

## Annexure-I

### The steps for Registration of Organisation - HoD/Office is given below:

- Step 1:** Login to <https://gem.gov.in>
- Step 2:** Click on Login/Register Webpage Click on Register Here as a government buyer on the dashboard.
- Step 3:** Go to 'NEW TO E-MARKET PLACE' and click on 'Register Here' under Government Buyer category option
- Step 4:** Create an Account by filling in the following details in the registration forms:
- Organization Information.
  - Account Information (HoD)
  - Authentic Authority Details
- Step 5:** Accept the Terms and Conditions Government e-Market place (GeM)
- Step 6:** Click on 'Register'
- Step 7:** User Id and Password would be send by GeM on registered Email Id of HOD for Login purpose

## Annexure-II

### Steps for Registration of User - Consignee, Buyer, DDO and PAO

- Step 1:** Login to <https://gem.gov.in/>
- Step 2:** Go to Login/Register webpage
- Step 3:** Login as HOD
- Step 4:** Go to Manage Users from Dashboard
- Step 5:** Click on Add New User
- Step 6:** Fill the User Registration Form separately for Buyer/Consignee/Paying Authority
- Step 7:** Click on Submit Button
- Step 8:** A Separate Email Containing User Id and Password would be sent separately to Buyer/Consignee/Paying Authority/DDO
- Step 9:** Login as Buyer/Consignee/Paying Authority/DDO and play their Role

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