

# **e-Business Services Eni**

## **Requester Easy Contest**

Version 07/2019

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Dear User,

this handbook covers easy contest flow from a Requester perspective.

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



# Summary

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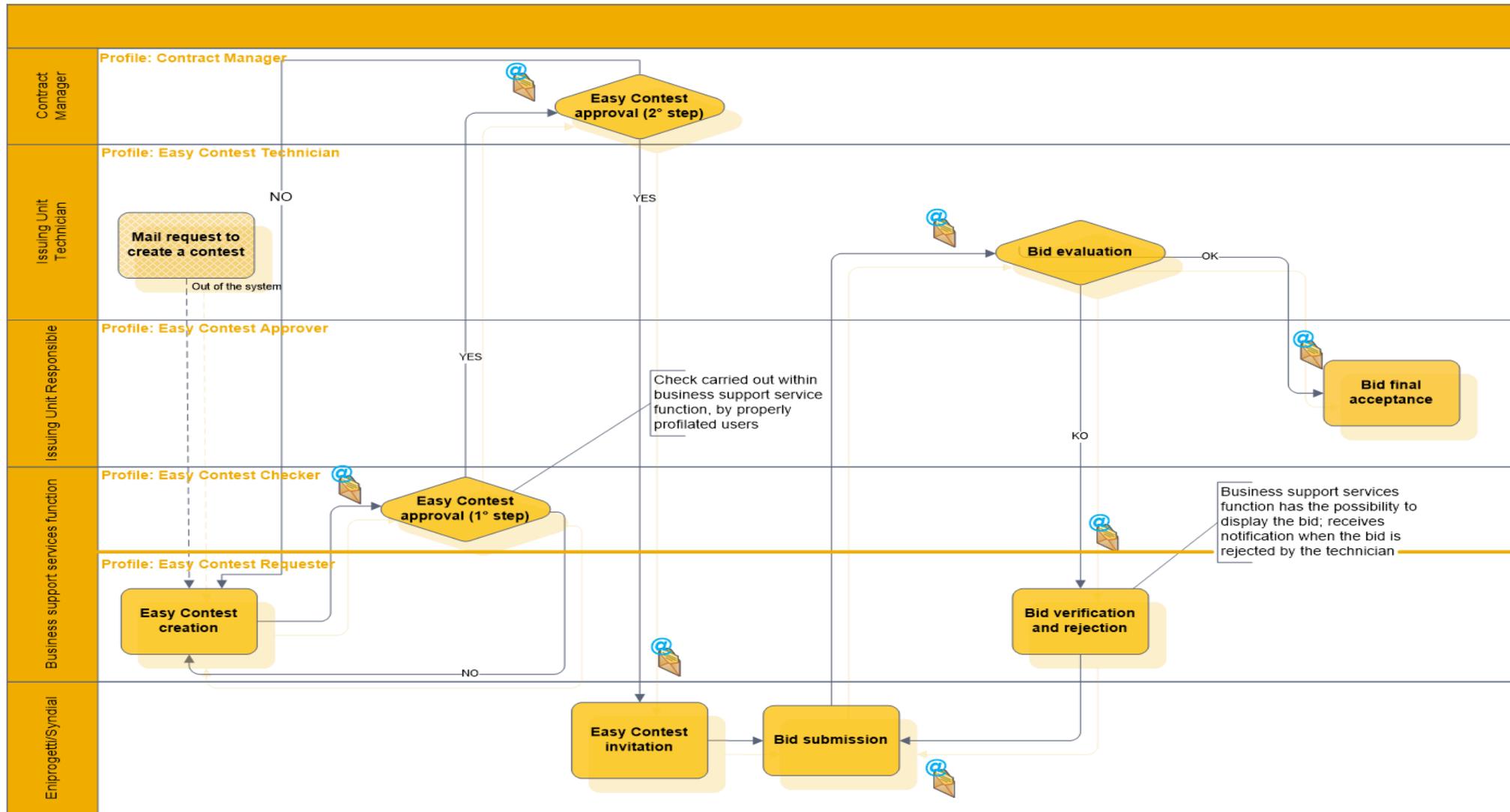
The easy contest Requester accesses the SRM 7.0 web platform and has the possibility to create an easy contest.

After collecting all the needs expressed by the issuing unit, the Requester accesses e-Business and creates the request for quotation involving a company belonging to the Eni group (i.e. either EniProgetti or Syndial). Furthermore, the Requester verifies and returns the bid in case of negative evaluation either by easy contest Technician or by easy contest Approver.

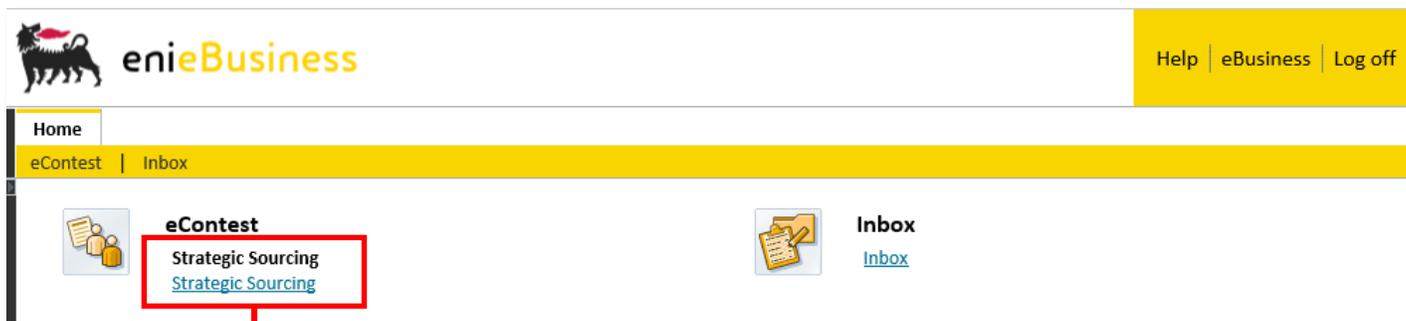
The publication of the Easy Contest is subject to a two-step approval, by Checker contest and by Contract manager.



# Workflow Easy Contest



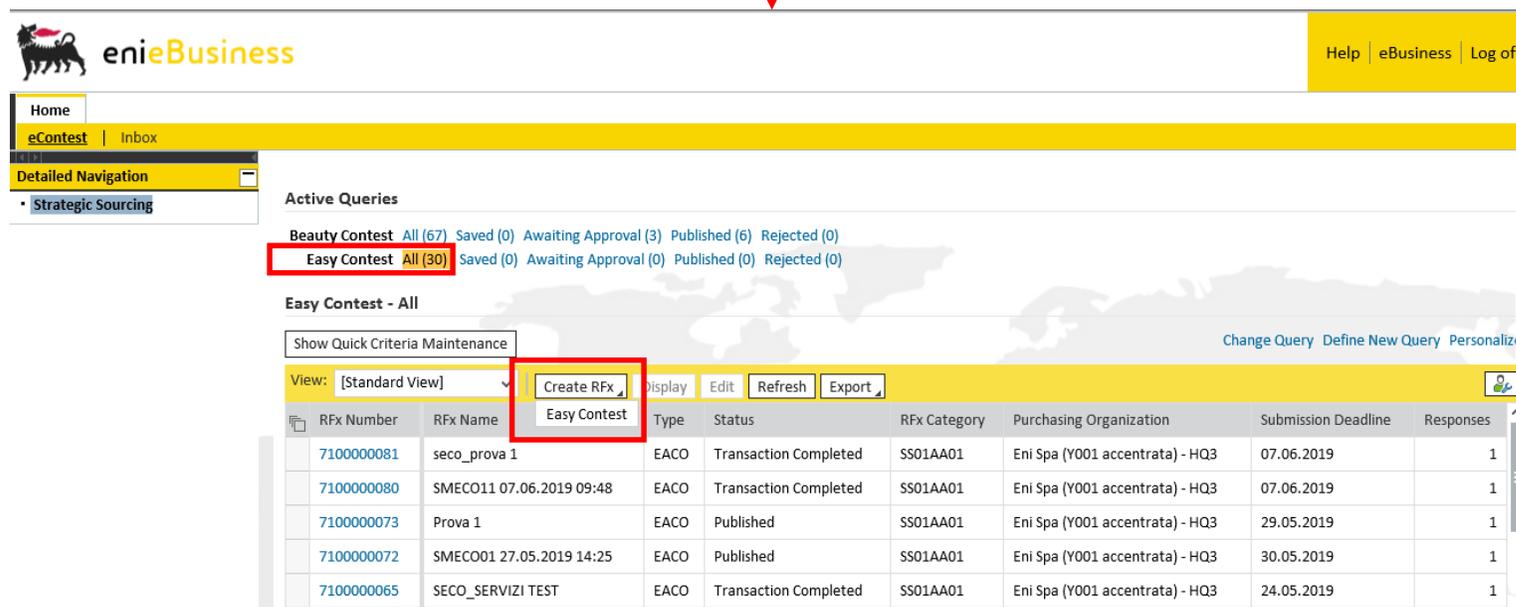
# Create easy contest



By accessing the e-Business service, the system displays the initial screen.

By clicking on Strategic Sourcing it is possible to access the easy contest management section.

In order to create an easy contest you need to select easy contest “All”, then click on Create Rfx and select Easy Contest.



# Submit Easy contest – RFX Information

In the RFX section there is the need to insert all the data related to the easy contest 71xxxxxxx.

**Create RFX: 710000090**

Close Publish Save Check

Number 710000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status In Process Created On 10.06.2019 12:54:23 Created By SMECO02 SMECO02 Number of Bidders 0

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

**Identification**

Name:

Type: Easy Contest

\* Product Category:

**Organization**

Purchasing Organization:

Purchasing Group:  [Show Members](#)

**Dates**

\* Submission Deadline:

**Event Parameters**

Currency:

\* Target Value:  EUR

It is possible to edit Name field in the identification section by entering a string as desired.



# Submit Easy contest – RFX Information

**Create RFX: 7100000090**

Close Publish Save Check

Number 7100000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status In Process Created On 10.06.2019 12:54:23  
Created By SMECO02 SMECO02 Number of Bidders 0

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

**Identification**

Name: SMECO02 10.06.2019 12:54

Type: Easy Contest

\* Product Category:

**Event Parameters**

Currency: EUR

\* Target Value: 0,00 EUR

**Search Product Category**

Display As: Flat List

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product Category ID: SS\*

Description:

Restrict Number of Value List Entries 500

Start Search Reset

**Item Detail 0 Unsaved data will be lost**

Description	Category ID	Logical System
use SS01BA01	SS01AA10	BR3CLNT201
use SS01BA01	SS01AA11	BR3CLNT201
use SS01BA01	SS01AA12	BR3CLNT201
use SS01BA01	SS01AA13	BR3CLNT201
use SS01BA01	SS01AA14	BR3CLNT201
use SS01BA01	SS01AA15	BR3CLNT201
use SS01BA01	SS01AA16	BR3CLNT201
ENGINEER SERV RETAIL	SS01AA17	BR3CLNT201
use SS01BA01	SS01AA18	BR3CLNT201
PETROL STATION OWNE	SS01AB05	BR3CLNT201
use SS01AA17	SS01AB06	BR3CLNT201
LPG CHANNELLED NETWO	SS01AB07	BR3CLNT201
CIVIL AND ARCHITECTU	SS01AB11	BR3CLNT201
URBAN PLANNING	SS01AB17	BR3CLNT201
SPACE PLANNING	SS01AB18	BR3CLNT201

OK Cancel

By clicking on the Product Category search help icon, a screen will open to insert the filters needed to start the search.

Once the filters have been added, click on Start search button. The search results will be displayed below. Select the one you want from the list and click on the OK button to confirm.

# Submit Easy contest – RFX Information

**Create RFX: 7100000090**

Close Publish Save Check

Number 7100000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status In Process Created On 10.06.2019 12:54:23 Created By SMECO02 SMECO02 Number of Bidders 0

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

**Identification**

Name: SMECO02 10.06.2019 12:54

Type: Easy Contest

\* Product Category:

**Event Parameters**

Currency: EUR

\* Target Value: 0,00 EUR

**Organization**

Purchasing Organization: Eni Spa (Y001 accentrata) - HQ3

Purchasing Group: SMECO [Show Members](#)

**Dates**

\* Submission Deadline: 00:00:00

**Dates**

\* Submission Deadline: 00:00:00

**Basic Data**

\* Approver:

Bid code reference: 00000000

Contract Manager:

Calendar: June 2019

Mo	Tu	We	Th	Fr	Sa	Su
22	27	28	29	30	31	1
23	3	4	5	6	7	8
24	10	11	12	13	14	15
25	17	18	19	20	21	22
26	24	25	26	27	28	29
27	1	2	3	4	5	6

Enter the target value for the easy contest and indicate the deadline for the submission of the bid, it is possible to use calendar to fill in this field.



# Submit Easy contest – RFX Information

Search: Approver

Results List: 16 results found for Approver

User Name	Complete name
AG18165	STEFANO FRANCI
APPR_ALL01	Approvatore 01 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL02	Approvatore 02 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL03	Approvatore 03 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL04	Approvatore 04 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL05	Approvatore 05 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPROVER01	APPROVER01 APPROVER01
APPROVER02	APPROVER02 APPROVER02

Search: Technical

Results List: 10 results found for Technical

User Name	Complete name
CONTECH01	CONTECH01 CONTECH01

Basic Data

\* Approver:   Approver:

Bid code reference:  Buyer Unit: 00000000

Contract Manager:  Contract Manager:

\* Technical:   Technical:

Buyer Unit description:

\* Issuing unit:   Issuing unit:

It is possible to search desired Approver, Technician and Issuing Unit through the search help icons as illustrated in the print screen above.

The other fields (Bid code reference, Contract Manager and Buyer Unit) will be filled in automatically after a Vendor List will be selected.

# Submit Easy contest – RFX Information

Search: Approver

Results List: 16 results found for Approver

Personal Value List **Show Search Criteria**

User Name	Complete name
AG18165	STEFANO FRANCI
APPR_ALL01	Approvatore 01 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL02	Approvatore 02 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL03	Approvatore 03 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL04	Approvatore 04 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL05	Approvatore 05 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPROVER01	APPROVER01 APPROVER01
APPROVER02	APPROVER02 APPROVER02

Search: Approver

Search Criteria

Personal Value List Hide Search Criteria

User Name is

Full Name is

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: 16 results found for Approver

User Name	Complete name
AG18165	STEFANO FRANCI
APPR_ALL01	Approvatore 01 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG
APPR_ALL02	Approvatore 02 AC+CG+CS+EC+EDIT+ED+LVP+TOP+OMG

There is the possibility to define some available search criteria by clicking on Show Search Criteria button.

To start the search you need to fill in desired criteria and click on Search button.

# Submit Easy contest – Bidders

Create RFX: 710000090

Close Publish Save Check

Enter at least one partner of type Bidder

No attachment added: please verify area "Notes and Attachments"

Number 710000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status In Process Created On 10.06.2019 12:54:23 Created By SMECO02 SMECO02 Number of Bidders 0

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

Bidder Overview

Search for Bidders Send Notifications

From Internal Directory

Contact	Country	Company ID	Bidder Contact Person	Phone Number	E-mail	Active user	Online user

In the Bidders tab there is the possibility to select a bidder by clicking on Search for Bidders, From Internal Directory, and then there is the possibility to select an available Vendor List.

It is possible to insert only one bidder either Syndial or Eniprogetti.

Search for Bidders

Bidders

Number	Description	Product Category	Purchasing Organization	Product ID	Supplier Number	Created By
2000000330	Syndial	SS01AA01	Y001			
2000000331	Eniprogetti	SS01AA01	Y001			

Add Selected Bidders Cancel



# Submit Easy contest – Bidders

It is possible to delete a contact person from the vendor list, select the contact person and click on delete button.

**Edit RFx: 710000090**

Read Only Close Publish Save Check Delete

No attachment added: please verify area "Notes and Attachments"

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

▼ Bidder Overview

Search for Bidders Send Notifications Delete Settings

Company Name	Contact	Country	Company ID	Bidder Contact Person	Phone Number	E-mail	Active user	Online user
SYNDIAL SPA	syndial2 Offerente	IT	107291	3309	02465465655	offerente3@syndial.xx	■	◇
SYNDIAL SPA	syndial1 Offerente	IT	107291	3308	02465465654	offerente2@syndial.xx	■	◇
SYNDIAL SPA	Marco1 Offerente1	IT	107291	3306	0	Marco1.Offerente1@syndial.xx	■	◇

To change the vendor list select Search for bidders, click on From Internal Directory and select the desired vendor list.

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

▼ Bidder Overview

Search for Bidders Send Notifications Delete

From Internal Directory

Contact	Country	Company ID
syndial2 Offerente	IT	107291
syndial1 Offerente	IT	107291
Marco1 Offerente1	IT	107291

**Search for Bidders**

**Bidders**

Number	Description	Product Category	Purchasing Organization	Product ID	Supplier Number	Created By
2000000330	Syndial	SS01AA01	Y001			
2000000331	Eniprogetti	SS01AA01	Y001			

Add Selected Bidders Cancel

# Submit Easy contest – Notes and Attachments

In the Notes and Attachments tab of the easy contest, it is possible to insert textual notes by clicking on Add and either on Tendering Text or on Internal Note. The screen shown below will appear, in this section there is the possibility to add the text.

**Edit RFx: 7100000090**

Read Only | Close | Publish | Save | Check | Delete

No attachment added: please verify area "Notes and Attachments"

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

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

▼ Notes

Add | Clear

Tendering text | Category | Text Pre

Internal Note

▼ Attachments

Add Attachment | Edit Description | Delete

Assigned To	Category	Description	File Name
The table does not contain any data			

**Add Tendering text**

Tendering text: Notes

OK | Cancel

**NB** Internal notes will not be visible to Bidder.

# Submit Easy contest – Notes and Attachments

**Edit RFx: 7100000090**

Read Only Close Publish Save Check Delete

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

Assigned To	Category	Text Preview
Document Header	Tendering text	Notes

▼ Attachments

Add Attachment Edit Description Delete

Assigned To	Category	Description	File Name	Visible Internally only

### Add Attachment

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

File:  **Search**

Description:

\* Assign To: General Data ▼

Visible Internally only:  Keep this attachment internal

**OK** Cancel

It is possible to upload all the attachments, both technical and economical, in the Notes and Attachments tab by clicking on Add Attachments button. Add Attachment screen will appear, enter the path of the file and the description. If you want to change the description, select the line and click on Edit Description button. Instead, If you wish to cancel the attachment, click on Delete button.



# Submit Easy contest – Approval

Edit RFX: 710000090

Read Only Close Publish Save Check Delete

No attachment added: please verify area "Notes and Attachments"

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

Current Status: Initial Header Approval Note

Current Process Step:

Currently Processed By:

Follow Up:  Work Item to Requester at Process End

Header

Header Approval Status

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
001	SRM RFX Approval	Open (No Decision Made)	CHECK01 Contest01;CHECK02 Contest02;CHECK03 Contest03;DESIREE MEAZZINI;Giovanna1			
002	SRM RFX Approval	Open (No Decision Made)	Marco1 Gestore1			

In the Approval tab, the system will display the publication status of an easy contest.

Firstly, an Easy contest is approved by a Checker contest (Supervisor within Business support services function), and then by the Contract Manager. Only after easy contest has been approved by Contract Manger the bidder will receive an automatic mail notification to submit his quotation.



# Submit Easy contest – Tracking

**Edit RFX: 710000090**

Read Only Close Publish Save Check Delete

No attachment added: please verify area "Notes and Attachments"

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

Status

System Status

Created > Complete > Held

Version Overview

Detail Compare

Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number
	Active Document	10.06.2019 12:54:23	10.06.2019 12:54:23	SMECO02 10.06.2019 12:54	

In the tracking Tab it is possible to see the document related to the process.

**Edit RFX: 710000090**

Read Only Close Publish Save Check Delete

Number 710000090 Name SMECO02 10.06.2019 12:54 Type Easy Contest Status Saved 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**

View: [Standard View] Print Version Export

Time Stamp (In UTC)	Action executor	Name of employee or applicant	Action execution date user	Action execution time user	Time Zone User	Action text	Version Number
10.06.2019 11:07:36	SMECO02	SMECO02 SMECO02	10.06.2019	13:07:36	CET	Held	

In the Status tab the system displays relevant information about the Tender such as when the RfQ is publish, when the bidder submit the quotation.

# Save Easy contest

**Edit RFX: 7100000090**

Read Only **Close** Publish **Save** Check Delete

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

**Display RFX: 7100000090**

Edit Refresh Close Check Close Beauty Contest

✔ RFX SMECO02 10.06.2019 12:54- 7100000090 has been saved

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

Click on Save button to save all entered data and edit this RFX at a later time. On the other hand click on Close button to exit from this Easy contest.

# Publish Easy contest

The screenshot shows the 'Edit RFX: 7100000090' interface. At the top, there are buttons for 'Read Only', 'Close', 'Publish', 'Save', 'Check', and 'Delete'. Below this is a summary bar with fields for Number, Name, Type, Status, Created On, Created By, and Number of Bidders. The 'RFX Information' tab is active, showing Identification, Event Parameters, and Organization details. A 'Confirmation required' dialog box is open, asking 'You are going to publish the bid: do you want to proceed?' with 'OK' and 'Cancel' buttons. A red arrow points from the 'Publish' button to the dialog, and another red arrow points from the 'OK' button to the 'Display RFX' summary bar. The 'Display RFX' bar shows the RFX is published and includes buttons for 'Edit', 'Close', 'Show my Tasks', 'Check', and 'Close Beauty Contest'. Below this is a table with RFX details.

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

Once the RFX has been filled in, before concluding, it is advisable to click on the “Check” button.

The system verifies the correctness of the data entered and displays any error message; if the message "*The Rfx is complete and contains no errors*" appears, you can Publish the contest by clicking on the appropriate button.

Once the publication of that easy contest has been approved, the invited bidder will receive notification and could present the offer by the deadline.



# Extend Easy contest

The Requester can extend the easy contest returning the already presented bid.

**Display RFX: 7100000090**

Buttons: Edit, Close, Show my Tasks, Check, Close Beauty Contest

Rfx SMECO02 10.06.2019 12:54 7100000090 published

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

**Event Parameters**

**Edit RFX : 7100000090**

Buttons: Close, Publish, Save, Check, Delete

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

**Organization**

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

**Event Parameters**

Currency: EUR  
\* Target Value: 110,00 EUR

**Dates**

\* Submission Deadline: 12.06.2019 23:59:00

Access the easy contest by clicking on the Edit button and modify the Submission Deadline of the RFX.



# Extend Easy contest

The screenshot displays the 'Edit RFX: 7100000090' interface. At the top, there is a yellow header bar with the title and a row of buttons: 'Read Only', 'Close', 'Publish', 'Save', 'Check', and 'Delete'. Below this is a summary row with fields: 'Number' (7100000090), 'Name' (SMECO02 10.06.2019 12:54), 'Type' (Easy Contest), 'Status' (Release Rejected), and 'Created On' (10.06.2019 12:54:23). A navigation bar below the summary row includes 'RFX Information', 'Bidders', 'Notes and Attachments', 'Approval', 'Tracking', and 'Status'. The 'Notes and Attachments' tab is highlighted with a red box. A red arrow points from this tab to a secondary window showing the 'Notes' section. In this secondary window, the 'Notes' section has an 'Add' button and a table with columns 'Assigned To', 'Category', and 'Text Preview'. A row in the table shows 'Document Header' assigned to 'Rejection Note'.

Whenever the Requester makes changes on the RFX it is mandatory to re-publish the contest by clicking on Publish button.

After that the RFX should be approved again by Checker contest and then by Contract Manager as it is expected by the easy contest flow.

Both Checker contest and Contract manger has the possibility to reject the RFX, in case of rejection it is mandatory to insert a rejection reason by adding a textual note. This notes will be visible in the Notes and Attachments tab, in the notes section.

# Return Easy contest Bid

Display RFX: 7100000090

Edit | Refresh | Close | Check | Responses and Awards | Close Contest

Number 7100000090 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 Responses and Awards

Remaining Time 1 Days 13:26:23 Rfx Name SMECO02 10.06.2019 12:54 Type Easy Contest Status Published Number of Bidders 1 Rfx Number 7100000090

Identification

Name: SMECO02 10.06.2019 12:54

Type: Easy Contest

Product Category: SS01AA01 use SS01BA01

Response Activity Response Comparison

Response Number	Response Status	Company Name	Bidder Name	Intent	Response Version	Last Changed on
8000001282	Rejected by Paolo1 Tecnico1	SYNDIAL SPA		🟢	2	11.06.2019

Display RFX Response: 8000001282

Refresh | Close

Number 8000001282 Rfx Name SMECO02 10.06.2019 12:54 Status Release Rejected Bidder SYNDIAL SPA Total Value 0,00 EUR Rfx Number 7100000090

Rfx Information Notes and Attachments Tracking

Notes

Add | Clear

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

When the Technician rejects the bid, the easy contest Requester has the possibility to display the reason of the rejection by clicking on Response and Awards, on the Response Number of the offer and entering the tab Notes and Attachments. To return the bid, the easy contest Requester should proceed with the republication of the RFX.



# Close Easy Contest

The screenshot displays a software interface for managing an RFX (Request for Proposal). At the top, a yellow header bar contains the text "Display RFX: 710000090" and a row of action buttons: "Edit", "Close", "Check", "Responses and Awards", and "Close Easy Contest". The "Close Easy Contest" button is highlighted with a red rectangle. Below the header, a table lists RFX details: 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), and Number of Bidders (1). A red arrow points from the "Close Easy Contest" button to a modal dialog box titled "Confirmation required". The dialog box contains the text "Operation is not reversible and finally close the Rfx! Are you sure?" and two buttons: "OK" (highlighted with a red rectangle) and "Cancel".

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

**Confirmation required**  
Operation is not reversible and finally close the Rfx! Are you sure?  
OK Cancel

There is the possibility to close the easy contest by clicking on Close Easy Contest button, this operation is not reversible.

# Monitor Easy Contest

eniBusiness

Help | eBusiness | Log off

Home

eContest | Inbox

Detailed Navigation

- Strategic Sourcing

Active Queries

Beauty Contest All (68) Saved (0) Awaiting Approval (3) Published (6) Rejected (0)

Easy Contest All (27) Saved (0) Awaiting Approval (0) Published (0) Rejected (0)

Easy Contest - All

Show Quick Criteria Maintenance

Change Query Define New Query Personalize

View: [Standard View] Create RFX Display Edit Refresh Export

RFX Number	RFX Name	Type	Status	RFX Category	Purchasing Organization	Submission Deadline	Responses
<a href="#">710000096</a>	SMECO02 10.06.2019 12:54	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	12.06.2019	1
<a href="#">710000081</a>	seco_prova 1	EACO	Transaction Completed	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	07.06.2019	1
<a href="#">710000080</a>	SMECO11 07.06.2019 09:48	EACO	Transaction Completed	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	07.06.2019	1
<a href="#">710000073</a>	Prova 1	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	29.05.2019	1
<a href="#">710000072</a>	SMECO01 27.05.2019 14:25	EACO	Published	SS01AA01	Eni Spa (Y001 accentrata) - HQ3	30.05.2019	1

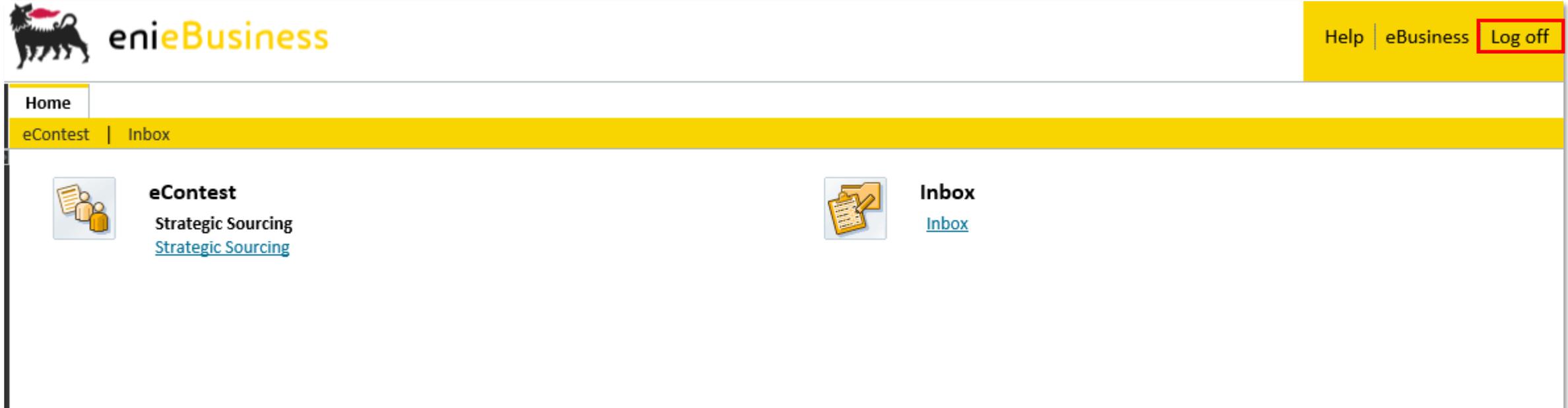
In the Easy Contest section All there is the possibility to display all the created easy contests. To display and check the details click on the RFX Number, the system will open a new window with the selected Easy Contest.

# Enable OdL creation

The screenshot displays the SAP RFX Information screen for RFX 7100000090. The top navigation bar includes buttons for 'Close', 'Check', 'Responses and Awards', and 'Enable OdL creation' (highlighted with a red box). Below this is a table with columns: Number, Name, Type, Status, Created On, Created By, and Number of Bidders. The main content area shows 'RFX Information' with tabs for Bidders, Notes and Attachments, Approval, Tracking, and Status. The 'Identification' section contains fields for Name, Type, and Product Category. The 'Event Parameters' section includes Currency and Target Value. A red arrow points from the 'Enable OdL creation' button to a 'Confirmation required' dialog box. The dialog box contains the text: 'Operation will close the contest! Are you sure? System will sent a mail notificatio to the bidders who sent a losing quotation.' and has 'OK' and 'Cancel' buttons at the bottom.

To close the Easy Contest, after the final acceptance by the Approver, click on Enable OdL creation and confirm the popup by clicking on OK. After that, it is possible to proceed with the manual creation of the order on SAP IESS.

# Exit from eBusiness Service



The screenshot displays the eni eBusiness Service user interface. At the top left is the eni logo, featuring a black silhouette of a lion with a red flame above its head, followed by the text "eni eBusiness". On the top right, a yellow navigation bar contains the links "Help", "eBusiness", and "Log off", with the "Log off" button highlighted by a red rectangular border. Below this is a secondary navigation bar with "Home", "eContest", and "Inbox" tabs. The main content area contains two primary sections: "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

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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.



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