Annexure-D

The steps involved in making the payment through SB Collect are as under:-

1. The Vendor needs to use SBI internet banking site [https://www.onlinesbi.com/](https://www.onlinesbi.com/).

2. Select "SB Collect" from Top Menu, that will lead to the next page:

3. “Proceed” will lead to the next page:

4. Select "All India" in "State of Corporate / Institution " & Select "Commercial Services" in "Type of Corporate / Institution".

5. “Go” will lead to the next page:

6. Select "SBI Infra Management Solutions" in Commercial Services Name and “Submit”

7. Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as we preloaded with characters in Uppercase only in place of Circle Codes.

8. The next Page will be ready with few of the Preloaded Tender Details:

9. The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

Note :- Any type of vendor/contractor, whether dealing with SBI or other Bank can use this SB Collect facility. Even a contractor/vendor not dealing with any Bank, use this portal and generate challan and deposit by cash in any SBI branch. The Bank charges for cash deposit will be also borne by the vendor/contractor himself.