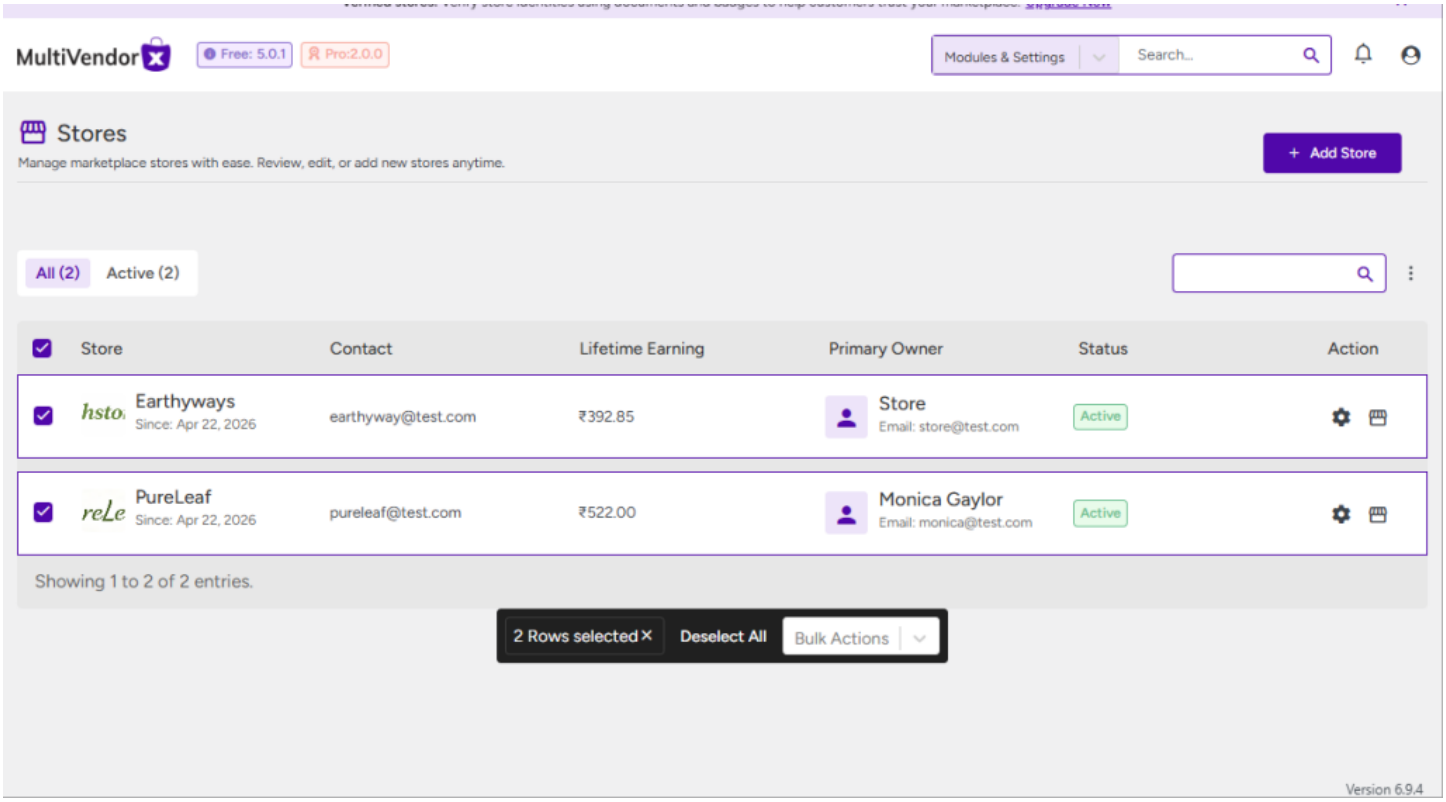
Get Started

Introduction · https://multivendorx.com/docs/knowledgebase/brief-introduction/

Eager to get started? So are we. You can set up your marketplace with MultiVendorX in less than five minutes with our very helpful MVX Admin Setup Wizard. Or, you can configure more advanced features by going to the MultiVendorX settings submenu. So without further ado,let's get started on the setup process.

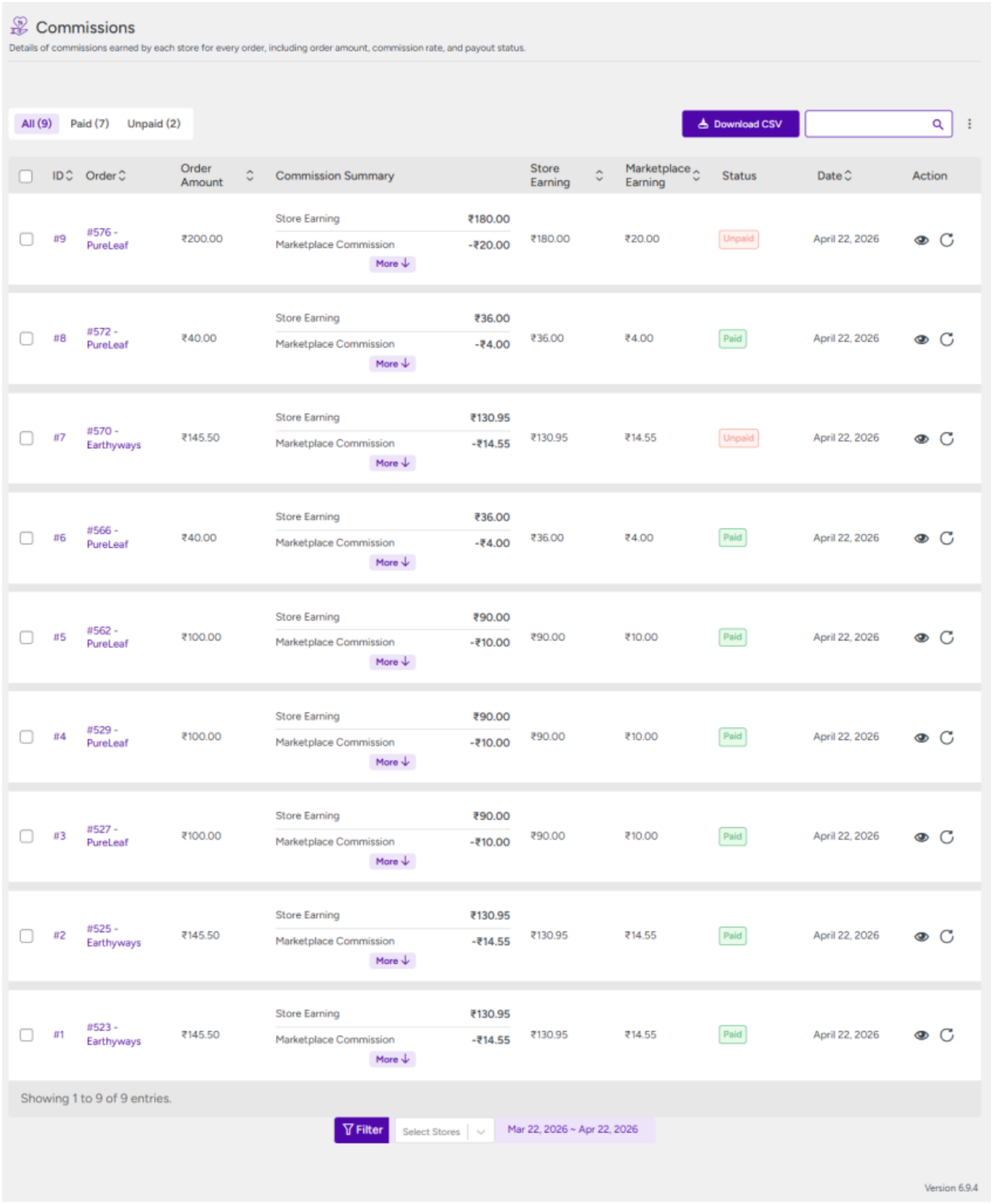
Stores

In the admin dashboard, the **Store**s page is where the admin can manage all stores on the marketplace. From this section, the admin can manually add new stores, view the list of existing stores, edit store details, and perform bulk actions such as activation, rejection, or suspension of stores.



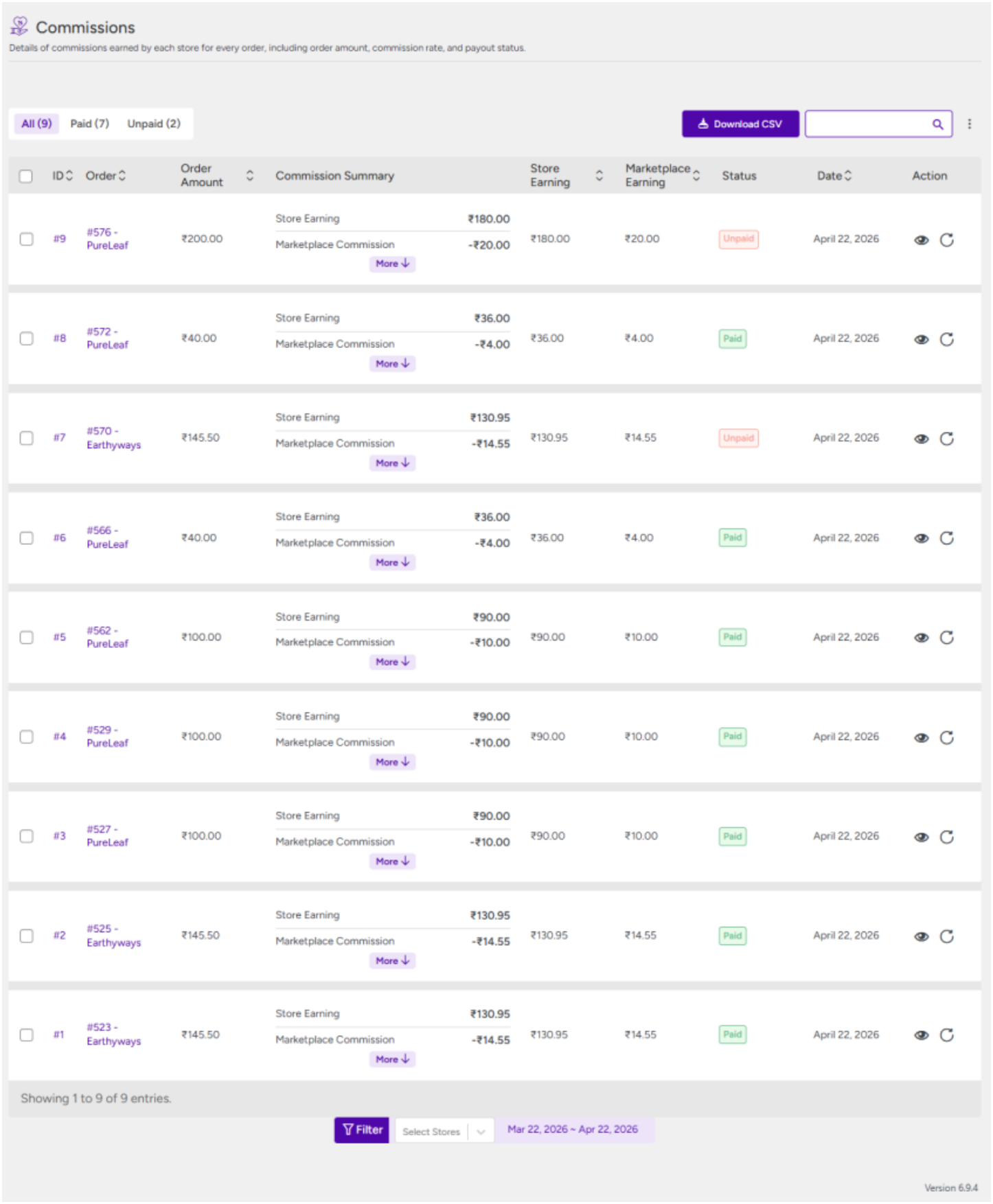
Commissions

This section displays all commission records for the stores in the marketplace. From here, the admin can view detailed commission information, filter commissions by store, and download the data as a CSV file for further analysis of marketplace sales.


Commissions
Details of commissions earned by each store for every order, including order amount, commission rate, and payout status.
All (9)
Paid (7)
Unpaid (2)
Download CSV
ID
Order
Order Amount
Commission Summary
Store Earning
Marketplace Earning
Status
Date
Action
#9 #576 - PureLeaf ₹200.00 Store Earning ₹180.00 Marketplace Commission -₹20.00 More ₹180.00 ₹20.00 Unpaid April 22, 2026
#8 #572 - PureLeaf ₹40.00 Store Earning ₹36.00 Marketplace Commission -₹4.00 More ₹36.00 ₹4.00 Paid April 22, 2026
#7 #570 - Earthyways ₹145.50 Store Earning ₹130.95 Marketplace Commission -₹14.55 More ₹130.95 ₹14.55 Unpaid April 22, 2026
#6 #566 - PureLeaf ₹40.00 Store Earning ₹36.00 Marketplace Commission -₹4.00 More ₹36.00 ₹4.00 Paid April 22, 2026
#5 #562 - PureLeaf ₹100.00 Store Earning ₹90.00 Marketplace Commission -₹10.00 More ₹90.00 ₹10.00 Paid April 22, 2026
#4 #529 - PureLeaf ₹100.00 Store Earning ₹90.00 Marketplace Commission -₹10.00 More ₹90.00 ₹10.00 Paid April 22, 2026
#3 #527 - PureLeaf ₹100.00 Store Earning ₹90.00 Marketplace Commission -₹10.00 More ₹90.00 ₹10.00 Paid April 22, 2026
#2 #525 - Earthyways ₹145.50 Store Earning ₹130.95 Marketplace Commission -₹14.55 More ₹130.95 ₹14.55 Paid April 22, 2026
#1 #523 - Earthyways ₹145.50 Store Earning ₹130.95 Marketplace Commission -₹14.55 More ₹130.95 ₹14.55 Paid April 22, 2026
Showing 1 to 9 of 9 entries.
Filter
Select Stores
Mar 22, 2026 ~ Apr 22, 2026
Version 6.9.4

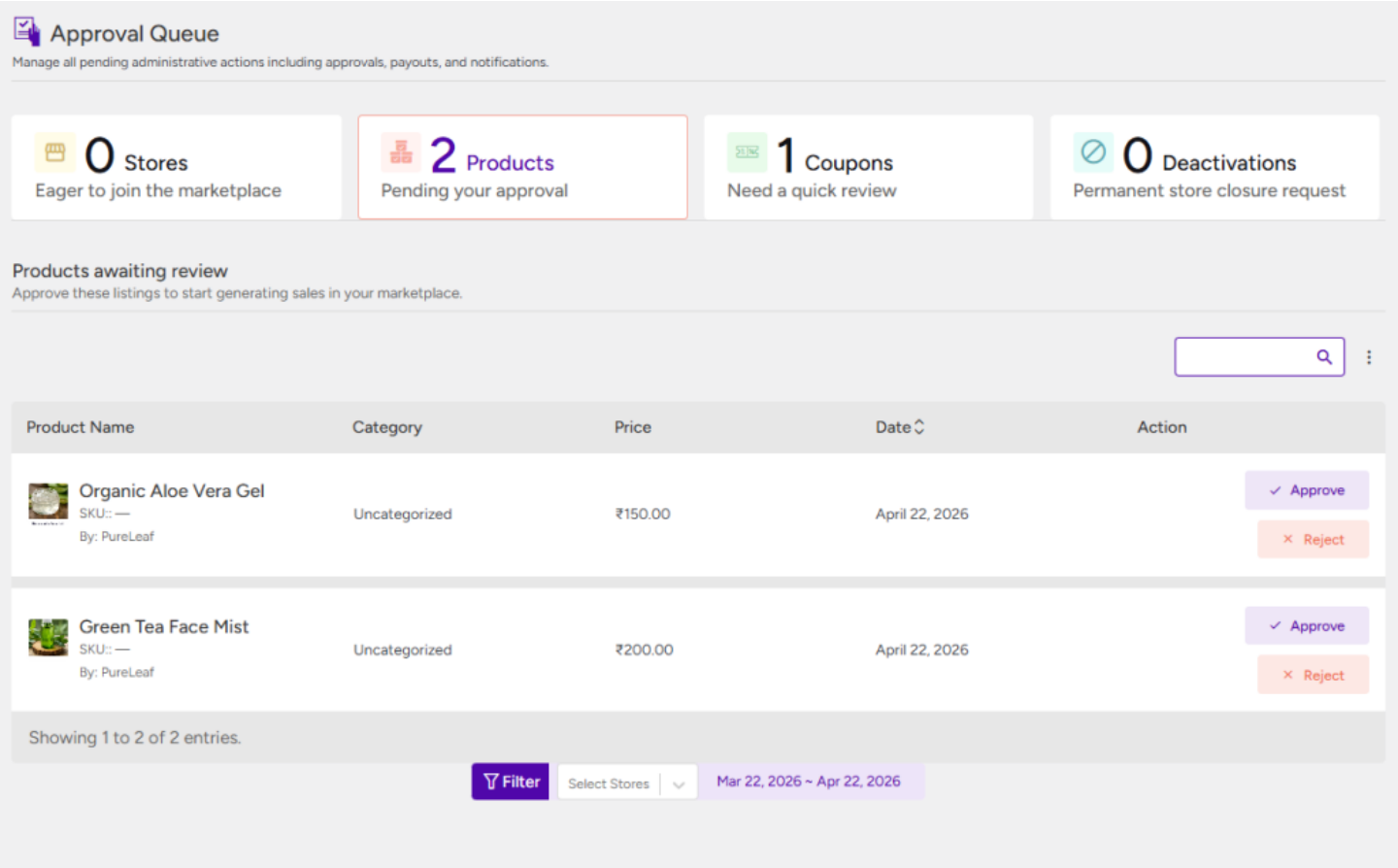
Transaction History

In this section, the admin can view store-wise transaction details and gain insights into financial data such as credits, debits, withdrawals, pending commissions, and overall earnings for each store.


Commissions
Details of commissions earned by each store for every order, including order amount, commission rate, and payout status.
All (9)
Paid (7)
Unpaid (2)
Download CSV
ID
Order
Order Amount
Commission Summary
Store Earning
Marketplace Earning
Status
Date
Action
#9 #576 - PureLeaf ₹200.00 Store Earning ₹180.00 Marketplace Commission -₹20.00 More ₹180.00 ₹20.00 Unpaid April 22, 2026
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Showing 1 to 9 of 9 entries.
Filter
Select Stores
Mar 22, 2026 ~ Apr 22, 2026
Version 6.9.4

Approval Queue

This section provides the admin with a centralized view of all pending actions across the marketplace. From here, the admin can review and approve items such as store registrations, products, coupons, withdrawal requests, and other pending activities.



Compliance

All requests related to marketplace compliance are logged here. This includes customer-submitted reports such as product abuse, as well as tax compliance details provided by store owners, which the admin can review and approve.

Customers

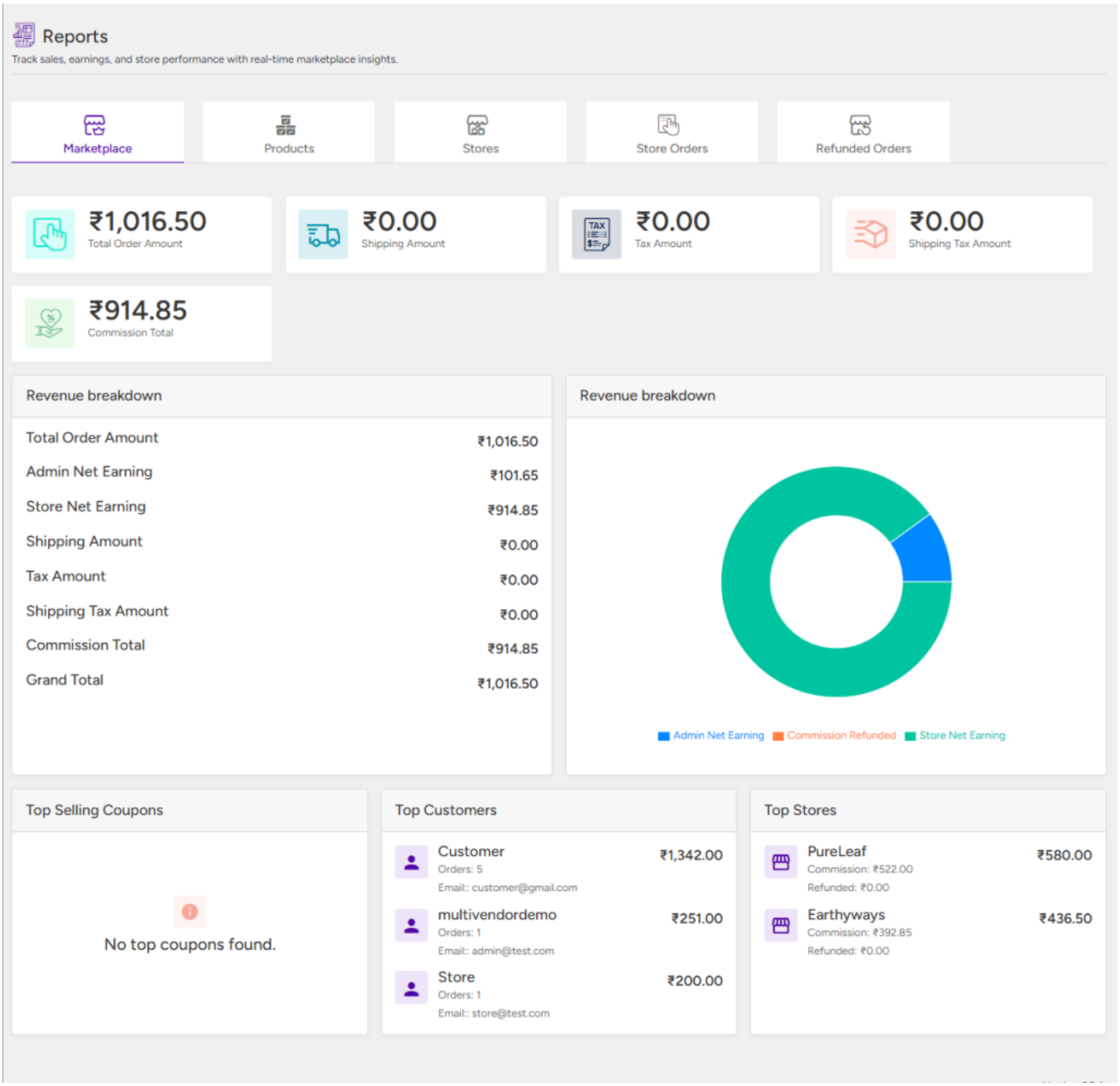
This area provides a centralized view of all customer-related interactions and data across the marketplace. It allows the admin to monitor and manage customer activities efficiently.

For example, when a customer submits a query about a product, it is logged here, enabling the admin to review and respond directly. Customer-generated content such as store reviews is also displayed, allowing the admin to oversee feedback and take action if required.

Additionally, this section includes a list of wholesale users along with their details, helping the admin manage and track B2B customers effectively.

Reports

The Reports section provides the admin with a comprehensive analytical overview of marketplace performance. From here, the admin can track key insights such as top-performing stores, popular coupons, top customers, overall orders, and refunded orders, helping in better decision-making and performance monitoring.



MultiVendorX Settings

In case you have chosen to skip the MultiVendorX Admin Setup Wizard or wish to configure more advanced settings, go to the Admin dashboard. Navigate to the MultiVendorX menu, and then choose the Settings submenu.

Once the Settings page loads, you will uncover options that will elevate your ordinary marketplace into something special.

Marketplace

In this section, the admin can access various options to configure and manage different settings related to the marketplace.

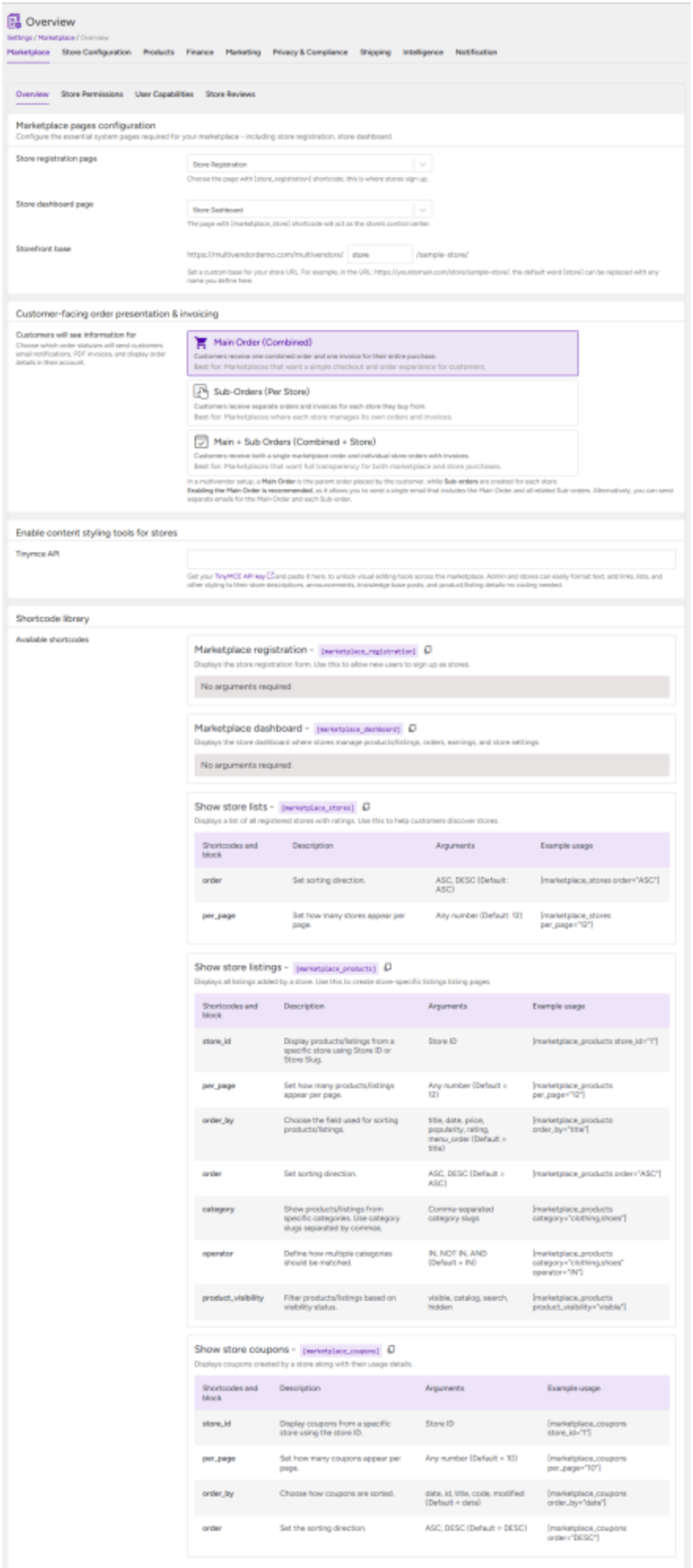
Overview Section

- **Marketplace Pages Configuration** - Admins can set up the essential system pages required for the marketplace, including the store registration page and the store dashboard.

- **Customer-Facing Order Presentation & Invoicing** - Admins can define which order statuses trigger customer email notifications, generate PDF invoices, and display order details in the customer’s account.

- **Enable Content Styling Tools for Stores** - Add your TinyMCE API credentials here to enable advanced visual editing tools across the marketplace for both admin and store owners.

- **Shortcode Library** - This section provides a list of all available shortcodes that can be used across your site. For more details, please refer to the documentation here.


Overview
Settings / Marketplace / Overview
Marketplace
Store Configuration
Products
Finance
Marketing
Privacy & Compliance
Shipping
Intelligence
Notification
Overview
Store Permissions
User Capabilities
Store Reviews
Marketplace pages configuration
Configure the essential system pages required for your marketplace - including store registration, store dashboard.
Store registration page
Store Registration
Choose the page with [store_registration] shortcode, this is where stores sign up.
Store dashboard page
Store Dashboard
The page with [marketplace_store] shortcode will act as the stores control center.
Storefront base
https://multivendordemo.com/multivendorx/
store
/sample-store/
Set a custom base for your store URL. For example, in the URL https://yourdomain.com/stores/sample-store/, the default word (store) can be replaced with any name you define here.
Customer-facing order presentation & invoicing
Customers will see information for
Choose which order statuses will send customers email notifications, PDF invoices, and display order details in their account.
Main Order (Combined)
Customers receive one combined order and one invoice for their entire purchase.
Best for: Marketplaces that want a simple checkout and order experience for customers.
Sub-Orders (Per Store)
Customers receive separate orders and invoices for each store they buy from.
Best for: Marketplaces where each store manages its own orders and invoices.
Main + Sub Orders (Combined + Store)
Customers receive both a single marketplace order and individual store orders with invoices.
Best for: Marketplaces that want full transparency for both marketplace and store purchases.
In a multivendor setup, a Main Order is the parent order placed by the customer, while Sub-orders are created for each store.
Enabling the Main Order is recommended, as it allows you to send a single email that includes the Main Order and all related Sub-orders. Alternatively, you can send separate emails for the Main Order and each Sub-order.
Enable content styling tools for stores
Tinymce API
Get your TinyMCE API key and paste it here, to unlock visual editing tools across the marketplace. Admin and stores can easily format text, add links, lists, and other styling to their store descriptions, announcements, knowledge base posts, and product listing details-no coding needed.
Shortcode library
Available shortcodes
Marketplace registration - [marketplace_registration]
Displays the store registration form. Use this to allow new users to sign up as stores.
No arguments required
Marketplace dashboard - [marketplace_dashboard]
Displays the store dashboard where stores manage products/listings, orders, earnings, and store settings.
No arguments required
Show store lists - [marketplace_stores]
Displays a list of all registered stores with ratings. Use this to help customers discover stores.
Shortcodes and block
Description
Arguments
Example usage
order
Set sorting direction.
ASC, DESC (Default: ASC)
[marketplace_stores order="ASC"]
per_page
Set how many stores appear per page.
Any number (Default: 12)
[marketplace_stores per_page="12"]
Show store listings - [marketplace_products]
Displays all listings added by a store. Use this to create store-specific listings listing pages.
Shortcodes and block
Description
Arguments
Example usage
store_id
Display products/listings from a specific store using Store ID or Store Slug.
Store ID
[marketplace_products store_id="1"]
per_page
Set how many products/listings appear per page.
Any number (Default = 12)
[marketplace_products per_page="12"]
order_by
Choose the field used for sorting products/listings.
title, date, price, popularity, rating, menu_order (Default = title)
[marketplace_products order_by="title"]
order
Set sorting direction.
ASC, DESC (Default = ASC)
[marketplace_products order="ASC"]
category
Show products/listings from specific categories. Use category slugs separated by commas.
Comma-separated category slugs
[marketplace_products category="clothing,shoes"]
operator
Define how multiple categories should be matched.
IN, NOT IN, AND (Default = IN)
[marketplace_products category="clothing,shoes" operator="IN"]
product_visibility
Filter products/listings based on visibility status.
visible, catalog, search, hidden
[marketplace_products product_visibility="visible"]
Show store coupons - [marketplace_coupons]
Displays coupons created by a store along with their usage details.
Shortcodes and block
Description
Arguments
Example usage
store_id
Display coupons from a specific store using the store ID.
Store ID
[marketplace_coupons store_id="1"]
per_page
Set how many coupons appear per page.
Any number (Default = 10)
[marketplace_coupons per_page="10"]
order_by
Choose how coupons are sorted.
date, id, title, code, modified (Default = date)
[marketplace_coupons order_by="date"]
order
Set the sorting direction.
ASC, DESC (Default = DESC)
[marketplace_coupons order="DESC"]

Store Permissions

In this section, the admin can configure the permissions available to store owners, including access to product management, order handling, customer support, and other store dashboard functionalities.

For detailed information about these settings you can refer to our documentation here.

User Capabilities

This section allows the admin to assign different capabilities to various user roles within the marketplace. For more details, please refer to the documentation.

Store Reviews

This section allows the admin to configure all settings related to the Store Review module. For more information about the module, please refer to our detailed knowledge base documentation.