

Magespace

Magento 2

Dropshipping Guide



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1. Introduction

Do you know that 45 - 90% of all business expenses are as results of inventory costs?

Therefore, it is vital to have an effective inventory management strategy in order to save costs and gain profits.

Dropship for Magento 2 is one extension from Order solution, which allows your suppliers to ship items to customers directly. This plugin is:

- Compatible with Magento CE 2.1.x - 2.2.4
- Open source 100%
- License Certificate valid for 1 live Magento installation and unlimited test Magento installations (No license key required)
- Easy to install and configure
- User-friendly interface

2. How to prepare and ship items for sales order

Drop-ship

*“**Drop-shipping (Drop-ship)** is a term to describe the retailer does not keeping goods in stock, but instead transferring sales orders and shipment details to the wholesaler/ supplier, who then ships the goods directly to the customer.”*

With Dropship extension, you will act as the retailer, passing the order information onto your supplier for shipping. As items on drop-ship are not passed through your hands, they don't affect to the Qty. and inventory movements in your warehouses.

1. Drop-ship Process

Below is a step-by-step guide on how to handle a sales order that will be drop shipped to a customer. If you do not have enough in stock to complete the sales order, then a drop-ship request should be made and sent to the suppliers. The process contains only 3 simple steps:

- Admin sends drop-ship request to the supplier
- The supplier ships items to customers and confirm the shipped Qty after shipping
- Admin creates/cancels shipment

- **Step 1:** Admin sends drop-ship request to the supplier

When fulfilling an order in backend (with), in the

Prepare Fulfill step, you can choose **Request Dropship** option. Select **Fulfill** button on the right of the order you want to request drop-ship for.

The drop-down list in the **Shipping Channel** field includes drop-ship. Select **Request Dropship**, choose **Add Products to Request** then it will show all available suppliers that provide corresponding products. You can choose among these suppliers as preferred.

Create Fulfillment Request

Cancel Add Fulfillment Request Save

Request 1 Add Selected Product(s) to Request

Shipping Chanel

Request Dropship

<input type="checkbox"/>	Product Name	SKU	Qty Need to Ship	Qty To Request	Supplier To Dropship
<input type="checkbox"/>	Pursuit Lumaflex™ Tone Band	24-UG02	1	1	SA 1654 (SA1654)
<input type="checkbox"/>	Joust Duffle Bag	24-MB01	1	1	SA 1654 (SA1654)
<input type="checkbox"/>	Crown Summit Backpack	24-MB03	1	1	SA 1654 (SA1654)

After that, click on the **Add Selected Products(s) to Request** and **Save** button to send drop-ship requests to the suppliers chosen.

The drop-ship request is saved in **Dropship Request**. The status of this dropshipment in backend is **Pending**.

Step 2: *The supplier ships items to customers and confirm the shipped Qty after shipping.*

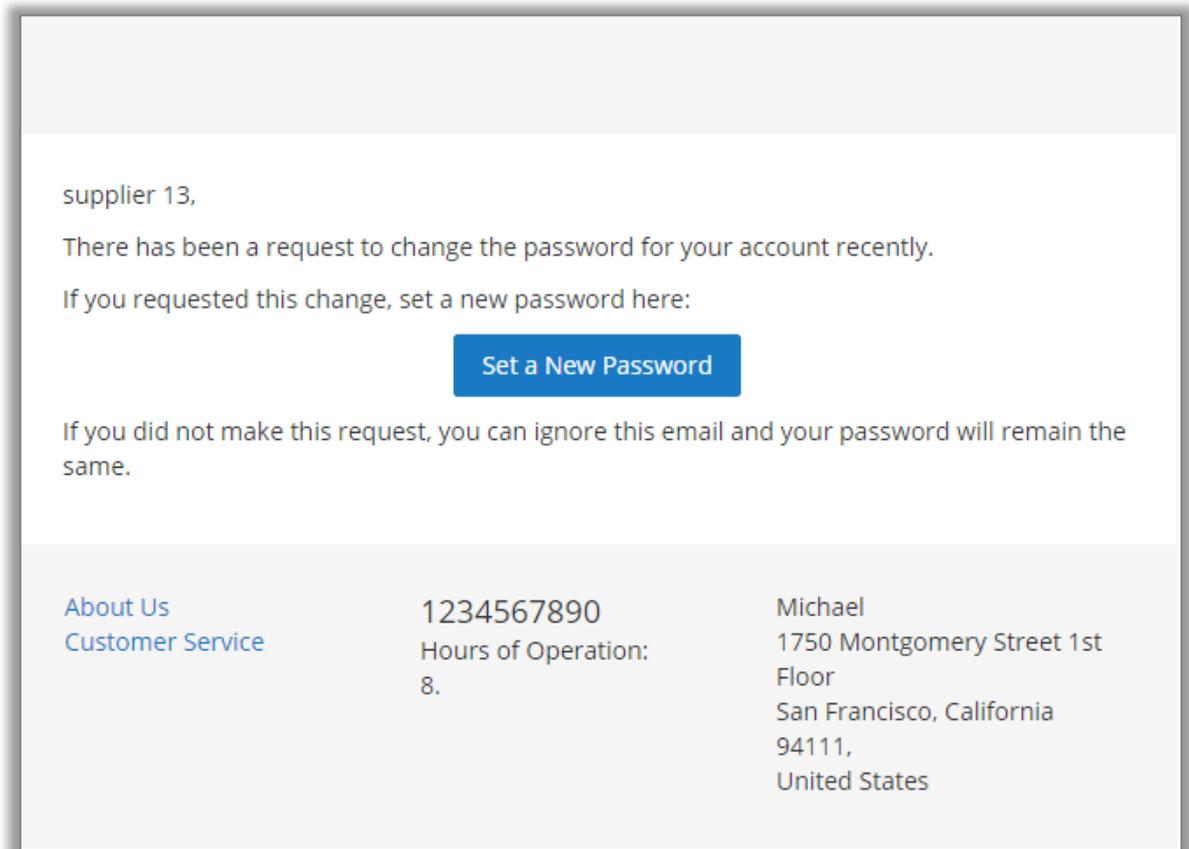
to the supplier. The email will be shown as below:

below: to the supplier. The email will be shown as below:
to the supplier. The email will be shown as below:
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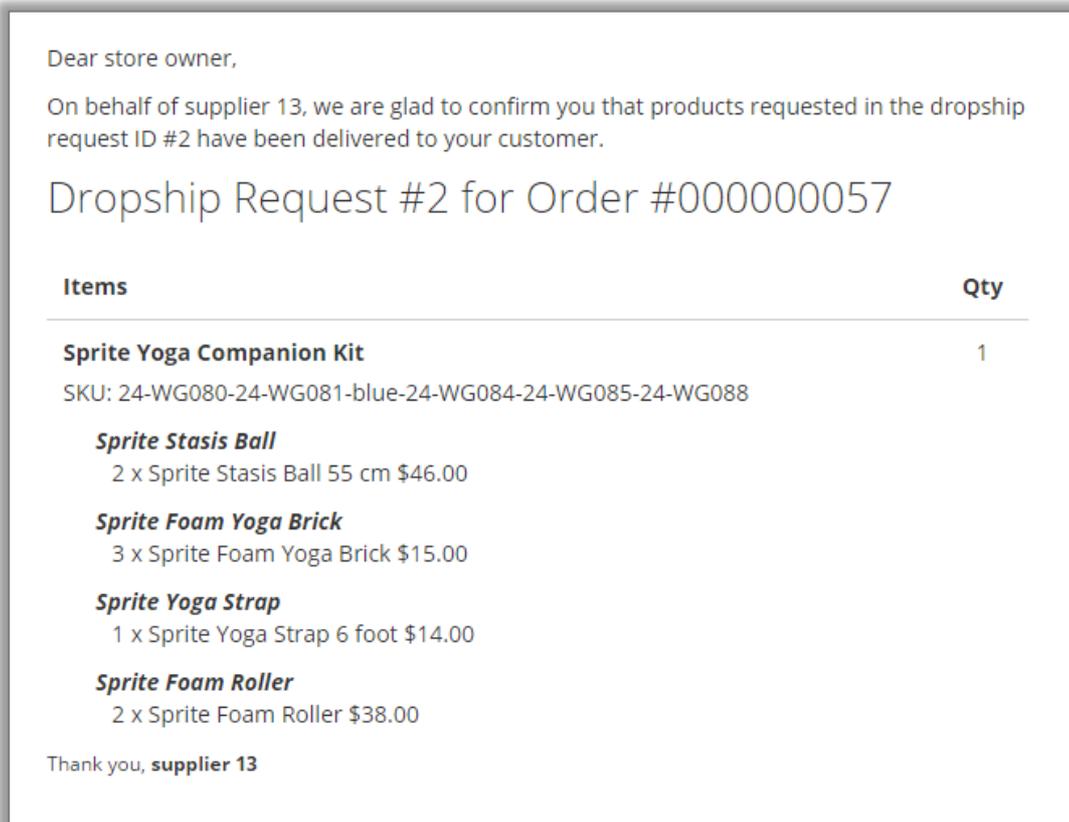
As being instructed in the email, the supplier follows the login link to access the **Supplier Manager** page and then fills in the Qty. that he can ship.

**Note: When adding/ editing a supplier
) , the Password Management section will be shown. You can set password and email it
to the supplier. The email will be shown as below:**

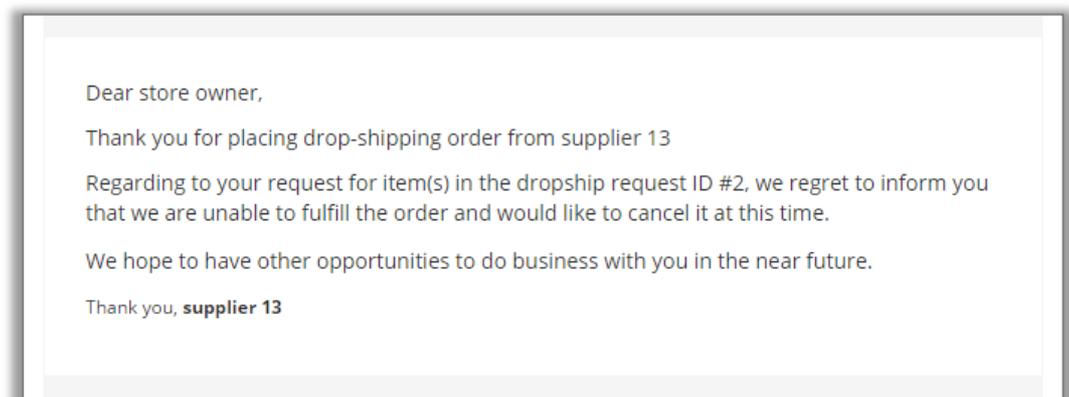
In case the supplier forget the password, the can request to reset the password. After the request is send, the supplier will receive a notification email as below:



The supplier can use his email address and password to log in on the **Supplier** page and create drop-ship. The supplier need to enter the carrier information and shipped Qty to create shipment. After a supplier create shipment, you will receive a notification email as below:



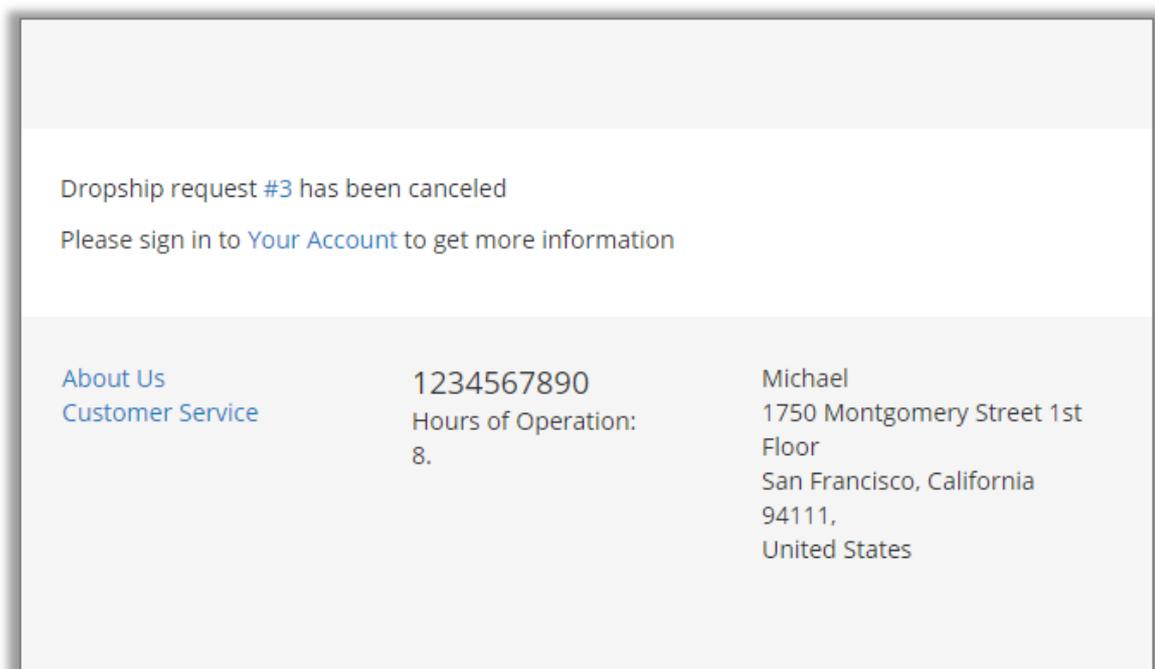
If the supplier can meet your demand, they would refuse to create shipment. You will receive a notification email as below:



➤ **Step 3: Admin creates/cancels shipment.**

If the supplier refuses to create shipment, you need to create shipment by yourself. Go to **Dropship Request** section and find the order you want to work with. Choose **Create Shipment** to complete this order or **Back to Prepare Fulfill** to cancel/request dropship from other suppliers.

Notification email when the storeowner cancel the dropship request:



2. How Admin & Warehouse Managers Manage Drop Shipments

In the back-end, go to **Fulfillment > Dropship Request**. This tab lists all drop shipments from a supplier.

Dropship

9 records found

20 per page 1 of 1

ID	Order id	Purchase Date	Ship-to Name	Email	Total Item Requested	Supplier	Status	Action
2	000000024	Dec 02, 2016, 3:12:00 AM	King Costello	s@e.com	1.0000	SA 1654	Pending	Edit
3	000000052	Dec 02, 2016, 13:12:00 PM	Veronica Costello	roni_cost@example.com	1.0000	SA 1654	Pending	Edit
4	000000052	Dec 02, 2016, 13:12:00 PM	Veronica Costello	roni_cost@example.com	1.0000	SA 1654	Pending	Edit
8	000000010	Dec 07, 2016, 2:12:00 AM	Veronica Costello	roni_cost@example.com	2.0000	demo supplier	Pending	Edit
1	000000046	Dec 02, 2016, 3:12:00 AM	King Costello	s@e.com	2.0000	SA 1654	Completed	Edit
5	000000022	Dec 05, 2016, 6:12:00 AM	King Costello	s@e.com	1.0000	SA 1654	Completed	Edit
6	000000020	Dec 07, 2016, 2:12:00 AM	King Costello	s@e.com	2.0000	demo supplier	Completed	Edit

To review or take actions related to drop shipments, click on the [Edit](#) link in the **Action** column. The system will navigate you to the Drop Shipment detailed page.

Dropship Request #2 for Sales #000000024

[← Back](#)

DROPSHIP REQUEST EDIT

Information

Shipments

Customer Information

Customer Name: Guest

Email: s@e.com

Supplier Information

[SA 1654 \(SA1654\)](#)

Shipping Address

King Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: 33

Status

Pending

Create dropship shipment

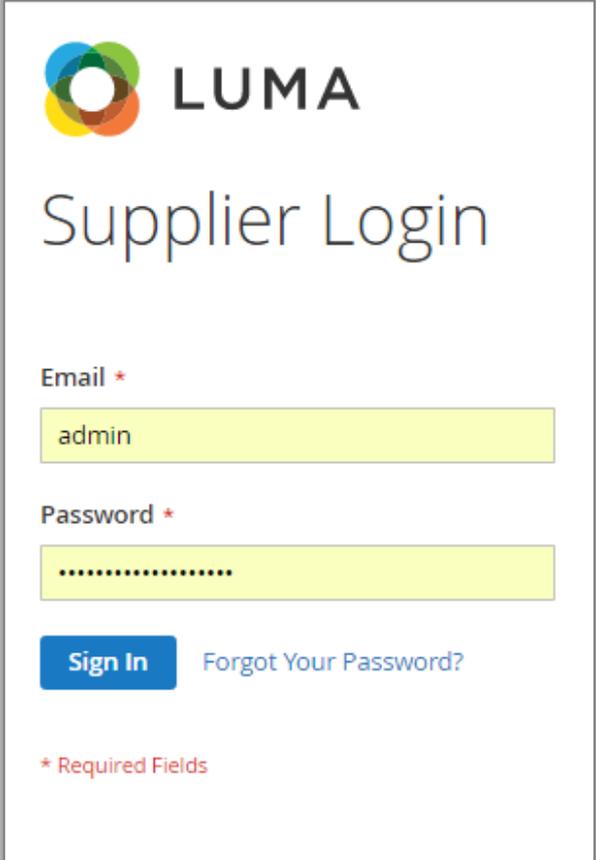
[Back to Prepare Fulfil](#) [Create Shipment](#)

Product	SKU	Qty	Qty To Ship	Qty Dropship
Rival Field Messenger	24-MB06	Ordered 1	1	<input type="text" value="1"/>
SKU: 24-MB06		Requested 1		
		Need to Ship 1		

3. How Suppliers Manage Drop Shipments

To help suppliers follow all their drop shipments easier, the extension provides a separate page in the front-end, namely **Supplier Page**, where suppliers can log in and track all related information.

Suppliers will fill their email address and the password received in the **Supplier Login** form as below:
www.example.com/dropship



The image shows a screenshot of a web form titled "LUMA Supplier Login". At the top left is the LUMA logo, which consists of three overlapping circles in blue, green, and orange. To the right of the logo is the word "LUMA" in a bold, black, sans-serif font. Below the logo and name is the title "Supplier Login" in a large, black, sans-serif font. The form contains two input fields: "Email *" and "Password *". The "Email *" field contains the text "admin". The "Password *" field contains a series of dots. Below the input fields is a blue button labeled "Sign In" and a link labeled "Forgot Your Password?". At the bottom of the form, there is a red asterisk followed by the text "* Required Fields".

Once logged in successfully, suppliers can access their **Supplier Page**:

Dropship

✔ You have successfully logged in!

My Account

Dropship

[Supplier Information](#)

[Products](#)

[Pricelist](#)

[Logout](#)

[Compare Products](#)

You have no items to compare.

Dropship #	Request Date	Ship To	Total Items Requested	Status	
9	12/7/16	Veronica Costello	3.0000	Completed	View
5	12/5/16	King Costello	1.0000	Completed	View
4	12/2/16	Veronica Costello	1.0000	Pending	View
3	12/2/16	Veronica Costello	1.0000	Pending	View
2	12/2/16	King Costello	1.0000	Pending	View
1	12/2/16	King Costello	2.0000	Completed	View

6 Item(s)

3.1. Dropship tab

This tab shows Drop Shipment #, Request Date, Shipping Address, Total Items Requested and Status. To see more details and edit each drop shipment, suppliers simply click on the [View](#) link in the last column.

There are 2 types of status for drop shipments, including **Pending** and **Complete**.

- Drop Shipments with **Pending** status are the ones that provide the quantity requested from admin/ store owner and need suppliers to create shipment.

Suppliers should enter the Qty. that they can send directly to the customer in the **Qty. confirmed** column, then click on the **Confirm** button. A confirmation email will be sent automatically to you (admin/ store owner) for approval.

DropShip #4 - Pending

Sales Information

Customer Information	Shipping Address	Billing Address
Customer Name: Veronica Costello Email: roni_cost@example.com	Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan, 49628-7978 United States T: (555) 229-3326	Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan, 49628-7978 United States T: (555) 229-3326

Carrier	Title	Number
Custom Value <input type="text"/>	<input type="text"/>	<input type="text"/>

Items Ordered

Product	SKU	Qty	Shipped Qty
Erika Running Short-31-Red	WSH12-31-Red	Requested: 1	<input type="text" value="0"/>

- Drop Shipments with **Complete** status are the ones that all Qty. that need to ship has been delivered to customers. Suppliers can review information of completed drop shipments.

DropShip #9 - Completed

Sales Information

Customer Information	Shipping Address	Billing Address
Customer Name: Veronica Costello Email: roni_cost@example.com	Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan, 49628-7978 United States T: 33	Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan, 49628-7978 United States T: 33

Items Ordered

Sales Shipments

Product	SKU	Qty
Driven Backpack	24-WB03	Requested: 1 Shipped: 1
Joust Duffle Bag	24-MB01	Requested: 1 Shipped: 1
Rival Field Messenger	24-MB06	Requested: 1 Shipped: 1

3.2. Supplier Information tab:

LUMA

Edit Supplier Information

My Account
Dropship
Supplier Information
Products
Pricelist
Logout

Compare Products
You have no items to compare.

My Wish List
You have no items in your wish list.

Supplier Information

Supplier Name *
SA 1654

Person To Contact *
sa1654-supplier

Email *
michael@magestore.com

Password Management

New Password

Supplier Address

Telephone

Fax

Street

City

State/Province *
Please select a region, state or province.

Zip/Postal Code

Country *
United States

Website

Save Supplier

In this tab, supplier can edit their information such as Name, Contact Person, Email, Telephone, Address and Password. All changes will be updated in the **General Information** tab of the **Supplier Manager** page in backend or vice versa. Thus, you can easily contact suppliers whenever having drop-ship requests.

4. Settings

Go to **Fulfillment** → **Dropship Configuration**

General

Email notice dropship request for supplier [global]

Email cancel dropship request for supplier [global]

No.	Field	Sample	Description
1	Email notice dropship request for supplier	Submit request notice to suppliers	Supplier will get notifications email if there are new drop-ship requests
2	Email cancel dropship request for supplier	Cancel request notcie to suppliers	Supplier will get notifications email if admin cancels drop-ship requests

Email : Support@Magespacex.com