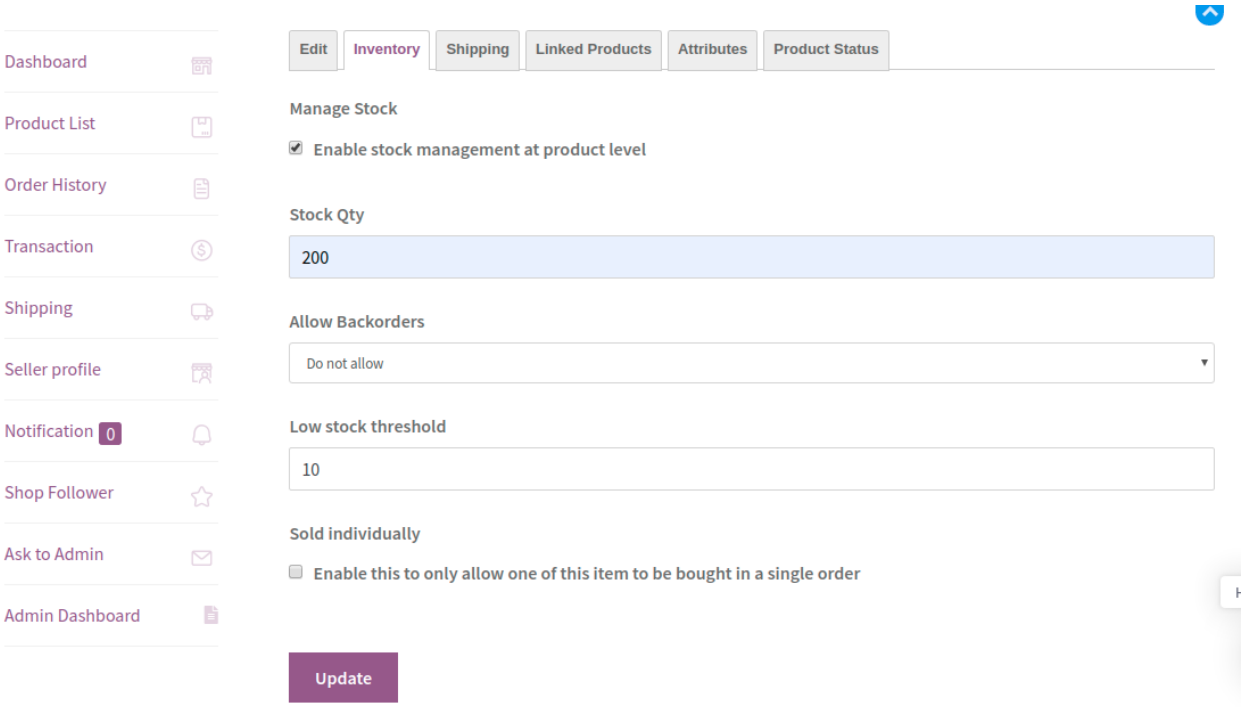
p

Save

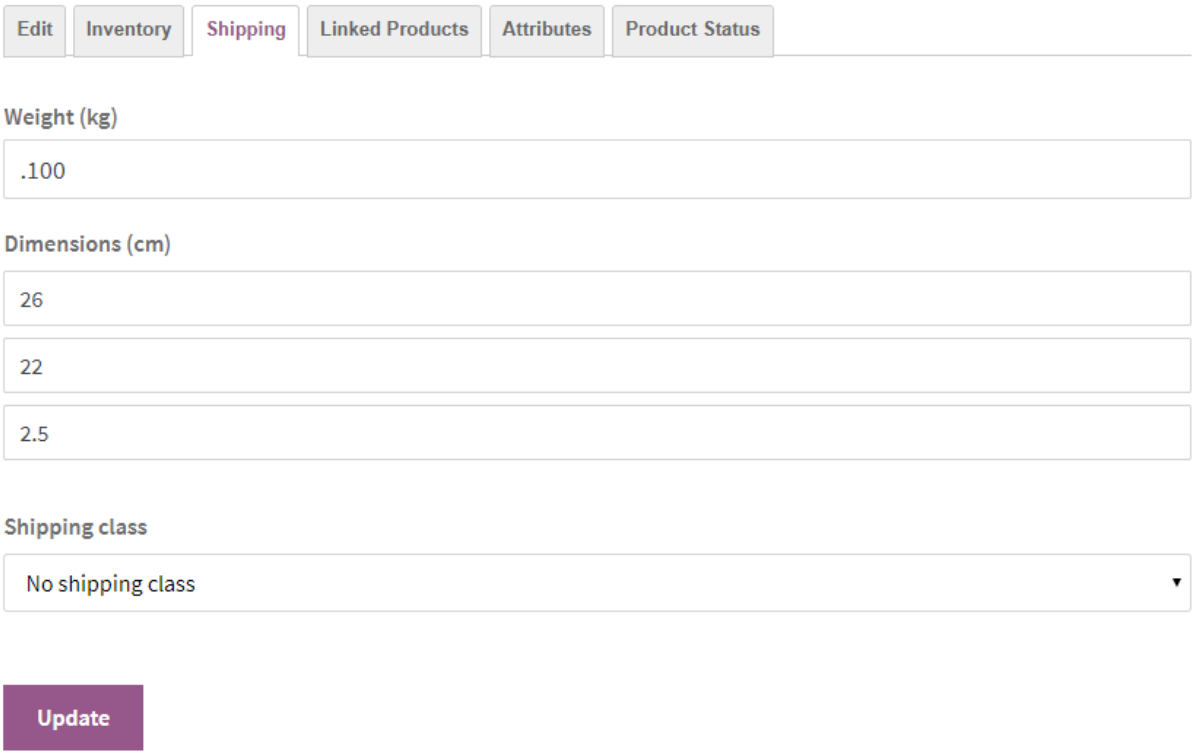
Enable Stock Management At the Product level

Now under the **Inventory** tab, the seller will select the option **Enable Stock Management At the Product level.**

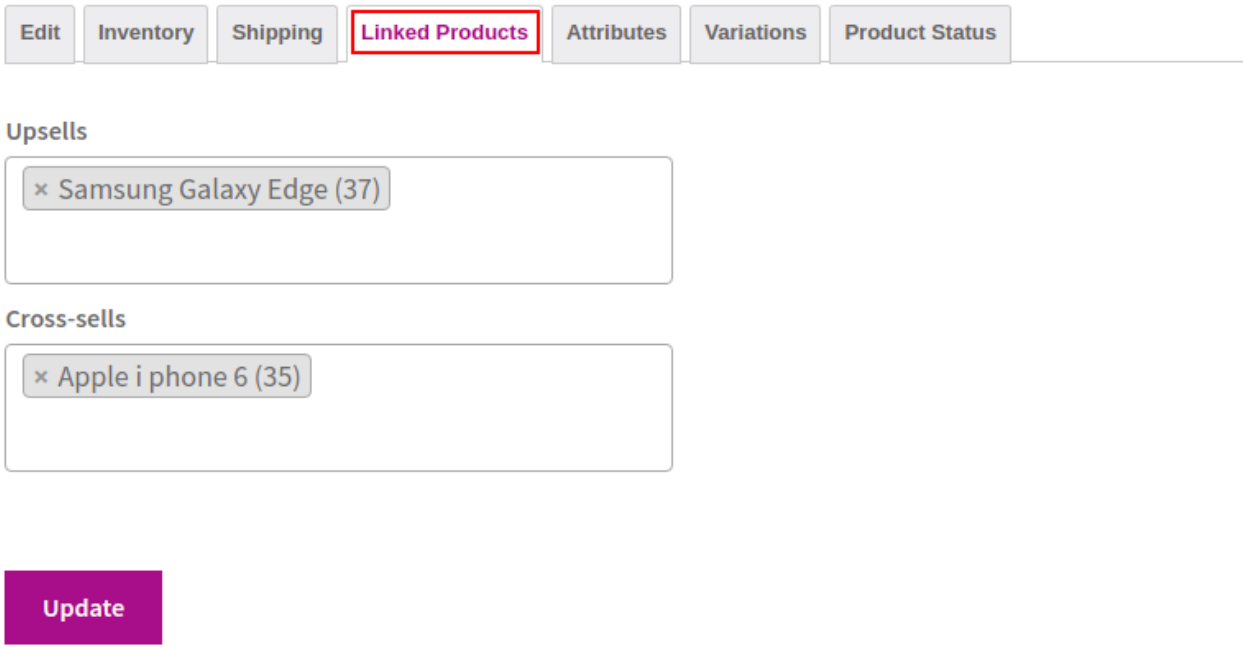
Further, enter the **Stock Quantity**, **Allow Backorders** to **“Allow”**, **“Not Allow”** or **“Allow But Notify Customer“** and select the **Stock Status** as **“In Stock”** or **“Out Of Stock”**.



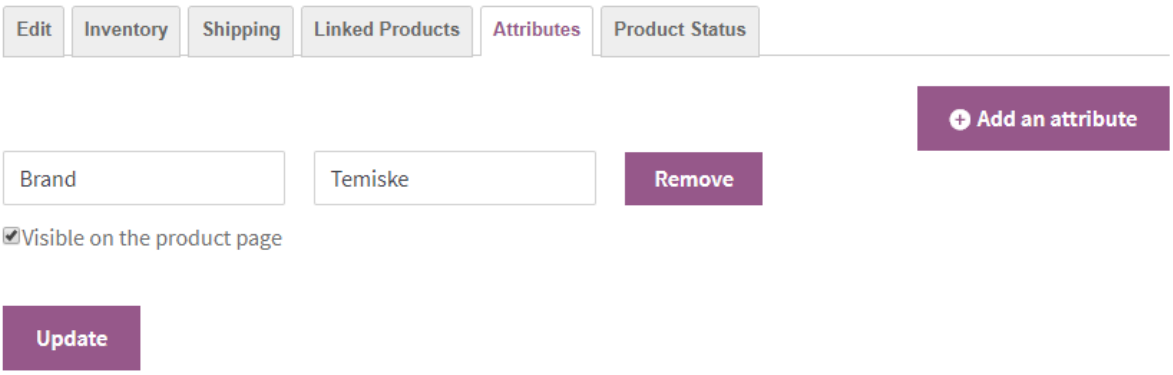
Under **Shipping,** the seller can enter the Shipping details of the product.



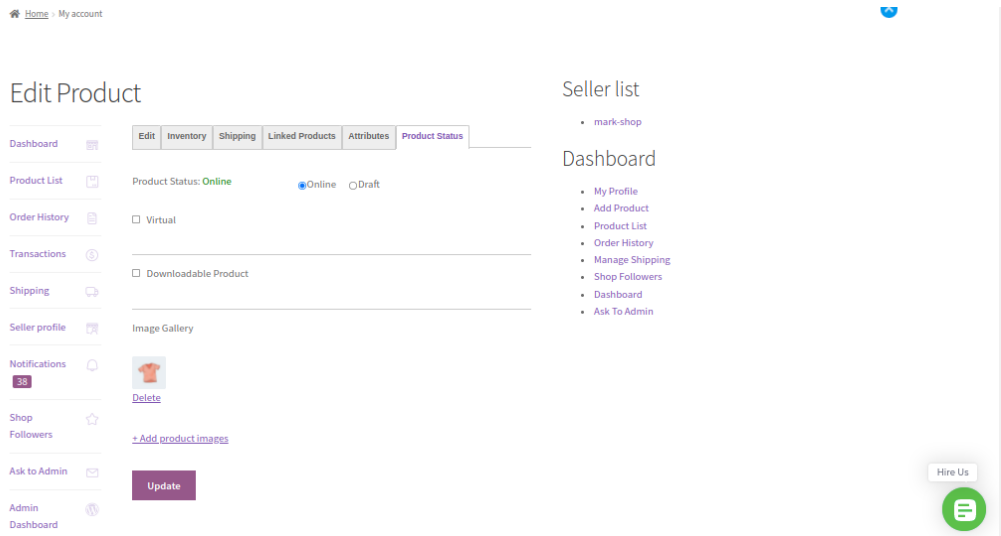
Under the **Linked Products**, the seller can add Upsell and Cross-sell products.



Now the seller moves to the **Attributes** tab where the seller can add as many attributes to the product as per the requirement.



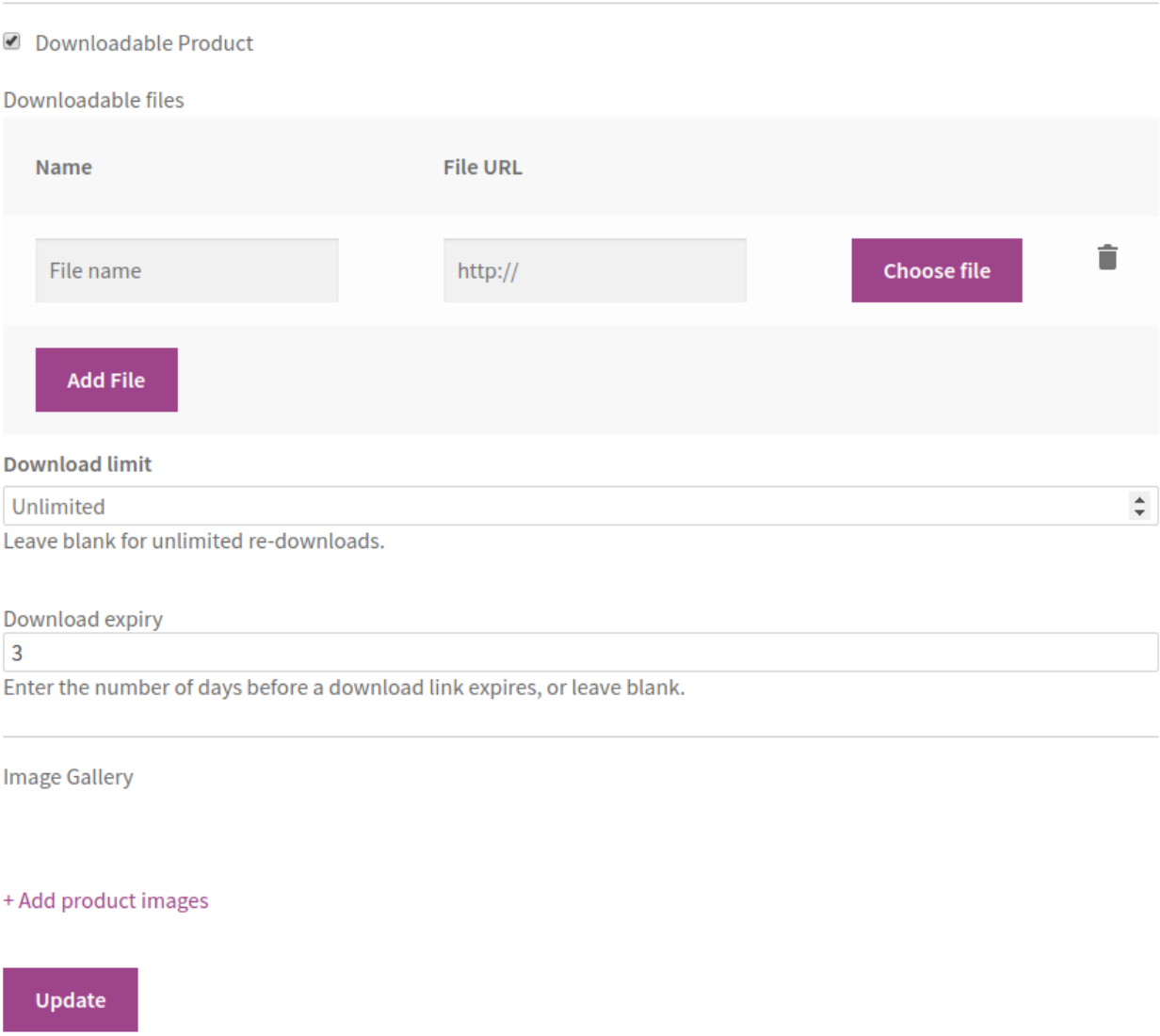
Lastly, the seller will set the **Product Status**. Here the seller can set the product status as **“Online”** or **“Draft”**.



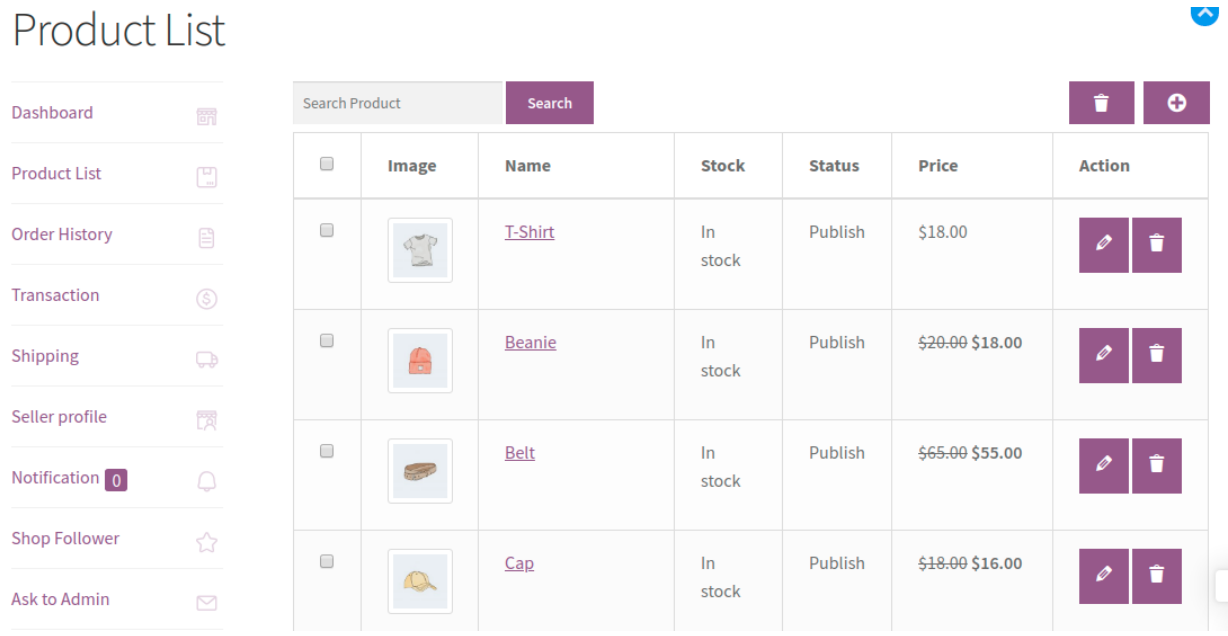
If the status is selected as Online then the product will get published if permission has been given by the admin for the seller to publish this product.

The seller can also upload the image gallery for the product here and can make the product **Virtual** or **Downloadable** by first checking the **Virtual** or **Downloadable** checkbox.

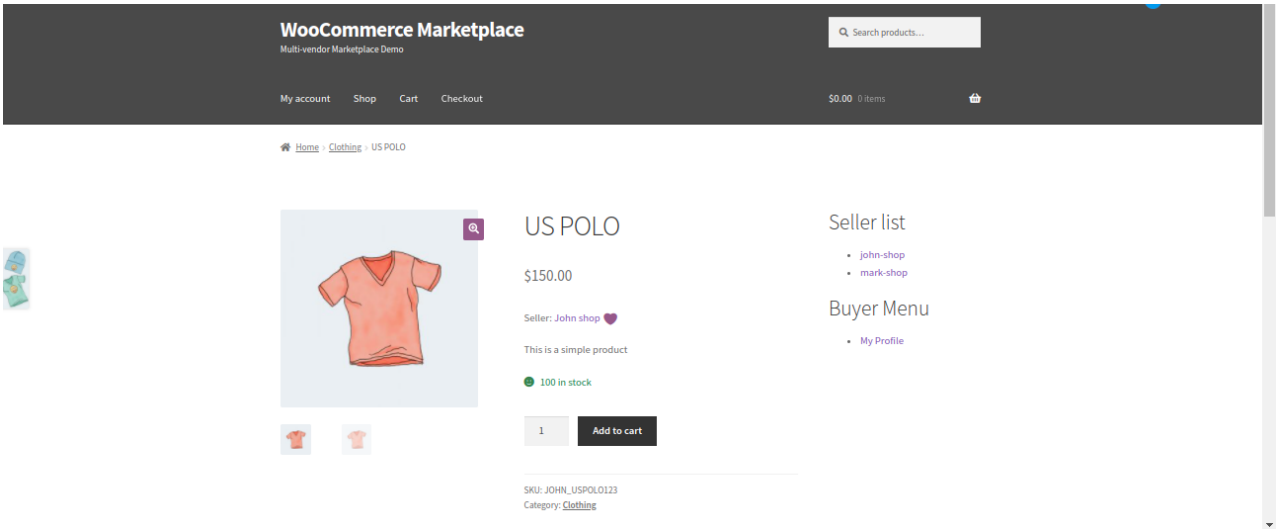
For **Downloadable** products, the seller can add the values for the **File Name**, **File URL**, **Limit,** and **Expiry** as shown in the image below.



Now the product will become available on the Product List.

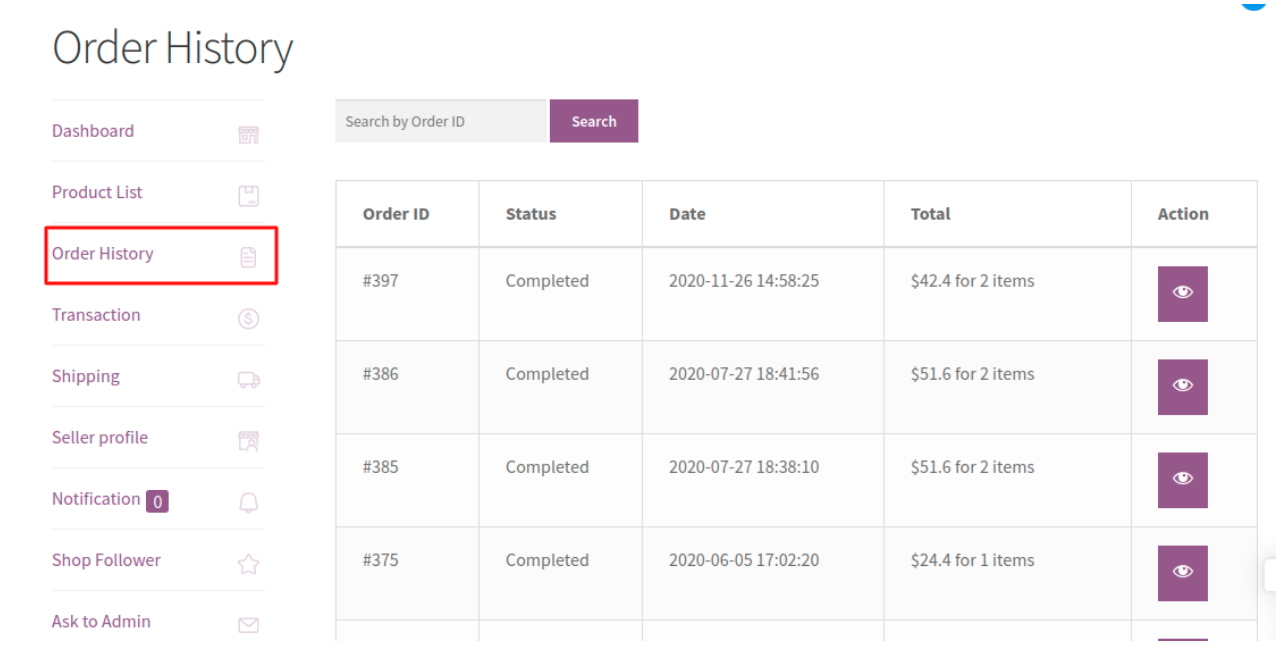


And live on the front end as in the below image.



Seller Order Management

The seller can manage orders under **“Order History”.**



By clicking **“View”** the seller can view order details as shown in the image below.

Order History

Marketplace
Products
Order History
Transaction
Shipping
Seller Profile
Notifications 0
Shop Followers
Ask To Admin
Admin Dashboard

Dashboard
Orders
Downloads
Addresses
Account details
My Favourite Seller
Logout

Refund

Print Invoice

Order #268

Product	Total
V-Neck T-Shirt × 1	$45.00
Shipping:	$10.00 *via Marketplace Flat Rate Shipping*
Payment Method:	Cash on delivery
Admin Commission:	$4.5
Total:	$50.50

Customer details

Email:	peterdoe@webkul.com
Telephone:	8976454677

Billing Address

webkul
Peter Doe
a 67
Noida 201301
Uttar Pradesh, India

Shipping Address

webkul
Peter Doe
a 67
Noida 201301
Uttar Pradesh, India

Order Status

Status: Completed

Save

Order Notes

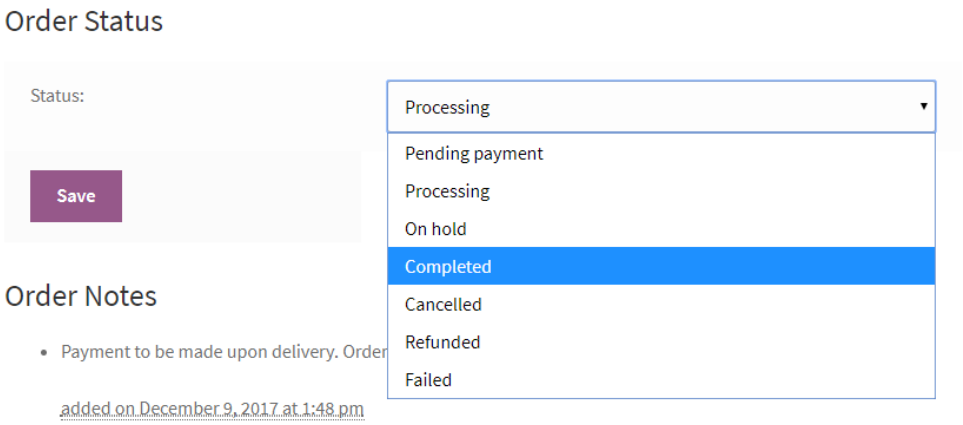
- Order status changed from Processing to Completed.

  added on January 7, 2019 at 11:04 am by Admin

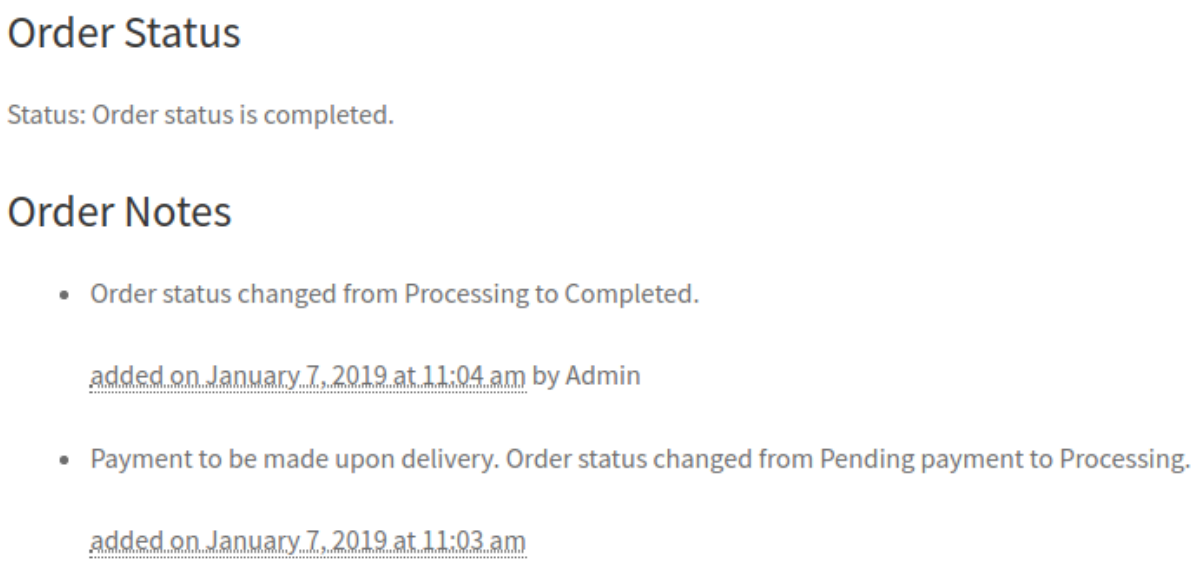
- Payment to be made upon delivery. Order status changed from Pending payment to Processing.

  added on January 7, 2019 at 11:03 am

The seller can change the order status as well.



After the order status update, this information will update in the **“Order Notes”.**



The seller can print the invoice by clicking the **“Print Invoice”** button placed in the top right corner.

Seller Order Invoice Of Order #268

Order Information	
John shop John Doe **Email :** johndoe@webkul.com **Profile Link :** https://wpdemo.webkul.com/woocommerce-marketplace-203-122-41-218/seller/store/john-shop	**Order Date :** 2019-01-07T11:03:02+05:30 **Order ID :** 268 **Payment Method :** Cash on delivery **Shipping Method :** Marketplace Flat Rate Shipping

Buyer Details	
Name	Peter Doe
Email	peterdoe@webkul.com
Telephone	8976454677

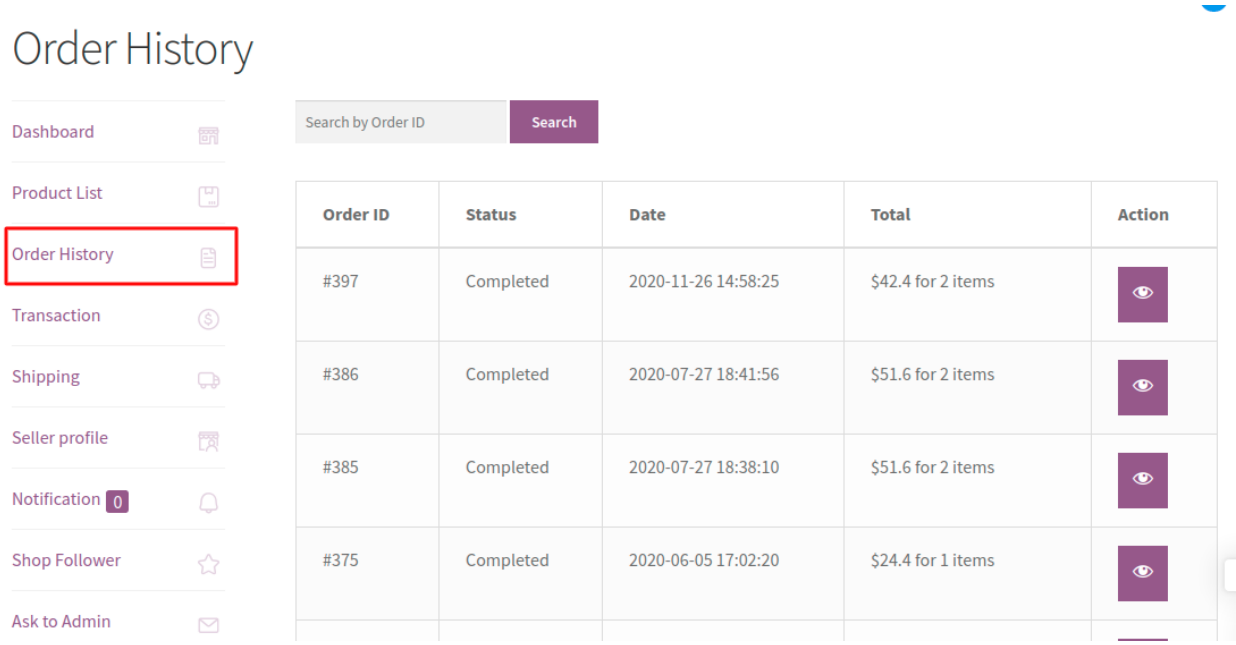
Billing Address	Shipping Address
Peter Doe *a 67* *Noida - 201301* *UP, India*	*Peter Doe* *a 67* *Noida - 201301* *UP, India*

Product	Quantity	Unit Price	Total
V-Neck T-Shirt	1	$45	$45
		SubTotal	$45
		Shipping	$10.00
		Total	$55

Generating Refund: Seller End

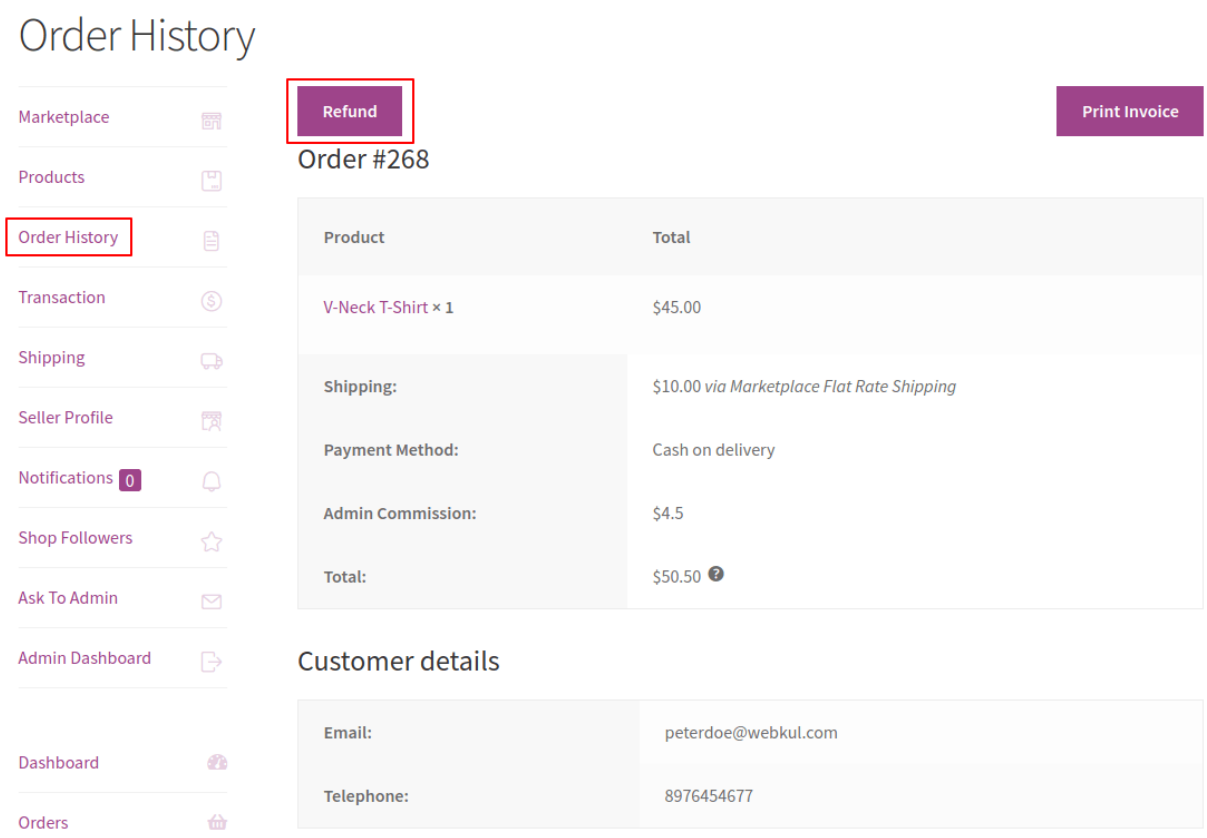
The sellers have a feature to generate a refund request for a product. The seller has to navigate to the **Order History** menu option in the seller dashboard to generate a refund.

Under the **Order History** tab, the seller needs to click on the **View** tab for the order which seller has to refund.



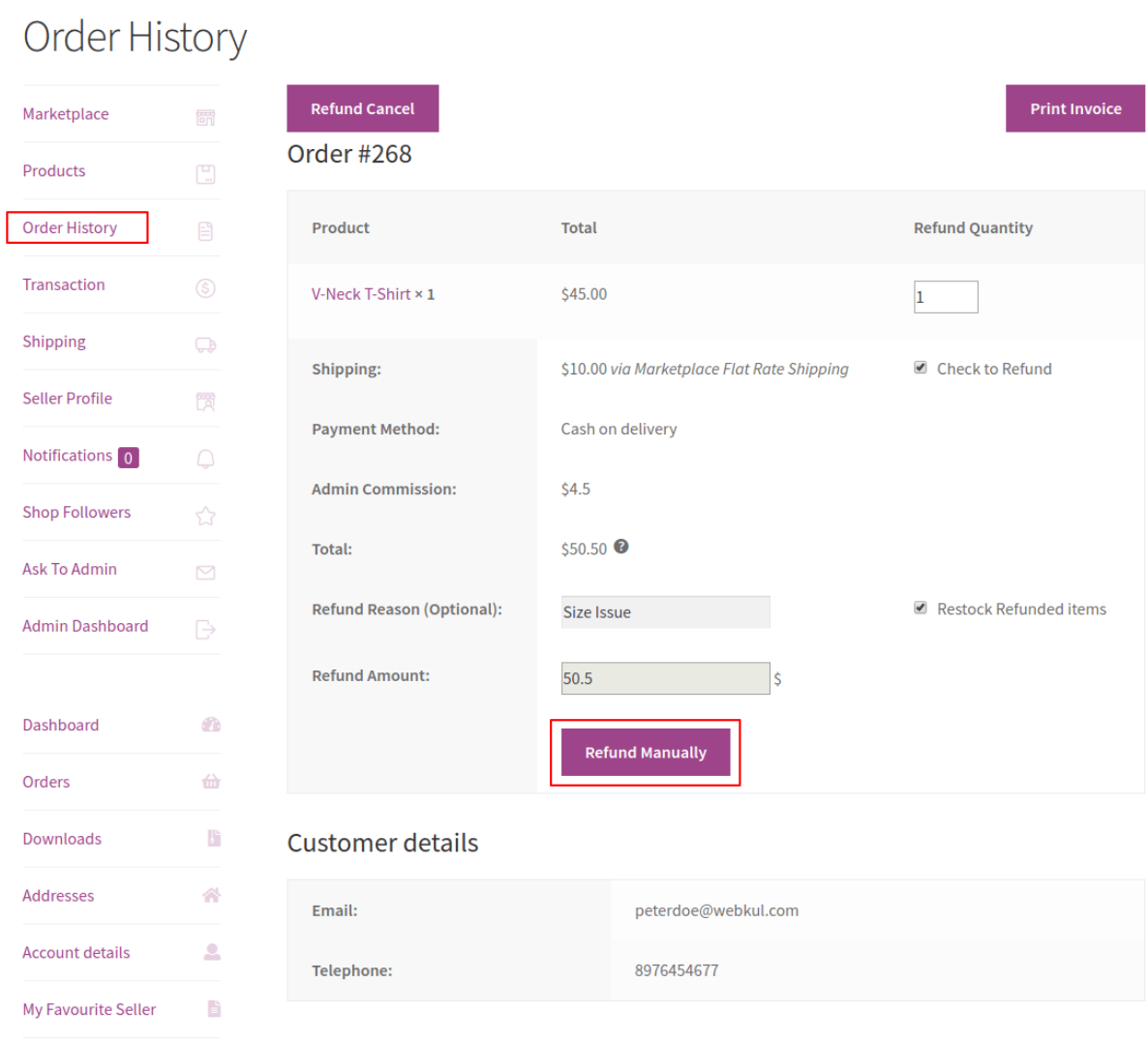
The **Order History** page for the respective order (Order #268) opens up. On top of the page, the seller will find the **Refund** tab as shown in the image below.

On clicking the **Refund** tab, the seller can generate a refund for the respective order.



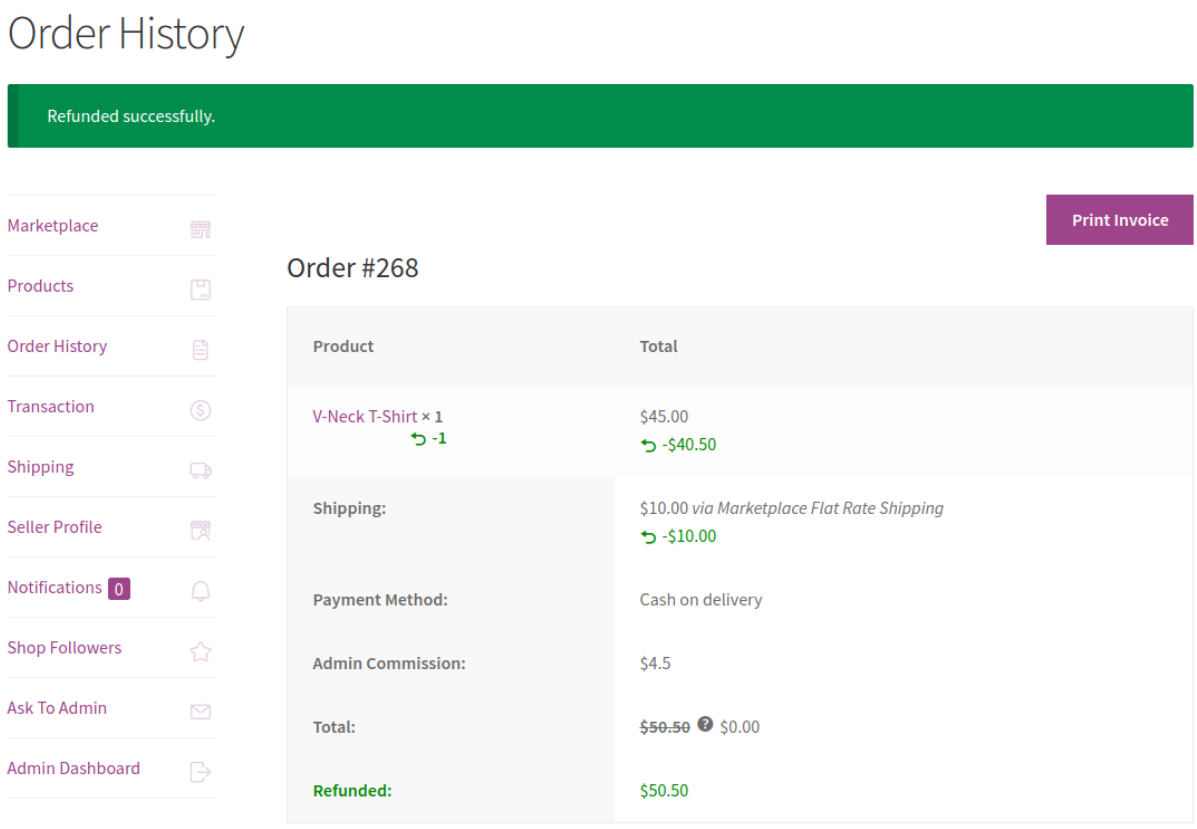
As the seller clicks the **Refund** tab, the Refund Quantity, Check to Refund for Shipping, Restock Refunded Items options appear, which the seller has to configure, accordingly.

Thereafter, the seller needs to click on the **Refund Manually** tab as shown in the image below.



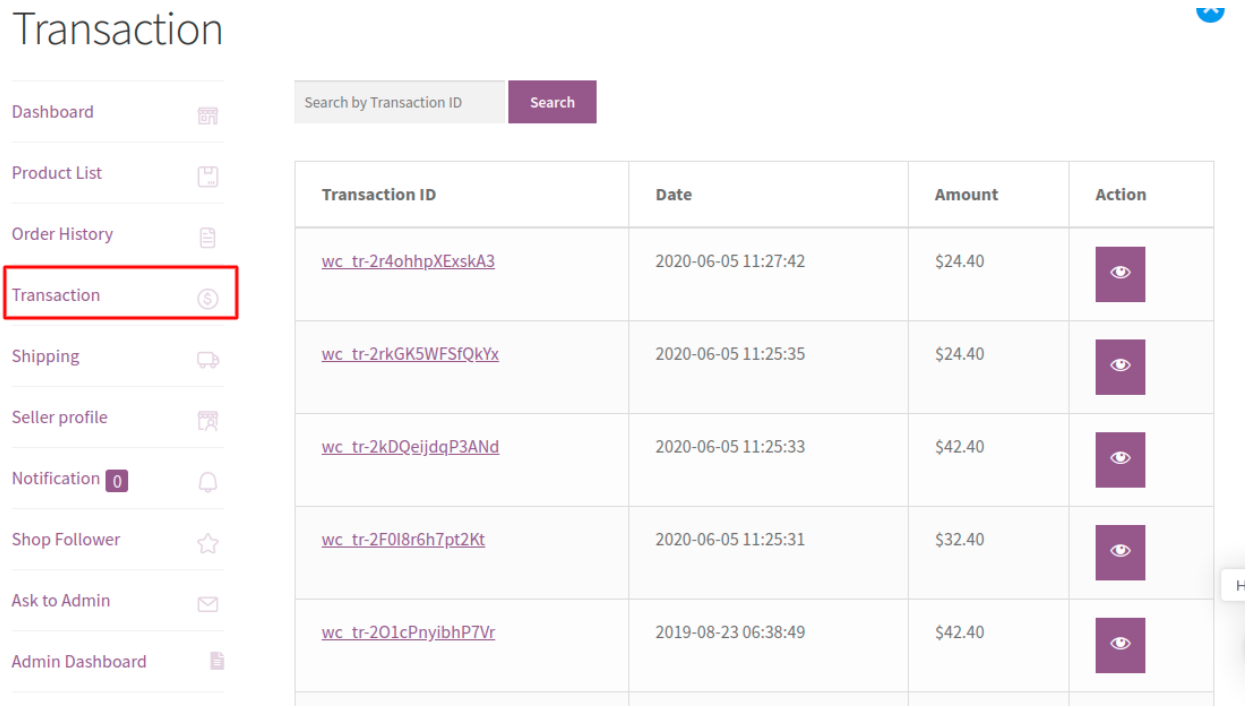
As the seller clicks on the **Refund Manually** tab, a message- “Refunded successfully” will display on top of the page as shown in the image below.

The **Refunded** amount will display under the order Total as shown below.

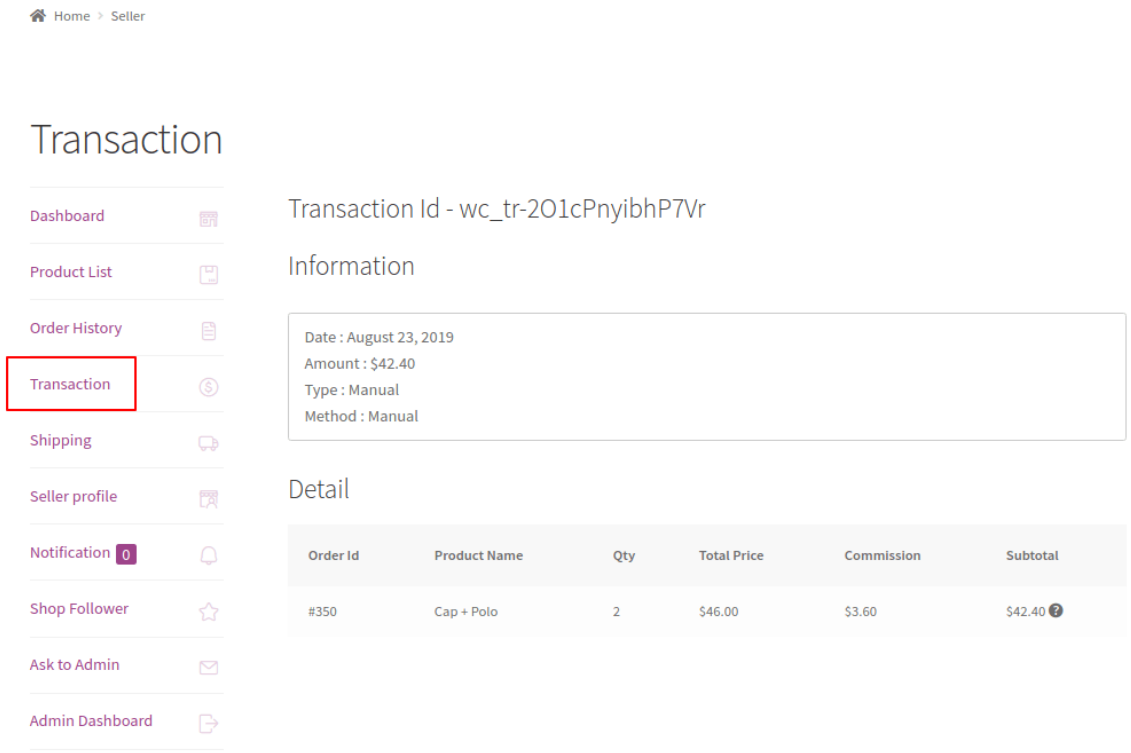


Seller Transaction Management

The seller can view the transactions made by the admin for the orders, for which the admin has received the payments from the buyers.



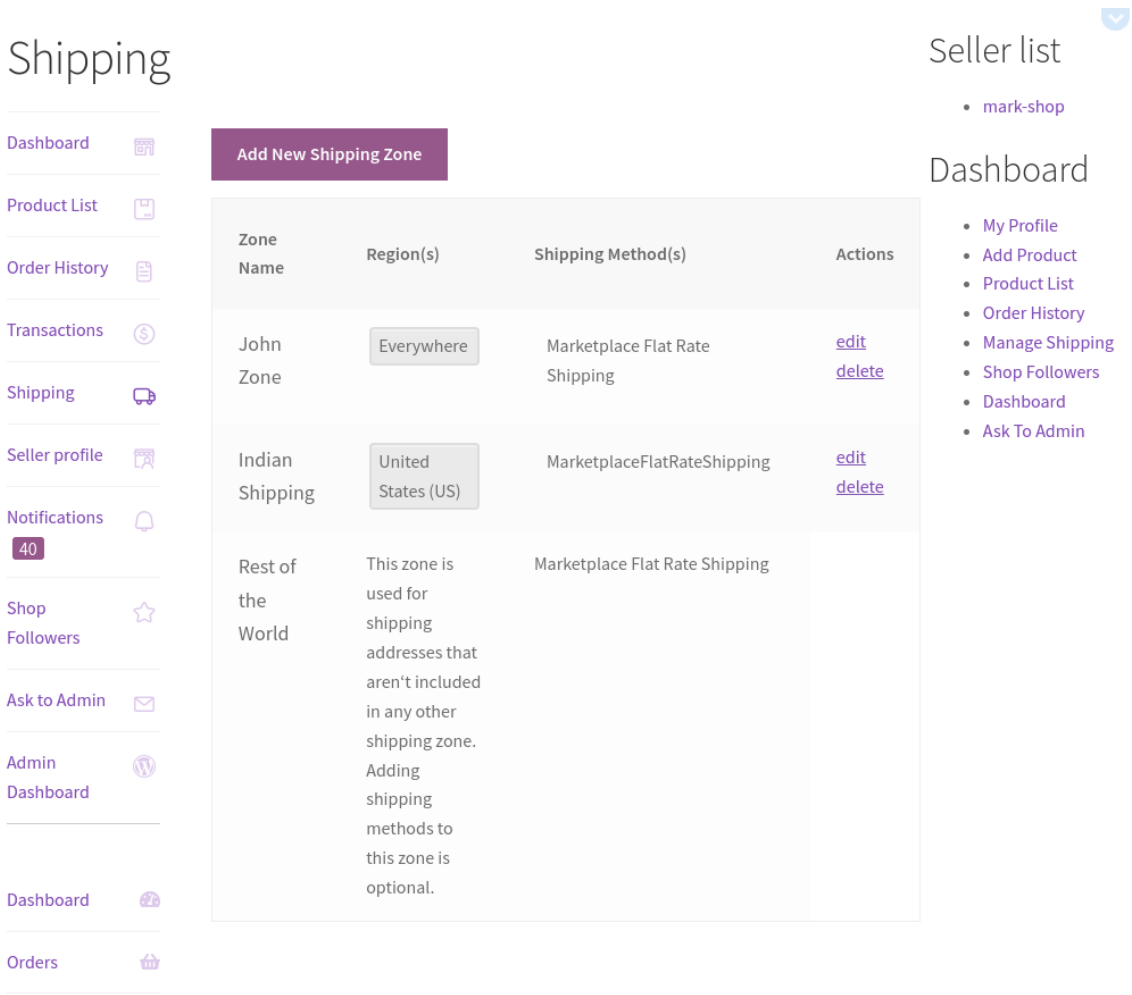
The seller can view the transaction details by clicking on the **View** option. Here the seller can see his amount and the admin commission for the order.



Seller Shipping Management

Now the sellers of the marketplace will be able to manage their shipping from their own account panel.

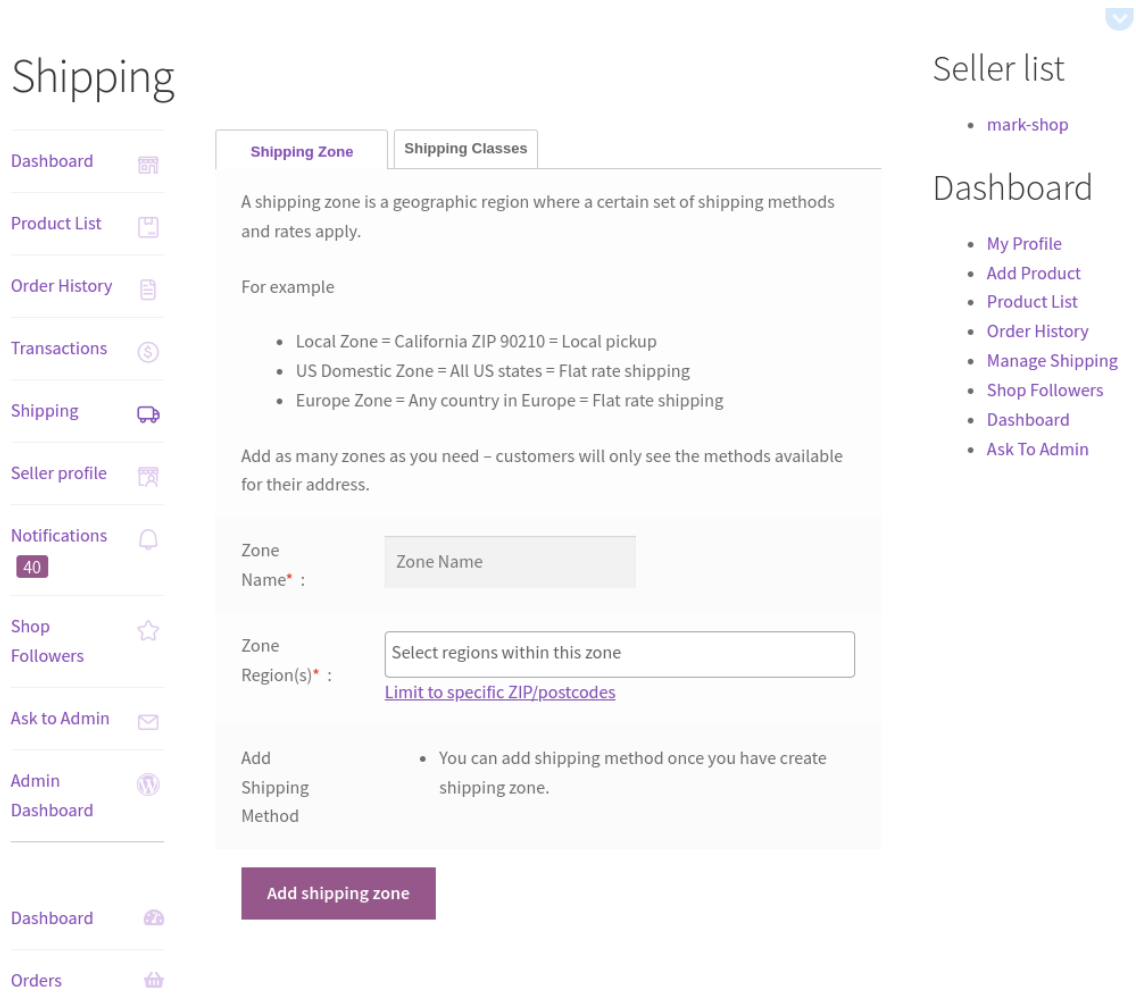
Sellers can easily set up the new shipping zones and can add the shipping methods for these zones. The seller can manage shipping under **“Shipping”.**



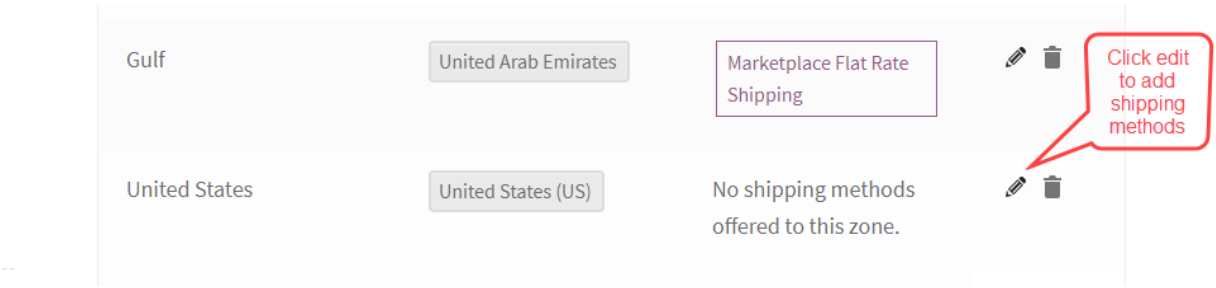
Here, the vendor will find all the added shipping zones and can add zones as required by tapping the Add New Shipping Zone button.

Apart from that, the vendor will be able to edit and delete the created shipping zones as required.

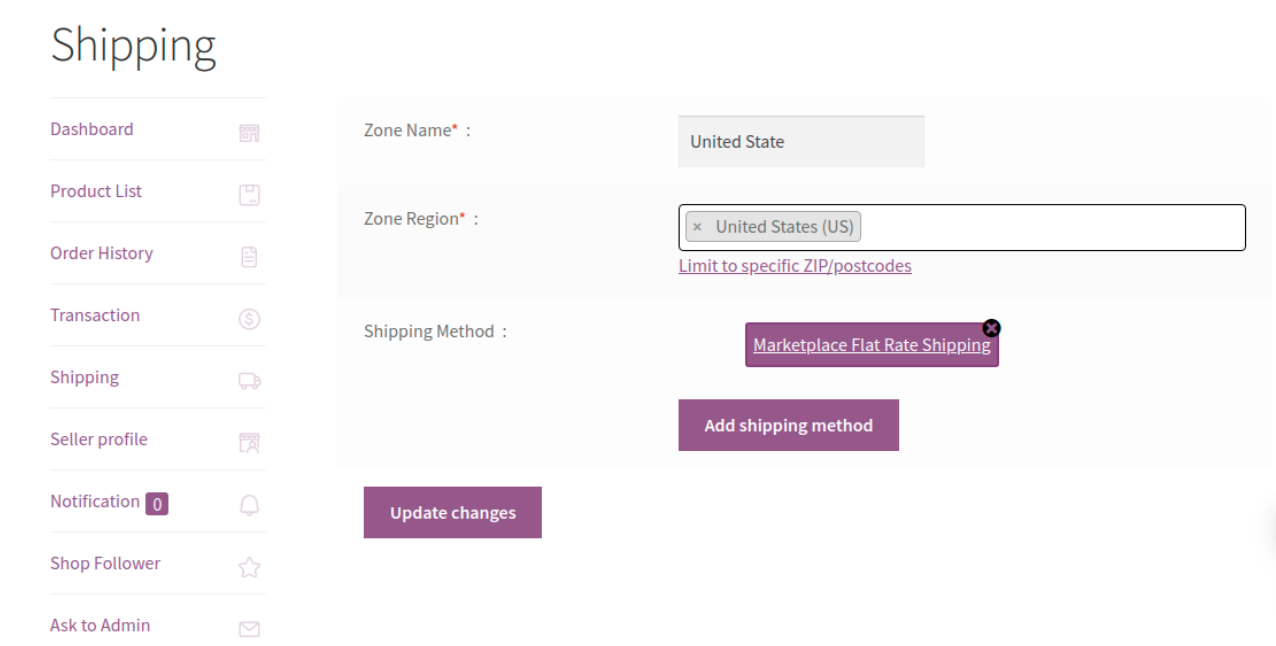
The seller can add a new shipping zone by clicking **“Add New Shipping Zone”.** Here, the seller enters **“Zone Name”** and selects **“Zone Regions”.** Click “**Add Shipping Zone”** to add the shipping zone.



After adding the shipping zone above, go back to **“Shipping”** and click the **“edit”** button for the shipping zone you want to add the shipping methods as shown in the below snapshot:

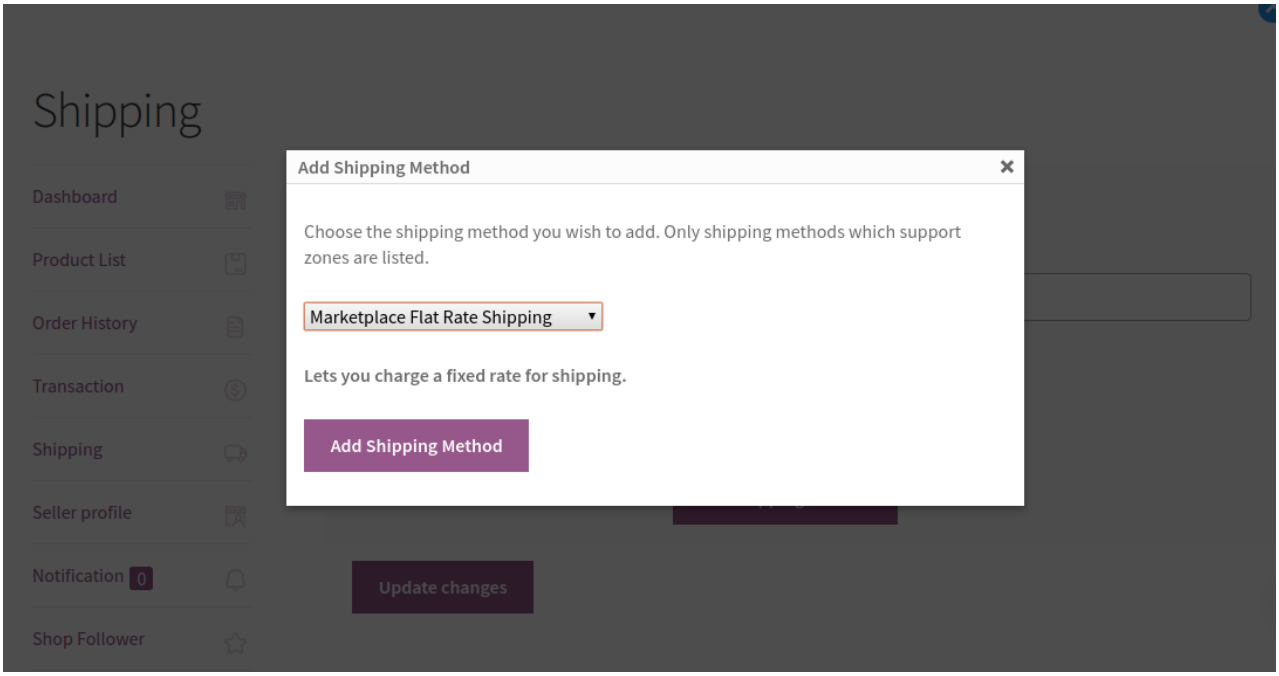


By clicking the **“edit”** button you will see the below page with an option in the last to add the shipping method, click **“Add Shipping Method”** to add the shipping methods.

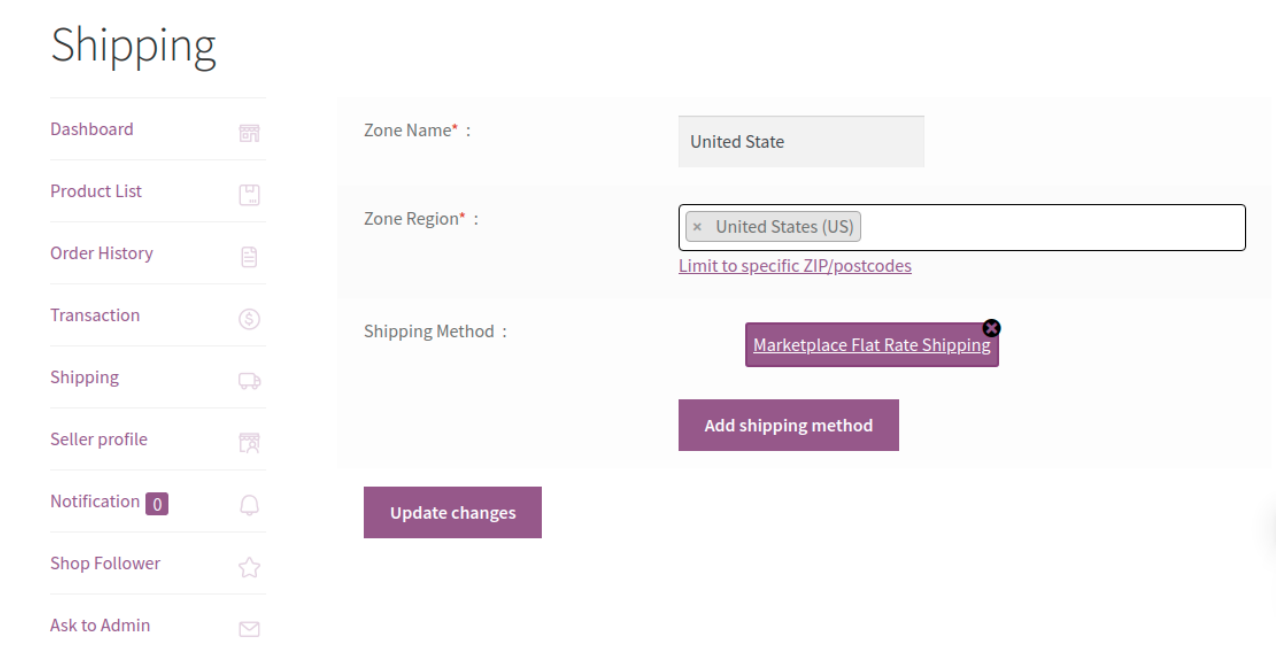


After clicking the "**Add Shipping Method**" button in the image above, a popup window will appear to select the shipping methods.

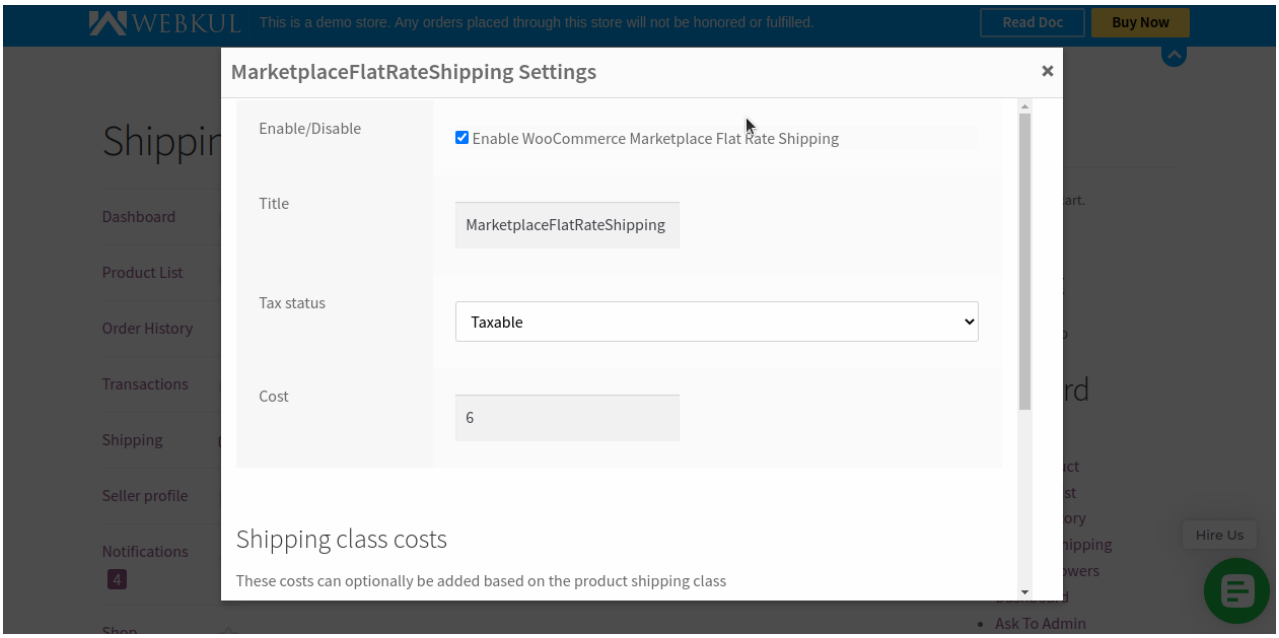
Select the shipping method from the drop-down option and click the button **"Add Shipping Method"** to add this shipping method to your shipping zone.



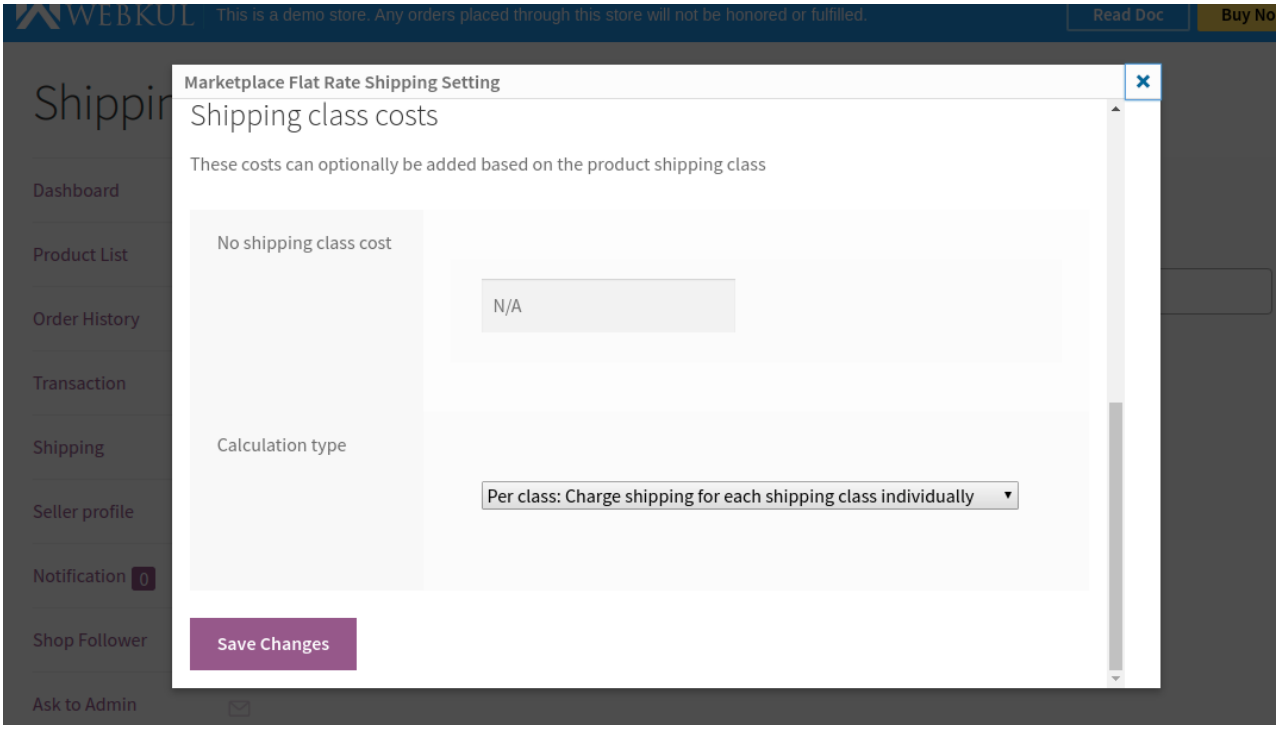
After clicking the **"Add Shipping Method"** button, you will go back to the **"Shipping Zone"** page. Here click the shipping method name to configure the shipping cost.



A pop-up will appear to configure the shipping method. Here the seller can enter the shipping cost as per their choice and **“Save Changes”**.



And fill in the other details like shipping class costs



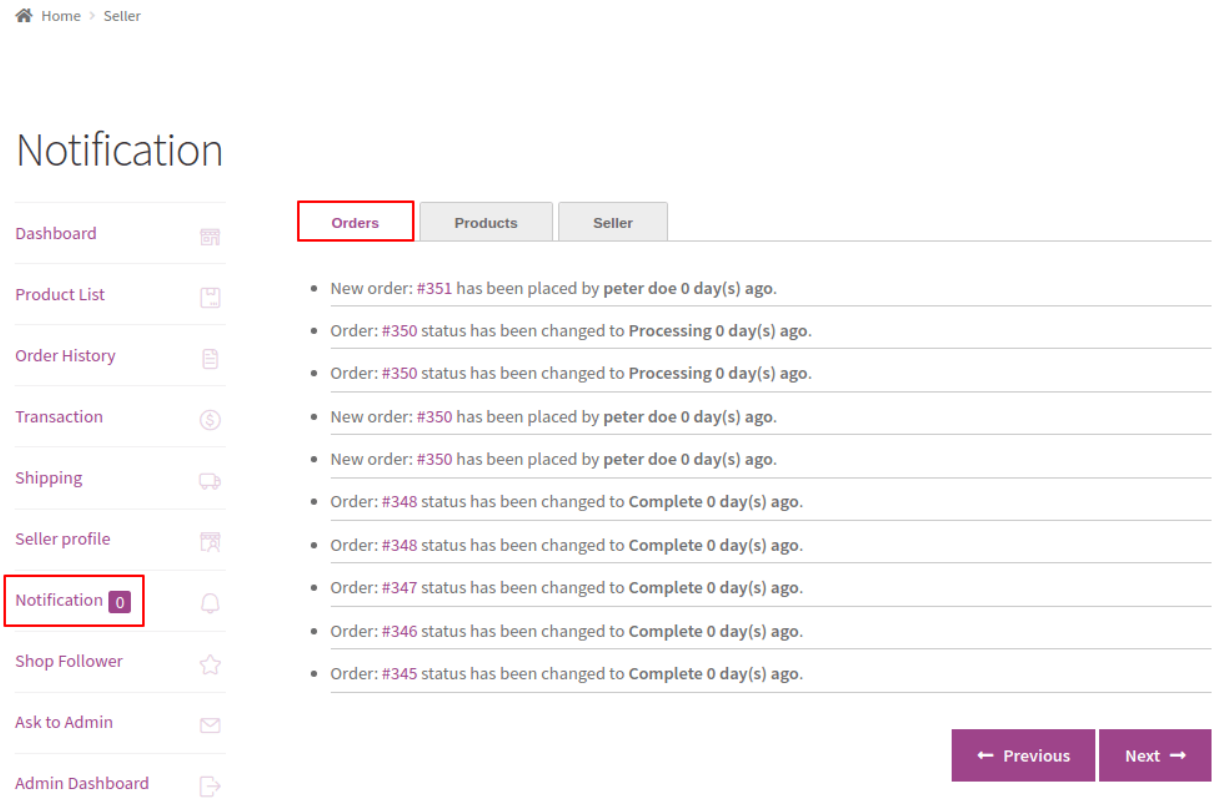
Now click **“Save Changes”** to save the shipping method. And finally, the shipping method will be visible in front of the shipping zone.

Seller Notification

The sellers can perform several actions in the marketplace like new orders, changes in order status, approval of a product, and many more.

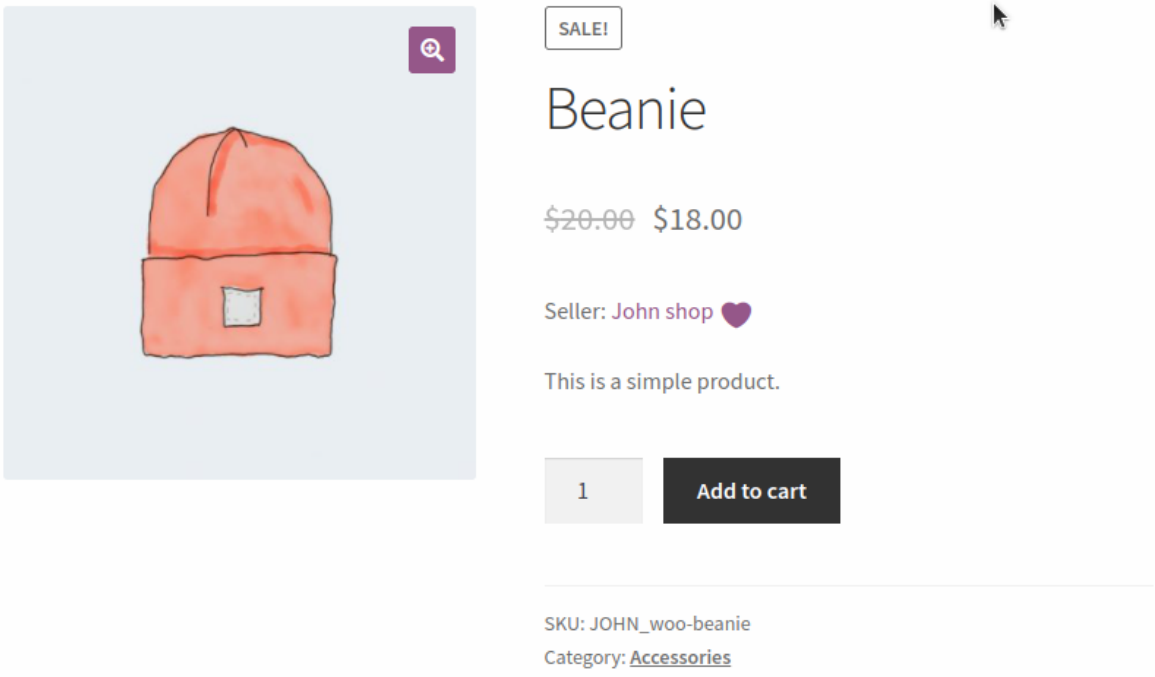
In the notification area, the seller will be notified as shown in the image below.

Seller Notification

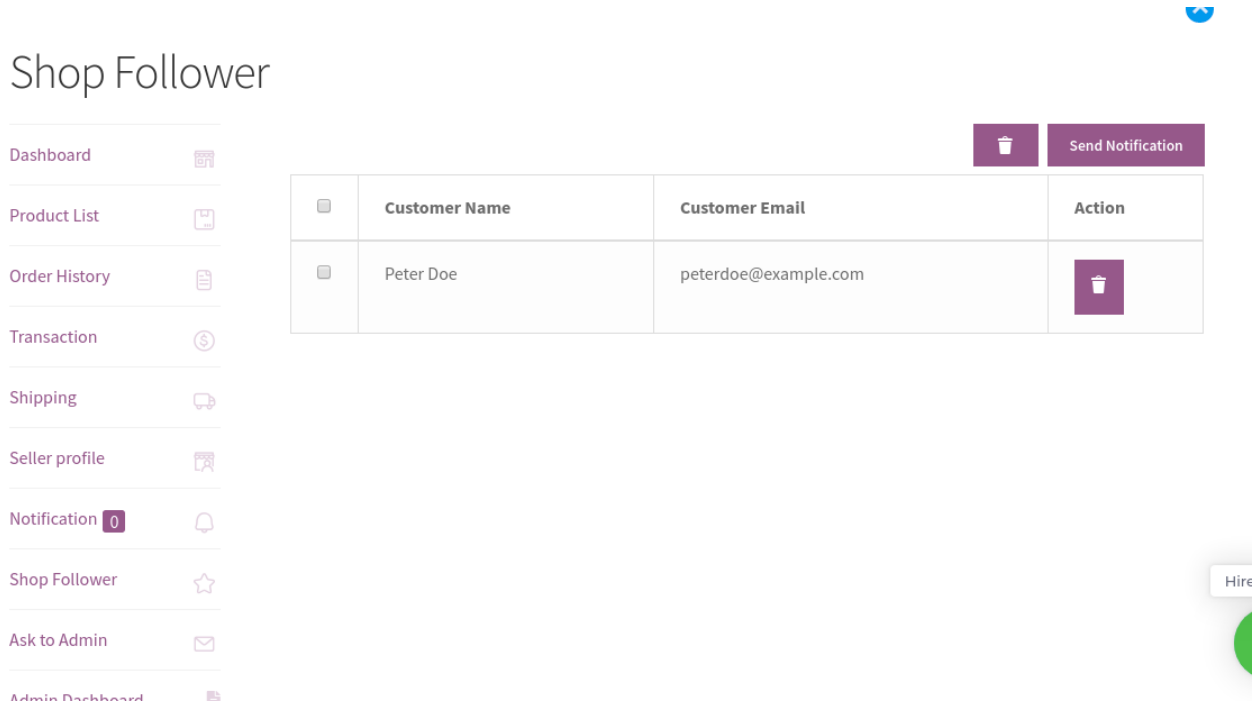


Seller Shop Followers

The seller can send notifications to their shop followers. A buyer can become shop followers from the product page by clicking on the heart shape icon.

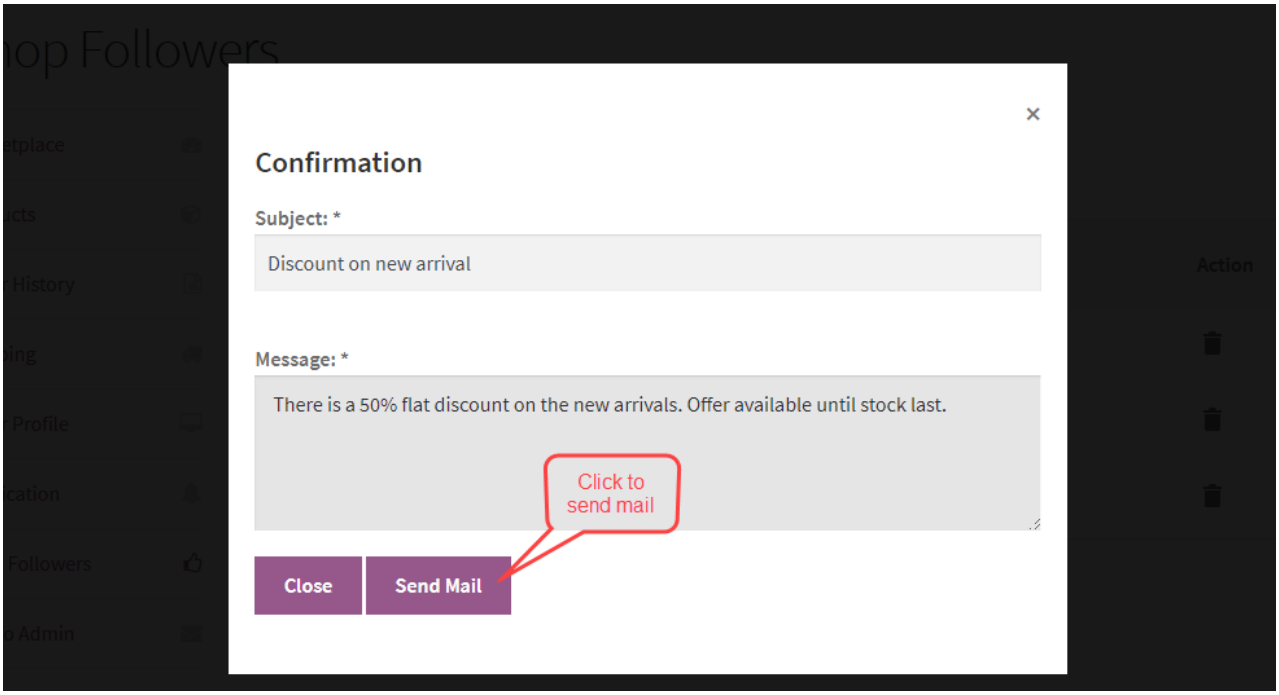


A seller can view all the shop followers, and can send notifications as well under **“Shop Followers”**.



To send a notification, the seller just needs to select the followers from the list and hit **“Send Notification”.**

A pop-up will be available to enter the details. And by clicking **“Send Mail”,** the notification mail will be sent to the followers.

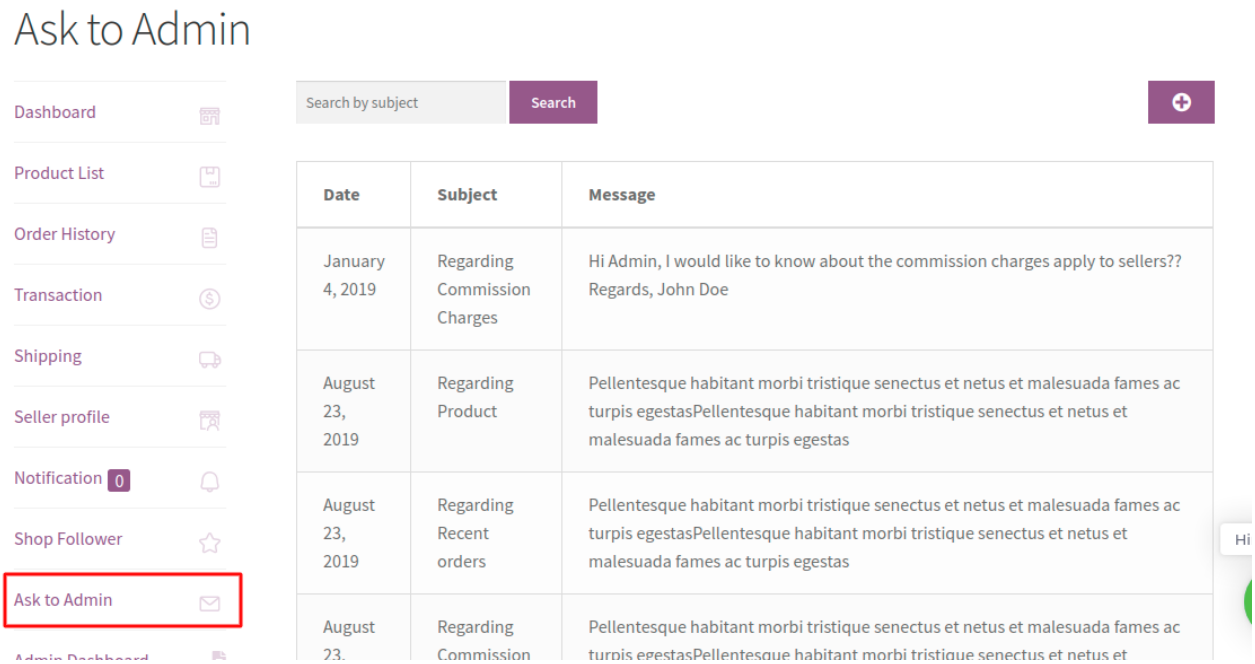


Ask To Admin

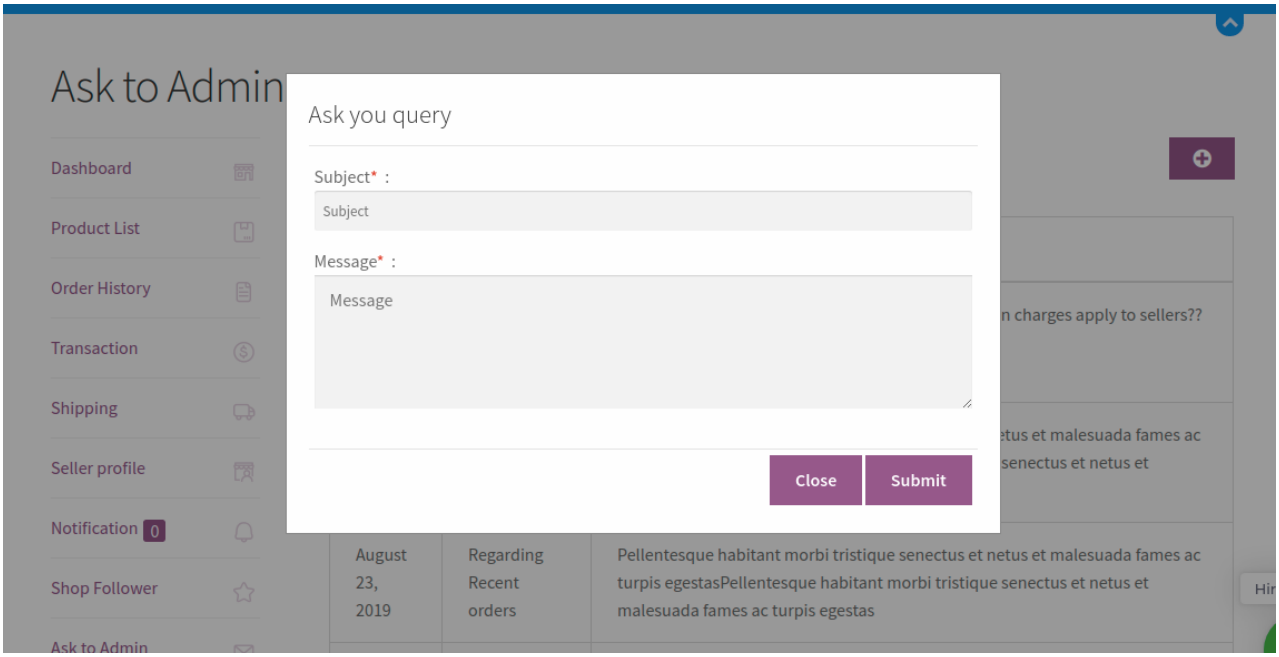
The seller can also inquire about anything from the admin by the **“Ask To Admin”** option.

In this section, the seller can mention the subject and the query and click on the **“Ask”** button.

After the seller asks the question, the admin will get a mail about the query.



Click on the Add button to ask queries from the admin.



Admin Panel Management

After installing the plugin we can see an additional tab for the marketplace. This converts an ordinary WooCommerce store into an online marketplace.

Where the admin can manage products, sellers, commissions, and settings like product auto-publish or seller auto-approval.

The admin can create all kinds of products including simple, virtual, downloadable, grouped, external/affiliate, and variable products and can also publish them.

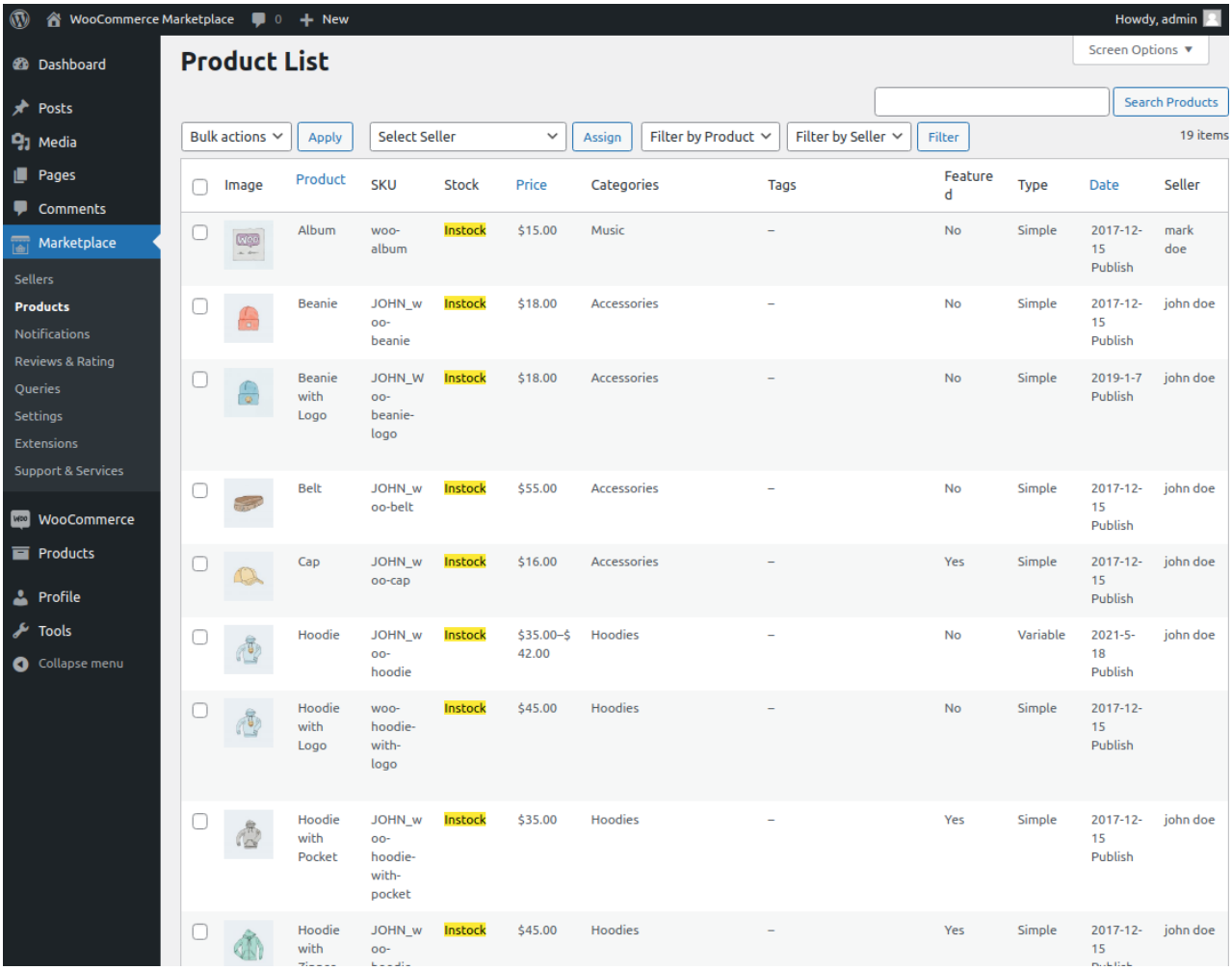
The admin can also assign different sellers to the products.

Product List

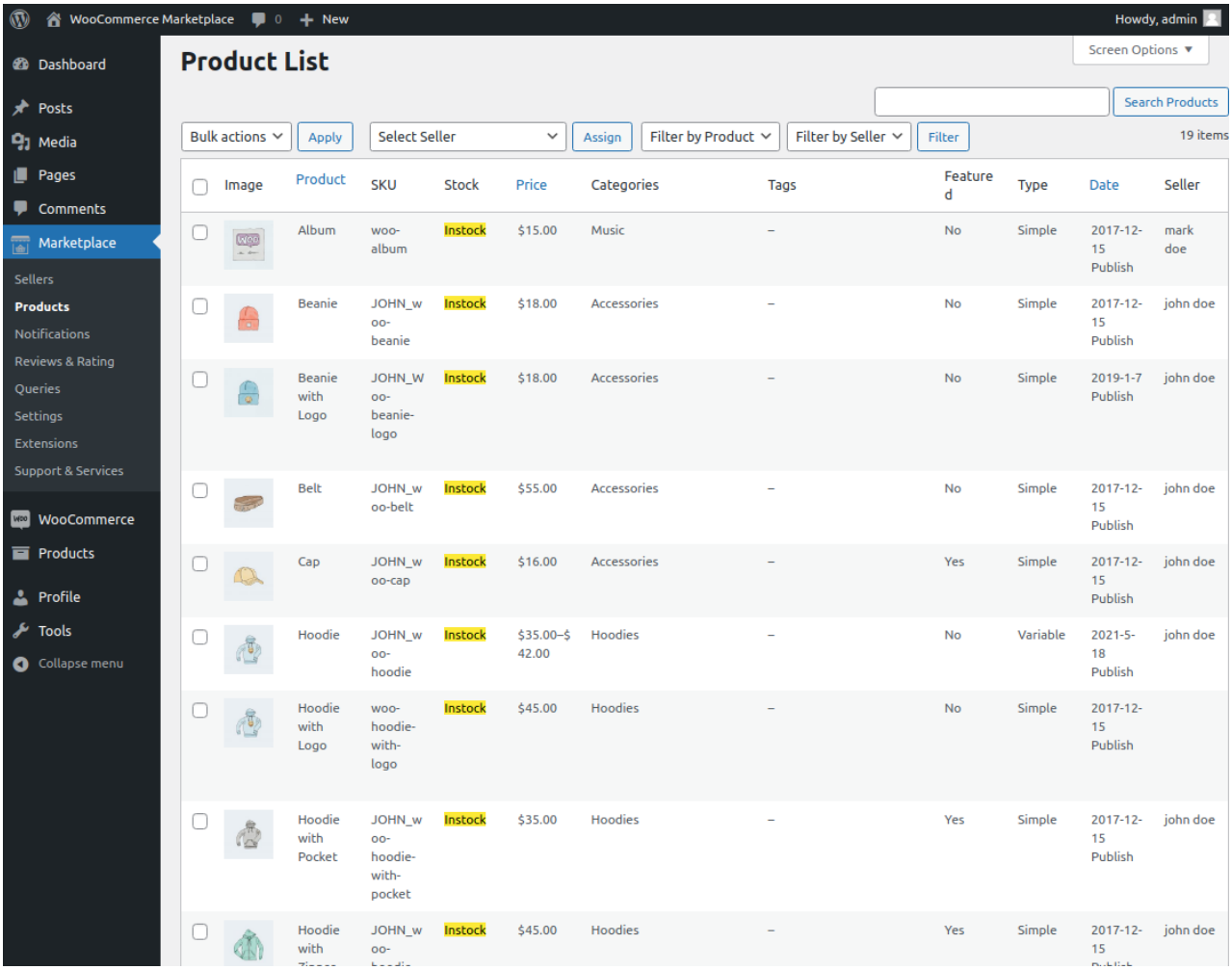
In the product list, the admin can view his as well as the seller’s products and can edit or delete products.

The admin has control over the seller’s products and can view or change any specification of the product.

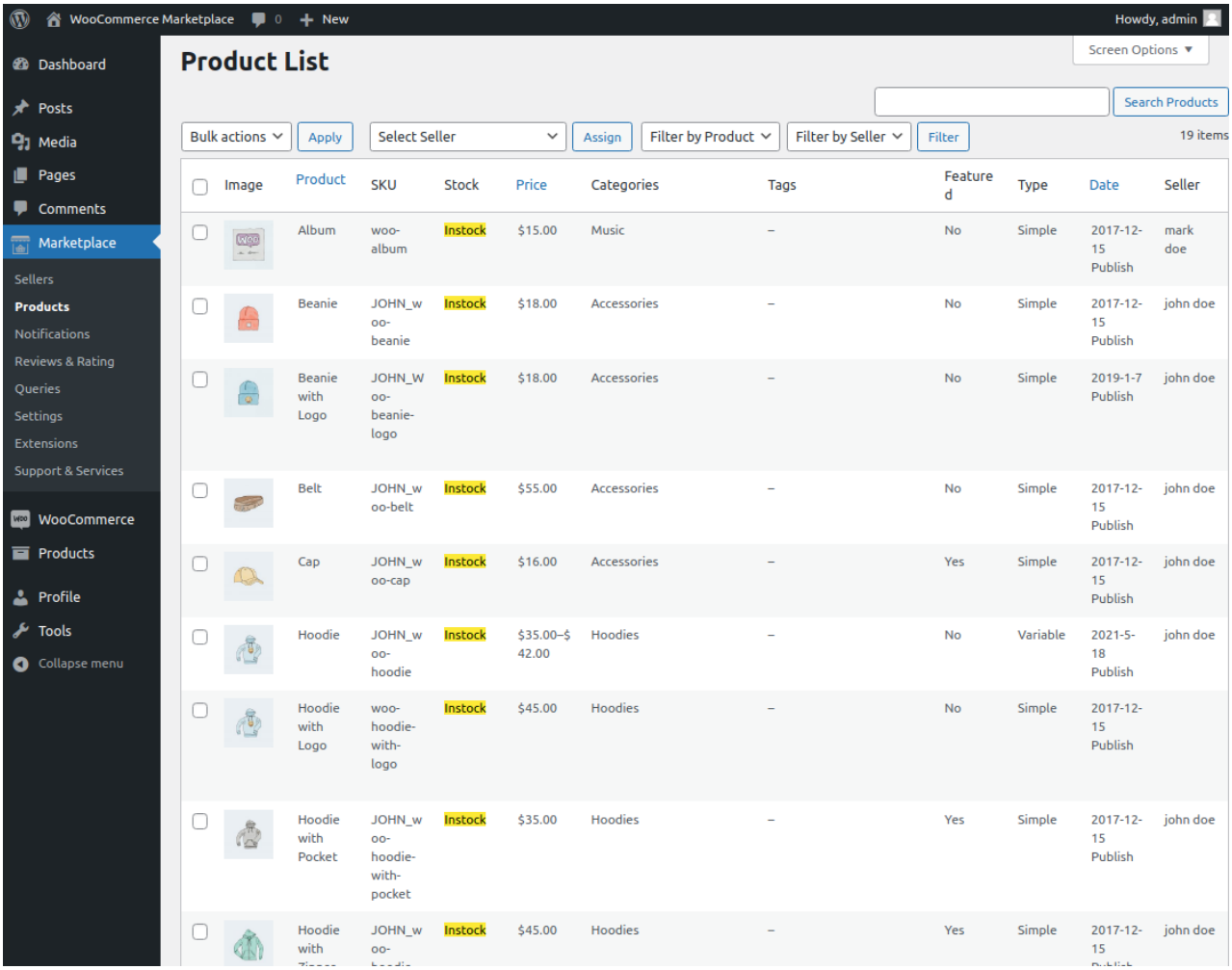
The admin can also mass assign products to a seller or can filter the product as per a seller.



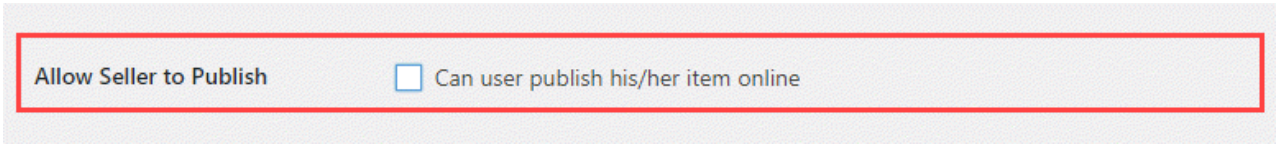
After filtering the product list on the basis of the seller, the admin will see all the products of the seller accordingly.



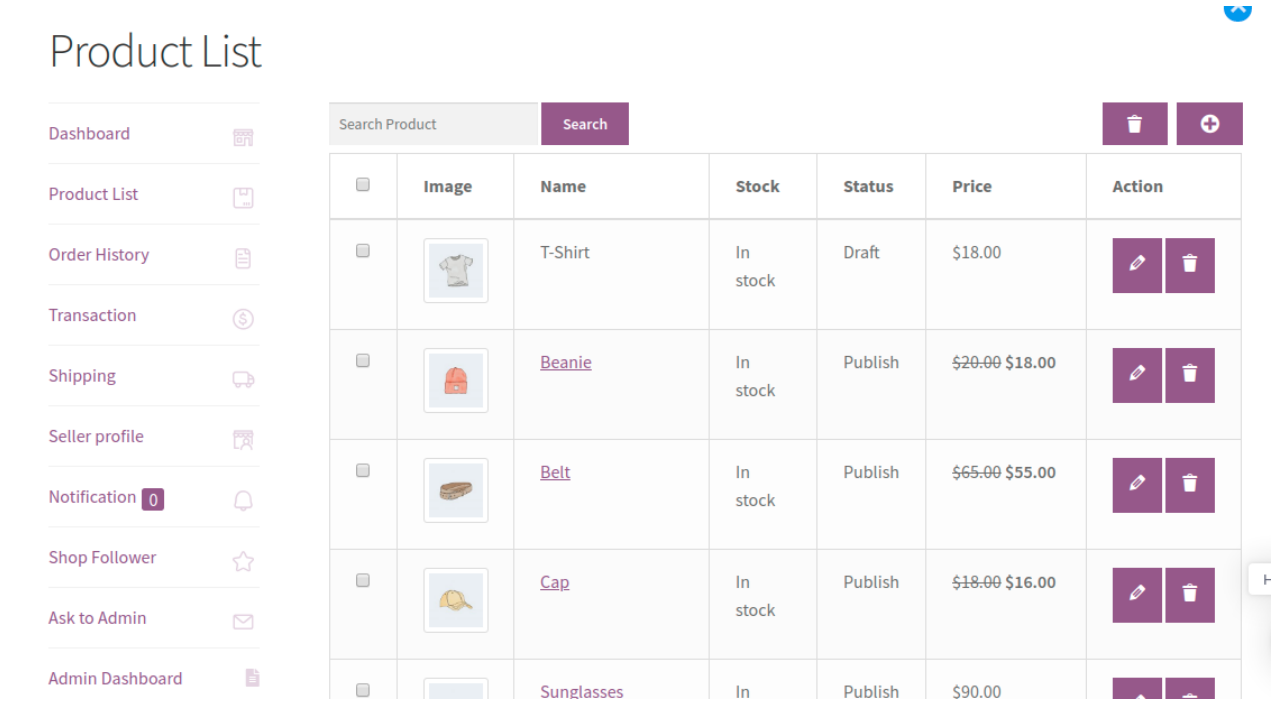
The admin will select the seller and the products which he wants to assign to the seller and then click on **the Assign** button to assign the selected products to the selected seller.



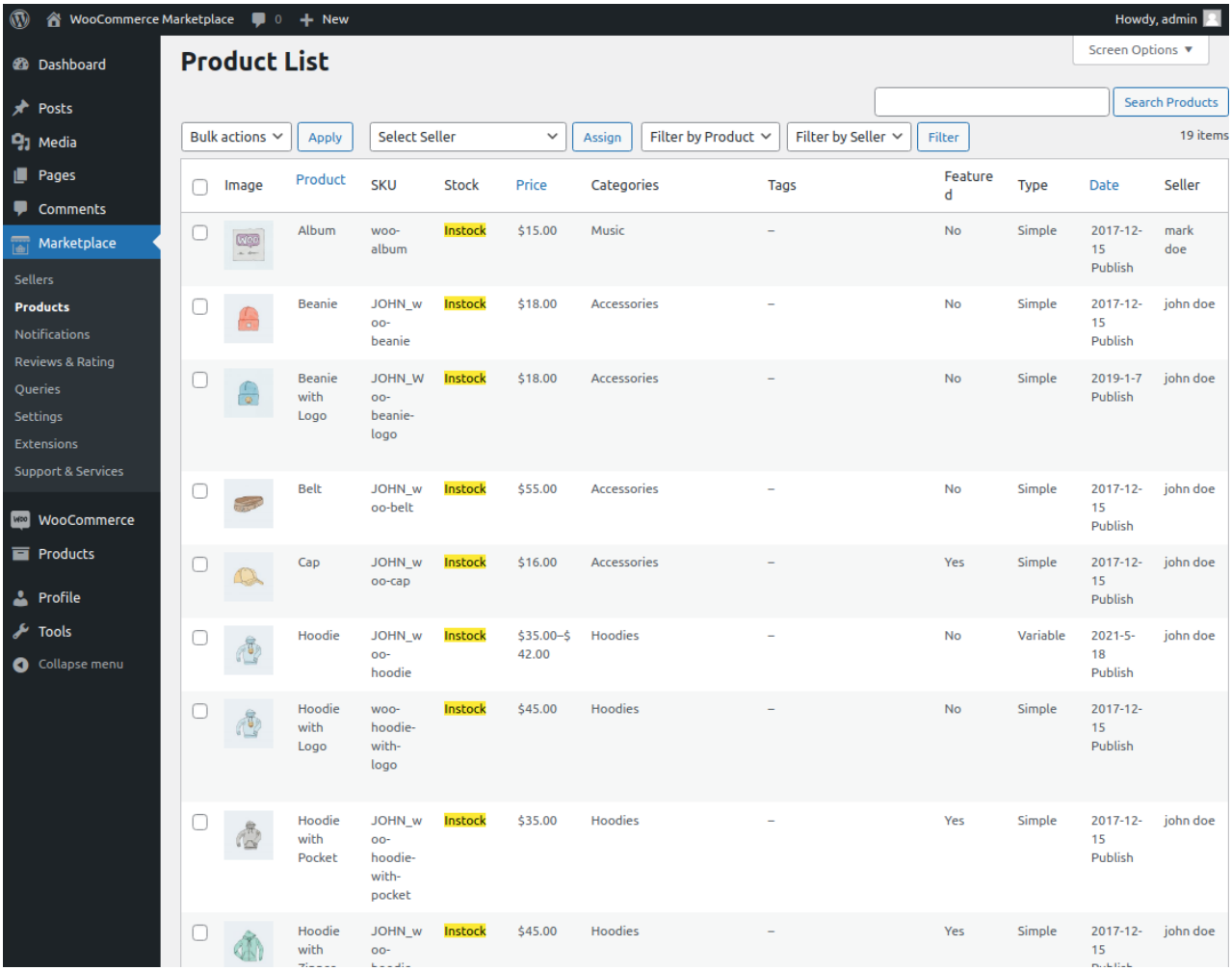
In case the admin has configured **“Allow Seller to Publish”** as **“Unchecked”** then the admin needs to publish the product manually.



When the seller adds a new product, it will be in the **“draft”** state.



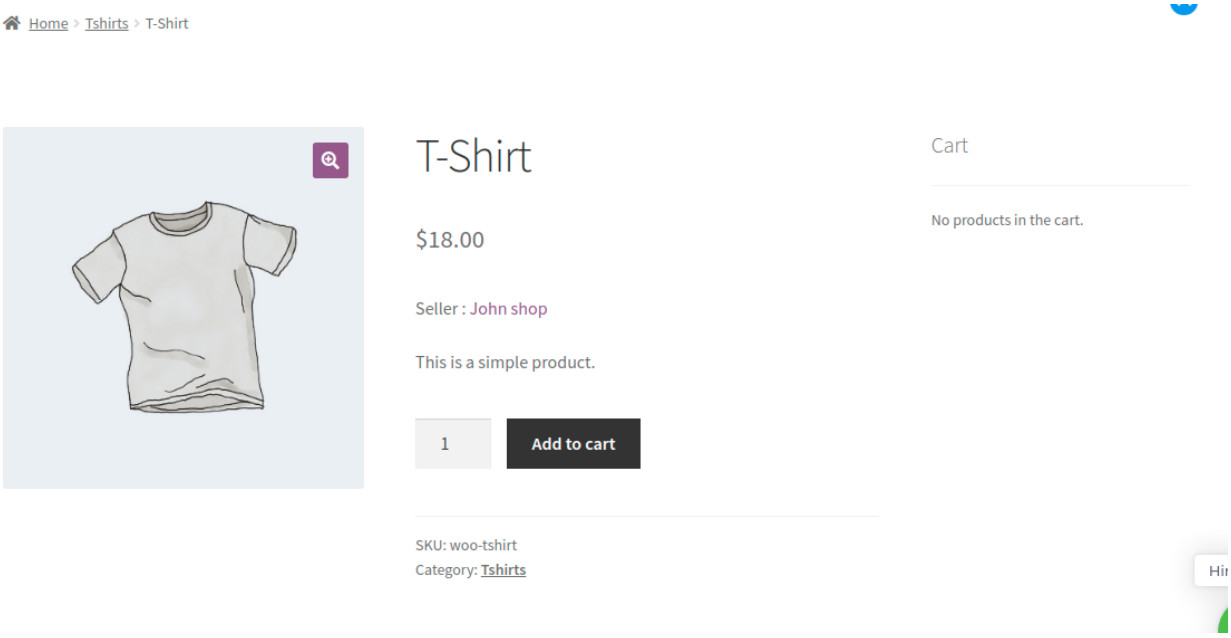
The product will be visible in the Product List at the admin end.



Admin can **“publish”** the product by editing the product. Here admin just needs to hit **“Publish”** which makes the product available for the customers on the front end.

☐		Logo Collection	In stock	Publish	$18.00 – $45.00	
☐		WordPress Pennant	In stock	Publish	$11.05	
☐		Hoodie	In stock	Publish	$35.00 – $42.00	
☐		Beanie with Logo	In stock	Publish	~~$20.00~~ $18.00	
☐		T-Shirt	In stock	Publish	$18.00	

And on the front end, as shown below.

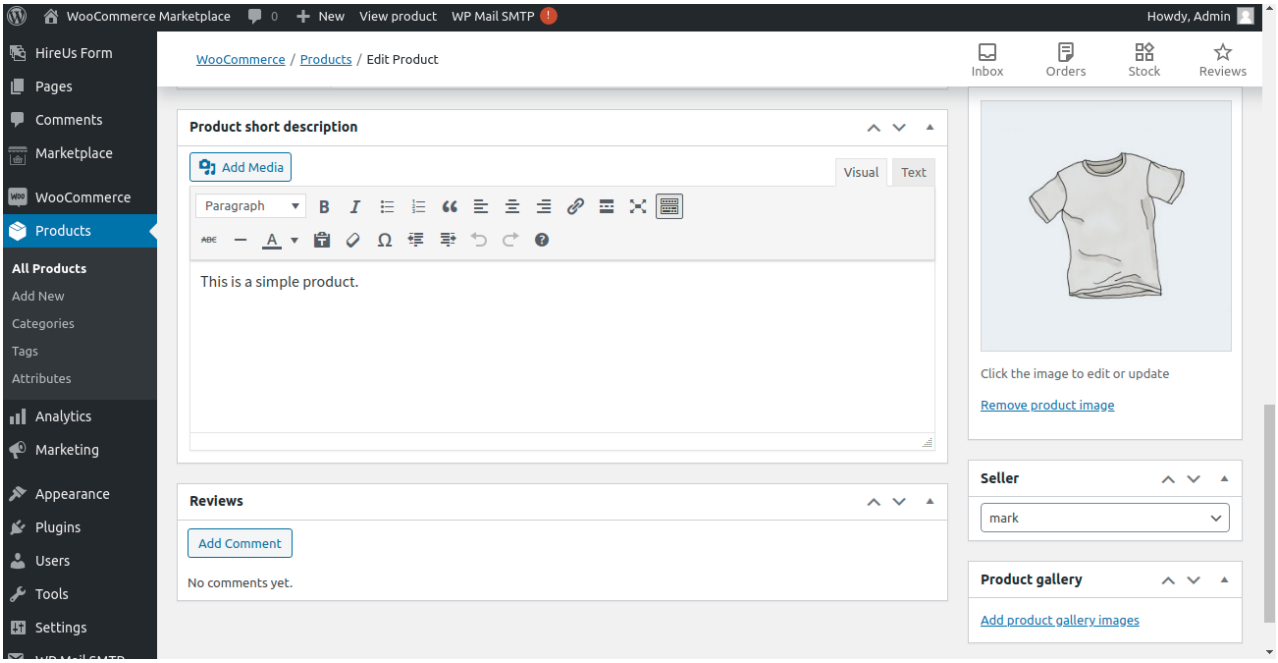


Assign product to the Seller

The admin can also assign any product to a particular seller from the right column on the product page by searching for the name of the seller from the list and assigning it to the seller.

Moreover, the admin can assign his product or the product of one seller to another seller.

Further, if the admin assigns the product of one seller to another then the product will not be visible on the former seller's product list but would show in the latter seller's product list.



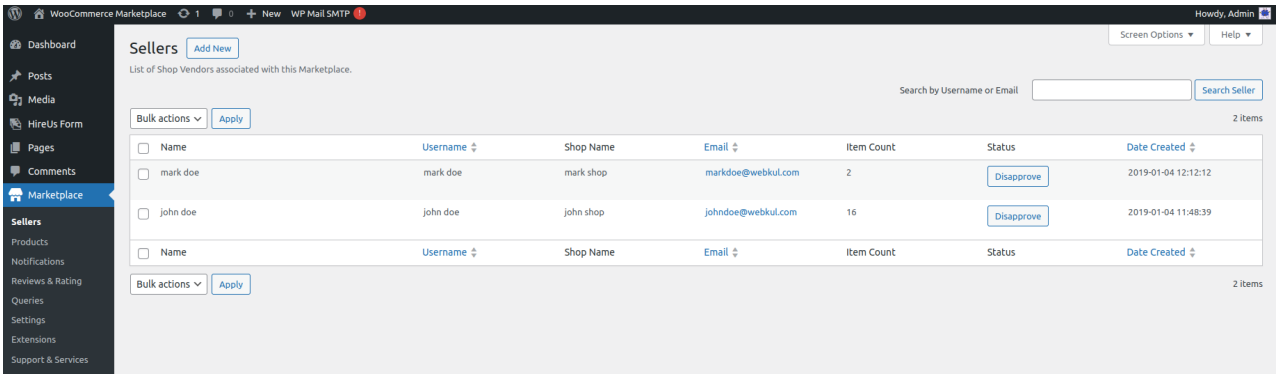
Seller List

In the seller list, the admin can add and check the full bio of the seller and can edit his profile in the **“Username”** tab in the WooCommerce admin panel with several options.

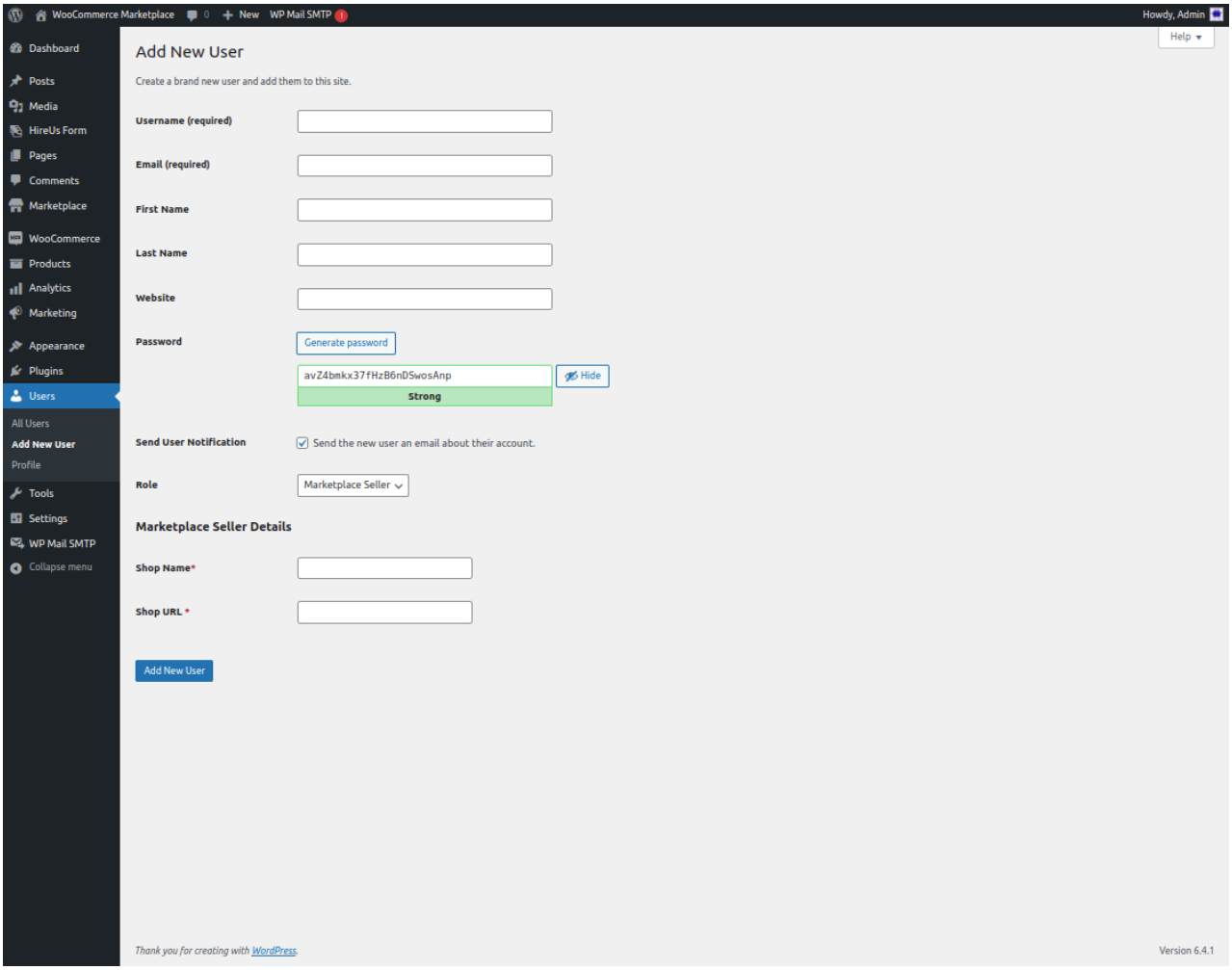
Which include personal options, name, contact info, about page, account management, billing, and shipping address. Here the admin can also approve or disapprove the seller.

Add New Seller

Now the admin can add a seller by clicking **“Marketplace>Sellers>Add New”**.



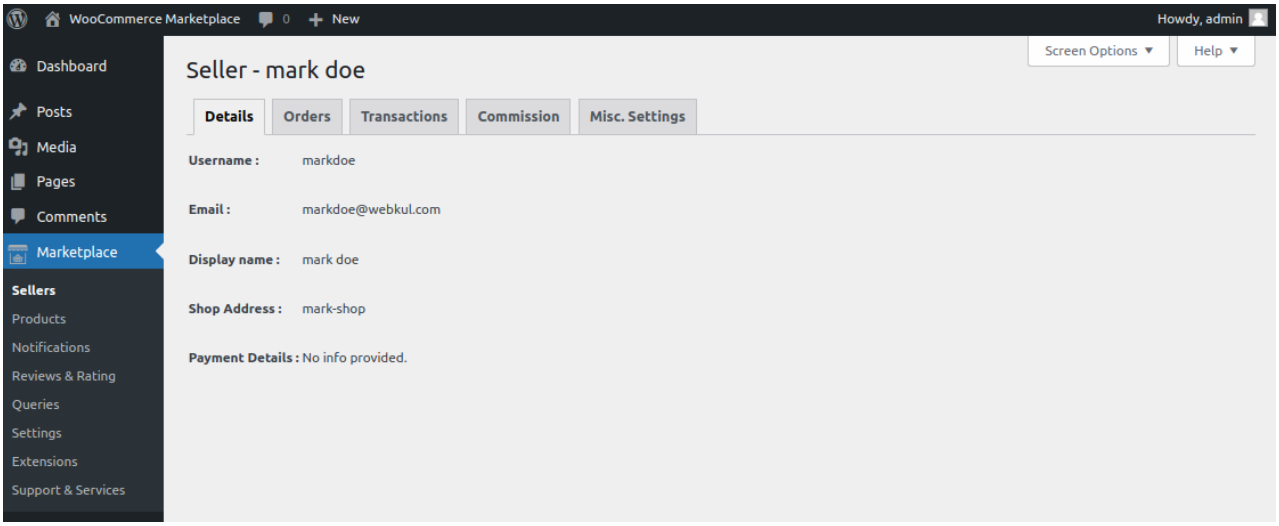
Here the admin needs to fill in all the details of the seller.



The admin can manage a seller by clicking on the **Manage** button. Here he will be provided with several options to manage a seller.

Details

The admin can see the details of the seller like username, email, display name, shop address, etc. and can also enter the **payment details** of the seller.

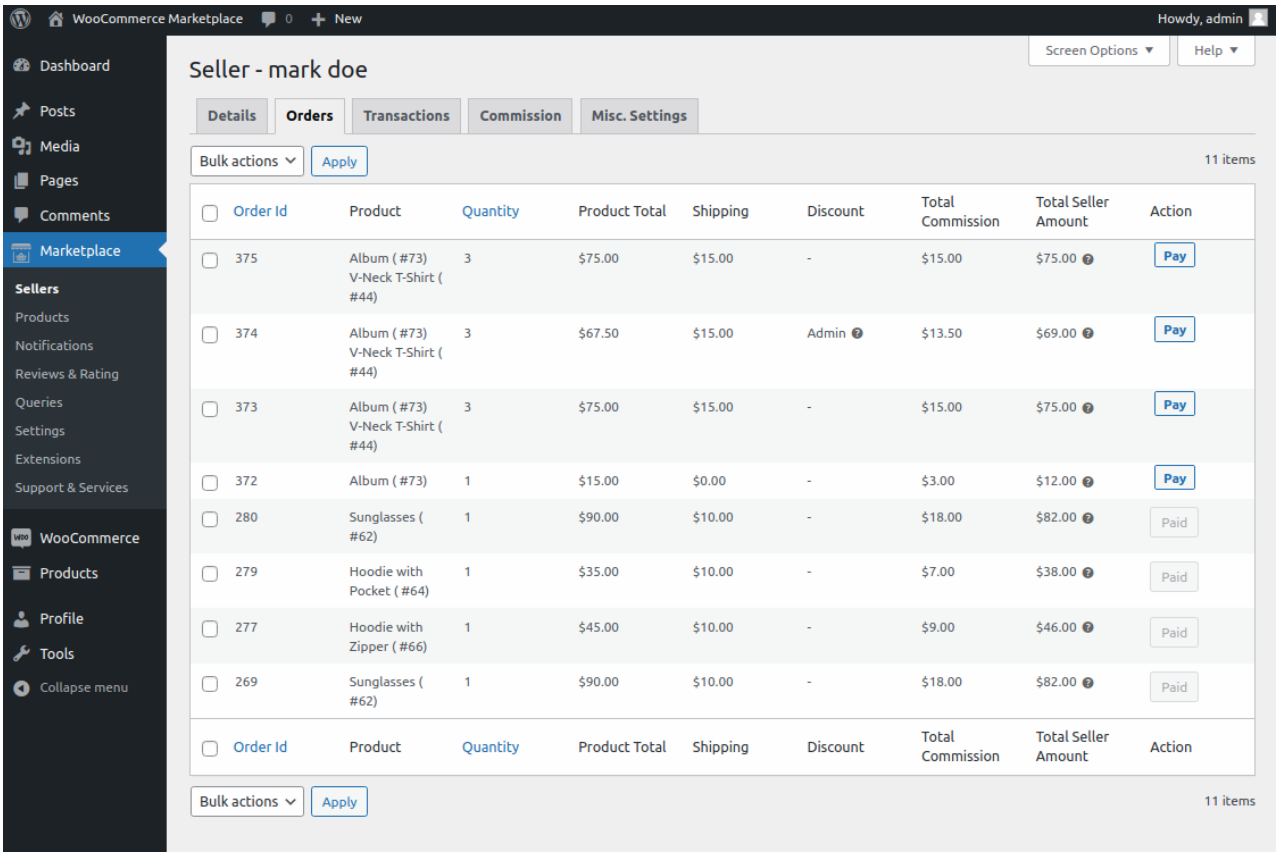


Orders

The admin can see all the orders of a seller and can mark the order for which he has made a payment to the seller.

The admin will click on the **Pay** button available on the order under the action to mark the order amount paid to the seller.

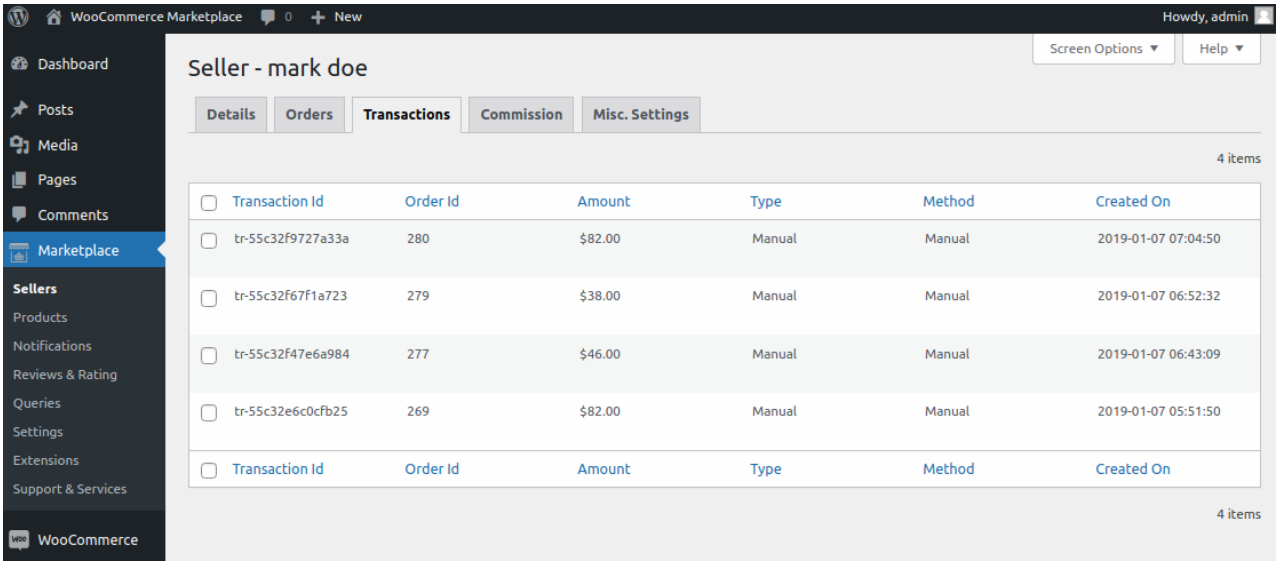
By clicking on the **Pay** button admin can create a transaction for the order under **Transactions**.



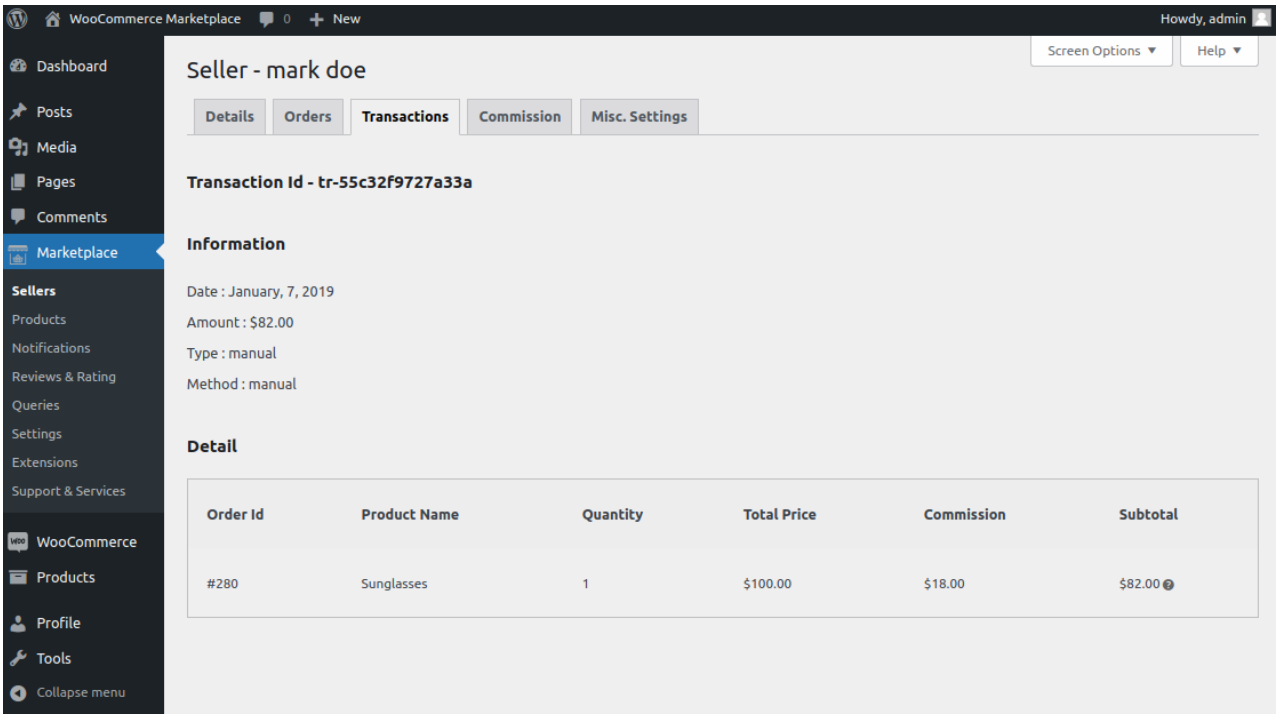
Transactions

After making a payment for an order the admin will mark the order as paid under Orders and a transaction for the order gets created under **Transactions** having the details like –

Order Id, Amount, Type, Method, and **date Created On.**

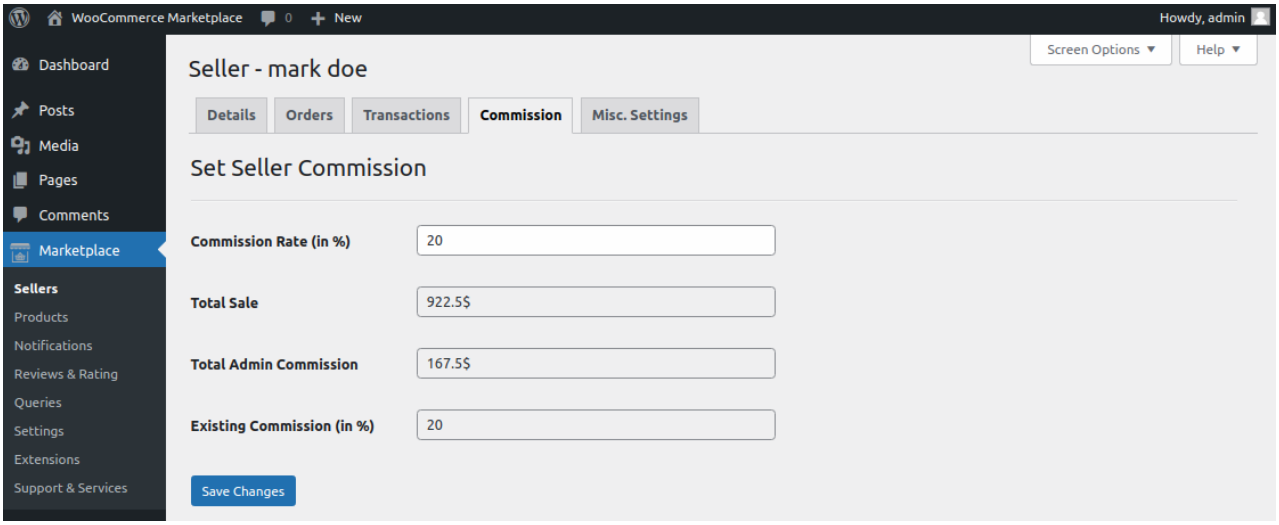


The admin can click on a transaction to view the details of the transaction.



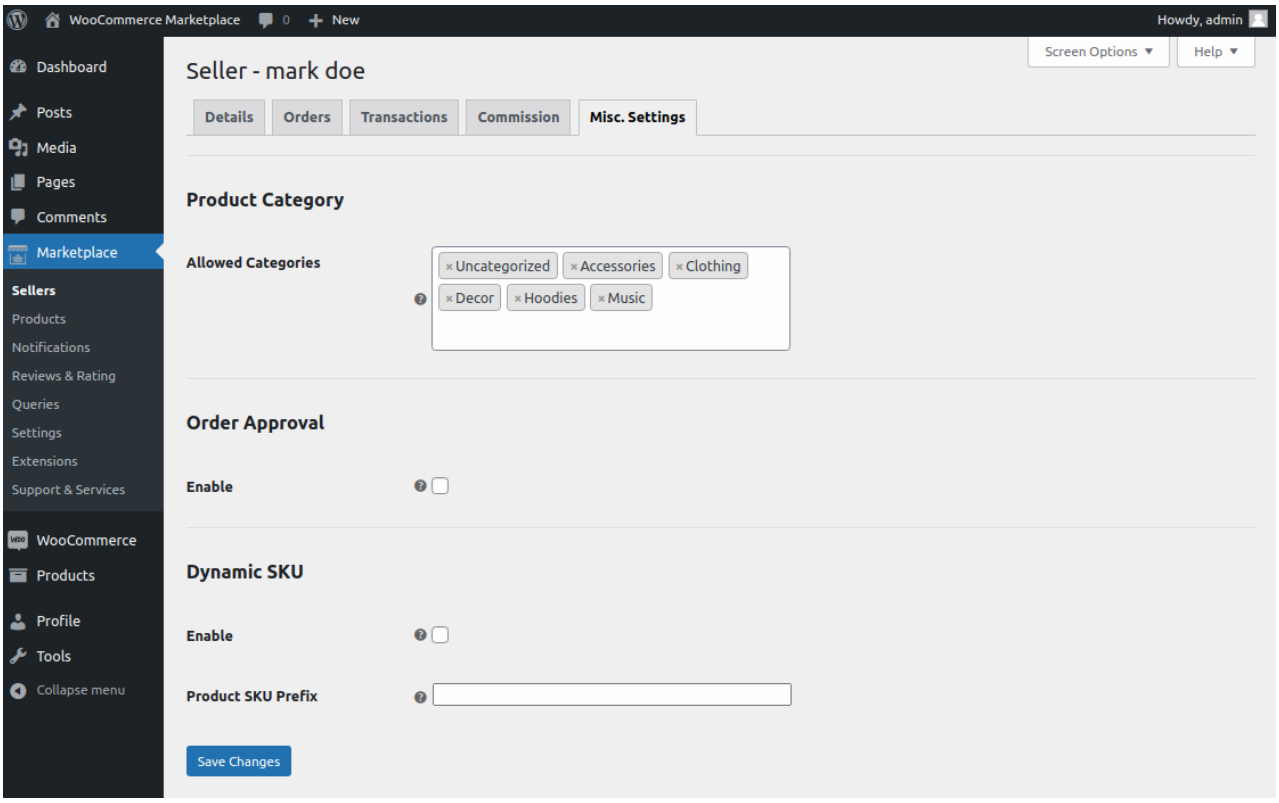
Commission

The admin can manage the commission rate for the seller and can see the total sale of the seller and the admission commission from the sale.



Misc. Setting

The admin can assign categories to the seller which will be available to the seller while adding a new product.

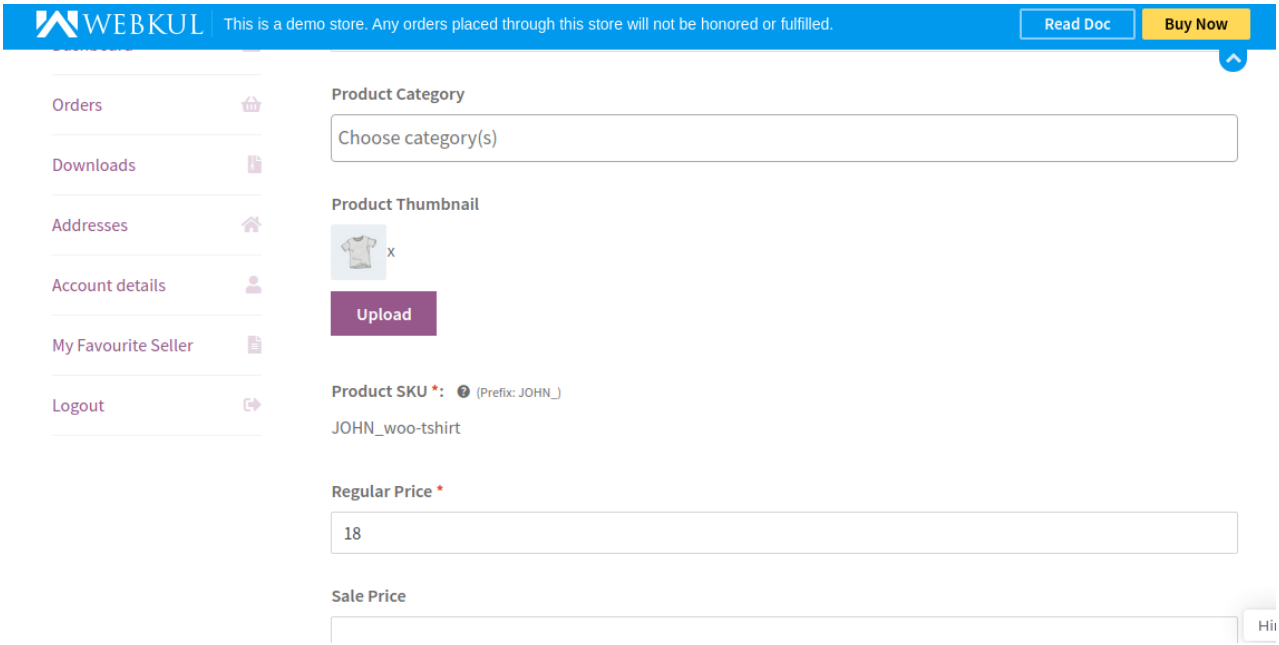


Order Approval –

The admin can enable the order approval for the individual seller. If enabled, the admin will have to approve the received order of the particular seller, first. Then, the seller will be notified about the received order.

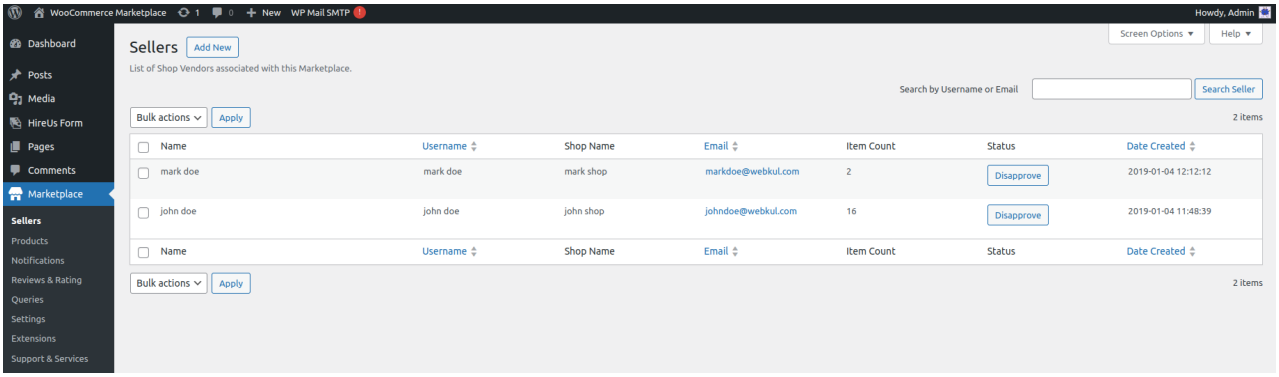
Dynamic SKU –

The admin can enable dynamic SKUs for the particular seller. The admin can enter the Product SKU Prefix. And it will be applicable to the particular seller's actual product SKU when adding the products.

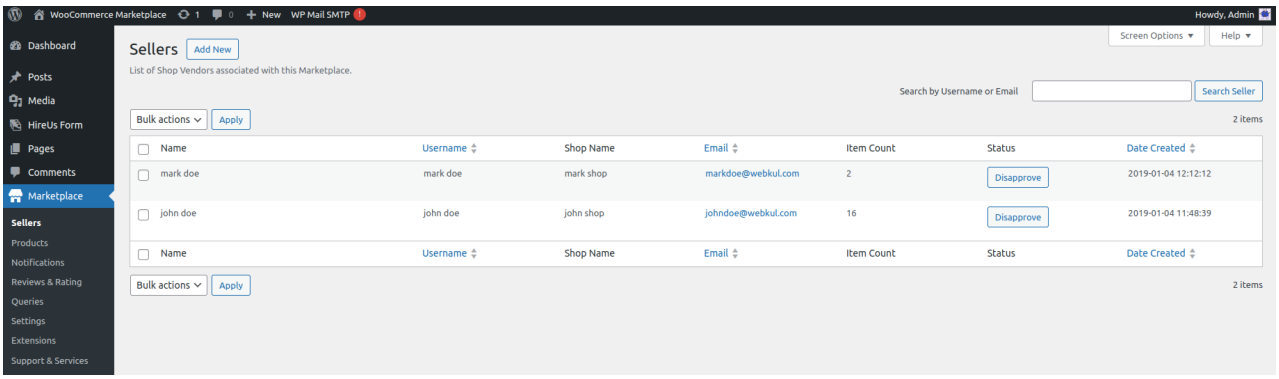


Seller Approval

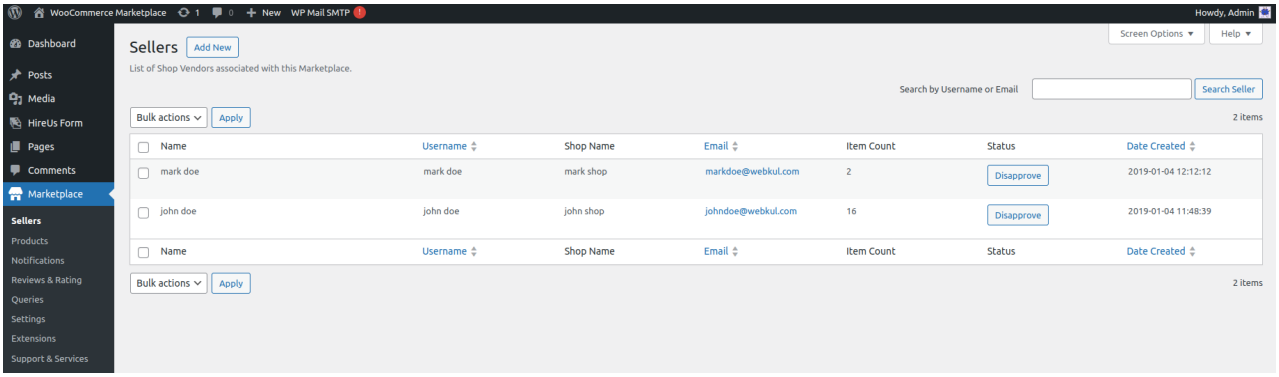
In the case of the admin configuring **"Auto Approve Seller"** as **"Unchecked"** then the admin needs to approve the seller manually.



After successful registration, the seller will appear in the Seller List for the approval of the seller.



Admin can approve or disapprove the seller by hitting the **“Approve or Disapprove”** button in the Seller list.

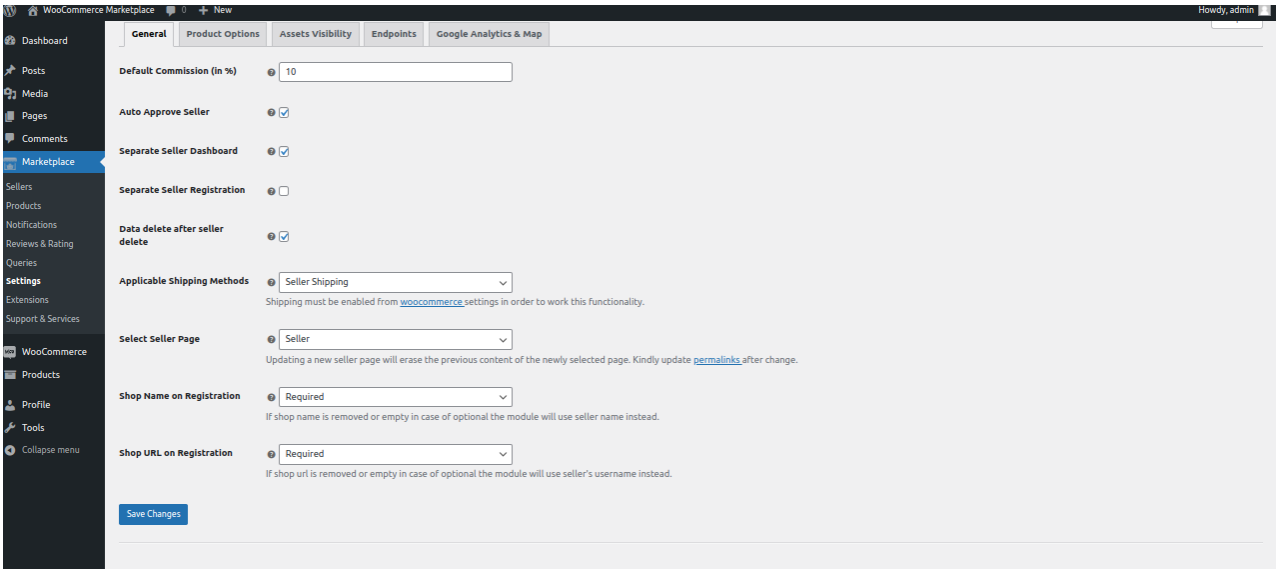


After approval, the seller can perform all the actions like adding a product, viewing orders, etc.

Commission Management

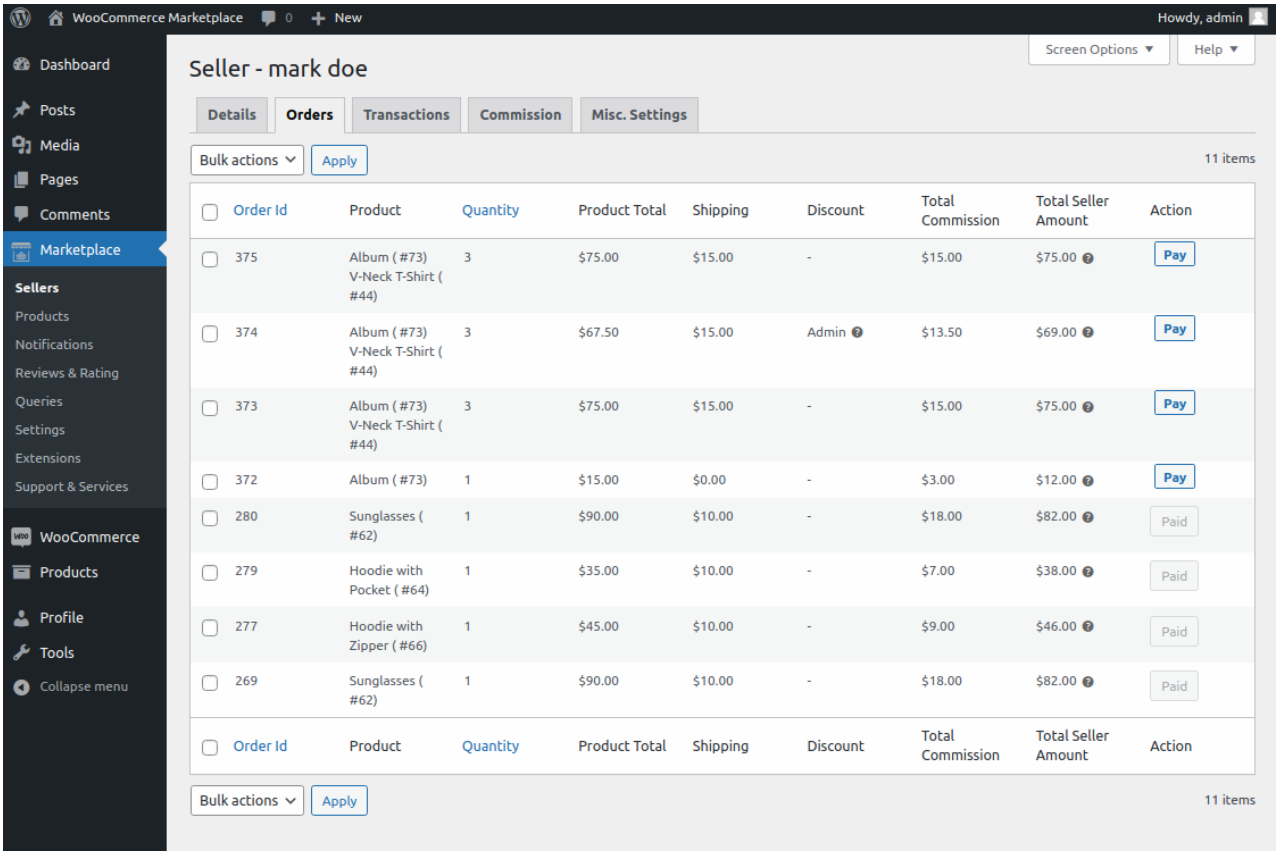
In the Marketplace configuration, the admin can configure a commission rate, this commission mechanism will be applicable to all the sellers.

For example, there is a seller “S1” and his/her product is “P1”, and its price is 100 USD. So on the sale of product “P1”, the seller will get 90 USD and the admin will get 10 USD as a commission.



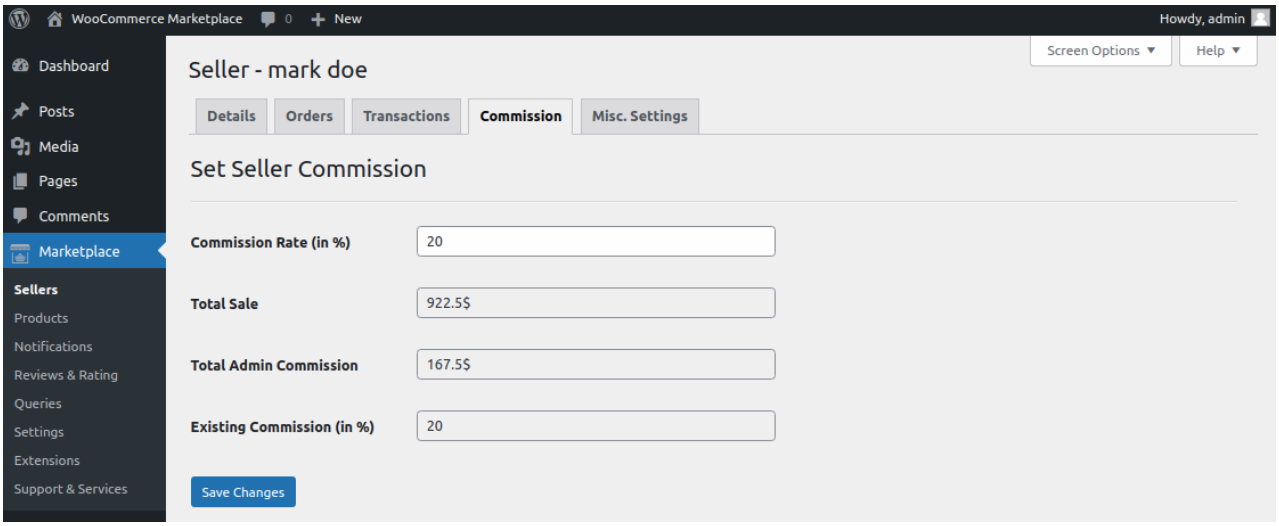
Order Management –

Under the Orders tab, the Order Id, Product, Quantity, Product Total, Shipping, Discount, Total Commission, Total Seller Amount, and Action tabs are visible as shown in the image.



After clicking on the Seller Name, the user will go to the commission page.

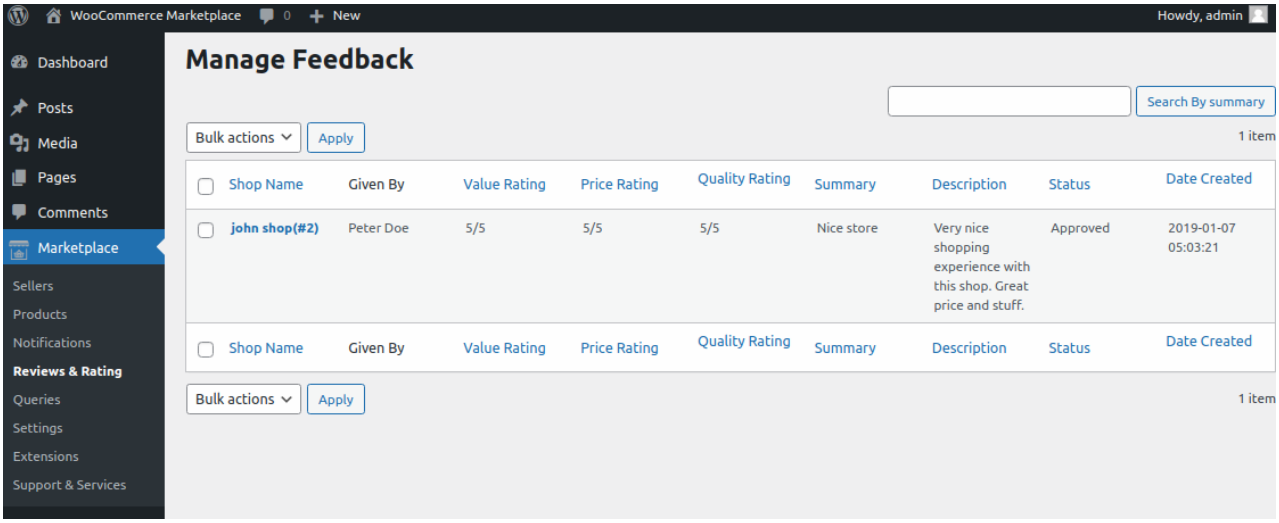
Here the user can set the commission for that particular seller.



Manage feedback

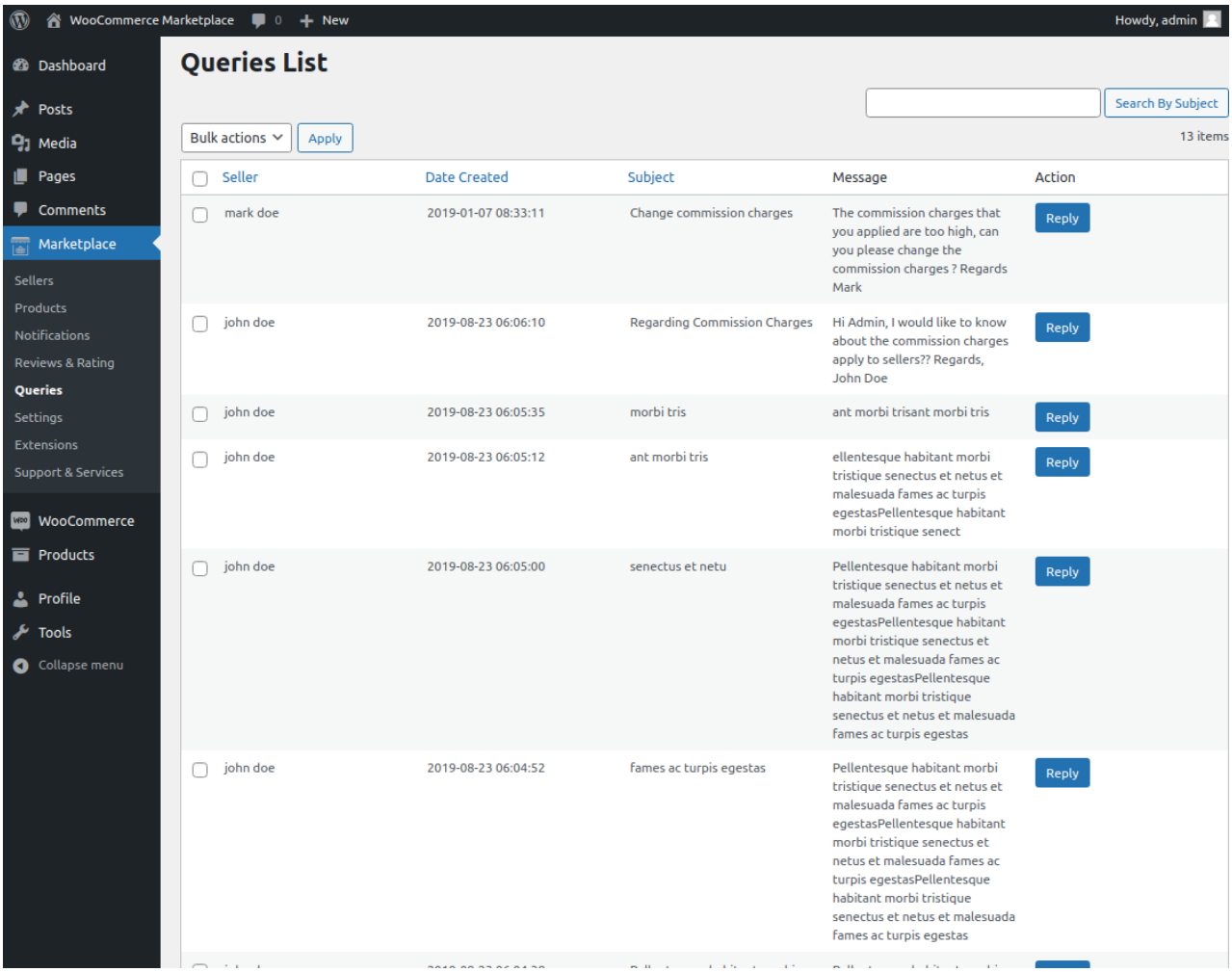
The admin can manage the feedback from the customers. The admin can approve or disapprove the reviews and ratings from the customers for the seller’s products.

Thereafter, the sellers can view the approved reviews from their panel.

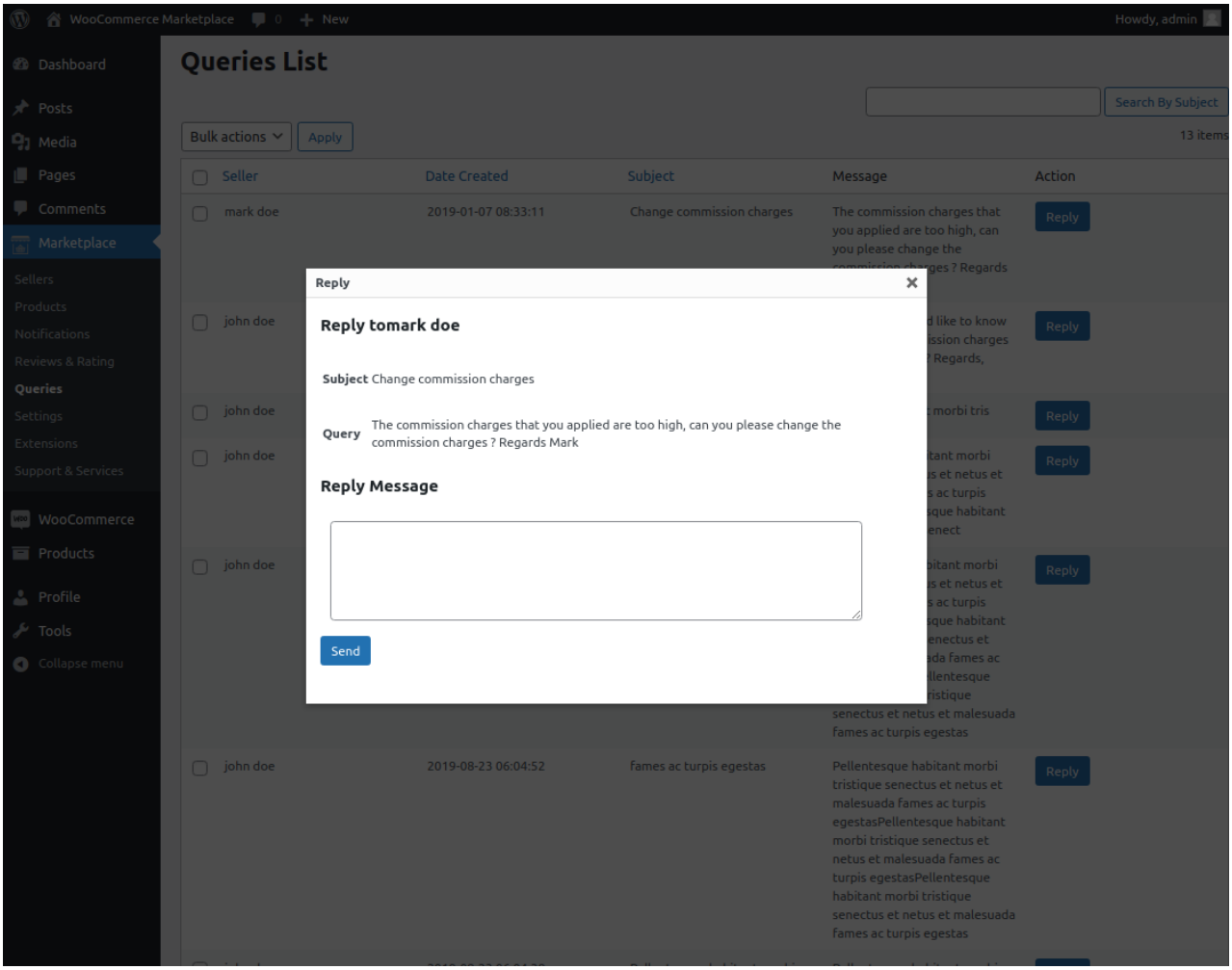


Seller Queries

Under the “Marketplace” tab, a ‘Queries’ option is also present. On clicking the ‘Queries’ option, a Query List is present where the admin can check the queries put up by the sellers.

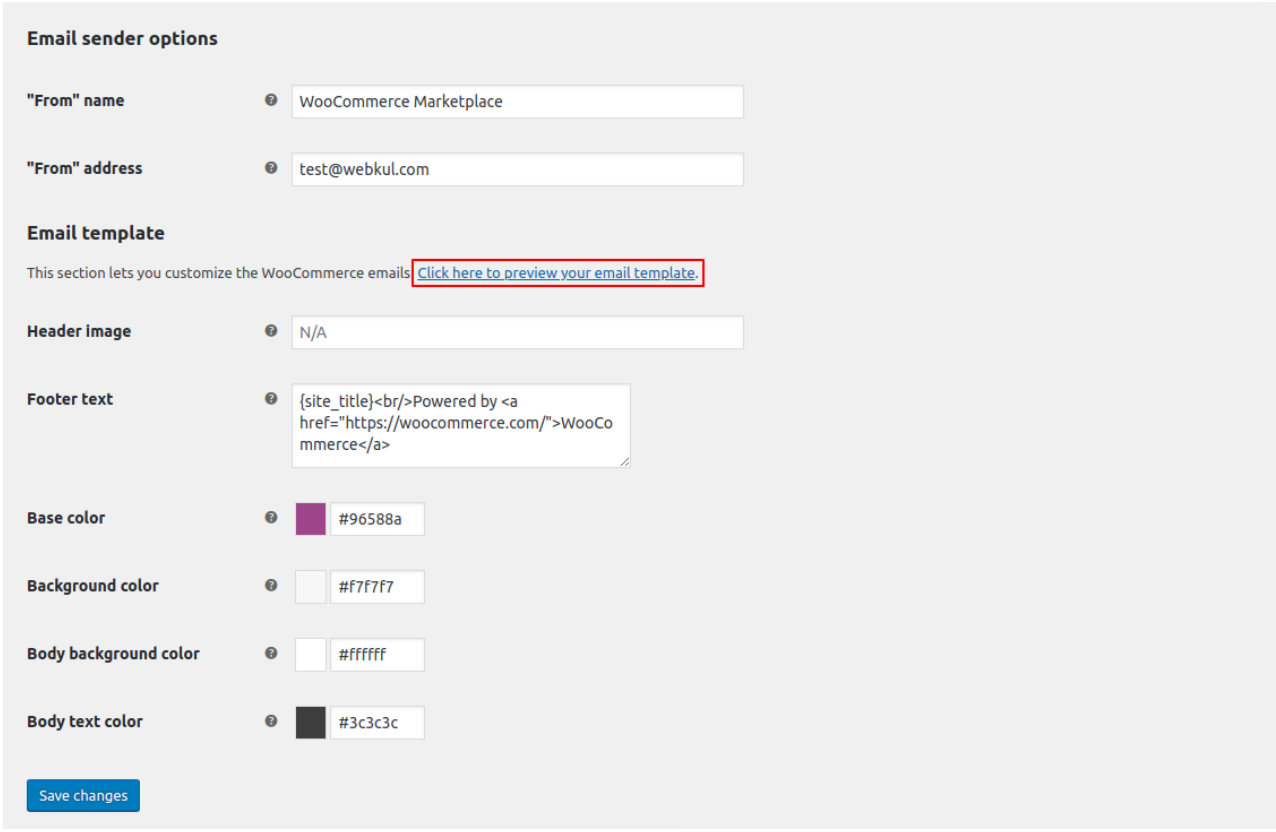


Further, the admin can forward replies for the seller’s query by clicking on the Reply button against the query as shown in the image below.

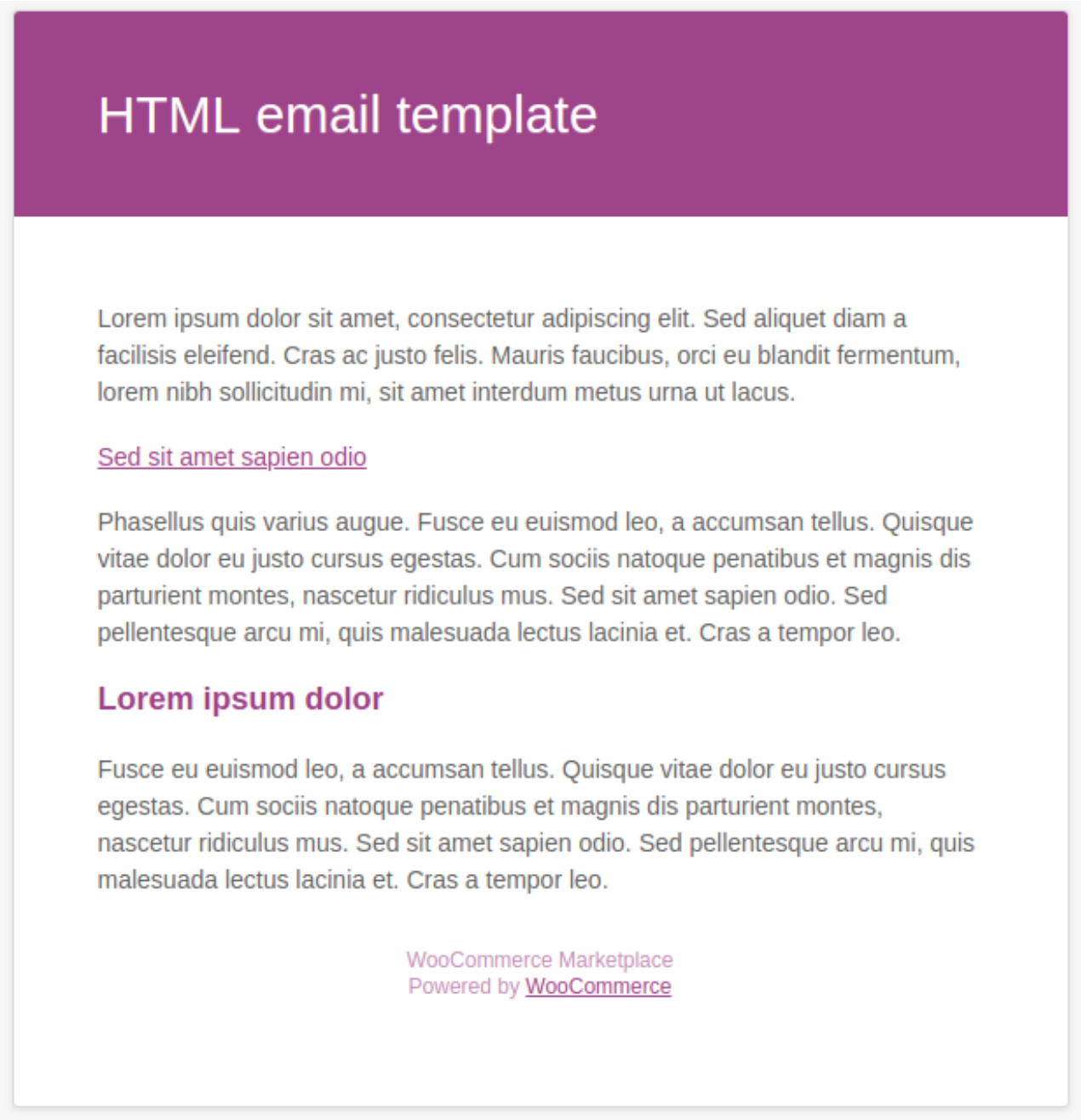


Email Configurations

The admin can manipulate templates for emails and can configure the settings of the emails under **WooCommerce > Settings > Emails.**

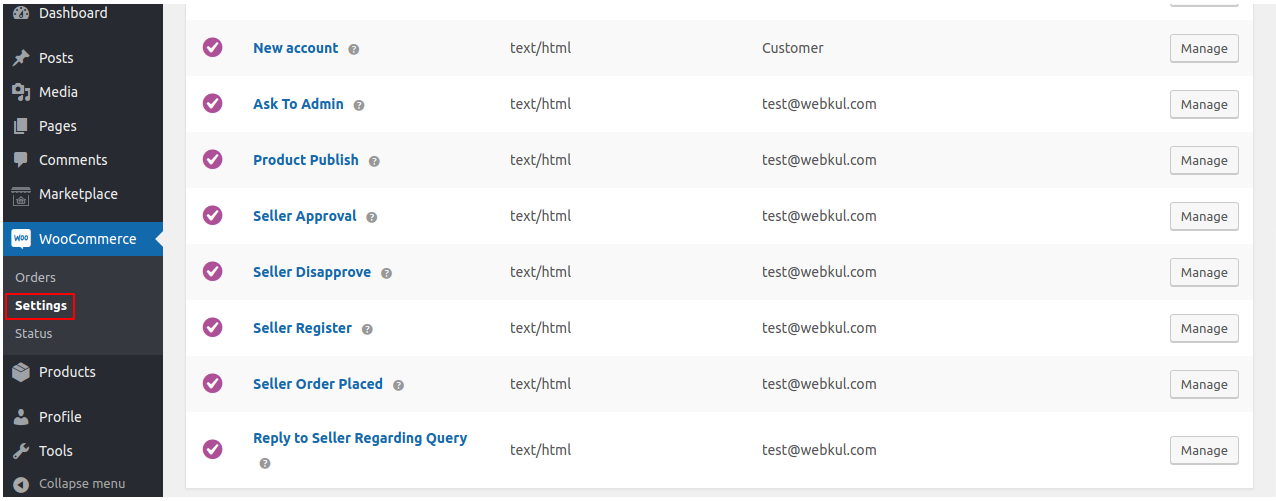


Under the Email Template section, a Hyperlink **“Click here to preview your email template”** is present, on clicking which the layout of the email will display as shown in the image below.

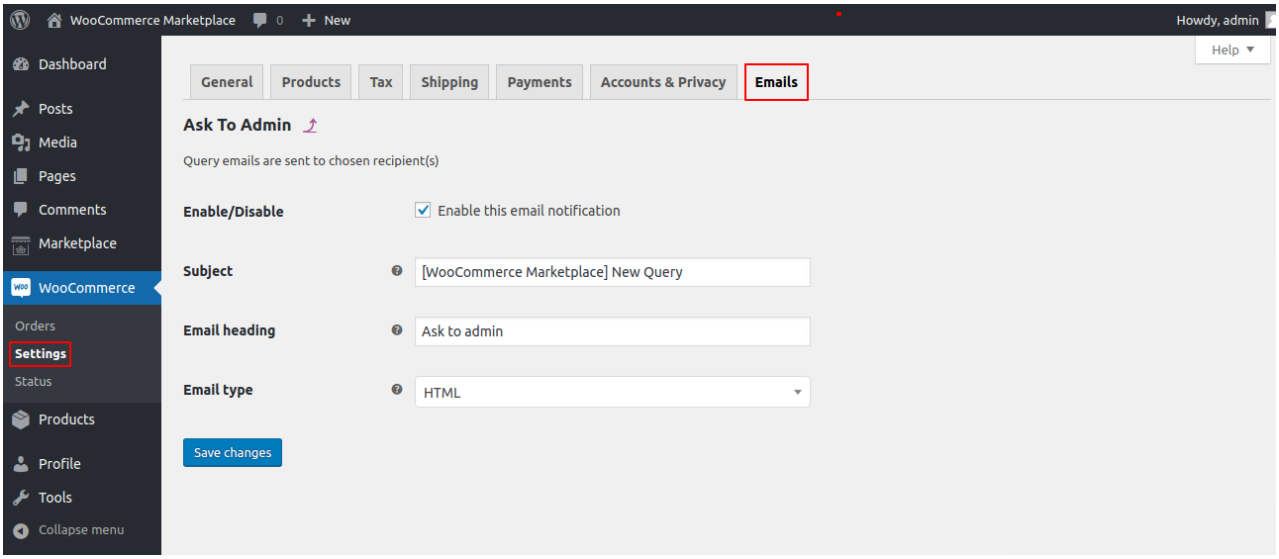


The admin may create mail templates for various Marketplace email templates such as Ask to Admin, Product Publish, Seller Approval, Seller Register, etc.

These mail templates are listed under **WooCommerce > Settings > Emails** as shown in the image below.



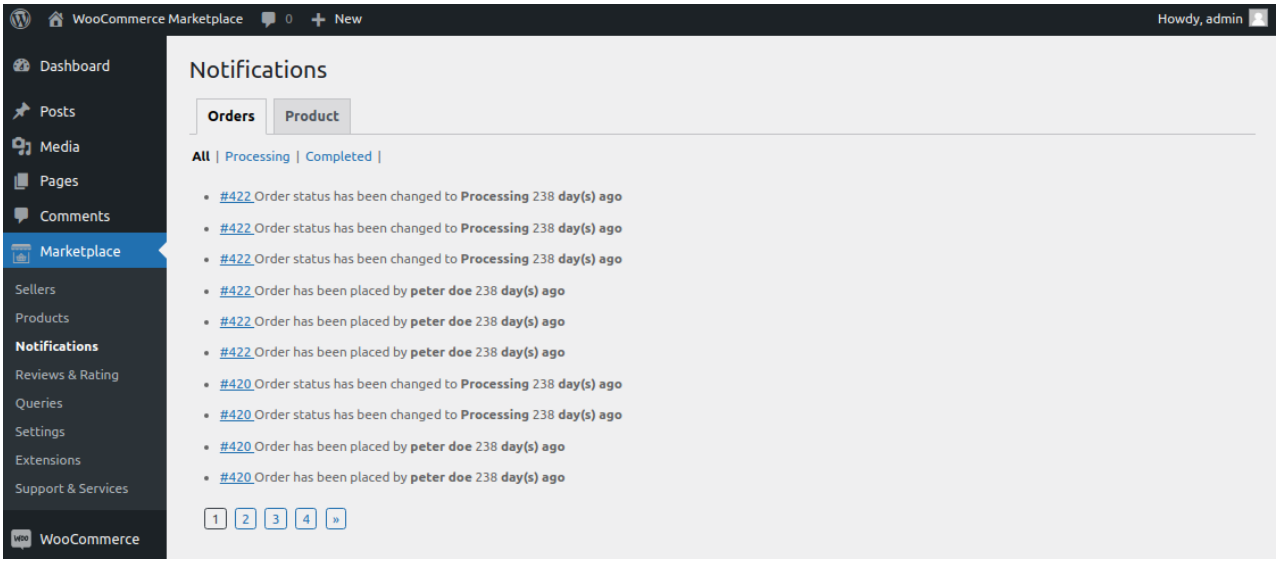
On clicking the **“Manage”** button present against the respective mail template, the admin can configure the settings for the same.



Admin Notification

The admin can perform several actions in the marketplace like new orders, changes in order status, approval of a product, and many more.

Further, in the notification area, the admin will be notified as shown in the image below.



Support

That’s all for the **WordPress WooCommerce Multi-Vendor Marketplace**.

Current Product Version - 5.5.0

Supported Framework Version - WordPress:6.4.2 WooCommerce: 8.5.1 WooCommerce Marketplace: 5.5.0

Blog Version - WordPress:6.4.2 WooCommerce: 8.5.1 WooCommerce Marketplace: 5.5.0