Major Functions which a user can perform through this portal are:

A. Application form of Package.
B. Application view of Package.

A. Application form.

1. After opening the website (https://my.msme.gov.in), click on Procurement Marketing Support link shown in the screen below.
2. After clicking on link the page will be displayed. Enter valid Udyog Aadhar number and PAN Number (as per MSME DataBank) after that click on verify me button as shown in screen below.

3. After successfully validating the Udyog Aadhar the dashboard will be open, click on icon as shown in screen below.
4. After click on icon the page will be display. Applicant can submit the application by clicking on icon as shown in screen below.

5. After click on icon the application form will be display. After fill all the detail click on button as shown in screen below.
6. Application form contd. After click on button as shown in screen below data is saved and Part 4(Upload Related) will display.

7. Application form contd. Upload the document and click on final submit button as shown in screen below.
8. After click on final submit button the confirmation message will be displayed. Click on ok button for submitting an application as shown in the screen below.

B. Application view of Package

1. After click on button the application will be submitted. Applicant can check the view of submitted application by clicking on icon as shown in the screen below.
2. After click on link the application view will be display. Applicant can check the application view of submit application as shown in screen below.
3. Application View Contd...

PART-III: Payment Details

<table>
<thead>
<tr>
<th>Name of scheme</th>
<th>Actual Expenditure (in Rs)</th>
<th>Amount admissible as per scheme guidelines (in Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging consultancy charges</td>
<td>30000.00</td>
<td>30000.00</td>
</tr>
</tbody>
</table>

Submit & Go to next

PART-IV Upload Related

1. Bank mandate form
   - Choose File
   - Upload
   - View/Download

2. Pre-receipt
   - Choose File
   - Upload
   - View/Download

3. Copy of expenditure on travel/publicity/weight charges
   - Choose File
   - Upload
   - View/Download

4. Bills/ Voucher of space
   - Choose File
   - Upload
   - View/Download

5. Photograph
   - Choose File
   - Upload
   - View/Download

Each file size should not exceed 4MB.

Declaration

I/We hereby certify that the above information is correct and is based on the actual expenditure incurred.

[ ] It is also certified that the unit has not claimed/applyed for financial assistance from any other Ministry/Department of the Government of India or any other State Government or any Government Institution/Agency for the above mentioned component of PADC.

[ ] It is also certified that the air ticket was purchased at the cheapest available economy rate, in case of International Trade Fairs/Exhibitions.

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END OF PACKAGE- User Manual