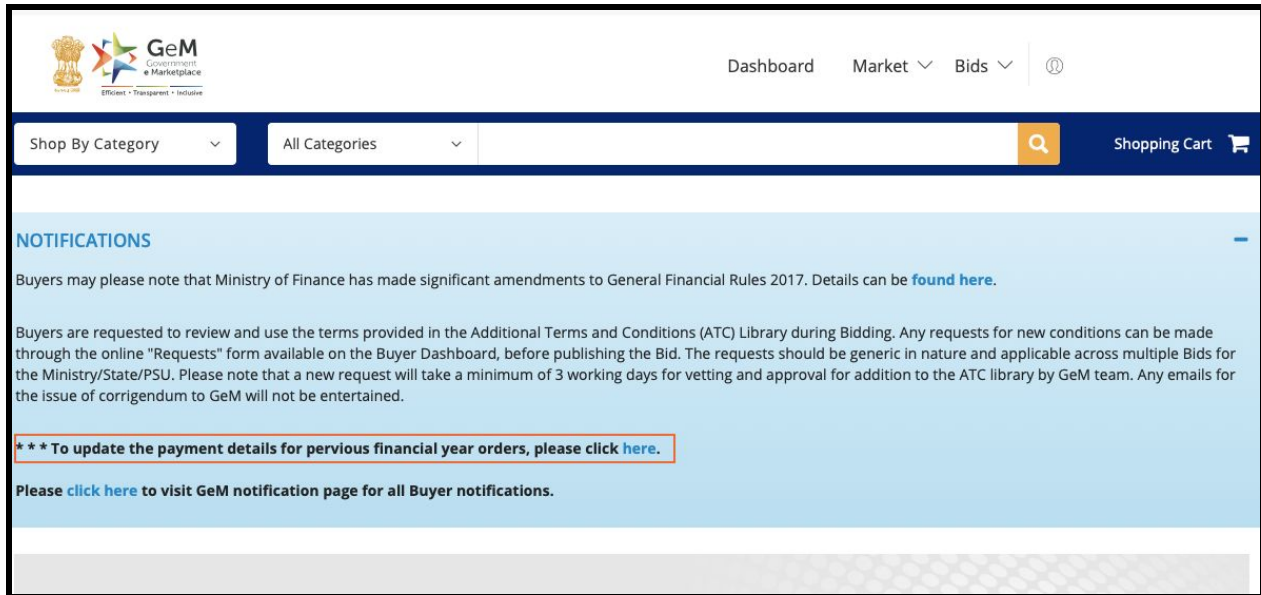


## Updating Payments Details from Orders of the previous Financial Year

Buyers who have orders from the previous financial year where CRAC has been done and payment has not yet been initiated, can update the payment details if done. This option is available on the notification panel once the user has logged in.



The screenshot shows the GeM notification panel. At the top left is the GeM logo with the tagline "Efficient • Transparent • Inclusive". To the right are navigation links: "Dashboard", "Market" (with a dropdown arrow), "Bids" (with a dropdown arrow), and a help icon. Below this is a search bar with "Shop By Category" and "All Categories" dropdowns, a search icon, and a "Shopping Cart" icon. The main content area is titled "NOTIFICATIONS" and contains the following text:

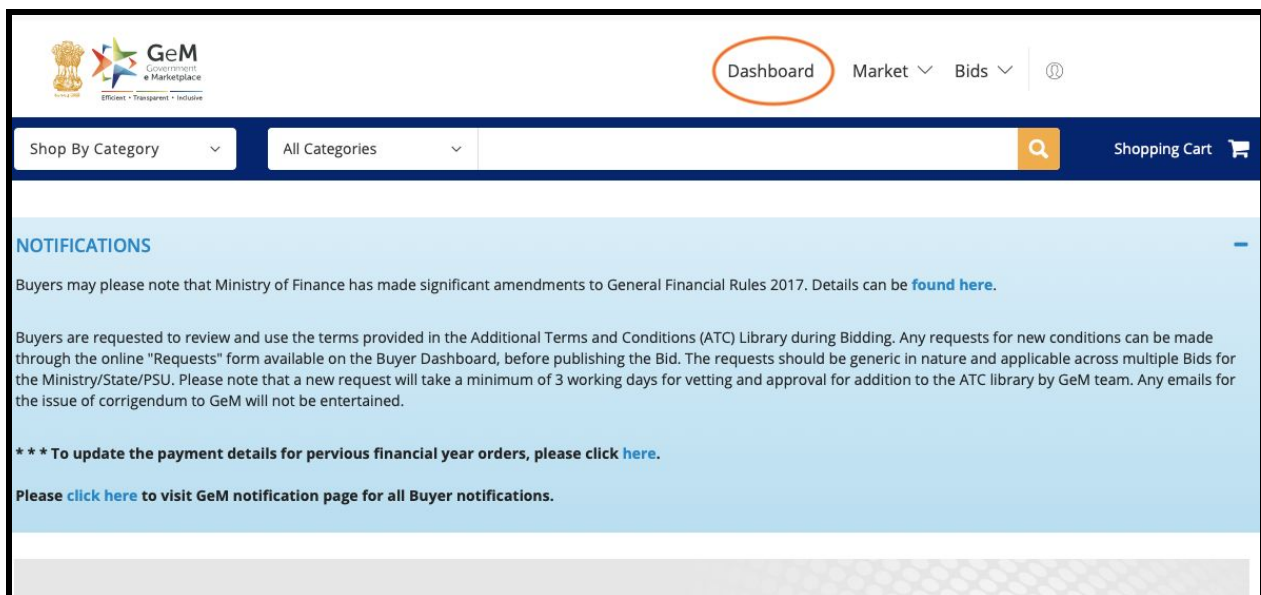
Buyers may please note that Ministry of Finance has made significant amendments to General Financial Rules 2017. Details can be [found here](#).

Buyers are requested to review and use the terms provided in the Additional Terms and Conditions (ATC) Library during Bidding. Any requests for new conditions can be made through the online "Requests" form available on the Buyer Dashboard, before publishing the Bid. The requests should be generic in nature and applicable across multiple Bids for the Ministry/State/PSU. Please note that a new request will take a minimum of 3 working days for vetting and approval for addition to the ATC library by GeM team. Any emails for the issue of corrigendum to GeM will not be entertained.

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

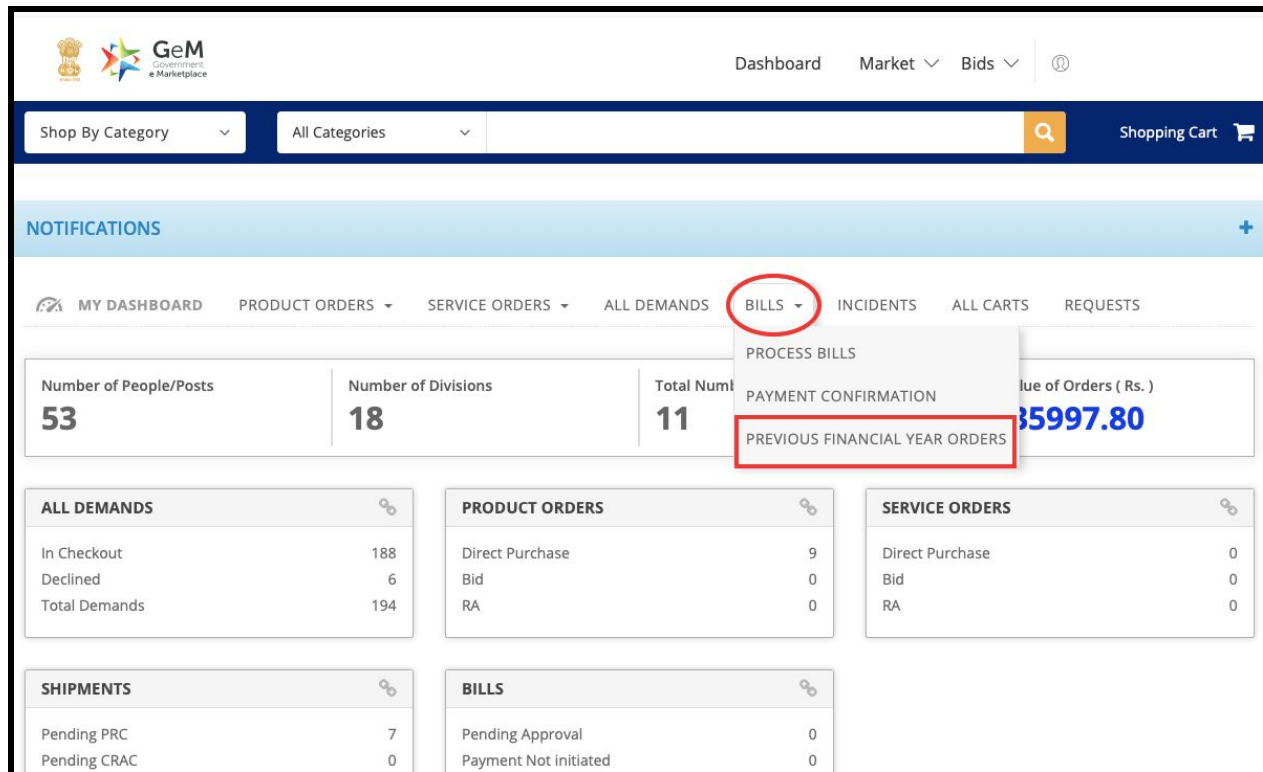
Please [click here](#) to visit GeM notification page for all Buyer notifications.

Alternatively, user can also navigate via Bill tab under the **Dashboard** tab after login



This screenshot is identical to the one above, but with the "Dashboard" navigation link circled in orange to highlight it as an alternative navigation path.

Under the **Bills** tab, there is a section - '**Previous Financial Year Orders**', where users can access all orders where CRAC has been done and payment has not been initiated

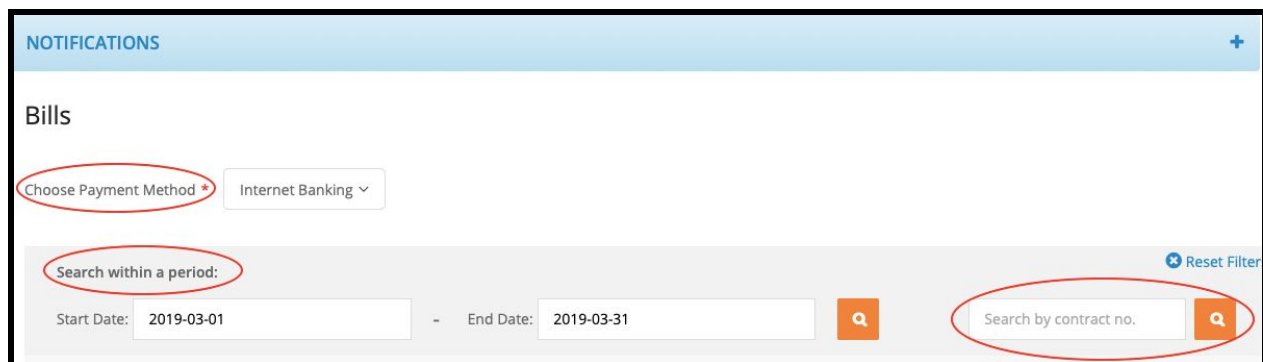


The screenshot shows the GeM dashboard with the following elements:

- Navigation:** Dashboard, Market, Bids, and a search icon.
- Filters:** Shop By Category (All Categories) and Shopping Cart.
- Notifications:** A blue bar with a plus sign.
- Main Menu:** MY DASHBOARD, PRODUCT ORDERS, SERVICE ORDERS, ALL DEMANDS, **BILLS** (circled in red), INCIDENTS, ALL CARTS, REQUESTS.
- Summary Cards:**
  - Number of People/Posts: **53**
  - Number of Divisions: **18**
  - Total Number of Orders (Rs.): **11** (Total Number)
  - Value of Orders (Rs.): **5997.80**
- Dropdown Menu for Bills:**
  - PROCESS BILLS
  - PAYMENT CONFIRMATION
  - PREVIOUS FINANCIAL YEAR ORDERS** (circled in red)
- Order Status Tables:**
  - ALL DEMANDS:** In Checkout (188), Declined (6), Total Demands (194).
  - PRODUCT ORDERS:** Direct Purchase (9), Bid (0), RA (0).
  - SERVICE ORDERS:** Direct Purchase (0), Bid (0), RA (0).
  - SHIPMENTS:** Pending PRC (7), Pending CRAC (0).
  - BILLS:** Pending Approval (0), Payment Not initiated (0).

On this page, user can narrow their search using the following filters

- Payment Method
- Date Range
- Contract Number



The screenshot shows the GeM Bills page with the following search filters:

- Payment Method:** Choose Payment Method \* (circled in red) with a dropdown menu showing Internet Banking.
- Date Range:** Search within a period: (circled in red) with Start Date: 2019-03-01 and End Date: 2019-03-31.
- Contract Number:** Search by contract no. (circled in red) with a search icon.
- Reset Filter:** A button to reset the filters.

User can select the bill they would like to update the payment details for.

NOTIFICATIONS
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**Bills**

Choose Payment Method \* Internet Banking ▾

Reset Filters

Search within a period:

Start Date:  - End Date:  Q  Q

Bills with **Internet Banking** as payment method from **2019-03-01** to **2019-03-31**

S.No.	Contract No.	Order Date	Product	Buyer Name	Payment Mode	Action
1	GEMC-511687771668323	2019-03-19	Landmark PEN	Mansi Jawa	Internet Banking	<span style="background-color: #ff9800; color: white; padding: 5px 10px; border-radius: 3px;">SHOW BILLS</span>
2	GEMC-511687734547561	2019-03-26	test cement product	Mansi Jawa	Internet Banking	<span style="background-color: #ff9800; color: white; padding: 5px 10px; border-radius: 3px;">SHOW BILLS</span>

Please note - Once the bill has been closed after updating payment details, it cannot be re-processed. Existing bill would be automatically overwritten by the system generated bill.

Before proceeding, user would be displayed the current status of the bill. User would be notified that the current bill stage would be discarded and replaced with the system generated bill. To proceed, user would have to acknowledge this information.

NOTIFICATIONS
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**OFFLINE PAYMENT PROCESS**

Order Description - 511687771668323-5

#	Item Description	Make and Model	Ordered Quantity	Dispatched Quantity(Under this bill)	Qty Received	Qty Accepted	Unit	Price per unit incl. of all duties and taxes (INR)	Freight Charges (In INR)
1	Landmark PEN	PEN Landmark PEN	1	1	1	1	pieces	30.00	0
Total Received and Accepted Order Value(INR):									30

The status of current bill (511687771668323-5) is 'Draft Bill yet to be created'  
Please acknowledge if you want to proceed with updating offline payment details. A new bill will be generated by the system and the current bill will be discarded and replaced with the new system generated bill.

I Acknowledge

UPDATE OFFLINE PAYMENT DETAILS

User can select the mode through which the Payments were made, to update the details - **Internet Banking, Cheque, DD, NEFT, RTGS, Others**

NOTIFICATIONS
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### OFFLINE PAYMENT PROCESS

Order Description - 511687771668323-5

#	Item Description	Make and Model	Ordered Quantity	Dispatched Quantity(Under this bill)	Qty Received	Qty Accepted	Unit	Price per unit incl. of all duties and taxes (INR)	Freight Charges (In INR)
1	Landmark PEN	PEN Landmark PEN	1	1	1	1	pieces	30.00	0
Total Received and Accepted Order Value(INR):									30

**Payment Method**

Please select mode of Payment  Internet Banking  Cheque  DD  NEFT  RTGS  Other

**Payment details**

Voucher No.  Token No.

Amount \*

Add Deductions(If Any)

Payment Remark

Please note - Once the bill has been closed after updating payment details, it cannot be re-processed. Existing bill (511687771668323-5) would be automatically overwritten by the system generated bill.

Once the user has updated the Payment Details, they can Submit and Close the Bill

**\*\*\* Please Note -**

1. Along with Buyer, PAO/DDO would be able to access and update these bills, wherever PAO/DDO selection was made at the time of Order Creation
2. The current stage of the bill would be discarded and replaced with a system generated bill once the user has Submitted and Closed the Bills through this form
3. PFMS users with orders from the previous financial year are requested to pay out through PFMS and update the details on GeM through this form