Index

1. The evolution of the Purchasing Portal
2. Registration
3. Request for filling in the Form
4. Users Management
5. Accesses to other systems from WeBUY
6. Sourcing – Procurement Process - Supplier Response
7. Sourcing – Contract Management
8. Sourcing – Electronic signature of the contract
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.
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

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.

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
2. Registration
Supplier On Boarding – Registration Data (1/3)

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.
The supplier accesses the registration page.

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Response</th>
<th>Editable By</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR LEGAL/JURIDICAL TYPE GROUP</td>
<td>Select the company legal form</td>
<td>Supplier</td>
<td></td>
</tr>
</tbody>
</table>

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

Then click on CONFIRM.
The supplier shall complete the following general questionnaire:

1. **Informazioni Fornitore (Supplier information)**

2. **Registration Purpose**
The supplier shall complete the following general questionnaire:

1. Administrative information
   - Web-Ed Registration: Are you registering for the unique finality of using the invoice functionalities by Web-Ed?
   - Administrative/Payment Email: Enter the email address used by the payment department for invoicing and administration usage
   - Purchase Order Email: Enter the email address used for purchasing and purchase order purpose

2. Additional offices
   - Additional Office: Do you want to register a new office?
2. Registration
Supplier On Boarding – General questionnaire (3/3)

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

1. **Carichi pendenti** (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

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
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:

Office
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:

Office details

1. Office details

- Question 1: City code
- Question 2: Office postal code
- Question 3: Office address
- Question 4: Office street number
- Question 5: Office contact email
- Question 6: Office contact telephone number
- Question 7: Office employees
- Question 8: Office surface
- Question 9: Office total area
- Question 10: Storage area covered by offices
- Question 11: Settlement area covered by offices
- Question 12: Non-covered area
- Question 13: Comments
- Question 14: Additional office

If you choose to register a new office, you will have to fill out these fields.
2. Registration
Supplier On Boarding – Circular confirming

Completing the fields for the circular confirming:

Once the fields have been completed:

CONFIRM
2. Registration

Supplier On Boarding – Cyber security and consenso finalita’ marketing

1. Complete the company contact fields (cyber security)
   Once the fields have been completed:
   CONFIRM

2. Subsequently, complete the consenso finalita’Marketing (consent for marketing purposes) fields
   Once the fields have been completed:
   CONFIRM
2. Registration
Supplier On Boarding – Registration agreement

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

2. Once the fields have been confirmed:

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

To continue click on

Complete registration
2. Registration
Supplier On Boarding – Registration confirmation

The screen confirms or not the correct entry of tax data:
If the data is correct, to continue click on:

1. click here to proceed
2. Registration  
Supplier On Boarding – Dashboard WeBUY

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

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

The Organisation Profile screen will appear.

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

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)

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

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)

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)

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:

"Confirm the Choice"
2. Registration

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

The selected categories will appear in a list.

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 supplier can proceed with filling out the Technical Questionnaire for the selected Merchandise Group, by clicking on "CHANGE".

Alternatively, it can return to the list of selected Merchandise Groups.
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)

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.
The technical questionnaire continues with:

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
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

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

To fill in the Forms, click on the Form name and complete the form.
3. Request for filling in the Form

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.

To start the compilation click on:

"Change".

In case you want to go back click on the icon:
3. Request for filling in the Form

Filling in Questionnaires (1/2)

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.

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

"Save and Continue"
3. Request for filling in the Form

Filling in Questionnaires (2/2)

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:

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

Click on:

"Send Forms to the Qualification Team"

---

### 3. Request for filling in the Form

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

<table>
<thead>
<tr>
<th>Nome</th>
<th>Stato Form Fornitore</th>
<th>Data Scadenza Documento (II Primo che Scade)</th>
<th>Data Ultima Modifica</th>
<th>Modifica Form Consistenza</th>
<th>Form Visualizzati</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRIBUTO RICHiesta</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:22</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>REFERENZE</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:23</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>SOSTENIBILITA - AMBIENTE (II)</td>
<td>100%</td>
<td>20%</td>
<td>09/10/2019 16:26</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>SOSTENIBILITA - AMBIENTE (IV)</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:27</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>SOSTENIBILITA - AMBIENTE (VI)</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:27</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>SOSTENIBILITA - DIRITTI UMANI (I)</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:29</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>SOSTENIBILITA - DIRITTI UMANI (II)</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:29</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
<tr>
<td>SOSTENIBILITA - MAS (I)</td>
<td>100%</td>
<td>0%</td>
<td>09/10/2019 16:30</td>
<td>09/10/2019 16:07</td>
<td>sì</td>
</tr>
</tbody>
</table>
3. Request for filling in the Form

Request for fill in legal questionnaires – Home Page

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.

1. Click on the request.
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

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

- "Change".

In case you want to go back click on the icon.
3. Request for filling in the Form

Filling in Legal Questionnaires – Displaying Questionnaires

Once the form is complete, click on:

- "Save and Continue"
3. Request for filling in the Form

Sending Legal Questionnaires Completed to Enel (1/2)

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)*

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

Click on:

- "Send Forms to the Qualification Team".

<table>
<thead>
<tr>
<th>Name</th>
<th>Stato Form Fornitore</th>
<th>Data Scadenza Documento (Il Primo che Scade)</th>
<th>Data Ultima Modifica</th>
<th>Modifica Form Consentita II</th>
<th>Form Visualizzati</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL-REQUISITI-ITALY- Public Law</td>
<td>Obbligatorio</td>
<td>10/10/2019 15:44</td>
<td>10/10/2019 15:35</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
3. Request for filling in the Form

Request for fill in questionnaires – Home Page

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

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

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

- “Modify”.

In case you want to go back click on the icon:
3. Request for filling in the Form

Filling in Questionnaires

Once completed the form, click on:

“Save and Continue”
3. Request for filling in the Form
Sending Questionnaires Completed to Enel (1/2)

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%
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 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”

Click on the Request.
3. Request for filling in the Form

Request for fill in questionnaires – Visualization Questionnaires

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

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.

To start the compilation click on:

"Change".

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

“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

Once completed the form, click on:

“Save and Continue”
3. Request for filling in the Form

Sending Questionnaires Completed to Enel (1/2)

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

Click on:

- “Send Form to the Qualification Team”.
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 screen that appears allows the creation of new users.

Click on:

- **Create**
Fill the form with the data of the new user.

Finally click on:

- Save
4. Users Management

Multi-user – New User (2/3)

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

Visualize User Rights
4. Users Management

Multi-user – New User (3/3)

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
2. Click on: Create
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:  

Save
4. Users Management

Company divisions – Create

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

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

Save
4. Users Management

*User by default*

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

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.

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

Click on the PPR of interest.
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.
### 6. Procurement Process - Supplier Response

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

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

<table>
<thead>
<tr>
<th>Riassunto risposta</th>
<th></th>
</tr>
</thead>
</table>
| 1. Risposta Amministrativa | Valori azionali mancanti (1)  
Non sono presenti ulteriori allegati |
| 2. Risposta Economica | Tutti i parametri sono stati quotati  
Nessun Allegato aggiuntivo | 0 |
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)

<table>
<thead>
<tr>
<th>Parametro</th>
<th>Descrizione</th>
<th>Risposta</th>
</tr>
</thead>
<tbody>
<tr>
<td>certified</td>
<td>Are you in possession of the certificate?</td>
<td></td>
</tr>
</tbody>
</table>

- 1.1 certified - Sezione

- 1.2 Area Generica Allegati

- Nessun allegato presente
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.
6. Procurement Process - Supplier Response

How to configure the PPR response (6/8)

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

The image shows a screenshot of the PPR interface with details on a specific procurement process. The screenshot includes a process ID and a message indicating the last response date and time. A note at the bottom of the image mentions that there are no attachments and provides a summarized response.
As long as the PPR is in “Running”, it is always possible to modify the answer and/or withdraw the reply sent.
7. Sourcing – Contract management

From supplier’s side (1/5)

From the dashboard, click on “Sourcing > My Contracts” or go directly to “My Contracts” in the Quick Links section to access the Contract list.
### 7. Sourcing – Contract management

*From supplier’s side (2/5)*

#### My Contracts

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Organisation Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JA10001613</td>
<td>alberto contrato</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001802</td>
<td>V/N Contrato simple</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001603</td>
<td>Contrato n1 prueba en conjunto</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001800</td>
<td>Test limite ctrl</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001199</td>
<td>Copy from 1044</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001190</td>
<td>PO prueba variante</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001183</td>
<td>nds 1500088841 ctrl prova clp</td>
<td>Enel</td>
</tr>
<tr>
<td>JA10001177</td>
<td>nds 1500088838 prova online</td>
<td>Enel</td>
</tr>
</tbody>
</table>
In the details section is possible to have a view the general information.
7. Sourcing – Contract management

From supplier’s side (4/5)

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
7. Sourcing – Contract management

From supplier’s side (5/5)

- In the “Messages” section it is possible to send and receive messages from Enel users.

- **Details**

- **Contents Management**

- **Messages (Unread 1)**

- **Create Message**

- **Received Messages**

- **Sent Messages**

- **Draft Messages**

**Received Messages**

- **Enter Filter (type to start search)**

<table>
<thead>
<tr>
<th>Sender</th>
<th>Date</th>
<th>Subject</th>
<th>Opened by Me</th>
<th>Opened</th>
<th>Replied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enel</td>
<td>11/10/2019 10:42</td>
<td>Information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total 1*
8. Sourcing – Electronic signature of the contract

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

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)

Click on “Continue” to view the Document
Click on "Required - Sign Here" to insert the electronic signature on document. DocuSign sends a code to your phone number associated with the signatory account to complete signature process.

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)

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.

![View Documents](image)

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

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

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91