

Supplier – Personal Data modification

Updating personal data after registration



Welcome to WeBUY 16:51 CET – Central Europe Time

Main Dashboard

START AND MANAGE RFQ

My Organisation

Organisation Profile

Registration Data

Profile Data

Status Summary

Responses

History of Changes

My Qualifications

Qualification Process

Scorecards

Development Actions

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

MY ACTIONS

QUALIFICATIONS UPDATE

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EI C F C
Enel	MERV01_CA - Maintenance on stands for electric vehicle recharging - CANADA	10/03/2022	90%	

NEW MESSAGES (LAST 30 DAYS)

Contracts (1) Actions (1)

OBJECT TYPE	UNREAD MESSAGES IN:	ORGANISATION NAME
Contracts	Contrato	Enel

MY PROCUREMENT PROCESS

PROCUREMENT PROCESS TITLE	BUYER ORGANISATION
PP_Vid	Enel
PPR-TSS	Enel
UAT SMART ASSISTANT_07_2021	Enel
PPR_Cambio stato fornitore	Enel
PPR 2	Enel

QUICK LINKS

STANDARD LINKS

- 1 Once completed the registration phase, the supplier can update its personal data in every moment.

In order to do it, from its home page, have to click on *My organization* → *Organisation Profile* → *Registration Data*.


Only the Master User or other profile with the proper rights will be able to modify the data

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Organisation Name: LHVT V2

1 

Registration Data Profile Data Status Summary Responses History Of Changes

Organisation Details – Legal Office


CUI
1000000242

Country
SPAIN

Organisation Name
LHVT V2

Organisation Legal Structure
Sociedad Anónima (S.A.)

Tax Code 2
44412081R

Fiscal code 1
2 

Additional Tax code
1

Additional Tax Code (no inform)
1

State/County
Caceres

City
Plasencia

1 Within the section *Registration data*, the supplier can visualize all the data inserted during the registration phase and eventually perform modifies clicking on Edit.

2 Clicking on the specific icon it is also possible visualize the history of changes for the specific field, with the detail of the *last modification date*.

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Organisation Name: LHVT V2

Cancel Save

Organisation Details – Legal Office

CUI
1000000242

Country
SPAIN

* Organisation Name
LHVT V2

Organisation Legal Structure
Sociedad Anónima (S.A.)

Tax Code ⓘ
44412081R

Fiscal code ⓘ

Additional Tax code

Additional Tax Code (no inform)

* State/County
Caceres

* City
Plasencia

* Postal Code
10600

1

2

1 Once clicked on *Edit* will be possible update those fields that the system allow to be edited.

2 After performed all the modifies needed is possible to save the changes done clicking on *Save*.

Supplier – Personal Data modification

Modify *Super User* post registration



1

Super User Details

Last Name
☞ Vicente

First Name
☞ Luis

Email *Email is used as Username. Only one email address is allowed.*
☞ s.crescenzi95@gmail.com

Telephone (please enter "+" "country code" and "your phone number" with no spaces)
☞ 671434343

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)
☞

Username
☞ 1 Entry not necessary as this field is the same of the e-mail address above

Preferred Language
☞ Italiano

Time Zone
☞ (GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

User External Code
☞ s.crescenzi95@gmail.com

User Involvement Report

Change Super User

- 1 From the same page «Registration Data», scrolling down, is also possible to change the references relate to the Super User of the specific supplier.

Supplier – Personal Data modification

Organization Profile



Organisation Name: LHVT V2

Registration Data Profile Data Status Summary Responses History Of Changes

1

Organisation Details – Legal Office

CUI

1000000242

Country

SPAIN

Organisation Name

LHVT V2

Organisation Legal Structure

Sociedad Anónima (S.A.)

Tax Code

44412081R

Fiscal code

Additional Tax code

Additional Tax Code (no inform)

State/County

Caceres

City

Plasencia

1

Finally, for the supplier is really useful having the possibility to visualize the history of the changes made, the forms related to the insertion of the registration data, the status of the company and the Response History.

Supplier – Personal Data modification

Updating General Questionnaire data



Organisation Profile

Registration Data **Profile Data** Status Summary Responses History Of Changes

1

Show Completion

Enter Filter (type to start search) ▼

Showing Result 1 - 23 of 23 Show: 50 ▼

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRATION DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	> Onboarding	GENERAL QUESTIONNAIRE	✓		14/03/2022 16:48
2	> Onboarding	INTRA-COMMUNITY OPERATION	✓		09/12/2019 12:45
3	> Onboarding	SPAIN - EPIGRAFE	✓		17/09/2019 10:21
4	> Onboarding	INNOVATIVE FIRM / START-UP	✓		23/09/2021 10:21
5	> Onboarding	WEB-EDI	✓	28/05/2027	22/05/2020 10:12


- 1 The supplier can also update its Registration Data from the tab «Profile Data». From there clicking on «General Questionnaire» can visualize its own legal office country, the registration purposes, administrative info (administrative / purchase order email), and the possibility to add an additional office.

Supplier – Personal Data modification

Updating General Questionnaire data



Organisation Profile

1 

← < > GENERAL QUESTIONNAIRE

▼ INFORMAZIONI FORNITORE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LEGAL OFFICE COUNTRY	* Select the company legal office country	SPAGNA	Supplier
2	ACTIVITY TYPE	* Select the activity type	Professional Services	Supplier

▼ REGISTRATION PURPOSE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COMPANY FOUNDATION DATE	* Insert the company foundation date	01/01/2008	Supplier

▼ ADMINISTRATIVE INFO

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	WEB-EDI REGISTRATION	* Are you registering for the unique finality of using the invoice functionality tra Web-Edi?	Yes, for Spain	Supplier
2	ADMINISTRATIVE/PAYMENT EMAIL	* Enter the email address used by the payment department for invoicing and administration usage	lhvicente@minsait.com	Supplier

- 1 Within the *General Questionnaire*, clicking on edit, is possible update all the fields present (visible in the screen) as the email for the payment or order and eventually add additional offices.

Supplier – Personal Data modification

Updating General Questionnaire data



Organisation Profile Cancel Save 1

GENERAL QUESTIONNAIRE

✓ INFORMAZIONI FORNITORE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LEGAL OFFICE COUNTRY	* Select the company legal office country	<input type="text" value="SPAGNA"/>	Supplier
2	ACTIVITY TYPE	* Select the activity type	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input checked="" type="checkbox"/> Professional Services <input type="checkbox"/> Training Institute <input type="checkbox"/> Contractor	Supplier

✓ REGISTRATION PURPOSE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COMPANY FOUNDATION DATE	* Insert the company foundation date	<input type="text" value="01/01/2008"/>	Supplier

✓ ADMINISTRATIVE INFO

1 Completed all the fields, clicking on Save.

Supplier – Personal Data modification

Updating General Questionnaire data – Add additional offices



Organisation Profile

← < > OFFICE #1

1

2

2

2

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	COUNTRY AND REGION	* Select country and region of your office	SPAGNA - Ciudad Real	Supplier
2	OFFICE TYPE	* Select the office type	Commercial	Supplier

- 1 If the supplier marked with “Yes” the field *Add additional office*, the system will create a new form named «OFFICE #1».
- 2 Within this form will be possible insert the country of reference and the typology of the additional office (commercial, administrative, productive)