

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 a user profile icon. 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, ASPIRATIONAL DISTRICT, ZERO DEFECT, DESIGN CLINIC, LEAN MFG..., QUALITY MGMT, TECH & QUALITY, PROCUREMENT MARKETING SUPPORT, IP FACIL., IDEA INCUBATION, SAMADHAAN, IGMS, CREDIT SUBSIDY, CLUSTER, TRADE DEVELOP., CREDIT GUARANTEE, ASPIRE, SFURTI, SCHEME DETAILS, PROJECT PROFILES, DATA BANK, PUBLIC PROCU..., ATI SCHEME, TOOL ROOM, MSMEDI TMS..., USEFUL WEB LINKS, and DIGITAL MSME. 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 schemes listed are: 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 Centra 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., 14. Women Entrepreneurship (TREAD) Click here to apply., 15. Credit Guarantee (CGTMSE) Click here to apply., 16. Prime Minister Employment Generation Programme (PMEGP) Click here to apply., 17. A Scheme For Promoting Innovation,Rural Industry & Entrepreneurship(ASPIRE) Click here., 18. Scheme of Fund for Regeneration of Traditional Industries (SFURTI) Click here to apply., 19. MSME Schemes Click here to download., 20. MSME Project Profiles Click here to download., 21. Data Bank Click here., 22. Public Procurement Policy Click here., 23. National MSME Trainee Database Click here., 24. Tool Rooms - SDMIS Click here., 25. MSME-DI Training Click here., 26. Web Link Click here., 27. 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 navigation bar 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 content area titled 'Background : Ease of Doing Business Initiative' provides information about the Ministry of Micro, Small & Medium Enterprises, including a list of schemes and objectives.

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 a dashboard for 'PARTICIPATION OF MANUFACTURING / SERVICE MSES IN TRADE FAIRS / EXHIBITIONS'. 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 Udyog Aadhaar Number (DL02A0003193) and PAN Number (BTEAS1122S). A red arrow points to the 'Validate Udyog Aadhaar' button. To the right, there are guidelines for filling the scheme form, including sections for 'PART - 2 SCHEME RELATED' and 'PART-3 (SCHEME RELATED UPLOADS)'.

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 a user profile icon. 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 service tiles, each with a colored background and text describing the service. The right column contains a section titled 'You can download MyMSME Android Apps from Google Play' and a section titled 'Background : Ease of Doing Business Initiative' which lists 27 schemes with links to apply or download. A large red arrow points from the 'Entrepreneur's View Application' tile in the grid to the 'Entrepreneur's View Application' link in the footer navigation bar.

MSME e-Transaction Count : 5755395

You can download MyMSME Android Apps from Google Play

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.

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 (WREAD) [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 - SDMS [Click here..](#)
24. MSME-DI Training [Click here..](#)
25. Web Link [Click here..](#)
26. Digital MSME [Click here..](#)

MSME | 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' form on the MyMSME website. The form has two main sections. The first section is for 'Udyog Aadhaar Number' with a text input field containing 'DL02AD003193'. The second section is for 'PAN Number (As per MSME DateBank)' with a text input field containing 'BTEAS1122S'. Below the input fields is a blue 'Verify Me' button. To the right of the form is a section titled 'Instructions for user login:' which lists five steps for the login process. A large red arrow points to the 'Verify Me' button.

Entrepreneur's View Application

1. Udyog Aadhaar Number

DL02AD003193

2. PAN Number (As per MSME DateBank)

BTEAS1122S

Verify Me

Instructions for user login:

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.

MSME | Home | Officer's Login | Entrepreneur's View Application | HI/BI Login | MATU Registration | Contact Us | 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. At the top, there is a header with 'MY MSME' and a 'Sign out' button. Below the header, the user profile 'xyz pvt ltd' is visible. The main content area displays a message: 'You have submitted application for these Schemes'. Below this message, there are two rows of scheme icons. The first row includes: BAR CODE, ZERO DEFECT., TECH & QUALITY, IP FACIL., LEAN MFG., DESIGN CLINIC, and QUALITY MGMT. The second row includes: 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 'View' column of the first row.

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 Mobile : +91-9990962382 E-Mail : 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)	View/Download
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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

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 columns for "Remarks BY", "Remarks", "Upload", and "Date".

11. Click on Print button for print.