Development Actions

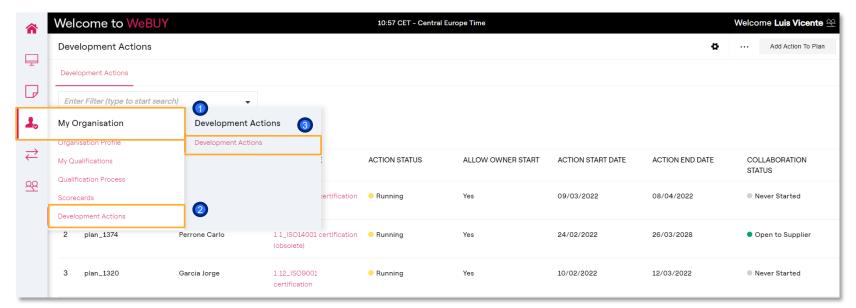*How to access an open collaboration*

① Access the area «My Organization», ② click on «Development Actions» and then ③ on «Development Actions».

Development Actions

How to access an open collaboration

Click on the action in the status «Running» and with Collaboration Status «Open to Supplier».

Development Actions

Action settings

Inside the action in the area «Details» → «Settings» it is possible visualize the general information of the Plan in the section «General Plan Data».
To continue with the general information details, move forward to the next slide

Development Actions

Action settings

① Click on «Modify» eventually for setting a different referent responsible of the action (different from the main user)

Development Actions

Area Collaborations Actions

1. Inside the action in the Collaboration Area is possible visualize all the general data of the action related to the monitoring of the K in object shared by the buyer.

2. Moreover is possible to communicate with the Enel referent through the «Messages» area.

Development Actions

Area Collaborations Actions

① Always inside the action in the Collaboration area is possible to attach documents to share with the Enel referent clicking on «Upload new File»

In the section «Collaboration Form» there is the information related to the Ks to monitor shared by the Enel referent (orange icons) and the information requested by Enel to be completed by the suppliers (blue icons)

② Click on «Edit Value» to reply to the information requested.

Development Actions

How reply to an open collaboration

Development Actions

How reply to an open collaboration

To upload a new attachment is possible to use the area "Supplier Attachments".

1 Click on «Upload New File»

Development Actions
How to complete a Collaboration

← Action: 1.1_ISO14001 certification (obsolete)   🟡 Running

Details | **Collaboration Area** | Messages (Unread 0)

∨ Collaboration Overview

Action Description
Da utilizzare solo se selezionato in fase di Strategia

∨ Activity Summary

Status
● Open to Supplier

Current
Start Date: 02/03/2022 17:39
First Accessed: 15/03/2022 10:29
Collaborator: Luis Vicente

Last Opened to Supplier
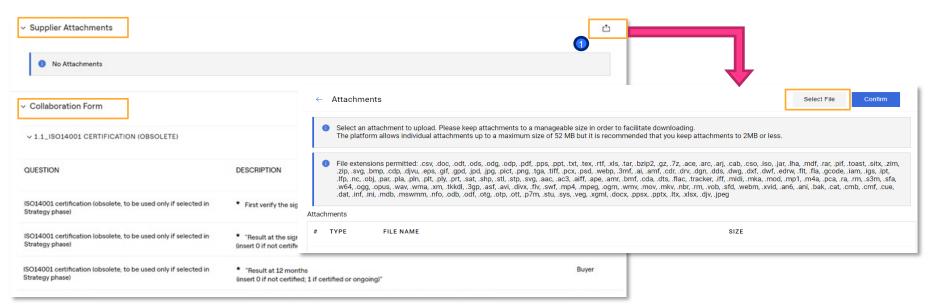---

∨ Supplier Attachments

ℹ No Attachments

Complete Collaboration

1️⃣ Click on «Complete Collaboration» to send the response to the Enel referent.

⚠️

It is important, after having upload the documents required, click on *Complete collaboration*. In order to allow the Enel user to continue working correctly in the system.

Development Actions

How to complete a Collaboration

Action: 1.1_ISO14001 certification (obsolete)   ● Running   Cancel   **Complete Collaboration**

ℹ An Alert will be sent to the Buyer Action Owner.
Text entered in the Comments area will be included in the Email Alert.

①

Comment

Characters available 2000

① Click on «Complete Collaboration» to confirm the action.

Development Actions

How to complete a Collaboration

① The status of the collaboration is changed from «Open to Supplier» to «Close»

Messages

How create messages

In order to send a message to the Enel referent click on the section «Messages» and then on «Create»

Messages

How create messages

① Include the subject, the message body any attachments if needed, and finally, click on «Send message»

Messages

How create messages

Within the tab "Messages Received/Sent" it is possible to have the tracking of the messages shared with the Enel referent.

Click on «Create» in order to create a new message