



## Secondary User Creation





## Now on GeM

Explore bidding with bunching facility for all services

[Know More](#)



**Shri Narendra Modi**  
Prime Minister of India

Looking for something on GeM?



## Now on GeM

Explore bidding with bunching facility for all services

Know More



Shri Narendra Modi  
Prime Minister of India






### Not registered with GeM?

Sign up to experience the Marketplace

[Register as Buyer](#)

[Register as Seller](#)



### Login

User Id \*

Password \*

Type the characters in the box below. \*

T272FY

T272FY

Forgot your password | User Id ?

Submit

Shop By Category

All Categories



GeM facilitates procurement for **Poshan Abhiyan**

Explore Now



Products on GeM



## Poshan Abhiyan Categories

Shop By Category

All Categories



[+ ADD SECONDARY USER](#)

[MANAGE POSTS](#)

[MANAGE DIVISIONS](#)

[< GO BACK](#)

Filter

Select division

All

Sl.No

Name

User Id

Posts

Roles

Email

Mobile

Division

Action

No Users found

[Training](#)

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Shop By Category

All Categories




Divisions

Add Secondary User

Manage posts

### Division Information

Address Same As Organisation

Division  \*

division

Pincode \*

6 digits

State \*

State

District \*

District

Street Address \*

GSTIN  \*

ADD

Shop By Category

All Categories



Divisions

Add Secondary User


Manage posts

### Division Information



Address Same As Organisation



Division  \*

division

Pincode \*

110001

State \*

DELHI

District \*

Central Delhi

Street Address \*

Parliament Street

GSTIN  \*

ADD



Shop By Category

All Categories



[Divisions](#)

[Add Secondary User](#)

[Manage posts](#)

### Division Information

Address Same As Organisation

Division <sup>?</sup>\*

ADMIN

Pincode <sup>\*</sup>

110001

State <sup>\*</sup>

DELHI

District <sup>\*</sup>

Central Delhi

Street Address <sup>\*</sup>

GSTIN <sup>?</sup>

ADD

If the division you are creating has the same address as organization address, select the checkbox  
Else proceed to create division i.e. delivery/ consignee locations for the organization.

Shop By Category

All Categories



+ NEW DIVISION

+ ADD SECONDARY USER

Sl.No	Name	Address	State	Action
1	ADMIN	Parliament Street, Central Delhi, 110001	DELHI	<a href="#">Edit</a> <a href="#">Deactivate</a>

Note: Primary user can create as many divisions as required



Shop By Category

All Categories



Divisions

New division

Manage posts

### Add/Invite Secondary User ?

Post \*

Select post

CREATE ROLES

Invite Email ID

SUBMIT

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Shop By Category ▼

All Categories ▼



## DELHI : POST MANAGEMENT

ADD USER

### Create Roles

Designation **i**\*

Name

Divisions\*

Select ▼

Select Roles\*

Select ▼

Roles

User Id **i**\*

Official Email **i**\*

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

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

Shop By Category

All Categories



## DELHI : POST MANAGEMENT

ADD USER

### Create Roles

Designation ⓘ\*

Supritendent

Divisions\*

Delhi

Select Roles\*

Select

**ORG**

Delhi

**DIVISION**

ADMIN

Roles

User Id ⓘ\*

Official Email ⓘ\*

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

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

Shop By Category

All Categories



## DELHI : POST MANAGEMENT

ADD USER

### Create Roles

Designation ⓘ\*

Supritendent

Divisions\*

Delhi

Select Roles\*

2 Checked

Roles

- ✓ BUYER
- ✓ CONSIGNEE

User Id ⓘ\*

DDO

Official Email ⓘ\*

## DELHI : POST MANAGEMENT

ADD USER

### Create Roles

Designation ⓘ\*

Supritendent

Divisions\*

Delhi

Select Roles\*

2 Checked

Roles

BUYER,CONSIGNEE

User Id ⓘ\*

dj[REDACTED]11

Official Email ⓘ\*

dgn[REDACTED].in

Apply for @gembuyer.in Email ID

Contact No.(Office) ⓘ

STD code

Office Contact No.

Extension No.

Action

ADD POST

POSTS

USERS

ADD USER

## Create Roles

Designation ⓘ\*

Divisions\*

Select Roles\*

Roles

User Id ⓘ\*

Please enter user id.

Official Email ⓘ\*

Please enter email id.

Apply for @gembuyer.in Email ID

Contact No.(Office) ⓘ



STD code	Office Contact No.	Extension No.
----------	--------------------	---------------

Action





## Posts

SI.No	POST NAME	USER ID	EMAIL	ROLES	USER	STATUS	ACTION
1	Primary User	[REDACTED]0111	sa[REDACTED]	HOD	Sandeep	Active	
2	Supritendent	[REDACTED]0111	dg[REDACTED].in	BUYER,CONSIGNEE		Inactive	

# Activation Email



www.gem.gov.in

Dear **Sir / Madam**,

Your organisation's primary user, **Ud: [REDACTED] gh**, has invited you to join as **PO** for **GeM Delhi** on Government eMarketplace (GeM).

To proceed further, kindly verify this invitation by clicking on 'verify me now'.

[Verify me Now](#)

Regards,  
Team GeM

For any queries : 1-800-419-3436, 1-800-102-3436 or helpdesk-gem@gov.in

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## User Account Activation

You have been invited by Uda...

Organisation Details are as fo...

Organisation Type :

State :

Department :

Organisation :

Office/Zone :

Division :

Official Email Id \*

Aadhaar Number \*

Mobile number linked with AADHAAR \*

VERIFY AADHAAR

- For Secondary user – you require the following before you can proceed:
  - Government email id – preferably designation based. In case of non availability of the same, you need to submit your request to GeM admin for creation of a GeM email buyer email id
  - Aadhaar number
  - Active Mobile number to which your Aadhaar is linked – for OTP purpose
- We do not share your personal details.
- In case you want to rectify any of the details, you are required to get the same done through the primary user of your office.

OK

