

# **eProcurement System of Bhutan Telecom Ltd**



## **Vendor Registration User Manual**

**2019**

## **Vendor Registration in eProcurement System**

Interested Vendors and users of eProcurement System are requested to note the following points before creating **Login Account** by using “**Vendor Registration**” on the eProcurement System:

- ❖ *Ensure that you have valid email ID before initiating the process of registration on the eProcurement Systems.*
- ❖ *Ensure that you have scanned copy of Trade License and other required documents which will be required during Registration Procurement and Bidding Process.*

## **Table of Contents**

1. Vendor Registration Process .....	1
2. Company's Detail Information .....	2
3. Company Contact Person Details .....	4

# 1. Vendor Registration Process

1.1. Open the eProcurement System by typing the URL <https://tender.bt/>

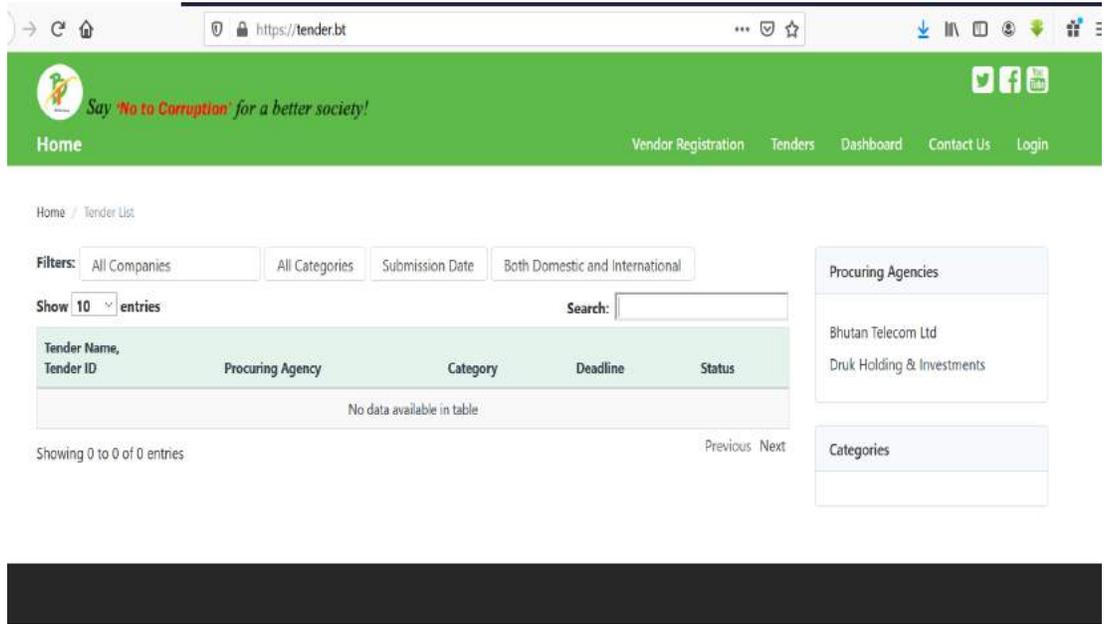


Fig1.1: Homepage of eProcurement System

1.2 Click the “**Vendor Registration**” (Fig 1.1) to open for ‘**Bidder Registration - Login Account Details**’. (Fig 1.2)

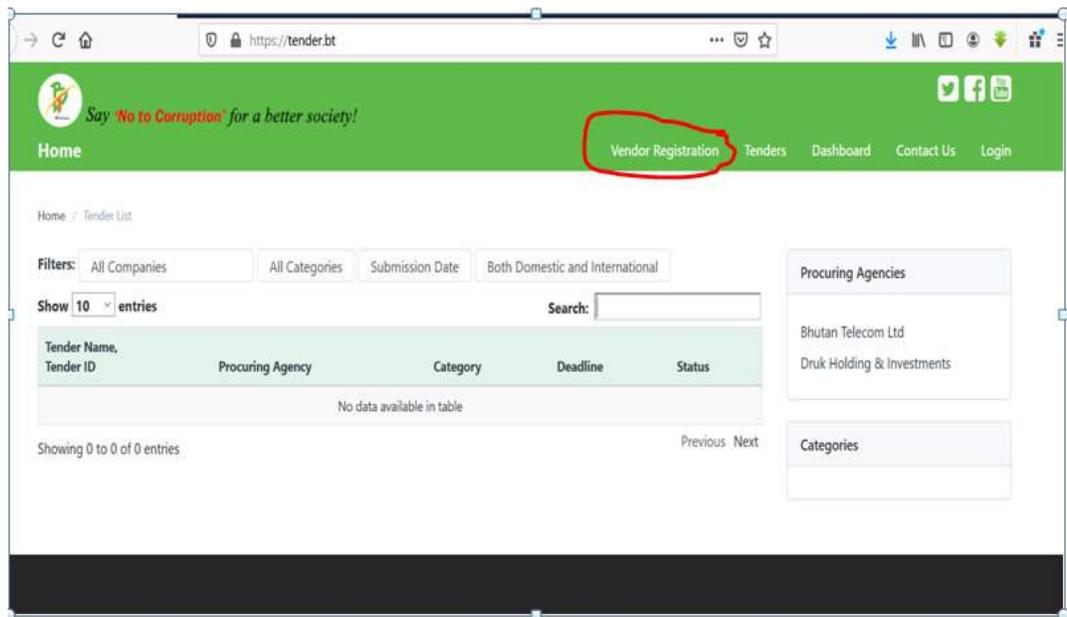


Fig1.2: Vendor Registration

1.2. Fill-up all mandatory information of Vendor Registration page. (Fig 1.3)

The screenshot shows the 'Registration Form' on the 'tender.bt' website. The page has a green header with the slogan 'Say No to Corruption for a better society!' and navigation links for Home, Vendor Registration, Tenders, Dashboard, Contact Us, and Login. The form is titled 'Registration Form' and has a 'Submit Request' button. It is divided into two sections: 'VENDOR DETAILS' and 'ADDRESS DETAILS'. The 'VENDOR DETAILS' section contains fields for Vendor Name, Vendor Type, TPN Number, Email Address, and License No. The 'ADDRESS DETAILS' section contains fields for Address Line 1, Address Line 2, City/Town, State, Country, Postal Code, Phone, and Fax. A note indicates that the Email Address will be the Login ID/Account ID. There is an 'Attach' button for the Trade License/Certificate of Registration.

Fig 1.3: Registration Display Page

## 2. Company Information

### 2.1 Company Name Details (Fig: 2.1)

The screenshot shows the 'VENDOR DETAILS' section of the registration form. The fields are filled with the following information: Vendor Name: SD Enterprise, Vendor Type: Domestic, TPN Number: SAD, Email Address: dorji2444@gmail.com, License No: 123456. Below the License No field, there is an attached file named 'Trade\_License.pdf'.

Fig: 2.1 Company Details

Clearly mention name of the company registered as per the Trade License. Steps as below:

- Vendor name – As per the approved Trade License obtained
- Vendor Type ( click from the dropdown: Domestic or International)
- TPN Number: Applicable only for Domestic Vendors who have filed and cleared the Business Income Tax. For newly registered vendor with Ministry of Trade (those who have not received TPN number), Trade License number can be used for initial registration.
- Email Address: Enter **Unique e-mail ID**. This e-mail ID is also the User-ID (Login-ID) for the Vendor on the e-procurement system. *(Please note that the verification link is sent to this e-mail ID only).*
- License no: Please ensure to mention valid Trade License number &
- Attached Trade License: Please attached valid Trade License Copy. Failing to upload Trade License will lead to failure of Vendor Registration.

## 2.2 Location Details of the Company ( Fig. 2.2)

ADDRESS DETAILS	
Address Line 1 <input type="text" value="Norzin Lam"/>	Country <input type="text" value="Bhutan"/>
Address Line 2 <input type="text" value="Near Traffic"/>	Dzongkhag <input type="text" value="Thimphu"/>
City/Town <input type="text" value="Thimphu"/>	Postal Code <input type="text" value="11001"/>
State <input type="text" value="Thimphu"/>	Phone <input type="text" value="17xxxxxxx"/>
	Fax <input type="text" value="32xxxx"/>

**Fig 2.2: Location Details of the Company**

### Location Details:

- a. Address 1: Location address of the company
- b. Address 2: Additional address to above address 1.
- c. Country: Mention country
- d. City/Town
- e. Dzongkhag / District
- f. Postal Code
- g. State: Applicable for International Vendors
- h. Phone: Office Land Line Number
- i. Fax: Office Fax Number

### 3. Company Contact Person Details

#### 3.1 Contact Details of the Company ( Fig. 3.1)

CONTACT DETAILS

First Name: Sonam

Salutation: Mr

Last Name: Dorji

Gender: Male

Phone No: 32xxxx

Mobile No: 17xxxxxx

**Fig: 3.1 Contact Details of the Company**

**Contact Details of the Company will be detailing for the tenders.**

1. Name of the contact person
2. Salutation: Select from Dropdown list
3. Gender: Select from Dropdown list
4. Phone number : Mention phone number
5. Mobile no: to provide mobile number for correspondence.

After completion of filling up the above details, please read Terms & Conditions of eProcurement systems and accept by clicking the page as below:

I have read, understood and accepted the Terms and Conditions

I'm not a robot

reCAPTCHA  
Privacy · Terms

**Fig 3.2: Acceptance to Terms & Condition of eProcurement System**

After Acceptance, click on reCAPTCHA. The validation is mainly to protect website from spam and abuse. It will help the users with advance risk analysis engine. It is mandatory to verify the images. Example as shown below in Fig: 3.3

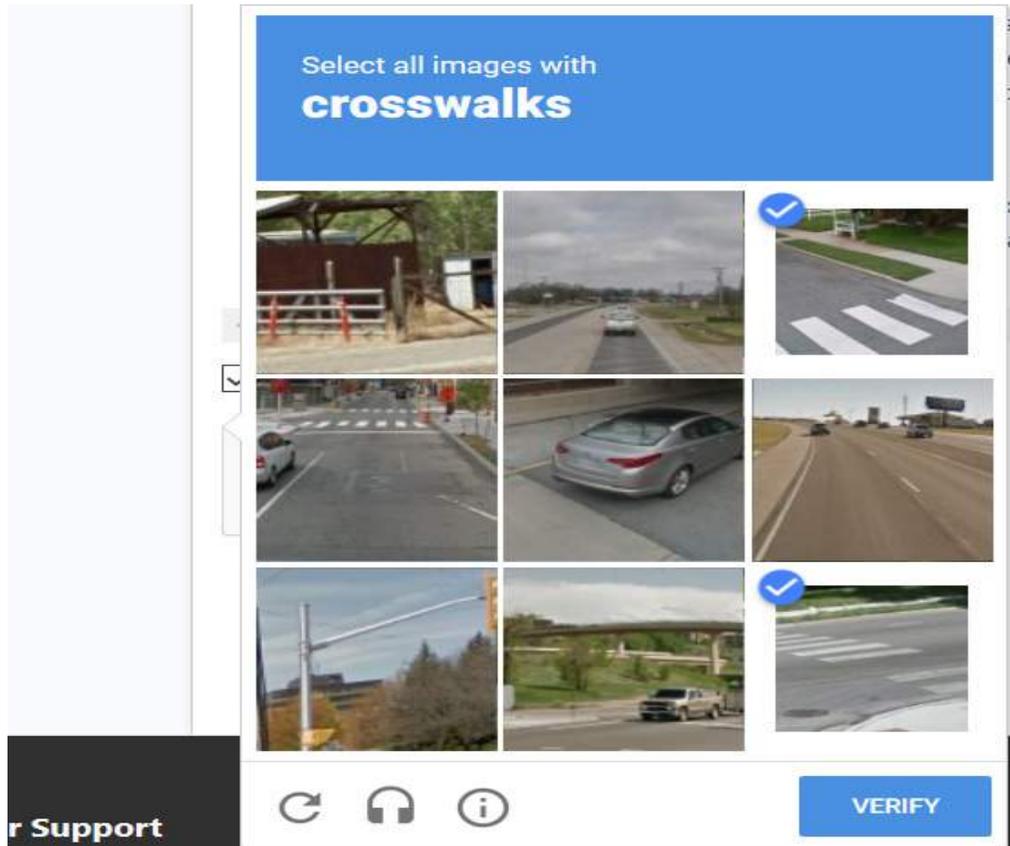


Figure 3:3 reCAPTCHA images

After verification of images similar to above, system will auto verify and below image in Fig 3:4 will be displayed as successful verification

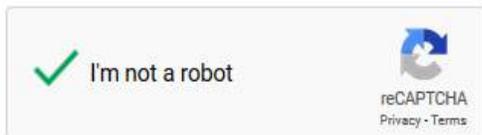


Fig 3:4: verified Display

After successful verification, vendor need to submit the request as below ( Fig: 3.5)



I have read, understood and accepted the Terms and Conditions

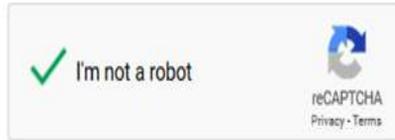


Fig 3.5: Vendor Registration Submit Request

After Clicking the Submit Request, Vendor Request will be Auto Generated by eProcurement System and it will be displayed as below (fig 3.6)

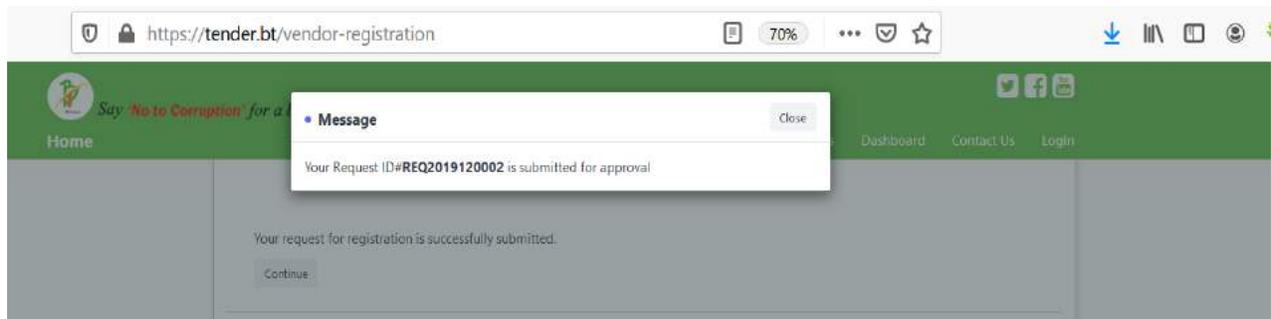


Fig 3.6: Vendor Registration Request

Vendor Registration Request will be sent for approval to Admin. Admin will verify the documents and approve the Vendor Registration. Once the Admin approves the Vendor Registration, link for verification will be sent to Vendor's registered email address. Email will be received the Vendor from **Tender Notifications** with subject **Complete Registration** as below in (Fig 3.7)

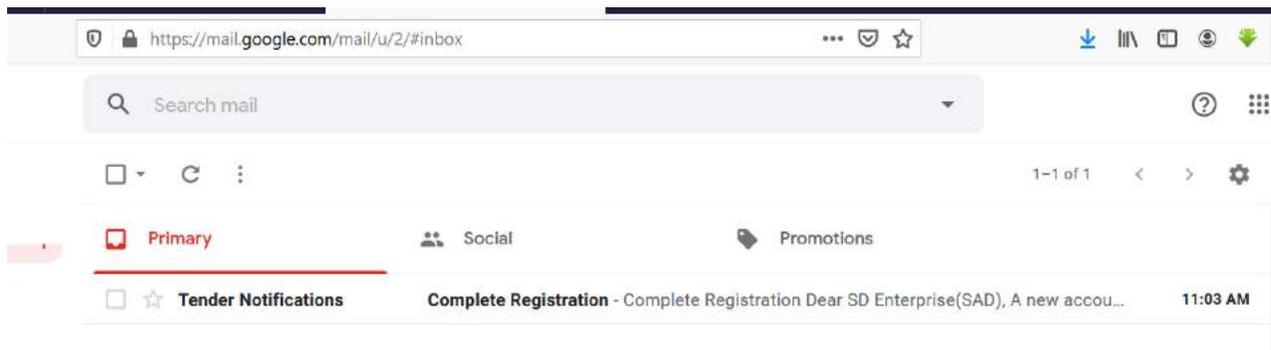


Fig 3:7 (Bidder Registration Notification)

## Complete Registration Inbox x

**Tender Notifications** <tender@bt.bt>  
to me ▾

11:03 AM (2 minutes ago)

### ● Complete Registration

Dear SD Enterprise(SAD),

A new account has been created for you at <https://tender.bt>.

Your login id is: **dorji2444@gmail.com**

Click on the link below to complete your registration and set a new password.

[Complete Registration](#)

**Click on Complete Registration as below (Fig 3.8)**

## Complete Registration Inbox x

**Tender Notifications** <tender@bt.bt>  
to me ▾

11:03 AM (2 minutes ago)

### ● Complete Registration

Dear SD Enterprise(SAD),

A new account has been created for you at <https://tender.bt>.

Your login id is: **dorji2444@gmail.com**

Click on the link below to complete your registration and set a new password.

[Complete Registration](#)

Fig 3.8(Complete Registration)

Once the Complete Registration is clicked, System will Auto login to eProcurement for setting of Password as below (Fig 3.9). Please ensure to set strong Password using one Capital letter, one symbol and numeric numbers as hind provided below: After setting the password , click on update.

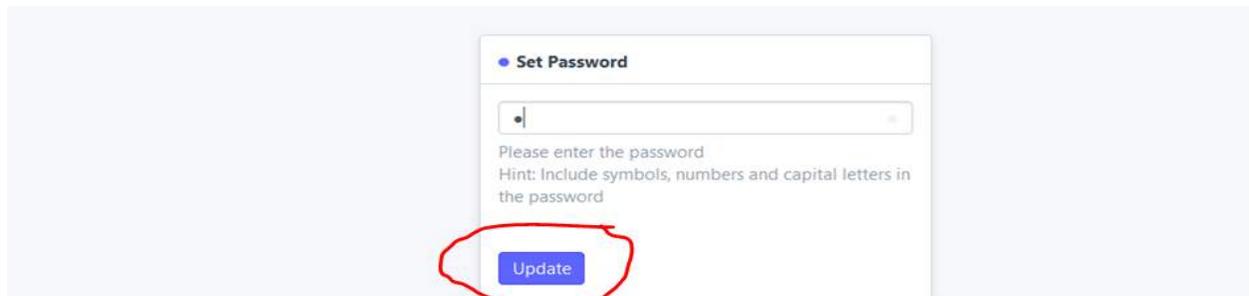
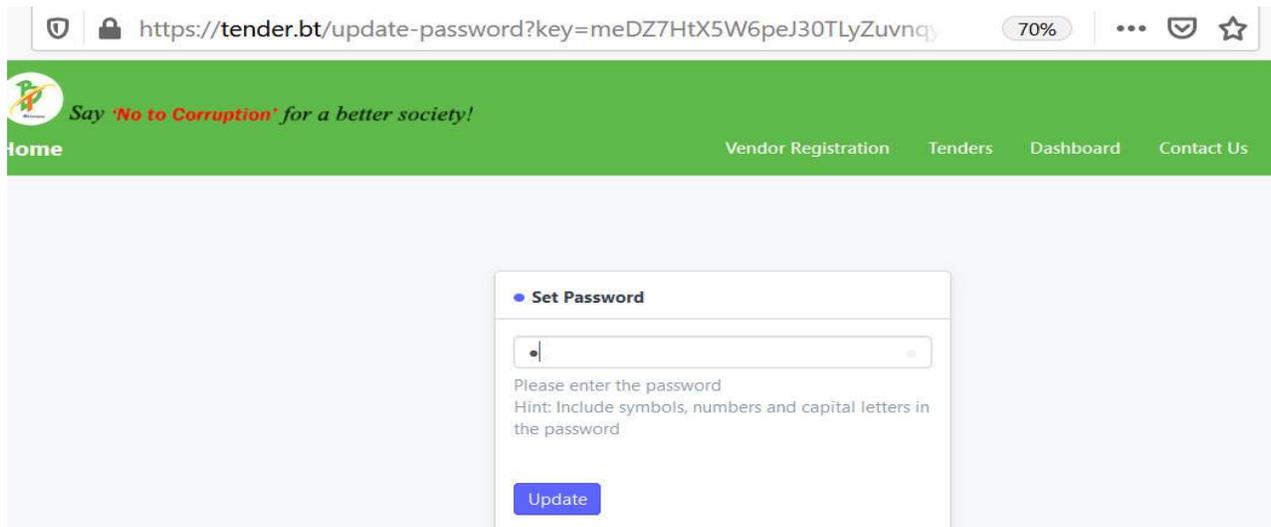
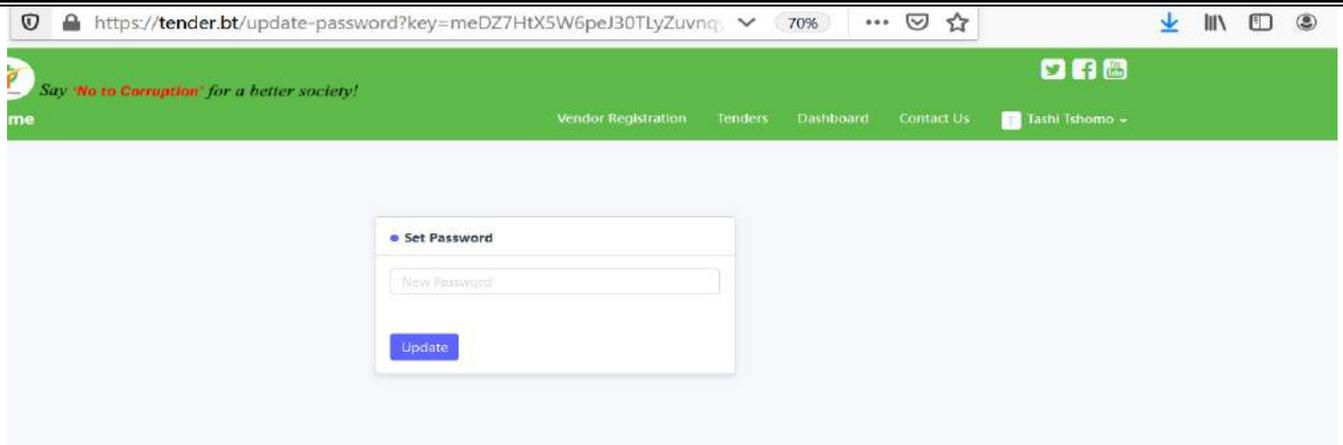


Fig 3.9: Setting Password and updating

Once the Password update is clicked, the password will be updated and it will auto login and display to main page as below (Fig 3.10)

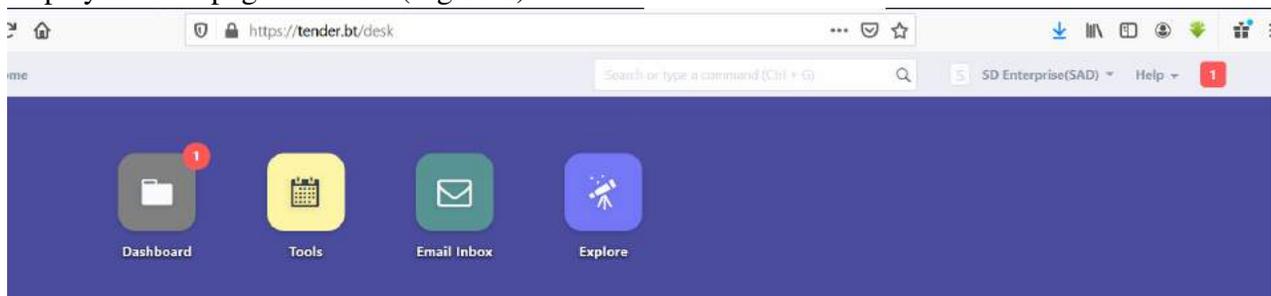


Fig 3.10: Complete Registration and eProcurement System Display

# **Thank you**

**For using eProcurement System**