GeM Registration Manual

Contents

Government e-Marketplace (GeM) is to be used for the procurement of all equipment in the Atal Tinkering Lab at your school. GeM facilitates an open and transparent market which will immensely benefit the school for the optimum utilization of the ATL grant in aid.

1. Registration on GeM

To access the portal and procure from GeM, schools would need to have a Gov/Nic ID. For schools which do not have a Gov\Nic, AIM creates and shares the email ID to the schools to enable them to procure from GeM. Please raise a query using the ATL query resolution system (http://expd.pro/cgrms-atl/register/) if you do not have the Email ID created.
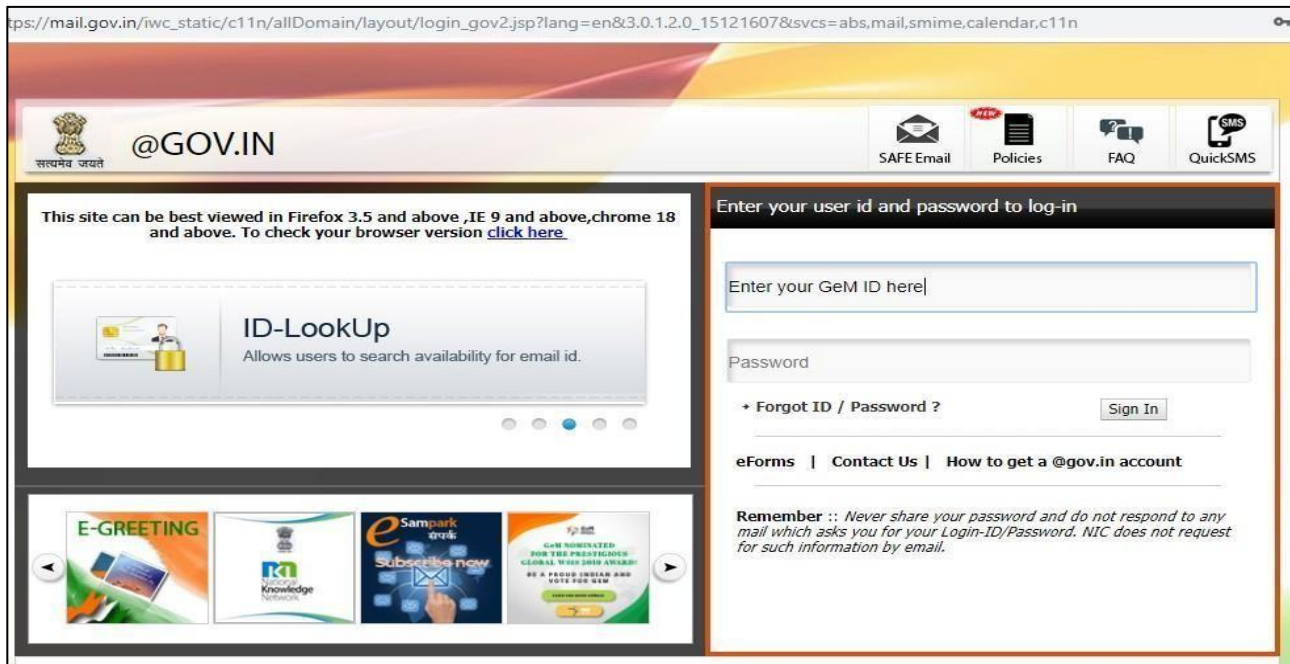
Dear Sir/Madam,
As requested the email account has been created.
Login ID: officeofaceo-pm
Email
Id: Buycon.1234.ss @gem.gov.in
Password: _<sample>
Kindly access your mailbox using https://mail.gov.in .For any query plz contact your Mail Admin/NIC Support at 1800-111-555

Once this Email ID is created, the school would receive a text message (as shown above) on their Principal's Aadhar linked registered mobile- number (*Note - For schools who had registered using the Google form which was floated initially, would have received a text message on the Aadhar linked number they'd specified in the form*). Using these credentials, the schools can access their Email ID on mail.gov.in.

2. Activation of GeM ID

Please follow the following steps to activate the GeM ID:

- Log-in on mail.gov.in with the credentials received via the text message:

- Click on your GeM Invitation Link as shown below –

- Click on 'Verify Me Now'

Dear **Sir / Madam**,

Your organisation's primary user,　　　　　　has added / invited you to join as **am** for **darshanhod** on GeM.

Kindly verify this invitation by clicking on 'verify me now'.

Verify me Now

Regards,
Team GeM

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- Click on OK

- Verify your credentials

- Activate your GeM account.

Congratulations! Now, your GeM account is active, and you can procure equipment for your ATL. Please go through the ATL guidelines (https://aim.gov.in/guidelines-for-school.php) and GeM resources (https://lms.gem.gov.in/) to learn more about the procurement process.

IMPORTANT: Each time there is a change in Principal/ ATL In-charge, with whose details the GeM ID is created, the former Principal/ ATL In charge or any other school staff member is supposed to update the details of the new personnel – for both the Gov Email ID and the GeM User ID. If proper handover has not been done, the school is expected to coordinate with the former personnel even after they've left and get the details updated as part of GeM Compliance. Schools should ensure that the GeM profile details are up to date.
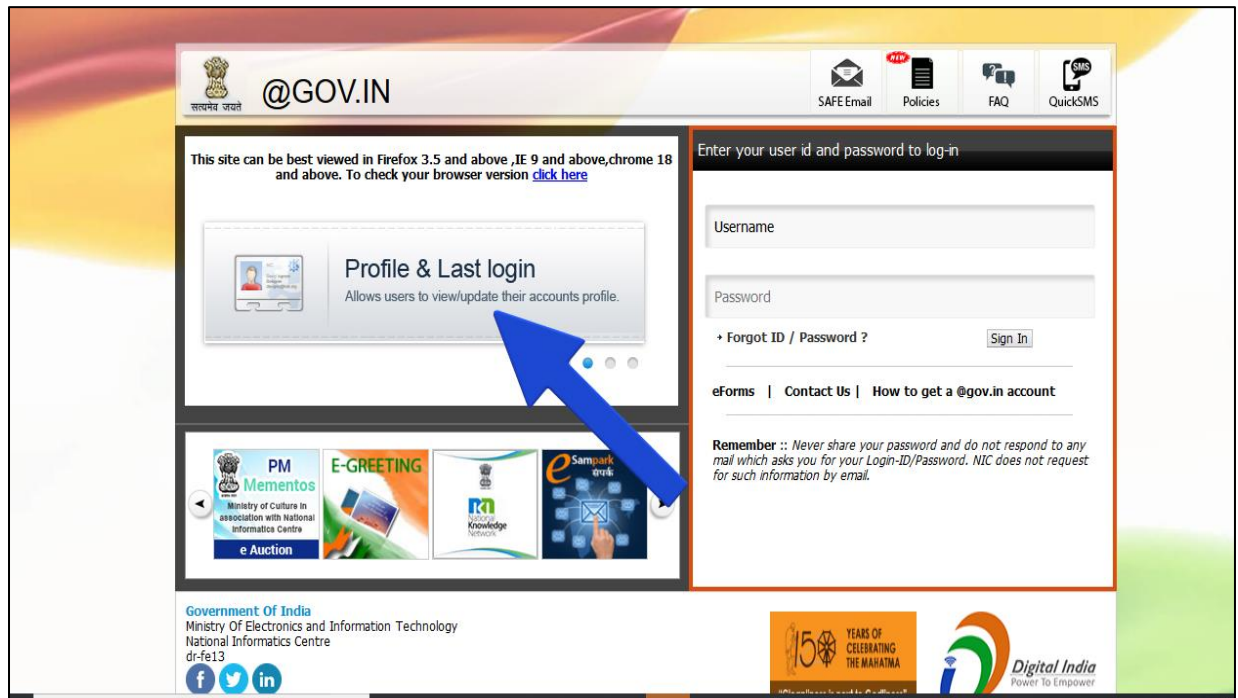
3. Instructions on updating details on mail.gov.in

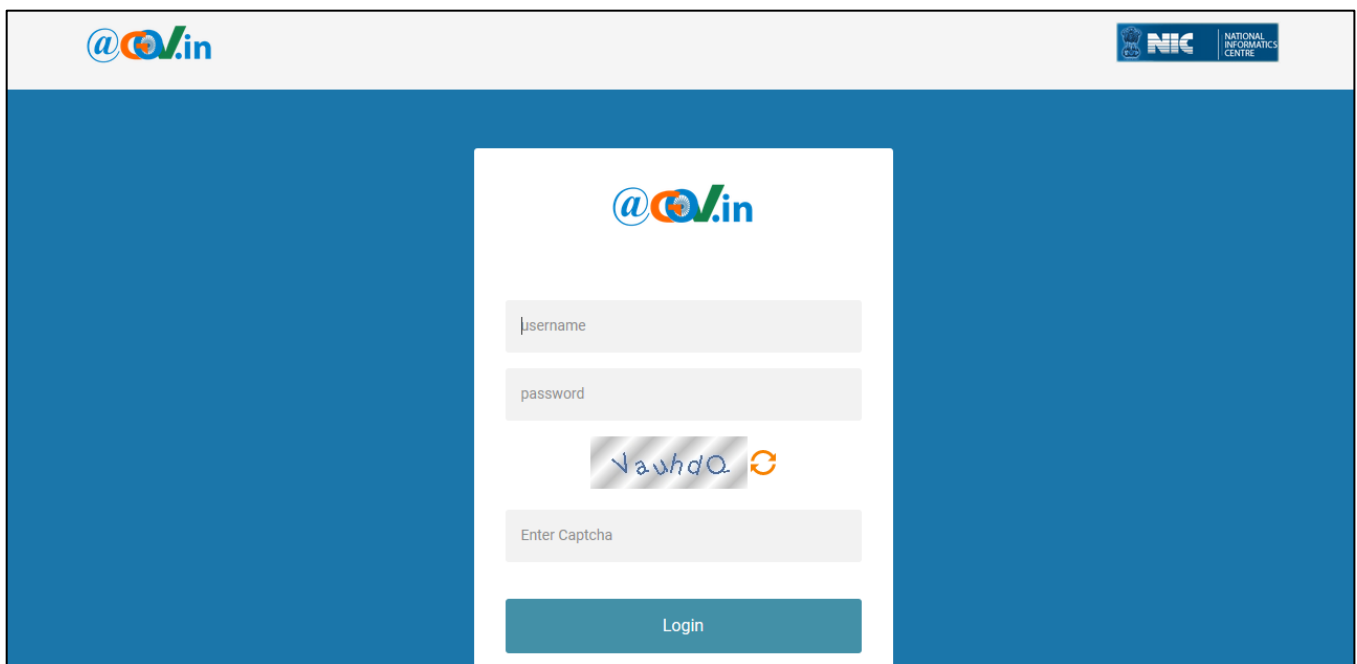Please follow the following procedure to update the details –

A. Updating Profile

- If your Email ID is accessible from mail.gov.in
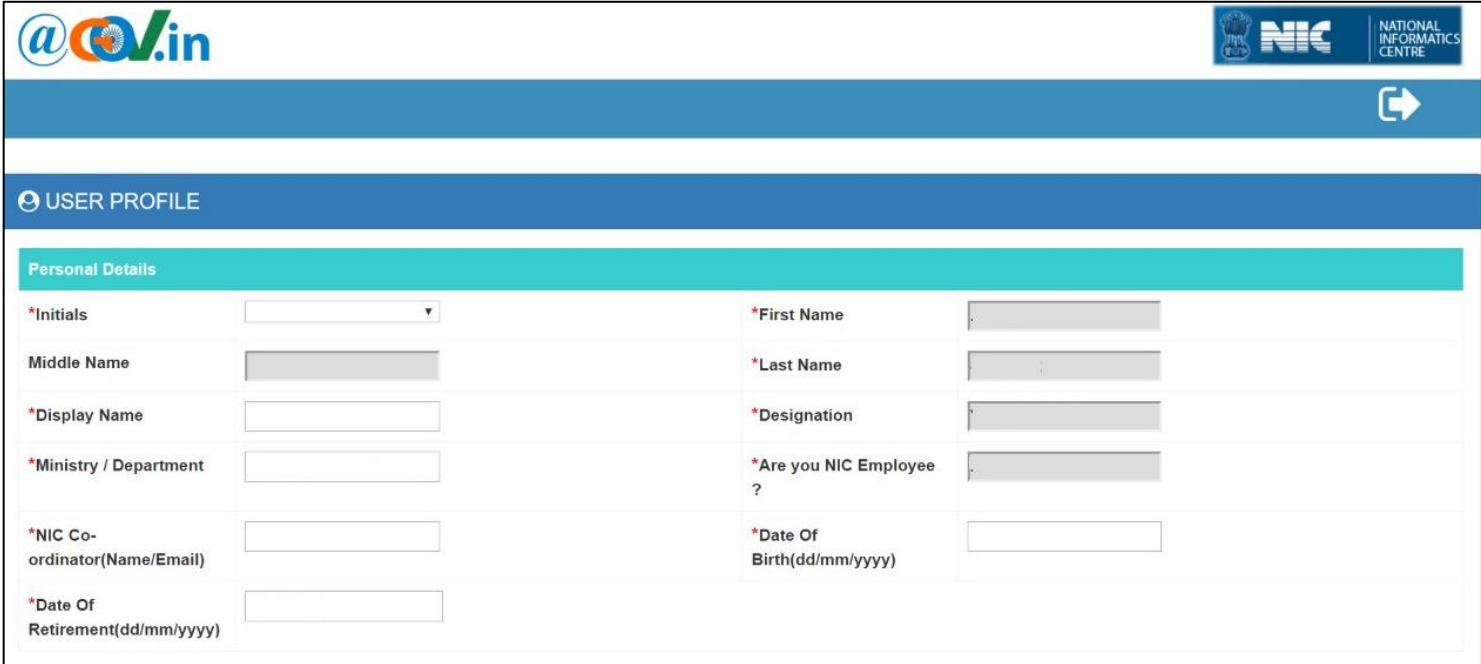 a. Visit mail.gov.in

b. Click on 'Profile and Last login' to update profile details

c. Login with the current Email ID credentials.
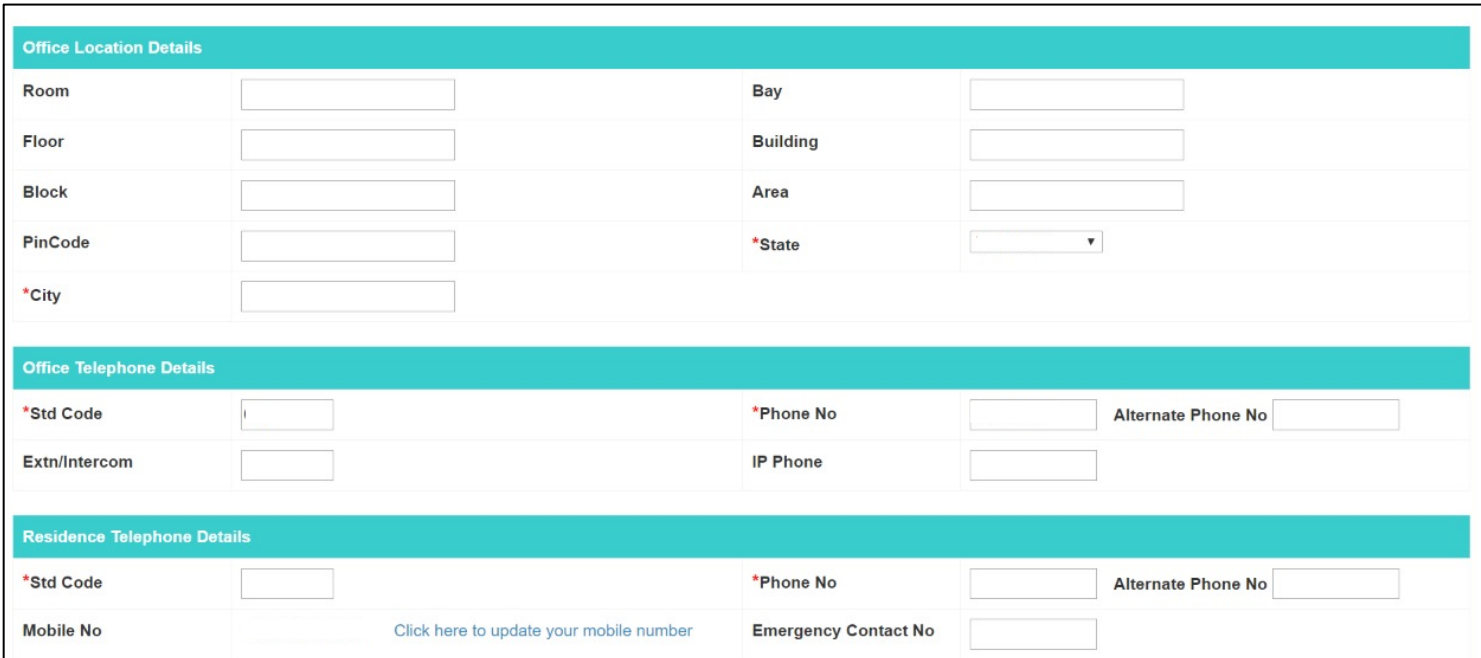
d. The school can then fill the personal details as shown in following screenshots:
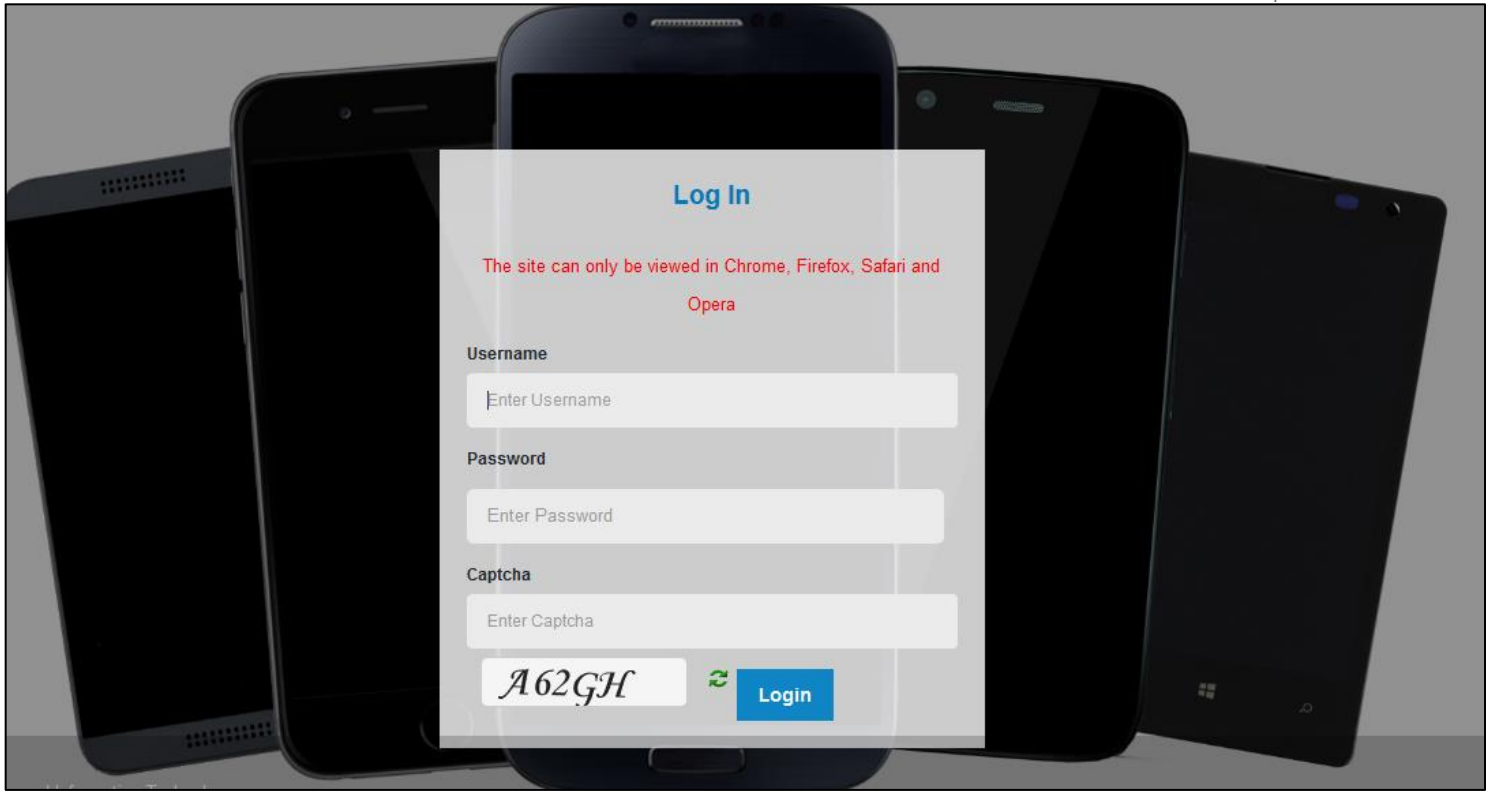

e. Click on "Update" to update the profile.

B. Updating Mobile Number

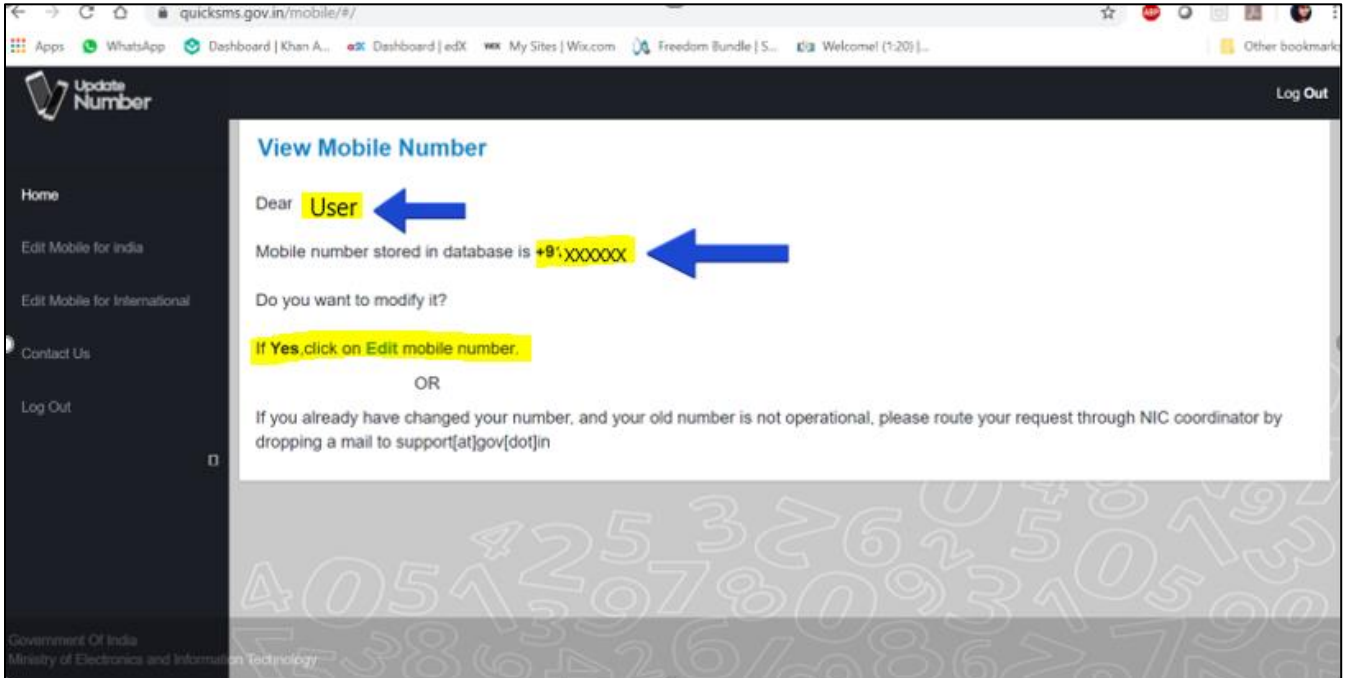To Update Mobile Number, user need to login via credentials on mail.gov.in.

a. Visit mail.gov.in -> Click on **Update Mobile No.**
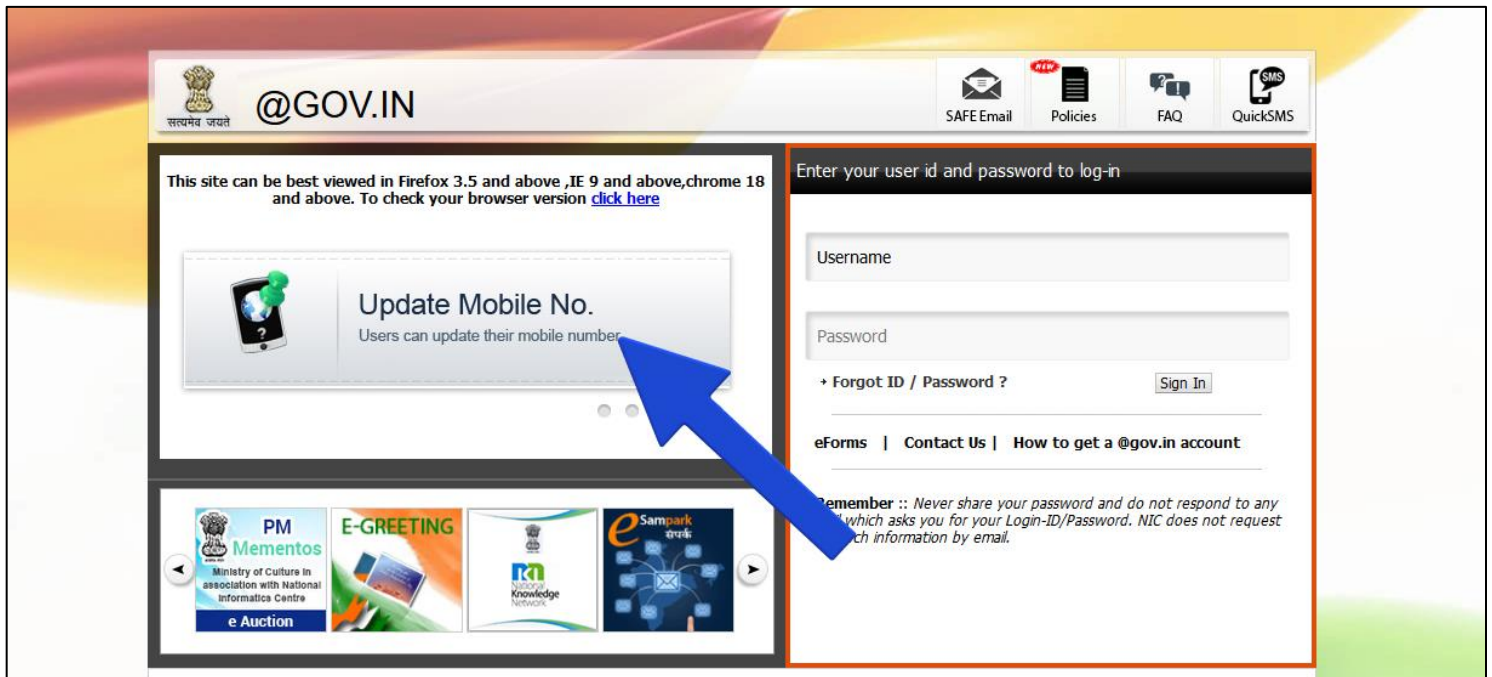
b. The following screen gets displayed. Log in using your mail credentials

c. After login, current details will be displayed, click on **Edit** mobile number.
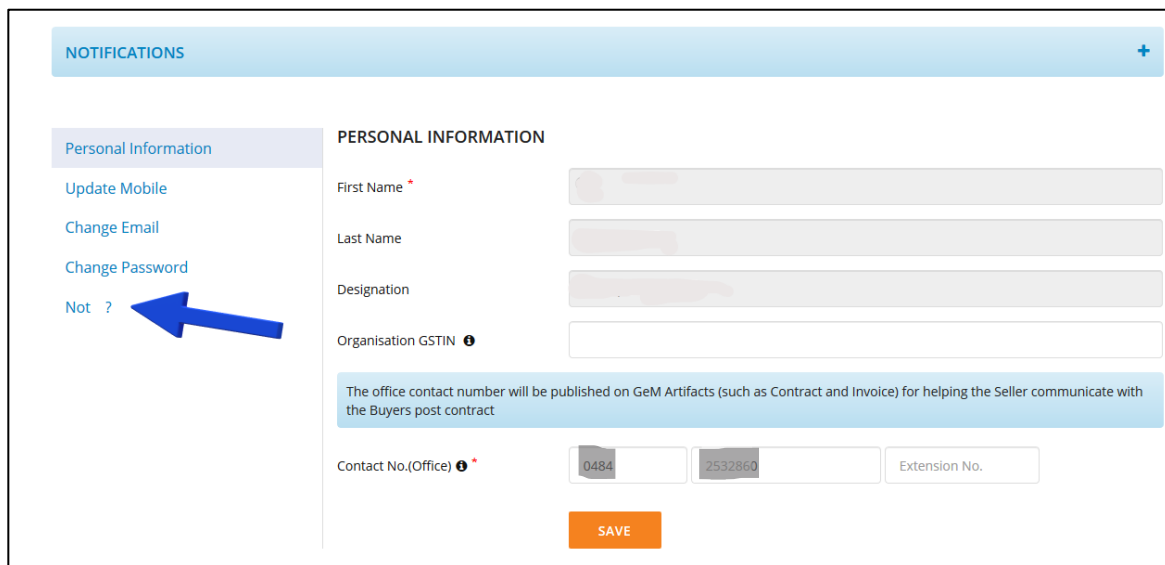

4. Transferring profile on Gem.gov.in

In case of a change in the principal\ ATL in-charge, in order to update the GeM profile details, follow the below process.

a. Login on gem.gov.in with the existing credentials. Click on your username on top right corner and go to **My Account**
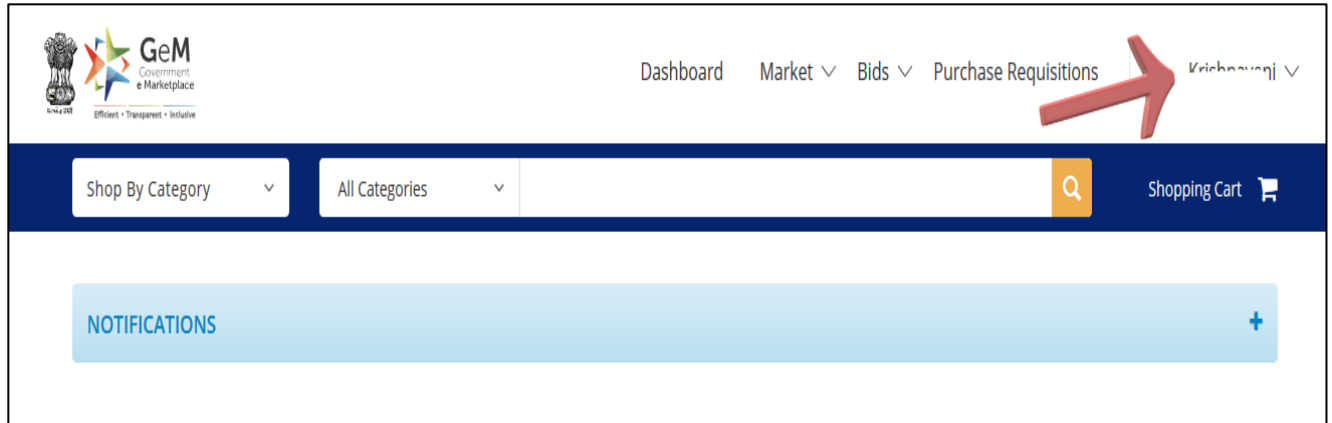
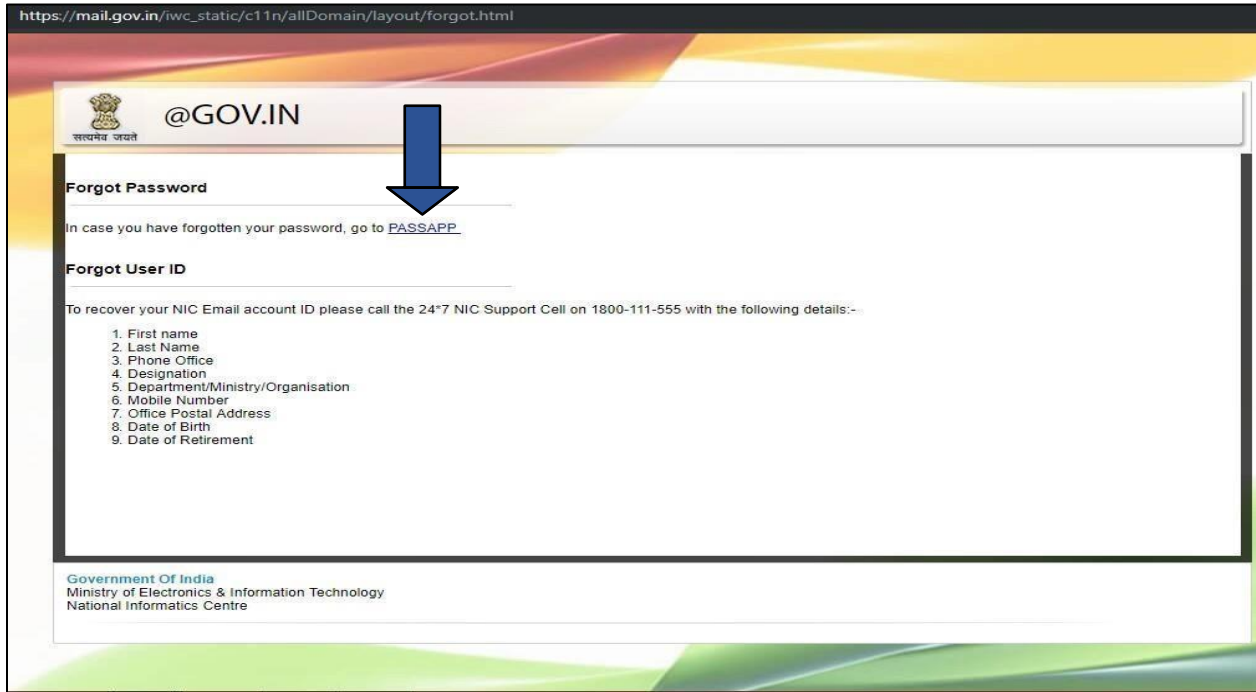b. Click on **Not <<Username>>?** as highlighted below

c. Verify your Aadhar details

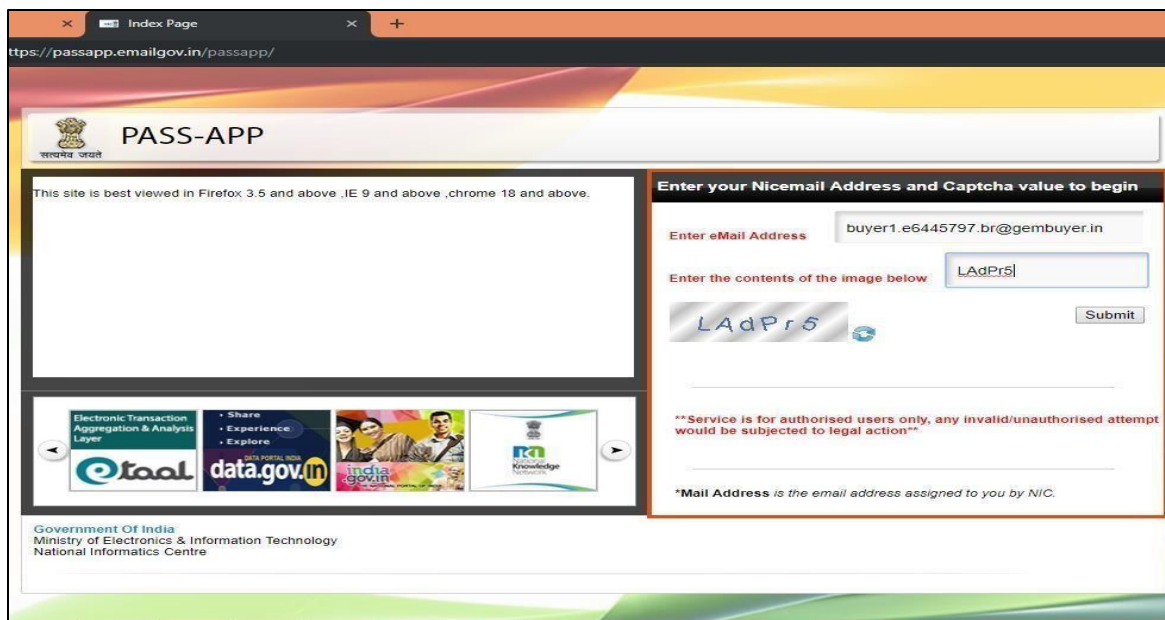# 5. Password Troubleshooting

a. On Mail.gov.in

- In case the user has forgot/lost the password, following are the steps. Click on **Forgot Password**

- Click on PASSAPP

- Enter your GeM id and captcha

- Enter OTP received on Registered mobile number.

- Verify Email address

- Create New Password

- Login with New Password at mail.gov.in

b. On GeM.gov.in

- • In case the user has forgot/lost the password, following are the steps. Click on **Forgot Password.**
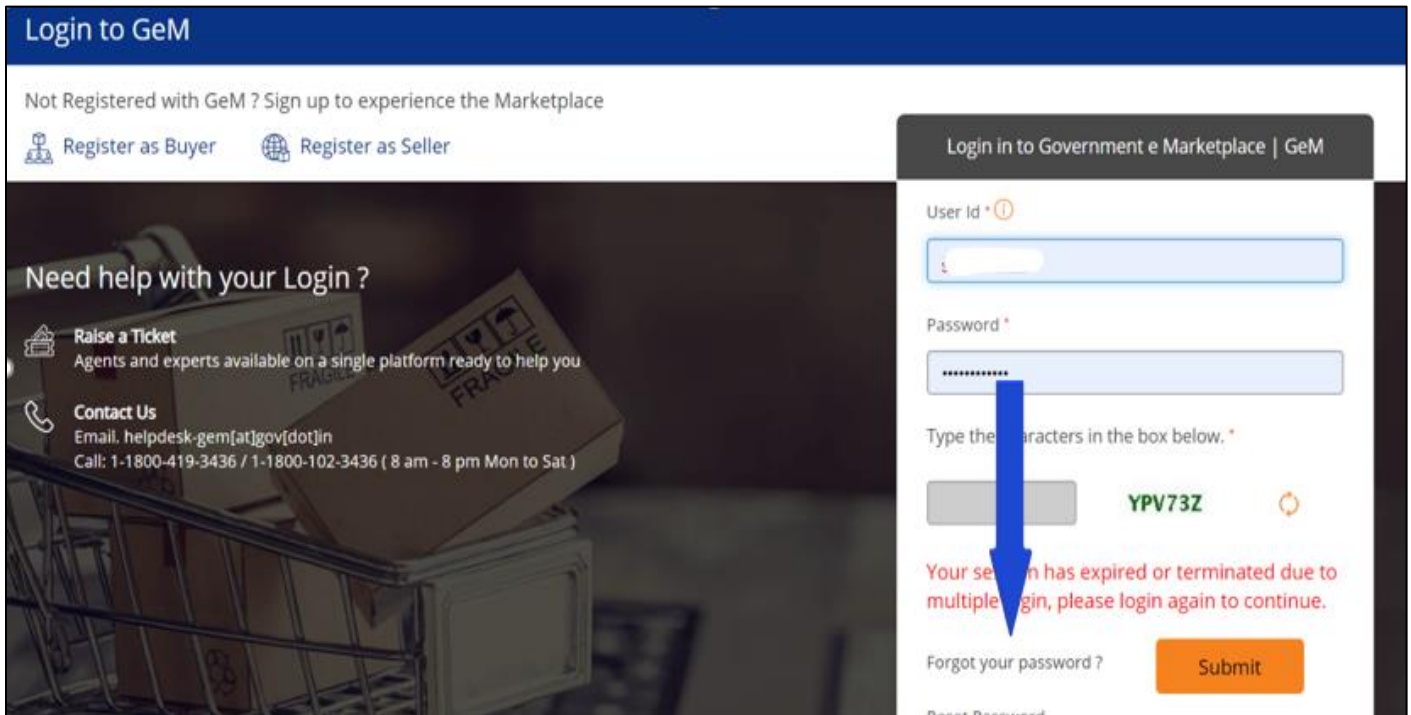
- • Further the following screen will be displayed, Fill your User ID and captcha.

- After submitting the above details, a password reset link will be shared to your registered email id. School can click on the link and reset the password.

In case of further assistance, please raise a ticket at ATL helpline - Query Resolution Portal (http://expd.pro/cgrms-atl/register), or you can contact GeM toll-free numbers 1800-419-3436 or 1800-102-3436.