

# ADDITION OF CONSIGNEE in GeM Portal

Date:

* Ministry/ Department/ Organization Name	
* Ministry/ Department/ Organization Complete Address with Pin Code	
* Consignee Full Name	
* Designation of Consignee	
* Consignee Contact No.	Mobile: IP Phone:
* Consignee Mail ID (Only govt. mail ID with domain @nic.in & @gov.in is acceptable in GeM portal)	
* NICSI Project Name and Number	

Note:

- For new Consignee addition in NICSI, mail may be sent at [gem-nicsi@nic.in](mailto:gem-nicsi@nic.in) with this filled Form.
- NICS I GeM Division will add consignee in NICS I-GeM Portal.
- The activation link will be sent to Consignee Email ID from GeM Portal. The user has to process with the link to get successfully added as a Consignee in NICS I's GeM Portal, as under.
- Process to activate Consignee role may be reviewed from page no. 21 of GeM portal help book ([https://assets-bg.gem.gov.in/resources/upload/shared\\_doc/training\\_content/2-Secondary-User-Creation-MoPR-29Apr-1660112949.pdf](https://assets-bg.gem.gov.in/resources/upload/shared_doc/training_content/2-Secondary-User-Creation-MoPR-29Apr-1660112949.pdf)).

Approved by:

(Name, Designation, Signature & Stamp)