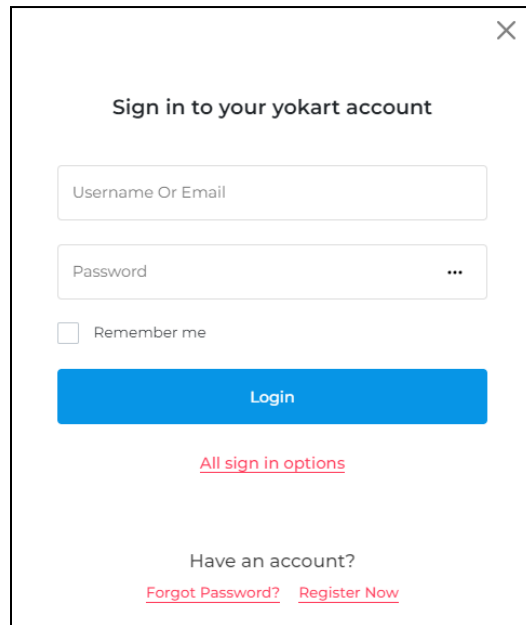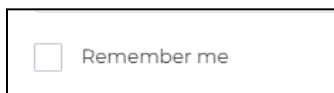# 1. Login

The platform allows you to either log in using social logins including Facebook, Google, Twitter. Or you can register as a seller by using **Sign in with an email** option.

Select the **Remember me** checkbox so that if you close the window without signing out, the next time you go back, you will be signed back in automatically.

2. Shop

Once successfully onboarded, the first thing a seller needs to do is to set up a shop. All the basic information for your store including name, address, email, operative time slots, order fulfillment method that appear on email messages, order invoices and other notifications you sent to buyers are set up and managed from this area.

You will not be able to add a product or access many of the sub-modules without setting up your shop. So, it is important to set up shop details before you move ahead.

2.1 Manage Shop

i. General: The first tab contains basic information about your business country, shop status, order-related settings, time slots, and fulfillment method that appears on the invoice and other communications that you sent to your buyers.

- **Identifier*:** Enter a unique shop identifier name to make your store easier for customers to find.
- **Shop SEO Friendly URL*:** When you enter the identifier, this field is automatically auto-populated with the same content, but in the form of an SEO-friendly slug. You can edit the slug accordingly.
- **Phone:** Select the country code from the dropdown list, and enter the phone number of your shop in the field beside it (without the country code).
- **Country*:** From the dropdown list, select the country in which your shop is located.
- **State*:** From the dropdown list, select the state in which your shop is located.
- **Postal Code:** Enter the postal code of your shop's location.
- **Display Status:** Select **On** from the dropdown list to activate the shop and display it on the front-end of the website. Select **Off** to temporarily hide on the front-end.
- **Order Return Age:** Enter the number of days within which the product return requests can be initiated by the buyers. The value entered should be numeric, such as 5 (days), 20 (days), or so on. This is known as the return policy and all the items in the shop will follow this return policy.
- **Order Cancellation Age:** Enter the number of days within which the product cancellation requests can be initiated by the buyers. The value entered should be numeric, such as 5 (days), 20 (days), or so on. This is known as the cancellation policy and all the items in the shop will follow this cancellation policy.
- **Display Time Slots After Order [Hours]:** Enter the time gap (in hours) to be maintained in between the time a pickup order is placed by a customer and the first pickup slot available. In order words, the customer will be able to see the first pickup slot for their pickup order, after the time gap mentioned in this input field.
- **Fulfillment Method:** Select the fulfillment method that will be followed by all the products sold from your shop.
    - **Ship and Pickup -** The orders can be either shipped or picked up by the customers. In short, both options are available.
    - **Pickup Only -** The orders can only be picked up from the pickup address.
    - **Ship Only -** The orders can only be shipped to the customers.

- **Use Manual Shipping Rates Instead of Third Party:** Turn this toggle switch **ON** if you want to use your manual shipping profiles instead of the third party shipping profiles. Leave it **OFF** if you want the third party to calculate the shipping charges for you.

- **Government Information On Invoices:** Enter information mandated by the Government such as taxes, address, GSTIN if any.

ii. Language Data

Fill out the shop details in all the available languages to make the shop much more user-friendly.

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled. The number of language options available will depend on the languages that the admin has selected for the website.

- **Shop Name*:** Enter the shop name that will appear on the store home page, invoice, order detail page, etc.
- **Shop Address Line 1*:** Enter the first line of the shop address that will appear on the invoice, store homepage, and order detail page.
- **Shop Address Line 2:** Enter the second line of the shop address that will appear on the invoice, store homepage, and order detail page.
- **Shop City:** Enter the city in which the shop is located.
- **Contact Person:** Enter the contact person's name. This will be the person attending any inquiries that come on the phone number mentioned or address.
- **Description:** Enter a brief description of the shop.
- **Payment Policy:** Enter the shop's payment policy.
- **Delivery Policy:** Enter the shop's delivery policy.
- **Refund Policy:** Enter the shop's refund policy
- **Additional Information:** Enter any additional information that you want the buyer to know.
- **Seller Information:** Enter more details about you that will be displayed with your shop details.

- **Update Other Languages Data:** Turn **ON** this toggle switch to update the secondary language data automatically.

iii. Return Address: This tab prompts you to add information about return addresses that have been displayed to buyers while they initiate return requests. **To add a new address, click on Add New Address.**

General Tab

- **Name*:** Enter the name of the shop or the person who will receive the returned package.
- **City*:** Enter the city.
- **Address1*:** Enter the Address Line 1.
- **Address2:** Enter the mailbox or suite number as Address Line 2.
- **Country*:** Select the country from the dropdown list.
- **State*:** Select the state from the dropdown list.

- **Postalcode:** Enter postal code.
- **Phone:** Select the country code and enter the phone number in the field beside it.

- **Update Other Languages Data:** Turn **ON** ⬤ this toggle switch to update the secondary language data automatically. Click on **Save** to update the details.

Click on **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

- **Language*:** Since the secondary language is already selected, *leave this field as it is*.

  To edit the data in any other language, select the respective language from the dropdown list. With this, the form will update accordingly.

- **Autofill Language Data Icon** 文A **:** Click on this icon to automatically fill in the data for the subsequent fields in the selected language.
- **Name*:** Enter the store or business name in the respective language.
- **Address 1*:** Enter the shop's physical address in the respective language.
- **Address 2:** Enter the shop's mailbox or suite number in the respective language.
- **City*:** Enter the city in the respective language.

Click on **Save** to update the details. Click on **Reset** to reset the fields back to the *last saved details*.
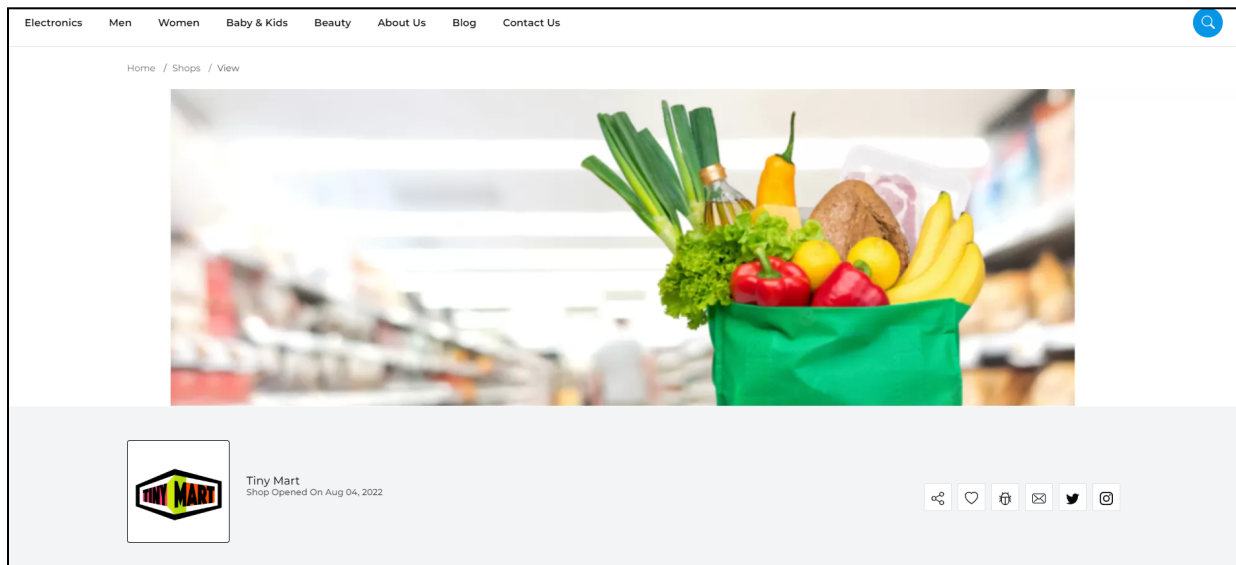
iv. Pickup Address

Under this tab, add the pickup addresses for buyers.

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Address Label:** Enter the address label in the respective language. Since you can add many addresses, you can name each address to differentiate between them. Some names include office address, house address, store address, store 1, store 2, and so on.
- **Name:** Enter the business or shop name in the respective language.
- **Address Line1*:** Enter the shop's physical address in the respective language.
- **Address Line2:** Enter the shop's mailbox or suite number in the respective language.
- **Country*:** Select the country from the dropdown list.
- **State*:** Select state from the dropdown list.
- **City*:** Enter the city in the respective language.
- **Postal Code*:** Enter the postal code.
- **Phone*:** Select the country code, and enter the phone number for the location.

- **Slot Timings:** Define the time and days when the store will be open. This will help the buyers know and select the slots when they can come to pick up the order. There are two options under this:

- ○ **Individual Days:** Select this option if the buyers can pick up their order only on specific days and during a specific period. With this, a list of all the days of the week appears.
- ○ **All Days:** Select this option if the store (pickup location) will be open everyday of the week.

v. Media

Under this tab, you can customize the look of your store on the front-end by adding various media files including the logo and banner image. The images you upload under this tab will be visible on the Shop's page at the front-end.
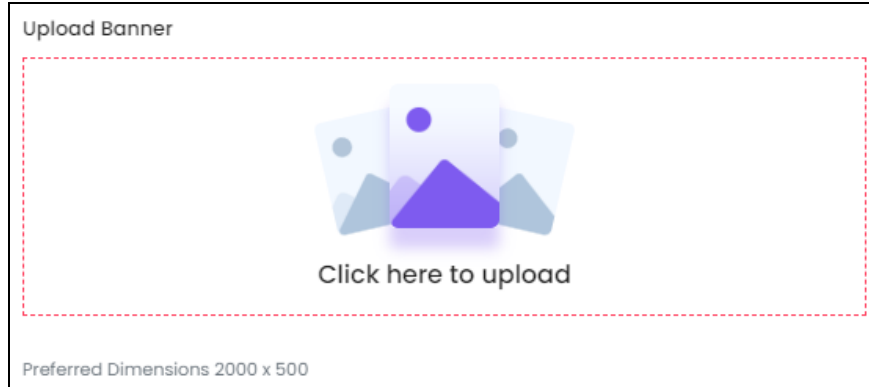

Banner Setup

To add the banner image, add the following fields under **Banner Setup:**

- ● **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.

- ● **Display For:** Select whether the image is meant to be displayed for:

  - ○ **Desktop**
  - ○ **Ipad**
  - ○ **Mobile**

Upload Banner: Hover over the **Click here to upload** field, and click on it. Select the image from your system and it will open in the image editor pop-up. Follow the prompts to upload a banner image.

Logo Setup

To add the logo, add the following fields under **Logo Setup:**

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.

- **Ratio:** There are three options under this:

    - **1:1**
    - **16:9**
    - **Free**

    Click on the selection you want to make and it will turn red in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Upload Logo:** Hover over the **Click here to upload** field, and click on it. Select the image from your system and it will open in the image editor pop-up. Follow the prompts to upload a banner image.

vi. Collections

Click on the next tab under this sub-module, which is the **Collections tab**. Under this tab, you can group several products into collections so that your buyers can easily find what they are looking for. It is recommended to *Skip this tab* and *add* the collections *after you add products*.

vii. Social Platforms

Under this tab, you can manage and link your existing social media profiles to your shop. Facebook, Twitter, Youtube, Instagram, Google, Pinterest, and LinkedIn are some of the social platforms that you add here. The added links are displayed at the front end of the store's home page under the Follow Us section.

viii. Stripe Connect

If the ***admin has activated a plugin (Stripe Connect)*** under the split payment method for their website, you will have to configure Stripe Connect before proceeding further. In short, you can't run your shop or add products to it before setting up your Stripe Connect account.

This ***tab will not be displayed*** if the ***admin has deactivated*** the **Stripe Connect** plugin under split payment method.

2.2 Shop Inventory

Once you have set up your shop, the next step is to add products. There are two methods to add products. One is through adding inventory of products that are admin created. Another is adding your own.

a. Master Products

Master products is a list of products that are added to the catalog of the platform. This list includes all the master products added by the admin.

Manage the Master Products List

The list includes the following details for each product:

- **#:** The product number
- **Product:** This column displays the name of the product, the variant and its brand. Each product variant is mentioned in this list separately.
- **Model:** This is the product variant's model number.
- **Status:** This is the published status of the product. **Active** means that the product is published on the website. You can add inventory for products that are active by clicking on the **Add Inventory** icon ⊕
- **Approval Status:** This is the **status** of the **product request**, which is admin manageable. The admin can approve a product at any time, or leave it on the pending status.
- **Seller Shipping:** There is a toggle switch beside each product under this column.

When the toggle switch is **OFF**, this means that the admin is managing the shipping of that product.

Turn **ON** the toggle switch to **manage the shipping** of that product **on your own**.

The **Seller Shipping column is visible only** if the admin has allowed sellers to handle the shipping process.

Action Buttons

i. Add Inventory Icon ⊕

Click on the **add inventory** icon ⊕ . This will direct you to the **Seller Product Form** (**Inventory Setup** form) of that product. Add the information prompted in the form.

ii. Product Info Icon ◉

Click on the **product info icon** ◉ . A pop-up window will appear in the middle of the page displaying all the product details that were added for the product in the master catalog.

iii. View Inventories Icon 🗏

Click on the **view inventories icon** 🗏 . This will direct you to the respective product inventory page. Based on the number of variants that the product has, you will find the inventory information of each.

For instance, if the product had many variants, there will be inventory details for each variant in the list as shown below.

b. New Product

To add a new product to this list, click on the **New Product** button at the top right corner of the page. Fill the details prompted on the **Add Product** form.

- **Product Type*:** Select the type of product you want to list from the two radio button options:
  - **Physical:** These are tangible products, such as books, toys, clothing, etc.
  - **Digital:** These are intangible products, such as, e-books, software, online courses, etc.
  - **Product identifier*:** Enter a unique (alphanumeric) identifier. This can be the product's name but it needs to be unique as compared to any other product listed on the platform.
  - **Product name*:** Enter the product name.
  - **Brand*:** Click on the field and a dropdown list with a search bar will appear.
  - **Category*:** Click on the field and a dropdown list with a search bar will appear.
  - **Model*:** Enter the model number, or product code of the product.

- ○ **Minimum selling price [Default Set Currency]*:** Enter the minimum selling price of the product.
- ○ **Product warranty*:** There is a dropdown list beside this field that allows you to choose the time period from the options days, months, and years.
- ○ **Youtube video URL:** Enter a youtube video URL of your product to share a bit more description regarding it.

- ○ **Description:** Enter a persuasive description explaining everything about the product in detail. Use the various editor options shared on the top to format the description to make it look good on the front-end.
- ● **Options:** Select the options available for the product under this field. To do this, click on the field and a dropdown list with a search bar will appear.
  - ○ **Option Values:** Based on the Options you selected in the last field, you will get the linked option values in a list here. Click on the field and the list will appear. Select the option value.
  - ○ **Product has the same EAN/UPC code for all variants:** There are two radio buttons for this - Yes and No. If the product has the same EAN/UPC code, then select Yes. Else, select No.
  - ○ **All Variants:** When you select yes, the option that comes under Variants is All Variants. This means that all the **variants have the same EAN/UPC code**. Enter the code in the field next to it under the column EAN/UPC code.

Product has same ean/upc code for all varients		● Yes ○ No
Variants	Ean/upc Code	
All variants		

- ○ **Product has the same ean/upc code for all variants:** When you select no, you will get a list of every possible variant based on the different option values.

- ● **Media:** Under this section, you can upload an image gallery for the product. When you click on this section, you will be prompted to select an image from your system. Select the image accordingly. Only one image can be selected at a time.

- ● **Specifications:** Under this section, add the product specifications, including the weight, dimension, size, special features, etc. Specification adds more information about the listed product.

  - ○ **Name:** Enter the product specification name. This will describe the additional details that you will be adding about the product in the next field. For instance, you can add dimensions or storage space as the name.
  - ○ **Value:** In respect to the specification name that you added in the last field, enter the specification details. So, for dimensions you can add 18*10*18 in this

field. If you entered storage space as the name, the value can be 32 GB in this field.

- ○ **Group:** Enter the name of the specification group that the above value will fall under. For instance, if you are talking about the product's body details, enter body as the group name.

- **Tax And Shipping:** Under this section, you can define how the tax and shipping charges will be applied to the product.

  - ○ **Tax Category*:** Click on the field and a dropdown list with a search bar will appear.
  - ○ **Fulfillment Method*:** Select how the order will be processed and delivered to the buyers. Click on the field and a dropdown list will appear. The options include: Ship & Pickup, Pickup Only, Ship Only

  - ○ **Shipping Package*:** Click on the field and a dropdown list will appear. Choose the package type from the options available. The options under this will depend on the options created by the admin.
  - ○ **Weight*:** Enter product's weight.
  - ○ **Weight Unit*:** Click on the field and a dropdown list will appear. Select the appropriate product's weight unit including gram, kilogram, or pound, based on the value added under the **Weight** field.
  - ○ **Country Of Origin:** Click on the field and a dropdown list with a search bar will appear. Select the country from where the product will be shipped.
  - ○ **Shipping Profile:** Select shipping profile that will determine the shipping rate of the product, based on conditions defined under that shipping profile.

3. Plugins

This module helps to make your life easier. There are two kinds of plugins that you can take advantage of including the shipping services plugin (that is, if you are handling the shipping process), and the data migration plugin.

3.1 Shipping Services

The management of shipping can be very hectic, especially when you allow shipping of products to multiple far-away locations. This sub-module allows you to rely on a plugin that will manage the complete shipping process for you.

This sub-module is visible only when the admin has allowed sellers to handle their own shipping process on the platform.

Moreover, it will also work only for the products that you have decided to ship on your own, and do not leave them for the admin to manage and ship.

Set up the shipping services to integrate services including DHL, UPS, USPS, FedEx and many more. There are five plugin options under this plugin category.

Only one can be activated at a time. The plugin that is activated is considered to be the default plugin.

To activate a plugin, turn on the **status toggle switch** beside it.

> Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To configure the plugin, click on the **edit icon**.

Edit the plugin

Click on the **edit icon** beside the specific plugin that you want to edit. The **(plugin name) settings** scroll-in form will appear on the right side of the page.

Each plugin available in this list is considered below, as each of them have a different setup process:

i. ShipStation

ShipStation is a SaaS (Software as a Service) shipping platform that allows you to manage all your small parcel and LTL shipping needs in one place.

Add the following details:

- **Production Mode*:** Select **Yes** if the license key is going to be used for the live environment (production mode) and **No** if it is not, from the dropdown list.

   Production is a live environment where any changes will affect the Organization. If you just want to test the plugin initially where you do not want any changes to affect the organization, then select **No.** The keys configured for each mode are different and should be used accordingly.

- **API Key*:** Enter the **API Key** generated for the respective environment.
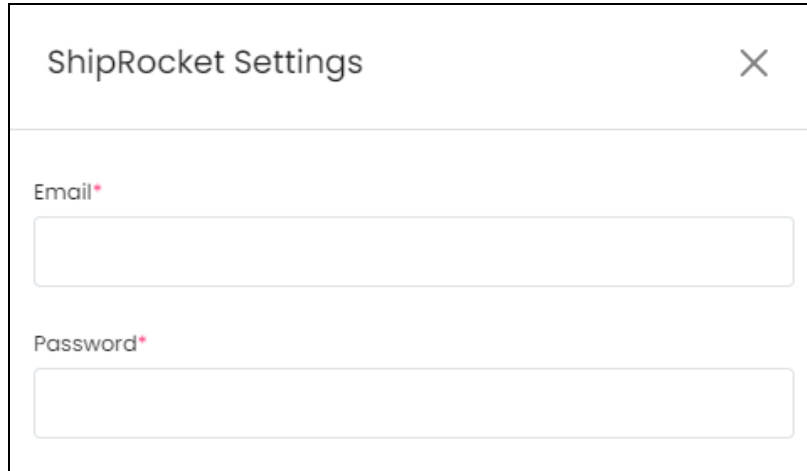- **API Secret Key*:** Enter the **API Secret Key** generated for the respective environment.

 To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- ShipStation Keys Setup Guide].**

Once done, click on the **Cross icon** ✕ at the top-right corner to close the form.

ii. ShipRocket

ShipRocket is a great international shipping & logistics solution for E-commerce companies. It offers cross-border shipping of products for faster, safe, and reliable shipping.

Add the following details:

- **Email:** Enter the **email ID** that you created your account with on ShipRocket here.
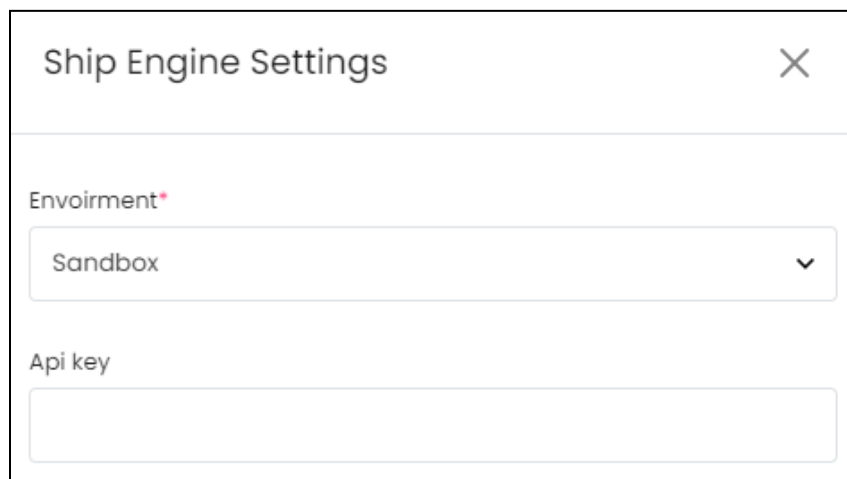- **Password:** Enter the respective **password**.

 To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- ShipRocket Keys Setup Guide].**

Once done, click on the **Cross icon** ✕ at the top-right corner to close the form.

iii. ShipEngine

ShipEngine APIs help businesses access deeply discounted rates across carriers, validate addresses, process and track shipments, and manage returns. It supports address validation for virtually every country on Earth.

Add the following details:

- **Environment***: Select **Sandbox** to run this API in testing mode and select **Production** to run it in live mode from the dropdown list.

  ⚠️ Production is a live environment where any changes will affect the Organization. If you just want to test the plugin initially where you do not want any changes to affect the organization, then select **Sandbox.** The keys configured for each mode are different and should be used accordingly.

- **API Key**: Enter the **API Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-ShipEngine Keys Setup Guide].**

Once done, click on the **Cross icon** ✕ at the top-right corner to close the form.

iv. EasyPost

EasyPost provides the key to end-to-end control over your shipping and logistics processes. Its services help automate the transfer of data transactions between parcel shipping service providers (UPS, USPS, FedEx) and your customers.

Add the following details:

- **Environment***: Select **Sandbox** to run this API in testing mode and select **Production** to run it in live mode from the dropdown list.

  ⚠️ Production is a live environment where any changes will affect the Organization. If you just want to test the plugin initially where you do not want any changes to affect the organization, then select **Sandbox.** The keys configured for each mode are different and should be used accordingly.
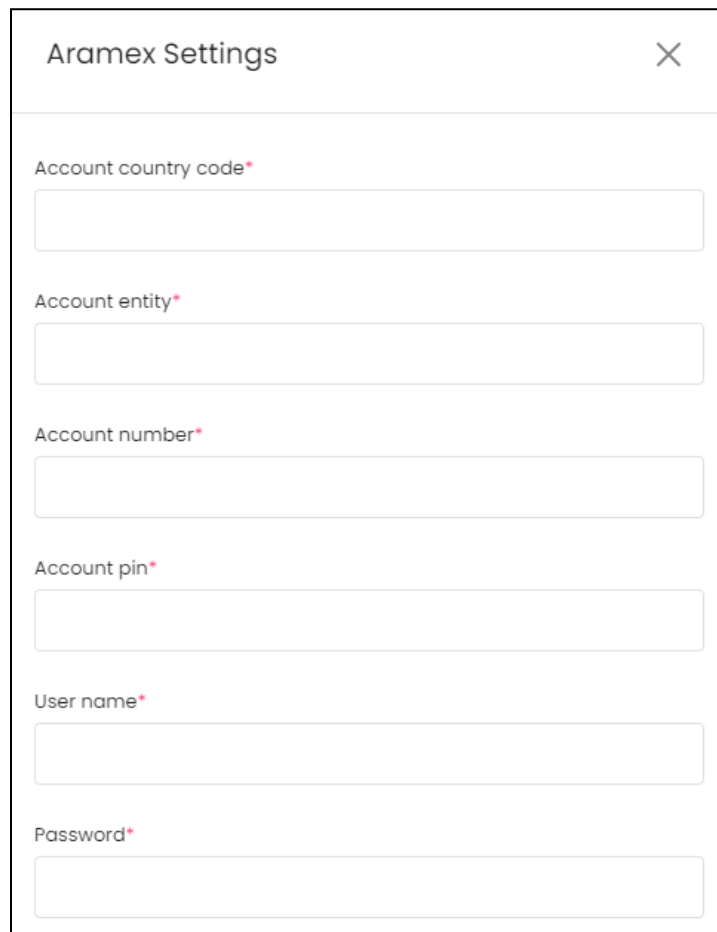
- **API Key**: Enter the **API Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-EasyPost Keys Setup Guide].**

Once done, click on the **Cross icon** ✕ at the top-right corner to close the form.

v. Aramex

Aramex is a leading global provider of comprehensive logistics and transportation solutions. Their services include express courier delivery, freight forwarding, logistics, supply chain management, e-commerce and record management services.

Add the following details:

- **Account Country Code***: Enter the account country code as per the generated details.
- **Account Entity***: Enter the account country code as per the generated details.
- **Account Number***: Enter the account country code as per the generated details.
- **Account Pin***: Enter the account country code as per the generated details.
- **Username***: Enter your username used to log into the admin dashboard.
- **Password***: Enter your password used to log into the admin dashboard.

> ⚠ To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Aramex Keys Setup Guide].**

3.2 Data Migration

Migrate your Ecommerce data from other platforms by linking it to this website. There is only one plugin for this setting - Shopify.

To activate a plugin, turn on the **status toggle switch** beside it.

> ⚠ Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To configure the plugin, click on the **edit icon**.

Edit the plugin

Click on the **edit icon** beside the specific plugin that you want to edit. The **(plugin name) settings** scroll-in form will appear on the right side of the page.

For each plugin available (in this case, there is only one plugin), there is one action button beside it.

Shopify

Shopify API Integration and data migration helps to retrieve and synchronize information on customers, products, categories, orders, abandoned carts, prices, etc. It allows you to use the data from Shopify e-stores as per your requirements and make updates on both sides easily.

Log into your Shopify account and get the keys. Then, use these details in the following fields:

- **Shop URL***: Enter your Shopify Shop URL in this field.
- **Password***: Enter your Shopify Shop URL in this field.

There are two buttons at the bottom of the form.

Click on **Save** to update the details.
Click on **Reset** to reset the fields back to the *last saved details*.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Single-vendor Shopify Keys Setup Guide]**.

Once done, click on the **Cross icon** ✕ at the top-right corner to close the form.