

## MSEFC Delayed Payment Monitoring System- Entrepreneur Manual

**Web Address: <http://samadhaan.msme.gov.in>**

Four Major Functions which an Entrepreneur can perform thru this portal are:

- A. Application Entry.
- B. Entrepreneur Application List
- C. Update Payment (Mutual settlement).
- D. Check Case Status.

### A. Application Entry

1. After opening the website (<http://samadhaan.msme.gov.in>), click on button shown in screen below. Enter the valid Udyam registration number and Mobile number as in Udyam registration and click on button as shown in screen below.

The screenshot shows the 'Entrepreneur Validation' form on the MSME SAMADHAAN portal. The form includes fields for Udyam Registration Number, Mobile Number, and Verification Code. A red arrow points to the 'Validate Udyam Registration' button. The right sidebar contains instructions for validation and a list of steps to follow.

Ministry of Micro Small and Medium Enterprises  
(Government of India)  
MSME SAMADHAAN- Delayed Payment Monitoring System

English Case Filing for Entrepreneur/MSE Units Check Case Status Factsheets Officer Login

**Entrepreneur Validation**

\* Please Select the Type of MSME Registration  
 Udyog Aadhaar Number  Udyam Registration Number

\* 1. Udyam Registration Number (Example : UDYAM-XY-07-1234567)  
UDYAM-

\* 2. Mobile Number as in Udyam Registration.  
Mobile number should be of 10 digits must start with 9, 8 or 7

\* Verification Code  
Fill the verification code given below

**Validate Udyam Registration** Reset

If you have Udyam Registration, kindly validate your Udyam Registration Number with Mobile Number as in Udyam Registration and file application. Otherwise Register in Udyam Registration by [Clicking Here](#) and come back to MSME Samadhaan portal.

Instructions for Entrepreneur Validation:

A. For filing of new application please select Udyam registration. For checking the application filed through UAM please select UAM.

B. Enterprise having EM-II may approach MSEFC concerned for filing of application.

C. Important Note : Before you proceed to file application of delayed payment, please see following.

1.You should be ready with the scanned PDF documents of work orders of Respondent and invoices generated by you against those work orders.  
2.Each file size should not be more than 2MB.

D. Please follow the process below to File application

1. Enter Your Udyam Registration Number
2. Enter Your Mobile Number as in Udyam Registration
3. Enter verification code as displayed
4. Click on Validate Udyam Registration button to receive your OTP on email registered during Udyam Registration.

2. After validate Udyam registration number and Mobile number the OTP will be sent to registered email ID on MSME Registration. Please check your email id for verify your Udyog Aadhaar or Udyam Registration number and enter the OTP and click on button as shown in screen below

The screenshot shows the 'Verify OTP' step on the MSME SAMADHAAN portal. The form includes a field for the OTP and a 'Continue' button. A red arrow points to the 'Continue' button. The right sidebar contains instructions for verification and a list of steps to follow.

Ministry of Micro Small and Medium Enterprises  
(Government of India)  
MSME SAMADHAAN- Delayed Payment Monitoring System

English Case Filing for Entrepreneur/MSE Units Check Case Status Factsheets Officer Login

**Entrepreneur Validation**

VERIFY OTP( ONE TIME PASSWORD)

Enter Your OTP  
Enter Your OTP

**Continue** OTP(One Time Password) sent to registered email ID on MSME Registration, This OTP valid upto 30 Minutes, kindly check your email id for verify your Udyog Aadhaar or Udyam Registration number.

If you have Udyam Registration, kindly validate your Udyam Registration Number with Mobile Number as in Udyam Registration and file application. Otherwise Register in Udyam Registration by [Clicking Here](#) and come back to MSME Samadhaan portal.

Instructions for Entrepreneur Validation:

A. For filing of new application please select Udyam registration. For checking the application filed through UAM please select UAM.

B. Enterprise having EM-II may approach MSEFC concerned for filing of application.

C. Important Note : Before you proceed to file application of delayed payment, please see following.

1.You should be ready with the scanned PDF documents of work orders of Respondent and invoices generated by you against those work orders.  
2.Each file size should not be more than 2MB.

D. Please follow the process below to File application

1. Enter Your Udyam Registration Number
2. Enter Your Mobile Number as in Udyam Registration
3. Enter verification code as displayed
4. Click on Validate Udyam Registration button to receive your OTP on email registered during Udyam Registration.

3. After OTP validation the entrepreneur dashboard will be open, for filed the application click on icon as shown in screen below.

The screenshot shows the top navigation bar of the MSME SAMADHAAN- Delayed Payment Monitoring System. The header includes the Ministry of Micro Small and Medium Enterprises (Government of India) logo and the slogan 'एक कदम स्वच्छता की ओर'. The main navigation menu contains 'Application Entry', 'Entrepreneur Application List', 'Update Payment', 'Update PAN/GSTIN No.', and 'Logout'. A red arrow points to the 'Application Entry' link. Below the navigation bar, the 'APPLICATION LIST' section is visible, featuring a search bar, a table with columns for S.No., Temp Case No., ApplicationStatus, Approved Case No., Application Date, Amount Payable (Rs.), Hearing Date, Case Status, Application View, and Hearing Details. The table currently shows one entry. A red arrow points to the 'Application Entry' link in the navigation bar.

4. After click on the link the page will be displayed . Please enter the date of dispute and click on button as shown in screen below.

The screenshot shows the 'Application Filing by Petitioner (MSME Unit/Supplier) for Delayed Payment' page. The header is identical to the previous screenshot. The main content area contains a form with a label 'The date of invoice in dispute' and a text input field with a date picker icon. A blue 'Submit' button is located to the right of the input field, with a red arrow pointing to it.

- After click on button the application entry page will be displayed. Please enter all the detail and select the unit under Udyam registration or UAM .

Application Filing by Petitioner (MSME Unit/Supplier) for Delayed Payment

Petitioner (MSME Unit/ Supplier) Details

1.1\* Udyam Registration Number

2.4\* State of Petitioner

2.1\* Name of Petitioner

2.5\* District of Petitioner

2.2\* Name of Petitioner Unit

2.6\* Social Category of Petitioner

2.3\* Address of Petitioner

Flat No:-

Block:-

2.7\* Mobile No. of Petitioner

2.8\* Email of Petitioner

PAN No./GSTIN Number of Petitioner ?

2.9\* Type of Petitioner

- Micro  Small

3.\* Please select the unit from where the dispute of delayed payment arises

Note:- \*\* The blank text/space indicates the unit/s registered under Udyam registration. Please select unit registered under UAM or unit register under Udyam.

Select Detail	Udyog Aadhaar**	Unit Name	Unit Address	Unit State	Unit District
<input type="radio"/>	MH17A005		Flat No:- 01, Village/Town:-	MAHARASHTRA	PALGHAR
<input type="radio"/>		Test Unit	Flat No:- Village/Town:-	DELHI	SOUTH WEST

6. After fill all the detail of application form click on submit button as shown in screen below. After click on submit button screen will be display, verify all data and click on final submit button as shown in screen below

### Respondent (Buyer) Details

<b>4.*Category of Respondent</b> Choose Category	<b>5.4* State of Respondent</b> Choose State/UT
<b>5.1*Name of Respondent</b> Name of Respondent	<b>5.5* District of Respondent</b> Choose District
<b>5.2*Address of Respondent</b> Address of Respondent	<b>5.6 Mobile No. of Respondent</b> Mobile No. of Respondent
<b>5.3 * Do you have PAN No./GSTIN Number of Buyer ?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>5.7 Email of Respondent</b> Enter Email ID
<input type="checkbox"/> I give my consent that once the award is passed by the MSEFC in my favour, a demand notice will be issued to my buyer company with the help of National e-Governance Services Ltd.(NeSL) for recovery of due amount as per the provisions of Insolvency & Bankruptcy Code 2016.	<b>6.* Amount Payable (Rs.)</b> Amount Payable (Rs.)

### Uploads (Work Orders and Invoices)

<b>7. Work Order Detail ( The date of invoice in dispute :- 01/05/2021)</b>	<b>8. Invoice Detail</b>
<b>7.1 * Work Order Number 1</b> Work Order Number	<b>8.1* Invoice Number 1</b> Invoice Number
<b>* Work Order Date</b> DD/MM/YYYY	<b>*Invoice Date</b> 01/05/2021
If you have more than one work order, merge them into singly PDF file for uploading. Only PDF files are accepted.	If you have more than one invoice, merge them into singly PDF file for uploading. Only PDF files are accepted.
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

I hereby declare that information given above is true to the best of my knowledge. Any information, that may be required to be verified, shall be provided immediately before the concerned authority



Please verify your data before finally submitting. After final submit you will not be able to change data. If you are sure then enter Verification Code and click on Final Submit Button at bottom of this page or Press Cancel Button to change data.

Udyam Registration Number	UDYAM-DL-07-0000105		
Name of Petitioner	SHRI SANJIV KUMAR	Name of Petitioner Unit	Ansh Enterprises / Rameshwari Ramchandra Mokashi
Address of Petitioner	Flat No:- 01, Building:- Ambode, Road/Street:- Shirsad - Vajreshwari Road, Village/Town:- Saiwan, Block:- , City:- Vasai		
State of Petitioner	MAHARASHTRA / महाराष्ट्र	District of Petitioner	PALGHAR
Application refer to the council	MSEFC-Konkan Thane	Social Category of Petitioner	OBC
Mobile No. of Petitioner	9643081094	Email of Petitioner	ashwanir2011@gmail.com
Type of Petitioner	Micro		
Please select the unit from where the dispute of delayed payment arises	Ansh Enterprises / Rameshwari Ramchandra Mokashi		
Do you want to send the application to the MSEFC of state in which Corporate office is located.	No		
NIC Code wise activity	1 :- 17092-Manufacture of paper cups, saucers, plates, hoops, cones and other similar products 2 :- 24105-Manufacture of hot -rolled and cold-rolled products of steel		
Category of Respondent	Central PSU	Name of Respondent	AIR INDIA ENGINEERING SERVICES LTD.
Address of Respondent	test	State of Respondent	ANDAMAN AND NICOBAR ISLANDS / अंदमान और निकोबार द्वीपसमूह
District of Respondent	NICOBARS / निकोबार	Mobile No. of Respondent	
Email of Respondent		Amount Payable (Rs.)	234
Do you have PAN No./GSTIN Number of Buyer	No		
Work Order Number 1	test1	Work Order Date 1	01/05/2021
Invoice Number 1	test2	Invoice Date 1	01/05/2021
<b>* Verification Code</b>			
Fill the verification code given below			
 <span style="background-color: #ADD8E6; padding: 5px; font-weight: bold;">664CE8</span> 			
[Verification code is case sensitive]			
<input type="button" value="Final Submit"/>		<input type="button" value="Cancel"/>	

## B. Entrepreneur Application List

1. After final submit the application the online intimation sent to both petitioner and respondent and application view will be display.

 सत्यमेव जयते MINISTRY OF MICRO SMALL & MEDIUM ENTERPRISES GOVERNMENT OF INDIA	<b>Micro and Small Enterprises Facilitation Council (MSEFC)</b> MSEFC Council District (East) Conference: [REDACTED] Phone: 2 [REDACTED]
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

This is the application for delayed payment. Please consider this application in the council for recovery of payment from buyer.

Application No. : [REDACTED]/M/00001

Detail of Petitioner as :-

Udyam Registration Number	UDYAM-DL-[REDACTED]
Udyam Registration Date	28/07/2020
The date of invoice in dispute	30/06/2022
Petitioner Name	SHRI SANJIV KUMAR
Petitioner Unit Name	[REDACTED]
Address of Petitioner	Test address
State	DELHI
District	SHAHDARA
Email	[REDACTED]
Phone	[REDACTED]
Principal Amount Payable	23424
Work order No.	test1
Work order Date	30/06/2022
Work Order Document	<a href="#">View/Download</a>
Invoice No	test2
Invoice Date	30/06/2022
Invoice Document	<a href="#">View/Download</a>
Do you have PAN/GSTIN Number of Buyer	No
NIC Code wise activity	1 :- 17092-Manufacture of paper cups, saucers, plates, hoops, cones and other similar products
The unit from where the dispute of delayed payment arises	(MH17A [REDACTED] An [REDACTED])
Do you want to send the application to the MSEFC of state in which Corporate office is located ?	YES

2. Entrepreneur can view the submitted application list by clicking on icon as shown in screen below.



Ministry of Micro Small and Medium Enterprises  
(Government of India)

**MSME SAMADHAAN- Delayed Payment Monitoring System**



Application Entry
Entrepreneur Application List
Update Payment
Update PAN/GSTIN No.
Logout

APPLICATION LIST
[Entrepreneur Manual click here](#)

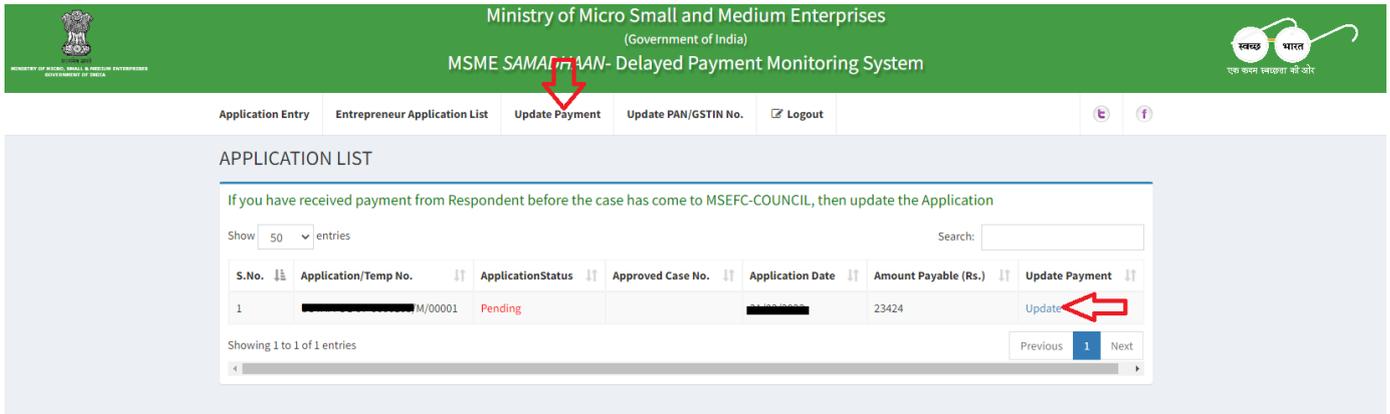
Show 50 entries Search:

S.No.	Temp Case No.	ApplicationStatus	Approved Case No.	Application Date	Amount Payable (Rs.)	Hearing Date	Case Status	Application View	Hearing Details
1	UDYAM-DL-07-[REDACTED]	[REDACTED]		31/03/2023	23424		[REDACTED]	<a href="#">View</a>	

Showing 1 to 1 of 1 entries
Previous 1 Next

## C. Update Payment (Mutual settlement).

1. If applicant received payment of application then go to update payment link and click on update as shown in screen below



Ministry of Micro Small and Medium Enterprises  
(Government of India)  
MSME SAMADHAAN- Delayed Payment Monitoring System

Application Entry Entrepreneur Application List **Update Payment** Update PAN/GSTIN No. Logout

APPLICATION LIST

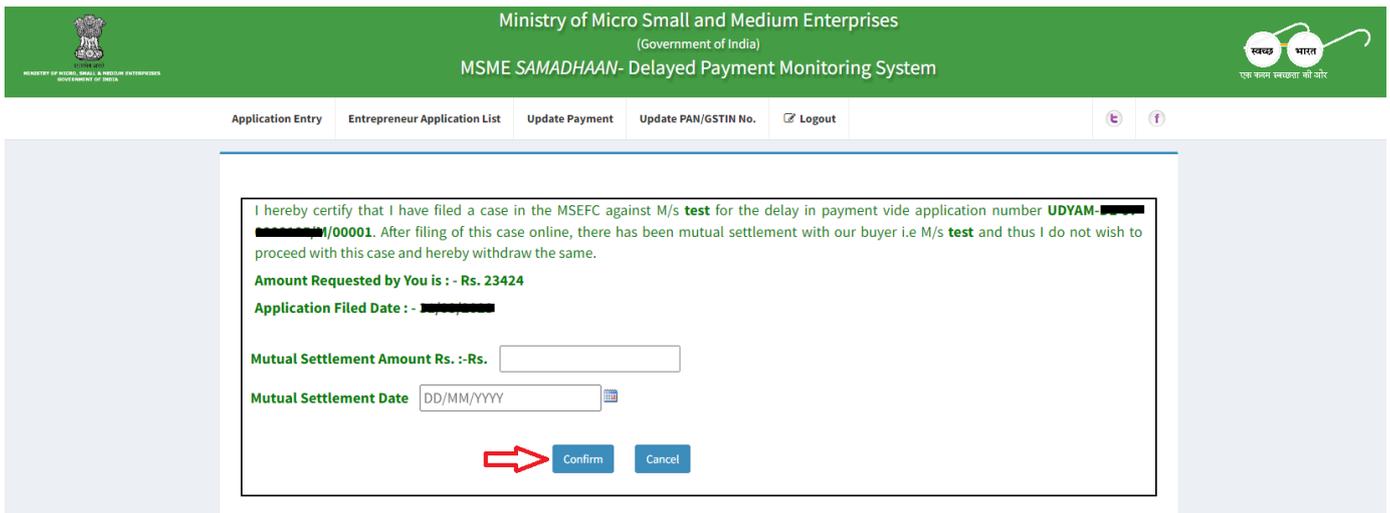
If you have received payment from Respondent before the case has come to MSEFC-COUNCIL, then update the Application

Show 50 entries Search:

S.No.	Application/Temp No.	ApplicationStatus	Approved Case No.	Application Date	Amount Payable (Rs.)	Update Payment
1	██████████/00001	Pending		██████████	23424	Update

Showing 1 to 1 of 1 entries Previous 1 Next

2. After click on update link the page will be display user can enter the mutual settlement amount and date and click on button as shown in screen below.



Ministry of Micro Small and Medium Enterprises  
(Government of India)  
MSME SAMADHAAN- Delayed Payment Monitoring System

Application Entry Entrepreneur Application List Update Payment Update PAN/GSTIN No. Logout

I hereby certify that I have filed a case in the MSEFC against M/s test for the delay in payment vide application number UDYAM-██████████/00001. After filing of this case online, there has been mutual settlement with our buyer i.e M/s test and thus I do not wish to proceed with this case and hereby withdraw the same.

**Amount Requested by You is : - Rs. 23424**

**Application Filed Date : - ██████████**

Mutual Settlement Amount Rs. :-Rs.

Mutual Settlement Date

## D. Check Case Status.

1. Applicant can check the status of application by clicking on icon as shown in screen below



2. After click on icon the page will be display enter valid application number and click on button as shown in screen below.

The image shows the 'ENTREPRENEUR CASE STATUS' form on the MSME SAMADHAAN website. The form is titled 'ENTREPRENEUR CASE STATUS' and has a sub-heading '\* Please Select the Type of MSME Registration'. There are two radio buttons: 'Udyog Aadhaar Number' and 'Udyam Registration Number', with the latter selected. Below the radio buttons are two input fields for 'Udyam Registration Number'. An 'OR' separator is present. Below the separator are two input fields for 'Application No. / Case No.'. There is a '\* Verification Code' section with an input field and the instruction 'Fill the verification code given below'. A red arrow points to the 'Login' button. To the right of the form is a sidebar with 'Instructions for user login' (a 5-step process), 'MSME SAMADHAAN- Delayed Payments to Micro and Small Enterprises under Micro, Small and Medium Enterprise Development (MSMED) Act, 2006' (with links for Draft Rules for MSEFC, State/UT Notified MSEFC Rules, MPR Format, and Important Cases), and 'Related Provision' (text about the MSMED Act, 2006).

3. After enter the application number the page will be display applicant can check the status of application.

Ministry of Micro Small and Medium Enterprises  
(Government of India)  
MSME SAMADHAAN- Delayed Payment Monitoring System

English Case Filing for Entrepreneur/MSE Units Check Case Status Factsheets Officer Login

### Applications filed by MSEs

S.No.	Application No.	Council Name	Petitioner Name	Application Date	Amount Payable (Rs.)	Status
1	UDYAM-DL-07-0000105/M/00001	MSEF Council District (East)	SHRI SANJIV KUMAR	31/03/2023	23424	

### **Benefits of the MSME Samadhaan Portal**

1. Email Intimation are sent to both; entrepreneur and respondent when entrepreneur filed a application.
2. Notice are sent to both; entrepreneur and respondent when MSEFC Council convert the application into case.
3. Email and SMS are sent to both; entrepreneur and respondent when MSEFC Council take necessary action on the application and case.
4. To have close monitoring of delayed payment by the MSEFC Council and to provide platform to all MSEFC Council to take necessary action on the application.

**End of Entrepreneur Manual**