



# WeBUY

Manual – Enel Suppliers

**Updated:** 14/07/2023



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# 1. The evolution of the Purchasing Portal

## *The Global Purchasing Portal (1/2)*

The Purchasing Portal faces a new change becoming a real working and controlling tool that Enel enables for its own Suppliers. This change is based on three fundamental principles:

- Centralization of the role of the Supplier
- Adoption of innovative information systems
- Introduction of univocal procedures

The Purchasing Portal grants the supplier more decisional autonomy for the activities of managing its personal data, and it allows to rationalize the information through the use of innovative tools such as:

- The “Registry Form” of the Company
- The “e-bond” with its own Users
- The diversification of the associable profiles

All the eProcurement rules, available in the Portal are disciplined by a unique normative text: the eProcurement Rules.

# 1. The evolution of the Purchasing Portal

## *The Global Purchasing Portal (2/2)*

With the global registration, every supplier can manage its relationship with any company of the Enel Group through a unique registration process.

With this new feature, the supplier, using its own username and password, can interact with any company of the Enel Group through the global dashboard and use all the supplier services available:

- Answering to the tenders invited
- Managing qualification process
- Checking vendor rating results

This functionalities are active not only for the new suppliers, but also for the suppliers already registered in the pre-existing local portals. The supplier registration is the first mandatory phase of any kind of business cooperation with Enel Group companies and aims at guarantying the availability of the suppliers data on the Enel Group procurement systems.

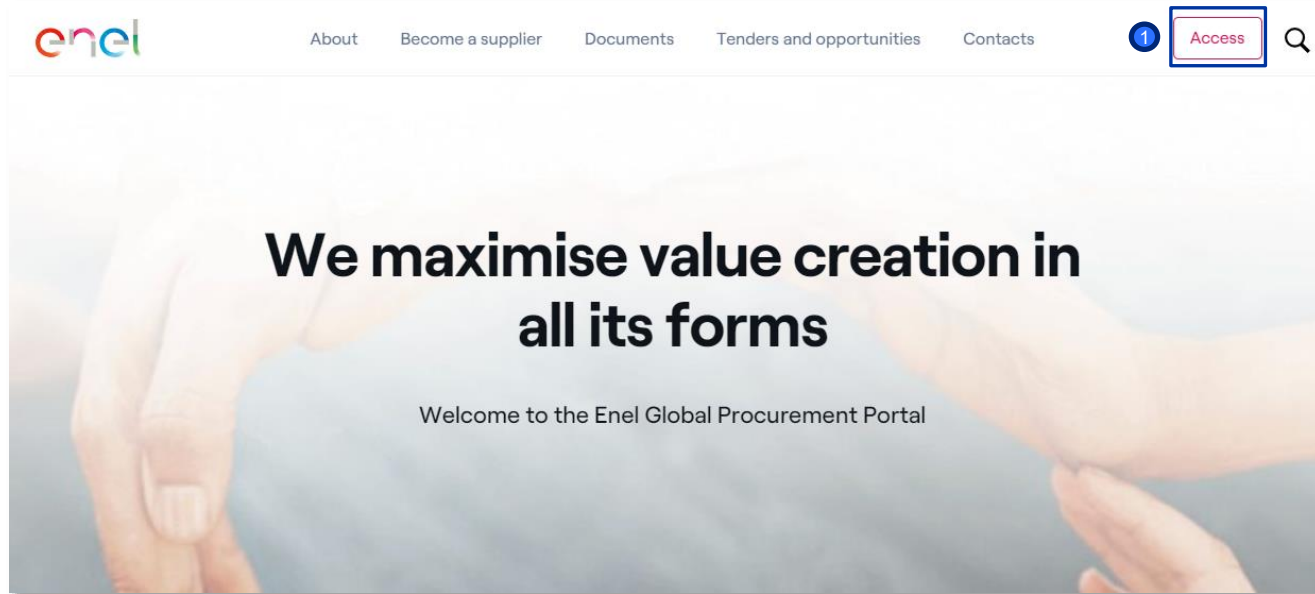
The registration process is quick and easy, suppliers are requested to:

- Choose a user id and a password to use for the future accesses
- Provide the main company data
- Select the Enel Group companies they are interested in working for
- Select among the list of the Merchandise Groups, those more representative of their activities

## 2. Registration

### *Supplier On Boarding*

The supplier will have to use the Global Procurement Portal to register: <https://globalprocurement.enel.com>



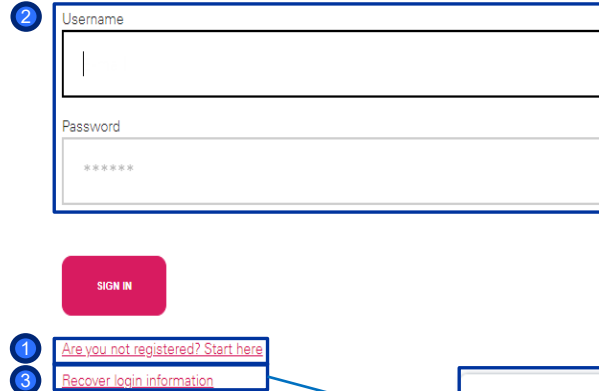
- 1 Once you enter the Global Procurement Portal, you will find this screen where you should click on: **ACCESS**

## 2. Registration

### Supplier On Boarding

#### Access WeBUY in complete security

Each supplier, using its own e-mail and password, can interact with all the companies of the Enel Group through the global dashboard in WeBUY and use all the services available: respond to the tender invitations, manage its own qualification process, view its own vendor rating results, issue invoices and so on.



②

Username

Password

\*\*\*\*\*

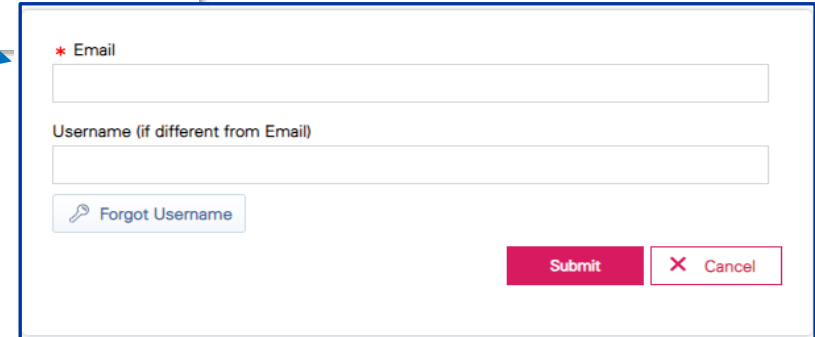
SIGN IN

① [Are you not registered? Start here](#)

③ [Recover login information](#)

- ① To register as a new supplier, you must enter your registration information by clicking on the option: *"Are you not registered? Start here"*
- ② If you are already registered, enter your credentials and click on *"SIGN IN"*

- ③ If you have forgotten your access information, click on the option: *"Recover login information"*. A new screen will open to recover your password



\* Email

Username (if different from Email)

[Forgot Username](#)

Submit Cancel

## 2. Registration

### Supplier On Boarding – Registration Data (1/3)



Welcome to WeBUY 14:52 Central European Time DST

Registration Data

Index

- Main Organisation Data
- Registration Data**
- Onboarding
- Registration Confirmation

→

1 IMPORTANT: The username is equal of the email inserted in the Registration Form below

Organisation Details – Legal office

* Country	* Organisation Name
UNITED KINGDOM	
* Organisation Legal Structure	* VAT Reg No
---	* VAT Reg No
* State/County	* City
---	
* Postal Code	* Address
* Street number	Web site

English

- Italian
- English
- Spanish
- Portuguese
- Romanian
- Russian
- XX

The supplier accesses the registration page

They can also select the preferred language from the drop-down menu in the top right corner

If the supplier information were not downloaded from the Provider Database, the first step is to respond to the “Registration data” regarding the Company’s Legal Office

## 2. Registration

### Supplier On Boarding – Registration Data (2/3)



Welcome to WeBUY 14:52 Central European Time DST

Registration Data

Index

Main Organisation Data

Registration Data

Onboarding

Registration Confirmation

IMPORTANT: The username is equal of the email inserted in the Registration Form below

Organisation Details - Legal office

Country  
UNITED KINGDOM

Organisation Legal Structure  
---

State/Country  
---

Postal Code

Street number

Registered office email address

Organisation Fax Number (please enter "+" "country code" and "your phone number" with no spaces)

Organisation Name

VAT Reg No  
\* VAT Reg No

City

Address

Web site

Main Organisation Phone Number (please enter "+" "country code" and "your phone number" with no spaces)

Info Provider Unique Code

Reset Close Save

The supplier accesses the registration page

The first step is to answer the "Registration data" related to the registered office of the company



## 2. Registration

### Supplier On Boarding – Registration Data (3/3)



2

Reset Close Save

1

▼ User Details

\* Last Name

\* First Name

\* Primary Email Address *Email is used as Username. Only one email address is allowed.*

\* Telephone (please enter "+" "country code" and "your phone number" with no spaces)

\* Username

1 Entry not necessary as this field is the same of the e-mail address above

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

\* Preferred Language

\* Time Zone

BST/GMT - Greenwich Mean Time (Europe/Lor)

Continuing, the supplier must enter an additional set of information  
ATTENTION:

Particular attention should be paid to:

1 EMAIL ADDRESS

The USER NAME will be the same as the inserted E-MAIL ADDRESS

2 After entering all data, the supplier can select SAVE

## 2. Registration

### Supplier On Boarding – Legal grouping



Begin Vendor Registration 2 Confirm

Index → | LEGAL FORM GROUPING

✓ Main Organisation Data  
● Registration Data

✓ Onboarding  
● **AGRUPACION DE FORMA LEGAL**  
● CUESTIONARIO GENERAL  
● CONTACTOS DE LA EMPRESA (CYBER SECURITY)  
● ACEPTACIÓN REGLAMENTO

✓ Registration Confirmation  
● Status Summary

✓ LEGAL FORM GROUPING

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	VENDOR LEGAL/JURIDICAL TYPE GROUP	<p>* Select the company juridical form</p> <p>Natural Person non Commercial: In this category, there are Natural people who do not undertake economic activities such as occasional suppliers, employees, etc.</p> <p>Natural Person Commercial: Within this typology, we find all third parties, natural people, with tax residence in an Enel country and that undertake commercial/professional activities. We seek to clarify that in this category there only natural people that undertake economic activities such as, Individual companies, family businesses, freelancers, etc.</p> <p>Legal Economic Operator: This category features only legal entities (not natural people) which do not fall under the other categories (consortia, entities, associations and public entities) which undertake economic activities, such as: Limited partnership with shared capital - Limited liability company - Public company - Cooperative company -</p>	<div>1</div> <div><div></div><div>Commercial Legal Entity Commercial Natural Person Natural Person Public Authority / Public Administration (PA) Bodies and Associations Consortium</div></div>	Supplier

1 The supplier must select the legal form to which he belongs

2 Then click on CONFIRM

## 2. Registration

### Supplier On Boarding – General questionnaire (1/3)



The supplier shall complete the following general questionnaire:

① *Informazioni Fornitore* (Supplier information)

② Registration Purpose

Begin Vendor Registration Confirm

Index → | GENERAL QUESTIONNAIRE

▼ Main Organisation Data  
● Registration Data

▼ Onboarding  
● AGGRUPPACION DE FORMA LEGAL  
● CUESTIONARIO GENERAL  
● INFORMACION COMPANIA  
● CONTACTOS DE LA EMPRESA (CYBER SECURITY)  
● ACEPTACION REGLAMENTO

▼ Registration Confirmation  
● Status Summary

①

▼ INFORMAZIONI FORNITORE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LEGAL OFFICE COUNTRY	* Select the company legal office country Select an Option (Single selection)	Supplier
2	ACTIVITY TYPE	* Select the activity type <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Professional Services <input type="checkbox"/> Training Institute <input type="checkbox"/> Contractor	Supplier

②

▼ REGISTRATION PURPOSE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COMPANY FOUNDATION DATE	* Insert the company foundation date dd/MM/yyyy	Supplier

▼ ADMINISTRATIVE INFO

## 2. Registration

### Supplier On Boarding – General questionnaire (2/3)



The supplier shall complete the following general questionnaire:

① Administrative information

② Additional offices

Begin Vendor Registration Confirm

Index →

- Main Organisation Data
  - Registration Data
- Onboarding
  - AGRUPACION DE FORMA LEGAL
  - CUESTIONARIO GENERAL**
  - INFORMACIÓN COMPAÑIA
  - CONTACTOS DE LA EMPRESA (CYBER SECURITY)
  - ACEPTACIÓN REGLAMENTO
- Registration Confirmation
  - Status Summary

GENERAL QUESTIONNAIRE

① ADMINISTRATIVE INFO

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	WEB-EDI REGISTRATION	* Are you registering for the unique finality of using the invoice functionality tra Web-Edi?	<input type="text"/>	Supplier
2	ADMINISTRATIVE/PAYMENT EMAIL	* Enter the email address used by the payment department for invoicing and administration usage	<input type="text"/> <small>Characters available 2000</small>	Supplier
3	PURCHASE ORDER EMAIL	* Enter the email address used for purchasing and purchase order purpose	<input type="text"/> <small>Characters available 2000</small>	Supplier

② ADDITIONAL OFFICES

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ADDITIONAL OFFICE	* Do you want to register a new office?	<input type="text"/>	Supplier

## 2. Registration

### Supplier On Boarding – General questionnaire (3/3)



Begin Vendor Registration

Index

- Main Organisation Data
  - Registration Data
- Onboarding
  - INSERCIÓN DE FORMA LEGAL
  - QUESTIONARIO GENERAL**
  - INFORMACIÓN COMPAÑÍA
  - CONTACTOS DE LA EMPRESA (CYBER SECURITY)
  - ACEPTACIÓN REGLAMENTO
- Registration Confirmation
  - Status Summary

GENERAL QUESTIONNAIRE

DOCUMENT VALIDATION

1 CARICHI PENDIENTE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Carichi Pendiente	<div>Drop File or Browse</div> <div>*Expiring on: dd/MM/yyyy</div>	Supplier
2	Carichi Pendiente, Validation Results		External System

2 CASELLARIO GIUDIZIALE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Casellario Giudiziale	<div>Drop File or Browse</div> <div>*Expiring on: dd/MM/yyyy</div>	Supplier
2	Casellario Giudiziale, Validation Results		External System

3 ISO 9001

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ISO 9001	<div>Drop File or Browse</div> <div>*Expiring on: dd/MM/yyyy</div>	Supplier
2	ISO 9001, Validation Results		External System

4 CONFIRM

The supplier shall complete the following general questionnaire, attaching the relevant files:

- 1 Carichi pendente (outstanding charges)
- 2 Casellario giudiziale (Criminal record)
- 3 ISO 9001
- 4 Once the questionnaire has been completed, click on CONFIRM

## 2. Registration

### Supplier On Boarding – Company information



Begin Vendor Registration Confirm

1 Index

- Main Organisation Data
  - Registration Data
- Onboarding
  - AGRUPACION DE FORMA LEGAL
  - CUESTIONARIO GENERAL
  - INFORMACIÓN COMPAÑÍA**
  - OPERACIONES INTRACOMUNITARIAS
  - CIRCULAR CONFIRMING
  - WEB-EDI
  - CONTACTOS DE LA EMPRESA (CYBER SECURITY)
  - CONSENSO FINALITA MARKETING
  - ACEPTACIÓN REGLAMENTO
- Registration Confirmation
  - Status Summary

COMPANY INFO

2

3

COMMERCIAL INFO

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	INDUSTRIAL GROUP	* Is the company taking part of an industrial group?	<input type="text"/>	Supplier
2	INNOVATIVE FIRM	* Is the company an innovative firm?	<input type="text"/>	Supplier

INNOVATIVE FIRM / START-UP

STRUCTURAL INFO

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COMPANY FOUNDATION DATE	* Insert the company foundation date	<input type="text" value="01/07/2023"/>	Supplier
2	USEFUL DISTRIBUTION	* Does the company distributes profits?	<input type="text"/>	Supplier
3	EMPLOYEES NUMBER	* Introduce the number of employees	<input type="text"/>	Supplier
4	ENEL PROJECT	* Indicate one or more projects already carried out with Enel. In the case of a new supplier enter "None"	<input type="text"/>	Supplier

Characters available 2000

1 Complete the Company Information fields and click on CONFIRM.

2 In case we answer "Yes" to the question "Is the company an innovative firm?", then new fields will be opened for us to answer.

3 Once has been completed, click on CONFIRM

## 2. Registration

### Supplier On Boarding – Office #1 (1/2)

1



Begin Vendor Registration

Index → OFFICE #1

Main Organisation Data

- Registration Data

Onboarding

- AGRUPO DE FORMA LEGAL
- CUESTIONARIO GENERAL
- INFORMACIÓN COMPAÑÍA
- COMPAÑÍA INNOVATIVA / START-UP
- WEB-EDI
- OFICINA #1**
- CONTACTOS DE LA EMPRESA (CYBER SECURITY)
- ACEPTACIÓN REGLAMENTO

Registration Confirmation

- Status Summary

OFFICE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COUNTRY AND REGION	* Select country and region of your office	Select an Option (Single selection)	Supplier
2	OFFICE TYPE	* Select the office type		Supplier

If you have answered "yes" to the question "Do you want to register a new office?" in the general questionnaire, once you have gone through the process, you will see some fields to fill in:

1

Office

## 2. Registration

### Supplier On Boarding – Office #1 (2/2)



If you have answered "yes" to the question *"Do you want to register a new office?"* in the general questionnaire, once you have gone through the process, you will see some fields to fill in:

#### 1 Office details

OFFICE DETAILS #1 Continue

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	CITTA' SEDE	* Indicare la città	<input type="text"/> <small>Characters available 2000</small>	Supplier
2	OFFICE POSTAL CODE	* Enter the postal code	<input type="text"/> <small>Characters available 2000</small>	Supplier
3	OFFICE ADDRESS	* Enter office address	<input type="text"/> <small>Characters available 2000</small>	Supplier
4	OFFICE STREET NUMBER	* Enter the office address street number	<input type="text"/> <small>Characters available 2000</small>	Supplier
5	OFFICE CONTACT EMAIL	* Enter office contact email address	<input type="text"/> <small>Characters available 2000</small>	Supplier
6	OFFICE CONTACT TELEPHONE NUMBER	* Enter the office contact telephone number	<input type="text"/> <small>Characters available 2000</small>	Supplier
7	OFFICE EMPLOYEES	Enter the amount of employees working on the office (last year average)	<input type="text"/>	Supplier
8	OFFICE SURFACE	Enter the total offices surface (sm)	<input type="text"/>	Supplier
9	OFFICE TOTAL AREA	Enter the total area (sm)	<input type="text"/>	Supplier
10	STORAGE AREA COVERED BY OFFICES	Enter the total area covered by the storages (sm)	<input type="text"/>	Supplier
11	SETTLEMENTS AREA COVERED BY OFFICES	Enter the total area covered by the settlements (sm)	<input type="text"/>	Supplier
12	NON-COVERED AREA	Enter the total area non covered (sm)	<input type="text"/>	Supplier
13	COMMENTS	Enter eventually comments	<input type="text"/> <small>Characters available 2000</small>	Supplier
14	ADDITIONAL OFFICE	* Do you want to register a new office?	<input type="text"/>	Supplier



## 2. Registration

### Supplier On Boarding –Circular confirming



1

2

Confirm

1

Completing the fields for the circular confirming

Once the fields have been completed :

2

CONFIRM

Begin Vendor Registration

Index

- Main Organisation Data
  - Registration Data
- Onboarding
  - LEGAL FORM GROUPING
  - GENERAL QUESTIONNAIRE
  - COMPANY INFO
  - INTRA-COMMUNITY OPERATION
  - CIRCULAR CONFIRMING**
  - WEB-EDI
  - COMPANY CONTACTS (CYBER SECURITY)
  - CONSENSO FINALITA' MARKETING
  - REGISTRATION AGREEMENT
- Registration Confirmation
  - Status Summary

CIRCULAR CONFIRMING

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	CERTIFICACIONE ISO 14001	* ¿Tiene la empresa la certificación ISO 14001?	<input type="text"/>	Supplier
2	HUELLA DE CARBONO	* ¿Tiene la empresa registrada la Huella de carbono (registro en MITECO)?	<input type="text"/>	Supplier
3	REDUCCIÓN Y VALORIZACION DE RESIDUOS	* ¿Tiene la empresa la certificación de Reducción y Valorización de residuos?	<input type="text"/>	Supplier
4	ISO 14046	* ¿Tiene la empresa la certificación ISO 14046 - Huella Hídrica?	<input type="text"/>	Supplier
5	CERTIFICATION ISO 50001	* Is the Company certified ISO 50001?	<input type="text"/>	Supplier
6	CERTIFICACIÓN EN CIRCULARIDAD	* ¿Tiene la empresa alguna certificación en Circularidad?	<input type="text"/>	Supplier

## 2. Registration

### Supplier On Boarding – Cyber security and consenso finalita' marketing



#### 1 Begin Vendor Registration

Index → COMPANY CONTACTS (CYBER SECURITY)

Main Organisation Data  
Registration Data

Onboarding

- AGRUPACION DE FORMA LEGAL
- CUESTIONARIO GENERAL
- INFORMACIÓN COMPAÑIA
- OPERACIONES INTRACOMUNITARIAS
- CIRCULAR CONFIRMING
- WEB-EDI
- CONTACTOS DE LA EMPRESA (CYBER SECURITY)**
- CONSENSO FINALITA' MARKETING
- ACEPTACIÓN REGLAMENTO

Registration Confirmation  
Status Summary

COMPANY CONTACTS (CYBER SECURITY)

CONTACT POINT

In order to convey effectively all communication regarding cyber security, it is necessary to provide and to keep updated, regardless of a cyber incident happening, a contact point usable for such scope. In the event of violations, accidents, cyber-attacks or any other significant event in terms of cyber security that may have a potential impact on Enel's IT / OT / IoT infrastructures, the Supplier, with the expertise and immediacy required by professional diligence, must proceed with a report to Enel by referring to the following contact point, manned 24 hours a day, cert@enel.com

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	E-MAIL ADDRESS	* E-mail address constantly manned, which Enel can use for the exchange of information	<input type="text"/> Characters available 2000	Supplier
2	PHONE NUMBER	Phone number of reference for Enel in case of urgent exchange of information	<input type="text"/> Characters available 2000	Supplier

Confirm

#### 3 Begin Vendor Registration

Index → CONSENSO FINALITA' MARKETING

Main Organisation Data  
Registration Data

Onboarding

- LEGAL FORM GROUPING
- GENERAL QUESTIONNAIRE
- COMPANY INFO
- INTRA-COMMUNITY OPERATION
- CIRCULAR CONFIRMING
- WEB-EDI
- COMPANY CONTACTS (CYBER SECURITY)
- CONSENSO FINALITA' MARKETING**
- REGISTRATION AGREEMENT

Registration Confirmation  
Status Summary

CONSENSO FINALITA' MARKETING - SPAGNA

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	CONSENSO FINALITA' MARKETING	* En calidad de persona de contacto consiento recibir comunicaciones comerciales por cualquier canal, incluidos medios electrónicos (SMS o email), sobre productos y servicios de Endesa Energía, S.A., Endesa X Servicios, S.L. y Endesa X Way, S.L. dirigidos a la empresa la que represento o para la que presto mis servicios.	<input type="text"/>	Supplier

Confirm

1 Complete the company contact fields (cyber security)

Once the fields have been completed:

2 CONFIRM

3 Subsequently, complete the *consenso finalita' Marketing* (consent for marketing purposes) fields

Once the fields have been completed:

4 CONFIRM

## 2. Registration

### Supplier On Boarding – Registration agreement



Begin Vendor Registration

Index

- Main Organisation Data
  - Registration Data
- Onboarding
  - AGRUPOCIÓN DE FORMA LEGAL
  - QUESTIONARIO GENERAL
  - INFORMACIÓN COMPAÑÍA
  - OPERACIONES INTRACOMUNITARIAS
  - CIRCULAR CONFIRMING
  - WEB-ED
  - CONTACTOS DE LA EMPRESA (CYBER SECURITY)
  - CONSENSO FINALITA MARKETING
  - ACEPTACIÓN REGLAMENTO**
- Registration Confirmation
  - Status Summary

REGISTRATION AGREEMENT

1

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	E-PROCUREMENT RULES ACCEPTANCE	<ul style="list-style-type: none"><li>The undersigned as legal representative of the Company or authorized by the Company legal representative.</li><li>declares to be aware of the "Regulation E-procurement" and to accept and to approve it in its entirety.</li><li>confirms the enabled of Mr. papino vittorino as Master User referred to the "E-procurement Regulation".</li><li>declares to be aware that Enel Group reserves the right to verify at any time that the undersigned has the necessary powers to act under this Regulation</li></ul>	<input type="checkbox"/> Taking vision and acceptance Instructional Attachment Available	Supplier
2	E-PROCUREMENT RULES CLAUSES	<ul style="list-style-type: none"><li>The following clauses of the Rules are approved: articles: 4, 5, 6, 7, 9, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21.</li></ul>	<input type="checkbox"/> Confermo presa visione e accettazione	Supplier

2

2

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ACCEPTANCE OF SUPPLIER PERFORMANCE MANAGEMENT REGULATION	<ul style="list-style-type: none"><li>The undersigned as Legal Representative or Person authorized by the legal representative of the Company declares to have read the "Supplier Performance Management" regulations and to accept and approve it in full.</li></ul>	<input type="checkbox"/> Confirmation by acknowledgment Instructional Attachment Available	Supplier

1 Complete the regulation acceptance fields by clicking on confirm in all three fields.

Once the fields have been confirmed :

2 CONFIRM

## 2. Registration

### Supplier On Boarding – Status Summary



#### Registration Confirmation

##### Index

##### ✓ Main Organisation Data

##### ● Registration Data

##### ✓ Onboarding

##### ● ASIRUPACION DE FORMA LEGAL

##### ● CUESTIONARIO GENERAL

##### ● INFORMACIÓN COMPAÑIA

##### ● OPERACIONES INTRACOMUNITARIAS

##### ● CIRCULAR CONFIRMING

##### ● WEB-EDI

##### ● CONTACTOS DE LA EMPRESA

##### (CYBER SECURITY)

##### ● CONSENSO FINALITA MARKETING

##### ● ACEPTACIÓN REGLAMENTO

##### ✓ Registration Confirmation

##### ● Status Summary

✓ The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.

Registration Summary	
COMPLETION STATUS MANDATORY QUESTIONS FOR REGISTRATION	
Registration Data	● Missing Responses: Optional 7
LEGAL FORM GROUPING	✓ All data complete
GENERAL QUESTIONNAIRE	✓ All data complete
COMPANY INFO	✓ All data complete
INTRA-COMMUNITY OPERATION	✓ All data comp
CIRCULAR CONFIRMING	✓ All data complete
WEB-EDI	✓ All data complete
COMPANY CONTACTS (CYBER SECURITY)	● Missing Responses: Optional 1
CONSENSO FINALITA MARKETING	✓ All data complete
REGISTRATION AGREEMENT	✓ All data complete

1

A message will appear indicating that all registration fields have been completed.

To continue click on

2

Complete registration

## 2. Registration

### Supplier On Boarding – Registration confirmation



1

#### SUPPLIER TAX IDENTIFICATION NUMBER CHECK

2

The fiscal data check has been completed. We sent you a confirmation email for the registration you just completed. If you did not do it yet, click on the link included in the email, choose a password and validate the registration in order to access WeBUY. If you decided to register your company to start a Qualification procedure, please login and, click on the button "Enter?" located in the box called "Start and manage RFQ?"; select one or more Merchandise groups to start the request. From the main menu of WeBUY, you can access all the available functions.

[Click here to Login](#)

Tax Code	77777777Y	OK
Fiscal code		OK
Additional Tax code		OK
Additional Tax Code (no inform)		OK
Postal Code	18008	OK
Telephone	+34655776322	Phone Number Validation OK
Fax Number		Fax Number Validation OK

1

The screen confirms or not the correct correct entry of tax data

If the data is correct, to continue click on:

2

click here to proceed

## 2. Registration

### Supplier On Boarding – Dashboard WeBUY



1

1

Once you have registered as a supplier, by logging back into WeBUY through the Global Procurement Portal, you will see this dashboard

Registration, which entails obtaining a status as a **Validated - Active** company on WeBUY, does not qualify for participation in Enel Group tenders.

In order to be invited to a tender, a qualification process must be initiated if you consider it appropriate.

In order to be invited, your qualification status on WeBUY must be at least **Positive Base Submission**.

## 2. Registration

### Supplier On Boarding – Status summary



1 To check the status of the company, click on My Organisation and then on Status summary.

2 The Organisation Profile screen will appear

3 Under Status summary, the Questions & organization status will be displayed, indicating whether the mandatory data is complete or not.

## 2. Registration

### Supplier On Boarding – RFQ process



1

1 To start the qualification process, click on ENTER

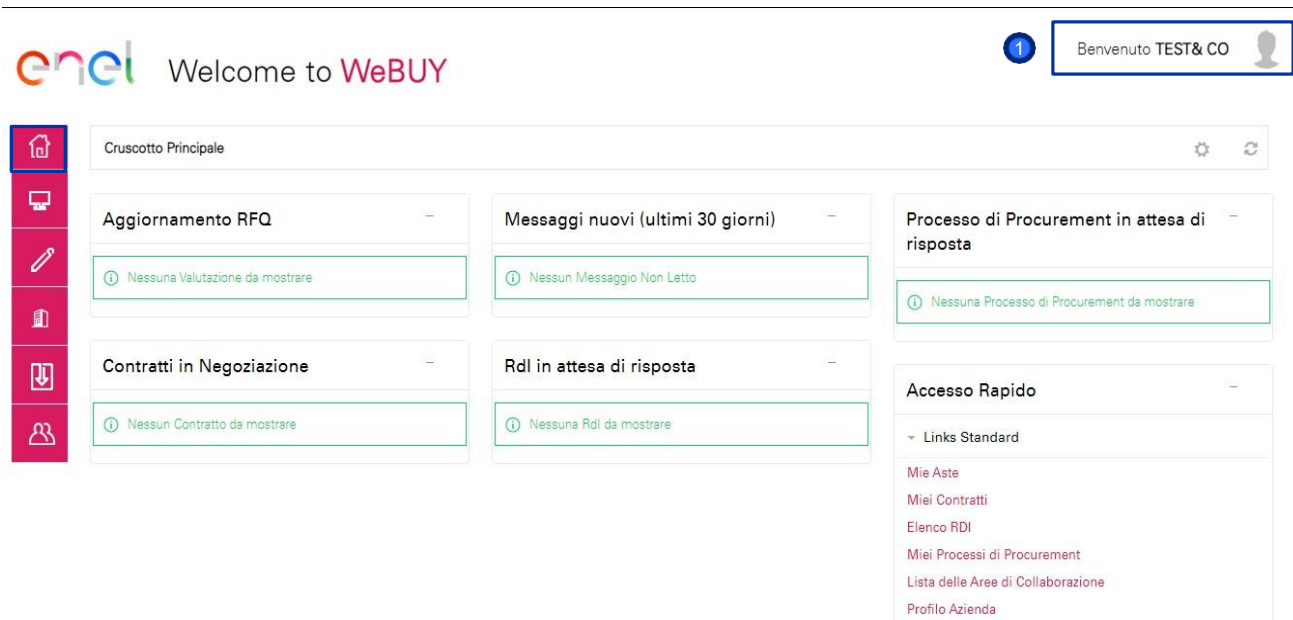
For the qualification process, please refer to the manuals available on the supplier portal.  
<https://globalprocurement.enel.com/documents>

Specifically, to continue with the process you can consult the manual called **WeBUY - Merchandise Group Selection**.



## 2. Registration

### Qualification on Tree Merchandise Groups (1/7)



HOME page.

Supplier's personal page.  
From here you can do all the activities.

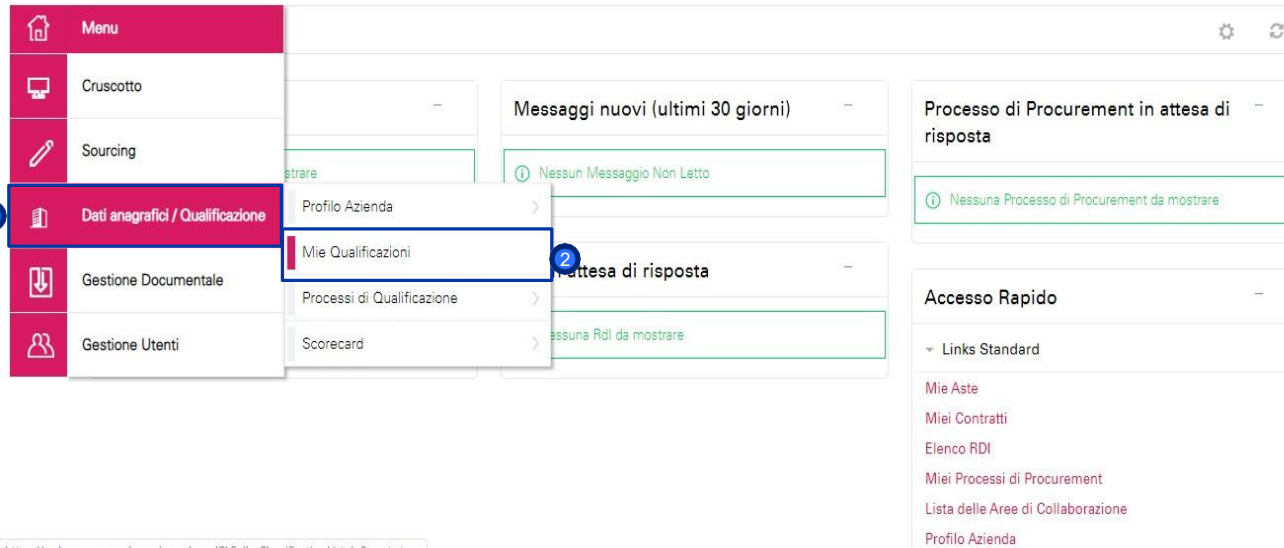
- By clicking on the Supplier's name, a drop-down menu appears that allows you to select the language

## 2. Registration

### Qualification on Tree Merchandise Groups (2/7)

enel Welcome to WeBUY

Benvenuto TEST& CO

The screenshot shows the WeBUY interface. On the left is a navigation menu with the following items: Menu, Cruscotto, Sourcing, **Dati anagrafici / Qualificazione** (highlighted with a red box and a blue circle with '1'), Gestione Documentale, and Gestione Utenti. The 'Dati anagrafici / Qualificazione' section is expanded, showing a sub-menu with: Profilo Azienda, **Mie Qualificazioni** (highlighted with a blue circle with '2'), Processi di Qualificazione, and Scorecard. The main content area on the right includes sections for 'Messaggi nuovi (ultimi 30 giorni)', 'Processo di Procurement in attesa di risposta', and 'Accesso Rapido'. The 'Accesso Rapido' section lists links: Mie Aste, Mie Contratti, Elenco RDI, Mie Processi di Procurement, Lista delle Aree di Collaborazione, and Profilo Azienda.

The Supplier must choose for which Merchandise Groups he wants to be qualified. To do this:

- 1 Go to "Master data > Qualification"
- 2 Then go to "My Qualifications"

<http://webuy.enel.com/area/um/1?Seller?firstlogin&id=7&est=true>

## 2. Registration

*Qualification on Tree Merchandise Groups (3/7)*

 Welcome to WeBUY

Benvenuto TEST&CO



1

Aggiungi Gruppo Merceologico



Mie Qualificazioni

Inserisci Filtro (digita per iniziare la



① Nessuna Categoria da mostrare

1

To select the Merchandise Groups on which to be qualified, click "Add Merchandise Group"

## 2. Registration

### Qualification on Tree Merchandise Groups (4/7)

Navigazione Albero

Ricerca Testo   1

3

Deseleziona Tutti Mostra solo i valori selezionati Espandi Minimizza

2 ▼ Categorie (prodotti selezionati: 0)

- 1- Edile, civile e ambientale
- 2- Elettrico, automazione e reti
- 3- Facility management and services
- 4- Impiantistica industriale
- 5- Informatica e telecomunicazioni
- 6- Mercato, home e comunicazione
- 7- Progettazioni e prestazioni tecniche
- 8- Servizi al personale e consulenze
- 9- GM Out of Procurement

The supplier can select the Merchandise Groups for which he wants to be qualified by:

- 1 Looking for KEYWORD or CODE
- 2 Or searching for the Merchandise Group directly in the tree

## 2. Registration

### Qualification on Tree Merchandise Groups (5/7)

Navigazione Albero

Ricerca Testo   1

3

2 4

Deseleziona Tutti

- 🏠 Categorie (prodotti selezionati: 1)
  - 📁 1- Edile, civile e ambientale
    - 📁 1.09- Realizzazione opere civili speciali e idrauliche, comprese marittime
      - 📁 1.09.004- Lavori di demolizione di grandi impianti
        - 📁 LCCC20- Lavori di demolizione di grandi impianti
          - ☐ 📍 LCCC20\_ES- Lavori di demolizione di grandi impianti- Spagna
          - ☒ 📍 LCCC20\_IT- Lavori di demolizione di grandi impianti- Italia
          - ☐ 📍 LCCC20\_RU- Lavori di demolizione di grandi impianti- Russia

EXAMPLE:

The supplier can select the Merchandise Groups for which he wants to be qualified:

- 1 Looking for KEYWORD or CODE
- 2 The wanted Merchandise Group will appear in the tree and could be selected
- 3 Once selected you can "Confirm the Choice"
- 4 All selected Merchandise Groups can be viewed

## 2. Registration

### Qualification on Tree Merchandise Groups (6/7)

Deseleziona Tutti
2

1
Mostra solo i valori selezionati
Espandi
Minimizza

🏠 Categorie (prodotti selezionati: 4)

- 📁 1- Edile, civile e ambientale
  - 📁 1.09- Realizzazione opere civili speciali e idrauliche, comprese marittime
    - 📁 1.09.004- Lavori di demolizione di grandi impianti
      - 📁 LCCC20- Lavori di demolizione di grandi impianti
        - ☒ 📍 LCCC20\_IT- Lavori di demolizione di grandi impianti- Italia
- 📁 2- Elettrico, automazione e reti
  - 📁 2.13- Manutenzione apparecchiature per ricarica veicoli elettrici
    - 📁 2.13.001- Manutenzione su colonnine di ricarica per veicoli elettrici
      - 📁 MERV01- Manutenzione su colonnine di ricarica per veicoli elettrici
        - ☒ 📍 MERV01\_IT- Manutenzione su colonnine di ricarica per veicoli elettrici- Italia
- 📁 3- Facility management and services
  - 📁 3.07- Lavori e manutenzioni per edifici ad uso civile.
    - 📁 3.07.001- Lavori e manutenzioni per edifici ad uso civile.
      - 📁 LCR101- Lavori e manutenzioni per edifici ad uso civile.
        - ☒ 📍 LCR101\_IT- Lavori e manutenzioni per edifici ad uso civile.- Italia
- 📁 6- Mercato, home e comunicazione
  - 📁 6.03- Prestazioni per attività di comunicazione
    - 📁 6.03.002- Attività di pubblicità, comunicazione, servizi fotografici e cinetelvisivi
      - 📁 SPCC29- Progettazioni ed elaborazioni grafiche, realizzazioni multimediali (ATL/BTL)
        - ☒ 📍 SPCC29\_IT- Progettazioni ed elaborazioni grafiche, realizzazioni multimediali (ATL/BTL)- Italia

On this screen it shows:

- 1 All the Merchandise Groups selected by the supplier
- 2 The supplier can deselect certain Merchandise Groups, removing the single flag of the desired Merchandise Group. Alternatively he can deselect them all by removing the general flag for the Group

## 2. Registration

### Qualification on Tree Merchandise Groups (7/7)

Navigazione Albero

2 Conferma Scelta X Annulla

Ricerca Testo  Cerca

Deseleziona Tutti Mostra solo i valori selezionati Espandi Minimizza

1 Categorie (prodotti selezionati: 4)

- 1- Edile, civile e ambientale
  - 1.09- Realizzazione opere civili speciali e idrauliche, comprese marittime
    - 1.09.004- Lavori di demolizione di grandi impianti
      - LCCC20- Lavori di demolizione di grandi impianti
        - ☒ LCCC20\_IT- Lavori di demolizione di grandi impianti- Italia

- 1 The categories selected by the TEST provider are 4 as it can be seen in the detail

Once all the Merchandise Groups have been selected:

- 2 "Confirm the Choice"

## 2. Registration

### Compilation of the Technical Questionnaire for the Merchandise Group (1/6)

enel Welcome to WeBUY

Benvenuto TEST&CO



1

Aggiungi Gruppo Merceologico

Mie Qualificazioni

Inserisci Filtro (digita per iniziare la ricerca)

Codice Gruppo Merceologico	Nome Categoria	Classificato su	Stato Valutazione	Stato Completamento
1 LCCC20_IT	2 Lavori di demolizione di grandi impianti- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	2
2 LCRI01_IT	Lavori e manutenzioni per edifici ad uso civile- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	
3 MERV01_IT	Manutenzione su colonnine di ricarica per veicoli elettrici- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	
4 SPPC29_IT	Progettazioni ed elaborazioni grafiche, realizzazioni multimediali (ATL/BTL)- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	
Totale 4				Pagina 1 di 1

- 1 To add more merchandise groups on which to be qualified, click "Add Merchandise Group"

The selected categories will appear in a list.

- 2 The supplier must complete the Technical Questionnaire associated with each category by clicking on either the category name or the completion status icon



## 2. Registration

### Compilation of the Technical Questionnaire for the Merchandise Group (2/6)



The screenshot shows the Enel WeBUY interface. At the top left is the Enel logo and the text "Welcome to WeBUY". At the top right, it says "Benvenuto TEST& CO" next to a user profile icon. Below the header, there is a navigation bar with a "Torna alla Lista" button and a question mark icon. The main content area displays the classification path: "Classificazione: >Albero merceologico del Gruppo Enel>Edile, civile e ambientale>Realizzazione opere civili speciali e idrauliche, comprese marittime>Lavori di demolizione di grandi impianti>Lavori di demolizione di grandi impianti>Lavori di demolizione di grandi impianti- Italia". Below this, it shows the form name "Nome Form: LCCC20- 1- INTRO REQUISITI" with a "Modifica" button. A table titled "DETTAGLIO GRUPPO MERCEOLOGICO" follows, with columns for "Titolo", "Descrizione", and "Risposta".

Titolo	Descrizione	Risposta
1 CODICE	LCCC20	
2 DENOMINAZIONE	Lavori di demolizione di grandi impianti	
3 DESCRIZIONE	Lavori relativi a centrali elettriche, altri impianti industriali incluse parti, non contaminate, di centrali nucleari- i lavori includono, pur senza limitarsi a: Sala macchine- Caldaia e castello caldaia- GVR, struttura inclusa- Pipe rack- Edifici qu	
4 VISUALIZZAZIONE REQUISITI	Vuoi consultare i requisiti previsti per accedere al processo di qualificazione?	

- 1 The supplier can proceed with filling out the Technical Questionnaire for the selected Merchandise Group, by clicking on "CHANGE".
- 2 Alternatively, it can return to the list of selected Merchandise Groups

## 2. Registration

### Compilation of the Technical Questionnaire for the Merchandise Group (3/6)

 Welcome to WeBUY

Benvenuto TEST& CO



Classificazione: >Albero merceologico del Gruppo Enel>Edile, civile e ambientale>Realizzazione opere civili speciali e idrauliche, comprese marittime>Lavori di demolizione di grandi impianti>Lavori di demolizione di grandi impianti>Lavori di demolizione di grandi impianti- Italia

Salva

×

Annulla

Nome Form: LCCC20- 1- INTRO REQUISITI

#### DETTAGLIO GRUPPO MERCEOLOGICO

	Titolo	Descrizione	Risposta
1	CODICE	LCCC20	
2	DENOMINAZIONE	Lavori di demolizione di grandi impianti	
3	DESCRIZIONE	Lavori relativi a centrali elettriche, altri impianti industriali incluse parti, non contaminate, di centrali nucleari- i lavori includono, pur senza limitarsi a: Sala macchine- Caldaia e castello caldaia- GVR, struttura inclusa- Pipe rack- Edifici qu	
4	VISUALIZZAZIONE REQUISITI	Vuoi consultare i requisiti previsti per accedere al processo di qualificazione?	

Si

No

▼

1

This is the technical questionnaire of the selected Merchandise Group. You can immediately see a detail of the merchandise group. If you wish to cancel the compilation of the Technical Questionnaire, click on "Cancel".

- The questions that the supplier must answer, in the "MERCHANDISE GROUP DETAIL" section, concerns the display of the qualification requirements

## 2. Registration

### Compilation of the Technical Questionnaire for the Merchandise Group (4/6)

Classificazione: >Albero merceologico del Gruppo Enel>Edile, civile e ambientale>Realizzazione opere civili speciali e idrauliche, compr..

4 VISUALIZZAZIONE REQUISITI Vuoi consultare i requisiti previsti per accedere al processo di qualificazione?

Save Annulla

1 Si

Nome Form: LCCC20- 2- REQUISITI (IT)

#### REQUISITI (DOCUMENTAZIONE)

Titolo	Descrizione	Risposta
1 REQUISITO MINIMO (TECNICO)- LCCC20- IT	Si prega di confermare la visione della documentazione richiesta per l'accesso al procedimento di qualifica relativo alla categoria merceologica	<input type="checkbox"/> Ho preso visione della documentazione allegata
2 REQUISITO MINIMO (LEGALE)	★ Si prega di confermare la visione della documentazione richiesta per l'accesso al procedimento di qualifica relativo alla categoria merceologica	<input type="checkbox"/> Ho preso visione della documentazione allegata <a href="#">Requisiti_LEGAL.pdf</a>
3 REQUISITO MINIMO (ECO/FIN)	★ Si prega di confermare la visione della documentazione richiesta per l'accesso al procedimento di qualifica relativo alla categoria merceologica	<input type="checkbox"/> Ho preso visione della documentazione allegata <a href="#">Requisiti_ECOFIN.pdf</a>
4 REQUISITO MINIMO (SOSTENIBILITA')	★ Si prega di confermare la visione della documentazione richiesta per l'accesso al procedimento di qualifica relativo alla categoria merceologica	<input type="checkbox"/> Ho preso visione della documentazione allegata <a href="#">Requisiti_SOST.pdf</a>

- 1 If yes, the documentation relating to the qualification requirements will appear

This documentation must be viewed by the supplier by clicking on the attachment, to set a flag related to the document viewing

## 2. Registration

### Compilation of the Technical Questionnaire for the Merchandise Group (5/6)

The technical questionnaire continues with:

Nome Form: LCCC20- 3- QUESTIONARIO TECNICO

QUESTIONARIO TECNICO 1

Titolo	Descrizione	Risposta												
Classificazione: >Albero merceologico del Gruppo Enel>Edile, civile e ambientale>Realizzazione opere civili speciali e idrauliche, comprese marittime>Lavori di demolizi.														
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span> <span style="border: 1px solid black; padding: 2px 5px;">Save</span> <span style="border: 1px solid black; padding: 2px 5px;">X Annulla</span>														
4	<b>REQUISITI SPECIFICI (ALLEGATO)</b> In caso di risposta affermativa alla domanda precedente, si prega di allegare la documentazione comprovante (in caso di più documenti, allegare un unico file zippato)	+ Clicca per allegare un file <input type="text"/>												
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px;">CERTIFICAZIONI - QUALITA'</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Titolo</th> <th style="width: 65%;">Descrizione</th> <th style="width: 30%;">Risposta</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <b>SISTEMA GESTIONE QUALITA'</b>            Si dispone di un Sistema di Gestione della Qualità?         </td> <td> <input type="text"/> </td> </tr> <tr> <td>2</td> <td> <b>SISTEMA GESTIONE QUALITA' (ALLEGATO)</b>            In caso di risposta affermativa alla domanda precedente, allegare eventuale certificazione (in caso di più file, si prega di allegare un unico file zippato)         </td> <td>           + Clicca per allegare un file  <input type="text"/> </td> </tr> <tr> <td>3</td> <td> <b>CERTIFICAZIONE</b>            Il Sistema di Gestione della Qualità è certificato?         </td> <td> <input type="text"/> </td> </tr> </tbody> </table>			Titolo	Descrizione	Risposta	1	<b>SISTEMA GESTIONE QUALITA'</b> Si dispone di un Sistema di Gestione della Qualità?	<input type="text"/>	2	<b>SISTEMA GESTIONE QUALITA' (ALLEGATO)</b> In caso di risposta affermativa alla domanda precedente, allegare eventuale certificazione (in caso di più file, si prega di allegare un unico file zippato)	+ Clicca per allegare un file <input type="text"/>	3	<b>CERTIFICAZIONE</b> Il Sistema di Gestione della Qualità è certificato?	<input type="text"/>
Titolo	Descrizione	Risposta												
1	<b>SISTEMA GESTIONE QUALITA'</b> Si dispone di un Sistema di Gestione della Qualità?	<input type="text"/>												
2	<b>SISTEMA GESTIONE QUALITA' (ALLEGATO)</b> In caso di risposta affermativa alla domanda precedente, allegare eventuale certificazione (in caso di più file, si prega di allegare un unico file zippato)	+ Clicca per allegare un file <input type="text"/>												
3	<b>CERTIFICAZIONE</b> Il Sistema di Gestione della Qualità è certificato?	<input type="text"/>												

- 1 THE TECHNICAL QUESTIONNAIRE - specific questions depending on the Merchandise Group.
- 2 QUALITY CERTIFICATIONS - specific questions about the Supplier. To be completed only once. If the supplier qualifies on more Merchandise Groups this section will already be pre-filled.
- 3 Once the compilation is complete: SAVE

## 2. Registration

### Compilation of the Technical Questionnaire for the Merchandise Group (6/6)



Benvenuto TEST& CO







Aggiungi Gruppo Merceologico



Mie Qualificazioni

Inserisci Filtro (digita per iniziare la)

	Codice Gruppo Merceologico	Nome Categoria	Classificato su	Stato Valutazione	Stato Completamento
1	LCCC20_IT	Lavori di demolizione di grandi impianti- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	 1
2	LCRI01_IT	Lavori e manutenzioni per edifici ad uso civile.- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	
3	MERV01_IT	Manutenzione su colonnine di ricarica per veicoli elettrici- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	
4	SPPC29_IT	Progettazioni ed elaborazioni grafiche, realizzazioni multimediali (ATL/BTL)- Italia	07/10/2019 12:51:35	Stato Valutazione non visibile	
Totale 4					Pagina 1 di 1

- Once the Technical Questionnaire has been completed, the icon changes its color to blue

The answer to the questions in the technical questionnaire will not be editable after saving

The supplier can continue with the filling of the other Technical Questionnaires

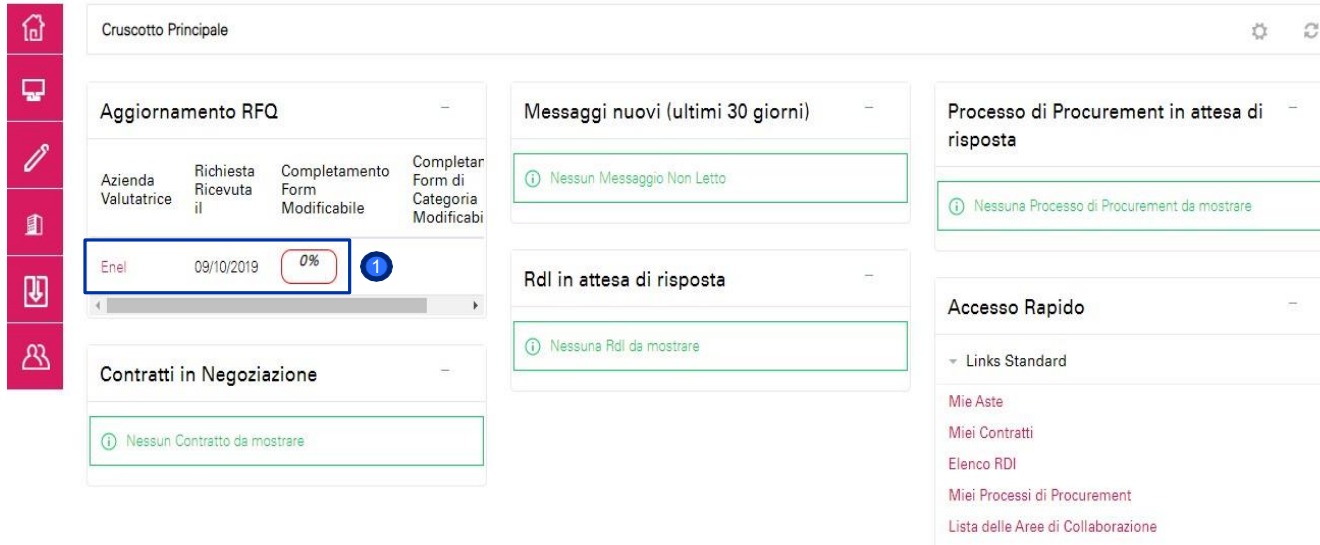
Once finished, you will have to wait for an answer from Enel Users

### 3. Request for filling in the Form

*Request for fill in questionnaires – Home Page*

 Welcome to WeBUY

Benvenuto TEST& CO

The screenshot shows the WeBUY Home Page dashboard. On the left is a vertical sidebar with icons for Home, Desktop, Edit, Documents, Downloads, and Profile. The main content area is titled 'Cruscotto Principale' and contains several widgets:

- Aggiornamento RFQ**: A table with columns 'Azienda Valutatrice', 'Richiesta Ricevuta il', 'Completamento Form Modificabile', and 'Completar Form di Categoria Modificabi'. A row for 'Enel' dated '09/10/2019' shows '0%' completion and a blue circle with the number '1'.
- Messaggi nuovi (ultimi 30 giorni)**: A message stating 'Nessun Messaggio Non Letto'.
- Processo di Procurement in attesa di risposta**: A message stating 'Nessuna Processo di Procurement da mostrare'.
- Rdl in attesa di risposta**: A message stating 'Nessuna Rdl da mostrare'.
- Contratti in Negoziazione**: A message stating 'Nessun Contratto da mostrare'.
- Accesso Rapido**: A section titled 'Links Standard' with links for 'Mie Aste', 'Miei Contratti', 'Elenco RDI', 'Miei Processi di Procurement', and 'Lista delle Aree di Collaborazione'.

The supplier receives an e-mail indicating the sending of the Forms

In HOME, the receiver finds the request to fill in the questionnaires directly, in the "RFQ Update" section

- By clicking directly on "Enel", the supplier can access the forms

### 3. Request for filling in the Form

#### Request for fill in questionnaires – Display of Questionnaires

Torna alla Lista Visualizza Valutazione

▼ Richiesta dall'Azienda: Enel
 

Richiesta Ricevuta il: 09/10/2019 16:07  
 Stato Invio: Form da Inviare al Team di Qualifica

Dettagli Messaggi (Non Letti 0)

Form Modificabili

- 1 To fill in the Forms, click on the Form name and complete the form

Form Modificabili

Inviare Form al Team di Qualifica

Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
	Obbligatorio	Non Obbligatorio				
1	CONTRIBUTO RICHIESTA	0%	0%		09/10/2019 16:07	no
2	REFERENZE	0%	0%		09/10/2019 16:07	no
3	SOSTENIBILITA' - AMBIENTE (L)	0%	0%		09/10/2019 16:07	no
4	SOSTENIBILITA' - AMBIENTE (M)	0%	0%		09/10/2019 16:07	no
5	SOSTENIBILITA' - AMBIENTE (H)	0%	0%		09/10/2019 16:07	no
6	SOSTENIBILITA' - DIRITTI UMANI (#1)	0%	0%		09/10/2019 16:07	no
7	SOSTENIBILITA' - H&S (#3)	0%	0%		09/10/2019 16:07	no


## Filling in Questionnaires – Modification

By clicking on the form (in the specific case "CONTRIBUTION REQUEST"), this screen appears showing the form that the Supplier must fill in.

The icon is yellow because the supplier still has procedures to compile. 1

To start the compilation click on:

2 "Change".

In case you want to go back click on the icon: 



### 3. Request for filling in the Form

#### Filling in Questionnaires (1/2)

2
Salva e Continua
✕ Annulla

Informazioni Form

---

Data Ultima Modifica Fornitore

Form Modificabili

Form Modificabile da  
Modificabile dal Fornitore  1

Modifica Consentita

09/10/2019 16:07	Ultima Modifica Bloccata
------------------	--------------------------

Nome Form: CONTRIBUTO RICHIESTA

Descrizione Form  
CONTRIBUTO RICHIESTA

**BONIFICO / RICEVUTA DI PAGAMENTO**

Nome	Descrizione	Risposta
Si prega di procedere all'emissione del bonifico nel caso in cui la candidatura si riferisca		

By clicking on "modify" the provider will be able to proceed with the compilation of the questions, after completing the compilation the icon from yellow will turn into blue. 1

To save the changes made and proceed to the next form, click:

2 "Save and Continue"

### 3. Request for filling in the Form

#### Filling in Questionnaires (2/2)

1
Salva e Continua
X Annulla

---

Informazioni Form

---

Data Ultima Modifica Fornitore

---

Form Modificabili

---

Form Modificabile da  
Modificabile dal Fornitore 

---

Modifica Consentita	Ultima Modifica Bloccata
09/10/2019 16:07	

---

Nome Form: REFERENZE

---

Descrizione Form  
REFERENZE

---

**REFERENZA #1**

---

Nome	Descrizione	Risposta
CLIENTE	* Scegliere la tipologia di cliente	<input style="width: 100%;" type="text"/>

By clicking "Save and Continue" the supplier will not return to the page with all the forms, but will be directed to the next questionnaire, already ready for compilation.

Once completed click on:

1 "Save and Continue"

It is possible to cancel the compilation of this questionnaire by clicking on "Cancel".  
By clicking on "Cancel" the information added to the previously completed forms will not be lost

### 3. Request for filling in the Form

#### *Sending Questionnaires Completed to Enel (1/2)*

Mie Qualificazioni da aggiornare Qualificazioni

Torna alla Lista

Richiesta dall'Azienda: Enel  
Richiesta Ricevuta il: 09/10/2019 16:07  
Stato Invio: [Form da Inviare al Team di Qualifica](#)

Dettagli Messaggi (Non Letti 0)

Form Modificabili

Nota

Tutti i Form sono stati rivisti e i campi obbligatori completati  
Invia al Buyer tutti i Form elencati o torna ai Form e Invia successivamente

[Invia i form al Team di Qualifica](#) [No, lo farò più tardi](#)

Visualizza Valutazione

Form Modificabili

[Inviare Form al Team di Qualifica](#)

Once all the Forms have been completed, a pop-up will automatically appear asking about sending the Forms to the Qualification Team

It is also possible to do this later if there is a need to make changes or complete the compilation at 100%

# 3. Request for filling in the Form

## Sending Questionnaires Completed to Enel (2/2)

Dettagli
 

Messaggi (Non Letti 0)

Form Modificabili

Form Modificabili

Inviare Form al Team di Qualifica

	Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
		Obbligatorio	Non Obbligatorio				
1	CONTRIBUTO RICHIESTA	100%	0%		09/10/2019 16:22	09/10/2019 16:07	si
2	REFERENZE	100%	0%		09/10/2019 16:25	09/10/2019 16:07	si
3	SOSTENIBILITA' - AMBIENTE (L)	100%	20%		09/10/2019 16:26	09/10/2019 16:07	si
4	SOSTENIBILITA' - AMBIENTE (M)	100%	0%		09/10/2019 16:27	09/10/2019 16:07	si
5	SOSTENIBILITA' - AMBIENTE (H)	100%	0%		09/10/2019 16:27	09/10/2019 16:07	si
6	SOSTENIBILITA' - DIRITTI UMANI (#1)	100%	0%		09/10/2019 16:28	09/10/2019 16:07	si
7	SOSTENIBILITA' - DIRITTI UMANI (#2)	100%			09/10/2019 16:29	09/10/2019 16:07	si
8	SOSTENIBILITA' - H&S (#3)	100%	0%		09/10/2019 16:30	09/10/2019 16:07	si

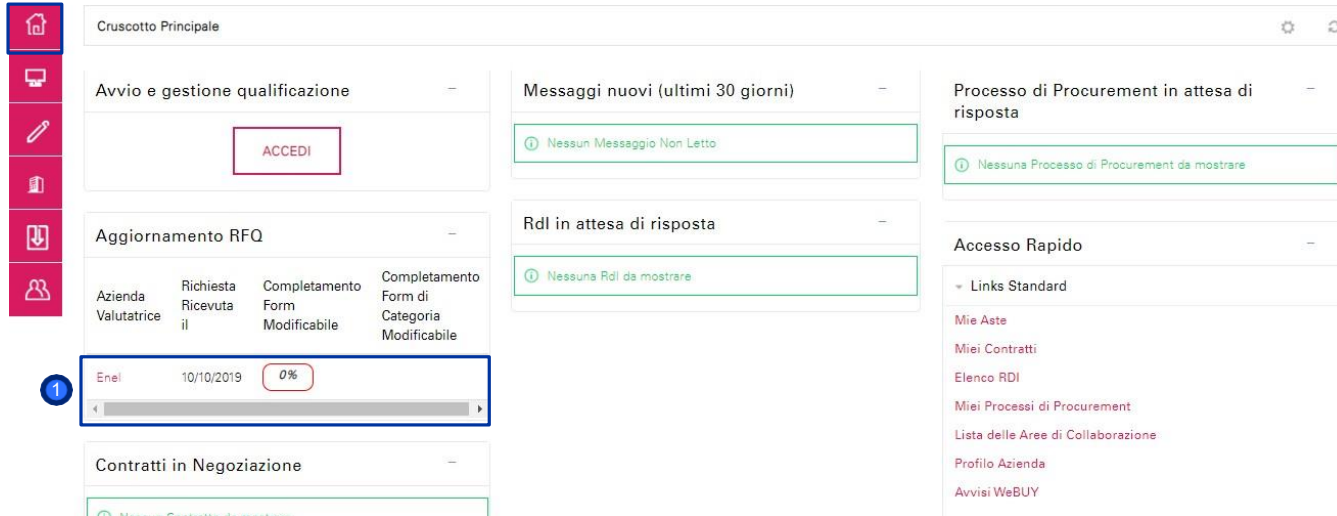
Once the compilation is complete, replies must be sent back to ENEL.

Click on:

1 "Send Forms to the Qualification Team"

### 3. Request for filling in the Form

*Request for fill in legal questionnaires – Home Page*




The screenshot shows the 'Cruscotto Principale' (Main Dashboard) with a sidebar on the left containing icons for Home, Desktop, Edit, Bookmarks, Download, and Profile. The main area is divided into several sections:

- Avvio e gestione qualificazione**: Contains an 'ACCEDI' button.
- Messaggi nuovi (ultimi 30 giorni)**: Shows '1 Nessun Messaggio Non Letto'.
- Processo di Procurement in attesa di risposta**: Shows '1 Nessuna Processo di Procurement da mostrare'.
- Aggiornamento RFQ**: A table with columns: Azienda, Richiesta, Completamento, and Completamento. The first row shows 'Enel' with a date of '10/10/2019' and a progress of '0%'. A blue circle with the number '1' points to this row.
- Rdl in attesa di risposta**: Shows '1 Nessuna Rdl da mostrare'.
- Accesso Rapido**: A list of links including 'Mie Aste', 'Miei Contratti', 'Elenco RDI', 'Miei Processi di Procurement', 'Lista delle Aree di Collaborazione', 'Profilo Azienda', and 'Avvisi WeBUY'.
- Contratti in Negoziazione**: Shows '1 Nessun Contratto da mostrare'.

The Supplier receives an e-mail indicating that there is a form to fill in.

Directly in its Home Page, you will see a request in the "RFQ Update" section.

 Click on the request.

### 3. Request for filling in the Form

*Request for fill in legal questionnaires – Display of Questionnaires*

Mie Qualificazioni da aggiornare   Qualificazioni



[Torna alla Lista](#)

▼ Richiesta dall'Azienda: Enel  
 Richiesta Ricevuta il: 10/10/2019 15:39  
 Stato Invio: [Form da Inviare al Team di Qualifica](#)

Dettagli

Form Modificabili

Form Modificabili [Inviare Form al Team di Qualifica](#)

Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
	Obbligatorio	Non Obbligatorio				
1  LEGAL - REQUISITI - ITALY - Public Law	0%				10/10/2019 15:39	

Totale 1

Pagina 1 di 1

A screen appears showing that the form has a 0% completion percentage and has not yet been displayed.

To proceed with the compilation, click on the name of the Form.

# 3. Request for filling in the Form

## Filling in Legal Questionnaires – Modification

Dettagli

Form Modificabili

1

Modifica

← < >

Informazioni Form

Data Ultima Modifica Fornitore

Form Modificabili

Form Modificabile da  
Modificabile dal Fornitore

Modifica Consentita

10/10/2019 15:39

Ultima Modifica Bloccata

Nome Form: LEGAL- REQUISITI- ITALY- Public Law

Descrizione Form

LEGAL - REQUISITI -ITALY PUBLIC LAW

Nome	Descrizione	Risposta
DGUE + ADDENDUM	<p>Scaricare l'allegato e restituirlo compilato</p>	<p>(Nessun file allegato)</p>

The screen shows the form to fill in.  
To proceed, click on:

1 "Change".

In case you want to go back click on  
the icon



Once the form is complete, click on:

1 "Save and Continue"



### 3. Request for filling in the Form

#### *Sending Legal Questionnaires Completed to Enel (1/2)*

iare Qualificazioni

zienda: Enel  
10/2019 15:39  
are al Team di Qualifica

**Nota**

Tutti i Form sono stati rivisti e i campi obbligatori completati

Invia al Buyer tutti i Form elencati o torna ai Form e Inviai successivamente

**Invia i form al Team di Qualifica**

Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form II
Obbligatorio	Non Obbligatorio			
TI - ITALY - Public		100%	10/10/2019 15:44	10/10/2019 15:39

- Once all the Forms have been completed, a pop-up will automatically appear asking whether to send the Form (s) to the Legal Evaluator.

It is also possible to do this later if there is a need to make changes or complete the compilation at 100%

### 3. Request for filling in the Form

#### Submitting to Enel Legal Compilation Questionnaires (2/2)

Mie Qualificazioni da aggiornare   Qualificazioni

Torna alla Lista


Richiesta dall'Azienda: Enel  
 Richiesta Ricevuta il: 10/10/2019 15:39  
 Stato Invio: [Form da Inviare al Team di Qualifica](#)

Dettagli

Form Modificabili

Form Modificabili

1 [Inviare Form al Team di Qualifica](#)

Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
	Obbligatorio	Non Obbligatorio				
1  LEGAL - REQUISITI - ITALY - Public Law	100%			10/10/2019 15:44	10/10/2019 15:39	si

Totale 1

Pagina 1 di 1

Once the compilation is complete, replies must be sent back to ENEL.

Click on:

- 1 "Send Forms to the Qualification Team".







### 3. Request for filling in the Form

*Request for fill in questionnaires – Home Page*

 Welcome to **WeBUY**

Benvenuto TEST& CO



Cruscotto Principale

Avvio e gestione qualificazione

Accedi

Aggiornamento RFQ

Azienda Valutatrice	Richiesta Ricevuta il	Completamento Form Modificabile	Completa Form di Categoria Modificabile
Enel	24/10/2019	100%	

Messaggi nuovi (ultimi 30 giorni)

Nessun Messaggio Non Letto

Rdl in attesa di risposta

Nessuna Rdl da mostrare

Processo di Procurement in attesa di risposta

Nessuna Processo di Procurement da mostrare

Accesso Rapido

Links Standard

Mie Aste  
Miei Contratti  
Elenco RDI  
Miei Processi di Procurement







The supplier send an e-mail that indicate that is present a form to be filled.

Directly on its Home Page, he will see a request in the section “Update RFQ”.

Click on the request.

### 3. Request for filling in the Form

*Request for fill in questionnaires – Visualization Questionnaires*

Mie Qualificazioni da aggiornare

Qualificazioni

Torna alla Lista

Visualizza Valutazione

Richiesta dall'Azienda: Enel

Richiesta Ricevuta il: 24/10/2019 15:32

Stato Invio: Form da Inviare al Team di Qualifica

Dettagli

Messaggi (Non Letti 0)

Form Modificabili

Form Modificabili

Inviare Form al Team di Qualifica

Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
	Obbligatorio	Non Obbligatorio				
1 PERCORSO RFQ	100%			07/10/2019 11:56	24/10/2019 15:32	no

Totale 1

Pagina 1 di 1

Appear a display in which it is shown the completion percentage of 100% of the specific form. That happen because the form already contain the answers previously provided by the supplier. The supplier have to see the form and if think it is necessary produce modifies.

To proceed to the filling, click on the name of the Form.

### 3. Request for filling in the Form

#### Filling in Questionnaires – Modification

Dettagli | Messaggi (Non Letti 0)

Form Modificabili

1

Modifica

Informazioni Form

Data Ultima Modifica Fornitore  
07/10/2019 11:56

Form Modificabili

Form Modificabile da  
Modificabile dal Fornitore

Modifica Consentita  
24/10/2019 15:32

Ultima Modifica Bloccata

Nome Form: PERCORSO RFQ

Descrizione Form

START-UP / INNOVATIVE FIRM

Nome	Descrizione	Risposta
INNOVATIVE FIRM	* L'azienda è una innovative firm?	No

GRUPPI INDUSTRIALI

Nome	Descrizione	Risposta
GRUPPI INDUSTRIALI	* Siete parte di un gruppo industriale?	No

The screen show the Form that have to be completed. To proceed click on:

1 “Modify”.

In case you want to go back click on the icon:



### 3. Request for filling in the Form

#### *Filling in Questionnaires*

Azienda Valutatrice: Enel

Denominazione Valutazione: LCCC20 - Lavori di demolizione di grandi impianti

Stato: Invio Base - Rinnovo

1

Salva e Continua

X Annulla

Informazioni Form

Data Ultima Modifica Fornitore

07/10/2019 11:56

Form Modificabili

Form Modificabile da


Modificabile dal Fornitore 

Modifica Consentita

24/10/2019 15:32	Ultima Modifica Bloccata
------------------	--------------------------

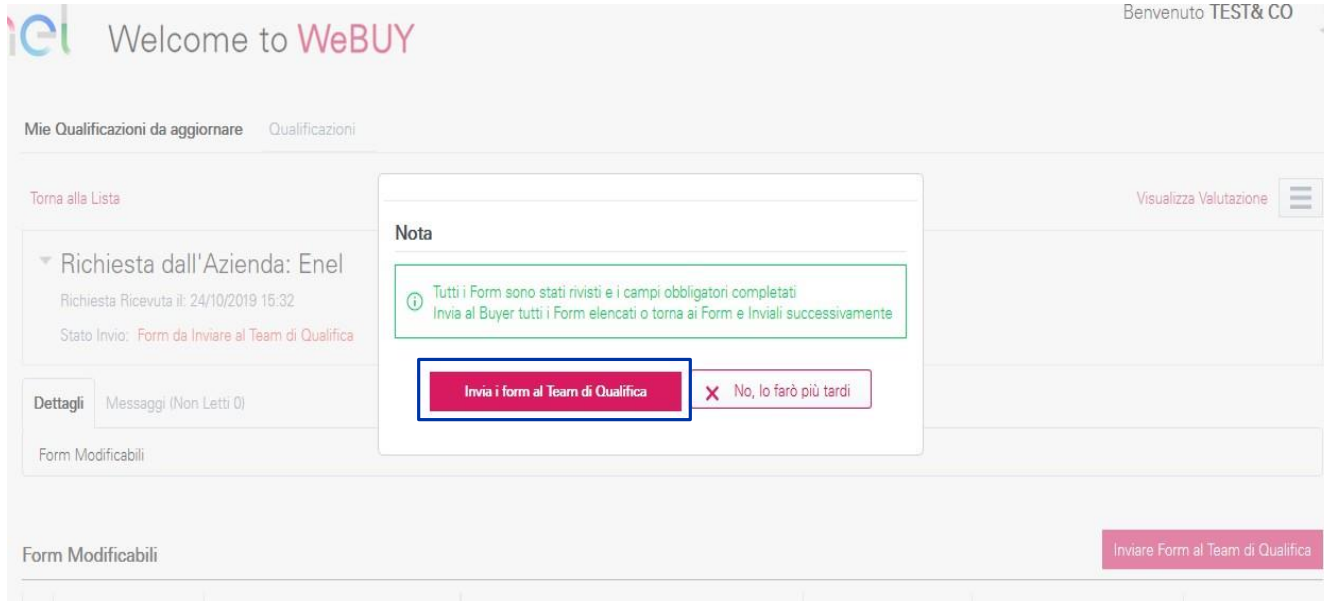
Nome Form: PERCORSO RFQ

Once completed the form, click on:

 "Save and Continue"

### 3. Request for filling in the Form

*Sending Questionnaires Completed to Enel (1/2)*



The screenshot shows the WeBUY portal interface. At the top, it says "Welcome to WeBUY" and "Benvenuto TEST& CO". Below this, there's a section for "Mie Qualificazioni da aggiornare" and "Qualificazioni". A "Torna alla Lista" link is visible. The main content area shows a "Richiesta dall'Azienda: Enel" with a date "Richiesta Ricevuta il: 24/10/2019 15:32" and a status "Stato Invio: Form da Inviare al Team di Qualifica". A "Nota" (Note) box is displayed, containing the text: "Tutti i Form sono stati rivisti e i campi obbligatori completati. Invia al Buyer tutti i Form elencati o torna ai Form e Invia successivamente". Below the note, there are two buttons: "Invia i form al Team di Qualifica" (highlighted with a blue border) and "No, lo farò più tardi". At the bottom right, there is a button labeled "Inviare Form al Team di Qualifica".


Once completed all the Form will appear automatically a pop-up asking whether to send the Form/s to the Legal Evaluators

It is possible to send them also later in case it is necessary to edit it or complete the filling to the 100%

### 3. Request for filling in the Form

#### *Sending Questionnaires Completed to Enel (2/2)*

Mie Qualificazioni da aggiornare [Qualificazioni](#)

[Torna alla Lista](#) [Visualizza Valutazione](#) 

▼ Richiesta dall'Azienda: Enel  
 Richiesta Ricevuta il: 24/10/2019 15:32  
 Stato Invio: [Form da Inviare al Team di Qualifica](#)

**Dettagli** [Messaggi \(Non Letti 0\)](#)

Form Modificabili


**Form Modificabili**

[Inviare Form al Team di Qualifica](#)

	Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
		Obbligatorio	Non Obbligatorio				
1	PERCORSO RFQ	100%			07/10/2019 11:56	24/10/2019 15:32	si
Totale 1							Pagina 1 di 1

Once the compilation is finished, it is necessary to send the replies again to ENEL

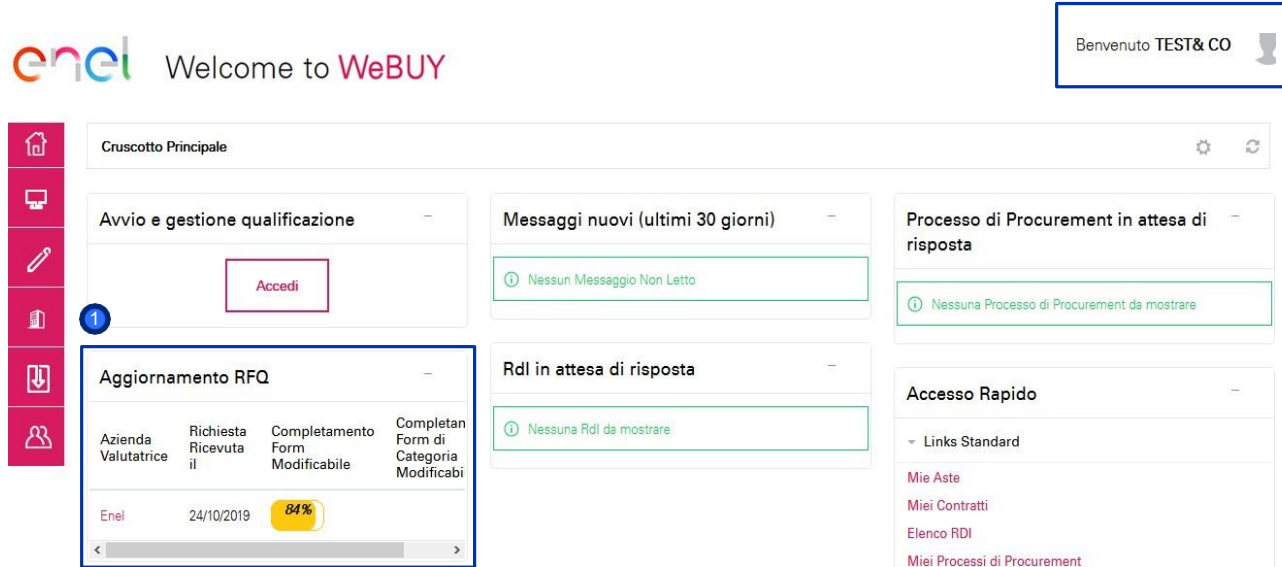
Click on:

 “Send form to the Qualification Team”.



### 3. Request for filling in the Form

*Request for fill in questionnaires – Home Page*



The screenshot shows the Enel WeBUY Home Page. At the top left is the Enel logo and the text "Welcome to WeBUY". At the top right, a blue box highlights the user greeting "Benvenuto TEST& CO" next to a user icon. On the left side, there is a vertical navigation bar with icons for Home, Dashboard, Add, Edit, Download, and Profile. The main content area is titled "Cruscotto Principale" and contains several widgets. A blue circle with the number "1" is placed over the "Aggiornamento RFQ" widget. This widget has a table with the following data:

Azienda Valutatrice	Richiesta Ricevuta il	Completamento Form Modificabile	Completa Form di Categoria Modificabi
Enel	24/10/2019	84%	

Other widgets include "Avvio e gestione qualificazione" with an "Accedi" button, "Messaggi nuovi (ultimi 30 giorni)" showing "Nessun Messaggio Non Letto", "Processo di Procurement in attesa di risposta" showing "Nessuna Processo di Procurement da mostrare", "Rdl in attesa di risposta" showing "Nessuna Rdl da mostrare", and "Accesso Rapido" with links for "Links Standard", "Mie Aste", "Miei Contratti", "Elenco RDI", and "Miei Processi di Procurement".

The supplier receive an e-mail informing about the presence of a form to fill in.

Directly on its Home Page, he will see a request in the section "Update RFQ"

**1** Click on the Request.

### 3. Request for filling in the Form


#### Request for fill in questionnaires – Visualization Questionnaires

Stato Invio: [Form da Inviare al Team di Qualifica](#)

**Dettagli** | [Messaggi \(Non Letti 0\)](#)

[Crea Messaggio](#) | [Messaggi Ricevuti](#) | [Messaggi Inviati](#) | [Bozza dei Messaggi](#)

**Form Modificabili** [Inviare Form al Team di Qualifica](#)

Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
	Obbligatorio	Non Obbligatorio				
1 CONTRIBUTO RICHIESTA	100%	0%		09/10/2019 16:22	24/10/2019 17:21	no
2 SOSTENIBILITA' - AMBIENTE (L)	70%	0%		09/10/2019 16:26	24/10/2019 17:21	no
3 SOSTENIBILITA' - AMBIENTE (M)	53%	0%		09/10/2019 16:27	24/10/2019 17:21	no
4 SOSTENIBILITA' - AMBIENTE (H)	77%	0%		09/10/2019 16:27	24/10/2019 17:21	no
5 SOSTENIBILITA' - DIRITTI UMANI (#1)	100%	0%		09/10/2019 16:28	24/10/2019 17:21	no
6  SOSTENIBILITA' - DIRITTI UMANI (#2)	100%			09/10/2019 16:29	24/10/2019 17:21	no
7 SOSTENIBILITA' - H&S (#3)	100%	0%		09/10/2019 16:30	24/10/2019 17:21	no

Totale 7

Pagina 1 di 1

It is display a screen that show that the form has a positive percentage of completion because contain already the answers done previously by the supplier. The supplier have to visualize the Form if he consider necessary perform eventual changes.

To proceed to the completion, click on the name of the Form.

### 3. Request for filling in the Form

#### *Filling in Questionnaires – Modification*

3

←

<

>

→

2

Modifica

Informazioni Form

Data Ultima Modifica Fornitore


09/10/2019 16:22

Form Modificabili

Form Modificabile da

Modificabile dal Fornitore

1



Modifica Consentita

24/10/2019 17:21

Ultima Modifica Bloccata 09/10/2019 16:46

Nome Form: CONTRIBUTO RICHIESTA

Descrizione Form

BONIFICO / RICEVUTA DI PAGAMENTO

Nome	Descrizione	Risposta
	Si prega di procedere all'emissione del bonifico nel caso in cui la candidatura si riferisca esclusivamente ad Italia e Spagna (sia per gruppi merce Local che Global)	

By clicking on the form (in the specific case "CONTRIBUTION REQUEST"), this screen appears showing the form that the Supplier must fill in.

The icon is yellow because the supplier still has procedures to compile. 1

To start the compilation click on:

2 "Change".

In case you want to go back click on the icon:



## Completion Questionnaires

If the supplier clicks on “Save and Continue”, he will not be back to the page with all the forms, but will be directed to the following questionnaire, ready to be filled in

Once completed click on:

1 “Save and Continue”

It is possible to cancel the completion of this questionnaire, clicking on "Cancel". By clicking on "Cancel" the information added to the previous completed forms will not be lost

# 3. Request for filling in the Form

## Phase 07 – Manage of the validate RFQ – Overview

1

Salva e Continua

X Annulla


**Informazioni Form**

---

**Data Ultima Modifica Fornitore**  
24/10/2019 17:31

**Form Modificabili**

---

**Form Modificabile da**  
Modificabile dal Fornitore 

**Modifica Consentita**



24/10/2019 17:21	Ultima Modifica Bloccata 09/10/2019 16:46
------------------	---

**Nome Form:** SOSTENIBILITA' - AMBIENTE (L)

---

**Descrizione Form**  
SOSTENIBILITA' - AMBIENTE (#1)

**ENVIRONMENTAL EVENTS TREND&RECORDING**

Nome	Descrizione	Risposta
RECLAMI (2018)	★ Indicare il numero di condanne/segnalazioni/reclami ricevuti dall'azienda nel 2018 da parte delle autorità competenti o da terze parti per violazioni ambientali	<input style="width: 80%;" type="text" value="1"/> 
RECLAMI (2017)	★ Indicare il numero di condanne/segnalazioni/reclami ricevuti dall'azienda nel 2017 da parte delle autorità competenti o da terze parti per violazioni ambientali	<input style="width: 80%;" type="text"/> 

Once completed the form, click on:

1 “Save and Continue”

### 3. Request for filling in the Form

#### *Sending Questionnaires Completed to Enel (1/2)*

Mie Qualificazioni da aggiornare Qualificazioni

Torna alla Lista Visualizza Valutazione

▼ Richiesta dall'Azienda: Enel  
Richiesta Ricevuta il: 24/10/2019 17:21  
Stato Invio: Form da Inviare al Team di Qualifica

Dettagli Messaggi (Non Letti 0)  
Form Modificabili

**Nota**

Tutti i Form sono stati rivisti e i campi obbligatori completati  
Invia al Buyer tutti i Form elencati o torna ai Form e Inviai successivamente

**Invia i form al Team di Qualifica** No, lo farò più tardi

Invia Form al Team di Qualifica

Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
	Obbligatorio	Non Obbligatorio				

Once completed all the Forms will appear automatically a popup that ask if send the Form/s to the Legal Evaluator.

Is possible do it also later in case there is the necessity to perform changes or complete the 100% completion.

### 3. Request for filling in the Form

#### *Sending Questionnaires Completed to Enel (2/2)*

Mie Qualificazioni da aggiornare Qualificazioni

[Torna alla Lista](#)

[Visualizza Valutazione](#)

▼ Richiesta dall'Azienda: Enel

Richiesta Ricevuta il: 24/10/2019 17:21

Stato Invio: [Form da Inviare al Team di Qualifica](#)

**Dettagli** [Messaggi \(Non Letti 0\)](#)

Form Modificabili

Form Modificabili

1

[Inviare Form al Team di Qualifica](#)

	Nome	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati
		Obbligatorio	Non Obbligatorio				
1	CONTRIBUTO RICHIESTA	100%	0%		09/10/2019 16:22	24/10/2019 17:21	si
2	SOSTENIBILITA' - AMBIENTE (L)	100%	0%		24/10/2019 17:34	24/10/2019 17:21	si

Once finished the completion, it is necessary to send the answers again to ENEL

Click on:

1

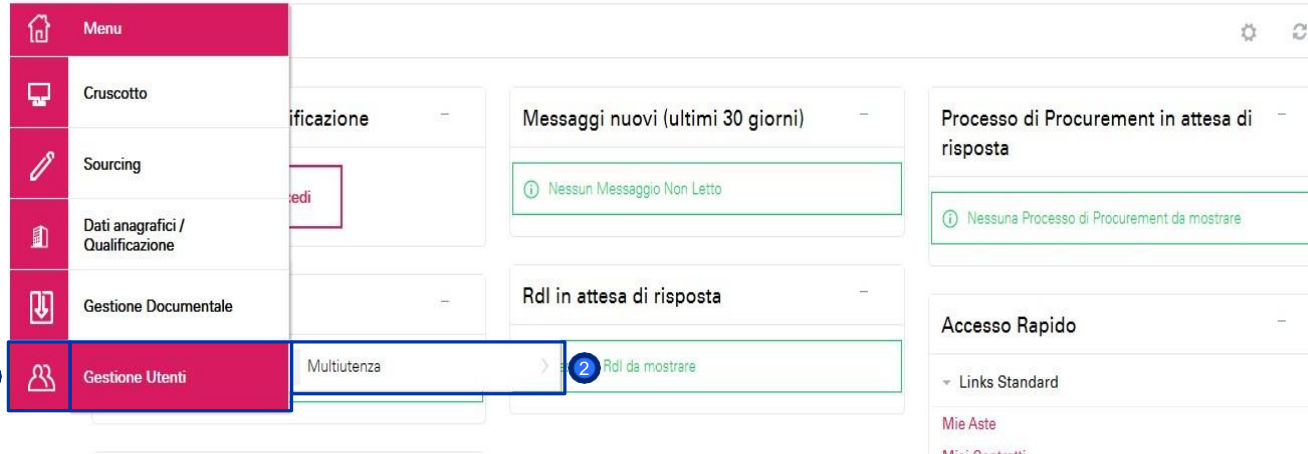
“Send Form to the Qualification Team”.

## 4. Users Management

*Multi-user*

 Welcome to **WeBUY**

Benvenuto TEST& CO

The screenshot shows the WeBUY interface. On the left, there is a pink sidebar menu with the following items: Menu, Cruscotto, Sourcing, Dati anagrafici / Qualificazione, Gestione Documentale, and **Gestione Utenti** (highlighted with a blue box and a blue circle with the number 1). The 'Gestione Utenti' menu is open, showing 'Multiutenza' and 'Rdl da mostrare' (highlighted with a blue circle with the number 2). The main content area displays various widgets: 'Messaggi nuovi (ultimi 30 giorni)' with 'Nessun Messaggio Non Letto', 'Processo di Procurement in attesa di risposta' with 'Nessuna Processo di Procurement da mostrare', 'Rdl in attesa di risposta' with 'Rdl da mostrare', and 'Accesso Rapido' with 'Links Standard' and 'Mie Aste'.

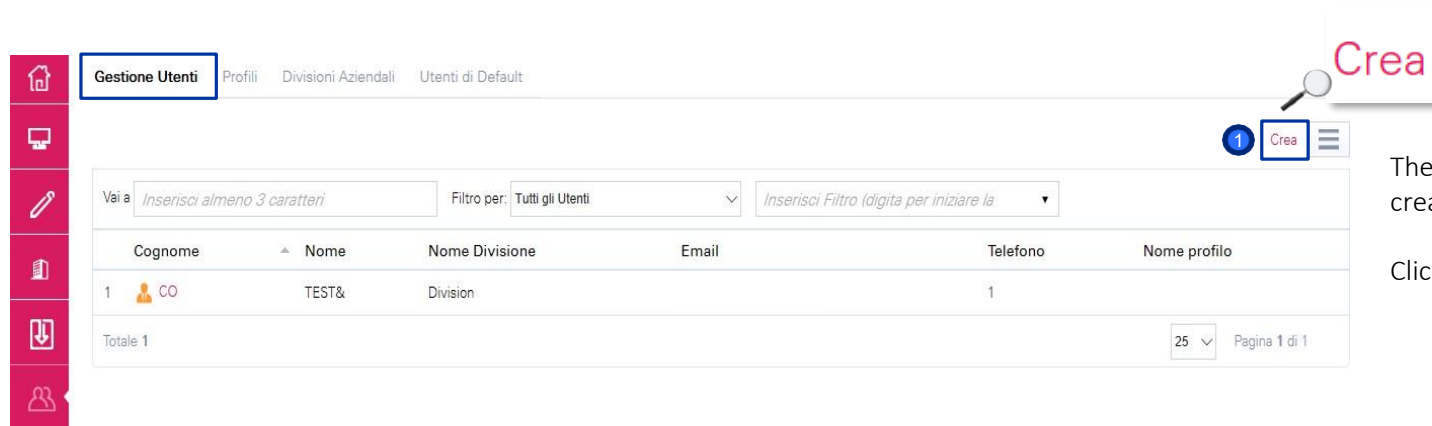
In order to associate a new User to a supplier, the supplier can login with its credentials, and from the right menu, select:

- ① Users Management
- ② Multi-user



## 4. Users Management

### Multi-user - Create



The screenshot shows the 'Gestione Utenti' (User Management) interface. The top navigation bar includes tabs for 'Gestione Utenti', 'Profili', 'Divisioni Aziendali', and 'Utenti di Default'. The main area displays a search bar, a filter dropdown, and a table of users. A red callout box labeled 'Crea' points to a 'Crea' button in the top right corner of the main area.

	Cognome	Nome	Nome Divisione	Email	Telefono	Nome profilo
1	CO	TEST&	Division		1	
Totale 1					25	Pagina 1 di 1

The screen that appear allows the creation of new users

Click on:

 Create

## 4. Users Management

### Multi-user – New User (1/3)

Nuovo utente

1

Salva
✕ Annulla

Informazioni utente

* Cognome	<input type="text"/>
* Nome	<input type="text"/>
Tag utente	<input type="text"/>
* E-mail	<input type="text"/>
* Telefono	<input type="text"/>
<small>Il numero di telefono cellulare deve iniziare con "+" e contiene caratteri da 0 a 9 (min 8 max 15) con nessuno spazio. Il primo numero non può essere 0.</small>	<input type="text"/>
* Nome Divisione	Division ▼
Unità Aziendale	--- ▼
Nome profilo	--- ▼
* Scegliete la User Id e verificate che non sia già utilizzata da un altro utente	<input type="text"/>
* Lingua preferita	--- ▼
* Fuso Orario	(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome ▼

Fill the form with the data of the new user.

Finally click on:

1 Save

## 4. Users Management

### *Multi-user – New User (2/3)*

[Torna alla Lista](#)

1

Nuovo utente

[Visualizza Diritti Utente](#)


Il nuovo utente UTENTE TEST è stato creato. E' stata inviata una email all'indirizzo c-garienti@jaggaer.com contenente UserID e Password di accesso al sito. L'utente non ha alcun profilo associato.


It is possible visualize the rights associated to this new User.  
Click on:

1 Visualize User Rights

## 4. Users Management

### Multi-user – New User (3/3)

 Welcome to WeBUY

Benvenuto TEST& CO 


[Torna alla Lista](#)

▼ Utente: UTENTE TEST

Gruppo Acquisti: Division

Dettagli

Informazioni utente | Diritti utente



Richiesta di offerta/Richiesta di informazioni

Visibilità Lista RdO	No
Accedi dettagli RdX	No
Crea Risposta	No
Modifica prima della pubblicazione	No
Modifica e Pubblica	No
Contatto visibile al Buyer	No
Gestione messaggi	No

1 Chiamata di Esportazione

2 Modifica

3 Richiedi Reimpostazione Password

4 Modifica Diritti RdX

Appear a new window that allows to:

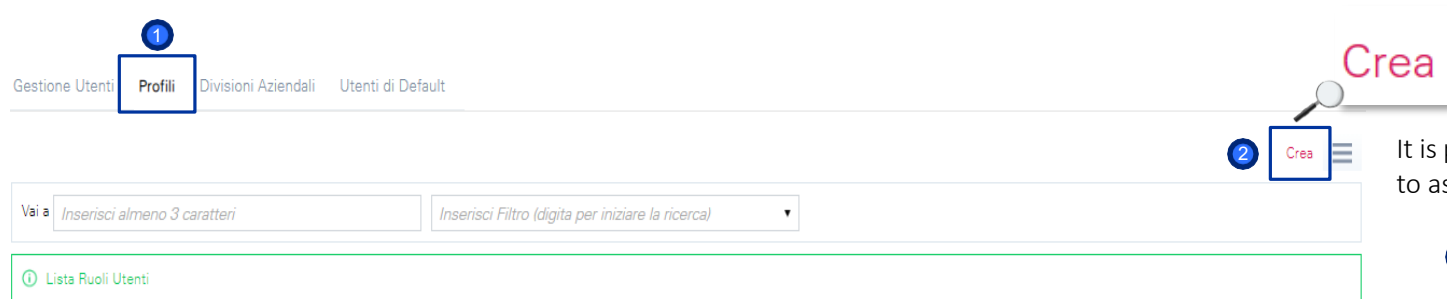
- 1 Recall data from info provider
- 2 Edit data
- 3 Ask to reset the Password

For the supplier it is also possible to change, directly from this screen, the rights of its User considering the different forms presented in the platform, clicking on:

- 4 Edit (Name of the form)

## 4. Users Management

### Profiles – Create



It is possible to create a new Profile to assign to the Users.

① In the “Profile” tab

Click on:

② Create

## 4. Users Management

### Profiles – New Profile

Nuovo Profilo

1 Save
X Annulla

Configurazione Generale

\* Nome profilo

\* Profilo condiviso

No ▼

Richiesta di offerta/Richiesta di informazioni

\* Visibilità Lista RdO

No ▼

\* Accedi dettagli RdX

No ▼

\* Crea Risposta

No ▼

\* Modifica prima della pubblicazione

No ▼

\* Modifica e Pubblica

No ▼

\* Contatto visibile al Buyer

No ▼

\* Gestione messaggi

No ▼

\* Visualizza Dati Sensibili (incluso Allegati, Risposte, Prezzi, ecc)

No ▼

Aste di acquisto

\* Visibilità lista aste

No ▼

The supplier has the possibility to create a new profile assigning for each Form specified rights.

The creation of a profile allows the association of this profile directly to the Supplier User.

Once completed the form and assigned the rights, click on:

1 Save

70

## 4. Users Management

### Company divisions – Create

Gestione Utenti   Profili   **Divisioni Aziendali**   Utenti di Default

1

2   Crea   Gestisci Visibilità della Divisione

Vai a

	Nome Divisione	Manager Divisione	Divisione creata il
1	Division	COTEST&	07/10/2019 11:55:46
Totale 1			Pagina 1 di 1

The supplier has the possibility to divide the users in different company functions/divisions each one with its own Responsible.

1 In the tab “Commercial Division”, click on:

2 Create

## 4. Users Management

### *Profiles – New Purchasing group*

Nuova Gruppo Acquisti

1 Save X Annulla

Informazioni Gruppo Acquisti aziendale

\* Nome Gruppo Acquisti

Descrizione Gruppo Acquisti

Tag Gruppo Acquisti

\* Manager Divisione

TEST UTENTE ▼

The supplier has the possibility to divide the users in different company functions/divisions each one with its own Responsible.

Once completed the form click on:

1 Save



## 4. Users Management

### User by default

Gestione Utenti

Profili

Divisioni Aziendali

Utenti di Default

Salva

Seleziona un Utente di Default per le Aste

	Cognome	Nome	E-mail
1	<input checked="" type="radio"/> --	--	--
2	<input type="radio"/> CO	TEST&	

Selezionare un Utente di Default per le Rdl/Processo di Procurement

	Cognome	Nome	E-mail
1	<input checked="" type="radio"/> --	--	--
2	<input type="radio"/> CO	TEST&	

Seleziona un Utente Predefinito per il Contratto

	Cognome	Nome	E-mail
1	<input checked="" type="radio"/> --	--	--
2	<input type="radio"/> CO	TEST&	

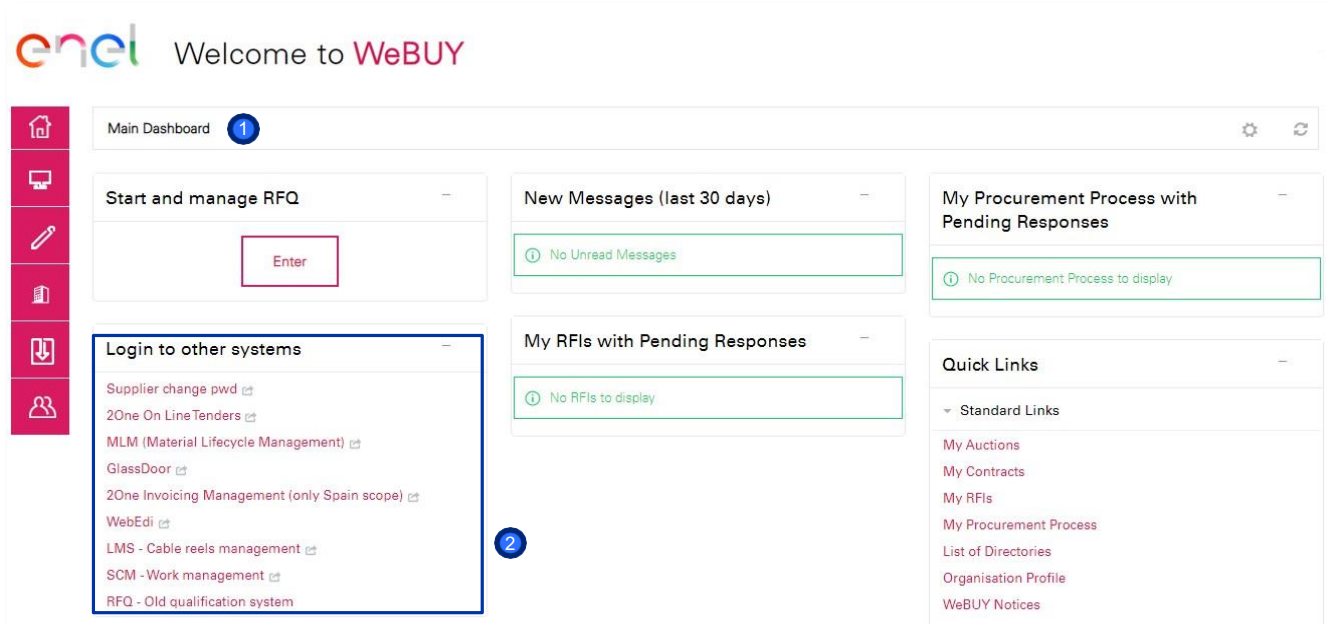
Selezionare un Utente di Default per ricevere le Email per le Opportunità

	Cognome	Nome	E-mail
1	<input type="radio"/> --	--	--

There is also the possibility to define, for each platform section, a User by Default.

## 5. Accesses to other systems from WeBUY

### Suppliers Login to other systems



Welcome to WeBUY

Main Dashboard 1

Start and manage RFQ

Enter

New Messages (last 30 days)

No Unread Messages

My Procurement Process with Pending Responses

No Procurement Process to display

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

My Auctions

My Contracts

My RFIs

My Procurement Process

List of Directories

Organisation Profile

WeBUY Notices

Login to other systems

Supplier change pwd

2One On Line Tenders

MLM (Material Lifecycle Management)

GlassDoor

2One Invoicing Management (only Spain scope)

WebEdi

LMS - Cable reels management

SCM - Work management

RFQ - Old qualification system

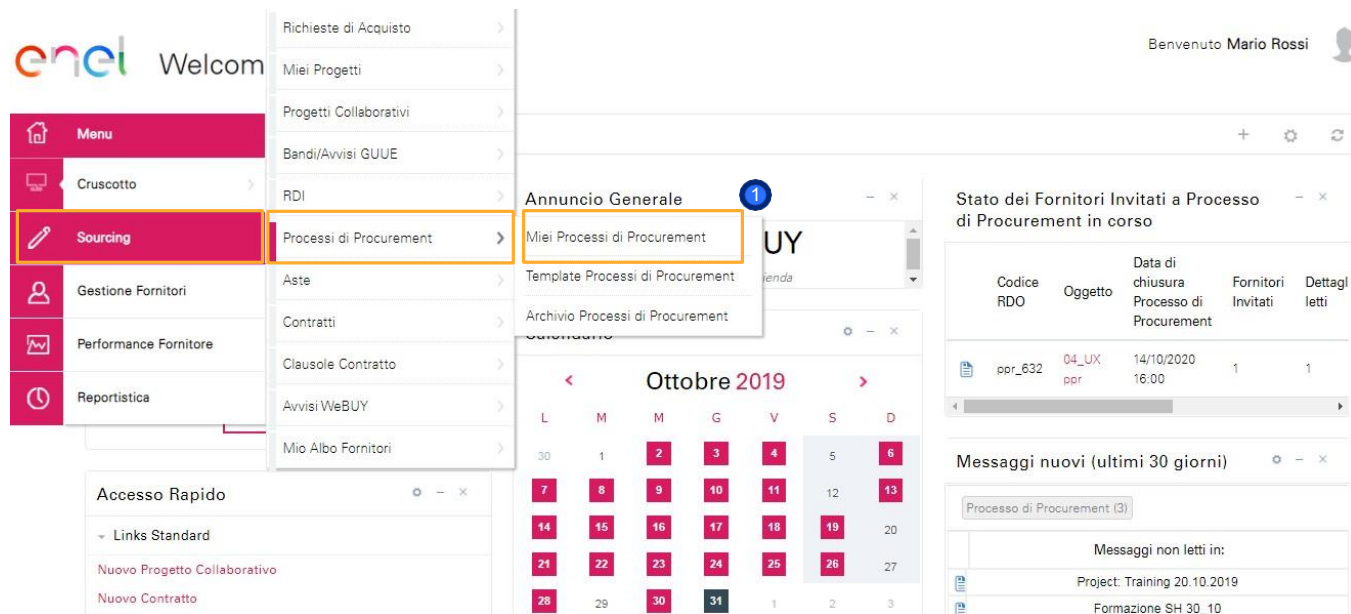
- 1 The main dashboard, from the supplier view, provide an home page with different widgets by default that can be customized:

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

## 6. Procurement Process - Supplier Response

*How to configure the PPR response (1/8)*



The screenshot shows the Enel procurement system dashboard. On the left, a vertical menu highlights the 'Sourcing' section. A sub-menu is open, showing 'Processi di Procurement' highlighted with an orange box. A blue circle with the number '1' points to the 'Miei Processi di Procurement' link. Below this, a calendar for October 2019 is visible. On the right, the 'Stato dei Fornitori Invitati a Processo di Procurement in corso' section displays a table of procurement processes.

Codice RDO	Oggetto	Data di chiusura Processo di Procurement	Fornitori Invitati	Dettagli
ppr_632	04_UX ppr	14/10/2020 16:00	1	1

Below the table, the 'Messaggi nuovi (ultimi 30 giorni)' section shows a list of messages:

- Processo di Procurement (3)
- Messaggi non letti in:
- Project Training 20.10.2019
- Formazione SH 30\_10

1 On the dashboard click on «Sourcing > Procurement Process > My Procurement Process» to view all PPR.

2 Click on the PPR of interest.

## 6. Procurement Process - Supplier Response

### *How to configure the PPR response (2/8)*

- 1 Inside the PPR it is possible to view its details. To configure your answer, click on "Reply" or on "Reject" if you want to refuse the PPR invitation

▼ Processo di Procurement : ppr\_514- Maintenance services

In corso

progetto: ~~prj\_759~~- Maintenance services  
Data di chiusura RdO: 07/10/2019 20:00:00  
Ultima Risposta inviata il: Non inviata

Dettagli Processo di Procurement

Messaggi (Non Letti 0)

Configurazione
Allegati Buyer (0)
Mia Risposta
Utenti Associati

1

Rispondi

Rifiuta

## 6. Procurement Process - Supplier Response

*How to configure the PPR response (3/8)*

① In the "Response summary" section there is a list of missing answers

①

Riassunto risposta	
1. Risposta Amministrativa	Valori opzionali mancanti (1) Non sono presenti ulteriori allegati
2. Risposta Economica	Tutti i parametri sono stati quotati Nessun Allegato aggiuntivo
Prezzo totale (escluso sezioni facoltative)	
0	

Invia Risposta

Esporta/Importa Risposta

## 6. Procurement Process - Supplier Response

*How to configure the PPR response (4/8)*

- 1 Click on "Change Response" to configure your response within each envelope (administrative, technical, economic)

1. Risposta Amministrativa (1 parametri)

1

✎

Modifica Risposta

<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>1.1 certified- Sezione</div> </div>		
Parametro	Descrizione	Risposta
1.1.1 certified	* Are you in possession of the certificate?	
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>1.2 Area Generica Allegati</div> </div>		

i

Nessun allegato presente

## 6. Procurement Process - Supplier Response

*How to configure the PPR response (5/8)*

- After entering all the required information (the parameters with the red asterisk are required for the transmission of your answer), click on "Save and Exit".

The configuration procedure will be the same for the technical and commercial envelope

In modifica



Salva ed Esci

Salva e Continua

✕ Annulla

Valida Risposta

### 1. Risposta Amministrativa (1 parametri)

#### 1.1 certified- Sezione

Parametro	Descrizione	Risposta
1.1.1 certified	* Are you in possession of the certificate?	<input type="text"/>

## 6. Procurement Process - Supplier Response

*How to configure the PPR response (6/8)*

1 After entering all the parameters click on "Send Reply"

Dettagli Processo di Procurement

Messaggi (Non Letti 0)

Configurazione Allegati Buyer (0) Mia Risposta Utenti Associati

1

**Invia Risposta** Esporta/Importa Risposta

Riassunto risposta			
1.	Risposta Amministrativa	Tutti i valori inseriti Non sono presenti ulteriori allegati	
2.	Risposta Tecnica	Tutti i valori inseriti Non sono presenti ulteriori allegati	
3.	Risposta Economica	Tutti i parametri sono stati quotati Nessun Allegato aggiuntivo	Prezzo totale (escluso sezioni facoltative) 150



## 6. Procurement Process - Supplier Response

### How to configure the PPR response (7/8)

- The status of your reply will go to «Published» and within the PPR there will be evidence of the date and time of sending

Processo di Procurement : ppr\_746- PBS\_PPR\_29102019

progetto:995- PBS\_2910\_FirstProject

Data di chiusura RdO: 22/11/2019 23:00:00

Ultima Risposta inviata il: 30/10/2019 15:04:50

In corso

Attenzione:

Hai ancora 1 Allegati non letti. Clicca qui per leggerli prima di inviare la tua risposta.

Dettagli Processo di Procurement

Messaggi (Non Letti 0)

Configurazione

Allegati Buyer (1)

Mia Risposta

Utenti Associati

Esporta/Importa Risposta

Visualizza Contenuto Proposta Documento Ufficiale di Contratto

Riassunto risposta

1. Risposta Economica	Tutti i parametri sono stati quotati Nessun Allegato aggiuntivo	Prezzo totale (escluso sezioni facoltative)	180.000
-----------------------	--	---	---------

## 6. Procurement Process - Supplier Response

### How to configure the PPR response (8/8)

- 1 As long as the PPR is in “Running”, it is always possible to modify the answer and/or withdraw the reply sent

[Torna alla Lista](#)



▼ Processo di Procurement : ppr\_746- PBS\_PPR\_29102019

progetto: **995**- PBS\_2910\_FirstProject

Data di chiusura RdO: 22/11/2019 23:00:00

Ultima Risposta inviata il: 30/10/2019 15:04:50

1

 Cancella la tua risposta  
 Report per Stampa

**Attenzione:** Hai ancora 1 Allegati non letti. Clicca qui per leggerli prima di inviare la tua risposta.

**Dettagli Processo di Procurement** | Messaggi (Non Letti 0)

[Configurazione](#) | [Allegati Buyer \(1\)](#) | [Mia Risposta](#) | [Utenti Associati](#)

[Esporta/Importa Risposta](#) | [Visualizza Contenuto Proposta Documento Ufficiale di Contratto](#)

#### Riassunto risposta

1. [Risposta Economica](#)

Tutti i parametri sono stati quotati  
Nessun Allegato aggiuntivo

Prezzo totale (escluso sezioni facoltative)

**180.000**

# 7. Sourcing – Contract management

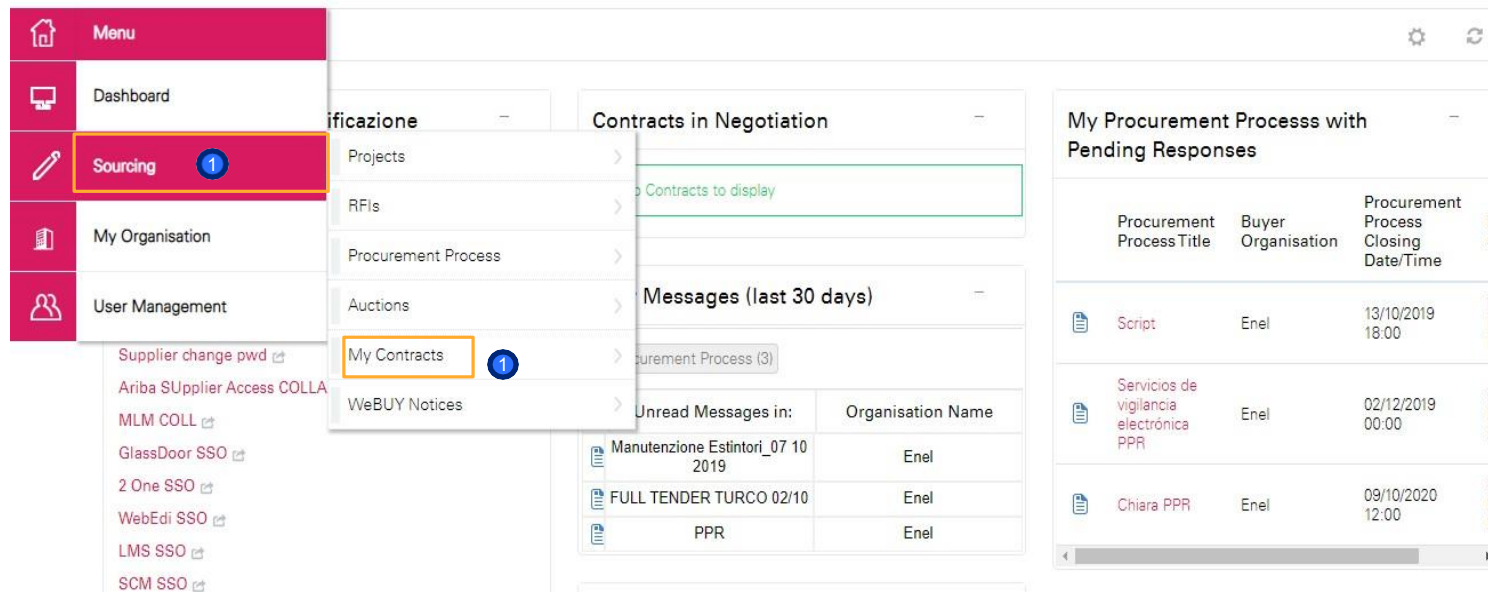
From supplier's side (1/5)

enel Welcome to WeBUY

Welcome **Marcello Mauri**



- From the dashboard, click on "Sourcing > My Contracts" or go directly to "My Contracts" in the Quick Links section to access the Contract list



The screenshot shows the Enel WeBUY dashboard. On the left, a pink sidebar menu is open, highlighting the 'Sourcing' option with a blue circle containing the number 1. Below 'Sourcing', the 'My Contracts' option is also highlighted with a blue circle containing the number 1. The main content area displays several sections: 'Contracts in Negotiation' with a search bar, 'Messages (last 30 days)' with a table of unread messages, and 'My Procurement Process with Pending Responses' with a table of procurement processes.

Procurement Process Title	Buyer Organisation	Procurement Process Closing Date/Time	R S
Script	Enel	13/10/2019 18:00	N R P
Servicios de vigilancia electrónica PPR	Enel	02/12/2019 00:00	N R P
Chiara PPR	Enel	09/10/2020 12:00	N R P

Unread Messages in:	Organisation Name
Manutenzione Estintori_07 10 2019	Enel
FULL TENDER TURCO 02/10	Enel
PPR	Enel

## 7. Sourcing – Contract management

*From supplier's side (2/5)*

My Contracts

Filter By: All Contracts Enter Filter (type to start search)

	Code	Title	Organisation Name
1	JA10001613	alberto contratto	Enel
1	JA10001602	PVN Contrato simple	Enel
3	JA10001603	Contrato n1 prueba en conjunto	Enel
4	JA10001600	Test limite ctr	Enel
5	JA10001199	Copy from 1044	Enel
6	JA10001190	PO prueba variante	Enel
7	JA10001183	rda 1500089841 ctr prova clp	Enel
8	JA10001177	rda 1500089838 prova ordine	Enel

1 Click on the Contract of interest

## 7. Sourcing – Contract management

*From supplier's side (3/5)*

1

Details
Contents Management
Messages (Unread 1)

Settings
Associated Users

---

### Overview

<p><b>Contract Code</b> JA10001613</p> <p><b>Description</b></p> <p><b>Reference</b></p> <p><b>End/Delivery Date Type</b> Fixed</p> <p><b>Start/Signature Date</b></p> <p><b>Contract Value</b> 140.000</p>	<p><b>Contract Title</b> alberto contratto</p> <p><b>Contract Type</b> Mono Company Contract</p> <p><b>End/Delivery Date</b> 10/10/2019 23:59</p> <p><b>Currency</b> : Euro</p>
---	---

Total Price
Currency

1 In the details section is possible to have a view the general information

## 7. Sourcing – Contract management

### *From supplier's side (4/5)*

- 1 In the “Contents Management” section is possible to:
  - Insert some document in the “Additional Information” areas
  - View the price list in the “Prices” section
  - View the master document for the Contract in the “Master Document” section

Details

1
**Contents Management**

Messages (Unread 1)

Additional Information
Prices (→)
Master Document (Proposal Approved)

[Edit](#)

Supplier Information		
Copia Fideiussione	* Allegare la copia della fideiussione	(no file attached)
Allegato 1	Allegato 1	(no file attached)

## 7. Sourcing – Contract management

### *From supplier's side (5/5)*

- 1 In the "Messages" section is possible to send and receive messages from Enel users

Details Contents Management **1 Messages (Unread 1)**

Create Message Received Messages Sent Messages Draft Messages

#### Received Messages

Create



Enter Filter (type to start search) ▼

	Sender	Date	Subject	Opened by Me	Opened	Replied
1	Enel	11/10/2019 10:42	Information			
Total 1						Page 1 of 1

## 8. Sourcing – Electronic signature of the contract

*How to sign the contract with electronic signature by the supplier (1/4)*

Please review and sign your document



**From:** JAGGAER Demo ([dse\\_demo@jaggaer.com](mailto:dse_demo@jaggaer.com))

Dear Marcello,

JAGGAER Demo has sent you a new DocuSign document to view and sign. Please click the 'View Documents' link below to begin signing.

Master Contract Document Proposal: 3

Contract Code: JA10001613

Contract Title: alberto contratto -

Main Contractor: Seller Prep 1

The invitation was sent by User Super for a Contract managed on behalf of Enel - Buyer emitting unit: <\_Buyer emitting unit\_NAME/><\_Buyer emitting unit\_TITLE/> on 11/10/2019

1

**View Documents**

The supplier will receive an e-mail from *DocuSign* where he will have access to the document to sign it.

1 Click on "View Document"



## 8. Sourcing – Electronic signature of the contract

*How to sign the contract with electronic signature by the supplier (2/4)*

### Request for Signature



JAGGAER Demo  
JAGGAER

Master Contract Document Proposal: 3

Contract Code: JA10001613

[View More](#)

JAGGAER

Powered by DocuSign

1 Click on “Continue” to view the Document

Please review the documents below.

1

CONTINUE

MORE OPTIONS

DocuSign Envelope ID: 1D1B0C6A-E4B0-46CA-864E-F90F5E60C89E



DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
[www.docusign.com](http://www.docusign.com)

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#### PREMISAS

El Contrato está formado y regulado por los siguientes documentos, en el siguiente orden de prevalencia:

- 1) **Cuerpo Principal del Contrato u Order Letter (el presente documento) ;**
- 2) **Condiciones Particulares**
- 3) **Especificaciones Técnicas- económicas ENEL;**
  - I. BoQ - Lista de Conceptos y Precios.
  - II. Requisitos de Salud, Seguridad y Medio Ambiente
  - III. Requisitos especiales de facturación y/o libertad de gravámenes
  - IV. Penalidades.
  - V. Formato de Garantía.
  - VI. Hilos de pago.

## 8. Sourcing – Electronic signature of the contract

*How to sign the contract with electronic signature by the supplier (3/4)*

Select the Sign field to create and add your signature.

Generales y Anexo País o, caso contrario por los tribunales competentes de [...] y bajo la interpretación de las leyes y normas aplicables en el país.

**Signature Area**

<p>Organisation Name: Enel</p> <p>Role/Title: d</p> <p>Name: Susanna</p> <p>Signature:</p>	<p>Organisation Name: Seller Prep 1</p> <p>Role/Title: d</p> <p>Name: Marcello</p> <p>Signature:</p>
--	--

**Art. 8 Jurisdicción e interpretación:**

Todas las disputas y controversias que deriven o guarden relación con el Contrato, serán resueltas conforme a las Condiciones Generales y Anexo País o, caso contrario por los tribunales competentes de [...] y bajo la interpretación de las leyes y normas aplicables en el país.

**Art. 9 ACEPTACIÓN**

**1** Click on "Required - Sign Here" to insert the electronic signature on document.

**2** Finally, click on "Finish" to confirm the document signature

## 8. Sourcing – Electronic signature of the contract

*How to sign the contract with electronic signature by the supplier (4/4)*

**From:** Sent on behalf of DocuSign

Dear Marcello,

All parties have signed the Signature Request for Proposal in Contract JA10001613 - alberto contratto.

Master Contract Document Proposal: 3

Contract Code: JA10001613

Contract Title: alberto contratto -

Main Contractor: Seller Prep 1

The invitation was sent by User Super for a Contract managed on behalf of Enel - Buyer emitting unit:  
<\_Buyer emitting unit\_NAME/><\_Buyer emitting unit\_TITLE/>on 11/10/2019

To view the documents, recipients, and other information, please click the link below.

1

[View Documents](#)

After these steps you will receive an email confirming the correct signature of the document

- 1 By clicking on “View Document” you will be able to see the document signed