

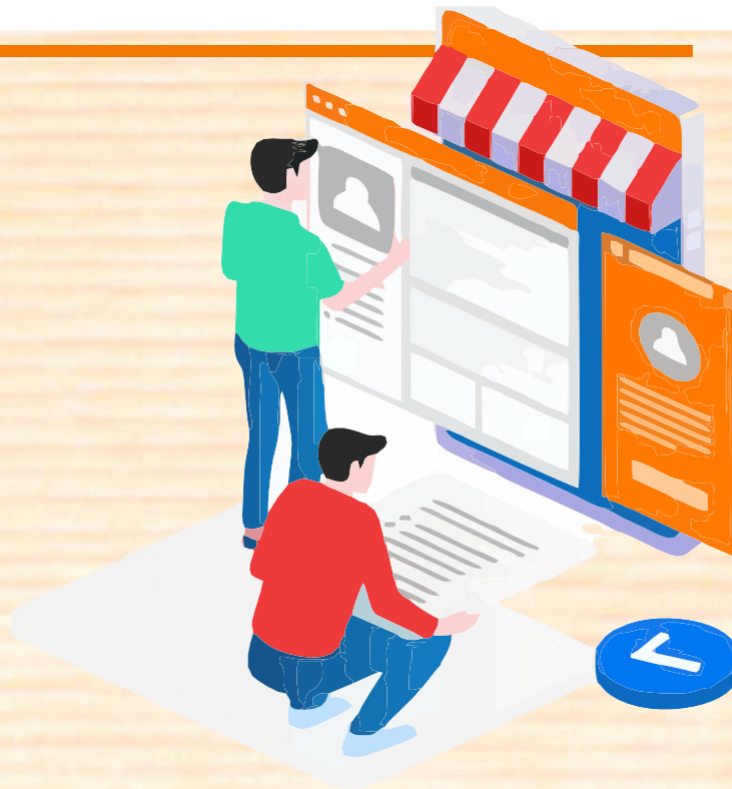


वस्त्र मंत्रालय
MINISTRY OF
TEXTILES



Digital India
Corporation

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:

Welcome to E-Shilpmart, an initiative of Ministry of Textiles for the upliftment of talented craftsmen of India like you.

E-shilpmart aims to enable sustainable livelihood for artisans by ensuring fair prices to them, thereby eliminating all the intermediaries. Therefore, sellers are invited here to showcase their amazing collections and beautiful craftsmanship thereby earning fair profits for their products.

Now get set started with all the zeal in you!!

Kindly, make sure to arrange e-copy of the following documents beforehand to avoid any delays or problems while registering.

1. ID Proof

For Weavers/ Artisans - Handloom ID / Handicraft ID

For others- Company Registration ID

2. GST

3. PAN

4. Bank Account Details

NOTE:

Document size 500 KB per document

Document type .jpeg .jpg .png .pdf

Click on the following links for the general guidelines and prerequisites for on boarding here as sellers!!



Account Info

Set Login Email *

Password *

Confirm Password *

← Back

PROCEED

- **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.

- **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**.

- **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

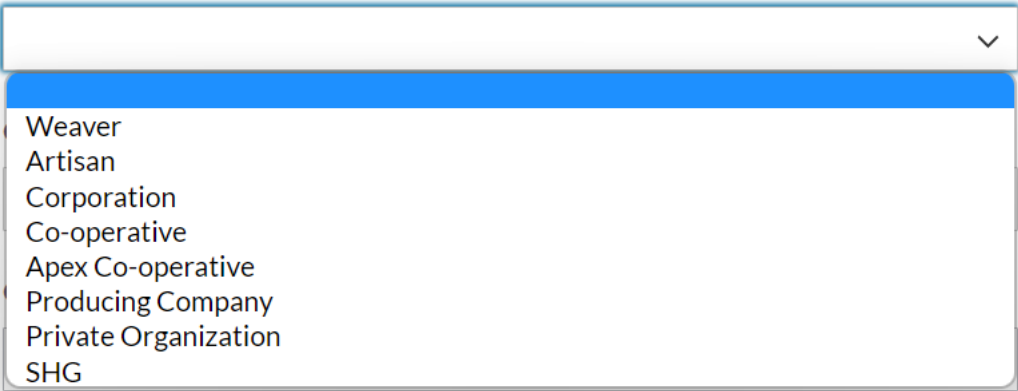
Seller State

Seller Pincode

Seller Mobile

Upload ID Document (as selected above) *
 No file chosen Allowed extensions: jpeg,jpg,png,pdf

- **Seller Type:** You have to select the seller type from Dropdown list as shown in the below picture:



The image shows a screenshot of a web form. At the top, the text "Seller Type *" is displayed. Below it is a dropdown menu with a white background and a blue border. The menu is currently open, showing a list of options: Weaver, Artisan, Corporation, Co-operative, Apex Co-operative, Producing Company, Private Organization, and SHG. The "Weaver" option is highlighted with a blue background. A small downward-pointing arrow is visible in the top right corner of the dropdown box.

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:

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

Seller Type *
Weaver

Handloom ID / Handicraft ID *
19-320-2002689
Found Seller

Seller Name *
SAHIDA SHAIKH

Seller Address
Baroandulia BARA ANDULIA Chapra

Seller District
NADIA

Seller State
WEST BENGAL

Seller Pincode
741124

Seller Mobile
7029080770

Upload ID Document (as selected above) *
Choose File No file chosen Allowed extensions: jpeg,jpg,png,pdf

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.

- **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:

The screenshot shows a registration form titled "Basic Info". On the left, there are two checked items: "Hassle Free Shipping" (Product pickup from your store and fast delivery to customer) and "Secure Payments" (Payments deposited into your bank account. Detailed sales report on your dashboard). The form fields are: "Seller Type" (dropdown menu with "Corporation" selected), "Organization Registration ID" (text input with "CRSHC351170"), "Organization Name" (text input with "ABC Pvt. Ltd."), "Organization Address" (text input), "Organization District" (text input), "Organization State" (text input), "Organization Pincode" (text input), "Organization Mobile" (text input), and "Upload ID Document (as selected above)" (file upload button with "Choose File" and "Abhishek Si... RT-DEL).pdf" selected). Red arrows point to the "Seller Type", "Organization Registration ID", "Organization Name", and "Upload ID Document" fields.

- **Seller Type:** Select the appropriate option from the list.
- **Organization Registration ID:** Enter the **Organization Registration ID** mentioned on your registration certificate.
- **Name:** Enter your Organization name (Registered name)
- **Organization Address:** It is an optional field. But we will recommend you to provide the registered address here.
- **Organization District:** Enter your registered address district here. It's an optional field.
- **Organization State:** Enter your registered address state here. It's an optional field.
- **Organization Pin code:** Enter your registered address pin code here. It's an optional field.
- **Organization Mobile:** Enter your organization mobile/contact number here. It's an optional field.

- **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.

- ✔ 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

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

Seller Details

Deals In ^{*}

PAN ^{*}

Upload PAN ^{*}
 No file chosen Allowed extensions: jpeg,jpg,png,pdf

GST ^{*}

Upload GST ^{*}
 No file chosen Allowed extensions: jpeg,jpg,png,pdf

MD / CEO / President of Organisation

Is Same as Nodal Officer
 Is Same as Nodal Officer

Designation

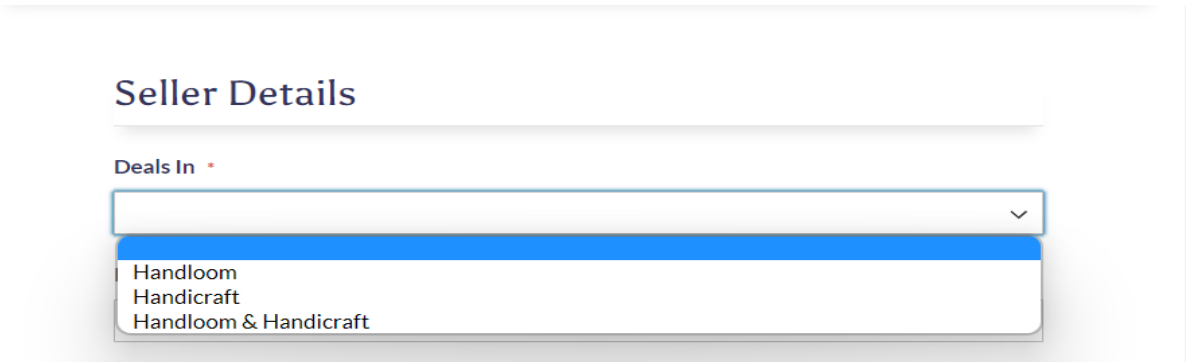
Upload Authorisation Letter of MD-CEO for Nodal Officer
 No file chosen Allowed extensions: jpeg,jpg,png,pdf

Name of Nodal Officer for Portal Operation

Mobile Number of Nodal Officer

Detailed information regarding mandatory fields:

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

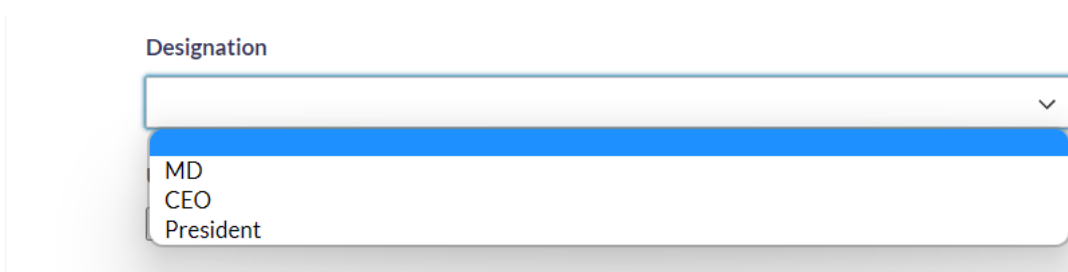


The screenshot shows a form titled "Seller Details". Below the title is a dropdown menu labeled "Deals In". The dropdown menu is open, showing three options: "Handloom", "Handicraft", and "Handloom & Handicraft". The "Handloom" option is currently selected and highlighted in blue.

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

Detailed information regarding optional fields:

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



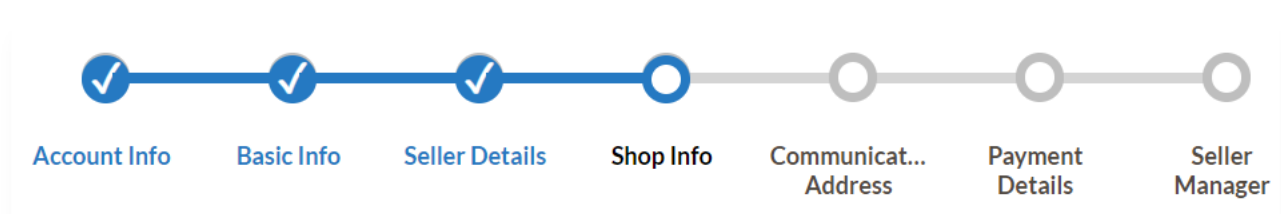
The screenshot shows a dropdown menu labeled "Designation". The dropdown menu is open, showing three options: "MD", "CEO", and "President". The "MD" option is currently selected and highlighted in blue.

- **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.

- **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.
- **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



Shop Info

Set Shop Virtual Name *

✓ Congratulations! Shop name is available.

(This will be used to display your public profile)


← Back

PROCEED

- **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

Use Permanent Address 

Company/Organisation

ABC private limited

Phone Number *

8750337711

Street Address *

14

City/District *

Delhi

Zip/Postal Code *

110092

Country *

India

State/Province *

Please select a region, state or province.

[← Back](#) [PROCEED](#)

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.

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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

Payment Details

Bank Name *
Axis Bank

Account Holder Name *
Priti Sharma

Bank Account No. *
91103293038

IFSC *
UTIB000791

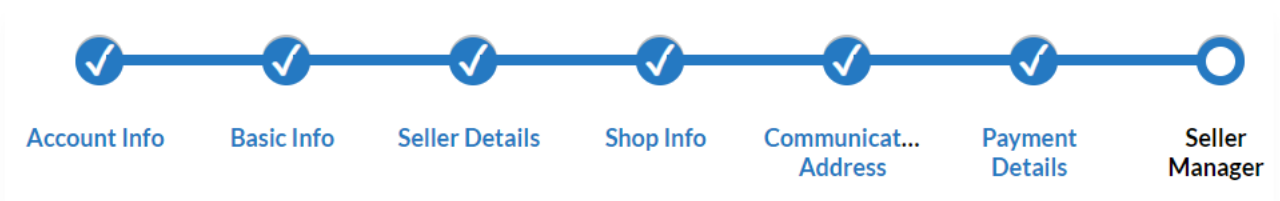
Upload Passbook Front / Cancelled Cheque *
Choose File | error.png Allowed extensions: jpeg, jpg, png, pdf

← Back PROCEED

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

- **Bank Name-** Fill the name of your bank account.
- **Account Holder Name -** The person/company whose name is on the bank account.
- **Bank Account Number-** Enter your Bank Account Number here.
- **IFSC -** The Indian Financial System Code is an 11- digit alphanumeric code that is unique for bank branches that offer online money transfer options. You can find this number on your cheque or passbook.
- **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:



Seller Manager

Select Seller Manager *

- Self
- WSC
- HSC
- Others

← Back DONE


- **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.

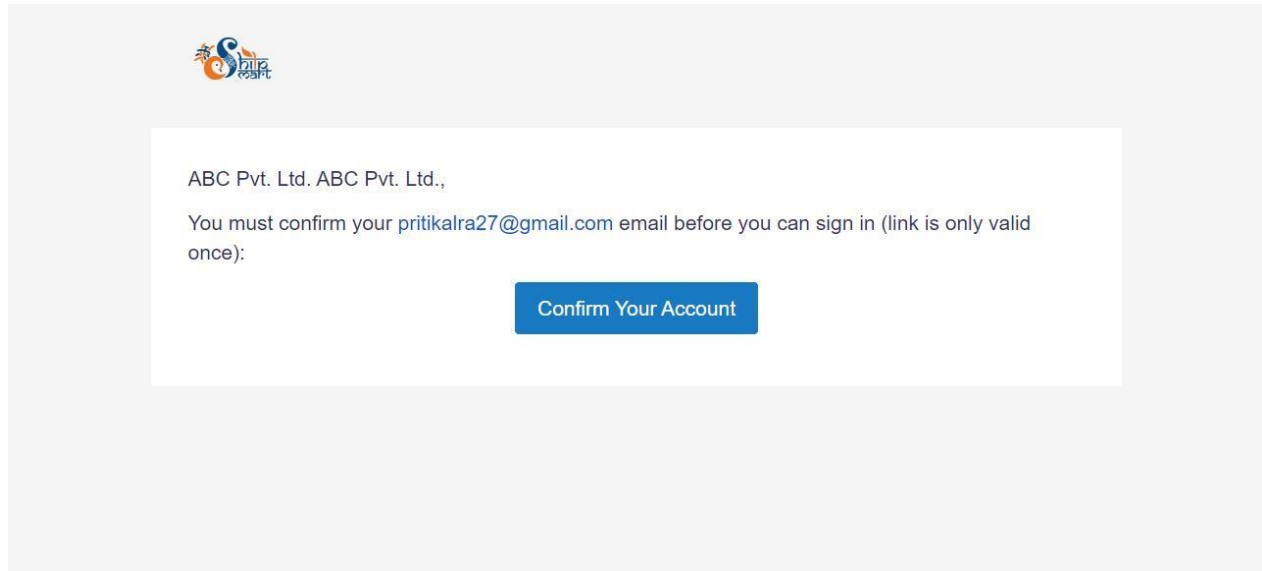
Seller Manager

Select Seller Manager *

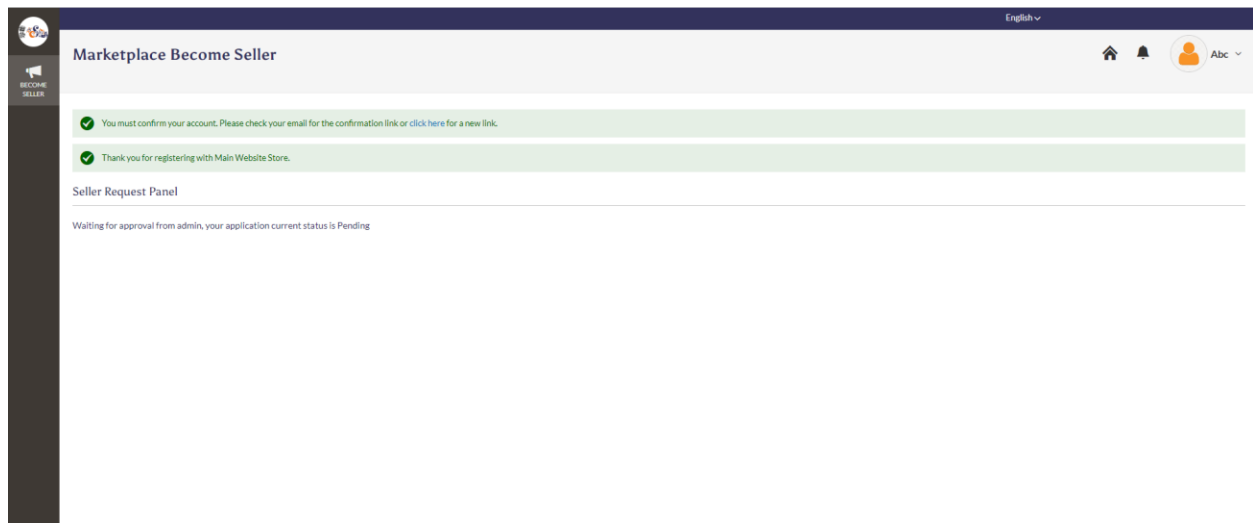
 I agree to the [Terms of Service](#)

Click on “Done” Button to complete the registration process.

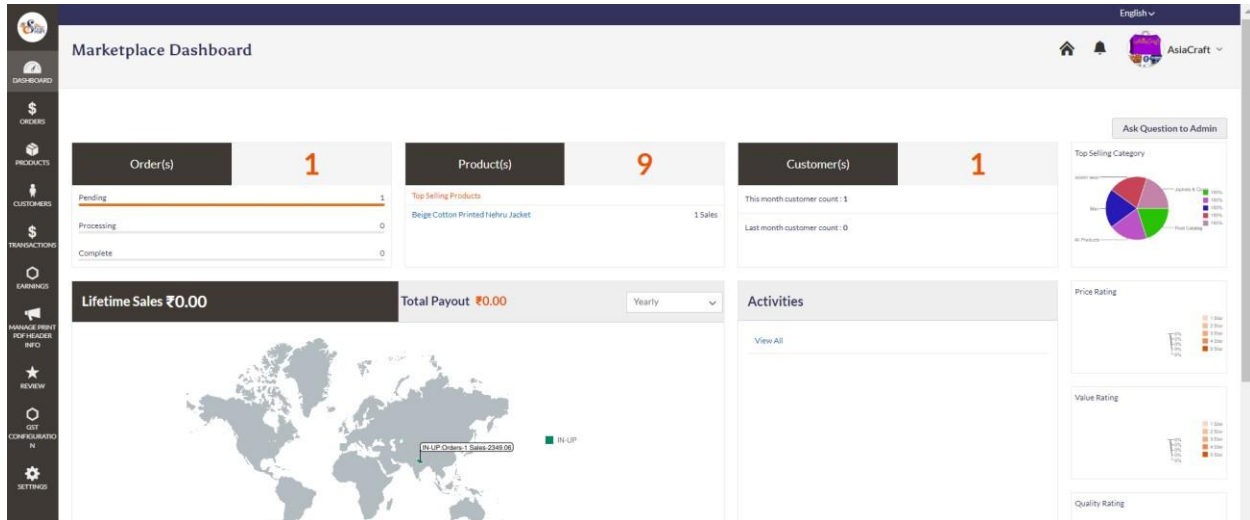
After following all the steps you will get an email from the Textile Portal to confirm your account as shown in the picture below:



After confirming your account, your vendor dashboard will open. You will be activated only after verifying your documents by the Admin:

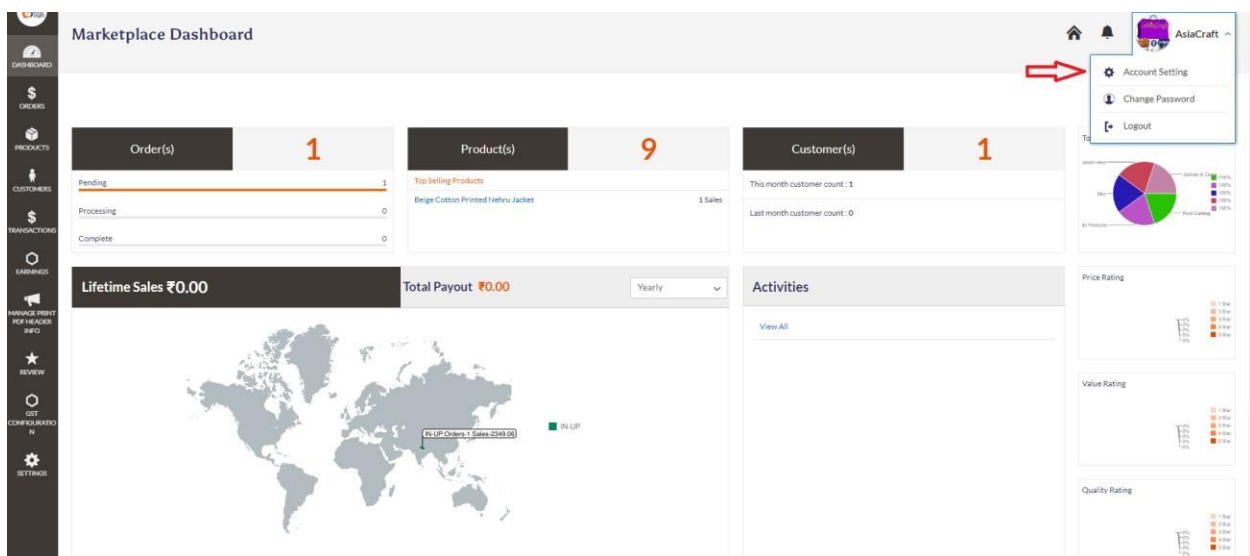


Once your account gets verified, you can see the Dashboard and other Tabs as well as shown in below picture.



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:

English

Marketplace Edit Seller Profile

Home | Notifications | Profile

Edit Profile Information

Save Profile

Twitter ID

Facebook ID

Instagram ID

Youtube ID

Vimeo ID

Pinterest ID


Contact Number

Tax/VAT Number

Dashboard | Orders | Products | Customers | Transactions | Earnings | Manage Print PDF Header Info | Review | GST Configuration | Settings

Shop Title

Company Banner



Company Logo
 No file chosen



Company Locality

Delhi

Company Description

Heading 3

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.

Showing 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

No file chosen

Allowed Extensions are: .jpeg, .jpg, .png, .pdf

Pincode
110010

GST
07AAMCA6334NIZA

Mobile
8750337711

Upload GST
 No file chosen Download Delete File
Allowed Extensions are : jpeg,jpg,png,pdf

Upload ID Document (as selected above)
 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
 No file chosen Download Delete File
Allowed Extensions are : jpeg,jpg,png,pdf

Name of Nodal Officer for Portal Operation
Priti Kalra 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
 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.