

e-Business Services Eni

Checker Contest Easy Contest

Version 07/2019

Dear User,

this handbook illustrates the flow of the easy contest by the Checker contest perspective.

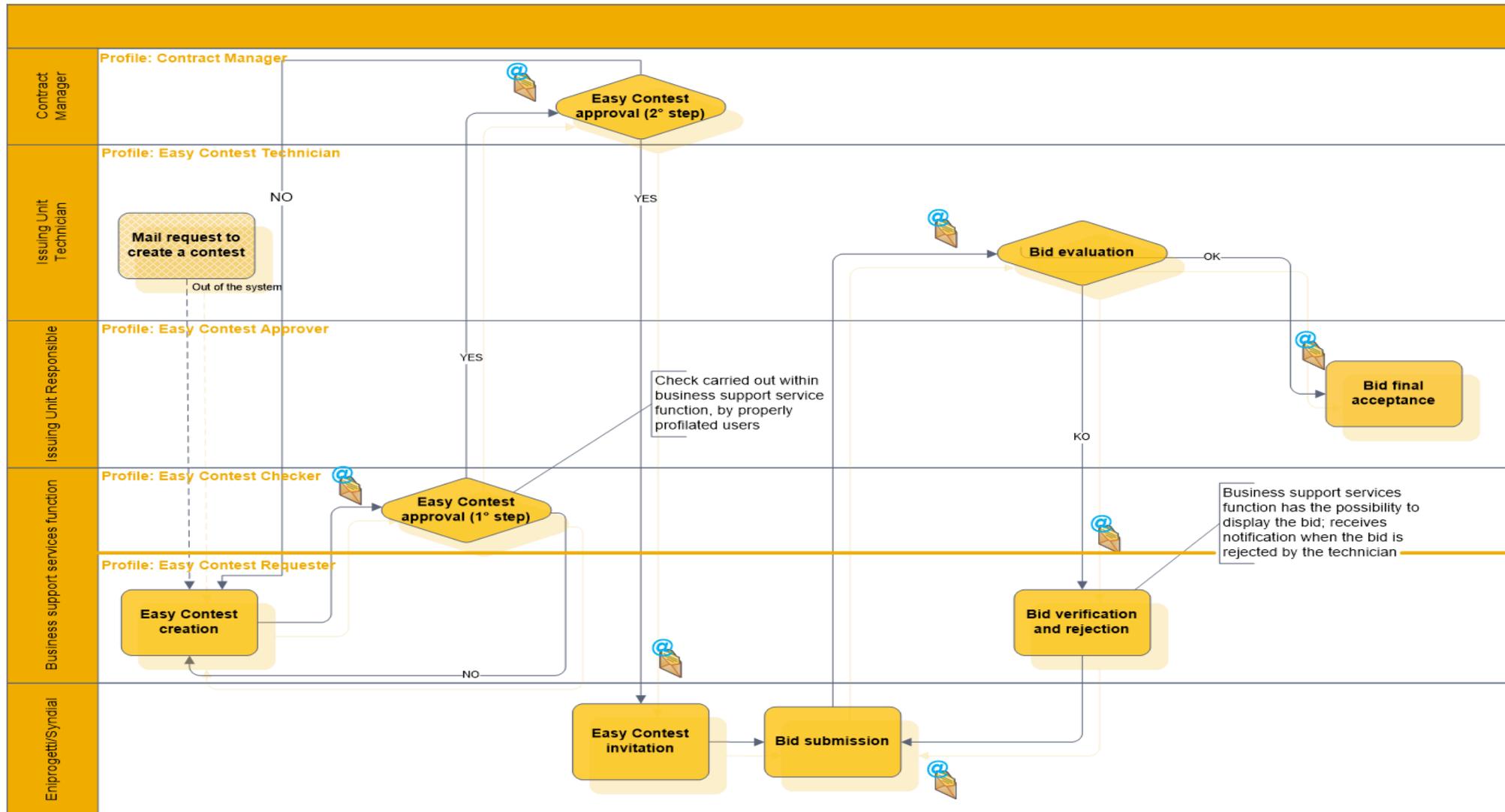
We suggest to spend some minutes reading it
in order to better use the service.



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Workflow Easy Contest

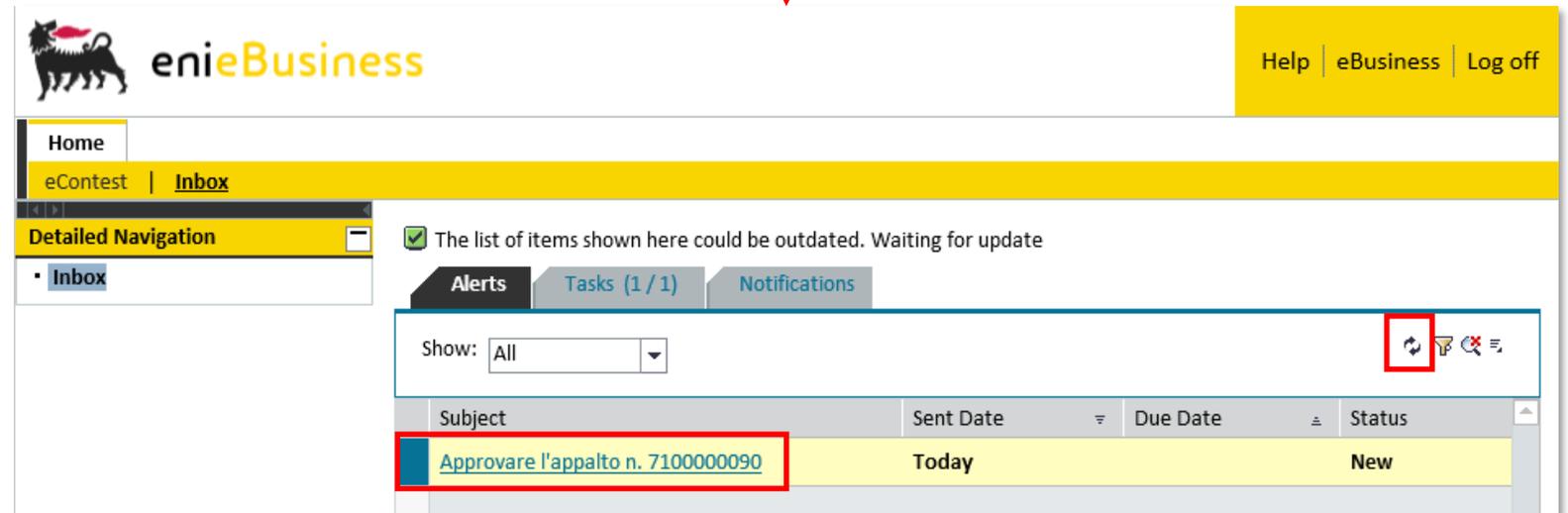


Approve Easy contest publication



To approve the easy contest publication, go into the Inbox section and click on the Refresh button.

To display details of the document and approve or reject it, click on the subject (Approve RFX Number XXXXXXX).



Approve Easy contest publication

Approve RFX : 7100000090

Approve | Reject | Close

Number	7100000090	Name	SMECO02 10.06.2019 12:54	Type	Easy Contest	Status	Awaiting Approval	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](#)

Document is opened in display mode in order to allow you to check all information inserted by the easy contest Requester. Therefore, it is possible to navigate and find all the information in the following tab RFX Information, Bidders, Notes and Attachments, Approval, Tracking and Status.



Approve Easy contest publication

Approve RFX : 7100000090

Number	Name	Type	Status	Created On	Created By	Number of Bidders
7100000090	SMECO02 10.06.2019 12:54	Easy Contest	Awaiting Approval	10.06.2019 12:54:23	SMECO02 SMECO02	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

There are two buttons on the top of the window to approve or reject the document; Click on Approve button to approve the publication of the easy contest. A message that the Publication of RFX (Number 71xxxxxxx) was approved will be displayed by the system.

Display RFX: 7100000090

Publication of RFX (Number 7100000090) was approved

Number	Name	Type	Status	Created On	Created By	Number of Bidders
7100000090	SMECO02 10.06.2019 12:54	Easy Contest	Awaiting Approval	10.06.2019 12:54:23	SMECO02 SMECO02	1

RFX Information Bidders Notes and Attachments Approval Tracking Status



Reject Easy contest publication

Approve RFx : 7100000090

Approve **Reject** Close

! Insert mandatory Note : Reason for Rejection

Number	7100000090	Name	SMECO02 10.06.2019 12:54	Type	Easy Contest	Status	Awaiting Approval	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

Click on Reject button in order to sent back to Requester the document.

In this case, it is mandatory to insert the reason of rejection otherwise the system will block you and will display an error message.

Approve RFx : 7100000090

Approve Reject Close

! Insert mandatory Note : Reason for Rejection

Number	7100000090	Name	SMECO02 10.06.2019 12:54	Type	Easy Contest
--------	------------	------	--------------------------	------	--------------

RFX Information Bidders **Notes and Attachments** Approval

Notes

Add Clear

Rejection Note

Rejection Note

Rejection Note: Notes

OK Cancel

Approve RFx : 7100000090

Approve **Reject** Close

! Insert mandatory Note : Reason for Rejection

Number	7100000090	Name	SMECO02 10.06.2019 12:54	Type	Easy Contest	Status	Awaiting Approval	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

Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
Document Header	Rejection Note	Notes

The publication of the easy contest is subject to a two-step approval:

- Checker contest;
- Contract manager.

In case Checker contest decides to reject the bid, the easy contest will be in charge to the Requester, who will have to verify it and either submit it again to Checker contest for approval or to decide to stop this easy contest.

When Contract manager approves the Easy contest, automatic mail notifications are sent to all invited bidder's contact persons.

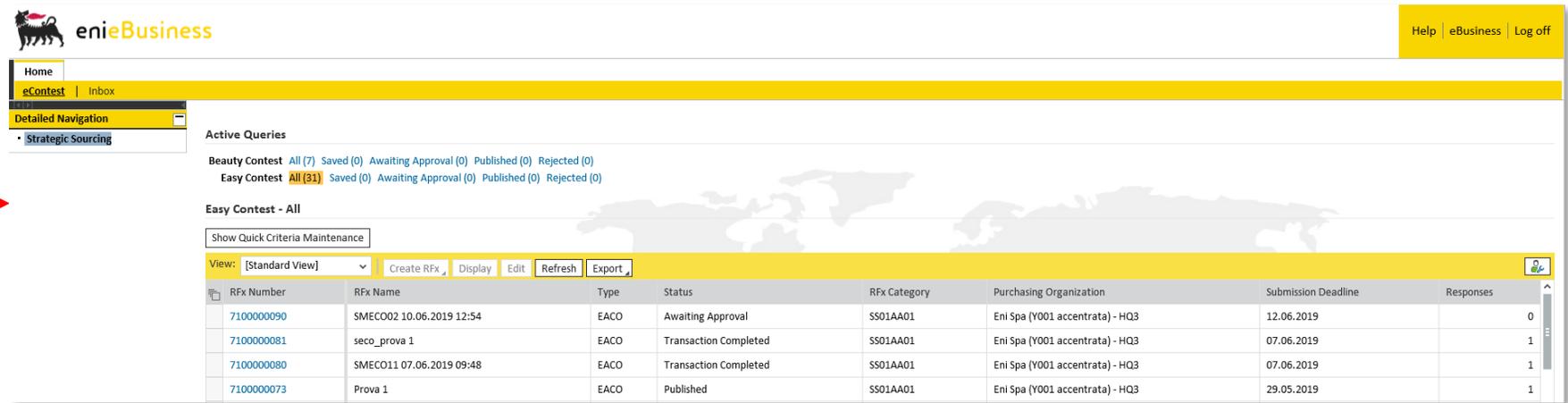
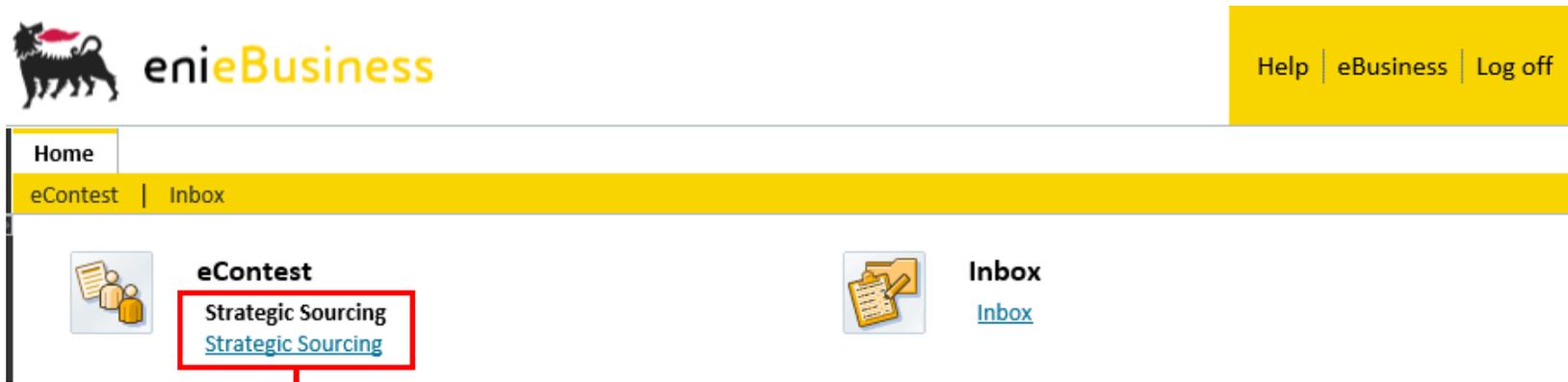
The easy contest has a single tender phase: there is no separation between the technical phase and the economic phase

Finally, the bid is subject to a two-step confirmation by the Technician and Approver.



Monitor Easy Contest

Clicking on Strategic Sourcing section Checker contest has the possibility to monitor beauty contest and easy contest.



Monitor Easy Contest

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

Display RFX: 710000090

Number 710000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status Awaiting Approval 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

Organization

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

Dates

* Submission Deadline: 12.06.2019 23:59:00

Event Parameters

Currency: EUR
* Target Value: 110,00 EUR

Basic Data

Approver: APPROVER11	Approver: Rosa1 Approvatore1	Technical: CONTECH11	Technical: Paolo1 Tecnico1
Bid code reference: 324353	Buyer Unit: 50000714	Buyer Unit description: Unità visualizzatore 1	
Contract Manager: GESTORE11_EC	Contract Manager: Marco1 Gestore1	Issuing unit: EN01CCSA3	



Display Easy contest Bid

In particular, it is possible to display a presented bid by clicking on the Tracking tab and then on Document Number 80xxxxxxx.

Display RFX: 710000090

Close Responses and Awards

Number 710000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status Transaction Completed 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

History

View: European Euro Filter Settings

Document	Name	Document Number	Back-End Document Number	Status	Date
RFX	SMECO02 10.06.2019 12:54	710000090			10.06.2019
RFX Response	SMECO02 10.06.2019 12:54	8000001282			10.06.2019

Confirmation required

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

OK Cancel

Access to opened offer versions

System Status
Created > Complete > RFX Ready > Published > Transaction Completed

Display RFX Response: 8000001282

Close

Number 8000001282 Rfx Name SMECO02 10.06.2019 12:54 Status Accepted Bidder SYNDIAL SPA Total Value 0,00 EUR Rfx Number 710000090

Rfx Information Notes and Attachments Tracking

Basic Data

Bidder Contact Information

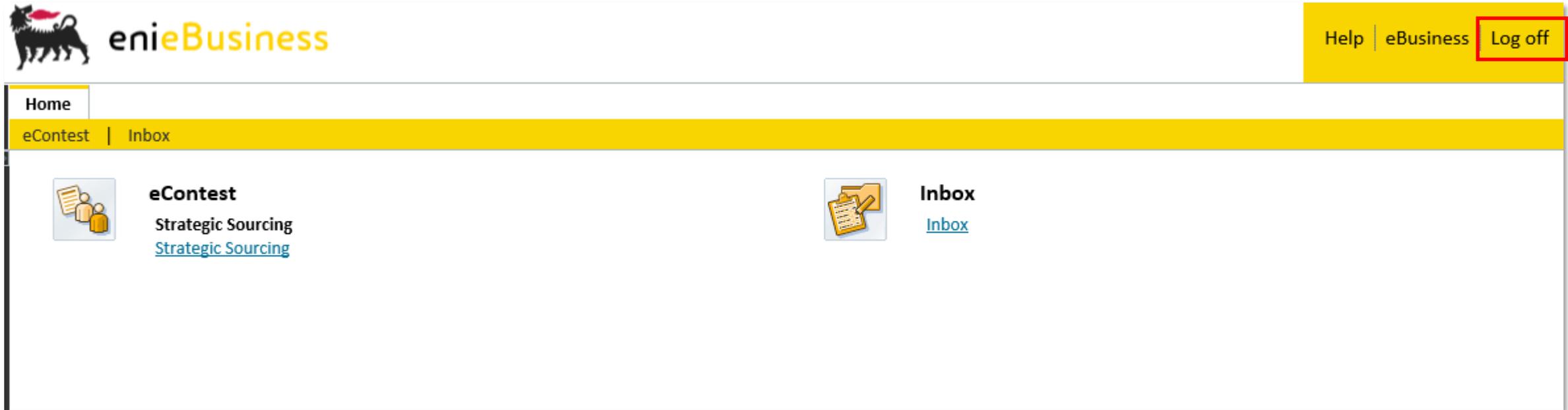
Supplier Name: SYNDIAL SPA
Contact Person Name: Marco1 Offerente1
E-Mail: Marco1.Offerente1@syndial.xx
Fax:
Phone: 0

RFX Response Information

Last Changed On: 11.06.2019 12:24:43 CET
Last Changed By: Rosa1 Approvatore1
Creation Date: 10.06.2019 18:06:48 CET
Created By: Mr. Marco1 Offerente1



Exit from eBusiness Service



The screenshot displays the eni eBusiness Service interface. At the top left is the eni logo, a black silhouette of a dog with a red flame above its head, followed by the text "eni eBusiness". On the top right, there are three links: "Help", "eBusiness", and "Log off". The "Log off" link is enclosed in a red rectangular box. Below the header is a navigation bar with "Home" selected, and "eContest" and "Inbox" as other options. The main content area features two cards: "eContest" with a sub-link for "Strategic Sourcing" and "Inbox" with a sub-link for "Inbox".

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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