

GeM Registration Manual

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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.



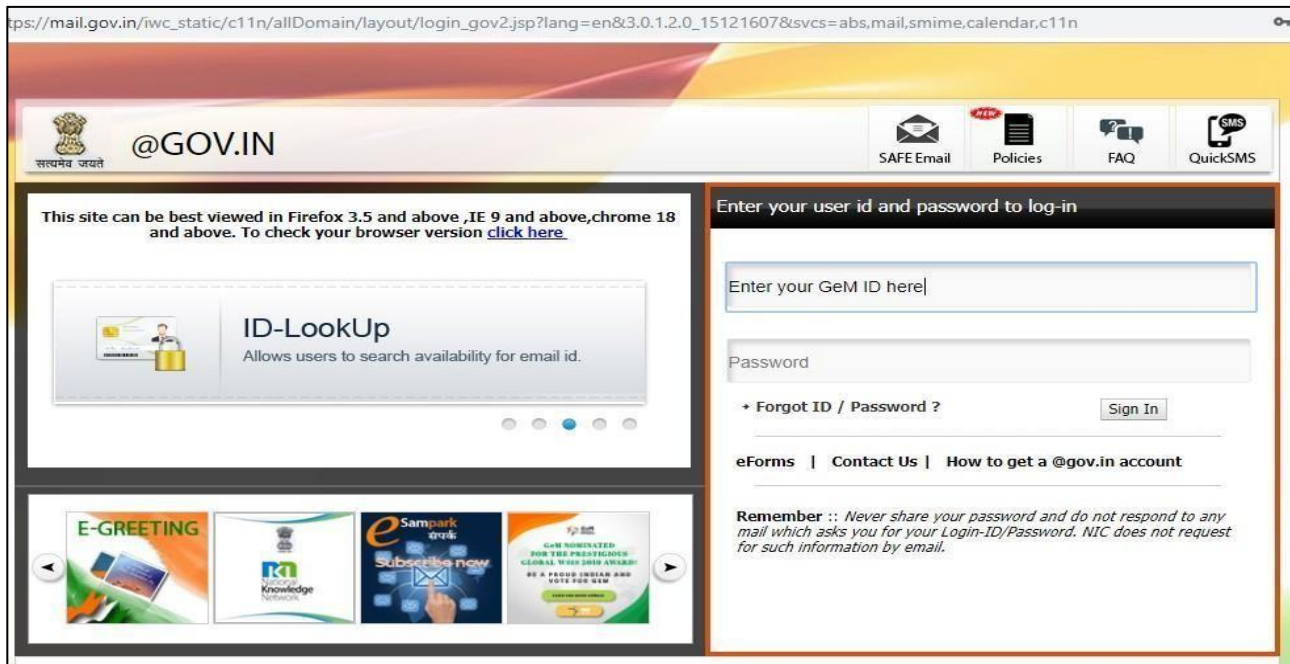
Dear Sir/Madam,
As requested the email account
has been created.
Login ID: officeofaceo-pm
Email
Id: Buycon.1234.ss @gem.gov.in
Password: _ <sample>
Kindly access your mailbox
using <https://mail.gov.in> .For
any query plz contact your
Mail Admin/NIC Support at
[1800-111-555](tel:1800-111-555)

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'

[Government e-Marketplace](#)

www.gem.gov.in

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

- Click on OK

ollows

- For Secondary user – you require the following before you can proceed:
 - Government email id – preferably designation based. In case of non availability of the same, you need to submit your request to GeM admin for creation of a GeM email buyer email id
 - Aadhaar number
 - Active Mobile number to which your Aadhaar is linked – for OTP purpose
- We do not share your personal details.
- In case you want to rectify any of the details, you are required to get the same done through the primary user of your office.



- Verify your credentials

User Account Activation Form

You have been invited by Sohail Kakar (darshan.shah@gov.in) for the post of am (roles - PAO)


Organisation Details are as follows

Organisation Type :	Central Government
Ministry :	Ministry of Agriculture and Farmers Welfare
Department :	Department of Agricultural Research and Education (DARE)
Organisation :	Agricultural Technology Information Centre (ATIC)
Office/Zone :	Darshanhod
Division :	Darshantest

Official Email Id *

Aadhaar Number / Virtual ID *

Mobile number linked with AADHAAR *



- Activate your GeM account.

NOTIFICATIONS

User Account Activation Form

You have been Invited by Sohail Kakar (darshan.shah@gem.gov.in) for the post of am (roles - PAO)
Organisation Details are as follows

Organisation Type :	Central Government
Ministry :	Ministry of Agriculture and Farmers Welfare
Department :	Department of Agricultural Research and Education (DARE)
Organisation :	Agricultural Technology Information Centre (ATIC)
Office/Zone :	Darshanhod
Division :	Darshantest

Official Email Id *	<input type="text" value="buyer.registration@gem.gov.in"/>
Mobile number linked with AADHAAR *	<input type="text" value="9899897771"/> ✓
First Name *	<input type="text" value="Amit"/>
Last Name	<input type="text" value="Gupta"/>
User Id ⓘ *	<input type="text" value="buyer.registration"/> User id is autofilled
Password ⓘ *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>

CREATE 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.

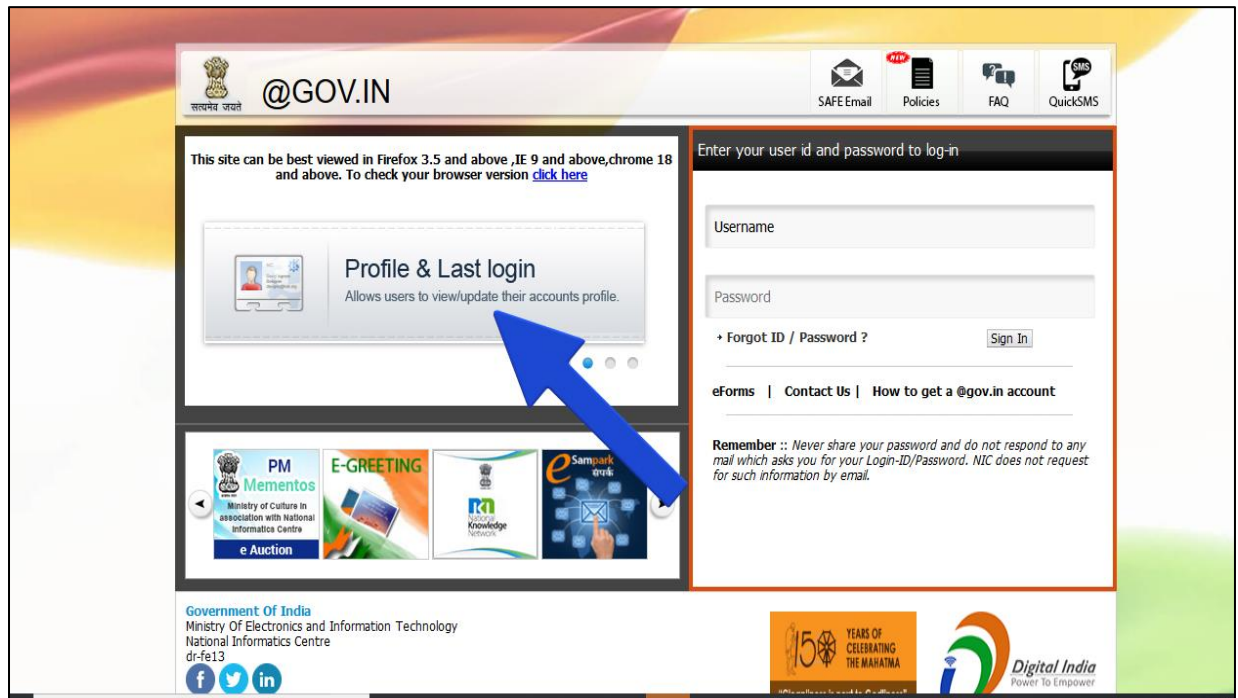
3. Instructions on updating details on mail.gov.in

Please follow the following procedure to update the details –

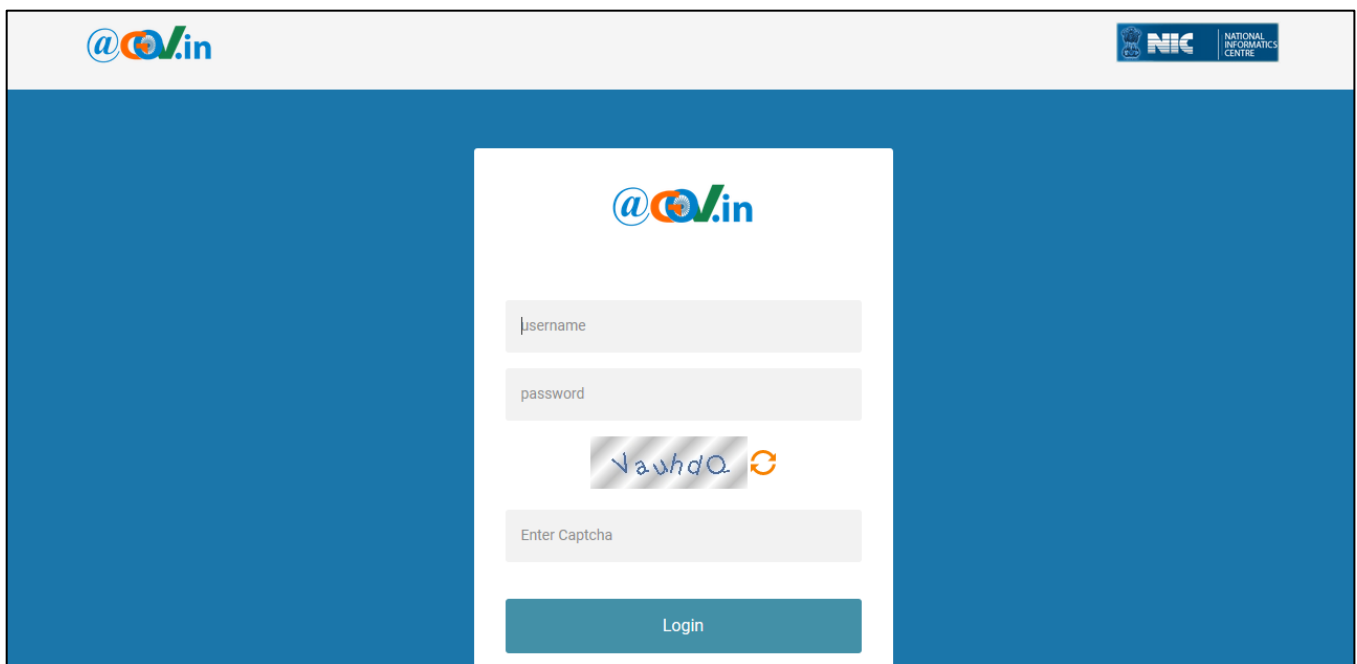
A. Updating Profile

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

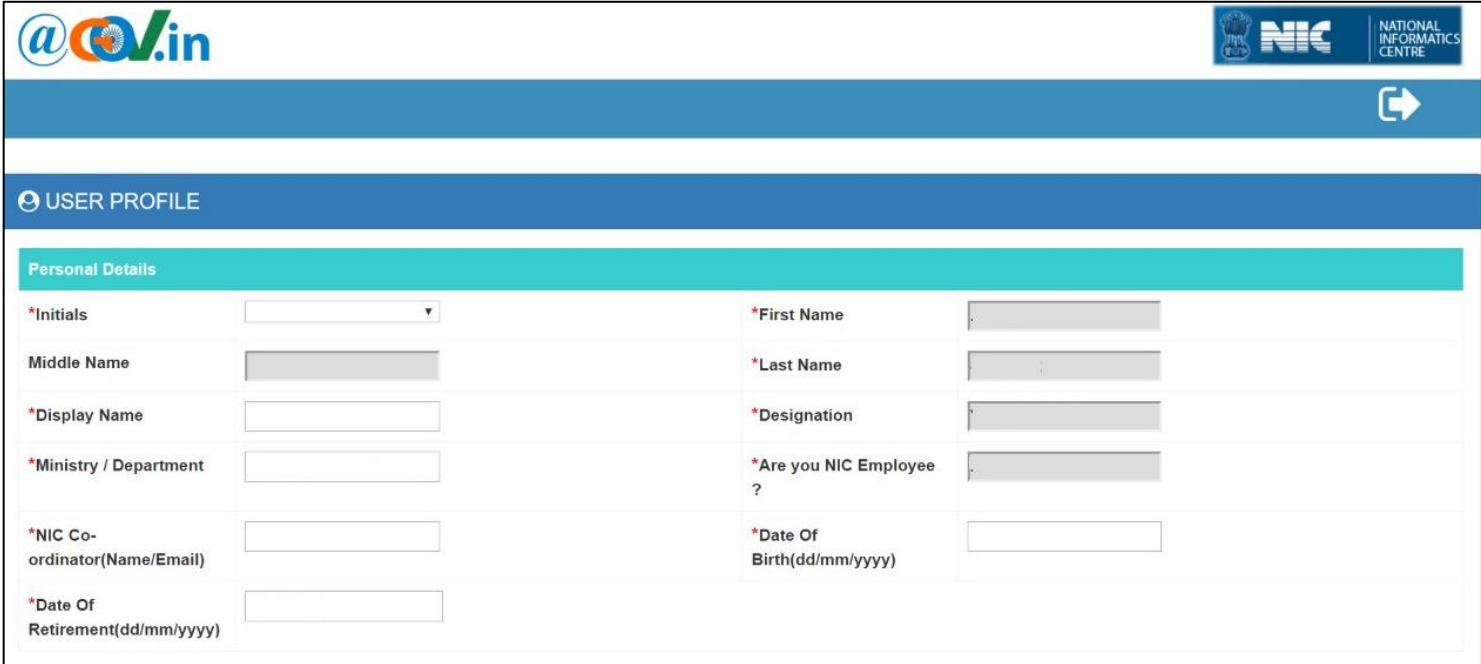
b. Click on 'Profile and Last login' to update profile details



c. Login with the current Email ID credentials.

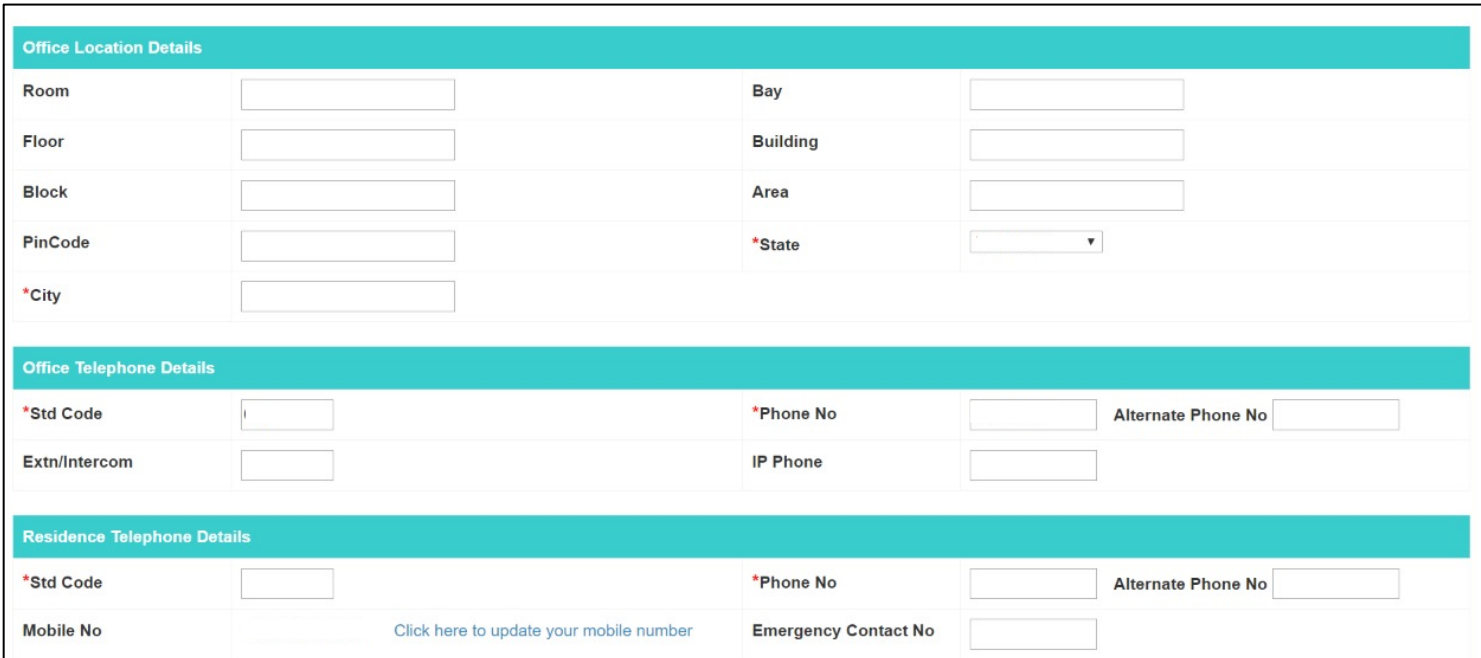


d. The school can then fill the personal details as shown in following screenshots:



The screenshot shows the @COV.in user profile form. The top navigation bar includes the @COV.in logo and the NIC National Informatics Centre logo. The main heading is "USER PROFILE". The "Personal Details" section contains the following fields:

*Initials	<input type="text"/>	*First Name	<input type="text"/>
Middle Name	<input type="text"/>	*Last Name	<input type="text"/>
*Display Name	<input type="text"/>	*Designation	<input type="text"/>
*Ministry / Department	<input type="text"/>	*Are you NIC Employee ?	<input type="text"/>
*NIC Co-ordinator(Name/Email)	<input type="text"/>	*Date Of Birth(dd/mm/yyyy)	<input type="text"/>
*Date Of Retirement(dd/mm/yyyy)	<input type="text"/>		



The screenshot shows the "Office Location Details" and "Office Telephone Details" sections of the user profile form.

Office Location Details

Room	<input type="text"/>	Bay	<input type="text"/>
Floor	<input type="text"/>	Building	<input type="text"/>
Block	<input type="text"/>	Area	<input type="text"/>
PinCode	<input type="text"/>	*State	<input type="text"/>
*City	<input type="text"/>		

Office Telephone Details

*Std Code	<input type="text"/>	*Phone No	<input type="text"/>	Alternate Phone No	<input type="text"/>
Extn/Intercom	<input type="text"/>	IP Phone	<input type="text"/>		

Residence Telephone Details

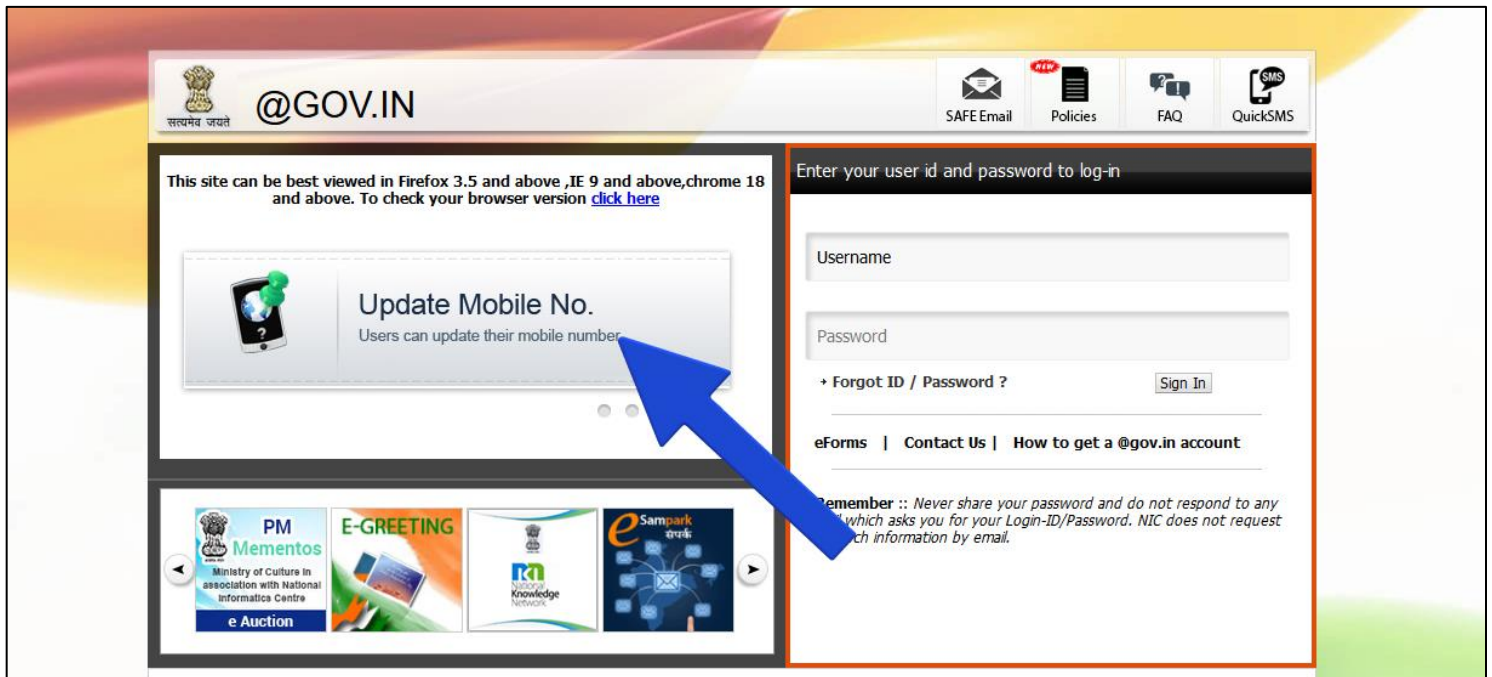
*Std Code	<input type="text"/>	*Phone No	<input type="text"/>	Alternate Phone No	<input type="text"/>
Mobile No	Click here to update your mobile number		Emergency Contact No	<input type="text"/>	

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

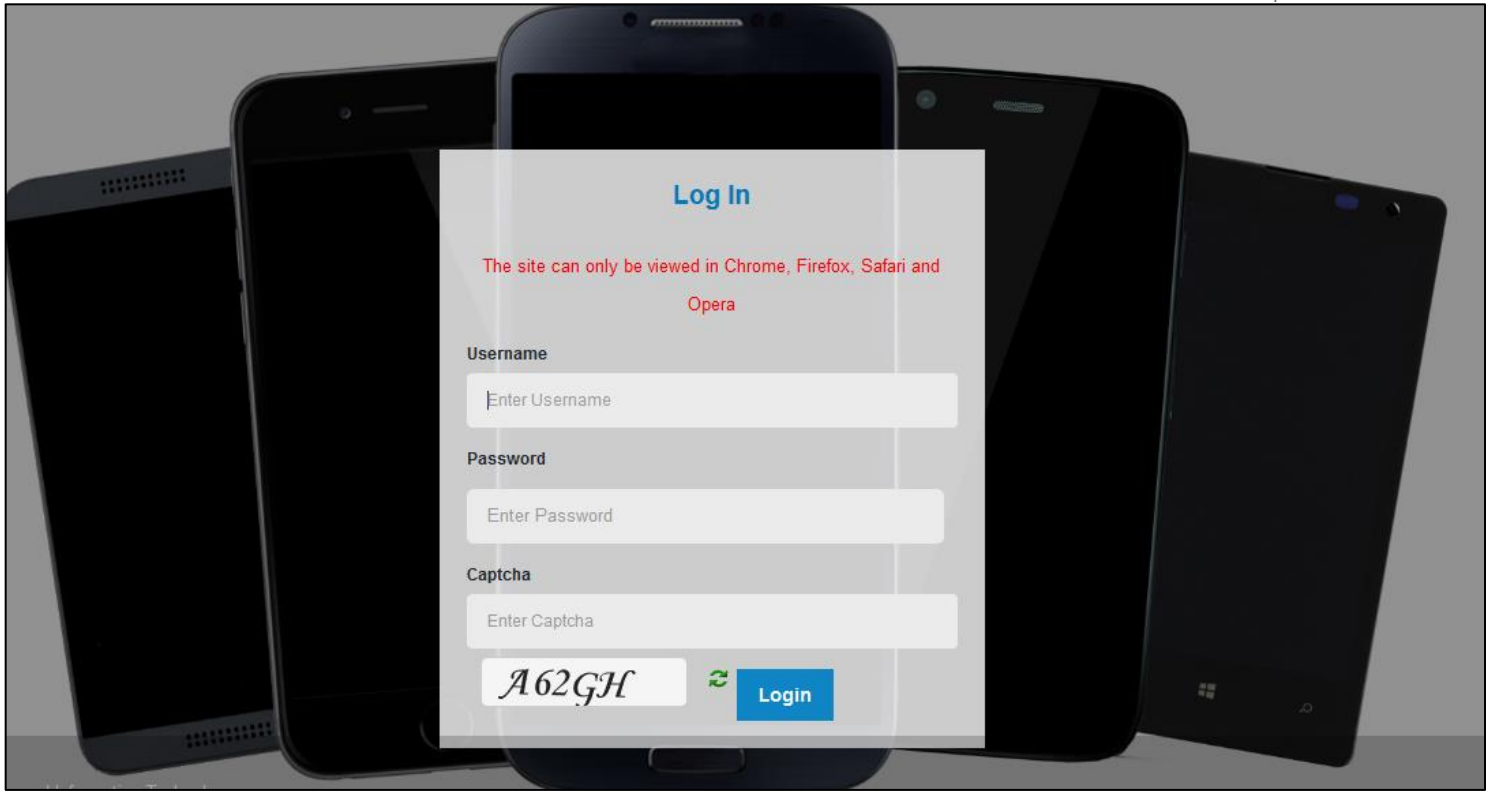
B. Updating Mobile Number

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

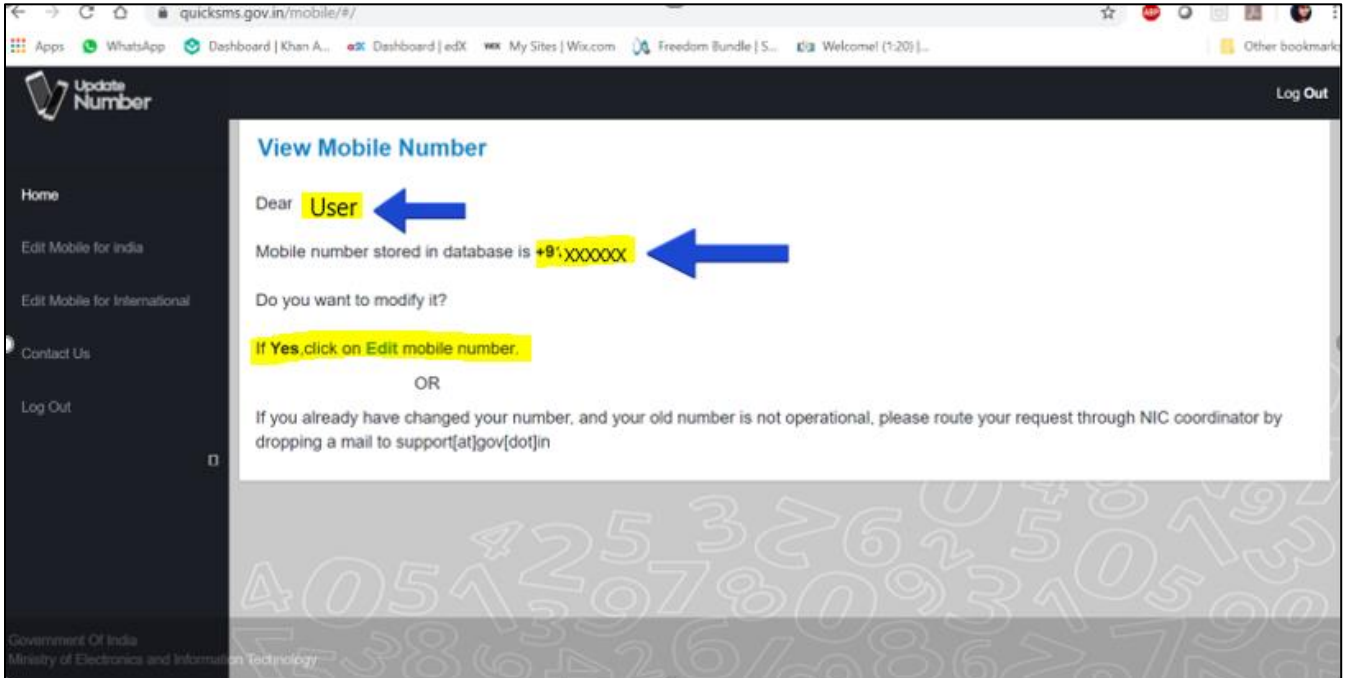
- a. Visit mail.gov.in -> Click on **Update Mobile No.**



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



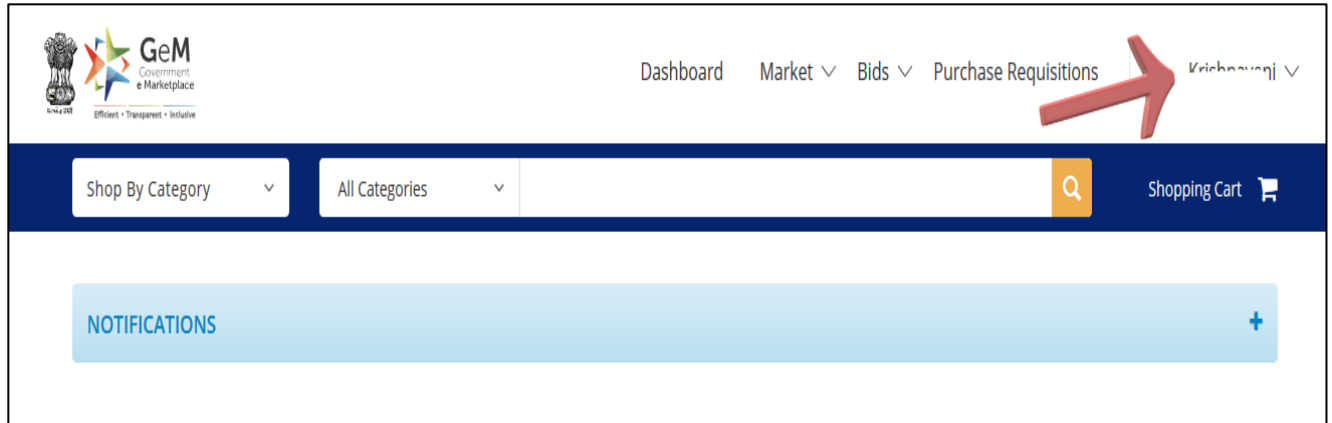
c. After login, current details will be displayed, click on **Edit** mobile number.



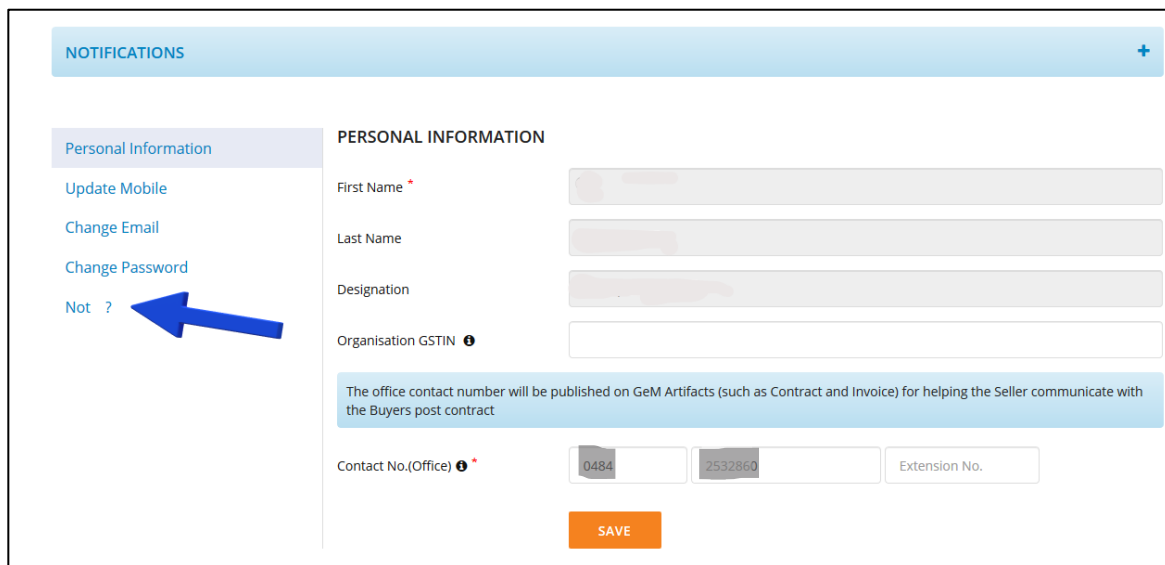
4. Transferring profile on Gem.gov.in

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

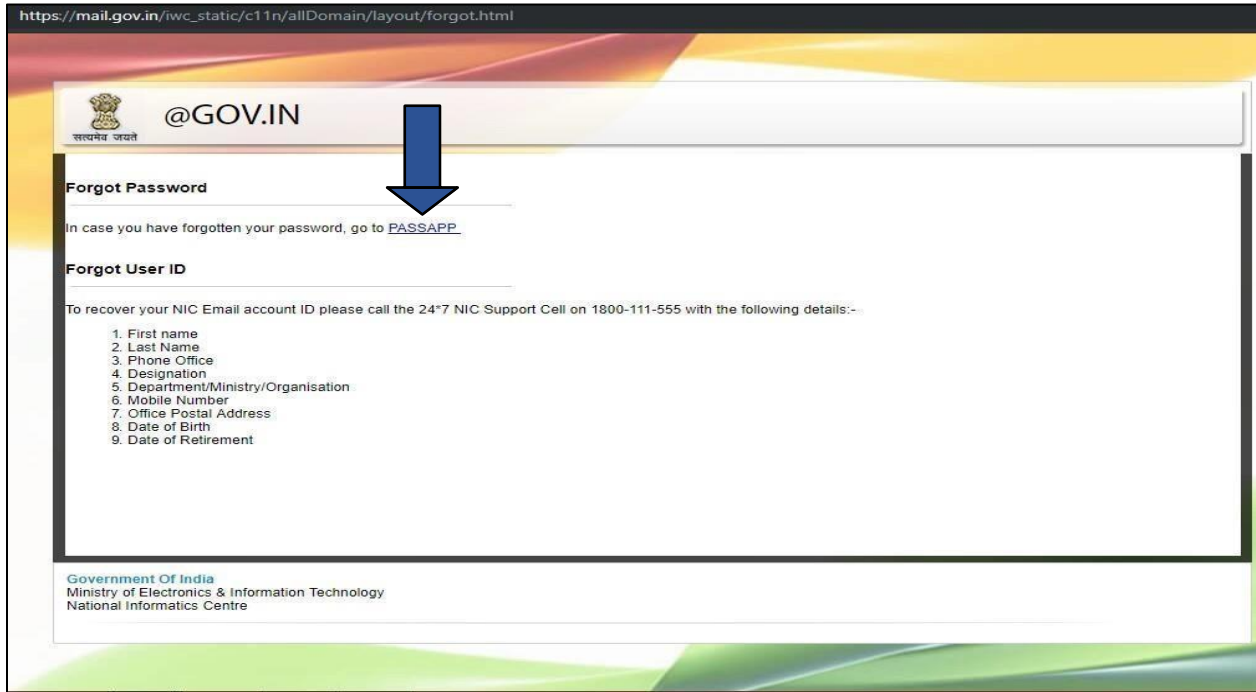
5. Password Troubleshooting

a. On Mail.gov.in

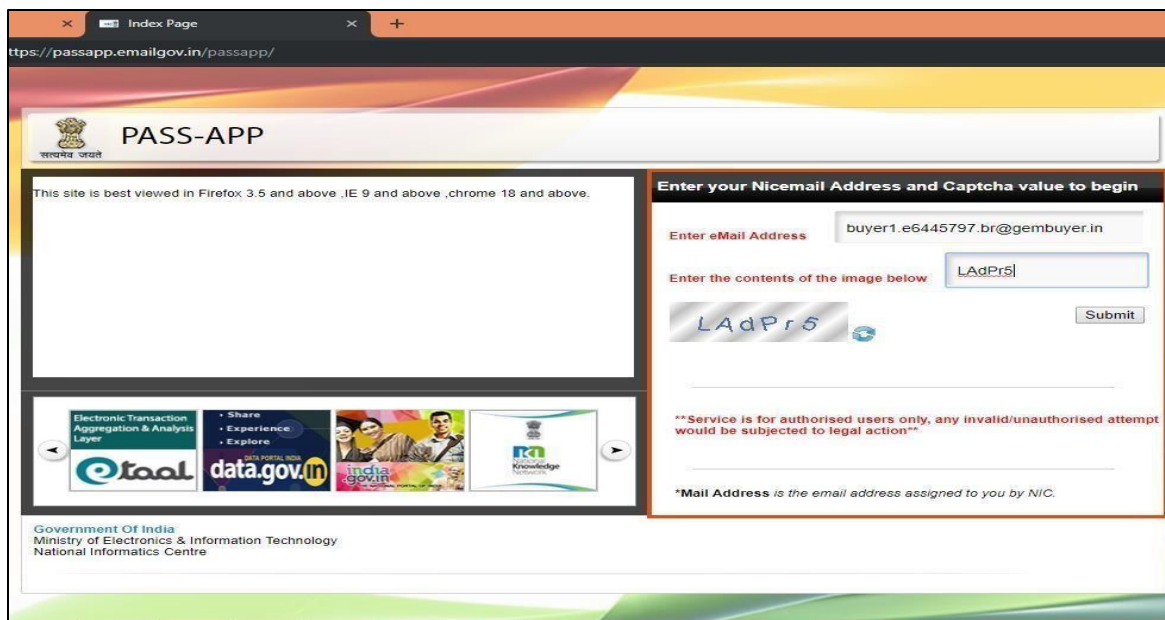
- In case the user has forgot/lost the password, following are the steps. Click on **Forgot Password**



- Click on PASSAPP



- Enter your GeM id and captcha



- Enter OTP received on Registered mobile number.

tps://passapp.emailgov.in/passapp/phase1.jsp

PASS-APP
सत्यमेव जयते

Your Email Address: buyer1.5[redacted]@gembuyer.in
Your Mobile No.: 785[redacted]

Please enter the code that was sent to your mobile number.
If you want to resend code to your mobile number then click here:


[Resend Code](#)

You can request for a Random Number(Code) only twice in 24 hours.

Enter your Random Number and Captcha value to begin

Enter Random Number

Enter the contents of the image below



If you do not receive the code, then please call up the 24 hours support cell on 1800-111-555

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National Informatics Centre

- Verify Email address

https://passapp.emailgov.in/passapp/index.jsp


PASS-APP
सत्यमेव जयते

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

Enter the contents of the image below



****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.

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- Create New Password

https://passapp.emailgov.in/passapp/phase2.jsp

PASS-APP

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

Submit

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National Informatics Centre

- Login with New Password at mail.gov.in

https://passapp.emailgov.in/passapp/phase3

PASS-APP

Your Email Address: buyer1.5 [REDACTED]@gembuyer.in

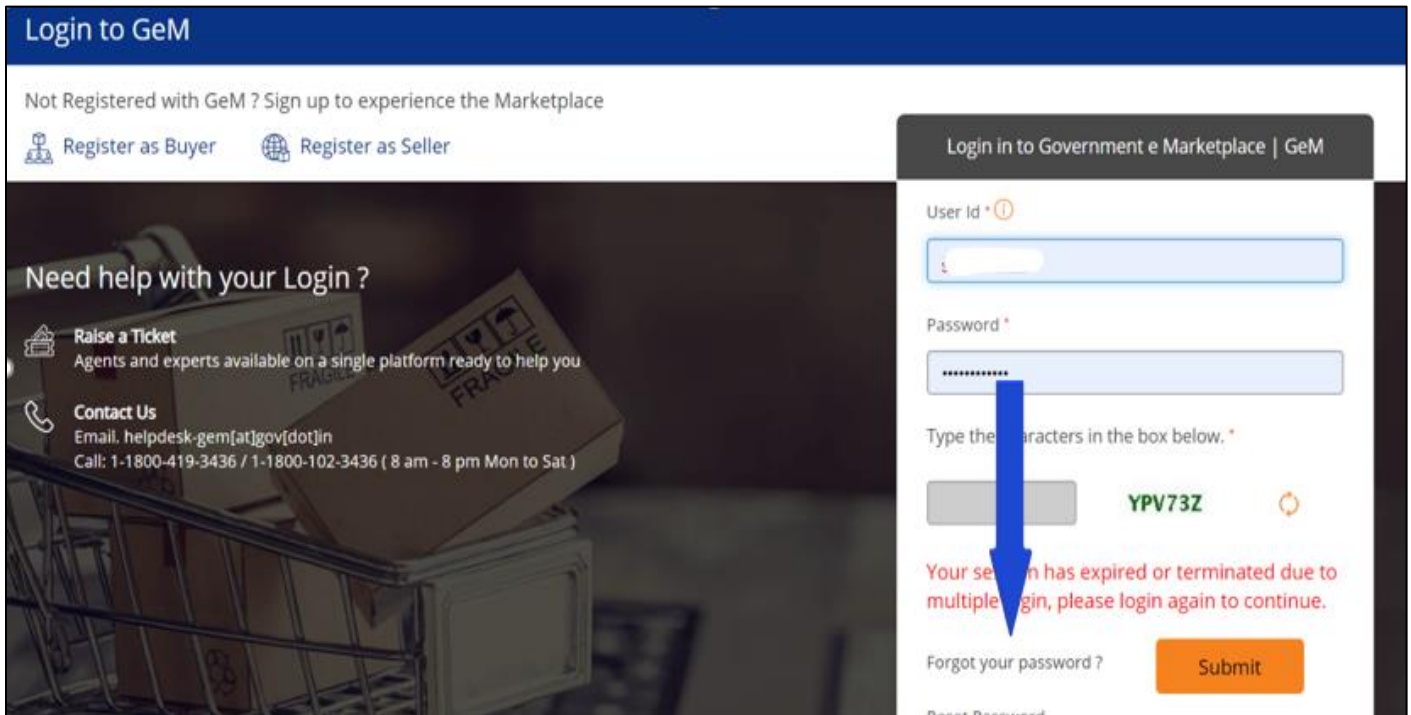
Your Mobile No. : *****346

Please [login](#) with the new password.

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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**.



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

