

# Dropship



**OUR SUPPORT TEAM:** 

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# 1. Introduction

This manual is a supplementary guide for users, who have registered as vendors to sell goods on Prestashop web-stores that use the **DropShip** module as the main source of administration for registered vendors.

The main aim of this guide is to provide basic instructions and describe the main steps which should be taken to create your first products and start promoting them on the store where you are registered as a vendor.

For more explanations and detailed instructions, please, refer to the <u>Prestashop official guide</u>.

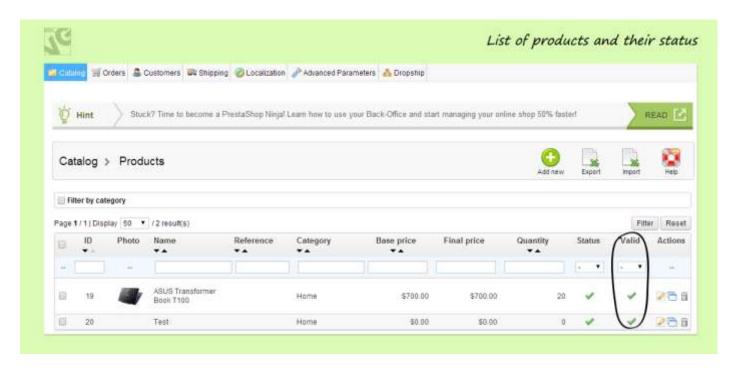


# 2. Creating a New Product

Once you become an approved and registered vendor on a Prestashop store, you will receive login details to access your personal account in the administration panel where you can create and manage the products that you are going to sell as well as configure other settings such as orders, shipping settings etc.

To first thing you need to do to start selling goods in the store is to create a product.

Go to the **Catalogs – Products** section. This section contains the list of all your products which you currently sell on the store. When you create a new product it should be first approved by the shop-admin, only after that the product will become available online for purchase. Trusted vendors have their products approved automatically.



The status of each product is reflected in the **Valid** column. If a product is valid this means that it has been approved by the administrator and thus can be sold online.

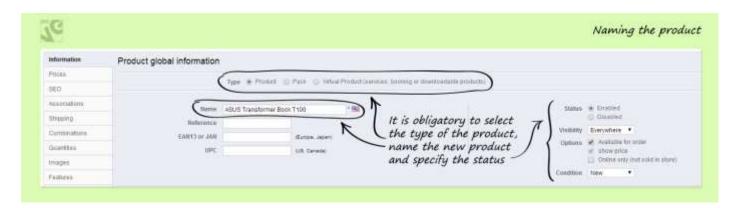
To create a new product click **Add New**. You will become redirected to the **Product Edit Page** where you will need to fill in the necessary fields.

The Page contains the following tabs:

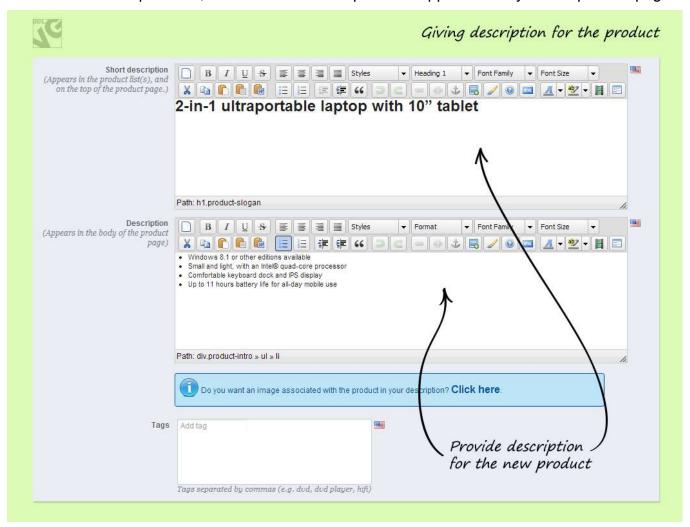


## Information tab

The first thing you should do is to give name for your product, indicate its type and status.



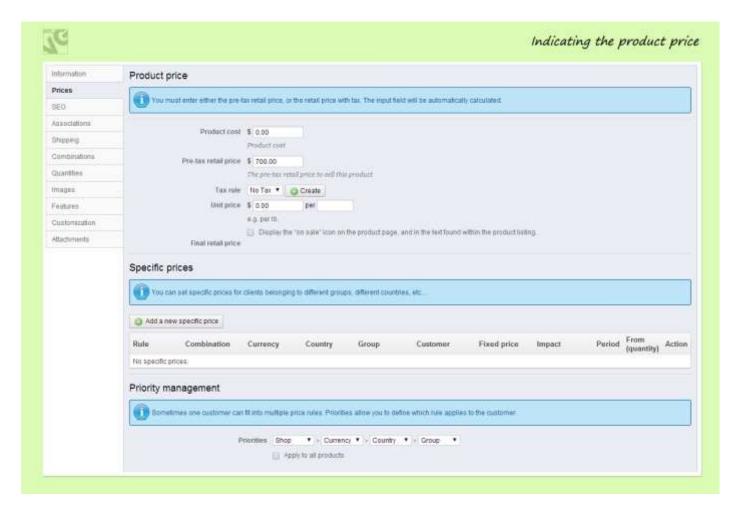
Next, write description for your product. The short description will be used for this product when it is listed with other products, while detailed description will appear directly on the product page.





#### Price tab

On this tab you need to indicate the price for your product.



#### SEO tab

The next tab which you will need to visit is the SEO tab. Although this is not an obligatory option to fill in this section from the functional point of view, however this section is a must if you care about how well your page is doing on search engine results.

- **Meta title** the title of the product page;
- Meta description short description for your page. This information is used by search
  engines as a description for your page when it is listed on the results page;
- Meta Keywords enter a set of keywords which characterize your page and your product;
- Friendly URL you can indicate your own URL for the page, which will be easy to remember or readable for search engines.





## **Associations tab**

In this section you need to specify the categories to which your product will belong.



## Shipping tab

Here you need to specify the dimensions and weigh of your product – these numbers will be used by the store when calculating the shipping price.



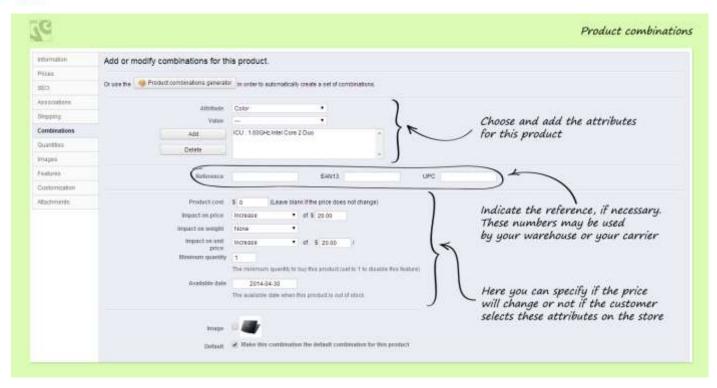


## **Combinations tab**

The same product may be sold in different colors, sizes, dimensions and other parameters. Quite often a product may include a combination of these attributes. Therefore, this section allows you to create or add new attributes for your product.

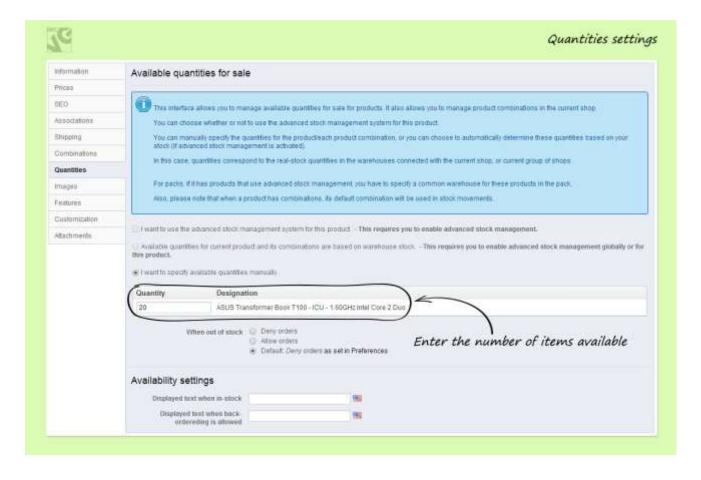
To create a combination of attributes for the product click the **New Combination** button on the right upper corner. This will launch the window where you can create and add a combination of attributes for your product.





## Quantities tab

In this part you are able to specify the number of items of your product which is currently available in stock. The system allows using advanced and manual stock management, but for beginners we recommend to manage your products manually, since this is the simplest way.





## **Images Tab**

Here you need to upload the image of your product.

Information	Add a new image to this product							
Prices								
SEO SEO		ASUS Transformer Book T100						
Associations	File		Uploa	id an image				
Shipping		Parament IDG CIE DNG Ellavira 8 on MD wasn						
Combinations	Format JPG, GIF, PNG. Filesize 8.00 MB max.							
Quantities								
Images	Image	Legend		Position	Cover	Action		
Features		ASUS Transform	ner Book T100	1	1	8		
Customization								
Attachments								

#### Features tab

In this tab you can specify product features such as weight, size, material, color and many others.

By default you may not have any features available to select, so all the fields may look as **Not Available**.

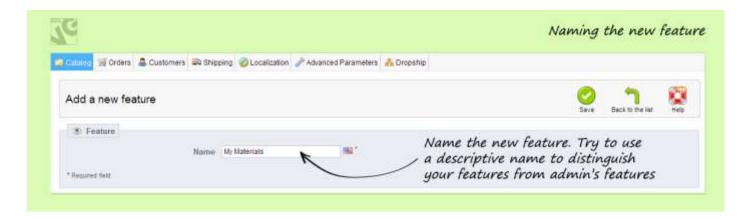




In this case you need to create your own list of features.

Go to Catalog - Features - click Add a New Feature.

Give the name to your new feature. Try to use a unique descriptive name to distinguish it from admin's features which will also be visible in the list.



Click Save and then click the Add New Feature Values button.



Select your new feature from the dropdown list and enter its value. Click Save.

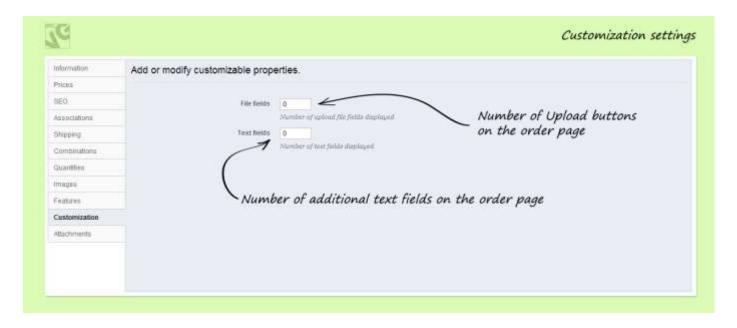
Then go back **to Catalog – Products – Features**. There you will see your new features added to the list.





#### **Customization tab**

This section lets you add special **Upload** buttons and additional text fields to the order page. Your customers will be able to add either some text or upload certain files where they can describe certain options or suggestions concerning the order or purchased product. For example, you sell clothes and offer customers to print images or text on t-shirts, so a customer is able to upload the image or enter the text he would like to print on the T-shirt.





## **Attachments tab**

In Prestashop you can make some files available for customers to download before they purchase the product. It can be either a text or Excel file with the detailed characteristics of the product or a manual which you want users to read before they make the purchase.



Once you are finished with all these sections your first product will be ready to launch for selling online. You can easily switch the product on/off by using the **Status** column.

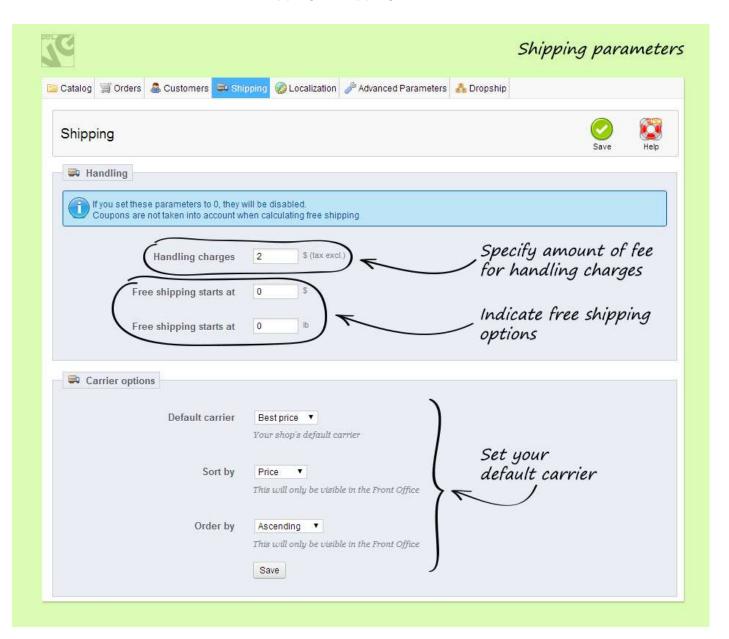




# 3. Creating Shipping Rules

Before you start selling goods it is necessary to add your carriers (services which will deliver products to your customers) and assign shipping rules which will be applied to the items you offer.

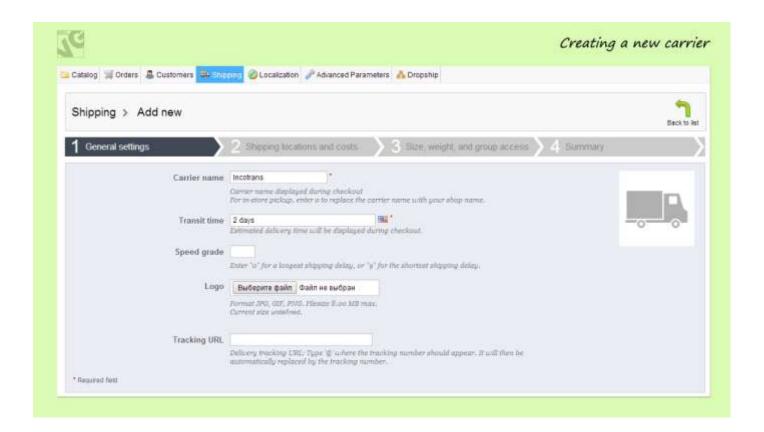
To create shipping rules go to the **Shipping – Shipping** section.



Once you are finished with the shipping rules go to the **Shipping – Carriers** section and click **Add New**.

This will start a setup wizard which you should follow step by step to set up the necessary settings for adding a new carrier which will deliver your goods.

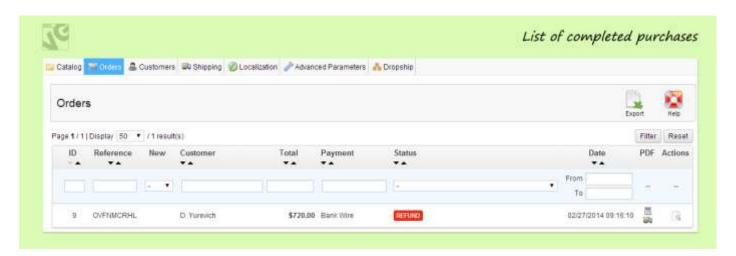






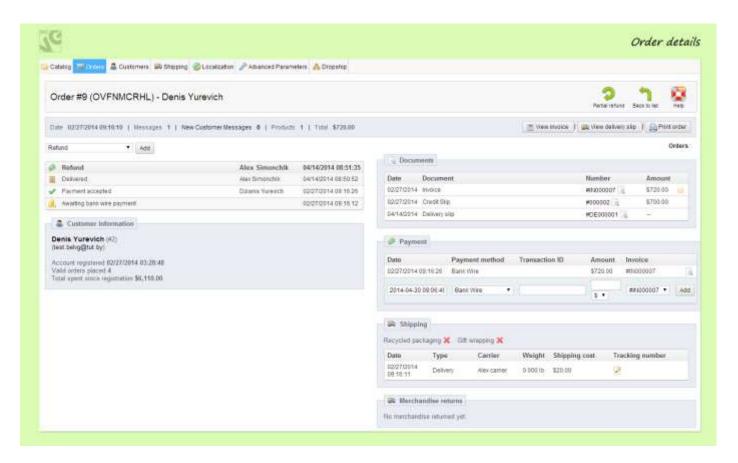
# 4. Managing Orders

The statistics for all your orders is available under the **Orders – Orders** section.



Here you can see the list of items which have been purchased from you, the status of the order and the name of the customer.

If you click an order in the list you will see detailed statistics for this purchase.

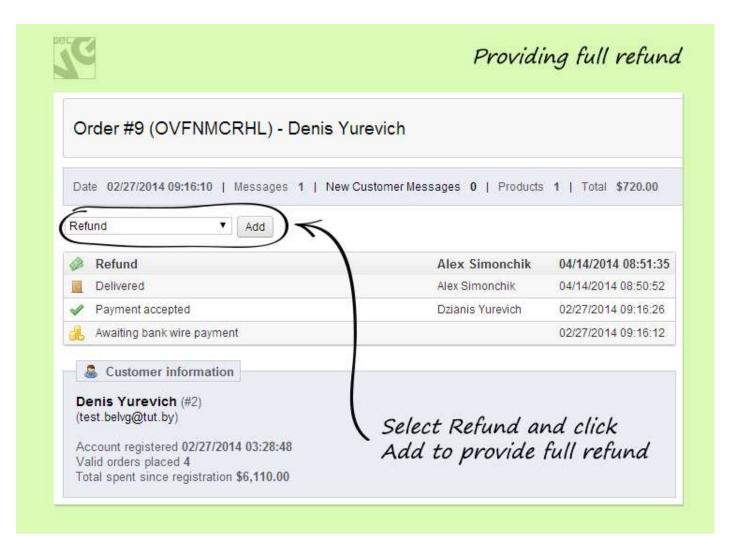




Through this menu you can also generate an invoice and provide refund if requested by the customer.

There are two ways you can use to refund the purchase: partial refund and full refund.

To provide full refund just select the Refund status from the dropdown list and click Add



To give partial refund for the purchase, click the **Partial Refund** button.





And then enter either the sum you wish to refund or the number of items.





# 5. Vendor Account Management

Your payments (the money which the site admin has to pay you off) are managed through the Dropship menu in the admin panel.

The menu includes the following sections:

- Vendors
- Payments
- Stats

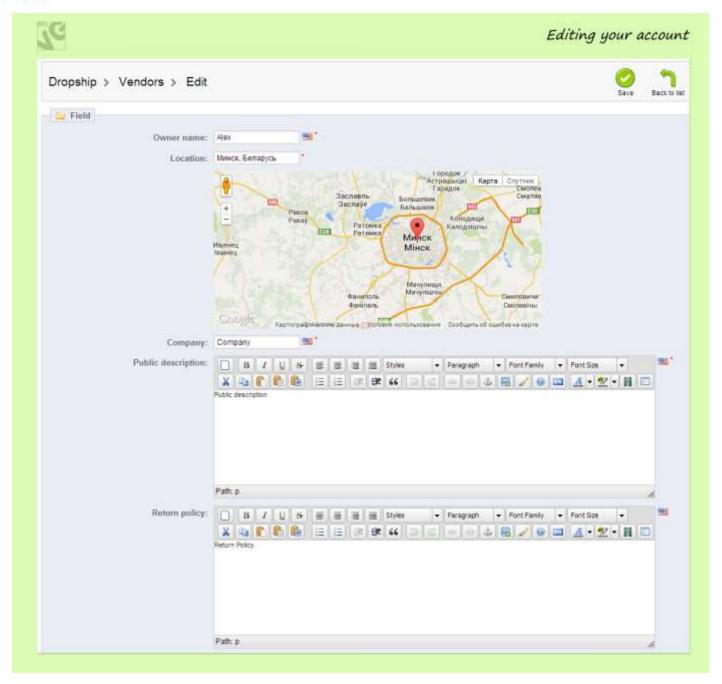
#### **Vendors**

This section shows the current status of your account as a vendor and also lets you edit your account settings.



If you click the account you will enter the account settings section where you can add or change some info such as your location, description, return policy and other general details.





# **Payments**

This tab shows you the information about your commissions – the money which the site admin should pay you off for the products which have been purchased from you as a vendor. The **Sum** column indicates the amount due for payment while the **Status** column specifies whether the commission has already been paid off or not. You payments may have the following statuses:

- Request your request has been sent to the admin but has not been processed yet;
- Processing your pay off request has been received by the admin and is pending the review;



- Complete your request has been successfully processed;
- Decline admin has declined your request.



To request the administrator to pay you off for the products which have been purchased from you, click the **Add New** button.

In the Edit window you will need to indicate the sum you would like to request and also leave a comment for the administrator, if necessary.



#### **Stats Section**

The Stats section provides the information about your successful sells and the amount of money which you earn from each sell as well as about the admin profits. Here you can see the total



number of items which have been sold, total orders sum and the amount of commission due for payment.





# 6. Optional Sections

All sections which were described above are obligatory to know for proper management of your products. However, there are several more sections which are not obligatory to use, although they can facilitate your store management and improve shopping experience for your customers.

#### **Customer Service**

This feature allows you provide customer care option. All customer requests and messages will be listed under this section so you will be able to promptly manage all the requests.



#### **Advanced Parameters**

By default the **Advanced Parameters** section includes only the **CSV import** option. This option lets you import a list of products from a CSV file, which is a great time saving feature because you do not need to create each product individually but import a whole list of products from a single file.





#### Localization

By default this tab includes only **Tax** and **Tax Rules** sections where you can apply and manage your local taxes and tax rates.



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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