

# She Is Royal Vendors

## User Flow

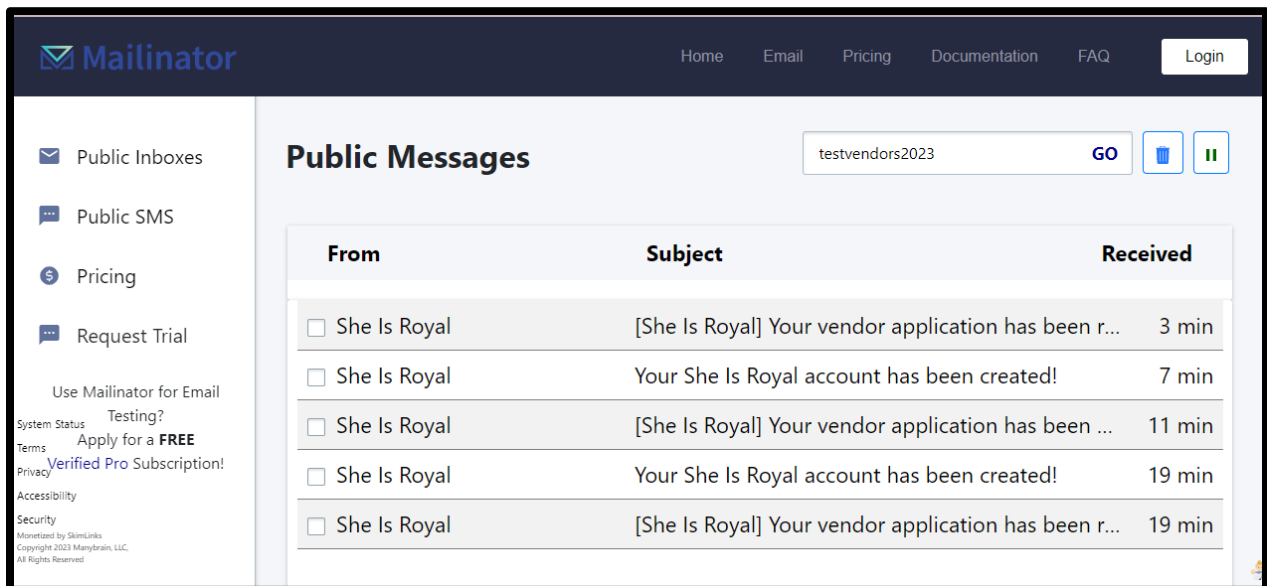
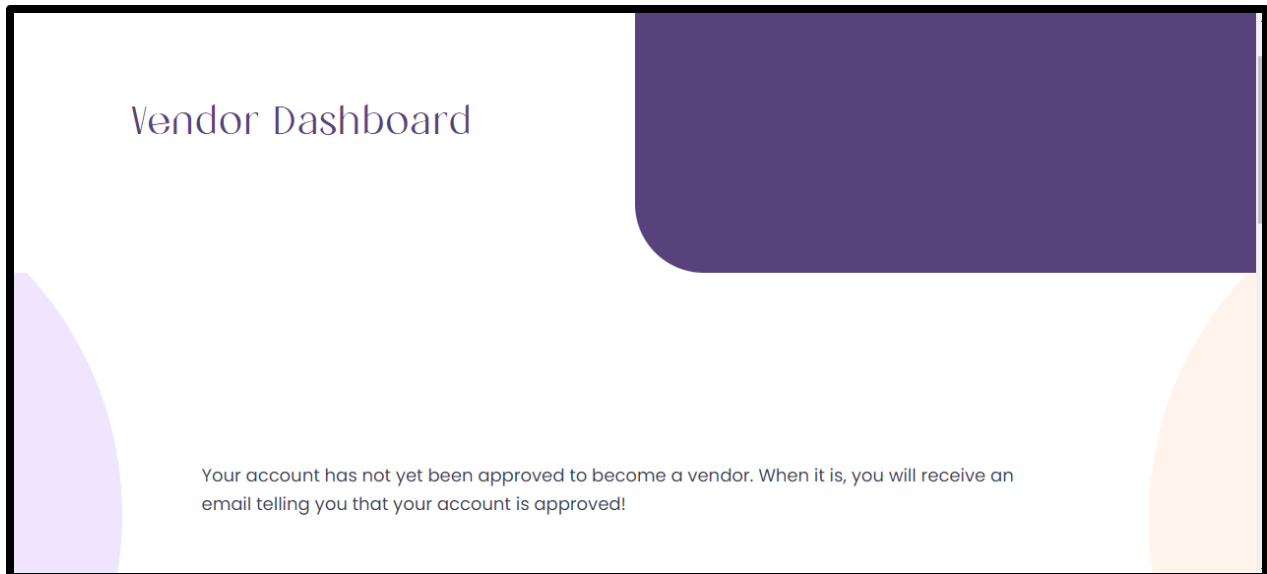
- 1) To become a vendor, you must register for an account on the login page using your email address and password. Upon entry, the vendor must accept the terms and conditions and be approved by the admin before they can begin adding products to the site.
- 2) To find the registration form on the website, please navigate to <https://sheisroyal.store/my-account/> and scroll down the page until you reach the section that is about halfway to two-thirds of the page at the bottom. You should see a tab labeled "register" with the necessary fields to set up your account.

The screenshot displays two side-by-side forms on a white background. The left form is titled "Login" and contains a text input field for "Username or email address", a password input field with a toggle eye icon, a "Remember me" checkbox, a purple "Log In" button, and a link "Lost your password?". The right form is titled "Register" and contains a "Username" field, an "Email address" field, a password field with a toggle eye icon, and two checkboxes: "Apply to become a vendor?" and "I have read and accepted the terms and conditions.". Below these is a paragraph of text: "Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our privacy policy." and a purple "Register" button. A small purple arrow icon is visible in the bottom right corner of the form area.

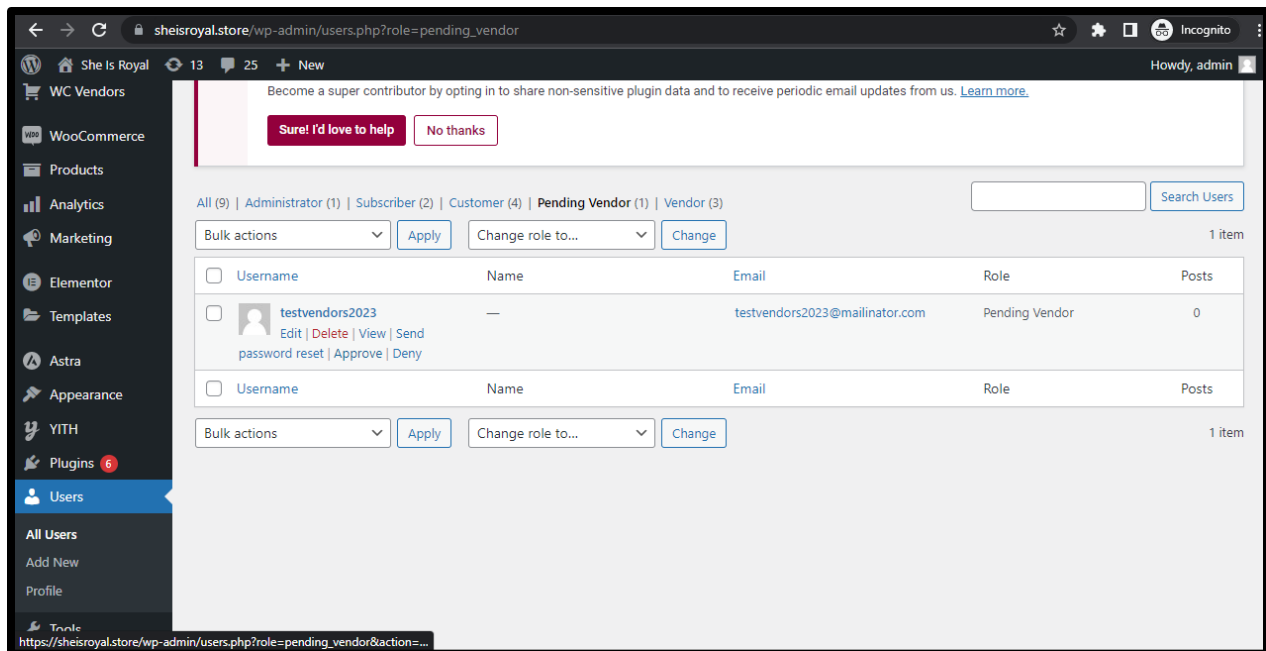
Once you have entered your email address, username, and password, as well as checked the boxes to apply to become a vendor and confirmed that you have read and accepted the terms and conditions, you will receive an email confirming that your application has been received. Please note that you must wait until the administrator approves your request before you can begin adding products to the site.

The image shows a side-by-side comparison of a 'Login' form and a 'Register' form. The 'Login' form on the left has two input fields: 'Username or email address' and 'Password'. Below the password field is a 'Remember me' checkbox and a purple 'Log In' button. A link for 'Lost your password?' is located below the button. The 'Register' form on the right has three input fields: 'Username' (containing 'testvendors2023'), 'Email address' (containing 'testvendors2023@mailinator.com'), and 'Password' (containing masked characters). Below the password field is a green strength indicator labeled 'Strong'. There are two checked checkboxes: 'Apply to become a vendor?' and 'I have read and accepted the terms and conditions.'. A small purple arrow icon is in the bottom right corner of the register form area.

Field	Login Form	Register Form
Username	Placeholder: Username or email address *	testvendors2023
Email	Placeholder: Username or email address *	testvendors2023@mailinator.com
Password	Placeholder: Password *	Masked: ..... Strength: Strong
Remember me	<input type="checkbox"/> Remember me	-
Apply to become a vendor?	-	<input checked="" type="checkbox"/> Apply to become a vendor?
Terms and conditions	-	<input checked="" type="checkbox"/> I have read and accepted the terms and conditions.
Action	Log In	-
Links	Lost your password?	-

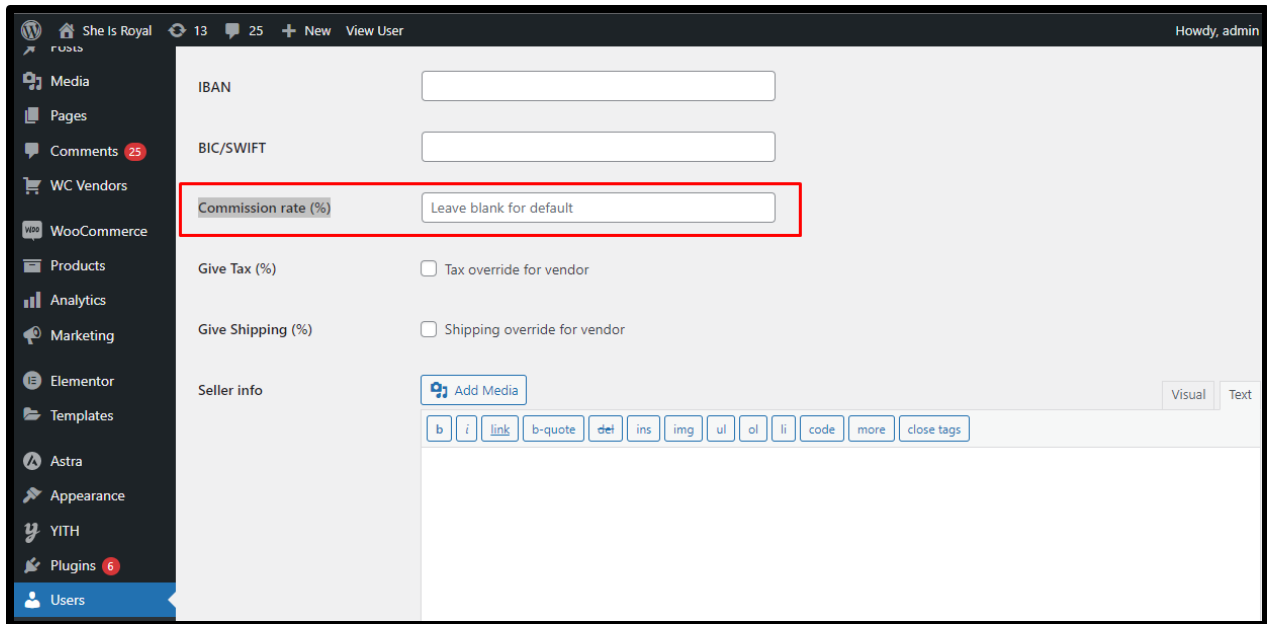


3) To approve a pending vendor, go to the "Users" section of the admin dashboard and look for the vendor's name or username. You should see a "pending" status next to their name. To approve the vendor, simply click on the "Approve" button or link.

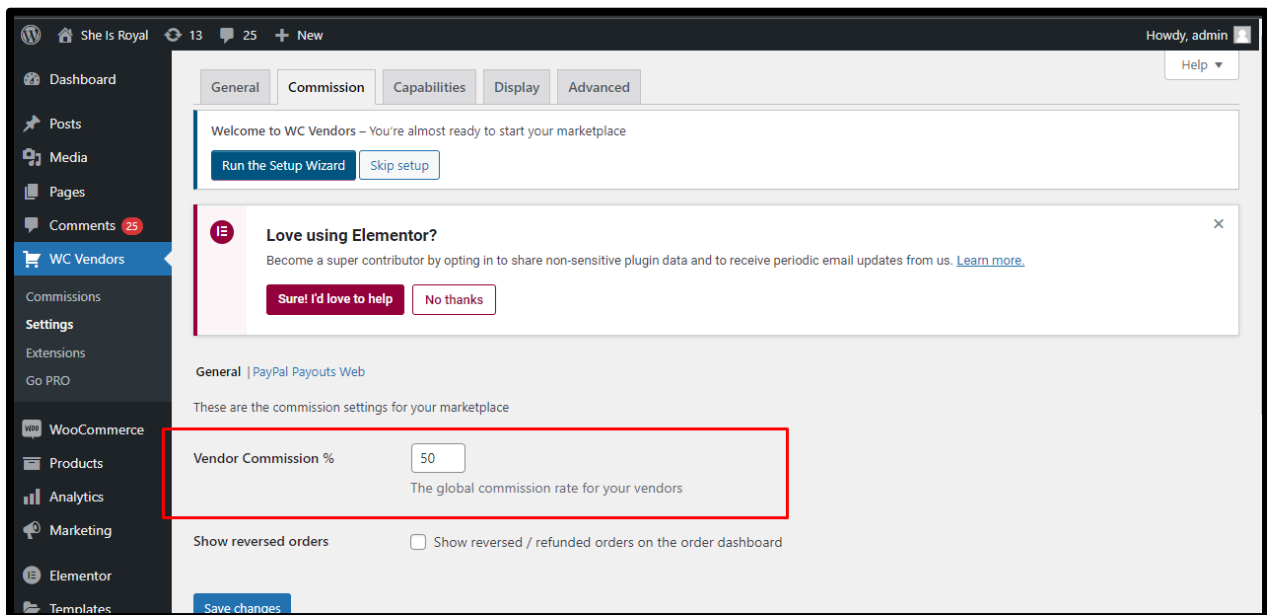


After the vendor is approved, the admin will receive an email notification regarding the approval. It should be noted that a commission rate of 50% is set as the default. However, the admin has the option to either set a different commission rate for each user or change the default rate for all users as per their preference. This can be done through the admin dashboard by accessing the appropriate settings.

On the user profile page, you can find a field called 'Commission rate (%)', where you can set the commission rate for that user to any value you deem appropriate.

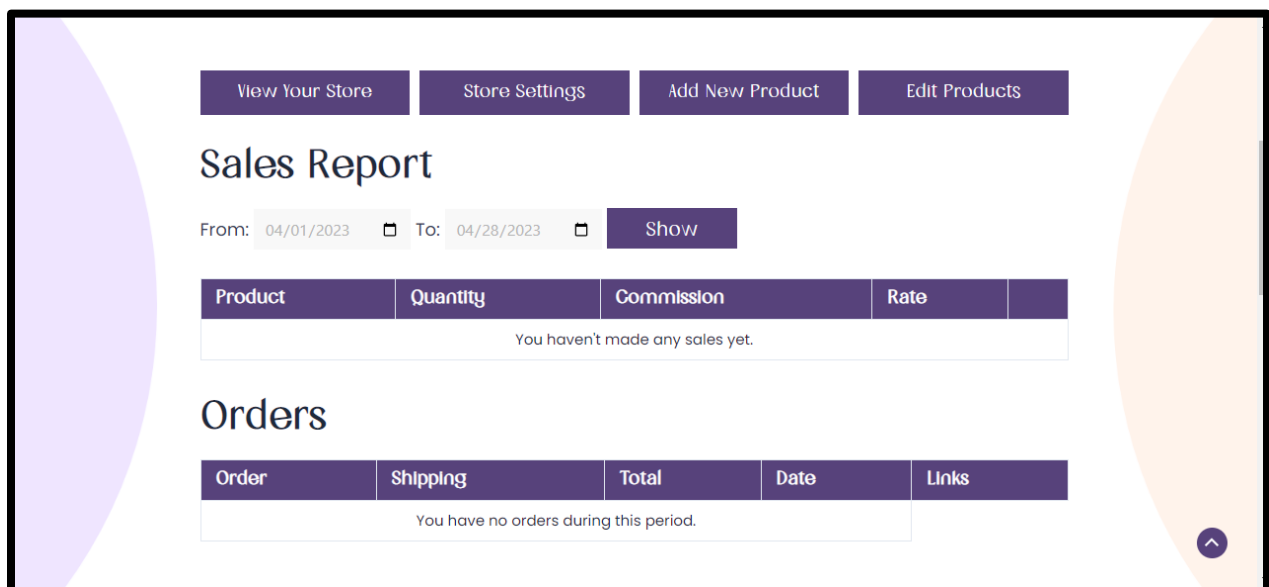


To change the commission rate for all vendors, you can go to the WC Vendors settings and navigate to the Commission tab. Here, you will find the "Vendor Commission %" field, which allows you to set the global commission rate for all vendors. This value will be used if a commission rate is not set on a user page.



This value represents the percentage of the total sale amount that the site will give to the vendor. It pertains to the process of transferring the customer's payment to the site and then to the seller, with you as the intermediary. For instance, if a vendor puts up a product worth \$10, and you want a commission of 10% from the sale, you would set the commission rate to  $100\% - 10\% = 90\%$ . This means you will receive \$1, and the vendor will receive \$9. All the funds will be deposited into your account; after which you can transfer the vendor's share to their account. The vendor needs to set up their payment account settings in their dashboard.

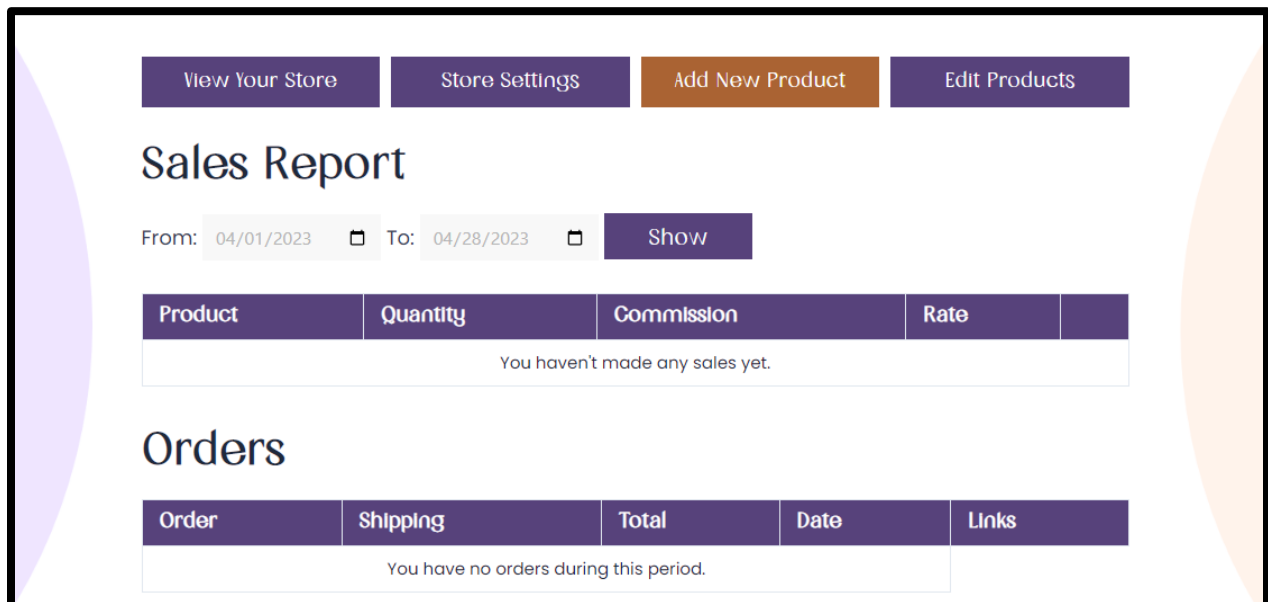
After being approved and accessing their vendor account, the vendor will be able to access their dashboard which displays all of their orders and products. They can add and edit products through the vendor WordPress dashboard.



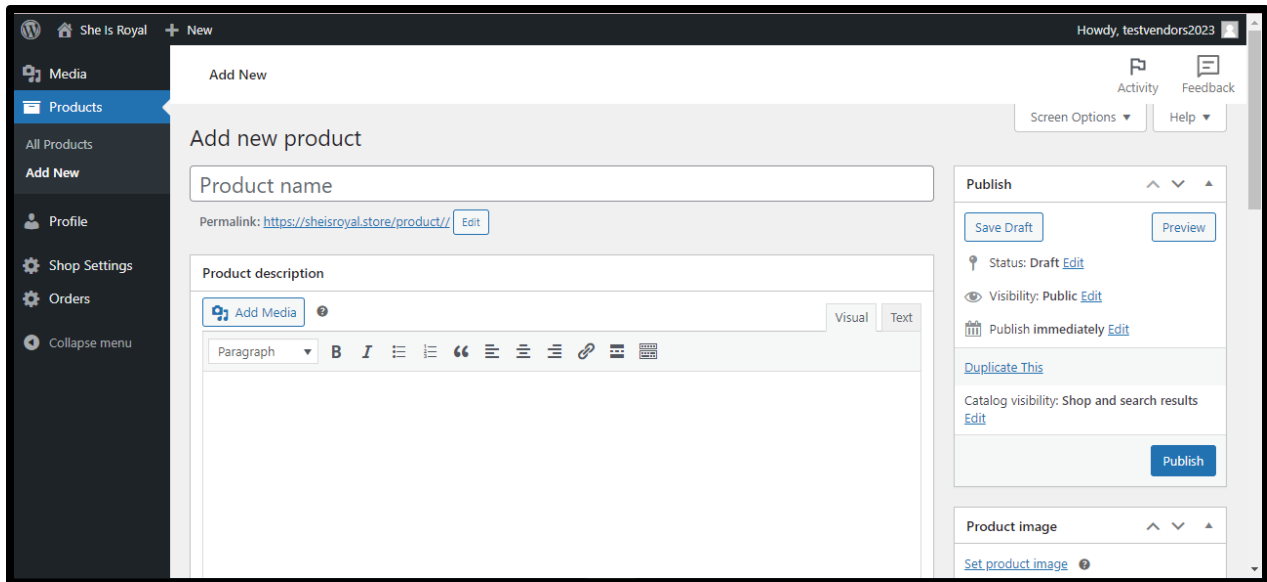
The screenshot displays a vendor dashboard with a navigation bar at the top containing four buttons: "View Your Store", "Store Settings", "Add New Product", and "Edit Products". Below the navigation bar is the "Sales Report" section, which includes a date range filter set to "From: 04/01/2023" and "To: 04/28/2023" with a "Show" button. A table with columns "Product", "Quantity", "Commission", and "Rate" is shown, but it contains the message "You haven't made any sales yet." Below the Sales Report is the "Orders" section, which has a table with columns "Order", "Shipping", "Total", "Date", and "Links". This table also contains the message "You have no orders during this period." A small upward-pointing arrow icon is visible in the bottom right corner of the dashboard area.

To add a new product as a vendor, you need to follow these steps:

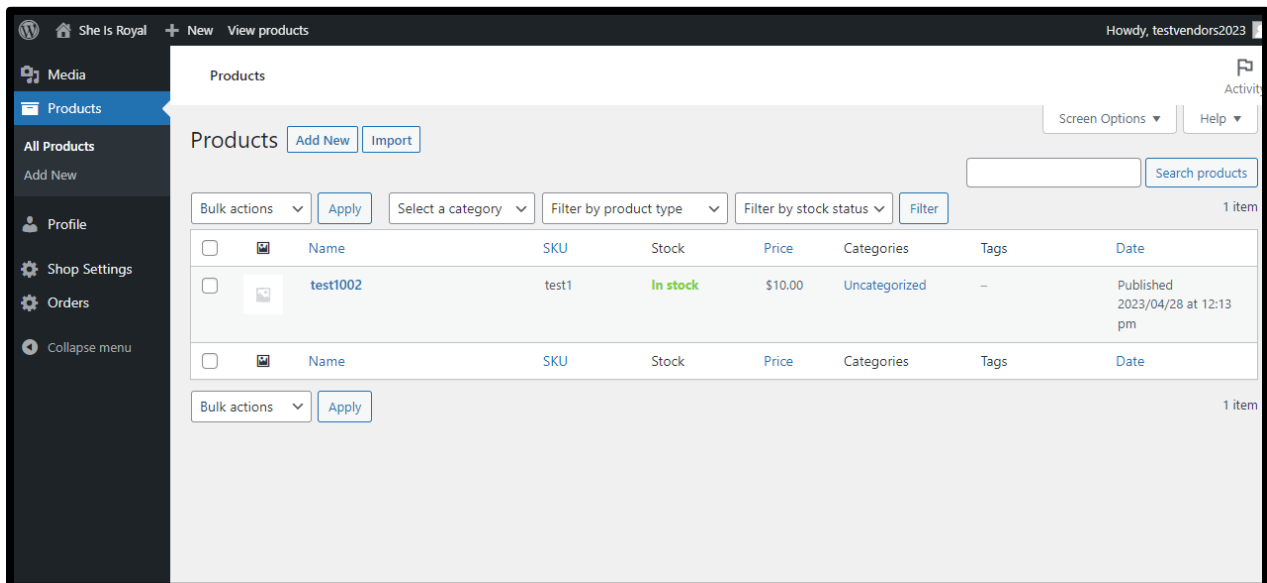
1. Log in to your vendor account on the WordPress dashboard.
2. From the dashboard menu, click on "Products" and then click "Add new".
3. Enter the product title, description, and all necessary information such as SKU, price, inventory, shipping details, etc.
4. Add product images by clicking on the "Set product image" button and uploading your images.
5. Set the product category and tags if needed.
6. Once you have added all the necessary information, click on the "Publish" button to make the product live on the site.
7. Now the product is added and available for customers to purchase on your site.



The screenshot displays a vendor dashboard with a navigation bar at the top containing four buttons: "View Your Store", "Store Settings", "Add New Product" (highlighted in orange), and "Edit Products". Below the navigation bar, the "Sales Report" section is visible, featuring a date range filter with "From: 04/01/2023" and "To: 04/28/2023", and a "Show" button. A table with columns "Product", "Quantity", "Commission", and "Rate" is shown below, with a message "You haven't made any sales yet." in the center. The "Orders" section is also visible, with a table with columns "Order", "Shipping", "Total", "Date", and "Links", and a message "You have no orders during this period." in the center.

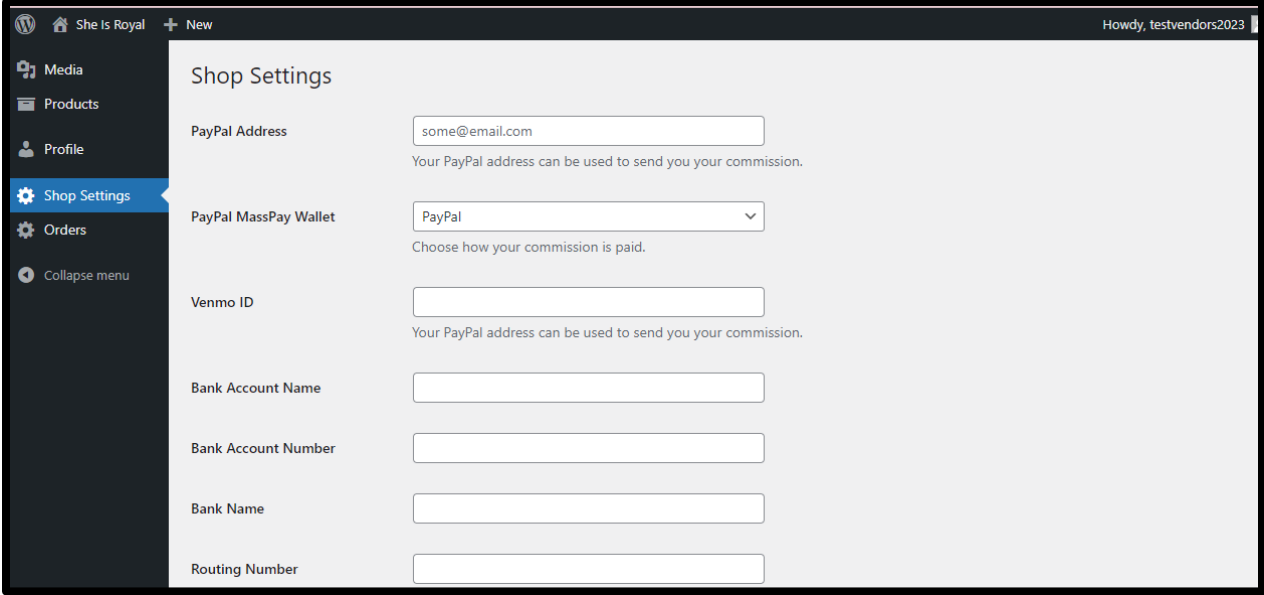


The vendor will only have access to their own information and products, and they will not be able to edit any other products or information on the site.

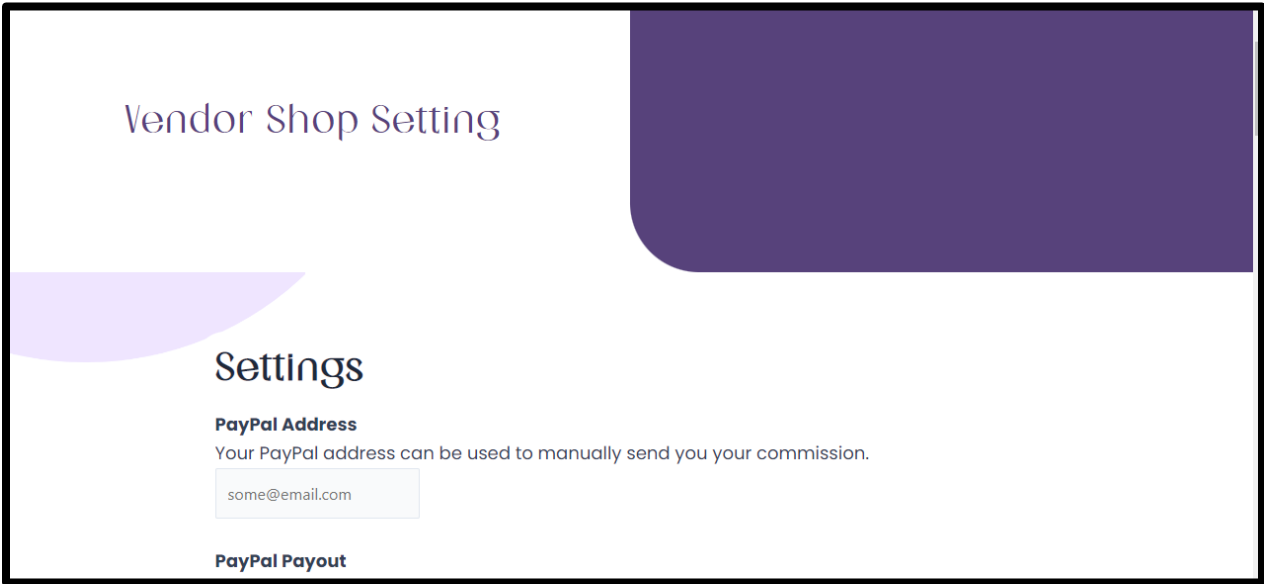




The vendor has the ability to enter and manage all their information using the vendor dashboard in WordPress or main dashboard. This includes details such as payment and bank account information, IBAN, shop name, seller information, and shop description.



<https://sheisroyal.store/vendors-shop-setting/>



**PayPal Address**  
Your PayPal address can be used to manually send you your commission.

some@email.com

**PayPal Payout**  
Choose how you want your commission payout.

PayPal

**Venmo ID**  
Provide your Venmo ID or Phone number for your commission payout.

some@email.com

**Bank Details**

Account Name	Account Number	Bank Name

↑

Let's perform a test

Filters      Showing 25–31 of 31 results      Default sorting

Categories  
All

Filter By Price  
\$0 — \$100

Sale Product  
 On sale  
 In stock

Sold By : test-she-is-royal  
\$30.00  
test  
Add to cart

Sold By : test321  
\$100.00  
test  
Add to cart

Sold By : test/vendors2023  
\$10.00  
test1002  
Add to cart

↑

Bank Account Number

Bank Name

Routing Number

IBAN

BIC/SWIFT

Commission rate (%)

Give Tax (%)  Tax override for vendor

Give Shipping (%)  Shipping override for vendor

Seller info

Visual

b i link b-quote del ins img ul ol li code more close tags

Thank you. Your order has been received.

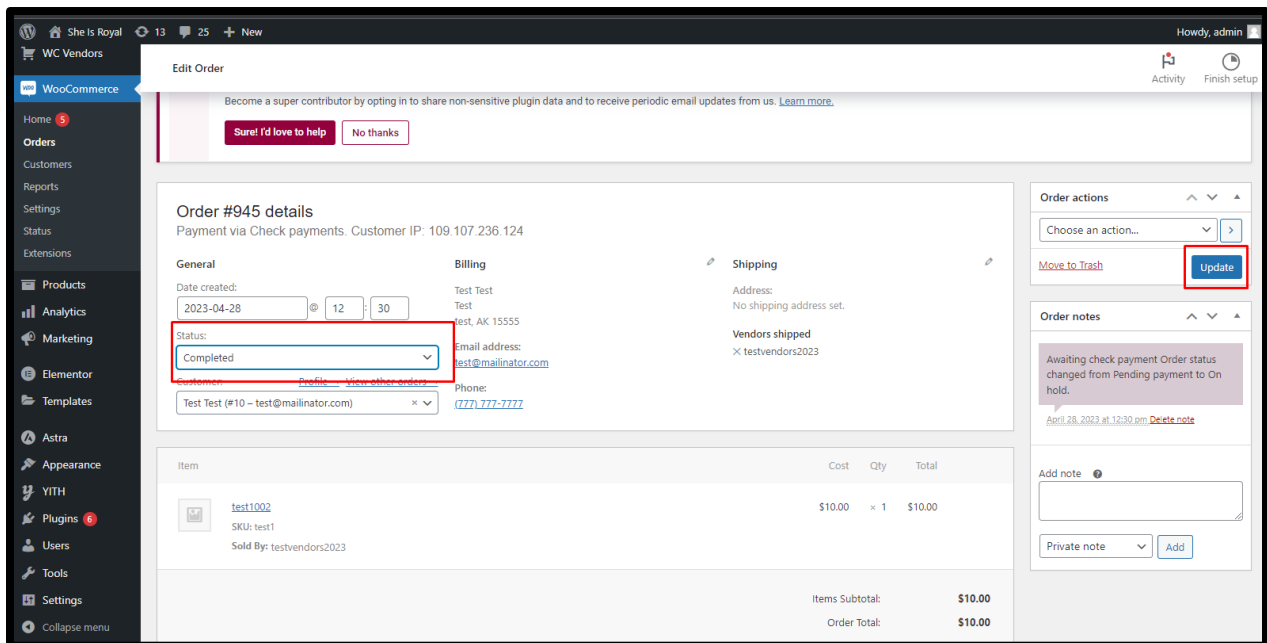
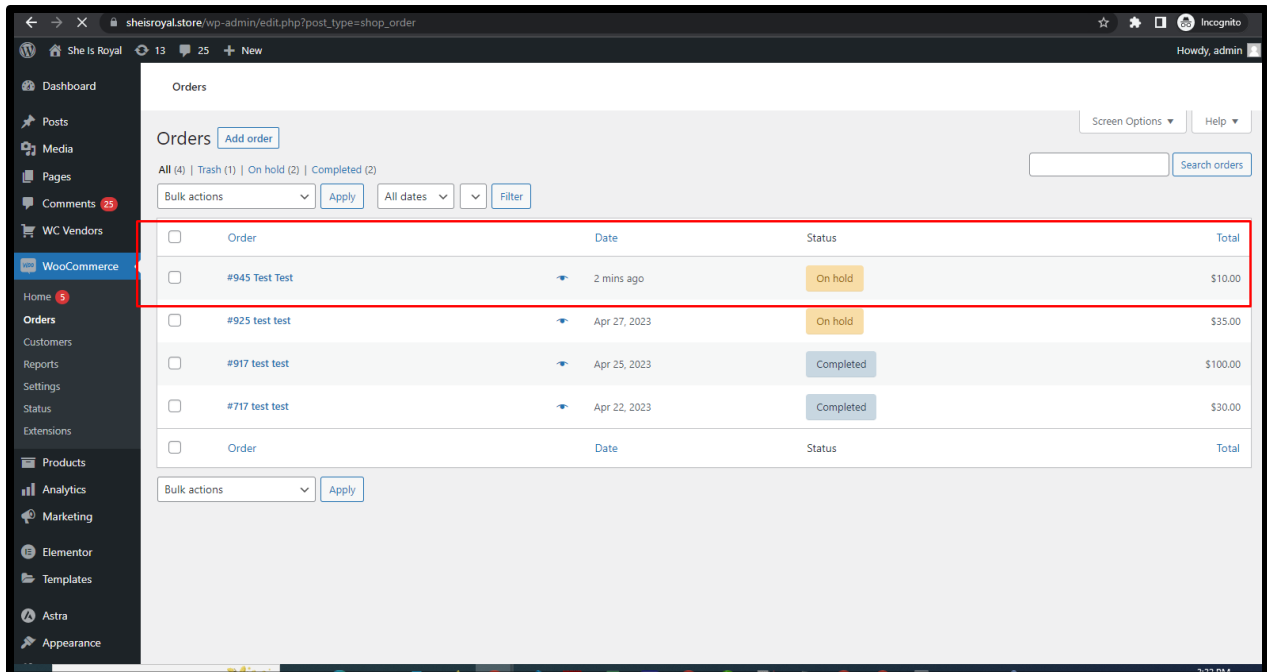
ORDER NUMBER: 945    DATE: April 28, 2023    EMAIL: test@mailinator.com    TOTAL: \$10.00    PAYMENT METHOD: Check payments

Order details	
Product	Total
testI002 × 1 Sold By: testvendors2023	\$10.00
Subtotal:	\$10.00
Payment method:	Check payments
Total:	\$10.00

Billing address

Test Test  
Test

↑



Now that we have received an order, it should be marked as completed in the admin dashboard, and the commission rate of 90% should be set on the vendor's user page. This means that the site will receive \$1 and the vendor will receive \$9.

Let us back to vendor account

<https://sheisroyal.store/vendor-dashboard/>

She Is Royal + New Howdy, testvendors2023

Media  
Products  
Profile  
Shop Settings  
**Orders**  
Collapse menu

### Orders

Bulk actions

<input type="checkbox"/>	Order ID	Customer	Products	Total	Date	Shipped
<input type="checkbox"/>	945	Test Test Test test, AK 15555	1 x test1002	\$9.00	April 28, 2023	No

Bulk actions

[View Your Store](#) [Store Settings](#) [Add New Product](#) [Edit Products](#)

## Sales Report

From: 04/01/2023 To: 04/28/2023

Product	Quantity	Commission	Rate	
test1002	1	\$9.00	90.00%	Show Orders
<b>Totals</b>	1	\$9.00		

## Orders

Order	Shipping	Total	Date	Links
945		\$9.00	April 28, 2023	<a href="#">View items</a>   <a href="#">Mark shipped</a>
<b>Total:</b>	\$9.00			

[View Your Store](#)
[Store Settings](#)
[Add New Product](#)
[Edit Products](#)

## Sales Report

From: 04/01/2023 To: 04/28/2023 [Show](#)

Product	Quantity	Commission	Rate	
test1002	1	\$9.00	90.00%	<a href="#">Show Orders</a>
<b>Totals</b>	1	\$9.00		

## Orders

Order	Shipping	Total	Date	Links
945		\$9.00	April 28, 2023	<a href="#">View items</a>   <a href="#">Mark shipped</a>
<b>Total:</b>	\$9.00			

[Export orders](#)

## Orders for test1002

Order	Product Title	Full name	Address	City	State	Zip	Email address	Date
945	test1002						test@mailinator.com	April 28, 2023
<ul style="list-style-type: none"> <li><b>Sold By:</b> testvendors2023</li> </ul>							Quantity: 1	
Comments (0)								

[Insta Feed](#)

We can view the order details which includes the product's commission value of \$9 along with all the necessary information related to the vendor and the product.

Admin has the ability to view all orders from all vendors and can see the amount of money that is due to each vendor. Additionally, the admin can modify the settings according to their preferences. This allows for greater control and customization of the platform.

Commission

Welcome to WC Vendors – You're almost ready to start your marketplace

[Run the Setup Wizard](#) [Skip setup](#)

**Love using Elementor?**  
Become a super contributor by opting in to share non-sensitive plugin data and to receive periodic email updates from us. [Learn more.](#)

[Sure! I'd love to help](#) [No thanks](#)

All | Due | Paid | Reversed

Bulk actions [Apply](#) [Export to CSV](#) From: yyyy-mm-dd To: yyyy-mm-dd Show all Statuses [Filter by Vendor](#) [Filter](#) [Clear](#) 3 items

[Export Totals to CSV](#) [PayPal Masspay CSV](#) [Mark all paid](#)

Order ID	Vendor	Product	Quantity	Commission	Shipping	Total	Status	Shipped	Date	
<input type="checkbox"/>	945	testvendors2023	test1002 (1)	1	\$9.00	\$0.00	\$9.00	due	No	April 28, 2023
<input type="checkbox"/>	917	test321	test (1)	1	\$80.00	\$0.00	\$80.00	due	No	April 25, 2023
<input type="checkbox"/>	717	test-she-is-royal	test (2)	1	\$15.00	\$0.00	\$15.00	due	Yes	April 22, 2023

[Bulk actions](#) [Apply](#) 3 items

WooCommerce

Home [Orders](#) [Customers](#) [Reports](#) [Settings](#) [Status](#) [Extensions](#) [Products](#) [Analytics](#) [Marketing](#) [Elementor](#) [Templates](#) [Astra](#) [Appearance](#) [YITH](#) [Plugins](#) [Users](#) [Tools](#) [Settings](#) [Collapse menu](#)

WooCommerce

Activity Finish setup

### Edit Order

#### Order #945 details

Payment via Check payments. Paid on April 28, 2023 @ 12:35 pm. Customer IP: 109.107.236.124

**General**  
Date created: 2023-04-28 12:30  
Status: Completed  
Customer: [Profile](#) [View other orders](#)  
Test Test (#10 – test@mailinator.com)

**Billing**  
Test Test  
test, AK 15555  
Email address: test@mailinator.com  
Phone: (111) 111-1111

**Shipping**  
Address: No shipping address set.  
Vendors shipped  
× testvendors2023 [Mark shipped](#)

**Order actions**  
Choose an action... [Update](#)  
[Move to Trash](#)

**Order notes**  
Order status changed from On hold to Completed.  
April 28, 2023 at 12:35 pm by admin [Delete note](#)  
Awaiting check payment Order status changed from Pending payment to On hold.  
April 28, 2023 at 12:30 pm [Delete note](#)

Add note [Private note](#) [Add](#)

Item	Cost	Qty	Total
<a href="#">test1002</a> SKU: test1 Sold By: testvendors2023	\$10.00	× 1	\$10.00
Items Subtotal:			\$10.00
Order Total:			\$10.00
Paid:			\$10.00

April 28, 2023 via Check payments

The image shows a screenshot of the WordPress dashboard with the 'WC Vendors' settings page open. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments (25), WC Vendors, Commissions, Settings, Extensions, Go PRO, WooCommerce, Products, Analytics, Marketing, Elementor, Templates, Astra, Appearance, YITH, and Plugins (5). The main content area has a top navigation bar with tabs for General, Commission, Capabilities, Display, and Advanced. Below this is a welcome message: 'Welcome to WC Vendors – You're almost ready to start your marketplace' with buttons for 'Run the Setup Wizard' and 'Skip setup'. A notification box asks 'Love using Elementor?' with 'Sure! I'd love to help' and 'No thanks' buttons. The 'Marketplace Options' section is highlighted with a red box and contains the following settings:

- Vendor Registration:  Allow users to apply to become a vendor
- Terms & Conditions Checkbox:  Make the terms and conditions checkbox always visible even if become a vendor is not checked
- Vendor Approval:  Manually approve all vendor applications
- Vendor Taxes:  Give any taxes to the vendor
- Vendor Shipping:  Give any shipping to the vendor

A 'Save changes' button is located at the bottom of the settings section.