Bid Submission Manual
https://claridges.procfocus.com
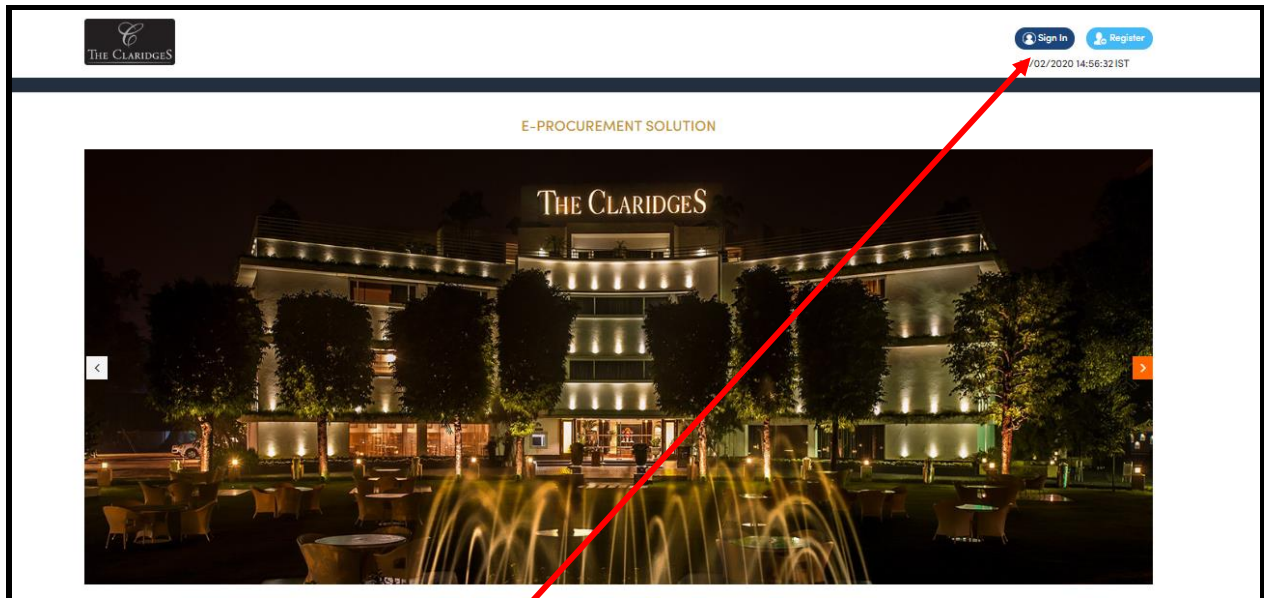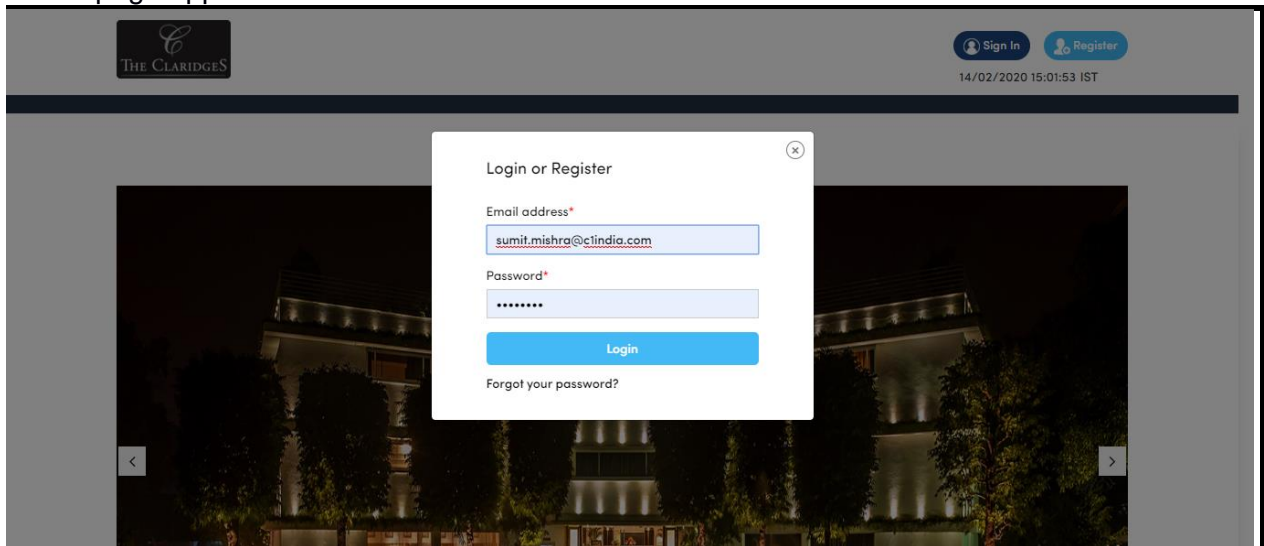

On the Home Page, click on **Sign In** as shown above

A new page appears as shown below.

Enter your E-mail ID as your User ID, Password and click on Login.

A new page appears as shown below:

Click on **My Quotation → Buying Request (RFQ)**. A list of all the Live Buying Requests will appear as shown in the below screenshot:

Click on **Submit/Edit Quote** icon under Actions column as shown in the above screenshot.

A new page as shown below appears displaying the details of RFQ.

Click on **Submit Quote** to participate and submit your Bid.

On the next screen that appears (as shown below), select the items in which you wish to participate, fill all the relevant details, upload documents **(Tender Fee Receipt & Category documents, etc.)**, Agree to the Terms and Conditions and click on Submit button.

Note: - All quotations are mandatory for all the items during the RFQ submission.

A pop-up appears asking for your confirmation to submit the RFQ.
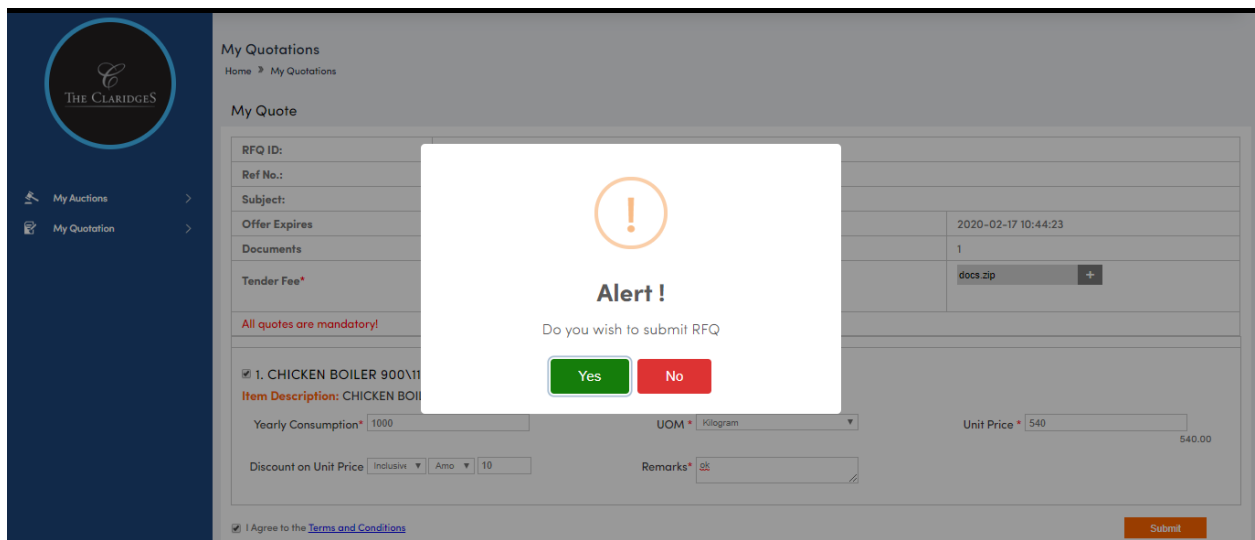
Click on Yes. A message appears on screen displaying "Quote Submitted Successfully".
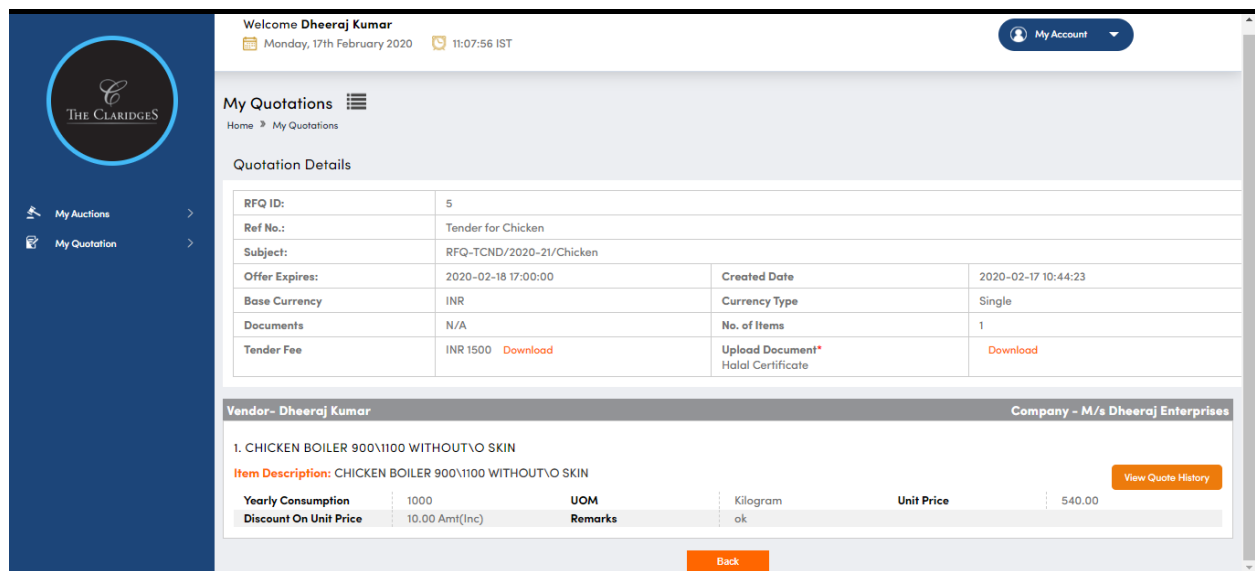An email notification is also sent on the registered email ID confirming RFQ submission.
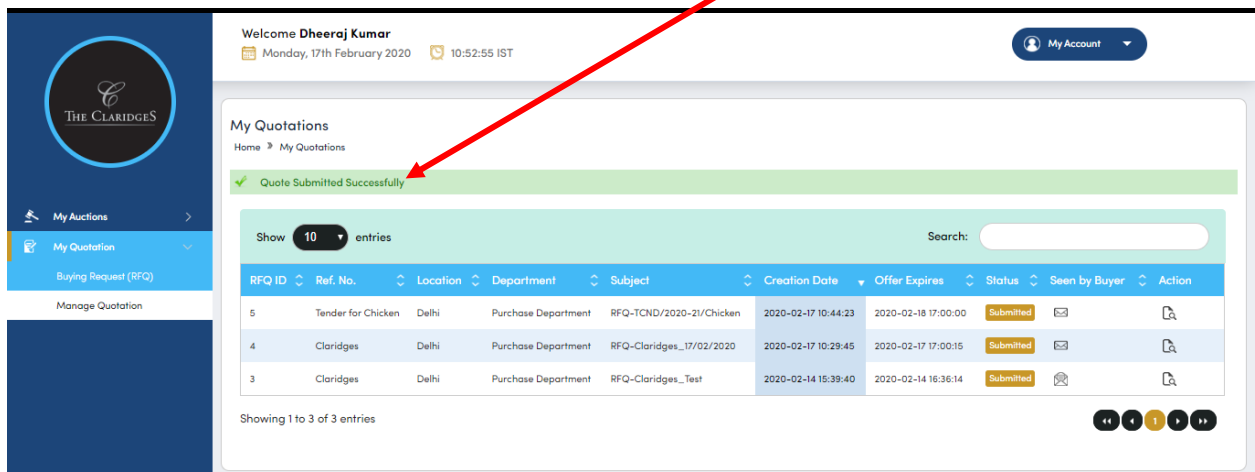
In case, you wish to see the quote submitted by you, click on My Quotation → Manage Quotation → View Report. The screenshot as shown below appears displaying submitted quote.

Note: In case, Bidder wishes to Edit his previous quote, he can Click on **My Quotation →** **Buying Request (RFQ) → Submit/Edit Quote** icon against the specific RFQ under Actions column and perform the above mentioned steps.