



# **Seller Manual**

For Version 3.0

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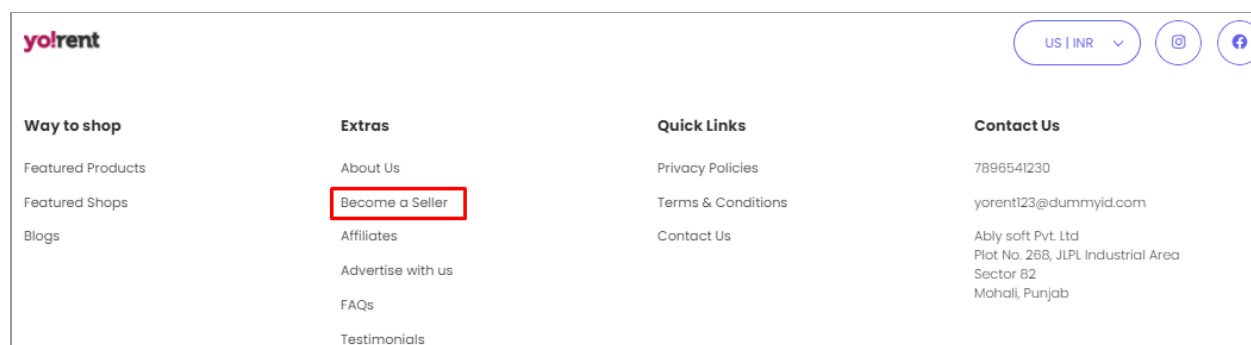
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## 1. Sign Up

Sellers can sign up via two different workflows based the admins preference:

### Method (I)

A seller sign up button is provided under the 'Become A Seller' (Website name)' section in the footer of the website. This is the default seller signup method used by the system. Please refer to the screenshot below which highlights the section that is being referred to.



Clicking on the Become A Seller button will redirect the user to the signup page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

The image shows a registration form titled "Register Today". It has two input fields: "Your Email\*" and "Your Name\*", both with asterisks indicating they are required. Below these fields is a blue button labeled "Start Selling". At the bottom, there is a link that says "Need Help In Getting Pan/vat? Click Here To Contact Our Partners Near Your Location". The background of the form has a faint watermark that says "BOUTIQUE" and shows a silhouette of a person.

The user must enter their 'Email ID' and 'Name' and click on the 'Start Selling' button which will redirect them to the 'Seller Registration' form.

a) **'Details' tab:** On the next tab, the user needs to enter the following information:

- **Name:** The name to be used.
- **Username:** A unique username.
- **Email:** The correct email address.
- **Password:** A password of choice.
- **Confirm Password:** Re-enter the password entered in the previous field.
- **Terms and Conditions Checkbox:** The seller must read the provided terms and conditions of the portal and click on the provided checkbox.  
**NB:** The user cannot proceed further without selecting this check-box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.  
Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Newsletter Checkbox:** Clicking on this checkbox is optional. If the seller clicks on this checkbox, the user gives the consent to receive any updates and newsletter generated from the portal.

**NB:** This section is admin manageable which means that this check-box will not be displayed on the sign-up form if it is not enabled by the admin.

**Seller Registration**

[Details](#) [Activation](#) [Confirmation](#)

**Name \***

**Username \***

**Email \***

**Password**

**Confirm Password**

Example Password: User@123

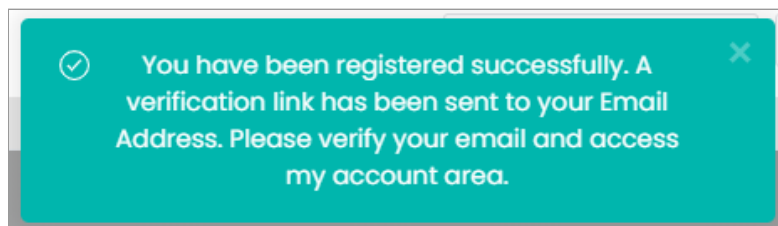
☐ I Agree To The Terms Conditions

☐ Newsletter Signup

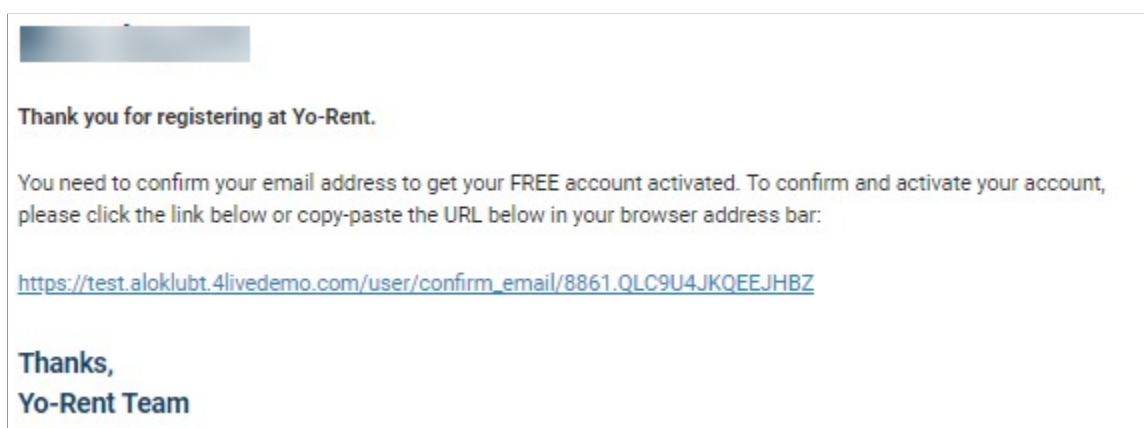
**Submit**

When the seller clicks on the 'Submit' button, a toast message will be displayed on the top of this page. This message instructs the seller to check for a '**Verification Link**' sent on the Email address filled in the previous step.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.



The seller must click on the link provided in the email to complete the email verification step.



**NB:** The admin can include or exclude the '**Email Verification**' step from the sign up process.

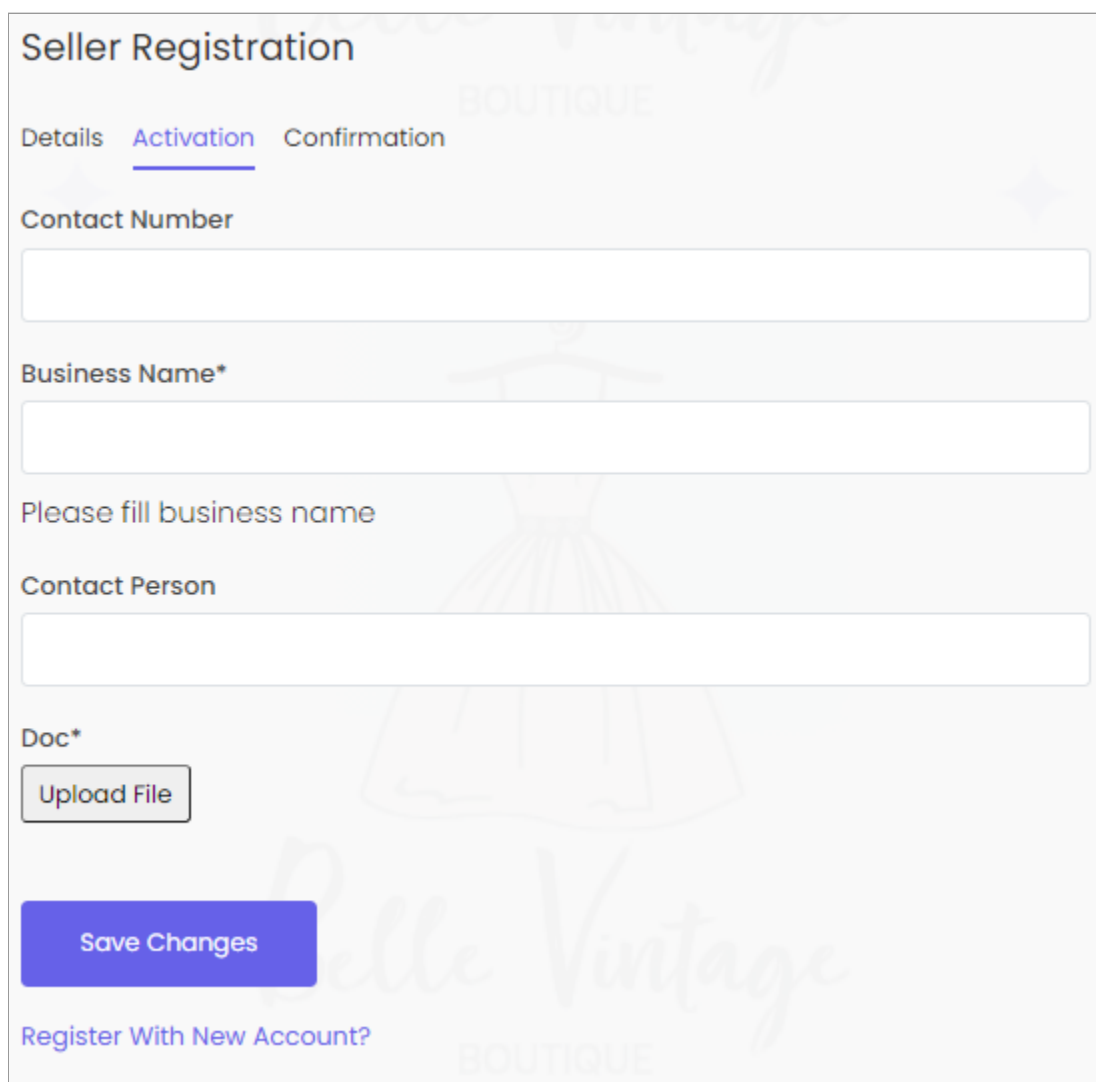
Once the seller has submitted their '**Details**' form, their information will be **saved in the system**. If the seller **discards** the sign up process in any of the next tabs and then tries to **register again**, with the **same** username and email address, the system will display an error message. So, the seller can directly login using the credentials filled previously in the '**Details**' tab which will redirect them to the seller dashboard that will display the '**Seller Approval Form**'. These details need to be filled in order to **complete** the signup process.

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- b) **'Activation' tab:** The **'Activation'** tab is handled by the admin. So, there is no standard requirement. The seller needs to fill in the details in the provided input fields and proceed further with the registration process..

Once the necessary input fields have been filled, the seller can click on the **'Save Changes'** button.



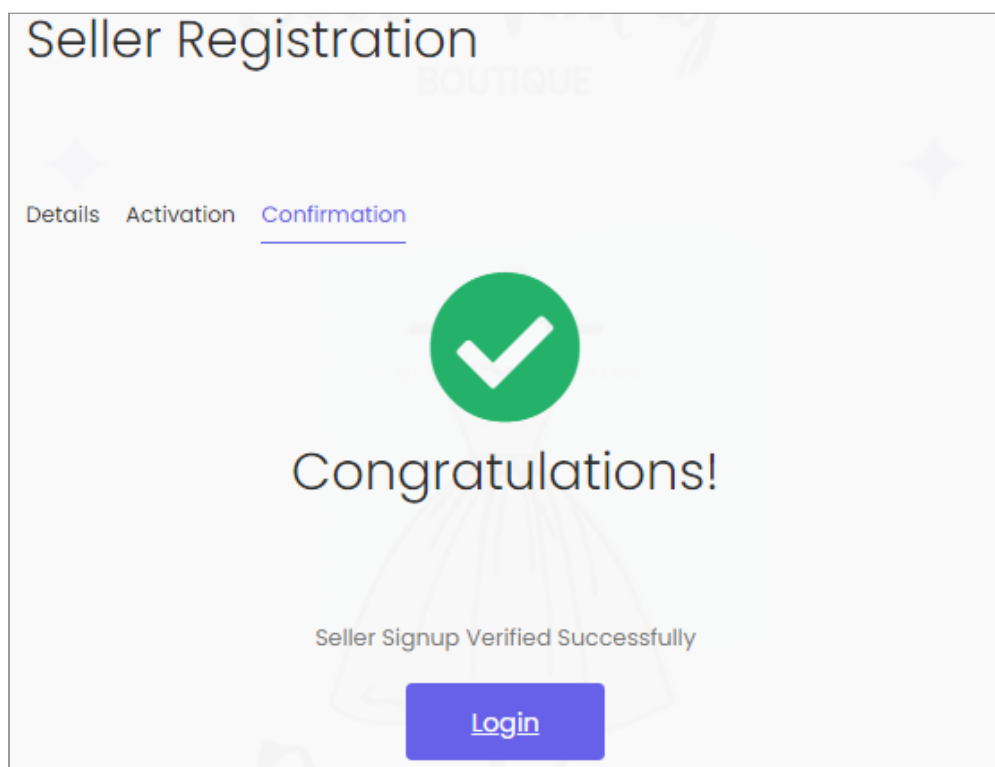
The screenshot shows a web form titled "Seller Registration" with three tabs: "Details", "Activation" (which is selected and underlined), and "Confirmation". The form contains several input fields and a button:

- Contact Number:** A text input field.
- Business Name\*:** A text input field with an asterisk indicating it is required.
- Please fill business name:** A text input field.
- Contact Person:** A text input field.
- Doc\*:** A label with an asterisk indicating it is required, followed by an "Upload File" button.
- Save Changes:** A prominent blue button.
- Register With New Account?:** A link at the bottom of the form.

The background of the form has a faint watermark that reads "Belle Vintage BOUTIQUE".

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

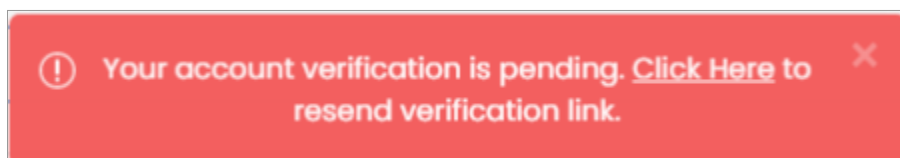
- c) **'Confirmation' tab:** Clicking on the **'Save changes'** button will navigate the seller to the **'Confirmation'** tab. This tab will display a message that confirms the seller's registration. This tab also shows the **'Login'** button at the bottom by clicking on which the seller will be redirected to the 'Sign In' page.



The seller will also receive an email confirming their signup, on the registered email address.

If the seller has not completed the Email Verification step, the following message will be displayed when they try to login after registration.

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Please note that if the seller does not receive the verification email, they can check it in their spam and junk folders or resend it by clicking on the 'Click Here' button provided in the alert message above.

## Method (II)

The user can also sign up as a seller if they have **already registered as a buyer**. However, this option is only available if the Admin has enabled the respective settings from their end.

The buyers will be redirected to 'Seller Approval Form' when clicking on 'Seller' from the '[Role Switcher](#)' button. This form is handled by the admin so there is no standard requirement. The seller needs to fill in the details in the provided input fields and submit their request. An example of the 'Seller Approval Form'.

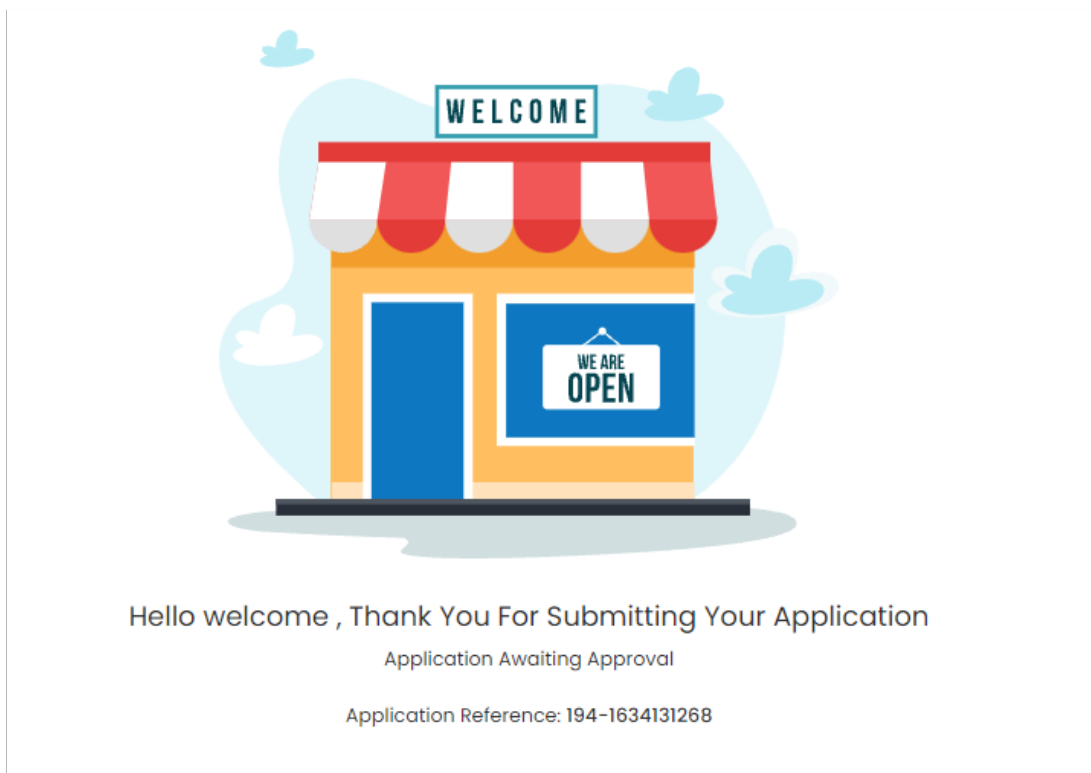
A screenshot of a web form titled "Seller Approval Form". The form has a light gray header with the title. Below the header, the form is divided into three input fields: "Contact Number", "Business Name\*", and "Contact Person". The "Business Name\*" field has a small italicized text "Please fill business name" below it. At the bottom left of the form is a red button with the text "Save Changes".

Seller Approval Form		
Seller Approval Form		
Contact Number	Business Name*	Contact Person
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Please fill business name</small>	
<input type="button" value="Save Changes"/>		

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

Users must fill in the required details and then click on the 'Save Changes' button.

Following message will be displayed if Admin approval is enabled. The buyer will have to wait for the admin approval. The users will be notified about the request approval/cancellation status via emails.



If admin approval is disabled, the buyer will be redirected to the seller dashboard.

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# Congratulations

Hello welcome , Your Application Approved

Start Using Seller Please Contact Us

Application Reference: 194-1634131268

**NB:** Any user who is registered as a 'Seller' will be registered as an 'Advertiser' by default in the system.

## 1.1 Login (Sign In)

Sellers can navigate to the 'Login' button available at the top-right corner of the homepage clicking on which will display the login form.

The seller can login through the registered Email Id or Username.



## Sign In

[Use Phone Number Instead](#)☐ Remember Me[Forgot Password?](#)

---

Or

---




Clicking on the 'Login' button will verify the entered credentials and redirect the seller to the homepage/dashboard page.

Another way to login is to enter the registered contact number by clicking on the 'Use Phone Number Instead?' button provided below the login input fields.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

## Sign In





 +61 ▾

Phone Number

Use Email Instead ?

Get Otp

OR CONTINUE WITH

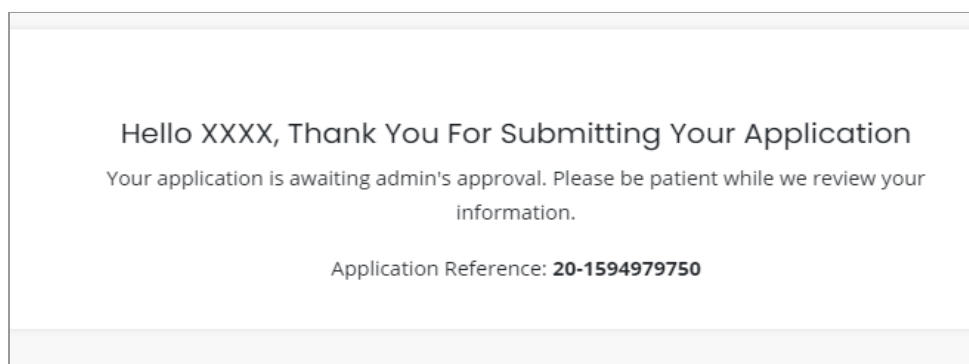


Please enter the registered contact number in the provided input field and then click on 'Get OTP' button after which an OTP that shall be forwarded to the user on that number. Please enter the correct OTP to login. Resend Option along with screenshot

NB: Please note that this 'Use Phone Number Instead?' button will only be displayed if the admin has enabled the respective settings in the panel.

In case if the Admin has opted for the 'Admin Approval' step, the seller will see the message appearing as shown.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.



This message will appear until the admin approves the seller's request from their end. Only after the request is approved, the seller can view the other sections of the seller panel that are explained in the later segment of the manual. In case if the seller does not remember the correct password, please refer to the '[Forgot Password](#)' module to reset the password.

**NB:** The seller must Sign up before logging in to the website. To sign up please refer to '[Sign Up](#)'.

## 1.2 Forgot Password

If the seller does not remember the password, they can reset it. The similar approach can be followed if the seller wants to reset the previously chosen password.



Forgot Password?

Back To Login

Enter The E-mail Address Associated With Your Account. Click Submit To Have Password Reset Link E-mailed To You. [Use Phone Number Instead](#)

Email Address

Submit

Back To Login [Click Here](#)

Manage your orders  
Easily track orders, Create returns.

Make Informed Decisions  
Get Relevant alerts and recommendations

Engage Socially  
With wishlists, Reviews, Ratings

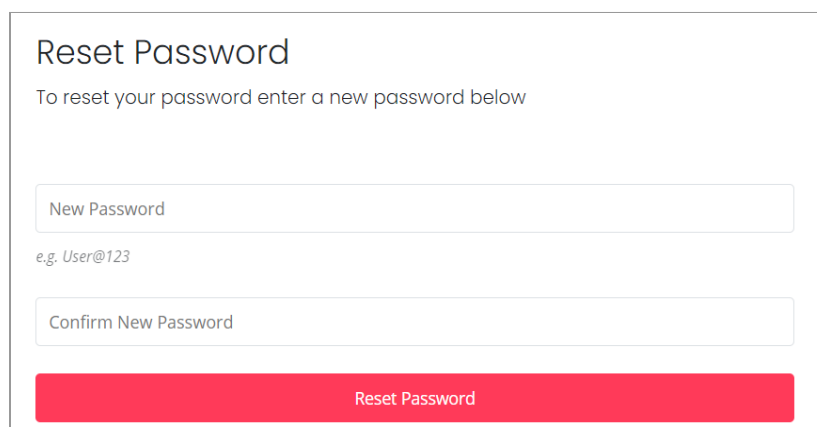
Activate Window  
Go to Settings to activate

There is a 'Forgot Password' option available just above the 'Login' button). Clicking on this button navigates the seller to the Forgot Password page. The seller can reset their password using either their registered 'Email' or 'Phone Number'.

- I. **Reset Password Through Registered Email Address:** The seller must enter their registered Email address in the provided input dialog box and then click on the '**Submit**' button provided below it. The system forwards a '**Password Reset Email**' to the entered registered Email ID.

The seller must click on the link provided in the received email which will redirect them to the '**Reset Password**' page.

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A screenshot of a 'Reset Password' form. The form has a title 'Reset Password' and a subtitle 'To reset your password enter a new password below'. It contains two input fields: 'New Password' and 'Confirm New Password'. Below the 'New Password' field is an example text 'e.g. User@123'. At the bottom of the form is a red button labeled 'Reset Password'.


The seller must enter the '**New Password**' and '**Confirm New Password**' input dialog boxes and then click on the '**Reset Password**' button provided below them. A message declaring '**Password Successfully Changed**' will be displayed and the seller will be redirected to the '**Sign in/ Login**' page. The seller can proceed with login using the new password.

**NB:** An example of a strong password is provided below the '**New Password**' dialog box. The seller can follow the pattern of the given example to create a strong password.

- II. **Reset Password Through Registered Email Address:** The seller can reset their password using the phone number linked to their account. Clicking on '**Use Phone Number Instead**' will display the following form. The seller must enter the contact number that is associated with their account and click on the '**Get OTP**' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

Enter The Phone Number Associated With Your Account. An OTP will be sent to your registered number. [Use Email Instead](#)

 +91 ▾

Phone Number

Get Otp

[Back To Login](#) [Click Here](#)

The OTP will be forwarded to the seller on their contact number.

Verify Your Phone Number

Enter The Otp You Received On Your Phone Number

-  -  -

Please Wait **23** Seconds To Resend

VALIDATE

The seller must enter the OTP that is forwarded on their phone number and then click on the '**Validate**' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

## Reset Password

To reset your password enter a new password below

*e.g. User@123*

Reset Password

The '**Reset Password**' form will appear as shown through which the seller can update their password.

### 1.3 Seller Dashboard Top Navigation Bar

Once logged in, the seller will be navigated to the dashboard.

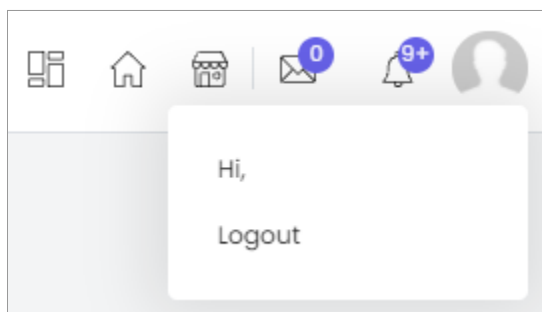
#### ❖ Top-Navigation Short-cut Icons

There are several icons available at the top right corner of the dashboard. The functionalities of these icons are explained below:



- i) **User Icon:** Clicking on the '**User Icon**' provided at the extreme right will display two options in the dropdown menu.

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Clicking on the 'Hi, XXXX' button will redirect the seller to the '[My Account](#)'. Clicking on the 'Logout' button will log the seller out of their account.

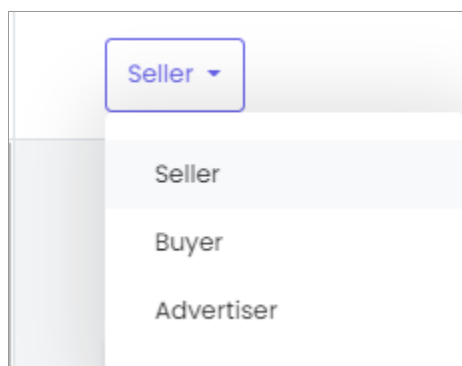
- ii) **RFQ Notifications:** This is a shortcut button to read the RFQ Request For Quote notifications.
- iii) **Message icon:** This is a shortcut button to access the messaging module. This icon will also display the count of unread messages. Clicking on this button will redirect the seller to the 'Messages' page.
- iv) **Shop icon:** This is a shortcut button to access the shop.
- v) **Home Icon:** Clicking on this icon will redirect the seller to the Homepage of the website in a new tab.
- vi) **Dashboard:** Clicking on this icon will redirect the seller to Dashboard.

#### ❖ Role Switcher

'Role Switcher' button is provided on the top navigation bar. A user can be registered on the website as a 'Buyer', 'Seller' or an 'Advertiser'. However, if any particular user has registered with multiple roles for example, a seller has also registered themselves on the website as a 'Buyer', they can switch roles using this button. This means that the users with multiple roles do not

need to login and logout repeatedly. They can directly access the other dashboards by selecting the respective role from the drop-down.

**NB:** Any user who is registered as a 'Seller' will be registered as an 'Advertiser' by default in the system.



#### ❖ Shop Icon



Clicking on this icon will redirect the seller to their Shop page at the front-end.

**NB:** This icon is not displayed to the newly registered seller since they have not created their shop yet. However, once the seller creates their shop, this icon will be displayed on the top-navigation bar.

#### ❖ Hamburger Menu




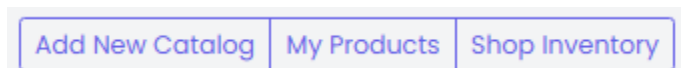
Clicking on this button will open a vertical side-navigation bar which includes several modules and sub-modules for sellers. All these modules are explained further in the manual.

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## 1.4 Dashboard

When clicking on the  'Dashboard' icon the seller is redirected to the Dashboard page. There are three shortcut buttons provided on the top-right corner of this page.

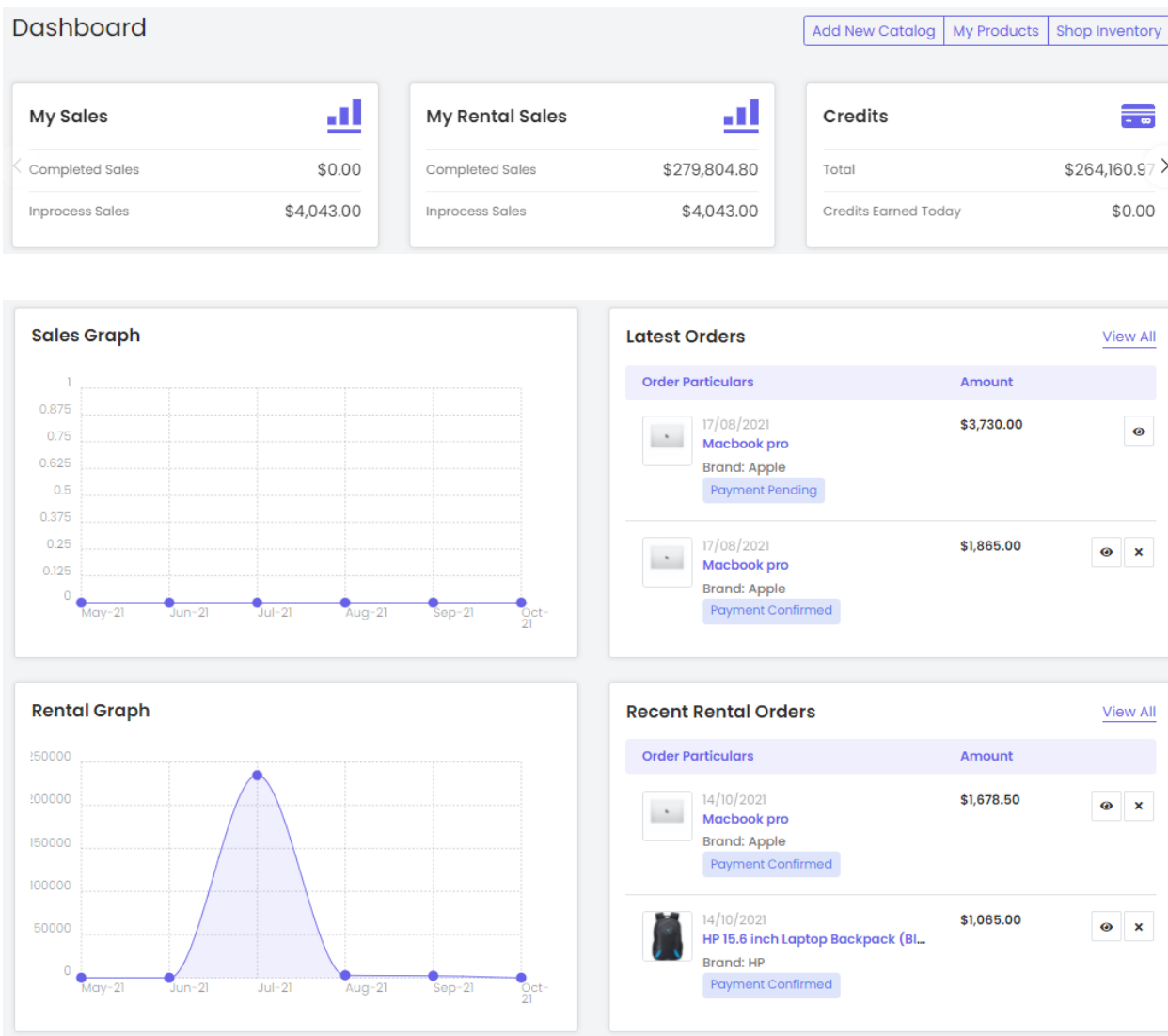


The functionalities of these buttons are explained below:

- **Add new Catalog:** This shortcut button redirects the seller to the 'Products' module in which they can add a new product in their shop through 'Custom Product Setup' form.
- **My Products:** This shortcut button redirects the seller to the 'My Products' page that will display all the products added by them.
- **Shop Inventory:** This shortcut button redirects the seller to the 'Shop Inventory' page that lists all the inventories added to their shop.

**NB:** If, by clicking on any of these buttons the seller is redirected to the Subscription Plans page this means that the seller needs to purchase a subscription plan to add products in their shop. These plans are defined and thereby managed by the admin.

The dashboard page includes sections shown below:




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Asterisk (\*) next to a form control's label indicates it as ‘required’.



Transaction History						<a href="#">View All</a>
Txn. Id	Date	Credit	Debit	Balance	Comments	Status
TN-0000582	14/10/2021	\$0.00	\$150.00	\$264,170.97	Order Placed #OI634213525	Transaction Completed
TN-0000367	30/08/2021	\$19.20	\$0.00	\$264,320.97	Credited Order Cancel Penalty(after Commssion Deduction) For #OI630323221-S0003	Transaction Completed
TN-0000366	30/08/2021	\$9.60	\$0.00	\$264,301.77	Credited Order Cancel Penalty(after Commssion Deduction) For #OI630323221-S0002	Transaction Completed

Return Requests				<a href="#">View All</a>
Order Particulars	Qty	Stat		
30/08/2021 OI630305239-S0001 Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/...	1	Re		
08/07/2021 OI625642349-S0001 Macbook pro	1	Re		
06/04/2021 OI617709324-S0001 Macbook pro	1	Re		

Cancellation Requests			<a href="#">View All</a>
Order Particulars		Request Detail	
14/10/2021 OI625736604-S0001 Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Ad...		Reason: I ordered the wrong product(s) Comments: Test	
30/08/2021 OI630323221-S0001 Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/...		Reason: I ordered the wrong product(s) Comments: gh	
30/08/2021 OI630322870-S0001 Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/...		Reason: I placed a duplicate order Comments: d	

Since the seller has created a new account, there is no information displayed under any of the above sections as of yet. Sections denoted above are explained below.

- a) My Sales:** This section displays the total amount (in default currency) of sales for orders that are successfully completed and the amount (in default currency) of sales for orders that are in process. Please note that

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an order is considered as '**Completed**' only when it reaches its dead state, in other words it reaches a state where no actions can be performed on it. The orders under 'Completed', 'Cancelled' and 'Refunded/Completed' statuses are considered as '**Completed**'. The orders with 'In-Process', 'Shipped', and 'Delivered' statuses will be considered as '**In-Process**' orders. Clicking on this section will redirect the seller to the '[Orders](#)' module.

**b) My Rental Sales:** This section displays the quota of completed sales along with data of inprocess sales. Click inside the box and you will be taken to the 'Rental Orders' details page.

**c) Credits:** The sum total of credits earned by the seller from all the successfully completed orders is displayed in this section. It also displays the credits earned on the respective date. Clicking on this section will redirect the seller to the '[My Credits](#)' module.

**NB:** An order is considered as '**Completed**' only when it reaches its dead state, in other words it reaches a state where no actions can be performed on it. The orders under 'Completed', 'Cancelled' and 'Refunded/Completed' statuses are considered as '**Completed**'.

**d) Sales Graph:** The graph shows the total sales of the last six months.

**e) Latest Orders:** This section displays the count of the number of orders that have been 'Completed' and the number of orders that are 'Pending'. Clicking on this section, the seller will be redirected to the '[Orders](#)' module.



**NB:** An order is considered as '**Completed**' only when it reaches its dead state, in other words it reaches a state where no actions can be performed on it. The orders under 'Completed', 'Cancelled' and

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Asterisk (\*) next to a form control's label indicates it as 'required'.

'Refunded/Completed' statuses are considered as '**Completed**'. All the other orders will be considered as '**Pending**'.

- f) **Rental Graph:** The graph shows the total rental orders of the last six months.
- g) **Recent Rental orders:** A list of latest orders placed by customers can be viewed under this section. This section will not display any orders for a new seller who has just signed up. However, once the seller has added products and begun the selling process, this section will start displaying the orders.

Each of the orders displayed is provided with necessary action buttons using which the seller can perform certain actions directly from this section. The eye icon  will redirect the seller to the order detail page which is known as 'View Sale Order' page. The cross icon  will redirect the seller to the 'Cancel Order' page. The '**View All**' link will redirect the seller to the 'Orders' module.

- h) **Transaction History:** This section displays the details of the recent transactions made from the seller's wallet. This list is arranged in the order of most recent transactions on the top. The '**View All**' link will redirect the seller to the 'My Credits' module.


**NB:** The 'Wallet' term used in the manual refers to the virtual wallet linked with the seller's account.

- i) **Return Requests:** This section displays a list of latest Return Requests made by customers in the order of most recent orders on the top. This section will not display any orders for a new seller who has just signed up. However, once the seller has added products and begun the selling

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
Asterisk (\*) next to a form control's label indicates it as 'required'.

process, this section will start displaying the orders with return requests.

Each of the orders displayed is provided with necessary action buttons using which the seller can perform certain actions directly from this section. The eye icon  will redirect the seller to the order detail page which is known as 'View Order Return Request' page. The '**View All**' link will redirect the seller to the 'Order Return Requests' module.

- j) **Cancellation Requests:** This section displays a list of the Cancellation Requests placed by the customers in the order of most recent orders on the top. This section will not display any orders for a new seller who has just signed up. However, once the seller has added products and begun the selling process, this section will start displaying the orders with cancellation requests.

The '**View All**' link will redirect the seller to the 'Cancellation Requests' module.

To proceed further, the seller needs to click on the 'Menu Icon'  displayed at the top left corner which will open the side-navigation bar. Each of the sub-modules are categorically placed under the main modules and are explained ahead.

## 1.5 Subscription Plans

If the admin has enabled the 'Subscriptions' feature, then the seller must purchase any one of the Subscription plans. The seller cannot proceed further without buying a subscription plan.

Since these packages and plans are created and managed by the Admin, they can vary in terms of:

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- **Number of Packages:** The number of packages being displayed.
- **Name of Packages:** The names of packages for example, silver, gold and so on.
- **Number of Plans:** The number of plans provided under each package.
- **Names of Plans:** There are no fixed names assigned to the plans. So, the seller can view a new plan apart from those mentioned in the manuals.
- **Cost:** The cost for each plan is assigned by the Admin only. Sellers might view multiple choices for prices offered under each package based on the difference in their validity time period.
- **Validity Time Span:** The validity time period for which each plan.
- **Percentage of Commission Rate:** The fixed amount of money to be paid by the seller to the business owner depending upon a certain amount of sale is known as Commission rate. The percentage of commission rate assigned to each plan is different as shown.
- **Number of Active Products:** The number of active products a seller can add to their shop is different for each plan. The seller can add new products in their shop however, the number of active products cannot exceed the limit offered within the chosen subscription plan.
- **Capacity of Product Inventory:** A catalog/product can have several inventories based on the variation in certain parameters such as their color, size and so on. The number of product inventories a seller can add to their shop will also be different for every subscription plan.
- **Images per Product:** Number of images any seller can upload for each product added in the shop is different depending on the kind of plan selected. This criteria defines the number of images the seller can add

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for a product. For example, if the seller uploads three images for one product, the count of the number of images added will be three.

An example of how the subscriptions will be displayed to the seller.

### Simple Pricing With No Surprises

Subscription plans and At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis quas molestias excepturi sint occaecati cupiditate non provident.

#### GOLD PLAN

## \$100.00

Per 30 Days

---

5% Commision Rate

---

300 Active Products

---

600 Product Inventory

---

15 Images Per Product

---

Select Your Gold Plan Price

☐ \$100.00 / Per 30 Days
 ☐ \$150.00 / Per 60 Days
 ☐ \$200.00 / Per 90 Days

Buy Plan

#### PREMIUM PLAN

## \$150.00

Per 30 Days

---

4% Commision Rate

---

350 Active Products

---

700 Product Inventory

---

20 Images Per Product

---

Select Your Premium Plan Price

☐ \$150.00 / Per 30 Days
 ☐ \$200.00 / Per 60 Days
 ☐ \$250.00 / Per 90 Days

Buy Plan

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Once the seller chooses the best suitable option, they must click on 'Buy Plan'. The seller will be redirected to the 'Billing' page, which will display the total amount to be paid by them.

The seller can click on the 'I have A Coupon' option provided on the right side of the page to avail any discount coupons (if seller has any). A pop-up menu will appear in which the seller must enter the code for the coupon they want to use.

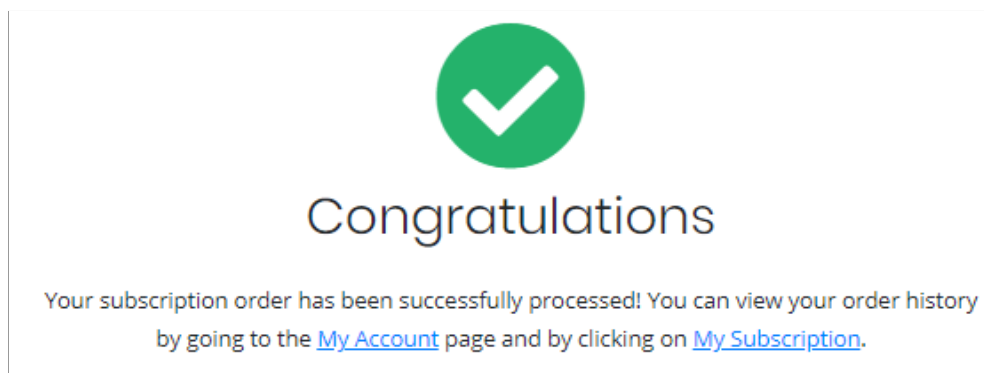
The seller can also visit the '[Subscription Offers](#)' module to check for the latest offers available particularly for subscription plans.

The seller must proceed further with the payment confirmation process by clicking on the 'Proceed to Confirm' button which will redirect them to the 'Payment' page. There are different payment gateways provided (payment method options are admin-manageable) and the seller can choose any one of them as per their convenience. The seller can view the total amount to be paid on the right side of the page. To proceed with payment, the seller must click on 'Confirm Payment'.

The seller must complete the steps required for completing the transaction through the selected payment gateway. Once the transaction is complete, the seller will be displayed a confirmation message.

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The seller can proceed further by clicking either on 'My Account' or 'My Subscription' which will redirect them to the respective pages that are accessible after buying the subscription plan. The packages can also be updated or renewed from the '[Subscription](#)' module.

## 2. Shop

The first thing a seller needs to do is to set up a shop for adding products on the website. Information added here is displayed on every page of your website.

### 2.1 Manage Shop

In this module, the seller needs to add all the details required to set up their shop on the website. The seller can also visit this module later to change/update any details.



### Shop Details

General Language Data Return Address Pickup Address Media Collections Social Platforms Shop Rental Agreement

Identifier\*  Shop Seo Friendly Uri\*  Phone\*   
https://dev2.yo!rent-v2.4.livedemo.com/kanwar

Country\*  State\*  Postalcode

Display Status  Order Return Age[sale(in Days)]  Order Cancellation Age[sale(in Days)]

Display Time Slots After Order [Hours]  Fulfillment Method  Enable Late Charges With Rental Orders

For Sale Orders Only

Government Information On Invoices  ☐ Enable Free Shipping(order Price)

Free Shipping Available On Amount Above

Information Mandated By The Government On Invoices.

[Save Changes](#)

The following tabs are displayed in the 'Manage Shop' module -

- General
- Language Data
- Return Address
- Pickup Address
- Media
- Collections

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Social Platforms**
- **Stripe Connect** (Will be displayed only if the admin has **enabled** 'Stripe Connect')

## i. General

The basic details required for creating a shop are to be filled by the seller in this tab. The information fields are as follows:

Shop Details

[General](#)
[Language Data](#)
[Return Address](#)
[Pickup Address](#)
[Media](#)
[Collections](#)
[Social Platforms](#)
[Shop Rental Agreement](#)

Identifier\* ⓘ

Shop Seo Friendly Uri\* ⓘ

https://dev2.yorent-v2.4livedemo.com/kanwar

Phone\*

Country\*

United States ▼

State\*

Select State ▼

Postalcode

Display Status ⓘ

Select ▼

Order Return Age[sale(in Days)] ⓘ

Order Cancellation Age[sale(in Days)] ⓘ

Display Time Slots After Order [Hours] ⓘ

Fulfillment Method

Select ▼

Enable Late Charges With Rental Orders

Select ▼

For Sale Orders Only

Government Information On Invoices ⓘ

☐ Enable Free Shipping (order Price) ⓘ

Free Shipping Available On Amount Above

0

Information Mandated By The Government On Invoices.

Save Changes

- **Identifier\*:** A unique identifier key that represents every individual seller. The seller must choose its '**Identifier**' as its representative to the system. It can also be known as a unique identity assigned to the seller.

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- **Shop SEO Friendly URL\*:** The URL that can be used for SEO purposes. This URL will be beneficial in improving the SEO level of the shop. The seller can also use this URL to directly open their shop page.
- **Phone:** The phone number to be linked with their shop.
- **Country\*:** The country in which their shop is located.
- **State\*:** The state in which the shop is located.
- **Postal Code:** The postal code for their shop address.
- **Display Status:** The seller can define the current status of their shop. Selecting '**On**' will display their shop at the front-end and selecting '**Off**' will restrict their shop from being displayed at the front-end.
- **Order Return Age{sale(in Days)}:** The time limit (in terms of number of days) within which the buyers can place a return request once their order has been delivered to them at their destination address.
- **Order Cancellation Age{sale(in Days)}:** The time limit (in terms of number of days) within which buyers can place an order cancellation request after placing the orders.

**NB:** Sellers can also set a different return and cancellation age on an individual product when adding it into their shop through the '**Add New Product**' button.

- **Display Time Slots After Order [Hours]:** Enter the amount of gap (in hours) to be maintained in between the time of a pickup order placed by a customer and the first pickup slot available. In other words, the

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customer will be able to see the first pickup slot for their pickup order, after the gap of number of hours mentioned in this input field.

- **Fulfillment Method:** The seller can set a standard order fulfillment method for delivering the orders of products to be shipped by them. The options provided in the drop-down are -
  - a. **Ship and Pickup**
  - b. **Pickup Only**
  - c. **Ship Only**

Please note that the seller will view the '**Ship Only**' option in case there is no pickup address added. In other words, to avail for pickup options, the seller must add at least one pickup address. Pickup addresses can be added in the '[Pickup Address](#)' tab. A newly registered seller can return back to this setting after adding the pickup address.

- **Enable Late Charges With Rental Orders:** Enable or disable late fee charges applied to all your rental orders.
- **Government Information On Invoices:** Based upon the settings enabled by the system admin, sellers' can add their information on invoices.
- **Enable Free Shipping (Order Price):** Click on the checkbox provided to enable free shipping if the order exceeds a certain threshold value.
  - **Free Shipping Available On Amount Above:** Set the order amount that decides the applicability of free shipping. Please note this field will be greyed out or show inactive when the 'Free Shipping' checkbox is disabled.

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If the admin has enabled the respective settings, a map will be displayed below the form which will mark the location of the seller as per the address details entered in the above fields. The seller can pin the exact location on the map to provide accurate address details.

Once all the details are filled, please click on the 'Save Changes' button and you will be redirected to the next tab.

## ii. Language Data

The seller can select the preferred language from the 'Language' drop-down. The name of shop to be displayed at the front-end must be entered in the 'Shop Name\*' input field. All the remaining text fields are provided for the seller to add shop related data. This data is displayed on the 'Shop Details' page at the front-end and helps customers know the terms and conditions. Sellers can edit/manage this information in future from this tab itself.

Shop Details
General
Language Data
Return Address
Pickup Address
Media
Collections
Social Platforms
Shop Rental Agreement

Language
English
Shop Address Line 2
Description
Refund Policy
Shop Refund Policy Comments
☐ Update Other Languages Data

Shop Name\*
Shop City
Payment Policy
Shop Payment Terms Comments
Additional Information
Shop Additional Info Comments

Shop Address Line 1\*
Contact Person
Delivery Policy
Shop Delivery Policy Comments
Seller Information
Shop Seller Info Comments

Save Changes

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The following information needs to be entered:

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Shop Name\*:** Enter the name of the shop. This name will appear at the front end representing their shop.
- **Address Line 1\* and 2\*:** Enter the complete business address.
- **Shop City:** Enter the city in which the shop is located.
- **Contact Person:** Enter the name of the contact person.
- **Description:** Enter a brief description about their shop.
- **Payment Policy:** Enter the payment policy that will be displayed on the shop detail page at the front-end.
- **Delivery Policy:** Enter the delivery policy that will be displayed on the shop detail page at the front-end.
- **Refund Policy:** Enter the refund policy that will be displayed on the shop detail page at the front-end.
- **Additional Information:** Any other important information that the seller wants to share with their customers can be added in this input field.
- **Seller Information:** The information related to the respective seller can be added in this input field.

There is also a checkbox 'Update Other Languages Data' in place to update other language data directly unlike manually updating. Enable the checkbox and data will be updated in other enabled languages. Once information has been added, click on the 'Save Changes' button and a next tab will be displayed to you.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

### iii. Return Address

Sellers can add a return address from this tab. The return address is displayed to customers when they request order returns. Adding the return address for the shop is mandatory. It has two sub-tabs.

The screenshot shows the 'Shop Details' page with the 'Return Address' sub-tab selected. The 'General' sub-tab is also visible. The 'Return Address' sub-tab contains the following fields:

- Country\***: A dropdown menu with 'India' selected.
- State\***: A dropdown menu with 'Select State' selected.
- Postalcode**: A text input field.
- Phone**: A text input field.
- Save Changes**: A blue button to save the information.

- **General:** This tab requires the seller to add following information:
  - ➔ **Country\*:** Select the country to which the order/product is to be returned from the drop-down list.
  - ➔ **State\*:** Select the state to which the order/product is to be returned.
  - ➔ **Postalcode:** Enter the postal code to provide appropriate regional location.
  - ➔ **Phone:** Enter phone number that can be added along with the address.

Once the seller has filled in the required fields, the seller can move on to the next step by clicking on the **'Save Changes'** button.

- **Language Data:** Return address sub-tab has **'Language Data'** input-field for the following information to be entered:

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The screenshot shows the 'Shop Details' interface with the 'Return Address' tab selected. The form contains the following elements:

- Language:** A dropdown menu with 'English' selected.
- Name\*:** A text input field.
- City\*:** A dropdown menu with 'Select' as the placeholder.
- Address1\*:** A text input field.
- Address2:** A text input field.
- Update Other Languages Data:** An unchecked checkbox.
- Save Changes:** A blue button.

- **Language\*:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Name\*:** Enter the name of the receiving party.
- **City\*:** Enter the Name of the city.
- **Address1\* & Address2:** Enter the detailed address on which the return order is to be delivered.
- **Update other languages data:** Click on the provided checkbox to update data directly into all languages currently enabled.

Once all the details have been filled, the seller must click on 'Save Changes'.

#### iv. Pickup Address

The seller needs to add at least one pickup address to avail this functionality. In other words, if no pickup address has been added in the system, the seller will not be able to opt for pickup. In other words, 'Pickup' or 'Ship & Pickup' options will also not be displayed in the 'Fulfilment Method' drop-down list provided in the '[General](#)' tab if no pickup address has been added.

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### Shop Details

[General](#)
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[Return Address](#)
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[Shop Rental Agreement](#)

#### Shop Pickup Addresses

[Add Address](#)

Tom Hanks 12 UNIVERSI...
1205 E Apache Blvd  
Tempe, Arizona  
United States  
Zip:85281  
Phone:4801246589

EDITDELETE

To add a pickup address, the seller needs to click on the 'Add Address' button which will open the 'Shop Pickup Addresses' Form

### Shop Pickup Addresses

[Back](#)

Address Label  
E.g: My Office Address

Name \*

Address Line 1 \*

Address Line 2

Country \*  
Select

State \*  
Select

City \*

Postalcode \*

Phone \*

Note: Map Works According To Country And State Only

Here the following information needs to be added:

- **Address Label:** Enter the address label.
- **Name\*:** Enter the name of the shop or shop owner whose pickup address is being added.
- **Address Line1\* & Address Line2:** Enter the complete address.
- **Country\*:** Select the country.
- **State\*:** Select the state.
- **City\*:** Select the city.

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- **Postal Code\*:** Enter the postal code.
- **Phone\*:** Enter the phone number of the individual whose address is being added.
- **Slot Timings:** Time slots define what day and time order will be picked up for delivery. There are separate tabs provided both for 'Individuals Days' and 'All Days' to help you define slot timings.

Slot Timings
☒ Individual Days
☐ All Days

<input type="checkbox"/> Sunday	From Select	To Select
<input type="checkbox"/> Monday	From Select	To Select
<input type="checkbox"/> Tuesday	From Select	To Select
<input type="checkbox"/> Wednesday	From Select	To Select
<input type="checkbox"/> Thursday	From Select	To Select
<input type="checkbox"/> Friday	From Select	To Select
<input type="checkbox"/> Saturday	From Select	To Select

Once information has been added, click on the 'Save Changes' button to view the next segment of form.

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## v. Media

This tab allows the seller to upload a logo, background image and top banner for the shop.

Shop Details

General Language Data Return Address Pickup Address Media Collections Social Platforms Shop Rental Agreement

### Banner Setup

Preferred Dimensions 2000 x 500

Language

All Languages

Display For

Desktop

Upload

Choose File No file chosen

### Logo Setup

Preferred Dimensions 150 x 150

Language

All Languages

Ratio

☒ 1:1 ☐ 16:9

Upload

Choose File No file chosen

Under 'Banner Setup' the seller must provide the required information:

- **Language:** The system allows users to add separate media files for different languages. So, please choose the language type for which the information is being added.
- **Display For:** Select any one from the 'Desktop', 'Ipad', or 'Mobile' options provided in the drop-down list. This allows the seller to add separate banner images of different resolutions for Desktop, iPad and Mobile devices to avoid image distortion.
- **Upload:** Upload the image to be displayed as a banner.

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There is a thumbnail in place to give a quick snapshot of images uploaded as banners. Whenever required, an existing image can be replaced with new ones by clicking on the 'Remove' button

Under 'Logo Setup' section, the seller is prompted to enter following information:

- **Language:** The system allows users to add separate media files for different languages. So, please choose the language type for which the information is being added.
- **Ratio:** Select the ratio which will also change the 'Preferred Dimensions' for the image being uploaded by the seller.
- **Upload:** Upload the image to be displayed as a logo.

## vi. Collections

Sellers can create collections and add products to them.

**NB:** The seller will not be able to add any collections if they have not added any products yet. There is a '[Link](#)' sub-tab provided here, in which the seller needs to link their products to the newly created collection. If a new seller is just beginning to create a shop, they will have no product to add or link with this collection. So, the seller can skip this tab and add collections once they have added products in their shop.

To add a new collection, the seller is required to click on the 'Add Collection' button.

When the seller clicks on the 'Add Collection' button, a 'Shop Collections' form will be displayed where the following information needs to be added under the separate tabs:

- **Basic tab:** This tab has following information to be added:
  - **Identifier\*:** Enter the unique identifier for the new collection being added.
  - **SEO Friendly URL\*:** Enter the SEO URL for the respective new collection. This URL can be used to improve the SEO ranking for the added collection.
  - **Status:** Select the current status of this new collection.

The seller must click on 'Save Changes' once the input fields have been filled. The newly added collection will be displayed in the list. Sellers can proceed further to add collection names, links and media.

- **Language Data tab:** This tab has the following information to be added:

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- **Language\***: The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Collection Name\***: Enter a unique name for the new collection being added.

The screenshot displays the 'Shop Details' interface with the 'Collections' tab active. Within this tab, the 'Language Data' sub-tab is selected. The form includes a 'Language' dropdown menu currently showing 'English', a required 'Collection Name\*' text input, and an unchecked checkbox labeled 'Update Other Languages Data'. A 'Save Changes' button is positioned at the bottom left, and a 'Back To Collections' button is located at the top right of the form area.

The 'Update Other Language Data' option is provided at the end to update data in other enabled languages. When information has been added, don't forget to click on the 'Save Changes'.

- **Link**: Seller can link products to the collection via the link sub-tab. The links of all the products that the seller wants to add in this collection can be added in this sub-tab.

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### Shop Details

[General](#) [Language Data](#) [Return Address](#) [Pickup Address](#) [Media](#) [Collections](#) [Social Platforms](#) [Shop Rental Agreement](#)

#### Shop Collections


[Back To Collections](#)

[Basic](#) [Language Data](#) [Link](#) [Media](#)

Collection

Select x ▾

Save Changes

With the enabled auto-complete input list, the seller can quickly add the products easily. All the linked products are displayed in a listed manner, click on the remove icon  to delink .

- **Media:** Seller can display an image corresponding to the respective collection from this sub-tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

Shop Details

[General](#)
[Language Data](#)
[Return Address](#)
[Pickup Address](#)
[Media](#)
[Collections](#)
[Social Platforms](#)
[Shop Rental Agreement](#)

Shop Collections

Back To Collections

[Basic](#)
[Language Data](#)
[Link](#)
[Media](#)

Upload Shop Collection Image Text

Language

All Languages

Upload

Choose File No file chosen

All Languages

Remove

A 'Back to Collections' button is provided on the top-right corner of this page clicking on which the seller will be redirected to the 'Shop Collections' listing detailed page.

Shop Details

[General](#)
[Language Data](#)
[Return Address](#)
[Pickup Address](#)
[Media](#)
[Collections](#)
[Social Platforms](#)
[Shop Rental Agreement](#)

Shop Collections ⓘ





Add Collection

	#	Collection Name	Status	
<input type="checkbox"/>	1	Top Products	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	2	25% discount	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	3	Monsoon Sale	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	4	sdfdsfdfsdf	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.



A list of all the collections added by the seller can be viewed. Here the following manual actions can be performed:

- **Check-box:** Check-boxes can be selected to choose multiple options from the list. Three action buttons will appear on the right corner of the listing. Clicking on the 'Activate' will activate the status of selected collections. Clicking on 'Deactivate' will deactivate the status of selected collections. Clicking on 'Delete' will delete the selected collections.
- **Status** : This toggle switch helps the seller to activate or deactivate the respective collection. The social platform is active when the toggle switch is green  and inactive when it is grey.
- **Edit** : Seller can make changes in previously added collections. Clicking on this icon seller will redirect to the 'Basic' sub-tab of the collection form. Once the seller has made the required changes, they can click on 'Save Changes' to update changes successfully.
- **Delete** : Clicking on this icon will delete the respective collection from the Shop Collections list.

## vii. Social Platforms

Adding social media platforms to shops help sellers' convert the best of their customers. There are several popular social media platforms through which the users connect online. These social platforms can be linked by the seller to their shop for promoting their products. The social platforms are displayed at the front-end on the store's home page in the 'Follow Us' section. For all the added platforms, a list will be created and displayed in the listing. To create a list, follow the steps below:

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- **Add Social Platform:** Sellers' can add a new social platform to be displayed on their shop. Clicking on '**Add Social Platform**' button will redirect seller to a form that includes two sub-tabs:

→ **General:** On this tab, the following information is displayed:

The screenshot shows the 'Shop Details' interface with the 'Social Platforms' tab selected. The 'General' sub-tab is active, displaying form fields for Identifier, URL, Icon Type, and Status, along with a 'Save Changes' button.

- **Identifier:** Enter a unique identifier for the new social platform being added.
- **URL:** The seller must enter the URL for the respective new social platform. This URL can be used to improve the SEO ranking for the added collection.
- **Icon Type from Css:** This drop-down list includes a few, very popularly used social platforms that are Facebook, Twitter, Google, Youtube, Pinterest and Instagram. Any icon chosen by the seller will be displayed beside this social platform at the front-end.
- **Status:** Select current status of this social platform.

Once the information is added, click on the 'Save Changes' button to view the next segment of form.

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Social Platforms

Back To Social Platforms

General

Language Data

Language

English

Title\*

☐ Update Other Languages Data

Update





→ **Language Data:** The following information needs to be added:

- **Language\*:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Collection Name\*:** Enter a unique name for the new social platform being added.

The option ‘**Update Other Languages Data**’ is provided to update data in other enabled languages. When information has been added, don’t forget to click on the ‘Save Changes’.





Social Platforms

Add Social Platform

#	Title	Url	Status	
1	Instagram (Instagram)	https://www.instagram.com/	<input checked="" type="checkbox"/>	 
2	aaa	https://dev2.yorent-v2.4livedemo.com/seller/shop	<input checked="" type="checkbox"/>	 

On clicking the ‘**Back to Social Platforms**’ button, the seller will be redirected to the ‘**Social Platforms**’ page. And the platform that you just added will be added to the list. For all the listed platform, there is a provision to perform the following manual actions:

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Asterisk (\*) next to a form control's label indicates it as ‘required’.

- **Status**  : With the help of toggle switch, 'Activate' or 'Deactivate' the added platform. The social platform is active when the toggle switch is green .
- **Edit**  : If the seller wants to make any kind of changes in the previously added social platform, the seller can click on the edit icon. This will redirect the seller to the '[General](#)' sub-tab of social platforms setup form. The seller must click on the 'Save Changes' button to update the changes successfully.
- **Delete**  : Clicking this icon will delete the respective social platform from this list.

### viii. Shop Rental Agreement

This Section will enable the seller to add generalized rental agreement for their shop. This agreement will be displayed at the checkout for the customers to review and accept. Rental agreements will be governed by This agreement.

## 3. Rental Products & Promotions

### 3.1 Inventory

Yo!Rent provides a catalog based system. The products that are added by the admin are known as Marketplace Products. A seller can use these products to set up their shop at the front-end. A seller can also add their own catalogs which are displayed on the Seller Products page.

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**NB:** The admin can restrict the seller from adding any new products. If it is so, the seller will only be able to view the products added by the admin for which they can add inventories.

**Important Terminologies:** It is important for the seller to understand a few terminologies before proceeding further with adding products. Understanding these terms will make it easy for the seller to navigate the **'Products'** section.



Depending upon who added them in the system, the products available on website can be categorized among two categories:

- i. **Marketplace Products:** These are the products that are added by the admin. The sellers can view and add inventories for these products but cannot make any changes in their basic attributes.
- ii. **My Products:** These products are added by the seller itself. The products added by a seller will only be shown in that seller's panel and only they can make changes in them.

**Seller Shipping:** The admin can allow/restrict shipping for the sellers. If allowed by the admin, the seller can enable/disable the shipping option for any product added on the system. The products that are added by the admin (Marketplace Products) can also be shipped by the seller by enabling the toggle button provided under the **'Seller Shipping'** column. However, please make sure to add inventory for those products. The shipping options seen by any seller are:

- **N/A:** This option is available for products that do not require any shipping. All the digital products do not require any shipping. So, if any

digital product is added by the admin or by the seller, it will display 'n/a' under the 'seller shipping' column.


- **Seller Shipping Deactivated** : The grey toggle switch button displayed ahead of any product depicts that the product will not be shipped by the seller.
- **Seller Shipping Activated** : The green toggle switch button displayed to the right of any product depicts that the shipping for that product has been activated by the seller. The **'Edit Shipping'** icon is displayed to the right of products for which the seller has activated shipping.

### 'Shop Inventory' Page

The 'My Inventory' listing displays the products that have inventory in the seller's shop. Sellers can search for an inventory by entering keywords in the search bar provided on the top of this page.

A newly registered seller's inventory will be empty. The seller can add inventory from **'Marketplace Products'** or they can also add their own products to the shop ([Add New Product](#)) and then add inventories (if enabled by the admin).

Process to add an Inventory:

- Through Marketplace Products or Admin's Catalog:** From the listing area, click on the **'Marketplace Products'** button provided on the top-right corner. The **'Add To Store'**  button is kept at the end of each

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listed product. To add, click on the button and an inventory setup form will open where information is added under the following tabs:

a. **Rent:** Add the following information prompted:

The screenshot shows the 'Inventory Setup' form with the 'Rent' tab selected. The form contains the following fields and options:

- Title\***: A text input field.
- Url Keyword\***: A text input field with a preview URL: `https://dev2.yorent-v2.4livedemo.com/products/view/0`.
- Publish**: A dropdown menu with 'Yes' selected.
- Product Condition\***: A dropdown menu with 'Select Condition' selected.
- Rental Duration Type**: A dropdown menu with 'Select' selected. A note below it says: 'Duration Discount May Be Affected After Duration Type Change'.
- Fulfillment Method\***: A dropdown menu with 'Select' selected.
- Minimum Rental Quantity \***: A text input field.
- Available From\***: A date picker field.
- Available For Cod**: A dropdown menu with 'No' selected. A note below it says: 'Cod Option Is Disabled In Product'.
- Shipping Profile\***: A dropdown menu with 'Clothing' selected. A note below it says: 'Profile Will Update For All Inventories Of Same Catalog For Sale And Rent'.
- Enable Request For Quote**: A checkbox.

- **Title\***: Name of the inventory.
- **URL Keyword**: The site URL of the inventory.
- **Publish**: This drop-down list has two options: Yes and No. Selecting 'Yes' will display this inventory at the front-end. Selecting 'No' will hide this inventory from the front-end.
- **Available From**: Select the inventory availability date. Availability of product with future date can be done and it will be visible from that date onwards.

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- **Product Condition\*:** Select if the inventory is '**New**', '**Used**' or '**Refurbished**'. By selecting '**New**' the seller confirms that the inventory will directly go from the manufacturer to the buyer and has its complete warranty. By selecting '**Used**' the seller confirms that the inventory was used for a certain time period and then sold by another buyer. By selecting '**Refurbished**' the seller confirms that the inventory was returned by a buyer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.
- **Available For COD:** Select whether the product is available for cash on delivery COD or not.
- **Rental Duration Type:** Select the duration type for rental. It can be in days, weeks or in months. Shipped and pick up, pickup only, shipped only are the various options available to select. Please note, duration discount may be affected after duration type change
- **Minimum Rental Duration:** Set the minimum duration to rent.
- **Fulfillment Method:** Select the fulfillment delivery method for the product. 'Shipped and Pickup', 'Pickup Only', 'Shipped Only' are the various methods to choose from

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- **Shipping Profile:** Define a shipping profile. Profile is seller created and entirely manageable from Shipping & Fulfillment > Shipping Profiles. Please note that the profile will update for all Inventories of the same catalog for sale and rent.
- **Minimum Rental Quantity\*:** Set the minimum quantity of the product ought to be bought by the buyer.
- **Enable Request for Quote:** Enable this checkbox. Request for a quote can be enabled on the product if you would like to receive custom requirements regarding quantity and price from the buyers.
- **Variant/option:** Select the variant options from the list.
- **Security Amount:** Enter the security amount.
- **Buffer Days:** Set a buffer time. This is the time required to prepare your service before the next rental booking.
- **Original Price:** Enter the original price.
- **Rental Price(Including Tax):** Enter the price inclusive of taxes.
- **Quantity:** Set the quantity of the product.

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Variant/option	Security Amount	Buffer Days ⓘ	Original Price	Rental Price (Including Tax)	Quantity		
Select Vari	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>		
Select Vari	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>		

Any Extra Comment For Buyer

Rental Terms & Conditions

☐ Translate To Other Languages

Inventory Data For Arabic


[Discard](#) [Save Changes](#)

Click on the Add button and new fields to add option variants will appear below to add more option variants. Alongside this, a copy to clipboard button can be used to copy the information into the columns including security amount, buffer days, original price, rental price, quantity. To paste the copied information use the keyboard shortcut (Ctrl+V) or right mouse click 'Paste' option.

- **Add Extra Comment For Buyer:** Additional comments for buyers can be added.
- **Rental Terms & Conditions:** Include important rental terms & conditions.

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- **Translate To Other Languages:** A checkbox to translate to other languages is provided to update data in other languages in a click.

Below this, inventory data for other other enabled languages is displayed. Click on the arrow icon  and information is added into title, any extra comment for buyer and rental terms & conditions fields. To save the information added, click on the 'Save Changes' button, whereas 'Discard' will abandon the changes.

**b. Sale:** Add the following information prompted:

Inventory Setup

Back To My Inventory

Rent

Sale

☐ System Should Subtract Stock On Purchase ⓘ

☐ System Should Track Product Inventory ⓘ  
This Setting Will Work After Enable System Subtract Stock Setting

Alert Stock Level ⓘ



Minimum Purchase Quantity\*

Publish

Date Available\* ⓘ

Product Condition\*

☒ Use Shop Return And Cancellation Policy

Variant/option	Selling Price (Including Tax)	Quantity	SKU ⓘ	
7_Black Red	<input type="text"/>	<input type="text"/>	22562	
8_Black Red	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Save Changes

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- **System Should Subtract Stock On Purchase:** Enable this checkbox and system will automatically subtract stock on purchase.
- **System Should Track Product Inventory:** Enable this checkbox to track product inventory. This setting only works when the system subtract stock setting option is enabled.
- **Alert Stock Level:** Define when the stock level alerts are raised.
- **Minimum Purchase Quantity:** Enter the value defining minimum purchase quantity of the product available for sale.
- **Publish:** To publish the product at frontend directly select yes, otherwise select no.
- **Date Available:** Define when the product inventory will be available.
- **Product Condition\*:** Select if the inventory is **'New'**, **'Used'** or **'Refurbished'**. By selecting **'New'** the seller confirms that the inventory will directly go from the manufacturer to the buyer and has its complete warranty. By selecting **'Used'** the seller confirms that the inventory was used for a certain time period and then sold by another buyer. By selecting **'Refurbished'** the seller confirms that the inventory was returned by a buyer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects)


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Asterisk (\*) next to a form control's label indicates it as 'required'.

and is now available for sale with a new warranty and better quality.

- **Use Shop Return And Cancellation Policy:** Enable the checkbox to imply shop return and cancellation policy on the product setting up for sale. Disabling of policy will ask you to submit the following information:
  - **Product Order Return Period (days):** State product order return period in days for buyers.
  - **Product Order Cancellation Period (days):** Mention product order cancellation period in days.
- **Selling Price (Including Tax):** Mention the selling price of the product.
- **Quantity:** Mention the quantity of the product.
- **SKU:** Enter the sku of the product added.

Once information on the sale tab is added, click on the 'Save Changes' button.

The '**Product Info**'  option allows the seller to view information of the products which are added by the system admin.

- B. **By Adding A New Seller Product:** Click on the **'Add New Product'** button provided on the center-right corner and fill in all the details. The newly added product will be displayed on the '**My Products**' page. Click on the '**Add Inventory**' button redirects the seller to the 'Custom Product Setup' page where the following product related information are added:

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## i. Initial Setup

Custom Product Setup
[Back To Inventory](#)

[Initial Setup](#)
[Attribute & Specifications](#)
[Options And Tags](#)
[Shipping Information](#)
[Custom Fields](#)
[Media](#)
[Inventory](#)

Product Identifier \*
Brand
[Request For Brand](#)

Category \*
[Request For Category](#)
Tax Category[sale] \*
[Tax Categories](#)

Tax Category[rent] \*
[Tax Categories](#)
Minimum Selling Price [INR] \*

Status
Active

Product Name \*
Youtube Video Url

Description

B I U A A

☐ Translate To Other Languages

Arabic Language Data

[Discard](#)
[Save And Next](#)

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- **Product Identifier\*:** Enter a unique identifier for the product. The product identifier is not displayed in the front-end and is used only for the system's internal purpose.
- **Brand:** Enter brand for the product. The suggestions drop-down list will be displayed when the seller begins to enter the brand name. However, the suggestions seen are only those that have been added by the admin. If any particular **brand is not available** in the suggestion list, the seller can perform any **one of the following two actions** as per the settings made by the admin:
  - **Add Brand:** This button will be displayed when the **admin has disabled request approval settings** from their end. The seller can directly add a new brand through this button. Once the brand is added, it will be displayed in the suggestions list.
  - **Request For Brand:** This button will only be displayed if the **admin has enabled request approval settings** from their end. The seller can forward a request to the admin to add the new brand. However, this new brand can only be linked with a product after the admin approves it. The seller can view the status of their request or make changes in it from the '[Requests](#)' provided in the side navigation bar. Clicking on any of these buttons, a pop-up menu bar will appear that has **three sub-tabs**:
    - **Basic:** Enter a unique brand identifier information. After adding the brand identifier, please click on the '**Save Changes**' button.

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The screenshot shows a modal window titled "Request New Brand" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "Basic" (which is selected and underlined), "Language Data", and "Media". Under the "Basic" tab, there is a label "Brand Identifier\*" followed by a text input field. At the bottom left of the modal, there is a blue button labeled "Save Changes".

- **Language Data:** The next segment of the form collects the following information:

The screenshot shows the same "Request New Brand" modal window, but now the "Language Data" tab is selected and underlined. The "Basic" tab is no longer selected. Under the "Language Data" tab, there is a label "Language" followed by a dropdown menu showing "English" with a downward arrow. Below this is a label "Brand Name\*" followed by a text input field. At the bottom left, there is a checkbox labeled "Update Other Languages Data" which is currently unchecked. At the bottom center, there is a blue button labeled "Update".

- **Language:** The system allows users to add separate content for different languages. So, please choose the

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language type for which the information is being added.

- **Brand Name:** Enter the name of the brand. The seller can select the check-box of '**Update Other Languages Data**' to enable automatic translation of data to other languages.

**NB:** The '**Update Other Languages Data**' option is only available if the admin has enabled the '[Translate to Other Languages](#)' button. To save the added information, please don't forget to click on the '**Update**' button.

- **Media:** Here, the seller can upload an image to represent the brand. The system allows users to add different media files for different languages. So, please choose the language type for which the media file is being added. The '**Ratio**' column of form allows you to define the dimension for the image. The seller can select any one of the ratios as per their requirement for '**Preferred Dimensions**'. To upload an image, the seller must click on '**Choose File**'. After selecting the image, a pop-up will be displayed to edit/crop the image. Clicking on '**Crop**' will save the image successfully.

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The screenshot shows a modal window titled "Request New Brand" with a close button (X) in the top right corner. Inside the modal, there are three tabs: "Basic", "Language Data", and "Media", with "Media" being the active tab. Under the "Media" tab, there are three sections: "Language" with a dropdown menu currently set to "Universal"; "Ratio" with two radio button options, "1:1" (which is selected) and "16:9"; and "Logo" with a file upload area containing a "Choose File" button and the text "No file chosen". At the bottom of the modal, the text "Preferred Dimensions" is visible.

The '**Brand Setup Successfully**' message is displayed which confirms that either the brand has been added or the seller's request to add it has been forwarded to the admin for approval.

- **Category\***: Select the appropriate category in which the product can be added. A suggestions drop-down list will be displayed when the seller begins to enter the category name. The seller can choose an appropriate category from this list. However, the suggestions seen are only those that have been added by the admin. If any particular **category is not available** in the suggestion list, the seller can perform any **one of the following two actions** as per the settings made by the admin:

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Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Add Category:** This button will only be displayed if the **admin has disabled request approval settings** from their end. The seller can directly add a new category through this button. Once it is added, the category will be displayed in the suggestions list.
- **Request For Category:** This button will only be displayed if the **admin has enabled request approval settings** from their end. The seller can forward a request to the admin to add the new category. However, this new category will only be displayed in the suggestions list after the admin approves it. The seller can view the status of their request or make changes in it from the ['Requests'](#) module provided in the side navigation bar.

To request a category click on the 'Request For Category' button. The first thing to enter is '**Category Name\***' and choose the '**Parent Category**' from the drop-down list. Enable the checkbox '**Translate To Other Languages**' to update data in other enabled languages. Click on

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the '**Save Changes**' to save the information added. This category will be displayed in the list only after the admin has approved the seller's request.

- **Tax Category(Sale)\*:** Select the relevant tax category that your product belongs to for sale. The list is admin-manageable. Click on the 'Tax Categories' link provided above the field to view the existing categories..
- **Tax Category(Rent)\*:** Select the relevant tax category that your product belongs to for rental. The list is admin-manageable. Click on the 'Tax Categories' link provided above the field to view the existing categories..
- **Minimum selling price [Default Currency]:** Enter the minimum selling price for the product.
- **Status:** Select the current status of this product from the drop-down list.
- **Product Name\*:** Enter product name that will be displayed at the front-end.
- **YouTube Video URL:** Seller can add a YouTube video URL for the customers to have additional knowledge about this product.
- **Description:** Seller can add additional information describing the product in the '**Description**' text box provided. This information can help customers know more about the product.
- **'Translate to Other Languages' Check-box:** Selecting this check-box, the system will automatically update content to other languages.

**NB:** The '**Translate to Other Languages**' button is only displayed if enabled by the admin. If the admin has disabled this feature, the seller will have to add all the details manually in secondary languages.

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- **'Secondary' Language Data:** Seller can manually enter all the details in secondary language.

To save the product information added, kindly click on the **'Save and Next'** and you will be introduced to the next part of the form. If the seller wants to cancel adding this product, they can click on the **'Discard'** button which will redirect them back to the **'Shop Inventory'** page.

## ii. Attribute & Specifications -

This tab helps sellers add the attributes and specifications that define the product. The seller adds the following information:

- **Model\*:** Enter the product's model name or number.
- **Product Warranty\*:** Enter the warranty of the product in **'Number of Days'**.
- **Mark This Product As Featured? :** Select the checkbox to display this product in the **'Featured Product'** list on the homepage at front-end.



The seller can add specifications related to this product for example, when adding a 'Phone' to their shop, the seller can add memory space, camera resolution, and display as its specifications. To add specifications for the product, three input fields are provided which are:

- **Specification Label Text\*:** Enter a particular label text name in this input field.
- **Specification Value\*:** Enter the value of that specification.
- **Specification Group:** Add a specification group. .

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Click on the 'Add' button and the added specification field will be shown on the listing below. The seller can add multiple specifications. Two action buttons are provided on the right-hand side of each specification which are:

- **Edit** : Clicking on this icon the seller can make changes in the previously added specification.
- **Delete** : Clicking on this icon will delete the specification from this list.

(Secondary) Language Specification helps sellers add details in the secondary language manually.

The seller must then click on the 'Save and Next' button to proceed to the next tab. To make changes in previous sections, sellers must click on the 'Back' button.

### iii. Options and Tags -

The product being added can have multiple options such as it might be available in different sizes or colors. Such options can be mentioned in the given form. The options are also known as variants and the product inventory is added based on these options. To clearly understand how the product variants and their inventory can be added, an example is provided below.

**Example: Product A** is available in three different colors that are gold, pink and red. Here, '**Color**' is the option/variant of product A. This option can be linked with Product A through this '**Options and Tags**' tab. Now, once the

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seller reaches the '**Seller Inventory**' tab, they can add inventory related to Product A using these three color variants.

- **Add Associated Product option Groups:** The seller can add product options that might vary in terms of size, color and models. The admin can link products with relevant option groups from this tab. The option groups are created from the Product Options module.

This is an auto-complete drop-down bar so, when the seller starts typing, the list of option groups added by the admin are displayed. Selecting an option group will display its names in the section provided below. On clicking the option group its variants will be displayed to the right.

The added options can be deleted by clicking on the '**Cross**' icon displayed besides each option.

- **Product Tags:** The product tags are useful in displaying products in search results made by customers. The tags help sellers promote their products by displaying them as suggestions to the customers who are searching for similar products. So, the seller must assign easy, relevant and commonly used tags for the product in this input field. To enter the product tags, the seller must enter the keywords and then press '**Enter**'. The added tags can be deleted by clicking on the '**Cross**' icon displayed besides each tag.

To proceed further, the seller must click on the '**Save and Next**' button. To make changes in previous sections, sellers must click on the '**Back**' button.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

#### iv. Shipping Information -

FIG

The following shipping related information are added:

- **Shipping Profile\*:** Select the shipping profile from the drop-down list. The shipping profiles are created from the '[Shipping Profiles](#)' module. A newly registered seller might not be able to view any shipping profiles.
- **Enable Cash On Delivery:** Select the checkbox to enable the Cash On Delivery option for the product.

If the admin has **restricted sellers from shipping orders**, the sellers will be displayed fewer input fields-

If the admin has **restricted sellers from linking shipping packages**, the sellers will be displayed fewer input fields.

If the admin has **restricted sellers from shipping orders and linking shipping packages**, the sellers will be displayed fewer input fields.

Click on the 'Save and Next' button to proceed further to the next tab.

#### v. Custom Fields -

Custom fields are meant to add information that help buyers fetch the collection and other specifications of the product. Please note that the custom fields are linked with the 'Categories' that are added and managed by your system admin. For some products,'Custom Fields' tab cannot be

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viewed meaning the category that you have selected does not have custom fields linked to it.

#### vi. Media -

This tab has following information to be added for the following displayed products:

- **Image File Type:** Select an option from the drop-down list. This displays 'For All Options' by default. This means that the images added will be displayed for all the product options. The drop-down list will show the options set up for the product in the '[Add Associated Product option Groups](#)' field that is provided in the 'Options and Tags' tab. So, the seller can add a different image for each product option.
- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Photo(s):** Add images for the product and its options by clicking on the 'Choose File' button. Please Keep Image Dimensions Greater Than 740 X 555.
- **File Specification Details:** This section allows you to add product related specifications that you wish to display along with the product images. This header has following information to be added:
  - **File Title:** Add the title of the file relevant to specification details.
  - **Choose File:** Click on 'Choose File' button, attach a file and follow the prompts.

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- **Translate To Other Languages:** Click on the checkbox before the field and the information will be updated in other enabled languages.
- **Add Specification:** To add multiple specifications that you want to show along with product images, click on the 'Add Specifications' button.

Once information is added, click on the 'Save And Next' button. The added product will be displayed on the 'Seller Products' page and its inventories will be displayed on the 'Seller Inventory ' page.

## vii. Inventory -

The Seller can add product inventory through this tab. Here, it is important to know that the information accumulated on the 'Inventory' Tab belongs to the 'Rental' products only. Also, the inventory related information is collected during the first time setting up of the 'New Product Setup' stage. If the product is saved without adding inventory then later additions can be done from the listing area 'Edit' button. Please note that the product inventory is added based on the options/variants defined in the ['Options and Tags'](#) tab.

**NB:** The seller will not be able to add inventory for the products that are still 'Un-Approved' (if the admin has enabled such setting).

This tab has following information to enter :

- **Title\*:** Update or continue with existing heading for the product.
- **URL Keyword\*:** Add the keyword URL in this input field.
- **Publish:** Select 'Yes' if you would like to publish your product, 'No' will save the product details but will hide the product from being published

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Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Available From\*:** The seller must select the date from which the current inventory can be available. By default it is selected for the due date. However, if the seller chooses a date in the future, the product will only be visible on the homepage from that date onwards.
- **Product Condition\*:** The seller can mention if the product is '**New**', '**Used**' or '**Refurbished**' by selecting any one of these options from the drop-down list. By selecting '**New**' the seller confirms that the product will directly go from the manufacturer to the customer and has its complete warranty. By selecting '**Used**' the seller confirms that the product was used for a certain time period and then sold by another customer. By selecting '**Refurbished**' the seller confirms that the product was returned by a customer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.
- **Available for Cash on Delivery (COD):** Select 'Yes' to make the product available for COD. The seller must select 'No' to disable COD for this product. The seller cannot select options in case the admin has restricted shipping by sellers.
- **Rental Duration Type:** Select 'the duration type as days, week, month. Note that duration discount may be affected after duration type change.
- **Minimum Rental Duration:** Enter the minimum rental duration available with the product.
- **Fulfillment Method:** Select the fulfillment methods from the dropdown list as Shipped & Pickup, Pickup Only, Shipped only.
- **Shipping Profile:** Select shipping profile from the dropdown and it will update for all inventories of same catalog for sale and rent

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Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Minimum Rental Quantity:** Enter the minimum rental quantity of the product.
- **Enable Request For Quote:** Request for quote can be enabled on product if you would like to receive custom requirements regarding quantity and price from the buyers.
- **Security Amount:** Add a security amount of the product.
- **Buffer Days:** Add a buffer time between rental bookings. This is the time required to prepare your service before the next rental booking.
- **Original Price:** Add the original price of the product.
- **Rental Price:** Add the rental price of the product.
- **Quantity:** Add the total quantity of the rental product.
- **Any Extra Comment For Buyers:** Add comments for your buyers where additional information related to the product can be added.
- **Rental Terms & Conditions:** Enter rental terms and conditions.
- **Translate to Other Languages:** Selecting this check-box, the system will automatically update content to other languages.

**NB:** This option is only visible if the admin has enabled it from their end.


Once information is added, click on the 'Save Changes' button and your inventory details will be saved and displayed on the 'My Inventory' Page. Please note that the admin can restrict the sellers from adding new products. In such a case, the seller can only add inventory for Marketplace products. For the items listed on the 'My Inventory' page, the seller can perform following actions -

- **Check-Box:** At the beginning of the listing, check-boxes are placed to make multiple selections. Make a selection by clicking inside the check-box area and options 'Activate', 'Deactivate' and 'Delete' will




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Asterisk (\*) next to a form control's label indicates it as 'required'.

appear. Just as the name implies, **'Activate'** will enable displaying the selected products in the seller's shop at frontend, **'Deactivate'** will disable the selected products from being displayed in the seller's shop at frontend. The deactivated products will also be removed from this **'Shop Inventory'** list. To add them to inventory again, the seller must go back to the product list page and click on the **'View Inventories'** icon available beside the respective product. Clicking on **'Delete'** will remove the inventory from the list permanently.

- **#:** This is used to count the number of listed items. By default the list is sorted in descending order.
- **Name:** The name of the product is displayed.
- **Rental Price:** See the entries of rental price done in days, weeks and months.
- **Rental Quantity:** The quantity of the offered product available with you.
- **Available From:** The availability date of the product can be seen.
- **Status **: Using the toggle switch, the Seller can set the status from inactive to active or vice versa. The toggle displaying **'Green'** means that the respective inventory product is currently active and **'grey'** means that it is inactive.

**NB:** **'Status on/off'** and **'Activate & Deactivate'** buttons perform similar functions.

- **Edit** : The edit button navigates the seller to the **'Inventory Setup'** page where sellers can add/update various product details for both Rent and Sale tabs.
- **Clone** : There is an option to clone the product. Please note that for products that do not have any product variants or options available cannot be cloned. As a result, the option or icon to clone cannot be seen.
- **Delete** : The delete button will delete the product from the seller shop.

There are three buttons provided on the top-right corner of this page:

**FIG**

**NB:** 'Add New Product' and 'My Products' buttons will not be displayed if the admin has restricted the seller from adding new products in their shop. In such a case, only the 'Marketplace Products' button will be displayed on this page.

### C. My Products

The products added by the seller are displayed on this page. Please note that this page displays the products added at the catalog level.

**FIG**

**Fig. 7.2.17: Seller Products Page** // **change search bar**


**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

There are two buttons provided on the top-right corner of this page, which are:

- **Add New Product:** This button will redirect the seller to the '[Custom Product Setup](#)' page.
- **Back to Inventory:** This button will redirect the seller back to the '[Shop Inventories](#)' page.

A search bar is provided on the top of this page using which the seller can search for a particular product using 'Keywords' keywords/ean/isbn/upc code filters.

Several action buttons are provided to the right of every product displayed in the 'Seller Products' list. The functionalities of these action buttons are explained below:



- **Add To Store** : Clicking on this icon redirects the seller to the 'Inventory Setup' page. The seller can add inventory for the catalog from this page for both 'Rent' & 'Sale' under different tabs. The added inventory will be displayed on the '[Shop Inventory](#)' page.

**NB:** Please note that the seller will not be able to add inventory for the products that are still '**Un-Approved**'.

**NB:** '**Add Inventory**' button is not displayed besides the product in two cases:

- i. No variants/options have been added for the product.
- ii. All the possible inventories have already been added. These inventories can be viewed by clicking on the 'View Inventories' button.

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- **Edit** : Clicking on this icon will redirect the seller back to the 'Custom Product Setup' page. Sellers can make necessary changes in each of the tabs and click on 'Save and Next' buttons provided at the bottom of each page to update those changes.
- **Product Images** : The sellers can add any additional images to be displayed besides their products and inventories on the home page. When seller clicks on this icon, a pop-up menu bar will appear where the following information is collected:
  - **Image File Type:** This drop-down bar helps sellers choose among products or any specific inventory. The inventory variants/options are provided in the drop-down list and the seller must choose for which particular inventory they want to add the images. If the seller wants to add images to all options they must select 'For All Options'.
  - **Language:** Select language type from drop-down list.
  - **Photo(s):** Upload images by clicking on the 'Choose File' button. The acceptable dimensions of the image are mentioned below. Once the seller selects the image, a pop-up bar will appear in which they can edit or resize the image. Clicking on 'Crop' will save the image. Once the image is uploaded, a message will appear displaying 'Image Uploaded Successfully'.

FIG


Fig. 7.2.19: Add Product Images

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.



- **View Inventories** : Clicking on this icon will redirect the seller to the 'My **Inventory**' page which displays a list of all the inventories for the respective product.

**NB:** This button will not be displayed if no inventories have been added for the product.

- **Product Info** : If the seller wants to have a quick view at the attributes and specifications of the product, they can click on this icon. A pop-up menu will appear which will display the Category, Brand, Model, Minimum Selling Price, Tax Category, and other Specifications of respective product.

## 3.2 Addons

YoRent allows Sellers' to sell additional services to guests, such as insurance, prior reservations, early rental return and so on. Once you create add-ons on your inventory page, it will be visible through this listing and your online buyers will be able to purchase it at checkout. For this reason, you should be able to fulfill all add-ons you create. To create add-ons, click on the 'Add Rental Addons' button from the top right hand corner and fill in the following information prompted:

- Initial Setup Tab:** On this tab, the following information is required to be added:
  - **Name:** Enter the name of the add-on offered.
  - **Price (Including Tax):** Set the amount of the add-on. Please note the price set is inclusive of taxes.



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- **Tax Category:** Link the tax category. Type in and an auto populated list will appear. To view the detailed list of tax categories, click on the 'Tax Categories' link below the field.
- **Refund Amount On Cancellation:** Click inside the checkbox and it will enable refund amount facility on cancellation.
- **Refund Amount On Return:** Click inside the checkbox and it will enable the refund amount on the return facility.
- **Terms & Conditions:** Add terms and conditions of the addons' created.
- **Translate To Other Languages:** Enable the checkbox and the data added will be translated in other languages.

Once information has been added, click on the 'Save' button to proceed to the next section of the form.

ii. **Media Tab:** On this tab, the following information needs to be added:

- **Language:** The system allows users to add different media files for different languages. So, please choose the language type for which the media file is being added.
- **Photo(s):** Upload a media image, click on the 'Choose File' button, follow the prompts and your media file will be uploaded.



Click on the 'Back To Rental Addons' and all add addons' can be viewed from the listing. The added records can later be edited by clicking on the 'Edit' icon  and statuses  can be managed with the help of toggle switch.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

### 3.3 Unavailable Dates

Through this area, sellers can trace the unavailability of rental products on specific dates. The information collected from the listing can also be used to know how many items are in stock and how many have been rented out. A search bar is kept for easy access of the information. The following manual actions are performed by the sellers:

- **Edit**  : Click on the edit button and an auto populated list will appear for the selected product. Enter in the 'Date' & 'Quantity' information. Don't forget to click on the 'Save Changes' button.
- **Delete**  : The delete button will remove the product from the listing.

### 3.4 Special Price


Sellers can offer their product to customers at special prices. Special prices can be offered depending upon the incline or decline in demand of products. To assign a special price to a particular product, the 'Seller Products Special Price List' page is provided.

**Rental Products Special Price List** ⓘ  
(Valid Only For Rental Products)

Keyword

Select Product

Price Start Date  Price End Date  Special Price

Start Date	End Date	Updated Price ⓘ
 <b>No Records Found</b>		

To add a product with special price, enter the following information:


- **Select Product:** The seller must select the product for which they want to assign a special price. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Price Start Date:** The seller must mention the date from which the special price must start being offered to customers.
- **Price End Date:** The seller must mention the last date until which the special price will be offered to customers.

**NB:** The 'Price Start Date' and 'Price End Date' filters can also be used together to specify a time period.

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- **Special Price:** The special price to be offered must be mentioned here.

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is assigned a special price will start being displayed in the list provided on this page. This page provides seller following functionalities:

- **Search Bar:** The seller can search for a particular product with a special price, from the list by entering 'Keywords' in the Search bar provided at the top.
- **Delete **: This button is provided to the right of each product mentioned in the list clicking on which will delete the respective product from this list and remove the special price assigned to it.
- **Check-box:** Seller can select multiple products from the list to perform collective actions. A 'Delete' button will appear on the top-right corner of the list when selected check-boxes click on which seller can delete the selected products from the 'Special Price' list.

### 3.5 Duration Discounts

This module allows sellers to add a discount for buyers' who have rented an item for more than a specified duration. Above the listing, a panel is provided to add duration discounts with products:

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Asterisk (\*) next to a form control's label indicates it as 'required'.

**Seller Products Duration Discounts** ⓘ  
(Valid Only With Rental Products)

Keyword

Select Product

a

ADIDAS INCURZA 3.0 CRICKET BAT  
2021 | Size : SH - Short Handle  
(Regular Adult Cricket Bat)

Admin Product

**Alienware laptop (Best in Gaming)**

Apple I2

Apple iPhone 7 (Gold, 32 GB)

	Minimum Duration	Discount	
On the Ear)	10 Day(s)	10.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	5 Day(s)	30.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- **Select Product:** Click on the arrow icon, make a selection of the product from the dropdown list upon which duration discount needs to be added.
- **Minimum Duration:** Enter the number of months discount is applied for.
- **Percentage (%):** Add a discount percentage applied on the selected product. Once the details are added, click on the 'Save Changes' button.

The added duration discounts added for the products can be 'Edited' or 'Deleted' from the listing area. Also for the easy sorting of the records, 'Search' filters are available.

### 3.6 Link Rental Addons

From this section, add-ons that preexist in the system can be linked with the products. Please note that a single add-on can be linked with multiple

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products. To link, access the area above the listing and enter details into following fields:

Link Rental Addons ⓘ

Search By Addon Name

Submit

Clear

Search Rental Addons

Search Product

Save

Addons	Attached Products
Test Addon Product ? 185	<div>Alienware laptop (Best in Gaming) ✕</div> <div>HP Omen ✕</div> <div>Macbook pro ✕</div> <div>Candle Gold Geniun Lace Up Shoes (Black) ✕</div> <div>Candle Leather High Ankel Shoes Lace Up (Black) ✕</div> <div>Candle Leather High Ankel Shoes Lace Up (Black) ✕</div> <div>Ico Blue Star Slim Women's Light Blue Jeans ✕</div> <div>Hypernation Solid, Striped Women's Round Neck Black, Grey T-Shirt ✕</div> <div>Candle Table Lamp (Black) ✕</div> <div>Candle Table Lamp ✕</div> <div>Candle Table Lamp ✕</div> <div>Candle Table Lamp ✕</div>
Test Addon Product - 186	<div>Maniac Solid Men's Round Neck Grey T-Shirt ✕</div> <div>LP Louis Philippe Slim Fit Men's Blue Trousers ✕</div> <div>Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 inch, Silver, 0.78 kg) ✕</div> <div>Women Black Heels ✕</div> <div>Women Black Heels ✕</div> <div>Women Black Heels - 7 ✕</div>

- **Search Rental Addons:** Type in the first few characters and the list of addons will auto populate for you to select.
- **Search Product:** Search the product that you want to link with the add-on.

Don't forget to click on the 'Save' button and the add-on attached with the products will be shown in the listing area.

### 3.7 Link Verification Fields

Sellers can attach verification fields with the products added to their shops. These fields are created and managed by the admin that can be used by sellers to collect any verification related details required from buyers. Please

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note that these fields will only be displayed for rental products. View the existing verification fields by clicking the 'View Verification Fields' button.

To link, access the area above the listing and enter details into following fields:

- **Search Product:** Search the product that you want to link with the add-on.
- **Search Verification Fields:** Type the first few characters and an auto populated verification listing will appear to select and add fields for the selected product.

Don't forget to click on the 'Save' button and the add-on attached with the products will be shown in the listing area.

## 4. Sale Products & Promotions

From this area inventories of products eligible for sales are managed.


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## 4.1 Inventory

A newly registered seller's inventory will be empty. The seller can add inventory from '**Marketplace Products**' or they can also add their own products to the shop ([Add New Product](#)) and then add inventories (if enabled by the admin).

Process to add an Inventory For Sale:

- A. **Through Marketplace Products or Admin's Catalog:** From the listing area, click on the '**Marketplace Products**' button provided on the top-right corner. The '**Add To Store**'  button is kept at the end of each listed product. To add, click on the button and an inventory setup form will open where information is added under the following tabs:
  - a. **Rent:** Add the following information prompted:

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## Inventory Setup

[Back To My Inventory](#)

[Rent](#)
[Sale](#)

Title\*

Url Keyword\* ⓘ

https://dev2.yorent-v2.4livedemo.com/products/view/0

Publish

Yes ▼

Available From\* ⓘ

Product Condition\*

Select Condition ▼

Available For Cod

No ▼

Cod Option Is Disabled In Product

Rental Duration Type ⓘ

Select ▼

Minimum Rental Duration

Duration Discount May Be Affected After Duration Type Change

Fulfillment Method\*

Select ▼

Shipping Profile\*

Clothing ▼

Profile Will Update For All Inventories Of Same Catalog For Sale And Rent

Minimum Rental Quantity \*

☐ Enable Request For Quote ⓘ

- **Title\*:** Name of the inventory.
- **URL Keyword:** The site URL of the inventory.
- **Publish:** This drop-down list has two options: Yes and No. Selecting 'Yes' will display this inventory at the front-end. Selecting 'No' will hide this inventory from the front-end.
- **Available From:** Select the inventory availability date. Availability of product with future date can be done and it will be visible from that date onwards.
- **Product Condition\*:** Select if the inventory is 'New', 'Used' or 'Refurbished'. By selecting 'New' the seller confirms that the inventory will directly go from the manufacturer to the

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

buyer and has its complete warranty. By selecting '**Used**' the seller confirms that the inventory was used for a certain time period and then sold by another buyer. By selecting '**Refurbished**' the seller confirms that the inventory was returned by a buyer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.

- **Available For COD:** Select whether the product is available for cash on delivery COD or not.
- **Rental Duration Type:** Select the duration type for rental. It can be in days, weeks or in months. Shipped and pick up, pickup only, shipped only are the various options available to select. Please note, duration discount may be affected after duration type change
- **Minimum Rental Duration:** Set the minimum duration to rent.
- **Fulfillment Method:** Select the fulfillment delivery method for the product. 'Shipped and Pickup', 'Pickup Only', 'Shipped Only' are the various methods to choose from
- **Shipping Profile:** Define a shipping profile. Profile is seller created and entirely manageable from Shipping & Fulfillment > Shipping Profiles. Please note that the profile will update for all Inventories of the same catalog for sale and rent.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Minimum Rental Quantity\*:** Set the minimum quantity of the product ought to be bought by the buyer.
- **Enable Request for Quote:** Enable this checkbox. Request for a quote can be enabled on the product if you would like to receive custom requirements regarding quantity and price from the buyers.
- **Variant/option:** Select the variant options from the list.
- **Security Amount:** Enter the security amount.
- **Buffer Days:** Set a buffer time. This is the time required to prepare your service before the next rental booking.
- **Original Price:** Enter the original price.
- **Rental Price(Including Tax):** Enter the price inclusive of taxes.
- **Quantity:** Set the quantity of the product.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

Variant/option	Security Amount	Buffer Days ⓘ	Original Price	Rental Price (Including Tax)	Quantity		
Select Vari	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>		
Select Vari	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>		

Any Extra Comment For Buyer

Rental Terms & Conditions

☐ Translate To Other Languages

Inventory Data For Arabic


[Discard](#) [Save Changes](#)

Click on the Add button and new fields to add option variants will appear below to add more option variants. Alongside this, a copy to clipboard button can be used to copy the information into the columns including security amount, buffer days, original price, rental price, quantity. To paste the copied information use the keyboard shortcut (Ctrl+V) or right mouse click 'Paste' option.

- **Add Extra Comment For Buyer:** Additional comments for buyers can be added.
- **Rental Terms & Conditions:** Include important rental terms & conditions.

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- **Translate To Other Languages:** A checkbox to translate to other languages is provided to update data in other languages in a click.

Below this, inventory data for other other enabled languages is displayed. Click on the arrow icon  and information is added into title, any extra comment for buyer and rental terms & conditions fields. To save the information added, click on the 'Save Changes' button, whereas 'Discard' will abandon the changes.

**b. Sale:** Add the following information prompted:

Inventory Setup

Back To My Inventory

Rent

Sale

☐ System Should Subtract Stock On Purchase ⓘ

☐ System Should Track Product Inventory ⓘ  
This Setting Will Work After Enable System Subtract Stock Setting

Alert Stock Level ⓘ



Minimum Purchase Quantity\*

Publish

Date Available\* ⓘ

Product Condition\*

☒ Use Shop Return And Cancellation Policy

Variant/option	Selling Price (Including Tax)	Quantity	SKU ⓘ	
7_Black Red	<input type="text"/>	<input type="text"/>	22562	
8_Black Red	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Save Changes

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- **System Should Subtract Stock On Purchase:** Enable this checkbox and system will automatically subtract stock on purchase.
- **System Should Track Product Inventory:** Enable this checkbox to track product inventory. This setting only works when the system subtract stock setting option is enabled.
- **Alert Stock Level:** Define when the stock level alerts are raised.
- **Minimum Purchase Quantity:** Enter the value defining minimum purchase quantity of the product available for sale.
- **Publish:** To publish the product at frontend directly select yes, otherwise select no.
- **Date Available:** Define when the product inventory will be available.
- **Product Condition\*:** Select if the inventory is **'New'**, **'Used'** or **'Refurbished'**. By selecting **'New'** the seller confirms that the inventory will directly go from the manufacturer to the buyer and has its complete warranty. By selecting **'Used'** the seller confirms that the inventory was used for a certain time period and then sold by another buyer. By selecting **'Refurbished'** the seller confirms that the inventory was returned by a buyer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects)


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Asterisk (\*) next to a form control's label indicates it as 'required'.

and is now available for sale with a new warranty and better quality.

- **Use Shop Return And Cancellation Policy:** Enable the checkbox to imply shop return and cancellation policy on the product setting up for sale. Disabling of policy will ask you to submit the following information:
  - **Product Order Return Period (days):** State product order return period in days for buyers.
  - **Product Order Cancellation Period (days):** Mention product order cancellation period in days.
- **Selling Price (Including Tax):** Mention the selling price of the product.
- **Quantity:** Mention the quantity of the product.
- **SKU:** Enter the sku of the product added.

Once information on the sale tab is added, click on the 'Save Changes' button.

The '**Product Info**'  option allows the seller to view information of the products which are added by the system admin.

**B. By Adding A New Seller Product:** Click on the '**Add New Product**' button provided on the center-right corner and fill in all the details. The newly added product will be displayed on the '**My Products**' page. Click on the '**Add Inventory**' button redirects the seller to the 'Custom Product Setup' page where the following product related information are added:

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## i. Initial Setup

Custom Product Setup
[Back To Inventory](#)

[Initial Setup](#)
[Attribute & Specifications](#)
[Options And Tags](#)
[Shipping Information](#)
[Custom Fields](#)
[Media](#)
[Inventory](#)

Product Identifier \*
Brand
[Request For Brand](#)

Category \*
[Request For Category](#)
Tax Category[sale] \*
[Tax Categories](#)

Tax Category[rent] \*
[Tax Categories](#)
Minimum Selling Price [INR] \*

Status
Active

Product Name \*
Youtube Video Url

Description

B I U A A

☐ Translate To Other Languages

Arabic Language Data

[Discard](#)
[Save And Next](#)

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- **Product Identifier\*:** Enter a unique identifier for the product. The product identifier is not displayed in the front-end and is used only for the system's internal purpose.
- **Brand:** Enter brand for the product. The suggestions drop-down list will be displayed when the seller begins to enter the brand name. However, the suggestions seen are only those that have been added by the admin. If any particular **brand is not available** in the suggestion list, the seller can perform any **one of the following two actions** as per the settings made by the admin:
  - **Add Brand:** This button will be displayed when the **admin has disabled request approval settings** from their end. The seller can directly add a new brand through this button. Once the brand is added, it will be displayed in the suggestions list.
  - **Request For Brand:** This button will only be displayed if the **admin has enabled request approval settings** from their end. The seller can forward a request to the admin to add the new brand. However, this new brand can only be linked with a product after the admin approves it. The seller can view the status of their request or make changes in it from the '[Requests](#)' provided in the side navigation bar. Clicking on any of these buttons, a pop-up menu bar will appear that has **three sub-tabs**:
    - **Basic:** Enter a unique brand identifier information. After adding the brand identifier, please click on the '**Save Changes**' button.

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The screenshot shows a modal window titled "Request New Brand" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "Basic" (which is selected and underlined), "Language Data", and "Media". Under the "Basic" tab, there is a label "Brand Identifier\*" followed by a text input field. At the bottom left of the form, there is a blue button labeled "Save Changes".

- **Language Data:** The next segment of the form collects the following information:

The screenshot shows the same "Request New Brand" modal window, but now the "Language Data" tab is selected and underlined. The "Basic" tab is no longer selected. Under the "Language Data" tab, there is a label "Language" followed by a dropdown menu showing "English" with a downward arrow. Below this is a label "Brand Name\*" followed by a text input field. At the bottom left, there is a checkbox labeled "Update Other Languages Data" which is currently unchecked. At the bottom center, there is a blue button labeled "Update".

- **Language:** The system allows users to add separate content for different languages. So, please choose the

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language type for which the information is being added.

- **Brand Name:** Enter the name of the brand. The seller can select the check-box of '**Update Other Languages Data**' to enable automatic translation of data to other languages.

**NB:** The '**Update Other Languages Data**' option is only available if the admin has enabled the '[Translate to Other Languages](#)' button. To save the added information, please don't forget to click on the '**Update**' button.

- **Media:** Here, the seller can upload an image to represent the brand. The system allows users to add different media files for different languages. So, please choose the language type for which the media file is being added. The '**Ratio**' column of form allows you to define the dimension for the image. The seller can select any one of the ratios as per their requirement for '**Preferred Dimensions**'. To upload an image, the seller must click on '**Choose File**'. After selecting the image, a pop-up will be displayed to edit/crop the image. Clicking on '**Crop**' will save the image successfully.

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The screenshot shows a modal window titled "Request New Brand" with a close button (X) in the top right corner. Inside the modal, there are three tabs: "Basic", "Language Data", and "Media", with "Media" being the active tab. Under the "Media" tab, there are three sections: "Language" with a dropdown menu currently set to "Universal"; "Ratio" with two radio button options, "1:1" (which is selected) and "16:9"; and "Logo" with a file upload area containing a "Choose File" button and the text "No file chosen". At the bottom of the modal, the text "Preferred Dimensions" is visible.

The '**Brand Setup Successfully**' message is displayed which confirms that either the brand has been added or the seller's request to add it has been forwarded to the admin for approval.

- **Category\***: Select the appropriate category in which the product can be added. A suggestions drop-down list will be displayed when the seller begins to enter the category name. The seller can choose an appropriate category from this list. However, the suggestions seen are only those that have been added by the admin. If any particular **category is not available** in the suggestion list, the seller can perform any **one of the following two actions** as per the settings made by the admin:

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- **Add Category:** This button will only be displayed if the **admin has disabled request approval settings** from their end. The seller can directly add a new category through this button. Once it is added, the category will be displayed in the suggestions list.
- **Request For Category:** This button will only be displayed if the **admin has enabled request approval settings** from their end. The seller can forward a request to the admin to add the new category. However, this new category will only be displayed in the suggestions list after the admin approves it. The seller can view the status of their request or make changes in it from the **'Requests'** module provided in the side navigation bar.

To request a category click on the 'Request For Category' button. The first thing to enter is '**Category Name\***' and choose the '**Parent Category**' from the drop-down list. Enable the checkbox '**Translate To Other Languages**' to update data in other enabled languages. Click on

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the '**Save Changes**' to save the information added. This category will be displayed in the list only after the admin has approved the seller's request.

- **Tax Category(Sale)\*:** Select the relevant tax category that your product belongs to for sale. The list is admin-manageable. Click on the 'Tax Categories' link provided above the field to view the existing categories..
- **Tax Category(Rent)\*:** Select the relevant tax category that your product belongs to for rental. The list is admin-manageable. Click on the 'Tax Categories' link provided above the field to view the existing categories..
- **Minimum selling price [Default Currency]:** Enter the minimum selling price for the product.
- **Status:** Select the current status of this product from the drop-down list.
- **Product Name\*:** Enter product name that will be displayed at the front-end.
- **YouTube Video URL:** Seller can add a YouTube video URL for the customers to have additional knowledge about this product.
- **Description:** Seller can add additional information describing the product in the '**Description**' text box provided. This information can help customers know more about the product.
- **'Translate to Other Languages' Check-box:** Selecting this check-box, the system will automatically update content to other languages.

**NB:** The '**Translate to Other Languages**' button is only displayed if enabled by the admin. If the admin has disabled this feature, the seller will have to add all the details manually in secondary languages.

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- **'Secondary' Language Data:** Seller can manually enter all the details in secondary language.

To save the product information added, kindly click on the **'Save and Next'** and you will be introduced to the next part of the form. If the seller wants to cancel adding this product, they can click on the **'Discard'** button which will redirect them back to the **'Shop Inventory'** page.

## ii. Attribute & Specifications -

This tab helps sellers add the attributes and specifications that define the product. The seller adds the following information:

Custom Product Setup Back To Inventory

Initial Setup ⓘ Attribute & Specifications ⓘ Options And Tags ⓘ Shipping Information ⓘ Custom Fields ⓘ Media ⓘ Inventory ⓘ

Model \*  Product Warranty (days) \*  ☐ Mark This Product As Featured? ⓘ

Specification Label Text \* ⓘ  Specification Value \* ⓘ  Specification Group ⓘ

☐ Translate To Other Languages

Arabic Language Specification ▾

Back Add Specification Save And Next

- **Model\*:** Enter the product's model name or number.

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- **Product Warranty\*:** Enter the warranty of the product in 'Number of Days'.
- **Mark This Product As Featured? :** Select the checkbox to display this product in the 'Featured Product' list on the homepage at front-end.

The seller can add specifications related to this product for example, when adding a 'Phone' to their shop, the seller can add memory space, camera resolution, and display as its specifications. To add specifications for the product, three input fields are provided which are:

- **Specification Label Text\*:** Enter a particular label text name in this input field.
- **Specification Value\*:** Enter the value of that specification.
- **Specification Group:** Add a specification group. .

Specification Label Text \* ⓘ

Specification Value \* ⓘ

Specification Group ⓘ



☐ Translate To Other Languages

Arabic Language Specification ▾

Add Specification

Click on the 'Add' button and the added specification field will be shown on the listing below. The seller can add multiple specifications. Two action buttons are provided on the right-hand side of each specification which are:

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- **Edit** : Clicking on this icon the seller can make changes in the previously added specification.
- **Delete** : Clicking on this icon will delete the specification from this list.

(Secondary) Language Specification helps sellers add details in the secondary language manually.

The seller must then click on the 'Save and Next' button to proceed to the next tab. To make changes in previous sections, sellers must click on the 'Back' button.

### iii. Options and Tags -

The product being added can have multiple options such as it might be available in different sizes or colors. Such options can be mentioned in the given form. The options are also known as variants and the product inventory is added based on these options. To clearly understand how the product variants and their inventory can be added, an example is provided below.

**Example: Product A** is available in three different colors that are gold, pink and red. Here, '**Color**' is the option/variant of product A. This option can be linked with Product A through this '**Options and Tags**' tab. Now, once the seller reaches the '**Seller Inventory**' tab, they can add inventory related to product using these three color variants.

Custom Product Setup [Back To Inventory](#)

Initial Setup **i** Attribute & Specifications **i** Options And Tags **i** Shipping Information **i** Custom Fields **i** Media **i** Inventory **i**

Add Associated Product Option Groups **i**

Product Tags **i**

- **Add Associated Product option Groups:** The seller can add product options that might vary in terms of size, color and models. The admin can link products with relevant option groups from this tab. The option groups are created from the Product Options.

This is an auto-complete drop-down bar so, when the seller starts typing, the list of option groups added by the admin are displayed. Selecting an option group will display its names in the section provided below. On clicking the option group its variants will be displayed to the right.

The added options can be deleted by clicking on the '**Cross**' icon displayed besides each option.

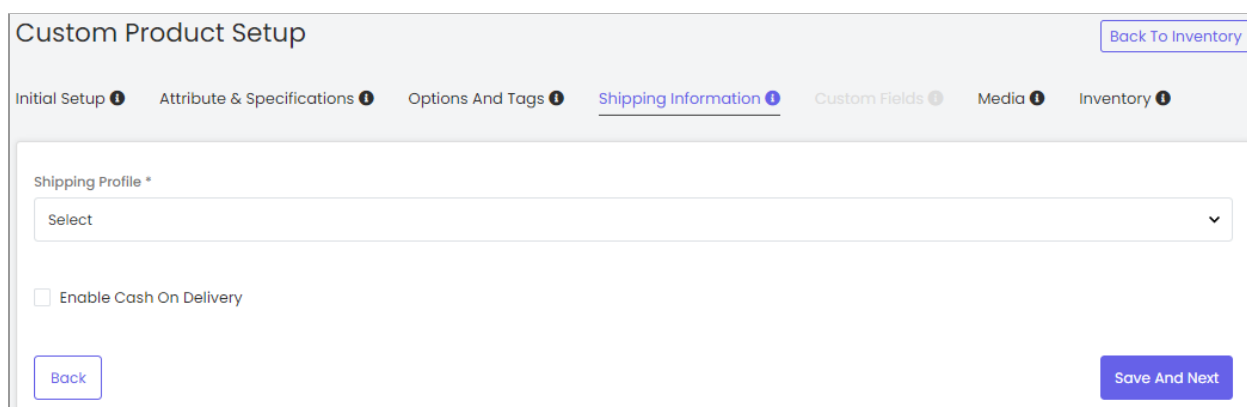
- **Product Tags:** The product tags are useful in displaying products in search results made by customers. The tags help sellers promote their products by displaying them as suggestions to the customers who are searching for similar products. So, the seller must assign easy, relevant and commonly used tags for the product in this input field. To enter the

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product tags, the seller must enter the keywords and then press 'Enter'. The added tags can be deleted by clicking on the 'Cross' icon displayed besides each tag.

To proceed further, the seller must click on the 'Save and Next' button. To make changes in previous sections, sellers must click on the 'Back' button.

#### iv. Shipping Information -



The screenshot shows the 'Custom Product Setup' interface with the 'Shipping Information' tab selected. The form contains a 'Shipping Profile \*' dropdown menu with a 'Select' placeholder and a downward arrow. Below it is a checkbox labeled 'Enable Cash On Delivery'. At the bottom left is a 'Back' button, and at the bottom right is a 'Save And Next' button. The top navigation bar includes links for 'Initial Setup', 'Attribute & Specifications', 'Options And Tags', 'Shipping Information' (active), 'Custom Fields', 'Media', and 'Inventory'. A 'Back To Inventory' button is located in the top right corner.

The following shipping related information are added:

- **Shipping Profile\*:** Select the shipping profile from the drop-down list. The shipping profiles are created from the '[Shipping Profiles](#)' module. A newly registered seller might not be able to view any shipping profiles.
- **Enable Cash On Delivery:** Select the checkbox to enable the Cash On Delivery option for the product.

If the admin has **restricted sellers from shipping orders**, the sellers will be displayed fewer input fields-

If the admin has **restricted sellers from linking shipping packages**, the sellers will be displayed fewer input fields.

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If the admin has **restricted sellers from shipping orders and linking shipping packages**, the sellers will be displayed fewer input fields.

Click on the 'Save and Next' button to proceed further to the next tab.

#### v. Custom Fields -

Custom fields are meant to add information that help buyers fetch the collection and other specifications of the product. Please note that the custom fields are linked with the 'Categories' that are added and managed by your system admin. For some products, 'Custom Fields' tab cannot be viewed meaning the category that you have selected does not have custom fields linked to it.

#### vi. Media -

This tab has following information to be added for the following displayed products:

- **Image File Type:** Select an option from the drop-down list. This displays '**For All Options**' by default. This means that the images added will be displayed for all the product options. The drop-down list will show the options set up for the product in the '[Add Associated Product option Groups](#)' field that is provided in the '**Options and Tags**' tab. So, the seller can add a different image for each product option.
- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.

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- **Photo(s):** Add images for the product and its options by clicking on the 'Choose File' button. Please Keep Image Dimensions Greater Than 740 X 555.
- **File Specification Details:** This section allows you to add product related specifications that you wish to display along with the product images. This header has following information to be added:
  - **File Title:** Add the title of the file relevant to specification details.
  - **Choose File:** Click on 'Choose File' button, attach a file and follow the prompts.
  - **Translate To Other Languages:** Click on the checkbox before the field and the information will be updated in other enabled languages.
- **Add Specification:** To add multiple specifications that you want to show along with product images, click on the 'Add Specifications' button.

Once information is added, click on the 'Save And Next' button. The added product will be displayed on the 'Seller Products' page and its inventories will be displayed on the 'Seller Inventory ' page.

## vii. Inventory -

The Seller can add product inventory through this tab. Here, it is important to know that the information accumulated on the 'Inventory' Tab belongs to the 'Rental' products only. Also, the inventory related information is collected during the first time setting up of the 'New Product Setup' stage. If the

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product is saved without adding inventory then later additions can be done from the listing area 'Edit' button. Please note that the product inventory is added based on the options/variants defined in the '[Options and Tags](#)' tab.

**NB:** The seller will not be able to add inventory for the products that are still 'Un-Approved' (if the admin has enabled such setting).

This tab has following information to enter :

- **Title\*:** Update or continue with existing heading for the product.
- **URL Keyword\*:** Add the keyword URL in this input field.
- **Publish:** Select 'Yes' if you would like to publish your product, 'No' will save the product details but will hide the product from being published
- **Available From\*:** The seller must select the date from which the current inventory can be available. By default it is selected for the due date. However, if the seller chooses a date in the future, the product will only be visible on the homepage from that date onwards.
- **Product Condition\*:** The seller can mention if the product is '**New**', '**Used**' or '**Refurbished**' by selecting any one of these options from the drop-down list. By selecting '**New**' the seller confirms that the product will directly go from the manufacturer to the customer and has its complete warranty. By selecting '**Used**' the seller confirms that the product was used for a certain time period and then sold by another customer. By selecting '**Refurbished**' the seller confirms that the product was returned by a customer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.
- **Available for Cash on Delivery (COD):** Select 'Yes' to make the product available for COD. The seller must select 'No' to disable COD for this

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product. The seller cannot select options in case the admin has restricted shipping by sellers.

- **Rental Duration Type:** Select 'the duration type as days, week, month. Note that duration discount may be affected after duration type change.
- **Minimum Rental Duration:** Enter the minimum rental duration available with the product.
- **Fulfillment Method:** Select the fulfillment methods from the dropdown list as Shipped & Pickup, Pickup Only, Shipped only.
- **Shipping Profile:** Select shipping profile from the dropdown and it will update for all inventories of same catalog for sale and rent
- **Minimum Rental Quantity:** Enter the minimum rental quantity of the product.
- **Enable Request For Quote:** Request for quote can be enabled on product if you would like to receive custom requirements regarding quantity and price from the buyers.
- **Security Amount:** Add a security amount of the product.
- **Buffer Days:** Add a buffer time between rental bookings. This is the time required to prepare your service before the next rental booking.
- **Original Price:** Add the original price of the product.
- **Rental Price:** Add the rental price of the product.
- **Quantity:** Add the total quantity of the rental product.
- **Any Extra Comment For Buyers:** Add comments for your buyers where additional information related to the product can be added.
- **Rental Terms & Conditions:** Enter rental terms and conditions.
- **Translate to Other Languages:** Selecting this check-box, the system will automatically update content to other languages.

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**NB:** This option is only visible if the admin has enabled it from their end.

Once information is added, click on the 'Save Changes' button and your inventory details will be saved and displayed on the 'My Inventory' Page. Please note that the admin can restrict the sellers from adding new products. In such a case, the seller can only add inventory for Marketplace products. For the items listed on the 'My Inventory' page, the seller can perform following actions -




- **Check-Box:** At the beginning of the listing, check-boxes are placed to make multiple selections. Make a selection by clicking inside the check-box area and options 'Activate', 'Deactivate' and 'Delete' will appear. Just as the name implies, '**Activate**' will enable displaying the selected products in the seller's shop at frontend, '**Deactivate**' will disable the selected products from being displayed in the seller's shop at frontend. The deactivated products will also be removed from this '**Shop Inventory**' list. To add them to inventory again, the seller must go back to the product list page and click on the '**View Inventories**' icon available beside the respective product. Clicking on '**Delete**' will remove the inventory from the list permanently.
- **#:** This is used to count the number of listed items. By default the list is sorted in descending order.
- **Name:** The name of the product is displayed.
- **Rental Price:** See the entries of rental price done in days, weeks and months.
- **Rental Quantity:** The quantity of the offered product available with you.

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- **Available From:** The availability date of the product can be seen.
- **Status **: Using the toggle switch, the Seller can set the status from inactive to active or vice versa. The toggle displaying '**Green**' means that the respective inventory product is currently active and '**grey**' means that it is inactive.

**NB:** '**Status on/off**' and '**Activate & Deactivate**' buttons perform similar functions.

- **Edit **: The edit button navigates the seller to the '[Inventory Setup](#)' page where sellers can add/update various product details for both Rent and Sale tabs.
- **Clone **: There is an option to clone the product. Please note that for products that do not have any product variants or options available cannot be cloned. As a result, the option or icon to clone cannot be seen.
- **Delete **: The delete button will delete the product from the seller shop.

There are three buttons provided on the top-right corner of this page:



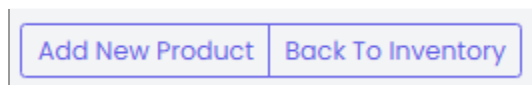
**NB:** 'Add New Product' and 'My Products' buttons will not be displayed if the admin has restricted the seller from adding new products in their shop. In

such a case, only the 'Marketplace Products' button will be displayed on this page.

### C. My Products

The products added by the seller are displayed on this page. Please note that this page displays the products added at the catalog level.


There are two buttons provided on the top-right corner of this page, which are:



- **Add New Product:** This button will redirect the seller to the '[Custom Product Setup](#)' page.
- **Back to Inventory:** This button will redirect the seller back to the '[Shop Inventories](#)' page.

A search bar is provided on the top of this page using which the seller can search for a particular product using 'Keywords' keywords/ean/isbn/upc code filters.



Several action buttons are provided to the right of every product displayed in the 'Seller Products' list. The functionalities of these action buttons are explained below:

- **Add To Store** : Clicking on this icon redirects the seller to the 'Inventory Setup' page. The seller can add inventory for the catalog from this page for both 'Rent' & 'Sale' under different tabs. The added inventory will be displayed on the '[Shop Inventory](#)' page.

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**NB:** Please note that the seller will not be able to add inventory for the products that are still '**Un-Approved**'.

**NB:** '**Add Inventory**' button is not displayed besides the product in two cases:

- i. No variants/options have been added for the product.
  - ii. All the possible inventories have already been added. These inventories can be viewed by clicking on the 'View Inventories' button.
- **Edit** : Clicking on this icon will redirect the seller back to the 'Custom Product Setup' page. Sellers can make necessary changes in each of the tabs and click on '**Save and Next**' buttons provided at the bottom of each page to update those changes.
  - **Product Images** : The sellers can add any additional images to be displayed besides their products and inventories on the home page. When seller clicks on this icon, a pop-up menu bar will appear where the following information is collected:
    - **Image File Type:** This drop-down bar helps sellers choose among products or any specific inventory. The inventory variants/options are provided in the drop-down list and the seller must choose for which particular inventory they want to add the images. If the seller wants to add images to all options they must select '**For All Options**'.
    - **Language:** Select language type from drop-down list.
    - **Photo(s):** Upload images by clicking on the '**Choose File**' button. The acceptable dimensions of the image are mentioned below. Once the


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seller selects the image, a pop-up bar will appear in which they can edit or resize the image. Clicking on '**Crop**' will save the image. Once the image is uploaded, a message will appear displaying '**Image Uploaded Successfully**'.

FIG

Fig. 7.2.19: Add Product Images

- **View Inventories** : Clicking on this icon will redirect the seller to the 'My Inventory' page which displays a list of all the inventories for the respective product.

**NB:** This button will not be displayed if no inventories have been added for the product.

- **Product Info** : If the seller wants to have a quick view at the attributes and specifications of the product, they can click on this icon. A pop-up menu will appear which will display the Category, Brand, Model, Minimum Selling Price, Tax Category, and other Specifications of respective product.

## 4.2 Special Price

As a part of an ongoing promotion, the seller can add a special price on products setup for sales.

Select Product ▼	Price Start Date	Price End Date	Special Price	Save
------------------	------------------	----------------	---------------	------

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Asterisk (\*) next to a form control's label indicates it as 'required'.

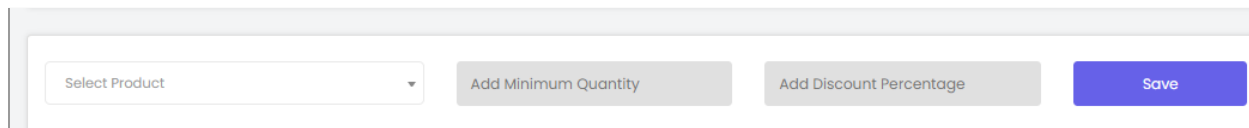
To add a special price select product from the listing provided below the search bar, enter start and end dates for the special price to be added and click on the 'Save' button.

### 4.3 Volume Discount

By providing special offers to their customers, sellers can increase their sales. A customer is more likely to choose the product with an offer against other products. 'Promotions' module helps sellers apply such special offers to their products.


This module helps sellers provide discounts to their customers on bulk purchases. Offering volume discounts encourages customers to buy products in large quantities. This helps in increasing the sale amount. To add 'Volume Discounts' seller must:

- **Select Product:** Select the product for which they want to provide the volume discount. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Add Minimum Quantity:** Enter the minimum number of products the customer must select for purchase in order to avail the volume discount.
- **Add Discount Percentage:** Enter the percentage of discount to be offered on the actual selling price previously provided by the seller on the respective product.

A screenshot of a web form for adding volume discounts. It features a dropdown menu labeled 'Select Product' with a downward arrow. To its right are two text input fields: 'Add Minimum Quantity' and 'Add Discount Percentage'. Further right is a blue button labeled 'Save'.

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Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is assigned a volume discount will start being displayed in the list provided on this page. Now, if the seller checks the respective product in their shop at the front-end, they will see a 'Wholesale Price (Piece)' box showing the volume discount offered to customers. This page provides seller with following functionalities:

- **Search Bar:** The seller can search for a particular product from the list by entering 'Keywords' in the Search bar provided at the top.
- **Delete **: This button is provided to the right of each product mentioned in the list clicking on which will delete the respective product from this list and remove the volume discount assigned to it.
- **Check-box:** Check-boxes are selected to perform one action on multiple options. A 'Delete' button will appear on the top-right corner clicking on which seller can delete selected products from this list.

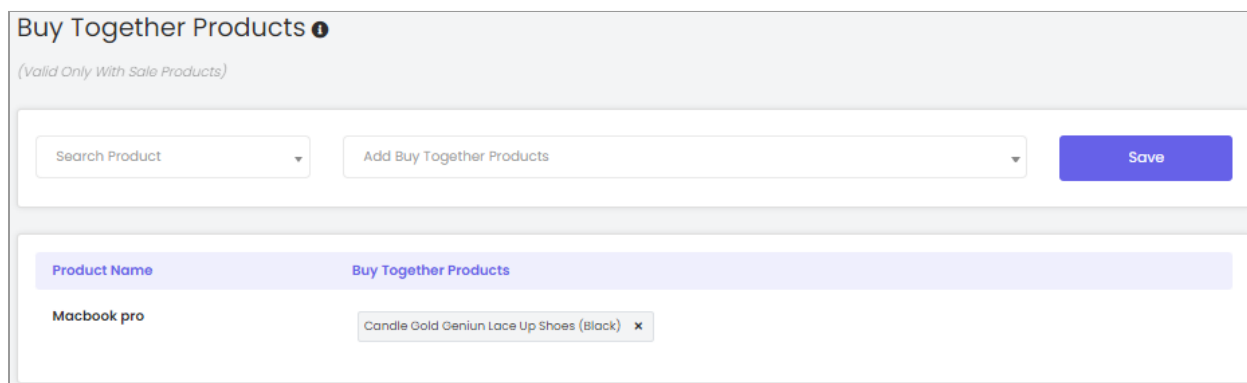
## 5. More Options

### 5.1 Buy Together Products

The Buy Together products are also commonly known as Add-On products. These are the products that complement each other and can be suggested to customers when they want to buy any one of such products. To add buy-together products, the seller must:

- **Search Product:** Enter the name of the product for which they want to provide an add-on. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.

- **Add Buy Together Products:** Enter the name of products they want to present to customers as add-on. Multiple numbers of products can be added as add-on to one product.



**Buy Together Products** ⓘ  
(Valid Only With Sale Products)

Search Product Add Buy Together Products Save

Product Name	Buy Together Products
Macbook pro	Candle Gold Geniun Lace Up Shoes (Black) ✕

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is assigned add-ons will start being displayed in the list provided on this page. When the seller checks the respective product in their shop, they will see the add-on products being displayed for that product in the 'Product Add-Ons' box. In that box, a check-box is provided to the right of each add-on product that is a short-cut provided for the seller to remove the add-on.

The seller can search for a particular product from the list by entering 'Keywords' in the Search bar provided at the top. A 'Cross' is provided to the right of each product mentioned as an add-on to another product, clicking on which will delete that add-on.

## 5.2 Related Products

Related Products are also commonly known as 'Similar Products'. They can also be defined as the alternative products or complementary choices presented to customers. When a customer opens a product page, these

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products are displayed below. To add related products the seller must provide:

- **Search Product:** The seller must enter the name of the product for which they want to add other related products. The input-box provided is an auto-complete which helps sellers find and fill-in the product name easily and accurately.
- **Add Related Products:** The seller must add the names of products which they want to display as similar products.

Related Products ⓘ

Search Product

Add Related Products

Save

Product Name	Related Products
Macbook pro	<div>HP Omen</div> <div>Alienware laptop (Best in Gaming)</div>
Apple iPhone 7 (Gold, 32 GB)	<div>Apple iPhone 7 (Gold, 32 GB)</div>

Once the seller fills in the input-fields and clicks on the 'Save' button, the product that is displayed in the list provided on this page along with its related products. When the seller checks the respective product in their shop, they will see the related products being displayed in the 'Similar Products' list. A 'Cross' is provided to the right of each related product added for another product, clicking on which will delete that product from that list.

## 5.3 Tags

Product tags are meticulously used to add descriptors to make products found and easily traceable. For any product added by the seller, new tags

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can be assigned and previously assigned ones are removed by the seller. Tagging not only helps customers search for specific products easily, but also help them view the exactly searched or similar kind of products. The tags added by the seller will also be shown as suggestions to the customers in the search bar provided at the top of the homepage. So, it is recommended to add correctly aiming, meaningful and very commonly used keywords.

**NB:** Product Tags module will not be displayed if the admin has restricted adding new Seller Products.

Product Tags ⓘ

#	Product	Tags
1	Lays Classic	<input type="text"/>
2	Note 7 Pro	<input type="text"/>
3	Lays Classic	<input type="text"/>
4	Tie	<input type="text"/>
5	Apple 8	<div> <div>iPhone 6 ×</div> <div>Flare Dress ×</div> <div>Dress material ×</div> <div>Art and Craft kits ×</div> <div>iPhone ×</div> <div>Test ×</div> <div>test 2 ×</div> <div>testtashs ×</div> <div>metatags ×</div> <div>testtags ×</div> </div>

**'Product Tags'** page shows the list of products added by the seller in their shop. Besides each product, an input-text bar is provided in which the seller can add tags for that respective product. The seller can add keywords and press **Enter** to add a tag. To remove a tag, the seller must click on the **'Cross'** provided besides every tag. A tag once assigned to any one product will also

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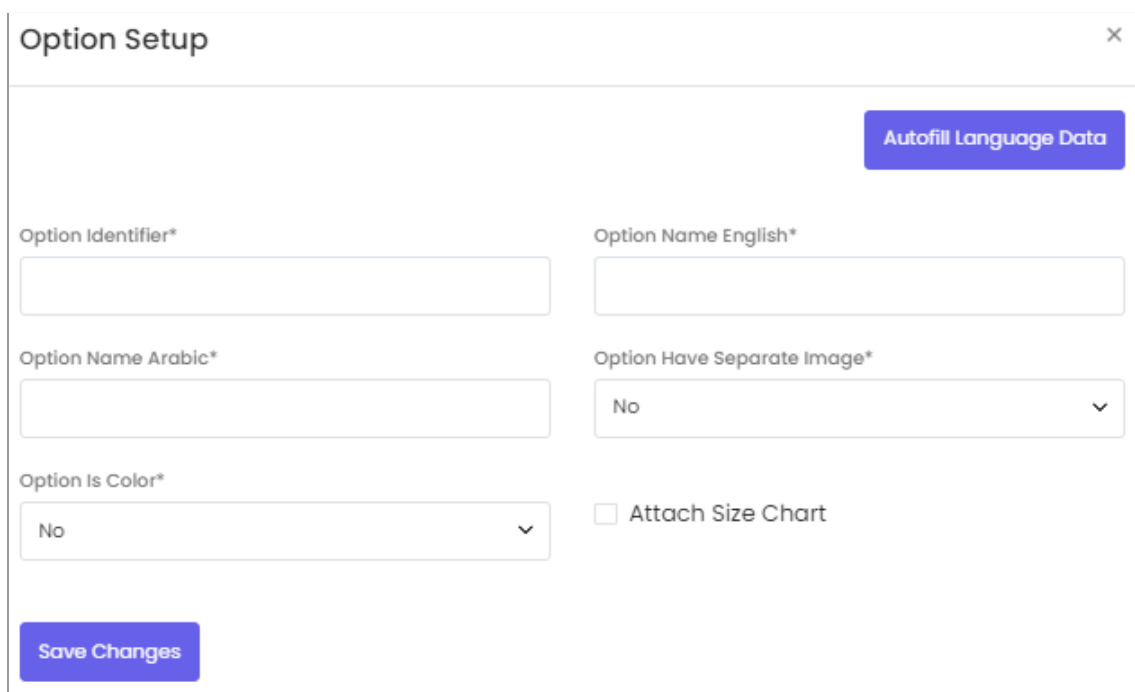
be shown as an auto-complete suggestion for other products and can be repeated.

## 5.4 Options

Product options are used to define product variants. This means that any product can have variants/multiple choices in terms of their size or colors. The seller can add option groups to their products through the '[Options And Tags](#)' tab in the '**Custom Product Setup**' section. However, there might be a possibility that the option required by the seller is not available (not added by the admin).

**NB:** Product Options module will also not be displayed if the admin has restricted the seller from adding new products in their shop.

The '**Product Options**' module helps sellers create new options for their products. To add a new option, the seller must click on the '**Add Option**' button provided at the top-right corner of the '**Seller Options**' page



The image shows a web form titled "Option Setup" with a close button (X) in the top right corner. The form contains several input fields and buttons. At the top right is a blue button labeled "Autofill Language Data". Below this, there are four input fields arranged in two columns. The first column has "Option Identifier\*" and "Option Name Arabic\*", both with text input boxes. The second column has "Option Name English\*" with a text input box, and "Option Have Separate Image\*" with a dropdown menu currently showing "No". Below these, there is a dropdown menu for "Option Is Color\*" showing "No", and a checkbox labeled "Attach Size Chart". At the bottom left is a blue button labeled "Save Changes".

Clicking on the 'Add Option' button opens a pop-up menu displaying an 'Option Setup' form that contains the following information:

- **Option Identifier\*:** Enter a unique identifier for the option being created.
- **Option Name in (Primary Language)\*:** Enter the name of the option in this input-box in primary language.
- **Option Name in (Secondary Language)\*:** Re-enter the name of the option in the secondary language manually. The seller can also click on the 'Autofill Language Data' button provided on the top-right corner of this form which will convert the option name in secondary language automatically.
- **Option Have Separate Image\*:** Depending upon the kind of option being defined, the need to upload a separate image for the product

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might vary. The seller can select 'Yes' or 'No' from the drop-down list as per the requirement.

- **Option is Color\*:** Select 'Yes' if the option they are providing is a color and 'No' otherwise.
- **Attach Size Chart:** Click on the checkbox to attach a size chart with the product.

When the information has been added, click on the 'Save Changes' button and a form to configure option values will be displayed for the information to be added:

Option Setup

Autofill Language Data

Configure Option Values For Lays Flavour

Option Value Identifier\*

Option Value Name English\*

Option Value Name Arabic\*

Save Changes

Cancel

Option Value Name

No Record Found

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

To add option values, enter the following information into the fields displayed:

- **Option Value Identifier\*:** Enter a unique identifier for the option value being created.
- **Option Value Name in (Primary Language)\*:** Enter the name of the option value in this input-box in primary language.
- **Option Value Name in (Secondary Language)\*:** Re-enter the name of option value in the secondary language manually. The seller can also click on the '**Autofill Language Data**' button provided on the top-right corner of this form which will convert the option value name in secondary language automatically.
- **Option Value Color\*:** Select the color of the option value being defined. This field will not be displayed if the ['Option is Color' field is set to 'No'](#).

To save the information entered, click on the 'Save Changes' button. All the added options along with their values will be displayed in the listing area.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

Seller Options ⓘ

Add Option

Search

Clear


<input type="checkbox"/>	#	Option Name	
<input type="checkbox"/>	1	Test Seller option (Test Seller option)	
<input type="checkbox"/>	2	Size - New (Size - New)	
<input type="checkbox"/>	3	Color - 04 (Color - 04)	
<input type="checkbox"/>	4	Lays Flavour (Lays Flavour)	
<input type="checkbox"/>	5	Lays Flavour (Lays Flavouraaa)	

The seller can add any number of values by clicking on the 'Add New' button provided in the Options Listing section. Once the values are added, the seller can redirect back to the Seller Options page which will display the newly added option.

The seller can also search for an option by entering the keywords in the search bar provided above the list. The list provides following action buttons:






- Check-box:** Select check-boxes to select multiple products options. Just as you do that, a '**Delete**' icon will be displayed on the top-right corner of the list to delete the selected records.
- Edit** : Clicking on this button will navigate the seller to the '**Option Setup**' pop-up menu where sellers can add/update details of respective product options.

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- **Delete** : Clicking on this icon will delete the respective product option from the list.

## 5.5 Tax Categories

The tax categories are defined by the admin. All the existing tax categories are displayed on this page. For the easy viewing and sorting of the listing, a search bar is provided on the top.

Tax Categories		
<div> <input type="text" value="Keyword"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>		
Sr.	Tax Category	Tax Rates
1	Baby and kids	
2	Clothing	
3	Clothing - Rent	
4	Combined Tax with Zero	
5	Electronics	

Any product being added to the store needs to be linked with a Tax Category in the '[Initial Setup](#)' tab. The seller can view the details of tax categories by clicking on the 'View Details' icon provided at the end of each listing column

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Accessing the details page, the seller can see the rules defined by the admin and the charges applied within those rules depending upon the locations.

Rule: Zero Tax

Tax Rate(%): ~~0.00~~ 0.00


Tax Name: Test Structure

From Country: Rest Of The World

From States: All States

To Country: Rest Of The World

To States: All States

To edit, click on the 'Edit'  icon to change the percentage defined. Once edited, click on the 'Save' button. To return back to the list, please click on the 'Back to Tax Categories' button provided in the top-right corner of this page.

## 5.6 Requests

All the requests forwarded by the seller to their admin will be displayed under this module. This module will not be visible if the admin has not activated any such requests related settings for the seller.

A seller can request for:

- Marketplace Product Requests
- Brand Requests
- Category Requests



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However, it is possible that the seller views fewer options as per the settings enabled by their admin. Initially, when no requests have been forwarded by the seller, the 'Requests' page will be viewed as below.

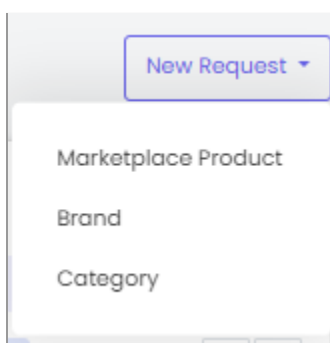
Requests New Request ▾

Marketplace Products Requests ⓘ Brand Requests Category Requests

#	Product	Added On	Requested On	Status	
9	 <b>New Market Place Product 16-02-2021</b> (New Market Place Product 16-02-2021)	16/02/2021	Na	Pending	 
8	 <b>Test New</b> (Test New)	04/02/2021	22/01/2021	Approved 04/02/2021	
7	 <b>Test Custom Catalog Request</b> (Test Custom Catalog Request - New 2)	22/01/2021	22/01/2021	Cancelled 09/07/2021	
6	 <b>Test Custom Catalog Request - 3</b> (Test Custom Catalog Request - 3- new)	22/01/2021	22/01/2021	Approved 22/01/2021	

Once requests are forwarded, the outlook of the listing will be displayed differently.

A 'New Request' button is provided on the top-right corner of this page. Click on the arrow icon ▾ besides the button and select from the following available options:



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## 6. Rental Orders

This is the area dedicated to manage all your rental related orders. The listing shows the total orders created in the system so far along with the ones that are in the initial processing stage. The default listing shows rental pricing and information under the following headers explained:


### 6.1 Orders

Gain an overview of products that have been rented out and are currently being served. Above the listing, search filters are provided for the easy sorting and presentation of the information contained:

- **rd:** Search by name, brand of the product.
- **Status:** Sort the listing as per the order status. Make a selection from the provided list.
- **Price (Min):** Sort the rental listing defining the minimum amount of the sale order.
- **Price (Max):** Sort the rental listing defining the maximum amount of the sale order.
- **Date From & To:** Select the date range of the order.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

Order #  
**O1634186880-S0002**
Print Order Detail

Items Summary	Unit Price ⓘ	Total Price ⓘ
 <b>Macbook pro</b> QTY : 1 Brand: Apple From: Oct 17, 2021   To: Oct 23, 2021 Duration: 7 Day(s)	\$150.00	\$1,050.00


Addons And Details ⓘ ^

### Posted Comments

- 14/10/2021 Payment Confirmed
- In Process
- Shipped
- Delivered
- Ready for Rental Return - Buyer

### Order Summary

Date	14/10/2021
Cart Total	\$1,050.00
Addon Total	\$10.00
Duration Discount	- \$315.00
Security Amount	\$932.50
Shipping Price	\$5.00
Rounding Down	- \$4.00
Order Total Amount	\$1,678.50


**Your Total Savings Amount On This Order \$315.00**

### CUSTOMER DETAILS

Customer Name

### Order Details

#### SHIPPING DETAILS

Jack  
 Khattalwada, Wadgaon  
 Select, Andhra Pradesh, -442305  
 India  
 78965412300

Click on the 'View' icon to see details from a specific order such as order summary, general information, billing, shipping address, payment information.

Additionally, you can complete other actions, like canceling an order, sending a message to the buyer, printing order details, changing the order status, and notifying customers via an email. Once the order is received the following statutes related changes can be made:

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### Comments On Order

Status\*

Payment Confirmed

Notify Customer By Email\*

Select

Your Comments

Save Changes

- Payment Confirmed
- In Process
- Shipped
- Delivered

## 6.2 Cancellation Requests

All the rental order cancellation requests either initiated by buyers or sellers will be shown in the listing. Buyers can choose to cancel the entire order, if rental ordered items need to be cancelled. Please note that cancellation of orders is possible only before the order has not been shipped. Once shipped, it cannot be cancelled. Sellers' can also cancel an order if they run out of stock on an item and are unable to fulfill the order. The listing allows to view the following order cancellation information:

- ID
- Date
- Order ID/Invoice Number

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- Request Details
- Status
- Amount
- Purchased Quantity
- Security Amount (Per Qty)

## 6.3 Return Requests

Return request feature enables buyers to request a return on items rented. The order listing has the following manual actions for the Seller to perform:

**I. View Order Return Request:** Click the 'View Return Order Request' icon and the information can be glanced under separate headers:

**a. Request Details:** This section provides basic details about the order request. Here, information can be viewed only, no additions or edits can be made by the Seller:

- Customer Address
- Id
- Order ID/Invoice Number
- Product
- Return Qty
- Request Type
- Reason
- Date
- Product Price
- Security Amount
- Tax
- Shipping
- Status
- Total Amount

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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**b. Approve Refund:** After considering the request, if you think the requested order refund does not require further review in general, click on the 'Approve Refund' button. The Seller is authorized to mark orders as 'Approved'. Once it is approved, the return request process is initiated and money will be refunded back to the 'Buyer's' Wallet. Here it is important for the Seller to convey to the buyer that 'Shipping Amount' charged will not be refunded.

**c. Escalate To Growcer:** Issue escalation in Growcer can occur due to many reasons. After considering the request, if you can authorize it partially and require the involvement of Admin, click on the button 'Escalate To Yo!Rent.'

**d. Return Request Messages:** A communication thread between buyer, seller, admin is generated. There is also a provision for the Seller to reply to the messages or concerns shared by the buyer. Type your message and click on the 'Submit' button. To go back to the listing, click on the 'Back' button located at the top right corner.

## 6.4 Cancellation Penalty Rules

Cancellation penalty defines the penalty amount to be charged if a rented product order has been canceled. Being a seller the following manual actions can be performed when it comes to managing cancellation penalty rules:

- **Disable All Rules:** Click on the button and all rules will be disabled.
- **View Admin Rules:** View the admin defined rules.
- **Edit:** Click on the edit button and a listing will appear above where edits in the rules are made. Once new rules are added, click on the 'Save Changes' button and rules will appear in the listing. Later edits can be done.

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## 6.5 Late Charges Management


For products that are retained beyond the given duration are applicable for late charges. To apply late charges, Sellers can decide the charges by creating a profile. By default a 'Global Late Charges' profile is created. The seller can make edits to the given profile by clicking on the 'Edit' icon.

Late Charges Profile ⓘ

Create Profile

Search

Clear

#	Name	Type	Amount	Products
1	Global Late Charges <small>Default</small>		0.00	51 

Also, a new profile can be created by clicking on the 'Create Profile' button on the top right corner. The information such as profile name, charge type, amount, products and services are added. To confirm the profile information, don't forget to click on the 'Save Changes' button.

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Late Charges Profiles

Back

Profile Name

Charge Type In Percentage

Amount

Save Changes


Customers Will Not See This.

Products

Search Product

Save Changes

Product/services Will Automatically Remove From Other Profile



No Records Found

Services

Search Service

Save Changes

Product/services Will Automatically Remove From Other Profile

## 6.6 Upcoming/overdue Returns

Sellers can keep track of products that are upcoming for returns. A separate tab is also provided for products that are overdue.

The following search filters are available to sort the listing:

- Start Date
- End Date

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## 7. Request For Quotes

Request for quotes also known as RFQ is when your buyers ask you to provide the prices for the item quantities that you specify. This section lists all in-progress or currently under review quote rules under separate headers. Sellers can view, edit, counter quote and delete any quote. Learn and understand what all manual actions can be performed by the seller for each of the following statuses:

### 7.1 In-Progress

This is the default status when 'Request for Quotations' related requests are received from the buyer. In this status, the seller can view details posted and can reply to the offer through a seller quoted offer form. Once the details are submitted, the requested quoted proposal can still be viewed under the 'In-Progress' listing. The listing has following information displayed:

- Request ID
- Product Name
- Qty
- Request For
- Date
- Status

### 7.2 Accepted

All the requests for quotations that have been accepted by the seller are displayed in the listing. From the main listing area, each record's data details can be viewed by clicking on the icon 'View Details'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

## 7.3 Rejected

Being a seller, if you want to cancel an RFQ after it's been sent, you can do that. The listing also tracks down requested statues that are either closed by buyer and admin.

## 7.4 Orders

This section provides a listing of orders received from the submitted RFQ requests. Please note that once the payment has been made, cancellation cannot be done at this stage. For the easy sorting of the listing, search filters are given. To view the details of the order, click on the 'View' icon. In addition to viewing details, the following manual actions can be performed by the seller:

- Send message to buyer
- View Rfq
- Print order detail

## 8. Sale Orders

This module displays the lists of all orders placed by the customers. The orders that are cancelled or returned by customers are also managed in this module.

### 8.1 Orders

This module displays a list of orders placed by customers. A search bar is provided on the top of this page from which the seller can search a particular order using any of the search filters:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.  
Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Keyword:** Enter the keywords of the product to be searched.
- **Status:** The seller can search products based on their statuses. This drop-down bar includes all the possible options of statuses available.

The list will display:

- **Payment Pending:** The orders placed by customers for which payment has not been received yet.
- **Cash on Delivery:** The orders placed with COD.
- **Pay At Store:** The orders placed will be paid at the store.
- **Payment Confirmed:** The orders for which payments have been confirmed/received from customers' end.
- **In Process:** The orders that have begun to be prepared for sale.
- **Shipped:** The orders that are being shipped to their customers.
- **Delivered:** The orders that have been delivered to the respective customers.
- **Rental Extended:** Orders that have been extended for rental.
- **Ready For Rental Return-Buyer:** Order is ready for rental return.
- **Return Requested:** The orders for which customers have sent return requests.
- **Rental Returned:** The rentals are returned.
- **Completed:** The orders that have been completed.
- **Cancelled:** The orders that have been cancelled from the seller or admin's end.
- **Refunded/Completed:** The orders for which the respective amount has been refunded to their customers.
- **Price Min [Default Currency]:** The orders above the minimum price limit mentioned in this input box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Price Max [Default Currency]:** The orders below the maximum price limit mentioned in this input box.
- **Date From:** The orders placed after the mentioned date.
- **Date To:** The orders placed before the mentioned date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.



To remove the filters and view the complete list, sellers must click on the 'Clear' button provided next to the 'Search' button.

**NB:** It is possible that the seller views a fewer number of status options. This is because the admin can restrict their sellers to have limited access. The admin is also authorized to re-name these statuses. The statuses being explained in this complete section are standard and admin-manageable.

Sale Orders					
Keyword		Status	Price Min [\$]	Price Max [\$]	
Date From		Date To		Search	Clear
Order Id	Date	Ordered Product	Qty	Total	Status
O1629204114-S0001	17/08/2021	Macbook pro Apple Macbook Pro Brand: Apple	2	\$3,730.00	Payment Pending
O1629203045-S0001	17/08/2021	Macbook pro Apple Macbook Pro Brand: Apple	1	\$1,865.00	Payment Confirmed
O1629202955-S0001	17/08/2021	Macbook pro Apple Macbook Pro Brand: Apple	1	\$1,865.00	Payment Pending
O1629189871-S0001	17/08/2021	Sony Playstation 4 500 GB Sony Playstation 4 Brand: SONY	3	\$1,500.00	In Process

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

The orders displayed in the list have two short-cut buttons provided to their extreme right which are:

- **View Order** : Clicking on this icon will redirect the seller to the '**View Sale Order**' page. This page shows the complete details of the product and the placed order. It also displays the billing as well as shipping details of the respective order. There are two buttons provided on the top-right corner of this page which are '**Print**' and '**Back to Order**'. Clicking on 'Print' will redirect the seller to the '**Tax Invoice**' page. The seller can download and print out this invoice/order summary. Clicking on '**Back to Order**' will redirect the seller back to the orders list. The further functions offered by this page are explained [ahead](#).
- **Cancel Order** : The seller can cancel the received order for certain reasons, for example, if they do not have the respective product in their inventory. Clicking on this icon will redirect the seller to the 'Cancel Order' page. This page displays an 'Order Status Log' below the complete product order, billing and shipping details. This log shows the current status of product order.


**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

**Order Details**
[Back To Order](#)

Customer Name: buyer  
Status: Payment Confirmed  
Cart Total: \$1,865.00  
Delivery: \$30.00  
Tax (20.00%): \$373.00  
Order Total: \$1,865.00

Invoice #: O1629203045-S0001  
Date: 17/08/2021

Order Particulars	Shipping Method	Qty	Price	Shipping Charges	Total
 <b>Macbook pro</b> Brand: Apple	Standard	1	\$1,865.00	\$30.00	\$1,865.00

**Billing Details**  
name  
address line 1  
address line 2  
city, Arunachal Pradesh, India-326541  
0258963147

**Shipping Detail**  
name  
address line 1  
address line 2  
city, Arunachal Pradesh, India-326541  
0258963147

**Posted Comments**

Date Added	Customer Notified	Status	Comments
17/08/2021	Yes	Payment Confirmed	

**Reason For Cancellation**  
Comments\*

[Save Changes](#)


Below this log, a **'Reason for Cancellation'** text box is provided. The seller must enter the valid reason under the **'Comments'** section explaining to the respective customer why their order is being cancelled. The seller must click on the **'Save Changes'** button to complete the process. Clicking on **'Back to Order'** provided on the top-right corner will redirect sellers back to the orders list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

**NB:** The seller cannot cancel the orders on all Statuses. For example, the seller will not view the option to cancel if the order is still on 'Payment Pending' status or if it displays 'Completed' status. Additionally, displaying this icon is also Admin manageable which means that admin can choose to allow/deny the seller the right to cancel the orders.

The 'View Sale Order' page also provides the functionality of changing the status of order. Sellers can change the status of orders as they pass through each step. The process through which every order is processed and the steps to be followed to change their status is explained below:

- i. The status for a product will remain '**Payment Pending**' until the customer has not made the transactions for their respective order.
- ii. Once the payment has been received, the status for an order will change to '**Payment Confirmed**'.

To cancel the order, the seller can click on the Cross Icon  provided on the top-right corner of this page. This will redirect the seller to the '[Cancel Order](#)' page (Click on the hyperlink to understand the further process).

- iii. The seller/admin must change the status to '**In process**' when preparing it for delivery. To do so, the seller must click on the '**View Order**' icon. At the end of 'View Sale Order' page the seller will see a new section where seller:

- **Your Comments:** Can comment to the respective order.
- **Status\*:** Must select the status 'In Process' from the drop-down list.

**NB:** This status can also be updated by the admin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



- **Notify Customer\*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

To save the changes, the seller must click on 'Save Changes'. Now, the history of the respective order as passing through each status will be displayed in the '**Order Status Log**' provided below. This list displays details of changes made in statuses of this order.

### Comments On Order

Status\*

In Process

▼

Notify Customer By Email\*

Yes

▼

Your Comments


Save Changes

**NB:** If the order is being shipped by the Admin, the seller will be able to view only the above mentioned two status options in the drop-down list. However, if the order is to be shipped by the seller itself, they will be able to view further status options.

- The seller must change the status to '**Shipped**' when the order has been shipped for delivery. To do so, the seller must click on the 'View Order' icon which will navigate them to the 'View Sale Order' page. Under the 'Comments On Order section' the seller:


**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Your Comments:** Can add comments to the respective order.
- **Status\*:** Must select the status 'Shipped' from the drop-down list.  
NB: This status can also be updated by the admin.
- **Notify Customer\*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

Once the seller clicks on 'Save Changes' the 'Order Status Log' will be updated showing the latest status change on the top of the list. To cancel the order, the seller can click on the Cross Icon  provided on the top-right corner of this page. This will redirect the seller to the 'Cancel Order' page.

- v. The seller must change the status to '**Delivered**' once the order has been delivered to the respective customer's address. To do so, the seller must click on the 'View Order' icon which will navigate them to the 'View Sale Order' page. Under the 'Comments On Order section' the seller:

- **Your Comments:** Can add comments to the respective order.
- **Status\*:** Must select the status 'Delivered' from the drop-down list.  
NB: This status can also be updated by the admin.
- **Notify Customer\*:** Must choose to notify the customer through an email/SMS by selecting 'Yes' or not by selecting 'No'.

Once the seller clicks on 'Save Changes' the 'Order Status Log' will be updated showing the latest status change on the top of the list. To cancel the order, the seller can click on the Cross Icon  provided on the top-right corner of this page. This will redirect the seller to the 'Cancel Order' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.  
Asterisk (\*) next to a form control's label indicates it as 'required'.

vi. The seller must change the status to **‘Completed’** once the order has been delivered successfully to the customer. To do so, the seller must click on the ‘View Order’ icon which will navigate them to the ‘View Sale Order’ page. Under the ‘Comments On Order section’ the seller:



- **Your Comments:** Can add comments to the respective order.
- **Status\*:** Must select the status ‘Completed’ from the drop-down list.


**NB:** This status can also be updated by the admin.

- **Notify Customer\*:** Must choose to notify the customer through an email/SMS by selecting ‘Yes’ or not by selecting ‘No’.

Once the seller clicks on ‘Save Changes’ the ‘Order Status Log’ will be updated showing the latest status change on the top of the list.

If ShipStation is enabled by the admin, following actions are to be performed on orders received for products that are to be shipped by seller -

- Go to the **Orders** page. A **‘Generate Label’**  button will be displayed to the right of the **orders of products to be shipped by sellers**.
- Click on this button which will create a label. A **‘Preview Label’**  button will be displayed instead of the Generate Label button, clicking on which the seller can **view/download** the label for this order.
- Clicking on the **‘View Details’** action button will open the **View Sale**

**Order** page. The **‘Proceed to Shipment’**  action button will be displayed at the top-right corner of this page. When the seller clicks on this button, the order will be moved to the **‘Shipped’** list in the

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**ShipStation account.** The further processing related to order shipment will be handled from the ShipStation itself.

## 8.2 Order Cancellation Requests

It is also possible that the buyer, after placing an order, might cancel it due to whatever reasons. Any such orders cancelled from the buyer's end will be displayed on this page. Such requests can only and only be approved by the Admin. The seller can only view the status of requests made for respective orders and cannot approve or decline the requests. If the customer's order cancellation request is approved by the admin, the status of order mentioned in the list will be displayed as 'Approved' and 'Pending' if it is pending and no action has been performed yet.

A search bar is provided on the top using which the seller can search orders using filters:

- **Order Id/Invoice Number:** The seller must enter the order id or invoice number in this input box to search a specific order.
- **Status:** The seller can search the orders based on their status as being 'Approved' or 'Pending' or 'Declined'.
- **Date From:** The seller can enter the date after which all the order cancellation requests received must be shown.
- **Date To:** The seller can enter the date until which all the order cancellation requests received must be shown.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

### Order Cancellation Requests

Status Does Not Matter

Date From

Date To

Search

Clear

Id	Date	Order Id/invoice Number	Request Details	Status	Amount	Purchased Quantity
<div> </div> <p>No Records Found</p>						

To remove the filters and view the complete list, sellers must click on the 'Clear' button provided next to the 'Search' button.

## 8.3 Return Requests

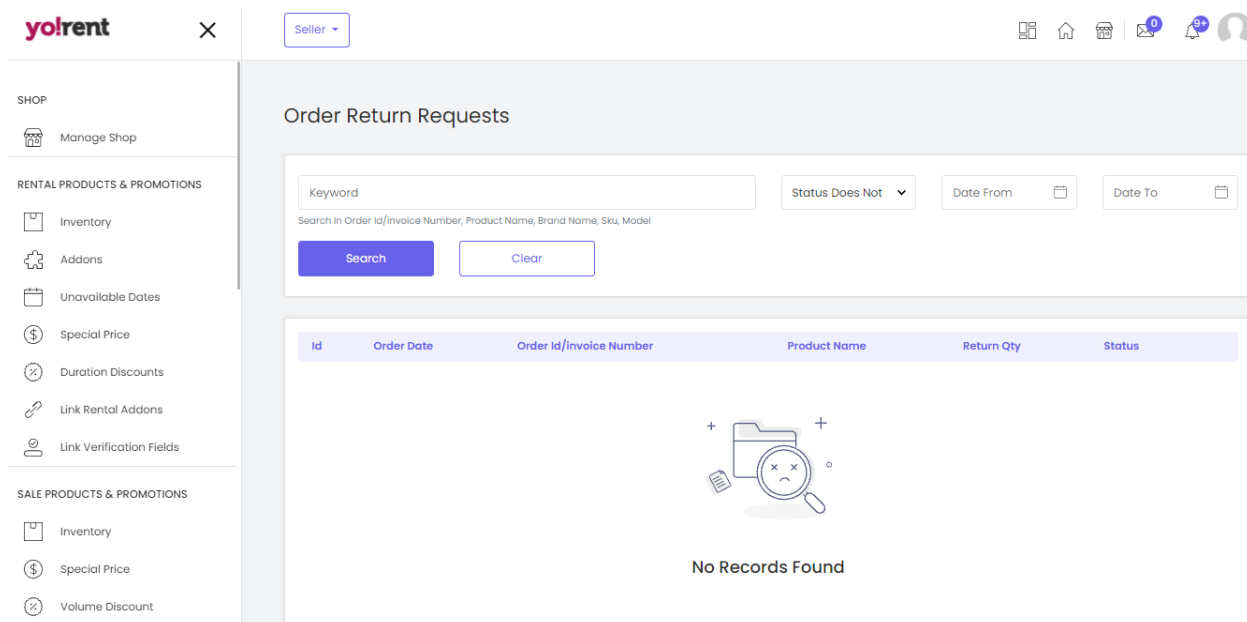
Order return requests are placed by the customers after they have received the order and want to return the product. Such requests can be approved by both admin and seller. A search bar is provided on the top of this page using which the seller can apply filters and search particular orders. The filters provided are:


- **Keyword:** The seller can enter the keywords of order they are searching for.
- **Status:** This drop-down bar provides following options:
  - ➔ **Pending:** The orders for which the return requests are still pending.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Escalated:** The orders for which the return requests are escalated to the admin.
  - **Refunded:** The orders for which return requests have been approved and the respective amount has been refunded.
  - **Withdrawn:** The orders for which the return requests are withdrawn by the customer themselves.
  - **Cancelled:** The orders for which return requests have been cancelled by the seller.
  - **Date From:** The seller can enter the date such that the return requests received after the mentioned date must be shown.
  - **Date To:** The seller can enter the date until which all the order return requests received must be shown.
- NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

To remove the filters and view the complete list, sellers must click on the 'Clear' button provided next to the 'Search' button.



The seller must click on 'View Return Order Request'  icon provided to the right of each request. This will navigate the seller to the 'View Order Return Request' page. There are two buttons provided on the top-right corner of this page which provide:

**Escalate to YoRent [Admin]:** Clicking on this button will escalate this return request to the admin. The admin will also be able to view this request and help the seller make a decision. At the bottom of this page, 'Return Request Messages' section is provided. The seller can chat directly with the customer or with the admin to discuss this return request. These messages will be displayed as conversation threads and the seller can review them at any time.

**Approve Refund:** Clicking on this button will approve the respective customer's return request and the amount to be refunded will be paid back to the customer.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

## 9. Shipping & Fulfillment

In Yo!Rent, shipping can be defined at two levels:

- a. **Order Level Shipping(Default Profile):** All the products created in the system are linked by default with order level shipping (Default Profile). When a customer places an order which includes products linked with this profile, the system will apply **one shipping rate** for **the complete set of products**. (Default profile cannot be deleted or created).
- b. **Item Level Shipping(Custom Profiles):** Sellers can create multiple shipping profiles and link products to them. When a customer places an order that includes products linked with this profile, the shipping **rates** defined will be **applied on each product (item) separately**. (Unique items are counted and not on individual product quantity)

### Important Points:

- By **default, all products** added in the system will be linked with an **order level** shipping profile that is already created within the system.
- The seller can create new profiles in which the shipping rates can be defined at item level.
- A product will be linked to only one shipping profile at any point of time in the system. If the seller defines an **item level shipping** profile and **links** it with a particular product/item, that product will **automatically be removed** from any other shipping profile.
- Defining **at least one** shipping **zone** within a shipping profile (both, order and item level) is a must. The system will **not** allow the seller to **delete** the last available shipping zone. In other words, a shipping profile will always include at least one shipping zone.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



- Similarly, defining **at least one** shipping **rate** within a shipping zone is a must (even if the rate defined is 'Zero'). The system will **not** allow the seller to **delete** the last available shipping rate (without any condition). In other words, a shipping zone will always include at least one shipping rate that is not condition-specific.

## 9.1 Shipping Profiles

The first step of a seller should be to define charges/rates for order level shipping profile.

Clicking on the 'Edit' icon provided to its right, the seller will be redirected to the '**Order Level Shipping**' page. The name of this profile cannot be edited to avoid any confusion. By default, all the products will be linked to order level shipping profile. Please note that the profiles are linked with the products and not the inventories.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.  
Asterisk (\*) next to a form control's label indicates it as 'required'.

Shipping Profiles
Back

Order Level Shipping
Save Changes
Customers Won't See This

Language Data

Products
Search Product
Save Changes
Product Will Automatically Remove From Other Profile

ADIDAS INCURZA 3.0 CRICKET BAT 2021

Admin Product

Apple 12

Apple 8

Apple iPhone 5s

Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Adapter)

Avast Antivirus Software 2016

Beats by Dr. Dre - Beats Solo3 Wireless Headphones - Gold

Candle Ankle Formal Shoes

HP 15.6 inch Laptop Backpack (Black)

HP Omen

iPhone 6

1 2 >

Shipping To
Add

Standard-2
Rest Of The World

Rate Name	Duration(days)	Cost
Standard-2	5 (Days)	0,50.00
One Day Delivery	1 (Days)	0,10.00

Test Some
Libyan Arab Jamahiriya, Zambia

Rate Name	Duration(days)	Cost
Standard-2	0 (Days)	0,0.00

The process to be followed for defining shipping charges for Order Level Shipping is -

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- I. **Add Zones:** The purpose of creating zones is to define what shipping charges are to be applied in certain regions. Initially, the profile setup form will display a shipping zone '**Rest of the World**' and its shipping rate set as '**0**' by default. The seller **cannot delete** this zone **if** no other zone has been defined yet. However, its details can be edited by clicking on the '**Edit**' icon provided to its right which will open the **Zone Setup** form.

Zone Setup: [X]

Zone Name

Customers Will Not See This.

☒ Rest Of The World

☐ Africa

☐ Antarctica

☐ Asia

☐ Central America

☐ Europe

☐ Middle East

☐ North America

☐ Oceania

☐ South America

☐ The Caribbean

Add Zone

To add a new zone click on the **Add** button provided in the '**Shipping To**' section which will open a Zone Setup form.

In the '**Zone Setup**' form, the seller must-

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- **Zone Name:** Enter the zone name. This name will not be displayed to customers at the front-end.
- **Select Regions:** Select countries to be added in the zone. If the seller is defining shipping charges for all the countries, they can select the **'Rest of the World'** option from the list.

Please note that the seller can define zones at Regional, Country or State level. The countries are listed under their respective region names and states are listed under their respective countries. The arrows provided to the left can be used to extend/minimize the list.

Clicking on the **'Add Zone'** button will save the changes and display this zone under the **Shipping To** section.

The seller can make changes in the details by clicking on the **'Edit'** button or delete the zone by clicking on the **'Delete'** button. These buttons are provided to the right of each zone. Please note that the system will **not** allow the seller to delete the **last** remaining zone.

The functionality of the  **'Add Rates'** button is explained in the following step.

- II. **Add Rate:** The seller can define shipping charges to be applied for the created zone, by clicking on the **'Add Rates'** button provided beside that zone. Initially, the profile setup form will display a shipping zone **'Rest of the World'** and its shipping rate set as **'0'** by default. The seller **cannot delete** this rate **if** no other shipping rate has been defined yet. However, its details can be edited by clicking on the **'Edit'** icon provided

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

to its right which will open the **Manage Rates** form. The seller can define the charges to be applied for products to be shipped in this zone under the '**Cost**' input field.

To add a new rate, please click on the '**Add Rate**' button which will open the **Manage Rates** form.

**Manage Rates** ×

General English Arabic

Rate Name\*

Customers Will See This At Checkout.

Cost\*

Minimum Duration For Shipping(days)\*

Save

In the '**Manage Rates**' pop-up form, the seller must-

- **Rate Name:** Enter the rate name. This name will not be displayed to customers at the front-end.
- **Cost\*:** Enter the cost to be charged for products being shipped to this defined zone.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Minimum Duration For Shipping(days):** Add the minimum duration for shipping to be fulfilled in no. of days.

Manage Rates

General

English

Arabic

Rate Name\*

Standard-2

Customers Will See This At Checkout.

Cost\*

50.00

Minimum Duration For Shipping(days)\*

5

Save

The data for these zones can also be added in secondary languages from the tabs provided in this form. Clicking on the **'Save'** button will display the defined rate on the left section below its Zone. The seller can define any number of rates within a zone. The details of a rate can be edited by clicking on the **'Edit'** button and it can be deleted by clicking on the **'Delete'** button. These buttons are provided to the right of each rate. Please note that the system will **not** allow the seller to **delete the last** remaining shipping **rate (without conditions)**.

The process to be followed for creating an Item Level Shipping and defining charges -

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- I. Click on the **'Create New Profile'** button provided on the top-right corner of the Shipping Profile page which will redirect the seller to the profile form.
- II. **Create Profile:** Enter the **name of the profile** and click on the **'Save Changes'** button. Please note that this name will not be displayed to the customers at the front-end. Once the name has been saved, a **default Shipping Zone** named as **'Rest of the World'** will be displayed in the **'Shipping To'** section along with a **default Shipping Rate** charge defined as **'0'**.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Shipping Profiles
Back

Customers Won't See This

Language Data ▼

Products

Product Will Automatically Remove From Other Profile

No Records Found

Shipping To

No Records Found


**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.



Shipping Profiles
Back

Shipping Charges (Item Level)
Save Changes
Customers Won't See This

Products
Search Product...
Save Changes
Product Will Automatically Remove From Other Profile


No Records Found

Shipping To
+ Add

Standard-13
Rest Of The World

Rate Name	Conditions	Cost
Standard-13	—	\$0.00

### III. [Add Zones](#)

### IV. [Add Rates \(With/Without Conditions\)](#)

#### Example -

This example illustrates the steps to be followed to define shipping profiles, link products with them, define zones and then the shipping charges applicable to those zones.

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a. Define Order Level Shipping:

- Click on the **Edit** icon provided to the right of **order level shipping** profile.
- Under the '**Rest of the World**' zone created in **Shipping To** section, define **three different shipping rates** in this zone which are -
  - **USPS Standard Delivery (3-5 Days): \$10**
  - **DHL Priority Shipping (1 day): \$30**
  - **FedEx Overnight Shipping: \$70**
- Define another zone named '**USA**'. Define shipping rate in this zone which is -
  - **Standard Delivery (2-3 Working Days): \$20**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Seller

0

9+

## Shipping Profiles

Back

Order Level Shipping

Save Changes

Customers Won't See This

Language Data

### Products

Search Product

Save Changes

Product Will Automatically Remove From Other Profile

ADIDAS INCURZA 3.0 CRICKET BAT 2021

Admin Product

Apple 12

Apple 8

Apple iPhone 5s

Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Adapter)

Avast Antivirus Software 2016

Beats by Dr. Dre - Beats Solo3 Wireless Headphones - Gold

Candle Ankle Formal Shoes

HP 15.6 inch Laptop Backpack (Black)

HP Omen

iPhone 6

1

2

>

### Shipping To

+ Add

Standard-2 Rest Of The World

Rate Name	Duration(days)	Cost	
Standard-2	5 (Days)	â‚¬50.00	<div></div> <div></div>
One Day Delivery	1 (Days)	â‚¬10.00	<div></div> <div></div>

Test Some Libyan Arab Jamahiriya, Zambia

Rate Name	Duration(days)	Cost	
Standard-2	0 (Days)	â‚¬0.00	<div></div> <div></div>

## b. Define an Item Level Shipping:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- Click on the **Create Profile** button provided on the **Shipping Profiles** page.
- Define the **name** of the shipping profile as '**Additional Shipping Charges (Item level)**'.
- **Link products** with the shipping profile.
- Under the '**Shipping To**' zone, change the name of the default shipping zone to '**Standard Charges- Asia**' and select '**Asia**' from the list of regions.
- Define three different shipping rates in this zone which are -
  - **Standard Delivery (8-10 Working Days): \$50**
  - **Weight based charges: \$30 (Condition-> Weight range- 50 to 100 kgs)**
  - **Price based charges: \$60 (Condition-> Price range- \$500 to \$1000)**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Shipping Profiles

Back

Clothing

Save Changes

Customers Won't See This


Language Data ▾

Products

Search Product


Save Changes

Product Will Automatically Remove From Other Profile




Fastrack All Nighters Watch

×




Google Pixel 4a

×




Lays Classic

×




Maniac Solid Men's Round Neck Grey T-Shirt

×




Men's T-Shirt

×



Test New Product with options

×



Women Levis Tshirt

×

Shipping To

+ Add

Africa

Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Cote D'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, French Southern Territories, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi, Mali, Malta, Mauritania, Mauritius, Mayotte, Morocco, Mozambique, Namibia, Niger, Nigeria, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, St. Helena, Sudan, Swaziland, Tanzania, United Republic of, Togo, Tunisia, Uganda, Western Sahara, Democratic Republic of Congo, Zambia, Zimbabwe, South Sudan

Rate Name	Duration(days)	Cost
Standard-3	0 (Days)	0,0.00

Asia

Afghanistan, Armenia, Azerbaijan, Bangladesh, Bhutan, British Indian Ocean Territory, Brunei Darussalam, Cambodia, China, Christmas Island, East Timor, Hong Kong, India, Indonesia, Japan, Kazakhstan, North Korea, Korea, Republic of, Kyrgyzstan, Lao People's Democratic Republic, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Tajikistan, Thailand, Turkmenistan, Uzbekistan, Viet Nam

The shipping profiles will be viewed on the Shipping profile page.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

Shipping Profiles ⓘ
Create Profile

Search
Clear

#	Name	Products	Rates For	
1	Order Level Shipping <small>Default</small>	23	Standard-2 Test Some	
2	Clothing	7	Africa Asia	

Now, a customer places an order that includes products linked with order level and item level profiles. During checkout, on the 'Shipping' page, the customer can view the shipping charges. The customer can choose an appropriate shipping option from the options provided in the drop-down.

Please note that the condition-specific shipping rates will only be displayed if their conditions are met. If in any case, two or more conditions are met at the same time, the system will apply shipping with a higher rate.

**9.2 Link Products With Pickup Address:** Search products to be linked with this profile. Select the product name from the drop-down list and click on the 'Save Changes' button to add the product. The products linked will be displayed in the list below. Please note that one product can only be linked with one shipping profile. So, once a product is added to this profile, it will automatically be removed from Order Level Shipping or any other profile.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

## 10. SEO

Certain measures are taken to make an e-commerce website and its products visible in Search Engine Results Pages (SERPs) and this is generally called SEO (Search Engine Optimization). Sellers can set the language specific SEO details such as Meta title, Meta keyword, Meta description and other Meta tags for the product.

### 10.1 Meta Tags

The metadata that describes the information available on a product page to the search engines is known as Meta-tag. It is important to add a meta-title and meta-description that will be visible on the SERPs. The rankings of products can be improved through these meta-tags.

The seller can add meta-tags to any of their products in this 'Meta-Tags' module. This page shows a list of products displayed on the left side and a message displaying 'Select A Product to Add/Edit Meta Tags Data' on the right. The seller can also search for the product in the search bar provided at the top of this page. When the seller clicks on the product for which they want to assign the meta-tag, a form will appear on the right side.

The following information needs to be added:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.  
Asterisk (\*) next to a form control's label indicates it as 'required'.

Meta Tags

Search Product

Search

Clear

#	Product
1	Test New Product with options - 7 - Black Red
2	Apple 12
3	Google Pixel 4a - Red - 8GB - Red - 8GB
4	Google Pixel 4a - Red - 6GB - Red - 6GB
5	Google Pixel 4a - Haze Crush Silver - 6GB - Haze Crush Silver - 6GB
6	Google Pixel 4a - Black - 8GB
7	Google Pixel 4a - Black - 6GB
8	Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Adapter) - Red - 64GB
9	Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Adapter) - Red - 128GB
10	Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Adapter) - Black - 64GB

1

2

-

>

>>

Test New Product with options - 7 - Black Red

Language

English

Meta Title\*

Test New Product with options - 7 - Black Red

Meta Keywords

Meta Description

Other Meta Tags

For Example: <meta name="copyright" content="text">

☐ Update Other Languages Data

Save & Next

Save & Exit

- **Language:** Select the preferred language from the drop-down list.
- **Meta-Title\*:** This input-field is already filled with the name of the product but the seller can make changes to the title.
- **Meta-Keywords\*:** Enter the meta-keywords in this input box.
- **Meta Description\*:** Enter a brief description about the product.
- **Other Meta Tags:** Enter any other meta tags in this input field.

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- **Update Other Languages Data Check-box:** Select this check-box if they want their data to be converted into other languages by the system.

Once the seller has filled in the details, they can click on the 'Save and Next' button if they want to re-enter the input-fields in other languages. Sellers must click on the 'Save & Exit' button to finish editing. The previously added meta-tags can be edited in the same manner.

## 10.2 URL Rewriting

Each product is assigned with URLs that help in improving their SEO ranking. In other words, it is the direct link address to the product. The seller can change and assign a new URL to any product through this module. The 'URL Rewriting' page provides a list of all the products along with their original and custom URLs. The seller can search for a particular product by entering keywords in the search-bar provided at the top of this page.

## URL Rewriting

#	Product
1	Reusable Cloth Masks (Women) - Yellow
2	Reusable Cloth Masks (Women) - Red
3	Reusable Cloth Masks (Women) - Blue
4	Rcube PSP White 4 GB with Mario (White)
5	Back Cover for Motorola Moto E4 Plus (Black, Rubber)
6	JBL T250SI Wired Headphone (Black, On the Ear)
7	HP 15.6 inch Laptop Backpack (Black)
8	Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg)
9	LP Louis Philippe Slim Fit Men's Blue Trousers
10	United Colors of Benetton Full Sleeve Solid Men's Jacket - L

Select A Product To Update Url

The original URL of any product cannot be changed by the seller. However, the seller can make changes in the custom URL. Clicking on any product listed in the left section of the page will open an edit form in the right section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

Rcube PSP White 4 GB with Mario (White)

Original URL\*

products/view/150

Custom URL\*

psp-white-4-gb-with-mario-white--150

Example: If Site URL Will Be <http://domainname.com/cms/view/1> And You Want To Rewrite Then Original URL: [Cms/view/1](#) custom URL: [My-custom-page](#) Browsing URL : <http://domainname.com/my-custom-page>

Save Changes

If enabled by the admin, the seller can also add Custom URLs in secondary languages (also known as the language-specific URLs).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Rcube PSP White 4 GB with Mario (White)

Original URL\*

products/view/150

Custom URL(English)\*

psp-white-4-gb-with-mario-white--150

Custom URL(Arabic)\*

Example: If Site URL Will Be <http://domainname.com/cms/view/1> And You Want To Rewrite Then Original URL: [Cms/view/1](#) custom URL: [My-custom-page](#) Browsing URL : <http://domainname.com/my-custom-page>

Save Changes

## 11. Reports

### 11.1 Rental Report

Rental report gives an analysis of total no. of products that has been rented until now. The shown reports can be sorted using the 'Search' filters and can also be exported by clicking on the 'Export' button at the top right corner.

#### Description of important fields -

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Sr. No.	Field Name	Field Description
1.	Date	Display date when the invoice has been generated. There is an anchor link attached, upon clicking you can view the total number rental orders on the selected date.
2.	No. Of Orders	The total number of rental orders placed irrespective of cancellation.
3.	No. of Quantity	Equates to net quantity rented on a date.
4.	Refunded Quantity	Equates to net quantity rented on a date.
5.	Order Net Amount	This column displays the total (net) amount of the rental order placed.
6.	Tax Charged	Total tax applied on the order.
7.	Shipping Charges	Total shipping charges incurred.
8.	Rental Security	Total rental security submitted for the rented product.
9.	Refunded Amount	Total refunded amount of the rented product.
10.	Commission Charges	sum of commision charged for the order.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

## 11.2 Sales Report

Sales report helps sellers to explore the sales trend in a specific timeframe. Sellers can narrow down the search to view their revenue breakdown using the Date from/to filter. Use the **Search** button to apply filters or **Clear** button to remove filters. Also, the reports can be exported using the 'Export' button at the top right corner of the listing.


### Description of important fields -

Sr. No.	Field Name	Field Description
1.	Date	Display date when the sales invoice has been generated. There is an anchor link attached, upon clicking you can view the total number sales orders placed on the selected date.
2.	No. Of Orders	The total number of orders that were placed irrespective of cancellation.
3.	No. of Quantity	Total no. of quantities of the product sold on the selected date.
3.	Refunded Qty	Total no. of refunds initiated on the selected date for a product.
4.	Order amount Net	Total amount received from the sales order.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

5.	Tax Charged	Total tax charged on the selected order.
6.	Shipping Charges	Total shipping charges applied on the selected product.
7.	Refunded Amount	Total amount refunded on the selected product.
8.	Commission Charges	Total commission charges applied on the product.

- **Export** : The detailed report (as filtered/sorted) currently open can be downloaded in the system by clicking on this button.

### 11.3 Products Performance Report

Sellers can view performance reports of the products they are selling in their shop. This page includes three tabs providing three different kinds of product performance reports. They are:

- Top performing products:** This tab displays the most sold products from the Seller's shop. The list displayed shows the Product name, Wishlist User Counts and the Sold Quantity.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

Products Performance Report			Export
<a href="#">Top Performing Products</a> <a href="#">Most Refunded Products Report</a> <a href="#">Most Wishlist Added Products</a>			
Product	Wishlist User Counts	Sold Quantity	

- ii. **Most Refunded Products Report:** This tab displays those products from the Seller's shop that are refunded the most number of times. The list displayed in this tab shows Product name, Wishlist User Counts and the Refund Quantity.

Products Performance Report			Export
<a href="#">Top Performing Products</a> <a href="#">Most Refunded Products Report</a> <a href="#">Most Wishlist Added Products</a>			
Product	Wishlist User Counts	Refund Quantity	

- iii. **Most Wishlist Added Products:** This tab displays the products that have been added to the wishlist maximum number of times by the different buyers. The list displayed shows the Product name and User counts.

Products Performance Report			Export
<a href="#">Top Performing Products</a> <a href="#">Most Refunded Products Report</a> <a href="#">Most Wishlist Added Products</a>			
Product	User Counts		

## 11.4 Products Inventory

Through this report, sellers can trace the inventory details for both rental and sold out products. A search bar is provided on the top of the page to narrow down the search results by entering the inventory name in the

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provided input field. Use the **Search** button to apply filters or **Clear** button to remove filters. Use the 'Export' button to export the information into the .csv file.

Description of important fields -

Sr. No.	Field Name	Field Description
1.	Product Name	Name and other details of the products such as sku, brand can be traced.
2.	Stock Quantity	Total no. of inventory quantity available for each product(s)
3.	Rental Quantity	Total no. of rental quantity of the product(s) available.

## 11.5 Products Inventory Stock Status Report

Sellers can generate a report through which they can analyze the stock quantity available, the stock that is on order, the unit price of the products, inventory value and the total price of the product quantity left in stock from this report. Sellers can export this report in CSV format by clicking on the 'Export' button provided on the top-right corner.

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Products Inventory Stock Status Report

Sr No.	Product	Stock Available	Stock On Order	Cost Price	Inventory Value (Stock Available * Cost Price)	Unit Price	Total Value (Stock Available * Unit Price)
--------	---------	-----------------	----------------	------------	--	------------	--

### Description of important fields -

Sr. No.	Field Name	Field Description
1.	Product	Name and other details of the products such as sku, brand can be traced.
2.	Stock Available	Total no. of inventory quantity available for the product(s)
3.	Stock On Order	Total no. of quantity ordered of the product(s).
4.	Cost Price	Total cost price of the product.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

5.	Inventory Value (Stock Available Cost Price)	Total inventory value of the product.
6.	Unit Price	The per unit price of the product.
7.	Total Value(Stock Available + Unit Price)	Total value of the product.

## 12. Profile

The seller can manage their account/profile details through this module. The seller can also save their bank account details in this module.

### 12.1 My Account

It includes two different tabs. In the first tab which is 'My Account' the seller can add or edit their basic details. The seller cannot make all the changes repeatedly. Fields such as Username, Email ID, phone number and date of birth cannot be changed once entered. The seller can add and modify following fields:

- **Profile Photo:** The seller can upload/change their profile picture by clicking on the 'Upload' button provided below the user icon.
- **Customer Name\*:** The seller can enter/modify their full name.
- **Country\*:** The seller must enter the city in which they are located.
- **State\*:** The seller must enter the state in which they are located

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

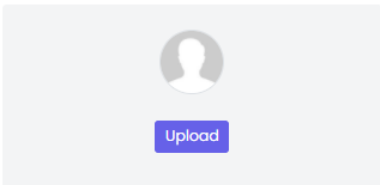
Asterisk (\*) next to a form control's label indicates it as 'required'.

- **City:** The seller can mention the name of the city in which they are located.
- **Organization:** The seller can mention the name of their organization.
- **Brief Profile:** The seller can mention brief comments regarding their profile.
- **What Kind Products Services Advertise:** The seller can enter brief comments related to the kinds of product services they provide to their customers.

The seller must then click on the 'Save Changes' button provided below to save the made changes.

Account Settings
Request To Remove My Data
Request My Data

My Account
Bank Account



Preferred Dashboard

Buyer

Seller

Username
michael

Email
login@dummyid.com

Customer Name\*

Date Of Birth\*

Phone
+91 0

Country\*
Select

State\*
Select State

City

Company

Brief Profile

What Kind Products Services Advertise

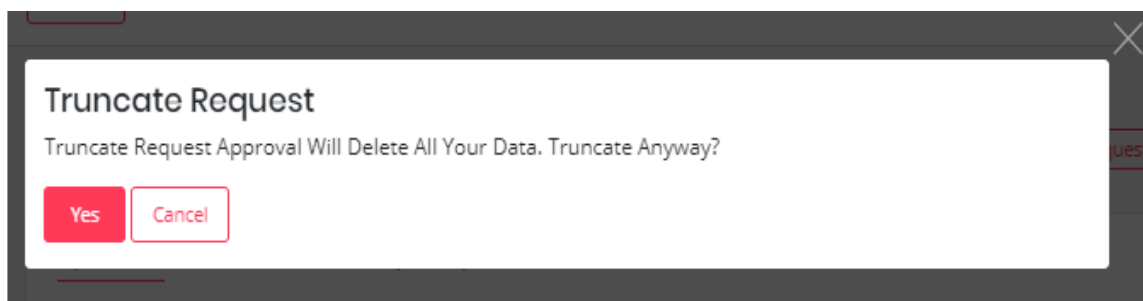
Save Changes

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

If any seller has been registered as both 'Seller' and 'Buyer' they can manage which account dashboard is to be preferably displayed when logging into their accounts, from the '**Preferred Dashboard**' section.

As per the guidelines of **GDPR (General Data Protection Regulation)**, every user has the right to protect their data by collecting, storing, altering, erasing or restricting it. Following these guidelines, two buttons are provided for this seller on the top-right corner of '**My Accounts**' page. They are:

- **Request to Remove My Data:** The seller can raise a request to the admin to remove their personal data. When the seller clicks on this button, a '**Truncate Request**' pop-message will appear. The seller can click on 'Yes' to proceed and 'Cancel' to go back.



- **Request My Data:** The seller can raise a request to the admin to share their account information. When the seller clicks on this button, a pop-up '**Request Data**' form will appear. The seller must enter the reason for making such a request under the '**Purpose of Request Data**' text-box. To understand the policies of GDPR, the seller can click on the hyperlink provided with the message 'Click Here to Read the Policies of

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

GDPR'. The seller must click on the '**Send Request**' button to submit the request.

The second tab is the 'Bank Account' details tab. In this tab, the seller can enter all their bank account details as shown. These bank account details will be accessed by the Admin in order to make any transactions to their sellers when they place '[Withdrawal Requests](#)'.

Account Settings

Request To Remove My Data Request My Data

My Account Bank Account

Bank Name\* Account Holder Name\*

Account Number\* IFSC Swift Code\*

Bank Address

*Your Bank/card Info is Safe With Us*

Save Changes

The seller must enter:

- **Bank Name\*:** The name of the bank in which the seller has their account must be mentioned.
- **Account Holder Name\*:** The full name of the account holder must be mentioned in this field.
- **Account Number\*:** The seller must enter their bank account number.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

- **IFSC Swift Code\*:** The seller must enter the unique IFSC swift code of their bank.
- **Bank Address:** The seller can mention the complete address of the branch of the bank.

Click on 'Save Changes' to save all the details.

## 12.2 Sub Users

A seller has the option of adding their sub-users. These sub-users are directly controlled by the seller. The access of sub-users to the seller's portal can be managed by the seller itself. A search bar is provided on the top of this page using which sellers can search a particular sub-user from the list.

To create a sub-user, the seller must click on the 'Add User' button provided on the top-right corner of this page.

Seller Users

#	Username	Email	Status
<div> </div>			

No Records Found

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

The seller will be redirected to 'New Sub User' form. The seller must enter:

- **Full Name\*:** Full name of the sub-user.
- **Username\*:** A unique username for the sub-user.
- **User Email\*:** The valid email id of the sub-user must be mentioned in this input box.
- **Phone\*:** The contact number of the sub-user must be entered.
- **Password\*:** The seller must create a password for the sub-user's id.
- **Confirm Password\*:** The seller must re-enter the password.
- **Country\*:** The country in which the sub-user is located must be entered.
- **State\*:** The state in which the sub-user is located must be entered.
- **City:** The city from which the sub-user belongs can be mentioned.
- **Status:** The seller can activate or deactivate the sub-user by choosing 'Active' or 'In-active' option, respectively.

The seller must click on the 'Save Changes' button to create the new id for the sub-user.

Seller Users

New Sub User

Back

Full Name\*

Username\*

User Email\*

Phone\*

+91

Password\*

.....

Confirm Password\*

Country\*

India

State\*

Select State

City

Status

Active



Save Changes

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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The newly added sub-user will start appearing in the list provided on the 'Seller Users' page. Few short-cut buttons are provided besides each sub-user which are:

- **Check-box:** A check-box is provided to the left of each sub-user's row to select multiple users and perform collective actions. When selecting the check-boxes, two action buttons will be displayed just beside the 'Add User' button on the top-right corner of this list: **Activate and Deactivate**. Clicking on 'Activate' activates the status of the respective sub-user's id. Clicking on 'Deactivate' will deactivate the respective sub-user's id.
- **Status **: This toggle button also helps sellers activate or deactivate the sub-user. When the toggle is grey, it denotes the sub-user id is deactivated. When the toggle is green, it denotes the sub-user id is activated.
- **Change Password **: Clicking on this icon will redirect the seller to 'Change Password' form. The seller needs to fill in 'New Password' and 'Confirm New Password' boxes and then click on update.

Change Password


Back

New Password\*


Confirm New Password\*

Update

Example Password: User@123

- **Edit **: The seller can make changes in the previously saved basic details of the sub-user. Clicking on the 'Save Changes' button will save the new changes.

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- **Permissions**  : Clicking on this icon will redirect the seller to ‘**Manage Permissions for (Sub-User’s Name)**’ form. On the top of this page, a drop-down box is provided with heading ‘**Select Permission For All Modules\***’. Clicking on this drop-down will provide three choices of access permissions:
  - a. **None:** Selecting this option will restrict the sub-user from having any kind of access to all the modules from the seller's shop.
  - b. **Read Only:** Selecting this option will provide access to only read all the modules of the seller's shop.
  - c. **Read and Write:** Selecting this option will provide the sub-user with an access to read and write/add/make changes in all the modules of the seller's shop.

The seller can select any of the access permissions and then click on the ‘**Apply to All**’ button. The selected action will be applied to all the modules.

However, if the seller wants to provide different permission accesses for different modules, this page also provides a list of all the modules available in the seller’s shop. Each module has a separate drop-down bar provided to its right. The drop-down has the same three access permissions: **None, Read Only and Read & Write**. The seller can define permission accesses for every separate module as per their requirement.

## 12.3 Messages

The customers might have several queries regarding the products due to which they might try to contact their sellers. Any messages being sent by

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the customers are shown to the seller under the 'My Messages' page shown. The message threads are created for every different customer. The seller can read as well as reply to these messages. To search for messages, the seller can type the keywords in the search bar provided at the top of this page.

The screenshot displays the 'My Messages' section of a web application. At the top, there is a search bar with the placeholder text 'Keyword', a dropdown menu labeled 'Select Type', a blue 'Search' button, and a 'Clear' button. Below the search bar, there are two message threads. The first thread is from 'Shalini Buyer' on '30/08/2021 12:25' with the message 'okay, It will delivered by 31th, August, 2021'. The second thread is from 'buyer' on '18/08/2021 12:04' with the message 'sefe'. Both threads are labeled 'Order Message' and have an eye icon next to them.

## 12.4 My Credits

The seller can see the complete details of their previous transactions in the 'My Credits' module. The complete transaction history of the seller is displayed in the '[Transaction History](#)' list provided below 'Search Transactions' section. Each of the sections displayed on this page as explained ahead.

### My Credits

Wallet Balance:

Pending Promotions Charges:

Available Balance:

Bank Payout

Withdraw

Add Wallet Credits

Enter Amount

Add Credits

#### Search Transactions

Keyword

Both-debit/credit

From Date

To Date

Search

Clear

Txn Id	Gateway Txn Id	Date	Credit	Debit	Balance	Comments	Status
TN-0000367	N/a					Credited Order Cancel Penalty(after Commssion Deduction) For #O1630323221-S0003	Transaction Completed
TN-0000366	N/a					Credited Order Cancel Penalty(after Commssion Deduction) For #O1630323221-S0002	Transaction Completed
TN-0000365	N/a					Credited Order Cancel Penalty(after Commssion Deduction) For #O1630323221-	Transaction Completed

The sections displayed on this page are:

- Wallet Balance:** The total balance available in the seller's virtual wallet is displayed under this section. This is a sum total of all the pending credits and debits.
- Pending Promotions Charges:** A seller is charged for running any promotions as an Advertiser. So, the amount yet to be paid by the seller for promotions is displayed under this section.

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- c. **Available Balance:** This section displays the balance actually available in the seller's account. This amount excludes any pending credits and debits.

The seller can make a withdrawal request to the admin. A drop-down bar is provided in this section which includes two options:

- **Bank Payout:** By selecting this option the seller can send a withdrawal request to their admin to transfer money from e-wallet to their bank account. By clicking the **'Request Withdrawal'** button the 'Request Withdrawal' form will open

### Request Withdrawal

Amount To Be Withdrawn [â,']\*

Bank Name\*

Current Wallet Balance â,264,310.97

Account Holder Name\*

Account Number\*

Ifsc Swift Code\*

Bank Address

Other Info Instructions

Request

Cancel

The seller will then have to fill in their own bank details if they have not previously added bank details under the ['My Account'](#) section. Sellers' need to share bank account details with the admin as approved withdrawal requests/funds are transferred outside of the system through the Admin's bank. After adding the necessary details, the seller must click on the **'Request'** button to place the request. The withdrawal request will be forwarded to

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admin and the amount requested for withdrawal will be displayed in **'Pending Withdrawal Requests'** section.

- d. **Add Wallet Credits:** Seller can also add virtual credits to their virtual bank account by entering the amount and clicking the **'Add Credits'** button. This will navigate the seller to the **'Billing and Payment'** pages. The seller needs to select the payment gateway as per their choice and complete their transaction.

**NB:** Virtual credits are the same value of actual money and vice versa.

- e. **Search Transactions:** Seller can also search for any transaction by using following search filters:

- **Keyword:** Enter keywords for particular transactions.
- **Both-Debit/Credit:** Select if the transactions to be searched as 'Credit', 'Debit' or 'Both'.
- **From Date:** Select a date to search for transactions made after the mentioned date.
- **To Date:** Select a date to search for transactions made until the mentioned date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

- f. **Transactions History List:** All kinds of transactions made over the time period will be displayed in this list. The list will display any kinds of credits or debits made on a certain date along with the total balance. The 'Status' column displays **'Transaction Completed'** if the transaction made was successful. Any additional comments relevant to any transaction are displayed under the **'Comments'** column.

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## 12.5 Update Credentials

The seller enters their credentials when creating their shop at the beginning. From this module, the seller can change their credentials.

The screenshot displays the 'Update Credentials' interface, which is divided into three distinct sections for updating user information:

- Update Email:** Contains fields for 'New Email\*', 'Confirm New Email\*', and 'Current Password\*'. A 'Save' button is at the bottom, with a note: 'Your Email Will Not Change Until You Verify Your New Email Address'.
- Update Password:** Contains fields for 'Current Password\*', 'New Password\*', 'Example Password: User@123', and 'Confirm New Password\*'. A 'Save' button is at the bottom.
- Update Phone Number:** Contains a field for 'New Phone Number\*' with a dropdown for country code (showing '+91') and a 'Phone Number' input. A 'Get Otp' button is present, followed by the text: 'Your Phone Number Will Not Change Until You Verify Your New Number'.

This module includes three sections:

- i. **Update Email:** The seller can update their new email address. Seller must enter:
  - **New Email\*:** Their new email address.
  - **Confirm New Email\*:** Their new email address to confirm it.
  - **Current Password\*:** The current password for verification.

**NB:** Once the seller enters a new email id they will receive a '**Verification Link**' on it. The new email address will only be updated if the seller verifies their email address by clicking on that link.

The seller must click on the 'Save' button to save the changes.

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- ii. **Update Password:** The seller can update their password by entering:
- **Current Password\*:** The seller must enter their currently active password.
  - **New Password\*:** The seller must enter their new password.
  - **Confirm New Password\*:** The seller must re-enter their new password.

The seller must click on the 'Save' button to save the changes.

- iii. **Update Phone Number:** The seller can update their phone number by entering:
- **New Phone Number\*:** The seller must enter their new phone number.

**NB:** If this section is not being displayed, it means that it has been restricted from admin-end.

The seller must click on the '**Get OTP**' button to proceed further. The OTP will be forwarded to the seller on their previously registered contact number. After entering the OTP the phone number will be updated successfully.

## 13. Import/Export

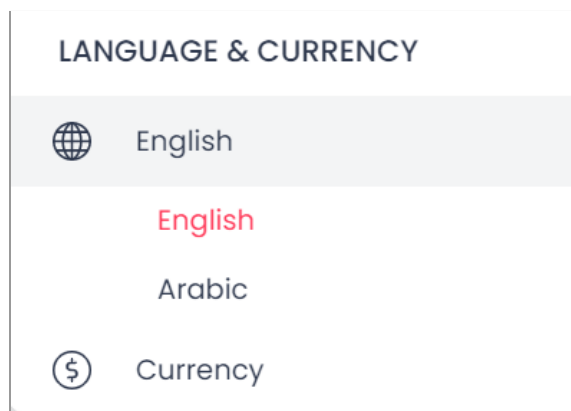
Please refer to our import export guide to gain understanding on this module.

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## 14. Language & Currency

From this section, the seller can change the language and currency. When the seller clicks on '**Language**', the options of languages appear in the list. Sellers can select the language of their choice clicking on which will translate the complete portal's content into the respective language. When the seller clicks on '**Currency**', the options of currencies available appear in the list. Sellers can select the currency of their choice and the prices mentioned in the complete portal will be displayed according to that respective currency.



**NB:** These sections are only visible to the seller if they are enabled from Admin's end. This means that, admin has the authority to restrict the seller from making changes in language and currency used in their portal.

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