The Supplier receives an email indicating that there is a form to fill out. The form can be viewed in 2 different modalities:

1. Directly on his Home Page, he will see in the "Qualifications Update" section a request.

2. By going to search for the request in my qualifications to be updated. da aggiornare

Once identified, click on the request.
A screen appears showing that the form has not been completed.

The Supplier must view the Form and value the responses.

To proceed with completion, click on the name of the Form.
The screen shows the Form to be filled out. To proceed, click on the pencil icon in the upper right corner.
Once the form has been completed, in which the supplier will indicate the intention or renounce to initiate/renew qualification for the GM being requested, click on: "Save and Next."
Once you have finished filling in, you need to send your responses back to ENEL. Click on, “Return Forms to Qualification Team.”
Once completed all the Form will appear automatically a pop-up asking whether to send the Form/s to the Legal Evaluators.

It is possible to send them also later in case it is necessary to edit it or complete the filling to the 100%.