

भारतीय प्रौद्योगिकी संस्थान पटना INDIAN INSTITUTE OF TECHNOLOGY PATNA

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Stores & Purchase Section

Procedure for Payment of EMD and Tender Fees using SBI Collect.

- 1) Go to <u>www.onlinesbi.com</u> It will open Home Page of SBI.
- 2) Go to the option **State Bank Collect** menu on the top row It will open a window having terms and condition page. Tick the box and **click on proceed.**
- 3) New Window will open with two options First you have to select Bihar State by scrolling button & then you have to select Educational Institutions by scroll button and finally click on Go Button.
- Another new window will open & supplier has to select the institution viz Indian Institute of Technology Patna and click on Submit Button.
- 5) A new window will open and supplier has to select payment category as EMD or Tender Fee (Store and Purchase) by scroll button now a Full Page Form will open with key points information and one has to fill the same carefully and click on Submit Button.
- 6) A new window will open with "Verify details and confirm this transaction".
- As one will click on confirm button, It will open a new window with various option of ATM Cum Debit Card, Other Bank Debit Cards & Credit Cards along with Internet Banking.
- 8) One has to select accordingly, if you are selecting **Internet Banking Option** then you will have to enter your **User Id & Password**. After login it will ask for confirmation.
- 9) When you click on confirm button, a confirmation code will be sent on your mobile no. as you put the same code in the code box and confirm, your EMD/Fees will be submitted (In case of Internet Banking Only).
- 10) If you are selecting **ATM-Cum-Debit Card**, **Other Bank Debit Cards**, **Credit Cards**, it will ask your ATM Card No., Card Holder Name and CVV No. after filling all these information it will ask for confirmation.
- 11) As one will click on **confirm button**, your EMD/Fees will be transferred and receipt window will open.
- 12) Take print out of the receipt for records and **attach a copy with your bid.**
- 13) Generation of e-receipt by the party: By following Step 1 & 2 as above select"Payment History" appearing left side under State Bank Collect.





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