

**WebEDI: your tool to invoicing and  
checking your invoices status**



**WebEDI**

# When WebEDI was born

enel



WebEDI



For many years Enel had already created a portal (WebEDI) for suppliers to send invoices in electronic or digitale formati, to create electronic invoices in a guided way or simply send a PDF copy of the paper invoice



**With the introduction of mandatory electronic invoicing from 01/01/2019, WebEDI has been adapted to the standard provided by SDI (Interchange System) as per the technical specification published on Italian Fiscal Agency site ([www.fatturapa.gov.it](http://www.fatturapa.gov.it)) and integrated in Webuy Portal, section 'Access to other system'.**



**Furthermore, Enel deemed to offer to his suppliers a free intermediary service towards SDI: all invoices sent by WebEDI are checked and sent to SDI on behalf of the supplier and available, together with the SDI receipt of correct or incorrect compilation.**



# Sending invoices

enel



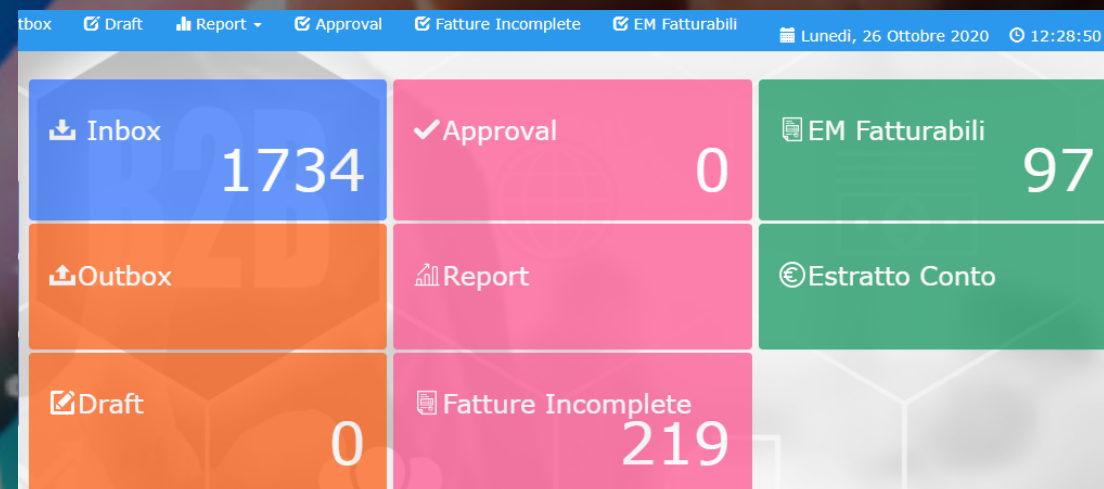
Whatever transmission mode is chosen, as required by the General Terms and Conditions, Annex Italia must be reported in the xml path:

- ✓ purchase order;
- ✓ for the provision of services, the data of the approval
- ✓ for supplies, Transport Document (DDT) code

Which must be indicated by the Order Handler Units. If there is no Order, it will be necessary to indicate the CUA (Administrative Office Code)

**!** The approval is the formal acceptance, by the Enel Units, of the service or goods received and is a guarantee of the timely payment of the invoices that contain it.

# Sending invoices



The screenshot shows the WebEDI dashboard with a blue header bar containing navigation links: Inbox, Draft, Report, Approval, Fatture Incomplete, and EM Fatturabili. The date and time are displayed as 'Lunedì, 26 Ottobre 2020' and '12:28:50'. The main content area features a grid of colored tiles with icons and counts:

| Category           | Count |
|--------------------|-------|
| Inbox              | 1734  |
| Outbox             | 0     |
| Draft              | 0     |
| Approval           | 0     |
| Report             | 0     |
| Fatture Incomplete | 219   |
| EM Fatturabili     | 97    |
| Estratto Conto     | 0     |

The vendor that logs on to WebEDI, to send an invoice can:

- ✓ select from the em billable box the payment approval and automatically generate the invoice
- ✓ fill in the no po-based invoice indicating the CUA code of the buyer unit
- ✓ attach the invoice as an xml-sdi format file generated by your management system
- ✓ if at a facilitated regime attach the invoice as a pdf file;
- ✓ integrate directly (A2A) its management system with WebEDI to send the invoice (web service channel).



# Additional services

enel



On Web edi are published all the documents that Enel sends to its suppliers:

- ✓ invoices issued by Enel;
- ✓ payment notices;
- ✓ approvals;
- ✓ statement of account;
- ✓ processing status of all invoices sent to Enel, even those not entered on the WebEDI site.

*A real hub at your disposal, with videos and manuals to support you in your activities.*

*And if you forgot to enter some data, don't worry! You will have the opportunity to complete the invoices without having to redo.*



enel



WebEDI

# ***DIGITAL TRANSFORMATION***