



# WeBUY

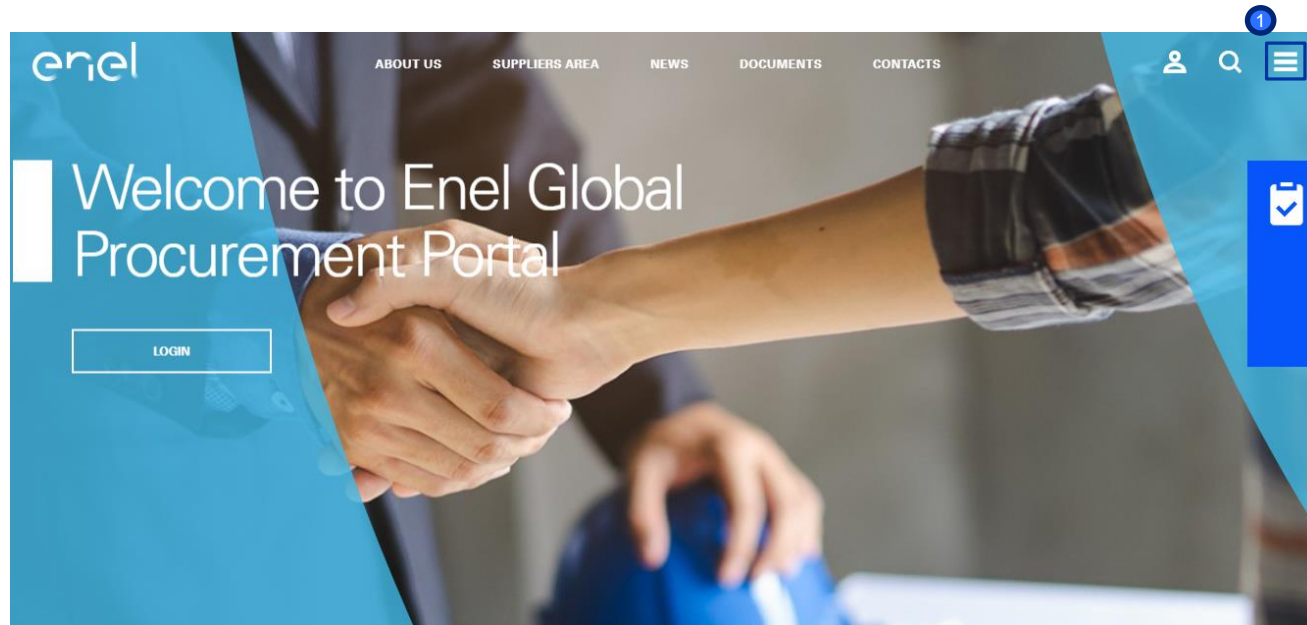
Manual – WeBUY access and useful links

November 2019



# WeBUY Access

*Suppliers access to WeBUY*



The supplier can access to WeBUY through the site:

<https://globalprocurement.enel.com>

- 1 In this page, clicking on the top-right icon, will be show a new screen where he can insert its credentials to access WeBUY

# WeBUY Access

Suppliers access to WeBUY



The screenshot displays the Enel website interface. On the left, there is a sidebar with 'Enel Country Websites' and 'Enel Group Websites' sections. The main content area is a dark red page titled 'Explore Open Supplier Portal'. At the top right of this page, there is a language selection menu with options: IT, EN (highlighted with a blue box and a circled '1'), ES, RU, RO, and PT. Below the language menu, there is a 'Vendor Access' section (circled with a blue box and a circled '2') containing two input fields: 'E-mail / User ID' and a password field (indicated by asterisks). Below these fields is a 'SIGN IN' button. There are also links for 'Recover login information', 'Register to access online services', and 'Resend registration email'. The page also features a navigation menu with sections like 'HOME', 'ABOUT US', 'SUPPLIERS AREA', and 'SUSTAINABILITY'.

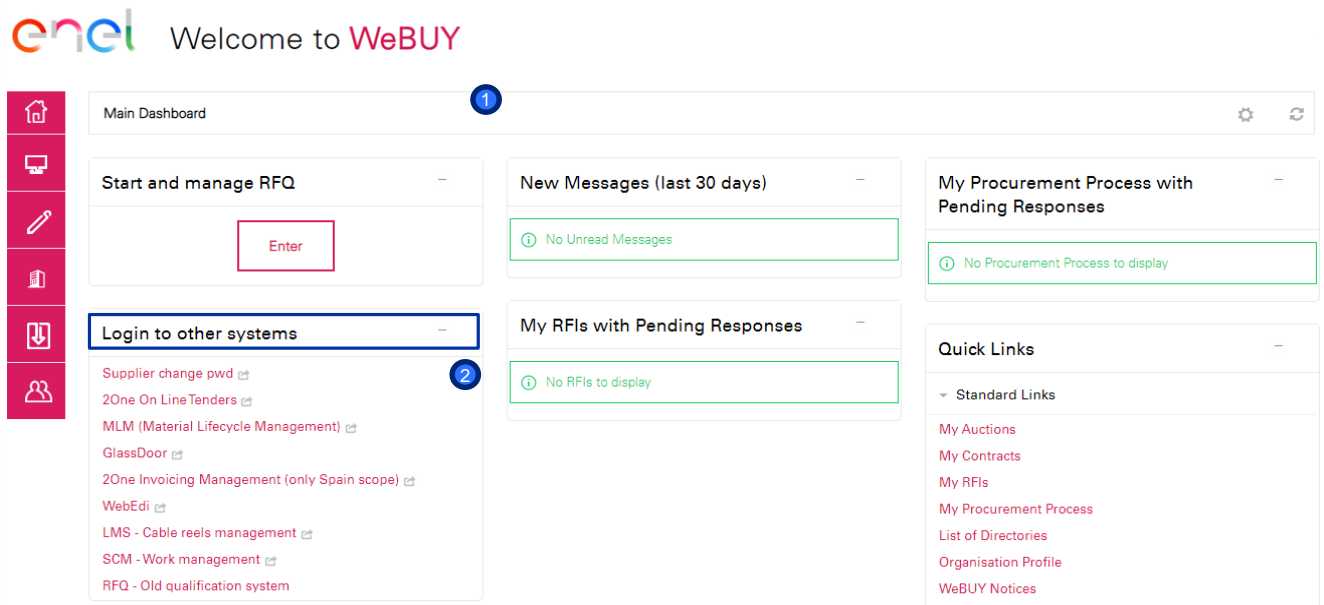
1 At first, the Supplier can insert the language he prefers

2 Then can access to the platform inserting its credentials:

- Username/Email
- Password

# WeBUY Access

Suppliers access to other systems



The screenshot shows the WeBUY main dashboard. At the top left is the enel logo and the text "Welcome to WeBUY". A vertical sidebar on the left contains icons for home, monitor, edit, document, download, and user profile. The main dashboard area is titled "Main Dashboard" and contains several widgets:

- Start and manage RFQ:** A widget with a red "Enter" button.
- New Messages (last 30 days):** A widget displaying "No Unread Messages".
- My Procurement Process with Pending Responses:** A widget displaying "No Procurement Process to display".
- My RFIs with Pending Responses:** A widget displaying "No RFIs to display".
- Login to other systems:** A widget with a blue border containing a list of links:
  - Supplier change pwd
  - 2One On LineTenders
  - MLM (Material Lifecycle Management)
  - GlassDoor
  - 2One Invoicing Management (only Spain scope)
  - WebEdi
  - LMS - Cable reels management
  - SCM - Work management
  - RFQ - Old qualification system
- Quick Links:** A widget with a dropdown menu for "Standard Links" containing:
  - My Auctions
  - My Contracts
  - My RFIs
  - My Procurement Process
  - List of Directories
  - Organisation Profile
  - WeBUY Notices

1 The main dashboard, from the supplier view, provide an home page with different widgets by default that can be customized:

reorganised, reduced, deleted or added considering its own preference.

2 The supplier will have a specific section named «Login to other systems» where he can find different links that allow him to access to other external system outside WeBUY including: 2One Online Tenders, MLM, WebEdi, LMS, SCM, RFQ.