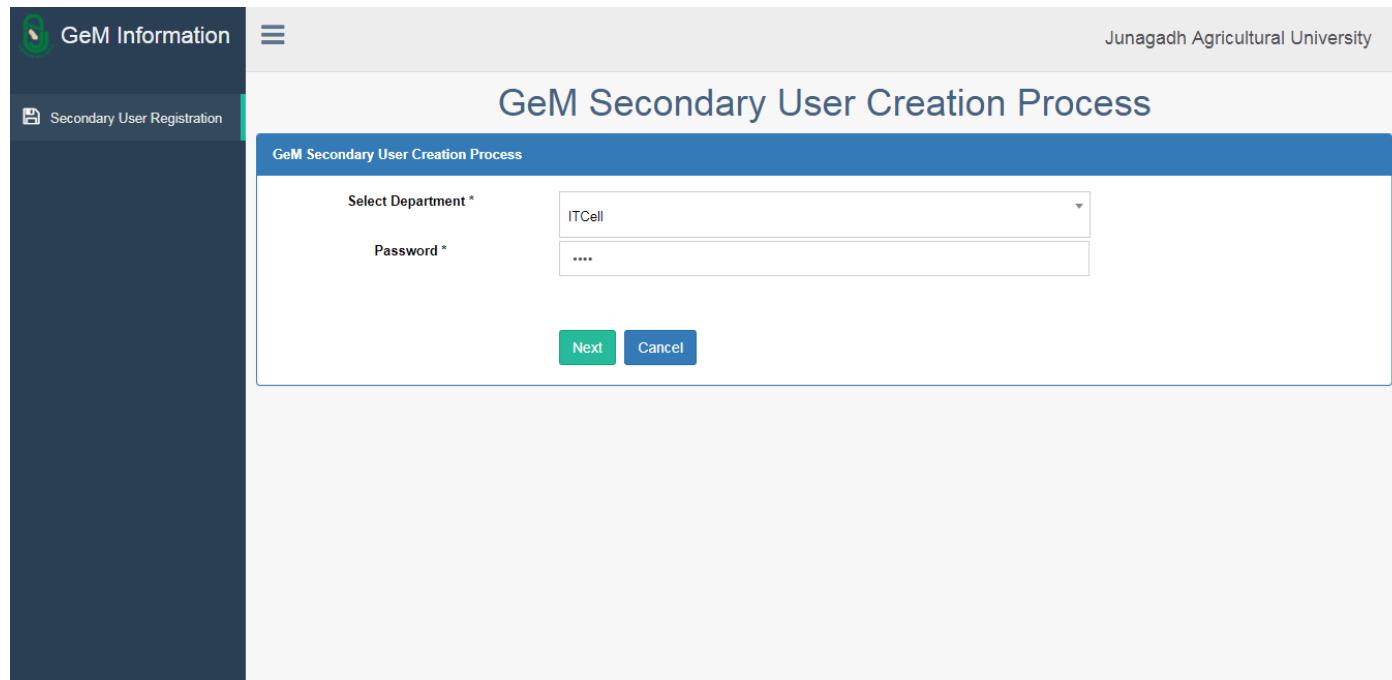


Steps For Secondary User Registrations:

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” .



GeM Information

Secondary User Registration

Junagadh Agricultural University

GeM Secondary User Creation Process

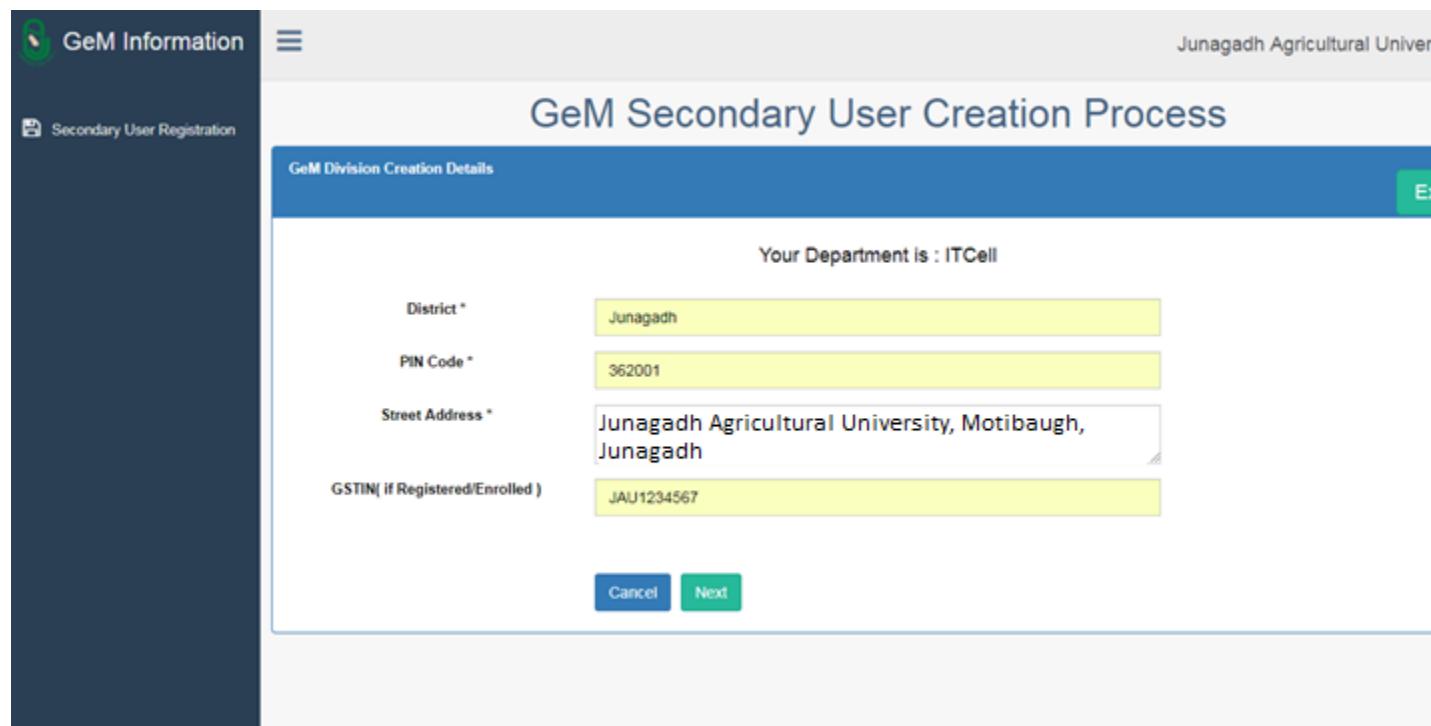
GeM Secondary User Creation Process

Select Department *

Password *

Next Cancel

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



GeM Information

Secondary User Registration

Junagadh Agricultural University

GeM Secondary User Creation Process

GeM Division Creation Details

Your Department is : ITCell

District * Junagadh

PIN Code * 362001

Street Address * Junagadh Agricultural University, Motibaugh, Junagadh

GSTIN(If Registered/Enrolled) JAU1234567

Cancel Next

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

Your Department is : ITCCell

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

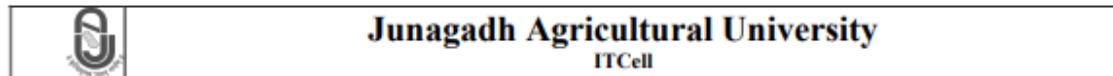
Showing 1 to 2 of 2 entries

Previous 1 Next

Print

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



No. JAU/.....

Dated:

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

Subject: Authorization for creation of Secondary Users by ITCell 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: ITCell

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	jrshekada@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

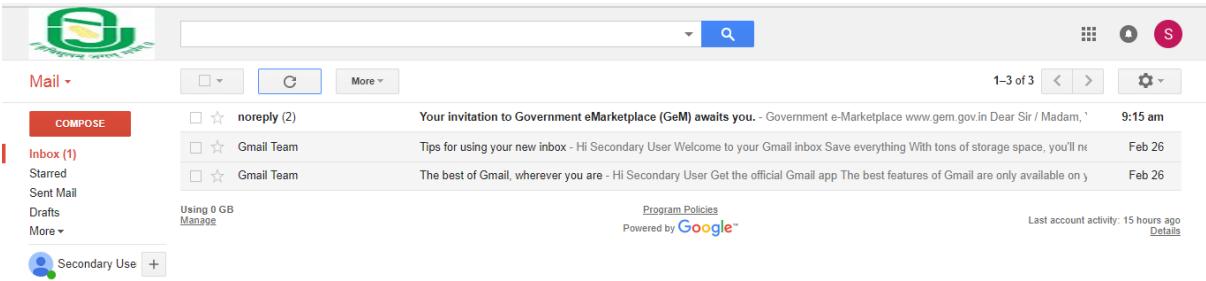
Signature & Seal

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)



The screenshot shows a Gmail inbox with the following details:

- Inbox (1)** (highlighted in red)
- Starred
- Sent Mail
- Drafts
- More

Compose button

1-3 of 3

From	Subject	Date
noreply (2)	Your invitation to Government eMarketplace (GeM) awaits you. - Government e-Marketplace www.gem.gov.in	9:15 am
Gmail Team	Tips for using your new inbox - Hi Secondary User Welcome to your Gmail inbox Save everything With tons of storage space, you'll ne	Feb 26
Gmail Team	The best of Gmail, wherever you are - Hi Secondary User Get the official Gmail app The best features of Gmail are only available on	Feb 26

Using 0 GB Manage

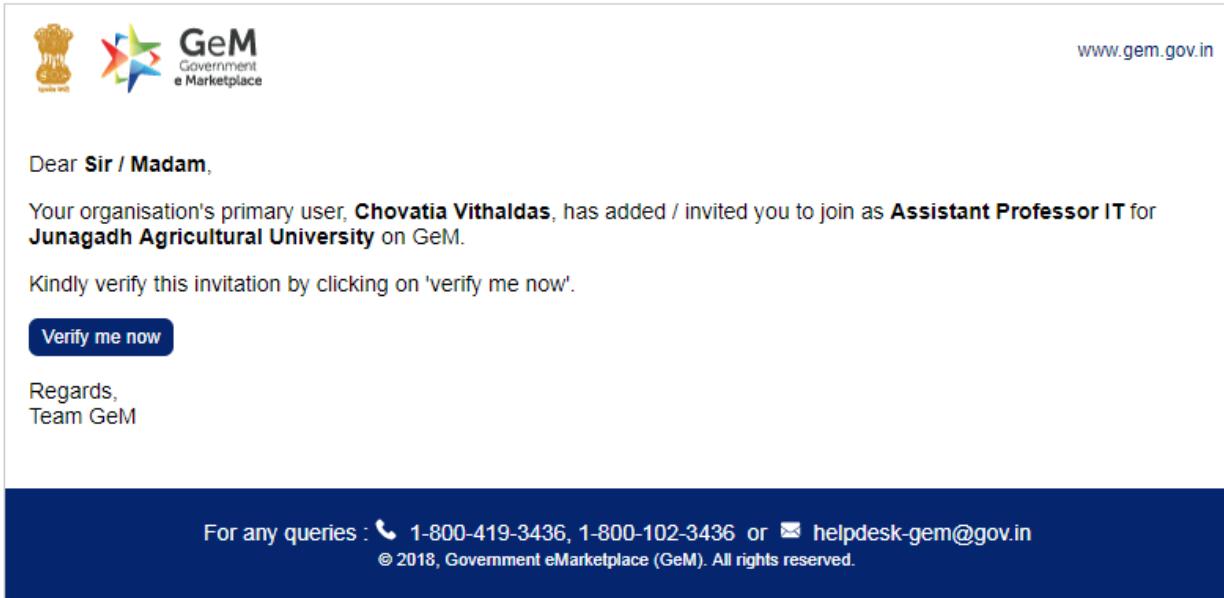
Program Policies

Powered by Google™

Last account activity: 15 hours ago [Details](#)

Secondary Use +

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



www.gem.gov.in

Dear Sir / Madam,

Your organisation's primary user, **Chovatia Vithaldas**, has added / invited you to join as **Assistant Professor IT** for **Junagadh Agricultural University** on GeM.

Kindly verify this invitation by clicking on 'verify me now'.

Verify me now

Regards,
Team GeM

For any queries : ☎ 1-800-419-3436, 1-800-102-3436 or ✉ helpdesk-gem@gov.in
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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 *	*****295
VERIFY AADHAAR	

Step-10 : Enter OTP and click on Verify.



Mobile OTP Verification

Enter OTP *

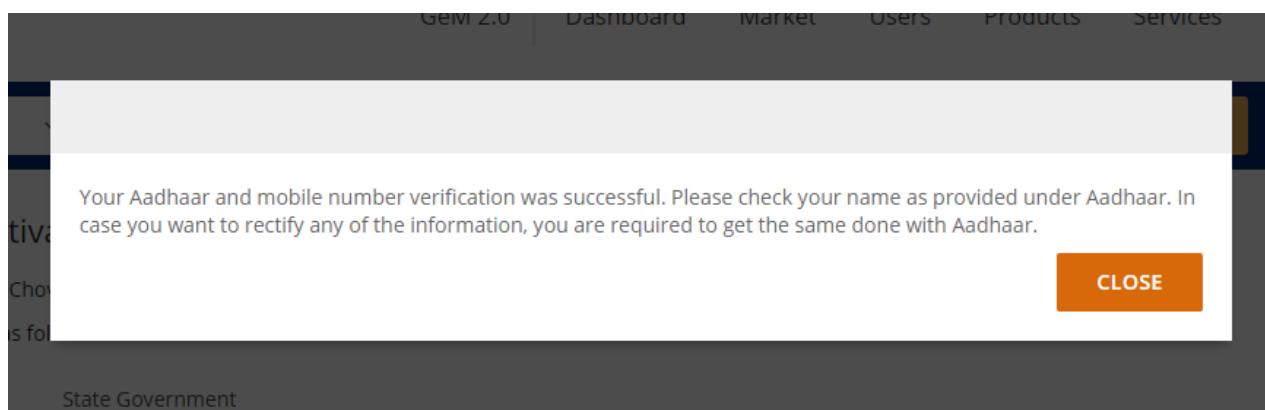
Mobile : *****4295 | Email : de*****@gmail.com

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 Aadhar and Mobile number verification was successfully. And close it.



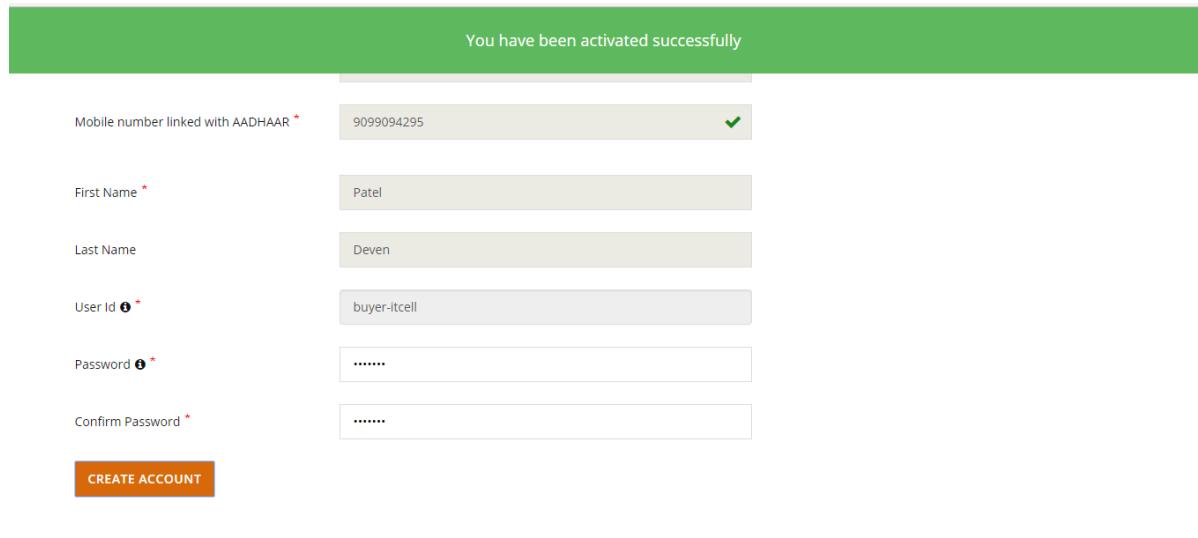
Step-12 : Please, check your user id, It is use for login in gem.gov.in. and enter password and confirm password. Please, keep in your mind that password must require Capital Letter, Special Symbol, Alphabetic and Numeric as (i) Password policy. (Please Read It)

Official Email Id *	<input type="text" value="buyer-itcell@jau.in"/>
Aadhaar Number *	<input type="text" value="916408879710"/> ✓
Mobile number linked with AADHAAR *	<input type="text" value="9099094295"/> ✓
First Name *	<input type="text" value="Patel"/>
Last Name	<input type="text" value="Deven"/>
User Id *	<input type="text" value="buyer-itcell"/>
Password *	<input type="text" value="....."/>
Confirm Password	<input type="text"/>

>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.

CREATE ACCOUNT

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



The screenshot shows a user registration form with a green header bar containing the text "You have been activated successfully". Below the header, there are several input fields and a "CREATE ACCOUNT" button. The fields are as follows:

- Mobile number linked with AADHAAR *: 9099094295 (with a green checkmark icon)
- First Name *: Patel
- Last Name: Deven
- User Id *: buyer-itcell
- Password *: (redacted)
- Confirm Password *: (redacted)

A "CREATE ACCOUNT" button is located at the bottom left of the form.

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

IT Cell, JAU, Junagadh