



IndigenARTSY

Vendor Guide

IndigenARTSY is an e-commerce store created by the Indigenous Arts Collective of Canada and is a service to Indigenous artists with IACC membership.

IndigenARTSY's only purpose is to help you sell your work and make more money. We have invested in television commercial advertising to help you increase your sales this Christmas and will continue to provide social media ads directing Christmas shoppers to our website.

To have a store at IndigenARTSY, you must be a member of the IACC. Don't know if you're a member? Search [HERE](#).

Welcome!

This is an exciting adventure. We will have ups and downs. This is a new and difficult project for me (Dawn) but as long as we are all supportive of each other and approaching this with kindness and good mind, we will make it work!

Contact me at Dawn@passthefeather.org or my assistant Nikki@passthefeather.org with questions. Our goal is to see this site grow into a major income source for artists and see this work as especially important with COVID-19 restrictions.

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New vendors must understand terms and conditions. Terms and Conditions details can be found [HERE](#).

Bullet points of Terms and Conditions:

- The Indigenous Arts Collective of Canada (IndigenARTSY) is a **third party hosting site** for vendors of Indigenous arts.
- **TAX** - IACC does not set or enforce tax policies. Vendors must understand, collect and remit taxes independently.
- All purchases and agreements are between the vendor and the buyer.
- **SHIPPING** - Vendors are completely responsible for shipping.
- Vendors must be able to provide **tracking numbers** (proof of shipping). Vendors must register a small business account at Canada Post or another shipper and provide tracking numbers to buyers and IndigenARTSY admin.
- **RETURN/REFUNDS** - All requests for returns, refunds, delivery issues and all related issues are managed by the vendor of the store.
- **VENDOR PAYMENTS** - Once a purchase has been completed, vendor will provide IACC with tracking number (proof of shipping) and ask for a withdrawal through their Vendor Dashboard. Admin will approve the withdrawal and pay vendor.
- Vendor payments will be paid via e-transfer (-\$1.25 for fees), Paypal or mailed cheque. Vendor payments are issued Monday-Friday 7am-3pm.
- **VENDOR FEES**

IndigenARTSY vendors will pay:

4% Transaction Fee (the fee we pay to use Paypal, Square and other payment gateways)
and

4% Management, Maintenance & Support Fee (Management involves being available 7 days a week, 8 hours/day to approve vendor applications, approve product listings, vendor verifications, etc. Maintenance is a daily monitoring that our site and all its plugins are up to date so that we are safe from hackers. Support is if a vendor or buyer needs help with registration, product approval, withdrawals and money transfers. There is a lot involved with running a site like this, Nikki and Dawn will do their best to make sure it's always safe and profitable for Indigenous artists..)



Break it Down. This means that if you make a sale for \$10, IndigenARTSY will keep 4% (\$0.40) to pay for the payment gateway (Paypal/Square, etc.) and 4% (\$0.40) to help IACC (Dawn) with website management, maintenance and support.

For example:

Marleen sells ceramic for	\$10
Marleen's shipping for that item is	<u>\$10</u>
Buyer pays to IndigenARTSY	\$20
Marleen makes \$10 - 8% (\$0.8) =	\$9.20
+ shipping	<u>\$10</u>
	\$18

To calculate 8%

$$\begin{aligned} \$10 \text{ sale} \times 0.08 &= 0.80 \text{ (80¢)} \\ \$10 - 0.80 &= \$9.20 \end{aligned}$$

OR

$$\begin{aligned} \$100 \text{ sale} \times 0.08 &= 8 \text{ (\$8.00)} \\ \$100 - \$8 &= \$92.00 \end{aligned}$$

Marleen will:

1. prepare for shipping,
2. pay for shipping,
3. ship product to buyer,
4. and add Tracking # to order (submit proof of shipping to IACC).
5. Marleen will request a withdrawal of \$18.
6. IndigenARTSY (IACC) will e-transfer \$18 to Marleen's bank account.



Vendors must provide IndigenARTSY with a tracking number in order to be paid. Create your account here: [CANADA POST](#)

IndigenARTSY will not release money to vendors until the product has shipped.

You may use any shipping company that you like as long as the package can be tracked. My experience with Canada Post is good (except when it's bad) but I think for the price, it is the best option. It's very easy to set up an account, pack your item and put the measurements in to calculate your expenses. Canada post will even pick up the package if you live in an accessible area.

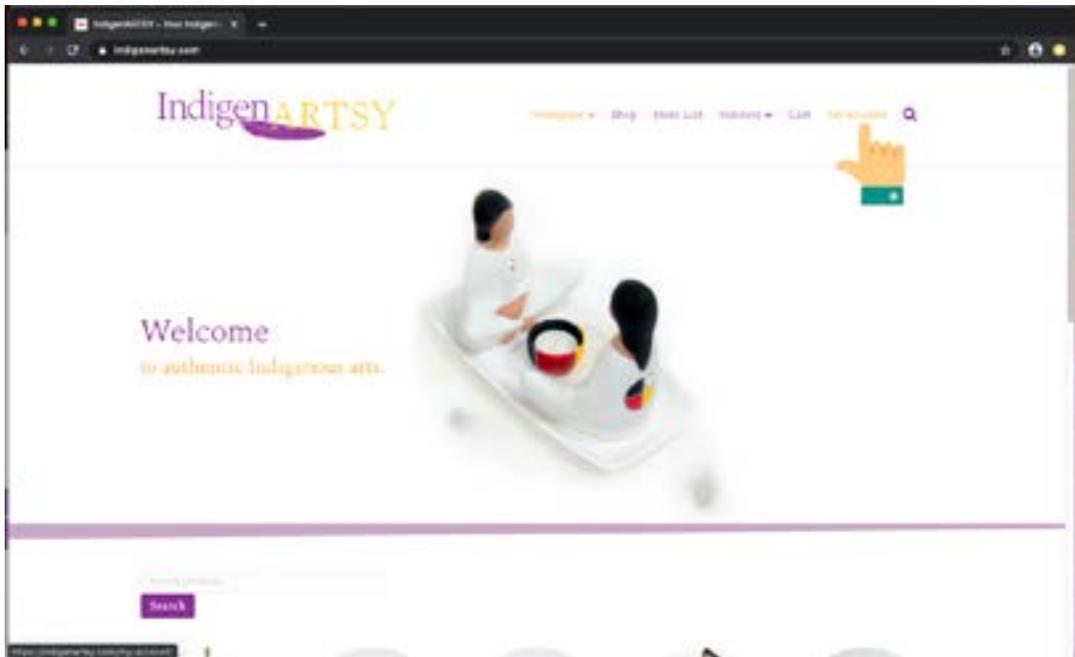
We did not implement a shipping system into IndigenARTSY because we felt that artists would want choices. Shipping is the most intimidating part of what we're all doing here and you want to make sure all your costs are covered.

The easiest way to ship

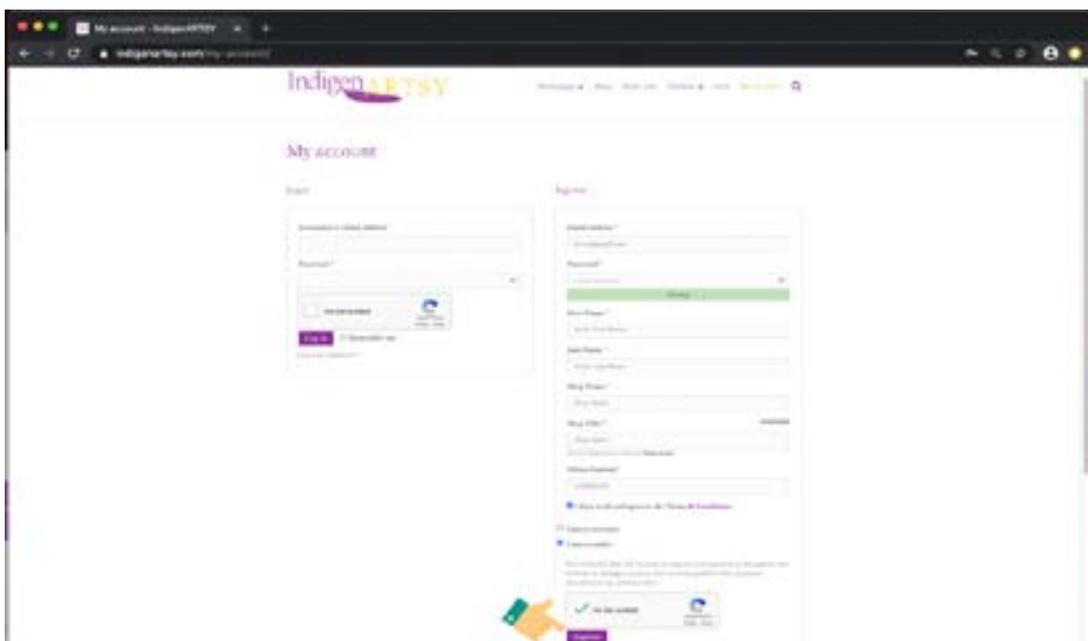
- is to have 3 boxes (small, medium and large) and consistently use the same boxes.
- always overestimate shipping costs - do not lose money on shipping - buyers are prepared to pay shipping.
- decide where you will ship to: Canada only, Canada/U.S.A., or anywhere in the world.
- each vendor has 'flat rate' settings in their vendor dashboard and you can charge whatever you want.

Step by Step Guide: Vendor Registration

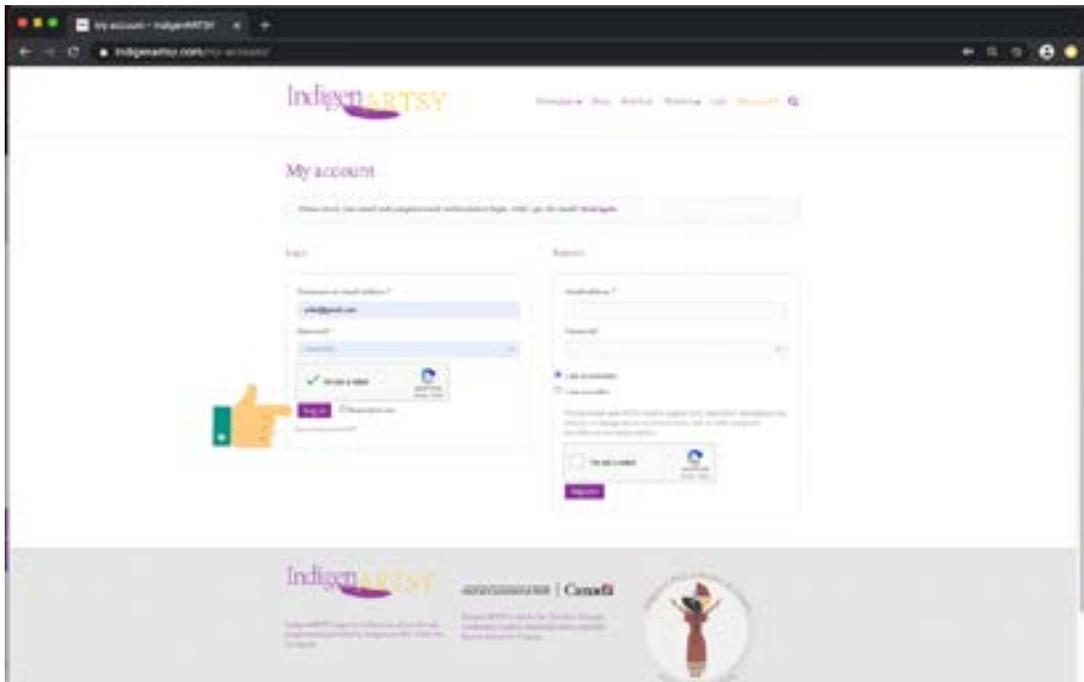
Step 01: Visit <https://indigenARTSY.com>. You will be directed to the homepage. Bring your attention to the top right hand corner of the homepage, click “[My account](#)”.



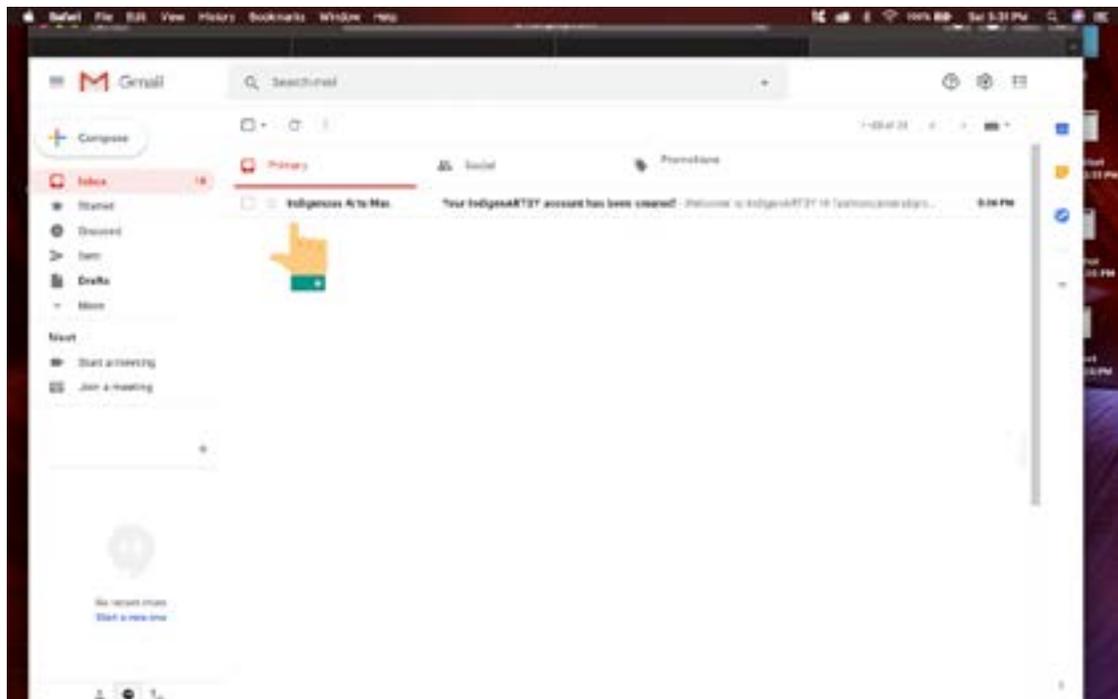
Step 02: You will now be directed to the Login/Register page. Please direct your attention to the right hand side of the page under “Register”. You will need to enter your information below. Enter all information correctly and have your password recorded for safe keeping. Make sure you select “I am a Vendor” below. Once finished, click “Register”. *NOTE: Please make sure you have access to the email address that you provide for the registration as you will need to verify your vendor account directly from your email account.



Step 03: Once you click “Register”, you will notice a message box will appear on top of the page under “My account” that prompts you to verify your account using the email address you provided. You NEED to verify first before attempting to login. *NOTE: If you do not receive a confirmation email within 5 minutes upon registering, check your spam account. If the email is not in any of your inboxes, click “Send again” in the message box.

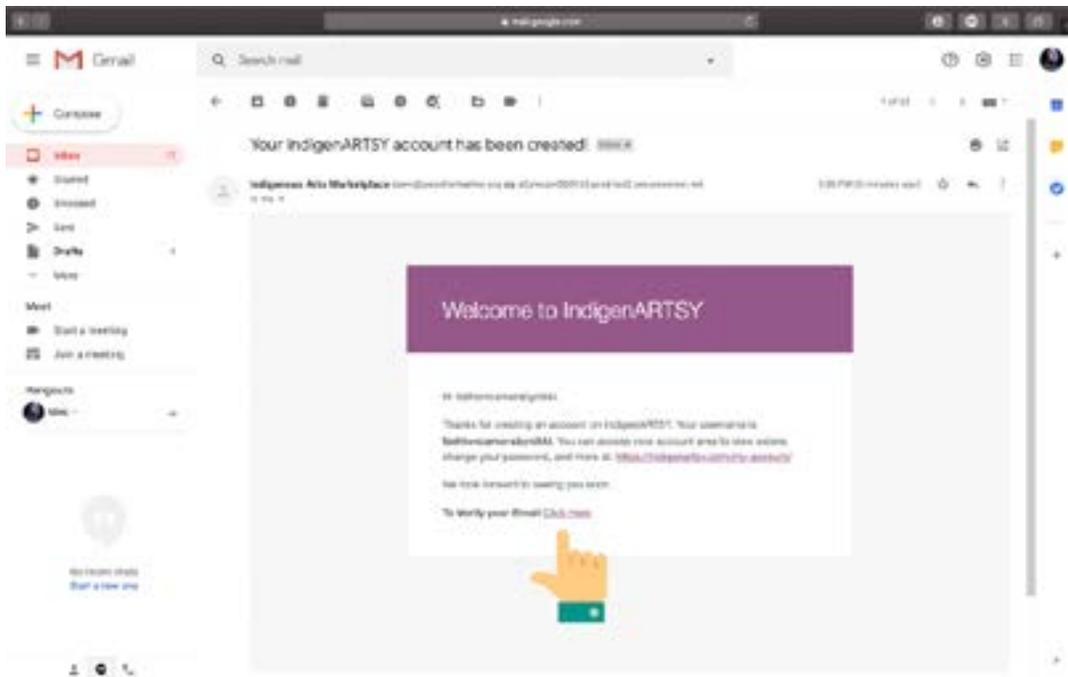


The confirmation email will look like this:

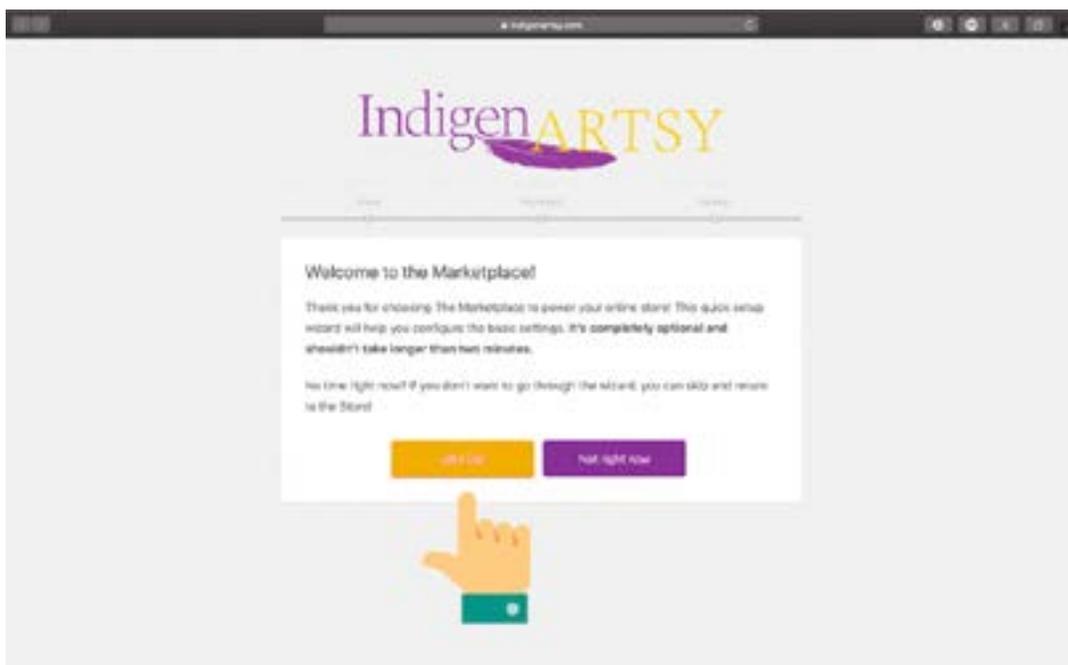


Verify Email

Step 04: Once you open the email you will verify your email by clicking the “Click Here”



Step 05: Once you verify your email, you will be directed to the IndigenArtsy Marketplace. Set up your online store by clicking “Let’s Go!”.



Verify Address

Step 06: Complete Store Setup by entering/verifying your full address and make sure you select an “Store Category”. For example, if you are a photographer, you would select photography. Make sure to select “show email address in store” so clients can email you directly. Next, press “Continue”.



The screenshot shows the 'Store Setup' form on the IndigenARTSY website. The form is titled 'Store Setup' and includes the following fields: 'Store Product Category' (set to 'Art'), 'Store' (set to '1234 Main St'), 'Street' (empty), 'City' (set to 'Main City'), 'Postal Code' (set to 'A1B2C3'), 'Country' (set to 'Canada'), 'State' (set to 'Ontario'), 'Store Category' (set to 'IndigenARTSY'), and 'Email' (with a checked checkbox for 'Show email address in store'). At the bottom, there are two buttons: 'Continue' (highlighted with a hand cursor) and 'Skip This Step'.

Adding Payment Details

Step 07: Enter payment details in order to be paid for your items. You can add your Paypal email account. We are not taking your banking details. Options for payment will be Paypal and E-transfer. Please make sure that we have the right email for both and put in fake numbers for the banking information. Once finished, select “Continue”.

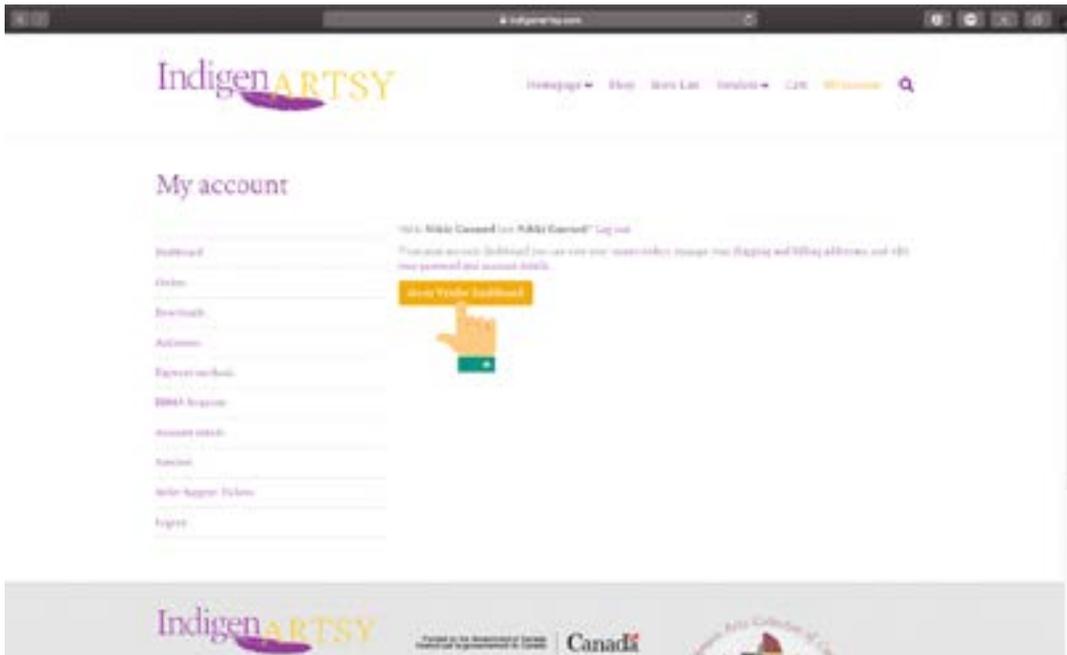


The screenshot shows the 'Payment Setup' form on the IndigenARTSY website. The form is titled 'Payment Setup' and includes the following fields: 'Paypal' (set to 'yourfakeemail.com'), 'Bank Transfer' (with sub-fields for 'Your bank account name', 'Your bank account number', 'Name of bank', 'Address of your bank', 'Routing number', 'Branch', and 'Swift code'). At the bottom, there are two buttons: 'Continue' (highlighted with a hand cursor) and 'Skip This Step'.

Step 08: Your store is ready! Click “Go to your Store Dashboard”.

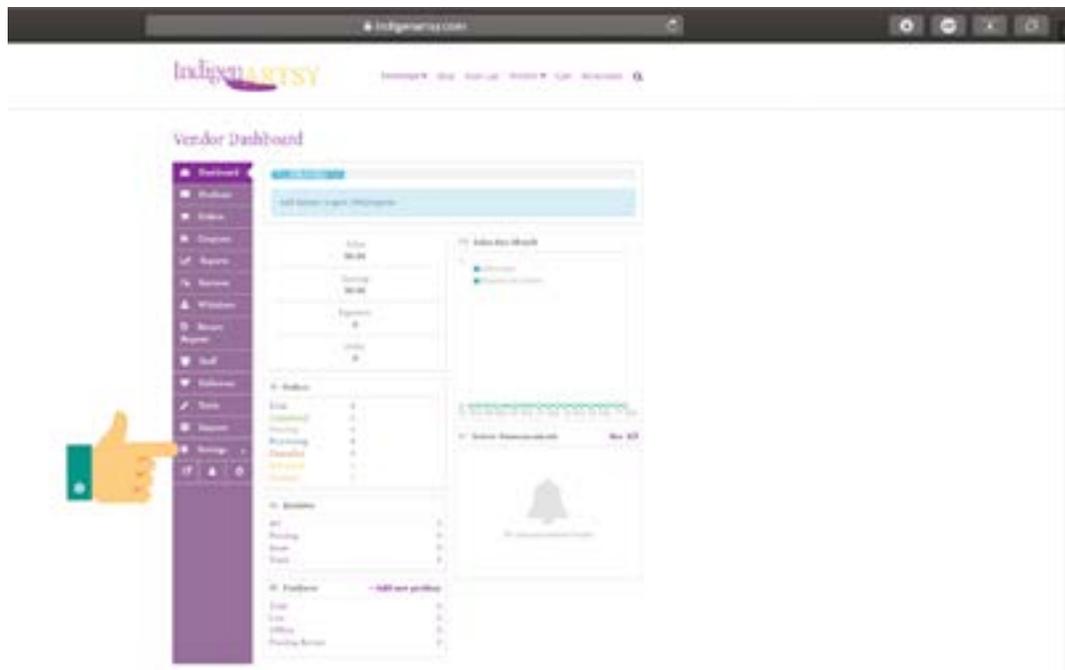


Step 09: You will now be directed to your account page. Click “Go to Vendor Dashboard”.



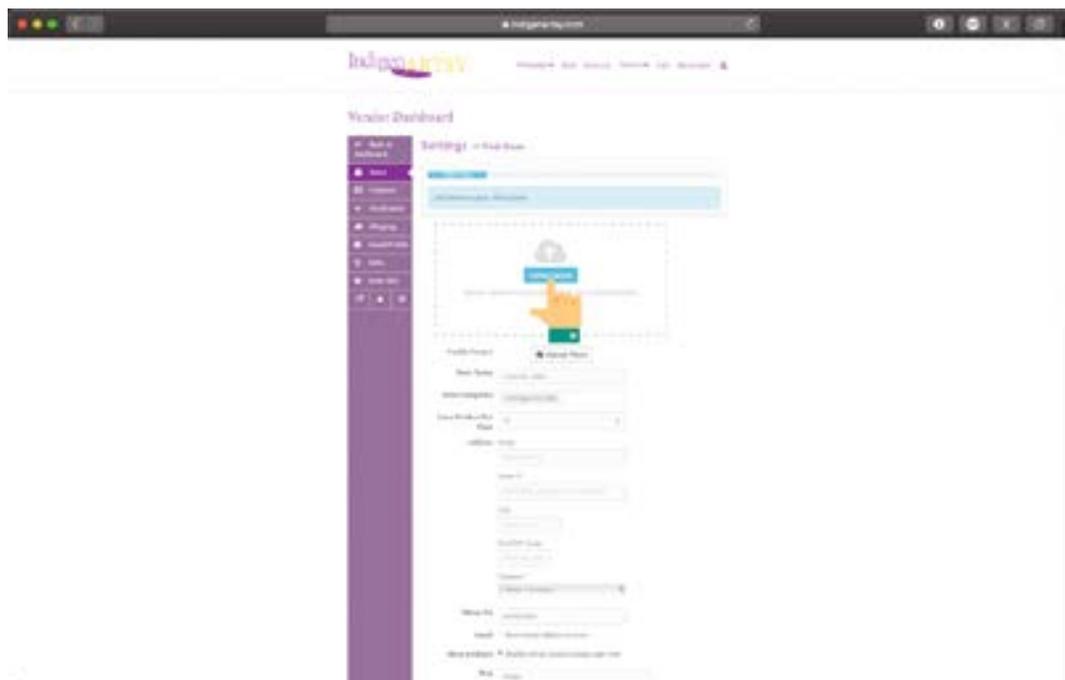
Setting up store profile

Step 10: You are now looking at your Vendor Dashboard. We still need to complete your store profile before we can add products to the marketplace. Please bring your attention to the bottom left hand side of the page, please click “Settings”.



Store Banner

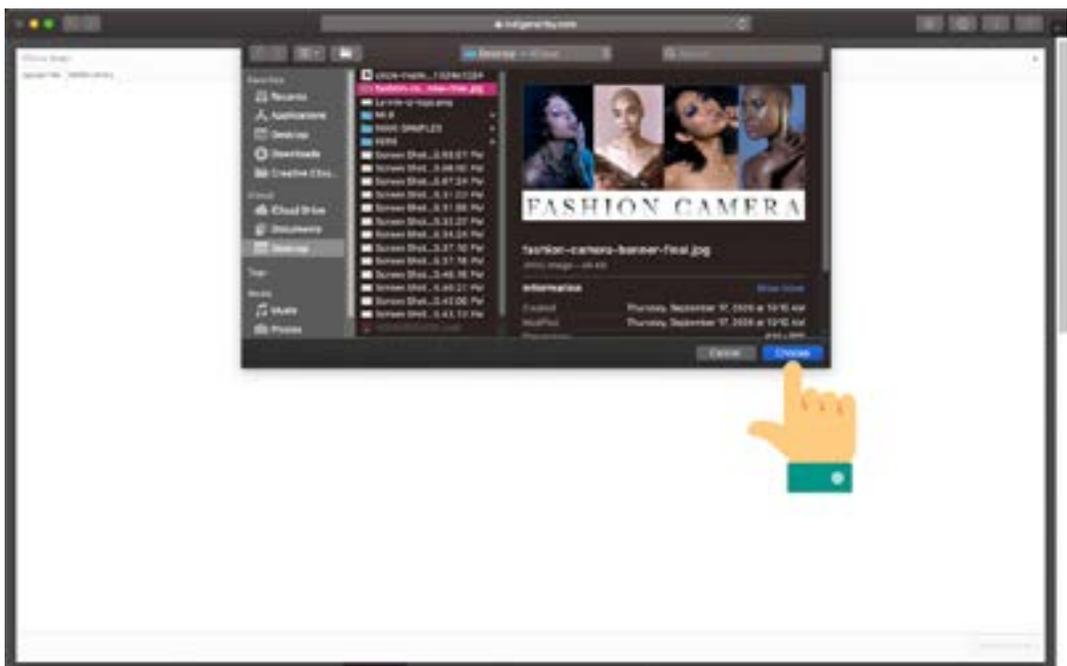
Step 11: Upload a photo banner for your store profile. This works really similar to facebook banners. Go ahead and click “Upload Banner” to upload the image directly from your computer. The banner size requirements are 625x300 pixels.



Step 12: Click “Select Files”.



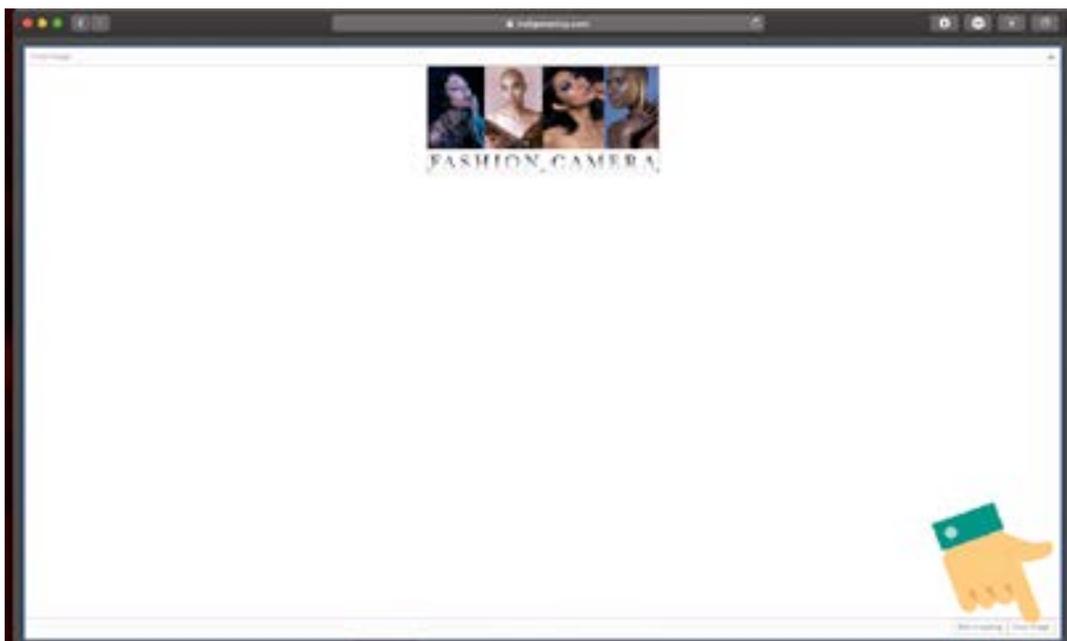
Step 13: Once you select your desired image for your banner. Click “Choose”.



Step 14: Once the image loads in your media gallery, click “Select and Crop” on the bottom right of the page.

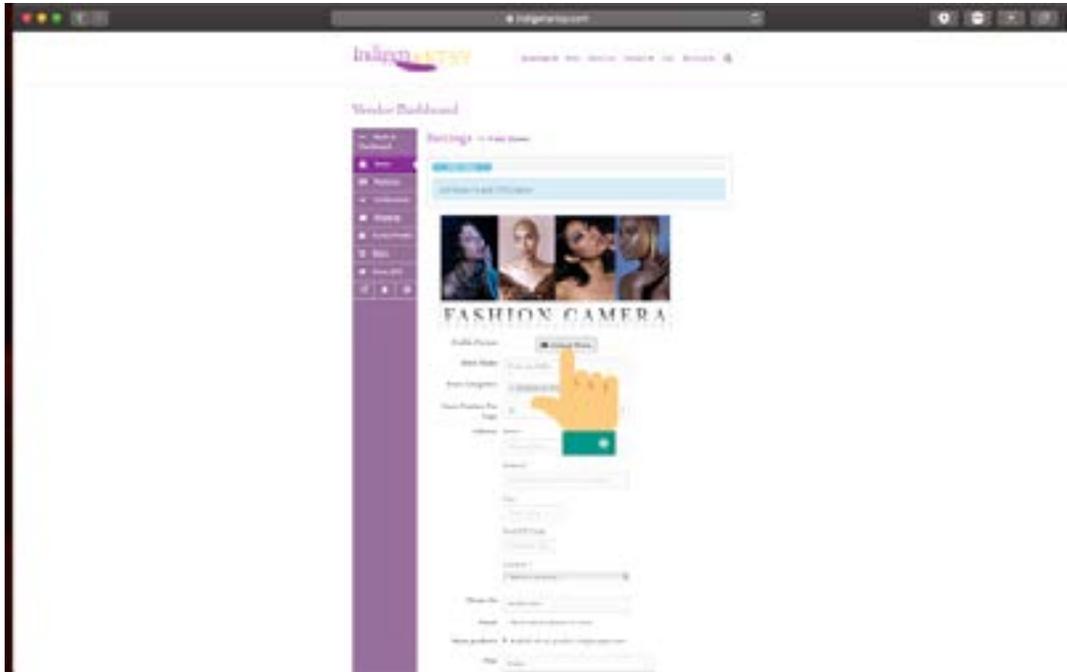


Step 15: Once cropped to your desired size, click “Crop Image”.



Profile Photo

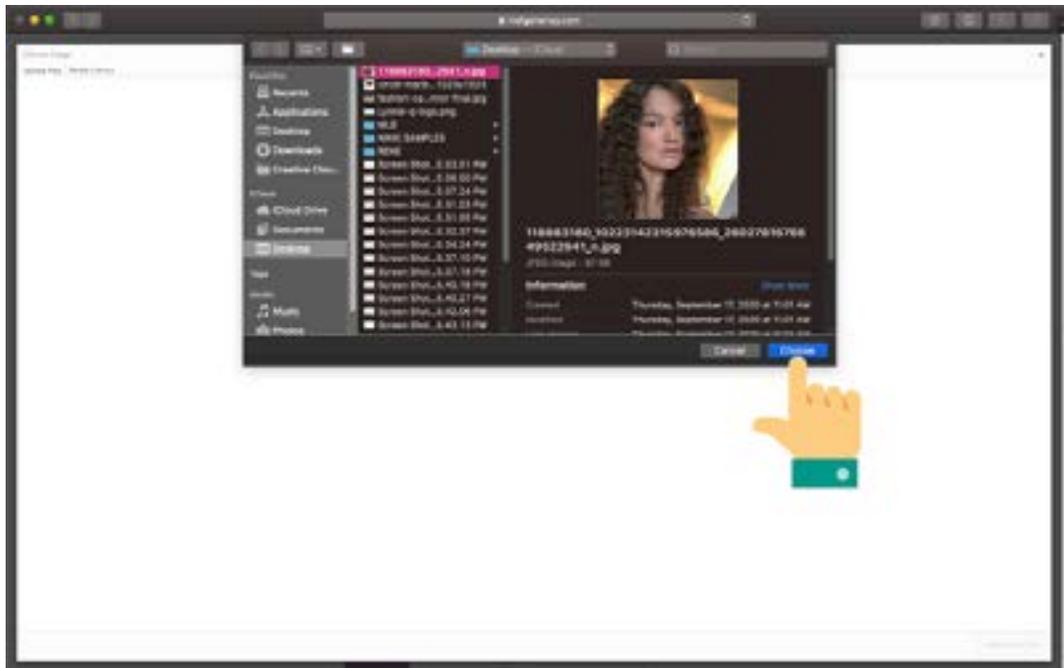
Step 16: Now that your banner is uploaded. It's time to add a profile image. Click "Upload Photo" underneath the banner.



Step 17: Click "Select Files"



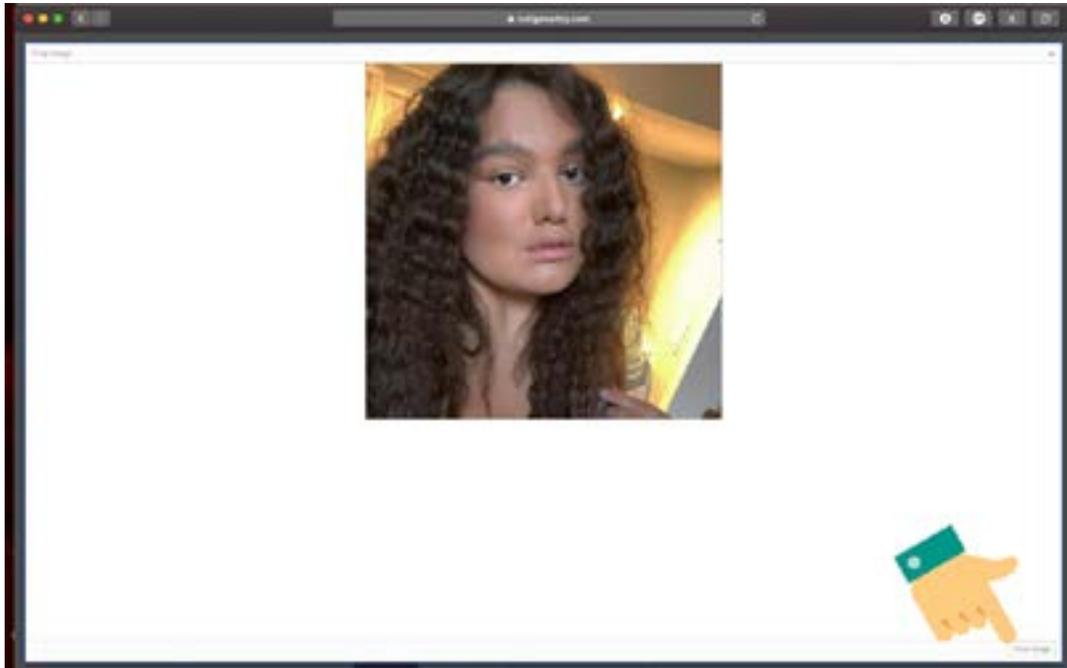
Step 18: Once you select your desired image for your profile. Click “Choose”.



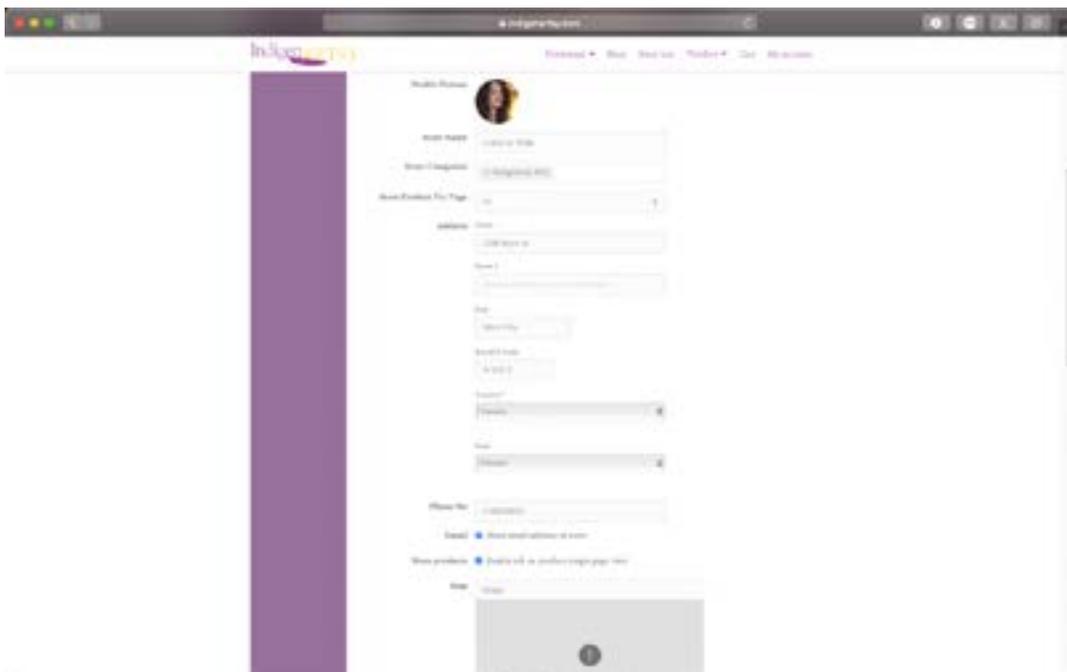
Step 19: Once the image loads in your media gallery, click “Select and Crop” on the bottom right of the page.



Step 20: Once cropped to your desired size, click “Crop Image”.

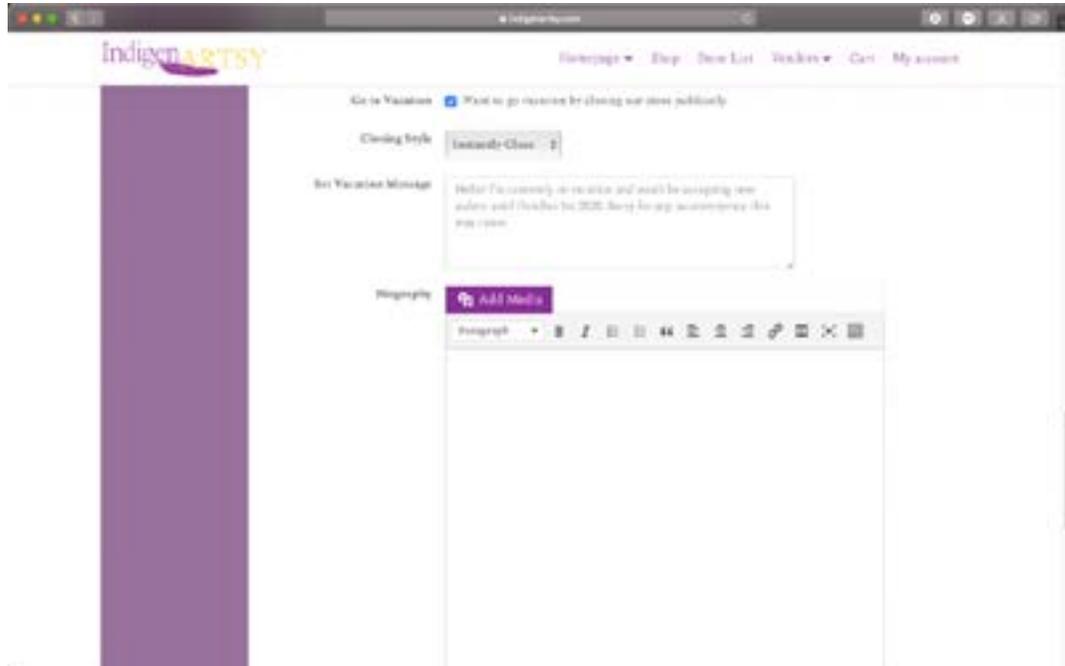


Step 21: You now have successfully uploaded your profile image. Now, verify the information below is entered correctly. Because we are mostly home based artists, we have not activated the map settings - please disregard.



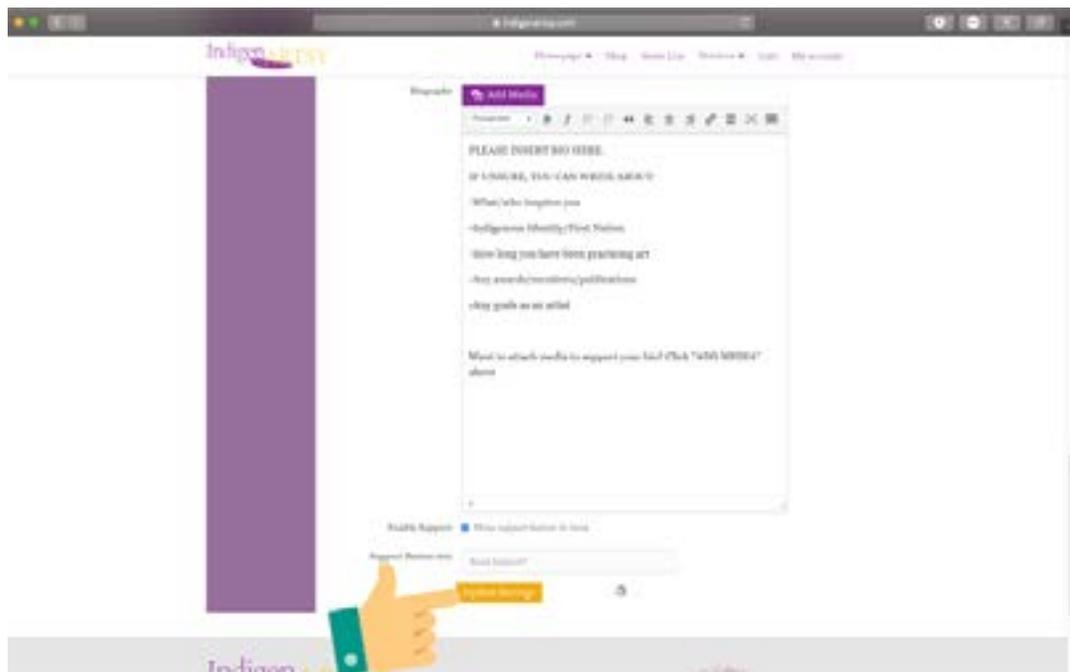
Vacation Mode

NOTE Vacation Mode: Please keep in mind that you have the option to “Go to Vacation”. This will temporarily close your online store and you can set up an automatic vacation message. I have put a sample message in the box, please specify when you will be back and available to take orders. Remember: you cannot ship if you’re away. Please don’t disappoint customers, just use vacation mode.



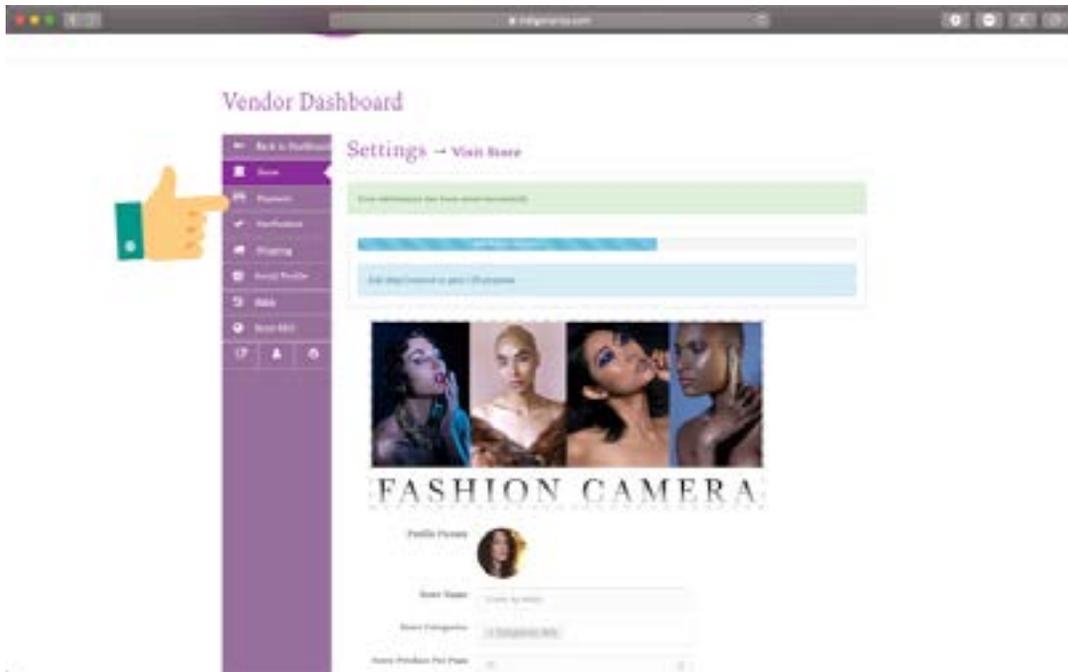
Your biography

Step 22: Add biography and any media that supports your bio (please do not upload videos, server will not support the size). Please refer to the sample in the box below. Select “Enable Support” so your clients can reach out to you directly and ensure you don’t miss any potential sales. When finished, click “Update Settings”.

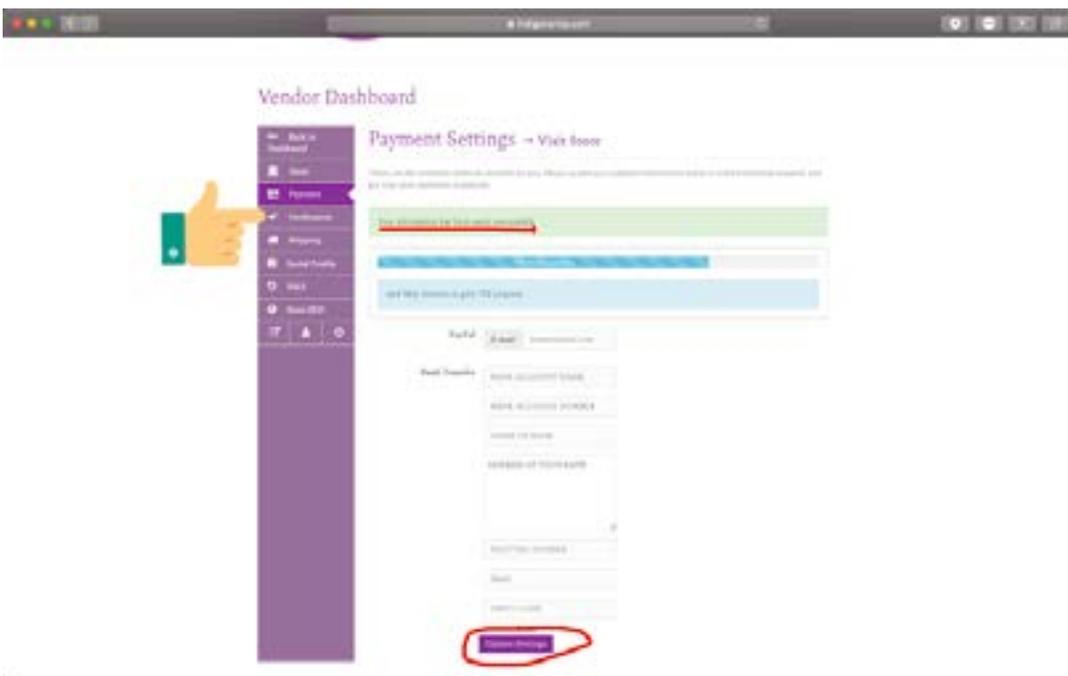


Vendor Payment

Step 23: Bring your attention to the top left hand side of the page. Click “Payment”.



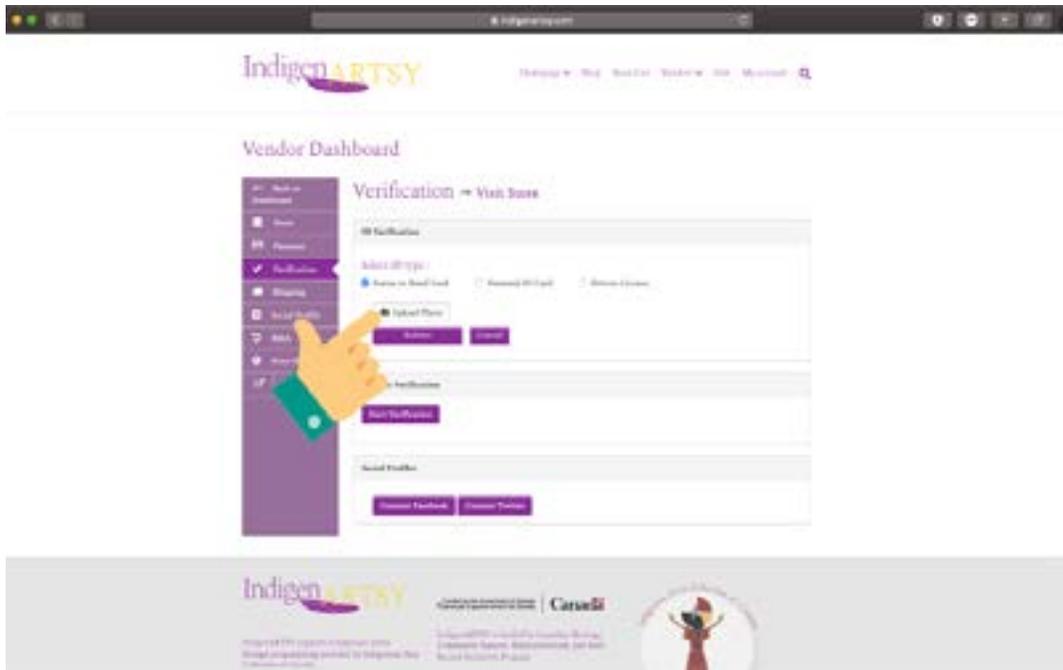
Step 24: Verify that all your banking info is correct. For Paypal and E Transfers, we only need email address (put fake numbers for banking info). Once verified, click "Update Settings". Bring your attention to the top left hand side of the page. Click "Verification".



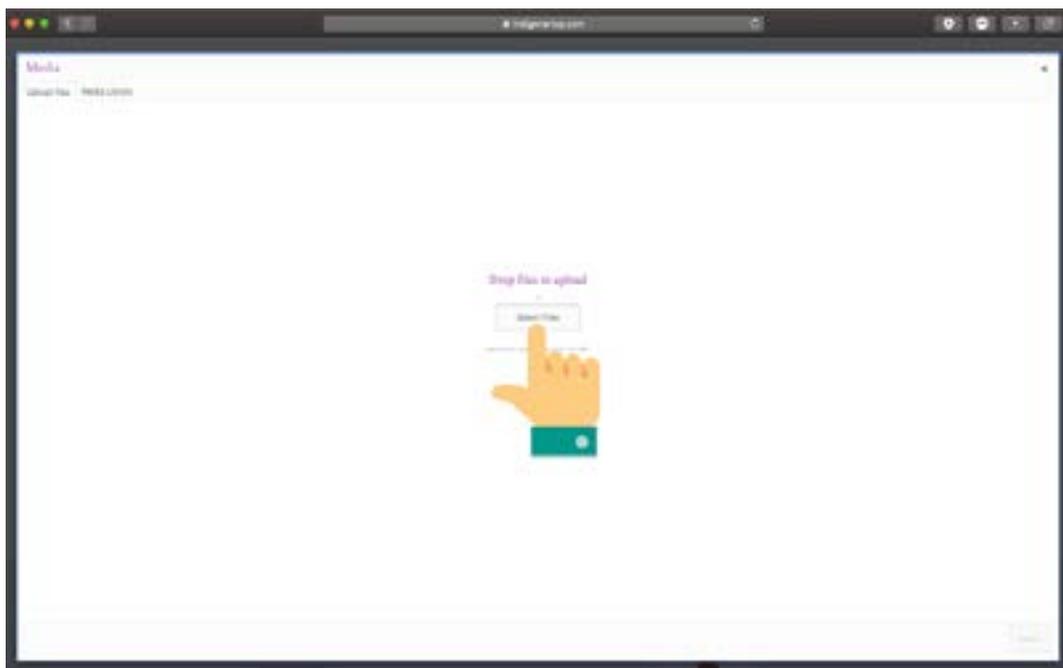
Vendor Verification

Step 25: For all vendor accounts, we require that ALL artists verify their identity by uploading one of the ID types. You must be Indigenous to be a vendor.

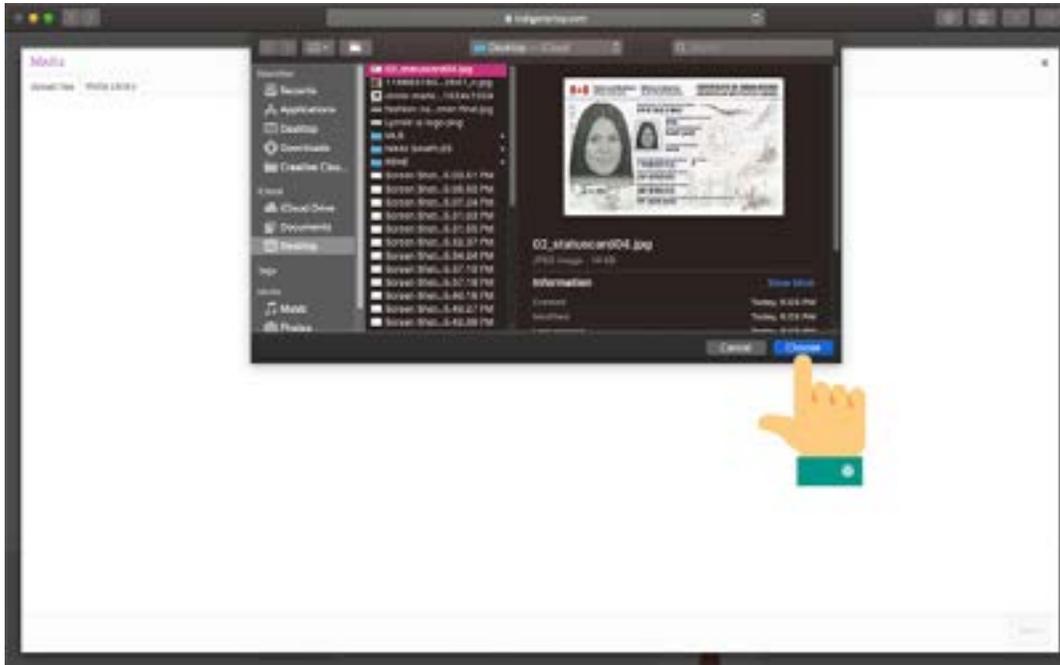
For this example, we will upload Status/Band Card. Click “Upload File”.



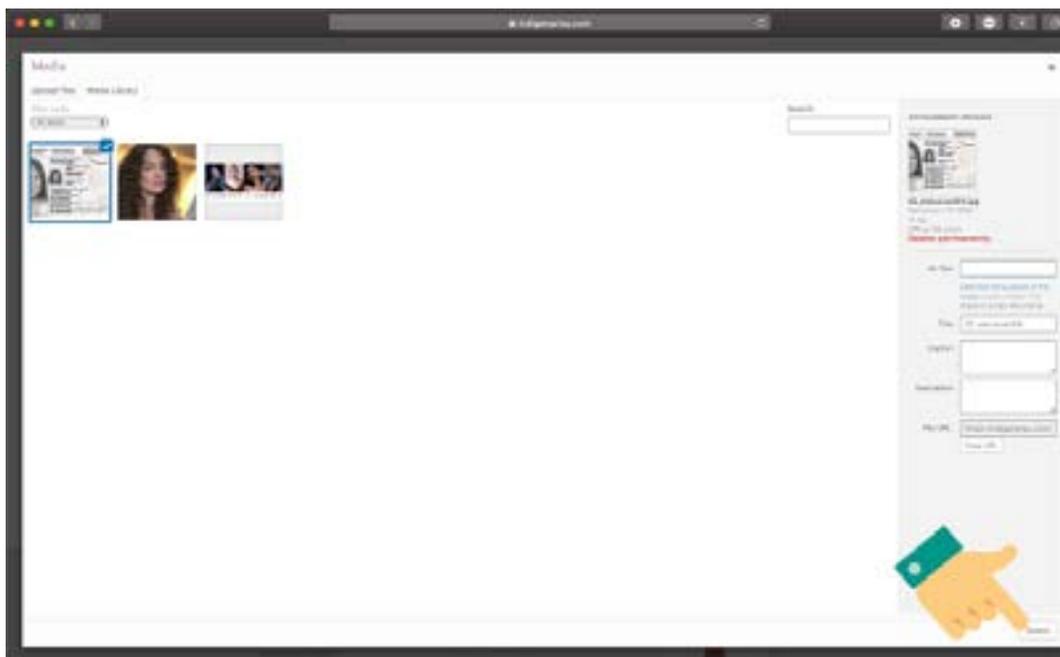
Step 26: Click “Select Files”



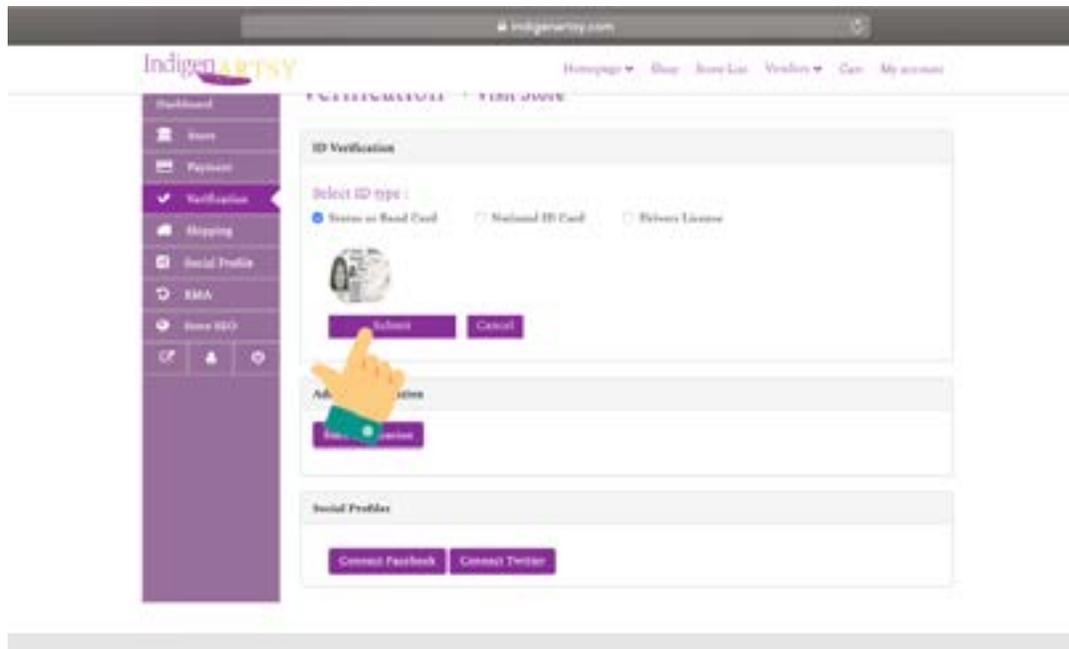
Step 27: Once you select your ID image. Click “Choose”.



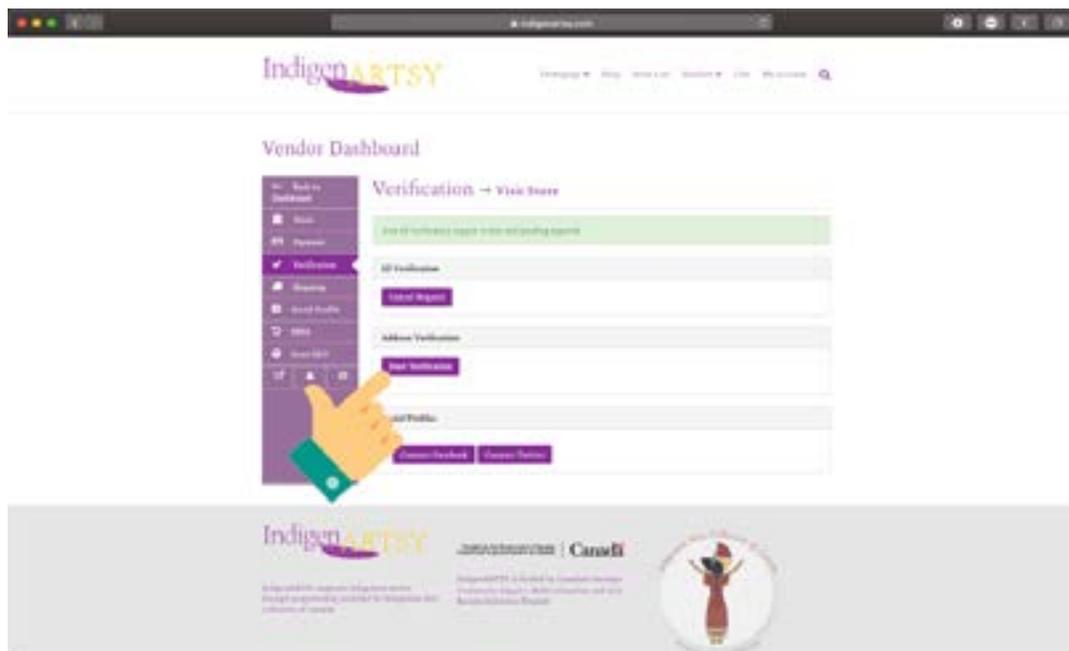
Step 28: Once the image loads in your media gallery, click “Select”.



Step 29: Click “Submit”.



Step 30: Now that your ID verification has been requested. Verify your address by clicking “Start Verification” underneath “Address Verification”.



Step 31: Verify address and click “Submit”.

Indipen VENDOR

Verification -> Visit Store

Your ID verification request is being pending approval

ID Verification

Cancel Request

Address Verification

Address Line 1

City

State

Zip

Country

Phone

Email

Submit Cancel

Back to Dashboard

Home

Payment

Verification

Shipping

Social Profile

AMA

New SEO

Shipping

Step 32: Bring your attention to the top left hand side of the page. Click “Shipping”.

Vendor Dashboard

Verification -> Visit Store

Your Address verification request is being pending approval

ID Verification

Cancel Request

Address Verification

Cancel Request

Social Profiles

Connect Facebook

Connect Twitter

Back to Dashboard

Home

Payment

Verification

Shipping

Social Profile

AMA

New SEO

Step 33: Click “Click here to add Shipping Policies”.



Step 34: Enter shipping details below. For example: Processing time: 1-3 business days upon order confirmation. Enter shipping policy & refund policy in paragraph form.

For example: “Refund Policy: I do not accept refunds at this time. Any damaged products will be replaced if contacted 24 hours of delivery”. Once finished, click “Save Settings”.



Step 33: Adding 'Shipping Methods'. Vendors will add a shipping method of 'Flat Rate' then a cost for three sizes of package and one envelope. *Estimate the *most* money it will cost you to ship and enter that as your price. Use your Canada Post account to estimate costs. For example: a pair of moccasins (medium size package) is being shipped to Newfoundland. Make sure that the price you put in, will cover your costs. You must use this formula $10.00 * [qty]$

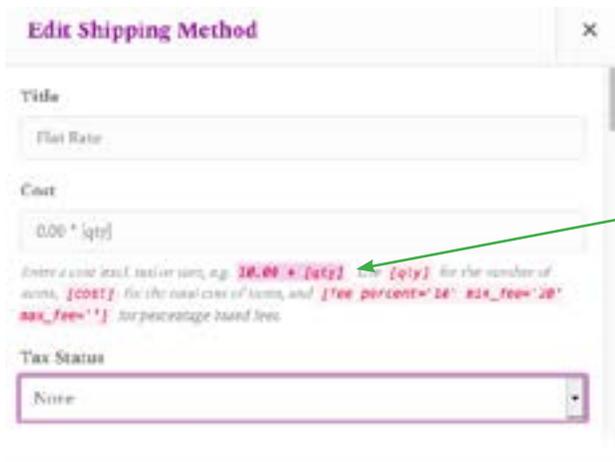


1. Click Shipping Zone 'Canada' first!



2. You may choose which provinces you will ship to/ exclude.

Then click 'EDIT'



3. Cost: $0.00 * [qty]$

Cost: Leave this at 0.00.

This [qty] formula tells the computer to charge per item. So if someone orders 2 items, it charges for shipping of each item.

4. If you are collecting taxes, you will want to change 'Tax Status'. If you are registered to pay HST, change 'Tax Status' so you can collect and remit \$ to CRA. Vendors do this independently.

5. This is a scroll bar. Use to look at all the options.

5. Add the maximum price it will cost you to ship the products in Canada using the formula $0.00 * [qty]$

Example: You are shipping a sculpture to Québec. It is an extra large item.

Go to your Canada post account to put in some details and see your shipping costs for certain items.

You estimate shipping to be about \$60.00. Enter \$65.00 as the maximum it will cost you to ship.

The customer will pay this amount at checkout for each sculpture they need shipped.

This is a scroll bar. Keep scrolling. Each section must be completed.

6. You may leave 'No shipping class' empty but remember, you will have to apply shipping class to each product you sell.

7. Calculation type: choose how you will charge. Shipping charge for each item? One shipping charge (you will put 2 items in one box).

Save Settings.

Edit Shipping Method ×

Shipping Class Cost

These costs can optionally be added based on the product shipping class

"ENVELOPE 5.75"x8.75" shipping class cost

Enter a cost (incl. tax) or sum, e.g. $10.00 * [qty]$. Use $[qty]$ for the number of items, $[cost]$ for the total cost of items, and $[fee percent='10'$ $min_fee='20'$ $max_fee='']$ for percentage based fees.

"extra large items" shipping class cost

Enter a cost (incl. tax) or sum, e.g. $10.00 * [qty]$. Use $[qty]$ for the number of

Save Settings

Edit Shipping Method ×

"large items" shipping class cost

Enter a cost (incl. tax) or sum, e.g. $10.00 * [qty]$. Use $[qty]$ for the number of items, $[cost]$ for the total cost of items, and $[fee percent='10'$ $min_fee='20'$ $max_fee='']$ for percentage based fees.

"medium items" shipping class cost

Enter a cost (incl. tax) or sum, e.g. $10.00 * [qty]$. Use $[qty]$ for the number of items, $[cost]$ for the total cost of items, and $[fee percent='10'$ $min_fee='20'$ $max_fee='']$ for percentage based fees.

Save Settings

Edit Shipping Method ×

Enter a cost (incl. tax) or sum, e.g. $10.00 * [qty]$. Use $[qty]$ for the number of items, $[cost]$ for the total cost of items, and $[fee percent='10'$ $min_fee='20'$ $max_fee='']$ for percentage based fees.

No shipping class cost

Enter a cost (incl. tax) or sum, e.g. $10.00 * [qty]$. Use $[qty]$ for the number of items, $[cost]$ for the total cost of items, and $[fee percent='10'$ $min_fee='20'$ $max_fee='']$ for percentage based fees.

Calculation type

Per class: Charge shipping for each shipping class individually

Per order: Charge shipping for the most expensive shipping class

Save Settings

Vendor Dashboard

Shipping Settings [Click here to add Shipping Policies](#) → [Visit Store](#)

A shipping zone is a geographic region where a certain set of shipping methods are offered. We will match a customer to a single zone using their shipping address and present the shipping methods within that zone to them.

If you want to use the previous shipping system then [Click Here](#)

Zone Name	Region(s)	Shipping Method
Locations not covered by your other zones	Everywhere	Flat Rate
Canada	Canada	Flat Rate
United States of America	United States (US)	Flat Rate

[Edit](#)

7. If you will ship your product to the U.S.A. You must set up charges the same way you did for Canada. Remember, it will cost a bit more to ship to U.S.A. and they have states off the mainland, like Hawaii. There is also a 3rd section for 'all other places *not* in Canada or U.S.A.

8. Click 'United States of America' FIRST. You may then choose which states you'll ship to or to ship to all states, leave blank.

Then add 'Shipping Method' as Flat Rate.

Then click 'EDIT' to set your rates.

← Back to Zone List

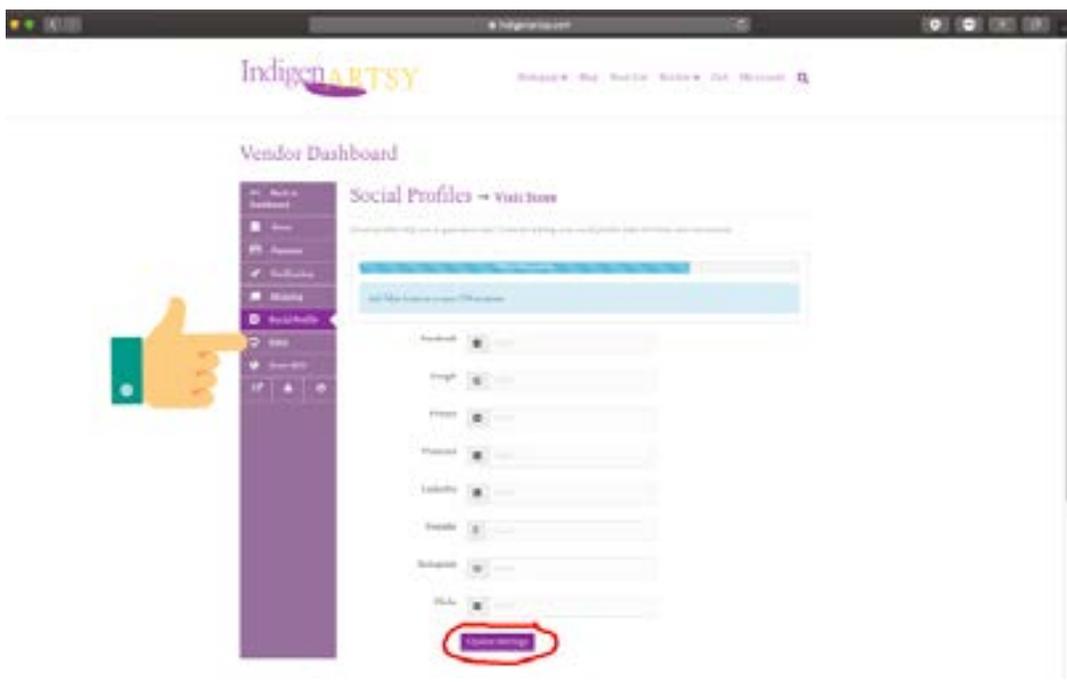
Save Changes

Vendor Social Profile

Step 35: Bring your attention to the left hand side of the page. Click “Social Profile”.



Step 36: Link any social media platforms to your store vendor profile. This will allow customers to follow you and potentially improve your social traffic. Once finished, click “Update Settings”. Bring your attention to the left hand side of the page. Click “RMA”.



Warranty

Step 37: Provide warranty and return information below. This section may be removed as no Indigenous vendors will support warranty on products. This section is intended for other types of marketplaces. Once finished, click “Save Changes”.



The screenshot shows the IndigenARTSY Vendor Dashboard. The left sidebar contains navigation options: Back to Dashboard, Store, Payment, Verification, Shipping, Social Profile, RMA, Store SEO, and user profile icons. The main content area is titled "Return and Warranty → Visit Store". It includes a sub-header "Set your settings for returns and warranty your products. This settings will affect globally for your products." Below this are three form fields: "Label" with the value "Returns", "Type" with a dropdown menu set to "No Warranty", and "RMA Policy" with a rich text editor containing the same sub-header text. A "Save Changes" button is located at the bottom right of the form. A hand icon points to the "Save Changes" button.

Store SEO - search visibility

Step 38: Store SEO. Search Engine Optimization is important to get seen when someone googles you. Please fill out accordingly with key words and links that will get your store noticed in a google search. To go back to the dashboard, click “Back to Dashboard”.

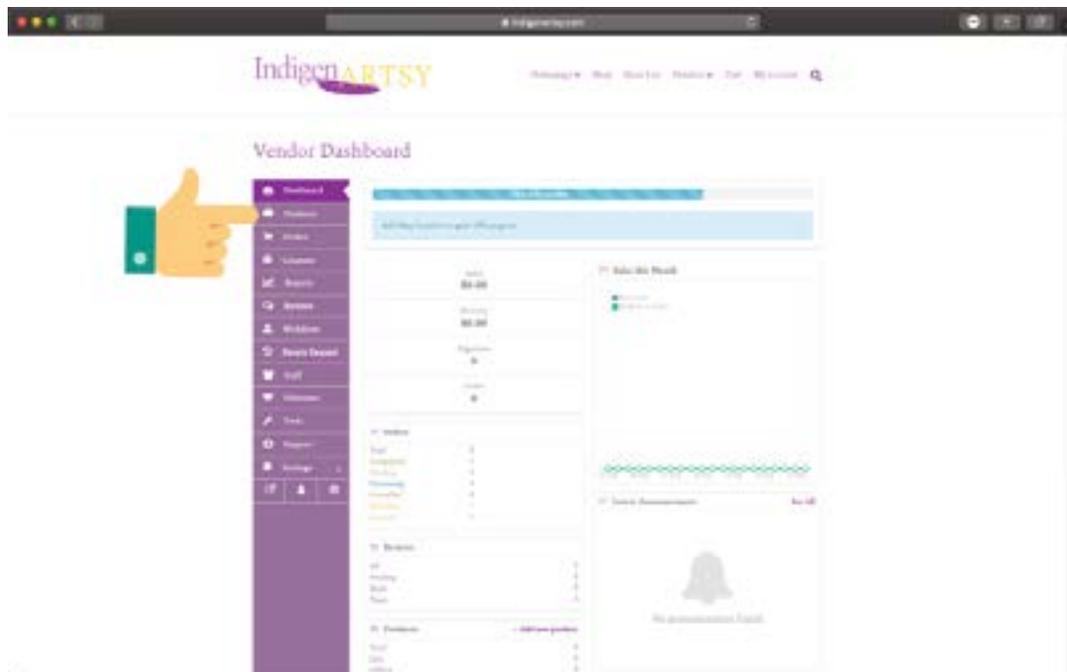


The screenshot shows the IndigenARTSY Vendor Dashboard. The left sidebar is the same as in the previous screenshot, with the "Store SEO" option highlighted. The main content area is titled "Store SEO → Visit Store". It includes a sub-header "Set your settings for search engine optimization your products. This settings will affect globally for your products." Below this are several form fields: "Meta Title", "Meta Description", "Meta Keywords", "Default Title", "Default Description", "Default Image" (with a "System Photo" button), "Banner Title", "Banner Description", and "Banner Image" (with a "System Photo" button). A "Save Changes" button is located at the bottom right of the form. A hand icon points to the "Save Changes" button.

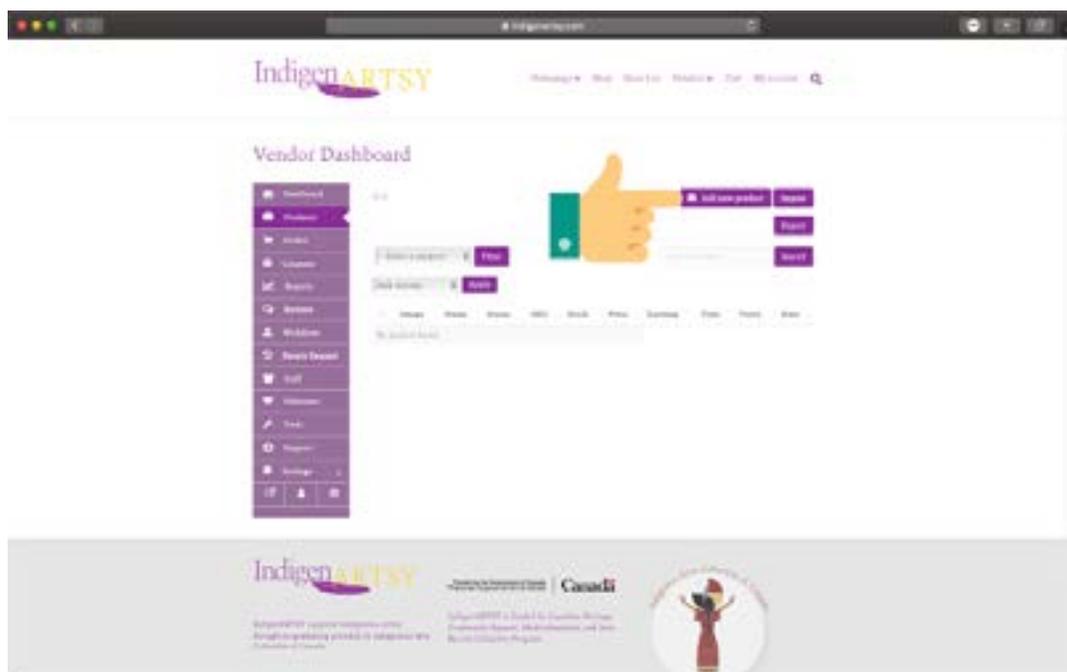
Add your products to your store

Step by Step Guide: Add Products to Marketplace

Step 01: Visit <https://indigenartsy.com>. You will be directed to the Vendor Dashboard. Bring your attention to the top right hand corner of the homepage, click “Products”.

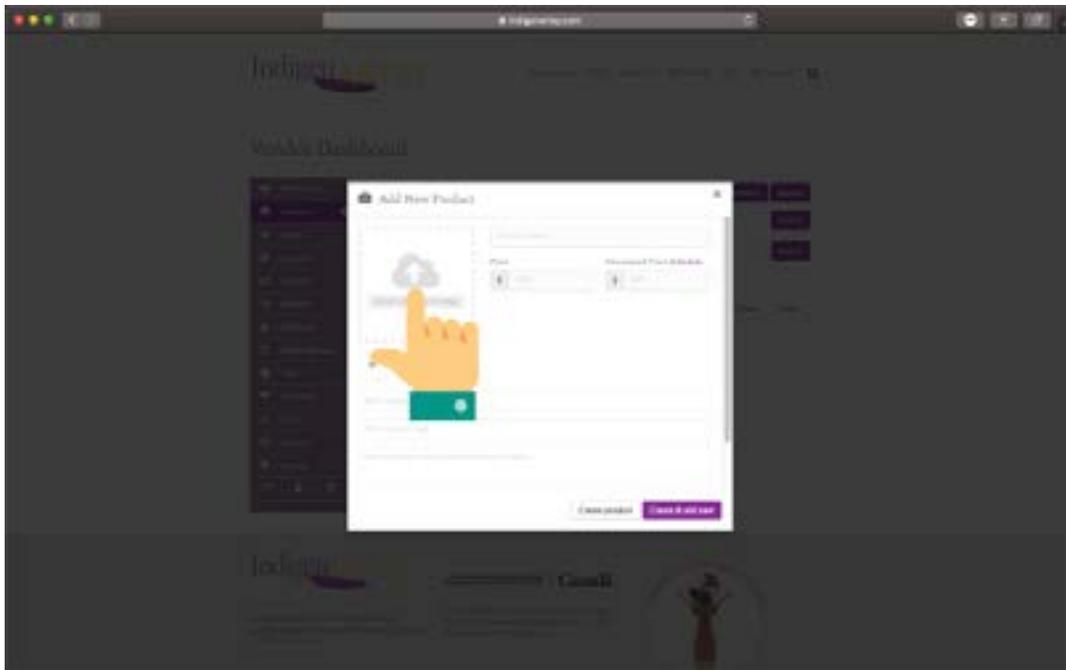


Step 02: Click “Add new product”.



Product photo

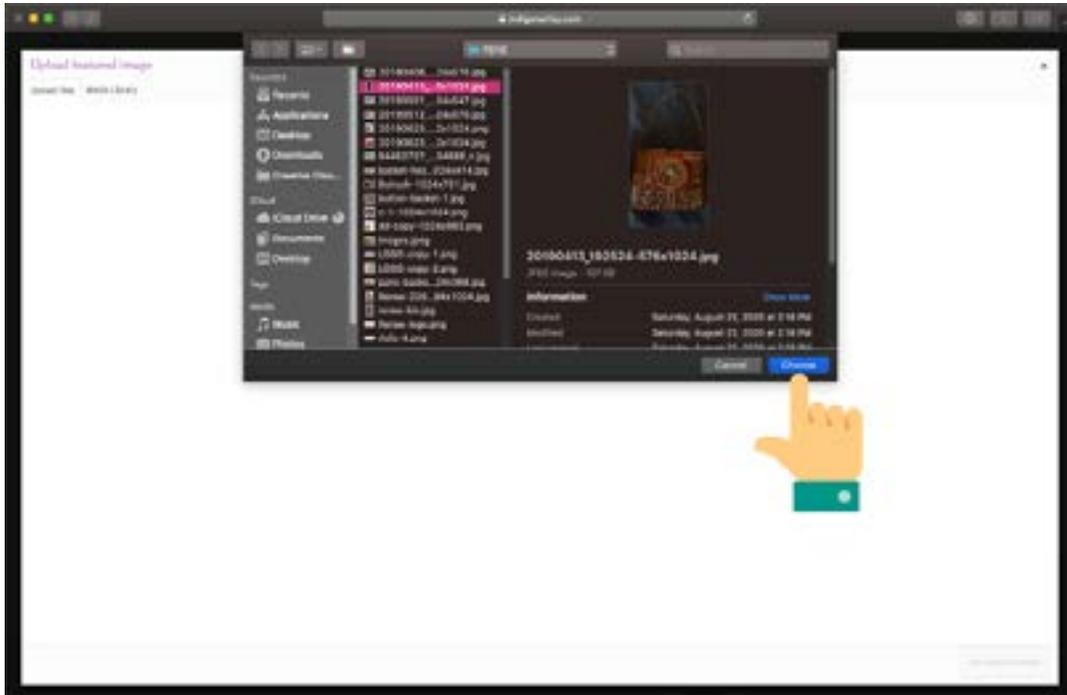
Step 03: Click “Upload cover image” to upload the product image directly from your computer. *Square images are best and less likely to be distorted. Ideal size is 1000px x 1000px.



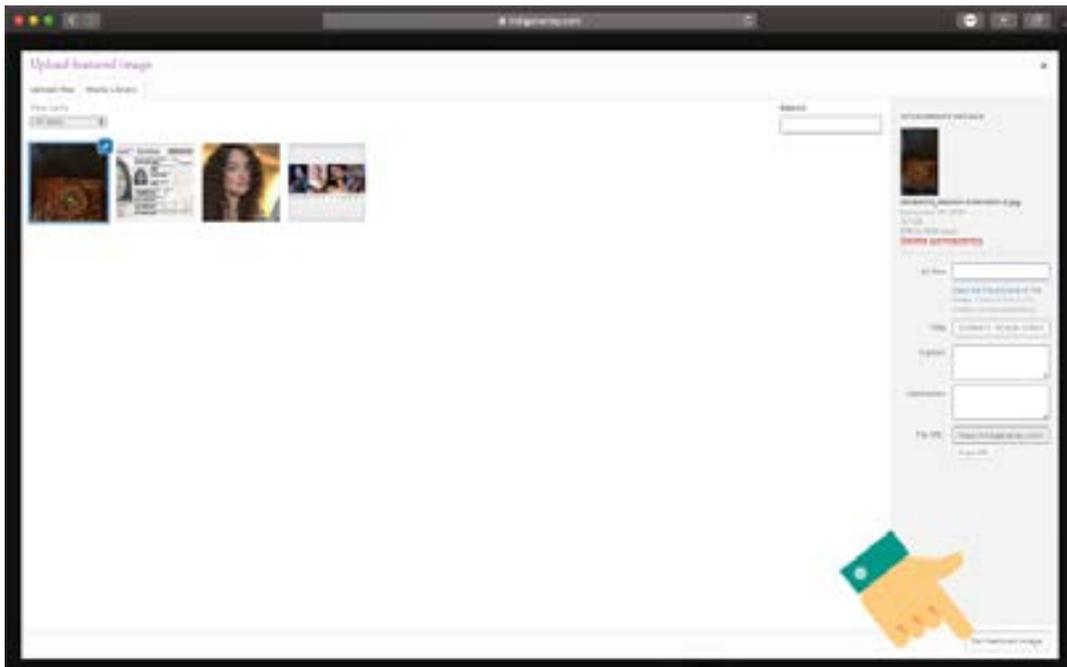
Step 04: Click “Select Files”



Step 05: Once you select your desired image for your product. Click “Choose”.



Step 06: Once the image loads in your media gallery, type in your description and Alt title. If someone Googles, 'first nations moccasins', you have a better chance of being connected with these terms in Description and Alt title. Click “Set featured image” on the bottom right of the page.



Product Tags

Step 07: Once the image is uploaded, enter the product name, price, category, tag and description.

For example...

Product: Woven Black Ash Bag

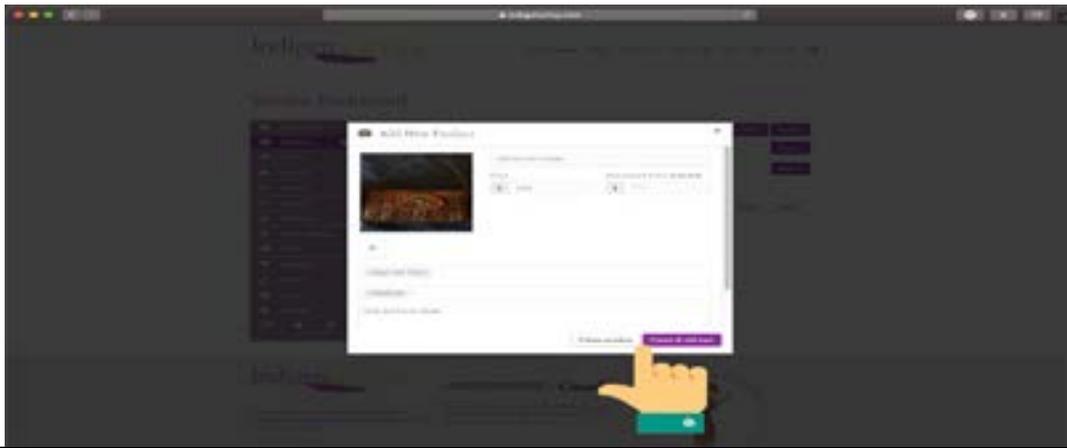
Price: \$120

Category: Bags & Totes

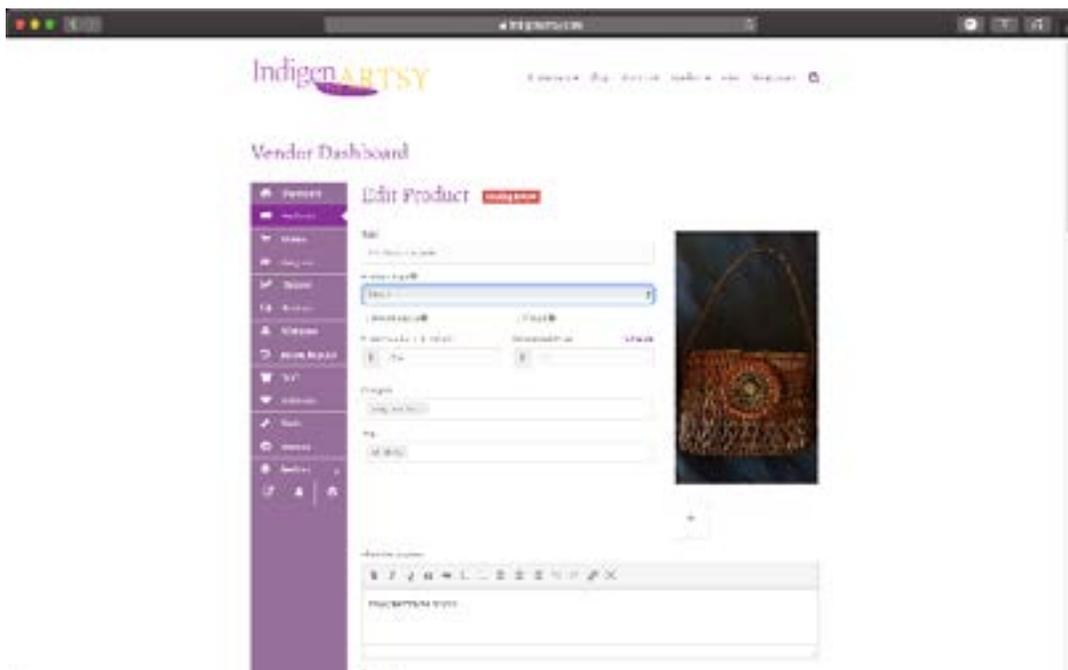
Tag: Basketry

Description: Handmade Black Ash Bag with floral ornaments. Approximately 14x10" & 2" in depth. Height including handle about 15.5".

Once finished, click "Create product" if you are only adding one item at this time OR "Create & add new" if you are adding multiple products.

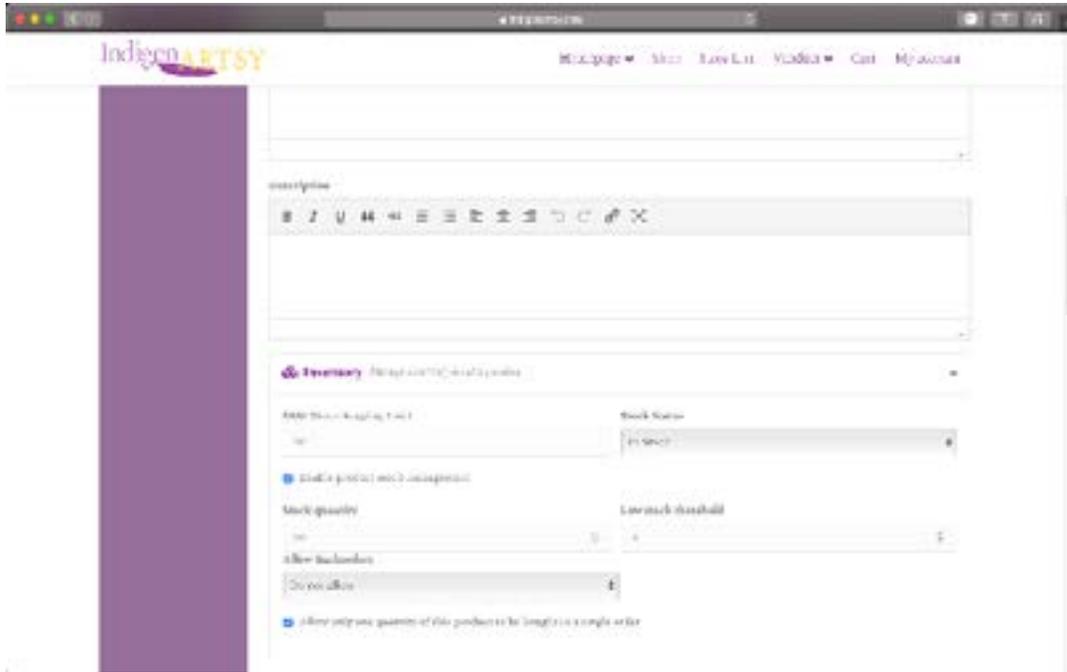


Step 08: Once you have created your product, verify that the product details are correct.



Product quantity

Step 09: Click 'Enable product management', add stock quantity (how many of that exact same item you have available). For example, if you only have one unit of the product, you don't have to edit "Low stock threshold". Low stock threshold means you will be notified of the amount of products left when reached to the limit you set it too. For this example, I set the stock quantity to 20 and set the low stock threshold to 3. I will be alerted when I only have 3 left. Remember, it must be an identical product to the photo.

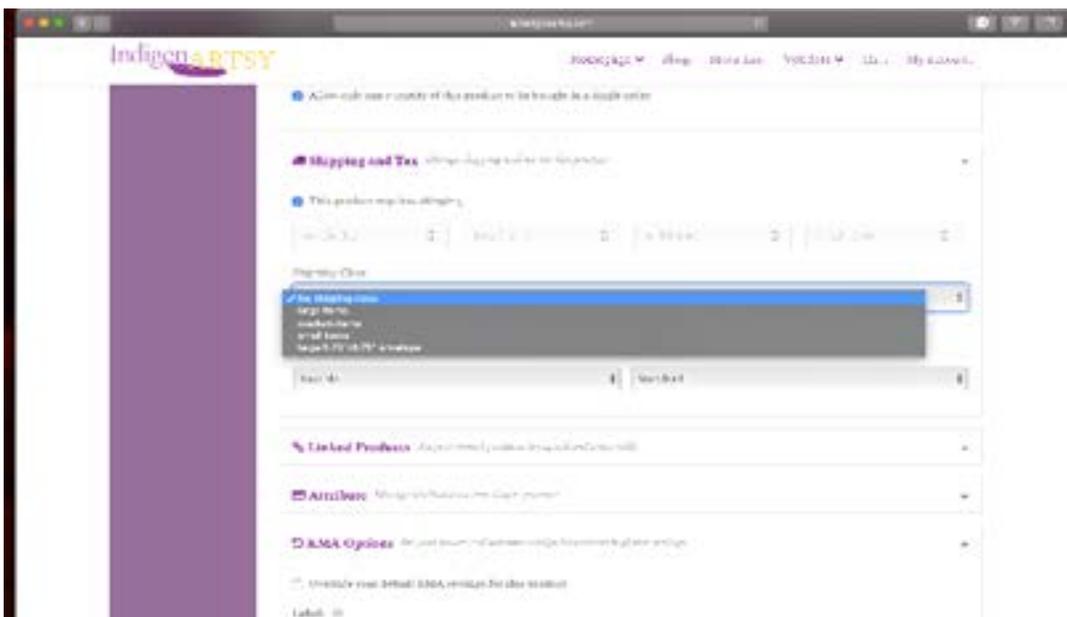


The screenshot shows the 'Inventory' section of the IndigenARTSY product management interface. The 'Inventory' section is expanded, showing the following fields and options:

- Enable product management:** A checkbox that is checked.
- Stock quantity:** A text input field containing the number '20'.
- Low stock threshold:** A text input field containing the number '3'.
- Allow multiple quantities of this product to be bought in a single order:** A checkbox that is checked.

Product Shipping

Step 10: Shipping is very important. If your product requires shipping, you MUST check the "This product requires shipping" box. You must also edit the shipping class. The shipping classes are: small, medium, large and large envelope. You can also add the actual weight, length, width and height of product if you have these exact numbers.



The screenshot shows the 'Shipping and Tax' section of the IndigenARTSY product management interface. The 'Shipping and Tax' section is expanded, showing the following fields and options:

- This product requires shipping:** A checkbox that is checked.
- Weight:** A text input field containing the number '1.00'.
- Length:** A text input field containing the number '10.00'.
- Width:** A text input field containing the number '10.00'.
- Height:** A text input field containing the number '10.00'.
- Shipping Class:** A dropdown menu with the following options: 'No shipping class', 'Small Envelope', 'Medium Envelope', 'Large Envelope', and 'Large Envelope (with window)'. The 'Small Envelope' option is selected.
- Linked Products:** A section for linking related products.
- Attributes:** A section for adding product attributes.
- AMA Options:** A section for adding product options.

Product tax

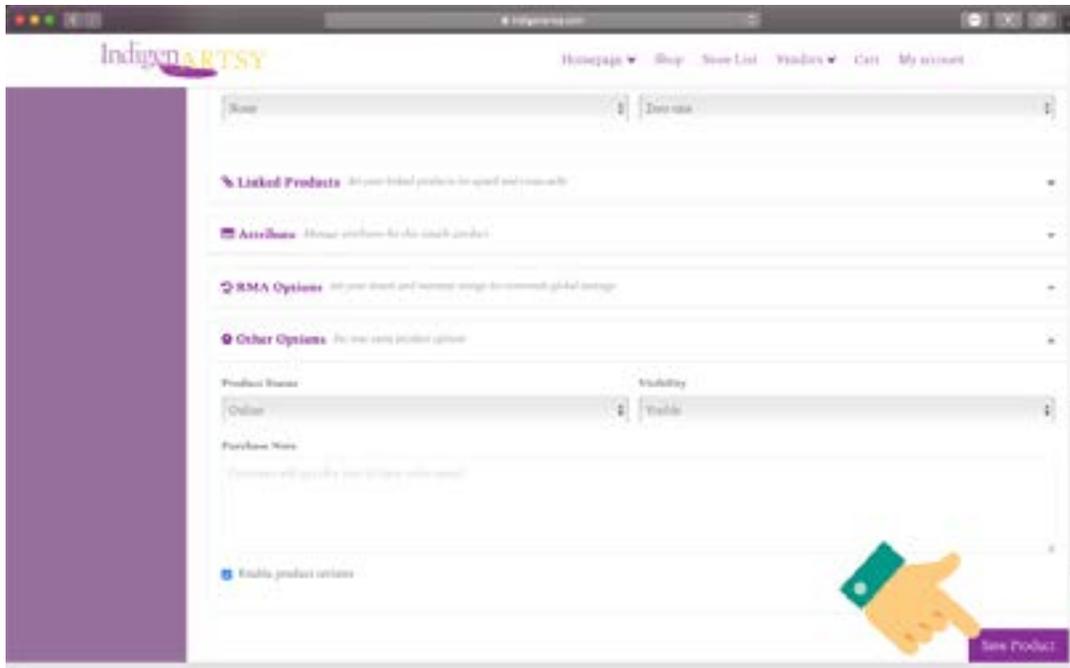
Step 11: As described in Terms & Conditions, IACC does not set or enforce tax policies. Vendors must understand, collect and remit taxes independently. This portion is up to the vendor. Please select the appropriate tax class and status.

The screenshot shows the 'IndigenARTSY' product configuration page. The 'Tax Class' dropdown menu is open, displaying three options: 'None', 'Business tax', and 'None'. The 'Tax Status' dropdown is set to 'None'. Below the dropdowns, there are sections for 'Linked Products', 'Attribute', and 'KMA Options'. The 'KMA Options' section includes a checkbox for 'Override your default KMA settings for this product', which is currently unchecked. Below this, there are input fields for 'Label', 'Type', 'Length', 'Length Value', and 'Length Duration'.

The screenshot shows the 'IndigenARTSY' product configuration page. The 'Tax Class' dropdown menu is open, displaying four options: 'None', 'Indian Status (IN)', 'Business tax', and 'None'. The 'Tax Status' dropdown is set to 'None'. Below the dropdowns, there are sections for 'Linked Products', 'Attribute', and 'KMA Options'. The 'KMA Options' section includes a checkbox for 'Override your default KMA settings for this product', which is currently unchecked. Below this, there are input fields for 'Label', 'Type', 'Length', 'Length Value', and 'Length Duration'.

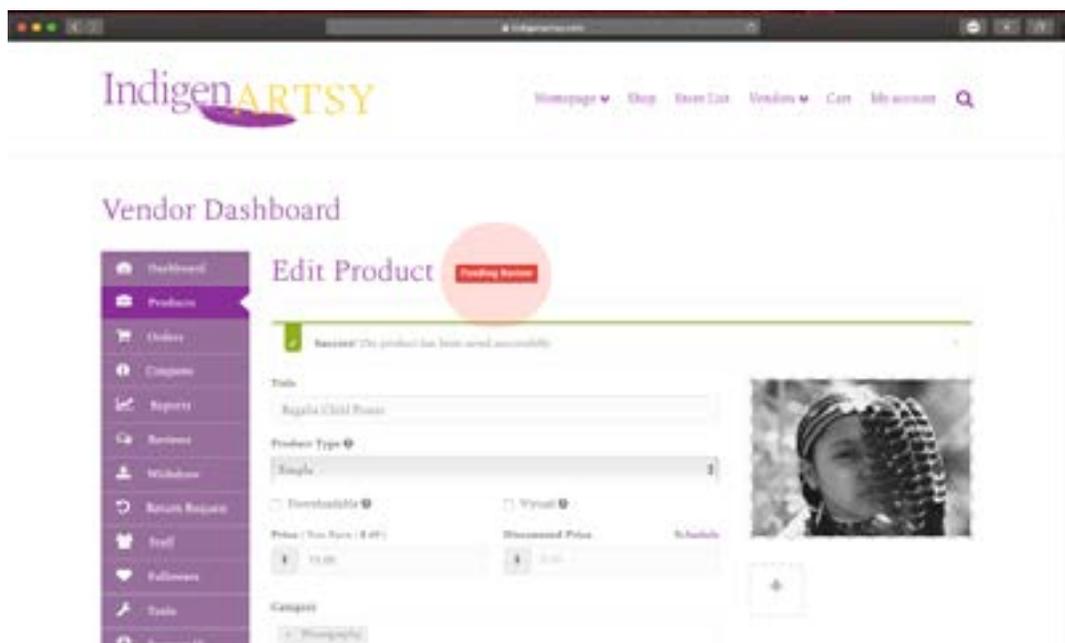
Product notes

Step 11: Please add a purchase note. The customer will get this note in their email confirmation. You can take this opportunity to thank your buyer or give a back story of your product, whatever you'd like. If you would like customers to review their purchased products, please select "Enable Product Reviews". Click "Save Product".



The screenshot shows the 'IndigenARTSY' product edit interface. At the top, there are navigation links: 'Homepage', 'Shop', 'Store List', 'Vendor', 'Cart', and 'My account'. Below the navigation, there are several sections: 'Linked Products', 'Attributes', 'RMA Options', and 'Other Options'. The 'Purchase Note' field is visible, with a placeholder text: 'Comments will appear on your storefront when saved'. Below this field, there is a checkbox labeled 'Enable product reviews'. A hand icon is pointing to the 'Save Product' button at the bottom right.

Step 13: Your product is now saved. You will notice a "PENDING REVIEW" status on the top of the page. You will receive email notifications of all approved/denied products, reviews, purchases, withdrawals, client support, etc.

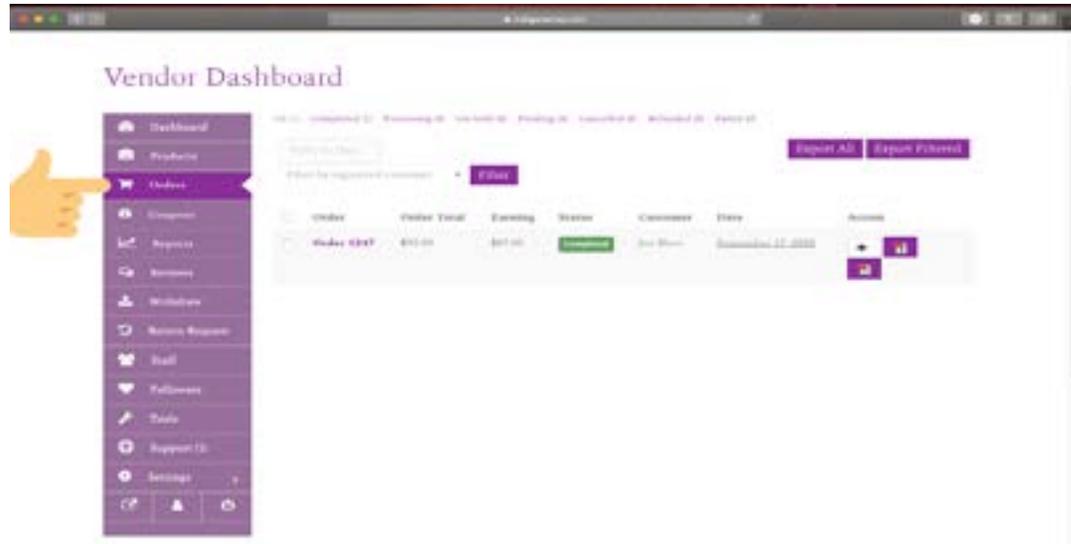


The screenshot shows the 'IndigenARTSY' Vendor Dashboard. The dashboard has a sidebar menu with options: 'Dashboard', 'Products', 'Orders', 'Coupons', 'Reports', 'Reviews', 'Withdrawals', 'Return Requests', 'Feed', 'Followers', 'Tools', and 'Support Us'. The main content area is titled 'Edit Product' and features a red circular badge with the text 'Pending Review'. Below the badge, there is a message: 'Notice! (The product has been used successfully)'. The product details form includes fields for 'Title', 'Product Type', 'Price (New Price) (\$49)', 'Discounted Price', and 'Category'. A product image is also visible on the right side of the form.

Keep track of orders

Orders

The order page displays the order detail in the list. This page shows order number, order total amount, earned amount, order status, customer details, order date and order action. you could view order further details, manage order status and delete order from order action. You can filter the orders by Date. Besides that, you can also export the order list.

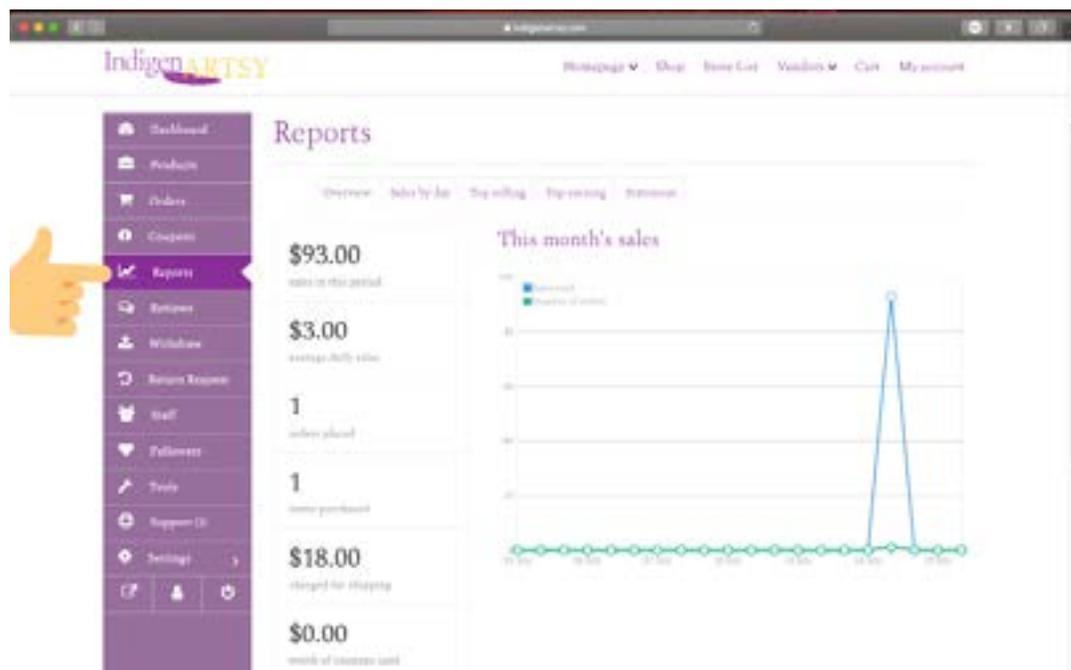


The screenshot shows the 'Vendor Dashboard' interface. On the left, a purple sidebar menu is visible with a hand icon pointing to the 'Orders' option. The main content area displays a table of orders. The table has columns for 'Order', 'Order Total', 'Earning', 'Status', 'Customer', and 'Date'. A single order is listed with the following details:

Order	Order Total	Earning	Status	Customer	Date	Action
Order 1234	\$10.00	\$9.00	Completed	Joe Doe	December 22, 2020	[View] [Edit] [Delete]

Reports

Sales Overview shows on the report page. On the top of the report, there are some options by which the seller could view his sales report total overview, by day overview, top sale product reports and top earner product reports.



The screenshot shows the 'IndigenARTSY Reports' page. The sidebar menu on the left has a hand icon pointing to the 'Reports' option. The main content area displays a 'Reports' section with a 'Overview' tab selected. The overview shows the following statistics:

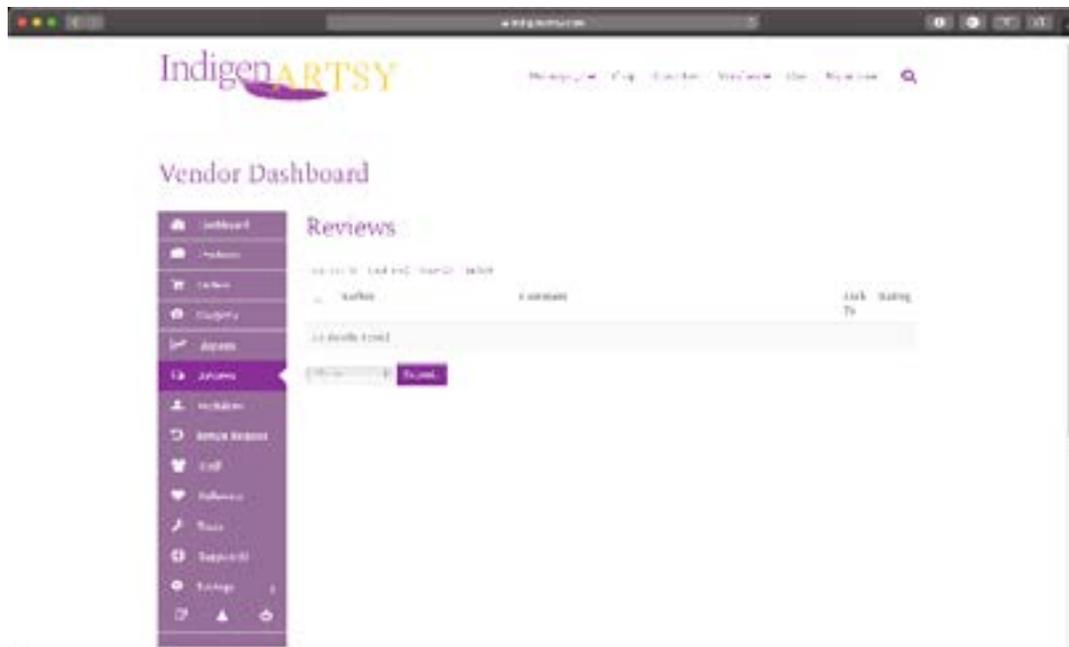
- \$93.00** sales in this period
- \$3.00** average daily sales
- 1** order placed
- 1** order purchased
- \$18.00** charged for shipping
- \$0.00** worth of orders sold

To the right, there is a line graph titled 'This month's sales' showing sales over time. The graph shows a single sharp peak in sales on one day, reaching approximately \$93.00.

Vendor reviews

Reviews

Vendors can see all reviews of customers on his/her products from the Vendor Dashboard > Review page.



Vendor withdrawals

Withdrawals

Once a purchase has been completed, the vendor will provide IACC with a tracking number (proof of shipping) and ask for a withdrawal through their Vendor Dashboard. Admin will approve the withdrawal and pay vendor. Vendor payments will be paid via e-transfer (-\$1.25 for fees), paypal or mailed cheque. Vendor payments are issued Monday-Friday 7am-3pm.

