

# Development Actions

How to access an open collaboration



Development Actions

Add Action to Plan

Action Status	Allow Owner Start	Action Start Date	Action End Date	Buyer Organisation	Collaboration Status	Action Ownership
Running	Yes	15/12/2020	14/01/2021	Enel	Open to Supplier	Buyer
Running	Yes	18/10/2020	17/11/2020	Enel	Never Started	Buyer

Total 2

50 elements Page 1 of 1

1 Access the area «My Organization», 2 click on «Development Actions» and then 3 on «Development Actions».

# Development Actions

How to access an open collaboration



Development Actions

Add Action to Plan

Enter Filter (type to start search)

Plan Code	Buyer Action Owner	Action Name	Action Status (Icon)	Action Status	Allow Owner Start	Action Start Date	Action End Date	Buyer Organisation	Collaboration Status	Action Ownership
1	plan_292 Perrone Carlo	1.1_Certificazione ISO14001		Running	Yes	15/12/2020	14/01/2021	Enel	Open to Supplier	Buyer
2	plan_134 User Super	2.1_Consorzio RAEE		Running	Yes	18/10/2020	17/11/2020	Enel	Never Started	Buyer

Total 2

50 elements Page 1 of 1

Click on the action in the status «Running» and with Collaboration Status «Open to Supplier».

# Development Actions

## Action settings



← Back to List

▼ Action: 1.1\_Certificazione ISO14001 Running

Action Start Date: 15/12/2020- Expected End Date: 14/01/2021

Action Ownership: Buyer

Plan: plan\_292 - Test New Plan

1 Details Collaboration Area Messages (Unread 1)

2 Settings

Plan Overview

Plan Code	plan_292	Buyer Organisation	Enel
Plan Title	Test New Plan	Plan Type	K promessa
Supplier Location		Business Units	
Plan Status	<span>Running</span>	Plan Start Date	15/12/2020
Plan Expected End Date	14/01/2021		

Inside the action in the area «Details» → «Settings» it is possible visualize the general information of the Plan in the section «General Plan Data». To continue with the general information details, move forward to the next slide



# Development Actions

## Action settings



Action: 1.1\_Certificazione ISO14001 Running

[← Back to List](#) 1 Edit

### Action Overview

<b>Action Name</b> 1.1_Certificazione ISO14001	<b>Action Description</b>	
<b>Action Scope</b> Monitoraggio K	<b>Action Ownership</b> Buyer	
<b>Supplier Action Owner</b> Current Default User (Luis Vicente)	<b>Buyer Action Owner</b> Carlo Perrone	
<b>Allow Action Owner to Start Action</b> Yes	<b>Created by</b> Carlo Perrone	
<b>Creation Date</b> 15/12/2020 11:55:32		
<b>Action Duration &amp; Alert Settings</b>		
<b>Last Start Date</b> 15/12/2020	<b>Expected End Date</b> 14/01/2021	
<b>Send Action End Date Alert</b> Yes	To: Buyer Action Owner	Days Before Action End Date: 15

1 Click on «Modify» eventually for setting a different referent responsible of the action (different from the main user)

# Development Actions

## Area Collaborations Actions



← Back to List

▼ Action: 1.1\_Certificazione ISO14001 ▶ Running

Action Start Date: 15/12/2020- Expected End Date: 14/01/2021

Action Ownership: Buyer

Plan: plan\_292 - Test New Plan

Details **Collaboration Area** Messages (Unread 1)

**1**

### Collaboration Overview

Action Description

Activity Summary

Status	Current	Last Opened to Supplier
Open to Supplier	Start Date: 15/12/2020 13:09 First Accessed: 15/12/2020 14:48 Collaborator: Luis Vicente	---

Supplier Attachments Upload New File

**2**

**1** Inside the action in the Collaboration Area is possible visualize all the general data of the action related to the monitoring of the K in object shared by the buyer.

**2** Moreover is possible to communicate with the Enel referent through the «Messages» area.

# Development Actions

## Area Collaborations Actions



Action: 1.1\_Certificazione ISO14001 Running

← Back to List

Supplier Attachments 1 Upload New File

No Attachments

Collaboration Form 2 Edit Values

1.1\_Certificazione ISO14001

Question	Description	Response
1.1_Certificazione ISO14001	Prima verifica alla firma del contratto	Si
1.1_Certificazione ISO14001	Esito (inserire 'No' se non certificato; 'Si' se certificato o on going)	Si
1.1_Certificazione ISO14001	Verifica a 6 mesi dalla firma del contratto	No
1.1_Certificazione ISO14001	Esito (inserire 'No' se non certificato; 'Si' se certificato o on going)	No
1.1_Certificazione ISO14001	Verifica a 12 mesi dalla firma del contratto	No
1.1_Certificazione ISO14001	Esito (inserire 'No' se non certificato; 'Si' se certificato o on going)	No
Informazioni aggiuntive	Campo di testo per completare e descrivere quanto allegato, o aggiungere altre informazioni richieste nel K di Gara	
Allegare documentazione per raggiungimento K	Allegare quanto esplicitamente richiesto nel K di Gara (autodichiarazioni, certificazioni, documenti vari, ecc)	(no file attached)
Monitoraggio Risultato 'Parziale; Finale'	Monitoraggio Risultato 'Parziale; Finale'	

1 Always inside the action in the Collaboration area is possible to attach documents to share with the Enel referent clicking on «Upload new File»

In the section «Collaboration Form» there is the information related to the Ks to monitor shared by the Enel referent (orange icons) and the information requested by Enel to be completed by the suppliers (blue icons)

2 Click on «Edit Value» to reply to the information requested.

# Development Actions

## How reply to an open collaboration



### Collaboration Form

Question	Description	Response
Certificazione ISO14001	Prima verifica alla firma del contratto	Si
Certificazione ISO14001	Esito (inserire "No" se non certificato; "Si" se certificato o on going)	Si
Certificazione ISO14001	Verifica a 6 mesi dalla firma del contratto	No
Certificazione ISO14001	Esito (inserire "No" se non certificato; "Si" se certificato o on going)	No
Certificazione ISO14001	Verifica a 12 mesi dalla firma del contratto	No
Certificazione ISO14001	Esito (inserire "No" se non certificato; "Si" se certificato o on going)	No
Informazioni aggiuntive	<p>★ Campo di testo per completare e descrivere quanto allegato, o aggiungere altre informazioni richieste nel K di Gara</p> <input type="text"/>	<input type="text"/> <small>Characters available 2000</small>
Allegare documentazione per raggiungimento K	<p>★ Allegare quanto esplicitamente richiesto nel K di Gara (autodichiarazioni, certificazioni, documenti vari, ecc)</p>	<a href="#">+ Click to attach file</a> <input type="text"/>
Monitoraggio Risultato 'Parziale; Finale'	Monitoraggio Risultato 'Parziale; Finale'	



1 Reply to all the information related the K to monitor highlighted with the red asterisk.

Click on «Save» .

2

1



# Development Actions

## How to complete a Collaboration



← Back to List

▼ Action: 1.1\_Certificazione ISO14001 Running

Action Start Date: 15/12/2020- Expected End Date: 14/01/2021

Action Ownership: Buyer

Plan: plan\_292 - Test New Plan

Details **Collaboration Area** Messages (Unread 1)

**1** **Complete Collaboration**

Collaboration Overview

Action Description

Activity Summary

Status	Current	Last Opened to Supplier
<b>Open to Supplier</b>	Start Date: 15/12/2020 13:09 First Accessed: 15/12/2020 14:48 Collaborator: Luis Vicente	---

1 Click on «Complete Collaboration» to send the response to the Enel referent.

# Development Actions

## How to complete a Collaboration



▼ Action: 1.1\_Certificazione ISO14001 ▶ Running

Action Start Date: 15/12/2020 - Expected End Date: 14/01/2021

Action Ownership: Buyer

Plan: plan\_292-Test New Plan

**1** Complete Collaboration X Cancel

**1** An Alert will be sent to the Buyer Action Owner.  
Text entered in the Comments area will be included in the Email Alert.

Comment

**1** Click on «Complete Collaboration» to confirm the action.

# Development Actions

## How to complete a Collaboration



← [Back to List](#)

▼ Action: 1.1\_Certificazione ISO14001 🟢 Running

Action Start Date: 15/12/2020- Expected End Date: 14/01/2021

Action Ownership: Buyer

Plan: plan\_292- Test New Plan

Details **Collaboration Area** Messages (Unread 1)

### Collaboration Overview

#### Action Description

Activity Summary		
Status Closed	Current ---	Last Opened to Supplier Start Date: 15/12/2020 13:09- End Date: 15/12/2020 15:27 Collaborator: Luis Vicente

#### Supplier Attachments



1 The status of the collaboration is changed from «Open to Supplier» to «Close»

# Messages

## How create messages



▼ Action: 1.1\_Certificazione ISO14001 ▶ Running

Action Start Date: 15/12/2020- Expected End Date: 14/01/2021

Action Ownership: Buyer

Plan: plan\_292 - Test New Plan

Details Collaboration Area **Messages (Unread 1)**

Create Message **Received Messages** Sent Messages Draft Messages

Ⓞ Received Messages 1 **Create** ≡

Enter Filter (type to start search) ▼

Sender	Send Date	Subject	Opened by Me	Opened	Replied
1 Enel	15/12/2020 14:33	New message			

Total 1 Page 1 of 1

1 In order to send a message to the Enel referent click on the section «Messages» and then on «Create»

# Messages

## How create messages



Message

1 **Send Message** Save as Draft X Cancel

Subject

Message

Attachments

Attachments

Name	Description	Comments
No Attachments		

Recipient

1	Enel
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- 1 Include the subject, the message body any attachments if needed, and finally, click on «Send message»

# Messages

## How create messages



▼ Action: 1.1\_Certificazione ISO14001 Running  
Action Start Date: 15/12/2020- Expected End Date: 14/01/2021  
Action Ownership: Buyer  
Plan: plan\_292-Test New Plan

Details Collaboration Area **Messages (Unread 1)**

Create Message **Received Messages Sent Messages** Draft Messages

**Sent Messages** Create

Enter Filter (type to start search)

Recipient	Send Date	Subject	Read by Recipient	Replies
1 Enel	15/12/2020 15:33	New message s.	0	0

Total 1 Page 1 of 1

Within the tab “Messages Received/Sent” it is possible to have the tracking of the messages shared with the Enel referent.

Click on «Create» in order to create a new message