

# Consortiums qualification Process

Start the qualification process



Supplier Organisation: CONSORZIO AC Request Sent

Go To Supplier Profile Manage Status

STEP ID	STEP	STEP OWNERS	TIMING	STATUS	ACTIVE STEP TOOLS
01	VALUTAZIONE PRELIMINARE		Actual Start Date: 30/03/2022 Expected End Date: 31/03/2022	Running	

01 - VALUTAZIONE PRELIMINARE

Go To Supplier Profile Office Management Allow Category Form Editing

FORMS ASSOCIATED TO THE PROCESS STEP (4)

Show Completion Allow Supplier Editing

	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	EDITABLE BY
1	Form	QUALIFICATION PATH		07/03/2022 14:48	User Enel
2	Form	PRESCRITTO			User Enel
3	Conditional Form	CONSORTIUM PARTNER #1			User Enel
4	Form	CONSORTIUM_VALID			User Enel

If the supplier during the registration process defined itself as a consortium, at the first step of the workflow will have to complete an additional form named CONSORTIUM PARTN. #1.

- 1 In order to receive from the supplier the list of the consortium members to qualify together to the MG, click on *Allow supplier editing*.

# 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 RFQ

QUALIFICATIONS UPDATE

RIVER ANISATION	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 My Qualifications to update

4 My Qualifications to update

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:

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

- 1 My Organisation
- 2 Qualification Process
- 3 My qualifications to update
- 4 Click on the evaluation

# 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



The screenshot shows the Enel system interface. At the top left, there is a back arrow and the text 'Enel'. At the top right, there is a red box around an 'Edit' icon (a pencil) and a 'View Assessment' button. Below this, there are tabs for 'Details' and 'Messages (Unread 0)'. Underneath, there is a section for 'Editable Forms' with a 'Form List' header. The list contains two items: 'CONSORTIUM PARTNER #1' and 'CONSORTIUM PARTNER MANAGEMENT'. Below these is a table with the following data:

	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
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▼ CONSORTIUM PARTNER # 1 - IN CASE OF ORDINARY CONSORTIUM INSERT YOUR OWN INFO

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 2000</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 2000</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

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



Enel

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	<input type="text" value="-"/> <small>Characters available 1000</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 1000</small>	Supplier
3	DISTRIBUTION % * Insert the distribution percentage of the consortium member that you will submit for this assessment	<input type="text" value="20"/>	Supplier
4	OTHER CONSORTIUM PARTNER * Do you want to add another partner for the consortium?	<input type="text" value="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



The screenshot shows the WeBUY interface. At the top left, it says 'Welcome to WeBUY'. Below that, there are navigation options: '← Enel', 'Details', and 'Messages (Unread 0)'. A 'Form List' section is visible, showing 'Showing Result 1 - 2 of 2'. A table lists two forms, both marked as 'Conditional Form' and 'COMPLETED'. A confirmation dialog is overlaid on the screen, asking 'This Action will send all Forms back to the Buyer. The Forms will not be editable anymore, are you sure you want to continue?'. The dialog has 'OK' and 'Annulla' buttons. A red box highlights the 'Return Forms To Qualification Team' button in the top right corner of the interface.

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

1 OK Annulla

Welcome A C

View Assessment Return Forms To Qualification Team

← 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

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.