



Digital signature documents on Sourcing Tender System

Supplier handbook - Digital tenders

November 2019



Document objectives and structure



- This document aims to support suppliers involved in digital tenders during the activities on Sourcing tender system

- The following phases will be detailed:
 - › Receiving of RFI digitally signed
 - › Sending of economic offer digitally signed
 - › Sending of copy of contract digitally signed

- For each phase the document reports the operative steps and the related system screenshots

Access to ARIBA Sourcing from WeBUY



Access to ARIBA Sourcing from WeBUY

Suppliers access to Ariba Sourcing



- 1 After accessing to WeBUY, the supplier can find a section called Login to other systems where the link to enter in Ariba Sourcing can be found. By clicking on it, the active tender events to which the supplier has been invited can be consulted

The screenshot displays the Enel WeBUY dashboard. At the top left is the Enel logo and the text 'Welcome to WeBUY'. Below this is a navigation sidebar with icons for Home, Dashboard, Edit, Documents, Download, and Profile. The main content area is titled 'Main Dashboard' and contains several widgets:

- Start and manage RFQ:** A widget with a red 'Enter' button.
- New Messages (last 30 days):** A widget showing 'No Unread Messages'.
- My Procurement Process with Pending Responses:** A widget showing 'No Procurement Process to display'.
- Login to other systems:** A widget with a list of links: 'Supplier change pwd', '2One On Line Tenders' (highlighted with a blue box and a '1' in a blue circle), 'MLM (Material Lifecycle Management)', 'GlassDoor', '2One Invoicing Management (only Spain scope)', 'WebEdi', 'LMS - Cable reels management', 'SCM - Work management', and 'RFQ - Old qualification system'.
- My RFIs with Pending Responses:** A widget showing 'No RFIs to display'.
- Quick Links:** A widget with a 'Standard Links' section containing: 'My Auctions', 'My Contracts', 'My RFIs', 'My Procurement Process', 'List of Directories', 'Organisation Profile', and 'WeBUY Notices'.

Receiving of RFI digitally signed



Receiving of RFI digitally signed (1/2)



After accessing to the system, the supplier views the list of events in which he has been invited and selects the interesting tender by clicking on the event code (1)

Event List

This page shows information about the active events that you have been invited to.

Active Events I Participate In

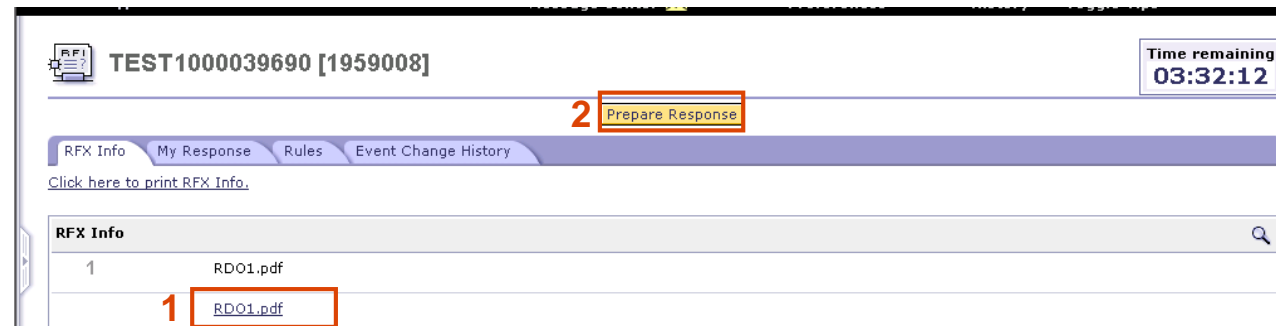
Status	Visible User ID	Id	Time Remaining	Type
Accepting Responses	TEST000046045	1957001	25 Days 1 Hour	RFI
Accepting Responses	TEST000046046	1957002	25 Days 1 Hour	RFI
Open for Bidding	1 TEST1000039690	1959008	3 Hours 55 Minutes	RFI
Pending Selection	TEST000040476	1603016	Bidding Closed	RFI
Pending Selection	TEST000041173	1642003	Bidding Closed	RFI
Pending Selection	TEST000040967	1635006	Bidding Closed	RFI
Pending Selection	TEST000042220	1698026	Bidding Closed	RFI
Pending Selection	TEST1000042355	1702038	Bidding Closed	RFI
Pending Selection	TEST000042519	1716001	Bidding Closed	RFI
Pending Selection	TEST1000042918	1734012	Bidding Closed	RFI

Receiving of RFI digitally signed (2/2)



In the “**RFX Info**” page it is possible to download and to examine the RFI (1) document digitally signed by Enel representative.

By clicking on “**Prepare Response**” (2) the supplier can insert the information required by the buyer in order to evaluate the company suitability to participate in next tender phases



Sending of economic offer digitally signed



Sending of economic offer digitally signed (1/4)



After accessing to the system, the supplier views the list of events in which he has been invited and selects the interesting tender by clicking on the event code (1)

Event List

This page shows information about the active events that you have been invited to.

Active Events I Participate In

Status	Visible User ID	Id	Time Remaining	Type
Accepting Responses	TEST000046045	1957001	25 Days 1 Hour	RFI
Accepting Responses	TEST000046046	1957002	25 Days 1 Hour	RFI
Open for Bidding	1 TEST1000039690	1959011	4 Hours 55 Minutes	Sealed RFQ
Pending Selection	TEST000040476	1603016	Bidding Closed	RFI
Pending Selection	TEST000041173	1642003	Bidding Closed	RFI
Pending Selection	TEST000040967	1635006	Bidding Closed	RFI
Pending Selection	TEST000042220	1698026	Bidding Closed	RFI
Pending Selection	TEST1000042355	1702038	Bidding Closed	RFI
Pending Selection	TEST000042519	1716001	Bidding Closed	RFI
Pending Selection	TEST1000042918	1734012	Bidding Closed	RFI

Sending of economic offer digitally signed (2/4)



In the “RFX info” page it is possible to view the information inserted and/or required by the buyer related to economic offer. By clicking on “**Prepare Response**” (1) the supplier can insert on the system its economic offer document and verify if the digital signature is mandatory or optional (2). By clicking on “**Browse**” button (3) the system allows the supplier to search and send the economic offer document previously digitally signed.

The screenshot displays the 'RFX info' page for 'TEST1000039690 [1959011]'. At the top right, a 'Time remaining' box shows '04:34:15'. A 'Prepare Bid' button is highlighted with a red box and labeled '1'. Below the navigation tabs, there is a search bar for 'RFX Info' and a table with one row: '1 Economic offer'. To the right, a sidebar shows 'Name: TEST1000039690 [1959011]' and 'Time Remaining: 04:32:38'. The main content area shows '1 RFX Info' with instructions: 'Before you submit a bid or response, review the RFX information. When you are ready to answer all questions and provide information for the requirements and attachments, place your bid. When there are multiple pages of information to review, use the page selector to advance the pages.' Below this, a table shows '1 * Economic offer' with a 'Browse...' button highlighted by a red box and labeled '3'. The file path 'C:\Documents and Set' is visible. At the bottom right, 'Next > Save Exit' buttons are present. On the left side of the screenshot, two icons are shown: 'Digital sign requested' (2) and 'Optional digital sign' (2), both with red boxes around them.

Sending of economic offer digitally signed (3/4)



After inserting the economic offer document, the supplier has to wait for the system verification about the digital signature correctness (1)

The screenshot shows a web interface for 'Bid Details'. It includes fields for Organization (FORNITOREPROVA2), Time Entered (4:50 PM), ID (2418078), Status (Entered), and Extended Price (100,000.00). Below this is a 'Response Detail' table with the following data:

Number	Question	Digital Sign option	Result Digital Sign
1	Economic offer		
	FORNITOREPROVA2 Offerta economica.pdf		



Waiting, check digital sign in progress

Sending of economic offer digitally signed (4/4)



The verification activity can lead to three different outcomes: document signed and valid (1), document signed with error (2), document not signed (3)

Bid Details

Organization: FORNITOREPROVA2
Time Entered: 4:52 PM
ID: 2418079
Status: Entered
Extended Price: 110,000.00

RFX Info Items

Number	Question	Digital Sign option	Result Digital Sign
1	Economic offer		
		FORNITOREPROVA2 DOC_firmato.pdf	

Bid Details

Organization: FORNITOREPROVA2
Time Entered: 4:50 PM
ID: 2418078
Status: Entered
Extended Price: 100,000.00

RFX Info Items

Number	Question	Digital Sign option	Result Digital Sign
1	Economic offer		
		FORNITOREPROVA2 Offerta_economica.pdf	

3

Sending of copy of contract digitally signed



Sending of copy of contract digitally signed (1/4)



After accessing to the system, the supplier views the list of events in which he has been invited and selects the interesting tender by clicking on the event code (1)

Event List

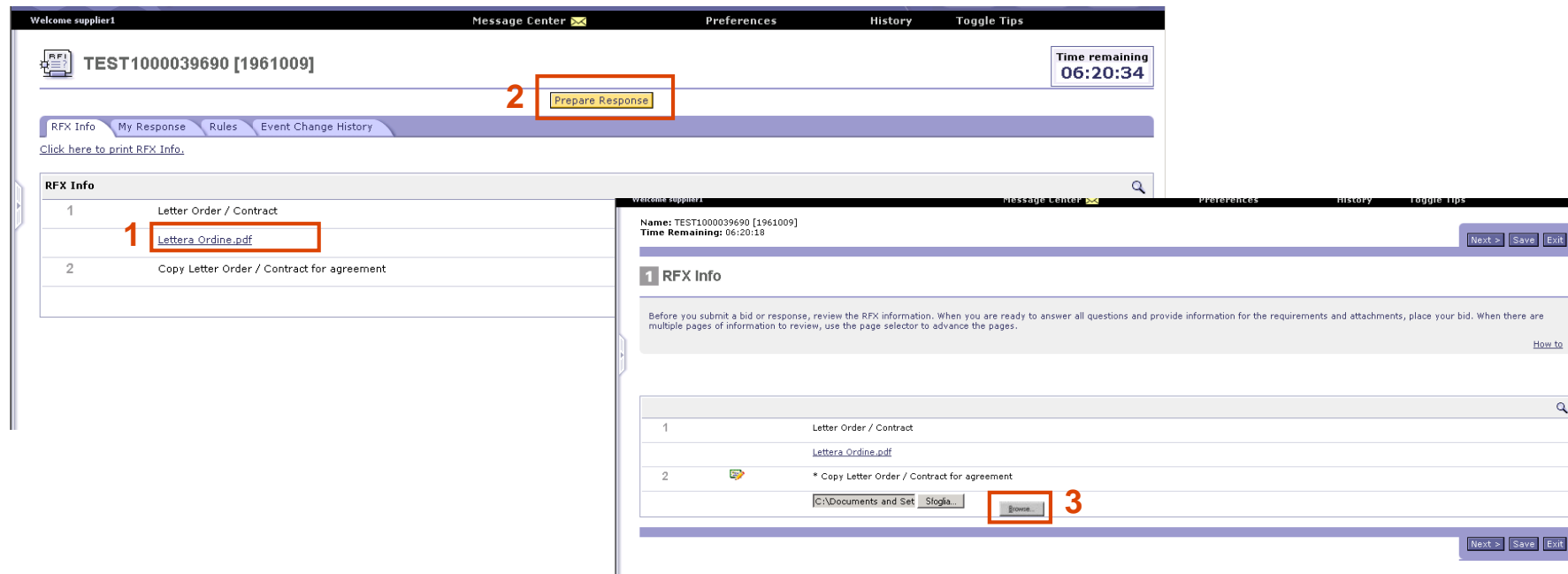
This page shows information about the active events that you have been invited to.

Status	Visible User ID	Id	Time Remaining	Type
Accepting Responses	1 TEST1000039690	1961009	6 Hours 21 Minutes	RFI
Accepting Responses	TEST000046045	1957001	24 Days 6 Hours	RFI
Accepting Responses	TEST000046046	1957002	24 Days 7 Hours	RFI
Pending Selection	TEST000040476	1603016	Bidding Closed	RFI
Pending Selection	TEST000041173	1642003	Bidding Closed	RFI
Pending Selection	TEST000040967	1635006	Bidding Closed	RFI
Pending Selection	TEST000042220	1698026	Bidding Closed	RFI
Pending Selection	TEST1000042355	1702038	Bidding Closed	RFI
Pending Selection	TEST000042519	1716001	Bidding Closed	RFI
Pending Selection	TEST1000042918	1734012	Bidding Closed	RFI
Pending Selection	TEST000043780	1813012	Bidding Closed	RFI
Pending Selection	TEST000043400	1700001	Bidding Closed	RFI

Sending of copy of contract digitally signed (2/4)



In the “RFX info” page it is possible to view contract inserted by the buyer and digitally signed by Enel representative (1). By clicking on “Prepare Response” (2) the supplier can insert on the system the copy of contract digitally signed by his representative. By clicking on “Browse” button (3) the system allows the supplier to search and send the contract document previously digitally signed



Sending of copy of contract digitally signed (3/4)



After inserting the copy of contract, the supplier has to wait the system verification about the digital signature correctness (1)

Number	Question	Digital Sign option	Result Digital Sign
1	Letter Order / Contract Lettera_Ordine.pdf		
2	Copy Letter Order / Contract for agreement		

FORNITOREPROVA1 [DOC_firmato.pdf](#)



Waiting, check digital sign in progress

Sending of copy of contract digitally signed (4/4)



As for the economic offer document, also for the contract document verification the system can return three different outcomes: document signed and valid (1), document signed with error (2), document not signed (3)

