

Pre-Requisite for GeM Seller / Service provider Registration and Profile update

Dear Seller/ Service provider,

Welcome to the registration process on Government e-Marketplace.

Below is the information that should be available at the time of Registration and complete Organisation Profile at GeM:

1. Organisation details

- Business / Organisation Type (Select from the dropdown)
- Business / Organisation Name (To be entered by the user)

2. Personal detail (User can register using any one of the below)

- Aadhaar number / Virtual ID (linked Mobile number to verify OTP)
- Personal PAN (One Mobile number is also required to verify OTP in case of Registration with Personal PAN)

Please confirm yourself as the Key/Authorised Person of the Organisation.

3. Active Email ID - Personal E-mail Id or Company / Organisation allotted Email-Id (to verify OTP)

Once above information are entered and verified, a user can create User ID and set password to complete the registration process.

After successful registration, user can update their organisation profile sections with prescribed information by accessing My Account.

Required Information (Mandatory):

- PAN number of your Business (as per Income Tax records):
 - Proprietorship PAN (4th letter of PAN should be **"P"** (XXXPXXXXXX) or **"H"** (XXXHXXXXXX) if you are registering a Sole Proprietorship Business
 - Partnership/LLP PAN (4th letter of PAN should be **"F"** (XXXFXXXXXX) if you are registering a Firm
 - Company PAN (4th letter of PAN should be **"C"** (XXXCXXXXXX) if you are registering a private or public limited company
 - Trust/Society PAN (4th letter of PAN should be **"T"** (XXXTXXXXXX) or **"A"** (XXXAXXXXXX) or **"B"** (XXXBXXXXXX) if you are registering a Trust/Society/Association of Persons
 - Government entity PAN (4th letter of PAN should be **"G"** (XXXGXXXXXX) if you are registering a Government entity
- Exact Name as in PAN and Date as in PAN
- Date of Incorporation / Registration of your business
- Business / Organisation type:
 - **P**roprietorship (If you are registering as a sole Proprietor/HUF business)
 - **F**irm (If you are registering as a Partnership / LLP Firm)
 - **C**ompany (If you are registering a Private / Public limited company)
 - **T**rust / **S**ociety / **A**ssociation of persons (If you are registering a Trust / Society / Association of persons)
 - **G**overnment entity (If you are registering a Government Entity)
- CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

- Income Tax Return details (ITR Form and ITR acknowledgment) for the last three (03) years.
 - Please note that details shall be validated as per the information furnished by you while filing Income Tax Returns. Verified ITR details are mandatory for participating in Bid/RA for all entities unless incorporated less than 24 months ago or exempted from filing ITR. ITR details are not mandatory if you do not want to participate in Bid/RA.
- Complete Registered Office address details along with Alternate E-Mail Id & Contact number (for printing on GeM Artefacts like Contract, Order, Invoice etc. You may decide to use your E-Mail Id and/or Contact number but it is mandatory to enter this information for transacting on GeM)
- Bank Account number and IFSC Code of Bank Account which will be used for receiving payments for business done on GeM

Optional Information:

- If you want to participate in Bid and your Date of Incorporation is more than 24 months, in addition to above mentioned required information, ITR details are required.
- GSTIN number (not mandatory for exempted sellers)
- **If you are registering as a Start-Up**, in addition to the above-mentioned required information, the following will also be needed:
 - DIPP certificate Number (issued by DPIIT)
 - Mobile number linked with DIPP
- **If you are registering as an MSME**, in addition to the above-mentioned required information, the following will also be needed:
 - Udyam registration number
 - Mobile number linked with Udyam registration number

Important:

- Registration on GeM should be done only by an Authorised Person/ Key Person as listed in dropdown for the selected business constitution type
- Details of the Authorised Person will get validated as per the Income Tax Return filing
- Primary Seller has an option to create Secondary Seller(s) to assign roles like Bid/RA Participation, Creation of Catalogue, Push Button Procurement, and Order Fulfilment

Team GeM

Last updated: 12 July 2023