**The Registration Process for the merchants:**

1. To start with, first, visit [www.indomarche.com](http://www.indomarche.com).
2. On the landing page, move on to ‘Sell on IndoMarche’ -> You will be redirected automatically to the landing page.
3. Scroll down to the middle of the page, and there, check the details you wish to know about including the benefits of IndoMarche, how Indomarche works, pricing and packages, and FAQs.
4. Click on the ‘Start Selling’ button -> You will now be directed to the registration page.
5. On the page opened, enter all the required details, choose the package plan stated as ‘Startup (0$/m)’, enter your Email address, set the password, and choose the Shop Name to start the store.
6. Now, there is the option of verification of the Email address. To do the same, move on to your Email account and open the mail received from the IndoMarche MarketPlace, and click on ‘Verify my Email’, -> You will then be redirected to the login screen on the IndoMarche MarketPlace. Log in on that link to start with the Marketplace.
7. If you have not received the link, after 2 minutes, move on to the notification bar at the top of IndoMarche MarketPlace, that says ‘Your Email address is not verified, please verify to get full access. Resend verification link’, click on the ‘Resend verification link’ button.
8. Moving on to adding the address of your business setup, navigate to the sidebar -> Go to settings -> Click on General Config -> Now, on the right side of the page, move on to the ‘Add Address’ button, and add the address there.
9. Now, you will receive another notification saying ‘Add payment Method’. This will be the method/account where you will receive the payments for the orders from your store. If there is no notification, move on the sidebar and click ‘Settings’ -> Move to the ‘Payment methods’. You will be automatically redirected to the payment settings page.
10. Click on ‘Activate’, you will now be redirected to our payment partner ‘Stripe’. Fill all the details accurately and carefully here, as this option will be used further to transfer your payments to your account after receiving the order confirmations. We do not offer any confidential details here; you only have to enter the account number and the IFSC code. For more assurance, you can also search ‘Stripe’ through the internet, and get every detail about it being a legalized and secure service provider.

Details about setting up the payment settings:

1. Enter your Country name, eg. India.
2. Enter the website of your business, ie. [www.indomarche.com/shop/name-of-your-shop](http://www.indomarche.com/shop/name-of-your-shop) ( Space is replaced by ‘-‘).
3. Choose the description of your business, and here you can also choose other merchandise.
4. Fill all the details regarding what you offer/do, eg. Trading, manufacturing, supplying and selling on E-commerce.
5. Move on to the account details, enter the business type, business name (if you have, else enter your personal savings account), enter the PAN of the business, Enter the business GST number, and at last enter the TAN number(o).
6. Enter the business address (enter the home address if you are doing the business from home).
7. Move to the section requiring your details, enter your name, personal PAN number, DOB, and the home address.
8. Under the Credit Card Statement Descriptor, enter IndoMarche ShopName. (This is the details that will appear on the buyers’ bank statements, i.e. your shop name followed by ‘IndoMarche’. It will appear whenever anyone places an order from your shop and pays for the same.)
9. Enter the support phone number for your store. (This will be used if there is any issue regarding your payments or transferring the amount to your account.)
10. Enter the bank details including the account number and the IFSC code. Enter the account where you wish to receive the payments for the orders.
11. Enable 2-step verification to secure all your payments. (This is to ensure that no one can access your account without your permission, not even Indomarche.)
12. Well, now it is time to enjoy selling with IndoMarche MarketPlace! Everything is completed well; now you can move on to start the product listings.