# CAZE - Stimulating creativity in the digitalization era!

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# **IO3 - E-commerce toolkit for youth**

# **Getting Started Guide**

Partners.





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## Introduction

The CAZE e-commerce platform is based on the PrestaShop solution.

PrestaShop is a free and open-source platform designed to create and manage ecommerce websites. More precisely, Prestashop is a CMS (Content Management System.

PrestaShop works thanks to a modular system, so once the basic shop is created, it is possible to set up additional functions: for example, new payment methods, graphic improvements, product promotion systems and user monitoring. This module system makes it quite intuitive, versatile and simple to use.

The CAZE e-commerce platform consists of a frontend accessible to everyone and a backend accessible to sellers only.



Frontend accessible to the public https://caze.eurosyvec.eu

## **The Frontend**

The frontend consists of a homepage and different pages grouped in the menus present at the top and at the bottom in each of the pages,

The homepage first presents a slider of articles, sellers or flagship products, then the most popular products, after any promotions and finally the proposal to subscribe to the newsletter.

#### Menus

The first menu at the top gives the "Contact us", the list of sellers, the choice of language, the choice of currency, the login and the cart.

The second menu at the top gives the different categories of products offered as well as the possibility to search in the platform.

#### The bottom of all pages

In the footer of all pages of the site, we first find the possibility for the public to subscribe to a Newsletter in order to keep up to date with the offers of the platform.

Then there are a series of types of quick links and the contact details of the platform managers. The links include:

- links to different types of products,
- links to access all the important information on the platform,
- links to the visitor/buyer account.

	Get our latest news and special sales	Your email address You may unsubscribe at any moment. For that contact info in the legal notice.	SUBSCRIBE purpose, please find our
PRODUCTS	OUR COMPANY	YOUR ACCOUNT	STORE INFORMATION
Prices drop	Delivery	Personal info	Caze Store Front
New products	Legal Notice	Orders	Romania
Best sales	Terms and conditions of us	e Credit slips	Email us: admin@caze.eurosyvec.eu
	About us	Addresses	
	Secure payment	Seller Ticket Status	
	Contact us		
	Sitemap		
	Stores		
We accept amazon p	ау		
	© 2023 - Ec	ommerce software by PrestaShop™	

# **The Backend**

To access the backend, you must register and create a seller account on the platform. Creating an account requires subscription to a plan. The only plan currently put is free and does not require payment but it is mandatory to choose and wait for the validation of the account and the plan by a platform administrator.

#### The login page

To connect to the platform and access your dashboard as a seller, click on "Seller" which appears in the first menu at the top of the public site page.

Then you will have the login box. If you already have a seller account, please enter your login and password. If not, click on "No account, Create one here" at the bottom of this box.

Note that you can sign in with your Amazon account if you already have one.

Email	
Password	SHOW
	Forgot your password?
	SIGN IN
Use your Amazon	Account
With Amazon Pay and L shipping and payment i on this shop.	ogin with Amazon, you can easily sign-in and use the nformation stored in your Amazon Account to place an order
s Sign	in with amazon
	No account? Create one here

#### Create a seller account

If you do not have a seller account, you can easily create one by filling out the form that appears once clicked previously on "Create one here"

Just fill in all the fields requested and check the appropriate and mandatory options.

First name	Azeddine	
	Only letters and the dot (.) character, followed by a space, are allowed.	
Last name	Sefrioui	
	Only letters and the dot (.) character, followed by a space, are allowed.	
Email	azeddine.sefrioui@orange.fr	
Password	azeddine2023 HIDE	
Birthdate	MM/DD/YYYY	Optional
	(E.g.: 05/31/1970)	
	Receive offers from our partners	
	Customer data privacy	
	The personal data you provide is used to	
	answer queries, process orders or allow access to specific information. You have	
	the right to modify and delete all the	
	personal information found in the "My Account" page.	
	Sign up for our newsletter	
	You may unsubscribe at any moment. For	
	that purpose, please find our contact	
	nno in ure regarnouce.	
	I agree to the terms and conditions	
	and the privacy policy	
	Also register me as seller	

Once your submission done, you will receive the two following emails:

#### Market Place Seller Welcome

Thank You For Registering as Seller.

Your Email: azeddine.sefrioui@orange.fr

Your Name: Azeddine Sefrioui

Once the Admin approves your seller account, you can start selling on our website.

Caze Store Front



Here are y	our login details:	
Email add	ress: azeddine.sefrioui@orange.fr	

Email 2

#### The Seller Menu

Once logged in, the "Seller account" drop-down menu appears instead of the "Login" link.

This menu will display the options available for a seller, see the following screens.



Seller Account 👻 Dashboard Seller Profile Products Orders **Product Reviews** My Reviews Earning Transactions **Payout Request Category Request** Shipping **GDPR** CSV/XML Import/Export Membership Plan History Available Membership Plans **Ticket System** 

#### **The Seller Dashboard**

The first time, you will have messages informing you that your account must be validated by an administrator of the platform, please wait until it is done!

Dashboard	Your seller account has been created and waiting for Admin approval.
Seller Profile	Your don't have any active membership plan. Kindly purchase the membership plan to continue selling on store.
Products	Dashboard
E Orders	Total Sale Total Earning Total Orders Total Products Sold
Product Reviews	S \$0.00 🖽 \$0.00 🖸 🖸 0
My Reviews	Sales Statistics
<b>s</b> Earning	Vour Revenue Total Orders Total Products Sold
Transactions	0.8 

#### Once the admin validate your account, you will receive the following two emails:

	Your Seller Account Has Been Enabled
Hey There,	
Congrats, Your selle	r account has been enabled. Now you can start selling on our website.
Your Email: <u>azeddin</u>	e.sefrioui@orange.fr
Your Name: Azeddir	e Sefrioui

Caze Store Front

#### Email 1

#### Market Place Seller Approved

Hi Azeddine Sefrioui,

Congrats, Your seller account is approved and activated. Now you can start selling on our website.

Your Email: azeddine.sefrioui@orange.fr

Your Name: Azeddine Sefrioui

Caze Store Front

#### Email 2

#### The Account page

The page of your account shows you by different boxes the functionalities to which you are entitled.



The seller's account page groups in boxes the menu items but also other elements.

#### **Account elements**

The account boxes are:

**Information**: Basic account information including password with the ability to update this data.

Home / Your account / Your person	nal information	
	•	
Social title	● Mr. O Mrs.	
First name	Azeddine	
	Only letters and the dot (.) character, followed by a space, are allowed.	
Last name	Sefrioui	
	Only letters and the dot (.) character, followed by a space, are allowed.	
Email	azeddine.sefrioui@orange.fr	
Password	Słów	
New password	SHOW	Optional
Birthdate	MM/DD/YYYY	Optional
	(E.g.: 05/31/1970)	
	Receive offers from our partners	
	Customer data privacy	
	allow access to specific information. You have the right to modify and delete	
	an ure personarin ornation tound in the 'My Account_page.	
	Sign up for our newsletter You may unsubscribe at any moment. For that purpose, please find our	
	contact info in the legal notice.	
	I agree to the terms and conditions and the privacy policy	
		SAVE

Add address: You can add as many addresses.

Order history: Only the free plan will be displayed.

Credit slips: Credit slips you have received after canceled orders if any.

**My wishlists**: These wishlists are lists of products that the sellers are interested in or want to keep track of. This feature is often used to help sellers organize and prioritize their product preferences.

**GDPR – Personal data**: At any time, seller have the right to retrieve the data he have provided to the CAZE Platform and automatically download a copy of this personal data on a pdf or csv file. Also he have the right to modify all the personal information found in the "My Account" page. For any other request he might have regarding the rectification and/or erasure of its personal data, he can contact the platform admin through the contact page.



#### Menu elements

See the chapter about menu items below in this guide.

#### Before you can enter your products and use the service

Before you can start entering your products, you need to subscribe to a membership plan. To do this, go to the left menu and choose: "Available Membership Plans".

Dashboard	Your don't have any active membership plan. Kindly purchase the membership plan to continue set	lling on store.	
Seller Profile	Dashboard		
Products	Total Sale Total Earning Total Orders	lotal Products Sold	
Crders			
Product Reviews	Sales Statistics		
My Reviews		1	1
<b>S</b> Earning	3		Iotal
Transactions		otal Ord	Product
S Payout Request	02	ers	DIOS S
Category Request	0.0	0	0
Shipping	D workers with with with	1012012023	
	Last 7 Days		
↑ CSV/XMLImport/Export	Sales Comparison		
Membership Plan History	Today This Week		
C Available Membership Plans	Corders 0 0% Orders	0 00	0%
Contraction of the time table of table	carning 30.00 0% Earning	30.00	0/6
Customer Tickets	+ Product Sold 0 0% Product Sold	0	0%
Discount and Offers	This Month This Year		

The platform admin has created a free membership plan for you, choose it. By clicking on "Buy Now", the plan is added to your Shopping Cart.

embership Plans	Showing 1 - 1 of 1 items	
FREE PLAN		
Free 10 Months		
BUYNOW		

After clicking on Cart on the top menu, you can proceed to checkout.

CLOTHES ACCESSORIES ART SPORT MUG MAKEUP     SHOPPING CART     Image: Shopping cart <td< th=""><th>atalog</th></td<>	atalog
SHOPPING CART  Free Plan \$0.00  I \$0.00  I \$0.00  I I \$0.00  I I I I I I I I I I I I I I I I I	
Free Plan \$0.00     1     \$0.00     Total (tax excl.)       Total (tax incl.)     Total (tax incl.)	\$0.0 Fre
Taxes: \$0.00	\$0.00 <b>\$0</b> .0
Continue shopping     PROCEED TO CHECK	OUT
<ul> <li>Security policy</li> <li>(edit with the Customer Real work (le)</li> </ul>	assurance

Then proceed to fill in the mandatory fields in the proposed form.

PERSONALI	NFORMATION	10	dit	1 item show details 🗸	
2 ADDRESSES	8			Subtotal	\$0.00
Alias		Optional		Shipping	Free
First name	Azeddine			Total (tax excl.)	\$0.00
Last name	Sefrioui			Total (tax incl.)	\$0.00
Company		Optional		Taxes: \$0.00	
Address	43 Avenue du Général de Gaulle			Security policy (edit with the Customer	r Reassurance
Address Complement		Optional	-0	Delivery policy (edit with the Customer	r Reassurance
City	Thonon-les-Bains			Return policy	
State	Please choose -		m	odule)	Reassurance
Zip/Postal Code	74200				
Country	United States •				
Phone	0638792649	Optional			
Use this address for	invoice too				
		CONTINUE			
3 SHIPPING N	IETHOD				
(4) PAYMENT					

PERSONAL INFORMATION	/ edit	1 item	
		show details 🗸	
ADDRESSES		Subtotal	€0.00
The selected address will be used both as your personal address (for invoice your delivery address.	e) and as	Shipping Total (tax excl.)	Free €0.00
My Address		Total (tax incl.)	£0.00
Azeddine Sefrioui 43 Avenue du Général de Gaulle 74200 Thonon-les-Bains France			20.00
0638792649		Taxes: €0.00	
		Gecurity policy (edit with the Customer module)	Reassurance
✓Edit ■Delete		Delivery policy (edit with the Customer	Reassurance
+ add new address		module)	
Billing address differs from snipping address	ONTINUE	(edit with the Customer module)	Reassurance
PERSONAL INFORMATION		1 item	
ADDRESSES	🖍 edit		
		Subtotal Shipping	€0.00 Free
SHIPPING METHOD		Total (tax excl.)	€0.00
Caze Store Front Pick up in-store Free		Total (tax incl.)	€0.00
		Taxes: <b>€0.00</b>	
ि <b>ह्_िि My carrier</b> Delivery next day! €6.61	tax excl.	<ul> <li>Security policy</li> <li>(edit with the Customer</li> </ul>	Reassurance
If you would like to add a comment about your order, please write it in the field belo	w.	module)	
		(edit with the Customer module)	Reassurance
CC	DNTINUE	Return policy (edit with the Customer	Reassurance
		inoualo,	
PERSONAL INFORMATION	🎤 edit	1 item	
ADDRESSES	✓ edit	show details 🗸	
		Subtotal	€0.00
SHIPPING METHOD	🎤 edit		Free
PAYMENT		Total (tax excl.)	€0.00
No payment needed for this order		iotal (tax incl.)	€0.00
A large to the large of on the set will all us to the set of the s		Taxes: <b>€0.00</b>	
PLACE ORDER		Security policy edit with the Customer module)	r Reassurance
		Delivery policy (edit with the Customer	r Reassurance
		Return policy	
		(edit with the Custome module)	Reassurance

CAZE IO3	- E-COMM	ERCE TOO	LKIT FOF	R YOUTH - GET	TING STAR	FED GUIDE
Home / Your account	/ Order history					
Order history						
Here are the orders ye	ou've placed since	your account was o	created.			
Order reference	Date	Total price	Payment	Status	Invoice	
IYYVPRZVF	10/31/2023	€0.00	Free order	Payment accepted	Por	Details Reorder
< Back to your account	A Home					

You must wait until your plan is validated and activated. Because if you go to your Dashboard you will find the message saying to wait for a plan to be active.

	I SI II P F Idi	n List					
Filter You	r Search						
Plan Name	9:	Status:					
		Select	~				
Search	Reset	Select	~				
Search Plan Name	Plan Price	Broduct Limit	~ Requested	Activation	Evnin/Date	Status	Action
Search Plan Name	Plan Price	Product Limit	<ul> <li>Requested</li> <li>Date</li> </ul>	Activation Date	Expiry Date	Status	Action

Plan with pending status



Hi Azeddine Sefrioui,

Thank you for shopping with Caze Store Front!

Your payment for order with the reference IYYVPRZVF was successfully processed.

Follow your order and download your invoice on our shop go to the Order





#### Second email received

Once your plan is validated and activated by the admin, you can start by finding a dashboard activated and without an alert message.

Dashboard	Membe	rship Plar	List					
Seller Profile	Filter You	r Search						
Products	Plan Name	9:	Status:					
🔒 Orders			Select	~				
Product Reviews	Search	Reset						
				12				
My Reviews	Plan Name	Plan Price	Product Limit	Requested	Activation	Expiry Date	Status	Action
My Reviews	Plan Name	Plan Price	Product Limit	Date 10/31/2023	Date 10/31/2023	Expiry Date 08/30/2024	Status	Action
My Reviews     SEarning     Transactions	Plan Name Free Plan	Plan Price €0.00	Product Limit	Requested Date 10/31/2023 09:00:17	Activation Date 10/31/2023 00:00:00	Expiry Date 08/30/2024 00:00:00	Status Active	Action

#### Plan with active status

Dashboard	Dashboard	
Seller Profile	Total Sale Total Earning Total Orders OTTotal Produc	ts Sold
Products		
Crders	Sales Statistics	
Product Reviews	Vour Revenue Total Orders Total Products Sold	
My Reviews	0.8	Total Pi Tota
<b>s</b> Earning	2 2 1 04	oduct:
Transactions	02	s Sold
S Payout Request	0.0	0 0
Category Request	preseres preseres provides prepries prepries	
Shipping	Last 7 Days	
GDPR	Sales Comparison	
	Today This Week	
1 CSV/XMLIMport/Export	Orders 0 0% Orders 0	0%

**Dashboard active** 

Now you can get started! But you need first to fill your profile with important data.

#### Fill in the profile of the seller

Your seller profile is important, you must fill in the maximum number of fields.

Dashboard	(i) Fields m	arked with (*) are manda	tory fields.				
Seller Profile						English (English)	~
Products	General	Meta Information	Policy	Payout			
E Orders	Shop Title	•			Phone Number*		_
Product Reviews							
My Reviews	Business E	mail			Get Notification		_
<b>S</b> Earning					Primary Email		~
Transactions	Address*						
S Payout Request							
🔊 Category Request							4
Shipping	Country*			Sta	ate/City*		
GDPR	Romania			~	·····,		
↑ CSV/XMLImport/Export	Descriptio	n					

	Meta Information	Policy	Payout		
Shop Title*				Phone Number*	
Azeddine'Sh	юр			+33631030538	
Business Er	mail			Get Notification	
azeddine.se	frioui@orange.fr			On Both	
Address*					
43 AVENUE [	DU GENERAL DE GAULLE				
43 AVENUE I	DU GENERAL DE GAULLE		Sta	te/City*	
43 AVENUE ( Country*	DU GENERAL DE GAULLE		Sta ~ 30	te/City*	
43 AVENUE I Country* France Description	DU GENERAL DE GAULLE		Sta v 30	te/City*	

General Tab: basic information about the seller

#### **Profile Url Alias**

#### azeddine-shop

🐵 The profile link will look like this:

https://caze.eurosyvec.eu/index.php?

 $render\_type=sellerview\&id\_seller=6\&fc=module\&module=kbmarketplace\&controller=sellerfront\&id\_lang=1$ 

#### Facebook Link

**Google Plus Link** 

**Twitter Link** 

Logo Logo size should be (150 X 150).





#### **Shop Banner**



Banner size should be (900 X 250).

Save

A Please p	provide mandatory inform	ation with valio	d values.			
(i) Fields m	arked with (*) are manda	tory fields.				
					English (English)	~
General	Meta Information	Policy	Payout			
Meta Keyw	vords*			 		
Required Field Meta Desc	ription					
						11
					Sav	/e

				English (English)	×
General	<b>Meta Information</b>	Policy	Payout		
Meta Keyw	vords*				
handicraft	jewelry				
Required Field	I				
Meta Desc	ription				
Meta Desci	ription				
				6	8
					-10
				Sav	e.
					Č

Meta information Tab: keywords and description

• •	Formats •	В	I	E	Ξ	Э	<b>≣</b> •	晋 -	1	Ē	e	
rivacy Policy												
p												
quired Field												
rquireu riela												
eturn Policy												
eturn Policy	Formats -	В	Ι	E	101	3	<b>≣</b> •	1	lûl	Ē	P	
eturn Policy <> <b>5</b> /	Formats -	В	Ι	III.	M	I	<b>!</b> ≣ •	≟ -	Ū.	Ī	d	
eturn Policy <>	Formats -	В	Ι	E	MI	1	<b>!</b> ≡ •	1	liil	Ē	cD	
eturn Policy	Formats -	В	Ι	III.	100	H	<b>!</b> ∃ •	<u>}</u> Ξ.•	1 Ū	Ē	dD	
eturn Policy <>	Formats -	B	Ι	H.	M	1	<b>!</b> ⊒ •	- <u>-</u>	Ē	Ī	€ <sup>₽</sup>	

Policy Tab: Privacy policy, Return policy and Shipping policy

	Meta Information	Policy	Payout			
Select Pay	ment Method *					
Paypal						
<i>Note: Admin wi</i> Required Field	ill use the Payout informatio	on to make the j	payment. Only one	payment informa	tion can be saved	at a time.
Paypal Id •						
Paypal Id						
Additional	Information					

					English (English)	~
General	Meta Information	Policy	Payout			
Select Pay	vment Method *					
Bank Wire						~
Note: Admin w	vill use the Payout informatic	n to make the p	payment. Only o	e payment information can be saved	at a time.	
Account O	)wner*					
Sefrioui						
Details*						
FR69 8080	8001 2248 8711 7					
Such as bank b	pranch, IBAN number, BIC, etc.					
Bank Addr	ess*					
Ma Banque	•					
						10

Payout Tab: Choice of payment method and the needed information of the seller

none Number*
33631030538
et Notification
On Both

Validation of the account information

#### Overview of the seller backend menu elements

The seller dashboard on PrestaShop, also called the back-office dashboard, is the admin interface where sellers can manage their online store, track sales, add products, manage customers, customize their shop, and much more.

Here is a description of the main sections and features of the seller dashboard on CAZE e-commerce platform:

• **Dashboard**: The dashboard homepage displays a summary of your store's key data, such as recent sales, traffic statistics, current orders, new customers, and other relevant information.

Dashboard	Dashboard	
Seller Profile	Total Sale Total Earning Total Orders Concert	ucts Sold
Products		
E Orders	Sales Statistics	
Product Reviews		
My Reviews	0.8	Tot
Earning	2 00 2 04	al Orde
Transactions	¢ 02	~
S Payout Request	0.0	0 0
Category Request	presients presients presients presients presients	
Shipping	Last 7 Days	
GDPR	Sales Comparison	
* 000/00/// Insert/Enget	Today This Week	
USV/XMLImport/Export	Orders 0 0% Orders	0 09

• Seller profile: This section allows you to update general information about the seller as well as meta information, privacy policy and payment information (payment method, banking information, etc.)

- **Products** : This section allows sellers to manage the products of their shop. You can add new products, manage categories, attributes, features, suppliers, and manage inventory quantities.
- **Orders**: The "Orders" section allows you to view, manage and process orders placed by customers. You can view order details, print invoices, ship products, manage returns, etc.

My Orders			
6	Total Sale €0.00	Total Products Sold 0	Pending Orders 0
Filter Your Search	1		
Reference:	From Date:	To Date:	Customer:
Status:			
Select	~		
Search Reset			

• **Product Reviews**: This section allows to see the reviews received for the different products offered for sale by all sellers.

Product Revie	WS			
Filter Your Search	I			
From Date:	To Date:	Status:	Rating:	
		Select	∽ Select	~
Search Reset				
List is empty				

• **My Reviews**: This section allows to see and manage the reviews received for the different products offered for sale by the seller.

My Reviews				
Filter Your Search				
From Date:	To Date:	Status:	Rating:	
		Select	✓ Select	~

• **My Earnings**: This section allows you to see the history of the gains made by the seller as well as the Order Wise Earning

My Earnings			
	S Total Sale €0.00	Total Earning €0.00 Total Orders 0	
Earning History	Order Wise Earning		
Filter Your Searc	h		
From Date:	To Date:	Report Format:	
		Select ~	
Search Reset			
List is empty			

• **Transactions**: This section allows you to see the history of the Transactions.

Transaction I	History		
	SolutionTotal Earning€0.00	Total Paid €0.00 Balance €0.00	
Filter Your Searc	h		
From Date:	To Date:	Transaction Type:	
		Select ~	
Search Reset			

• **Payout Request**: Sellers can initiate a payout request when they wish to receive their earnings. They specify the amount they want to withdraw.

New Payout Request
Amount *
Request Comment *
<i>"</i>
Minimum 30 character and Maximum 300 characters are allowed
Save
Requested Payout Statuses

Category Request: section to create category request and manage its statuses.

New Category Request

Sorry! No unassigned category available for you.

Requested Category Statuses

List is empty

• **Shippings**: This section allows you to create and manage the shipping methods to be made available to customers.

Shipp	ings					+ Add New
Filter Yo	our Search					
Free Sh	ipping: Statu	S:				
Select	✓ Select	rt	~			
Search	Reset	Logo	Delay	Status	Free Shipping	Action
		9-	,			ACLION

 GDPR: The General Data Protection Regulation (GDPR) is a European regulation that aims to strengthen the protection of the privacy of individuals with regard to the collection and processing of personal data. In PrestaShop, the GDPR has been implemented to help online store owners comply with these rules. The following are covered: Customer consent, Data access and portability, Right to be forgotten, Data breach notifications, Privacy policies, Data retention, Data security, Shared responsibility.

#### GDPR

#### **Right to Data Portability Close Shop** You can request to download your account You can request to Admin to permanently data in a CSV format using the links below: close the shop & you would not be able to access any data (Products/Reviews/Orders Seller Product Listing ect). If Admin approves, your shop and listings > Sellers Orders won't appear anywhere in the store. People > Seller Information who try to view your shop will be redirected to Your Personal Information your home. People who try to view one of your > Addresses shop's listings will see a page not found the > Your Orders error. Do you want to delete the account as well? Request to Close?

• **Membership Plan History**: this section displays the history of Membership Plans.

Membership Plan List							
Filter You	r Search						
Plan Name	9:	Status:					
		Select	~				
Search	Reset						
Plan Name	Plan Price	Product Limit	Requested Date	Activation Date	Expiry Date	Status	Action
Free Plan	€0.00	NA	10/31/2023 09:00:17	10/31/2023 00:00:00	08/30/2024 00:00:00	Active	-

- Available Membership Plans: allows to view the available plans but for the moment the only free plan that exists is already assigned and activated, so this section does not display anything.
- Customer Tickets: this refer to the customer support or helpdesk system that allows customers to submit inquiries, questions, or issues to the store owner or customer support team. The system provides a way for customers to seek assistance, request information, or report problems with their orders or the website.

• **Discount and Offers**: you can create discounts and offers to attract customers, boost sales, and promote products or categories. PrestaShop provides a range of tools and features to help you set up various discount and offer scenarios.

### **Create a new product**

Creating products in PrestaShop involves several steps to add products to your online store.

Dashboard	Products	+ Add New
Seller Profile	List is empty	
Products		
E Orders		
My Reviews		
<b>s</b> Earning		
Transactions		
Pavout Request		
New Product		
Set the Product Type	e	
i Once the new produ	uct is saved, you cannot change the product type on edit.	
۲	Standard Product	
0	Pack of existing products	
0	Virtual product (services, booking, downloadable products, etc.)	
N	lext >	

#### Add a product

In the dashboard, go to the "Products" tab, you can either modify an existing product or create a new product by clicking on the "Add a product" button.

#### Complete the product details

Complete product information, such as name, part number, category, stock quantity, price, tax, description, etc.

You can also add product images by clicking "Add Images". Download the images from your computer and associate them with the product.

#### **Configure the product attributes**

If your product has variations, such as different sizes, colors, or other options, you can configure them using the "Attributes and Features" tab. This will allow you to define the different combinations available for this product.

#### Manage delivery options

Under the "Shipping" tab, you can set the information related to the shipment of the product, such as weight, shipping costs, dimensions, etc.

#### Set up prices

Under the "Price" tab, you can set the product price, discounts, promotions, specific prices by customer group, etc.

#### Add additional information

Under the "Information" tab, you can provide additional details about the product, such as supplier references, EAN codes, associated costs, etc.

#### Manage visibility and availability

In the "Quantity" tab, you can set stock availability, stock management, minimum purchase quantity, etc.

Under the "Visibility" tab, you can decide whether the product is active, being modified, or offline.

#### Save the product

Once you have filled in all the information, be sure to click the "Save" or "Save and Stay" button to save your changes.

#### **Preview and check the product**

Before making the product visible on your site, it is recommended to preview and check the details to make sure everything is correct.

#### **Publish the product**

When you are satisfied with the product information, activate it using the "Activate Product" option.

Make sure to further customize the settings based on your specific needs, such as order management, promotion, and SEO to optimize the visibility of your products online.

#### Validation of your product by the platform admin

Once the admin of the platform has validated and activated your product additions, you will receive notifications by email and you can see the list of your validated and activated products in your dashboard as follows:

Dashboard	Prod	ucts										F Add N
Seller Profile	Filter	Your S	Search									
Products 5	Refere	ence:		Product	Name zxczxc	: Defa	ult Cate	egory:	Stat	IS:		_
e Orders	Active	e.				Sele	ect		✓ Sele	ct	8	~
Product Reviews	Selec	t	~	]								
My Reviews	Search	Res	set	,								
s Earning	Action	Sele	ect action 🗸	Submit								
Transactions			Product	Product				Default				
S Payout Request		ID	Image	Name zxczxc	Reference	Quantity	Туре	Category	Price	Status	Active	Action
Category Request		#65	5	Bracelet	Azeddine Bracelet 2	10	Simple	Costume	\$56.6	5 Approved	Yes	4
Shipping	)							,,				
GDPR		#64	0	Necklace 2	Azeddine Necklace 2	10	Simple	Costume jewelry	\$141.6	5 Approved	Yes	-
t <sub>1</sub> CSV/XMLImport/Export												
Membership Plan History		#63	-500	Earrings 1	Azeddine Earrings 1	10	Simple	Costume jewelry	\$113.3	2 Approved	Yes	í
S Available Membership Plans				Necklace	Azeddine			Costume				1
Customer Tickets +	-	#62		1	Necklace 1	10	Simple	jewelry	\$75.5	5 Approved	Yes	1
Discount and Offers +	-											1

#### Now your products are visible on your online store

Your PrestaShop product is now created, validated, activated and visible on your online store.

They are first visible in your sales space on the public e-commerce platform:



Shipping Policy			
FILTER YOUR SEARCH:Costume j	ewelry V Name (A - Z) V		SHOWING 1 - 5 OF 5 ITEMS
		NEW O	
Bracelet 1	Bracelet 2	Earrings 1	Necklace 1
€47.22	€56.66	€113.32	€75.55 €71.77
ON SALE SK NEW C ONLINE ONLY C ONLINE ONLY Necklace 2 ST41:65 GT34.57			

And if they have been categorized into platform categories, they will also be visible under these headings as follows:





## **Different ways to receive payments**

# Different ways to receive payments from buyers to the platform admin

PrestaShop provides various options for sellers to receive payments from buyers. Here are some ways to receive payments from buyers:

**PayPal**: PayPal is a popular payment gateway that allows customers to make online transactions using their PayPal account or credit/debit card. PrestaShop offers an official module for integrating PayPal payment methods into your website.

**Stripe**: Stripe is another popular payment gateway that allows customers to make online transactions using their debit/credit card. there are several third-party modules available for integrating stripe payment methods into your PrestaShop store.

**Cash on delivery (cod)**: if you prefer to accept payments in person or after the delivery of products, you can enable the cod option in PrestaShop. This payment method allows customers to pay cash to the delivery agent at the time of delivery.

**Bank transfer**: with bank transfer, customers can transfer money directly from their bank account to the merchant's bank account. PrestaShop provides a built-in bank transfer.

# Different ways to receive payments from the platform admin to the sellers

The seller must enter in his account the tab "Payment" his choice to receive payments from the administration of the CAZE e-commerce platform. There are two choices:

#### To his PayPal account

General	Meta Information	Policy	Payout	]
Select Pay	/ment Method *			
Paypal				
<i>Note: Admin v</i> Required Field	<i>vill use the Payout informatic</i> d	on to make the p	payment. Only c	ne payment information can be saved at a time.
Paypal Id •				
Paypal Id				
Additiona	Information			
Additional	Information			
				Save

#### To his bank account

				English (English)
General	Meta Information	Policy	Payout	
Select Pa	yment Method *			
Bank Wire	•			~
Note: Admin	will use the Payout information	on to make the p	payment. Only one payment inform	nation can be saved at a time.
Account (	Owner*			
Sefrioui				
Details*				
Details* FR69 8080	8001 2248 8711 7			
Details* FR69 8080	) 8001 2248 8711 7 branch, IBAN number, BIC, etc.			
Details* FR69 8080 Such as bank Bank Add	9 8001 2248 8711 7 branch, IBAN number, BIC, etc. ress *			
Details* FR69 8080 Such as bank Bank Add Ma Banque	0 8001 2248 8711 7 branch, IBAN number, BIC, etc. ress* e			

# More help to use PrestaShop

#### The CAZE e-commerce video demo

https://www.youtube.com/watch?v=Hwu0T2m1NNs

#### The official documentation

https://doc.prestashop.com/

#### **PrestaShop Tutorials Series on Youtube**

https://www.youtube.com/watch?v=thKBmjZQkss&list=PLLnpHn493BHERJqFeEozN FDKPzxp6AGQB&index=1



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