



WeBUY

Manual – Enel Suppliers

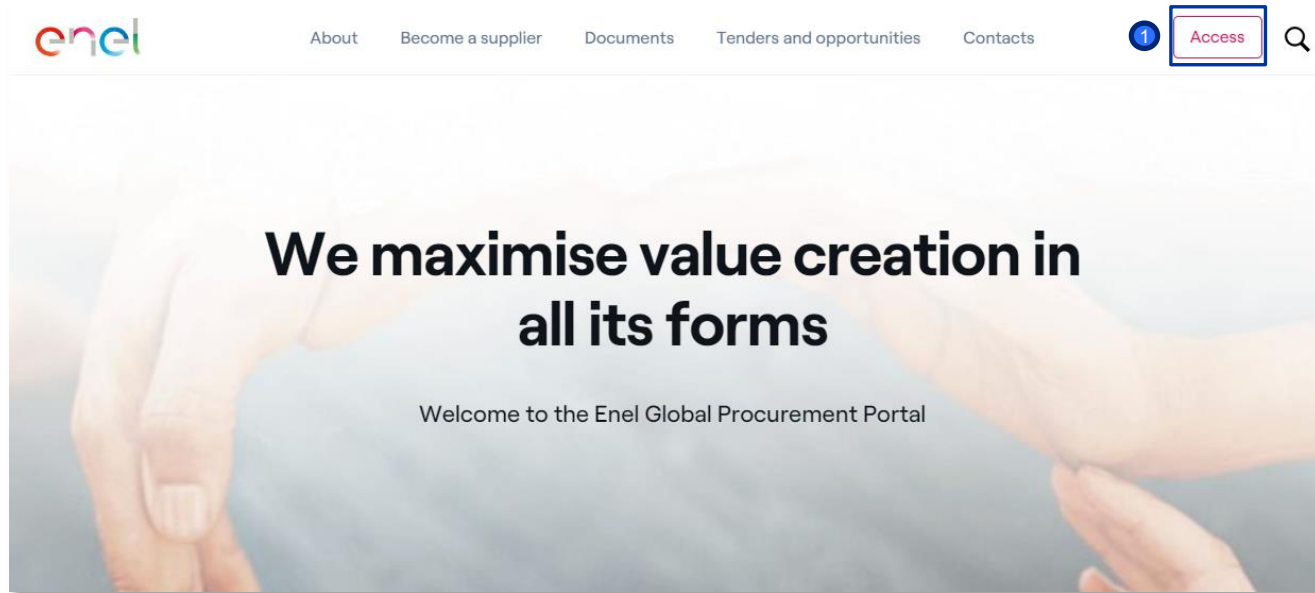
Updated : 11/07/2023



Supplier – Registration

Supplier On Boarding

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



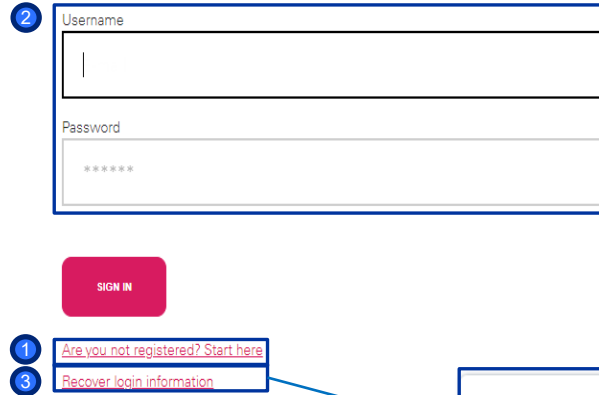
- 1 Once you enter the Global Procurement Portal, you will find this screen where you should click on: **ACCESS**

Supplier – 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

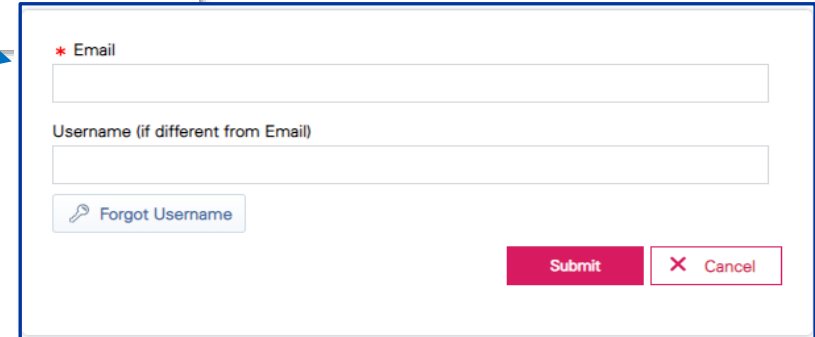
SIGN IN

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

Supplier – 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/Country	* 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

Supplier – 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

Supplier – 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

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

* Preferred Language

* Time Zone

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

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

Supplier – 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

Supplier – 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

● AGREGACIÓN DE FORMA LEGAL

● CUESTIONARIO GENERAL

● INFORMACIÓN COMPAÑÍA

● CONTACTOS DE LA EMPRESA (CYBER SECURITY)

● ACEPTACIÓN 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

Supplier – 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

Supplier – Registration

Supplier On Boarding – General questionnaire (3/3)



Begin Vendor Registration

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- Onboarding
 - INSERCIÓN DE FORMA LEGAL
 - QUESTIONARIO GENERAL**
 - INFORMACIÓN COMPAÑÍA
 - CONTACTOS DE LA EMPRESA (CHIEF 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

Supplier – Registration

Supplier On Boarding – Company information



Begin Vendor Registration Confirm

1 Index

- Main Organisation Data
 - Registration Data
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 - AGRUPACION DE FORMA LEGAL
 - CUESTIONARIO GENERAL
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 - Status Summary

2 COMPANY INFO

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

3 Confirm

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

Supplier – Registration

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



1

Begin Vendor Registration Confirm

Index → OFFICE #1

Main Organisation Data

- Registration Data

Onboarding

- AGREGACION DE FORMA LEGAL
- CUESTIONARIO GENERAL
- INFORMACIÓN COMPAÑIA
- COMPAÑIA 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

Supplier – 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

1

OFFICE DETAILS #1

OFFICE DETAILS

	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

Supplier – 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

→| CIRCULAR CONFIRMING

Main Organisation Data

Registration Data

Onboarding

- LEGAL FORM GROUPING
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- 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

Supplier – 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

- AGRUPOCIÓN DE FORMA LEGAL
- CUESTIONARIO GENERAL
- INFORMACIÓN COMPAÑÍA
- OPERACIONES INTRA-COMUNITARIAS
- 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

2

1 Complete the company contact fields (cyber security)

Once the fields have been completed:

2 CONFIRM

3

Begin Vendor Registration

Index → CONSENSO FINALITA' MARKETING

Main Organisation Data
Registration Data

Onboarding

- LEGAL FORM GROUPING
- GENERAL QUESTIONNAIRE
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- 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

4

4 CONFIRM

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

Once the fields have been completed:

Supplier – Registration

Supplier On Boarding – Registration agreement



Begin Vendor Registration

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 - 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">The undersigned as legal representative of the Company or authorized by the Company legal representative.declares to be aware of the "Regulation E-procurement" and to accept and to approve it in its entirety.confirms the enabled of Mr. papino vittorino as Master User referred to the "E-procurement Regulation".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	<input type="checkbox"/> Taking vision and acceptance Instructional Attachment Available	Supplier
2	E-PROCUREMENT RULES CLAUSES	<ul style="list-style-type: none">The following clauses of the Rules are approved: articles: 4, 5, 6, 7, 9, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21.	<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">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.	<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

Supplier – Registration

Supplier On Boarding – Status Summary



1

Registration Confirmation

2

Complete Registration

Index

- Main Organisation Data
 - Registration Data
- Onboarding
 - ADJUPACION DE FORMA LEGAL
 - CUESTIONARIO GENERAL
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 - CONTACTOS DE LA EMPRESA (CYBER SECURITY)
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 - 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

Supplier – 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

Supplier – 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**.

Supplier – Registration

Supplier On Boarding – Status summary



The screenshot displays the 'Supplier Registration Status Summary' interface. The sidebar on the left has 'My Organisation' selected, with a sub-menu showing 'Status Summary' highlighted. The main dashboard contains several status cards: 'START AND MANAGE RFQ', 'QUALIFICATIONS UPDATE', 'MY PROCUREMENT PROCESS WITH PENDING RESPONSES', 'NEW MESSAGES (LAST 30 DAYS)', and 'MY RFIS WITH PENDING RE'. A modal titled 'Organisation Profile' is open, showing the 'Status Summary' tab. This tab lists several items with their completion status:

Item	Status
Questions & Organisation Status	
Platform Access Status	Enabled
Onboarding Page Status	✓ Status Complete
Additional Page Status	✗ Status Incomplete
Category Form Status	
Overall Qualification Status	

- 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.

Supplier – 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**.