WeBUY

Manual – Enel Suppliers

Updated : 11/07/2023
Supplier – 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
Supplier – Registration
Supplier On Boarding

To register as a new supplier, you must enter your registration information by clicking on the option: “Are you not registered? Start here”.

If you are already registered, enter your credentials and click on “SIGN IN”.

If you have forgotten your access information, click on the option: “Recover login information”. A new screen will open to recover your password.
Supplier – 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.
Supplier – Registration

Supplier On Boarding – Registration Data (2/3)

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.
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**

**Supplier – Registration**

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

- **Informazioni Fornitore**
  - **Registration Purpose**
  - **Company Foundation Date**
The supplier shall complete the following general questionnaire:

1. Administrative information
2. Additional offices
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.
Complete the Company Information fields and click on CONFIRM.

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

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:

<table>
<thead>
<tr>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. COUNTRY AND REGION</td>
</tr>
<tr>
<td>2. OFFICE TYPE</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>DESCRIPTION</th>
<th>RESPONSE</th>
<th>EDIT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Code</td>
<td>Enter the postal code</td>
<td>Characters available: 2020</td>
<td>Supplier</td>
</tr>
<tr>
<td>Office Address</td>
<td>Enter office address</td>
<td>Characters available: 2020</td>
<td>Supplier</td>
</tr>
<tr>
<td>Office Street Number</td>
<td>Enter the office address street number</td>
<td>Characters available: 2020</td>
<td>Supplier</td>
</tr>
<tr>
<td>Office Contact Email</td>
<td>Enter office contact email address</td>
<td>Characters available: 2020</td>
<td>Supplier</td>
</tr>
<tr>
<td>Office Contact Telephone Number</td>
<td>Enter the office contact telephone number</td>
<td>Characters available: 2020</td>
<td>Supplier</td>
</tr>
<tr>
<td>Office Employees</td>
<td>Enter the amount of employees working on the office floor per message</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Office Surface</td>
<td>Enter the total office surface (m²)</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Office Total Area</td>
<td>Enter the total area (m²)</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Storage Area Covered by Offices</td>
<td>Enter the total area covered by the storage (m²)</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Settlements Area Covered by Offices</td>
<td>Enter the total area covered by the settlements (m²)</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Non-Covered Area</td>
<td>Enter the total area not covered (m²)</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Enter eventually comments</td>
<td>Characters available: 2020</td>
<td>Supplier</td>
</tr>
<tr>
<td>Additional Office</td>
<td><em>Do you want to register a new office?</em></td>
<td>-</td>
<td>Supplier</td>
</tr>
</tbody>
</table>
Supplier – Registration
Supplier On Boarding – Circular confirming

Completing the fields for the circular confirming

Once the fields have been completed:

1. CONFIRM
Supplier – Registration

Supplier On Boarding – Cyber security and consenso finalita’ marketing

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

Once the fields have been confirmed:

1. CONFIRM
Supplier – Registration

Supplier On Boarding – Status Summary

1. A message will appear indicating that all registration fields have been completed.
2. To continue click on Complete registration
Supplier – 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. "Tick here to proceed"
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.
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.
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.