

# Dropship



**OUR SUPPORT TEAM:** 

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# 1. Introduction to DropShip

Managing a large store could be a challenging task. It could be even infeasible if your shop is an online platform, a real market place for dozens and hundreds vendors, supplying thousands of various goods and products.

That is why we have developed a solution which can help you organize and manage all your merchants in the most convenient and simple way. **PrestaShop DropShip** is an easy-to-use extension which lets you keep all your sellers under control without any extra efforts.

### **Key features:**

- Keep and manage your vendors from a single menu in the admin panel;
- Free or paid registration for vendors is allowed;
- Each approved vendor is provided with a personal access to the admin panel to create and manage his own set of goods to promote in your shop;
- Set up global rules for all merchants or make specific rules for each vendor separately;
- Every event is recorded and the log is available in the backoffice for review;
- Detailed statistics for every purchased item.

#### Overall information

The **DropShip** extension aims to help owners of large on-line shopping platforms manage and control their approved sellers.

You can allow your vendors to register for free or provide paid registration for them. As soon as a vendor gets registered and approved he gets access to the admin panel where he can create and start promoting his own products.

Shop owner has full control over vendors and their items, having possibility to change or apply new rules, close or open specific shop categories for them and see detailed statistics for every recorded purchase.

Each action or sale is recorded in the log files which are available for review directly in the backoffice.



# 2. How to Install and Deactivate

# How to Install

1. Set 777 or 0777 on the folders: '/modules/'

Important! Change all permissions back after installation.

- 2. Go to Modules -> Add a module from my computer -> choose the file (.zip) -> upload this module. Choose module in section Front Office Features and install it.
- 3. Go to Advanced Parameters -> Performance -> click the Clear Smarty Cache button

## **How to Deactivate**

Click the button Disable in Modules -> Front Office Features.

To remove the extension form the server, press **Delete in Modules** -> **Front Office Features**.



# 3. How to Configure

When finished with the installation it is necessary to set up basic module parameters. Log into your admin panel and go to  $Modules \rightarrow Modules \rightarrow DropShip \rightarrow Configure$ . The module settings include the following options:

- Use Categories Filter this option allows your vendors either access all shop categories or only
  those for which you provide access. Select Yes if you wish to keep only certain categories open;
- Allowed categories select shop categories for which you grant access to your vendors to place and promote their products;
- Type of fee select the type of fee which will be applied to all vendors in your store. You can select to apply fee either as a value or percent;
- Fee for new vendor specify the amount of fee which will be applied;
- Paid registration you can allow either free or paid registration. In case of paid registration a
  user will be able to register as a vendor only if he purchases a specific item;
- Product specify the item which your vendors will need to buy in case paid registration is applied;
- Allowed order states for vendor select order statuses which will allow vendors receive their commission.





Once you are ready with the general settings click Save and all your configurations will be applied.



# **Managing Vendors**

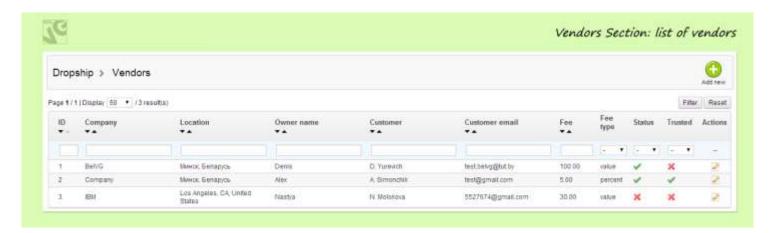
The menu to add, approve and manage vendors is available right in your Prestashop administration panel under the **DropShip** tab.

The menu includes the following sections:

- Vendors
- Log
- Payment
- Stats

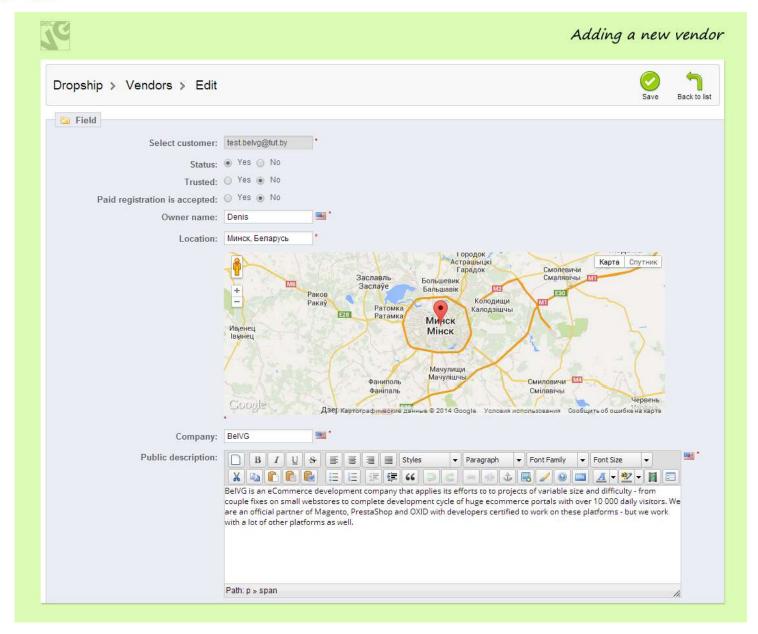
#### Vendors section

This section provides you with the list of your vendors, both approved and potential. Here you can check the status of each vendor, approve or decline vendors requests as well as manually add new merchants.



To manually add a new vendor click the *Add New* button and fill in the required fields, specifying the status of the new vendor, his description, policy terms and other necessary details.





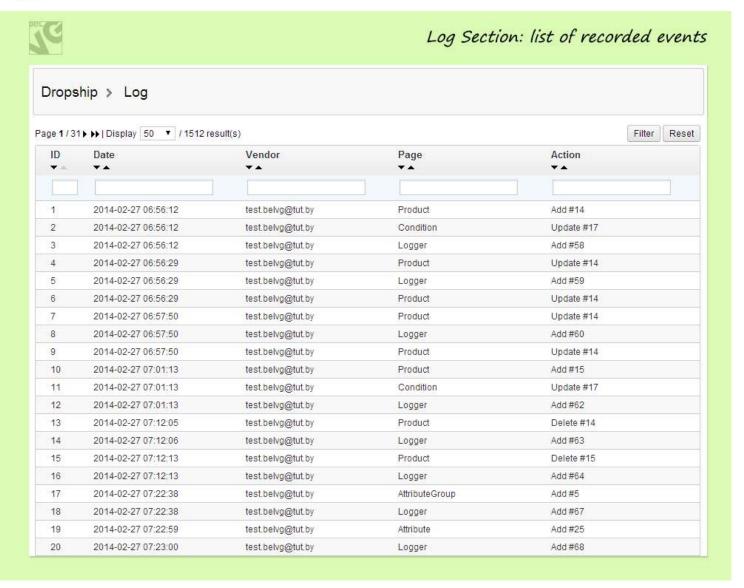
When ready click Save and the new vendor will be approved and appear in the list.

## **Log Section**

In this part you are able to view the list of activities performed by all your vendors.

Sorting options allow you grouping events either by date, by vendor name, by page or by type of activity while the filtering option lets you filter out and view only the necessary events.





#### Payments section

This tab shows you the information about your vendors' commissions. The *Sum* column indicates the amount due for payment while the *Status* column specifies whether the commission has already been paid off or not.





To change the status you need to click the required partner in the list and then select the new commission status.



#### **Stats Section**

The Stats section provides the information about your vendors' sells. Here you can see the total number of items which have been sold, total orders sum and the amount of commission due for payment.



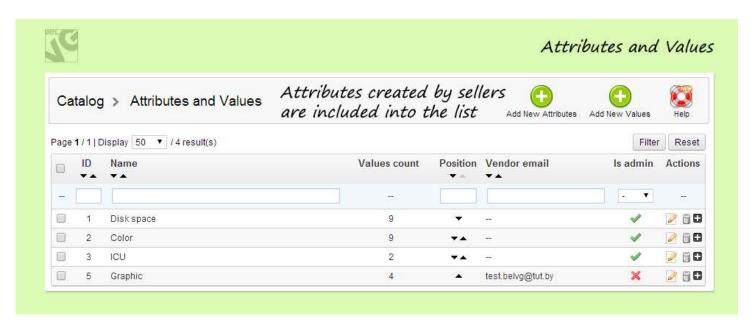


#### **Additional Statistics**

Apart from the information and controls which are provided under the **DropShip** menu, other Prestashop admin sections also contain additional columns and fields which show the respective data.

All new attributes, features or shipping methods which your vendors create are automatically added to the respective fields in your admin menu:

Catalog -> Attributes and Values

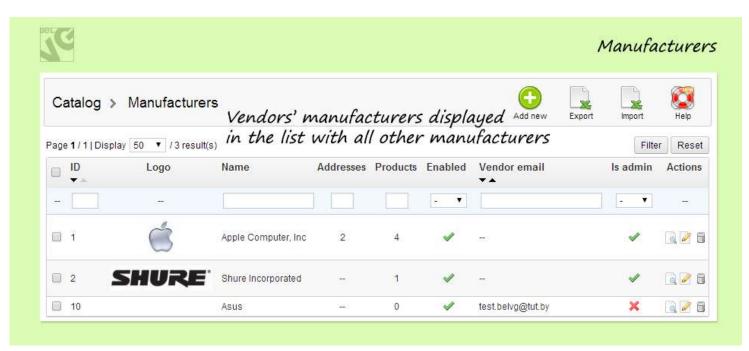




## Catalog-> Features

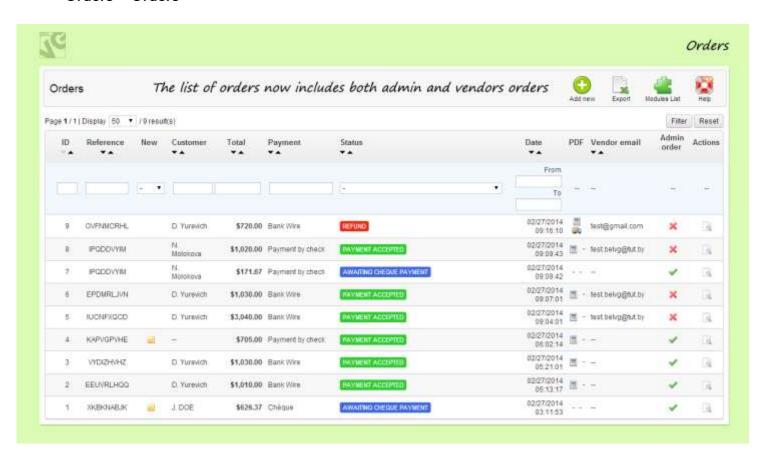


# • Catalog – Manufacturers





Orders – Orders



Shipping -> Carriers

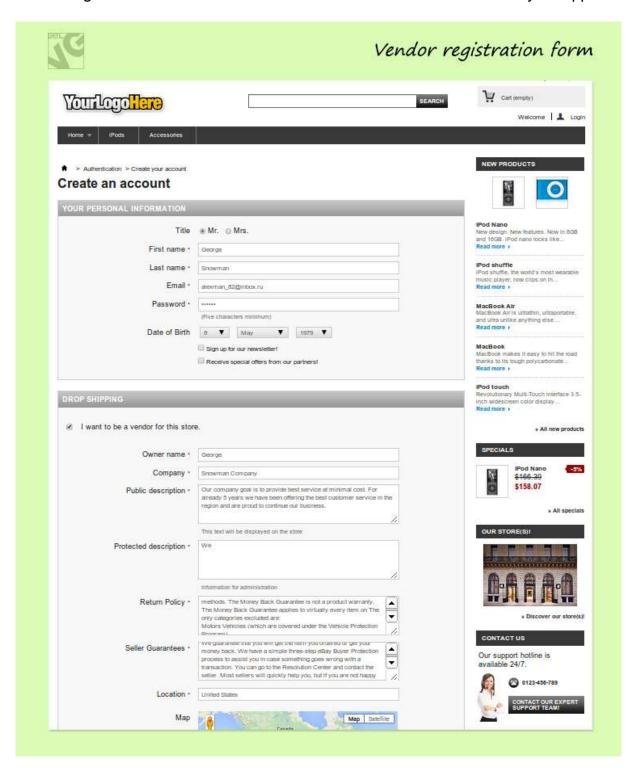




## How to register as a vendor

To become a vendor a user should first register in your on-line store.

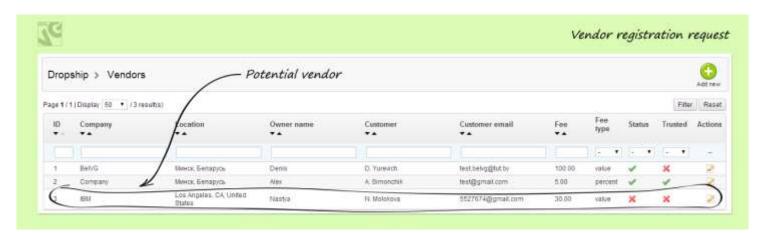
As soon as you install and enable the module your default registration page will include a special vendor registration form which a user will be able to fill in and submit for your approval.





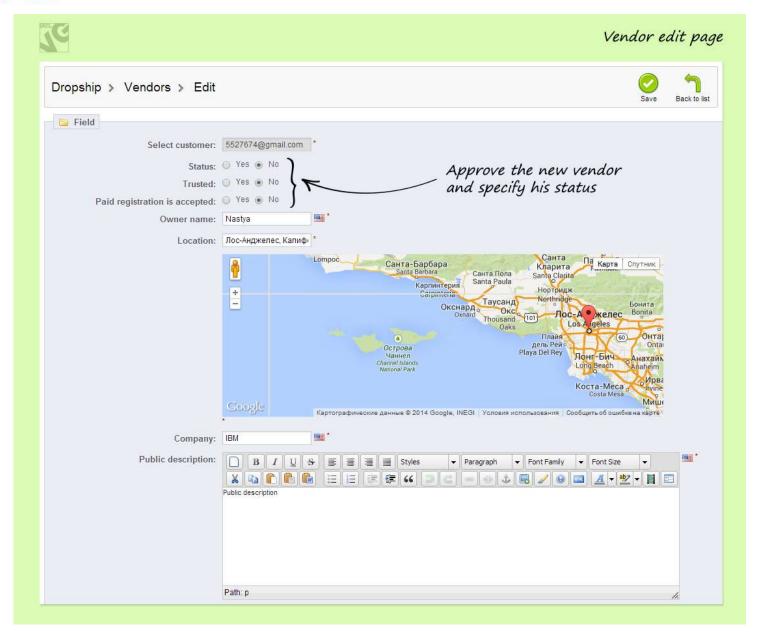
In case you switch on paid registration an applicant will have to purchase a required item to be allowed register as a vendor.

Once a potential vendor fills in and submits the application form the administrator will see his request in the admin panel under the **Dropship – Vendors** section.



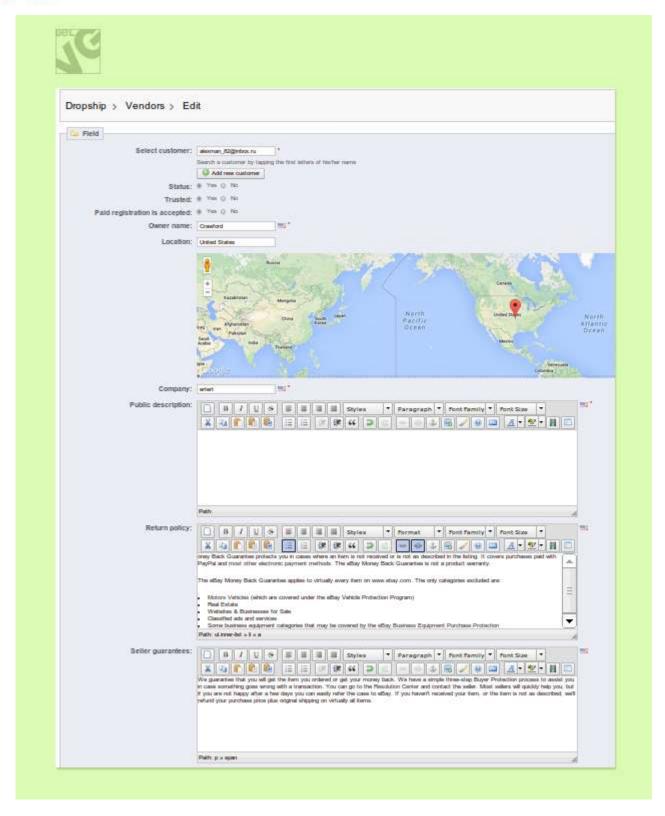
To accept the request just click the necessary vendor in the list and you become redirected to the Vendor Edit page where you will be able to approve the applicant, define his status and manage other vendor details.





The page also contains vendor settings which the administrator can change and configure.





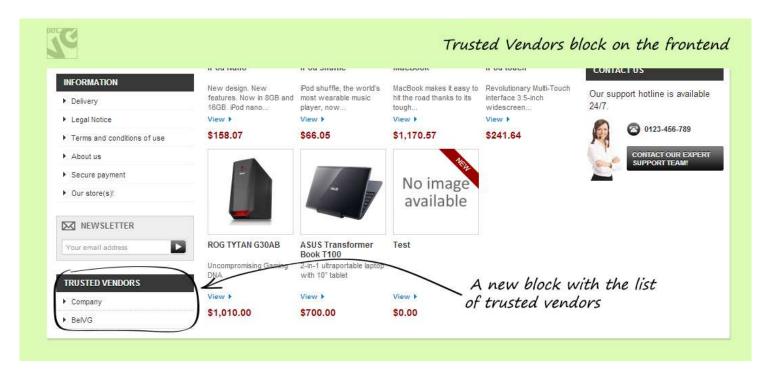
Once a vendor gets approved he will receive an e-mail with a link and login details to access his vendor administration panel where he can create his products and start promoting them on your web-store.



## 4. How to Use

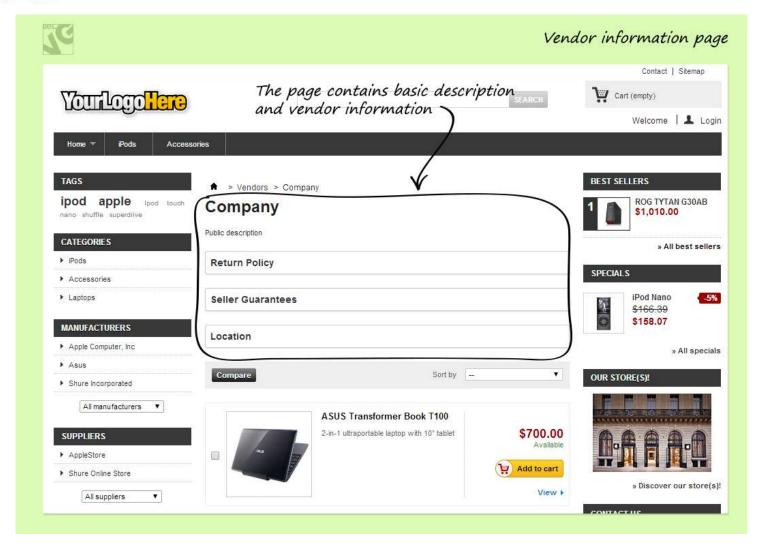
Now let's see how this module works on the frontend.

On every page the module creates a separate block with the list of your trusted vendors.



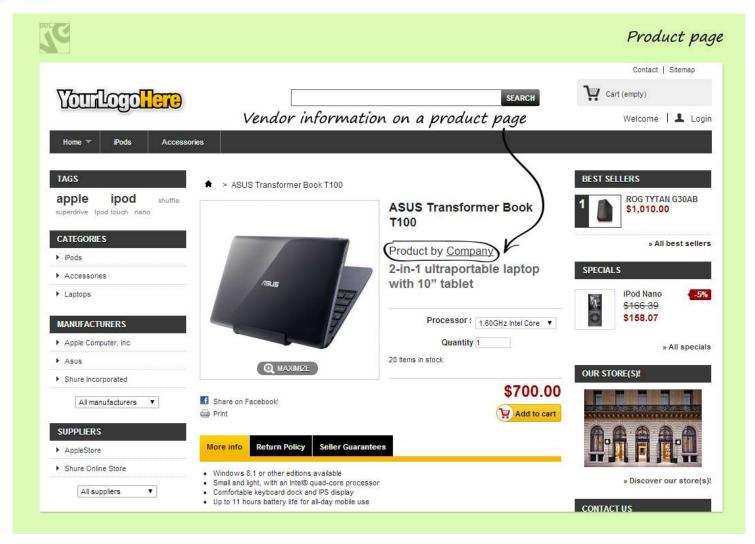
When clicking a vendor in the block you get redirected to the page which contains the main information about that vendor: policy terms, guarantees and other details which have been specified in the settings.





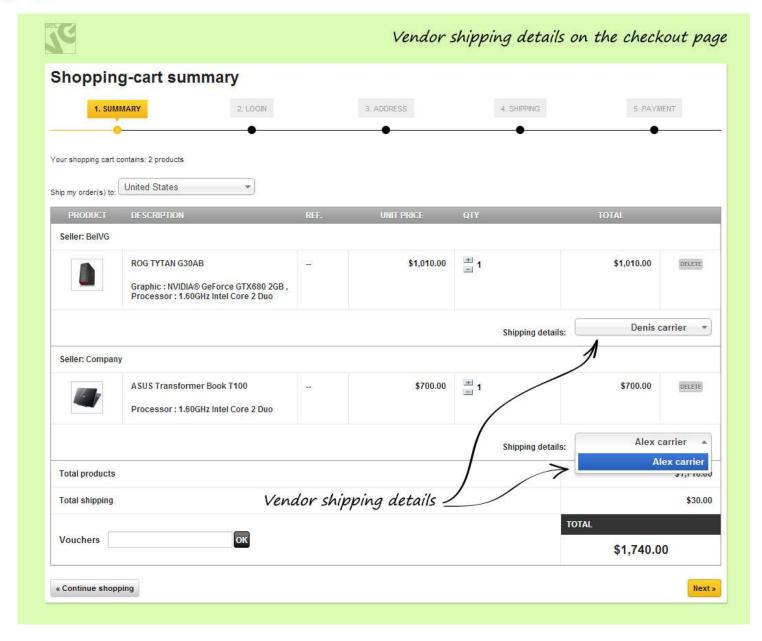
A product page also contains indication that an item has been provided by a specific vendor.





If a customer buys products from different vendors he can see shipping details provided for every item right on the checkout page.





Do you have questions about extension configurations?

Contact us and we will help you in a moment.









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We look forward to your feedback. Comments, opinions and suggestions are largely appreciated. Read our **blog** and follow us on Facebook, Twitter, Google+ and LinkedIn to know BeIVG latest news, analytics and discount offers. See you online!

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