



PMC Cell – MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management
2nd Floor, Tower-A, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070
Tel – (011)26752004 Fax – (011) 26129091

Circular No. 22/2023

No: DLI/CORP-MM/PMC/2023/13(24)/ 1117876

Dated: 17.03.2023

Sub: Mapping of GeM Seller Id to SAP Vendor Code

Reference is invited to Circular No. 67/2020 dated 29.12.2020 wherein consequent upon Department of Expenditure (DoE), Ministry of Finance O.M. No. 6/9/2020-PPD dated 24.08.2020, it was advised to incorporate GeM unique seller ID in every Contract / Purchase Order while awarding any Contract / Purchase Order for Goods / Services.

Internal Audit in its recent Audit Findings has raised the issue of non updation of GeM Seller ID in SAP and advised that GeM Seller ID is to be invariably mapped to the Vendor Code in SAP. Accordingly, while creating a SAP PO / Contract, the PO/Contract creator should ensure that GeM Seller ID is invariably mapped to the Vendor Code in SAP in following kind of cases:

- (i) SAP Purchase Orders/ Contracts against NCB tenders for goods & Services where the tender value is more than Rs. 25 lakhs. Works/LSTK Contracts are exempted from this provision.
- (ii) Purchase Orders/ Contracts created in SAP against GeM Contracts/Purchase Order of any Value.

Without mapping of GeM seller ID to Vendor Code in SAP, no SAP Purchase Order/ Contract for Goods/Services falling under Sl (ii) above, shall be allowed to be released.

Tab 'Master Update Req' in the SAP transaction ZMM_VMS, can be used for mapping of GeM Seller ID to SAP Vendor Code.

Further, all concerned are also advised to make efforts for mapping of GeM Seller ID to the vendor codes in SAP, wherever possible.

Above guidelines should be meticulously followed by all concerned.


(Sandeep Gupta)
ED-Chief MM Services
17/3/23

Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').

All concerned may download the circular from the site. Hard copies are not distributed separately.