

Supplier – Personal Data modification

Updating personal data after registration



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The screenshot shows the WeBUY supplier dashboard. On the left, there is a navigation menu with the following sections: Menu, Dashboard, Sourcing, My Organisation, File Sharing, and User Management. The 'My Organisation' section is expanded, showing options: Organisation Profile, My Qualifications, Qualification Process, and Scorecards. The 'Organisation Profile' sub-menu is further expanded, highlighting 'Registration Data' with a blue box. Other sub-menu items include History of Changes, Basic Profile, Extended Profile, Status Summary, and Response History. The main dashboard area contains several widgets: 'New Messages (last 30 days)' with a notification 'No Unread Messages' (marked with a blue '1'), 'My Procurement Process with Pending Responses' with a notification 'No Procurement Process to display', and a 'Quick Links' section with links to My Auctions, My Contracts, My RFIs, My Procurement Process, List of Directories, and Organisation Profile.

1 Once completed the registration phase, the supplier can update its personal data in every moment.

In order to do it, from its home page, have to click on *My organization* → *Organisation Profile* → *Registration Data*.

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Registration Data | History of Changes | Basic Profile | Extended Profile | Status Summary | Response History

Organisation Name: LHVT V2

Organisation Details – Legal office

CUI		1000000242
Country		SPAIN
Organisation Name		LHVT V2
Organisation Legal Structure		Sociedad Anónima (S.A.)
Tax Code		44412081R
Fiscal code		
Additional Tax code		

1 Within the section *Registration data*, the supplier can visualize all the data inserted during the registration phase and eventually perform modifies clicking on Edit.

2 Clicking on the specific icon it is also possible visualize the history of changes for the specific field, with the detail of the *last modification date*.

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Organisation Details – Legal office

CUI	100000242
Country	SPAIN
* Organisation Name	<input type="text" value="LHVT V2"/>
Organisation Legal Structure	Sociedad Anónima (S.A.)
Tax Code	<input type="text" value="44412081R"/>
Fiscal code	<input type="text"/>
Additional Tax code	<input type="text"/>
Additional Tax Code (no inform)	
* State/County	<input type="text" value="---"/>
* City	<input type="text" value="Plasencia"/>
* Postal Code	<input type="text" value="10600"/>
* Address	<input type="text" value="Calle santísima trinidad"/>
* Street number	<input type="text" value="43"/>
Web site	<input type="text"/>
* Registered office email address	<input type="text"/>
* Main Organisation Phone Number	<input type="text" value="671434343"/>
Organisation Fax Number	<input type="text"/>

1

- 1 Once clicked on *Edit* will be possible update those fields that the system allow to be edited. Highlighted in the screen the ones referred to the supplier contacts
- 2 After performed all the modifies needed is possible to save the changes done clicking on *Save*.

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Modify *Super User* post registration



Super User Details

1

[Change Super User](#)

Last Name		Vicente
First Name		Luis
Email Address <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i>		lhvicente@minsait.com
Phone Number		671434343
Mobile Number <i>(please enter "+" "country code" and "your mobile phone number" with no spaces)</i>		
Username <i>Please use like username the same email address previously inserted like username</i>		lhvicente@minsait.com
Preferred language for use in system interface		English (UK)

- 1 From the same page «*Registration Data*», scrolling down, is also possible to change the references relate to the Super User of the specific supplier.

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Organization Profile



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Registration Data History of Changes Basic Profile Extended Profile Status Summary Response History

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Organisation Name: LHVT V2

Edit

Organisation Details – Legal office

CUI	↺	1000000242
Country	↺	SPAIN
Organisation Name	↺	LHVT V2
Organisation Legal Structure	↺	Sociedad Anónima (S.A.)
Tax Code	↺	44412081R
Fiscal code	↺	
Additional Tax code	↺	

- 1 Finally, for the supplier is really useful having the possibility to visualize the history of the changes made, the forms related to the insertion of the supplementary registration data, the status of the company and the Response History.

Supplier – Personal Data modification

Updating General Questionnaire data



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Registration Data History of Changes **Basic Profile** Extended Profile Status Summary Response History

Title	Supplier Data Status		Document Expiration Date (First to Expire)	Last Modified Date	Order
	Mandatory	Optional			
GENERAL QUESTIONNAIRE	100%			09/12/2019 13:11	1
OPERAZIONI INTRACOMUNITARIE	100%			09/12/2019 12:45	2
SPAIN- EPIGRAFE	100%			17/09/2019 10:21	3
INNOVATIVE FIRM / START-UP	100%			09/12/2019 12:45	4
WEB-EDI	0%			09/12/2019 12:46	5
REGISTRATION AGREEMENT	100%			17/09/2019 10:22	6

Total 6 Page 1 of 1

1 The supplier can also update its Registration Data from the tab «Basic Profile». From there clicking on «General Questionnaire» can visualize its own legal office country, the registration purposes, administrative info (administrative / purchase order email), and the possibility to add an additional office.

Supplier – Personal Data modification

Updating General Questionnaire data



Basic Profile Details: GENERAL QUESTIONNAIRE

< > 1 Edit


INFORMAZIONI FORNITORE		
LEGAL OFFICE COUNTRY	* Select the company legal office country	SPAGNA
ACTIVITY TYPE	* Select the activity type	Professional Services
REGISTRATION PURPOSE		
COMPANY FOUNDATION DATE	* Insert the company foundation date	01/01/2008
WEBUY REGISTRATION REASON	* Indicate if the purpose for the WeBUY platform access is to present the company to ENEL, or the purpose is to become part of the ENEL qualified vendor list by starting a qualification process for one or più merchandise groups/activities	Start qualification process
ADMINISTRATIVE INFO		
WEB-EDI REGISTRATION	* Are you registering for the unique finality of using the invoice functionality tra Web-Edi?	Yes, for Spain
ADMINISTRATIVE/PAYMENT EMAIL	* Enter the email address used by the payment department for invoicing and administration usage	lhvicente@minsait.com
PURCHASE ORDER EMAIL	* Enter the email address used for purchasing and purchase order purpose	lhvicente@minsait.com
ADDITIONAL OFFICES		
ADDITIONAL OFFICE	* Do you want to register a new office?	2 No

- 1 Within the *General Questionnaire*, clicking on edit, is possible update all the fields present (visible in the screen) as the email for the payment or order and eventually add additional offices. 2

Supplier – Personal Data modification

Updating General Questionnaire data



 Welcome to **WeBUY**

Basic Profile Details: GENERAL QUESTIONNAIRE

Save and Continue **Cancel**

INFORMAZIONI FORNITORE

LEGAL OFFICE COUNTRY * Select the company legal office country SPAGNA

ACTIVITY TYPE * Select the activity type

- Manufacturer
- Distributor
- Professional Services
- Training Institute
- Contractor

REGISTRATION PURPOSE

COMPANY FOUNDATION DATE * Insert the company foundation date 01/01/2008

WEBUY REGISTRATION REASON * Indicate if the purpose for the WeBUY platform access is to present the company to ENEL, or the purpose is to become part of the ENEL qualified vendor list by starting a qualification process for one or più merchandise groups/activities Start qualification process

ADMINISTRATIVE INFO

- 1 Completed all the fields, clicking on *Save and Continue* the system will bring the supplier directly to the next forms, following the steps visible in the *slide 6*.

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Updating General Questionnaire data – Add additional offices



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Basic Profile Details: SEDE #1 1

2 Save and Continue X Cancel

SEDE

COUNTRY AND REGION 2	* Select country and region of your office	Select an Option (Single selection) ▼
OFFICETYPE	* Select the office type	▼

1 If the supplier marked with “Yes” the field *Add additional office*, the system will create a new form named «Sede #1».

2 Within this form will be possible insert the country of reference and the typology of the additional office (commercial, administrative, productive)