



Quick Supplier Guide

A guide for suppliers to use the e-procurement tool Coupa.

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1. Goal

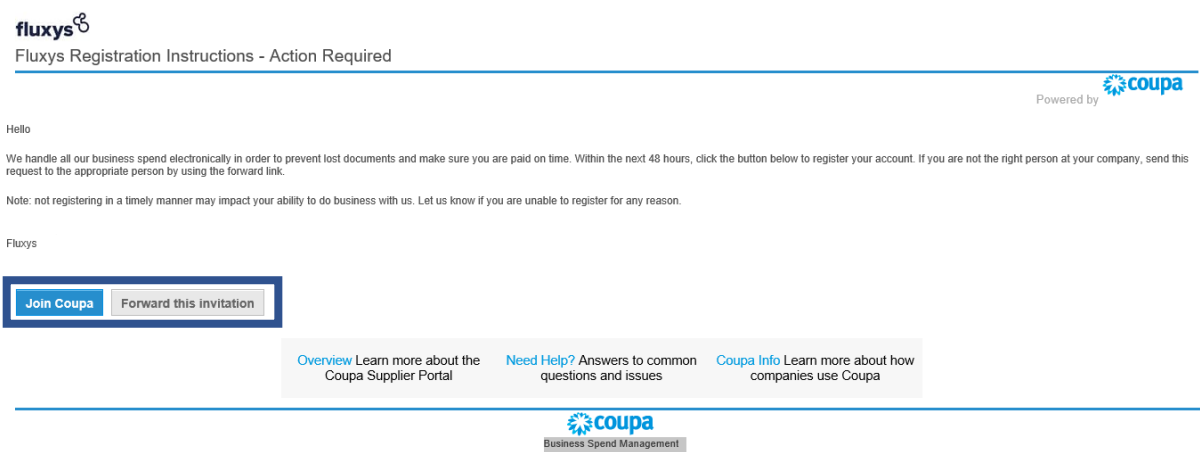
The purpose of this manual is to give suppliers step-by-step instructions on how to register on Fluxys' Coupa Supplier Portal and how to use it.

2. The Coupa Supplier Portal.

The use of Coupa is free and allows you to communicate with the Fluxys team as well as have an overview of your data, sourcing events, etc. in one place. This interaction will go via the Coupa Supplier Portal (CSP).

2.1 E-mail invitation

You will receive an invitation from the Fluxys team to register on the CSP. Click on *"Join Coupa"*. If you wish to forward the registration to someone else, click on *"forward this invitation"*.



fluxys
Fluxys Registration Instructions - Action Required

Powered by **coupa**

Hello

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Fluxys

[Join Coupa](#) [Forward this invitation](#)

[Overview](#) Learn more about the Coupa Supplier Portal [Need Help?](#) Answers to common questions and issues [Coupa Info](#) Learn more about how companies use Coupa

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Business Spend Management

2.2 Registration on the Coupa Supplier Portal

Fill in the required * information and then click on “Create an Account”.

Create an Account

Fluxys is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Fluxys so you're ready to do business together.

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name * Last Name

* Password * Confirm Password

Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

[Create an Account](#)

[Already have an account? LOG IN](#)
[Forward this to someone](#)

2.3 Updating your profile and company details

1. Complete your company details and Coupa profile by completing the requested information.

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Basics
Coupa Profile

Tell us about your business ?

* Company Name

Your official registered company name

Website

* Country/Region

* Address Line 1

Address Line 2

* City

State Example: CA

* Postal Code

[Next](#)

2. Complete your details for Fluxys by going to *Profile > Information Request* and then selecting Fluxys as your profile. Complete the information (at least the information indicated by a red Asterix *) and click "Save Changes".


The screenshot shows the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', and 'Catalogs'. Below this, a sub-navigation bar shows 'Your Profile' and 'Information Requests'. A dropdown menu is set to 'Fluxys'. A yellow banner reads: 'Contact this customer directly to update your information.' The main content area is divided into sections: 'Address' (with fields for Address Line 1, Address Line 2, City, State, Postal Code, and Country/Region), 'Contact' (with fields for First Name, Last Name, Email, Work Phone, Mobile Phone, and Fax Number), and 'Financial' (marked as a private section, with fields for Tax ID # and DUNS #). At the bottom, there is a form for updating address information, with red asterisks indicating required fields: Address Line 1, City, State, Postal Code, and Country/Region (currently set to United States).

3. Sourcing events participation.


3.1 Event information

1. You will receive an e-mail from Fluxys. Below you will find an example:


fluxys RFP - Gas Materials - Actuator invitation - Sourcing Event #90

Powered by 

Fluxys has invited you to the sourcing event: **RFP - Gas Materials - Actuator**.

 If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the 'My Responses' tab to provide your response, which may include Attachments, Forms and Items and Services.

Response due date: Wednesday, 26 April 2023 04:52 PM CEST

<p>Gain Instant Trust of Buyers Get Verified on Coupa </p>	<p>Want to participate later? Click I intend to participate button to let the buyer know.</p>	<p>Need more info? Click View Event and you will be taken to the event page.</p>
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2. When you click on *"I intend to Participate"*, you let Fluxys know that you intend to participate in the sourcing event.

3. Click on “View Event” to go to the event:

RFP - Gas Materials - ... - Event #92 Active

Event Ends: 19 : 23
days hrs

[Event Info](#)

Fluxys has invited you to the sourcing event: **RFP - Gas Materials - Actuator**. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the 'My Responses' tab to provide your response, which may include Attachments, Forms and Items and Services.

Do you intend to participate in this event?

I intend to participate in this event
Event owner will be notified of your intent to participate.

[Accept Terms and Conditions](#)

Terms and Conditions
Fluxys is the one and only judge for the determination of winning bids, but Coupa shall not be liable for any errors or omissions relating to such determination.

Do you accept these Terms and Conditions?
 Yes
 No

At the end of this event we reserve the right to award, or not award, this business based on our sole discretion.

Terms and Conditions
[Terms__Conditions.docx](#)

Do you accept these Terms and Conditions?
 Yes
 No

[Send to Event Owner](#)

[Event Information & Bidding Rules](#) [Buyer Attachments](#)

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted
Buyer may choose to award individual line items

Timeline

Event Start	Event End
Apr 7 (Start time may change based on approvals) 17:48 CET 20d : 0h : 0min	Apr 27 (End time may change based on approvals) 17:48 CET 00:00

[Enter Response](#)

Messages 0

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4. When you accept the Terms & Conditions and click on “Sent to Event Owner”, the “Enter Response” button will no longer be greyed out and it will be possible to click on it. By doing this you are brought to the “my responses” page.

Accept Terms and Conditions

Terms and Conditions

Fluxys is the one and only judge for the determination of winning bids, but Coupa shall not be liable for any errors or omissions relating to such determination.

At the end of this event we reserve the right to award, or not award, this business based on our sole discretion

Terms and Conditions

[Terms__Conditions.docx](#)

Do you accept these Terms and Conditions?

- Yes
 No

Do you accept these Terms and Conditions?

- Yes
 No

[Send to Event Owner](#)

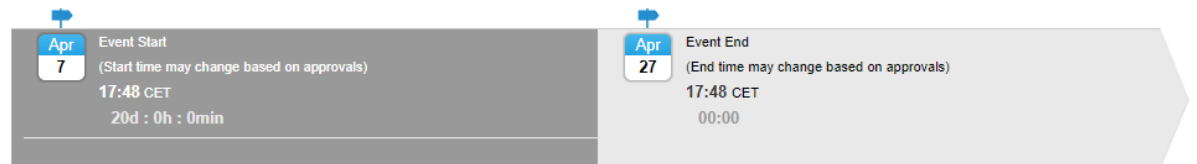
Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted
Buyer may choose to award individual line items

Buyer Attachments

Timeline



[Enter Response](#)

3.2 Answers

On this page you can submit your responses of the requested goods and/or services from Fluxys. Mandatory information is marked with a red asterisk. If any of the mandatory fields are not filled in, your response cannot be submitted.

Depending on the event, the sections below may or may not contain content.

3.2.1 Attachments

Fluxys can provide more information about the event through documents. These can be downloaded. It is also possible to re-upload documents yourself. When this is marked with a red asterisk, it is mandatory to provide certain documents.

3.2.2 Forms

Forms that need to be answered.

3.2.3 Item and Services

Section where prices and other information can be passed on.

* Name

Event Ends **15:07**
days hrs

Attachments

Provided by Mathias Pauwels

Bijlage 1

Instructions
Please find attached supporting information for your participation in this tender. In case of any question, please use the messaging center or email to contactexample@fluxys.be

Attachment

- RFP_preliminary_information.pdf
- Quick_Supplier_Guide.pdf

Your response

Response to Bijlage 1

Attachment
[Add File](#)

Forms

has not provided any Forms for this event

Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items) 0.0000 EUR				
Electrical actuator		2 (Each) ×	<input type="text" value=""/> *	0.00 EUR
				Total 0.00 EUR

Export to Excel
Import from Excel
Load History
Save
Submit Response to Buyer

Messages 0 ^

Click on the item or service to see more details about it. You can also provide more information about your offered item or service.

Items Not in Lots (1 items)
0.0000 EUR

Item Requested	Ship To	Item Details
<div style="border: 2px solid #0070c0; padding: 5px; margin-bottom: 5px;"> Electrical actuator Item Description </div> <p>INDIVIDUAL FLUXYS NUMBER TO BE MENTIONED ON THE NAMEPLATE According to datasheet 402154, rev. 2 dd. 25/03/2022 Auma SARVEX 10.2 /ACVEXC01.2 LE 50.1 for valve FIORENTINI Synchroflux DN250 - Lillo Ontspanning -P12099-S4 According to Fluxys specification: - 4.90.000/00199 T.S. Electrical and electro-hydraulic actuators for valves, rev. 0 dd. 09/11/2011 - 4.90.000/09979 T.S. Surface preparation and protection of equipment and packages, rev. C dd. 26/10/2018 - 4.90000/00700 Technical Code - Specification for 'Final Technical Manufacturer Report', rev. 2.00 dd. 22/07/2014 Delivery address : Fiorentini Manufacture Italy</p>		

My Capacity	Expected Quantity		My Price *	Line Total
<input type="text" value="2"/>	2 Each	x	<input type="text"/>	= 0.00 EUR

Your Item Name

ID/Part Number

Add Image

Add image in GIF, JPEG, or PNG formats

Attachments

Click to view

Form

Lead Time

 Days

Description

Enter your item or service description

Cancel
Save Item

3.2.4 How to respond?

Ensure all mandatory fields are filled in. Give a name to your response at the top of the page.

* Name

1. **Save** – When the fields are filled in, click on “Save”. Your response will be saved but not sent to Fluxys.
2. **Submit Response to Buyer** – When you are ready to submit your response. Click on “Submit Response to Buyer”.
3. **Export to Excel** – Export the requested information to Excel to use this application to enter the information.
4. **Import from Excel** – Once the Excel file is filled in, the file can be re-uploaded to Coupa via this button. This allows you to register your response without filling in the fields online

When your answer is successfully submitted, you will receive the notification “Response submitted to Buyer”.

RFP - Gas Materials - ... - Event #92 Active

Response submitted to Buyer
✕

Event Ends

15 : 03
days hrs

Also, you can consult the history of the event at the bottom of the page by clicking on “Load History”. For example, you will be able to find when your answer was submitted.

It is possible to adjust your answer by clicking on “Edit Response”.

☰ Items and Services ▼

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
🛒 Items Not In Lots (1 items)				9,700.0000 EUR
🛒 Electrical actuator		2 (Each) ×	4,850.00 * =	9,700.00 EUR
Total				9,700.00 EUR

3.3 Message centre and language

All questions concerning the event can be asked to Fluxys via the message centre (bottom left of the page). The reply from Fluxys can also be found here. You will be notified via e-mail when a new message has been received from the Fluxys team.

At the bottom of the page you can select your preferred language for the interface and for e-mail notifications.

