



Introduction to Buyer Functionality



Pre-requisite For Registration



For Primary User registration:

- ✓ Aadhaar Number / Virtual ID of the User
- ✓ Active Mobile number to which your Aadhaar is linked – for OTP purpose
- ✓ gov.in/nic.in or gembuyer.in email id is required
- ✓ Verifying authority details - Name, Mobile number & gov.in/nic.in or gembuyer.in email id

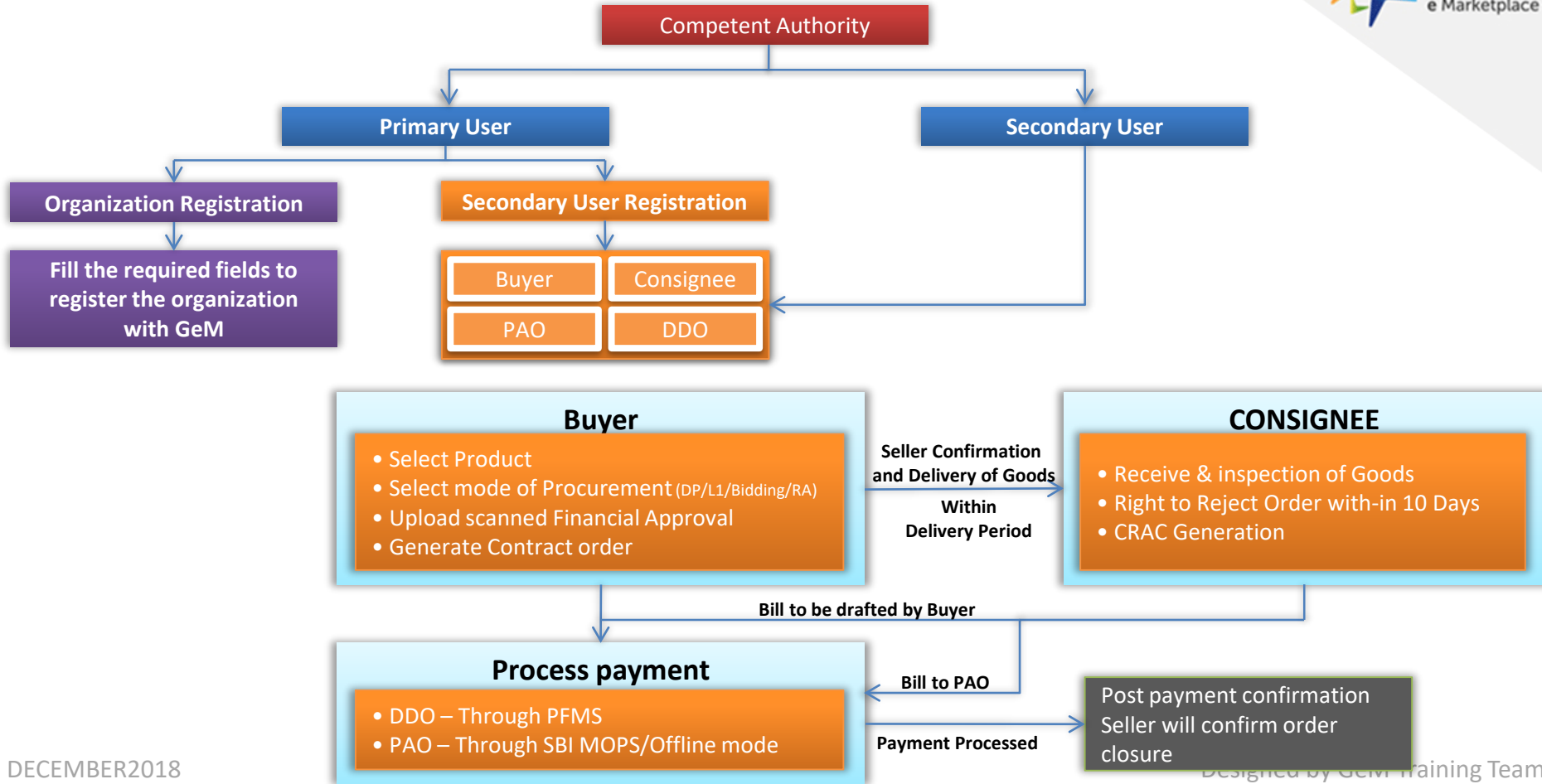


Secondary User registration:

- ✓ Aadhaar Number / Virtual ID of the User
- ✓ Active Mobile number to which your Aadhaar is linked – for OTP purpose
- ✓ gov.in/nic.in or gembuyer.in email id is required

Note: If Primary user does not have gov.in/nic.in email id, then officer of the rank equivalent to Deputy Secretary may send a request to GeM to get **@gembuyer.in** email id for Primary user. Also, same process needs to be followed for Secondary users.

Workflow and Timelines



Role Player Details



Primary User registration:

- ☞ Parent user of the GeM Portal & register the organisation.
- ☞ Creation & modification of all secondary users like buyer, consignee, etc.
- ☞ Administration of GeM procurement.
- ☞ Transfer of account to new primary user.

User Role Player Matrix					
Detail	Primary User	Buyer	Consignee	PAO	DDO
Primary User	✓		✓		
Buyer/Consignee		✓	✓		
PAO				✓	
DDO					✓

