

# PROCESS OF ONLINE TENDER FEE AND EMD PAYMENT



# SRM ONLINE PAYMENT PROCEDURE

Tender fee / EMD payment can be made in NSPCL SRM Tender portal through online module. The detailed procedure is as under;-

#### **TENDER FEE PAYMENT**

> Click on a particular **<u>Tender Number</u>** / **<u>Display Event Tab</u>** as shown in below screen shot.

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- Step 1: Click on **<u>Register</u>** tab to get registered for that particular RFx.
- Step 2: Refresh the page.
- Step 3: Now click on **Pay TFE amount** tab as shown in below screen shot.

Display RFx :         Print Preview       C Technical RFx Close Register Questions and Answers (0) Export System Information Create Memory Snapshot         RFx Number 2800001261       RFx Name Payment Gateway Test 4       RFX Statu S Published       RFx Start Date       Submission Deadline 14.09.2017 15:00:00 INDIA         RFX Information       Items       Notes and Attachments         RFX Parameters       Questions       Note and Attachments         Start Date       00:00:00       Tender Fee Amount       222:00       Pay TFE Amount         Start Date       00:00:00       Tender Fee Amount       5:00:00         Opening Date       00:00:00       Tender Fee Amount       5:00:00         Opening Date       00:00:00       Earnest Money Deposit Amount       5:00:00         Currency:       INR       " Technical RFx Response Opening Date:       14:09:2017       15:00:00         Pathers and Delivery Information       " Technical RFx Response Opening Date:       14:09:2017       15:00:00         * Requester       Number       Name       Phone Number       Filter Settion         • Requester       4000003       Mr. RFC User       400003       400003       400003       400003       400003       400003       400003       400003       4000003       4000003       4000003 <t< th=""><th>SAP_SRM - SAP NetWeaver Portal - Internet Explorer</th><th></th><th></th><th></th><th></th></t<>	SAP_SRM - SAP NetWeaver Portal - Internet Explorer				
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• Goods Recipient     Mr. RFC User       • Ship-To Address     Bhilai PP 3	Requester	Number	400008	Frione Number	
Ship-To Address Bhilai PP 3	Goods Recipient		Mr. RFC User		
	Ship-To Address		Bhilai PP 3		
Location Bhilai PP 3	Location		Bhilai PP 3		



On clicking **Pay TFE Amount** Tab, a popup will be appeared on screen as shown in below screen shot.

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isplay RFx :				
rint Preview   🌣   Technical RFx Close Register C	uestions and Answers (0) Export Sy	stem Information Create Memory Snapshot		
Fx Number 2800001261 RFx Name Payment Gate Remaining Time 0 Days 02:54:13 RFx Owner	way Test 4 RFX Status Published 400008 RFx Version Number	RFx Start Date Submission Dea 1 RFx Version Type Active Version	dline 14.09.2017 15:00:00 INDIA	
RFX Information Items Notes and Attachm	ents			
RFx Parameters   Questions   Note and Attachments				
Time Zone: INDIA Start Date: 00.00.00 Submission Deadline: 14.09.2017 15:00.00 Opening Date: 00.00.00 End of Binding Period: Currency: INR Pathers and Delivery Information Details Add _ Send E-Mail Call Clear	Display RFx : Tenne Please Sele Fai Earnest Money ( Technical F	Ct Mode of Payment ateway O NEFT/RTGS 15:00:00 15:00:00	Pay TFE Amount	Filter Set
Function	Number	Name	Phone Number	
Requester		400008		
Goods Recipient		Mr. RFC User		
Ship-To Address		Bhilai PP 3		
Location		Bhilai PP 3		

Now mode of payment can be selected either **<u>Payment Gateway</u>** or <u>**NEFT/RTGS**</u> by clicking on radio button.

After selecting the desired payment mode click on **<u>Proceed</u>** tab as shown in above screen shot.

On selection of Paymnet Gateway following page will be displayed having multiple option of payment. Vendor can select mode of payment Net Banking / Credit Card / Debit Card.

Net Banking: Vendor has to furnish required details as shown in below screen shot.

Composition       Composition	C @ Paynetz ×		<u>ං</u> ගි කිම්
PAYMENT MODE	Net Banking Details         Select from all other banks         Select Bank         Atom Bank         Cancel         Pay Now	Amount Payable <b>222.00</b> Atom Single Request Testing Transaction Id :2800001261	
Verified y VISA Sec Sec	By clicking Pay Now you are agreeing to Terms & Conditions	Notion Fores	<sup>®</sup> €100% ▼ 12:10 14.00-2017



Debit Card: Vendor has to furnish required details as shown in below screen shot.

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File Edit View Favorites Tools Help			
영 @ Suggested Sites · 27 SKM Dev 27 SKM - PROD 27 Solman 27 Char	m		
PAYMENT MODE	Debit Card	Amount Payable <b>₹ 222 00</b>	
📑 Debit Card 🔹	Debit Card Number     01     V     2017     CVV /       Name On Card	Atom Single Request Testing	
Net Banking	Bank Name	Transaction Id :2800001261	
wanet	Save card for future use 👔		
	🔲 Mobile Number 🖂 Email Id		
	Cancel Pay Now		
	By clicking Pay Now you are agreeing to Terms & Conditions		
https://paynetzuat.atomtech.in/paynetz/epi/fts?ttype=NBFundTransfer&tempTxnld	I=100000374131&ttoken=jPhBxfevjbtxTq9b%2FuiBNAmftpJl6JHt0xC5tLoQytQ%3D&txnStag	e=1#debitcard	€ 100% -
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Credit Card– Vendor has to furnish required details as shown in below screen shot.

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Suggested Sites  SRM Dev 207 SRM - PROD 207 Solution 207 Ch	arm Credit Card Credit Card Number 01  2017 CVV /	Amount Payable         ₹ 222.00         Atom Single Request Testing         Transaction td :2800001261	
Contraction of the second seco	Bank Name  Save card for future use  Mobile Number  Email Id  Please tick the box option for Standing Instruction on your credit card   Cancel Pay Now  Bx clicking Pax Now, you are ascreeing to Terms & Conditions.		€,100% ▾ :
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PLEASE DONOT SELECT WALLET FOR PAYMENT



After clicking on <u>**Pay now**</u> tab following pop-up shall be displayed with transaction number and payable amount. By clicking on <u>**Click to Transfer Funds**</u> payment will be transferred to NSPCL Account.



After successful payment following screen will be displayed.



By clicking on OK tab, transaction details "SUCCESS" will be shown on screen as shown in below screen shot.

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File Edit View Favorites	Tools Help			
👍 🧃 Suggested Sites 👻 🐲	SRM Dev 🐲 SRM - PROD 🐲 Solman 🐲 Charm			
Transaction Details : SU				
Merchant's transaction ID:	10000025			
Amount:	222.00			
Date:	Thu Sep 14 12:15:34 IST 2017			
Bank Transaction ID:	1000002581191			
Client Code:	0011000010			
	Do Not close th	e Window. After 30 Seconds, it automatically closes and n	eturns to merchant site	

After successful payment, vendor will be permitted to download RFx and create response.



## PAYMENT THROUGH NEFT/RTGS

NEFT/RTGS is a manual process of payment. Here a challan will be generated and the bidder will have to go to bank and submit the Tender fee/EMD amount by submitting the challan details to the bank. Select NEFT/RTGS option and click on Proceed as shown in below screen shot.

Display RFx :		
Print Preview   🍫   Technical RFx Close Register Questi	ons and Answers (0) Export System Information Create Memory Snapshot	<b>2</b>
RFx Number 2800001261 RFx Name Payment Gateway T Remaining Time 0 Days 02:54:13 RFx Owner 4000	Test 4 RFX Status Published RFx Start Date Submission Deadline 14.09.2017 15:00:00 INDIA 008 RFx Version Number 1 RFx Version Type Active Version	
RFX Information Items Notes and Attachments		
RFx Parameters   Questions   Note and Attachments		
Time Zone: INDIA Start Date: 00:00:00	Display RFx:     Image: Comparison of Comparis	
* Submission Deadline: 14.09.2017 15:00:00 Opening Date: 00:00:00	* Edi Proceed	
End of Binding Period: Currency: INR	Technical F	

A pop-up will be displayed wherein the required details needs to be filled. Now click on Proceed tab as shown in below screen shot.

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-	SAP_SRM - SAP NetWeaver Portal - Internet Explorer	-
-		
-	* Please Select Mode of Payment     O Payment      Payment      Payment      Payment      Payment      Det	
-	Please fill the refund payment Details Refund A/C No.: 100002258075	
· · ·	Refund A/C Holder Name: Accenture Services Pvt Imt.	
- m	Refund A/C Bank IFSC Code: CBIN0284241	
	Proceed	
-		
υ •		

Subsequently, a printable page will be displayed on screen which is required to be submitted in the bank for NEFT/ RTGS payment.

	NEFT/RTGS CHALL	AN
Details of Customer /Remitte	er	Date: Sep 14, 2017
1. Type of A/c 2. Name of Account Holder 3. Customer Account No.	SB/CA/CC	
Details of Beneficiary		
1. Beneficiary Name 2. Bank Name 3. Branch 4. Account No. 5. IFSC Code 6. Amount (In Figures) 7. Amount (In Words)	: NTPC SAIL Power Company Ltd. : IndusInd Bank. : Barakhamba Road New Delhi. : ZNSPCLEMT100000015 : INDB0000005 : ₹ 222. : TWO HUNDRED TWENTY-TWO Only.	
		Customer Signature

The bidder will have to submit this challan at his bank and make payment. The bank will transfer the amount to NSPCL account and this will take time whereas payment through Payment Gateway will be instantaneous. After clearance of the payment vendor will be permitted to download and create response.



## **EMD PAYMENT**

The process of EMD payment is similar to Tender Fee payment. However, EMD payment can be made only after creation of offer.

Login -> open RFx page -> Select RFx -> Create Response -> Save Response Number-> Close.

Please refer following screen shot:-

AP								Search:	c	Ŧ	New Session	SAP Store	Log
Back Forward ▶ I	istory Favorites Personalize Vi	ew Help										Welcon	ne: Hiten
Home F	Fx and Auctions												
erview Service	Map Service Map												
RFx and Auctions	Overview > RFx and Auctions											Full Screen	Options
Creat Deadline D Response Tir Apply Cle View: [Star	n Date:	v v v Display Ever	It Display Response	nse   Print	Preview Re	fresh Export⊿						2,	
Event N	mber Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time	
280000	Copy of 2800001778	NSPCL TEB RFx	Published		04.09.2018		No Bid Created	1		0	00:00:00	18:00:00	
280000	778 Copy of 2800001772	NSPCL TEB RFx	Published		04.09.2018		No Bid Created	2		0	00:00:00	12:45:00	
280000	776 Header Line Question	NSPCL TEB RFx	Published		05.09.2018		No Bid Created	2		0	00:00:00	11:00:00	

Response can be created by selecting desired RFx Line & clicking on Create Response (as shown above screen shot) / by clicking on RFx number and create response as shown below screen shot.

			Optio
Display RFx :			Open side panel
Print Preview   🗘   Technical RFx Close Participate Do Not Part	ticipate Tentative Create Re	esponse Questions and Answers (0) Export System Information Create Memo	ory Snapshot
RFx Number 2800001776 RFx Name HeaderLine Question F RFx Owner 400008 RFx Version Number 2 RFx V	FX Status Published RF ersion Type Active Version	x Start Date Submission Deadline 05.09.2018 11:00:00 INDIA Remain	ing Time 0 Days 22:44:08
RFX Information Items Notes and Attachments			
RFx Parameters Questions Notes and Attachments			
Time Zone: INDIA Start Date: 00:00:00 * Submission Deadline: (05:09:2018) 11:00:00 Opening Date: 00:00:00 End of Binding Period: Currency: INR	Technical RFx Response Ope	Pay TFE Amount	
Details Add Send E-Mail Call Clear			Filter Settings
Function	Number	Name	Phone Number
Requester		400008	
Goods Recipient		RFC User	
Ship-To Address		Bhilai PP 3	
Location		Bhilai PP 3	

By clicking on create response tab a response number will be generated which needs to be saved as shown in below screen shot.



SAP_SRM - SAP NetWeaver Portal - Internet Explore		
		Options •
Display RFx Response:		
🖉 Edit   Print Preview   🍫   Check Te	echnical RFx Response Close Export Questions and Answers (0) System Information Create Memory Snapshot	Q 4
Response 3000000838 saved		
RFx Response Number 300000838 Total Value 500,000.00 INR	RFx Number         2800001261         Status         Saved         Submission Deadline         14.09.2017         15:00:00 INDIA         Remaining Time         0 Days 02:32:52           RFx Response Version Number         Active Version         RFx Version Number         2	RFx Owner 400008
RFx Information Items Note	s and Attachments Summary Tracking	
Basic Data   Questions   Notes and Atta	chments	
Event Parameters	Service and Delivery	
Currency: Indian Rupee	Incoterm:	
Terms of Payment:	Status and Statistics	
Pay EMD Amount	Created On: 14.09.2017 12:26:20 INDIA	
	Created By: Mr. Hiten K	
	Last Processed On: 14.09.2017 12:26:20 INDIA	
	Last Processed By: Mr. Hiten K	

Now click on response number as shown in below screen shot.

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Active Queries													
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eRFxs All(1) E eAuctions All(15) ] eRFxs - All > Show Quick Criteria View; * [Standard Vi @ Event Number 2800001261	ublished (10) Ended (0) Comole Published (1) Ended (0) Comole s Maintenance iew/	ted (0) ted (0) Display Event D Event Type NSPCL TEB RFx	isplay Response Event Status Published	Print Previ Start Date	ew Refresh End Date 14.09.2017	Export ∡ Response Number 3000000838	Response Status Saved	Event Version 2	Change Response Version	Query   Q&A 0	Define New Qu Start Time 00:00:00	ery Personal 2, End time 15:00:00	ize
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eRFxs All(1) E eAuctions All(15) [ eRFxs-All > Show Quick Criteri, View; "[Standard Vi @: Event Number 2800001251	ublished (10) Ended (0) Comole Ublished (1) Ended (0) Comole Maintenance ew]  V) Create Response A Event Description Payment Gateway Test 4	ied (0)   Display Event D Event Type NSPCL TEB RFx	isplay Response Event Status Published	Print Previo	ew Refresh End Date 14.09.2017	Export ∡ Response Number 3000000838	Response Status Saved	Event Version 2	Change Response Version	Query I Q&A 0	Define New Qu Start Time 00:00:00	ery Personal 2 End time 15:00:00	ize

EMD payment can be made by clicking on Pay EMD Amount as shown below:

SAP_SRM - SAP NetWeaver Portal - Internet Explorer	
	Options 🔻
Create RFx Response	
Submit   Read Only Print Preview   Check Technical RFx Response Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot	<b>2</b> 4
RFx Response Number 3000000838         RFx Number 2800001261         Status         In Process         Submission Deadline         14.09.2017 15.00.00         INDIA         Remaining Time         0 Days 02.33           RFx Owner 400008         Total Value         0.00 INR         RFx Response Version Number         Active Version         RFx Version Number         2	40
RFx Information Items Notes and Attachments Summary Tracking	
Basic Data   Questions   Notes and Attachments	
Event Parameters Incoterm:	
Tame of Deutente 7	
Created On: 14.09.2017 12:26 20 INDIA	
Pav EMD Amount I Created By: Mr. Hiten K	
Last Processed On: 14.09 2017 12:26:20 INDIA	
Last Processed By: Mr. Hiten K	

For process of payment please refer page 1 – 5