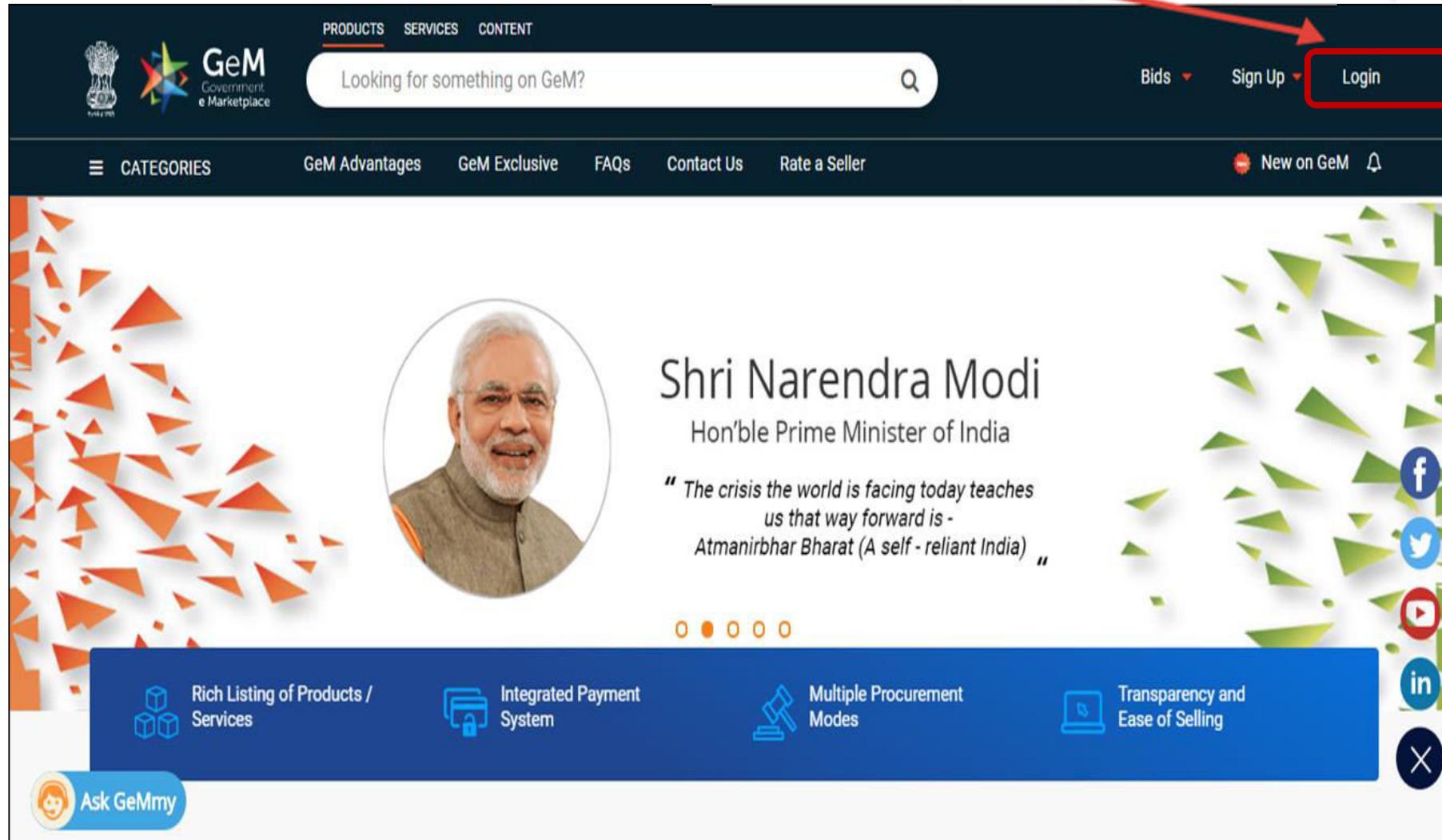




## Secondary User Creation - Buyer & Consignee

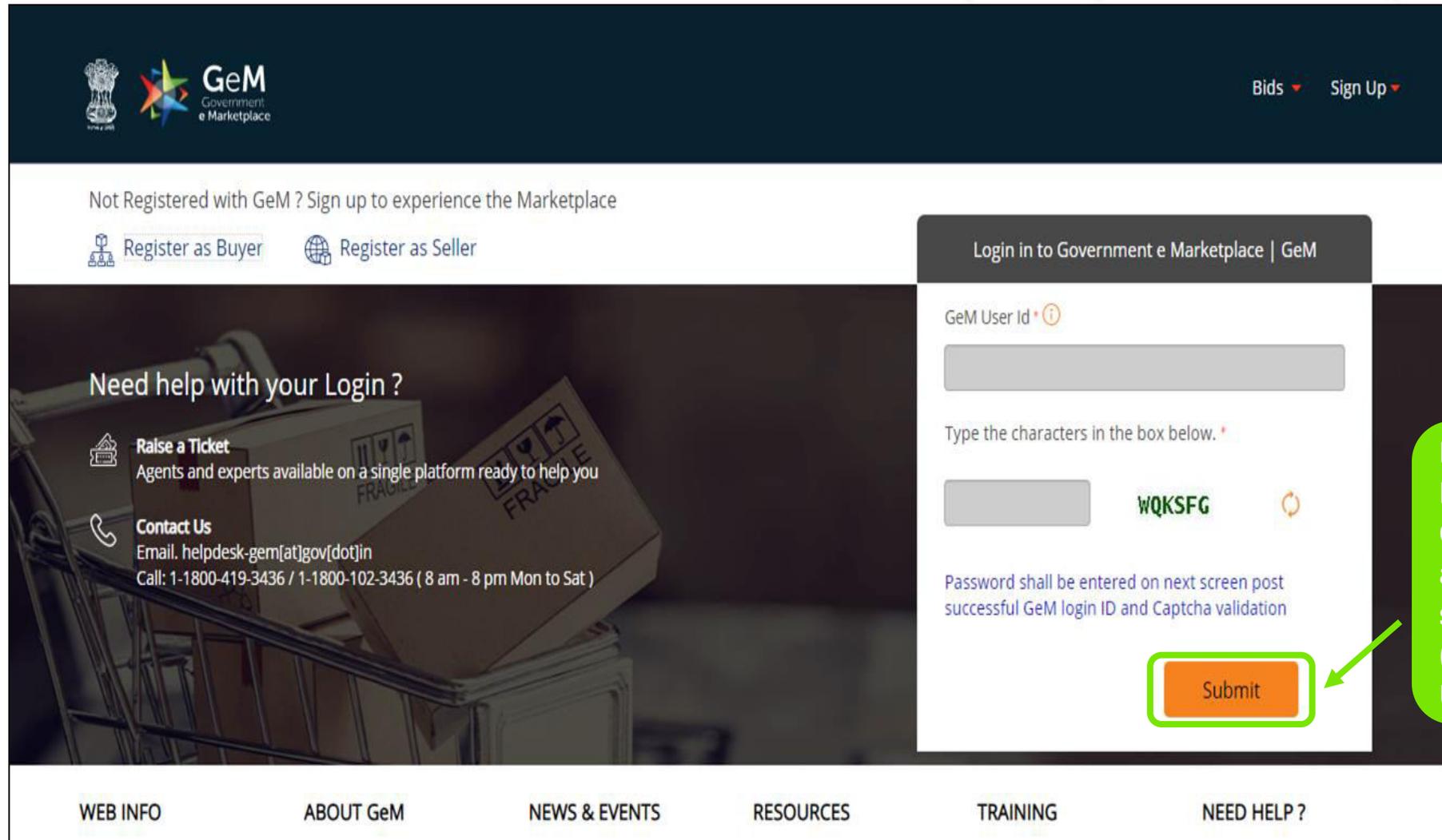
(Gram panchayat  
Sachiv/Secretary, Block  
panchayat Sachiv/Secretary,  
Zila panchayat Sachiv/Secretary)

Open gem.gov.in and click on Login.



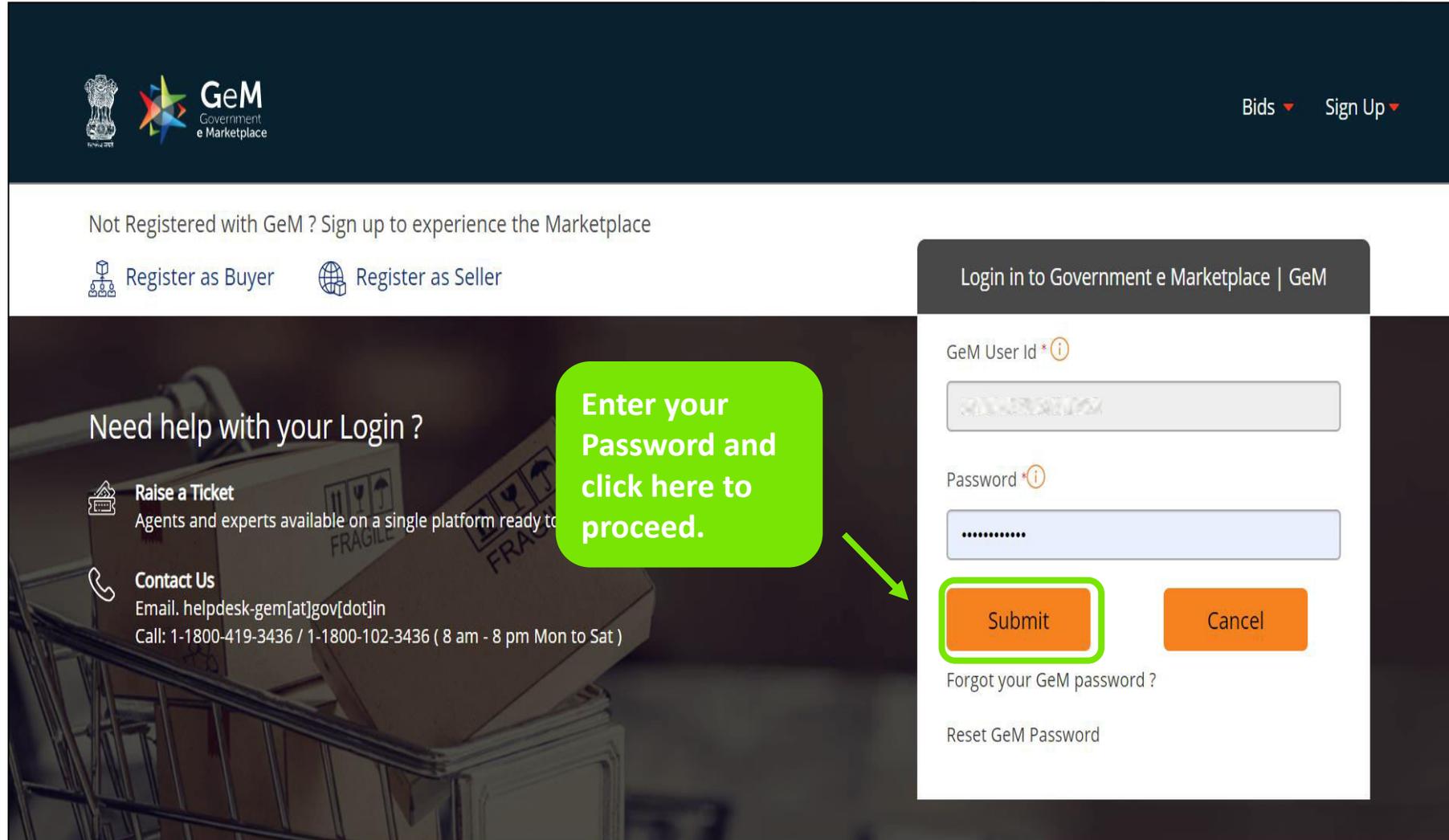
The screenshot shows the GeM website homepage. At the top left, there is the Government of India emblem and the GeM logo. The navigation bar includes 'PRODUCTS', 'SERVICES', and 'CONTENT'. A search bar contains the text 'Looking for something on GeM?'. To the right of the search bar are links for 'Bids', 'Sign Up', and 'Login', with the 'Login' link highlighted by a red box and an arrow pointing to it from the instruction above. Below the navigation bar, there are links for 'CATEGORIES', 'GeM Advantages', 'GeM Exclusive', 'FAQs', 'Contact Us', and 'Rate a Seller'. A 'New on GeM' notification bell is also present. The main content area features a portrait of Shri Narendra Modi, Hon'ble Prime Minister of India, with a quote: "The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India)". Below the quote are five small circles, with the first one filled. At the bottom, there is a blue banner with four icons and text: 'Rich Listing of Products / Services', 'Integrated Payment System', 'Multiple Procurement Modes', and 'Transparency and Ease of Selling'. An 'Ask GeMmy' button is located in the bottom left corner. On the right side, there are social media icons for Facebook, Twitter, YouTube, LinkedIn, and a close button.

The Primary User (Gram Pradhan/ Block Pramukh/ Zila Pramukh \_ All Elected Members) needs to login to his account to create a secondary user (Gram panchayat Sachiv/secretary, Block panchayat sachet/secretary, Zila panchayat sachet/secretary ) Account.



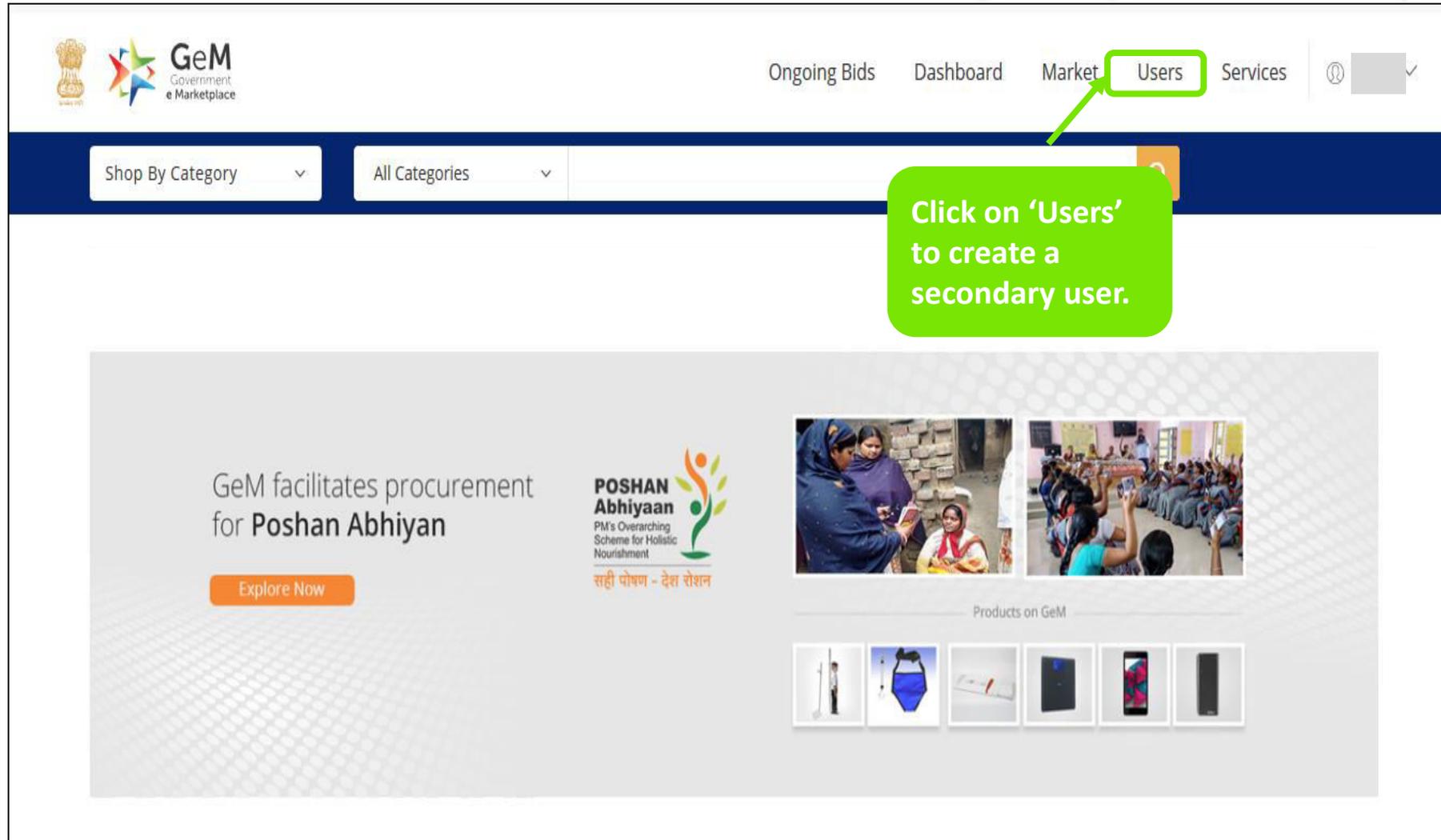
The screenshot shows the GeM website interface. At the top left, there is the Government of India emblem and the GeM logo. On the right, there are links for 'Bids' and 'Sign Up'. Below the header, a banner reads 'Not Registered with GeM? Sign up to experience the Marketplace' with buttons for 'Register as Buyer' and 'Register as Seller'. The main content area features a 'Need help with your Login?' section with 'Raise a Ticket' and 'Contact Us' options. A login modal is open, titled 'Login in to Government e Marketplace | GeM'. It contains a 'GeM User Id' field, a captcha field with the text 'WQKSFG', and a 'Submit' button. A green callout box points to the 'Submit' button.

Enter User ID, the Captcha text and click submit (Primary User).

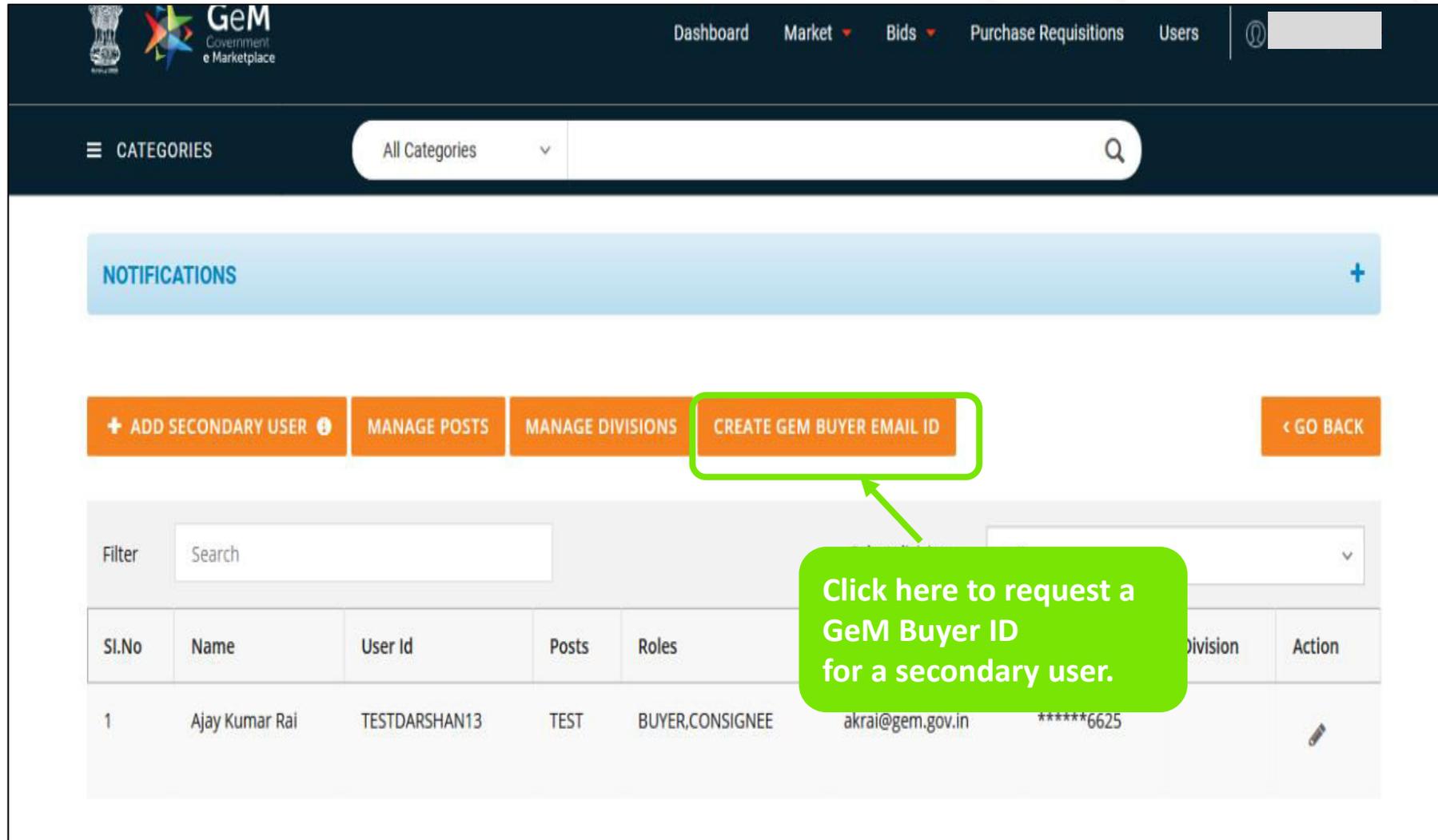


The screenshot shows the GeM website interface. At the top left is the Government of India emblem and the GeM logo. On the top right, there are links for "Bids" and "Sign Up". Below the header, a banner reads "Not Registered with GeM ? Sign up to experience the Marketplace" with buttons for "Register as Buyer" and "Register as Seller". A dark banner below features the text "Need help with your Login ?" and links for "Raise a Ticket" and "Contact Us". A modal form titled "Login in to Government e Marketplace | GeM" is open, containing fields for "GeM User Id" and "Password", a "Submit" button (highlighted with a green border), and a "Cancel" button. Below the buttons are links for "Forgot your GeM password ?" and "Reset GeM Password". A green callout box with the text "Enter your Password and click here to proceed." has an arrow pointing to the "Submit" button.

In case of MoPR, Gram panchayat Sachiv/secretary, Block panchayat sachet/secretary, Zila panchayat sachet/secretary is the buyer and consignee both.



The screenshot shows the GeM website header with navigation links: Ongoing Bids, Dashboard, Market, Users, and Services. The 'Users' link is highlighted with a green box and a green arrow. Below the navigation bar, there are dropdown menus for 'Shop By Category' and 'All Categories'. A green callout box with white text says: 'Click on 'Users' to create a secondary user.' The main content area features a banner for 'GeM facilitates procurement for Poshan Abhiyan' with an 'Explore Now' button. To the right of the banner is the Poshan Abhiyan logo and two images showing people. Below the banner is a section titled 'Products on GeM' with a row of product thumbnails.



The screenshot shows the GeM user management interface. At the top, there is a navigation bar with links for Dashboard, Market, Bids, Purchase Requisitions, and Users. Below this is a search bar and a 'CATEGORIES' dropdown menu. The main content area features a 'NOTIFICATIONS' section and a row of action buttons: '+ ADD SECONDARY USER', 'MANAGE POSTS', 'MANAGE DIVISIONS', 'CREATE GEM BUYER EMAIL ID', and '< GO BACK'. The 'CREATE GEM BUYER EMAIL ID' button is highlighted with a green box and an arrow pointing to a green callout box. Below the buttons is a table with columns for SI.No, Name, User Id, Posts, Roles, Division, and Action. A single row of data is visible for a user named Ajay Kumar Rai.

SI.No	Name	User Id	Posts	Roles	Division	Action
1	Ajay Kumar Rai	TESTDARSHAN13	TEST	BUYER,CONSIGNEE		

Click here to request a GeM Buyer ID for a secondary user.



[Dashboard](#) [Add Users](#) [User List](#)

Hi, 

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).

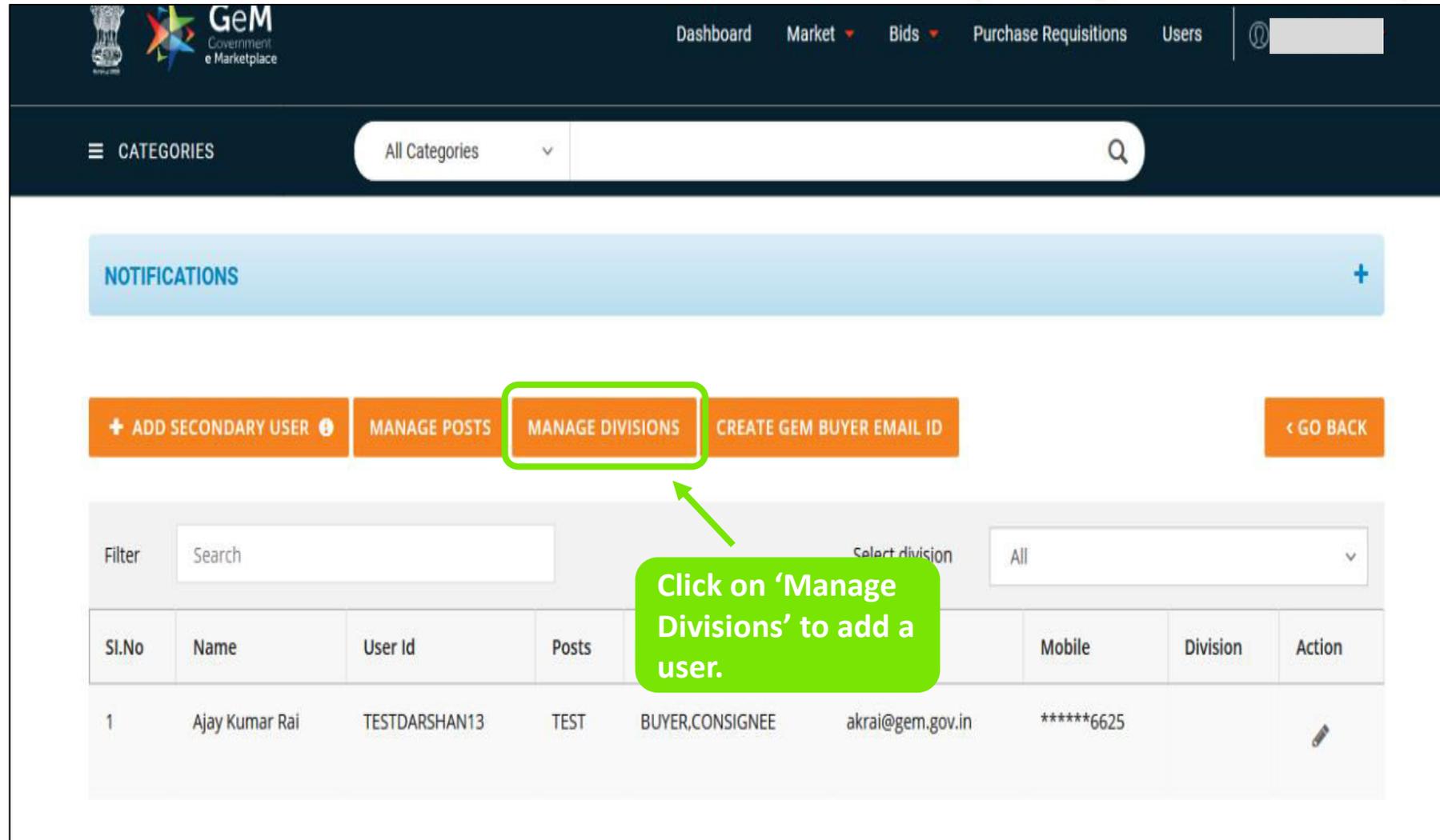
### Add User Details

<b>First Name *</b>	<b>Last Name *</b>	<b>Role *</b>
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>	<input type="text" value="Please select role"/>
<b>Mobile Number linked to Aadhaar *</b>	<b>City *</b>	<b>State *</b>
<input type="text" value="Enter 10 digit mobile number"/>	<input type="text" value="Enter city name"/>	<input type="text" value="Please select State/UT"/>
<b>Organization Name *</b>		
<input type="text" value="N/A"/>		

**Enter the details and click on Submit to apply for a Gembuyer.in ID.**

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

[WEB INFO](#) [ABOUT GeM](#) [NEWS & EVENTS](#) [RESOURCES](#) [TRAINING](#) [NEED HELP ?](#)



The screenshot shows the GeM user management interface. At the top, there is a navigation bar with links for Dashboard, Market, Bids, Purchase Requisitions, and Users. Below this is a search bar and a 'CATEGORIES' dropdown menu. The main content area features a 'NOTIFICATIONS' section and a row of action buttons: '+ ADD SECONDARY USER', 'MANAGE POSTS', 'MANAGE DIVISIONS', 'CREATE GEM BUYER EMAIL ID', and '< GO BACK'. The 'MANAGE DIVISIONS' button is highlighted with a green box and an arrow pointing to a green callout box that says 'Click on 'Manage Divisions' to add a user.' Below the buttons is a filter section with a search input and a 'Select division' dropdown menu. At the bottom, there is a table with columns for SI.No, Name, User Id, Posts, Mobile, Division, and Action. The table contains one row for a user named Ajay Kumar Rai.

SI.No	Name	User Id	Posts	Mobile	Division	Action
1	Ajay Kumar Rai	TESTDARSHAN13	TEST	*****6625	BUYER,CONSIGNEE	akrai@gem.gov.in



GeM  
Government  
e Marketplace

Dashboard Market Users Services |  N [redacted] al 

Shop By Category  All Categories   

Kindly make your payments in time to avoid any administrative action on GeM.

[+ NEW DIVISION](#) [+ ADD SECONDARY USER](#)

Sl.No	Name	Address	State	Action
No D				

Click here to proceed further.



Dashboard Market Users Services

Shop By Category  All Categories

Kindly make your payments in time to avoid any administrative action on GeM.

**Fill in the information.**

- Divisions >
- Add Secondary User >
- Manage posts >

### Division Information

Address Same As Organisation

Division  \*

Pincode  \*

State  \*

District  \*

Street Address

GSTIN  \*



Dashboard Market Users Services

Shop By Category ▼ All Categories ▼

Kindly make your payments in time to avoid any administrative action on GeM.

Divisions »  
Add Secondary User »  
Manage posts »

Division Information

Address Same As Organisation »

Click on the checkbox if the address is same as of the organisation.

Division ⓘ \*

Pincode \*

State \*

District \*

Street Address \*

GSTIN ⓘ



GeM  
Government  
e Marketplace

Dashboard Market Users Services

Shop By Category ▼ All Categories ▼

Kindly make your payments in time to avoid any administrative action on GeM.

Divisions »  
Add Secondary User »  
Manage posts »

### Division Information

Address Same As Organisation

Division ! \*

Pincode \*

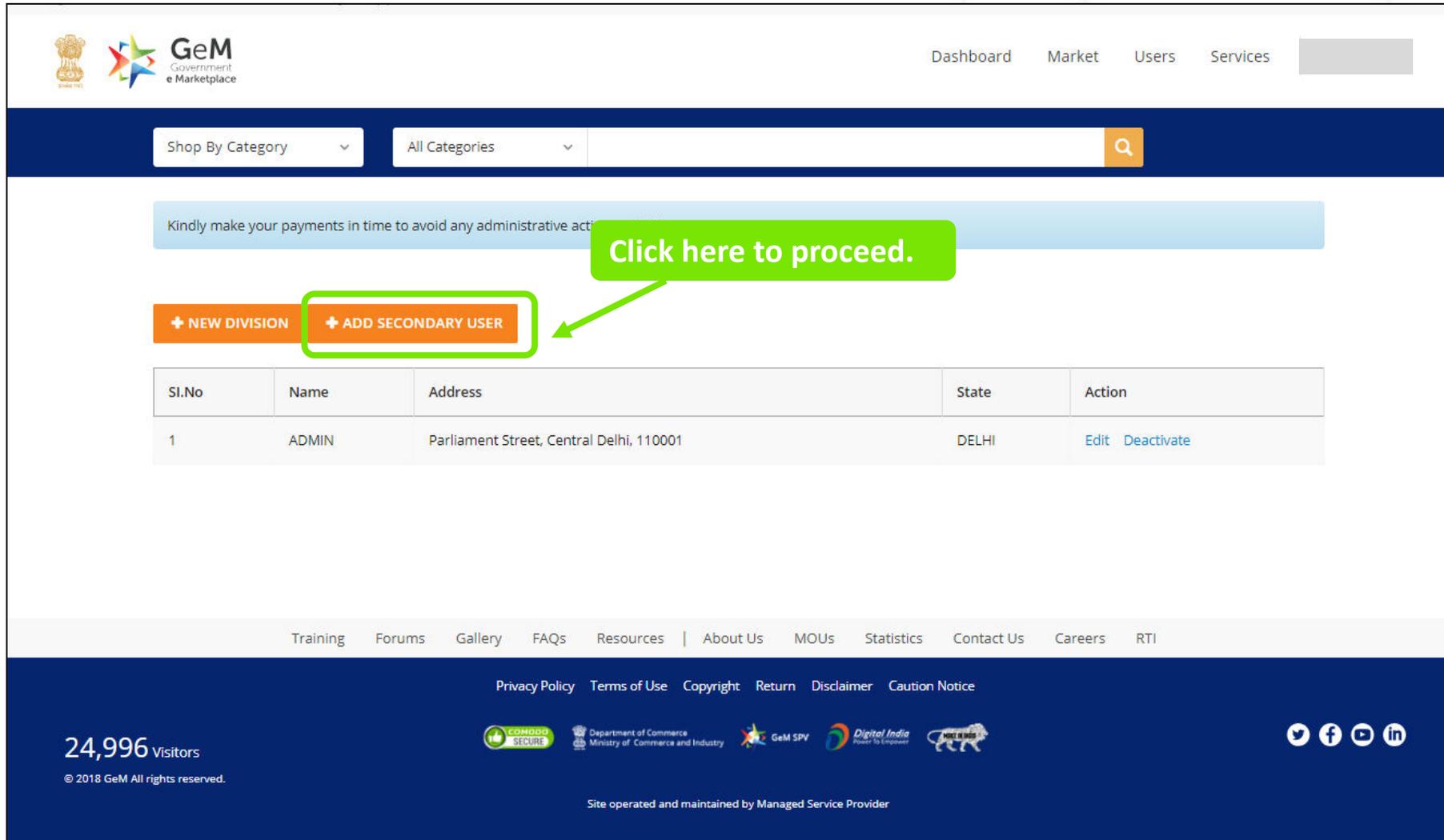
State \*

District \*

Street Address \*

GSTIN !

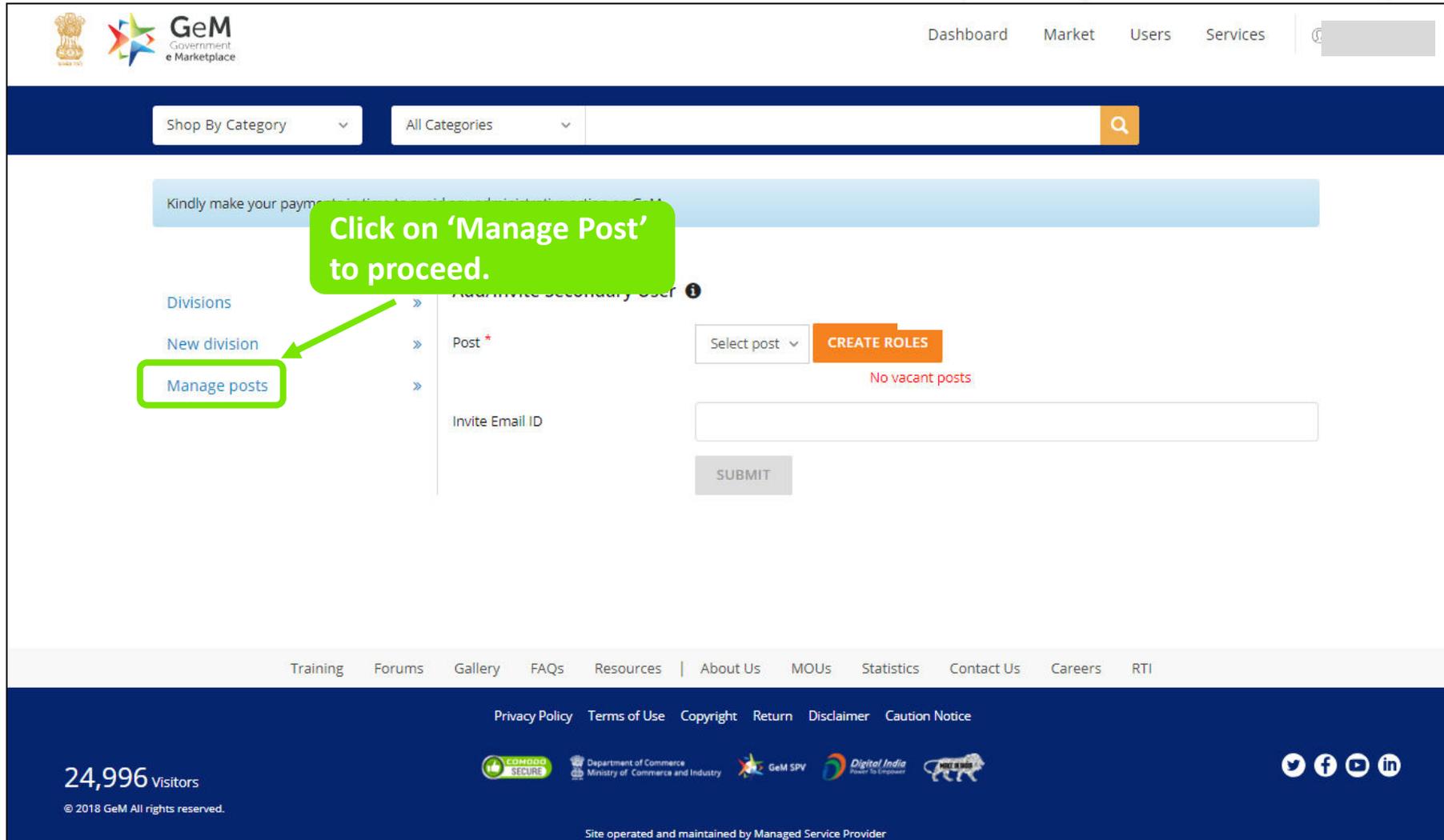
Enter the Division name and click on 'Add' to proceed.



The screenshot shows the GeM user management interface. At the top left is the GeM logo and the text 'GeM Government e Marketplace'. To the right are navigation links: 'Dashboard', 'Market', 'Users', and 'Services'. Below this is a search bar with 'Shop By Category' and 'All Categories' dropdowns, and a search icon. A blue banner contains the text 'Kindly make your payments in time to avoid any administrative acti...'. Below the banner are two buttons: '+ NEW DIVISION' and '+ ADD SECONDARY USER'. The '+ ADD SECONDARY USER' button is highlighted with a green box and a green arrow pointing to it from a green callout box that says 'Click here to proceed.'. Below the buttons is a table with columns: 'Sl.No', 'Name', 'Address', 'State', and 'Action'. The table contains one row with the following data:

Sl.No	Name	Address	State	Action
1	ADMIN	Parliament Street, Central Delhi, 110001	DELHI	<a href="#">Edit</a> <a href="#">Deactivate</a>

At the bottom of the page, there is a footer with links for 'Training', 'Forums', 'Gallery', 'FAQs', 'Resources', 'About Us', 'MOUs', 'Statistics', 'Contact Us', 'Careers', and 'RTI'. Below these are links for 'Privacy Policy', 'Terms of Use', 'Copyright', 'Return', 'Disclaimer', and 'Caution Notice'. On the left, it says '24,996 Visitors' and '© 2018 GeM All rights reserved.'. In the center, there are logos for 'COMODO SECURE', 'Department of Commerce Ministry of Commerce and Industry', 'GeM SPV', 'Digital India Power To Empower', and 'M.E. ERIS'. On the right, there are social media icons for Twitter, Facebook, YouTube, and LinkedIn. At the very bottom, it says 'Site operated and maintained by Managed Service Provider'.



Kindly make your payment to the account of GeM.

Shop By Category

Divisions

New division

**Manage posts**

No vacant posts

Invite Email ID

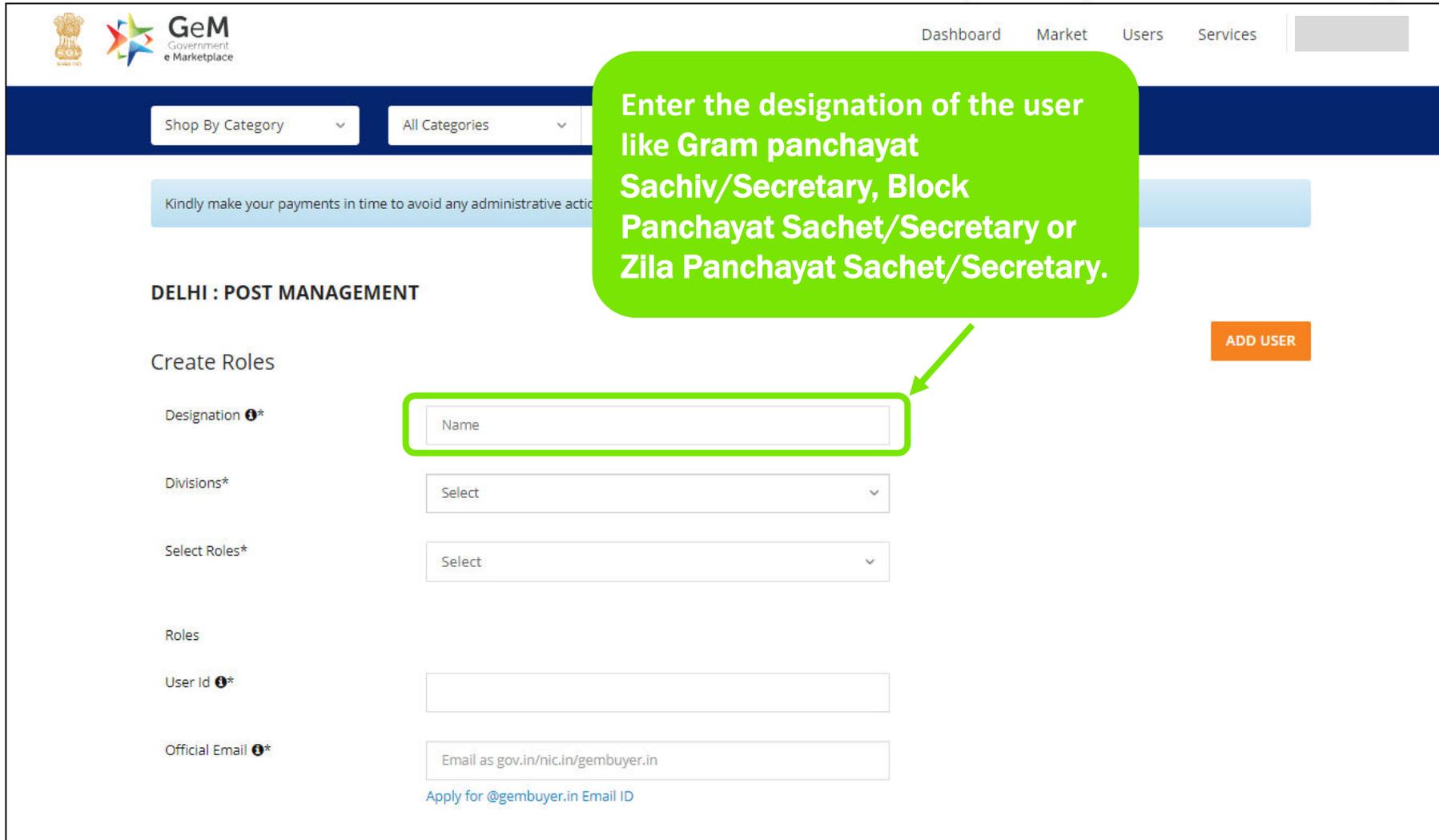
Training Forums Gallery FAQs Resources | About Us MOUs Statistics Contact Us Careers RTI

Privacy Policy Terms of Use Copyright Return Disclaimer Caution Notice

24,996 Visitors

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Site operated and maintained by Managed Service Provider



Dashboard Market Users Services

Shop By Category All Categories

Kindly make your payments in time to avoid any administrative action

### DELHI : POST MANAGEMENT

Create Roles

Designation ⓘ\*

Divisions\*

Select Roles\*

Roles

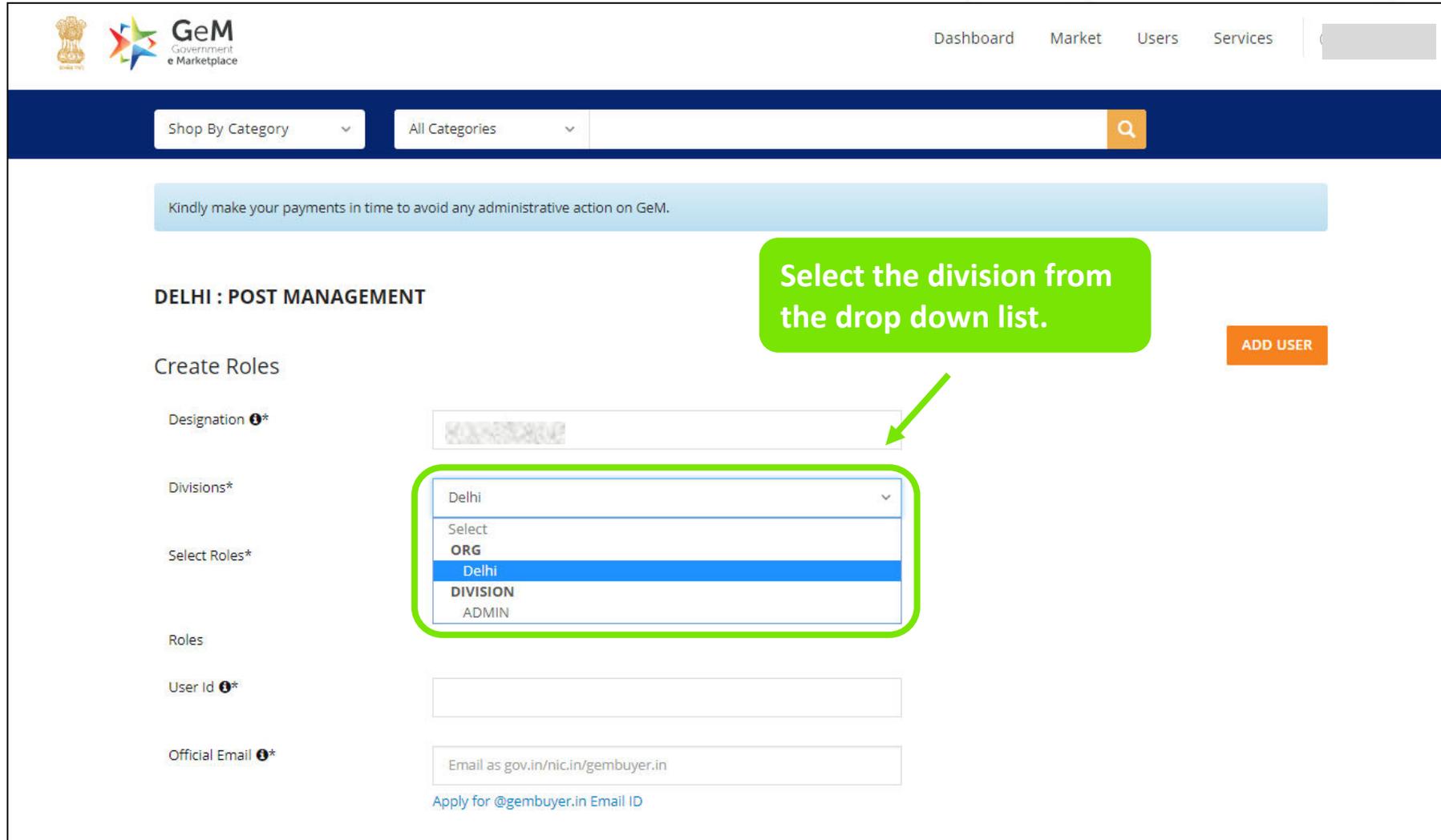
User Id ⓘ\*

Official Email ⓘ\*

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

ADD USER

**Enter the designation of the user like Gram panchayat Sachiv/Secretary, Block Panchayat Sachet/Secretary or Zila Panchayat Sachet/Secretary.**



The screenshot shows the GeM user management interface. At the top, there is a navigation bar with 'Dashboard', 'Market', 'Users', and 'Services' links. Below this is a search bar with 'Shop By Category' and 'All Categories' dropdowns. A blue banner contains the text: 'Kindly make your payments in time to avoid any administrative action on GeM.' The main section is titled 'DELHI : POST MANAGEMENT' and contains a form for 'Create Roles'. The form includes fields for 'Designation', 'Divisions', 'Select Roles', 'User Id', and 'Official Email'. A green callout box with the text 'Select the division from the drop down list.' and a green arrow points to the 'Divisions' dropdown menu, which is open and shows options: 'Delhi', 'Select', 'ORG', 'Delhi', 'DIVISION', and 'ADMIN'. The 'Delhi' option is highlighted in blue. An 'ADD USER' button is located to the right of the form.

GeM Government e Marketplace

Dashboard Market Users Services

Shop By Category All Categories

Kindly make your payments in time to avoid any administrative action on GeM.

**DELHI : POST MANAGEMENT**

Create Roles

Designation \*

Divisions\*

Select Roles\*

Roles

User Id \*

Official Email \*

ADD USER

Select the division from the drop down list.

Delhi

Select

ORG

Delhi

DIVISION

ADMIN

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

Apply for @gembuyer.in Email ID



GeM  
Government  
e Marketplace

Dashboard Market Users Services

Shop By Category  All Categories

Kindly make your payments in time to avoid any administrative action on GeM.

**DELHI : POST MANAGEMENT**

Create Roles

Designation

Divisions\*

Select Roles\*

Roles  BUYER  
 CONSIGNEE  
 DDO

User Id

Official Email

Both Buyer & consignee role to be assigned to the user.

## DELHI : POST MANAGEMENT

ADD USER

### Create Roles

Designation ⓘ\*

Divisions\*

Select Roles\*

Roles BUYER,CONSIGNEE

User Id ⓘ\*

Official Email ⓘ\*

Apply for @gembuyer.in Email ID

Contact No.(Office) ⓘ

Action

POSTS USERS

Enter your [xxx@gembuyer.in](mailto:xxx@gembuyer.in) email Id

Click here to Submit the request.

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



POSTS    USERS

### Posts

Filter       Select division

Sl.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Primary User	dgm@111	sai@gembuyer.in	HOD	Sandeep	Active	
2	Supritendent	dgm2@111	dgm2@gembuyer.in	BUYER,CONSIGNEE		Inactive	

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

Training   Forums   Gallery   FAQs   Resources   Careers   RTI

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COMODO SECURE   Department of Commerce Ministry of Commerce and Industry   GeM SPV   Digital India Power To Empower   MMSB

Site operated and maintained by Managed Service Provider





www.gem.gov.in

Dear **Sir / Madam,**

Your organisation's primary user, [REDACTED] **Singh**, has invited you to join as **PO** for [REDACTED] on Government eMarketplace (GeM).

To proceed further, kindly verify this invitation by clicking on 'verify me now'.

[Verify me Now](#)

Regards,  
Team GeM

Click here to verify  
account creation.

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

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1-800-102-3436 / 1-800-419-3436 Support Desk

GeM Government e Marketplace

Ongoing Bids Login Signup

### 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 \*

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.

## User Account Activation Form

You have been invited by Udai Pratap Singh (training.gem@gem.gov.in) for the post of PO (roles - BUYER,CONSIGNEE)

Organisation Details are as follows

Organization Type: State Autonomous  
State: UTTAR PRADESH  
Department: Department of Panchayati Raj  
Organization: Ghaziabad District Panchayats  
LGD Code: 63456  
User Name: Kumar Agarwal

Official Email Id \*

Aadhaar Number \*

Mobile number linked with AADHAAR \*

VERIFY AADHAAR

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

## User Account Activation Form

You have been invited by Udai Pratap Singh (training.gem@gem.gov.in) for the post of PO (roles - BUYER,CONSIGNEE)

Organisation Details are as follows

Organization Type:	State Autonomous
State:	UTTAR PRADESH
Department:	Department of Panchayati Raj
Organization:	Ghaziabad District Panchayats
LGD Code:	63456
User Name:	Kumar Agarwal

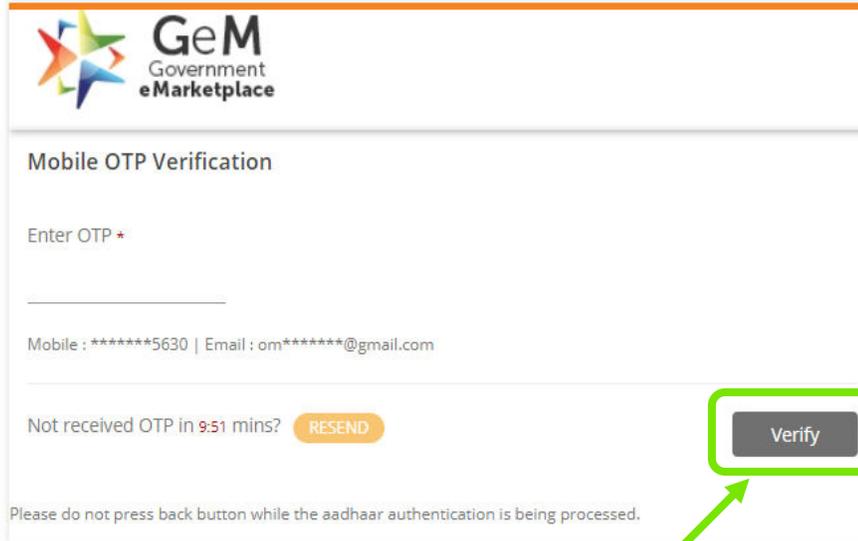
Official Email Id \*

Aadhaar Number \*

Mobile number linked with AADHAAR \*

Click here to verify Aadhaar.

VERIFY AADHAAR



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. There is a text input field labeled 'Enter OTP \*'. Below the input field, the user's mobile number and email are shown: 'Mobile : \*\*\*\*\*5630 | Email : om\*\*\*\*\*@gmail.com'. There is a link 'Not received OTP in 9:51 mins?' followed by a 'RESEND' button. A 'Verify' button is highlighted with a green box and an arrow pointing to it from a green callout box. At the bottom, a note reads: 'Please do not press back button while the aadhaar authentication is being processed.'

Enter the OTP and click on Verify to continue.

Home 1-800-102-3436 / 1-800-419-3436 Support Desk

GeM Government e Marketplace Ongoing Bids Login Signup

### User Account Activation

You have been invited by Udaipratapgem@gmail.com

Organisation Details are as follows:

Organisation Type :	
State :	
Department :	Education Department Delhi
Organisation :	N/A
Office/Zone :	Gem delhi
Division :	Purchase

Official Email Id \*

Aadhaar Number \*  ✓

Mobile number linked with AADHAAR \*  ✓

First Name \*

Last Name

Your Aadhaar and mobile number verification was successful. Please check your name as provided under Aadhaar. In case you want to rectify any of the information, you are required to get the same done with Aadhaar.

[CLOSE](#)

[Click here to continue.](#)

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

Division : Purchase

Official Email Id \*

Aadhaar Number \*  ✓

Mobile number linked with AADHAAR \*  ✓

First Name \*

Last Name

User Id ⓘ \*

Password ⓘ \*

Confirm Password \*

The user ID is created by the primary user. You would have to set up the password.

Official Email Id \*

u@xxxxxxxxxxxxx

Aadhaar Number \*

XXXXXXXXXXXX



Mobile number linked with AADHAAR \*

XXXXXXXXXXXX



First Name \*

A

Last Name

XXXXXXXXXXXX

Click here to  
activate account.

po1gem

.....

Confirm Password \*

.....

CREATE ACCOUNT



**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive

Document Updated 18th April 2022