

FLUXYS



Procurement
Platform

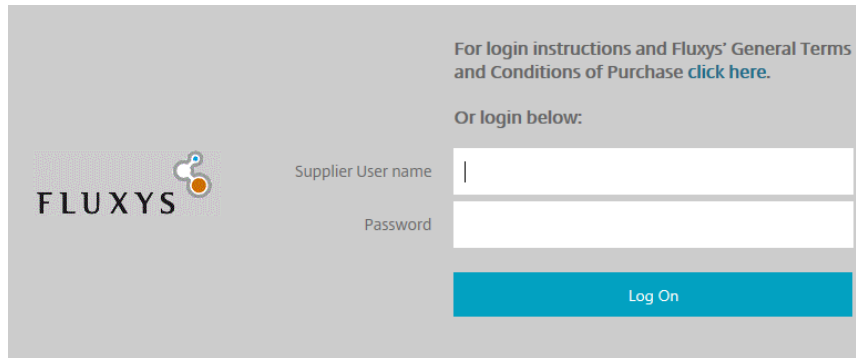
Vendors manual

Fluxys Procurement Platform

1. Log in on the site
2. Change your password
3. How to accept – decline sourcing invitation?
4. View sourcing invitation documents and FAQ
5. Upload responses
6. Cut-off date
7. FAQ
 1. How can i see an overview of all invitations that I am invited to?
 2. I can't upload documents. What is wrong?

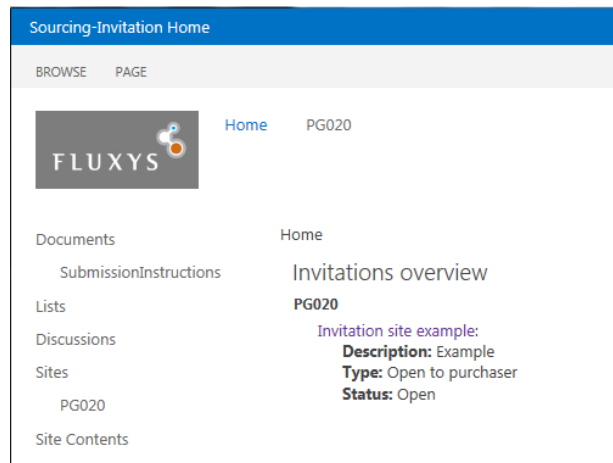
1. Log in on the site

- Browse to <https://sourcing-invitation.fluxys.com>



The screenshot shows the login interface for Fluxys. On the left is the Fluxys logo. To the right, there is a text area with the text: "For login instructions and Fluxys' General Terms and Conditions of Purchase [click here](#)." Below this is the text "Or login below:". There are two input fields: "Supplier User name" and "Password". A blue "Log On" button is positioned below the password field.

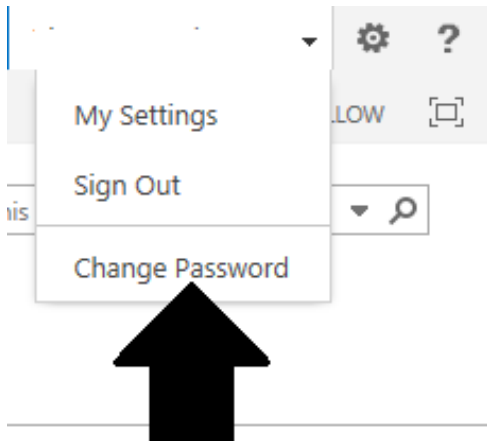
You will be redirected to the homepage of Sourcing-Invitation



The screenshot shows the "Sourcing-Invitation Home" page. At the top, there is a blue header with the text "Sourcing-Invitation Home". Below the header, there is a navigation bar with "BROWSE" and "PAGE" tabs. The main content area features the Fluxys logo on the left and a list of links on the right. The links include "Home", "PG020", "Documents", "SubmissionInstructions", "Lists", "Discussions", "Sites", "PG020", and "Site Contents". The "Home" link is highlighted. Below the "Home" link, there is a section titled "Invitations overview" with a sub-section "PG020" containing an "Invitation site example" with the following details: "Description: Example", "Type: Open to purchaser", and "Status: Open".

2. Change your password

- Click on the arrow behind your name and select “Change Password” in the menu that appears



2. Change your password

- In the form, in the first box, enter your current password.
- In the 2 others boxes, your new password, they have to match

Home

Change Password

15
:nts

Password:	current password
New Password:	new password
Confirm New Password:	new password

You password must follow these rules:

- It must contain at least one number and one special character
- It must be at least 6 characters

3. Accept – decline a Sourcing invitation

Sourcing Invitation Home

BROWSE PAGE

FLUXYS Home

Libraries

- Invitation to Tender Documents
- Deliverable Response Templates

Lists

- FAQ

Vendor Lists

- Uploaded Responses (testjamel)
- Documents for (testjamel)

Site Contents

Home

Dear Partner,

We are pleased to send you this invitation to tender. We invite you to take good notice of the tendering documents.

If you wish to participate, please click "Accept". In the other case, you can click "Decline".

Once you have accepted, you can submit your tender by uploading documents till the closing date (22/04/2016). Please pay attention to submit your offer before the closing date. Documents can be uploaded anytime before the closing date; uploaded documents can also be modified or deleted anytime before the closing date.

Please read these general instructions for the submission of offers, which can be found at [SubmissionInstructions](#).

We also inform you that in case a Contract or a Purchase Order for a specific project would be issued, Fluxys' General Terms and Conditions of Purchase will apply (<http://www.fluxys.com/en/targetgroups/suppliers.aspx>).

Our standard contractual documents can be found [here](#).

In case you would have a question or a comment regarding this invitation, please contact the Procurement Team: +32 (0)2.282.71.92.


Best regards,
Fluxys Procurement

Deliverable Response Templates

Current View ...

- As an invited vendor an invitation e-mail is sent to your contact e-mail address
- The link in this mail takes you to the sourcing invitation homepage
- You can accept or decline the invitation

4. View sourcing invitation documents and FAQ

 [Home](#) Deliverable Response Templates

Libraries [All Documents](#)

✓	📄	Name	Modified	Modified By
	📄	pricelist ✳	⋮ 2 minutes ago	<input type="checkbox"/> FLUXYS\hubrecp

 [Home](#) Invitation to Tender Documents

Libraries [All Documents](#)

✓	📄	Name	Modified	Modified By
	📁	Technical Specificaties	⋮ 3 minutes ago	<input type="checkbox"/> FLUXYS\hubrecp

 [Home](#)

FAQ ⓘ

Libraries [All items](#)

✓	Question	Answer
✓	Which template do I use for submitting our price list? ✳	⋮ You will find a price list template in the "Deliverable Response Templates". You can download this file, fill in your prices and upload the document using the "Uploaded Responses" section

Lists [FAQ](#)

5. Upload responses

Home

Uploaded Responses Vendor Example

+ new document or drag files here

All Documents ...

Find a file

✓	📄	Name	Modified	Modified By
	📄	testresult ✳	2 hours ago	<input type="checkbox"/> Vendor Example

Add a document

Choose a file

 Browse...

[Upload files using Windows Explorer instead](#)

Overwrite existing files

OK

Cancel

- To upload a response, click on 'uploaded responses <vendor>'
- Click 'New Document' and add the document
- The uploaded document will appear in the list (visible by Fluxys and you only)

Home

Uploaded Responses Vendor Example

+ new document or drag files here

All Documents ...

Find a file

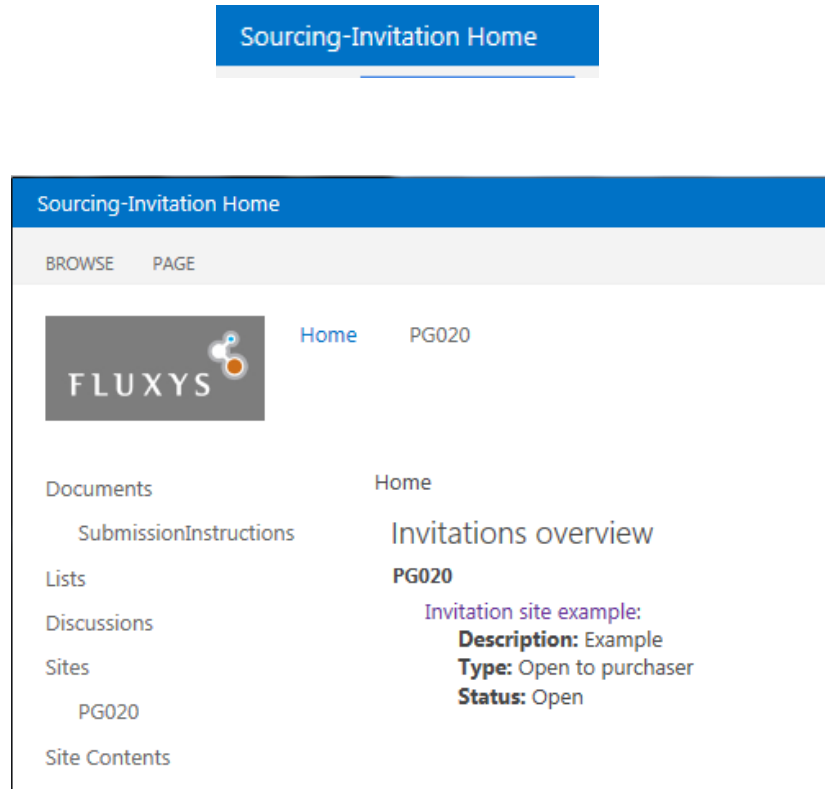
✓	📄	Name	Modified	Modified By
	📄	testresult ✳	2 hours ago	<input type="checkbox"/> Vendor Example

6. Cut-off date

- When the cut-off date is reached (at 0:00) it will not be possible anymore to upload new documents in the Sourcing invitation
- If Fluxys needs further information after the cut-off date, you will be informed directly (phone or email) and invited to submit your additional information directly in the platform

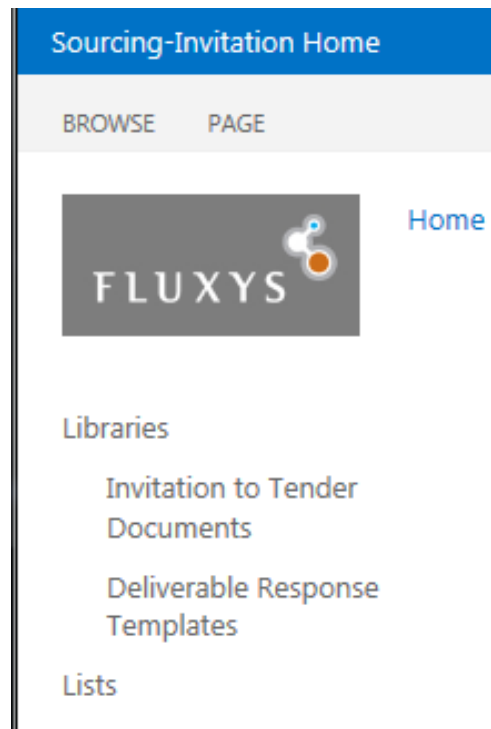
7. FAQ

- How can I see an overview of all invitations that I am invited to?
 - In the blue banner, click on “Sourcing-Invitation Home”



7. FAQ

- I can't upload a file, what is wrong?
 - Click on the logo of Fluxys in the Invitation Site



7. FAQ

- Check that the closing date hasn't expired
- Check that the buttons “Accept” and “Decline” are not present

Home

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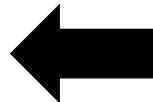
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Best regards,
Fluxys Procurement

Accept

Decline



7. FAQ

- If the date has expired, you are no longer allowed to upload documents.
- If the buttons “Accept” and “Decline” are visible, it means that you have not accepted the invitation
 - Click on “Accept” and you will be able to upload documents

FLUXYS