

EMIRATES FLOAT GLASS LLC.

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

Version: - 1.0

Dated: - October 19th, 2021.



User Manual for (Bidding Process)

E-PROCUREMENT SOLUTION



URL: - <https://efgme.procfocus.com>

1) At home Page Click on "SIGN IN" Button.

E. PROCUREMENT SOLUTION

Login or Register

Email address*

Email Id

Password*

Password

Login

Forgot your password?

- 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

Login or Register

Email address*

Password*

Login

[Forgot your password?](#)

- 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.



Welcome **Neel Tiwari**

Tuesday, 19th October 2021

13:13:09 GST

My Account

Profile

My account » Profile



Profile Strength



Neel Tiwari

Company 1

Edit Profile Picture

Company Description

N/A

Basic Info

| | |
|----------------|--|
| Name | : Neel Tiwari |
| Company Name : | : Company 1 |
| Designation | : N/A |
| E-Mail | : neel.tiwari@clindia.com |
| Mobile No. | : 91-9451682374 |

Edit Details

Company Information

- 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**

Tuesday, 19th October 2021 13:14:52 GST

My Account











Buying Request

Home » Buying Request

View Buying Request

Show 10 entries

Search:

| Ref. No. | Location | Department | Subject | Sector | Creation Date | Offer Expires | Actions |
|------------------------|-----------|-------------|-----------------------|---------------|---------------------|---------------------|---|
| EFG/RFQ/40/PR PR No. | Abu Dhabi | Procurement | RFQ-EFG-RFQ-EFG | Raw Materials | 2021-10-19 12:17:50 | 2021-10-27 11:15:52 |   |
| EFG/RFQ/39/PR Demo01 | Abu Dhabi | Procurement | RFQ-EFG-Test0001 | Raw Materials | 2021-08-24 13:48:48 | 2021-08-27 13:45:57 |   |
| EFG/RFQ/38/PR PR_01_06 | Abu Dhabi | Procurement | RFQ-EFG-Learning | Raw Materials | 2021-06-01 11:39:54 | 2021-06-30 11:32:47 |   |
| EFG/RFQ/37/PR test | Abu Dhabi | Procurement | RFQ-EFG-Test 30 April | Raw Materials | 2021-04-30 13:21:52 | 2021-04-30 13:27:44 |   |
| EFG/RFQ/36/PR Test1 | Abu Dhabi | Procurement | RFQ-EFG-Test 1 | 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

RFQ-EFG-RFQ-EFG

Verified

Item List

| Sr. No. | Item Name | Quantity | UOM | Description |
|---------|-------------|----------|------------|-------------|
| 1 | Silica Sand | 10 | Metric Ton | Silica Sand |

Posted date: 2021-10-19 12:17:50

Valid Till: 2021-10-27 11:15:52

Country: India

Terms & Conditions

Terms & Conditions

Submit Quote

Seller's Quotation (0)

| Quote date | Supplier | Location |
|-----------------|----------|----------|
| No Quotes Found | | |

- 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

| | | | |
|---------------|--------------------------|---------------|---------------------|
| 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 | USD | Currency Type | Multiple |
| Documents | Download | No. of Items | 1 |
| Message | Message | | |

Bidded Currency*

Mode of Freight

Payment Terms

Delivery Terms

1. Silica Sand

Item Description: Silica Sand

Item Code *

Req. Qty. *

UOM *

Unit Price *

Offer Quantity *

VAT * %

Total Price *

Warranty

Delivery Timeline* (days)

Remarks*

Attach File

I Agree to the [Terms and Conditions](#)

Submit


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



Home » My Quotations

My Quote

| | | | |
|--|----------------------|--------------|---------------------|
| 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 | | | Multiple |
| Documents | | | 1 |
| Message | | | |
| Bidded Currency* | USD | | |
| Payment Terms | LC 30 days from BL | | |
| <input checked="" type="checkbox"/> 1. Silica Sand | | | |
| Item Description: Silica Sand | | | |
| Item Code * | MRM1 | | |
| Unit Price * | 100 | | |
| Total Price * | 204.00 | | |
| Warranty | 1 Year | | |
| Remarks* | ok | | |
| UOM * | Metric Ton | | |
| VAT * | 2 | | % |
| Delivery Timeline* | 3 | | (days) |
| Attach File | | | + |



Alert !

Do you wish to submit RFQ

I Agree to the [Terms and Conditions](#)

Submit

- 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 Account

My Quotations

Home » My Quotations

Show 10 entries

Search:

| Ref. No. | Location | Department | Subject | 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 | | |
| 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/RFQ/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 | | |
| 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 | | |
| 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 | | |

- 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.

The image features a white background with decorative horizontal bars on both the left and right sides. These bars are light gray and have a slight curve at their ends. In the center, there is a gray rectangular box with a thin red border. Inside this box, the text "Thank-You" is written in a bold, blue, sans-serif font.

Thank-You