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

From supplier’s side (2/5)

Click on the Contract of interest
Sourcing – Contract management

From supplier’s side (3/5)

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

2. The section “actions” can be activated by the buyer in order to monitor / confirm eventually Ks requested during the tender phase. The supplier, accessing the section will be able to complete or not the information requested according to the collaboration status (open or close).
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
Sourcing – Contract management

From supplier’s side (5/5)

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