CSC Grameen eStore

Seller Guide

On CSC Grameen eStore
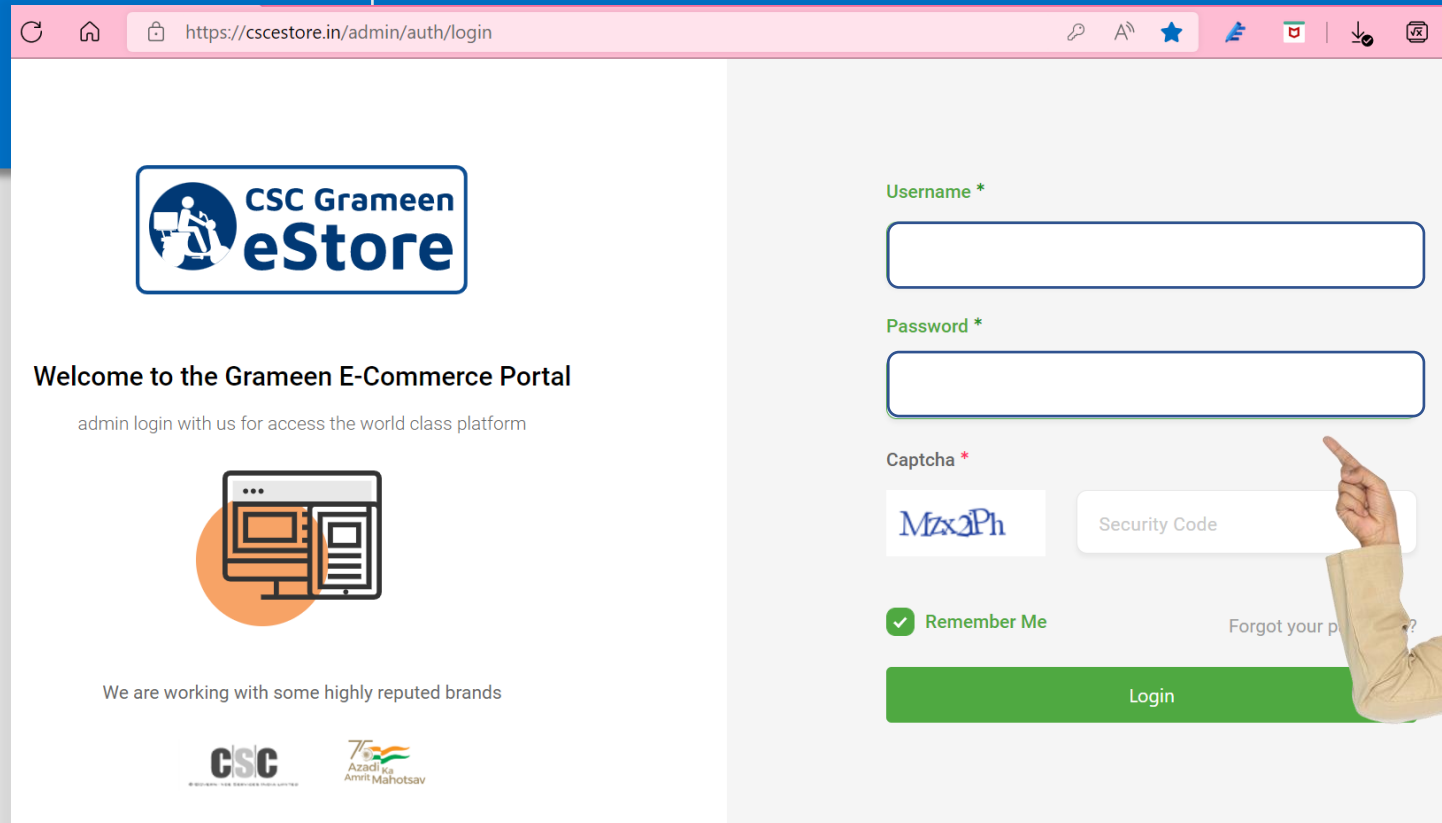
For Partner Companies

Selling Flow to VLE/DVLE on CSC Grameen eStore

STEP 1
Visit:
cscestore.in/admin

STEP 2
Login With **Your Account**

STEP 3
Upload your **Products With** Image & Description

STEP 4
Create Attributes For The Product According To The Selling Type

STEP 5
Create a **Territory User** Distributor App Username

STEP 6
Add Mobile Number And Email Id **Choose Selling To VLE Or DVLE**

STEP 7
Update The **Selling Price, MRP** Stock According To Selling Type

STEP 8
Download **Distributor App** For Territory User & Verify Mobile Number

STEP 9
Go Live On Vle App For Vle In A Territory

CSC Grameen eStore

Checking & Shipping The First Order
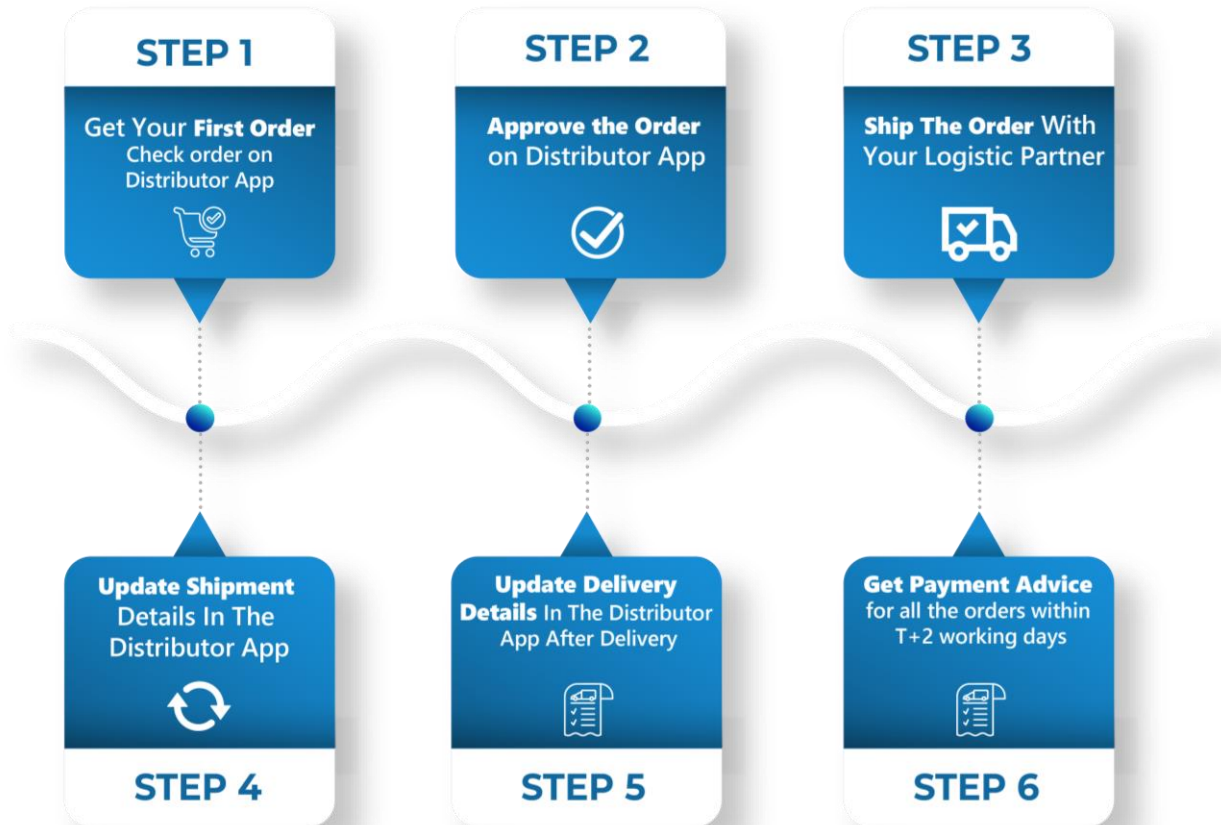
STEP 1

Get Your **First Order**
Check order on
Distributor App

STEP 2

Approve the Order
on Distributor App

STEP 3

Ship The Order With
Your Logistic Partner

Update Shipment
Details In The
Distributor App

STEP 4

Update Delivery
Details In The Distributor
App After Delivery

STEP 5

Get Payment Advice
for all the orders within
T+2 working days

STEP 6

URL to Login

https://cscestore.in/admin/auth/login

CSC Grameen eStore

Welcome to the Grameen E-Commerce Portal

admin login with us for access the world class platform

We are working with some highly reputed brands

Username *

Password *

Captcha *

Mzx2Ph

Security Code

☑ Remember Me

Forgot your p_____?

Login

Visit **cscestore.in/admin** to login with your account.
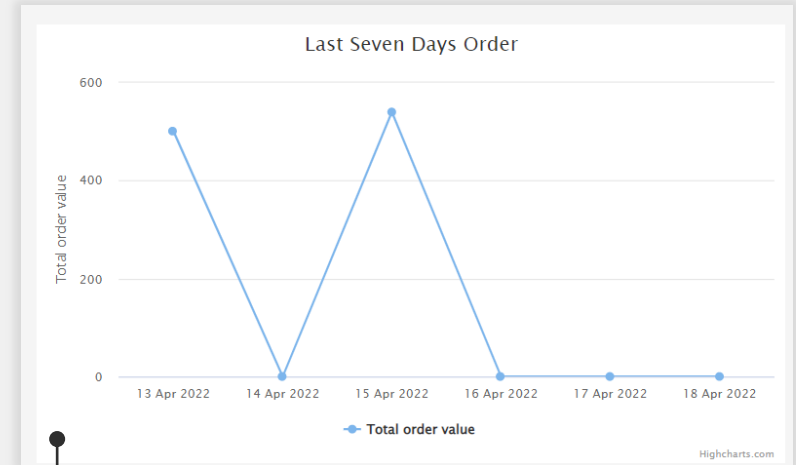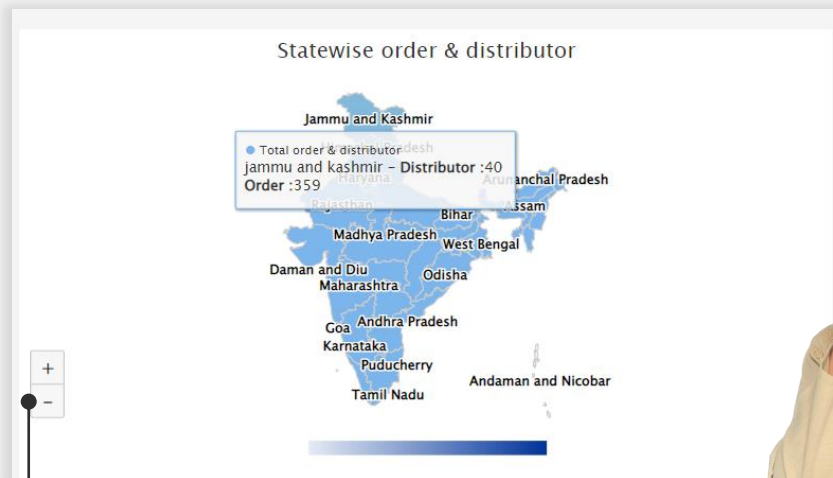
CSC Grameen eStore

Summarize with the Dashboard

1. Check Your Profile & Daily Sales

In the dashboard, you get overall numbers of how many DVLEs have registered with you, Total Orders by DVLE/VLE, State Wise Order Report, Last 7 Days Sales.
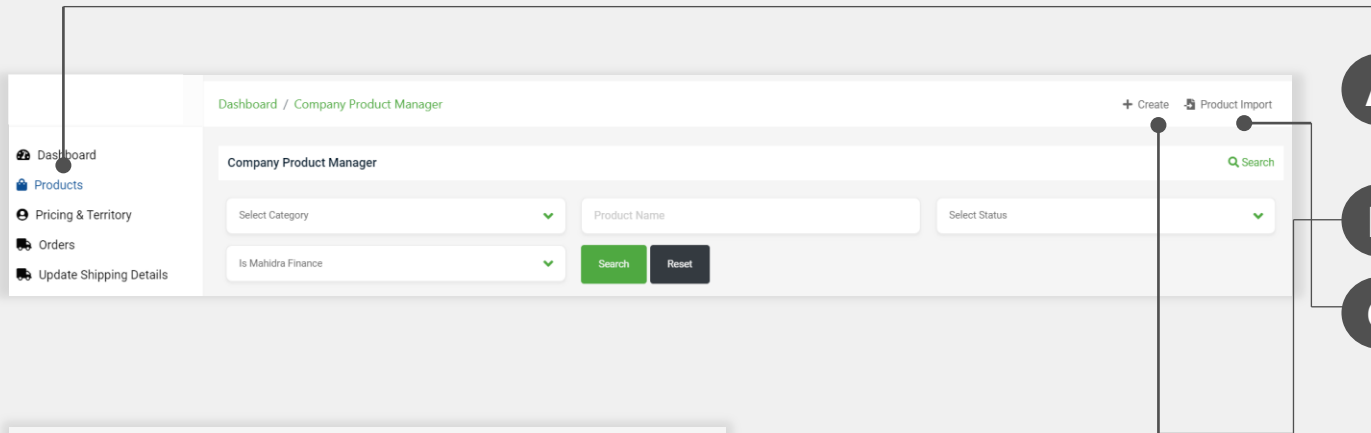
A

You can **zoom into a state>hover** on it to check Number of Orders and Total no of DVLEs.
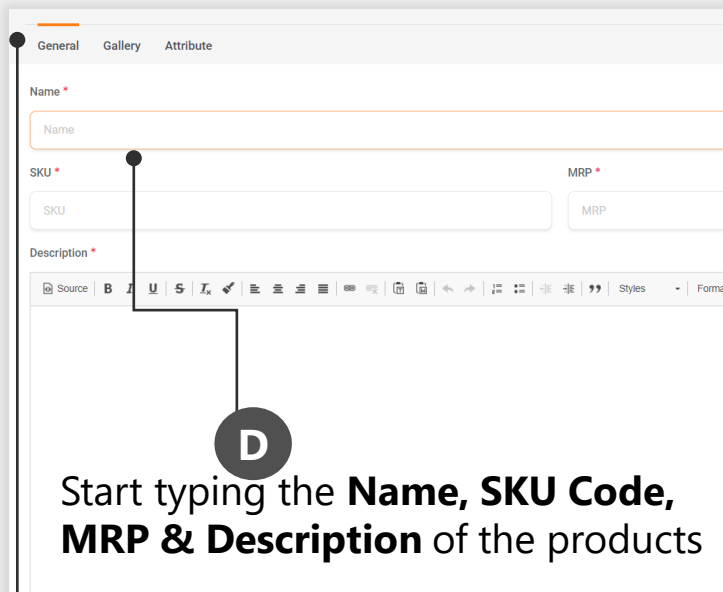
B

Last Seven Days Order Report chart is shown.
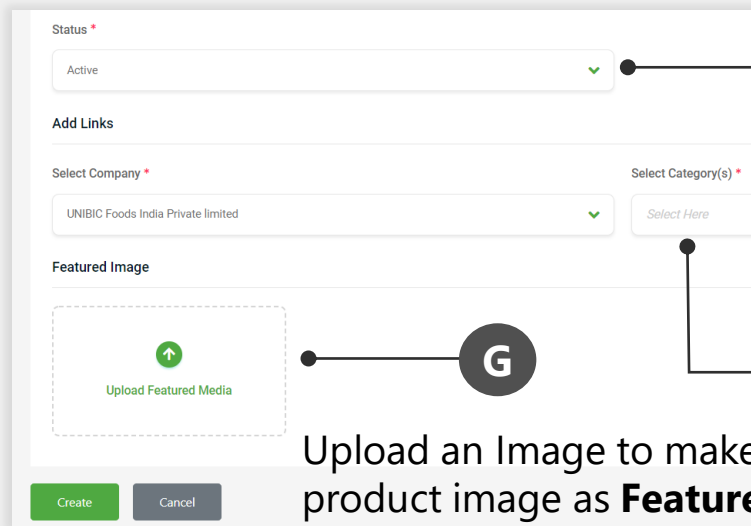
Create Your First Product

A Use Menu to Navigate to **Products**

B Use '**+Create**' option to create a new product

C You can also use '**Product Import**' option to bulk upload the product list

D Start typing the **Name, SKU Code, MRP & Description** of the products

E If you want to delete the product, Make the Product Status as **Inactive**. Else **Active**
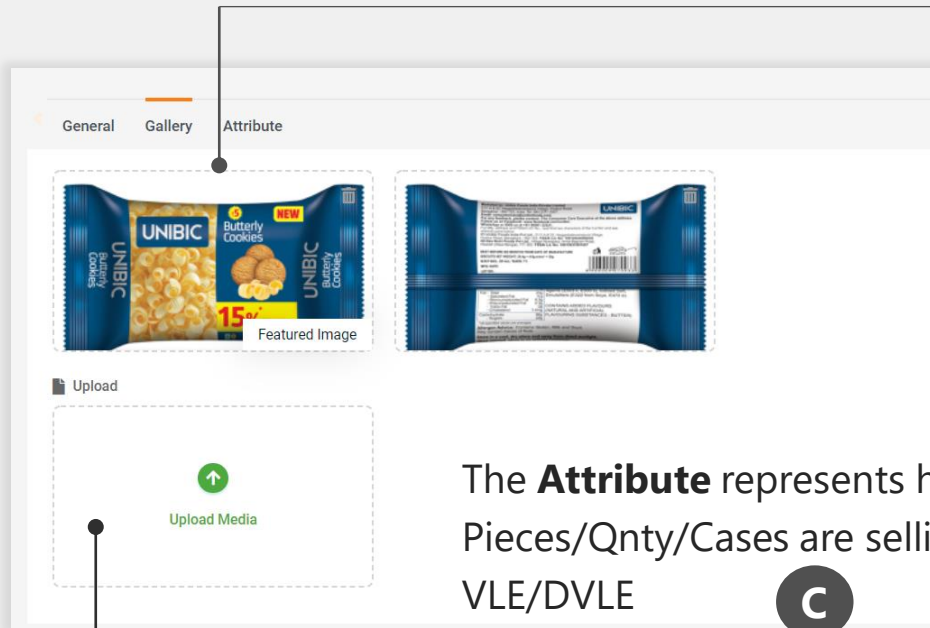
F Select a **Category** from the dropdown.

G Upload an Image to make this product image as **Featured Image**

H Create your First Product

I Use these Tabs to navigate between **General**, **Gallery** and **Attribute**

Update Your Product

General   **Gallery**   **Attribute**

Featured Image

Upload

Upload Media

A

You can choose any image as **'Featured Image'**. Just hover on the product > click on 'Make Featured'

The **Attribute** represents how many Pieces/Qnty/Cases are selling to the VLE/DVLE

C

Option represents No of units of the attribute. Ex. Attribute '**Pieces**' has '**20pcs**' as 'Option'

D

B

Upload More Images of the product, such as its front, back, and side by side

Attribute *

Select Parent Attribute

Option *

Select an Option

SKU *

SKU

Market Price *

Market Price

Upload

Upload Picture

E   Enter the **unique SKU code & MRP** of the Attribute & Save

Understanding the Attributes

- Attributes needs to be created for a product.

- Attributes are to be created based on the product point of sale ie. Selling to VLE or DVLE

- Let us understand with an example

Product Name	CocaCola 300ml			
Attribute	Option	MRP	Selling Price	Selling to
Pieces	24pcs	24xRs.25	24xRs 22.5	DVLE
Pieces	12pcs	12xRs. 15	12xRs.12.5	VLE
Pieces	1pc	1xRs15	1xRs15	Customer

- In the above example, If you are selling to a Dealer, He buys from the company/Super Dealer in cases. Here 'Cases' is the Attribute.

- If you are selling to a retailer, He buys from the company/Super Dealer/Local Dealer in Pieces. Here 'Pieces' is the Attribute.

- If Retailer is selling to customer, He buys as a single piece.

Create Territory User

Dashboard / Distributor manager

+ Create   Distributor Import

- Dashboard
- Products
- Pricing & Territory
- Orders
- Update Shipping Details
- Reports

Distributor Manager

Q Search

| Select State | Select District | Code | Store Name |

| Contact Person | Email | Mobile | Yes |

| Select Status | Yes - Is Manual Dealer | Search | Reset |

A   Use **Pricing & Territory**

A2   You can also **bulk import** Territory Users with a set format

B   Click on '**Create**' to create a Territory Distributor

C   Every Territory user has Distributor App to Manage Pricing, Orders, Shipping details in his territory.

Distributor App Credentials

Code *

Code

Status *

Active

Password *

Leave empty to update

Password cannot be blank.

E-Store Name *

E-Store Name

Username *

Username

Username cannot be blank.

D

Minimum Order Value *

Minimum Order Value

Verify Password *

Leave empty to update

📁 Upload

⬆
Upload Picture

Fill the **Distributor App Credentials** like Username, Minimum Order Value, Store Name, Password.

Update Territory

Basic Details

Name *

Name

Mobile No. *

Mobile No.

Mobile cannot be blank.

Email *

Email

Alternate Mobile No. *

Alternate Mobile No.

(A) **In Basic Details**, The Name, Mobile Number & email should be filled.

The mobile number is used to **notify the Territory user** about the Order using SMS.

User Status

Select Territory

Select Here

Is Company: Selling to *

Select an option

Payment Mode *

COD

Create   Cancel

(C) The **Territory** will be the districts which this territory user will be visible.

(D) Select **Selling to VLE** (A Retailer) or **a DVLE** (A Distributor/Sub Distributor)

(E) Select **Payment Mode** as **Online** for Prepaid Payment from the Buyer

Pricing for a Territory User

₹

A Navigate through **Pricing & Territory**

A2 You can create **multiple users** for **multiple territories** and **multiple pricing**

B Click on **Action > Update** to update the Territory User Details

C Click on **Update Pricing**

D Click on the **Download Inventory Data**, download the .csv file, Update the Selling Price, MRP, Stock, Min Quantity of Attribute according to the sheet.

F After updating the pricing in .csv file, browse the file and import.

	A	B	C	D	E	F	G	H	I	J	K
1	S.No	Product SKU	Product Name	Product Alias	Attribute	Selling Price	Market Price	Stock	Stock Status	Minimum Quantity	Is Inventory

E **Stock Status, Is Inventory** should be '1'

Download Distributor App

CSC Grameen eStore

DISTRIBUTOR APP

CSC GRAMEEN eSTORE
DISTRIBUTOR APP

brought to you by CSC eGov

Scan this on your mobile to
Download the **Distributor App.**

App Available in App Store & Play Store

Going Live

Welcome
Enter the details to login your Store

Username/Moblie No.*
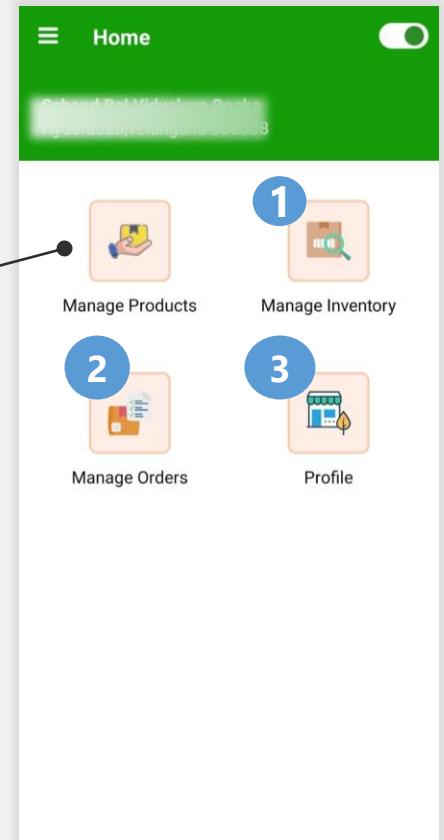
Password*

Forgot Password

LOGIN

V 1.4.0

You can

1. Manage the **Stock & Pricing**

2. You can manage the Orders, **Approve the Order** & Update **Shipment Details** for the **Order**

3. Edit the **Profile.**

B

Home

1 Manage Inventory

2 Manage Orders

3 Profile

Manage Products

A

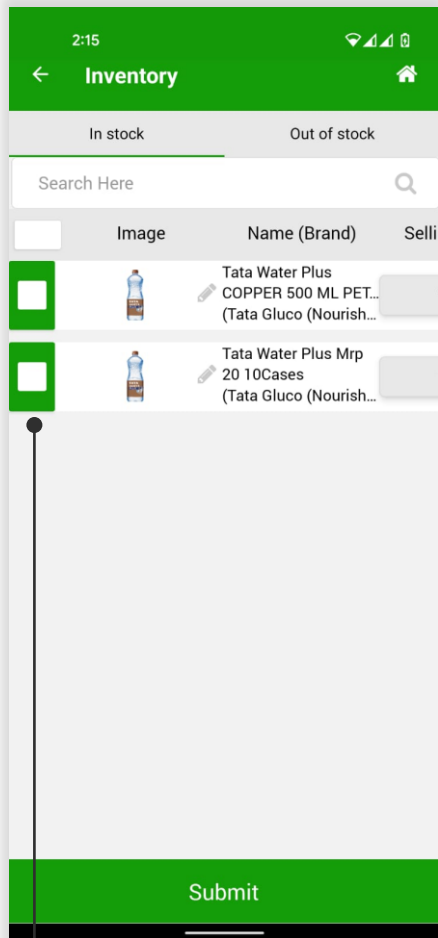Enter the **Username and Password** & verify the **Mobile Number.**

Once **Mobile Number is verified**, you can login with the same credentials.

C

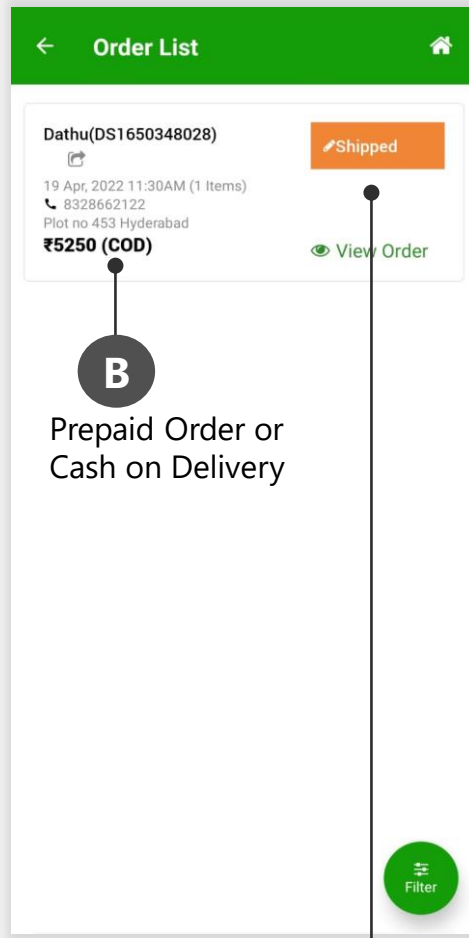Once the pricing, Min Order Value & Mobile Number is verified,

YOU ARE LIVE
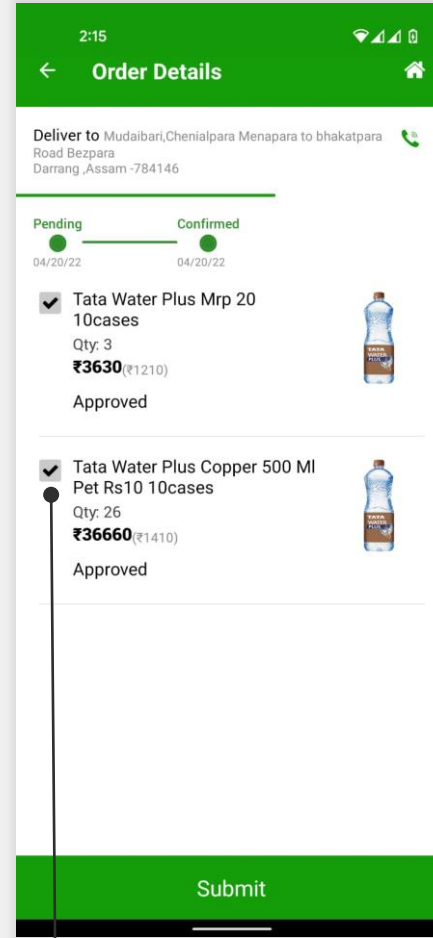### ON VLE APP

Approving the Order on App

A — In **Manage Inventory**, You can change the Selling Price, MRP, Stock

B — In **Manage Orders,** you can '**Approve**' the order, Only '**Approved**' orders get payment from CSC

B (Prepaid Order or Cash on Delivery)

C — In **View Order** Tab, you can deselect any product if the product is not available. The amount of the product will be **refunded** to the VLE. Click on **Submit>Approve**
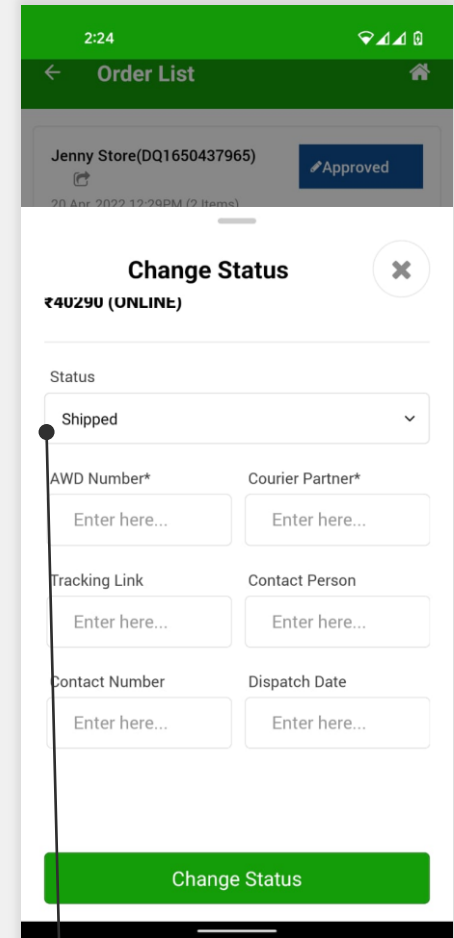
D — You can update Shipment Details. Click on **Approved>Select Status>Shipped>Enter Shipping Details**

Checking Your First Order on Portal

Use Search to Filter orders as per your convenience **B**

Dashboard / Company Order Manager   ⬇ Order Export   ⬇ Order Shipping Details Import

Dashboard
Products
Pricing & Territory
Orders
Update Shipping Details
Reports

Company Order Manager   🔍 Search

Showing 1 - 20 of 1309 items.   Previous **1** 2 3 4 5 6 7 8 9 10 Next

#	Date	Order No.	Company	Distributor	Vle Name	State
1	11-04-2022	order_JHvgxfuEJToBoq	UNIBIC Foods India Private limited	UNIBIC Silver	Arish kumar S	Tamil Nadu
2	08-04-2022	order_JGpIJXGfJXNA8i	UNIBIC Foods India Private limited	UNIBIC Silver	Abdur Molla	West Bengal
3	08-04-2022	DJ1649370786	UNIBIC Foods India Private limited	UNIBIC Silver	Fazlul Hoque Mondal	West Bengal
4	07-04-2022	DL1649324343	UNIBIC Foods India Private limited	UNIBIC Silver	THANGASAMY PONNUSAMI	Tamil Nadu
5	04-04-2022	order_JFDhohBEeoHkZ8	UNIBIC Foods India Private limited	UNIBIC Silver	Mohd Yunus	Uttar Pradesh
6	01-04-2022	DZ1648836086	UNIBIC Foods India Private limited	UNIBIC Silver	Mangkara Shongwan	Meghalaya

Company Order Manager   🔍 Search

From Date	To Date	Order Number
Select State ⌄	Select District ⌄	Distributor Name
Vle Name	CSC ID	Amount
Select Payment Mode ⌄	Select Payment Status ⌄	Payment Date
Select Status ⌄	Transaction ID	PAID ⌄
Order Type ⌄	AWD Number	Courier Partner
Contact Person	Contact Number	Aging

[Search] [Reset]

Navigate to **Orders** using Menu **A**

Download **Bulk orders** as a .csv file **C**

District	Total Amount(₹)	Payment Mode	Payment Status	Payment Date	Status	Action
Pulwama	10018.00	-	Paid	-	Confirmed	⚙ Action ⌄
Kupwara	11998.00	-	Paid	-	Approved	⚙ Action ⌄
Pulwama	15053.00	-	Paid	-		
Kupwara	15030.00	-	Paid	-		

👁 View
✏ Update Shipping Details

Make sure territory user updates the **Order Status** on daily basis. **D**

You can update **Shipping Details** for each individual order also. **E**

Updating Shipping Details

C

Order Shipping Detail **Bulk Import**

A

Update **Shipping Details**

B

Enter the **Shipping Details**

VLE will be notified of the shipping detail once you have updated here

Checking the Reports

C Download **Bulk reports** as .csv

B Use **Search** for filters for your convenience

A Navigate to **Reports**

D **Product Wise Order Report** gives you the report of all products VLE has ordered in one order.

E Download **Bulk Shipping** detail import format

Use the keys to update shipping detail

F

Order Status Keys	
Packed	6
Shipped	7
Delivered	8
Rejected	9

G After updating shipping details in .csv file, browse the file and import.

Payment to Company/ Territory User

1. All Prepaid Order Payment from VLE will be paid to Company within 2 Days.

2. Appropriate payment advice will be shared by the Account Manager