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**Guidelines for filling up the product details:**

**1. Product Code:**

ARUNIM Business verticals and their codes are as follows:

- **Office Stationery**                      **Code - S(O)**
- **Gift Stationery**                        **Code - S(G)**
- **Lifestyle Products**                    **Code - L**
- **Gifts**                                        **Code - G**
- **Festivals and Celebrations**        **Code - F**
- **Food Products**                         **Code - FP**
- **Printing & Packaging** Code – P      **(Wrapping papers, Gift Box etc)**

Participants must **classify** their products in one of these categories. An example is shown below:

<b>Food Products Code - FP</b>	<b>Stationery Code - S</b>	<b>Lifestyle Code - L</b>	<b>Festival and Celebrations Code - F</b>	<b>Gifts, souvenirs &amp; Promotional Items Code - G</b>
Juices, Pickle, Sauces, Masala Powders, Dals, Cakes & Cookies, papad, bari, utility products etc.	<b><u>Office Stationery</u></b> <b>Code - S(O)</b> Files (mention GSM) - Cobra, Ring, box, file cover, red tape file; Conference Folders - Cloth, paper, jute; Notepads - spiral notepads, conference notepads; Notebooks,	1. Home accessories (Bead Spreads - embroider, painted, patch work, Pillow covers, Cushion Covers, Furniture), 2. Decoratives (Wall Hangings - papier mache, cardboard, terracota, Door hangings - beads, terracota, Flower Vase, Lampshade -	1. Diyas - Terracota, decorative diyas, with or without wax 2. Candles - T- lights, gel candles, wax candles, floating candles, aroma candles, taper candles 3. Holi Colbrs, 4. Agarbathis,	1. Show pieces - Idols made of Beetal Nuts, Terracota figures, products made of rice grains, Stones, marbles, artificial prisious stone etc. 2. Photo Frames - Bamboo, Silk, Handmade paper,

	<p>Registers - Ruled registers, plain registers; Envelopes (Mention sizes) - A4, letter covers, brown envelopes, white envelopes with window / without window; Ruled slip pads; Telephone slip pads, Pen, Pencil, Calenders - table calenders, wall calenders, Letter set &amp; any others</p> <p style="text-align: center;"><b><u>Gift Stationery</u></b> <b>Code - S(G)</b></p> <p>Diaries - Printed, collage, leather; Pen Stand - papier mache, handmade paper, cardboard, Gift / Shagun Envelops, Corporate Puzzle, Telephone Slips Pad, Mouse pad, Greeting Cards, Telephone Index Diary, Monthly Planner, visiting card holder &amp; any other</p>	<p>Painted, dired flower work), 3. Personal accessories (Jewelry - beads, precious stones, Bags - cloth, jute, paper; Purse, Mobile Cover, mobile holders, Scarves - painted, tye &amp; dye, silk; Mugs - handpainted, printed), 4. Dining Collections (Tray - wood, glass; Dining Mats - laminated handmade paper, printed; Tea Coaster - cloth, wood, laminated paper; Tea Cover set - cloth) etc. 5. Paintings (Collage, madhubani, handmade, patchwork), Painting converted into the products - Scarves, Mugs etc. 6. Cosmetic products : Abe Vera Gel &amp; juice 7. Any other</p>	<p>5. Rakhees 6. Any other</p>	<p>3. Soft Toys 4. Athenic Products 5. Promotional items - T-shirts, Caps, Jacket, bags, key chains, flags etc. 6. Any other</p>
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The code numbering scheme consist of six digits. The first three digits denote your organization followed by one digit for t he business vertical (**S, L, F, FP or G**) and the last two digits to denote the Stock Keeping Unit which could be 01.

For example -:

Organization Name : Vidya Sagar                      Code : **VSR**

Products :

Paper Bag Big	-01
Paper Bag Small	- 02
Cloth Bag Big	- 03
Cloth Bag Small	- 04

Category: Bags may be classified in the category "Lifestyle" Code : L

Hence Label Code will be **VSR01L, VSR 02L, VSR03L, VSR04L**

## 2. Product description

Product specification should be very specific. Measurement & dimensions should be mentioned in inches & material used to be specified.

For Example: Jute Bag with long belt

Size 48 x 32 inches

Material used: Cotton cloth

Paintings

Collage Painting

With frame

Size: 12 x 9 inches

## 3. Rate

Rate should be per piece. And if it is per packet then the quantity in the packet should be mentioned.

Rate should be inclusive of packaging and delivery charges.

## 4. Quantity per month can be supplied

How much quantity of the product can be supplied in one month?