Welcome to the Signup Process

Follow these steps to complete your registration

USER MANUAL

SIGNUP

VERSION 3.1 / NOVEMBER 2024

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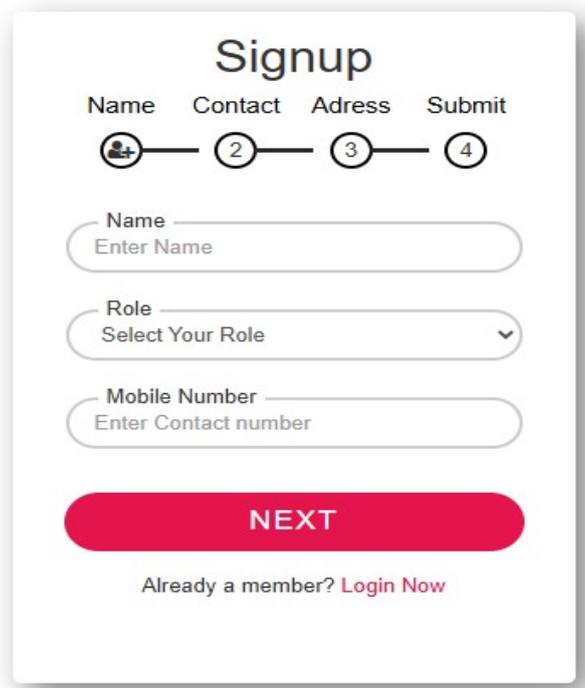
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Ensure you follow these steps carefully.

Navigation

Please go to our website https://siprafoods.in/signup.php to register with us. Once you click the link, you will be redirected to the signup page to begian the registration process.

✔ Enter Your Name : Let us know who you are - this helps personalize your experience.
✔ Select Your Role to Continue - To personalize your experience, please choose your role from the dropdown list below:

    ☑ Designer – Creating, innovating, and bringing ideas to life.
    ☑ Buyer – Sourcing the best products and managing purchases.
    ☑ Supplier – Providing quality materials and solutions.
    ☑ Representative – Acting as a liaison between teams and clients.

✔ Provide Your Correct Mobile Number: Your number may be used for security verification in the future, so make sure it is accurate!

Next

✔ Enter a Valid Email Address: We'll send a verification email to activate your account. Please double check for typos!

✔ Set a Strong Password: Your password must include:

    ☑ At least one uppercase letter (A-Z)
    ☑ At least one special character (!, @, #, etc.)
    ☑ At least one number (0-9)
    ☑ Length should be between 8 to 16 characters.

Next

✔ Address Field:

    ☑ Enter your complete address, including house number, street, and locality.
    ☑ Ensure the details are accurate for verification purposes.
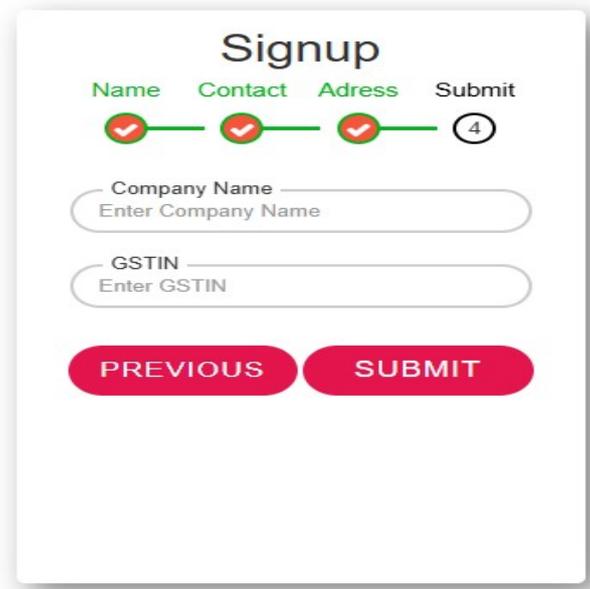
✔ City Field:

    ☑ Enter your City.

✔ State Selection:

    ☑ Click on the dropdown menu beside the "State" field.
    ☑ Select the state that corresponds to your address.
    ☑ Ensure it matches the city selection.

✔ PIN Code Field:

    ☑ Enter your 6-digit postal PIN code.
    ☑ Double-check for accuracy to prevent issues with location-based services.

Next

✔ Company Name Field:

  ☑ Enter the official name of your company as registered.
  ☑ Ensure there are no spelling errors for proper identification.
  ☑ If applicable, include private limited (Pvt. Ltd.), LLP, or any relevant designation.

✔ GSTIN Field (Goods and Services Tax Identification Number):

  ☑ Enter your 15-digit GSTIN correctly.
  ☑ The format should follow: 2-digit state code + 10-digit Permanent Account number + 1-digit entity code + 1 check digit. Avoid spaces or special characters.

Review & Submit!

Congratulations!
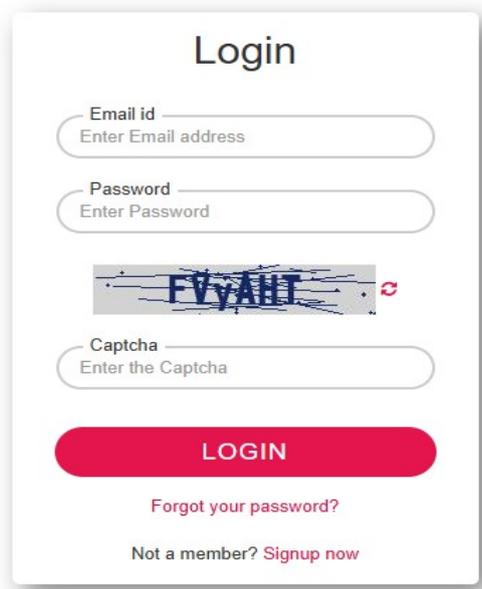
Signup Completed! One more step to activate your account. An activation email has been sent to your registered email address.

✔ To Continue

    ☑ Please check your inbox (spam/junk folder) for the activation link.
    ☑ Click the link in the email to verify and activate your account.

If you don't receive the email within a few minutes, please refresh your inbox or check your spam/junk folder. Still having issues? Contact our support team for assistance.

After successful activation, you will be redirected to the login page.

We'd love to hear from you.

If you have any concerns or question feel free to reach out to us.