

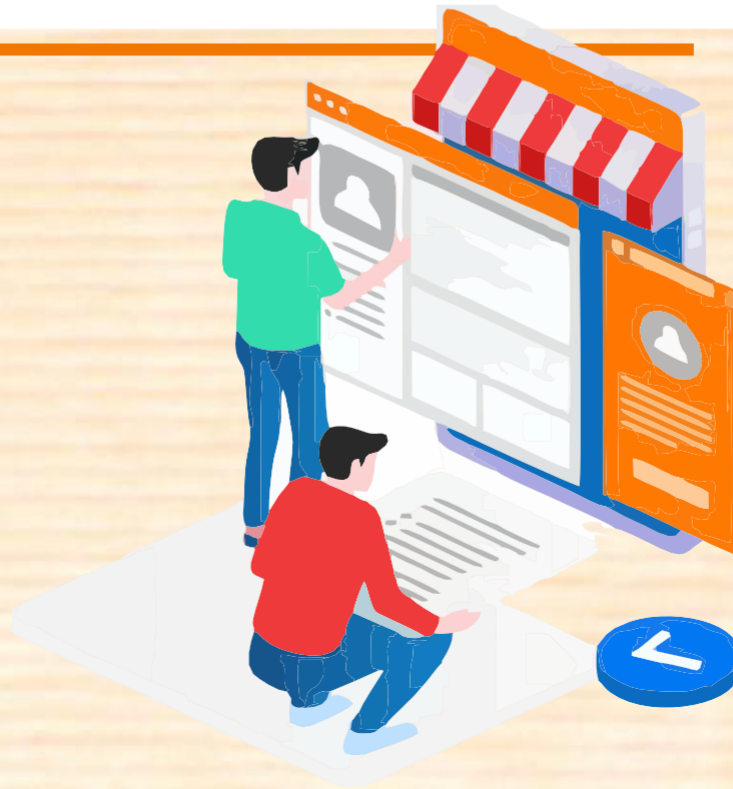


वस्त्र मंत्रालय
MINISTRY OF
TEXTILES



Digital India
Corporation

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 (Regular and Composition)/Enrollment ID (Non-GST users)
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 (Regular and Composition)/Enrollment ID (Non-GST users)
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

REALLY EASY TO SETUP AND CUSTOMIZE

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

Indiahandmade 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.

NOTE: Please note that the sellers who are already registered with Ministry of Textiles, are allowed to onboard on this portal.

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. GSTIN (for GST sellers) or Enrolment ID / UIN (for non-GST sellers)
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!!

SOP for Seller Registration

English Hindi

Pre-requisites for Smooth Operations

Pre-Requisites for Product Uploading

FAQs for Sellers

REGISTER AS SELLER

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

Account Info

Set Login Email *

Password * ?

Confirm Password *

← Back PROCEED

- **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:

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

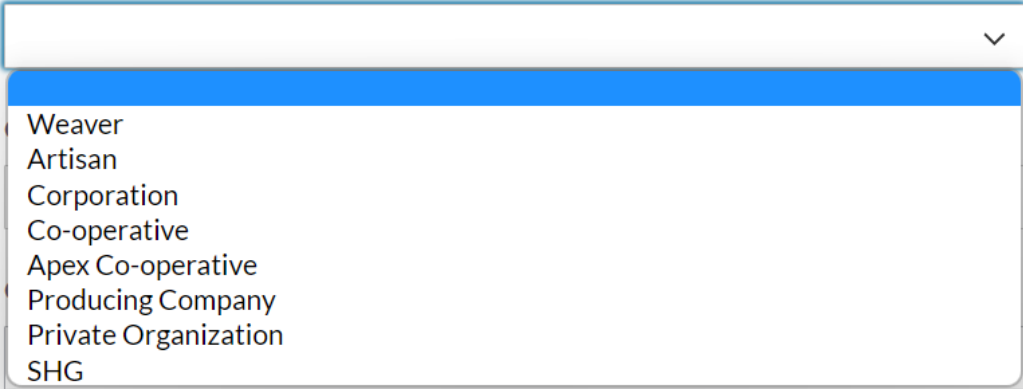
Seller Pincode

Seller Mobile

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

← Back
PROCEED

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



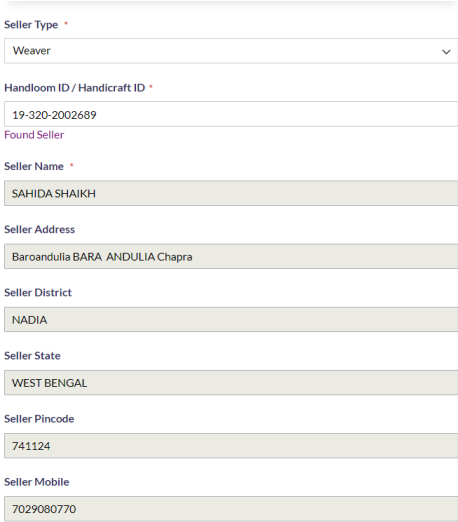
The image shows a dropdown menu titled "Seller Type" with a red asterisk. The menu is open, displaying a list of options: Weaver, Artisan, Corporation, Co-operative, Apex Co-operative, Producing Company, Private Organization, and SHG. The "Weaver" option is highlighted with a blue background.

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:



The image shows a registration form for a Weaver/Artisan. The form includes the following fields:

- Seller Type:** A dropdown menu with "Weaver" selected.
- Handloom ID / Handicraft ID:** A text input field containing "19-320-2002689". A red arrow points to this field. Below the field, it says "Found Seller".
- Seller Name:** A text input field containing "SAHIDA SHAIKH".
- Seller Address:** A text input field containing "Baroandulia BARA ANDULIA Chapra".
- Seller District:** A text input field containing "NADIA".
- Seller State:** A text input field containing "WEST BENGAL".
- Seller Pincode:** A text input field containing "741124".
- Seller Mobile:** A text input field containing "7029080770".
- Upload ID Document (as selected above):** A file upload button labeled "Choose File" with the text "No file chosen" and "Allowed extensions: jpeg, png, pdf". A red arrow points to this button.

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 KB.

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:

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 field with "CRSHC351170"), "Organization Name" (text field with "ABC Pvt. Ltd."), "Organization Address" (text field), "Organization District" (text field), "Organization State" (text field), "Organization Pincode" (text field), "Organization Mobile" (text field), and "Upload ID Document (as selected above)" (file upload button labeled "Choose File" with a file name "Abhishek Si...RT-DEL).pdf" and allowed extensions ".jpeg, .png, .pdf"). 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 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.

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NOTE: Please note that the sellers who are already registered with Ministry of Textiles, are allowed to onboard on this portal.

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 (Regular and active GST only)
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!!

SOP for Seller Registration

[English](#) [Hindi](#)

[Pre-requisites for Smooth Operations](#)

[Pre-Requisites for Product Uploading](#)

[FAQs for Sellers](#)

Seller Details

Deals In ▼

PAN ▼

Upload PAN ▼

No file selected. Allowed extensions: jpeg,jpg,png,pdf

Taxpayer Type ▼

Upload GST

No file selected. 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

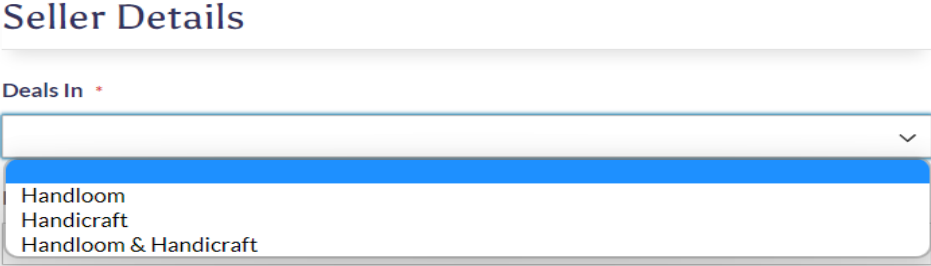
No file selected. Allowed extensions: jpeg,jpg,png,pdf

Name of Nodal Officer for Portal Operation

Mobile Number of Nodal Officer

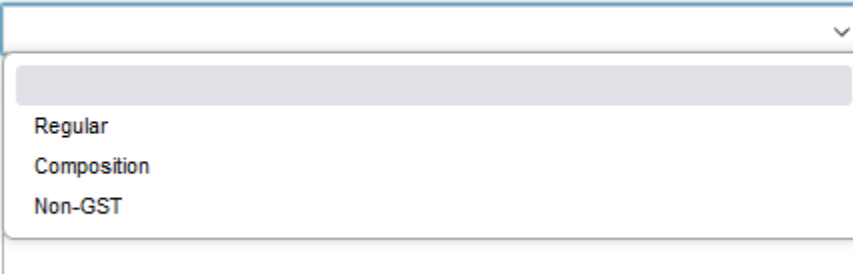
Detailed Information Regarding Mandatory Fields:

- **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 is open, showing three options: "Handloom", "Handicraft", and "Handloom & Handicraft".

- **PAN:** Enter your **Business PAN** details here.
- **Upload PAN:** Upload the scanned copy of your **Business PAN Card**.
- **Taxpayer Type:** Taxpayer type refers to the category under which a person or entity is registered for GST. Select the appropriate option from the list. If you have not obtained the GST and falls under Non-GST seller, then you have to obtain the enrollment Id to register on our portal.



The screenshot shows a dropdown menu labeled "Taxpayer Type". The dropdown is open, showing three options: "Regular", "Composition", and "Non-GST".

To obtain the enrollment id, please refer to the following link:

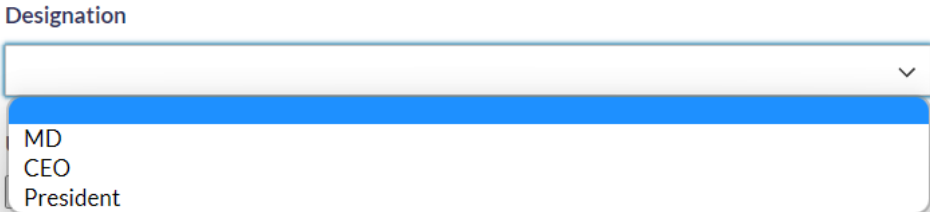
<https://reg.gst.gov.in/registration/generateuid>

- **GST/Enrollment Id:** Enter your **Business GST Number** in case of Regular/Composition taxpayer and Enrollment Id in case of Non-GST.
- **Upload GST:** Upload the scanned copy of your **GST Certificate** here. This field is not required for Non-GST users. If you have selected Non-GST then you can leave it blank.

Note: Be aware that as a NON-GST/Composition GST seller, you are only permitted to sell within your state.

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.

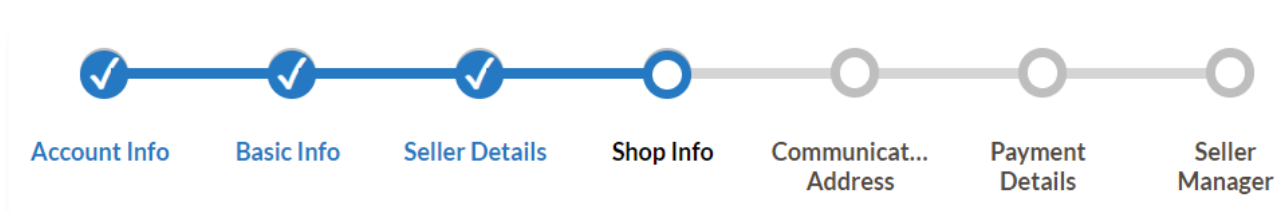


The image shows a screenshot of a web form. At the top, the label "Designation" is displayed. Below it is a dropdown menu. The dropdown menu is currently open, showing three options: "MD", "CEO", and "President". The "MD" option is highlighted with a blue background. The dropdown menu has a small downward-pointing arrow on the right side of the input field.

- **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 authorized 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.



Shop Info

Set Shop Virtual Name *

indiacrafts

✓ Congratulations! Shop name is available.

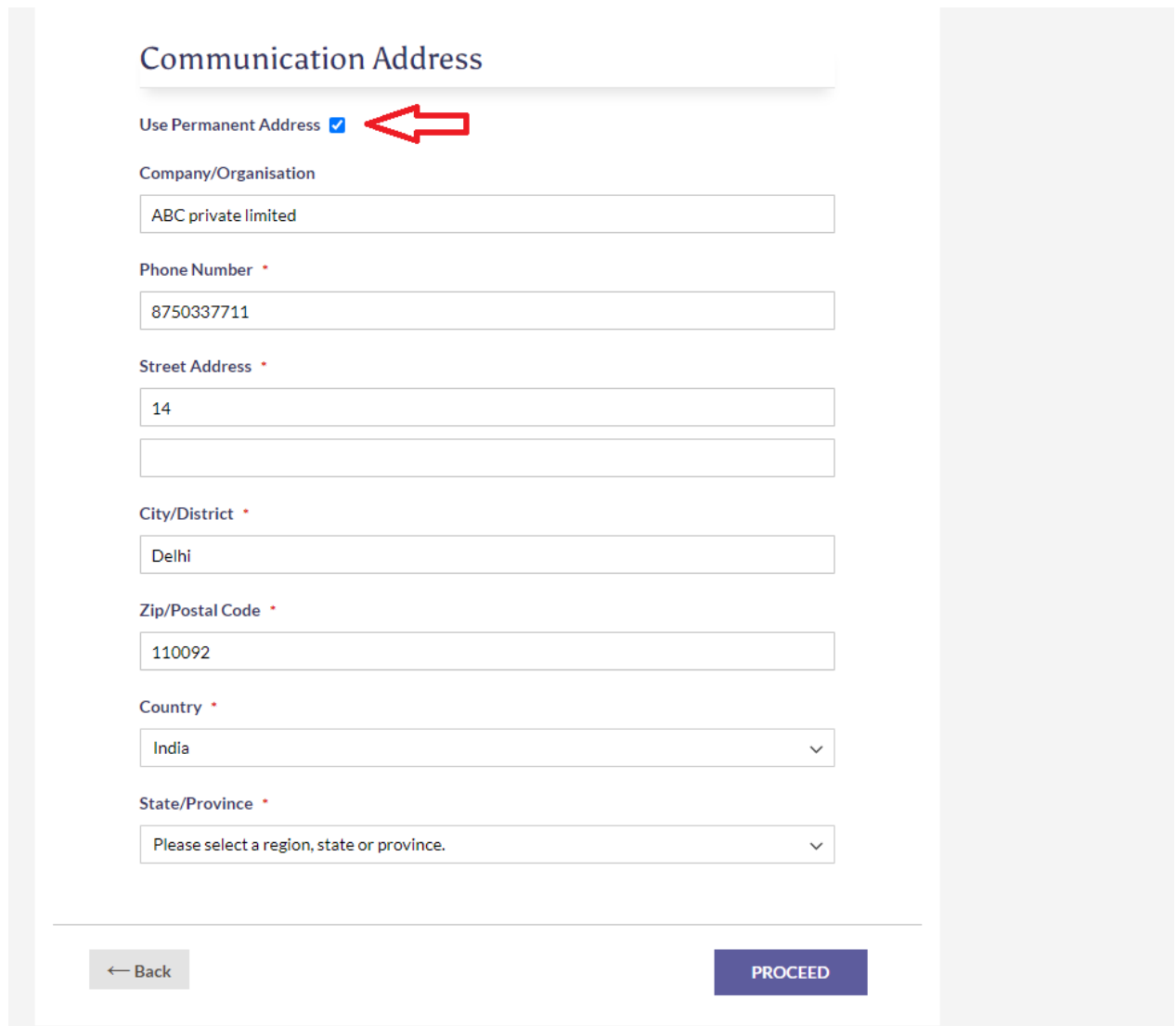
(This will be used to display your public profile)

← Back

PROCEED

- **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.



The screenshot shows a form titled "Communication Address" with the following fields and values:

- Use Permanent Address:** (A red arrow points to this checkbox.)
- 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.

At the bottom of the form, there are two buttons: "← Back" and "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 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

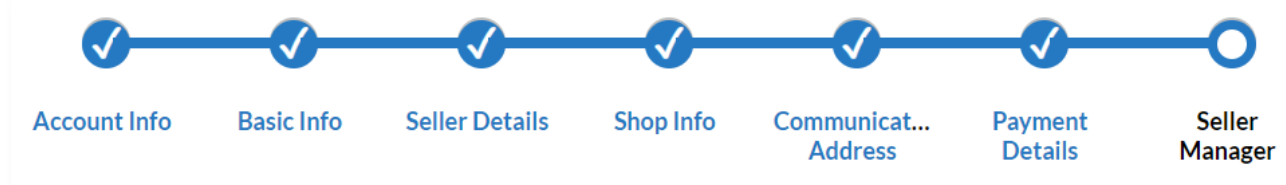
Upload Passbook Front / Cancelled Cheque *
Choose File | error.png Allowed extensions: jpeg, jpg, png, pdf

← 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:



Seller Manager

Select Seller Manager *

A screenshot of a mobile application interface. At the top, the title 'Seller Manager' is displayed. Below it, there is a label 'Select Seller Manager *' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Self', 'WSC', 'HSC', and 'Others'. The 'Self' option is highlighted with a blue background. Below the dropdown menu, there are two buttons: a grey 'Back' button with a left-pointing arrow and a blue 'DONE' button.

- **Select Seller Manager:** You have to select “**Self**” from the given list. By selecting “**Self**”, you are giving your consent that you are reliable 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.

Seller Manager

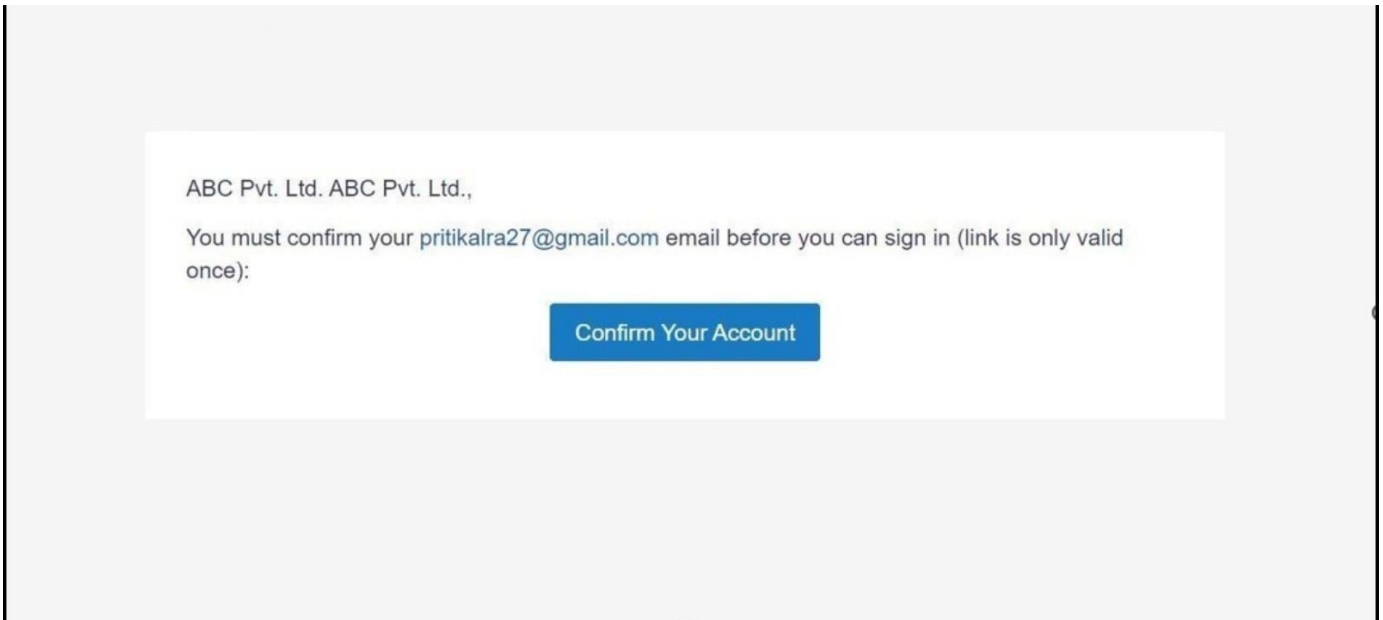
Select Seller Manager *

A screenshot of a mobile application interface. At the top, the title 'Seller Manager' is displayed. Below it, there is a label 'Select Seller Manager *' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Self', 'WSC', 'HSC', and 'Others'. The 'Self' option is selected and highlighted. Below the dropdown menu, there is a checkbox with the text 'I agree to the Terms of Service' next to it.

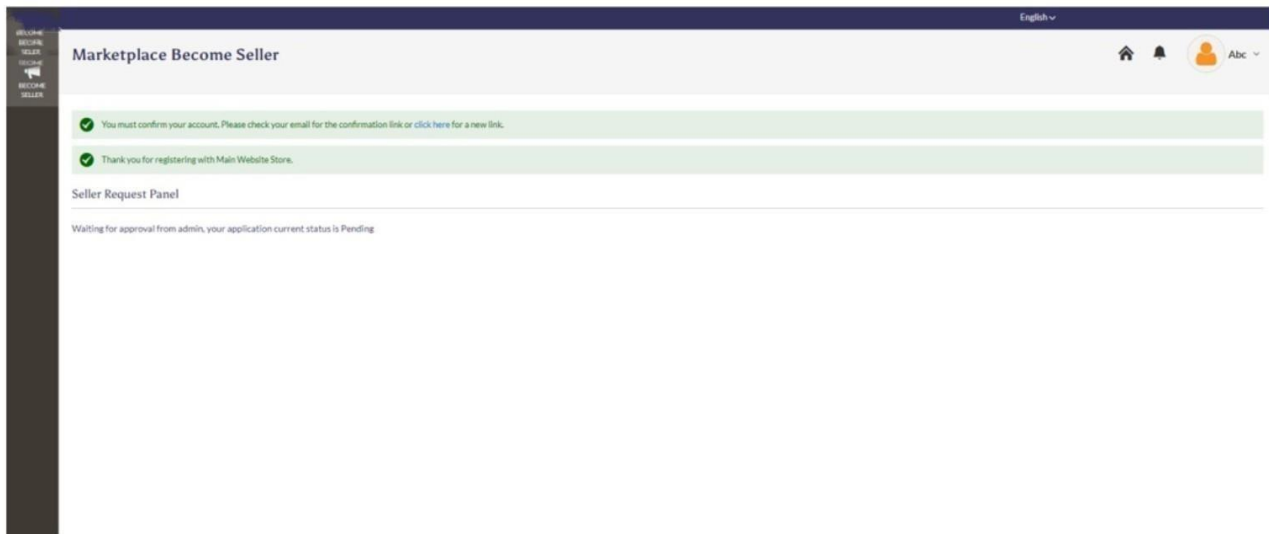
 I agree to the [Terms of Service](#)

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

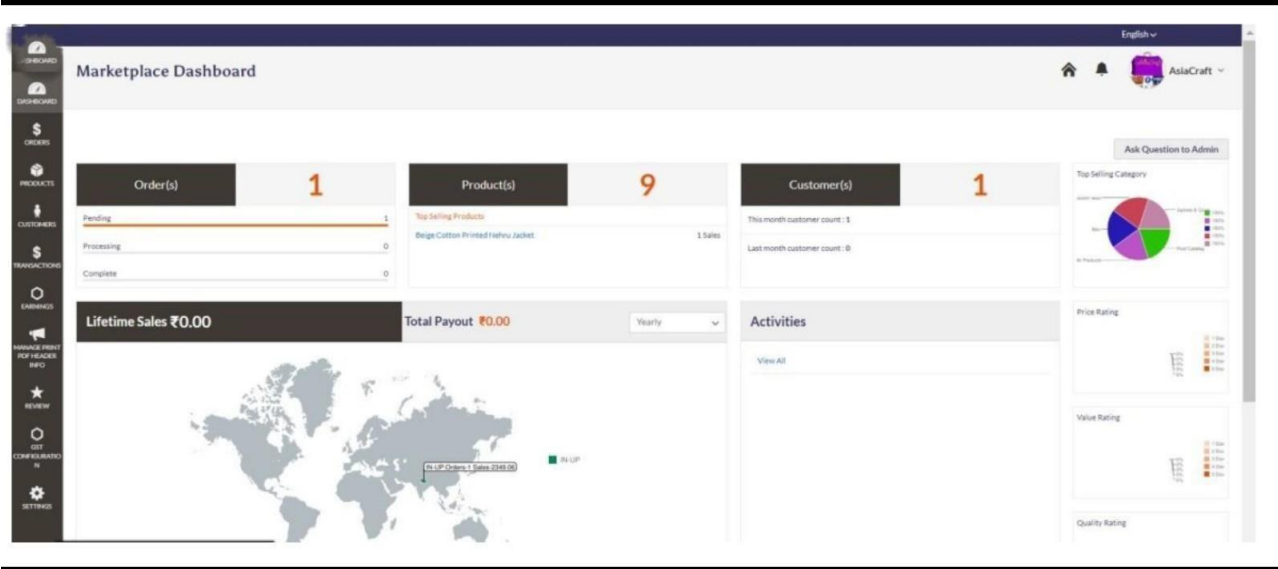
After following all the steps, you will get an email from the Textile Portal to confirm your account as shown in the picture below:



After confirming your account, your **Vendor Dashboard** will open. You will be activated only after verifying your documents by the Admin:

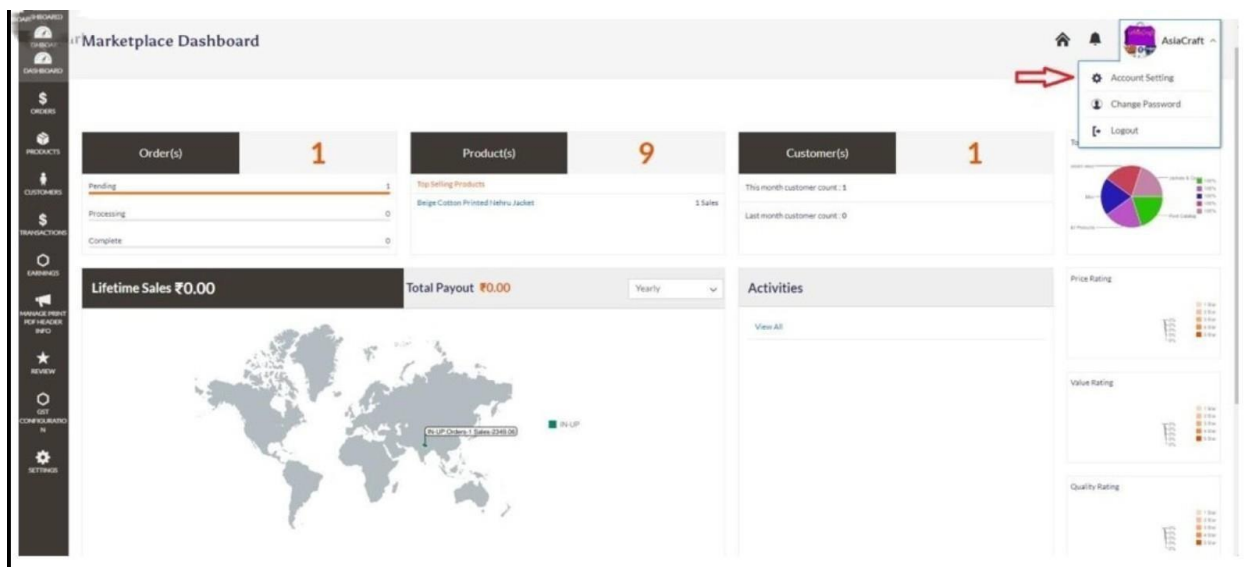


Once your account gets verified, you can see the Dashboard and other tabs as well as shown in the below picture:



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:

English

Marketplace Edit Seller Profile

Save Profile

Edit Profile Information

Twitter ID

Facebook ID

Instagram ID

Youtube ID

Vimeo ID

Pinterest ID

Contact Number

Tax/VAT Number

Shop Title

Company Banner No file chosen

Company Logo
Choose File No file chosen



Content Description

Howd.gif



Hello!

AsiaCratt 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. Asiacratt understands the importance of Quality and Timely Delivery of merchandise in this competitive environment.

POWERED BY TAY

Country

Select Country



MH111:nwor"dsIE t-Mtu C-m1-1s.6:1rm,jl_

MMHh.L-.sicc.tollU.1MishandJOOIM_hatf-shaft port J. at.1

MetaDecription

Set Google Analytic Details

Gx,IS.A.ubr field

Additional Information

SaveAttributes

SellerType

Corporation

Company registration ID/Company registration ID

ASLA010111

Organization Name

AsiaHar.doomsPrildielimited

Physical Address

243/2,Pal.1111

Deal In

HaOOoom&H r.dicraft

City/District

Del i

PAN

ASIA235432

SUie

Upload PAN

Choose File No file chosen

Download Or Delete File

At-JwmEGrou,mior...

Pincode

110044

Taxpayer Type

Non-GST

GST/Enrollment ID

07AACCM6442P400

Mobile

8860474562

Upload GST

 Download

Allowed Extensions are : jpeg, jpg, png, pdf

Upload ID Document (as selected above)

 Download

Allowed Extensions are : jpeg, jpg, png, pdf

MD / CEO / President of Organisation

RAJESH

Is Same as Nodal Officer

Designation

MD

Upload Authorisation Letter of MD-CEO for Nodal Officer

Allowed Extensions are : jpeg, jpg, png, pdf

Name of Nodal Officer for Portal Operation

TEST

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

Steps to Change your Taxpayer Type in Account Settings:

- **Change Taxpayer Type:** Go to the field "Taxpayer Type". Select the desired taxpayer type, such as switching from a Regular GST taxpayer to a Non-GST seller or vice versa.
- **Provide Necessary Documents:** Upload the required document for the new taxpayer type.
- **Submit for Verification:** Once the changes are made, submit the form. Your account may be placed on hold during this period to ensure that the new information is accurately verified.

- **Verification Process:** The platform's team will review the submitted details and verify the authenticity of the provided information. This process might take some time depending on the volume of requests and the complexity of the changes.
- **Account Reinstatement:** After successful verification, your account will be reinstated with the new taxpayer type. You will receive a notification confirming the update and any changes to your compliance obligations.

Note: You cannot update your taxpayer type from regular to composition (or vice versa) in the middle of the financial year.