ITPO DOMESTIC FAIRS PORTAL
USER MANUAL
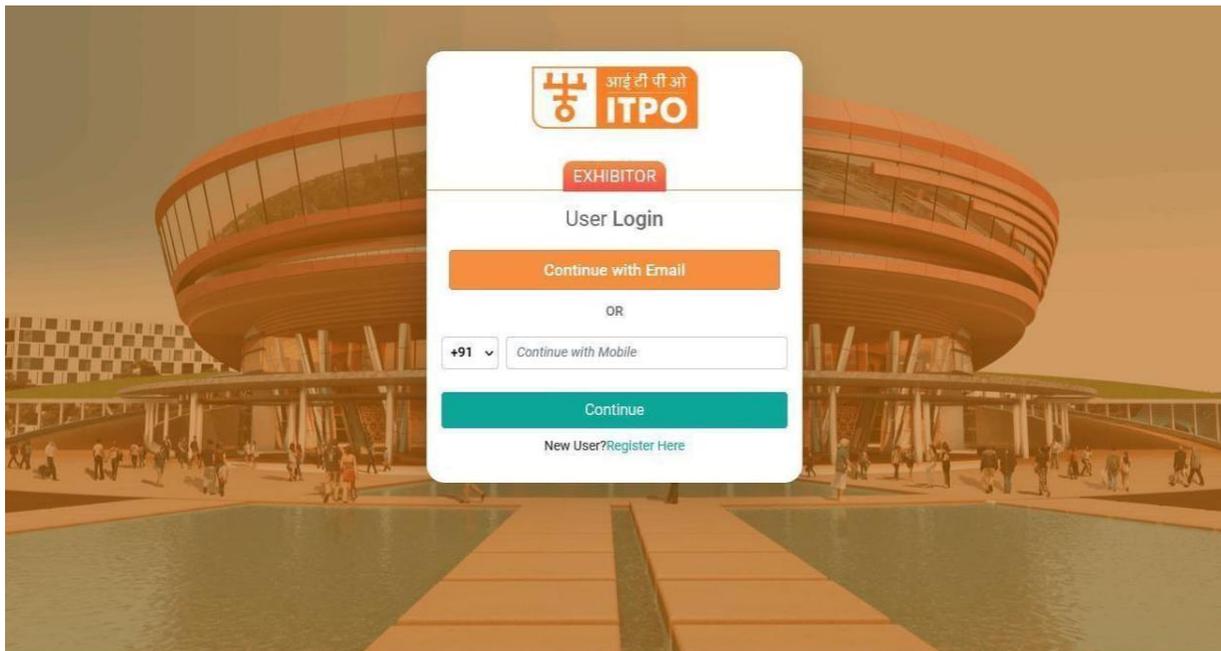
The URL of ITPO's Domestic Fairs Portal is https://domesticbooking.indiatradefair.com

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

1. **Sign-Up / User Registration**
2. **Login**
3. **Company Registration**
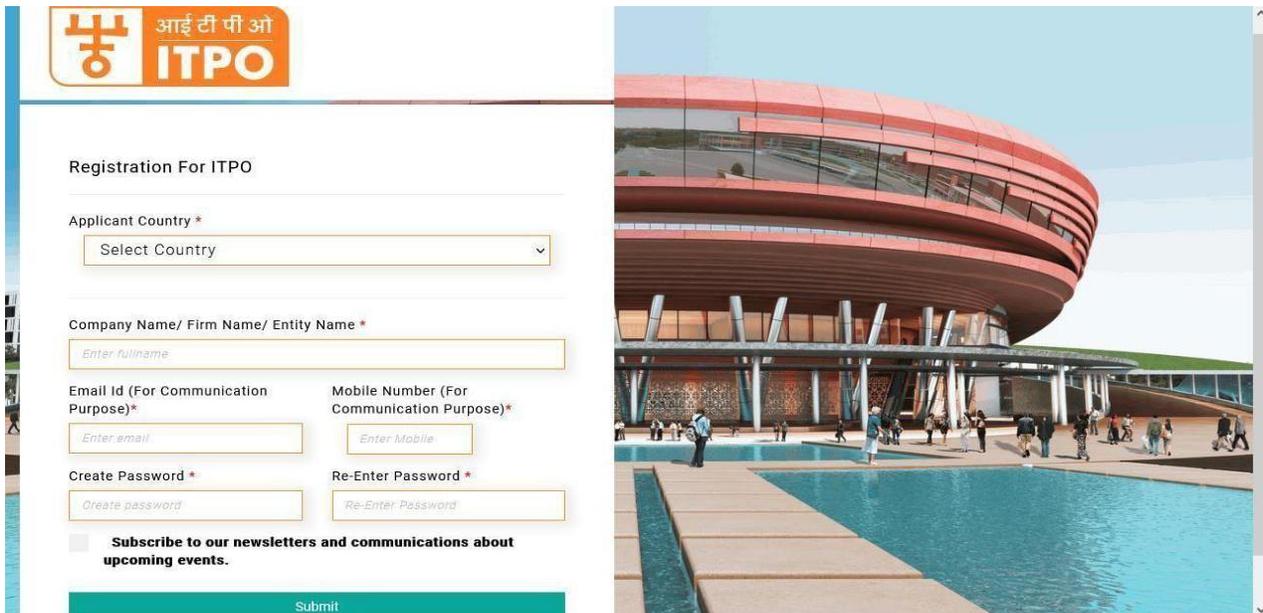4. **Fair Registration**
5. **Verifying on Dashboard**

1). Sign-Up / User Registration.

➢ If you have already signed up you can proceed to **Step 2 (Login): -**

Else, Click on <u>Register Here</u> Button :

➢ Fill up the user registration form as given below : -

- Please note that numbers and special characters are not allowed in the Company Name/ Firm Name/ Entity Name field.
- Fill up this form and click on Submit.
- On the next screen, you will be asked to Verify OTP.
- Upon Successful registration you will receive confirmation via SMS and Email.

2. Login (After Successful OTP verification).

➢ Continue to login using the email and password used in Step 1.
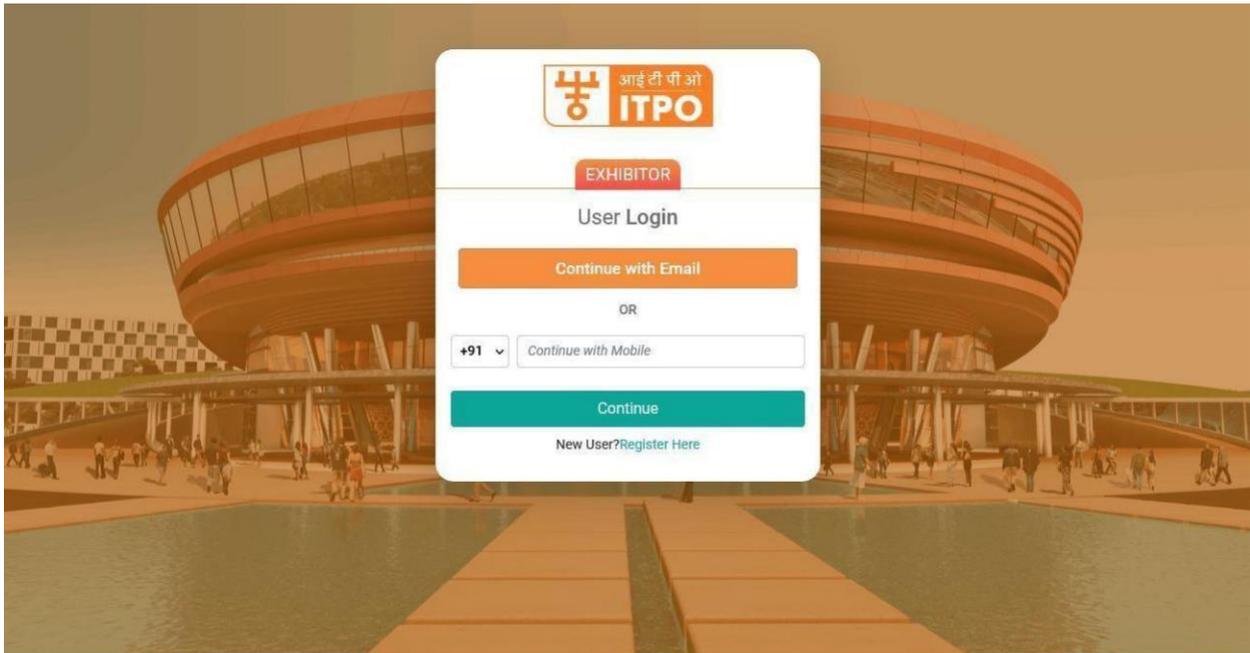
➢ After logging in the Company registration form opens.

3. Company Registration.

➢ The users who have not yet registered their company/firm will see the company registration form on the landing page after login : -

➢ You will require following documents handy while registering your company :
- PAN (Mandatory) will be the unique identification for a company. Only one company can be registered using a PAN.
- GSTIN (If Applicable)

➢ After filling up the form , check and agree to the declaration and click on Next .

➢ Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.
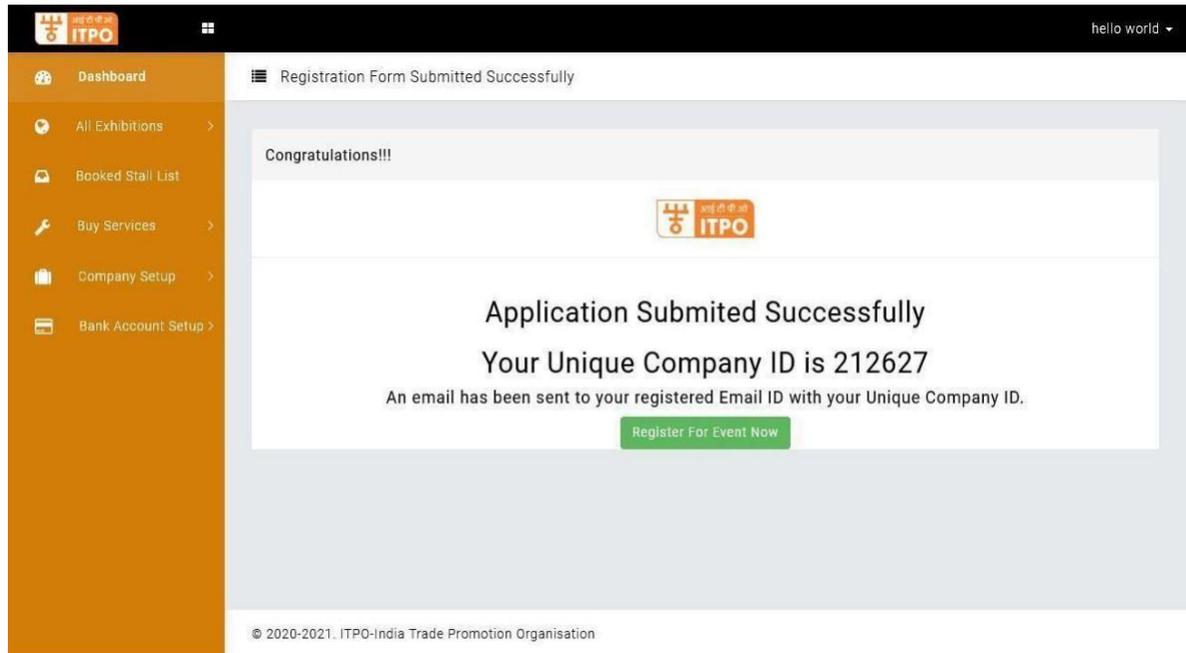
➢ On this page you can proceed straight to register for an upcoming events by clicking on Register for the Event Now button.

4. Fair Registration

- ➢ Go to All Exhibitions -> Upcoming Exhibitions

- ➢ You will see a list of Upcoming Exhibitions.

- ➢ Click on Register Button to register for the Fair.
- ➢ A Registration form will appear as:
  asked to select your company for which the participation is intended.

Dashboard

Exhibitions ∨

    Upcoming Exhibitions

    Registered Exhibitions

Booked Stall List

Booked Service List

Buy Services ＞

Company Setup ＞

Bank Account Setup ＞

Registration for AAHAR - International Food & Hospitality Fair 2023.

Select Your Company Name*

Select Your Company ▾

Select Your Participation Category*

Select Category ▾

How much area would you like to book (in sq. mtrs.)*

Are you a Start-Up recognized by the Department for promotion of Industry and Internal Trade (DPIIT), Govt. of India?*　　○ Yes　　○ No

Whether you are registered MSME*　　○ Yes　　○ No

Are you a woman entrepreneur?*　　○ Yes　　○ No

Are you a SC/ST Entrepreneur*　　○ Yes　　○ No

Please check and confirm the GSTIN and the corresponding address. In case you wish to change it, you may do so now. No changes will be allowed after this stage.

Will the invoicing address for this event be the same as per the GSTIN provided by you during Company Registration (registered GSTIN displayed above)?.*　　● Yes　　○ No

○ **I/We accept Terms and Conditions**

Next

➢ Next you will be required to select a participation category from the drop-down list.

➢ Next you will be asked to reconfirm your GSTIN. Please note that the GSTIN once confirmed will not be changed under any circumstances.

➢ After this, you will be asked to select the radio button to confirm your acceptance of the terms and conditions of participation in the fair.

➢ After clicking next you will be redirected to setup your bank account.

➢ After Setting up your bank account click on Submit to finish the Fair registration process .

➢ After Submission you will see the following Screen :

Step 4 - Completes all the process and along the way you will receive all the SMS and Email confirmations on the same , however you can verify your Fair Registration by going to the Dashboard , where you will see your registered fair in the **GLANCE** as :

- Click on Dashboard

- You will be able to see Event Registration Status.