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Pour toute question/remarque ou pour demander une version en langue française, veuillez contacter le responsable du document.

Voor alle vragen/opmerkingen of om een Nederlandstalige versie aan te vragen, gelieve de verantwoordelijke van dit document te contacteren.

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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.

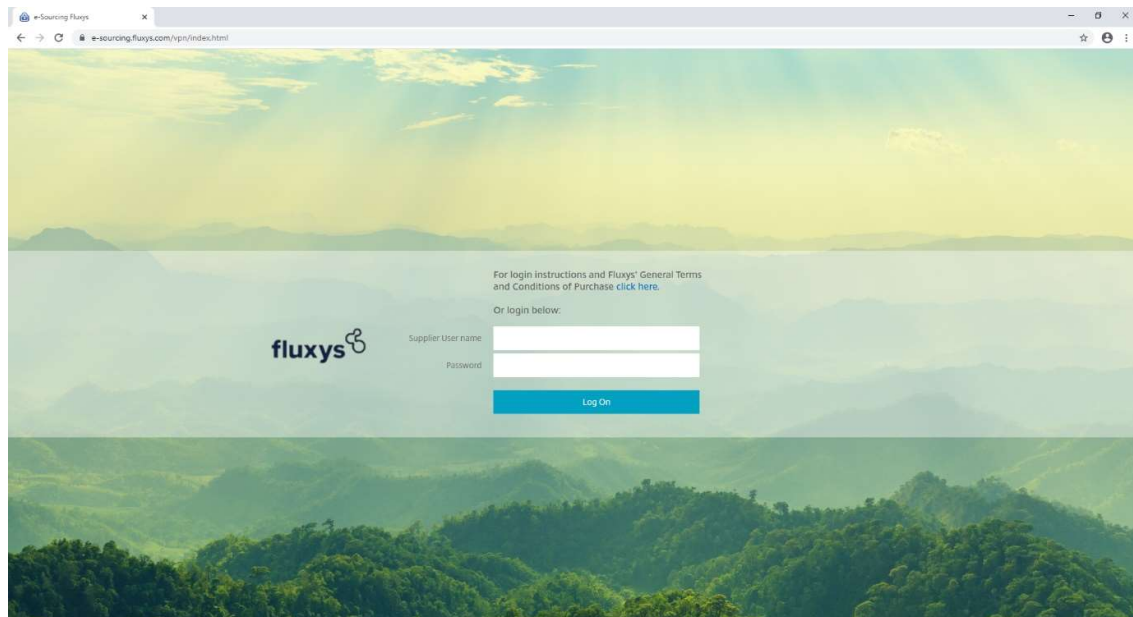
## 2 Login as Supplier

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:



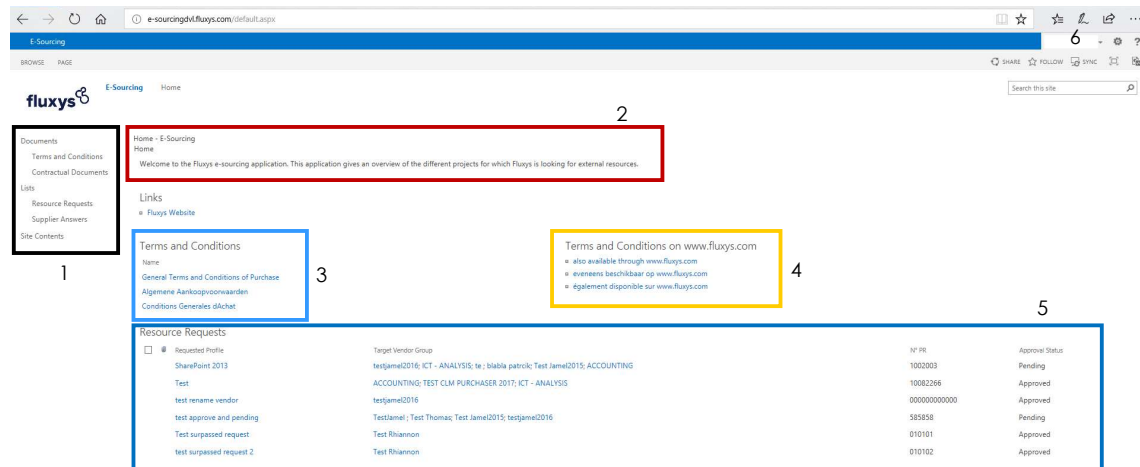
Enter your username and password in the appropriate textbox.  
Press "Log On"

You are now logged in on the platform

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### 3 Structure of the homepage

You will see a screen similar to this :



The structure is as followed:

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 in which you can provide resumes for.

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

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## 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 ☰

<input type="checkbox"/>	N° PF	Requested Profile	Response Date	Approval Status	Target Vendor Group
<input checked="" type="checkbox"/>	124356	Didier's profile request		Approved	
<input type="checkbox"/>	01234567890	Didier0729req	30/07/2015	Approved	
<input type="checkbox"/>	300720151	TerstAccess users <span>new</span>	31/07/2015	Approved	
<input type="checkbox"/>	3456789012	Didier0730 request <span>new</span>	31/07/2015	Approved	
<input type="checkbox"/>	4567890123	Didier0730Req-pending <span>new</span>	31/07/2015	Approved	
<input type="checkbox"/>	001	Consultant-Jamel <span>new</span>		Approved	
<input type="checkbox"/>	5678901234	Didier0730Req-Approved <span>new</span>	31/07/2015	Approved	


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

Home

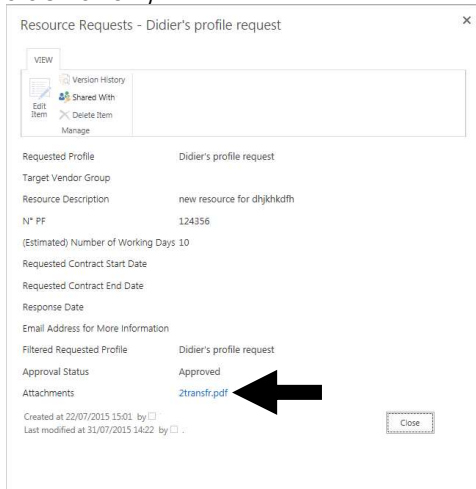
Resource Requests ☰

<input type="checkbox"/>	N° PF	Requested Profile
<input checked="" type="checkbox"/>	124356	Didier's profile request


↑

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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)



Press "Close" to close the item.

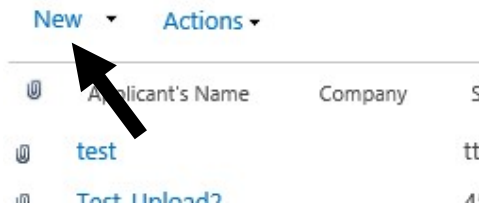
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## 5 Provide an answer to a specific request


In the left menu, click on "Supplier Answers"



Click on "New"



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

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E-Sourcing Home

## Supplier Answers : New Item

**Add Attachments:**

Applicant's Name \*

Requested Profile \*

Short Description or Remarks \*

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 \*

Experience in main business activity domain \*

Level of Relevant Technical Experience \*


To attach a file, click on "Browse" (indicated with the black arrow) and select the file on your hard drive.

Press "Attach" (indicated with the red arrow) to attach the file.

Level of Relevant Technical Experience \*

Attachments   
 C:\Users\soudand\OneDrive - Fluxys\Files\test\_document06.pdf

Press "Save" to submit your answer.

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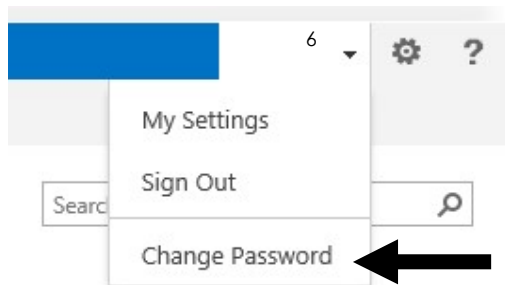
## 6 Supplier administration

### 6.1 Change password

As a Supplier you can change your password at any time.

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"

Home

### Change Password

Password:   
 New Password:   
 Confirm New Password:

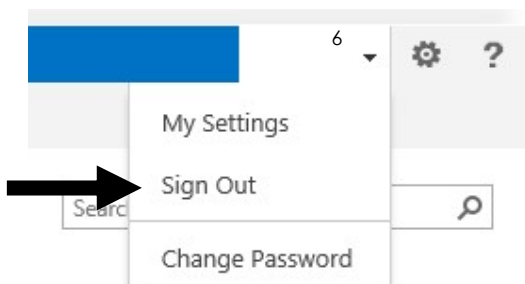
Your password must follow these rules:

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


### 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)





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## 7 FAQ

### 7.1 The server could not sign you in.

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 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.

If this does not solve your problem, please contact Fluxys Procurement.