



## Secondary User Creation

Open gem.gov.in and click on Login

PRODUCTS SERVICES CONTENT

Looking for something on GeM?

Bids Sign Up **Login**

CATEGORIES GeM Advantages GeM Exclusive FAQs Contact Us Rate a Seller New on GeM

**Shri Narendra Modi**  
Hon'ble Prime Minister of India

*" The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India) "*

Rich Listing of Products / Services Integrated Payment System Multiple Procurement Modes Transparency and Ease of Selling

Ask GeMmy

Not Registered with GeM ? Sign up to experience the Marketplace

 [Register as Buyer](#)

 [Register as Seller](#)

### Need help with your Login ?



#### Raise a Ticket

Agents and experts available on a single platform ready to help you



#### Contact Us

Email: [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)

Call: 1-1800-419-3436 / 1-1800-102-3436 ( 8 am - 8 pm Mon to Sat )

### Login in to Government e Marketplace | GeM

GeM User Id \* 

Type the characters in the box below. \*

WQKSFG



Password shall be entered on next screen post GeM login ID and Captcha validation

Enter your User ID and captcha and click on 'Submit'

Submit



My Account  
Logout

Hello

- Notifications
- Summary
- Orders and Payments
- Bid/RA
- Category Insights
- Product and Services
- Incidents
- GeM S

From the dropdown menu, click 'My Account' to proceed further

**Notifications**  
1. Dear Seller,  
In order to ensure that all your offerings on GeM are up to date in terms of offer price, inventory position, delivery locations, discounts etc., it is now mandatory for all sellers to update these details regularly. Any offerings not updated for 60 days will be automatically marked as 'expired' on the platform, and will not be available for procurement till the details are updated again. Any of your offerings that have not been updated for 45 days will be visible under a new tab on your dashboard "Offerings Expiring Soon" w.e.f. 25th June 2020. All expired offerings will be visible under a new tab on your dashboard "Expired Offerings". [Click here](#) to see a step-by-step guide for the functionality.  
If any of your offerings are visible in the "Offerings Expiring Soon", you are advised in your own interest to update the required details on these offerings before 10th July 2020, post which any offerings not updated in the last 60 days will be marked expired. While updating your offerings please do ensure to check and review your delivery locations also, since as per revised IM policy, refusal / non acceptance of and failure in supply against Direct Purchase orders for offered locations would invite penalties and forfeiture of caution money.  
If any of your expired offerings (i.e. offerings in the Expired Offerings tab) are not updated for a further period of 60 days, the offerings will be removed and you would need to re-upload or pair the offering to start selling again. All such offerings will be visible on your seller dashboard for informational purposes only. Kindly note that you will need to update your Expired offerings by 20th July 2020, post which any non-updated expired offerings will be removed.

**Latest Bids**  
[List of bids](#)

**Latest Announcement**  
15 February 2018  
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](mailto:oem.services@gem.gov.in) with subject "Missing Catalog on GeM" with GeM contract numbers for fulfilled orders /details of the product (brand/model).



100%  
Completed

You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

My Company

My Actions

Personal Settings

My Team

• [User List](#)

Add Secondary User

### User List

You can review the list of users here

Sl.No	Name	User Id	Roles	Email	Mobile	Status	Action
1			Primary Seller			Active	



100%  
Completed

You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

My Company ▾

My Actions ▾

Personal Settings ▾

My Team ▲

User List

• [Add Secondary User](#)

### Add Secondary User

Email ID \*

shaifali.diwakar@yahoo.com

Select Roles \* ⓘ

Select ▾

Can Participate in Bid/RA

Can Create Catalog

Can Manage Order Fulfillment

Can Participate In Purchase Requisition

0 / 4 checked

You can add secondary user and define roles here



100%

You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

My Company ▾

My Actions ▾

Personal Settings ▾

My Team ▲

User List

• Add Secondary User

### Add Secondary User

You can choose more than one role for secondary user

Email ID \*

shaifali.diwakar@yahoo.com

Select Roles \* ⓘ

2 Checked ▾

Chosen Roles

Can Participate in Bid/RA, Can Manage Order Fulfillment

Click here to proceed

ADD USER




Invitation to register on GeM Inbox x



noreply@gem.gov.in  
to me

The activation link will be sent to the secondary user's email.

www.gem.gov.in

Dear Sir / Madam,

Your organisation's primary seller, [redacted], has invited you to join as a secondary seller on Government eMarketplace (GeM). To proceed with your registration, please follow the link below.

[Verify me now](#)

Regards,  
Team GeM

Click here to proceed further

For any queries : 1-800-419-3436, 1-800-102-3436 or helpdesk-gem@gov.in

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If Primary user has registered with PAN, the Secondary user will have to register with PAN.

And

If Primary user has registered with Adhaar, the Secondary user will have to register with Aadhaar.



GeM  
Government  
e Marketplace

## Registration using PAN

Bids ▾

Login

Signup ▾

### User Account Activation Form

Email Id \*

PAN Number \* ⓘ

Name (as on PAN) \* ⓘ

Date Of Birth \*

August ▾

1993 ▾

VERIFY PAN

Please fill in the required  
details and click here



WEB INFO

ABOUT GEM

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TRAINING

NEED HELP ?

Person PAN is verified successfully

Home Login Signup

Your Pan has been verified

### User Account Activation Form

Email Id \*

PAN Number \* 

Name (as on PAN) \* 

Date Of Birth \*

Mobile Number \*

Verify Mobile \*

SEND OTP





GeM  
Government  
e Marketplace

Bids ▾

Login

Signup ▾

## User Account Activation Form

Email Id \*

PAN Number \* ⓘ

Name (as on PAN) \* ⓘ

Date Of Birth \*

August




Mobile Number \*

Verify Mobile \*



Please fill in the required details and click here to receive an OTP

PAN Number 

Name (as on PAN) \* 

Date Of Birth \*

Mobile Number \*

Verify Mobile \*

SEND OTP

OTP has been sent successfully to your mobile.

09:54

Click "Resend OTP" if not recieved within 10 min.

RESEND OTP

Enter OTP \*

VERIFY OTP

Please fill in the OTP and click here to Verify the OTP



Email Id \*

PAN Number \* ⓘ

Name (as on PAN) \* ⓘ

Date Of Birth \*

Mobile Number \*

9999999999 ✓

User Id ⓘ \*

Password ⓘ \*

Password must contain minimum of

One Upper Case

One Lower Case

One Numeric

One Special Character


8 characters and maximum of 16 characters


Confirm Password \*

Please fill in the required details ,  
create a User ID and set the  
password





PAN Number 

Name (as on PAN) \* 

Date Of Birth \*

Mobile Number \*

9999999999 

User Id 

Password 

Password must contain minimum of

✓ One Upper Case

✓ One Lower Case

✓ One Numeric

✓ One Special Character

✓ 8 characters and maximum of 16 characters

Confirm Password \*

Click here to review the  
Terms & Conditions

REVIEW TERMS & CONDITIONS



PAN Number

BZGPK3157C

Name

## Review Terms And Conditions

Date C

1 of 40

Mobile

User Id

Passw

Confir

### General terms and conditions on GeM 3.0 (Version 1.13)

#### 1. Introduction

This document is an electronic record published by GeM under the provisions of the Information Technology Act, 2000 and the rules made there under (as applicable) and shall act as valid agreement between Seller / Service Provider and Buyer. Further the use of GeM Portal for Sale / Purchase of Goods / Services and the **resulting Contracts shall be governed by the following General Terms and Conditions (GTC) (unless otherwise superseded by Product / Service specific Special Terms and Conditions (STC), Product / Track / Domain Specific STC of**


reement) and BID/Reverse  
) as applicable).

ublic Procurement Portal; an  
end-to-end online Marketplace for Central and State Government Ministries /

Please read the Terms & Conditions carefully and click here to proceed further

\* I have read and agree to the Terms & Conditions of Government e-Marketplace (GeM).



PAN Number 


Name (as on PAN) \* 

Date Of Birth \*

Mobile Number \*

999999999 

User Id  \*

Password  \*

Password must contain minimum of

- ✓ One Upper Case
- ✓ One Lower Case
- ✓ One Numeric
- ✓ One Special Character
- ✓ 8 characters and maximum of 16 characters

Confirm Password \*

REVIEW TERMS & CONDITIONS

**CREATE ACCOUNT**

Click here to create your account



You have been activated successfully

Date Of Birth \*

VERIFY PAN

#### WEB INFO

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#### NEED HELP ?

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[Contact Us](#)  
[Careers](#)

 Department of Commerce  
Ministry of Commerce and Industry

 सूक्ष्म, लघु और मध्यम उद्यम संस्थान  
Ministry of  
Micro, Small & Medium Enterprises

 Goods and Services Tax



 Digital India  
Power To Empower



The national portal of India  
[india.gov.in](#)



Application  
Security  
Audit Report

Marketplace  
functionality and  
vulnerability report

## Registration using Adhaar



www.gem.gov.in

Dear Sir / Madam,

Your organisation's primary seller, **firmtest15julia**, has invited you to join as a secondary seller on Government eMarketplace (GeM). To proceed with your registration, please follow the link below.

[Verify me now](#)

Regards,  
Team GeM

[Click here to proceed](#)

For any queries : 1-800-419-3436, 1-800-102-3436 or [helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in)

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User Account Activation Form

Email Id\*

shaifali.d@yahoo.com

Aadhaar Number / Virtual ID\*

Please enter Aadhaar number/Virtual Aadhaar

Mobile number linked with Aadhaar\*

Please enter your 10 digit mobile number

VERIFY AADHAAR

Please fill in the required details

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- Download GeM Logo

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- Contact Us
- Careers



### User Account Activation Form

Email Id\*

Aadhaar Number / Virtual ID\*

Mobile number linked with Aadhaar\*



After filling in the Aadhaar number, click on "Verify Aadhaar" to proceed

#### WEB INFO

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- Download GeM Logo

#### NEED HELP ?

- FAQs
- Feedback
- Raise a Ticket
- Contact Us
- Careers



### Mobile OTP Verification

Enter OTP \*

Mobile : \*\*\*\*\*0512 | Email : sh\*\*\*\*\*@gmail.com

Not received OTP in 9:57 mins?

RESEND

Verify

Cancel

**You will receive an OTP on mobile number registered with Aadhaar. Enter that and click on "Verify".**

Aadhaar verification successful



Home | Register | Login

### User Account Activation Form

Email Id\*

shaifal.d

Mobile num

9650520512

First Name\*

Shaifal

Last Name

Diwakar

User Id ⓘ\*

Password ⓘ\*

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

Confirm Password\*

- For Secondary user – you require the following before you can proceed:
  - Aadhaar number
  - Active Mobile number to which your Aadhaar is linked – for OTP purpose
- We do not share your personal details.

OK

The Aadhaar has been verified

### User Account Activation Form

Email Id\*

Mobile number linked with Aadhaar\*

First Name\*

Last Name

User Id \*

Password \*

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

Confirm Password\*

Please fill in the required details



### User Account Activation Form

Email Id\*

Mobile number linked with Aadhaar\*

9650520512 ✓

First Name\*

Last Name

User Id ①\*

Password ①\*

Password must contain minimum of

- ✓ One Upper Case
- ✓ One Lower Case
- ✓ One Numeric
- ✓ One Special Character
- ✓ 8 characters and maximum of 16 characters

Confirm Password\*

Create your user ID and set a password

Click here to review the Terms & Conditions

REVIEW TERMS & CONDITIONS

### Review Terms And Conditions

#### General terms and conditions on GeM 3.0 (Version 1.13)

##### 1. Introduction

This document is an electronic record published by GeM under the provisions of the Information Technology Act, 2000 and the rules made there under (as applicable) and shall act as valid agreement between Seller / Service Provider and Buyer. Further the use of GeM Portal for Sale / Purchase of Goods / Services and the **resulting Contracts shall be governed by the following General Terms and Conditions (GTC) (unless otherwise superseded by Product / Service specific Special Terms and Conditions (STC), Product / Track / Domain Specific STC of Particular Service including its SLA (Service Level Agreement) and BID/Reverse Auction Specific Additional Terms and Conditions (ATC) as applicable).**

Government e-Marketplace (GeM) is the National Public Procurement Portal; an end-to-end online Marketplace for Central and State Government Ministries / Departments, Central & State Public Sector Undertakings (CPSUs & SPSUs), Autonomous institutions and Local bodies, for procurement of common use goods & services. The portal is owned and managed by GeM SPV which is a Section 8

**Please read the Terms & Conditions carefully and click here to proceed further**

a. **"APPLICABLE LAWS"** shall mean any statute, law, ordinance, notification, rule,

\* have read and agree to the Terms & Conditions of Government e-Marketplace (GeM).

REVIEW TERMS & CONDITIONS





### User Account Activation Form

Email Id\*


Mobile number linked with Aadhaar\*

9650520512 

First Name\*

Last Name

User Id \*

Password \*

Password must contain minimum of

- ✓ One Upper Case
- ✓ One Lower Case
- ✓ One Numeric
- ✓ One Special Character
- ✓ 8 characters and maximum of 16 characters

Confirm Password\*

**Click here to create account**

[REVIEW TERMS & CONDITIONS](#)

**CREATE ACCOUNT**



You have been activated successfully

### User Account Activation Form

Email Id\*


Mobile number linked with Aadhaar\*

9650520512 

First Name\*

Last Name

User Id 

Password 

Password must contain minimum of

- ✓ One Upper Case
- ✓ One Lower Case
- ✓ One Numeric
- ✓ One Special Character
- ✓ 8 characters and maximum of 16 characters

Confirm Password\*

[REVIEW TERMS & CONDITIONS](#)



[CREATE ACCOUNT](#)

After Successfully activating the Secondary User Account,  
the Secondary User can update their profile by logging in to GeM portal with  
their credentials

Not Registered with GeM ? Sign up to experience the Marketplace

 Register as Buyer    Register as Seller

## Need help with your Login ?

 **Raise a Ticket**  
Agents and experts available on a single platform ready to help you

 **Contact Us**  
Email. [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)  
Call: 1-1800-419-3436 / 1-1800-102-3436 ( 8 am - 8 pm Mon to Sat )

Fill in your User ID & Password and click 'Submit'

### Login in to Government e Marketplace | GeM

GeM User Id \* 

Password \* 

Submit

Cancel

[Forgot your GeM password ?](#)

[Reset GeM Password](#)

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**GeM**  
Government  
e Marketplace

Dashboard

Market ▾

Orders

Bids ▾

Purchase Requisitions ▾

Catalogue ▾



My Account

Logout

☰ CATEGORIES

All Categories ▾



Click on "My Account"

GeM facilitates procurement  
for **POSHAN ABHIYAAN**

Explore Now

**POSHAN  
Abhiyaan**

PM's Overarching  
Scheme for Holistic  
Nourishment

सही पोषण - देश रोशन



Products on GeM



POSHAN Abhiyaan Categories



Ask GeMmy



## PROTRAINING

Personal Settings 

• Seller Profile

Change Password

Change Email

Update Mobile

### Seller Profile

First Name

Last Name

Mobile

Email Id

shaifali.diwakar@yahoo.com

Roles

Can Participate in Bid/RA, Can Manage Order Fulfillment

**Click here to proceed**



CATEGORIES

All Categories



### PROTRAINING

Personal Settings

Seller Profile

• Change Password

Change Email

Update Mobile

### Change Password

Please complete OTP verification, by clicking the below button to proceed with change of password.

GET OTP

Click here to receive OTP



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PROTRAINING

Personal Settings

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Change Email

Update Mobile

OTP Verification

Enter OTP\*

111111

VERIFY OTP

09:48 Not received OTP in 10 mins?

RESEND OTP

OTP has been successfully sent to #####9999 and email s#####r@yahoo.com

Please complete OTP verification, by clicking the below button to proceed with change

Fill in the OTP and click here to verify



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## PROTRAINING

Personal Settings

Seller Profile

• Change Password

Change Email

Update Mobile

### Change Password

Old Password \*

Current Password

New Password

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

Confirm Password \*

Confirm New Password

SAVE

Click here to change password



## PROTRAINING

Personal Settings ^

Seller Profile

• **Change Password**

Change Email

Update Mobile

### Change Password

Old Password \*

New Password \* ⓘ

Password must contain minimum of

- ✓ One Upper Case
- ✓ One Lower Case
- ✓ One Numeric
- ✓ One Special Character
- ✓ 8 characters and maximum of 16 characters

Confirm Password \*



Fill in the details and  
click here to save

CATEGORIES

All Categories



### PROTRAINING

- Personal Settings
- Seller Profile
- Change Password
- Change Email**
- Update Mobile

Click here to change the Email id

#### Change Email

Current Email ID

[Redacted]

Email Id \*

Please enter your email address

Please enter your email address

SEND OTP





GeM  
Government  
e Marketplace

Dashboard

Market ▾

Orders

Bids ▾

Purchase Requisitions ▾

Catalogue ▾



☰ CATEGORIES

All Categories ▾



## PROTRAINING

Personal Settings ^

Seller Profile

Change Password

• Change Email

Update Mobile

### Change Email

Current Email ID



Email Id \*

Verify Email Id \*

Fill in the details and click here to receive OTP



SEND OTP



## PROTRAINING

Personal Settings ^

Seller Profile

Change Password

Change Email

• Update Mobile

### Update Mobile

#### USER DETAILS

User Id

[REDACTED]

Mobile

\*\*\*\*\*9999

#### UPDATE MOBILE

Number \*

Verify Mobile \*

SEND OTP

Click here to update mobile number



## PROTRAINING

Personal Settings 

Seller Profile

Change Password

Change Email

• Update Mobile

### Update Mobile

#### USER DETAILS

User Id



Mobile

\*\*\*\*\*9999

#### UPDATE MOBILE

Mobile Number \*

Verify Mobile \*

SEND OTP

Fill in the details and  
click here to receive OTP





**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive