

# GeM Purchaser quick reference

## LOGIN TO YOUR HOME PAGE

**GeM**  
The online store for HE & FE

Welcome, Mary Hill | mary.hill@ge.marm | He-Lia, aspen@ge.marm | Home | Support | Log Out | View Basket

**Search Directory**  
You can try searching for a business, product or service by keyword:  
Keyword (s)\*   
SEARCH

**Quick Order**  
Please use this facility to order by catalogue code or part no.  
Code\*   
SEARCH

**Create a Quote**  
Request a quotation from one or several suppliers at once  
BEGIN

**Categories**

- Catering**
  - Catering and Hospitality Services
  - Food Unlimited
  - GERT LUSH CATERING
  - Glastonbury Spring Water Co Ltd
- Consultancy**
- Demo Suppliers**
  - @UK DEMO STAFF AGENCY
  - @UK SUPPLIER TRAINING DEMONSTRATION
  - @UK TRAINING DEMONSTRATION
  - ANDY'S CABS
  - Croisdale & Sons
  - DEMO SUPPLIER FURNITURE
  - DEMO SUPPLIER PLUMBER
  - DEMO SUPPLIER QUICK PIPES
  - DEMO SUPPLIER STATIONERY
  - Hot & Cold Company PLC
  - SHEILA'S CARS
- Education**
  - Ashton Vale Primary School
  - Bookplace Ltd
  - Grants Online Ltd
  - Peppertree Educational Designs Ltd
  - ST MARY REDCLIFFE AND TEMPLE SCHOOL
  - The online catalogue from Imaginative Minds Ltd

**My Favourites**  
Weekly Stationery Order  
Eraser  
Standard Desk & Chair  
VIEW ALL

**My Orders**

Last order	13/06/2011
Total cost	£ 11038.80
Order no.	1686609
Purchase Order no.	1854157

RECENT ORDERS  
TOP ITEMS

**Top Suppliers**  
My most frequently-used suppliers  
DEMO SUPPLIER STATIONERY  
DEMO SUPPLIER FURNITURE  
@UK TRAINING DEMONSTRATION

## SELECT ITEMS TO PURCHASE

<b>Search Directory</b>	Keyword search
<b>Quick Order</b>	Product code search
<b>Categories</b>	Link to supplier website
<b>My Favourites</b>	Saved repeat orders
<b>Recent Orders</b>	Add completed order to Favourites
<b>Top Items</b>	Add previously bought items to order
<b>Top Suppliers</b>	Link to supplier website

## PURCHASE FROM RFQ or COMPETITION

<b>Create a Quote</b>	Open, Sealed or Negotiated Select suppliers from View or Search Input requirements & send to suppliers
<b>Orders &gt; My Quotes &gt; Existing quotes</b>	View quote & select winning supplier
<b>Add quote to Basket</b>	

## CHECKOUT YOUR ORDER

**Basket**    [RETURN TO MAIN SITE](#)    [ADD MORE TO BASKET](#)    [EMPTY BASKET](#)    [CHECKOUT](#)

## ORDER & QUOTE HISTORY

**Orders > My Purchase Orders**  
**Orders > My Quotes**

## UPDATE YOUR PROFILE

**My Details > Edit my details**