

# User Type – Buyer Organisation

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Self-Registration on Government E Marketplace (GeM) portal can be done by the following organisational user:

1. Verifying Authority (VA)
2. Primary User (HOD)/ Primary User (Cooperatives)

**This document will illustrate the user's functions for their organisation.**

## 1. VERIFYING AUTHORITY (VA)

The verifying authority can perform following functions for organisations:

- ✦ Creating/ submitting request for registration/ on boarding of new GeM buyer organization on GeM
- ✦ Approving the registration/ role on boarding of new VA and HOD (Primary User)
- ✦ Approving the request for creation of GeM Buyer ID/ Email address (user@gembuyer.in) for HOD, in case he/she does not have a valid Govt. email ID.
- ✦ Approving the self-transfer of HOD role on GeM.
- ✦ Transfer of HOD role in case self- transfer is not possible.
- ✦ Deactivation and reactivation of HOD.
- ✦ Monitoring/ tracking notifications through email for any user onboarding requests/workflows for which the VA is the concerned Forwarding Officer.
- ✦ Revalidation of existing HOD.

## 2. PRIMARY USER (HOD)/ PRIMARY USER (COOPERATIVES)

The Primary user (HOD)/ Primary User of (Cooperatives) can perform following functions for organisations:

- ✦ Creation/ registration of new office/ zones of the organisation on GeM.
- ✦ Create new Secondary User.
- ✦ Transfer of Secondary User role.
- ✦ Supervision of all transactions performed by Secondary Users under him/ her.
- ✦ Ensuring compliance of General Financial Rules and / or Rules Governing Public Procurement in respect of their organisation, adherence to terms and conditions of GeM (GTCs) and other Procurement Policies/ Guidelines notified by the government from time to time, by all the secondary users including timely payments and dispute resolution as per GTCs.
- ✦ Deactivation and reactivation of Secondary User.
- ✦ Revalidation of Secondary Users.

### **Note:**

- ✦ If you want to register as the buyers/ users involved in procurement process, please contact Primary user (HOD) of your organisation
- ✦ Only non-buying roles i.e. Primary User (HOD)/ Verifying Authority can get registered from here.

Last updated: 13 March 2023.