

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

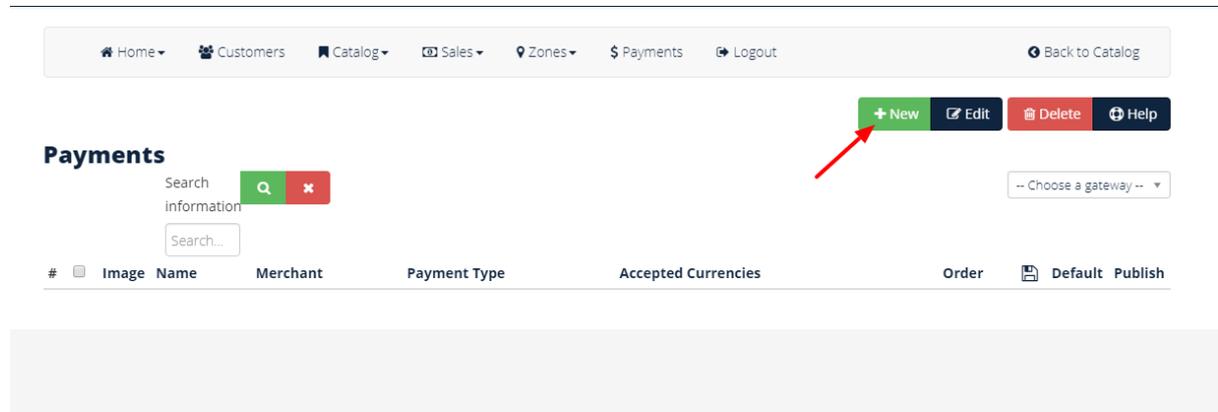
There are more available. If your preferred payment gateway is not included in the list please contact admin@theweddingguide.co.za to see if it can be included.

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

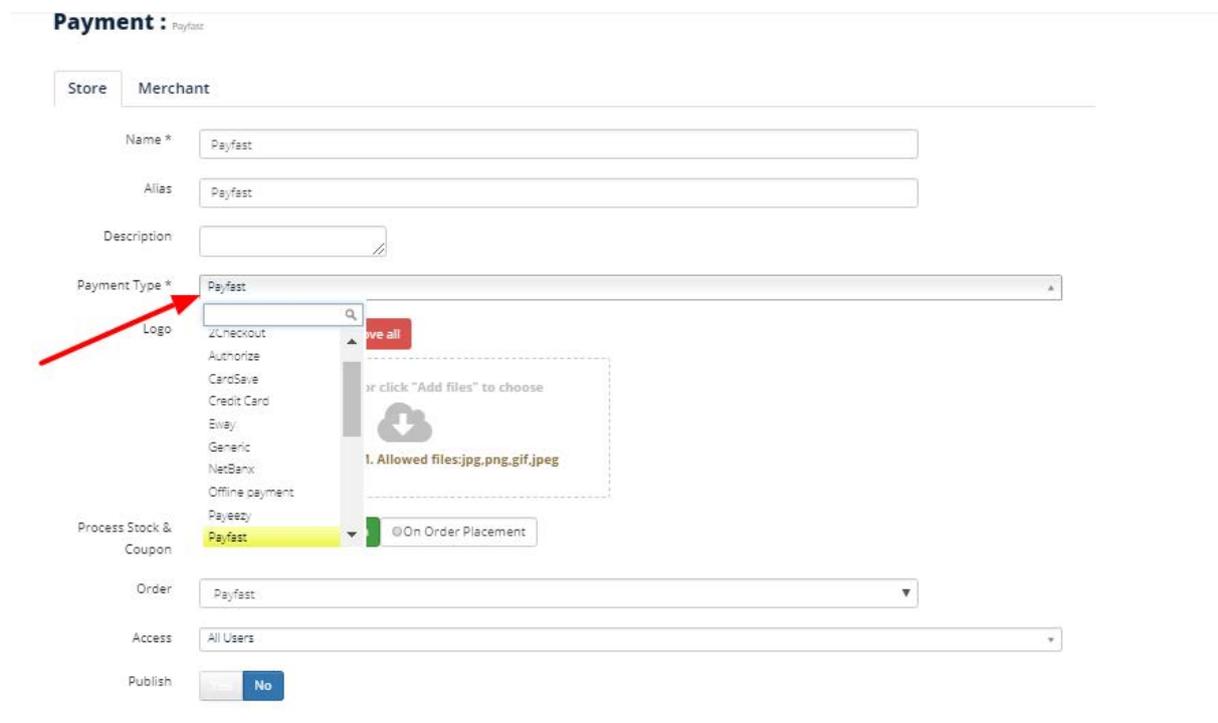
From the vendor area control panel menu select Payments then click on New



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.

Payment Successfully Created

Save Done Cancel Help

Payment : Payfast

Store Merchant

Merchant ID

Secret Key

Once completed click on done.

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

Payment Successfully Updated

+ New Edit Delete Help

Payments

Search information Search... -- Choose a gateway --

#	Image	Name	Merchant	Payment Type	Accepted Currencies	Order	Default	Publish
1		Payfast	Payfast	Payfast	Accepted Currencies	1	X	Power

Icon Legend : Power Published | X No

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.

#	Name	Code	Accepted
1	Euro	EUR	No
2	United States dollar	USD	No
3	British pound	GBP	No
4	Australian dollar	AUD	No
5	Canadian dollar	CAD	No
6	New Zealand dollar	NZD	No
7	South African rand	ZAR	Yes

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.

Home Customers Catalog Sales **Zones** Payments Logout Back to Catalog

+ New Edit Delete Help

Zones

Search information Search...

#	Name	Type	Countries	Default	Publish	ID
1	Manual store Default Zone All Countries	Tax and Shipping	Countries 1	✓	🔌	9

Icon Legend : 🔌 Published | ✓ Yes

To setup new Zones click on New

Home Customers Catalog Sales Zones Payments Logout Back to Catalog

+ New Edit Delete Help

Zones

Search information Search...

#	Name	Type	Countries	Default	Publish	ID
1	Manual store Default Zone All Countries	Tax and Shipping	Countries 1	✓	🔌	9

Icon Legend : 🔌 Published | ✓ Yes

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.

Done Cancel Help

Zone

General

Name * Local Shipping

Description

Shipping within the Western Cape

Type * Shipping Tax Tax and Shipping

Publish Yes No

Default Yes No

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

Zone Successfully Created

[+ New](#) [Edit](#) [Delete](#) [Help](#)

Zones

Search information

#	<input type="checkbox"/>	Name	Type	Countries	Default	Publish	ID
1	<input type="checkbox"/>	International	Tax and Shipping	Countries 6	✓	🔌	20
2	<input checked="" type="checkbox"/>	Provincial	Tax and Shipping	Countries 0	✓	🔌	21
3	<input type="checkbox"/>	Inter Provincial	Tax and Shipping	Countries 0	✓	🔌	22

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.

Countries

Countries

- All Countries
- Australia
- Canada
- Ireland
- South Africa
- New Zealand
- United Kingdom
- United States

States

States

- South Africa
- Western Cape
- North West
- Limpopo
- Northern Cape
- Free State
- Mpumalanga
- Gauteng
- KwaZulu-Natal
- Eastern Cape
- United States

Click on Done to save

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

Shipping: Local Shipping

Carrier Account

Use API *

Manual rates

Carrier

Name *

Local Shipping

Alias

Local Shipping

Image

+ Add file Remove all

Drag files here or click "Add files" to choose

Max file size: 128M. Allowed files:jpg,png,gif,jpeg

Website

Publish

Yes No

The next step is to click on Rates

Home Customers Catalog Sales Zones Payments Logout Back to Catalog

Shipping Successfully Updated

Test Rates New Edit Delete Help

Shipping

Search information Search... -- Choose a Carrier --

#	Image	Name	Rates	Order by	Publish
1		Local Shipping Local Shipping	Rates 1	1	Published

Icon Legend : Published

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.

Home Customers Catalog Sales Zones Payments Logout Back to Catalog

+ New Edit Delete Back Help

Shipping Rates

Search information Search...

Name	Weight	Fee	Order	Publish
<input checked="" type="checkbox"/> This is a Test Shipping Rate	Maximum: 99999999.99 g	Package Fee: \$0.00 Shipping Fee: \$0.00	1	

Icon Legend: Published

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.

Save Done Cancel Help

Shipping Rate : [Edit] This is a Test Shipping Rate

General

Name *
Local provincial shipping

Published
 Yes No

Zone
Western Cape

Weight Range

Minimum Weight *
0.00

Maximum Weight *
99999999.99

Units
Gram (g)

Fees

Currency
R

Tax *
Including Tax

Packaging Fee *
\$ 10.00

Shipping Fee *
\$ 50.00

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

The screenshot shows the 'Shipping Rates' page. At the top, a navigation bar includes 'Home', 'Customers', 'Catalog', 'Sales', 'Zones', 'Payments', and 'Logout'. A dropdown menu is open under 'Zones', showing 'Shipping' and 'Tax'. A red arrow points to the 'Tax' option. Below the menu, a green notification bar says 'Shipping Rate Successfully Updated'. The main content area has a search bar and a table with columns: Name, Weight, Fee, Order, and Publish. The table contains one entry: 'Local provincial shipping' with a weight of 'Maximum: 99999999.99 g', a fee of 'Package Fee: R10.00' and 'Shipping Fee: R50.00', an order of '1', and a 'Publish' button.

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.

The screenshot shows the 'Tax' page. At the top, a navigation bar includes 'Home', 'Customers', 'Catalog', 'Sales', 'Zones', 'Payments', and 'Logout'. A green notification bar says 'Tax Successfully Created'. The main content area has a search bar and a table with columns: #, Name, Rate, Attributes, Publish, and ID. The table contains one entry: '1 VAT' with a rate of '15 %', an 'Attributes & Products' button, a 'Publish' button, and an ID of '3'. A red arrow points to the checkbox next to '1 VAT'. Above the table, there are buttons for '+ New', 'Edit', 'Delete', and 'Help'. Red arrows point to the '+ New' and 'Edit' buttons.

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.

Tax

General	Assign
<p>Name *</p> <input type="text" value="Vat"/>	<p>Product Type *</p> <input type="text" value="Product"/>
<p>Rate *</p> <input type="text" value="15"/> %	<p>Zones *</p> <input type="text" value="Western Cape"/>
<p>Description</p> <input type="text"/>	
<p>Identifier</p> <input type="text"/>	
<p>Publish</p> <input type="button" value="Yes"/> <input type="button" value="No"/>	

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

The screenshot shows a dashboard with a navigation bar at the top containing: Home, Customers, Catalog, Sales, Zones, Payments, Logout, and Back to Catalog. Below the navigation bar, there are several menu items: New, Listings, Inventory (Manage items' inventory), Files (Manage product files in your store), Attributes (Manage product attributes and option variants in your store), and Terms (Manage the terms and conditions for your items). A red arrow points to the 'Terms' menu item. On the right side, there are buttons for + New, Edit, Delete, and Help. Below the menu items, there is a table with columns for #, Name, Attributes & Products, and Publish ID. The table contains one row: 1, Vat, Attributes & Products, and a green power icon (Published) with ID 2. A legend at the bottom indicates that the green power icon represents 'Published'.

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

[Save](#) [Done](#) [Cancel](#)

Term

Name *

Unique Key

Alias

Description *

B I U      

Type

Link

Publish

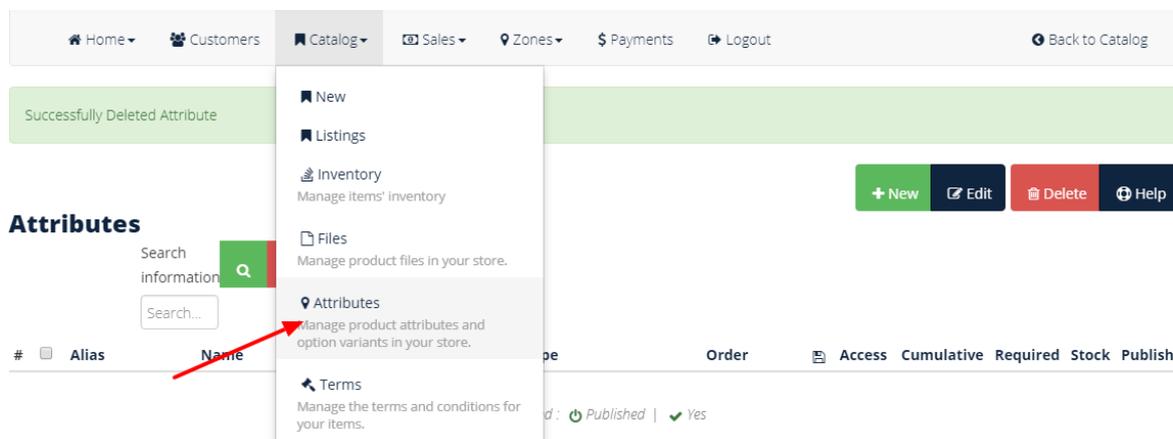
4. Attributes

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 cumulative 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 *

Alias

Identifier

Description

Type Priced Percentage (%) Input Box

Access

Cumulative

Manage stock

Required

Publish

Attribute use in product voucher

Click Don when complete to save and close.

Attribute Value Setup

Click on the Green Values button

Home Customers Catalog Sales Zones Payments Logout Back to Catalog

+ New Edit Delete Help

Attributes

Search information Search...

#	Alias	Name	Values	Type	Order	Access	Cumulative	Required	Stock	Publish
1	Size	Size	Edit values	Priced	1	All Users	✓	✓	✓	🔄

Icon Legend : 🔄 Published | ✓ Yes

Click on New to setup a new Value

Home Customers Catalog Sales Zones Payments Logout Back to Catalog

+ New Edit Copy Delete Back Help

Attribute Values : Size

Search information Search... Size

#	Name	Values	Price	Order	Publish
---	------	--------	-------	-------	---------

Complete the required fields and click on Done when complete.

Attribute Value : Size

Name *

Enter the price for your main agency. If this is a discount value be sure to have it in a negative value e.g -20

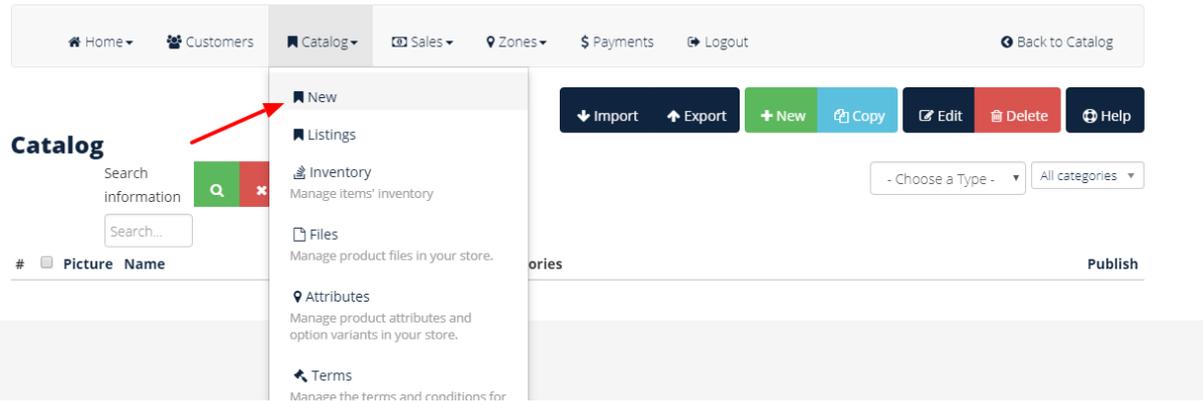
Price * R

Tax * Default (Including Tax) Including Tax Excluding Tax

Publish Yes No

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.

[Next](#) [Cancel](#) [Help](#)

Product

Name *

SKU

Type *

Pricing *

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 *

Alias

SKU

Category

Pricing

Price *

Tax * Default (including Tax) Including Tax Excluding Tax

Discount Rate %

Discount Value

Discount Expire

Introduction
 B I U