

Administrator

How and when to transfer the sales value of the Marketplace vendors?

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

When you have This request has tracking code and shipping date or is close to the value transfer date, an alert will appear in this column.

Note: If you have already transferred the value to all sellers of this order it is important to mark the option in the order This order has already been transferred the value (s) to the seller (s)

05) Click Options >> Details

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

After the seller enters the tracking code will appear the transfer date

By clicking on the name of the seller on This product is sold and delivered by Seller name, you can see the transfer forms

After transferring the value to the seller, check the option Transferred to the Seller and fill in the date of the transfer and the form that you performed for better control.

After Click the Refresh button.

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