

## **Registration manual**

www.dropshippingxl.com



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### **Start sign-up**

Becoming a dropshipping partner with vidaXL is easy. To get started, head to dropshippingXL.com and hit "Sign up."

- First, choose the country you want to sell to
- Click on "Start sign up"
- Choose "business user" for your account if you have a valid tax number
- Otherwise, please select "private user"







#### **Business user**

Creating an account as a "business user" is required if you have a valid tax number.

- Fill in your first name, last name, and phone number
- Provide your tax number
  - For EU countries, you will need to validate your tax number.
  - For non-EU countries, please provide the tax number you have. This won't need to be validated.

#### **Business information** Signup type Business user Please fill in the VAT number for the country where you want to have the tax deduction. Private user Please select private if you don't have a valid VAT number. Tax information Please fill in the VAT number from the country where you want to have your tax deducted Country Austria \* VAT Number AT Check VAT If you do not have a valid number you can switch to private dropshipping Tax information Please fill in the VAT number from the country where you want to have your tax deducted \* Tax number

If you do not have a valid number you can switch to private dropshipping



 To finish creating your business account with dropshippingXL, enter your company name, address, and country.

* Street	* House Number	
Postal Code	* City	





#### **Private user**

Create an account as a "private user" if you don't have a valid tax number.

- Provide your first name, last name, and phone number
- Next, add your company details including the company name, address, and country

The company name that you provide will appear on your invoice. If you haven't registered as a company yet, please use your full name instead.

#### **Business information**



company, you can use your o	wn name.
* Street	* University of the second second
	* house Number
Postal Code	* City
	-
* Country	



#### **Email and Password**

- Enter your email and set a password
- Please provide an email address that you can easily access as you will receive a confirmation email as part of the login process. Users can register with multiple accounts, however, only one email address can be used per account.
- Tick the box to confirm the terms, conditions, and privacy policy of dropshippingXL
- Click "create account"

* En	nail (contact@business.com)
* Cr	eate your password
* Co	onfirm Password
<b>~</b>	I confirm that I have read and understood t
	<u>dropshippingXL</u> and <u>privacy policy</u> and that agree to them.
_	



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#### **Payment**



On the payment screen, confirm the information is correct and click the "PayPal" button You will be redirected to PayPal to log in and confirm the payment. If you don't have PayPal you can choose the "Pay with credit card" option on the login screen Once the payment is successful, you will be redirected to the thank you page



### **Enhance your dropshipper experience**

Your feedback is appreciated. Please provide your website address and how you found out about dropshippingXL. We use this information to improve our services.





### How to find the subscription page

Easily find the subscription page after signing up should you need to complete payment to join dropshippingXL.

#### By email

- Find your confirmation email from dropshippingXL in your inbox with the subject "Almost there! Complete your registration" (don't forget to check your junk folder)
- Follow the link in the email to submit your premium membership payment



## How to find the subscription page



#### From your dropshippingXL account



Log into your dropshippingXL account and head to the product page Choose a random product and add it to your basket

vidaXL Massage Recliner

Add to Cart

Delivery time: 2-4 working days ③

**Light Gray Fabric** 

Brand: vidaXL

C219.16

In stock
 Free delivery

With VAT

Colo

Shopping cart

 Finalize your registration

 Get all the benefits of our dropshipping plan for

 Just 630 per month.

 VidaXL Massage Recliner Light Gray Fabric

 Delivery time: 2-4 working days ③

 Amount 1 \*

 Item 1

Go to your basket, click on "pay now" and complete the payment



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### Your account is ready!

Congratulations, you have now finished your registration with dropshippingXL! The information that you have submitted will be reviewed by vidaXL's team.

Please bear in mind, that an update might be sent to the email address that you have provided.

We may contact you if:

- The submitted tax doc is not correct
- Your PayPal account name and VAT do not match
- You need to provide a new email address for us to create a new account (if you want to open a new selling country)





### **Welcome emails**

You will receive 5 emails from vidaXL's B2B team during registration.

- Almost there! Complete your Registration
- Payment confirmed
- Registration complete
- Login email to order portal (<u>b2b.vidaxl.com</u>)
- Welcome email

Once you have received the login email, you will be able to begin your journey as a vidaXL dropshipper.





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#### **Open a new selling country**

Should you wish to open a new selling country, please follow the first step to open a new account.

Please note: a unique email address is required for each B2B selling account.





# Thank you

www.dropshippingxl.com