## 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 costumer then click on my account and login to your account and simply click on Become vendor and you will redirected to the vendor registration form.

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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.

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

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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

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	Welcome to Ayurvedaa! Thank you for choosing Ayurvedaal This quick setup wizard will help you to configure the basic settings and you will have your store ready in no time. If you don't want to go through the wizard right now, you can skip and return to the dashboard. You may setup your store from dashboard > setting anytime!	B B Connet Un L
	Let's go! Not right now	▲ 173 5t

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

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

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

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

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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

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

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

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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.

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Vendor can see the uploaded image of products as shown below

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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.

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

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

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

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

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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

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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

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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.

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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.

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

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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.

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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.

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

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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.

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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.

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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.

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