

Government e-Market Place – GeM 3.0

Seller Registration

GeM 3.0



Change History

Sr. No.	Document version	Release date	Drafted by
1.	Version 1.0	30 Nov 2017	GeM

This is version 1.0

Metadata of the Standard

S. No.	Data elements	Values
1.	Title	Seller Registration on GeM 3.0
2.	Present Status <i>(Draft/Released/Withdrawn)</i>	Released
3.	Publisher	GeM
4.	Target Audience	Stakeholders of GeM including buyers, sellers, industry associations, partners etc.
5.	Source <i>(Reference to the resource from which present resource is derived)</i>	As part of scaled up version of GeM ie GeM 3.0, a transition framework has been framed, under which GeM, has adopted an inclusive consultation and communication strategy, wherein all key To-Be modules, features and functionalities of GeM 3.0 would be consulted with key GeM stakeholders. <u>This document is one of the consultation items</u>
6.	Document Number	GeM/Tranistion 3.0/SR/V1.0

1. Introduction

GeM is conceptualized as trust based IT Platform enabling Procurement of General Goods and services by Government and its agencies. As a digital India initiative, it is a paperless, contactless, cashless system. GeM is utilizing online verification/validation of seller information through databases made available by various domain ministries. This enables the seller to enroll on GeM online, without any paper documentation. The system is faster and no manual intervention is required at any stage. Profile update of any kind shall be made only by means of getting the same updated with the concerned domain ministries.

2. Procedure for Registration

There shall be only two categories of vendors OEMs and their authorized sellers. Vendor can be either products sellers, or service providers or both. To maintain a clean Seller record, Seller credentials are verified in real-time during registration process with Government systems like Aadhaar, MCA21 (Registrar of Companies), PAN (Income Tax Database), UAM (Udyog Aadhaar) etc. The process for registration is simple and linear process. Through the seller account, the seller or service provider can list the products or services offered by them.

3. Seller Registration process description

A. Process Flow for Primary User Registration

- There shall be a primary user and an optional secondary user. Primary user by default will have all privileges of seller. If required primary user can create secondary user with a set of limited privileges (as decided by Primary user).
- Authorized Primary User of the seller organization will initiate the registration using his Aadhaar Number. Personal verification will be done using OTP with the help of UIDAI system.
- After successful verification name, email ID, address and mobile number user will be able to proceed with seller registration.
- User shall enter the constitution of the seller organization.
- Depending on the constitution, data validation will be done using data base such as MCA 21, PAN, UAM, Udyog Aadhaar etc.

- If information provided by User is validated, GeM system stores information of Company / Firm / Business Unit name, list of shareholders, directors, owners, address, etc. received from MCA21, UAM and PAN.
- If User Name information received from Aadhaar does not match with information of Shareholders / Directors / Owners received from MCA21 / UAM / PAN, process is terminated.
- If User Name information received from Aadhaar matches with information of Shareholders / Directors / Owners received from MCA21 / UAM / PAN, following information is auto populated in templates – Company, Firm Name, User Name, email address, mobile number.
- User data will be collected and activated using standard protocol. Once it is activated, user will be allowed to login and complete the registration profile, including financial details, GSTN (mandatory if the turnover is more than Rs.20,00,000).
- Upload required organization documents required for completion of registration process (optionally through documents from client system or through documents stored by User in DigiLocker system)
- e-Sign the registration information provided and complete registration process
- Information provided is synchronized with ARX (Authentication and Role based entitlement eXchange).

Process Flow for Secondary User Registration (optional)

- The option for registration of secondary sellers can be for large OEMs and authorised sellers/service providers who have presence across regions. Maximum of 30 such secondary users shall be allowed.
- Primary user shall provide Secondary Seller details such as name, address, email address, User ID / password, roles, Office / Division ID (optional)
- Email notification sent to registered email address of Secondary Seller
- Secondary seller shall login to system with User ID / password and verification shall be made using Aadhaar number.
- All registration profile information of the parent company will be loaded in non – editable mode
- Company details will be available in read only mode. Name, address, email address and mobile number will be fetched from Aadhaar System.

- Different roles can be assigned to the sellers such as product uploading, making bid offers, post contract management.
- Update bank information (this is dependent on role assigned to Secondary Seller)
- User account of Secondary Seller is activated

User account information provided is synchronized with ARX

General assumptions and process description for updating user information.

- There will be always one primary Seller for a Company. This primary Seller will by default have all privileges assigned to it.
- Only the Primary Seller can create Secondary Sellers. There can be multiple Secondary Sellers for a Company.
- Secondary Sellers are roles/privileged based. They can work only as per the assigned role/privilege.
- Only the Primary Seller can update registration details of the Company.
- If the Aadhaar no of the primary Seller is updated then GeM should re-verify the Aadhaar no, email, address and mobile no with Aadhaar.
- Deactivation of Secondary Seller can be done by the Primary Seller.
- If required, Primary Seller can modify Secondary Sellers following information: Name, Address, email ID, mobile no, Role, Office/Division ID.

In case of modification of Secondary Sellers any of the following information, re-verification will Aadhaar becomes mandatory on login of the Secondary Seller: Name, Address, email ID and mobile No.

4. Seller Assessment

In order to have the credentials of the seller to be certified. A vendor assessment programme is made available. To enhance the rating of a seller, seller can exercise this optional assessment. Along with the registration of the seller, this option will be given. At the option of the seller, seller can fill the requirement online.

5. Migration of Existing Seller Data

Existing sellers shall re verify their profile and update their data. The process shall be completed before 31st December 2017. Only profiles which are complete in all aspects shall be taken to GeM 3.0.

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