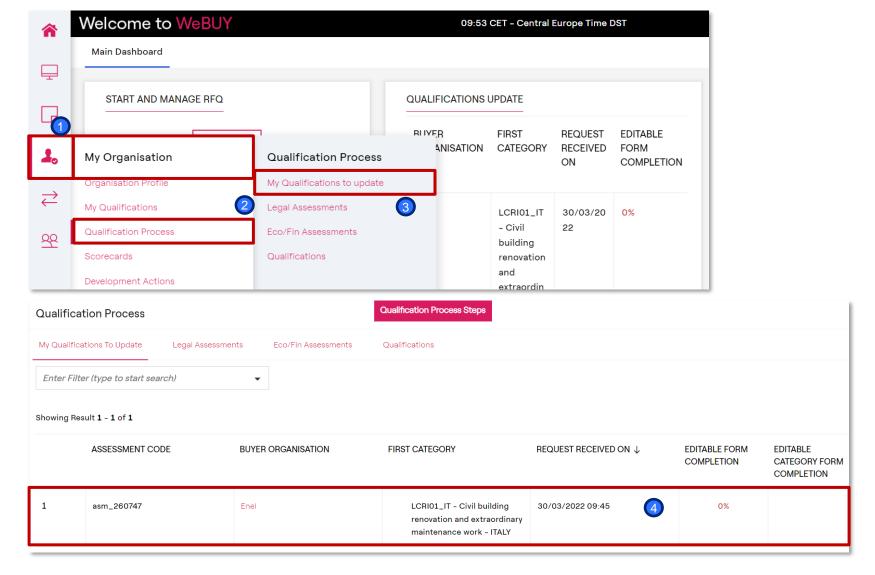
Supplier – Sending of the consortium members to qualify 1/6





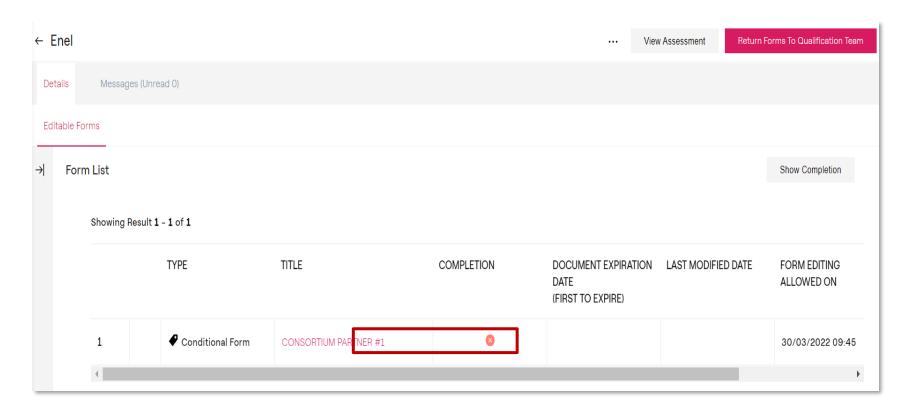
Once sent the questionnaires, the system sends an email to the supplier. Clicking on the link provided in the mail, the supplier can access directly to the detail of the evaluation to update or can also access independently to the platform, go to «My qualifications to update» area and select the evaluation to update by clicking on:

My Organisation
Qualification Process
My qualifications to update
Click on the evaluation





Supplier – Sending of the consortium members to qualify 2/6



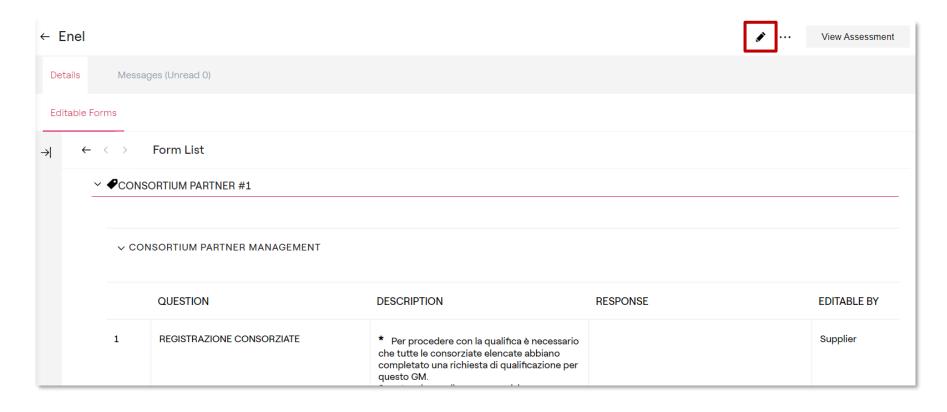


Inside of the evaluation, the forms requested by the coordinator to be updated are shown.

The supplier has to click on the questionnaire to complete it.

Supplier – Sending of the consortium members to qualify 3/6

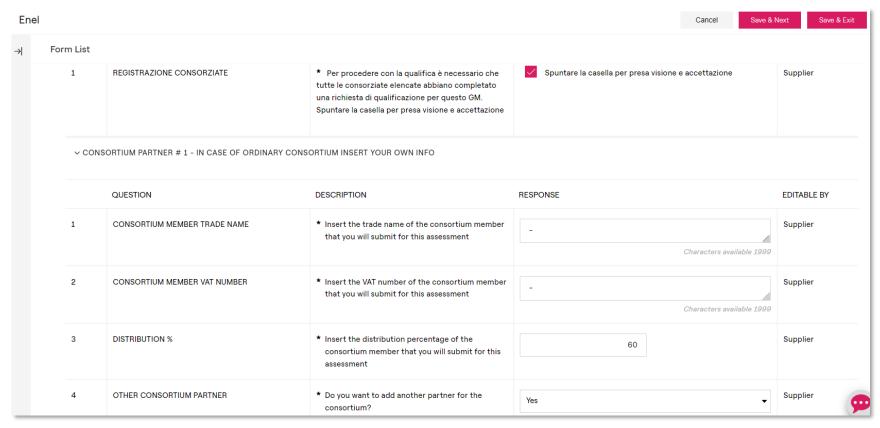




Select *Edit* at the top right part and complete the form.

### Supplier – Sending of the consortium members to qualify 4/6





Once completed the form, click on Save and continue to access to the next form.

#### Note:

By flagging the question number 1, the supplier commits to the process that all the consortium members involved in the RFQ will do the registration on WeBUY and will activate a qualification process (necessary condition in order to go on with the RFQ).

Answering «Yes» to the last question implies the activation of an additional form related to the consortium member added

Supplier – Sending of the consortium members to qualify 5/6



Enel				Cancel Save &	Next Save & Exit
<b>→</b> I	Form List				
	✓ CONSORTIUM PARTNER #2				
Nome	Form: CON	SORZIATA #2			
	→ CONSORTIUM PARTNER #2				
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	CONSORTIUM MEMBER TRADE NAME	* Insert the trade name of the consortium member that you will submit for this assessment	- Characters available 1999	Supplier
	2	CONSORTIUM MEMBER VAT NUMBER	* Insert the VAT number of the consortium member that you will submit for this assessment	- Characters available 1999	Supplier
	3	DISTRIBUTION %	* Insert the distribution percentage of the consortium member that you will submit for this assessment	20	Supplier
	4	OTHER CONSORTIUM PARTNER	* Do you want to add another partner for the consortium?	No •	Supplier

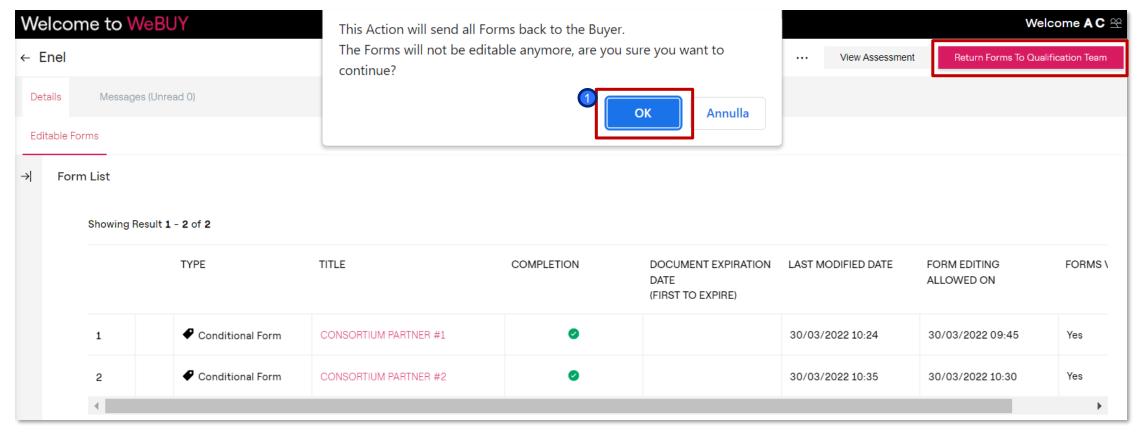
Once completed the consortium related to the the second consortium member, click on Save and continue.

### Note:

Answering «Yes» to the last question will imply the activation of an additional form related to the consortium member added In this case the answer selected is «No», so any additional form will be activated and the update is completed.







Once completed all the active questionnaires, a pop up message will appear proposing to the supplier to send the updated questionnaires to the qualification team.

Olick on Send form to the Qualification Team in order to complete the action.

USE: Public Company Procurement Unit