

# **GeM Registration Manual**

# Contents

1.	Registration on GeM	2
2.	Activation of GeM ID	2
3.	Instructions on updating details on mail.gov.in	6
	A. Updating Profile	6
I	B. Updating Mobile Number	9
4.	Transferring profile on Gem.gov.in	10
5.	Password Troubleshooting	12
i	a. On Mail.gov.in	12
I	b. On GeM.gov.in	16



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 (<u>http://expd.pro/cgrms-atl/register/</u>) 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 <u>https://mail.gov.in</u> .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:

رور @GOV	.IN	SAFE Email Policie	s FAQ QuickSM
his site can be best vie and above	wed in Firefox 3.5 and above ,IE 9 and above,chrome 18 . To check your browser version <u>click here</u>	Enter your user id and password to I	og-in
	ID-LookUp Allows users to search availability for email id.	Enter your GeM ID here	
	00000	Forgot ID / Password ?     eForms   Contact Us   How to get	Sign In a @gov.in account
E-GREETING	Construction From Construction	<b>Remember</b> :: Never share your password mail which asks you for your Login-ID/Pass for such information by email.	and do not respond to any word. NIC does not request

• Click on your GeM Invitation Link as shown below -

	Inbox						
	🕼 Get Mail 🛺 Write 📮 Reply + 📮 Forward + 🖶 Move + 🚔 Print 🔕 D		E		Q Subject or Sender		
	🗌 🔶 🖉 Subject	From	Date	٨	Size	?	1
i.gov.in	Your invitation to Government eMarketplace (GeM) awaits you.	noreply@gem.gov.in	11:11 AM		9kB		
	Urable to create Account on GeM-Reg	Shalini Sharma	08:34 AM		331kB		
	CREATION OF NEW ORGANISATION ON GeM	Divisional Manager	01/30/19 06:25 PM		7kB		
	Re: FW: GeM Screen Shot for Invalid Username / Password	Gurpreet Singh	01/30/19 04:53 PM		194kB		
	Fwd: HOD USER NAME FROM MR NEERAJ	Gurpreet Singh	01/30/19 03:50 PM		7kB		
S	gem password-reg	Rashmi	01/30/19 03:13 PM		10kB		
)	Fwd: Reg. Update Organization	Naveen Joshi	01/30/19 02:28 PM		14kB		
	Want to read one Just click on it to view it	of the messages? here on the reading pane					

• Click on 'Verify Me Now'



Government e-Marketplace	www.gem.gov.ir
Dear Sir / Madam,	
Your organisation's primary user,	has added / invited you to join as <b>am</b> for <b>darshanhod</b> on GeM.
Kindly verify this invitation by clicking on	'verify me now'.
Verify me Now	
Pagards,	
Team GeM	

Е



#### • Click on OK

<ul> <li>For Secondary us         <ul> <li>Government e</li> <li>to submit your i</li> <li>Aadhaar num</li> <li>Active Mobile</li> </ul> </li> <li>We do not share</li> <li>In case you want</li> <li>user of your office.</li> </ul>	ser – you require the following email id – preferably designation request to GeM admin for creat ber e number to which your Aadhaa e your personal details. It to rectify any of the details, you.	before you can proceed: on based. In case of non availa tion of a GeM email buyer em ir is linked – for OTP purpose u are required to get the sam	ability of the same, you ne ail id e done through the prima	ed ry
			ОК	

• Verify your credentials

User Account Activation Form						
You have been invited by Sol	You have been invited by Sohail Kakar (darshan.shah@gov.in) for the post of am (roles - PAO)					
Organisation Details are as f	ollows					
Organisation Details are as h	0110443					
Organisation Type :	Central Governme	ent				
Ministry :	Ministry of Agricu	llture and Farmers V	Velfare			
Department :	Department of Ag	ricultural Research	and Education (DARE)			
Organisation :	Agricultural Tech	nology Information C	Centre (ATIC)			
Office/Zone :	Darshanhod					
Division :	Division : Darshantest					
Official Email Id *	b	ouver.registration@g	rem.gov.in			
	2	ayerin egisti attorice a				
Aadhaar Number / Virtual ID	*					
Mobile number linked with A	Mobile number linked with AADHAAD *					
mobile namber linked with P						
	v	ERIFY AADHAAR				



#### • Activate your GeM account.

NOTIFICATIONS						
User Account Activation Form						
You have been invited by So	ohail Kakar (darsh	an.shah@gov.in) for the post of am (roles - PAO)				
Organisation Details are as	follows					
Organisation Type :	Central Govern	nment				
Ministry :	Ministry of Agr	riculture and Farmers Welfare				
Department :	Department of	Agricultural Research and Education (DARE)				
Organisation :	Agricultural Te	chnology Information Centre (ATIC)				
Office/Zone :	Darshanhod					
Division :	Darshantest					
Official Email Id *		buyer.registration@gem.gov.in				
Mobile number linked with	AADHAAR *	9899897771				
First Name *		Amit				
Last Name		Gupta				
User Id 6 * User id i	is autofilled	buver.registration				
	3					
Deserved A *		-				
	-					
Confirm Password *						
CREATE ACCOUNT						

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

@ <b>@</b> .in		
	@@ <b>.</b> in	
	þsername	
	password	
	Nawhda C	
	Enter Captcha	
	Login	



d. The school can then fill the personal details as shown in following screenshots:

@ 💽 /.in				2 NIC	NATIONAL INFORMATICS CENTRE
					C)
O USER PROFILE					
Personal Details					
*Initials	¥	*First Name	·		
Middle Name		*Last Name			
*Display Name		*Designation	<b>v</b> /		
*Ministry / Department		*Are you NIC Employee ?	r		
*NIC Co- ordinator(Name/Email)		*Date Of Birth(dd/mm/yyyy)			
*Date Of Retirement(dd/mm/yyyy)					

Office Location Details							
Room		Вау					
Floor		Building					
Block		Area					
PinCode		*State	· · · · · · · · · · · · · · · · · · ·				
*City							
Office Telephone Details							
Office Telephone Details							
*Std Code		*Phone No	Alternate Phone No				
Extn/Intercom		IP Phone					
Residence Telephone Details							
*Std Code		*Phone No	Alternate Phone No				
Mobile No	Click here to update your mobile number	Emergency Contact No					

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.** 

his site can be best viewed in Firefox 3.5 and above ,IE 9 and above,chron and above. To check your browser version <u>click here</u>	ne 18 Enter your user id and password to log-in
C Lindata Mahila Na	Username
Users can update their mobile number	Password
	Forgot ID / Password ?     Sign In
	eForms   Contact Us   How to get a @gov.in account
PM E-GREETING	emember :: Never share your password and do not respond to any which asks you for your Login-ID/Password. NIC does not request ch information by email.

b. The following screen gets displayed. Log in using your mail credentials



	0	
· · · ·	•	
	Log In	
	The site can only be viewed in Chrome, Firefox, Safari and	
	Opera	
	Enter Username	
	Password	
	Enter Password	
	Captcha	
	Enter Captcha	
	A62GH ≈ Login	**

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

← → C O ■ quicksn	rs.gov.in/mobile/#/ 🗘 😳 🗘 🔯 🕼	:
III Apps 🙆 WhatsApp 🧐 Das	hboard   Khan A., 🛷 Dashboard   edX 🗰 My Sites   Wix.com 🔌 Freedom Bundle   S., 🕼 Welcomel (1:20)	sarkg
V Number	Log Q	ut
	View Mobile Number	
Home	Dear User	
Edit Mobile for India	Mobile number stored in database is +9: XXXXXXX	
Edit Mobile for International	Do you want to modify it?	
Contact Us	If Yes, click on Edit mobile number.	1
	OR	
Log Out	If you already have changed your number, and your old number is not operational, please route your request through NIC coordinator by dropping a mail to support[at]gov[dot]in	
		7
		5
Government Of India Ministry of Electronics and Informati		1000

# 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

E.	Bildet - Transparent - Includive				Dashboard	Market $\vee$	Bids $\vee$	Purchase Requisitions	Krichnauchj 🗸	
	Shop By Category	~	All Categories	~				Q	Shopping Cart 🏾 📜	
	NOTIFICATIONS								+	

b. Click on Not <<Username>>? as highlighted below

NOTIFICATIONS	
Personal Information	PERSONAL INFORMATION
Update Mobile	First Name *
Change Email Change Password	Last Name
Not ?	Designation
	Organisation GSTIN
	The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate the Buyers post contract
	Contact No.(Office) 🛛 * 0484 2532860 Extension No.
	SAVE



c. Verify your Aadhar details

	Efficient - Transparent - Inclusive						
	Shop By Category 🗸 🗸	All Categories	~		Q	Shopping Cart	F
	NOTIFICATIONS						+
	NOT ? Verify Your Aadh	aar!					
,	Aadhaar Number / Virtual ID *						
	Nobile number linked with AADHAAR $^{\star}$						
		VERIFY AADH	IAAR				

# 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

@GOV.IN	SAFE Email Policie	s FAQ QuickSN
his site can be best viewed in Firefox 3.5 and above ,IE 9 and above,chrome 18 and above. To check your browser version <u>click here</u>	Enter your user id and password to l	og-in
ID-LookUp Allows users to search availability for email id.	Enter GeM ID here	
0.0.0.0	+ Forgot ID / Password ?  eForms   Contact Us   How to get	Sign In a @gov.in account
E-GREETING	<b>Remember</b> :: Never share your password mail which asks you for your Login-ID/Pass for such information by email.	and do not respond to any sword. NIC does not request



#### • Click on PASSAPP

ps://mail.gov.in/iwc_static/c11n/allDomain/layout/forgo	t.html		
ब्रि @GOV.IN			
Forgot Password			
In case you have forgotten your password, go to PASSAPP.			
Forgot User ID			
To recover your NIC Email account ID please call the 24*7 N 1. First name 2. Last Name 3. Phone Office 4. Designation 5. Department/Ministry/Organisation 6. Mobile Number 7. Office Postal Address 8. Date of Birth 9. Date of Retirement	C Support Cell on 1800-111-5	55 with the following details:	
Government Of India Ministry of Electronics & Information Technology National Informatics Centre			

• Enter your GeM id and captcha

× Index Page × +	
ttps://passapp.emailgov.in/passapp/	
PASS-APP	
This site is best viewed in Firefox 3.5 and above ,IE 9 and above ,chrome 18 and above,	Enter your Nicemail Address and Captcha value to begin
	Enter eMail Address buyer1.e6445797.br@gembuyer.in
	Enter the contents of the image below
	LADPIS 3
Electronic Transaction Ageregation & Analysts Caperiance Cape	**Service is for authorised users only, any invalid/unauthorised attempt would be subjected to legal action**.
	*Mail Address is the email address assigned to you by NIC.
Government Of India Ministry of Electronics & Information Technology National Informatics Centre	



• Enter OTP received on Registered mobile number.

PASS-APP		
так (мен) —	Enter your Random Number an	d Cap. ,a value to begi
Your Email Address: buyer1 gembuyer.in Your Mobile No	Enter Random Number Random	Number
Please enter the code that was sent to your mobile number.	Enter the contents of the image below	Enter Image Text
Resend Code	60F CN19	Subn
You can request for a Random Near(Code) only twice in 24 hours.	If you do not receive the code, then ple cell on 1800-111-555	ase call up the 24 hours suppor

• Verify Email address

ttps://passapp.emailgov.in/passapp/index.jsp	···· · · · · · · · · · · · · · · · · ·
PASS-APP	
This site is best viewed in Firefox 3.5 and above ,IE 9 and above ,chrome 18 and above.	Enter your Nicemail Address and Captcha value to begin
	Enter eMail Address buyer1.5
1	Enter the contents of the image below Enter Image Text
	ime40,f 🚌
Electronic Transaction Aggregation & Analysis Jayer Cotool	**Service is for authorised users only, any invalid/unauthorised attempt would be subjected to legal action**
Government Of India Ministry of Electronics & Information Technology	*Mail Address is the email address assigned to you by NIC.



• Create New Password

Review State	
Enter Password according to NIC-Email Change Password Policy. Password Policy: Must contain Uppercase, lower case, number, Special Characters and the password should be atleast 8 characters Long and must not contain dictionary word. You cannot enter your old password.	Enter your New Password and Captcha value: Enter Password Re-Enter Password Enter the contents of the image below
	ctSubS 🕃

• Login with New Password at mail.gov.in

1 A https://passapp.emailgov.in/passapp/phase3	~		
REAR STAPP			
Your Email Address: buyer1.5			
Your Mobile No. : ******* 346			
Please togin with the new password.			
Government Of India Ministry Of Communications and Information Technology Department of Electronics and Information Technology National Informatics Centre			



# b. On GeM.gov.in

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

Login to GeM	
Not Registered with GeM ? Sign up to experience the Marketplace	Login in to Government e Marketplace   GeM
Need help with your Login ?	User Id •
Raise a Ticket Agents and experts available on a single platform ready to help you	Password *
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 )	Type the macters in the box below.*
	YPV73Z
	multiple gin, please login again to continue.
	Forgot your password ? Submit

• Further the following screen will be displayed, Fill your User ID and captcha.

Forgot your password ?	
Not Registered with GeM ? Sign up to experience the Marketplace	Forgot your password ?
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 )	User Id * ① Enter your user id **User Id is case sensitive** Type the characters in the box below. * 8152ED
	Submit



• 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.



Government e-Marketplace
www.gem.gov.in
Dear Sir/Madam,
A request to reset the password for your account on Government e-Marketplace was received.
Click here to reset your password now.
or
if above link not working, then copy paste the below link in browsers address bar : https://sso.gem.gov.in/ARXSSO/oauth /SSOActivationController?access_tkt=JTI2JTNBYXRsZ2VtaG9kJTNBYXRsZ2VtaG9kJTNBQVJNSU1QTEJSQU5DSCUzQTEIM0E4YmJmMzA1MmU1ZmYxODk5ZDQzMjU3YTc5MmNiNjQyYzZ
If you do not wish to change your password, please ignore this email.
Regards, Team GeM

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.