

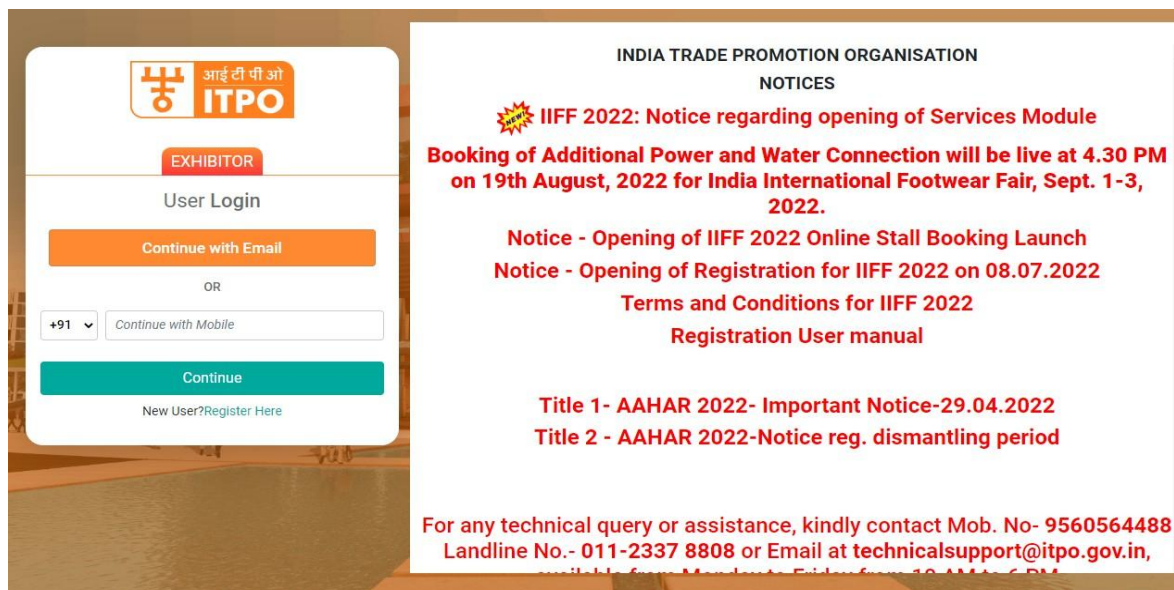
Manual for online Services

The services booking module consists of the facility to book and pay for Additional Power and Water for a particular exhibition :-

1. Electricity Service
2. Water Service

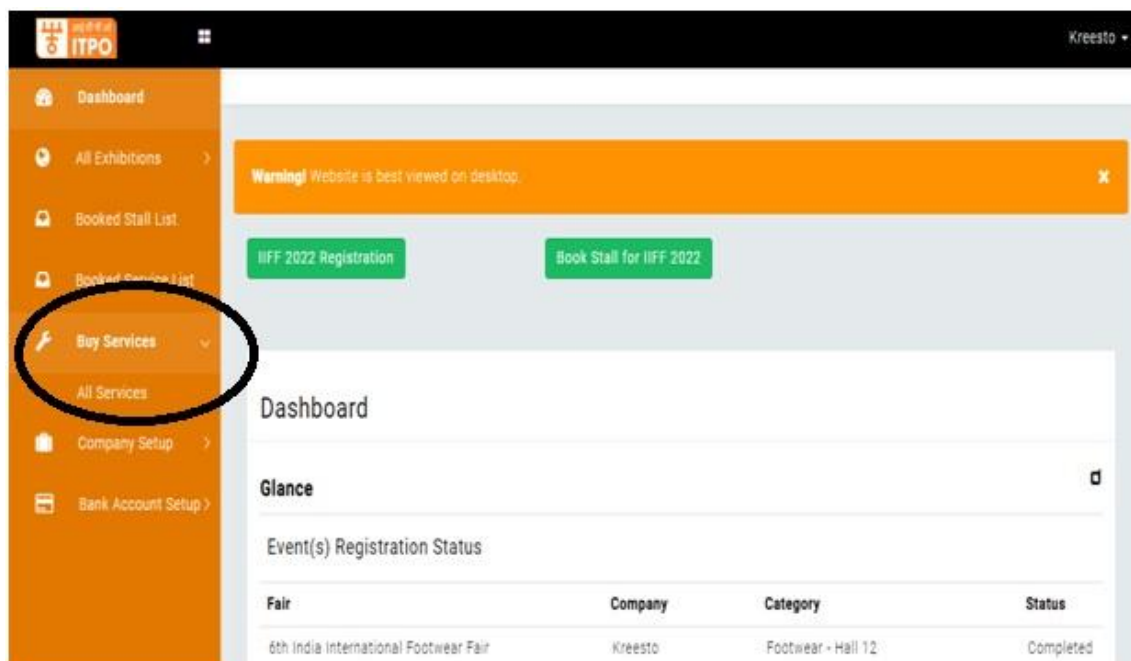
The above can be generated only by exhibitors who have a confirmed booth in an exhibition.

To place requisition of above two services/items, the exhibitors will be required to login to their portal accounts.



The image shows two side-by-side screenshots. The left screenshot is the ITPO user login page for exhibitors. It features the ITPO logo at the top, followed by 'EXHIBITOR User Login'. There are buttons for 'Continue with Email' and 'Continue with Mobile' (with a dropdown for '+91'). A 'Continue' button is at the bottom, along with a link for 'New User? Register Here'. The right screenshot is a notice from the India Trade Promotion Organisation (ITPO). The notice is titled 'INDIA TRADE PROMOTION ORGANISATION NOTICES' and contains the following text: 'IIFF 2022: Notice regarding opening of Services Module', 'Booking of Additional Power and Water Connection will be live at 4.30 PM on 19th August, 2022 for India International Footwear Fair, Sept. 1-3, 2022.', 'Notice - Opening of IIFF 2022 Online Stall Booking Launch', 'Notice - Opening of Registration for IIFF 2022 on 08.07.2022', 'Terms and Conditions for IIFF 2022', and 'Registration User manual'. It also lists 'Title 1 - AAHAR 2022- Important Notice-29.04.2022' and 'Title 2 - AAHAR 2022-Notice reg. dismantling period'. At the bottom, it provides contact information: 'For any technical query or assistance, kindly contact Mob. No- 9560564488 Landline No.- 011-2337 8808 or Email at technicalsupport@itpo.gov.in, available from Monday to Friday from 10 AM to 6 PM'.

Step 1: On the landing page after login, on the vertical menu bar, click on **Buy Services** and then click on **All Services**.



The image shows a screenshot of the ITPO dashboard. The left sidebar contains a vertical menu with the following items: 'Dashboard', 'All Exhibitions', 'Booked Stall List', 'Booked Service List', 'Buy Services', 'All Services', 'Company Setup', and 'Bank Account Setup'. The 'Buy Services' item is circled in black. The main content area shows a 'Warning! Website is best viewed on desktop.' message at the top. Below this, there are two green buttons: 'IIFF 2022 Registration' and 'Book Stall for IIFF 2022'. The dashboard title is 'Dashboard'. Under the heading 'Glance', there is a section for 'Event(s) Registration Status'. A table below this section shows the following data:

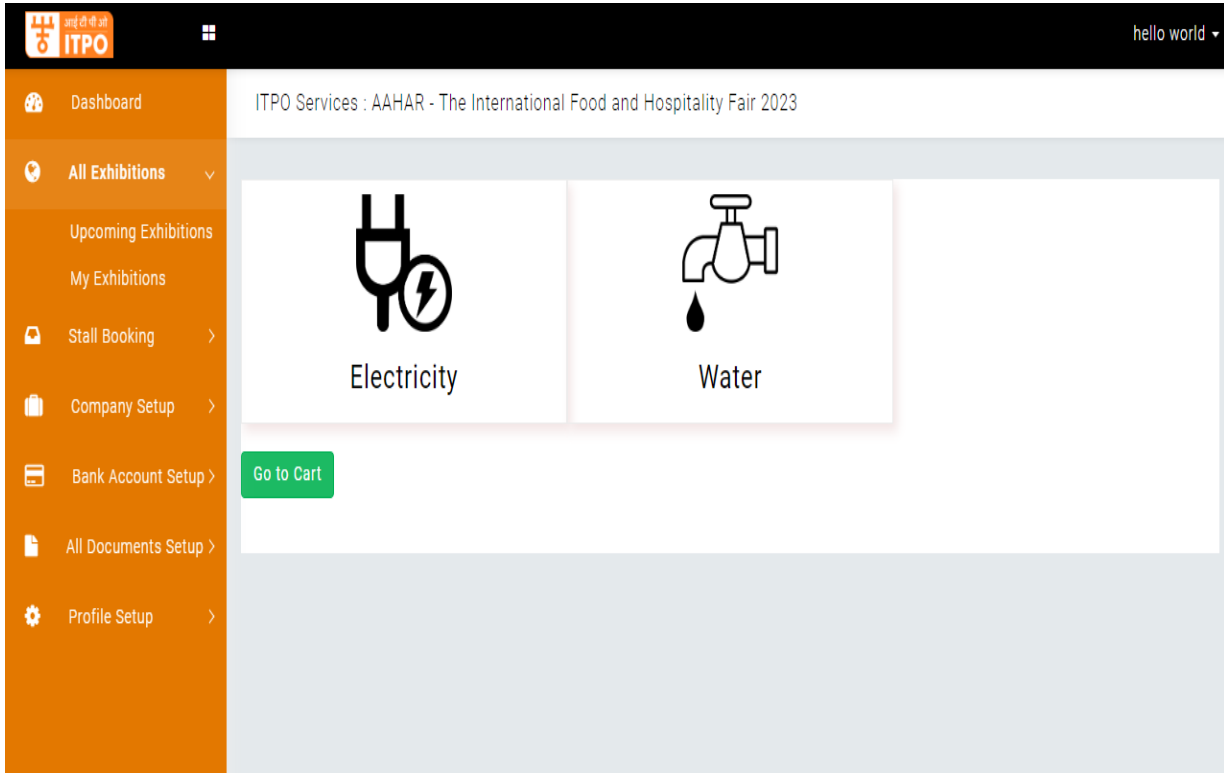
Fair	Company	Category	Status
6th India International Footwear Fair	Kreesto	Footwear - Hall 12	Completed

Step 2. The following screen will appear, where you have to click on **Buy Services** button on the right.

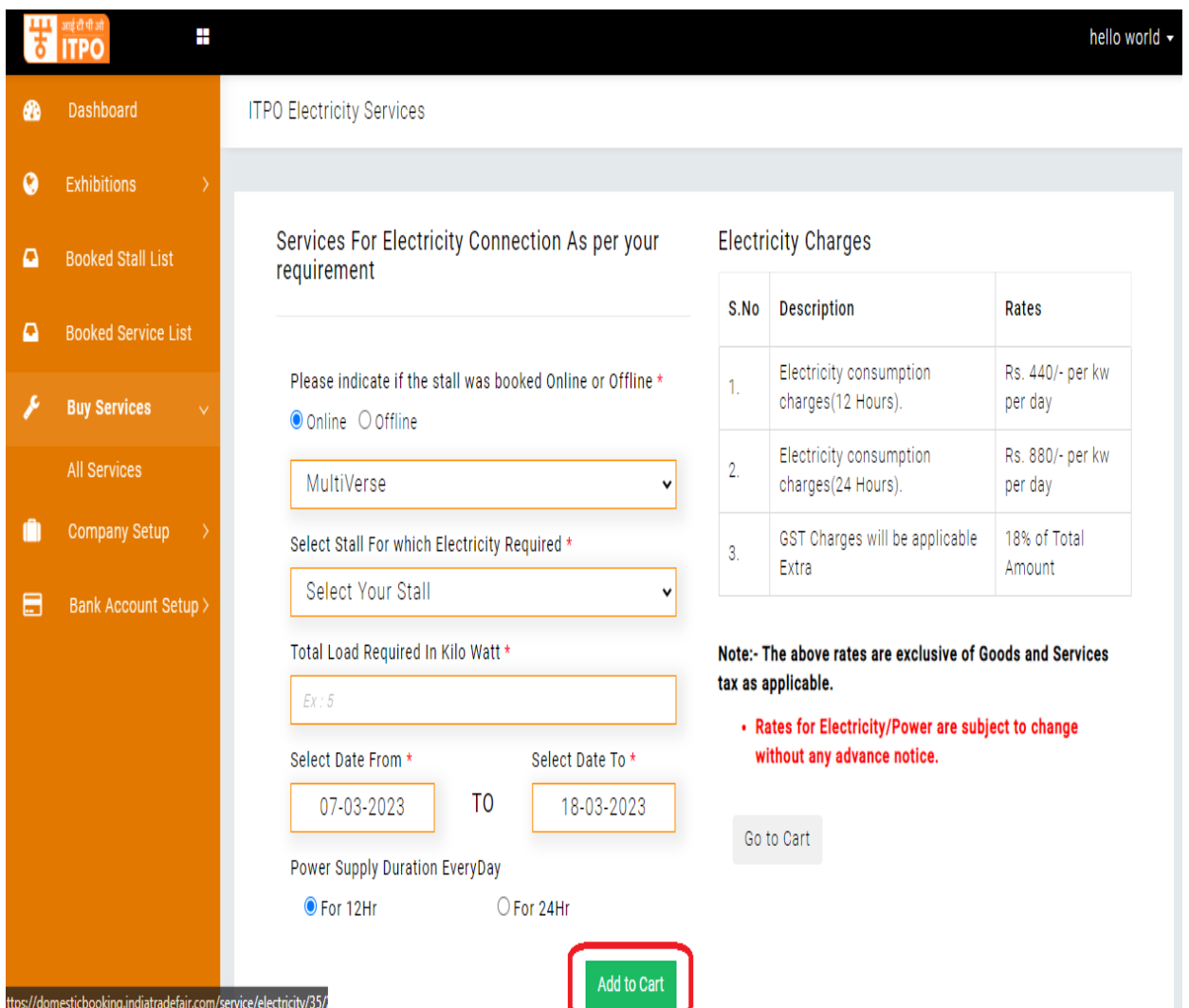
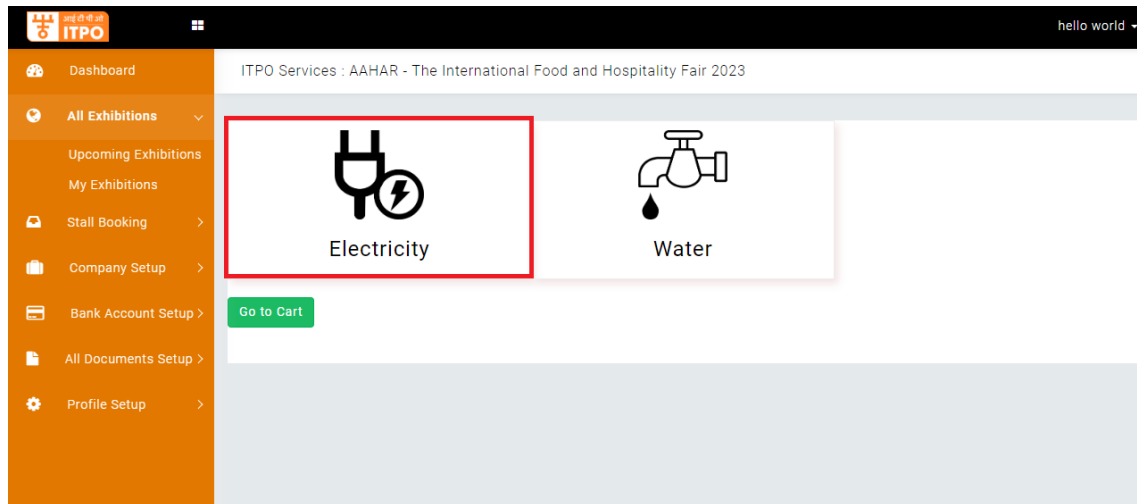
The screenshot shows the ITPO mobile application interface. At the top, there is a black header with the ITPO logo on the left and the text 'hello world' on the right. Below the header, there is a white bar with the text 'My Reistered Events'. The main content area is titled 'Registered Events' and displays a card for a registered event. The card has a white background and a light gray border. On the left side of the card, there is a large, faint watermark of the Indian national flag. The event details are as follows:

manoj Singh INDIA		Buy Services
Event Duration	Event Location	
	Pragati Maidan, New Delhi	
Registration Date	Stall Booking Date	
29/10/2022	Not Announced	

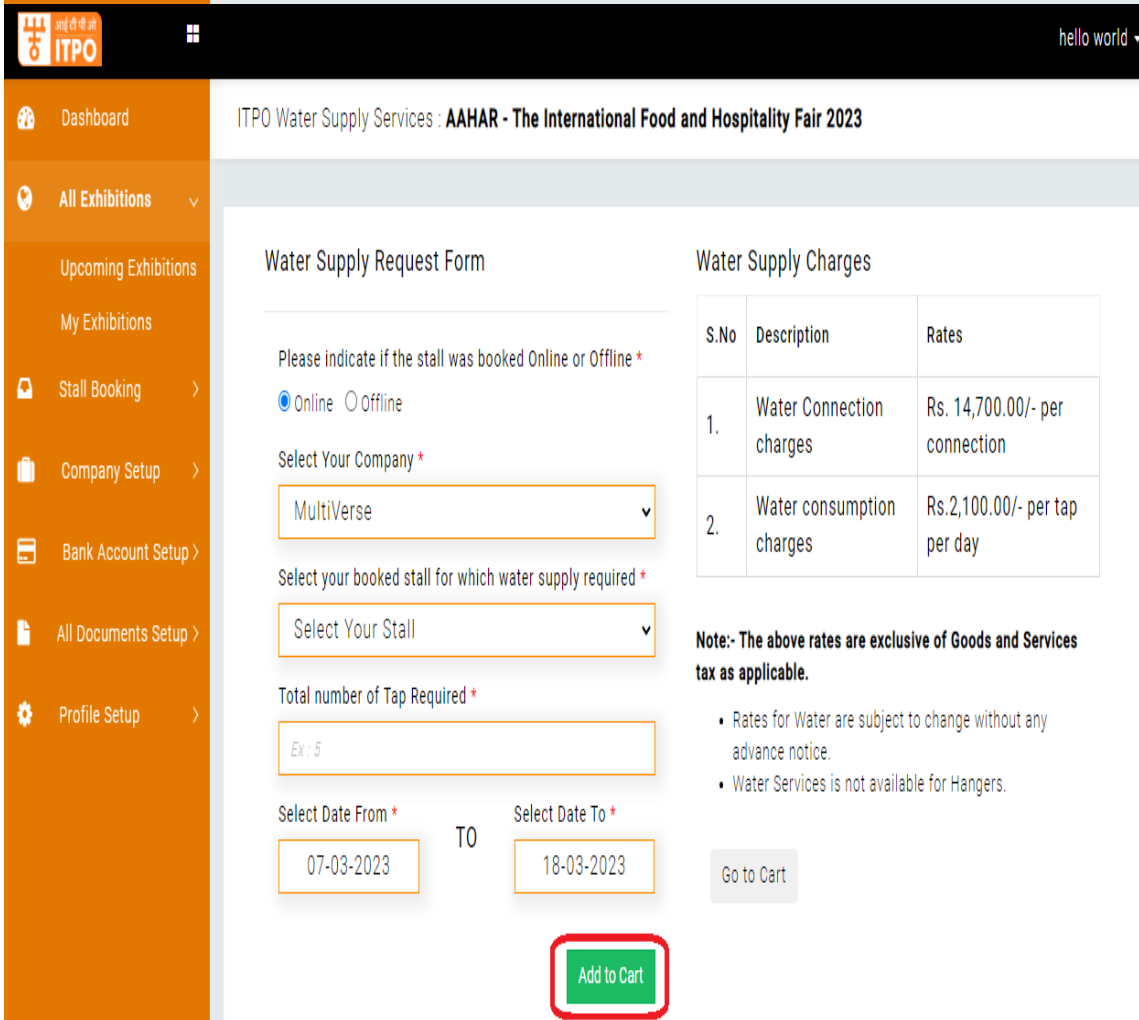
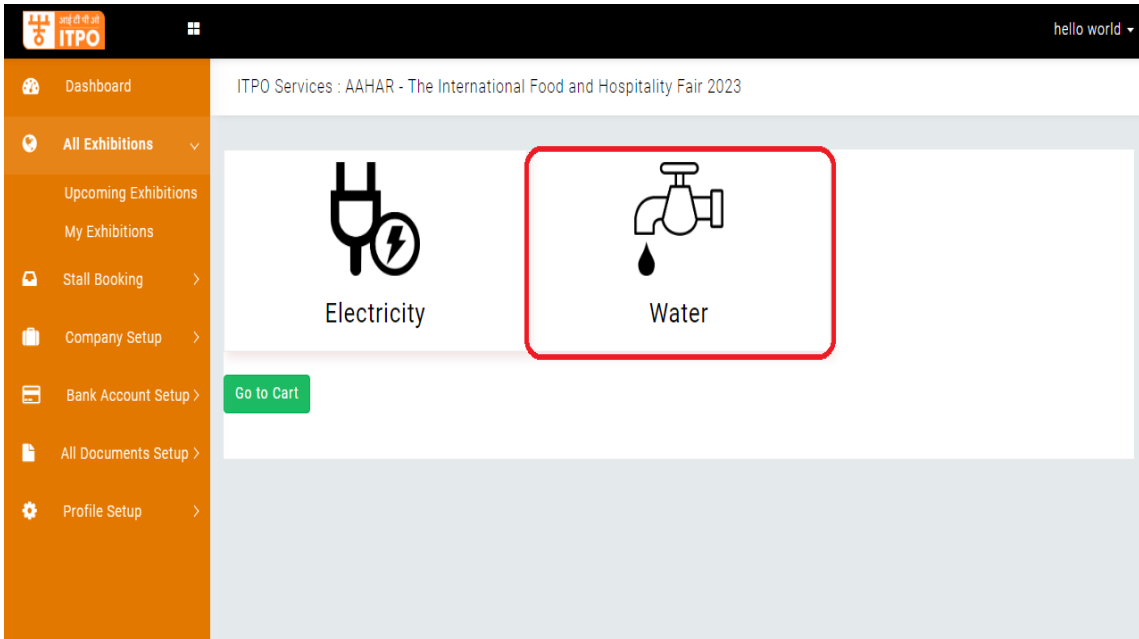
Step 3. The following page will appear which has different buttons for the six different services. In this manual, we will cover the two self-generating items, namely, Electricity Service, Water Service.



Step 4. Electricity Service: - On clicking the Electricity Service Icon on the Services Page, the following screen will appear. On this page, you will be required to fill all the details. In case, the exhibitor has booked space through offline mode, then the exhibitor needs to click on 'Offline' and fill the stall no. which is mandatory. For exhibitors who have booked stalls online, will have to select 'Online', their booth no. will appear automatically. Please note that all details are mandatory. Do not keep any field unfilled. Click on **Add to Cart**.



Step 5. Water Service: - On clicking the water service Icon on the Services Page, the following screen will appear. On this page, you will be required to fill all the details. In case, the exhibitor has booked space through offline mode, then the exhibitor needs to click on 'Offline' and fill the stall no. which is mandatory. For exhibitors who have booked stalls online, will have to select 'Online', their booth no. will appear automatically. Please note that all details are mandatory. Do not keep any field unfilled. Click on **Add to Cart**.



Step 6 : The exhibitor may Add More Services by clicking on Add more Services.

ITPO Service Cart | Fair Name : AAHAR - The International Food and Hospitality Fair 2023

Cart Page

Item	Company Name	Stall	Qty	No of days	Supply Duration	Cost	GST	Total	
Water charges for 1 taps (2023-03-07 to 2023-03-18)	MultiVerse	123	1 taps	12		39900.00	7182.00	47082.00	x
Electricity charges for 12 hours (2023-03-07 to 2023-03-18)	MultiVerse	123	1 KW	12	12	5280.00	950.00	6230.00	x
Total Cost:								53312	

[Add More Services](#) [Checkout](#)

Step 7: If you wish to proceed, scroll down and click on “Checkout”.

ITPO Service Cart | Fair Name : AAHAR - The International Food and Hospitality Fair 2023

Cart Page

Item	Company Name	Stall	Qty	No of days	Supply Duration	Cost	GST	Total	
Water charges for 1 taps (2023-03-07 to 2023-03-18)	MultiVerse	123	1 taps	12		39900.00	7182.00	47082.00	x
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Total Cost:								53312	

[Add More Services](#) [Checkout](#)

Step 7: On clicking “Checkout”, you will see the Proforma Invoice (PI) on the next page. The exhibitor need to select ‘Yes’ or ‘No’ in case they are deducting the TDS. After this click on the ‘Pay Now’ Button at the bottom of the page.

India Trade Promotion Organisation
Email: domesticfairs@itpo.gov.in
Pragati Maidan, New Delhi, India
Tel: +91-11-2337-1540
GSTIN: 07AAAT2955C12X
PAN: AAAT2955C

GSTIN:
PAN:
Date: 23/Feb/2023

Proforma invoice to:
manojpal@gmail.com
Subject: AAHAR - The International Food and Hospitality Fair 2023, 14-18 March

PROFORMA INVOICE AAHAR23

Will you be deducting the TDS?*

Yes

Sr No.	PARTICULARS	UNIT PRICE	AMOUNT	TOTAL
1	Water Connection Charges Stall No. 123			14700
2	Water charges for 1 taps (2023-03-07 to 2023-03-18) Consumption Charges Stall No. 123	2100	1.00 taps * 12 days * 2100	25200
3	Electricity charges for 12 hours (2023-03-07 to 2023-03-18) Consumption Charges Stall No. 123	440	1.00 KW * 12 days * 440	5280
4	Taxable Amount	-	-	45180
5	IGST	-	-	8132
6	CGST	-	-	0
7	SGST	-	-	0
8	Total GST	-	-	8132
-	Interest free refundable security deposit	-	-	4518
-	(-) 10% TDS Deduction	-	-	4518
GRAND TOTAL				53312

* In case of a calculation error the debit/credit will be settled as per the approved tariff for event*

Pay Now

Proforma Invoice was created on a computer and is valid without the signature and seal

Step 8 : On clicking pay now, you will be redirected to the payment gateway page. Please complete the payment within the timeframe as given by the Payment Gateway.

After completing the payment successfully, you will be able to see the completed booking of services on your dashboard.

The payment modes available on the payment gateway are:- Credit Card, Debit Card, Net Banking and UPI.