# Marketplace guidebook





V11VA 14/11/2024

# Quick access to an information

The following pages will allow you a quick access to the information you want by clicking on the keywords.

You can also chose to read the full guidebook starting page 10



# Presentation of the integration process



You can do those steps in the order of your choice. However, the shop won't be online until all of them are fully done



# Creating and publishing the catalog

Here are the different methods to create or update your catalog. We invite you to click on the option you wish to know more about.



To know more about the different steps on the creation and the update of your catalog:



You can also have informations on Mapping configuration here.

Moreover, you can find information on the concept of **second-hand and/or reconditioned products** <u>here</u> and recommendations for **setting up your shipping times** <u>here</u>. In addition, we provide you with information on **energy labels** <u>here</u> and on **reparability index** <u>here</u>.



# How to optimize your sales

Our business team has prepared advices that will help you optimize your sales:





# Shop management

#### Introduction to the shop

- How to access the shop?
- Menu presentation
- Support KPI
- Quality and business KPI
- <u>Temporarily closing your shop</u>

#### User management

- How to access user management?
- How to manage a user's accesses?
- How to create new users?

#### Financial management

- Where to find the transaction log?
- When are the bank transfers done?
- Where to find your invoices?
- How to change your bank account details?
- How to change your contact details?
- What changed with the VAT reform?
- Where to check all of your Commission rates? Where to check it on an order?



## Order management

#### Managing the order

- How to accept an order?
- How to ship a product?
- How to ship several orders at the same time?
- How to refund a customer?
- How to contact a customer?
- How to notify a customer about its delivery?
- How to send a customer its invoice?

#### Managing the after-sales service

#### • On Mirakl:

- What is the deadline to answer a customer?
- What is an incident?
- What is the deadline to provide a solution?
- What is a dispute?
- How to identify an order with an incident or a dispute?
- How to see my shop's reviews?

#### Quality of your shop

- What are the observed KPI?
- What are the penalties?
- How to optimise the quality of your shop?







# Detailed guidebook



# Summary

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# Integration of your shop

# Creation of your shop



#### Creation of your shop

Rue du Commerce		
★ Tableau de bord	Boutique Ouvert Identifiant : 3297 9 En attente des données KYC	
Ê Commandes	Mon compte Calendrier d'activité Coordonnées Ref. Bancaires Informations de facturation Configuration de la livrais	son
Service client		
Messages		
Prix et stock >	Boutique	
Comptabilité >		
r≓ Paramètres ✓	Nom*	
Utilisateurs	Fermée du 🗎 au 🗎	
Mapping de catalogue Plateforme	Description	
Aide 77		

Your shop is automatically created once the form is filled.

The informations you will have written will automatically fill the coresponding areas in you Shop. If you hadn't filled every informations in the form, please remember to do so afterward in My Account><u>Settings</u>.

Do not forget to <u>create accounts</u> for your team if necessary and to give them the correct acreditations.

Every user will be able to decide which notifications he wishes to get from Mirakl in his <u>notification preferences</u>. You will find more details on notifiations on page <u>61</u>.





# Mangopay validation

# How to fill the informations

Here are the most important information to know to correctly fill your informations in your account.

- Every field marked with a red asterisk is mandatory.
- Be careful to fill the type of legal entity. It determine the kind of documents needed for your validation.

Enterprise Type				
	Legal Type *	BUSINESS	•	See PSP Documentation
Register	red Legal Name*			Registered Legal Name
		Nothing selected		
Additional Information		BUSINESS		
		ORGANIZATION		
	Information *	SOLETRADER		
			11	

- SOLETRADER is to be chosed if you are self employed.
- If it isn't your case, then please chose BUSINESS.



# **Required documents**

Country of registration for the company	SOLETRADER	BUSINESS
France	<ul> <li>* Copy of an identity document (both sides of an ID card or of a passport)</li> <li>* A business registration dated less than 3 month</li> </ul>	<ul> <li>* Copy of an identity document (both sides of an ID card or of a passport)</li> <li>* Last version of the company statutes signed and certified compliant</li> <li>* Mangopay's declaration of beneficiaries completed and signed</li> </ul>
Other countries	<ul> <li>* Copy of an identity document (both sides of an ID card or of a passport)</li> <li>* A business registration certificate</li> </ul>	<ul> <li>* Copy of an identity document (both sides of an ID card or of a passport)</li> <li>* A business registration certificate</li> <li>* Last version of its statutes of association signed and certified compliant</li> <li>* Déclaration des bénéficiaires Mangopay complétée et signée</li> </ul>

Only the documents in the following languages will be accepted:

- French
- English
- German
- Spanish
- Italian
- Portugese
- Dutch

An english translation will be mandatory for the documents in another language.



**UBO** means Ultimate Beneficiary Owner and represent all physical persons holding 25% or more of shares or voting rights of a company. Under the laws against money laundering and terrorism financing, we must verify the identity of these users.

	d'argent et le financement du terrorisme, nous devons vérifier l'identité de ces utilisateurs. UBO means Ultimate Beneficiary Owner and represent all physical persons holding 25% or more of shares or voting rights of a company. Under the laws against money laundering and terrorism financing, we must verify the identity of these			
	users.			
Vendor subject to UBO declaration *	No 🗸	As part of AML ar if the Enterprise I		
Beneficial owner 1 - First Name	Nothing selected Yes No	The beneficial ov		
Beneficial owner 1 - Last Name		The beneficial ov		
Beneficial owner 1 - Address Line 1		The beneficial ov		
Beneficial owner 1 - Address Line 2		The beneficial ov		

- If you are **SOLETRADER**, you are not subject to the declaration
- If you are **BUSINESS**, you must fill the declaration in the corresponding fields.



#### Information modifications

Informations related to the legal representative as well as the UBO declaration **must not be changed** once they are validated. For legal reasons, any change related to the legal representative submit the profile of the shop to a new check of every documents.

Those informations are:

- Name
- First name
- Date of birth
- Nationality

A modification on a validated profile will get it disabled and will generate a check of all the documents.

If you change on or more of those 4 informations, you will have to supress the uploaded documents and upload new ones. They will have to be consistent with the modifications with the modifications made that day.

The other informations like the mailing adress and the email adress can be modifed without any approval.

	naissance, riacionance universi parlaitement correspondre aux miormations presentes sur la piece	- 11
First name of the legal representative *	John	
Last name of the legal representative *	Doe	
Address line 1 of the Legal representative *	4 rue de la tour des dames	
Address line 2 of the legal representative		
City Legal Representative *	Paris	
Legal Representative Region *	IDF	
Postal code of legal representative *	75008	
Country of the legal representative *	FR	¥
Legal Representative Birthday*	01/01/2019	
Legal Representative Email*	john@doe.com	
Nationality of legal representative *	FR	۳
Country of residence of Legal representative *	FR	¥
Company Form *	A renseigner	

#### Can be modfied without repercussion

Any modification will lead to a new check



#### Documents to be uploaded

#### Documents



Bank statement

Remember to upload the mandatory documents at the end of the form. Otherwise, your shop will not be activated!



# Creation and publication of the catalog



## What is a product and an offer

The characteristics of a product:

They are the fundamental components of the product. They will stay the same, no matter who sells the product:

- Name of the product
- Pictures
- Product description
- Attributes (Size, color and so on)
- Product ID, EAN code and so on

The characteristics of the offer:

They are the components that are specific to the seller.

- Product condition (new, , refurbished and so on)
- Price
- Quantity
- Delivery methods
- Delivery time



# Offer



#### Managing by form

Add an Offer			
Search for a product in our catalogue		OR	Create a product
	Q		+ Create a product
Enter a product name, a brand, item code, and so on.			If it does not exist in our catalogue.

#### In My Inventory> add an offer

Search by keyword or EAN for the product you want to sell. Click on "Sell yours". If the search did not yield any results, click on "create a product" Products and/or offers will be added one by one. Creating offers by form is only recommended if you have few references.

Enter your selling price, the quantity in stock, the state of the product (these fields are mandatory). You can also enter your SKU (this reference must be unique), a delivery time (the time taken to prepare the order), a discounted price (promotional price), etc. Finally you can click on "Create offer". It will then be visible in My Inventory>Offer list

**To modify an offer**: you can search for the offer by keyword or SKU > click on the title > then modify the information. Click on save at the bottom of the page, to confirm the changes.

Offer List								+ Add an Offer
Offer List	>							
Pending Offers	>					50 * on 1,114 results 1	2 3 4 5 23	> 🛛 🗸 🖻 🗸
			Product	Offer SKU	Condition	Prices		Qty
Filter		0	K65 RAPIDFIRE RGB Speed - Mécanique (a-2233-CH- 9110014-FR) Category Claviers pour PC et tablettes	S134639	New	- Default	€ 175.00	0 1
Offer	>		Brand CORSAIR Reason(s) for deactivation : Out of stock					
Product	>		Krups Piccolo XS KP1A3 (a-2233-8059617525835) Category Cafetière électrique Brand KRUPS	\$31362	New	- Default	€ 9999.00	10 1



# Managing by file

Several methods are available: <b>Import</b> : You will import all your files from My Inventory > <u>Import from file</u>	Import a File   Track Offer Imports   Track Product Imports     File content*   Offers   Import mode*     Normal	<ul> <li>1 port your inventory in the operator format</li> <li>2 Configure and download an operator Excel file templa</li> <li>1 port products in your format</li> <li>1 View the operator configuration @</li> <li>2 Open the configuration wizard @</li> <li>reate or update my offers (stock, price, and so on</li> <li>2 Download an Excel file template for offers @</li> <li>1 nport your inventory by API or FTP</li> <li>3 Download a CSV or XML file template @</li> </ul>
Aggregator: Each aggregator gives you a guidebook on how to connect your shop to their system. They usually ask you to give them your shop ID, which is available in My Account > Settings As well as the API key	RDC       My Orders  My Inventory  My Messages       My Account  Platform Settings  Help           My shop account       Open ID: 3297  Awaiting KYC data         My Account       Contact details       Bank Account Details         Shipping Configuration       Shipping Options       Imports         My User Settings         Password       Language       API Key         Notification Preferences       Recent Sign-in Activity	
You will do most of the settings on their interface. As soon as the connection is done, we should receive your feed in the Mirakl shop.	API Key API Key ✓ Generate a new key	



## Creation of offers per file & update

#### In My Inventory> File import.

We suggest you download the matrix by clicking on « **Excel template**». On this new page, click on "**Generate template**", then upload the file.

In this file, you should fill in at least these 6 fields:

SKU Offre	ID Produit	Product ID Type	Prix Offre	Quantité Offre	Etat Offre	Prix remisé
sku	product-id	product-id-type	price	quantity	state	discount-price
B1234	3700194417376	EAN	49,99€	12	Neuf	

To display a crossed-out price on an offer, all you need to do is fill in columns F (price) and N (discount-price). Complete this file with all the offers you wish to put on sale, then save.

Import it from this page

- File content: Offers
- Import mode: Normal

Update: to update an offer (price, quantity, etc.), you can simply modify your file and import it.

#### File templates Use the file templates below to provide your offer, product and price information. You can then import these files via this page, via API or via FTP server (if configured by your operator). Products 🛓 Excel template Products and offers 🛓 Excel template ▲ CSV/XML template Offers 🛓 Excel template Prices 📥 Excel template CSV template



# Creation of offers by API & HTTP/FTP

API:

You can manage your offers and products by API. Your API key is available <u>here</u>.

With that dara, your IT should be abble to set up that method. Mirakl provides you with a documentation <u>here</u>.

You can contact us at <u>Service.Marchands@rueducommerce.com</u> to ask for a test environment.

#### HTTP/FTP:

You can host your import files by HTTP or FTP.

Simple links will allow you to create/update your offers and products (1 link for offers and/or 1 for products). Mirakl will attemps to get the files every hours and, if modifications are found, your catalog will be updated.

Do not hesitate to contact us to set ups the settings and test the connector (URL adress, authentication and the like)



## Monitoring offer errors

More often than not, besides the creation of offers by form or the update of offers in your inventory, an integration report will be generated. You will be able to check the smooth functioning and download an error report. The errors are in the last column of the file.

The report is available <u>here</u> for offers.

File import								
Import a File	>							
Track Offer Imports	>						6 result	ts 💿
Track Product Imports	>	Created 🔺	File name	Origin	Mode	Status		Errors
		25/11/2020 - 14:13:36	offers-en_GB-20201125141310.xlsx	File Import	Replacement	Import complete	0	
Filter		29/10/2020 - 11:01:56	offers-fr_FR-20201020125758.xlsx	File Import	Normal	Import complete	0	
Filename		30/09/2020 - 18:17:23	y_cd.xlsx	File Import	Normal	Import complete	0	

The next 2 pages will give you access to the complete list of error messages. An explanation of the problem and a solution will also be provided for each of them.

If you need further assistance, you can contact our catalog support at <u>service.marchands@rueducommerce.fr</u>



Error Message	Description	Cause / Solution
The product does not exist	<ul> <li>In your file, you must indicate the "product-id" and "product-id-type" to match your offers with the product.</li> <li>If you got this error message, it is because no product with this identifier exists in Mirakl</li> <li>Check with the operator to make sure the type of the identifier is correct be EAN, ISBN, SKU, SHOP_SKU) or if the product has been correctly created be the product exists with the couple "product-id-type"</li> <li>Check with the operator to make sure the type of the identifier is correct be EAN, ISBN, SKU, SHOP_SKU) or if the product has been correctly created be the product exists with the couple "product-id-type"</li> <li>You need to create the product</li> </ul>	
This import type does not allow the use of the 'update- delete' column	You cannot use the "update-delete" column with the current import mode.	Use the "NORMAL" import mode to use the "update-delete" column in your file.
No existing offer to update	<ul> <li>You are trying to create an offer and the offer SKU does not match an offer existing in Mirakl</li> <li>You are trying to create an offer but the "product-id" and/or "product-id-type" fields are not entered correctly or do not exist</li> </ul>	<ul> <li>Check if the SKU is correct</li> <li>Add the columns "product-id" and "product-id-type" with valid values</li> </ul>
The state of the product is unknown	The product state you entered does not exist. here is the list of existing states at Rue du Commerce: Neuf – Reconditionné – Occasion	You must enter the state code, not the label. Check if you properly filled the state code and not the label. Neuf - code: <b>11</b> Reconditionné - code: <b>10</b> Occasion - code: <b>12</b>
The value of the field "{0}" is not part of the allowed values	You are trying to indicate the grade or shipping country of your offer, but the value is not known for this field	Grade: great – good – premium Shipping country ISO code, ex: FRA – DEU – CHN - ITA
The format of field "{0}" is not correct	You are trying to enter characters that do not correspond to a number or you have left this field empty	Specify a correct value (number), ex:         • 15€ (false)               15 (true)         • 12 months (false)               12 (true)
The 'price' field is mandatory	The "price" field is not found in the file. This information is mandatory to create an offer.	<ul> <li>If you have added this field, check if it is properly written.</li> <li>Check if the price column exists</li> <li>Check if a price is indicated in the price column</li> </ul>
The 'sku' field is duplicated in the source file	The SKU already exists in the file.	You cannot duplicate a SKU in the file. The SKU must be used only once
The logistic family is unknown	The logistic family you entered does not exist.	Specify an existing logistic family. https://mirakl-web.groupe-rueducommerce.fr/mmp/shop/platform- setting/shipping/charge Famille A (AQW1) Famille A (AQW1) Famille B (BRT3) Famille B
This product is not available for sale	The operator has temporarily or definitively decided not to sell this product.	Check the sale setting of the product. Ask your contact to know more.

Error Message	Description	Cause / Solution		
The product linked to the new offer is different from the product linked to the existing offer	You are trying to change the product linked to an existing offer	You must delete the existing offer, wait for the offer-product assignment delay to be over (48h), and then recreate the offer on the new product. Or You can create a new offer with another ID		
The product linked to the new offer is different from the product linked to an old offer which has the same shop id	You are trying to create an offer using the ID of a deleted offer. The new offer is linked to a different product than the product the deleted offer was linked to.	You can create a new offer with another ID to avoid waiting There is a waiting period <b>(48h)</b> defined by the operator before you can create the new offer.		
The format of field "discount-end-date" is not correct OR The format of field "discount-start-date" is not correct	The date format is not correct, the fields concerned can be: discount-start-date, discount-end-date, available-start-date, available-end-date, sales-start-date-1, sales-end-date-1, sales-start- date-2, sales-end-date-2, sales-start-date-3, sales-end-date-3, sales- flash-start-date, sales-flash-end-date	<ul> <li>the date format is "yyyy-mm-dd"</li> <li>2022-01-10 (ok)</li> <li>10/05/200 (ko)</li> </ul>		
The available date range is incorrect OR The discount date range is incorrect	You specify a date range, but it is not valid	Check if: • the start date is prior or identical to the end date ex: 2022-01-01 to 2022-01-10 (ok) 2022-01-10 to 2022-01-01 (ko)		
The discount price is incorrect: must not be null or must be lower than price	You cannot specify a discount price equal or greater than the original offer price.	<ul> <li>Check if the discount price is less than the offer price or the discount dates are filled in without the discount price.</li> <li>If you get this message during price update, first check if any discount is still associated to the offer.</li> <li>if yes and if the promotion is outdated, remove it before updating the price</li> <li>if not or if the promotion is still relevant, adjust the price and the discount together</li> </ul>		
The 'leadtime-to-ship' field has an invalid value. The value must be a positive integer and must not exceed the limit defined by the operator	The "leadtime-to-ship" field value is incorrect.	<ul> <li>change the value of the "leadtime-to-ship" field (maximum value: 64 days)</li> <li>The value must be a number</li> <li>More info: this is <u>the time you need to prepare</u> the order before shipping.</li> <li>More info about global delivery time here: le lien sera dans le guide complet</li> </ul>		
The 'product-id' field is mandatory when 'product-id- type' is filled	Types of product-id-type: • SHOP_SKU • EAN • SKU	The "product-id" and "product-id-type" fields are linked together and cannot be separated. The "product-id-type" is used to know the type of the product reference you filled in the "product-id" field.		

### Second-hand products

Our marketplace allows you to sell reconditioned or used products.

When you create your offers, you must specify the grade of your products:

**Second hand in very good condition** = Functional product with some traces of use **Second hand in good condition** = Functional product with strong traces of use

Reconditioned Premium = The product has been professionally reconditioned

**Reconditioned in very good condition** = The product has been professionally reconditioned. Presents some traces of minimal wear and tear, possible micro-scratches. **Reconditioned in good condition** = The product has been professionally reconditioned. Good aesthetic condition with scratches



Please note:

The condition of the product must never be mentioned in the name of the product or in its description. The product sheet must remain neutral, only the offer part can allow you to specify the conditions and grades.

Whether the product is reconditioned or used, the legal warranty period is a minimum of 6 months.



# **Products**



# Creating the form

Add an Offer		
Search for a product in our catalogue		Create a product
Enter a product name, a brand, item code, and so on.	OR	+ Create a product If it does not exist in our catalogue.

In My Inventory> Add an offer

Search by keyword or EAN for the product you wish to sell and if you cannot find it, click on "Create a product".

1. Select Product Category		
Cate	gory Nothing selected	¥
2. Product Characteristics		
Please select a product category.		
3. Offer Characteristics		
Please select a product category.		
Shipping Charges		
Shipping charges will be calculated after the pro	oduct creation. Prices will be visible on your offer detail page.	

You will first be asked to select the product category, then the full form will be displayed. Fill in at least the mandatory fields (they are indicated by an asterisk), but we encourage you to send as much information as possible (several images, specific attributes, etc.).

At the end of the form you will also be asked to create an offer for this product. Fill in the necessary fields (Price, Quantity, Condition), then validate the form.

The product will be submitted for validation by our services. The offer will be put on hold. It will be added to the product as soon as it has been accepted.



# Mapping configuration

That part is reachable by clicking on My Account > <u>Mapping</u> <u>Configuration</u>

If you already have a file with all the mandatory informations:

- Category
- SKU
- EAN code
- Title
- Description
- Brand
- Picture URL

It is then possible to do a mapping of that file in your shop, which is adapting its framework so that it is accepted.

The configuration wizard will give you all of the steps to follow, but our Support team is available should you need help.

Your original file will probably evolve over time and it will be necessary to recharge it so that it can map new valors (categories, brands and so on).

Product Flow Ma	pping					
1. Import Product File	>	Import your Products File				
2. Categorization	>	Welcome to the product import wizard. This wizard helps you to:         • import your product files         • set up your configuration         • add your products to the Marketplace         Import the file containing the products to add to the Marketplace first.				
3. Category Mapping	>					
4. Attribute Mapping	>					
5. Value Mapping	>	Your file must be either in XLSX format or in CSV format and encoded as UTF-8.				
6. Define Rules	>					
7. Summary and Validation	>	File to import Select a file				
		<b>▲</b> Send				



# Creating a file

#### In My Inventory > Import by file > Excel template

#### File templates

Use the file templates below to provide your offer, product and price information.

You can then import these files via this page, via API or via FTP server (if configured by your operator).

Products

📥 Excel template

On this new page:

- Select the file template to be uploaded: Products
- Select the requirement level: All
- Select the categories (maximum 100 categories)
- Click on "Generate template".

You can now upload the template file. Complete this file with all the products you wish to create and save.

Import the file in My Inventory > Import from File content: Products Check the integration report in Product import tracking.

Select a file template to download Products	•
Select the requirement level of attr	butes
Select the categories	
Filter	Q
<ul> <li>Accessoires et consommables</li> <li>Aménagement extérieur</li> <li>Animalerie</li> </ul>	



#### Product update

Catalog Management								
My C	atalog Mai	rketplace Cat	talog					
	All	*	Search	by identifier, title or vgc	Q			
	Filter by	Product st	atus ~	Related offers $\backsim$	Category ~	Brand ~	Creation date $\sim$	Update date ~

You can view the products you have created in My Inventary > My Catalog

Search for the product by keyword or EAN, click on the product to view it. Click on "**Edit**" to start making changes, then save to update the product.

If you are working with a file, it is easier to make the changes in the file. You can then see in this interface that the products have been modified.

Whether by form or by file, in order to transmit these modifications to the product files on Rue du Commerce, **it will be necessary to contact** <u>service.marchands@rueducommerce.fr</u>

Tell us if it is a question of a few products (**by sending us the EAN**) or if it is the whole catalogue. We will schedule an update of the products within 24 hours.



In order to optimize your sales and customer experience on Rue du Commerce, we would like to share with you the best practices to adopt when creating a product. You will find in the following slides, the information explaining the construction of a product sheet, and the indications to follow so that it is complete and ideal in the eyes of our customers.

#### What are the advantages when a product sheet is correctly filled in?

#### • Visibility

When all the mandatory and **optional** characteristics of a product sheet are indicated, accompanied by a structured and detailed description, the product sheet optimizes its ranking in the results of a customer search, including in a search using the sorting filter.

#### • Customer Experience

A customer consulting a complete product sheet will be more **reassured** and confident in his purchasing process.

#### • Customer service

Product returns will be reduced. A customer who knows what he is buying and who is informed about the characteristics of his product, is a customer who will not call your customer service for a possible return.

The number of incidents that your customer service must manage will decrease, as well as your incident rate at Rue du Commerce.

#### • Sales optimization

A detailed product sheet is a reassuring element on the product, which decreases the obstacles that a customer may encounter in his buying process.


### **Rules of invalidity of products**

All the products that you create or update are moderated by the Rue du Commerce merchant service. The purpose of this service is to validate or refuse temporarily or permanently the new products that arrive on the marketplace.

	Final refusal	
Grounds for refusal	explanation of refusal	Resolution
Product disabled on the marketplace	The product is disabled on the marketplace because it is a source of technical conflicts	Re-create the product with the official EAN
Category does not exist	You have associated your product to a non-existent category because this type of product is not eligible for sale on Rue du Commerce. See at the bottom of the page: What product categories are not eligible for sale?*	None
Product forbidden to be sold	The product you wish to sell is prohibited in France	None
Defect of intellectual property	You do not have resale rights, or you have used protected images	Contact the brand corresponding to your product to obtain the rights. You will need to provide us with proof of authorization for exploitation or resale.
Offensive or discriminatory product	You have created a product contrary to the values of Rue du Commerce	None
Unofficial EAN	The EAN you have indicated is not official	Please contact the brand to obtain an official EAN and recreate the product

Which product categories are not eligible for sale on Rue du Commerce ?

- Household linen
- Fashion/clothing
- Art of the table
- Cultural products CD / Books /DVD etc.



	Temporary refu	sal
Grounds for refusal	explanation of refusal	Resolution
Image quality	<ul> <li>The imported images are not of good quality and/or do not match the product description/EAN.</li> <li>Blurred images, too small, wide borders, amateur photo, presence of a logo or warranty/delivery information or other, the image is a logo.</li> </ul>	Get in touch with your product brand or supplier to get a quality image for your product.
Lack of attribute values	Mandatory attribute values are missing.	The yellow notification on your product page indicates which value is missing. Edit and add a value to solve this problem. Capacité de stockage (en GB) • Cet attribut est obligatoire.
Description in a foreign language	Your description or title is in a foreign language	Descriptions and titles must be in French.
Lack of visual	You have not imported any product images	Import an image corresponding to the product
The brand is mandatory	You did not indicate a brand, the brand indicated does not correspond to the product	Specify a valid trademark. If the brand is not available in the list, contact the merchant service to have it created. <u>service.marchand@rueducommerce.fr</u>
The long description is empty	The long description is empty or provides very little information about the product	Please provide a long detailed description, allowing a good understanding of the product
Presence of the brand in the product title	You have indicated the brand in the title (short name)	Remove the brand from the title. It is not necessary to indicate the brand in the title, because it is indicated in the "brand" field when the product is created.
Title not explicit	Your title is too short or too long or you indicate terms related to a warranty, product grade, delivery, etc.	Include the model number + product type + relevant terms. We recommend a title of about 40 characters
The product is not in the right category	The category you have associated to your product is not the right one	You must associate the right category when you create your product. Otherwise, the product will be automatically rejected and lost.
EAN missing on the product	You have not indicated an EAN	Indicate a valid and official EAN.
Incomplete description	The entire description of your product sheet is incomplete	Please check your entire product file and complete the yellow notifications
Non-compliance with regulations	You have created a product that is subject to a specific regulation requiring certain information: SAR, reparability index.	Please indicate in the SAR and reparability index fields the information corresponding to the product



#### Short designation (title)

0 1 2

2

3

SONY - FW-43BZ35J Téléviseur 43" 4K UHD LED

Poser une question



Note: if you work with **FlixMedia - 1worldwync - Cnet** for the creation of your digital content, you can authorize them to broadcast your rich content on your product sheets.

### Short designation (title)

#### 0.

No need to indicate the brand in your title, it will be automatically indicated after the creation of the product

#### 1.

Indicate the model number. This will help customers to make their purchases.

#### 2.

Indicate the type of product to optimize the results of a search.

#### 3.

You can indicate relevant terms (no more than 4) to optimize the title, such as: color, dimension, specific functionality, etc.

Please note: a quality title should not contain more than 255 characters. Do not indicate the product's condition grade, energy class or information that may change over time

#### Images

The images should be large and sharp enough so that customers can easily visualize the products and that they do not represent a hindrance in the purchasing process.

Images representing the product from all angles are recommended. Give preference to ambient images for products of the home universe.

What Rue du Commerce expects on image formats: JPEG - PNG - GIF Maximum size : 1600 x 1600 Minimum size : 800 x 800 Maximum file size : **10240ko (important)** 



#### Long description of the product

DESCRIPTION FICHE TECHNIQUE AVIS CLIENTS ( QUESTIONS / RÉPONSES

#### Description - TV 40" à 43" - Sony - FW-43BZ35J Téléviseur 43" 4K UHD LED

#### Points forts Sony FW-43BZ35J Téléviseur 43" 4K UHD LED

L'écran BRAVIA FW-43BZ35J 43" associe de superbes images 4K lumineuses à des fonctionnalités adaptées aux entreprises. Doté du puissant processeur 4K HDR X1 de Sony, le FW-43BZ35J offre une superbe qualité d'image, avec des images immersives qui améliorent les trois principaux éléments de la qualité d'image : la clarté, la vivacité des couleurs et le contraste. Robuste et stable, le FW-43BZ35J est conçu pour un large évential d'applications B2B. Il est doté d'un design intelligent qui combine un cadre avec une partie inférieure plate et une position latérale du logo, idéal en mode portrait ou noicliné, notamment dans les applications d'affichage. Le puissant système d'exploitation Android intégré à l'écran sur une plate-forme SoC garantit un démarrage rapide ainsi qu'une grande fluidité pour les applications, les animations et l'expérience utilisateur. Le mode Pro permet une personnalisation rapide et facile pour s'adapter à différents environnements, notamment les entreprises, l'enseignement et l'affichage dynamique, tandis que la configuration en une étape optimise les paramètres d'affichage pour la signalisation et les salles de conférence d'une simple pression sur un bouton.

A travers des images quatre fois plus détaillées que la Full HD et une résolution de plus de 8 millions de pixels, la 4K apporte davantage de clarté à l'affichage dynamique et aux écrans utilisés en entreprise et dans le milieu de l'enseignement.

- La technologie 4K X-Reality PRO rapproche les images d'une véritable qualité 4K. La netteté des images est améliorée en temps réel pour révéler des détails cachés sur les images à résolution plus faible.
- L'affichage TRILUMINOS PRO génère des couleurs à partir d'une palette plus étendue, reproduisant fidèlement un monde aux nuances et aux tons plus riches et plus réalistes.
   La configuration en une étape permet un gain de temps considérable dans les environnements d'entreprises : elle optimise les paramètres d'image et de réseau pour s'adapter aux salles de réunion et aux

La configuration en une étape permet un gain de temps considerable dans les environnements d'entreprises : elle optimise les parametres d'image et de réseau pour s'adapter aux salles de reunion et aux applications de signalisation d'une simple pression sur un bouton.

BRAVIA est conçu pour un fonctionnement fiable 24 heures sur 24 dans les environnements de présentation d'entreprise et audiovisuels les plus exigeants.
 Spécifications;

#### Marque: Sony

- Couleur: Noir
  Taille de l'écran: 43 Pouces
- Tanie de l'ecran: 43 Pouces
   Type de connecteur: Wi-Fi
- EEK Spectre: A à G
- Consommation en veille: 2 watt
- Largeur du produit: 96.4 cm
- Hauteur du produit: 56,3 cm
- Profondeur du produit: 50,5 cm
   Profondeur du produit: 6.9 cm
- Poids du produit: 10.2
- Temps de réponse: 6 ms
- Format: 16,9
- Contraste: 4000 , 1
- Code EAN: 4548736124035
- Connectivité: Wi-Fi, LAN, Bluetooth
- Système d'exploitation: Android OS
   Nombre de ports USB: 2
- Luminosité: 560 cd/m²
- Technologie de rétroéclairage LCD: Direct LED
- Format d'affichage: 4K UHD (2160p)
- Résolution: 3840 x 2160
- Consommation d'énergie annuelle: 105 kWh
- Classe énergétique: Classe G

#### 1. Product presentation

You can present your product or indicate the presentation of the product made by the brand.

#### 2. Presentation of the technologies

In this part the technologies are indicated and presented: 4k X-Reality PRO, Triluminos PRO. Other technologies that could have been presented for a television: Dolby Atmos & Vision, Ambilight, HDR 10, Nano Led etc.

#### 3. Product features

Even if the characteristics are indicated in the data sheet, it is important to state them all in the long description.

Indeed, it is possible for a product that some fields allowing to indicate a specific characteristic do not exist. This characteristic will not appear in the technical sheet, but will be visible in the description if you have indicated it.

Please note: the description is limited to 60,000 characters. Do not indicate the product's condition grade, energy class or information that may change over time

The long description must be different from the short description. Otherwise, the product description will be invalid.

Note: when creating your product, it is possible to include HTML and CSS language as well as to integrate images and videos in your long description.



#### **Product characteristics (data sheet)**

Search filter				
Catégories		Q Rech	ierche	
TV 32" et moins	La reur pour tous :			
TV 32" à 39"				
TV 40" à 43"		IIS O QUESTIONS / REPONSES		
TV 50" à 55"	Fiche technique - TV 40" à 43" - Sony - FW-4	43BZ35J Téléviseur 43" 4K UHD LED HD	OMI USB Noir	
TV 56" à 65"	Information générale		Caractéristique principale	
TV 66" et plus	Classe énergétique :	G	Couleur :	Noir
√ 44" à 49"	Dolby Vision :	Compatible Dolby Vision		
	Incurvé :	Non incurvé		
e 🔨	Marque :	Sony		
	Nombre d'entrées HDMI :	4		
Q	Norme d'affichage TV :	4K UHD		
asonic (15)	Vesa :	200 x 200 mm		
nu (5)	Dimension		Affichage	
amsung (83)	Taille d'écran TV cm :	109	Contraste :	4000:1
C (50)	Communication / Réseau		Connectique	
(JS)	Bluetooth :	Avec bluetooth	Nombre d'entrées DVI :	0
4(1)	Wi-Fi :	Wi-Fi	Port USB :	Port USB
g (2)	Concommation		Ecran	
	Consommation on veille (on W) -	0.5 W	Ecran tactile :	Ecran non tactile
· · · · · · · · · · · · · · · · · · ·		0,5 11	Taille d'écran TV pouces :	43
en de la			Technologie d'écran TV	LED
-				
écran TV pouces	Multimédia	2940 x 2160 pixela		
	Resolution de l'ecran :	3040 X 2100 pixeis		
i (80)				
(46)	URL notice pdf			🖋 Modifier
(42)	Pas de valeur fournie			
(33)	r as ac vacar journe			
5 (13)				
3 (10)	Note:			
8./Q)				
ompatible Google	Indicating optional features	during the creation of a p	roduct, will increase its visibilit	<b>y</b> and improve its

ranking in the search results, when a customer uses the sorting filters.

Compatible Google

Assistant

 $\sim$ 

#### Indicating the characteristics of a product has several advantages:

- Optimize the search filter and its results -
- Optimize the search result (search bar) -
- Reassure a customer before/after sale -
- Optimize your sales -
- Reduce the risk of product returns -

To reassure your customer on his purchase you can indicate in the product characteristics, the link leading to the manual or the manufacturer's sheet of the product.

> RUE DU COMMERCE

# Energy label

Since March 1, 2021, for better readability, the **energy labels** for home equipment have been revised. The **A+**, **A++** and **A+++** classes disappeared in favor of a scale from **A** to **G**.

The European Union has revised the classification of 5 categories of products:

- Refrigerators, freezers and wine storage devices
- Dishwashers
- Washing machines and washer-dryers
- Televisions and screens
- Bulbs and LEDs

More information <u>Here</u>.

The energy class should not be mentioned in the title of the product or in its description (short and long).

To indicate the energy class, you must fill in the following fields in the <u>creating products</u>

A pictogram will automatically appear on the product sheet as well as in the product data sheet:







# Reparability index

Since January 1, 2021, the Ministry of Ecological Transition has implemented the **reparability index**. It is a note on 10 mandatory to appear on products at the time of purchase. This note is assigned by the manufacturer of the device based on predefined criteria.

#### The product categories involved are:

- Electric lawnmowers
- Laptops
- Washing machines
- TVs
- Smartphones

More information <u>Here</u>

BOSCH - bosch - waj24008ff bosch - lave-linge frontal 60cm 8kg 1200t a+++ blanc - waj24006ff ★★★★★ 2 Avis / Poser une question	399,99€ dont 8,00 € déco contribution Ou 3 fois 136,40€ (avec frais) avec Cofidis €	
<image/>		Cette note est liée à la caractéristique : ce sera corrigé automatiquement si on modifie la caractéristique indice de réparabilité
Information générale		
Avis Client : 5		
Classe épernélique :		
Affichage du temps restant : Avec affichage du temps restant		
Fin différé : Fin différé		
Connecté : Non connecté		
Départ différé : Sans départ différé		
Porte(s) réversible(s) : Sans porte(s) réversible(s)		
Indice de réparabilité (note sur 10) : 7.3		Caractéristique à
Etiquette indice de réparabilité voir le document		compléter

Indice de réparabilité



# Specific Absorption Rate (SAR)

In accordance with Article 1 of Decree No. 2010-1207 of October 12, 2010 on the display of the specific absorption rate of radio equipment, you must fill in the SAR limb and trunk in addition to the SAR head, on your product information.

DAS tête (en W/Kg)*	
DAS membre (en W/Kg)	
DAS tronc (en W/Kg)	

Since March 1st, no new product can be created on the Smartphone and Tablet categories without these 3 fields being filled.



More often than not, besides the creation of offers by form or the update of offers in your inventory, an integration report will be generated. You will be able to check the smooth functioning and download an error report. The errors are in the last column of the file.



When you import a product file into Mirakl, if there are any errors, several reports can be downloaded to identify and correct your errors. It is important to check these reports to ensure that all your products go live:

Transformation error report: when transformation fails and products do not follow the guidelines => "Download transformation error report

- Examples of errors :
  - 2019 | The attribute 'ean13' (EAN 13) must be a valid product reference: EAN-13
  - 1000 | The attribute 'arrangement\_number' (Nombre de rangements) is required

Integration error report: means that the integration has failed, i.e. products are rejected by us => "Download integration error report" They require a new action from you.

Examples of errors :

- MCM\_BAD\_CATEGORY/Le produit n'est pas rangé dans la bonne catégorie
- MCM-05000 | The 'short\_description' attribute is required., MCM-05000 | The 'full\_description' attribute is required.
- The added products report concerns the products published by us.



# Configuring the logistics grid



# Logistics grid

Shipp	oing Configuration	
Depen	ding on the platform settings, enable or disable shipping zones, methods and logistic classes. You can specify shipping charges for each active combination from the page	of each shipping zone.
	Shipping Zone	Enable
>	France (hors Corse) France Hors Corse	Edit shipping charges
~	Corse Corse	Edit shipping charges
	Shipping Methods	
	Livraison standard à domicile Livraison standard à domicile (2-3 jours)	•
	Livraison Express à domicile Livraison Express à domicile (1 jour)	•
	Livraison en point de proximité avec Relais Pickup Livraison en point de proximité avec Relais Pickup	
	Livraison en point de proximité avec Mondial Relay (2-3 jours) Livraison en point de proximité avec Mondial Relay (2-3 jours)	
	Livraison en point de proximité avec Relais Colis (2-3 jours) Livraison en point de proximité avec Relais Colis (2-3 jours)	

The configuration of the logistics grid is a critical step to the publication of your offers.

No offer without shipping method can be published on Rue Du Commerce, you will always get an error message.

2 delivery zones are available:

- France (Mailand only)

- Corse (Corsica)

Zones can be enabled and disabled by clicking on the rightmost box in the row. Clicking on the zone gives you access to the list of delivery methods and logistic classes in order to determine which ones are desired. **Please note however** that activating a previously inactive delivery zone (for instance Corsica) activates all delivery methods by default. It is therefore imperative to check that only the desired methods are active.

Clicking on « **Edit shipping charges** » allows you to determine the amounts charged for each method and logistic classes. More details are available next page.



Every product classification is associated to a class (For instance, Smartphones are associated to Class B)

As such, 2 methods are available to configure your logistics grid:

- Creating offers and configure only the concerned classes.

To easily identify the concerned classes, you can do an export of your inventory in My Inventory > Offer list. The « Logistic class » column will provide you with a code. The first letter of that code is the name of the classe (for instance, AQW1 for classe A).

- Configuring your method and shipping costs in the logistic grid and associating your offers to each class. That can be either when creating offers (by form or file) or when updating them.

Important : By CSV or XML files, you will have to send the class code in the Logistic-class field. These fields are available on <u>that page</u>.

As soon as an offer is associated to a logistic class, you will have to activate a shipping method for that class.

Each method has its own delivery time. Here are the main ones:

- Livraison standard à domicile (standard delivery at home) : 3 days
- Livraison express (express delivery) : 1 day
- Livraison point relais (pickup point delivery): 3 days
- Livraison transporteur pied d'immeuble (delivery in front of the building) : 4 days
- Livraison transporteur dans la pièce (delivery in the customer's room) : 4 days

Those delivery times are configured in calendar days.

Important : We add that time to the time to ship (associated to the offer) to give our customers an estimated date of delivery.



# Configuring shipping and delivery times



# Setting up shipping and delivery times properly

Rue Du Commerce sends the customer a delivery date forecast. This is a commitment made on your behalf in addition to ours, based on the data you have programmed into Mirakl.

Lead time to ship : You must set the number of working days (excluding weekends and French public holidays) required to ship the parcel per offer or globally in your shop. If you ship your parcels in 2 days, you must enter 2 days.

**Delivery time** : **Rueducommerce** sets a number of working days (excluding weekends and French public holidays) for each delivery method. However, this delivery time may not be affected by your country of dispatch. This is why we strongly recommend that you check this grid and <u>modify it for your shop</u> if it does not correspond to your country.

Delivery method	Delay linked to the method
Livraison Express à domicile	1 to 3 days
Livraison par transporteur Express pied d'immeuble	2 to 4 days
Livraison par transporteur Express dans votre pièce	2 to 4 days
Livraison par transporteur	7 to 9 days
Livraison par transporteur pied d'immeuble	4 to 6 days
Livraison par transporteur dans votre pièce	4 to 6 days
Livraison par transporteur dans votre pièce avec installation et reprise	4 to 6 days
Expédition par mail	0 days





# Delivery date: Examples

Order placed on 11/08/2024 Delivery time = 1 day Delivery method = Standard home delivery RDC grid = 3 to 5 days Shop grid in this example = 6 to 8 days

Grid	08-nov	09-nov	10-nov	11-nov	12-nov	13-nov	14-nov	15-nov	16-nov	17-nov	18-nov	19-nov	20-nov	21-nov	22-nov
								Possible			Possible	Possible			
RDC grid	Order				Dispatch	Transport	Transport	delivery			delivery	delivery			

Grid	08-nov	09-nov	10-nov	11-nov	12-nov	13-nov	14-nov	15-nov	16-nov	17-nov	18-nov	19-nov	20-nov	21-nov	22-nov
Shop grid	Order				Dispatch	Transport	Transport	Transport			Transport	Transport	Possible delivery	Possible delivery	Possible delivery



# Competitive intelligence



# Manually monitor your competitors' offers

Rue du Commerce ✿ Tableau de bord Offres + Ajouter une offre Commandes Service client > Messages 2 3 4 5 .. 200 50 👻 résultats sur 15561 1 ⊕ ~ 🔤 🗸 Prix et stock Offres en attente > Offres Produit SKU Offre État Prix Qté Imports de fichiers Filtrer Réfrigérateur américain GSGV80EPLD Comptabilité InstaView (a-6160-8806084224705) Neuf Par défaut 9999.00 € 0 - 81 SMARTPHONE NU APPLE IPHONE12MINI-128-BK Ajouter une offre Catégorie Téléphones / Téléphones Mobiles / Smartphones APPLE Marque EAN 0194252121948 SKU a-3782-0194252121948 smartphone nu de la marque apple. en achetant ce produit, vous profiterez d'une garantie de 2 ans ! Rechercher un produit dans notre catalogue 0194252121948 Offres concurrentes Entrez un nom de produit, une margue, une référence... Stock 16 Neuf à partir de 710,00 € + 9,99 € Livraison ∮à partir de 1 349,60 € + 0,00 € État \* Quantité en stock\* Livraison \* 1 Reconditionné

When creating an offer, Mirakl gives you the possibility to check your positioning compared to that of your competitors:



# Monitoring your competitors' offers via API

Mirakl's API P11 allows you to easily obtain the details of your competitors' offers for a given EAN. You can get more informations on that subjet in <u>that</u> <u>article</u> from the Mirakl Helpdesk.

That will give you an XML file with the following informations for every sellers on that product:

- Price : discounted prices, discount period
- Shipping method and shipping price
- Description
- Delivery time
- Product stat
- Shop name
- Stock

<leadtime to ship>4</leadtime to ship> <min shipping price additional>0.00</min shipping price <min shipping price>0.00</min shipping price> <min shipping type>Domicile1</min shipping type> <min shipping zone>FR</min shipping zone> <price>328.29</price> <price additional info xmlns:xsi="http://www.w3.org/200</pre> <state code>11</state code> <total price>328.29</total price> <nb evaluation>0</nb evaluation> <is professional>true</is professional> <shop grade xmlns:xsi="http://www.w3.org/2001/XMLSchema <shop\_name>ABCD1234</shop\_name> <channels/> <discount xmlns:xsi="http://www.w3.org/2001/XMLSchema-i</pre> <logistic class xmlns:xsi="http://www.w3.org/2001/XMLSc <min guantity alert xmlns:xsi="http://www.w3.org/2001/X <offer additional fields/> <offer id>0</offer id> <premium>false</premium></premium> <guantity>999</guantity>



# Sales and commercial animation



# **Our core business categories**



Refurbished

# Your catalog



- To sell on our markteplace, you need to have a catalog with a good range to answer the needs of as much customers as possible.
- > The more offers you have, the better yours chances to sell.
- For that, it is paramount to categorize your offers in the right category with the right price and disponibility.
- The more your catalog will be well referenced, the more ours customers will find your products.
- As such, you need to match your your products classification to our arborescence.





# Visuals of your product sheets





- To make it on a marketplace, it is important to have a wide catalog with at least 50 products to attract as much customers as possible.
- It is also important to have quality product sheets to get in the search engine (Product sheet, HD pictures and mostly good content).
- Here are some advices regarding the pictures:
  - Several pictures from different angles.
  - If possible, they should be with a white background / cut out.
  - Showing the contents of the package / the accessories
  - A video can be a plus



## Descriptions of your product sheets

- > Have a layout / form for more readable and pleasant content
- > Watch out for bad translations, repetitions and copy/paste errors
- Include visuals to energize the content
- > A content written in french without spelling mistakes

DESCRIPTION FICHE TECHNIQUE AVIS CLIENTS QUESTIONS / RÉPONSES

#### Description - CLATRONIC - Robot Pâtissier Boulangerie Cuisine Ménager Multifonction Bol 5L 1100W KM 3711

#### Garantie 2 ans

Mixeur/Pétrin/Fouet puissant avec 1000 watt max. et bras multifonction orientable à 35° Bol en acier de 5 litres au goût neutre pour max. 2.5 kg de préparation 3 Crochets accessoires (mélangeur, crochet, fouet) Particulièrement facile à nettoyer et à utiliser Robot Multifonction 5 litres / 1000W / 3 Crochets accesories Mélangeur en aluminium moulé sous pression mélange égal même avec de grandes quantités de pâte Crochet en aluminium moulé sous pression pour par ex. les pâtes lourdes comme la levure et la pâte à pain Fouet en acier inoxydable pour les ingrédients aérés, tels que les blancs d'œufs ou la pâte à biscuit Robuste équipement spécial Matériau du bol: Acier inoxydable (inox) Couvercle de protection contre les éclaboussures transparent Contrôle électronique de la vitesse Verrouillage du bras multifonction Fusible de sécurité Recouvrement sécurisé de la mécanique d'entrainement Position stable grâce aux pieds antidérapants Alimentation: 230 V, 50 Hz Balance de cuisine Surface de pesée en verre / Fonction tare / Apagado automático Surface de pesée en verre de haute qualité Ecran LCD clairement lisible Dimensions (LxHxP): environ: 150 x 17 x 220 mm. Poids de 5 kg (1 g mise à l'échelle) Unités de mesure réglables: g, lb-oz, ml, fl oz Arrêt automatique Interrupteur marche / arrêt Fonction Tare (fonction pondérée additif) Haute stabilité grâce pieds caoutchoutés Indicateur de batterie faible Fonctionnant sur batterie: 1x CR 2032 (batterie fournie) Detalles Fouet Fouet en acier inoxydable pour les ingrédients aérés, tels que les blancs d'œufs ou la pâte à biscuit Crochet Crochet en aluminium moulé sous pression pour par ex. les pâtes lourdes comme la levure et la pâte à pain. Mélanguer Mélangeur en aluminium moulé sous pression - mélange égal même avec de grandes quantités de pâte. Couvercle de protection Couvercle de protection contre les éclaboussures transparent.

#### Simplicité et éfficacité au quotidien

Réussissez simplement vos blancs en neige, vos crêmes fouettés et autres préparations grâce au mouvement de rotation planétaire du robot. Les différents accessoires que vous pouvez attacher robot tournent sur eux-mêmes mais, aussi dans le bol ce qui permet d'obtenir des préparations homogènes.

Equipé d'un **moteur à transmission directe** pouvant produire **une puissance de 800W**, vous ne perdrez pas de puissance peu importe la vitesse à laquelle vous êtes parmi **les huit disponible**. Ce robot pâtissier se révèlera être un atout de poids dans votre cuisine, peu importe la complexité de la recette que vous souhaitez réalisé il répondra présent à tous les défis que vous lui lancez.

Avec son écran LCD et son minuteur intégré, plus besoin de le surveiller l'Choisissez le temps ainsi que la vitesse voulue et il fera le travail à votre place. Il dispose également d'un **boi en acier inoxydable** d'une contenance de 5.2L qui conviendra à la plupart de vos préparations culinaires.

Parmi les accessoires fournis vous trouverez **un couvercle anti éclaboussure**, afin de garder votre zone de travail toujours propre. Vous trouverez également kit de pâtisserie contenant un fouet, un batteur, un crochet. Avec cela vous serez paré à toutes les éventualités.





# Attributes of your product sheets



Fiche technique - Samsung - Galaxy S10 F	Plus - 128 Go - Bleu Prisme	Fiche technique - Samsung - Galaxy S20 -	4G - 128 Go - Bleu
Poids	500	Couleur	Bleu
Couleur	Blue	Résolution max de l'appareil photo	64
oodicur	blue	Nombre de capteurs photo arrière	3
Système d'exploitation	Android	Nombre de capteurs photo avant	1
Résolution du capteur numérique en Mpx	0	Charge sans fil (induction)	Avec charge sans fil
Capacité de la mémoire vive	0	Capteur : Reconnaissance faciale	Reconnaissance faciale
Mémoire intégrée (ROM)	128	Prise casque (jack)	Sans prise casque
Sustème d'avalaitation mobile	Android	Marque de processeur smartphone	SAMSUNG
	Android	Qualité de verre d'écran	Gorilla Glass 6
Débit d'Absorption Spécifique	0	Résolution de l'écran smartphone	Quad HD Plus
Taille d'écran (pouces)	0	Spécifications audio	Haut-parleurs stéréo AKG; Son compatible Dolby Atmos
Mémoire vive installée	0	Spécifications appareil photo selfie	10MP Dual Pixel; Ouverture f/2,2; Autofocus;
Résolution de l'écran	0	Varaian de l'annarail	Voreion francoico
Résolution max de l'appareil photo	0		Version nançaise
Réseau internet	4G+	Resolution du capteur numerique en Mpx	04
Modèle de smartnhone	Sameung Calayy S10 Plue	Version de l'OS	Android 10
	Samsung Galaxy STU Flus	Taille Maximale prise en charge	1000
Version de l'appareil	Version internationale	Technologie d'écran smartphone	Dynamic Amoled

When creating a new offer, you must fill the mandatory attributes. It is advised to fill in the other attributes on Mirakl to improve customer, particularly through the various filters.



# Pricing and Buybox\*



Autres of	ires
TOUT NEUF OCCASION	
i-Bazzaar Lyon - • Neuf	<b>877,00 €</b> Livraison gratuite
ZOOMICI - • Neuf	<b>1 068,17 €</b> Livraison gratuite
la-eboutique - • Neuf	<b>1 076,71 €</b> Livraison gratuite
Egadget Central - • Neuf	<b>1 076,71 €</b> LIVRAISON GRATUITE
REALLYPHONES - • Neuf	898,90 € Livraison gratuite
Ruedutronics - • Neuf	946,00 € + 9,99 € de frais de port
RoyalPrice - • Neuf	1 111,19 € LIVRAISON GRATUITE
Rue du Commerce - • Neuf	909,00 € Livraison gratuite

- Your princing is an essential element for your sales. The price is the primary motivation of the online shopper. (Source : Etude BVA)
- Beside your delivery time, the more relevant your pricing, the more likely you are to have the add to cart button in your favor.
- During a search, it is the seller with the most relevant offer regarding those 2 criteria who will be in the best position to sell to the customer.

Methods to optimise your pricing are provided **page 54 and 55**.

\* The buybox is managed by an algorithm which weights these different criterias but not only. The allocation formula is not known to our departments for more equity between sellers.



# The importance of crossed out prices

The **sales price** is the main **purchasing criterion** of our customers. We therefore recommend that you adopt the most attractive **pricing strategy** possible in relation to your competitors.

We offer you the solution of **crossed-out prices**, here's how it will work:

- > The crossed out price will be present as well as the current price
- A sticker will automatically be displayed indicating the difference between the 2 prices.
- Following the latest amendments to the French Consumer Code (article L.121-1), pricing regulations changed on May 28<sup>th</sup> 2022. The reference price is now the lowest price charged during the last 30 days prior to the application of the price reduction. As an exception, in the event of successive price reductions during a given period, the previous price is the one charged before the first price reduction was applied. It is up to the Merchant Partners of the marketplace to take account of these latest legal regulations when setting the reference prices. RUE DU COMMERCE informs the Merchant Partners of the marketplace that it does not store the prices charged by the merchants and that it cannot automatically cut off offers in the event of abusive promotions. RUE DU COMMERCE cannot under any circumstances be held responsible for the failure of vendors to comply with their legal obligations. In the event of non-compliance with these regulations, Rue du Commerce reserves the right to take all necessary measures, such as the suspension of offers or the suspension of seller accounts.



#### Msi - 27" LED Optix G271

Ecran PC Gamer - 1920x1080 - Dalle IPS - 1 ms - 144 Hz - AMD Freesync - Flicker Free -HDMI/DisplayPort







# Deliveries and reviews



Vendu et expédié par	
	$\star \star \star \star \star 0$ av
	~~~~~
Vendu et expédié par	

- Price isn't everything. Services are as important to gain customer loyalty and reassure him regarding its next sells.
- Customers are more interested in free deliveries as well as the delivery time.
- 75 % of online shoppers check shipping costs before considering buying (Source : JDN)
- It is of the outmost importance to correctly configure your shipping times according to the type of product and delivery method (standard or express).
- It is important to respect those deadlines in order to create trust within the customer and assure yourself good reviews.
- Customer reviews are very umportant at Rue Du Commerce and clearly influence the pucharsing decision of e-consumers. The idea is therefore to offer an optimal customer experience (delivery, customer service, stocks and so on) which will impact your rating and your sales on our platform.
- Reading customer reviews is a primordial information source for 38% of the consumers. 88% of french consumers consults online reviews before buying ( Source : étude trustpilot)



# Sales promotions





- To boost your sales, Rue du Commerce regularly sets up global or targeted sales operations via promotional codes displayed directly on your product page, which allow you to offer promotions by taking advantage of the site's animation levers.
- These promotional codes are 100% financed by the merchant and set up by our teams, the merchant does not have to make any manipulations in his flows. All that is required is to formalise the participation by signing a contract for the operation or by writing us an agreement email from a decision maker.



# Sales promotions : Promotional codes → Modus Operandi

- As a reminder, all the parameters of the operation are taken care of by Rue du Commerce, so the merchant (seller) does not have to make any manipulations in his flows.
- If you wish to participate in the operation, the merchant (seller) will receive by e-mail a contract allowing you to take note of the conditions of the promotional event.
- You have the possibility to choose different discounts for your promotional codes, 100% financed by yourself or partially financed\* by Rue du Commerce \* subject to negotiation with your Merchant Manager:
   -5% / -10% / -15% / -20% / -25%
- > These promotional codes can be **applied** to **your entire catalogue** or **just a part** of it.
  - $\rightarrow$  It is up to you to choose what you want to do and to include it in your contract.
  - Example 1: It is possible to apply the code only to one product
  - Example 2: It is possible to apply the code only on Computers except for Apple Computers
- The promotional codes are applied to the prices including VAT of your chosen products for the Operation and do not affect the shipping costs.
- To finalise your participation, you must return the duly completed and signed contract before the deadline indicated in the e-mail announcing the operation to the following general address: <u>marketplace@rueducommerce.fr</u> or to your usual Merchant Manager



# Sales promotions : Promotional codes -> Modus Operandi

In the contract, you will need to fill in your company's details in the box on the front page

# Rue Du Commerce ou « Le Mandataire » Le Marchand ou « Le Mandant » Société par actions simplifiées Forme juridique : Société par actions simplifiées Forme juridique : Capital de 2.823.837 euros RCS : RCS Bobigny 422 797 720 Adresse: 93400 Saint-Ouen Tél: Représentant : Guillaume VOIRIOT Représentant : Directeur commercial Societé par actions simplifiées





## Flash sales



Prix				
Prix*			Prix remisé	
	79.99	€		€
Période de re	emise 🕜			
du			au	i
Information s	sur le prix	x 🚯		
Informatio	n complé	émenta	ire sur le prix d	de l'offre.

- Flash sales will allow you to boost your sales. You can set them from your Mirakl Back office. Visitors are very fond of those promotions that are limited in time.
- The bargains and the flash sales categories are the most visited of our website.
- You can configure your flash sales directly on your offer on Mirakl (72h at the most)



# Flash sells $\rightarrow$ How to make the settings?

A) **Manually**: Set up Flash Sales directly in Mirakl from the list of offers in the "Additional Information" tab by entering your product.

	Informations additionnelles ~					
	Prix soldé 1ère démarque					
	Date de début de la 1ère démarque					
	Date de fin de la 1ère démarque					
	<b>m</b>					
	Prix soldé 2ème démarque					
	Date de début de la 2ème démorrane					
	Date de fin de la 2ème démarque					
	m					
	Prix soldé 3ème démarque					
	Date de début de la 3ème démarque					
	uuu Date de fin de la 3ème démarque					
	<b>m</b>					
[	Prix Vente Flash					
	Date de début de la Vente Flash					
	Date de fin de la Vente Flash					

# Flash sells $\rightarrow$ How to make the settings?



AB

Prix Vente Flash

sales-flash-price



and the Flash Sales columns



## Sales

# BIENTÔT LES SOLDES ! DÉCOUVREZ NOS OFFRES DU MOMENT

SOLDES	
Prix avant promo : <del>150,00 €</del>	-33%
100,00€	-

- Find twice a year the Sales which take place on RueDuCommerce at the beginning of the year (January-February) and in the middle of the year (June-July): they are framed by prefectural decrees with dates fixed and starting times by the government with particular conditions to respect (see next page).
- You have the possibility to join by setting all or part of your catalogue so that your offers are flagged "Sale".



# Sales $\rightarrow$ Conditions to be respected

#### → Which products can be sold?

#### > Products offered for sale and paid for more than 30 days ago

Payment can be deferred as long as the invoice is issued at least 30 days before the start of the sales.

#### Products marketed 30 days before the sales

It is forbidden to replenish the stock during the sales. Products put into stock during the sale may never be sold during the period, even after one month of sale.

Following the latest amendments to the French Consumer Code (article L.121-1), pricing regulations changed on May 28<sup>th</sup> 2022. The reference price is now the lowest price charged during the last 30 days prior to the application of the price reduction. As an exception, in the event of successive price reductions during a given period, the previous price is the one charged before the first price reduction was applied. It is up to the Merchant Partners of the marketplace to take account of these latest legal regulations when setting the reference prices. RUE DU COMMERCE informs the Merchant Partners of the marketplace that it does not store the prices charged by the merchants and that it cannot automatically cut off offers in the event of abusive promotions. RUE DU COMMERCE cannot under any circumstances be held responsible for the failure of vendors to comply with their legal obligations. In the event of non-compliance with these regulations, Rue du Commerce reserves the right to take all necessary measures, such as the suspension of offers or the suspension of seller accounts.

#### → When to fill in your sales?

As soon as you are able to add them to the catalogue, please let us know so that we can make sure that everything is correct and that the sold out offers can be online as soon as they open.

The inclusion of sales does not result in an immediate increase in the discounted price. The launch date will be programmed by Rue Du Commerce and will be communicated to you as soon as the prefectoral decree has determined it.

#### ➔ To be noted

- > Make sure that flash promotions/sales such as offers included in an End Of Month operations do not conflict with sales.
- If you set up sales in your feeds and you participate in our commercial operation, the code will be applied to the price already sold. Please take this into account in your settings.
- **Reference prices** take into account all recent promotions, flash sales and private sales, at least in the last 30days.


#### Sales $\rightarrow$ How do I make the settings?

A) Manually: setting up sales directly in Mirakl from the list of offers in the "Additional information" tab

Please note that the start and end dates are mandatory

<u>N.B.</u>: **3 markdowns** are possible but be careful with the **dates** and **prices** which must be consistent Example: 1st markdown: 100€ from 01/12 to 01/19 2nd markdown: 80€ from 01/20 to 01/26

3rd markdown: 60€ from 01/27 to 02/08

Prix soldé 1ère démarque	7
129.99	
Date de début de la 1ère démarque	
12/01/2022	
Date de fin de la 1ère démarque	
108/02/2022	
Prix soldé 2ème démarque	
Date de début de la 2ème démarque	<b>Fa Tamara 2</b> )
	En Temps 2)
Date de fin de la 2ème démarque	
Prix solde 3eme demarque	
Date de début de la 3ème démarque	En Temps 3)
Date de fin de la 3ème démarque	

Informations additionnelles

#### Sales → How do I make the settings?





#### Sales $\rightarrow$ How do I make the settings?

#### **General Recommendations:**

Make sure you always send consistent information, for instance:

- **Discounted price** should **not** be **equal** to or **higher** than your **selling price**
- Do not reverse the start and end dates
- If you have several markdowns, do not send the same dates for each one: they must follow each other

If you work with an **integrator**, configuration will have to be done from their **interface**, we recommend you to consult their **documentation**.

In addition, some offer a configuration wizard to save you time.

In any case, if you encounter any difficulties or if you wish to check the correct settings, please do not hesitate to contact our technical department: <u>service.marchands@rueducommerce.fr</u>





# Shop management

# Shop presentation



#### Shop presentation



The home page of your shop gives you an instant access to many useful informations that will help you in the daily management of your shop. The next pages will give you more details about them.







Gives you access to orders placed on your shop Several filters are available by default, such as orders to be processed, orders with incidents, etc.

Gives you access to messages sent by customers.

Allows you to manage the catalogue

Allows you to access accounting information

Gives you access to your shop settings, delivery charges, commission rates, subscriptions, etc.



#### Support KPI

That second part of the homepage gives you quick access to the important informations for your support team:



Each of these tabs will also give you shortcuts to the concerned sections (inbox, orders and so on).



### Quality and business KPI

That third part allows you to follow on the period of your choice:



Metric	Your value	Metric	Your value
Acceptance rate	67.05%	Acceptance time	2h 48m
Incident rate	8.47%	Time to ship	1d 22h 22m
Refund rate	49.15%	Response time	3d 23h 22m
Late shipment rate	4.17%	Auto-refused rate	0%



#### Temporarily closing your shop

To temporarily close your shop, you need to clicking on My account > <u>Settings</u>

You then need to go to « closed » and put a starting date and a finishing date:







# User management

#### User management



You can manage your users at all time by clicking on My account <u>> User Management</u>.

That will allow you to:

- Update existing users access rights
- Create new users



#### Managing existing users

Utilisateurs						
	Rechercher par adresse email	Q			50 • < >	O Ajouter un utilisateur
	Filtrer par: Statut ~ Rôles ~ Adresse email	ļ	† Statut	Rôles	Langue Créé le 🛔	↑ Dernière connexion ↓↑ Dernier accès API
	-devision and good action		Activé	Toutes permissions	Français	25/01/2024 Pas de clé API I

That part will allow your to access your user list and their access rights. You can change these rights at all time by checking or unchecking the boxes and saving.

Shop Administration : Access to Dashboard Statistics, access to the Settings, Information, and User Management menus, capability to call Shop API.

Gestion de l'inventaire : Access to Inventory dashboard, management and messages, and Mapping Configuration.

Administration des ventes : Access to Message, Order and Revenue Dashboards, and Order Management.

**Comptabilité** : Access to Statements and Transaction History.

Support : Access to Message and Order dashboards, plus read-only access to Orders (capability to upload documents on orders) and read-write access to Messages.

Each user will be able to configure the notifications he wishes to receive (new order, message, import errors and so on) by clicking on its user name on the upper right part of the page.



#### Creating new users

Add a shop user		
Email*		
New password *		12 characters minimum, with one digit, one lowercase letter, one uppercase letter and one symbol
	1	
Confirm password *		
Language *	French 🗸	
Roles	Shop Administration	Access to Dashboard Statistics, access to the Settings, Information, and User Management menus, capability to call Shop API.
	Inventory Management	Access to Inventory dashboard, management and messages, and Mapping Configuration.
	Order Management	Access to Message, Order and Revenue Dashboards, and Order Management.
	C Accounting	Access to Statements and Transaction History.
	Support	Access to Message and Order dashboards, plus read-only access to Orders (capability to upload documents on orders) and read-write access to Messages.
	✓ Save	

Clicking on « Add a shop user » will lead you to that page. There, you will be able to configure:

- The user's email adress
- Its password
- Its language
- Its user rights



#### Notifications



Mirakl automatically sends notifications by emails regarding different event. For instance:

- You have a new order
- A customer sent you a complaint
- Your deadline to accept an order is nearing
- An order is going to be late.
- An incident has be opened.
- The stock import has an error
- The shop has been suspended

And lots of other useful informations. Each user can configure its needs by clicking on its ID on the upper right side of the page.



# Financial management



#### Transaction history



The homepage allows you to instantly know what what is you current balance:

- **Payable** = The amount that will be paid at the next transaction.
- **Pending**= The amount that does not yet meet the payment criterias

The transaction history button will redirect you to the appropriate section. It is also reachable by clicking on My Account > <u>Transaction history</u>.

My Transaction H	istory											
€0.00 Balance Pending	€0.00€3,418.94€0.00Balance PendingBalance PayableBalance Paid											
Search by order, documer	nt number or payment refe	erence Q	L								@ Export	25 💌 < >
Created	Received on	Order no.	Invoice no.	Qty	Description	Туре	Amount	Payment status	Payment reference	Debit	Credit	Balance
12/08/2020 1:00 AM	n/a	n/a	n/a		Subscription tax for the period between 11/07/2020 and 12/07/2020 (Tax 20.00%)	Subscription tax	-€8.00	Payable		-€8.00		€3,418.94
12/08/2020 1:00 AM	n/a	n/a	n/a		Subscription fee for the period between 11/07/2020 and 12/07/2020	Subscription fee	-€40.00	Payable		-€40.00		€3,426.94
11/08/2020 1:00 AM	n/a	n/a	n/a		Subscription tax for the period between 10/07/2020 and 11/07/2020 (Tax 20.00%)	Subscription tax	-€8.00	Payable		-€8.00		€3,466.94

That section is a full history of every transaction done on your shop with an order level details

You can do a search by order, document number or payment reference and do exports.



#### Bank transfers and statements

Bank transferts are done 3 times a month at fixed dates:

- 1st day of the month
- 11th day of the month
- 21st day of the month

To meet the payment criterias, an order must:

- 1. Have been shipped for 15 days
- 2. Have tracking informations (when the carrier permits it)

Once a bank transfer is done, the statements will be uploaded in My Account > My statements.

To make sure that payment can be realized in the best possible situation, please remember to upload an official bank identification statement <u>on your shop</u>:

Rue du	Commerce	
↑ Tableau Ê Commar	de bord Fac	turation et documents
Service	client > Cycle	es de paiement Pièces comptables
🖻 Message	25	
<ul><li>Prix et st</li><li>Comptal</li></ul>	tock > C Dilité ~	ette page détaille les informations liées aux
Facturat	ion et documents	Créé le 🗸
Historiq	ue des transactions	
Conform	ité C	réé le 🗸
æ Paramèt	ires >	1/01/2021 09:14
🚱 Aide	۲ R	ésultats par page 25 👻
	Documents	
	GENERAL MANAGER ID CARD	Select a file General Manager ID card Maximum file size: 10 MB
	ARTICLES OF ASSOCIATION	Select a file
		Certified articles of association (Statute) - formal memorandum sta
	SHAREHOLDER_DECLARATION	Select a file
		Send information referring to the shareholder declaration: https://w
	REGISTRATION PROOF	Select a file
		Extract from the Company Register issued within the last three mo
•	General Terms and Conditions of Sale	Select a file CGV Maximum file size: 10 MB
	Bank statement	Select a file
		RIB Taille maximale du fichier : 10 Mo Maximum file size: 10 MB



## Changing bank account details

#### To update your bank account details, you must click on My Account > <u>Settings</u>

Mon compte Coordonnées <b>Ref. Bancaires</b> Frais de port Options de livraison Imports Sépar	ateur CSV		
Références bancaires			
Titulaire du compte *			
Nom de la banque *			
Adresse de la banque			
Code postal			
Ville			
IBAN*			
BIC*		Documents	
▲ Causeanardar			
		GENERAL MANAGER ID CARD	Select a file
			General Manager ID card Maximum file size: 10 MB
		ARTICLES OF ASSOCIATION	Select a file
			Certified articles of association (Statute) - formal memorandum st
Changing your bank account details will instantly suspen	<b>vour navments</b> until vour	SHAREHOLDER_DECLARATION	Select a file
new informations are checked by our accounting departm	ient.		Send information referring to the shareholder declaration: https://w
		REGISTRATION PROOF	Select a file
Be careful though, our accounting department will still ne identification statement.	ed an official bank		Extract from the Company Register issued within the last three mo
		General Terms and Conditions of Sale	Select a file
As such you must send it at the same time to galerie.com	pta@rueducommerce.fr		CGV Maximum file size: 10 MB
and upload it on the list of documents <u>on your shop:</u>		Bank statement	Select a file

RIB Taille maximale du fichier : 10 Mo Maximum file size: 10 MB

## Changing your contact details

#### To change your contact details, you will need to click on My Account > <u>Settings</u>

My shop account ◎ Open   ID : 3297  ❷ Awaiting KYC data							
My Account Contact Details Bank Account Details Sh	hipping Charges Shipping Options Imports CSV Delimiter						
Contact Details							
These details will be displayed on your invoices.	These details will be displayed on your invoices.						
Title*	Mr. 🗸	Address *	123 Rue du Commerce				
First name *		Address (continued)					
Last name *		Postcode*	93400				
Email*		City*	Saint-Ouen				
Phone		County					
Secondary Phone		Country*	France				
Fax		Website					
Professional 🛈	2						

All modification must **mandatorily** be notified to our accounting departement on galerie.compta@rueducommerce.com

	The fields to be modified	Impact	Comment
Important:	bank identification statement or contact adress	No change of store.	Payments suspended until checks are done by our accounting department.
Changing your contact informations can have	Changing company (new company name)	Creation of a new shop and closure of the old one. The General Terms and Conditions must be accepted again.	You can wait until the new product feed is in place on the new company before closing the initial one. That way there won't be any cut-off from the online catalog.
consequences on the running	Modification of the company statutes	No change of store.	no
of your shop	Changing the manager	No change of store.	no
	Changing the name of the shop	No change of store.	Mandatory: Warn our accounting department
	Changing the legal representative's informations (First nam, last name, birthday, country)	No change of store. KYC invalidation, payments suspended	Mandatory: Warn our accounting department



#### VAT management

The 07/01/2021 new regulation changed the way VAT is collected in the E-Commerce. Marketplaces are now charged to collect the VAT for the seller in 2 cases:

- > The seller has its headquarter in the European Union and ships from outside of the EU.
- > The seller has its headquarter outside of the European Union, wether or not they ships from the EU.

It is **mandatory** to specify your shipping country in the settings of your shop and it can also be specified in each offer. While integrating the order, Mirakl will privilege the country specified on the offer if there is one, and will use that of the shop if there is none. You can still change the shipping country on the order <u>until you accept</u> <u>it</u>. The table bellow will give you more informations:

Fields to fill in Mirakl	In your boutique (shop)	In your feeds - flux Offres (offers)	in your Commandes (orders)
Designation	Pays d'expédition / Country Shipped From	Pays d'expédition / Shipping Origin	Lieu d'expédition / Shipping Origin
API	shipping_country	shippingfrom	shipping_from
Туре	Liste de valeurs (Value list)	Liste de valeurs (Value list)	Liste de valeurs (Value list)
	Mandatory	Optional	Optional
Presentation	Fill in your defaut dispatch country	- If all your products are shipped from the same location, the information in your shop is all you need to fill!	This field will be pre-filled according to the information available in the other two fields for each line of the order.
	(ship from country)	- Otherwise you can specify different shipping locations for each offer.	If necessary, you can modify it as long as the order has not been accepted.

Should you want to automate your processing, you may find the following APIs useful:

OF01 : add the country of dispatch to the offer if necessary

**OR11** : Collection of the order with the country of dispatch and the VAT information.

**OR07** : Update the country of dispatch on the order if necessary



#### VAT management

Please note that VAT will be collected on the products as well as on the shipping costs.

The amount collected will be declared by Rue du Commerce at the import-one-stop-shop (IOSS). To allow customs clearance, you will need to provide the Rue du Commerce IOSS registration number on your customs declaration.

#### This number is IM2500042273

NB: It can only be used for transactions facilitated by Rue du Commerce and validly covered by a contract between the merchant and Rue du Commerce. In the event of misuse of this number, Rue du Commerce reserves the right to take the necessary actions with the competent authorities.

In case of shipment from outside the EU zone, you must indicate the IOSS number (IM2500042273) and the VAT number (FR26403554181) on the package.

Please note that if the value of the order exceeds 150€, it may be subject to possible customs duties.

Please note that **if your headquarters and shipping country are in Europe, it is mandatory to fill in your intra-community VAT number**. If you do not fill in this information, Mirakl will systematically deduct VAT from the commission.

In case of VAT collection by Rue du Commerce, it will be deducted from your payments in the same way as the commission.

You can also access reports on the VAT collected over a period of your choice by clicking on My account>Tax Reports

Mes rapports					
				1 résultat	Créer
Nom	Date de référence	Période	Date d'expiration	Statut	
mirakl-18de0b00-5673-43f7- 885c-e91f0d732bba.zip	Date de confirmation du paiement	Du 01/07/2021 au 01/08/2021	23/09/2021	En cours	٢



#### VAT management

Every order will state who collected the VAT (Rue Du Commerce or the seller) and its amount:

		Total TTC :	189,81€
		Total taxes :	31,64 €
		Total HT :	158,17 €
		TVA 20% collectée par le Marchand :	0,00€
		Frais de port HT :	0,00 €
		TVA 20% collectée par le Marchand :	31,64€
Qté: 1	Prix produ : 158,17 €	Prix produit total HT :	158,17€
-	Description :		
/	Lieu d'expédition : État :	France	
}	Statut :	En cours d'expédition	
Catégorie : Aspirat	eur balai SKU Produit : a-2973	3-108036 SKU Offre : 7922714	

#### Details of output VAT by order will also be available in the <u>Transaction History</u> exports

N° de pièce Filtrer par :	▼ Statut du pai	Rechercher par n° de p ement ~ Créée le	vièce Q Date du cycle de paiement ~						Export	100 - < >
Créée le	Reçue le	Date du cycle de paiement	N°/réf de commande	Réf de commande	N° de facture	Qté Description	Туре	Montant	Statut du paiement	Sold
12/09/2021 09:00	n/a	n/a	42680480-A	Boutique: - Client: -	n/a	1 Taxe sur commission (TVA 0,00%)	Taxe sur commission	0,00€	En attente	7768,55
12/09/2021 09:00	n/a	n/a	42680480-A	Boutique: - Client: -	n/a	1 Commission (HT)	Commission	-31,20€	En attente	7768,55
12/09/2021 09:00	n/a	n/a	42680480-A	Boutique : - Client : -	n/a	1 Taxe sur frais de port (collecte-par- RDC-20) reversée par l'opérateur	Taxe sur frais de port reversée par l'opérateur	0,00€	En attente	7 799,75



#### Export a commission grid HE DU Rue du Commerce 🔒 Tableau de bord Paramètres - Plateforme Commandes Service client > Expédition -Messages Affichage des frais d'expédition configurés par votre opérateur pour vos zones d'expédition et transporteurs affiliés à la plateforme. Prix et stock Comptabilité Commissions Affichage des règles de commission et des frais configurés par votre opérateur qui 🗄 Paramètres s'appliquent à vos produits et catégories. Boutique Utilisateurs Facturation et paiements Mapping de catalogue Visualisez en détail les frais d'abonnement, les délais de paiement, les cycles de Plateforme facturation, les limites de remboursement et les taxes qui s'appliquent à votre abonnement et à vos commissions sur les commandes. 🐼 Aide ď

In the Mirakl menu bar head to the Platform **Data tab**, then click on <u>Commission</u>. In the upper right corner click on **Export Grid**, then fill in the requested fields.

Select the rules you want to export from the drop-down list:

- Category
- Product
- All

The commission grid is **exported to a CSV file**.

You can export commission grids to help you with the following:

- Audits
- Data analysis: you can simulate changes to analyze their impact on GMV and commission amounts
- Fee anticipation
- Pricing strategies: Sellers can adjust their prices based on commissions



# Order management and customer relationship



# **Order management on Mirakl**



#### Order life cycle





## Accessing orders

Toutes les commandes							Import	er le fichier de	confirmation d	l'envoi
Filtrer							1 - 50 de 20480 résultats	50 -	< → ③	~
ID commande		Créée le 🔺	ID commande	Mode de livraison	Limite d'expédition	Statut	Détails	Qté	Montant	
Nors de ellent		25/01/2024 14:30	45959598 <b>-</b> A	Livraison standard à domicile	03/02/2024 22:00	Débit en cours	TOURNEVIS TORX ETOILE TS, TH (5 ET 6 BRANCHES) (SKU Produit : a-2196-11408   SKU Offre : 2984041)	1	40,57 €	
		25/01/2024 10:05	45958862 <b>-</b> A	Livraison standard à domicile	30/01/2024 22:19	En attente d'expédition	Bilboquet par l'artiste Ingela P. Arrhenius : Chat (SKU Produit : a-2081-AVDJ-148786   SKU Offre : 7830936)	1	37,75€	<b>60</b>
Commandes		25/01/2024 00:10	45958348 <b>-</b> A	Livraison standard à domicile	31/01/2024 22:14	En attente d'expédition	Mémoire RAM GSKILL Ripjaws CL16 32 GB (SKU Produit : a- 2233-F4-2400C16D-32GRS   SKU Offre : 2983741)	1	80,34 €	6.
du 🗃		24/01/2024 23:40	45958296 <b>-</b> A	Livraison standard à domicile	03/02/2024 22:17	En attente d'expédition	Lexar Professional 2000x 64 Go SDHC UHS-II Classe 10 (SKU Produit : a-2129-0843367120857   SKU Offre : 12754738)	1	78,66 €	<b></b>
Pour un montant	0	24/01/2024 23:00	45958190-A	Livraison standard à domicile	29/01/2024 22:10	En attente d'expédition	WE Coque de protection RUBBER APPLE IPHONE 13 PRO: Dos transparent – contour mat noir- anti-chocs – antidérapant – semi-rigide – apparence du téléphone conservé (SKU Produit : a-4170-3304490430864   SKU Offre : 12934970)	1	19,18€	<b>.</b>
Statut Tous •	0	24/01/2024 22:45	45958136-A	Livraison standard à domicile	31/01/2024 22:12	En attente d'expédition	Philips Voice Tracer DVT4110/00 dictaphone Carte flash Chrome, Argent (SKU Produit:a-2798-DVT4110 SKU Offre: 7843262)	6	719,22€	<b>60</b>
Avec incidents		24/01/2024 21:20	45957788 <b>-</b> A	Livraison standard à domicile	31/01/2024 22:19	En attente d'expédition	Harry Potter Le blason de la maison Gryffondor (SKU Produit : a-2197-5702017413136   SKU Offre : 14486376)	1	44,50 €	<b>a</b>

Clicking on any options in the My Orders menu gives you access to that dashboard. Several search filters are available to find the order of your choosing.

To access the order's detail, you just have to click on its reference.



## Accepting orders

Articles	Accepter Refuser	Fach order is subject to your accentance
M\$I MAG FORGE 111R SKU offre : 2989540	1 x 58,86 € (HT) >	You have up to 5 calendar days to accept or reject the order, in which case the relevant offer will be suspended. Once that deadline is passed, the order will automatically be refused. You can chose to refuse part of the order by clicking on reject beside the product.
Détails de paiement	~	Warning! Rue Du Commerce may suspend your shop if the 5 days dealdine is not held.
Prix produit total HT	1 x 58,86 €	You can automate the acceptance of orders via API in 2 steps:
TVA 20% collectée par le Marchand	11,77€	<ul> <li>The OR21 API will allow you to accept or reject them.</li> </ul>
Frais de port	0,00 €	Wiraki has provided documentation <u>here</u> to help you with this.
TVA 20% collectée par le Marchand	0,00€	
Total (TTĆ)	70,63€	



#### Presentation of an order

Details Shipment Messages (3) History Documents (1)					
	Customer 2 Americanet3(AINT)	2	Commercial no. 42482480	s	tatus Closed
					3
2	StarTech.com Câbl Category: Câble et conn	le SATA avec verrouil ectique   Product SKU: a-3 Status: Shipping origin: Condition: Description:	lage 15 cm 3720-1822363000 Offer SKU: S85810 Refunded United States New		Shipping Shipping address "Reconstruction Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Conversion Co
	Qty: 1	Unit product : €8.33	Total Product Price (excl. taxes):	€8.33	France (hors Corse) Shipping method
			VAT 20% collected by RDC:	€1.67	Shipping deadline 01/08/2021 @
		4	Shipping Charges (excl. taxes): VAT 20% collected by RDC:	€0.00 €0.00	22 E La Lan
			Total (excl. tax): Total Taxes:	€8.33 €1.67	Billing
			Total:	€10.00	Billing address
	Total item(s): 1	Total amount:	€10.00 Tax incl. (Includes shipping charg	es: €0.00)	Payment method
	5	Total commission:	€1.2	0 Tax incl.	n/a

The order page gives you intuitive access to these informations:

1: These tabs will allow you to notify the shippment of the order, access its history, to contact the customer and access the documents that were uploaded for the order.

**2**: This tab gives you informations about the products that were ordered.

**3**: That tab gives you access to the customer's informations (adress, phone number), the shipping method and the shipping deadline. Please note that the customers informations will only be visible after the order has been accepted.

4: You will find here details about the money that was collected. It will also tell you who collected the VAT (Rue Du Commerce or the seller). As a reminder, with the new VAT reform, marketplaces now have the obligation to collect the VAT in some cases. More details are available on page 71.

**5**: That tab notify you about amount of commission for this order.



## Shipping the order

<ul> <li>Envoi 1 : en attente d'expédition</li> <li>Ajouter les informations de suivi</li> </ul>	arquer comme envoyé
delivery-45959526-A.pdf - 36,93 ko	Télécharger 生
Mémoire RAM GSKILL Aegis DDR4 CL16 16 GB SKU offre : 459038	Quantité 1/1 >

There are 2 ways to notify the order as shipped :

- a) Click on the Shipment tab, chose the carrier and fill in the blanks
- b) Click on the *Proceed to shipment* button below the product, chose the carrier and fill in the blanks

Should your carrier not be in the list, chose « other » and fill in the blanks.



## Shipping multiple orders

Toutes les commandes						Importer le fichier de confirm	nation d'envoi
Filtrer					1 - 50 de 1066	6 résultats 50 ▼ < >	<b>3</b> ~
ID commande	Créée le 🔺	ID commande	Mode de livraison	Limite d'expédition	Statut	Détails	Qté
Nom du client	25/01/2024 14:30	45959588-A	Livraison standard à domicile	26/01/2024 22:00	Débit en cours	MSI MAG FORGE 111R (SKU Produit : a- 2798-4719072883348   SKU Offre : 2989540)	1
Commandes du	25/01/2024 14:15	45959526-A	Livraison standard à domicile	26/01/2024 22:14	En attente d'expédition	Mémoire RAM GSKILL Aegis DDR4 CL16 16 GB (SKU Produit : a-2233-F4- 3000C16D-16GISB   SKU Offre : 459038)	1

You can notify batch shipments in the dashboard by clicking on the Import Shipment confirmation file button:

That page will allow you to upload a file with the shipping informations. A template is provided:

Fichiers importes			
Rechercher par nom de fichier	Q, Créé le v	Statut ~	aucun résultat 🗮 🛓 Importer un fichier
		*~	
		Aucune configuration d'expédition import pour l'instant Importer un fichier	ée

The carrier codes are their own name for the ones on the list:

- Colissimo	- Cchezvous
- Chronopost	- Cubyn
- DPD	- Cainiao
- UPS	- Fedex
- TNT	- GLS
- Mondial Relay	- DHL
<ul> <li>Colis Privé</li> </ul>	

Should you wish to use another carrier, you will just have to fill its name, the package number and the tracking URL if you have one.



#### Refunds

#### To refund a customer, you just need to click on the refund button.

← <u>Retour vers Commandes</u>										
Commande nº 4595	9526-A	En attente d'expédition						Rembourse	r ×	Plus d'actions
Créé le : 25/01/2024 14:15										
	×.	Montant total de la	6	Total taxes	œ	Frais de commission	Frais de	e port		
		43,20 € ()		7,216		3,23 6	0,00 8			

You then have the possibility to do **a full refund** for a product. A motive will have to be notified.

1x Mémoir	e RAM GSKILL	. Aegis D	DR4 CL16	16 GB
SKU produit:	a-2233-F4-3000	C16D	SKU offre:	459038
Prix produit ur	nitaire: 36,07€	Frais de J	port: 0,00€	

Or you can chose to do **a detailed refund**:

In that case, you can:

- Enter a specific quantity of product, in which case the amount will appear in the 2<sup>nd</sup> field. You can change it if needed.
- Directly specify the amount you wish to refund.
- Enter a value in the shipping costs filed if you want to refund them independently from the reste of the order.

A motive for the refund will always have to be specified.

Quantité à rembourser		Motif de remboursement		
	0	Sélectionner un motif	-	
Montants inclus dans le rembo	ursement			
<ul> <li>Seulement les produits</li> </ul>	Les produits et fra	ais de port		

Montant total à rembourser (frais de livraison et taxes inclus): 0,00 €



#### How to communicate with the customer



To contact a customer, you will have to get in the order, click on the Messages tab and then on the Start a conversation button. Your conversation will then be found in the messages tab.



Every conversation with the customers can also be accessed from your inbox by clicking on <u>My Messages</u> in the menu. A tab will allow you to separate the unread messages from the rest.

The homepage's KPI will also let you know if you have unread messages.



#### Notifications from the carriers and customer invoices

An **encrypted email adress** is automatically provided to you with each order. We invite you to provide it to your carrier when shipping. That way they will be able to more easily schedule the delivery with the customer.

Provided that a tracking has been notified, this will allow you to limit customer requests for this reason as much as possible.

This adress can be retrieved by clicking on the enveloppe symbol at the top of the page, or with the OR11 API (« customer\_notification\_email » field)

Attention! It is strictly forbidden to use that adress to :

- Ask
  - Ask for consumer review
  - Do advertising
  - Send transactional emails (Confirmation for the order, shipping notice, etc.)



You can **upload the customer's invoice** to the order, which makes it available directly on their customer aread. This in turn will allow you to avoid requests from customer or our customer service on this subject.

To do this, click on « Document » in the order, choose Upload a document > Docume type > Invoice and select the document.

The document can also be uploaded with the OR74 API.



## **Customer service on Mirakl**


## Messages, Incidents and Disputes

Every complaints from the customers will be adressed to your Mirakl Inbox. The number of unread messages will also be available directly on your homepage.

All messages must be answered within 2 working days. Should a message still have no answer by the 3rd working day, the complaint will be considered an incident.

Complaints with complex issues will automatically be considered as incidents.

In that situation, you will keep interacting with the customer as you would with a simple complaint. You will however be asked to provide a suitable solution for the customer within 8 working days. In the event that deadline would not be held, the case will become a **dispute**.

An incident will also become a dispute if you have'nt answered the customer within the first 3 working days.

Please note that you can mark an incident as resolved.

A Incidents : ouvert	Marquer comme résolu
uvert le : 30/01/2024 14:40 lotif : Colis livré - Article défectueux	
Coussin de massage shiatsu rechargeable - noma-2000 - HOMEDICS SKU offre : 5010777145533	1 x 62,40 € Frais de ports : 1,66 €

In the event of a **dispute**, Rue Du Commerce will put you on notice to provide us with a suitable solution within the next working day, otherwise our customer service will impose one.

very dispute will be notified to you by Mirakl and will be identified in Ay Orders > <u>Incidents in progress</u>

Warning! Once a solution is imposed by Rue Du Commerce, it will not be questioned.

We would also like to point out that you can't initiate a recovery process from the customer without the express permission of Rue Du Commerce. We are the exclusive financial contact for your services and our customers.



## How to identify an order with an incident

How to identify an order with an incident:

You will receive a notification for every order that will be put in incident or in dispute. The order's informations will be reminded there.

Ouvert

Ouvert par

Ouvert le

28/09/2020 - il y a 2 mois

Colis en préparation - retard à

Par Opérateur

l'expédition

Motif d'ouverture 🗸

14/09/2020 - il y a 2 mois

1603762-A

Joseph Ascione

You can also access directly to the list of orders that are currently in incidents by clicking on My Orders > Incidents in progress



Commande mise à jour le 🗸

29/09/2020 - il y a 2 mois

Par Opérateur

Arbitrage

Date de la dernière action

Arbitrage en cours

Dernière action par 🗸

That page will give you access to every orders currently in incident and their Filtrer par statuses (incident, dispute and so on) and Statut incidents that are closed.

Incident ouvert	Commande $\downarrow\uparrow$	Produit	Dernière action	Statut de l'incident	
<b>09/11/2020 - il y a 11 jours</b> Par Opérateur Article non conforme	11/09/2020 - il y a 2 mois 1765615-A Joseph Ascione	1 x Apple iPhone 5S SKU Produit : a-2233-3700755201413 300.00 €	<b>09/11/2020 - il y a 11 jours</b> Par Opérateur Incident ouvert	Nouvel incident	0

Commande créée le 🗸

1 x Apple iPhone 5S

a-2233-3700755201413

**SKU Produit** 

300,00€



**0** 

Each of your customers will be offered to rate you.

That rating will not be given from Mirakl, therefore it will not be possible for you to check it from your shop.

However, you will be abble to check your rating and reviews from your merchant page, reachable by clicking on the name of your shop on the product sheet.



You will not have the possibility to answer a review.

If one of them seems unfair to you, you can contact the customer and try to find a settlement. If you do, the customer will be abble to change its rating.



# Shop quality



### Presentation of indicators and authorized thesholds

Several indicators are monitored on your shop, and most of them can be observed on the <u>homepage</u> of your shop.

Acceptance rate	100.00 %
Incident rate	0.45 %
Refund rate	2.05 %
Refused rate	0.00 %
Auto-refused rate	0.00 %





Acceptance time

Time to ship



• Acceptance rate: You must accept at least 97% of the orders forwarded to you.

• Incident rate: Your incident rate must not exceed **20%**.

• **Dispute rate:** your dispute rate must not exceed **3%** 

**Refund rate**: Your refund rate for reasons of stock shortage or disputes must not exceed **3%**.

Refused rate:

٠

You must not refuse more than **3%** of the orders forwarded to you.

#### Auto-refused rate:

Should you not accept or reject an order for **5 days**, the order is automatically refuse. Our marketplace does not observe that indicator in the form of a rating but we may decide to suspend your shop should that happen.

• Delay rate:

Your delay rate must not exceed 3%

• Acceptance time:

Your average acceptance time must not exceed 72 hours.

#### • Time to ship:

The time to ship is not contractually monitored, but it is a good data for you to configure your catalog accordingly.

#### Response time:

You must answer customer complaints or our messages within 2 working days.



Response time

If your store does not meet the quality criteria set by Rue Du Commerce, we could suspend your store. If necessary, you would be notified by Email and the problematic indicators would be specified there.

You may contact us à any time regarding the quality of your shop by sending an email at <u>qualite-marketplace@rueducommerce.com</u>

Furthermore, Rue Du Commerce may decide to apply financial penalties on your store under the following conditions:

Quality problems	Sanctions
Your refund rate for reasons of stock shortage or disputes exceeds 3% of your orders on a calendar month.	Payment of the shortfall resulting from the lack of commission for all orders canceled above the 3% threshold
Your delay rate exceeds 3% of your orders on a calendar month.	Penalty of 2% of turnover for orders processed late (with a minimum of 500€)
More than 3% of the messages you have received in a calendar month are left unanswered for more than 2 working days.	Fixed penalty of 500€
Your dispute rate exceeds 3% of your orders on a calendar month.	Fixed penalty of 500€

Should that happen, a formal notice will be sent to you by registered mail before the penalty is applied.



## Optimize the quality of your store: Order management

#### To avoid exceeding the authorized acceptance time

- > Enable automatic acceptance and refusal of orders through the OR11 and OR21 APIs. More information <u>here</u>.
- Enable a selection of notifications in your user settings. Feel free to create a new user for this. More information about this here and here.
- > Even if you're running on an API, log in to your store regularly to make sure everything is working properly.

#### To avoid stock-outs and shipping delays

- Make sure that the <u>lead time to ship</u> of your offers is sufficient.
- > Make sure that the inventory entered for your offers is consistent.
- Update your offers several times a day.
- Don't hesitate to set a minimum quantity for your offers (Field in "settings" in case of management by form, column I in case of management by file). Once this quantity is reached, an email will be automatically sent by Mirakl to your users who have checked the "Stock alert" notification. This method can be useful for requested products with a common stock for several marketplaces.





## Optimize the quality of your store: Customer service

#### To avoid claims

- Systematically enter a tracking number for the <u>shipment</u>.
- Provide the <u>encrypted email address</u> provided by Mirakl with the order to your carrier. This will allow them to notify the customer of their delivery progress and schedule an appointment if necessary.
- Systematically <u>upload the invoice</u> to the order via Mirakl or via the OR74 API.
- If your stock is not in the European Union, remember to ensure that your shipping time is long enough to meet the delivery date announced to the customer. More information <u>here</u>.
- > Be proactive: If there is a problem, let the customer know without waiting for them to come to you.

#### To respond in a timely manner

- Activate the <u>notifications</u> you are interested in in your user settings and deactivate the rest so as not to be polluted. Each notification will generate an email to the relevant users. Also, make sure that users activate the relevant alerts according to their role.
- In order to receive alerts for urgent problems (e.g. when acceptance or response times are exceeded) and not to have them fall into the mass, feel free to create a specific user. For example, your address vs. the customer service address.
- > Log in to the Mirakl dashboard regularly to see if you have any pending posts.



## Mirakl help portal

#### Mirakl also provides you with an <u>Help portal</u>:



