

# ITPO DOMESTIC FAIRS PORTAL USER MANUAL

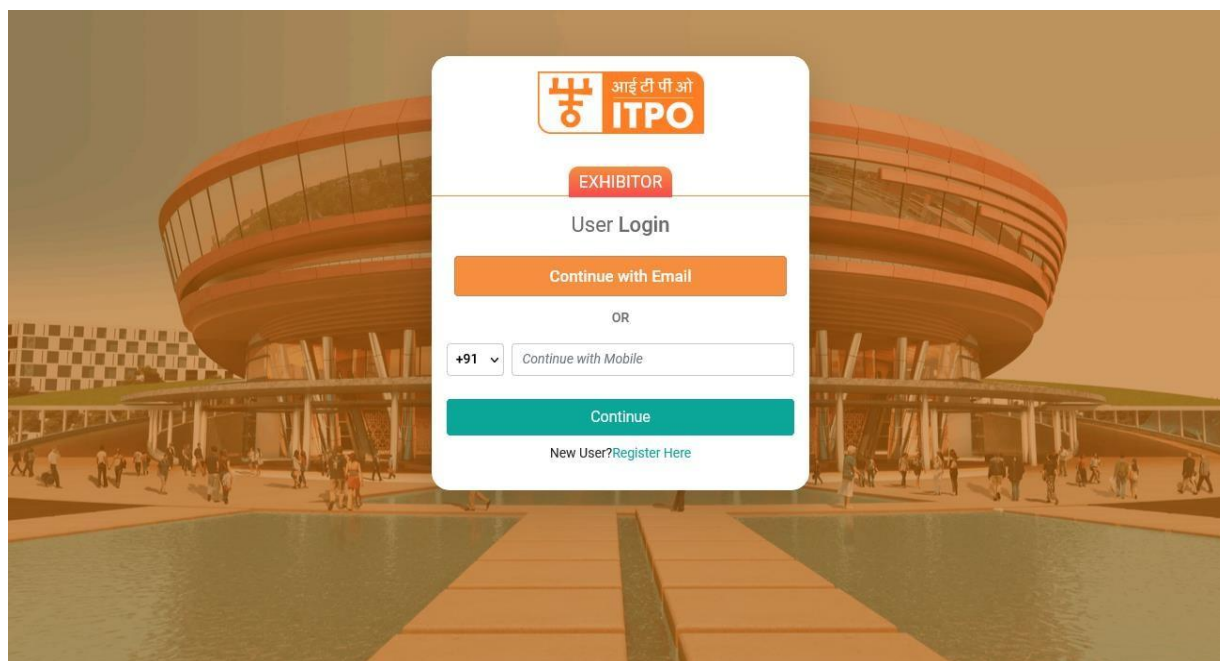
The URL of ITPO's Domestic Fairs Portal is <https://domesticbooking.indiatradefair.com>

## STEPS REQUIRED FOR REGISTERING FOR A FAIR:

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

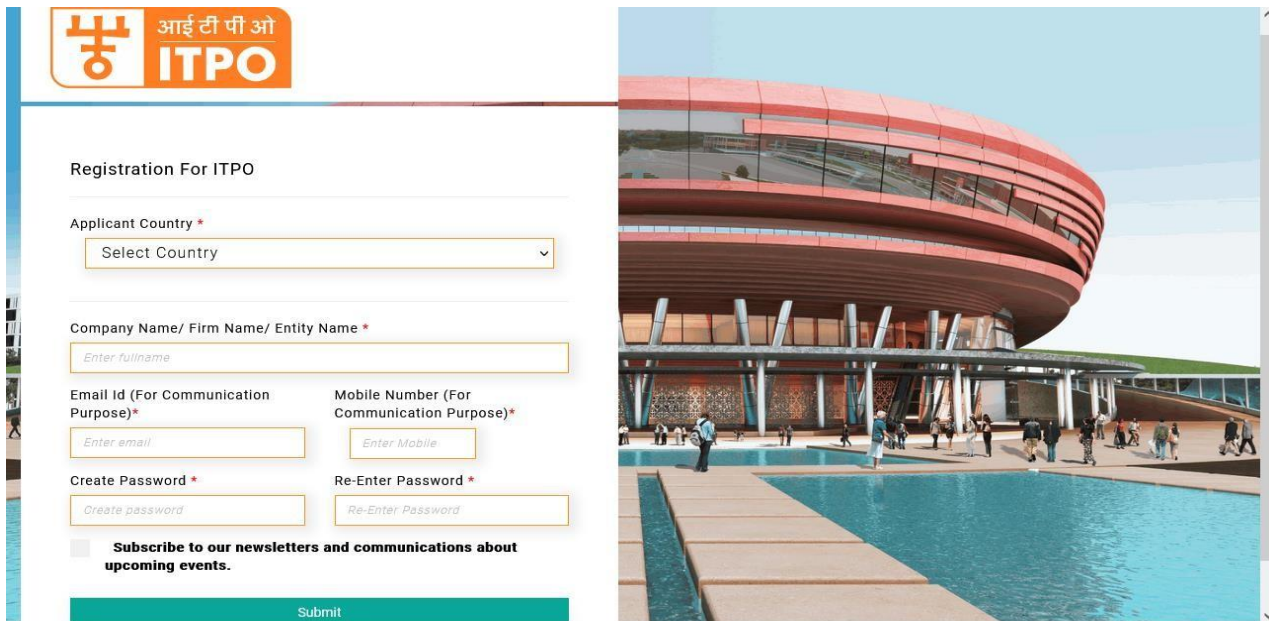
### 1). Sign-Up / User Registration.

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



Else, Click on [Register Here](#) Button :

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



The image shows a user registration form for ITPO on the left and a 3D architectural rendering of a modern building on the right. The form is titled "Registration For ITPO" and includes the following fields:

- Applicant Country \***: A dropdown menu with "Select Country" as the placeholder.
- Company Name/ Firm Name/ Entity Name \***: A text input field with the placeholder "Enter fullname".
- Email Id (For Communication Purpose) \***: A text input field with the placeholder "Enter email".
- Mobile Number (For Communication Purpose) \***: A text input field with the placeholder "Enter Mobile".
- Create Password \***: A text input field with the placeholder "Create password".
- Re-Enter Password \***: A text input field with the placeholder "Re-Enter Password".

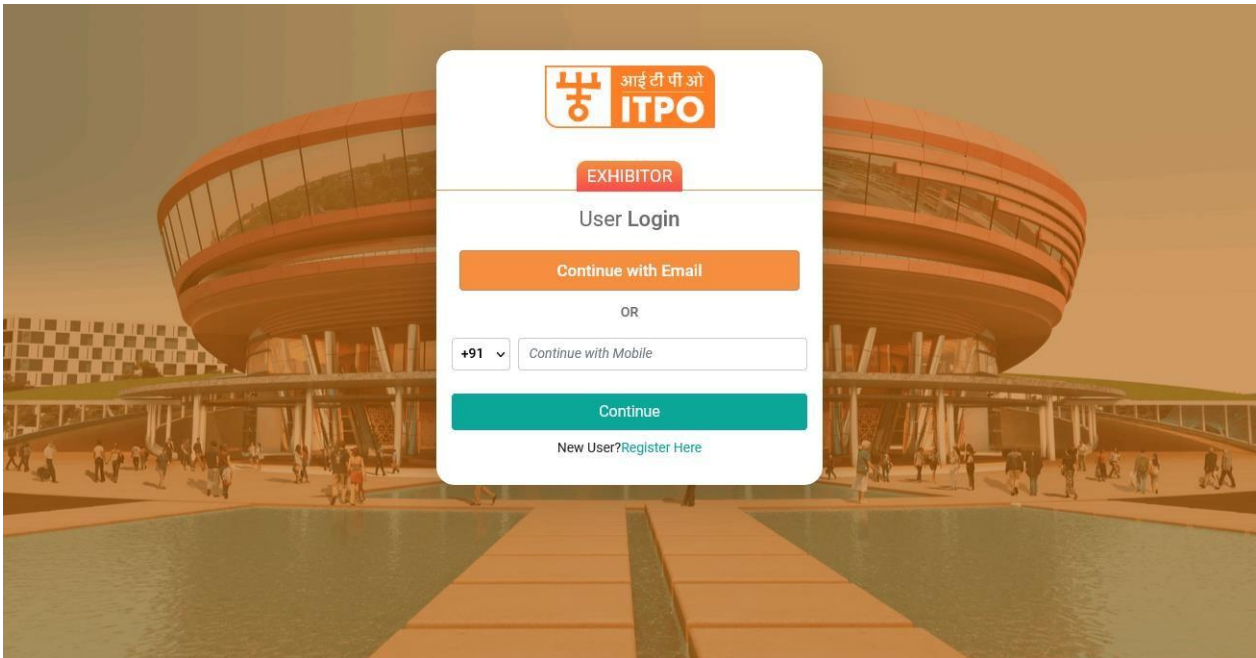
Below the form, there is a checkbox labeled "Subscribe to our newsletters and communications about upcoming events." and a green "Submit" button.

The 3D rendering on the right shows a large, modern building with a curved, red facade and a glass facade. The building is situated on a waterfront with a large pool of water in the foreground. Several people are walking on the paved area around the pool.

- 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)

**Setup Your Company Profile**

This is a Company Registration form , kindly keep the following documents handy:-

- Company's PAN Card
- GSTIN Number
- Bank Account Documents

#### Business Details

##### 1. Company Details

\* Kindly note that this registration is a one time process and is valid for all the events.

Type of Company\*  
Select Your Company Type

Company Name / Firm Name / Entity Name \*  
Enter Company Name

Do you have GSTIN \*\*  
 Yes  
 No

Company Address (Company Address Should be as per GST Registration)

Country Name: \* State \* City \*  
Select Your Country Please select a State City

Address Line1 \*  
Enter

Address Line2  
Enter

Pin Code \*  
Enter the code/ZIP

##### Company Registration Details

Company PAN \*(Permanent Account Number )  
Enter Permanent Account Number

Enter Last 3 Characters Of GSTIN Number \*  
XXXXXX

Confirm Your GSTIN No.

Business Type \*  
Select Business Type

#### 2. Contact Details

Contact Person Name \*  
Enter Contact Person Name

Contact Person Designation \*  
Enter Contact Person Designation

Email id (For Communication) \*  
Enter Company Email id

Mobile Number(For Communication)\*  
Enter Company Mobile Number

Landline Number(For Communication)  
Enter Company Landline Number

Senior Executive Name  
Enter Company Executive Name

Senior Executive Email id  
Enter Company Executive Email id

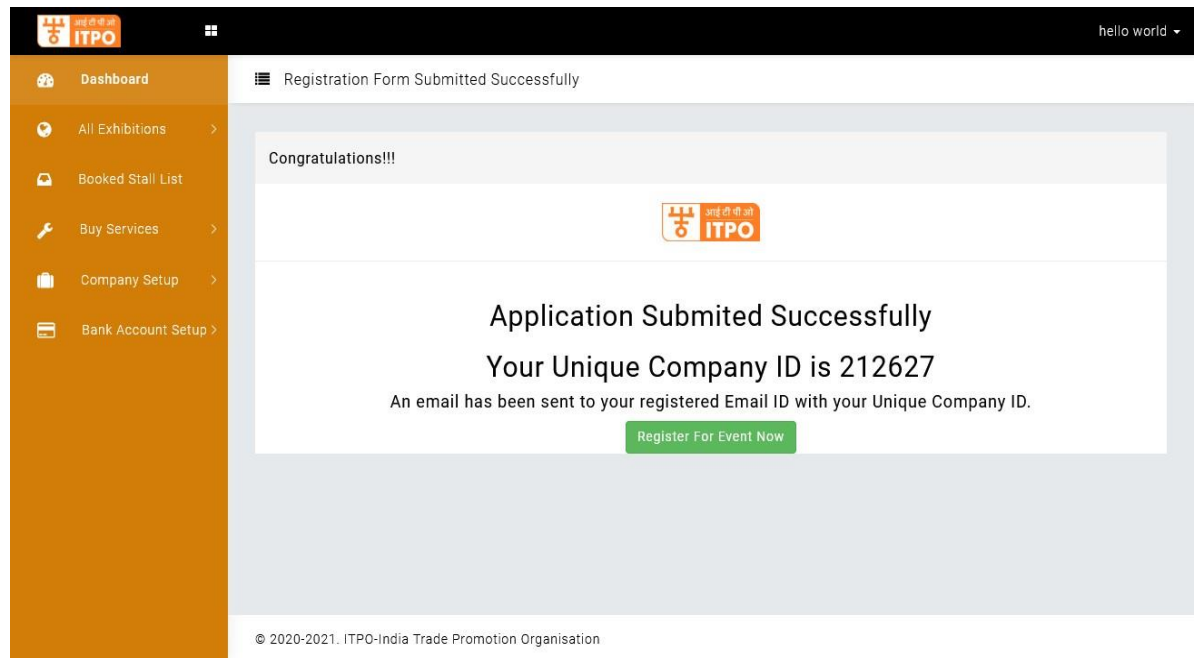
Senior Executive Mobile  
Enter Company Executive Mobile Number

Website (If Any)  
Enter Website

I hereby declare, affirm, and verify that the information provided by me in the registration form for India Trade Promote Organisation (I.T.P.O) is true and as per the original documents available with me and can be produced on demand at any point of time for verification purposes by the I.T.P.O. I understand, agree and undertake that in the event of any of the information provided by me being found false, misleading and incorrect at any stage, I shall be liable to be blacklisted / debarred from participating in any future events in I.T.P.O and that I.T.P.O reserves its rights and remedies to proceed against me as per applicable laws including criminal prosecution.

Next

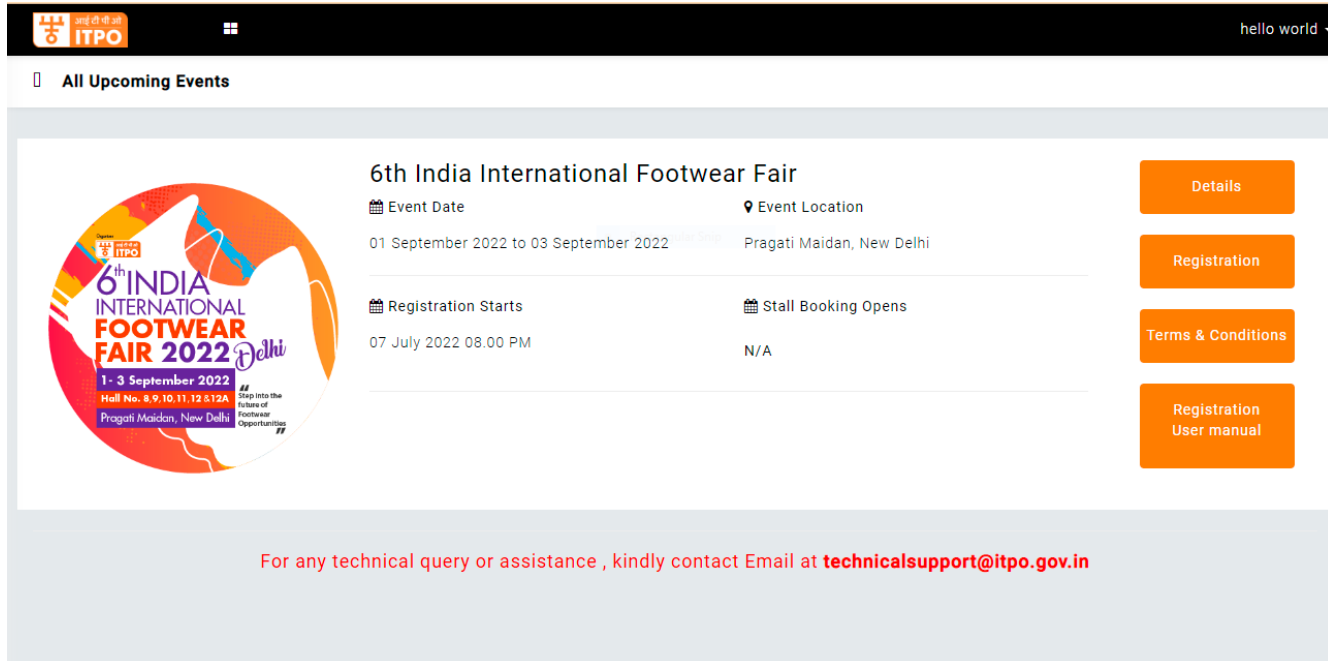
- After filling up the form , check and agree to the declaration and click on Next .
- Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.



- On this page you can proceed straight to register for an upcoming events by clicking on **Register for the Event Now button.**

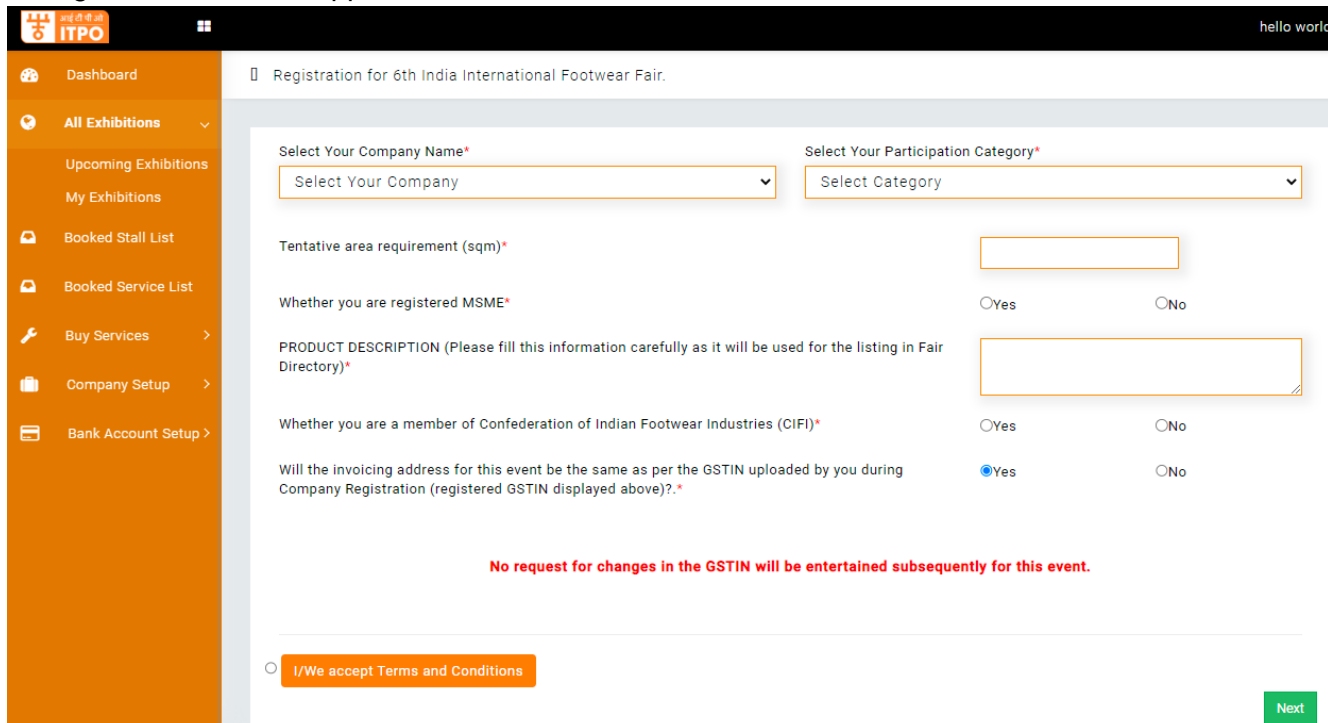
## 4. Fair Registration

- Go to All Exhibitions -> Upcoming Exhibitions
- You will see a list of Upcoming Exhibitions.



The screenshot shows the ITPO website interface. At the top, there is a navigation bar with the ITPO logo and a user profile labeled 'hello world'. Below the navigation bar, the page title is 'All Upcoming Events'. The main content area features a large circular graphic for the '6th India International Footwear Fair 2022' on the left, which includes the dates '1-3 September 2022' and the location 'Pragati Maidan, New Delhi'. To the right of the graphic, the event details are listed: 'Event Date: 01 September 2022 to 03 September 2022', 'Event Location: Pragati Maidan, New Delhi', 'Registration Starts: 07 July 2022 08.00 PM', and 'Stall Booking Opens: N/A'. On the far right, there are four orange buttons: 'Details', 'Registration', 'Terms & Conditions', and 'Registration User manual'. At the bottom of the page, a red text message reads: 'For any technical query or assistance, kindly contact Email at [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in)'.

- Click on Register Button to register for the Fair.
- A Registration form will appear as:



The screenshot shows the registration form for the 6th India International Footwear Fair. The page title is 'Registration for 6th India International Footwear Fair'. The form includes the following fields and options:

- Select Your Company Name\***: A dropdown menu with the option 'Select Your Company'.
- Select Your Participation Category\***: A dropdown menu with the option 'Select Category'.
- Tentative area requirement (sqm)\***: A text input field.
- Whether you are registered MSME\***: Radio buttons for 'Yes' and 'No'.
- PRODUCT DESCRIPTION (Please fill this information carefully as it will be used for the listing in Fair Directory)\***: A large text area.
- Whether you are a member of Confederation of Indian Footwear Industries (CIFI)\***: Radio buttons for 'Yes' and 'No'.
- Will the invoicing address for this event be the same as per the GSTIN uploaded by you during Company Registration (registered GSTIN displayed above)?\***: Radio buttons for 'Yes' (selected) and 'No'.

Below the form, there is a red text message: 'No request for changes in the GSTIN will be entertained subsequently for this event.' At the bottom of the form, there is a checkbox labeled 'I/We accept Terms and Conditions' and a green 'Next' button.

- asked to select your company for which the participation is intended.
- 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.

The screenshot shows a registration form for an event. The form is titled "Select Your Company Name\*" and "Select Your Participation Category\*". It includes several sections:

- Company Name and Category:** Two dropdown menus for "Select Your Company Name\*" and "Select Your Participation Category\*".
- Tentative area requirement (sqm)\*:** A text input field.
- Whether you are registered MISME\*:** Radio buttons for "Yes" and "No".
- PRODUCT DESCRIPTION (Please fill this information carefully as it will be used for the listing in Fair Directory)\*:** A large text area.
- Whether you are a member of Confederation of Indian Footwear Industries (CIPF)\*:** Radio buttons for "Yes" and "No".
- Will the invoicing address for this event be the same as per the GSTIN uploaded by you during Company Registration (Registered GSTIN displayed above)?\*:** Radio buttons for "Yes" and "No".
- Company Address:** A section with dropdowns for "Country Name\*", "State\*", and "City\*", and text boxes for "Address Line1\*", "Address Line2", and "ZIP Code\*".
- GSTIN\*:** A text box for "GSTIN\*" and a "Least 3 Digit Code of New GSTIN\*" field.
- Terms and Conditions:** A radio button labeled "I/We accept Terms and Conditions".
- Next Button:** A green button labeled "Next" at the bottom right.

- 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.

ITPO Setup Your Company Bank Account

hello world

Great !!, You Have Successfully Registered for the Fair!

**Bank Account Details (For Refund Purpose)**

**Name of the Beneficiary\***

**Name of Bank\***

**IFSC Code / SWIFT Code\***

**Bank Account Type\***

**Bank Account Number\***

- After Setting up your bank account click on Submit to finish the Fair registration process .
- After Submission you will see the following Screen :

ITPO Fair Registration Successful

hello world

India International Footwear Fair (IIFF), Spetember 1-3, 2022  
Pragati Maidan, New Delhi

**Thank you for your interest.**

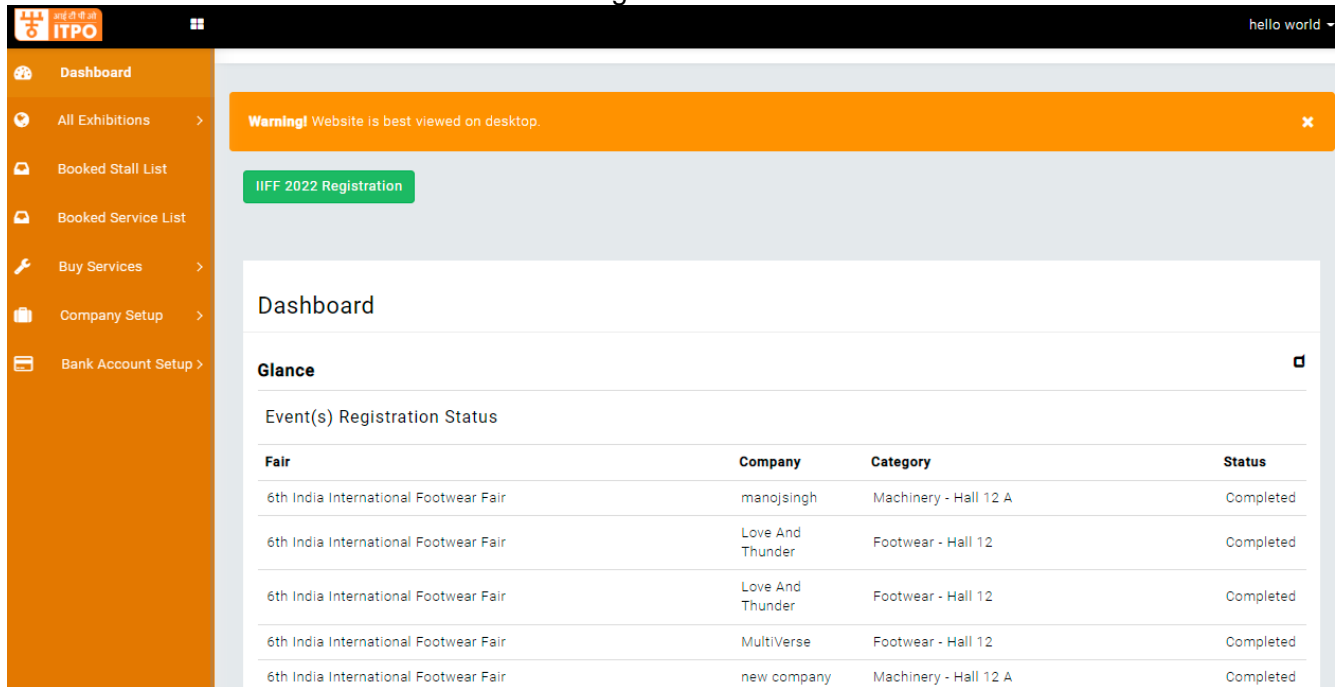
You Have Successfully Registered for the Event !

The stall booking process date will be displayed on ITPO Website as it opens.  
Please keep checking your email or login to your account for updates.



**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.



The screenshot displays the ITPO dashboard interface. At the top, there is a navigation bar with the ITPO logo and a 'hello world' greeting. A left sidebar contains various menu items such as 'Dashboard', 'All Exhibitions', 'Booked Stall List', 'Booked Service List', 'Buy Services', 'Company Setup', and 'Bank Account Setup'. The main content area features a warning banner, a green button for 'IIF 2022 Registration', and a 'Dashboard' section. Within this section, there is a 'Glance' card containing a table titled 'Event(s) Registration Status'. The table lists five entries, each with columns for 'Fair', 'Company', 'Category', and 'Status'. All entries show a 'Completed' status.

Fair	Company	Category	Status
6th India International Footwear Fair	manoj Singh	Machinery - Hall 12 A	Completed
6th India International Footwear Fair	Love And Thunder	Footwear - Hall 12	Completed
6th India International Footwear Fair	Love And Thunder	Footwear - Hall 12	Completed
6th India International Footwear Fair	MultiVerse	Footwear - Hall 12	Completed
6th India International Footwear Fair	new company	Machinery - Hall 12 A	Completed