

Administrator

How do I manage order and store sales of the Marketplace?

01) Access the Control Panel

02) After login click Clients >> Orders

03) In the Filters will have option to select Transferred to the Seller or Requests that require moderation of the Administrator

04) In the list of orders will have a Marketplace column and with some comments

05) Click Options >> Details

06) In the box of Products Sold you can have products from your store and sellers

In the case of sellers to activate the order verify that the payment has been confirmed, if it has been confirmed change the Status of the request for Confirmed Payment. You may send an email template to the seller by selecting Notify retailer (s) from the Marketplace by email

After this process, the seller must make the submission and enter the tracking code

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