

# REGIONAL TRAINING INSTITUTE, JAIPUR

## INDIAN AUDIT AND ACCOUNTS DEPARTMENT



### Government e Marketplace



**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive

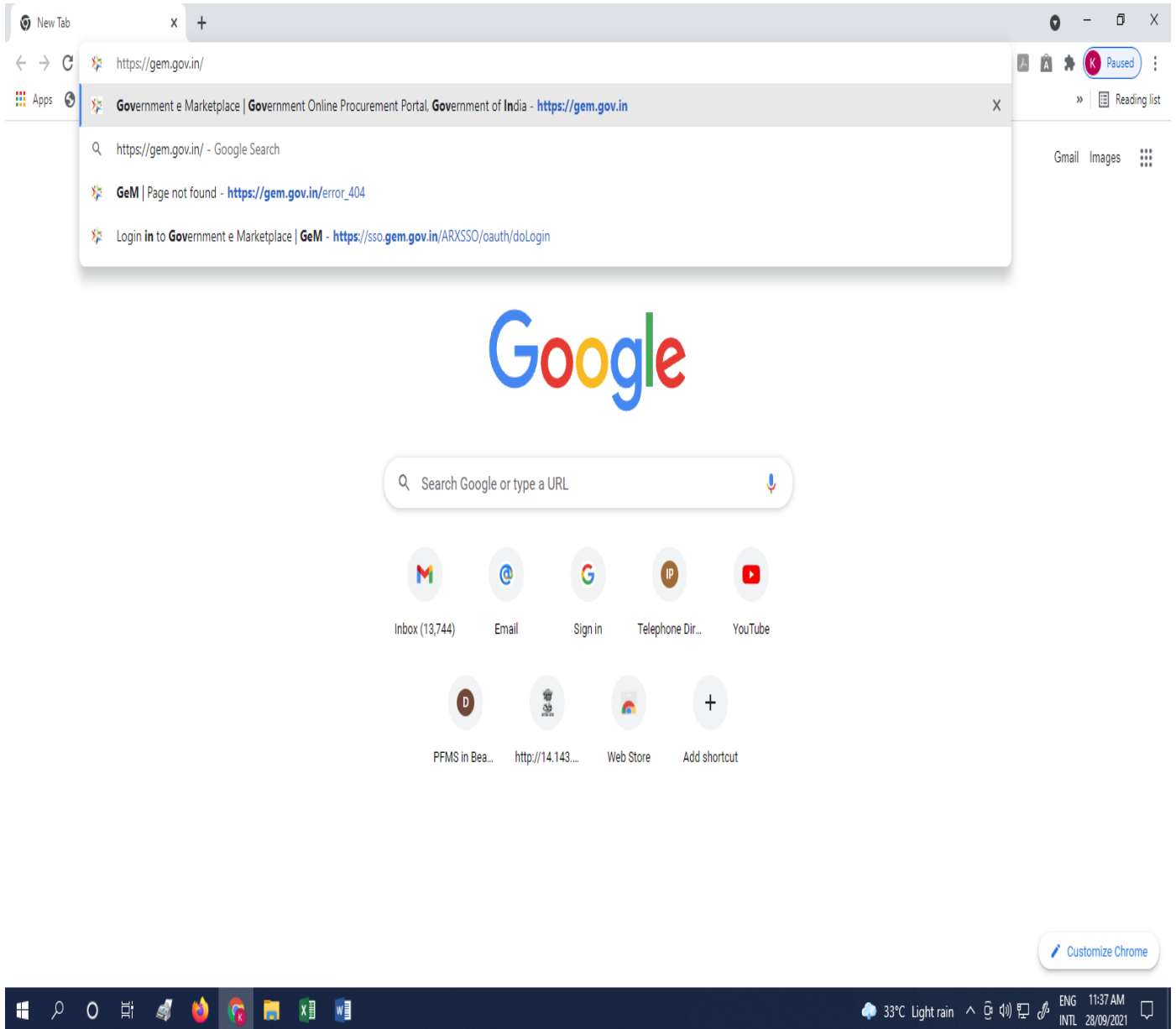
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# 1.Link for Login – Please Click on below given link to Login to GeM Portal.

<https://gem.gov.in/>



The image shows a screenshot of a web browser window. The address bar displays <https://gem.gov.in/>. Below the address bar, a dropdown menu shows search suggestions for the URL, including "Government e Marketplace | Government Online Procurement Portal. Government of India - https://gem.gov.in" and "Login in to Government e Marketplace | GeM - https://sso.gem.gov.in/ARXSSO/oauth/doLogin". The main content area of the browser shows the Google homepage with the search bar and various shortcuts. The Windows taskbar is visible at the bottom, showing the time as 11:37 AM on 28/09/2021 and the weather as 33°C Light rain.

[Top headings](#)

## 2. How to Login to GeM Portal-

- After clicking on the above link, you will be redirected to the Home page of the GeM portal. Please click on the 'Login' button as highlighted below.

The screenshot displays the GeM portal's home page. At the top, there is a navigation bar with the GeM logo, a search bar, and links for 'Bids', 'Sign Up', and 'Login'. A red arrow points to the 'Login' link. Below the navigation bar, there are several promotional banners. The main banner features the GeM logo, the CII logo, and text for the '5th edition of NATIONAL PUBLIC PROCUREMENT CONCLAVE 2021' held from '9 Aug - 9 Sept, 2021 Over Virtual platform'. It also includes contact information for Mr. Lokesh Kumar and Mr. Anurag Awasthi. A 'Register now' button is visible. Below the main banner, there are four icons representing 'Rich Listing of Products / Services', 'Integrated Payment System', 'Multiple Procurement Modes', and 'Transparency and Ease of Selling'. At the bottom, there is a section for 'Popular Product Categories' and a taskbar with system icons and the date '29/07/2021'.

- After clicking on the 'Login' button, you will be redirected to a new page in which you have to enter your GeM 'User Id' and 'Captcha' as shown below.

English | Dark Mode | Font Size A- A+ | Skip to Main Content | 1800-419-3436 | helpdesk-gem[at]gov[dot]in | Need Help?

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  
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.

YAIGC6

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

Submit

**WEB INFO**  
Terms of Use  
Website Policies  
Document Help

**ABOUT GeM**  
Introduction to GeM  
Statistics  
Right to Information

**NEWS & EVENTS**  
Newsroom  
Gallery  
Notifications

**RESOURCES**  
GeM Handbook  
OM's/Circulars  
Terms and Conditions

**TRAINING**  
LMS  
Training Calendar  
Training Module

**NEED HELP ?**  
FAQs  
Feedback  
Raise a Ticket

ENG 2:33 PM  
INTL 29/07/2021

- On entering your 'GeM User Id' and 'Captcha' for validation, you will be redirected to a new screen. Here, you have to enter your 'NIC email ID' and 'Password'.

The screenshot shows a web browser window with the URL `sso.gem.gov.in/ARXSSO/oauth/SSOLoginIdController`. The page header includes the GeM logo and navigation links like 'Bids' and 'Sign Up'. A banner below the header 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 a 'Raise a Ticket' button and 'Contact Us' information. A red arrow points from this section to a login modal. The modal, titled 'Login in to Government e Marketplace | GeM', contains the following text and fields:

Dear User,  
You can now login in GeM using your NIC e-mail credentials.

NIC Email ID \* ⓘ

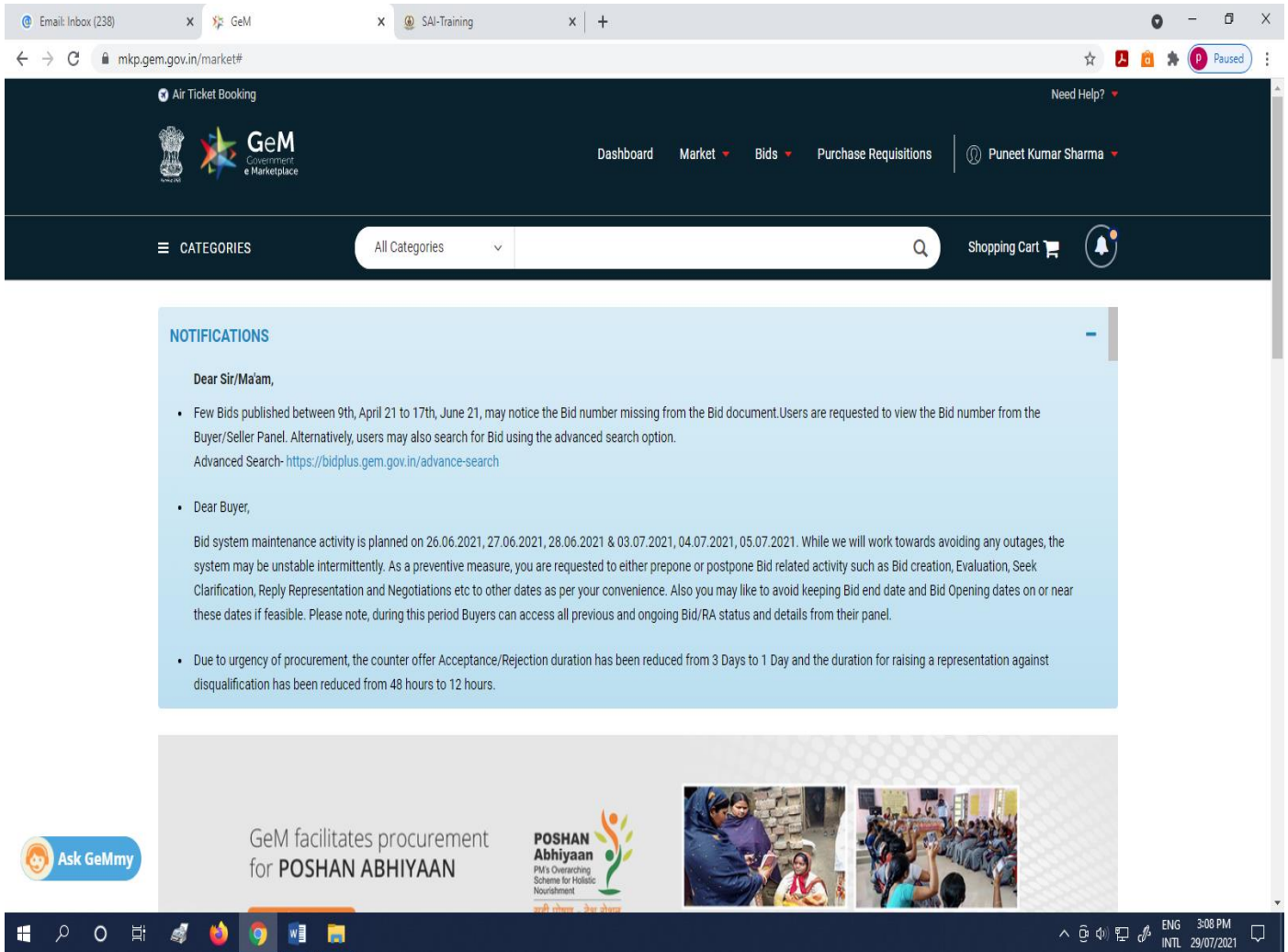
Enter NIC Email Password \* ⓘ

pun\*\*\*\*\*b.au@cag.gov.in  
\*\*\*\*\*

[Manage passwords...](#)

The footer of the page is organized into six columns: WEB INFO, ABOUT GeM, NEWS & EVENTS, RESOURCES, TRAINING, and NEED HELP?. Each column lists various links such as 'Terms of Use', 'Introduction to GeM', 'Newsroom', 'GeM Handbook', 'LMS', and 'FAQs'. The Windows taskbar at the bottom shows the system time as 2:51 PM on 29/07/2021.

- After entering your 'Email Id' and 'Password', the Home screen of GeM portal will appear as shown below. On this screen, features available are Dashboard, Shopping Cart, Market, Bids, Purchase Requisitions and Categories.



## Top headings

### 3. How to search on GeM Portal :-

- On the Home page of GeM, you can search any item by clicking on “CATEGORIES” tab or through search box. The “CATEGORIES” tab is available at the left side top corner of the Home page.
- You can also use the training module file for more details on GeM portal. The link for this file is [https://gem.gov.in/resources/pdf/overview\\_of\\_marketplace\\_addon.pdf](https://gem.gov.in/resources/pdf/overview_of_marketplace_addon.pdf)

The screenshot shows the GeM portal dashboard. At the top, there is a navigation bar with the GeM logo and the text 'Government e Marketplace'. The user is logged in as 'Puneet Kumar Sharma'. The 'CATEGORIES' tab is highlighted with a red arrow. Below the navigation bar, there is a search box with the text 'All Categories' and a search icon. A red arrow points to the search box. Below the search box, there is a 'NOTIFICATIONS' section. Below the notifications, there is a 'MY DASHBOARD' section with various tabs: 'PRODUCT ORDERS', 'SERVICE ORDERS', 'ALL DEMANDS', 'BILLS', 'BULK PAYMENT UPDATE', 'INCIDENTS', and 'ALL CARTS'. Below the dashboard, there are two summary cards: 'Number of People/Posts' with a value of 8, and 'Number of Divisions' with a value of 2. Below the summary cards, there are three tables: 'ALL DEMANDS', 'PRODUCT ORDERS', and 'SERVICE ORDERS'. Each table has a list of items and their counts.

ALL DEMANDS	PRODUCT ORDERS	SERVICE ORDERS
In Checkout	Direct Purchase	Direct Purchase
Declined	Bid	Bid
Total Demands	RA	RA
	PR	PR

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on “Introduction to Market Place” then click on Camera Sign given on “Overview of Market Place”.



- For example if we want to search “All In One” desktop. For this, click on ‘Categories’ tab then click on ‘Products’ tab, then click on tab ‘Computers’ followed by tab ‘All In One’.

The screenshot shows the GeM dashboard with the 'Categories' menu open. A red arrow points to the 'All In One' option under the 'Computers' category. Below the menu, there are three summary tables: 'ALL DEMANDS', 'PRODUCT ORDERS', and 'SERVICE ORDERS'. At the bottom, there is an 'Ask GeMmy' chat button and a Windows taskbar.

ALL DEMANDS	PRODUCT ORDERS	SERVICE ORDERS
In Checkout: 1	Direct Purchase: 26	Direct Purchase: 0
Declined: 0	Bid: 0	Bid: 0
Total Demands: 1	RA: 0	RA: 0
	PR: 0	PR: 0

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on “Introduction to Market Place” then click on Camera Sign given on “Overview of Market Place”.

- After clicking on “All In One” , a screen like the one below will appear. In this screen, you can use ‘Filters’ on the left side of the page. You can see all the desktops by clicking one by one on page no. 1,2,3 upto page124.

The screenshot displays the 'All in One PC' search results page on the GeM portal. The page features a navigation bar at the top with the URL 'mkp.gem.gov.in/computers-0806aio/search'. Below the navigation bar, there is a 'NOTIFICATIONS' section. The main content area is divided into a 'FILTERS' sidebar on the left and a product listing area on the right. The 'FILTERS' sidebar includes sections for 'ADMINISTRATIVE', 'Intent Of Buying' (with options for BID/RA and PAC), 'SELECT CONSIGNEES', and 'FINANCIAL'. The product listing area shows three desktop computers, each with a photo, a description, and pricing information. The first product is a Panache 1000 @5400 rpm GB HDD 32 1 Processor ... with a price of ₹125,400.00 (37% OFF). The second product is a Panache 1000 @5400 rpm GB HDD 32 1 Processor ... with a price of ₹124,900.00 (38% OFF). The third product is a Panache 1000 @5400 rpm GB HDD 64 1 Processor ... with a price of ₹130,000.00 (13% OFF). The page also includes a 'Sort by: Best Match' dropdown and a 'Showing 1477 Results in All in One PC' indicator. At the bottom of the page, there is a taskbar with various application icons and a system tray showing the date and time as 18/08/2021, 11:53 AM.

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on “Introduction to Market Place” then click on Camera Sign given on “Overview of Market Place”.

- **Select Consignees.** Under this the name and address of the office on buying the goods is to be provided.

The screenshot displays the 'All in One PC' search results on the GeM portal. The left sidebar contains filters under 'ADMINISTRATIVE' and 'FINANCIAL'. The 'Intent of Buying' filter is expanded, showing options for 'BID/RA', 'PAC', and 'SELECT CONSIGNEES'. A red arrow points to the 'SELECT CONSIGNEES' button. The main content area shows three product listings for 'Panache 1000 @5400 rpm GB HDD 32 1 Processor ...'. The first listing shows a price of ₹125,400.00 (37% OFF) from an OEM seller. The second listing shows a price of ₹124,900.00 (38% OFF) from a Panache seller. The third listing shows a price of ₹130,000.00 (13% OFF) from an OEM seller. A tooltip is visible over the second listing, showing the full product name: 'Panache 1000 @5400 rpm GB HDD 32 1 Processor with Standard Display All in one pc'. The bottom of the page shows the Windows taskbar with the system tray displaying 34°C, light rain, and the date 18/08/2021.

- **You can also see the video-** [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Introduction to Market Place" then click on Camera Sign given on "Overview of Market Place".

- After clicking on “Select Consignee” a window will pop up. In this window please select the State, location of delivery and the quantity to be purchased then click on ‘Search’.

The screenshot shows the Gem portal search results for 'All in One PC'. A modal window titled 'Delivery Location' is open, allowing the user to select a state, a specific delivery location, and a quantity. The state is set to 'RAJASTHAN' and the location is 'Puneet Kumar Sharma, AAO, JAIPUR CITY (EAST)'. The quantity is set to '1'. There are 'SEARCH' and 'RESET' buttons at the bottom of the modal. The background shows the search results table with columns for product details, seller, and brand.

State	Delivery Location	Quantity (NOS.)
RAJASTHAN	Puneet Kumar Sharma, AAO, JAIPUR CITY (EAST)	1

**SEARCH** **RESET**

Make In India	MSE	Startup	Seller Registered Address	Product	Seller	Brand	Min. Qty. Per Consignee
				Panache 1000 @5400 rpm GB HDD 32 1 Processor ...	OEM	Panache	1
				Panache 1000 @5400 rpm GB HDD 32 1 Processor ...	OEM	Panache	1
				Panache 1000 @5400 rpm GB HDD 64 1 Processor ...	OEM	Panache	1

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on “Introduction to Market Place” then click on Camera Sign given on “Overview of Market Place”.

- After clicking on 'Search', a screen will be visible in which there is an option "Product Specification" at the left corner of the screen.

The screenshot shows the GeM (Government e Marketplace) website interface. At the top, there is a navigation bar with the GeM logo, user name 'Puneet Kumar Sharma', and menu items like 'Tour', 'Dashboard', 'Market', 'Bids', and 'Purchase Requisitions'. Below this is a search bar with 'All in One PC' entered. A 'Notifications' banner is visible. The main content area is titled 'All In One PC (Specifications)' and includes a 'Filters' sidebar on the left. The sidebar has four categories: 'ADMINISTRATIVE', 'FINANCIAL', 'MAKE/MODEL SELECTION', and 'PRODUCT SPECIFICATIONS'. A red arrow points to the 'PRODUCT SPECIFICATIONS' option, which is currently selected. The product details for 'acer 1000 @5400 rpm GB HDD 32 1 Processor ...' are displayed, including a price of ₹31,410.00 and various technical specifications like Processor Make (AMD), Processor Genera... (8), Number Of Cores ... (4), Processor Descrip... (AMD Ryzen 3), Processor Number (AMD Ryzen 3 2200GE), Chipset Series (AMD B Series), Chipset Number (AMD B350), and Size Of Memory In... (0). The page also features an 'Ask GeMmy' button and 'PRODUCT COMPARE' and 'PRODUCT HISTORY' links at the bottom.

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Introduction to Market Place" then click on Camera Sign given on "Overview of Market Place". **Top headings**

## 4. How to place an order in GeM Portal

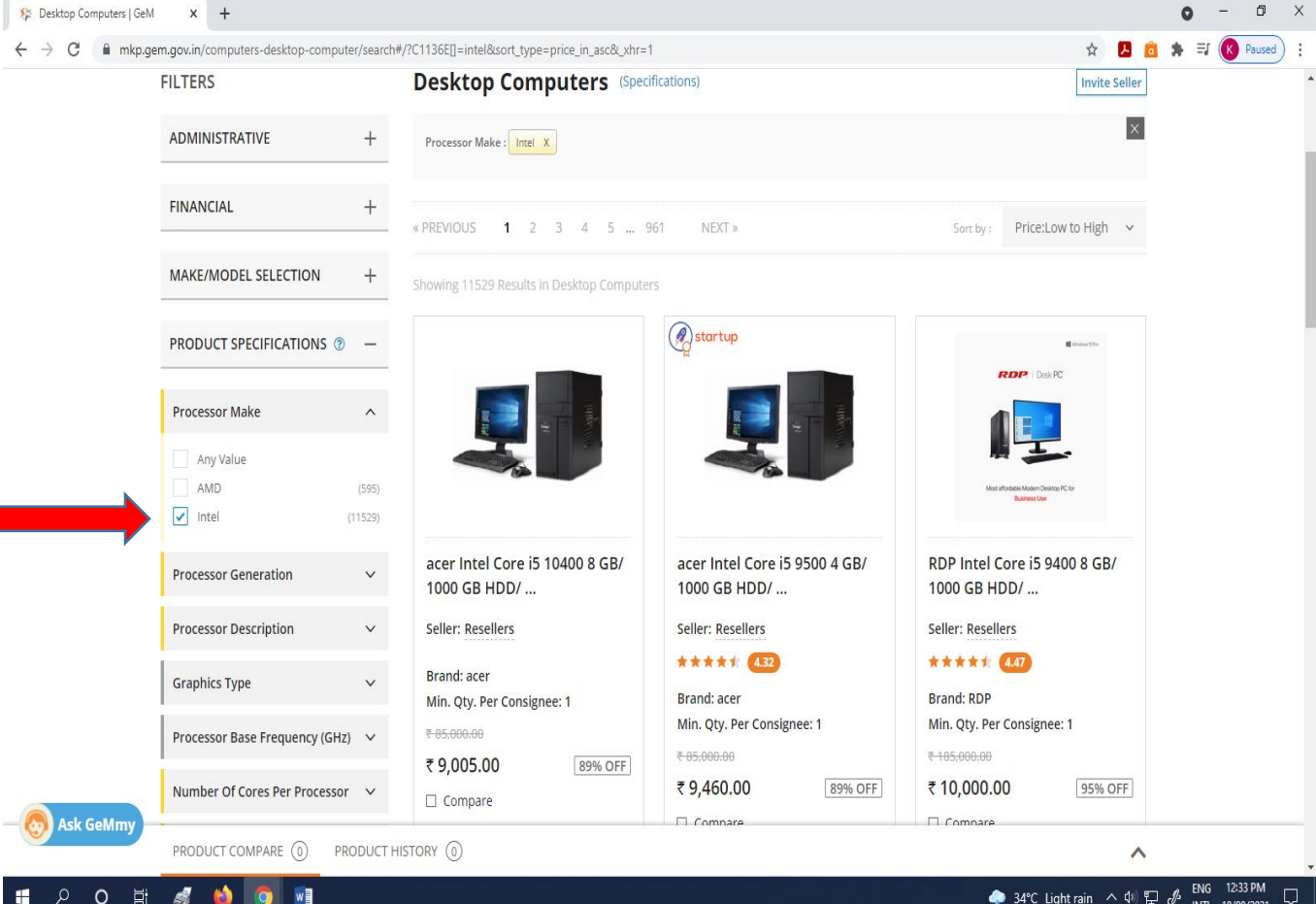
### (i) Product below ₹ 25000 .

- After search product in GeM, click on 'Product Specifications' to specify your purchase .

For example, we search desktop with these specifications:

1. Processor make - intel
2. Processor Generation – 10
3. Processor Description – intel core i5
4. RAM – 8 GB

1. When we select 'intel' under 'Processor make' sign '✓' in the specified box would be shown.



The screenshot shows the GeM portal search results for Desktop Computers. The search criteria are: Processor Make: Intel X. The results are sorted by Price: Low to High. The first three results are:

Product Name	Processor Make	Processor Generation	Processor Description	RAM	Price	Discount
acer Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	Intel	10	intel core i5	8 GB	₹ 9,005.00	89% OFF
acer Intel Core i5 9500 4 GB/ 1000 GB HDD/ ...	Intel	9	intel core i5	4 GB	₹ 9,460.00	89% OFF
RDP Intel Core i5 9400 8 GB/ 1000 GB HDD/ ...	Intel	9	intel core i5	8 GB	₹ 10,000.00	95% OFF

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "Direct Purchase Product".

2. When we select '10' under 'Processor Generation' '√' in the specified box would be shown.

➤ You can also use the training module file for more details on portal. The link for this file is [https://gem.gov.in/resources/pdf/direct\\_purchase\\_product.pdf](https://gem.gov.in/resources/pdf/direct_purchase_product.pdf)

The screenshot shows the GeM website interface for Desktop Computers. The search results are filtered by Processor Make: Intel and Processor Generation: 10. A red arrow points to the '10' selection in the Processor Generation filter. The main content area displays three product listings:

Product Name	Processor	RAM	Storage	Price	Discount
acer Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	Intel Core i5 10400	8 GB	1000 GB HDD	₹ 9,005.00	89% OFF
hp Intel Core i7 10700 8 GB/ 1000 GB HDD/ ...	Intel Core i7 10700	8 GB	1000 GB HDD	₹ 10,700.00	88% OFF
hp Intel Core i5 10500 8 GB/ 1000 GB HDD/ ...	Intel Core i5 10500	8 GB	1000 GB HDD	₹ 11,400.00	86% OFF

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "Direct Purchase Product".

3. When we select 'Intel Core i5' under 'Processor Description' sign '√' in the specified box would be shown.

The screenshot shows the GeM website interface for searching desktop computers. The left sidebar contains several filter categories:

- Processor Generation:** Includes a note "HIGHER(BETTER) VALUES WILL ALSO BE ALLOWED FOR BID/RA". Options are: Any Value, Intel (3075), 10 (3075), 7 (14), 8 (193), and 9 (1862).
- Processor Description:** Options are: Any Value, Intel Core i3 (1300), Intel Core i5 (3075), Intel Core i7 (2158), and Intel Core i9 (341). A red arrow points to the 'Intel Core i5' option.
- Graphics Type:** A dropdown menu.
- Processor Base Frequency (GHz):** A dropdown menu.
- Number Of Cores Per Processor:** A dropdown menu.
- Monitor Resolution (PIXELS):** A dropdown menu.

The main content area displays three product listings:

- Product 1:** acer Intel Core i5 10400 8 GB/ 1000 GB HDD/ ... Price: ₹ 9,005.00 (89% OFF). Seller: Resellers. Brand: acer. Min. Qty. Per Consignee: 1.
- Product 2:** hp Intel Core i5 10500 8 GB/ 1000 GB HDD/ ... Price: ₹ 11,400.00 (86% OFF). Seller: Resellers. Brand: hp. Min. Qty. Per Consignee: 1.
- Product 3:** acer Intel Core i5 10400 4 GB/ 1000 GB HDD/ ... Price: ₹ 17,500.00 (83% OFF). Seller: Resellers. Brand: acer. Min. Qty. Per Consignee: 1.

At the bottom of the page, there is a taskbar with system information: 34°C, Light rain, 12:36 PM, and 18/08/2021.

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "Direct Purchase Product".



#### 4. When we select '8' under 'Ram Size' sign '√' in the specified box would be shown.

The screenshot shows the GeM website interface for desktop computers. The left sidebar contains several filter categories: 'On Site OEM Warranty (Year)', 'Type Of Drives Used To Populate The Internal Bays', 'Expansion Slots (PCIe X 16) (Number)', 'Operating System (Factory Pre-Loaded)', 'RAM Size (GB)', 'Cabinet Form Factor', 'Size Of Memory In Case Of Dedicated Graphic Card (GB)', and 'RAM Expandability Up To Using'. The 'RAM Size (GB)' filter is expanded, showing options from 'Any Value' to '8'. A red arrow points to the '8' option, which is selected with a checkmark. The main content area displays three product listings for desktop computers, each with a price, discount percentage, and product image. The first listing is a Dell computer with a price of ₹ 32,625.00 (62% OFF). The second is an Acer computer with a price of ₹ 34,075.00 (61% OFF). The third is another Acer computer with a price of ₹ 35,990.00 (59% OFF). The bottom of the page features a navigation bar with 'Ask GeMmy', 'PRODUCT COMPARE (0)', and 'PRODUCT HISTORY (0)' buttons. The Windows taskbar at the bottom shows the system tray with a temperature of 34°C, light rain, and the date 18/08/2021.

Product Name	Price	Discount
Dell Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	₹ 32,625.00	62% OFF
acer Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	₹ 34,075.00	61% OFF
acer Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	₹ 35,990.00	59% OFF

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "Direct Purchase Product".

- After marking all the required 'Product Specifications' sort by price 'low to high' (right side). On applying this, you will get all products in ascending order at their prices. You can choose "High to low" or "Latest as on Top" features also.

The screenshot displays the GeM (Government e Marketplace) website interface. At the top, there is a navigation bar with the GeM logo, user profile (Puneet Kumar Sharma), and various menu items like Tour, Dashboard, Market, Bids, and Purchase Requisitions. Below this is a search bar containing 'Desktop Computers' and a shopping cart icon. The main content area shows a search results page for 'Desktop Computers (Specifications)'. On the left, there are filter categories: ADMINISTRATIVE, FINANCIAL, MAKE/MODEL SELECTION, and PRODUCT SPECIFICATIONS. Under 'PRODUCT SPECIFICATIONS', the 'Processor Make' filter is expanded, showing 'Intel' selected with 2101 results. The search filters at the top include Processor Make: Intel X, Processor Generation: 10 X, Processor Description: Intel Core i5 X, and RAM Size (GB): 8 X. The search results are displayed in a grid, showing three desktop computer products. A red arrow points to the 'Sort by:' dropdown menu, which is open and shows options: Price:Low to High (selected), Best Match, Price:High to Low, and Latest On Top. The bottom of the page features a Windows taskbar with the system tray showing the date and time as 12:43 PM on 18/08/2021.

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "Direct Purchase Product".

➤ Now, if the product is less than ₹ 25000 then you can purchase directly without comparing the products of different companies.

For example in this case 'HP intel desktop' price is ₹ 11,400. and 'Acer intel core' price is ₹ 10806, which are less than ₹ 25000. Here we can purchase either of them after adding it into 'cart'.

The screenshot shows the GeM website interface for desktop computers. The left sidebar contains filters for Processor Make (Intel), Processor Generation (10), and Processor Description (Intel Core i5). The main content area displays three product listings. The first listing is for an Acer Intel Core i5 10400 8 GB/1000 GB HDD, priced at ₹ 10,806.00 (87% OFF). The second listing is for an HP Intel Core i5 10500 8 GB/1000 GB HDD, priced at ₹ 11,400.00 (86% OFF). The third listing is for an HP Intel Core i5 10400 8 GB/1000 GB HDD, priced at ₹ 30,872.50 (55% OFF). A red arrow points to the 'ADD TO CART' button for the HP Intel Core i5 10500 8 GB/1000 GB HDD product.

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "Direct Purchase Product".

**Top headings**

## 4. How to place an order in GeM Portal

### (ii) Product above ₹ 25000

- The procedure for selecting the 'Product Specifications' will remain same as specified at 4(i). If the prices of products are above ₹ 25000, then 'Product' to be purchased should be compared with three different companies.
- You can also use the training module file for more details on GeM portal. The link for this file is [https://gem.gov.in/resources/pdf/L1\\_purchase\\_product.pdf](https://gem.gov.in/resources/pdf/L1_purchase_product.pdf)

The screenshot displays the GeM portal's product comparison interface. On the left, there are filter options for specifications such as 'Size Of Memory In Case Of Dedicated Graphic Card (GB)', 'RAM Expandability Up To( Using Spare DIMM Slots In GB)', 'Availability Of Webcam Integrated With Monitor', 'If Yes, Resolution Of Webcam', 'Availability Of Speakers Integrated With Monitor', 'If Yes, Number Of Speakers Available', 'Total HDD Capacity (GB)', and 'Total SSD Capacity (GB)'. The main area shows three product cards:

- Acer Intel Core i5 10500 8 GB/ 1000 GB HDD/ ...**: Price ₹ 47,110.00 (45% OFF). Seller: Resellers. Rating: 1.69. Includes 'Compare' checkbox.
- hp Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...**: Price ₹ 53,004.00 (23% OFF). Seller: Resellers. Rating: 3.83. Includes 'Compare' checkbox.
- Dell Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...**: Price ₹ 53,400.00 (33% OFF). Seller: Resellers. Rating: 4.42. Includes 'Compare' checkbox.

Red arrows point to the 'Compare' checkboxes for each product. A message at the bottom of the product cards states: 'Products costing more than ₹ 25,000.00 cannot be compared. Please Compare product before adding to cart'. At the bottom of the page, there is a 'Start Comparison' button and a 'Clear all' link. The bottom navigation bar shows the URL: [https://mcp.gem.gov.in/products/add\\_to\\_compare?variant\\_id=5116877-36881418485](https://mcp.gem.gov.in/products/add_to_compare?variant_id=5116877-36881418485).

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on "Procurement Modes(Product)" then click on Camera Sign given on "L1 Purchase Product".

- In this case, three different companies of desktop selected for comparison – HP, Acer and Dell. After selecting them, Click on “Start Comparison”.

The screenshot shows a web browser window displaying a search results page for desktop computers on the GeM portal. The URL is [mkp.gem.gov.in/computers-desktop-computer/search](https://mkp.gem.gov.in/computers-desktop-computer/search). The page features a sidebar with various filters and three product cards for comparison.

Product	Brand	Processor	RAM	Storage	Price	Discount
acer Intel Core i5 10500 8 GB/ 1000 GB HDD/ ...	acer	Intel Core i5 10500	8 GB	1000 GB HDD	₹ 47,110.00	45% OFF
hp Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	hp	Intel Core i5 10400	8 GB	1000 GB HDD	₹ 53,004.00	23% OFF
Dell Intel Core i5 10400 8 GB/ 1000 GB HDD/ ...	Dell	Intel Core i5 10400	8 GB	1000 GB HDD	₹ 53,400.00	33% OFF

At the bottom of the page, there is a 'PRODUCT COMPARE' section with three product thumbnails and a prominent orange 'Start Comparison' button. A red arrow points to this button. The system tray at the bottom shows the date as 18/08/2021 and the time as 1:00 PM.

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on “Procurement Modes(Product)” then click on Camera Sign given on “L1 Purchase Product”.

- After clicking on “Start Comparison” screen below will be shown to us. In this screen Click on “ADD TO CART” of category current ‘L1’. The category current ‘L1’ automatically selected by the GeM portal according to given specifications. It can be one of the three companies which are selected by you or company other than of three selected companies.

GeM

mkp.gem.gov.in/products/compare?browse\_node\_id=home\_info\_comp\_comp\_de52008682





NOTIFICATIONS +

Product Category: Desktop Computers

Buyer Selected Golden Filter(s)

On Site OEM Warranty (Year) : 3  
 RAM Size (GB) : 8  
 Processor Generation : 10  
 Processor Description : Intel Core i5  
 Processor Make : Intel

COMPARE PRODUCTS

	CATEGORY CURRENT L1 ⓘ	PRODUCT ADDED BY YOU	PRODUCT ADDED BY YOU	PRODUCT ADDED BY YOU
Products costing more than ₹ 25,000.00 must be compared. Please Compare Product before adding to cart	acer Intel Core i5 10400 8 GB/ 0..	Dell Intel Core i5 10400 8 GB/...	acer Intel Core i5 10500 8 GB/...	hp Intel Core i5 10400 8 GB/ 100...
	₹ 35,990.00	₹ 53,400.00	₹ 47,110.00	₹ 53,004.00
	ADD TO CART	ADD TO CART	ADD TO CART	ADD TO CART
				

Ask GeMmy

34°C Light rain 1:18 PM 18/08/2021

You can also see the video- [https://gem.gov.in/training/training\\_module](https://gem.gov.in/training/training_module) then click on “Procurement Modes(Product)” then click on Camera Sign given on “L1 Purchase Product”.

[Top Headings](#)

## 5. How to check order in shopping cart :

- On the Home page of GeM, there is a tab “Shopping Cart” in the right corner of the page, Click on this “Shopping Cart” tab.

The screenshot displays the GeM website interface. At the top, there is a navigation bar with the GeM logo, the text "Government e Marketplace", and a user profile for "Puneet Kumar Sharma". Below this is a search bar and a "Shopping Cart" icon, which is highlighted by a red arrow. The main content area features a "NOTIFICATIONS" section with a message addressed to "Dear Sir/Ma'am". The message contains three bullet points: 1) A notice about 103 medicines reserved for CPSEs and a policy decision not to procure other medicines on the GeM portal. 2) A notice about bid numbers missing from bid documents and a request to view them from the Buyer/Seller Panel. 3) A notice about bid system maintenance activity planned for several dates in 2021. At the bottom of the page, there is a banner for "GeM facilitates procurement for POSHAN ABHIYAAN" with images of people and the logo.

**NOTIFICATIONS**

Dear Sir/Ma'am,

- Presently, only 103 medicines, reserved for CPSEs, are available on GeM. As a policy, GeM has decided not to bring other medicines for procurement on the GeM portal as of now. Buyers are advised not to create any bid including custom bid for drugs and medicines/vaccines not available on GeM. The medicines not available on GeM may be purchased outside GeM
- Few Bids published between 9th, April 21 to 17th, June 21, may notice the Bid number missing from the Bid document. Users are requested to view the Bid number from the Buyer/Seller Panel. Alternatively, users may also search for Bid using the advanced search option.  
Advanced Search- <https://bidplus.gem.gov.in/advance-search>
- Dear Buyer,  
Bid system maintenance activity is planned on 26.06.2021, 27.06.2021, 28.06.2021 & 03.07.2021, 04.07.2021, 05.07.2021. While we will work towards avoiding any outages, the system may be unstable intermittently. As a preventive measure, you are requested to either prepone or postpone Bid related activity such as Bid creation, Evaluation, Seek Clarification, Reply Representation and Negotiations etc to other dates as per your convenience. Also you may like to avoid keeping Bid end date and Bid Opening dates on or near these dates if feasible. Please note, during this period Buyers can access all previous and ongoing Bid/DA status and details from their panel.

GeM facilitates procurement for POSHAN ABHIYAAN

POSHAN Abhiyaan  
PM's Overarching Scheme for Holistic Nourishment

- After clicking on “Shopping Cart” tab, following screen will appear. On this screen, Click on “View all cart” tab.

The screenshot displays the GeM (Government e Marketplace) website interface. The browser address bar shows the URL [mkp.gem.gov.in/market](https://mkp.gem.gov.in/market). The website header includes the GeM logo and navigation links for Dashboard, Market, Bids, and Purchase Requisition. A dark navigation bar contains a 'CATEGORIES' menu and a dropdown for 'All Categories'. The main content area is partially obscured by a semi-transparent notification box. On the right side, a white sidebar displays a shopping cart icon and the text 'YOUR SHOPPING CART IS EMPTY.' Below this text are two buttons: a blue 'VIEW ALL CART' button and an orange 'CONTINUE SHOPPING' button. A red arrow points from the notification box towards the 'VIEW ALL CART' button. The footer of the page features an 'Ask GeMmy' button, a statement 'GeM facilitates procurement for POSHAN ABHIYAAN', and the POSHAN Abhiyaan logo. The Windows taskbar at the bottom shows the system tray with a temperature of 34°C, light rain, and the date 18/08/2021.



- After clicking 'View All Cart' all the products added will be shown in 'All Shopping Carts' as below. "The products added in the cart will be expired after 10 days of its adding if order not placed."

GeM

mkp.gem.gov.in/my\_save\_list/shopping\_cart


CATEGORIES All Categories

Shopping Cart

NOTIFICATIONS

ALL SHOPPING CARTS

Single Item Cart

Product Title	Price	Qty	Sub Total
 hp 1000 @7200 All in one pc Item Added on 16.08.2021 8 DAYS LEFT <a href="#">Delete</a> <a href="#">Comparison Sheet</a> <a href="#">TRENDS</a>	₹ 72,472.32	1	₹ 72,472.32

Subtotal: ₹ 72,472.32

SELECT THIS CART

Ask GeMmy

Certain items added previously in the cart are Out of stock



34°C Light rain 2:15 PM 18/08/2021

Top Headings


## 6. How to order the product in GeM.

- After clicking 'View All Cart' product(s) added would be shown to us in 'All Shopping Carts'. To order the product(s), click on "Proceed to Checkout" tab (right corner of the page).

The screenshot shows the GeM website's shopping cart page. The browser address bar indicates the URL is [mkp.gem.gov.in/my\\_save\\_list/shopping\\_cart](http://mkp.gem.gov.in/my_save_list/shopping_cart). The page header includes a navigation menu with 'CATEGORIES', a search bar, and a shopping cart icon. Below the header, there is a 'NOTIFICATIONS' section. The main content area is titled 'ALL SHOPPING CARTS' and displays a 'Single Item Cart'.

Product Title	Price	Qty	Sub Total
 hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc Item Added on 16.08.2021 <span>8 DAYS LEFT</span> <a href="#">X Delete</a> <a href="#">Comparison Sheet</a> 	₹ 72,472.32	1	₹ 72,472.32

Subtotal: ₹ 72,472.32

 [PROCEED TO CHECKOUT](#)

Ask GeMmy

Certain items added previously in the cart are Out of stock

- After clicking on “Proceed to Checkout”, an another screen will be visible. In this screen there is a tab “Direct Purchase” click on this “Direct Purchase” tab.

The screenshot shows the GeM (Government e Marketplace) website interface. The browser address bar displays the URL: [mcp.gem.gov.in/purchase/511687729768893/checkouts/user\\_info\\_new](https://mcp.gem.gov.in/purchase/511687729768893/checkouts/user_info_new). The page header includes the GeM logo, navigation links (Dashboard, Market, Bids, Purchase Requisitions), and the user name Puneet Kumar Sharma. Below the header is a search bar and a shopping cart icon. The main content area features a 'NOTIFICATIONS' section and a 'SHOPPING CART' section. The shopping cart contains one item: 'hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc' with a unit price of ₹ 72,472.32 and a quantity of 1. Below the item details, there is a 'DIRECT PURCHASE' button, which is highlighted by a red arrow. The bottom of the page shows a taskbar with open applications and system information.

Product Title	Unit Price	Quantity	Sub Total
hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc Item Added on 16.08.2021 8 DAYS LEFT <a href="#">X Delete</a> <a href="#">Comparison Sheet</a>	₹ 72,472.32	1	₹ 72,472.32

- After clicking on this “Direct Purchase” tab, a pop-up window will appear. In this window Click on “Confirm” to place order.

The screenshot shows the GeM (Government e Marketplace) website interface. A pop-up window is displayed in the center, containing the following text:

The Buyers shall satisfy themselves that the price of the selected offer is reasonable. Buyers should use the Price Trend and Compare tool available on GeM while taking decision on reasonableness of price. The Buyers may also take into account the discount over MRP, Last Purchase Price on GeM, Department's own Last Purchase Price, rates on other e-commerce websites etc.

Below the text are two orange buttons: **CONFIRM** and **CANCEL**. A red arrow points to the **CONFIRM** button.

The background shows the website's navigation bar with 'Dashboard', 'Market', 'Bids', and 'Purchase Requisitions'. The user's name 'Puneet Kumar Sharma' is visible. Below the navigation bar is a 'SHOPPING CART' section with a table:

Product	Quantity	Sub Total
hp 1	1	₹ 72,472.32

At the bottom of the page, there is a 'DIRECT PURCHASE' button and an 'Ask GeMmy' button. The Windows taskbar at the bottom shows the system tray with weather (34°C Light rain), time (2:51 PM), and date (18/08/2021).

## Top Headings

## Step 1- Order Summary :

After clicking on “Confirm”, ‘Order Summary’ page will be opened. You have to complete the three steps to place the order.

First step – ‘Order Summary’.

If all the information is correct then click on ‘continue’.


GeM x Email: Forward x +

mkp.gem.gov.in/purchase/511687729768893/checkouts/address\_new

STEP 1 Order Summary

Name : Puneet Kumar Sharma  
Email : puneetk.pjb.au@cag.gov.in

DEMAND NO : 511687729768893  
DEMAND DATE : 16-08-2021

Product Title	Quantity	Unit Price	Sub Total	Delivery Days
 HP 1000 @7200 RPM GB HDD 64.2 PROCESSOR WITH STANDARD DISPLAY ALL IN ONE PC	1	₹ 72,472.32	₹ 72,472.32	15

S No	Consignee	Item Details
1	Puneet Kumar Sharma (Regional Training Institute, A G Colony, Bajaj Nagar, JAIPUR, RAJASTHAN - 302015)	Title : hp 1000 @7200 rpm GB HDD 64.2 Processor with Standard Display All in one pc Quantity: 1 Delivery Date:

Total Amount Payable: ₹ 72,472.32

CONTINUE

Ask GeMmy

Windows taskbar: 34°C Light rain, 2:54 PM, 18/08/2021

Top Headings

## Step 2- Financial details:-

After clicking on “Continue” the page containing “Financial details” will open. Fill the Financial Details against 1 to 8 defined in next slide then click on “Continue”.

STEP 2 Financial Details

Internet Banking Others

1 Select Payment Authority \* Please select payment authority

2 Designation of official providing administration approval \*

3 Designation of official providing financial approval \*

4 GST / Tax invoice to be raised in the name of \*  
TDS details to be collected under?  
 Buyer  Consignee  
 Income Tax  GST Act

5 IFD Concurrence / Competent Authority (HOD / Head of Office) Approval Required?  
 Yes  No

6 IFD Concurrence / Competent Authority (HOD / Head of Office) Diary No. \*

7 IFD Concurrence / Competent Authority (HOD / Head of Office) Diary Date \*

Amount to be Paid ₹ 72,472.32

8 Financial approval \*  
Choose File No file chosen  
Please upload file in .pdf format with size not exceeding 2MB.

CONTINUE

Ask Gemini

34°C Light rain 3:08 PM 18/08/2021

1. Select Payment Authority – You can select ‘Payment Authority’ from drop down menu. The DDO of your office will be the ‘Payment Authority’ here.
2. Designation of official providing Administrative approval - Here, you have to mention the designation of officer who have given the administrative approval.
3. Designation of official providing Financial approval – Here, you have to mention the designation of officer who have given the Financial approval.
4. GST/Tax invoice to be raised in the name of – Here, you have to select buyer or consignee in whose favour you are raising the invoice of GST/Tax.
5. IFD Concurrence / Competent Authority (HOD / Head of Office) approval required?? - If you have the diary no. and date of that approval then click on “Yes” other wise click on “No”.
6. IFD Concurrence / Competent Authority (HOD / Head of Office) Diary No – In this step, you have to mention the diary no of administrative and financial approval.
7. IFD Concurrence / Competent Authority (HOD / Head of Office) Diary date – In this step you have to mention the diary date of administrative and financial approval.
8. Financial approval – In this step, you have to upload the pdf of financial approval of your product. Then click on “continue”.

- After click on “Continue”, a pop-up window will appear. In this window, please read the contract and if agreed, then click on “Accept and Save”.

The screenshot shows a web browser window with the URL [mkp.gem.gov.in/purchase/511687729768893/checkouts/approval\\_new](http://mkp.gem.gov.in/purchase/511687729768893/checkouts/approval_new). The page displays the GeM (Government e Marketplace) interface. A pop-up window titled "Generate Contract" is open, showing the following terms and conditions:

incorporated in the Contract as per the provisions of the GTC.

1.4 Performance Security: If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.

1.5 Taxes and Duties: Contract Prices are all inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Seller while raising invoice / bill on GeM. While submitting the bill / invoice Seller shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

1.6 Octroi Duty and / or other local taxes: Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

1.7 Limitation of Liability: The provisions of limitation of liability between Buyer and Seller as given in the GTC shall be applicable here.

1.8 Resolution of disputes: The provisions of DISPUTE RESOLUTION BETWEEN BUYER AND SELLER as given in the GTC shall be applicable here.

1.9 Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable the same shall be applicable for the Contract.

1.10 Financial Certificate:

1.10.1 The expenditure involved for this purpose has received the Sanction of the competent financial authority.

1.10.2 The funds are available under the proper head in the sanction budget allotment for the concern financial year.

1.10.3 I have been fully authorized by the department to sign the supply order or incur the liability of the Goods being ordered.

1.11 The bidder should submit a self declaration to the effect in bidder's official letter head that their agency have not been black listed by any Agency whatsoever till date.

A red arrow points to a blue button labeled "Accept & Save".

The background shows the GeM dashboard with navigation options: Dashboard, Market, Bids, Purchase Requisitions, and user profile Puneet Kumar Sharma. The bottom of the page shows the Windows taskbar with the date 18/08/2021 and time 3:31 PM.

## [Top Headings](#)



### Step 3- Documents :-

- When you click on the “Accept and Save”, a new page of documents will be opened. In this page, if financial details and sanction order are correct then you have to verify the documents by clicking on any of below mentioned three option 1. “Verify with OTP” 2. “Esign Document” 3. “DSC Verify” .

The screenshot shows a web browser window with the URL [mkp.gem.gov.in/purchase/511687729768893/checkouts/approval\\_new](https://mkp.gem.gov.in/purchase/511687729768893/checkouts/approval_new). The page content includes:

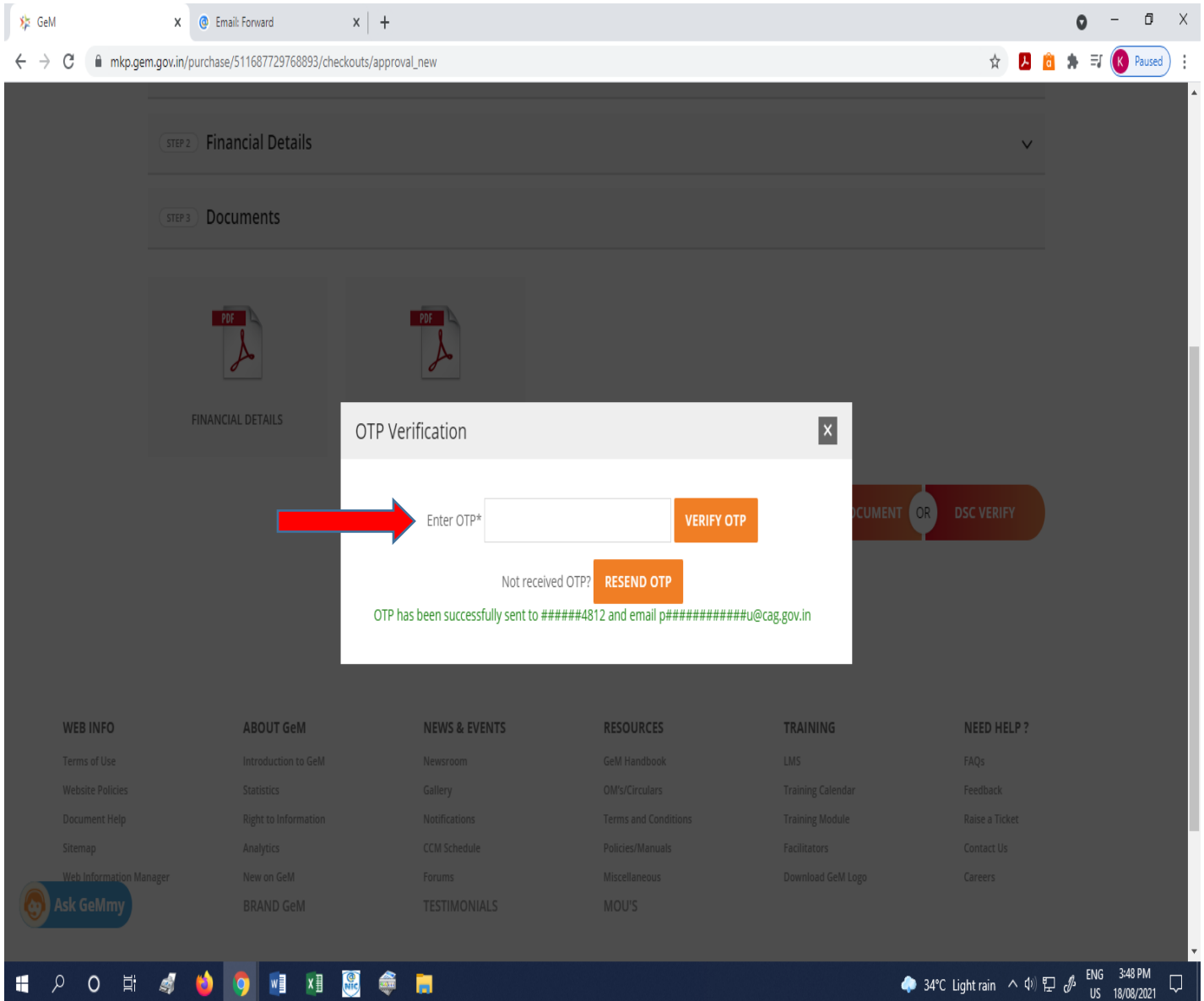
- NOTIFICATIONS** section with a message: "Your demand no 511687729768893 has been saved successfully. Kindly verify your financial approval pdf file."
- STEP 1** Order Summary
- STEP 2** Financial Details
- STEP 3** Documents

Under the Documents step, there are two PDF icons labeled "FINANCIAL DETAILS" and "SANCTION ORDER".

A red arrow points to a button with the text: **VERIFY WITH OTP OR ESIGN DOCUMENT OR DSC VERIFY**


The Windows taskbar at the bottom shows the system tray with a temperature of 34°C, light rain, and the date 18/08/2021 at 3:45 PM.

- If you click on “Verify with OTP” then a new window will pop up. In this window, you have to enter the OTP which has been sent on the registered mobile no. After entering the OTP, click on “Verify OTP”. If you do not receive OTP then click on “Resend OTP” and received OTP on registered mobile number may be entered and verified.



- After verifying the OTP, next screen stating “Order has been placed successfully” will appear. The green line shows the GeM order no.

The screenshot shows the GeM portal interface. At the top, there is a navigation bar with the GeM logo and a search icon. Below this is a header section with a blue background and the word "NOTIFICATIONS" in white. A green notification banner with a checkmark icon contains the text: "Your contract no GEM [redacted] has been Saved and Your Order is Placed Successfully". A red arrow points to this message. Below the notification is a section titled "STEP 1 Order Summary". It displays the user's name as "Puneet Kumar Sharma" and email as "puneetk.pjb.au@cag.gov.in". To the right, there are two "DEMA" labels with redacted values. The main content is a table with the following columns: Product Title, Quantity, Unit Price, and Sub Total. The table contains one row for an HP 1000 @7200 RPM GB HDD 64 2 PROCESSOR WITH STANDARD DISPLAY ALL IN ONE PC, with a quantity of 1, a unit price of ₹ 72,472.32, and a sub total of ₹ 72,472.32. Below the table is a section titled "S No" and "Consignee" with "Item Details". The consignee is "Puneet Kumar Sharma (Regional Training Institute, A G Colony, Bajaj Nagar, JAIPUR, RAJASTHAN - 302015)". The item details include: Title: hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc, Quantity: 1, and Delivery Date: 02.09.2021. At the bottom left, there is a blue button labeled "Ask GeMmy". The Windows taskbar is visible at the bottom, showing the date and time as 3:50 PM on 18/08/2021.

Product Title	Quantity	Unit Price	Sub Total
 HP 1000 @7200 RPM GB HDD 64 2 PROCESSOR WITH STANDARD DISPLAY ALL IN ONE PC	1	₹ 72,472.32	₹ 72,472.32

S No	Consignee	Item Details
1	Puneet Kumar Sharma (Regional Training Institute, A G Colony, Bajaj Nagar, JAIPUR, RAJASTHAN - 302015)	Title : hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc Quantity: 1 Delivery Date: 02.09.2021

[Top Headings](#)

## 7. How to see contract details of Product

- To see the contract details, go to the home page. At home page there is a tab “My Dashboard” at left side of the page. Click on this “My Dashboard” tab.

The screenshot shows the GeM (Government e Marketplace) dashboard. The browser address bar displays 'mkp.gem.gov.in/dashboard#/'. The dashboard header includes the GeM logo, navigation links for 'Dashboard', 'Market', 'Bids', and 'Purchase Requisitions', and the user name 'Puneet Kumar Sharma'. Below the header is a search bar and a shopping cart icon. The main content area features a 'NOTIFICATIONS' section and a navigation menu. A red arrow points to the 'MY DASHBOARD' tab in the navigation menu. Below the navigation menu, there are summary cards for 'Number of People/Posts' (8) and 'Number of Divisions' (2). At the bottom, there are three tables: 'ALL DEMANDS', 'PRODUCT ORDERS', and 'SERVICE ORDERS', each with a list of items and their counts.

ALL DEMANDS	PRODUCT ORDERS	SERVICE ORDERS
In Checkout: 1	Direct Purchase: 26	Direct Purchase: 0
Declined: 0	Bid: 0	Bid: 0
Total Demands: 1	RA: 0	RA: 0
	PR: 0	PR: 0

- After clicking on “My Dashboard” tab, go down of the page, there is a tab “Recent Orders”. In this tab, all your placed order(s) will be shown. To see the contract details of product(s) , Click on your GeM ID product.

The screenshot shows the GeM dashboard interface. At the top, there are navigation tabs: MY DASHBOARD, PRODUCT ORDERS, SERVICE ORDERS, ALL DEMANDS, BILLS, BULK PAYMENT UPDATE, INCIDENTS, and ALL CARTS. Below these are REQUESTS and GEM AVAILABILITY REPORT. The main content area displays several summary cards:

- Number of People/Posts:** 8
- Number of Divisions:** 2
- ALL DEMANDS:** In Checkout (1), Declined (0), Total Demands (1)
- PRODUCT ORDERS:** Direct Purchase (26), Bid (0), RA (0), PR (0)
- SERVICE ORDERS:** Direct Purchase (0), Bid (0), RA (0), PR (0)
- SHIPMENTS:** Pending PRC (1), Pending CRAC (0), Bills Not Created (23)
- BILLS:** Pending Approval (0), Payment Not initiated (0), Payment Initiated (0)

The **RECENT ORDERS** section is highlighted with a red arrow and an "Ask GeMmy" callout. It lists two orders:

GeM ID	Product Description	Order Type	Total Qty	Total Amount
GEMC-511687729768893	hp 1000 @7200 rpm GB HDD 64 2 Processor ...	DIRECT PURCHASE	1	₹ 72472.32
GEMC-511687789020971	MSP OEM Ribbon Cartridge, Length 201 Meter	DIRECT PURCHASE	1	₹ 8999.00

The Windows taskbar at the bottom shows the system tray with weather (34°C Light rain), language (ENG US), and time (4:19 PM 18/02/2021).

- After click on your GeM ID product no, a new page will open. In this page you can see the 'Contract Order' at the bottom of the page.

The screenshot shows a web browser window with the URL [mkp.gem.gov.in/dashboard#/products/order/511687729768893](https://mkp.gem.gov.in/dashboard#/products/order/511687729768893). The page displays the following information:

- Payment Method(s): Internet Banking
- Delivery Locations
- Consignee Name: Search by consignee name
- Product Title: Search by title
- Consignments table:

S.NO	Name	Consignments
1	Puneet Kumar Sharma Regional Training Institute, A G Colony, Bajaj Nagar, JAIPUR, RAJASTHAN-302015	<a href="#">View Shipment Details</a>

Consignee Item Details

S.NO	Item Name	HSN	Quantity	Expected Delivery Date <small>Contract Date: (18-08-2021)</small>
1	hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc (hp) Model   HP 400 G6 AIO i5 10400 16512SSD13 23.8"		1	02-09-2021 (15 Days)

DOWNLOAD DOCUMENTS

- [FINANCIAL APPROVAL](#)
- [SANCTION ORDER](#)
- [CONTRACT ORDER](#)

A red arrow points to the 'CONTRACT ORDER' button. An 'Ask GeMmy' chatbot icon is visible in the bottom left corner of the page.

You can download it here for future reference.

[Top Headings](#)

## 8. How to track your order :-

- To track your order go to home page, there is a tab “Product Orders”. Click on this tab and then click on “All Contracts”.

The screenshot shows the GeM (Government e Marketplace) dashboard. At the top, there is a navigation bar with the GeM logo, the text "Government e Marketplace", and user information for "Puneet Kumar Sharma". Below this is a search bar and a "Shopping Cart" icon. A "NOTIFICATIONS" banner is visible, with a red arrow pointing to it. The main navigation menu includes "MY DASHBOARD", "PRODUCT ORDERS", "SERVICE ORDERS", "ALL DEMANDS", "BILLS", "BULK PAYMENT UPDATE", "INCIDENTS", and "ALL CARTS". The "PRODUCT ORDERS" menu is expanded, showing "All Contracts". Below the navigation, there are two summary cards: "Number of People/Posts" with a value of 8, and "Number of Divisions" with a value of 2. At the bottom, there are three tables showing the status of "ALL DEMANDS", "PRODUCT ORDERS", and "SERVICE ORDERS".

ALL DEMANDS	PRODUCT ORDERS	SERVICE ORDERS
In Checkout: 1	Direct Purchase: 26	Direct Purchase: 0
Declined: 0	Bid: 0	Bid: 0
Total Demands: 1	RA: 0	RA: 0
	PR: 0	PR: 0

At the bottom left, there is an "Ask GeMmy" chat icon. The Windows taskbar at the bottom shows the system tray with weather (34°C Light rain), time (4:26 PM), and date (18/08/2021).

- When you click on “All Contracts”, a new page will open. In this page, there are four steps for tracking. If green sign is on the “Order Confirmed” button, it means your order has been confirmed, if Green sign is on the “accepted by seller” button, it means the seller has accepted your order; if green sign is on the “order dispatched”, it means the order has been dispatched ; If green sign is on “order delivered”, it means the order has been delivered at your office.

PRODUCT ORDERS

BUYER VIEW    CONSIGNEE VIEW

Contracts ▾    Search Demand No or Product Name 🔍

ALL CONTRACTS

**CONTRACT NO: GEMC-511687729768893**    Status: Order placed (waiting for confirmation)    INCIDENTS

Buyer: Puneet Kumar Sharma    Seller: V INFOSYS SOLUTION    Contract Date: 18/08/2021 15:46  
Buying Mode: Direct Purchase    Total: ₹ 72472.32

ORDER CONFIRMED    ACCEPTED BY SELLER    ORDER DISPATCHED    ORDER DELIVERED

➔

Product	HSN Code	Ordered Quantity	Price
hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc (hp) Model   HP 400 G6 AIO i5 10400 16512SSD13 23.8"	-	1	₹ 72472.32

Ask GeMmy

34°C Light rain    4:28 PM    18/08/2021

[Top Headings](#)



## 9. How to download all certificates:-

- To download all certificates, you have to go on Home page of GeM Portal. At Home page there is a tab “My Dashboard” at left side of the page. Click on this “My Dashboard” tab.

The screenshot shows the GeM portal dashboard. At the top, there is a navigation bar with the GeM logo, the text 'Government e Marketplace', and user information 'Puneet Kumar Sharma'. Below this is a search bar and a shopping cart icon. The main content area features a 'NOTIFICATIONS' section and a navigation menu. A red arrow points to the 'MY DASHBOARD' tab in the navigation menu. Below the navigation menu, there are statistics for 'Number of People/Posts' (8) and 'Number of Divisions' (2). At the bottom, there are three summary tables for 'ALL DEMANDS', 'PRODUCT ORDERS', and 'SERVICE ORDERS'.

ALL DEMANDS	PRODUCT ORDERS	SERVICE ORDERS
In Checkout: 1	Direct Purchase: 26	Direct Purchase: 0
Declined: 0	Bid: 0	Bid: 0
Total Demands: 1	RA: 0	RA: 0
	PR: 0	PR: 0

System tray information: 34°C Light rain, 4:17 PM, 18/08/2021

- After clicking on “My Dashboard” tab. You have to go down of the page. There is a tab “Recent Orders”. In this tab all order(s) placed will be shown. Then Click on your GeM ID product to see the all documents.

The screenshot shows the GeM dashboard interface. At the top, there are navigation tabs: MY DASHBOARD, PRODUCT ORDERS, SERVICE ORDERS, ALL DEMANDS, BILLS, BULK PAYMENT UPDATE, INCIDENTS, and ALL CARTS. Below these are REQUESTS and GEM AVAILABILITY REPORT. A summary box displays 'Number of People/Posts' as 8 and 'Number of Divisions' as 2. There are six summary cards: ALL DEMANDS, PRODUCT ORDERS, SERVICE ORDERS, SHIPMENTS, and BILLS. Each card contains a list of categories and their counts. At the bottom, the 'RECENT ORDERS' section is visible, with a red arrow pointing to the first order entry.

Category	Count
In Checkout	1
Declined	0
Total Demands	1

Category	Count
Direct Purchase	26
Bid	0
RA	0
PR	0

Category	Count
Direct Purchase	0
Bid	0
RA	0
PR	0

Category	Count
Pending PRC	1
Pending CRAC	0
Bills Not Created	23

Category	Count
Pending Approval	0
Payment Not initiated	0
Payment Initiated	0

Order ID	Product Description	Order Type	Total Qty	Total Amount
GEMC-511687729768893	hp 1000 @7200 rpm GB HDD 64 2 Processor ...	DIRECT PURCHASE	1	₹ 72472.32
GEMC-511687789020971	MSP OEM Ribbon Cartridge, Length 201 Meter	DIRECT PURCHASE	1	₹ 8999.00



- After click on your GeM Product ID, a new page will open. In this page, you can see all the documents attached like financial approval, sanction order, contract order and can download it from here.

The screenshot shows a web browser window with the URL `mkp.gem.gov.in/dashboard#/products/order/511687729768893`. The page displays the following information:

- Payment Method(s): Internet Banking
- Delivery Locations
- Consignee Name: Search by consignee name
- Product Title: Search by title
- Consignments table with columns: S.NO, Name, Consignments
- Consignee Item Details table with columns: S.NO, Item Name, HSN, Quantity, Expected Delivery Date
- DOWNLOAD DOCUMENTS section with buttons: FINANCIAL APPROVAL, SANCTION ORDER, CONTRACT ORDER

Three red arrows point to the 'FINANCIAL APPROVAL', 'SANCTION ORDER', and 'CONTRACT ORDER' buttons.

S.NO	Name	Consignments
1	Puneet Kumar Sharma Regional Training Institute, A G Colony, Bajaj Nagar, JAIPUR, RAJASTHAN-302015	<a href="#">View Shipment Details</a>

S.NO	Item Name	HSN	Quantity	Expected Delivery Date
1	hp 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc (hp) Model   HP 400 G6 AIO i5 10400 16512SSD13.23.8"		1	02-09-2021 (15 Days) <small>Contract Date: (18-08-2021)</small>



### Do's:-

1. Always make strong password with use of special character of GeM ID.
2. Always give your registered mobile no while creating GeM ID.
3. Always search item in GeM with your desired specification.
4. for comparing of item above ₹ 25000, select three different companies.
5. Frequently visit the GeM portal website after placing order and track the item regularly.
6. Please check items at delivery whether it is according to your specification or not.
7. Please complete all the sanction related formalities well within 10 days of adding the product in the cart to avoid the expiry of product from cart.

### Don'ts:-

1. Do not share password of GeM ID with anyone.
2. Do not share OTP with anyone.
3. Do not search item in GeM with model or company.
4. Do not delay payment after receiving the product(s).

[Top Headings](#)

**The End**