

DropShip

for Magento® 2



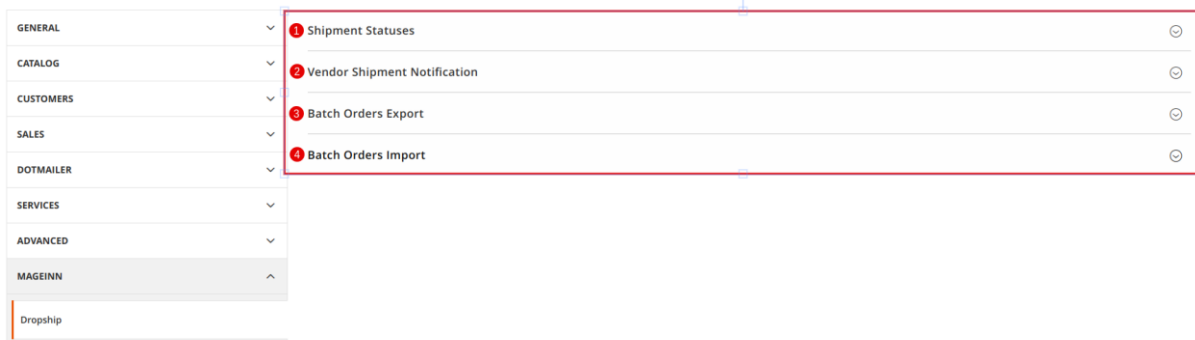
User Guide

User Guide

Configuration

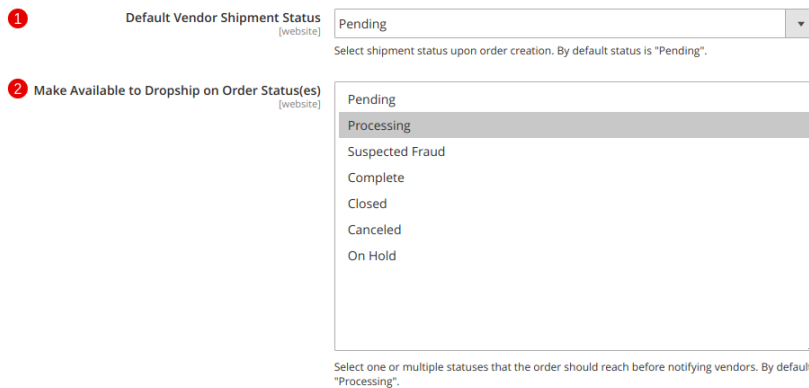
To configure module, go to “Stores→Configuration→Mageinn→Dropship”.

There are 4 sections of settings:



1. Shipment Statuses

Shipment Statuses



The screenshot shows the 'Shipment Statuses' configuration page. It features two main settings:

- 1 Default Vendor Shipment Status** (website): A dropdown menu currently set to 'Pending'. Below it, a note reads: "Select shipment status upon order creation. By default status is 'Pending'".
- 2 Make Available to Dropship on Order Status(es)** (website): A multiselect dropdown menu with the following options: 'Pending', 'Processing' (selected), 'Suspected Fraud', 'Complete', 'Closed', 'Canceled', and 'On Hold'. Below it, a note reads: "Select one or multiple statuses that the order should reach before notifying vendors. By default 'Processing'".

- 1.1. “Default Vendor Shipment Status” – select field where you can choose with which status shipment will be created.
- 1.2. “Make Available to Dropship on Order Status(es)” – multiselect field where you can choose multiple order statuses when dropship will be available.

2. Vendor Shipment Notification

Vendor Shipment Notification ⊞

1 **Notification Template** [website] Vendor Order Notification (Default) ▼
Choose email template to notify vendor about order

2 **Notification Sender** [website] General Contact ▼
Specify email address that vendor receives email from

3 **Notification Recipient** [website] Vendor Email ▲
Chose vendor email to send order

- 2.1. “Notification Template” –choose here email template for vendor notification.
- 2.2. “Notification Sender” – choose “email from” for vendor notification.
- 2.3. “Notification Recipient” – choose here which vendor’s email will be used to receive notifications.

3. Batch Orders Export

Batch Orders Export ⊞

1 **Export On Shipment Statuses** [website] ▲
Select which shipment status triggers an export.

Pending
 Exported
 Acknowledged
 Backorder
 On Hold
 Ready to Ship
 Pending Pickup
 Label(s) printed
 Shipped
 Delivered

2 **Email Notification template** [website] Batch Orders Export Email Notification template (Default) ▼
Choose email template for the exported batch.

3 **Default Email Sender** [website]
The default email to use to send the exported batch.

4 **Default Email Subject** [website]
The default subject line to use for the exported batch.

5 **Default Export Orders Filename** [website]
The default filename to use for the exported batch.

- 3.1. “Export On Shipment Statuses” – choose here order statuses with which shipments will be exported.
- 3.2. “Email Notification template” – email template for vendor notification.
- 3.3. “Default Email Sender” – email address for vendor export notification email. Can be empty.
- 3.4. “Default Email Subject” – subject for vendor export notification email. Can be empty.
- 3.5. “Default Export Orders Filename” – default filename for export file. Can be empty.

4. Batch Orders Import

Batch Orders Import

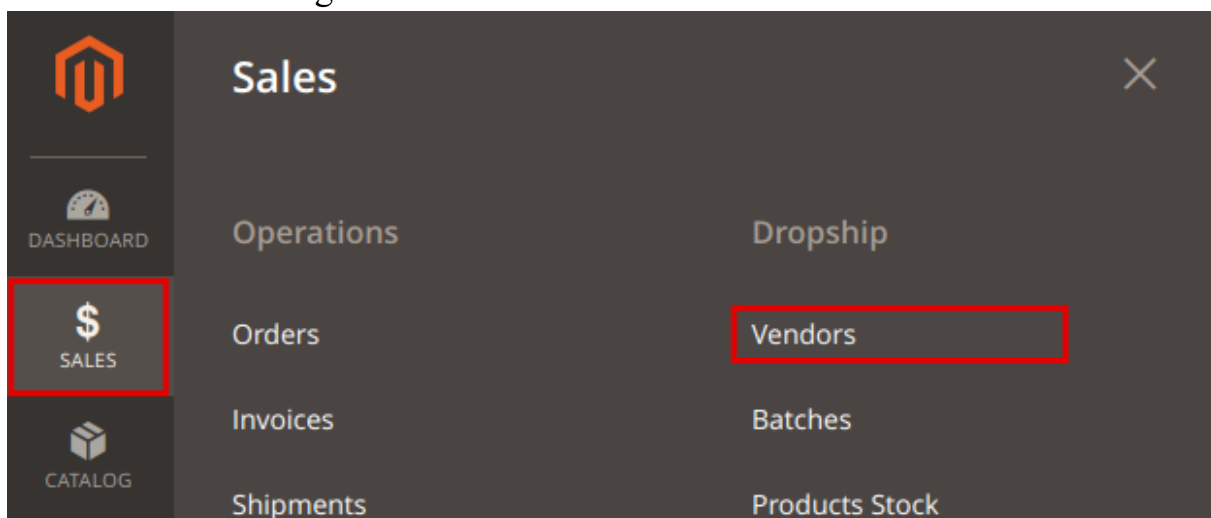
! Change Shipment Status on Import (website)

Once shipment imported then status will be changed automatically

- 4.1. “Change Shipment Status on Import” – select here which status will be assigned to shipment after data import.

Vendors

To view all vendors go to “Sales->Vendors”.



Vendor creation

1. To start vendor creation click “Add New Vendor” button in vendors view table.

Vendor Portal Q 🔔 👤 admin

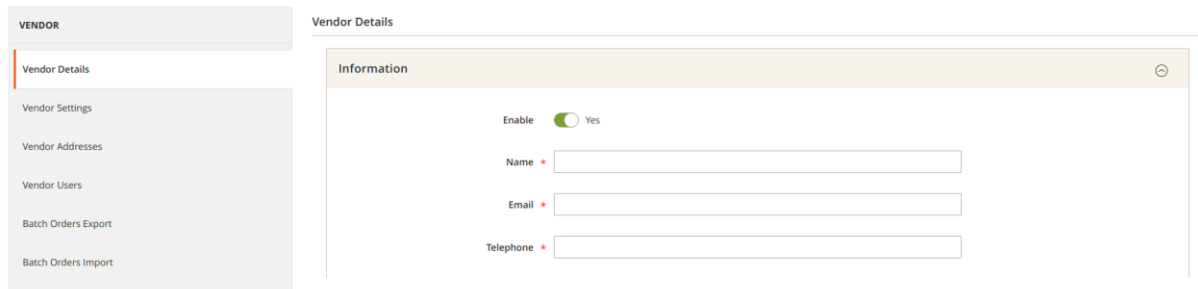
Add New Vendor

Filters | Default View | Columns | Export

5 records found 20 per page < 1 of 1 >

ID	Name	Status	Email	Telephone	Action
<input type="checkbox"/> 1	vendor1	Enabled	vendor1@gmail.com	486262724	Edit
<input type="checkbox"/> 2	vendor2	Enabled	vendor2@gmail.com	623461634	Edit
<input type="checkbox"/> 3	vendor3	Enabled	vendor3@gmail.com	56223473	Edit
<input type="checkbox"/> 4	vendor4	Enabled	vendor4@gmail.com	563734345734	Edit
<input type="checkbox"/> 5	vendor5	Enabled	vendor5@gmail.com	5327723452	Edit

2. In “Vendor Details” tab you can enable or disable vendor and enter his name, email, telephone. These fields are required.



VENDOR

- Vendor Details
- Vendor Settings
- Vendor Addresses
- Vendor Users
- Batch Orders Export
- Batch Orders Import

Vendor Details

Information

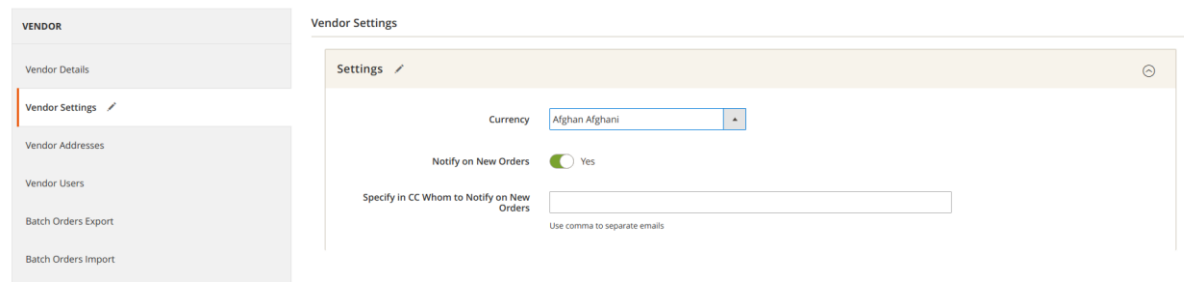
Enable Yes

Name *

Email *

Telephone *

3. In “Vendor Settings” tab you can choose vendor’s currency, enable or disable notification about new order and specify on which email send notification about new order.



VENDOR

- Vendor Details
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- Batch Orders Export
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Vendor Settings

Settings

Currency

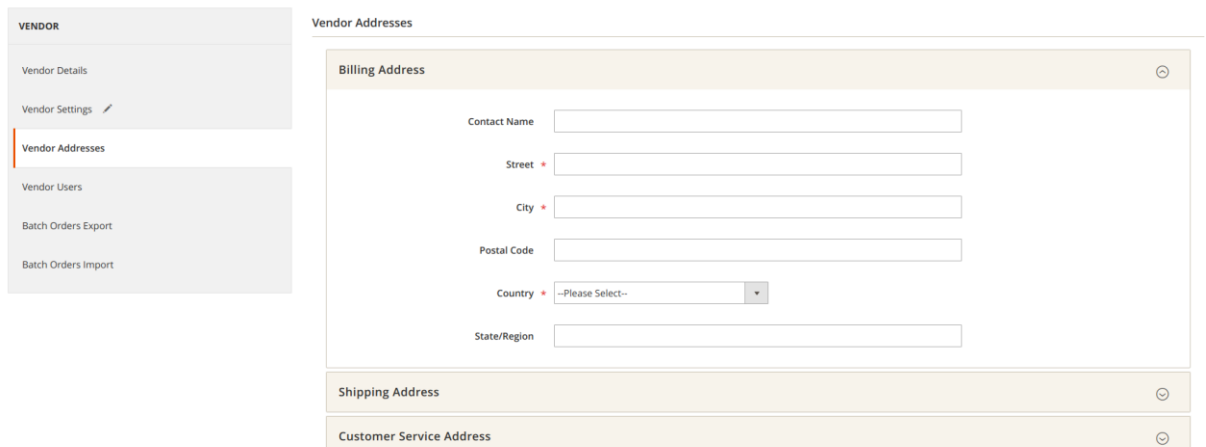
Notify on New Orders Yes

Specify in CC Whom to Notify on New Orders

Use comma to separate emails

4. In “Vendor Addresses” tab you can specify.

- 4.1. “Billing Address”. Here you can specify vendor billing address. Fields with red star are required.



VENDOR

- Vendor Details
- Vendor Settings
- Vendor Addresses
- Vendor Users
- Batch Orders Export
- Batch Orders Import

Vendor Addresses

Billing Address

Contact Name

Street *

City *

Postal Code

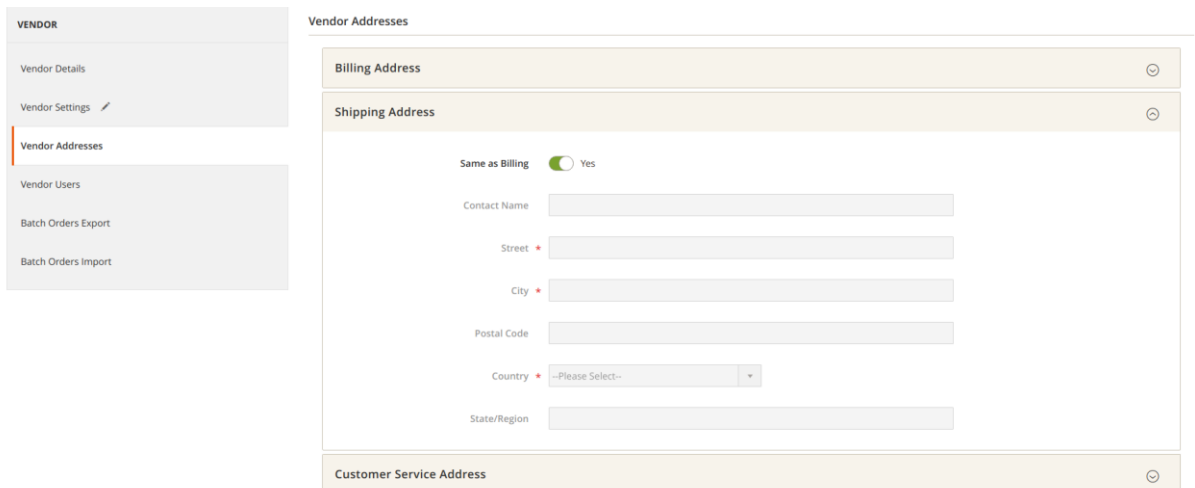
Country *

State/Region

Shipping Address

Customer Service Address

- 4.2. “Shipping address”. Here you can specify vendor shipping address or use same as billing address.



VENDOR

- Vendor Details
- Vendor Settings
- Vendor Addresses**
- Vendor Users
- Batch Orders Export
- Batch Orders Import

Vendor Addresses

Billing Address

Shipping Address

Same as Billing Yes

Contact Name

Street

City

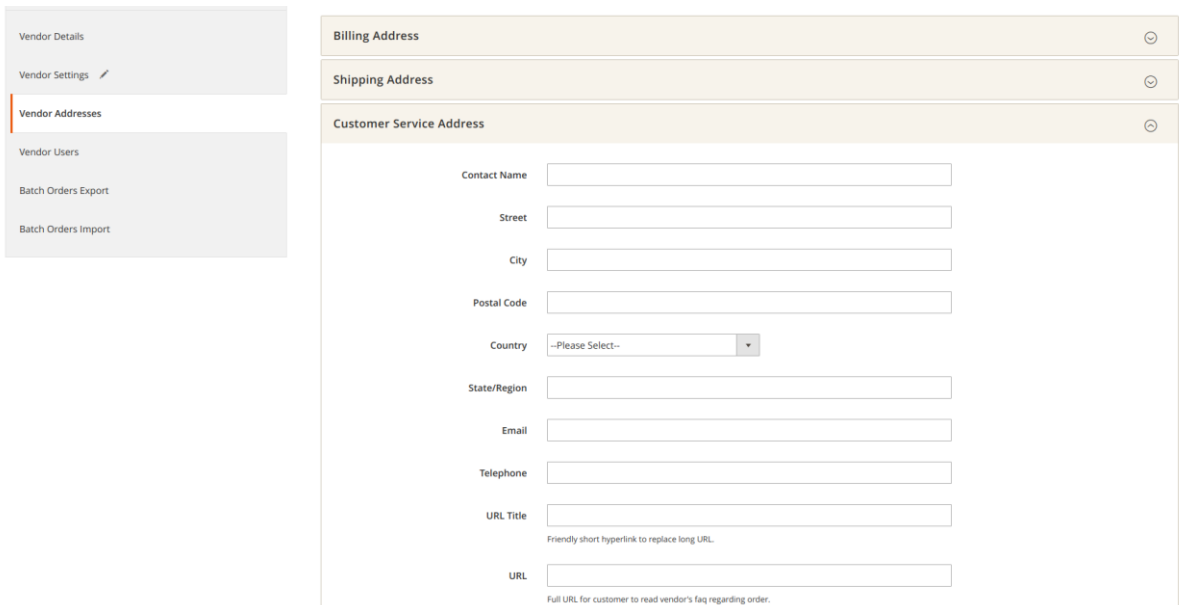
Postal Code

Country

State/Region

Customer Service Address

4.3. “Customer Service Address”. Here you can write down customer service address.



VENDOR

- Vendor Details
- Vendor Settings
- Vendor Addresses**
- Vendor Users
- Batch Orders Export
- Batch Orders Import

Vendor Addresses

Billing Address

Shipping Address

Customer Service Address

Contact Name

Street

City

Postal Code

Country

State/Region

Email

Telephone

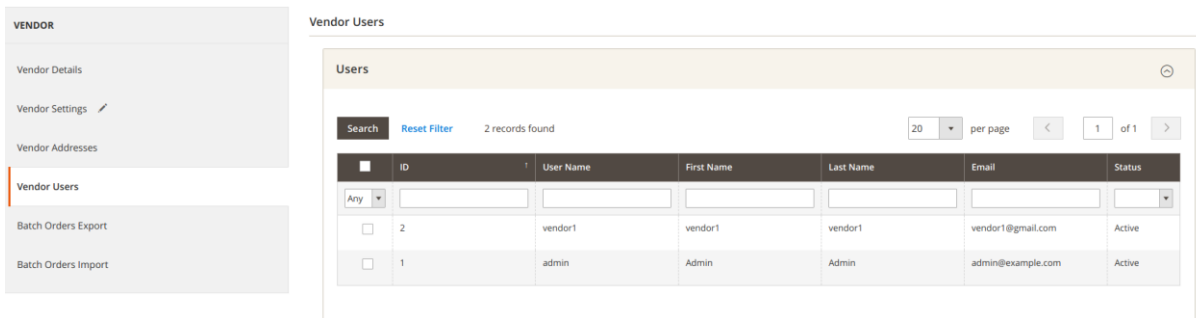
URL Title

Friendly short hyperlink to replace long URL.

URL

Full URL for customer to read vendor's faq regarding order.

5. In “Vendor Users” tab you can select users, who can view shippings for this vendor, but this user must have specific role “Vendors” which will be created after module installation.



VENDOR

- Vendor Details
- Vendor Settings
- Vendor Addresses
- Vendor Users**
- Batch Orders Export
- Batch Orders Import

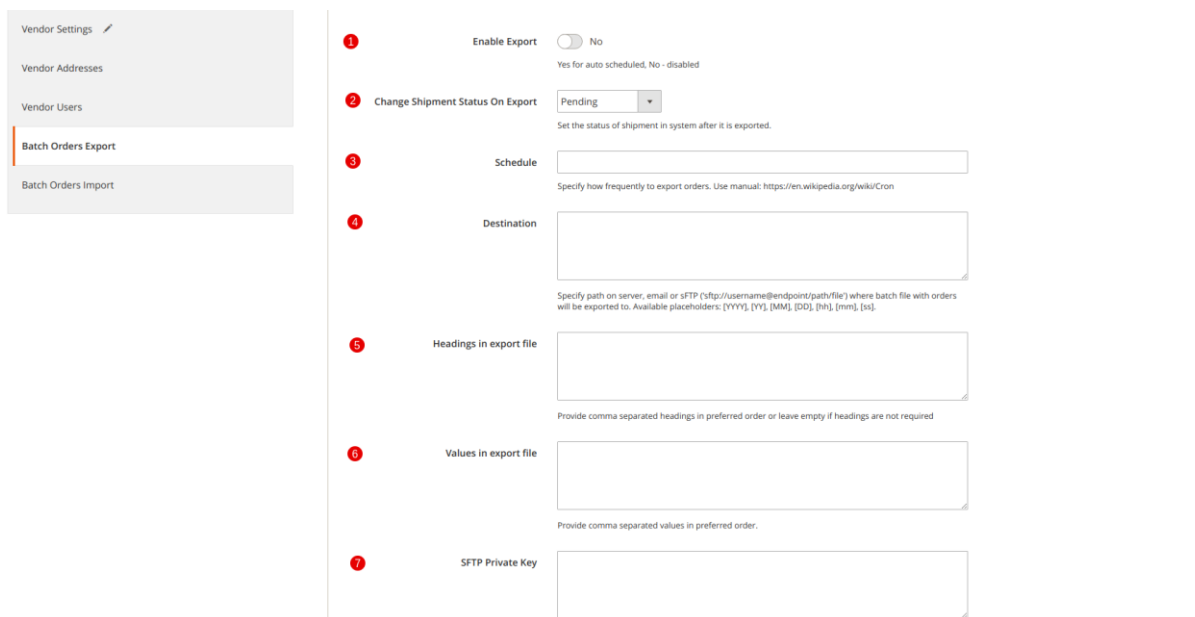
Vendor Users

Users

Search [Reset Filter](#) 2 records found 20 per page 1 of 1

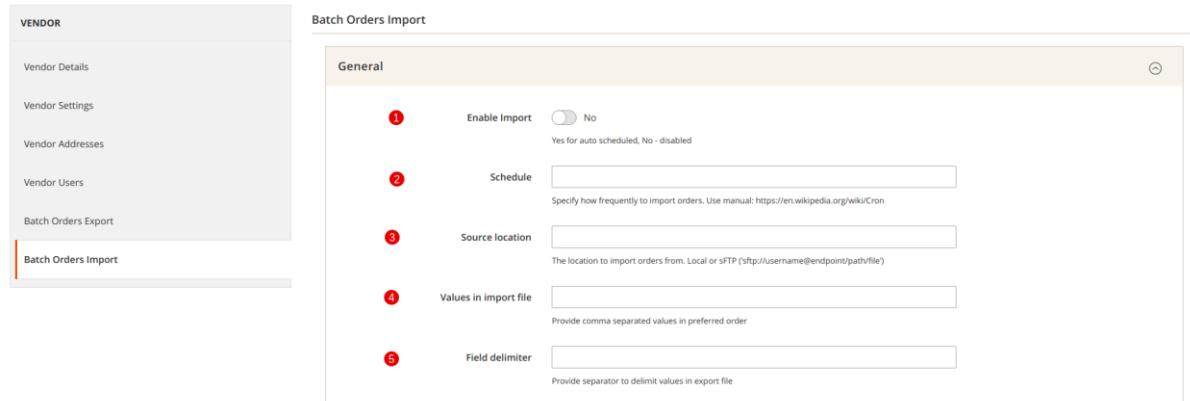
<input type="checkbox"/>	ID	User Name	First Name	Last Name	Email	Status
<input type="checkbox"/>	2	vendor1	vendor1	vendor1	vendor1@gmail.com	Active
<input type="checkbox"/>	1	admin	Admin	Admin	admin@example.com	Active

6. In “Batch Orders Export” tab you can enter export settings.



- 6.1. Toggle to enable or disable export.
- 6.2. Select here status which will be assigned to shipment after it exported.
- 6.3. Schedule for export. You should specify it in cron format.
<https://en.wikipedia.org/wiki/Cron>
- 6.4. Export file destination. Examples:
 - 6.4.1. var/export/vendor-[DD]_[mm]_[YY]-[hh]:[mm]:[ss].csv(to export on your server you can use var and media folders).
 - 6.4.2. mailto:vendor@example.com?from=admin@store.com&subject=Orders&body=Orders attached&filename=orders.txt
<https://en.wikipedia.org/wiki/Mailto>
 - 6.4.3. sftp://username@endpoint/path/file
- 6.5. Headings in export file, here you can write headings which will be written in export file. You can leave it empty.
- 6.6. Values in export file, in this field you must specify template of export file row. Example: [order_id],[item.sku],[item.name],[item.qty],[item.weight].
All possible values provided below:
 - 6.6.1. order.increment_id(order_id)
 - 6.6.2. order.created_at
 - 6.6.3. order.subtotal
 - 6.6.4. order.grand_total
 - 6.6.5. order.customer_id
 - 6.6.6. billing.prefix
 - 6.6.7. billing.firstname
 - 6.6.8. billing.middlename

- 6.6.9. billing.lastname
 - 6.6.10. billing.suffix
 - 6.6.11. billing.company
 - 6.6.12. billing.street
 - 6.6.13. billing.city
 - 6.6.14. billing.region
 - 6.6.15. billing.postcode
 - 6.6.16. billing.country_id
 - 6.6.17. billing.telephone
 - 6.6.18. billing.fax
 - 6.6.19. shipping.prefix
 - 6.6.20. shipping.firstname
 - 6.6.21. shipping.middlename
 - 6.6.22. shipping.lastname
 - 6.6.23. shipping.suffix
 - 6.6.24. shipping.company
 - 6.6.25. shipping.street
 - 6.6.26. shipping.city
 - 6.6.27. shipping.region
 - 6.6.28. shipping.postcode
 - 6.6.29. shipping.country_id
 - 6.6.30. shipping.telephone
 - 6.6.31. shipping.fax
 - 6.6.32. po.increment_id(po_id)
 - 6.6.33. po.created_at
 - 6.6.34. item.sku
 - 6.6.35. item.name
 - 6.6.36. item.weight
 - 6.6.37. item.price
 - 6.6.38. item.qty
 - 6.6.39. product_options
- 6.7. SFTP Private Key, here you can enter private key to connect by sftp.
7. In “Batch Orders Import” you can change import settings.



7.1. Toggle to enable or disable import

7.2. Schedule for export specified in cron format.

<https://en.wikipedia.org/wiki/Cron>

7.3. Source location. Examples:

7.3.1. var/import/vendor-import.csv (to import from your server you can use var and media folders).

7.3.2. ftp://username:password@[vendor.com/path/to/orders.txt](#)

7.3.3. [http://username:password@vendor.com/path/to/orders.txt](#)

7.4. Values in import file, in this field you must specify template of import file row. Example: [order_id],[tracking_id],[carrier]. All possible values provided below:

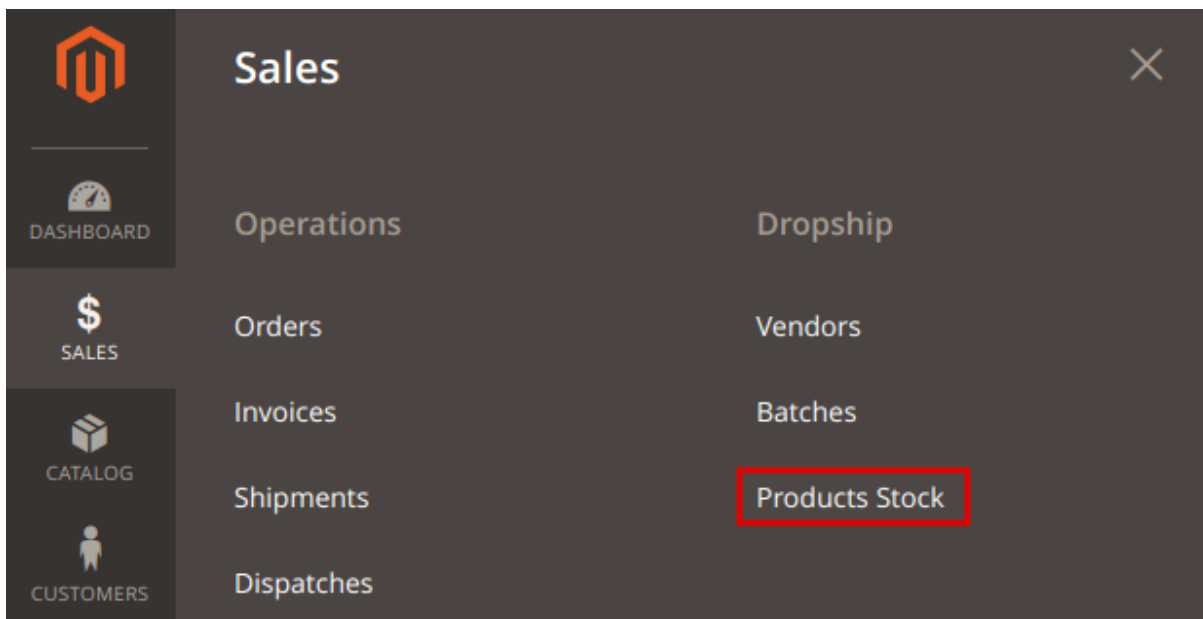
Value	Example	Required
order_id	2300692	Yes if you don't have po_id in template
po_id	2300692-1	Yes if you don't have order_id in template
tracking_id	1Z9999999999999999	Yes
shipping_date	2007-12-28	If not supplied, today's date will be used
carrier	ups	Yes(possible values: ups, usps, fedex, dhl, custom)

title	Custom Carrier Title	
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7.5. Field delimiter, in this text field you can set delimiter for values. After vendor is created, you can choose it in product edit page.

Vendors stock import/export

To import/export vendors stock, go to “Sales->Product Stock”



- To export vendors stock, select vendor and click “Export” button.
Export Products Stock

Select Vendor

vendor1

Export

- To import vendor’s stock, you need to create .csv file like below in screenshot.

```
SKU,"Stock Quantity"
product1vendor1,273
product2vendor1,8127
product3vendor1,6576
```

After file created, select vendor to which belongs this file, choose file and click

“Import” button.

Import Products Stock

Select Vendor

vendor1 ▼

Choose File

No file chosen

Import

If you have any issues with the module please raise a support ticket [here](#).