Update of the offices to qualify in the Assessments
WEBUY/MLM INTEGRATION

MANAGEMENT OF THE NO LEGAL HEAD OFFICES AND SEND FROM WEBUY TO MLM
Update of the offices to qualify in the Assessments
WeBUY/MLM systems integration: dataflow scheme master user/offices – account creation on MLM

1. The supplier inserts:
   - Master user and legal head office
   - Potentials no legal offices

2. The buyer activates the functionality to copy the offices to register within the assessment

3. The supplier chooses between the assessment offices, the ones to apply for the qualification

4. The supplier status into «Qualified» and its offices will turn into qualified also

5. The integration flow sends to MLM the master user data and qualified offices data that will become qualified plants of the supplier
Update of the offices to qualify in the Assessments

WeBUY/MLM systems integration: scheme of the available offices for single MG

- **Training - WeBUY**
  - **WeBUY Registry:** The supplier can insert up to 20 offices in the registry.
  - **MG Selection on WeBUY:** For each MG selected will be created an assessment, in which the supplier can indicate which of the 20 offices registered wants to qualify for the specific MG.
  - **Supplier Qualification on WeBUY:** For each MG it is sent the set of the offices qualified.
NEW MODEL WITH 20 OFFICES

SPECIFICATIONS OF THE NEW MODEL AND UPDATE MODE OF THE ALREADY EXISTING ASSESSMENTS
Update of the offices to qualify in the Assessments

Specifications of the new model of the offices to qualify on WeBUY with 20 available positions

The maximum number of available offices for the qualification changes from 10 to 20, with the limitation for the offices of Brazil, that can be maximum 12, therefore all the suppliers will have available 20 slots distributed as the following scheme shows:

- N. 20 TOTAL OFFICES FOR SUPPLIER
- OFFICES FROM 1 TO 12: ALL THE COUNTRIES ARE AVAILABLE, BRAZIL INCLUDED
- OFFICES FROM 13 TO 20: ALL THE COUNTRIES ARE AVAILABLE, EXCEPT BRAZIL (NOT SELECTABLE)

Every supplier could qualify 20 offices, but only the productive ones will be sent to MLM, therefore:

- The suppliers with more than 20 offices registered will be suggested to privilege the "productive" ones instead of "commercial" and/or "administrative".
- The suppliers with Brazilian offices will be suggested to gather them in the first 12 positions, in order to avoid the lack of slots to register Brazilian offices.

The new registration suppliers will already have 20 available positions to register their offices in the on-boarding phase, while the suppliers already qualified:

1. In case of not expressing the necessity of more available slot to register new offices, they will be encouraged and led to register new offices according to the rules previously indicated.
2. Once the suppliers update their offices registered, they will have to update also their assessment, in order to visualize also the new offices in the assessments.
OFFICES INCLUSION IN THE REGISTRATION DATA

TUTORIAL ABOUT THE ACTIVITY TO PERFORM IN WEBUY
IN ORDER TO INCLUDE ADDITIONAL OFFICES
Supplier – Personal Data modification

Updating personal data after registration

Once completed the registration phase, the supplier can update its personal data in every moment. In order to do it, from its home page, have to click on My organization → Organisation Profile → Registration Data.
The supplier can also update its Registration Data from the tab «Profile Data». From there clicking on «General Questionnaire» can visualize its own legal office country, the registration purposes, administrative info (administrative / purchase order email), and the possibility to add an additional office.
Within the **General Questionnaire**, clicking on edit, is possible update all the fields present (visible in the screen) as the email for the payment or order and eventually add additional offices.
Completed all the fields, clicking on Save and Continue the system will bring the supplier directly to the next forms, following the steps visible in the slide 6.
If the supplier marked with “Yes” the field *Add additional office*, the system will create a new form named «Sede #1».

Within this form will be possible insert the country of reference and the typology of the additional office *(commercial, administrative, productive)*.