FLUXYS

Procurement Platform
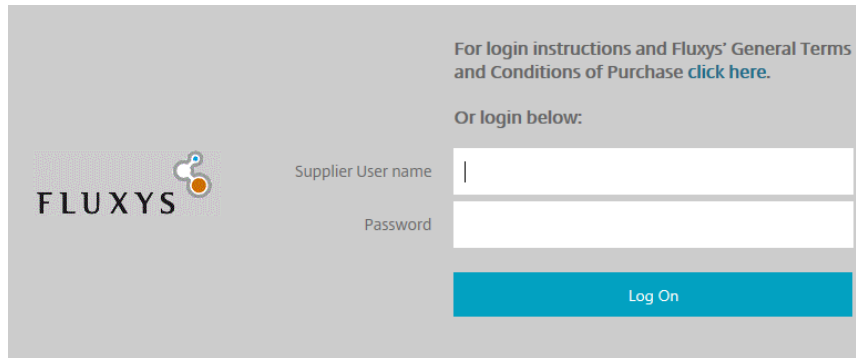
Vendors manual

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?

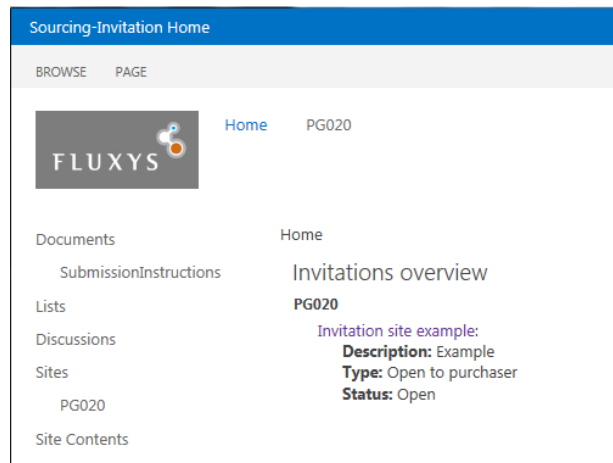   2. I can't upload documents. What is wrong?

FLUXYS

1. Log in on the site

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

You will be redirected to the homepage of Sourcing-Invitation

2. Change your password

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

FLUXYS
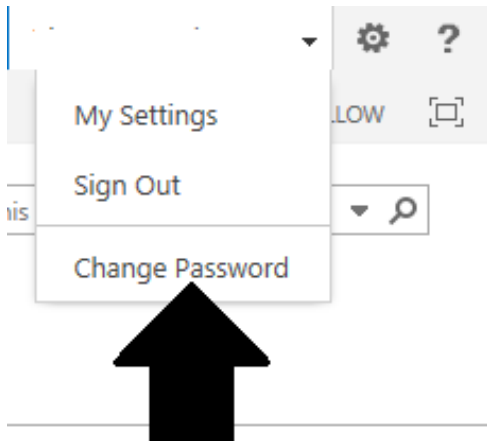
2. Change your password

- 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

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

Change Password | Cancel

You password must follow these rules:
- It must contain at least one number and one special character
- It must be at least 6 characters

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3. Accept – decline a Sourcing invitation

- 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

Deliverable Response Templates

Home

Libraries

Invitation to Tender Documents

Deliverable Response Templates

All Documents — Find a file

		Name		Modified	Modified By
✓					
		pricelist ✳	...	2 minutes ago	☐ FLUXYS\hubrecp

Invitation to Tender Documents

Home

Libraries

Invitation to Tender Documents

Deliverable Response Templates

All Documents — Find a file

		Name ▾		Modified	Modified By
✓					
		Technical Specificaties	...	3 minutes ago	☐ FLUXYS\hubrecp

FAQ ⓘ

Home

Search this site

Libraries

Invitation to Tender Documents

Deliverable Response Templates

Lists

FAQ

All items — Find an item

	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

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5. Upload responses

- 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)

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6. Cut-off date

- When he 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
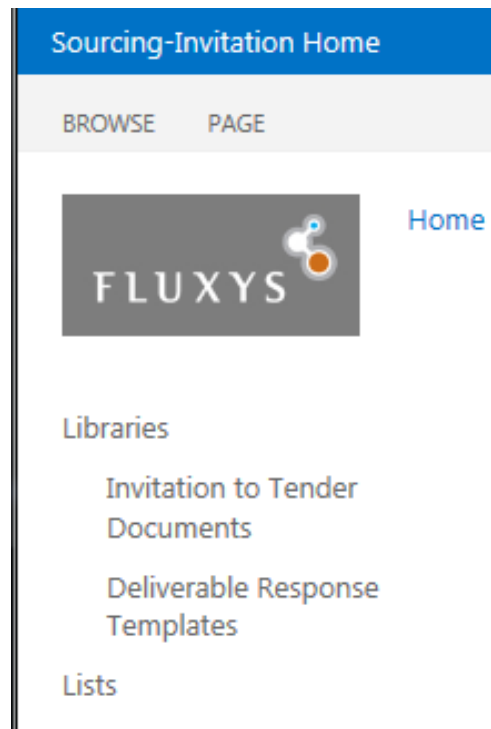
FLUXYS

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"
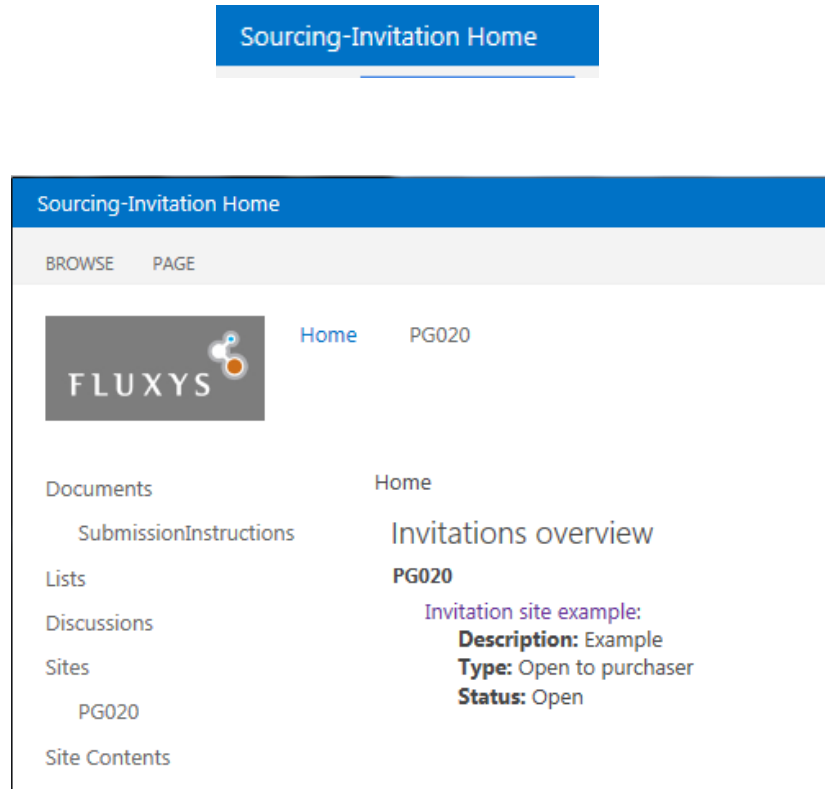
FLUXYS

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

FLUXYS

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

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