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<i>E-Sourcing: Supplier Manual</i>		

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1 Description

The E-Sourcing platform (<https://e-sourcing.fluxys.com>) is used by Procurement to post resource requests for Fluxys.

Supplier can suggest resources for the specific resource requests.

This document will describe various actions a supplier can fulfill.

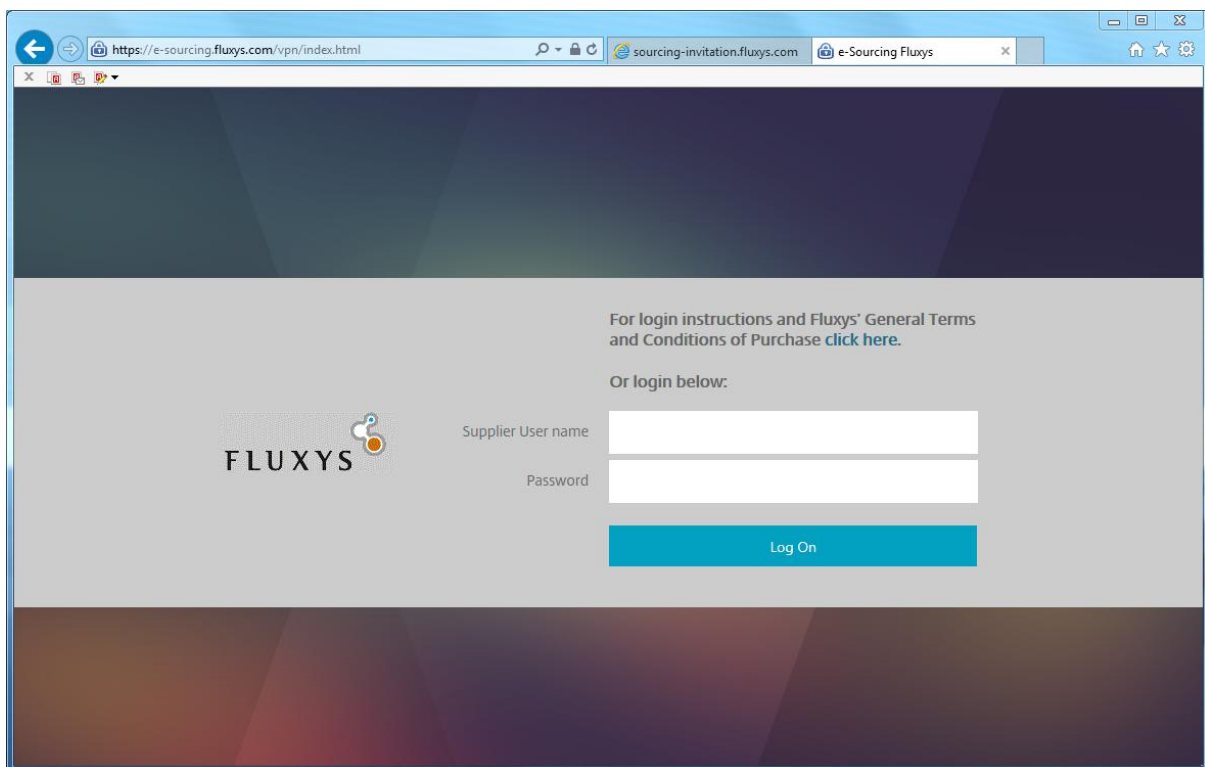
2 Login as Supplier

Fluxys will create a new account for you to use.

You will receive the username and the password in 2 separate e-mails.

When you have received both mails, go to <https://e-sourcing.fluxys.com>

You will see the following screen:



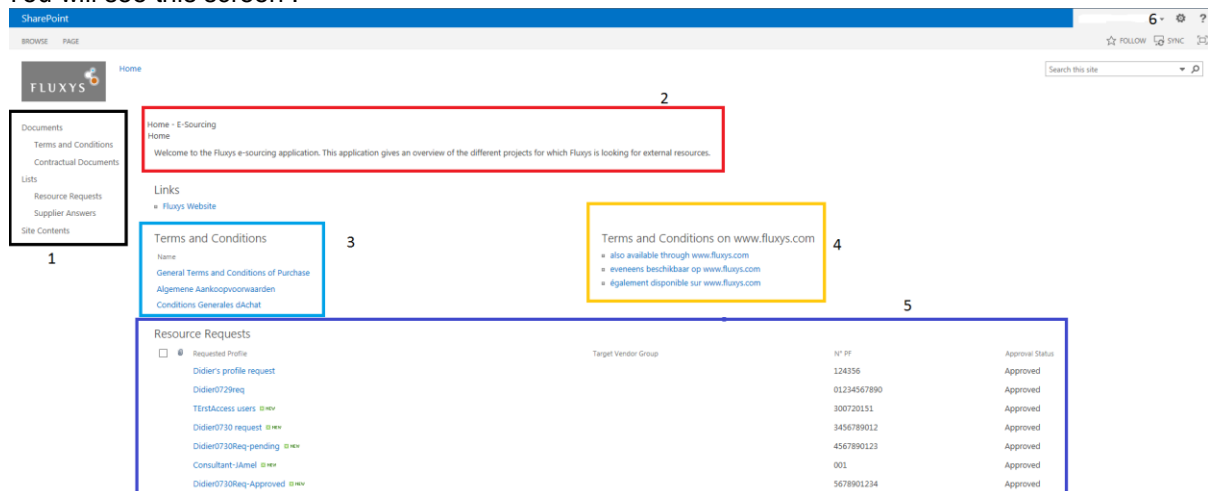
The screenshot shows a web browser window with the URL <https://e-sourcing.fluxys.com/vpn/index.html>. The page features the Fluxys logo on the left. On the right, there is a login section with the following text: "For login instructions and Fluxys' General Terms and Conditions of Purchase [click here](#)." Below this, it says "Or login below:" followed by two input fields: "Supplier User name" and "Password". A blue "Log On" button is positioned below the password field.

Enter your username and password in the appropriate textbox.
Press "Log On"

You are now logged in on the platform

3 Structure of the homepage

You will see this screen :



The structure is as follows:

The black rectangle (numbered with 1) is a menu that appears on every page. This menu can take you fast to your desired location.

The red rectangle (numbered with 2) is a small introduction to the platform.

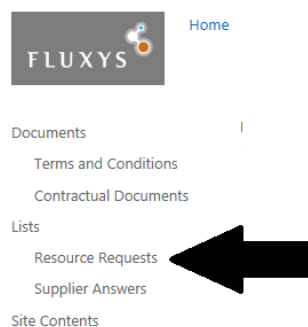
The light blue rectangle (numbered with 3) is a link to the terms and conditions on the platform. The yellow rectangle (numbered with 4) will take you to the terms and conditions of Fluxys, located on our public website.

The dark blue rectangle (numbered with 5) is a list of all open requests from Fluxys for which you can provide resumes.

Number 6 is located at the top right, this location will be used later on in the manual.

4 Overview of all pending requests

In the left menu, click on "Resource Requests"



You will see a list of all open requests for which you can provide resumes.

Home Search this site

Resource Requests ⊙


	N° PF	Requested Profile	Response Date	Approval Status	Target Vendor Group
	124356	Didier's profile request		Approved	
s	01234567890	Didier0729req	30/07/2015	Approved	
	300720151	TFirstAccess users NEW	31/07/2015	Approved	
	3456789012	Didier0730 request NEW	31/07/2015	Approved	
	4567890123	Didier0730Req-pending NEW	31/07/2015	Approved	
	001	Consultant-Jamel NEW	31/07/2015	Approved	
	5678901234	Didier0730Req-Approved NEW	31/07/2015	Approved	

Click on the name of the request that you want to consult

Home

Resource Requests ⊙

	N° PF	Requested Profile
s	124356	Didier's profile request



You can now see the details of the request.

If there is a file attached, you can access it by clicking on the name (indicated with the black arrow)

Resource Requests - Didier's profile request x

VIEW

Version History

Shared With

Edit Item

Delete Item

Manage

Requested Profile: Didier's profile request

Target Vendor Group:

Resource Description: new resource for dhjkhkafh

N° PF: 124356

(Estimated) Number of Working Days: 10

Requested Contract Start Date:


Requested Contract End Date:

Response Date:

Email Address for More Information:

Filtered Requested Profile: Didier's profile request

Approval Status: Approved

Attachments: [2transfr.pdf](#) 

Created at 22/07/2015 15:01 by □


Last modified at 31/07/2015 14:22 by □

Close

Press "Close" to close the item.

5 Provide an answer to a specific request


In the left menu, click on "Supplier Answers"



Documents

- Terms and Conditions
- Contractual Documents


Lists

- Resource Requests
- Supplier Answers** 
- Site Contents

Click on “Add new item”

Home
Resource Re

	N° PF
	10076300
ts	10076753
	124356
	01234567890
	23456789012
	300720151
15	3456789012
	4567890123
	001
	5678901234
	+ Add new item



Fill in the fields on the screen and attach a file.
You cannot submit a resource without including an attachment.

Supplier Answers - New Item

EDIT

Save Cancel

Paste Cut Copy

Attach File Spelling

Applicant's Name *

Requested Profile *

Short Description or Remarks *

A short **description**

Please mention here some additional information (that is not mentioned in the attached CV)

Proposed Price (price per hour) *

Proposed Price (all-in price per day achieved) *

Date of Availability *

Availability on requested period *


Select how available the candidate is on week basis.

Experience in main business activity domain *


Select the years experience the candidate has in this main business activity domain.

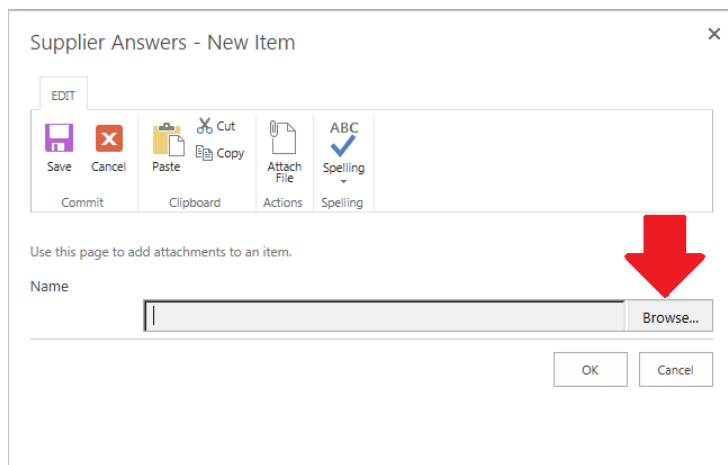
Level of Relevant Technical Experience *

Select the number of years experience the candidate has.



To attach a file, click on “Attach file” (indicated with the black arrow)
Click on “Browse” and select the file on your hard drive

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Press "OK" to attach the file.

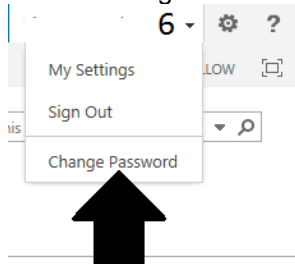
6 Supplier administration

6.1 Change password

As a Supplier you can change your password at any time. It is your responsibility to manage your password.

At the top right, click on the small arrow behind your name (indicated with 6 on the screenshot that you find the section "Structure of the homepage")

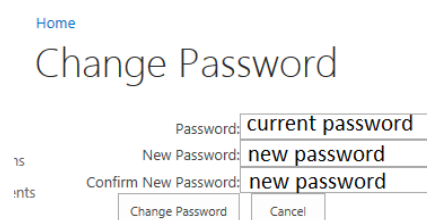
Select "Change Password" (indicated with the black arrow)



Fill in your current password in the first textbox.


Then fill in your new password in the 2 other textboxes, they need to match.

Press "Change Password"



Your password must follow these rules:

- It must contain at least one number or special character
- It must be longer than 6 characters

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6.2 Logout

At the top right, click on the small arrow behind your name (indicated with 6 on the screenshot that you find the section "Structure of the homepage")
Select "Sign Out" (indicated with the black arrow)



7 FAQ

7.1 The server could not sign you in. Make sure your user name and password are correct, and then try again

You try to sign in at the supplier zone and receive the message "The server could not sign you in. Make sure your user name and password are correct, and then try again"

This is a generic error and can have several reasons.

First, make sure that your username and password are correct.

Type the password instead of copying it from the mail.

If this does not solve your problem, please contact Fluxys Procurement (e-sourcing@fluxys.com) as your account might be locked.

It becomes locked when you try to login 5 times after each other with the wrong password.

7.2 I can't submit a supplier answer

You try to add a supplier answer, but it is not submitted.

Perform the following checks:

- Make sure that all fields are filled in
- Make sure that the date of availability is in the format day/month/year (For example : 30/07/2015)
- Make sure that you have a file attached to your supplier answer