



# Introduction & Registration of Seller / Service Provider using Aadhaar and PAN



सत्यमेव जयते

# Pre-requisite for Registration

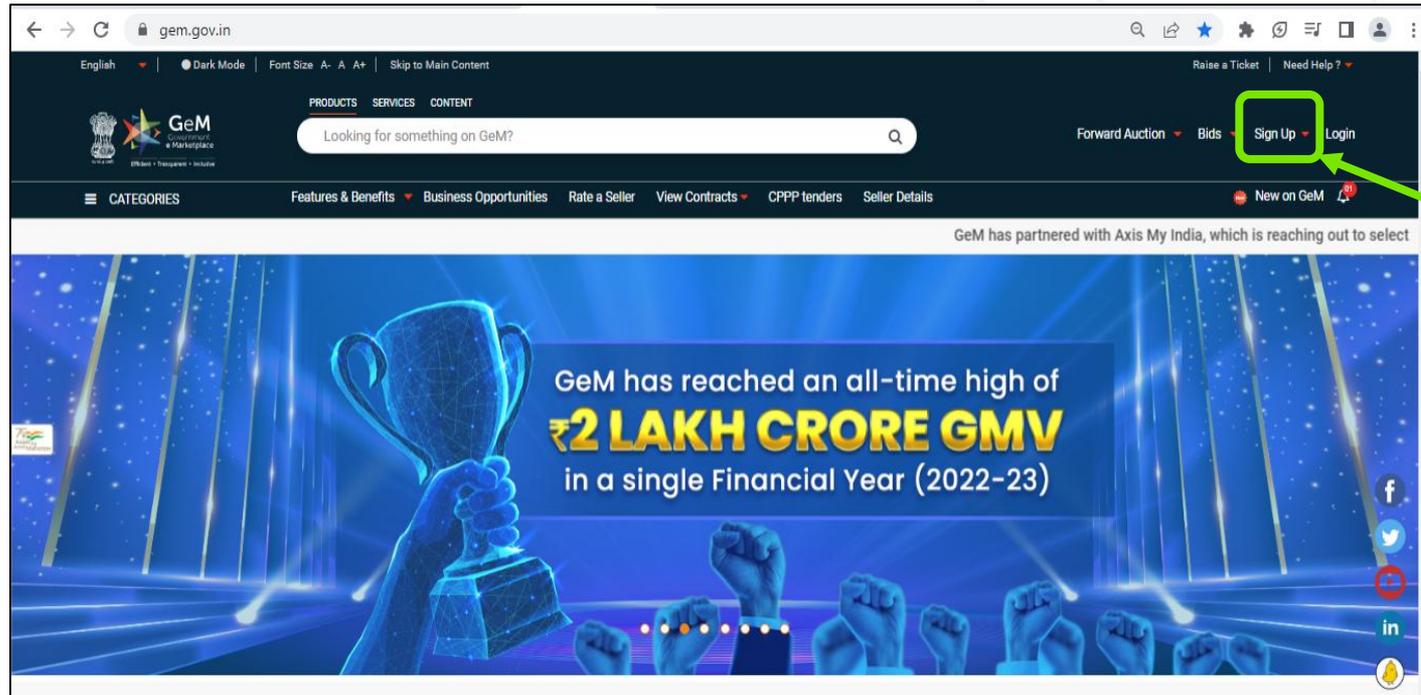
## For Primary User Registration:

- Aadhaar Number / Virtual ID/ Personal PAN of the User.
- Mobile number linked with Aadhaar/Mobile number in case of PAN
- Active Email ID
- Documents as per Constitution/Business type such as CIN, PAN, DIPP, Udyam Number, ITR details to Complete profile.
- Address details (Registered Address)
- Bank account details

## Secondary User Registration:

- Aadhaar/ Personal PAN number
- Mobile number should be linked with Aadhaar /Mobile number is a case of PAN based registration done by a Primary user'
- Active Email ID

Open: [www.gem.gov.in](http://www.gem.gov.in)  
Click on the Sign up



The screenshot shows the GeM website homepage. At the top, there is a navigation bar with the GeM logo, a search bar, and links for 'Forward Auction', 'Bids', 'Sign Up', and 'Login'. The 'Sign Up' link is highlighted with a green box. Below the navigation bar, there is a banner with the text: 'GeM has reached an all-time high of ₹2 LAKH CRORE GMV in a single Financial Year (2022-23)'. The banner features a trophy and several raised fists. Social media icons for Facebook, Twitter, YouTube, and LinkedIn are visible in the bottom right corner of the banner.

Click here to sign-up as a seller/service provider on Government e-Marketplace.

Select the option 'Seller / Service Provider' from drop-down menu.



The screenshot shows the GeM website interface. At the top, there are navigation links for 'English', 'Dark Mode', 'Font Size', and 'Skip to Main Content'. The main header includes the GeM logo, a search bar with the text 'Looking for something on GeM?', and links for 'Forward Auction', 'Bids', 'Sign Up', and 'Login'. A user menu is open, showing 'Buyer Organisation' and 'Seller/Service Provider' (highlighted with a green box). Below the header, there are navigation links for 'CATEGORIES', 'Features & Benefits', 'Business Opportunities', 'Rate a Seller', 'View Contracts', 'CPPP tenders', and 'Seller Details'. A large banner for 'ODOP ONE DISTRICT ONE PRODUCT GeM BAZAAR' is displayed, featuring a circular collage of agricultural products and a person. The banner includes the text 'Powered by: ODOP' and a 'KNOW MORE' button. Social media icons for Facebook, Twitter, and LinkedIn are also visible.

1 Pre-requisites ———— 2 Terms & Conditions ———— 3 Registration

Already Registered with Ministry of Textiles As Weaver or Artisan? [CLICK HERE](#)

## Pre-requisites

Registration on GeM should be done by an authorized person (Director of the organisation or a Key Person/Proprietor).

Business / Organisation Type \* ⓘ

Select type

Proprietorship

Firm

Company

Already  
Trust/Society/Association of Persons

Central Government/State Government

Select Business /  
Organization Type  
from the drop-down  
menu.

PROCEED

Signup >

## Seller/Service Provider Registration

Need help with Registration? 

- 1 Pre-requisites
- 2 Terms & Conditions
- 3 Registration

Already Registered with Ministry of Textiles As Weaver or Artisan? [CLICK HERE](#)

### Pre-requisites

Registration on GeM should be done by an authorized person (Director of the organisation or a Key Person/Proprietor).

Business / Organisation Type \* 

Select type



PROCEED

[VIEW PRE-REQUISITES DOCUMENT](#)

Before proceeding further, ensure to check the list of documents required for registration.

Already registered with GeM? [CLICK HERE TO LOGIN](#)

# After filling in Business / Organization Type, select all the mandatory checkboxes

Business / Organisation Type \* ⓘ

Proprietorship

Required \*

Personal Details

- Aadhaar/Virtual ID and Aadhaar linked mobile number OR Personal PAN details with mobile number
- Active Email ID - Personal E-mail Id or Company / Organisation allotted Email-ID (to verify OTP)

Business Details

- Business PAN details (4th character of your PAN number should be P or H)
- Bank account number and IFSC (Not mandatory for Vivad se Vishwas)
- Income tax returns of last 3 years (It is required for BID participation if your business is older than 24 months) (Not mandatory for Vivad se Vishwas)
- Registered Address (Not mandatory for Vivad se Vishwas)

Optional

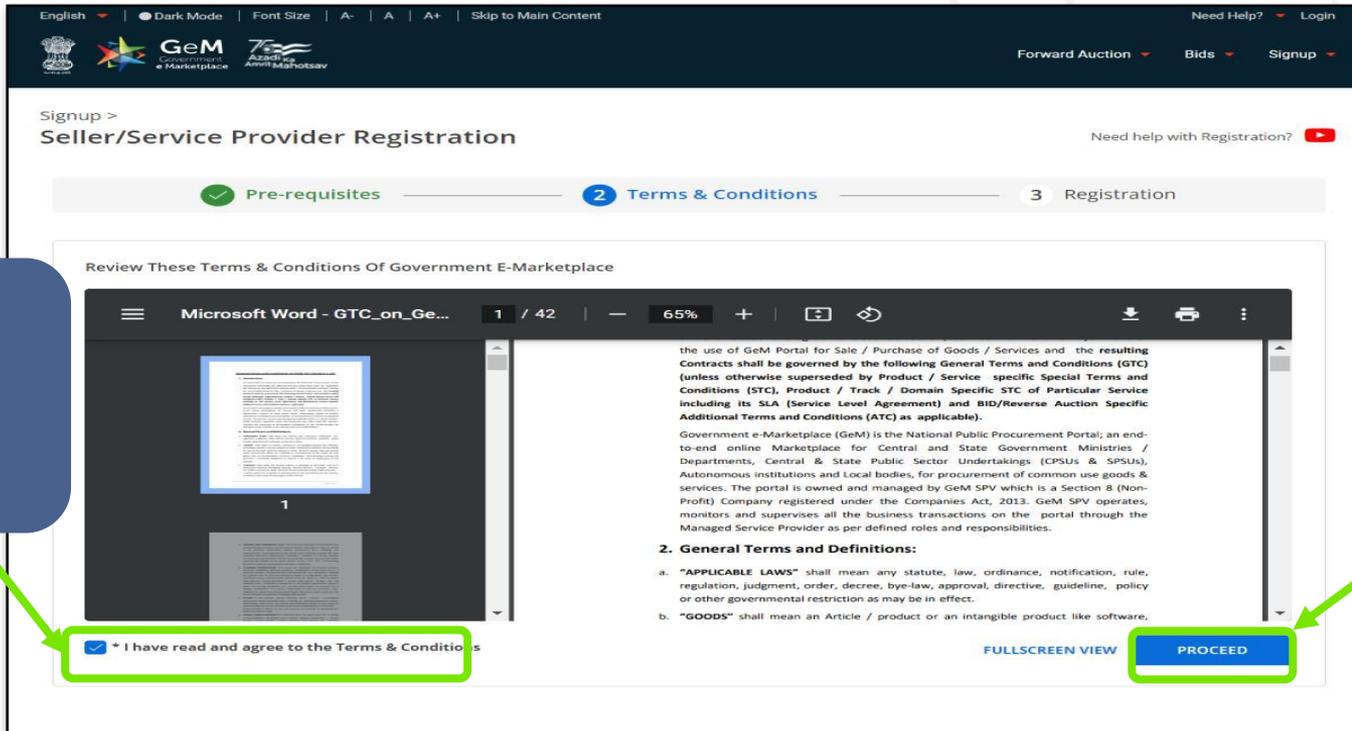
- Udyam number for MSME (EMD exemption in BID) (Required for Vivad se Vishwas)
- DIPP number for startup (EMD exemption for eligible start ups)
- GST number for inter state business

[VIEW PRE-REQUISITES DOCUMENT](#)

Click here to  
Proceed.

PROCEED

# Before proceeding, please review the Terms & Conditions carefully.



The screenshot shows the 'Seller/Service Provider Registration' page on the GeM portal. The page is in the 'Terms & Conditions' step of a three-step process. A Microsoft Word document titled 'GTC\_on\_Ge...' is displayed, showing the terms and conditions. The document text includes: 'the use of GeM Portal for Sale / Purchase of Goods / Services and the resulting Contracts shall be governed by the following General Terms and Conditions (GTC) (unless otherwise superseded by Product / Service specific Special Terms and Conditions (STC), Product / Track / Domain Specific STC of Particular Service including its SLA (Service Level Agreement) and BID/Reverse Auction Specific Additional Terms and Conditions (ATC) as applicable). Government e-Marketplace (GeM) is the National Public Procurement Portal; an end-to-end online Marketplace for Central and State Government Ministries / Departments, Central & State Public Sector Undertakings (CPSUs & SPSUs), Autonomous institutions and Local bodies, for procurement of common use goods & services. The portal is owned and managed by GeM SPV which is a Section 8 (Non-Profit) Company registered under the Companies Act, 2013. GeM SPV operates, monitors and supervises all the business transactions on the portal through the Managed Service Provider as per defined roles and responsibilities. 2. General Terms and Definitions: a. "APPLICABLE LAWS" shall mean any statute, law, ordinance, notification, rule, regulation, judgment, order, decree, bye-law, approval, directive, guideline, policy or other governmental restriction as may be in effect. b. "GOODS" shall mean an Article / product or an intangible product like software.

At the bottom of the document viewer, there is a checkbox labeled '+ I have read and agree to the Terms & Conditions' which is checked. To the right of the document viewer are two buttons: 'FULLSCREEN VIEW' and 'PROCEED'. The 'PROCEED' button is highlighted with a blue border.

Check the box after carefully reviewing T&C.

Click here to proceed.

On the registration tab, Need to fill in the organizational details. Fill in the organizations name, re-enter the organizations name and then select next proceed.

Signup >

## Seller/Service Provider Registration

Need help with Registration? 



Pre-requisites



Terms & Conditions



Registration

Organisation Details

Personal Verification

Email Verification

User Credentials

### Organisation Details

Business / Organisation Type \* 

Proprietorship

Business / Organisation Name \* 

xyz

Re-enter Business / Organisation Name \*

xyz

Business / Organisation Name is not editable once saved. Kindly ensure you enter correct name.

Fill in your organization's name.

Click on 'Next' to proceed.

Re-enter your organization's name.

NEXT

# 1. Registration process through Aadhaar

Seller/Service Provider Registration Need help with Registration? 

Pre-requisites —  Terms & Conditions — **3** Registration

Organisation Details 

**Personal Verification**

Aadhaar  Personal PAN

We respect your Privacy. We do not share your personal details with anyone.

Aadhaar Number (Virtual ID)\*  Mobile number linked with Aadhaar\*

I, the holder of the above Aadhaar, hereby give my consent to GeM (Government e Marketplace), for using my Aadhaar number as allotted by UIDAI for GeM Registration. GeM (Government e Marketplace), have informed me that my aadhaar data will not be stored/shared.

मैं, उपर्युक्त आधार का धारक, भारतीय विशिष्ट पहचान प्राधिकरण द्वारा आवंटित अपने आधार नंबर को जेम पंजीकरण हेतु प्रयोग में लाने हेतु जेम (गवर्नमेंट ई-मार्केटप्लेस) को एतद्वारा अपनी सहमति प्रदान करता हूँ। जेम (गवर्नमेंट ई-मार्केटप्लेस) ने मुझे अवगत कराया है कि मेरे आधार डेटा को संग्रहीत/साझा नहीं किया जाएगा।

Click on the play button to listen consent/ सहमति सुनने के लिए प्ले बटन पर क्लिक करें।

To continue registration through Aadhaar, check this option.

Fill in your Aadhaar number and Aadhaar-linked mobile number for verification.

# Continue registration through Aadhaar Card

Organisation Details

**Personal Verification**

Email Verification

User Credentials

### Personal Verification

Aadhaar  Personal PAN

We respect your Privacy, We do not share your personal details with anyone.

Aadhaar Number / Virtual ID\* <sup>①</sup>

Mobile number linked with Aadhaar\*

I, the holder of the above Aadhaar, hereby give my consent to GeM ( Government e Marketplace), for using my Aadhaar number as allotted by UIDAI for GeM Registration. GeM ( Government e Marketplace), have informed me that my aadhaar data will not be stored/shared.

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Click on the play button to listen consent/ सहमति सुनने के लिए प्ले बटन पर क्लिक करें।

▶ 0:00 / 0:51 — 🔊 ⋮

**VERIFY AADHAAR**

Click on the Checkbox to give your consent to Government e-Marketplace for using your Aadhaar number for authentication.

Click here to proceed.



## Mobile OTP Verification

Enter OTP \*

Mobile : \*\*\*\*\*2995 | Email : rj\*\*\*\*\*@gmail.com

Not received OTP in 9:54 mins?

RESEND

Verify

Cancel

Please do not press back button while the aadhaar authentication is being processed.

Fill in the OTP sent to your Aadhaar-linked mobile number.

Click here to proceed.

The system will generate a prompt if your Aadhaar is successfully verified.

Aadhaar verification successful

✓ Pre-requisites — ✓ Terms & Conditions — 3 Registration

Organisation Details 

Personal Verification

Email Verification

User Credentials

### Personal Verification

Aadhaar  Personal PAN

We respect your privacy and will not share your personal details with anyone.

✓ Aadhaar Details verified successfully.

First Name\*  Last Name

Mobile number linked with Aadhaar\*

My role with the organisation\*

## 2. Registration process through PAN

English | Dark Mode | Font Size | A- | A | A+ | Skip to Main Content | Need Help? | Login

   Forward Auction | Bids | Signup

Signup > Seller/Service Provider Registration [Need help with Registration?](#)

Pre-requisites | Terms & Conditions | **3 Registration**

Organisation Details | **Personal Verification** | Email Verification | User Credentials

### Personal Verification

Aadhaar  **Personal PAN**

We respect your Privacy, We do not share your personal details with anyone.

Personal PAN used for registration will be taken as the Business PAN.

PAN Number \*  Name (as on PAN) \*

Date Of Birth \*

**VERIFY PAN**

**Check here to continue verification using PAN.**

English | Dark Mode | Font Size | A- | A | A+ | Skip to Main Content | Need Help? | Login

GeM Government e Marketplace | 75 Azadi Ka Amrit Mahotsav | Forward Auction | Bids | Signup

### Signup > Seller/Service Provider Registration

Need help with Registration? 

Pre-requisites | Terms & Conditions | **3 Registration**

- Organisation Details  
- Personal Verification**
- Email Verification
- User Credentials

**Personal Verification**

Aadhaar  Personal PAN

We respect your Privacy, We do not share your personal details with anyone.

Personal PAN used for registration will be taken as the Business PAN.

PAN Number \*  Name (as on PAN) \*

Date Of Birth \*  

**VERIFY PAN**

Fill in your PAN card details

Fill in your Date of Birth

Click here to proceed

Once your PAN details are verified, please enter your mobile number for verification.

CATEGORIES All Categories

Signup > Seller/Service Provider Registration [Need help with Registration?](#)

Pre-requisites Terms & Conditions 3 Registration

Organisation Details ✓  
Personal Verification  
Email Verification  
User Credentials

### Personal Verification

Aadhaar  Personal PAN

We respect your Privacy, We do not share your personal details with anyone.

Personal PAN used for registration will be taken as the Business PAN.

PAN Number \* Name (as on PAN) \*

Date Of Birth \*

✓ PAN Details Verified Successfully.

### Mobile Verification

Mobile Number \* Verify Mobile \*

SEND OTP

Fill in your mobile number

Click on 'Send OTP' to proceed

Organisation Details  

**Personal Verification**

Email Verification

User Credentials

### Personal Verification

Aadhaar  Personal PAN

We respect your Privacy, We do not share your personal details with anyone.

Personal PAN used for registration will be taken as the Business PAN.

PAN Number \* 

Name (as on PAN) \* 

Date Of Birth \*  

 PAN Details Verified Successfully.

### Mobile Verification

Mobile Number \*

 Mobile Number Verified Successfully.

My role with the organisation \*

Select your role

Proprietor

Owner

HUF/Karta

Select your role within the organization.

Click on 'Next' to proceed.

After Aadhaar / PAN verification, you will be asked to fill in your personal verification details.

English | Dark Mode | Font Size | A- | A | A+ | Skip to Main Content | Need Help? | Login

GeM Government e Marketplace | 75th Anniversary Mahotsav | Forward Auction | Bids | Signup

Signup > Seller/Service Provider Registration | Need help with Registration? 

Pre-requisites | Terms & Conditions | 3 Registration

Organisation Details  

Personal Verification

Email Verification

User Credentials

**Personal Verification**

Aadhaar  Personal PAN

We respect your Privacy, We do not share your personal details with anyone.

 Aadhaar Details Verified Successfully.

First Name \*  Last Name

Mobile number linked with Aadhaar \*

confirm I am the Key Person of the Organization

**NEXT**

After filling in the details, Check the box to confirm if you are the key person of the organization.

Click on 'Next' to continue.

# Verify your e-mail.

English | Dark Mode | Font Size | A- | A | A+ | Skip to Main Content | Need Help? | Login

   | Forward Auction | Bids | Signup

Signup >  
**Seller/Service Provider Registration** | Need help with Registration? 

✓ Pre-requisites | ✓ Terms & Conditions | **3 Registration**

Organisation Details ✓   
Personal Verification ✓   
**Email Verification**  
User Credentials

### Email Verification

Email Id \*

Verify Email Id \*

**SEND OTP**

Fill in your e-mail address and re-confirm it for verification.

Click here to receive verification OTP on your e-mail.

Signup >

## Seller/Service Provider Registration

Need help with Registration? 



Pre-requisites



Terms & Conditions



Registration

Organisation Details 

Personal Verification 

Email Verification

User Credentials

### Email Verification

Email Id \*

Verify Email Id\*



Enter OTP \*

2	4	9	8	0	8
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[RESEND OTP](#)

 OTP has been successfully resent to r#####v@gmail.com.

Fill in OTP here.

VERIFY OTP

Click here to proceed.

Your e-mail address has been successfully verified!

Signup >

## Seller/Service Provider Registration

Need help with Registration? 

✓ Pre-requisites ——— ✓ Terms & Conditions ——— 3 Registration

Organisation Details 

Personal Verification 

Email Verification

User Credentials

### Email Verification

Email Id \*

✓ Email Id Verified Successfully.

NEXT

Click on 'Next'  
to proceed.

Once your e-mail is verified, you will have to set an User ID and Password.

English | Dark Mode | Font Size | A- | A | A+ | Skip to Main Content | Need Help? | Login

   Forward Auction Bids Signup

Signup >  
**Seller/Service Provider Registration** Need help with Registration? 

✓ Pre-requisites | ✓ Terms & Conditions | **3 Registration**

Organisation Details ✓   
Personal Verification ✓   
Email Verification ✓   
**User Credentials**

**User Credentials**

User Id \* 

Password \* 

Confirm Password \*

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

**CREATE ACCOUNT**

Click here to continue.

After clicking on Create Account, Seller Registration will be completed successfully and the user get redirected to seller homepage to complete the profile!

In this process a seller or service provider can complete or upgrade their profiles. The updating process is divided into 6 sections for an easy user-friendly steps such as:

1. Business Profile
2. My Actions
3. Vendor Assessment
4. Seller Panel
5. Account Settings
6. User Management

In this module, we will look into each section in detail.

## Pre Requisite for profile completion

### Permanent Account Number of Enterprise

1. Proprietorship PAN (4th letter of PAN should be 'P' (XXXPXXXXXX) or 'H' (XXXHXXXXXX)) if you are registering a Sole Proprietorship Business/HUF business
2. Partnership/LLP PAN (4th letter of PAN should be 'F' (XXXFXXXXXXX)) if you are registering a Firm
3. Company PAN (4th letter of PAN should be 'C' (XXXCXXXXXX)) if you are registering a private /public limited Company
4. Trust/Society PAN (4th letter of PAN should be 'T' (XXXTXXXXXX) or 'A' (XXXAXXXXXXX) or 'B' (XXXBXXXXXX) if you are registering a Trust/Society/Association of Persons
5. Government PAN (4th letter of PAN should be 'G' (XXXGXXXXXX)) if you are registering as Central/State Government
6. Date of Incorporation/Registration of your business
7. CIN (Company Information Number) in case you are registering as a Private/Public Limited Company
8. Income Tax Return Details (ITR Form and ITR acknowledgment) for the last three years
9. DIPP number if you are registered under Startup India
10. Udyam Number if you are a Micro or a Small Enterprise
11. Bank Details (Account Number & IFSC Code) for the account which will be used for business done on Government e-Marketplace
12. Billing Address

Open gem.gov.in and click on Login.

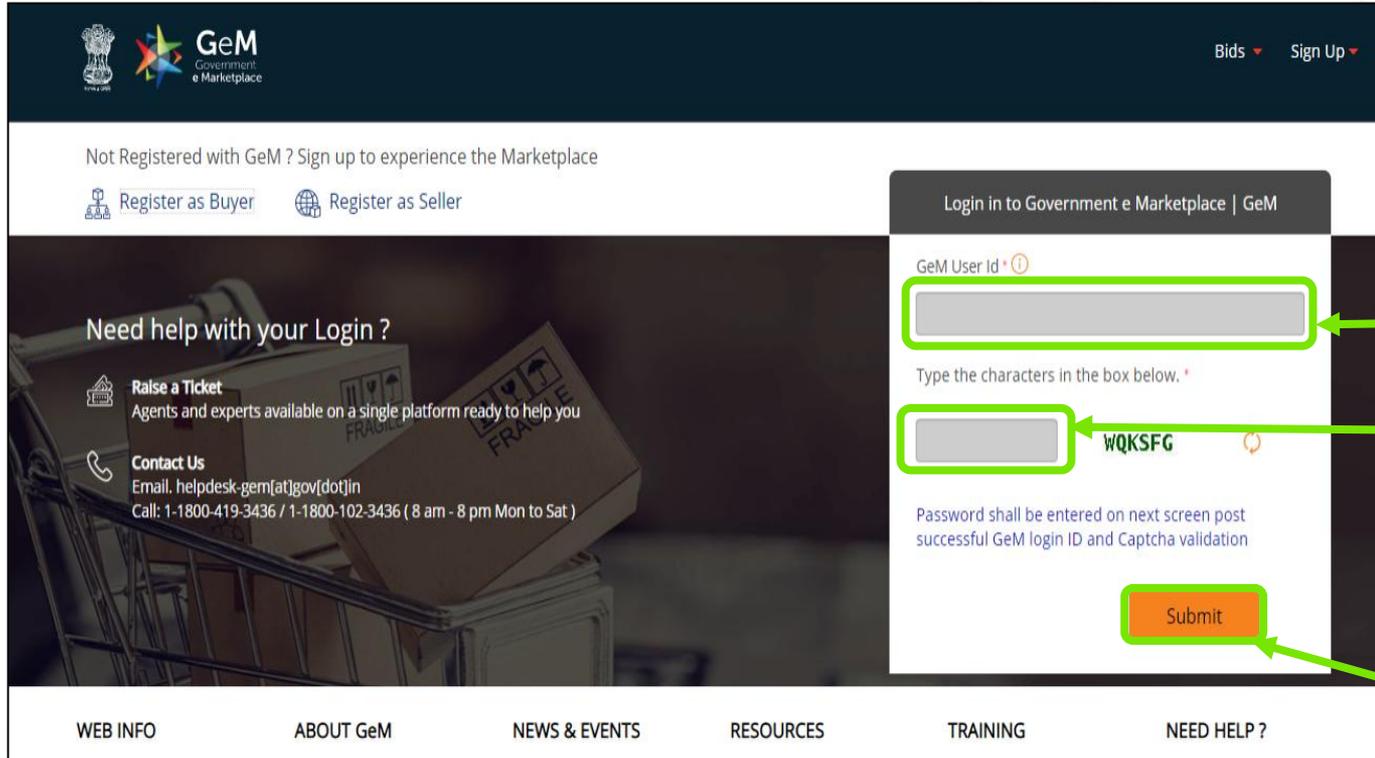


Efficient • Transparent • Inclusive

A screenshot of the GeM website homepage. The top navigation bar is dark blue and contains the following elements from left to right: "English", "Dark Mode", "Font Size A- A+", "Skip to Main Content", "Raise a Ticket", and "Need Help?". Below this is the GeM logo and a search bar with the placeholder text "Looking for something on GeM?". To the right of the search bar are links for "Forward Auction", "Bids", "Sign Up", and "Login". The "Login" link is highlighted with a green rectangular box, and a green arrow points from this box to a dark blue callout box on the right that says "Click here to login.". Below the navigation bar is a horizontal menu with "CATEGORIES" and several sub-links: "Features &amp; Benefits", "Business Opportunities", "Rate a Seller", "View Contracts", "CPPP tenders", and "Seller Details". A notification bell icon is also present. Below the menu is a banner for a partnership with Axis My India. The main content area features a large blue banner with a trophy and the text: "GeM has reached an all-time high of ₹2 LAKH CRORE GMV in a single Financial Year (2022-23)". Social media icons for Facebook, Twitter, and LinkedIn are visible in the bottom right corner of the banner.

Click here to login.

# Enter your account credentials



The screenshot shows the GeM login interface. At the top left is the GeM logo and the text 'Not Registered with GeM? Sign up to experience the Marketplace'. Below this are two buttons: 'Register as Buyer' and 'Register as Seller'. The main content area features a 'Need help with your Login?' section with links for 'Raise a Ticket' and 'Contact Us'. On the right, a 'Login in to Government e Marketplace | GeM' form is displayed. The form has a title bar, a 'GeM User Id' field with a red information icon, a CAPTCHA field with the text 'WQKSFG', a password field, and a 'Submit' button. A note below the password field states: 'Password shall be entered on next screen post successful GeM login ID and Captcha validation'. The bottom navigation bar contains links for 'WEB INFO', 'ABOUT GeM', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP?'. Three blue callout boxes with green arrows point to the User ID field, the CAPTCHA field, and the Submit button.

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-ge\[at\]gov\[dot\]in](mailto:helpdesk-ge[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

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

Submit

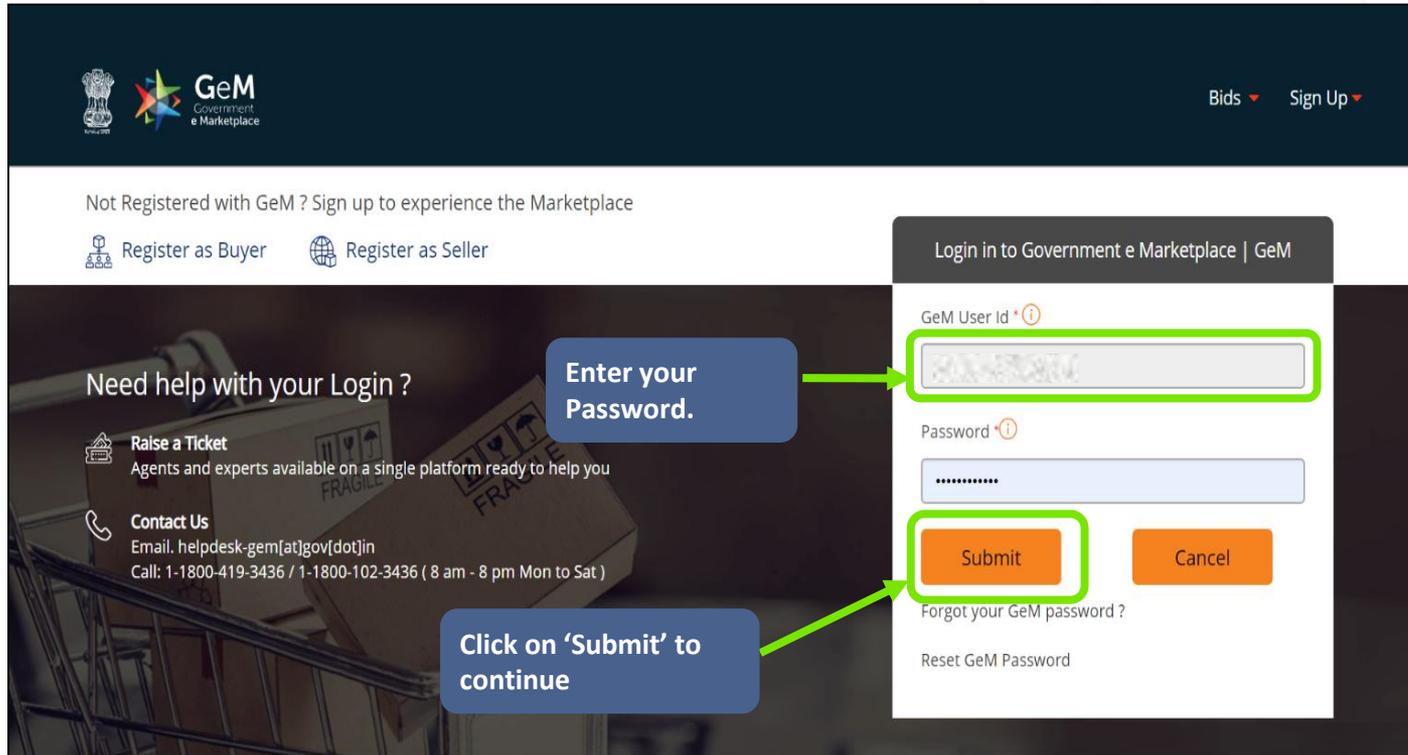
WEB INFO ABOUT GeM NEWS & EVENTS RESOURCES TRAINING NEED HELP?

Enter your  
User ID .

Enter the  
CAPTCHA text  
as shown on  
screen.

Click on  
'Submit' to  
proceed.

# Enter your account credentials - II



The screenshot shows the GeM login interface. At the top left is the GeM logo and the text "Government e Marketplace". On the right, there are links for "Bids" and "Sign Up". Below the header, a message reads "Not Registered with GeM ? Sign up to experience the Marketplace" with buttons for "Register as Buyer" and "Register as Seller". The main content area features a "Need help with your Login ?" section with links for "Raise a Ticket" and "Contact Us". A modal window titled "Login in to Government e Marketplace | GeM" is open, containing input fields for "GeM User Id" and "Password", and "Submit" and "Cancel" buttons. Annotations include a blue box "Enter your Password." pointing to the password field, and another blue box "Click on 'Submit' to continue" pointing to the Submit button.

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 )

Enter your Password.

Click on 'Submit' to continue

Login in to Government e Marketplace | GeM

GeM User Id ⓘ

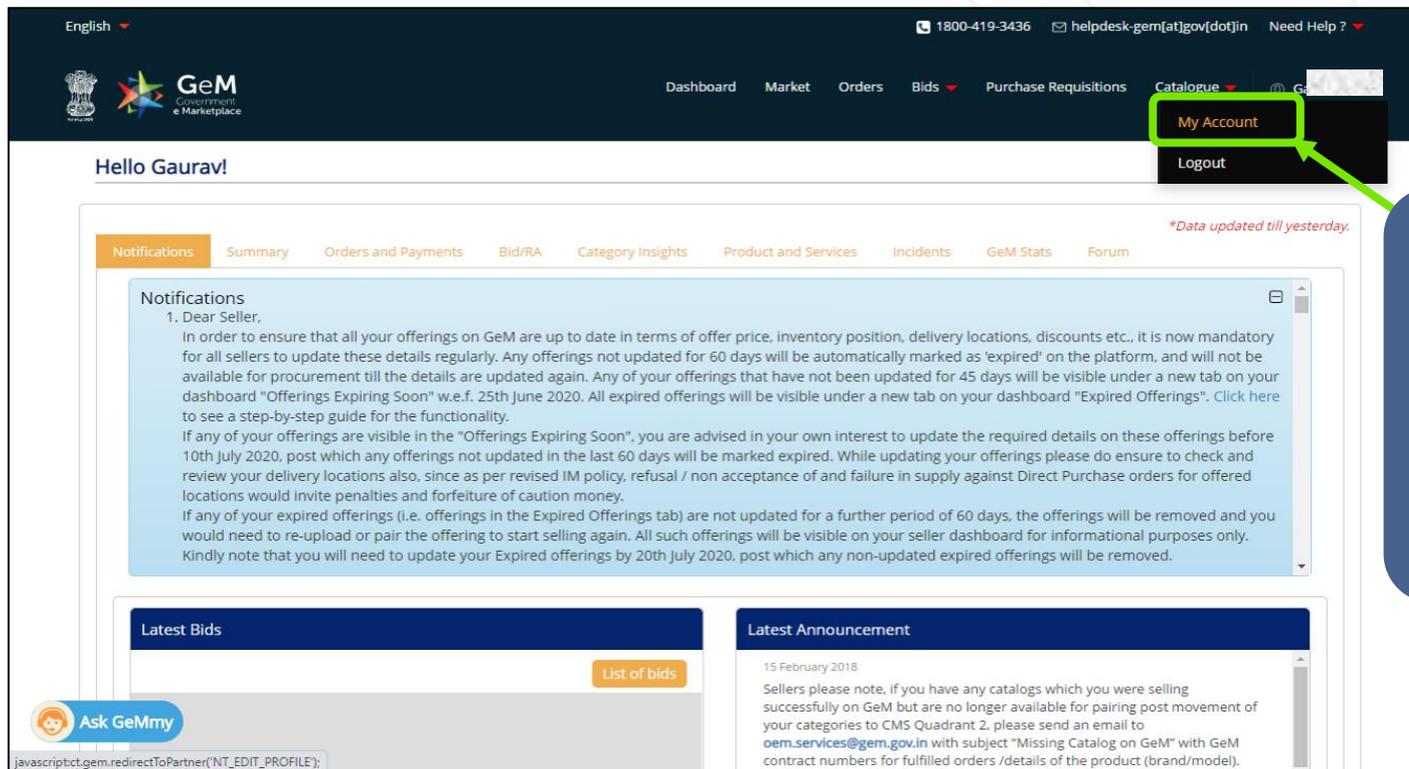
Password ⓘ

Submit Cancel

Forgot your GeM password ?

Reset GeM Password

# Welcome to your seller homepage!



The screenshot shows the GeM seller homepage. At the top, there is a dark navigation bar with the GeM logo on the left and navigation links: Dashboard, Market, Orders, Bids, Purchase Requisitions, and Catalogue. A user profile icon is visible on the right, with a dropdown menu containing 'My Account' and 'Logout'. The 'My Account' option is highlighted with a green box and an arrow. Below the navigation bar, the user is greeted with 'Hello Gaurav!'. A secondary navigation bar contains various menu items: Notifications, Summary, Orders and Payments, Bid/RA, Category Insights, Product and Services, Incidents, GeM Stats, and Forum. The main content area features a 'Notifications' section with a message from the system regarding offer updates. Below this are sections for 'Latest Bids' and 'Latest Announcement'. At the bottom left, there is an 'Ask GeMmy' button and a small code snippet: `javascript:ctc.gem.redirectToPartner('NT_EDIT_PROFILE');`

To edit the profile sections, select your username on the top right corner and click on 'My Account' from drop-down menu

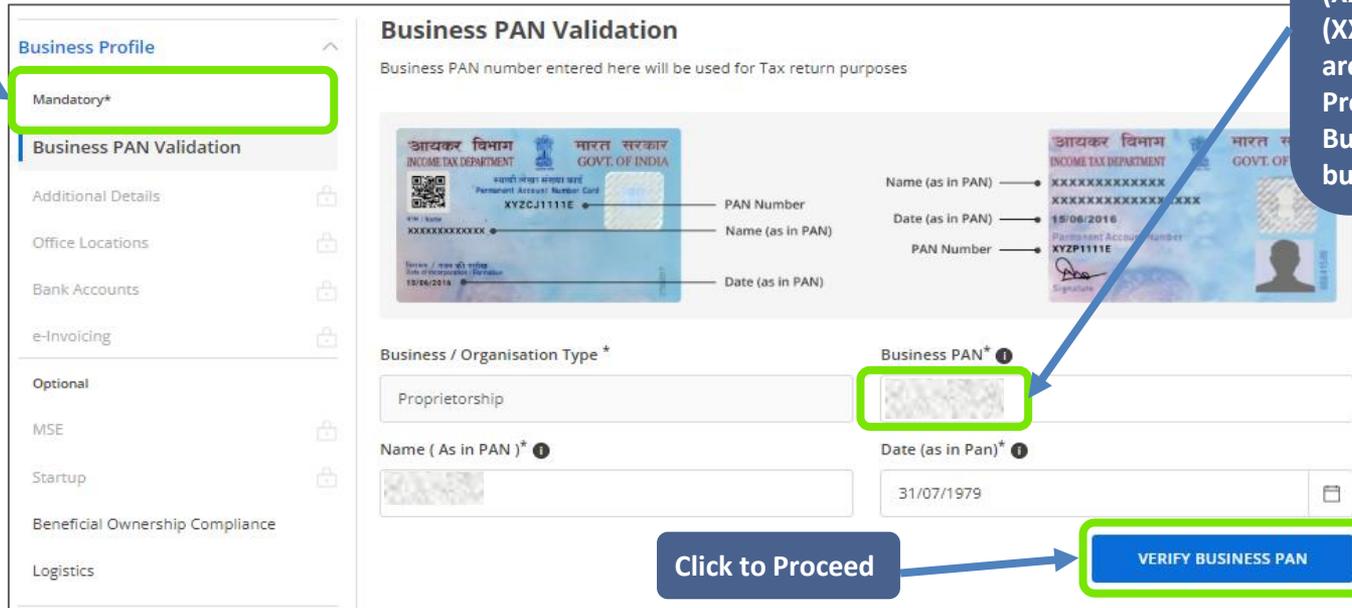
# Business PAN Validation

If you are registering as a sole proprietor business

1. Registration using PAN – Pan details will be pre-filled in PAN validation in My Company Section
2. Registration Using Aadhaar – Enter details as in PAN validation. Name should be same as in Aadhaar.

Click here to update Business PAN details.

Proprietorship PAN (4th letter of PAN should be 'P' (XXXPXXXXXX) or 'H' (XXXHXXXXXX)) if you are registering a Sole Proprietorship Business/HUF business.



**Business PAN Validation**

Business PAN number entered here will be used for Tax return purposes

**Business / Organisation Type \***  
Proprietorship

**Business PAN\* 1**

**Name (As in PAN)\* 1**

**Date (as in PAN)\* 1**  
31/07/1979

**VERIFY BUSINESS PAN**

Click to Proceed

VERIFY BUSINESS PAN

Once your details have been verified, the system will generate a success prompt.

### Business Profile

- Mandatory\*
- Business PAN Validation**
- Business Details
- Additional Details
- Office Locations
- Bank Accounts
- e-Invoicing
- Optional
- Tax Assessment
- MSE
- Startup

## Business PAN Validation

Business PAN number entered here will be used for Tax return purposes



आयकर विभाग  
INCOME TAX DEPARTMENT  
भारत सरकार  
GOVT. OF INDIA  
स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card  
XYZCJ1111E  
PAN Number  
Name (as in PAN)  
Date (as in PAN)  
10/06/2016



आयकर विभाग  
INCOME TAX DEPARTMENT  
भारत सरकार  
GOVT. OF INDIA  
XXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
Date (as in PAN)  
18/06/2016  
PAN Number  
XYZP1111E  
Permanent Account Number  
Signature

Business / Organisation Type \*

Proprietorship

Business PAN\* ⓘ

[Masked PAN]

Name (As in PAN)\* ⓘ

[Masked Name]

Date (as in Pan)\* ⓘ

30/07/1979

Business PAN details verified successfully

PROCEED

Click here to proceed.

# Updating Business Details

Case 1: For Business/ Organisation type other than 'Company'

Click here to update Business details.

**Business Profile**

Organisation Profile

Mandatory\*

Business PAN Validation

**Business Details**

Additional Details

## Business Details

Please ensure correct Business Name on GeM

Business / Organisation Name\* ⓘ

Date Of Incorporation\* ⓘ

Date of Incorporation is editable only once. Kindly ensure you enter correct date.

**SAVE** **PROCEED**

Fill in the Business/Organisation name and date of incorporation carefully as this can be edited one time only.

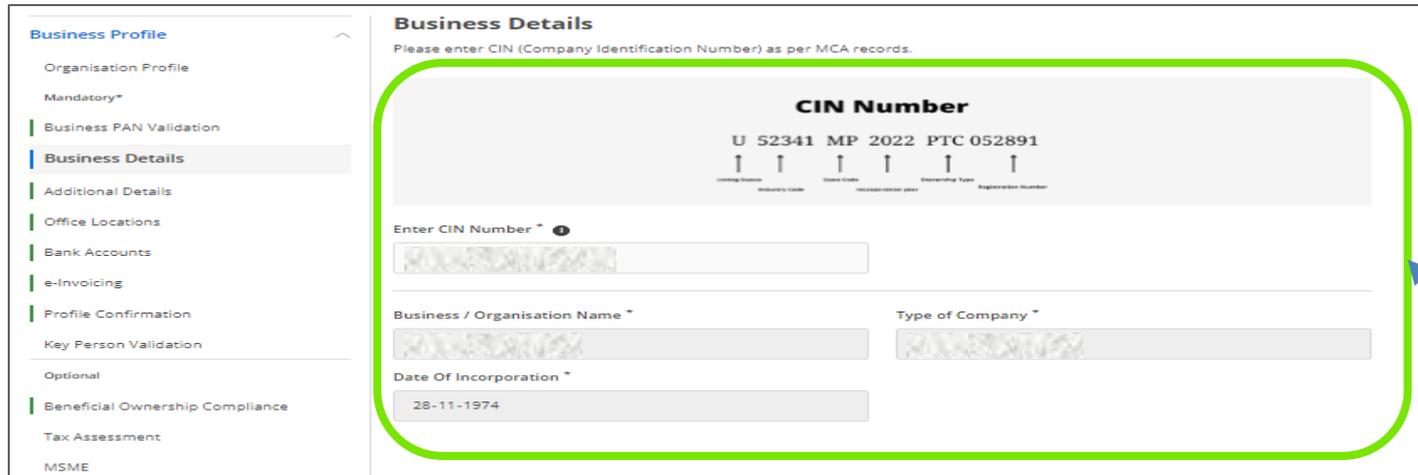
Click here to proceed.

## Updating Business Details - II

### Case 2: For Business/ Organisation type as 'Company':

- Business details will be verified with your CIN information.
- Enter your CIN number, Business/ Organisation Name, Type of Company, and Date of incorporation
- Mapping will be done automatically after verifying the CIN details
- Select the primary director from 'My Action' section - Director Information input should match with Key Person detail.

**Note** – It is essential that whenever a seller changes their business composition, the CIN must be updated on the Government portal, and the same information needs to be updated on GeM as well.



**Business Profile**

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details**
- Additional Details
- Office Locations
- Bank Accounts
- e-Invoicing
- Profile Confirmation
- Key Person Validation
- Optional
- Beneficial Ownership Compliance
- Tax Assessment
- MSME

**Business Details**  
Please enter CIN (Company Identification Number) as per MCA records.

**CIN Number**

U 52341 MP 2022 PTC 052891

Enter CIN Number \*

Business / Organisation Name \*

Type of Company \*

Date Of Incorporation \*

28-11-1974

Enter the details.

# Updating Additional Details

Company Profile Data updated successfully

GeM Seller Id: 

100%

You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

⚠ Please complete 'DoE order compliance' [here](#)

## Business Profile

Organisation Profile

Mandatory\*

Business PAN Validation

Business Details

Additional Details

Office Locations

Bank Accounts

e-Invoicing

Optional

## Additional Details

Please select your preference

Are you registered with DPIIT as Startup ?

Yes

No

Are you Udyam Registered Micro or Small enterprise (MSE)?

Yes

No

Do you want to participate in Bid ? ⓘ

Yes

No

Do you want to Opt for SAHAY?

[Please click here to view the terms and conditions](#)

Yes

No

✔ Your selections updated successfully.

SAVE

Click here to update additional details.

Update the fields and Click on 'Save'.

## Updating Office Location Details

**Note:** It is mandatory to provide the registered address.

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations**
- Bank Accounts

## Office Locations

You can add multiple office locations as per their function/type for your Business

Adding Registered address is mandatory.

[Manage Offices](#) [Add New Office](#)

You need to update your GSTIN for getting the order above 40 lakhs.

Office	Address	GSTIN	ACTION
No Address details found. Add Address below.			

[ADD NEW OFFICE](#)

Click here to add  
Office location  
details, if any

ADD NEW OFFICE

## Updating Office Location Details - II

### Office Locations

You can add multiple office locations as per their function/type for your Business

Manage Offices

Add New Office

Office Name\*

Enter Office Name

Pincode\*

Enter 6 digit pincode

Town/City/District\*

Town/City/District

Name of Premises/ Building/ Village

Enter Building/Premises/Village

Area/Locality\*

Enter Area/Locality

Type Of Office\*

Select type of address

Billing

Manufacturing

Service Center

Godown

Road/Street/Post Office

Enter Road/Street/Post Office

Contact Number\* ⓘ

Enter Contact Number

You can choose the type of Office from the dropdown menu. Confirm your Billing Address also.

It is not mandatory for an organization to provide their GSTIN, according to the Government of India, any business exceeding 40 lakhs turnover annually must register for GST. On GeM portal, a seller/service provider may still receive direct purchase order, but to participate in bids, vendors above the threshold must furnish their GSTIN.

Note - The GST type can be changed only once (Composition Scheme to Normal Tax Payer).

**Business Profile**

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations**
- Bank Accounts
- e-Invoicing
- Optional
- Tax Assessment

### Office Locations

You can add multiple office locations as per their function/type for your Business

[Manage Offices](#) [Edit](#)

Office Name\*  Type Of Office\*

Are you registered for GST?  
 Yes  No

GSTIN\*  Registered As

Pincode\*  State\*

Choose 'Yes' if you are registered with GST and select if you are registered under 'Normal Tax Payer' or 'Composition Scheme'.

Enter the GSTIN and verify.

## Updating Office Location Details – For GST

Are you registered for GST?

Yes  No

Choose 'No' if you are not registered with GST and select the 'Business falling under turnover threshold limit as per GST Law' option.

Declaring As

Businesses falling under turnover threshold limit as per GST Law.  Other

I/We **Hari Mohan** of **NDDB DAIRY SERVICES** hereby declare that I / we is/are not required to obtain registration under GST act. In case any of the above information is found to be incorrect at a later date, the registration with GeM may be liable to be cancelled and any dues / deposits may be forfeited by the Buyer / GeM.

# Verify OTP to complete updating the Office Location details

Invoice) for helping the Buyer communicate with the Sellers post contract

Email Id\*

Verify Email Id\*

**SEND OTP**

Enter OTP\*

1 1 1 1 1 1

[RESEND OTP](#)

✓ OTP has been successfully sent to your s#####c@gmail.com.

E-mail verification is required to authenticate/validate address updation.

Click here to receive OTP.

Click here to verify OTP.

Enter the OTP.

# Key Person Validation

Companies and Firms are required to verify Key Person information as per ITR records.

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations
- Bank Accounts
- e-Invoicing
- Profile Confirmation
- Key Person Validation**

### Key Person Validation

Company PAN

Authorised Person Name \* ⓘ

ITR Type \*

Assessment Year \*

Acknowledgement Number \* ⓘ

**VERIFY COMPANY DETAILS**

Fill in the details and Click here to proceed further

# Updating Bank Account Details

**Business Profile** ^

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations
- Bank Accounts**
- e-Invoicing

## Bank Accounts

You can add multiple Bank accounts for your Business. One account must be selected as Primary account

[Manage Bank Account](#) [Add new Bank Account](#)

Public Finance Management System (PFMS) verification is mandatory to receive payments from buyers using PFMS method of payment. Enter your PFMS verified account for better experience.

Don't have a PFMS verification yet? Don't worry, you can proceed with a non-PFMS verified account now and come back to this section later.

IFSC	Bank Name	Bank Account Number	Account Holder Name	PFMS Code	Is Primary?	ACTION
No accounts added.						

[ADD NEW BANK ACCOUNT](#)

Click on 'Add New Bank Account'

## Updating Bank Account Details - II

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations
- Bank Accounts**
- e-Invoicing
- Optional
- Tax Assessment

### Bank Accounts

You can add multiple Bank accounts for your Business. One account must be selected as Primary account

[Manage Bank Account](#) [Add new Bank Account](#)

<b>IFSC Code*</b>	<b>Bank Name*</b>
<input type="text" value=""/>	<input type="text" value="ICICI BANK LIMITED, NEW DELHI - LAJPAT NAGARĀ;"/>
<b>Bank Address*</b>	<b>Account Holder Name*</b>
<input type="text" value=""/>	<input type="text" value="Sourav Kumar"/>
<b>Bank Account No*</b>	<b>Confirm Bank Account No*</b>
<input type="text" value="*****"/>	<input type="text" value="0.*****"/>
<input checked="" type="checkbox"/> Is Primary Account?	<input type="button" value="SAVE"/>

Fill In your bank details and click on 'Save'.

## Updating Bank Account Details - III

The bank details are now saved. You can add multiple bank accounts for your business.

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations
- Bank Accounts**
- e-Invoicing
- Optional
- Tax Assessment

### Bank Accounts

You can add multiple Bank accounts for your Business. One account must be selected as Primary account

[Manage Bank Account](#) [Add new Bank Account](#)

Public Finance Management System (PFMS) verification is mandatory to receive payments from buyers using PFMS method of payment. Enter your PFMS verified account for better experience.

Don't have a PFMS verification yet? Don't worry, you can proceed with a non-PFMS verified account now and come back to this section later.

IFSC	Bank Name	Bank Account Number	Account Holder Name	PFMS Code	Is Primary?	ACTION
[REDACTED]	ICICI BANK LIMITED, NEW DELHI - LAJPAT NAGAR	[REDACTED]	Sourav Kumar	VERIFY	<input checked="" type="checkbox"/>	

1 of 1 Bank account displayed. [ADD NEW BANK ACCOUNT](#)

Click on 'Add New Bank Account' to add another bank account.

# E- Invoice Declaration

E-Invoicing declaration facilitates faster turnaround time of your transactions.

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- Office Locations
- e-Invoicing**
- Optional

### e-Invoice Declaration

e Invoice declaration facilitates faster turnaround time of your transactions

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The IRP generates and returns a unique Invoice Reference Number (IRN), digitally signed e-invoice and QR code to the user.

E-Invoicing has been made mandatory by the Goods and Service Tax Council for businesses with an annual turnover above ₹5 crore.

**Turnover(max in 3 year)\* ⓘ**

Specific category excluded from compliance to e-invoicing as notified\*

Yes  No

**Enter the Turnover manually.**

## E- Invoice Declaration–Specific Category not Excluded

**Case 1:** If your specific category is not excluded from compliance to e-invoicing as notified

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations
- Bank Accounts
- e-Invoicing**
- Optional
- Tax Assessment

### e-Invoice Declaration

e Invoice declaration facilitates faster turnaround time of your transactions

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The IRP generates and returns a unique Invoice Reference Number (IRN), digitally signed e-invoice and QR code to the user.

E-Invoicing has been made mandatory by the Goods and Service Tax Council for businesses with an annual turnover above ₹ 10 crore.

Turnover(max in 3 year)\* ⓘ

Rupees Twelve Thousand Three Hundred and Forty Five only

Specific category excluded from compliance to e-invoicing as notified\*

Yes  No

Please complete OTP verification to update/change declaration

**GET OTP**

Select 'No' and click on 'Get OTP'.

## E- Invoice Declaration–Specific Category not Excluded - II

Mandatory\*

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The QR code to the user.

Business PAN Validation

Business Details

Details

Bank Accounts

Office Locations

e-Invoicing

Optional

Tax Assessment

MSE

Please complete OTP verification to update/change declaration

GET OTP

### OTP Verification

Enter OTP sent to your Email Id\*

1 1 1 1 1 1

RESEND OTP

✓ OTP has been successfully sent to #####8715 and email yk@gmail.com

VERIFY OTP

Enter the  
OTP.

Click here to  
verify OTP.

## E- Invoice Declaration–Specific Category not Excluded - III

The system will prompt a success message for OTP verification

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- Office Locations
- e-Invoicing**
- Optional
- Tax Assessment

### e-Invoice Declaration

e Invoice declaration facilitates faster turnaround time of your transactions

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The IRP generates and returns a unique Invoice Reference Number (IRN), digitally signed e-invoice and QR code to the user.

E-Invoicing has been made mandatory by the Goods and Service Tax Council for businesses with an annual turnover above ₹ 10 crore.

Turnover(max in 3 year)\* ⓘ

Rupees Twelve Thousand Three Hundred and Forty Five only

Specific category excluded from compliance to e-invoicing as notified\*

Yes  No

OTP verified

Click here to save.

# E- Invoice Declaration – Specific Category Excluded

## Case 2: If your specific category is excluded from compliance to e-invoicing as notified

### Business Profile

- Organisation Profile
- Mandatory\*
  - Business PAN Validation
  - Business Details
  - Additional Details
  - Bank Accounts
  - Office Locations
  - e-Invoicing**
- Optional
  - Tax Assessment
  - MSE
  - Startup
  - Beneficial Ownership Compliance
  - Logistics
- Vendor Assessment
- Seller Panel

### e-Invoice Declaration

e Invoice declaration facilitates faster turnaround time of your transactions

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The IRP generates and returns a unique Invoice Reference Number (IRN), digitally signed e-invoice and QR code to the user.

E-Invoicing has been made mandatory by the Goods and Service Tax Council for businesses with an annual turnover above ₹ 10 crore.

Turnover(max in 3 year)\* ⓘ

12345

Rupees Twelve Thousand Three Hundred and Forty Five only

Specific category excluded from compliance to e-invoicing as notified\*

Yes  No

I/We hereby declare that our firm / company has been specifically excluded from the requirement to comply with GST e-invoicing provisions vide Notification number 13/2020-Central Tax dated 21 March 2020, as amended upto date.

Accordingly, at present we are not covered under the ambit of GST e-invoicing provisions. We do hereby declare that once the said provisions are made applicable to us, we shall issue the duly complied e-invoice under GST Law. All GST invoice or document issued by us shall be properly and timely reported under respective returns under GST by us in line with the notified provisions and the applicable tax collected from Buyer shall be timely and correctly paid to the respective Government by us.

In case the Input Tax Credit of GST is denied or demand is recovered from Buyer on account of any act/ omission of us in this regard, we shall be liable in respect of all claims of tax, penalty and / or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. Buyer shall have the right to recover such amount from any payments due to us or from Performance Security, or any other legal recourse from us.

Please complete OTP verification to update/change declaration

**GET OTP**

Select 'Yes' and accept the declaration.

Click on 'Get OTP'.

## E- Invoice Declaration–Specific Category Excluded - II

Mandatory\*

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The QR code to the user.

Business PAN Validation

Business Details

Business Details

Bank Accounts

Office Locations

e-Invoicing

Optional

Tax Assessment

MSE

Please complete OTP verification to update/change declaration

GET OTP

### OTP Verification

Enter OTP sent to your Email Id\*

1 1 1 1 1 1

RESEND OTP

✓ OTP has been successfully sent to #####8715 and email yk@gmail.com

VERIFY OTP

Enter the  
OTP.

Click here to  
verify OTP.

# E- Invoice Declaration–Specific Category Excluded - III

The system will prompt a success message for OTP verification

**Business Profile**

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- Office Locations
- e-Invoicing**
- Optional
- Tax Assessment
- MSE
- Startup
- Beneficial Ownership Compliance
- Logistics
- Vendor Assessment
- Seller Panel

### e-Invoice Declaration

e Invoice declaration facilitates faster turnaround time of your transactions

The e-Invoice System is meant for GST registered entity to upload all the B2B invoices to the Invoice Registration Portal (IRP). The IRP generates and returns a unique Invoice Reference Number (IRN), digitally signed e-invoice and QR code to the user.

E-Invoicing has been made mandatory by the Goods and Service Tax Council for businesses with an annual turnover above ₹ 10 crore.

Turnover(max in 3 year)\* ⓘ

Rupees Twelve Thousand Three Hundred and Forty Five only

Specific category excluded from compliance to e-invoicing as notified\*

Yes  No

I /We hereby declare that our firm / company has been specifically excluded from the requirement to comply with GST e-invoicing provisions vide Notification number 13/2020-Central Tax dated 21 March 2020, as amended upto date. Accordingly, at present we are not covered under the ambit of GST e-invoicing provisions. We do hereby declare that once the said provisions are made applicable to us, we shall issue the duly compiled e-Invoice under GST Law. All GST invoice or document issued by us shall be properly and timely reported under respective returns under GST by us in line with the notified provisions and the applicable tax collected from Buyer shall be timely and correctly paid to the respective Government by us.

In case the Input Tax Credit of GST is denied or demand is recovered from Buyer on account of any act/ omission of us in this regard, we shall be liable in respect of all claims of tax, penalty and / or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. Buyer shall have the right to recover such amount from any payments due to us or from Performance Security, or any other legal recourse from us.

OTP verified

**SAVE**

Click here to save.

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Office Locations
- Bank Accounts
- e-Invoicing
- Startup
- Beneficial Ownership Compliance**

**Beneficial Ownership Compliance**

Please confirm your compliance regarding restrictions under Rule 144(xi) of the General Financial Rules (GFR), 2017

Please read clause 26 in [GEM GTC](#)

Declaration of Beneficial Ownership status of your organization is a mandatory requirement as per the government of India OM No. F.7/10/2021-PPD dated 23.02.2023 for Order (Public Procurement No. 4) - Restrictions under Rule 144(xi) of the General Financial Rules (GFRs), 2017. Please complete the declaration on this page. In case your Organization has a Beneficial Ownership arrangement with a land border sharing country, kindly raise a helpdesk ticket with the subject "Declaration of Beneficial Ownership for our organization" and provide the following details:

1. Attach the Compliance certificate issued by the competent authority in valid format as per annexure [1 OM No. F.7/10/2021-PPD dated 23.02.2023 for Order \(Public Procurement No. 4\) - Restrictions under Rule 144\(xi\) of the General Financial Rules \(GFRs\), 2017.](#)
2. Provide your GeM Seller ID, provide the names of the GeM Categories that you will be transacting in, based on the above compliance certificate, and a valid mail address for communication.

The documents submitted by you will be verified by a competent authority at GeM and your Beneficial Ownership status will be updated accordingly. Please note that you will be allowed to transact only in the categories verified by GeM once the status is updated. Till the time the verification is done by GeM, your profile will remain incomplete and you will not be able to transact on GeM.

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this Seller / Service Provider / Bidder is not from such a country. I hereby certify that this Seller / Service Provider / Bidder fulfills all requirements in this regard and is eligible to be considered for procurement on GeM. I understand that any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws

Please complete OTP verification to update/change declaration

**SEND OTP** SAVE

**Read the clauses carefully and confirm your compliance regarding restrictions under Rule 144 (xi) of the General Financial Rules (GFR), 2017 with an OTP.**

No. F.7/10/2021-PPD dated 23.02.2023 for Order (Public Procurement No. 4) - Restrictions under Rule 144(xi) of the General Financial Rules (GFRs), 2017 . Please complete the declaration on this page. In case your Organization has a Beneficial Ownership arrangement with a land border sharing country, kindly raise a helpdesk ticket with the subject "Declaration of Beneficial Ownership for our organization" and provide the following details:

1. Attach the Compliance certificate issued by the competent authority in valid format as per annexure 1 [OM F.7/10/2021-PPD dated 23.02.2023 for Order \(Public Procurement No. 4\) - Restrictions under Rule 144 General Financial Rules \(GFRs\), 2017.](#)

Ownership Comp

ment

on

essment

Please complete OTP verification to update/change declaration

SEND OTP

SAVE

### OTP Verification

Enter OTP sent to your Email Id\*

1 1 1 1 1 1

RESEND OTP

✔ OTP has been successfully sent to #####1111 and email m1@gmail.com

VERIFY OTP

Enter the OTP and click Verify OTP.



# Tax Assessment

## Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- e-Invoicing
- Office Locations
- Optional
- Tax Assessment**
- MSME

## Tax Assessment

In case your date of incorporation is more than 24 months and you are not providing your ITR records then you will not be able to participate in bids. Your turnover will not reflect in the market as well.

If you are a Proprietor exempted from filing ITR, please update and verify GSTIN of your Registered Office Location.

[Manage Tax Assessment](#) [Add New Tax Assessment](#)

Verification Status	ITR Type / PAN	Assessment year	Sale/Gross Receipts of business	ACTION
No records found.				

[ADD NEW TAX ASSESSMENT](#)

Click here to create a new tax assessment



# Tax Assessment - II

Information entered here shall be validated with your ITR records.

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- e-Invoicing
- Office Locations
- Optional
- Tax Assessment**
- MSME
- Startup
- Beneficial Ownership Compliance
- Logistics
- TAN Validation
- Vendor Assessment
- Seller Panel
- Account Settings

### Tax Assessment

In case your date of incorporation is more than 24 months and you are not providing your ITR records then you will not be able to participate in bids. Your turnover will not reflect in the market as well.

If you are a Proprietor exempted from filing ITR, please update and verify GSTIN of your Registered Office Location.

[Manage Tax Assessment](#) [Add New Tax Assessment](#)

Select appropriate assessment year from the drop-down. For each of the assessment year enter the information on the subsequent columns as following:

- Acknowledgement No. for ITR – Enter the correct Acknowledge No. in this field as submitted in the ITR
- Sale/Gross Receipts of Business – Net of returns and refunds and duty of taxes if any as submitted in your ITR.
- Profit and gain from business or profession as submitted in your ITR.

Information entered here shall be validated with your ITR records. Check the document for instruction. [ITR Guideline Document](#)

<b>PAN*</b>	<b>ITR Type*</b>
AFQP	ITR-3
<b>Assessment Year*</b>	<b>Acknowledgement number for ITR*</b>
2018-2019	1
<b>Profit and Gain from Business or Profession</b>	<b>Sale/Gross Receipts of business *</b>
1234567888	12

Rupees One Hundred and Twenty Three Crores Forty Five Lakhs Sixty Seven Thousand Eight Hundred and Eighty Eight only

Rupees One Hundred and Twenty Three Crores Forty Five Lakhs Sixty Six Thousand Seven Hundred and Seventy Seven only

**CREATE**

Click here to open the ITR Guideline Document.

Enter the required details and click on 'Create'.

## Tax Assessment - III

If you are a Proprietor exempted from filling ITR, please update and verify the GSTIN of your Registered Office Location.  
In case your date of incorporation is more than 24 months and not providing your ITR records. In such a case, you will not be able to participate in the bids.

### Business Profile

- Mandatory \*
- Business PAN Validation
- Business Details
- Office Locations
- Bank Accounts
- Additional Details
- e-invoicing
- Beneficial Ownership Compliance
- Startup
- MSE

### Tax Assessment

In case your date of incorporation is more than 24 months and you are not providing your ITR records then you will not be able to participate in bids. Your turnover will not reflect in the market as well.

If you are a Proprietor exempted from filing ITR, please update and verify GSTIN of your registered office location.

[Manage Tax Assessment](#) [Add New Tax Assessment](#)

Verification Status	Title	Assessment Year	Sale/Gross Receipts of Business	Action
✓ Verified	ITR-6 / A [REDACTED]	2019-2020	₹15,55,188	<a href="#">EDIT</a> <a href="#">DELETE</a>
✗ Not Verified	ITR-6 / A [REDACTED]	2019-2020	₹15,55,188	<a href="#">EDIT</a> <a href="#">DELETE</a> <a href="#">REVERIFY</a>

2 of 2 Tax Assessments displayed. [ADD NEW TAX ASSESSMENT](#)

The system will prompt a success message and displays your verified tax details.

# Updating Optional Fields – Logistics

**Business Profile** ^

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- e-Invoicing
- Office Locations
- Optional
- Tax Assessment
- MSME
- Startup
- Beneficial Ownership Compliance
- Logistics**

### Logistics

A Seller can link their GeM Business Profile account if they are registered with listed Logistics Service Provider

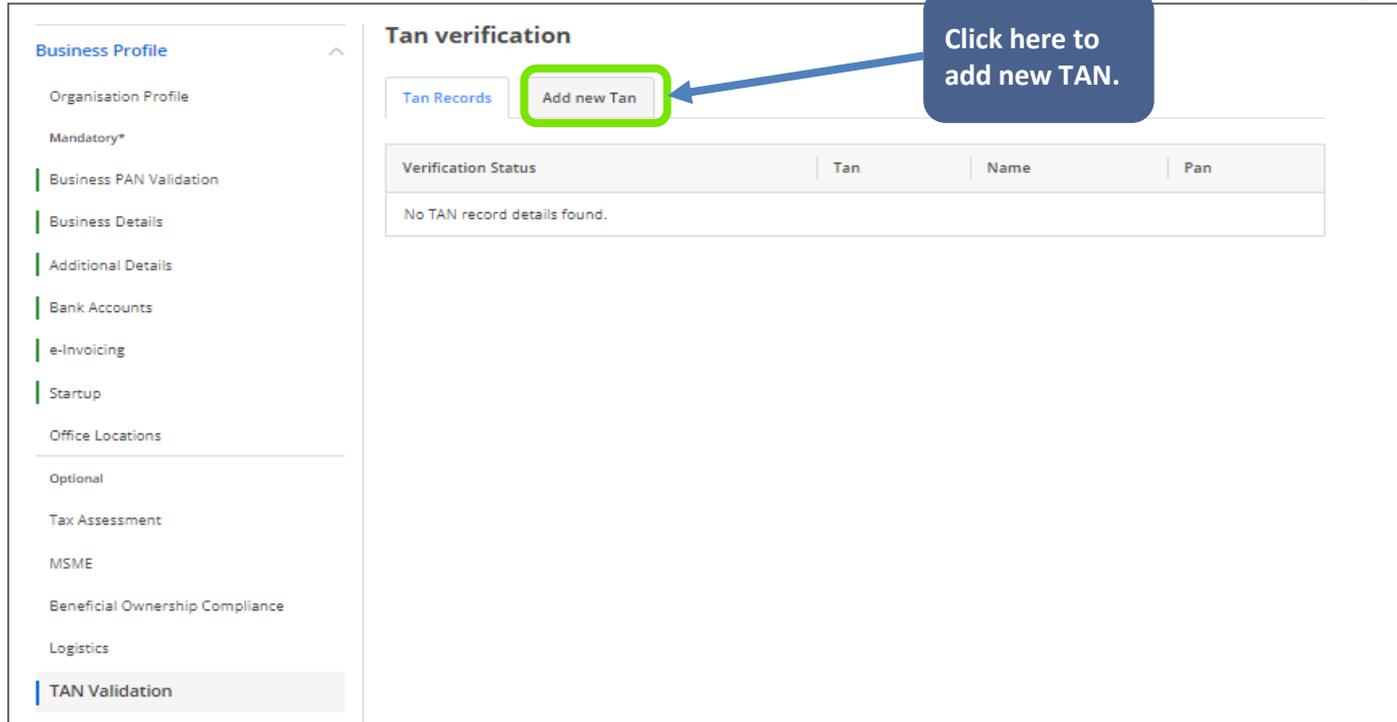
Logistics Service Provider

India Post

SAVE

A seller may now select 'India Post' as their Logistics Service Provider.

# Updating Optional Fields – Tan Validation



**Business Profile**

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- e-Invoicing
- Startup
- Office Locations
- Optional
- Tax Assessment
- MSME
- Beneficial Ownership Compliance
- Logistics
- TAN Validation**

### Tan verification

[Tan Records](#) [Add new Tan](#)

Click here to add new TAN.

Verification Status	Tan	Name	Pan
No TAN record details found.			

# Updating Optional Fields – Tan Validation - II

### Business Profile

- Organisation Profile
- Mandatory\*
- Business PAN Validation
- Business Details
- Additional Details
- Bank Accounts
- e-Invoicing
- Startup
- Office Locations
- Optional
- Tax Assessment
- MSME
- Beneficial Ownership Compliance
- Logistics
- TAN Validation**

### Tan verification

Tan Records [Add new Tan](#)

#### New

TAN Number* ⓘ	Name (as on TAN)* ⓘ
<input type="text"/>	<input type="text" value="Gaurav"/>
Business PAN* ⓘ	<input type="text"/>

[ADD AND VERIFY TAN](#)

Enter the details and Click 'Add & Verify TAN'

# Updating Account Settings – Seller Profile

A pre-filled summary of your personal profile will appear

Click here to update account settings.

Home > My Account

## Seller Profile

Need help with Seller Profile completion? 

GeM Seller Id  100%

You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

**Business Profile** 

**My Actions** 

**Vendor Assessment** 

**Account Settings** 

**Seller Profile** 

**Update Aadhaar** 

**Change Password** 

**Change Email** 

**Close Account** 

**User Management** 

### Seller Profile

Summary of your Personal Profile with GeM

First Name	Last Name
<input type="text" value="Rashmi"/>	<input type="text" value="Sharma"/>
Mobile	Email Id
<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="testcompany@gmail.com"/>
Roles	
<input type="text" value="Primary Seller"/>	



# Updating Account Settings – Update Aadhaar

Click on  
'Update  
Aadhaar' to  
update your  
Aadhaar  
details.

⚠ Please complete 'DoE order compliance' [here](#)

Business Profile

Vendor Assessment

Account Settings

Seller Profile

Update Aadhaar

Change Password

Change Email

Close Account

User Management

## Update Aadhaar

On Aadhaar update, Pan Validation has to be reverified

Aadhaar Number / Virtual ID\*

Mobile number linked with Aadhaar\*

I, the holder of the above Aadhaar, hereby give my consent to GeM ( Government e Marketplace), for using my Aadhaar number as allotted by UIDAI for GeM Registration. GeM ( Government e Marketplace ), have informed me that my aadhaar data will not be stored/shared.

मैं, उपर्युक्त आधार का धारक, भारतीय विशिष्ट पहचान प्राधिकरण द्वारा आवंटित अपने आधार नंबर को जेम पंजीकरण हेतु प्रयोग में लाने हेतु जेम (गवर्नमेंट ई-मार्केटप्लेस) को एतद्वारा अपनी सहमति प्रदान करता हूँ। जेम (गवर्नमेंट ई-मार्केटप्लेस) ने मुझे अवगत कराया है कि मेरे आधार डेटा को संग्रहीत/साझा नहीं किया जाएगा।

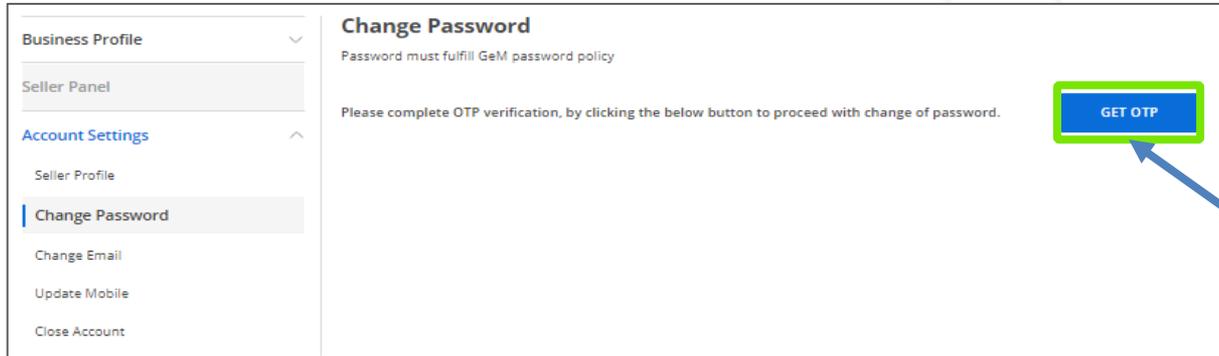
Click on the play button to listen consent/ सहमति सुनने के लिए प्ले बटन पर क्लिक करें।

▶ 0:00 / 0:00

VERIFY AADHAAR

Enter the Aadhaar  
number and linked  
mobile number and  
click on 'Verify  
Aadhaar'

# Updating Account Settings – Change Password



**Business Profile** ▾

Seller Panel

**Account Settings** ▸

- Seller Profile
- Change Password**
- Change Email
- Update Mobile
- Close Account

### Change Password

Password must fulfill GeM password policy

Please complete OTP verification, by clicking the below button to proceed with change of password.

**GET OTP**

Click here to get OTP.



⚠ Please complete DoE order s

### OTP Verification

Enter OTP sent to your Email Id\*

1 1 1 1 1 1

RESEND OTP

✔ OTP has been successfully sent to #####3790 and email s#####c@gmail.com

**VERIFY OTP**

Enter the OTP and click on 'Verify'.

# Updating Account Settings – Change Password- II

Click on 'Change password' to update your password.

Business Profile

Vendor Assessment

Seller Panel

Account Settings

Seller Profile

**Change Password**

Change Email

Update Mobile

Close Account

User Management

### Change Password

Password must fulfill GeM password policy

✔ OTP Verified Successfully

Old Password \*

New Password \* ⓘ

Confirm New Password \*

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

**UPDATE & SAVE**

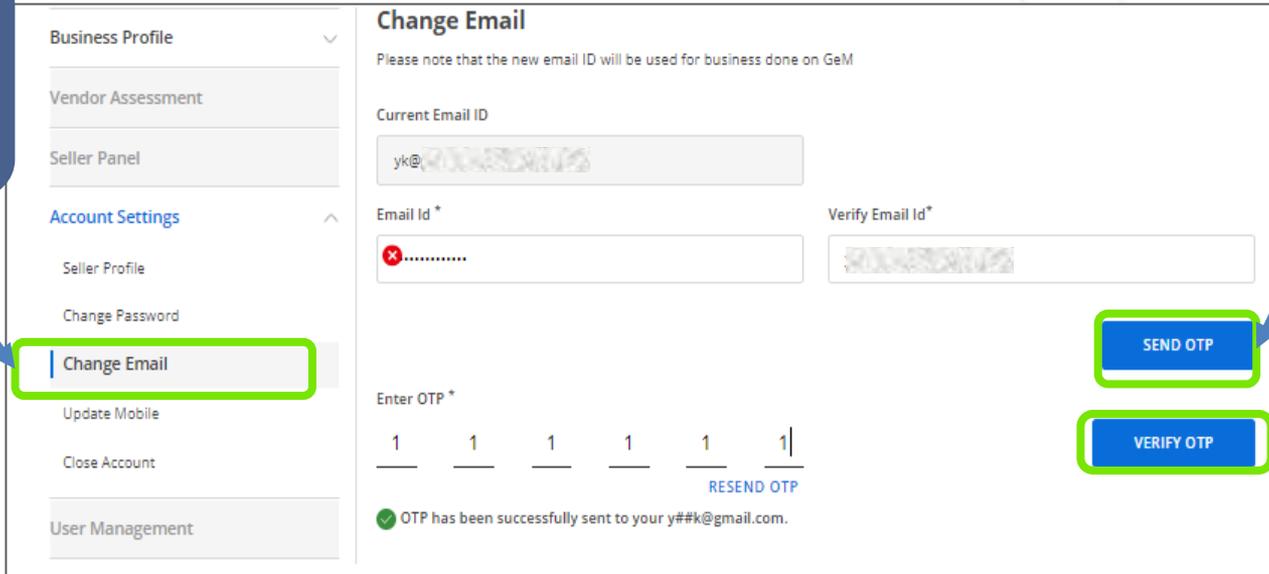
Enter current password and then set your new password

Click on Update and Save.

# Updating Account Settings – Change Email ID

The system will show the pre-filled current registered Email ID. To change, enter a new Email ID and click on Send OTP to receive a verification code on your registered mobile phone and your email address.

Click on 'Change Email' to update your Email address.



**Change Email**

Please note that the new email ID will be used for business done on GeM

Current Email ID  
yk@

Email Id \*  
x.....

Verify Email Id\*  
.....

Enter OTP \*  
1 1 1 1 1 1 |  
RESEND OTP

SEND OTP

VERIFY OTP

✔ OTP has been successfully sent to your y##k@gmail.com.

The screenshot shows the 'Change Email' form in the GeM user interface. The left sidebar contains a menu with 'Change Email' highlighted in green. The main form area has a title 'Change Email' and a note. It includes fields for 'Current Email ID', 'Email Id \*', and 'Verify Email Id\*'. Below these is an 'Enter OTP \*' field with six input boxes, each containing the digit '1'. A 'RESEND OTP' link is positioned below the OTP field. Two blue buttons, 'SEND OTP' and 'VERIFY OTP', are located to the right of the form, both highlighted with green boxes. A green checkmark and message at the bottom confirm that the OTP has been sent to the user's email address.

Click here to get OTP.

Enter OTP and Verify.

## Updating Account Settings- Change Email ID - II

The system will prompt a success message for verification

Business Profile

Vendor Assessment

Seller Panel

**Account Settings**

Seller Profile

Change Password

**Change Email**

Update Mobile

Close Account

### Change Email

Please note that the new email ID will be used for business done on GeM

Current Email ID

Email Id \*

Email Id Verified Successfully.

**SAVE**

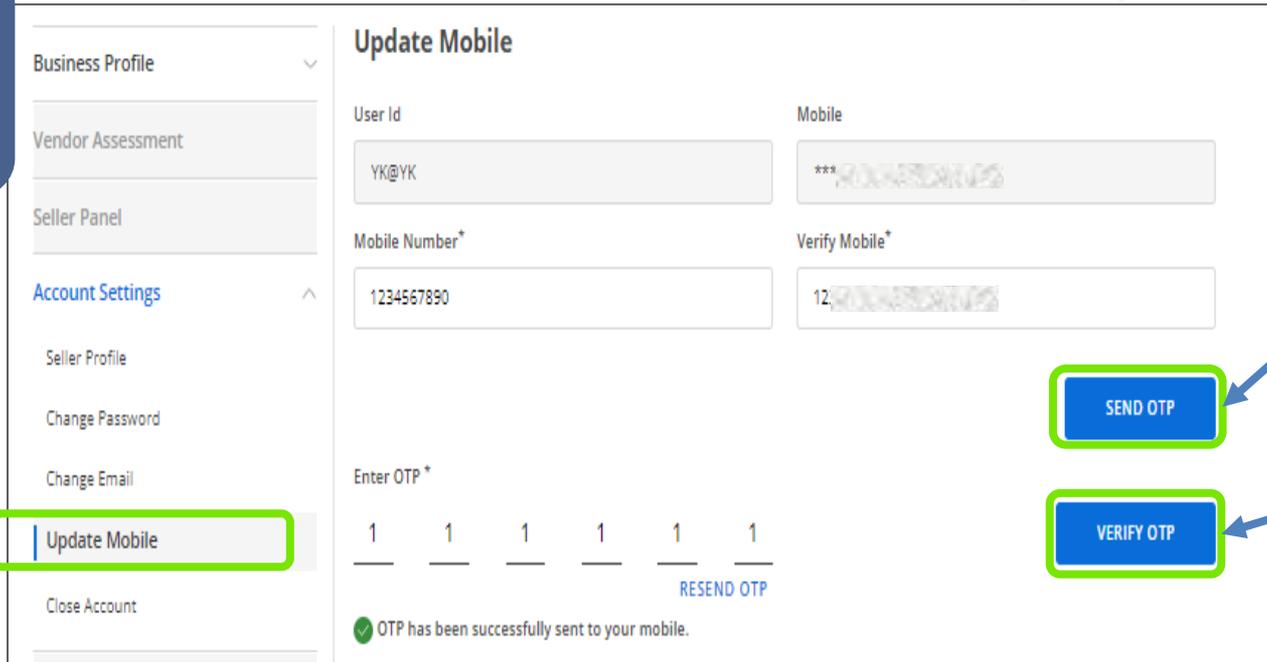
Click on 'Save' to proceed.



## Updating Account Settings – Change Mobile

The system will show the pre-filled User ID and Mobile number. To change your mobile number, enter a new mobile number and click on Send OTP to receive a verification code on your registered mobile phone and your email address.

Click on 'Update Mobile' to update your mobile number.



**Update Mobile**

Business Profile ▾  
Vendor Assessment  
Seller Panel  
**Account Settings** ▲  
Seller Profile  
Change Password  
Change Email  
**Update Mobile**  
Close Account

User Id: YK@YK  
Mobile: \*\*\*  
Mobile Number\*: 1234567890  
Verify Mobile\*: 12, \*\*\*

SEND OTP  
VERIFY OTP

Enter OTP\*  
1 1 1 1 1 1  
RESEND OTP

✓ OTP has been successfully sent to your mobile.

Click here to get OTP.

Enter OTP and Verify.

## Updating Account Settings – Change Mobile - II

The system will prompt a success message for verification

Business Profile ▾

Vendor Assessment

Seller Panel

Account Settings ▲

Seller Profile

Change Password

Change Email

Update Mobile

Close Account

### Update Mobile

User Id

Mobile

Mobile Number\*

✔ Mobile Number Verified Successfully.

**SAVE**

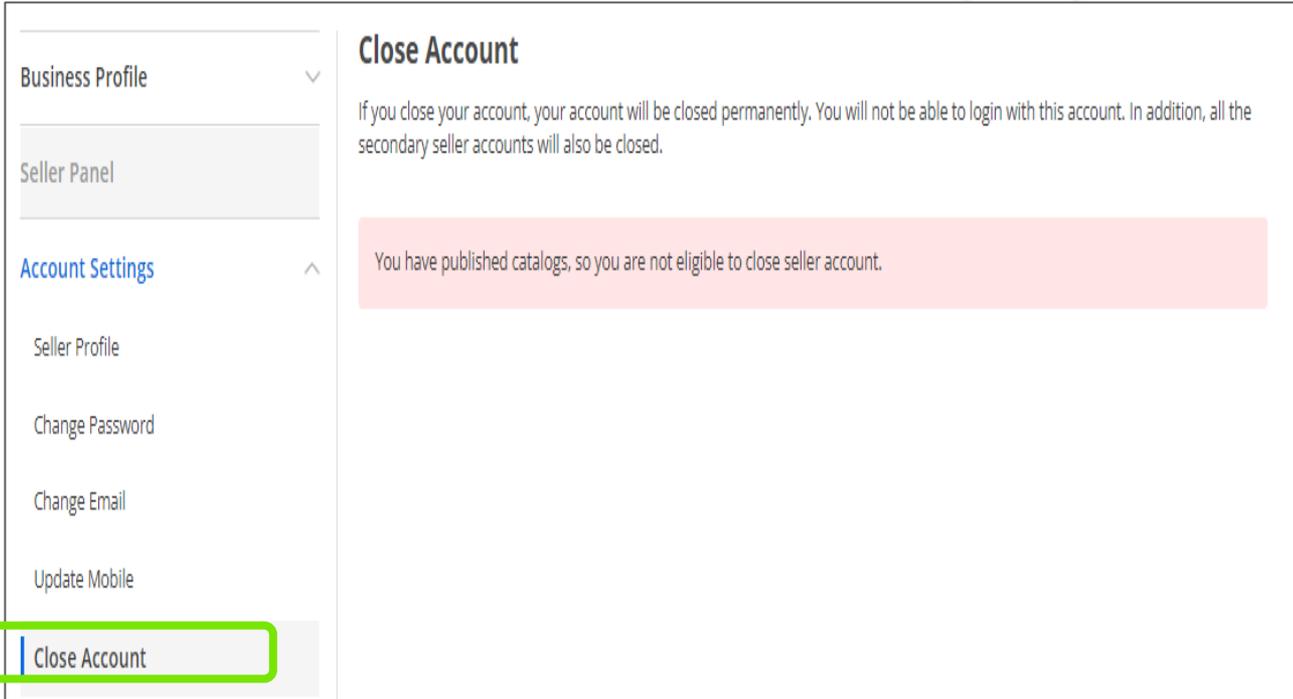
Click on 'Save' to proceed.



# Updating Account Settings – Close Account

Sellers can close their accounts using  
Close Account.

Click on 'Close Account' to close your account.



**Close Account**

If you close your account, your account will be closed permanently. You will not be able to login with this account. In addition, all the secondary seller accounts will also be closed.

You have published catalogs, so you are not eligible to close seller account.

Business Profile ▾

Seller Panel

Account Settings ▸

Seller Profile

Change Password

Change Email

Update Mobile

Close Account

## Conclusion

Authorized signatory of ITR should be the primary user for a seller/service provider organization.

Constitution refers to the type of your organization such as firm, trust/Society & Central Govt., State Govt., company, proprietorship, etc.

DIPP number is required, if you are registered under Startup India.

Udyam Number is mandatory, if you are a Micro or a Small Enterprise.

The user must have a CIN (Company Information Number) in case you are registering as a Private/Public Limited Company.

Information entered for the Tax Assessment will be validated as per your ITR records or filing.

*Thank  
you*

