

MARKET PULSE

Your vendor guide

For Market Pulse v1.63.15 · Revised 16 September 2026

1. Join your business

Open the invitation from your business owner and use the email address it was sent to. If you are new, choose Create an account, enter your invite code and set a password. Follow the sign-in screen to finish. Do not leave the password blank.

Already have an account? Sign in with that email, choose Join a business on the business picker and enter the invite code. If the code has expired or was already used, ask the owner for a new invitation.

For later visits, sign in with your email and password. Use the sign-in screen's recovery option if you forget it.

You can use the same account on another device and install the web app with Add to Home Screen.

2. Find your screens

Vendor Portal shows your schedule, your pay, the crew calendar and prep list. Register is where you sell.

Messages holds the business's crew conversations when enabled. Your own Settings tab holds theme, language, tutorials, this guide and support. On a phone, open the menu to switch screens.

Your role and the business's plan decide which features appear. The owner links your sign-in email to your vendor record; ask them to check that link if the schedule or pay is not yours.

3. Before the market

Check Your schedule for the market, date and hours. In Crew calendar, pick up an open spot, offer a shift or mark your availability. An offered shift stays yours until someone takes it or the owner changes the roster. Check the calendar again after a change.

If Time clock is enabled, tap CLOCK IN when you arrive and CLOCK OUT when leaving. Report forgotten punches to the owner; an automatic cutoff can be flagged for review. Your pay may use a day rate or hourly rate, plus the configured bonus and tips.

4. Pack, check in and count returns

Open Prep list for the correct market and date. It comes from the approved plan. If it is missing, ask the owner to confirm that the plan was approved and saved for that day.

Packing: count packs loaded, including shortages. A pack may contain several pieces; read the pack size shown.

Checked in: count packs that arrived at the market and note any differences.

Returned: count individual pieces that came home. Leave blank only while uncounted; enter 0 to confirm that none came back.

A tick on your device is not proof that it reached the owner. Check for an unsent notice and retry with a connection. The owner reviews the counts, loads out stock and confirms the inventory closeout. Do not add returned items into inventory a second time.

5. Take payment

In Register, confirm the market, add products and check the basket. Tap Charge, then choose the payment method enabled by your business. If the customer screen is on, let the customer review the basket and tip before taking payment.

Cash: enter what you received and give the displayed change. Exact cash goes straight to thank-you. When change is owed, press Done — change handed over after handing it back.

Card: Charge on Square hands payment to Square. Return to Pulse and check the result. If it is unclear, check the receipt and the payment in Square before trying again. A screen that did not update is not proof of a failed payment.

Other methods: confirm Venmo, Cash App or Zelle in the business account before recording payment. A QR code is not payment confirmation. Zelle may require entering the amount. Use Split payment when the basket needs two tenders. Only use SNAP/EBT methods the business has enabled and is authorized to accept.

6. Receipts and refunds

Open a sale in the receipt list to print, save a PDF or email a receipt. Use the printer configured for your stall.

AirPrint requires a compatible network printer; Bluetooth alone is not enough.

Refund a card payment in Square. Refresh my numbers retrieves Square refunds. Refund cash records money actually handed back and is limited to the cash remaining on that receipt. Which items came back records quantities; it does not automatically restock them. Voiding a receipt in Pulse does not refund Square.

7. Finish and check your pay

The vendor reports a count; the owner settles pay.

In Vendor Portal → Close out my day, select the market day and use Refresh my numbers before counting. Review cash, card, tips, refunds and the market fee. Enter your starting float and Cash you counted, add a note for a difference, then press Report this count. Check the reported confirmation; the owner uses it before closing the day.

8. Updates and getting help

Use the update banner after finishing your current sale. If a screen fails to load, check any pending payment before Reload the app. Verify the version at the foot of the menu after reopening.

Open Settings → Help & tutorials for the Vendor Portal and register tours. Use Next and Back, or close the tour at any time. Contact support includes a preview of the message and optional app details; include the version, screen and what happened. Do not send passwords or access tokens.

Practice without an account

Open farmersmarketpulse.com/vendor-demo to practice as Priya. The demo has approved sample plans and a packing shortage to explore. The full owner demo at farmersmarketpulse.com/demo also shows sample receipts and a partial refund. These are local examples: no real payments, invitations or account changes. Reset demo starts the sample again.

Day report in Register is a printable summary. The owner separately closes the day in Vendors to settle pay and closes Inventory to reconcile stock. A refund after settlement can appear as an adjustment for review.

Your portal in the current demo

This sample screen shows the Time clock and Close out my day cards. Scroll for schedule, pay, crew and the populated prep list. Your dates and enabled cards depend on the business.

Vendor Portal demo — you're seeing it as **Priya**, a sample vendor. Sample data only.

[Reset demo](#) [Vendor guide](#) [Full app demo](#) [Open the real app](#)

Market Pulse

Demo Business

Register

Vendor Portal

Messages

Settings

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Vendor Portal

Your schedule, pay, and prep list.

Time clock

Clock in when you arrive and out when you leave, so your hours are on record.

No market today. Your clock appears here on the days you're working.

Close out my day

What you took, what the market is owed out of it, and a drawer count to check it against.

MARKET DAY

Old Town Sunday Market · Sun, Sep 13

From your sales in this app — 15 sales.

CASH

\$26.00

should be in your drawer

CARD

\$147.50

10 card sales

TIPS

\$5.00

SALES

\$212.50

15 sales rung - after \$2.00 off

Venmo \$16.00

Cash App \$10.00

Zelle \$18.00

Card charges: \$147.50 taken · the processor's cut is not reported for this day, so what settles is the estimate below.

CARD CHARGES WITHOUT TIPS

Charged to cards

\$147.50

Tips paid on cards

-\$5.00

Card sales, tips excluded

\$142.50

YOUR DAY

Sales you rang

\$212.50

Market fee (8%)

-\$17.00

Card processing

\$0.00

Sample data · v1.63.15 · 16 September 2026. Use Settings in the sidebar for help and the guided tours.

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