



## Secondary User Registration and Activation - Buyer



A Secondary Buyer in GeM is a person of responsibility as approved by the Primary User.

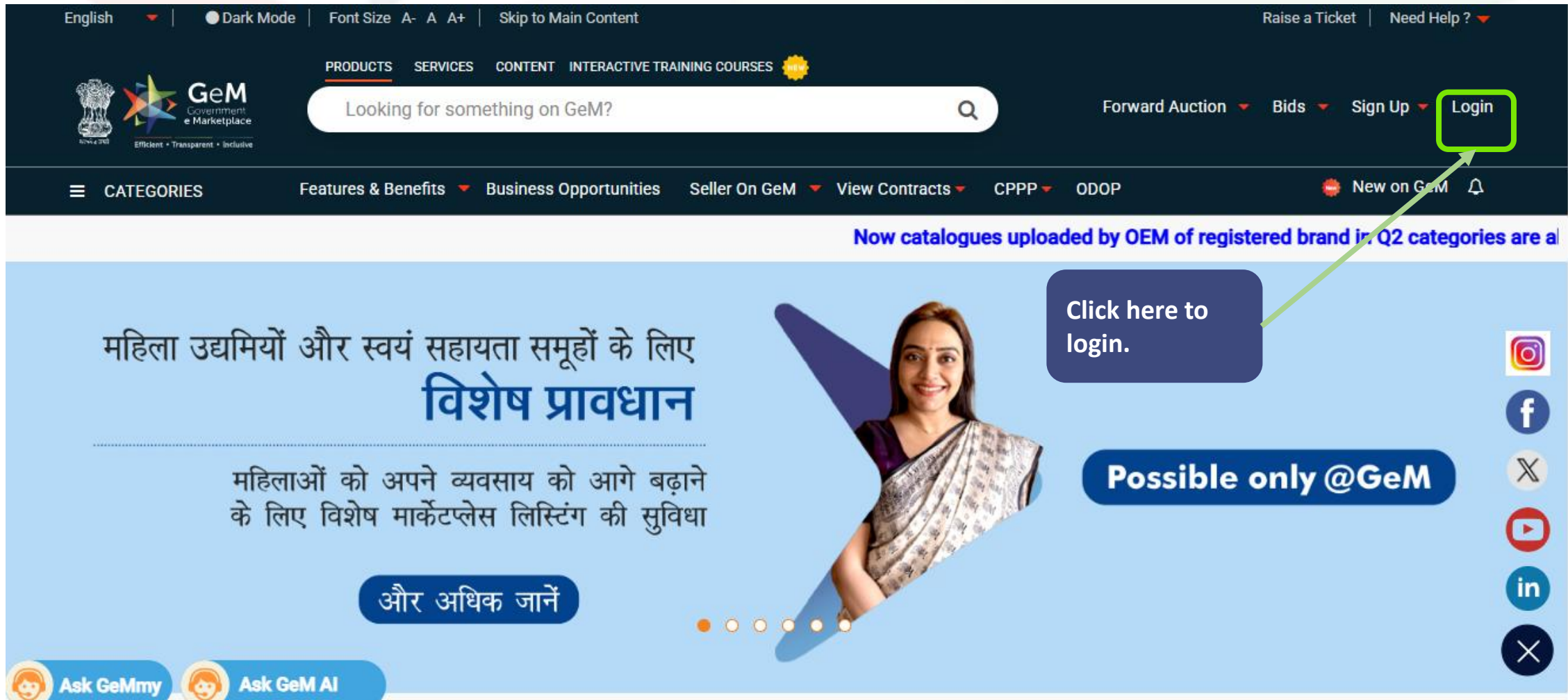
These authorized secondary users enjoy rights and privileges as assigned to them by the Primary User - HOD.

## The Key Role of the Secondary User:

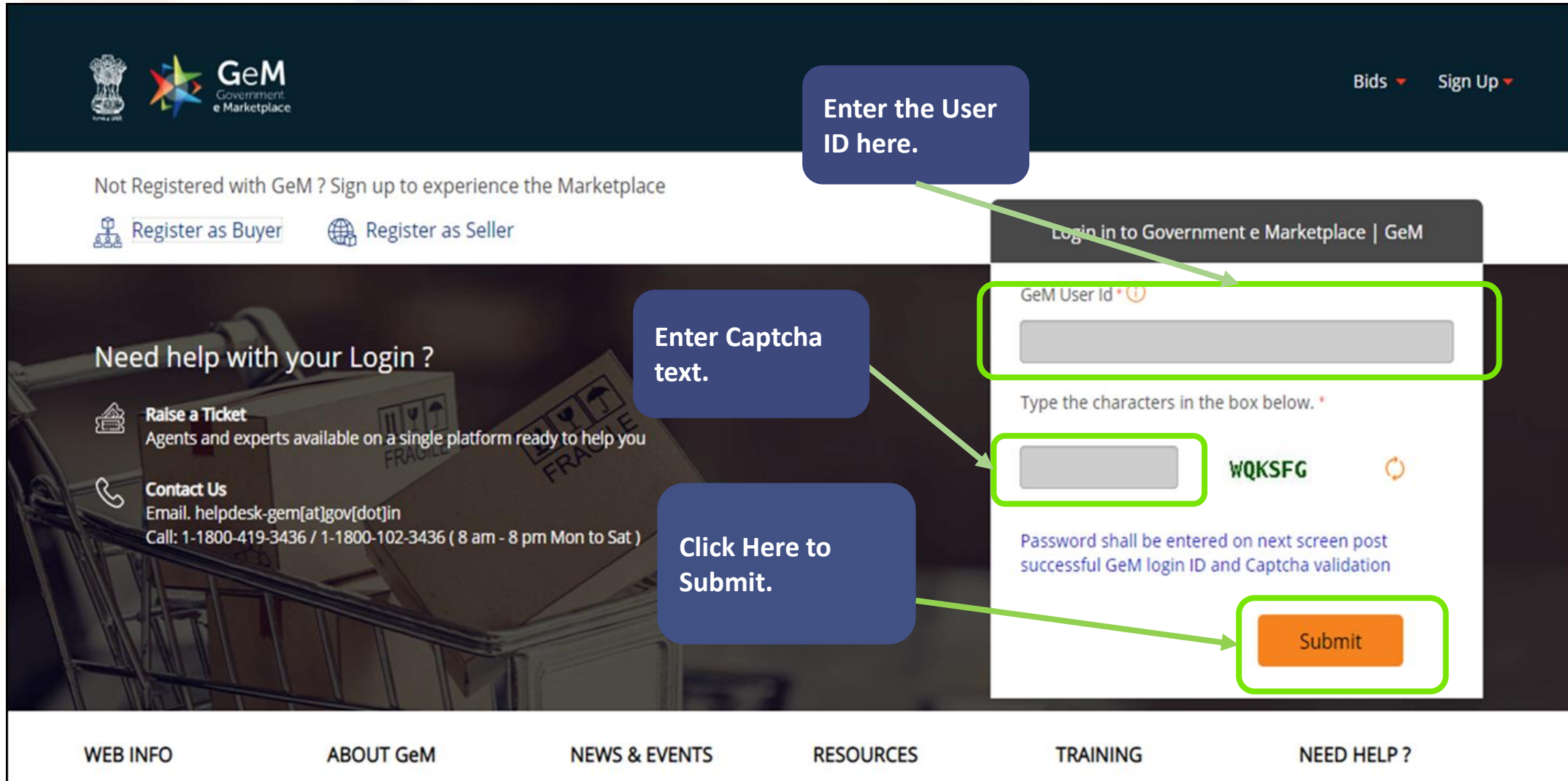
- **Active Buyer Role:** Creation of orders, Placement & Bill Drafting
- **Consignee:**
  - Receiving the Consignment, followed by acceptance & rejection of the same
  - Generation of CRAC
- **DDO/PAO:** Order payment processing
- **Indentor:** Selection of products and add to buyer's cart
- **Technical Evaluator:** Evaluation of bidders on technical front/parameters

# Secondary User Creation by Primary User

- Primary User (HOD) is responsible for creation of Secondary Users.
- To create Secondary Users, Primary User will have to visit [www.gem.gov.in](http://www.gem.gov.in) and login.



The screenshot shows the GeM website interface. At the top, there are navigation links for English, Dark Mode, Font Size, and Skip to Main Content. The main header includes the GeM logo, a search bar, and navigation links for PRODUCTS, SERVICES, CONTENT, and INTERACTIVE TRAINING COURSES. The Login button is highlighted with a green box, and a callout box with the text "Click here to login." points to it. Below the header, there are more navigation links like CATEGORIES, Features & Benefits, Business Opportunities, Seller On GeM, View Contracts, CPPP, ODOP, and New on GeM. The main content area features a banner for women's empowerment with the text "महिला उद्यमियों और स्वयं सहायता समूहों के लिए विशेष प्रावधान" and "महिलाओं को अपने व्यवसाय को आगे बढ़ाने के लिए विशेष मार्केटप्लेस लिस्टिंग की सुविधा". A call to action button says "और अधिक जानें". At the bottom, there are "Ask GeMmy" and "Ask GeM AI" buttons. Social media icons for Instagram, Facebook, X, YouTube, and LinkedIn are visible on the right side.



The image shows a screenshot of the GeM login page. At the top left, there is the GeM logo and the text "GeM Government e Marketplace". To the right, there are links for "Bids" and "Sign Up". Below the header, there is a navigation bar with "Not Registered with GeM? Sign up to experience the Marketplace" and buttons for "Register as Buyer" and "Register as Seller". The main content area features a "Need help with your Login?" section with links for "Raise a Ticket" and "Contact Us". The central focus is the "Login in to Government e Marketplace | GeM" form. This form includes a "GeM User ID" input field, a "Type the characters in the box below" section with a captcha image showing "WQKSFG", and a "Submit" button. Three blue callout boxes with arrows point to these elements: "Enter the User ID here." points to the User ID field, "Enter Captcha text." points to the captcha input field, and "Click Here to Submit." points to the Submit button. At the bottom, there is a footer with navigation links: "WEB INFO", "ABOUT GeM", "NEWS & EVENTS", "RESOURCES", "TRAINING", and "NEED HELP?".

Enter the User ID here.

Enter Captcha text.

Click Here to Submit.

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  
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 successful GeM login ID and Captcha validation

Submit

WEB INFO ABOUT GeM NEWS & EVENTS RESOURCES TRAINING NEED HELP ?

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  
Call: 1-1800-419-3436 / 1-1800-102-3436  
(9:00 a.m. - 10:00 p.m. Mon to Sat)

## Password Advisory

- Please ensure your password is **STRONG** and **RESET** the same regularly
- Do **NOT** save a password in the browser or in any unprotected documents/material (e.g. sticky/post-it notes, plain paper pinned or posted on your table)
- Do **NOT** share your password with anyone to avoid misuse
- Do **NOT** use the same password in multiple websites/apps
- Password should contain more than eight characters, the password should not be a word found in a dictionary (English or Foreign)
- Password should not be a derivative of your GeM User ID
- Password should be a combination of upper and lower case characters (e.g. a-z, A-Z), digits (e.g. 0-9) and special characters (e.g. ! @ # \$ % ^ & \* ( ) \_ + | - - = { } [ ] < > ? . / ; : " ' ` )

## Login in to Government e Marketplace | GeM

GeM User Id \* 

Password \* 


Submit

Cancel

Forgot your GeM password ?

Reset GeM Password

Enter the Password and click on 'Submit' to proceed.

GeM Logo  Dashboard Market ▾ Forward Auction ▾ Vivad se Vishwas ▾ Bids ▾ **Users** View Past Performance

☰ BROWSE All Categories  🔍 🔔

## NOTIFICATIONS

Dear User,

The consignee can manually generate the Service Delivery Acceptance Certificate (SDAC) at any time within the stipulated period displayed while processing the invoice on the Service Orders. If the consignee does not take any action on the invoice, either processing or rejecting it within this period, the system will automatically initiate an SDAC. The consignee then has an additional 3 days to modify or reject the system-initiated SDAC. After this period, the Final SDAC will be generated, which cannot be modified, and the entire invoice amount will be considered the SDAC amount.

Dear Buyers,

Please be informed that numerous bids dating back to 2018 are still pending in the GeM system. It is requested to conclude these bids by either awarding or cancelling them, ensuring that reasons for cancellation are duly recorded, no later than 30th July 2024. Bids having opening date on before 31st December 2022 not concluded by 30th July 2024 will be cancelled without further notice by GeM. Once cancelled by GeM, these bids will no longer be available for further action by buyer. Therefore request attention and action on this matter.

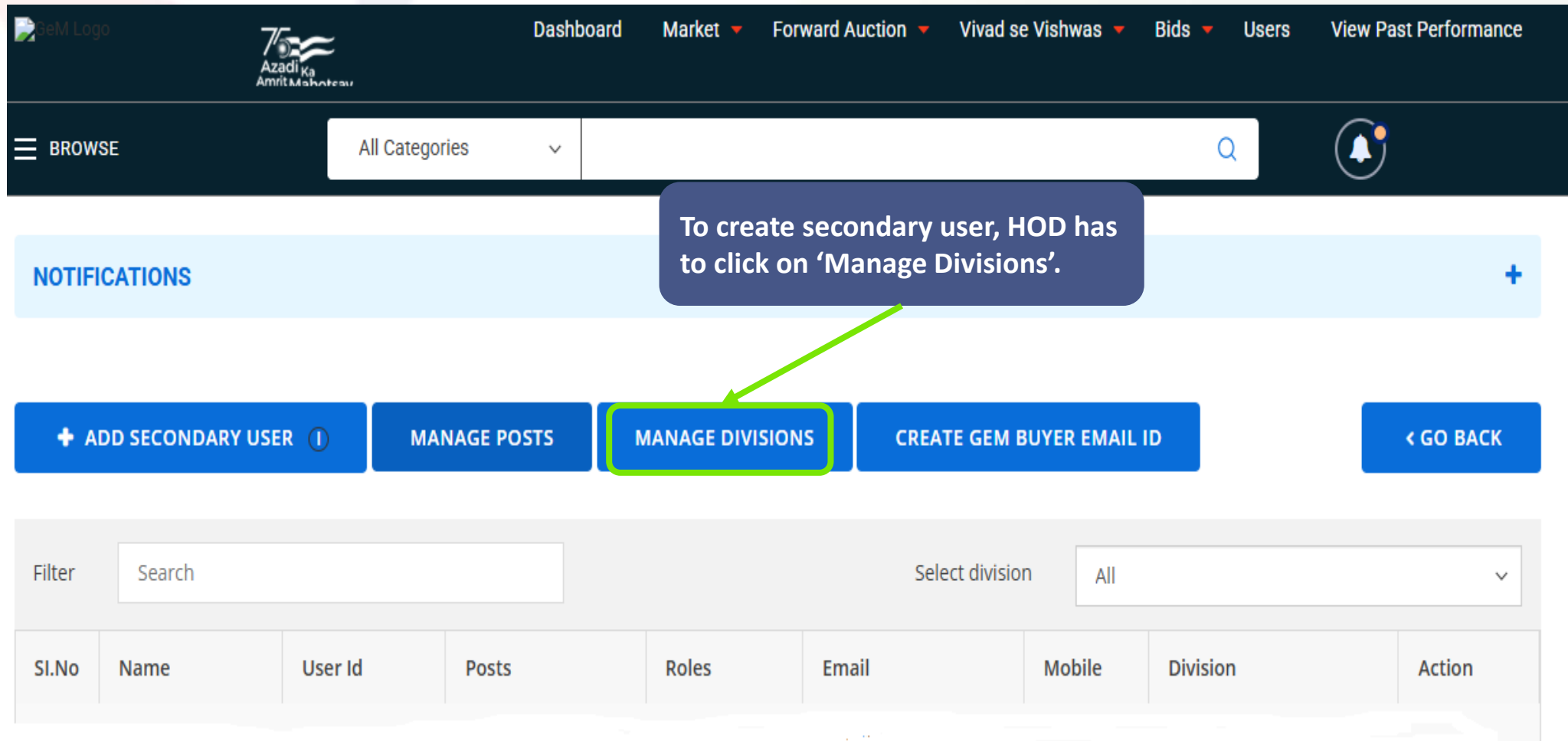
**Sellers Suspended due to non-compliance with GFR Rule 144(xi):**

Ask GeMmy

s and Brands listed in the "Sellers Suspended due to non-compliance with GFR Rule 144(xi)" either been determined as non-compliant or have failed to prove their compliance

Click on 'Users' to proceed.

It is no longer mandatory for the Secondary buyers to need an nic.in or gov.in domain Email ID for registration. Email ID of any domain, public or private is now enabled for registration. However, Primary Buyer registration will still require NIC whitelisted domain email IDs.



The screenshot shows the GeM user management interface. At the top, there is a navigation bar with links for Dashboard, Market, Forward Auction, Vivad se Vishwas, Bids, Users, and View Past Performance. Below this is a search bar with a dropdown menu for 'All Categories' and a notification bell icon. A callout box with a green arrow points to the 'MANAGE DIVISIONS' button, which is highlighted with a green border. Below the buttons, there is a filter section with a search input and a 'Select division' dropdown menu. At the bottom, a table with columns for SI.No, Name, User Id, Posts, Roles, Email, Mobile, Division, and Action is visible.

**NOTIFICATIONS** +

To create secondary user, HOD has to click on 'Manage Divisions'.

+ ADD SECONDARY USER ⓘ    MANAGE POSTS    **MANAGE DIVISIONS**    CREATE GEM BUYER EMAIL ID    < GO BACK

Filter     Select division

SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
-------	------	---------	-------	-------	-------	--------	----------	--------

## NOTIFICATIONS



+ NEW DIVISION

+ ADD SECONDARY USER

Sl.No	Name	Address	State	Action

Click on 'New Division' to create a division.

BROWSE

All Categories



NOTIFICATIONS



Divisions



Add Secondary User



Manage posts



Division Information

Address Same As Organisation

Division ⓘ \*

Pincode \*

State \*

District \*

Check this box if the division address is the same as that of the organisation address.

### NOTIFICATIONS

Divisions

Add Secondary User

Manage posts

#### Division Information

Address Same As Organisation

Division \*

test

Pincode \*

248001

State \*

UTTARAKHAND

District \*

Dehradun

Street Address \*

test Test

Are you registered for GST? \*

Yes  No

I hereby declare that I am not liable to be registered under the ambit of GST.

ADD

Click on 'Add' to proceed.

BROWSE

All Categories



## NOTIFICATIONS



+ NEW DIVISION

+ ADD SECONDARY USER

Division has been created.

Sl.No	Name	Address	State	Action
1	ddun	Director Sugar, Dehradun, Dehradun, 248001	UTTARAKHAND	<a href="#">Edit</a> <a href="#">Deactivate</a>

≡ BROWSE

All Categories ▾



## NOTIFICATIONS



Click on 'Add Secondary User' to proceed.

+ NEW DIVISION

+ ADD SECONDARY USER

Sl.No	Name	Address	State	Action
1	ddun	Director Sugar, Dehradun, Dehradun, 248001	UTTARAKHAND	<a href="#">Edit</a> <a href="#">Deactivate</a>

## NOTIFICATIONS

Divisions »

New division »

Manage posts »

Add/Invite Secondary User ⓘ

Post \*

Select post ▼

Click on 'Manage Posts'

BROWSE

All Categories



## NOTIFICATIONS



Divisions



Add/Invite Secondary User ⓘ

New division



Post \*

Select post



CREATE ROLES

Click on 'Create Role' to proceed.

Manage posts



Invite Email ID



BROWSE

All Categories



NOTIFICATIONS

Enter the designation of secondary user.



DDUN : POST MANAGEMENT

ADD USER

Create Roles

Designation ⓘ DD

Divisions Select

Select Roles Select

ROLES

ORG  
Ddun

DIVISION  
ddun

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

Select the division you want to assign this secondary user in.

BROWSE

All Categories



NOTIFICATIONS



DDUN : POST MANAGEMENT

ADD USER

Create Roles

Designation

Divisions

Select Roles

- ROLES
- CONSIGNEE
  - TECHNICAL EVALUATOR
  - BUYER INDENTOR
  - BUYER
  - Payment Authority/PAO

Buyer/PAO/DDO can be restricted to use selected payment methods would be payment methods selected by the HO

function, only the C will inherit all

Restrict payment methods allowed for this user

Select the roles to be assigned to the secondary user.

Buyer/PAO/DDO can be restricted to use a set of payment methods, by selecting the checkbox below. Upon restriction, only the selected payment methods would be available to the Buyer/PAO/DDO. In case of non restriction, Buyer/PAO/DDO will inherit all payment methods selected by the HOD under Payment Method.

Restrict payment methods allowed for this user

Payment Method(s) for post

Others

Please select at least one payment method

Primary user can restrict payment method .

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

User Id ⓘ\*

Official Email ⓘ\*

DDO  
Email a \_\_\_\_\_

Apply for @gembuyer.in Email ID

Action

ADD POST

It is important to create secondary user Id on basis the designation/ role of the secondary user. Once created, the user ID cannot be changed.

Buyer/PAO/DDO can be restricted to use a set of payment methods, by selecting the checkbox below. Upon restriction, only the selected payment methods would be available to the Buyer/PAO/DDO. In case of non restriction, Buyer/PAO/DDO will inherit all payment methods selected by the HOD under Payment Method.

Restrict payment methods allowed for this user

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

User Id ⓘ\*

Official Email ⓘ\*

[Apply for @gembuyer.in Email ID](#)

Action

Enter User Id of the secondary user.

Buyer/PAO/DDO can be restricted to use a set of payment methods, by selecting the checkbox below. Upon restriction, only the selected payment methods would be available to the Buyer/PAO/DDO. In case of non restriction, Buyer/PAO/DDO will inherit all payment methods selected by the HOD under Payment Method.

Restrict payment methods allowed for this user

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

User Id ⓘ\*

testdd

Secondary User email should be registered with NIC. If you do not have NIC registered email, please click below link to apply for @gembuyer Email ID.

Official Email ⓘ\*

Email as gov.in/nic.in/gembuyer.in

[Apply for @gembuyer.in Email ID](#)

Action

ADD POST

Enter the email ID. Secondary buyers will no longer need only an nic.in or gov.in domain Email ID for registration.

User Id ⓘ\*

testdd

Secondary User email should be registered with NIC. If you do not have NIC registered email, please click below like to apply for @gembuyer Email ID.

Official Email ⓘ\*

testdd@nic.in

[Apply for @gembuyer.in Email ID](#)

If required, click here to apply for @gembuyer.in email ID.

Action

ADD POST



The users having email id with domain nic.in or gov.in can directly register using the email id. Issuance of a new Gembuyer ID is not required for these users

TAT for the response of Id creation for secondary users is 48hrs(2 working days).

## Add User Details

First Name \*

Last Name \*

Role \*

Mobile Number linked to Aadhaar \*

City \*

Organization Name \*

Please select role

Buyer

Consignee

Buyer & Consignee

PAO

DDO

PAO & DDO

Technical Evaluator

Submit

Reset

ID may be created based on role to be assigned to the Secondary User..



The users having email id with domain nic.in or gov.in can directly register using the email id. Issuance of a new Gembuyer ID is not required for these users

TAT for the response of Id creation for secondary users is 48hrs(2 working days).

### Add User Details

First Name \*

Last Name \*

Role \*

Mobile Number linked to Aadhaar \*

City \*

State \*

Organization Name \*

Enter the user details and click on 'Submit'.

In case of any issue, please send an email to gemapplicant@gem.gov.in or call 1800-102-3436 or 1800-419-3436 for further assistance

User Id ⓘ\*

testdd

Secondary User email should be registered with NIC. If you do not have NIC registered email, please click below link to apply for @gembuyer Email ID.

Official Email ⓘ\*

testdd@nic.in

[Apply for @gembuyer.in Email ID](#)

Action

**ADD POST**

Click on 'Add Post' to create the secondary user.

User successfully invited and activation link is sent to the user

ADD USER

## Create Roles

Designation ⓘ\*

Name

Divisions\*

Select

Select Roles\*

Select

Roles

User Id ⓘ\*

Please enter user id.

Official Email ⓘ\*

Email as gov.in/nic.in/gembuyer.in

Please enter email id.

Apply for @gembuyer.in Email ID

Contact No.(Office) ⓘ

STD code






Office Contact No.

Extension No.

Action

ADD POST



SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	buyer005	buyer88	testranabuyer88@nic.in	BUYER		Active	  Deactivate / Transfer
2	buyer01	buyer003	ranabuyer003@google.com	BUYER		Active	  Deactivate / Transfer
3	buyerindicator	buyerindentor	buyerindentor003@nic.in	BUYER_INDENTOR		Inactive	
4	consignee	COnsignee001	consigne999@yahoo.in	CONSIGNEE			
5	DDO		ddo998@firefox.in	DDO			
6	Primary User	ranakamaltest01	rana300kamal@nic.in	HOD	Kumar Agarwa		

To activate the account, secondary user must verify through the link shared on their mail.

## Secondary User Activation

☐ Your invitation to Government eMarketplace (GeM) awaits you. 1 message



April 8, 2025 2:29 PM

Go to the mail box and open the Invitation mail which is sent by the primary buyer.

 Government e-Marketplace

Dear **Sir / Madam,**

Your organisation's primary user, **He [redacted] upta**, has added / invited you to join as **[redacted]** for **[redacted]** on GeM.

Kindly verify this invitation by clicking on 'verify me now'.

[Verify me Now](#)

Regards,  
Team GeM

Click on 'Verify me Now' to proceed.

For any queries : ph 1-800-419-3436, 1-800-102-3436 or en helpdesk-gem@gov.in  
© 2018, Government eMarketplace (GeM). All rights reserved.

## User Account Activation

You have been invited by Udaipratapgem@gmail.com

Organisation Details are as follows:

Organisation Type :

State :

Department :

Organisation :

Office/Zone :

Division :

Official Email Id \*

udaipratapgem@gmail.com

Aadhaar Number \*

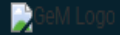
Mobile number linked with AADHAAR \*

VERIFY AADHAAR

- For Secondary user – you require the following before you can proceed:
  - Government email id – preferably designation based. In case of non availability of the same, you need to submit your request to GeM admin for creation of a GeM email buyer email id
  - Aadhaar number
  - Active Mobile number to which your Aadhaar is linked – for OTP purpose
- We do not share your personal details.
- In case you want to rectify any of the details, you are required to get the same done through the primary user of your office.

OK

Click on 'Ok' to continue.




BROWSE

All Categories



Signup > Buyer Organisation

## Secondary User Registration

Need help with Registration? 

1 Pre-requisites | 2 Review Invite | 3 Terms & Conditions | 4 Registration

### Pre-requisites

Create your Organisation Buyer Account

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


Click on 'Proceed' after confirmation of requisite information.

PROCEED

Ask GeMmy

SECONDARY USER - USER MANUAL

## Secondary User Registration

Need help with Registration? 

**1** Pre-requisites ————— **2** Review Invite ————— **3** Terms & Conditions ————— **4** Registration

### Review Invite

You have been invited by Arun Kumar (eo-gairsain@uk.gov.in) for the post of clerk (roles - CONSIGNEE,BUYER)

#### Organisation Details are as follows

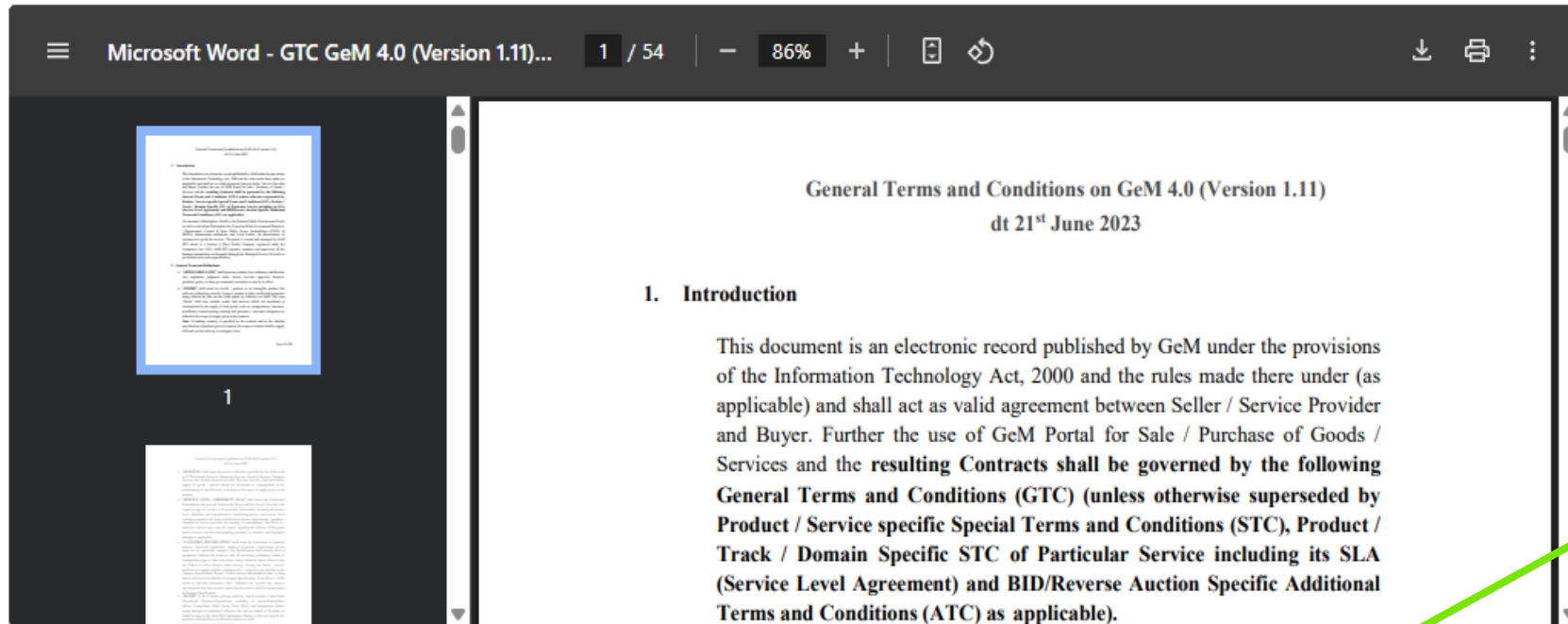
Organisation Type :	State Local Bodies
Department :	Urban Development Directorate of Uttarakhand
Organisation :	Urban Development Directorate
Office/Zone :	Nagar Panchayat Gairsain
Division :	BUYER CONSIGNEE
Official Email Id	
Email Id :	buycon2.dpr.ua@gembuyer.in

In case you want to rectify any of the details, you are required to get the same done through the primary user of your office.

Click on 'Proceed' to continue.

PROCEED

Please Read And Agree To The Terms & Conditions Of Government E-Marketplace (GeM) Before Sign Up.



Microsoft Word - GTC GeM 4.0 (Version 1.11)... 1 / 54 | - 86% + | [Icons]

**General Terms and Conditions on GeM 4.0 (Version 1.11)**  
dt 21<sup>st</sup> June 2023

**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).**

Read and agree to terms and conditions. Then, Click on 'Proceed' to continue.

ask GeMmy

\* I have read and agree to the Terms & Conditions of Government e-Marketplace (GeM) [FULLSCREEN VIEW](#) [PROCEED](#)


● Pre-requisites ——— ● Review Invite ——— ● Terms & Conditions ——— **4** Registration


### Personal Verification

#### User Credentials

### Personal Verification

We respect your Privacy, We do not share your personal details with anyone.

Aadhaar Number / Virtual ID\* 

Enter Aadhaar number / Virtual ID 



Mobile number linked with Aadhaar\*

Enter mobile number linked with Aadhaar

I, the holder of the above Aadhaar, hereby give my consent to GeM ( Government e Marketplace), for using my Aadhaar number as allotted by UIDAI for GeM Registration. GeM ( Government e Marketplace), have informed me that my aadhaar data will not be stored/shared.

मैं, उपर्युक्त आधार का धारक, भारतीय विशिष्ट पहचान प्राधिकरण द्वारा आवंटित अपने आधार नंबर को जेम पंजीकरण हेतु प्रयोग में लाने हेतु जेम (गवर्नमेंट ई-मार्केटप्लेस) को एतद्वारा अपनी सहमति प्रदान करता हूँ। जेम (गवर्नमेंट ई-मार्केटप्लेस) ने मुझे अवगत कराया है कि मेरे आधार डेटा को संग्रहीत/साझा नहीं किया जाएगा।

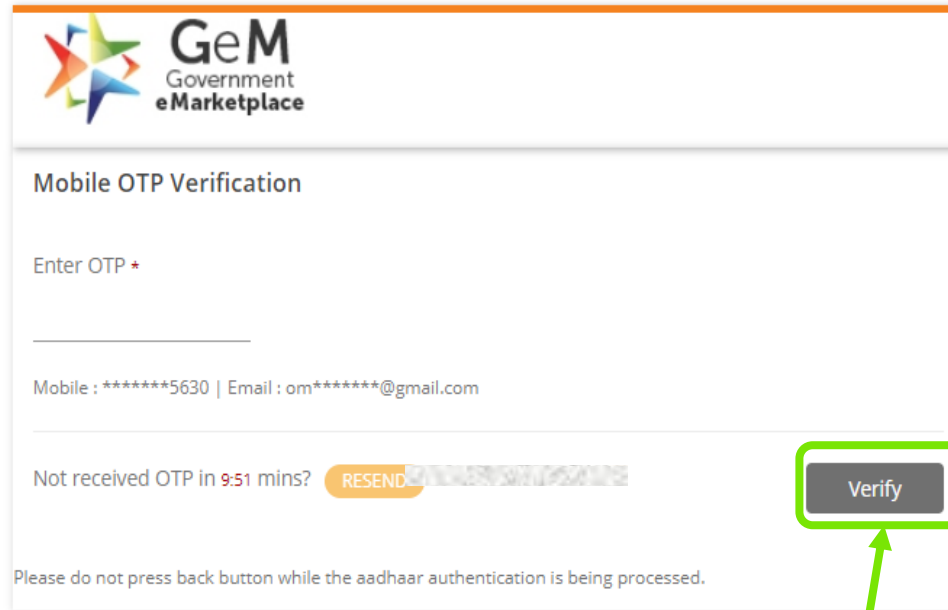
Click on the play button to listen consent/ सहमति सुनने के लिए प्ले बटन पर क्लिक करें।

▶ 0:00 / 0:51  

VERIFY AADHAAR

Enter your Aadhaar number and your Aadhaar-linked mobile number.

Click here to verify Aadhaar after entering details and confirming consent




The screenshot shows the GeM Government e Marketplace interface for Mobile OTP Verification. At the top left is the GeM logo. Below it, the text "Mobile OTP Verification" is displayed. A form field labeled "Enter OTP \*" is present, followed by a horizontal line. Below the line, the text "Mobile : \*\*\*\*\*5630 | Email : om\*\*\*\*\*@gmail.com" is shown. At the bottom of the form, there is a "RESEND" button and a "Verify" button. A green box highlights the "Verify" button, and a green arrow points from a blue instruction box below to it. At the very bottom of the form, a small text note reads: "Please do not press back button while the aadhaar authentication is being processed."

Enter the OTP and click on  
'Verify' to continue.

On successful verification of Aadhaar, system automatically captures your name.

Signup > Buyer Organisation

## Secondary User Registration

Need help with Registration? 

● Pre-requisites ——— ● Review Invite ——— ● Terms & Conditions ——— **4** Registration

### Personal Verification

User Credentials

### Personal Verification

We respect your Privacy, We do not share your personal details with anyone.

Mobile number linked with Aadhaar\*

9876543210

First Name\*

TEJAS

Last Name

LOKESH

● Aadhaar Details Verified Successfully.


NEXT

Ask GeMmy

Click here to continue.

Signup > Buyer Organisation

## Secondary User Registration


Need help with Registration? 


- Pre-requisites
- Review Invite
- Terms & Conditions
- 4 Registration

Personal Verification 

User Credentials

### User Credentials

User Id \* 

Password \* 

Confirm Password\*

Password must contain minimum of

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



User ID will be prefilled.  
After entering password, Click on  
'Create Account' to activate your  
account.

CREATE ACCOUNT

Ask GeMmy



The secondary User will be redirected to login page.

English ▾ | ● Dark Mode | Font Size A- A A+ | Skip to Main Content | 1800-419-3436 | helpdesk-gem[at]gov[dot]in | Need Help? ▾


  **GeM**  
Government  
e Marketplace


Bids ▾ | Forward Auction ▾ | Sign Up ▾

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  
Call: 1-1800-419-3436 / 1-1800-102-3436  
(9:00 a.m. - 10:00 p.m. Mon to Sat)

#### Login in to Government e Marketplace | GeM

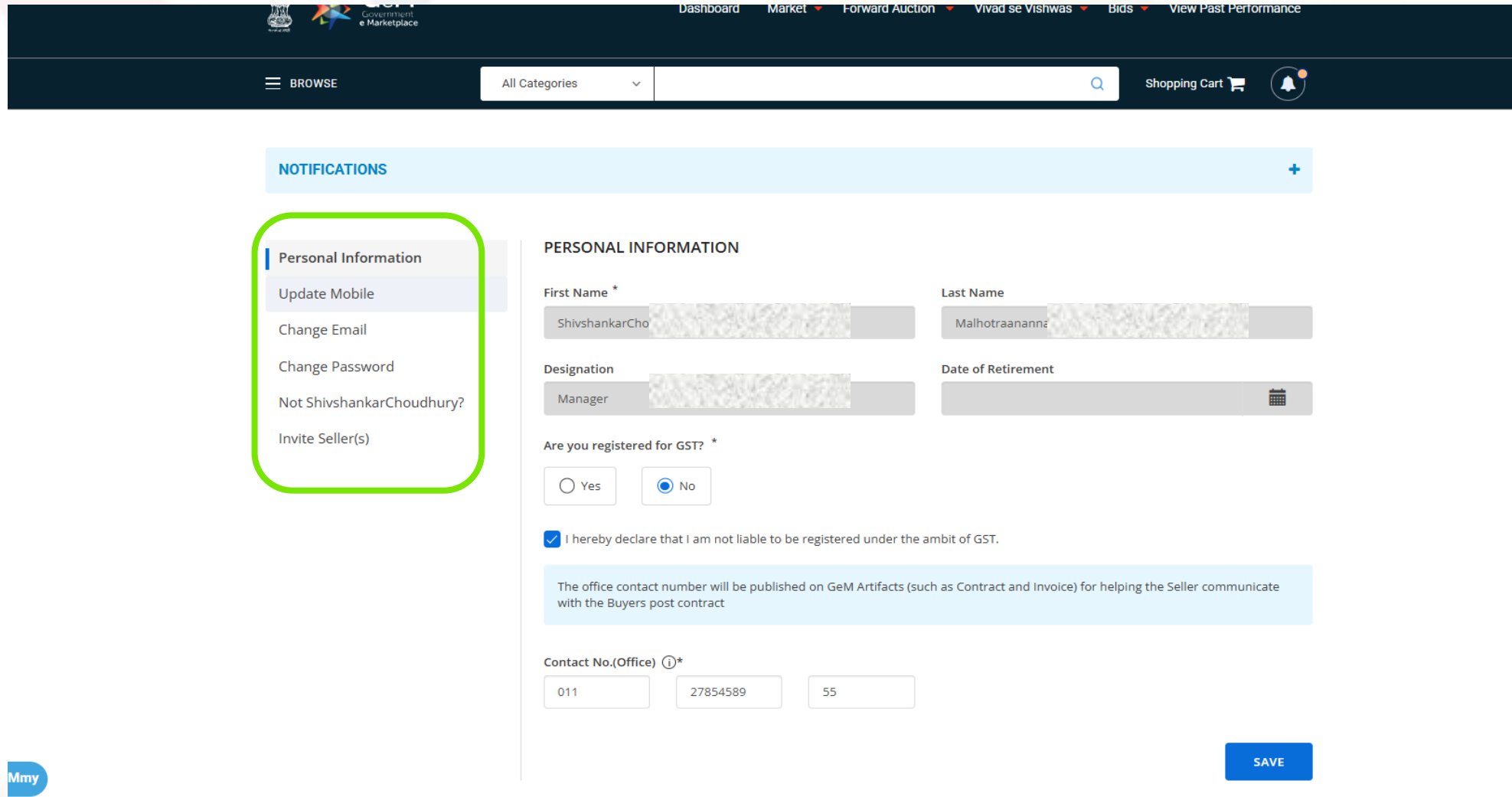
GeM User Id \* 

Type the characters in the box below. \*

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

After successful login, User will see their account profile from where they can update their phone number, email address, etc.



The screenshot shows the GeM user account profile page. At the top, there is a navigation bar with links for Dashboard, Market, Forward Auction, Vivad se Vishwas, Bids, and View Past Performance. Below this is a search bar with a dropdown menu for 'All Categories' and a search icon. To the right of the search bar are links for 'Shopping Cart' and a notification bell icon.

The main content area is titled 'NOTIFICATIONS' and contains a sidebar menu with the following options: Personal Information, Update Mobile, Change Email, Change Password, Not ShivshankarChoudhury?, and Invite Seller(s). The 'Personal Information' option is highlighted with a green border.

The 'PERSONAL INFORMATION' section contains the following fields:

- First Name \*: ShivshankarCho
- Last Name: Malhotraananna
- Designation: Manager
- Date of Retirement: [Calendar icon]

Below these fields, there is a question: 'Are you registered for GST? \*' with radio buttons for 'Yes' and 'No'. The 'No' option is selected.

There is a checkbox with the text: 'I hereby declare that I am not liable to be registered under the ambit of GST.' which is checked.

A light blue box contains the text: 'The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract'.

At the bottom, there is a 'Contact No.(Office) ⓘ\*' field with three input boxes containing the numbers: 011, 27854589, and 55.

A blue 'SAVE' button is located at the bottom right of the form.

## Conclusion

- The primary user will complete the details such as Office Address (State, District Code, Pin Code) while creating the division.
- The primary user will create the Secondary User ID and send an invitation email for sign Up.
- The secondary user must click on the link/ invitation shared via Email.
- It is no longer mandatory for the Secondary buyers to need an nic.in or gov.in domain Email ID for registration. Any domain email ID can be used for registration.
- The sign-up can only commence once the invitation is received from the Primary User of their concerned organization.
- For verification, an Aadhar card and linked mobile number is a mandatory requirement.
- In case of any transfer of the Secondary Users, the official should inform his Primary User about the transfer or de-activation of their GeM account.

## Frequently Asked Questions

- **Is it possible for the secondary user to edit the user ID?**
- No, it is not possible for the secondary user to edit the user ID, as it is created by the primary user.
  
- **Is it mandatory for a secondary user to provide Aadhaar and mobile number linked with Aadhaar?**
- Yes, it is mandatory for a secondary user to provide Aadhaar and mobile number linked with Aadhaar. Note: Aadhaar details collected by GeM are solely for user verification.
  
- **Who creates the user ID for the secondary user?**
- The primary user creates the user ID of the secondary user. However, the password needs to be created by the secondary user.
  
- **Is it possible for the buyer/consignee to play the role of PAO?**
- No, it is not possible for the buyer/consignee to play the role of PAO (paying authority) in the organization.



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