



**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
STORES & PURCHASE SECTION**

To,
Office In-Charge (S&P)

I designate following person(s) whose ID is to be created on GeM Portal as buyer from our department.

Information required for Secondary Users in GeM Portal:

1. First Name	
2. Last Name	
3. User ID	
4. Email (Official)	
5. *Mobile No.	
6. Designation	
7. Department	
8. Aadhaar No.	

* Aadhaar card must have your mobile no.OTP will be sent to the Mobile No. linked to Aadhaar for e-signing.

Signature of HOD/HOS/IDPs/Section-In-Charge

Note: 1. Kindly designate person at JS/Supdt./JTS/TS level only.
2. Add extra sheets if required.