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

We maximise value creation in all its forms

Welcome to the Enel Global Procurement Portal

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

- E-mail
- Password

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

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.
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.

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

### Systems Access

Suppliers access to other systems