



## Buyer Dashboard



# GeM HANDBOOK

A ready reckoner for users of GeM.  
It lays out the over-arching concept and  
design of a marketplace based procurement.

READ NOW



Looking for something on GeM?



**Shri Narendra Modi**  
Prime Minister of India

“GeM facilitates procurement in least time at lower cost and improved quality.”



**Shri Suresh Prabhu**  
Minister of Commerce and Industry



**Shri C. R. Chaudhary**  
Minister of State Commerce and Industry

GeM facilitates procurement for:



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GeM facilitates procurement for:



## Not registered with GeM?

Sign up to experience the Marketplace

[Register as Buyer](#)

[Register as Seller](#)



### Login

User Id \* 

Password \*

Type the characters in the box below. \*

**T272FY** 

[Forgot your password](#) | [User Id ?](#)

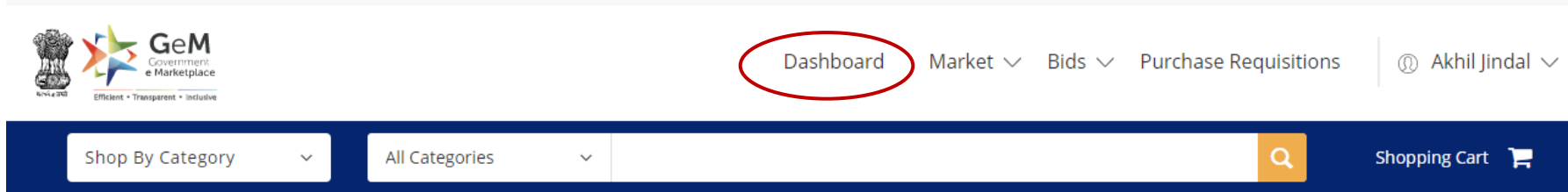
**Submit**





## 2. My Dashboard

- Buyer can access My Dashboard section by clicking on **Dashboard** in Header after Login OR by minimizing the Notifications bar OR by just scrolling down the page.



### NOTIFICATIONS



- Buyers may please note that Competent Authority Approval will be required for evaluating all Single Product Bids which have participation from less than 3 sellers and 2 OEM/Makes.
- Buyers and Sellers are hereby notified that, GeM will be introducing Purchase Requisition, an enhanced L1 procurement facility, for enabling Buyer(s) to source their procurement needs between Rs 25,000 to Rs 5,00,000. As part of this change, Buyer(s) will be able to create a Purchase Requisition using the lowest priced product and request further reduction of prices offered by the Sellers. This may enable the Buyer to ensure that the procurement is done at a further reduced price thereby resulting in further savings for the Government.  
  
Sellers of such product will also have an opportunity to offer competitive price within a period of 2 calendar days from the time such Purchase Requisition is published by the Buyer, thereby increasing their chances of winning the order and enhancing their business with the Government. This facility will be enabled for selected categories initially and all categories subsequently.
- All non-PFMS buyers are hereby notified that GPA ( GeM Pool Account ) Challan mode has been made available for processing payments for orders created by Non-PFMS users. To know more, please [click here](#). For process overview, please [click here](#).



# 3. My Dashboard – Real Time Details



## All Demands, Product Orders, Service Orders, Shipments & Bills

**MY DASHBOARD** | PRODUCT ORDERS ▾ | SERVICE ORDERS ▾ | ALL DEMANDS | BILLS ▾ | INCIDENTS | ALL CARTS | REQUESTS

Number of People/Posts <b>31</b>	Number of Divisions <b>4</b>	Total Number of Orders <b>161</b>	Total Value of Orders ( Rs. ) <b>₹ 2,171,411,130,...</b>
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ALL DEMANDS		
In Checkout	80	
Declined	5	
Total Demands	85	

PRODUCT ORDERS		
Direct Purchase	129	
Bid	6	
RA	2	

SERVICE ORDERS		
Direct Purchase	11	
Bid	7	
RA	1	

SHIPMENTS		
Pending PRC	57	
Pending CRAC	5	
Bills Not Created	13	

BILLS		
Pending Approval	1	
Payment Not initiated	3	
Payment Initiated	38	

# 4. Your Statistics - Spend Analysis



## a) Monthly Volume & Value Trends

- Scroll down from My Dashboard page to reach to “Your Statistics” section. Click on “Spend Analysis” tab to view:
  - The Monthly Volume and Value trends would plot the Month wise Order Value and order Volume of a Buyer.
  - Data for last 12 months would be displayed.

### Your Statistics

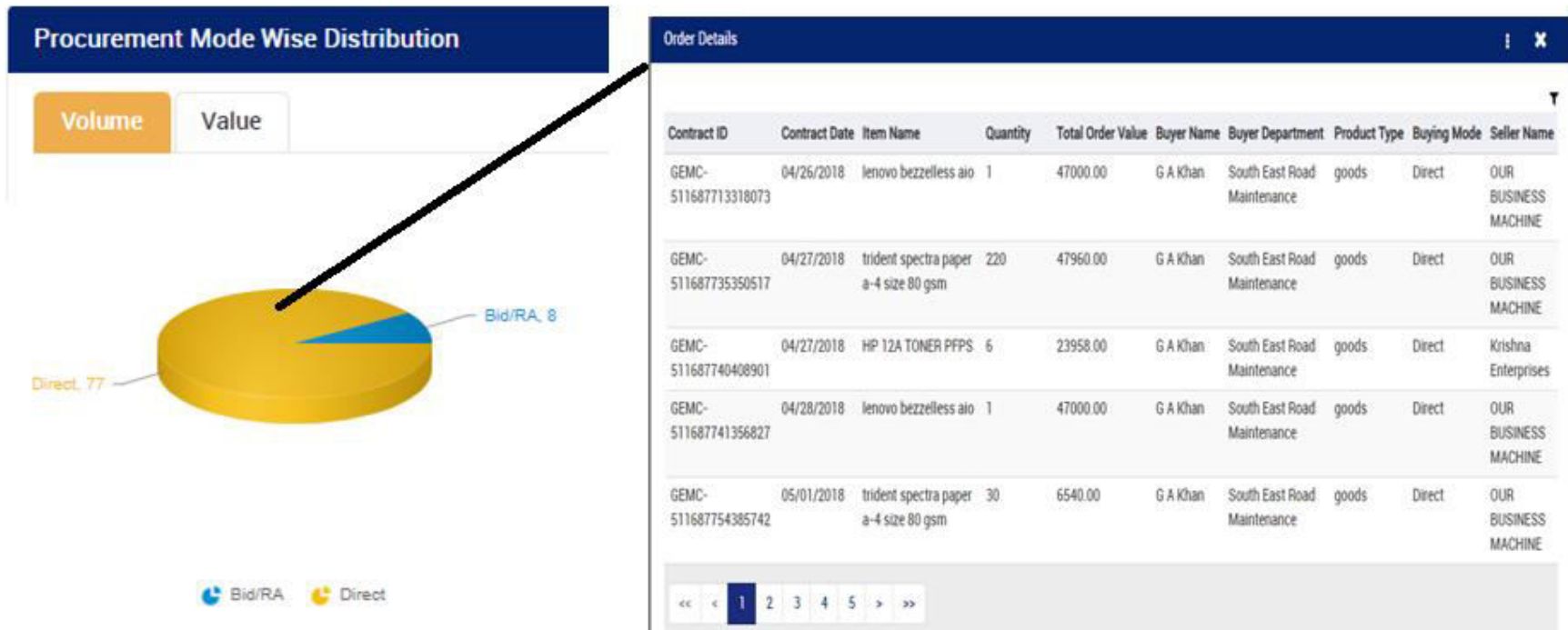




## b) Procurement mode wise distribution



1. The procurement mode wise distribution would display the breakup of Order volume and Order Value between Direct Purchase and Bid/RA Orders. On drilldown, the detailed report would be available.
2. Buyer needs to [click](#) on the chart in order to view the detailed report





# Buyer can download the report by clicking on the three dots on the detailed report.

Order Details - Procurement Wise

Contract ID	Contract Date	Item Name	Quantity	Total Order Value	Buyer Name	Buyer Department	Product Type	Buying Mode	Seller Name
GEMC-511687733239916	03/19/2018	colin spray new	75	5872.50	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687759098276	03/19/2018	colin spray new	75	5872.50	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687773776463	03/19/2018	Dp file cover	400	5960.00	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687787263229	03/19/2018	Dp file cover	400	5960.00	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687739393201	03/19/2018	Dp file cover	400	5960.00	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises

Export To CSV | Export

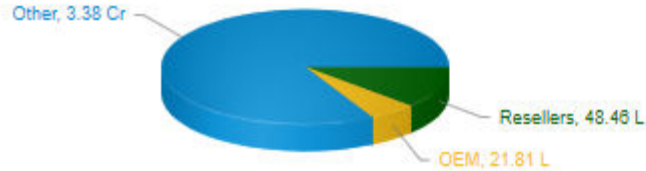
<< < 1 2 3 4 5 > >>



## c) Seller Type

The Seller Type would display the breakup of Sellers based on the orders received. The Breakup would include OEM, Reseller, MSME, etc. On click, a detailed report is available (drilldown)

### Seller Type Wise



Other OEM Resellers

### MSME Non MSME Wise



MSME Non-MSME

## d) Seller Type Detailed Report



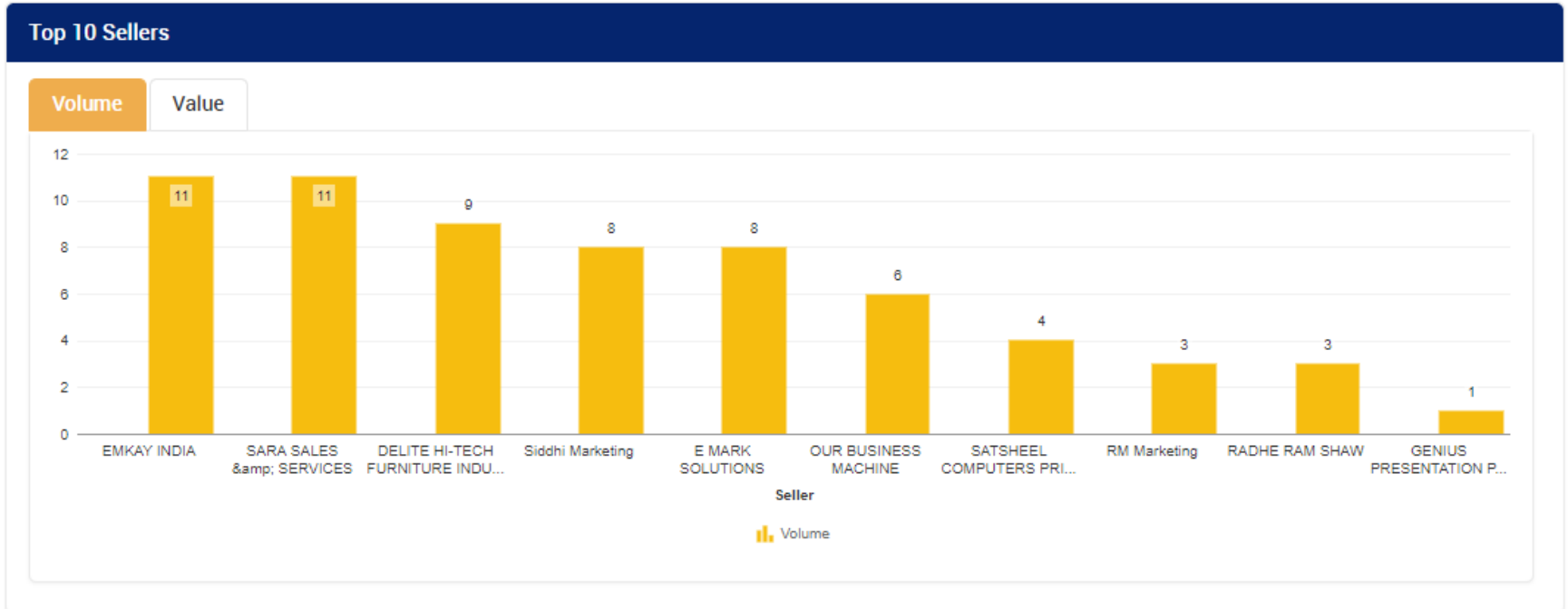
### Order Details

Contract ID	Contract Date	Item Name	Quantity	Total Order Value	Buyer Name	Buyer Department	Product Type	Buying Mode	Seller Name
GEMC-511687713318073	04/26/2018	lenovo bezzelless aio	1	47000.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE
GEMC-511687735350517	04/27/2018	trident spectra paper a-4 size 80 gsm	220	47960.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE
GEMC-511687740408901	04/27/2018	HP 12A TONER PFPS	6	23958.00	G A Khan	South East Road Maintenance	goods	Direct	Krishna Enterprises
GEMC-511687741356827	04/28/2018	lenovo bezzelless aio	1	47000.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE
GEMC-511687754385742	05/01/2018	trident spectra paper a-4 size 80 gsm	30	6540.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE

# e) Top 10 Sellers – Volume & Value Trends

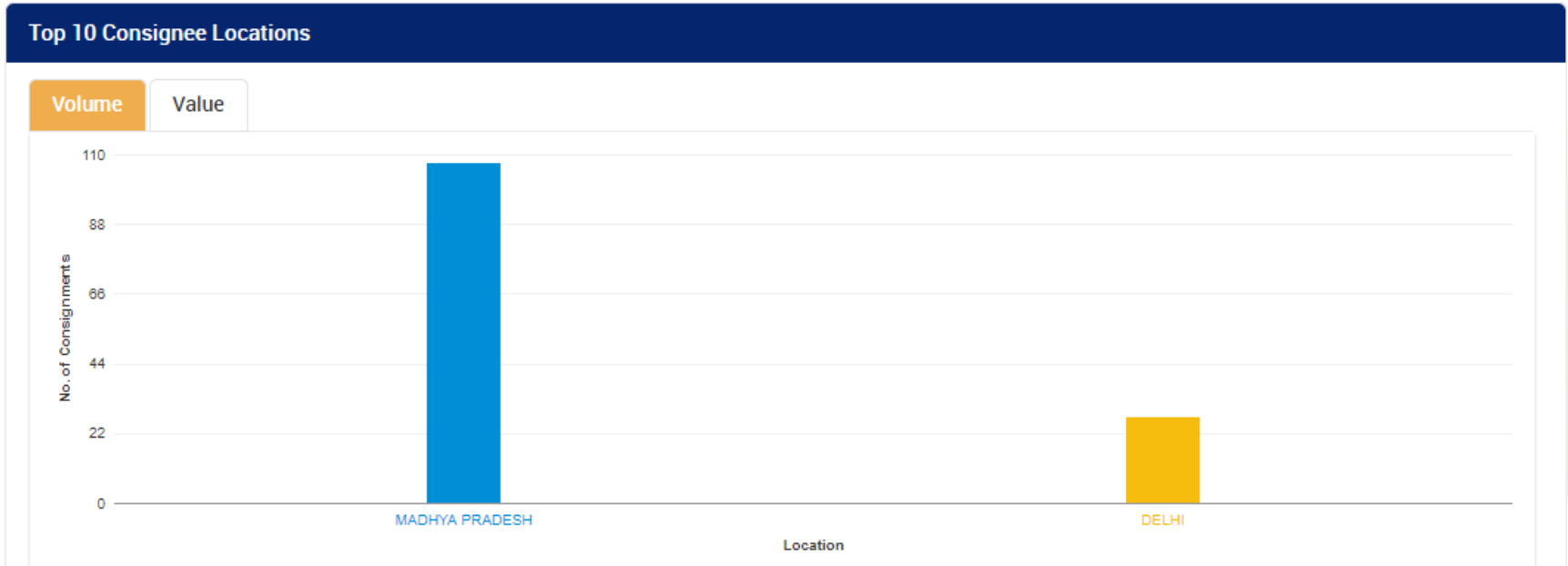


The Seller wise would display the top 10 sellers in terms of order value and order volume that have received the buyers orders.



# f) Top Consignee Locations – Volume & Value Trends

The Top Consignee locations would display the top 5 consignees in terms of Order Value and Order Volume

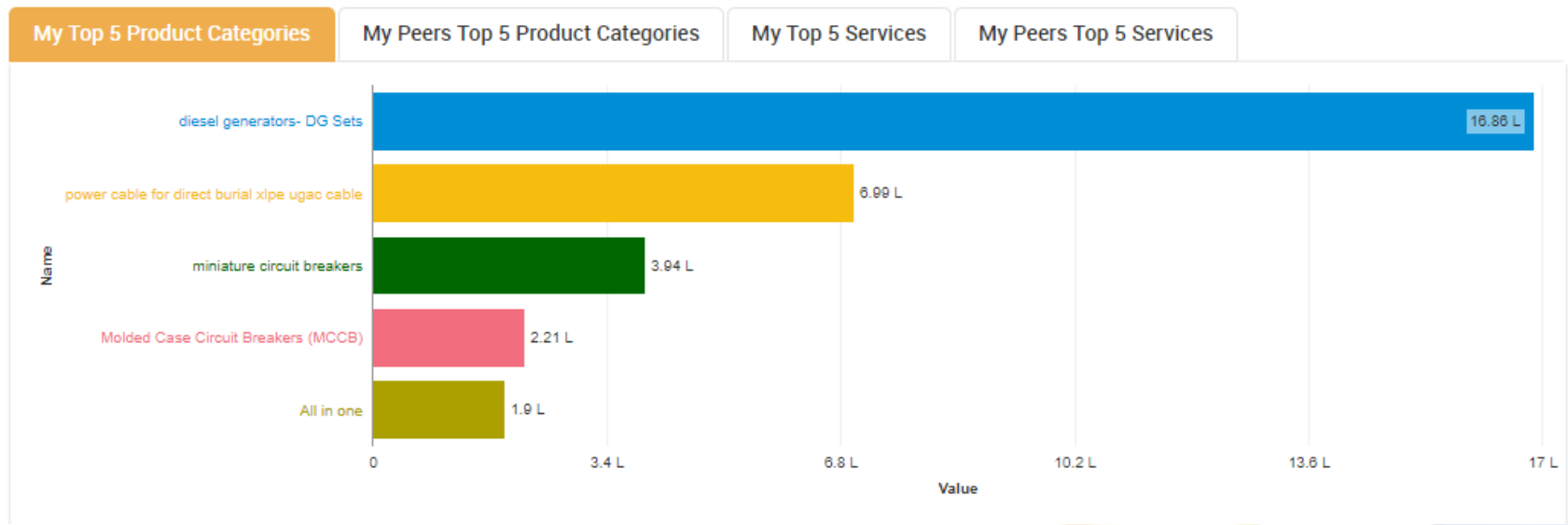


# 5. Insights– Comparison with Parent Ministry/State



a) **My Top 5 Product Categories:** The Comparison with Parent or ministry would display the comparative analysis of the Categories of products or Services purchased by the buyer and those purchased by its peers within the ministry

## Comparison within Parent Ministry/State



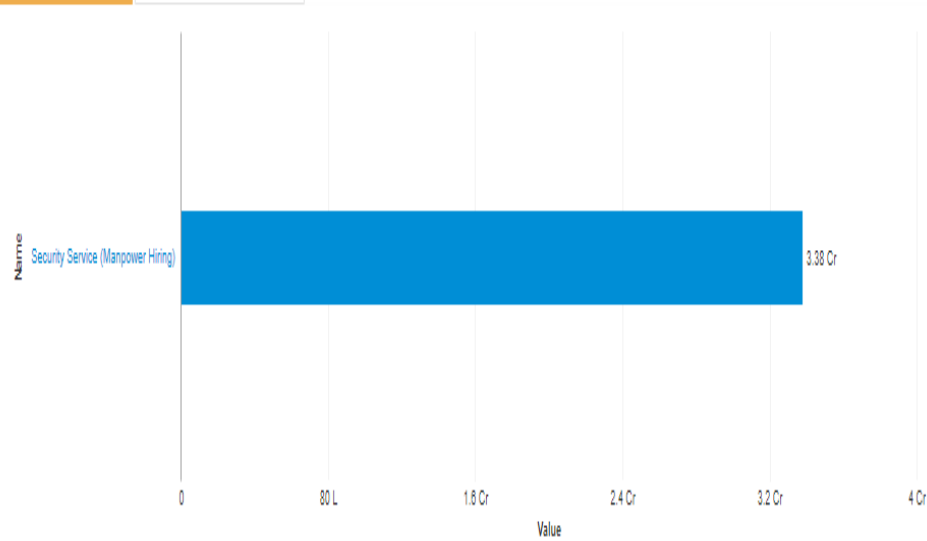


# Comparison with Parent Ministry/State

**b) My Top 5 Services & My Peers Top 5 Services:** The Comparison with Parent or ministry would display the comparative analysis of the Services purchased by the buyer and those purchased by its peers within the ministry

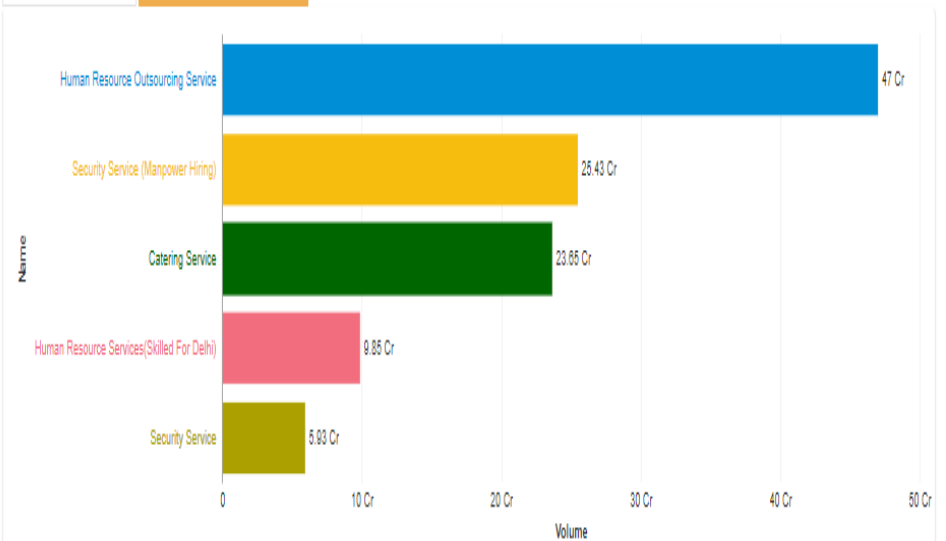
## Comparison within Parent Ministry/State

My Top 5 Services    My Peers Top 5 Services



## Comparison within Parent Ministry/State

My Top 5 Services    My Peers Top 5 Services



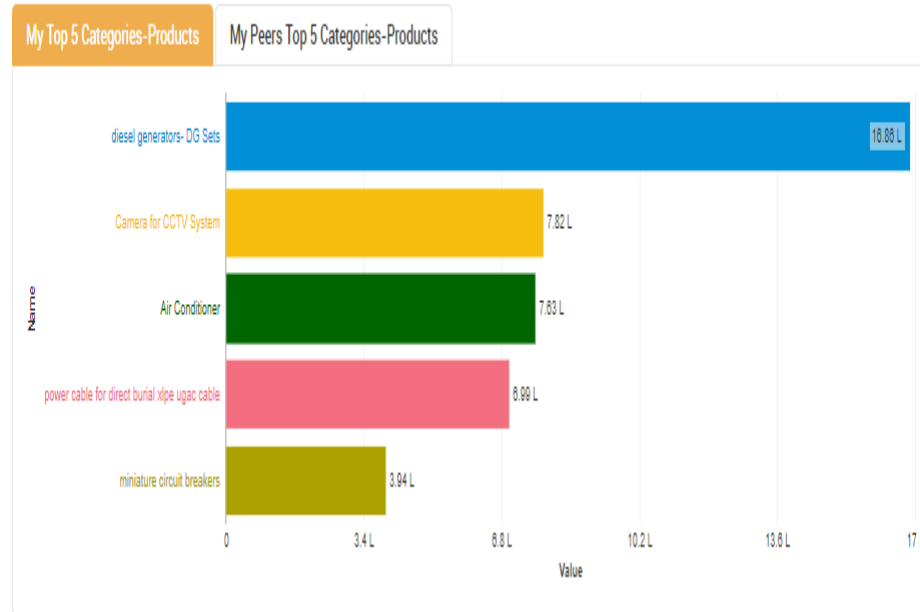




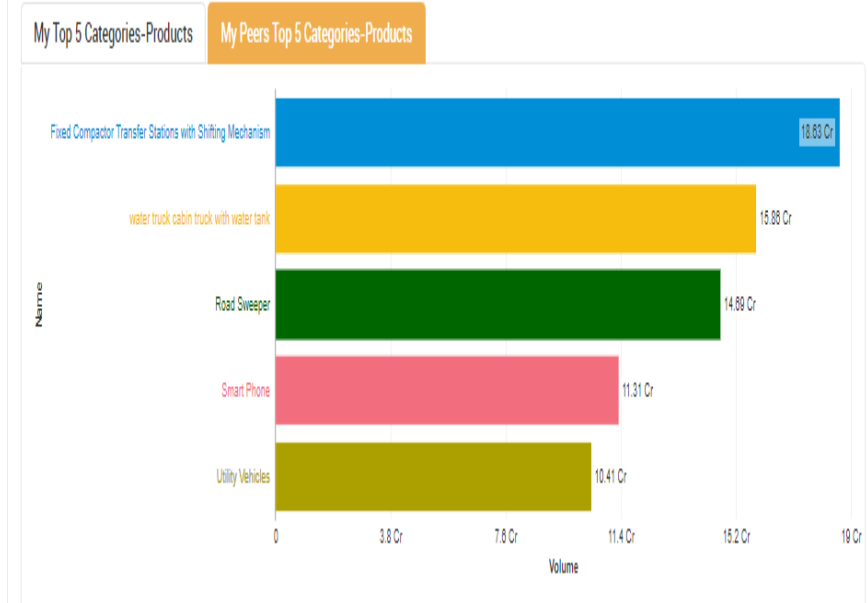
# Comparison with Parent Ministry/State

c) **My Top 5 & Peer Categories- Products:** The Comparison with Parent or ministry would display the comparative analysis of the top 5 product categories purchase by the Buyer with that of its peers in the ministry/state.

## Comparison within Parent Ministry/State



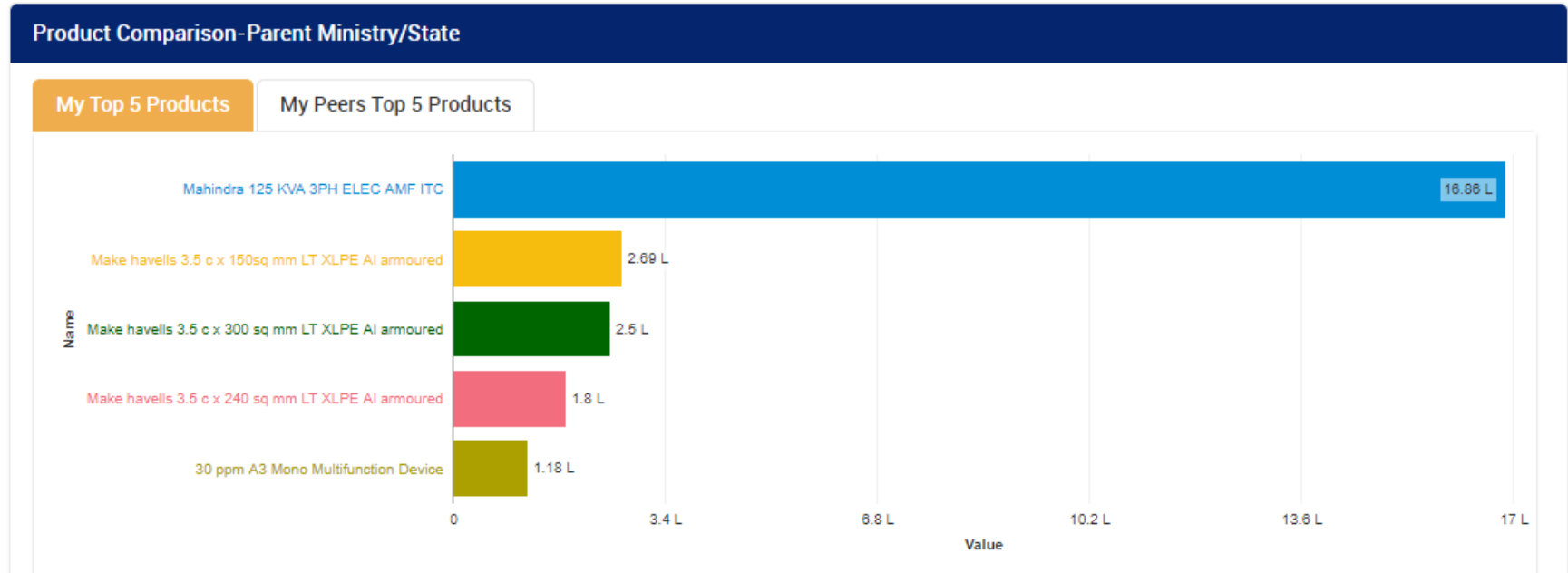
## Comparison within Parent Ministry/State





# Insights– Comparison with Parent Ministry/State

d) **My Top 5 Products:** The Comparison with Parent or ministry would display the comparative analysis of the top 5 products purchase by the Buyer with that of its peers in the ministry/state.





# Buyer Rating & Incident Statistics

Rating & Incidents section will be displayed on the buyer dashboard in Your Statistic section: This section would display the rating of the buyer on all four parameters shown in the screen below with different Incident Statistics

## Buyer Rating



## Incidents Raised against Buyer

Status	Count
Closed	17
Open	2
SCN Sent	1

## Incidents Raised by Buyer

Status	Count
Closed	56
Open	2

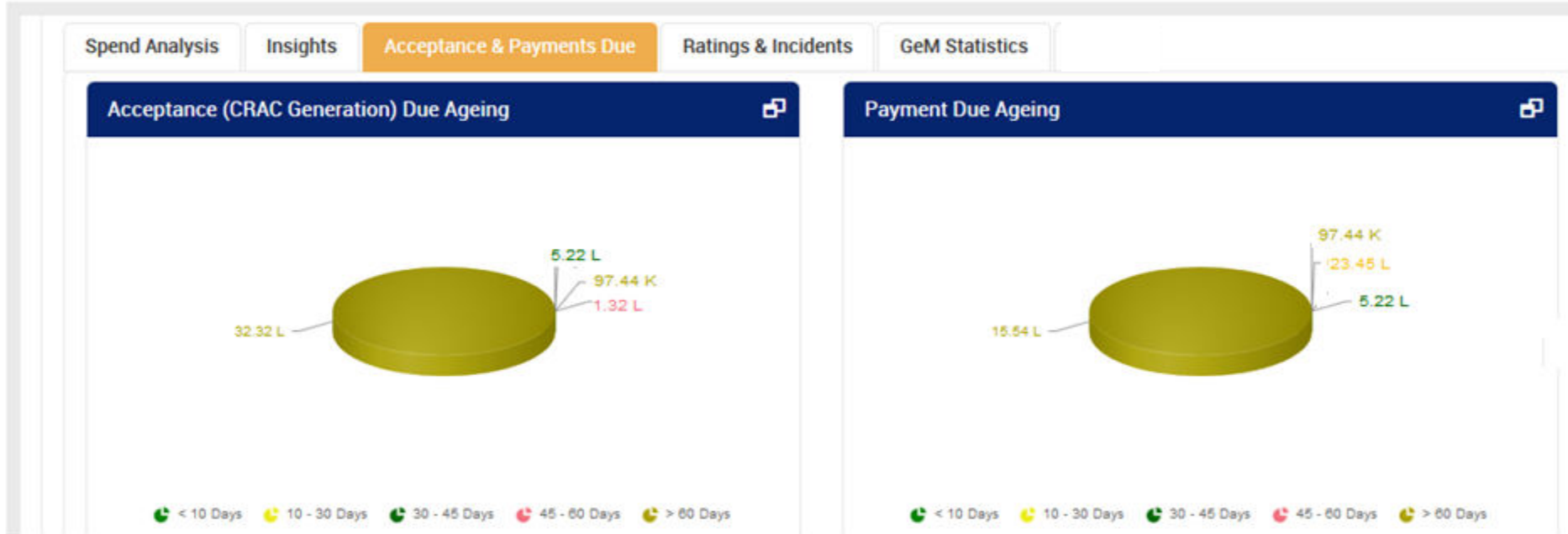
# Acceptance and Payment Due

Acceptance and Payment due section will be displayed on the buyer dashboard in Your Statistic section: This section would display the following aging: 1. CRAC generation due Aging, 2. Payment Due Aging, And 3. Payment Paid



Detailed report is also captured for all the three payment status . To View the detailed report, please click on the respective segment of the Pie chart to get further contract wise details.- You will get info as given in Slide 21 to 23.

## Your Statistics





# Your Statistics

Spend Analysis

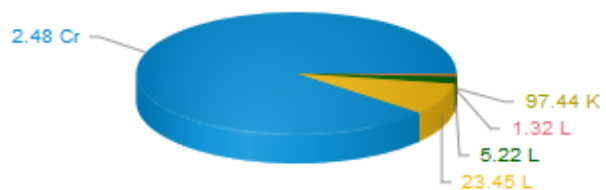
Insights

Acceptance & Payments Due

Ratings & Incidents

GeM Statistics

## Payment Paid



< 10 Days 10 - 30 Days 30 - 45 Days 45 - 60 Days > 60 Days



## a) Detailed report for CRAC due Ageing

- The below screen will be open when buyer will click on the icon of CRAC due Ageing

### CRAC Due Report

Contract ID	Gem invoice No.	Goods Receipt Number	PRC Date	PRC Amount	Item Name	Received Qty	Buyer Name	Seller Name	Consignee Name
GEMC-511687799934341	GEM-1533523591863	GEM-1533523591863	06/08/2018	42000	PLASTIC DUSTBIN 40 LTR. SWING TYPE OMRK	80	Neeraj Kumar Pandey N	OM ENTERPRISES	Neeraj Kumar Pandey N
GEMC-511687798127765	GEM-1528130032318	EQPT Page No. 18	06/06/2018	47250	IDLI COOKER	7	Neeraj Kumar Pandey N	OM ENTERPRISES	Neeraj Kumar Pandey N
GEMC-511687797379533	GEM-1533705697277	82/18-19-76-Q	10/10/2018	211400	WRITING TABLE DESK	28	Neeraj Kumar Pandey N	TRIKUTA TRADING ASSOCIATES	Neeraj Kumar Pandey N
GEMC-511687793343974	GEM-1534923170993	GEM-1534923170993	22/08/2018	8500	Lizol cleaning solutions	100	Neeraj Kumar Pandey N	ram raksha enterprises	Neeraj Kumar Pandey N
GEMC-511687789389276	GEM-1535180673766	GEM-1535180673766	25/08/2018	12572	KASPERSKY ANTI VIRUS ONE YEAR	28	Neeraj Kumar Pandey N	Technogix Solutions	Neeraj Kumar Pandey N



## b) Detailed report for Payment Due Ageing

- The below screen will be open when buyer will click on the icon of Payment due Ageing

### Payment Done Report

Buyer Name	Seller Name	Contract ID	Gem invoice No.	Amount Paid	CRAC Date	Bill No.	Payment Date	Payment Mode
Mahesh Kumar Bhardwaj	RP ENTERPRISES	GEMC-511687799916666	GEM-1539416066412	5925.0000	14/12/2018	511687799916666-1B1	14/12/2018	PFMS
Mahesh Kumar Bhardwaj	vijay stationery mart	GEMC-511687799888672	GEM-2988413	7500.0000	28/05/2019	511687799888672-1B1	28/05/2019	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799815995	GEM-1530368027484	5950.0000	17/08/2018	511687799815995-1B1	17/08/2018	PFMS
Mahesh Kumar Bhardwaj	Shiv Shobha Sales	GEMC-511687799601147	GEM-1529735431702	5600.0000	05/07/2018	511687799601147-1B1	09/07/2018	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799581750	GEM-1530537973950	6000.0000	17/08/2018	511687799581750-1B1	17/08/2018	PFMS





## c) Detailed report for Payment Paid

- The below screen will be open when buyer will click on the icon of Payment Paid

### Payment Done Report



Buyer Name	Seller Name	Contract ID	Gem invoice No.	Amount Paid	CRAC Date	Bill No.	Payment Date	Payment Mode
Mahesh Kumar Bhardwaj	RP ENTERPRISES	GEMC-511687799916666	GEM-1539416066412	5925.0000	14/12/2018	511687799916666-1B1	14/12/2018	PFMS
Mahesh Kumar Bhardwaj	vijay stationery mart	GEMC-511687799888672	GEM-2988413	7500.0000	28/05/2019	511687799888672-1B1	28/05/2019	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799815995	GEM-1530368027484	5950.0000	17/08/2018	511687799815995-1B1	17/08/2018	PFMS
Mahesh Kumar Bhardwaj	Shiv Shobha Sales	GEMC-511687799601147	GEM-1529735431702	5600.0000	05/07/2018	511687799601147-1B1	09/07/2018	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799581750	GEM-1530537973950	6000.0000	17/08/2018	511687799581750-1B1	17/08/2018	PFMS

