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Payment Process - Railways

Objective

Welcome!

In this Module, we will learn the process of making payments through Railways option. This mode of payment is utilized by Organizations/Departments under Indian Railway Department under Ministry of Railways (MoR). A PAO is not required for processing the bill if the payment mode is Railways. The buyer drafts as well as processes all bills.

Topics covered in this module:

- Selection of Payment Method – Assigning of Codes to Secondary Users
- Order Creation.
- Online Payment.
- Offline Payment

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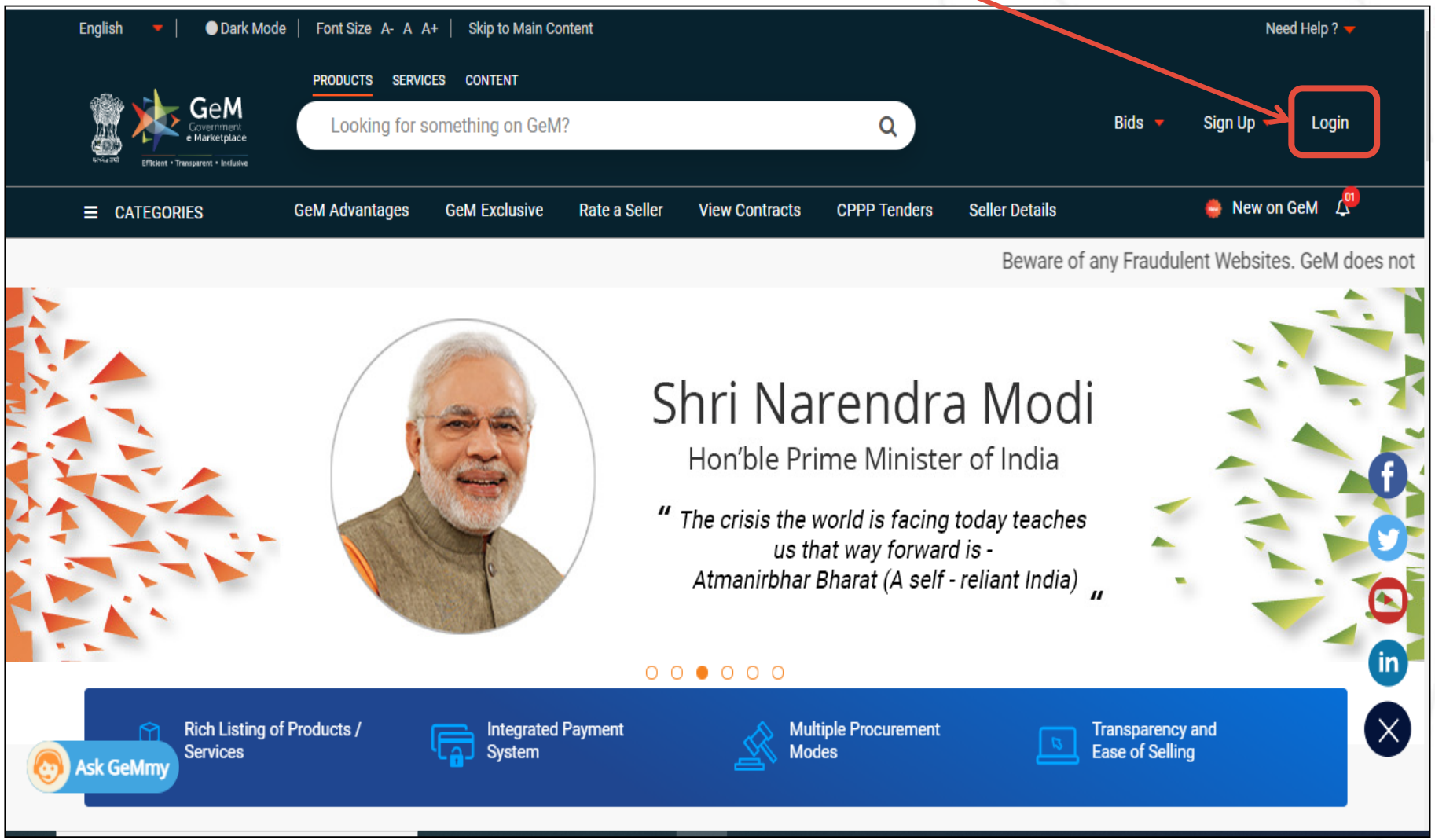
Primary User – Update Railways & Depot Codes

Click here to login into the portal



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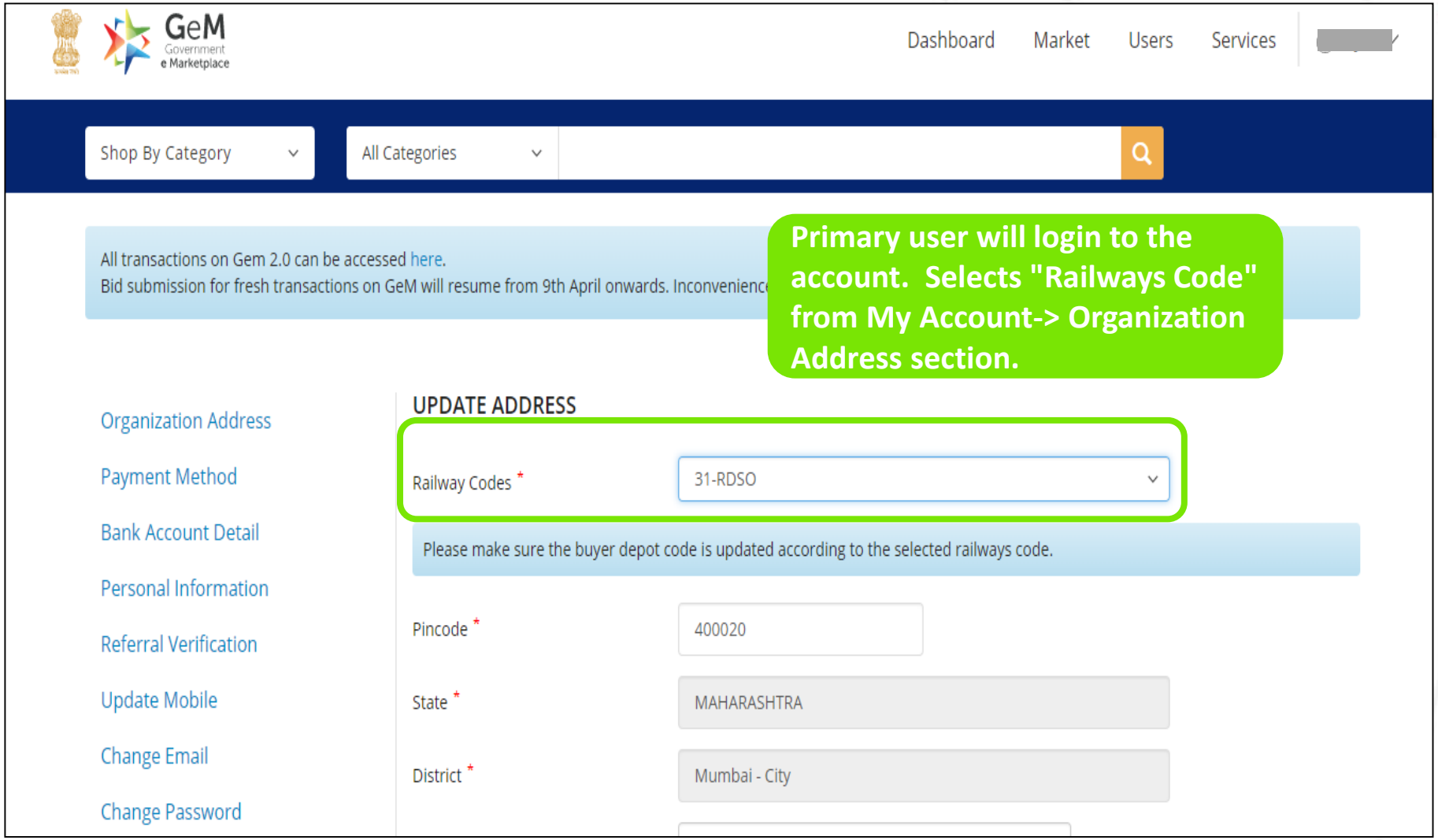

Primary user will login to the account. Selects "Railways Code" from My Account-> Organization Address section.

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NOTIFICATIONS +

Click on "Organization Address" and update the Railway Code.

- Organisation Address
- Payment Method
- Bank Account Detail
- Personal Information
- Referral Verification
- Update Mobile
- Organisation Hierarchy
- Change Email
- Change Password
- Not Amit?
- My Team
- Deactivate Account

UPDATE ADDRESS

Railway Codes *	31-RDSO

Please make sure the buyer depot code is updated according to the selected railways code.

Pincode *	400020
State *	MAHARASHTRA
District *	Mumbai - City
Street Address *	2ND FLOOR, CHURCHGATE STATION BUILDING, CHURCHGATE
Contact No.(Office) *	011 / 22014623 / Extension No.
Website URL *	www.mrvc.indianrailways.gov.in

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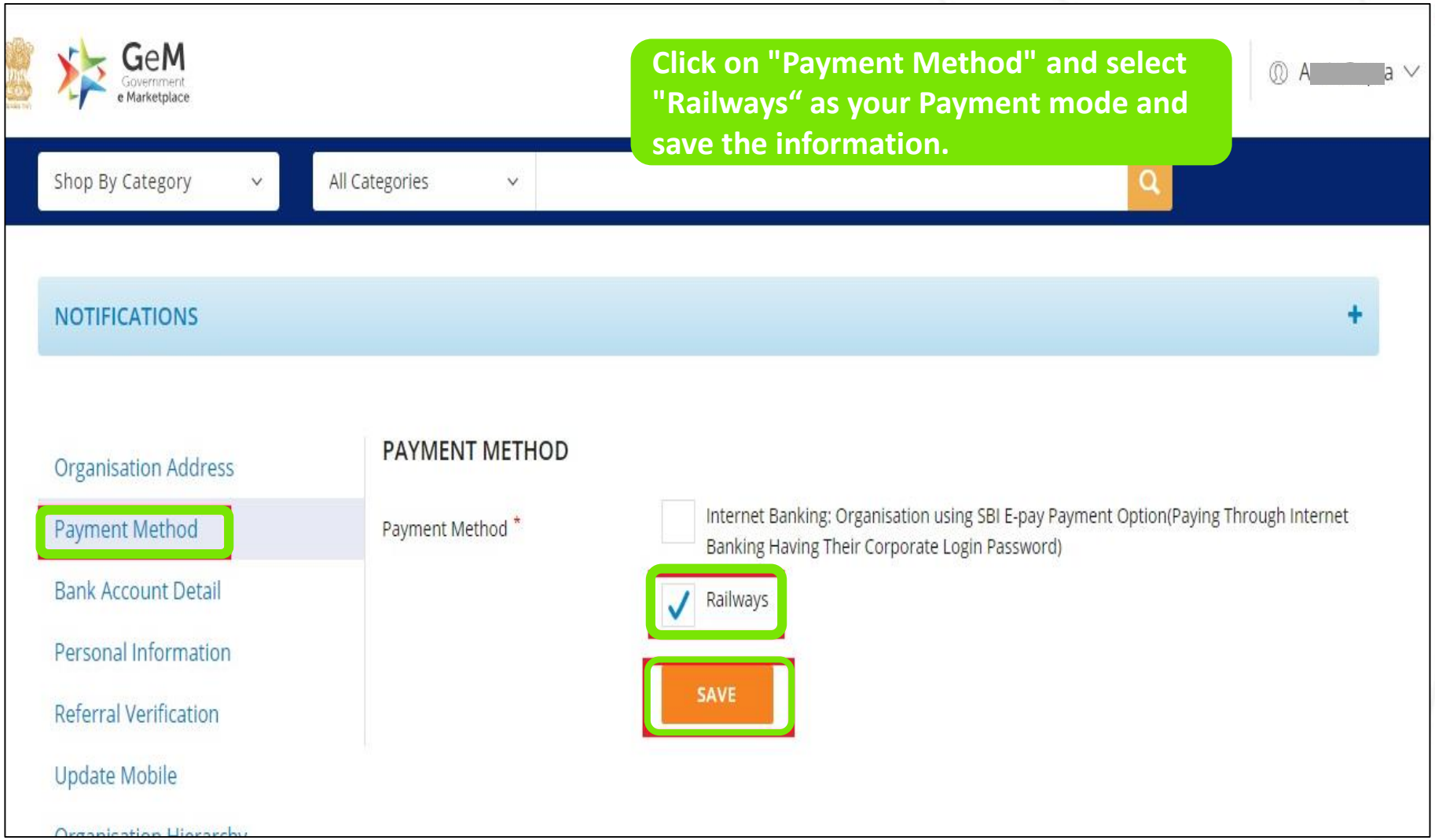

Click on "Payment Method" and select "Railways" as your Payment mode and save the information.

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Shop By Category | All Categories

All transactions on Gem 2.0 can be accessed here.

- Organisation Address
- Payment Method
- Bank Account Detail
- Personal Information
- Referral Verification
- Re-verify Aadhaar
- Not Udai?
- My Team
- Deactivate Account

Click on 'My Team' to create Secondary Users.

Primary User to create team Buyer, consignee, DDO & PAO.

UPDATE ADDRESS

Pincode *	110001
State *	Delhi
District *	Central Delhi
Address *	Jeevan tara Building, Second floor, parliament street, New Delhi.
Contact No.(Office) *	011 / 49728800 / Extension No.
Website URL *	www.gem.gov.in

SAVE

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Shop By Category | All Categories

NOTIFICATIONS +

+ ADD SECONDARY USER | MANAGE POSTS | MANAGE DIVISIONS | ‹ GO BACK

Click here to create users.

Filter | Search | Select division | All

SI.N				Roles	Email	Mobile	Division	Action
4	Mansi Jawa	stores@mrvc.gov.in	Chief OS/ Stores	BUYER,CONSIGNEE	stores1@mrvc1.gov.in	******0454		
6	Mansi Jawa	sao@mrvc.gov.in	PAO head	PAO	sellergem50@gmail.com	******0454		
14	zzz zzz	sddo1	sddo	DDO	sddo1@gov.in	******9999		

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GEM RAILWAY : POST MANAGEMENT

ADD USER

Create Roles

Designation *: PO

Divisions*: PURCHASE

Select Roles*: 2 Checked

Select Depot Code*:

On Manage Post Screen, Select a Depot Code for the Buyer.

Roles: BUYER,CONSIGNEE

User Id *:

Official Email *: Email as gov.in/nic.in/gembuyer.in

Apply for @gembuyer.in Email ID

Invite Email ID:

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HQ : POST MANAGEMENT

ADD USER

Create Roles

Designation *

Test

Divisions*

PUNE

Select Roles*

1 Checked

Select Depot Code*

00-OTHERS

Select Accounting Unit*

3102-KHURDA ROAD

In case depot code is selected as "Other", another drop down will appear to select the Accounting unit.

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Buyer/PAO/DDO can be restricted to use a set of payment methods, by selecting the checkbox below. Upon restriction, only the selected payment methods would be available to the Buyer/PAO/DDO. In case of non restriction, Buyer/PAO/DDO will inherit all payment methods selected by the HOD under Payment Method.

In case depot code is not '00-others'-> Account unit will be captured on order checkout.

☐ Restrict payment methods allow

Railways Data For BUYER

Select Depot Code* 12-DMS(D), GWALIOR

Update railways code for the organisation through profile to choose depot codes for buyer.

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) STD code | Office Contact No. | Extension No.

Note- AU Code is Mandatory for Railways.

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Order Creation - Buyer

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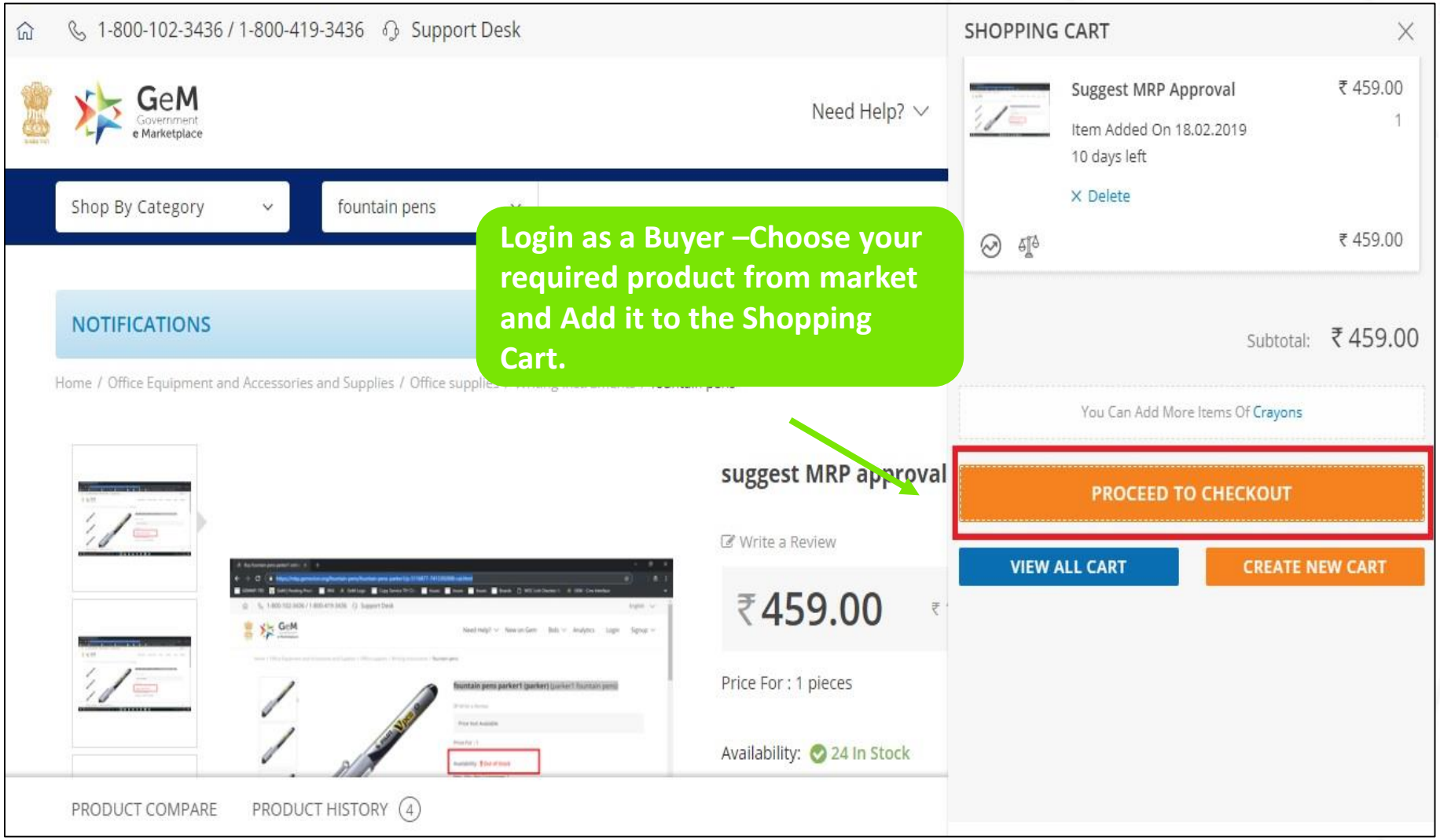

Login as a Buyer –Choose your required product from market and Add it to the Shopping Cart.

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Shop By Category | All Categories | Shopping Cart

NOTIFICATIONS +

SHOPPING CART

	Product Title	Unit Price	Quantity	Sub Total
	suggest MRP approval Item Added on 18.03.2019	₹ 459.00	1	₹ 459.00

Select your Procurement mode.

DIRECT PURCHASE | BID | RA

Financial Details Page – Order Processing for Product Orders.

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Internet Banking | Railways

Designation of official providing administration approval *

Designation of official providing financial approval *

IFD Concurrence Required? ☐ Yes

Railways Code: 16 - West Central Railway

Depot Code: 38 - BPL DIV

Please select accounting unit

₹ 10.00

Financial approval * Choose File No file chosen

Please upload file in .pdf format with size not exceeding 2MB.

Fill in the relevant details and click here to proceed.

CONTINUE

Financial Details Page – If an order has an ICT or PVC clause, it can only be placed by choosing Other Payment method, which does not include any Fund Blocking.

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Please Note - Since the order has ICT items your order would be placed via Others payment method, which would not involve any fund blocking

Please Note - Order with Price Variation Clause applicability can only be created by Others payment method.

Select Payment Authority (PAO selection is optional, Please make the payment offline)	Please select payment authority
Designation of official providing administration approval *	
Designation of official providing financial approval *	
GST / Tax invoice to be raised in the name of *	○ Buyer ○ Consignee
Do you want bill to be processed by Consignee *	◉ Yes ○ No
TDS to be collected under?	☑ Income Tax ☑ GST Act
IFA Concurrence / Competent Authority (HOD / Head of Office) Approval Required?	○ Yes ◉ No
Amount to be Paid	₹ 29,580.00
Railways Code	01 - Central Railway
Depot Code	01 - SMM (G) Currey Road
Accounting Head	Please select accounting unit
Accounting Head (Confirmation)	Please confirm accounting unit
Financial approval *	Browse... No file selected. Please upload file in .pdf format with size not exceeding 2MB.

Ask GeMmy

CONTINUE

Financial Details Page – For Service orders with both fulfillment and invoicing disabled, the order must be placed via Other Payment method, which does not include any funds blocking. Refer to the notes in Green .

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STEP 1 Order Summary

STEP 2 Financial Details

Please Note - Since the order fulfilment (online logging/invoicing) for your selected service is currently not available on the portal, your order would be placed via Others payment method, which would not involve any fund blocking

This service contract is eligible for Optional Fund Blocking where the order can be placed without immediate fund blocking. However, if you do not block funds now, you have to mandatorily block funds at the start of the next financial year. Hence, You can proceed by placing an order without blocking funds for now and block funds later on.

Select Payment Authority	Please select payment authority
Designation of official providing administration approval *	
Designation of official providing financial approval *	
GST / Tax invoice to be raised in the name of *	○ Buyer ○ Consignee
Do you want bill to be processed by Consignee *	◉ Yes ○ No
TDS to be collected under?	☑ Income Tax ☑ GST Act
IFA Concurrence / Competent Authority (HOD / Head of Office) Approval Required?	○ Yes ◉ No
Amount to be Paid	₹ 10.00
Financial approval *	Browse... No file selected. Please upload file in .pdf format with size not exceeding 2MB.

CONTINUE

Ask GeMmy

Financial Details Page – For Service orders with Fulfilment enabled but Invoicing Disabled, payments to be handled via Other Mode. Refer to the note in Green .

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STEP 2 **Financial Details**

NALCO | Multi Auth Non Challan GPA | Internet Banking | Others

This service contract is eligible for Optional Fund Blocking where the order can be placed without immediate fund blocking. However, if you do not block funds now, you have to mandatorily block funds at the start of the next financial year. Hence, You can proceed by placing an order without blocking funds for now and block funds later on.

Select Payment Authority	Please select payment authority
Designation of official providing administration approval *	
Designation of official providing financial approval *	
GST / Tax invoice to be raised in the name of *	○ Buyer ○ Consignee
Do you want bill to be processed by Consignee *	◉ Yes ○ No
TDS to be collected under?	☑ Income Tax ☑ GST Act
IFA Concurrence / Competent Authority (HOD / Head of Office) Approval required?	○ Yes ◉ No
Amount to be Paid	₹ 24.00
Financial approval *	Browse... No file selected. Please upload file in .pdf format with size not exceeding 2MB.

CONTINUE

Fill in the requested details and click here to proceed.

ABOUT GEM | TRAINING | NEED HELP ?

Financial Details Page – For Service orders with Either Fulfilment disabled but Invoicing enabled, payments to be handled via Other Mode. Refer to the note in Green for details .

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STEP 1 Order Summary

STEP 2 Financial Details

Please Note - Since the order fulfilment (online logging/invoicing) for your selected service is currently not available on the portal, your order would be placed via Others payment method, which would not involve any fund blocking

This service contract is eligible for Optional Fund Blocking where the order can be placed without immediate fund blocking. However, if you do not block funds now, you have to mandatorily block funds at the start of the next financial year. Hence, You can proceed by placing an order without blocking funds for now and block funds later on.

Select Payment Authority	Please select payment authority
Designation of official providing administration approval *	
Designation of official providing financial approval *	
GST / Tax invoice to be raised in the name of *	○ Buyer ○ Consignee
Do you want bill to be processed by Consignee *	◉ Yes ○ No
TDS to be collected under?	☑ Income Tax ☑ GST Act
IFA Concurrence / Competent Authority (HOD / Head of Office) Approval Required?	○ Yes ◉ No
Amount to be Paid	₹ 10.00
Financial approval *	Browse... No file selected. Please upload file in .pdf format with size not exceeding 2MB.

CONTINUE

Ask GeMmy

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Online Payment

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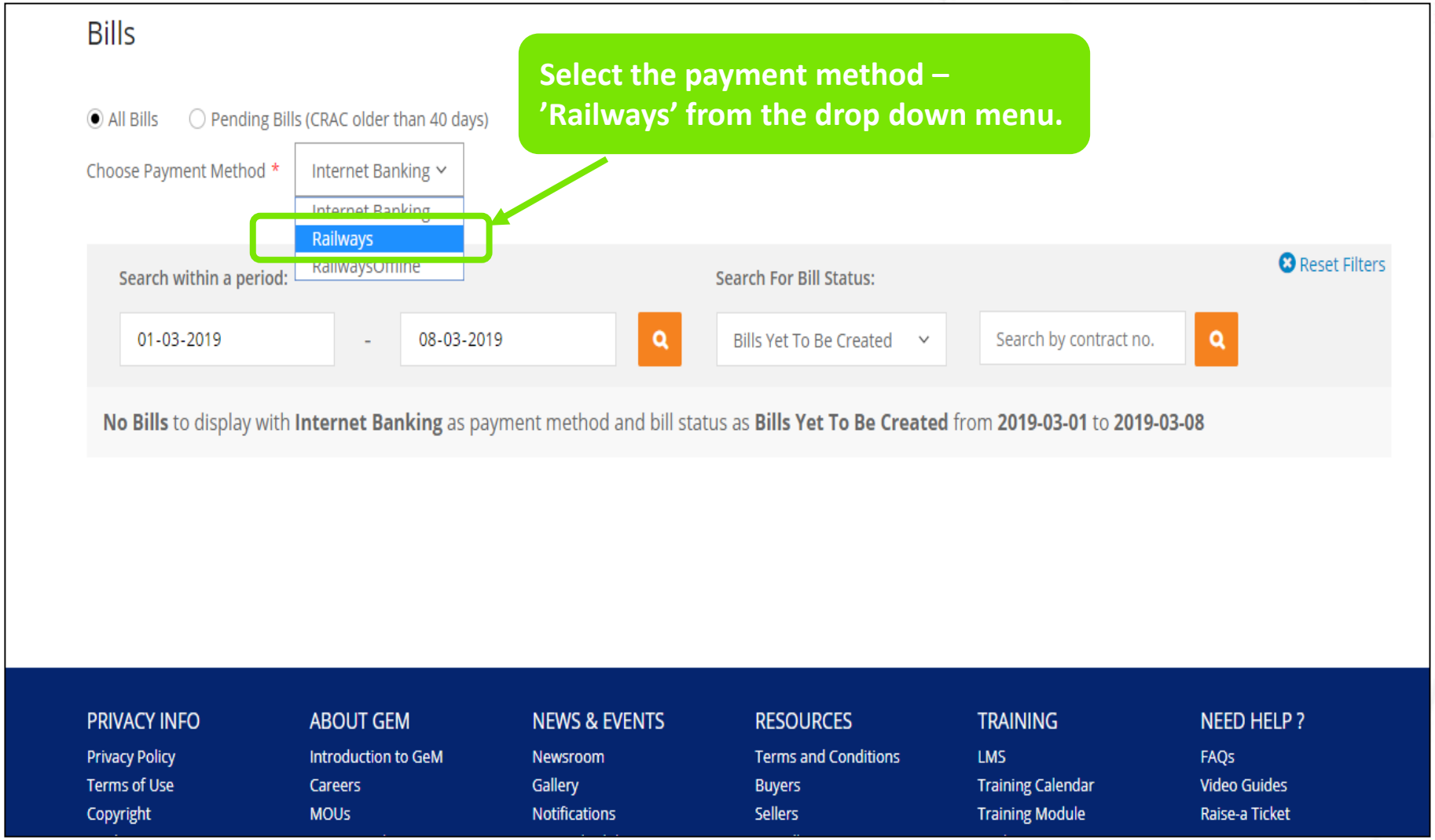

Select the payment method – 'Railways' from the drop down menu.

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SELLER INVOICE DETAILS

#	Item Description	Make and Model	Ordered Quantity	Dispatched Quantity(Under this bill)	Qty Received	Qty Accepted	Unit	Price per unit incl. of all duties and taxes (INR)	Freight Charges (In INR)
1	pen	pilot pen	1	1	1	1	pieces	5.00	0
Total Received and Accepted Order Value(INR):									5

Bill Process by BUYER

Has the deliveries been made within original Delivery Period	YES
Net amount payable(INR)	
Payment approved(INR)	

SAVE DRAFT BILL

Click here to save the draft bill and continue.

Current Stage: Draft Bill not yet saved

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Draft Bill saved successfully!

#	Description	Model	Quantity	this bill)	Received	Accepted	Unit	taxes (INR)	INR)
1	pen	pilot pen	1	1	1	1	pieces	5.00	0
Total Received and Accepted Order Value(INR):									5

Bill Process by BUYER

Has the deliveries been	YES
Net amount payable(IN	5
Payment approved(INR)	5

Click here to save the final bill.

SAVE FINAL BILL

Current Stage: Draft Bill has been saved, yet to be approved

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Final Draft Bill saved and approved

#	Description	Model	Quantity	this bill)	Received	Accepted	Unit	taxes (INR)	INR)
1	pen	pilot pen	1	1	1	1	pieces	5.00	0
Total Received and Accepted Order Value(INR):									5

Click here to receive an OTP for verification to complete the payment.

	YES
Net amount payable(INR)	5
Payment approved(INR)	5

VERIFY AND PAY

Current Stage: Draft Bill has been approved, eSign pending

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Successfully verified

Total Received and Accepted Order Value(INR):	5

Bill Process by BUYER	
Has the deliveries been	YES
Net amount payable(INR	5
Payment approved(INR)	5

Click here to process the payment online. Request will then be sent on Runtime.

MAKE PAYMENT

*Please press the Make Payment button to process the payment online

Click here if you have already made payment manually outside the GeM system.

Current Stage: Bill has been eSign Verified,yet to be raised for payment

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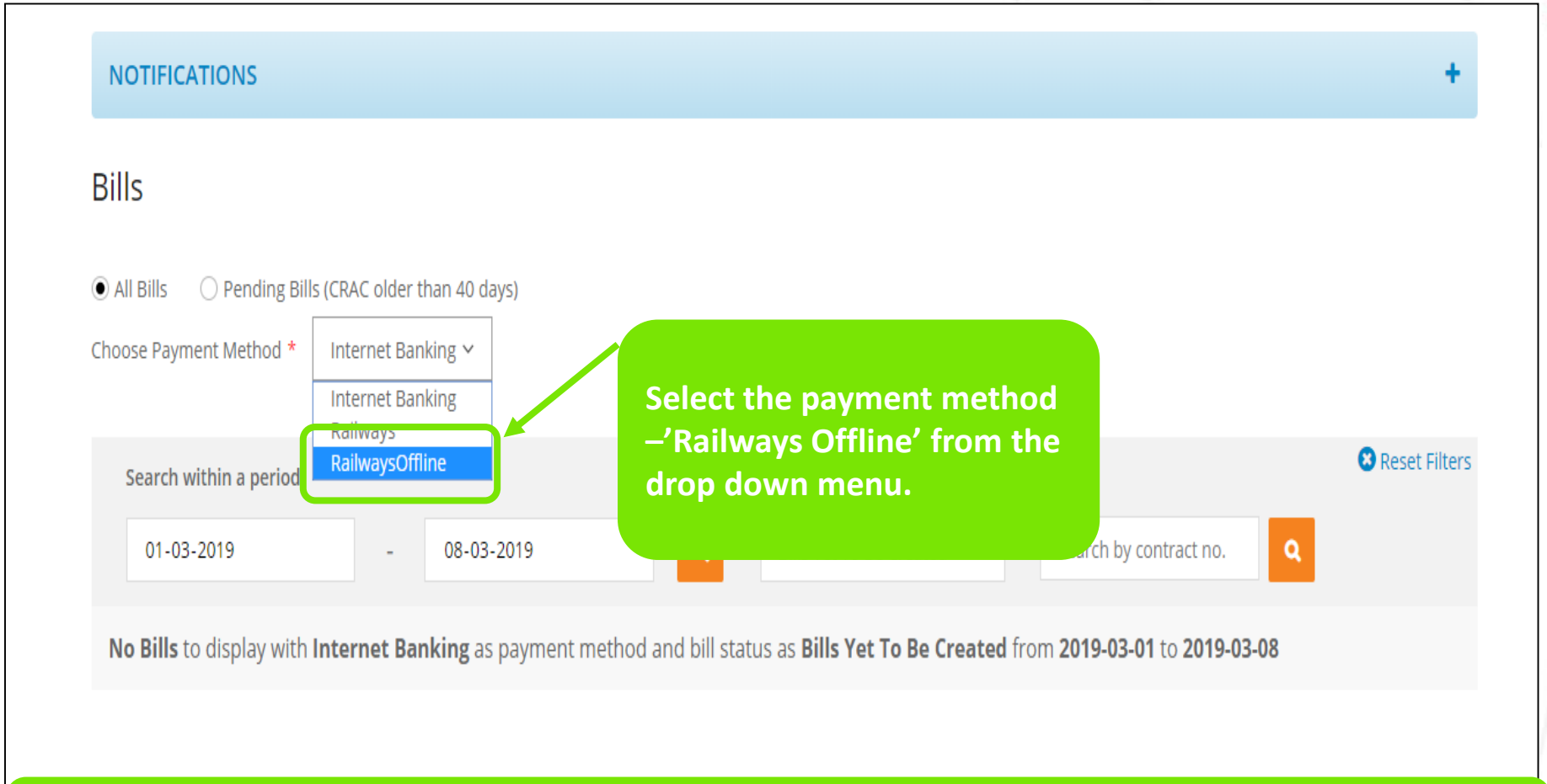
Offline Payment



Select the payment method –'Railways Offline' from the drop down menu.

You'll be able to choose the payment method when you create the order. The same will be method will be applicable at the time of billing.

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SELLER INVOICE DETAILS

#	Item Description	Make and Model	Ordered Quantity	Dispatched Quantity(Under this bill)	Qty Received	Qty Accepted	Unit	Price per unit incl. of all duties and taxes (INR)	Freight Charges (In INR)
1	pen	pilot pen	1	1	1	1	pieces	5.00	0
Total Received and Accepted Order Value(INR):									5

Bill Process by BUYER

Has the deliveries been	YES
Net amount payable(IN	5
Payment approved(INR)	5

Click here to save the draft bill and continue.

SAVE DRAFT BILL

Current Stage: Draft Bill not yet saved

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SELLER INVOICE DETAILS

Draft Bill saved successfully!

#	Item Description	Make and Model	Ordered Quantity	Dispatched Quantity(Under this bill)	Qty Received	Qty Accepted	Unit	Price per unit incl. of all duties and taxes (INR)	Freight Charges (In INR)
1	pen	pilot pen	1	1	1	1	pieces	5.00	0
Total Received and Accepted Order Value(INR):									5

Bill Process by BUYER

Has the deliveries been r	YES
Net amount payable(INR)	5
Payment approved(INR)	5

Click here to save the final bill.

SAVE FINAL BILL

Current Stage: Draft Bill has been saved, yet to be approved

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SELLER INVOICE DETAILS

#	Item Description	Make and Model	Ordered Quantity	Dispatched Quantity(Under this bill)	Qty Received	Qty Accepted	Unit	Price per unit incl. of all duties and taxes (INR)	Freight Charges (In INR)
1	pen	pilot pen	1	1	1	1	pieces	5.00	0
Total Received and Accepted Order Value(INR):									5

Bill Process by BUYER

Has the deliverie	YES
Net amount paya	5
Payment approved(INR)	5

Click here to receive an OTP for verification to complete the payment.

VERIFY AND PAY

Current Stage: Draft Bill has been approved, eSign pending

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OFFLINE PAYMENT PROCESS

Payment Method

Please select mode of Payment PFMS Internet Banking Cheque DD NEFT RTGS Other

Payment details

Voucher No. Token No.

Amount * 5

Add Deductions(If Any)

Payment Remark

Select the mode of payment, update the transaction details and Click "Pay" to update payment status.

Document Updated 12th April 2022

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