uMarketplace Reference Guide

Vendor Preferences

Vendor Info

Vendor edit > vendor info tab	
options with red * asterisk must be configured	
Vendor Name	Name of the Vendor
Status	if Active, vendor can sell products and login into Vendor Portal. If Inactive, vendor will be able to sell products and access Vendor Portal. If Inactive and Multivendor add-on, vendor will not be able to sell, but will be able to access Vendor Portal. If Inactive and Microsite add-on, vendor's landing page will not be visible. Vendor will be able to access Vendor Portal. If Disabled, vendor products will be automatically disabled and vendor can not access Vendor Portal. To set products to be automatically disabled, Configuration > Drop Shipping > Customer Options > Action on enable/disable vendor will have to be configured. If Disabled, and Multivendor add-on, then vendor will not be able to sell and will not be able to access Vendor Portal. If Disabled and Microsite add-on, vendor's landing page will not be visible and vendor can not access Vendor Portal If Rejected and MicrositePro add-on, vendor will received a reject email with the reason. The Reject Reason can be defined in the text area, once Rejected status is chosen as well as either Reject email should be send or not. Vendor can not access Vendor Portal
Send Confirmation Email	Status "Active" and if Yes and MicrositePro add-on, email with confirmation link will be sent to vendor. The Vendor Portal will not be accessible until vendor confirms the email address.
Preferred Carrier	Carrier which will be used to determent the system shipping method associated with dropship method Vendor edit > shipping methods tab > "estimate carrier" or "carrier override" = "* use default"
Vendor Email	Vendor's email which can also be used as the username to login into Vendor Portal
New Password	Admin have an ability to change vendor's password. If empty, password will not be changed
Vendor Telephone	Vendor's telephone number. Some carriers do require telephone number for proper shipping label generation
Vendor Fax	Vendor's Fax
Notification Template	Transactional email to be used for new order notification email, If "Use default configuration", uses default template. Other templates can be set in System > Transactional Email
Is Featured	PriceComparison Add-on is required. If Yes, vendor will be highlighted and placed at the top of the vendor's offer table

Vendor edit > vendor info tab	
Vacation Mode	Umarketplace extension. If Not Vacation, vendor operating normally. If Notify Customer on Availability, cart page product row will contain a message with the future shipping date. Vacation end date needs to be set. If Disable Products, products will have "Vacation" status and will not be visible on the frontend. Vacation end date needs to be set
Allow customers review/rate vendor	If Yes, customers will be able to leave the review and rate vendor

Shipping Origin Address

Shipping Origin Address>	will be used as origin during shopping cart rates calculation and generate shipping labels.
Attention To	Will be used as vendor Contact Person name when generate shipping labels. And in statement PDF
Street	Street of vendor oriring
City	City of vendor oriring
Zip / Postal code	Postal code of vendor oriring
Country	Origin country
State	Origin state (if applicable to country)

Billing Address

Billing Address>	
Same as Shipping	if Yes shipping address will be used for billing too (i.e. in vendor statements) If No billing address could different from shipping

Batch Orders Export

Prefernces> Batch Orders Export	Batch add-on is required
Export Orders Method	if No Export, no export will be executed if Manual Only, batch export can performed if batch export created manually in Sales > Dropship > Batch Import/Export > batches > Create Order Export Batch if Auto Scheduled, batch records will be exported by schedule if Instant, once PO is created, batch record will be created and PO will be exported if Instant by Status, once Po reaches the status set in Configuration > Drop Shipping > Orders Batch Options > Export On Po Statuses, it will be exported
Export Orders Adapter	Default Adapter is a CSV adapter. Customization is possible.
Export Orders Schedule	Generic Cron format http://en.wikipedia.org/wiki/Cron
Export Orders Destination Locations	Possible to set up multiple locations strings, each on a separate line. Formats can be found by clicking http://www.unirgy.com/wiki/udropship/batch/reference#sourcedestination_locations
Export Per PO	if Yes, for each PO separate file will be created if No, all PO's will be exported into one file
Export Orders Header	Export file header

Prefernces> Batch Orders Export	Batch add-on is required
Export Orders Template	Site Admin creates template using codes, based on which export file will be generated http://www.unirgy.com/wiki/udropship/batch/reference
Use Order Items Separate Template	if No, export order template will be rendered multiple times depending on quantity of PO items if Yes, export template will be rendered once for PO and for each PO item, data will be exported by Order Items Separate Template
Order Items Separate Template, if Yes in Use Order Items Separate Template	Used per Item, if general order info have to be placed on first line and item specific data needs to be rendered on each separate line
Order Items Footer Template, if Yes in Use Order Items Separate Template	Used for separating order data in export file
Change PO status on export	Once PO exported, status can be changed automatically. To prevent the order to be exported multiple times, it should not intersect with statuses set in Configuration > Drop Shipping > Orders Batch Options > Export On Po Statuses

Batch Orders Import

Batch Orders Import>	
Import Orders Adapter	Default Adapter reads a CSV adapter. Customization is possible
Import Orders Method	if No Import, no import will be executed if Manual only, batch import can be performed if batch import created manually in Sales > Dropship > Batch Import/Export > batches > Create Tracking Import Batch if Auto Scheduled, batch records will be imported by schedule
Import Orders Schedule	Generic Cron format http://en.wikipedia.org/wiki/Cron
Import Orders Source Location	Example locations, formats can be found by clicking http://www.unirgy.com/wiki/udropship/batch/reference#sourcedestination_locations
Use wildcard in source location	if No, location have to correspond to the specific file if Yes, Unix shells glob format can be used in location http://en.wikipedia.org/wiki/Glob (programming). Files, which corresponds to the last part of location can be imported

Batch Orders Import>	
Import only recent files (track location files timestamps)	if Yes, new files, created after the last import, will be imported if No, files which corresponds to location will be imported
Action on imported file	if No Action, no action after import if Delete, after import delete file if Rename, after import rename file if Move, after import move file if Rename + Move, after import rename and move file
Import Orders Template	Site Admin creates template using codes, based on which import file will be parsed to retrieve the data http://www.unirgy.com/wiki/udropship/batch/reference
Import Orders Field Delimiter	Each line of data need to be separated by the delimiter set here
Change PO status on import	Once PO imported, status will be changed automatically
Skip first row in import file	if Yes, if first row is header, then it will be skipped if No, first row will be included

Inventory Import

Inventory Import>	
Import Orders Adapter	Default Adapter reads a CSV adapter. Customization is possible
Import Inventory Method	if No Import, no import will be executed if Manual only, batch import can be performed if batch import created manually in Sales > Dropship > Batch Import/Export > batches > Create Inventory Import Batch if Auto Scheduled, batch records will be imported by schedule
Import Inventory Schedule	Generic Cron format http://en.wikipedia.org/wiki/Cron
Import Inventory Source Location	Example locations, formats can be found by clicking http://www.unirgy.com/wiki/udropship/batch/reference#sourcedestination_locations
Use wildcard in source location	if No, location have to correspond to the specific file if Yes, Unix shells glob format can be used in location http://en.wikipedia.org/wiki/Glob_(programming). Files, which corresponds to the last part of location can be imported
Import only recent files (track location files timestamps)	if Yes, new files, created after the last import, will be imported if No, files which corresponds to location will be imported

Inventory Import>	
Reindex Type	if Realtime, updated after the import products will be reindexed if Full, all products will be reindexed if Manual, reindexing will have to be manual
Action on imported file	if No Action, no action after import if Delete, after import delete file if Rename, after import rename file if Move, after import move file if Rename + Move, after import rename and move file
Import Inventory Template	Site Admin creates template using codes, based on which import file will be parsed to retrieve the data http://www.unirgy.com/wiki/udropship/batch/reference
Import Inventory Field Delimiter	Each line of data need to be separated by the delimiter set here
Skip first row in import file	if Yes, if first row is header, then it will be skipped if No, first row will be included

Integration

Integration>	
New Order Notification Method	AdvancedPO add-on is required if No Notification, no action if Email Notification, once PO is created, email notification will be sent to vendor if Email Notification by Status, once PO reaches the status, email notification will be sent to vendor The status is set in Notify vendor on PO Status
Stock Check Method	Vendor's inventory will be checked, if MultiVendor add-on then in dropship vendor tab, otherwise in inventory tab in product edit. Customization is available.
Attach Packing Slip to Notifications	if Yes, packing slip will be attached to new order notification if No, no attachment
Attach PO Pdf to Notifications	if Yes, PO PDF will be attached to new order notification if No, no attachment
Hide shipping amount in po pdf	if No, shipping amount will be hidden if Yes, shipping amount will not be hidden if Use Config, use global configurations in Configuration > Drop Shipping > Vendor Options > Hide shipping amount in PO PDF
Hide shipping amount in packingslip	if No, shipping amount will be hidden if Yes, shipping amount will not be hidden if Use Config, use global configurations in Configuration > Drop Shipping > Vendor Options > Hide shipping amount in packingslip
Attach Shipping Label to Notifications	if No, no attachment if Yes, shipping label will be attached to order notifications and additionally carrier need to support label printing (ups, usps, fedex) vendor preference > Shipping Labels > Label Type - need to be non empty (PDF or EPL) and valid carrier credentials filled in proper section of vendor preference

Integration>	
Notify on low stock qty	if Yes, low stock notification email will be sent to vendor if quantity reaches the number set in Low stock qty. Custom transaction email could be selected here Configuration > Drop Shipping > Vendor Options > Low stock vendor notification template if No, no action
New Order Carbon Copy Emails	Copy of order notification emails can be sent to the email addresses listed here
Handling Fee	if Default System Rules, use handling system carrier's configurations which is used for rates calculations if Simple Custom Rules, custom handling amount can be configured in Simple Handling Fee (fallback for advanced) Calculation formula will be determent based on Handling Type + Handling Action configurations if Advanced Custom Rules, advanced condition have to be set in Advanced Handling Rule and Advanced Handling Config Use Simple Handling Fee (fallback for advanced) if no advanced rules are set
Handling Type	if Fixed, fixed value to be added to shipping amount. Value is set in previous configuration if Percent, percent of shipping amount to be added shipping amount. Percent is set is previous configuration
Handling Action	per Order, handling amount will be added to shipping amount for vendor sub-cart once per Package, most system carriers have Maximum Package Weight, which determents number of packages in vendor sub-cart if sub-cart have multi packages, fixed value will be added multiple times
Allowed Countries	Countries, where vendor can deliver their products. if country is not on the list, the message will appear
Limit to zipcodes	Zip codes, where vendor can deliver their products. see examples bellow the text area
URL key	Microsite add-on is required. Vendor URL key to be used for vendor's landing page
Initial Virtual PO Status	AdvancedPO add on is required. Initial status for the virtual product PO global configurations can be set in Configuration > Drop Shipping > Purchase Order Options > Default Virtual PO Status
Initial PO Status	AdvancedPO add on is required. Initial status for the PO global configurations can be set in Configuration > Drop Shipping > Purchase Order Options > Default PO Status
Initial Customer Shipment Status	Set the status for the newly created shipment global configurations can be set in Configuration > Drop Shipping > Vendor Options > Default Customer Shipment Status
Default PO sort by in vendor interface	Set the field for PO sort order for vendor portal dashboard
Default PO sort direction in vendor interface	Set sort order direction
Default Shipping Method Pattern	SplitRate add-on required. Regular expression pattern to be matched against system method title to determent default shipping methods selection

Integration>	
Logo Image	image to be displayed on vendor's landing page
Use Vendor specific custom text on the bottom of packing slip	if Use Config, text will be displayed at the bottom of packing slip. Global configuration to be set in Configuration > Drop Shipping > Vendor Options > Default custom text on the bottom of packing slip if Yes, text to be displayed at the bottom of packing slip can be customized in Vendor specific custom text on the bottom of packing slip if No, no action
Use Vendor specific custom text on the bottom of purchase order PDF	if Use Config, text will be displayed at the bottom of PO PDF. Global configuration to be set in Configuration > Drop Shipping > Purchase Order Options > Default custom text on the bottom of purchase order PDF if Yes, text to be displayed at the bottom of PO PDF can be customized in Vendor specific custom text on the bottom of purchase order PDF if No, no action
Show totals in vendor portal order view	if Yes, PO total amounts to be used for statement calculations will be displayed in order view box in Vendor Portal if No, no total amount will be displayed

Customer

Customer>	
Use Custom HTML Customer Address Template For Vendors	If Yes, vendor can be configured to use the custom HTML template for customer address. Default data can be copied from Configuration > Customer Configuration > Address Templates > HTML then modifications can be done in "HTML Customer Address Template For Vendors"
Use Custom PDF Customer Address Template For Vendors	If Yes, vendor can be configured to use the custom PDF template for customer address. Default data can be copied from Configuration > Customer Configuration > Address Templates > PDF then modifications can be done in "PDF Customer Address Template For Vendors"

Statement

Statement>	http://www.unirgy.com/wiki/udropship/umarketplace/statements-commissions-payouts

Payout

Payout>	http://www.unirgy.com/wiki/udropship/umarketplace/statements-commissions-payouts

Shipping Labels

Shipping Labels>	
Poll Tracking API	if Disable, no action if Use label carrier, polling will be done based on shipping method of shipment if Fedex, will be used for polltracking if Webshopps fedex, will be used for polltracking
Label Type	if No label, labels will not be printed if PDF, labels will be printed in PDF format if EPL, labels will be printed in EPL format

Shipping Labels>	
Dimension Units	Set package dimension units
Default Package Length	Set package length
Default Package Width	Set package width
Default Package Height	Set package hight

PDF Specific

PDF Specific>	
PDF Page Size	Set page size
PDF Page Width	Set page width
PDF Page Height	Set page height
PDF Label Rotation	Set label rotation
PDF Label Left Offset	Set label left offset
PDF Label Top Offset	Set label top offset

EPL Specific

EPL Specific>	
Enable Printing DocTab	if Yes, printing is enabled if No, printing is not enabled

UPS Specific

UPS Specific>	**please refer to the UPS documentation for configurations settings or contact UPS support**

UPS Specific

Endicia (USPS) Specific>	**please refer to the Endicia documentation for configurations settings or contact Endicia support**

FedEx Specific

FedEx Specific>	**please refer to the FedEx documentation for configurations settings or contact FedEx support**

Microsite

Microsite>	**Microsite add-on is required**
Shop Description	Description to be displayed on vendor's landing page
Landing page title	Vendor's landing page title
CMS Landing Page	MicrositePro add-on is required. Choose the CMS page to be used for landing page
Default Product Promo Title	Price Comparison add-on is required. Title to be displayed in price comparison table on product page, if vendor title is not configured in Dropship Tab of Product Edit in Admin area
Enable Manage Products functionality	Enable or disable system view in Vendor Portal
Limit Websites	If using system view functionality this will allow to limit websites with which vendor can associate his products

Microsite>	Microsite add-on is required
Limit Categories	Enable or disable categories to be selected by the vendor. if No, no limit

Vendor Portal Product Edit

Vendor Portal Product Edit>	
Use custom value for global "Unpublish vendor product on following changes"	if Yes, custom per vendor configurations set in "Unpublish vendor product on following changes" will be used instead of global configurations in Configuration > Vendor Products Edit > General > Unpublish vendor product. for more details https://unirgy.com/f/media/assets/vendor_product_edit/ if No, use global configurations Configuration > Vendor Products Edit > General > Unpublish vendor product
Use custom value for global "Allowed types of product"	if Yes, custom per vendor configurations set in "Allowed types of product" will be used instead of global configurations in Configuration > Vendor Products Edit > General >Allowed types of product. for more details https://unirgy.com/f/media/assets/vendor_product_edit/ if No, use global configurations Configuration > Vendor Products Edit > General >Allowed types of product
Use custom value for global "Inventory Manage Stock">	per vendor config for magento native set in Configuration > Inventory > Product Stock Options
Use custom value for global "Inventory Backorders">	per vendor config for magento native set in Configuration > Inventory > Product Stock Options
Use custom value for global "Inventory Qty for Item's Status to Become Out of Stock">	per vendor config for magento native set in Configuration > Inventory > Product Stock Options
Use custom value for global "Inventory Minimum Qty Allowed in Shopping Cart">	per vendor config for magento native set in Configuration > Inventory > Product Stock Options
Use custom value for global "Inventory Maximum Qty Allowed in Shopping Cart">	per vendor config for magento native set in Configuration > Inventory > Product Stock Options
Returns Fedex Specific>	use global "Configuration > uReturns" or per vendor configurations for returns label priniting
Returns Endicia Specific>	use global "Configuration > uReturns" or per vendor configurations for returns label priniting
Returns UPS Specific>	use global "Configuration > uReturns" or per vendor configurations for returns label priniting

Custom Data

Custom Data»	In vendor edit > Custom data tab
	you can enter custom data in format
	
	===== description =====
	Description
	
	===== return_policy =====
	Return Policy
	
	===== about_us =====
	About Us
	
	in basic microsite : reference data in the template
	app\design\frontend\default\default\template\unirgy\microsite\home.phtml
	via
	`<?php echo Mage::helper('umicrosite')→getCurrentVendor()→getData('description')?>`
	`<?php echo Mage::helper('umicrosite')→getCurrentVendor()→getData('return_policy')?>`
	`<?php echo Mage::helper('umicrosite')→getCurrentVendor()→getData('about_us')?>`
	
	in microsite pro CMS pages you can reference that data using
	`{{var currentVendor.getData('description')}}`
	`{{var currentVendor.getData('return_policy')}}`
	`{{var currentVendor.getData('about_us')}}`
	
	on product pages
	`<?php echo Mage::helper('udropship')→getVendor($_product→getUdropshipVendor())→getData('description') ?>`
	`<?php echo Mage::helper('udropship')→getVendor($_product→getUdropshipVendor())→getData('return_policy') ?>`
	`<?php echo Mage::helper('udropship')→getVendor($_product→getUdropshipVendor())→getData('about_us') ?>`

Shipping Methods»	please refer to the following http://www.unirgy.com/wiki/udropship/config http://udropship-demo.unirgy.com/umarketplace-video/shipping-methods
Tier Commission»	please refer to the following http://www.unirgy.com/wiki/udropship/umarketplace/statements-commissions-payouts
Shipping Rates»	please refer to the following http://wtsergo.unirgy.com/assets/umarketplace/screencast/shipping-methods/
Associated Products»	Products Vendor Association
Customer Questions»	please refer to the following http://www.unirgy.com/wiki/udropship/umarketplace/ask-vendor-question
Customer Reviews»	this section will list customer reviews. for more information http://www.unirgy.com/wiki/udropship/umarketplace/vendor-ratings

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