

Sourcing – Contract management

From supplier's side (1/5)

enel Welcome to WeBUY

Welcome **Marcello Mauri**



- From the dashboard, click on "Sourcing > My Contracts" or go directly to "My Contracts" in the Quick Links section to access the Contract list

The screenshot shows the WeBUY dashboard interface. On the left, a vertical menu is open, with 'Sourcing' highlighted in red and marked with a blue circle containing the number 1. Below 'Sourcing', 'My Contracts' is also highlighted in orange and marked with a blue circle containing the number 1. The main content area is divided into several sections:

- Contracts in Negotiation:** A table with a search bar containing 'Contracts to display'.
- Messages (last 30 days):** A table with columns 'Unread Messages in:' and 'Organisation Name'. It lists three messages: 'Manutenzione Estintori_07 10 2019', 'FULL TENDER TURCO 02/10', and 'PPR', all associated with 'Enel'.
- My Procurement Process with Pending Responses:** A table with columns 'Procurement Process Title', 'Buyer Organisation', 'Procurement Process Closing Date/Time', and 'R S'. It lists three processes: 'Script', 'Servicios de vigilancia electrónica PPR', and 'Chiara PPR', all associated with 'Enel'.

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From supplier's side (2/5)



My Contracts

1 Click on the Contract of interest

Filter By: All Contracts

	Code	Title	Organisation Name
1	JA10001613	alberto contratto	Enel
1	JA10001602	PVN Contrato simple	Enel
3	JA10001603	Contrato n1 prueba en conjunto	Enel
4	JA10001600	Test limite ctr	Enel
5	JA10001199	Copy from 1044	Enel
6	JA10001190	PO prueba variante	Enel
7	JA10001183	rda 1500089841 ctr prova clp	Enel
8	JA10001177	rda 1500089838 prova ordine	Enel

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From supplier's side (3/5)

1

Details Contents Management Messages (Unread 1)

Settings Associated Users

Overview

Contract Code JA10001613	Contract Title alberto contratto
Description	Contract Type Mono Company Contract
Reference	
End/Delivery Date Type Fixed	
Start/Signature Date	End/Delivery Date 10/10/2019 23:59
Contract Value	
140.000	Currency : Euro
Total Price	Currency

1 In the details section is possible to have a view the general information

Sourcing – Contract management

From supplier's side (4/5)

- 1 In the “Contents Management” section is possible to:
 - Insert some document in the “Additional Information” areas
 - View the price list in the “Prices” section
 - View the master document for the Contract in the “Master Document” section

Details **Contents Management** 1 Messages (Unread 1)

Additional Information Prices (←) Master Document (Proposal Approved)

Edit

Supplier Information

Copia Fideiussione

* Allegare la copia della fideiussione

(no file attached)

Allegato 1

Allegato 1

(no file attached)

Sourcing – Contract management

From supplier's side (5/5)

1 In the "Messages" section is possible to send and receive messages from Enel users

Details Contents Management **1** Messages (Unread 1)

Create Message Received Messages Sent Messages Draft Messages

Received Messages

Create



Enter Filter (type to start search) ▾

Sender	Date	Subject	Opened by Me	Opened	Replied
1 Enel	11/10/2019 10:42	Information			

Total 1

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