

# MEDIELF.COM

## USER MANUAL

## I. Overview.

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

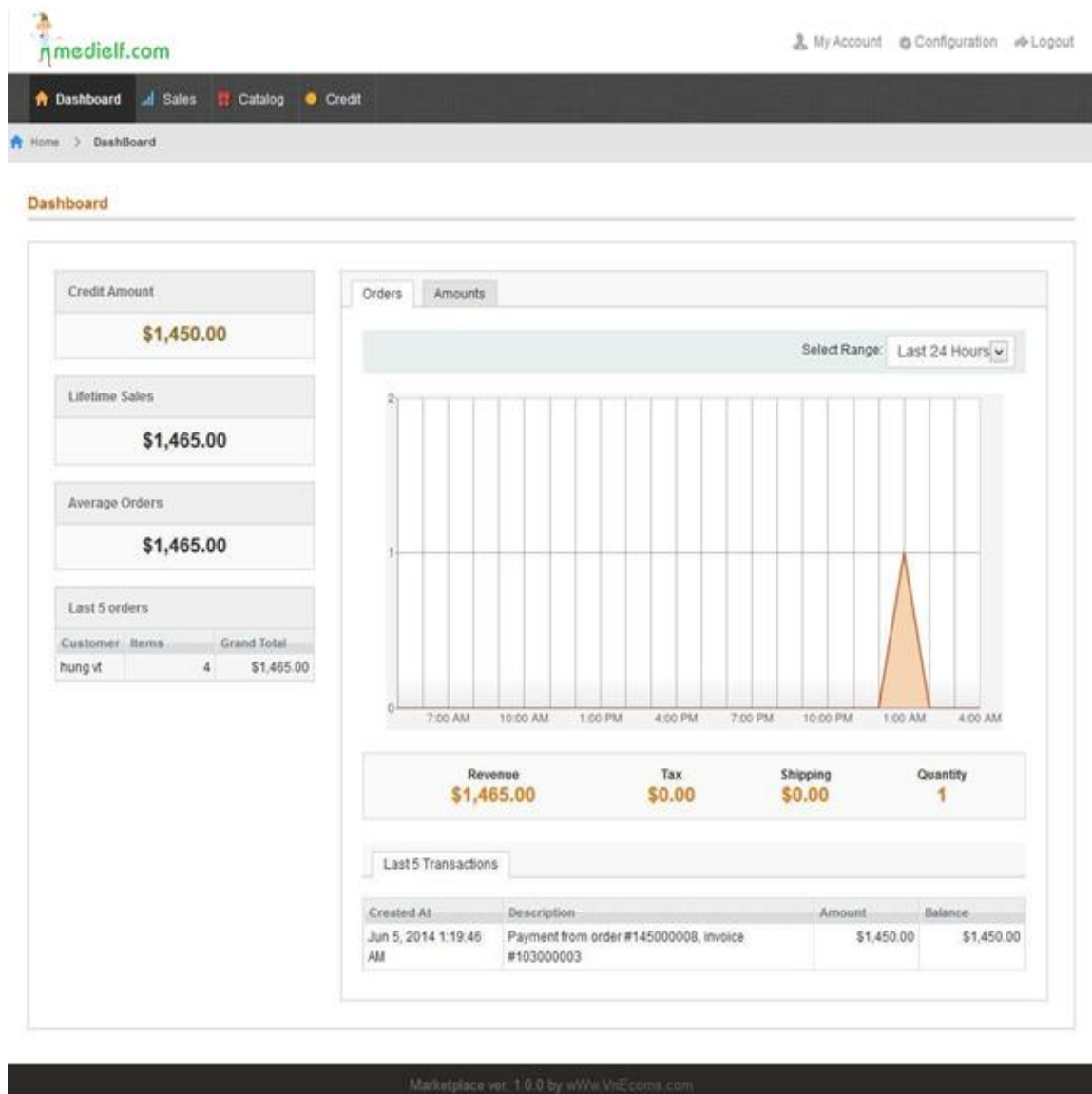
Customers will visit to Marketplace website, search and buy products. Money will be transferred to Marketplace owner and system will add the money to the vendors credit account. Vendors can then withdraw the money from his credit account to his bank or paypal at any time.

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

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

## II. Vendor Dashboard.

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



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

- Credit Amount:** \$1,450.00
- Lifetime Sales:** \$1,465.00
- Average Orders:** \$1,465.00
- Last 5 orders:**

| Customer | Items | Grand Total |
|----------|-------|-------------|
| hung vt  | 4     | \$1,465.00  |
- Orders / Amounts:** A chart showing a single order peak at 1:00 AM. The x-axis represents time from 7:00 AM to 4:00 AM, and the y-axis represents quantity from 0 to 2. A dropdown menu for 'Select Range' is set to 'Last 24 Hours'.
- Summary:**

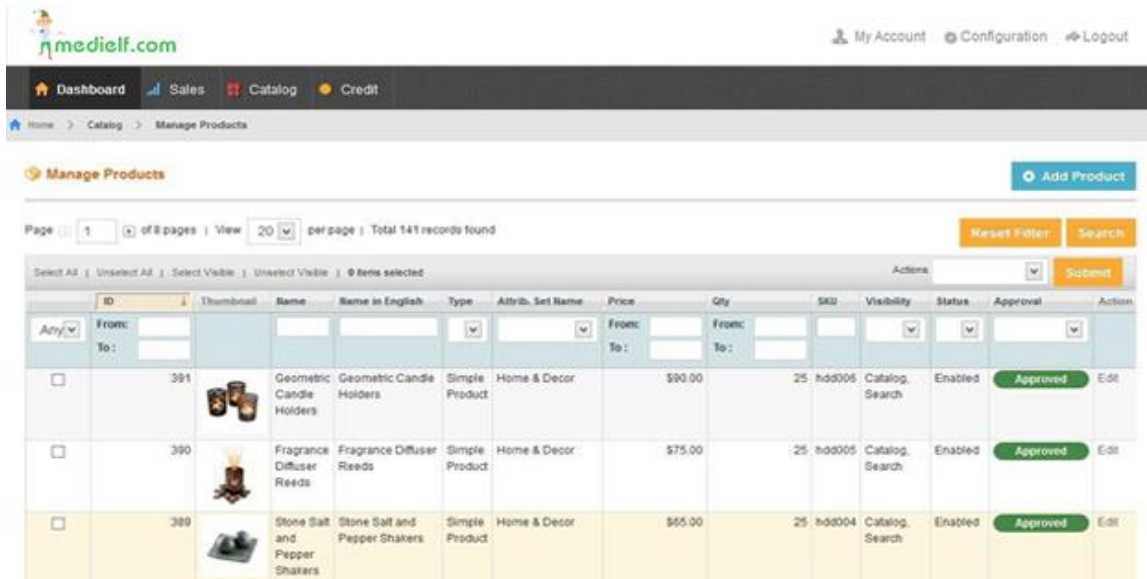
| Revenue    | Tax    | Shipping | Quantity |
|------------|--------|----------|----------|
| \$1,465.00 | \$0.00 | \$0.00   | 1        |
- Last 5 Transactions:**

| Created At             | Description                                       | Amount     | Balance    |
|------------------------|---|------------|------------|
| Jun 5, 2014 1:19:45 AM | Payment from order #145000008, invoice #103000003 | \$1,450.00 | \$1,450.00 |

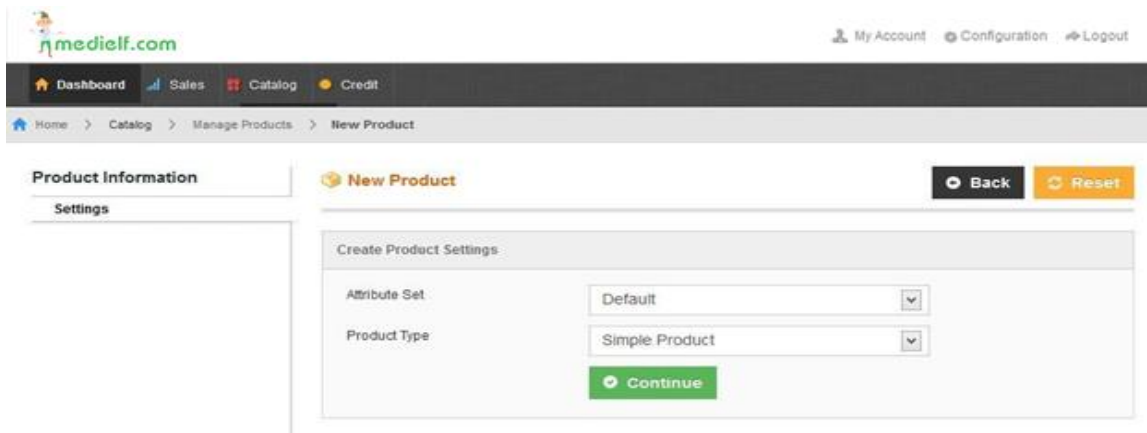
At the bottom of the page, there is a footer: Marketplace ver. 1.0.0 by www.VnEcoms.com

### III. Vendor Manage Products

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



Click to add button to add new product.



The marketplace extension is working fine with these product types.

- Simple Product
- Configurable Product
- Grouped Product
- Virtual Product
- Downloadable Product



#### IV. Review and Approve products.

After vendor add a product the product status will be **Not Submitted** and this product has not been available on main website yet.

Manage Products Add Product

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

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

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

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

MP3 Player with Audio (Electronics)

Back Reset Delete Duplicate Save Save and Continue Edit Submit For Approval

General

Name \*  [STORE VIEW]

Description \*  [STORE VIEW]

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

Manage Products



Add Product

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

Reset Filter Search

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

Actions Submit

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

## V. Vendor Manage Orders

Vendors are allowed to manage only their orders.

Orders

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

Export to: CSV Export Reset Filter Search

Select Visible | Unselect Visible | 0 items selected

Actions Submit

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

## View order information.

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

**Information**

Shipments

Comments History

Order # 145000007 (the order confirmation email was sent)

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

Account Information

|               |                |
|---------------|----------------|
| Customer Name | hung vt        |
| Email         | test@gmail.com |

Billing Address

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

Shipping Address

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

Shipping & Handling Information

Free Shipping - Free \$0.00

Items Ordered

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

## VI. Vendor Manage Shipments.

Vendor are able to create shipments for orders. From vendor cpanel, view an order and click to Ship to create shipment.

New Shipment for Order #145000007
Back Reset

Order # 145000007 (the order confirmation email was sent)

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

Account Information

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

Billing Address Edit

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

Shipping Address Edit

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

Shipping Information

Free Shipping - Free Total Shipping Charges: \$0.00

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

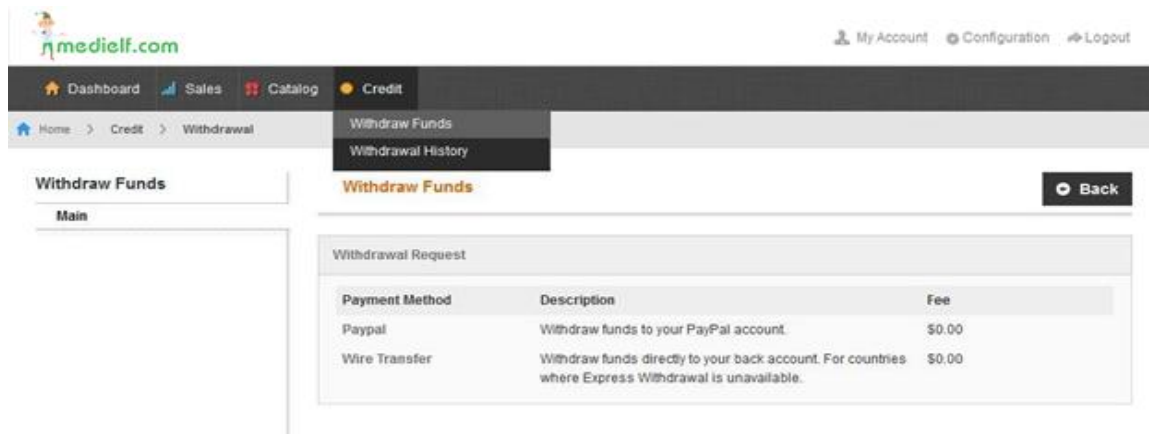
Add Tracking Number

Vendor can create add tracking number for the shipment, Can create shipment for all order item or for just some individual items.

## VII. Withdrawal.

### 4. Vendor Submit Withdrawal.

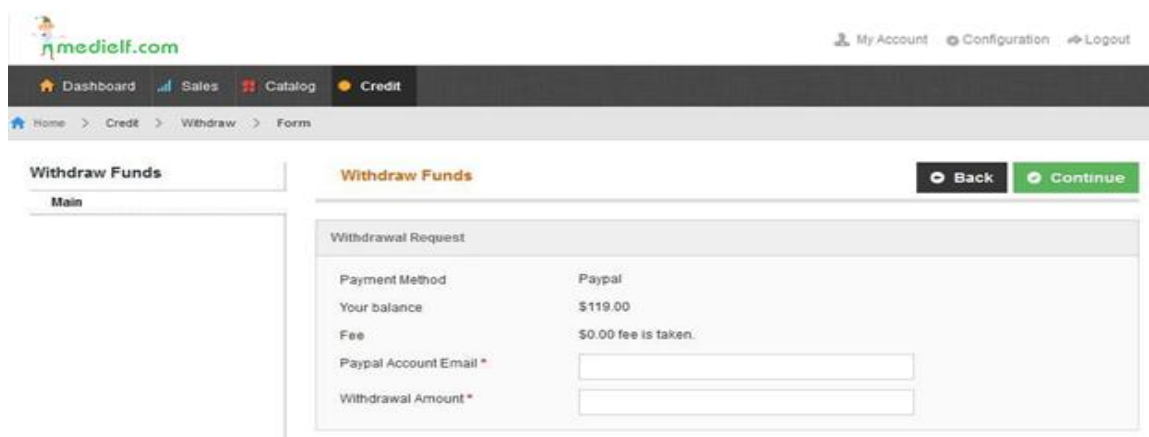
From vendor cpanel go to menu Credit -> Withdraw Funds.



The screenshot shows the vendor dashboard with the 'Credit' menu selected. The 'Withdraw Funds' option is highlighted in the dropdown menu. The main content area displays a table of available payment methods for withdrawal.

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

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

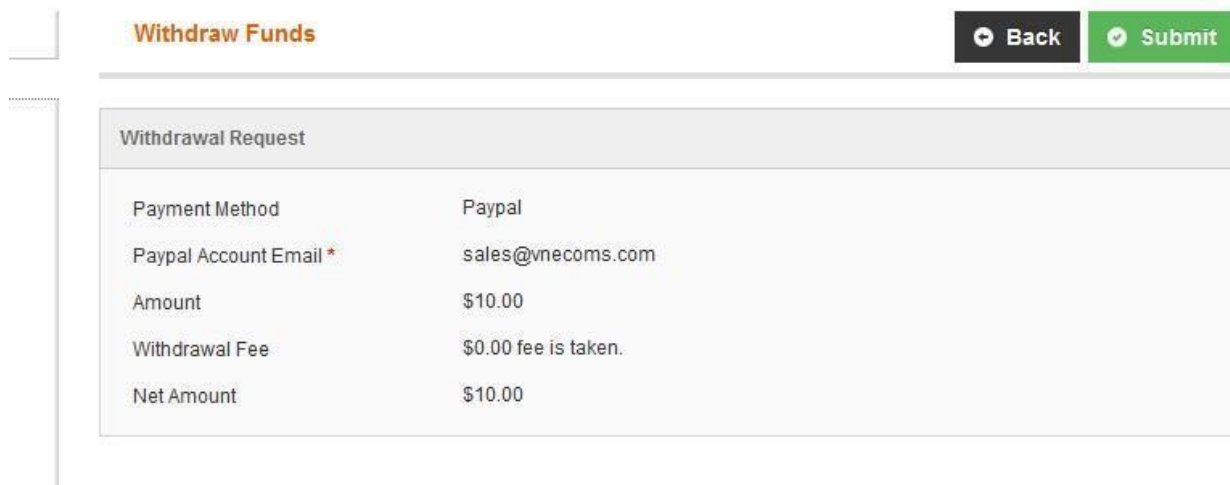


The screenshot shows the 'Withdraw Funds' form. The 'Paypal' payment method is selected. The form displays the current balance and fee, and provides input fields for the PayPal account email and the withdrawal amount.

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



On this step vendor will need to enter the amount which he want to withdraw and the bank account or paypal, money booker, ... email account. After all information is filled click to Continue button.



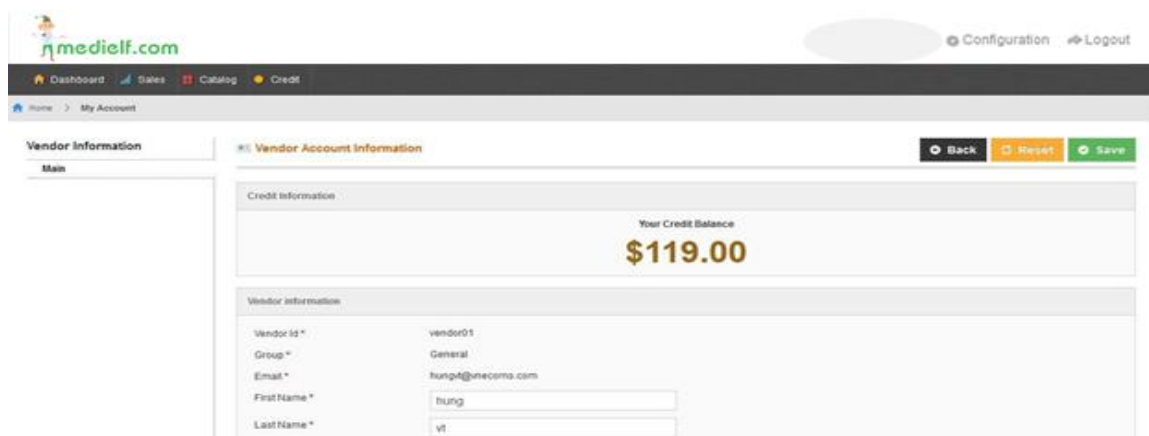
**Withdraw Funds** Back Submit

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

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

### VIII. Vendor View Withdrawal History

From vendor cpanel go to menu Credit -> Withdrawal History



medielf.com Configuration Logout

Dashboard Sales Catalog Credit

Home My Account

**Vendor Account Information** Back Reset Save

**Credit Information**

Your Credit Balance  
**\$119.00**

**Vendor Information**

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

Here vendor can see all withdrawal requests with status.

**Withdrawal Information**

Withdrawal Information

**Withdrawal Information**

[Back](#)

Withdrawal information

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

**Additional Info**  
sales@vnecoms.com

**Withdrawal Information**

Withdrawal Information

**Withdrawal Information**

[Back](#)

[Cancel Withdrawal](#)

Withdrawal information

|                |                          |
|----------------|--------------------------|
| Payment Method | Paypal                   |
| Amount         | \$50.00                  |
| Fee Amount     | -\$0.00                  |
| Net Amount     | \$50.00                  |
| Status         | <b>Pending</b>           |
| Created At     | Jun 04, 2014 09:32:51 PM |
| Updated At     | Jun 04, 2014 09:32:51 PM |

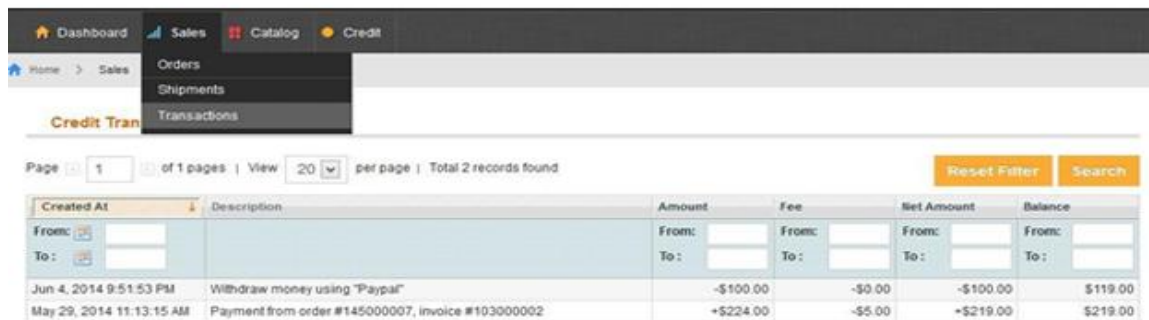
**Additional Info**  
sales@vnecoms.com

Vendor can cancel a Pending withdrawal

## IX. Manage Transactions

### 1. Vendor

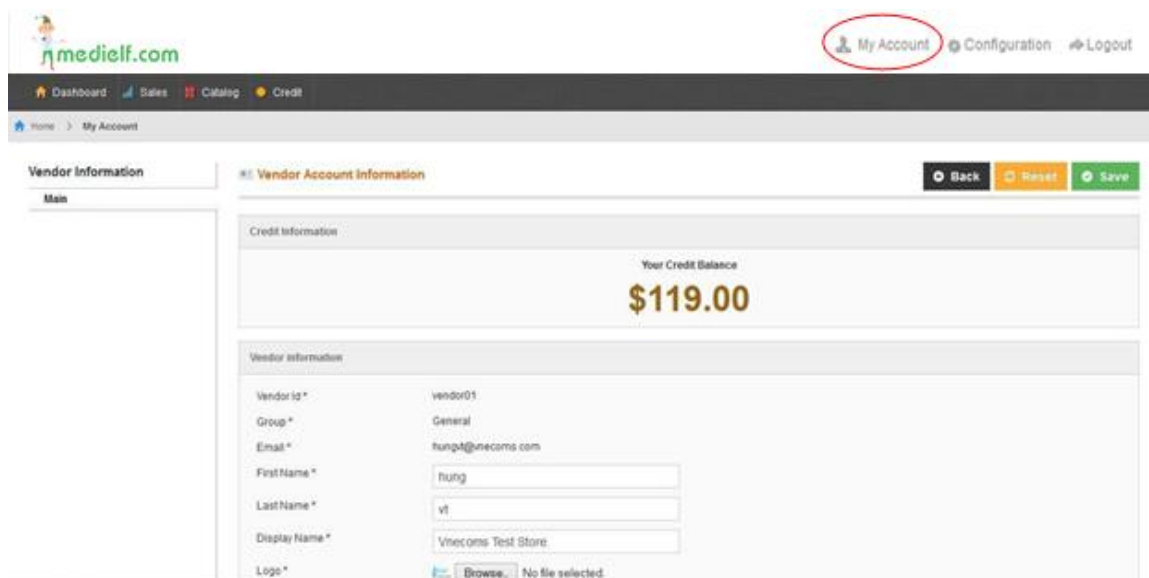
Vendor can view all transactions from vendor cpanel.



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

## X. Vendor Account Information.

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



Vendor Account Information

Back Reset Save

Credit Information

Your Credit Balance  
**\$119.00**

Vendor Information

Vendor Id \* vendor01  
 Group \* General  
 Email \* fung4@vnecoms.com  
 First Name \*   
 Last Name \*   
 Display Name \*   
 Logo \*  No file selected



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## **XI. Support.**

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

Best Regards,  
**Medielf Team**