

Government e-Market Place – GeM 3.0

Seller and/or Service
Provider Registration
GeM 3.0



Change History

Sr. No.	Document version	Release date	Drafted by
1.	Version 1.0	29 Nov 2017	GeM

This is version 1.0

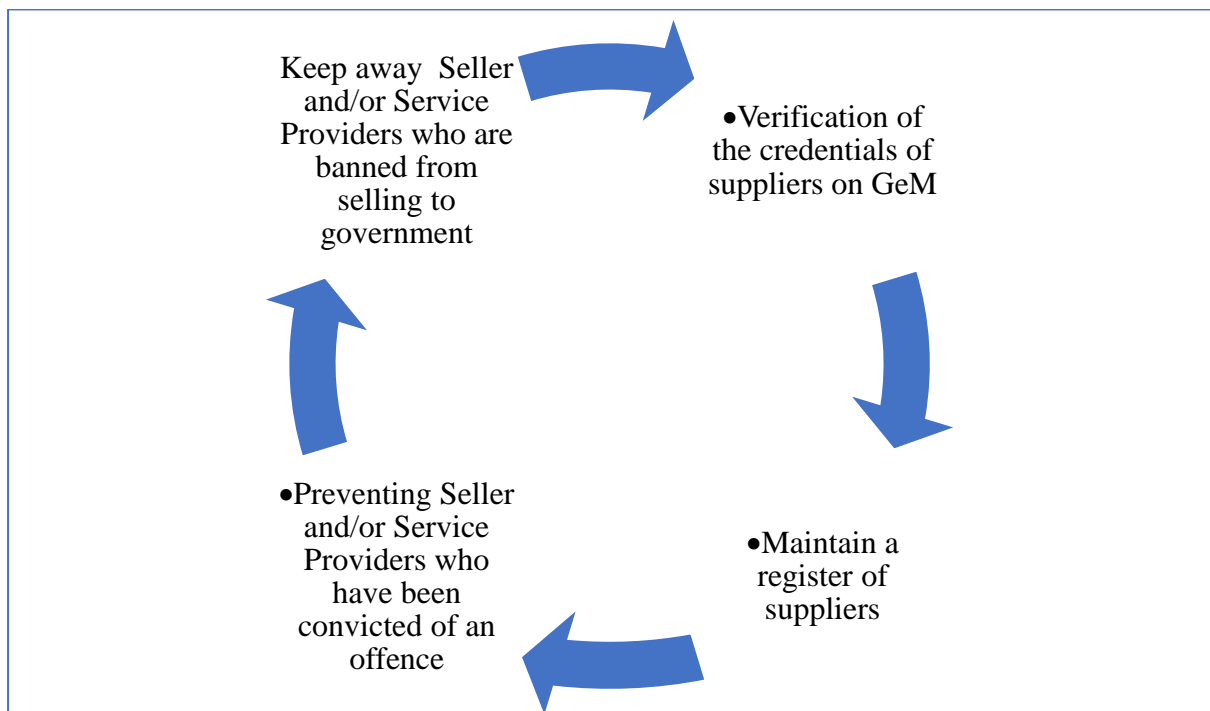
Metadata of the Standard

S. No.	Data elements	Values
1.	Title	Seller and/or Service Provider Registration on GeM 3.0
2.	Present Status <i>(Draft/Released/Withdrawn)</i>	Released
3.	Publisher	GeM
4.	Target Audience	Stakeholders of GeM including buyers, Seller and/or Service Provider, industry associations, partners etc.
5.	Document Number	GeM/Tranistion 3.0/S&SR/V1.0

1. Introduction

In the conceptual stage of GeM, a conscious decision was taken that, all stake holders will be onboarded on GeM following the principle of trust and self-declaration. A Seller and/or Service Provider in Government e-marketplace is not subjected to any physical inspection, paper documentations prior to registration. However, GeM has a mandate to verify the credentials of the Seller and/or Service Provider as furnished, before allowing the Seller and/or Service Providers to begin transacting on GeM. For this, instead of traditional methods of inspection, GeM is utilizing online validation of Seller and/or Service Provider information through databases made available by various domain ministries. This enables the Seller and/or Service Provider to enroll on GeM online, without any paper documentation. The system is faster and no manual intervention is required at any stage. Profile update shall be made only by means of getting the same updated with the concerned domain ministries.

The main objective of the Seller and/or Service Provider registration process are as follows:



2. Procedure for Registration

There shall be only two categories of Seller and/or Service Providers, OEMs and authorized Seller and/or Service Providers. Any Seller and/or Service Provider who manufactures or markets genuine products or delivers services can become a Seller and/or Service Provider on GeM. Seller and/or Service Providers can register their business in GeM in the following categories:

- Product Seller and/or Service Provider

- Service Provider
- Both of the above

To maintain a clean Seller and/or Service Provider record, Seller and/or Service Provider credentials are verified in real-time during registration process with Government systems like Aadhaar, MCA21, PAN, UAM etc. The process for registration is simple and linear process. Through the Seller and/or Service Provider account, the Seller and/or Service Provider or service provider can list the products or services offered by them.

3. Seller and/or Service Provider Registration process description

A. Process Flow for Primary User Registration

- There shall be a primary user and secondary user(s). Primary user by default will have all privileges of Seller and/or Service Provider. If required primary user can create secondary user with a set of limited privileges (as decided by Primary user).
- Authorized Primary User of the Seller and/or Service Provider organization will initiate the registration using his Aadhaar Number. Personal verification will be done using OTP with the help of UIDAI system.
- After successful verification name, email ID, address and mobile number user will be able to proceed with Seller and/or Service Provider registration.
- User shall enter the constitution of the Seller and/or Service Provider organization.
- Depending on the constitution, data validation will be done using data base such as MCA 21, PAN, UAM, Udyog AADHAAR etc.
- If information provided by User is validated, GeM system stores information of Company / Firm / Business Unit name, list of shareholders, directors, owners, address, etc. received from MCA21, UAM and PAN.
- If User Name information received from Aadhaar does not match with information of Shareholders / Directors / Owners received from MCA21 / UAM / PAN, process is terminated.
- If User Name information received from Aadhaar matches with information of Shareholders / Directors / Owners received from MCA21 / UAM / PAN, following information is auto populated in templates – Company, Firm Name, User Name, email address, mobile number.
- User data will be collected and activated using standard protocol. Once it is activated, user will be allowed to login and complete the registration profile, including financial details, GSTN.

- Upload required organization documents required for completion of registration process (optionally through documents from client system or through documents stored by User in DigiLocker system)
- e-Sign the registration information provided and complete registration process
- Information provided is synchronized with ARX.

Process Flow for Secondary User Registration

- Primary user shall provide Secondary Seller and/or Service Provider details such as name, address, email address, User ID / password, roles.
- Email notification sent to registered email address of Secondary Seller and/or Service Provider
- Secondary Seller and/or Service Provider shall login to system with User ID / password and verification shall be made using Aadhaar number.
- All registration profile information of the parent company will be loaded in non – editable mode
- Company details will be available in read only mode. Name, address, email address and mobile number will be fetched from Aadhaar System.
- Update bank information (this is dependent on role assigned to Secondary Seller and/or Service Provider)
- User account of Secondary Seller and/or Service Provider is activated

User account information provided is synchronized with ARX

General assumptions and process description for updating user information.

- There will be always one primary Seller and/or Service Provider for a Company. This primary Seller and/or Service Provider will by default have all privileges assigned to it.
- Only the Primary Seller and/or Service Provider can create Secondary Seller and/or Service Providers. There can be multiple Secondary Seller and/or Service Providers for a Company.
- Secondary Seller and/or Service Providers are roles/privileged based. They can work only as per the assigned role/privilege.
- Only the Primary Seller and/or Service Provider can update registration details of the Company.
- If the Aadhaar no of the primary Seller and/or Service Provider is updated then GeM should re-verify the Aadhaar no, email, address and mobile no with Aadhaar.
- Deactivation of Secondary Seller and/or Service Provider can be done by the Primary Seller and/or Service Provider.

- If required, Primary Seller and/or Service Provider can modify Secondary Seller and/or Service Providers following information: Name, Address, email ID, mobile no, Role, Office/Division ID.

In case of modification of Secondary Seller and/or Service Providers any of the following information, re-verification will Aadhaar becomes mandatory on login of the Secondary Seller and/or Service Provider: Name, Address, email ID and mobile No.

4. Seller and/or Service Provider Assessment

In order to have the credentials of the Seller and/or Service Provider to be certified. A vendor assessment programme is made available. To enhance the rating of a Seller and/or Service Provider, Seller and/or Service Provider can exercise this optional assessment. Along with the registration of the Seller and/or Service Provider, this option will be given. At the option of the Seller and/or Service Provider, Seller and/or Service Provider can fill the requirement online.

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