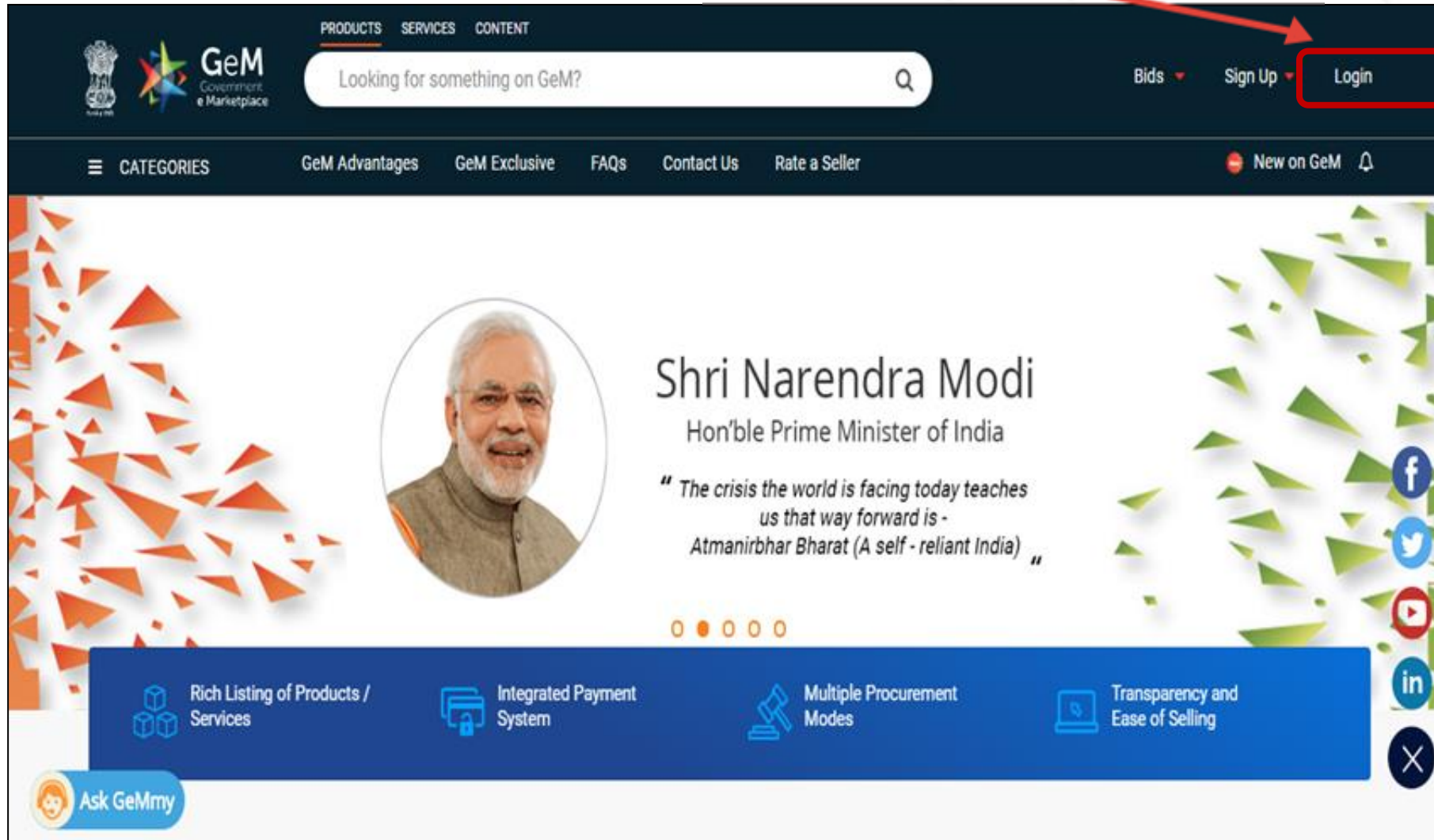


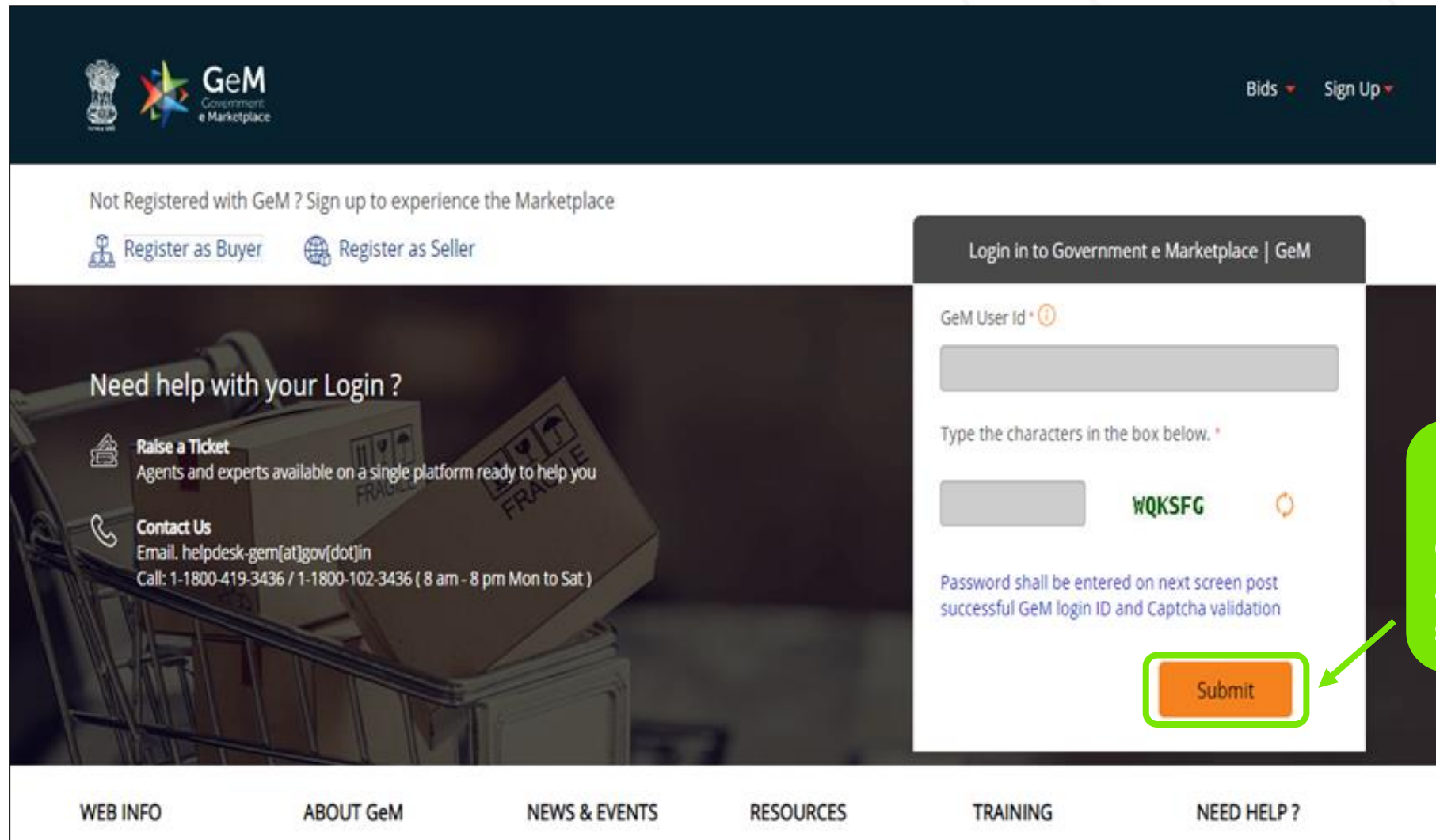


# Secondary User Deactivation & Transfer - Buyer

Open gem.gov.in and click on Login.

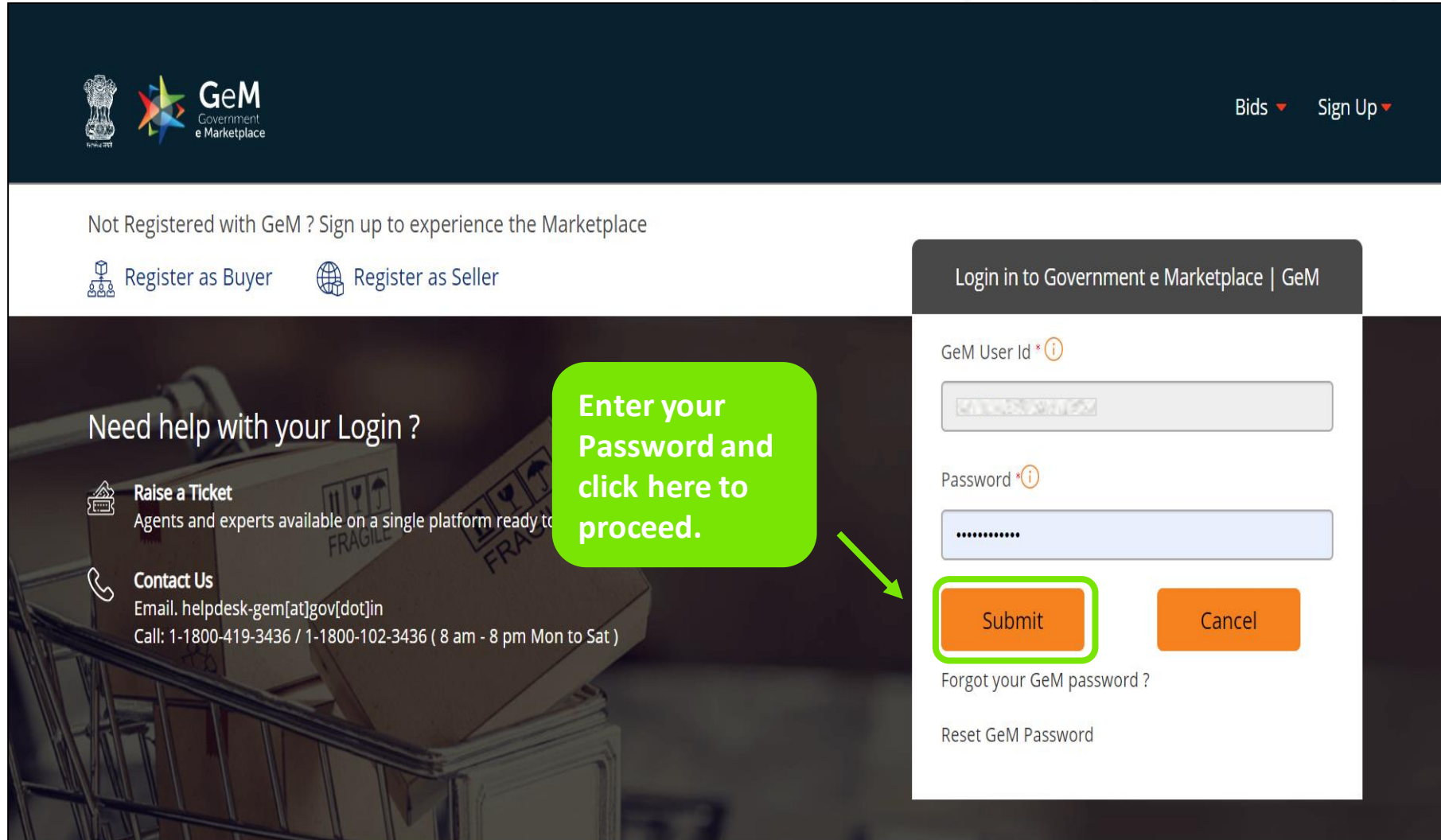


The screenshot shows the GeM website homepage. At the top left, there is the Government of India emblem and the GeM logo. A search bar contains the text "Looking for something on GeM?". To the right of the search bar are links for "Bids", "Sign Up", and "Login". The "Login" link is highlighted with a red box, and a red arrow points from the instruction above to it. Below the search bar is a navigation menu with "CATEGORIES", "GeM Advantages", "GeM Exclusive", "FAQs", "Contact Us", and "Rate a Seller". On the right side of the menu is a "New on GeM" notification bell. The main content area features a portrait of 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 quote are five small circles, with the first one filled. 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". In the bottom left corner, there is a "Ask GeMmy" button. On the right side, there are social media icons for Facebook, Twitter, YouTube, LinkedIn, and a close button.



The screenshot shows the GeM website interface. At the top left, there is the Government of India emblem and the GeM logo. On the top right, there are links for 'Bids' and 'Sign Up'. Below the header, a banner 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'. A login modal is open, titled 'Login in to Government e Marketplace | GeM'. It contains a 'GeM User Id' input field, a captcha box with the text 'WQKSFG', and a 'Submit' button. A green callout bubble points to the 'Submit' button with the text 'Enter User ID, the Captcha text and click submit.' The footer contains navigation links: 'WEB INFO', 'ABOUT GeM', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP?'.

Enter User ID, the Captcha text and click submit.



The screenshot shows the GeM website interface. At the top left is the Government of India emblem and the GeM logo. On the right, there are links for 'Bids' and 'Sign Up'. Below the header, a banner asks 'Not Registered with GeM? Sign up to experience the Marketplace' with buttons for 'Register as Buyer' and 'Register as Seller'. A dark sidebar on the left contains 'Need help with your Login?' with links for 'Raise a Ticket' and 'Contact Us'. A modal window titled 'Login in to Government e Marketplace | GeM' is open, containing input fields for 'GeM User Id' and 'Password', and 'Submit' and 'Cancel' buttons. A green callout box with the text 'Enter your Password and click here to proceed.' has an arrow pointing to the 'Submit' button.

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  
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

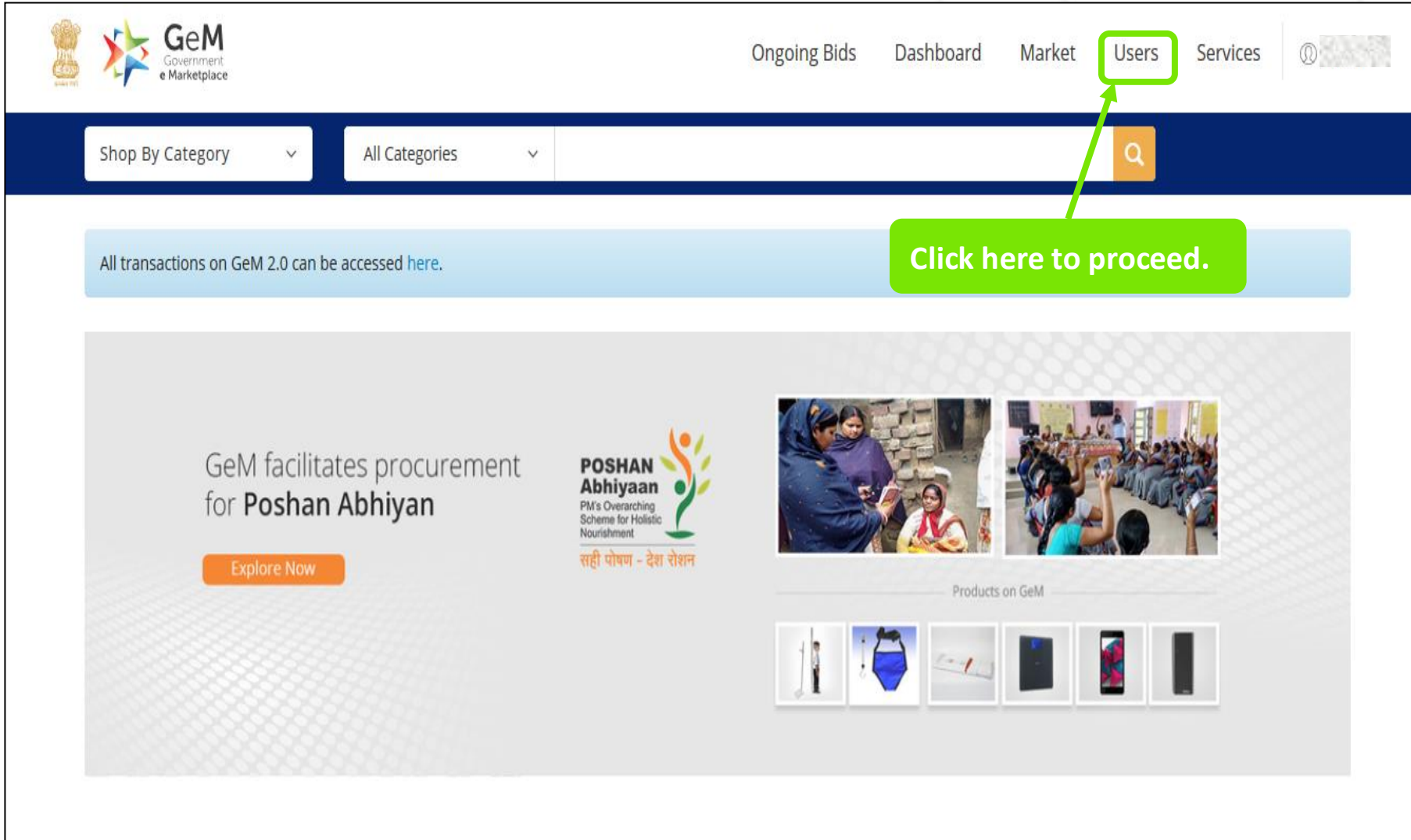
GeM User Id \* ⓘ

Password \* ⓘ

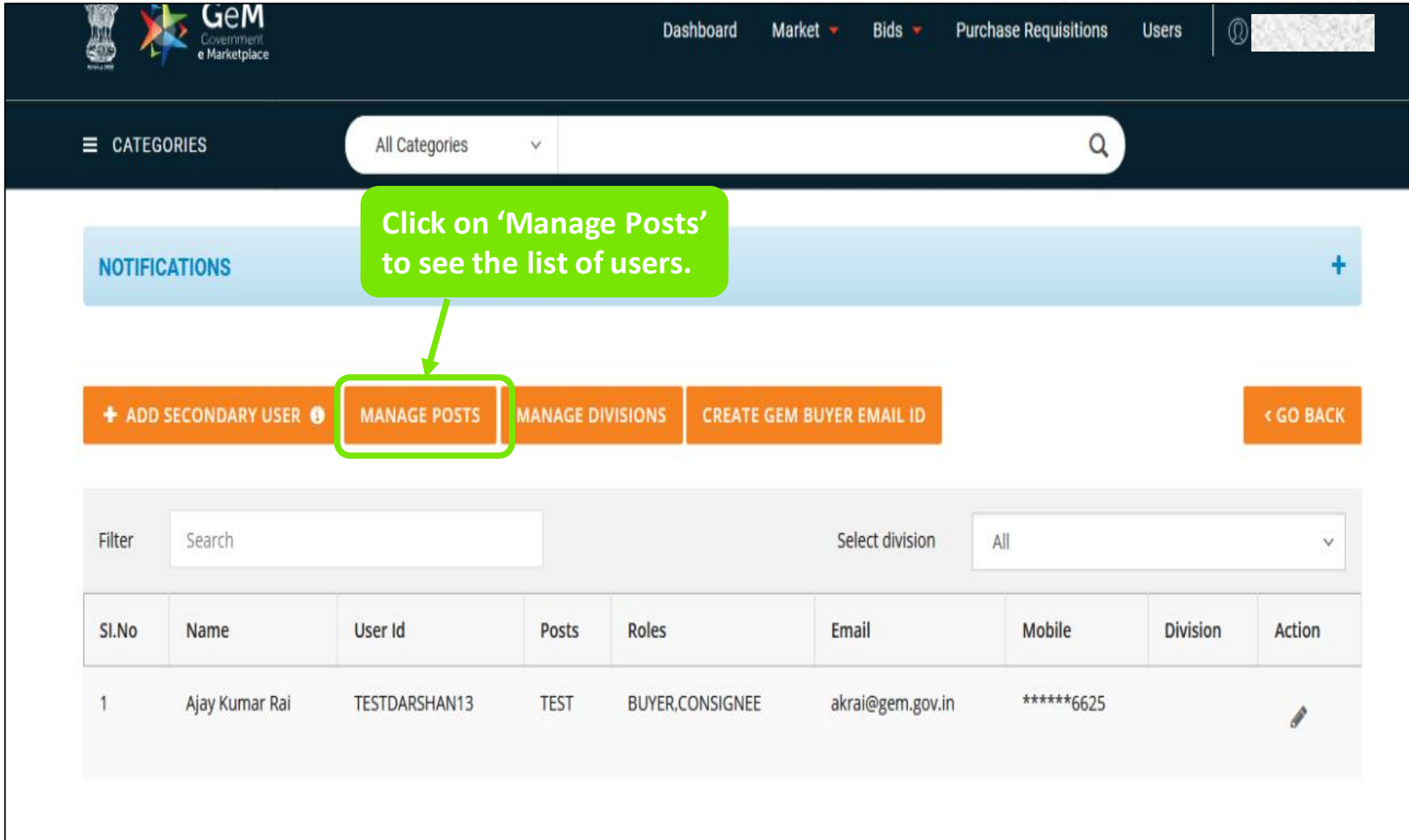
Submit Cancel

Forgot your GeM password ?


Reset GeM Password




The screenshot shows the GeM website interface. At the top left is the GeM logo and the Government of India emblem. The top navigation bar includes links for 'Ongoing Bids', 'Dashboard', 'Market', 'Users', and 'Services'. The 'Users' link is highlighted with a green box, and a green arrow points from a callout box to it. Below the navigation bar is a search bar with 'Shop By Category' and 'All Categories' dropdowns, and a search icon. A blue banner below the search bar contains the text 'All transactions on GeM 2.0 can be accessed [here](#).' and a green callout box with the text 'Click here to proceed.' Below the banner is a promotional section for 'POSHAN Abhiyaan' with the text 'GeM facilitates procurement for Poshan Abhiyan' and an 'Explore Now' button. To the right of this text are two images: one showing women in a community setting and another showing a group of people in a meeting. Below these images is a section titled 'Products on GeM' with a row of six product thumbnails.




The screenshot shows the 'Users' management interface in the GeM portal. At the top, there is a navigation bar with 'Dashboard', 'Market', 'Bids', 'Purchase Requisitions', and 'Users'. Below this is a 'CATEGORIES' section with a search bar and a dropdown menu set to 'All Categories'. A 'NOTIFICATIONS' banner is present. The main action bar contains buttons for '+ ADD SECONDARY USER', 'MANAGE POSTS' (highlighted with a green box and arrow), 'MANAGE DIVISIONS', 'CREATE GEM BUYER EMAIL ID', and '< GO BACK'. Below the action bar is a filter section with a search input and a 'Select division' dropdown set to 'All'. A table lists users with columns for SI.No, Name, User Id, Posts, Roles, Email, Mobile, Division, and Action.

SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
1	Ajay Kumar Rai	TESTDARSHAN13	TEST	BUYER,CONSIGNEE	akrai@gem.gov.in	*****6625		

Click on 'Manage Posts' to see the list of users.



Dashboard Market Users Services 

Shop By Category  All Categories

Kindly make your payments in time to avoid any administrative action on GeM.

**DELHI : POST MANAGEMENT**

**ADD USER**

Create Roles

Designation **i**\*

Divisions\*


Select Roles\*

Roles

User Id **i**\*

Official Email **i**\*

[Apply for @gembuyer.in Email ID](#)









From the list of users, select the user you want to deactivate/transfer.

Action ADD POST

POSTS USERS

### Posts

Filter  Select division

Sl.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	[REDACTED]	[REDACTED]	PAO	zzz zzz	Active	  Deactivate / Transfer
2	Primary User	[REDACTED]	[REDACTED]	HOD	Sandeep	Active	
3	Supritendent	[REDACTED]	[REDACTED]	BUYER,CONSIGNEE	zzz zzz	Active	  Deactivate / Transfer
4	Supritendent 1	[REDACTED]	[REDACTED]	BUYER,CONSIGNEE		Inactive	 <input checked="" type="checkbox"/> Activate



ADD POST

POSTS

Posts

Filter Search

Please confirm the deactivation of the following post

Post Name: Supritendent  
User name: zzz zzz  
User Id: dgm2@111  
Post email: dgm2@gembuyer.in  
Roles: BUYER,CONSIGNEE

OK CANCEL

Sl.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	dgm4@111	dgm4@gembuyer.in	PAO	zzz zzz	Active	Deactivate / Transfer
2	Primary User	dgm@111	sai@gembuyer.in	HOD	Sandeep	Active	Deactivate / Transfer
3	Supritendent	dgm2@111	dgm2@gembuyer.in	BUYER,CONSIGNEE		Active	Deactivate / Transfer
4	Supritendent 1	dgm3@111	dgm3@gembuyer.in	BUYER,CONSIGNEE		Inactive	Activate





Click 'Ok' to confirm deactivation/ transfer.

On successful deactivation, the status of the user will change to 'Inactive'.

Exit user done successfully.

POSTS USERS

Posts

SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	[REDACTED]	[REDACTED]	PAO		Inactive	 <input checked="" type="checkbox"/> Activate
2	Primary User	[REDACTED]	[REDACTED]	HOD	Sandeep	Active	
3	Supritendent	[REDACTED]	[REDACTED]	BUYER,CONSIGNEE		Inactive	 <input checked="" type="checkbox"/> Activate
4	Supritendent 1	[REDACTED]	[REDACTED]	BUYER,CONSIGNEE		Inactive	 <input checked="" type="checkbox"/> Activate


Action ADD POST


POSTS   USERS

### Posts

Filter       Select division

SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	[REDACTED]	[REDACTED]	PAO	zzz zzz	Active	Deactivate / Transfer
2	Primary User	[REDACTED]	[REDACTED]	HOD	Sandeep	Active	
3	Supritendent	[REDACTED]	[REDACTED]	BUYER,CONSIGNEE		Inactive	<input checked="" type="checkbox"/> Activate
4	Supritendent 1	[REDACTED]	[REDACTED]	BUYER,CONSIGNEE		Inactive	<input checked="" type="checkbox"/> Activate





Dashboard Market Users Services

Shop By Category All Categories

Kindly make your payments in time to avoid any administrative action on GeM.

### DELHI : POST MANAGEMENT

#### Create Roles

Designation <sup>i</sup>\*

Divisions\*

Select Roles\*

Roles

User Id <sup>i</sup>\*

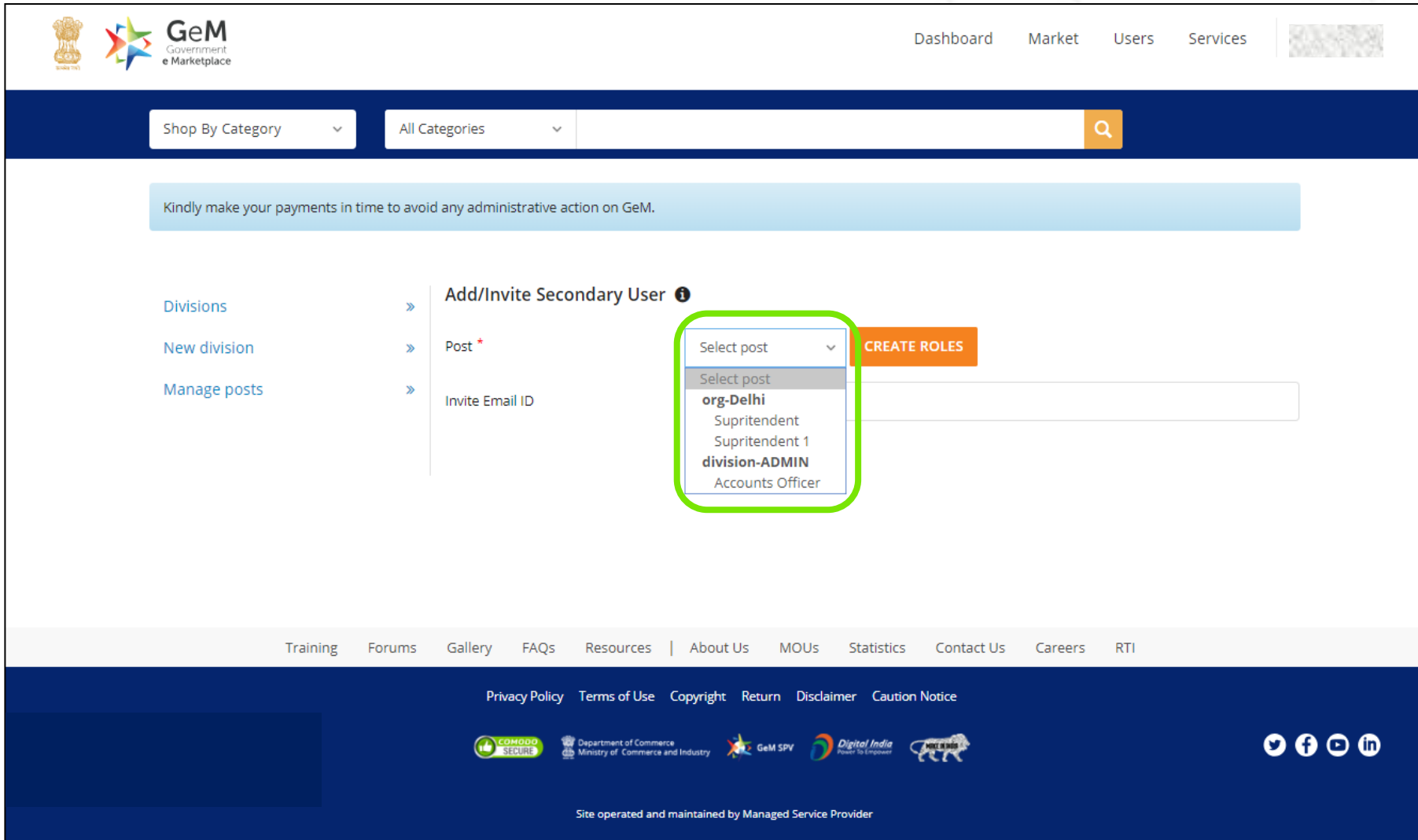
Official Email <sup>i</sup>\*

[Apply for @gembuyer.in Email ID](#)

ADD USER

Click here to proceed.

# Select the post which was deactivated.



The screenshot shows the GeM user management interface. At the top, there is a navigation bar with 'Dashboard', 'Market', 'Users', and 'Services'. Below this is a search bar with 'Shop By Category' and 'All Categories' dropdowns. A blue banner reads: 'Kindly make your payments in time to avoid any administrative action on GeM.' The main content area is titled 'Add/Invite Secondary User' and includes a sidebar with 'Divisions', 'New division', and 'Manage posts'. The 'Post' field is highlighted with a red asterisk, and a dropdown menu is open, showing options: 'org-Delhi', 'Supritendent', 'Supritendent 1', 'division-ADMIN', and 'Accounts Officer'. A green box highlights the dropdown menu. To the right of the dropdown is a 'CREATE ROLES' button and an input field for 'Invite Email ID'. The footer contains links for 'Training', 'Forums', 'Gallery', 'FAQs', 'Resources', 'About Us', 'MOUs', 'Statistics', 'Contact Us', 'Careers', and 'RTI'. It also includes 'Privacy Policy', 'Terms of Use', 'Copyright', 'Return', 'Disclaimer', and 'Caution Notice'. Logos for COMODO SECURE, Department of Commerce, GeM SPV, Digital India, and M-ERES are present, along with social media icons for Twitter, Facebook, YouTube, and LinkedIn. A note at the bottom states: 'Site operated and maintained by Managed Service Provider'.

## NOTIFICATIONS



Divisions »

New division »

Manage posts »

### Add/Invite Secondary User ⓘ

Post \*

BuyerConsignee ▾

CREATE ROLES

Roles

BUYER,CONSIGNEE

Official Email Id

Enter the Email ID of the user you want to transfer the account to.

GET OTP TO ACTIVATE

## NOTIFICATIONS +

Divisions »

New division »

Manage posts »

### Add/Invite Secondary User i

Post \*

BuyerConsignee ▼

CREATE ROLES

Roles

BUYER,CONSIGNEE

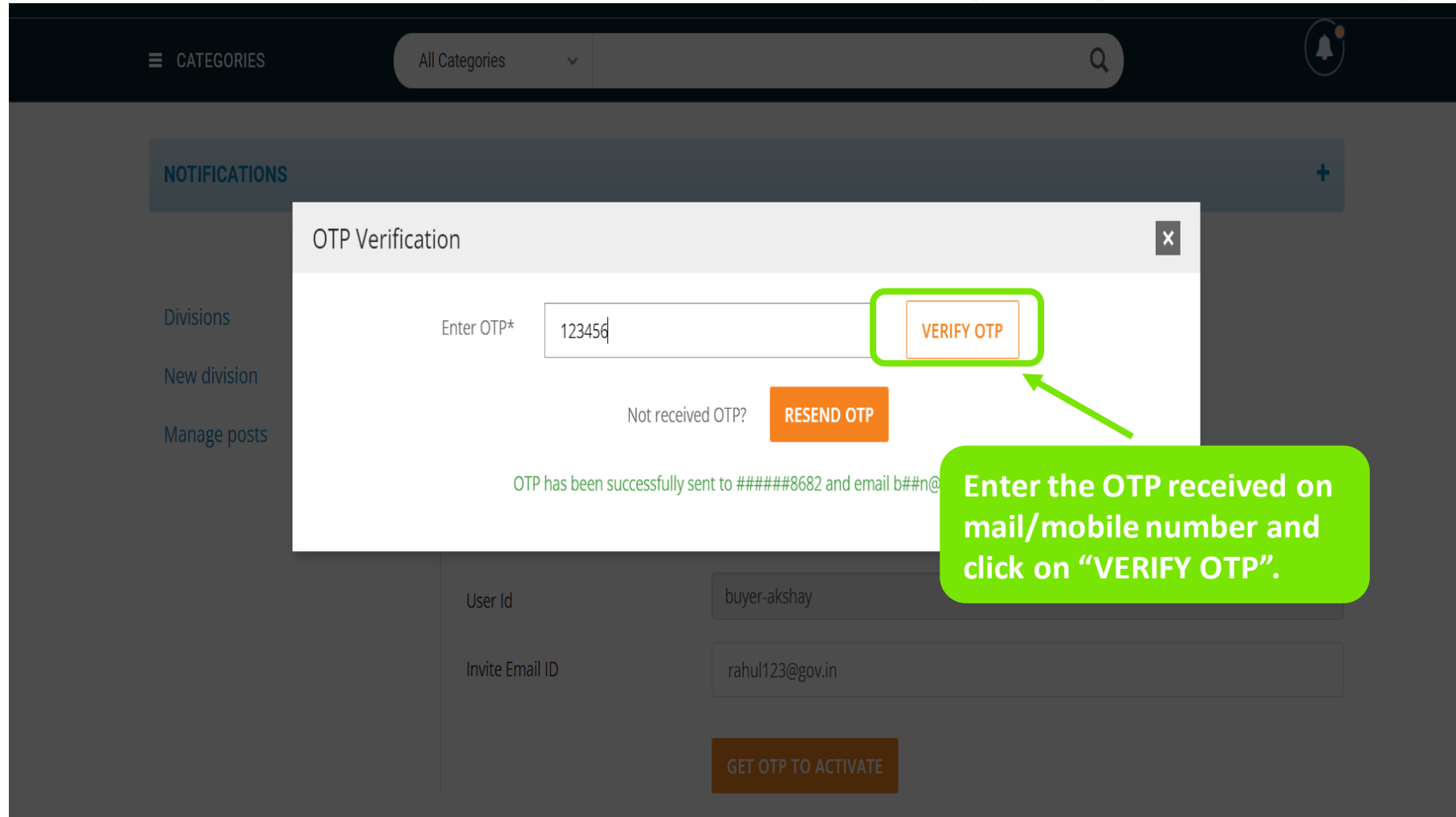
Official Email Id

User Id

Phone No

Click on 'GET OTP TO  
ACTIVATE' to receive OTP  
on mobile and email

GET OTP TO ACTIVATE



The screenshot shows the GeM user interface. At the top, there is a navigation bar with 'CATEGORIES' and a search bar. Below this is a 'NOTIFICATIONS' section with a '+' icon. The main content area is dimmed, showing options like 'Divisions', 'New division', and 'Manage posts'. A modal window titled 'OTP Verification' is open in the center. It contains a text input field with '123456' and a 'VERIFY OTP' button. Below the input field is a 'RESEND OTP' button and a message: 'OTP has been successfully sent to #####8682 and email b##n@'. At the bottom of the modal, there are fields for 'User Id' (buyer-akshay) and 'Invite Email ID' (rahul123@gov.in), with a 'GET OTP TO ACTIVATE' button below them.

VERIFY OTP

Not received OTP?

RESEND OTP

OTP has been successfully sent to #####8682 and email b##n@

User Id

buyer-akshay

Invite Email ID

rahul123@gov.in

GET OTP TO ACTIVATE

Enter the OTP received on mail/mobile number and click on "VERIFY OTP".



OTP verified successfully.

Shop By Category

All Categories



Kindly make your payments in time to avoid any administrative action on GeM.

Divisions



New division



Manage posts



### Add/Invite Secondary User ?

Post \*

BuyerConsignee

CREATE ROLES

Roles

BUYER,CONSIGNEE

Official Email Id

XXXXXXXXXXXX@XXXXXX.GOV

User Id

XXXXXXXXXXXX

Invite Email ID

XXXXXXXXXXXX@XXXXXX.GOV

SUBMIT

Click on "SUBMIT" to send activation link to the new Secondary user.

User successfully invited and activation link is sent to the user

Shop By Category ▾ All Categories ▾

Kindly make your payments in time to avoid any administrative action on GeM.

**Activation Link Sent.**

**Add Invite Secondary User** ⓘ

Divisions »  
New division »  
Manage posts »

Post <sup>+</sup>

Roles BUYER,CONSIGNEE

Official Email Id

User Id

Invite Email ID



**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive