

## The procedure for creating GEM users is as follows-

A- The Primary user preferably, the Head of organization must apply online through the web portal <https://eforms.nic.in/> and apply for Designation Based email ID through the 'single user email subscription form' online. The format for designation based email ID is: Desig(dot)Deptt(dot)Districtcode(hyphen)up(at)gov.in

B- The secondary users shall be created by the above mentioned primary user. The process is as follows-

The primary user need to prepare excel sheet exactly same as in below format for buyer, consignee and payee only (no other id or role to be included). Proper request letter addressed to GEM Authority along with seal and sign of the primary user and print of the excel sheet prepared on this letter need to be scanned. The scanned copy of this letter and excel file are to be send by **email** addressed to GEM authority (**Email To [gemapplicant@gem.gov.in](mailto:gemapplicant@gem.gov.in)** and **copy to [ds.nagalakshmi@gem.gov.in](mailto:ds.nagalakshmi@gem.gov.in)**).

## Secondary user details format (as shared) -

S N o	First Na me	Last Na me	Designati on	Role(HOD/Bu yer/ Consignee /both/PAO/D DO)	Name of Ministry/ Departme nt/ Organisati on	State/C ity	Mobi le No (10 digits )	Compl ete Office Addres s
-------------	-------------------	------------------	-----------------	---	---	----------------	-------------------------------------	---------------------------------------

\*No column should be blank. For secondary users make triplet – buyer , consignee and ddo or payee where payment is involved or pair as buyer and consignee where payment is not involved.