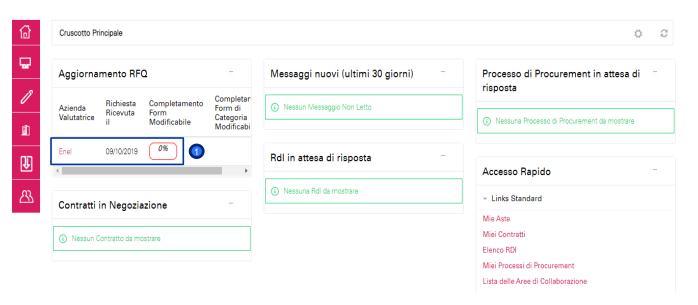
Forms Completion Request Home Page









The supplier receives a notification email 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.

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

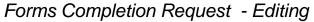




Torna alla Lista					Vis	ualizza Valutazione			
▼ Richiesta dall'Azienda: Enel									
Richiesta Ricevuta il: 09/10/2019 16:07	Richiesta Ricevuta il: 09/10/2019 18:07								
Stato Invio: Form da Inviare al Team di Qualifica	Stato Invio: Form da Inviare al Team di Qualifica								
Dettagli Messaggi (Non Letti 0)									
Form Modificabili									
Form Modificabili	Form Modificabili								
Nome	Stato Form Fornitore		Data Scadenza Documento (II Primo che Scade)	Data Ultima Modifica	Modifica Form Consentita II	Form Visualizzati			
Nome	Obbligatorio	Non Obbligatorio	Data Scadenza Documento (ii Primo che Scade)	Data Oitima Modifica	Woodings Form Consentita II	FOITH VISUALIZZALI			
1 CONTRIBUTO RICHIESTA	0%	0%			09/10/2019 16:07	no			
2 REFERENZE	0%	0%			09/10/2019 16:07	no			
3 SOSTENIBILITA'- AMBIENTE (L)	0%	0%			09/10/2019 16:07	no			
4 SOSTENIBILITA'- AMBIENTE (M)	0%	0%			09/10/2019 16:07	no			
5 SOSTENIBILITA'- AMBIENTE (H)	0%	0%			09/10/2019 16:07	no			
6 SOSTENIBILITA' - DIRITTI UMANI (#1)	0%	0%			09/10/2019 16:07	no			
7 SOSTENIBILITA'- H&S (#3)	0%	0%			09/10/2019 18:07	no			



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





 ←	< →			2 Mc	odifica		
Inform	Informazioni Form						
Data U	tima Modifica Fornitore						
Form	Modificabili						
	lodificabile da abile dal Fornitore						
Modific	a Consentita						
09/10	/2019 18:07		Ultima Modifica Bloccata				
Nome	Form: CONTRIBUTO RICHIESTA						
	ione Form IBUTO RICHIESTA						
BON	FICO / RICEVUTA DI PAGAMENTO						
Nom	е	Descrizione		Risp	posta		
		Si prega di procedere all'emissione del bonifico nel caso in cui la candidatura si riferisca esclusivamente ad Italia e Spagna (sia per gruppi merce Local che Global)					
		Il bonifico sarà ritenuto valido se effettuato a partire dall'anno 2018 e potrà essere utilizzato per 5 anni dalla data di emissione per tutte le richieste di qualificazione successive.					
DELL	RTO DA CORRISPONDERE DA PARTE E IMPRESE FORNITRICI/APPALTATRICI PER JALIFICAZIONE	L'importo del bonifico dovrà essere uguale a: - 3.000 € se il fatturato globale dell'impresa è maggiore di 5 milioni di euro (ultimo bilancio d'esercizio disponibile); - 2.000 € se fatturato globale dell'impresa è maggiore di 1 milione di euro e minore di 5 milioni di euro (ultimo bilancio d'esercizio disponibile);					

The Form icon is yellow because the supplier did not completed the form yet 1

To start the compilation click on "Edit".

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

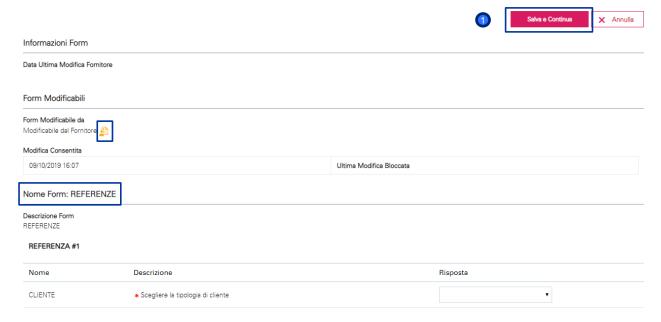






		Salva e Contunt	X Annulia
Informazioni Form			
Data Ultima Modifica Fornitore	е		
Form Modificabili			By clicking on "edit" the supplier will be able to fill in the Form, after
Form Modificabile da Modificabile dal Fornitore	•		completing it the yellow icon will become blue.
Modifica Consentita			
09/10/2019 16:07		Ultima Modifica Bloccata	To save changes and proceed to the
Nome Form: CONTRIBU	ITO RICHIESTA		next form, click:
Descrizione Form CONTRIBUTO RICHIESTA			"Save and Continue"
BONIFICO / RICEVUTA DI	I PAGAMENTO		
Nome	Descrizione	Risposta	
	Si progo di procedore all'amissione	del basifica nel casa in qui la candidatura si riferiosa	

Forms Completion





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

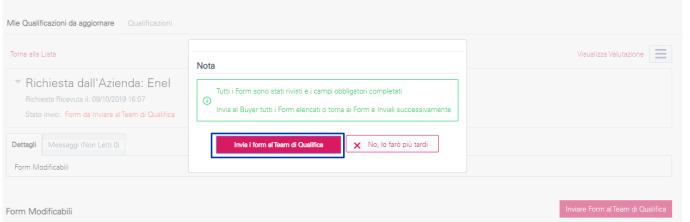
Once completed click on:

"Save and Continue"

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.

Returning completed Forms to Enel



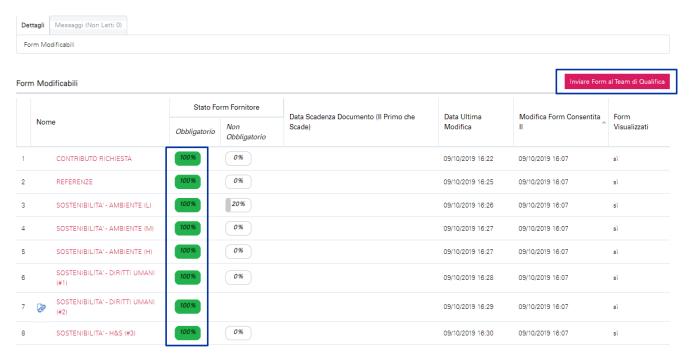


Once all the Forms have been completed, a popup will automatically appear asking whether to send the Form to the Qualification Team.

It is also possible to do so later if there is a need to make changes or to complete the compilation at 100%

Returning completed Forms to Enel





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

Click on:

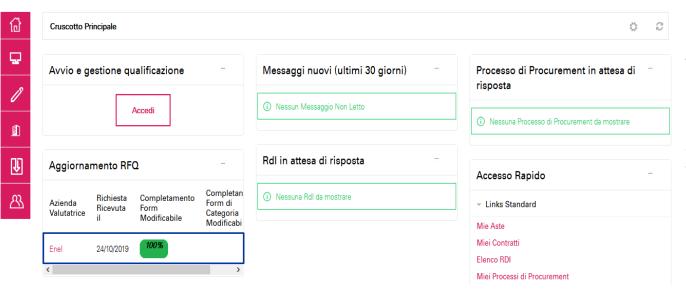
"Send Forms to the Qualification Team"



Forms Completion Updating Request - Home Page







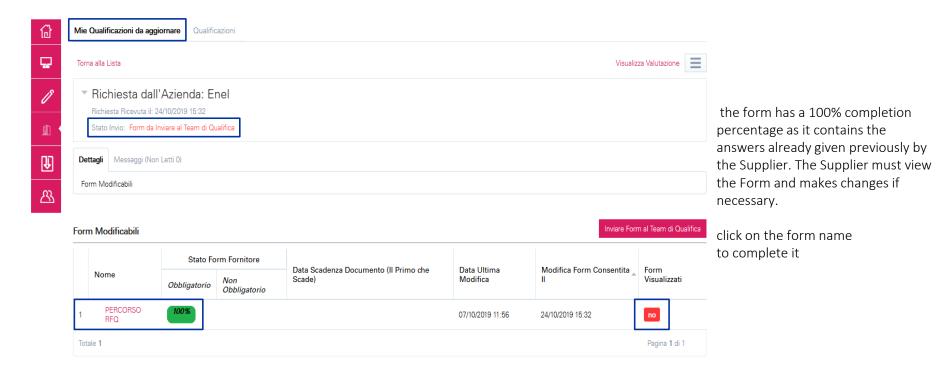
The supplier receives a notification email regarding the completion of the Forms.

Directly on Home Page, the supplier will see in the section "RFQ Update" the request.

Click on the request.

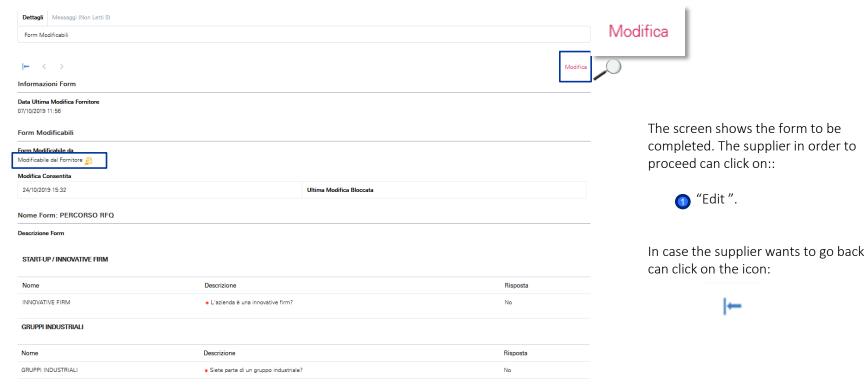


Forms Completion Updating Request - Supplier Forms Display



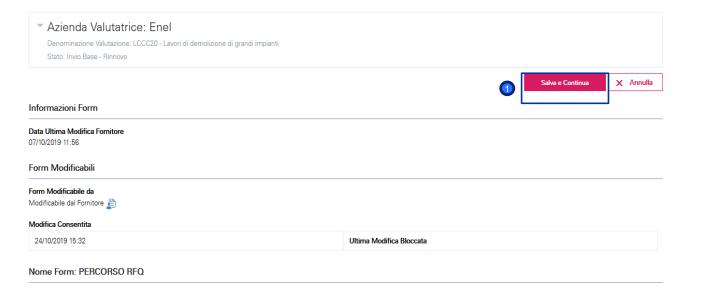


Forms Completion Updating Request – Editing





Completion Request

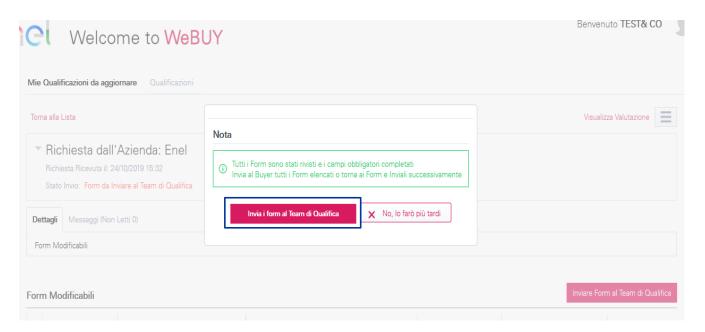


Once completed click on:

"Save and Continue



Returning completed Forms to Enel

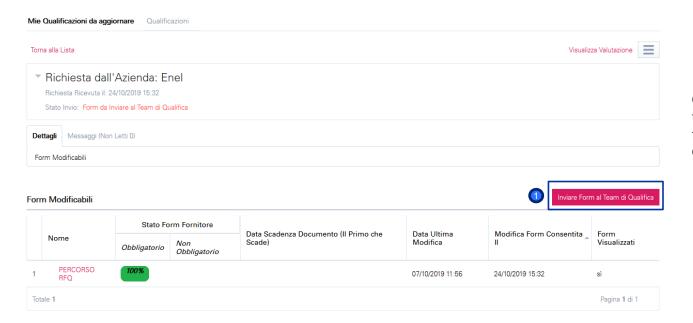


Once all the forms have been completed, a popup will automatically appear asking to the supplier whether to send the form to the Legal evaluator.

It is also possible to do so later if there is a need to make changes or to complete the compilation at 100%

Returning completed Forms to Enel





Once the compilation is complete, the supplier must sent back the forms to ENEL. Click on:

> "Send Forms to the Qualification Team".