Standard Operating Procedure (SOP) for
Seller Registration Process
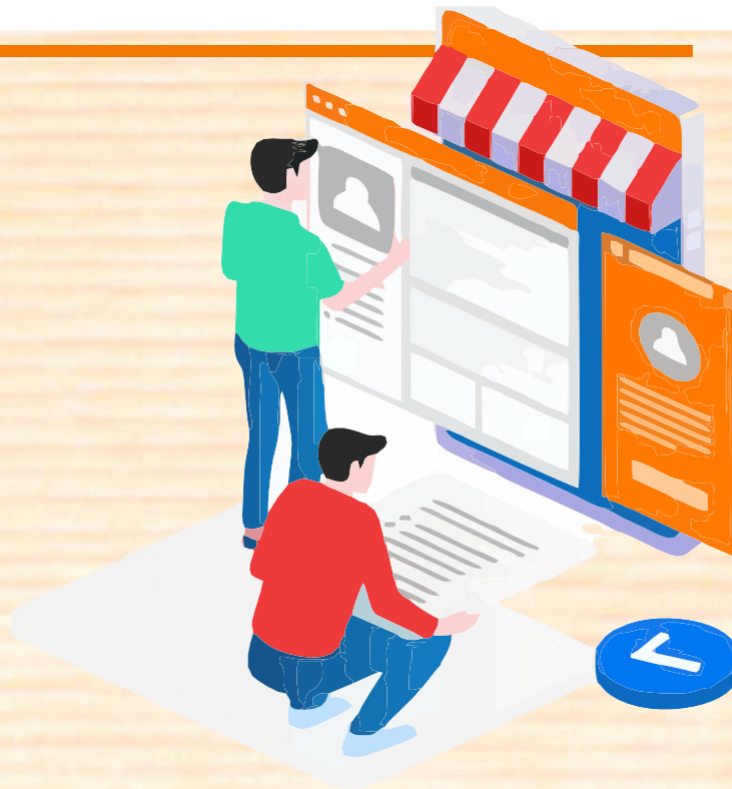
SOP

SELLER REGISTRATION

✓ **Eligibility for Selling on E-shilpmart**
✓ **Steps to follow by Sellers to Register on E-shilpmart**

Eligibility for Selling on E-shilpmart

❖ **Basic requirements for registration as weaver/artisan on E-shilpmart:**
1. **An Email id**
2. **Handloom/Handicraft/Pehchan Id**
3. **Pan Card**
4. **GST Number**
5. **Bank Account with any private or public bank for online payments**

❖ **Basic requirements for registration as corporations on E-shilpmart:**
1. **An Email id**
2. **Company registration number**
3. **Pan Card**
4. **GST Number**
5. **Bank Account with any private or public bank for online payments**

Steps to follow by Sellers to Register on E-shilpmart

There are total of 7 steps to complete your registration as seller on E-shilpmart:

1. **Account Info**
2. **Basic Info**
3. **Seller Details**
4. **Shop Info**
5. **Communication Address**
6. **Payment Details**
7. **Seller Manager**

We will understand all the steps in details with screenshots. Below are the details:

1. **Account Info:** Go to the Seller Registration Page clicking on the below link:
   https://uateshilp.digitalindiacorporation.in/marketplace/#account_info
   Below screen will open after clicking the link:

o **Email**: Enter a valid/active email id for setting an account on the portal. If you have already registered with this email id earlier then go to the login page.

o **Password**: Set your password for your seller account. Please choose a strong password to avoid any vulnerability. Please follow password guidelines shared below.
Note: Password minimum length must be eight characters and it should be the combination of a **capital letter**, a **lowercase letter**, a **special character** and a **digit**.

o **Confirm password**: Please enter here the same as you entered in the password.

After setting your Email id and Password, click on **Proceed Button** As shown in the above picture.

2. Basic Info: Below screen will open after clicking on the **Proceed** button:

REALLY EASY TO SETUP AND CUSTOMIZE

✓ **Quick Registration**
Fill the form on your right to register

✓ **Store Setup & Product Cataloging**
Setup your shop and create product catalog in easy steps

✓ **Hassle Free Shipping**
Product pickup from your store and fast delivery to customer

✓ **Secure Payments**
Payments deposited into your bank account. Detailed sales report on your dashboard

REGISTER AS SELLER

Account Info — Basic Info — Seller Details — Shop Info — Shop Address — Payment Details — Seller Manager

Basic Info

Seller Type *

Handloom ID / Handicraft ID / Company registration ID *
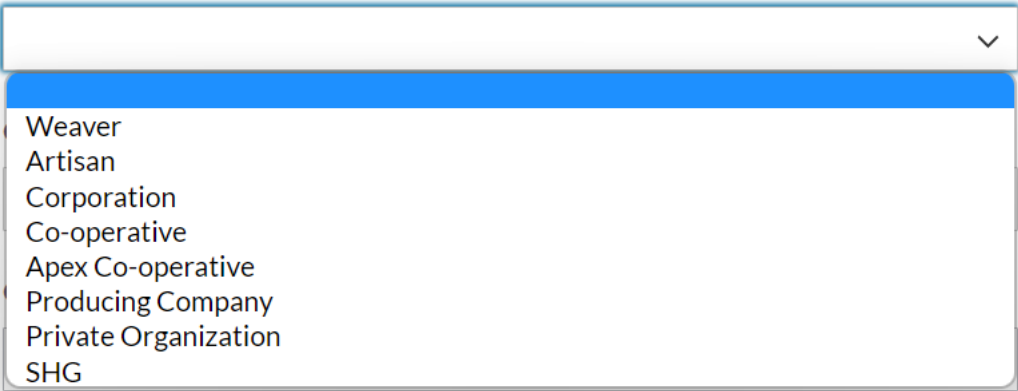
Seller Name *

Seller Address

Seller District

Seller State

Seller Pincode

Seller Mobile

Upload ID Document (as selected above) *

Choose File | No file chosen   Allowed extensions: jpeg,jpg,png,pdf

←— Back   PROCEED

o **Seller Type:** You have to select the seller type from Dropdown list as shownin the below picture:

Seller Type *

Weaver
Artisan
Corporation
Co-operative
Apex Co-operative
Producing Company
Private Organization
SHG

There are two categories of Sellers:
1. Weaver/Artisan
2. Corporation/Corporative/Apex Corporative/Producing Company

If you are a Weaver/Artisan than follow the below steps:

o **Handloom Id/Handicraft Id:** If you select **Weaver/Artisan** than you have to enter the **Handloom/Handicraft Id** as shown in the below picture:

As soon as you enter the correct Handloom id, all the other details will be automatically fetched by the system as you can see in the above picture.

o **Upload ID Document**: Please upload the scanned copy of your handloom/handicraft id card as supportive document to verify your identity. Images should be clear so that we can verify your details.

Note: Document length should be less than 500 MB.
After uploading the document, click on the **Proceed** Button for the next step.

If you are a Corporation/Co-operative/Apex Corporative/Producing Company then follow the below steps:

- o **Seller Type:** Select the appropriate option from the list.

- o **Organization Registration ID:** Enter the **Organization Registration ID** mentioned on your registration certificate.

- o **Name:** Enter your Organization name (Registered name)

- o **Organization Address:** It is an optional field. But we will recommend you to provide the registered address here.

- o **Organization District:** Enter your registered address district here. It's an optional field.

- o **Organization State:** Enter your registered address state here. It's an optional field.

- o **Organization Pin code:** Enter your registered address pin code here. It's an optional field.

- o **Organization Mobile:** Enter your organization mobile/contact number here. It's an optional field.

o **Upload ID Document**: Please upload the scanned copy of your **Registration Certificate** as supportive document to verify your identity. Images should be clear so that we can verify your details.

Before entering the mandatory information, you cannot proceed to the nextstep. So, fill the mandatory information and proceed for the next step.

3. Seller Details : **See the below picture and enter the mandatory details to proceed for the next step.**

Deals in – You have to select from dropdown list here as shown in the below screenshot:

- o **PAN-** Enter your business Pan details here
- o **Upload PAN –** Upload your PAN card Scanned copy here
- o **GST –** Enter your business GST Number
- o **Upload GST -** Upload your GST Certificate Scanned copy here

Detailed information regarding optional fields:

- o **MD/CEO/President of Organization –** As the name stated, you have to enter the name of the MD or CEO or President of Organization. If it is the same person as nodal officer/contact person, then you have to check the "**Is Same as Nodal Officer**"

- o **Designation –** You have to select the appropriate option from the Dropdown list as shown below.


- o **Upload Authorization Letter of MD/CEO for Nodal Officer –** If the nodal officer is different person from the MD/CEO/President then you have to upload an Authorization letter signed and stamp by the authorized person.

- o **Name of Nodal Officer for Portal Operation-** It will get filled by default as you check **"Is Same as Nodal Officer"** Or you have to enter the name of nodal officer**.**
- o **Mobile Number of Nodal Officer-** Provide the contact number of Nodal officer here.

After entering the information, Click on the **Proceed** button and go to the next step.

4. Shop Info: See the below picture and enter the mandatory details to proceed for the next step
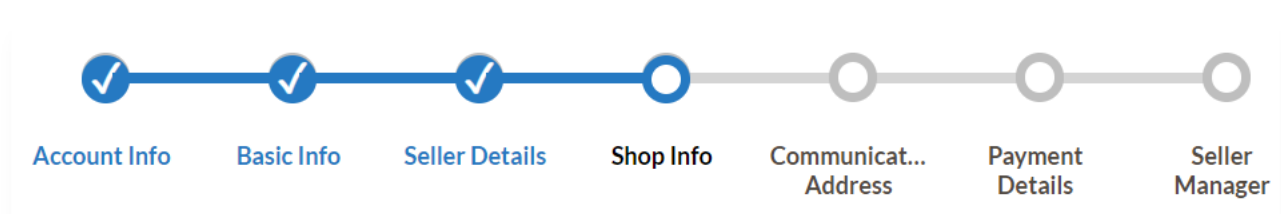
- o **Set Shop Virtual Name:** You have to enter/choose a name for your virtual shop, which you set for your online business. It can be any name (Brand, Business, Company) of your choice. Click on the proceed button for the next step.

5. Communication Address: **See the below picture and enter the mandatory details to proceed for the next step.**

Communication Address is mandatory for the postal commutation. Portal will use this address on the invoices (buyer/seller).

As you can see in the above picture, you have to check the **"Use Permanent Address"** if you want to keep the organization addresses and permanent addresses same. And it will fetch all the details which you have already entered. If you want to keep it different, you have to enter your address details here.

6. Payment Details: See the below picture and enter the mandatory details to proceed for the next step.

Here you have to give your bank details for online payments as you can see in the above picture.

- o **Bank Name-** Fill the name of your bank account.
- o **Account Holder Name -** The person/company whose name is on the bank account.
- o **Bank Account Number-** Enter your Bank Account Number here.
- o **IFSC -** The Indian Financial System Code is an 11- digit alpha-numeric code that is unique for bank branches that offer online money transfer options. You can find this number on your cheque or passbook.
- o **Upload Passbook Front/Cancelled Check:** Here you have to upload the scanned copy of your passbook front /cancelled cheque to verify your bank details.

7. Seller Manager:
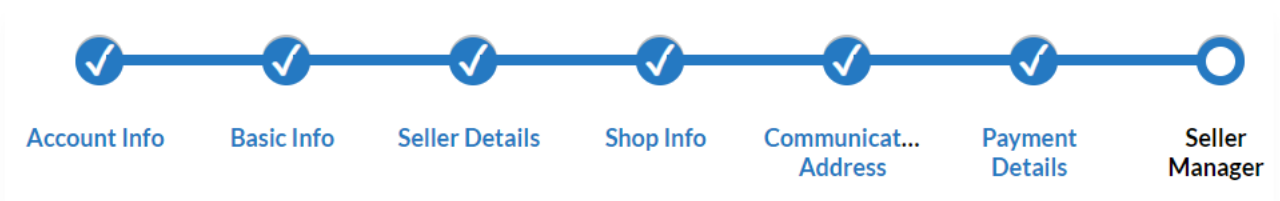
o **Select Seller Manager:** You have to select "**Self**" from the given list. By selecting "Self", you are giving your consent that you are liable to package and ship the product by yourself.

After that, you need to agree with our **"Terms of Service"** by clicking on the checkbox as shown below.

Note: Terms of Service is an agreement between portal and seller to follow some terms and conditions written in the document. Please read these terms carefully before checking on the checkbox.

Click on "Done" Button to complete the registration process.

After following all the steps you will get an email from the Textile Portal to confirm your account as shown in the picture below:
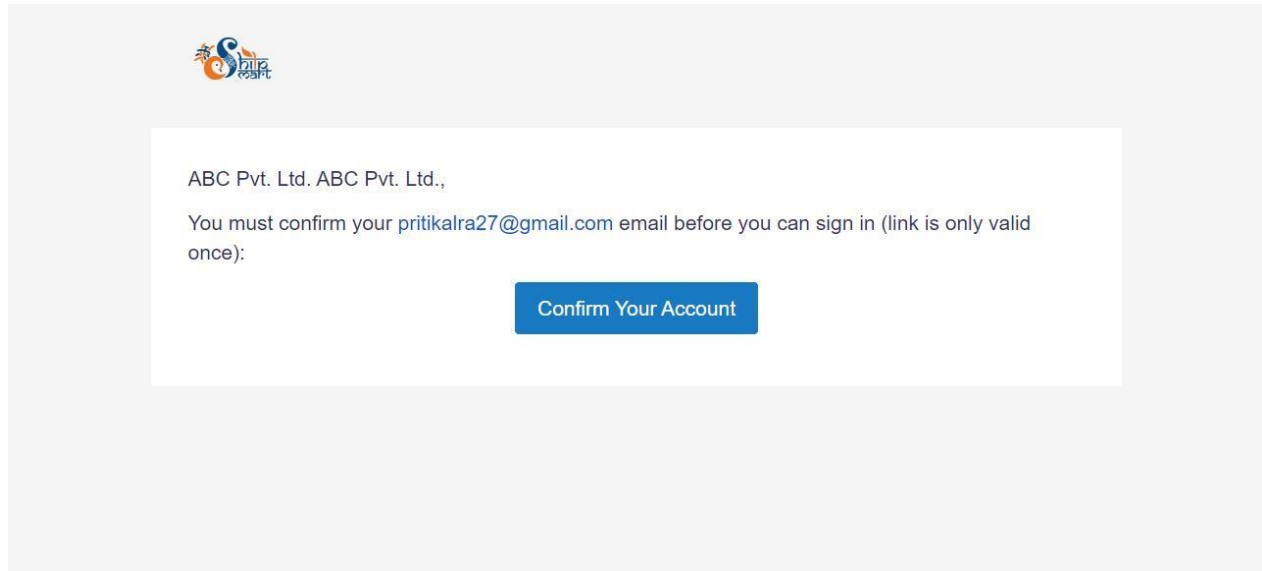
After confirming your account, your vendor dashboard will open. You will be activated only after verifying your documents by the Admin:
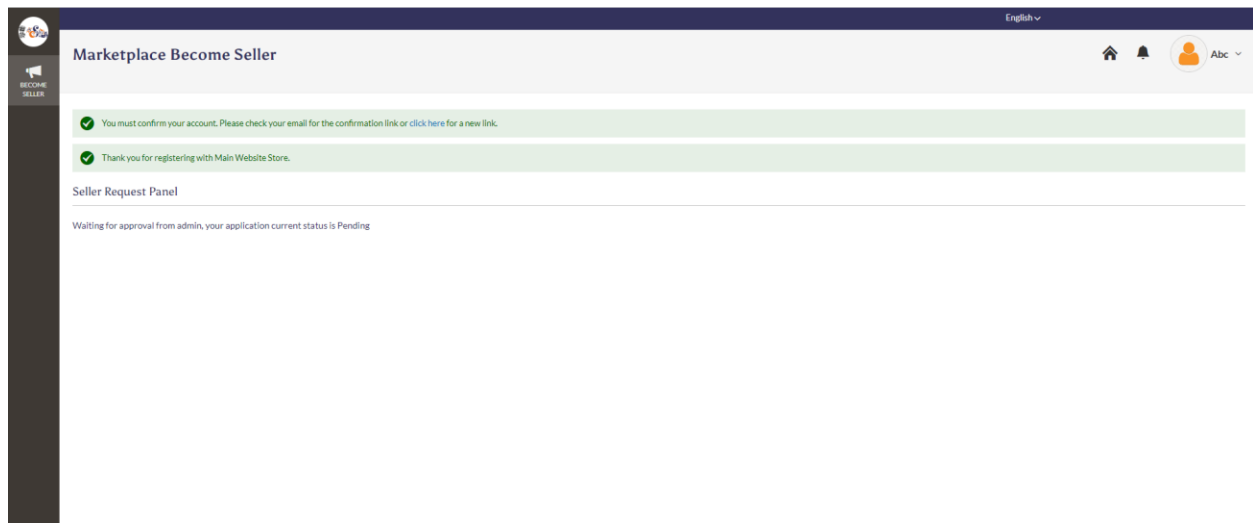
Once your account gets verified, you can see the Dashboard and other Tabs as well as shown in below picture.
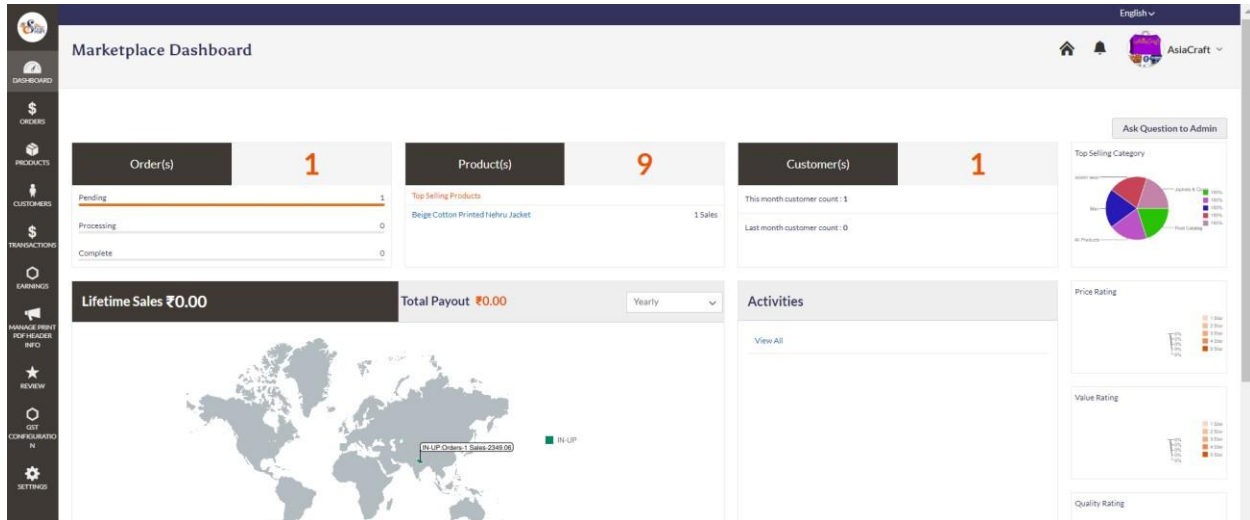
You can change your Account Settings and set a Seller Profile page for your buyers to create an Authentic and Genuine look. We will learn how to change the settings and process for creating the profile page by the following steps:

1. Go to Account Settings as shown in the image below:
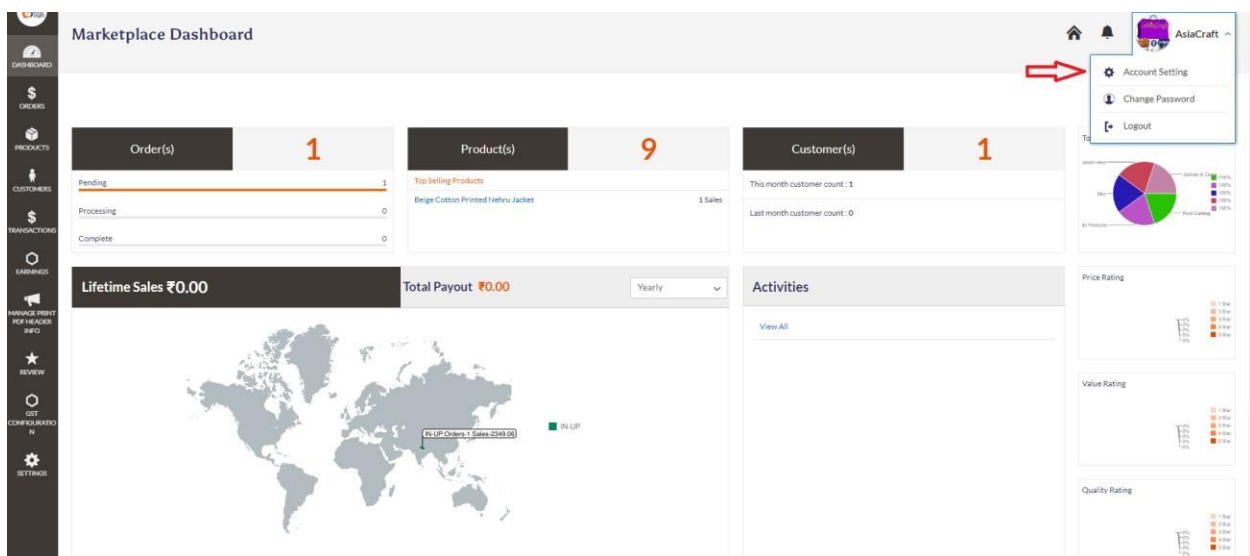
3. After clicking on Account Settings, following screen will open:

Company Logo
[Choose File] No file chosen

Company Locality

Delhi

Company Description

| Heading 3 ∨ | **B** *I* U̲ | ☰ ☰ ☰ | ⊟ ∨ ⊟ ∨ | 𝒫 ⊞∨ Ω | 🖼 |

Hello !!

AsiaCraft is an Indian company which offers your the handicrafts from all over Asia (India, China,Japan). Asia is famous for its authentic and elegant handicrafts.

Showcasing a range, that is ethnic as well as innovative, Asiacraft understands the importance of Quality and Timely Delivery of merchandise in this competitive environment.

H3 » STRONG   POWERED BY TINY

Country

[Select Country   ∨]

Meta Keywords (Enter Meta Keywords Comma(') Separated..)

Indian handicrafts,india handlooms, handicraft exporters, india handlooms

Meta Description

Set Google Analytic Details   [Save]

Google Analytic Id *

asiacraft

| **View Profile** | **View Collection** |

« Back

Additional Information   [Save Attributes]

Seller Type

[Corporation   ∨]

Company registration ID / Company registration ID

ASIA010112

Organization Name

Asia Handlooms Private Limited

Permanent Address

243/2, Palam

Deals In

[Handloom & Handicraft   ∨]

City/District

Delhi

PAN

ASIA235432

State

Delhi

Upload PAN

🖫 [Choose File] No file chosen   Download ☐ Delete File
   Allowed Extensions are : jpeg,jpg,png,pdf

Pincode

110010

GST

07AAMCA6334N1ZA

Mobile

8750337711

Upload GST

Choose File | No file chosen   Download ☐ Delete File
Allowed Extensions are : jpeg,jpg,png,pdf

Upload ID Document (as selected above)

Choose File | No file chosen   Download ☐ Delete File
Allowed Extensions are : jpeg,jpg,png,pdf

MD / CEO / President of Organisation

Priti

☑
Is Same as Nodal Officer

Designation

MD   ⌄

Upload Authorisation Letter of MD-CEO for Nodal Officer

Choose File | No file chosen
Download ☐ Delete File
Allowed Extensions are : jpeg,jpg,png,pdf

Name of Nodal Officer for Portal Operation

Priti Kaira Sharma

Mobile Number of Nodal Officer

8750337711

Bank Name

Axis Bank

Account Holder Name

Asia Handlooms

Bank Account No.

911010003293038

IFSC

UTIB0000791

Upload Passbook Front / Cancelled Cheque

Choose File | No file chosen   Download ☐ Delete File
Allowed Extensions are : jpeg,jpg,png,pdf

Select Seller Manager

Self   ⌄

- You can edit and update all your details here as shown above.