



How to Set up your vendor account

Welcome to All Things Eco Wise and thank you for registering to be a vendor on our site. We hope you will find it rewarding, hassle free and a great extension to your sales for your business.

The Platform we use is very powerful and rated the best all round marketplace platform for 2021. Whilst its not as simple as Shopify, Woo Commerce and the more user friendly options, it has massive advantages in its flexibility, functionality and processing power so I hope you will be able to benefit from all of that with us.

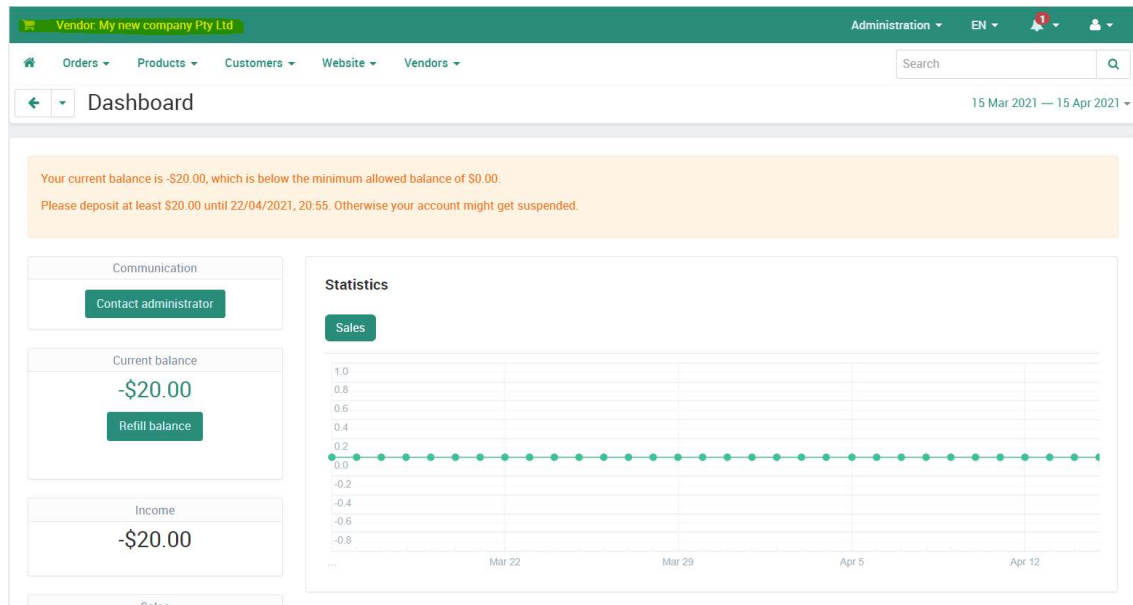
This is a step by guide to help you set up your profile on our site and if you feel anything is missing please let us know and we will update this document and assist you along the way. I hope you find it useful.

- **Account set up**

When you register to become a Vendor you will effectively send an application to the administrator who in turn will approve your application and you will receive an email with a username and password on it. Follow the link on the email and login using the credentials provided

- **Log In - [Administration panel \(allthingsecowise.com\)](https://allthingsecowise.com)**

When you Login you will see the following screen



- This is your main dashboard and shows a summary of your sales and performance
- First job is to fill in your Profile for your business and add logos etc – click on the shopping trolley and name of your business at the top left of the screen with the green banner

- Update Profile

Balance	-\$20.00
Orders	0
Sales	\$0.00
Income	-\$20.00
Active products	0
Out of stock	0

- Review the page here and insert / amend any details
- Always press the green SAVE button on the top right whenever you make changes in this platform – it will alert you if you don't

- Across the Top tabs you can see General / Add Ons / Description etc – these are all tabs you can go and fill in with details one by one which will form the basis of what is shown about you to the customer or as a payment method. We will go through them below

Add – Ons:

The screenshot shows a web interface for configuring a vendor's add-ons. At the top, there is a green header with a shopping cart icon and the text 'Vendor: My new company Pty Ltd'. Below this is a navigation bar with tabs for 'Orders', 'Products', 'Customers', 'Website', and 'Vendors'. The 'Vendors' tab is active, and the breadcrumb trail shows 'My new company Pty Ltd'. Below the breadcrumb, there is a language selector set to 'English'. A row of tabs includes 'General', 'Add-ons' (which is highlighted), 'Description', 'Logos', 'PayPal', 'Plan', and 'Terms & conditions'. Under the 'Add-ons' tab, there is a section for 'Free Shipping' with a dropdown arrow and a 'Minimum Subtotal' input field containing '0.00'. Below that is an 'SEO' section with an 'SEO name' input field containing '/ my-new-company-pty-ltd'.

- This allows you to set a minimum amount a customer has to spend to get free shipping from you e.g \$100.
- This is the easiest shipping option to manage and the customer will be alerted at check out

2 Shipping Options

My new company Pty Ltd

Test Product 1

No shipping required

FREE shipping over \$100.00 from My new company Pty Ltd (\$90.00 remaining)

Continue shopping at My new company Pty Ltd

Description

This is a key advertising feature for you and allows you to sell your business to the customer at the point of purchase – this text appears in a couple of places:

- Beside a product in the main listing

EXAMPLE PRODUCT



Share [Tweet](#) [Like 0](#) [Share](#) [Save](#)

☆☆☆☆☆ [Write a review](#)

\$10.00

✓ IN STOCK

Quantity: [+](#) [-](#)

[Add to cart](#)

[Add to wish list](#) [Compare](#)

Vendor: [My new company Pty Ltd](#)

ALL THINGS
ECOWISE

My useful description of my company Its great and very environmentally friendly We

Sydney, 2020

[Ask a question](#)

✓ Our advantages [^](#)

- 12 months warranty [?](#)
- SMS notification [?](#)
- Return and exchange [?](#)
- Different payment methods [?](#)
- Best price [?](#)

[Payment options](#) [v](#)

[Delivery](#) [v](#)

-
- In the Vendor Profile

[Home](#) / [All vendors](#) / [My new company Pty Ltd](#)

ALL THINGS
ECOWISE

My new company Pty Ltd

My useful description of my company Its great and very environmentally friendly We hand make all products with love Everything is in compostable packaging

Extra

[Ask a question](#)

Vendor filters

Price [^](#)

\$ - \$



Vendor products

Sort by: [from A to Z](#) [12](#)

EXAMPLE PRODUCT



☆☆☆☆☆

Test Product 1

ALL THINGS
ECOWISE


\$10.00

My new company Pty Ltd

Logos


- Upload your logo – most people have this saved locally on their PC so click the Local button as below and upload
- Ideally this is a small High resolution image and you will see this displayed next to every product, on every email and invoice relating to your business across the site
- Be sure to load 2 Logos as below – one for the site and one for Invoices

← ▾ My new company Pty Ltd

LANGUAGE:  English ▾

General Add-ons Description **Logos** PayPal Plan Terms & conditions

Logo for the customer area




Select a file or enter a URL

Local Server URL

I'm uploading a HiDPI image. [?](#)

Logo for invoices



Select a file or enter a URL

Local Server URL

I'm uploading a HiDPI image. [?](#)

Press **SAVE** (green button top right)

PayPal

- This is a very important step as it's the core of the payment process. We do suggest leaving this part to last until you are happy with your product listings and pricing and then connect it up.
- You will need a PayPal Business Account to be able to use our platform
- You will be paid immediately the customer pays as a result via this method and the customer will have the option of using PayPal or a Debit / Credit card
- Click the "Connect to PayPal" button and login with your credentials
- This should successfully link your account to the platform and allow for payments to be made directly to you on each sale

Plan

- Review the plans and see which one is right for you
- Most people will likely opt for the Free plan to start with and then can progress from there as required if needed.
- You can change plan here if you need and you can change at any point

Terms and Conditions

- This is mandatory and are the T&Cs you will have with the customer buying the product from you – in most cases these will be your standard T&C's you have on your current website
- Note the transaction on our site is between yourself the Vendor and the customer directly, we are not party to the transaction, we simply provide the platform and PayPal Commerce provides the payment gateway. Funds will pass directly to you less the Partner Fee (commission) and the PayPal transaction fee (c1.75%)
- You can copy and paste into this field but you may need to format it with a few spaces and line breaks

AB: Motivation Block

- This is a really important one and can be seen by the customer when buying the product – see the product screen shot below:

EXAMPLE PRODUCT



Share [Tweet](#) [Like 0](#) [Share](#) [Save](#)

☆☆☆☆☆ [Write a review](#)

\$10.00

✓ IN STOCK

Quantity: [+](#) [-](#)

[Add to cart](#)

[Add to wish list](#) [Compare](#)

Vendor: [My new company Pty Ltd](#)

ALL THINGS
ECO FRIENDLY

My useful description of my company Its great and very environmentally friendly We h...

Sydney, 2020

[Ask a question](#)

✓ Our advantages

- 12 months warranty
- SMS notification
- Return and exchange
- Different payment methods
- Best price

[Payment options](#)

[Delivery](#)

-
- Be sure to sell your business using this block – e.g All hand made products; Locally made in Australia, Not for Profit, Ethically sourced etc

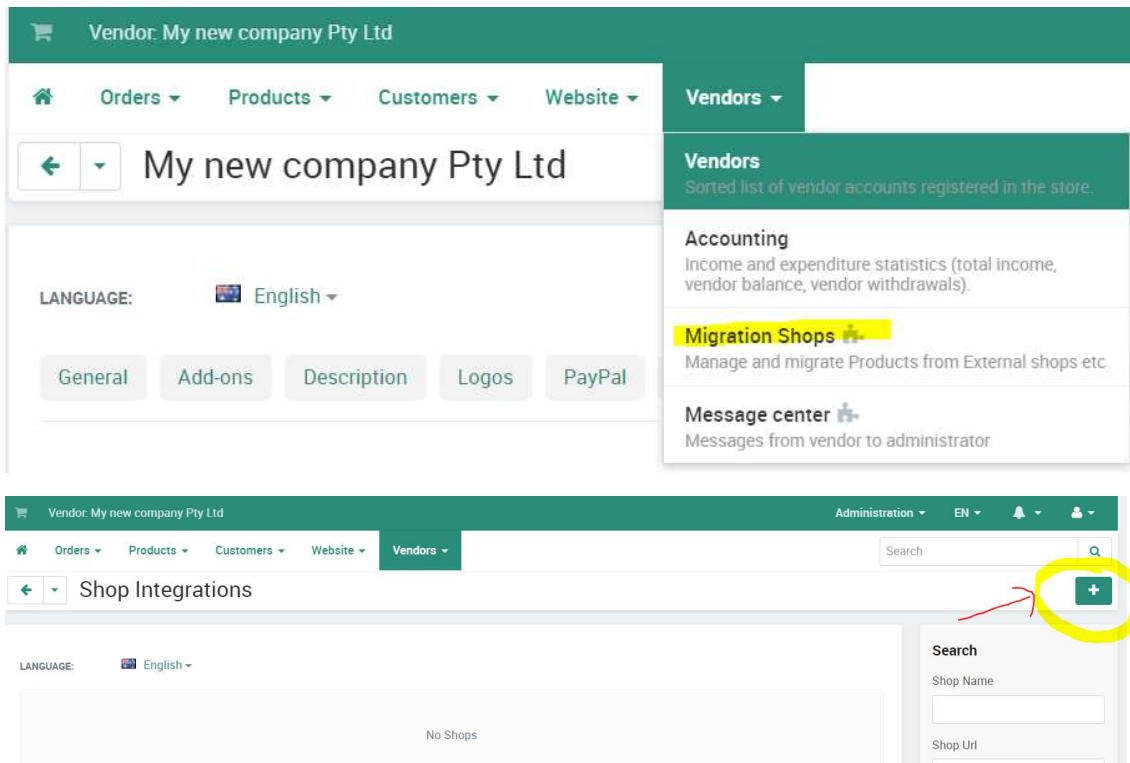
Reviews

- This will be empty but customers will be able to leave a review of you and a star rating which will appear here for approval by you and admin in the future. This will be well monitored and used to ensure vendors are providing customers great customer service and fulfilling orders quickly.
 - You can come to this location at any time to see the reviews and they will be displayed on the website too
-

Adding your Products by linking your existing site (Shopify and WordPress/WooCommerce)

This functionality allows you to link your Shopify or WooCommerce site into the marketplace allowing for easy synchronisation from your existing site of your products, descriptions, inventory levels and photos. This is a free function and just requires an API key from your existing site. We can assist if you don't know how to get this key on your existing site but its explained for each of Shopify and WooCommerce below. Firstly create the Shop Profile:

- Click on the menu selection below and the + to add a new shop (Website)



Complete the highlighted cells using the API key and password you have sourced from your own website see instructions below screen shot:

Shop Details ▾

Shop Name: *

Vendor: My new company Pty Ltd

Type: * ▾

Website Url: *

Status: * Active Disabled

Api Key: *

Password: *

Enable Webhook: ▾

When complete – click the **“CREATE”** green button in the top right of the screen and it should connect to your site

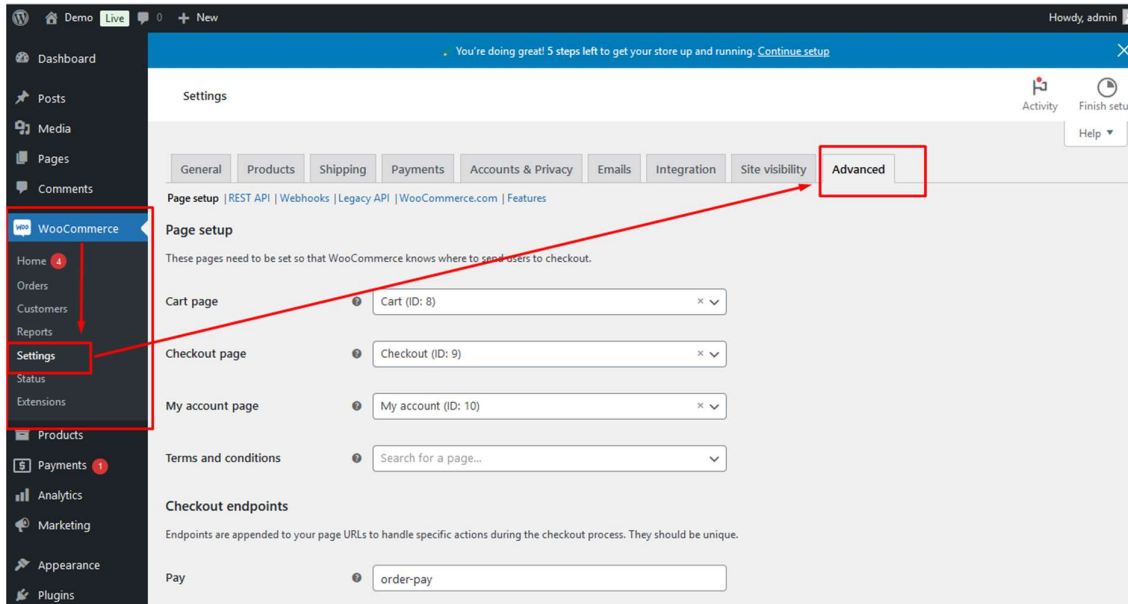
If you have any issues please contact us at info@allthingsecowise.com or on 0414207444 – we are here to help you through this set up stage which is a one off connection.

Woo Commerce Credentials (Shopify Credentials section below)

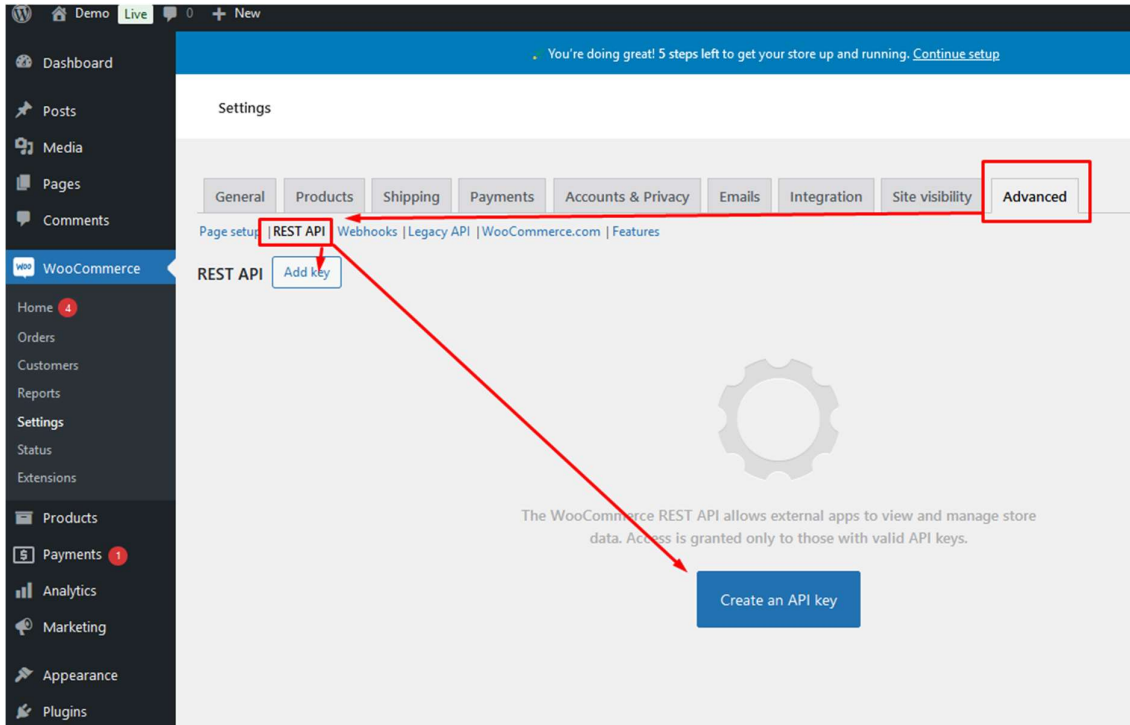
To get API credentials for your **WooCommerce store** and put them in our site you will need to:

****Below are the steps to Create WooCommerce REST API keys (Consumer Key and Secret) and configure the Shop in our new site (ATEW):****

1 - Login to Wordpress admin and go to Woocommerce plugin settings and click on 'Advanced' tab (Screenshot: <https://prnt.sc/BLnjm00ryOUj>)

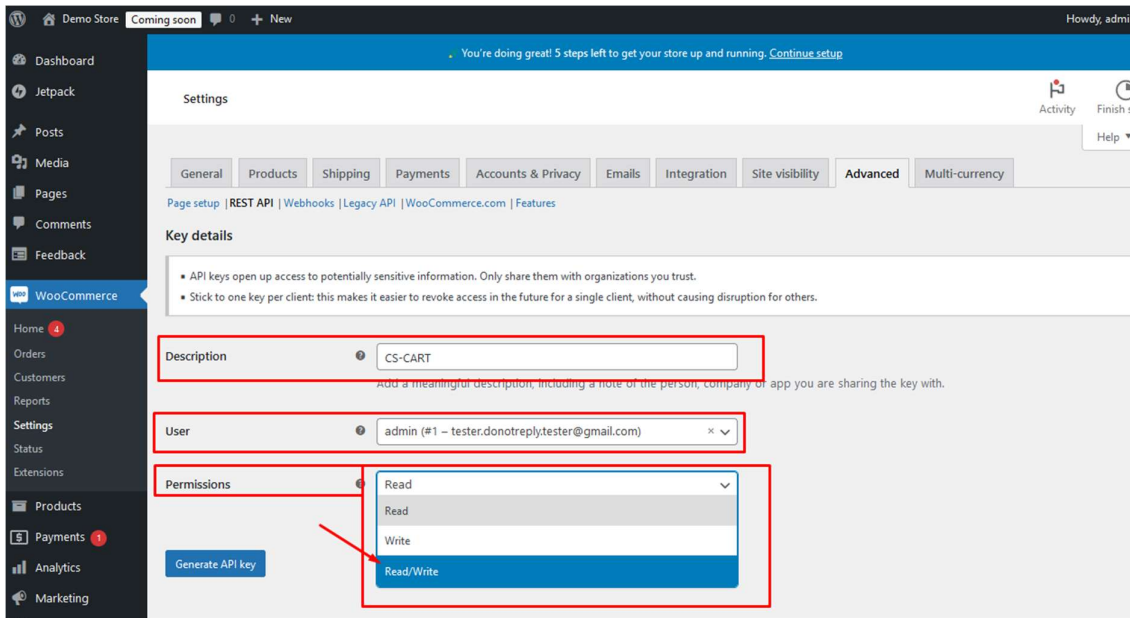


2 - Then click on 'REST API' API link and click on 'Create an API Key' (Screenshot: <https://prnt.sc/ACnS8jQZDTw0>)



3 – In the new keys page, Enter key “**Description**” – potentially “AllThingsEcoWise” or “ATEW”, choose **USER** = “admin user” and in **Permissions** choose “Read/Write” option from Permission dropdown and click on 'Generate API Key' – this will allow us to send orders to your store.

(Screenshot: <https://prnt.sc/-U-lvFLhZzT>)



4 - Copy Consumer key and Consumer secret and save in Notepad, these will be hidden

when you leave this page.

(Screenshot: https://prnt.sc/jDIbyTnrT_bu)

You're doing great! 5 steps left to get your store up and running. [Continue setup](#)

Settings Activity


Key details

API Key generated successfully. Make sure to copy your new keys now as the secret key will be hidden once you leave this page.

- API keys open up access to potentially sensitive information. Only share them with organizations you trust.
- Stick to one key per client: this makes it easier to revoke access in the future for a single client, without causing disruption for others.

Consumer key: [Copy](#)

Consumer secret: [Copy](#)

QRCode 


[Revoke key](#)

5 - Then Login to your ATEW CS cart panel ([Administration panel \(allthingsecowise.com\)](http://Administration panel (allthingsecowise.com))),
Vendors / Shop Connector


Website ▾ Vendors ▾

Vendors
Sorted list of vendor accounts registered in the store.

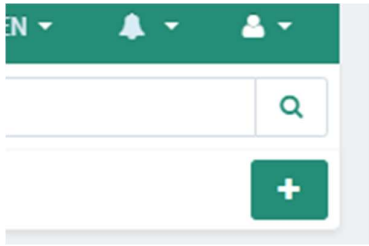
Accounting
Income and expenditure statistics (total income, vendor balance, vendor withdrawals).

Shop Connector 
Import/Sync Products and orders from External platforms like Shopify, Square, Wix, Ecwid.

PayPal block AB: Sticker

Message center 
Messages from vendor to administrator

If you have already set up a store then click the cog to the right of your store and “Edit”, if you haven’t created one then simply press the Big green and white plus sign to the top right to create a new one.



Select type 'WooCommerce', enter Wordpress website url, and enter 'Consumer Key' and 'Consumer Secret' credentials and then click on 'Create Button' button (Screenshot: https://prnt.sc/8eFaPvCBTw_k) or Save at the top right if you are editing an existing shop

A screenshot of a web application interface for creating a new shop. The page is titled "New Shop" and has a "Create" button in the top right corner. The form is divided into sections: "General" and "Shop Details". Under "Shop Details", there are fields for "Vendor" (Eureka Tortilla), "Shop Name" (WooCommerce Demo), "Type" (WooCommerce), "Website URL" (mo.esteplogic.com/wordpress_661), "Status" (Active), "Consumer Key" (abd80e3ddf06533bd629535d11088), and "Consumer Secret" (masked with dots). A blue button with a plus sign is visible in the bottom right corner.

6 - After this, copy the webhook url it provides and click on documentation to create webhooks in Woocommerce, and create webhooks for events: product.created, product.updated, product.deleted, order.updated, order.deleted.

Shop Name: Woocommerce Demo

Type: WooCommerce

Website URL: https://demo.esteplogic.com/word

Status: Active Disabled

Consumer Key: ck_e9454a00410abd80e3ddf06533

Consumer Secret: [Redacted]

Webhook Delivery URL: https://dev.shoplocally.com/index.php?dispatch=shop_connectors.webhook&shop_id=5

Please creates webhooks with above delivery url and with Active status in your wordpress admin for these 5 events: product.created, product.updated, product.deleted, order.updated, order.deleted.

Follow this documentation to create webhooks: <https://woocommerce.com/document/webhooks/#creating-webhooks>

While creating webhooks, please leave 'Secret' field as empty.

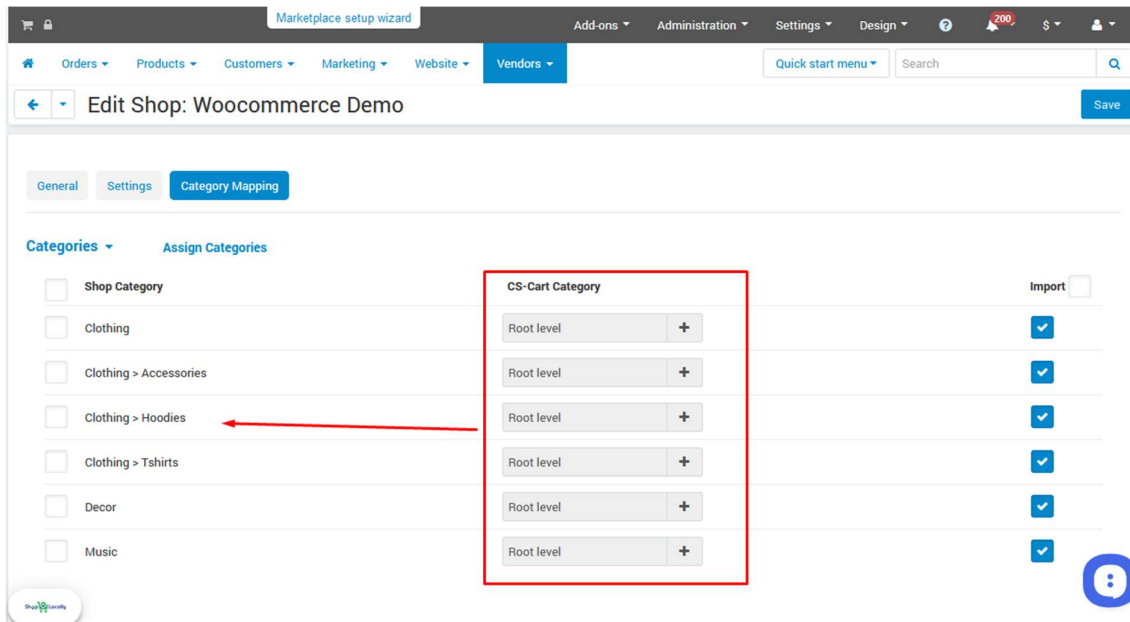
screenshot: <https://prnt.sc/OHYA550HqSrY>

webhooks list screenshot after creating all: <https://prnt.sc/9tbumjlv9DG>

Name	Status	Topic	Delivery URL
order.deleted	Active	order.deleted	https://devshoplocally.com/index.php?dispatch=shop_connectors.webhook&shop_id=5
order.updated	Active	order.updated	https://devshoplocally.com/index.php?dispatch=shop_connectors.webhook&shop_id=5
product.deleted	Active	product.deleted	https://devshoplocally.com/index.php?dispatch=shop_connectors.webhook&shop_id=5
product.updated	Active	product.updated	https://devshoplocally.com/index.php?dispatch=shop_connectors.webhook&shop_id=5
product.created	Active	product.created	https://devshoplocally.com/index.php?dispatch=shop_connectors.webhook&shop_id=5

\- Then map Categories and Import products – we can assist with this if needed

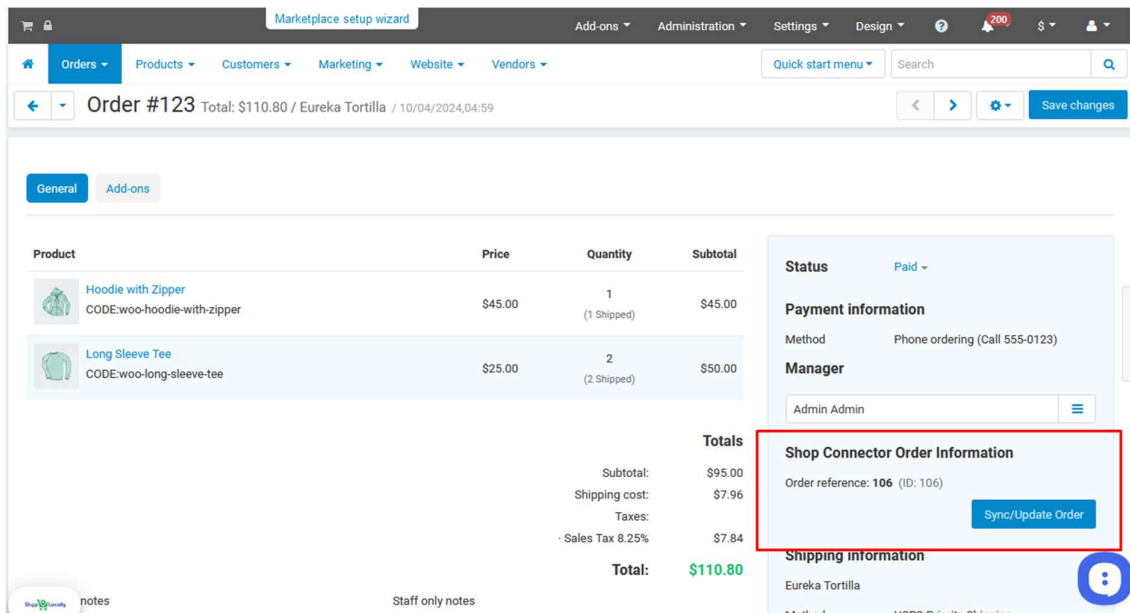
screenshot: <https://prnt.sc/O3SLY9jxMN-1>



What does this functionality allow you to do?

- When Product is updated or deleted in Woocommerce, then it automatically syncs in this site
- When an order is placed in ATEW with a paid status, then the order auto syncs and is created in your Woocommerce site

screenshot: https://prnt.sc/EB-MqhYr_As0



- When shipment is created for that order in ATEW, then it creates a shipment order note in the order in in your WooCommerce store

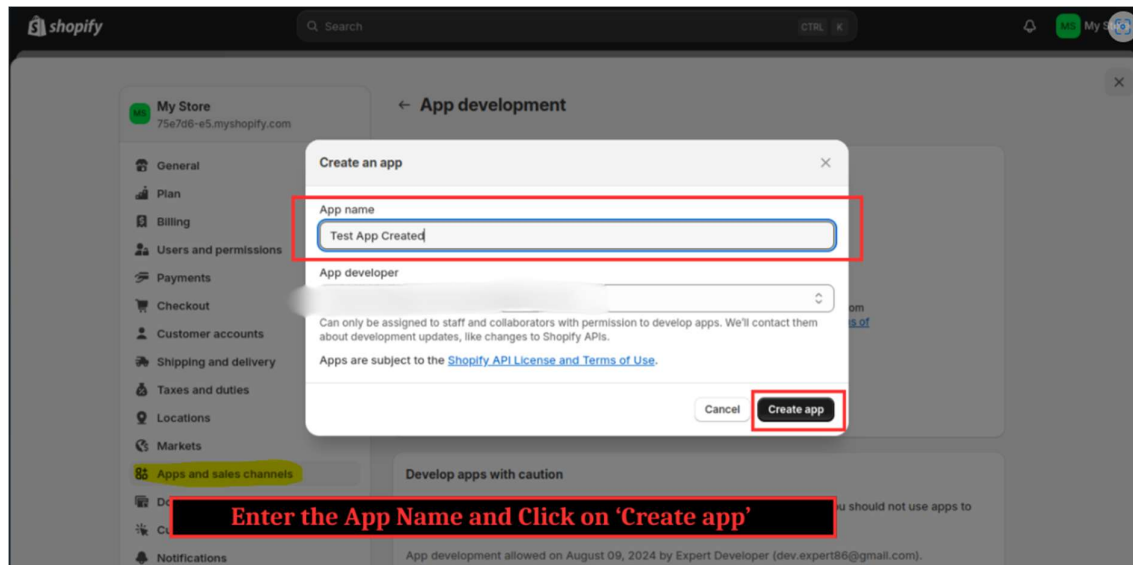
screenshot: <https://prnt.sc/rC4neqot5de7>

You are set up! Well done.

Shopify Credentials

To get your API credentials from **Shopify** you go to the following screen on your Shopify “Apps and sales channels”.

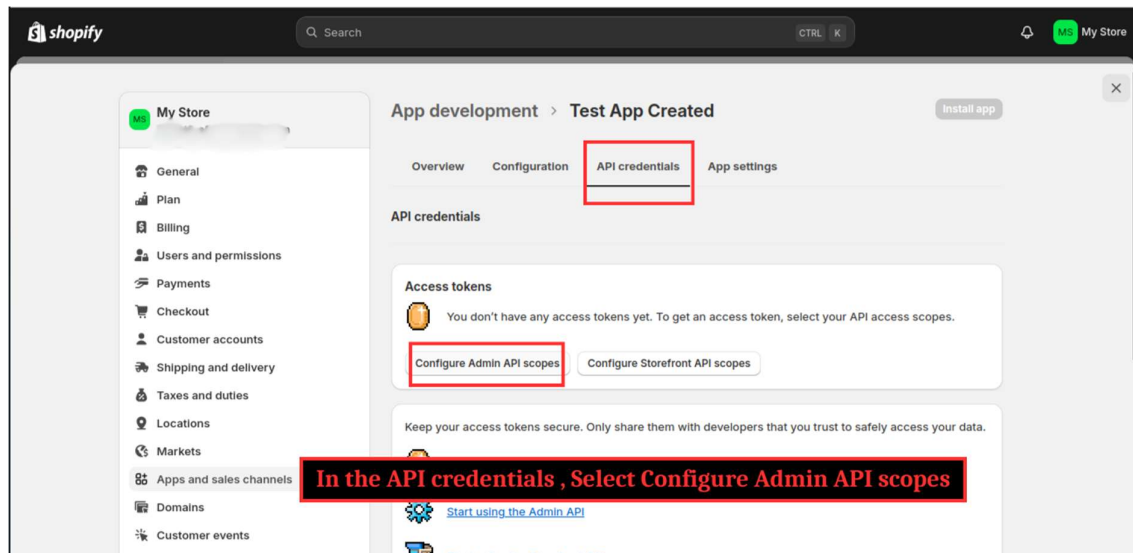
You will need to then “Create App” and this will open a new window as below – fill in the name (Suggest “AllThingsEcoWise”) and a web developer (likely your own profile will default):



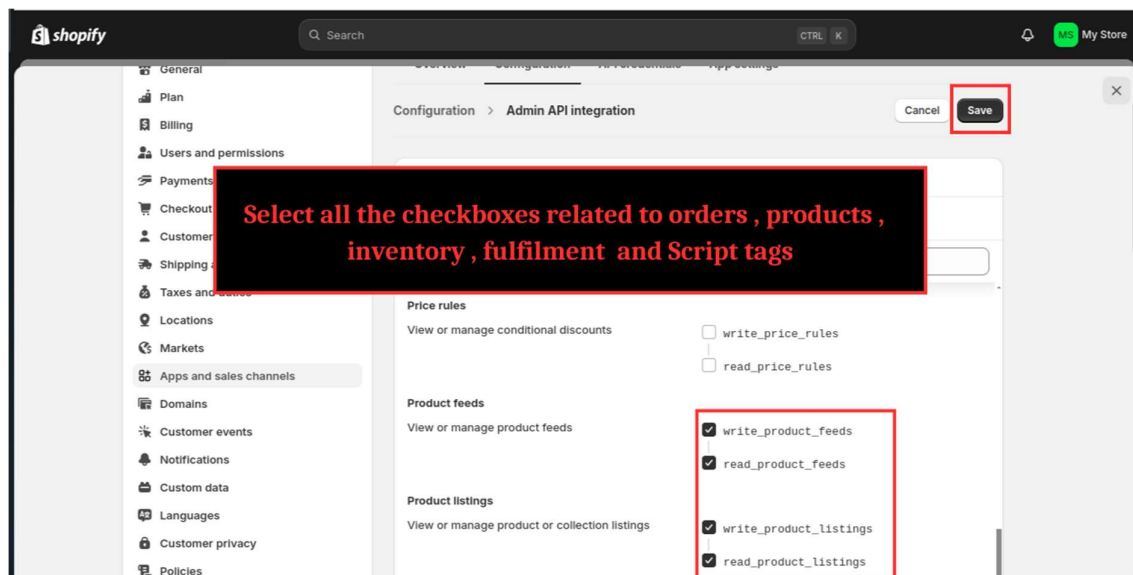
Click the “**Create App**” button as highlighted above at the base window

You have now created the App and now need to tell it what it is allowed to see and do on your site so go to the new App and click “**Configure Admin API scopes**”

This can also be accessed by using the “Configuration” tab just above the highlighted area to allow you to navigate back and forth if you have already set this up.



This will open a long list of attributes that the API access will allow All Things Eco Wise platform access to on your shopify site. We recommend the following to allow orders to be written to your site and to sync the products back:

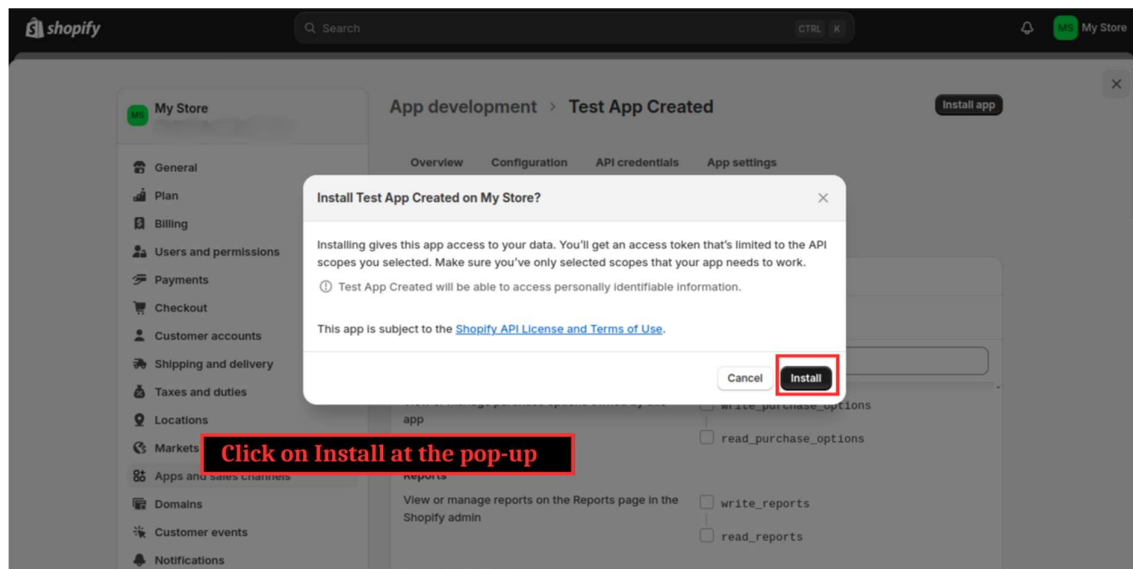
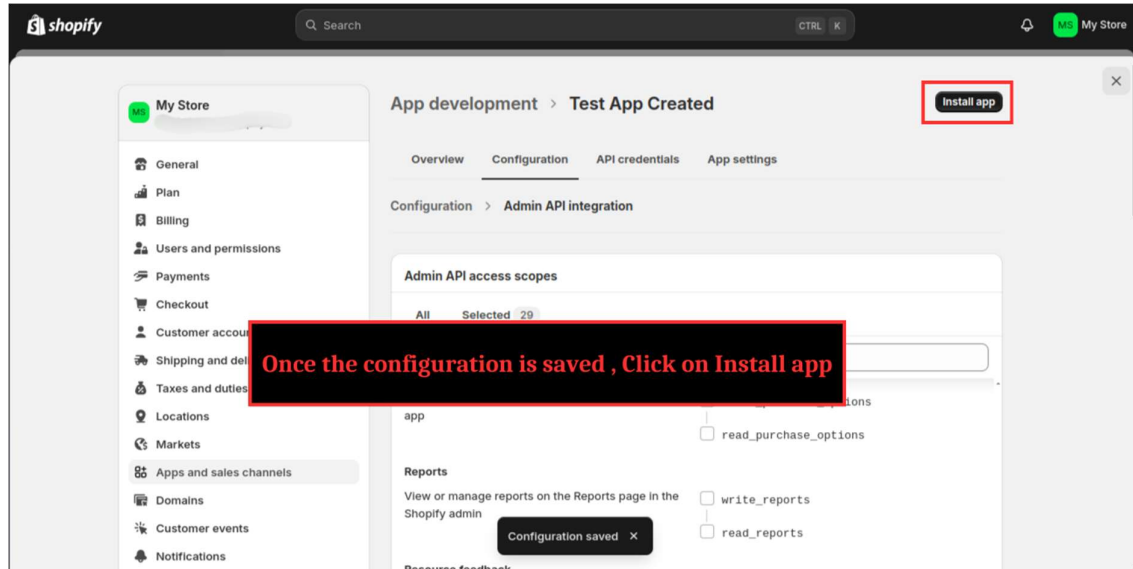


- Assigned Fulfillment Services
- Customers
- Discounts (Read)
- Fulfilment Services
- Inventory
- Merchant manager fulfilment orders
- Order editing (Read and Write important as will allow for adding orders to your site)
- Product Listings
- Products

- Shipping (Read)
- Store content
- Scripting (Read_Write)

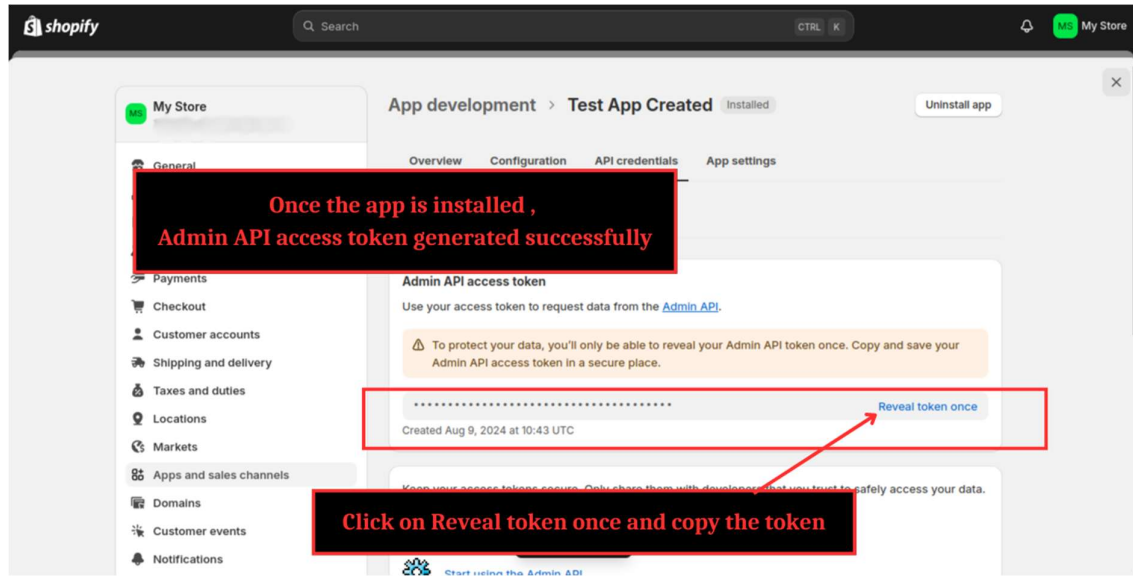
Press **Save** at the bottom right (green button) and it will create the API for you. You can come back and edit this at any time in the future.

Once saved scroll to the top of the page and you will see **“Install App”**– press this and it will install the App you have just configured into the Site and provide you with credentials – it will ask you to confirm as below. Click **“Install”**



The App is now installed and API access token will now be available as it will have generated it for you.

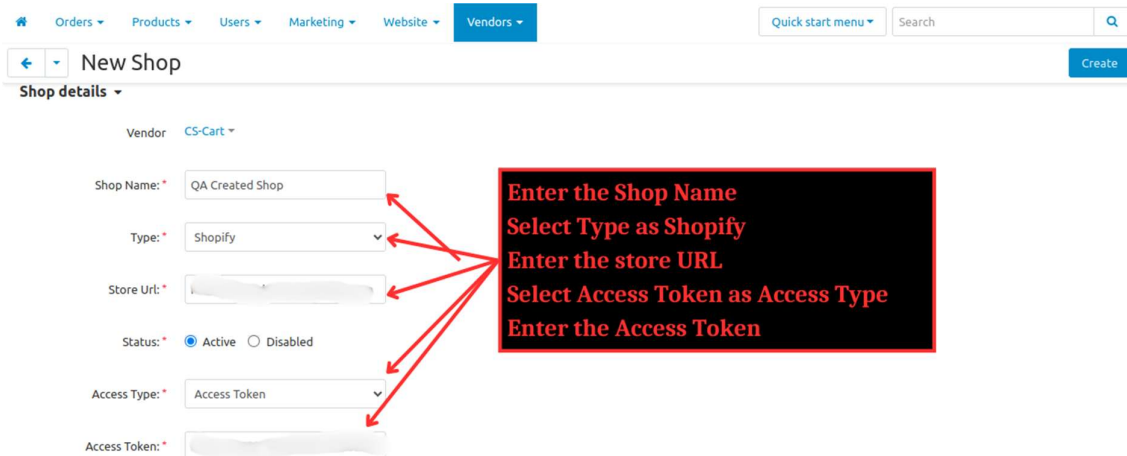
Then click on **Api Credentials** – as below:



This will show you all the credentials you will need to enter into my Shop credentials at the top of this section for our site.

If you choose to use The Access Token then reveal it and copy and paste to my site as below. Alternatively you may have already created an Access Type of API Key / API Secret, in which case your Shopify store will show these below the token and you can use that. We recommend an “Access Token” method going forward if you haven’t already set up.

Note: You will only be able to see the token once so please keep a record of it somewhere safe as you won't be able to see it again.



Copy the Access Token to the site as above or the API Key and the API Secret Key from your screen above and into the Migration Shops section of my site and Create/Save (blue button top right).

The below is what an older version of Shopify looks like with the API Key below the Access Token

App development > AllThingsEcoWise (Test1) Installed

Overview Configuration **API credentials** App settings

API credentials

Admin API access token New

Use your access token to request data from the [Admin API](#).


! To protect your data, you'll only be able to reveal your Admin API token once. Copy and save your Admin API access token in a secure place.

..... [Reveal token once](#)



Created 28 Feb 2022 at 23:10 UTC

API key and secret key

API key

f1301a2a2bc0c63ee912c27e7333a640 

API secret key

.....  

Created 28 Feb 2022 at 22:59 UTC

Any questions please let us know and happy to help.

Once you have connected your store and pressed **SAVE** in the top right (green button) and created your connection you should see the below in my site which will help to map your categories to mine – I can do this for you if you prefer:

<input type="checkbox"/> Shop Category Name	CS-Cart Category	Import	Sync	Modify
<input type="checkbox"/> Gift Vouchers (Collection)	Root level +	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fields >
<input type="checkbox"/> Home and Garden (Collection)	Home & Living +	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fields >
<input type="checkbox"/> Home page (Collection)	Root level +	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fields >
<input type="checkbox"/> Kids Accessories (Collection)	KIDS +	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fields >
<input type="checkbox"/> Specials - in stock (Collection)	Root level +	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fields >

“**Shop Category Name**” - represents **your** Product categories in **your** Shopify store

“**CS Cart Category**” represents my AllThingsEcoWise categories and this screen is about mapping your categories to mine on import. All products map according to the current category map here. You have to assign one at a time and save.

IMPORT - The tick box columns indicate if you want to import the products from your site to mine from this category at all (untick to not import)

SYNC – tick box indicates if you want the system to sync this category on a regular basis (nightly) – typically if you tick import you would always have sync ticked too.

Alternatively if you only have a few products you can use the top selection

“Products/Category Mapping” and in use “Category” where you pick one of my categories and then click in the “Products” box and a list of all your products appear. From here you can select as many Products as you want and add them to the category in bulk. When you have finished you can press save or if you want to put products in another Category you press “Add” and it will create a new box underneath. Only these products will be imported and Synced as a result of this approach.

After each change, be sure to press “SAVE” between adding each category (top right)


You can always come a back and tweak this area in the future

On the **Settings** tab lastly is the core settings for your store

PRODUCT LISTING: What do you want to import – we suggest changing to “Active products” and this will only import products that are listed as “Active” on your own store

WEIGHT UNIT: Measurement of weights for shipping – suggest this is always KG

PRICE: this allows you to amend the price that your products sell for on the marketplace vs your own store. We recommend the prices are kept the same but there is the ability to flex this for all products in this section

LANGUAGE:  English ▾

General **Settings** Category Mapping

Product Listing

Weight Unit

Price

Discount based on

Minimum Price

Minimum Stock Qty

Select fields to modify on sync

<input checked="" type="checkbox"/> Product Title	<input checked="" type="checkbox"/> Full Description	<input checked="" type="checkbox"/> Short Description	<input checked="" type="checkbox"/> Categories	<input checked="" type="checkbox"/> List Price
<input checked="" type="checkbox"/> Price	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Qty (for simple product)	<input checked="" type="checkbox"/> Features	<input checked="" type="checkbox"/> Option Variants
<input checked="" type="checkbox"/> Main Image	<input checked="" type="checkbox"/> Additional Images	<input checked="" type="checkbox"/> Weight	<input checked="" type="checkbox"/> Shipping Price	<input checked="" type="checkbox"/> Taxes

DISCOUNT: similar to the PRICE section above, you can discount the price too if you wanted vs the list price on your site – again would recommend this is left blank

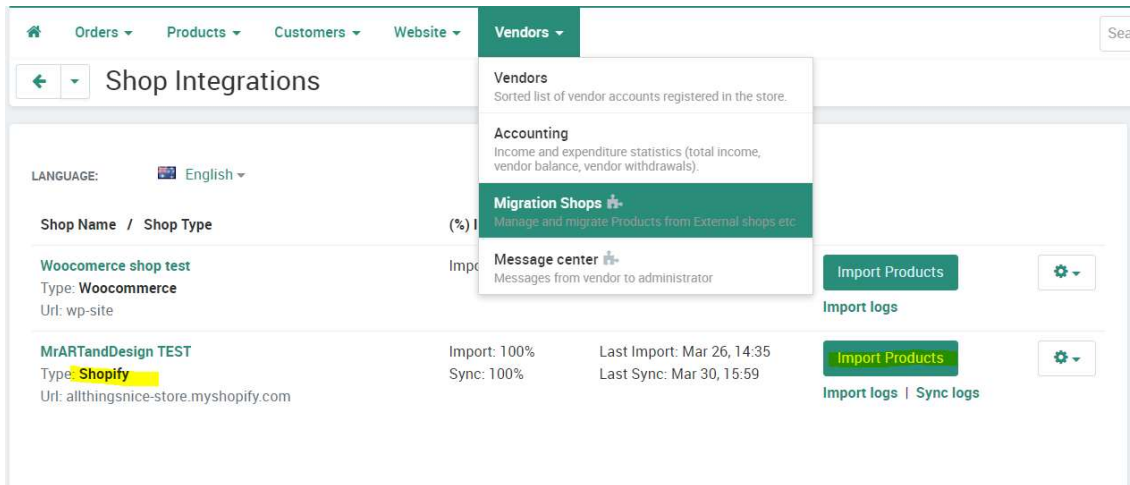
MINIMUM PRICE: this import only shows products on the site that have a minimum price of this value only – by leaving at 0 it will show all products

MINIMUM STOCK QTY: This will show only products on the store that have a stock quantity of this value or higher. It is set at 0 for those that don't have inventory recorded in their Shopify / WooCommerce sites but if you do you may want to set this to 1 so that if a product drops below 1 it is hidden from the store until your stock amounts are changed. Alternatively the product will show as Out of Stock on the site if it gets to zero.

SELECT FIELDS TO MODIFY on SYNC: Suggest this is left as is but this allows you to turn the daily sync off for particular fields if you want. E.g you may want to put a different description in for my site to your own site and as such don't want the Sync to overwrite your Description field each night and so you would turn it off here. This is likely rare.

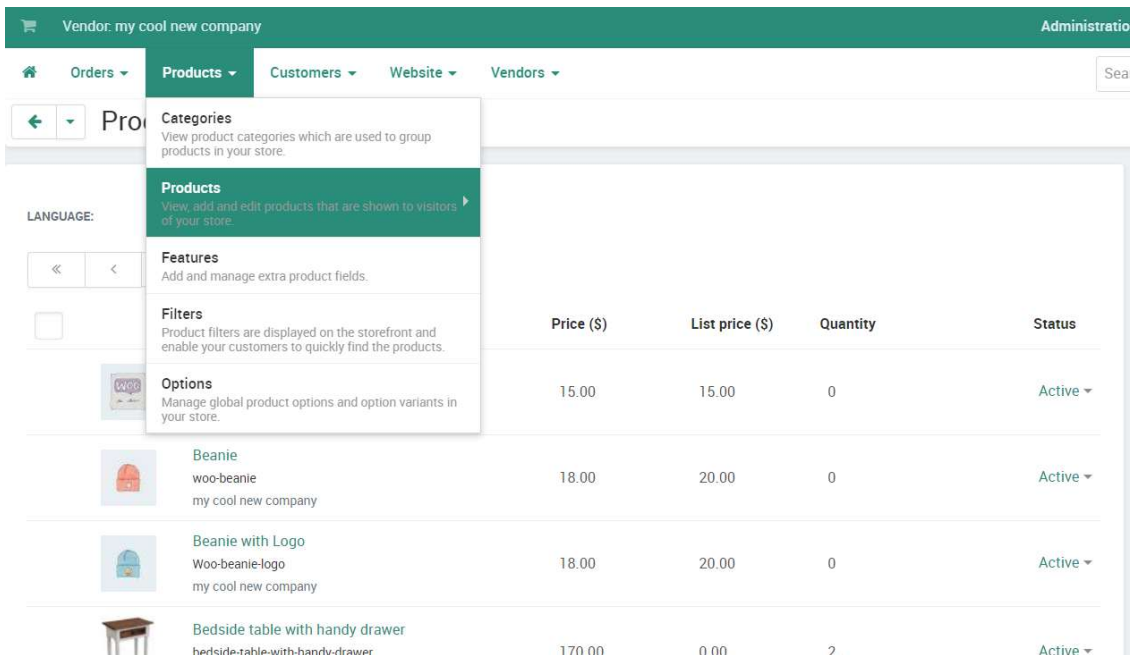
Press **SAVE** top right green button

Next **Select Vendors / Migration Store** again and you should see the below screen with your connected store – congratulations you should be connected now and you can press **IMPORT PRODUCTS** to trigger the import process:



When this has completed it should say Import 100% and/or you may have some errors / rejections relating to mapping which we can easily help with when you are at this stage.

You should now be able to go and see your Products at this location:



They will appear on the site when we have approved them as this import process will trigger an approval. In the mean time you can adjust, review and amend the Products in this section. There is a separate “How to” for managing Products but we can also assist here as there are easy global updates and association of attributes we can do in bulk on the site with you / for you to assist with quickly making the products available.

STATUS – this will be either “Active” meaning its on the site; “Pending” meaning its awaiting moderation approval from the Admin at our end before being visible on the site; or

“Disabled” meaning either you or we have disabled the Products and it not visible on the site. You can update these individually or in bulk if required.