

# **Servizi di e-Business Eni**

## **Contract Manager**

Version 07/2019

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Dear User,

this handbook illustrates Easy Contest flow from a Contract manager perspective.

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



# Summary

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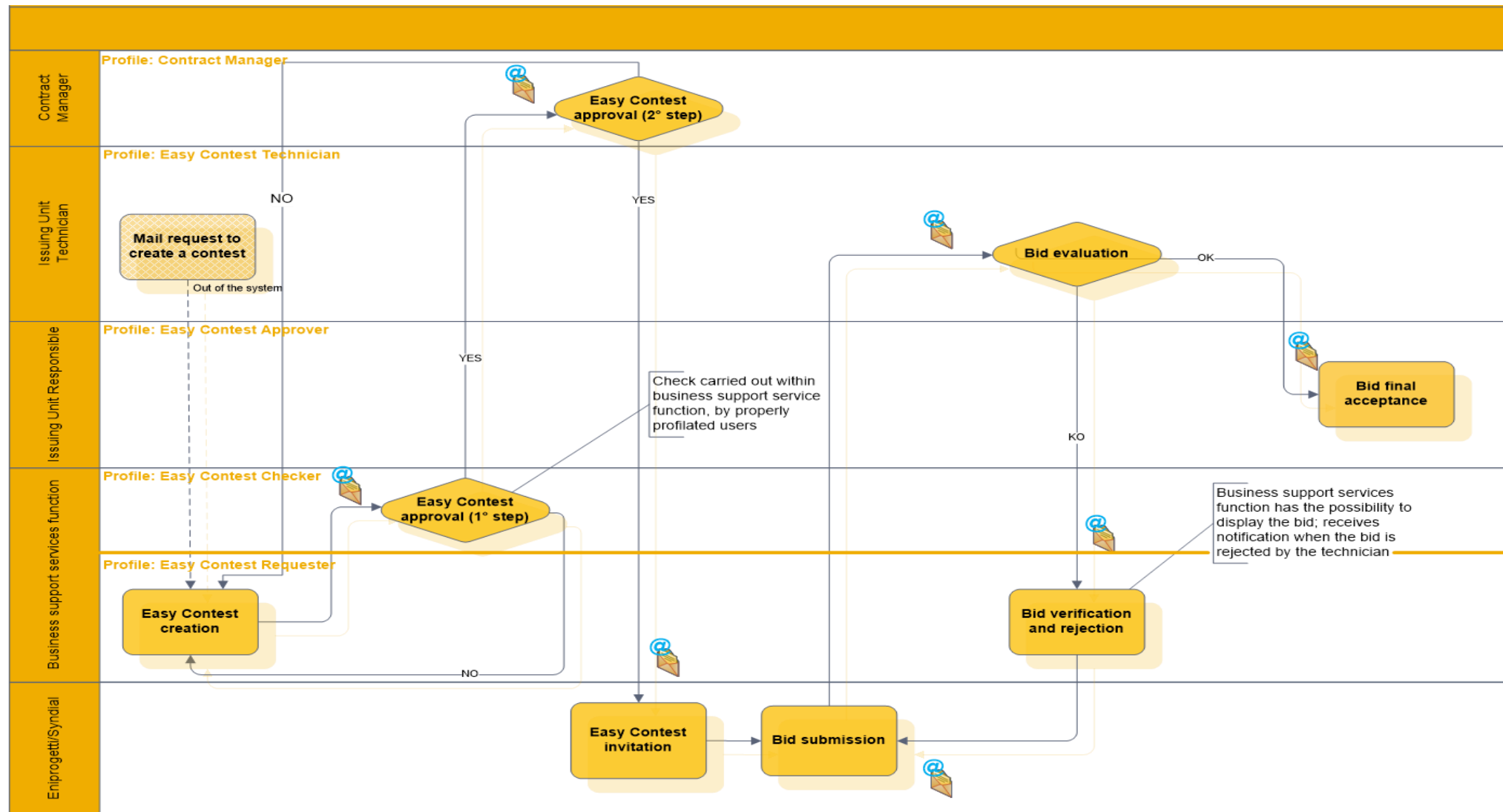
The Requester, after collecting all the users' needs out of the system, will proceed with the easy contest creation.

The easy contest needs to be approved:

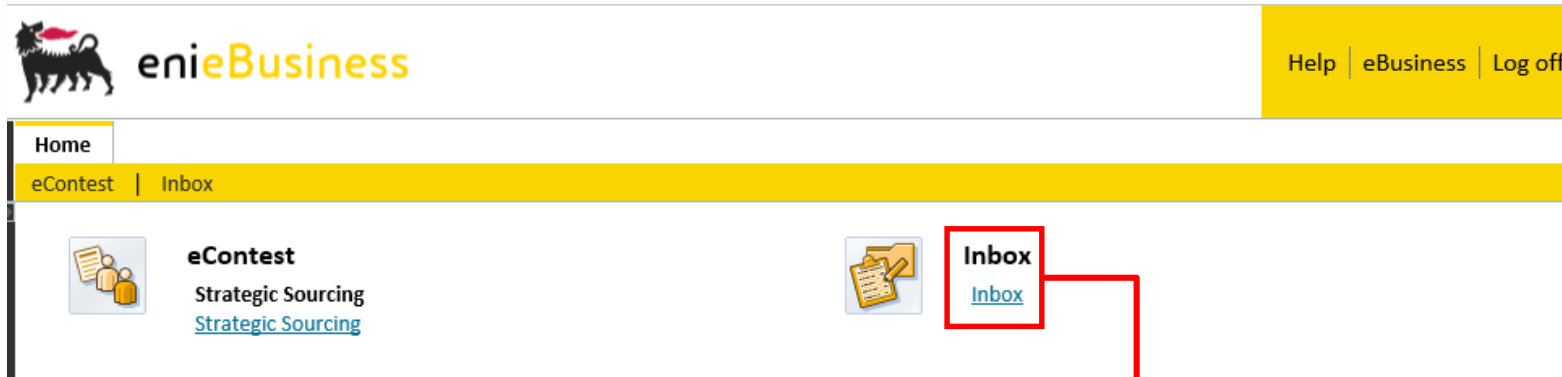
- by the Checker contest in the first instance;
- by the Contract Manager in the second instance .

The Contract manager accesses SRM 7.0 eBusiness web platform either to approve or reject the easy contest publication.

# Workflow Easy Contest

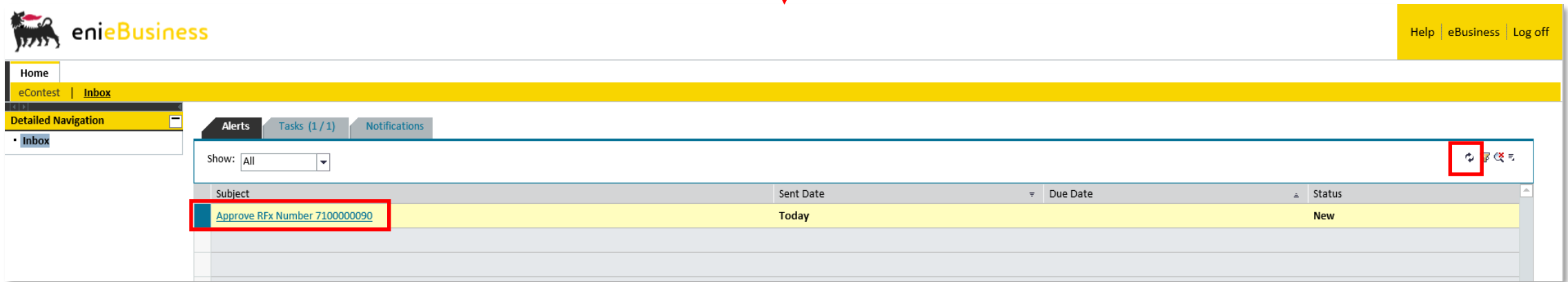


# Approve Easy contest publication



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

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



# 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

**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

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**

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

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**

Close

Check

Publication of RFx (Number 7100000090 ) was approved

|            |                     |            |                          |                   |              |        |                   |
|------------|---------------------|------------|--------------------------|-------------------|--------------|--------|-------------------|
| 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            |        |                   |





# 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

Category

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

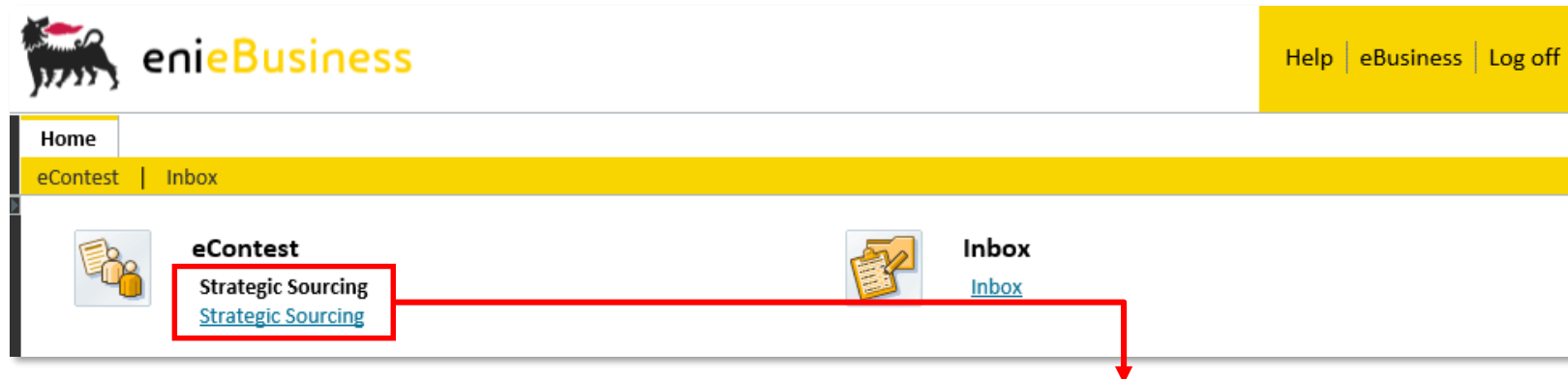
| Assigned To     | Category              | Text Preview |
|-----------------|-----------------------|--------------|
| Document Header | <b>Rejection Note</b> | Notes        |



# Monitor Easy Contest

Once the Easy contest has been published, the system will send an automatic mail notification to the invited bidder in order to load the bid in the system until the deadline.

The Contract manager can monitor the situation of easy contests by clicking on Strategic Sourcing button, the system will display all the easy contest he is involved in.



The screenshot shows the 'Easy Contest - All' section of the enieBusiness web application. The interface includes a header with the logo and navigation links: Home, eContest, and Inbox. Below this, there's a section for 'Active Queries' with links for Beauty Contest, Easy Contest, and Strategic Sourcing. The 'Easy Contest' link is highlighted. Below this, there's a section for 'Easy Contest - All' with a 'Show Quick Criteria Maintenance' button. A table displays a list of contests with columns for RFX Number, RFX Name, Type, Status, RFX Category, Purchasing Organization, Submission Deadline, and Responses.

| RFX Number | RFX Name                 | Type | Status                | RFX Category | Purchasing Organization         | Submission Deadline | Responses |
|------------|--------------------------|------|-----------------------|--------------|---------------------------------|---------------------|-----------|
| 7100000090 | SMECO02 10.06.2019 12:54 | EACO | Published             | SS01AA01     | Eni Spa (Y001 accentrata) - HQ3 | 12.06.2019          | 0         |
| 7100000081 | seco_prova 1             | EACO | Transaction Completed | SS01AA01     | Eni Spa (Y001 accentrata) - HQ3 | 07.06.2019          | 1         |
| 7100000080 | SMECO11 07.06.2019 09:48 | EACO | Transaction Completed | SS01AA01     | Eni Spa (Y001 accentrata) - HQ3 | 07.06.2019          | 1         |
| 7100000073 | Prova 1                  | EACO | Published             | SS01AA01     | Eni Spa (Y001 accentrata) - HQ3 | 29.05.2019          | 1         |
| 7100000072 | SMECO01 27.05.2019 14:25 | EACO | Published             | SS01AA01     | Eni Spa (Y001 accentrata) - HQ3 | 30.05.2019          | 1         |
| 7100000065 | SECO SERVIZITEST         | EACO | Transaction Completed | SS01AA01     | Eni Spa (Y001 accentrata) - HQ3 | 24.05.2019          | 1         |



# Display Easy Contest Bid

It is possible to check if the bidder has already submitted the bid by clicking on Responses and Awards and check the Response Status.

**Display RFX: 7100000080**

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

**Number** 7100000080   **Name** SMECO11 07.06.2019 09:48   **Type** Easy Contest   **Status** Transaction Completed   **Created On** 07.06.2019 09:48:56   **Created By** Francesco1 Richiedente1   **Number of Bidders** 1

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

**Identification**

Name: SMECO11 07.06.2019 09:48

Type: Easy Contest

Product Category: SS01AA01 use SS01BA01

**Event Parameters**

Currency: EUR

Target Value: 1,00 EUR

**Organization**

Purchasing Organization: Eni Spa (Y001 accentrata) - HQ3

Purchasing Group: SMECO [Show Members](#)

**Responses and Awards**

[Close](#)

Remaining Time 0 Days 00:00:00   RFX Name SMECO11 07.06.2019 09:48   Type Easy Contest   Status Transaction Completed   Number of Bidders 1   RFX Number 7100000080

**Response Activity**   Response Comparison

**Details**   Return Response

| Response Number | Response Status | Company Name | Bidder Name | Intent | Response Version | Last Changed on |
|-----------------|-----------------|--------------|-------------|--------|------------------|-----------------|
| 8000001273      | Accepted        | SYNDIAL SPA  |             | ◇      | 3                | 07.06.2019      |



# Display Easy Contest Bid

Click on the identification number and confirm the pop-up message that appears to view the content of the Bid.

**Responses and Awards**

Close

Remaining Time 0 Days 00:00:00 | Rfx Name SMECO11 07.06.2019 09:48 | Type Easy Contest | Status Transaction Completed | Number of Bidders 1 | Rfx Number 7100000080

Response Activity | Response Comparison

Details | Return Response

| Response Number | Response Status | Company Name | Bidder Name | Intent | Response Version | Last Changed on |
|-----------------|-----------------|--------------|-------------|--------|------------------|-----------------|
| 8000001273      | Accepted        | SYNDIAL SPA  |             | ◇      | 3                | 07.06.2019      |

**Confirmation required**

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

OK Cancel

**Display Rfx Response: 8000001273**

Close

Number 8000001273 | Rfx Name SMECO11 07.06.2019 09:48 | Status Accepted | Bidder SYNDIAL SPA | Total Value 0,00 EUR | Rfx Number 7100000080

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: 07.06.2019 10:26:54 CET  
Last Changed By: Rosa1 Approvatore1  
Creation Date: 07.06.2019 10:06:45 CET  
Created By: Mr. Marco1 Offerente1



# Display Easy Contest Bid

Click on the Notes and attachments tab to view its contents; in this section there are textual notes in the Notes section and economic and technical attachments in the Attachments section.

**Display RfX Response: 8000001273**

[Close](#)

**Number** 8000001273 **RfX Name** SMECO11 07.06.2019 09:48 **Status** Accepted **Bidder** SYNDIAL SPA **Total Value** 0,00 EUR **RfX Number** 7100000080

[Rfx Information](#) **Notes and Attachments** [Tracking](#)

**Notes**

[Add](#) [Clear](#) [Filter Settings](#)

| Assigned To     | Category                         | Text Preview       |
|-----------------|----------------------------------|--------------------|
| Document Header | <a href="#">RfX/Auction Text</a> | APPUNTO DI TESTATA |
| Document Header | <a href="#">Internal Note</a>    | Appunto interno    |
| Document Header | <a href="#">Bidder's Remarks</a> | appunti offerente  |

**Attachments**

[Add Attachment](#) [Edit Description](#) [Delete](#) [Filter Settings](#)

| Assigned To     | Category            | Description              | File Name     | Version | Visible Internally only | Type | Size (KB) | Changed by   | Changed on |
|-----------------|---------------------|--------------------------|---------------|---------|-------------------------|------|-----------|--------------|------------|
| Document Header | Standard Attachment | <a href="#">Doc Tech</a> | Doc Tech.docx | 1       |                         | docx | 12        | SYNMAROFFE01 | 07.06.2019 |
| Document Header | Standard Attachment | <a href="#">Doc Eco</a>  | Doc Eco.docx  | 1       |                         | docx | 12        | SYNMAROFFE01 | 07.06.2019 |

# Display Easy Contest Bid

Display RfX Response: 8000001273

Close

Number 8000001273 RfX Name SMECO11 07.06.2019 09:48 Status Accepted Bidder SYNDIAL SPA Total Value 0,00 EUR RfX Number 7100000080

RfX Information Notes and Attachments Tracking

▼ Status

System Status

Created > Complete > Bid submitted > Bid Accepted

RfX Response Versions RfX Versions

▼ Version Overview

Detail Compare

| Version | Document/Version Type | Created On          | Changed On          | Document Name |
|---------|-----------------------|---------------------|---------------------|---------------|
| 2       | Active Document       | 07.06.2019 10:06:45 | 07.06.2019 10:26:54 |               |
| 1       | Historical Document   | 07.06.2019 10:07:53 | 07.06.2019 10:06:45 |               |

▼ Change Documents

☒ Changed Since  ☐ Changed From/To   Search

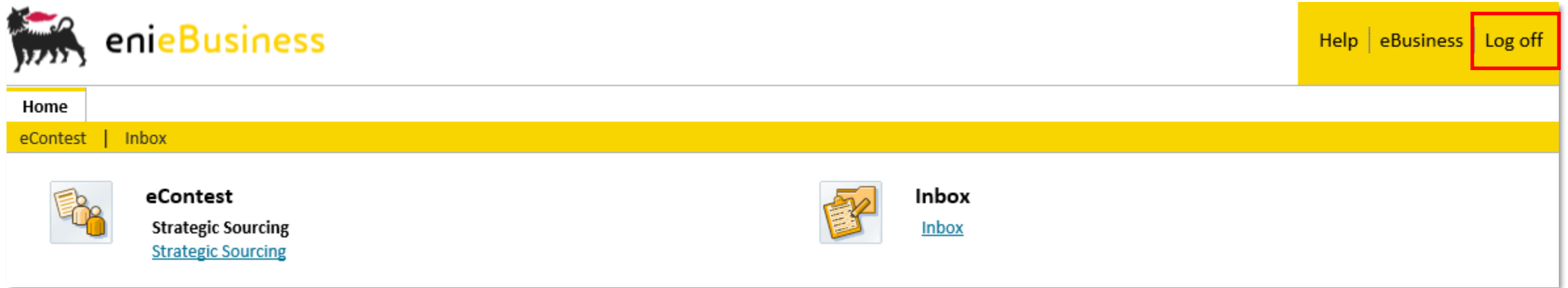
Expand All Collapse All Hide Query Filter Settings

| Header/Item Attribute | Old Value | New Value | Changed By | Changed On | Changed At | Version |
|-----------------------|-----------|-----------|------------|------------|------------|---------|
| Header                |           |           |            |            |            |         |

In the Tracking tab it is possible to display the bid status and active and historical documents.



# Exit from eBusiness Service



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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