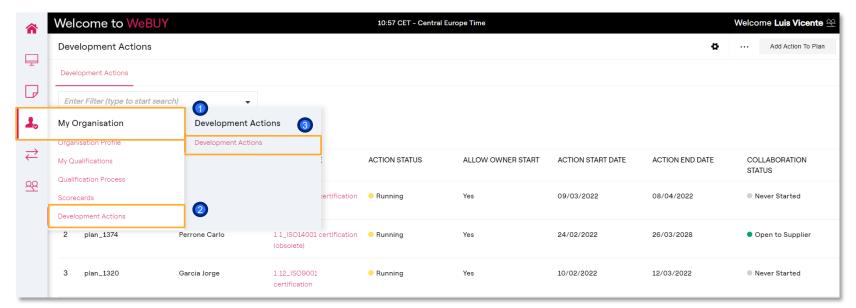
How to access an open collaboration



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



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How to access an open collaboration

<b>^</b>	Welcome to WeBUY	1		10:57 CET - Central Eu	rope Time			Welcome Luis Vicente
	Development Actions						¢	Add Action To Plan
<b>-</b>	Development Actions							
P	Enter Filter (type to start sea	rch) 👻						
20		0kau <b>50</b> -						
$\rightarrow$	Showing Result 1 - 42 of 42	Show: 50 🔻						
₹	PLAN CODE	BUYER ACTION OWNER	ACTION NAME	ACTION STATUS	ALLOW OWNER START	ACTION START DATE	ACTION END DATE	COLLABORATION STATUS
<u>약</u>	1 plan_1390	Perrone Carlo	1.1_ISO14001 certification (obsolete)	<ul> <li>Running</li> </ul>	Yes	09/03/2022	08/04/2022	Never Started
	2 plan_1374	Perrone Carlo	1.1_ISO14001 certification (obsolete)	<ul> <li>Running</li> </ul>	Yes	24/02/2022	26/03/2028	Open to Supplier
	3 plan_1320	Garcia Jorge	1.12_ISO9001 certification	<ul> <li>Running</li> </ul>	Yes	10/02/2022	12/03/2022	Never Started

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



Action settings

*	We	elcome to WeBUY	14:46 CET - Central Europe Time	Welcome <b>Luis Vicente</b> 오
	← /	Action: 1.1_ISO14001 certification (obsolete)	<ul> <li>Running</li> </ul>	
<b>_1</b>		tails Collaboration Area Messages (Unread 0)		
<b>P</b> 2	Se	ttings		
1.	⇒	<ul> <li>Plan Overview</li> </ul>		
⇒		Plan Code plan_1374	Buyer Organisation Enel	
<u>99</u>		Plan Title <b>Piano</b>	Plan Type K of Sustainability	
		Supplier Location	Business Units	
		Plan Status Planning	Plan Start Date 24/02/2022	
		Plan Expected End Date 26/03/2028		

Inside the action in the area «Details»  $\rightarrow$  «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



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#### Action settings

1	W	elcome to WeBUY	14:46 CET - Central Europe Time	Welcome Luis Vicente 😤
Ļ	← ,	Action: 1.1_ISO14001 certification (obsolete)	Running	
	→	<ul> <li>Action Overview</li> </ul>		
<b>.</b>		Action Name 1.1_ISO14001 certification (obsolete) Action Scope	Action Description Da utilizzare solo se selezionato in fase di Strategia Action Ownership	
		K Monitoring	Buyer	
¥		Supplier Action Owner Current Default User (Luis Vicente)	Buyer Action Owner Carlo Perrone	
<u>99</u>		Allow Action Owner to Start Action Yes	Created by Carlo Perrone	
		Creation Date 24/02/2022 16:06:33		
		<ul> <li>Action Duration &amp; Alert Settings</li> </ul>		
		Last Start Date 24/02/2022	Expected End Date 26/03/2028	
		Send Action End Date Alert		
		Yes <b>To:</b> Buyer Action Owner	Days Before Action End Date: 15	

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

Area Collaborations Actions



<b>^</b>	We	elcome to WeBUY	14:34 CET - Central Europe Time	Welcome <b>Luis Vicente</b> 오	
	← /	Action: 1.1_ISO14001 certification (obsolete)	<ul> <li>Running</li> </ul>		Inside the action in the Collaboration Area is possible
Ţ	De	tails Collaboration Area Messages (Unread 0)			visualize all the general data of the action related to the
<b>.</b>	→	Collaboration Overview  Action Description		Complete Collaboration	monitoring of the K in object shared by the buyer.
$\rightleftharpoons$		Da utilizzare solo se selezionato in fase di Strategia			
22		<ul> <li>Activity Summary</li> </ul>			Moreover is possible to communicate with the Enel
Ξ.		Status • Open to Supplier	Current Start Date: 02/03/2022 17:39 First Accessed: 15/03/2022 10:29 Collaborator: Luis Vicente		referent through the «Messages» area.
		Last Opened to Supplier 			
		<ul> <li>Supplier Attachments</li> </ul>		<u>ث</u>	
		No Attachments			

Area Collaborations Actions

No Attachments		
		2
Collaboration Form		Edit Values
1.1_ISO14001 CERTIFICATION (OBSOLETE)		
UESTION	DESCRIPTION RES	PONSE EDITABLE BY
014001 certification (obsolete, to be used only if selected in rategy phase)	* First verify the signing of the contract	Buyer
O14001 certification (obsolete, to be used only if selected in rategy phase)	<ul> <li>"Result at the signing of the contract (insert 0 if not certified; 1 if certified or ongoing)"</li> </ul>	Buyer
014001 certification (obsolete, to be used only if selected in rategy phase)	<ul> <li>"Result at 12 months (insert 0 if not certified; 1 if certified or ongoing)"</li> </ul>	Buyer
dditional information	<ul> <li>Text field to complete and describe what is attached, or to add other information requested in the K</li> </ul>	Supplier
tach documentation for K achievement		o file Supplier ached)
esult Monitoring: Partial; Final	* Result Monitoring: Partial: Final	Buver

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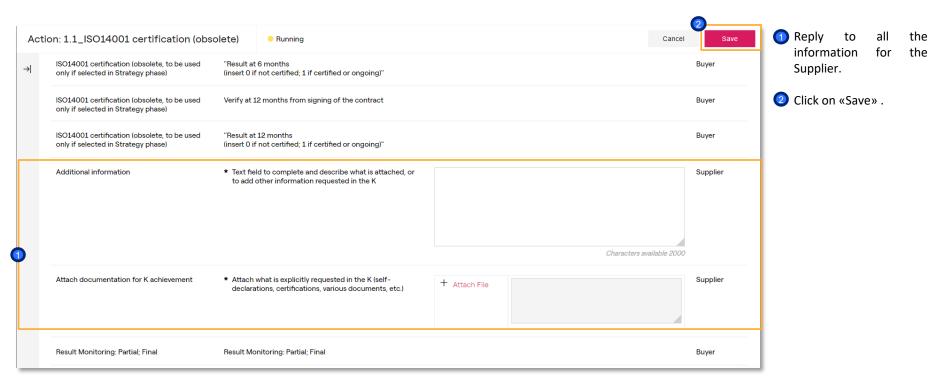
Always inside the action in the Collaboration area is possible to attach documents to share with the Enel referent clicking on «Upload new File»

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)

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

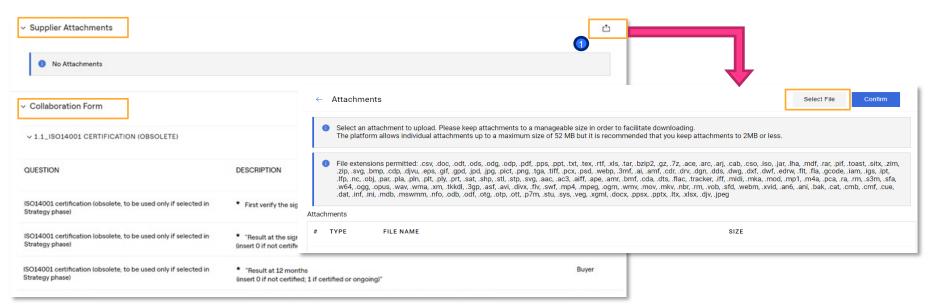
Training - WeBUY

How reply to an open collaboration





How reply to an open collaboration

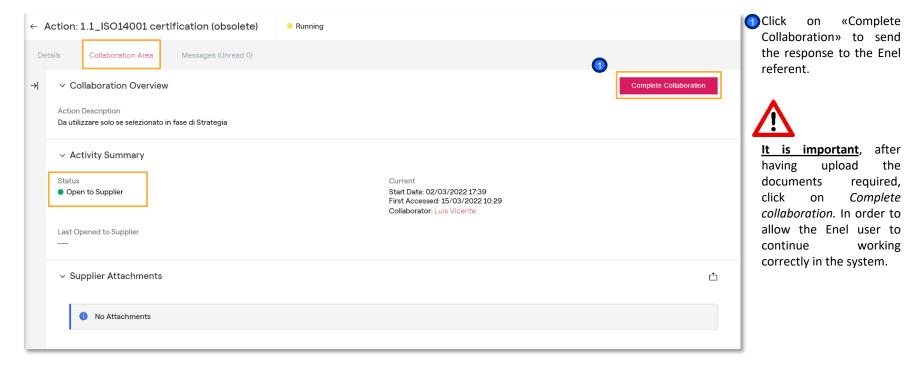


To upload a new attachment is possible to use the area "Supplier Attachments".

Click on «Upload New File»

Training - WeBUY

How to complete a Collaboration



How to complete a Collaboration



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

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How to complete a Collaboration

Det	ails	Collaboration Area Messages (Unread 0)	l
≯	✓ Coll	laboration Overview	
	Action D	Description	
	~ Act	tivity Summary	
	Status Close	Current	
	Start Da	vened to Supplier vte: 08/02/2022 11:17 - End Date: 15/03/2022 13:08 rator: Luis Vicente	
	∽ Sup	oplier Attachments	
	•	No Attachments	

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

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#### Training - WeBUY

#### 12

# Messages

#### How create messages

<b>^</b>	Welcome to WeBUY	15:33 CET - Central Europe Time	Welcome Luis Vicente 🙅
	$\leftarrow$ Action: 1.1_ISO14001 certification (obsolete)	Running	
Ţ	Details Collaboration Area Messages (Unread 0)		
G	Create Message Received Messages Sent Messages	Draft Messages	•
2.	→ Received Messages		Create
$\rightleftharpoons$	Enter Filter (type to start search) -		
<u>99</u>			

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



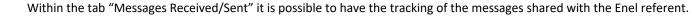
#### Messages

#### How create messages

ction: 1.1_ISO14001 certification (obsolete)	Running		Cancel Save As Draft	Send Message
Messages				
∽ Message				
Subject	Message			
<ul> <li>Attachments</li> </ul>				Attachments
NAME	DESCRIPTION	COMMENT	rs	
No Attachments				



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



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

#### Messages

#### How create messages

te Message	Received Messag	ges Sent Messages	Draft Messages				
Sent Mes	ssages					<del>e</del>	Create
Enter Filte	er (type to start searc	ch) 🗸					
Enter Filte		ch) 🗸					
Showing Res		send date		SUBJECT	READ BY RECIPIENT	REPLIES	

