

Supplier – Forms Completion Request

Forms Completion Request Home Page



Welcome to **WeBUY** 15:13 CET - Central Europe Time Welcome **Luis Vicente**

Main Dashboard

START AND MANAGE RFQ

Enter

Qualification Process Steps

QUALIFICATIONS UPDATE

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETIC
Enel	MERV01_CA - Maintenance on stands for electric vehicle recharging - CANADA	10/03/2022	71%

MY PROCUREMENT PROCESS WITH PENDING RESPONSES

PROCUREMENT PROCESS TITLE	BUYER ORGANISATION	REMAINING TIME
PP_Vid	Enel	2 Weeks
PPR-TSS	Enel	2 Weeks
UAT SMART ASSISTANT_07_2021	Enel	4 Months
PPR_Cambio stato fornitore	Enel	6 Months

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

NEW MESSAGES (LAST 30 DAYS)

Actions (1)

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

In HOME PAGE , the supplier finds the request to fill in the questionnaires directly, in the "RFQ Update" section.

- 1 By clicking directly on "Enel", the supplier can access the forms

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

Supplier – Forms Completion Request

Forms Completion Request - Supplier Forms Display



← Enel

... View Assessment Return Forms To Qualification Team

Editable Forms

→ Form List Show Completion

Showing Result 1 - 5 of 5

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON
1	Form	PAYMENT FEE	✓		17/09/2019 14:56	10/03/2022 15:04
2	Form	REFERENCES	✗			10/03/2022 15:04
3	Form	SUSTAINABILITY - ENVIRONMENT (L)	✓		23/09/2021 10:21	10/03/2022 15:04
4	Form	SUSTAINABILITY - HUMAN RIGHTS (#1)	✗		26/11/2019 13:34	10/03/2022 15:04
5	Form	SUSTAINABILITY - H&S (#1)	✗		26/11/2019 13:35	10/03/2022 15:04

1 To fill out the forms the supplier has to click on the name of the Form and complete it

Supplier – Forms Completion Request

Forms Completion Request - Editing



← Enel

1 [Edit] ... View Assessment

Details Messages (Unread 0)


Editable Forms


→ | ← < > Form List

∨ PAYMENT FEE

∨ BANK TRANSFER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	AMOUNT TO BE PAID BY THE SUPPLIERS/CONTRACTORS FOR BEING QUALIFIED	Proceed with the issue of the transfer in the event that the request refers exclusively to the states of the European Union, Italy and Spain (both for Local and Global merchandise groups)		External System

To start the compilation click on  "Edit".

In case the supplier should go back, he can click on the icon: 

Supplier – Forms Completion Request

Forms Completion



Enel

Cancel Save & Next Save & Exit

→| Form List

▼ PAYMENT FEE

▼ BANK TRANSFER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	AMOUNT TO BE PAID BY THE SUPPLIERS/CONTRACTORS FOR BEING QUALIFIED	Proceed with the issue of the transfer in the event that the request refers exclusively to the states of the European Union, Italy and Spain (both for Local and Global merchandise groups) The wire transfer will be		External System

By clicking on “edit” the supplier will be able to fill in the Form

To save changes and proceed to the next form, click:

1 “Save & Next”

Supplier – Forms Completion Request

Forms Completion



Enel

Cancel Save & Next Save & Exit

1

Form List

REFERENCES

REFERENZE

REFERENZA #1

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	CLIENT	* Select the client type	<input type="text"/>	Supplier
2	COSTUMER NAME	Enter the client nominative for which the work/production has been performed	<input type="text"/>	Supplier

The supplier by clicking "Save and Continue" will not return to the page with all the forms, but will be directed directly to the next form in edit mode

Once completed click on:
1 "Save & Next"

The supplier can cancel the compilation of the form is completing by clicking on "Cancel". By clicking on "Cancel" the information added to the previously completed forms will not be lost.

Supplier – Forms Completion Request

Returning completed Forms to Enel



← Enel ... View Assessment **Return Forms To Qualification Team**

Details Messages (Unread 0)

Editable Forms

→ Form List Show Completion

Showing Result 1 - 5 of 5

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2	Form	REFERENCES	✓		10/03/2022 17:14	10/03/2022 15:04
3	Form	SUSTAINABILITY - ENVIRONMENT (L)	✓		23/09/2021 10:21	10/03/2022 15:04
4	Form	SUSTAINABILITY - HUMAN RIGHTS (#1)	✓		10/03/2022 17:15	10/03/2022 15:04

Once the compilation is complete, the supplier must be sent the forms back to ENEL.

Click on :

- 1 "Send Forms to Qualification Team"