

# 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.

The screenshot displays the MyMSME portal interface. At the top, there is a navigation bar with the MyMSME logo and user icons. Below the navigation bar, a banner shows the MSME e-Transaction Count as 5755395. The main content area is divided into two sections. On the left, there is a grid of 28 colorful buttons representing various services, including UDYOG AADHAAR, LEAN MFG..., IP FACIL., CREDIT SUBSIDY, ASPIRE, SFURTI, DATA BANK, MSMEDI, ASPIRATIONAL DISTRICT, QUALITY MGMT, IDEA INCUBATION, CLUSTER, ZERO DEFECT., TECH & QUALITY, SAMADHAAN, TRADE DEVELOP., DESIGN CLINIC, PROCUREMENT MARKETING SUPPORT, IGMS, and CREDIT GUARANTEE. A red arrow points to the 'PROCUREMENT MARKETING SUPPORT' button. On the right, there is a section titled 'Background : Ease of Doing Business Initiative' with a sub-heading 'Ministry of Micro, Small & Medium Enterprises'. Below this, there is a list of 27 schemes, each with a brief description and a 'Click here to apply..' link. The 'PROCUREMENT MARKETING SUPPORT' scheme is highlighted with a red arrow.

**MSME e-Transaction Count : 5755395**

**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. Aspirational District Visit [Click Here To Apply..](#)
3. Zero Defect Zero Effect [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 [Click here to apply..](#)
9. Intellectual Property Facilitation Centre for MSME [Click here to apply..](#)
10. Incubation [Click here to apply..](#)
11. MSME SAMADHAAN [Click here..](#)
12. Grievance Monitoring System [Click here to apply..](#)
13. Women Entrepreneurship (TREAD) [Click here to apply..](#)
14. Credit Guarantee (CGTMSE) [Click here to apply..](#)
15. Prime Minister Employment Generation Programme (PMEGP) [Click here to apply..](#)
16. A Scheme For Promoting Innovation,Rural Industry & Entrepreneurship(ASPIRE) [Click here..](#)
17. Scheme of Fund for Regeneration of Traditional Industries (SFURTI) [Click here to apply..](#)
18. MSME Schemes [Click here to download..](#)
19. MSME Project Profiles [Click here to download..](#)
20. Data Bank [Click here..](#)
21. Public Procurement Policy [Click here..](#)
22. National MSME Trainee Database [Click here..](#)
23. Tool Rooms - SDMIS [Click here..](#)
24. MSME-DI Training [Click here..](#)
25. Web Link [Click here..](#)
26. Digital MSME [Click here..](#)

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.

The screenshot shows a dashboard with six icons: TRADE DOMESTIC (MSME Exhibitions), MATU HAAT (MSME HAATS), Partner Organisation (MSME Partner Organisation), VDP (MSME VDP), TRADE INTERNATIONAL (MSME Exhibitions), and BAR CODE (MSME BarCode). A red arrow points to the TRADE DOMESTIC icon. To the right, a detailed view of the 'Trade Domestic' scheme is shown under the heading 'Background : Ease of Doing Business Initiative'. It includes the Ministry of Micro, Small & Medium Enterprises, a description of the sector, a list of schemes (Domestic Trade Fairs, International Trade Fairs, BarCode, Vendor Development Programmes, and International/National Workshop on Marketing/Packaging), and details on objectives and eligibility criteria.

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 Udyog Aadhaar button as shown in screen below.

The screenshot displays the 'PARTICIPATION OF MANUFACTURING / SERVICE MSES IN TRADE FAIRS / EXHIBITIONS' page. It features four summary cards: Physical During (2018-19) MSEs Units (0), Financial During (2018-19) Rs. in Lakh (Sanction Issued) (0.0000), Physical Upto (2018-19) MSEs Units (0), and Financial Upto (2018-19) Rs. in Lakh (0.0000). Below these is a form for 'PART-1 (UDYOG AADHAAR RELATED)' with fields for '1. Udyog Aadhaar Number' (DL02A0003193) and '2. PAN Number (As per MSME DataBank)' (BTEAS1122S). A red arrow points to the 'Validate Udyog Aadhaar' button. To the right, there are guidelines for filling the scheme form, including 'PART - 2 SCHEME RELATED' and 'PART-3 (SCHEME RELATED UPLOADS)', and a table with 'Related Scheme' and 'Description'.

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

**PART-1 (UDYOG AADHAAR RELATED)**

\*1. Udyog Aadhaar Number

DL02A0003193

2. PAN Number (As per MSME DataBank)

BTEAS1122S

Validate Udyog Aadhaar

Reset

**PART-1 (UDYOG AADHAAR RELATED - AUTO FILLED)**

1. Name of MSE Unit : xyz pvt ltd

2. Name of Proprietor / Partner / Authorised Signatory : Kuldeep Kumar

3. Address of the Unit : dhy

3.1 State : DELHI

3.2 District : EAST DELHI

3.3 Pin Code : 110092

3.4 Mobile : 9990962382

3.5 Email : kr.kuldeep@gmail.com

4. Type of Unit : Micro

5. Category : General

6. Whether women entrepreneur : No

7. Whether physically handicapped : No

8. Organisation Type : Proprietary

9. Nature of Business : Manufacturing

\*10. Location of Unit

Rural Area  City  Metropolitan City

\*11. Quality Standard

ISO Certified  Non ISO certified  ZED Certified

\*12. Innovative / Patented product

Patented  Non Patented

**PART-2 (SCHEME RELATED - TO BE FILLED)**

\*13. Name of fair

Select

\*14. Whether space rent paid

Yes  No

\*15. Details of Exhibits

Activities of maintaining and operating paging, cellur and other tetecommunication networks

Growing of wheat

Manufacture of bidi

Finishing of upper leather, lining leather and garment leather etc.

\*16. 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. Copy of Voucher / Bill (if Space on rent paid)

Choose File

No file chosen

No File Uploaded

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

**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

RJ



[Verification code is case sensitive]

Submit

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 homepage. At the top, there is a navigation bar with the MyMSME logo and the text "Ministry of Micro, Small & Medium Enterprises Government of India". Below the navigation bar, there is a banner for "MSME e-Transaction Count : 5755395". The main content area is divided into two columns. The left column contains a grid of 28 colorful icons representing various services such as Udyog Aadhaar, Aspirational District, Zero Defect, Design Clinic, Lean Mfg., Quality Mgmt., Tech & Quality, Procurement Marketing Support, IP Facilit., Idea Incubation, Samadhaan, IGMS, Credit Subsidy, Cluster, Trade Develop., Credit Guarantee, Aspire, SFURTI, Scheme Details, Project Profiles, Data Bank, Public Procurement, ATI Scheme, Tool Room, MSMEDI, Useful Web Links, and Digital MSME. The right column contains a section titled "You can download MyMSME Android Apps from Google Play" and a "Background : Ease of Doing Business Initiative" section. Below this, there is a "Ministry of Micro, Small & Medium Enterprises" section with a brief description and a "Read More..." link. A "Schemes" section lists 27 schemes with links to apply or download. At the bottom, there is a navigation bar with links for Home, Officer's Login, Entrepreneur's View Application, HI/BI Login, MATU Registration, Contact Us, Scheme Status, and 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" page. The page has a blue header with the MyMSME logo and the text "Ministry of Micro, Small & Medium Enterprises Government of India". Below the header, there is a section titled "Entrepreneur's View Application". This section contains two numbered fields: "1. Udyog Aadhaar Number" with the value "DL02AD003193" and "2. PAN Number (As per MSME DataBank)" with the value "BTEAS1122S". Below these fields is a blue "Verify Me" button. To the right of the form is a section titled "Instructions for user login:" which contains five numbered steps: 1. Please follow the process given below (1. Enter valid Udyog Aadhaar Number, 2. Enter valid PAN Number, 3. Enter valid verification code as given in captcha image, 4. Verification code is case sensitive, 5. Click on Login me button); 2. Once you click on Verify Me button, OPT send your register Email id (which is register in msmedatabank); 3. Once you validate with valid credential you will be redirected to your Dashboard where multiple action can be done. At the bottom, there is a navigation bar with links for Home, Officer's Login, Entrepreneur's View Application, HI/BI Login, MATU Registration, Contact Us, and Privacy Policy.

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

The screenshot shows the MSME dashboard interface. The top navigation bar includes 'MY MSME', a menu icon, and 'Sign out'. The user profile 'xyz pvt ltd' is shown as 'Online'. The main navigation sidebar lists 'Dashboard' and 'Home'. The dashboard content area displays a message: 'You have submitted application for these Schemes'. Below this, there are two rows of scheme icons. The first row includes: BAR CODE (MSME), ZERO DEFECT.. (MSME), TECH & QUALITY (MSME), IP FACIL.. (MSME), LEAN MFG... (MSME), DESIGN CLINIC (MSME), and QUALITY MGMT (MSME). The second row includes: TRADE DOMESTIC (MSME), TRADE INTERNATIONAL (MSME), VDP (MSME), and PACKAGE (MSME). 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. The page title is 'Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions' and the user is logged in as 'Home'. The table below lists the participation details:

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	<a href="#">Detail</a>	
2	test nsic	nsic	DELHI	NORTH EAST DELHI	27/07/2017	Accepted application	<a href="#">Detail</a>	<a href="#">View</a>
3	BB delhi	BB	DELHI	SHAHDARA	06/07/2017	Accepted application	<a href="#">Detail</a>	<a href="#">View</a>

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.

Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions

**Application ID No. : UAM/DTF/1**

**PART-1 (UDYOG AADHAAR RELATED)**

1. Name of MSE Unit	xyz pvt ltd
2. Name of Proprietor / Partner / Authorised Signatory	Kuldeep Kumar
3. Address of the Unit	dhy, EAST DELHI, DELHI , 110092 <b>Mobile :</b> +91-9990962382 <b>E-Mail :</b> kr[dot]kuldeep[at]gmail[dot]com
4. Type of Unit	Micro
5. Category	General
6. Whether women entrepreneur	No
7. Whether physically handicapped	No
8. Whether NER	No
9. Organisation Type	Proprietary
10. Nature of Business	Manufacturing
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)	<a href="#">View/Download</a>
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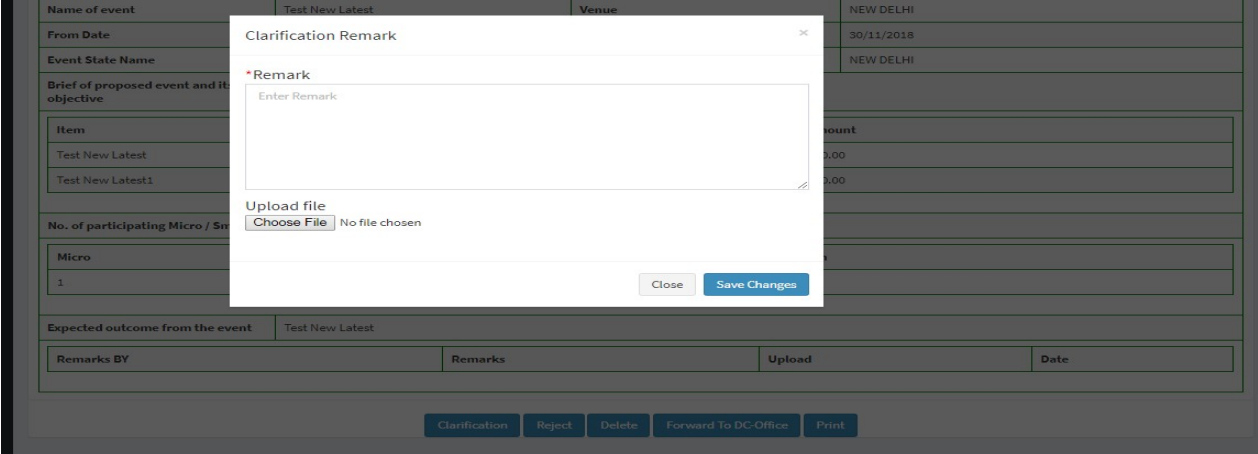
**Declaration :**

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.

[Clarification](#) [Print](#)



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



11. Click on Print button for print.