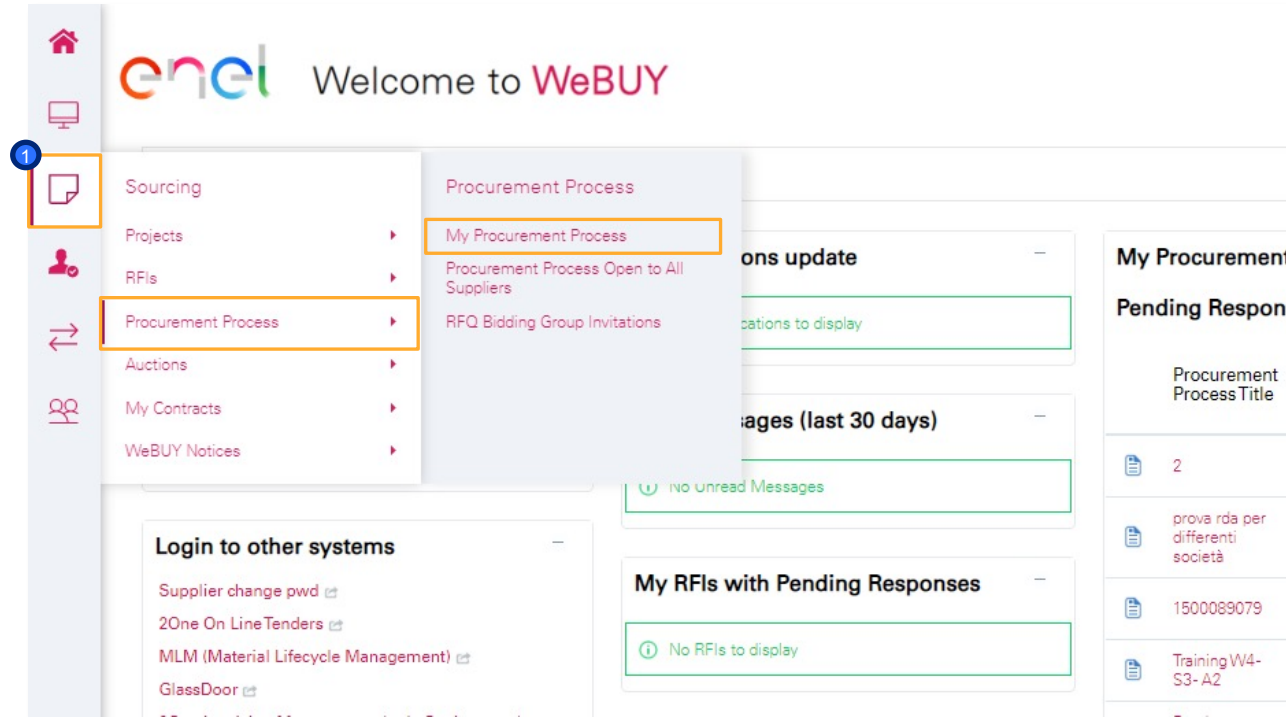


# Procurement Process - Supplier Response

*How to configure the PPR response*



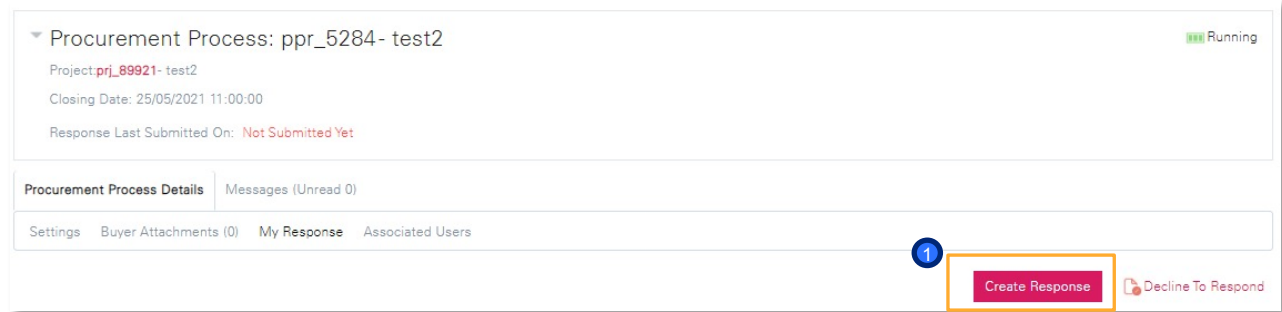
The screenshot shows the Enel WeBUY dashboard. On the left, there is a vertical navigation menu with icons for Home, Desktop, Documents, Users, Navigation, and Groups. The 'Documents' icon is highlighted with a blue circle and a '1' in a blue circle. Below it, the 'Sourcing' menu is open, showing options: Projects, RFIs, Procurement Process, Auctions, My Contracts, and WeBUY Notices. The 'Procurement Process' option is highlighted with an orange box. A dropdown menu is visible, showing 'Procurement Process' and its sub-items: 'My Procurement Process' (highlighted with an orange box), 'Procurement Process Open to All Suppliers', and 'RFQ Bidding Group Invitations'.

- 1 On the dashboard click on «Sourcing > Procurement Process > My Procurement Process» to view all the PPRs and click on the PPR of interest.

# Procurement Process - Supplier Response

## *How to configure the PPR response*

- 1 Inside the PPR it is possible to view its details. To configure your answer, click on "Create Response" or on "Decline to Respond" if you want to refuse the PPR invitation
- 2 Clicking on "Decline" it will be necessary to insert a motivation, and eventually a comment.



▼ Procurement Process: ppr\_5284- test2 Running

Project: prj\_89921- test2

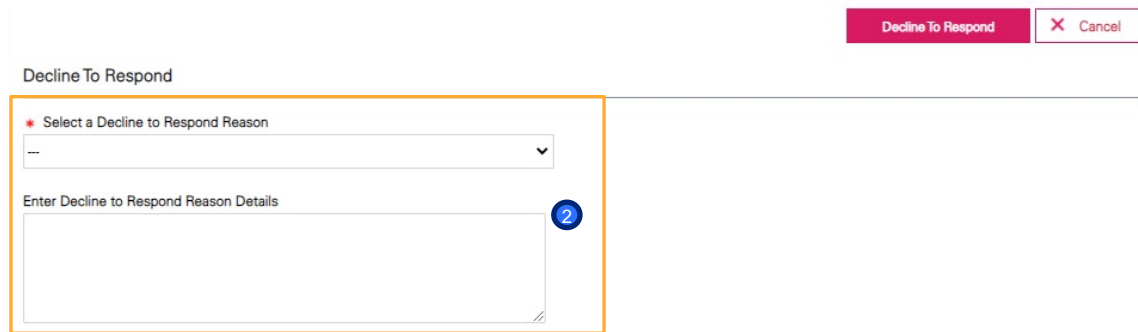
Closing Date: 25/05/2021 11:00:00

Response Last Submitted On: Not Submitted Yet

Procurement Process Details | Messages (Unread 0)

Settings | Buyer Attachments (0) | My Response | Associated Users

1 Create Response Decline To Respond



Decline To Respond

Decline To Respond Cancel

\* Select a Decline to Respond Reason

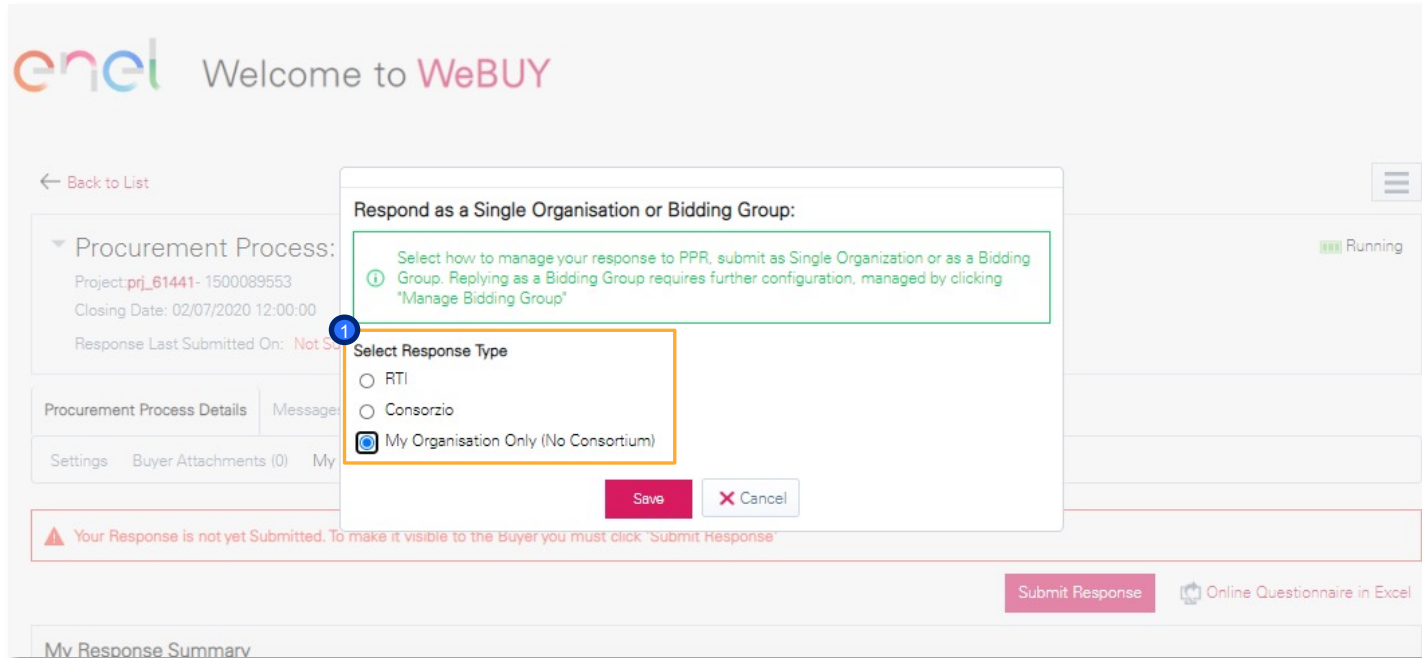
---

Enter Decline to Respond Reason Details

2

# Procurement Process - Supplier Response

*How to configure the PPR response*



Welcome to WeBUY

← Back to List

▼ Procurement Process:  
Project: prj\_61441 - 1500089553  
Closing Date: 02/07/2020 12:00:00  
Response Last Submitted On: Not Submitted

Procurement Process Details | Messages

Settings | Buyer Attachments (0) | My Response Summary

**Respond as a Single Organisation or Bidding Group:**

Select how to manage your response to PPR, submit as Single Organization or as a Bidding Group. Replying as a Bidding Group requires further configuration, managed by clicking "Manage Bidding Group"

**Select Response Type**

☐ RTI

☐ Consorzio

☒ My Organisation Only (No Consortium)

Save Cancel

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click "Submit Response"

Submit Response Online Questionnaire in Excel

- 1 When the supplier is going to present an offer to the Procurement Process to which he has been invited, he will have to decide how to answer the PPR. The options are:  
Present an offer as a Temporary Group, in this case the supplier will be able to define the participants of the Temporary Group, as a consortium, in this case the supplier will be able to manage the participants in the consortium, or as a Single Company

## How to configure the PPR response

- 1 In the button "View Proposed Draft Contract Content" the supplier can download the draft contract that has been linked to the tender
- 2 In the "Response summary" section there is a list of the missing answers

2

# Procurement Process - Supplier Response

*How to configure the PPR response*

- 1 Click on "Change Response" to configure your response within each envelope (administrative, technical, economic)

▼
1. Commercial Response (Items: 1, Questions: 0)

1
✎ Edit Response

▼ 1.1 - Price Section

	Note	Note Details
1.1.1	Note	The Supplier is kindly invited to complete the section/s of the Commercial envelope by filling the enabled fields. Within the section/s is available for each item the attribute "Item Typology" that allows to specify if an item is base or optional.

▼ 1.2 Sección Precio- Price Section

	Code	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Delivery Date	Item Typology
1.2.1	MAT_	✱ Material2	Material2	Piece	30		0		Base
Section Sub Total							0		

# Procurement Process - Supplier Response

## How to configure the PPR response

- After entering all the required information (the parameters with the red asterisk are required for the transmission of your answer), click on "Save and Exit".

The configuration procedure will be the same for the technical and commercial envelope

1 Save and Return
Save and Continue
✕ Cancel

 Refresh
 Validate Response

Total Price (Sections) 0

Currency: EUR- Euro

1.2 Sección Precio- Price Section

	Code	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Delivery Date	Item Typology
1.2.1	MAT_	* Material2	Material2	Piece	30	<div style="display: flex; align-items: center;"> <input style="width: 100px;" type="text" value="700"/> <span style="margin-left: 5px; font-size: 0.8em;">123 ✓</span> </div>	0		Base

# Procurement Process - Supplier Response

## How to configure the PPR response on Excel (1/2)

▼ Procurement Process: ppr\_1398- SPB Prueba Training- 2 100% Running

Project: [prj\\_7934](#)- SPB Prueba Training

Closing Date: 29/05/2020 12:00:00

Response Last Submitted On: Not Submitted Yet

Procurement Process Details | Messages (Unread 0)

Settings | Buyer Attachments (0) | **My Response** | Associated Users

[Submit Response](#) [Export/Import Response](#) [View Proposed Draft Contract Content](#)

**My Response Summary**

1. <b>Technical Response</b>	All questions answered No additional attachments
------------------------------	---

① It will always be possible to download an excel with the structure of the envelopes to provide an answer to the PPR offline trough this file. In cases of having several positions to answer this functionality becomes very useful

② Once the excel is filled in with the responses, it will be possible to upload the same file completed trough the option "Import Excel" indicated in the image

[← Back to Response](#) [Help To Create & Import Your Response](#)

① This screen allows you to download an Excel spreadsheet containing the Procurement Process questionnaire. You may use the spreadsheet to compile your Procurement Process response. Once you have completed the spreadsheet you should return to this screen and import the spreadsheet in order to populate the online questionnaire.

Select File to Import:  No file chosen

[Import Excel](#) [Download](#)

# Procurement Process - Supplier Response

## How to configure the PPR response on Excel (2/2)

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE

Procurement Process Response Questionnaire for: ppr\_5081

### COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency: BRL - Brazilian Real

### 1 Commercial Envelope

1.1	Sezione 1									Numeric	Text
	Code	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Delivery days	PF		
1.1.1	MAT_3000000004	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		500	100	50000	20	100	2
1.1.2	MAT_3000000005	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		501	25	12525	20	100	
1.1.3	MAT_3000000006	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		502	25	12550	20	100	
1.1.4	MAT_3000000007	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		503	25	12575	20	100	
1.1.5	MAT_3000000008	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		504	25	12600	20	100	
1.1.6	MAT_3000000009	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		505	25	12625	20	100	
1.1.7	MAT_3000000010	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		506	25	12650	20	100	

The supplier may submit responses for all the envelopes configured in the PPR (administrative, technical, economic). The "attached" items must be completed directly on the platform by uploading the file requested by the buyer. In addition, items that require a mandatory response will be marked in yellow ①, those made optional will be highlighted in light blue. ②



# Procurement Process - Supplier Response

## How to configure the PPR response

- ① In case the buyer has enable the supplier the possibility of attach generic archives, the supplier would find an area to upload generic documents inside each envelope where the buyer has enable this possibility (Administrative, Technical and/or Commercial). This area is called «Additional Attachments Area». To upload a file, click on «Add/view attachments» and select the file desired
- ② Once the file is selected, it will appear uploaded inside this section. To finish the answer to this envelope, click on «Save and Return»



② Save and Return Save and Continue X Cancel

Refresh Validate Response

Total Price (Sections) 0

1.1 - Price Section

Note	Note Details
1.1.1 Note	The Supplier is kindly invited to complete the section/s of the Commercial envelope by filling the enabled fields. Within the section/s is available for each item the attribute "Item Typology" that allows to specify if an item is base or optional.

1.2 Additional Attachments Area

Add/View Attachments

① No Attachments

# Procurement Process - Supplier Response

*How to configure the PPR response*

- 1 After entering all the parameters click on "Send Reply"

▼ Procurement Process: ppr\_3346- 1500089553

Running

Project:prj\_61441- 1500089553  
Closing Date: 02/07/2020 12:00:00  
Response Last Submitted On: Not Submitted Yet

Procurement Process Details

Messages (Unread 0)

Settings

Buyer Attachments (0)

My Response

Associated Users

▲ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

1

Submit Response

Online Questionnaire in Excel

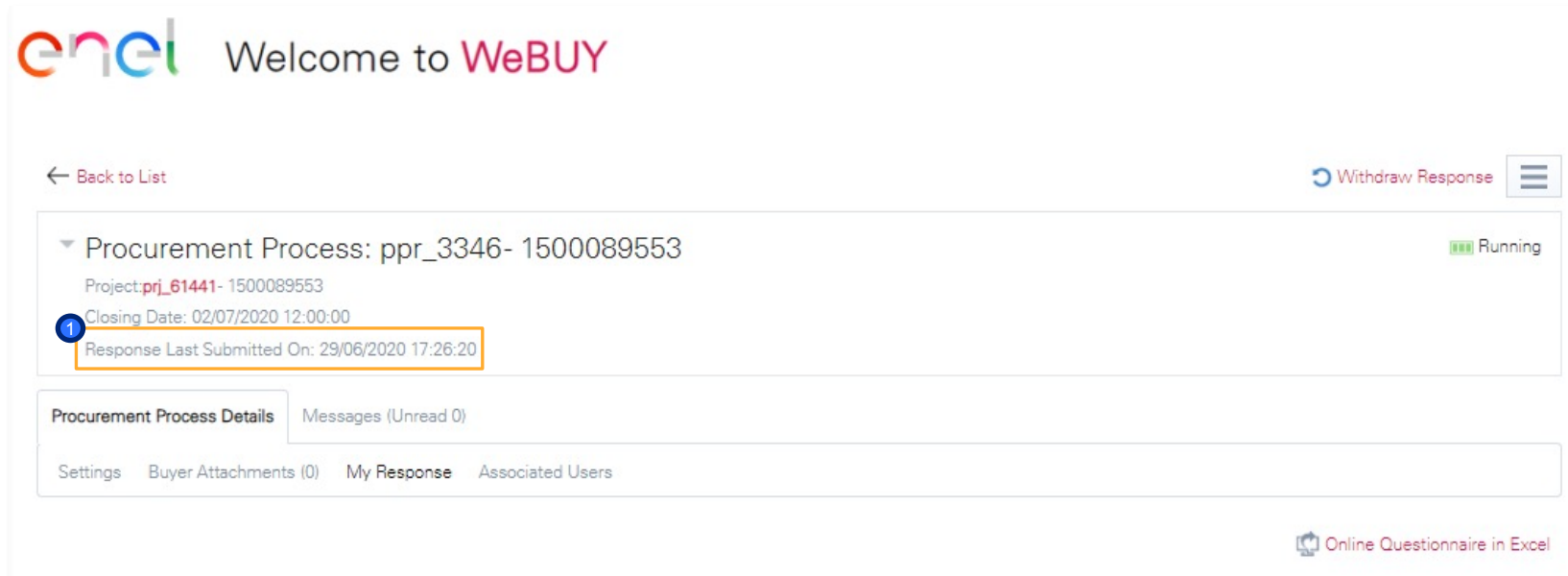
My Response Summary

1. Commercial Response	All quoted items completed No additional attachments	Total Price (Sections)	21,000
------------------------	---	------------------------	--------

# Procurement Process - Supplier Response

*How to configure the PPR response*

- 1 The status of your reply will go to «Published» and within the PPR there will be evidence of the date and time of sending

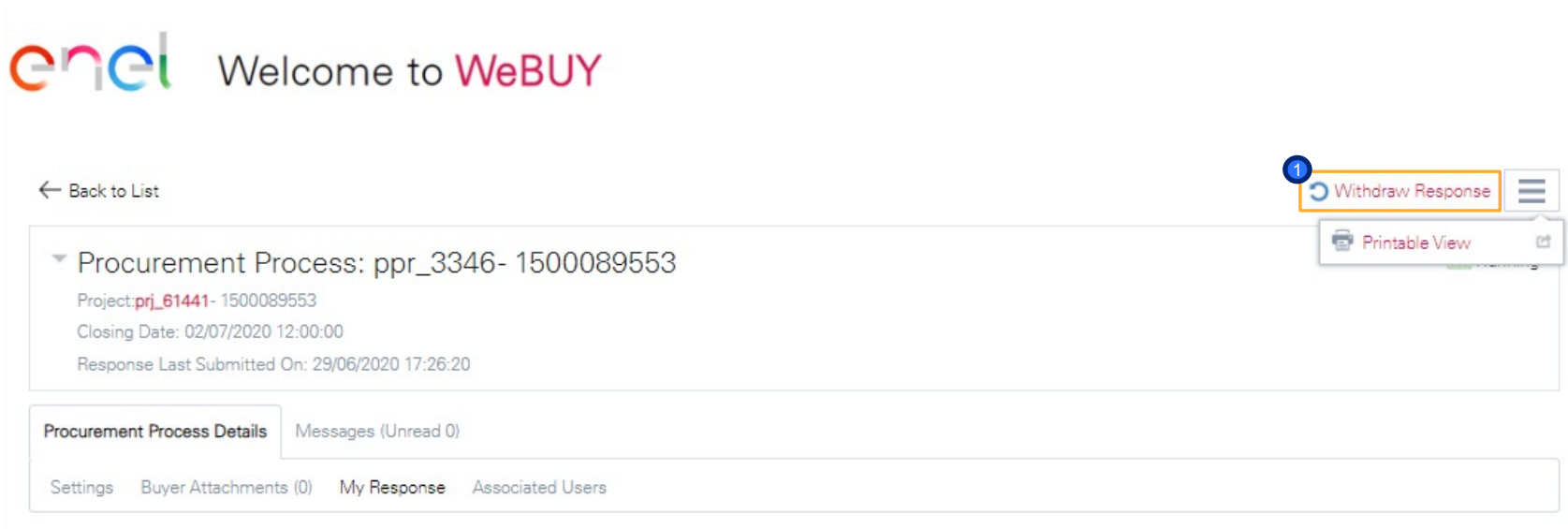


The screenshot displays the WeBUY interface for a procurement process. At the top, the enel logo is followed by the text "Welcome to WeBUY". Below this, there is a navigation bar with a "Back to List" link on the left and a "Withdraw Response" button on the right. The main content area shows a procurement process entry for "ppr\_3346- 1500089553" with a status of "Running". Below the process name, the project ID "prj\_61441- 1500089553" is listed. A blue circle with the number "1" highlights the "Closing Date: 02/07/2020 12:00:00" and the "Response Last Submitted On: 29/06/2020 17:26:20" information. At the bottom, there is a section for "Procurement Process Details" with tabs for "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users". A link for "Online Questionnaire in Excel" is also visible at the bottom right.

# Procurement Process - Supplier Response

*How to configure the PPR response*

- 1 As long as the PPR is in “Running”, it is always possible to modify the answer and/or withdraw the reply sent



The screenshot displays the WeBUY interface for a specific Procurement Process. At the top left is the enel logo, followed by the text "Welcome to WeBUY". Below this is a navigation bar with a "Back to List" link. The main content area shows the "Procurement Process: ppr\_3346- 1500089553" with details: Project: prj\_61441- 1500089553, Closing Date: 02/07/2020 12:00:00, and Response Last Submitted On: 29/06/2020 17:26:20. On the right side of the process details, there is a "Withdraw Response" button (highlighted with a blue circle and an orange border) and a "Printable View" button. Below the process details, there are tabs for "Procurement Process Details" (selected), "Messages (Unread 0)", "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users".