

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 Bhutan Telecom Limited. The top navigation bar includes 'Home', 'Dashboard', and 'Quotation'. A search bar is present with the text 'Search by Type & Amount (0/00 + 00)'. The user is logged in as 'Vendor1(V1_TPN)' with a 'Help' link and a '78' badge. The main header displays 'Bhutan Telecom Limited' and 'Submitted' status. A red box highlights the 'Create EMD & Deposit' button in the top right corner. The form contains several input fields for quotation details:

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

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

	Document	File	Valid To Date	Status	
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 by type & command (Ctrl + G)

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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 by type & command (Ctrl + G)

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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)

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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.