Store Owner Manual

Follow the steps below to setup your new store.

In addition to this guide, each field description has a tooltip explaining its use when your mouse pointer is held over the field description.

1. Payment Gateways

Payment is made by the customers directly to yourself as the vendor. In order to sell products and vouchers and receive payment via the Marketplace you will be required to register with a gateway provider.

The following payment gateways are currently installed and available to be used:

- 2Checkout
- Authorize
- Cardsave
- Credit Card
- Eway
- Generic
- Netbanx
- Offline Payment
- Payeezy
- Payfast (South African)
- PayJunction
- Paypal
- Paypal Express
- Paypal Payflow
- PayU South Africa
- Payza
- Quickpay
- Sagepay
- Skrill
- Stripe
- WePay

There are more available. If your preferred payment gateway is not included in the list please contact admin@theweddingguide.co.za to see if it can be included.

If you currently do not have an account with one of the listed payment gateways we would suggest using Payfast as they provide credit and debit card and instant EFT payment options. You can register at www.payfast.co.za

Multiple gateways can be setup giving the customer the choice at checkout of which they would prefer to pay with.
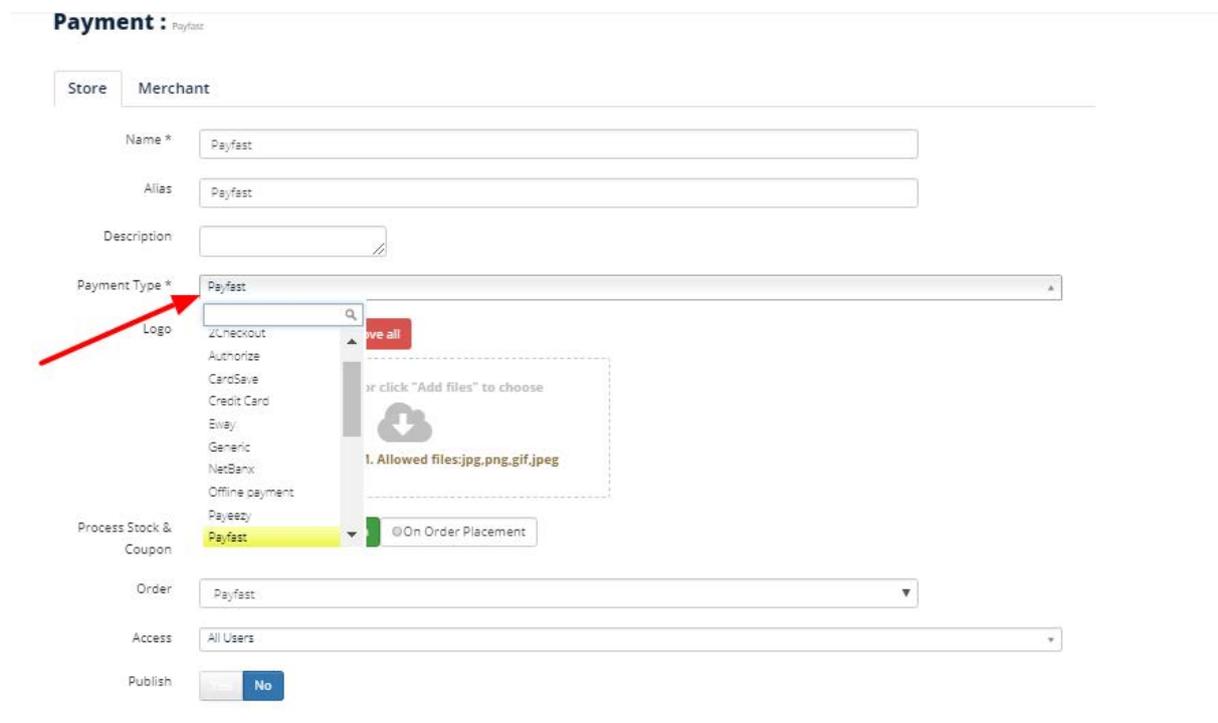
Payment Setup

From the vendor area control panel menu select Payments then click on New
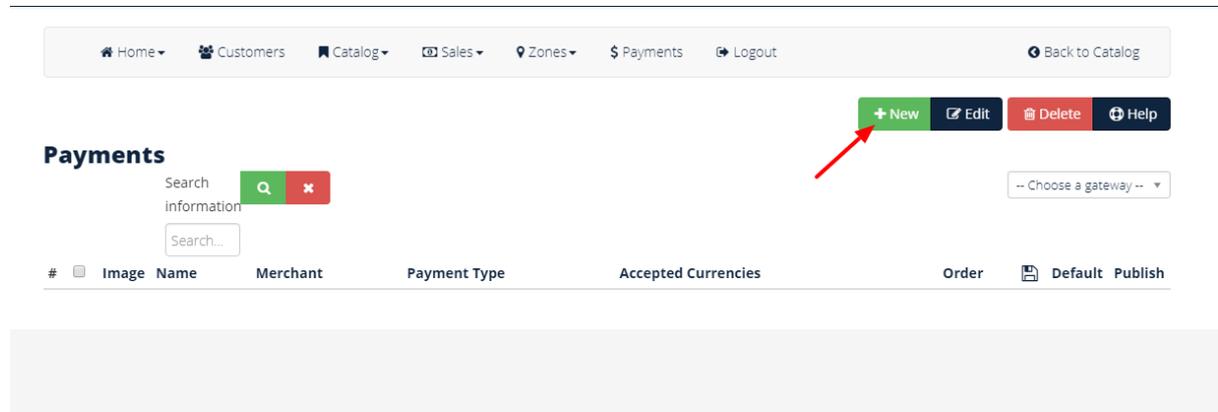
On the following screen fill in the name of the Payment option. This is the name that the customer will see when they select how to pay so we would suggest keeping it the same as the payment gateway you wish to use.

A description is optional and not required

In the Payment type dropdown select the payment gateway you wish to use. Once you have selected it the page will reload with the same information.

If you setup multiple payment gateways you can set the order that they will appear when the customer checks out and is given options to pay.

Click on Yes to publish the payment type and be available in the customers cart when they check out.

Next step is to click on the Merchant Tab and complete the details. The details to be completed will depend on the payment gateway selected. The details required would be provided by the payment gateway when registering with them.

Once completed click on done.

Once saved you will be taken back to the payments screen where you need to click on Accepted Currencies

In the popup that appears click on No for each currency you want to be accepted by that payment gateway and close when done.

Please note that not all payment gateways accept all currencies so ensure you are aware of the currencies accepted by your selected gateway. If you wish to sell products on currencies other than those accepted by your preferred payment gateway you are able to setup multiple payment gateways and the ones displayed to your customer in the checkout process will depend on the currency they select and corresponding gateway.

2. **Setup the Zones for Tax and Shipping Rates**
   a. **Zones**

Zones are different areas that you can define to apply different shipping rates for and tax rates. You will need to setup tax rates for products and vouchers if you are going to be selling both. An example would be a store based in the Western Cape that has one shipping rate for local provincial shipping and another rate for shipping to another province. By default there is one default zone already defined that includes the whole of South Africa. If you do not want to have one shipping rate for the whole of South Africa then this first needs to be deleted by ticking the block next to the name then clicking on the delete button.

Zone Setup

Click on Zones in the menu.

To setup new Zones click on New

Name the Zone, fill in a description if desired, select if the zone is only applicable to Tax, Shipping or both. We would suggest selecting both. Click on Yes to publish and Yes if this is to be the default zone. Click Done to save the Zone.

Once all Zones have been created they need to be edited to add the countries and/or provinces that are applicable to each Zone. Click the checkbox next to the Zone you want to add areas to and click edit

Select the country and the states/provinces that this zone will apply to. To select multiple hold down the CTRL button and click on each option you want to select.

Click on Done to save

Zone

b. Shipping

This is where you setup the shipping rates. There are a few couriers integrated with the market place and manual shipping rates can be setup.

Select Zones > Shipping

Click on new to setup a new rate

Provide a name for the shipping, ensure Yes to publish is selected then use the drop down Use API under Carrier Account to select the carrier. If you intend to use a local carrier such as Postnet then manual rates will need to be setup so select Manual rate. Click on Done

The next step is to click on Rates

On the next screen you will get a Test Shipping Rate. This can either be edited or deleted by clicking the checkbox and then either delete or edit. In the case of edit, follow the steps below as for creating a new rate.

To create a new rate click on new and on the next page provide a name, ensure publish Yes is selected and chose the Zone that the shipping is applicable to. Provide the minimum and maximum weight that this shipping rate will apply to (this allows for weights to be assigned to each product and a shipping cost by weight to be calculated). Select whether tax will be added to the shipping cost or not. Provide the packing and shipping fees then click done to save and return.

Multiple shipping rates can be setup for different locations and weights of products.

If someone tries to buy a product from an area where there is no shipping setup to they will be informed that you don't ship to their area during checkout.

b. Tax

Different Tax rates can be setup for products and vouchers and per Zone. If you intend to sell both products and Vouchers you will need to setup a Tax rate for each.

To setup Tax select Tax under the Zones menu

A default Tax of 15% is already setup. To edit the default, tick the checkbox and click on Edit. To create a new rate just click on New.

Complete the required fields of name, rate, ensure publish is set to yes then select the product type (product or voucher) and the Zones that this tax rate is applicable to. When completed select Done to save and close.

Different tax rates can also be setup for different products and attributes of products. This can be done after products have been created by returning to this screen and clicking on the products and attributes button for each tax rate.

3. Terms and Conditions

Our Marketplace allows each vendor to specify their own terms and conditions to suit themselves and their business. There are 5 different types of terms that can be completed as required: License, Return Policy, Privacy Policy, Payment Conditions and Terms and Conditions.

To setup the terms and conditions of your store go to Catalog > Terms

Complete the required fields selecting the type of terms, ensure that the publish button is selected and click done to save.

4. Attributes

Attributes allow for the sale of products with different variants/values such as different sizes, colours etc. It allows for the setting up of one product with many variants. Stock of products can be managed to an attribute level and different prices can be assigned to different attributes. There is no limit to the number of attributes and values that you can have.

EG: A store selling clothing will have an attribute called Size. This attribute will have values that will be different sizes. Each attribute value can have a different price and stock levels.

Attribute Setup

Click on Catalog > Attributes
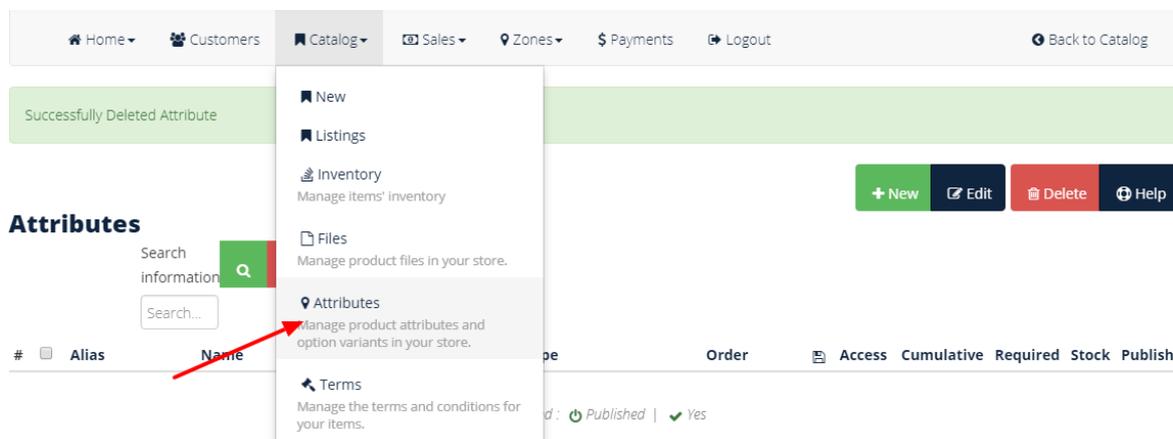
Click on New and complete the required fields.

- Select Priced or % Percentage depending on whether the attribute items will each have a set price added on to the products base price or have a % of the base price added to the base price.
- Select Cumulative if the value of the attribute will be based on the total product price or base value (This is normally used when a % of the base price is selected and when products have more than one attribute with different costs. EG: a dress with attributes for size and colour where each attribute adds to the base cost. If cumulative is set to YES and the attribute order is set to size then colour, the cumulative cost for the colour attribute will be the base price plus the size attribute cost. If culumlaitve is set to no then each attribute cost will be added to the base cost.)
- Manage Stock allows you to manage the stock down to attribute items eg: selling dresses in different colours stock for each colour can be managed.
- Required will force the completion of attributes when setting up products and force the selection of attributes by purchasers.

Item Attribute

Name *	Size
Alias	
Identifier	
Description	
Type	●Priced ○Percentage (%) ○Input Box
Access	All Users ▼
Cumulative	Yes No
Manage stock	Yes No
Required	Yes No
Publish	Yes No
Attribute use in	●product ○voucher

Click Don when complete to save and close.

Attribute Value Setup

Click on the Green Values button

Click on New to setup a new Value

Complete the required fields and click on Done when complete.

Adding Products and Vouchers to your store

Select Catalog > New
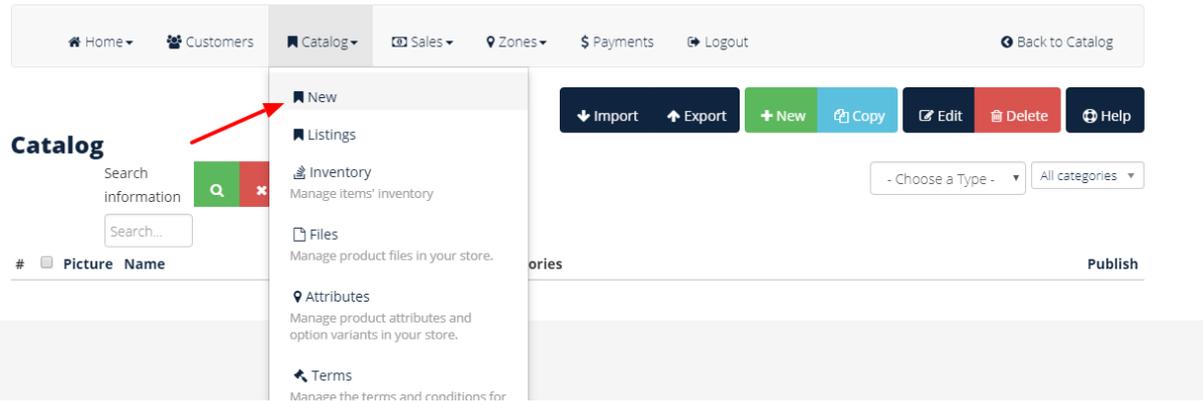
Fill in the name of the product, SKU (if used, if not then one will be assigned automatically) and select whether it is a product or voucher then click next. Depending on whether you selected product or voucher the options will differ.

The following screens will allow you to complete details about the product or voucher including description, price, category, images, delivery methods and costs, attributes, publishing dates, discounts etc. They are self-explanatory but if assistance is required please email admin@theweddingguide.co.za

Product Successfully Updated

🖫 Save   ✔ Done   ✖ Cancel   ⊕ Help

Product : New Product

General   Photos   Delivery   Attributes   Publishing

Name *	New Product
Alias	New Product
SKU	15tqip3r2o
Category	Choose main category ▾
Pricing	Standard ▼
Price *	R 0.00
Tax *	⊙ Default (including Tax) ⊙ Including Tax ⊙ Excluding Tax
Discount Rate	0 %
Discount Value	R 0.00
Discount Expire	0000-00-00 00:00 ✖ 📅
Introduction	**B** *I* U ≣ ≣ ⮕ ⮔