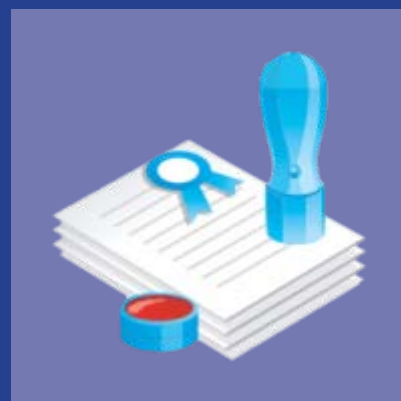


Purchasing Portal Guide



L'ENERGIA CHE TI ASCOLTA.

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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 guarantying 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

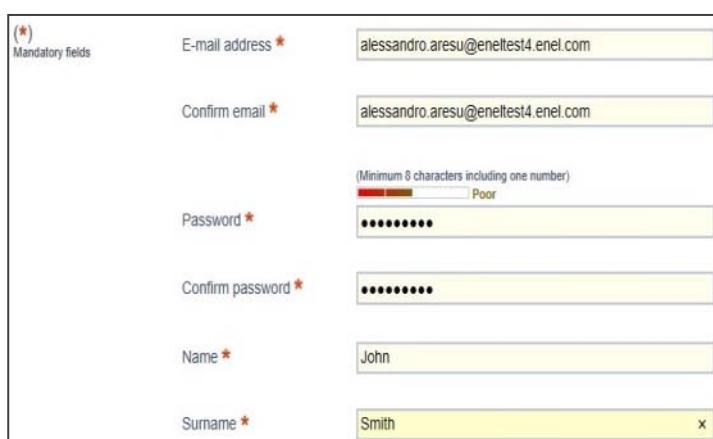
2.1 User Creation

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 “**Become supplier**” in the “MyEnel” login box located on the right of the homepage.



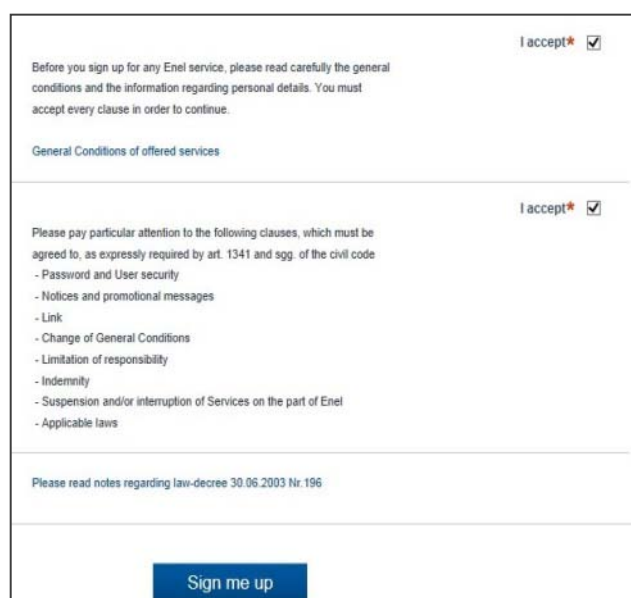
The image shows the 'MyEnel' login interface. It features a text input field for the username, a password input field, and a blue 'Sign in >>' button. Below the password field, there are two links: 'Become supplier' (highlighted with a red rectangle) and 'Recover your data'.



The image shows a registration form with the following fields: 'E-mail address' (filled with 'alessandro.aresu@eneltest4.enel.com'), 'Confirm email' (filled with 'alessandro.aresu@eneltest4.enel.com'), 'Password' (with a strength indicator showing 'Poor'), 'Confirm password', 'Name' (filled with 'John'), and 'Surname' (filled with 'Smith'). A red asterisk (*) indicates mandatory fields.

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 image shows a page for accepting terms and conditions. It includes a checkbox for 'I accept' (checked), a section for 'General Conditions of offered services' with a list of clauses (Password and User security, Notices and promotional messages, Link, Change of General Conditions, Limitation of responsibility, Indemnity, Suspension and/or interruption of Services on the part of Enel, Applicable laws), and a section for 'Please read notes regarding law-decree 30.06.2003 Nr. 196'. A blue 'Sign me up' button is at the bottom.

Register into MyEnel
You can use a large amount of on line services: check your bill and you consumption or subscribe to the newsletter to keep updated on company news

Confirm registration Back

Summary data entered:

E-mail address(username) **alessandro.aresu@eneltest5.enel.com**

Name **John**

Surname **Smith**


Summary of services to which you are subscribed

Anagrafica Fornitori

Company Records introduction service

Enel Portal

With a simple subscription it is possible to: Receive an Ultimeenel newsletter with updated company news, Download backgrounds and screensavers with some of the most images in Enel's archive, Access Enelikon, a website dedicated to Enel's audiovisual heritage, Send e-cards to friends.

 **Check your inbox!**
Shortly you will receive confirmation by email, click on the link in order to validate.
If your mail server does not allow you to click on the link, copy and paste the entire link onto the navigation bar of your browser

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
<https://my.enel.comcoll/en-GB/free/FirstLogin.ashx?id=2f4301c1-ce7e-43ae-b2cf-2b4728523bd7&returnpath=https://qpmvhome.enel.comcoll/lang-all-static/MyHome.aspx?langReq=en-GB>

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
Click 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 Ultimeenel 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).

The screenshot shows the 'User Data' form in the Enel purchasing portal. The form is titled 'User Data' and includes a sidebar with navigation links: 'User Data', 'Registry Data', 'Offices', 'Additional Information', and 'Summary Page'. The main form area contains fields for 'Portal UserID' (alessandro.aresu@eneltest5.enel.com), 'Name' (John), 'Surname' (Smith), 'Email *' (alessandro.aresu@enel.com), 'Email PEC', 'Telephone *' (003962382033), 'Mobile phone', and 'Fax *' (003962382033). A note at the top right states 'The fields marked with * are required'. At the bottom, there are 'BACK' and 'FORWARD' buttons.

- 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:

The screenshot shows the 'Registry data' form in the Enel purchasing portal. The form is titled 'Registry data' and includes a sidebar with navigation links: 'User Data', 'Registry Data', 'Offices', 'Additional Information', and 'Summary Page'. The main form area contains fields for 'Company name/ Denomination *' (Colombian Supplier), 'Country *' (COLOMBIA), 'Legal form *' (Public limited company), 'N.I.T *' (1234567890), 'Italian VAT number', and a list of documents to be uploaded: 'Document Bank certification', 'Document Cámara y Comercio', 'Document Electronic Certification Register (Certicámara)', 'Document Photocopy of Legal Representative's identification', and 'Document Tax id number'. Each document has an 'Upload' button. A red box highlights the 'Upload' buttons, and a red arrow points to them. At the bottom, there are 'BACK' and 'FORWARD' buttons.

- 3) In the third section, it will have to proceed by entering the data related to the legal office

The screenshot shows the 'Legal address' form in the Enel purchasing portal. The left sidebar contains a menu with 'User Data', 'Registry Data', 'Offices' (highlighted), 'Additional Information', and 'Summary Page'. The main form area has a title 'Legal address' and a note 'The fields marked with * are required'. The form fields are: Country * (dropdown: UNITED KINGDOM), Province ^ (dropdown: Bristol), Postal Code ^ (text: 1000 300), Town * (text: bristol), Address (Street)* (text: King Road), Number * (text: 53), Telephone * (text: 0778934456), Fax * (text: 0778934456), Website (empty), Email * (text: alessandro.aresu@enel.com), Email PEC (empty), and Post Office Box (empty). At the bottom are 'BACK' and 'FORWARD' buttons.

If the VAT Code is already present into 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.

The screenshot shows the 'Registry: List registries with the same VAT' screen. The left sidebar has 'User Data', 'Registry Data' (highlighted), and 'Summary Page'. The main area has a title 'Registry: List registries with the same VAT' and a sub-title 'Select a registry to associate with'. Below is a table with one row of data:

Sel	Company name	VAT Number	Fiscal Code	Country	Supplier type
<input checked="" type="radio"/>	Test Company	999999999		GB	Single

At the bottom are 'BACK' and 'FORWARD' buttons.

It is possible to add other registered offices, by clicking on the button "Add new". Then click on "Forward" to proceed with the registration.

The screenshot shows the 'Form: Offices' screen. The left sidebar has 'User Data', 'Registry Data', 'Offices' (highlighted), 'Additional Information', and 'Summary Page'. The main area has a title 'Form: Offices' and an 'Add new' button. Below is a table with one row of data:

Office type	Address
Registered Office	King Road - 53 - bristol

At the bottom are 'BACK' and 'FORWARD' buttons.

- 4) The “**Additional Information**” section allows to provide dimensional data related to the company.

The screenshot shows the 'Additional Information' form. On the left is a sidebar with navigation links: 'User Data', 'Registry Data', 'Offices', 'Additional Information' (highlighted), and 'Summary Page'. The main form area has a title 'Other information' and a note 'The fields marked with * are required'. It contains several input fields: 'Qualification Certifications obtained with other companies' (a large text area), 'Local Currency *' (a dropdown menu set to 'Pound Sterling'), 'Social capital' (a text field), 'Constitution Date (mm-dd-yyyy) *' (a text field set to '02-02-1999'), and 'Payment Email' (a text field). Below this is a section titled 'Supplier type' with a list of checkboxes: 'Producer' (unchecked), 'Commercial distributor/ Commercial agent' (unchecked), 'Contractor' (unchecked), 'Services' (checked), and 'Training Center' (unchecked). At the bottom of this section is a 'Warning!' box with text: 'If you are registering purely to issue invoices with the Web-EDI service, or if you are replying to an invitation as an associate of the Consortium or principal of a temporary business group, check the following box.' followed by an unchecked checkbox. At the very bottom are 'BACK' and 'FORWARD' buttons.

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.

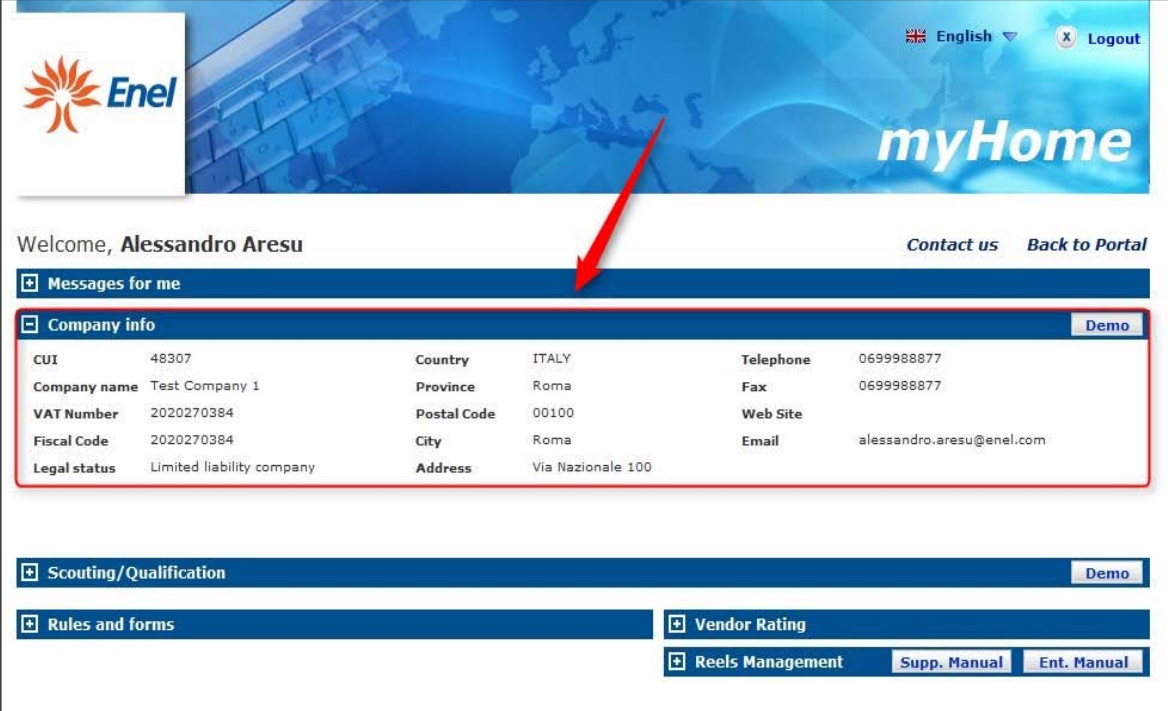
- 5) The last section summarizes the main information entered in the previous steps.

The screenshot shows the 'Summary Page' form. The sidebar on the left has the same navigation links as the previous form, with 'Summary Page' highlighted. The main form area has a title 'Summary Page' and the same note 'The fields marked with * are required'. It is divided into three sections: 'User Data' with fields for 'Portal UserID' (filled with 'alessandro.aresu@eneltest5.enel.com'), 'Name' (filled with 'John'), and 'Surname' (filled with 'Smith'); 'Legal address' with a field for 'Address' (filled with 'UNITED KINGDOM Bristol Bristol King Road 53'); and 'Registry data' with fields for 'Company name' (filled with 'Test Company') and 'Vat Code' (filled with '899899899'). At the bottom are 'BACK' and 'SEND MASTER DATA' buttons.

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).



Enel myHome

Welcome, **Alessandro Aresu** [Contact us](#) [Back to Portal](#)

Messages for me

Company info [Demo](#)

CUI	48307	Country	ITALY	Telephone	0699988877
Company name	Test Company 1	Province	Roma	Fax	0699988877
VAT Number	2020270384	Postal Code	00100	Web Site	
Fiscal Code	2020270384	City	Roma	Email	alessandro.aresu@enel.com
Legal status	Limited liability company	Address	Via Nazionale 100		

Scouting/Qualification [Demo](#)

Rules and forms **Vendor Rating**

Reels Management [Supp. Manual](#) [Ent. Manual](#)

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).

Merchandise Group

You are Merchandise Groups > Search form in:

Merchandise Groups

Congratulations, you have completed the company data. Now we would like to know more about your business and for this reason we ask you to select the Merchandise Group that better represents you. Please select the Merchandise Group of your interest, by using the following selection filter:

Search for a Merchandise Group

Select a Merchandise Group browsing the tree **COMPLETE LIST**

Merchandise Group Description

UNSPSC Code

Merchandise Group Type

Merchandise Group

SEARCH

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.

Action	Request type	Merch. group	Req. State	Int Class	Expiration Date	Req. ID	Manager	General Requests
Complete questionnaire	Single	FMGE29 RU_NR	In progress			301297	perl...	<input type="text" value="Choose"/>
Complete questionnaire	Single	FMGE18 RU_NR	Candidate			301299	perl...	<input type="text" value="Choose"/>
Complete questionnaire	Mandatory of TCG	FMGE19 RU_NR	Candidate			301298	perl...	<input type="text" value="Choose"/>

Start new request

The Scouting/Qualification begins by selecting the Merchandise Group of interest, by consulting the Complete List or by using the search form.

Search for a Merchandise Group

Select a Merchandise Group browsing the tree **COMPLETE LIST**

Merchandise Group Description

UNSPSC Code

Merchandise Group Type

Merchandise Group

SEARCH

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).

Search results

Merchandise Groups		
MG Code	Merchandise Group Type	Description
FECA07	Supplies	Normal thermoplastic LV cables

1/1

Merchandise Groups

Hereafter some detailed information about the selected merchandise group is provided.

Merchandise Group Detail

Merchandise Group Code	FECA07
Denomination	Normal thermoplastic LV cables
UNSPSC Code	26121600
Description	Supply of fire retardant LV cables insulated with PVC in the types: single pole without shielding with rated voltage Uo/U equal to 450/750V, single pole and multi pole with or without shielding with rated voltage Uo/U equal to 0.6/1 kV and in couples, triples and quads with shielding with rated voltage Uo/U equal to 0.6/1 kV

Select, in the following chart, the company of the Enel group you are interested in. For each one the expected registration route (scouting or qualification) is shown. If you are not interested in following any of the expected processes, you will be able to complete the request later

Select	Company	Local qualification	Scouting
<input type="radio"/>	Endesa Argentina (Costanera - Edesur)		✓
<input type="radio"/>	Endesa Brasile (Ampla, Coelce)		✓
<input type="radio"/>	Endesa Chile, Chilectra		✓
<input type="radio"/>	Endesa Colombia (Emgesa, Codensa, Cundinamarca)		✓
<input type="radio"/>	Endesa Peru (Edegel, Edelnor)	✓	
<input type="radio"/>	Endesa Spain	✓	
<input checked="" type="radio"/>	Enel Green Power		✓
<input type="radio"/>	Enel Italy		✓
<input type="radio"/>	Enel OGK-5 - Russia	✓	
<input type="radio"/>	Enel Romania		✓
<input type="radio"/>	Slovenske Elektrarne - Slovakia		✓

Merchandise Group active for scouting

SQ model required	UNI EN ISO 9001
Minimum turnover required for the merchandise group (€)	150000
Technical Requirements	View document

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.

N.B. In case of International merchandise groups, that is those groups present with the same features in all the companies of the group, this screenshot of selection is not shown.

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.

Activate a request

If you are interested in creating a request for this MG, select how to activate it.

Request to activate as

Select a value
Mandatory of TCG
Single

ACTIVE REQUEST **COME BACK**

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 case of **activation of a Qualification / Scouting for an Endesa company** you must specify if you are registering only to manage purchasing orders or to access the "Collabora" system (click "No"), or if you are interested also to take part in Tenders (click "Yes").



Select, in the following chart, the company of the Enel group you are interested in. For each one the expected registration route (scouting or qualification) is shown. If you are not interested in following any of the expected processes, you will be able to complete the request later

Select	Company	Local qualification	Scouting
<input type="radio"/>	Endesa Argentina (Costanera - Edesur)		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Brasile (Ampla, Coelce)		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Chile, Chilectra		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Colombia (Emgesa, Codensa, Cundinamarca)		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Peru (Edegel, Edelnor)	<input checked="" type="checkbox"/>	
<input checked="" type="radio"/>	Endesa Spain	<input checked="" type="checkbox"/>	
<input type="radio"/>	Enel Green Power		<input checked="" type="checkbox"/>
<input type="radio"/>	Enel Italy		<input checked="" type="checkbox"/>
<input type="radio"/>	Enel OGK-5 - Russia	<input checked="" type="checkbox"/>	
<input type="radio"/>	Enel Romania		<input checked="" type="checkbox"/>
<input type="radio"/>	Slovenske Elektrarne - Slovakia		<input checked="" type="checkbox"/>

If you are registering because you are interested in issuing invoices, managing the electronic catalogue or in accessing the Collaborate system, click on NO. If instead you are interested in operating on our systems and in taking part in our tenders, click on YES.

☐ YES ☒ No

CONFIRM

- In case you answer "**No**", it is not necessary to fill in any questionnaire and will be sufficient to accept the eProcurement rules (see sect. 4.1) to be qualified to work for the given activities (i.e. Collabora). This procedure is applicable to both MG with Qualification route and MG with Scouting route.



Complete request

To complete the registration and access the services previously listed, we ask you now to subscribe to our **eProcurement rules** through the specific function available in myHome in the section **eProcurement Rules**. Once you accept the rules, you will receive shortly after an e-mail confirming the subscription to the given services.

- In case you answer "**Yes**", and 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), possible only after the positive **fulfillment of the minimum expected requirements**



Complete request

To access the qualification process, possible only after the positive fulfillment of the **minimum expected requirements**, we invite you to access the Repro system, used by Endesa to manage the supplier qualification process, through the following **link**.

To complete the registration and access the tender system, **remember to subscribe to our eProcurement rules** through the specific function available in myHome in the section eProcurement Rules. Once you accept the rules, you will receive shortly after an e-mail confirming the subscription to the given services.

CLOSE **BACK**

- In case you answer "**Yes**", and the **Scouting** path has been chosen, it's necessary to choose if activating the process as a single company, TCG or Consortium. Click on "**Active Request**" button to activate the request or click on "Come Back" to return to the selection screen of the Merchandise Group.



Activate a request

If you are interested in creating a request for this MG, select how to activate it.

Request to activate as

Select a value
Mandatory of TCG
Single

ACTIVE REQUEST **COME BACK**

- 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.

Follow the path

- Country
- Contact
- References
- Certifications
- Consortia/TCG
- Attachments

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 47224	Company name Test Company	RFQ activated as Mandatory of TCG
RFQ number 301384	Merchandise Group code FECA02	Merchandise Group description HV cables insulated with elastomers

Questionnaire completion: 0% |

The form has to be completed [Tips on completing the form](#)

Form: Country

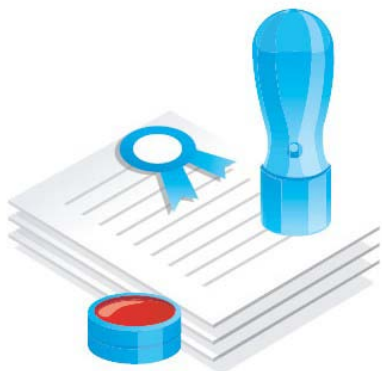
For the selected merchandise group there is the expected possibility for the supplier to select the Country where Enel manages plants and where it wants to work. Select hereafter the Countries of interest, considering what is stated in the technical requisite document viewed during the Merchandise Group selection and for consultation convenience available also here:

[Download technical requisite](#)

<input type="checkbox"/>	ARGENTINA
<input checked="" type="checkbox"/>	BRAZIL
<input checked="" type="checkbox"/>	CHILE
<input type="checkbox"/>	ITALY
<input type="checkbox"/>	PERU
<input type="checkbox"/>	SLOVAKIA
<input type="checkbox"/>	SPAIN

SAVE

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 Personal Data.

Unique Company Code (UCC)	Company name	RFQ activated as
47224	Test Company	Single

RFQ number	Merchandise Group code	Merchandise Group description
	FECA07	Normal thermoplastic LV cables

Questionnaire completion: 0%

Processing of Personal Data (pursuant to Law no. 675/95, known as the Privacy Law)

Scouting Procedures:
For the purposes of their presentation, Companies will be required to supply some personal data which will be processed in strict compliance with the rules contained in Legislative Decree 196/2003 and its subsequent amendments and supplements. Pursuant to article 13 of the aforesaid decree, we inform you that the personal data requested and sent to the company from time to time:

will be obtained and processed, by Enel S.p.A., by the Companies managed and coordinated by Enel S.p.A. for procurement activities and for the promotional activities of sales departments; will be communicated solely to Enel S.p.A., to the Companies managed and coordinated by Enel S.p.A. and will not be distributed to third parties other than in cases for which the law provides; Enel S.p.A. and the Companies managed and coordinated by Enel S.p.A. may use the data in order to periodically send e-mail messages containing advertising, promotional material, internal announcements, promotional initiatives, sales communications.

The presentations, depending on the category of goods, may be used by Enel to carry out its procurement procedures. The data controller is Enel S.p.A. and the data manager is the current Head of Enel S.p.A. Purchasing and Services Function, whose address in this capacity is Viale Regina Margherita, 137 - 00198 Rome

The relevant persons are entitled to exercise the rights provided for by article 7 of Legislative Decree 196/03 in accordance with the procedures and in the cases provided for by the decree, particularly in order to obtain a confirmation of the existence of the data that may relate to them, to have any data being processed in violation of the aforesaid decree deleted and to have the personal data that relate to them updated and corrected. The relevant persons also have the right to object partly or entirely, for legitimate reasons, to the processing of data that relate to them, even though they may be relevant to the purpose for collecting and processing the personal data relating to them, if the data is used for the purpose of sending advertising material or direct sales or to carry out market research or sales communication activities.

Providing the data is optional; failure to agree to it being processed will make it impossible to proceed with the qualification process.

Having take note of the privacy policy statement, I authorise the processing and communication of the personal data under the terms of the aforesaid privacy policy statement.

☒ Accept ☐ Reject

FORWARD

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".

Form: Contact

Fields marked * are mandatory

1. Select contact

Do you want to enter a new contact or leave the one associated with your user?

Contact:

2. Personal data form

Name*

Surname*

Title

Position in company

Telephone*

Mobile

Fax

E-mail*

Email PEC

SAVE **CANCEL**

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.

Form: References

1. Turnover for Merchandise Group

Currency: Amount: Reference year:

SAVE **CANCEL**

ADD NEW

Date	Client	Name	Activity	Amount	Start date	End date	% invoiced

BACK

Legend

- Form completed
- Form to be completed
- Optional form

Form: References

Fields marked * are mandatory

Detail reference

Client*	4 - Other
Client name	<input type="text"/>
Description of activities carried out *	Delivery of services
Place of performance *	Italy
Performance of work / supply *	Sole executor/supplier
Amount *	500,000.00
Currency	Euro
Contract number	<input type="text"/>
Contract date	<input type="text"/>
% of work / service / supply invoiced	100
Start date of work / supply *	09/06/2014
End date of work / supply	<input type="text"/>

BACK
SAVE
CANCEL

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".

Follow the path

- Contact
- **References**
- Certifications
- Attachments

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 47224	Company name Test Company	RFQ activated as Single
RFQ number 301382	Merchandise Group code FECA07	Merchandise Group description Normal thermoplastic LV cables

Questionnaire completion: 50%

The form has to be completed Tips on completing the form

Form: References

1. Turnover for Merchandise Group

Currency	Euro	Amount	1,000,000.00	Reference year	2014
----------	------	--------	--------------	----------------	------

SAVE
CANCEL

ADD NEW

Date	Client	Name	Activity	Amount	Start date	End date	% invoiced		
	4 - Other		Delivery of services	500,000.00	09/06/2014		100		

BACK
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):



L'ENERGIA CHE TI ASCOLTA.

Follow the path

- Contact
- References
- Certifications**
- Attachments

Legend

- Form completed
- Form to be completed
- Optional form

Help Back to Purchasing Portal Change language

purchasing portal

Registration / Qualification

Unique Company Code (UCC) 47224	Company name Test Company	RFQ activated as Single
RFQ number 301382	Merchandise Group code FECA07	Merchandise Group description Normal thermoplastic LV cables

Questionnaire completion: 50%

The form has to be completed

Tips on completing the form

Form: Certifications

1. Environment

Do you have an Environmental Management System? * Yes - Certified

If yes, specify the reference legislation UNI EN ISO 14001

Upload certification

2. Quality System

Do you have a Quality Management System? Yes - Certified

If yes, specify the reference legislation UNI EN ISO 9001

Upload certification

3. Safety

Do you have a Safety Management System? Yes - Certified

If yes, specify the reference legislation BS OHSAS 18001

Upload certification

4. Notes

Notes

SAVE CANCEL

BACK

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*).

Country

Contact

References

Certifications

Consortia/TCG

Attachments

Legend

Form completed

Form to be completed

Optional form

Unique Company Code (UCC)

47224

Company name

Test Company

RFQ activated as

Mandatory of TCG

RFQ number

301384

Merchandise Group code

FECA02

Merchandise Group description

HV cables insulated with elastomers

Questionnaire completion: 66%

The form has to be completed

Tips on completing the form

Form: Temporary Company Group

1. Select the type of TCG

You can choose between Horizontal and Vertical

TCG Type

Select a value

SAVE

2. Attach the association act

Download the fac-simile and attach the required document

Grouping act

TCG composition

ADD NEW

Company Name

Tasks performed

% activity

Completion status

Included

RFQ Number

BACK

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.



Follow the path

- Contact
- References
- Certifications
- Attachments**

Send the Questionnaire

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 47224	Company name Test Company	RFQ activated as Single
RFQ number 301382	Merchandise Group code FECA07	Merchandise Group description Normal thermoplastic LV cables

Questionnaire completion: 100%

The form is completed
 Tips on completing the form

1. General attachments

List of documents to read and eventually to fill out and upload in the system. Warning the documents must be always downloaded locally and the uploaded in the system.

Description	Download	Upload	View
Legal requirements			
Allegato ALFL - Test (ENG) *			
ECO-FIN Requirements			

2. Technical attachments

List of documents to read and eventually to fill out and upload in the system. Warning the documents must be always downloaded locally and the uploaded in the system.

Description	Download	Upload	View
Technical Requirement			

Free attachments

List of documents attached

Attach documentation needed to verify the supplier's fulfilment of requirements.

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.

Follow the path

- Contact
- References
- Certifications
- Attachments**

Send the Questionnaire

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 47224	Company name Test Company	RFQ activated as Single
RFQ number 301382	Merchandise Group code FECA07	Merchandise Group description Normal thermoplastic LV cables

Questionnaire completed!

Send the Questionnaire

A message confirming the successful sending of the request completes the registration

Enel
L'ENERGIA CHE TI ASCOLTA.

Follow the path

- Contact
- References
- Certifications
- Attachments**

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 47224	Company name Test Company	RFQ activated as Single
RFQ number 301382	Merchandise Group code FECA07	Merchandise Group description Normal thermoplastic LV cables

Request sent successfully!

Your information has been properly transposed by the system. Thank you for presenting your company.

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).

Scouting/Qualification Demo

Action	Request type	Merch. group	Req. State	Int Class	Expiration Date	Req. ID	Manager	General Requests
View questionnaire	Single	FECA07 AU_IT	Registered			301366	aless...	Choose Contact Changing Country Extension Company Qualification Extension

Company information

CUI
Company name
Member
Role
Legal status
Country
Province
Postal Code
City
Address
Telephone
Fax
Web Site

Start new request

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.

purchasing portal

Company Qualification Extension

Company

- | | |
|-----------------------|---|
| <input type="radio"/> | Endesa Argentina (Costanera - Edesur) |
| <input type="radio"/> | Endesa Brasile (Ampla, Coelce) |
| <input type="radio"/> | Endesa Chile, Chilectra |
| <input type="radio"/> | Endesa Colombia (Emgesa, Codensa, Cundinamarca) |
| <input type="radio"/> | Endesa Peru (Edegel, Edelnor) |
| <input type="radio"/> | Endesa Spain |
| <input type="radio"/> | Enel Green Power |
| <input type="radio"/> | Enel OGK-5 - Russia |
| <input type="radio"/> | Enel Romania |
| <input type="radio"/> | Slovenske Elektrarne - Slovakia |

SAVE

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:

Follow the path

- Country
- Contact
- References
- Certifications
- Attachments**

Send the Questionnaire

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 36398	Company name Super Elite s.r.l.	RFQ activated as Single
RFQ number 301103	Merchandise Group code FECA03	Merchandise Group description LV cables insulated with elastomers

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

Send 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:

Dear Super Elite s.r.l.,

we would like to inform You that the qualification request n. 301103 related to the merchandise group FECA03 - Cavi BT isolati con elastomeri, has been accepted.

To complete the qualification process, as expected in the OJEU notice, it is necessary to proceed with the money transfer, using the banking coordinates stated in the proper section of the questionnaire (Money Transfer).

After doing this operation enter all the data and the required documents in the questionnaire and send it all by clicking on the button Send Questionnaire.

Best Regards
Enel SpA

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")

Scouting/Qualification								Demo
Action	Request type	Merch. group	Req. State	Int Class	Expiration Date	Req. ID	Manager	General Requests
Proceed with money transfer	Single	FECA03	Pre Candidate			301103	pierl...	Choose
Complete questionnaire	Single	FMGE05	Candidate			301102	pierl...	Choose
Complete questionnaire	Single	FEER03	Candidate			301070	pierl...	Choose
View questionnaire	Single	LELE05	Registered			301065	pierl...	Choose
Wait evaluation result	Single	FMGE05	Evaluation in progress			301064	pierl...	Choose

So that the “Qualification Contribution” form (or “Bank Transfer” form) to be filled out will appear:

Seguir el camino

País

Contacto

Referencias

Certificaciones

Contribución solicitud

Unidades Operativas

Datos técnico económicos

Documentación

Legenda

Ficha completada

Ficha para completar

Ficha facultativa

Scouting / Calificación

Código Único de Empresa (CUI)	Razón Social	Solicitud activada como
36398	Super Elite s.r.l.	Unico
Identificador Solicitud	Código grupo materiales	Descrip. grupo materiales
301103	FECA03	Cables aislados con elastómeros para BT

Ingresar cuestionario: 75%

La ficha se debe completar

Sugerencias para ingresar la ficha

Ficha: Transferencia bancaria

El abajo firmante,

El representante legal de la empresa **Super Elite s.r.l.**, tras haber leído las fichas relativas a los "Requisitos para la admisión al proceso de calificación", declara, bajo su responsabilidad, que la empresa posee los requisitos solicitados por ENEL para acceder al proceso de calificación para el Grupo Comercial Suministro de cables de baja tensión con tensión nominal $U_0 / U = 0,6 / 1$ kV, unipolar, bipolar y cuatro polos aislados con elastómeros, en los tipos: aislados con alto módulo elástico de caucho de etileno propileno (HEPR) o concéntrica y no concéntrica con la cruz-I. Declara haber pagado el importe debido, así como indicado en la tabla de abajo, a través de transferencia bancaria (para las empresas extranjeras vía SWIFT: Society for Worldwide Interbank Financial Telecommunications; código BIC UNCRITMMCS) en la cuenta corriente bancaria n. IBAN: IT78 H 02008 05351 000030050138, intestada a Enel Servizi SRL - Via Regina Margherita, 137 - 00198 Roma, Número IVA (NIF) 06377691008, en Unicredit Group Filiale Grandi Clienti - Piazzale dell'Industria, 46 - 00144 Roma.

Fecha transferencia bancaria

01/03/2012

SEPA

Número CRO

TRN

Dicha transferencia tendrá necesariamente que indicar, la denominación o razón social, dirección, número IVA (NIF), el identificativo del Grupo Comercial, la moneda fija para el beneficiario y la razón del pago ("gastos de desarrollo proceso de calificación"). Se compromete, finalmente, a adjuntar copia del documento que acredite el pago efectuado.

Adjuntar recibo de la transferencia

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:

Follow the path

- Country
- Contact
- References
- Certifications
- Qualif.contribution
- Technical Questionnaire
- Operational Units**
- Technical economic data
- Attachments

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 36398
RFQ number 301103

Company name Super Elite s.r.l.
Merchandise Group code FECA03

RFQ activated as Single
Merchandise Group description LV cables insulated with elastomers

Questionnaire completion: 62%

The form has to be completed

Form: Operational Departments

ADD NEW

Address	Town	Postcode	Province	Country

BACK

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:

Form: Operational Departments

The fields marked with ^ are only mandatory for suppliers with a registered office in Italy

Edit

Information about the production plants and/or main operating departments of the company

Establishment Type*

Select a value
Commercial Office
Production Office

Country*
Province^
Postcode^
Town*
Address*
Telephone*
Fax*
E-mail*
Surface area of offices (sq.m.)
Surface area of covered storage units (sq.m.)
Surface area of production plants (sq.m.)
Uncovered areas (sq.m.)
Total of all areas (sq.m.)
Personnel (last year average)

Type of activity*

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.

Follow the path

- Country
- Contact
- References
- Certifications
- Qualif.contribution
- Technical Questionnaire
- Operational Units**
- Technical economic data
- Attachments

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 36398
RFQ number 301103

Company name Super Elite s.r.l.
Merchandise Group code FECA03

RFQ activated as Single
Merchandise Group description LV cables insulated with elastomers

Questionnaire completion: 75%

The form is completed

Form: Operational Departments

ADD NEW

Address	Town	Postcode	Province	Country
Via Vai 69	Roma	00100	RM	ITALY

BACK **FORWARD**

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 al 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:

5. Activity

Report for each merchandise group subject to qualification the share part of the management net Revenues. The sum of the stated amounts for each merchandise group can not exceed in any case the stated value of the yearly net revenues.

Activity	2011	2010	2009	aver.
FECA03 - LV cables insulated with elastomers	0.00	0.00	0.00	0.00
FMGE05 - Filters for air and other gases	75,000.00	0.00	0.00	25,000.00
Others	225,000.00	0.00	0.00	225,000.00
Total	300,000.00	0.00	0.00	300,000.00

Detail

GM Code* FECA03

GM Description LV cables insulated with elastomers

Net revenue	2011	2010	2009
Total residual net revenue	225,000.00	0.00	0.00
Specific revenue in the Merchandise Group	30,000.00	0.00	0.00

SAVE CANCEL BACK

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:

Messaggio dalla pagina Web

?

The accounting regime you selected is the following: 1. Ordinary financial statement (ex. Art. 2423 e segg. c.c.). Do you confirm the selection or do you want to modify it?

OK Annulla

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:

Follow the path

- Country
- Contact
- References
- Certifications
- Qualif.contribution
- Technical Questionnaire
- Operational Units
- Technical economic data
- Attachments**

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 36398 RFQ number 301103	Company name Super Elite s.r.l. Merchandise Group code FECA03	RFQ activated as Single Merchandise Group description LV cables insulated with elastomers
--	--	--

Questionnaire completion: 87%

The form has to be completed Tips on completing the form

1. General attachments

List of documents to read and eventually to fill out and upload in the system. Warning the documents must be always downloaded locally and the uploaded in the system.

Description	Download	Upload	View
Conditions of suspension or revocation			
Self-certification (art.38 subcontracts cod.) *			
Certificato di regolarità fiscale emesso dall'Agenzia delle Entrate (carichi pendenti risultanti dall'anagrafe tributaria) *			
DURC *			
Shareholding structure declaration *			
Attachment to the shareholding structure declaration			
Ultima Ricevuta Inps (DM10/Uniemens) *			
CCIAA Certificate with anti-mafia wording or Self-certification *			
Organization chart *			
Historical profile *			

2. EcoFin attachments

List of documents to read and eventually to fill out and upload in the system. Warning the documents must be always downloaded locally and the uploaded in the system.

Description	Download	Upload	View
Balance sheet scheme (2011) *			
Management report (2011) *			
Control organs report (2011) *			

3. Technical attachments

List of documents to read and eventually to fill out and upload in the system. Warning the documents must be always downloaded locally and the uploaded in the system.

Description	Download	Upload	View
Technical Requirements			
Technical Form *			
Staff and Project activity *			

Free attachments

List of documents attached

Attach documentation needed to verify the supplier's fulfilment of requirements.

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 the uploading it once it has been filled out; the positive outcome of the operation will be confirmed by the presence of the check sign:

Shareholding structure declaration *				
--------------------------------------	--	--	--	--

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:

Follow the path

- Country
- Contact
- References
- Certifications
- Qualif.contribution
- Technical Questionnaire
- Operational Units
- Technical economic data
- Attachments
- Send the Questionnaire**

Legend

- Form completed
- Form to be completed
- Optional form

Registration / Qualification

Unique Company Code (UCC) 36398	Company name Super Elite s.r.l.	RFQ activated as Single
RFQ number 301103	Merchandise Group code FECA03	Merchandise Group description LV cables insulated with elastomers

Questionnaire completion: 100%

The form is completed Tips on completing the form

1. General attachments

List of documents to read and eventually to fill out and upload in the system. Warning the documents must be always downloaded locally and the uploaded in the system.

Description	Download	Upload	View
Condition of suspension or revocation			
Self-certification (art.38 subcontracts cod.) *			
Certificato di regolarità fiscale, emesso dall'Agenzia delle Entrate (carichi pendenti risultanti dall'anagrafe tributaria) *			
DURC *			
Shareholding structure declaration *			
Attachment to the shareholding structure declaration			
Ultima Ricevuta Inps (DM10/Uniemens) *			
CCIAA Certificate with anti-mafia wording or Self-certification *			
Organization chart *			
Historical profile *			

Now there is only to wait for the evaluation by Enel:

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.

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 "Rules and Forms" section of MyHome. The user has to mark the two check-boxes with which declare to have read and accepted the E-Procurement terms.

Rules and forms

The undersigned mercorelli Giulia, (userid: giulia.mercorelli@eneltest3.enel.com) representing the company CapGemini Italy and acting as legal representative:

- declares having knowledge of the "E-procurement Regulation" and to accept and approve it in its entirety.
- confirms the qualification of the said Mr. mercorelli Giulia as Master User, as referred to "E-procurement Regulation".

Pursuant to and by effect of art. 1341, Paragraph 2, CC, are approved the following clauses of the Rules: articles: 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29 and 30

☒ Accept

☒ Accept

[Download rules](#)

Send

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.

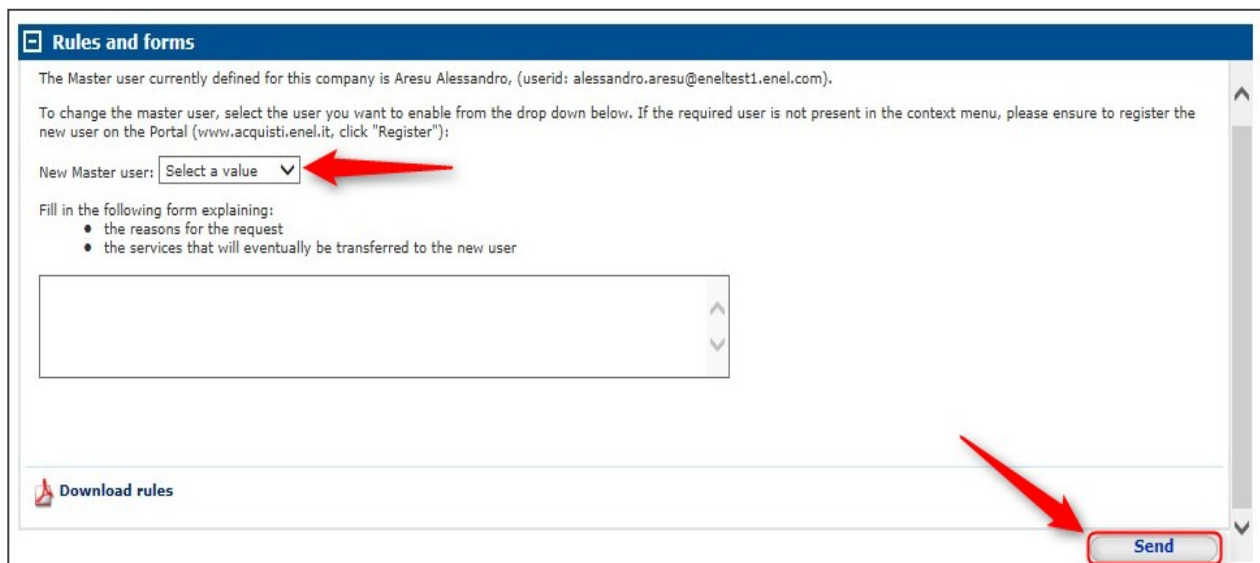
4.2 Master User Change

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 “Rules and Forms” 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.



The screenshot displays a web interface titled "Rules and forms". It contains the following elements:

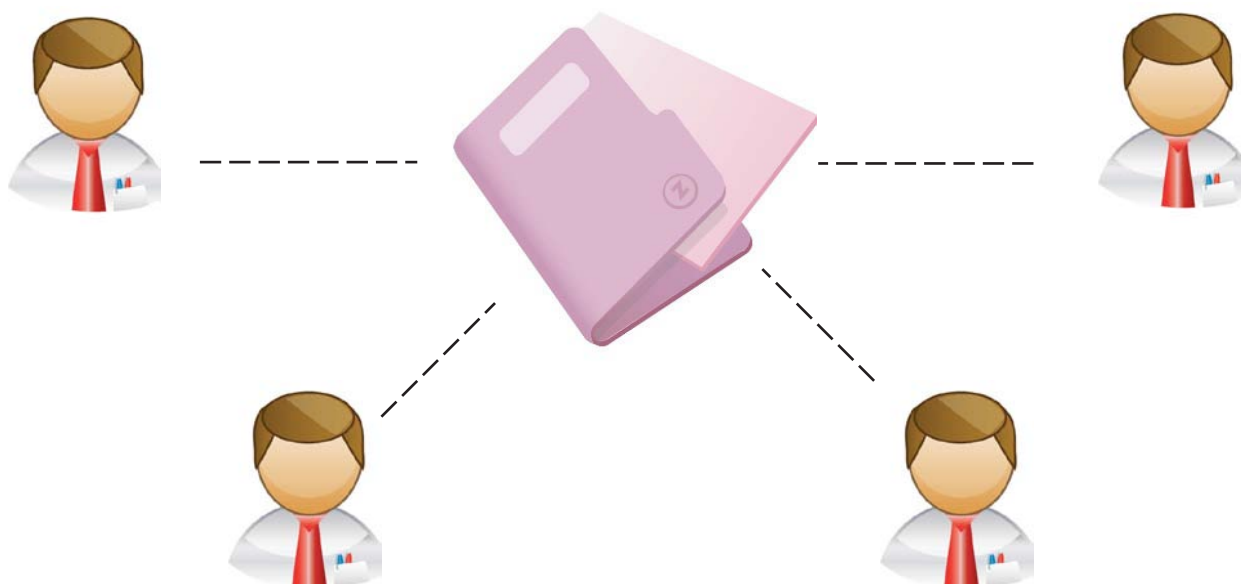
- A header bar with the title "Rules and forms".
- Text indicating the current master user: "The Master user currently defined for this company is Aresu Alessandro, (userid: alessandro.aresu@eneltest1.enel.com)."
- Instructions: "To change the master user, select the user you want to enable from the drop down below. If the required user is not present in the context menu, please ensure to register the new user on the Portal (www.acquisti.enel.it, click "Register"):"
- A label "New Master user:" followed by a dropdown menu currently showing "Select a value". A red arrow points to this dropdown.
- Text: "Fill in the following form explaining:"
- A bulleted list:
 - the reasons for the request
 - the services that will eventually be transferred to the new user
- A large empty text area for providing details.
- A link with a document icon and the text "Download rules".
- A "Send" button at the bottom right, which is highlighted with a red box and a red arrow.

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.

The screenshot shows the Enel purchasing portal interface. On the left, there is a sidebar with navigation links: "User Data", "Registry Data" (highlighted), and "Summary Page". The main content area is titled "Registry: List registries with the same VAT". Below this title, there is a section "Select a registry to associate with" containing a table with the following data:

Sel	Company name	VAT Number	Fiscal Code	Country	Supplier type
<input checked="" type="radio"/>	Test Company	999999999		GB	Single

At the bottom of the form, there are two buttons: "BACK" and "FORWARD".

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 screenshot shows a web form titled "Summary Page" with three main sections: "User Data", "Legal address", and "Registry data". Each section contains input fields with pre-filled values. At the bottom, there are two buttons: "BACK" and "SEND MASTER DATA".

User Data	
Portal UserID	alexandru.alexu@anelland.com
Name	Alexu
Surname	Alexu

Legal address	
Address	ITALY Roma Roma Via Arco 42

Registry data	
Company name	CapGemini Italy
P.IVA n Codice Id (extra CE) *	01746000110
Codice Fiscale *	01746000110

Buttons: BACK, SEND MASTER 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.



The screenshot shows a web interface titled "Company info" with a "Demo" button in the top right corner. The form contains the following fields and values:

Field	Value
CUI	48304
Company name	CapGemini Italy
VAT Number	02588000105
Fiscal Code	02588000105
Legal status	Public limited company
Country	ITALY
Province	Roma
Postal Code	00100
City	Roma
Address	Via Arno 42
Telephone	0611111111
Fax	0611111111
Web Site	
Email	alessandro.aresu@enel.com

At the bottom right of the form, there are two buttons: "Master functions" (highlighted with a red box and a red arrow pointing to it) and "See company info".

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.*

Services Authorisation

Registry data of the Company

Company name	CapGemini Italy
VAT or ID Code (outside the EU)	02588000105
Fiscal code ^	02588000105
Country	ITALY
Legal form	Public limited company

Users list

User ID	Name	Surname	Services list	Mod. data	Services Authorisation
alessandro.aresu@eneltest4.enel.com	Cippa	Lippa	Reels - Rfq -		
alessandro.aresu@eneltest1.enel.com	Alessandro	Aresu	Reels - Rfq - Online Tenders - Registry management - WEB-EDI -		





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.



Services Management

Authorise	Services	Options
<input type="checkbox"/>	Saga 7 Neep	
<input type="checkbox"/>	Saga 7 Latam	
<input checked="" type="checkbox"/>	Reels	
<input type="checkbox"/>	WEB-EDI	 Add
<input type="checkbox"/>	Self-candidacy	
<input type="checkbox"/>	Online Tenders	 Add Merchandise group
<input type="checkbox"/>	Registry management	
<input checked="" type="checkbox"/>	Rfq	
<input type="checkbox"/>	Company Form	
<input type="checkbox"/>	Company Office	
<input type="checkbox"/>	Damasco	
<input type="checkbox"/>	PR Catalogo	
<input type="checkbox"/>	Report di sintesi	
<input type="checkbox"/>	Legge 134	
<input type="checkbox"/>	ENG_Istituto di formazione	

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.



Authorisation to the Online tenders service

User data

Portal UserID	paolo_rossi
Name	Paolo
Surname	Rossi

Merchandise groups to associate to the user

Merchandise Groups

- FIPS03 - Software products
- SPII01 - Systems engineering assistance

Merchandise groups selected

- LEII10 - Work on live measurement units and so

Buttons: Add, Delete, BACK, SAVE, CANCEL

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 a company related to Endesa.

The authorisation to SAGA has been divided into two geographical areas, managed by two independent systems:

- SAGA neep (Spain and Portugal)
- SAGA latam (Latin America)

The button “Add”, which allows to add the service, will appear only in correspondence with the system that manages the geographical area where the country related to Endesa chosen during the registration is included (for example: SAGA neep for Endesa Spain, SAGA latam for Endesa Colombia, Endesa Chile, etc.).

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




Saga 7 Roles Management

Saga 7 Role	Enabled
Invoicing	<input checked="" type="checkbox"/>
Purchase Order	<input checked="" type="checkbox"/>
Tender/Bidding	<input checked="" type="checkbox"/>
Supplier Colabora on Neep	<input type="checkbox"/>
Supplier Colabora on Argentina	<input type="checkbox"/>
Supplier Colabora on Brazil	<input type="checkbox"/>
Supplier Colabora on Chile	<input type="checkbox"/>
Supplier Colabora on Colombia	<input type="checkbox"/>
Supplier Colabora on Peru	<input type="checkbox"/>

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.




 **SAGA**

SAGA7 is the result of the evolution and upgrade of the management information system and enables a single purchasing platform for Spain and Latin America, thereby making the procurement process simpler and more consistent.

You can use SAGA7 to perform all the steps necessary to carry out your purchases.

Following the system you can access:

- Purchase Order List*
- Contract List*
- OC Supplier Confirmation*
- Goods Receipt and Service Entry Sheet*
- Invoicing*
- Collabora*

 [Accedi](#)

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”






Web EDI

Attention!

The present procedure allows **EXCLUSIVELY** the authorisation to the invoice system and of the measuring books (Web EDI); for the authorisation to the procedures "On Line tenders" and "Qualification" see the related sections of the portal.

Before proceeding it is strongly recommended to view the "Weg Manual" available in the Downlaod section of the Portal selecting the entry Web EDI.

User data

Portal UserID	<input type="text" value="davide.orsi@myeneltestgpcoll1.enel.com"/>
Name:	<input type="text" value="davide"/>
Surname:	<input type="text" value="orsi"/>
Profile:	<input type="text" value="Select a value"/>  
Status:	<input type="text" value="Financial year"/> 

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.



Company info	
CUI	48304
Company name	CapGemini Italy
VAT Number	02588000105
Fiscal Code	02588000105
Legal status	Public limited company
Country	ITALY
Province	Roma
Postal Code	00100
City	Roma
Address	Via Arno 42
Telephone	0611111111
Fax	0611111111
Web Site	
Email	alessandro.aresu@enel.com

Master functions **Modify company info**

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.

Registry Data
Offices
Additional Information
Attachments AU

Registry update proposal

The fields marked with * are required

Reason for the update proposal

Reason

Registry data

Company name/ Denomination *	<input type="text" value="CapGemini Italy"/>
Country *	<input type="text" value="ITALY"/>
Legal form *	<input type="text" value="Public limited company"/>
P.IVA o Codice Id (extra CE) *	<input type="text" value="02588000105"/>
Italian VAT number	<input type="text"/>
Codice Fiscale *	<input type="text" value="02588000105"/>

SAVE
CANCEL
CONFIRM

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).

Registry Data
Offices
Additional Information
Attachments AU

Registry update proposal

Form: Attachments AU

Reason for the update proposal

Reason




Upload documents

Written declaration undersigned by the legal representative bearing the details of the operation and the qualification transfer/renunciation request	<input type="button" value="Upload"/>
Division project	<input type="button" value="Upload"/>
Asset situations /latest balance sheet of the companies involved in the operation	<input type="button" value="Upload"/>
Report of the administrative organ about the merging project	<input type="button" value="Upload"/>
Sworn report of the experts about the division deliberation of the members extraordinary meeting	<input type="button" value="Upload"/>
Division act	<input type="button" value="Upload"/>
Chamber of Commerce post operation certificate	<input type="button" value="Upload"/>
Other documents	<input type="button" value="Upload"/>

Notes

Notes

SAVE
CANCEL
CONFIRM

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.



Company info		Demo
CUI	48304	
Company name	CapGemini Italy	
VAT Number	02588000105	
Fiscal Code	02588000105	
Legal status	Public limited company	
Country	ITALY	
Province	Roma	
Postal Code	00100	
City	Roma	
Address	Via Arno 42	
Telephone	0611111111	
Fax	0611111111	
Web Site		
Email	alessandro.aresu@enel.com	

Master functions See company info

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"



Merchandise Groups

Hereafter some detailed information about the selected merchandise group is provided.

Merchandise Group Detail

Merchandise Group Code	FECA07
Denomination	Normal thermoplastic LV cables
UNSPSC Code	26121600
Description	Supply of fire retardant LV cables insulated with PVC in the types: single pole without shielding with rated voltage Uo/U equal to 450/750V, single pole and multi pole with or without shielding with rated voltage Uo/U equal to 0.6/1 kV and in couples, triples and quads with shielding with rated voltage Uo/U equal to 0.6/1 kV

Select, in the following chart, the company of the Enel group you are interested in. For each one the expected registration route (scouting or qualification) is shown. If you are not interested in following any of the expected processes, you will be able to complete the request later

Select	Company	Local qualification	Scouting
<input type="radio"/>	Endesa Argentina (Costanera - Edesur)		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Brasile (Ampla, Coelce)		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Chile, Chilectra		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Colombia (Emgesa, Codensa, Cundinamarca)		<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Peru (Edgel, Edelnor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	Endesa Spain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	Enel Green Power		<input checked="" type="checkbox"/>
<input type="radio"/>	Enel Italy		<input checked="" type="checkbox"/>
<input type="radio"/>	Enel OGK-5 - Russia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	Enel Romania		<input checked="" type="checkbox"/>
<input type="radio"/>	Slovenske Elektrarne - Slovakia		<input checked="" type="checkbox"/>

Merchandise Group active for scouting

SQ model required	UNI EN ISO 9001
Minimum turnover required for the merchandise group (€)	150000

Technical Requirements [View document](#)

Activate a request

If you are interested in creating a request for this MG, select how to activate it.

Request to activate as Select a value

Mandatory of TCG

Single

ACTIVE REQUEST

COME BACK

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 you can dial one of the following numbers, considering the following country list:

Italy: +39 06 8305 5500 -> M – F: 8.00 - 20.00

Slovakia: +421 2 58662001 -> M – F: 8.00 - 17.30

Russian Federation: +7 495 539 31 38 -> M – F: 8.00 - 17.30

Brazil: 8099 (Ampla) - 808099 (Coelce) -> M - F: 08:00 - 18:00

Chile: 4499 / +56 2 353 4499 -> M - G: 08:30 - 18:30 / F: 08:30 - 16:30

Colombia: 4499 / 3499 / +57 1 601 6060 -> M - G: 07:30 - 18:00 / F: 07:30 - 15:00

Spain: 449909 / +34 954 487 802 -> M - G: 08:00 - 20:00 / F: 08:00 - 16:00

Peru: 4499 / +56 2 353 4499 -> M - G: 08:00 - 19:00 / F: 08:00 - 14:00

Portugal: 449909 / +34 954 487 802 -> M - G: 07:00 - 19:00 / F: 07:00 - 15:00

Argentina: causaga@endesa.es

Asia and Far East : +86 (0) 10 844 76 876

Otherwise if you prefer you can write to us by selecting the button “Contact us” located on the upper bar of the Portal.