

# WC Vendors Plugin Documentation

# Installations

## Automatic Installation

- Login to your WordPress admin panel, go to **Plugins > Add New**
- In the search field type “WC Vendors” and click **Search Plugins**
- Once you’ve found the plugin, install it by simply clicking “**Install Now**”

## Manual Installation

- **Download** the plugin to your computer. <https://wordpress.org/plugins/wc-vendors/>
- **Unzip** the file.
- Using an FTP program, or your hosting control panel, upload the unzipped plugin folder to your WordPress installation’s **wp-content/plugins** directory.
- **Activate** the plugin from the Plugins menu within the WordPress admin.

# (1) Configuration

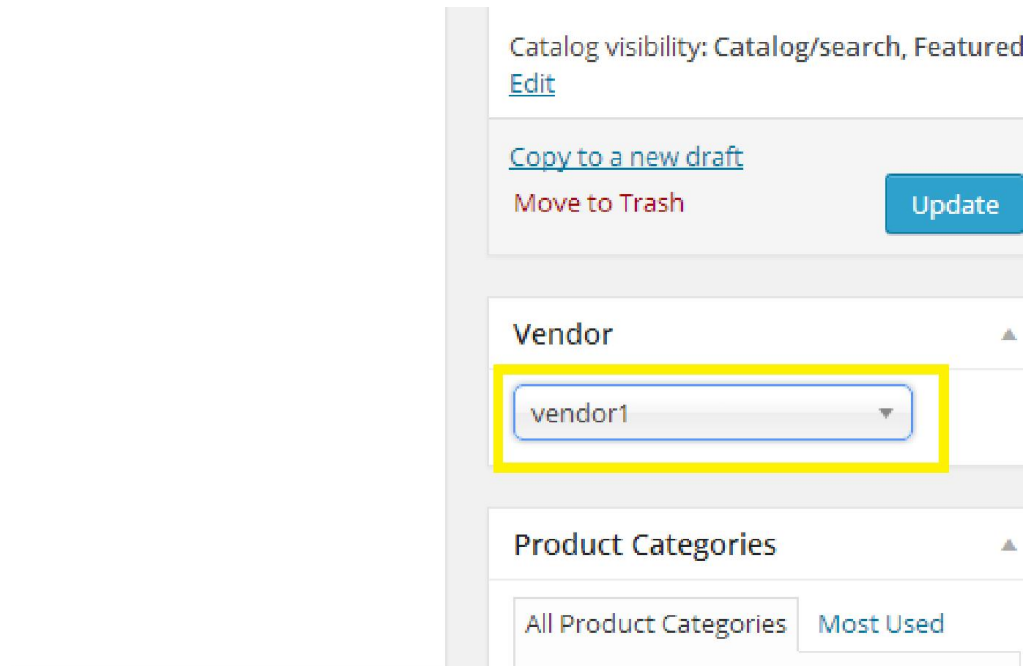
1. In Users > All Users, assign each vendor the “Vendor” role. Vendors will be the users who receive commission from sales.

The screenshot shows the 'Users' management page in WordPress. At the top, there's a header with 'Users' and an 'Add New' button. Below it, a message states 'New user created. Edit user'. The main content area shows a list of users with filters for 'All (3)', 'Administrator (1)', and 'Subscriber (2)'. A 'Bulk Actions' dropdown is open, showing options like 'Change role to...', 'Change role to...', 'Vendor', 'Pending Vendor', 'Shop Manager', 'Customer', 'Subscriber', 'Contributor', 'Author', 'Editor', and 'Administrator'. The 'Vendor' role is highlighted. A 'Change' button is also visible. The user list includes 'ben', 'vendor1', and 'vendor2'. The 'vendor1' user is selected with a checkbox. The 'Bulk Actions' dropdown is also open at the bottom of the page.

Username	Name
ben	
vendor1	Vendor One
vendor2	Vendor Two

## (2) Configuration

2. Edit a Product and change the Vendor to the vendor that should receive commissions on sales for this product. Note: Your “Vendor” metabox might be located in a different area, such as the bottom of the page.



## (3) Configuration

3. Optionally, configure a custom commission amount for an individual product.

The screenshot displays the 'Product Data' section of the WC Vendors plugin. At the top, there is a dropdown menu set to 'Simple product' and two checkboxes for 'Virtual' and 'Downloadable'. Below this is a sidebar with several tabs: 'General', 'Inventory', 'Shipping', 'Linked Products', 'Attributes', 'Advanced', and 'Commission'. The 'Commission' tab is selected and highlighted with a yellow border. The main content area shows a 'Commission (%)' label followed by a text input field containing the placeholder text 'Leave blank for default'. This input field is also highlighted with a yellow border.

## (4) Configuration

4. Visit WooCommerce > Product Vendor to configure the default settings you need.
5. Visit WooCommerce > Settings > Checkout > PayPal Adaptive Payments and fill in your PayPal API information and PayPal email address.

General Products Tax **Checkout** Shipping Accounts Emails

[Checkout Options](#) | [BACS](#) | [Cheque](#) | [Cash on Delivery](#) | [Mijreh Checkout](#) | [PayPal](#) | **PayPal Adaptive Payments**

### PayPal Adaptive Payments

The PayPal Adaptive Payments gateway can instantly pay your vendors their due commission (if enabled). Also used

**Enable PayPal Adaptive Payments** ☐ Enable PayPal Adaptive Payments

**Method Title**   
*This controls the title which the user sees during checkout.*

**Description**   
*This controls the description which the user sees during checkout.*

**Live Credentials**  
You must have an [Application ID](#) to process live transactions. You do not need one for testing in Sandbox mode.

**PayPal Email**   
*The email address main payments should go to.*

**API Username**

# (1) Shop Admin Settings

Go to WooCommerce > WC Vendors > **General**

1. Default Commission, The default rate the vendor receives for each product. If a product has a commission rate already set, this value will be ignored for that product.
2. Registration, allow users or guest to apply to become a vendor and approve vendor applications manually.
3. Taxes, Give vendors any tax collected per-product.
4. Shop HTML, enable HTML for a vendor's shop description by default.
5. Vendor Shop Page
6. Shop Headers, enable vendor shop headers

The screenshot shows the WordPress admin dashboard with the 'WC Vendors' menu item highlighted in the left sidebar. The main content area displays the 'WC Vendors' settings page, specifically the 'General' tab. The 'General options' section includes a 'Default commission (%)' field set to 50, with a note explaining it's the default rate for products without a set commission. The 'Registration' section has two checked checkboxes: 'Allow users or guests to apply to become a vendor' and 'Approve vendor applications manually'. The 'Taxes' section has an unchecked checkbox for 'Give vendors any tax collected per-product'. The 'Shop options' section has a checked checkbox for 'Enable HTML for a vendor's shop description by default' and a 'Vendor shop page' field set to 'vendors/' with an example URL below it. A 'Save General changes' button is at the bottom.

**WC Vendors**

General Products Capabilities Pages Payments

**General options**

Default commission (%)   
The default rate the vendor receives for each product. If a product has a commission rate already set, this value will be ignored for that product.

Registration ☒ Allow users or guests to apply to become a vendor  
☒ Approve vendor applications manually

Taxes ☐ Give vendors any tax collected per-product

**Shop options**

Shop HTML ☒ Enable HTML for a vendor's shop description by default

Vendor shop page   
Eg: `yoursite.com/[your_setting_here]/[vendor_name_here]`

Save General changes

## (2) Shop Admin Settings

Go to WooCommerce > WC Vendors > **Products**

These options let you choose which panels or screens on the product page to hide from the vendor. You can even add your own CSS to hide areas you want.

### WC Vendors

[General](#)**Products**[Capabilities](#)[Pages](#)[Payments](#)

#### Product Add Page

Configure what to hide from all vendors when adding a product

##### Left side panel

- ☐ Inventory
- ☐ Shipping
- ☐ Linked Products
- ☐ Attributes
- ☐ Advanced

##### Types

- ☐ Simple
- ☐ Variable
- ☐ Grouped
- ☐ External / affiliate

##### Type options

- ☐ Virtual
- ☐ Downloadable

##### Miscellaneous

- ☐ Taxes
- ☐ SKU

##### Stylesheet

You can add CSS in this textarea, which will be loaded on the product add/edit page.

[Save Products changes](#)



## (3) Shop Admin Settings

Go to WooCommerce > WC Vendors > **Capabilities**

These options let you choose what to do by the user.

General Products **Capabilities** Pages Payments

### Permissions

General permissions used around the shop

**Orders**

- ☒ View orders
- ☒ View comments
- ☒ Submit comments
- ☒ View email addresses
- ☒ Export a CSV file of orders for a product

**Reports**

- ☒ View backend sales reports
- ☒ View Frontend sales reports

**Products**

- ☒ Submit products
- ☐ Edit live products
- ☐ Submit products live without requiring approval

Save Capabilities changes

## (4) Shop Admin Settings

Go to WooCommerce > WC Vendors > **Pages**

These page configuration for vendors.

General Products Capabilities **Pages** Payments

### Page configuration

**Vendor dashboard**

Vendor Dashboard ✕ ▼

Choose the page that has the shortcode `[wcv_vendor_dashboard]`  
By default, My Account > Vendor Dashboard should have the shortcode.

**Shop settings**

Shop Settings ✕ ▼

Choose the page that has the shortcode `[wcv_shop_settings]`  
These are the shop settings a vendor can configure.

**Orders page**

Orders ✕ ▼

Choose the page that has the shortcode `[wcv_orders]`  
By default, My Account > Orders should have the shortcode.

**Vendor terms**

Select a page... ▼

These terms are shown to a user when submitting an application to become a vendor.  
If left blank, no terms will be shown to the applicant.

Save Pages changes

## (5) Shop Admin Settings

Go to WooCommerce > WC Vendors > **Payments**

These option for configuration payments for User

General

Products

Capabilities

Pages

**Payments**

### User payments

Total commission currently due: \$0.00. [View details.](#)

Make sure you update your PayPal Adaptive Payments settings [here](#).

Instant pay

?

☒ Instantly pay vendors their commission when an order is made

Payment schedule

☐ Weekly

☐ Biweekly

☐ Monthly

☒ Manual

☐ Now

Note: Schedule will only work if instant pay is unchecked

Email notification

☒ Send the WooCommerce admin an email each time a payment

Save Payments changes

# (1) Approve or Deny Vendor Applications

You can allow users to apply to become a vendor. When they do, you can either approve or deny them. The applicant will receive an email notification with your decision.

The screenshot displays the 'Users' management interface for the WC Vendors plugin. At the top, there's a header with 'Users' and an 'Add New' button. Below this, a filter bar shows 'All (4)', 'Administrator (2)', 'Pending Vendor (1)' (highlighted with a yellow box), and 'Vendor (1)'. A toolbar contains 'Bulk Actions', 'Apply', 'Change role to...', and 'Change' buttons. The main content area is a table with columns for 'Username', 'Name', and 'E-mail'. The first row shows a user with a checkbox, the username 'vendor2', a profile icon, and the name 'Vendor Two'. Below the username are links for 'Edit', 'Delete', 'Approve' (highlighted with a yellow box), and 'Deny' (highlighted with a yellow box). The second row shows the column headers 'Username', 'Name', and 'E-mail'. At the bottom, there's another 'Bulk Actions' and 'Apply' button.

<input type="checkbox"/>	Username	Name	E-mail
<input type="checkbox"/>	<div>vendor2</div> <div>Edit Delete Approve Deny</div>	Vendor Two	vendor2@wcvendors.com
<input type="checkbox"/>	Username	Name	E-mail

## (2) Approve or Deny Vendor Applications

Existing or new users can apply to be a vendor.

### Existing User

### Vendor Dashboard

Your account is not setup as a vendor yet. If you would like to register, please complete this page!

☐ Apply to become a vendor?

Submit

### New User

The image shows a screenshot of the Vendor Dashboard and a separate form for new users. The dashboard section, titled 'Vendor Dashboard', includes a message stating 'Your account is not setup as a vendor yet. If you would like to register, please complete this page!' and a checkbox labeled 'Apply to become a vendor?'. Below this is a 'Submit' button. The separate form is divided into two columns: 'Login' and 'Register'. The 'Login' column contains fields for 'Username or email address' and 'Password', a 'LOGIN' button, a 'Remember me' checkbox, and a link for 'Lost your password?'. The 'Register' column contains fields for 'Email address' and 'Password', a checkbox for 'Apply to become a vendor?', a checked checkbox for 'Sign me up for the newsletter!', and a 'REGISTER' button.

# (1) Shop Admin Reports

## Overview

View a list of recent vendor commissions. This view is able to be filtered by a custom date range. It is located at WooCommerce > Reports > WC Vendors

The screenshot shows the 'WC Vendors' report interface. At the top, there are tabs for 'Orders', 'Customers', 'Stock', and 'WC Vendors'. Below the tabs, there are links for 'Overview', 'Commission by vendor', and 'Commission by product'. A date range filter is set from '2015-01-01' to '2015-01-29' with a 'Show' button. On the left, three summary boxes show 'Total paid in range', 'Total due in range', and 'Total reversed in range', all with 'n/a' values. On the right, a 'Recent Commission' box shows 'No commission yet'. A 'Help' dropdown is in the top right corner.

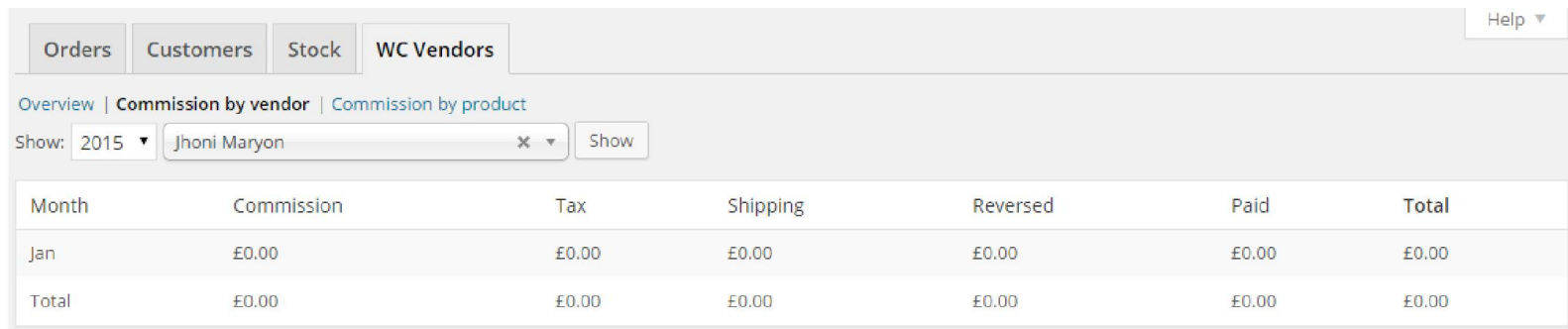
Summary	Value
Total paid in range	n/a
Total due in range	n/a
Total reversed in range	n/a

Recent Commission: No commission yet

## (2) Shop Admin Reports

### Commission by vendor

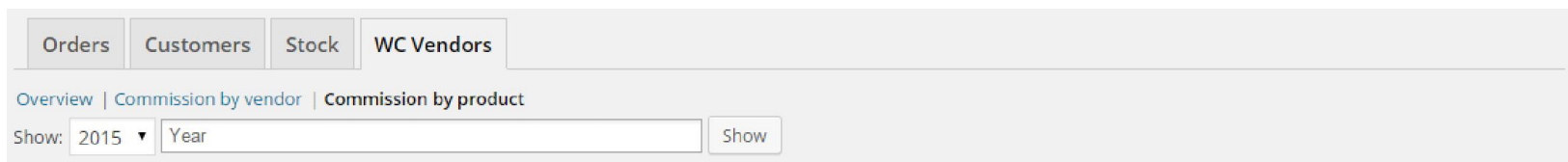
Select a vendor you'd like to show commission for. This view shows each month of a specified year.



Month	Commission	Tax	Shipping	Reversed	Paid	Total
Jan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

### Commission by product

Select product(s) that you'd like to view individual commission for. This view shows each month of a specified year.

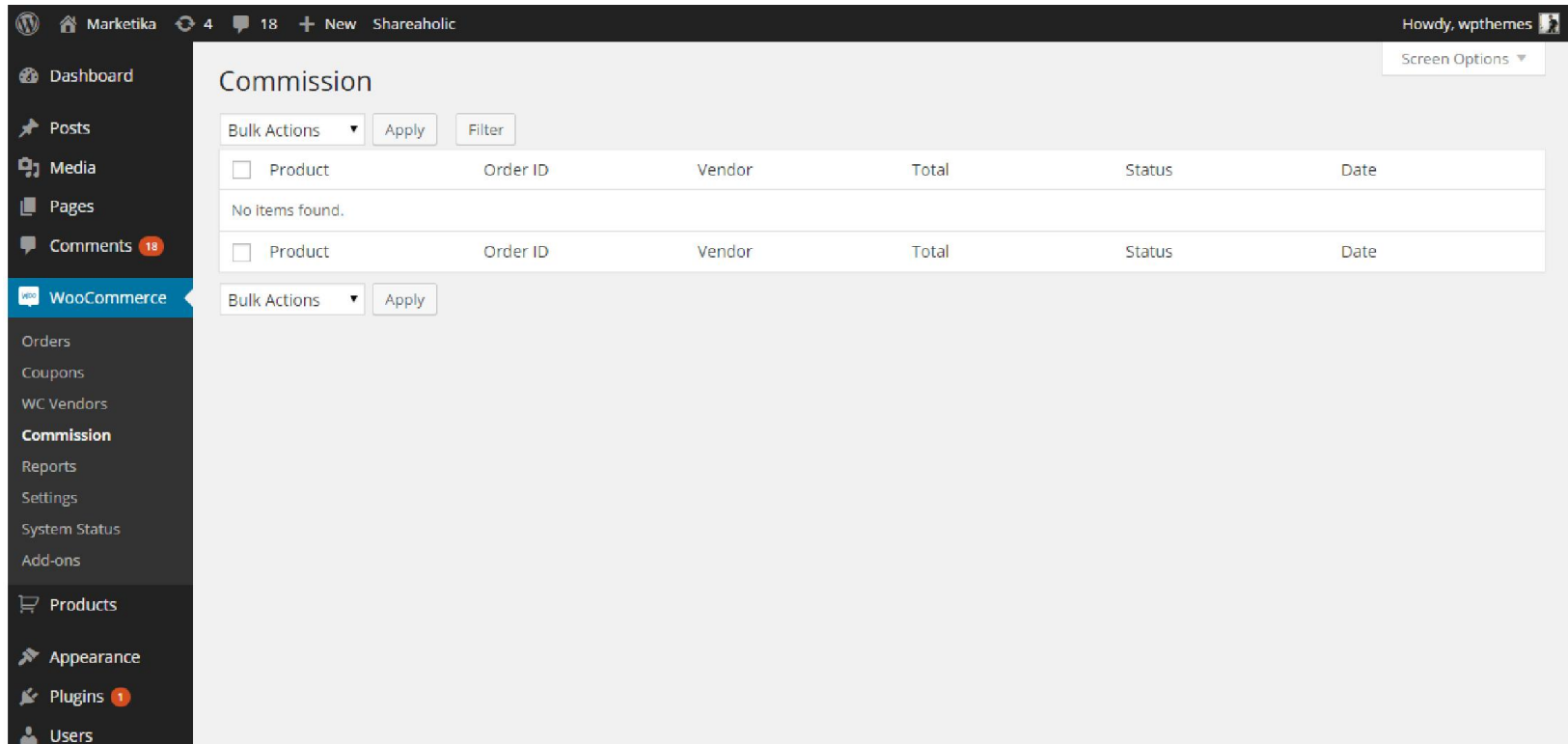


Month	Commission	Tax	Shipping	Reversed	Paid	Total
Jan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

# View Commissions

This view is accessed via WooCommerce > Commissions. A list of commissions and their statuses are shown on this page.

You can also manually mark commission as due, paid, or reversed.



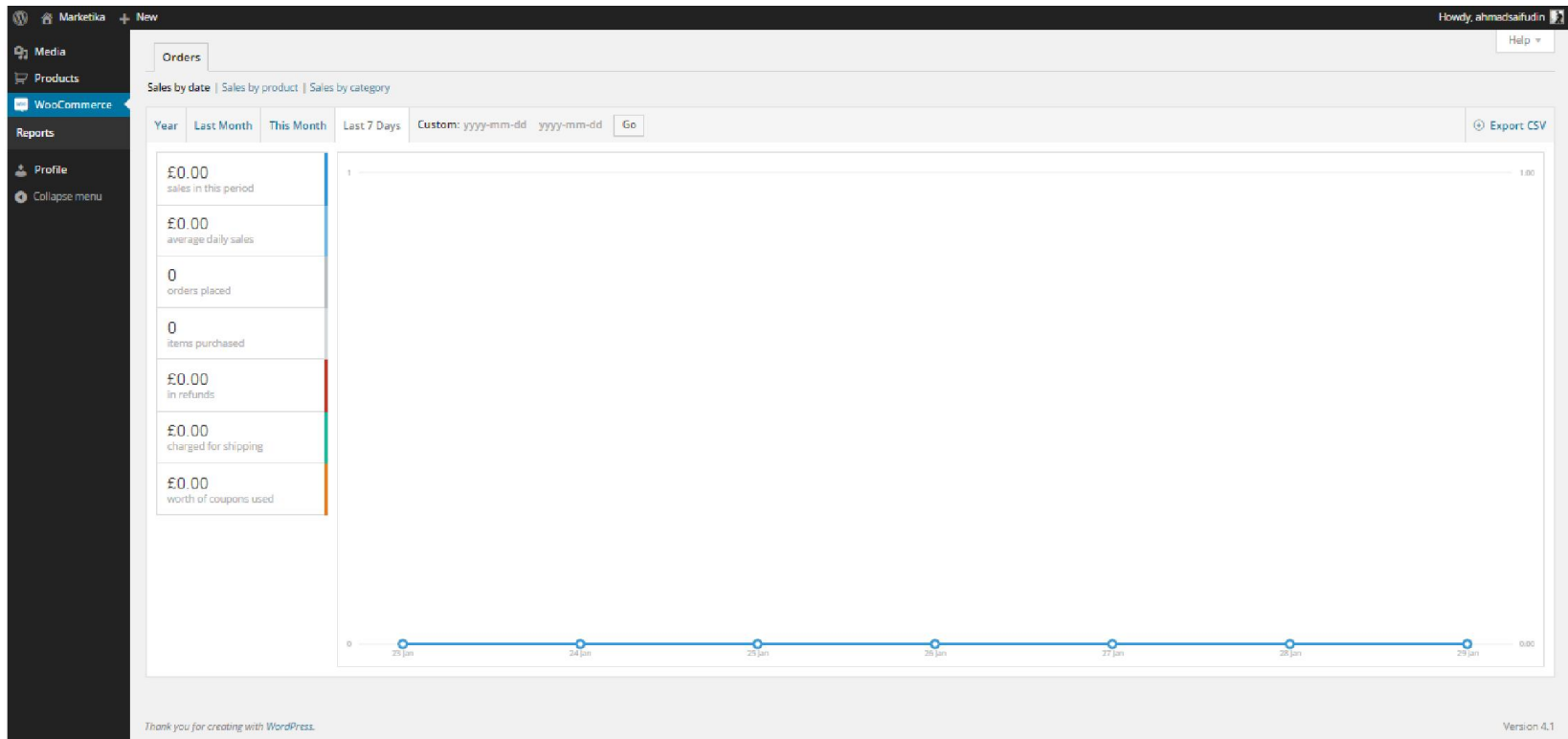
The screenshot shows the WordPress dashboard with the WooCommerce menu expanded. The 'Commission' page is selected, displaying a table with columns: Product, Order ID, Vendor, Total, Status, and Date. The table is currently empty, showing 'No items found.' The left sidebar contains the following menu items: Dashboard, Posts, Media, Pages, Comments (18), WooCommerce (selected), Orders, Coupons, WC Vendors, Commission (highlighted), Reports, Settings, System Status, Add-ons, Products, Appearance, Plugins (1), and Users. The top of the dashboard shows the site name 'Marketika', 4 updates, 18 notifications, and a 'New' button. The user 'Shareaholic' is logged in. The top right corner shows the user 'Howdy, wpthemes' and a 'Screen Options' dropdown.

<input type="checkbox"/>	Product	Order ID	Vendor	Total	Status	Date
No items found.						
<input type="checkbox"/>	Product	Order ID	Vendor	Total	Status	Date



# Backend Reports for Vendors

In addition to the frontend reports, vendors also have access to three typical WooCommerce report in the backends. These reports are filtered so vendors only see the products that belong to them.



# (1) Frontend Dashboard

## Vendor Dashboard

Vendors can view their sales from the Vendor Dashboard, as well as visit their shop's personal page to view their products.

### CONTROL CENTER

[MY SHOP](#) [MY SETTINGS](#) [SUBMIT A PRODUCT](#)

### SALES REPORT

From:  To:  [SHOW](#)

Product	Quantity	Commission	Rate
You haven't made any sales yet.			

### ORDERS

Order	Shipping	Total	Date	Links
You have no orders during this period.				

## (2) Frontend Dashboard

### Shop Settings

Vendors can update their specific shop settings from the front end.

#### SETTINGS

##### PAYPAL ADDRESS

Your PayPal address is used to send you your commission.

[ahmad@paypal.com](mailto:ahmad@paypal.com)

##### SHOP NAME

Your shop name is public and must be unique.

[Jula Jula](#)

##### SELLER INFO

This is displayed on each of your products.

##### ADD MEDIA

Visual Text

**B** *I* **ABC**

In eleifend, nisl eget interdum volutpat, nulla augue aliquet turpis, sit amet vestibulum odio nunc et sapien. Nullam maximus ex facilisis leo suscipit facilisis.

In eleifend, nisl eget interdum volutpat, nulla augue aliquet turpis, sit amet vestibulum odio nunc et sapien. Nullam maximus ex facilisis leo suscipit facilisis.

#### SHOP

[Home](#) > [Products](#)

### Shop Description

SHORT BY

DEFAULT SORTING

In eleifend, nisl eget interdum volutpat, nulla augue aliquet turpis, sit amet vestibulum odio nunc et sapien. Nullam maximus ex facilisis leo suscipit facilisis.

#### POPULAR PRODUCTS

CoolCook - HTML  
Template for Online Store  
£23.00

Gadget and Things on the  
Table  
£200.00

Jazz - Responsive  
WordPress Magazine  
Theme  
£699.00 £250.00

## (3) Frontend Dashboard

### Seller Info – Custom tab

DESCRIPTION

ADDITIONAL INFORMATION

REVIEWS (1)

SELLER INFO

In eleifend, nisl eget interdum volutpat, nulla augue aliquet turpis, sit amet vestibulum odio nunc et sapien. Nullam maximus ex facilisis leo suscipit facilisis.

In eleifend, nisl eget interdum volutpat, nulla augue aliquet turpis, sit amet vestibulum odio nunc et sapien. Nullam maximus ex facilisis leo suscipit facilisis.

**Ahmadsaifudin***Author since: September 08, 2014*

★★★★★ (1 customer review)

#### MORE FROM THIS AUTHOR



## Further Support

Once again, thank you so much for purchasing this theme. If you have any further questions be sure send an email via <http://themeforest.net/user/tokopress>, and I will get back to you as soon as possible (Monday-Friday)! If you have an idea for theme improvement, let me know, and if possible I will do my best to implement it as a free update.