

# 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



Welcome to WeBUY 18:22 CET - Central Europe Time

Main Dashboard

START AND MANAGE RFQ

1 My Organisation

- Organisation Profile
- My Qualifications
- 2 Qualification Process
  - Scorecards
  - Development Actions

Qualification Process

- My Qualifications to update
- Legal Assessments
- Eco/Fin Assessments
- 3 Qualifications

QUALIFICATIONS UPDATE

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EI C
Enel	MERV01_CA - Maintenance on stands for electric vehicle recharging - CANADA	10/03/2022	90%	FI C

MY PROCUREMENT PRO

PROCUREMENT PROCESS TITLE

PP\_Vid

PPR-TSS

UAT SMART ASSISTANT\_07\_2021

PPR\_Cambio stato fornitore

PPR 2

QUICK LINKS

STANDARD LINKS

My Auctions

My Contracts

NEW MESSAGES (LAST 30 DAYS)

Contracts (1) Actions (1)

OBJECT TYPE	UNREAD MESSAGES IN:	ORGANISATION NAME
Contracts	Contrato	Enel

MY RFIS WITH PENDING RESPONSES

No RFIs to display

MY ACTIONS

No Action found

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*

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## Selection of the qualification process

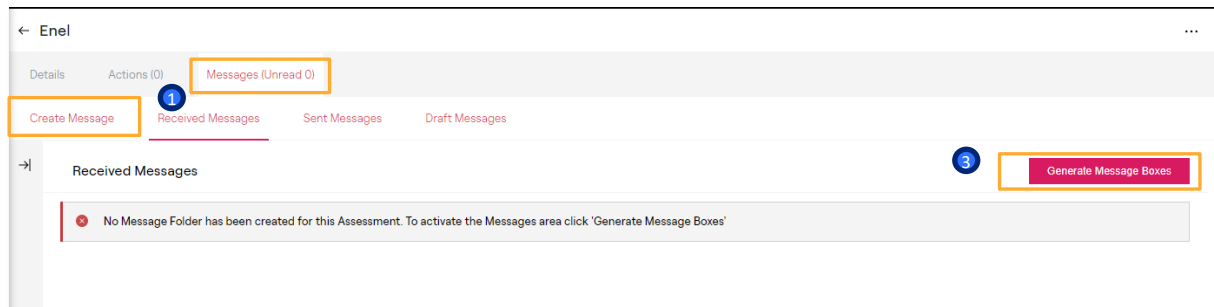


Qualification Process						
Qualification Process Steps						
My Qualifications To Update   Legal Assessments   Eco/Fin Assessments <b>Qualifications</b>						
Enter Filter (type to start search) ▼						
Showing Result 1 - 11 of 11						
ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT GROUP NAME	ASSESSMENT DESIGNATION	FIRST CATEGORY	STATUS	STATUS START DATE ↓
1   asm_258592	Enel	MERV01 - ITALIA	1	MERV01_CA - Maintenance on stands for electric vehicle recharging - CANADA	Positive Request Sent	10/03/2022
2   asm_260514	Enel	GdV di default	thrrthh	SLPI03_IT - Green area maintenance (gardening, cutting grass etc.) - ITALY	Qualified	24/01/2022
3   asm_260281	Enel	SLMT02	1	SLMT02_ES - Industrial vehicles (purchase and leasing) - SPAIN	Request Sent	14/09/2021
4   asm_259852	Enel	GdV di default	xxx	SRTS18_IT - Transportation and disposal of ashes - ITALY	Positive Request Sent	02/07/2021

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

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## Message creation



Within the selected qualification process it is possible to start a discussion and send a message to the qualifier 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

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## *Creation and sending of the message*



Enel

Messages

Message

Subject

Message

Attachments

NAME	DESCRIPTION	COMMENTS
No Attachments		

Cancel Save As Draft Send Message

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.