

The details below refer to the requirement of GeM Buyer E-Mail ID for the Primary User (HOD) and Verifying Authority (VA).

Case 1:The organisation having NIC hosted email services for example email id having suffix as @gov.in/@nic.in or any other NIC hosted email domain shall not be required to get @gembuyer.in email ID. The User can register as Head of organisation(HOD)/Primary User on the GeM portal using his email id.

Case 2: In case an organisation operates its organization email services which is not on NIC, following options are available::

1. Organizations can migrate their email service to NIC.A migration request can be sent to support@gov.in with required details, NIC team will respond with the process to be followed.
2. Alternatively designated Verifying Authority from the organization can apply for @gembuyer.in email id for Verifying Authority (VA) and HOD by sending an email to gemapplicant@gem.gov.in from his official email ID.

The details required from Verifying Authority should be mentioned on the official letter head duly signed and stamped, a scanned copy of the same should be sent using his official email id.

- 1) **Statement** - Primary User's Organisation is not eligible to get @gov.in/nic.in ID for its personnel.
- 2) **url** of Organization of the proposed Primary user:
- 3) **Name-**
(In case the person has Middle name also then it can be mentioned along with First Name)
- 4) **Current Designation:**
- 5) **Official email id:**
(Please provide official e-mail ID. The id like yahoo/ gmail is not accepted)
- 6) **Mobile Number (Aadhaar Linked Mobile no.):**
- 7) **Retirement Date:**
- 8) **Name of Ministry:**
- 9) **Department:**
- 10) **Organization:**
- 11) **Office Zone:**
- 12) **Complete Office Address:**
- 13) **Telephone Landline number:**

Responsibility:

Approved by the Verifying Authority, Primary user is responsible for creating and managing all Secondary User(s) on GeM.

Details about Verifying authority (VA)

- 1) **Name:**
- 2) **Current Designation:**
- 3) **Official email id:**
- 4) **Mobile Number(Aadhaar Linked Mobile no):**
(Please provide official e-mail ID. The id like yahoo/ Gmail is not accepted)
- 5) **Date of Retirement:**
- 6) **Name of Ministry/State:**
- 7) **Department:**
- 8) **Organization:**
- 9) **Office Zone:**
- 10) **Office Address:**
- 11) **Telephone Landline number:**

Responsible for approving the registration of Primary User(s)

Note: Verifying Authority shall have designation equivalent to Deputy Secretary Level and above in the State/Central Government and for CPSE Deputy General Manager (DGM) level and above. Verifying Authority name, Designation, and Email ID should be mentioned on their respective organization website for verification.

In case if name, designation and email ID is not mentioned on their organization portal then a scanned copy of ID Card issued by the their respective organization can be submitted for further verification.