

e-Business Services Eni

Approver Easy Contest

Version 07/2019

Dear User,

the following handbook shows you the easy contest flow from Approver perspective.

We suggest to spend some times reading the following pages for a better and simpler use of the service.



Summary

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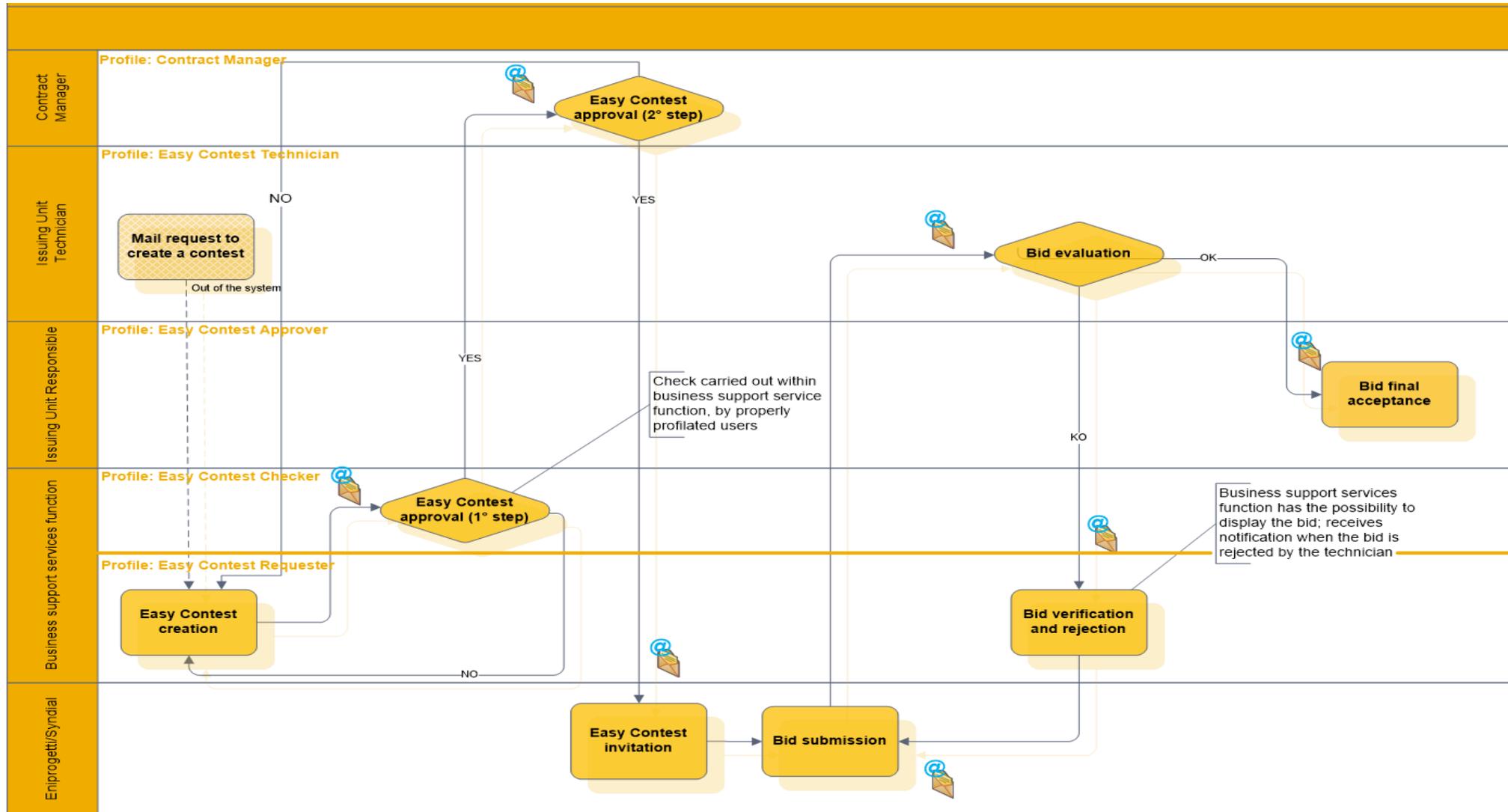
The Requester, after collecting all the needs expressed by the issuing unit, accesses e-Business and creates the request for quotation through an easy contest.

The easy contest Approver access to SRM 7.0 eBusiness platform:

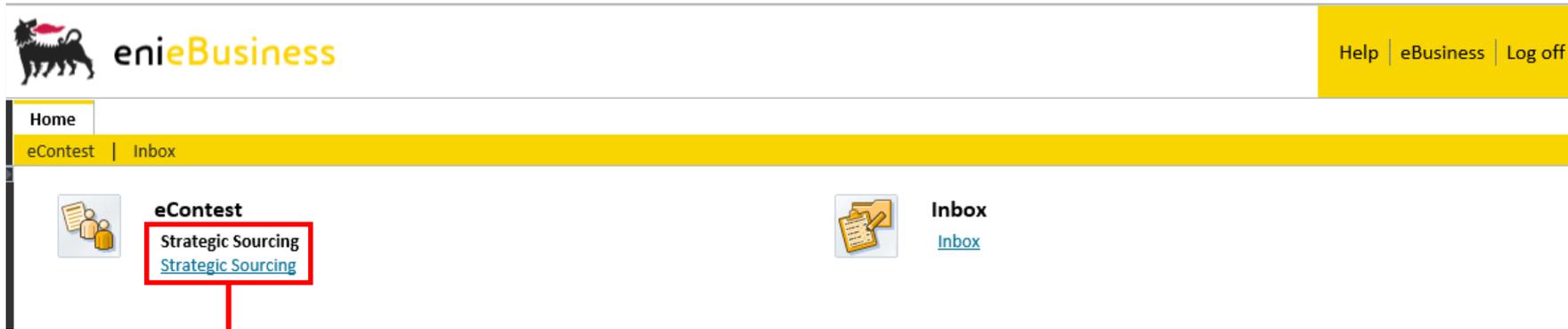
- To put the final acceptance on an easy contest, after easy contest Technician assessment;
- To monitor available easy contest.



Workflow Easy Contest



Display Easy contest



In order to approve an easy contest click on Strategic Sourcing button.

To view details about the easy contest, click on the RFX number.

The screenshot shows the 'Easy Contest - All' page. It features a table with columns: RFX Number, RFX Name, Type, Status, RFX Category, Purchasing Organization, Submission Deadline, and Responses. The table contains four rows of data. A red box highlights the first row of the table.

RFX Number	RFX Name	Type	Status	RFX Category	Purchasing Organization	Submission Deadline	Responses
710000090	SMECO02 10.06.2019 12:54	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	12.06.2019	1
710000081	seco_prova 1	EACO	Transaction Completed	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	07.06.2019	1
710000080	SMECO11 07.06.2019 09:48	EACO	Transaction Completed	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	07.06.2019	1
710000073	Prova 1	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	29.05.2019	1



Accept Easy contest Bid

Display RFX: 710000090

Close Check Responses and Awards

Number 710000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status Published Created On 10.06.2019 12:54:23 Created By SMECO02 SMECO02 Number of Bidders 1

RFX Information Bidders Notes and Attachments Approval Tracking Status

Identification
Name: SMECO02 10.06.2019 12:54
Type: Easy Contest
Product Category: SS01AA01 use SS01BA01

Event Parameters
Currency: EUR
* Target Value: 110,00 EUR

Organization
Purchasing Organization: Eni Spa (Y001 accentrata) - HQ3
Purchasing Group: SMECO [Show Members](#)

Dates
* Submission Deadline: 12.06.2019 23:59:00

It is possible to navigate and find all the information in the following tab RFX Information, Bidders, Notes and Attachments, Approval, Tracking and Status.



Accept Easy contest Bid

Display RFX: 710000090

[Close](#) [Check](#) [Responses and Awards](#)

Number	Name	Type	Status	Created On	Created By
710000090	SMECO02 10.06.2019 12:54	Easy Contest	Published	10.06.2019 12:54:23	SMECO02 SMECO02

RFX Information | Bidders | Notes and Attachments | Approval | Tracking | Status

Identification

Name: SMECO02 10.06.2019 12:54
Type: Easy Contest
Product Category: SS01AA01 use SS01BA01

Event Parameters

To open a submitted bid click on Responses and Awards, on Response Number 80xxxxxxx and then confirm by clicking on OK.

Responses and Awards

[Close](#)

Remaining Time 1 Days 11:43:07 | RFX Name SMECO02 10.06.2019 12:54

Response Activity | Response Comparison

Details | Return Response

Response Number	Response Status
8000001282	Awaiting approval from Rosa1 Appro

Confirmation required

The system will log opening offer: do you want to proceed?

[OK](#) [Cancel](#)

To elaborate the document click on Edit button.

Display RFX Response: 8000001282

[Edit](#) [Close](#) [Check](#)

Number	RFX Name	Status	Bidder	Total Value
8000001282	SMECO02 10.06.2019 12:54	Submitted	SYNDIAL SPA	

Rfx Information | Notes and Attachments | Tracking

▼ **Basic Data**

Bidder Contact Information

Supplier Name: SYNDIAL SPA
Contact Person Name: Marco1 Offerente1
E-Mail: Marco1.Offerente1@syndial.xx



Accept Easy contest Bid

Edit RfX Response: 8000001282

Read Only | Check | Close | **Accept** | Reject

Number 8000001282 RfX Name SMECO02 10.06.2019 12:54 Status Submitted Bidder SYNDIAL SPA Total Value 0,00 EUR RfX Number 7100000090

Rfx Information Notes and Attachments Tracking

▼ Basic Data

Bidder Contact Information
Supplier Name: SYNDIAL SPA
Contact Person Name: Marco1 Offerente1
E-Mail: Marco1.Offerente1@syndial.xx
Fax:
Phone: 0

RfX Response Information
Last Changed On: 11.06.2019 12:03:30 CET
Last Changed By: Mr. Marco1 Offerente1
Creation Date: 10.06.2019 18:06:48 CET
Created By: Mr. Marco1 Offerente1

There are two buttons on the top of the window to approve or reject the document; click on Accept button to put the final acceptance. System will display a message that Document was approved.

Display RfX Response: 8000001282

Show My Tasks |  | Close

✔ RfX response 8000001282 (SMECO02 10.06.2019 12:54) accepted

Number 8000001282 RfX Name SMECO02 10.06.2019 12:54



Reject Easy contest Bid

The screenshot displays the 'Edit RFX Response: 8000001282' interface. At the top, there are buttons for 'Read Only', 'Check', 'Close', 'Accept', and 'Reject'. A red box highlights the 'Reject' button. Below the buttons, a red error message states: 'Please insert rejection note'. The main content area shows a table with columns: 'Number', 'RFX Name', 'Status', 'Bidder', 'Total Value', and 'RFX Number'. The 'Notes and Attachments' tab is selected and highlighted with a red box. Under this tab, there is a 'Notes' section with an 'Add' button and a 'Clear' button. A dropdown menu is open, showing options: 'Purchaser's Remarks', 'Rejection Note', and 'Bidder's Remarks'. A red arrow points from the 'Add' button to the 'Add Rejection Note' dialog box. The dialog box has a title bar 'Add Rejection Note' and a large text area for the 'Rejection Note:'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Click on Reject button in order to send back to Requester the document. In this case, it is mandatory to insert a reason of the rejection otherwise the system will display an error message *“Please insert rejection note”*. It is possible to insert the motivation in the Note and Attachments tab by clicking on Add and selecting Rejection Note.

Exit from eBusiness service



Help | eBusiness | **Log off**

Home

eContest | Inbox

Detailed Navigation

- Strategic Sourcing

Active Queries

Beauty Contest [All \(1\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Published \(0\)](#) [Rejected \(0\)](#)

Easy Contest [All \(10\)](#) [Saved \(7\)](#) [Awaiting Approval \(0\)](#) [Published \(0\)](#) [Rejected \(0\)](#)

Easy Contest - All

Show Quick Criteria Maintenance

View: [Standard View]

RFX Number	RFX Name	Type	Status	RFX Category	Purchasing Organization	Submission Deadline	Responses
710000090	SMECO02 10.06.2019 12:54	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	12.06.2019	1
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710000073	Prova 1	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	29.05.2019	1

To exit from eBusiness Service, click on the Log off button.



Useful Information

For information and support please call the e-Business Service Contact Center available both by telephone and via e-mail.

Please find our support contact details and working times on the Eni Service portal.



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