



# **e-Business Services Eni**

## **Bidder Easy Contest**

Version 07/2019

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Dear User,

the following handbook shows you how to use of  
easy contest from bidder 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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Easy Contest

Easy Contest



Easy Contest

Easy Contest  
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Easy Contest **All (9)**

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Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Response Version
710000090	SMECO02 10.06.2019 12:54	Easy Contest	Published		00:00:00	12.06.2019	23:59:00		No Bid Created	1	
710000081	seco_prova 1	Easy Contest	Transaction Completed		00:00:00	07.06.2019	11:12:35	<a href="#">8000001274</a>	Submitted	2	2
710000080	SMECO11 07.06.2019 09:48	Easy Contest	Transaction Completed		00:00:00	07.06.2019	10:28:00	<a href="#">8000001273</a>	Submitted	1	2
710000073	Prova 1	Easy Contest	Published		00:00:00	29.05.2019	10:00:00	<a href="#">8000001263</a>	Release Rejected	1	2

Following an invitation to participate to an easy contest, user has the possibility to submit a bid through SRM 7.0 web platform.

# Display Easy Contest

eniBusiness

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Easy Contest

Easy Contest

Detailed Navigation

- Easy Contest

Active Queries

Easy Contest All (9)

Easy Contest - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Response Version
710000090	SMECO02 10.06.2019 12:54	Easy Contest	Published		00:00:00	12.06.2019	23:59:00		No Bid Created	1	
710000081	seco_prova 1	Easy Contest	Transaction Completed		00:00:00	07.06.2019	11:12:35	8000001274	Submitted	2	2
710000080	SMECO11 07.06.2019 09:48	Easy Contest	Transaction Completed		00:00:00	07.06.2019	10:28:00	8000001273	Submitted	1	2
710000073	Prova 1	Easy Contest	Published		00:00:00	29.05.2019	10:00:00	8000001263	Release Rejected	1	2

Clicking on easy contest All button you can display the summary of easy contests you has been invited to.

Looking at Response Number column, in case a cell is empty it is meaning that for this easy contest no bid has been submitted yet.

In order to open a Bid invitation click on 71xxxxxxx to display RFX information and to submit the bid through attachments. Clicking on response number 80xxxxxxx there is the possibility to display an already submitted bid.

All quotations must be submitted by the "submission deadline", otherwise the quotation will not be recorded in the system.



# Partecipate to Easy Contest

To communicate your intention to Participate or Do Not Participate to an easy contest clicking on the button shown below. To create a response select an easy contest from the Event Number column. A new window will open to insert the quotation.

The screenshot shows the eniBusiness interface. At the top left is the eniBusiness logo. On the right, there are links for 'Help', 'eBusiness', and 'Log off'. Below the header, there's a navigation menu with 'Easy Contest' selected. The main area shows 'Active Queries' with a link for 'Easy Contest All (9)'. Below that, there's a section for 'Easy Contest - All' with a 'Show Quick Criteria Maintenance' button and a 'View: [Standard View]' dropdown. A table lists events with columns for 'Event Number' and 'Event Description'. The event '710000090' is highlighted, and a red arrow points from it to a detailed view. This detailed view shows 'Display RFX: 710000090' with buttons for 'Close', 'Participate', 'Do Not Participate', and 'Create Response'. Below the buttons is a table with columns: 'Number', 'Name', 'Status', 'Published', 'Start Date', 'End Date', 'Remaining Time', and 'Owner'. The row for '710000090' shows 'Name: SMECO02 10.06.2019 12:54', 'Status: Published', 'Start Date: 12.06.2019 23:59:00 CET', 'Remaining Time: 2 Days 05:55:34', and 'Owner: SMECO02 SMECO02'. Below the table is the 'RFX Information' section with fields for 'Submission Deadline', 'Currency', 'Technical', 'Bid code reference', 'Buyer Unit description', 'Buyer Unit', and 'Approver'. A red arrow points from the 'Participate' button to a confirmation message: 'Display RFX: 710000090' with buttons for 'Close', 'Do Not Participate', and 'Create Response', and a green checkmark icon followed by the text 'You have been registered. You will be informed of RFX changes'. Below this message is a table with columns: 'Number', 'Name', 'Status', 'Published', and 'Start Date'. The row for '710000090' shows 'Name: SMECO02 10.06.2019 12:54', 'Status: Published', and 'Start Date'.



# Create Bid – RFX Information

Display RFX: 7100000090

Number	7100000090	Name	SMECO02 10.06.2019 12:54	Status	Published	Start Date	End Date	12.06.2019 23:59:00 CET	Remaining Time	2 Days 05:55:34	Owner	SMECO02 SMECO02
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**RFX Information**   Notes and Attachments

Create RFX Response: 8000001282

Number	8000001282	RFX Number	7100000090	Status	In Process	Submission Deadline	12.06.2019 23:59:00 CET	Remaining Time	2 Days 05:52:12	RFX Owner	SMECO02 SMECO02	Total Value	0,00 EUR
--------	------------	------------	------------	--------	------------	---------------------	-------------------------	----------------	-----------------	-----------	-----------------	-------------	----------

**RFX Information**   Notes and Attachments

**Event Parameters**  
Currency:

**Status and Statistics**

Created On:	<input type="text" value="10.06.2019 18:06:48 CET"/>
Created By:	<input type="text" value="Mr. Marco1 Offerente1"/>
Last Processed On:	<input type="text" value="10.06.2019 18:06:48 CET"/>
Last Processed By:	<input type="text" value="Mr. Marco1 Offerente1"/>

To proceed with the creation of the Bid use Create Response button.

It will be possible to navigate all the information contained in the RFX Information and Notes and Attachments tabs.

# Create Bid – Notes and Attachments

**Create RFX Response: 8000001282**

Submit | Read Only | Check | Close | Save

Number 8000001282 RFX Number 7100000090 Status In Process Submission Deadline 12.06.2019 23:59:00 CET  
Remaining Time 2 Days 05:52:12 RFX Owner SMECO02 SMECO02 Total Value 0,00 EUR

RFX Information **Notes and Attachments**

Notes

Add Clear Bidder's Remarks

Category	Text Preview

Filter Settings

In the “Notes and Attachments” tab it’s possible to add notes and necessary to bid creation attachments.

**Add Bidder's Remarks**

Bidder's Remarks: Notes

Assign to: General Data

OK Cancel

Add button allows you to enter a textual note. Click on Bidder’s Remark and insert the text then click on “OK” button.

# Create Bid – Notes and Attachments

**Create RFX Response: 8000001282**

Submit Read Only Check Close Save

Number 8000001282 Rfx Number 7100000090 Status In Process Submission Deadline 12.06.2019 23:59:00 CET  
Remaining Time 2 Days 05:44:53 Rfx Owner SMECO02 SMECO02 Total Value 0,00 EUR

Rfx Information **Notes and Attachments**

▼ Notes

Add Clear

Assigned To	Category	Text Preview
Document Header	Bidder's Remarks	Notes

▼ Attachments

Add Attachment Edit Description Delete

Assigned To	Category	Description	File Name	Version	Type	Size (K)
The table does not contain any data						

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:  **Sfoggia...**

Description:

\* Assign To: General Data

**OK** Cancel

In Notes and Attachments tab, it is possible to load economical attachments and technical specification by clicking on Add Attachments and then browse the file.



# Check, Submit and Close a Bid

**Create RFX Response: 8000001282**

Submit Read Only Check Close Save

✓ RFX response is complete and contains no errors

Number	8000001282	RFX Number	7100000090	Status	In Process	Submission Deadline	12.06.2019 23:59:00 CET	Remaining Time	2 Days 05:40:57	RFX Owner	SMECO02 SMECO02	Total Value	0,00 EUR
--------	------------	------------	------------	--------	------------	---------------------	-------------------------	----------------	-----------------	-----------	-----------------	-------------	----------

RFX Information **Notes and Attachments**

▼ Notes

Add Clear

Assigned To	Category	Text Preview
Document Header	Bidder's Remarks	Notes

**Confirmation required**

Please ensure that you saved all Tech. and Econ. documents before confirm

OK Cancel

**Display RFX Response: 8000001282**

Close

✓ RFX response 8000001282 submitted

Number	8000001282	RFX Number	7100000090	Status	Submitted	Submission Deadline	12.06.2019 23:59:00 CET	Remaining Time	2 Days 05:34:40	RFX Owner	SMECO02 SMECO02	Total Value	0,00 EUR
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Use Check button to check all the information entered; if the system returns that "*RFX response is complete and contains no errors*" it is possible to proceed with sending your Response. In order to submit your quotation, click on Submit and confirm the action by clicking on OK.

When a Response is submitted, automatically system starts approval steps and no more changes can be done on this document. After the approval steps a mail notification will be send to the Bidder. To exit from the window, click on Close button.

# Re-submit a Bid



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Easy Contest

Easy Contest

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Active Queries

Easy Contest **All (9)**

Easy Contest - All

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View: [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Response Version
710000090	SMECOD2 10.06.2019 12:54	Easy Contest	Published		00:00:00	12.06.2019	23:59:00	8000001282	Returned	1	1
710000081	seco_prova 1	Easy Contest	Transaction Completed		00:00:00	07.06.2019	11:12:35	800000174	Submitted	2	2



Through Response Status column there is evidence that a response has been returned. To proceed with the re-submission activity click on the Response Number 80xxxxxxx. A new window with the RFX will be opened, click on edit and go to the Notes and Attachments section where it is possible to upload additional notes and attachments. At the end click on Submit.

**Display RFX Response: 8000001282**

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

Number	8000001282	RFX Number	710000090	Status	Returned	Submission Deadline	12.06.2019 23:59:00 CET
Remaining Time	1 Days 12:02:18	RFX Owner	SMECO02	SMECO02	Total Value	0,00 EUR	

**RFX Information** [Notes and Attachments](#)

**Event Parameters**

Currency:

**Status and Statistics**

Created On:

Created By:

Last Processed On:

Last Processed By:



# Exit from eBusiness service



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Active Queries

Easy Contest **All (9)** Salvato in questo PC

Easy Contest - All

Show Quick Criteria Maintenance

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number
<a href="#">7100000090</a>	SMECO02 10.06.2019 12:54	Easy Contest	Published		00:00:00	12.06.2019	23:59:00	<a href="#">8000001282</a>
<a href="#">7100000081</a>	seco_prova 1	Easy Contest	Transaction Completed		00:00:00	07.06.2019	11:12:35	<a href="#">8000001274</a>
<a href="#">7100000080</a>	SMECO11 07.06.2019 09:48	Easy Contest	Transaction Completed		00:00:00	07.06.2019	10:28:00	<a href="#">8000001273</a>

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



# Useful Information

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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.



# Copyright e trademark

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