Temporary Company Group

How to answer to a PPR as a member of a Supplier Group (Agent)

A supplier can participate in a PPR not only as a single company but also as a member of a Suppliers Group. To answer as a Suppliers Group, after entering the PPR to which you have been invited, the supplier must click on «Create Response».

WeBUY will open a screen where to choose the typology of the response to the PPR:

- Company Temporary Group
- Consortium
- My organization only

To answer as a TCG choose the option «Company Temporary Group» click on «Save»

The described functionality follows a logic also coherent with the Consortium selection.
Temporary Company Group

Add members to the Supplier Group (Agent)

1. To begin the configuration of the Supplier Group and add participants members, click on «Manage Supplier Group»

2. To add members, click on «Add Group Member»

The described functionality follows a logic also coherent with the Consortium selection.
Temporary Company Group
Add members to the Supplier Group (Agent)

Introduce the Organization Name and the Email of the member you want to invite to the Supplier Group for the concrete PPR. The email introduced has to be the same email the supplier used to register on WeBUY. If the supplier is not registered yet, he will not be able to participate in the Suppliers Group. He will have to register on WeBUY in order to be invited to a Company Temporary Group.

Click on «Save»
Temporary Company Group
Retire the invitation to a member of the TCG (Agent)

After having invited a supplier to participate in the Company Temporary Group, in case of error, it is possible to retire the invitation.
To retire the invitation to a supplier, click on the icon indicated on the image of the supplier of interest.
To confirm the action click on «ok».
Once retired the invitation is possible:
Eliminate the supplier from the list of suppliers invited to the TCG.
Cancel the invitation retirement and invite the supplier once again.

The described functionality follows a logic also coherent with the Consortium selection.
Dear User,

You have been invited to participate in a Bidding Group by 2ELLENERGY for the following Processo di Approvvigionamento - Richiesta di offerta on Procurement Suite ENEL.

Code: ppr_2800  
Title: Test ATI  
Closing Date: 31 lug. 2020 - 18:00 (CET - Central Europe Time DST)

The Bidding Group leader has added the following invitation message:

If you are already a registered user in the Platform, click the following link and enter your Username and Password: [https://vendoraccess-qt.enel.com/login.html](https://vendoraccess-qt.enel.com/login.html)

After login, to manage your invitation click on [https://webuy-prep.enel.com/esop/guest/login.do?gyu=5830528801732292087C](https://webuy-prep.enel.com/esop/guest/login.do?gyu=5830528801732292087C)

If you are not a registered user, use the following link to create a new registration: [https://globalprocurement.enel.com](https://globalprocurement.enel.com)

Once you have your login details, return to this email alert and use the ‘Invitation Quick View’ link (above) to manage your Bidding Group Invitation.

WeBUY - Global Procurement

Questo messaggio e’ stato generato automaticamente, la preghiamo pertanto di non rispondere a questa e-mail.

---

1. At this point, WeBUY will send an email to the supplier invited to the Suppliers Group.
2. In case the supplier is already registered on WeBUY, click on the link to access the platform.
3. Once entered in WeBUY, click on the link present on the mail to enter to the specific section to manage the invitation to the supplier group (it is needed to confirm the opening of a new session).
4. In case that the supplier invited it is not yet registered on WeBUY, click on the link to do the registration before managing the invitation to the TCG.

The described functionality follows a logic also coherent with the Consortium selection.
Temporary Company Group
Accept the Invitation to the TCG (Principal)

The page showed after clicking on the link allows to manage the invitation to participate in the Temporarily Company Group. It is possible to see the Agent of the invitation, the date and invitation messages.

Click on «Accept» to confirm the participation in the PPR as a member to the TCG.

The described functionality follows a logic also coherent with the Consortium selection.
Temporary Company Group
Accept the invitation to a participation in a TCG (Principal)

When the supplier enters WeBUY through the link of the email received, he will access WeBUY at the homepage. In the navigation menu on the left, click on the option «Sourcing – Procurement Process – RFQ Bidding Group Invitations» to reach the list of the PPRs to which you have been invited to participate as a member of the Supplier Group.

The described functionality follows a logic also coherent with the Consortium selection.
Company Temporary Group

Refuse the participation in a RTI (Principal)

After accepting the invitation to the Suppliers Group, it is possible to withdraw the acceptance only if the response to the PPR hasn’t been sent by the main supplier of the TCG.

The described functionality follows a logic also coherent with the Consortium selection.
**Temporary Company Group**

*Configure the TCG (Agent)*

<table>
<thead>
<tr>
<th>Bidding Group Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANISATION NAME</strong></td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

1. After the Principal accepts the participation in the PPR as a member of the Suppliers Group, the supplier who invited them (Agent) can verify that the invitation has been accepted.

2. Clicking on the indicated icon, the Agent can access to the Dossier Partner, which contains all the information of the TCG member.

The described functionality follows a logic also coherent with the Consortium selection.
Once the partner supplier has accepted the invitation for the TCG, it is necessary to define the % of participation:

1. Click on the list of Principals to the TCG and click on the supplier of interest
2. Include the % of participation
3. It is possible to include the legal representative of the partner supplier and some notes or comments
4. Click on «Save»

The described functionality follows a logic also coherent with the Consortium selection.
Temporary Company Group

Configure the TCG (Agent)

After having defined the participation percentage of the members on the Suppliers Group, the participation percentage of the leader will be automatically updated.

Once the configuration of the Suppliers Group is finished, it is possible to proceed with the creation of the response.

In case of further doubts about the configuration of the response to a PPR, consult the relative manual.

The described functionality follows a logic also coherent with the Consortium selection.
Temporary Company Group
How to answer to a multiPPR as a member of a Supplier Group (1/2)

Replay as an individual company or a Company grouping:

Select how to manage your response to PPR, submit as Single Organization or as a Bidding Group. Replying as a Bidding Group requires further configuration, managed by clicking “Manage Bidding Group”

Select Response Type

- Temporary Association
- Consortium
- My Organisation Only (No Consortium)

IMPORTANT:
For Multi-lot tenders:

- If the supplier participate to all the lots with the same TCG structure, have to indicate that is participating as TCG within the common PPR (administrative envelope), and in the single other PPR lots (technical/commercial envelope)

- If the supplier participate to different lots of the same tender with different TCGs have to reply to the common PPR (administrative envelope) as “single organization”, and as “TCG” to the single lots (technical/commercial envelope), identifying each time the correct Principals