

Supplier – Communication channels

Guide lines



- This communication channel showed will be the only ones available for the suppliers in order to request clarifications with respect to an specific qualification process as for example: renewal, unlock ex scouting, progress status.
- The qualifier must not accept requests outside his perimeter of competence that the supplier could wrongly request through this channel, for example: To obtain functional support from the Help Desk.
- The Help Desk must not accept requests for supporting suppliers from the qualifiers
- To get in touch with the Help Desk the supplier have to use the contacts available in the section “Contacts” of the Global Procurement portal: <https://globalprocurement.enel.com>

Supplier – Communication channels

Qualification process research



The screenshot shows the WeBUY portal interface. At the top, there is a header with the time '15:47 CET - Central Europe Time' and the 'enel' logo followed by 'Welcome to WeBUY'. Below the header is a 'Main Dashboard' section. On the left, there is a navigation menu with icons for home, dashboard, and user profile. The 'My Organisation' menu item is highlighted with a blue circle and the number '1'. A sub-menu is open, showing 'Qualification Process' highlighted with a blue circle and the number '2'. Under 'Qualification Process', the 'Qualifications' option is highlighted with a blue circle and the number '3'. The main content area shows a 'Messages (last 30 days)' section with a 'Read Messages' button and a 'with Pending Responses' section with a 'No RFIs to display' message.

In WeBUY there is available a functionality of messaging related to an specific qualification process, between the supplier and the qualifier which is the owner of the process.

In order to use this functionality it is necessary to access the qualification process in which you want to start a conversation with the qualifier

- 1 From the navigation menu, select the section *My Organisation*
- 2 *Qualification Process*
- 3 *Qualifications*

Supplier – Communication channels

Selection of the qualification process



enel Welcome to WeBUY

Qualification Process Steps

My Qualifications to update Legal Assessments Eco/Fin Assessments **Qualifications**

Enter Filter (type to start search)

	Buyer Organisation	Assessment Group Name	Assessment Designation	Status	Status Start Date	Status Expiry Date
1	Enel	LCRI01	Webinar ITA	Qualified	02/03/2020	01/03/2025
2	Enel	MERV01 - ITALIA	1	Request Sent	12/12/2019	
3	Enel	MERV01 - ITALIA	Valutazione lrv	Evaluation in progress	27/11/2019	
4	Enel	LCCC20	Pre-Webinar Evaluadores	Evaluation in progress	26/11/2019	
5	Enel	SPPC29	LHVT_17092919	Potentially Qualified-Renewal	07/11/2019	
6	Enel	SPPI26	SPPI26	Request Sent	25/09/2019	
7	Enel	SPPI29	1	Request Sent	19/09/2019	

1 In this screen it is possible to select the desired qualification process

Supplier – Communication channels

Message creation



The screenshot shows the 'WeBUY' interface. At the top, there is a navigation bar with 'My Qualifications to update', 'Legal Assessments', 'Eco/Fin Assessments', and 'Qualifications'. Below this, there is a 'Back to List' link and a hamburger menu icon. The main content area shows a dropdown menu for 'Buyer Organisation: Enel' with sub-items 'Assessment Designation: Webinar ITA' and 'Status: Idoneo'. Below this, there is a 'Details' section with a tab for 'Messages (Unread 0)' highlighted in orange and marked with a blue circle containing the number '1'. Below the tab, there is a row of buttons: 'Create Message' (highlighted in orange), 'Received Messages', 'Sent Messages', and 'Draft Messages'.

Within the selected qualification process it is possible to start a discussion and send a message to the qualificator owner of the qualification through the tab:

- 1 Messages
- 2 Create Message

The system will show the following advice. In order to continue with the creation of the message click on:

- 3 Generate message boxes

The screenshot shows the 'Received Messages' section. At the top, there is a 'Received Messages' header. Below this, there is a 'Generate Message Boxes' button highlighted in orange and marked with a blue circle containing the number '3'. Below the button, there is a red warning message: 'No Message Folder has been created for this Assessment. To activate the Messages area click 'Generate Message Boxes''.

Supplier – Communication channels

Creation and sending of the message



Buyer Organisation: Enel
Assessment Designation: Webinar ITA
Status: Idoneo

Message

Subject

Message

Attachments

Name	Description	Comments
No Attachments		

Buttons: Send Message, Save as Draft, Cancel

Now it will be possible to insert:

- 1 The subject of the message
- 2 The text of the message
- 3 Attached documents
- 4 Finally, it can be sent to the qualifier or it can be saved as a draft.