



Vendor Profile tutorial

Hello and welcome to our seller central platform. In here I m going to discuss 4 main areas,

- How open an Seller Account
- Maintaining of seller profile
- List a new Product

I hope you are already read and discussed our seller central terms and condition, in Boonfair, we are working with that terms & Conditions because as a Srilankan Company we want make this place as better place all of our buyers and sellers to buy and sell their products with more confidence. If you not read them yet please follow the link below,

[Terms & Conditions](#)

[Chat with Boonfair staff](#)

Now all ready to go, please go through all the process and make understand well.

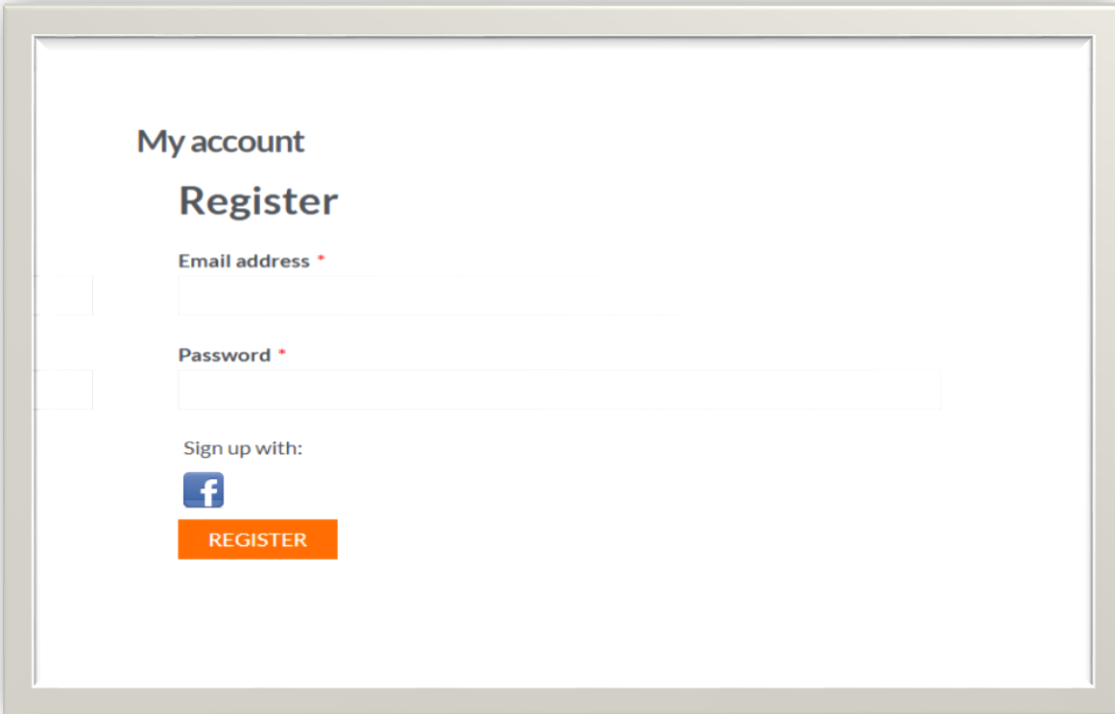
Open a Seller Account with Boonfair

In here if you are needed to be a seller, you first need to make an Account with Us.

1. Please go to Below link to register in Boonfair.lk

[REGISTER LINK](#)

Then you will receive a window like below,



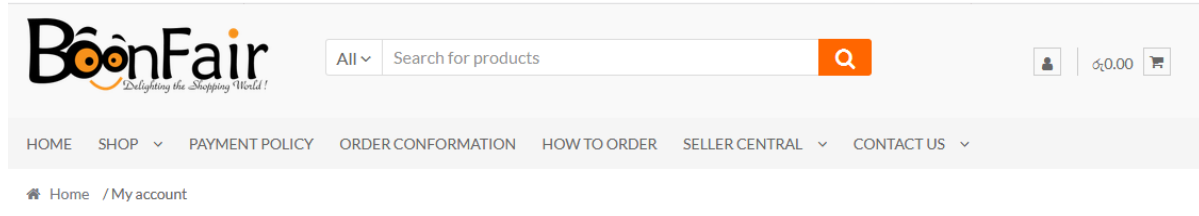
The image shows a registration form titled "My account Register". It features two input fields: "Email address" and "Password", both marked with a red asterisk. Below these fields is a "Sign up with:" section containing a Facebook logo. At the bottom of the form is an orange "REGISTER" button.

In here there are 2 ways to you can register in Boonfair.lk,

- Enter your Email address and giving a Password and hit Register Button.
- Also you can Register through your own Facebook Profile.

If Prefer that First option is best for you because you are going to open up new seller account with us.

2. After you register you will going to this type of window,



My account

Dashboard 

Orders 

Downloads 

Addresses 

Account details 

Logout 

Hello **hitleap48** (not **hitleap48**? [Log out](#))

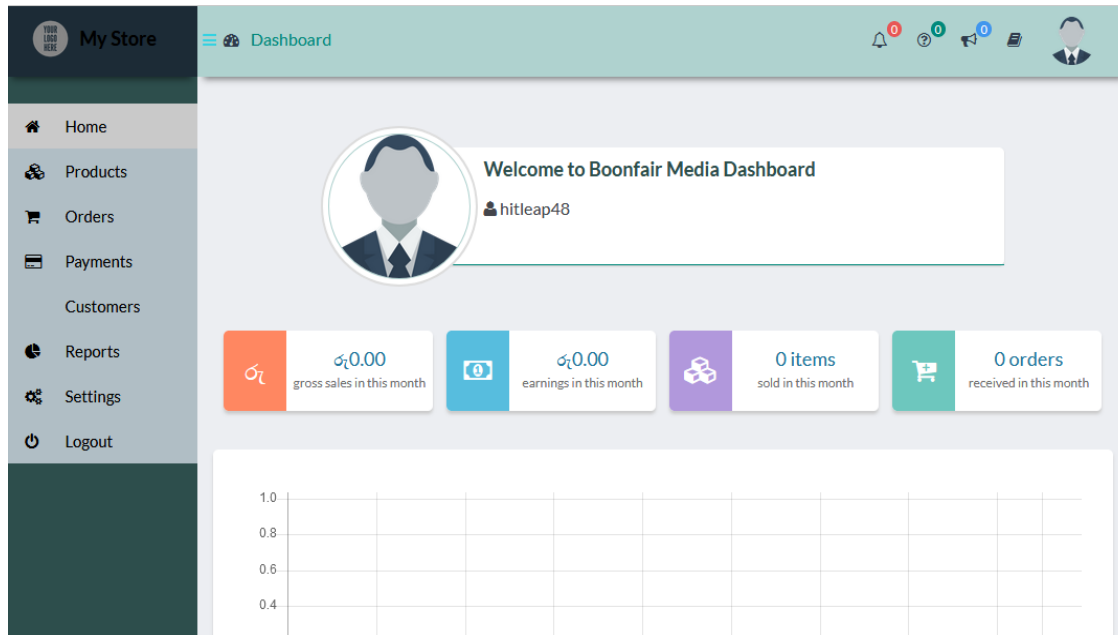
From your account dashboard you can view your **recent orders**, manage your **shipping and billing addresses**, and **edit your password and account details**.

Here is the your Account window, in here there are no access to your seller central so please contact our customer care from below link, after go through some small questions our staff will allow you to go your Seller Account.

[Chat with Boonfair staff](#)

Maintaining of seller profile

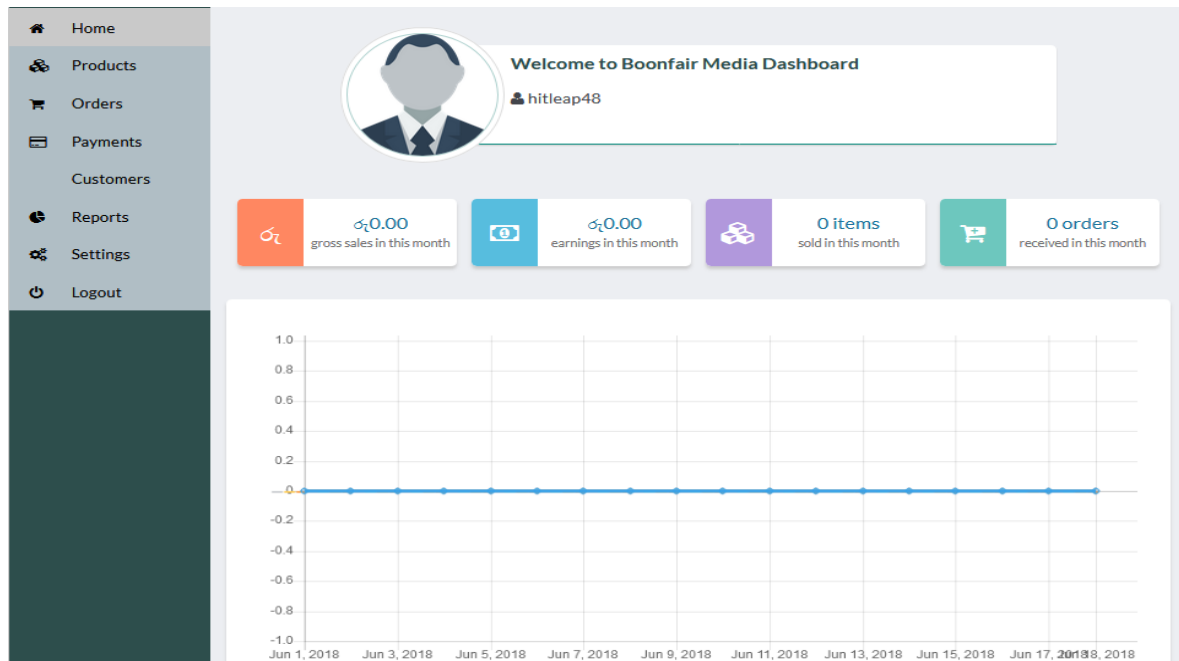
3. Now you are in Seller Central like below,



4. Please refer the Seller menu,



A. Home - In here you can see your seller central summery report,





















- Gross sales in this month - you can get exact summery of total sales of the month.
- Earning in this month - you can get exact summery of total sales - Commission of the month.
- Sold in this month - No. of Orders you got from this month.
- Received in this month - No. of Orders completed in this month.

B. Products - In this tab you can see your products,

- In here you can see how many products you have what are status of them, Stock availability.
-
- If you need an edit to your published product in here you can do it.

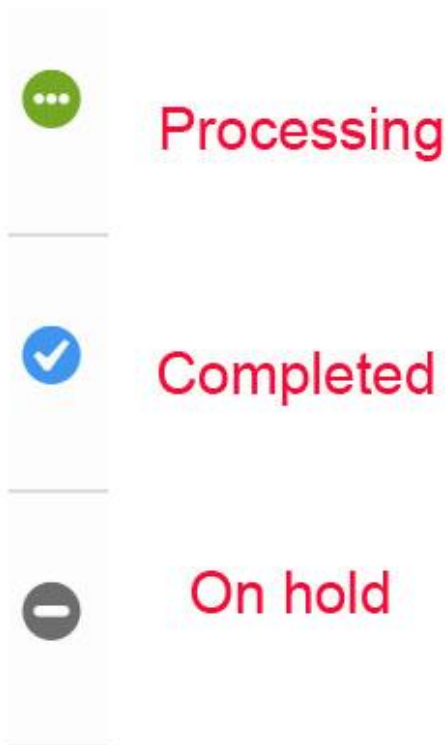
The screenshot shows the WooCommerce 'Products' management page. The left sidebar contains navigation links: Home, Products, Orders, Coupons, Vendors, Customers, Reports, Settings, Capability, and Logout. The main content area displays product statistics: All (524) | Published (514) | Draft (10) | Pending (0). A 'Products Limit: Unlimited' badge is visible. An 'Add New' button is present. Below the statistics, there are filters for 'Show 10 entries', 'Show all category', 'Show all product type', and 'Choose Vendor...'. A search bar is also available. The product list table has columns: NAME, SKU, STATUS, STOCK, PRICE, a vendor icon, a quantity icon, DATE, STORE, and ACTIONS. Three products are listed: Deadpool 2 (Published, In stock, Price: ₺50.00 - ₺80.00, Quantity: 7, Date: June 10, 2018), Avengers: Infinity War (Published, In stock, Price: ₺50.00 - ₺80.00, Quantity: 20, Date: June 10, 2018), and Revolution (TV series) (Draft, In stock, Price: ₺100.00 - ₺250.00, Quantity: 0, Date: June 9, 2018).

| NAME | SKU | STATUS | STOCK | PRICE | | | DATE | STORE | ACTIONS |
|--|-----|-----------|----------|-------------------|---|--|---------------|-------|---|
|  Deadpool 2 | - | Published | In stock | ₺50.00 - ₺80.00 |  |  7 | June 10, 2018 | - |    |
|  Avengers: Infinity War | - | Published | In stock | ₺50.00 - ₺80.00 |  |  20 | June 10, 2018 | - |    |
|  Revolution (TV series) | - | Draft | In stock | ₺100.00 - ₺250.00 |  |  0 | June 9, 2018 | - |    |

C. Orders - This is one of the most important tab, because if your products got sold in Boonfair, you will notify by an email, to check the order details you have to come this place.

| | | PRINT | PDF | EXCEL | CSV | Search: <input type="text"/> | |
|--|-------------------------------------|-----------|---------------------------------|------------|---------------|------------------------------|--|
| | ORDER | PURCHASED | GROSS SALES | COMMISSION | DATE | ACTIONS | |
| | #2657 by Nethmal Nissanka | 2 items | ₺200.00 Via Ez Cash Payments | N/A | June 17, 2018 | | |
| | #2656 by Ravindu Madusanka | 1 item | ₺150.00 Via Bank transfer | N/A | June 16, 2018 | | |
| | #2655 by M.L.M MUSHARRAF | 1 item | ₺350.00 Via Bank transfer | N/A | June 15, 2018 | | |
| | #2650 by Sujith Ruwan | 1 item | ₺250.00 Via Bank transfer | N/A | June 14, 2018 | | |
| | #2649 by Ratheep Ruthra | 3 items | ₺1,100.00 Via Bank transfer | N/A | June 13, 2018 | | |
| | #2648 by avishka samarakoon | 1 item | ₺200.00 Via Bank transfer | N/A | June 10, 2018 | | |
| | #2647 by Ratheep Ruthra | 4 items | ₺1,450.00 Via Bank transfer | N/A | June 10, 2018 | | |
| | #2638 by M.M.Chamath dilshan perera | 1 item | ₺600.00 Via Ez Cash Payments | N/A | June 10, 2018 | | |

Here is your order list, if a customer order your product you can see in here, but there are 3 important icons in here,



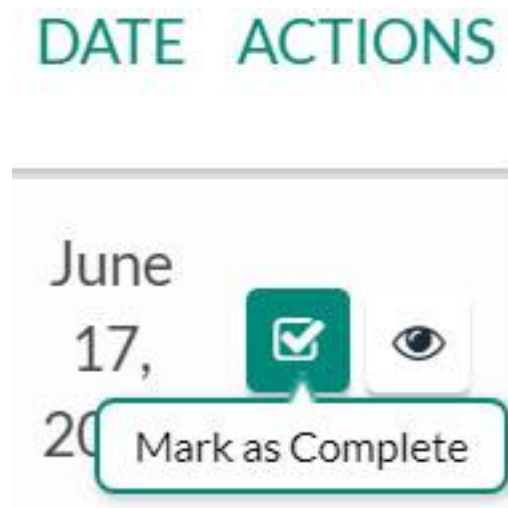
These 3 icons are using by us to identify the order status, lets understand the Icons,

On Hold - This means your item got sold but, still UN - Paid, no need prepare your order.

Processing - This means your order payment was received so you need to prepare order right now.

Completed - This means your order completed.

On hold to Processing status are changing by Boonfair customer care after receiving the payment. After you Ship your items, you have the responsibility to changing Processing to Completed through “Action Area”.



D. Payments - In here you can see your completed order payments, in here you can request withdrawal from Boonfair Market place,

The screenshot displays the 'Payments History' section of a 'My Store' dashboard. The page title is 'Payments History' and it shows transactions for the period 'June 1, 2018 - June 30, 2018'. There are buttons for 'PRINT', 'PDF', 'EXCEL', and 'CSV' to export the data. The table headers are 'TRANSC.ID', 'COMMISSION IDS', 'FEE', 'NET EARNINGS', 'PAY MODE', and 'DATE'. The table content is empty, with the message 'No data in the table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation links. A 'Withdrawal' button is visible in the top right corner of the table area.

If you have completed orders you can go to Withdrawal tab and send us a Withdrawal request in 24hrs the amount you requested will be credit to your given bank account. ***(Please note every withdrawal Rs 100.00 will be deducted as a transaction fees)***

E - Customers - In here you can see the customers, who bought your items and you can check customer details buy Action button.

Manage Customers Customers Limit: Unlimited [Add New](#)

Show 10 entries Search:

| NAME | EMAIL | LOCATION | ORDERS | MONEY SPENT | LAST ORDER | ACTIONS |
|--|-----------------------------|-----------|--------|-------------|----------------------------|---|
| Siventhirarajah Senthilraj | rajsenthil615@gmail.com | Sri Lanka | 2 | ₹1,050.00 | #1775 March 15, 2018 | View Edit |
| nipunsandarawan13 | nipunsandarawan13@gmail.com | Sri Lanka | 0 | ₹0.00 | - | View Edit |
| Pubudu Malinda | pubudumalindabc@gmail.com | Sri Lanka | 1 | ₹350.00 | #1338 February 13, 2018 | View Edit |

You can view each customer's details by "View Customer" Action button.

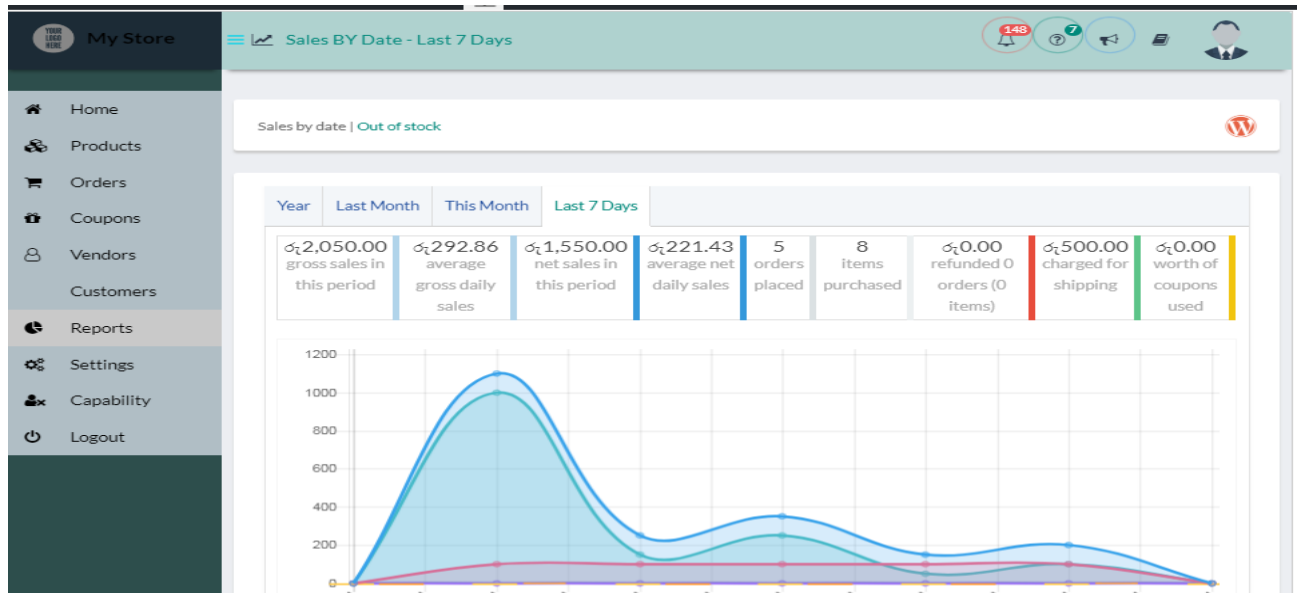
Siventhirarajah Senthilraj (rajsenthil615@) [Add New](#) [Edit](#) [View](#) [WordPress](#)

₹1,050.00
total money spent

2 orders
total order placed

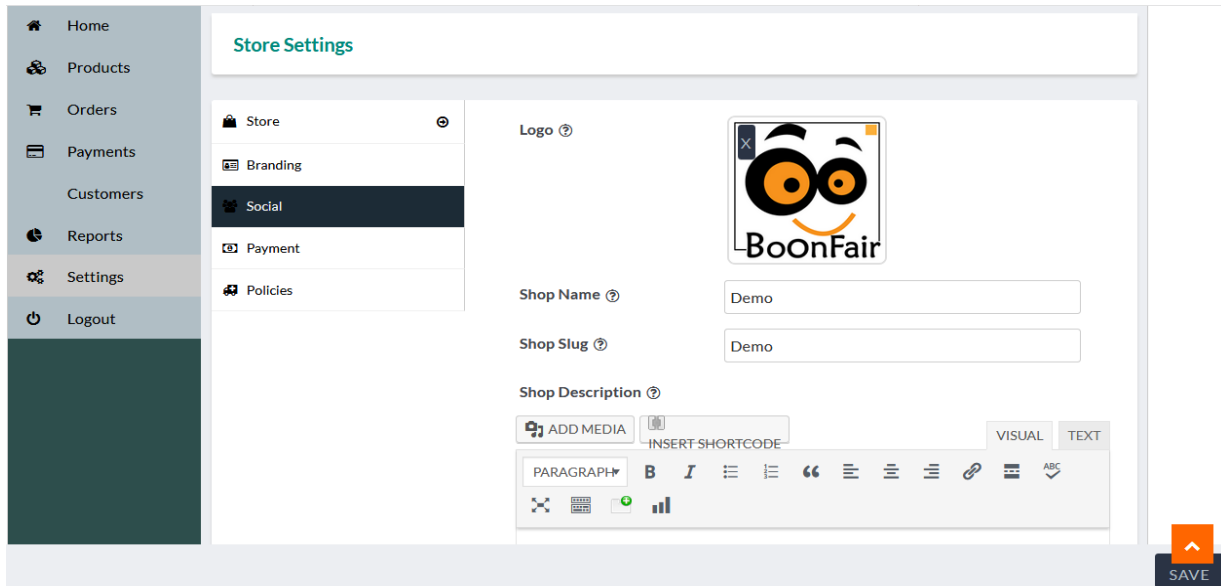
| | |
|------------|-------------------------|
| Email | rajsenthil615@gmail.com |
| First Name | Siventhirarajah |
| Last Name | Senthilraj |

F- Reports - In this tab we are trying to give you some analytical data about your sales history,



Boonfair, we know this will really help you to getting an idea of your selling with us and make some arrangements and plans for the future to your business.

G - Settings - Here is the most valuable place you need to fill them very carefully because of Boonfair seller central system will run based on the those data you filled in the Settings tab, will check how to fill those data accurately.

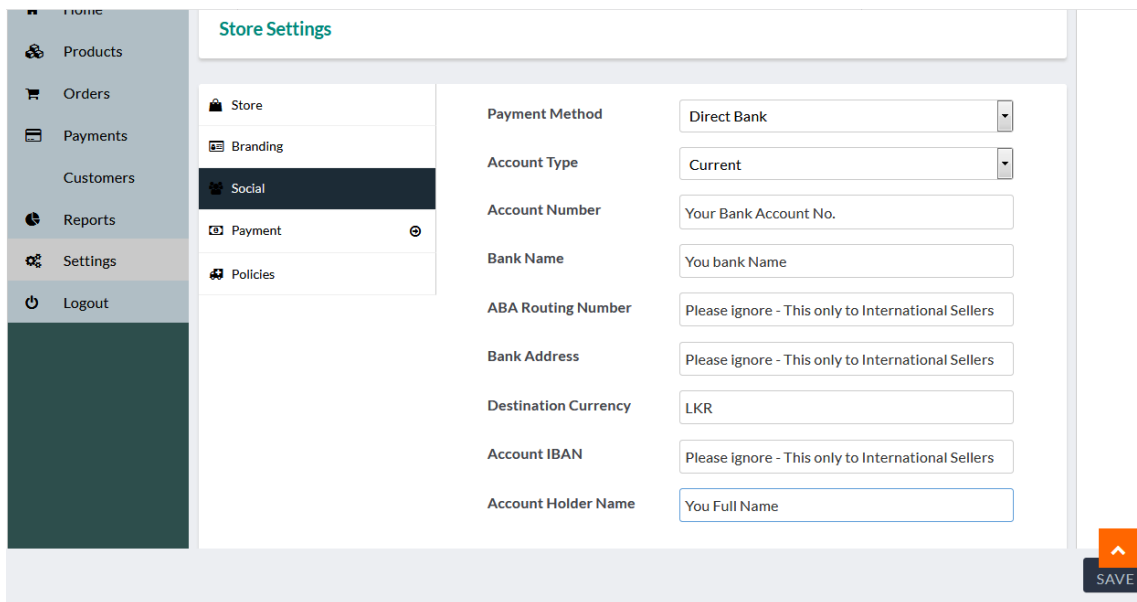


The screenshot shows the 'Store Settings' page with the 'Social' tab selected. The left sidebar contains navigation options: Home, Products, Orders, Payments, Customers, Reports, Settings (highlighted), and Logout. The main content area is titled 'Store Settings' and includes a sub-menu with 'Store', 'Branding', 'Social' (selected), 'Payment', and 'Policies'. The 'Social' section contains the following fields:

- Logo: A preview of the BoonFair logo.
- Shop Name: A text input field containing 'Demo'.
- Shop Slug: A text input field containing 'Demo'.
- Shop Description: A rich text editor with a toolbar including 'ADD MEDIA', 'INSERT SHORTCODE', 'VISUAL', and 'TEXT' tabs. The toolbar also features icons for paragraph, bold, italic, list, link, and other text formatting options.

A 'SAVE' button is located at the bottom right of the page.

In here Branding and social tabs need fill by to gain some confidence of buyers about your business. Please take 100% true details to these tabs. Otherwise your seller account will be cancelled by the Boonfair management team.

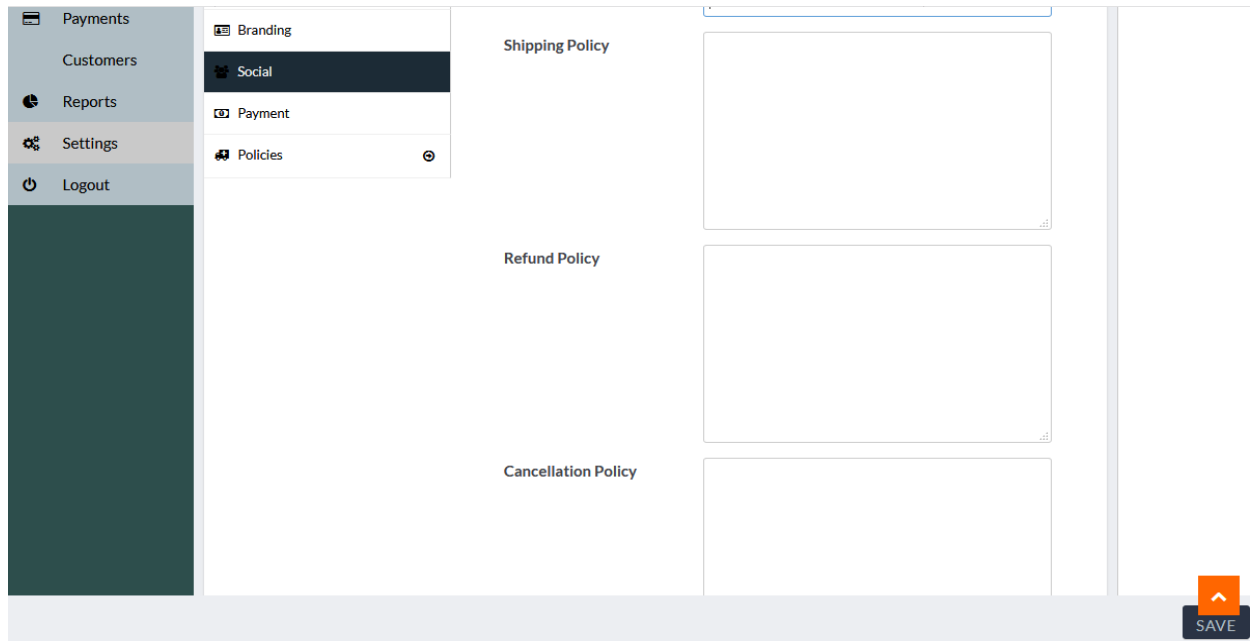


The screenshot shows the 'Store Settings' page with the 'Payment' tab selected. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Store Settings' and includes a sub-menu with 'Store', 'Branding', 'Social', 'Payment' (selected), and 'Policies'. The 'Payment' section contains the following fields:

- Payment Method: A dropdown menu with 'Direct Bank' selected.
- Account Type: A dropdown menu with 'Current' selected.
- Account Number: A text input field with the placeholder 'Your Bank Account No.'.
- Bank Name: A text input field with the placeholder 'You bank Name'.
- ABA Routing Number: A text input field with the placeholder 'Please ignore - This only to International Sellers'.
- Bank Address: A text input field with the placeholder 'Please ignore - This only to International Sellers'.
- Destination Currency: A text input field with 'LKR' selected.
- Account IBAN: A text input field with the placeholder 'Please ignore - This only to International Sellers'.
- Account Holder Name: A text input field with the placeholder 'You Full Name'.

A 'SAVE' button is located at the bottom right of the page.

Please fill the Payment details accurately, When you request a withdrawal you will received money according to these details.



In “Policies Tab” you have to fill your policies, I ll help you to fill those staff.

Shipping Policy - Please mention how to deliver your item to Boonfair Customers. Eg. Through Sri Lankan Post, Through Speed Post (Pronto, Domex, ect.)

Refund Policy - If a Customer not satisfy about your product then what is the next action. (Eg. No return Accepted, Return Accepted buyer need to pay the shipping charge, Return Accepted Seller will pay the shipping charge)

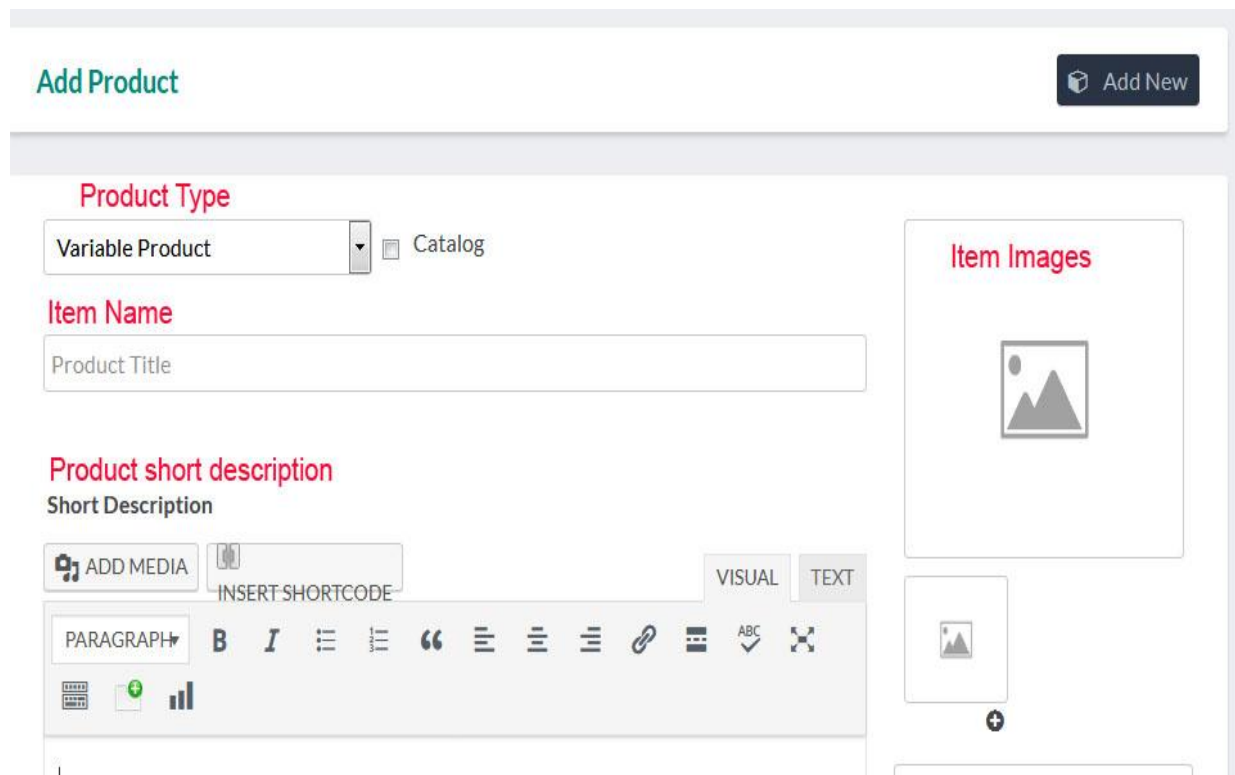
Cancellation Policy - Please ignore this.

Now you have Completed your Seller Account

List a new Product

Now we are going to list an item to the Boonfair Market Place. Please go through all the steps, if you have any issue please contact through online chat.

Go to Product > Add New



The screenshot shows a web interface for adding a new product. At the top left, it says "Add Product" in green. In the top right corner, there is a dark button labeled "Add New". The main form area is divided into several sections:

- Product Type:** A dropdown menu is set to "Variable Product". To its right is a "Catalog" checkbox.
- Item Name:** A text input field with the placeholder text "Product Title".
- Product short description:** A text input field with the placeholder text "Short Description". Below this field is a rich text editor toolbar with options for "ADD MEDIA", "INSERT SHORTCODE", "VISUAL", and "TEXT". The toolbar includes icons for bold, italic, list, quote, link, and other text formatting options.
- Item Images:** A large rectangular area with a placeholder image icon. Below it is a smaller image placeholder with a plus sign, indicating where to upload additional images.

Product type - We allowed 2 types of product (Simple products, Variable products) - In Variable products you can create product variables like different sizes, different colors

Item Name - Your item name (Please giving a SEO friendly name to your item, it will help you to get more sales)

Item Images - add the item images to this. (Images are the main part of the listing so please make sure to upload high quality images here).

Short Description - This place will help you to showcase your shipping policy, like special features to show up to views.

The screenshot shows a product listing form with the following sections:

- Item Category:** A dropdown menu with a toolbar above it containing icons for paragraph, bold, italic, list, quote, link, and other text formatting options. The selected category is "Item Category".
- Description:** A text area with a toolbar above it containing icons for "ADD MEDIA" and "INSERT SHORTCODE". The selected category is "Product description".
- Tags (Keywords):** A text area with a toolbar above it containing icons for paragraph, bold, italic, list, quote, link, and other text formatting options. The selected category is "Keywords". The text area contains the instruction "Separate Product Tags with commas" and a small "Choose from the most used tags" link at the bottom.

At the bottom right of the form, there are two buttons: "DRAFT" and "SUBMIT".

Item Categories - Please select what is your item category of your product.

Product description - Here you have to describe you are try to sell on Boonfair Marketplace.

Tags (Key words) - in here you can add some keywords to you product it will helps to buyer to find your product fast and Easy.

How to add a Variable product

Let see what the variable product means is; Variable product means in your item has some differences like Colors, Sizes, Capacity ect. Boonfair Marketplace we offer a feature for that too.

If you want to create variable item you first select “Variable product” in Product Tab and follow the below image,

Inventory

Attributes

Variations

Linked

Yeast SEO

Attributes

Active?

Name Size

Value(s): S|M|L

Visible on the product page

Use as Variation

Add attribute ADD

DRAFT SUBMIT

First you have to go to Attribute tab and making your Attribute same like above example. Then hit Submit.

Inventory

Attributes

Variations

Linked

Yeast SEO

Default Form Values: Any Size ..

Variations Bulk Options Choose option

S

Enable Manage Stock

Image

Regular Price(₪) Sale Price(₪)

SKU Stock status In stock

Please insert Product Title before submit.

DRAFT SUBMIT

Based on the Attributes in Variations Tab you have to add details each and everyone Attributes you have created. After all done you have to hit Submit button, In few Minutes your item will be viewing in the Main website.

That's all you have to know about Boonfair Seller Central so please contact us through our Online chat any further clarification, I'm adding a link below,

[Chat On line](#)

Thanks for reading. Have a successful future with Boonfair market place.