Standard Operating Procedure (SOP) for
Seller Registration
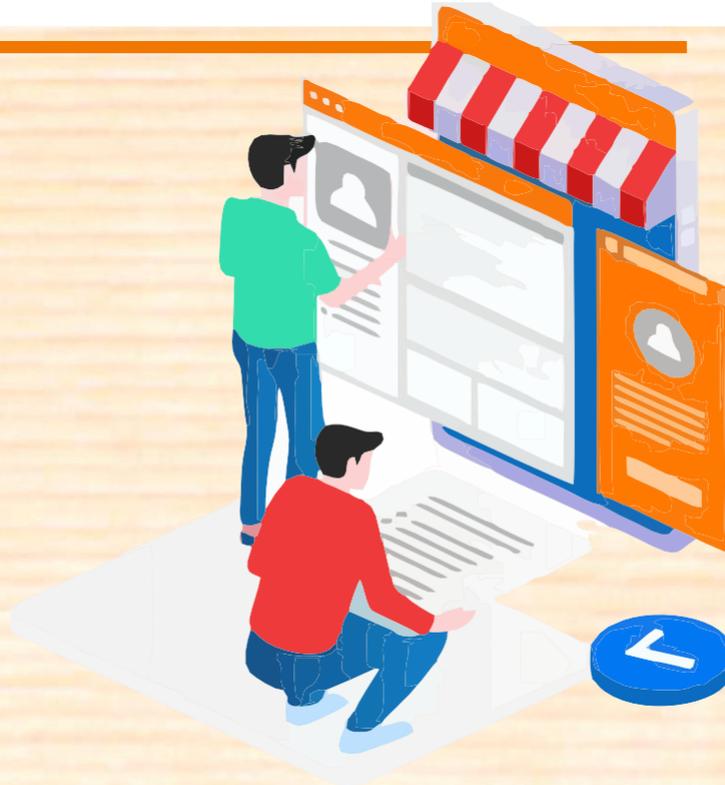
SOP: SELLER REGISTRATION

✓ **Eligibility for Selling on Indiahandmade**

✓ **Steps to follow by Sellers to Register on Indiahandmade**

Eligibility for Selling on Indiahandmade

❖ **Basic requirements for registration as weaver/artisan on www.indiahandmade.com:**

1. **An E-Mail 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 www.indiahandmade.com:**

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 Indiahandmade

There are a total of 7 steps to complete your registration as a seller on www.indiahandmade.com:

1. **Account Info**

2. **Basic Info**

3. **Seller Details**

4. **Shop Info**

5. **Communication Address**

6. **Payment Details**

7. **Seller Manager**

Note: Please do not refresh the page in between while following the registration steps. Your data might get lost, and it can hinder the registration process.

1. **Account Info:** Go to the Seller Registration Page by clicking on the below link:

   https://www.indiahandmade.com/marketplace#account_info

   The below screen will open after clicking the link:

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

- **Password**: Set your password for your seller account. Please choose a strong password to avoid any vulnerability. Please follow the 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 the same here 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:** The below screen will open after clicking on the **Proceed** button:

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

There are two categories of Sellers:

1. Weaver/Artisan

2. Corporation/Corporative/Apex Corporative/Producing Company

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

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

As soon as you enter the correct Handloom ID, the system will automatically fetch all the other details, as shown 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: The document length should be less than 500 MB.

  After uploading the document, click the **Proceed** Button for the next step.

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

- **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 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 Pincode:** Enter your **Registered Address Pincode** here. It's an optional field.

- **Organization Mobile:** Enter your organization's **Mobile/Contact Number** here. It's an optional field.

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

  You must enter the mandatory information before you can proceed to the next step. So, fill in the mandatory information and proceed to the next step.

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

Detailed Information Regarding Mandatory Fields:

- **Deals in:** You have to select from dropdown list here as shown in the below screenshot:
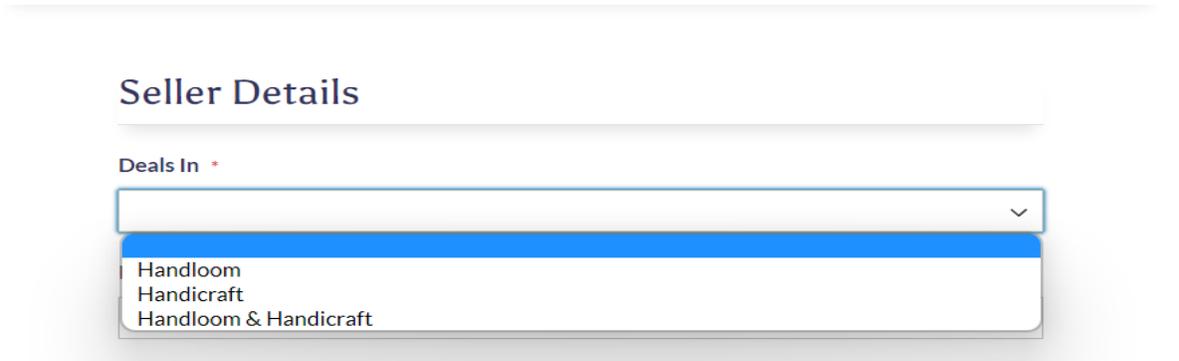
- **PAN:** Enter your **Business PAN** details here.

- **Upload PAN:** Upload the scanned copy of your **Business PAN Card**.

- **GST:** Enter your **Business GST Number**.

- **Upload GST:** Upload the scanned copy of your **GST Certificate** here.

Detailed Information Regarding Optional Fields:

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

- **Designation:** You have to select the appropriate option from the Dropdown list as shown below.
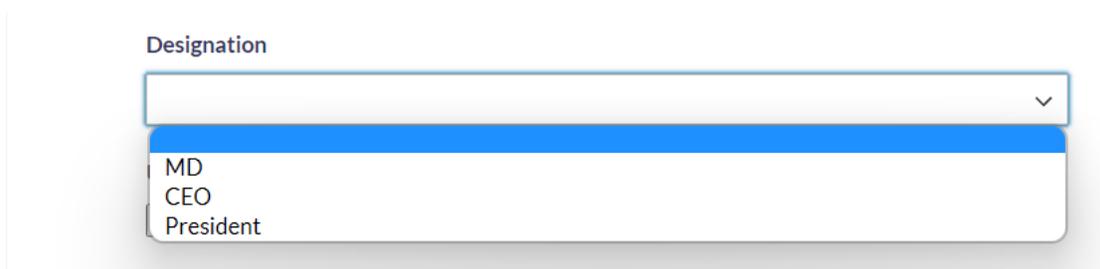
- **Upload the Authorisation Letter of MD/CEO for the Nodal Officer:** If the nodal officer is a different person from the MD/CEO/President, you need to upload an Authorisation letter signed and stamped by the authorised person.

- **Name of the 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 the nodal officer.

- **Mobile Number of the Nodal Officer:** Provide the contact number of the Nodal Officer here.

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

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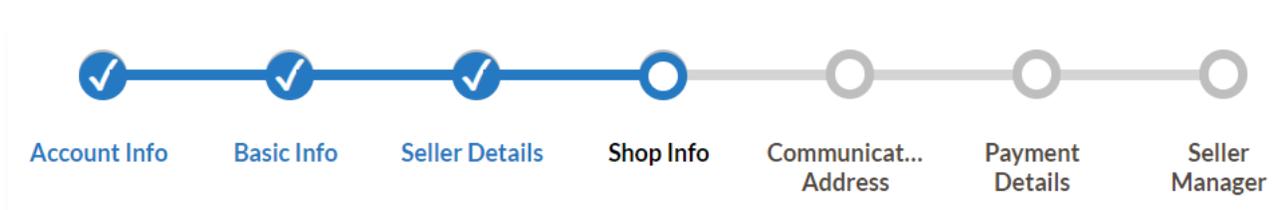
- **Set the Shop Virtual Name:** You must enter/choose a name for your virtual shop, which you set for your online business. You can choose any name (Brand, Business and Company). Click on the "Proceed" button for the next step.

5. **Communication Address:** **See the below picture and enter the mandatory details to proceed to the next step**.
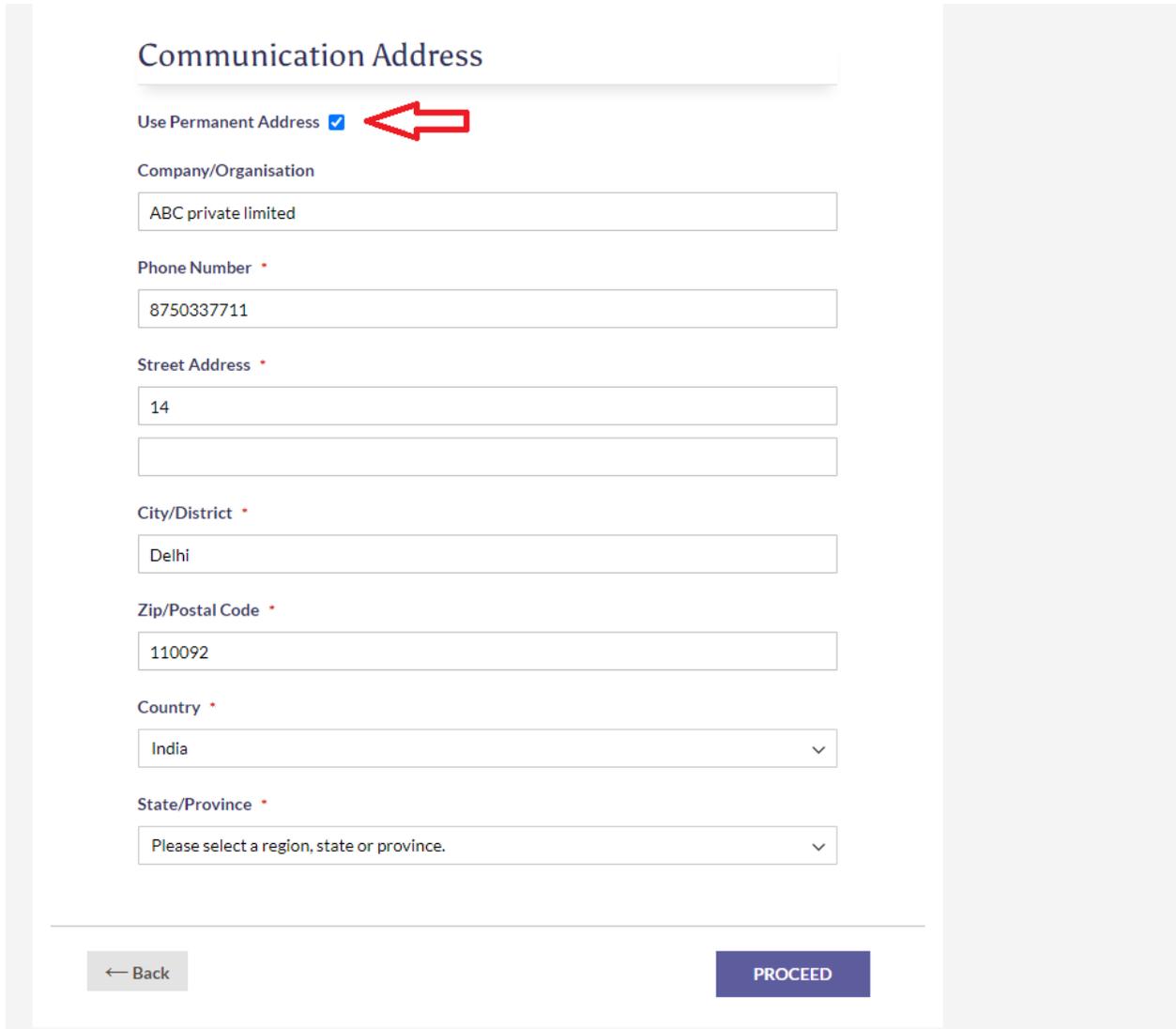
Communication Address is mandatory for the postal commutation. Portal will use this address on the invoices (buyer/seller).

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

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

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

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

You must give your bank details for online payments, as shown in the picture above.

- **Bank Name:** Fill in 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 alpha- numeric code unique for bank branches offering online money transfer options. You can find this number on your check or passbook.
- **Upload Passbook Front/Cancelled Check:** You must upload a scanned copy of your Passbook Front/Cancelled Cheque to verify your bank details.
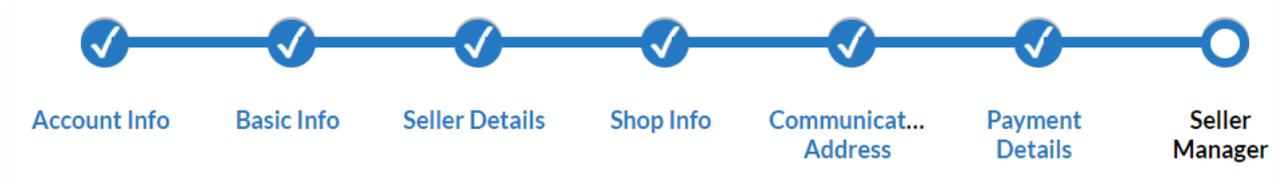
7. Seller Manager:

- **Select Seller Manager:** You have to select "**Self**" from the givenlist. By selecting "Self", you are giving your consent that you areliable 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 the 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 the "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:
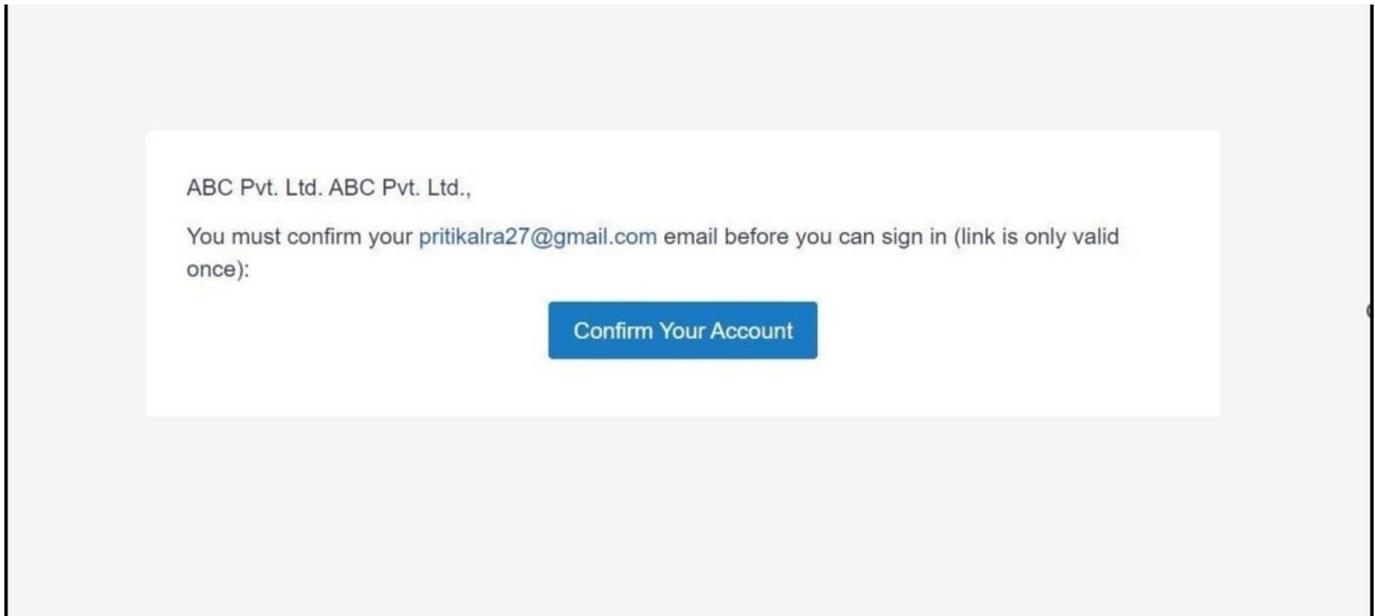
After confirming your account, your **Vendor Dashboard** will open. You will be activated only after verifying your documents by the Admin:
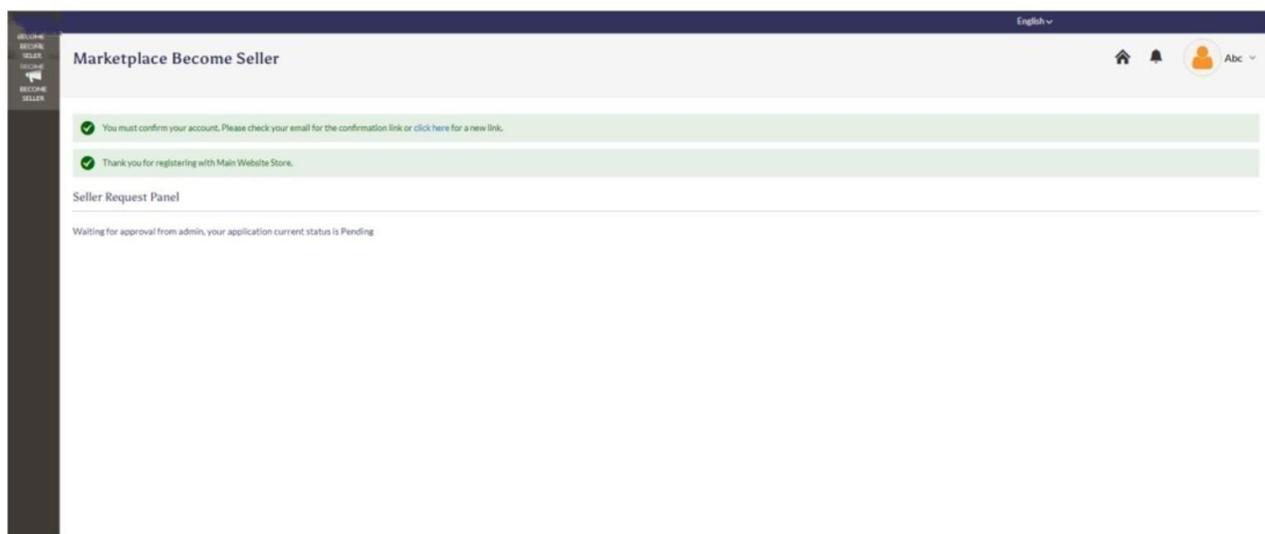
Once your account gets verified, you can see the Dashboard and other tabs as well as shown in the below picture:
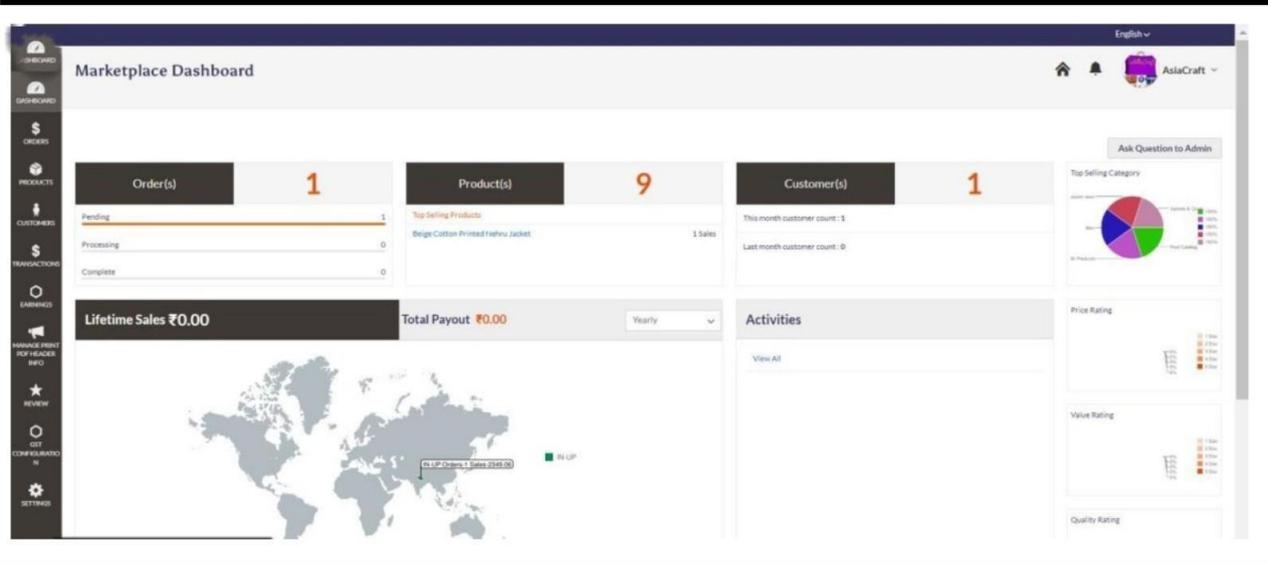
You can change your Account Settings and set a Seller Profile page for your buyers to create an authentic and genuine look. Here's the explanation of the settings and process for creating the Profile Page:

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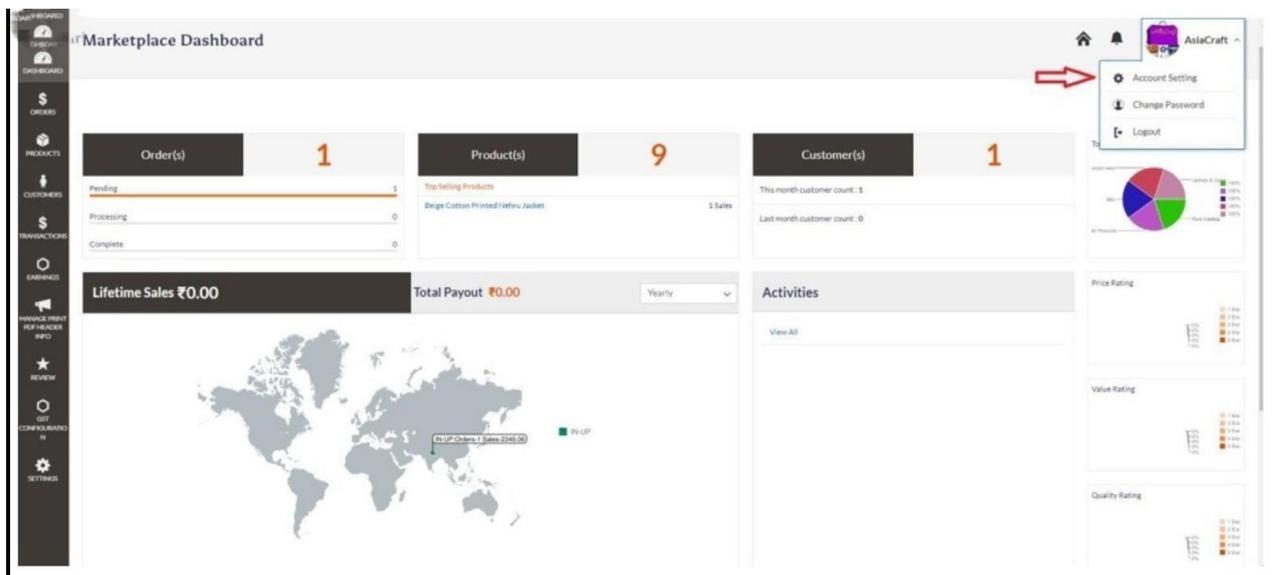
2. After clicking on **Account Settings**, the following screen will open:

Company Logo

Choose File   No file chosen

Company Locality

Delhi

Company Description

| Heading 3 | B | I | U | | | | | | | | 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

07AAMCA6334NIZA

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 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

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.