***Method Of working :-***

* **Click on the Link….**[**http://dir.indiamart.com/indianexporters/g\_zipper.html**](http://dir.indiamart.com/indianexporters/g_zipper.html)
* **Copy the link and paste in excel sheet before doing data.**
* **Give product name to worksheet.**
* **A list of companies will be displayed on the web page.**
* **Monthly you have to do maximum 10,000 entries of company and minimum is up to you, it’s not compulsory to do 10,000 entries monthly.**
* **8 columns are compulsory.**
* **Find detail of the company from CONTACT DETAILS option.**
* **Copy the required information about the company in your excel sheet.  
  Note: Following entries are compulsory for every company   
  (Serial No., Company Name, Address, City, State, Phone, Email Id, Website).**
* **If u didn’t get Email Id then click on company website and go to contact details and copy the Email Id. If u didn’t get email id there also then type** [**info@companyname.com**](mailto:info@companyname.com)
* **There should be only company name in Email ID.**
* **There should not be Corporation, India, India Pvt.Ltd, Limited, Private Limited, (P) Ltd, Co, Pvt Ltd, slash, comma, full stop, brackets, space, hash and dash or any other symbol in Email ID.**
* **Full email id should be in small letter only without any space.**
* **If u didn’t get website then copy the hyper website of the company.**
* **If there are two websites then you have to take only one website.**
* **There should not be slash, comma, full stop, brackets, space, hash and dash or any other symbol in the end of the Website and starting of the Website.**
* **The address of a company must include house number.**
* **In Address there should not be code numbers.**
* **When land line number is not available then do not enter that particular company.**
* **The format of phone number must be like 0(91)-(STD code)-phone number….**
* **For e.g. :- 0(91)-(241)-2777092/2777765.**
* **In Company Name, Address, City and State all the words of first letter should be in capital and rest all letter should be in small.**
* **If Company Name are in two words then both words first letter should be in capital rest all in small.**
* **There should not be space, Slash, Comma, Full stop, brackets, hash, space and dash or any other symbol after and before the Company Name, Address, City, State, Phone No., Email id and Website.**
* **There should not be City, State, India, .in, .com, (india) or any other information which is given in bracket in end of the company name.**
* **In every company name there should be compulsory Pvt.Ltd**
* **If any spelling mistake is there in given details then u have to correct it and paste it in your excel sheet.**
* **Your excel sheet format will be 2003 Microsoft excel, font size – 11,font colour – black, unbold ,no underlines, row height – 12.5 and Align text left.**
* **If there are two email ids is given, then you have to put only comma between two email ids, but no space should be there.**
* **Do entries of only Indian Companies please don’t do china Companies entries.**