MWACSMED Exhibition Portal — Applicant Guide (SMEs)

1) Applicants (SMEs)

Goal: Apply for an exhibition and track your application status.

A. Apply

1. Open the portal Home page.
2. Choose an open exhibition and click Apply Now.
3. Fill in the form with correct details.
4. Enter your phone numbers after +263 (Zimbabwe) and type the remaining digits.
5. Upload at least one image (required).
6. Click Submit.

B. After you submit (IMPORTANT)

- The system generates an Application Number.
- Copy and keep this Application Number safely.
- It is the only token used to track your application.

C. IMPORTANT rule (Integrity)

- One business name can apply only once per exhibition nationwide.
- Use your official business name consistently. If you already applied and made a mistake, contact staff for help.

D. Track your application

1. Go to Track Application.
2. Enter your Application Number.
3. The system shows your current status and any messages.

Common statuses you may see

- Submitted – Under Provincial Review: Provincial staff are reviewing.
- Forwarded to Head Office: Sent to Head Office for final review.
- Selected: Approved.
- Not Selected: Not approved.
- Rejected: Rejected at Provincial stage (feedback may be shown).

Need help?

- Email: pswomenaffairs@womenaffairs.gov.zw
- Phone: +263 24 2708398 / 7790392