

Servizi di e-Business Eni

Contract Manager

Version 07/2019

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

▪ Approve Easy contest publication	6
▪ Reject Easy contest publication	9
▪ Monitor Easy Contest	10
▪ Display Easy Contest Bid	11
▪ Exit from eBusiness Service	15
▪ Useful information	16
▪ Copyright e trademark	17

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

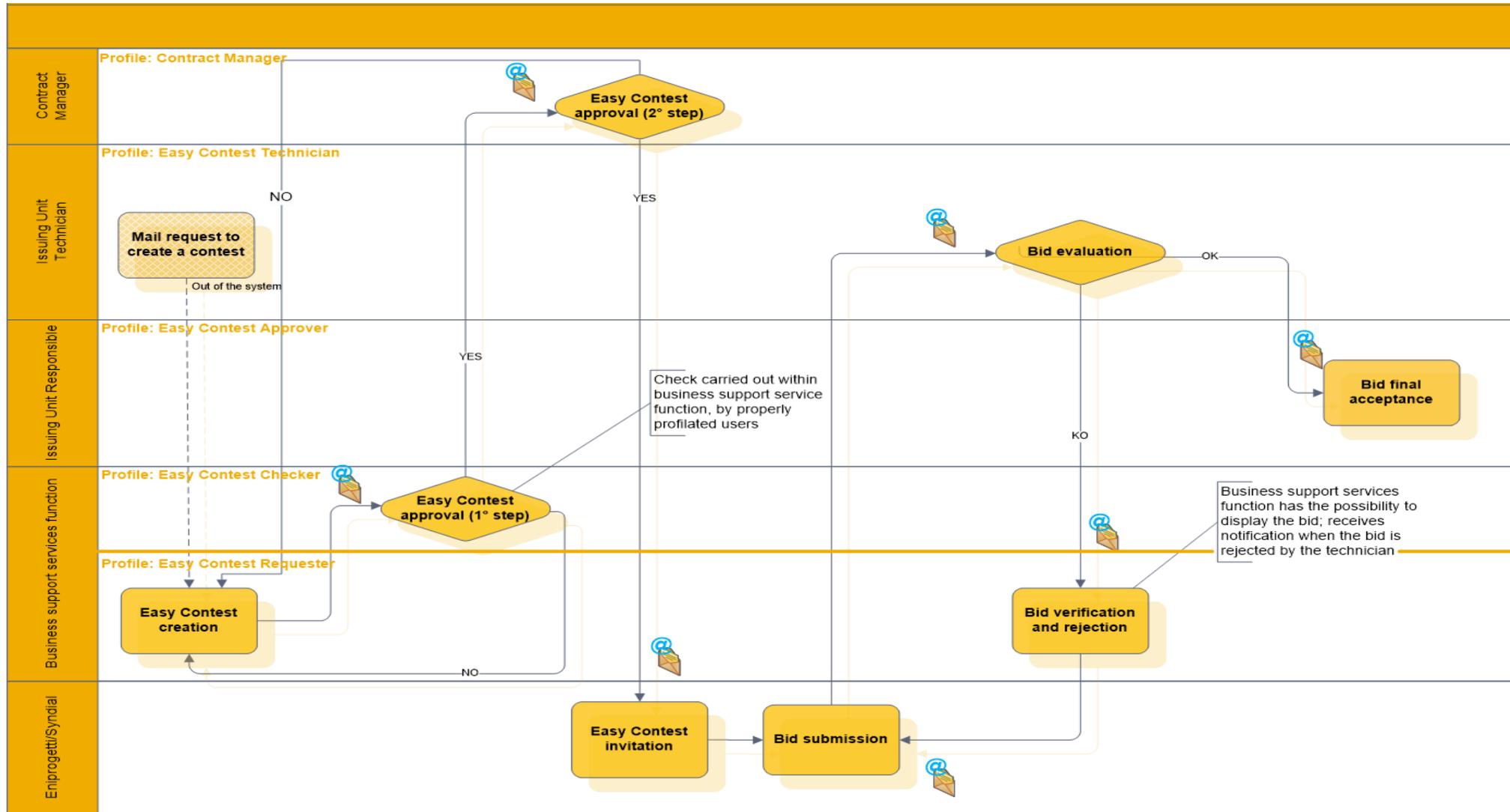
The easy contest needs to be approved:

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

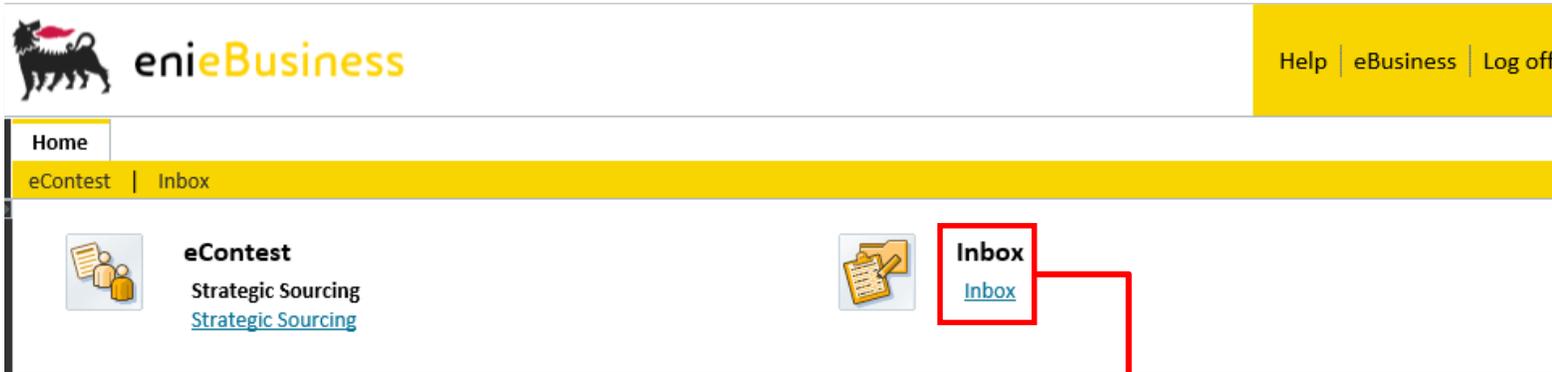
The Contract manager accesses SRM 7.0 eBusiness web platform either to approve or reject the easy contest publication.



Workflow Easy Contest

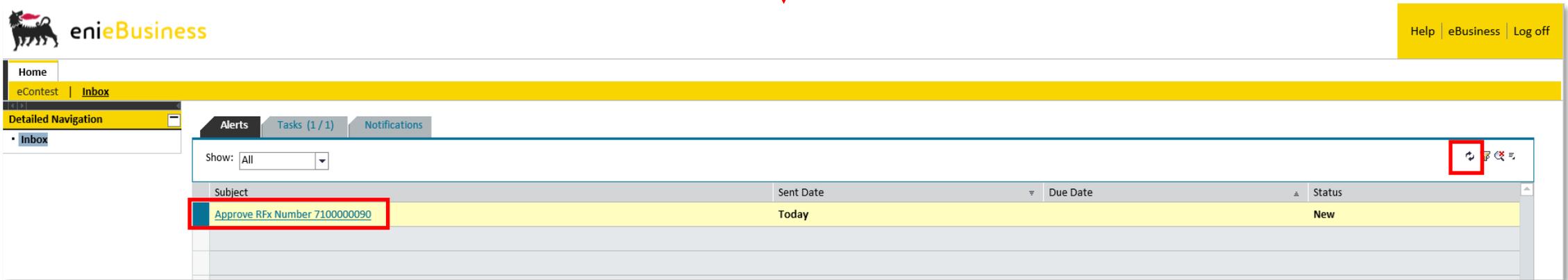


Approve Easy contest publication



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 XXXXXXX).



Approve Easy contest publication

Approve 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

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

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

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:

Type:

* Product Category: use SS01BA01

Event Parameters

Currency:

* Target Value: 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

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



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

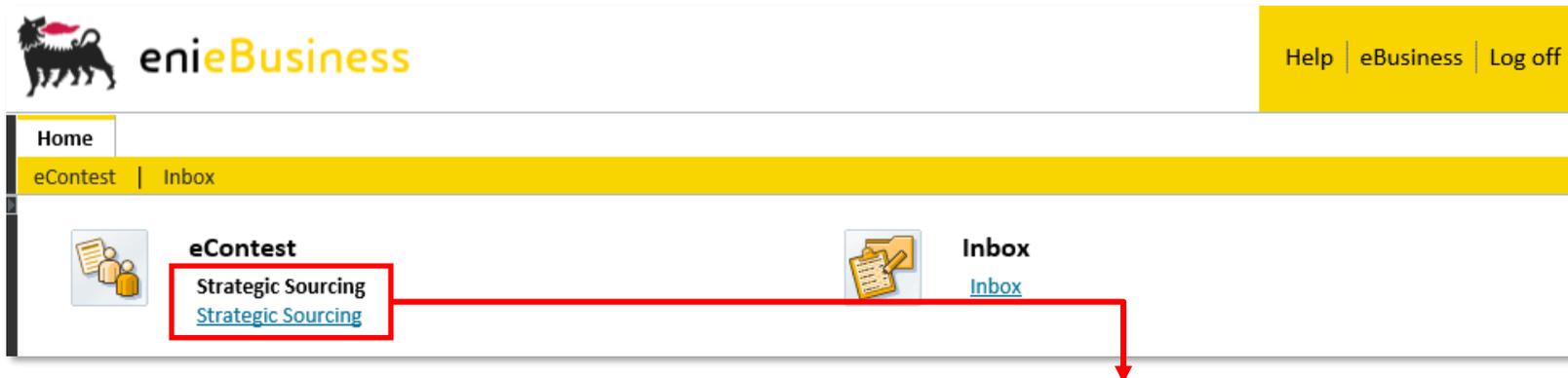
Assigned To	Category	Text Preview
Document Header	Rejection Note	Notes



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.



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	0
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
710000072	SMECO01 27.05.2019 14:25	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	30.05.2019	1
710000065	SECO_SERVIZI TEST	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: 710000080

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

Number 710000080 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 710000080

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

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 710000080

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

Number 8000001273 | RFX Name SMECO11 07.06.2019 09:48 | Status Accepted | Bidder SYNDIAL SPA | Total Value 0,00 EUR | RFX Number 710000080

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	RFX/Auction Text	APPUNTO DI TESTATA
Document Header	Internal Note	Appunto interno
Document Header	Bidder's Remarks	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	Doc Tech	Doc Tech.docx	1		docx	12	SYNMAROFFE01	07.06.2019
Document Header	Standard Attachment	Doc Eco	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

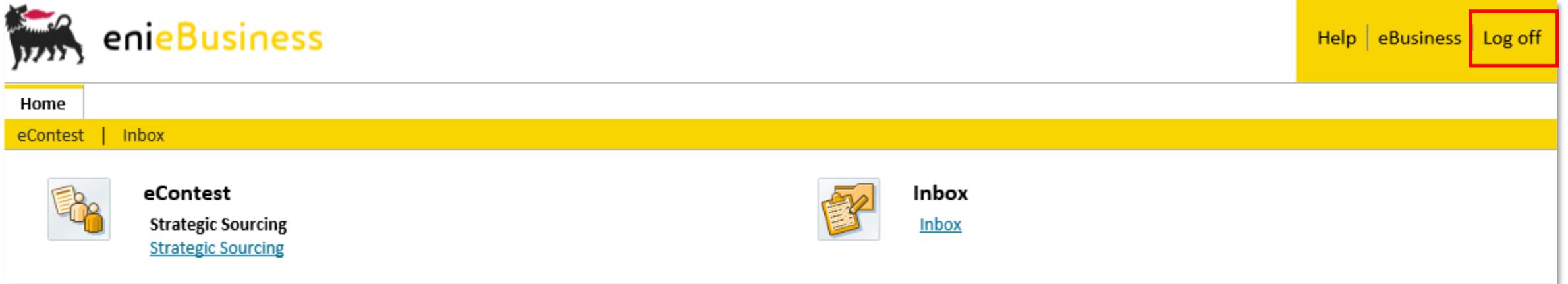
Search

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



The screenshot displays the user interface of the eni eBusiness Service. At the top left is the eni logo, featuring a black silhouette of a dog with a red flame above its head, followed by the text "enieBusiness" in black and yellow. On the top right, a yellow navigation bar contains the links "Help", "eBusiness", and "Log off". The "Log off" button is highlighted with a red rectangular border. Below this bar is a white navigation area with a yellow bar containing "eContest" and "Inbox". Underneath, there are two main sections: "eContest" with an icon of people and documents, and "Inbox" with an icon of a clipboard and envelope. The "eContest" section includes the text "Strategic Sourcing" and a link to "Strategic Sourcing". The "Inbox" section includes a link to "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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