

e-Business Services Eni

Technician Easy Contest

Version 07/2019

Dear User,

this handbook covers Easy Contest flow from a Technician perspective.

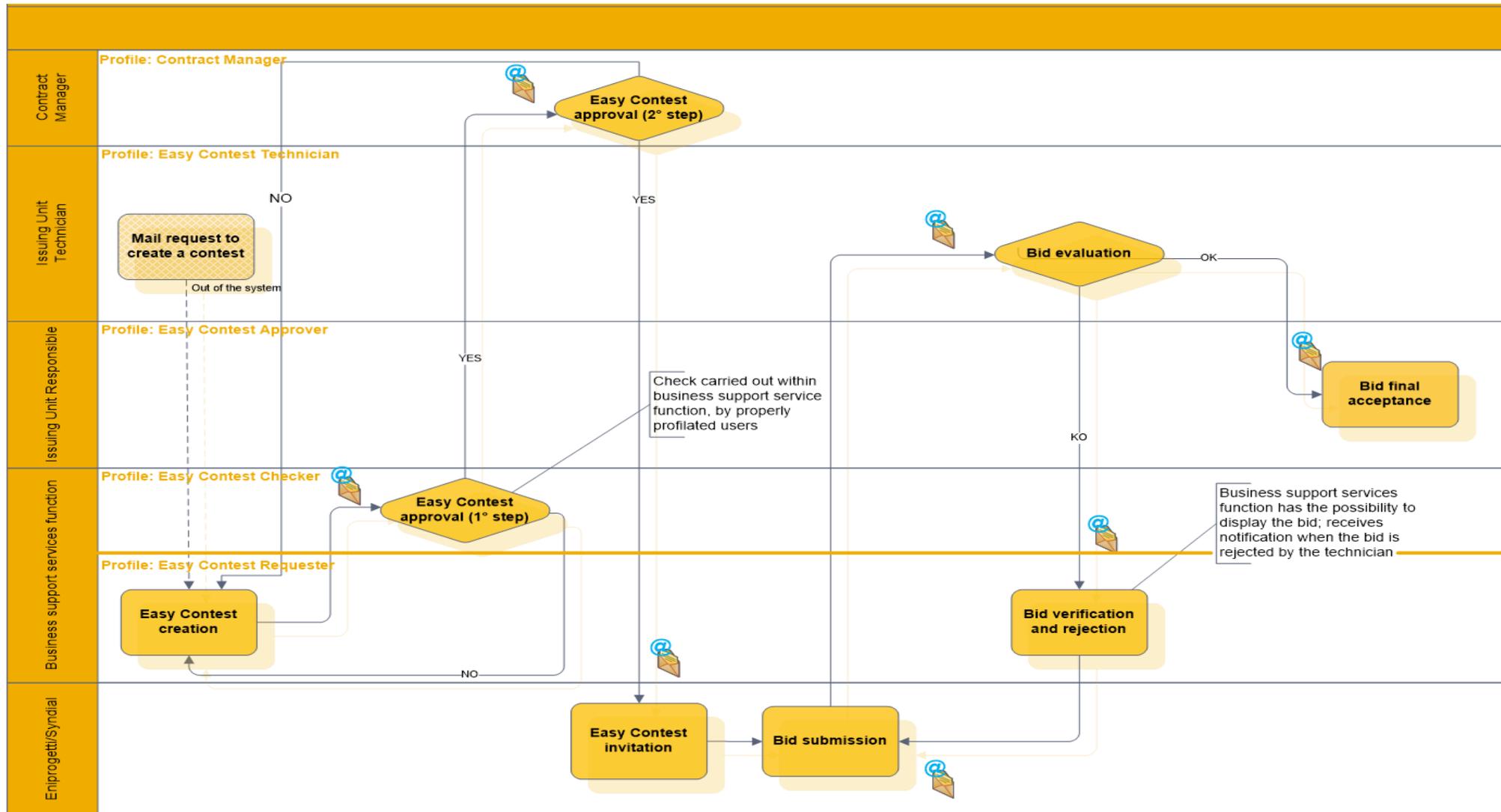
We suggest to spend some minutes reading it
in order to better use the service.



Sommario

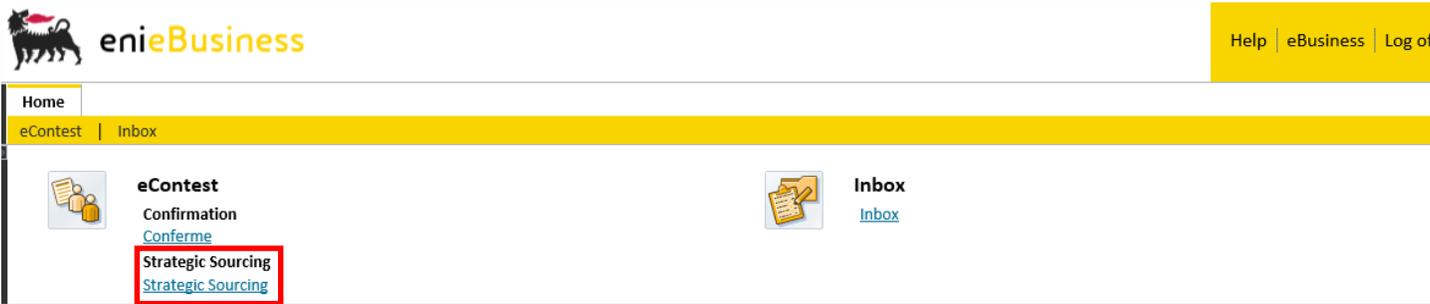
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Workflow Easy Contest



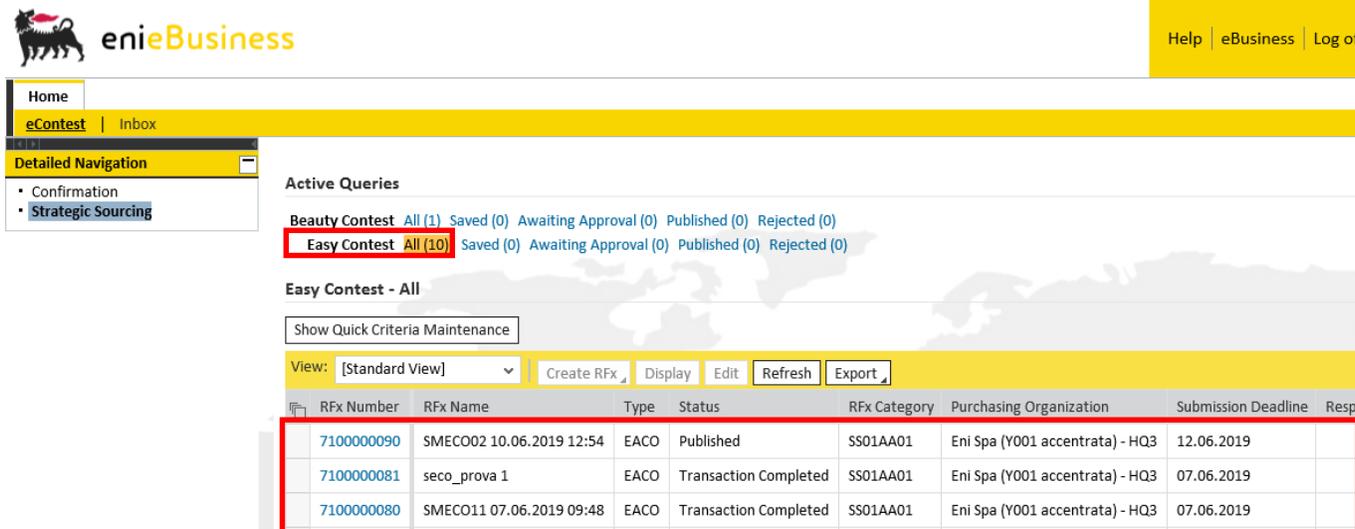
Technician is in charge of:

- in the Easy Contest phase, to evaluate the bid
- in the post-order phase, approval / rejection of the SES after Cost controller has approved them.



In the Strategic Sourcing section, clicking on Easy Contest All it is possible to display the summary of the easy contests submitted.

To access the single easy contest click on the identification number 71xxxxxxxx



Response and Awards – Bid evaluation

Display RFX: 710000090

Close Check **Responses and Awards**

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 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 *Issuing unit: EN01CCSA3

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

Responses and Awards

Close

Remaining Time 1 Days 14:28:24 RFX Name SMECO02 10.06.2019 12:54 Type Easy Contest Status Published Number of Bidders 1 RFX Number 710000090

Response Activity Response Comparison

Details Return Response Expand Rows

Response Number	Response Status	Company Name	Bidder Name	Intent	Response Version	Last Changed on	Response on Behalf	Attachments
8000001282	Submitted	SYNDIAL SPA		🟢	2	10.06.2019		📎

Click on Responses and Awards button to enter the Bidder activity folder.



Response and Awards – Bid evaluation

Responses and Awards

Close

Remaining Time 1 Days 14:28:24 | RFX Name SMECO02 10.06.2019 12:54 | Type Easy Contest | Status Published | Number of Bidders 1 | RFX Number 7100000090

Response Activity | Response Comparison

Details | Return Response | Expand Rows

Response Number	Response	Name	Intent	Response Version	Last Changed on	Response on Behalf	Attachments
8000001282	Submitted		●	2	10.06.2019		📎

Confirmation required

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

OK Cancel

Display RFX Response: 8000001282

Edit | Refresh | Check | Close

Number 8000001282 | RFX Name SMECO02 10.06.2019 12:54 | Status Submitted | Bidder SYNDIAL SPA | Total Value 0,00 EUR | RFX Number 7100000090

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: 10.06.2019 18:06:48 CET
Last Changed By: Mr. Marco1 Offerente1
Creation Date: 10.06.2019 18:06:48 CET
Created By: Mr. Marco1 Offerente1

Event Parameters
Process Type: QUOT
Currency: European Euro
Detailed Price Information: No Price
Target Value of RFX in Original Currency: 110,00 EUR
Target Value of RFX in Selected Currency: 110,00 EUR
Net Value of Header Items: 0,00 EUR

Status and Statistics
Created On: 10.06.2019 18:06:48 CET
Created By: Mr. Marco1 Offerente1
Last Processed On: 10.06.2019 18:06:48 CET
Last Processed By: Mr. Marco1 Offerente1

Click on Response Number to open and display the submitted bid.



Response and Awards – Bid evaluation

Display RFX Response: 8000001282

Edit Refresh Check Close

Number 8000001282 RFX Name SMECO02 10.06.2019 12:54 Status Submitted Bidder SYNDIAL SPA Total Value 0,00 EUR RFX Number 7100000090

Rfx Information **Notes and Attachments** Tracking

▼ Notes

Add Clear Filter Settings

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

▼ 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	Doc.pdf	1		pdf	31	SYNMAROFFE01	10.06.2019

In the “Notes and Attachments” tab it is possible to display the bid by clicking on the attachments’ description. Once the tender has been displayed, to elaborate the document click on Edit button.

Display RFX Response: 8000001282

Edit Refresh Check Close

Number 8000001282 RFX Name SMECO02 10.06.2019 12:54 Status Submitted Bidder SYNDIAL SPA Total Value

Rfx Information **Notes and Attachments** Tracking

▼ Notes

Add Clear

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



Response and Awards – Bid approval

To accept Easy contest bid click on the Approval button. At this point the Easy contest bid is subject to final acceptance by the Approver.

Edit Rfx Response: 8000001282

Read Only | Check | Close | Reject | **Approval**

Number 8000001282 Rfx Name SMECO02 10.06.2019 12:54 Status Submitted 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

If the Approver has not yet processed the bid, it is possible to modify the answer by clicking on Reset Approval .

Edit Rfx Response: 8000001282

Read Only | Check | Close | **Reset Approval**

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



Response and Awards – Bid rejection

Click on the Reject button to refuse the bid, which will return with motivation to the Easy contest Requester who will proceed with the re-publication of the RfX, allowing the company to update and submit the bid. To reject the bid it is mandatory to explain the reason of rejection. In Notes and Attachments Tab, by clicking on add, and then on the Rejection Note it is possible to insert a textual note.

Edit RfX Response: 8000001282

Buttons: Read Only | Check | Close | **Reject** | Approval

! Please insert rejection note

Number	RfX Name	Status	Bidder	Total Value	RfX Number
8000001282	SMECO02 10.06.2019 12:54	Submitted	SYNDIAL SPA	0,00 EUR	7100000090

Navigation: Rfx Information | **Notes and Attachments** | Tracking

Notes Section:

- Buttons: Add | Clear
- Categories: Purchaser's Remarks, Rejection Note

Notes Table:

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

Add Rejection Note Modal:

Rejection Note: [Text Area]

Buttons: OK | Cancel



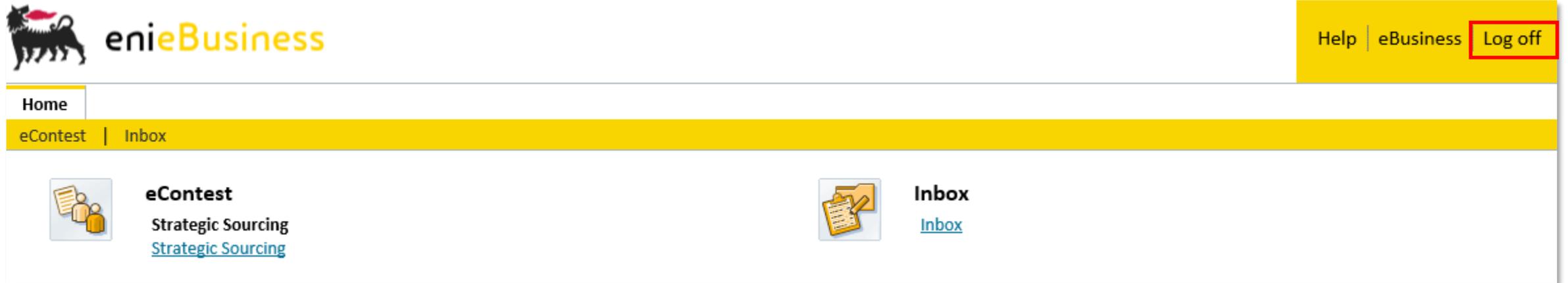
Once the easy contest has been approved by the Technician, the Approver will access the system in order to proceed with the final acceptance of the easy contest bid.

However, in case the easy contest Approver decides to reject the bid, it will be charged to the easy contest Requester.

When the Approver accepts the request, the easy contest Requester can enable the creation of the order. Thereafter, it will be possible to proceed with the manual creation of the order on SAP IESS.



Exit from eBusiness Service



The screenshot displays the enieBusiness web interface. At the top left is the logo featuring a black silhouette of a dog with a red tongue, followed by the text "enieBusiness". 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, a secondary yellow navigation bar shows "Home", "eContest", and "Inbox". The main content area contains two large buttons: "eContest" with a sub-link "Strategic Sourcing" and "Inbox" with a sub-link "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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