



## **Vendor Registration Manual**

## https://claridges.procfocus.com



On the Home Page, click on Register as shown above

The ClaridgeS				Sign In 17/02/2020	2 Register
	1 Verification	2 Login Details	3 Company Information	Complete	
	Email *	dswati1212@gmailco	m		
	Verificati	ion L3MF8W	ntinue		

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.

C The ClaridgeS				Sign 17/02/20	In <b>Constant</b> 20 11:17:59 IST
	1 Verification	2 Login Details	3 Company Information	4 Complete	
	A confirmation emo Please check your email I Click here to resend the em	til has been sent to your mai	<b>Ibox dswati1212@gmail.com</b> ithin 24 hours.		
Important Lin Home	k		Contact Us rahul.bhardwaj@clindia.com		
		This site works be © Copyright 2020 C1 Indie	əst on Google Chrome a Pvt. Ltd. – All Rights Reserved		

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

Dear User, Please <u>click here</u> to verify your e-mail address for identity verification and security purposes. Regards, Claridges	To rahul.sl	Fn 14-02-2020 14:18 Claridges Team <rahul.bhardwaj@ctindia.com> Please Verify Your E-mail Address nama@ctinda.com</rahul.bhardwaj@ctindia.com>
Please <u>click here</u> to verify your e-mail address for identity verification and security purposes. Regards, Claridges	Dear U	ser,
Regards, Claridges	Please c	lick here to verify your e-mail address for identity verification and security purposes.
Claridges	Regard	\$,
	Claridg	ĉ\$

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

ClaridgeS							
The ClaridgeS						Sign In 🔒	Register 7 IST
	1 Verification	2 Login Def	tails	3 Company Informatio	on	Complete	
	User Pass	Name * word *	rahul.sharma@	Detindia.com	X Invalid password		
	Conf	irm password *	Please re-enter	your password			

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.

	2	3	4
Verification	Login Details	Company Information	Complete
Company Name *	ABCD INDIA PVT LDT		
Company Email *	rahul.sharma@c1india.com		
Address *	PLOT NO.301,1st flooor udyog viha	r,phase-2	
Country *	India	~	
State *	Haryana	~	
City *	Select	~	
Pin Code	122015		
Contact Person *	First Name Las	t Name	
Mobile No. *	91 9810605992		
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.

Fri 14-02-2020 14:27   Claridges Team <rahul.bhardwaj@clindia.com>   Registration Completed Successfully   To rahul.sharma@clindia.com</rahul.bhardwaj@clindia.com>
Dear Rahul,
Your registration has been successfully completed on claridges.procfocus.com and is pending for Approval.
Best Regards,
Claridges

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  $\rightarrow$  Company Information page.