

Fost Plus Offer Portal Manual

Fost Plus Offer Portal Manual		1
1	Access.....	1
2	Identifying company.....	1
3	My data	1
4	My subcontractors.....	3
5	My library	4
6	Requesting available specifications.....	5
7	Preparing an offer	7
7.1	Step 1: Defining lots and variants	7
7.2	Step 2: Entering the addresses per lot.....	8
7.3	Step 3: Selecting the documents for the offer.....	9
7.4	Step 4: Signing and submitting offer.....	10
7.4.1	Sign digitally with a Fost Plus application	11
7.4.2	Upload your own digitally signed documents.....	13
7.5	Correcting the offer	14
8	Recommendations	15

1 Access

The registered Main User of MyFost (or other users with the appropriate rights) can create/manage users and allow access to the offer portal via the "Users" menu in MyFost.



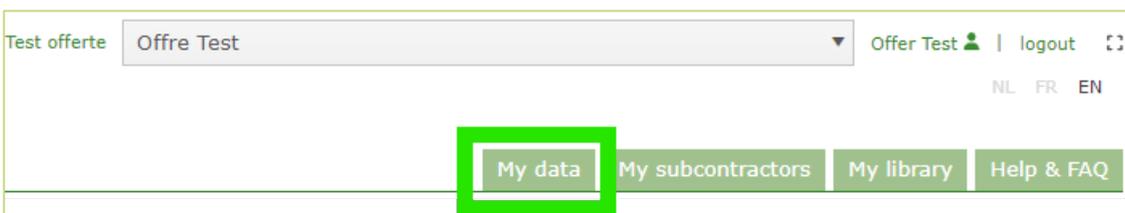
Please see the "Help & FAQ" menu in MyFost for a more detailed explanation.

2 Identifying company

Always start by indicating the organisation for which you would like to use the offer portal



3 My data



Via this tab you can manage the various operating addresses for your own organisation, such as delivery addresses and processing addresses. These addresses appear in the offer, where you have to enter the delivery and processing address per lot and price variant.

In this tab you will find the registered office of the selected organisation. At the bottom of the page you can create ("New") and manage any operating sites.

The details of the operating addresses can be modified as long as they have not been used in a submitted offer.

If they have already been used, you can delete them and create a new one.

My data

Here you can manage the operational addresses of your company to indicate as delivery or recycling addresses in your offer. Inform Fost Plus on partners@fostplus.be if the details of your registered office are incorrect.

Registered office

Organisation name	Offre Test	Tel number	<input type="text"/>
Legal form		E-mail	<input type="text" value="info@fp.be"/>
Street Nr Bus	Ottergemsesteenweg ZUID 801	Website	<input type="text" value="www.off.be"/>
Zipcode	9000		
City	Gent		
Country	BELGIE		
Enterprise/VAT Number	BE 0403.526.730		

Operational addresses

Site name	Street	Nr	Bus	Zipcode	City	Country	
No results...							

0 items per page

Current page: 1

My data

Here you can manage the operational addresses of your company to indicate as delivery or recycling addresses in your offer. Inform Fost Plus on partners@fostplus.be if the details of your registered office are incorrect.

Registered office

Organisation name	Offre Test	Tel number	<input type="text"/>
Legal form		E-mail	<input type="text" value="info@fp.be"/>
Street Nr Bus	Ottergemsesteenweg ZUID 801	Website	<input type="text" value="www.off.be"/>
Zipcode	9000		
City	Gent		
Country	BELGIE		
Enterprise/VAT Number	BE 0403.526.730		

Operational address ✕

Site name	<input type="text"/>
Street Nr Bus	<input type="text"/> <input type="text"/> <input type="text"/>
Zipcode	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="BELGIE"/>

Operational addresses

Site name	Street	Nr	Bus	Zipcode	City	Country	
No results...							

0 items per page

Current page: 1

4 My subcontractors

Test offerte Offre Test Offer Test | logout NL FR EN

My data **My subcontractors** My library Help & FAQ

Under “My subcontractors”, you first create the details of the organisation. By clicking on the line of the subcontractor, you can then also add operating addresses for this subcontractor. These addresses appear in the offer, where you have to enter the delivery address and processing address per lot and price variant.

My subcontractors

Here you can manage your subcontractors to indicate as delivery or processing addresses in your quotation.

+ New

Subcontra...	Legal form	Street	Nr	Bus	Zipcode	City	Country	Enterprise...	Tel nr	Email	Website	
Onderaan...	nv	Straat	1		1000	Brussel	BELGIE	BE 0000.0...	+32 2 100...	info@test....	www.test....	Delete

1 items per page Current page: 1

Subcontractor 1

Registered office

Organisation name Tel number

Legal form E-mail

Street Nr Bus Website

Zipcode

City

Country

Enterprise/VAT Number

Back Save

Operational addresses

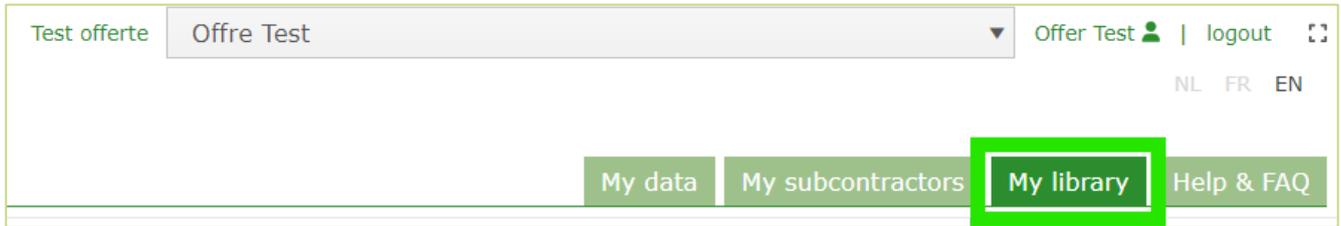
+ New

Site name	Street	Nr	Bus	Zipcode	City	Country	
No results...							

0 items per page Current page: 1

5 My library

You can manage your documents in the “My library” menu. You can then add these documents to an offer.

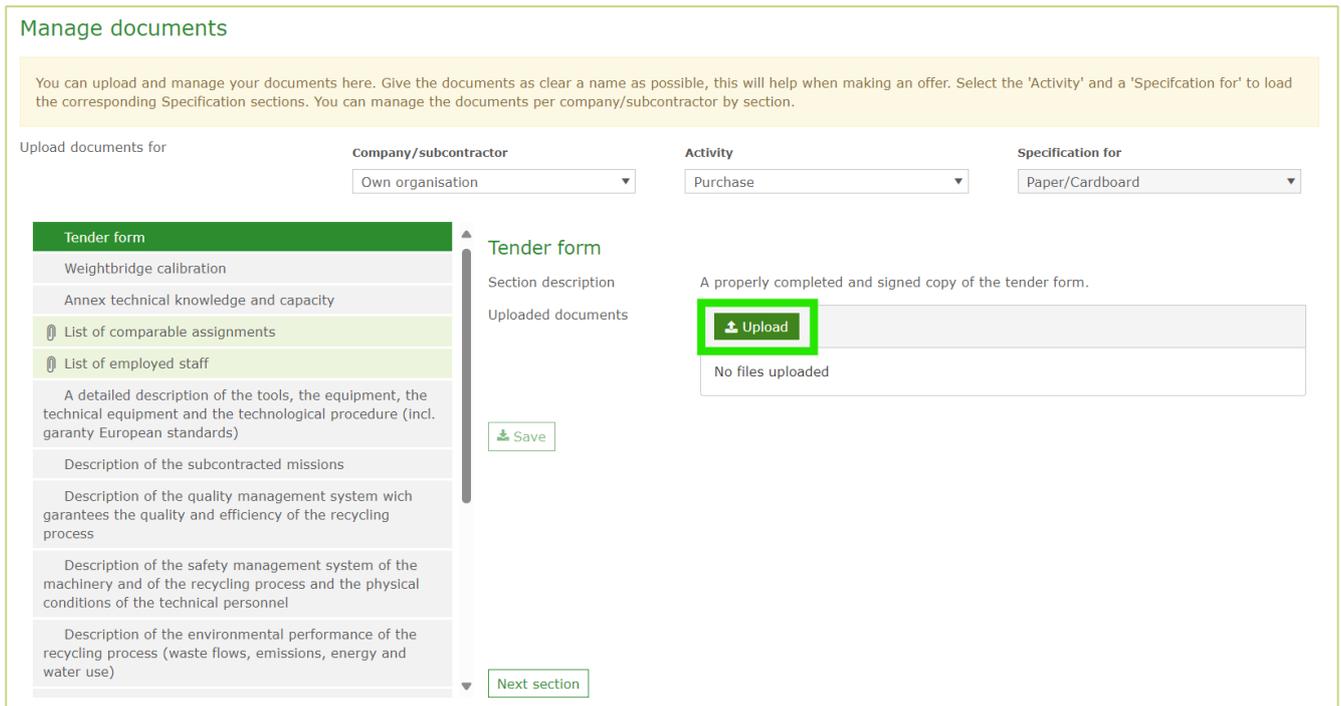


The screenshot shows the top navigation bar of the Fostplus application. On the left, there is a dropdown menu labeled 'Test offerte' with 'Offre Test' selected. To the right, there are links for 'Offer Test' with a user icon, 'logout', and language options 'NL', 'FR', and 'EN'. Below the navigation bar, there are four buttons: 'My data', 'My subcontractors', 'My library' (which is highlighted with a green border), and 'Help & FAQ'.

Select the company, activity and specifications for which these documents are to be used.



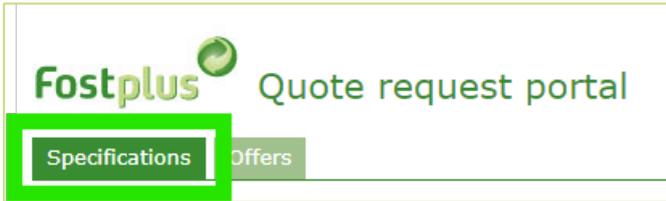
The screenshot shows the 'Manage documents' form. At the top, there is a yellow information box with instructions: 'You can upload and manage your documents here. Give the documents as clear a name as possible, this will help when making an offer. Select the 'Activity' and a 'Specification for' to load the corresponding Specification sections. You can manage the documents per company/subcontractor by section.' Below this, there are three dropdown menus: 'Company/subcontractor' (with 'Own organisation' selected), 'Activity' (empty), and 'Specification for' (empty). These three dropdown menus are highlighted with green boxes.



The screenshot shows the 'Manage documents' form with the 'Company/subcontractor' dropdown set to 'Own organisation', 'Activity' set to 'Purchase', and 'Specification for' set to 'Paper/Cardboard'. On the left, there is a list of sections. The 'Tender form' section is selected and highlighted in green. The 'Tender form' section description is: 'A properly completed and signed copy of the tender form.' Below the description, there is an 'Uploaded documents' area with an 'Upload' button highlighted in a green box. Below the upload area, it says 'No files uploaded'. There are also 'Save' and 'Next section' buttons.

You can upload the necessary documents per section.

6 Requesting available specifications



Available specifications should first be requested in order to be consulted.

1. Click on the “Request” button.
2. When the specifications have been obtained, you can click on the line to consult details.

Overview specifications

Before you can start a quotation, you must first enter your details and any subcontractors in the sections "My Details" and "My Subcontractors". These can then be used in the quotation.

In the "My Library" section you can manage your standard documents that you want to use with each quotation.

Filters >

Specification ref	Available Langua...	Activity	Specification For	Start offer	End offer	Opening offers ↓	Status	Requested
Tender Test P/K	Dutch, French, E...	Purchase	Paper/Cardboard	03/07/2023 10:15	19/10/2024 15:00	19/10/2024 15:00	Offer submitted	<input type="button" value="Requested"/>
Test Tender	Dutch	Purchase	Paper/Cardboard	01/07/2023 10:00	01/10/2024 11:59	01/10/2024 12:00	Available	<input type="button" value="Request"/>
nieuwe test CRM ...	Dutch	Purchase	Glass	13/12/2023 11:05	01/01/2025 00:59	13/12/2023 14:40	Available	<input type="button" value="Request"/>

< > 50 items per page Current page: 1

Specification - details

General **Lots**

General

Specification Ref: Tender Test P/K

Status: **In evaluation**

Number of lots: 3

Activity: Purchase

Specification for: Paper/Cardboard

Lots for: Paper/Cardboard

Offer period*

Start: 03.07.2023 10:15

End: 19.10.2024 15:00

Opening date: 19.10.2024 15:00

Timezone: CEST (GMT+2) or CET (GMT+1)

Specification

Specification	NL	FR	EN
Specification	Lastenboek PK .docx	Cahier de charges PC .docx	No files uploaded
Inventory	Inventaris PK IC 1.docx Inventaris PK IC 2 L...docx Inventaris PK IC 2 L...docx	Inventaire PC IC 1.docx Inventaire PC IC 2 L...docx Inventaire PC IC 2 L...docx	Inventory PC IC 2 L...docx Inventory PC IC 1.docx Inventory PC IC 2 L...docx

[Back](#) [Go to offer](#)

In this screen you can download the specifications and the inventory.

Details of when the specifications were published, the deadline for the submission of an offer and when the tenders are opened can also be found here.

Details of the lots included in these specifications can be found via the "Lots" tab.

Specification - details

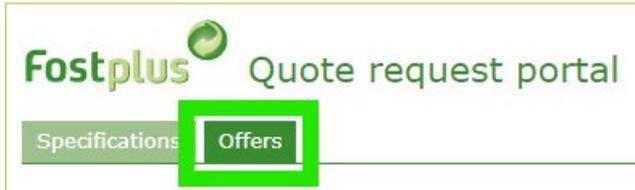
General **Lots**

Project	Zone	Location	Activity	Specification for	Lot for	Start contr...	End contract	Specification Ref
IC 1	IC 1		Purchase	Paper/Cardboard	Paper/Cardboard	01/01/2024	31/12/2024	Tender Test P/K
IC 2	LOT A		Purchase	Paper/Cardboard	Paper/Cardboard	01/01/2024	31/12/2024	Tender Test P/K
IC 2	LOT B		Purchase	Paper/Cardboard	Paper/Cardboard	01/01/2024	31/12/2024	Tender Test P/K

7 Preparing an offer

The “Offers” menu provides an overview of all requested specifications. Within the tender period, you can start, further complete and submit an offer. An offer that has been started but not yet submitted can be deleted. Outside the tender period, you can consult any offer prepared at any time.

No further offers may be submitted after the submission deadline.



Overview offers

Specification referen...	Activity	Specification for	Version	Offer Status	Submitted on	End offer date ↓				
Tender P/C	Purchase	Paper/Cardboard			-	22/06/2025 11...	Start offer			Report and results

7.1 Step 1: Defining lots and variants

Select the lots and price type for which you would like to submit an offer.

You can only continue to the following step once at least one lot and one price variant have been ticked.

Click ‘Next’ to continue.

Offer specification: Test Tender - Paper/Cardboard

Offer period 01.07.2023 10:00 until 01.10.2023 11:59 Opening offers 01.10.2023 12:00

Lots _____ Addresses _____ Documents _____ Sign and submit

Select the lots and price variants for which you wish to submit an offer.

	Project	Zone	Location	Activity	Lot for	Start contract	End contract	Basic	Variant 1	Variant 2	Variant 3
<input checked="" type="checkbox"/>	IC 2	LOT A		Purchase	Paper/Cardboa...	01/01/2024	31/12/2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IC 2	LOT B		Purchase	Paper/Cardboa...	01/01/2024	31/12/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Next

7.2 Step 2: Entering the addresses per lot

Click on the address icon to enter the delivery address and the processing address. If a variant offer is submitted, the reason for this should be indicated.

Offer specification : Tender P/C - Paper/Cardboard

Offer period 15.06.2023 10:20 until 22.06.2025 11:00 Opening offers 22.06.2025 11:00

Lots _____ **Addresses** _____ Documents _____ Sign and submit

You can only proceed to the next step when all addresses have been added.

Project	Zone	Location	Lot for	Price variant	Address delivery & recycling
Intercommunale 1	Intercommunale		Paper/Cardboard	Basic	
Intercommunale 3	Lot A		Paper/Cardboard	Basic	
Intercommunale 3	Lot B		Paper/Cardboard	Variant 1	
Intercommunale 3	Lot B		Paper/Cardboard	Basic	

Adres selectie

Intercommunale 1 Intercommunale Basis

Reden variant

Organisatie	Onderaannemer	Type en adres	Leveringsadres	Verwerkingsadres
Test Offerte	<input type="checkbox"/>	Maatschappelijke zetel Olympiadenlaan 2, 75589 PARIS	<input type="radio"/>	<input type="radio"/>
Test Offerte	<input type="checkbox"/>	Operationeel adres Site Belgium, Street 1, 1140 Evere	<input type="radio"/>	<input type="radio"/>
Subcontractor 1	<input checked="" type="checkbox"/>	Maatschappelijke zetel Haachtsesteenweg , 1831 Diegem	<input type="radio"/>	<input type="radio"/>
Subcontractor 1	<input checked="" type="checkbox"/>	Operationeel adres Site Subcontractor 1, Leuvensteenweg , 3000 Leuven	<input type="radio"/>	<input type="radio"/>

When the addresses for the lot have been entered correctly, the address icon will turn green and the table will be completed.

Only once all the addresses have been entered can you continue to the next step.

Offer specification : Tender P/C - Paper/Cardboard

Offer period 15.06.2023 10:20 until 22.06.2025 11:00 Opening offers 22.06.2025 11:00

Lots _____ **Addresses** _____ Documents _____ Sign and submit

You can only proceed to the next step when all addresses have been added.

Project	Zone	Location	Lot for	Price variant	Address delivery & recycling	
Intercommunale 1	Intercommunale		Paper/Cardboard	Basic	Street 1, 1140 Evere Olympiadenlaan 2, 75589 PARIS	
Intercommunale 3	Lot A		Paper/Cardboard	Basic		
Intercommunale 3	Lot B		Paper/Cardboard	Variant 1		
Intercommunale 3	Lot B		Paper/Cardboard	Basic		

 Save  Back  Next

7.3 Step 3: Selecting the documents for the offer

Per company entered in step 2, the necessary sections should be completed by uploading a document or adding a comment to explain why this section does not apply. This page also indicates the number of subcontractors for whom you also have to fill in the necessary sections.

Once the section has been completed (by either uploading a document or giving a reason why this is not applicable), a ✓ appears next to the section.

Documents in pdf, Word and Excel formats are allowed.

Only when all the previous steps have been completed correctly and all sections have been filled in for all companies can you continue to the next step.

Offer specification : Tender P/C - Paper/Cardboard

Offer period 15.06.2023 10:20 until 22.06.2025 11:00 Opening offers 22.06.2025 11:00

Lots _____ **Addresses** _____ **Documents** _____ Sign and submit

Sections of the specification for Subcontractors: 1

Own organisation

Own organisation

Subcontractor 1

7.3.3 Trade Register

7.3.4 Operating permit and/or environmental permits

7.3.5 Export/import permits

7.3.6 Proof of payment for the temporary guarantee

7.3.7 Financial and economic capacity

7.3.8 Declaration regarding turnover

7.3.9 Social security contributions

7.3.10 Weightbridge calibration

7.3.11 Annex technical knowledge and capacity

7.3.12 List of comparable assignments

7.3.13 List of employed staff

7.3.14 A detailed description of the tools, the equipment, the technical equipment and the technological procedure (incl. guaranty European standards)

7.3.15 Description of the subcontracted missions

 Save

7.3.1 Tender form

Organisation Own organisation

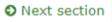
Section description A properly completed and signed copy of the tender form.

Place in specification 7.3.1

Uploaded documents

 Upload  Upload from library 

No files uploaded

 Back  Previous section  Next section  Next

7.4 Step 4: Signing and submitting offer

The takeoff should be signed digitally by means of a **qualified electronic signature** within the tender period.

With a qualified electronic signature, the identity of the signatory is linked to a personal, qualified certificate. Signature via BeID, LuxID, *itsme*[®] and Swisscom (European eIDAS) are examples of a qualified electronic signature.

This can be a lengthy process, we do not recommend waiting until the last day to start this process.

If the inventory is available in the language of the application, it can be downloaded here. If it is not available, please change the language of the application or consult the details of the specifications.



The screenshot shows the 'Fostplus Offerteportaal' interface. At the top, there is a navigation bar with 'Lastenboek' and 'Offertes' tabs. The main content area is titled 'Offerte lastenboek : Tender P/C - Papier/Karton'. Below the title, there are details for the tender period: 'Offerteperiode 15.06.2023 10:20 tot 22.06.2025 11:00' and 'Opening biedingen 22.06.2025 11:00'. A progress bar shows 'Loten', 'Adressen', 'Documenten', and 'Ondertekenen en indienen'. A yellow box contains instructions: 'De ingevulde inventaris dient digitaal ondertekend te worden met een gekwalificeerde elektronische handtekening binnen de offerteperiode. Door ondertekening van deze offerte verklaart de inschrijver zich akkoord met deze inventaris en alle documenten opgeladen in het kader van deze offerte.' Below this, there are two bullet points: 'Hieronder kan u gebruik maken van de applicatie aangeboden door Fost Plus. Bij een tijdige ondertekening, wordt de offerte automatisch ingediend.' and 'Gebruikt u uw eigen ondertekenen applicatie, dan laadt u de reeds digitaal ondertekende documenten op en dient u de offerte in. Noteer dat de documenten ondertekend dienen te worden met een gekwalificeerde elektronische handtekening om geldig te zijn. Meer informatie kan u terugvinden in de handleiding bij 'Help & FAQ'.' At the bottom, there are two sections: 'Download inventaris documenten' with a link to 'Tender inventaris.docx' and a download icon, and 'Kies uw ondertekenen methode' with two radio buttons: 'Digitaal tekenen met een Fost Plus applicatie' (selected) and 'Upload eigen digitaal ondertekende documenten'.

7.4.1 Sign digitally with a Fost Plus application

You can use the Fost Plus application to sign the takeoff or have it signed. In this case, the following signing methods are possible: BelD, *itsme*® and Swisscom.

Choose your signign method

Sign digitally with a Fost Plus application

Upload your own digitally signed documents

To be signed by

Firstname Lastname Language

E-mail Mobile phone

Signed by proxy - power of attorney

Yes

Documents to be signed digitally

Inventory

No files uploaded

1. Enter the data of the signatory.
2. Upload the completed takeoff.

To make signing as easy as possible, we advise you to upload all completed takeoffs in one file and send this to be signed.

3. Click on “Send for signing”. The signatory receives an e-mail from esign@app.fostplus.be with a link to sign the takeoff. To be sure that this e-mail does not end up in the spam folder, it is also advisable to contact the signatory.

Once the file has been sent, you can no longer modify the documents to be signed and the signatory. If you would like to make a modification, click on “Cancel sending” and make the necessary changes in order to send for signing again.

Cancellation is only possible as long as the documents have not been signed.

4. The documents should be signed during the tender period! If they are signed on time, they go to “Signed documents” and the offer is submitted automatically. The primary contact person for offers will also receive an email confirming this.

In order to sign via BelD, you may have to first install the software (depending on your browser). When signing, you can follow the instructions or obtain more information via https://connectivegroup.my.site.com/s/global-search/install%20package?language=en_US

Available videos on Swisscom signature

FR: <https://www.youtube.com/watch?v=XUt6j5oHBFk>

EN: <https://www.youtube.com/watch?v=tcXdJO49NDo>

The signatory will have to identify themselves. This is done online via "Video". The service is available 24/7 in English. For other languages, certain service provision times have to be taken into account.

Service times:

German, English, Croatian: 24 hours available

French: MON-FRI 08:00-16:00

Spanish: MON-FRI 14:00-21:00

7.4.2 Upload your own digitally signed documents

You can also use your own signing application to sign the takeoff. To do this, the signed documents should be uploaded to the offer portal and you should then submit the offer manually.

Choose your signign method

Sign digitally with a Fost Plus application

Upload your own digitally signed documents

Upload your signed documents

Inventory

 Upload

No files uploaded

Signed by proxy - power of attorney

Yes

 Back  Save

Procedure:

1. Upload the digitally signed documents in the section “Upload your signed documents”.

N.B.: Every uploaded document should be signed by means of a **qualified electronic signature**.

2. Click on “Submit”.

The primary contact person for offers will receive an email confirming this.

7.5 Correcting the offer

Within the tender period, the offer can be corrected by preparing and submitting a new offer.

It is important to make sure that your correction replaces the whole offer. The previous version remains valid until your correction has been submitted.



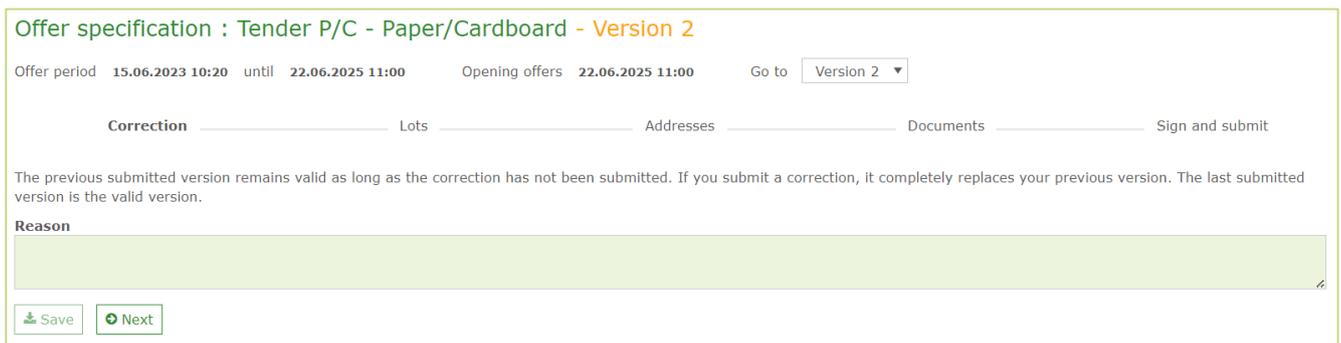
Test offerte Test Offerte Offer Test | logout NL FR EN

Specifications Offers My data My subcontractors My library Help & FAQ

Overview offers

Specification referen...	Activity	Specification for	Version	Offer Status	Submitted on	End offer date ↓			
Tender P/C	Purchase	Paper/Cardboard	v1	Submitted	28/06/2024 11...	22/06/2025 11...	Go to offer	Correction	Report and results

Please give a reason and follow all subsequent steps of the offer.



Offer specification : Tender P/C - Paper/Cardboard - Version 2

Offer period 15.06.2023 10:20 until 22.06.2025 11:00 Opening offers 22.06.2025 11:00 Go to Version 2

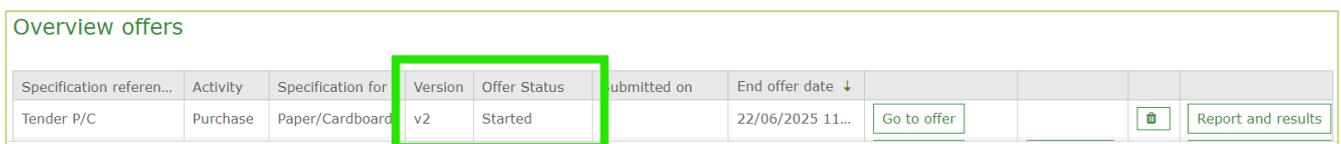
Correction Lots Addresses Documents Sign and submit

The previous submitted version remains valid as long as the correction has not been submitted. If you submit a correction, it completely replaces your previous version. The last submitted version is the valid version.

Reason

Save Next

The overview displays the current situation as regards the most recent version. A correction that has been started can still be deleted.

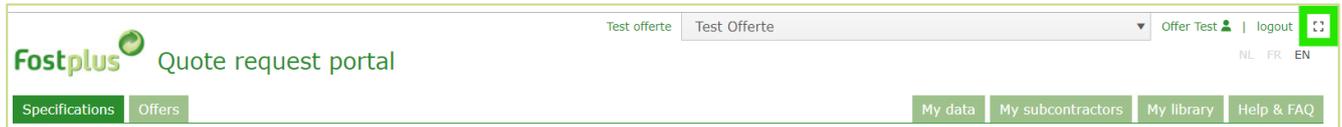


Overview offers

Specification referen...	Activity	Specification for	Version	Offer Status	Submitted on	End offer date ↓			
Tender P/C	Purchase	Paper/Cardboard	v2	Started		22/06/2025 11...	Go to offer		Report and results

8 Recommendations

Zoom in by using the full screen.



When you first sign up (in 3 months) there is a welcome wizard that will guide you through the various tabs of the Quote Request Portal, if you want to see this welcome wizard again you can use the following URL:
https://tender.fostplus.be/bids/specifications?_ug_=118966