



Update of the offices to qualify in the Assessments



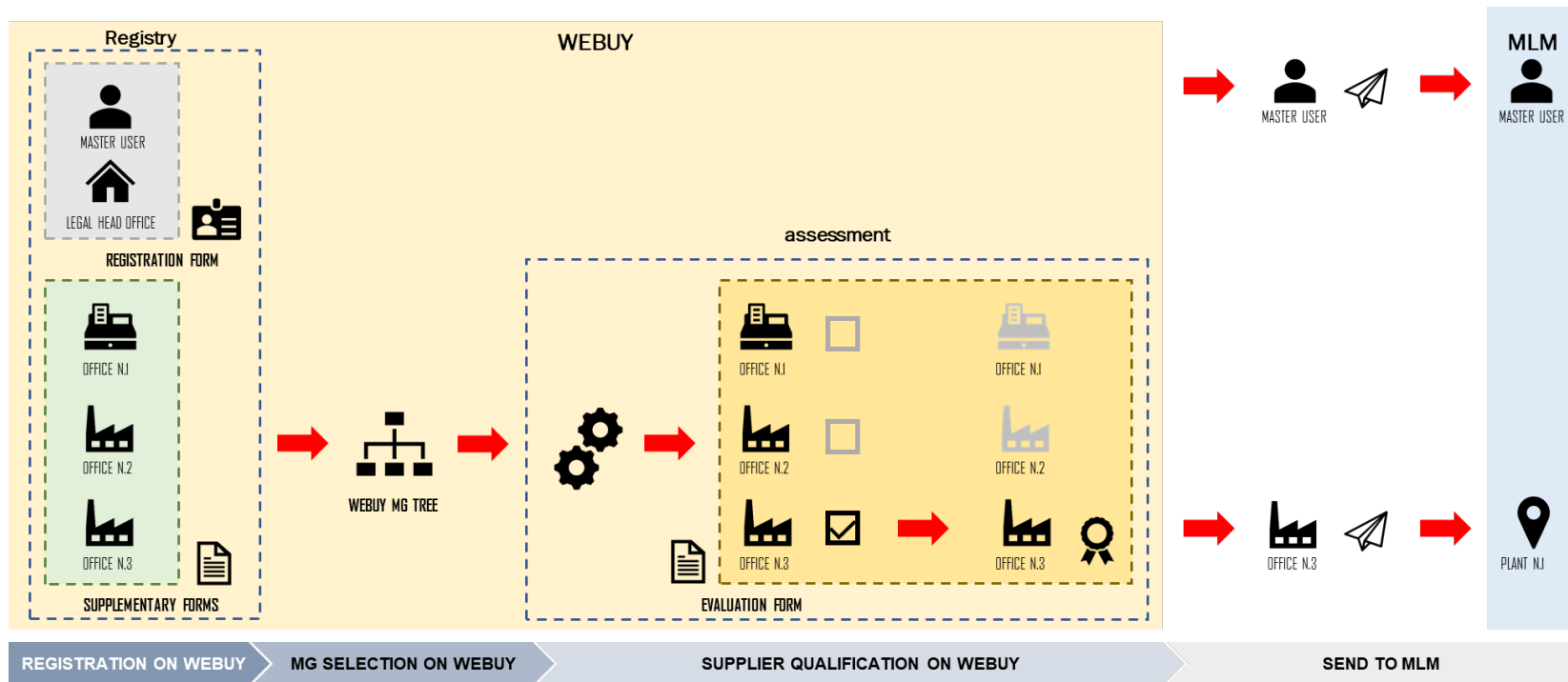
A diagram of a funnel shape, oriented horizontally. The top section is a white rectangle. The bottom section is a blue trapezoid that tapers from left to right. The text "WEBUY/MLM INTEGRATION" is centered within the white section, and "MANAGEMENT OF THE NO LEGAL HEAD OFFICES AND SEND FROM WEBUY TO MLM" is centered within the blue section.

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

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

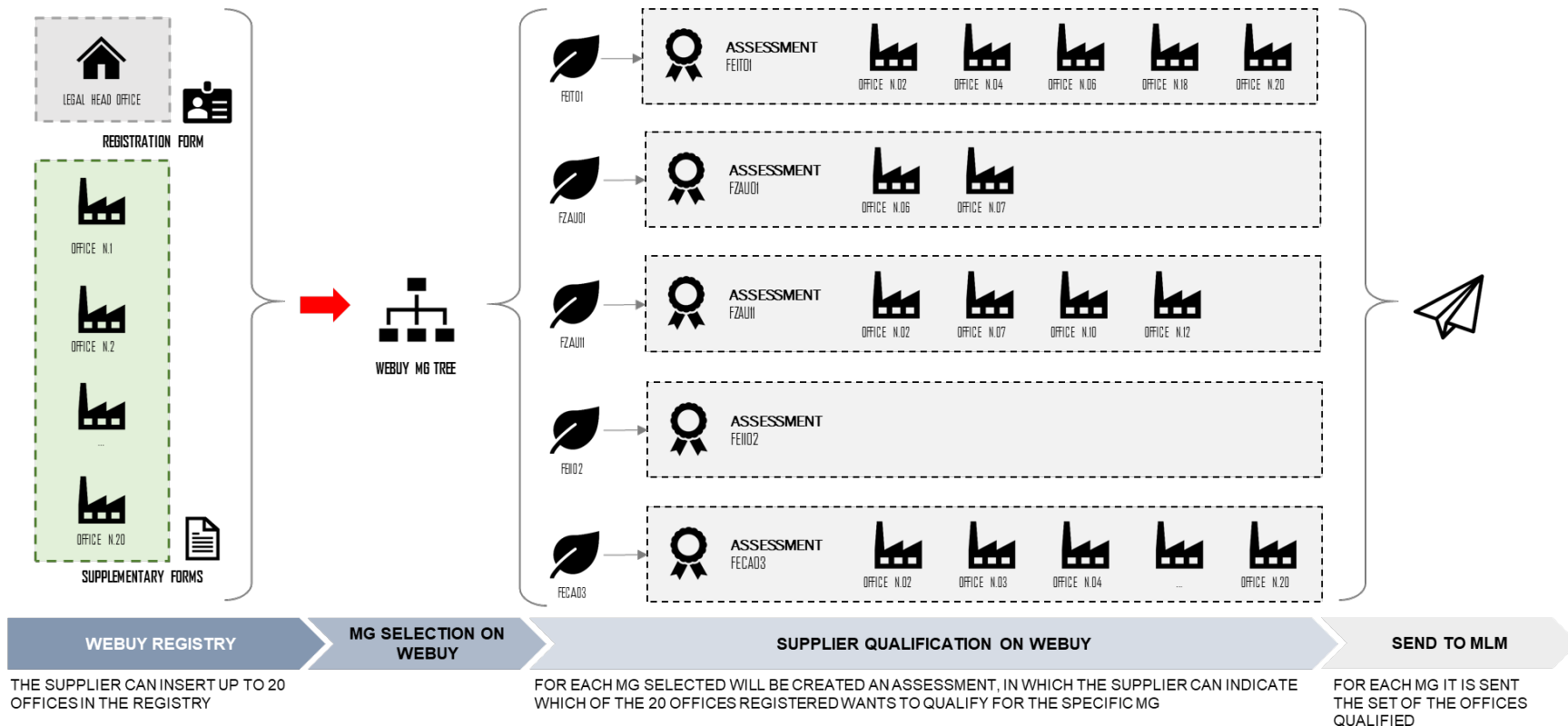
4. The supplier chooses between the assessment offices, the ones to apply for the qualification

5. The buyer turns the supplier status into «Qualified» and its offices will turn into qualified also

6. 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



A decorative graphic on the left side of the slide. It features a white rectangular block at the top, followed by a blue trapezoidal shape that tapers downwards. The text is placed within the blue section.

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:



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



The screenshot shows the 'Welcome to WeBUY' header with the time '21:07 CET - Central Europe Time'. The main dashboard includes sections for 'START AND MANAGE RFQ' and 'QUALIFICATIONS UPDATE'. A sidebar menu on the left contains icons for Home, Monitor, Document, My Organisation, and Users. The 'My Organisation' menu is expanded, showing options: Organisation Profile, My Qualifications, Qualification Process, Scorecards, and Development Actions. The 'Organisation Profile' sub-menu is also expanded, highlighting 'Registration Data' (marked with a blue circle and number 1), along with Profile Data, Status Summary, Responses, and History of Changes. The background table under 'QUALIFICATIONS UPDATE' has columns: BUYER, TION, FIRST CATEGORY, and REQUEST RECEIVED ON. It contains one row with the text 'MERVO1_CA - Maintenance on stands for electric vehicle recharging - CANADA' and the date '10/03/2022'. At the bottom, there are links for 'GlassDoor', 'LMS - Cable reels management', and 'SCM - Work management', and a section for 'NEW MESSAGES (LAST 30 DAYS)'.

- 1 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*.

Supplier – Personal Data modification

Updating General Questionnaire data



Organisation Profile

Registration Data **Profile Data** Status Summary Responses History Of Changes

Show Completion

Enter Filter (type to start search) ▼

Showing Result 1 - 23 of 23 Show: 50 ▼

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	> Onboarding	GENERAL QUESTIONNAIRE	✓		14/03/2022 20:58
2	> Onboarding	INTRA-COMMUNITY OPERATION	✓		09/12/2019 12:45
3	> Onboarding	SPAIN - EPIGRAFE	✓		17/09/2019 10:21
4	> Onboarding	INNOVATIVE FIRM / START-UP	✓		23/09/2021 10:21

- 1 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.

Supplier – Personal Data modification

Updating General Questionnaire data



Organisation Profile

1	COMPANY FOUNDATION DATE	* Insert the company foundation date	01/01/2008	Supplier
✓ ADMINISTRATIVE INFO				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	WEB-EDI REGISTRATION	* Are you registering for the unique finality of using the invoice functionality tra Web-Edi?	Yes, for Spain	Supplier
2	ADMINISTRATIVE/PAYMENT EMAIL	* Enter the email address used by the payment department for invoicing and administration usage	lhvicente@minsait.com	Supplier
3	PURCHASE ORDER EMAIL	* Enter the email address used for purchasing and purchase order purpose	lhvicente@minsait.com	Supplier
✓ ADDITIONAL OFFICES				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ADDITIONAL OFFICE	* Do you want to register a new office?	No	Supplier

- 1 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. 2

Supplier – Personal Data modification

Updating General Questionnaire data



Organisation Profile

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Supplier – Personal Data modification

Updating General Questionnaire data – Add additional offices



Organisation Profile

Cancel Save

OFFICE #1

OFFICE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COUNTRY AND REGION	* Select country and region of your office	SPAGNA - Ciudad Real	Supplier
2	OFFICE TYPE	* Select the office type	Commercial	Supplier

1 If the supplier marked with “Yes” the field *Add additional office*, the system will create a new form named «Sede #1».

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