Welcome to the Product Addition Process

Follow these steps to add your products

USER MANUAL

ADD PRODUCTS

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Ensure you follow these steps carefully.

Login

Please go to our website https://siprafoods.in/login.php to Login. Once you click the link, you will be redirected to the login page
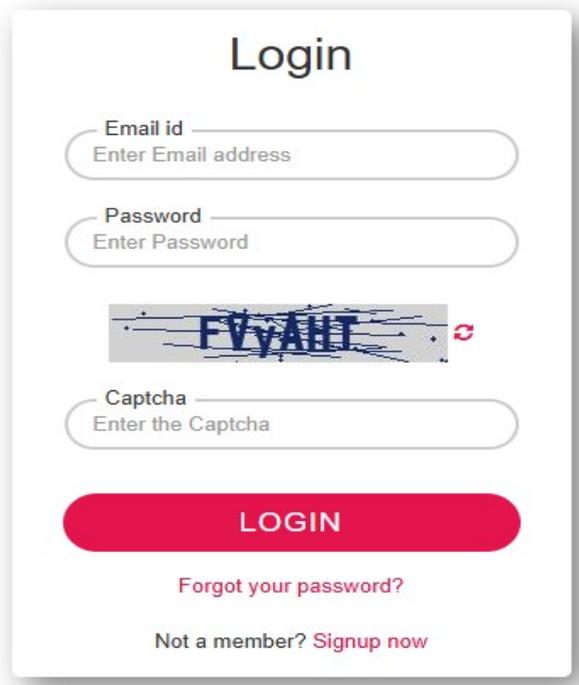
✔ Enter your registered Email Address

✔ Enter your Password : It 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.

✔ Enter the Captcha Code : To confirm you are not a bot!

Click on Login

After successful Login, you will be redirected into View Products page
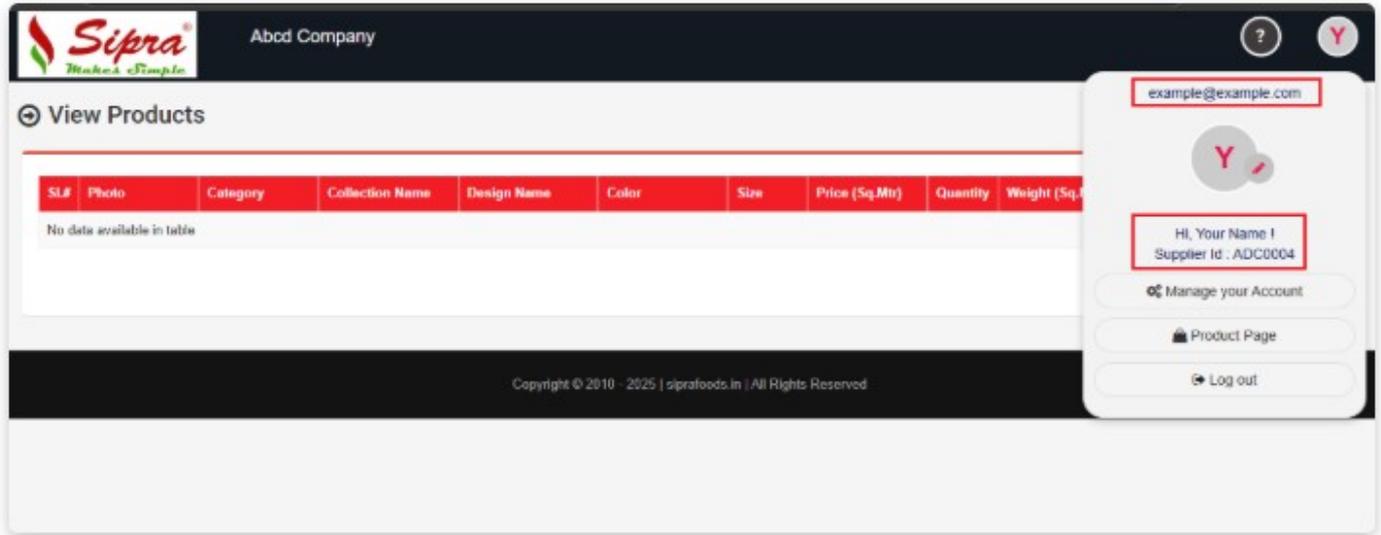
✔ Click on the first letter of your name image, which is in the top right corner to access your profile details.

☑ Your registered email address will show in first line.
☑ Profile image - You can change your profile image by click in pencil icon.
☑ Next - Your Name.
☑ Your Supplier ID - It will be required for preparing the Json File at Profile tab.
☑ Manage your profile.

User Guide: Uploading Product Details and Images

✔ Click on Add Bulk Products.

✔ Download the JSON Tool.

  ☑ Click on Download Json Tools to download the macro-enabled Excel file.
  ☑ Once downloaded, please save the file to the project folder in your computer.

✔ Filling in Product Details in Excel

  ☑ Open the downloaded Excel tool.
  ☑ You will see multiple sheets corresponding to Profile, Products, Master Codes & FAQs.
  ☑ Enter all required details in Profile Sheet and click to Next to go to the Product Sheet.
  ☑ Enter all required product details in their respective columns.
  ☑ Ensure that mandatory fields marked with red asterisk in the Excel sheet are completed.
  ☑ Double-check for accuracy before proceeding to the validation step.

What to do if Excel Macros are not supported

✔ Check Excel Version & Settings.

    ☑ Macros may be disabled due to security settings.
    ☑ Enable macros by navigating to File > Options > Trust Center > Trust Center Settings > Macro Settings, then selecting Enable all macros (if allowed by the system administrator).

✔ Validating the Data.

    ☑ Click the Validate button in the Excel sheet.
    ☑ Ensure that all the data is correctly formatted.
    ☑ The sheet will automatically scan for errors or missing information.
    ☑ If any errors are found, they will be highlighted in the sheet.
    ☑ Correct the errors and re-run the validation process.
    ☑ Once the data is successfully validated, the Generate JSON button will be enabled.

✔ Creating the JSON File.

    ☑ Click on the Generate JSON button in the Excel tool.
    ☑ The system will process the entered details and generate a JSON file.
    ☑ The JSON file will be saved in the same folder where the Excel tool is located.
    ☑ Ensure the file is properly saved before proceeding to the next step.

Uploading Product Details

✔ Upload JSON File

☑ Go back to the webpage and locate Upload JSON File button.

☑ Click on the link to open the upload interface.

☑ Select the JSON file you just generated.

☑ Click on Upload Button.

☑ Once the upload is successful, the page will automatically redirect to the Upload Product Images section.

☑ Select the images and click on Upload button.

☑ Images will be uploaded, and you will be redirected to the view products page.

Uploading Product Images

✔ Upload Procuct Images

    ☑ Go back to the webpage and locate Upload Product Images button.

    ☑ Click on the link to open the upload interface.

    ☑ Select all the Product Images for which you just added the details.

    ☑ Click on Upload Button.

    ☑ Once the upload is successful, the page will automatically redirect to the view products page.

Congratulations!

We'd love to hear from you.

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