



GeM Webinar for Northeast Frontier Railways

14th June 2021



Order Processing — CRAC & Bill Generation

OVERVIEW

1. Brief introduction to what is order processing, CRAC generation etc.
2. Who can generate CRACs etc. (only consignees)
3. Post delivery, the consignee assigned to the order needs to acknowledge delivery and accept consignment by generating a CRAC document online.
4. CRAC is consignee receipt and acceptance certificate. Any rejection and its reason needs to be mentioned here.

Open gem.gov.in and click on Login



[PRODUCTS](#) [SERVICES](#) [CONTENT](#)

Looking for something on GeM?



Bids

Sign up

Login

CATEGORIES

GeM Advantages

GeM Exclusive

FAQs

Contact Us

Rate a Seller

New on GeM



Shri Narendra Modi

Hon'ble Prime Minister of India

" The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India) "



Rich Listing of Products / Services



Integrated Payment System



Multiple Procurement Modes



Transparency and Ease of Selling



Ask GeMmy




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](mailto: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. *

WQK5FG



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

Enter your User ID and
captcha and click on 'Submit'



Submit

Not Registered with GeM ? Sign up to experience the Marketplace

 Register as Buyer

 Register as Seller

Need help with your Login ?

Enter your password and click on 'Submit' to continue

 Raise a Ticket

Agents and experts available on a single platform ready to help you

 Contact Us

Email. [helpdesk-gem\[at\]gov\[dot\]in](mailto: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 

Password 

Submit

Cancel

[Forgot your GeM password ?](#)

[Reset GeM Password](#)

Shop By Category

All Categories



Shopping Cart



After logging in as a consignee you will view your home screen. Click here to view your Dashboard

GeM facilitates procurement for **POSHAN ABHIYAAN**

Explore Now



Products on GeM



POSHAN Abhiyaan Categories



Shop By Category

All Categories



Shopping Cart



MY DASHBOARD

PRODUCT ORDERS

SERVICE ORDERS

ALL DEMANDS

BILLS

INCIDENTS

ALL CARTS

REQUESTS

2.0 ORDERS

All Contracts

Click on 'Product Order' and select "All Contracts"

Number of People/Posts

14

Number of Divisions

1

Total Number of Orders

2

Total Value of Orders (Rs.)

₹ 55000.00

ALL DEMANDS



In Checkout

0

Declined

0

Total Demands

0

PRODUCT ORDERS



Direct Purchase

0

Bid

1

RA

0

SERVICE ORDERS



Direct Purchase

0

Bid

0

RA

0

SHIPMENTS



Pending PRC

1

Pending CRAC

0

Bills Not Created

1

BILLS



Pending Approval

0

Payment Not initiated

0

Payment Initiated

0



2.0 ORDERS

PRODUCT ORDERS

You can view your contract details here

BUYER VIEW CONSIGNEE VIEW

Contracts ▾

Search Demand No or Product Name



ALL CONTRACTS

CONTRACT NO: GEMC-511687717509737

Status: Order placed (accepted by seller)

INCIDENTS

Buyer: Nilesh Gupta

Seller: Innovation Star

Bid Number: GEM/2019/B/62254

Contract Date: 24/12/2019 11:13

Buying Mode: Bidding

Total: ₹ 30000.00

Product	Ordered Quantity	Price
FFF (MRF) Model asd	10	

Click here to Process Order

Process Order



[Shop By Category](#)[All Categories](#)[Shopping Cart](#)[MY DASHBOARD](#)[PRODUCT ORDERS](#)[SERVIC](#)

Here you can view your
consignment details

[INCIDENTS](#)[ALL CARTS](#)[REQUESTS](#)

2.0 ORDERS

Consignment Details

BUYER

Name: Nilesh Gupta
Email ID: sellergem50@gmail.com
Address: Electronics Niketan, 6 CGO
Complex, Lodhi Road, New Delhi
SOUTH EAST DELHI DELHI 110003
India

SELLER (BILLING ADDRESS)

Name: Innovation Star
Email: xyz01@gmail.com
Address: 4rth,Honda,Boxy,Patel Chowk
Central Delhi DELHI
Acc No: 1234567891
Bank IFSC: KKBK0000418

Click here to download
invoice

Click here to proceed

Your Shipment Details

**Invoice Number****Invoice Date****Order Status****Action****Download Documents**

GEM-63020

Dec 24, 2019

Delivered By Seller

[Process](#)[Invoice](#)

PRODUCT(S)

Item Name : FFF

Model No: asd

Brand: MRF

Quantity Ordered : 10

Quantity Dispatched: 10

Last Delivery Date: Jan 23, 2020

Seller Delivered Quantity: 1

Seller Delivered Date: Dec 27, 2019

Enter the received quantity,
delivered date, goods receipt
voucher no. And voucher date

Received Quantity :

Delivered Date :



Goods Receipt Voucher No :

Goods Receipt Voucher date :



Submit

Please verify your received quantity before finalizing as this cannot be edited later.

Click here to proceed

DOWNLOAD DOCUMENTS

Invoice



PRODUCT(S)

Item Name : FFF

Model No: asd

Brand: MRF

Quantity Ordered : 10

Quantity Dispatched: 10

Seller Delivered Quantity: 10

Are you sure you want to save?



Item Name	Received Quantity
FFF	10

Delivered Date :

27-12-2019

Delivered Date : 27/12/2019

Goods Receipt Voucher No : 234

Goods Receipt Voucher date : 27/12/2019

Cancel

Save & Continue

Please verify your received quantity before finalizing as this cannot be edited later.

DOWNLOAD DOCUMENTS

Invoice

Click here to proceed



PRODUCT(S)

Item Name : FFF

Model No: asd

Brand: MRF

Quantity Ordered : 10

Quantity Dispatched: 10

Enter the quantity accepted

Last Delivery Date: Jan 23, 2020

Received Quantity: 10

Seller Delivered Date: Dec 27, 2019

Consignee Received Date: Dec 27, 2019

Quantity Accepted :

Inspected By : Self Professional

Save & Continue

Please verify your accepted quantity before finalizing as this cannot be edited later.

DOWNLOAD DOCUMENTS

Invoice

Click here to continue



PRODUCT(S)

Item Name : FFF

Model No: asd

Brand: MRF

Quantity Ordered : 10

Quantity Dispatched: 10

Last Delivery Date: Jan 23, 2020

Received Quantity: 10

Seller Delivered Date: Dec 27, 2019

Consignee Received Date: Dec 27, 2019

Select the mode of inspection

Quantity Accepted :

8

Quantity Rejected :

2

Accepted Quantity

If inspection mode is professional, provide these details

Reason For Rejected/Conditional Accepted Items :

Damaged Item

Inspected By : Self Professional

Inspection Certificate No:

Inspection Type : Post-Dispatch Pre-Dispatch

Date of Inspection :

Name of Agency :



Save & Continue

Please verify your accepted quantity before finalizing as this cannot be edited later.



PRODUCT(S)

Item Name : FFF

Model No: asd

Brand: MRF

Quantity Ordered : 10

Quantity Dispatched: 10

Last Delivery Date: Jan 23, 2020

Received Quantity: 10

Seller Delivered Date: Dec 27, 2019

Consignee Received Date: Dec 27, 2019

The accepted and rejected quantities are displayed here.
The reason for rejection is to be mentioned here.

Inspected By : Self Professional

Here the mode of inspection is 'Self'

Accepted Quantity and not accepted quantity should match with received quantity

Reason For Rejected/Conditional Accepted Items :

Damaged Item

Click here to proceed

Save & Continue

Please verify your accepted quantity before finalizing as this cannot be edited later.



Invoice Date: Dec 24, 2019
Date of Dispatch: Dec 24, 2019

Email ID: sellergem50@gmail.com
Address: Electronics Niketan, 6 CGO
Complex, Lodhi Road, New
Delhi
SOUTH EAST DELHI
DELHI 110003 India

Email: xyz01@gmail.com
Address: 4rth,Honda,Boxy,Patel Chowk
Central Delhi DELHI
Acc No: 1234567891
Bank IFSC: KKBK0000418

Verify all the details provided. Click on 'Edit' to modify, if required

Edit

PRODUCT(S)

Item Name : FFF	Model No: asd
Brand: MRF	Quantity Ordered : 10
Quantity Dispatched: 10	Last Delivery Date: Jan 23, 2020
Delivered Quantity: 10	Seller Delivered Date: Dec 27, 2019
Quantity Accepted: 8	Reason For Rejected/Conditional Accepted items: Damaged Item
Inspected By: self	Consignee Received Date: Dec 27, 2019

DOWNLOAD DO

Click here to verify

Invoice



VERIFY



Invoice Date: Dec 24, 2019
Date of Dispatch: Dec 24, 2019

Email ID: sellergem50@gmail.com
Address: Electronics Niketan, 6 CGO
Complex, Lodhi Road, New

Email: xyz01@gmail.com
Address: 4rth,Honda,Boxy,Patel Chowk
Central Delhi DELHI
Acc No: 1234567891
Bank IFSC: KKBK0000418

Enter the OTP to complete verification

OTP Verification



Enter OTP*

Verify OTP

09:58 Not received OTP in 10 mins?

Resend OTP

OTP has been successfully sent to #####0454 and email s#####0@gmail.com

PRODUCT(S)

Item Name : FFF

Brand: MRF

Quantity Dispatched:

Delivered Quantity:

Quantity Accepted: 8

Inspected By: self

Edit

Reason For Rejected/Conditional Accepted items: Damaged Item

Consignee Received Date: Dec 27, 2019

DOWNLOAD DOCUMENTS

Invoice



Successfully verified

Invoice Number	Invoice Date	Order Status	Action	Download Documents
GEM-63020	Dec 24, 2019	Eligible For Payment		Invoice CRAC

The CRAC has been generated.
Click here to download

WEB INFO

[Terms of Use](#)
[Website Policies](#)
[Document Help](#)
[Sitemap](#)
[Web Information Manager](#)

ABOUT GeM

[Introduction to GeM](#)
[Statistics](#)
[Right to Information](#)
[Analytics](#)
[New on GeM](#)

MOUs

NEWS & EVENTS

[Newsroom](#)
[Gallery](#)
[Notifications](#)
[CCM Schedule](#)
[Forums](#)

BRAND GeM

RESOURCES

[GeM Handbook](#)
[OM's/Circulars](#)
[Terms and Conditions](#)
[Policies/Manuals](#)
[Miscellaneous](#)

INCIDENTS

TRAINING

[LMS](#)
[Training Calendar](#)
[Training Module](#)
[Facilitators](#)
[Download GeM Logo](#)

TESTIMONIALS

NEED HELP ?

[FAQs](#)
[Feedback](#)
[Raise-a Ticket](#)
[Contact Us](#)
[Careers](#)





2.0 ORDERS

Consignment Details

BUYER

Name: Nilesh Gupta
Email ID: sellergem50@gmail.com
Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi SOUTH EAST DELHI DELHI 110003 India

SELLER (BILLING ADDRESS)

Name: Innovation start
Email: xyz01@gmail.com
Address: 4rth,Honda,Boxy,Patel Chowk Central Delhi DELHI
Acc No: 1234567891
Bank IFSC: KKBK0000418

Your Shipment Details

Invoice Number	Invoice Date	Order Status	Action	Download Documents
GEM-63020	Dec 24, 2019	<u>Eligible For Payment</u>		Invoice CRAC

The Order is now eligible for payment



PRODUCT ORDERS

BUYER VIEW

CONSIGNEE VIEW

To draft the final bill, user would need to select "Buyer View"

Contracts ▾

Search Demand No or Product Name



ALL CONTRACTS

CONTRACT NO: GEMC-511687717509737

Status: Order placed (accepted by seller)

[INCIDENTS](#)

Buyer: Nilesh Gupta

Seller: innovation start

Bid Number: GEM/2019/B/62254

Contract Date: 24/12/2019 11:13

Buying Mode: Bidding

Total: ₹ 30000.00

Product	Ordered Quantity	Price
FFF (MRF) Model asd	10	₹ 30000.00

[View Order Details](#)

CONTRACT NO: GEMC-511687735429004

Status: Order placed (accepted by seller)

[INCIDENTS](#)



Shop By Category



Shopping Cart



To process the order "Buyer" needs to go to the "Dashboard" and then click on Bills and choose "Process Bill" option from the dropdown

BILLS ▾ INCIDENTS ALL CARTS REQUESTS

PROCESS BILLS

PAYMENT CONFIRMATION

PREVIOUS FINANCIAL YEAR ORDERS

Number of People/Posts	Number of Divisions	Total Number of Orders	Value of Orders (Rs.)
14	1	2	55000.00

ALL DEMANDS	
In Checkout	0
Declined	0
Total Demands	0

PRODUCT ORDERS	
Direct Purchase	0
Bid	1
RA	0

SERVICE ORDERS	
Direct Purchase	0
Bid	0
RA	0

SHIPMENTS	
Pending PRC	1
Pending CRAC	0
Bills Not Created	1

BILLS	
Pending Approval	0
Payment Not Initiated	0
Payment Initiated	0



[Shop By Category](#) ▾[All Categories](#) ▾[Shopping Cart](#) 

Bills

To update the payment details for pervious financial year orders (if any), please [click here](#).

All Bills Pending Bills (CRAC older than 40 days)

Choose Payment Method *

Others ▾

Search within a period:

20-12-2019

-

27-12-2019



Search For Bill Status:

Bills Yet To Be Created ▾

Search by cor

[Reset Filters](#)

Click on Show Bills

Bills with **Others** as payment method and bill status as **Bills Yet To Be Created** from **2019-12-20** to **2019-12-27**

S.No.	Contract No.	Order Date	Product	Buyer Name	Payment Mode	Action
1	GEMC-511687717509737	2019-12-24	FFF	Nilesh Gupta	Others	SHOW BILLS





Bills

To update the payment details for pervious financial year orders (if any), please [click here](#).

All Bills Pending Bills (CRAC older than 40 days)

Choose Payment Method *

Others

Search within a period:

20-12-2019

-

27-12-2019



Search For Bill Status:

Bills Yet To Be Created

Search by contract no.



[Reset Filters](#)

Bills with **Others** as payment method and bill status as **Bills Yet To Be Created** from **2019-12-20** to **2019-12-27**

S.No.	Contract No.	Order Date	Product	Buyer Name	Payment Mode	Action
1	GEMC-511687717509737	2019-12-24	FFF	Nilesh Gupta	Others	PROCESS BILL

Invoice No. and Date	CRAC No. and Date	Consignee	Seller	Buyer Bill	Approver Bill	Order Amount	Payment Status	Action
GEM-63020, 2019-12-24	2469, 2019-12-27	Nilesh Gupta,	innovation start, DGS&D,			24000	Pending	PROCESS BILL

Click on Process Bills



 FINANCIAL APPROVAL
  SANCTION ORDER
  CONTRACT
  SELLER'S INVOICE
  CONSIGNEE RECEIPT AND ACCEPTANCE CERTIFICATE

ORGANISATION DETAILS

Type: Central Government

Ministry: Ministry of Electronics and Information Technology

Department: NA

Organisation Name: National E-Governance Division (NEGD) Deity Govt. of India

Office Name: Cgo Complex

HOD Name: Vinay Thakur

SELLER DETAILS

GEM Unique ID: test_va5

Company Name: innovation start

Email: xyz01@gmail.com

Address: innovation start, Central Delhi, DELHI - 110001

BUYER DETAILS

GEM Unique ID: nilesh@digitalindia.gov.in

Name: Nilesh Gupta

Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi, SOUTH EAST DELHI, DELHI - 110003

Scroll down and click to process bill to add the deductions

CONSIGNEE DETAILS

GEM Unique ID: nilesh@digitalindia.gov.in

Name: Nilesh Gupta

Address: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi, SOUTH EAST DELHI, DELHI - 110003

ACCOUNTING DETAILS

Designation of official providing admin approval: DG Designation of official providing finance approval: AO

IFD Concurrence / Competent Authority (HOD / Head of Office) Approval Required? IFD Concurrence / Competent Authority (HOD / Head of Office) Diary No.:

IFD Concurrence / Competent Authority (HOD / Head of Office) Approval Required? Budget Availability: YES



Bill Processing

Click on “YES” to impose deduction and “Add Deduction” to deduct multiple amounts.

DEDUCTIONS

Whether Deductions are to be imposed? *

YES NO

Additional Deductions:

Others

Amount to be deducted(In

Reason



ADD DEDUCTION

BILL BREAK-UP

A. Total Accepted Items Amount:

24,000.00

B. Total Deductions Amount:

0.00

C. Net amount of bill (A-B):

24,000.00

D. Final amount of bill (rounded-off):

24,000.00

SAVE DRAFT BILL



Current Stage: Draft Bill not yet saved

Buyer will be able to apply LD charges with all other deductions as shown below.

DEDUCTIONS

Whether Deductions are to be imposed? *

YES NO

Additional Deductions

Late Delivery	3
TDS	1
TDS Under GST	1
Others	1



Test



Net amount payable(INR)

114

Ask GeMmy

Payment approved(INR)

114

Bill Processing

If Deductions are not required click on "No"

DEDUCTIONS

Whether Deductions are to be imposed? *

YES NO

BILL BREAK-UP

A. Total Accepted Items Amount: 24,000.00

B. Total Deductions Amount: 0.00

C. Net amount of bill (A-B): 24,000.00

Click on Save Draft Bill

SAVE DRAFT BILL

Current Stage: Draft Bill not yet saved



Draft Bill saved successfully!

Search within a period:

20-12-2019

-

27-12-2019



Search For Bill Status:

Bills Yet To Be Created

▼

Search by contract no.



Reset Filters

No Bills to display with **Others** as payment method and bill status as **Bills Yet To Be Created** from **2019-12-20** to **2019-12-27**

WEB INFO

[Terms of Use](#)
[Website Policies](#)
[Document Help](#)
[Sitemap](#)
[Web Information Manager](#)

ABOUT GeM

[Introduction to GeM](#)
[Statistics](#)
[Right to Information](#)
[Analytics](#)
[New on GeM](#)

MOUs

NEWS & EVENTS

[Newsroom](#)
[Gallery](#)
[Notifications](#)
[CCM Schedule](#)
[Forums](#)

BRAND GeM

RESOURCES

[GeM Handbook](#)
[OM's/Circulars](#)
[Terms and Conditions](#)
[Policies/Manuals](#)
[Miscellaneous](#)

INCIDENTS

TRAINING

[LMS](#)
[Training Calendar](#)
[Training Module](#)
[Facilitators](#)
[Download GeM Logo](#)

TESTIMONIALS

NEED HELP ?

[FAQs](#)
[Feedback](#)
[Raise-a Ticket](#)
[Contact Us](#)
[Careers](#)

Department of Commerce
Ministry of Commerce and Industry

सूक्ष्म, मध्य और बड़े उद्यम मंत्रालय
Ministry of
Micro, Small & Medium Enterprises

Goods and Services Tax



Digital India
Power To Empower



The national portal of India
india.gov.in



Application
Security
Audit Report

Marketplace
functionality and
vulnerability report





Secondary User Deactivation & Transfer - Buyer

Open gem.gov.in and click on Login

PRODUCTS SERVICES CONTENT

Looking for something on GeM?

Bids Sign Up **Login**

CATEGORIES GeM Advantages GeM Exclusive FAQs Contact Us Rate a Seller New on GeM

Shri Narendra Modi

Hon'ble Prime Minister of India

" The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India) "

Rich Listing of Products / Services Integrated Payment System Multiple Procurement Modes Transparency and Ease of Selling

Ask GeMmy 30

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. *

WQKSFG



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

Enter your User ID and captcha and click on 'Submit'


Not Registered with GeM ? Sign up to experience the Marketplace

 Register as Buyer

 Register as Seller

Need help with your Login ?

Enter your password and click on 'Submit' to continue

 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 * 

Password * 

Submit

Cancel

[Forgot your GeM password ?](#)

[Reset GeM Password](#)

Shop By Category

All Categories



Click here to proceed

GeM facilitates procurement
for **Poshan Abhiyan**

Explore Now



Products on GeM



☰ CATEGORIES

All Categories



NOTIFICATIONS



+ ADD SECONDARY USER ⓘ

MANAGE POSTS

MANAGE DIVISIONS

CREATE GEM BUYER EMAIL ID

< GO BACK

Filter Search

Select division

All

Sl.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
1	Ajay Kumar Rai	TESTDARSHAN13	TEST	BUYER,CONSIGNEE	akrai@gem.gov.in	*****6625		

Click on 'Manage Posts' to see the list of users

Shop By Category ▼

All Categories ▼



DELHI : POST MANAGEMENT

ADD USER

Create Roles

Designation ⓘ*

Name

Divisions*

Select ▼

Select Roles*

Select ▼

Roles

User Id ⓘ*

Official Email ⓘ*

Email as gov.in/nic.in/gembuyer.in

[Apply for @gembuyer.in Email ID](#)



Action







ADD POST

POSTS

USERS

From the list of users, select the user you want to deactivate/ transfer

Posts

SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	[REDACTED]11	[REDACTED]yer.in	PAO	zzz zzz	Active	  Deactivate / Transfer
2	Primary User	[REDACTED]11	[REDACTED].in	HOD	Sandeep	Active	
3	Supritendent	[REDACTED]11	[REDACTED]yer.in	BUYER,CONSIGNEE	zzz zzz	Active	  Deactivate / Transfer
4	Supritendent 1	[REDACTED]111	[REDACTED]yer.in	BUYER,CONSIGNEE		Inactive	 <input checked="" type="checkbox"/> Activate

Action

ADD POST

POSTS

POSTS

Filter Search

Sl.No POST NAME User Name Email ID Role Status Action

1	Accounts Officer	dgm4@111	dgm4@gembuyer.in	PAO	zzz zzz	Active	Deactivate / Transfer
2	Primary User	dgm@111	sal@gembuyer.in	HOD			
3	Supritendent	dgm2@111	dgm2@gembuyer.in	BUYER,CONSIGNEE	zzz zzz	Active	Deactivate / Transfer
4	Supritendent 1	dgm3@111	dgm3@gembuyer.in	BUYER,CONSIGNEE		Inactive	Activate

Please confirm the deactivation of the following post

Post Name: Supritendent
User name: zzz zzz
User ID: dgm2@111
Post email: dgm2@gembuyer.in
Roles: BUYER,CONSIGNEE

OK CANCEL

Click 'Ok' to confirm deactivation/ transfer





Exit user done successfully.

POSTS

USERS

On successful deactivation, the status of the user is updated as 'Inactive'

Posts

SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	[REDACTED]@111	c[REDACTED]er.in	PAO		Inactive	 <input checked="" type="checkbox"/> Activate
2	Primary User	[REDACTED]@111	s[REDACTED]in	HOD	Sandeep	Active	
3	Supritendent	[REDACTED]@111	c[REDACTED]er.in	BUYER,CONSIGNEE		Inactive	 <input checked="" type="checkbox"/> Activate
4	Supritendent 1	[REDACTED]3@111	c[REDACTED]er.in	BUYER,CONSIGNEE		Inactive	 <input checked="" type="checkbox"/> Activate

Action

ADD POST



POSTS

USERS

Posts

SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Accounts Officer	[REDACTED]1	c[REDACTED]er.in	PAO	zzz zzz	Active	Deactivate / Transfer
2	Primary User	[REDACTED]1	s[REDACTED]in	HOD	Sandeep	Active	
3	Supritendent	[REDACTED]1	c[REDACTED]er.in	BUYER,CONSIGNEE		Inactive	<input checked="" type="checkbox"/> Activate
4	Supritendent 1	[REDACTED]11	c[REDACTED]er.in	BUYER,CONSIGNEE		Inactive	<input checked="" type="checkbox"/> Activate

Shop By Category

All Categories



DELHI : POST MANAGEMENT

Create Roles

Designation ⓘ*

Name

Divisions*

Select

Select Roles*

Select

Roles

User Id ⓘ*

Official Email ⓘ*

Email as gov.in/nic.in/gembuyer.in

[Apply for @gembuyer.in Email ID](#)

ADD USER

Click here to proceed

Shop By Category

All Categories



Divisions

New division

Manage posts

Add/Invite Secondary User ?

Post *

- Select post
- Select post
- org-Delhi**
- Supritendent
- Supritendent 1
- division-ADMIN**
- Accounts Officer

CREATE ROLES

Select the post which was deactivated

Shop By Category ▾

All Categories ▾



Divisions

New division

Manage posts

Add/Invite Secondary User ⓘ

Post *

Supritendent ▾

CREATE ROLES

Roles

BUYER,CONSIGNEE

Official Email Id

User Id

Invite Email ID

SUBMIT

Enter the Email id of the user you want to transfer the account to

Shop By Category

All Categories



Divisions

New division

Manage posts

Add/Invite Secondary User

Post *

Supritendent

CREATE ROLES

Roles

BUYER,CONSIGNEE

Official Email Id

User Id

Invite Email ID

SUBMIT

On clicking on 'submit' the activation link is sent to the user

User successfully invited and activation link is sent to the user

Shop By Category

All Categories



Divisions

New division

Manage posts

Add/Invite Secondary User ?



Post *

Supritendent

CREATE ROLES

Roles

BUYER,CONSIGNEE

Official Email Id

c

User Id

c

Invite Email ID

c

SUBMIT



Bulk Update

Bulk update overview

- This document covers the step by step guide for the utility which enables the Buyers and PAO/DDO to update their pending payments in bulk. This would be applicable for –
 1. Shipments where the payments are not in initiated or closed state .
 2. Product orders created before 01st April 2020.
- There are primarily 2 cases covered –
 1. Shipments where invoice is generated by the seller and CRAC is done, but payment is pending.
 2. Shipments where invoice is generated by the seller, but PRC or CRAC may or may not be done.

First Scenario - For shipments where Invoice is generated by the seller and CRAC is done.

Open gem.gov.in and click on Login.



[PRODUCTS](#) [SERVICES](#) [CONTENT](#)

Looking for something on GeM?



Bids

Sign Up

Login

CATEGORIES

GeM Advantages

GeM Exclusive

FAQs

Contact Us

Rate a Seller

New on GeM



Shri Narendra Modi

Hon'ble Prime Minister of India

" The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India) "



Rich Listing of Products / Services



Integrated Payment System



Multiple Procurement Modes



Transparency and Ease of Selling



Ask GeMmy



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](mailto:helpdesk-gem@gov.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. *

WQKSFG



Enter your User ID and
captcha and click on 'Submit'.

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

Submit

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

 **Contact Us**

Email: [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)

Call: 1-1800-419-3436 / 1-1800-102-3436 (8 am - 8 pm)

Type in your password and
click on 'Submit'.

Login in to Government e Marketplace | GeM

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

NIC Email ID * 

Enter NIC Email Password * 

[Forgot your NIC Email password ?](#)

WEB INFO

[Terms of Use](#)

ABOUT GeM

[Introduction to GeM](#)

NEWS & EVENTS

[Newsroom](#)

RESOURCES

[GeM Handbook](#)

TRAINING

[LMS](#)

NEED HELP ?

[FAQs](#)

After logging in click on 'Dashboard' to proceed further.

NOTIFICATIONS

Dear Sir/Ma'am,

- Buyers are hereby notified that as per OM No. [F.6/18/2019-PPD](#) dated 23rd January 2020, the functionality for generating "GeM Availability Report & Past Transaction Summary" is now available at GeM. With effect from 1st July 2020, it is mandatory for buyer to generate this report for procurement outside GeM. To know more on how to generate the GeMARPTS report, please [click here](#).
- *** As per the OM issued by the Department of Expenditure, Ministry of Finance (No.F.6/18/2019.PPD), it is notified that from 01/07/2020, no other payment mode except for GPA and PFMS would be available on GeM for placing new orders. Payments for all orders must be processed through either GPA or PFMS only.

[View More](#) ▾

- In the wake of a nationwide lockdown, due to the COVID-19 pandemic, GeM has initiated a number of steps for expeditious procurement of medical and auxiliary Covid related items. Some of the major steps include

1. Creation of more than 50+ categories related to health emergency items and swift on-boarding of sellers under these categories (Live tracking of this category list and number

NOTIFICATIONS



MY DASHBOARD

PRODUCTS

ORDERS

BILLS

INCIDENTS

ALL CARTS

REQUESTS

2.0 ORDERS

GEM AVAILABILITY

Click on "Bills" and select
"BULK UPDATE OF BILLS"
from the dropdown.

PROCESS BILLS

PREVIOUS FINANCIAL YEAR ORDERS

BULK UPDATE OF BILLS

Number of People/Posts

6

Number of

1

ALL DEMANDS



In Checkout

23

Declined

1

Total Demands

24

PRODUCT ORDERS



Direct Purchase

21

Bid

1

RA

0

PR

0

SERVICE ORDERS



Direct Purchase

0

Bid

0

RA

0

PR

0



User will be redirected to the screen from where they can download the CSV file to view the eligible orders for Bulk Payment.

3. DELEGATION THROUGH SHOULD NOT EXCEED 20% OF CPMG AT A TIME.

10. Any bill uploaded via this functionality **cannot be re-processed**. Existing bill would be automatically overwritten by the system generated bill and marked as **Deemed Closed** with current stage as **Bill closed upon user confirmation**.

Download Report Of Eligible Shipments For Bulk Update

[DOWNLOAD FILE](#)

Upload File With The Shipments Whose Bills Need To Be Marked As Closed

[CHOOSE FILE](#)

Please upload file in CSV format with size not exceeding 2MB.

[VIEW UPLOADED FILE DETAILS](#)

WEB INFO

[Terms of Use](#)

[Website Policies](#)

ABOUT GEM

[Introduction to GEM](#)

[Statistics](#)

[Right to Information](#)

[BI / Analytics](#)

NEWS & EVENTS

[Newsroom](#)

[Gallery](#)

[Notifications](#)

[CCM Schedule](#)

RESOURCES

[GeM Handbook](#)

[OMs/Circulars](#)

[Terms and Conditions](#)

[Policies/Manuals](#)

TRAINING

[LMS](#)

[Training Calendar](#)

[Training Module](#)

[Facilitators](#)

NEED HELP ?

[FAQs](#)

[Feedback](#)

[Raise a Ticket](#)

[Contact Us](#)



User can upload the updated CSV file by clicking on **CHOOSE FILE** and then click on “Verify with OTP and Process.”

with current stage as **Bill closed** upon user confirmation.

Download Report Of Eligible Shipments For Bulk Update

DOWNLOAD FILE

Upload File With The Shipments Whose Bills Need To Be Marked As Closed

CHOOSE FILE

Please upload file in CSV format, with size not exceeding 2MB.
bulk_payment_closure_eligible_bills_report.csv

VERIFY WITH OTP AND PROCESS FILE

VIEW UPLOADED FILE DETAILS



5. Deduction amount should not exceed 20% of L100 Amount.

10. Any bill uploaded via this functionality **cannot be re-processed**. Existing bill would be automatically overwritten by the system generated bill and marked as **Deemed Closed** with current stage as **Bill closed upon user confirmation**.

Download Report Of Eligible Shipments For Bulk Update

DOWNLOAD FILE

Upload File With The Shipment

Click here to generate OTP to further process the file.

Marked As Closed

CHOOSE FILE

Please upload file in CSV format with size not exceeding 2MB.
bulk_payment_closure_eligible_bills_report.csv

VERIFY WITH OTP AND PROCESS FILE

VIEW UPLOADED FILE DETAILS



Ask GeMmy

WEB INFO

ABOUT GEM

NEWS & EVENTS

RESOURCES

TRAINING

NEED HELP ?

12. Any bill uploaded via this functionality cannot be re-processed. Existing bill would be automatically overwritten by the system generated bill and marked as Deemed Closed with current stage as Bill closed upon user confirmation.

Download Report Of Eligible Shipments For Bulk Update

DOWNLOAD FILE

Upload File W

CHOOSE FILE

Please upload file in CSV
bulk_payment_closure

VERIFY WITH OTP AND PROCESS FILE

VIEW UPLOADED FILE DETAILS

OTP Verification



Enter OHP#:

VERIFY OTP

Not received OTP?

RESEND OTP

OTP has been successfully sent to #####1111 and email b#####4@gov.in

Enter the OTP and click here to verify.



Upon OTP verification, the uploaded file would be processed and its status would be displayed. If the file is not processed completely, “Partially Complete” would appear under status and reason will be mentioned under “Processing Errors” field.

#	File Name	Upload Time	Processing Status	Download File	Processing Errors
1	bulk_payment_dosure_eligible_bills_report_2021-02-10-14-53-27_0a10af57b322e7b72fa13348a4e6dab3a.csv	10-02-2021 14:53:24	complete	Download	
2	bulk_payment_dosure_eligible_bills_report_2021-02-10-15-11-41_dcad161f278dc2c73ce9b9131f9a1cf2.csv	10-02-2021 15:11:30	partially_complete	Download	Bill for shipment 511687701666357-1 is already closed upon User confirmation
3	bulk_payment_dosure_eligible_bills_report_2021-02-10-15-13-06_284d31adc84f2bab49164f4fbf78298d.csv	10-02-2021 15:13:03	partially_complete	Download	Bill for shipment 511687701666357-1 is already closed upon User confirmation
4	bulk_payment_dosure_eligible_bills_report_2021-02-10-15-14-01_d5eec15108b3f5c23354979cdceca92b.csv	10-02-2021 15:13:58	partially_complete	Download	Bill for shipment 511687701666357-1 is already closed upon User confirmation
5	bulk_payment_dosure_eligible_bills_report_1_2021-02-10-15-18-10_c5be381a1d81cade2e5c6adbd751e56c.csv	10-02-2021 15:18:07	partially_complete	Download	Shipment 511687705553610-1 not eligible for bulk closure as sum of entered Payable Amount and Deduction is not equal to system calculated CRAC amount. System Calculated CRAC Amount: 43.0, Entered total of Payable Amount and Deduction = 40.0
6	bulk_payment_dosure_eligible_bills_report_2021-02-10-16-46-54_52e35782821ccc675d73a53bf8e6b40.csv	10-02-2021 16:46:51	partially_complete	Download	Shipment 511687717765053-1 processing error = "wrong number of arguments (1 for 2)"

Second Scenario - For shipments where Invoice is generated ,but PRC or CRAC may or may not be done.



MY DASHBOARD PRODUCT ORDERS SERVICE ORDERS ALL DEMANDS **BILLS** INCIDENTS ALL CARTS REQUESTS

2.0 ORDERS GEM AVAILABILITY REPORT

Click on **BULK UPDATE OF BILLS WITHOUT CRAC**, which is available under **BILLS** dropdown.

- PROCESS BILLS
- PREVIOUS FINANCIAL YEAR ORDERS
- BULK UPDATE OF BILLS
- BULK UPDATE OF BILLS WITHOUT CRAC**

Number
1

Number of People/Posts
6

ALL DEMANDS	
	26
	1

PRODUCT ORDERS	
Direct Purchase	32
Bid	1
RA	0

SERVICE ORDERS	
Direct Purchase	0
Bid	0
RA	0



5. Deduction amount should not exceed 20% of CMC amount.

10. Any bill uploaded via this functionality **cannot be re-processed**. Existing bill would be automatically overwritten by the system generated bill and marked as **Deemed Closed** with current stage as **Bill closed upon user confirmation**.

Download Report Of Eligible Shipments For Bulk Update

[DOWNLOAD FILE](#)

User can upload the updated CSV file by clicking on **CHOOSE FILE**.

Upload File With The Shipments Whose Bills Need To Be Marked As Closed

[CHOOSE FILE](#)

Please upload file in CSV format with size not exceeding 2MB.

[VIEW UPLOADED FILE DETAILS](#)

WEB INFO

[Terms of Use](#)

[Website Policies](#)



Ask GeMmy

© 2020

ABOUT GEM

[Introduction to GeM](#)

[Statistics](#)

[Right to Information](#)

[BI / Analytics](#)

NEWS & EVENTS

[Newsroom](#)

[Gallery](#)

[Notifications](#)

[CCM Schedule](#)

RESOURCES

[GeM Handbook](#)

[OMs/Circulars](#)

[Terms and Conditions](#)

[Policies/Manuals](#)

TRAINING

[LMS](#)

[Training Calendar](#)

[Training Module](#)

[Facilitators](#)

NEED HELP ?

[FAQs](#)

[Feedback](#)

[Raise a Ticket](#)

[Contact Us](#)

12. Any bill uploaded via this functionality cannot be re-processed. Existing bill would be automatically overwritten by the system generated bill and marked as Deemed Closed with current stage as Bill closed upon user confirmation.

Download Report Of Eligible Shipments For Bulk Update

DOWNLOAD FILE

Upload File With

CHOOSE FILE

Please upload file in CSV
bulk_payment_closure

VERIFY WITH OTP AND PROCESS FILE

VIEW UPLOADED FILE DETAILS

OTP Verification



Enter OTP*

Not received OTP?

RESEND OTP

Upon uploading the file, the user can verify the OTP to proceed.

OTP has been successfully sent to #####11*1 and email b#####4@gcv.in



VIEW UPLOADED FILE DETAILS

#	File Name	Upload time	Processing Status	Download file	Processing Errors
1	bulk_payment_closure_eligible_bills_report_2021-02-10-14-53-27_0c10af57b322e7b72fa13348a4c6dab3.csv	10-02-2021 14:53:24	complete	Download	
2	bulk_payment_closure_eligible_bills_report_2021-02-10-15-11-41_dcad161f276dc2c73ce9b9131f9a1cf2.csv	10-02-2021 15:11:38	partially_complete	Download	Bill for shipment 511687701666357-1 is already closed upon User confirmation
3	bulk_payment_closure_eligible_bills_report_2021-02-10-15-13-06_284d31adc84f2bab49164f4fbf78298d.csv	10-02-2021 15:13:03	partially_complete	Download	Bill for shipment 511687701666357-1 is already closed upon User confirmation
4	bulk_payment_closure_eligible_bills_report_2021-02-10-15-14-01_d5eec15108b3f5c23354979cdceda92b.csv	10-02-2021 15:13:58	partially_complete	Download	Bill for shipment 511687701666357-1 is already closed upon User confirmation
5	bulk_payment_closure_eligible_bills_report_1_2021-02-10-15-18-10_c5be381a1d81cade2e506adbd751e56c.csv	10-02-2021 15:18:07	partially_complete	Download	Shipment 511687705553610 1 not eligible for bulk closure as sum of entered Payable Amount and Deduction is not equal to system calculated CRAC amount. System Calculated CRAC Amount: 43.0, Entered total of Payable Amount and Deduction = 40.0
6	bulk_payment_closure_eligible_bills_report_2021-02-10-16-46-54_52e33782821ccc675d73a533bf8e6b40.csv	10-02-2021 16:46:51	partially_complete	Download	Shipment 511687717765053-1 processing error - "wrong number of arguments (1 for 2)"

Upon OTP verification, the uploaded file would be processed and its status would be displayed.



#.How can a consignee see which orders have been placed by the buyer against which supplies will reach to that particular consignee.

Ans: Consignee has to login from his account by entering his own credentials and check which order has been placed. Similarly Consignee will be notified via sms and email as well.

#.How can any consignee see the status of invoice or dispatch of material by the seller against any order.

Ans: While creating CRAC ,Consignee will be able to view and download Invoice. Also he has to coordinate with the Buyer for the status.

#.How to generate PRC, Provisions of auto PRC.

Ans: Once Product Delivery is completed, and then consignee has to create a PRC within 48 hours. If consignee doesn't create PRC within 48 hours, Consignee will be receiving an email for 2 more days extension of PRC creation or else system will create auto PRC.

#.Online procedure to Accept/ Partial qty. accept / Reject the material.

Ans: Consignee will be able to create CRAC for invoice which is been already created by Seller.

If seller has created partial invoice ,then system will allow consignee to create multiple CRAC.

#.How to generate CRAC in GeM, Provisions of auto CRAC.

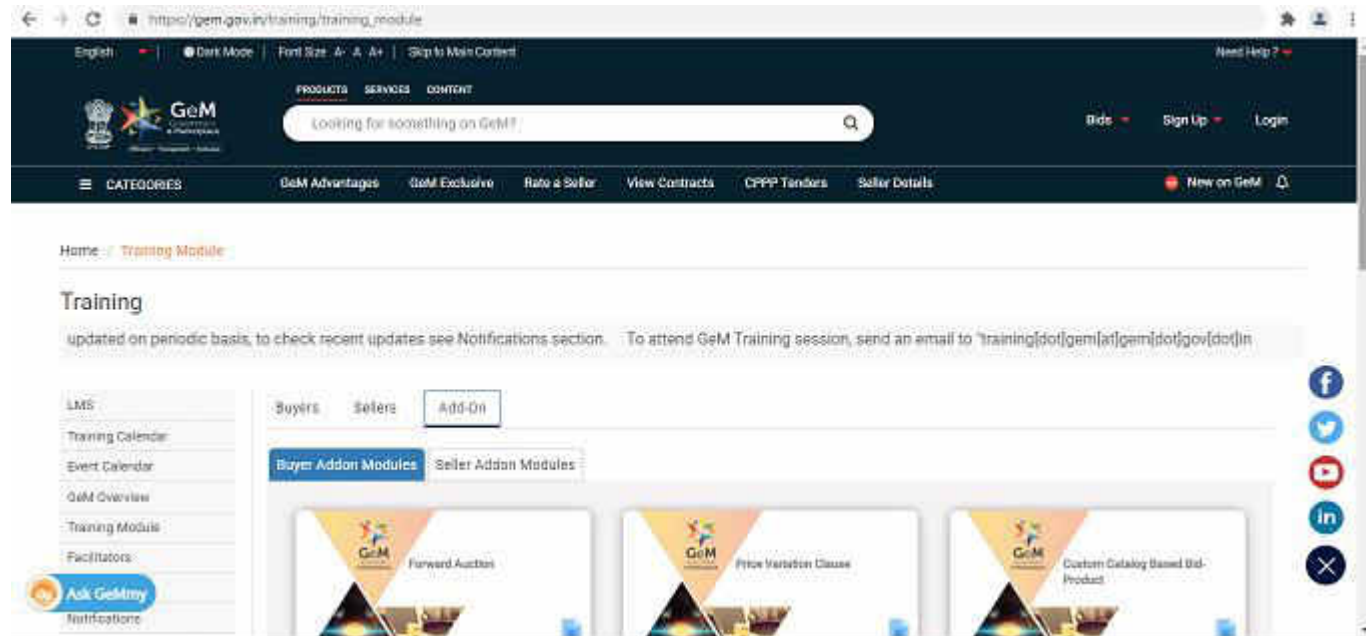
Ans: Once PRC is created, Consignee will get 10 days of period to create CRAC. If Consignee fails to create CRAC within 10 days ,then Consignee will get more 48 hours to create/edit Consignee or else it will be auto created by system.

#.System generated messages and alerts for consignees- where to see and how to respond.

**Ans: For alerts Consignee has to login from his Gem account, then Blue color Notification screen will be visible to check out Alerts.
Also he will be notified via SMS.**

Kindly find the below link on Gem portal for Training learning material in the form of Videos and PDF in downloadable form:

https://gem.gov.in/training/training_module



The screenshot displays the Gem portal's training module page. The browser address bar shows the URL https://gem.gov.in/training/training_module. The page features a dark navigation bar with the Gem logo, a search bar, and links for 'Bids', 'Sign Up', and 'Login'. Below the navigation bar, there are links for 'Categories', 'Gem Advantages', 'Gem Exclusive', 'Rate a Seller', 'View Contracts', 'CPPP Tenders', and 'Seller Details'. The main content area is titled 'Training' and includes a breadcrumb trail 'Home / Training Module'. A text box provides instructions: 'updated on periodic basis, to check recent updates see Notifications section. To attend Gem Training session, send an email to training@gem.gov.in'. The page is divided into sections for 'Buyers', 'Sellers', and 'Add-On'. Under 'Add-On', there are tabs for 'Buyer Addon Modules' and 'Seller Addon Modules'. Three featured training modules are displayed: 'Forward Auction', 'Price Variation Clause', and 'Custom Catalog Based Bid-Product'. A sidebar on the left contains links for 'LMS', 'Training Calendar', 'Event Calendar', 'Gem Overview', 'Training Modules', 'Facilitators', and 'Ask Gemmy Notifications'. Social media icons for Facebook, Twitter, YouTube, LinkedIn, and a close button are visible on the right side.



Welcome to GeM training session.

We will be inducting you to the GeM portal followed by Hand's-on with the portal for ease of understanding.

Request you to mark your participation for the programme with the requisite details by clicking on the appropriate type;

Buyer

Seller

Your feedback is valuable for us and will enable us to plan better for the upcoming session.

Kindly share the session feedback by clicking the button below.

Feedback

<https://lms.gem.gov.in/participation/index>

Dear Akhil Jindal,

Thank you for participating in the training. Please find the Certificate of participation below. We would really appreciate if you may take some time to provide feedback on your experience of the training. This would help us improve our training process. Please provide your feedback by clicking the link:

[Feedback link](#)

We sincerely appreciate your insight because it helps us build a better user experience. For latest portal features and regular updates on GeM, click on the links below-

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

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

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

Regards,
Team GeM



GeM Support – Channels to Assist You



Need help?



helpdesk-gem@gov.in



Through the GeM Portal



Ask GeMmy

24 x 7 Assistant



1-800-102-3436
1-800-419-3436



Monday to Saturday



08:00 AM to 08:00 PM

