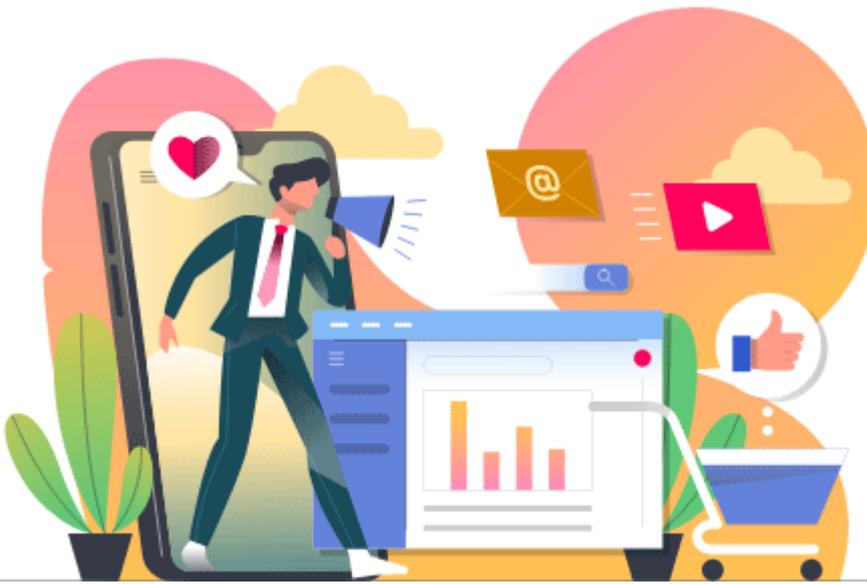


Ayurvedaa.co



VENDORS USER MANUAL

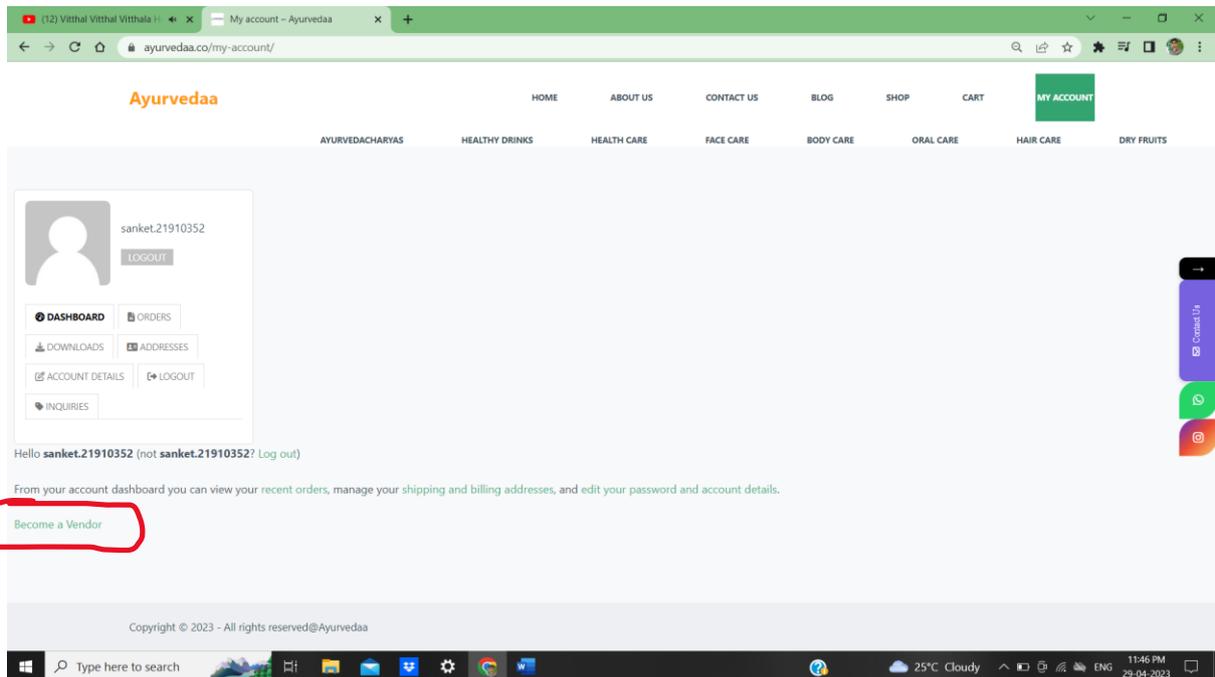
ayurvedaa.co

CONTACT US

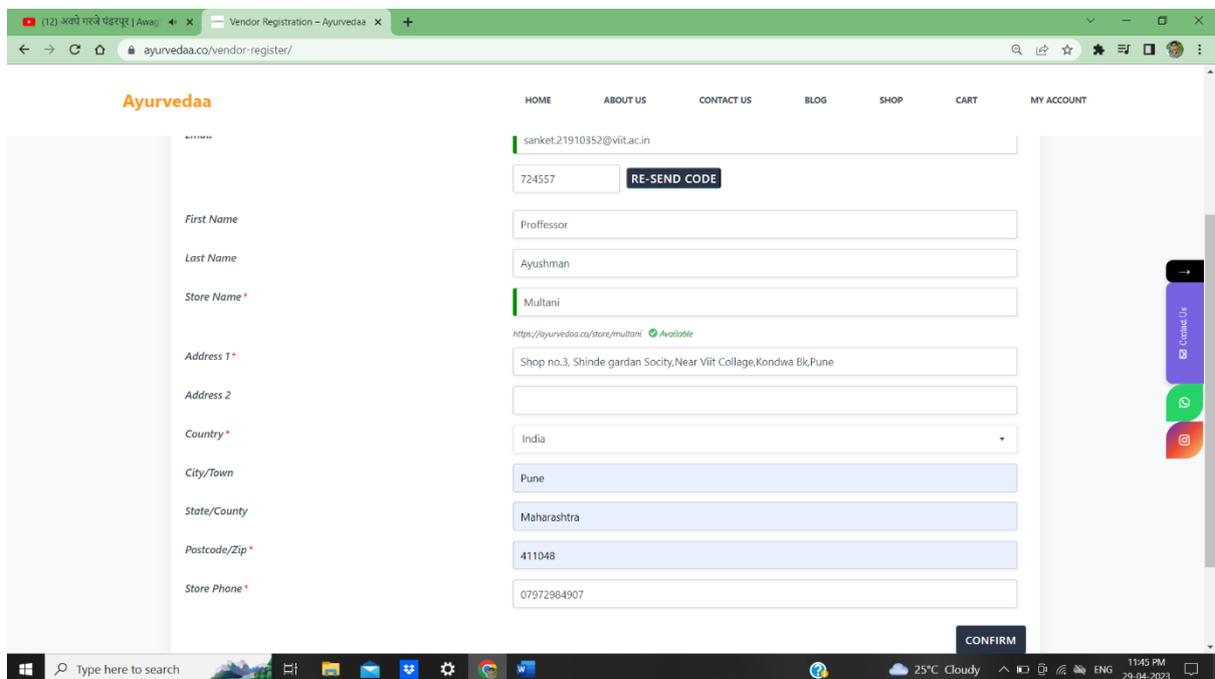
Erfinden
Technologies Pvt.
Ltd. Row House No.
C-101, SwapnaShilp,
Five Gardens, Near
Jagtap Daiiry, Near
Balaji Tyres.
sales@ayurvedaa.co

**These details can vary depending on the specific needs of the vendor and the content of the user manual.*

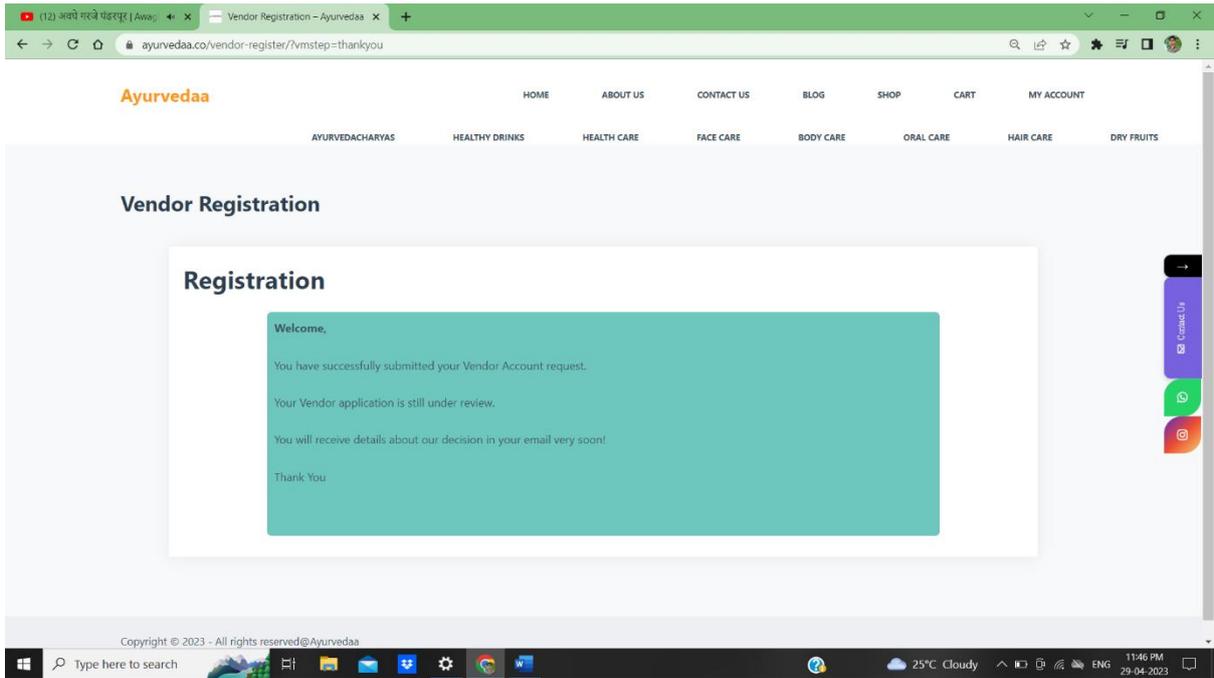
1. If you are existing customer then click on **my account** and login to your account and simply click on **Become vendor** and you will be redirected to the vendor registration form.



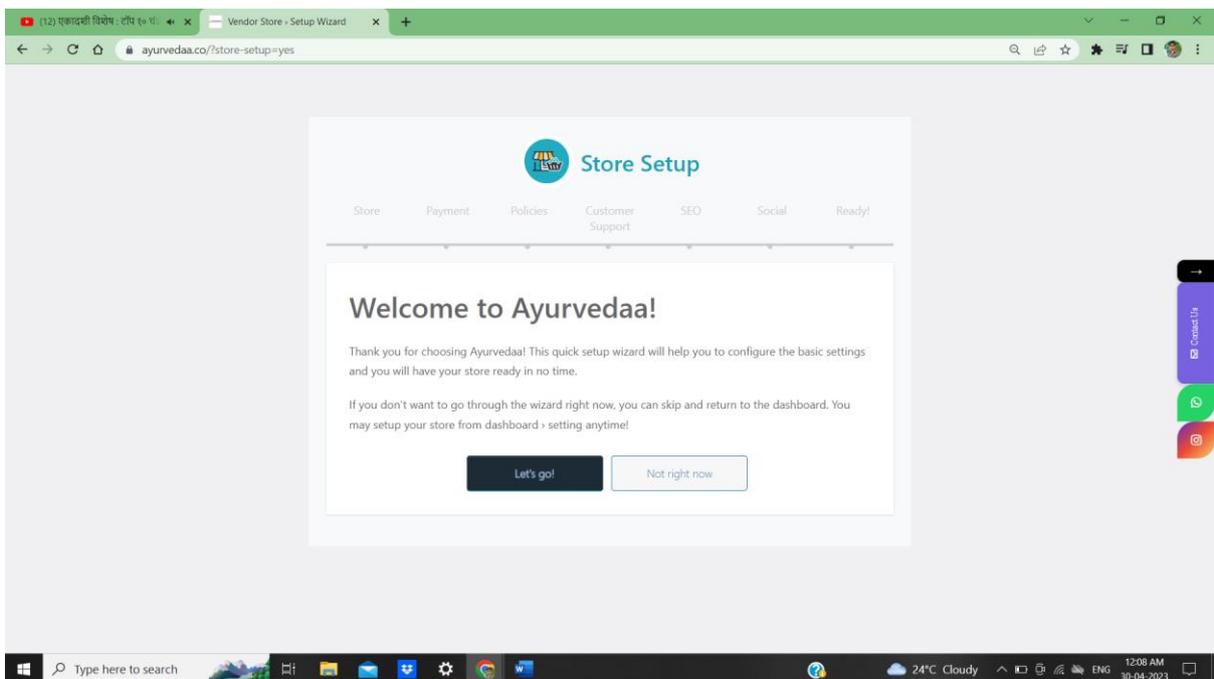
- 2) Now vendor can fill the registration form by entering required details in the field and can give UNICK NAME to your shop and It will also ask you to verify your mail then by checking all the details are correctly you can click on **confirm** button and form will be submitted.



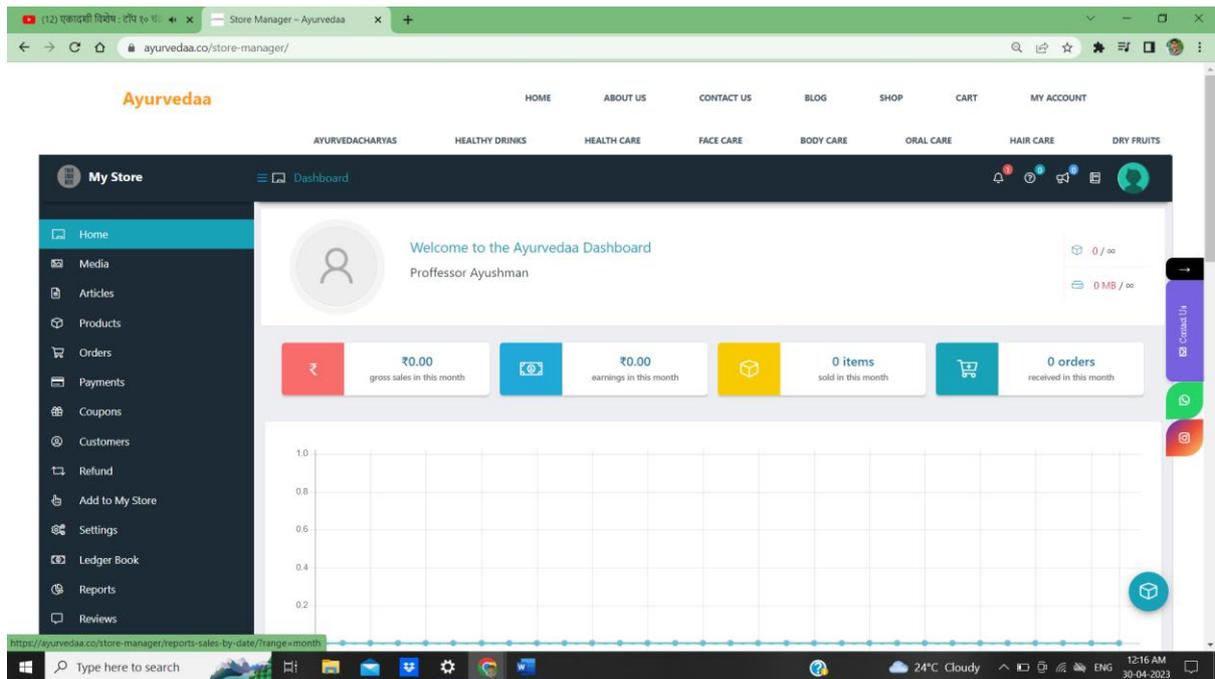
You will see the small pop-up after submitting the form. It will Show you that form is **under review**.



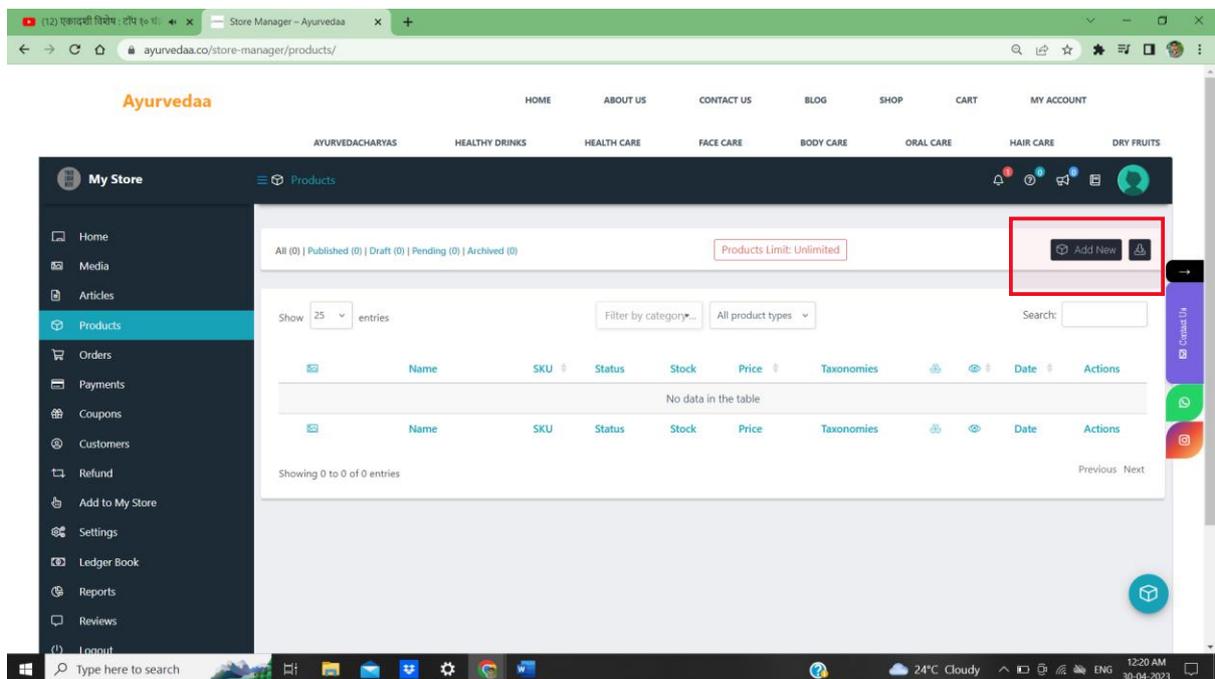
2. After successful approval from Ayurvedaa.co Will get the mail detail mail about your vendor shop and status off your application if it gets approve you can see the vendor dashboard by simply clicking on my account. For first time it will show you that Store setup by adding your details like store details, payment, policies, Customer support, etc. OR by clicking Not right know you can directly move towards vendors dashboard and you can set your shop when you will get first Order



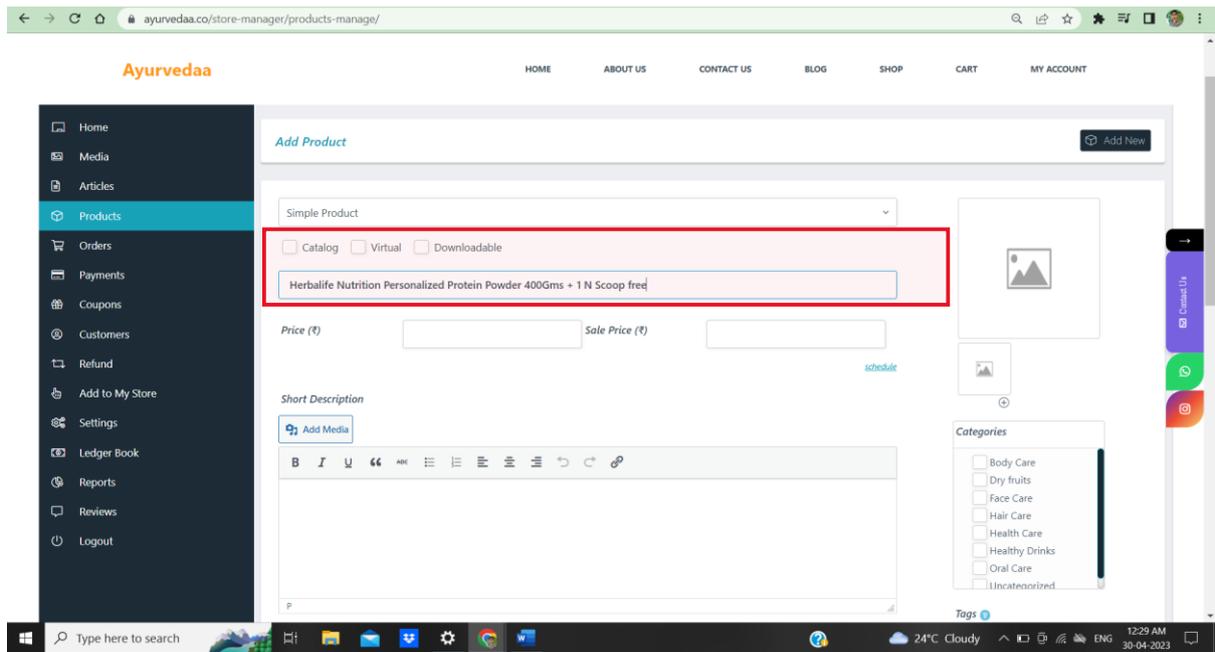
3. After Store setup or by clicking not right now will show the vendor dashboard like this.



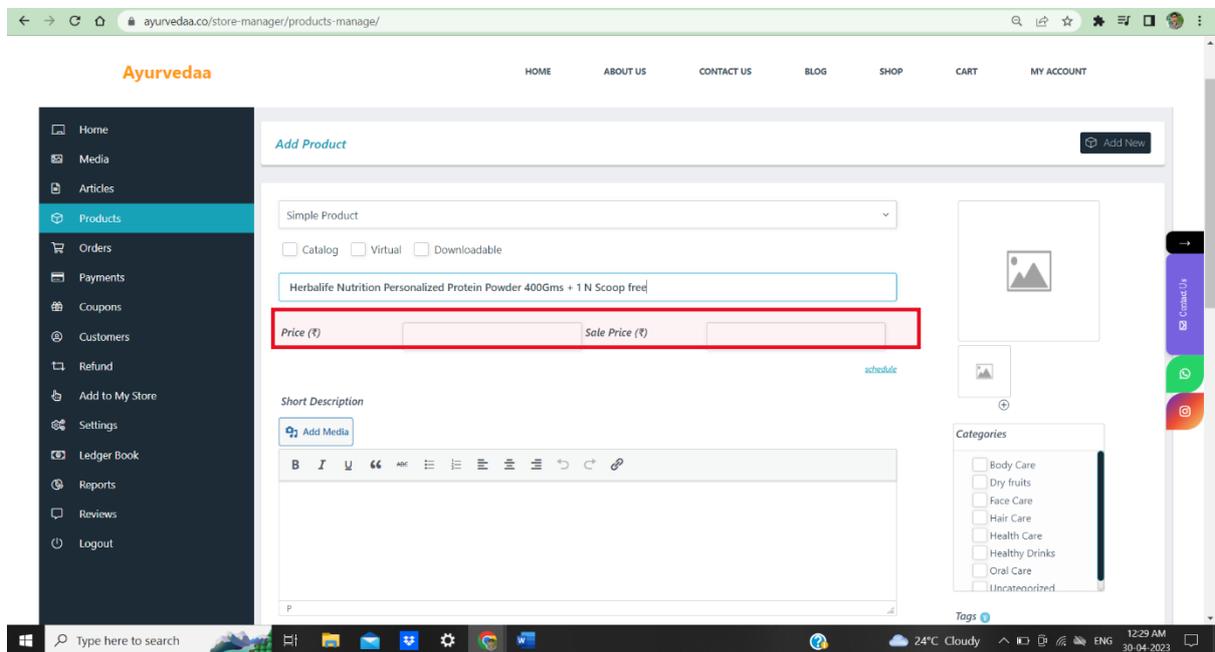
4. By Clicking on **Products** you can see all your products as well as you can Add new Products by clicking on add new



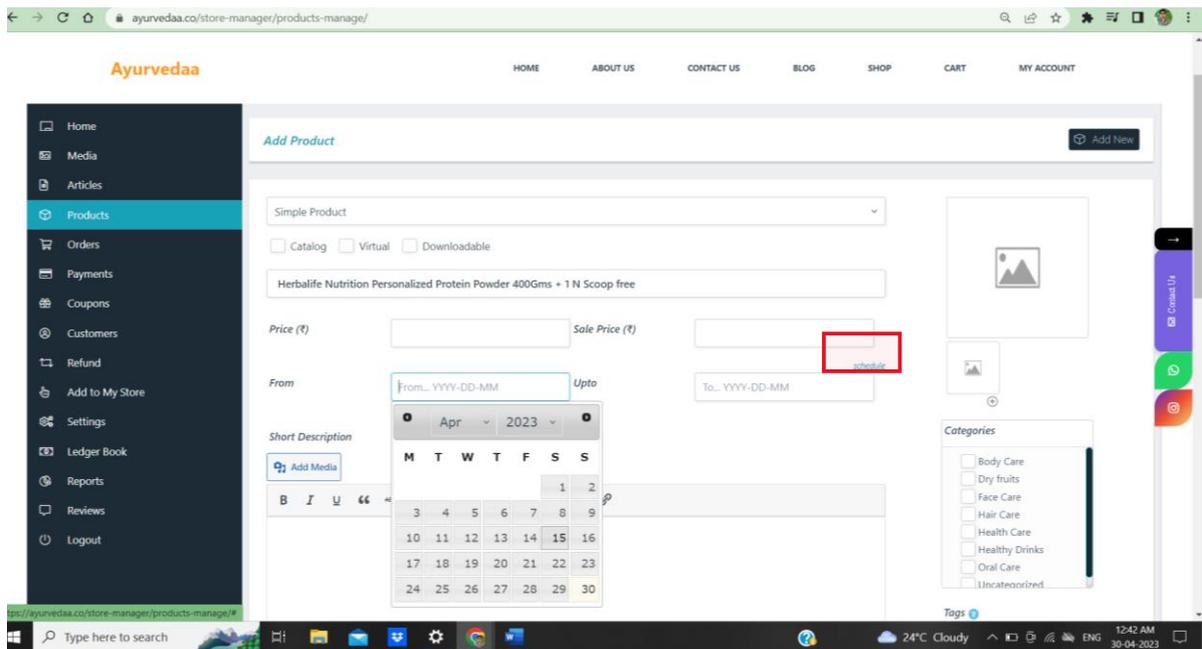
5. By Clicking on **Add new** vendor can add their products.
A) In the **Product title** add the name off the product



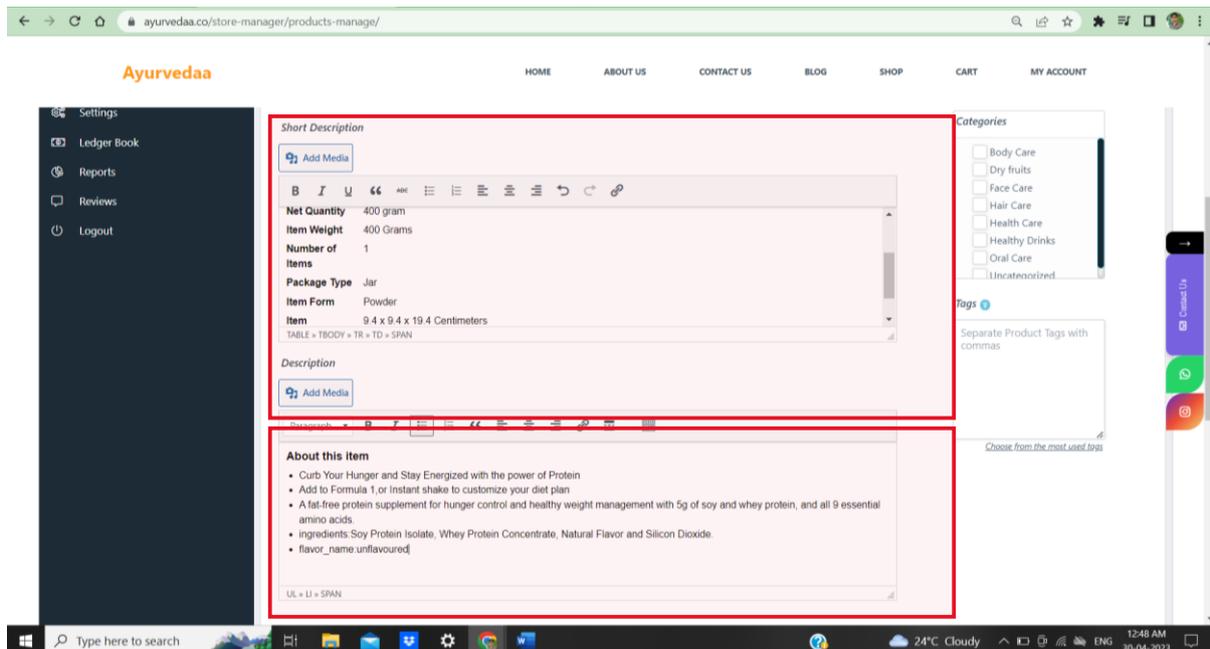
B) now Vendors can set **Price & Sell Price** for product



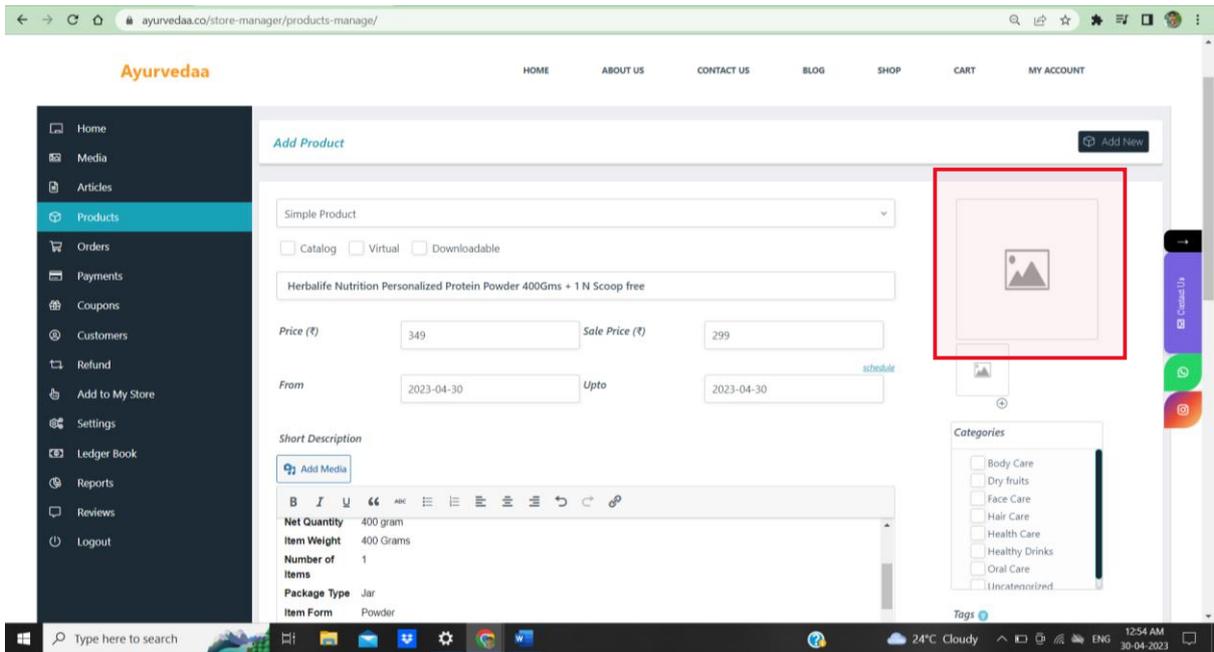
C) Vendor can also set the sale price date and also customize how much time product will be in the sale by clicking on the **schedule**



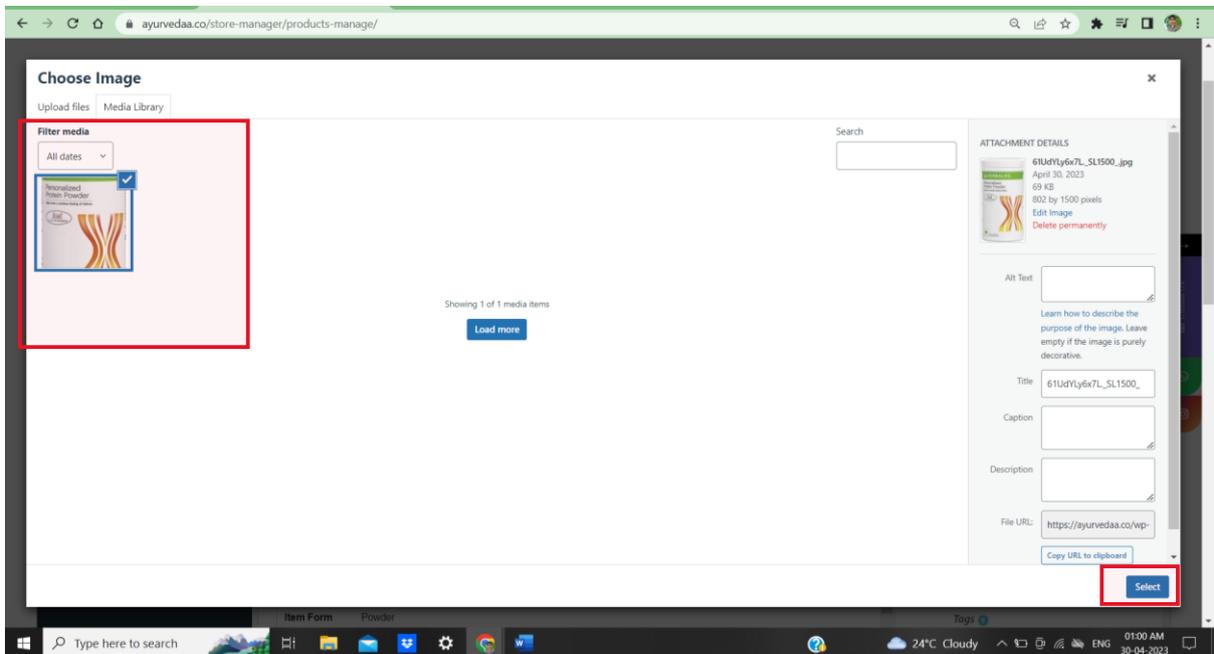
D) Then Add Product **Short Description and Description** in given fields.



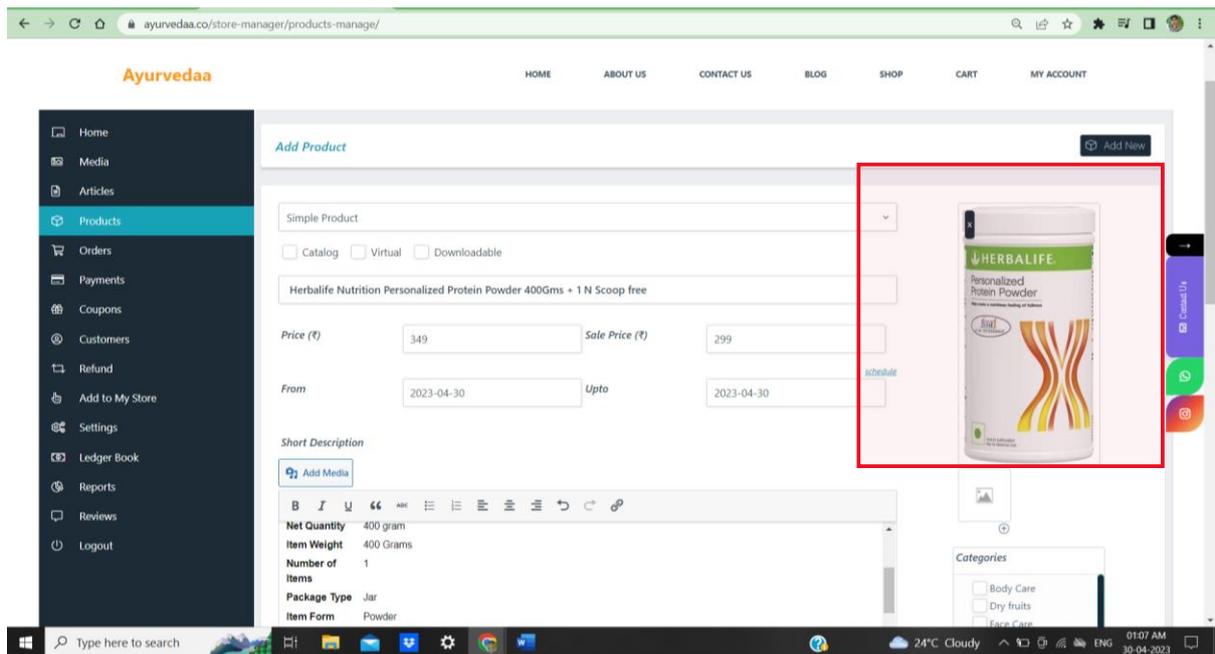
E) To set the Product image vendor just need to click on image icon on the top right side



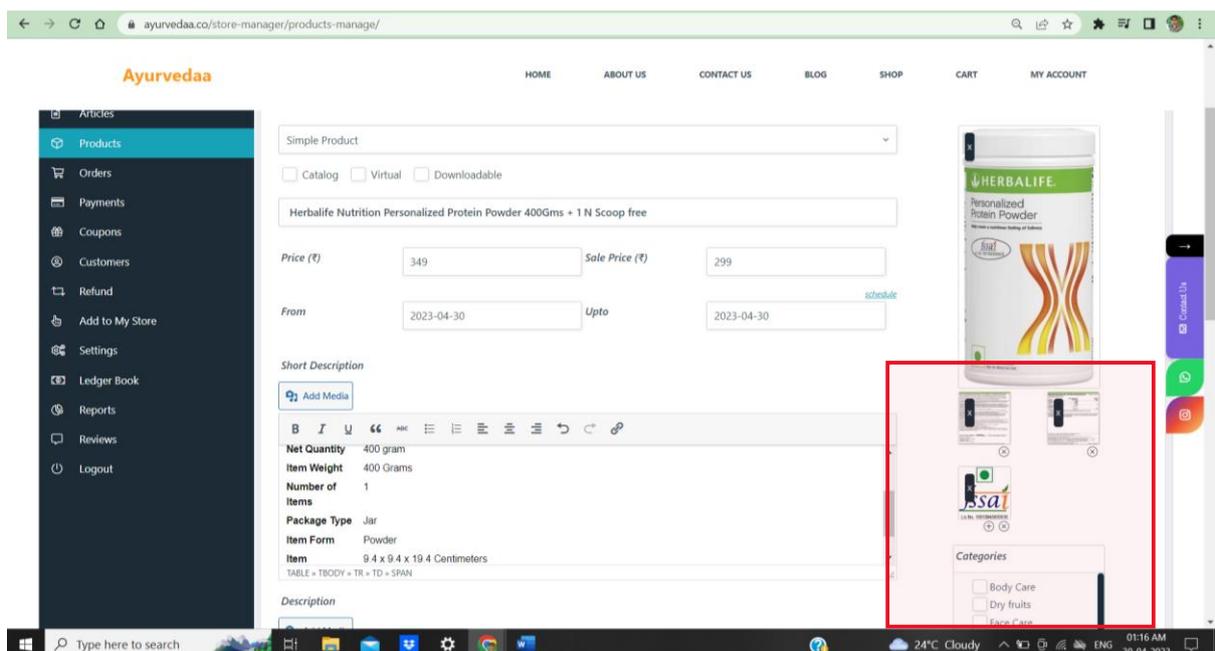
By clicking on image icon vendor can upload images of products. Vendor need to upload the image and then he needs to select the uploaded image from the media files and then click on **select**.



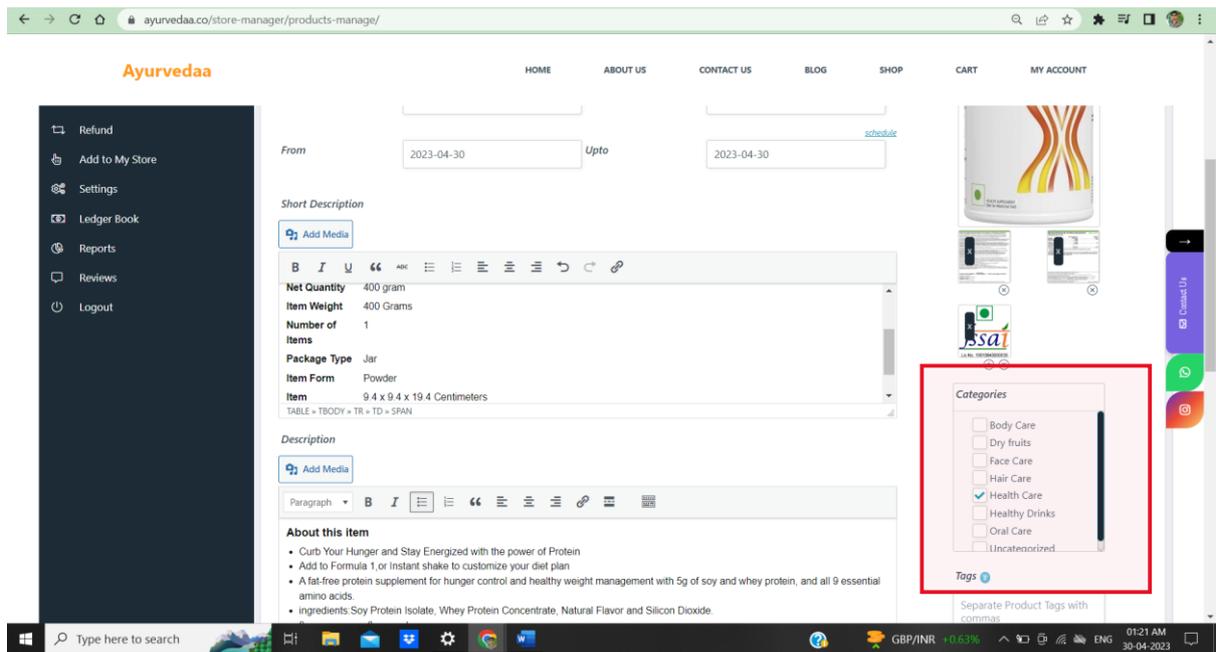
Vendor can see the uploaded image of products as shown below



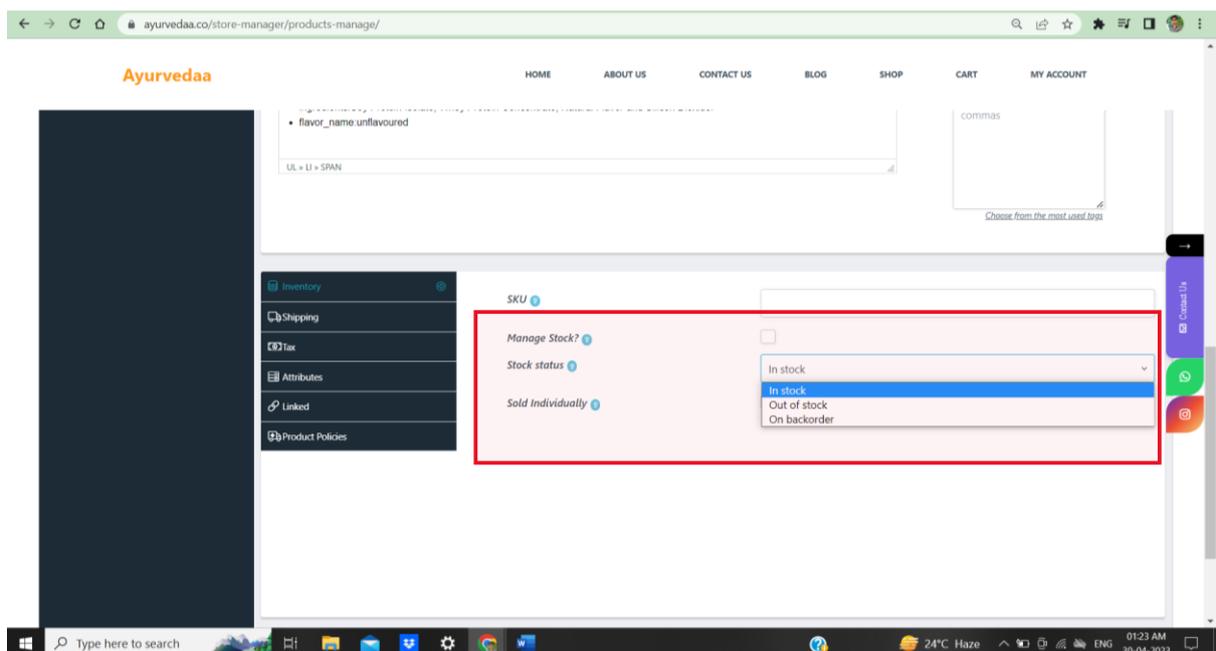
F) To set product gallery vendor can see the image icons down the image of product and by clicking on that **image icons** vendor can set the product gallery by following product image upload process (E) as above. After uploading you can also find the gallery of you can see the images gallery as shown below.



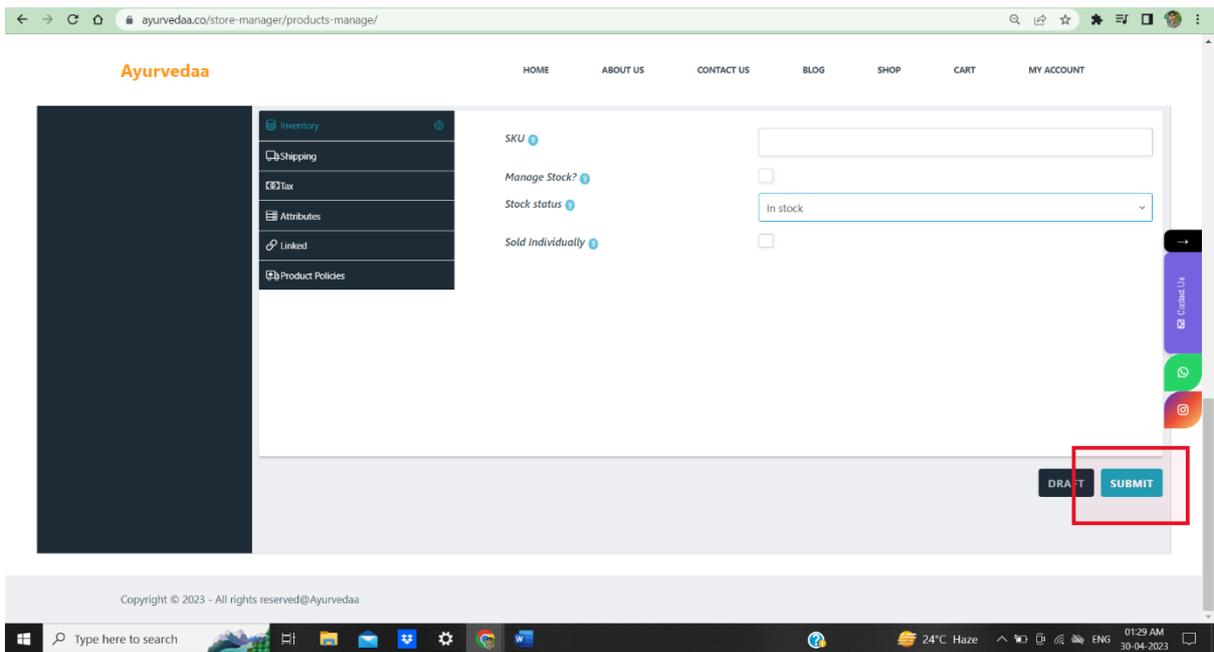
G) Vendor also need confirm the **product categories**. It is just below the product gallery images as shown below



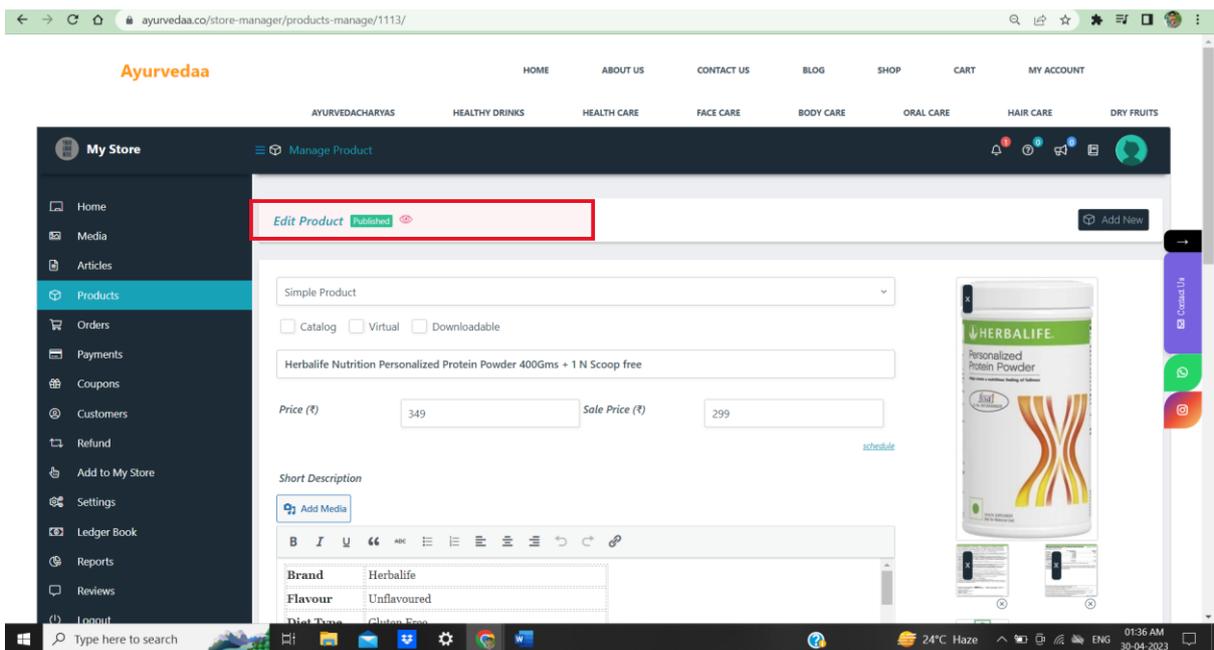
H) Vender can also check is the uploaded product is in **stock** or **out of stock** or **backorder**



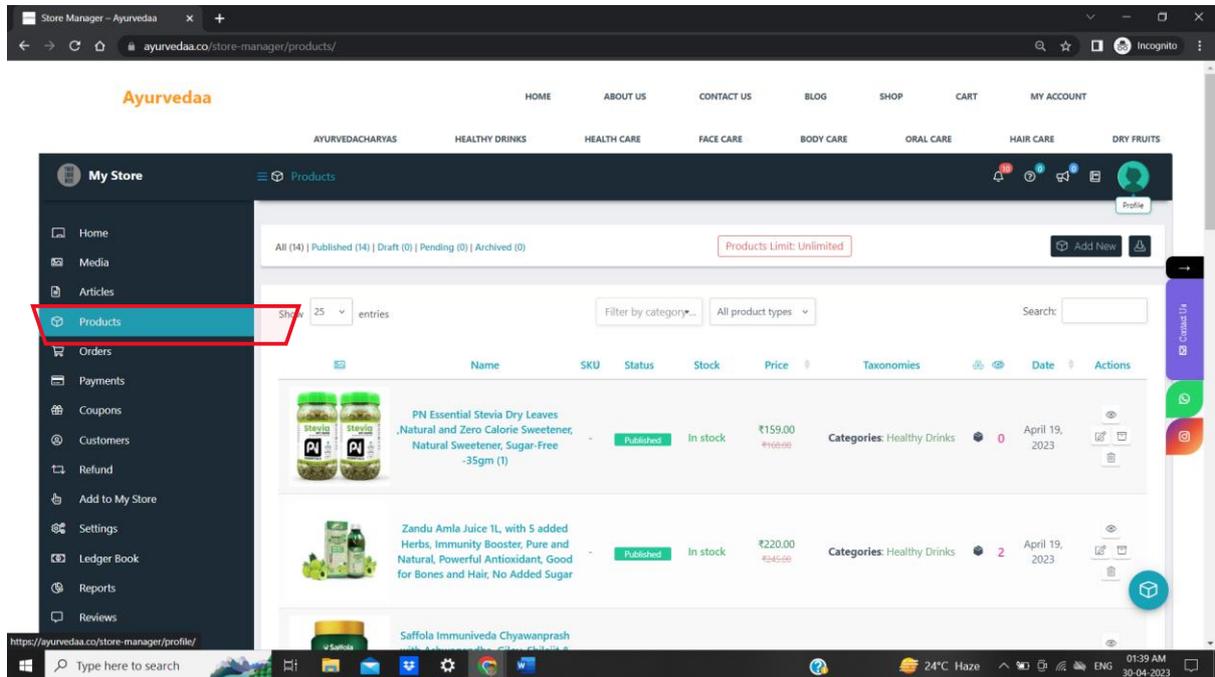
I) Finally vendor can click on **Submit** button and product will Live on ayurvedaa.co/ site



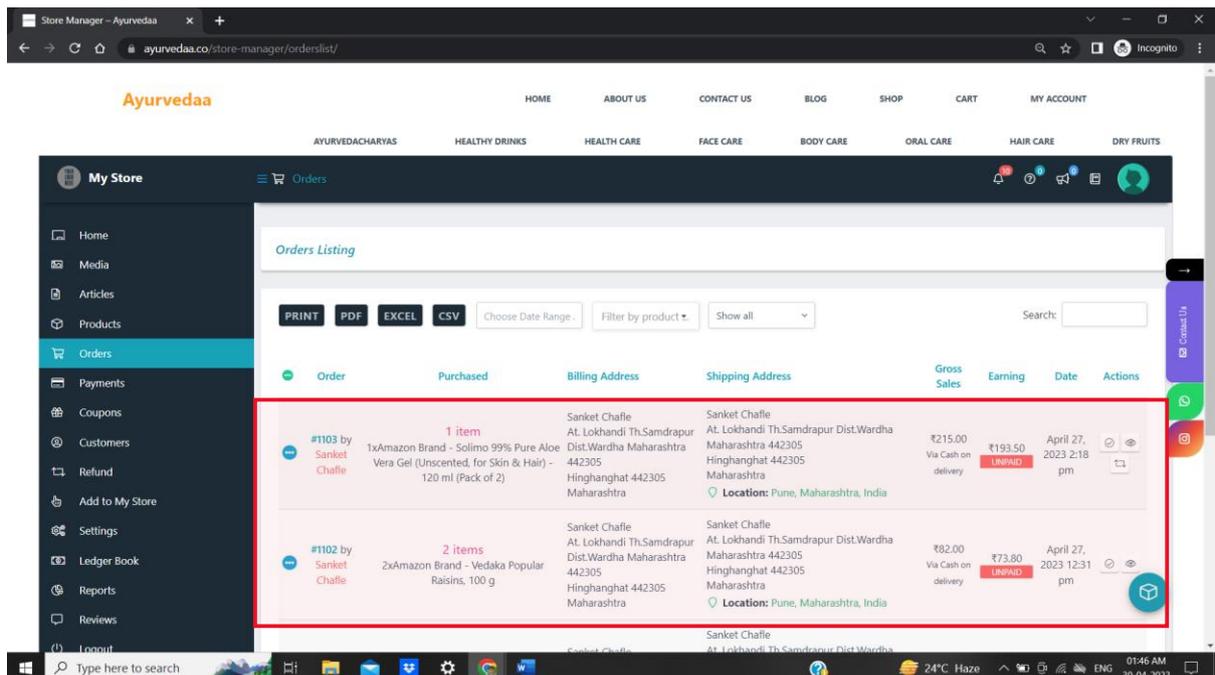
Vendor can see the status on the top of the uploaded product and also can edit if anything left to add.



7) Vendor can see the list of all uploaded products by clicking on the **product** button left side of vendors dashboard

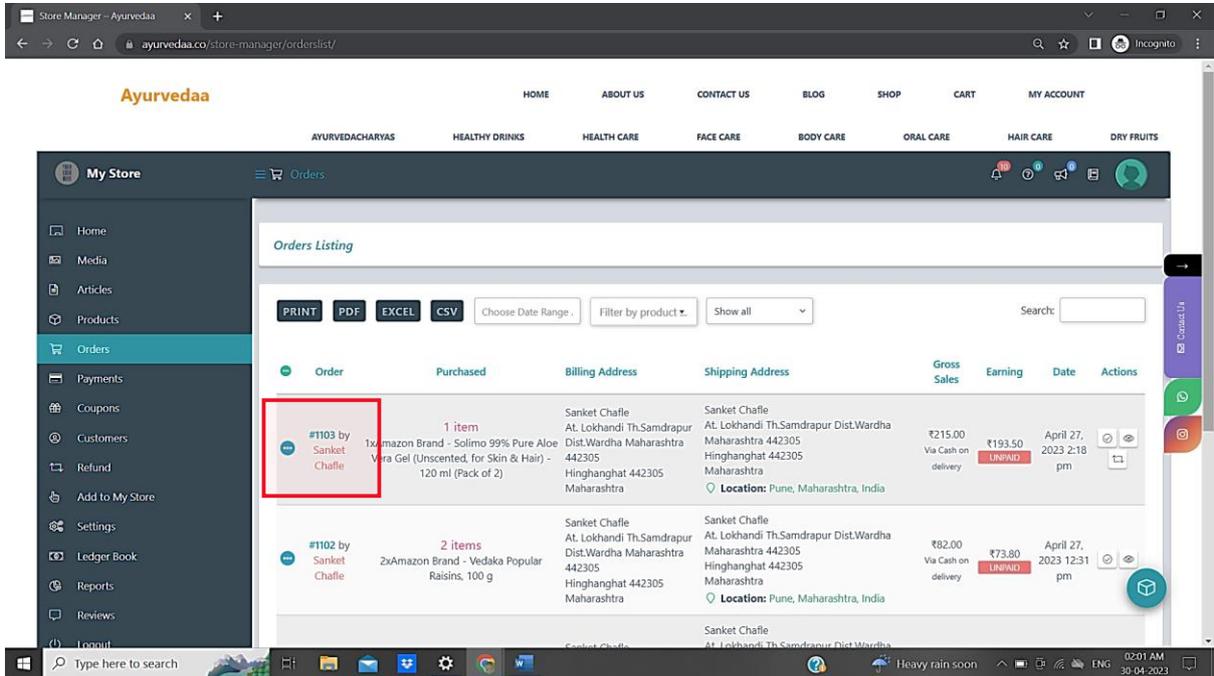


8) To check The Orders vendor need to click on **Orders** in dashboard

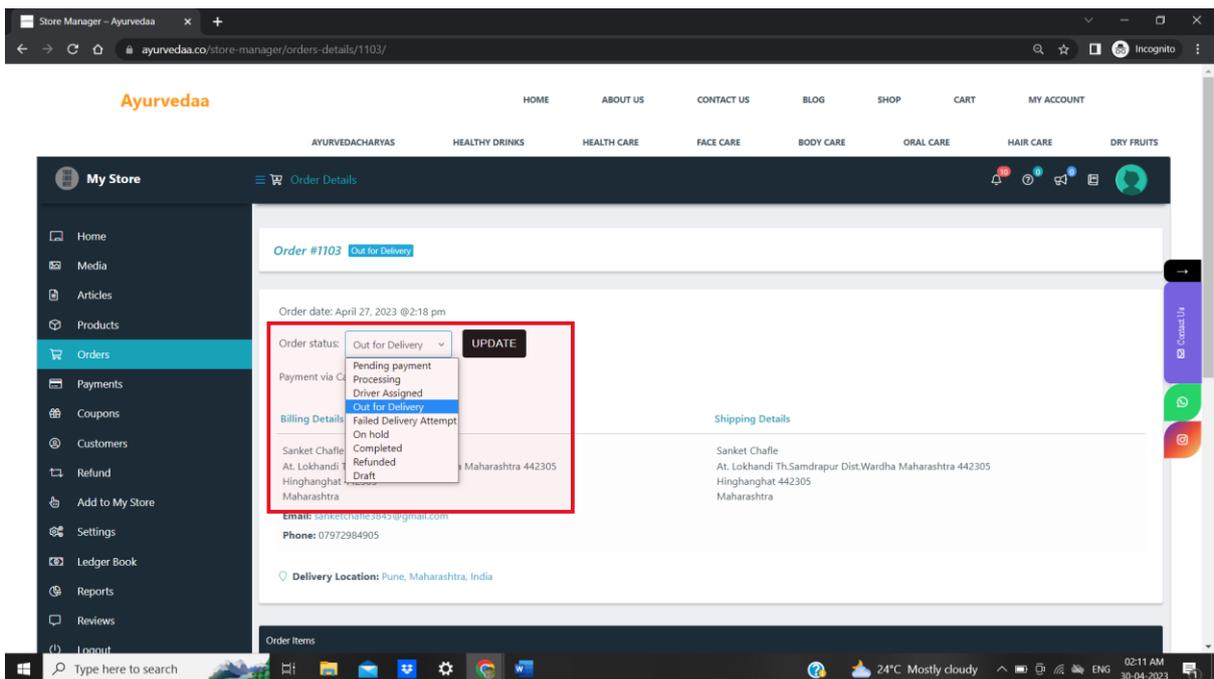


9) If vendor gets any order vendor will get **mail and dashboard notification** from ayurveda. To process the orders vendors to follow simple steps as given below

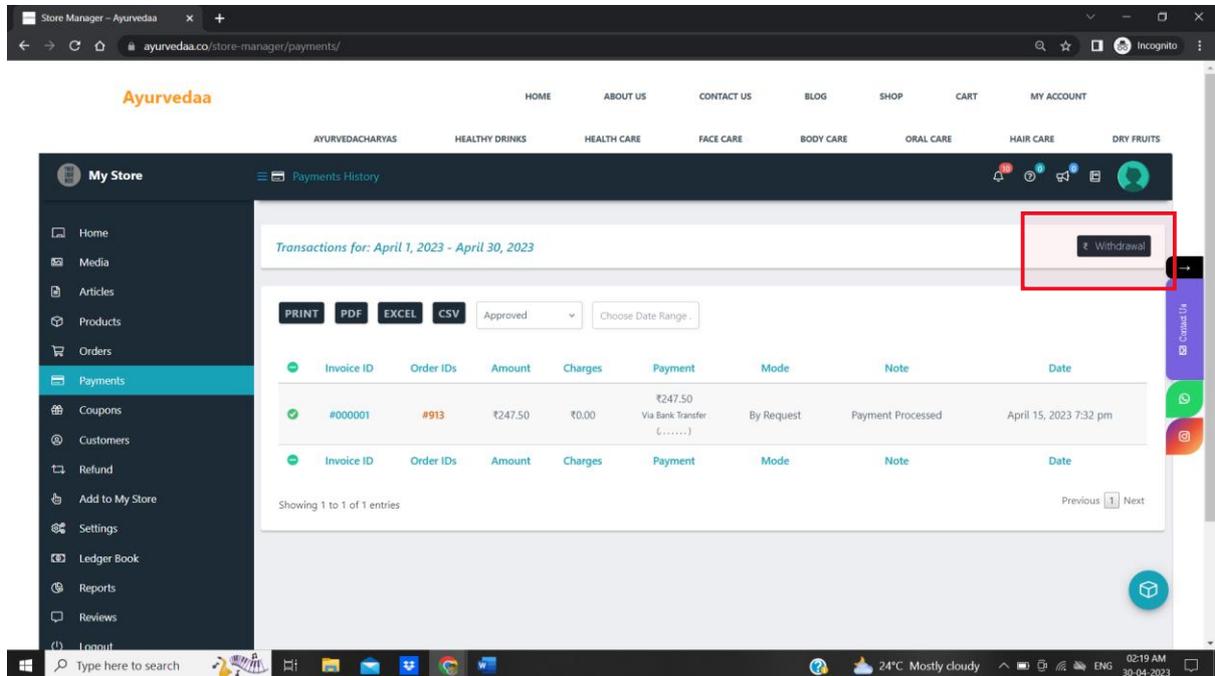
a) First click on the **orders and select the order** which is going to process to do that just click on the order number in orders.



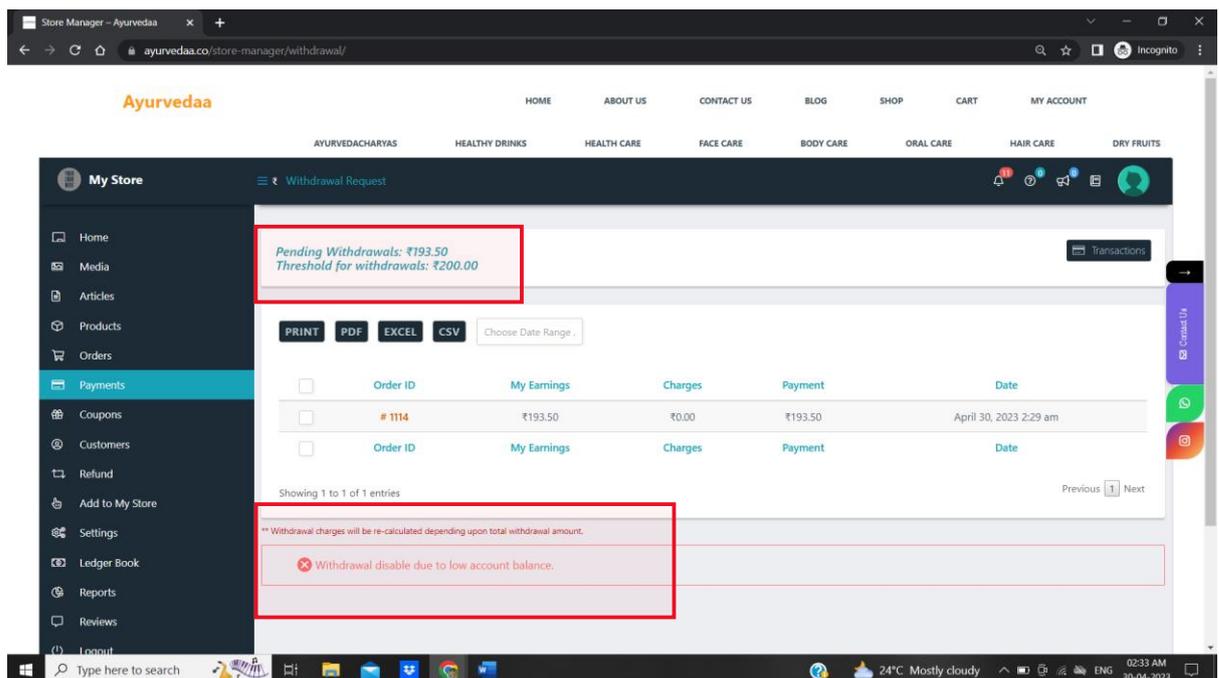
B) Vendor now can update the orders status by clicking on the **orders status** check box. Updated status of order will get mailed by ayuevedaa to that customer.



10) Vendors can see their payments history and status and put withdrawal request by clicking on **Payments** option button in left side of vendors dashboard. For withdrawal of previous orders and payments vendors need to click on **withdrawal** button at the right corner of payments dashboard.



a) In withdrawal you will find the pending withdrawals amount and important is that **ayurvedaa.co** has threshold withdrawal amount **RS-200/-** more than that only vendors go for the withdrawal.



- b) For withdrawal vendor can click on **Request** button. This request button will be present if the vendor will have the pending withdrawal amount more than threshold withdrawal limit.

The screenshot shows the 'Withdrawal Request' page in the Ayurvedaa Store Manager. The page header includes navigation links like HOME, ABOUT US, CONTACT US, BLOG, SHOP, CART, and MY ACCOUNT. The main content area shows a summary of pending withdrawals and a table of transactions. A red box highlights the summary text: "Pending Withdrawals: ₹1,444.50 Threshold for withdrawals: ₹200.00". Below this, there are buttons for PRINT, PDF, EXCEL, and CSV, along with a "Choose Date Range" dropdown. The table lists transactions with columns for Order ID, My Earnings, Charges, Payment, and Date. A red box highlights the "REQUEST" button at the bottom right of the table.

Order ID	My Earnings	Charges	Payment	Date
# 1114	₹193.50	₹0.00	₹193.50	April 30, 2023 2:29 am
# 1115	₹1,251.00	₹0.00	₹1,251.00	April 30, 2023 2:32 am

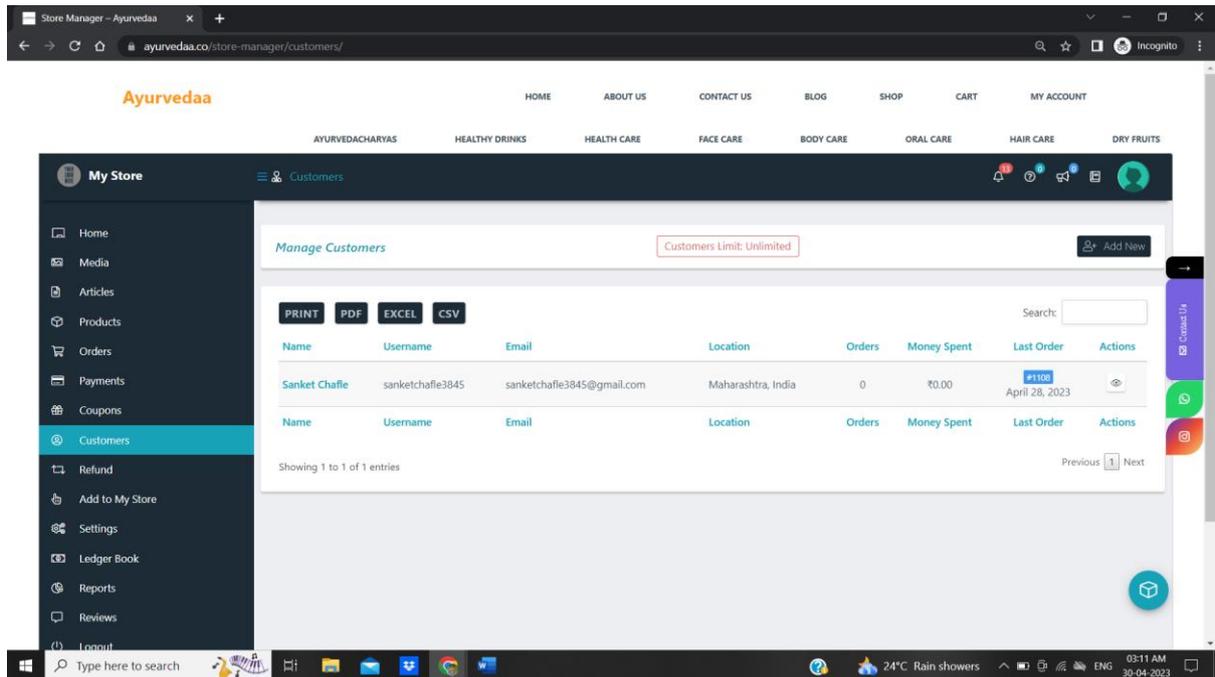
After Clicking on **request** a small pop will be shown that your withdrawal request is successful.

- c) After **Requests successfully processed** vendor can check the bank statement and **payment history** and also reach out for any query to **ayurvedaa.co support**.

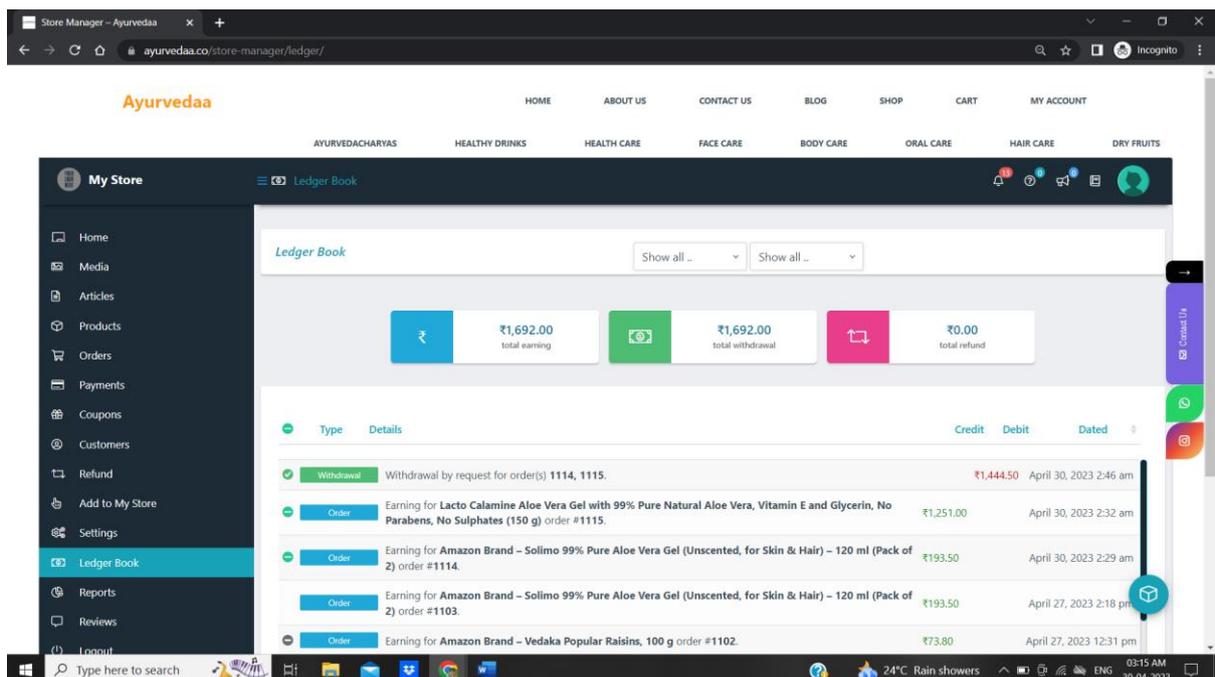
The screenshot shows the 'Payments History' page in the Ayurvedaa Store Manager. The page header includes navigation links like HOME, ABOUT US, CONTACT US, BLOG, SHOP, CART, and MY ACCOUNT. The main content area shows a summary of transactions for the period April 1, 2023 - April 30, 2023. A red box highlights the 'Note' column in the table, which contains the text "Payment Processed".

Invoice ID	Order IDs	Amount	Charges	Payment	Mode	Note	Date
#000002	#1114, #1115	₹1,444.50	₹0.00	₹1,444.50 Via Bank Transfer (.....)	By Request	Payment Processed	April 30, 2023 3:03 am
#000001	#913	₹247.50	₹0.00	₹247.50 Via Bank Transfer (.....)	By Request	Payment Processed	April 15, 2023 7:32 pm

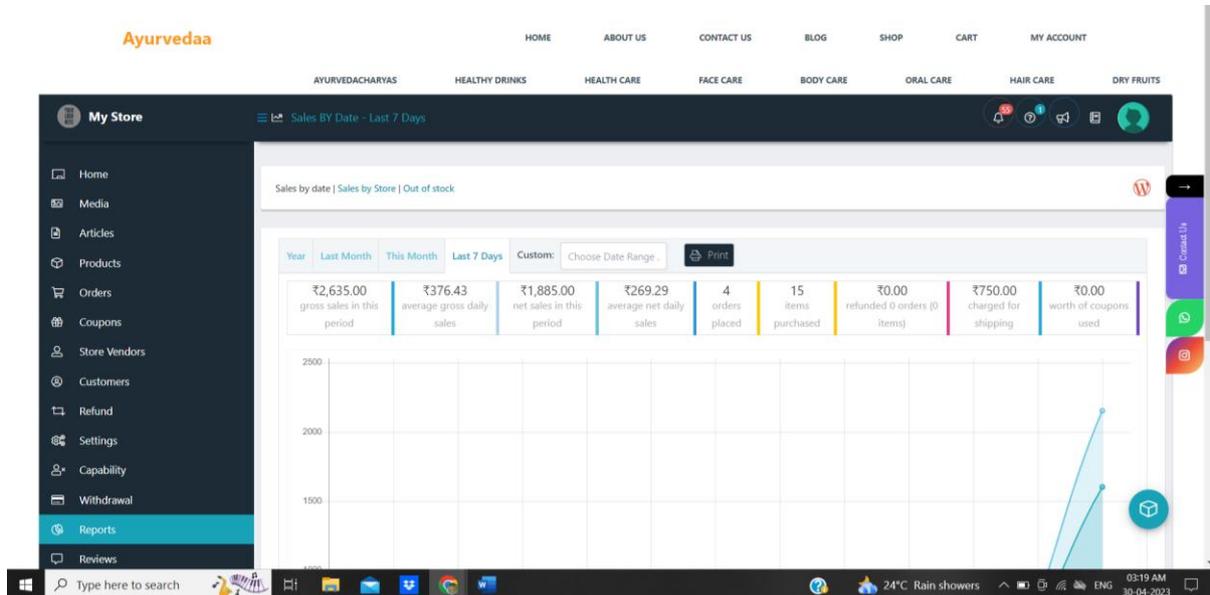
11) Vendors can also manage the customers by clicking on **customers** button as shown below.



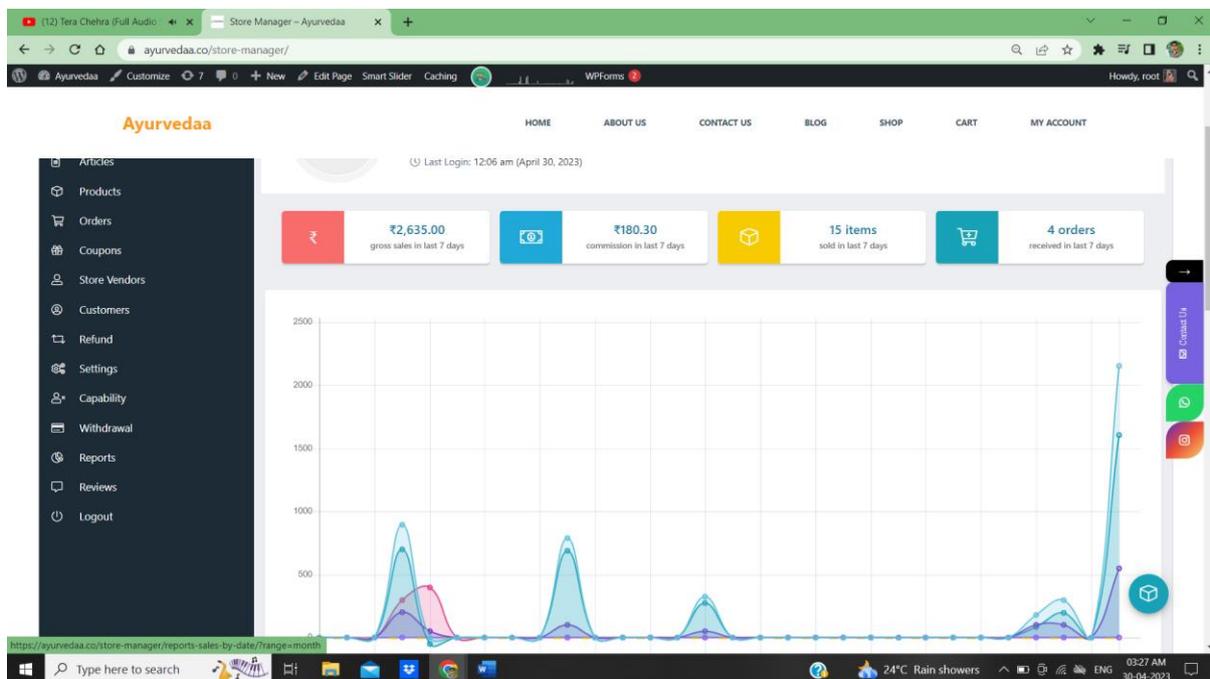
12) Vendors will get the digital ledger book. By clicking on the **ledger book** at dashboard vendor can check all their activity day to date wise.



13) Ayurvedaa.co vendors dashboard will create reports of the shop and performance in week, month, yearly. Vendors can check their reports by clicking on the **reports** present in the left side below the vendors dashboard.



14) Vendors Dashboard home page will show all shop of **last 7 days** activities in graphical interface for vendors to understand the **Gross sales, Commission, total products sold, Orders received etc.**



**for any query reach out us 24/7 we will be happy to help you.*