



WeBUY

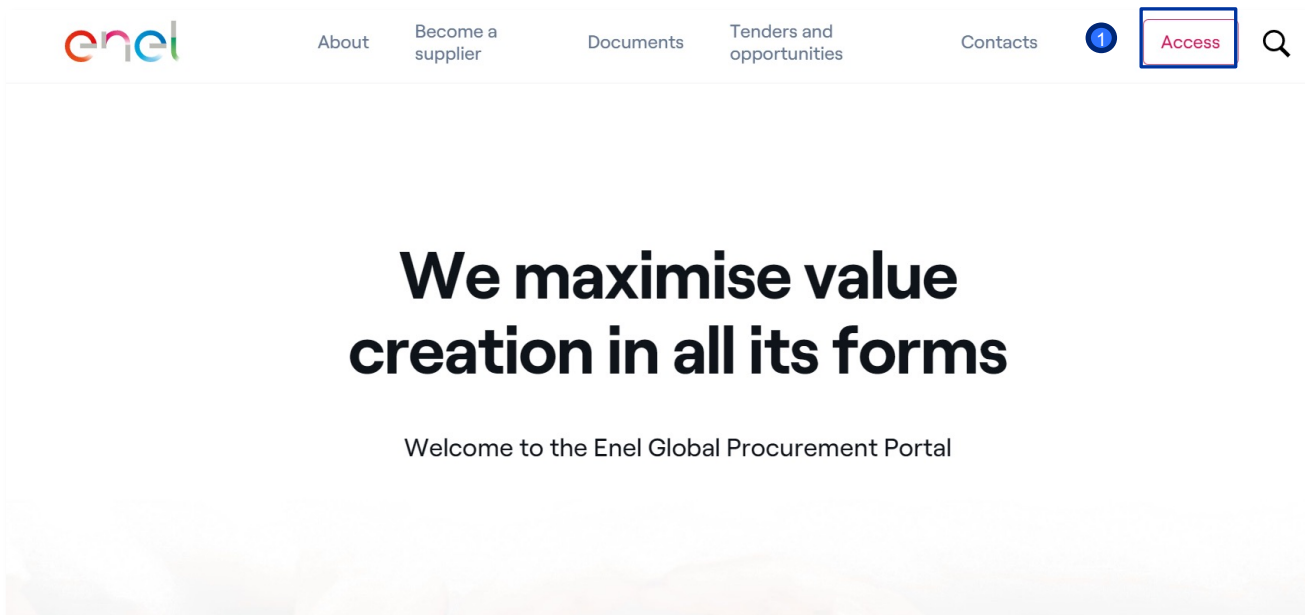
Manual – WeBUY access and Useful links



Systems Access

Suppliers access to WeBUY

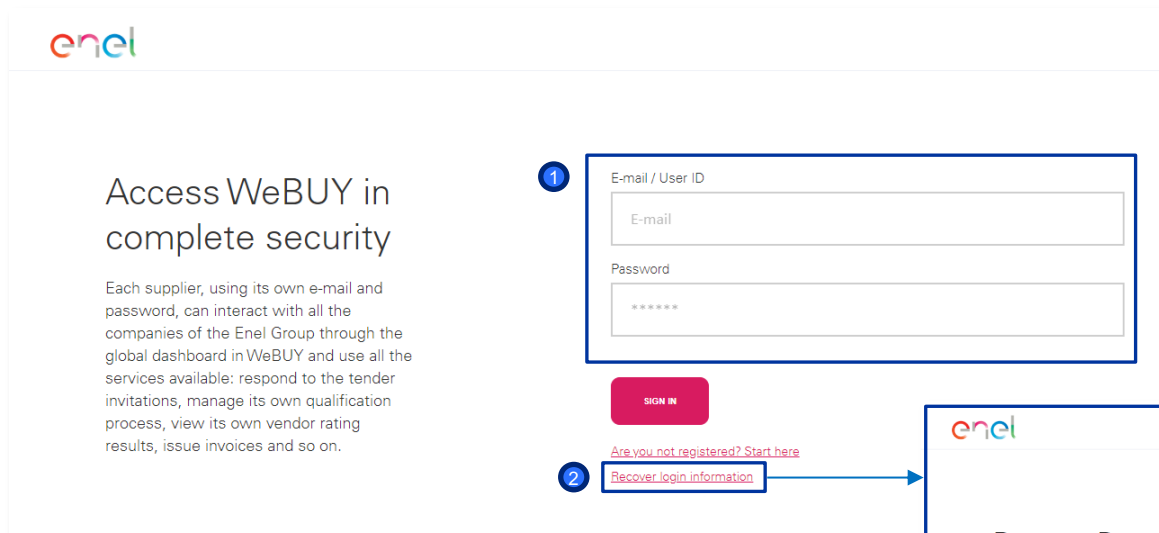
The supplier can access to WeBUY through the site: <https://globalprocurement.enel.com>



- ① In this page, by clicking on the top-right option: *ACCESS*, will lead them to the next screen to insert their credentials and access WeBUY

Systems Access

Suppliers access to WeBUY



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Access WeBUY in complete security

Each supplier, using its own e-mail and password, can interact with all the companies of the Enel Group through the global dashboard in WeBUY and use all the services available: respond to the tender invitations, manage its own qualification process, view its own vendor rating results, issue invoices and so on.

1 E-mail / User ID
E-mail
Password

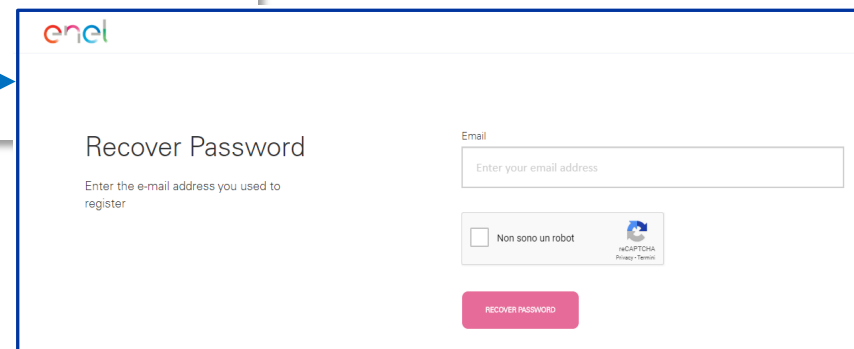
SIGN IN

2 [Are you not registered? Start here](#)
[Recover login information](#)

1 Once in this screen, the supplier must insert their credentials to enter to WeBUY

- E-mail
- Password

2 If the supplier has forgotten their login information, they can recover it by clicking on the option: *Recover login information*




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Recover Password

Enter the e-mail address you used to register

Email
Enter your email address

Non sono un robot 
reCAPTCHA
Privacy - Terms

RECOVER PASSWORD

Systems Access

Suppliers access to other systems

The screenshot shows the WeBUY supplier dashboard. At the top, it says 'Welcome to WeBUY' and 'Welcome Luis Vicente'. The main dashboard area is divided into several sections:

- START AND MANAGE RFQ:** Contains an 'Enter' button and a 'Qualification Process Steps' link.
- QUALIFICATIONS UPDATE:** Shows 'No Qualifications to display'.
- MY PROCUREMENT PROCESS WITH PENDING RESPONSES:** A table with columns: PROCUREMENT PROCESS TITLE, BUYER ORGANISATION, and REMAINING TIME. It lists items like PP_Vid (3 Weeks), PPR-TSS (3 Weeks), UAT SMART ASSISTANT_07_2021 (4 Months), PPR_Cambio stato fornitore (6 Months), and PPR 2 (2 Years).
- NEW MESSAGES (LAST 30 DAYS):** A table with columns: OBJECT TYPE, UNREAD MESSAGES IN:, and ORGANISATION NAME. It shows an action for 'Perfezionamento'.
- MY RFIS WITH PENDING RESPONSES:** Shows 'No RFIs to display'.
- LOGIN TO OTHER SYSTEMS:** A section highlighted with a blue box and a circled '2', listing various external systems: MLM (Material Lifecycle Management), GlassDoor, LMS - Cable reels management, SCM - Work management, WebEDI - Invoice Management (only Italy scope), OpenPortal SSO Supplier, DRAPE Invoicing Management, and CM Tool SSO.

1 The main dashboard, from the supplier view, provide an home page with different widgets by default that can be customized:

reorganized, reduced, deleted or added considering its own preference.

2 The supplier will have a specific section named «Login to other systems» where he can find different links that allow him to access to other external system outside WeBUY including.

Systems Access

Suppliers access to other systems

The screenshot displays the WeBUY user interface. At the top, it says 'Welcome to WeBUY' and 'Welcome Luis Vicente'. The main area is divided into 'MY ACTIONS' (showing 'No Action found') and 'QUICK LINKS'. The 'QUICK LINKS' section is divided into 'STANDARD LINKS' and 'CUSTOM LINKS'. A blue box highlights the 'CUSTOM LINKS' section, which includes 'VAT Group Subscription', 'Acceso Ariba Colliaudio', and 'Acceso MLM colliaudio'. A blue arrow points from this box to a detailed view of the 'VAT Group Activation' form. The form includes the following fields:

- Group VAT:** the code to enter must be in the EUVAT format (2-digit ISO Country code + VAT Number). Example (for country Italy): ITXXXXXXXXXX.
- VAT Group Name**
- Validity Start Date VAT Group Membership** (format: dd/MM/yyyy)
- Notes** (Character limit: 100)

1 In the Home Page the supplier has the possibility, within the **Quick links** section, to access to the form dedicated to the VAT GROUP activation. Selecting the link, and clicking on “Active” in the following screen, the supplier will see the info presented in the second image

2 Once the supplier has completed the form with the data required, he has also to send a formal communication to Enel

Systems Access

Suppliers access to other systems

Organisation Details – Legal office

* Country	REGNO UNITO
* Organisation Name	
* Organisation Legal Structure	---
* VAT Reg No	* VAT Reg No
* State/County	<p>ATTENTION! If your company is part of a VAT Group you DO NOT HAVE to include the VAT Group number, but the company one. The VAT Group number can be declared only after the registration process is completed, in the specific section of WeBUY, named «Adesione Gruppo IVA»</p>
* City	
* Postal Code	
* Address	
* Street number	

① It is important to bear in mind that:

- If the supplier has already joined a VAT Group and suddenly he wants to quit or to update the info previously declared, he has to send a formal request to Enel, as explained previously
- The VAT Number of the Group has to be preceded by the ISO code of the country where the supplier belongs and has to be different from the previous one owned by the supplier
- A VAT Group can be created between suppliers that have the Legal office in the same country, however only between the countries from the European Union
- During the initial phase of the supplier registration in WeBUY (onboarding phase) the supplier has to insert the VAT number pre-adhesion the VAT group, as requested in the field named "VAT Reg No"