



Supporting Documents for MRP and Catalogue Upload

While uploading a new catalogue, seller now has to upload MRP supporting documents and Catalogue supporting documents

Supporting Documents of the following types can be Uploaded for MRP

- Photo of packaging showing MRP with any other relevant details visible (Quantity, Mass, No. of Pieces, Model Number, Brand/Company name).**
- Product brochure provided by OEM showing MRP with other relevant information (Quantity, Mass, No. of Pieces, Model Number, Brand/Company name).**
- Past government order copies showing MRP details / Purchase order with any private or Govt entity showing MRP details (Quantity, Mass, No. of Pieces, Model Number, Brand/Company name) not older than 6 months.**
- GSTIN Invoices showing the MRP not older than 6 months.**
- Import documents having MRP details not older than 6 months.**
- MRP Declaration on OEM Letterhead signed by Competent Authority of OEM.**

MRP Document Guidelines

Supporting documents of the following types can be uploaded

- Photo of packaging showing MRP with any other relevant details visible (quantity, mass, no. of pieces, model number, brand/company name)
- Product brochure provided by OEM showing MRP with other relevant information (quantity, mass, no of pieces, model number, brand/company name)
- Past government order copies showing MRP details / Purchase order with any private or Govt entity showing MRP details (quantity, model number, brand/company name) not older than 6 months
- GSTIN Invoices showing the MRP not older than 6 months
- Import documents having MRP details not older than 6 months
- MRP Declaration on OEM Letterhead signed by Competent Authority of OEM (prescribed format)

Upload MRP Documents *

Offer Price Including Tax and Duties as INR *
(Price for carted item will be locked for 10 days)

Discount ⓘ

Delivery Locations* ⓘ

The product wise delivery locations selected by a seller are applicable for Direct Purchase orders only. Sellers are requested to choose the delivery locations for their products carefully.

Product Brochure

-- Select file type--

Packaging Photo /pieces

Government Order Copy

GSTIN Invoice

Import Documents

MRP Declaration on OEM Letterhead

Product Brochure

+ADD SLAB

discount % Action

Upload ⓘ

Select the document to be uploaded and click here to upload.

WARNING: Refusal to ship a product in the delivery locations selected by a seller for Direct Purchase of that product will be considered as a serious breach of General Terms and Conditions of GeM and will be fraught with grave consequences including permanent debarment from GeM.

Note: The allowed formats are .pdf, .jpeg, .jpg, .png and allowed size is 1MB Inappropriate document may lead to rejection of MRP.

MRP Document Guidelines

Upload MRP Documents *

Packaging Photo

test doc.pdf



+ Add New Document

If seller wants to upload more than one documents then he/she can click here and add more documents.

Catalogue Document Guidelines (Under the product specification tab, seller will have to upload atleast one document as proof of Catalogue details).

Document / Spec Sheet / Datasheet having details of the product model, provided by the OEM.

BIS Certificate / License.

OEM Authorization document.

GST Invoice showing pack size, model number.

Any other mandatory License required for the product category (FSSAI license, PESO Certificate, CE European, USFDA Certificate, CPCB Certification / Certification provided by CPCB Authorized agency etc).

Any other document(s)

The document should have all relevant details that pertain to the product seller trying to upload (specs/model number/product details etc).

Catalogue Document Guidelines

Supporting documents of the following types can be uploaded

- Document / spec sheet / datasheet having details of the product model, provided by the OEM
- BIS Certificate / License
- OEM Authorization document
- GST Invoice showing pack size, model number.
- Any other mandatory License required for the product category (FSSAI license, PESO Certificate, CE European, USFDA Certificate, CPCB Certification / Certification provided by CPCB Authorized agency etc.)
- Any other document(s)

Upload Documents *

Please upload atleast one catalogue document

BIS Certificate

-- Select file type--

OEM Authorization Document

GSTIN Invoice

Mandatory Licenses

Any Other Documents

BIS Certificate

Upload

Select the document to be uploaded and click here to upload.

Note: The allowed formats is .pdf and allowed size is 1MB. Inappropriate document may lead to rejection of MRP.



The screenshot shows the 'Upload Documents' section of a web application. It features a title 'Upload Documents' with a red asterisk. Below the title are two document upload slots. The first slot is labeled 'BIS Certificate' and contains a file named 'test.doc.pdf' with a blue 'X' icon to its right. The second slot is labeled 'Any Other Documents' and contains a file named 'test.png' with a blue 'X' icon to its right. Below these slots is a green button with a plus sign and the text '+ Add New Document'. A green callout box with an arrow pointing to the button contains the text: 'If seller wants to upload more than one documents then he/she can click here and add more documents.'

After publishing the catalogue with documents, admin notifies the documents with reasons for rejection/hold. The seller can view these under the 'Notified Products seller can edit and submit.

Inventory Notified	Price outside Range	Notified Products	Published	Waiting For Admin Clearance	Waiting For Seller Clearance	More ▾
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NOTIFIED PRODUCTS

Name	Title on Market Place	ProductID	Gem Catalogue Id	Category	Brand	Model	MRP/NDP	Offer Price	Product Status	Inventory Status	Action(s)
Test Doc	NA	4150738-232 61588327	NA	MRPCategoryQ3	NA	Test Doc	1000	500	Incomplete	Incomplete	<p>Admin Rejection reason :</p> <ul style="list-style-type: none"> • For Catalog Documents - Comment is Wrong Documents • Any Other Documents - Document irrelevant to category • BIS Certificate - Incorrect Product Categorization, For MRP Documents - Comment is Wrong Documents • Packaging Photo - Invalid Document • Product Brochure - Incorrect Price <p></p>

Seller can see his uploaded documents in “Show document history” option for both MRP and Product specification documents and can re-upload rejected document and publish.

MRP Document Guidelines

Upload MRP Documents *

Packaging Photo

[Show Documents History](#)

Rejected:

1 - Packaging Photo - Aug 23, 2020
6:22:21 PM

2 - Product Brochure - Aug 23, 2020
6:22:21 PM

Rejected reason:

- Wrong Documents
- Packaging Photo - Invalid Document
- Product Brochure - Incorrect Price



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Government
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Efficient • Transparent • Inclusive