The supplier receives a notification e-mail regarding the completion of the Forms.

Directly in the Home Page, the supplier will see the request in the "RFQ Update" section.

Click on the request

The supplier will be able to create the "Qualification Update" gadget and position it on the home screen.
In this area is showing that the form has a 0% completion percentage and has not yet been displayed by the supplier. To complete, the supplier must click on the form name.
Supplier – Forms Completion Request

Legal Forms Completion Request – Supplier Forms Display – Editing

The supplier can see the form to complete. To proceed click on: “Edit”.
**Supplier – Forms Completion Request**

*Legal Forms Completion Request – Supplier Forms Display*

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Once completed click on:

- **“Save and Continue”**

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<table>
<thead>
<tr>
<th>QUESTION</th>
<th>DESCRIPTION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DIGUE - ADDENDUM</td>
<td>Download the attachment and upload it completed</td>
</tr>
</tbody>
</table>

**EDITABLE BY**

- Supplier
Supplier – Forms Completion Request
Returning completed Legal Forms to Enel

Once the compilation is complete, the supplier must send back the forms to ENEL. Click on:

“Return Forms to the Qualification Team”.