## **EMIRATES FLOAT GLASS LLC.**

The e-Procurement Service provides to all vendors and Departments, via electronic procedure to simplify all procurement related processes.



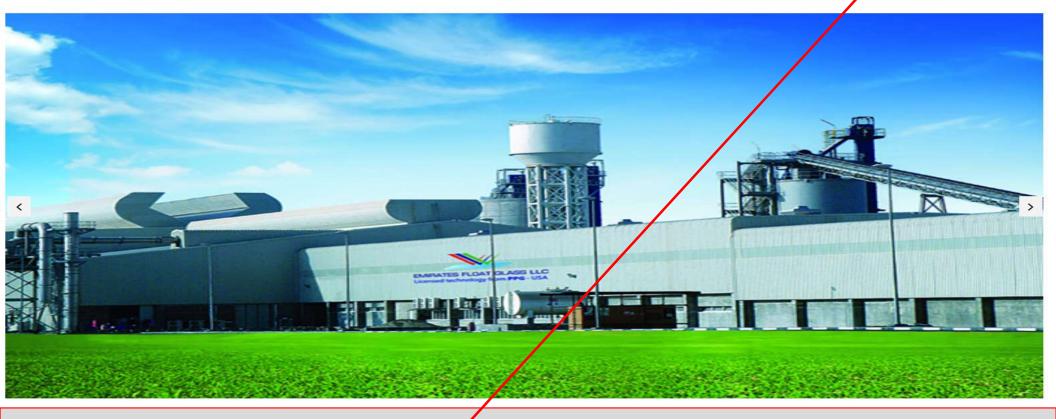
## **User Manual for (Bidding Process)**

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#### **E-PROCUREMENT SOLUTION**



URL: - https://efgme.procfocus.com 1) At home Page Click on "SIGN IN" Button.





	Login or Register	
	Email address*	
the second s	Email Id	analy and
	Password*	
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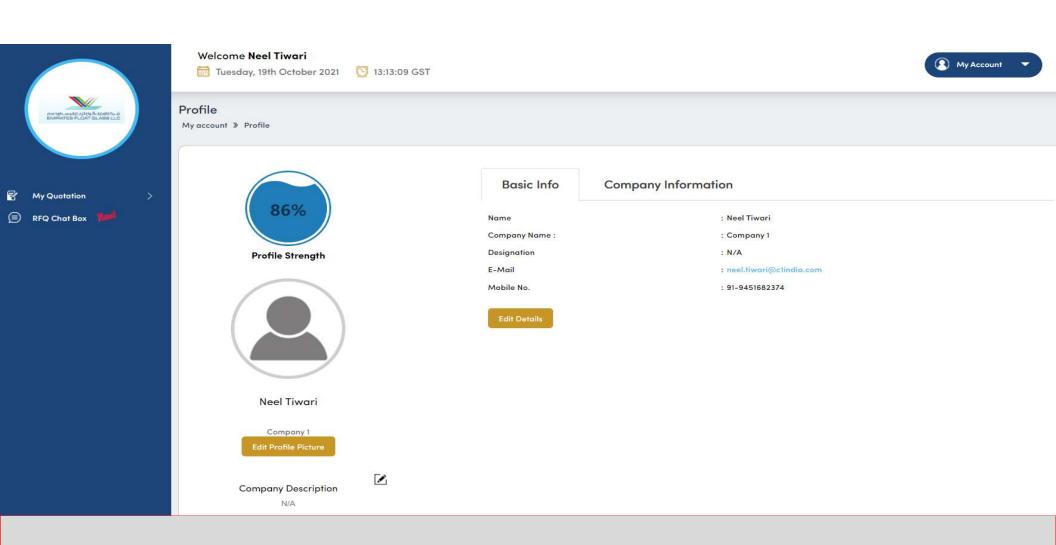
- On Click of Register, Application redirect user to the next page, for the registration process, in order to work on the portal.
- User need to complete all the defined four steps, one by one.



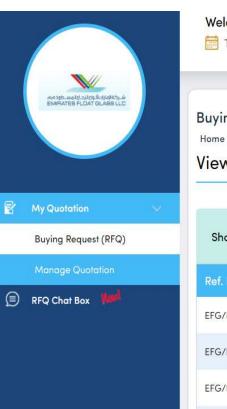


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	Login or Register		
	Email address*		
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	Login		
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- Post Click on Sign In, pop-up for login page appears, where user need to get login with their valid credentials.
- Provision of Forgot Password available where user will generate/create the new password, in case of Forgot.



- User will get login into the portal. Where the can see their profile. Along with that provision available to edit the details, if required.
- On the left hand, Menu panel is given, where the provisions available to do the task as per their (Vendor User) requirement.



#### Welcome Neel Tiwari Ω My Account O 13:14:52 GST Tuesday, 19th October 2021 **Buying Request** Home » Buying Request **View Buying Request** Show 10 Search: entries Ref. No. Sector **Creation Date** Offer Expires Actions EFG/RFQ/40/PR PR No. 2021-10-27 11:15:52 $\Box \square$ Abu Dhabi RFQ-EFG-RFQ-EFG **Raw Materials** 2021-10-19 12:17:50 Procurement 2021 08-27 13:45:57 G P EFG/RFQ/39/PR Demo01 Abu Dhabi RFQ-EFG-Test0001 **Raw Materials** 2021-08-24 13:48:48 Procurement 2021-00-01 11:39:54 EFG/RFQ/38/PR PR\_01\_06 Abu Dhabi Procurement **RFQ-EFG-Learning Raw Materials** 2021-06-30 11:32:47 EFG/RFQ/37/PR test Abu Dhabi RFQ-EFG-Test 30 April w Materials 2021-04-30 13:21:52 2021-04-30 13:27:44 Ca P Procurement EFG/RFQ/36/PR Test1 Abu Dhabi RFQ-EFG-Test 1 G P Procurement **Raw Materials** 2021-04-28 07:50:54 2021-04-28 07:53:07

- 1) On the left hand menu panel, Click on **"My Quotation"** The section will expand and few more sub-section will display.
- 2) Then click on "BUYING REQUEST (RFQ)".
- 3) The List will Open where user can view the published RFQ
- 4) Click on Icon "SUBMIT / EDIT QUOTE".





#### **Buying Request**

Home / Buying Request / Buying Request Details

tem	List						
Sr. No.	Item Name	Quantity		UOM		Description	
1	Silica Sand	10		Metric Ton		Silica Sand	
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	20 0 v						
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- 1) On this screen user will get the list of Items, against RFQ.
- 2) Click on "SUBMIT QUOTE".

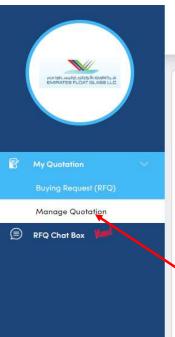
	Welcome Neel Tiwari 🛅 Tuesday, 19th October 2021 🛛 💟	13:26:44 GST				My Account 🔻		
	My Quotations Home » My Quotations My Quote							
ly Quotation >	Ref No.:	EFG/RFQ/40/PR PR No.						
FQ Chat Box New!	Subject:	RFQ-EFG-RFQ-EFG						
	Offer Expires	2021-10-27 11:15:52		Created Date		2021-10-19 12:17:50		
	Base Currency	USD		Currency Type		Multiple		
	Documents	Download		No. of Items		1		
	Message	Message						
	Bidded Currency* Select Currency Payment Terms LC 30 days from	► BL ►	Mode of Freight Delivery Terms	Y SEA V FR - COST AND FREIGHT V				
	1. Silica Sand     Item Description: Silica Sand     Item Code * MRM1     Unit Price *     Total Price *     Remarks*		Req. Qty. * 1 Offer Quantity * Warranty S Attach File		De	UOM * Metric Ton VAT *	(days)	
	☐ I Agree to the <u>Terms and Conditions</u>						Submit	

7

• On the screen that appears, select the currency, the product you wish to quote, enter all the relevant details, agree the Terms and Conditions.

	My Quote					
MI 101 MARIE SUCCERSION ANALY A	Ref No.:	EFG/RFQ/40/PR PR No.				
	Subject:	RFQ-EFG-RFQ-EFG				
	Offer Expires	2021-10-27 11:15:52	Created Date		2021-10-19 12:17:50	
	Base Currency			1	Multiple	
My Quotation >	Documents Message				1	
E RFQ Chat Box	Bidded Currency* USD Payment Terms LC 30 days from I I. Silica Sand Item Description: Silica Sand Item Code * MRM1 Unit Price * 100	Aler Do you wish to Yes	submit RFQ	× ×	UOM * Metric Ton VAT * 2	× *
	Total Price * 204.00	204.00	Warranty <sup>1 Year</sup> Remarks <sup>*</sup> <sup>ok</sup>	Delive	ery Timeline* 3 Attach File	(days) +

- 1) An alert message will display on the screen, before sending the RFQ for the Approval.
  - On click of Yes, RFQ will submit successfully. Submitted quote gets submitted successfully
  - On click of No, User remains stand on the same page.



#### Welcome Neel Tiwari

🛅 Tuesday, 19th October 2021 🛛 💟 13:35:07 GST



### My Quotations

Home 🔰 My Quotations

Show 10 v entries				Search:				
Ref. No.	C Location C	Department 🗘	Subject 0	Creation Date 👻	Offer Expires	Status 🗘	Seen by Buyer 💲	Action
EFG/RFQ/40/PR PR No.	Abu Dhabi	Procurement	RFQ-EFG-RFQ-EFG	2021-10-19 12:17:50	2021-10-27 11:15:52	Submitted		
EFG/RFQ/37/PR test	Abu Dhabi	Procurement	RFQ-EFG-Test 30 April	2021-04-30 13:21:52	2021-04-30 13:27:44	Submitted	Ø	
EFG/RFQ/36/PR Test1	Abu Dhabi	Procurement	RFQ-EFG-Test 1	2021-04-28 07:50:54	2021-04-28 07:53:07	Submitted		
EFG/RFG 35/PR Demo1	Abu Dhabi	Procurement	RFQ-EFG-EBS_Demo_12 April_Report	2021-04-12 14:32:31	2021-04-12 14:34:29	Submitted	Ø	
EFG/RFQ/33/PR VPS Health 4	Abu Dhabi	Procurement	RFQ-EFG-PR VPS Health 4	2021-03-16 13:39:23	2021-03-16 13:44:25	Submitted		
EFG/RFQ/28/PR test pr	Abu Dhabi	Procurement	RFQ-EFG-test 04 march	2021-03-04 14:03:03	2021-03-04 14:12:39	Submitted		
EFG/RFQ/25/PR PR 20	Abu Dhabi	Procurement	RFQ-EFG-test 20 Jan	2021-01-28 10:40:12	2021-01-28 10:43:23	Submitted	R	
EFG/RFQ/22/PR PR No. 3456	Abu Dhabi	Procurement	RFQ-EFG-RFQ no 3456 dated 25.10.2020	2020-10-25 15:34:48	2020-10-25 15:50:01	Submitted	Ŕ	[a [a

- Post successful submitting of quote an alert mail will send to the vendor's registered mail ID.
- Post successful submission, the RFQ, it gets visible to the list of "MANAGE QUOTATION" section.
- Vendor are allowed to edit the quotation, till the end date and of submission of RFQ.
- Chat-Box option is available too, in case of any query can be raised directly to the Department, for clarification.

# Thank-You