

# Supplier – Forms filling request

*Request to complete qualification renewal questionnaire on the Home Page*



The screenshot shows the WeBUY supplier dashboard. At the top, it says 'Welcome to WeBUY' and '16:45 CET - Central Europe Time'. The user is identified as 'Luis Vicent'. The dashboard has several sections: 'START AND MANAGE RFQ' with an 'Enter' button and 'Qualification Process Steps'; 'QUALIFICATIONS UPDATE' with a blue circle '1' and a table; 'MY PROCUREMENT PROCESS WITH PENDING RESPONSES' with a table; 'LOGIN TO OTHER SYSTEMS'; 'My Organisation' menu; 'Qualification Process' menu with a blue circle '2'; and 'NEW MESSAGES (LAST 30 DAYS)'. A red box highlights the 'Qualifications Update' section in the top screenshot and the 'Qualification Process' menu item in the bottom screenshot.

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION
Enel	SPPC29_IT - Graphic design and processing, multimedia creations - ITALY	21/03/2022	0%

PROCUREMENT PROCESS TITLE	BUYER ORGANISATION	REMAINING TIME
PP_Vid	Enel	9 days
PPR-TSS	Enel	9 days

ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	
1	asm_538593	WeBUY	SPPPO3_IT - Services for personnel-related issues - ITALY	13/03/2023 11:41

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.

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

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

Once identified, click on the request.

# Supplier – Forms filling request

*Request to complete qualification renewal questionnaire– Visualization Questionnaires*




← WeBUY View Assessment Return Forms To Qualification Team

Details Messages (Unread 0)

Editable Forms


→| Form List

Showing Result 1 - 1 of 1

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	> Page	GESTIONE RINNOVI (LEANI)			13/03/2023 15:26	13/03/2023 11:41	Yes

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 

# Supplier – Forms filling request

## Filling in Questionnaires – Modification



← WeBUY 1  ... View Assessment


Details Messages (Unread 0)

Editable Forms

→| ← < > GESTIONE RINNOVI (LEAN)

∨ GESTIONE RINNOVO

∨ GESTIONE RINNOVO

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GESTIONE RINNOVI	* Selezionare se avviare o rinunciare al rinnovo della presente qualifica	Avvio rinnovo qualificazione (solo in prossimità di scadenza idoneità)	Supplier 

The screen shows the Form to be filled out. To proceed, click on the pencil icon in the upper right corner. 1

# Supplier – Forms filling request

## Filling in Questionnaires



WeBUY

Cancel Save & Next Save & Exit

→| GESTIONE RINNOVI (LEAN) 1

∨ GESTIONE RINNOVO

∨ GESTIONE RINNOVO

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GESTIONE RINNOVI	* Selezionare se avviare o rinunciare al rinnovo della presente qualifica	<input type="text"/>	Supplier

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." 1

# Supplier – Forms filling request

*Sending Questionnaires Completed to Enel (1/2)*



← WeBUY ... View Assessment Return Forms To Qualification Team

Details Messages (Unread 0) 1

Editable Forms

→ Form List

Showing Result 1 - 1 of 1

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	>	Page	GESTIONE RINNOVI (LEAN)	✓		13/03/2023 15:26	13/03/2023 11:41	Yes

Once you have finished filling in, you need to send your responses back to ENEL.

Click on, **“Return Forms to Qualification Team.”** 1

# Supplier – Forms filling request

*Sending Questionnaires Completed to Enel (2/2)*



The screenshot shows the WeBUY interface. A central dialog box from 'webuy-prep.enel.com' asks for confirmation to send forms back to the buyer. The dialog text reads: 'This Action will send all Forms back to the Buyer. The Forms will not be editable anymore, are you sure you want to continue?' with 'OK' and 'Cancel' buttons.

The background interface shows a 'Form List' table with the following data:

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEW
1	Form	POST QUALIFICATION UPDATE PROPOSAL	✓		21/03/2022 17:14	21/03/2022 16:43	Yes

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%