Purchasing Portal Guide
1. The evolution of the Purchasing Portal ................................. 3
   1.1 The Global Purchasing Portal ................................................................. 4

2. Registration to the Portal for a single supplier ................. 5
   2.1 User Creation .......................................................................................... 5
   2.2 Completing the Registry Form ................................................................. 7

3. Scouting/qualification ................................................................. 11
   3.1 Merchandise Group selection ................................................................. 11
   3.2 Request activation .................................................................................... 15

4. Master user definition ................................................................. 35
   4.1 Accept the eProcurement rules and define the Master User ................ 35
   4.2 Master User Change ............................................................................... 36

5. Definition of new users ............................................................... 37

6. eProcurement services management ........................................ 39
   6.1 Services management ............................................................................ 39
   6.2 Services with additional options (Tenders, SAGA, Web-EDI) .............. 41
   6.2.1 Authorisation to the Tender service ................................................... 41
   6.3 Registry Management ............................................................................ 44

7. Portal registration for complex suppliers ............................. 47
   7.1 Consortia and Temporary Company Group (TCG) ............................ 47
   7.2 Principal of a Consortium/Temporary Company Group (TCG) ............ 47
   7.3 Associate of Consortium/Temporary Company Group (TCG) .............. 49
   7.4 Further fulfillments for the Mandatary .................................................. 49
1. The evolution of the Purchasing Portal

The Purchasing Portal faces a new change today and becomes a real working and controlling tool that Enel makes available for its own Suppliers.

The only point of access to Enel’s eProcurement, the new Portal is based on three fundamental principles:

- Centralization of the role of the Supplier
- Adoption of innovative information systems
- Introduction of univocal procedures

The Purchasing Portal grants the supplier more decisional autonomy for the activities of managing its personal data and for the use of the eProcurement services.

In addition, it allows to rationalise the information through the use of innovative tools such as:

- The “Registry Form” of the Company
- The “e-bond” with its own Users
- The diversification of the associable profiles

All the eProcurement rules, available in the Portal are disciplined by a unique normative text: the eProcurement Rules.
1.1 The Global Purchasing Portal

The Global Purchasing Portal is the only access point for the supplier registration.

With the global registration, every supplier can manage its relationship with any company of the Enel Group through a unique registration process.

With this new feature the supplier, using its own username and password, can interact with any company of the Enel Group through the global dashboard (called myHome) and use of all the supplier services available: answering tenders invite, managing qualification process, checking vendor rating results, and so on. This functionality is active not only for the new suppliers, but also for those suppliers already registered in the pre-existing local portals.

The supplier registration through “PortalOne” is the first mandatory phase of any kind of business cooperation with Enel Group companies and aims at guaranteeing the availability of the suppliers data on the Enel Group procurement systems.

The registration process is quick and easy, suppliers are requested to:

• Choose a user id and a password to use for the future accesses
• Provide the main company data,
• Select the Enel Group companies they are interested in working for
• Select among the list of the Merchandise Groups, those more representative of their activities
2. Registration to the Portal for a single supplier

2.1 User Creation

To register correctly a company in the Global Purchasing Portal, it is necessary first of all that the User, which has to be a physical person, creates its own access keys (it is not possible to tie directly the user id to the company).

To start the registration you need to click on “Register to access online services” in the “MyEnel” login box.

At this point you access the page where you need to enter your personal data and choose your own password.

To complete the registration it is necessary to accept the general conditions and the legal clauses and finally to click on “Sign me up”
The registration ends with:

- The visualization of the summary window of the inserted data
- The sending of a notification e-mail to the address specified by the user, containing the activation link

Dear John Smith,
To confirm your e-mail address and complete your registration, use the following link:

After clicking on the activation link inside the e-mail, it’s necessary to click on “Sign me up” to complete the registration. A welcome mail notifies the user about the enabling of his credentials to access the Portal.

MyEnel
Clic on button to confirm you received the confirmation email and to complete the registration

At the end of the registration, clicking on the button “Sign me up” you will be able to receive the newsletter Utelnet with the news about the company, download the backgrounds and the screensavers with some of the most beautiful images of Enel’s archive, access Enelikon, the website dedicated to Enel’s audiovisual heritage, send the e-cards to your friends.

In addition, if you are registering in order to become a supplier of Enel Group, after clicking on the button “Sign me up” and having entered your credentials (email and password previously defined) you will be asked to complete the registration by entering further data related to your company.

Sign me up
2.2 Completing the Registry Form

Once the creation of the user has been finished, the Registry Form step comes up, which allows the company to complete the registration in the Portal.

The “Insert new registry” form is divided into various sections:

1) In the first section it is necessary to complete the user data by entering the contact information (telephone, fax, e-mail).

![User Data Form]

2) In the “Registry Data” section it is possible to enter the registry and fiscal data of the company. The minimum set of information to be entered in this section depends on the selection made for the fields “Legal Forms” and “Country”. The Colombian and North American (USA and Canada) suppliers have to upload for the registration some mandatory documents by clicking on the proper buttons:

![Registry Data Form]
3) In the third section, it will have to proceed by entering the data related to the legal office.

If the VAT Code is already present in the Enel database, the system considers the request as the creation of a new user to associate to a previously registered supplier. In this case all there is to do is to select the company to which the user wants to associate itself by selecting from the list that is automatically shown.

It is possible to add other registered offices, by clicking on the button “Add new”. Then click on “Forward” to proceed with the registration.
4) The "Additional Information" section allows to provide dimensional data related to the company.

The section “Supplier Type” allows to specify the kind of business activity. In case the chosen type is “Commercial distributor / Commercial agent” it will be necessary to indicate the producer’s data.

If you are registering only to issue invoice with Web-EDI service, or if you are registering, as a result of an invitation email, as an associate of the Consortium, it’s necessary to check the box on the right bottom.

5) The last section summarizes the main information entered in the previous steps.

With a click on "Send Master Data" in the “Summary Page” form the company registration is concluded and unless the box had not been checked in the previous screenshot, the section related to the selection of the merchandise groups can be accessed in order to begin the scouting/qualification procedure.

In addition a confirmation e-mail is sent to the address stated during the Portal registration.
The user is redirected to the “MyHome” dashboard, where only the “Company Info” section is compiled (in case of first registration).
3. Scouting/qualification

3.1 Merchandise Group selection

For a company, in order to be considered finally registered and access the services available in the section MyHome, it is necessary to complete successfully a Scouting/Qualification procedure on at least one Merchandise Group.

In case of first registration, the page to select the Merchandise Group will appear automatically (see below).

If instead the company is already registered, and wants to create a Scouting/Qualification procedure for a new merchandise group, it will just have to click on “Start new request” in the Scouting/Qualification section in MyHome.

The Scouting/Qualification begins by selecting the Merchandise Group of interest, by consulting the Complete List or by using the search form.
In the “Search Result” form, click on the Merchandise Group Code to visualize detailed information.

Select the Company of the Enel Group for which you are interested to complete the expected registration route (scouting or qualification).

Depending on your choice, it will start a process of Local qualification or Scouting. Minimum requirements for qualification / scouting change depending on the company that has been chosen.
If the Merchandise Group selected is of international interest (Global), that is considered strategic at a world level and shared by all the Global Procurement units of Enel, in some cases it will be possible to choose whether or not to continue the Global qualification route, valid for all the companies of the Enel group, or choose the scouting route, limited only to one company.

In case of activation of a Qualification / Scouting for a company not related to Endesa, it will be necessary to choose if activate the application as a single company, TCG or Consortium. Click on "Active Request" button to activate the request, click "Come Back" to return to the selection screen of the Merchandise Group.

In case of dual path normally proceed with the activation of the request: only at a later time you will be prompted to choose whether to take the path of Scouting, or Qualification.
In the case of Merchandise Group of International Interest (Global), the application for qualification involves the choice of the Enel Group company in which the supplier wants to work. When prompted, select the Countries of your interest, considering what is stated in technical requisite viewed during the Merchandise Group selection.
3.2 Request activation

The Scouting is a phase of the qualification route mandatory for all of the Merchandise Groups; the Qualification instead is required only for some of them.

In the Scouting some informative forms have to be filled out concerning the prevailing activities of the company, the references of previous works or supplies for Enel or for a third party and the eventual certifications obtained from other Boards.

In the Qualification, additional forms have to be filled out and further information must be provided (even in the form of attached documentation)

Enel’s personnel in charge, after a careful evaluation of the information supplied by the company, will express itself on the suitability.

If the Scouting/Qualification request has a positive outcome, this constitutes the entrance into the list of suppliers which grants the right of being called for Enel’s tenders.

The number of forms of the Scouting/Qualification questionnaire vary according to certain variables, such as single company, Consortium or a TCG, or a Scouting only Merchandise Group, or a Qualification only Merchandise Group, a Merchandise Group where both Scouting as well as Qualification routes are possible.

Before start filling the questionnaire, it’s necessary to accept the processing of the Data.

The percentage of progress allows you to assess the state of completion of the questionnaire.

The legend highlights how it is possible to have immediate visibility of the status of completed forms: the forms to be complete are characterized by a red rectangle, which turns green for forms completed.
In the “Contact” form all the data about the physical person who will be considered the person of reference for the company for the Scouting/Qualification request have to be entered. You can enter a new contact or leave one linked to the user (the default option). Click on “Save” and then click “Forward”.

The “References” form must be filled out with the list of the works/suppliers executed by the company for Enel or for third parties during the last three years and including, optionally, also the yearly turnover for the selected Merchandise Group. Click on “Add new” to enter a new reference.
You must enter at least one reference to be able to go ahead with the completion of the questionnaire. It is also possible to delete a reference, but to do so it is necessary to have inserted at least another one. Click on “Save” and then on “Forward”.
The **Certifications** form informs which certifications are possessed by the supplier and, if so, which ones. The official documents attesting the certifications possessed must be uploaded into the request as well in electronic format (PDF, JPG, PNG):
The Consortia/TCG form is present only in case you have chosen to begin the process of scouting/qualification as an agent of TCG or Head of Consortium (for more detailed information about this form go to the section: 7. Portal Registration for Complex Suppliers).
Sustainability Survey

Enel believes in involving its suppliers in achieving its sustainability objectives, to create shared value.

Enel’s success as a global energy company is based on investing in renewable energy sources and constantly improving the aspects of its business that have an environment and social impact.

Overall, we promote a circular use of resources that combines economic growth with social progress, in the interest of local communities.

The performance of our suppliers, in addition to guarantee the highest quality standards, should also include the use of ever-conscious practices to respect human rights and labour conditions, health and safety at work, together with an environment and ethical responsibilities.

The new sustainability survey, created in order to verify the compliance of Enel’s suppliers with the principles and the practices described above, is structured into three parts, featuring questions related to the safety in the working environment, the adherence to the environmental safety principles and the observation of the norms related to the human rights.

The questionnaire is optional for all the companies, except for those who want to qualify or are currently qualified, for which is mandatory instead.

The questionnaire is an integral part of each new Qualification request, and to start it, if you do not need to create a new request, you just have to click on the proper button in the section Scouting/Qualification in myHome:
The first form to complete is about the **human rights**. After a series of general questions (average age of the employees, percentage of women in the company, etc.), which expect a numerical answer:

### 1. General Data

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average no. of employees *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employees’ average age *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Working hours per year *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of permanent contracts *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of fixed-term contract *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Average seniority Company’s employees (years) *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of women *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of employees of foreign nationality *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of employees with disabilities *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% Of employees categorized in a Collective Labour Agreement *</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

List of Countries where the Company operates (registered offices, operating offices, partnerships, ....) *

notes
Then there are some more specific questions, generally related to policies/programs/actions of the company towards employees and suppliers, which require an answer to select from the scroll down menu:

### 2. Human rights

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the company have its own Code of Ethics / Code of Conduct? *</td>
<td></td>
</tr>
<tr>
<td>2. If it does: is there an internal body that ensures compliance with said Code? *</td>
<td></td>
</tr>
<tr>
<td>3. Are the company’s ethical/social management systems certified (e.g. Social Accountability 8000. Certified B-Corporation)? *</td>
<td></td>
</tr>
<tr>
<td>4. Is the company a certified DIVERSE BUSINESS Enterprise? (follow MicroHelp suggestion) *</td>
<td></td>
</tr>
<tr>
<td>5. Has the company been reported, charged or sanctioned for the violation of Human Rights or Anti-corruption Laws over the past 5 years, or is the company currently facing any legal proceedings to that effect? *</td>
<td></td>
</tr>
<tr>
<td>6. Does the company have an external communications strategy for its sustainability policies? *</td>
<td></td>
</tr>
<tr>
<td>7. Does the company measure employee satisfaction levels while they are working? *</td>
<td></td>
</tr>
<tr>
<td>8. Has the company enacted policies/programs/actions to help employees reconcile personal and professional life (beyond what is required by applicable laws)? *</td>
<td></td>
</tr>
<tr>
<td>9. Has the company enacted policies/programs/actions to protect employees from all forms of discrimination both in hiring and at work (e.g. against women, ethnic groups, disabled persons, etc.) *</td>
<td></td>
</tr>
<tr>
<td>10. Has the company enacted policies/programs/actions to protect workers from workplace harassment (physical, verbal, sexual or psychological, abuses or threats) by preventing, raising awareness, providing ways to report harassment? *</td>
<td></td>
</tr>
<tr>
<td>11. Has the company enacted policies/programs/actions to protect employee privacy, informing employees about the use of personal information and about how the workplace, and the work being done, are monitored (video, audio, etc.)? *</td>
<td></td>
</tr>
<tr>
<td>12. Does the company recognize workers’ rights to free association and collective bargaining? *</td>
<td></td>
</tr>
<tr>
<td>13. Does the company have work contracts with people under age 18? *</td>
<td></td>
</tr>
<tr>
<td>14. Has the company enacted policies/programs/actions to fight the exploitation of child labour, forced labour and/or to promote programs helping with the development of employees under the age of 18 (if applicable laws allow them to be employed)? *</td>
<td></td>
</tr>
</tbody>
</table>
In all three forms of the questionnaire (Human Rights, Environment, Safety), when the value “YES” is selected from the menu, you are often required to upload a document, to do so you have to click on the proper icon:

At the end of each completion, each form of the questionnaire must be saved in order to be allowed to proceed with the next form:

The Environment form features numerical as well as scroll down menu answers. According to the answer, it might be necessary to upload documents. Just like the previous form, it is possible to upload the required documentation by clicking on the proper icon:
The **Safety** form, besides some numerical data, features the upload of a series of documents by the supplier. In one case, question number 9, it is necessary to download and upload a document to fill out:

![Safety form](image)

Clicking then for the last time on “Save”, the Sustainability Questionnaire is complete and you can proceed with the next form, the one related to the Documentation:
Finally in the Documentation form, it is possible to upload documents deemed useful for Enel for the evaluation of the request. For some MG will instead be mandatorily required to enter the General / Technical attachment.

If you have selected a Merchandise Group of Scouting (or, in case of mixed Scouting / Qualification group, and the Scouting process has been chosen), the questionnaire ends here.
A message confirming the successful sending of the request completes the registration.

Entering MyHome, the supplier will be able to:

- View the information entered into the questionnaire, clicking on “View questionnaire”;
- Modify the contact associated to the Scouting/Qualification request, by choosing the option “Contact Changing” from the “General Request” menu;
- In case of Qualification Process, complete the expected questionnaire;
- Extend the Scouting request for that MG to another country (nation), choosing the option “Company Qualification Extension” from the “General Request” menu in the Scouting/Qualification section in myHome.

This option is available for both the Scouting and the Qualification requests, but only when the status of the request allows it (Registered, “RFQ Sent” and the following ones).
After selecting "Company Qualification Extension", and clicking on "Start new request" the following form opens, where you can select the companies over which address the extension of the application for Scouting / Qualification.

It is necessary to recompile the sheets of the questionnaire expected for the localisation selected, even though some fields will be automatically filled with what was entered in the previous request for Scouting / Qualification.

- N.B. in case of activation of a Qualification / Scouting for Spain, Portugal or Latin America and if the Qualification path has been chosen, an invitation to complete the qualification process into the Repro system will be displayed by clicking on the proper link.

Request sent successfully!

The request was sent to the competent office. Following the analysis of the data provided, you will receive soon a communication by Enel. In order to continue with the Qualification process for this MG it is necessary to go into the REPRO system and complete the Questionnaire by clicking HERE.
If instead the merchandise group features the Scouting route as well as the Qualification one, it’s necessary to choose the desired route before sending the questionnaire:

Choosing “Qualification”, or in case of a merchandise group active only for Qualification, after a positive evaluation of the data provided and of the documents uploaded in the questionnaire, the supplier is informed of the approval through an e-mail containing an invitation to continue with the “Qualification Contribution” form.

N.B. This form will be present only if specifically expected in the qualification notice published in the Official Journal of the European Union:

Accessing myHome the supplier can now continue with the second part of the questionnaire by clicking on “Proceed with Money Transfer” (if the money transfer is not expected there will be written “Complete Questionnaire”)

---

**Follow the path**

**Registration / Qualification**

<table>
<thead>
<tr>
<th>Unique Company Code (UCC)</th>
<th>Company name</th>
<th>RFQ activated as</th>
</tr>
</thead>
<tbody>
<tr>
<td>362398</td>
<td>Super Elite s.r.l.</td>
<td>Single</td>
</tr>
</tbody>
</table>

**Questionnaire completed!**

For this Merchandise Group it is expected the possibility by the supplier to choose whether to proceed with the qualification process or limit itself to the presentation of the Company.

In the first case, you have to select Qualification and wait for the communication by email by Enel, carrying the invitation to go back to the online qualification procedure to complete the procedure. At the end of the qualification process, the outcome of the evaluation will be communicated which in case of fitness will allow the supplier to be placed in the list of Enel's qualified companies.

In the second case, you have to select Scouting to supply useful data in order to present the company to Enel.

- Qualification
- Scouting

**Legend**

- Form completed
- Form to be completed
- Optional form

**Send the Questionnaire**
So that the "Qualification Contribution" form (or "Bank Transfer" form) to be filled out will appear:

Therefore, only when expected, the supplier will have to make a payment for the amount of:

- 1500 euros + VAT, in case of first qualification or in case of mandatary of TCG or Head of Consortium
- 1000 euros + VAT, from the second qualification onwards or in case of Assigner of a TCG or Associate of a Consortium

In the Payment form the receipt of the payment has to be uploaded in electronic format (PDF or JPG) and the traceability information about the payment (CRO or TRN).
The “Operational Units” form lists the operational departments and their features and must be completed with at least one office:

As first operational department, the system will show the address provided during the registration phase as legal address. If this is the only office, it will be enough to select the establishment type (commercial, productive) and specify the activity carried out:

The office will be added to the list. In case of more than one office to be entered click on “Add New”, otherwise click on “Forward” to move to the next step of the questionnaire.
In the “Technical Economic Data” form it is necessary to select the bookkeeping document of reference, the month of balance closure and the year of the last balance sheet. For last balance sheet year we intend the balance closed in any of the dates listed in the field. For example, for the 2013 balance we intend the balance closed on December 31 2013, but also the balance closed on a different date (March 31 2013, June 30 2013, September 30 2013):

For each year some dimensional information has to be entered as well as percentage of all location of the revenue per client for the last three years (only if the company is more than three years old, otherwise only the data regarding the company activity since the creation):

Now click on “Save”.
Finally, it is necessary to enter the allocation of the revenue related to the merchandise group of the request (in absolute values), related to the same period:

The total amount of the revenues declared for each merchandise group must not exceed in any case the total yearly revenue declared.

Clicking on “Forward” the data will be saved and the supplier can proceed to the next form.

**WARNING:** the information related to the document and to the balance closure period will not be editable anymore once they are saved, for this reason the system allows one last chance of modifying them:

Once the OK is given the data can not be modified anymore.
In the last form, the “Documentation” one, all the information required for the request has to be uploaded:

In some cases Enel will provide the blank document to download, fill, and upload.

The required documents are those marked with a yellow triangular icon.

All the required documents have to be uploaded where there is the template (file to download and upload), by saving first the file on the PC and uploading it once it has been filled out; the positive outcome of the operation will be confirmed by the presence of the check sign:

The magnifying glass instead allows the uploaded document to be viewed.
Having uploaded all the required documents, the supplier has finished and can send now the questionnaire for the approval:

Now there is only to wait for the evaluation by Enel:
4. Master user definition

4.1 Accept the eProcurement rules and define the Master User

In order to use the services offered by the Purchasing Portal is necessary, during the registration, to accept the E-Procurement rules.

The acceptance form can be found in the "Master User" section of MyHome. The user has to mark the two check-boxes with which declare to have read and accepted the E-Procurement terms.

![Acceptance form](image)

The E-Procurement rules must be accepted by the Master User representing the company for which is registering.

**The Master User** is a service manager. That is a user who must manage the use of the eProcurement services of all the users (including itself) "linked" to the Registry form.

**Note**

Once logged in it is possible to manage:

a) its own profile;
b) access the Master function (link viewable only by the Master);
c) access the function Registry Management (link viewable only upon authorisation).

A confirmation e-mail will be sent confirming the success of the registration.

Once received the confirmation of the master user definition and after having passed the scouting procedure or the part of the qualification, the user will be automatically promoted to the tender system. If during the Scouting/Qualification procedure, a company of the Endesa group has been selected, then it will be also possible to be enabled to the SAGA system.

The acceptance of the E-Procurement Rules must be done only once unless the master user needs to be changed.
4.2 Master User Change

You can change the Master user associated to the Registry Data of the company.

The change can be made only by the “current” Master User through the appropriate link in the section “Master User” of myHome.

The newly appointed user will receive an invitation in order to accept the eProcurement rules (see sect. 4.1).

Following the acceptance of the rules, the new user will be enabled to the Master Functions, which will be taken away from the old user.
5. Definition of new users

Whenever the responsibilities regarding the various services of the Purchasing portal need to be diversified (for example the management of the registry data, the access to the online tenders or the access to the qualification) it is possible to add an indefinite number of Users.

To add a new user it is necessary to make a new registration choosing a new user id and a new password to identify it univocally.

The proposal of “link” with the company registry is presented by the system every time a new user is added.

Once created the new user, when filling the Registry Data form, in case the VAT is already present into the Enel database, it’s necessary to select the company from the list that is automatically shown.

First of all the company has to be selected and then “Forward” has to be clicked on.
Once the company has been selected, the main data of the Registry Form will be viewed, and the user has to confirm the correspondence with the proposed registry. Click on “Send Master Data”.

A confirmation message is viewed and the user is sent back to the section of the portal where the registry data of its own company are present.

In addition, a confirmation e-mail is sent to the address of the Master contact of the company informing that a new user has registered in the Global Purchasing Portal using the company fiscal data.

The new user does not have any services yet. It will be up to the Master user to grant him the services available in myHome.

Following the “addition” procedure every company will be able to create and manage different users, all “linked” to its own Registry Form.

**Note**

After having registered the User, the Portal checks the company’s fiscal data, and if it finds that the same registry form has been inserted previously, it proposes it to the user. At this point the correspondence between the proposed registry form and the one found in the portal must be verified and if positive “Select” must be clicked on. In case the Registry Form proposed by the system is not the one of the user’s company, it is necessary to click on the button “Return to registration” available in the “Add user to registry” window to verify if the inserted data are correct and, if necessary, to modify them.
6. eProcurement services management

6.1 Services management

To grant a User to a service, the Master must access the function Service Management.

Authorising a User to a service means giving the permission to access that service.

To access the service management, from MyHome the Master User has to click on the “Master Function” button.

Note

The most important eProcurement services are:

- Scouting/Qualification, to manage online the qualification procedure;
- Online Tenders, to participate to the tenders called by Enel;
- Registry Management, to modify the registry data of its own company;
- Web EDI, to send commercial invoices in the electronic format.

If during the selection process of the company during the Scouting/Qualification procedure, a company of the Endesa group has been chosen, then it will also be possible to request the service:

- SAGA, for the invoicing, the management of the contracts and the participation to the tenders called by Endesa, the access to the Collabora system.
In the window “Users List”, the Master can view all the Users belonging to the Registry Form. From this window the Master can manage all the users services clicking on the icon “Services Authorisation”, or modify their data clicking on the icon “Mod data”.

In the form “Services Management” can be selected all the services on which you want to enable the user. Mark the “Authorise” check-box and save. Form some authorizations (SAGA, Web-EDI, Online Tenders) it will be necessary to complete some additional operations.
6.2 Services with additional options (Tenders, SAGA, Web-EDI)

6.2.1 Authorisation to the Tender service

It’s possible to enable a User to the Tender Service selecting the related services from the list. The Master User has to select the Merchandise Group that wants to associate to the user, and click on “Add”. The MG will be moved on the right column. Click on “Save” to confirm the selection.

If the procedure has been done successfully, the system will insert the service Online Tenders in the list “Services List” in correspondence of the user.

Once authorised to access the tender through the online tender system, you can click on either “Enter the Tender” or directly on the tender code located in the tender list of the tender section in the myHome dashboard.

Note

In the section where the Online Tenders service is given, the chart on the left includes shows only the Merchandise Groups for which the Supplier has passed successfully the Scouting/qualification procedure.

In other words, the Master can authorise only one User for a specific Merchandise Group, if, and only if, the Scouting/Qualification procedure has been passed successfully.

The Master user can give the “Online Tenders” service to a user but it can’t remove it once given. To do it it will have to send an explicit request for it via email to the address: procurement.enel@enel.com

In case of a tender invitation:

Attention: the SAGA system and the Online Tenders service are two different and independent systems. In order to know which one of the two to use, the invitation email is to be considered.
6.2.2 SAGA Service

The authorisation to SAGA is possible only for those suppliers which, during the selection phase of the company of the Enel group of interest, have chosen Endesa (Spain and Portugal).

Clicking on “Add” it is possible to specify which functions of the SAGA system (tenders, invoicing, contract management) are wanted.

Once completed the authorisation request and specified the modalities, it is necessary to wait for the appropriate office to accept the request.

Once the service has been given, to access the SAGA system all there is to do is to click on the button “Access” in the section of the myHome dashboard dedicated to SAGA.
6.2.3 The Web-EDI Service

Web-EDI is the service for the Exchange of electronic documents between ENEL and its suppliers, especially for the invoices. Clicking on “Add”, the wanted profiled must be selected, for the invoicing for example, it is necessary to select: “Administrative”

Note

The Web-EDI invoicing system and its correspondent in SAGA are different and independent: Web-EDI deals with the invoicing for the companies of the Enel group BUT NOT with those related to Endesa, for which the SAGA system is used.
6.3 Registry Management

In case of change to the registry and fiscal data of the Supplier, it is necessary to modify them using the "Modify company info" function present on the "Company Info" section in myHome.

The "Modify company info" function will be visualized only after the acceptance of the eProcurement Rules by the supplier.

Changes to the Registry can be performed only by the User identified as the “Manager of the registry data”, that has been chosen by the Master User and that is in charge to propose changes to the registry and to the fiscal data previously entered.

The Registry Manager makes only “change proposals”, since to make them effective is necessary the approval and validation by Enel.

In case the change proposal are originated from a company event (i.e. Company branch cession, fusion, etc.) it is mandatory to specify the type of event and provide the related documentation.

Clicking on the “Modify company info” button, it will open the mask “Registry update proposal” in which there are four sections: Registry Data, Offices, Additional Information and Attachment AU. Depending on the “Reason” of the update proposal, the user will be enabled to access to the different sections and to change information which concern them.

The user proceeds to make the desired changes, which must of course be consistent with the chosen reasons for the registry update.
After specifying the reasons and entered the desired changes, in the "Attachments AU" section is required to upload all the documents to support the change proposal.

The required documents depend on the reason for the update proposal that has been set in the previous section ( Registry data).
As soon as a document is uploaded, the “Upload” button is replaced by three icons: the first allows to open the file has been uploaded, the second allows to replace it and the third to eliminate it.

To save the information entered so far, click on “Save”. If all the required documents are not available, it’s always possible to complete the document upload in a later time.

Once uploaded all the required documents, it is necessary to click on “Confirm” in order to complete the changing proposal. From this point, it’s not possible to propose new changes until the previous request has been approved or declined by Enel.

While waiting for the approval of the changing request, the “Modify company info” button in the "Company Info" section of myHome is replaced by the “See company info” button with which it is possible to access to the contents of the changing request in read-only mode.

The eventual acceptance of the proposed of modification will be communicated by email to the contact (or user) who made the request.

When the request will be approved or rejected by Enel, the "Modify company info" button will appear again in the "Company info" section.
7. Portal registration for complex suppliers

7.1 Consortia and Temporary Company Group (TCG)

This part is for the Consortia and for the Temporary Company Groups (TCG). Before starting, it is advisable to consult the first part, where the basic functionalities of the Portal are illustrated.

To create in the Global Portal a Consortium or a Temporary Company Group, it is necessary that all the companies belonging to it are already correctly registered.

The registration procedure is similar to the one for the simple supplier.

7.2 Principal of a Consortium/Temporary Company Group (TCG)

The principal must:

- Create its own User;
- Fill the Supplier Registry Form
- Accept the E-Procurement Rules
- Activate a scouting/qualification procedure for a MG, as "Consortium" or "Mandatory of TCG"
During the Scouting/Qualification procedure, the user has to fill the **Consortia/TCG** form.

First of all you need to upload the association act, and add the TCG composition with "Add New". At this stage you can also choose to exclude from qualifying one of the companies belonging to the consortium or TCG.

For each of the company that compose the TCG, complete the required data, check if the VAT Number of the company to be added is already registered in the Purchasing Portal and click on “Save”. Then click on “Send Email” to alert the company of the TCG composition.

In this phase you can also decide to exclude from the qualification one or more of the components of the Consortium or the TCG (Company is included in the TCG -> Y/N).

Finally, click again on “Save”.
7.3 Associate of Consortium/Temporary Company Group (TCG)

**Note**
It is possible for the supplier to assume the role of Associate or of Agent even if it is already registered in the Portal as single supplier.

To complete correctly the registration of a Consortium or a TCG, the Associates must first of all (if they have not done it already) register as a supplier in the Purchasing Portal, paying attention NOT TO START ANY SCOUTING/QUALIFICATION PROCESS.

Once registered, click on the link contained in the email sent by the Mandatary or Head of Group and follow the scouting/qualification route assigned.

7.4 Further fulfillments for the Mandatary

Only in case of TCG, following the approval of the scouting/qualification process by ENEL’s competent office, the system will create automatically a news user name and a new password which will identify the newly created Temporary Company Group and will transmit them to the Mandatary by e-mail.

The Mandatary company then will have to use the credentials received to access the system and accept the E-Procurement rules.

The new credentials eventually will have to be used ONLY to participate in the tenders where the TCG has been invited.
Summary

New Supplier
The Purchasing Portal allows the Supplier to manage its own registry data and to access various services. To use these eProcurement services it’s required to:

» Access the Portal and type user name and password or, if not registered yet, insert the personal registry data and create the access keys;
» Complete the Registry Form;
» Complete the “Scouting/Qualification” procedure in order to be included in Supplier Roll and be enabled to participate in Enel tender.

Notice that it’s mandatory to pass successfully the Scouting/Qualification” procedure. At the end of the registration procedure, it’s necessary to define the “Master User” and accept the eProcurement rules.

Existing Supplier
It is possible to create more Users for the same company. Every new User of a Supplier already registered in the Portal has to register and associate itself with the existing Registry Form that the system will propose automatically, which will appear already automatically completed with the company data.

The supplier will be able to access the eProcurement services only after having accepted the E-Procurement Rules, one of the users has been defined as Master, the Scouting/Qualification procedure has been executed and Enel has given a positive judgment in relation to the Merchandise Group scouting procedure.

Representative
It is possible that more Suppliers can be managed by a unique Representative. If the Representative of various Suppliers would like to register itself in the Portal and manage more than one company, it will have to make as many registrations and then create as many Users as the companies represented. This because every User with its own access keys can be associated only to one Registry Form.

After registering itself, to be authorised to the eProcurement services, the Representative must be defined as “Master” from the companies represented or make a request directly to the Master of each company for the authorisation for the single eProcurement services.

If the Representative is already registered, you must contact the Enel Help Desk that will help it to perform all the operations.

TCG
The TCG Mandatory has to:

1. Login;
2. Create the Scouting/Qualification request stating who are the companies part of the TCG (who will have to be previously registered in the Purchasing Portal);
3. Select “Send questionnaire” to send the request for Scouting/Qualificazione for approval

Info
For any problem or clarification, please refer to the contact section of the Portal.