

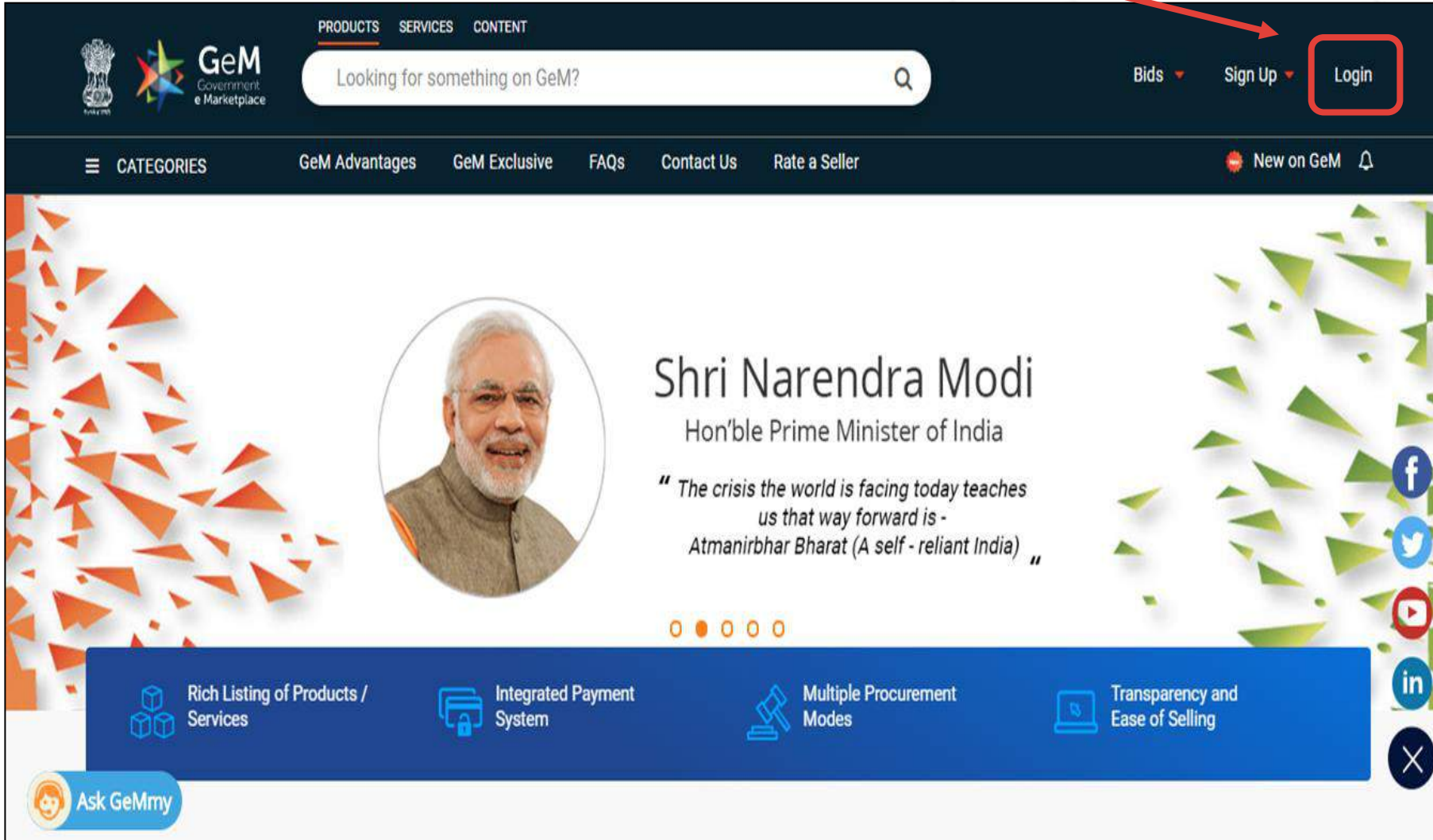


Overview Of Buyer Dashboard

Objective

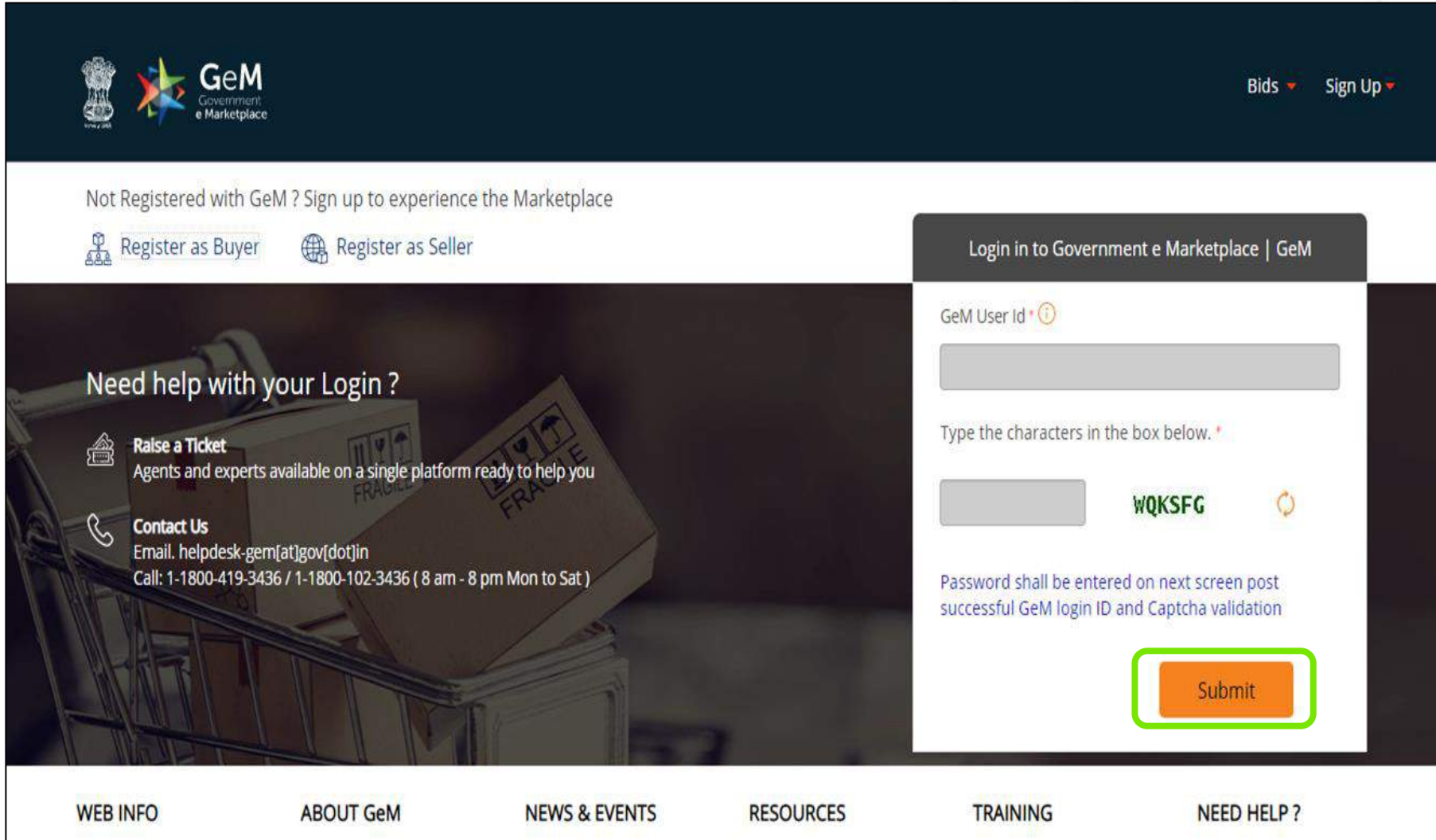
Welcome! In this module we will learn about the Dashboard Of buyer.

Open gem.gov.in and click on Login.



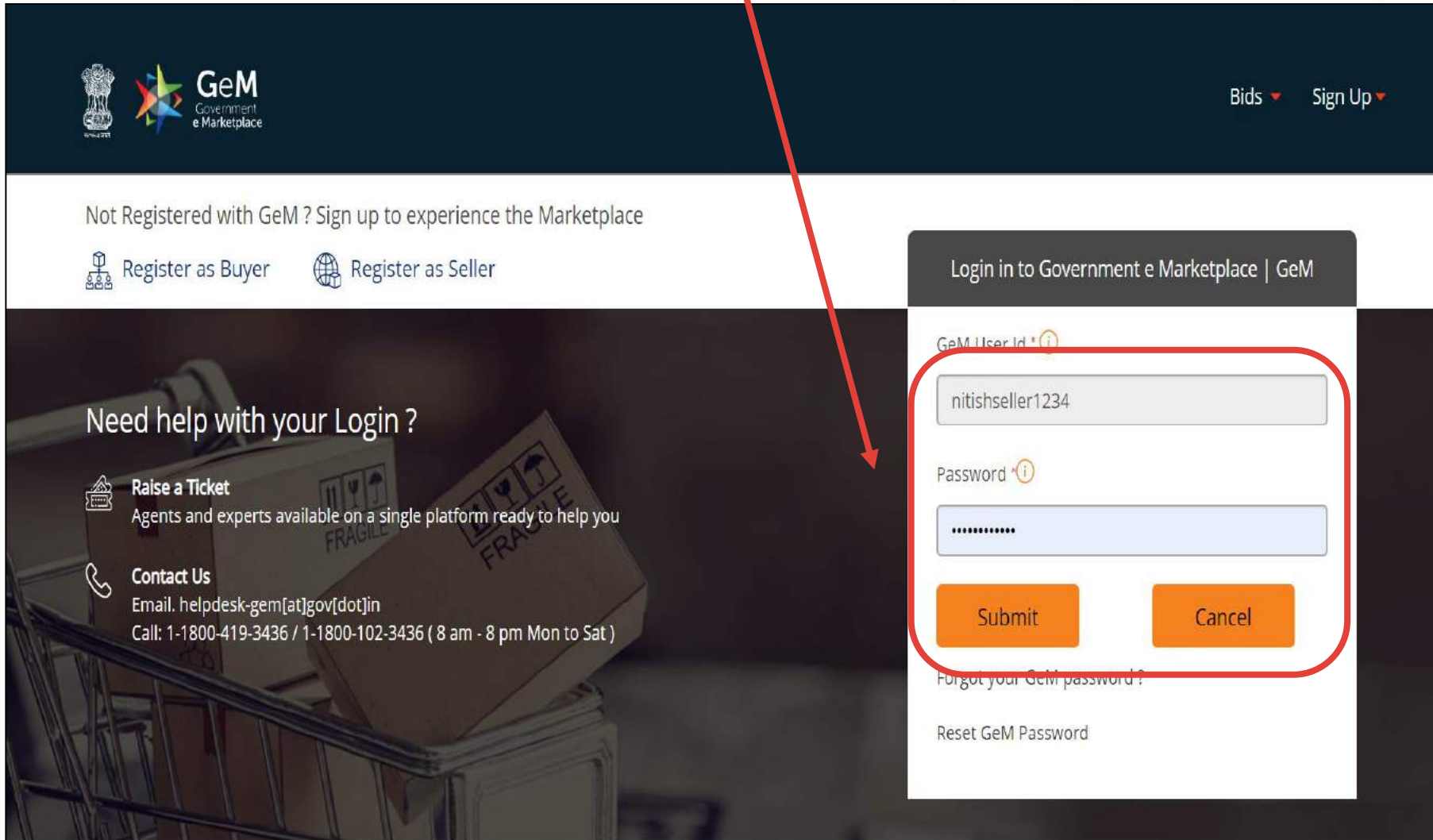
The screenshot shows the GeM website homepage. At the top, there is a navigation bar with 'PRODUCTS', 'SERVICES', and 'CONTENT' tabs. Below this is a search bar with the placeholder text 'Looking for something on GeM?'. To the right of the search bar are links for 'Bids', 'Sign Up', and 'Login', with the 'Login' link highlighted by a red box and a red arrow pointing to it from the instruction above. Below the navigation bar is a secondary menu with 'CATEGORIES', 'GeM Advantages', 'GeM Exclusive', 'FAQs', 'Contact Us', and 'Rate a Seller'. On the right side of this menu is a 'New on GeM' notification bell icon. The main content area features a large banner for Shri Narendra Modi, Hon'ble Prime Minister of India, with a quote: "The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self-reliant India)". Below the banner are four key features: 'Rich Listing of Products / Services', 'Integrated Payment System', 'Multiple Procurement Modes', and 'Transparency and Ease of Selling'. At the bottom left, there is an 'Ask GeMmy' button. On the right side of the banner, there are social media icons for Facebook, Twitter, YouTube, LinkedIn, and a close button.

Enter your User ID, Captcha and click on 'Submit'.



The screenshot shows the GeM login interface. At the top left is the GeM logo and the text 'Government e Marketplace'. On the right, there are links for 'Bids' and 'Sign Up'. Below the header, a message reads 'Not Registered with GeM? Sign up to experience the Marketplace' with buttons for 'Register as Buyer' and 'Register as Seller'. The main content area features a 'Need help with your Login?' section with links for 'Raise a Ticket' and 'Contact Us'. The 'Contact Us' information includes an email address and phone numbers. On the right, a login form titled 'Login in to Government e Marketplace | GeM' contains a 'GeM User Id' field, a captcha field with the characters 'WQKSFG', and a 'Submit' button. A note below the captcha states: 'Password shall be entered on next screen post successful GeM login ID and Captcha validation'. The footer contains navigation links: 'WEB INFO', 'ABOUT GeM', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP?'.

Enter your Password and click on '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 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 * 

nitishseller1234

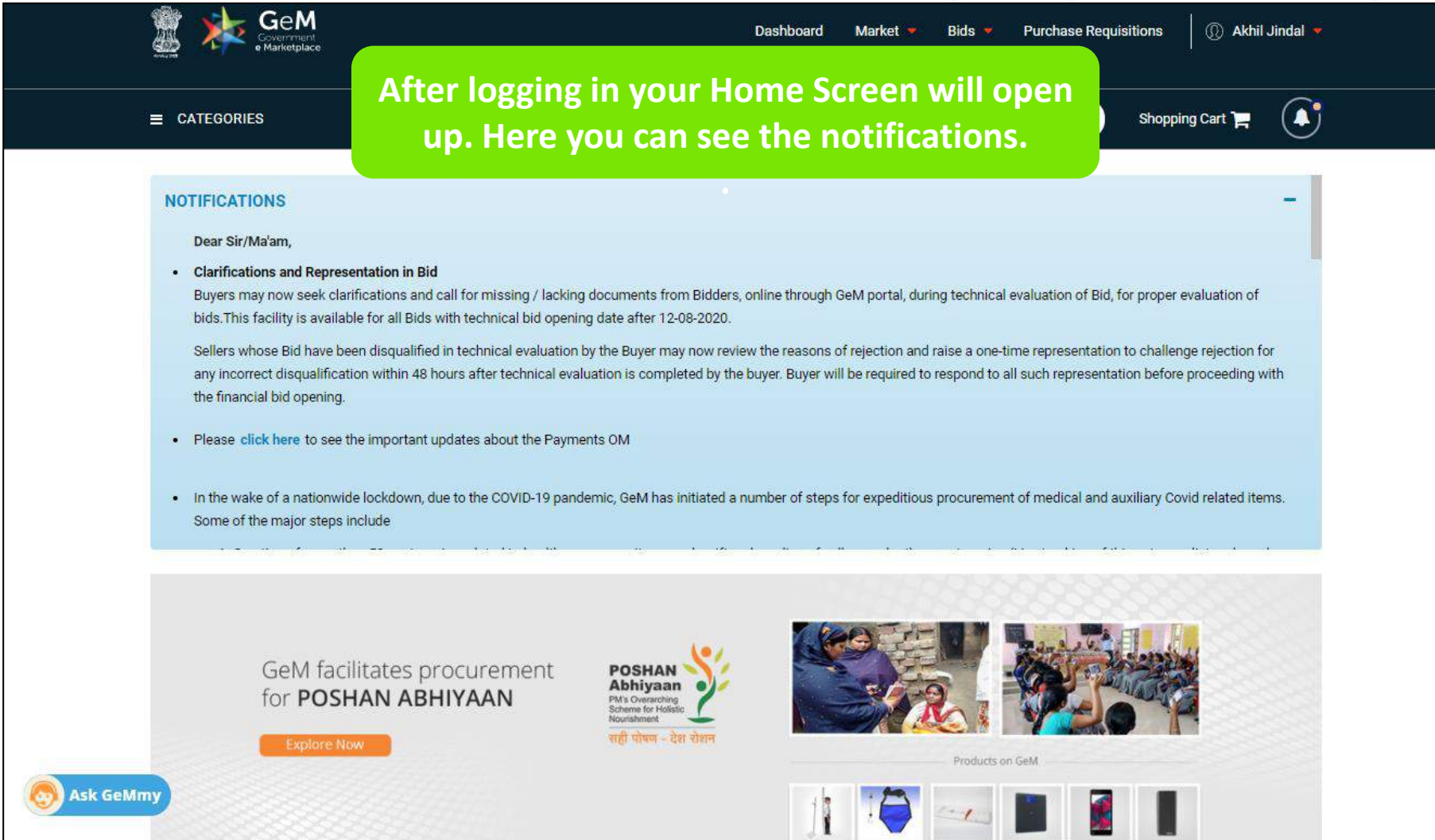
Password * 

.....

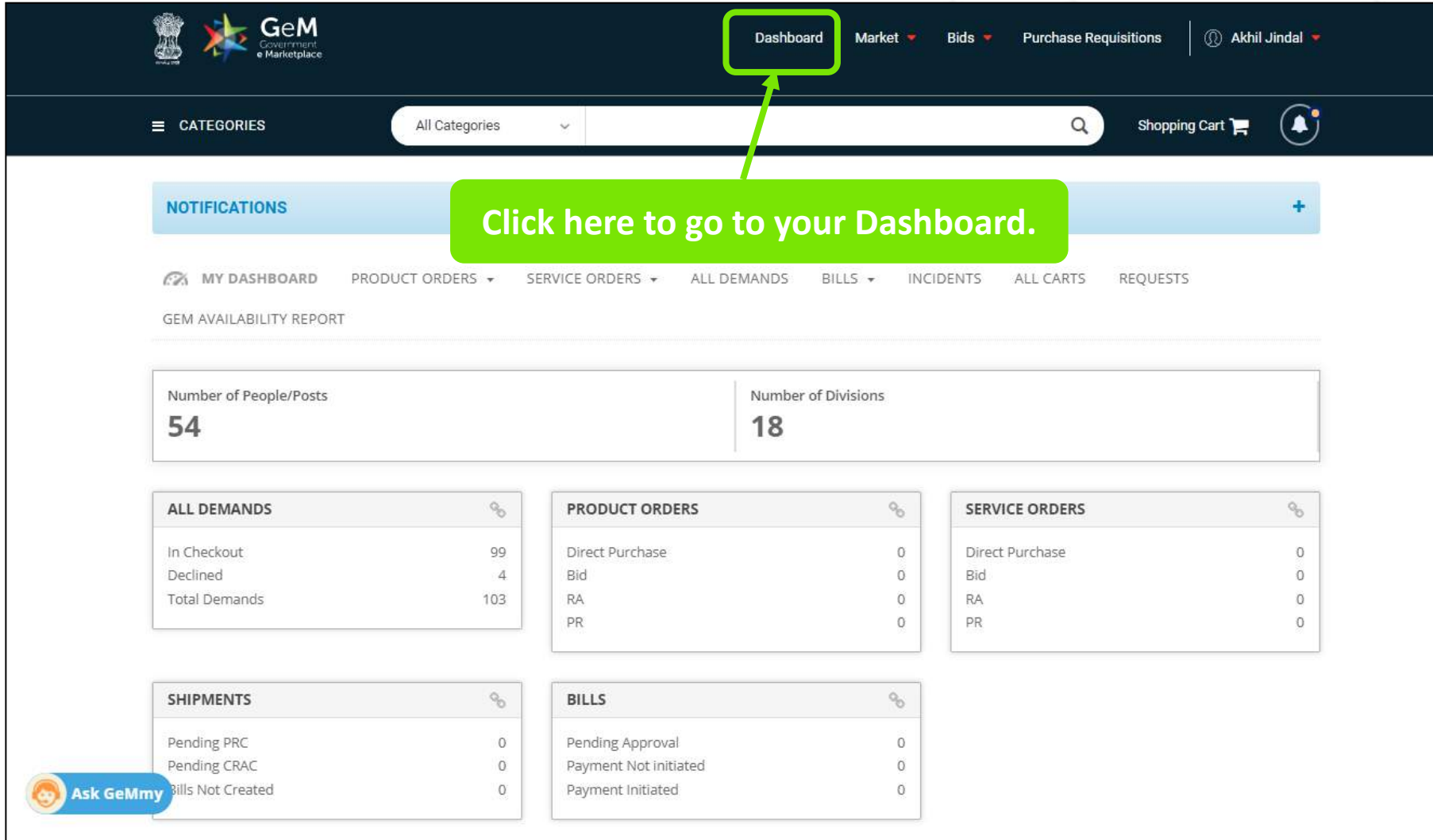
[Submit](#) [Cancel](#)

[Forgot your GeM password ?](#)

[Reset GeM Password](#)



The screenshot shows the GeM home interface. At the top, there is a navigation bar with the GeM logo, the text 'GeM Government e Marketplace', and menu items: 'Dashboard', 'Market', 'Bids', and 'Purchase Requisitions'. On the right side of the navigation bar, there is a user profile icon for 'Akhil Jindal'. Below the navigation bar, there is a dark blue header with 'CATEGORIES' on the left, 'Shopping Cart' with a cart icon, and a notification bell icon on the right. A prominent green callout box in the center of the page contains the text: 'After logging in your Home Screen will open up. Here you can see the notifications.' Below the header, the main content area features a 'NOTIFICATIONS' section. It starts with a greeting 'Dear Sir/Ma'am,' followed by a bullet point titled 'Clarifications and Representation in Bid'. The text under this bullet point states: 'Buyers may now seek clarifications and call for missing / lacking documents from Bidders, online through GeM portal, during technical evaluation of Bid, for proper evaluation of bids. This facility is available for all Bids with technical bid opening date after 12-08-2020.' Below this, another paragraph explains: 'Sellers whose Bid have been disqualified in technical evaluation by the Buyer may now review the reasons of rejection and raise a one-time representation to challenge rejection for any incorrect disqualification within 48 hours after technical evaluation is completed by the buyer. Buyer will be required to respond to all such representation before proceeding with the financial bid opening.' A second bullet point says: 'Please [click here](#) to see the important updates about the Payments OM'. A third bullet point states: 'In the wake of a nationwide lockdown, due to the COVID-19 pandemic, GeM has initiated a number of steps for expeditious procurement of medical and auxiliary Covid related items. Some of the major steps include'. Below the notifications, there is a promotional banner for 'POSHAN ABHIYAAN' with the text 'GeM facilitates procurement for POSHAN ABHIYAAN' and a 'Explore Now' button. The banner also includes the POSHAN Abhiyaan logo and the slogan 'सही पोषण - देश रोशन'. To the right of the banner are two images showing people in a community setting. Below the banner, there is a section titled 'Products on GeM' with a row of product thumbnails including a mobile phone, a blue bag, a white box, a black box, a red box, and a black box. At the bottom left of the page, there is a blue button with a question mark icon and the text 'Ask GeMmy'.



Dashboard Market Bids Purchase Requisitions | Akhil Jindal

CATEGORIES All Categories Shopping Cart

NOTIFICATIONS +

Click here to go to your Dashboard.

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

GEM AVAILABILITY REPORT

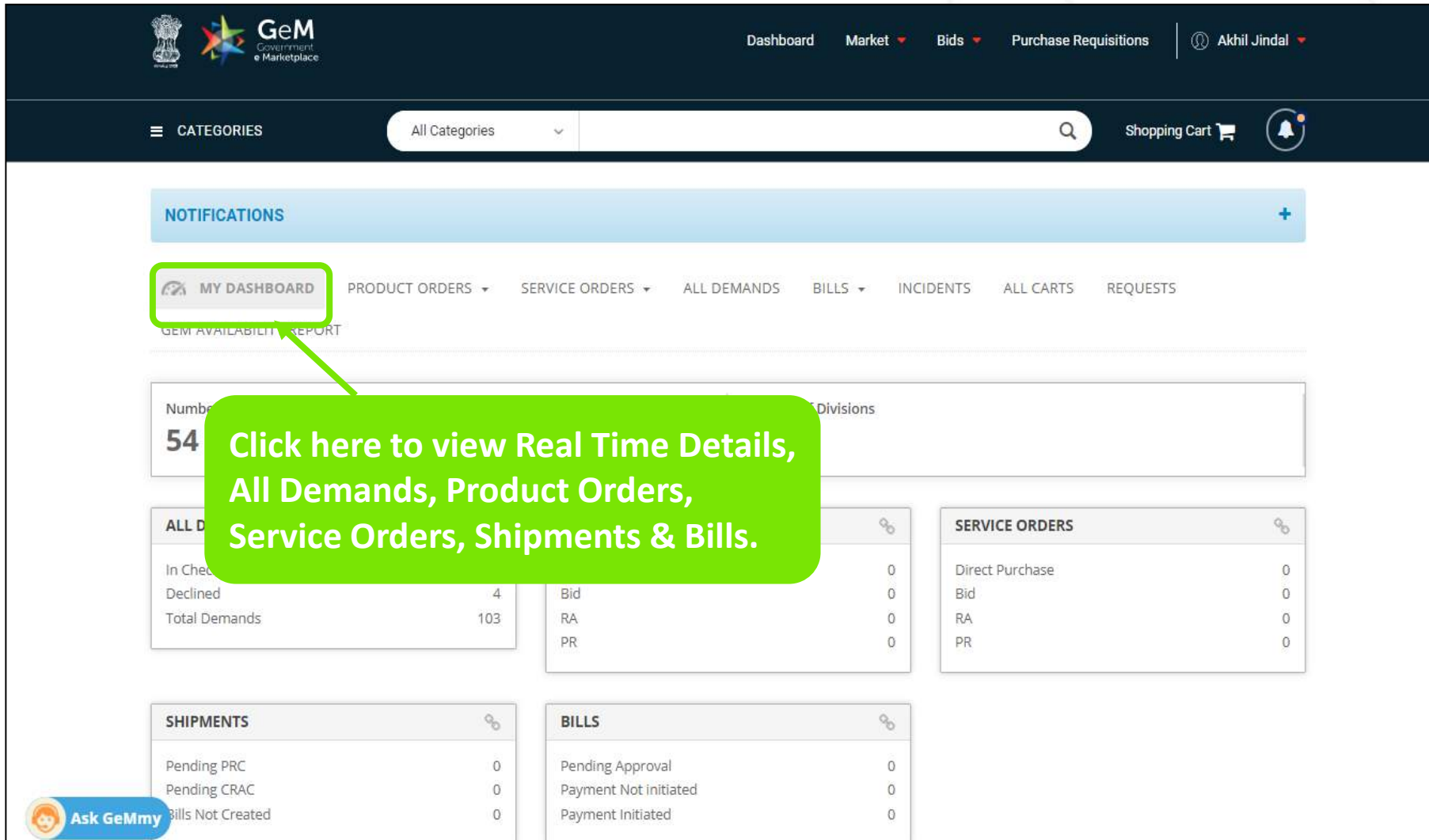
Number of People/Posts	Number of Divisions
54	18

ALL DEMANDS	PRODUCT ORDERS	SERVICE ORDERS
In Checkout: 99	Direct Purchase: 0	Direct Purchase: 0
Declined: 4	Bid: 0	Bid: 0
Total Demands: 103	RA: 0	RA: 0
	PR: 0	PR: 0

SHIPMENTS	BILLS
Pending PRC: 0	Pending Approval: 0
Pending CRAC: 0	Payment Not initiated: 0
Bills Not Created: 0	Payment Initiated: 0

Ask GeMmy

1. My Dashboard



Dashboard Market Bids Purchase Requisitions Akhil Jindal

CATEGORIES All Categories Shopping Cart

NOTIFICATIONS

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

Number of Divisions
54

ALL DEMANDS

In Check	0
Declined	4
Total Demands	103

SERVICE ORDERS

Direct Purchase	0
Bid	0
RA	0
PR	0

SHIPMENTS

Pending PRC	0
Pending CRAC	0
Bills Not Created	0

BILLS

Pending Approval	0
Payment Not initiated	0
Payment Initiated	0

Ask GeMmy

Click here to view Real Time Details, All Demands, Product Orders, Service Orders, Shipments & Bills.

2. Your Statistics - Spend Analysis

a) Monthly Volume & Value Trends

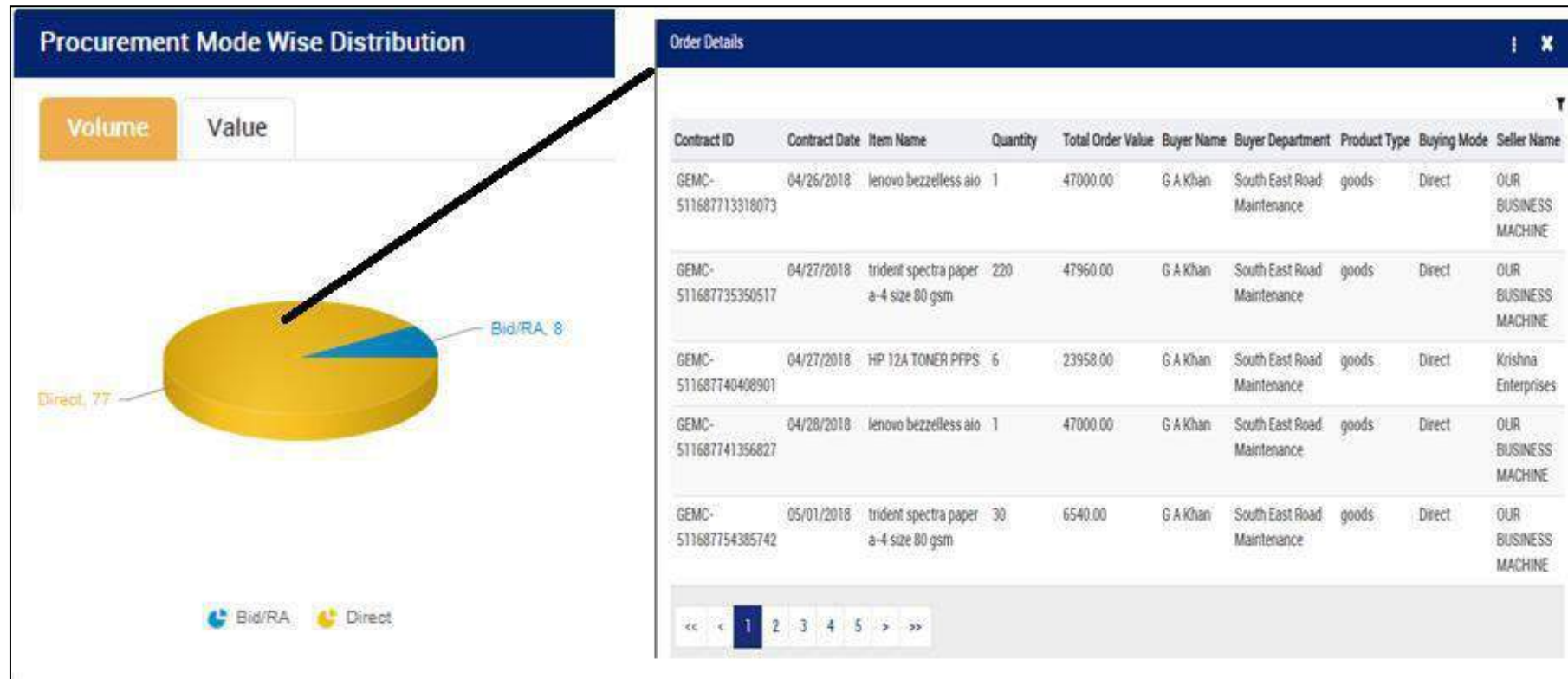
Scroll down from My Dashboard page to reach to “Your Statistics” section. Click on “Spend Analysis” tab to view:

- The Monthly Volume and Value trends would plot the Month wise Order Value and order Volume of a Buyer.
- Data for last 12 months would be displayed.



b) Procurement mode wise distribution

- The procurement mode wise distribution would display the breakup of Order volume and Order Value between Direct Purchase and Bid/RA Orders. On drilldown, the detailed report would be available.
- Buyer needs to click on the chart in order to view the detailed report



Click here to download the report.

Order Details - Procurement Wise

Contract ID	Contract Date	Item Name	Quantity	Total Order Value	Buyer Name	Buyer Department	Product Type	Buying Mode	Seller Name
GEMC-511687733239916	03/19/2018	colin spray new	75	5872.50	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687759098276	03/19/2018	colin spray new	75	5872.50	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687773776463	03/19/2018	Dp file cover	400	5960.00	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687787263229	03/19/2018	Dp file cover	400	5960.00	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises
GEMC-511687739393201	03/19/2018	Dp file cover	400	5960.00	Mahesh Kumar Bhardwaj	Central Police Organisation	goods	Direct	Maihar Enterprises

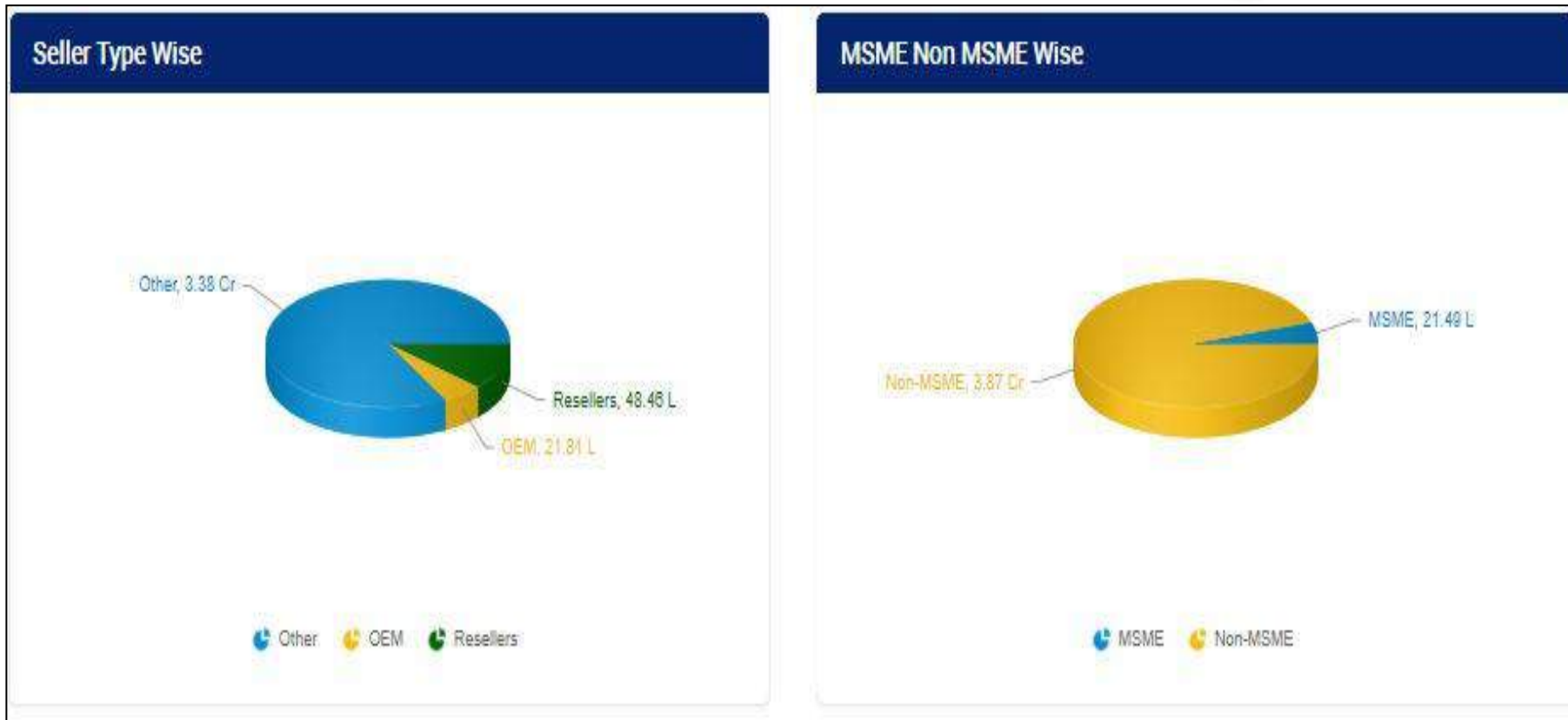
Export To CSV | Export

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c) Seller Type

The Seller Type tab would display the breakup of Sellers based on the orders received.

The Breakup would include OEM, Reseller, MSME, etc. On click, a detailed report is available (drilldown).



d) Seller type detailed report:

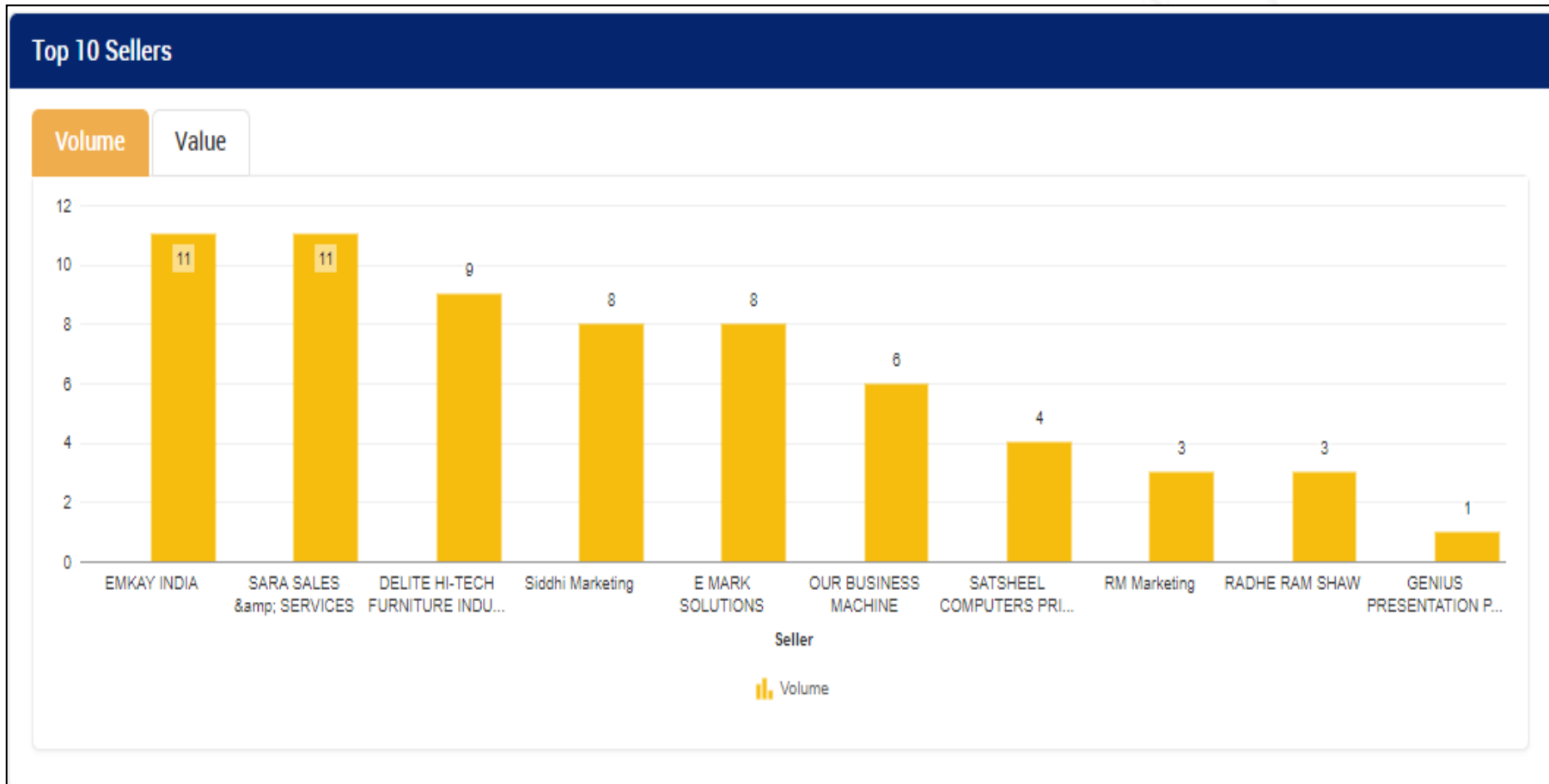
Order Details									
Contract ID	Contract Date	Item Name	Quantity	Total Order Value	Buyer Name	Buyer Department	Product Type	Buying Mode	Seller Name
GEMC-511687713318073	04/26/2018	lenovo bezzelless aio	1	47000.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE
GEMC-511687735350517	04/27/2018	trident spectra paper a-4 size 80 gsm	220	47960.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE
GEMC-511687740408901	04/27/2018	HP 12A TONER PFPS	6	23958.00	G A Khan	South East Road Maintenance	goods	Direct	Krishna Enterprises
GEMC-511687741356827	04/28/2018	lenovo bezzelless aio	1	47000.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE
GEMC-511687754385742	05/01/2018	trident spectra paper a-4 size 80 gsm	30	6540.00	G A Khan	South East Road Maintenance	goods	Direct	OUR BUSINESS MACHINE

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Efficient • Transparent • Inclusive

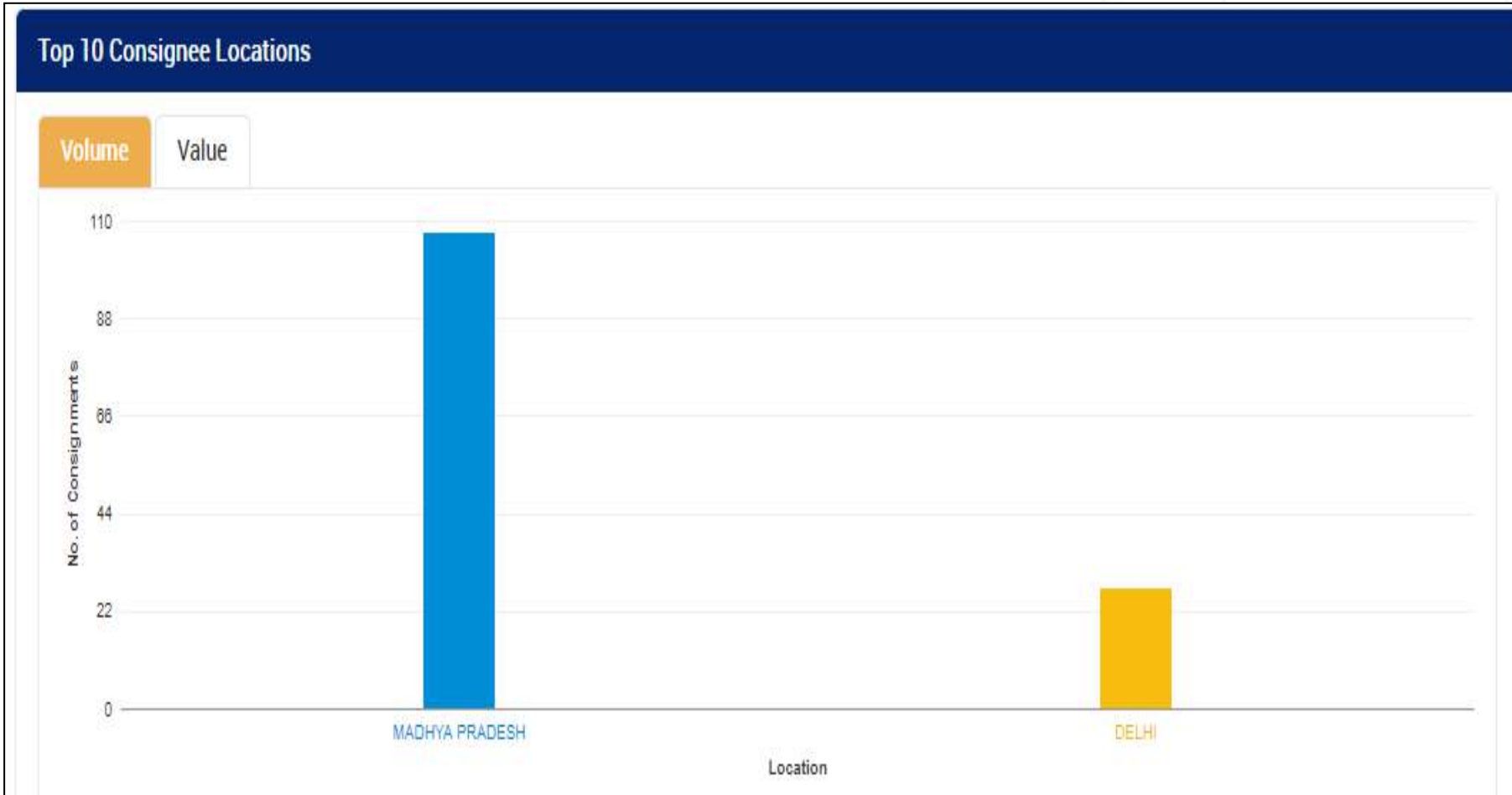
e) Top 10 Sellers – Volume & Value Trends.

You can view the top 10 sellers in terms of order value and order volume that have received the buyers orders.



f) Top Consignee Locations – Volume & Value Trends.

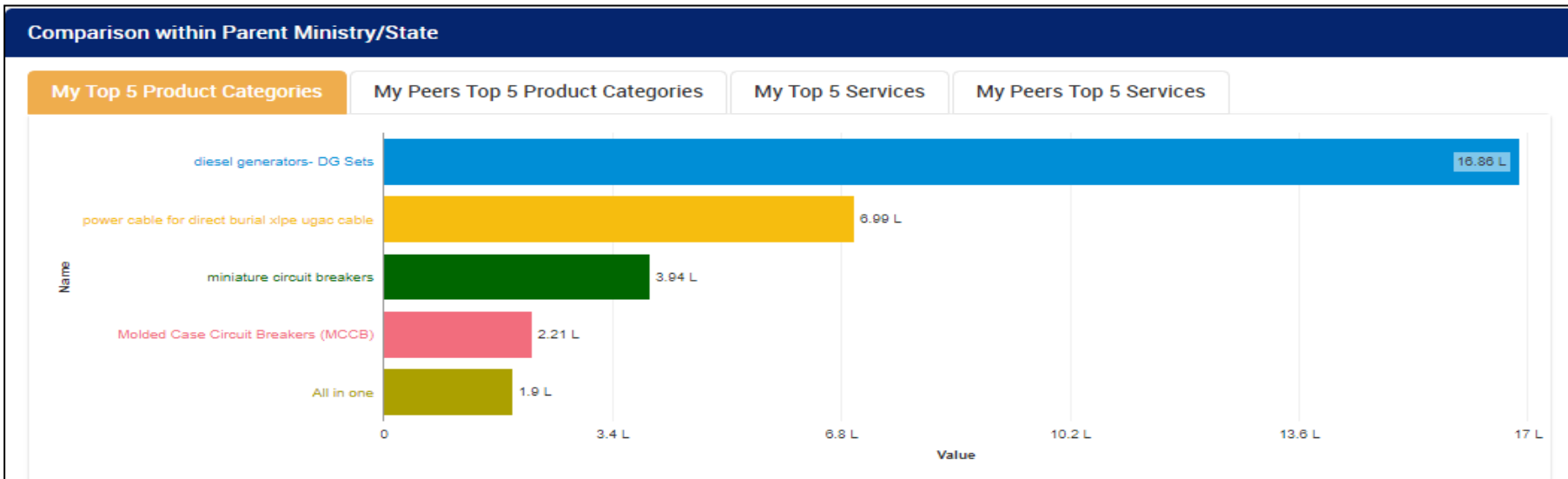
The Top Consignee locations would display the top 5 consignees in terms of Order Value and Order Volume.



3. Insights

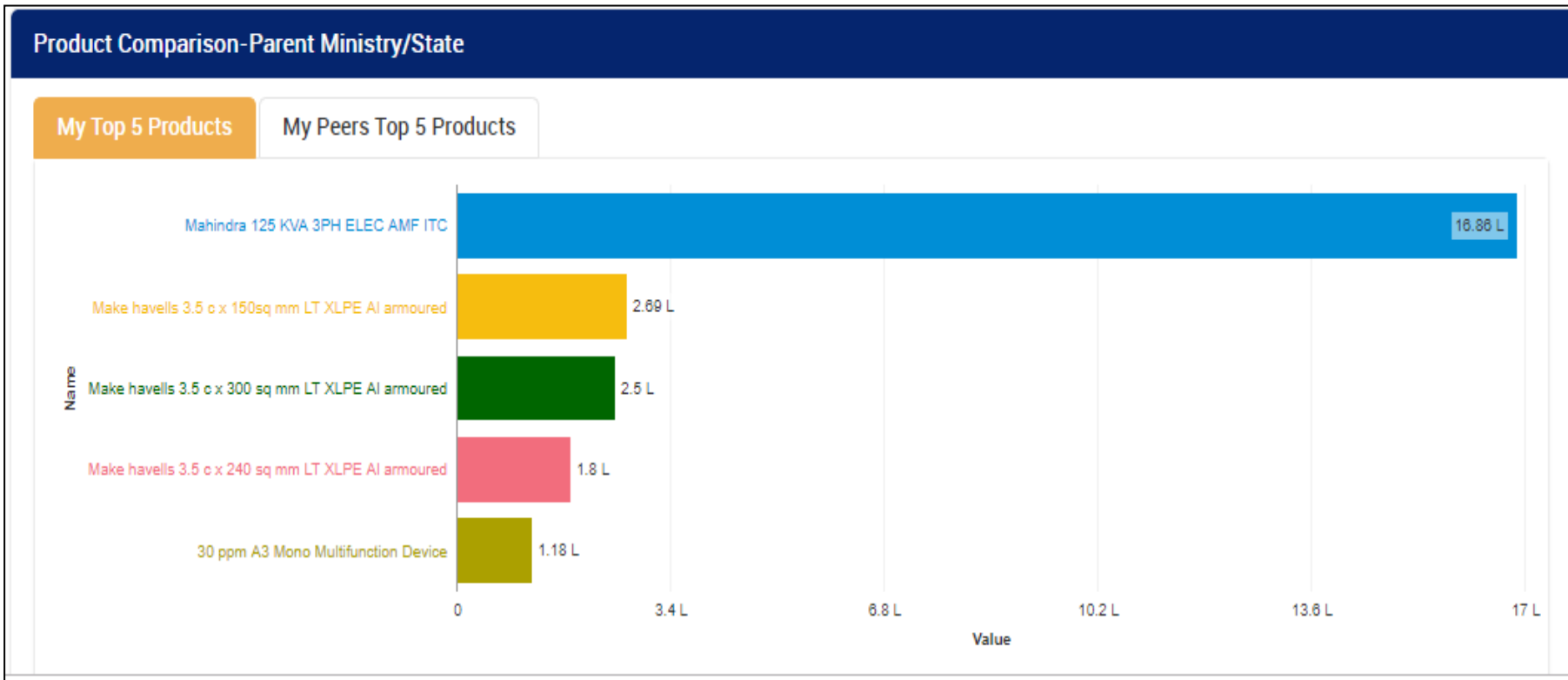


a) **My Top 5 Product Categories:** The Comparison with Parent or ministry would display the comparative analysis of the Categories of products or Services purchased by the buyer and those purchased by its peers within the ministry.



My Top 5 Products

The Comparison with Parent or ministry would display the comparative analysis of the top 5 products purchase by the Buyer with that of its peers in the ministry/state.



Acceptance and Payment due section will be displayed on the buyer dashboard in Your Statistic section. This section would display the following:

- CRAC generation due Aging
- Payment Due Aging
- Payment Paid

Detailed report is also captured for all the three payment status. To View the detailed report, please click on the respective segment of the Pie chart to get further contract wise details.



Detailed report for CRAC due Ageing

The below screen will be open when buyer will click on the icon of CRAC due Ageing

CRAC Due Report									
Contract ID	Gem invoice No.	Goods Receipt Number	PRC Date	PRC Amount	Item Name	received Qty	Buyer Name	Seller Name	Consignee Name
GEMC-511687799934341	GEM-1533523591863	GEM-1533523591863	06/08/2018	42000	PLASTIC DUSTBIN 40 LTR. SWING TYPE OMRK	80	Neeraj Kumar Pandey N	OM ENTERPRISES	Neeraj Kumar Pandey N
GEMC-511687798127765	GEM-1528130032318	EQPT Page No. 18	06/06/2018	47250	IDLI COOKER	7	Neeraj Kumar Pandey N	OM ENTERPRISES	Neeraj Kumar Pandey N
GEMC-511687797379533	GEM-1533705697277	82/18-19-76-Q	10/10/2018	211400	WRITING TABLE DESK	28	Neeraj Kumar Pandey N	TRIKUTA TRADING ASSOCIATES	Neeraj Kumar Pandey N
GEMC-511687793343974	GEM-1534923170993	GEM-1534923170993	22/08/2018	8500	Lizol cleaning solutions	100	Neeraj Kumar Pandey N	ram raksha enterprises	Neeraj Kumar Pandey N
GEMC-511687789389276	GEM-1535180673766	GEM-1535180673766	25/08/2018	12572	KASPERSKY ANTI VIRUS ONE YEAR	28	Neeraj Kumar Pandey N	Technogix Solutions	Neeraj Kumar Pandey N

Navigation: << < 1 2 3 4 5 > >>

Detailed report for Payment Due Ageing

The below screen will be open when buyer will click on the icon of Payment due Ageing

Payment Done Report

Export To CSV Export

Buyer Name	Seller Name	Contract ID	Gem invoice No.	Amount Paid	CRAC Date	Bill No.	Payment Date	Payment Mode
Mahesh Kumar Bhardwaj	RP ENTERPRISES	GEMC-511687799916666	GEM-1539416066412	5925.0000	14/12/2018	511687799916666-1B1	14/12/2018	PFMS
Mahesh Kumar Bhardwaj	vijay stationery mart	GEMC-511687799888672	GEM-2988413	7500.0000	28/05/2019	511687799888672-1B1	28/05/2019	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799815995	GEM-1530368027484	5950.0000	17/08/2018	511687799815995-1B1	17/08/2018	PFMS
Mahesh Kumar Bhardwaj	Shiv Shobha Sales	GEMC-511687799601147	GEM-1529735431702	5600.0000	05/07/2018	511687799601147-1B1	09/07/2018	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799581750	GEM-1530537973950	6000.0000	17/08/2018	511687799581750-1B1	17/08/2018	PFMS

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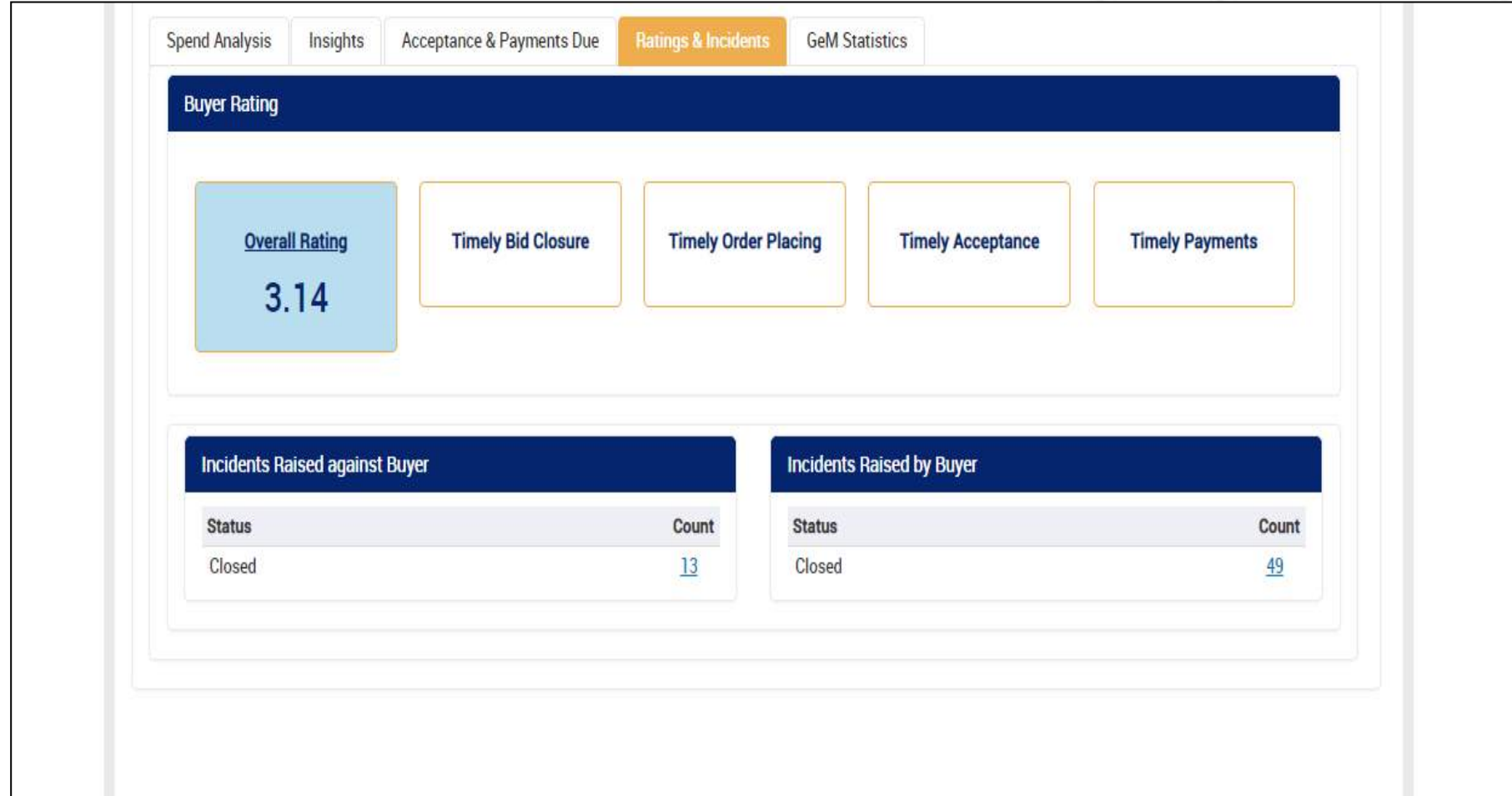
Detailed report for Payment Paid

You can view a detailed report of the Payment Paid

Buyer Name	Seller Name	Contract ID	Gem invoice No.	Amount Paid	CRAC Date	Bill No.	Payment Date	Payment Mode
Mahesh Kumar Bhardwaj	RP ENTERPRISES	GEMC-511687799916666	GEM-1539416066412	5925.0000	14/12/2018	511687799916666-1B1	14/12/2018	PFMS
Mahesh Kumar Bhardwaj	vijay stationery mart	GEMC-511687799888672	GEM-2988413	7500.0000	28/05/2019	511687799888672-1B1	28/05/2019	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799815995	GEM-1530368027484	5950.0000	17/08/2018	511687799815995-1B1	17/08/2018	PFMS
Mahesh Kumar Bhardwaj	Shiv Shobha Sales	GEMC-511687799601147	GEM-1529735431702	5600.0000	05/07/2018	511687799601147-1B1	09/07/2018	PFMS
Mahesh Kumar Bhardwaj	LUSTRE SOFTECH PRIVATE LIMITED.	GEMC-511687799581750	GEM-1530537973950	6000.0000	17/08/2018	511687799581750-1B1	17/08/2018	PFMS

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Rating & Incidents section will be displayed on the buyer dashboard in Your Statistic section: This section would display . The rating of the buyer on all four parameters shown in the screen below with different Incident Statistics.



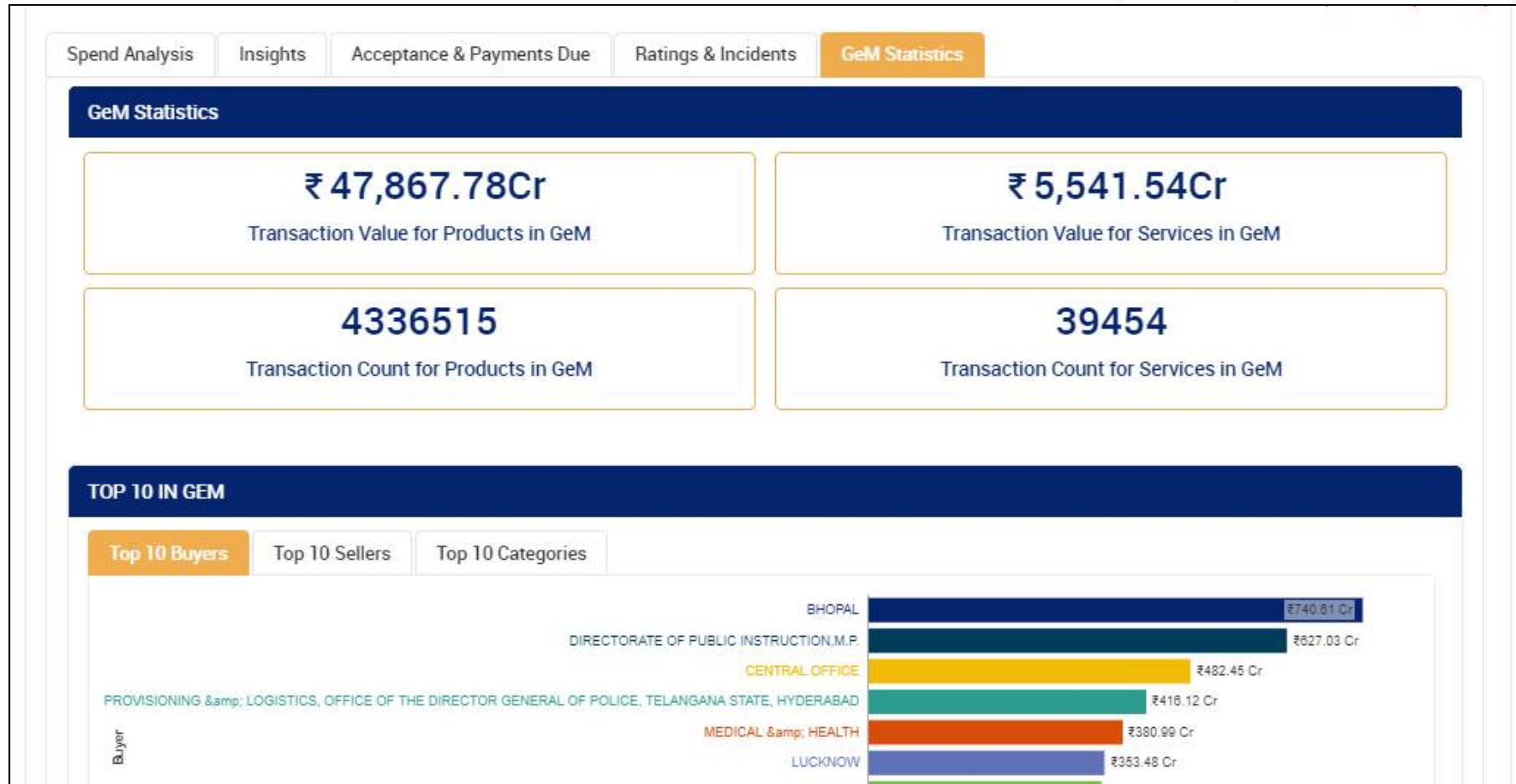
The screenshot shows a dashboard with the following components:

- Navigation Tabs:** Spend Analysis, Insights, Acceptance & Payments Due, Ratings & Incidents (active), GeM Statistics.
- Buyer Rating Section:**
 - Overall Rating:** 3.14
 - Timely Bid Closure:** (Placeholder)
 - Timely Order Placing:** (Placeholder)
 - Timely Acceptance:** (Placeholder)
 - Timely Payments:** (Placeholder)
- Incidents Raised against Buyer Table:**

Status	Count
Closed	13
- Incidents Raised by Buyer Table:**

Status	Count
Closed	49

Under GeM Statistics – Buyer can see GeM Statistics, Top 10 in GeM like : Top 10 Buyers, Top 10 Sellers, Top 10 Categories and More.





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