Surat Municipal Corporation

User Manual for

STALL BOOKING REGISTRATION

URL: *https://www.suratmunicipal.gov.in/Stallbooking*

Please follow the following Steps to BOOK STALL BOOKING REGISTRATION:

Step 1: Enter URL   *https://www.suratmunicipal.gov.in/Stallbooking*

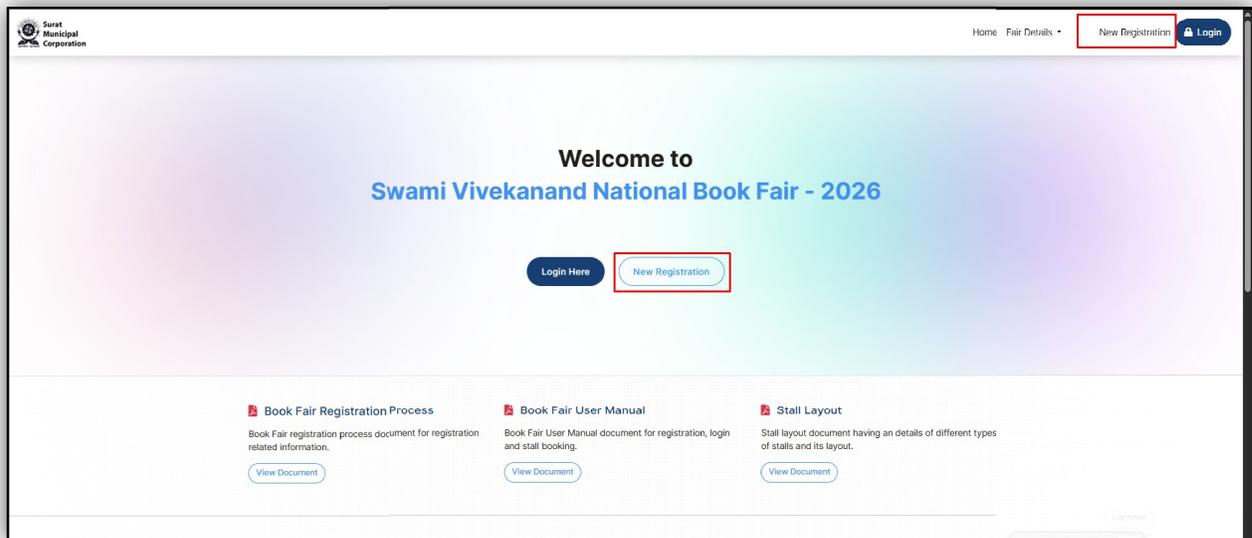Step 2: Click on the "New Registration" button.

Figure.1

Step 3: It will redirect to below page.

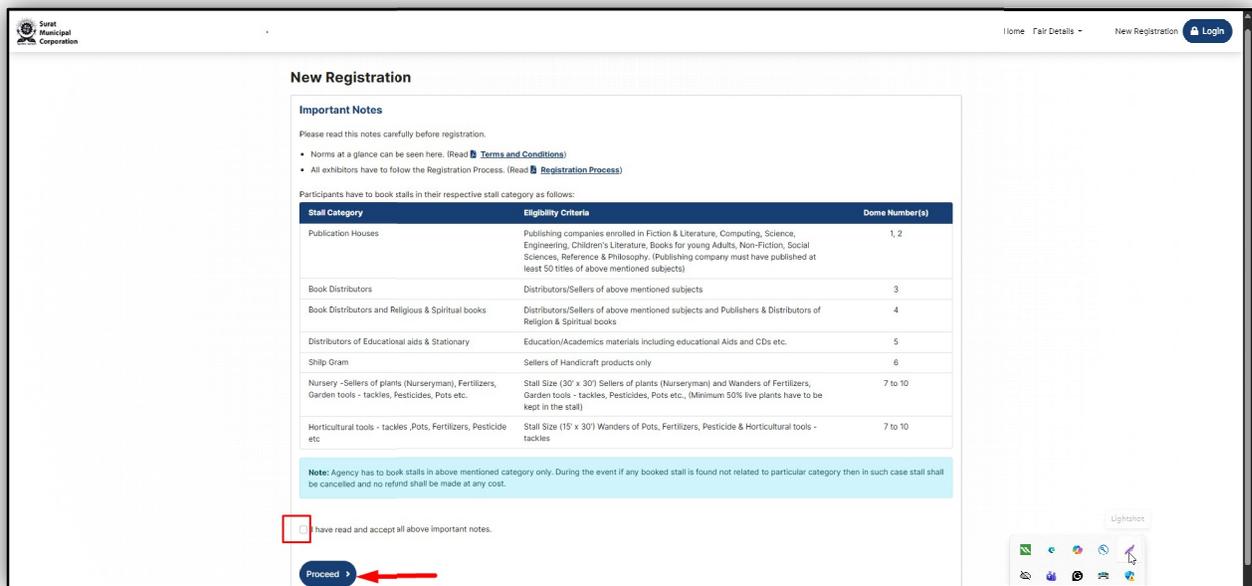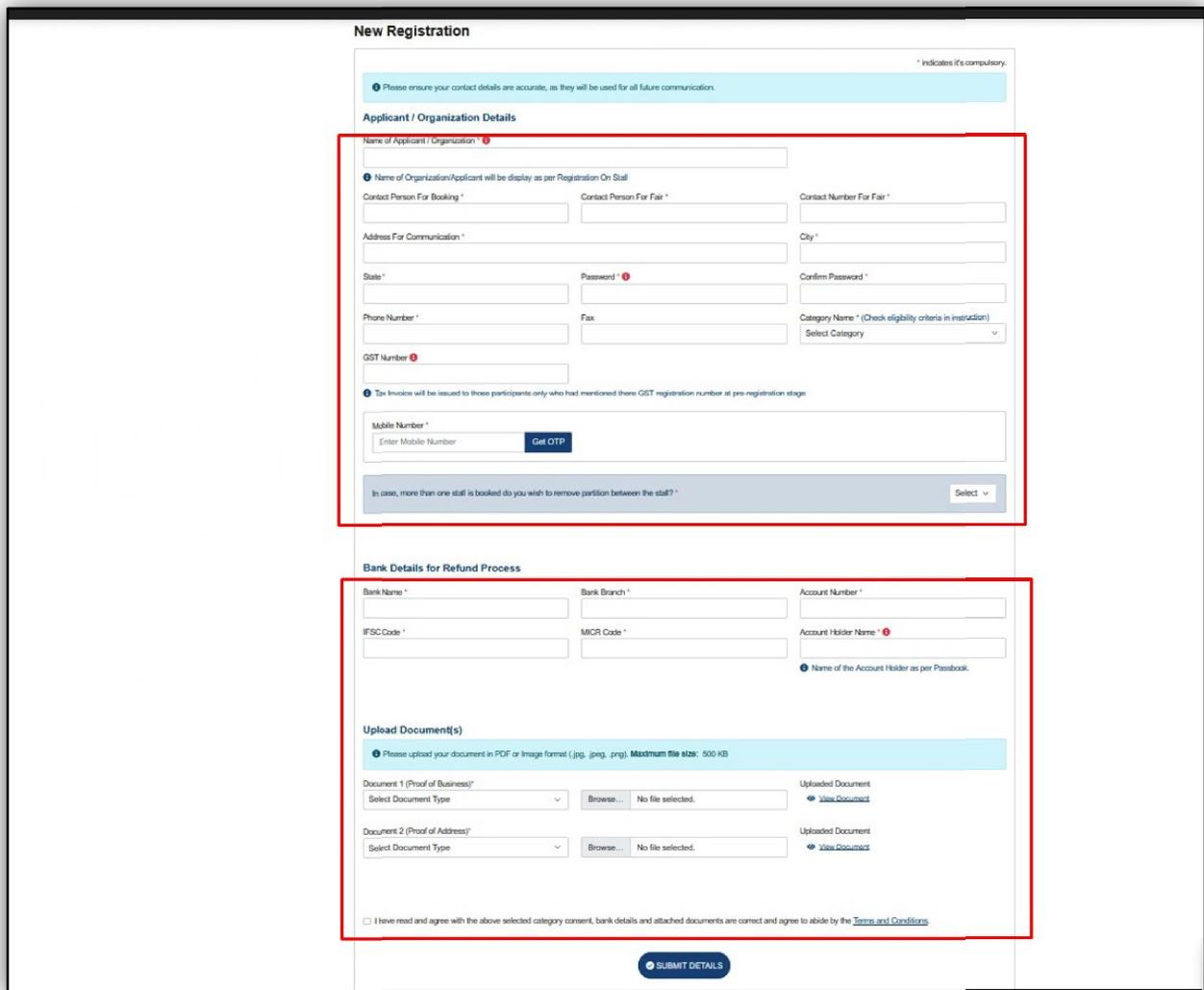**Step 4:** Select the Checkbox and click on "PROCEED" button.

Figure.2

Step 5: It will redirect on "NEW REGISRATION" form page.

Step 6: Fill the form as valid inputs required as per "Applicant/Organization Details" and the "Bank details for Refund Process" section.

Figure.3

Step 7: To verify your Mobile Number just enter Mobile Number and click on "GET OTP" button at that time it will send OTP on your device and display the success message as a "OTP has been sent to your mobile".

Step 8: Now enter received OTP and then click on "VERIFY OTP" button. After successfully the mobile number verification, it will display success message as a "Mobile number verified successfully".

Figure.4

Step 9: Once your Mobile number is verified, it will enable the Email field.
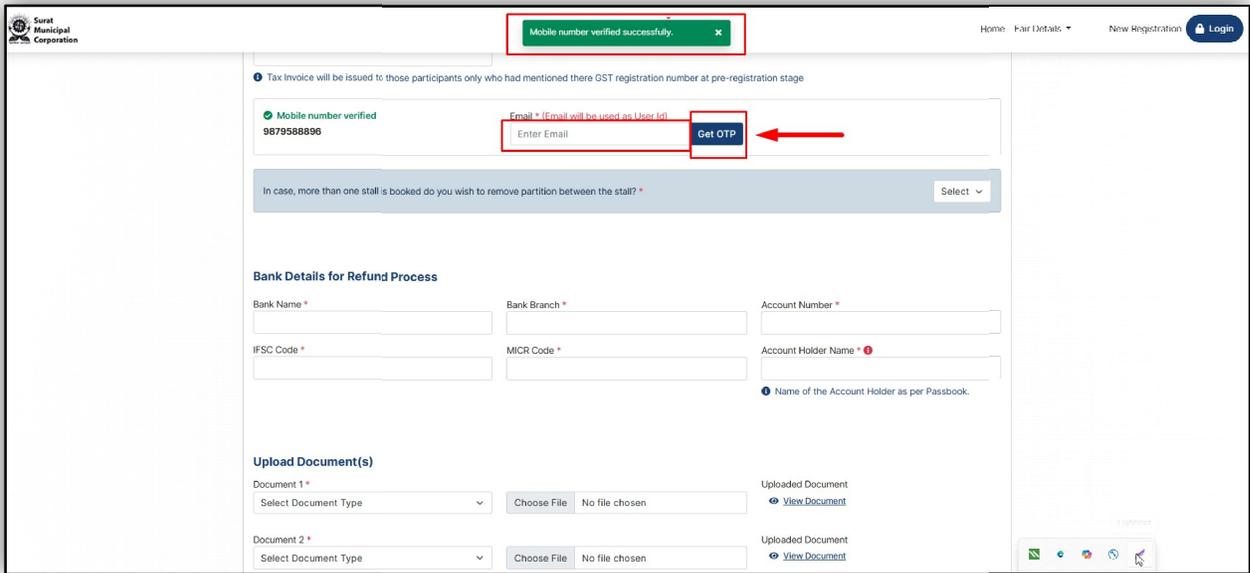
Figure.5

Steps 10: To verify your Email ID, just enter Email address and click on "GET OTP" button at that time it will send OTP on your Email ID and display the success message as a
"OTP has been sent to your Email ID".
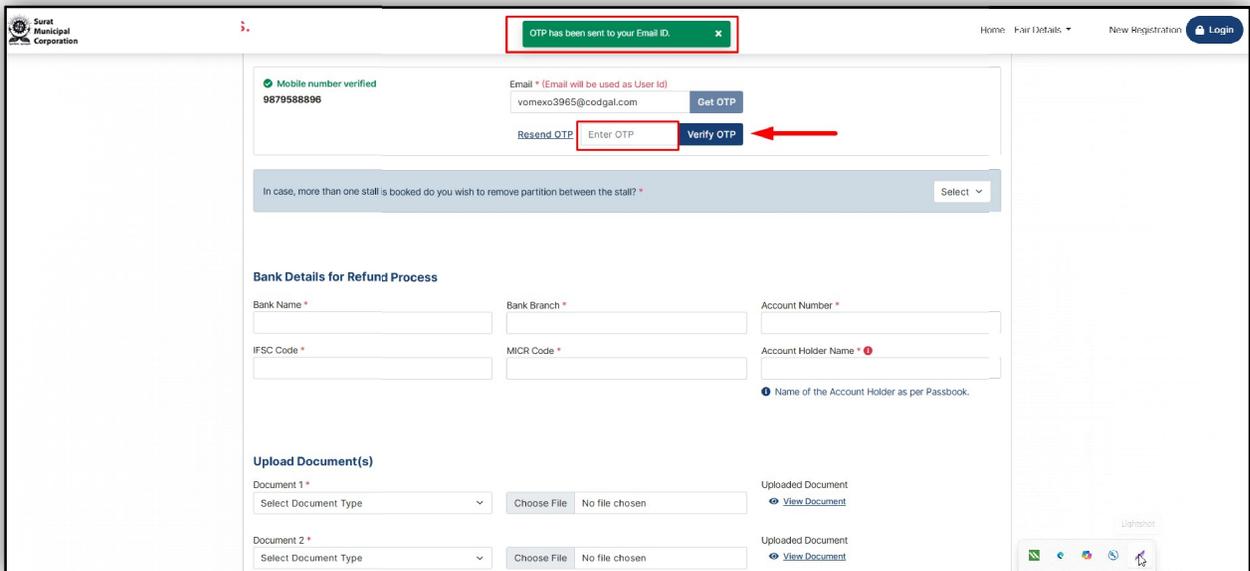
Figure.6

Step 11: Now enter received OTP and then click on "VERIFY OTP" button. After successfully the Email ID verification, it will display success message as a "Email verified successfully".
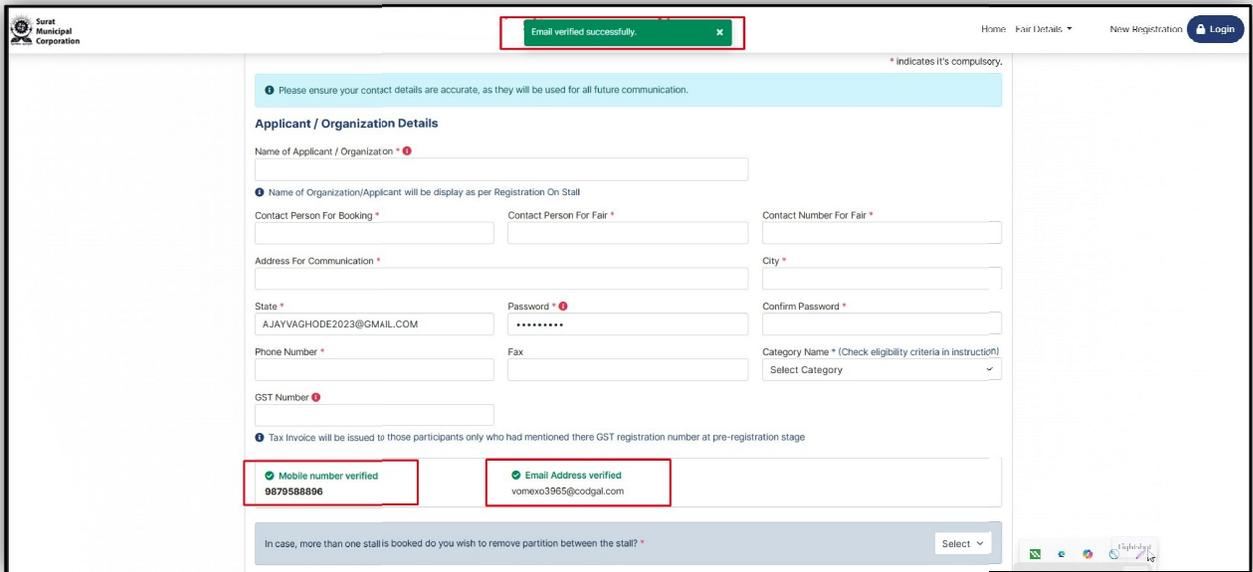
Figure.7

Step 12: Once filled each and every fields and verified Mobile Number & Email ID, after that select the checkbox of "Terms and Condition" and click on "SUBMIT DETAILS" button,

Figure.8

Step 13: It will display success message as "Registration completed successfully" and redirected on Home page.
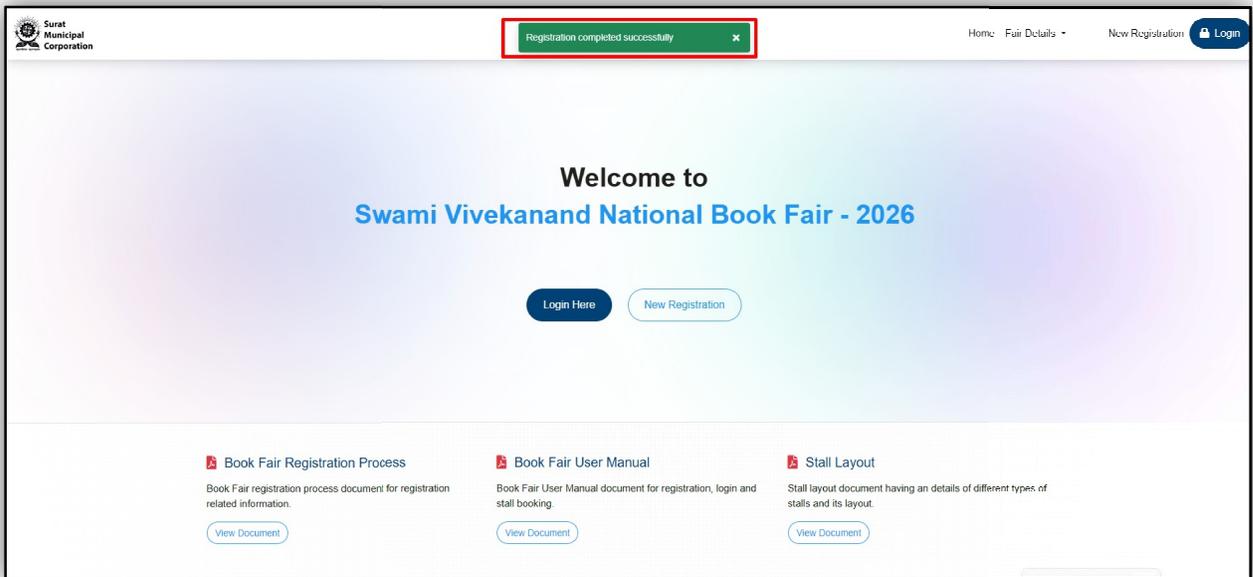
Figure.9

User Manual for
USER LOGIN

URL: *https://www.suratmunicipal.gov.in/Stallbooking*

NOTE: Upon successful registration, you will receive a confirmation email and SMS from SMC.You can Login into the system. The facility to add funds to the wallet and stall booking will be enabled only after document approval by the SMC team.

Step 14: Enter your registered Email ID & Password and the correct captcha code and click "LOGIN" button.(After User registration successfully done then only user can login)
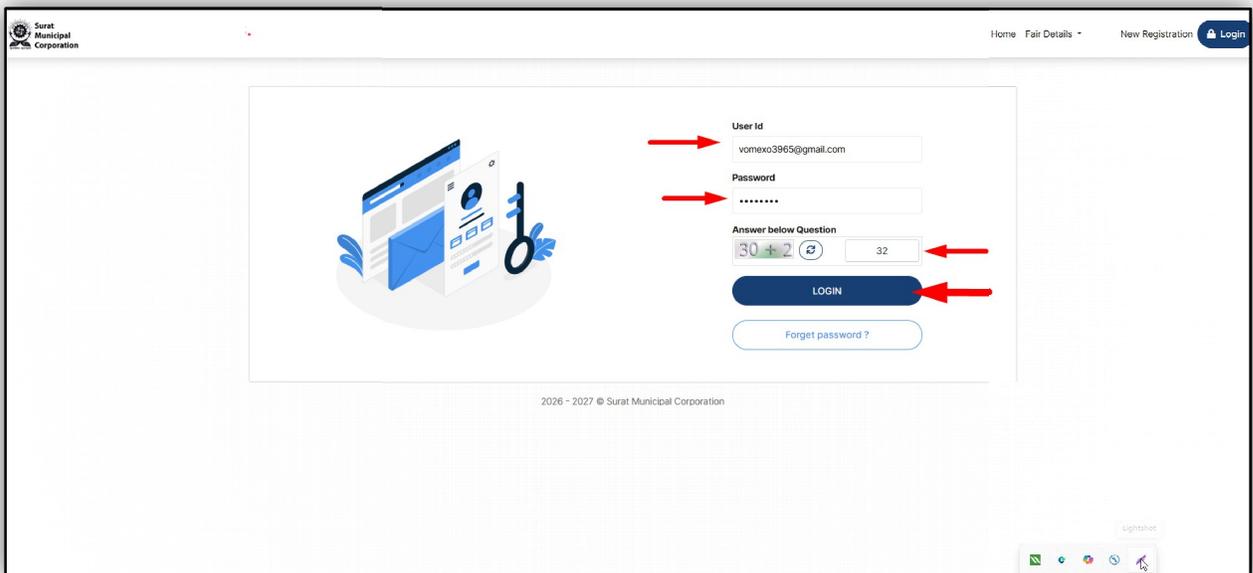
Figure.10

Step 15: After user login it will redirect to below the Dashboard page as below.
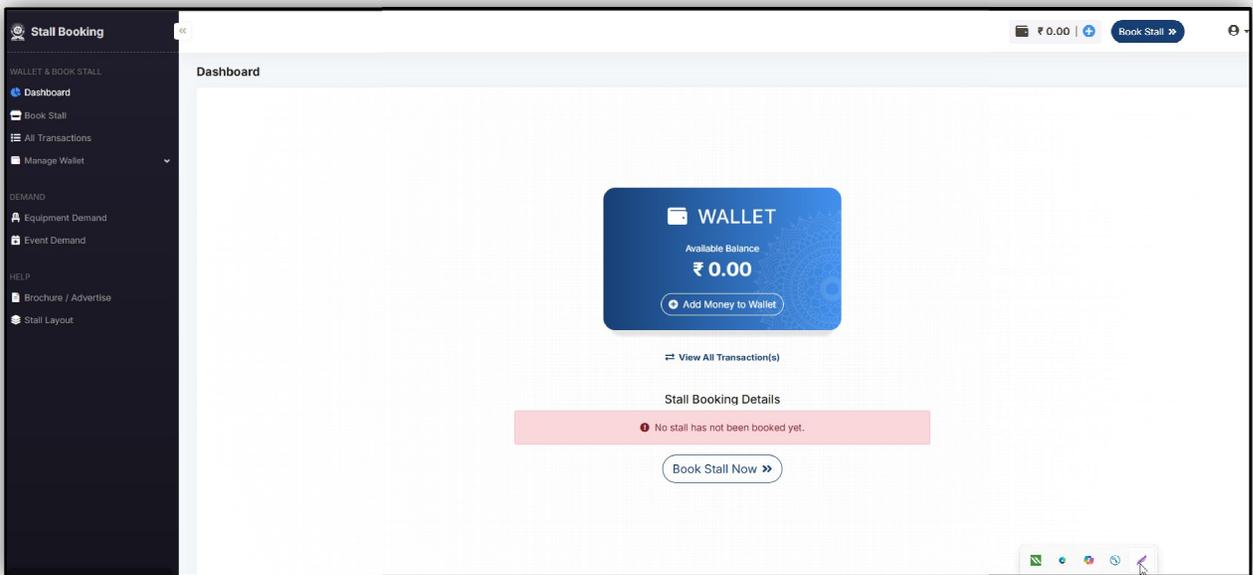
Figure.11

User Manual for
ADD MONEY TO WALLET

NOTE: The facility to add funds to the wallet and stall booking will be enabled only after document approval by the SMC team, and notification for the same will be sent through email and SMS.

- **If the SMC team approves your document, you can add funds to Wallet. Stall booking will start from 13/02/2026 11:00 AM onwards.**

- **If SMC team rejects your document, you need to log in to the system and upload your valid document as per the remark by the SMC team for re-verification.**

Step 16: Before user's document verification when user trying to do "BOOK STALL" or "ADD MONEY TO WALLET" it will display restriction message as "Your documents have not been verified yet. Book Stall functionality is restricted."
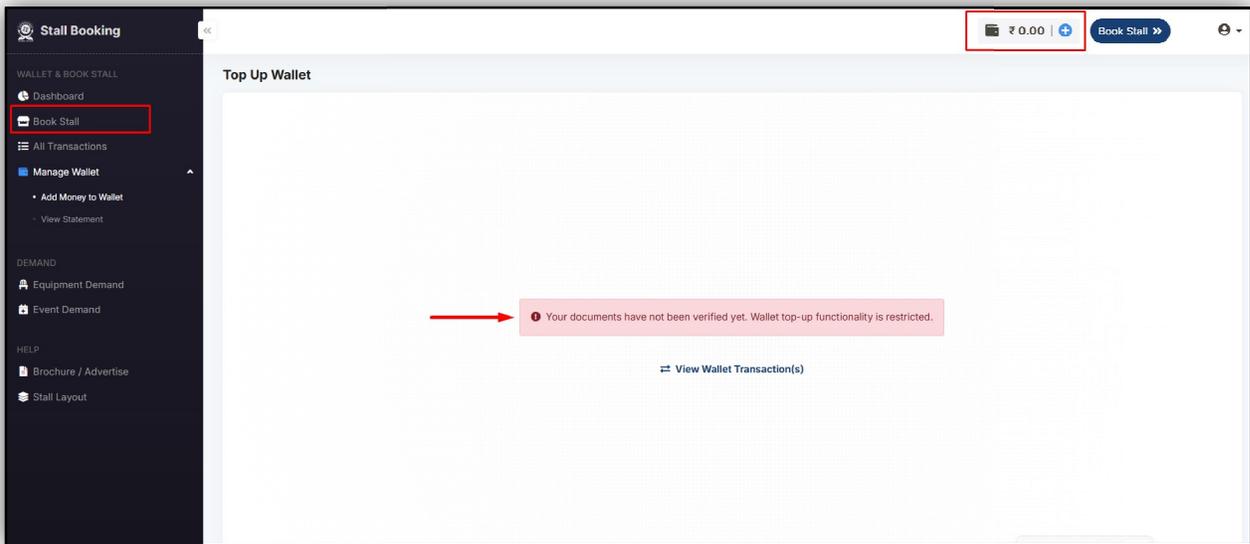
Figure.12

Step 17: Whenever user's documents are APPROVED successfully from backend team. (User will get notification on registered Email ID and Text message for that your Document VERIFIED successfully, after that User can do ADD MONEY TO WALLET as well BOOK STALL booking.)

Step 18: Now to add money into your wallet, you need to click "ADD MONEY TO WALLET" button (You can add money into wallet using as below marked 2 buttons)
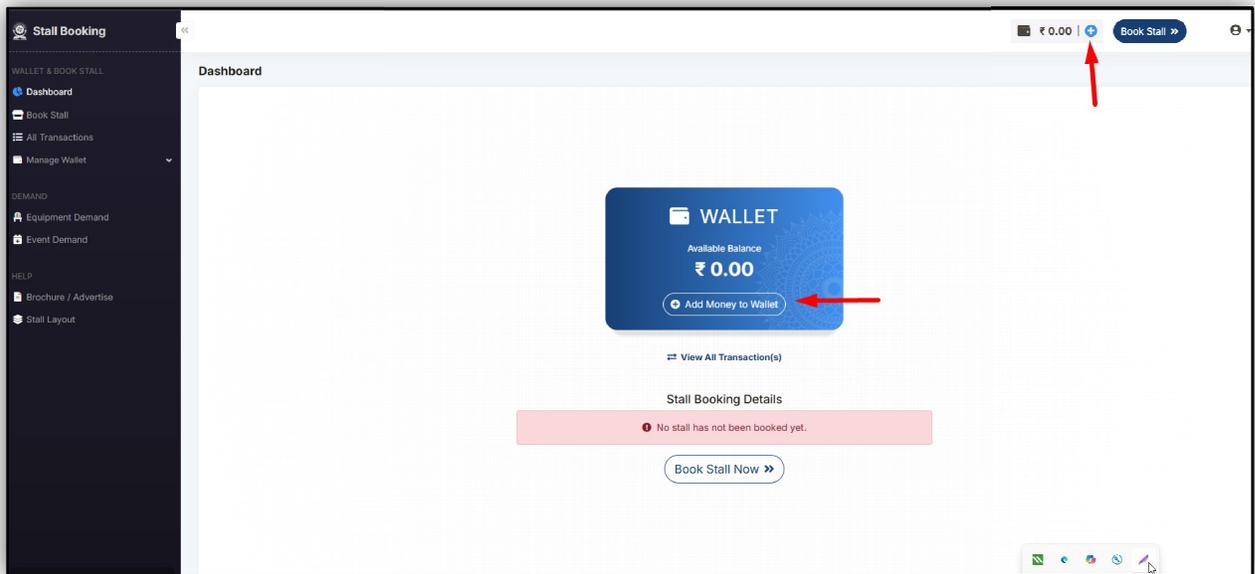
Figure.13

Step 19:   Click on "ADD MONEY TO WALLET" button it will redirect Top Up Wallet page.

Step 20:   Now, you need to enter your Amount and click on "ADD" button.
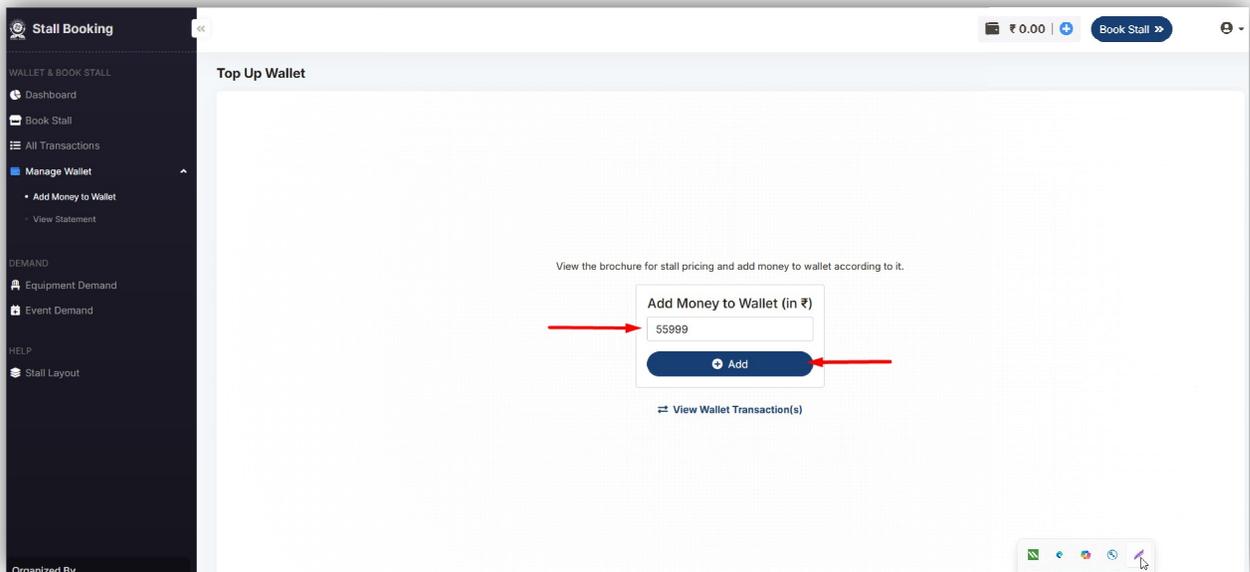
Figure.14

Step 21: It will ask confirmation popup and click on "Yes Proceed" button.
(Confirmation for that you are adding amount into your wallet)
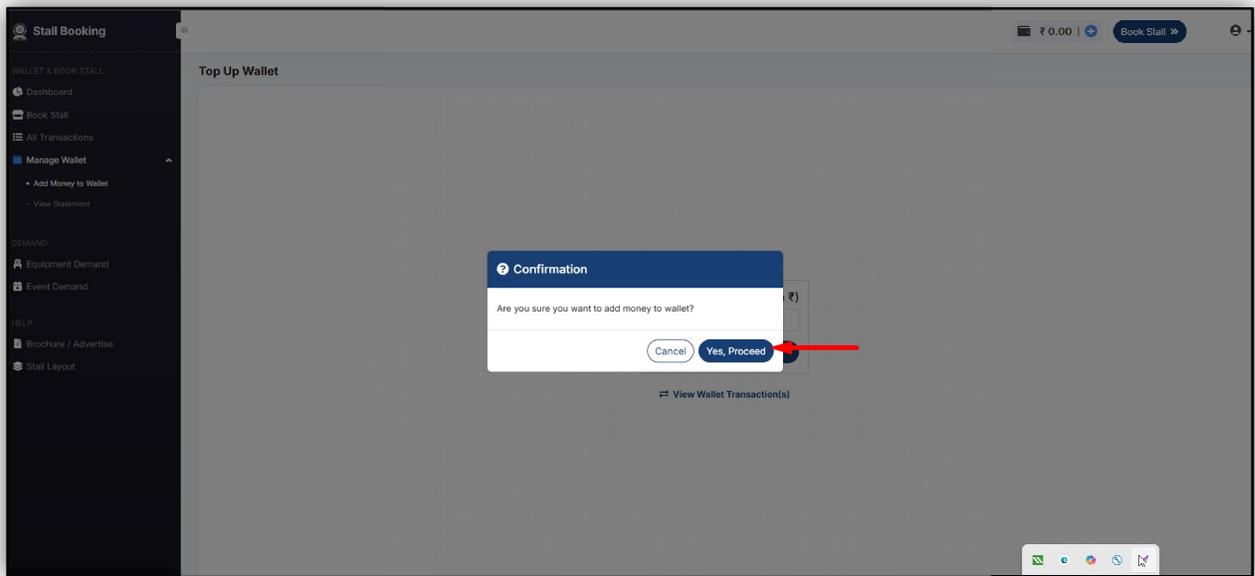
Figure.15

Step 22: It will display Payment popup with AMOUNT and different types of payment method options (You can select any payment methods as per your choice)
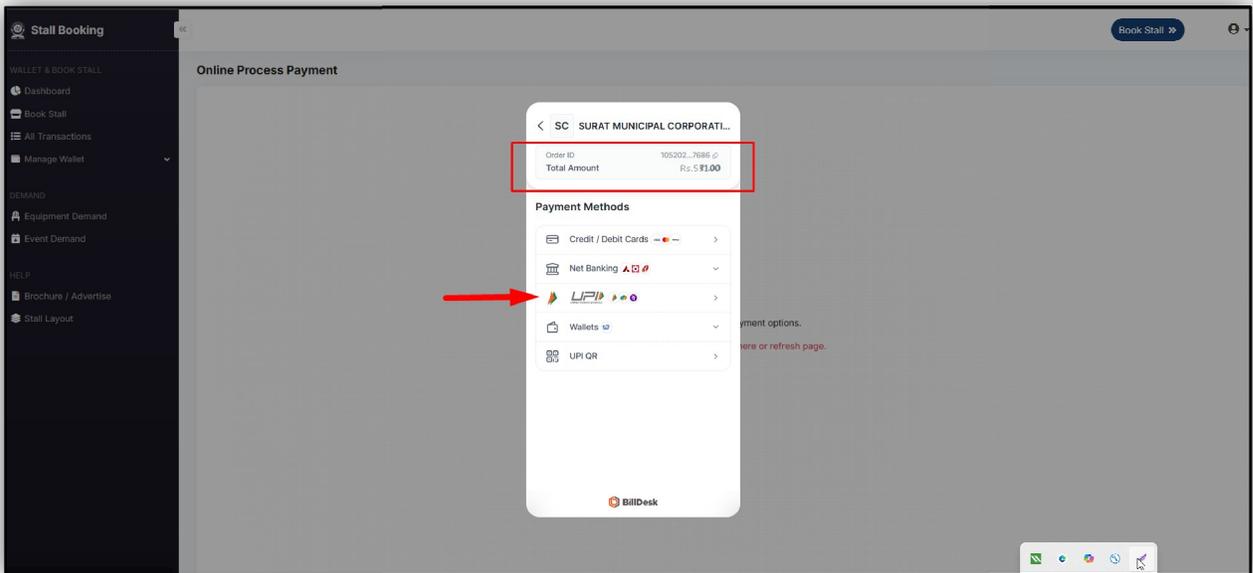
Figure.16

Step 23: Once you select UPI option at that time it will generate QR CODE. You can scan the QR CODE using your mobile device and Do payment.

Figure.17

Step 24: Once payment successfully done, it will redirect to below SUCCESS status page. (You can also check your wallet with added amount as reflected into wallet. You will also receive the Payment Transaction text message and mail on your registered Email ID too.)

Step 25: Click on "DOWNLOAD RECEIPT" button it will download your actual SMC payment receipt in PDF format and check it.

Figure.18

User Manual for
USER STALL BOOKING

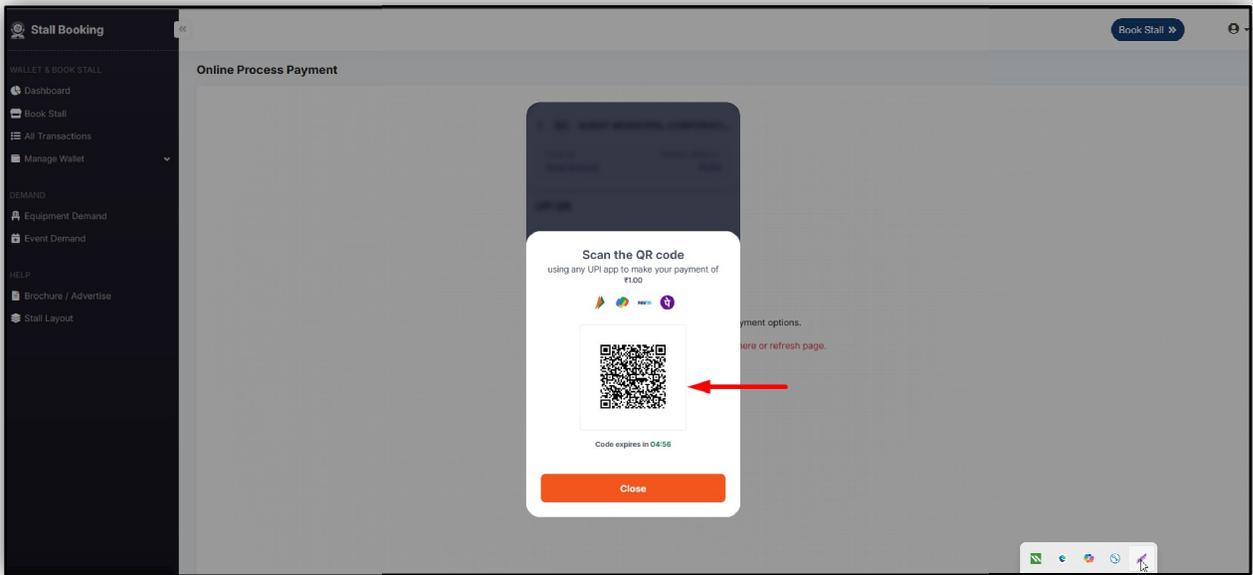**NOTE:** **The facility to add funds to the wallet and stall booking will be enabled only after document approval by the SMC team, and notification for the same will be sent through email and SMS.**

- **If the SMC team approves your document, you can add funds to Wallet. Stall booking will start from 13/02/2026 11:00 AM onwards.**

- **If SMC team rejects your document, you need to log in to the system and upload your valid document as per the remark by the SMC team for re-verification.**

Step 26: Before booking your own stall, you can click on "STALL LAYOUT" menu from left side penal and it will open FAIR LAYOUT PLAN file so that you can select exact dome and stall as per your budget and requirements.
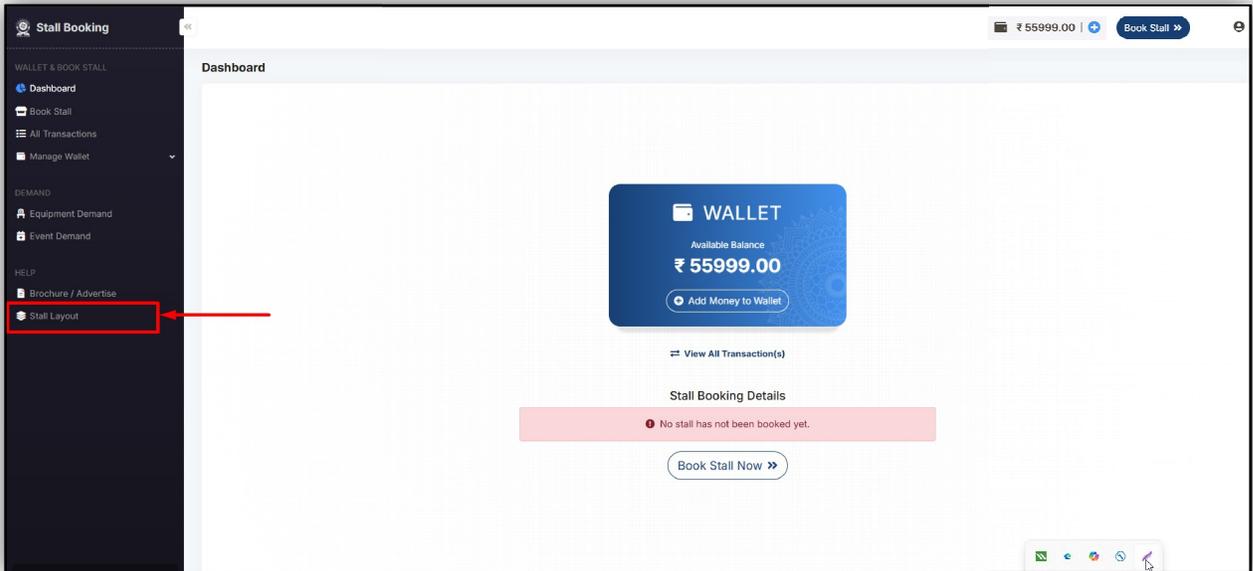

Figure.19

Step 27: Now, you need to click "BOOK STALL" menu from left side panel and it will redirect to below page.

Step 28: Click on Dome field to select your specific DOME from dropdown,

Step 29: Click on Stall Type field to select your specific STALL TYPE from dropdown,

Step 30: Select the STALL NUMBER as per your choice,(Maximum 4 stall booking allowed.)

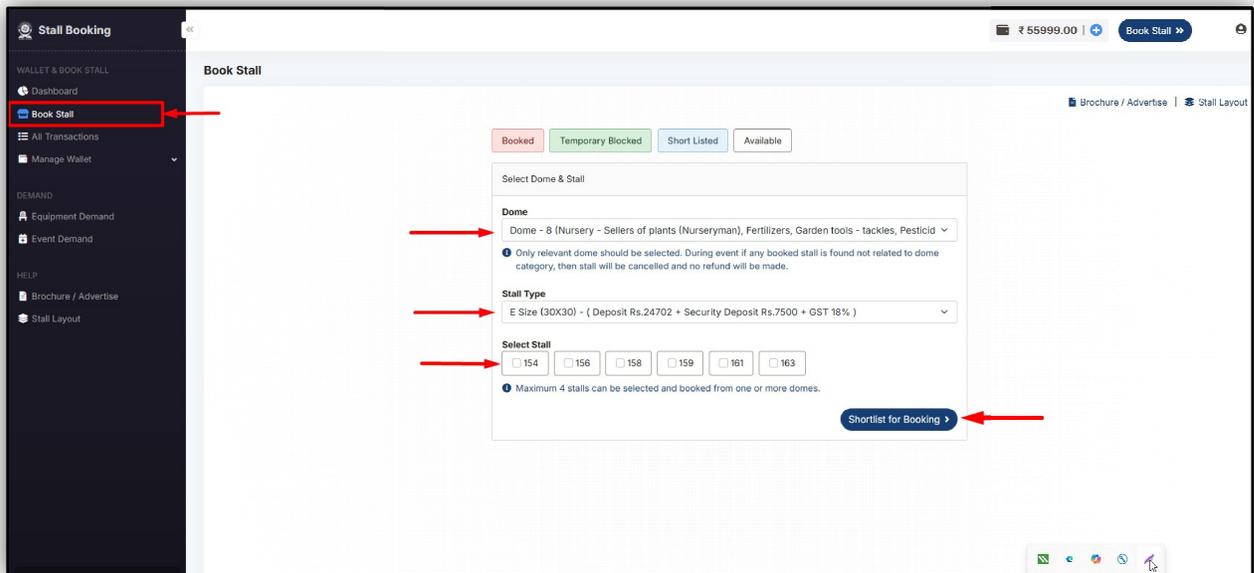**Step 31:** Now click on "SHORTLIST FOR BOOKING" button

Figure.20

Step 32: When you click on "SHORTLIST FOR BOOKING" button at that time it will display Selected Stall Details section as below.(e.g. Stall type, Stall No., Amount)
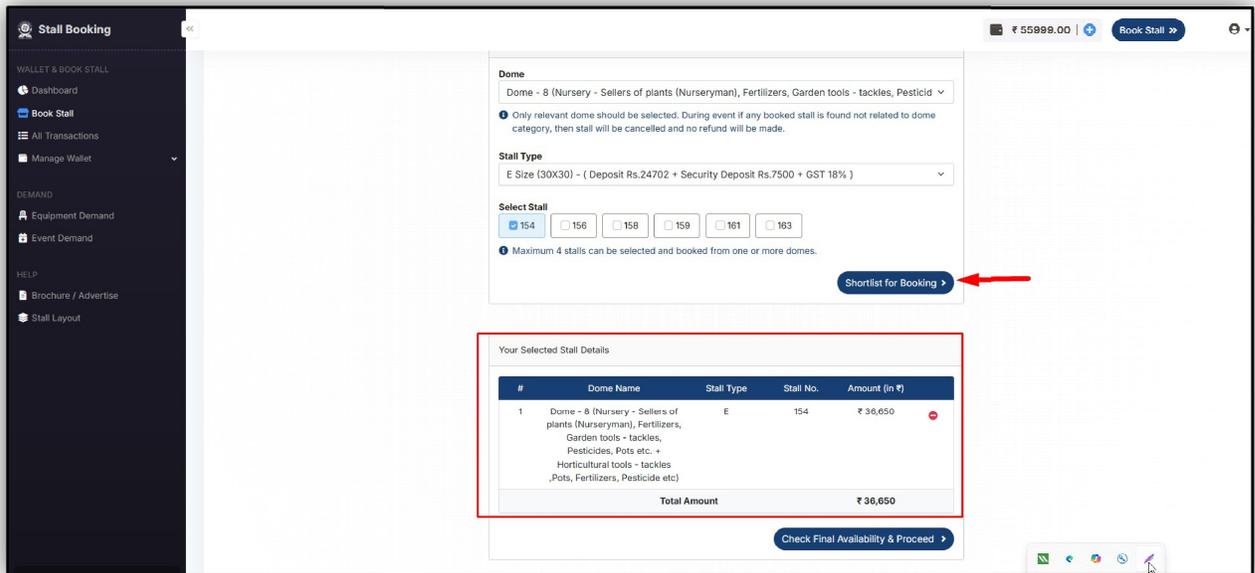

Figure.21

Step 33: Now click on "CHECK FINAL AVAILABILITY & PROCEED" button and it will display "Booking finalization & Payment" section with TOTAL AMOUNT, WALLET USED AMOUNT and AMOUNT TO BE PAID field section as below.
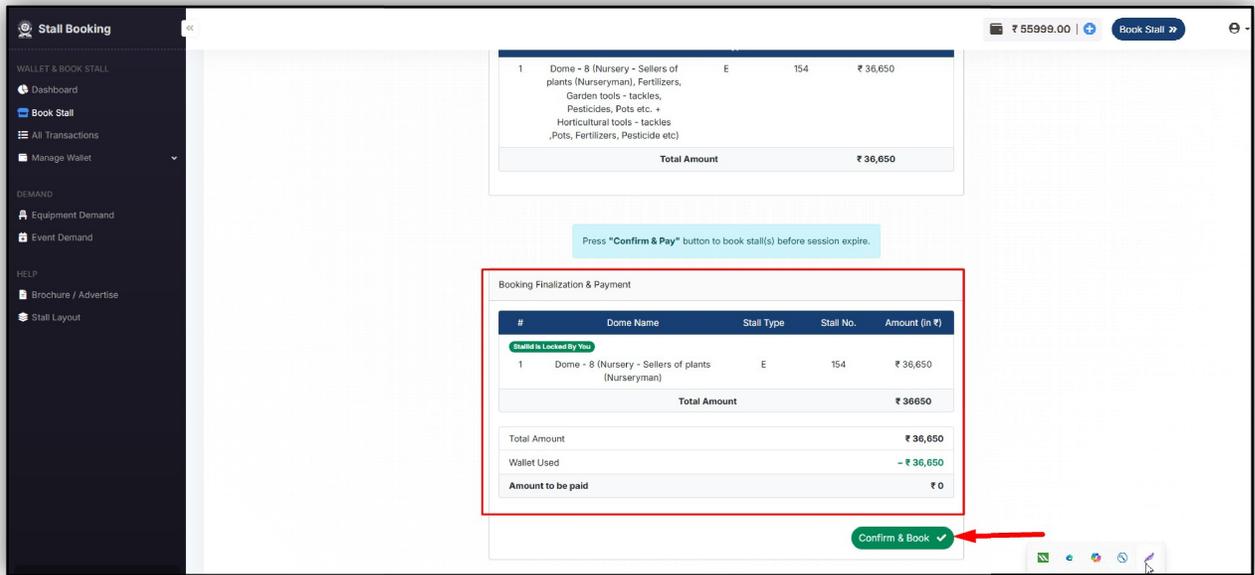

Figure.22

Step 34: When you click on "CONFIRM & PAY" button at that moment it will ask confirmation popup and click on "Yes, Proceed" button.
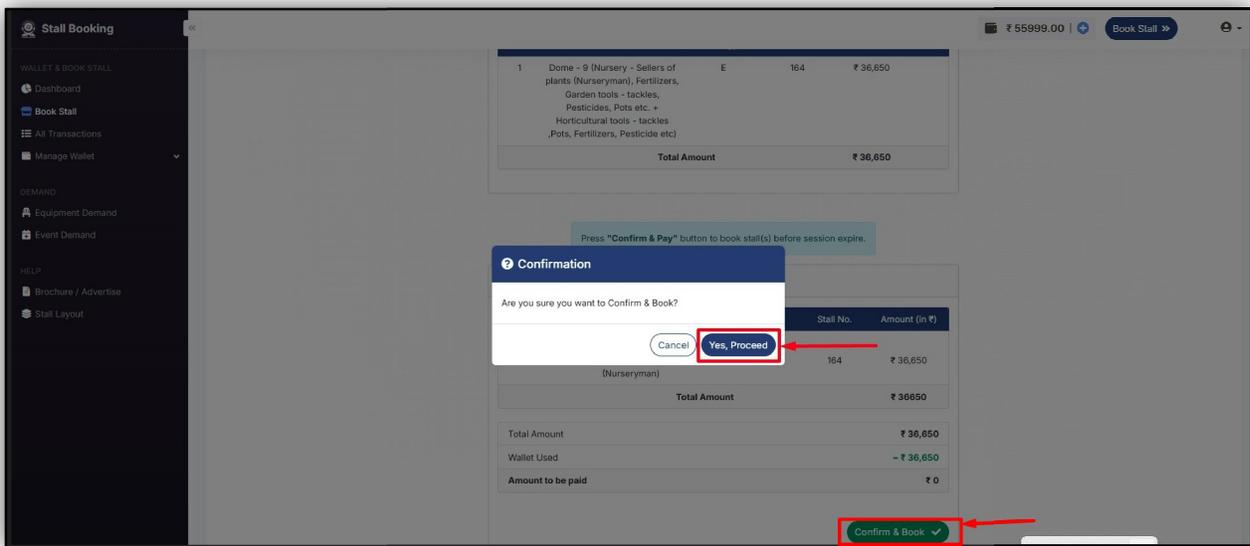

Figure.23

Step 35: After click on "Yes, Proceed" button, If wallet having sufficient money so amount will be default deduct from your wallet and display SUCCESS status page as below.
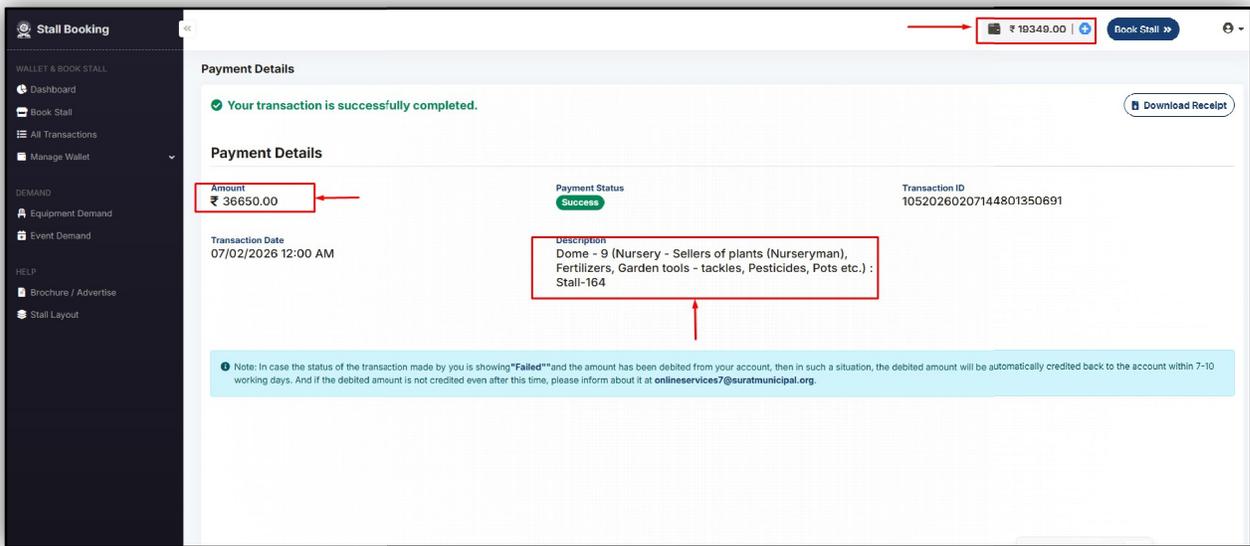(You can check wallet amount is decreased) OR

Figure.24

Step 36: OR After click on "Yes, Proceed" button, If wallet having LESS amount so it will take money from Wallet + Other payment methods to do payment process and once payment done it will display SUCCESS status page as below.(You can check wallet amount is decreased and you will get notification on mail and Text message that your stall booked successfully.)
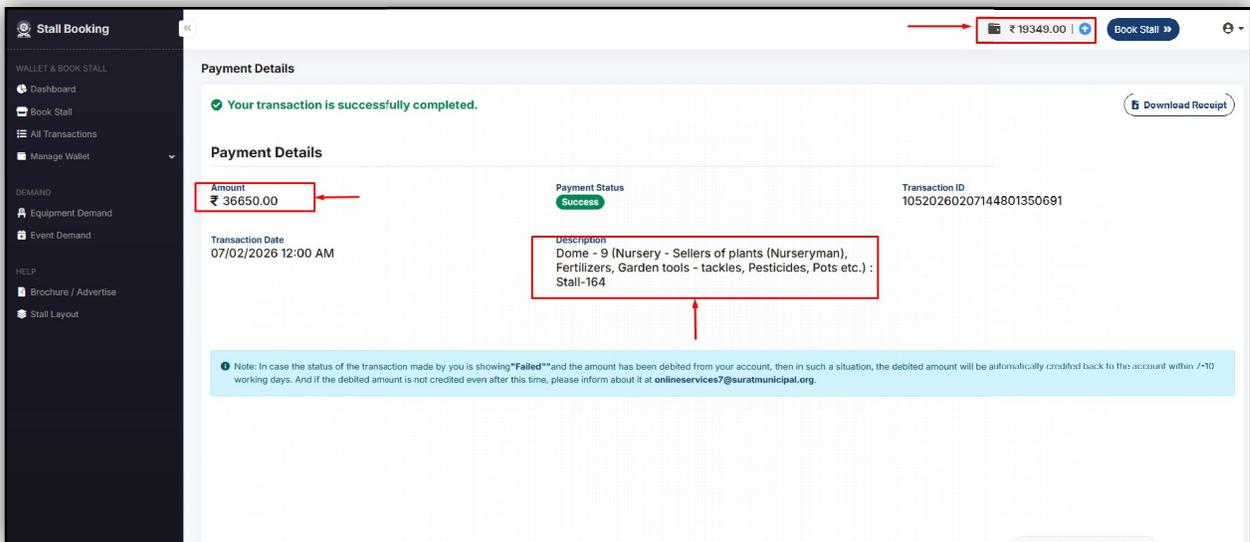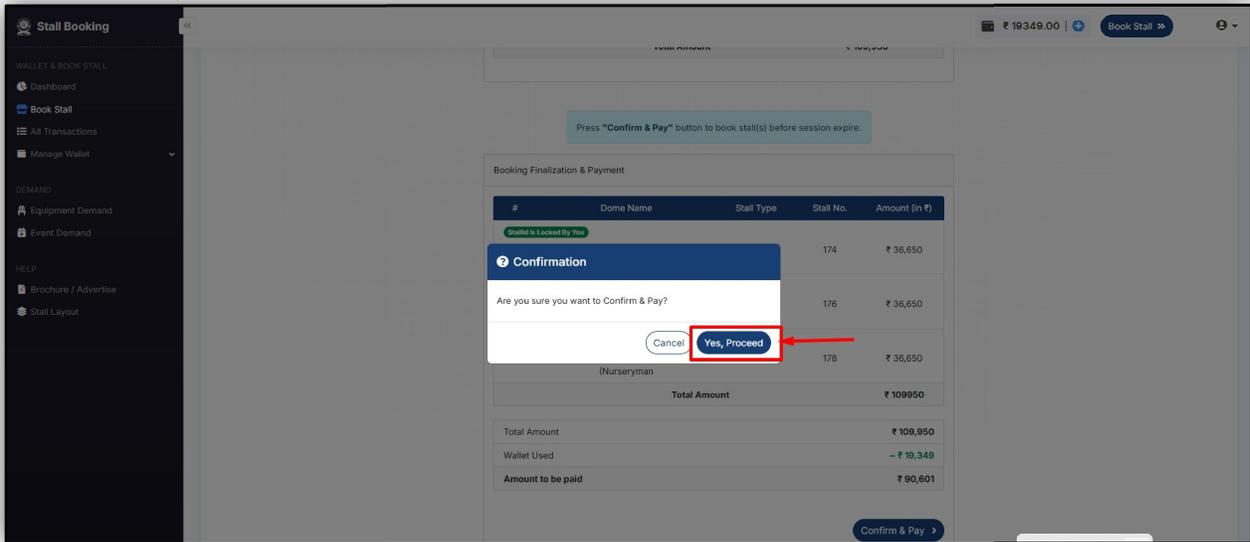

Figure.25