

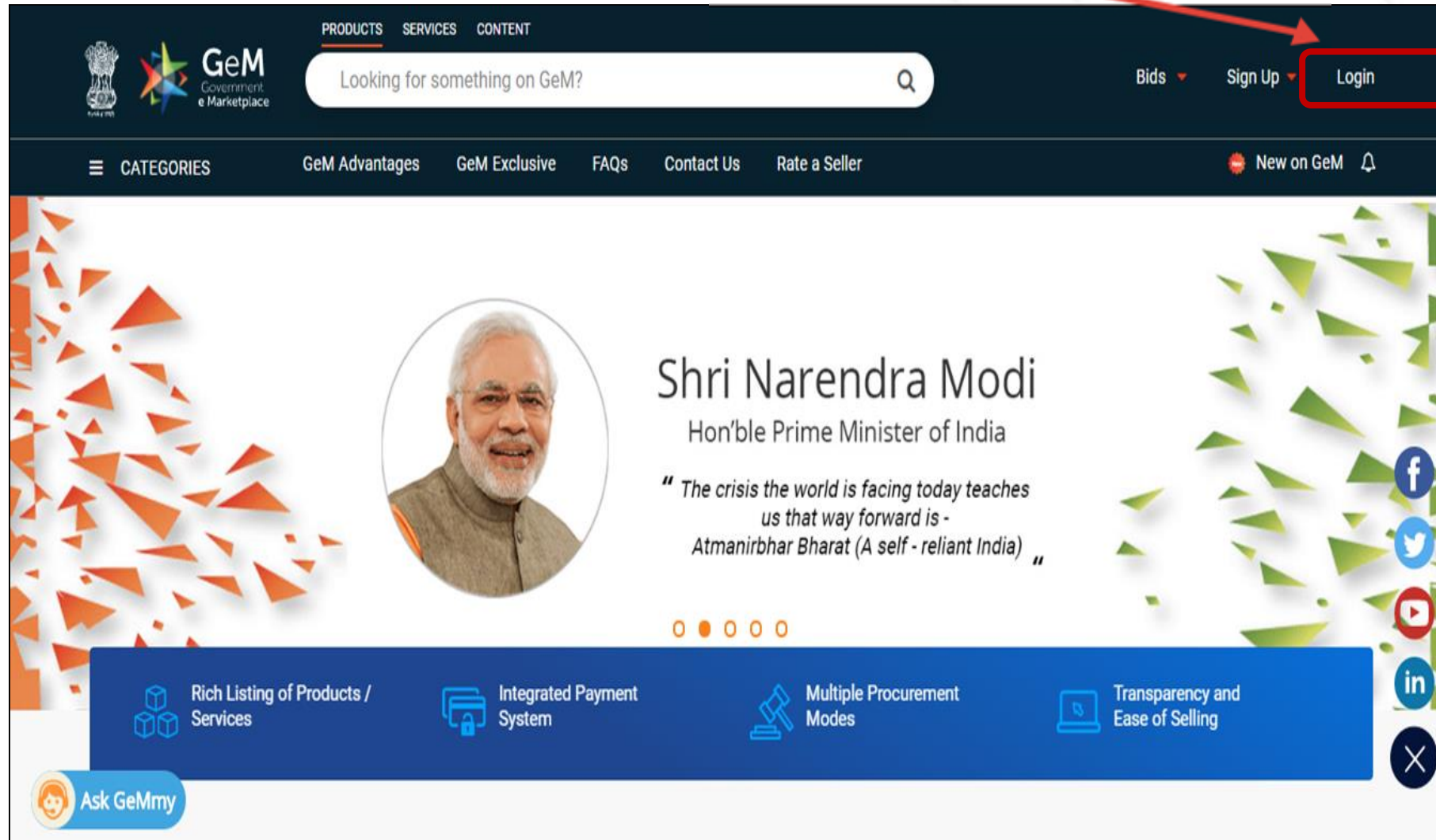


Order Processing - CRAC & Bill Generation

Objective

Welcome! In this module we will learn the process of generation of CRAC & Bill. Post delivery, the consignee assigned to the order needs to acknowledge delivery and accept consignment by generating a CRAC document online. CRAC is consignee receipt and acceptance certificate. Any rejection and its reason needs to be mentioned here.

Open gem.gov.in and click on Login.



The screenshot shows the GeM website homepage. At the top, there is a navigation bar with the GeM logo, a search bar, and links for Bids, Sign Up, and Login. The Login button is highlighted with a red box, and a red arrow points to it from the instruction text. Below the navigation bar, there is a section for Shri Narendra Modi, Hon'ble Prime Minister of India, featuring a portrait and a quote. 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. A chat button labeled 'Ask GeMmy' is also visible.

GeM
Government
e Marketplace

PRODUCTS SERVICES CONTENT

Looking for something on GeM?

Bids Sign Up **Login**



CATEGORIES GeM Advantages GeM Exclusive FAQs Contact Us Rate a Seller New on GeM

Shri Narendra Modi
Hon'ble Prime Minister of India

"The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India) "

Rich Listing of Products / Services Integrated Payment System Multiple Procurement Modes Transparency and Ease of Selling



Ask GeMmy




GeM
Government
e Marketplace


Bids ▾ Sign Up ▾

Not Registered with GeM ? Sign up to experience the Marketplace


 Register as Buyer  Register as Seller

Need help with your Login ?


**Raise a Ticket**
Agents and experts available on a single platform ready to help you

**Contact Us**
Email. [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)
Call: 1-1800-419-3436 / 1-1800-102-3436 (8 am - 8 pm Mon to Sat)

Login in to Government e Marketplace | GeM

GeM User Id * 

Type the characters in the box below. *

WQKSFG 

Password shall be entered on next screen post successful GeM login ID and Captcha validation

Submit

WEB INFO

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NEED HELP ?

Enter User ID, the Captcha text and click submit.

Not Registered with GeM ? Sign up to experience the Marketplace



Register as Buyer



Register as Seller

Need help with your Login ?



Raise a Ticket

Agents and experts available on a single platform ready to



Contact Us

Email. [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)

Call: 1-1800-419-3436 / 1-1800-102-3436 (8 am - 8 pm Mon to Sat)

**Enter your
Password and
click here to
proceed.**

Login in to Government e Marketplace | GeM

GeM User Id * ⓘ


Password * ⓘ

Submit

Cancel

[Forgot your GeM password ?](#)

[Reset GeM Password](#)



GeM
Government
e Marketplace


Efficient • Transparent • Inclusive

Dashboard

Market ▾


Bids ▾


Purchase Requisitions


 ta ▾

Shop By Category ▾

All Categories ▾



Shopping Cart 




GeM facilitates procurement for **POSHAN ABHIYAAN**


[Explore Now](#)


PM's Overarching Scheme for Holistic Nourishment
सही पोषण - देश रोशन


Products on GeM





POSHAN Abhiyaan Categories


















After logging in as a consignee you will view your home screen. Click here to view your Dashboard.



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DashboardMarket ▾Bids ▾Purchase Requisitions

Shop By Category ▾All Categories ▾

Shopping Cart

MY DASHBOARDPRODUCT ORDERS ▾SERVICE ORDERS ▾ALL DEMANDS ▾BILLS ▾INCIDENTS ▾ALL CARTS ▾REQUESTS ▾

2.0 ORDERS

All Contracts

Number of People/Posts
14

Number of Divisions
1

Total Number of Orders
2

Total Value of Orders (Rs.)
₹ 55000.00

ALL DEMANDS

In Checkout0

Declined0

Total Demands0

PRODUCT ORDERS

Direct Purchase0

Bid1

RA0

SERVICE ORDERS

Direct Purchase0

Bid0

RA0

SHIPMENTS

Pending PRC1

Pending CRAC0

Bills Not Created1

BILLS


Pending Approval0

Payment Not initiated0

Payment Initiated0



Click on 'Product Order' and select "All Contracts".


 MY DASHBOARD
 PRODUCT ORDERS ▾
 SERVICE ORDERS ▾
 ALL DEMANDS
 BILLS ▾
 INCIDENTS
 ALL CARTS
 REQUESTS

2.0 ORDERS

PRODUCT ORDERS

BUYER VIEW
CONSIGNEE VIEW

Contracts ▾




ALL CONTRACTS

CONTRACT NO: GEMC-511687717509737
 Status: Order placed (accepted by seller)
 [INCIDENTS](#)

Buyer: Nilesh Gupta
 Seller: Innovation Star
 Bid Number: GEM/2019/B/62254


Contract Date: 24/12/2019 11:13
 Buying Mode: Bidding
 Total: ₹ 30000.00

Product	Ordered Quantity	Price
FFF (MRF) Model asd	10	₹ 30000.00





Click here process order.

Process Order



Dashboard Market ▾ Bids ▾ Purchase Requisitions

Shop By Category ▾ All Categories ▾

Shopping Cart  

MY DASHBOARD PRODUCT ORDERS ▾ INCIDENTS ALL CARTS REQUESTS

2.0 ORDERS

Consignment Details


BUYER

Name: Nilesch Gupta
Email ID: sellergem50@gmail.com
Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi SOUTH EAST DELHI DELHI 110003 India

SELLER (BILLING ADDRESS)

Name: Innovation Star
Email: xyz01@gmail.com
Address: 4rth,Honda,Boxy,Patel Chowk Central Delhi DELHI
Acc No: 1234567891
Bank IFSC: KKBK0000418

Your Shipment Details

Invoice Number	Invoice Date	Status	Action	Download Documents
 GEM-63020	Dec 24, 2019	Delivered By Seller	Process	Invoice

Here you can view your consignment details.

Click here to download invoice.

Click here to Proceed.

PRODUCT(S)

Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
Quantity Dispatched: 10	Last Delivery Date: Jan 2
Seller Delivered Quantity: 10	Seller Delivered Date: D
Received Quantity :	

Delivered Date :
27-12-2019

Goods Receipt Voucher No :
234


Goods Receipt Voucher date :
27-12-2019

Submit

Please verify your received quantity before finalizing as this cannot be edited later.

DOWNLOAD DOCUMENTS

Invoice



Enter the received quantity, delivered date, goods receipt voucher no. and voucher date.

Click here to proceed.

PRODUCT(S)

Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
Quantity Dispatched: 10	
Seller Delivered Quantity: 10	

Delivered Date :
27-12-2019


Delivered Date : 27/12/2019	Goods Receipt Voucher No : 234	Goods Receipt Voucher date : 27/12/2019
-----------------------------	--------------------------------	---

Cancel Save & Continue

Please verify your received quantity before finalizing as this cannot be edited later.

DOWNLOAD DOCUMENTS

Invoice



Are you sure you want to save?



Item Name

Received Quantity

FFF

10

Cancel

Save & Continue

Please verify your received quantity before finalizing as this cannot be edited later.

DOWNLOAD DOCUMENTS

Invoice



Click here to proceed.

PRODUCT(S)

Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
Quantity Dispatched: 10	Last Delivery Date: Jan 23, 2020
Received Quantity: 10	Seller Delivered Date: Dec 27, 2019
Consignee Received Date: Dec 27, 2019	

Enter the quantity
accepted.

Quantity Accepted :

Inspected By : ☒ Self ☐ Professional

Save & Continue

Please verify your accepted quantity before finalizing as this cannot be edited later.

DOWNLOAD DOCUMENTS

Invoice

Click here to continue.



PRODUCT(S)

Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
Quantity Dispatched: 10	Jan 23, 2020
Received Quantity: 10	Dec 27, 2019
Consignee Received Date: Dec 27, 2019	

Quantity Accepted :

Quantity Rejected :

Accepted Quantity and not accepted quantity should match with received quantity

Reason For Rejected/Conditional Accepted items :

Inspected By :

☐ Self
 ☒ Professional

Inspection Certificate No:

Inspection Type :

☒ Post-Dispatch
 ☐ Pre-Dispatch

Date of Inspection :

📅

Name of Agency :

Save & Continue

👤

Please

cannot be edited later.

Select the mode of inspection.

If inspection mode is professional, provide these details.

PRODUCT(S)

Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
	Date: Jan 23, 2020
	Date: Dec 27, 2019

The accepted and rejected quantities are displayed here. The reason for rejection is to be mentioned here.

Here the mode of inspection is 'Self'.

Inspected By : ☒ Self ☐ Professional

Quantity Rejected :

Quantity Accepted :

Accepted Quantity and not accepted quantity should match with received quantity

Reason For Rejected/Conditional Accepted items :

Damaged Item

Click here to continue.

Save & Continue

Please verify your accepted quantity before finalizing as this cannot be edited later.


Invoice Date: Dec 24, 2019 Date of Dispatch: Dec 24, 2019	Email ID: sellergem50@gmail.com Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi SOU: 00000418	Email: xyz01@gmail.com Address: 4rth,Honda,Boxy,Patel Chowk Central Delhi DELHI 4567891
--	--	---

Verify all the details provided. Click on 'Edit' to modify, if required.

PRODUCT(S)	
Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
Quantity Dispatched: 10	Last Delivery Date: Jan 23, 2020
Delivered Quantity: 10	Seller Delivered Date: Dec 27, 2019
Quantity Accepted: 8	Reason For Rejected/Conditional Accepted items: Damaged Item
Inspected By: self	Consignee Received Date: Dec 27, 2019

Click here to Verify.

Download Documents
Invoice

 **VERIFY**

Invoice Date: Dec 24, 2019	Email ID: sellergem50@gmail.com	Email: xyz01@gmail.com
Date of Dispatch: Dec 24, 2019	Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New	Address: 4rth,Honda,Boxy,Patel Chowk Central Delhi DELHI
		Acc No: 1234567891
		Bank IFSC: KKBK0000418

Enter the OTP to complete verification.

PRODUCT(S)

Item Name : FFF

Brand: MRF

Quantity Dispatched:

Delivered Quantity:

Quantity Accepted: 8

Inspected By: self

OTP Verification

Enter OTP*


Verify OTP

09:58 Not received OTP in 10 mins? Resend OTP

OTP has been successfully sent to #####0454 and email s#####0@gmail.com

DOWNLOAD DOCUMENTS

Invoice



Successfully verified

Invoice Number	Invoice Date	Order Status	Action	Download Documents
GEM-63020	Dec 24, 2019	Eligible For Payment		Invoice CRAC

The CRAC has been generated. Click here to download.

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INCIDENTS

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Department of Commerce
Ministry of Commerce and Industry



सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises



Goods and Services Tax



Digital India
Power To Empower



Application Security Audit Report
e Marketplace functionality and vulnerability report

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Site operated and maintained by Managed Service Provider

Shop By Category

All Categories

Shopping Cart

MY DASHBOARD

PRODUCT ORDERS

SERVICE ORDERS

ALL DEMANDS

BILLS

INCIDENTS

ALL CARTS

REQUESTS

2.0 ORDERS

Consignment Details

BUYER

Name: Nilesch Gupta

Email ID: sellergem50@gmail.com

Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi SOUTH EAST DELHI DELHI 110003 India

SELLER (BILLING ADDRESS)

Name: innovation start

Email: xyz01@gmail.com


Address: 4rth,Honda,Boxy,Patel Chowk Central Delhi DELHI

Acc No: 1234567891

Bank IFSC: KKBK0000418

Your Shipment Details

Invoice Number	Invoice Date	Order Status	Action	Download Documents
GEM-63020	Dec 24, 2019	Eligible For Payment		<div>Invoice</div> <div>CRAC</div>



The order is now eligible for payment.

PRODUCT ORDERS

BUYER VIEW

CONSIGNEE VIEW

Contracts ▾

To draft the final bill, user would need to select “Buyer View”.

Search Demand No or Product Name



ALL CONTRACTS

CONTRACT NO: GEMC-511687717509737

Status: Order placed (accepted by seller)

INCIDENTS

Buyer: Nilesh Gupta

Seller: innovation start

Bid Number: GEM/2019/B/62254

Contract Date: 24/12/2019 11:13

Buying Mode: Bidding

Total: ₹ 30000.00

Product	Ordered Quantity	Price
FFF (MRF) Model asd	10	₹ 30000.00

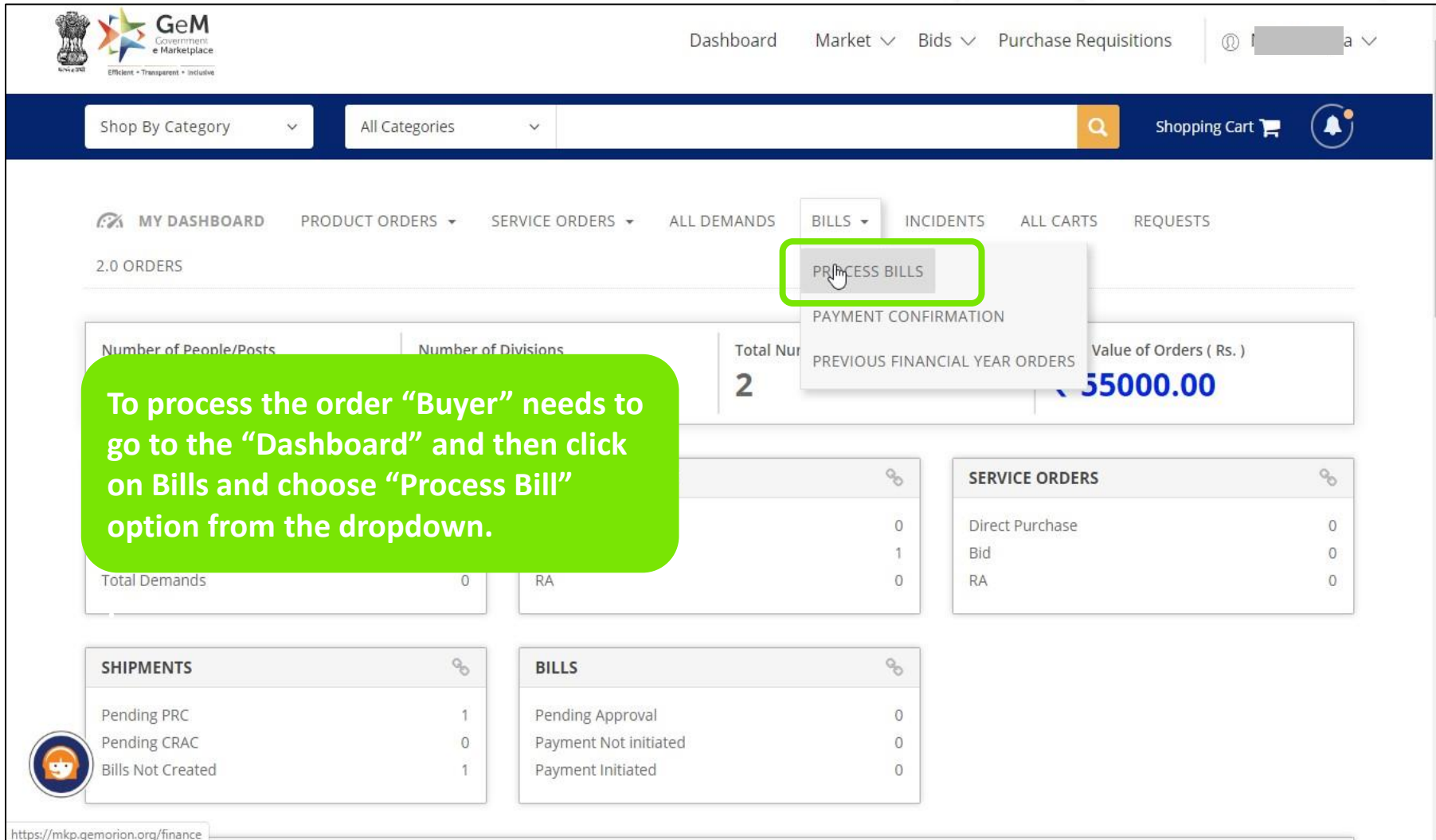
View Order Details



CONTRACT NO: GEMC-511687735429004


Status: Order placed (accepted by seller)

INCIDENTS



The screenshot shows the GeM dashboard interface. At the top, there is a navigation bar with links to Dashboard, Market, Bids, and Purchase Requisitions. Below this is a search bar and a shopping cart icon. The main dashboard area has a sidebar with various tabs: MY DASHBOARD, PRODUCT ORDERS, SERVICE ORDERS, ALL DEMANDS, **BILLS** (selected), INCIDENTS, ALL CARTS, and REQUESTS. The 'BILLS' dropdown menu is open, showing options: PROCESS BILLS (highlighted with a green box), PAYMENT CONFIRMATION, and PREVIOUS FINANCIAL YEAR ORDERS. The dashboard also displays several summary cards: '2.0 ORDERS' with a total value of 55000.00, 'SHIPMENTS' (Pending PRC: 1, Pending CRAC: 0, Bills Not Created: 1), and 'BILLS' (Pending Approval: 0, Payment Not initiated: 0, Payment Initiated: 0). The URL at the bottom is https://mkp.gemorion.org/finance.

To process the order “Buyer” needs to go to the “Dashboard” and then click on Bills and choose “Process Bill” option from the dropdown.



GeM
Government
e Marketplace

DashboardMarket ▾Bids ▾Purchase Requisitions

Shop By Category ▾All Categories ▾

Shopping Cart

Bills

To update the payment details for pervious financial year orders (if any), please [click here](#).

☒ All Bills ☐ Pending Bills (CRAC older than 40 days)

Choose Payment Method * Others ▾

Search within a period:

Search For Bill Status:

Reset Filters

20-12-2019 - 27-12-2019

Bills Yet To Be Created ▾

Search by contract no.

Bills with **Others** as payment method and bill status as **Bills Yet To Be Created** from **2019-12-20** to **2019-12-27**

S.No.	Contract No.	Order Date	Product	Buyer Name	Payment Mode	Action
1	GEMC-511687717509737	2019-12-24	FFF			SHOW BILLS

Click On Show Bill.

SHOW BILLS

Shop By Category
All Categories

Shopping Cart

Bills

To update the payment details for pervious financial year orders (if any), please [click here](#).

☒ All Bills
 ☐ Pending Bills (CRAC older than 40 days)

Choose Payment Method * Others

Search within a period:

20-12-2019
27-12-2019

Search For Bill Status:

Bills Yet To Be Created

Search by contract no.

Reset Filters

Bills with **Others** as payment method and bill status as **Bills Yet To Be Created** from **2019-12-20** to **2019-12-27**

S.No.	Contract No.	Order Date	Product	Buyer Name	Payment Mode	
1	GEMC-511687717509737	2019-12-24	FFF	Nilesh Gupta	Others	<div>SHOW BILLS</div>

Invoice No. and Date
CRAC No. and Date
Consignee
Seller
Buyer Bill
Approver Bill
Order Amount
Payment Status
Action

GEM-63020, 2019-12-24
2469, 2019-12-27
Nilesh Gupta,
innovation start, DGS&D,

PROCESS BILL

Click On Process Bill.

Reference Signed Documents

 FINANCIAL APPROVAL
  SANCTION ORDER
  CONTRACT
  SELLER'S INVOICE
  CONSIGNEE RECEIPT AND ACCEPTANCE CERTIFICATE

ORGANISATION DETAILS

Type: Central Government

Ministry: Ministry of Electronics and Information Technology

Department: NA

Organisation Name: National E-Governance Division (NEGD) Deity Govt. of India

Office Name: Cgo Complex

HOD Name: Vinay Thakur

SELLER DETAILS

GEM Unique ID: test_va5

Company Name: innovation start

Email: xyz01@gmail.com

Address: innovation start, Central Delhi, DELHI - 110001

BUYER DETAILS

GEM Unique ID: nilesh@digitalindia.gov.in

Name: Nilesh Gupta

Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi, SOUTH EAST DELHI, DELHI - 110003

Scroll down and click to process bill to add the deductions.

CONSIGNEE DETAILS

GEM Unique ID: nilesh@digitalindia.gov.in

Name: Nilesh Gupta

Address: Electronics Niketan, 6 CGO

ACCOUNTING DETAILS

Designation of official providing admin approval: DG Designation of official providing finance approval: AO

IFD Concurrence / Competent Authority (HOD / Head of Office) Approval Required? IFD Concurrence / Competent Authority (HOD / Head of Office) Diary No.:

IFD Concurrence / Competent Authority (HOD / Head of Office) Budget Availability: YES



Bill Processing

DEDUCTIONS

Whether Deductions are to be imposed? *

☒ YES ☐ NO

Additional Deductions

Others

Amount to be deducted(Inr)

Reason

+

ADD DEDUCTION

BILL BREAK-UP


A. Total Accepted Items Amount:

B. Total Deductions Amount:

C. Net amount of bill (A-B):

D. Final amount of bill (rounded-off):

SAVE DRAFT BILL



Current Stage: Draft Bill not yet saved

Click on “YES” to impose deduction and “Add Deduction” to deduct multiple amounts.

Buyer will be able to apply LD charges with all other deductions as shown below.

DEDUCTIONS


Whether Deductions are to be imposed? * ☒ YES ☐ NO

Additional Deductions

Late Delivery	3
TDS	1
TDS Under GST	1
Others	1

Net amount payable(INR) 114

Payment approved(INR) 114

 **Ask GeMmy**

No more deductions are applicable on the bill

Total Received and Accepted Order Value(RM):

Bill Process by BUYER

PFMS bill for Services.

DEDUCTIONS

Whether Deductions are to be imposed? *

☒ YES ☐ NO

Additional Deductions

Service Non Delivery

15

SLA

14



Grant Number

046

Function Head (For Financial year)

3853000004404

OFFLINE PAYMENT PROCESS

Bill details			
Amount *	<input type="text" value="335"/>	Offline form for Products.	
Add Deductions(If Any)	TDS	<input type="text" value="2"/>	<div>-</div> <div>+</div>
	TDS Under GST	<input type="text" value="2"/>	
	Others	<input type="text" value="1"/>	
<div>SUBMIT</div>			



Ask GeMmy

Current Stage: Draft Bill not yet saved

Bill Processing

DEDUCTIONS

Whether Deductions are to be imposed? *


☐ YES ☒ NO

BILL BREAK-UP

A. Total Accepted Items Amount:	24,000.00
B. Total Deductions Amount:	0.00
C. Net amount of bill (A-B):	24,000.00
D. Final amount of bill (rounded-off):	24,000.00

SAVE DRAFT BILL

Current Stage: Draft Bill not yet saved



If Deductions are not required click on "No".

Click on Save Draft Bill.

Draft Bill saved successfully!

Search within a period:

20-12-2019

-

27-12-2019



Search For Bill Status:

[Reset Filters](#)

Bills Yet To Be Created



Search by contract no.



No Bills to display with Others as payment method and bill status as Bills Yet To Be Created from 2019-12-20 to 2019-12-27

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Ministry of Micro, Small & Medium Enterprises

Goods and Services Tax



Digital India
Power To Empower



COMODO
SECURE

The national portal of India
india.gov.in

STQC
Certification

Application
Security
Audit Report

e Marketplace
functionality and
vulnerability report



Site operated and maintained by Managed Service Provider

