

# Lite Purchases Manual for Suppliers



# Lite Purchases

## *Introduction*



This manual explains to Enel Suppliers the new features implemented in WeBUY for **simplified management of “Purchasing Lite” procurement processes**, which include two types:

- the **Spot Order Lite**, which provides for the exchange of information and documentation between suppliers and buyers within the RFI (Request For Informations)
- the **Direct Awarding Lite** (in the case of direct awarding), which involves the exchange of information and documentation between supplier and buyer within the Contract

# Lite Purchases – Spot Order Lite

## Access to the RFI



Welcome to WeBUY 14:43 Central European Time Welcome Simone Crescenzi

Main Dashboard Update Cyber Security contact

Sourcing

- Projects
- RFIs
- Procurement Process
- Auctions
- My Contracts
- WeBUY Notices

RFIs

My RFIs

RFIs Open to All Suppliers

QUALIFICATIONS UPDATE

No Qualifications to display

MY PROCUREMENT PROCESS WITH PENDING RESPONSES

PROCUREMENT PROCESS TITLE	BUYER ORGANISATION	REMAINING TIME	PROCUREMENT CLOSING DATE/TIME
lotto 2	Enel	2 Months	29/03/2025 14:00

NEW MESSAGES (LAST 30 DAYS)

RFIs

My RFIs RFIs Open to All Suppliers

All RFIs Enter Filter (type to start search)

Showing Result 1 - 50 of 59 Show: 50

	CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfl_1862	Manuale Fornitore RFI	prj_97234	31/12/2025 22:00	Running	Response To Be Submitted To Buyer	Enel

← RFI: rfl\_1862 – Manuale Fornitore RFI Running

Decline To Respond Intend To Respond

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

- 1 To access the RFI to which you have been invited, select from the vertical menu on the left, the sourcing menu → RFIs → My RFIs.
- 2 Select the RFI in the current state of interest
- 3 Click on “Intend to Respond” in the upper right-hand corner

# Lite Purchases – Spot Order Lite

## Respond to a RFI (1/3)



← RFI: rfi\_1862 - Manuale Fornitore RFI Running

Download Questionnaire In Excel Format Submit Response

RFI Details Messages (Unread 0)

To configure the response, see the guide

Settings Buyer Attachments (0) My Response Associated Users

→|

My Response Summary

ENVELOPE	INFO PARAMETERS
1. <span style="border: 1px solid orange; padding: 2px;">Commercial Response</span> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">1</span>	Mandatory fields missing (10) <span style="float: right;">Total Price 0</span>

1 Click on the name of the envelope

Fill in the subsections of the economic envelope:

2 **Price section:** indicate the price with reference to the unit of measure and quantity indicated

Currency: -

1. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 9)

1.1 PREZZO OFFERTO - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
1.1.1		* definire il prezzo data la Q	UN_Unit	10 <span style="border: 1px solid orange; padding: 2px;"> </span> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">1</span>		0
Sub-Total Included in Total						0

What is given in these slides is just an example showing some of the possible requests from the buyer to suppliers



# Lite Purchases – Spot Order Lite

## Respond to a RFI (2/3)



1.2 SPECIFICA TECNICA - QUESTION SECTION			
	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Specifica Tecnica	* Specifica Tecnica (Scaricare l'allegato per presa visione)	Drop File or <a href="#">Browse</a>
1.2.2	Accettazione Specifica Tecnica	* Dichiaro di accettare integralmente la Specifica Tecnica che sarà parte integrante del contratto	

**3 Technical Specification Section:** you are required to download the attachment provided by the buyer and accept/reject it

**4 Contract Signing Attorney Data:** it is required to fill in the section with First Name, Last Name, email and cell phone number of the contract signatory

1.3 DATI PROCURATORE FIRMATARIO DEL CONTRATTO - QUESTION SECTION			
	QUESTION	DESCRIPTION	RESPONSE
1.3.1	Nome e Cognome	* Inserire Nome e Cognome	<input type="text"/> <small>Characters available 2000</small>
1.3.2	Indirizzo E-mail	* Inserire Indirizzo E-mail	<input type="text"/> <small>Characters available 2000</small>
1.3.3	Cellulare	* Inserire cellulare (formato +39-spazio-numero Es. +39 3117068941)	<input type="text"/> <small>Characters available 2000</small>

# Lite Purchases – Spot Order Lite

## Respond to a RFI (3/3)



RFI : rfi\_1862 - Manuale Fornitore RFI ● Running

Save And Continue Cancel **Save And Return**

Validate **7** Use Refresh

1.4 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.4.1 Self Declaration	• Scaricare la Self Declaration allegata, compilarla su carta intestata fornitore, firmare e riallegare	Drop File or Browse
1.4.2 <b>6</b> Diritti Umani	• Scaricare il file Diritti Umani allegato, compilarlo su carta intestata fornitore, firmare e riallegare <b>5</b>	Drop File or Browse
1.4.3 DURC	• Caricare DURC in corso di validità	Drop File or Browse
1.4.4 Ulteriori Documenti	• Caricare Ulteriori Documenti	Drop File or Browse

**5 Administrative Documentation:** last, you are asked to complete the administrative documentation related to the Lite tender. Uploading the required documentation.

**6** In the case of some documents, a template is provided for downloading by clicking on the “warning” button and reloading filled in.

**7** Completed filling in the fields and attached the required documents. Click on “Save and Exit”

**8** In conclusion, click Send response

← RFI : rfi\_1862 - Manuale Fornitore RFI ● Running

Download Questionnaire In Excel Format **8** Submit Response

**1** To configure the response, see the [guide](#)

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

→

**1** Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

# Lite Purchases – Direct Awarding Lite

*Access the contract*



Welcome to WeBUY 15:50 Central European Time Welcome Simone Crescenzi

Main Dashboard Update Cyber Security contact

Sourcing

- Projects
- RFIs
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- Auctions
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- WeBUY Notices

My Contracts

QUALIFICATIONS UPDATE

No Qualifications to display

MY PROCUREMENT PROCESS WITH PENDING RESPONSES

PROCUREMENT PROCESS TITLE	BUYER ORGANISATION	REMAINING TIME	PROCURI PROCESS CLOSING DATE/TIM
lotto 2	Enel	2 Months	29/03/2020 14:00

NEW MESSAGES (LAST 30 DAYS)

1 To access the contract, from the vertical menu on the left, select the sourcing menu → My Contracts → My Contracts

2 Select the contract of interest

My Contracts

My Contracts

All Contracts Enter Filter (type to start search)

Showing Result 1 - 50 of 566

	CODE	TITLE	BUYER ORGANISATION
1	JA10118254	Avviso distribuzione 8	Enel

# Lite Purchases – Direct Awarding Lite

## Additional information



Details Contents Management Messages (Unread 0)

Additional Information Prices (Recalled) Document (Proposal Approved)

1

▼ CLOSING DATE FOR SUBMISSION OF DOCUMENTATION

QUESTION	DESCRIPTION	VALUE	EDITABLE BY
Closing date for sending documentation	* Send the required documentation by the following date	30/11/2025	Internal User

Contract: JA10117373 - Contratto Lite Direct ● Shared Cancel Save And Notify Buyer

6

→) ▼ CONTRACTOR DATA SIGNATORY

QUESTION	DESCRIPTION	VALUE	EDITABLE BY
Name and Surname	* Enter First Name and Surname	<input type="text"/>	Supplier
E-mail address	* Enter E-mail Address	<input type="text"/>	Supplier
Mobile phone	* Enter cell phone (+39-space-number format Es. +39 3117068941)	<input type="text"/>	Supplier

3

4 Characters available 2000

4 Characters available 2000

4 Characters available 2000

▼ SELF DECLARATION

QUESTION	DESCRIPTION	VALUE	EDITABLE BY
Self Declaration' Additional Comment	Additional Comment	kjn	Internal User
Self Declaration upload	* Proceed with the download, compilation and subsequent uploading of the Self Declaration	<input type="button" value="Drop File or Browse"/>	Supplier
Self Declaration' Additional Comment	Additional Comment	<input type="button" value="Download Template"/>	Supplier

5

4

Characters available 2000

- 1 In the Content Management section → Additional Information, click on the edit button to begin filling in the fields requested by the buyer.
- 2 The highlighted field shows the date by which you are required to provide a response
- 3 Some fields require to be filled in with text
- 4 Other fields require downloading a template to fill out offline and then reloading
- 5
- 6 Once all at least required fields (indicated by the \* symbol) are filled in, click on “Save and Notify the buyer”



# Lite Purchases – Direct Awarding Lite

## Price List (1/2)



← Contract: JA10117373 - Contratto Lite Direct ● Shared

Details **Contents Management** Messages (Unread 0)

Additional Information **Prices (Sent to Main Contractor)** Document (Proposal Approved)

▼ Details | ← Last Price List Version 2 (Effective from 25/11/2024 00:00) ● Sent to Main Contractor

Project  
prj\_97112 - Prova Direct Award Lite  
Validity End Date  
30/11/2024 23:59:00 - Fixed

Price List

1. SEZ 1

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

Comment Offer Version Price List

ITEM TYPE	CODE	ITEM SHORT DESCRIPT...	ITEM EXTENDED DESC...	UNIT OF MEASUREMENT	QUANTITY/BASE PRI
Price	MAT_00000000000051 965_00010	ANTENNA RF ESTERNA (BIANCA)	---	PCE_Piece	1

1. Create Quotation

2. Edit

Submit Quotation

Search Items/Sections

Details **Contents Management** Messages (Unread 0)

Additional Information **Prices (Main Supplier Quotation)** Document (Proposal Approved)

▼ Details | ← Last Price List Version 2 (Effective from 25/11/2024 00:00) ● Main Supplier Quotation

Project  
prj\_97112 - Prova Direct Award Lite  
Validity End Date  
30/11/2024 23:59:00 - Fixed

Price List

1. SEZ 1

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

Proposal Type  
Main Supplier Quotation  
Comment Offer Version Price List  
Main Contractor Responded on  
10/01/2025 16:03:42 by Simone

1. Create Quotation

2. Edit

Submit Quotation

Search Items/Sections

In the Content Management section → Prices, you will be able to view the bid request from the buyer.

1 To respond to that request, click on the “Create Quotation” button.

2 Then on the edit button

# Lite Purchases – Direct Awarding Lite

## Price List (2/2)



Contract: JA10117373 - Contratto Lite Direct ● Shared Refresh Cancel Save

1. SEZ 1

Showing Result 1 - 1 of 1 Show: 50

	ITEM TYPE	CODE	ITEM SHORT DESCRIPTION (INCLUDED PR POSITION CODE)	ITEM EXTENDED DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY/BASE PRICE	UNIT PRICE/DISCOUNT	TOTAL VALUE (PRICE LIST)
<a href="#">S4QCLNT100_1000008 965_00010</a>	Price	MAT_00000000000051 6215	ANTENNA RF ESTERNA (BIANCA)	---	PCE_Piece	100	100	10,000

3 In the “Unit Price” column, indicate the unit price you want to propose.

4 After that click on save.

5 Now you will be able to submit the offer and make it visible to the Buyer.

6 You can also, through the 3 dots::

- Delete the counter proposal
- Export the price list to edit it offline
- Export only the changes made to the price list
- Import the new price list previously edited offline

Last Price List Version 2 (Effective from 25/11/2024 00:00) ● Main Supplier Quotation

Price List

1. SEZ 1

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

	ITEM TYPE	CODE	ITEM SHORT DESCRIPT...	ITEM EXTENDED DESC...	UNIT OF MEASUREMENT	QUANTITY/BASE PRI
1.1 <a href="#">S4QCLNT100_1000008 965_00010</a>	Price	MAT_00000000000051 6215	ANTENNA RF ESTERNA (BIANCA)	---	PCE_Piece	1

Delete Counter Proposal  
Export Price List  
Export Price List Changes  
Import Price List  
Previous Price Lists

Submit Quotation