

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 > Quotation', a search bar, and user information 'Vendor1(V1_TPN)' with a 'Help' link and a '78' badge. 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. The form contains several input fields for tender details:

- 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 fields 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 or type a command (Ctrl + G) 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) 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)

V Vendor1(V1_TPN) Help 80

DEP23050034 Draft

Menu Actions

Submit

Cancel

Help

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

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.