

OneMarketplace

User Guide

A COMPREHENSIVE USAGE GUIDE FOR ONE MARKETPLACE SELLER

USER GUIDE

All information in this User Guide is current at the time of publication.

However, One Trading Ltd. reserves the right to make changes at any time so that our policy of continual service improvement may be carried out.

This guide applies to One Marketplace program and includes descriptions and explanations.

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INTRODUCTION

Congratulations, and thank you for choosing One Marketplace. We are pleased to welcome you to the growing number of discerning people who visits our marketplace. We are very proud of the advanced program and high-class customer service.

Your User Manual will introduce you to the features and operation of your marketplace store. To become familiar with your marketplace store, so that you can fully enjoy it, read this User Guide carefully before selling your product.

This guide contains important information and instructions intended to familiarize you with your marketplace store so you can safely use our marketplace.

HOW TO USE THIS GUIDE

We want to help you get the greatest possible experience from using our marketplace. To gain an overview of the contents of your User Guide, use the Table of Contents in the front of the guide.

REPORTING ERRORS

If you believe that your account has a defect which could cause errors or could cause malfunction when using marketplace website, you should immediately inform our customer service or technical support team.

Mailing Address:
One Trading Ltd.,
#29-1111 Flint Road
North York, ON
M3J 3C7

Telephone: 416-661-6664 (operates during regular business hours)

Online:
<http://www.onewholesale.ca>

If we receive similar complaints, we may open an investigation, and if it finds that a defect exists in a group of users, we will release a new update as soon as possible.



2. Dashboard

Your account is now created and ready to log in. Please visit [OneMarketplace](http://marketplace.onewholesale.ca/login) (<http://marketplace.onewholesale.ca/login>) log in page or scan the QR code below.



** The QR Code will redirect you to the marketplace login page.*

Once you have redirected successfully, You will find log in window on your screen as shown below.

Sign in

Email

Password



Login

[Forgot the password?](#)

Your account ID is your **E-mail Address** and your temporary password is **12345678**.

Please change your password once logged in as this password is just a temporary and is **NOT** safe.

How to scan?



1. Open the camera app on your mobile device.
2. Place the camera onto the QR code and let it scan.
3. A link will show up on your camera screen. Click the link.
4. It will redirect you to the page linked to the code.



2-1. Dashboard Overview



Sales: The graph shown above indicates your sales over time.

Seller Statistics

Here you can check Statistics of your Marketplace Store.

Over All This Week This Month This Year

Sellers that are currently on your Marketplace.

Products: 8 Orders: 21

Seller Earning

Here you can check your earning

Select Date Range

Total Earning

This is the overall earning amount of your Marketplace.

Seller statistics:

Track your stocks and orders at once.

Seller Earning:

Overview your previous earnings.

Recent Orders

Order Number	Seller Name	Order Total	Payment Status	Order Date
W41247CA			Paid	Dec 16, 2023
W41075CA			Paid	Dec 12, 2023
W41010CA			Paid	Dec 11, 2023

Recent Orders: Check your orders and order status in Real-Time.

Top Sold Products

Rank	Product
#1	
#2	

Best sellers: Top sold products overview - Market your products accordingly.

Out of Stock Products

Product

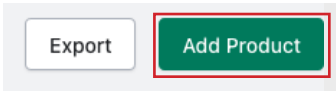
Out of stock products: Send us the product before your product runs out of stock. Even if it is, you can easily check what products to restock.



3. Products

Users can add products themselves without having to count the products, Once your product arrives to our facility, our team will start an inspection and upload / approve products to the website with the exact amount of quantity.

Adding new products



Click **Add Product** button located in the right side of the screen.

Product Details

Product Name*

Description *

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Product Name: Name of the product.
Description: The product description.

Media

[Add files](#)

Accepts images, videos, or 3D models

Pricing Details

View a summary of your online store's performance.
Add pricing details here

Price*

Compare at Price

Charge Taxes on this Product

Media: Upload images of the product.
Pricing Details: Put your desired price of the product. If the product price is reduced from its original, put the original price on the right(Comepare at Price).

Inventory & Shipping Details

Add inventory details here

Track Quantity

SKU Barcode

Weight

oz ↕

Search engine listing

Add a description to see how this product might appear in a search engine listing

Page Title

Meta Description

Variant Details

[+ Add another option](#)

Inventory & Shipping Details

- * Activate **Track Quantity** if you would like to sell this product in the future.
- * **SKU**: Create SKU number of your own. **DO NOT** leave this tab blank as SKU number is to track quantities of each product.
- * **Barcode**: Create Barcode of your own.
- * **Weight**: Put the weight of the product. The delivery fee will be calculated according to the weight.

Search engine listing

- * **Page Title**: This will show as a title on google search result.
- * **Meta Description**: This will show as a description on google search result.

Variant Details

- * **Add another option**: Activate it if your product has variant options.



Sellers

Seller Email*

Product Categories and Tags

Tags

Product Type

Vape Product

Sellers

*** Seller Email:**

The list will show all the authorized e-mail addresses to the account. Select one that applies.

Product Categories and Tags

*** Tags:**

Add tags separated by comma for the products. The tag is important as it affects where your product to be uploaded.

*** Product Type:**

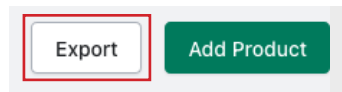
Put your product category.

*** Vape Product:**

Activate **YES** if your product is vaping product.

Exporting Products

When clicking **Export**, it will create a .CSV file and save it on your desktop so you can easily intergrate it with Microsoft Excel, or any other Spreadsheets.



4. Orders

The screenshot shows the 'Orders' management interface. At the top right, there is a green 'Export' button. Below it, there are tabs for 'All', 'Unfulfilled', 'Partially Fulfilled', and 'Fulfilled'. A search bar and a 'Select Payment Status' dropdown are also present. The main table lists several orders with their respective details.

Order Id	Store Order Number	Date	Payment Status	Order Status	Cancel	Action
4012	W41247CA	Dec 16, 2023	Paid	Unfulfilled	Not Cancelled	⊗
3840	W41075CA	Dec 12, 2023	Paid	Fulfilled	Not Cancelled	⊗
3775	W41010CA	Dec 11, 2023	Paid	Fulfilled	Not Cancelled	⊗
3749	W40985CA	Dec 11, 2023	Paid	Fulfilled	Not Cancelled	⊗
3637	W40873CA	Dec 8, 2023	Paid	Fulfilled	Not Cancelled	⊗
3610	W40846CA	Dec 7, 2023	Paid	Fulfilled	Not Cancelled	⊗
3565	W40801CA	Dec 6, 2023	Paid	Fulfilled	Not Cancelled	⊗

You can track your payment status as well as the order status in a single page. Unfulfilled items and fulfilled items will be categorized and listed in each tabs.

If errors were found, it will create a list under **Partially fulfilled tab**.

This screenshot is identical to the previous one, but the 'Export' button in the top right corner is highlighted with a red rectangular box.

When clicking **Export**, it will create a .CSV file and save it on your desktop so you can easily integrate orders with Microsoft Excel, or any other Spreadsheets.

- * **Payment status:** Whether the customer have paid for this order or not.
- * **Order status:** How your order is being cared in our facility.
- * **Cancel:** Whether the order is cancelled or not.
- * **Action:** View order details. Total payout amount for each order will be shown.



5. Earning

Order Id	Order Number	Date	Product Name	Quantity	Unit Price	Unit Payout	Subtotal Payout	Tax	Total Payout	Order Status	Pa
4012	W41247CA	Dec 16, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Unfulfilled	0
4012	W41247CA	Dec 16, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Unfulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	3	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	2	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	2	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	2	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3840	W41075CA	Dec 12, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3775	W41010CA	Dec 11, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	1	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3775	W41010CA	Dec 11, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	2	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0
3775	W41010CA	Dec 11, 2023	Blippar Accelerator Canada (Stage 1) (Blippar Accelerator)	2	1,000.000	1,000.000	1,000.000	1,000.000	1,000.000	Fulfilled	0

In **Earning** screen, you can view your earning history listed by dates. Product name, Ordered quantity, Unit price, Unit Payout, Subtotal Payout, Tax, as well as the Total Payout will be shown.

- * **Unit Price:** Unit sold price at One Marketplace.
- * **Unit Payout:** Unit price calculated after commission deduction.
- * **Subtotal Payout:** Subtotal amount of entire order.
- * **Tax:** Payable tax amount of each order.
- * **Total Payout:** Total Payout amount.



Shop Name *

Store Address *

Store Description *

Paragraph **B** *I*

Upload Banner here

[Remove](#)

Upload Store logo here

[Remove](#)

[Update](#)

Store Information

- * **Shop Name:** Seller's store name.
- * **Store Address:** Seller's physical store or home address.
- * **Store Description:** Description of the store.
- * **Banner:** Banner image will show on your store front.
- * **Store Logo:** Seller's store logo.

Current Password

New Password

Confirm Password

[Change](#)

Change your password and please **DO NOT** share your password with anyone.



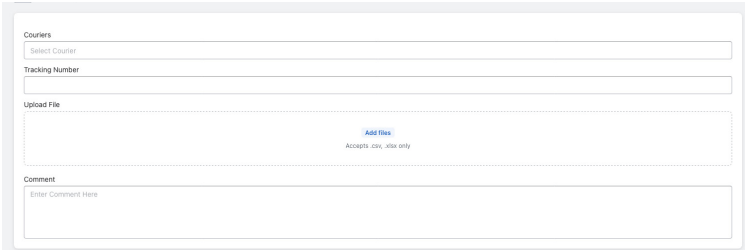
7. Shipments

Sellers can send their packing lists in advance using shipments system. Instead of sending emails every time you send products to our facility, sellers simply go on Shipments tab and add a shipment with the packing list attached.

Adding new Shipment

A green rectangular button with rounded corners and a white border, containing the text "Add Shipment" in white, bold, sans-serif font.

Click **Add Shipment** button located in the right side of the screen.

A screenshot of a web form for adding a shipment. The form is enclosed in a light gray border and contains the following sections: "Couriers" with a dropdown menu labeled "Select Courier"; "Tracking Number" with a text input field; "Upload File" with a dashed border, a blue "Add Files" button, and a note "Accepts doc, xls only"; and "Comment" with a text area labeled "Enter Comment Here".

Couriers
Select Courier

Tracking Number

Upload File
Add Files
Accepts doc, xls only

Comment
Enter Comment Here

You will be able to see the screen as above. Leave a comment if there are things that our team needs to know about your products.

- * **Couriers:** Select the one that applies to your shipment.
- * **Tracking Number:** Tracking number of the shipment.
- * **Upload Files:** Attach your packing list files.
- * **Comment:** If you wish to leave us a comment along with the packing list, please use the comment section to write it.



Memo



Memo



