

ITPO DOMESTIC FAIRS PORTAL USER MANUAL

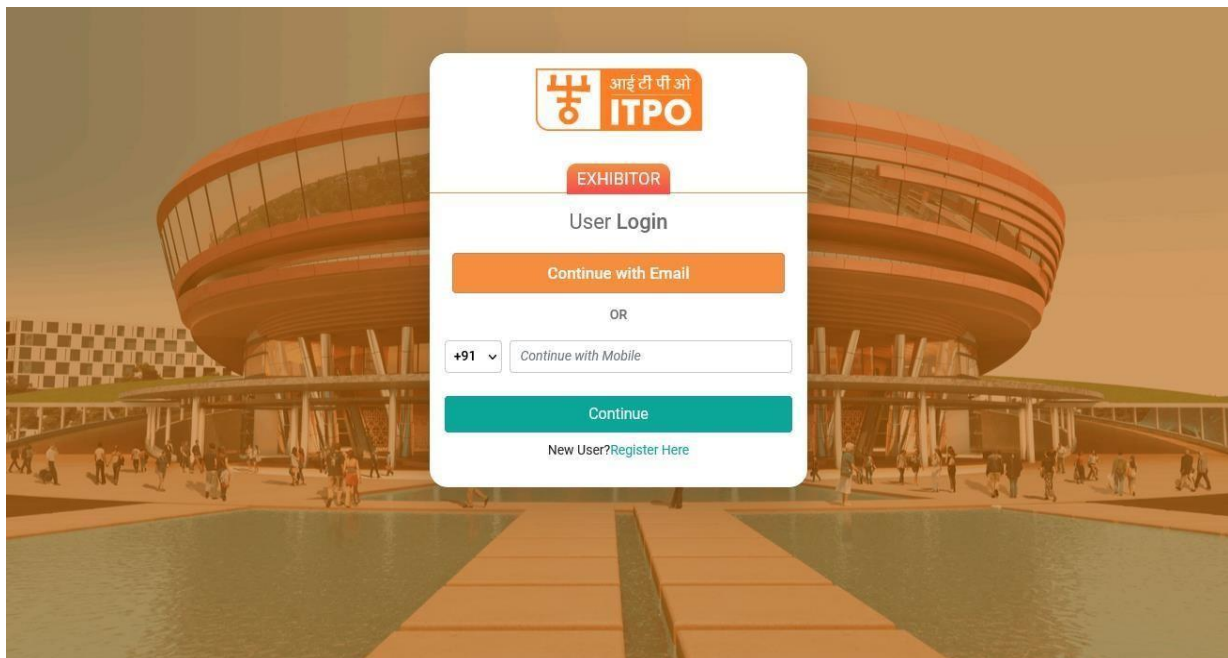
The URL of ITPO's Domestic Fairs Portal is <https://domesticbooking.indiatradefair.com>

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

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

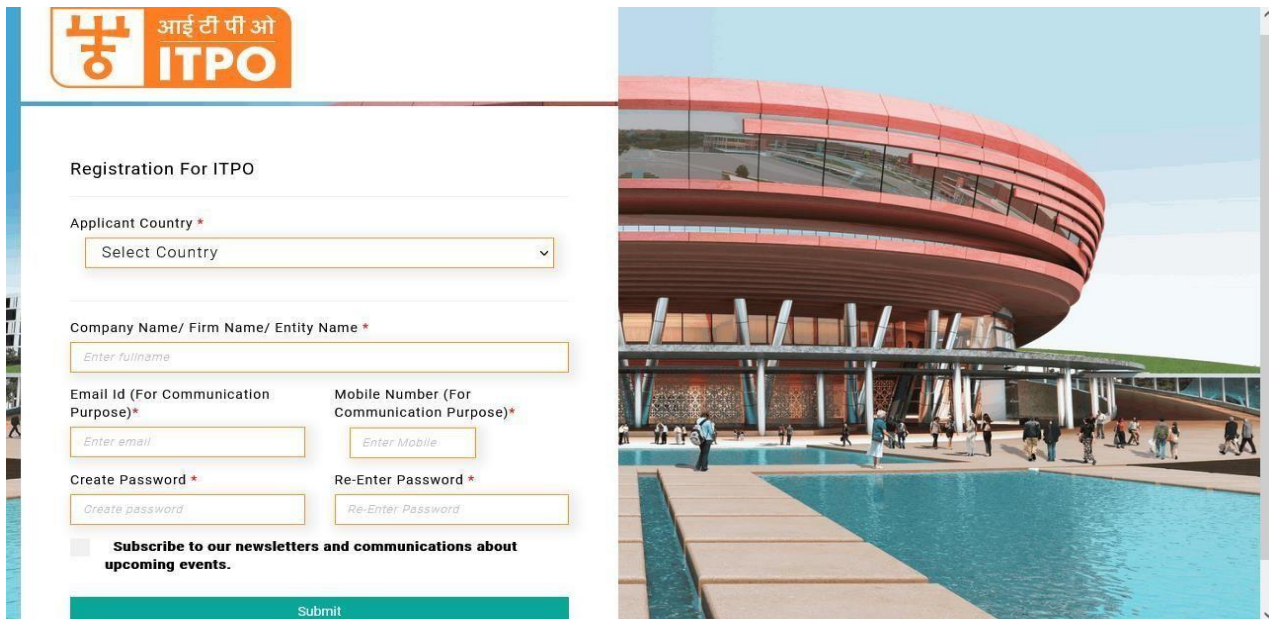
1). Sign-Up / User Registration.

- 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 registration form for ITPO (Institution of Technicians) on the left and a background image of a modern, curved building with a red facade and a large pool in the foreground on the right.

**आई टी पी ओ
ITPO**

Registration For ITPO

Applicant Country *
Select Country

Company Name/ Firm Name/ Entity Name *
Enter fullname

Email Id (For Communication Purpose)*
Enter email

Mobile Number (For Communication Purpose)*
Enter Mobile

Create Password *
Create password

Re-Enter Password *
Re-Enter Password

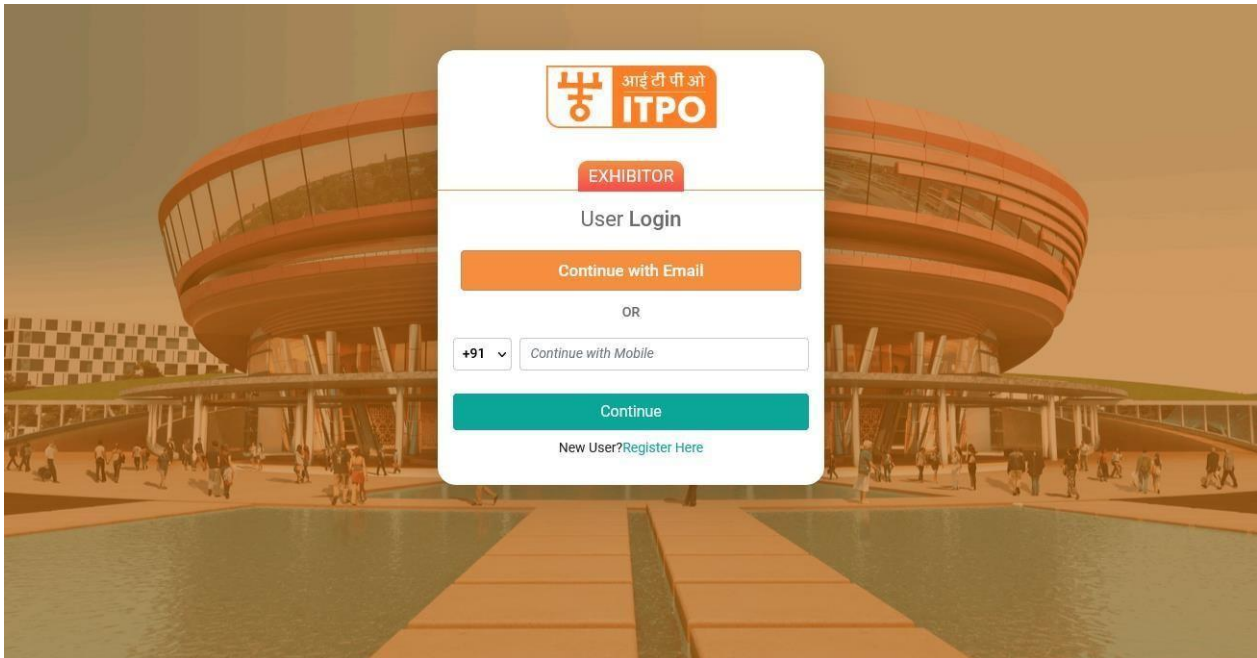
Subscribe to our newsletters and communications about upcoming events.

Submit

- 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 *
Select Your Country

State *
Please select a State

City *
City

Address Line1 *
Enter

Address Line2
Enter

Pin Code *
Enter the pin code

Company Registration Details

Company PAN *(Permanent Account Number)
ENTER COMPANY PAN NUMBER

Enter Last 5 Characters Of GSTIN Number *
XXXXX

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 Contact Person Mobile Number

Landline Number(For Communication)
Enter Company Landline Number

Senior Executive Name
Enter company Executive Name

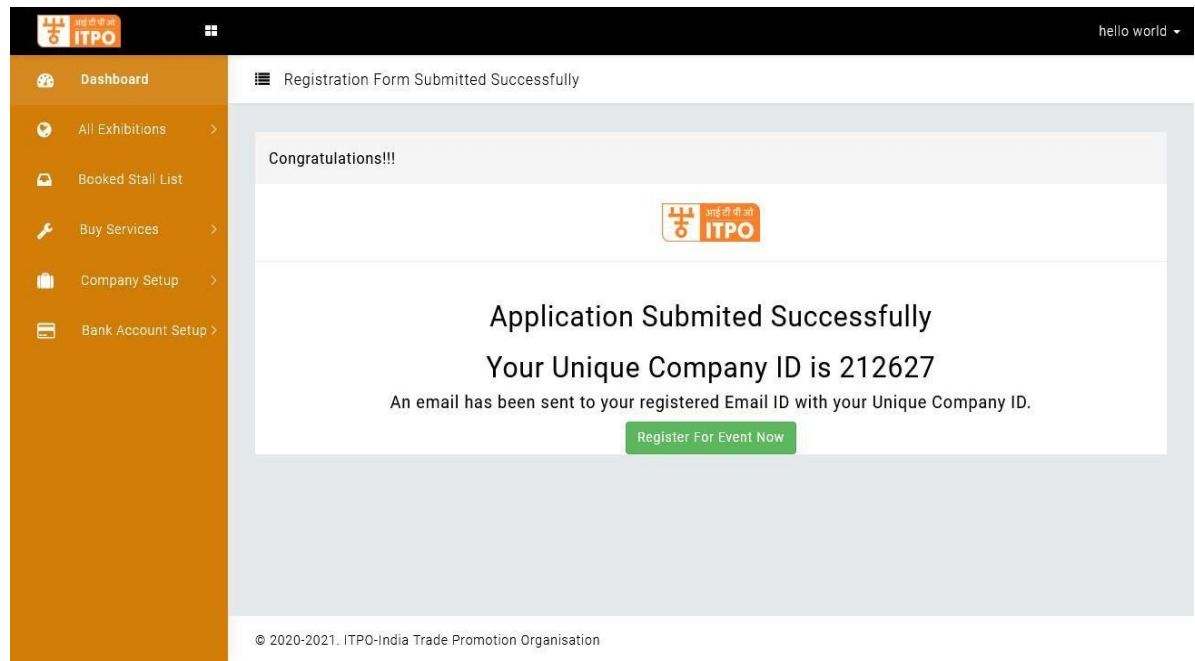
Senior Executive Email Id
Enter Company Executive Email Id

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 Promotive 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.

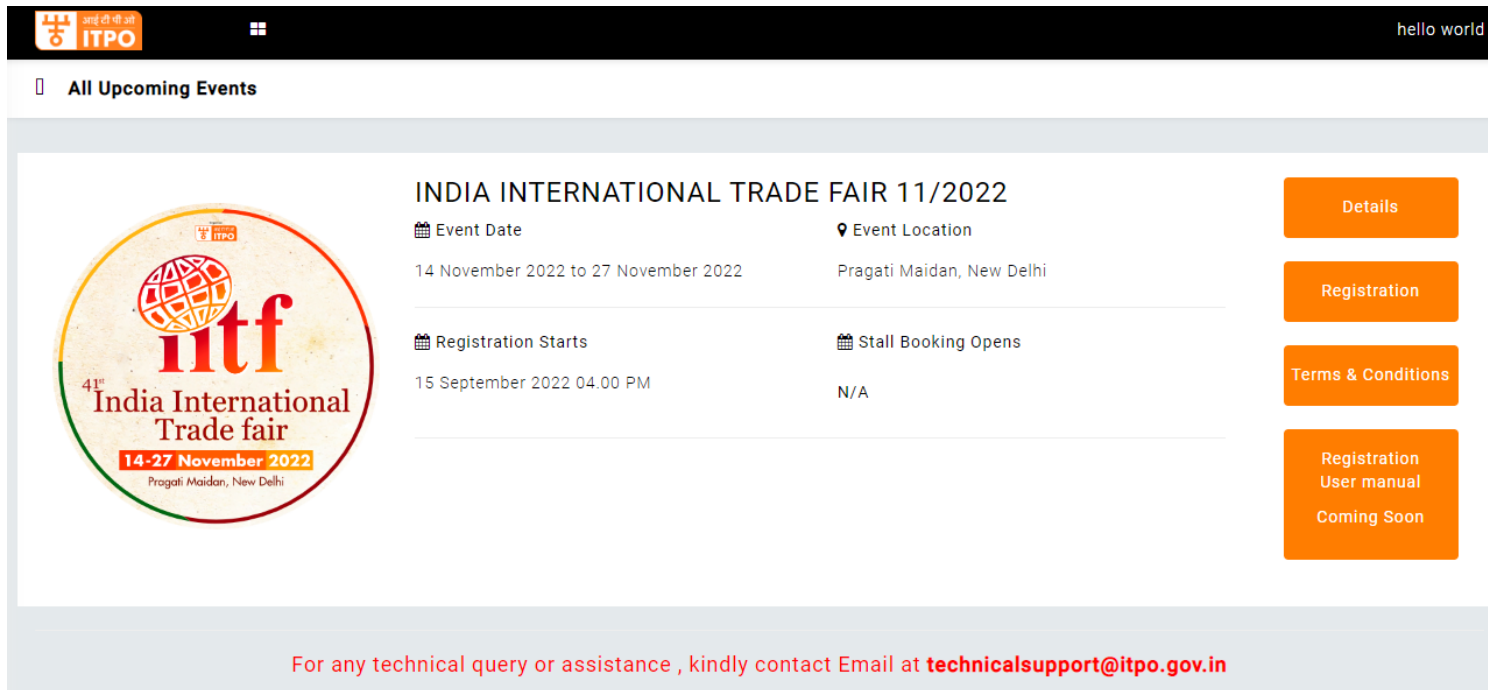
- After filling up the form , check and agree to the declaration and click on Next .
- Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.



- 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 left is the ITPO logo with the text 'मंत्रालय अर्थ और प्रशासन ITPO'. At the top right is the text 'hello world'. Below the header is a navigation bar with 'All Upcoming Events'. The main content area features a large circular logo for the '41st India International Trade fair' held from '14-27 November 2022' at 'Pragati Maidan, New Delhi'. To the right of the logo is a table with event details:

INDIA INTERNATIONAL TRADE FAIR 11/2022	
📅 Event Date	📍 Event Location
14 November 2022 to 27 November 2022	Pragati Maidan, New Delhi
📅 Registration Starts	📅 Stall Booking Opens
15 September 2022 04.00 PM	N/A

On the right side of the event details, there are four orange buttons: 'Details', 'Registration', 'Terms & Conditions', and 'Registration User manual Coming Soon'. At the bottom of the page, a red text line reads: 'For any technical query or assistance , kindly contact Email at technicalsupport@itpo.gov.in'.

- 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.

ITPO and its logo

hello world

Registration for INDIA INTERNATIONAL TRADE FAIR 11/2022.

Select Your Company Name*

Select Your Participation 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

Are you New/Young Entrepreneur as per the criteria set by ITPO?* Yes No

Qualifying criteria:

- The entrepreneurship should not be more than 3 years old, new entrepreneurs will be given preference. This shall not apply to family businesses.
- Entrepreneurs should not be more than 35 years old.
- Applicant should have a license to conduct the business and should have PAN and current account in its name.

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 of IITF 2022


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

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- 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.


hello world ▾

Dashboard
All Exhibitions >
Booked Stall List
Booked Service List
Buy Services >
Company Setup >
Bank Account Setup >

Registration for INDIA INTERNATIONAL TRADE FAIR 11/2022.

Select Your Company Name*

Select Your Participation 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

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Whether you are registered MSME* Yes No

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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 of IITF 2022

REGISTERED GST DETAILS

GST NUMBER :20SDFEW4324DSDD
PAN NUMBER :SDFEW4324D
GST ADDRESS :SDFS0,3234324

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

Company Address

Country Name:

State *

Please fill out this field.

City *

Please fill out this field.

GSTIN*

Last 3 Digit Code of New GSTIN *

Address Line1 *

Please fill out this field.

Address Line2

Please fill out this field.

ZIP Code *

Please fill out this field.

Next

➤ 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

hello world

Dashboard

All Exhibitions

Booked Stall List

Buy Services

Company Setup

Bank Account Setup

Setup Your Company Bank Account

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

Bank Account Details (For Refund Purpose)

Name of the Beneficiary*

Name of the Beneficiary

Name of Bank*

Enter Name of Bank

IFSC Code / SWIFT Code*

Enter IFSC Code

Bank Account Type*

Select Bank Account Type

Bank Account Number*

Enter Bank Account Number

Submit

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

ITPO

hello world

Dashboard

All Exhibitions

Booked Stall List

Booked Service List

Buy Services

Company Setup

Bank Account Setup

Fair Registration Successful

ITPO

India International Trade Fair (IITF), November 14-27, 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.

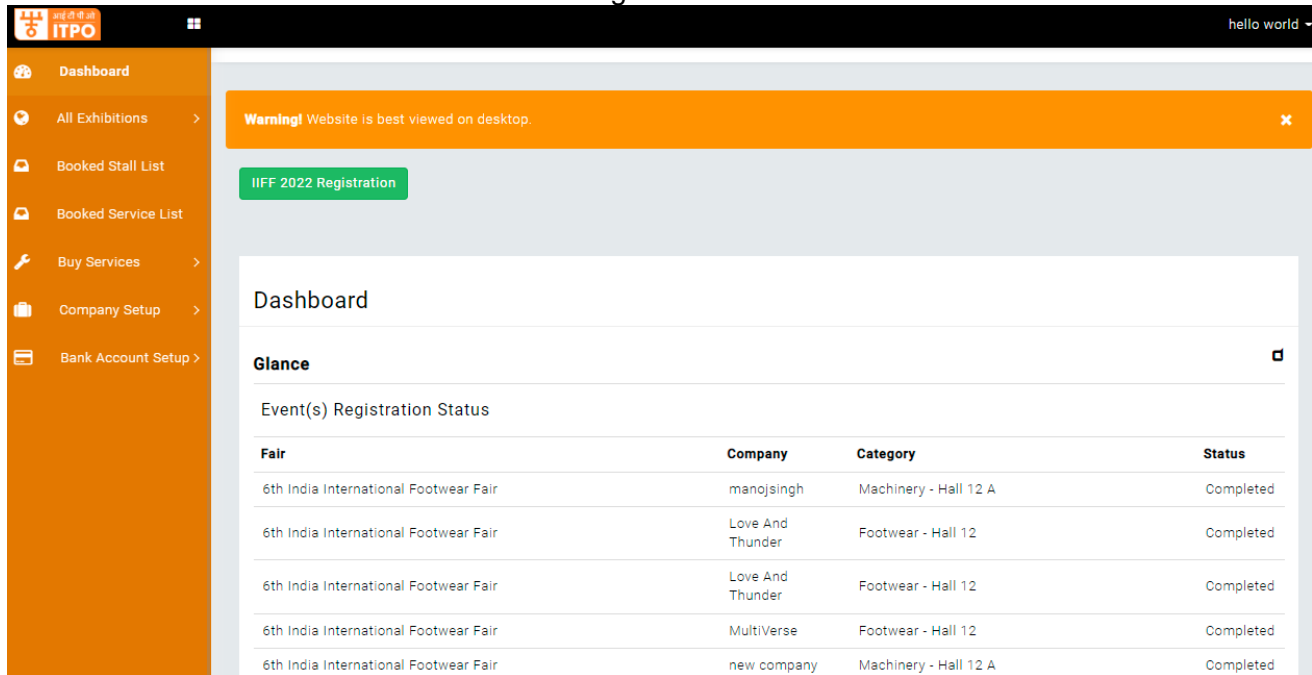
Go to Dashboard

Go to Stall Booking

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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 left, the ITPO logo is visible. The top right corner shows the text "hello world". A navigation menu on the left side includes options like "Dashboard", "All Exhibitions", "Booked Stall List", "Booked Service List", "Buy Services", "Company Setup", and "Bank Account Setup". A warning banner at the top states "Warning! Website is best viewed on desktop." Below this, there is a green button labeled "IIF 2022 Registration". The main content area is titled "Dashboard" and features a "Glance" section with a table titled "Event(s) Registration Status".

Fair	Company	Category	Status
6th India International Footwear Fair	manojasingh	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