

Call us @ 9429690652 if facing any issues while making the payment

Training Modules & Video-wise Lessons

MODULE 1

**Familiarity with GeM
Portal & Seller
Registration**

Lesson 1

What is GeM & How to
Register as Seller or
Service Provider

Lesson 2

How to Complete
Seller/Service Provider
Profile

MODULE 2

Lesson 3

**Modes of Purchase on
GeM and Seller
Prerequisites**

Kinds of Purchase on
GeM

+ Lesson 4

Concept of OEM & Q2

Product Category

**MODULE 3
Direct Purchase Method
(Upto Rs. 25000/-) -
Complete Step By Step
Procedure**

+ Lesson 5

Direct Purchase Product

(Upto Rs. 25000/-) -

Steps followed by Seller

+ Lesson 6

Direct Purchase

Product- Steps followed

by Buyer

+ Lesson 7

Direct Purchase

Product- Order

Placement &

Acceptance

MODULE 4
L-1 Purchase Method
(Upto Rs. 5 Lakh)

 **Lesson 8**

L-1 Purchase Product

(Upto Rs. 5 Lakh) - Steps

followed by Seller on

Buyer Log In

 **Lesson 9**

L-1 Purchase Product

(Upto Rs. 5 Lakh) - Order

Placement &

Acceptance

Lesson 10

L-1 Purchase Product-

Steps for product listing

on Seller Log In,

Creating the

comparison sheet and

adding the item to cart

MODULE 5 **Product Bids on GeM**

Lesson 11

Kinds of Bids

Lesson 12

How to Search the Bid &

How to understand the

Bid Document

Lesson 13

How to Publish the
Catalogue for Regular
Bid

 **Lesson 14**

How to Publish the
Catalogue for Custom
Bid

 **Lesson 15**

How to prepare the
documents for Bid

 **Lesson 16**

How to Participate in
Regular Bid - Live Case

 **Lesson 17**

How to Participate in
Custom Bid - Live Case

Lesson 18

How to Participate in

BOQ Bid - Live Case

Lesson 19

How to Check the Bid

Status & Submit

Clarifications

MODULE 6

Service Bids on GeM

Lesson 20

Kinds of Services Listed

on GeM

Lesson 21

Direct Purchase Service

(Upto Rs. 25000/-) -

Steps followed by Seller

Lesson 22

L-1 Purchase Service

(Upto Rs. 5 Lakh) - Steps

followed by Seller

Lesson 23

How to publish Service

Catalogue

Lesson 24

How to Participate in

Manpower Service Bid

MODULE 7

Catalogue & Order Management

Lesson 25

How to list Brand on

GeM

Lesson 26

Publishing a new
Product Catalogue from
the scratch

 **Lesson 27**

How to Generate
Invoice

 **Lesson 28**

How to extend the
Dispatch Date for
Expired Orders

MODULE 8
Vendor Assessment &
OEM Panel

 **Lesson 29**

How to Apply for
Vendor Assessment

 **Lesson 30**

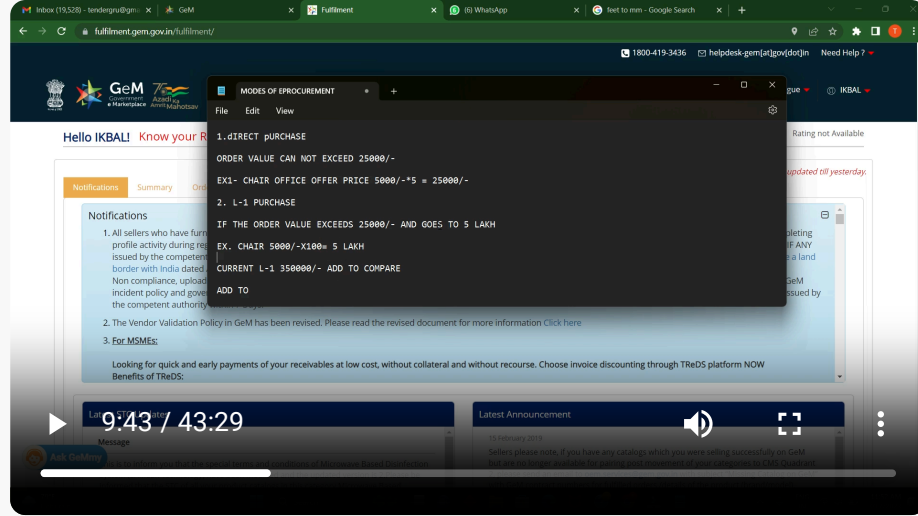
Desktop & Video

Assessment for OEM

Panel

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**Watch out for Demo Lesson to have an insight
of GeM Seller Training**



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