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».

<table>
<thead>
<tr>
<th>PLAN CODE</th>
<th>BUYER ACTION OWNER</th>
<th>ACTION NAME</th>
<th>ACTION STATUS</th>
<th>ALLOW OWNER START</th>
<th>ACTION START DATE</th>
<th>ACTION END DATE</th>
<th>COLLABORATION STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 plan_1390</td>
<td>Perrone Carlo</td>
<td>1.1_ISO14001 certification (obsolete)</td>
<td>Running</td>
<td>Yes</td>
<td>09/03/2022</td>
<td>08/04/2022</td>
<td>Never Started</td>
</tr>
<tr>
<td>2 plan_1374</td>
<td>Perrone Carlo</td>
<td>1.1_ISO14001 certification (obsolete)</td>
<td>Running</td>
<td>Yes</td>
<td>24/02/2022</td>
<td>26/03/2022</td>
<td>Open to Supplier</td>
</tr>
<tr>
<td>3 plan_1520</td>
<td>Garcia Jorge</td>
<td>1.2_ISO9001 certification</td>
<td>Running</td>
<td>Yes</td>
<td>10/02/2022</td>
<td>12/03/2022</td>
<td>Never Started</td>
</tr>
</tbody>
</table>
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

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

Area Collaborations Actions

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.

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**

<table>
<thead>
<tr>
<th>Action: 1.1_ISO14001 certification (obsolete)</th>
<th>Running</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISO14001 certification (obsolete, to be used only if selected in Strategy phase)</td>
<td>“Result at 6 months (insert 0 if not certified; 1 if certified or ongoing)”</td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
</tr>
<tr>
<td>ISO14001 certification (obsolete, to be used only if selected in Strategy phase)</td>
<td>Verify at 12 months from signing of the contract</td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
</tr>
<tr>
<td>ISO14001 certification (obsolete, to be used only if selected in Strategy phase)</td>
<td>“Result at 12 months (insert 0 if not certified; 1 if certified or ongoing)”</td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
</tr>
</tbody>
</table>

**Additional information**
- Text field to complete and describe what is attached, or to add other information requested in the K

**Attach documentation for K achievement**
- Attach what is explicitly requested in the K itself - declarations, certifications, various documents, etc.

**Result Monitoring: Partial; Final**

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1. **Reply to all the information for the Supplier.**
2. **Click on «Save»**
Development Actions

How reply to an open collaboration

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

Click on «Upload New File»
Development Actions

How to complete a Collaboration

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

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

How to complete a Collaboration

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