

Consortiums qualification Process

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



Welcome to WeBUY 09:53 CET – Central Europe Time DST

Main Dashboard

START AND MANAGE RFO

QUALIFICATIONS UPDATE

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION
	LCRI01_IT - Civil building renovation and extraordinary	30/03/2022	0%

1 My Organisation

2 My Qualifications

3 Qualification Process

4 My Qualifications to update

Qualification Process

Qualification Process Steps

My Qualifications To Update Legal Assessments Eco/Fin Assessments Qualifications

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_260747	Enel	LCRI01_IT - Civil building renovation and extraordinary maintenance work - ITALY	30/03/2022 09:45	0%	

4

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

- 1
- 2
- 3
- 4

Consortiums qualification Process

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



← Enel ... View Assessment Return Forms To Qualification Team

Details Messages (Unread 0)

Editable Forms

→| Form List Show Completion

Showing Result 1 - 1 of 1

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON
1	Conditional Form	CONSORTIUM PARTNER #1	✘			30/03/2022 09:45


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.

Consortiums qualification Process

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




← Enel  ... [View Assessment](#)

Details Messages (Unread 0)

Editable Forms

→| ← < > Form List

∨  CONSORTIUM PARTNER #1

∨ CONSORTIUM PARTNER MANAGEMENT

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	REGISTRAZIONE CONSORZIATE	* Per procedere con la qualifica è necessario che tutte le consorziate elencate abbiano completato una richiesta di qualificazione per questo GM.		Supplier

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

Consortiums qualification Process

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



Enel Cancel Save & Next Save & Exit

Form List

1	REGISTRAZIONE CONSORZIATE	* Per procedere con la qualifica è necessario che tutte le consorziate elencate abbiano completato una richiesta di qualificazione per questo GM. Spuntare la casella per presa visione e accettazione	<input checked="" type="checkbox"/> Spuntare la casella per presa visione e accettazione	Supplier																								
<p>▼ CONSORTIUM PARTNER # 1 - IN CASE OF ORDINARY CONSORTIUM INSERT YOUR OWN INFO</p> <table border="1"> <thead> <tr> <th>QUESTION</th> <th>DESCRIPTION</th> <th>RESPONSE</th> <th>EDITABLE BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CONSORTIUM MEMBER TRADE NAME</td> <td>* Insert the trade name of the consortium member that you will submit for this assessment</td> <td> <input type="text" value="-"/> <small>Characters available 1999</small> </td> <td>Supplier</td> </tr> <tr> <td>2</td> <td>CONSORTIUM MEMBER VAT NUMBER</td> <td>* Insert the VAT number of the consortium member that you will submit for this assessment</td> <td> <input type="text" value="-"/> <small>Characters available 1999</small> </td> <td>Supplier</td> </tr> <tr> <td>3</td> <td>DISTRIBUTION %</td> <td>* Insert the distribution percentage of the consortium member that you will submit for this assessment</td> <td> <input type="text" value="60"/> </td> <td>Supplier</td> </tr> <tr> <td>4</td> <td>OTHER CONSORTIUM PARTNER</td> <td>* Do you want to add another partner for the consortium?</td> <td> <input type="text" value="Yes"/> </td> <td>Supplier</td> </tr> </tbody> </table>					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	<input type="text" value="-"/> <small>Characters available 1999</small>	Supplier	2	CONSORTIUM MEMBER VAT NUMBER	* Insert the VAT number of the consortium member that you will submit for this assessment	<input type="text" value="-"/> <small>Characters available 1999</small>	Supplier	3	DISTRIBUTION %	* Insert the distribution percentage of the consortium member that you will submit for this assessment	<input type="text" value="60"/>	Supplier	4	OTHER CONSORTIUM PARTNER	* Do you want to add another partner for the consortium?	<input type="text" value="Yes"/>	Supplier
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	<input type="text" value="-"/> <small>Characters available 1999</small>	Supplier																								
2	CONSORTIUM MEMBER VAT NUMBER	* Insert the VAT number of the consortium member that you will submit for this assessment	<input type="text" value="-"/> <small>Characters available 1999</small>	Supplier																								
3	DISTRIBUTION %	* Insert the distribution percentage of the consortium member that you will submit for this assessment	<input type="text" value="60"/>	Supplier																								
4	OTHER CONSORTIUM PARTNER	* Do you want to add another partner for the consortium?	<input type="text" value="Yes"/>	Supplier																								

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

Consortiums qualification Process

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Enel

Cancel Save & Next **Save & Exit**

Form List

CONSORTIUM PARTNER #2

Nome Form: CONSORZIATA #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	- <small>Characters available 1999</small>	Supplier
2	CONSORTIUM MEMBER VAT NUMBER	* Insert the VAT number of the consortium member that you will submit for this assessment	- <small>Characters available 1999</small>	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.

Consortiums qualification Process

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



Welcome to **WeBUY**

← Enel

Details Messages (Unread 0)

Editable Forms

→| Form List

Showing Result 1 - 2 of 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS \
1	Conditional Form	CONSORTIUM PARTNER #1	✓		30/03/2022 10:24	30/03/2022 09:45	Yes
2	Conditional Form	CONSORTIUM PARTNER #2	✓		30/03/2022 10:35	30/03/2022 10:30	Yes

Welcome **AC**

... View Assessment **Return Forms To Qualification Team**

This Action will send all Forms back to the Buyer.
The Forms will not be editable anymore, are you sure you want to continue?

OK
Annulla

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.

① Click on *Send form to the Qualification Team* in order to complete the action.