



WeBUY

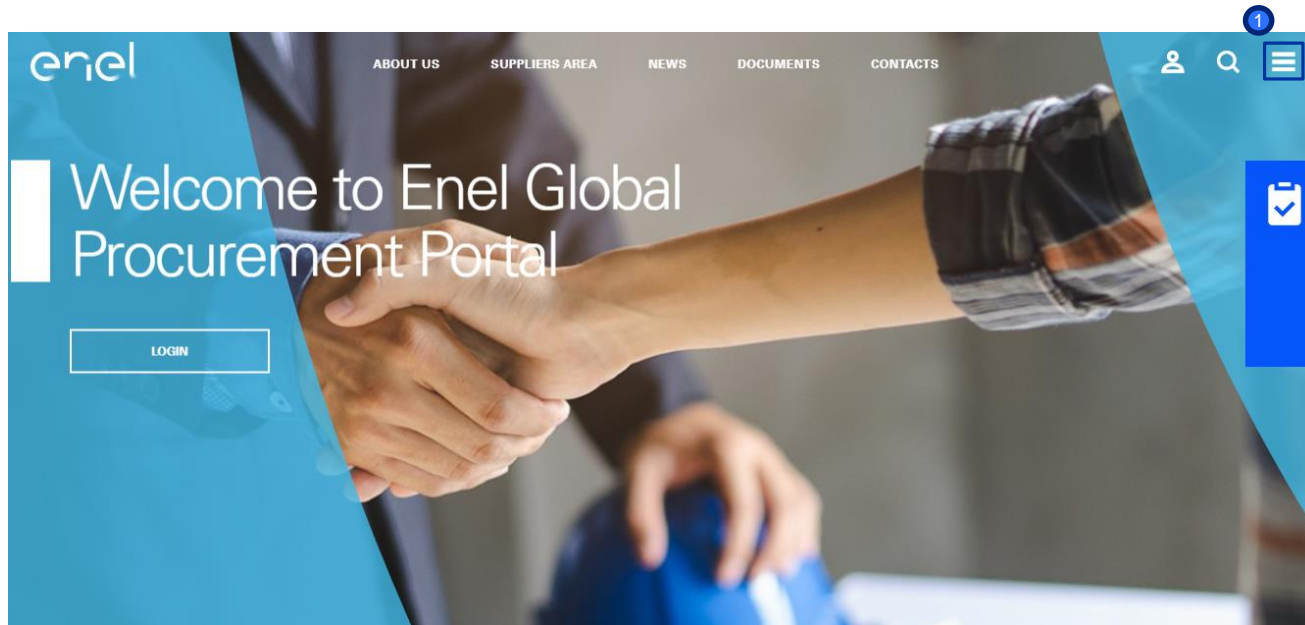
Manual – WeBUY access and useful links

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WeBUY Access

Suppliers access to WeBUY



The supplier can access to WeBUY through the site:

<https://globalprocurement.enel.com>

- 1 In this page, clicking on the top-right icon, will be show a new screen where he can insert its credentials to access WeBUY

WeBUY Access

Suppliers access to WeBUY

The screenshot displays the Enel website interface. On the left, there is a sidebar with 'Enel Country Websites' and 'Enel Group Websites' sections, listing various regions like AMERICAS, ARGENTINA, BRAZIL, CHILE, COLOMBIA, IBERIA, ITALY, MEXICO, PERU, ROMANIA, and RUSSIA. The main content area is a dark red page titled 'Explore Open Supplier Portal'. At the top right of this page, a language selection menu is visible, with 'EN' (English) highlighted. Below this, there is a 'Vendor Access' form with two input fields: 'E-mail / User ID' and a password field (indicated by asterisks). A 'SIGN IN' button is located below the password field. There are also links for 'Recover login information', 'Register to access online services', and 'Resend registration email'. The page also features a navigation menu with sections like HOME, ABOUT US, SUPPLIERS AREA, and SUSTAINABILITY.

1 At first, the Supplier can insert the language he prefers

2 Then can access to the platform inserting its credentials:

- Username/Email
- Password

WeBUY Access

Suppliers access to other systems

The screenshot shows the WeBUY main dashboard. At the top left is the enel logo and the text "Welcome to WeBUY". A vertical sidebar on the left contains icons for home, monitor, edit, document, download, and user. The main dashboard 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 displaying "No Unread Messages".
- My Procurement Process with Pending Responses:** A widget displaying "No Procurement Process to display".
- My RFIs with Pending Responses:** A widget displaying "No RFIs to display".
- Quick Links:** A section titled "Standard Links" containing links for "My Auctions", "My Contracts", "My RFIs", "My Procurement Process", "List of Directories", "Organisation Profile", and "WeBUY Notices".
- Login to other systems:** A widget with a blue border containing a list of links: "Supplier change pwd", "2One On LineTenders", "MLM (Material Lifecycle Management)", "GlassDoor", "2One Invoicing Management (only Spain scope)", "WebEdi", "LMS - Cable reels management", "SCM - Work management", and "RFQ - Old qualification system".

1 The main dashboard, from the supplier view, provide an home page with different widgets by default that can be customized:

reorganised, reduced, deleted or added considering its own preference.

2 The supplier will have a specific section named «Login to other systems» where he can find different links that allow him to access to other external system outside WeBUY including: 2One Online Tenders, MLM, WebEdi, LMS, SCM, RFQ.