

GEM Purchase Process

- Approval notesheet
- order letter

L1 screenshot of item

Add to cart

- Financial approval
- Upload the financial approval

Proceed to checkout click

Direct purchase click

continue click

The screenshot shows the GeM website checkout page for purchase number 511687701270192. The page is titled 'mkp.gem.gov.in/purchase/511687701270192/checkouts/payment_method_new'. A notification at the top states: 'Your demand no 511687701270192 has been saved successfully. Kindly fill the financial details and proceed further'. The checkout process is in two steps: 'STEP 1: Order Summary' and 'STEP 2: Financial Details'. The 'Financial Details' section includes the following fields and options:

- Select Payment Authority: Dr. Projes Roy (bjycon12src.d@gembuyer.in)
- Designation of official providing administration approval: Principal
- Designation of official providing financial approval: Principal
- GST / Tax Invoice to be raised in the name of: Buyer Consignee
- TDS to be collected under?: Income Tax GST Act
- IFD Concurrence / Competent Authority (HOD / Head of Office) Approval Required?: Yes No
- Amount to be Paid: ₹ 1,911.92
- Financial approval: CS_financial_approval_Pendrive_gaper.pdf ✓
Please upload file in .pdf format with size not exceeding 2MB.

A 'CONTINUE' button is located at the bottom of the form. The footer of the page includes 'Ask GeMmy', 'WEB INFO', 'ABOUT G+M', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP?'. The system clock shows 12:08 PM on 2/10/2022.

Upload the file

Enter the OTP

GeM | mkp.gem.gov.in/dashboard#/products/orders/all_contracts

CONTRACT NO: GEMC-511687783672028 | Status: Order placed (accepted by seller) | INCIDENTS

Buyer: Suruchi Chawla | Seller: Navya Enterprises | Contract Date: 28/09/2021 13:13
 Buying Mode: Direct Purchase | Total: ₹ 9428.48

ORDER CONFIRMED → ACCEPTED BY SELLER → ORDER DISPATCHED → ORDER DELIVERED

Product	HSN Code	Ordered Quantity	Price
WD 1000 GB SATA HD Hard disk drive (HDD) Model WD10EZRX-72WVW	84717020	3	₹ 3142.80

CONTRACT NO: GEMC-511687753648830 | Status: Order placed (accepted by seller) | INCIDENTS

Buyer: Suruchi Chawla | Seller: VINAYAK COMPUTECH | Contract Date: 28/09/2021 13:10
 Buying Mode: Direct Purchase | Total: ₹ 3506.46

ORDER CONFIRMED → ACCEPTED BY SELLER → ORDER DISPATCHED → ORDER DELIVERED

Product	HSN Code	Ordered Quantity	Price
SAMSUNG 4 (GB) Random Access Memory (RAM) DDR3 (SAMSUNG) Model SAMSUNG DDR3 4GB DESKTOP RAM	-	3	₹ 3506.46

[View Order Details](#)

Ask GeMmy

Type here to search | 12:26 PM 2/10/2022

GeM | mkp.gem.gov.in/dashboard#/products/order/511687782672028

NOTIFICATIONS

MY DASHBOARD | PRODUCT ORDERS | SERVICE ORDERS | ALL DEMANDS | BILLS | BULK PAYMENT UPDATE | INCIDENTS

ALL CARTS | REQUESTS | GEM AVAILABILITY REPORT

Order Summary

Request for order cancellation

CONTRACT DETAILS		BUYER DETAILS	
Contract No:	GEMC-511687782672028	Name:	Suruchi Chawla
Contract Date:	28/09/2021 13:13:04	Email:	byonr@son-d@gembuyer.in
Status:	Order placed (accepted by seller)	Address:	Shrihood Rogers College of Applied Sciences For Women, Vasuothara Enclave, Sector 16, GATE DELHI, DELHI 110096
Order Accepted Date:	28/09/2021 13:18:47		
Cart Creation Date:	21/09/2021 14:36:17		

SELLER DETAILS	
Name:	Navya Enterprises
Address:	501/27 SARKISWATH HOUSE, NEHRU PLACE, SOLI, DELHI, South - 110016, DELHI 110019
Account Number:	412191919801223
IFSC Code:	UBR0541234

After delivery period expiry, you will be able to request for Performance cum extension notice.

Purchase Amendment Details

Amendment Type	Action
Delivery Period Soften/Without LD charges	Request
Performance Cum Extension Notice (With LD charges)	Request

Order Items

#	Item Description	Quantity	Price
1	WD 1000 GB SATA HD Hard disk drive (HDD) Model WD10EZRX-72WVW	3	₹ 3142.80

Ask GeMmy

Type here to search | 1:48 PM 2/10/2022

GeM

mkp.gem.gov.in/dashboard#/products/order/511687782672028

Categories

NOTIFICATIONS

MY DASHBOARD | PRODUCT ORDERS | SERVICE ORDERS | ALL DEMANDS | BILLS | BULK PAYMENT UPDATE | INCIDENTS

ALL CARTS | REQUESTS | GEM AVAILABILITY REPORT

Order Summary

Cancellation Reason
Non-delivery of products/services within the deliv...

REQUEST FOR CANCELLATION

CONTRACT DETAILS

Contract No.	ISBC 511687782672028
Contract Date	28/09/2021 13:15:54
Status	Order placed (accepted by seller)
Order Accepted Date	28/09/2021 13:15:47
Cart Creation Date	21/09/2021 14:36:17

BUYER DETAILS

Name	Sushu Chaak
Email	hysan@em-d@gembuyer.in
Address	Chander Prakash College of Applied Sciences For Women, Yasudhara Enclave, Delhi-110087 DELHI,DELHI 110086

SELLER DETAILS

Name	Nargi Enterprises
Address	501/27 SARASWATI HOUSE,NEHRU PLACE SOUTH DELHI, South Delhi,DELHI 110029
Account Number	412101010001223
IFSC Code	SBIN0541214

After delivery period expiry, you will be able to request for Performance cum extension notice.

Purchase Amendment Details

Amendment Type	Action
Delivery Period Refraction(Without LD charges)	Request
Performance Cum Extension Notice (With LD charges)	Request

Order Items

#	Item Description	Quantity	Price

Ask Seller

Type here to search

1:49 PM 2/10/2022

Notification for updation of Pending Payments

Department of expenditure has issued an OM directing all buyers to update all their pending payments on GeM through the offline Bulk Payment Update facility. All buyer organizations mandated the update of all transactions.

Bulk Payment Update - CRAC issued - [Click Here to Update](#)
Eligibility - Shipments where invoice is generated by the seller and crac is done , but bill is not in initiated state.

Bulk Payment Update - Invoice issued - [Click Here to Update](#)
Eligibility - Shipments where invoice is generated by the seller , but PRC may or may not be done.

Bulk Payment Update - Invoice not issued - [Click Here to Update](#)
Eligibility - Shipments where no invoice is generated online by the seller on GeM.

OM Received from DoE - [Click Here to View](#)

I confirm that I have gone through the Advisory

CONFIRM

- Process order
- Take the printout of invoice
- Entry the bill in stock register
- - Process PRC
 - enter delivery date
 - Goods Receipt Voucher No:
 - Goods Receipt Voucher date
 -
- CRAC GENERATE
- Bill Process

reset filter

show bills

process bills

save draft bill

submit bill

