**Seller/Service Provider –
Profile Updation**

Before logging in, here are some important points to consider

➢ To accesses the GeM portal you must have the URL and registered **User ID and Password** to login

Before logging in, here are some important points to consider

➤ To accesses the GeM portal you must have the URL and registered **User ID and Password** to login

➤ It will only take **5 to 6 minutes** to complete your profile.

Pre-requisite For Profile Completion

1. **Permanent Account Number of Enterprise**

   - ➢ **Proprietorship PAN** (4th letter of PAN should be "P" (XXXPXXXXX)) if you are registering a Sole Proprietorship Business.

Pre-requisite For Profile Completion

1. **Permanent Account Number of Enterprise**

   ➢ **Proprietorship PAN** (4th letter of PAN should be "P" (XXXPXXXXX)) if you are registering a Sole Proprietorship Business.

   ➢ *Partnership/LLP PAN* (4th letter of PAN should be "F" (XXXFXXXXX)) if you are registering a Firm.

Pre-requisite For Profile Completion

1. **Permanent Account Number of Enterprise**

   ➢ **Proprietorship PAN** (4th letter of PAN should be "P" (XXXPXXXXX)) if you are registering a Sole Proprietorship Business.

   ➢ *Partnership/LLP PAN* (4th letter of PAN should be "F" (XXXFXXXXX)) if you are registering a Firm.

   ➢ *Company PAN* (4th letter of PAN should be "C" (XXXCXXXXX)) if you are registering a private /public limited Company.

Pre-requisite For Profile Completion

1. **Permanent Account Number of Enterprise**

   ➢ **Proprietorship PAN** (4th letter of PAN should be "P" (XXXPXXXXXX)) 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 /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

Pre-requisite For Profile Completion

2. Date of Incorporation/Registration of your business.

Pre-requisite For Profile Completion

2. Date of Incorporation/Registration of your business.

3. CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

Pre-requisite For Profile Completion

2. Date of Incorporation/Registration of your business.

3. CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

4. Income Tax Return Details (ITR Form and ITR acknowledgment) for the last three years

Pre-requisite For Profile Completion

2. Date of Incorporation/Registration of your business.

3. CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

4. Income Tax Return Details (ITR Form and ITR acknowledgment) for the last three years

5. DIPP number if you are registered under Startup India.

Pre-requisite For Profile Completion

2. Date of Incorporation/Registration of your business.

3. CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

4. Income Tax Return Details (ITR Form and ITR acknowledgment) for the last three years

5. DIPP number if you are registered under Startup India.

6. MSE Number if you are MSME.

Pre-requisite For Profile Completion

2.   Date of Incorporation/Registration of your business.

3.   CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

4.   Income Tax Return Details (ITR Form and ITR acknowledgment) for the last three years

5.   DIPP number if you are registered under Startup India.

6.   MSE Number if you are MSME.

7.   Bank Details (Account Number & IFSC Code) for the account which will be used for business done on GeM

Pre-requisite For Profile Completion

2. Date of Incorporation/Registration of your business.

3. CIN (Company Information Number) in case you are registering as a Private/Public Limited Company

4. Income Tax Return Details (ITR Form and ITR acknowledgment) for the last three years

5. DIPP number if you are registered under Startup India.

6. MSE Number if you are MSME.

7. Bank Details (Account Number & IFSC Code) for the account which will be used for business done on GeM

8. Billing Address with GSTIN Number (in the absence of GSTIN you will not be able to accept any orders beyond INR 2.5 lacs on GeM)

Your Profile section is divided into 4 section

1. My Company:

Required Fields:

➢ PAN Validation

➢ Company Details

➢ Office Location

➢ Bank Accounts

Optional:

➢ Startup

➢ MSE

➢ Tax Assessment

My Company	∧
• Company Profile	
REQUIRED *	
PAN Validation	✓
Company Details	✓
Office Locations	✓
Bank Accounts	✓
Startup	✓
OPTIONAL	
Tax Assessment ⓘ	
MSE	

2. My Action

➢ Vendor Assessment

➢ OEM Panel

➢ Reseller Panel

➢ Change Business or Organisation Type

➢ Close Account

• Vendor Assessments ✓

OEM Panel

Reseller Panel

Change Business / Organisation Type

Close Account
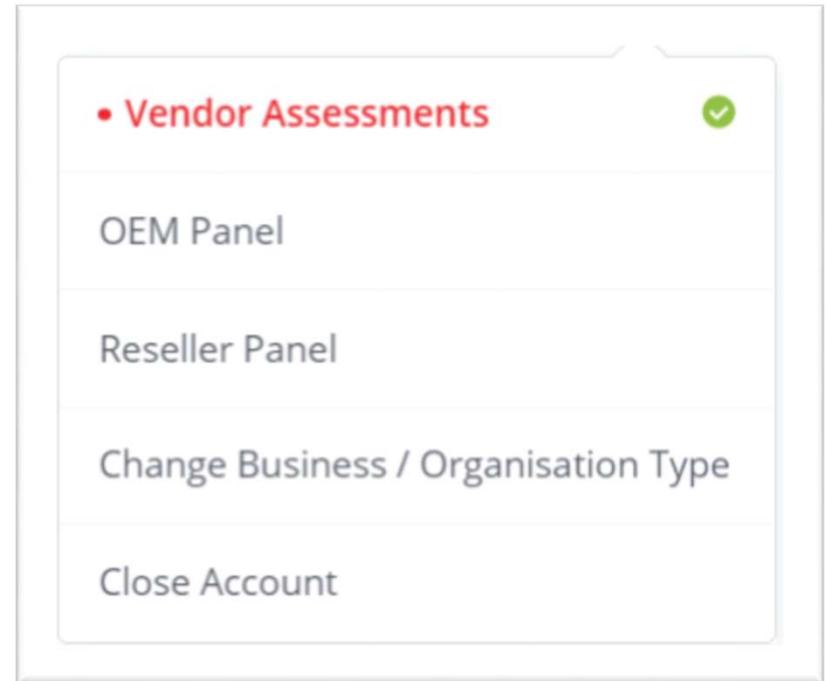
3. Personal Setting

➤ Change Password

➤ Change Email

➤ Update Aadhaar

Personal Settings	∧
• Seller Profile	
Change Password	
Change Email	
Update Aadhaar	
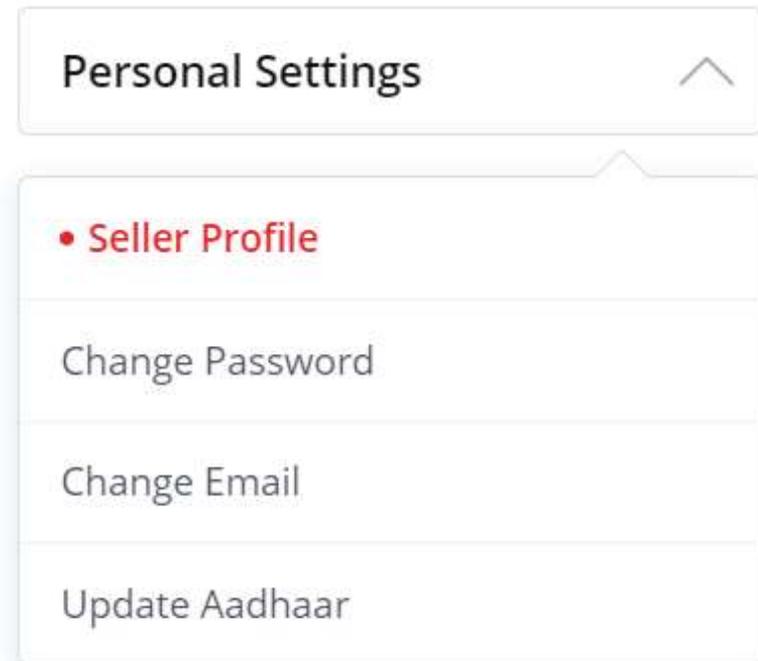
4. My Team

➤ Add secondary User

My Team

• User List

Add Secondary User
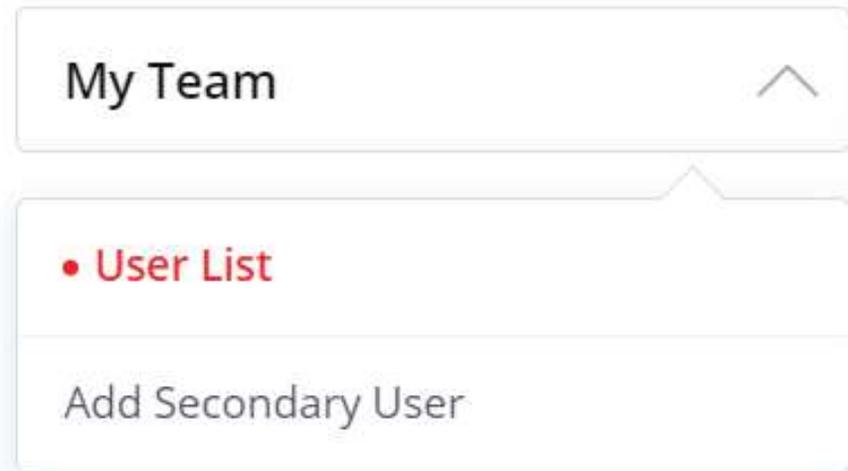
Open gem.gov.in and click on Login

GeM
Government
e Marketplace

Bids ▼   Sign Up ▼

Not Registered with GeM ? Sign up to experience the Marketplace

👥 Register as Buyer   🌐 Register as Seller

Login in to Government e Marketplace | GeM

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)

GeM User Id * ⓘ

[ ]

Password * ⓘ

[••••••••••••]

Submit   **Cancel**

Forgot your GeM password ?

Reset GeM Password

📞 1800-419-3436   ✉ helpdesk-gem[at]gov[dot]in   Need Help ? ▾

GeM
Government
e Marketplace

Dashboard   Market   Orders   Bids ▾   Purchase Requisitions   Catalogue ▾

My Account

Logout

Hello

From the dropdown menu, click 'My Account' to proceed further

| Notifications | Summary | Orders and Payments | Bid/RA | Category Insights | Product and Services | Incidents | GeM St |

Notifications

1. Dear Seller,

   In order to ensure that all your offerings on GeM are up to date in terms of offer price, inventory position, delivery locations, discounts etc., it is now mandatory for all sellers to update these details regularly. Any offerings not updated for 60 days will be automatically marked as 'expired' on the platform, and will not be available for procurement till the details are updated again. Any of your offerings that have not been updated for 45 days will be visible under a new tab on your dashboard "Offerings Expiring Soon" w.e.f. 25th June 2020. All expired offerings will be visible under a new tab on your dashboard "Expired Offerings". Click here to see a step-by-step guide for the functionality.

   If any of your offerings are visible in the "Offerings Expiring Soon", you are advised in your own interest to update the required details on these offerings before 10th July 2020, post which any offerings not updated in the last 60 days will be marked expired. While updating your offerings please do ensure to check and review your delivery locations also, since as per revised IM policy, refusal / non acceptance of and failure in supply against Direct Purchase orders for offered locations would invite penalties and forfeiture of caution money.

   If any of your expired offerings (i.e. offerings in the Expired Offerings tab) are not updated for a further period of 60 days, the offerings will be removed and you would need to re-upload or pair the offering to start selling again. All such offerings will be visible on your seller dashboard for informational purposes only. Kindly note that you will need to update your Expired offerings by 20th July 2020, post which any non-updated expired offerings will be removed.

Latest Bids

List of bids

Latest Announcement

15 February 2018

Sellers please note, if you have any catalogs which you were selling successfully on GeM but are no longer available for pairing post movement of your categories to CMS Quadrant 2, please send an email to oem.services@gem.gov.in with subject "Missing Catalog on GeM" with GeM contract numbers for fulfilled orders /details of the product (brand/model).

🤖 Ask GeMmy

javascript:ct.gem.redirectToPartner('NT_EDIT_PROFILE');

After clicking on "My Account" this screen will open

0%
complete

Please complete your profile to start transacting on GeM ⚠

My Company ∧

REQUIRED *

• PAN Validation ⚠

Company Profile 👁

Office Locations 👁

Bank Account

OPTIONAL

MSE 👁

Startup 👁

My Actions

Personal Settings ∨

Ask GeMmy

PAN Validation

Name (As in PAN)

PAN Number → PRAPP8888P

If you are registering as a sole proprietor business

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

In case of Proprietorship PAN 4th letter of PAN should be "P" (XXXPXXXXXX))

Business / Organisation Type * — Proprietorship

Business PAN * ⓘ

Name (As in PAN) * ⓘ

VERIFY PAN

Please complete your profile to start transacting on GeM ⚠

0%
complete

My Company ⌃

REQUIRED *

● PAN Validation ⚠

Company Profile 👁

Office Locations 👁

Bank Accounts 👁

OPTIONAL

MSE 👁

Startup 👁

My Actions

Personal Settings ⌄

My Team

Ask GeMmy

PAN Validation

If you are registering as a Partnership/LLP Firm, 4th letter of PAN should be "F" (XXXFXXXXXX)
Click Verify PAN after entering details and continue

आयकर विभाग   भारत सरकार
INCOME TAX DEPARTMENT   GOVT. OF INDIA

Name (As in PAN) ——→   XXXXXXXXXXXX
XXXXXXXXXXXXXXXX
15/06/2016
Permanent Account Number
PAN Number ——→   PRAPP8888P
Signature

Business / Organisation Type *   Firm

Business PAN * ⓘ

Name (As in PAN) * ⓘ

VERIFY PAN

My Company ⌃

REQUIRED *

● PAN Validation ⚠

Company Profile 👁

Office Locations 👁

Bank Accounts 👁

OPTIONAL

MSE 👁

Startup 👁

My Actions

Personal Settings ⌄

🐵 **Ask GeMmy**

0% complete

Please Complete your profile to start transacting on GeM ⚠

PAN Validation

if you are registering as Trust/Society/Association of Persons, 4th letter of PAN should be "T" (XXXTXXXXXX) or "A" (XXXAXXXXXX) or "B" (XXXBXXXXXX) as applicable
Click Verify PAN after entering details and continue

आयकर विभाग   भारत सरकार
INCOME TAX DEPARTMENT   GOVT. OF INDIA

Name (As in PAN) ——— XXXXXXXXXXX
XXXXXXXXXXXXXXX
15/06/2016
Parmanent Account Number
PAN Number ——— PRAPP8888P

Business / Organisation Type *   Trust/Society/Association of Persons

Business PAN * ⓘ

Name (As in PAN) * ⓘ

VERIFY PAN

0%
complete

My Company ⌄

REQUIRED *

• PAN Validation ⚠️

Company Profile 🚫

Office Locations 🚫

Bank Accounts 🚫

OPTIONAL

MSE 🚫

Startup 🚫

My Actions

Personal Settings ⌄

My Team

🐵 Ask GeMmy

PAN Validation

If you are registering a Government Entity, 4th letter of PAN should be "G" (XXXGXXXXXX)
Click Verify PAN after entering details and continue

आयकर विभाग 🇮🇳 भारत सरकार
INCOME TAX DEPARTMENT   GOVT. OF INDIA

Name (As in PAN) ●—— XXXXXXXXXXXX
                     XXXXXXXXXXXXXXX
                     15/06/2016
                     Parmanent Account Number
PAN Number ●—— PRAPP8888P
                     सही
                     Signature

Business / Organisation Type *   Central Government/State Government

Business PAN * ⓘ

Please enter Business PAN Number.

Name (As in PAN) * ⓘ

VERIFY PAN

In case you wish to change constitution type at the time of PAN validation, same can be done only once. You just need to enter respective PAN details as per Business/organisation type.

My Company

REQUIRED *

- PAN Validation ⚠

Company Profile 👁

Office Locations 👁

Bank Accounts 👁

OPTIONAL

MSE 👁

Startup 👁

My A...

Pers...

My T...

Ask GeMmy

Name (As in PAN) ——→ XXXXXXXXXXXX
XXXXXXXXXXXXXXXX
15/06/2016
Permanent Account Number
PAN Number ——→ PRAPP8888P

आयकर विभाग   भारत सरकार
INCOME TAX DEPARTMENT   GOVT. OF INDIA

Business / Organisation Type *

For e.g.- If you registered your account as Trust/Society/Association of persons, and wish to change it to FIRM, enter PAN of your FIRM at the time of PAN validation, this message will appear. If you proceed further, your business/organisation type will change accordingly. Same can be done for any other type.

Trust/Society/Association of Persons

Business / Organisation Type as per your Business PAN is **Firm**. If you proceed with this PAN, your Business / Organisation Type will be changed to **Firm** after Verifying PAN successfully.

VERIFY PAN

PAN validation successfull

Please complete your profile to start transacting on GeM ⚠

My Company ⌄

REQUIRED *

• PAN Validation ✓

Company Details ⚠

Company Profile 👁

Office Locations

Bank Accounts 👁

OPTIONAL

Tax Assessment ⓘ 👁

MSE 👁

Startup 👁

Ask GeMmy

Click here to proceed further

PAN Validation

आयकर विभाग भारत सरकार
INCOME TAX DEPARTMENT GOVT. OF INDIA

Name (As in PAN) ──── XXXXXXXXXXXX
XXXXXXXXXXXXXXXX
15/06/2016
Parmanent Account Number
PAN Number ──── PRAPP8888P
Signature

Business PAN * ⓘ

Name (As in PAN) * ⓘ

50%
complete

Please complete your profile to start transacting on GeM ⚠

My Company ︿

REQUIRED *

PAN Validation ✓

• Company Details ⚠

Company Profile 👁

Office Locations 👁

Bank Accounts 👁

OPTIONAL

Tax Assessment ⓘ 👁

MSE 👁

Startup 👁

Ask GeMmy

Company Details

Business / Organisation Name * ⓘ

Date Of Incorporation * ⓘ   📅

PAN validation was successful.
To continue, we now have to fill in the company details

Fill in the date of incorporation.
Please fill in the date carefully as
this cannot be edited/changed

❮   2018   ❯

JANUARY   FEBRUARY   MARCH

APRIL   MAY   JUNE

JULY   AUGUST   SEPTEMBER

My Company ^

REQUIRED *

• PAN Validation ⚠

Company Profile 🚫

Office Locations 🚫

Bank Accounts 🚫

OPTIONAL

MSE 🚫

Startup 🚫

My Actions

Personal Settings ∨

My Team

Ask GeMmy

0%
complete

...o start ...sacting on GeM ⚠

PAN Validation

**If you are registering a Private/Public limited company, 4th letter of PAN should be "C" (XXXCXXXXXX)
Click Verify PAN after entering details and continue**

Name (As in PAN) ──── XXXXXXXXXXXX
XXXXXXXXXXXXXXXX
15/06/2016
Parmanent Account Number
PAN Number ──── PRAPP8888P

आयकर विभाग   भारत सरकार
INCOME TAX DEPARTMENT   GOVT. OF INDIA

Business / Organisation Type *   Company

Business PAN * ⓘ

Name (As in PAN) * ⓘ

VERIFY PAN

In case of Business/organisation type as company additional information required is CIN

My Company ⌃

REQUIRED *

PAN Validation ✓

● CIN Validation ⚠

Company Profile 🚫

Office Locations 🚫

Bank Accounts 🚫

OPTIONAL

Tax Assessment ⓘ 🚫

MSE 🚫

Startup 🚫

My Actions

Ask GeMmy

Personal Settings ⌄

CIN Validation

Certification of Incorporation

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and rule 8 of the Companies (Incorporation) Rules, 2014]

Company / Firm / Business Unit Name ⟶ I hereby certify that **XXXXXXXX XXXXXX XXXXXXXX** is incorporated on this

Date of Incorporation ⟶ **XXXXXXXX XXXXXX XXXXXXXX** under the Companies Act, 2013 and that the company is limited by shares.

CIN ⟶ The CIN of the company is **XXXXXXXXXXXXXXXXXXX**

CIN * ⓘ

Ex:U|L12345XX1234XXX123456

VERIFY AND SAVE

Business / Organisation Name *

After the user enters CIN, Business/Organisation Name , Type of Company, Date of incorporation will be mapped as per CIN details provided automatically.

CIN * ⓘ

U6_____7907

VERIFY AND SAVE

Click here to proceed

Business / Organisation Name *

cc_____

Type of Company *

Date Of Incorporation *

dd-mm-yyyy

Please complete your profile to start transacting on GeM ⚠

My Company ⌄

REQUIRED *

PAN Validation ✓

• Company Details ✓

Company Profile ⚠

Office Locations 👁

Bank Accounts

OPTIONAL

Tax Assessment ⓘ 👁

MSE 👁

Startup 👁

Ask GeMmy

Company Details

Business / Organisation Name * ⓘ

Date Of Incorporation * ⓘ   03/02/2016   📅

Click here to proceed further

50% complete

My Company ⌃

REQUIRED *

PAN Validation ✓

Company Details ✓

● Company Profile ⚠

Office Locations 👁

Bank Accounts 👁

OPTIONAL

Tax Assessment ⓘ 👁

MSE 👁

Startup 👁

Ask GeMmy

Company Profile

Business / Organisation Type — Proprietorship

Business / Organisation Name

Date Of Incorporation ⓘ — 03/02/2016

Are you a Startup ? ○ Yes ● No

Once Startup has been self-declared or verified with Startup DIPP number and mobile number, you cannot select 'No' for 'Are you a Startup?'.

Are you registered with MSME as a Micro or Small Enterprise ? ○ Yes ● No

Do you want to participate in Bid ? ○ Yes ● No

Select the options as applicable

SAVE

70% complete

My Company ⌃

REQUIRED *

PAN Validation ✓

Company Details ✓

● Company Profile ⚠

Office Locations 👁

Bank Accounts 👁

OPTIONAL

Tax Assessment ⓘ 👁

MSE 👁

Startup 👁

🐵 **Ask GeMmy**

Company Profile

Business / Organisation Type   Proprietorship

Business / Organisation Name

Date Of Incorporation ⓘ   03/02/2016

If you are a Startup click 'Yes'

Are you a Startup ?   ⦿ Yes   ◯ No

Once Startup has been self-declared or verified with Startup DIPP number and mobile number, you cannot select 'No' for 'Are you a Startup?'.

Are you registered with MSME as a Micro or Small Enterprise ?   ◯ Yes   ⦿ No

Do you want to participate in Bid ?   ◯ Yes   ⦿ No

SAVE

50%
complete

Please complete your profile to start transacting on GeM ⚠

If you are registered with Startup India, please provide these details

Fill in your DIPP number along with mobile number linked with Start up India

My Company ︿

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Office Locations ⚠

Bank Accounts ⚠

• Startup ⚠

OPTIONAL

🐵 Ask GeMmy

MSE

Startup

If you are a Startup, please choose to provide your Startup details to avail benefits on GeM

🔘 Registered with Startup India ⚪ Not registered with Startup India

DIPP number ⓘ

If your Startup registration number starts with DPIIT or any other format, please insert DIPP instead of DPIIT or any other format.

DIPP linked Mobile ⓘ

VERIFY AND SAVE

If you have not registered with Startup India, click here

50%

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Office Locations ⚠

Bank Accounts ⚠

• Startup ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

My Actions

Personal Settings ⌄

Ask GeMmy

Startup

If you are a Startup, please choose to provide your Startup details to avail benefits on GeM

◯ Registered with Startup India   ⦿ Not registered with Startup India

Dear Startup, You are eligible to get yourself enlisted as a DPIIT recognised Startup if you fulfill the following eligibility criteria -

- Upto a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India.

- Turnover of the entity for any of the financial years since incorporation/ registration has not exceeded one hundred crore rupees.

- Entity is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.

- An entity formed by splitting up or reconstruction of an existing business shall not be considered as a "Startup".

Exemptions from prior turnover, prior experience and Earnest Money Deposit [EMD] are offered to DPIIT-certified Startups ONLY.

We encourage you to sign-up for DPIIT recognition and avail the exemptions offered to DPIIT-certified Startups.
Register Now with Startup India

Furnishing incorrect / misrepresentation of information pertaining to status of Startup on GeM portal will invite disciplinary action

Office Locations ⚠

Bank Accounts ⚠

• Startup ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

My Actions

Personal Settings ⌄

My Team

Ask GeMmy

Dear Startup, You are eligible to get yourself enlisted as a DPIIT recognised Startup if you fulfill the following eligibility criteria -

- Upto a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India.

- Turnover of the entity for any of the financial years since incorporation/ registration has not exceeded one hundred crore rupees.

- Entity is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.

- An entity formed by splitting up or reconstruction of an existing business shall not be considered as a "Startup".

Exemptions from prior turnover, prior experience and Earnest Money Deposit [EMD] are offered to DPIIT-certified Startups ONLY.

- -

We encourage you to sign-up for DPIIT recognition and avail the exemptions offered to DPIIT-certified Startups.

Register Now with Startup India

- -

Furnishing incorrect / misrepresentation of information pertaining to status of Startup on GeM portal will invite disciplinary action.

☑ I certify that I have read and meet the above mentioned eligibility criteria for recognition as a self-declared / Non-DPIIT certified Startups, and AGREE to the same.

SAVE ⬅ **Click here to proceed further**

Please complete your profile to start transacting on GeM ⚠

My Company ⌃

• Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Startup ✓

Office Locations ⚠

Bank Accounts ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

Ask GeMmy

Company Profile

Business / Organisation Type	Proprietorship
Business / Organisation Name	Protraining
Date Of Incorporation ⓘ	03/02/2016
Are you a Startup ?	Yes
Are you registered with MSME as a Micro or Small Enterprise ?	⦿ Yes ○ No
Do you want to participate in Bid ?	○ Yes ⦿ No

If you are registered with MSME as Micro or Small Enterprise, click 'Yes'

SAVE

60% complete

Please complete your profile to start transacting on GeM ⚠

My Company ⌃

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Startup ✓

Office Locations ⚠

Bank Accounts ⚠

• MSE ⚠

OPTIONAL

Tax Assessment ⓘ

Ask GeMmy

MSE

Only Micro or Small Enterprise can register.

UAM ⓘ

Please enter your Udyog Aadhaar Memorandum (UAM) Number alloted by MSME

Please enter your 12 character UAM number issued by MSI

Mobile ⓘ

VERIFY AND SAVE

After entering the details click here to proceed

Please complete your profile to start transacting on GeM ⚠

My Company ⌃

• Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Startup ✓

Office Locations ⚠

Bank Accounts ⚠

MSE ⚠

OPTIONAL

Tax Assessment ⓘ

Ask GeMmy

Company Profile

Business / Organisation Type   Proprietorship

Business / Organisation Name   Protraining

Date Of Incorporation ⓘ   03/02/2016

Are you a Startup ?   Yes

Are you registered with MSME as a Micro or   ○ Yes   ⦿ No
Small Enterprise ?

Do you want to participate in Bid ?   ⦿ Yes   ○ No

If you want to participate in Bid click 'Yes'

SAVE

PROTRAINING 60%

Please complete your profile to start transacting on GeM ⚠

My Company ⌄

• **Company Profile**

REQUIRED *

PAN Validation ✓

Company Details ✓

Startup ✓

Office Locations ⚠

Bank Accounts

Tax Assessment ⓘ◄

OPTIONAL

MSE

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.

🙂 **Ask GeMmy**

Company Profile

Business / Organisation Type — Proprietorship

Business / Organisation Name — Protraining

Date Of Incorporation ⓘ — 03/02/2016

Are you a Startup ? — Yes

Are you registered with MSME as a Micro or Small Enterprise ? — ◯ Yes ⦿ No

Do you want to participate in Bid ? — ⦿ Yes ◯ No

SAVE

If the date of incorporation is more than 24 months and you do not provide ITR records, you will not be able to participate in bids.

60% complete

Please complete your profile to start transacting on GeM ⚠

My Company	∧

• Company Profile

REQUIRED *

PAN Validation	✓
Company Details	✓
Startup	✓
Office Locations	⚠
Bank Accounts	
Tax Assessment (	

OPTIONAL

MSE

🤖 Ask GeMmy

Company Profile

Business / Organisation Type	Proprietorship
Business / Organisation Name	Protraining
Date Of Incorporation ⓘ	03/02/2016
Are you a Startup ?	Yes

you registered with MSME as a Micro or
all Enterprise ?   ◯ Yes ⦿ No

Click here to proceed

you want to participate in Bid ?   ⦿ Yes ◯ No

[SAVE]

Fill in the office Location Details

70% complete

Please complete your profile to start transacting on GeM ⚠

My Company ⌃

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Startup ✓

• Office Locations ⚠

Bank Accounts ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

Ask GeMmy

Office Locations

Adding Registered address is mandatory.

It is mandatory to provide the registered address

You need to update your GSTIN for getting the order above 30 lakhs.

Office	Address	GSTIN	ACTION

No Address details found. Add Address below.

Add New   NEW

Office Name *

Type Of Office *   Registered ⌄

Office	Address	GSTIN	ACTION
Uravu Indigenous Science and Technology Study Centre / Registered	Meppad,Meppad,Central Delhi,DELHI -110001		🗑 ✏

- Office Locations

Bank Accounts ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

My Actions

Personal Settings ⌄

My Team

You can choose the type of Office from the dropdown menu

Add New

NEW

Office Name *

Type Of Office *

Billing
Manufacturing
Service Center
Godown

Pincode *

State *

Town/City/District *

Flat/Door/Block No *

Ask GeMmy

70%

Flat/Door/Block No *   Meppad

Name of Premises/ Building/ Village

Road/Street/Post Office

Area/Locality *

Contact Number * ⓘ

This number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Buyer communicate with the Sellers post contract

Email Id *

GSTIN

Click here to proceed

CREATE

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

My Company ⌃

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Office Locations ⚠

Bank Accounts ⚠

● Key Person Validation ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

Startup

Ask GeMmy

Key Person Validation

ITR Type ———

FORM ITR-6

INDIAN INCOME TAX RETURN
[For Companies other than companies claiming exemption under section 11]
(Please see rule 12 of the Income-tax Rules,1962)
(Also see attached instructions)

Assessment Year ● ——— Assessment Year

2 0 1 6 - 1 7

Part A-GEN GENERAL
Name

PAN ——— PAN

Company PAN

Authorised Person Name * ⓘ

ITR Type * ⌄

Assessment Year * ⌄

Acknowledgement Number * ⓘ

50% complete

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Office Locations ⚠

Bank Accounts ⚠

• Key Person Validation ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

Startup

My Actions

Personal Settings ⌄

Ask GeMmy

My Team

Key Person Validation

ITR Type

FORM ITR-6

INDIAN INCOME TAX RETURN
[For Companies other than companies claiming exemption
under section 11]
(Please see rule 12 of the Income-tax Rules,1962)
(Also see attached instructions)

Assessment Year

2 0 1 6 - 1 7

Assessment Year

Part A-GEN GENERAL

Name

PAN

PAN
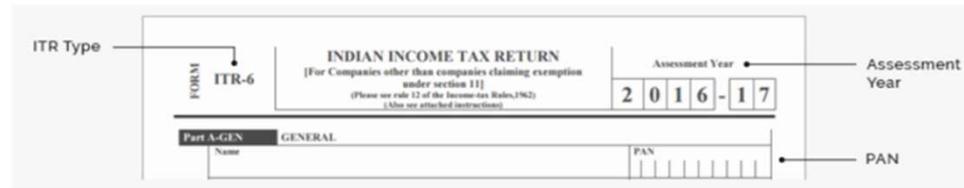
Company PAN

Authorised Person Name * ⓘ

ITR Type * ⌄

Assessment Year * ⌄

Acknowledgement Number * ⓘ

Click here after filling in the details to proceed further →

VERIFY COMPANY DETAILS

Location details saved successfully

Technology Study Centre /
Registered

Bank Accounts ⚠

OPTIONAL

Tax Assessment ⓘ

Click here to proceed

MSE

My Actions

Personal Settings ⌄

My Team

NEW

Office Name *

Type Of Office * ⌄

Pincode *   6 digits

State *

Town/City/District *

Flat/Door/Block No *

🧑 Ask GeMmy

80%
complete

Please complete your profile to start transacting on GeM ⚠

My Company ⋀

Company Profile

REQUIRED *

PAN Validation ✔

Company Details ✔

Office Locations ✔

Startup ✔

• **Bank Accounts** ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

Ask GeMmy

Bank Accounts

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

No accounts added.

Add New

IFSC Code *

Bank Name *

Bank Address *

Bank Account No *

80% complete

Company Details
Office Locations

Startup ✓

• Bank Accounts ⚠

OPTIONAL

Tax Assessment ⓘ

MSE

My Actions

Personal Settings ⌄

My Team

Ask GeMmy

No accounts added.

Add New

IFSC Code *

Bank Name *

Bank Address *

Bank Account No *   **********

Confirm Bank Account No *

Account Holder Name *

Is Pri   ☑

After fill in all the details click here to 'Save' and proceed

SAVE

100%

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company	⌃

Company Profile

REQUIRED *

PAN Validation ✓

Company Details ✓

Office Locations ✓

Bank Accounts ✓

Startup ✓

OPTIONAL

• Tax Assessment ⓘ

MSE

Ask GeMmy ⌄

Tax Assessment

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

Fill the information on the grid below as per instruction given here. Information entered in the grid shall be validated with Income Tax database for correctness. Misleading or wrong information will lead to rejection of your registration with GeM.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 – 6.

- Sale/Gross Receipts of Business – Net of returns and refunds and duty of taxes if any as submitted in Part A – P&L 1. A iv of ITR – 6.

- Profit and gain from business or profession as submitted in Part B – TI 2 iv of ITR – 6.

- In case your date of incorporation is more than 24 months and your are not providing your ITR records then you will not be able to participate in Bids. Your turnover also will not reflect in the Market.

ITR Type | INDIAN INCOME TAX RETURN

• In case your date of incorporation is more than 24 months and your are not providing your ITR records then you will not be able to participate in Bids. Your turnover also will not reflect in the Market.

Click on New and add ITR for different AY

My Actions ⌄

Personal Settings ⌄

My Team ⌄

ITR Type ────

FORM ITR-6

INDIAN INCOME TAX RETURN
[For Companies other than companies claiming exemption
under section 11]
(Please see rule 12 of the Income-tax Rules,1962)
(Also see attached instructions)

Assessment Year ●──── Assessment
Year

2 0 1 6 - 1 7

Part A-GEN   GENERAL
Name

PAN ●──── PAN

Verification Status	ITR Type / PAN	Assessment year	Sale/Gross Receipts of business	ACTION

No records found.

Add New   **NEW**

PAN * ⓘ

ITR Type * ⌄

Assessment Year * ⌄

Ask GeMmy

100%

Add New

NEW

Select the ITR type- ITR-3, ITR-4, ITR-5, ITR-6

For illustration we have selected ITR-5

ITR-5

Assessment Year *

2016-2017

2017-2018

Acknowledgement number for ITR * ⓘ

2018-2019

2019-2020

Profit and Gain from Business or Profession
ⓘ

2020-2021

Sale/Gross Receipts of business * ⓘ

CREATE

Ask GeMmy

100% completed

EJAPS0276M

ITR Type *

ITR-5

Assessment Year *

Acknowledgement number for ITR * ⓘ

Profit and Gain from Business or Profession
ⓘ

Rupees Two Lakhs Thirty Four Thousand Five Hundred and
Sixty Six only

Sale/Gross Receipts of business * ⓘ

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

**Click here to proceed
further**

CREATE

Ask GeMmy

GeM
Government
e Marketplace

Dashboard   Market   Orders   Bids   Purchase Requisitions   Catalogue

CATEGORIES   All Categories   🔍

100%
completed

Your Profile is complete

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company	∧

• Company Profile

REQUIRED *

PAN Validation	✓
Company Details	✓
Office Locations	✓
	✓
Startup	✓

Ask GeMmy

Company Profile

Business / Organisation Type	Proprietorship
Business / Organisation Name	Protraining
Date Of Incorporation ⓘ	03/02/2016
Are you a Startup ?	Yes
Are you registered with MSME as a Micro or Small Enterprise ?	○ Yes ⦿ No

All Categories

100% completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company

My Actions

Vendor Assessments

• Change Business / Organisation Type

Close Account

Personal Settings

My Team

Ask GeMmy

Change Business / Organisation Type

Kindly note that the change of Business / Organisation type is allowed only once.

On updation of Business / Organisation Type, all verifications will have to be done again to complete seller profile. Please update accordingly.

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

GET OTP

You can change the business/organisation type only once

All Categories ⌄ 🔍

100%
completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company ⌄

My Actions ⌃

Vendor Assessments

Change Business / Organisation Type

• Close Account

Personal Settings ⌄

My Team ⌄

🤖 Ask GeMmy

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.

To close your account permanently click on

CLOSE ACCOUNT

Account can only be closed in case no catalogue is uploaded in the account

100% completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company	⌄
My Actions	⌄
Personal Settings	⌃
• Seller Profile	
Change Password	
Change Email	
Update Mobile	
My Team	⌄

Seller Profile

You can view the seller details here

First Name

Last Name

Mobile

Email Id

Roles   Primary Seller

Ask GeMmy

≡ CATEGORIES

All Categories ⌄

🔍

100%
completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company ⌄

My Actions ⌄

Personal Settings ⌃

Seller Profile

● Change Password

Change Email

Update Mobile

My Team ⌄

Ask GeMmy

Change Password

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

GET OTP

Click here to receive OTP to authenticate changes

CATEGORIES | All Categories

100%
completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company

My Actions

Personal Settings

Seller Profile

Change Password

• Change Email

Update Mobile

My Team

Ask GeMmy

Change Email

Current Email ID

Email Id *

Please enter your email address

Verify Email Id *

Please enter your email address

SEND OTP

You can update the e-mail here

Click here to receive OTP to validate the update

100% completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company

My Actions

Personal Settings

Seller Profile

Change Password

Change Email

• Update Mobile

My Team

Update Mobile

You can edit the mobile number here

USER DETAILS

User Id

Mobile   ******9999

UPDATE MOBILE

Mobile Number *

Verify Mobile *

**Click here to receive OTP
to validate the update**

SEND OTP

Ask GeMmy

All Categories ∨ 🔍

100% completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company ∨

My Actions ∨

Personal Settings

My Team ∧

• User List

Add Secondary User

You can review the list of users here

User List

Sl.No	Name	User Id	Roles	Email	Mobile	Status	Action
1			Primary Seller			Active	

Ask GeMmy

All Categories ⌄

🔍

100% completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company ⌄

My Actions ⌄

Personal Settings ⌄

My Team ⌃

User List

• Add Secondary User

Add Secondary User

Email ID *

Select Roles * ⓘ

Select ⌄

Can Participate in Bid/RA

Can Create Catalog

Can Manage Order Fulfillment

Can Participate In Purchase Requisition

0 / 4 checked

You can add secondary user and define roles here

🐵 Ask GeMmy

All Categories

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company

My Actions

Personal Settings

My Team

User List

• Add Secondary User

Add Secondary User

You can choose more than one role for secondary user

Email ID *   shaifali.diwakar@yahoo.com

Select Roles * ⓘ   2 Checked

Choosen Roles   Can Participate in Bid/RA,Can Manage Order Fulfillment

Click here to proceed   ADD USER

Ask GeMmy

100% completed

The activation link will be sent to the secondary user's email.
Once they activate the account, list of users will start reflecting in t he User list tab.

You have completed your profile. You can now create catalogue, fulfil orders and participate

My Company

My Actions

Personal Settings

My Team

User List

• Add Secondary User

Add Secondary User

Email ID *

Select Roles * ⓘ

2 Checked

Choosen Roles

Can Participate in Bid/RA,Can Manage Order Fulfillment

ADD USER

Ask GeMmy