

Development Actions

How to access an open collaboration



Welcome to WeBUY 10:57 CET - Central Europe Time Welcome Luis Vicente

Development Actions

Development Actions

Enter Filter (type to start search)

1 My Organisation 2 Development Actions 3 Development Actions

			ACTION STATUS	ALLOW OWNER START	ACTION START DATE	ACTION END DATE	COLLABORATION STATUS	
			certification	Running	Yes	09/03/2022	08/04/2022	Never Started
2	plan_1374	Perrone Carlo	1.1_ISO14001 certification (obsolete)	Running	Yes	24/02/2022	26/03/2028	Open to Supplier
3	plan_1320	Garcia Jorge	1.12_ISO9001 certification	Running	Yes	10/02/2022	12/03/2022	Never Started

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



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Development Actions

Development Actions

Enter Filter (type to start search)

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
1	plan_1390	Perrone Carlo	1.1_ISO14001 certification (obsolete)	Running	Yes	09/03/2022	08/04/2022	Never Started
2	plan_1374	Perrone Carlo	1.1_ISO14001 certification (obsolete)	Running	Yes	24/02/2022	26/03/2028	Open to Supplier
3	plan_1320	Garcia Jorge	1.12_ISO9001 certification	Running	Yes	10/02/2022	12/03/2022	Never Started

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

Development Actions

Action settings



The screenshot displays the WeBUY application interface. At the top, a black header bar contains the text 'Welcome to WeBUY' on the left, '14:46 CET - Central Europe Time' in the center, and 'Welcome Luis Vicente' with a user icon on the right. Below the header, a navigation bar shows a back arrow, the text 'Action: 1.1_ISO14001 certification (obsolete)', and a yellow dot with the word 'Running'. A sidebar on the left contains icons for home, monitor, documents, and users, with blue circles and numbers '1' and '2' next to the first two. The main content area has three tabs: 'Details' (highlighted with an orange box), 'Collaboration Area', and 'Messages (Unread 0)'. Below the 'Details' tab, a 'Settings' tab is also highlighted with an orange box. The 'Settings' tab displays a 'Plan Overview' section with a table of information:

Plan Code	plan_1374	Buyer Organisation	Enel
Plan Title	Piano	Plan Type	K of Sustainability
Supplier Location		Business Units	
Plan Status	Running	Plan Start Date	24/02/2022
Plan Expected End Date	26/03/2028		

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



Welcome to WeBUY 14:46 CET - Central Europe Time Welcome Luis Vicente

← Action: 1.1_ISO14001 certification (obsolete) Running

→ Action Overview

Action Name	Action Description
1.1_ISO14001 certification (obsolete)	Da utilizzare solo se selezionato in fase di Strategia
Action Scope	Action Ownership
K Monitoring	Buyer
Supplier Action Owner	Buyer Action Owner
Current Default User (Luis Vicente)	Carlo Perrone
Allow Action Owner to Start Action	Created by
Yes	Carlo Perrone
Creation Date	
24/02/2022 16:06:33	
Action Duration & Alert Settings	
Last Start Date	Expected End Date
24/02/2022	26/03/2028
Send Action End Date Alert	
Yes	To: 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)

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

2 [Edit Values](#)

1 No Attachments

2

1.1_ISO14001 CERTIFICATION (OBSOLETE)

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	* First verify the signing of the contract		Buyer
ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	* "Result at the signing of the contract (insert 0 if not certified; 1 if certified or ongoing)"		Buyer
ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	* "Result at 12 months (insert 0 if not certified; 1 if certified or ongoing)"		Buyer
Additional information	* Text field to complete and describe what is attached, or to add other information requested in the K		Supplier
Attach documentation for K achievement	* Attach what is explicitly requested in the K (self-declarations, certifications, various documents, etc.)	(no file attached)	Supplier
Result Monitoring: Partial; Final	* Result Monitoring: Partial; Final		Buyer

- 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



Action: 1.1_ISO14001 certification (obsolete) ● Running

Cancel Save

→	ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	"Result at 6 months (insert 0 if not certified; 1 if certified or ongoing)"	Buyer
	ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	Verify at 12 months from signing of the contract	Buyer
	ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	"Result at 12 months (insert 0 if not certified; 1 if certified or ongoing)"	Buyer
1	Additional information	<p>★ Text field to complete and describe what is attached, or to add other information requested in the K</p> <div></div> <p>Characters available 2000</p>	Supplier
	Attach documentation for K achievement	<p>★ Attach what is explicitly requested in the K (self-declarations, certifications, various documents, etc.)</p> <div>+ Attach File</div> <div></div>	Supplier
	Result Monitoring: Partial; Final	Result Monitoring: Partial; Final	Buyer

1 Reply to all the information for the Supplier.

2 Click on «Save» .

Development Actions

How reply to an open collaboration



Supplier Attachments

No Attachments

Collaboration Form

1.1_ISO14001 CERTIFICATION (OBSOLETE)

QUESTION	DESCRIPTION
ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	* First verify the sig
ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	* "Result at the sig (insert 0 if not certifi
ISO14001 certification (obsolete, to be used only if selected in Strategy phase)	* "Result at 12 months (insert 0 if not certified; 1 if certified or ongoing)"

Attachments

Select File Confirm

Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading.
The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

File extensions permitted: .csv, .doc, .odt, .ods, .odg, .odp, .pdf, .pps, .ppt, .txt, .tex, .rtf, .xls, .tar, .bz, .gz, .zip, .ace, .arc, .arj, .cab, .cso, .iso, .jar, .lha, .mdf, .rar, .pif, .toast, .sitx, .zlm, .zip, .svg, .bmp, .cdp, .djvu, .eps, .gif, .gpd, .jpd, .jpg, .pict, .png, .tga, .tiff, .pcx, .psd, .webp, .3mf, .ai, .amf, .cdr, .drv, .dgn, .dds, .dwg, .dxf, .dwf, .edrw, .flt, .fla, .gcode, .iam, .igs, .ipt, .lfp, .nc, .obj, .par, .pla, .pln, .plt, .ply, .prt, .sat, .shp, .stl, .stp, .svg, .aac, .ac3, .aiff, .ape, .amr, .bmf, .cda, .dts, .flac, .tracker, .iff, .midi, .mka, .mod, .mp1, .m4a, .pca, .ra, .rm, .s3m, .sfa, .w64, .ogg, .opus, .wav, .wma, .xm, .tkd, .3gp, .asf, .avi, .divx, .flv, .swf, .mp4, .mpeg, .ogm, .wmv, .mov, .mkv, .nbr, .rm, .vob, .sfd, .webm, .xvid, .an6, .ani, .bak, .cat, .cmb, .cmf, .cue, .dat, .inf, .ini, .mdb, .mswmm, .nfo, .odb, .odf, .otg, .otp, .ott, .p7m, .stu, .sys, .veg, .xgml, .docx, .ppsx, .pptx, .ltx, .xlsx, .djv, .jpeg

#	TYPE	FILE NAME	SIZE

Buyer

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

No Attachments

Complete Collaboration

1 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

→|

1

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



Details

Collaboration Area

Messages (Unread 0)

→|

▼ Collaboration Overview

Action Description

▼ Activity Summary

Status

☐ Closed

Current

Last Opened to Supplier

Start Date: 08/02/2022 11:17 - End Date: 15/03/2022 13:08

Collaborator: Luis Vicente

▼ Supplier Attachments

No Attachments

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

Messages

How create messages



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

Messages

How create messages



Action: 1.1_ISO14001 certification (obsolete) ● Running Cancel Save As Draft 1 **Send Message**

→| Messages

▼ Message

Subject

Message

▼ Attachments Attachments

NAME	DESCRIPTION	COMMENTS
1 No Attachments		

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


Messages

How create messages



Details Collaboration Area Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

→ Sent Messages  ... [Create](#)

Enter Filter (type to start search) ▼

Showing Result 1 - 1 of 1

	RECIPIENT	SEND DATE	SUBJECT	READ BY RECIPIENT	REPLIES	
1	Enel	15/03/2022 14:18	New Message	0	0	

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