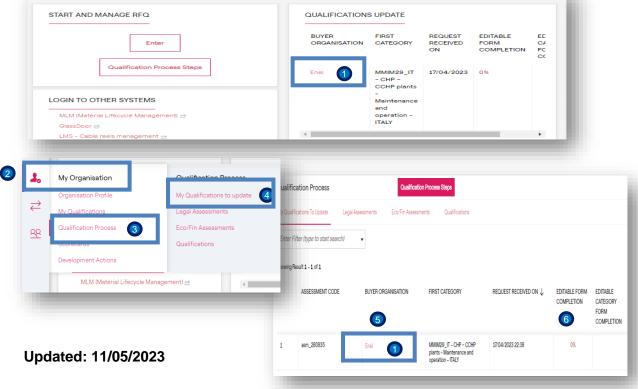
Supplier – Access to the questionnaire 1/2

Response management – Initiating the process

Main Dashboard





Accessing WeBUY, the Dashboard shows that the rater has sent the questionnaires to complete for the assessment that has been opened.

Olick on the link.

Alternatively, you can access the questionnaire by following the options below in the menu:

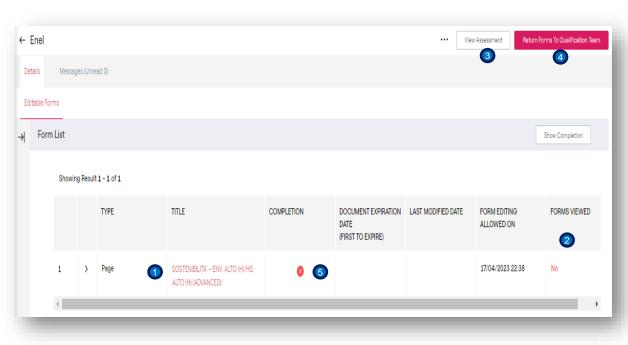
2 My organization 3 Qualification process 4 My qualifications to update, with this the list of questionnaires that must be completed and returned to the rater will be displayed. 5

The EDITABLE FORM COMPLETION column indicates the progress made up to the moment of the query (from 0 to 100). 6

Supplier – Access to the questionnaire 2/2

Response management – Initiating the process





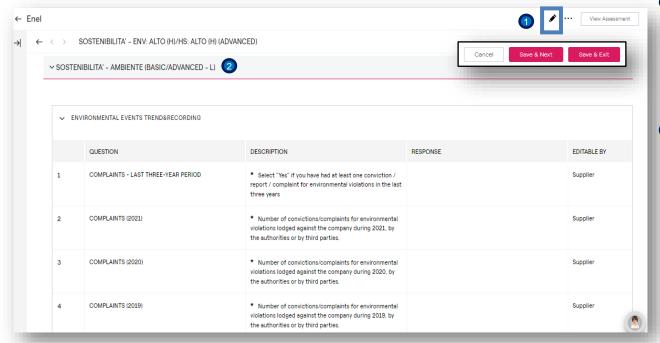
Once the page is loaded, the list of forms to complete is displayed.

To access the associated questionnaire, click on the link.

- The LAST MODIFIED DATE and FORMS VIEWED columns indicate whether the form has been opened before (YES/NO).
- The View Assessment button allows you to see the details of the associated assessment, the code, GM, status of the assessment and other data.
- 4 The Return form to the qualification team button allows the responses to be sent to Enel, in this case it is not possible
- 5 because the **Completion** column is in **Red**, only when it is in **Green** is ready.

Supplier – Complete questionnaire 1/18

Edition of the questionnaire – filling in the sections





To activate the edition of the form click on the Pencil. The Cancel, Save & Next and Save & Exit buttons are enabled, which will be available until before sending the responses and each time the edition of this form is activated.

Complete the section SOSTENIBIITA – AMBIENTE (BASIC/ADVANCED – L):

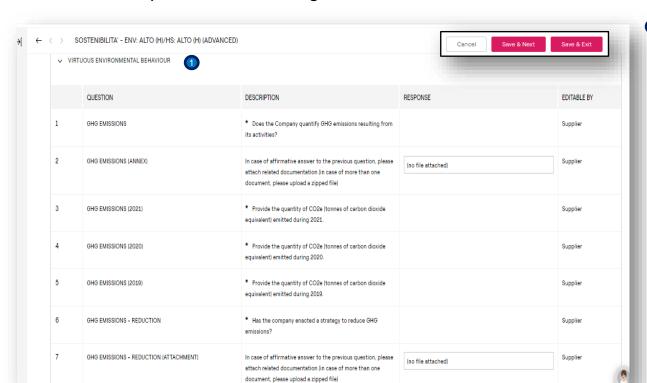
2 ENVIRONMENTAL EVENTS TREND&RECORDING.

Once the edition mode is activated, the user must complete all the fields marked with an *

NOTE: Once the 100% of the mandatory fields have been completed, the System will carry out a verification that warns what is missing to complete, however the user can exit the edition and to continue the process later, if so. It is necessary to repeat the steps indicated above to continue...

Supplier – Complete questionnaire 2/18

Edition of the questionnaire – filling in the sections



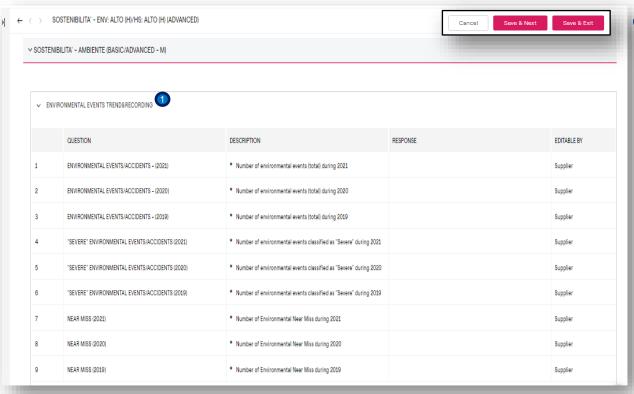


Ocomplete the section SOSTENIBIITA – ENV. ALTO(H)/HS ALTO(H) (ADVANCED): VIRTUOUS ENVIRONMENTAL BEHAVIOUR.

Supplier – Complete questionnaire 3/18

Edition of the questionnaire – filling in the sections



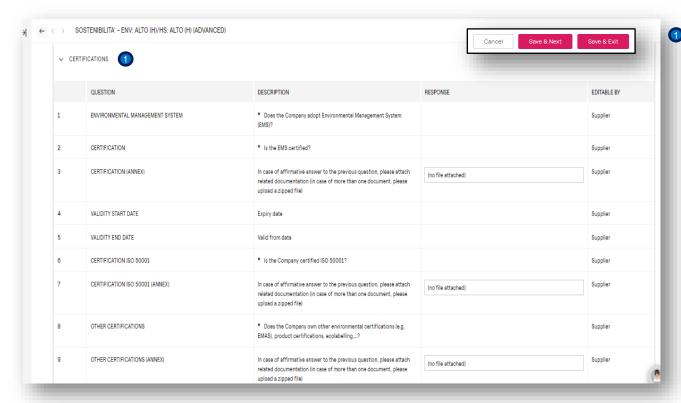


Ocomplete the section: SOTENIBILITA – AMBIENTE (BASIC/ADVANCED – M).: ENVIRONMENTALS EVENTS TREND&RECORDING.

Supplier – Complete questionnaire 4/18

Edition of the questionnaire – filling in the sections



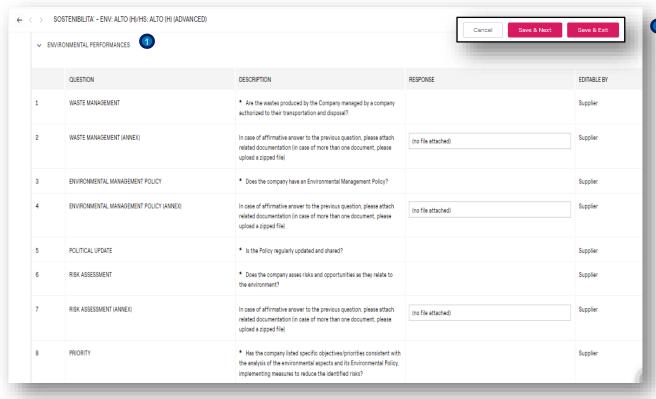


Ocomplete the section SOTENIBILITA – AMBIENTE (BASIC/ADVANCED – M).: CERTIFICATIONS.

Supplier – Complete questionnaire 5/18

Edition of the questionnaire – filling in the sections





Ocomplete the section SOTENIBILITA – AMBIENTE (BASIC/ADVANCED – M).: ENVIRONMENTAL PERFORMANCES.

Supplier – Complete questionnaire 6/18

Edition of the questionnaire – filling in the sections

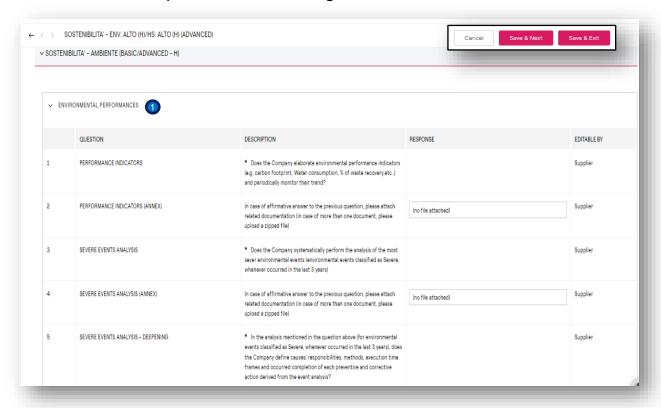


SOSTENIBILITA' - ENV: ALTO (H)/HS: ALTO (H) (ADVANCED)							
IMENTAL PERFORMANCES		Cancel Save & Next S	ave & Exit				
▼ VIRTUOUS ENVIRONMENTAL BEHAVIOUR 1							
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY				
NEAR MISS	Does the Company use a structured system to record environmental events or environmental near misses.		Supplier				
NEAR MISS (ANNEX)	In case of affirmative answer to the previous question, please attach related documentation (in case of more than one document, please upload a zipped file)	(no file attached)	Supplier				
SUSTAINABLE MOBILITY	Have initiatives or programmes been put into effect within the company to promote "Sustainable Mobility"?		Supplier				
WATER REDUCTION	* Has the Company enacted initiatives to reduce water consumption?		Supplier				
ENERGY EFFICIENCY	* Has the Company implemented measures to increase the energy efficiency of its premises or productive processes.		Supplier				
ENERGY EFFICIENCY		The state of the s					

Ocomplete the section SOTENIBILITA –
AMBIENTE (BASIC/ADVANCED – M).:
VIRTUOUS ENVIRONMENTAL
BEHAVIOUR.

Supplier – Complete questionnaire 7/18

Edition of the questionnaire – filling in the sections





Complete the section: SOSTENIBILITA – AMBIENTE (BASIC/ADVANCED – H): FNVIRONMENTAL PERFORMANCES.

Supplier – Complete questionnaire 8/18

Edition of the questionnaire – filling in the sections

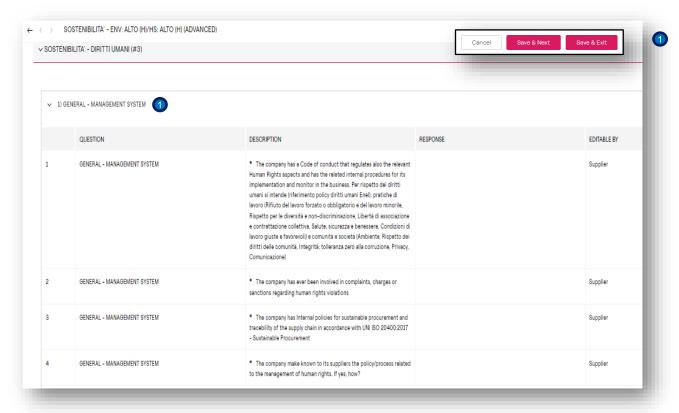


← <	Cancel Save & Next Save & Exit							
	✓ VIRTUOUS ENVIRONMENTAL BEHAVIOUR 1							
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY			
	1	CORRECTIVE ACTIONS - SHARING	Does the Company systematically share the occurred environmental events and the undertaken corrective actions (by means of presentations, videos, printed information material) with Company workers?		Supplier			
	2	CORRECTIVE ACTIONS - SHARING (ANNEX)	In case of affirmative answer to the previous question, please attach related documentation (in case of more than one document, please upload a zipped file)	(no file attached)	Supplier			
	3	STOP WORK POLICY	Does the company adopt an Environmental Stop Work Policy (operative procedure that allows everyone to stop the working activities, if deemed unsafe for the environment, without negative consequences in case of wrong assessment of the mentioned unsafe condition)?		Supplier			
	4	STOP WORK POLICY (ANNEX)	In case of affirmative answer to the previous question, please attach related documentation (in case of more than one document, please upload a zipped file)	(no file attached)	Supplier			
	5	SELECTION SUB-CONTRACTORS	Are environmental performances minimum requirements requested for Subcontractors selection (i.e. in case of requirements not met, the subcontractor is not selected)?		Supplier			
	6	PROGECTS NUMBER	Number of special projects/programs, promoted in the last year, finalized to increase Environmental knowledge and awareness (excluding the ones requested by Enel). NOTE: please attach an example.		Supplier			

Complete the section : SOSTENIBILITA – AMBIENTE (BASIC/ADVANCED – H): VIRTUOUS ENVIRONMENTAL BEHAVIOUR.

Supplier – Complete questionnaire 9/18

Edition of the questionnaire – filling in the sections



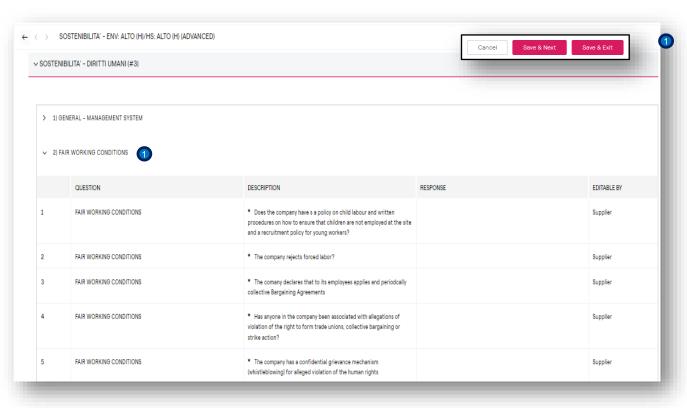


Complete the section: SOSTENIBILITA – DIRITI UMANI (#3): 1)GENERAL – MANAGEMENT SYSTEM

Supplier – Complete questionnaire 10/18

Edition of the questionnaire – filling in the sections

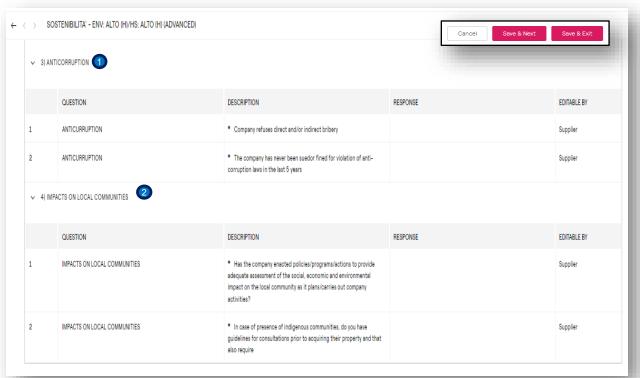




Complete the section: SOSTENIBILITA – DIRITI UMANI (#3): 2) FAIR WORKING CONDITIONS

Supplier – Complete questionnaire 11/18

Edition of the questionnaire – filling in the sections

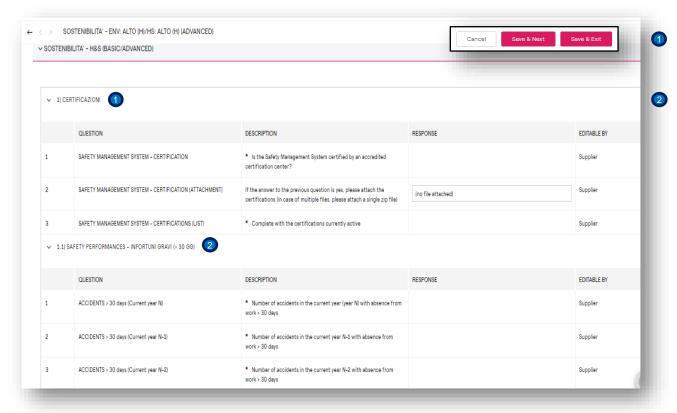




- Ocomplete the section: SOSTENIBILITA DIRITI UMANI (#3): 3) ANTICORRUPTION and
- 2 4) IMPACTS ON LOCAL COMMUNITIES

Supplier – Complete questionnaire 12/18

Edition of the questionnaire – filling in the sections





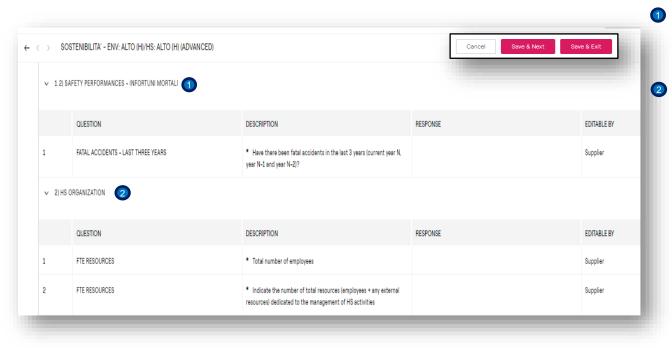
Complete the section: SOSTENIBILITA – H&S (BASIC/ADVANCED) 1)
CERTIFICAZIONI

1.1) SAFETY PERFORMANCES - INFORTUNI GRAVI (> 30 GG)

Supplier – Complete questionnaire 13/18

Edition of the questionnaire – filling in the sections





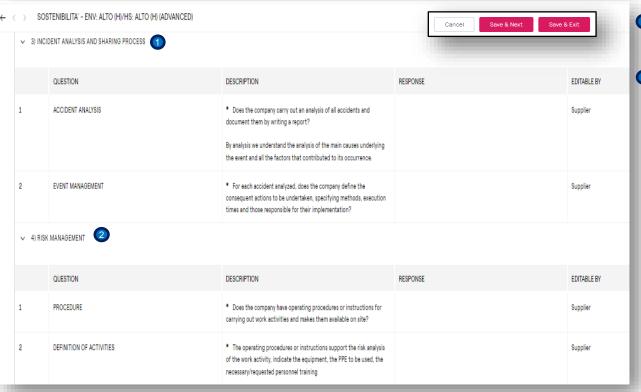
Complete the section: SOSTENIBILITA – H&S (BASIC/ADVANCED) 1.2) SAFETY PERFORMANCES – INFORTUNI MORTALI.

2) HS ORGANIZATION

Supplier – Complete questionnaire 14/18

Edition of the questionnaire – filling in the sections

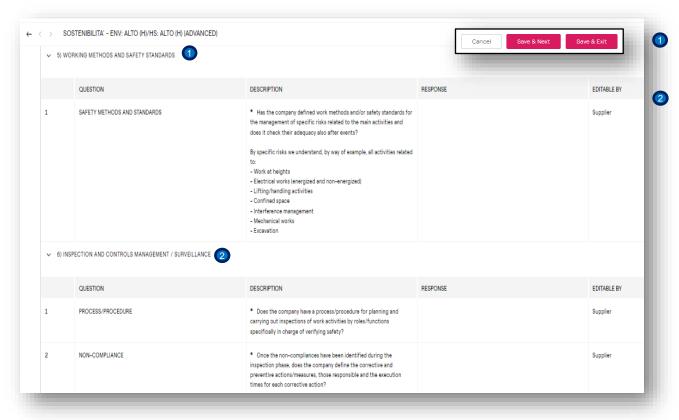




- Complete the section: SOSTENIBILITA H&S (BASIC/ADVANCED) 3) INCIDENT ANALISYS AND SHARING PROCESS.
- 4) RISK MANAGEMENT

Supplier – Complete questionnaire 15/18

Edition of the questionnaire – filling in the sections



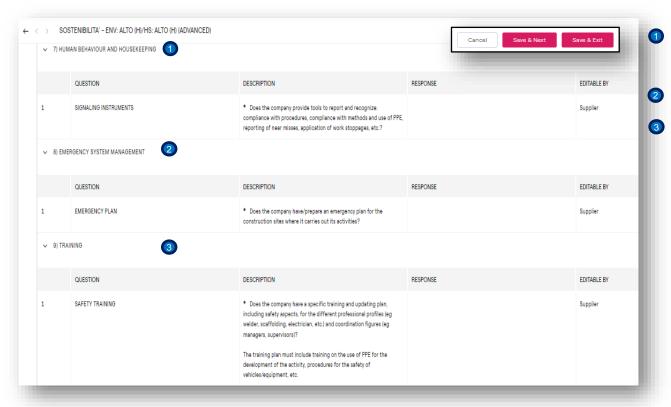


Complete the section: SOSTENIBILITA – H&S (BASIC/ADVANCED) 5) WORKING METHODS AND SAFETY STANDARDS.

6) INSPECTION AND CONTROLS MANAGEMENT/SURVEILLANCE

Supplier – Complete questionnaire 16/18

Edition of the questionnaire – filling in the sections



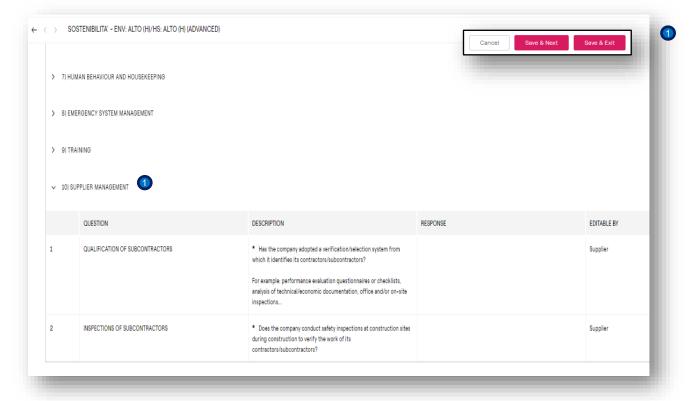


Complete the section: SOSTENIBILITA – H&S (BASIC/ADVANCED) 7) HUMAN BEHAVIOUR AND HOUSEKEEPING.

- 8) EMERGENCY SYSTEM MANAGEMENT
- 9) TRAINING

Supplier – Complete questionnaire 17/18

Edition of the questionnaire – filling in the sections

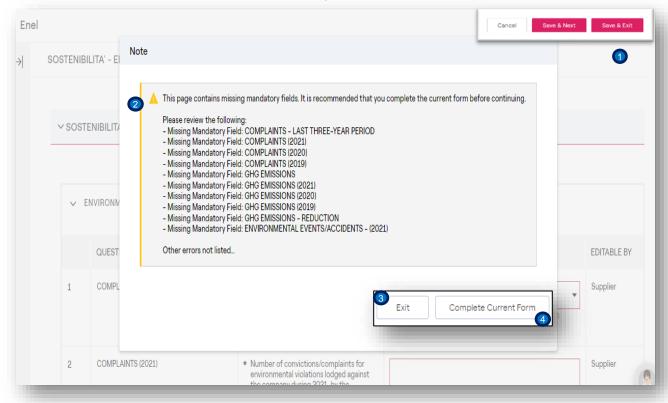




Complete the section: SOSTENIBILITA – H&S (BASIC/ADVANCED) 10) SUPPLIER MANAGEMENT.

Supplier – Complete questionnaire 18/18

Edition of the questionnaire – filling in the sections





- By clicking the Save & Exit button, WeBUY will check if the mandatory fields have been compiled.
- 2 For incomplete fields the message on the left will be displayed.
- 3 The user can **exit** the edit mode and return to the previous screen by clicking the **Exit** button.

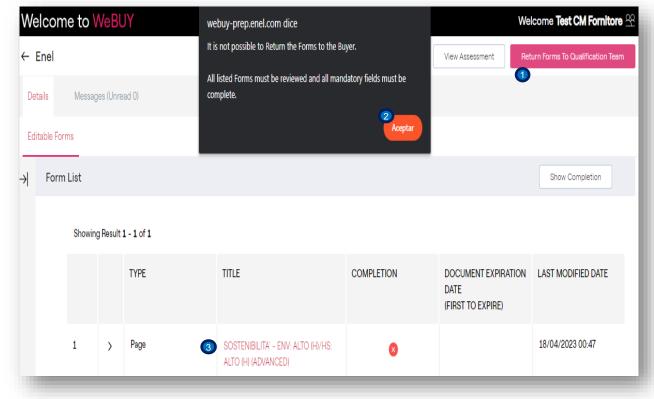
FITHER

4 Click on the Complete Current Form button, the fields for which the values are missing will be highlighted in red.

Otherwise, and if you have compiled all the form fields, you will return to the previous screen where you can send the form to Enel.

Supplier – Submit questionnaire 1/2

Edition of the questionnaire - error when sending

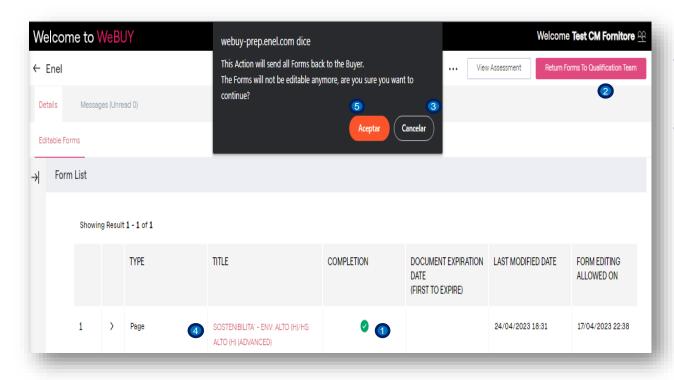




- If the user clicks the **Return to the** qualification team button and has not completed the forms, WeBUY displays the warning, .
- 2 Click on the **OK** button.
- The user now has to re-enter the questionnaire and complete it by clicking on the link.

Supplier – Submit questionnaire 2/2

Edition of the questionnaire – sending allowed.





- 1 Now we see that the questionnaire has been completed.
- Click the Return Form to Buyer button.

A warning is displayed if on the page, if it is necessary to make changes to the responses, click the Cancel button, (3)

4 with this it is possible to enter the form, activate the edition mode, make the changes to finally Save and Exit.

If the questionnaire is completed properly, click OK. 5