

Supplier – Forms Completion Request

Legal Forms Completion Request - Home Page



Welcome to WeBUY 16:27 CET - Central Europe Time Welcome

Main Dashboard

START AND MANAGE RFQ

Enter

Qualification Process Steps

QUALIFICATIONS UPDATE

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EDIT. CATE FORI CON
Enel		15/03/2022	0%	

MY PROCUREMENT PROCESS WITH P

PROCUREMENT PROCESS TITLE	BUYER ORGANISATION
PP_Vid	Enel
UAT SMART ASSISTANT_07_2021	Enel
test ppr rf	Enel
test offline	Enel
Testing new round	Enel
Test Lotto 1	Enel

LOGIN TO OTHER SYSTEMS

- MLM (Material Lifecycle Management)
- GlassDoor
- LMS - Cable reels management
- SCM - Work management
- WebEDI - Invoice Management (only Italy scope)
- OpenPortal SSO Supplier
- DRAPE Invoicing Management
- CM Tool SSO
- OpenPortal SSO Supplier - Spain
- WeBUY eCatalog

NEW MESSAGES (LAST 30 DAYS)

Procurement Process (1)

OBJECT TYPE	UNREAD MESSAGES IN:	ORGANISATION NAME
Procurement Process	INTERFACCIA DMX 2-DALI	Enel

MY RFIS WITH PENDING RESPONSES

TITLE	BUYER ORGANISATION	TIME TO CLOSE	CLOSING DATE	RIS
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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.

1 Click on the request

The supplier will be able to create the "Qualification Update" gadget and position it on the home screen

Supplier – Forms Completion Request

Legal Forms Completion Request – Supplier Forms Display



← Enel Return Forms To Qualification Team

Details Messages (Unread 0)

Editable Forms

→ Form List Show Completion

Showing Result 1 - 2 of 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	PREJUDICIAL COMPANY EVENT				15/03/2022 16:07	No
2	Conditional Form	LEGAL - REQUIREMENTS - ITALY - PUBLIC LAW	✖			15/03/2022 16:07	Yes

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



← Enel

Details Messages (Unread 0)

Editable Forms

→| ← < > Form List

▼ LEGAL - REQUIREMENTS - ITALY - PUBLIC LAW

▼ LEGAL - REQUIREMENTS - ITALY - PUBLIC LAW

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	DGUE + ADDENDUM	* Download the attachemnt and upload it completed	(no file attached) * Expiring on:	Supplier

The supplier can see the form to complete.

To proceed click on:

"Edit".

Supplier – Forms Completion Request

Legal Forms Completion Request – Supplier Forms Display



Enel Cancel Save & Next Save & Exit

→ Form List

LEGAL - REQUIREMENTS - ITALY - PUBLIC LAW

LEGAL - REQUIREMENTS - ITALY - PUBLIC LAW

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	DGUE + ADDENDUM	<p>* Download the attachemnt and upload it completed</p> <p>+ Attach File Download Template</p> <p>* Expiring on: dd/MM/yyyy</p>	Supplier

Once completed click on:

1 "Save and Continue"

Supplier – Forms Completion Request

Returning completed Legal Forms to Enel



← Enel ... Return Forms To Qualification Team

Details Messages (Unread 0)

Editable Forms

→ Form List Show Completion

Showing Result 1 - 2 of 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	PREJUDICIAL COMPANY EVENT				15/03/2022 16:07	Yes
2	Conditional Form	LEGAL - REQUIREMENTS - ITALY - PUBLIC LAW	✓	30/03/2023	15/03/2022 16:56	15/03/2022 16:07	Yes

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



“Return Forms to the Qualification Team”.