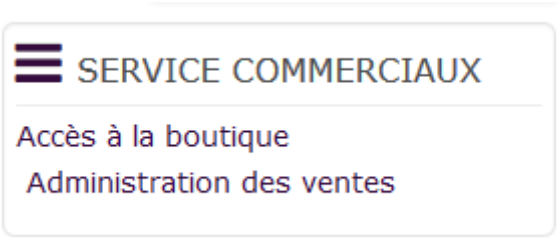
# Local Shop: Back Office User Guide

# Back Office: Setting up and Running a Commercial Offer

## Access via the Sales Administration block

Follow the **“Sales administration”** link in the Commercial services block (Shop Access plugin)




Then follow the **“Manage partners”** link on the Commercial service page.

It is through this menu that you will manage the creation of the partners that will then be available in connection with the different products.

### Introduction

The partner is understood as a “business referrer”. As such, it can be:

- Internal (a salesperson for example), in which case it will have a Moodle account
- External, in which case it can come from a partner site, and its referer will then be added, see below

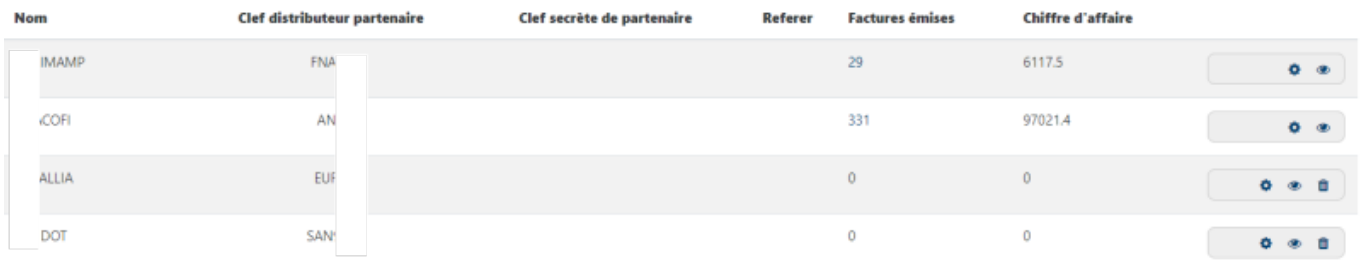
### Adding a partner

Add a partner by following the “Add a new partner” link, then enter the following attributes:

- **Partner name:** Free text
- **Key:** free text, determines the partner identity
- **Referer:** External arrival URL
- **User account:** Moodle username
- **Active partnership:** Tick to enable/disable the created partnership




**Rendering: Example**




- See the discount management for a given partner

---

Back to setting up and running a commercial offer - Back to the Local Shop component summary - Back to the catalogue

From:
https://docsen.activeprolearn.com/ - **Documentation Moodle ActiveProLearn**

Permanent link:
**https://docsen.activeprolearn.com/doku.php?id=local:shop:setup:partners**

Last update: **2026/11/13 21:59**