REGIONAL TRAINING INSTITUTE, JAIPUR
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Government e Marketplace

Efficient • Transparent • Inclusive

Contents:-

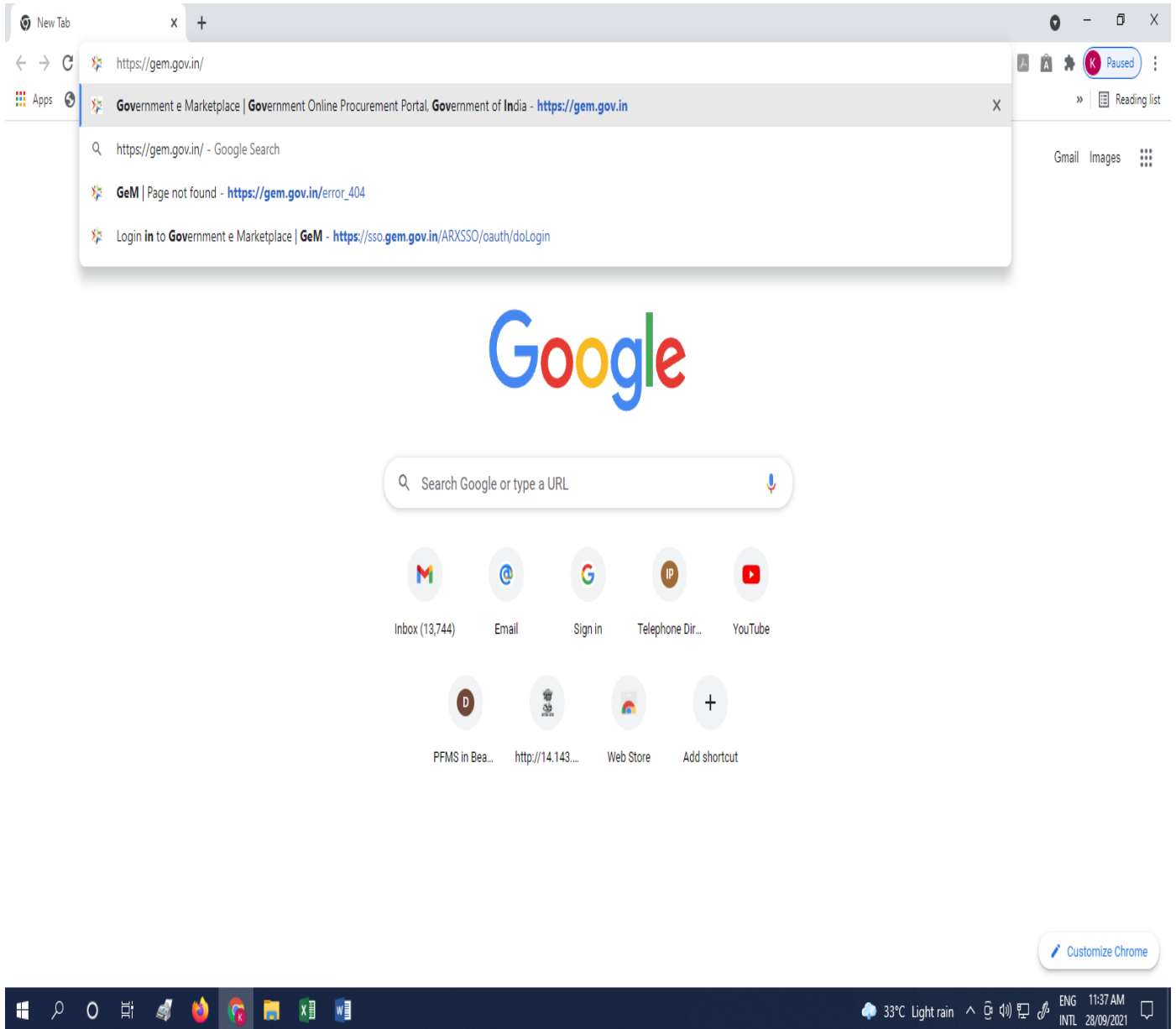# 1.Link for Login – Please Click on below given link to Login to GeM Portal.

https://gem.gov.in/

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.

➢ 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.

➢ 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'.

➤ 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.
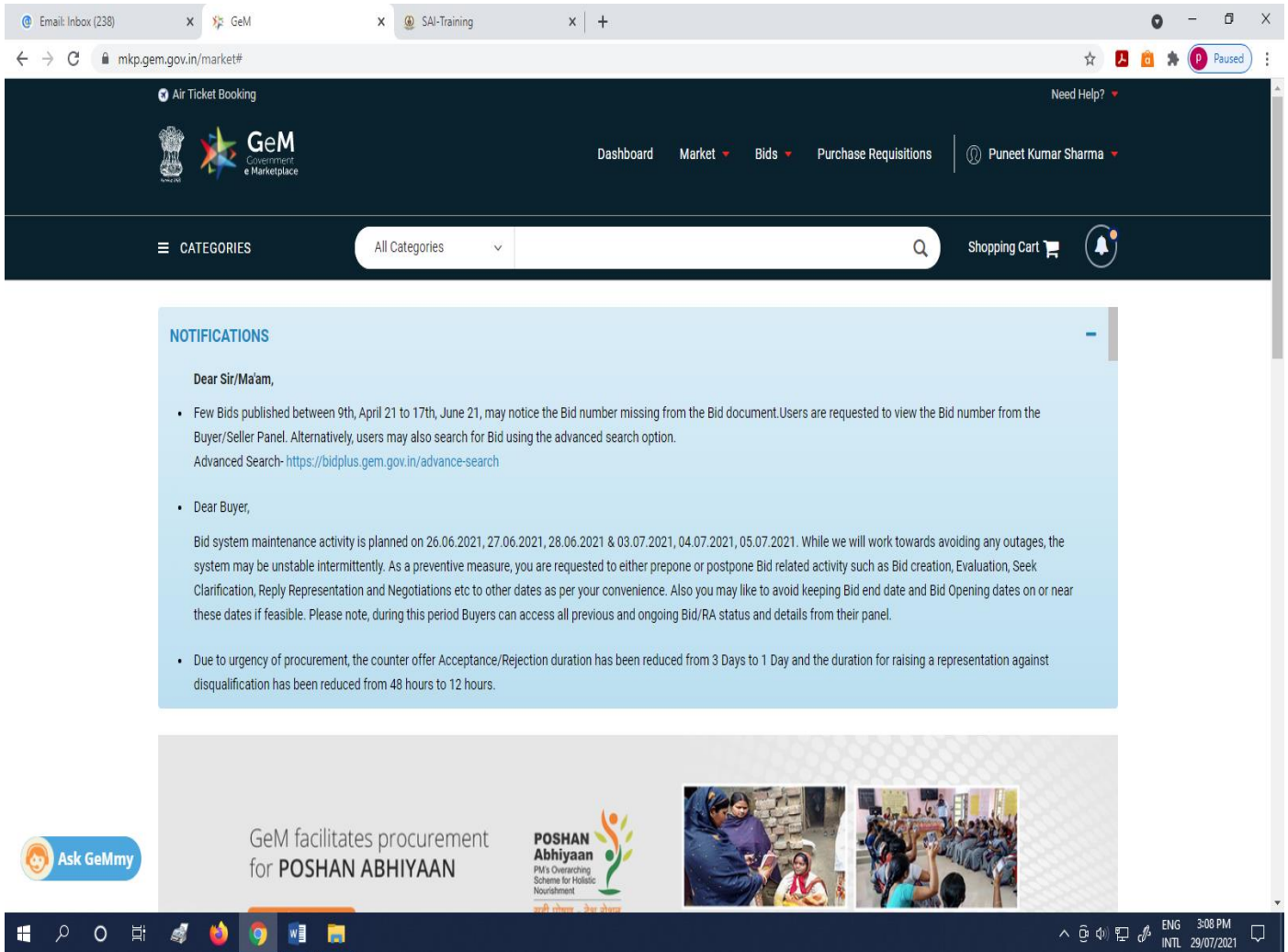
Top headings

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

You can also see the video- 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'.

You can also see the video- 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.

You can also see the video- 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.

➢ **You can also see the video-** 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'.

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

You can also see the video- 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**
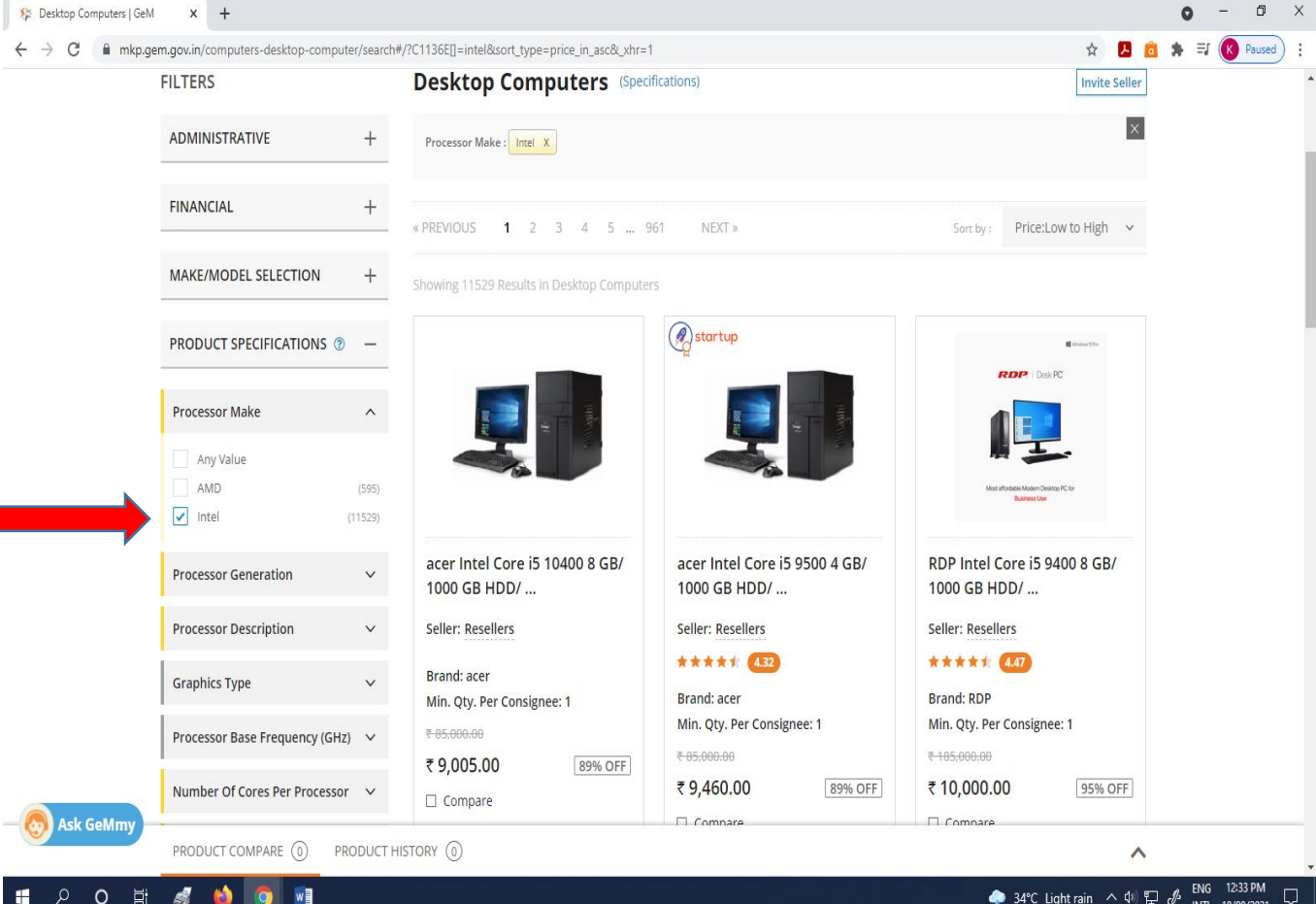
4. How to place an order in GeM Portal
(i) Product below ₹ 25000 .

➢ 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.

You can also see the video- 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' sign '√' in the specified box would be shown.

➢ 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/direct_purchase_product.pdf

You can also see the video- 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.

You can also see the video- 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.

You can also see the video- 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.

You can also see the video- 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 then ₹ 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 then ₹ 25000. Here we can purchase either of them after adding it into 'cart'.

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

You can also see the video- 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".

You can also see the video- 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.

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

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.

➢ After clicking on "Shopping Cart" tab, following screen will appear. On this screen, Click on "View all cart" tab.

➢ 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."

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).

➤ 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.

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

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'.

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".

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".

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" .

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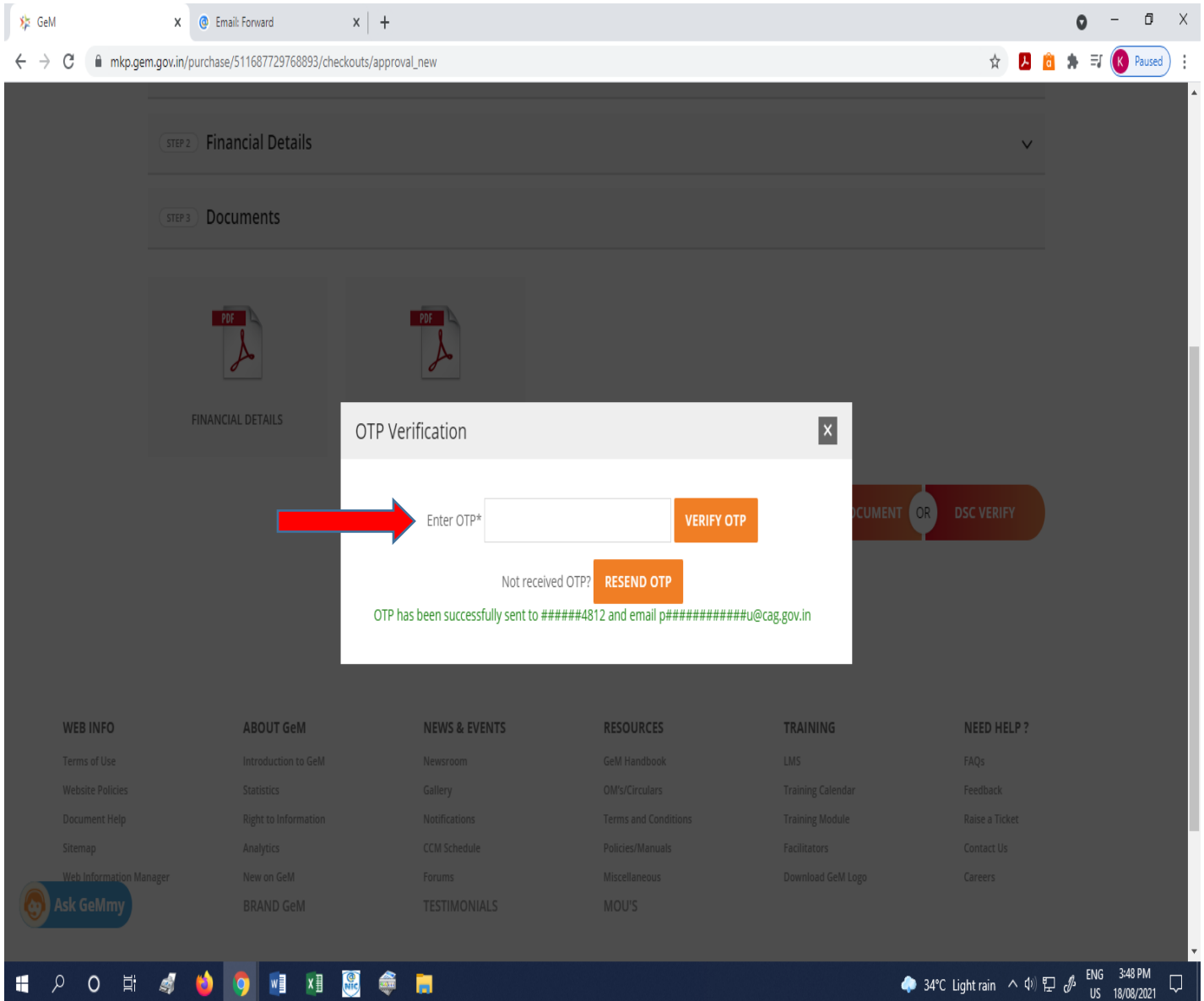
➢ After verifying the OTP, next screen stating "Order has been placed successfully" will appear. The green line shows the GeM order no.

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.

➢ 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.

➤ 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.

You can download it here for future reference.

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".

➢ 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.

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.

➢ 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.

➢ 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.

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).

The End