# Muveet Vendor Guide

Welcome to the Muveet Vendor Guide! Whether you’re a restaurant, grocery store, pharmacy, or any other vendor, this guide will help you manage orders, increase sales, and grow your business on the Muveet platform.

## 1. Getting Started as a Muveet Vendor

- Sign up on the Muveet Vendor Center.

- Provide business details and upload necessary documents.

- Attend an onboarding session to understand order fulfillment and platform features.

- Set up your vendor profile and start receiving orders.

## 2. Managing Your Vendor Dashboard

- Manage Orders: Accept, prepare, and track customer orders.

- Update Menu/Inventory: Keep your product listings and pricing up to date.

- Track Earnings: Monitor daily, weekly, and monthly revenue.

- Customer Feedback: View and respond to customer ratings and reviews.

## 3. Increasing Your Sales

- Offer discounts and promotions to attract more customers.

- Maintain fast order fulfillment times for better ratings.

- Ensure high-quality packaging to improve customer satisfaction.

- Keep your store online and available during peak hours.

## 4. Order Fulfillment & Delivery

- Confirm all order details before preparing items.

- Ensure accurate and timely preparation of orders.

- Hand over orders to Muveet riders with clear instructions.

- Communicate with customers in case of any issues.

## 5. Customer Service & Support

- Respond to customer inquiries promptly.

- Handle complaints professionally and seek resolutions.

- Maintain product quality and accurate descriptions.

- Encourage positive reviews through great service.

## 6. Contact Vendor Support

- Phone: +234 816 364 4376

- Email: support@muveet.com