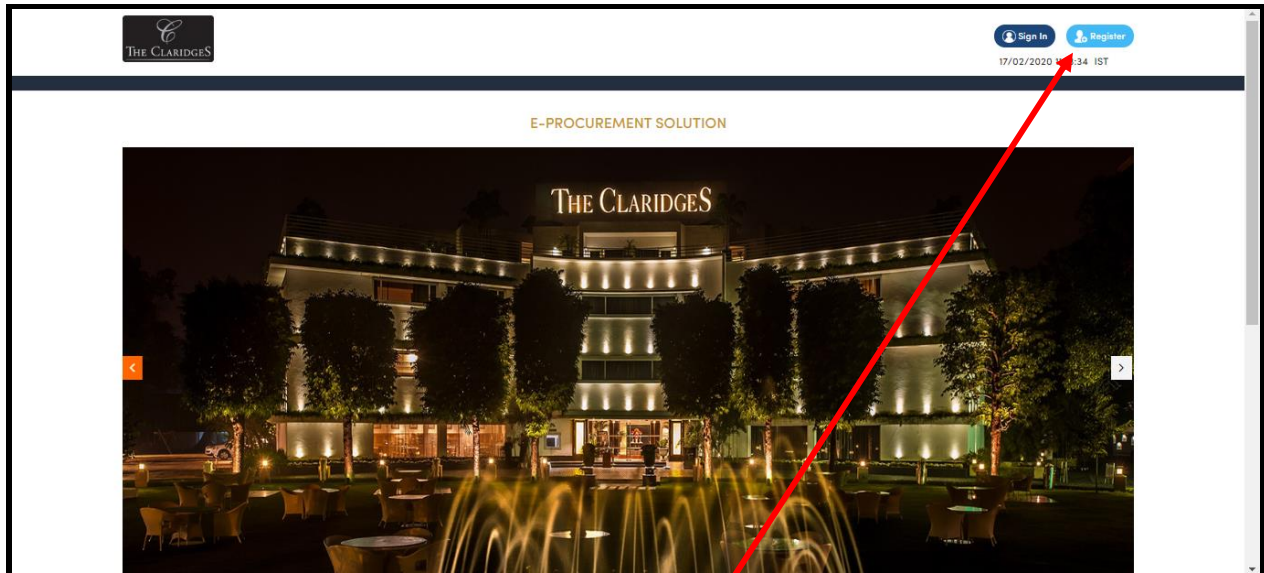


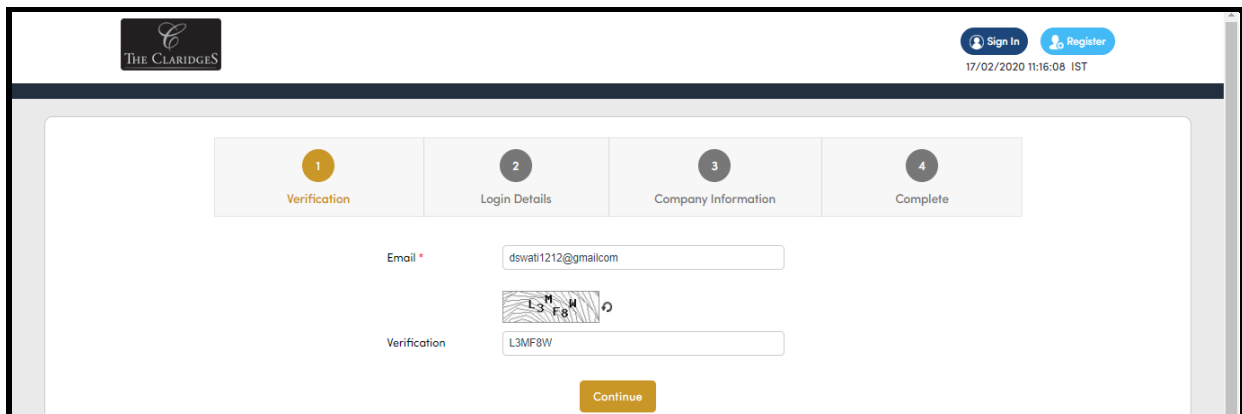
Vendor Registration Manual

<https://claridges.procfocus.com>



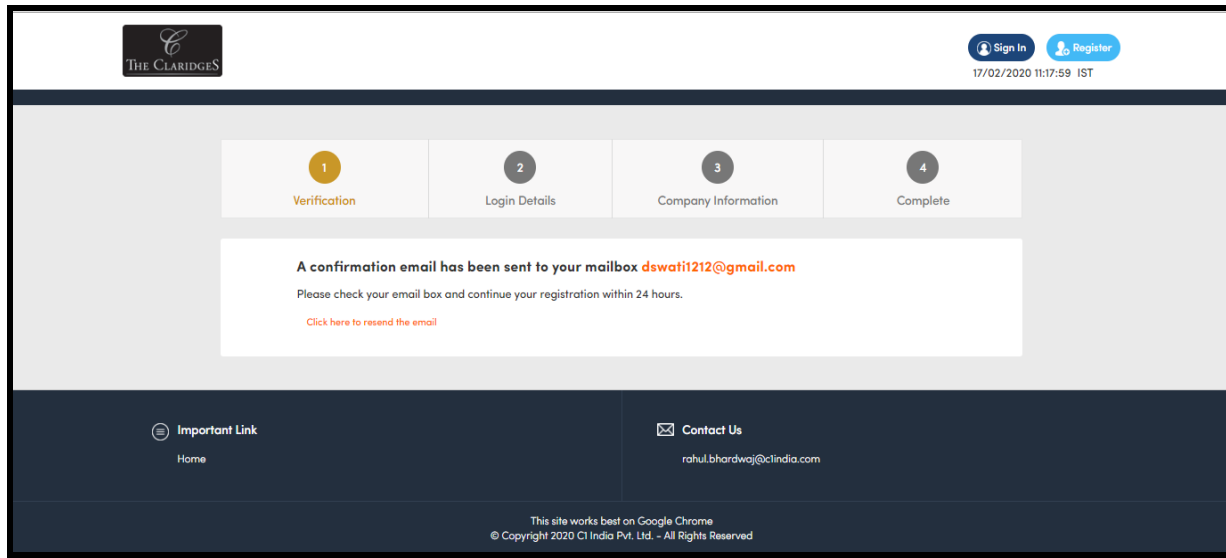
On the Home Page, click on Register as shown above

A new page appears as shown below.

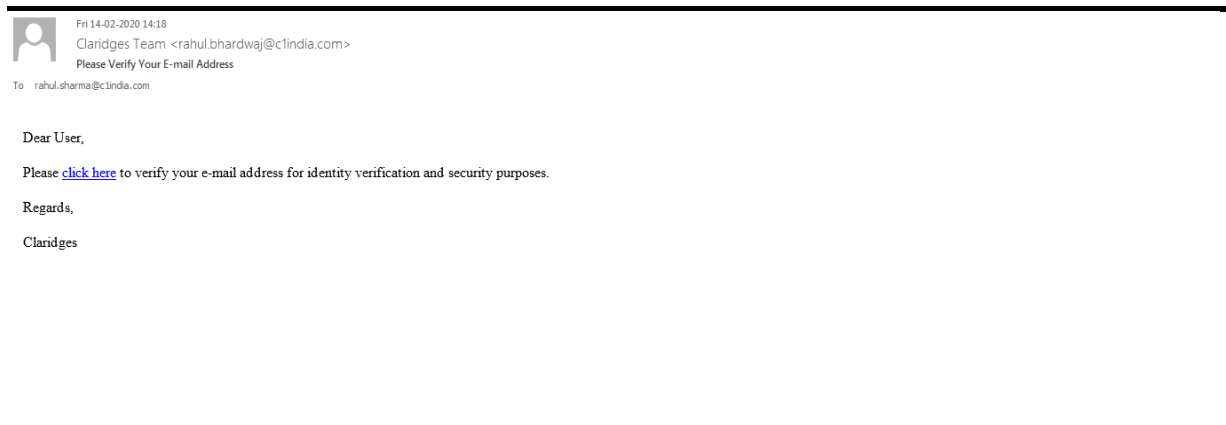


1. Enter your E-mail ID as your User ID.
2. Enter the Captcha in the Verification field
3. Click on Continue button for further registration process.

After clicking on Continue button, the below screen appears.



Vendor will receive a confirmation mail on their registered e-mail Id as shown below.



By clicking on **Click here**, vendor will get a screen as shown in next image.

1 Verification	2 Login Details	3 Company Information	4 Complete
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User Name *

Password * ✘ Invalid password

Confirm password *

[Continue](#)

Now, vendor needs to create a password and enter the same password in Confirm Password field. **(Password should contain minimum 8 letters/digit, 1 uppercase letter and special character do not use \$, >, <, &, #).**

After password creation, vendor needs to click on Continue button.

A new page appears where Vendor needs to fill the relevant details such as Company Name, Company E-mail, Select Category, etc.

1 Verification	2 Login Details	3 Company Information	4 Complete
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Company Name *

Company Email *

Address *

Country *

State *

City *

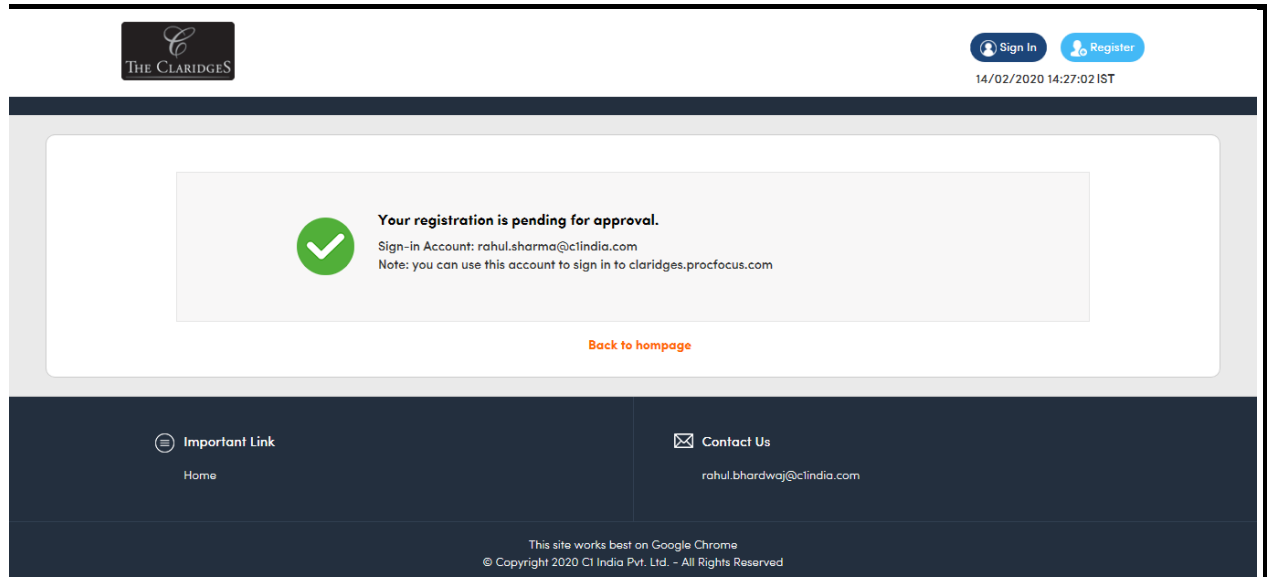
Pin Code

Contact Person *

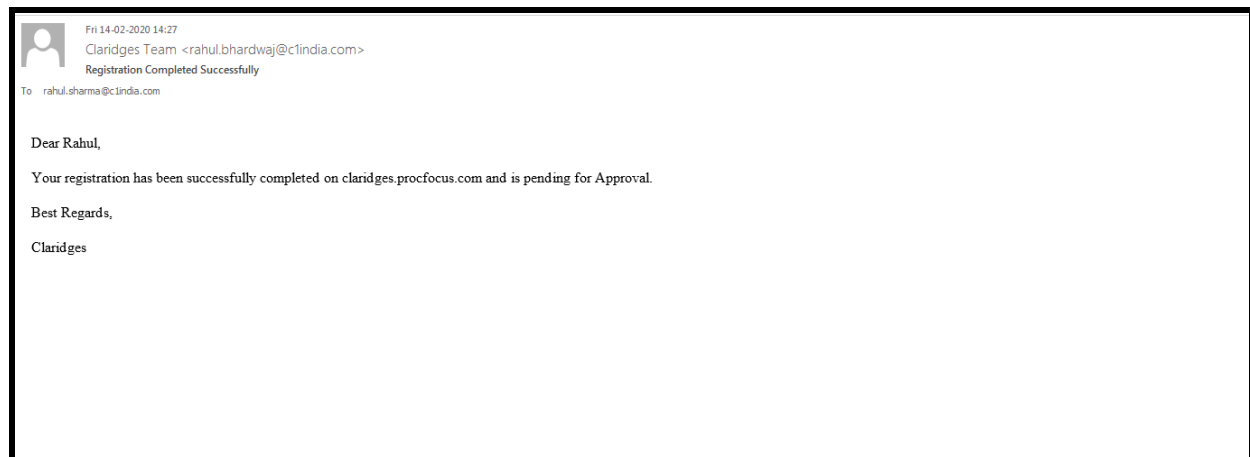
Mobile No. *

Website address

After filling all the relevant details and clicking on Submit button, a new page as shown below appears stating that “Your Registration is pending for Approval”



The Vendor will also receive an e-mail confirming completion of Registration as shown in the below screenshot.



Once the Registration is Approved by the Buyer, you will receive a confirmation mail.

Login with your User ID/E-mail and Password, and fill the relevant details under My Profile → Company Information page.