

DOMESTIC TRADE FAIRS / EXHIBITIONS - USER MANUAL

Web Address: <https://my.msme.gov.in>

Major Functions which a user can perform through this portal are:

1. After opening the website (<https://my.msme.gov.in>), click on PROCUREMENT AND MARKETING SUPPORT (PMS) button shown in the screen below.

MSME e-Transaction Count : 18

You can download MyMSME Android Apps from Google Play

MSME e-Transaction Count : 18

- UDYOG AADHAAR (MSME REGISTRATION)
- ZERO DEFECT.. (MSME ZED)
- MSME GLOBAL MART (MSME B2B PORTAL)
- DESIGN CLINIC (MSME DESIGN)
- LEAN MFG... (MSME LEAN)
- QUALITY MGMT (MSME QMS / QTT)
- TECH & QUALITY (MSME TEDUP)
- PROCUREMENT MARKETING SUPPORT (MSME PMS)
- IPR (MSME IPR)
- IDEA INCUBATION (MSME INCUBATION)
- MSEFC (MSME FACILITATION)
- IGMS (MSME GRIEVANCE)
- CREDIT SUBSIDY (MSME CLCSS)
- CLUSTER (MSME CDP)
- TRADE DEVELOP... (MSME TREAD)
- CREDIT GUARANTEE (MSME CGTMS)

Background : Ease of Doing Business Initiative

Ministry of Micro, Small & Medium Enterprises

Micro, Small and Medium Enterprises (MSME) sector has emerged as a highly vibrant and dynamic sector of the Indian economy over the last six decades.
[Read More....](#)

Schemes

1. Udyog Aadhaar Memorandum (UAM) [Click Here To Apply..](#)
2. Zero Effect [Click Here To Apply..](#)
3. B2B Portal [Click here to apply..](#)
4. Design Clinic [Click here to apply..](#)
5. Lean Manufacturing [Click here to apply..](#)
6. Quality Management Standards & Quality Technology Tools [Click here to apply..](#)
7. Technology and Quality Upgradation [Click here to apply..](#)
8. Procurement and Marketing Support Scheme [Click here to apply..](#)
9. Intellectual Property Facilitation Centre for MSME [Click here to apply..](#)
10. Incubation [Click here to apply..](#)
11. Facilitation Councils [Click here..](#)
12. Grievance Monitoring System [Click here to apply..](#)
13. Credit Linked Capital Subsidy Scheme [Click here to apply..](#)
14. Cluster Development Programme [Click here to apply..](#)

2. After clicking on PROCUREMENT AND MARKETING SUPPORT (PMS) link the page will be open as shown in the screen below. Click on Trade Domestic icon.

PROCUREMENT AND MARKETING SUPPORT SCHEME

TRADE FAIRS DOMESTIC (MSME EXHIBITIONS)

Partner Organisation (MSME PARTNER ORGANISATION)

[Scheme Guideline](#)
[View events](#)
[User Manual for Domestic Trade Fair](#)
[User Manual for Partner Organisation](#)

Background : Ease of Doing Business Initiative

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Schemes

1. Domestic Trade Fairs / Exhibitions [Click here to apply..](#)
2. Partner Organisation for Trade Fairs / Exhibition/ Vendor Development Programme/ International / National Workshop / seminars and Awareness programmes [Click here to apply..](#)

Last updated date : 27/06/2022

3. After clicking on Trade Domestic link the page will be open as shown in the screen below. Fill all the detail and click on Validate button as shown in screen below.

The screenshot displays the 'My MSME' portal interface. At the top, there is a navigation bar with the logo and the text 'My MSME'. Below this, the main heading reads 'Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions'. The page features four summary cards: 'Physical During (2022-23) MSEs Units' (0), 'Financial During (2022-23) Rs. in Lakh (Sanction Issued)' (0.0000), 'Physical Upto (2022-23) MSEs Units' (0), and 'Financial Upto (2022-23) Rs. in Lakh' (0.0000). Each card includes a 'More info' link. Below the cards is a form titled 'PART-1 (MSME REGISTRATION RELATED)'. The form contains two fields: '1. Udyam Registration *' with the value 'UDYAM-XX-00-00000' and '2. Mobile (As per MSME Registration) *' with the value '0000000000'. A red arrow points to the 'Validate' button. A note below the form states: 'Important Note : Please keep payment slip/DD ready which is to be paid/submitted to Event Organizer/Implementing Agency before filling application form further. You will be required to upload payment details in "PART-3 (UPLOAD RELATED DOCUMENT)" section of application form.' To the right of the form, a message reads: 'If you don't have Udyam Registration Number kindly register Click Here and come back to MSME Schemes.'

4. After successful validation of Udyam Registration, the page will be open as shown in the screen below. Now, fill the application form and click on Submit button.

PART-1 (MSME REGISTRATION RELATED)

1. Udyam Registration *

UDYAM-XX-00-00000

2. Mobile (As per MSME Registration) *

0000000000

Validate

Important Note : Please keep payment slip/DD ready which is to be paid/submitted to Event Organizer/Implementing Agency before filling application form further. You will be required to upload payment details in "PART-3 (UPLOAD RELATED DOCUMENT)" section of application form.

PART-1 (MSME REGISTRATION RELATED - AUTO FILLED)

1. Name of MSE Unit XXXXXXXXXX

2. Name of Proprietor / Partner / Authorised Signatory XXXXXXXXXX

3. Address of the Unit XXXXXXXXXX

3.1 State XXXXXXXXXX

3.2 District : XXXXXXXXXX

3.3 Pin Code XXXXXXXXXX

3.4 Mobile : XXXXXXXXXX

3.5 Email : XXXXXXXXXX

4. Type of Unit XXXXXXXXXX

5. Category XXXXXXXXXX

6. Whether women entrepreneur : Yes

7. Whether physically handicapped : Yes

8. Whether NER : No

9. Organisation Type : Partnership

10. Nature of Business : Manufacturing

*11. Location of Unit

Rural Area City Metropolitan City

*12. Quality Standard

ISO Certified Non ISO certified ZED Certified

*13. Innovative / Patented product

Patented Non Patented

*14. Aspirational District (As on date)

Yes No

PART-2 (SCHEME RELATED - TO BE FILLED)

*1. Name of fair

Select

2. To whom space rent paid

Select

*3. Details of Exhibits

Manufacturing of chrome, manganese and nickel products alloys

Operation of agricultural irrigation equipment

Note: Trading related NIC activities are not allowed.

*4. Whether assistance taken from M/o MSME for participation in last 3 years , if yes details of assistance taken

Yes No

PART-3 (UPLOAD RELATED DOCUMENT)

1. Receipt Details (ex. Receipt no., date etc)

2. Copy of Voucher / Bill (if Space on rent paid)

No file chosen

[Allowed only PDF, JPEG, JPG. File size should not exceed 2MB.]

I herewith declare that Copy of voucher as proof of payment has been uploaded

Declaration

I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.

*Verification Code

Enter below verification code



[Verification code is case sensitive]



5. After opening the website (<https://my.msme.gov.in>), click on Entrepreneur's view application link shown in the screen below. For login as entrepreneur.

The screenshot shows the MyMSME website home page. On the left, there are several service tiles: ASPIRE (MSME INNOVATION), SFURTI (MSME SFURTI), SCHEME DETAILS (GOI DESCRIPTION), PROJECT PROFILES (MSME PROJECTS), DATA BANK (MSME DATA BANK), PUBLIC PROCU.. (MSME PPP), ATI SCHEME (MSME TRAINING), TOOL ROOM (MSME TRAINING), MSMEDI TMS... (MSME TRAINING), USEFUL WEB LINKS (MSME WEB LINK), and DIGITAL MSME (DIGITAL MSME). A red arrow points from the 'Entrepreneur's View Application' link in the footer to the 'Entrepreneur's View Application' link in the list on the right. The footer contains the MSME logo and navigation links: Home | Officer's Login | Entrepreneur's View Application | HI/BI Login | MATU Registration | Contact Us | Scheme Status | Privacy Policy.

6. After clicking on Entrepreneur's view application the page will be open as shown in the screen below. Fill all the detail and click on Verify Me button as shown in screen below.

The screenshot shows the 'Entrepreneur's View Application' login page. The page has a blue header with the MyMSME logo and social media icons. The main content area is white with a green title 'Entrepreneur's View Application'. Below the title, there are two input fields: '1. Udyam Registration / Udyog Aadhaar Memorandum *' and '2. Mobile Number *'. A 'Verify Me' button is located below the input fields. To the right, there is a box titled 'Instructions for user login:' containing three steps: 1. Please follow the process given below (1. Enter valid Udyog Aadhaar Memorandum / Udyam Registration, 2. Enter valid Mobile Number, 3. Click on Verify Me button), 2. Once you click on the Verify Me button, the OTP will send to your register email ID, and 3. Once you validate with valid credential you will be redirected to your Dashboard where multiple action can be done. A red arrow points to the 'Verify Me' button. The footer contains the MSME logo and navigation links: Home | Officer's Login | Entrepreneur's View Application | Aspirational District Visit Officer Login | PMS Registration | Privacy Policy. At the bottom, there is a blue footer with the text: 'For More Details' with social media icons, and 'Website hosted & managed by National Informatics Centre, Department of Electronics & Information Technology, Ministry of Communications and IT, Government of India'.

7. After successfully login the dashboard will be open as shown in the screen below. Click on Trade Domestic icon.

The screenshot shows the 'MY MSME' dashboard. The header includes the user profile 'xyz pvt ltd' and navigation options like 'Home' and 'Dashboard'. The main content area is titled 'You have submitted application for these Schemes' and displays a grid of 10 scheme icons: BAR CODE, ZERO DEFECT.., TECH & QUALITY, IP FACIL.., LEAN MFG..., DESIGN CLINIC, QUALITY MGMT, TRADE DOMESTIC, TRADE INTERNATIONAL, VDP, and PACKAGE. A red arrow points to the 'TRADE DOMESTIC' icon.

8. After click on Trade Domestic the dashboard will be open as shown in the screen below. Now click on Detail as shown in screen below.

The screenshot shows the 'Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions' page. It features a table with the following data:

S.No.	Name of event	Venue of event	State	District	Date	Status	View	Claim Form
1	Agra Fair	agra location	DELHI	NORTH EAST DELHI	06/07/2017	Application forwarded to MSME-DI	Detail	
2	test nsic	nsic	DELHI	NORTH EAST DELHI	27/07/2017	Accepted application	Detail	View
3	BB delhi	BB	DELHI	SHAHDARA	06/07/2017	Accepted application	Detail	View

A red arrow points to the 'Detail' link in the first row of the table.

9. After click on Detail the page will be open as shown in the screen below. Now click on one of the button (Clarification, Print) shown in screen below.

Application ID No. : UAM/DTF/4004	
PART-1 (UDYOG AADHAAR RELATED)	
1. Udyog Aadhaar No.	XXXXXXXXXXXX
2. Name of MSE Unit	xxx pvt. ltd.
3. Name of Proprietor / Partner / Authorised Signatory	XXXXXXXXXXXX
4. Address of the Unit	dhy, EAST DELHI, DELHI , 110092 Mobile : +91- XXXXXXXX34 E-Mail : xxxx@xxxx.xxxx
5. Type of Unit	Micro
6. Category	General
7. Whether women entrepreneur	No
8. Whether physically handicapped	No
9. Whether NER	No
10. Organisation Type	Proprietary
11. Location of Unit	Rural Area
12. Quality Standard	ISO Certified
13. Innovative / Patented product	Patented
PART-2 (SCHEME RELATED DETAILS)	
13. Name of fair	Agra Fair
Duration of fair	02/07/2017 - 21/07/2017
Venue of fair	agra location, NORTH EAST DELHI, DELHI
Cost (in Rs.)	1.00
Area of Stall / Booth booked in Sqm	6
Rate per Sqm	6.00
Name of Implementing Agency	Agra (MSME-DI)
Apply for	5A- Participation of individual MSEs in domestic trade fairs/ exhibitions
14. Whether space rent paid	Yes
14.1. To whom space rent paid	FIEO
15. Details of Exhibits	1 - Growing of wheat 2 - Manufacture of bidi
16. Whether assistance taken from M/o MSME for participation in last 3 years , if yes details of assistance taken	Yes
16.1. Details of assistance taken	test
PART-3 (SCHEME RELATED UPLOAD)	
1. Copy of Voucher/Bill (if Space on rent paid)	View/Download
Declaration :	
I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.	
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; background-color: #007bff; color: white; text-decoration: none;">Clarification</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #007bff; color: white; text-decoration: none;">Print</div> </div>	

10. After click on Clarification button the page will be open as shown in the screen below. Now Enter the remarks (Upload file is optional) and click on the Save Changes button shown in screen

The screenshot displays a web application interface with a modal window titled "Clarification Remark". The modal contains a text input field labeled "Remark" with the placeholder text "Enter Remark". Below the text field is an "Upload file" section with a "Choose File" button and the text "No file chosen". At the bottom of the modal are "Close" and "Save Changes" buttons. The background shows a table with the following columns: Name of event, From Date, Event State Name, Brief of proposed event and its objective, Item, No. of participating Micro / Site, Micro, Expected outcome from the event, Remarks BY, Remarks, Upload, and Date. The table contains several rows of data, including "Test New Latest" and "Test New Latest1". At the bottom of the page, there are buttons for "Clarification", "Reject", "Delete", "Forward To DC-Office", and "Print".

11. Click on Print button for print.