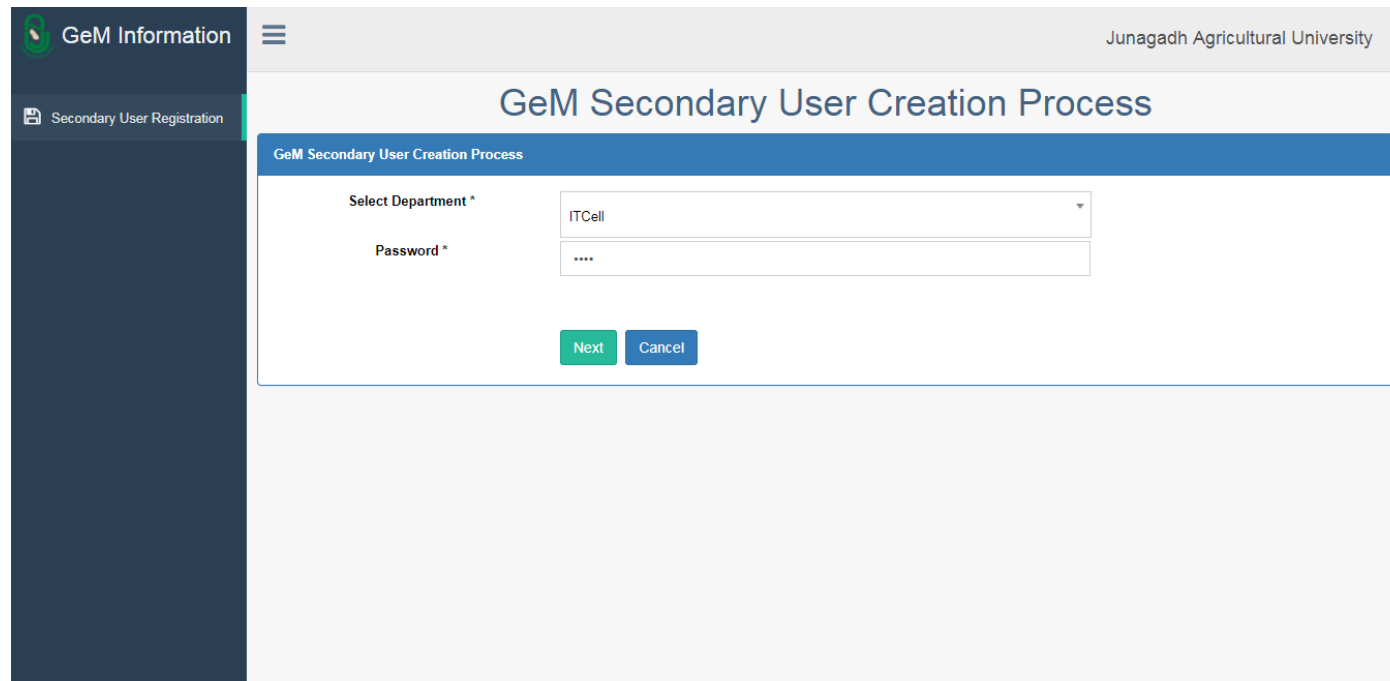


Steps For Secondary User Registrations:

For Buyer/Consignee Use Class 2 or above ranked officer's jau.in email.

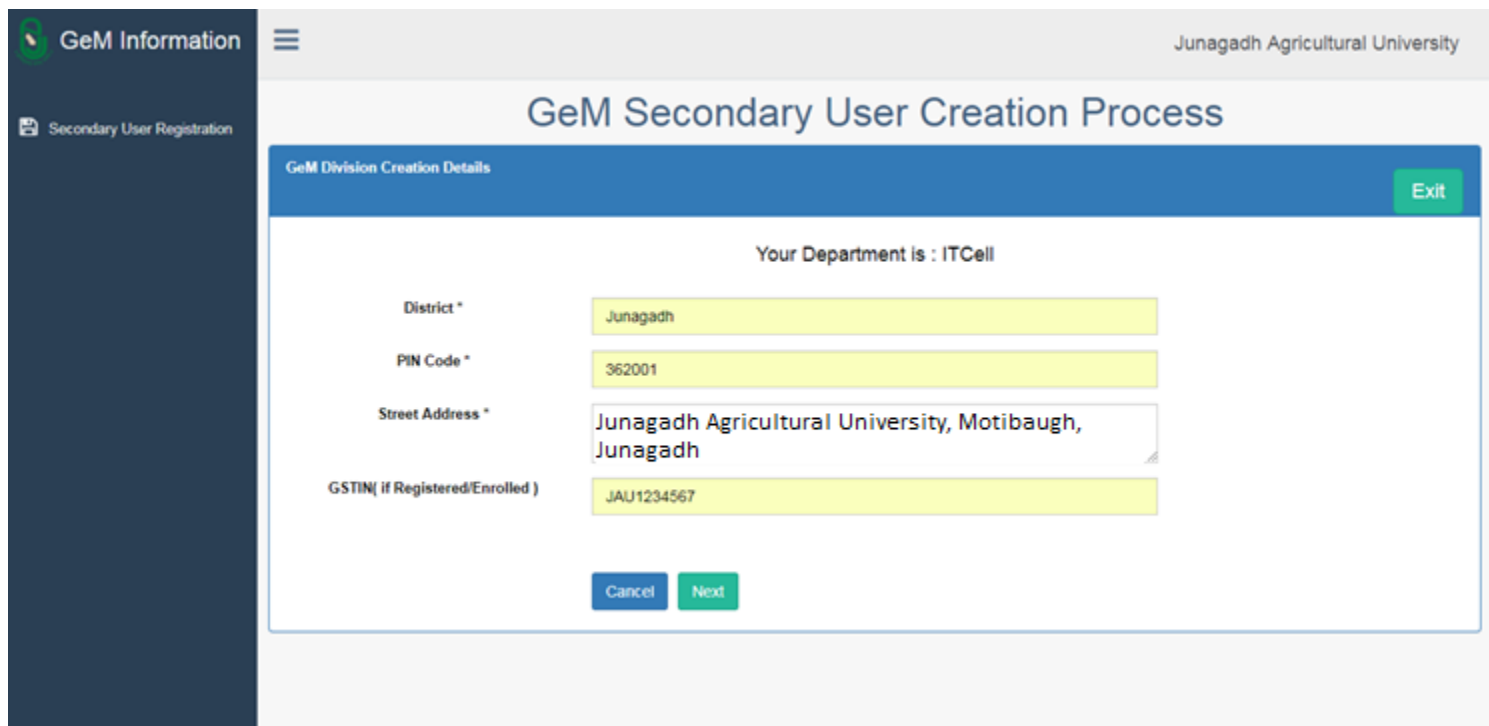
For DDO use Class 2 or Above ranked Officer's ddo<deptname>@jau.in email address.

Step-1 : Select Department /Unit from the list given and enter Password “2018” .



The screenshot shows the 'GeM Secondary User Creation Process' interface. On the left is a dark blue sidebar with 'GeM Information' and 'Secondary User Registration' (highlighted with a green bar). The top right corner says 'Junagadh Agricultural University'. The main heading is 'GeM Secondary User Creation Process'. Below it, a blue bar contains the text 'GeM Secondary User Creation Process'. The form has two fields: 'Select Department *' with a dropdown menu showing 'ITCell', and 'Password *' with a text box containing '****'. At the bottom are 'Next' (green) and 'Cancel' (blue) buttons.

Step-2 : Enter Address and GST Information of your Department/Unit.



The screenshot shows the 'GeM Secondary User Creation Process' interface for Step 2. The sidebar and top header are the same as in Step 1. The main heading is 'GeM Secondary User Creation Process'. Below it, a blue bar contains the text 'GeM Division Creation Details' and an 'Exit' (green) button. The form displays 'Your Department is : ITCell'. It has four fields: 'District *' with 'Junagadh', 'PIN Code *' with '362001', 'Street Address *' with 'Junagadh Agricultural University, Motibaugh, Junagadh', and 'GSTIN(if Registered/Enrolled)' with 'JAU1234567'. At the bottom are 'Cancel' (blue) and 'Next' (green) buttons.

Step-3 : Enter Secondary User (Class 2 or Above) Details. You can create buyer/consignee for each department as per need. But DDO must be only one per Unit.

GeM Information

Secondary User Registration

Junagadh Agricultural University

GeM Secondary User Creation Details

User Creation Details

Exit

Your Department is : ITCell

Employee Name *

Jignesh R Shekhada

User Type *

Buyer/Consignee

Designation (Class II And Above) *

Assistant Professor

E-Mail (JAU.IN Only) *

jrshekhada@jau.in

Mobile *

9687442282

Cancel

Save

Step-4 : All the added information will be visible as below and if it is finalized than print it.

Show 10 entries

Search:

Employee Name	User Type	Department	Designation	E-Mail	Mobile	GSTIN
Devel J Patel	DDO	ITCell	Assistant Professor	djpatel@jau.in	9427963381	JAU1234567
Jignesh R Shekhada	Buyer/Consignee	ITCell	Assistant Professor	jrshekhada@jau.in	9687442282	JAU1234567

Showing 1 to 2 of 2 entries

Previous


1

Next

Print

Copyright © Managed by Information Technology Cell, JAU, Junagadh. If any query than call us on +91 285 2677424/404/487(O) (IT CELL)

Step-5 : Please, verify information on print copy and send to the Director of Research, JAU, Junagadh duly signed.

	Junagadh Agricultural University ITCell
---	---

No. JAU/..... Dated:

To,
Director of Research,
Junagadh Agricultural University,
Junagadh - 362001

Subject: Authorization for creation of Secondary Users by ITCCell for Procurement through GeM

Government has proposed the creation of National Public Procurement Portal, a one stop online marketplace – GeM. The Government e-marketplace (GeM) is an online platform for procurement of common use goods and items. Rule 149 of GFR 2017 issued vide Ministry of Finance, Department of Expenditure circular no. F.No. 14(3)/2015-EII(A) Dt. 08.03.2017 makes GeM mandatory for all State/Central Government Departments to make procurement of common user Goods and Services available through GeM.

Division Name: ITCCell
Division Address: Junagadh Agriculture University, Motibaug, Junagadh, 362001

Following officers are nominated and given roles/responsibilities of secondary users (Buyers/Consignee/Paying Authority) for procurement through GeM:

Secondary User Details:

Sr.	User Name	Designation	Official Email	Mobile	Role
1	Jignesh R Shekhada	Assistant Professor	jrshekhada@jau.in	9687442282	Buyer/Consignee
2	Devel J Patel	Assistant Professor	djpatel@jau.in	9427963381	DDO

The Secondary Users are instructed to make themselves familiar and utilize the GeM portal for procurements of Goods and Services available on GeM.

Note: Following mandatory documents are required to be kept available for registration by the Secondary users on GeM:

- Aadhaar number • Mobile number linked with Aadhaar number • Employee ID

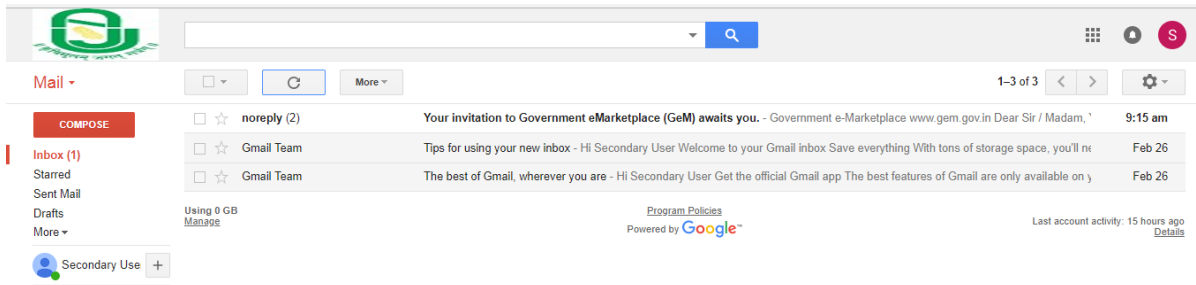
Signature & Seal

Name:
Designation:.....

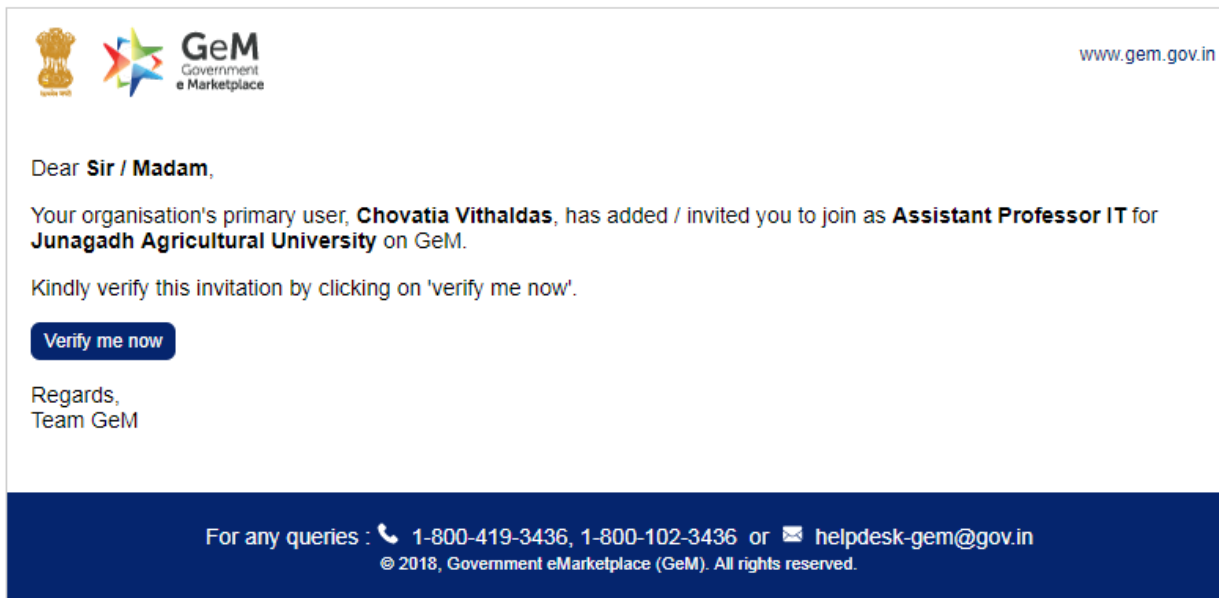
Private email id e.g.@gmail.com,@yahoo.co.in are not allowed for registration.

Step-6 : After Process from the DR Office, and intimation mail will be sent to the registered email. After receiving email please, follow the steps as described below.

Step-7 : Click on Inbox Email (Your Invitation to Govt. eMarketplace)



Step-8 : Click on Verify Me now Button. Be ready with Adhaar Number and Linked Mobile Number.



Step-9 : Enter your Aadhaar Number and linked mobile number. Check it again and click on verify Aadhaar.

You have been invited by Chovatia Vithaldas(dr-jau-jnd@gujarat.gov.in) for the post of Assistant Professor IT(roles - BUYER,CONSIGNEE)

Organization Details are as follows

Organization Type : State Government
State : GUJARAT
Department : Agriculture and Co-operation Department Gujarat
Organization : N/A
Office/Zone : Junagadh agricultural university
Division : Information technology cell

Official Email Id *

buyer-itcell@jau.in

Aadhaar Number *


710

Mobile number linked with AADHAAR *

4295

VERIFY AADHAAR

Step-10 : Enter OTP and click on Verify.



Mobile OTP Verification

Enter OTP *

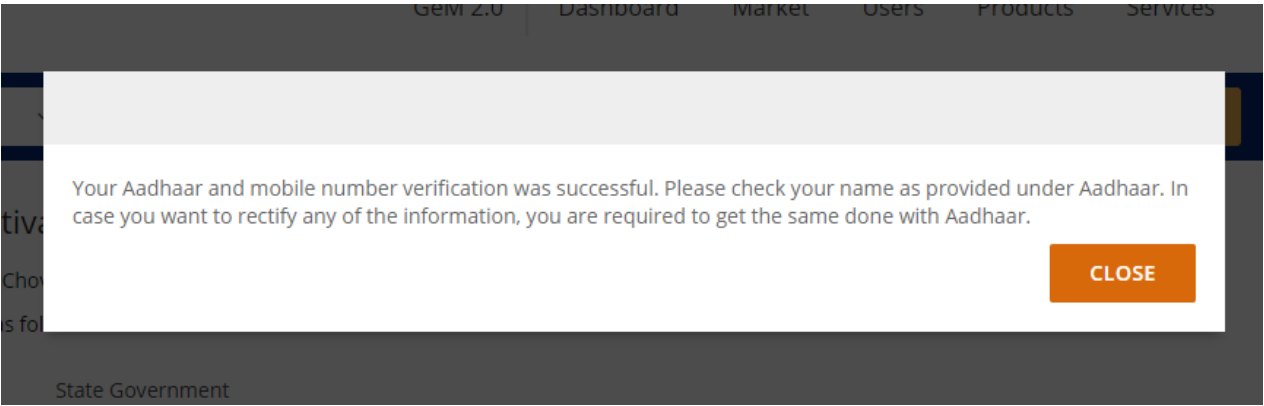
Mobile : *****4295 | Email : de*****@gmail.com

Not received OTP in 9:55 mins? [RESEND](#)

[Verify](#)

Please do not press back button while the aadhaar authentication is being processed.

Step-11 : Message : Your Aadhaar and Mobile number verification was successfully. And close it.



Step-12 : Please, check your user id, It is use for login in gem.gov.in. and enter password and confirm password. Please, keep in your mind that password must require Capital Letter, Special Symbol, Alphabetic and Numeric as (i) Password policy. (Please Read It)

Official Email Id *	buyer-itcell@jau.in
Aadhaar Number *	916408879710
Mobile number linked with AADHAAR *	9099094295
First Name *	Patel
Last Name	Deven
User Id *	buyer-itcell
Password ⓘ
Confirm Password	

CREATE ACCOUNT

Password Must Contain 1 Uppercase, 1 Lowercase, 1 Numeric, Between 6 To 16 Characters And One Special Character.The allowed special characters are : [Hash(#), Exclamation(!), Asterix(*), Dollar(\$) And At The Rate(@)]. Two consecutive same characters , leading and trailing spaces are restricted.Password cannot contain user id , first name and last name.

Step-13 : Click on create Account. Following message show that your account have been activated successfully.

You have been activated successfully

Mobile number linked with AADHAAR *

9099094295

✓

First Name *

Patel

Last Name

Deven

User Id ⓘ *

buyer-itcell

Password ⓘ *

.....

Confirm Password *

.....

CREATE ACCOUNT

Step-14 : You may proceed as per the purchase guideline from GeM Portal.

IT Cell, JAU, Junagadh