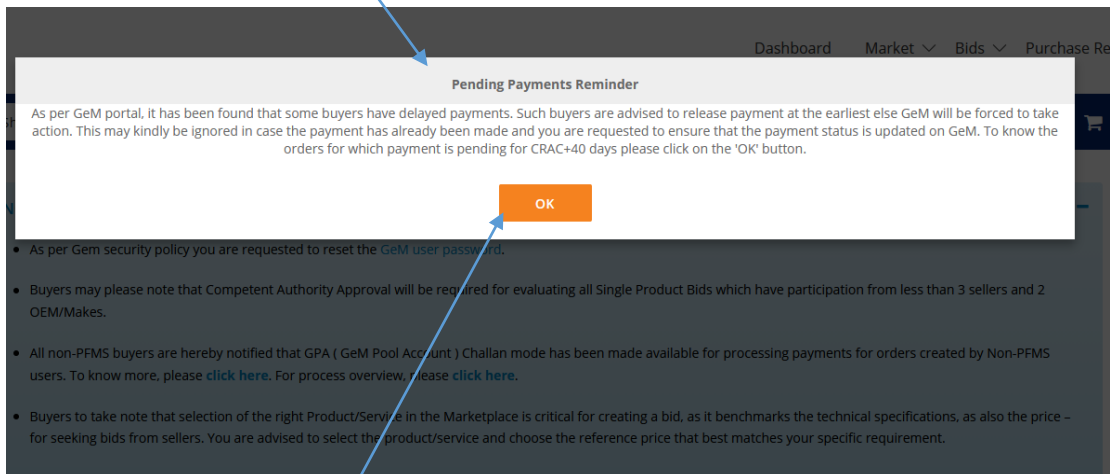


STEPS TO PROCESS BILLS ON GeM

1. Upon login, if a pop-up window appears, then it is an indication that payment is pending/ status of payment are to be uploaded.



2. On clicking the 'OK' button, a list of pending bills which are more than 40 days (from generation of CRAC) will appear.

Goverme...

Bills

To update the payment details for pervious financial year orders (if any), please [click here](#).

All Bills Pending Bills (CRAC older than 40 days)

Choose Payment Method * Others ▾

Search within a period: - Search For Bill Status: Pending [Reset Filters](#)

Bills with **Others** as payment method from **2018-02-01** to **2020-01-12**

S.No.	Contract No.	Order Date	Product	Buyer Name	Payment Mode	Action
1	GEMC-511687798531231	2019-11-19	Apple iPad 10.5" Wi-Fi 256GB MUUQ2HN/A(Space Grey) MUUR2HN/A(Silver)	Alan V. Sinate	Others	SHOW BILLS
2	GEMC-511687767169457	2019-12-05	Table Tennis TT Ball - Stag 3 Star Premium White Ball ITTF Approved (Pack of 3/ Price per pack)	Alan V. Sinate	Others	SHOW BILLS
3	GEMC-511687727380191	2019-12-02	Mini Display Port to HDMI Adapter With Audio(4K Ultra HD)	Alan V. Sinate	Others	SHOW BILLS
4	GEMC-511687766268865	2019-12-07	WILSON LAWN TENNIS BALL CHAMPIONSHIP XDI PRICE PER BALL]	Alan V. Sinate	Others	SHOW BILLS
5	GEMC-511687786378968	2019-12-09	SG Sierra 350 English Willow SH Cricket Bat	Alan V. Sinate	Others	SHOW BILLS
6	GEMC-511687785762342	2019-12-06	WRIST BAND	Alan V. Sinate	Others	SHOW BILLS

3. On clicking the 'SHOW BILLS', details of the purchase such as ...Invoice No.& date, CRAC No.& Date etc. will be shown. To process the bill, click on the 'PROCESS BILL'

3	GEMC-51168779672832	2019-12-17	TISSUE CULTURE PETRIDISH 100MM STERILE	Manoj Balakrishna Menon	Others	SHOW BILLS		
Invoice No. and Date	CRAC No. and Date	Consignee	Seller	Buyer Bill	Approver Bill	Order Amount	Payment Status	Action
GEM-5503418, 2019-12-17	1902755, 2019-12-18	Manoj Balakrishna Menon,	JAIN SCIENTIFIC BIOTECH, DGS&D,	51168779672832-1B1, 2020-02-21		8442	Pending	PROCESS BILL

4. After clicking on the 'PROCESS BILL', scroll down to locate 'Whether Deductions are to be made?' Then SELECT any of the two options – YES or NO (towards TDS), depending upon the following:
- (a) If the billed amount is <2.5 lac, choose 'NO'.
 - (b) However, for billed amount >2.5 lac, select 'YES' on deduction option and then choose EITHER 2% IGST if the Seller is not from Delhi OR 2% (i.e.1% SGST, 1% CGST) if the Seller is from Delhi

Item Description	Model	Quantity	Quantity (Original)	Quantity (Final)	Received	Accepted	Unit	Unit Price (INR)	Amount (INR)
1 TISSUE CULTURE PETRIDISH 100MM STERILE	JAISBO JAISBO 4113/3	300	300	300	300	300	pieces	28.14	0.00

Total Received and Accepted Order Value(INR): 8,442.00

Bill Processing

DEDUCTIONS

Whether Deductions are to be imposed? * YES NO

BILL BREAK-UP

A. Total Accepted Items Amount:	8,442.00
B. Total Deductions Amount:	0.00
C. Net amount of bill (A-B):	8,442.00
D. Final amount of bill (rounded-off):	8,442.00

SAVE FINAL BILL

Current Stage: Draft Bill has been saved, yet to be approved

5. And then click on the 'SAVE FINAL BILL'