



Introduction to Seller/Service Provider Functionality

Pre-requisite for Registration

For Primary User Registration:

- Aadhaar Number / Virtual ID/ Personal PAN of the User.
- Mobile number linked with Aadhaar/Mobile number in case of PAN
- Active Email ID
- Documents as per Constitution/Business type such as CIN, PAN, DIPP, Udyam Number, ITR details to Complete profile.
- Address details (Registered Address)
- Bank account details

Secondary User Registration:

- Aadhaar/ Personal PAN number
- Mobile number should be linked with Aadhaar /Mobile number is a case of PAN based registration done by a Primary user'
- Active Email ID

Key Notes

Registration(Primary Seller) on GeM should be done by an authorized person of the organization (Director of the organization or a Key Person or authorized signatory of ITR).

Details of the authorized person will get validated as per the Income Tax Return filing.

Primary seller have an option to create secondary seller's to assign roles like Bid Participation, Creation of Catalog and Order Fulfillment.

For MSE , Udyam Number and mobile number linked with the same is required.

For Start Up, DIPP (Department of Industrial Policy and promotion) number and mobile number linked with the same is required.

No separate registration required for Seller and Service provider.

Bank Details (Account Number & IFSC Code)for the account which will be used for business done on GeM.

Declaration to be submitted by Vendors excluded from compliance to GST E-Invoicing as per notification number 13/2020- Central Tax dated 21 March 2020.



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