EMIRATES FLOAT GLASS LLC.

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



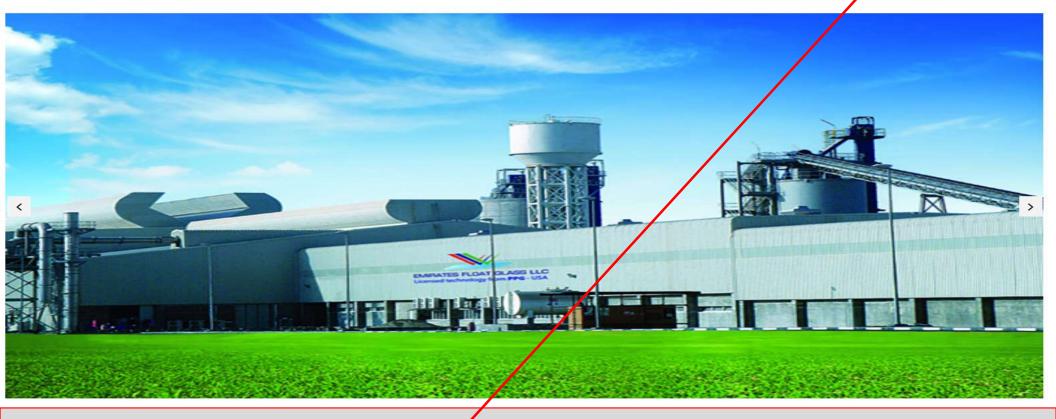
User Manual for (Bidding Process)

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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* | |
| | Password | |
| | Login | |
| and the second sec | Forgot your password? | |
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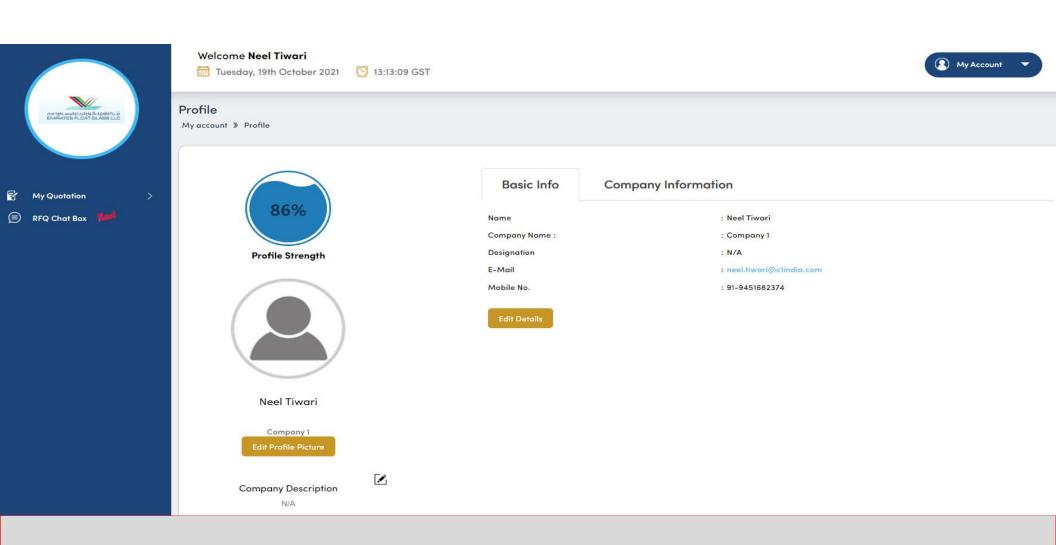
- On Click of Register, Application redirect user to the next page, for the registration process, in order to work on the portal.
- User need to complete all the defined four steps, one by one.



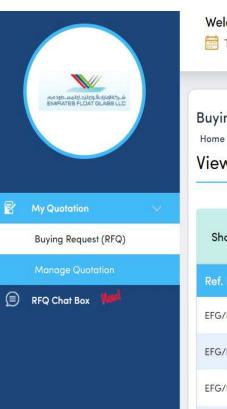


| _ | E-PROCUREMENT SOLUTION | L | |
|---|--------------------------|---------------------------------|------------------|
| | Login or Register | | |
| | Email address* | | |
| | Password* | | |
| | Login | | |
| | Forgot your password? | | |
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| | CARACTER FLOAT CLASS LLC | of word party i second manual i | |
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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 | |
| erm | y: India s & Conditions | | | | | | |
| | 20 0 v | | | | | | |
| Term | s & Conditions | | | | | | |
| Term | s & Conditions | | | | | | |
| Term | s & Conditions as & Conditions bmit Quote d's Quotation (0) | | Supplier | | Locat | tion | |

- 1) On this screen user will get the list of Items, against RFQ.
- 2) Click on "SUBMIT QUOTE".

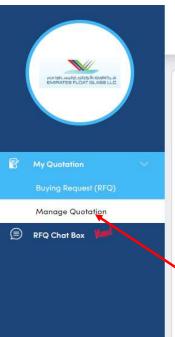
| | Welcome Neel Tiwari 🛅 Tuesday, 19th October 2021 🛛 💟 | 13:26:44 GST | | | | My Account 🔻 | | |
|------------------|---|----------------------|--|------------------------------------|----|---------------------------|--------|--|
| | My Quotations Home » My Quotations My Quote | | | | | | | |
| ly 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 ^{1 Year} Remarks [*] ^{ok} | 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