


Introduction

At La Sien Distribution Company, our distributors are special partners in providing premium and refreshing products to consumers both near and far. Becoming a distributor is an easy 4-step process that involves filling out a **New Distributor Form**, **Inspection of New Outlet** by our sales representative, completion of the **Registration Form** and **Verification** of new distributor.

How to Register

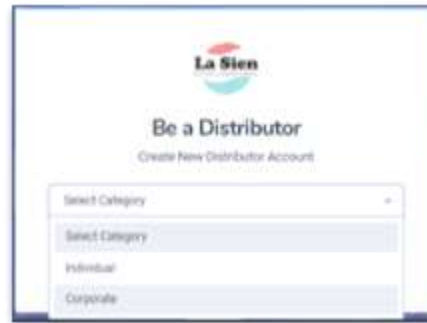
Go to lasien.cinfores.com


← → ↻  lasien.develop.cinfores.com

Click "Become a Distributor"



Select Business Category



<p>Complete the “New Distributor” form and submit.</p>	 <h3>Be a Distributor</h3> <p>Create New Distributor Account</p> <p>Corporate ▼</p> <p>Business Name <input type="text"/></p> <p>Business Email <input type="text"/></p> <p>Business Phone Number <input type="text"/></p> <p>Location of outlet <input type="text"/></p> <p>Location State ▼</p> <p>Size of Outlet (in square meters) <input type="text"/></p> <p>Preferred Depot ▼</p> <p>Minimum Monthly Sales (Projected) ▼</p> <p>Target Market ▼</p> <p><input type="checkbox"/> I agree to Terms and Conditions for Distributors of La Sien Products.</p> <p>Submit</p> <p>Already have an account? Sign in instead</p>
<p>An email acknowledging your interest and explaining the complete process would be sent to your mail.</p>	<h3>Welcome to La Sien</h3> <p>Hi, Diana Ross</p> <p>Thank you for taking interest in becoming a La Sien distributor. Our sales personnel will contact you shortly.</p> <p>Here are a few details about the process:</p> <ul style="list-style-type: none"> Your outlet will be inspected You will complete the registration form with appropriate ID After verification and approval, your distributor account will be created <p>Hope you will enjoy your experience. We are here if you have any questions, reach us at customer.care@lasienbottlingcompany.com anytime or call 08143404657, 09096902798, 07046173552.</p>
<p>A sales representative would reach you to schedule your outlet for inspection. A notice of your schedule will be sent to your mail.</p>	<h3>Inspection Notice</h3> <p>Outlet inspection is an important part of our distributors' registration process. Your outlet has been scheduled for inspection on:</p> <ul style="list-style-type: none"> Date: 11/06/2020 Time: 12:30 Location: Creek Road <p>Please ensure the inspector has full access to the outlet on the date requested.</p> <p>We are here if you have any questions, reach us at customer.care@lasienbottlingcompany.com anytime or call 08143404657, 09096902798, 07046173552.</p>

Outlet Approved

Hi Diana ,

Your outlet has been approved. You will need the following to complete your registration.

- Director's ID (International Passport/Driver's license/National ID/Voter's Card)
- Director's passport photograph
- Certificate of company registration from CAC

Login Information

- Email/Username: crystalokye@gmail.com
- Password: 08038803156


To register, click [here](#)

We are here if you have any questions, reach us at customer.care@lasienbottlingcompany.com anytime or call [08143404657](tel:08143404657), [09096902798](tel:09096902798), [07046173552](tel:07046173552)

Once outlet is approved, a notice of approval containing your **Login Information** will be sent to your mail.



Use the Login Information to Sign In and complete your registration.

 Distributor Registration

[APPLICANT DETAILS](#) [OPERATIONAL DETAILS](#) [REFERENCES](#) [DOCUMENTS UPLOAD](#) [SUMMARY](#)

Business name	Business address
<input type="text" value="Sparklyn Ventures"/>	<input type="text" value="Woj"/>
Contact number	Business email
<input type="text" value="080091156450"/>	<input type="text" value="test@example.com"/>

DIRECTOR/BUSINESS OWNER DETAILS

First name	Last name
<input type="text"/>	<input type="text"/>
Address	Email
<input type="text"/>	<input type="text"/>
Phone	
<input type="text"/>	

BUSINESS REPRESENTATIVES

First name	Last name
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>

First name	Last name
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>

[Next](#)

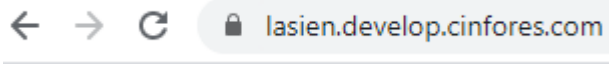
Complete the Registration Form and submit

Once your registration is verified, a notice of verification containing your **“Distributor ID”** is sent to your mail.

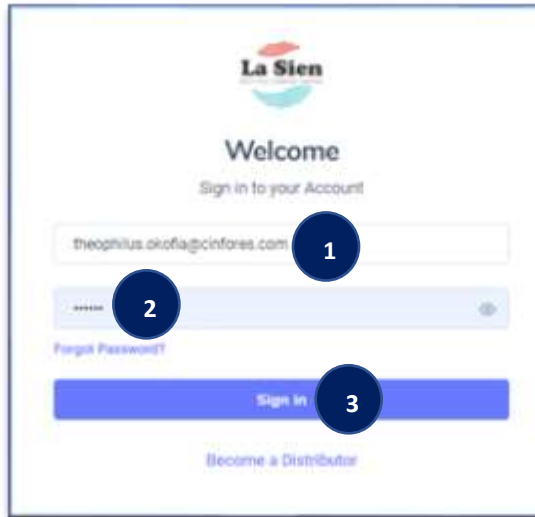
How to Manage your Account

1. Sign in

Go to
lasien.develop.cinfores.com



Enter your **username(1)** which could be your Distributor ID or email address, enter your **password(2)** and **Sign in(3)**



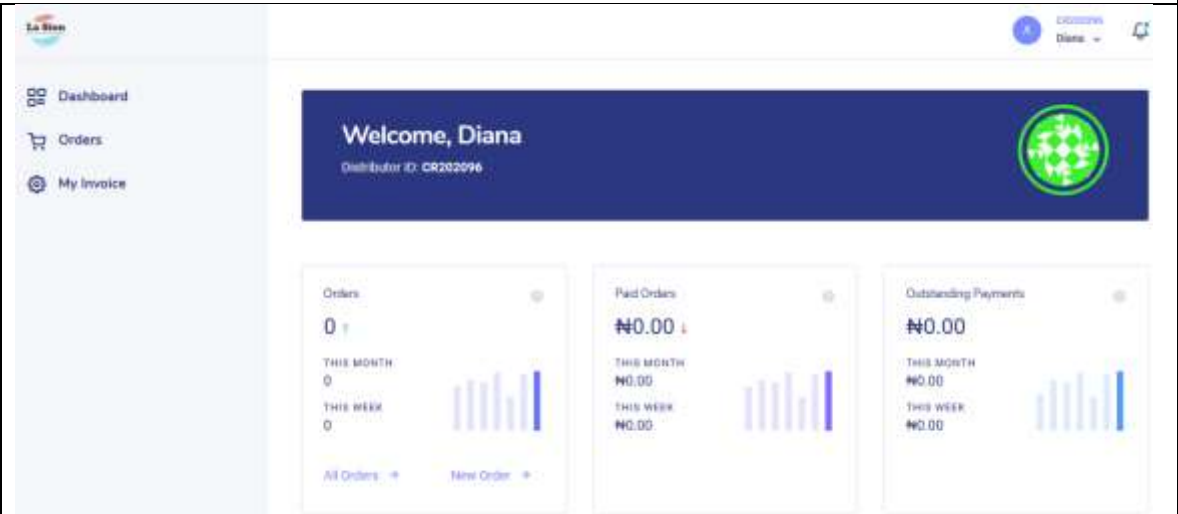
2. Change Password

On your first login, you will be required to change your password. Enter your **old password(1)**, enter your **new password(2)** and **confirm(3)**.



3. Your Dashboard

Once logged in, Your Dashboard is the first thing you see. It gives you a quick view of your account including profile, menu and order statistics.



4. Orders

4.1. To make an order, click **Orders**(1) or **New Order**(2) on Your Dashboard.

The dashboard features a sidebar on the left with a menu icon (1) and three items: 'Orders', 'My Invoice', and 'My Invoice'. The main header displays 'Welcome, Diana' and 'Distributor ID: CR202596'. Three summary cards are shown: 'Orders' (0), 'Paid Orders' (¥0.00), and 'Outstanding Payments' (¥0.00). Each card includes a bar chart and a 'New Order' button (2).

4.2. Click **New Order**(1)

The 'Order History' page has a '+ New Order' button (1) in the top right. Below the header, there are tabs for 'Copy', 'Excel', 'PDF', 'Print', and 'Show 10 rows'. A search bar is present. A table with columns 'S/N', 'Order', 'Date of Order', 'Payment Status', 'Amount', 'Order Status', and 'Actions' is shown, but it contains no data. A 'Showing 0 to 0 of 0 entries' message is displayed at the bottom.

4.3. Select **Product**(1), enter **Quantity**(2), add **More Items**(3), and **Confirm Order**(4).

The 'New Order' form has a 'Back' button in the top right. It features a table with columns: 'Product Description', 'Unit Price', 'Packs', 'Discount', and 'Amount'. A dropdown menu (1) is open under 'Product Description', showing options like 'La Sien Table Water 50cl', 'La Sien Table Water 75cl', and 'La Sien Table Water 150cl'. A text input field (2) is next to it. A 'More Items' button (3) is at the bottom left, and a 'Confirm Order' button (4) is at the bottom right.

4.4. Confirm order and **Submit**(1).

Confirm Orders ✕

1	La Sien Table Water 50cl	1	387	387
2	La Sien Table Water 75cl	1	495	495
3	La Sien Table Water 150cl	1	450	450

1 [Submit Orders](#)

4.5. Click **Pay Now**(1).

[← Back](#)


Order Summary


La Sien Table Water 50cl: 1 packs | 387 NGN
La Sien Table Water 75cl: 1 packs | 495 NGN
La Sien Table Water 150cl: 1 packs | 450 NGN

1,332 NGN

1 [Pay Now](#)

Secured by **payPanel**

[payPanel](#)  [VISA](#) [Verve](#)



4.6. View Summary and **Continue**(1), select **Payment Method**(2) and complete payment.

Payment Summary & Confirmation ✕

Payment Summary & Confirmation

Amount
NGN 1,332.00

Gateway Charges
NGN 21.81

Convenience Fee
NGN 100.00

Total
NGN 1,453.81

Title
Orders

Customer Name
Diana

Email
crystalsky.oje@gmail.com

Phone No
08038803156

1 [Continue](#)




Demo Transaction

Payment Summary & Confirmation ✕

Payment Summary & Confirmation

Transaction ID	20201103100712
Payment Title	Orders
Amount	NGN 1,453.81
Customer Name	Diana
Email	crystalsky.oje@gmail.com
Phone	08038803156

2 [Click a payment method below](#)

   [VISA](#)

4.7. For incomplete transactions, go to [Orders \(Section 4.1\)](#) where you can retry payment by clicking the **Action icon**(1) and selecting **Continue Order**(2). You may also click **Delete Order**(3) to cancel order.

Order History

[+ New Order](#)

Orders

Copy Excel PDF Print Show 10 rows

Search:

S/N	Order	Date of Order	Payment Status	Amount	Order Status	Actions
1	LBC33974162587NI	2020-11-03 09:59:10	Pending	1,332.00 NGN	Created	1 <ul style="list-style-type: none"> Continue Order 2 Delete Order 3

Showing 1 to 1 of 1 entries

4.8. Once your order is delivered, login to your account to confirm products received.



Confirm Delivery

LBC33974162587NI

Product Description	Quantity Dispatched	Quantity Received	Quantity Returned	Remarks
La Sien Table Water 50cl	1	Enter Quantity	Enter Quantity	Enter Remarks
La Sien Table Water 75cl	1	Enter Quantity	Enter Quantity	Enter Remarks
La Sien Table Water 150cl	1	Enter Quantity	Enter Quantity	Enter Remarks

[Confirm](#)

4.9. View the status of your order

4.10. Once an order is made, its status can be tracked from **Order History** ([See Orders in Section 4.1](#)). The **Order Status** changes at different stages of the order.

Created → Confirmed → Processing → Dispatched → Delivered → Closed

Created: Order has just been made

Confirmed: Order has been approved

Processing: Order is being prepared for delivery

Dispatched: Order has been dispatched

Delivered: Order has been delivered

Closed: Order process has been completed