

ITPO DOMESTIC FAIRS PORTAL USER MANUAL

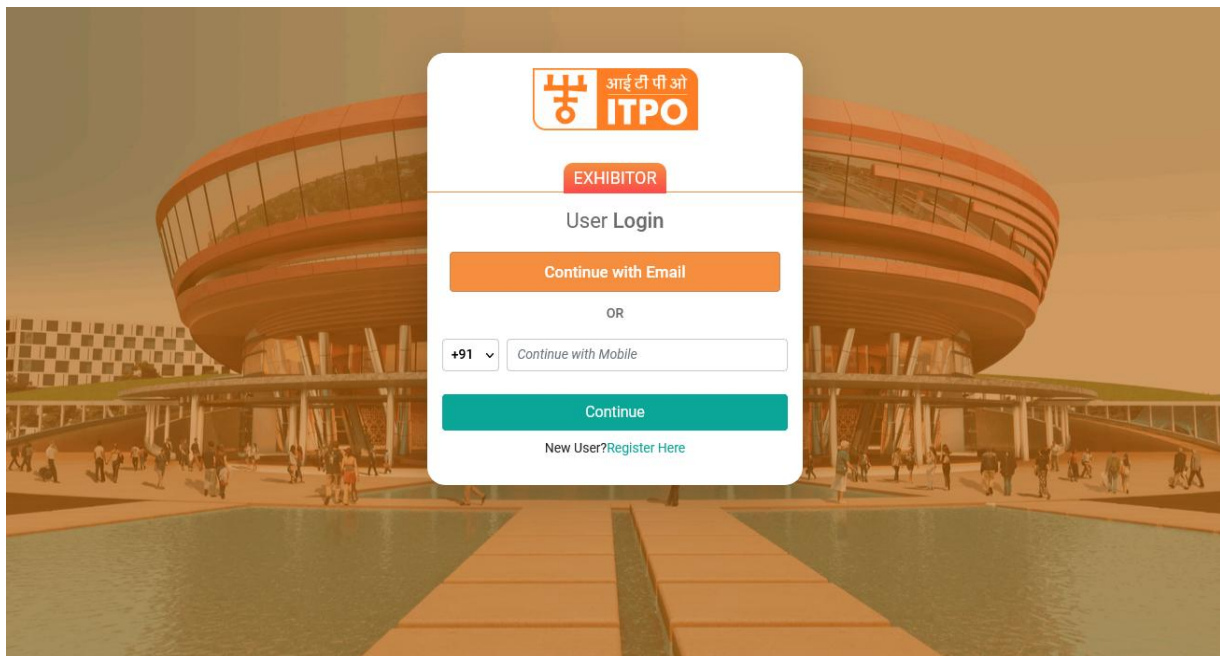
The URL of ITPO's Domestic Fairs Portal is <https://domesticbooking.indiatradefair.com>

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

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

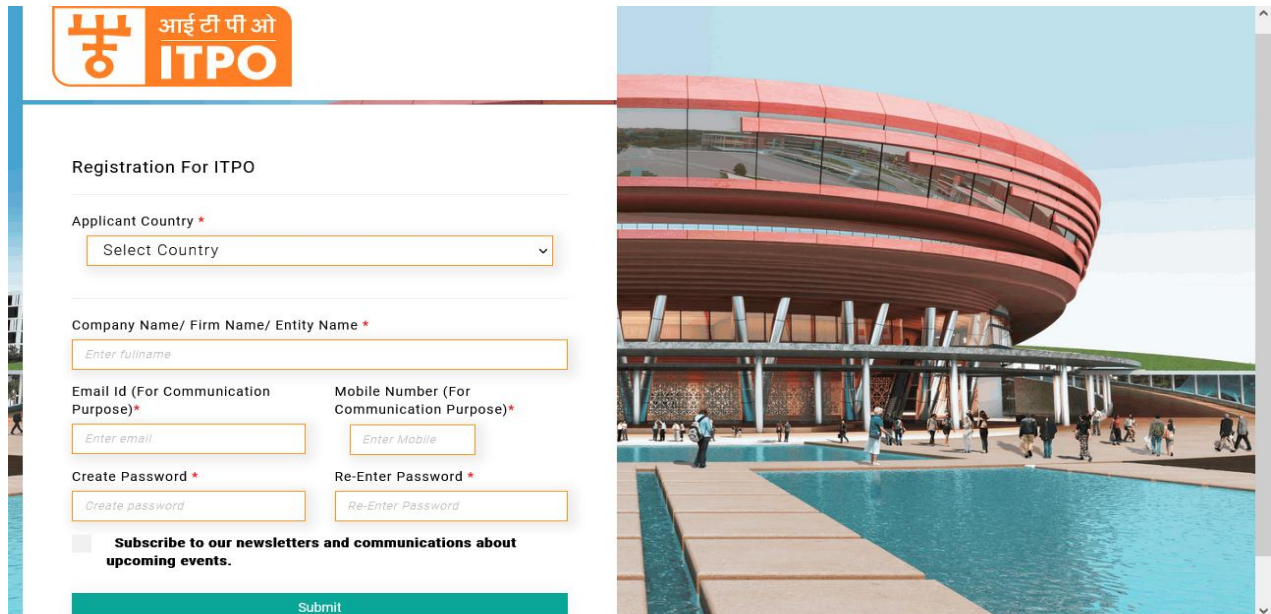
1). Sign-Up / User Registration.

- 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 (International Trade Promotion Organization) 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.

ITPO आई टी पी ओ

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

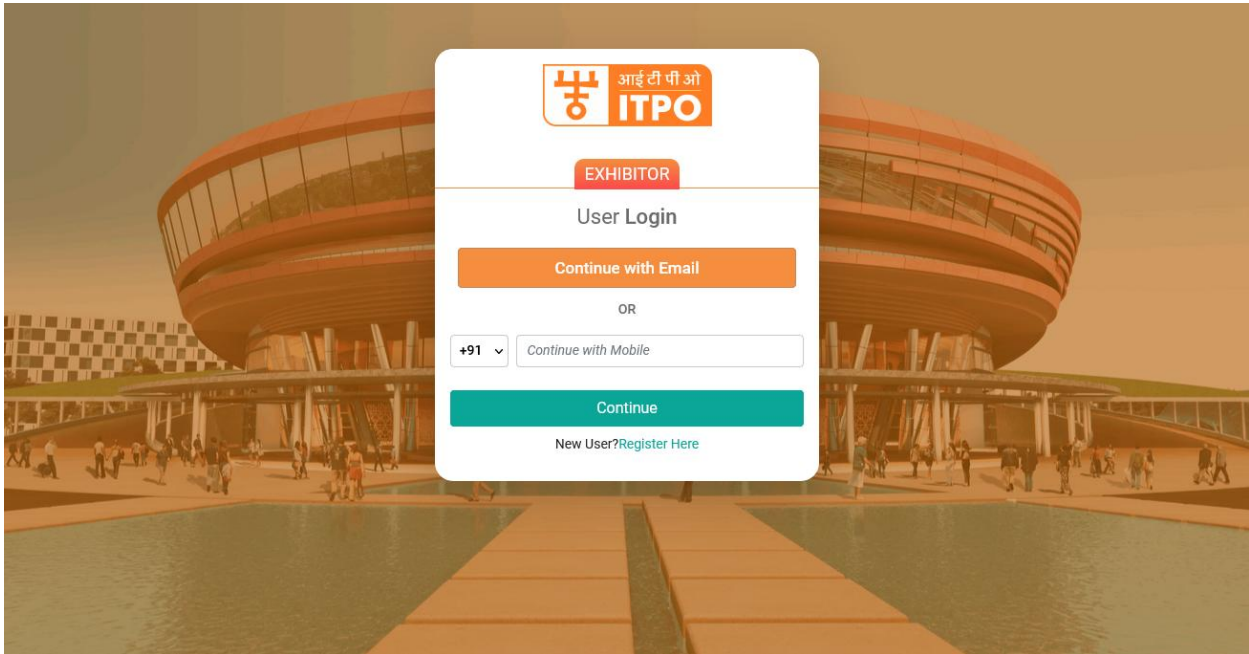
☐ **Subscribe to our newsletters and communications about upcoming events.**

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)

ITPO

hello world

Dashboard

All Exhibitions

Booked Stall List

Buy Services

Company Setup

Bank Account Setup

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

Note : For any technical query or assistance , kindly contact Tel.No- 011-2337 8808, Mob.No- 8527043338 or Email at technicalsupport@itpo.gov.in

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 PIN Code/ZIP

Company Registration Details

Company PAN *(Permanent Account Number)

ENTER COMPANY PAN NUMBER

Enter Last 3 Characters Of GSTI Number *

ENTER

Confirm Your GSTIN No. ☐

Business Type *

Select Business Type

2. Contact Details

Contact Person Name *

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

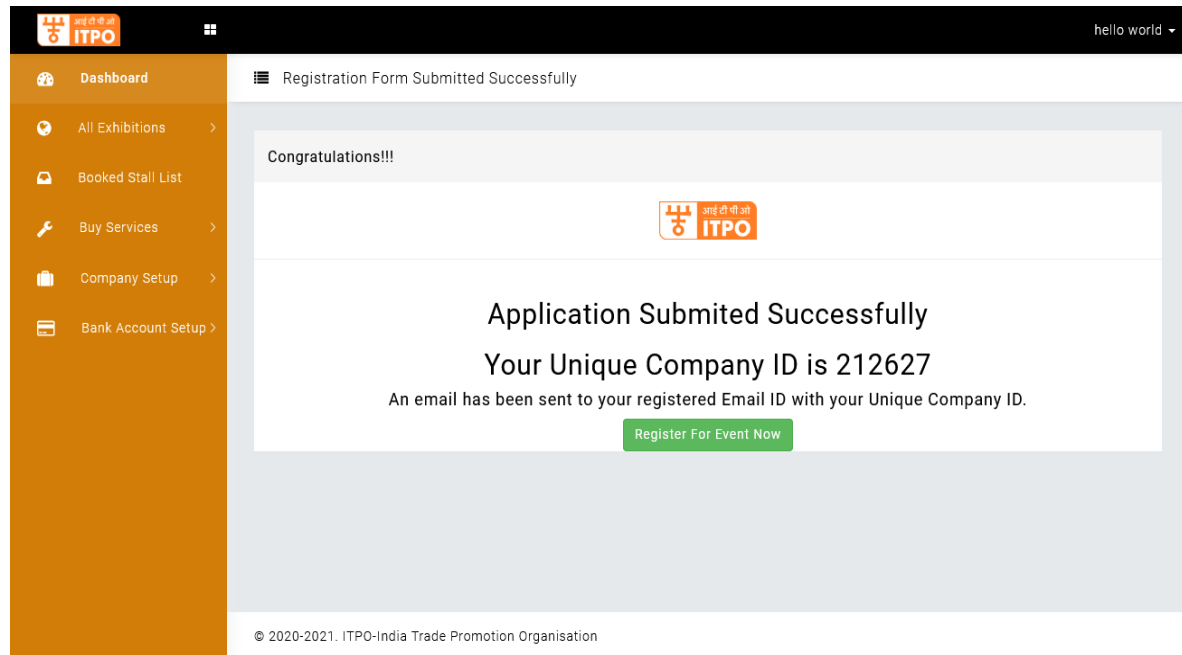
Website (If Any)

Enter Website

☐ I hereby declare, affirm, and verify that the information provided by me in the registration form for India Trade Promotion 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's 'All Upcoming Events' page. The event is 'AAHAR - INTERNATIONAL FOOD & HOSPITALITY FAIR 03/2022 | AAHAR 2022'. The event date is '26 April 2022 to 30 April 2022' and the location is 'Pragati Maidan, New Delhi'. Registration starts on '03 February 2022 10.30 AM | Tentative'. The stall booking opens are 'N/A'. The page includes a sidebar with navigation links like 'Dashboard', 'All Exhibitions', 'Upcoming Exhibitions', 'My Exhibitions', 'Booked Stall List', 'Buy Services', 'Company Setup', and 'Bank Account Setup'. There are buttons for 'Details', 'Register Coming Soon', and 'Terms & Conditions'. A footer note says '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:

The screenshot shows the registration form for AAHAR. It has a sidebar with navigation links. The main content area is titled 'Registration for AAHAR - The International Food and Hospitality Fair, 2022 edition.' It contains two dropdown menus: 'Select Your Company Name*' and 'Select Your Participation Category*'. Below these is a question: 'Will the invoicing address for this event be the same as per the GSTIN uploaded by you during Company Registration (registered GSTIN displayed above)?' with radio buttons for 'Yes' (selected) and 'No'. A red warning message states: 'No request for changes in the GSTIN will be entertained subsequently for this event.' At the bottom, there is a checkbox for 'I/We accept Terms and Conditions' and a 'Next' button. The footer says '© 2020-2021. ITPO-India Trade Promotion Organisation'.

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.

ITPO

hello world

Dashboard

All Exhibitions >

Booked Stall List

Buy Services >

Company Setup >

Bank Account Setup >

Registration for AAHAR - The International Food and Hospitality Fair, 2022 edition.

Select Your Company Name*

Select Your Company

Select Your Participation Category*

Select Category

Will the invoicing address for this event be the same as per the GSTIN uploaded by you during Company Registration (registered GSTIN displayed above)?.

Yes

No

No request for changes in the GSTIN will be entertained subsequently for this event.

Company Address

Country Name:

Select Your Country

State *

Please select a State

Please fill out this field.

City *

City

Please fill out this field.

GSTIN*

COMPLETE GSTIN APPEARS HERE

Last 3 Digit Code of New GSTIN *

ALTERNATE GSTIN

Address Line1 *

Please fill out this field.

Address Line2

Please fill out this field.

ZIP Code *

Enter ZIP/Pin Code

Please fill out this field.

☐

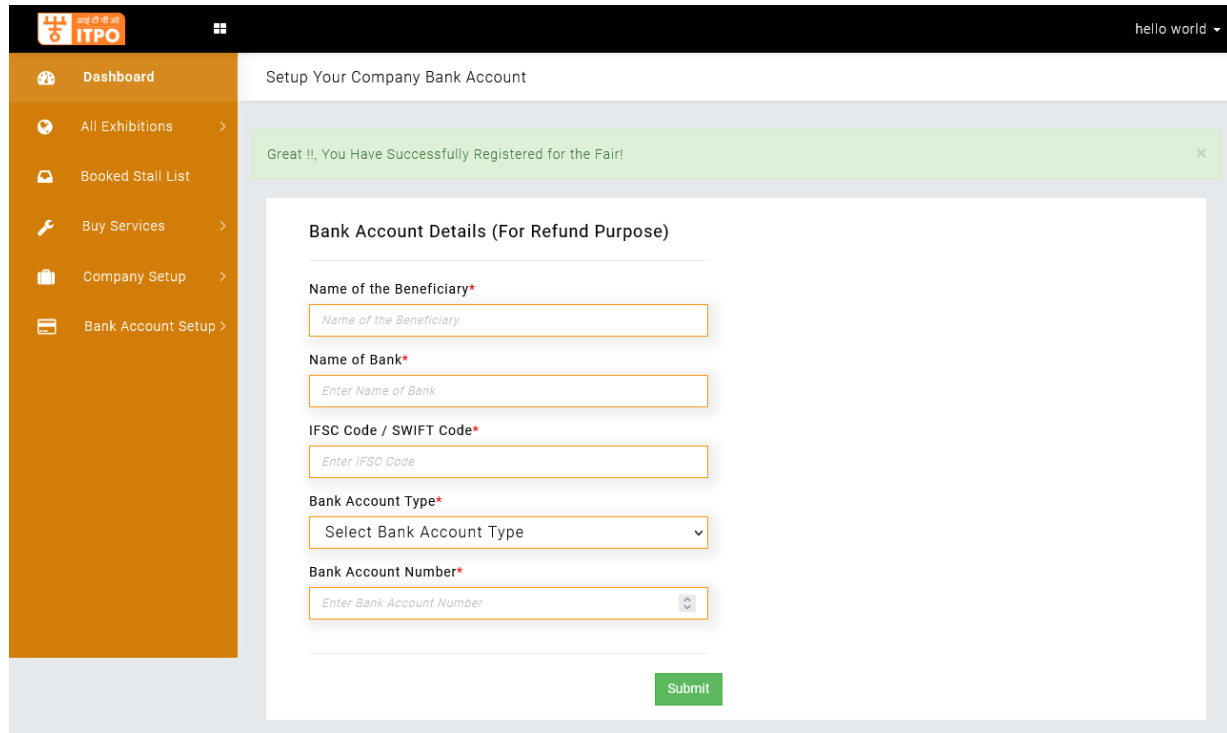
I/We accept Terms and Conditions

Next

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➤ 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*

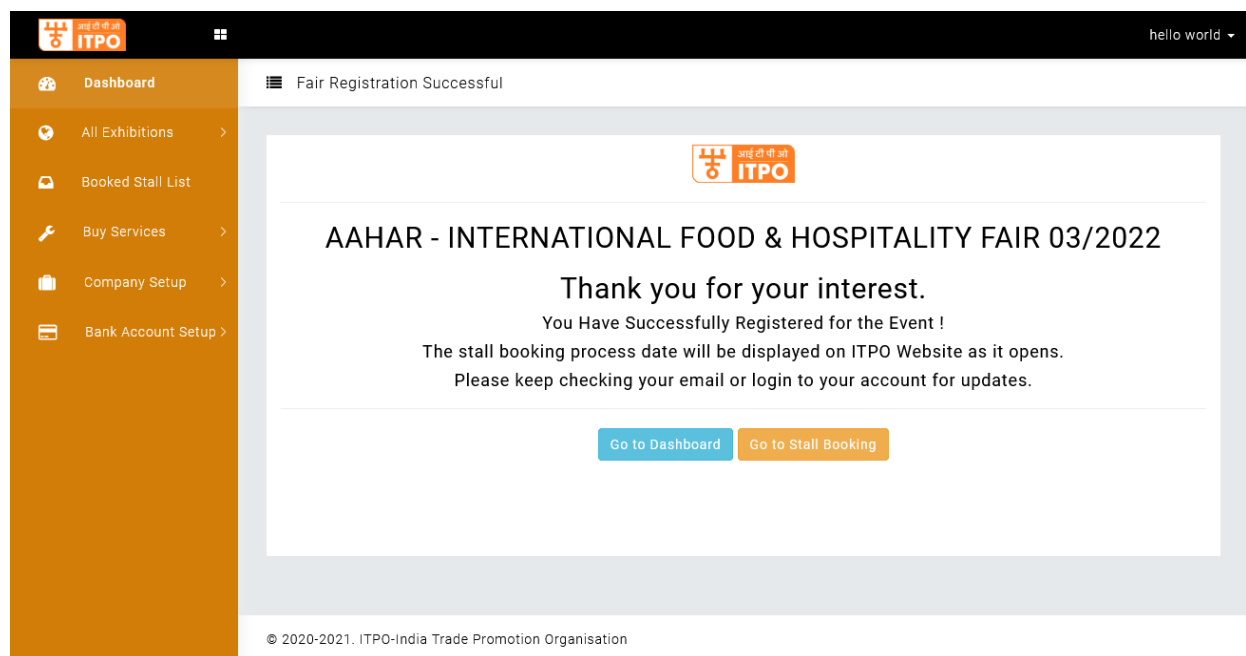
Select Bank Account Type

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

Buy Services

Company Setup

Bank Account Setup

Fair Registration Successful

ITPO

AAHAR - INTERNATIONAL FOOD & HOSPITALITY FAIR 03/2022

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 India Trade Promotion Organisation dashboard. At the top, there is a header with the ITPO logo and a user profile section showing 'hello world'. A left sidebar contains navigation links: Dashboard, All Exhibitions, Booked Stall List, Buy Services, Company Setup, and Bank Account Setup. A warning banner at the top of the main content area states 'Warning! Website is best viewed on desktop'. The main content area is titled 'Dashboard' and features a 'Glance' section with a 'Event(s) Registration Status' table. The table has four columns: Fair, Company, Category, and Status. It lists one event: 'AAHAR - INTERNATIONAL FOOD & HOSPITALITY FAIR 03/2022 | AAHAR 2022' by 'Love And Thunder' in the 'Food Products & Beverages' category, with a status of 'Completed'. Below this, there are sections for 'Stall Booking Status' and 'Service Booking Status', both showing 'No Current Bookings' or 'No Current Services Purchased'. The footer contains the copyright notice '© 2020-2021. ITPO-India Trade Promotion Organisation'.

ITPO

hello world

Warning! Website is best viewed on desktop

Dashboard

Glance

Event(s) Registration Status

Fair	Company	Category	Status
AAHAR - INTERNATIONAL FOOD & HOSPITALITY FAIR 03/2022 AAHAR 2022	Love And Thunder	Food Products & Beverages	Completed

Stall Booking Status

Order ID	Company ID	Stall	Payment Status
No Current Bookings			

Service Booking Status

No Current Services Purchased

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