# **EZ Variable Commissions**

#### Purpose

As an MVE store owner, flexibility is your key to success. Do you have a need to track vendor commissions based on category or specific products?

For example, a vendor's vendor plan has them at a commission rate of 50%. But for products in the Digital category, you only want to pay 40%. Or a particular piece of artwork is to be commissioned at 70% while all others in the category utilize the standard vendor plan commission?

These are just some of the possibilities with the EZ Variable Commissions addon.

This flexibility is not just for vendors, but can be used for suppliers or simply for affiliates (like artists) you define as affiliates.

The default is to update the Vendor Plan payout information with the newly calculated commissions. However this can be turned off in an addon setting.

The addon provides full accounting/visibility of all commissions earned by product or category as well as what has been earned/paid to the affiliates.

Upon install, all vendors are imported to become affiliates. Vendors can be re-imported at any time. Existing vendors in the affiliates table are skipped. Hence an import of vendors will only create new vendors.

If this flexibility sounds like something you need, then this addon is for you. You can now easily setup and manage variable commissions on sales.

#### Features

- Setup commissions on individual products
- Setup commissions for all products within a category (or products within sub-categories)
- Optionally setup/enable a default commission to be used when no other commissions apply (non-vendor affiliates only).
  - By default, vendor default commissions are set based on their Vendor Plan they are associated with.
- Import new Vendors/Suppliers into affiliates
- Report on products/categories that are using commissions.
- Report on sales filtered by a variety of search criteria.

- Mark transactions paid for the prior month to make current reporting more manageable.
- Specify that a commission within a category be applied to the underlying vendor/supplier of that product.
  - Each supplier has an optional field to specify the default commission
- Precedence of commissions are:
  - o Product specific affiliate/commission
  - Category specific affiliate/commission
  - Supplier/Vendor default commission for products in Category designated as affiliate if Supplier or Vendor
  - A default affiliate and commission as defined on the Commission products page (non-vendor affiliates only)

## Installation

Installation is as automatic as possible.

A download link will be enabled following capture of your payment. You will be emailed with the link to download the archive. Upon receipt of your order we will contact you to verify the Domain Name you submitted with the order and to send you the license key. This addon is licensed software. Failure to enter the license key and/or if the key does not match the domain where the addon is being used will cause the addon to be disabled. Please contact us if you encounter any problems if you feel you've entered the license key correctly and the domain name is accurate.

## **Installation Steps**

- 1. In V4 you can use the '+' icon to download and install the addon directly from your PC.
- 2. Click the settings icon beside the EZ Variable Commissions addon and configure the settings you want.
  - a. When enabling "Use Default Commissions", this will enable the default for all products that are otherwise not captured in the commission activity (non-vendor affiliates only).
  - b. You can create an affiliate for yourself and set the default to get a poor-man's sales report for all products not commissioned.
- 3. Be sure to enter the license key we sent you exactly. Then click Save.

This will kick-off the internal installation of the addon (installs language variables, imports vendors, etc.). You should see a green notification message indicating that several language variables were installed successfully.

The installation is now complete.

#### Customization

You can enable/disable use of the default commission in the addon settings. Also, if no affiliate is set or the commission rate for the default commission is zero, the default will NOT be used.

#### **Screen Shots**

The manage page is very straight-forward and shows current affiliates, their commission rates and links to other operations.

Affiliate name	Short name	Total earned	Total paid	Actions	Commission tracking
Sample Affiliate	Sample	\$ 63.48	\$0.00	Affiliate tracking detail Affiliate products Mark as paid (prior month) Delete	Commission products
Sample Affiliate 2	Sample2	\$ 9.00	\$0.00	Affiliate tracking detail Affiliate products Mark as paid (prior month) Delete	
All affiliates		\$72.48	\$0.00		
New					
		\$			

This view shows a listing of the products and categories that have specific commissions set. Note the default setting in the lower right. As your affiliates grow, you can search by affiliate name (subset), select affiliates from drop-down, or by the commission rate.

Note: you must click the search button for any results to be displayed.

Sample       3%       50.00         100g Pants       Sample2       10%       \$9.00       Search Commission Product         Category       Affiliate Name       Commission Amount       Total Earned       Affiliate       All Affiliat         Computers       Sample       4%       \$60.28       Commission less than l	Product	Affiliate Name	Commission Amount	Total Earned	Manage affiliates
Category     Affiliate Name     Commission Amount     Total Earned     Product name       Computers     Sample     4%     \$60.28     Commission       Search     Search     Search       Default Product Commission     Affiliate Name     Sample •	Default	Sample	3%	\$0.00	Commission tracking
Category       Affiliate Name       Commission Amount       Total Earned       Commission greater than         Computers       Sample       4%       \$60.28       Commission       greater than         Search       Search       Search       Search       Search         Affiliate Name       Sample •       Commission       3%	100g Pants	Sample2	10%	\$9.00	Search Commission Product Product name
Computers Sample 4% \$60.28 Commission greater than greater than less than le					Affiliate All Affilia 🔻
Commission Less than Default Product Commission Affiliate Name Sample • Commission 3%	Category	Affiliate Name	Commission Amount	Total Earned	
Iess than Search Default Product Commission Affiliate Name Sample • Commission 3%	Computers	Sample	4%	\$60.28	
Default Product Commission Affiliate Name Sample • Commission 3%					
Affiliate Name Sample • Commission 3%					Search
Commission 3%					Default Product Commission
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Tracking can also be filtered by search. In addition to showing what the commissions are for each commissioned product in an order, the origin of the commission is also shown.

Affiliate	Order ID	Date	Status	Product Name	Item Price	Item Commission	Commission From	Manage affiliates Commission products	
Sample2	114	10/02/2015, 22:10	New	100g Pants	\$30	10% / \$3	Product	Search Con	nmission Trackin
Sample	114	10/02/2015, 22:10	New	Apple® - iPad® with Retina® display Wi-Fi - 32GB - White	\$499	4% / \$19.96	Category: Computers	Affiliate	All Affilia 🔻
Sample 1	114	10/02/2015, 22:10	New	NEW Wilson Staff Fifty Elite Yellow Golf Ball	\$10	8% / \$0.8	Default product commission	Order ID	
								Date from	30 days ago
								Date to	now
								Status	All Statu 🔻
								Product ID	
								Output	Screen •
								Sort by	Order da 🔻
								Search	
								Total comm	issions
								Sample Affiliate Sample Affiliate	

## **Contact Us**

If you have any difficulty you can contact us via one of the following contact points:

- Email <u>support@ez-ms.com</u>
- Phone (503) 705-5661

We will do our best to ensure you are satisfied.