

# 1 Sea Import Shipment Bid - How To Participate

## 1.1 Prerequisite

1. Please ensure you are using latest version of Google Chrome, Internet Explorer, Mozilla Firefox or Safari. (Recommended: Google Chrome latest version).

OR

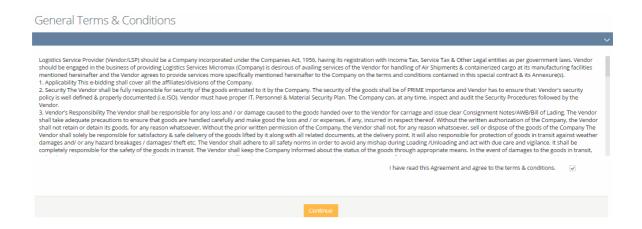
Download latest version of Google Chrome by visiting https://www.google.co.in/intl/en/chrome

- 2. Please check your internet connectivity. Good internet connection is required for best user experience.
- 3. Visit <a href="http://procurement.micromaxinfo.com:8090/">http://procurement.micromaxinfo.com:8090/</a> to access our sourcing portal. We recommend visiting portal with provided user id and password in advance to read terms & conditions, documents (if applicable) and fill related prerequisite information.

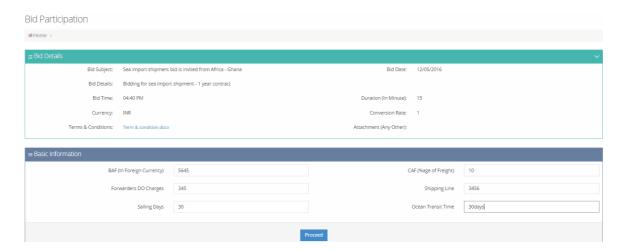


### 1.2 How To Participate

- 1. Visit <a href="http://procurement.micromaxinfo.com:8090/">http://procurement.micromaxinfo.com:8090/</a> to access our sourcing portal. Use your login id and password sent in email invite for the bid.
- 2. In case you have forgotten the password, please click on "Forgot Password" link available at login page and provide your email id to retrieve password.
- 3. Read all terms & conditions and click check box next to "I have read this agreement and agree to the terms & conditions" to continue.



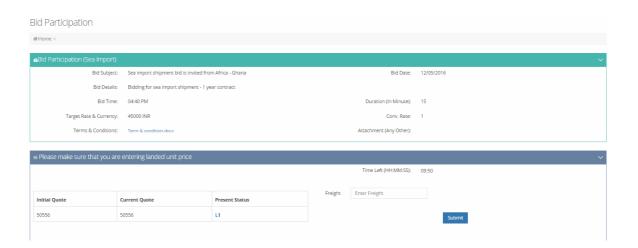
4. Fill few prerequisite Information like BAF (In Foreign currency), forwarders DO charge, Sailing days, CAF(%Age of freight), shipping line, Ocean and Transit Time.



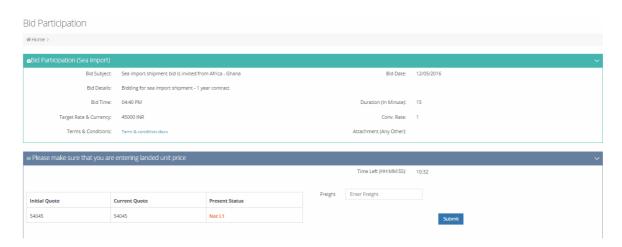
5. Click on proceed to participate in bid.

6. Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as "L1" else "Not L1".

### L1



#### Not L1



- 7. Please note that if you quote in last one minute the bid time will automatically get extended to give fair opportunity to all. Hence avoid quoting your best price at last moment.
- 8. Once bid time is over you will be automatically logged off from system.