



# INTRODUCTION


## TO BUYER FUNCTIONALITY



**In this module we are going to cover the following topics:**



Genesis of GeM.



Pre-requisites for registration – Primary and Secondary users.



Roles and responsibilities of Primary and Secondary Users.



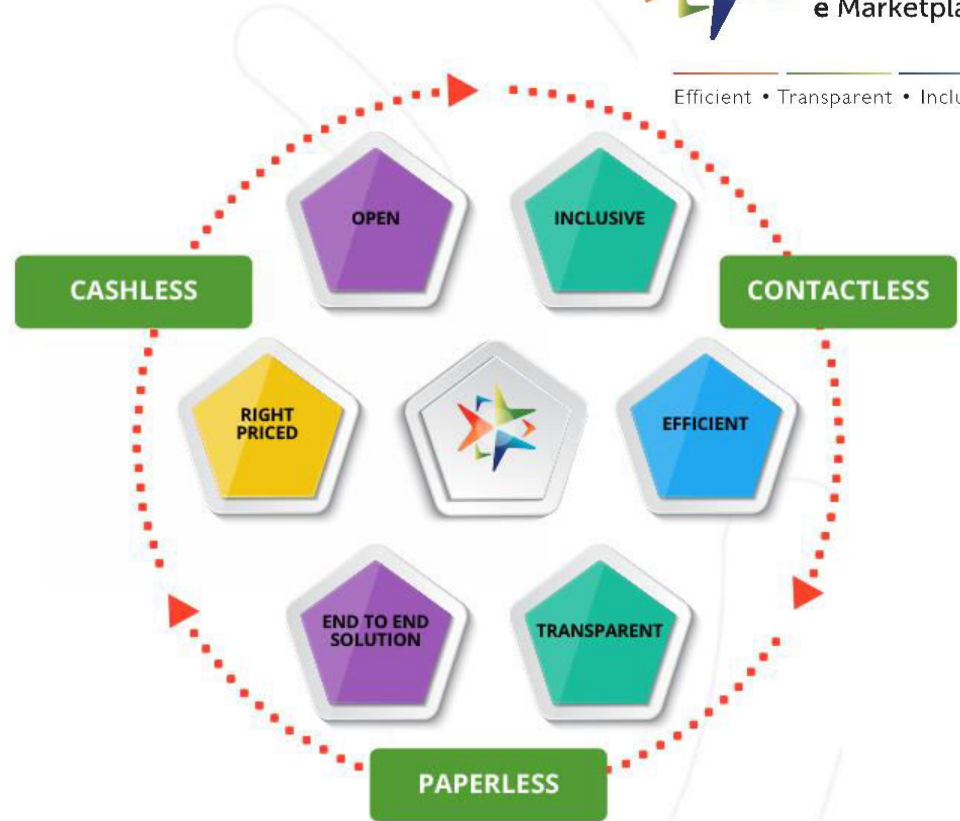
Role of a Verifying Authority.

## 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 & 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 DUTIES



## 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.**

### Secondary User registration:

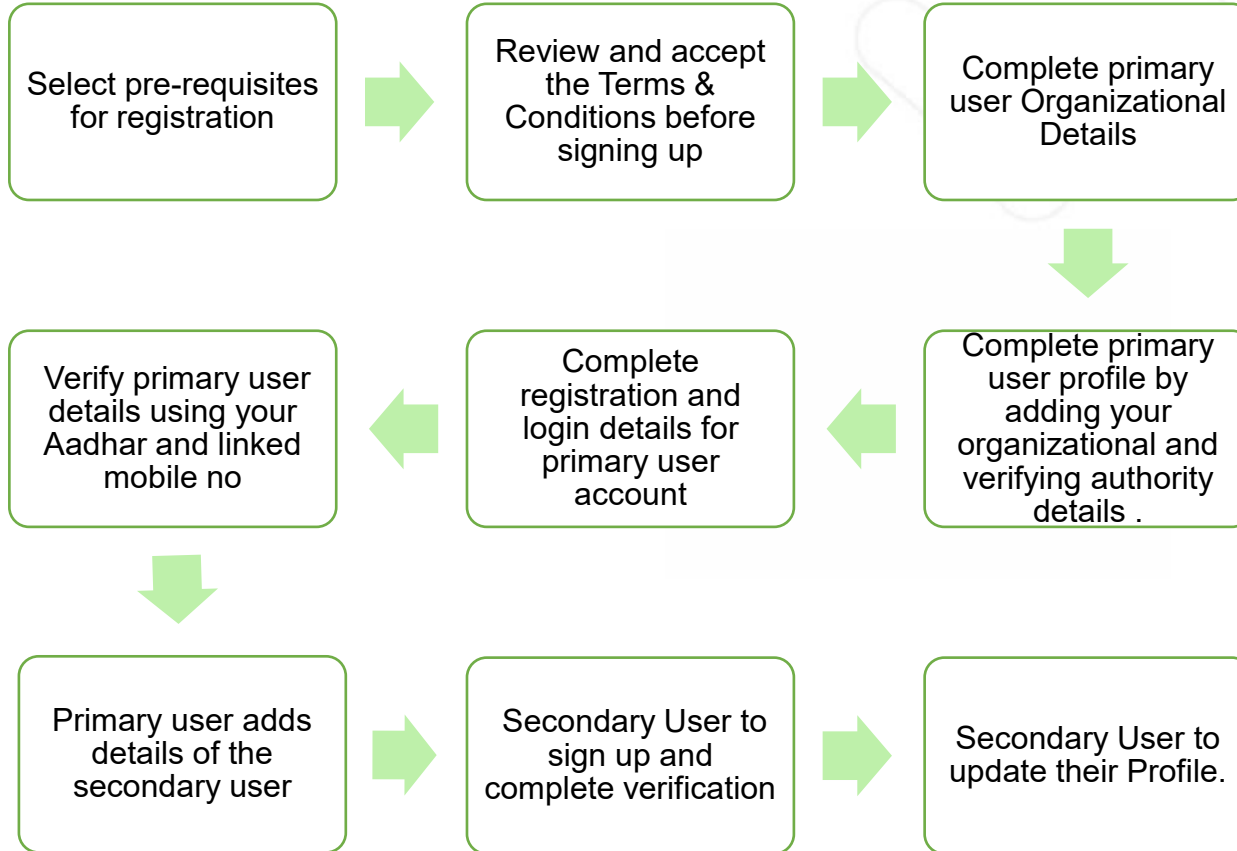
Aadhaar Number / Virtual ID of the User.

Active Mobile number to which your Aadhaar is linked – for OTP purpose.

NIC registered Email ID/ [gembuyer.in](mailto:gembuyer.in).

**Note: 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.**

## Buyer Registration Flow



## How are Primary Users verified?

At the time of Registration, the Primary user needs to provide the Verification Authority, the details such as First Name, Last Name, Official Email address, and mobile number under the Referral Verification Section.

If the Verification Authority does not click on the deactivation link within 48 hours, the Primary user is considered auto-approved for GeM.

An email is then sent to the Competent Authority with the information about approval.





**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive