

HOW TO UPLOAD EMD (FOR VENDORS)

- 1) In order to upload the EMD, Vendor is required to Submit their Quotation first. Upon successful submission, system provides option called **Create EMD & Deposit** to upload their EMD deposit.
- 2) Click on **Create EMD & Deposit button**

The screenshot shows a web application interface for a vendor. At the top, there is a navigation bar with 'Home > Dashboard > Quotation', a search bar, and user information 'Vendor1(V1_TPN)' and '78'. Below this, the main header displays 'Bhutan Telecom Limited' with a 'Submitted' status and a 'Q23050001' identifier. A red box highlights the 'Create EMD & Deposit' button in the top right corner of the main content area.

The main content area contains a form with the following fields:

- Tender ID: TEN23050001
- Quotation Date: 16-05-2023
- Tender Name: Printing and Publication
- Bid Currency: BTN
- Bidding Process: Single Stage Bidding - Single Envelope
- Tender Submission Date: 17-05-2023, 11:02 am +06
- Procuring Agency: Bhutan Telecom Limited
- Tender Opening Date: 17-05-2023, 11:02 am +06
- Total Estimated: 100,000.00

Below the form is a section titled 'PREREQUISITES' with a table:

<input type="checkbox"/>	Document	File	Valid To Date	Status	
<input type="checkbox"/>	1 Trade Licence	/files/test.html	31-12-2023	Valid	▼

An 'Add Row' button is located at the bottom of the prerequisites table.

- 3) System will re-direct you to **Deposit** screen. Fill-up the EMD details and save.

Home > Dashboard > Deposit

Search or type a command (Ctrl + G) [V] Vendor1(V1_TPN) Help 78

DEP23050034 ● Draft [Menu] [Actions]

Deposit Type: Earnest Money Deposit | Posting Date: 16-05-2023

BID INFORMATION

Tender: TEN23050001 | Procuring Agency: Bhutan Telecom Limited

Quotation: Q23050001

PAYMENT INFORMATION

Currency: BTN | Reference No: BOB1908728 | Bank/Financial Institution: Bank of Bhutan Ltd

Amount: 10,000.00 | Validity: 31-05-2023 | Form: BG

Scanned Copy Of Deposit [Attach]

4) Click on **Attach** button and upload the soft copy of the EMD

Home > Dashboard > Deposit

Search or type a command (Ctrl + G) [V] Vendor1(V1_TPN) Help 80

DEP23050034 ● Draft [Menu] [Actions]

BID INFORMATION

Tender: TEN23050001 | Procuring Agency: Bhutan Telecom Limited

Quotation: Q23050001

PAYMENT INFORMATION

Currency: BTN | Reference No: BOB1908728 | Bank/Financial Institution: Bank of Bhutan Ltd

Amount: 10,000.00 | Validity: 31-05-2023 | Form: BG

Scanned Copy Of Deposit [Attach]

5) Go to **Actions** and click on **Submit**

Home > Dashboard > Deposit

Search or type a command (Ctrl + G) Vendor1(V1_TPN) Help 80

DEP23050034 Draft Menu Actions

BID INFORMATION

Tender: **TEN23050001** Procuring Agency: **Bhutan Telecom Limited**

Quotation: **Q23050001**

PAYMENT INFORMATION

Currency: **BTN** Reference No: **BOB1908728** Bank/Financial Institution: **Bank of Bhutan Ltd**

Amount: **10,000.00** Validity: **31-05-2023** Form: **BG**

Scanned Copy Of Deposit
[/files/Getting_Started.pdf](#)

Submit
Cancel
Help

- 6) Upon successful submission of Deposit entry. The entry shall be forwarded to procuring agency for necessary approval. Vendor is then required to submit the original EMD documents to respective procuring agency. The procuring agency upon receiving the original documents shall approve the EMD Deposit entry.