

Introduction to Buyer Functionality



Overview

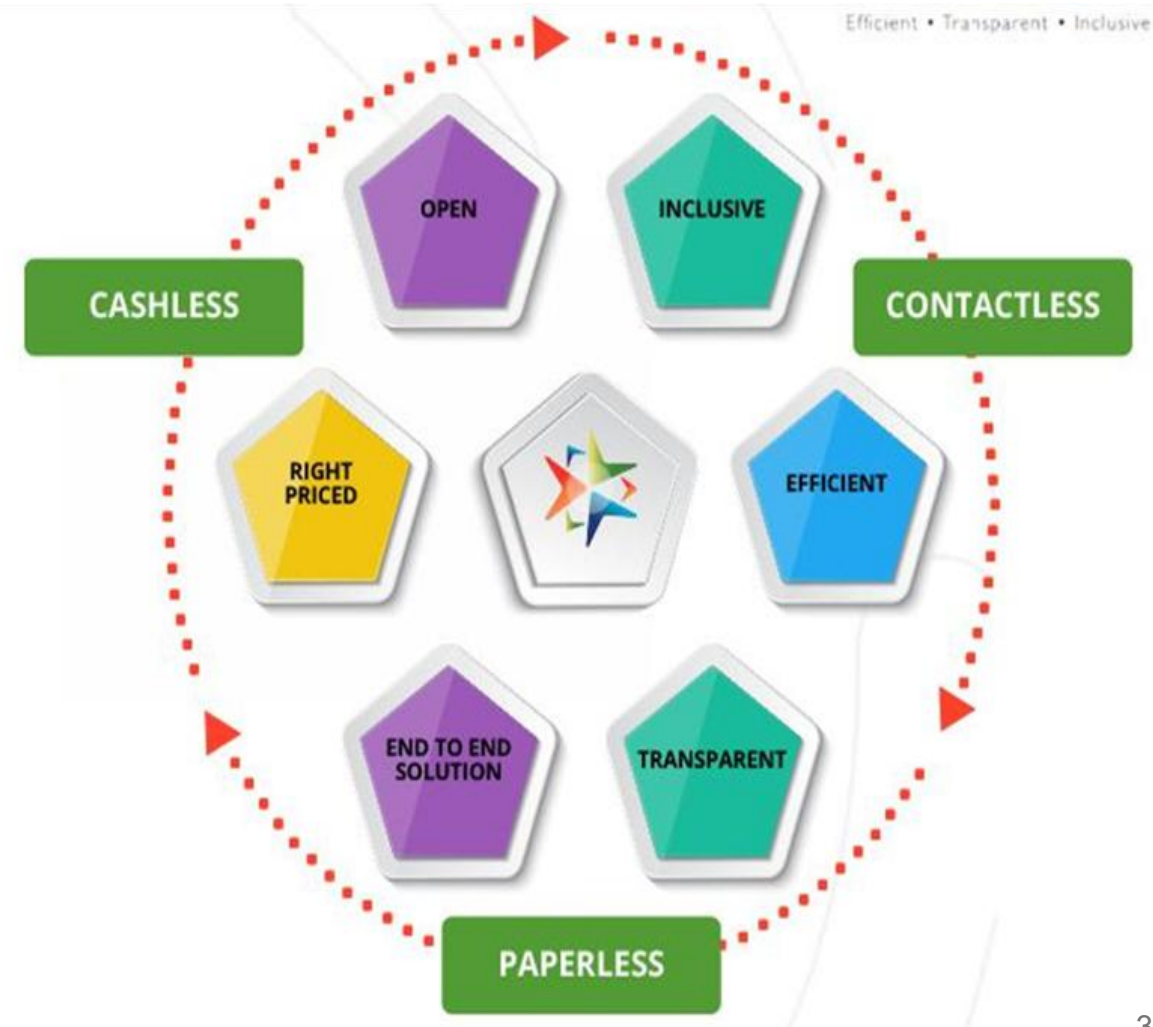
- Genesis of GeM
- Buyer user roles based on segregation of work
- Pre-requisites for Primary User Registration
- Pre-requisites for Secondary User Registration
- Buyer Registration Flow
- Verification of Primary User

Genesis of GeM

Launched on 9th August 2016, Government e Marketplace is a one – stop online procurement portal for all Government Buyers including Central/State ministries, Departments, Bodies and PSUs.

The portal provides the tool of e-bidding, reverse auction and direct procurement to facilitate Government user achieve the best value for their money.

GeM aims to enhance efficiency, transparency and inclusiveness in public procurement.



Buyer user roles based on segregation of work



BUYER

Buyer & Consignee can be the same entity. Makes purchases and draft BILLS



CONSIGNEE

Accepts & Rejects consignment. Also generates CRAC



INDENTOR

Selects the item and add it in specific buyer's cart



PRIMARY USER

Scope of Primary User:

1. Register Organization
2. Creation / Modification of Secondary Users
3. Manage users and Deactivation
4. Monitoring of Orders placed

The Primary user registration is authorized at the level of Deputy Secretary/ Equivalent officer or Head of the Officers at Sub Centre/ Unit/ Branch of Government Organization/ PSU/ Autonomous Bodies / Local Bodies / Constitution Bodies / Statutory Bodies.



DDO

Drawing and Disbursement Officer

Processes bills and pushes bills to PFMS



PAO

Pay and Accounts Office

Process bills for payment (Non PFMS Payment mode)



TECHNICAL EVALUATOR

Evaluates bidders on technical parameters

Pre-requisites for Primary User Registration



Aadhar Number of the User



Email IDs hosted by NIC (Users from 1600+ domains)*



Mobile Number linked with Aadhar.



Verifying authority details such as name, mobile number and NIC registered Email ID.

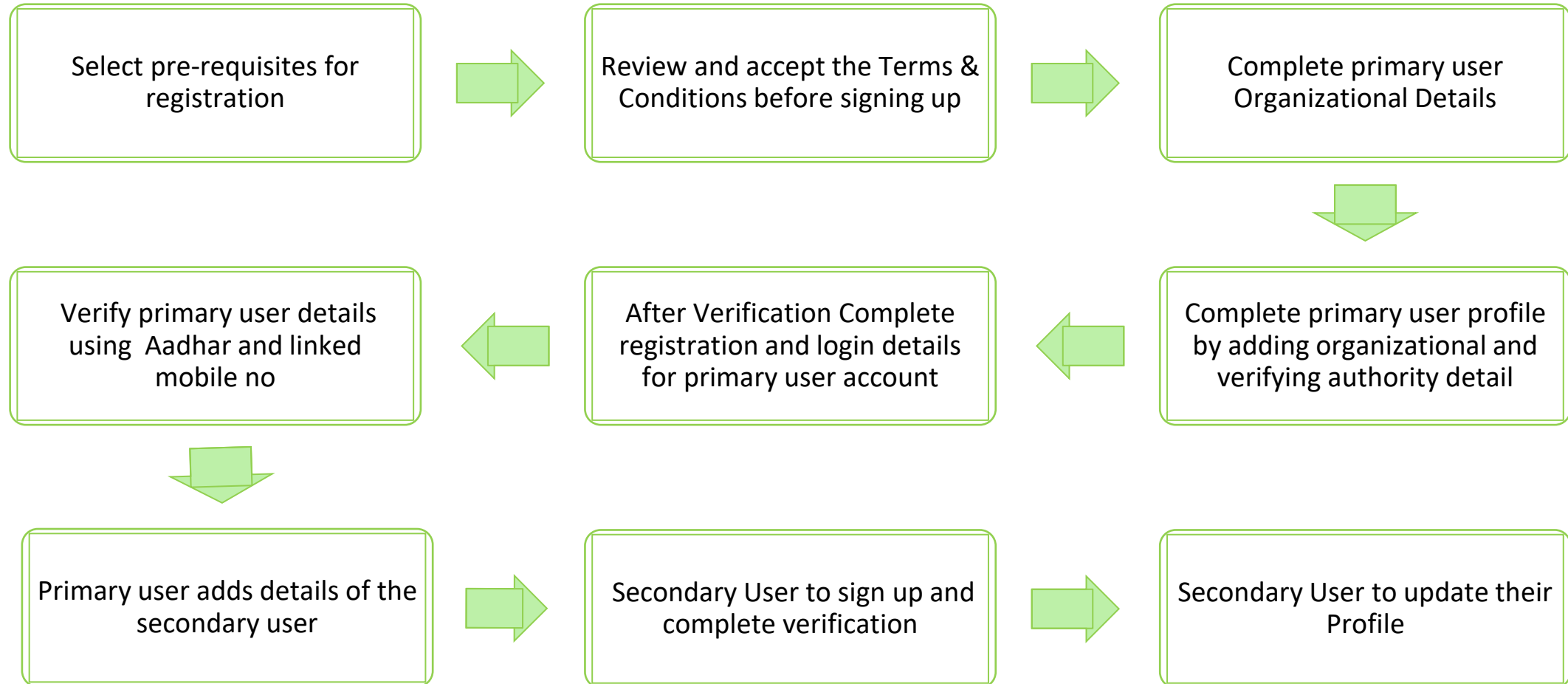
*** In case the user does not have an email id which is hosted by NIC s/he would be directed to open GeM Buyer ID email account. Primary Users can request for a GeM Buyer ID. Please [Click here](#) to see the process.**

Pre-requisites for Secondary User Registration

- Secondary User Registration
 - Aadhaar Number / Virtual ID of the User
 - Active Mobile Number to which Aadhaar is linked – for OTP purpose
 - NIC registered Email ID / gembuyer.in

Note : In case the user does not have an Email ID which is hosted by NIC, he/she would be directed to create gembuyer.in email ID.

Buyer Registration Flow



Verification of Primary User

- Upon creation of a HOD account, an email is sent to the Verifying Authority with options to either **approve** or **decline** the request.
- HOD now can edit the request once sent to the Verifying Authority. It can only be edited once
- If the Verifying Authority does not take any action (neither approve nor decline), the following steps will be taken:
 - **Day 1-3:** The HOD must wait for three days.
 - **Day 4:** After three days, the HOD will have the option to resend the email to the Verifying Authority.
 - This process of resending the email can be repeated every three days for a total of 15 days (**five attempts**).
- The VA will have 15 days to take the action, if there is no action taken or the request is rejected, the HOD will be forced to close the account and they have to create a new HOD account to register on GeM.



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