



USER MANUAL

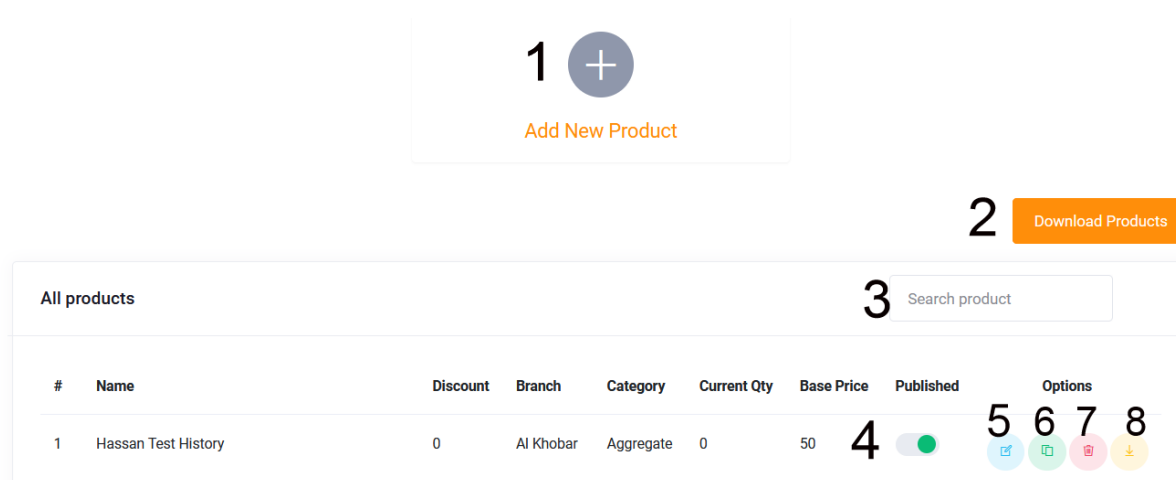
This document will help the seller understanding and using the features and functionalities of the NMD Seller Panel

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Products

The products page has a list of the existing products and a button to add a new product, download products, edit product, duplicate product, search product, and delete the product.



The screenshot shows the 'Products' page interface. At the top right, there is a 'Download Products' button (callout 2). Below it is a search bar labeled 'All products' with a search icon (callout 3). The main content is a table with the following columns: #, Name, Discount, Branch, Category, Current Qty, Base Price, Published, and Options. The first row contains the data: 1, Hassan Test History, 0, Al Khobar, Aggregate, 0, 50, and a green toggle switch (callout 4). The 'Options' column for this row contains four icons: a pencil (callout 5), a duplicate icon (callout 6), a trash can (callout 7), and a download icon (callout 8).

1. add new product, the seller selects the icon to add a new wholesale product.
2. download products, download all the products including their details in an excel file.
3. search product, the seller can search for a product by typing the name of it.
4. published, the seller toggles the published button to choose if he wants to publish the product.
5. the seller clicks on the edit button to edit the product.
6. the seller clicks on the duplicate button to duplicate a product.
7. the seller clicks on the delete button to delete a product.
8. the seller clicks on the download button to only download a specific.

Add New Product

To add a new product, the user will fill in all the details about the product. In the product information section, the following details need to be filled up by the seller.

Product Information

Branch	Select Branch	1	▼
Product Name	Product Name	2	
Category	Cement	3	▼
Brand	Select Brand		▼
Unit	Unit (e.g. KG, Pc etc)	4	
Minimum Purchase Qty	1	5	
Tags	Type and hit enter to add a tag	6	

Figure 1 Add Product | Product Information

1. **Branch**
The seller will select the branch from the dropdown. Here, this dropdown will have those branches, which are added by the seller himself in the **seller branches** module.
2. **Product Name**
The seller will add the name of the product in this textbox.
3. **Category**
The seller will choose the category of the product from this dropdown. I.e. Cement, Sand, etc.
4. **Unit**
The seller will add the unit of the measurement in this textbox, i.e. Kg, Pc etc.
5. **Minimum Purchase Quantity**
The seller will add the number of quantities that the buyer has to purchase at least in this textbox.
6. **Tags**
The seller will add the tags in this textbox. The tags values need to be comma separated, i.e. Sand, Red.

Product Images

Gallery Images 7 Browse

Thumbnail Image
(290x300) 8 Browse

Product Variation

Colors 9 11

Attributes 10

Choose the attributes of this product and then input values of each attribute

Figure 2 Add Product | Product Images / Product Variation

7. Gallery Image

The seller can add a product picture using the upload function which pops up automatically and lets him select a picture from his device.

8. Thumbnail Image

The user can add a thumbnail picture from his device directly or leave it empty if he chooses not to.

9. If the product has a specific colour, then the seller can select the colour

10. The seller can select attributes to be added with the product.

11. The seller can choose to hide or unhide colour.

Product price + stock

Unit price	<input type="text" value="12"/>	<input type="text" value="0"/>
Discount Date Range	<input type="text" value="13"/>	<input type="text" value="Select Date"/>
Discount	<input type="text" value="14"/>	<input type="text" value="0"/>
		Flat <input type="text" value="17"/> <input type="button" value="v"/>
Quantity	<input type="text" value="15"/>	<input type="text" value="0"/>
SKU	<input type="text" value="16"/>	<input type="text" value="SKU"/>

Figure 3 Add Product | Product pricing and stock

- 12. Unit Price, the seller sets the price for each unit.
- 13. If the seller decides to set a discount, then also sets the date range
- 14. The seller can set the discount amount if he decides to.
- 15. The seller sets what quantity he wants to sell.
- 16. The seller can also set a STOCK KEEPING UNIT
- 17. The seller can decide how the discount works, either as a flat price or a percentage.

Product Description

Description

B U *I* ~~ABC~~
☰ ☰ ☰ v

Figure 3 Add Product | Product description

The seller can also write a description about the product.

PDF Specification

PDF Specification

Browse
Choose File

Figure 3 Add Product | Product Specifications (PDF Format)

The seller can upload a product spec sheet if any.

Shipping Configuration

Free Shipping **1**

Flat Rate **2**

Low Stock Quantity Warning

Quantity **3**

Stock Visibility State

Show Stock Quantity **4**

Show Stock With Text Only **5**

Hide Stock **6**

1. free shipping, the seller can toggle if he wants to ship for free.
2. flat rate, the seller can toggle if he wants a fixed price.
3. quantity, warning the seller that the quantity of stock is low
4. show stock quantity, seller toggle if he wants to show the quantity of a stock
5. show stock with text only, seller toggle if he wants to show the text only for a stock
6. hide stock, seller toggle if he wants to hide the stock.

Cash on Delivery

Cash On Delivery activation is maintained by Admin.

Delivery By NMD **7**

Estimate Shipping Time

Shipping Days


8 Shipping Days


- 7. cash on delivery, the seller toggle if he wants the product to be delivered by NMD.
- 8. shipping days, the seller types the estimated shipping time.

Edit product

To edit a product, the user will fill in all of the details about the product. In the product information section, the following details need to be filled up by the seller.

Update Product

1  English

2  Arabic

This is the product information that will be shown in [Arabic/English] to the customer.

Branch	3	Yamamah v
Product Name	4	Yamamah Blue Aggregates
Category	5	Aggregate ^
Brand	6	Select Brand ^
Unit	7	KG
Minimum Purchase Qty	8	1
Tags	9	yamamah × Type to add a tag

1. English

The seller selects the English tab to edit a product in English.

2. Arabic

The seller selects the Arabic tab to edit a product in Arabic.

3. Branch

The seller will select the branch from the dropdown. Here, this dropdown will have those branches, which are added by the seller himself in the **seller branches** module.

4. Product Names

The seller will add the name of the product in this textbox.

5. Category

The seller will choose the category of the product from this dropdown. I.e. Cement, Sand, etc.

6. Unit

The seller will add the unit of the measurement in this textbox, i.e. Kg, Pc etc.

7. Minimum Purchase Quantity

The seller will add the number of quantities that the buyer has to purchase at least in this textbox.

8. Tags

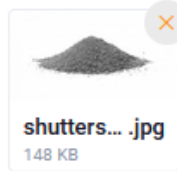
The seller will add the tags in this textbox. The tags values need to be comma-separated, i.e. Sand, Red.

Product Images

Gallery Images

10

Browse 1 File selected

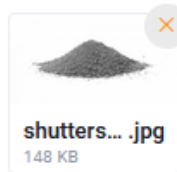


Thumbnail Image

(290x300)

11

Browse 1 File selected



Product Variation

Colors 12 4 items selected 14

Attributes 13 Nothing selected ^

Choose the attributes of this product and then input values of each attribute

10. Gallery Image

The seller can add a product picture using the upload function which pops up automatically and lets He selects a picture from his device.

11. Thumbnail Image

The user can add a thumbnail picture from his device directly or leave it empty if he chooses not to.

12. If the product has a specific colour, then the seller can select the colour

13. The seller can select attributes to be added to the product.

14. The seller can choose to hide or unhide the colour.

Product price + stock

Unit price **14**

Discount Date Range **15**

Discount **16** Flat **19** ^

External link **17**
Leave it blank if you do not use external site link

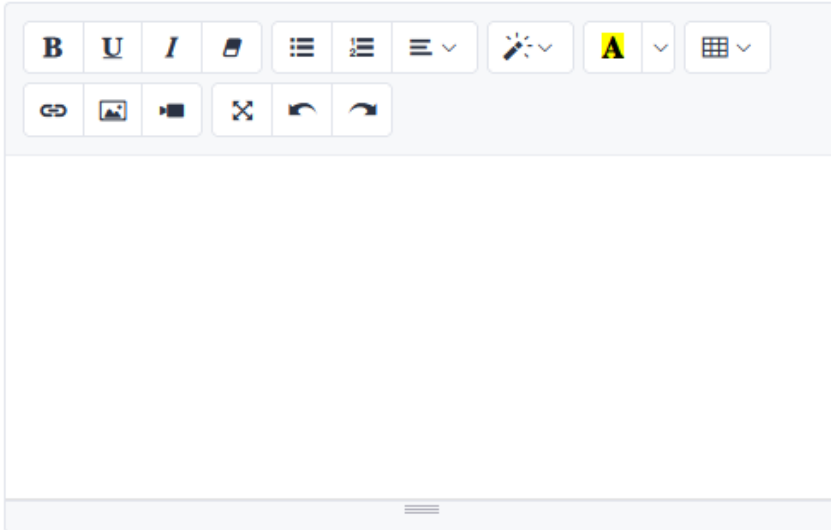
External link button text **18**
Leave it blank if you do not use external site link

- 14. Unit Price, the seller sets the price for each unit.
- 15. If the seller decides to set a discount, then also sets the date range
- 16. The seller can set the discount amount if he decides to.
- 17. The seller sets the external link.
- 18. The seller can also set an external link button text
- 19. The seller can decide how the discount works, either as a flat price or a percentage.

Product Description

Description

20



A rich text editor interface. The top part is a toolbar with icons for bold (B), underline (U), italic (I), strikethrough, bulleted list, numbered list, indent, link, unlink, image, video, table, and a yellow highlighter. Below the toolbar is a large, empty white text area for writing the product description. At the bottom of the text area is a small hamburger menu icon.

PDF Specification

PDF Specification

21

Browse

Choose File

20. The seller can also write a description of the product.

21. The seller can upload a product specification sheet if any.

Shipping Configuration

Free Shipping **22**

Flat Rate **23**

Low Stock Quantity Warning

Quantity

Stock Visibility State

Show Stock Quantity **25**

Show Stock With Text Only **26**

Hide Stock **27**

22. free shipping, the seller can toggle if he wants to ship for free.

23. flat rate, the seller can toggle if he wants a fixed price.

24. quantity, warning the seller that the quantity of stack is low.

25. show stock quantity, seller toggle if he wants to show the quantity of a stock.

26. show stock with text only, seller toggle If he wants to show the text only for a stock.

27. hide stock, seller toggle if he wants to hide the stock.

Estimate Shipping Time

Shipping Days

Shipping Days	28	Days
---------------	-----------	------

Vat & TAX

VAT

0	29	Flat	30 ^
---	-----------	------	-------------

28. shipping days, the seller can enter the estimated shipping time so the customer can view it

29. VAT, the seller enters the price for the VAT

30. The seller can decide how the VAT works, either as a flat price or a percentage.

Delete product

To delete a product, the seller will do the following details need to delete a product.

Delete Confirmation

×

Are you sure to delete this?

1
Cancel

2
Delete

1. cancel, the seller can cancel the deletion of the product.

2. Delete, the seller can confirm deleting the product by pressing the delete button.

Product Bulk Upload

Bulk Products Upload

1. Download the skeleton file and fill it with data.

2. You can download the example file to understand how the data must be filled.

3. Once you have downloaded and filled the skeleton file, upload it in the form below and submit.

4. After uploading products you need to edit them and set products images and choices.

[Download CSV](#) **1**

1. Category and Brand should be in numerical id.

2. You can download the pdf to get Category and Brand id.

2 [Download Category](#) [Download Brand](#) **3**

Upload CSV File

CSV **4** [Browse](#)


5 [Upload CSV](#)

1. Download CSV, seller can download the CSV which is an excel file.
2. Download Category, the seller can download the CSV which is a pdf file.
3. Download Brand, the seller can download the CSV which is a pdf file.
4. Browse, the seller can choose an excel file to upload the CSV.
5. Upload CSV, seller clicks the “upload CSV” button to upload the CSV excel file.

Coupon



The coupon page has a list of the existing coupon and a button to add, edit, and delete a coupon.

Coupons

1  **2**

[Add New Coupon](#)

All Coupons

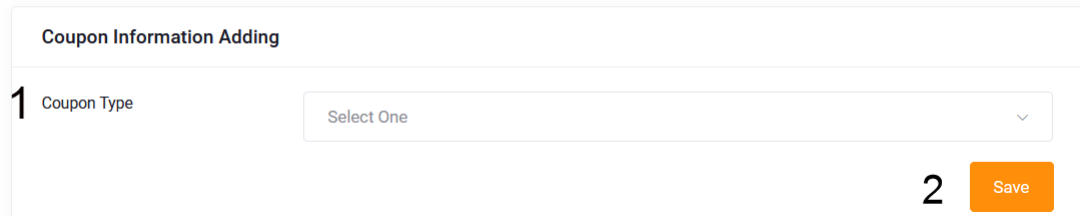
#	Code	Type	Start Date	End Date	Options
1	#\$re120	Product Base	18-08-2022	20-08-2022	2   3

1. add a new coupon, the seller selects the add new coupon icon to add a coupon.

2. edit a coupon, the seller selects the edit icon to edit a coupon.
3. delete a coupon, the seller selects the delete icon to delete a coupon.

Add new coupon

Add Your Coupon



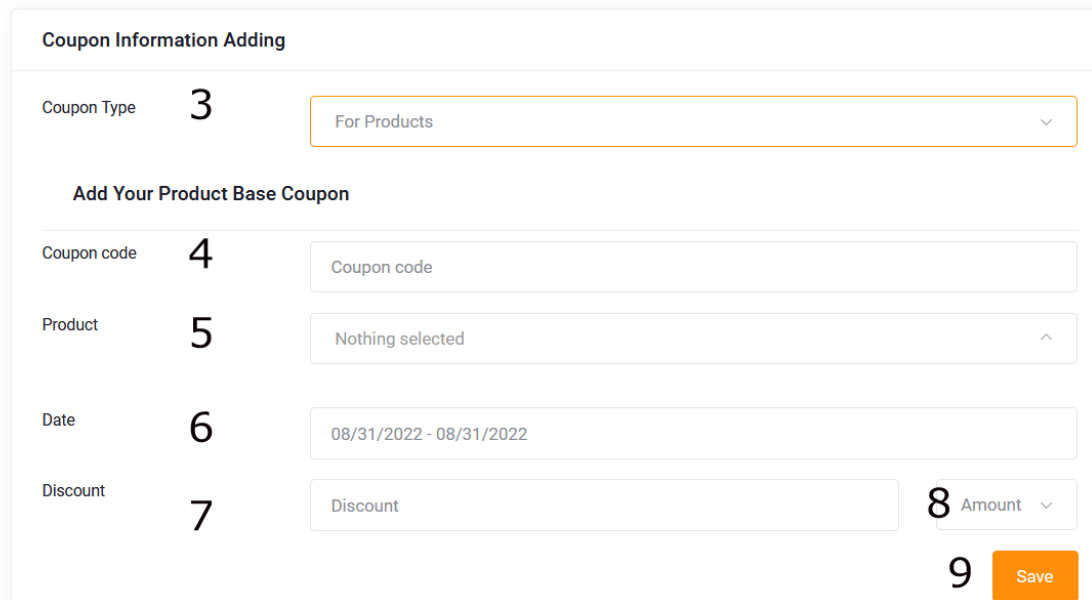
Coupon Information Adding

1 Coupon Type

2

1. Coupon Type, the Seller selects the coupon type either for products or for total order.
2. save, the seller saves the coupon.

Add Your Coupon



Coupon Information Adding

Coupon Type 3

Add Your Product Base Coupon

Coupon code 4

Product 5

Date 6

Discount 7

8 Amount

9

3. Coupon type, if the seller selects “for products” it will open form fields for this type to fill in.
4. Coupon code, the Seller enters the coupon code.
5. Product, the Seller selects the product he wants to apply the coupon for it.
6. Date, the seller selects the date for the availability of the coupon.
7. Discount, the seller enters the discount for the coupon in digits.
8. Amount, the seller selects either the “amount” or “percent”
9. Save, the seller selects the “save” button to save the coupon discount.

Add Your Coupon

Coupon Information Adding

Coupon Type **10**

Add Your Cart Base Coupon

Coupon code **11**

Minimum Shopping **12**

Discount **13** **14** Amount

Maximum Discount Amount **15**

Date **16**

17

10. Coupon type, if the seller selects “for total orders” it will open form fields for this type to fill it.

11. Coupon code, the Seller enters the coupon code

12. Minimum shopping, the seller types the minimum price of shopping to apply the coupon.

13. Discount, the seller enters the discount for the coupon in digits.

14. Amount, the seller selects either the “amount” or “percent”

15. Maximum discount amount, the seller types the maximum price of the coupon.

16. Date, the seller selects the date for the availability of the coupon.

17. Save, the seller selects the “save” button to save the coupon discount.

Delete coupon

Delete Confirmation ×

Are you sure to delete this?

1
2





1. Cancel, the seller can cancel the deletion of the product.

2. Delete, the seller can confirm deleting the product by pressing the delete button.

Wholesale product

The wholesale product page has a list of the existing wholesale products and a button to add, edit, publish, view, and delete a wholesale product.



All Wholesale Product		2		Sort by		3		Type & Enter	
#	Name	Info	Total Stock	Published	Options				
1	 sand	Num of Sale: 50 Times Base Price: 56.00 SAR Rating: 0	519	4 <input checked="" type="checkbox"/>	5 	6 	7 		

1. add wholesale product, the seller selects the icon to add a new wholesale product.
2. sort by, the seller search by selecting from a dropdown list to sort all the products
- 3.type&enter, the seller enters the name of the wholesale product to search for it
4. published, the seller toggle if he wants to publish the wholesale product
5. the seller selects the view icon to view the wholesale product.
6. the seller selects the edit icon to edit the wholesale product.
7. the seller selects the delete icon to delete the wholesale product.

Add wholesale product

To add a wholesale product, the seller will fill in all of the details about the wholesale product. In the wholesale product information section, the following details need to be filled up by the seller.

Add New Wholesale Product

1 English

2 Arabic

Product Information

Product Name * 3

Category * 4

Brand 5

Unit 6

Minimum Purchase Qty 7

Tags * 8

This is used for search. Input those words by which customer can find this product.

Product Images

Gallery Images (600x600) 9

These images are visible in product details page gallery. Use 600x600 sizes images.

Thumbnail Image (300x300) 10

This image is visible in all product box. Use 300x300 sizes image. Keep some blank space around main object of your image as we had to crop some edge in different devices to make it responsive.

Shipping Configuration

Free Shipping 11

Flat Rate 12

Is Product Quantity Multiply 13

Low Stock Quantity Warning

Quantity

Stock Visibility State

Show Stock Quantity 15

Show Stock With Text Only 16

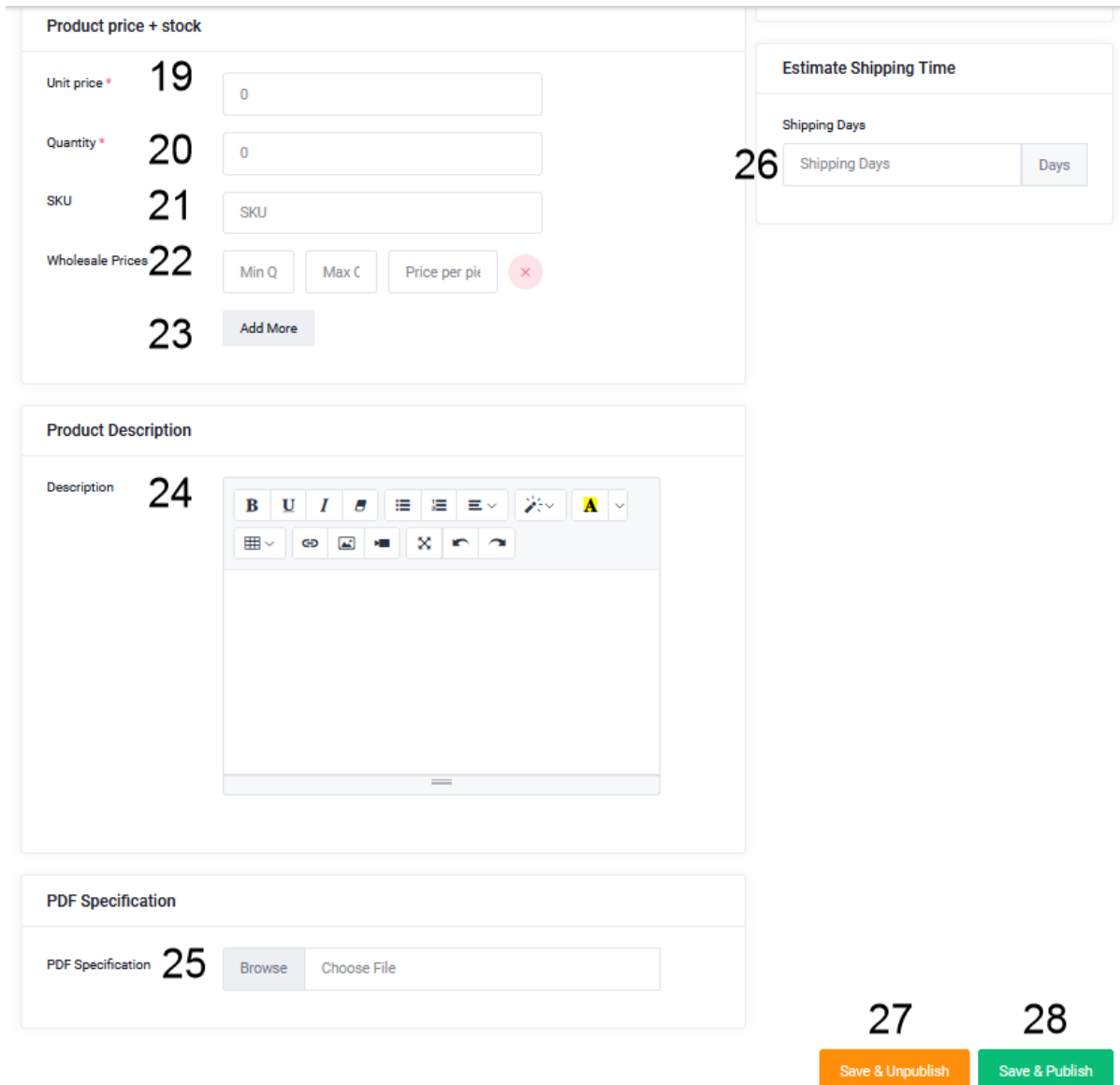
Hide Stock 17

Cash on Delivery

Cash On Delivery option is disabled. [Activate this feature from here Cash Payment Activation](#) 18

1. English, The seller selects the English tab to edit wholesale products in English.
2. Arabic, The seller selects the Arabic tab to edit wholesale products in Arabic.
3. Product Name, The seller will add the name of the product in this textbox.
4. Category, The seller will choose the category of the product from this dropdown. I.e. Cement, Sand, etc.
5. Brand, the seller selects from a dropdown list the brand of the product.
6. Unit, The seller will add the unit of the measurement in this textbox, i.e. Kg, Pc etc.
7. Minimum Purchase Quantity, The seller will add the number of quantities that the buyer has to purchase at least in this textbox.
8. Tags, The seller will add the tags in this textbox. The tags values need to be comma-separated, i.e. Sand, Red.
9. Gallery Image, The seller can add a product picture using the upload function which pops up automatically and lets The seller selects a picture from his device.
10. Thumbnail Image, the user can add a thumbnail picture from his device directly or leave it empty if he chooses not to.
11. free shipping, the seller can toggle if he wants to ship for free.
12. flat rate, the seller can toggle if he wants a fixed price.
13. is product quantity multiply, seller toggles if he wants the wholesale product quantity to be multiply.

- 14. quantity, warning the seller that the quantity of stack is low
- 15. show stock quantity, seller toggle if he wants to show the quantity of a stock
- 16. show stock with text only, seller toggle If he wants to show the text only for a stock
- 17. hide stock, seller toggle if he wants to hide the stock.
- 18. cash on delivery, the seller selects “cash payment activation” if he wants to activate cash on delivery.

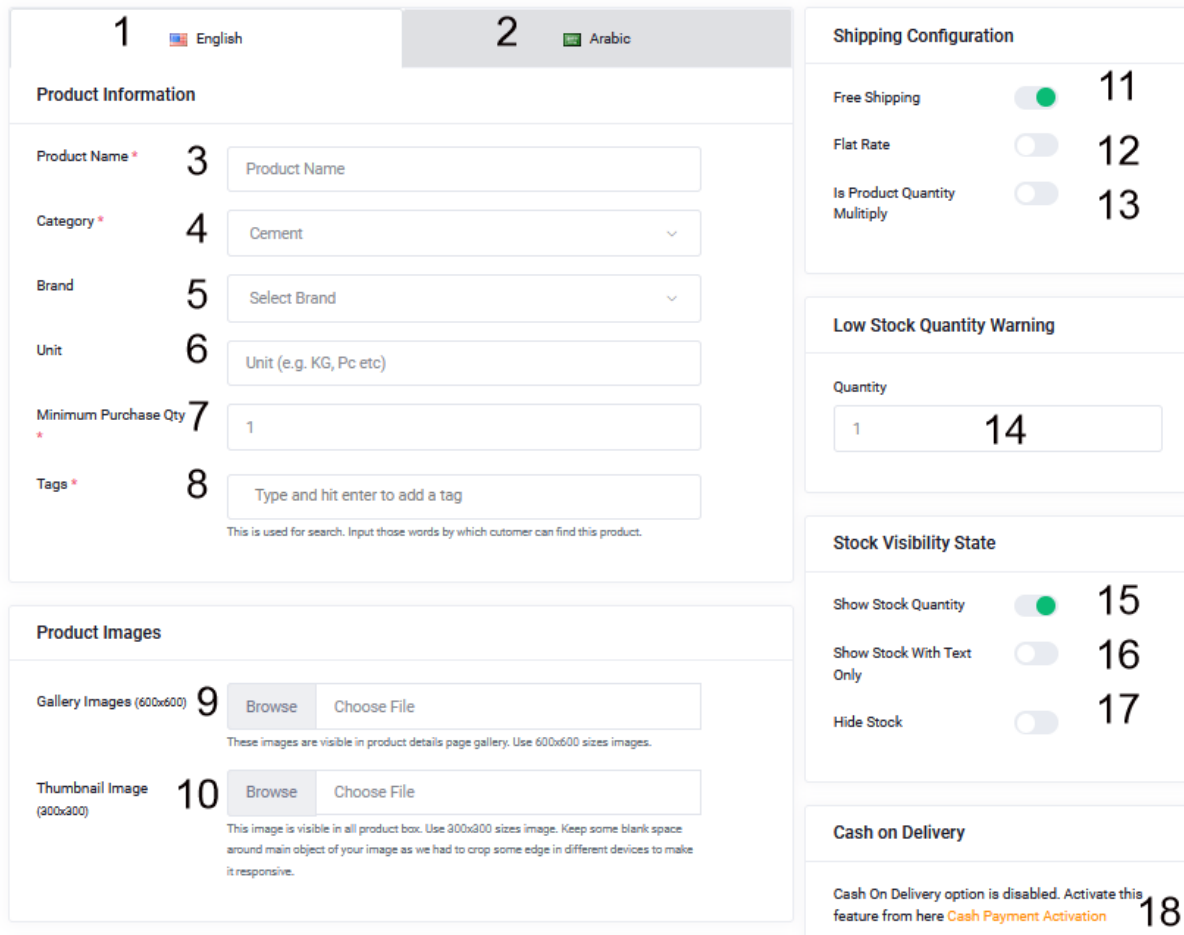


- 19. Unit Price, the seller sets the price for each unit.
- 20. Quantity, the seller selects the number of the stock
- 21. SKU, the seller enters the Stock keeping unit
- 22. Wholesale prices, the seller adds the min price, max price and the actual price.
- 23. add more, the seller adds 1 more wholesale price.
- 24. description, The seller can also write a description of the wholesale product.
- 25. pdf specification, The seller can upload a wholesale product specification sheet if any.
- 26. shipping days, the seller fills the estimated time for shopping.
- 27. save & unpublish, the seller saves the wholesale product but without publishing it to the customer.

28. save&publish, the seller saves the wholesale product and publishes it to the customer.

Edit wholesale product

To edit a wholesale product, the seller will fill in all of the details about the wholesale product. In the wholesale product information section, the following details need to be filled up by the seller.



1. English, The seller selects the English tab to edit the wholesale product in English.
2. Arabic, The seller selects the Arabic tab to edit the wholesale product in Arabic.
3. Product Name, The seller will add the name of the product in this textbox.
4. Category, The seller will choose the category of the product from this dropdown. I.e. Cement, Sand, etc.
5. Brand,
6. Unit, The seller will add the unit of the measurement in this textbox, i.e. Kg, Pc etc.
7. Minimum Purchase Quantity, The seller will add the number of quantities that the buyer has to purchase at least in this textbox.
8. Tags, The seller will add the tags in this textbox. The tags values need to be comma-separated, i.e. Sand, Red.
9. Gallery Image, The seller can add a product picture using the upload function which pops up automatically and lets him, Then select a picture from his device.

10. Thumbnail Image, the user can add a thumbnail picture from his device directly or leave it empty if he chooses not to.
11. free shipping, the seller can toggle if he wants to ship for free.
12. flat rate, the seller can toggle if he wants a fixed price.
13. is product quantity multiply, seller toggles if he wants the wholesale product quantity to be multiply.
14. quantity, warning the seller that the quantity of stack is low
15. show stock quantity, seller toggle if he wants to show the quantity of a stock
16. show stock with text only, seller toggle if he wants to show the text only for a stock
17. hide stock, seller toggle if he wants to hide the stock.
18. cash on delivery, the seller selects “cash payment activation” if he wants to activate cash on delivery.

Product price + stock

Unit price * **19**

Quantity * **20**

SKU **21**

Wholesale Prices **22**

23

Product Description

Description **24**

Rich text editor toolbar with icons for Bold, Underline, Italic, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and a warning icon.

Rich text editor content area.

PDF Specification

PDF Specification **25**

19. Unit Price, the seller sets the price for each unit.
20. Quantity, the seller selects the number of the stock

21. SKU, the seller enters the Stock keeping unit
22. Wholesale prices, the seller adds the min price, max price, and the actual price.
23. add more, the seller adds 1 more wholesale price.
24. description, The seller can also write a description of the wholesale product.
25. pdf specification, the seller can upload a wholesale product specification sheet if any.

Featured

Status **26**

Today's Deal

Status **27**

Flash Deal

Add To Flash

Choose Flash Title **28** ▾

Discount

0 **29**

Discount Type

Choose Discount Type **30** ▾

Estimate Shipping Time

Shipping Days

Shipping Days **31** Days

Vat & TAX

VAT

0 **32** Flat **33** ▾


26. status, the seller toggles to change the status of the featured
27. status, the seller toggles to change the status of the today's deal
28. add to flash, the seller chooses the flash title from a drop-down list
29. discount, the seller enters the price of discount
30. discount type, the seller selects the discount type either flat or percent.
31. shipping days, the seller enters the estimated shipping time.
32. VAT, VAT is Value-added tax so the seller will add the price of the VAT.
33. flat, the seller selects the price type either flat or percent

SEO Meta Tags

Meta Title **34**

Description **35**

Meta Images **36** 1 File selected



sandfinal.jpg
154 KB

Slug **37**

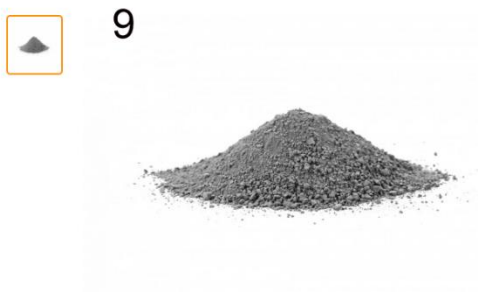
38

34. meta title, the seller enters the title of the meta
35. description, The seller can also write a description of the SEO meta tags.
36. Browse, the seller selects an image.
37. slug, the seller enters the type of slug.
38. update product, the seller selects update product to update the wholesale.

View wholesale product

To view a wholesale product, the seller will view the wholesale product information section.

9



1 **blue sand**

2 Sold by: **Mr. Seller**

3 Min QTY	4 Max QTY	5 Unit price
100	500	100.00 SAR

6 Quantity: 100 **7**

Total Price: **10,000.00 SAR**

8 **Description**

blue sand

1. view the name of the wholesale product.
2. sold by, view the name of the seller.
3. Min QTY, the minimum number of quantity.
4. Max QTY, the maximum number of quantity.

5. unit price, the price of the wholesale product in SAR.
6. quantity, the quantity of the wholesale product in digits.
7. total price, the total price for the wholesale product in SAR.
8. description, a brief description of the wholesale product.

Delete wholesale product

To delete a product, the seller will do the following details need to be filled up by the seller to delete the wholesale product.

Delete Confirmation



Are you sure to delete this?

1 Cancel

2 Delete

1. cancel, the seller cancels the deletion.
2. delete, the seller deletes the wholesale product

Notifications