



Request Management System -Buyer



Overview

The Request Management can be used by the buyer to raise new requests to GeM.

The following requests can be raised through Request Management:

- **Request for Bid Corrigendum**
- **Request for Category Upgradation**
- **New Category Creation**

NOTIFICATIONS



 MY DASHBOARD

PRODUCT ORDERS

SERVICE ORDERS

ALL DEMANDS

BILLS

INCIDENTS

ALL CARTS

REQUESTS

GEM AVAILABILITY REPORT

Number of People/Posts

54

Number of Divisions

Log in with your buyer credentials and from your dashboard click on 'Requests' to continue

ALL DEMANDS

In Checkout	96
Declined	4
Total Demands	100

PRODUCT ORDERS

Direct Purchase	0
Bid	0
RA	0
PR	0

Direct Purchase	0
Bid	0
RA	0
PR	0

SHIPMENTS

Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS

Pending Approval	0
Payment Not initiated	0
Payment Initiated	0



Requests



Request Management

Only indispensable conditions that are not covered in and are not in conflict with GeM GTC, Product / Service STC and the ATC library, and which are in compliance with the Govt. orders on Public Procurement and are not restrictive and not against the core principals of transparency and efficiency enshrined in GeM, can be requested through this RMS ATC request. Each such request has to come only after due approval of the Competent Authority in Buyer Organization. A copy of such approval of competent authority has to be uploaded here. Buyer organization shall be solely responsible for the impact of the requested clauses on the bidding process and its outcome. Clauses in respect of which ATC library clause is available will not be allowed through RMS.

Create Request

Select the Request type to proceed

Request Type*

Generate Request

Select Request Type

Request Type

- Select Request Type
- Request for Bid Corrigendum
- Request for Category Up-gradation
- NEW Category creation

SHIPMENTS

Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS

Pending Approval	0
Payment Not initiated	0
Payment Initiated	0



Request Type 1

Create Request

Request Type*

Bid No* You do not have any published Bid to generate the ATC request, please publish the quest for the publish Bid.

Here, all the published Bids are listed to Buyer against which they can raise Bid Corrigendum Request.

Clause Related To*

Clause Text*

Add Clauses

1000 Char Left

Upload CAApproval* No file chosen

In case Buyer doesn't have any published Bid, system will not allow him to raise a request

SHIPMENTS	
Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS	
Pending Approval	0
Payment Not Initiated	0
Payment Initiated	0



Requests

Clause Text *

[Add Clauses](#)

980 Char Left

Upload CAApproval *

Choose File No file chosen

Upload file size is allowed upto 5 MB.
Supported Formats: .pdf only.
Each RMS request must come with signed approval of competent authority duly uploaded as Pdf

Here the Buyer will enter the Clause text and click on 'Add Clause'. The clause will be displayed as read-only i.e. ready to be attached with the request.

Upload Competent Authority approval letter for adding ATC in BID/RA.

SHIPMENTS			BILLS		
Pending PRC	0		Pending Approval	0	
Pending CRAC	0		Payment Not Initiated	0	
Bills Not Created	0		Payment Initiated	0	



Requests



Check the declaration and click on “Generate Request” button after providing the mandatory information. In case of any discrepancy, the system will display an error to provide the mandatory information. The Buyer will be displayed the Request ID number generated against the raised request. The Buyer can track the request using the request ID.

It is confirmed that I have taken prior approval from the Competent Authority for this ATC request (copy of approval is also confirmed that the competent authority has approved only indispensable conditions that are not covered in and are not in conflict with GeM GTC, Product / Service STC and the standard ATC library available on GeM, and which are in compliance with the Govt. orders on Public Procurement and are not restrictive and not against the core principals of transparency and efficiency enshrined in GeM, can be requested through RMS. Competent authority has also been apprised that Buyer organization shall be solely responsible for the impact of the requested clauses on the bidding process and its outcome and that clauses in respect of which ATC library clause is available will not be allowed through RMS

Generate Request

SHIPMENTS

Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS

Pending Approval	0
Payment Not Initiated	0
Payment Initiated	0



Request Type 2

Create Request

Request Type*

Request for Category Up-gradation

Category*

Select Category

Description*

Select the category from existing categories

Upload Documents

Supported Formats: .pdf, .jpg, .doc, .docx only.

Choose File No file chosen

Generate Request

Click on 'Generate Request' to process your request

SHIPMENTS

Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS

Pending Approval	0
Payment Not Initiated	0
Payment Initiated	0

Request Type 3

Create Request

Request Type*

Category Type*

Category Name*

Description*

Upload Documents* No file chosen

Supported Formats:
.xlsx, .xls only and

Select the category-Product or Service

	PR	0	PR	0
SHIPMENTS			BILLS	
Pending PRC	0	Pending Approval	0	
Pending CRAC	0	Payment Not Initiated	0	
Bills Not Created	0	Payment Initiated	0	

Requests

Request Type*

NEW Category creation

Category Type*

Product

Category Name*

Description*

Upload Documents*

Choose File No file chosen

Download the Product Category form from here, fill in the details and upload here

[Click here for Download Product Category Creation Format](#)

Supported Formats: .xlsx, .xls only and



SHIPMENTS

Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS

Pending Approval	0
Payment Not initiated	0
Payment Initiated	0

Requests

Request Type*

NEW Category creation

Category Type*

Service

Category Name*

Description*

Upload Documents*

Choose File No file chosen

Download the Service Category form from here, fill in the details and upload here

[Click here for Download Service Category Creation Format](#)

Supported Formats: .xlsx, .xls only and

SHIPMENTS

Pending PRC

Pending CRAC

Bills Not Created



0

0

0

PR

0

PR

0

BILLS

Pending Approval

Payment Not Initiated

Payment Initiated



0

0

0



Requests

Description*

Upload Documents*

Choose File No file chosen

[Click here for Download Service Category Creation Format.](#)

Supported Formats:
.xlsx ,.xls only and you can upload only one file.

Generate Request

Click here to process request



SHIPMENTS	
Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS	
Pending Approval	0
Payment Not Initiated	0
Payment Initiated	0

