



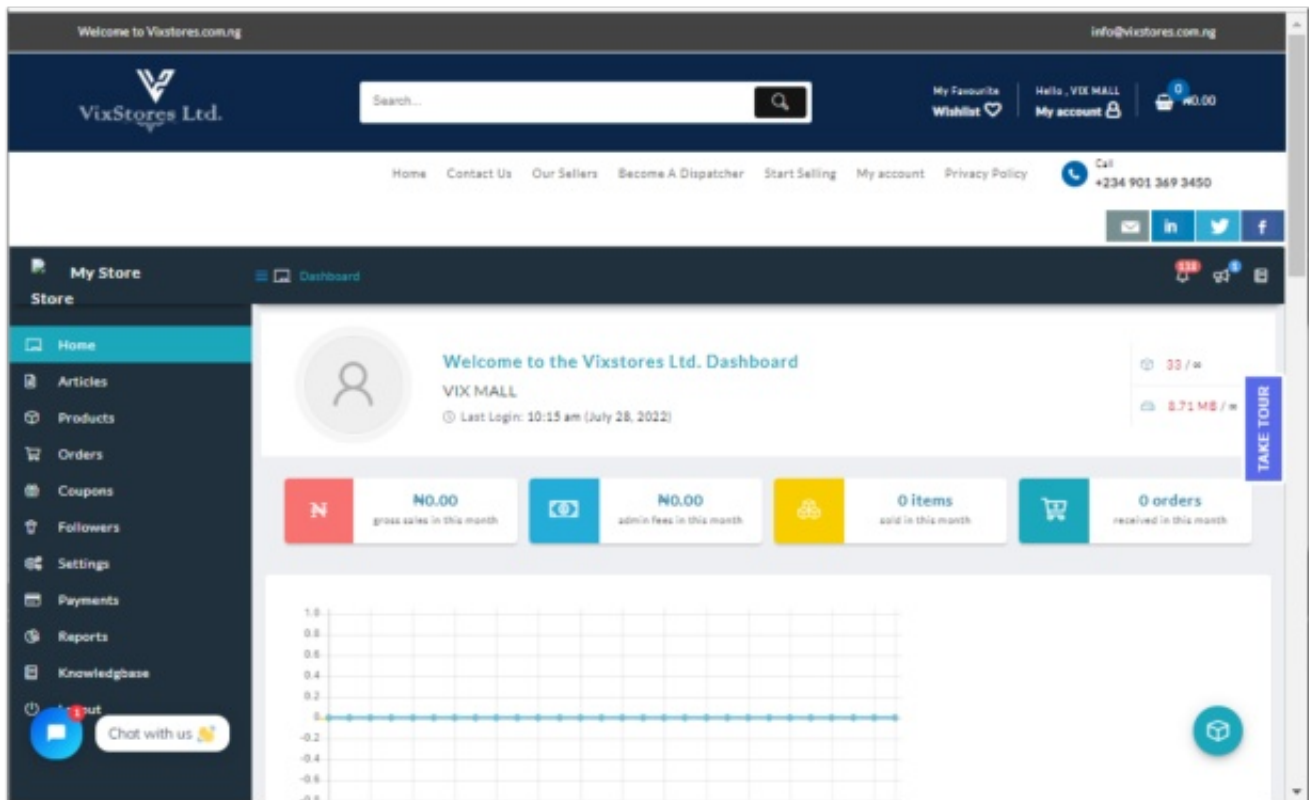
A STEP-BY-STEP GUIDE TO SETTING UP AND MANAGING YOUR **VENDOR STORE CENTER**



VIXSTORES.COM.NG

INTRODUCTION

The seller store is a mini-site that is assigned to interested sellers who successfully applied to sell on VIXSTORES. The seller is primarily responsible for managing and updating his/her store's product and pricing. VIXSTORES through its admin, secondarily manages the seller store in accordance with its Seller policies and guidelines.

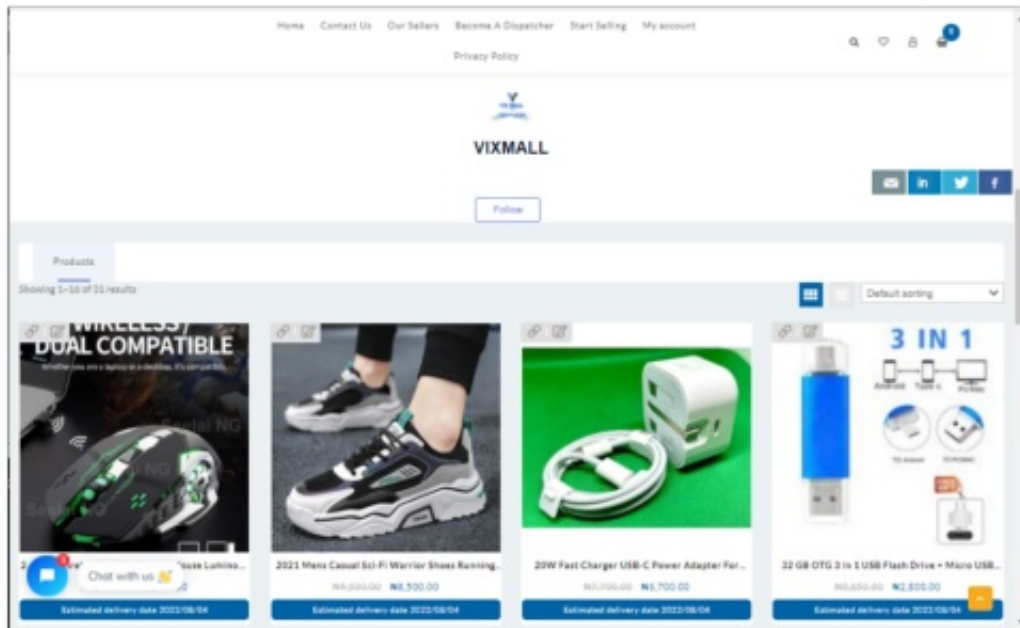


NUMBER REFERENCE

- | | | | |
|---------------------|-------------------|------------------|-------------------------|
| 1. MY STORE | 7. FOLLOWERS | 13. NOTIFICATION | 19. CONTACT US |
| 2. HOME / DASHBOARD | 8. SETTING | 14. TAKE A TOUR | 20. OUR SELLERS |
| 3. ARTICLE | 9. PAYMENT | 15. PRODUCTS | 21. BECOME A DISPATCHER |
| 4. PRODUCTS | 10. REPORTS | 16. CHAT BOT | 22. START SELLING |
| 5. ORDERS | 11. KNOWLEDGEBASE | 17. PRODUCTS | 23. MY ACCOUNT |
| 6. COUPON | 12. LOGOUT | 18. GENERAL HOME | 24. PRIVACY POLICY |

MY STORE

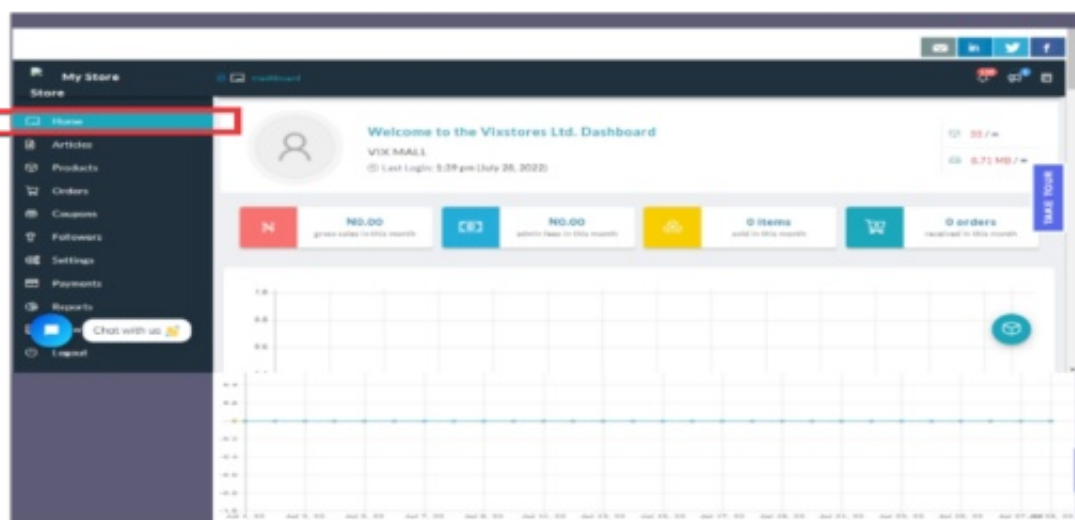
This gives a preview of products appearance on the front end. Product appearance here will be the same on display for the general public's view. It displays Store Name, Logo and listed product



HOME / DASHBOARD

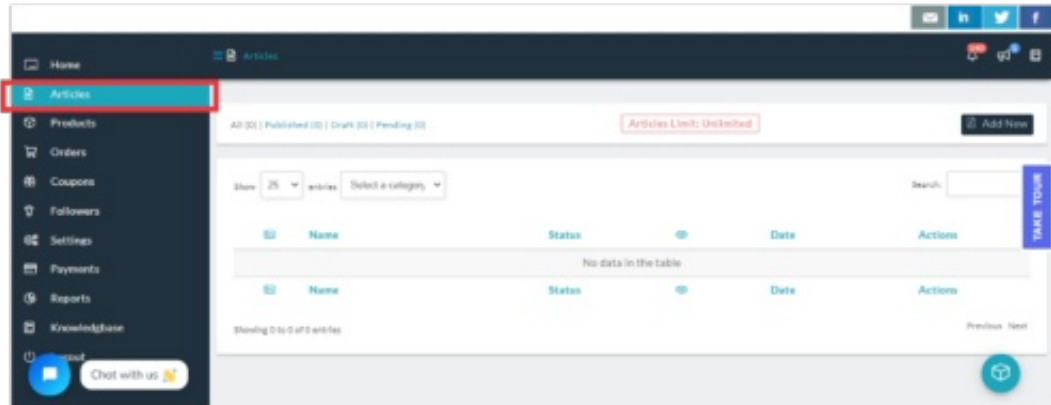
This presents the overview of the general Statistical Activities of the Store, providing an escape from the rigors of sorting for each Statistical Data.

It shows the aggregate sales values, charges on sales value, monthly sales record, orders, store analytics, sales by product statistics, seller's Store notification and announcement/latest topics from admin.

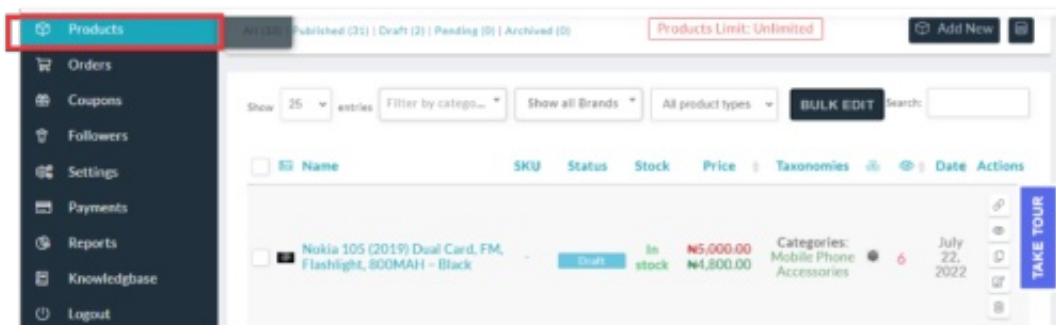


ARTICLES

These provides an avenue for creating and posting of educational materials that gives elaborate insight on already published products, broadening the knowledge of the general public on the attributes of the product or service offered. It discusses about varieties of interests, such as: stories, persons, locations, rising issues or technical developments.



PRODUCT

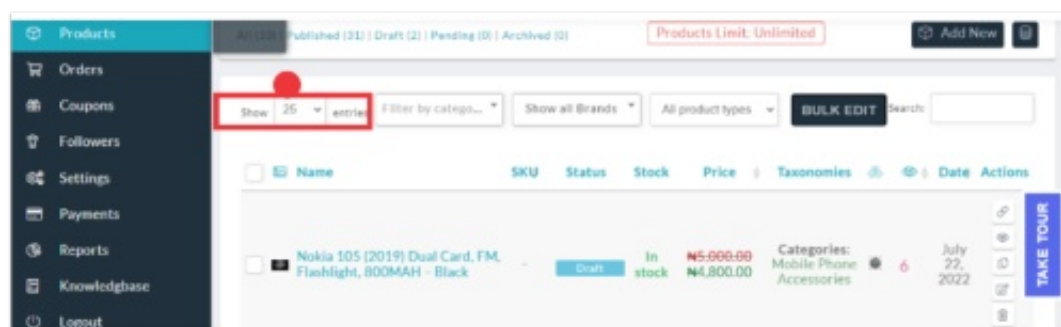


INTRODUCTION

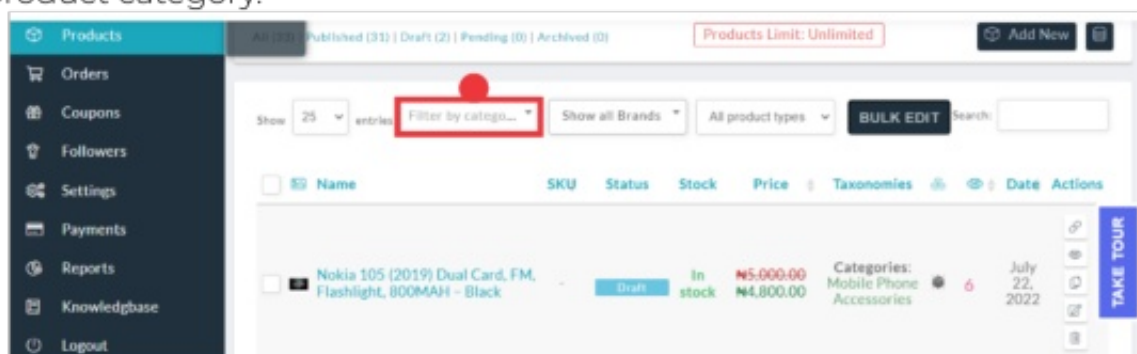
The product section is about the most important section of the vendor's seller store. It is where your product and accompanying details are set, updated and uploaded to the front end of the website for public view.

FUNCTIONS

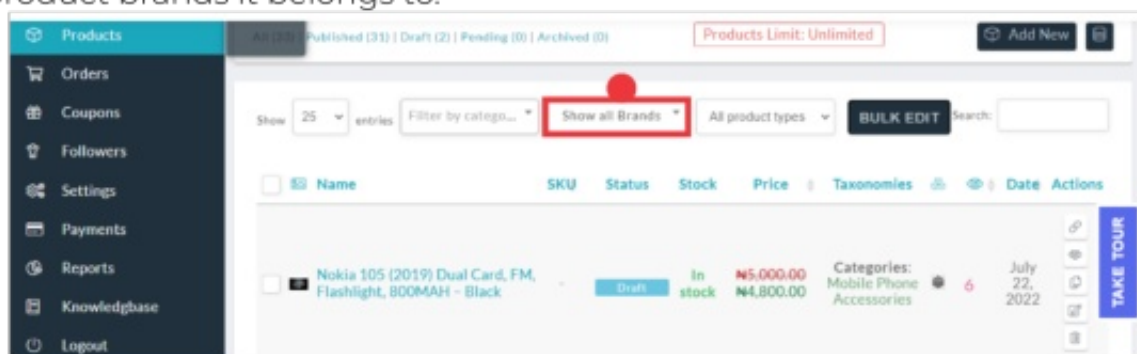
a. **SHOW ENTRIES:** This enables you choose how many listed products you can view at a time. It has a minimum of 10 entries and a maximum of 100 entries



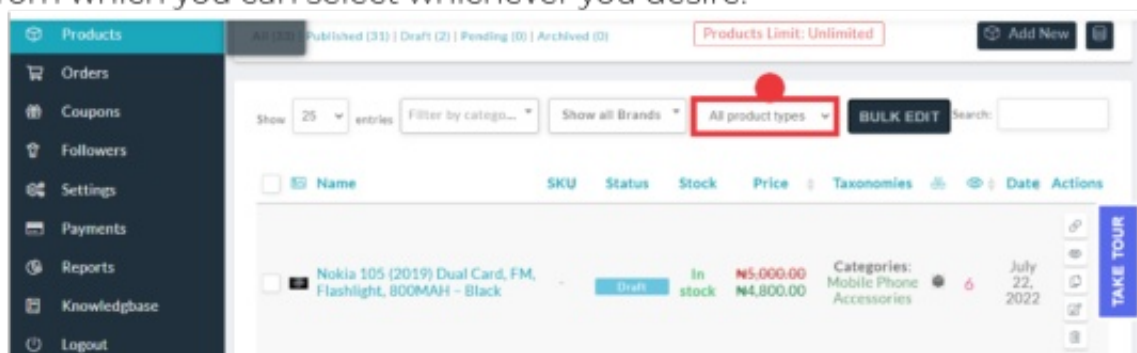
b. **FILTER BY CATEGORY:** This search box limits your listed product to only the product category.



c. **SHOW ALL BRANDS:** This search box limits your listed products to only the product brands it belongs to.

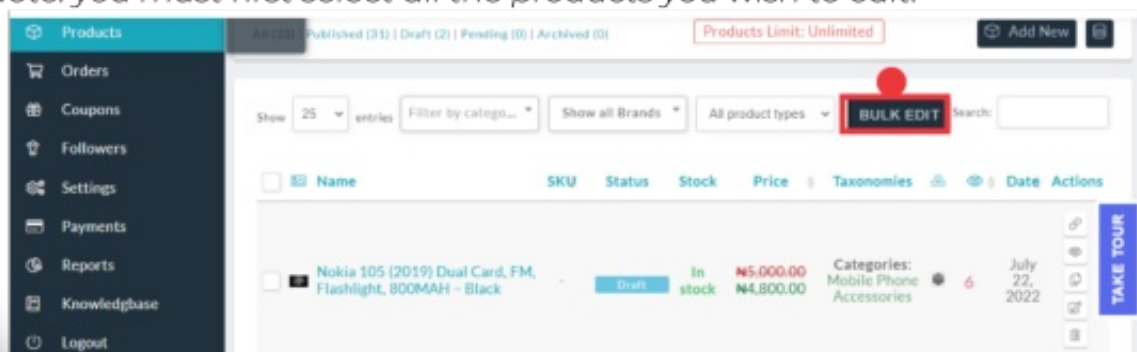


d. **ALL PRODUCT TYPES:** This drop box comprises of the various product types from which you can select whichever you desire.



e. **BULK EDIT:** This gives you the capability to make changes on multiple products at once.

Note: you must first select all the products you wish to edit.



f. **ACTIONS:** Actions gives quick access to Quick Edit, View, Duplicate, featured and Delete.



QUICK EDIT: This gives you limited access to edit and modify important attributes of a listed product.

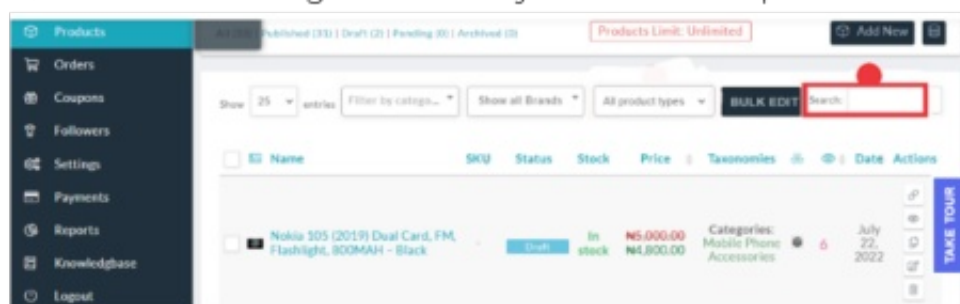
VIEW: This displays the product exactly as it is displayed at the front end when selected.

FEATURED: This Adds additional features to your products.

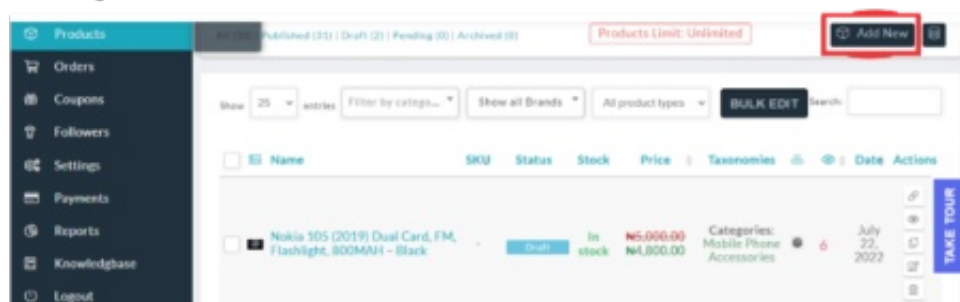
DUPLICATE: This gives you the capability to instantly copy an already listed product and modify its offerings where and if necessary.

DELETE: This removes and completely discards a product that has been listed. This can also be displayed as ARCHIVE.

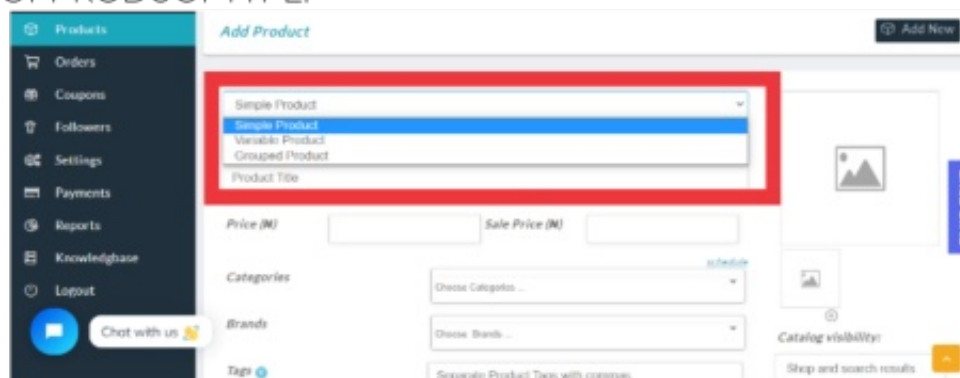
g. **SEARCH:** The search engine enables you search for specific item's features.



h. **ADD NEW:** This opens an interface that gives you full access to add new products on your vendor store



i. **SELECT PRODUCT TYPE:**

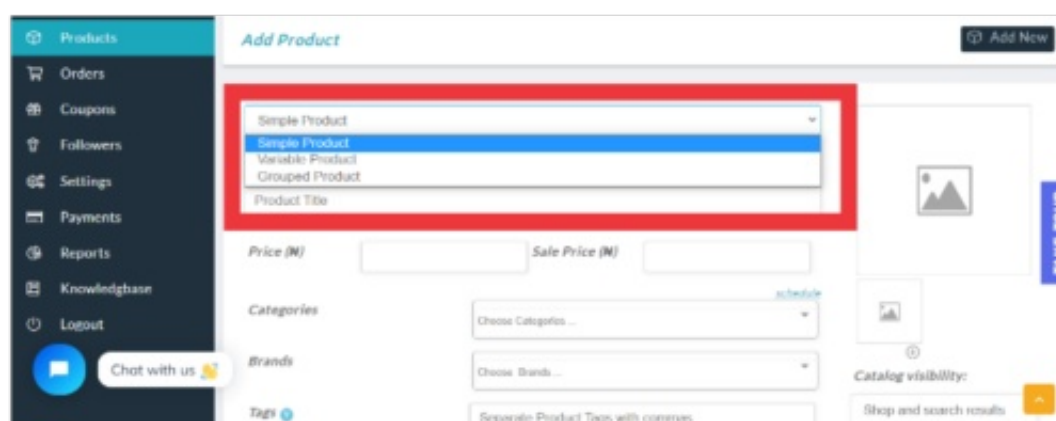


i. **SELECT PRODUCT TYPE** "Select product" enables you choose the type of product you intend adding: simple product, variable product and grouped product.

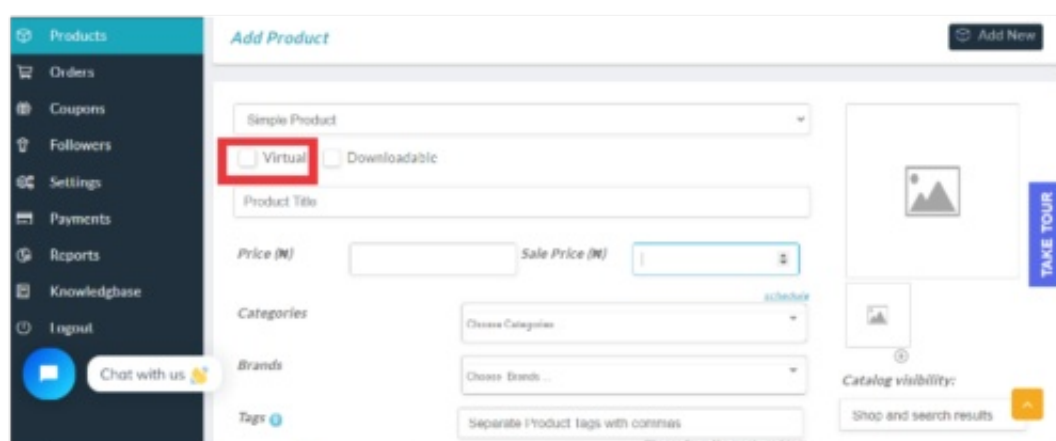
Simple Product: this is used to add products without variables; that is, products and their features in their basic forms such as: price, stock of goods, image, size, color etc.

Variable Product: this is used to add products with variables; that is, products and their features in different forms, prices, stock of goods, images, sizes, colors etc.

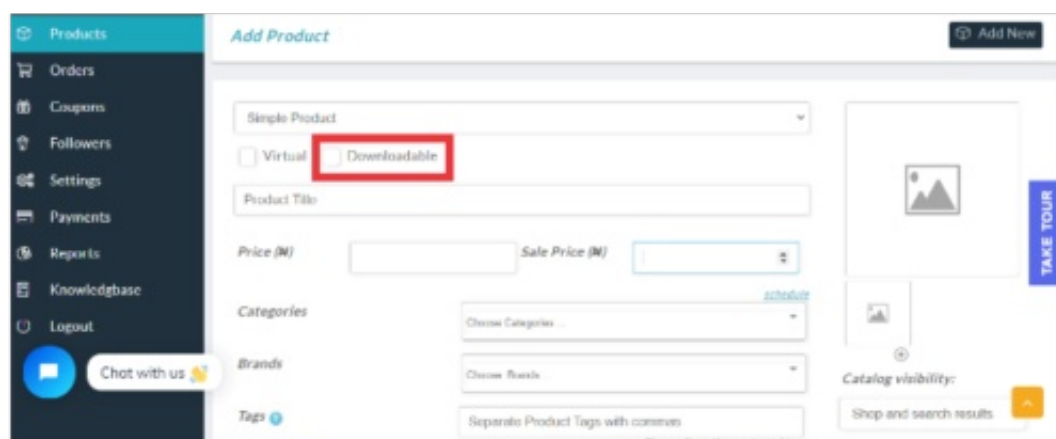
Grouped Product: this gives you the capability to combine single standalone (complementary) products to be sold as a group.



j. **VIRTUAL:** This opens an interface that gives you full access to add readable/non-downloadable products in visual, audio-visual, electronic prints and media formats on your vendor store.

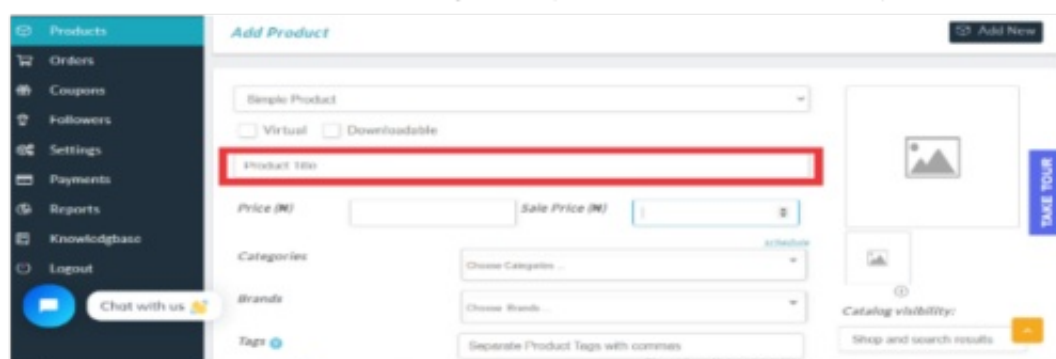


k. **DOWNLOADABLE:** This opens an interface that gives you full access to add readable/downloadable products in visual, audio-visual, electronic prints and media formats on your vendor store. Number of downloads and link expiration period can be set.



The screenshot shows the 'Add Product' form in a dashboard. On the left is a sidebar with menu items: Products, Orders, Coupons, Followers, Settings, Payments, Reports, Knowledgebase, and Logout. A 'Chat with us' button is at the bottom of the sidebar. The main form has a title 'Add Product' and an 'Add New' button. It includes a 'Single Product' dropdown, two radio buttons for 'Virtual' and 'Downloadable' (the latter is selected and highlighted with a red box), a 'Product Title' text field, 'Price (N)' and 'Sale Price (N)' input fields, 'Categories' and 'Brands' dropdowns, and a 'Tags' field. There are also image upload areas and a 'Catalog visibility' section with a 'Shop and search results' toggle.

l. **PRODUCT TITLE:** This is where you input the name of the product.

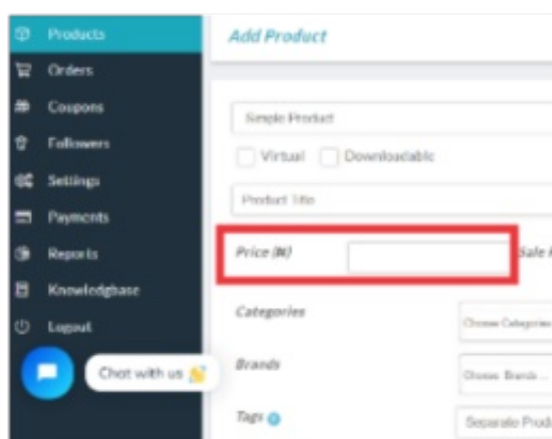


This screenshot is identical to the previous one, but the 'Product Title' text field is highlighted with a red box to indicate where the product name should be entered.

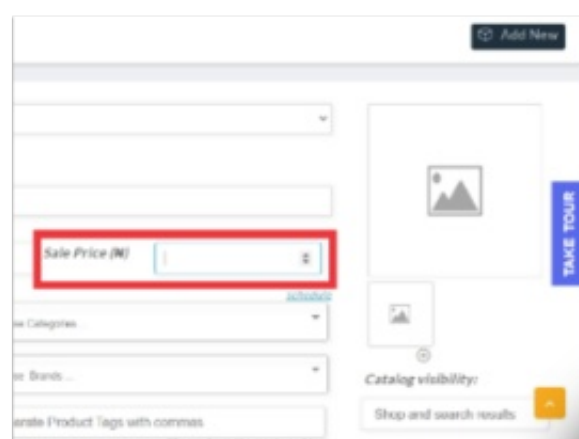
m. **PRICING:**

Regular Price (N): this sets the actual selling price of the product. e.g ₦5,000 sells for ₦5,000

Sale Price (N): this sets the selling price minus discounted price of the product. e.g ₦5,000 regular price and ₦1,000 sales price sells for ₦4,000



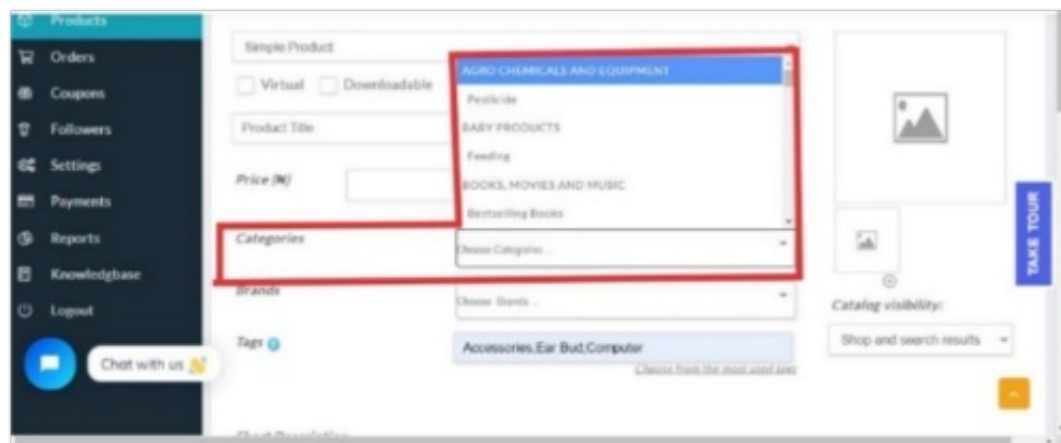
This screenshot shows the 'Add Product' form with the 'Price (N)' input field highlighted by a red box.



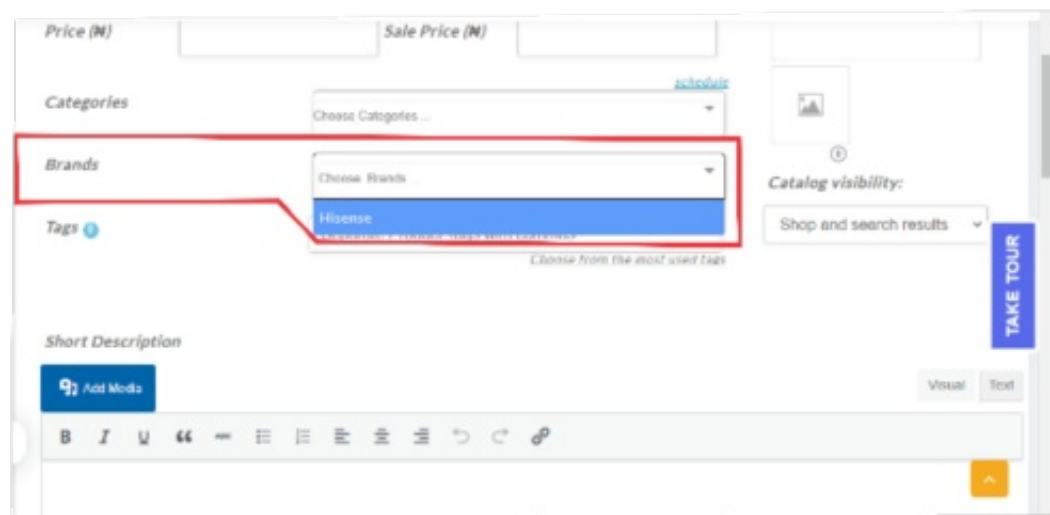
This screenshot shows the 'Add Product' form with the 'Sale Price (N)' input field highlighted by a red box.

n. CATEGORIES: This drop box presents a list of all the product categories to select from as it best represents the product.

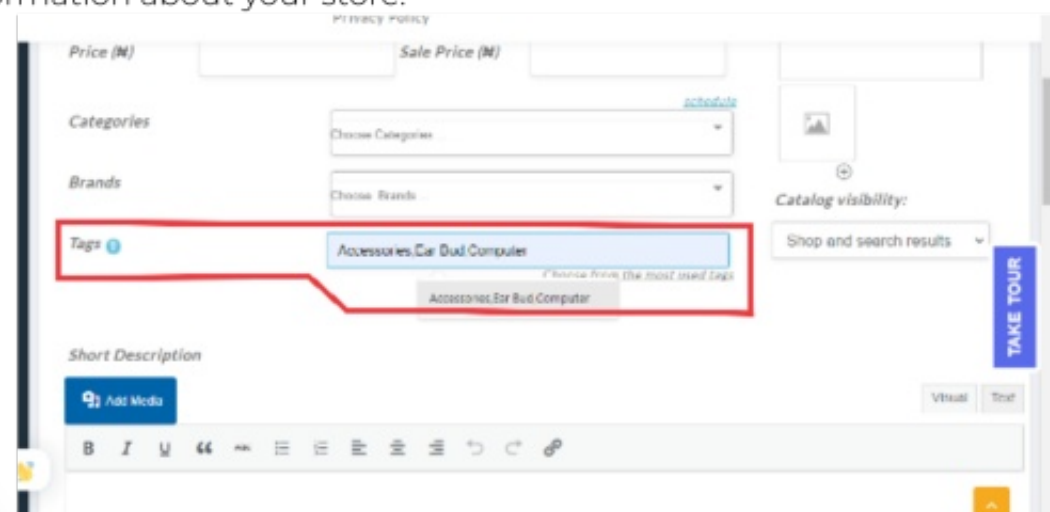
Note: categories determine commissions charged by Vixstores.



o. BRANDS: This drop box presents a list of various brands to select from as it best represents the product to ease search of the product.



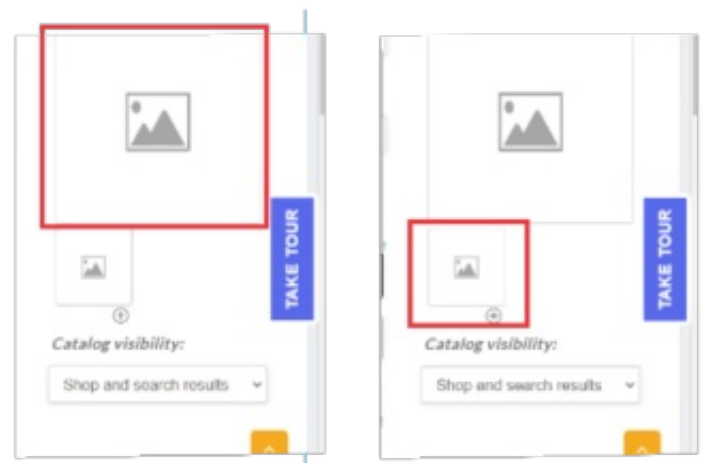
p. TAGS: These are descriptive labels separated with comas (,) you can add to your products. It enables popular search engines such as google and co. get information about your store.



q. IMAGE:

Product Image: this is where you upload the main image that gives the best pictorial representation of your product.

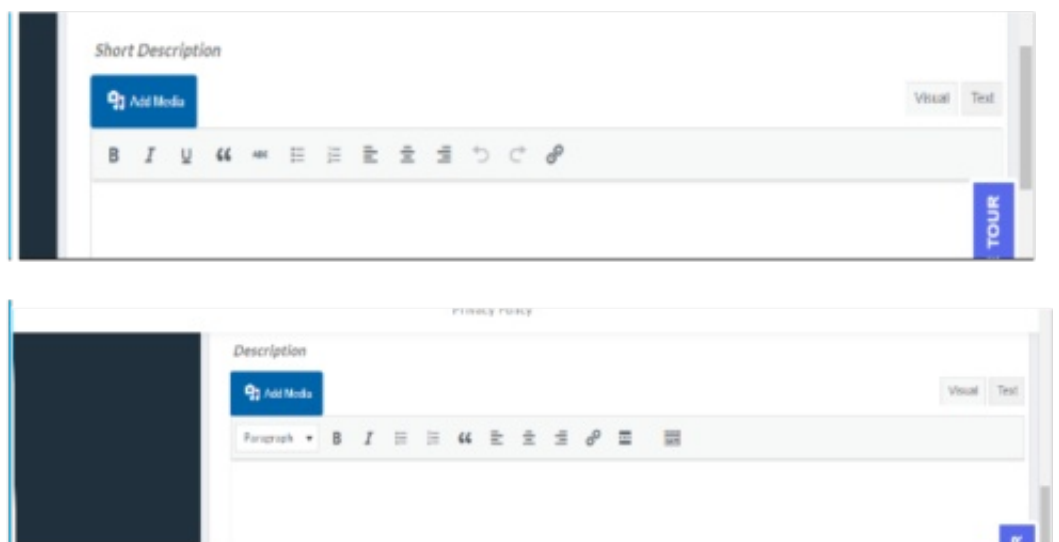
Gallery Image: this is where you upload the supportive images (4 max) that gives views of various angles of your product.



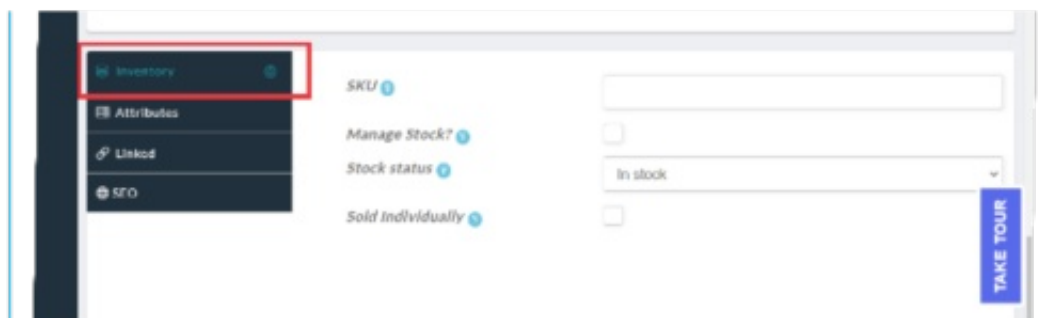
r. DESCRIPTIONS:

Short Description: this is where the main and most important features of the product is entered.

Long Description: this is where every other feature and attributes of the product is entered.



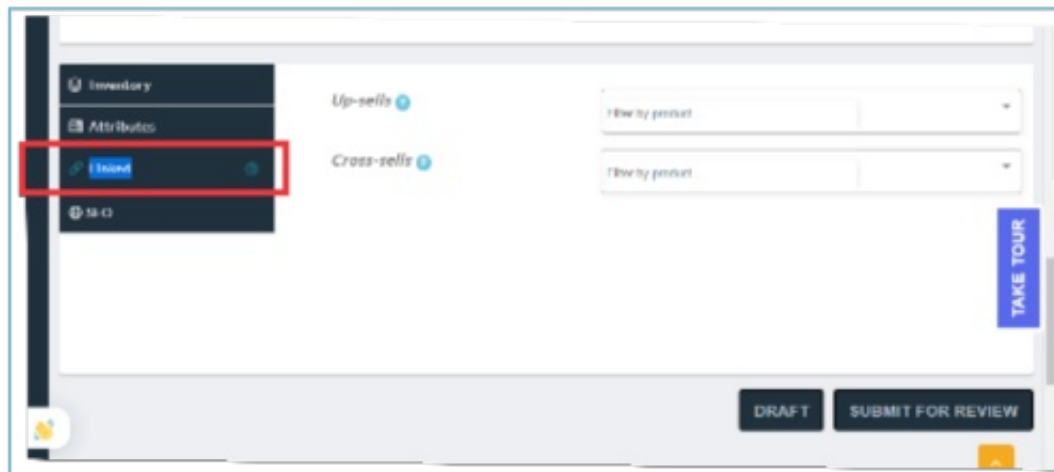
s. INVENTORY: This enables you manage your stock level and stock status regardless of online or offline sales.



t. ATTRIBUTES: This is where you add specific features such as colors, sizes... to enhance product variations/search.



u. LINKED: this enhances product promotion through either up-sells or cross sells.



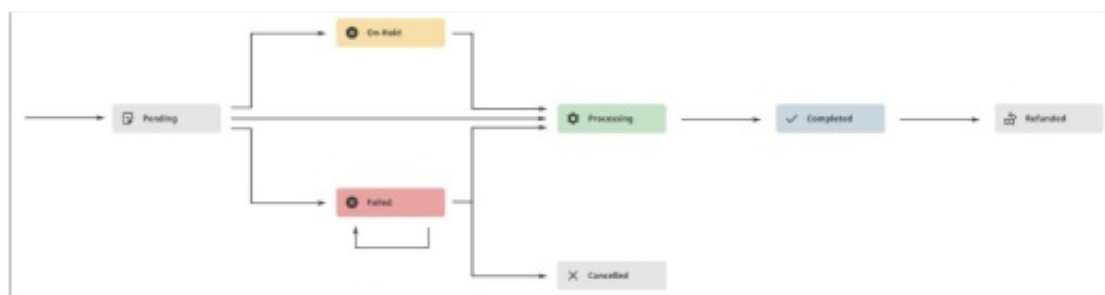
ORDERS

This is where you can view all orders made and their life cycles when customers complete the checkout process. Each order is given a unique Order ID. An order also has a Status. Order statuses let you know every order progress, beginning with: "Pending payment" and ending with "Completed."

The screenshot displays the VixStores 'Orders Listing' interface. At the top, there's a navigation bar with the VixStores logo, a search bar, and links for 'No Favorites', 'Wishlist', 'VixStores VEE Mall', 'My account', and 'My orders'. Below this is a secondary navigation bar with links like 'Home', 'Contact Us', 'Our Sellers', 'Become A Dispatcher', 'Start Selling', 'My account', and 'Privacy Policy'. The main content area is titled 'Orders Listing' and features a sidebar with various icons. The central part of the page shows a table with columns: Order, Purchased, Gross Sales, Admin Fee, Date, and Actions. The table is currently empty, displaying 'No data in the table'. Below the table, there are filters for 'Bulk actions', 'All dates', 'Filter by registered customer', and 'Filter by shipping provider'. A summary bar indicates the total number of orders and their status distribution: 'All (67) | Processing (14) | On hold (28) | Completed (13) | Cancelled (8) | Cancel Request (4)'. The table below shows a list of orders with columns: Order, Suborders, Date, Status, Delivery Details, Total, and Shipment Tracking. The table contains 6 rows of data, including orders with statuses like 'Processing', 'Cancel Request', 'On hold', 'Cancelled', and 'Completed'.

ORDER LIFE CYCLE

This is where you can view all orders made and their life cycles when customers complete the checkout process. Each order is given a unique Order ID. An order also has a Status. Order statuses let you know every order progress, beginning with: "Pending payment" and ending with "Completed."



- ◆ **Pending payment** — Order received, no payment initiated. Awaiting payment (unpaid).
- ◆ **Failed** — Payment failed or was declined (unpaid) or requires authentication. Note that this status may not show immediately and instead show as Pending until verified.
- ◆ **Processing** — Payment received (paid) and stock has been reduced; order is awaiting fulfillment. All product orders require processing, except those that only contain products which are both virtual and downloadable.
- ◆ **Completed** — Order fulfilled and complete – requires no further action.
- ◆ **On hold** — Awaiting payment – stock is reduced, but you need to confirm payment.
- ◆ **Canceled** — Canceled by an admin or the customer – stock is increased, no further action required.
- ◆ **Refunded** — Refunded by an admin – no further action required.

COUPON

Coupon is a digital mechanism used to activate specific on a targeted population or customer base.

The process of initiating and generating a coupon include:

ADD NEW

The screenshot shows the VixStores admin dashboard. The top navigation bar includes links for Home, Contact Us, Our Sellers, Become A Dispatcher, Start Selling, and My account. A search icon, heart icon, and user profile icon are on the right. Below the navigation bar is a sidebar with a menu: Articles, Products, Orders, Coupons (highlighted), Followers, and Settings. The main content area is titled 'Add Coupon' and contains a form with three input fields: 'Code', 'Description', and 'Discount Type'. The 'Add New' button is located in the top right corner of the form area and is highlighted with a red box. A 'KE TOUR' button is visible on the right side of the form.



- a. **Code** – Enter any alphanumeric code you wish. Coupons are not case sensitive
- b. **Enter a Description (optional)** — Info about the coupon for internal use. For example: Name of promotion/event, active date, compensation, ticket number, customer name...
Under **Coupon Data**, there are three sections you can use to add restrictions and limits for the coupon: **General**, **Usage Restriction**, and **Usage Limits**.

DISCOUNT TYPE

- a. **Percentage discount** – A percentage discount for selected products only. EG. If the cart contains three (3) t-shirts @ \$20 each = \$60, a coupon for 10% off applies a discount of \$6.
- b. **Fixed cart discount** – A fixed total discount for the entire cart. For example, if the cart contains three (3) t-shirts @ \$20 each = \$60, a coupon for \$10 off gives a discount of \$10.
- c. **Fixed product discount** – A fixed total discount for selected products only. Customer receives a set amount of discount per item. For example, three (3) t-shirts @ \$20 each with a coupon for \$10 off applies a discount of \$30.
- d. **Coupon amount** – Fixed value or percentage, depending on discount type you choose. Entered without a currency unit or a percent sign, which are added automatically, e.g., Enter '10' for £10 or 10%.
- e. **Allow free shipping** – Removes shipping cost when coupon is used. Requires Free Shipping to be enabled.
- f. **Coupon expiry date** – Date the coupon should expire and can no longer be used. Expiry happens at 12:00 am or 00:00 on the date chosen. If you want a coupon to be valid through Christmas Day but invalid the moment Christmas is over, set the expiration date to YYYY-12-29 as it will expire on YYYY-12-29 00:00.

USAGE RESTRICTION

- a. **Minimum spend** – Allows you to set the minimum subtotal needed to use the coupon.
Note: The sum of the cart subtotal + tax is used to determine the minimum amount.
- b. **Maximum spend** – Allows you to set the maximum subtotal allowed when using the coupon.
- c. **Individual use only** – Tick the box if you don't want this coupon to be used in combination with other coupons.



- d. **Exclude sale items** – Tick the box if you don't want this coupon to apply to products on sale. Per-cart coupons do not work if a sale item is added afterward.
- e. **Products** – Products that the coupon will be applied to, or that need to be in the cart in order for the fixed or percentage discount to be applied.
- f. **Exclude products** – Products that the coupon will not be applied to, or that cannot be in the cart in order for the "Fixed cart discount" to be applied.
- g. **Product categories** – Product categories that the coupon will be applied to, or that need to be in the cart in order for the fixed or percentage discount to be applied.
- h. **Exclude categories** – Product categories that the coupon will not be applied to, or that cannot be in the cart in order for the "Fixed cart discount" to be applied.
- i. **Allowed Emails/Email restrictions** – Email address or addresses that can use a coupon.

USAGE LIMITS

- a. **Usage limit per coupon** – How many times a coupon can be used by all customers before being invalid.
- b. **Limit usage to X items** – How many items the coupon can be applied to before being invalid. This field is only displayed if there is one or more products that the coupon can be used with, and is configured under the Usage Restrictions.
- c. **Usage limit per user** – How many times a coupon can be used by each customer before being invalid for that customer.

*Once you've configured all settings, select **SUBMIT** and your coupon is ready to use.*

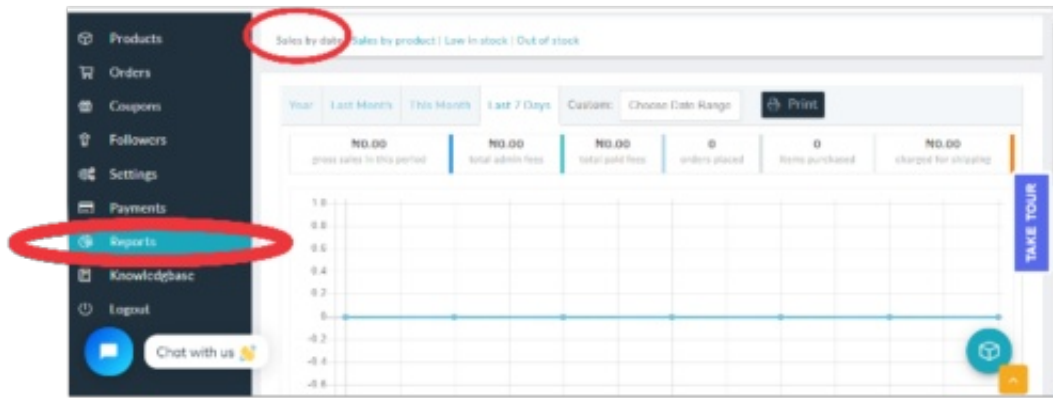
REPORTS

This enables you preview your store's performance periodically (daily, weekly, monthly or yearly using graphs and statistical analyses). It has four sections: Sales by date, Sales by product, Low in Stock, and Out of Stock.



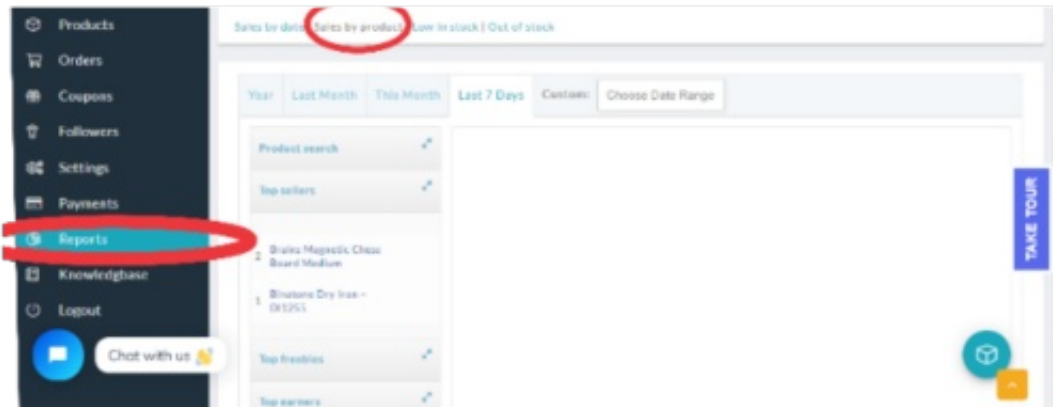
SALES BY DATE

This gives you an idea of the current performance via a sales graph and a few ways to drill down into data. By year, previous month, current month, past 7 days, and a custom date range.



SALES BY PRODUCT



The sales by product section shows sales per day in a given range, similarly to the overview section:



STOCK

Stock organizes and presents items that are LOW or OUT of stock.

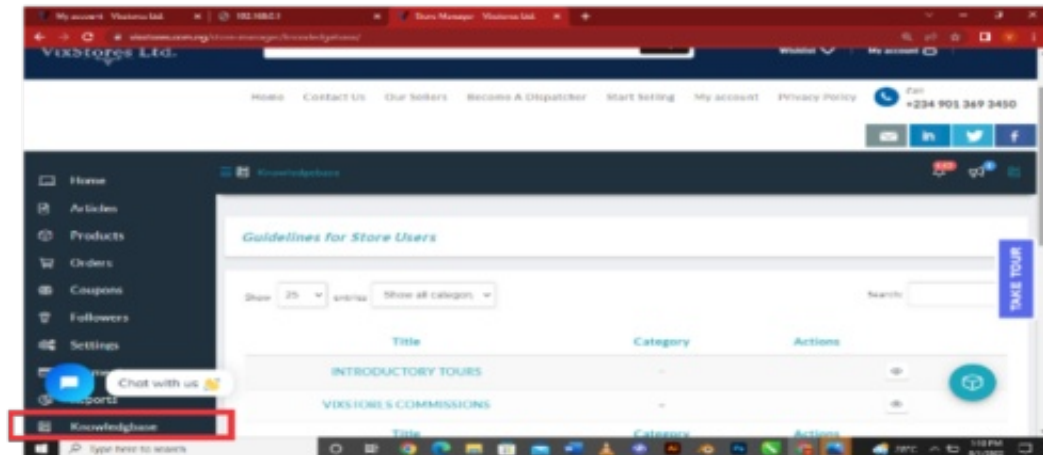
The screenshot shows the 'Low in Stock' dashboard. The sidebar on the left is identical to the previous ones, with 'Reports' highlighted. The top navigation bar has 'Low in Stock' highlighted with a red circle, followed by 'Sales by date', 'Sales by product', and 'Out of stock'. The main area features a table with columns for 'Product', 'Parent', 'Unit in stock', 'Stock Status', and 'Actions'. The table contains one row for 'Binatone Dry Iron - DI1255' with a unit in stock of 2 and a status of 'in stock'. A 'Print' button is in the top right, and a 'Take Tour' button is on the right side.

Product	Parent	Unit in stock	Stock Status	Actions
Binatone Dry Iron - DI1255	-	2	in stock	 



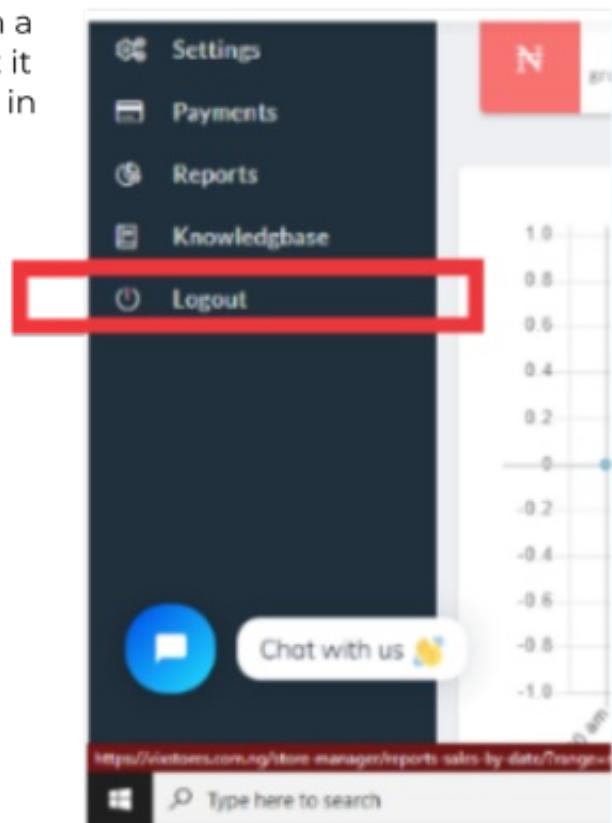
KNOWLEDGE BASE

The knowledgebase is an academic or informative section that stores instructional material and/or Articles of various very important interests such as: self-service, customer support content, commission log, etc.; in readable or downloadable formats.. It promotes the collection, organization and retrieval of knowledge. Always refer to knowledgebase for store operations guideline updates



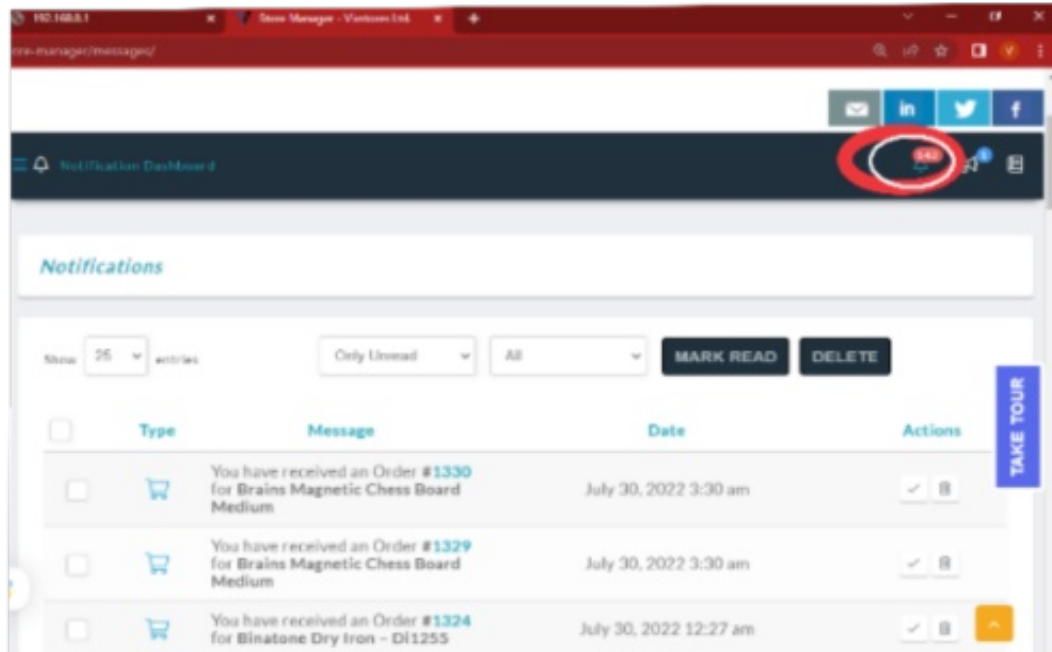
LOGOUT

This is where you exit an account in a particular interface/window so that it doesn't recognize you until you log in again.



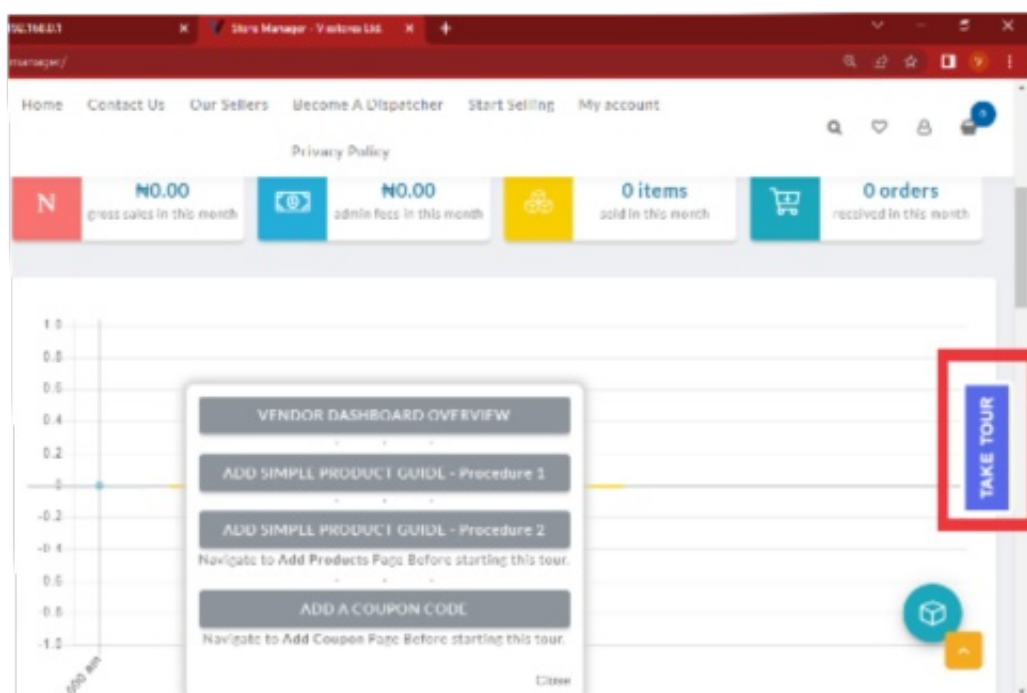
NOTIFICATION

This makes room for a seller to create social proof about a busy store by providing the user with reminders, communication from other people, or other timely information from your app. It displays recent orders on your storefront. It is the online equivalent of a busy store which shows prospective customers that other people are buying your products.



TAKE A TOUR

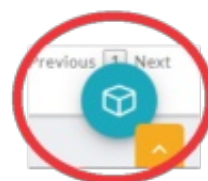
This gives a seller the window to explore the functionalities of his/her dashboard to ensure proper usage of the store.



ADD PRODUCT FLOATING BUTTON

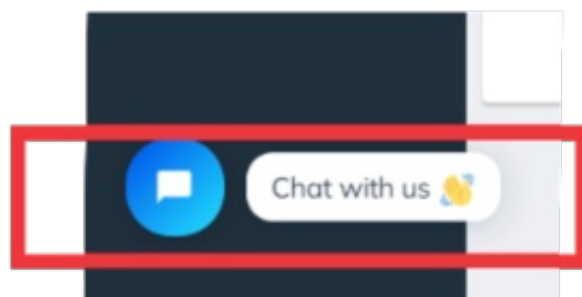
This button enables you to add a product from anywhere you are on the vendor dashboard.

NOTE: SEE NO.4 FOR EXPLANATION



CHAT BOT

This is the web inbuilt software that simulates human-like conversation and actual human conversation with users via text messages on chat. Its key task is to help users by providing answers to their question.



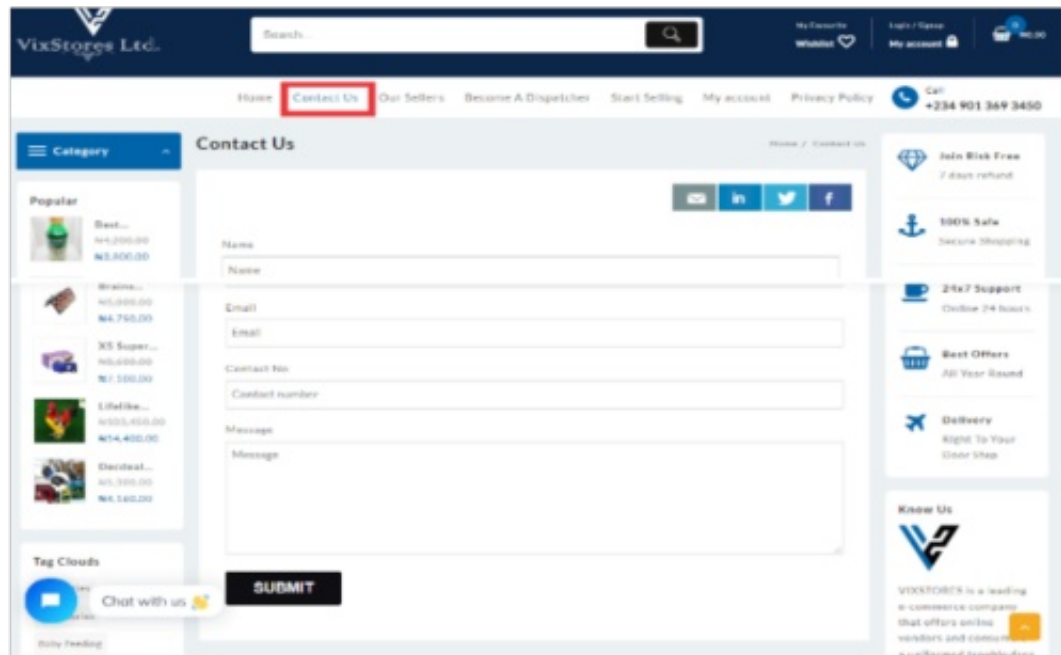
GENERAL HOME

The home MENU gives displays the FRONT END (Market Place) that you 1st entered upon login via VIXSTORES website or mobile APPLICATION. It contains links to other pages of the website.v



CONTACT US

This makes for an avenue for reaching out to VIXSTORES through the use of direct messages to its website or via the social media handles displayed at the top right end of the page.



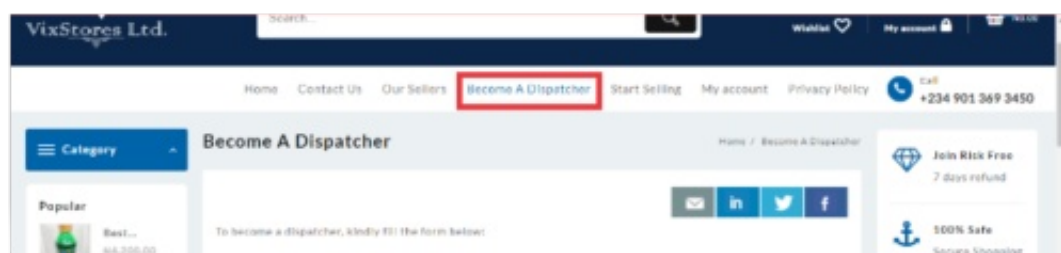
OUR SELLERS

These contains a list of all the Vendors on



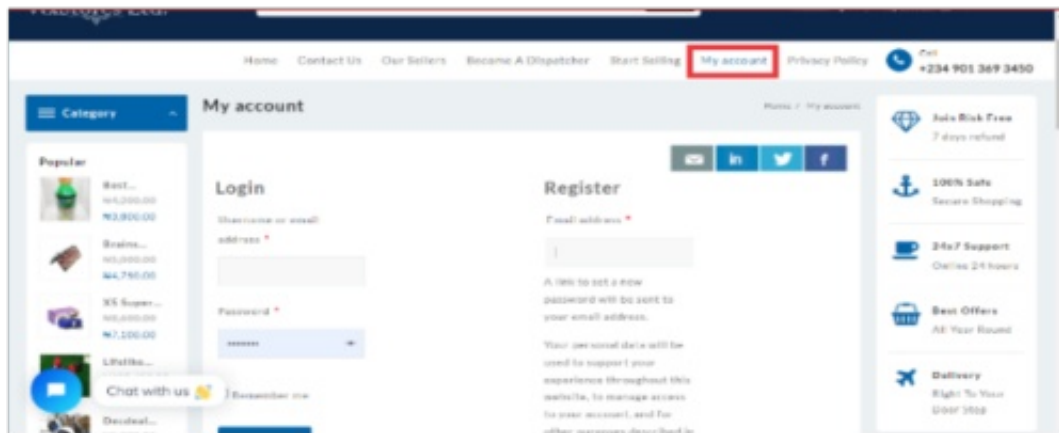
BECOME A DISPATCHER

This is a portal that enables interested persons who wish to partner with VIXSTORES by providing motorcycle, motor vehicle or any mechanical apparatus to aid and facilitate delivery.



MY ACCOUNT

My Account refers to the area on the Website that offers a user with a pop up to either login to existing account or create a new account, upon which a dashboard is allocated where activities with full administrative right can be carried out.



PRIVACY POLICY

This is where you see all legal statements/documents that discloses all of the ways VIXSTORES gathers, uses, discloses, and manages customers or client data. This Privacy Policy is meant to help you understand what information we collect, why we collect it, and how you can update, manage, export, and delete your information.

