

How to express interest through Felix link / QR code

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This guide outlines the process for vendors to complete an Expression of Interest for Logan and Gold Coast Faster Rail - Rail Package project in Felix using the custom link or QR Code.

Further support or guidance can be provided. Email: felix.procurement@cpbcon.com.au

Email: <u>LGCRprocurement@activusalliance.com.au</u>

1-Open the link or scan the QR Code

Link: https://cpbcon.felix.net/panel_registration/activus_eoi



QR Code

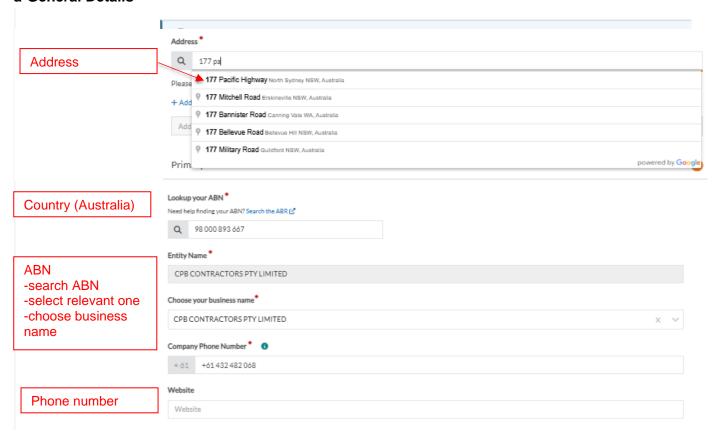






2-Create a free Felix profile by completing

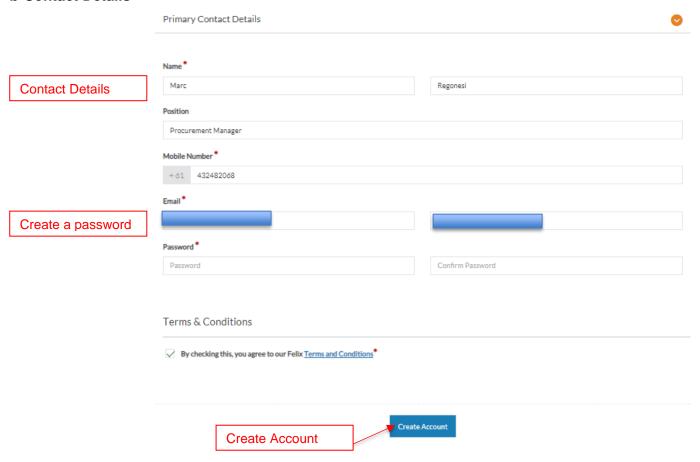
a-General Details



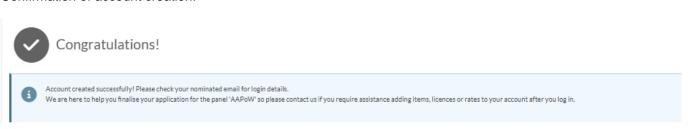




b-Contact Details



Confirmation of account creation:







3-Open the link in the email sent by no-reply@felix.net

Finalise registration as a vendor to CPB Contractors

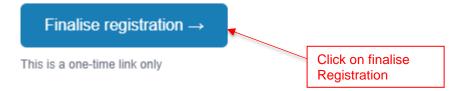
Your account has been successfully created. Please complete the steps below to finalise your registration to CPB Contractors.

How to finalise your registration

- A Felix account has been created for you with the email
 and password you set on the registration form. Click the 'Finalise registration' link below to login.
- After logging in, complete your registration with CPB Contractors. You may be required to add services offered, respond to a questionnaire or provide any other required information.
- 3. If you are having trouble getting into your account, follow these steps.

This registration is **linked to your email address**, so forwarding this email will not grant access to the registration. After logging in, you can change the email or **add more users**.

If you have questions about this registration, please contact CPB Contractors by email at felix.procurement@cpbcon.com.au



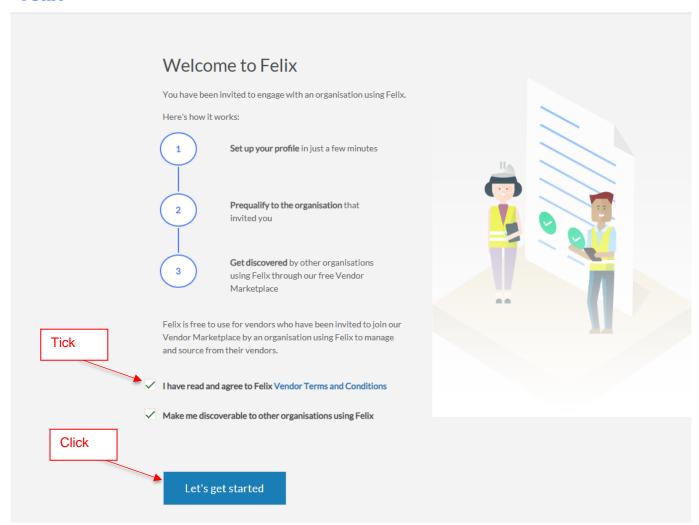




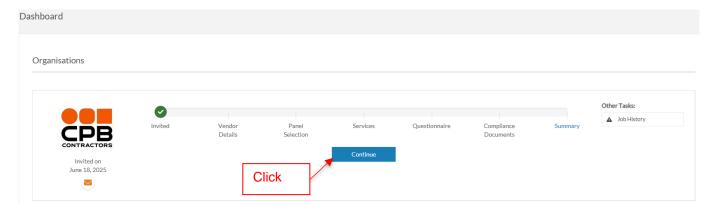


4-The link opens Felix in your browser (https://vendor.felix.net/)

felix



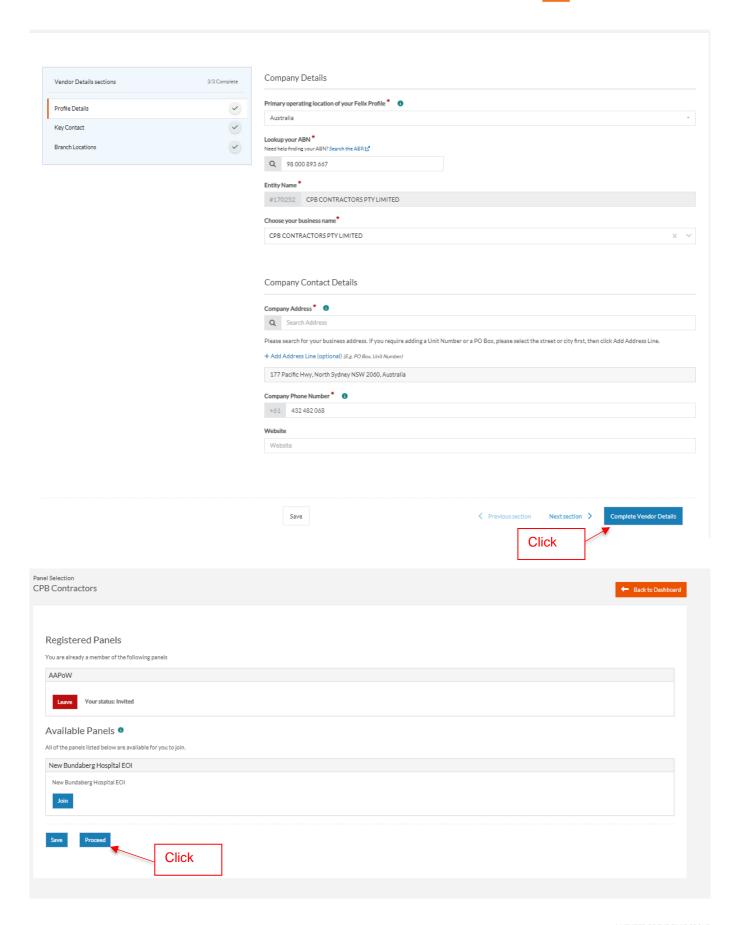
5-Complete Steps







Constructing our future together

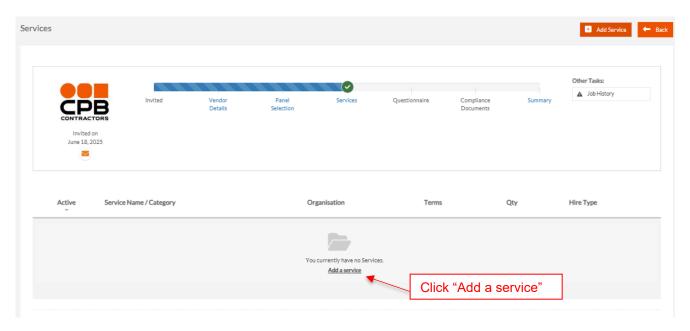




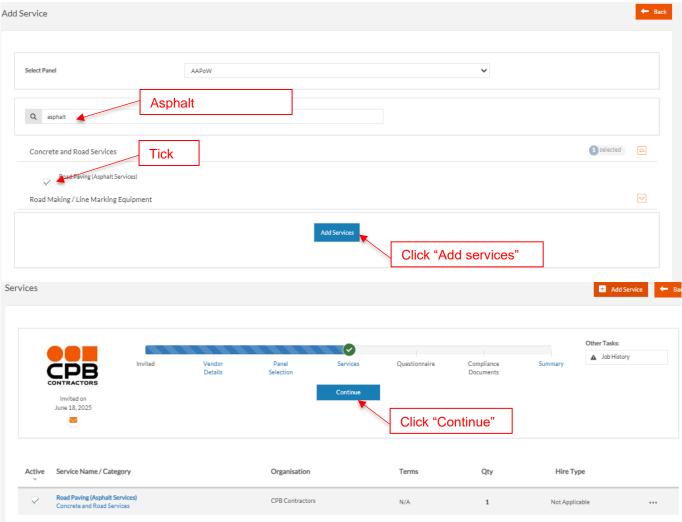




6-Select Services / Trades offered by your company



Search and tick your services / trades (example below: Asphalt)



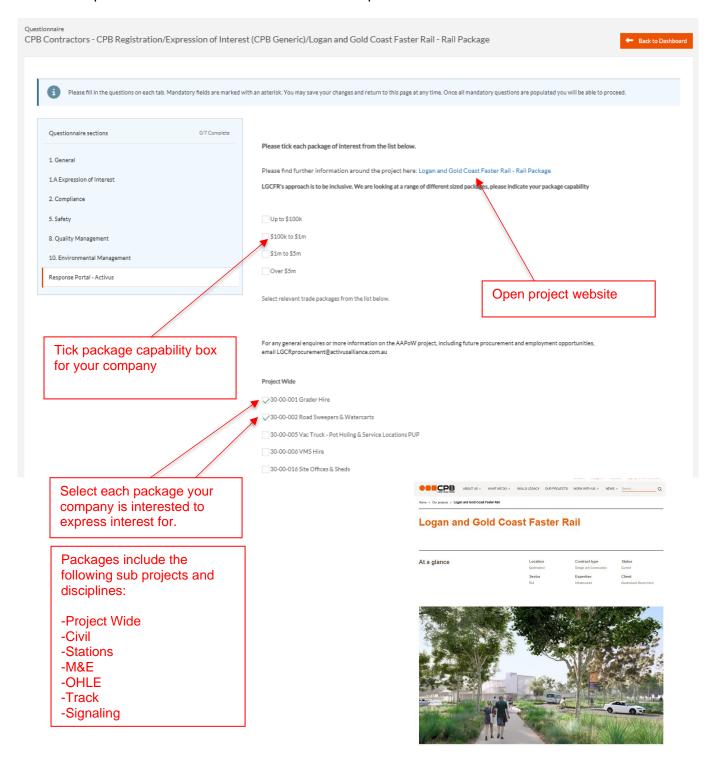






7-Complete the questionnaire

Select "Response Portal - Activus" section on the left pane







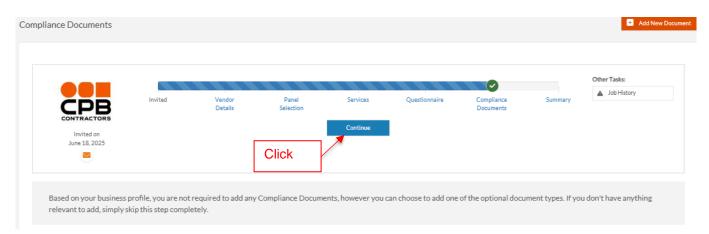


Once you have selected all packages of interest, scroll down to the bottom of the page. Click "save" and "complete questionnaire"



<u>Note</u>: Once this questionnaire is submitted, the submission is closed. If the applicant needs to update an existing questionnaire and/or apply for another package prior to nominated closing dates, you must email felix.procurement@cpbcon.com.au

Click on Continue

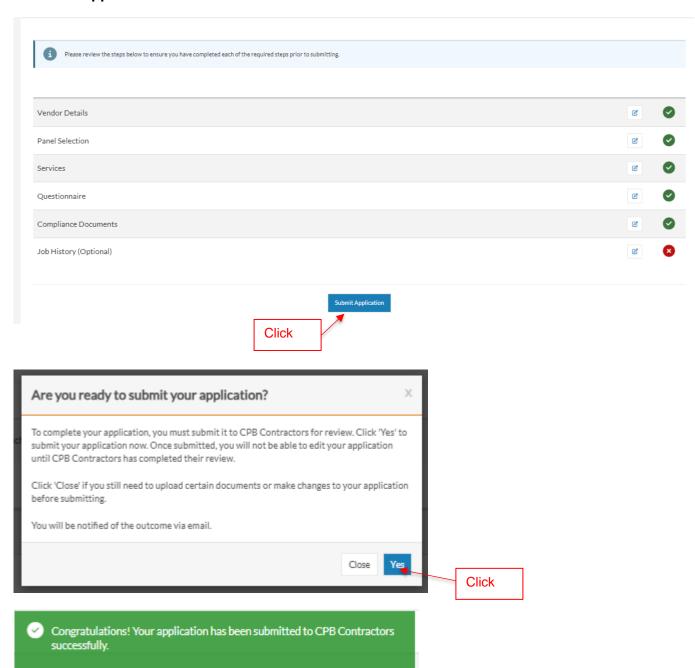








8-Submit Application



CPB can now access your information

Should your Company be shortlisted for the tender phase, Requests For Quotations (RFQ) will be issued via Felix.

Notifications will be issued to your email and you will be able to access and respond to RFQ in Felix.

