



Request Management System - Seller

Overview

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

The following requests can be raised through Request Management:

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



GeM
Government
e Marketplace

Dashboard

Market

Orders

Bids

Purchase Requisitions

Catalogue

Profile icon

Hello [User Name]

Notifications

Summary

Orders and Payments

Bid/RA

Category

Notifications

1. It is informed that the validity period of Vendor Assessment Report

It is to inform that these agencies are no longer authorized for any vendor assessment for GeM. All such sellers are now required to apply for fresh Vendor Assessment by QCI (who are the only authorized agency for VA for GeM) at least 2 months before the expiry of the validity of existing Vendor Assessment. Please note that vendor assessment by QCI is mandatory for all such sellers. Sellers can apply for fresh Vendor Assessment by QCI at their choice at any time on payment of requisite fee through GeM Portal. After receipt of new Vendor Assessment report, the old VA report will become invalid.

Sellers who fail to apply for vendor assessment before the end of their validity period will no longer will be qualified as OEMs. They will not be able to access OEM panel and other privileges related to OEM status. Please apply for VA by [clicking here](#).

2. All the Sellers are hereby notified that you will not be allowed to generate an invoice, once the delivery period of an order has expired. This would be applicable for the order created after **08.07.2020**

3. All the Sellers are hereby notified that they can now create Supplementary Invoice for replacement supplies and / or rectification of defects done for the **Rejected Goods**.

Latest Bids

[GEM/2020/R/21174](#) has been cancelled by buyer.

[GEM/2020/B/680108](#) has been extended to 03/08/2020 09:00

[GEM/2020/B/681095](#) has been extended to 03/08/2020 09:00

[GEM/2020/B/709460](#) has been cancelled by buyer.



Ask GeMmy

[GEM/2020/B/709460](#) has been cancelled by buyer.

Latest Announcement

15 February 2019

Sellers please note, if you have any catalogs which you were selling successfully on GeM but are no longer available for pairing post movement of your categories to CMS Quadrant 2, please send an email to oem.services@gem.gov.in with subject "Missing Catalog on GeM" with GeM contract numbers for fulfilled orders /details of the product (brand/model).

10 September 2018

Log in with your seller credentials and from your dashboard click on 'Products' and then "Add new offering" to continue

Products

Services

Add New Offering

Search My Offerings

View All Categories

javascript:ct.gem.redirectToPartner('GEM_PRODUCTS_ADD_NEW'); (GEM/2020/B/724878).



Find your Product Category in the Marketplace

Enter keywords relevant to your product to see category suggestions

Search category by Product Name, Keywords etc.

OR

--Select Level 1 Category-- ▾
--Select Level 2 Category-- ▾
--Select Level 3 Category-- ▾
--Select Level 4 Category-- ▾

My Categories

You have uploaded products in these categories

- Alcohol Based Hand Rub/Hand Sanitizer [ADD ITEM](#)
- Ball Point Pen [ADD ITEM](#)
- Cricket Ball
- Pregnancy Rapid
- Round Steel Sho L(3) Part 1

If you are unable to find a suitable category or you want to request for a new category, click here

If you are offering an innovative product and unable to find the relevant category at the Marketplace, we suggest you list your product at the Startup Runway. For this, choose your relevant category from the drop down menu below.

[View Categories](#)

Cannot find a suitable category? Click here to submit a request for creation of a new category or to suggest changes in an existing category.



Request Management

[Create Request](#) [View My Request](#)

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 org; requested clauses on the bidding process and its outcome. Clauses th t be allowed

Select the Request type to proceed

Create Request

Request Type*

Select Request Type

Request Type

Select Request Type

Request for Category Up-gradation

NEW Category creation

If you are offering an innovative product and unable to find the relevant category at the Marketplace, we suggest you list your product at the Startup Runway. For this, choose your relevant category from the drop-down menu below.

[View Categories](#)

Cannot find a suitable category? Click here to submit a request for creation of a new category or to suggest changes in an existing category.



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Request Management

Request Type*

Request for Category Up-gradation

Category*

Select Category

Description*

Select the category from existing categories

Upload Documents

Choose File No file chosen

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

Generate Request

Click on 'Generate Request' to process your request

Request Management

Request Type*

NEW Category creation

Category Type*

Select Category Type

Select Category Type

Product

Service

Select the category- Service or Product

Upload Documents*

Choose File No file chosen

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

If you are offering an innovative product and unable to find the relevant category at the Marketplace, we suggest you list your product at the Startup Runway. For this, choose your relevant category from the drop-down menu below.

[View Categories](#)

Cannot find a suitable category? Click here to submit a request for creation of a new category or to suggest changes in an existing category.



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Request Management

Category Type*
Product

Category Name*

Description*

Upload Documents*

Choose File No file chosen

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

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

Generate Request

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

Click here to process request

Request Management

Category Type*
Service

Category Name*

Description*

Upload Documents*

Choose File No file chosen

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

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

Generate Request

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

Click here to process request

