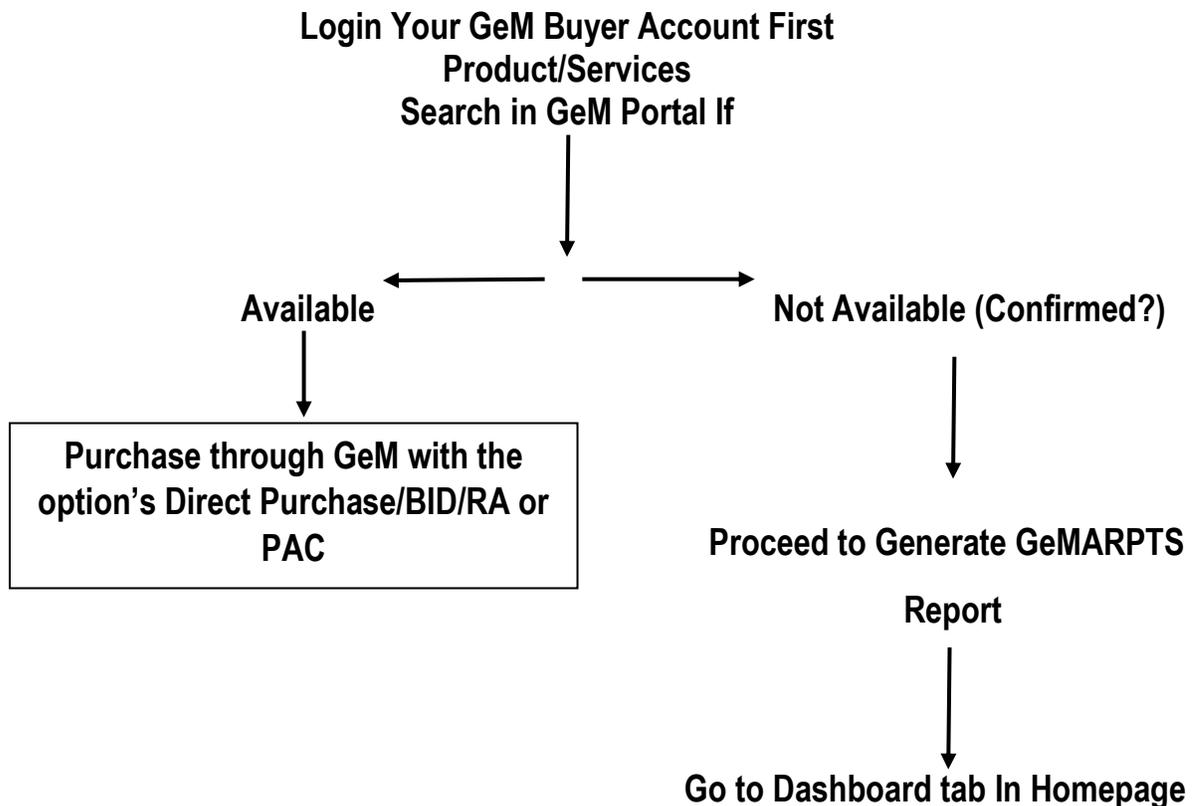


(*GeM Availability Report & Past Transaction Summary)

- ✓ This GEMARPTS* report must be generated by the indenter itself i.e. their own GeM User Account & created only & only if product/service is not available/listed under any category of GeM Portal
- ✓ You must be taking care of this before generating the GeMARPTS Report because once it is generated can't be modified or deleted.
- ✓ Different strings/keywords may show different results. Did you check all the possible combinations of strings/keywords to find your product/service/category at GeM?



1. Go to Dashboard

The screenshot shows the GeM (Government e Marketplace) dashboard. The top navigation bar includes the GeM logo, the text "Government e Marketplace", and menu items: "Dashboard" (highlighted in green), "Market", "Bids", and "Purchase Requisitions". A user profile dropdown is visible on the right. Below the navigation bar is a search bar with "All Categories" selected and a "Shopping Cart" icon. A "NOTIFICATIONS" section is expanded, showing a message: "Dear Sir/Ma'am, Incident management policy has been revised, please [click here](#) to view the new policy."

2. After Clicking Dashboard, you will see the page having option GeM Availability Report

The screenshot shows the GeM dashboard after clicking the "Dashboard" menu item. The navigation bar is the same as in the previous screenshot. Below the search bar, a horizontal menu contains several options: "MY DASHBOARD", "PRODUCT ORDERS", "SERVICE ORDERS", "ALL DEMANDS", "BILLS", "INCIDENTS", "ALL CARTS", and "REQUESTS". The "GEM AVAILABILITY REPORT" option is highlighted in yellow.

3. Choose option to Create the report as options are there

The screenshot shows the "GEM AVAILABILITY REPORT" page. The navigation bar and search bar are consistent with the previous screenshots. Below the "NOTIFICATIONS" section, there is a heading: "GeM Availability Report And Past Transaction Summary". A paragraph of text explains that the report is generated based on product/service specifications and can be created manually or as a bulk report. At the bottom, there are two orange buttons: "CREATE MANUAL REPORT" and "CREATE BULK REPORT". To the right of these buttons are two dropdown menus: "Manual" and "Generated".

4. Create Report name i.e. for which you want to generate report (Category of the Product)

The screenshot shows the GeM Availability Report page. At the top, there is a navigation bar with the GeM logo and menu items: Dashboard, Market, Bids, and Purchase Requisitions. Below this is a secondary navigation bar with 'CATEGORIES' and a search bar set to 'All Categories'. A 'NOTIFICATIONS' bar is visible below the navigation. The main content area has a 'Back to index' link and the title 'GeM Availability Report'. A paragraph explains the purpose of the report. Below the text is a 'Name' input field with the placeholder text 'Enter report name'. At the bottom, there is an 'ADD MORE' button.

GeM Availability Report

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
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[ADD MORE](#)

5. After Report Name Click Add More option for Report Creation

The screenshot shows the GeM Availability Report page with the 'Name' input field filled with 'ABCDE'. Below the table header, there is a form with a 'Product' dropdown menu and an 'Enter your product details' input field. At the bottom, there is an 'ADD MORE' button.

GeM Availability Report

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

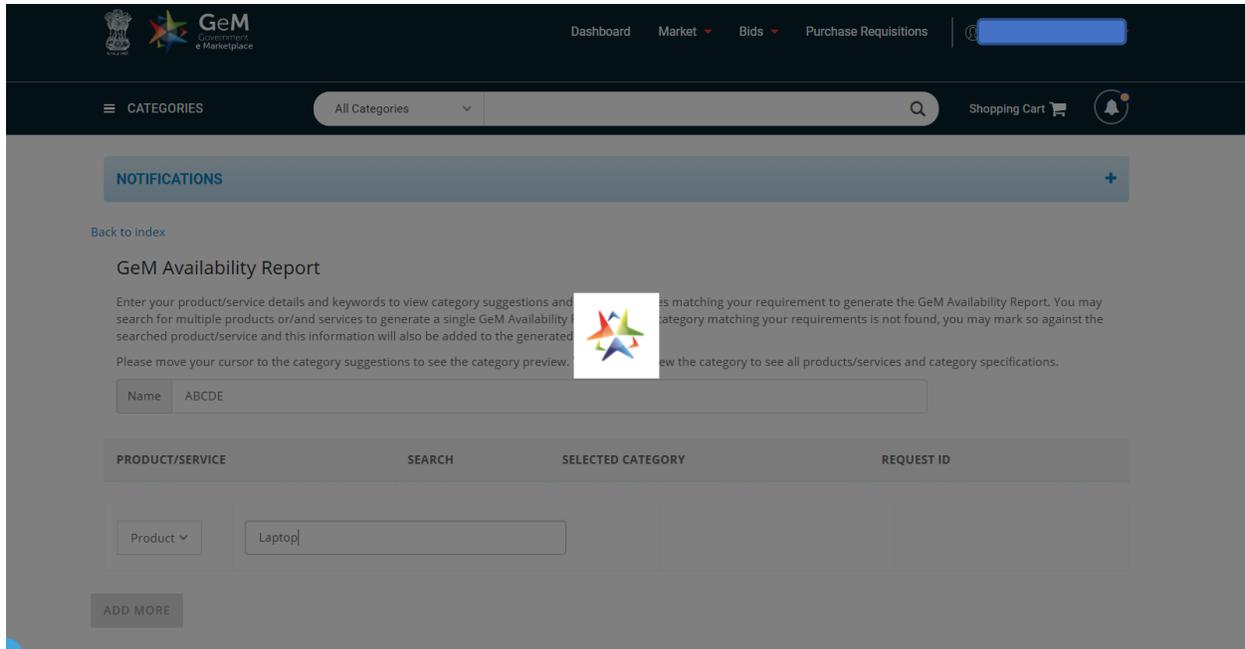
Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
<input type="text" value="Product"/>	<input type="text" value="Enter your product details"/>		

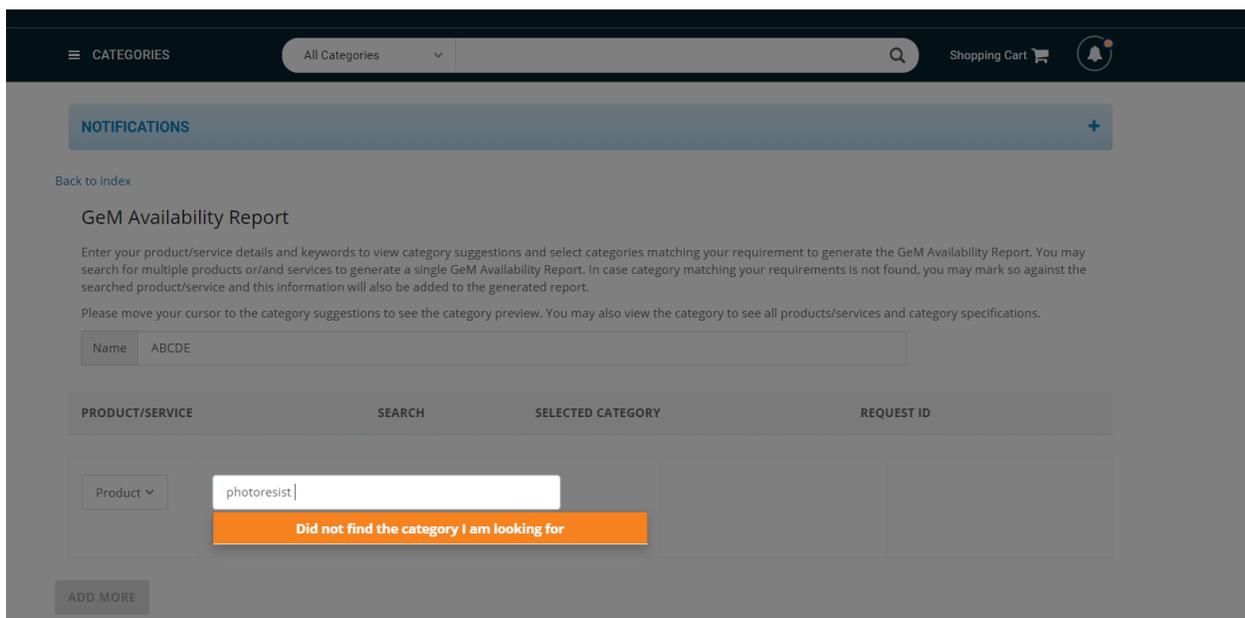
[ADD MORE](#)

6. After Typing Product details, it checks itself & fetch the details



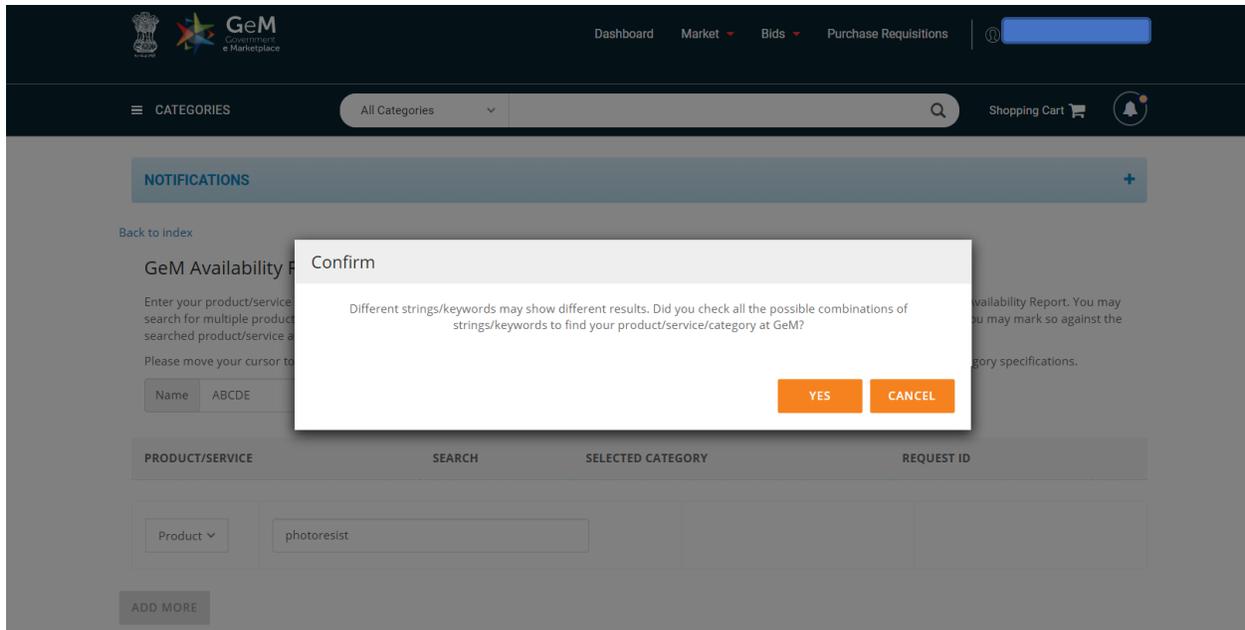
The screenshot shows the GeM Availability Report page. The header includes the GeM logo, navigation links (Dashboard, Market, Bids, Purchase Requisitions), and a search bar. Below the header, there is a 'CATEGORIES' section with a dropdown menu set to 'All Categories'. A 'NOTIFICATIONS' banner is visible. The main content area is titled 'GeM Availability Report' and contains instructions for generating the report. A search form is present with a 'Name' field containing 'ABCDE' and a 'PRODUCT/SERVICE' dropdown set to 'Product'. The search input field contains 'Laptop'. Below the search form, there is an 'ADD MORE' button.

7. If Product is not available in various categories it will show this result Then Choose Last option i.e. Did not find the category I am looking for!



The screenshot shows the GeM Availability Report page with a search for 'photoresist'. The search input field contains 'photoresist'. Below the search form, there is an orange banner with the text 'Did not find the category I am looking for'. The 'ADD MORE' button is visible at the bottom.

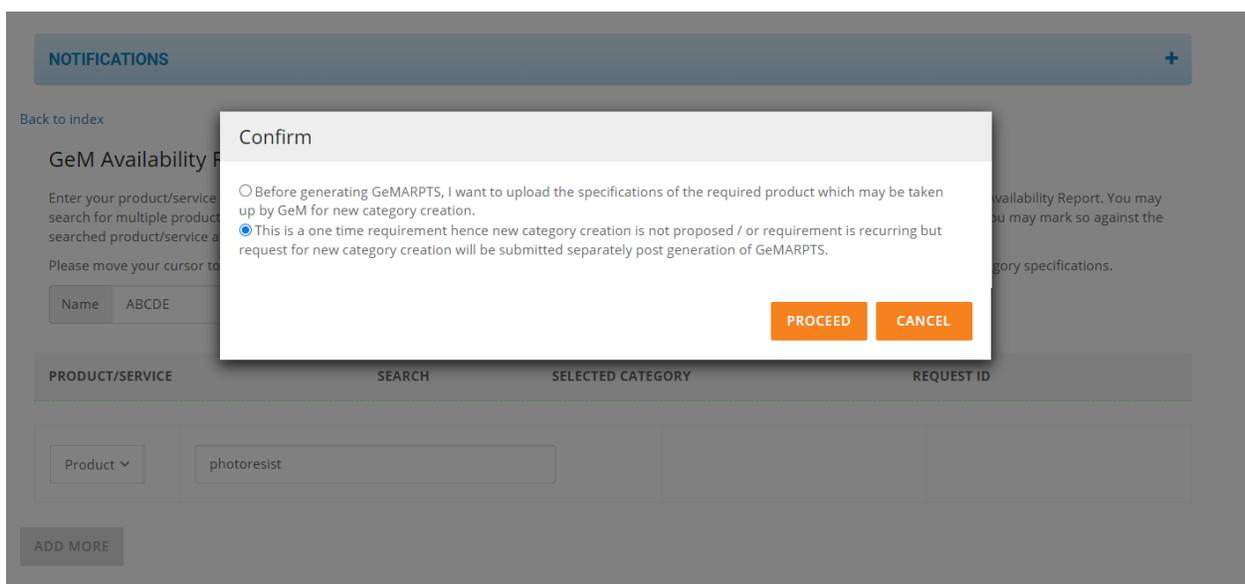
8. Must Ensure that you checked all the possible combinations of Strings/Keywords to find your product/service category at GeM?



The screenshot shows the GeM Availability Report page. A confirmation dialog box is displayed in the center, asking: "Different strings/keywords may show different results. Did you check all the possible combinations of strings/keywords to find your product/service/category at GeM?". The dialog has two buttons: "YES" and "CANCEL".

The background page includes the GeM logo, navigation links (Dashboard, Market, Bids, Purchase Requisitions), and a search bar. Below the search bar, there is a "GeM Availability Report" section with a form for entering product/service details. The form has a "Name" field with "ABCDE" and a "Product" dropdown menu with "photoresist" selected. There is also an "ADD MORE" button.

9. Choose Option: Whether for category creation/upgradation of category w.r.t. your product/service or Generate GeMARPTS & request later for the same!



The screenshot shows the GeM Availability Report page. A confirmation dialog box is displayed in the center, asking: "Before generating GeMARPTS, I want to upload the specifications of the required product which may be taken up by GeM for new category creation." The dialog has two radio buttons: "Before generating GeMARPTS, I want to upload the specifications of the required product which may be taken up by GeM for new category creation." and "This is a one time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS." The second option is selected. The dialog has two buttons: "PROCEED" and "CANCEL".

The background page is the same as in the previous screenshot, showing the GeM Availability Report page with the search bar and form.

10. After this option is visible to Generate the Report

The screenshot shows the GeM Availability Report page. The header includes the GeM logo, navigation links (Dashboard, Market, Bids, Purchase Requisitions), and a user profile. Below the header is a search bar and a shopping cart icon. A 'NOTIFICATIONS' banner is visible. The main content area has a 'Back to index' link and the title 'GeM Availability Report' with a report ID: GEM/GARPTS/29102020/00HR27TJEE5G. The instructions describe how to generate the report by searching for products and selecting categories. A search input field contains 'ABCDE'. Below it is a table with columns: PRODUCT/SERVICE, SEARCH, SELECTED CATEGORY, and REQUEST ID. The table contains one row: Product, photoresist, Not Available, and a close button (X). At the bottom, there are three buttons: 'ADD MORE', 'SAVE', and 'GENERATE REPORT'.

GeM Availability Report Report ID:GEM/GARPTS/29102020/00HR27TJEE5G

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name ABCDE

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	photoresist	Not Available	X

ADD MORE SAVE GENERATE REPORT

11. Sure to confirm before Generating the Report!

The screenshot shows the GeM Availability Report page with a confirmation dialog box overlaid. The dialog box is titled 'Confirm' and contains the text: 'Once the report is generated it cannot be edited. Are you sure you want to generate the report?'. There are two buttons: 'YES' and 'NO'. The background page is dimmed, showing the same content as in the previous screenshot, but with a different report ID: GEM/GARPTS/06112020/BK55MF2WJ8II. The table now contains a row with Product, 12345895, Not Available, and a close button (X). The 'GENERATE REPORT' button is highlighted in orange.

GeM Availability Report Report ID:GEM/GARPTS/06112020/BK55MF2WJ8II

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name ABCDE

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	12345895	Not Available	X

ADD MORE SAVE GENERATE REPORT

Confirm

Once the report is generated it cannot be edited. Are you sure you want to generate the report?

YES NO

12. After Generation Report/Reports You can see here as well as download

GeM Availability Report And Past Transaction Summary.

GeM Availability Report and past transaction summary report is generated based on the product/service specification searched by the Buyer. The buyer can either create a manual report or bulk report in case of a large number of search strings. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Manual ▾
Generated ▾

Report ID	Report Name	Created At	Actions
GEM/GARPTS/28102020/9HDTA09VM6OZ	OBD GPS Data Logger	Oct 28, 2020	View Download
GEM/GARPTS/02112020/G00937NJ65J9	Smart Pack Purification Pack for Direct-Q3	Nov 2, 2020	View Download
GEM/GARPTS/05112020/FIRF6D1FO05Z	Mass Flow Controller	Nov 5, 2020	View Download
GEM/GARPTS/05112020/EH8U9JFX5U8D	Chilled Water Circulator	Nov 5, 2020	View Download

13. GeMARPTS Report Look's Like in this format & Valid for One Month Only!




Report ID: GEM/GARPTS/02112020/01YTHZG6QDAR
Report Name: Insurance Services for Library
Generated By: [REDACTED], Department of Higher Education, Ministry of Human Resource Development
Generated On: 02/11/2020
Valid till: 02/12/2020

GeM Availability Report and Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Insurance

Search type: Service

Search Result: Category not available on GeM for the text string searched by the buyer.

This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.

Below Points Must be kept in mind while Generating GeMARPTS-

- *Integration with CPPP to archive unified procurement system. The bids published on CPPP will have to get GEMARPTS ID generated and verified through GeM portal. The tender details published on CPPP will also be mirrored on GeM.*
- *GeM Availability and past transaction report has been implemented for buyers. Buyers can get this report generated for all product and category searches on GeM portal.*
- *GeMARPTS is a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM. The Buyer can check the available categories at GeM & past transaction summary and take their procurement decisions accordingly*

There are categories available on GeM matching your requirements ([as listed here](#) & [New/Updates](#)). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.

1. If you feel that category technical parameters (TP) needs updating you can submit category updating request also through Request Management System (RMS)
2. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications of the required product for creation of new category on GeM for future procurement.

Disclaimer You will accept:

It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and cannot be procured under any of these categories even after inclusion of List of Values (LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirements are such that these cannot be covered even by adding specification parameters using Additional Terms and Conditions (ATC) in any of the GeM suggested categories.

For Further any confusion or facing any difficulty to Generate GeMaARPTS or GeM Procurement methods, can contact to GeM through Mail at: helpdesk-gem@gov.in & Toll Free Numbers: 1800-419-3436; 1800-102-3436 or Sh. K.K. Bajpai (GeM-Helpdesk-7275) S & P Section, IIT Kanpur.

B.S. Negi
Asstt. Registrar (S&P)

GeM Advantages

For Buyers

Why buy on GeM? (Please Go Through)

- ✓ Provide transparency and ease of buying
- ✓ Offers rich listing of products for individual category of goods/services
- ✓ Direct purchase for amounts up to INR 25000
- ✓ L1 purchase from amounts greater than INR 25000 and less than INR 5 Lakhs
- ✓ Proprietary Article Certificate Bid- Procurement of specific product as per requirement
- ✓ Price Trends and Price Comparison from Multiple Suppliers
- ✓ Direct notifications to sellers
- ✓ Integrated Payment System
- ✓ Easy to comprehend interface to search, compare, select and buy
- ✓ User friendly dashboard for monitoring supplies and payments
- ✓ Online grievance redressal mechanism for quick resolution
- ✓ Float bid among population of 3 lakhs sellers
- ✓ Buyers can now select bid duration between 10 & 21 days.
- ✓ Delivery period up to 180 days
- ✓ Option to provide multiple consignee locations and quantity
- ✓ Multiple consignees can be selected for Services
- ✓ Pin-code based seller selection for Direct Purchase Mode
- ✓ ATC library available for addition of terms and conditions
- ✓ Additional Deductions can be applied by buyers at the time of bill generation
- ✓ Notification to buyers regarding:
 - ✓ expiry of DP (Delivery Period) for the contract
 - ✓ Initiation of cancellation of contract in case of non-delivery by sellers
- ✓ Buyer during technical evaluation can make a MSE seller eligible or ineligible for MSE purchase preference.
- ✓ Now buyers get the option to cancel the Product contract(s) even if the invoice has been generated by seller provided 15 days have expired from delivery period.
- ✓ 11 Banks have enabled GeM Pool Account
- ✓ To improve fair participation in Bid / RA, GeM now ensures that at least 3 sellers have participated and offered products from at least 2 different OEMs. In case buyer wants to proceed with less than 3 Resellers or two OEMs/Brand, they have to upload approval from Competent Authority.