



e-Business Services

eBidding Approver Versalis International

Version 10/2020

Dear User,

this manual shows eBidding system process for Standalone Negotiation scenario as Approver.

We kindly suggest to inspect this manual and check features and characteristics of eBidding scenario for a better utilization of the system.



Logon eBidding

eBusiness eBidding system is available at:

<https://ebusiness.eni.com/index.php/en/> --> Services → Procurement & contract management → Stand Alone P&CM



The screenshot shows the eni eBusiness website interface. At the top left is the logo with a black silhouette of a dog and the text 'eni eBusiness'. To the right are links for 'Services' (highlighted with a red box), 'Assistance', and 'English'. Below the navigation is a large banner image of a sunset over the ocean. A yellow box on the banner says 'Welcome to eBusiness' and a white box below it says 'Services for your professional needs'. On the right side, a dark grey dropdown menu is open under 'Services', listing various services with right-pointing chevrons. The 'Procurement & Contract Management' option is highlighted with a red box, and a sub-menu item 'Stand Alone P&CM' is visible to its right. Other options in the menu include 'All services', 'Centralized Services', 'Certification of Goods and Services', 'eContest', 'Intercompany', 'Orders Portal for Eni gas e luce', 'Procure to Pay', 'Purchasing', and 'Subletting Auctions'.

Select service and eBidding system will be accessed in Single-Sign-On mode according to your Eni credentials



Home Page

System eBusiness eBidding features multiple functionalities accessible through Service Home Page.

To access to List of Tenders (RfQs) click on *Strategic Sourcing* icon

The screenshot shows a navigation menu with a yellow header bar. The header bar contains the following items: Home, Strategic Sourcing, Vendor Management, Inbox, Reports, and Master Data Mapping. Below the header bar, there are three main sections:

- Strategic Sourcing**: Includes an icon of a person with a checkmark and a red box around it. Below the icon, the text reads "Strategic Sourcing" and "[Strategic Sourcing](#)".
- Vendor Management**: Includes an icon of three people. Below the icon, the text reads "Vendor Management" and "[Vendor Maintenance](#)".
- Inbox**: Includes an icon of a mailbox. Below the icon, the text reads "Inbox" and "[Inbox](#)".

On the right side of the page, there are two additional sections:

- Reports**: Includes an icon of a bar chart. Below the icon, the text reads "Reports" and lists three reports: "[E-tender Report](#)", "E-tender Report", "[Product Group Mapping Report](#)", "Product Groups Mapping Report", "[Vendor Mapping Report](#)", and "Vendor Mapping Report".
- Master Data Mapping**: Includes an icon of a wrench. Below the icon, the text reads "Master Data Mapping" and "[Master Data Mapping](#)".

Main eBidding activities available for Versalis International Approvers are:

- Check Tenders assigned to his own Purchasing Group
- Approval/Reject of Tender publication requests
- Access in read mode to: Vendor and Contact Persons Master data, Vendor and Product Group Mapping VI/Eni
- Reporting for Tenders and Mapping

Tender (RfQ) Lists

Active Queries

RFXs **All (26)** Saved (7) Awaiting Approval (9) Published (8) Completed (0) Deleted (2) Release Rejected (1)

RFXs - All

Show Quick Criteria Maintenance

View: [Standard View] Create RFX Display Edit Delete Publish Responses and Awards Print Preview Refresh Export

| RFX Number | RFX Name | Type | Status | Null tender | RFX Category | Purchasing Organization | Responses | Submission Date |
|----------------------------|-------------------------------|------|-------------------|--------------------------|--------------|-------------------------|-----------|-----------------|
| 7200000055 | BUYER_BE_DE1 07.08.2020 09:25 | BID | In your Inbox | <input type="checkbox"/> | MT_648 | Versalis International | 0 | 07.08.2020 |
| 7200000054 | BUYER_BE_DE1 07.08.2020 09:23 | BID | Awaiting Approval | <input type="checkbox"/> | MT_521 | Versalis International | 0 | 07.08.2020 |
| 7200000053 | BUYER_BE_DE1 07.08.2020 09:22 | BID | Awaiting Approval | <input type="checkbox"/> | MT_431 | Versalis International | 0 | 07.08.2020 |
| 7200000052 | BUYER_BE_DE1 07.08.2020 09:21 | BID | Awaiting Approval | <input type="checkbox"/> | MT_434 | Versalis International | 0 | 07.08.2020 |
| 7200000051 | BUYER_BE_DE1 07.08.2020 09:20 | BID | In your Inbox | <input type="checkbox"/> | MT_363 | Versalis International | 0 | 07.08.2020 |
| 7200000050 | BUYER_BE_DE1 07.08.2020 09:19 | BID | Awaiting Approval | <input type="checkbox"/> | MT_491 | Versalis International | 0 | 07.08.2020 |
| 7200000049 | BUYER_RF_DF1 07.08.2020 09:16 | BID | Awaiting Approval | <input type="checkbox"/> | AT_100 | Versalis International | 0 | 07.08.2020 |

Click on links to select queries

Tender (RfQ) lists show Tender processes belonging to Approver's Purchasing group . For higher level approvers (starting from Procurement Manager level) all Versalis International Tender processes will be available regardless of Purchasing Group

List of available tender Queries according to document statuses:

- **All** – All Tenders (RfQs)
- **Saved** – Tenders in draft status
- **Awaiting Approval** – Tenders awaiting to be approved
- **Published** – Published Tenders
- **Completed** – Completed and Closed Tenders
- **Deleted** – Deleted Tenders
- **Release Rejected** – Tenders Rejected by approvers



Tender lists and related statuses

Active Queries

RFXs **All (26)** Saved (7) Awaiting Approval (9) Published (8) Completed (0) Deleted (2) Release Rejected (1)

RFXs - All

Show Quick Criteria Maintenance

| View: | [Standard View] | Create RFX | Display | Edit | Delete | Publish | Responses and Awards | Print Preview | Refresh | Export |
|------------|-------------------------------|------------|-------------------|--------------------------|--------------|-------------------------|----------------------|----------------|---------|--------|
| Rfx Number | Rfx Name | Type | Status | Null tender | Rfx Category | Purchasing Organization | Responses | Submission Dea | | |
| 720000055 | BUYER_BE_DE1 07.08.2020 09:25 | BID | In your Inbox | <input type="checkbox"/> | MT_648 | Versalis International | 0 | 07.08.2020 | | |
| 720000054 | BUYER_BE_DE1 07.08.2020 09:23 | BID | Awaiting Approval | <input type="checkbox"/> | MT_521 | Versalis International | 0 | 07.08.2020 | | |
| 720000053 | BUYER_BE_DE1 07.08.2020 09:22 | BID | Awaiting Approval | <input type="checkbox"/> | MT_431 | Versalis International | 0 | 07.08.2020 | | |
| 720000052 | BUYER_BE_DE1 07.08.2020 09:21 | BID | Awaiting Approval | <input type="checkbox"/> | MT_434 | Versalis International | 0 | 07.08.2020 | | |
| 720000051 | BUYER_BE_DE1 07.08.2020 09:20 | BID | In your Inbox | <input type="checkbox"/> | MT_363 | Versalis International | 0 | 07.08.2020 | | |
| 720000050 | BUYER_BE_DE1 07.08.2020 09:19 | BID | Awaiting Approval | <input type="checkbox"/> | MT_491 | Versalis International | 0 | 07.08.2020 | | |
| 720000049 | BUYER_BE_DE1 07.08.2020 09:16 | BID | Awaiting Approval | <input type="checkbox"/> | AT_100 | Versalis International | 0 | 07.08.2020 | | |

Available statuses for eBidding Tenders:

- **Saved** → document saved as Draft by Buyer
- **Awaiting Approval** → document in awaiting approval phase (access to tender section *Approval* to check related approver list and Workflow progress status)
- **Deleted** → document deleted by Buyer (document no longer changeable)
- **Release Rejected** → Buyer has accepted reject decision by approver. Tender is still available for changes and submission for new approval submission
- **Published** → Document published
- **Completed** → Document Completed and Closed
- **In Your Inbox** → For that documento an approval task is pending for approval in user's Inbox



Check Tender document details

Display RFX: 7200000050

[Close](#) [Check](#) [Print preview](#)

| Number | Name | Type | Status | Created On | Created By |
|------------|-------------------------------|----------------|-------------------|---------------------|-------------|
| 7200000050 | BUYER_BE_DE1 07.08.2020 09:19 | Bid invitation | Awaiting Approval | 07.08.2020 09:19:11 | Buyer DE 01 |

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

Identification

Name: BUYER_BE_DE1 07.08.2020 09:19

Type: Bid invitation

Product Category: MT_491 ALL TYPES OF ROLLING BEARINGS

* P. category Eni: BB11AD07 ALL TYPES OF ROLLING BEARINGS

Organization

Purchasing Organization: Versalis International

Purchasing Group: VI - Germany [Show Members](#) [Edit](#)

Company Code: VS01

Dates

* Submission Deadline: 07.08.2020 20:00:00

Event Parameters

Currency: EUR

* Target Value: 3.000,00 EUR

Tender Document is featured with following sections (tabs):

- **RFX Information** – Tender main Information
- **Bidders** – Bidder list invited to participate to tender
- **Items** – Tender Items (when available)
- **Notes and Attachments** – Section for tender Attachments and link to Tender collaboration Area for Double Envelope tenders (technical/economical)
- **Approval** – List of approvers and approval workflow process progress
- **Tracking** – Tender tracking versions
- **Status** – Tender Log and main tender business events



Assignment of a Tender document to a different Purchasing Group

Organization
Purchasing Organization: Versalis International
Purchasing Group: VI - Germany Show Members Edit 1
Company Code: VS01

Organization
Purchasing Organization: Versalis International
Purchasing Group: VI - Germany Show Members Save 2
Company Code: VS01

Search: Purchasing Group
Results List: 8 results found for Purchasing Group Personal Value List Show Search Criteria 3

| Purch. Group ID | Purchasing Group | Purch. Org. ID | Purch. Organization |
|-----------------|---------------------|----------------|------------------------|
| O 50000029 | VI - Headquarter | O 50000026 | Versalis International |
| O 50000030 | VI - France | O 50000026 | Versalis International |
| O 50000031 | VI - Germany | O 50000026 | Versalis International |
| O 50000032 | VI - Hungary | O 50000026 | Versalis International |
| O 50000033 | VI - United Kingdom | O 50000026 | Versalis International |
| O 50000034 | Versalis Pacific | O 50000026 | Versalis International |
| O 50000035 | Versalis Americas | O 50000026 | Versalis International |
| O 50000036 | Versalis Kymia | O 50000026 | Versalis International |

Purchasing Group: VI - Hungary Show Member Save 4

Purchasing Group: VI - Hungary Show Members Edit

Some Versalis International approvers are enabled to **change assignment of a Tender document.**

To change assignment of a Tender Document to a different Purchasing group:

- Access Tender document withim **section RFX Informations/Organization**
- Click on button *Edit*: system will open data field *Purchasing Group* in editing mode
- Click on *matchcode* to select new Purchasing Group to which assign the Tender
- Select new Purchasing Group
- Click on *Save* and system will update Purchasing Group with new value

Approval task Management – Inbox

The screenshot displays the 'Inbox' page in a procurement system. The left sidebar contains three main sections: 'Strategic Sourcing', 'Vendor Management', and 'Inbox', each with an icon and a link. The 'Inbox' section is highlighted with a red box. The main content area shows the 'Inbox' page with a navigation bar (Strategic Sourcing, Vendor Management, **Inbox**, Reports, Master Data Mapping), a 'Work On' section with radio buttons for 'My Items' and 'Items on Behalf Of', a dropdown menu for 'Local PM Germany, Local PM France, Local PM/Buyer Hungary, Local PM UK', and a 'Show: All' dropdown. A task card is visible with the subject 'Approve RFX Number 7200000049'.

When Buyer releases a Tender document for approval, a notification email for document approval is sent by system to first approver in-line according to eBidding workflow engine calculation, based on Tender *Target Value* and selected *Procurement department*.

The Inbox page features following sections:

- **Work On:** - Section available only for approvers who were set as delegates of other approvers, for which exist pending approval tasks. In case no delegator approver should have assigned any approval tasks, section will not be visible
- **Alerts** – Tasks Alerts → it is possible to access to this section to process approval tasks
- **Tasks** – Approval Tasks → it is possible to access to this section to process approval tasks
- **Notifications** – Notifications (**NB: inactive** tab for eBidding scenario)

Approval task Management – Inbox – check substitution rules

Work On: My Items Items on Behalf Of

Alerts Tasks (2 / 2) Notifications

Show:

Refresh
Personalize View
Manage Substitution Rules

| Subject |
|---|
| Approve RFX Number 7200000055 |
| Approve RFX Number 7200000051 |

NB: workflow substitution rules can't be changed by Users

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

| Tasks | Nominee | What To Do | Status |
|-------|--------------------------|-------------------|---------|
| All | Procurement Executive VI | Receives my tasks | Ongoing |
| | | | |
| | | | |

Other Users' Substitution Rules

| Task Owner | Tasks | What To Do | Status | Take Over |
|------------------------------|-------|------------|---------|-----------|
| Buyer UK 01, null | All | Receive | Ongoing | |
| Local PM/Buyer Hungary, null | All | Receive | Ongoing | |
| Local PM Germany, null | All | Receive | Ongoing | |
| Local PM France, null | All | Receive | Ongoing | |
| Local PM UK, null | All | Receive | Ongoing | |

To *check* user's own workflow substitution rules (active and passive) user has to:

- Click button  on top right of the Inbox and select *Manage Substitution Rules*
- System shows a tab *divided in two sections* :
- My substitution Rules** – «Active» substitution rules: User's task forward rules of his own assigned tasks
- Other User's Substitution Rules** – «Passive» substitution rules: Other user's assigned tasks

Approval task Management – delegated tasks

The screenshot shows the 'Work On' section with three radio buttons: 'My Items' (selected), 'Items on Behalf Of', and 'All Items'. A dropdown menu is open under 'Items on Behalf Of', listing 'Local PM Germany, Local PM France, Local PM/Buyer Hungary, and Local PM UK'. A red box highlights the 'Items on Behalf Of' section and the dropdown menu. Below this, a 'Show:' dropdown is set to 'All'. The main table has columns for 'Subject' and 'Sent Date'. Two rows are visible, both with 'Today' in the 'Sent Date' column. The first row's subject is 'Approve RfX Number 7200000055' and the second is 'Approve RfX Number 7200000051'. A red box highlights the first row, and a red arrow points from the 'Local PM Germany' option in the dropdown to this row.

| Subject | Sent Date |
|---|-----------|
| Approve RfX Number 7200000055 | Today |
| Approve RfX Number 7200000051 | Today |

Inbox section *Work On*: allows to operate on delegates tasks and features the following task filtering options:

- **My Items** – Approval tasks directly sent to approver
- **Items on Behalf Of** – Approval tasks sent to users for which user was set as delegate in substitution rules
- **All Items** – All approval tasks

To activate task filters, click on corresponding *radiobutton* within section *Work On*:

This image shows a close-up of the 'Work On' section. It features three radio buttons: 'My Items' (selected), 'Items on Behalf Of' (with a dropdown menu showing 'Local PM Germany,'), and 'All Items'.

Approval task Management – Approve/Reject a task

The screenshot illustrates the approval task management process. On the left, a task list shows a task titled "Approve RfX Number 720000052" highlighted in yellow. A red arrow points from this task to a detailed view on the right. The detailed view is titled "Approve RfX : 720000052" and features buttons for "Approve", "Reject", "Close", and "Print preview". Below these buttons, a summary table displays the following information:

| | | | | | |
|-------------------|-----------|-------------|-------------------------------|-----------------------|-------------------------|
| Number | 720000052 | Name | BUYER_BE_DE1 07.08.2020 09:21 | Type | Bid invitation |
| Number of Bidders | 2 | Tracking ID | 720000052 | Flow type description | Stand-Alone Negotiation |

The "RFX Information" section includes a "Header Approval Note" field with a red warning icon and the text "Insert mandatory Note : Approval Note". Below this, a table shows the current status of the task:

| | |
|-------------------------|------------------------|
| Current Status: | Active |
| Current Process Step: | SRM RfX Approval |
| Currently Processed By: | Local PM/Buyer Hungary |

The "Approval" section contains a "Header Approval Note" field with the text "To Be rejected". A red arrow points from the "Approve" button in the top view to the "Approve" button in the detailed view, and another red arrow points from the "Header Approval Note" field in the detailed view to the "Approve" button in the top view.

Once detected the task to be approved:

- Click on *hypertext* of the needed task
- System will open the document to be approved showing activity buttons *Approve* and *Reject*. Approver will have available in **read mode all information related to Tender Process** to evaluate whether Approve or Reject the document
- If User clicks on *Approve* the task will be accepted and sent to next approver in-line (if existing). At the end of approval workflow system will send invitation email to invited bidders
- If User clicks on *Reject*, task will be rejected and sent to buyer in order to accept approver decision or change Tender data for a new publication request. In case of Rejection, approver will have to provide a mandatory note within *Header Approval Note* section

Vendor and Contact Persons master data

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Active Queries

Approved Supplier Lists [All \(8\)](#) [Released \(5\)](#) [Not Released \(3\)](#)

External Business Partner [Suppliers \(14\)](#) [Contact Persons \(13\)](#)

External Business Partner - Suppliers

Show Quick Criteria Maintenance

View: [Standard View] Create Supplier Create Contact Person With Reference Display Edit Delete Refresh Export

| Supplier Number | Supplier Name | Supplier Name 2 | Cour |
|-------------------------|-------------------------------|-------------------------------|------|
| 500124 | A.T.I. TOTAL PETROCHEM -ALTRI | TOTAL PETROCHEMICALS FELUY SA | BE |
| 1006514 | DONEGANI ANTICORROSIONE SRL | | IT |
| 1009302 | TELECOM ITALIA SPA | | IT |
| 1009686 | SHIPPING SERVICES ITALIA SRL | UNIPERSONALE | IT |
| 1027653 | FINSTERWALDER GMBH | Transport Logistik | DE |

In main section of Vendor Maintenance Vendors (Suppliers) and related Contact Persons Views are available:

- **Suppliers:** List of vendors in Versalis *coding* and *descriptions*
- **Contact Persons:** List of contact Persons related to Vendors

Vendors Master Data

Approved Supplier Lists: All (9) Released (5) Not Released (3)
External Business Partner Suppliers (14) Contact Persons (13)

External Business Partner - Suppliers

Show Quick Criteria Maintenance

View: [Standard View] Create Supplier Create Contact Person With

| Supplier Number | Supplier Name |
|-----------------|------------------------------------|
| 500124 | A.T.I. TOTAL PETROCHEM -ALTRI |
| 1006514 | DONEGANI ANTICORROSIONE SRL |
| 1009302 | TELECOM ITALIA SPA |
| 1009686 | SHIPPING SERVICES ITALIA SRL |
| 1027653 | FINSTERWALDER GMBH |
| 1029416 | GLS GENERAL LOGISTICS SYSTEMS KFT. |

Display Supplier : 1006514

Close

No addresses found for organization '0001006514'; inform system administration

Business Partner Type Supplier Document Date 07.08.2020 Business Partner Number 1006514 Name of Business Partner DONEGANI ANTICORROSIONE SRL

Company Data Address Data Bidder Data Invoicing Party Data Supplier Data Business Documents

Company Data Contact Data

Basic Data

* Company Name 1: DONEGANI ANTICORROSIONE SRL

Company Name 2:

* Language:

Partner Number: 1006514

Search Term1: 99

Search Term2:

c/o:

Street Prefix:

Street:

* Central Organizational Object for Bidder: 50000001

Industry Sector:

DUNS Number:

Print Format:

Tax Jurisdiction:

PO Box:

PO Box Without Number: No

PO Box Postal Code:

eBidding Vendor Master Data are imported directly from Versalis International SAP system di Versalis and **can only be accessed in display mode by Approvers** clicking on Vendor link. Following information are available:

- **Company Data:** Vendor Master data
- **Address Data:** Vendor Address master data
- **Bidder Data:** Bidder Master Data
- **Invoicing Party Data:** Invoicing Party Master Data
- **Supplier Data:** Vendor Master data for Purchasing Organization
- **Business Documents:** Number and type of documents related to vendor in eBidding system (Tenders, Contracts, etc..)



Contact Persons Master Data

External Business Partner Suppliers (14) **Contact Persons (13)**

External Business Partner - Contact Persons

Show Quick Criteria Maintenance

View: [Standard View]

| Contact Person Number | Contact Person First Name |
|-----------------------|---------------------------|
| 49 | Antonella |
| 50 | Marco |
| 51 | Laura |
| 52 | Giorgio |
| 53 | Clelia |

Display Contact Person : 49

Employee User ID ABG029416001 Business Partner Type Contact Person Document Date 07.08.2020 Business Partner Number 49 Na

▼ Basic Data

* Title: Ms.

* Time Zone: CET Central Europe

Academic Title:

Format Name:

* First Name: Antonella

Building Code:

* Last Name: Bianchi

Floor / Room Number: /

* Language: IT Italian

Company Department:

Approver is enabled to display Contact Persons Master Data

- Select the Contact Persons to display
- Click on *Display*
- Master Data available are Basis *Contact Person Master Data* and *contact Data* (email, tel.)

Vendor Lists Display

The screenshot displays the Vendor Management interface. The left sidebar contains navigation options: Strategic Sourcing, Vendor Management (highlighted with a red box), and Inbox. The main content area shows 'Active Queries' with counts for 'Approved Supplier Lists' (All 8, Released 5, Not Released 3) and 'External Business Partner' (Suppliers 14, Contact Persons 13). Below this, the 'Approved Supplier Lists - All' section shows a list of supplier list numbers, with '2000000021' highlighted and a red box around it. A red arrow points from this box to a detailed 'Display Supplier List' window for ID 2000000021. This window shows general header data and a table of sources of supply.

Display Supplier List: 2000000021

Status: Saved | Supplier List: 2000000021 | Description: VMaint_BE1 05.08.2020 17:54 | Product Category: SPANNER TONGS TUBE CUTTERS FILES RASPS | Responsible: [Redacted]

General Header Data

Description: VMaint_BE1 05.08.2020 1
Supplier List: 2000000021
Product Category: MT_373 SPANNER TONGS TUBE CUTTERS FILES RASPS
* P. category Eni: BB07AB04 HAND METAL TOOLS X AGRICULTURE
Product: [Redacted]
Responsible Purchase Organization: Versalis International

Sources of Supply

| Line Number | Supplier is Active | Item Priority | Supplier ID | Supplier Name |
|-------------|-------------------------------------|---------------|-------------|--------------------------|
| 1 | <input checked="" type="checkbox"/> | No Priority | 1030551 | SPIE OIL AND GAS SERVICE |
| 2 | <input checked="" type="checkbox"/> | No Priority | 1036470 | Vega SA |
| 3 | <input type="checkbox"/> | No Priority | 1030551 | SPIE OIL AND GAS SERVICE |
| 4 | <input checked="" type="checkbox"/> | No Priority | 1009302 | TELECOM ITALIA SPA |

eBidding Local Vendor Lists are accessible by Vendor Management/Approved Supplier Lists.

Approvers can only access to Vendor Lists in display mode.

NB: for further details about vendor lists contents please refer to manual *Buyer Tender-VM eBidding*



Master Data Mapping management Application

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Approvers can access to Master Data Mapping for P/G and Eni Vendor codes application in **display** mode only..

Master Data Mapping application gives access to:

- Display code mapping for **Product Groups** ENI/VI
- Display code mapping for **Vendors** ENI/VI

Product Group Mapping display – main data table

Accessing to code mapping views among Versalis International PGs and corresponding ENIs, system shows a data table that features following information:

- **Product Category VI** = Product Category according to Versalis International SAP code
- **Product Category VI description** = PG Description according to VI SAP description and User's logon language
- **Product Category Eni** = Product Category according to Eni code
- **Product Category Eni description** = PG Description according to Eni description and User's logon language

| Product category VI | Product category VI description | VI -> Eni | VI <- Eni | Product categ... | Product category Eni description | Edit | Del... |
|---------------------|------------------------------------|-----------|-----------|------------------|-----------------------------------|------|--------|
| MT_603 | VARIOUS ELECTRIC MOTORS & SPA... | | | BB03BB02 | | | |
| MT_604 | 1F 3F ELECTRIC TRANSFORMERS & S... | | | BB09AC01 | 1F 3F ELECTRIC TRANSFORMERS &... | | |
| MT_604 | 1F 3F ELECTRIC TRANSFORMERS & S... | | | BB09AC02 | | | |
| MT_604 | 1F 3F ELECTRIC TRANSFORMERS & S... | | | BB09AC03 | | | |
| MT_604 | 1F 3F ELECTRIC TRANSFORMERS & S... | | | BB09AC04 | | | |
| MT_604 | 1F 3F ELECTRIC TRANSFORMERS & S... | | | BB09AC05 | | | |
| MT_605 | STATIC CONVERTOR RECTIFIER & SP... | | | BB09AD01 | STATIC CONVERTOR RECTIFIER & S... | | |
| MT_611 | ELECTRIC INTERN & SECTION DEVIC... | | | BB09AE10 | ELECTRIC INTERN & SECTION DEVI... | | |
| MT_611 | ELECTRIC INTERN & SECTION DEVIC... | | | BB09AE11 | | | |

Product Group Mapping display – main data table filtering feature

It is possible to search and filter for PGs Master data as following:

- Click on header title column that you wish to filter for (e.g. *Product Category VI*)
- Select option (*User-Defined Filter*)
- Insert a search value (wildcards * are accepted values)
- Click on Filter and system will show data according to filtered set of values
- To reset Filter values select option (*All*)

← Back

The screenshot shows a table with columns: Product category VI, Product category VI description, VI -> Eni, VI <- Eni, and Product category Eni description. A dropdown menu is open for the 'Product category VI' column, showing options: 'Sort in Ascending Order', 'Sort in Descending Order', '(All)', '(User-Defined Filter...)', and '(too many entries...)'. The '(User-Defined Filter...)' option is selected. A 'Custom Filter' dialog box is open, showing 'Filter By' with 'Product category VI:' and a text input field containing 'MT_6*'. The 'Filter' button is highlighted.

The screenshot shows the filtered data table with the following rows:

| Product category VI | Product category VI description | VI -> Eni | VI <- Eni | Product category Eni description | Edit | Del... |
|---------------------|-----------------------------------|-----------|-----------|--|------|--------|
| MT_691 | OPTICAL LENS PRISMS MIRRORS | | | BB16AB05 OPTICAL LENS PRISMS MIRRORS | | |
| MT_692 | GLASSES & FRAMES | | | BB16AB05 OPTICAL LENS PRISMS MIRRORS | | |
| MT_693 | OPTICAL INSTRUMENTS & SP PARTS | | | BB15AB03 OPTICAL INSTRUMENTS & SP PARTS | | |
| MT_694 | PHOTOGRAPH EQUIP DEVICES & SP... | | | BB15AB08 PHOTOGRAPH EQUIP DEVICES & S... | | |
| MT_695 | FILM CAMERA PROJECTION EQUIPM... | | | BB15AB08 PHOTOGRAPH EQUIP DEVICES & S... | | |
| MT_696 | VARIOUS PHOTOGRAPH MAT - PROJ... | | | BB15AB08 PHOTOGRAPH EQUIP DEVICES & S... | | |
| MT_697 | CHEMICAL PRODUCTS X PHOTOG... | | | BB16AG05 CHEMICAL PRODUCTS X PHOTOG... | | |
| MT_698 | PHOTOGRAPHIC FILMS & PLATES | | | BB16AG05 CHEMICAL PRODUCTS X PHOTOG... | | |
| MT_699 | IMPRESS & DEVELOPED CINEMA FIL... | | | BB16AG05 CHEMICAL PRODUCTS X PHOTOG... | | |

Product Group Mapping display – translated descriptions details

To **display** translations of PGs description master data select the PG to be checked and display translations into section tables below:

| Product category VI | Product category VI description | VI -> Eni | VI <- Eni | Product categ... | Product category Eni description | Edit | Del... |
|---------------------|-----------------------------------|-----------|-----------|------------------|----------------------------------|------|--------|
| MT_691 | OPTICAL LENS PRISMS MIRRORS | | | BB16AB05 | OPTICAL LENS PRISMS MIRRORS | | |
| MT_692 | GLASSES & FRAMES | | | BB16AB05 | OPTICAL LENS PRISMS MIRRORS | | |
| MT_693 | OPTICAL INSTRUMENTS & SP PARTS | | | BB15AB03 | OPTICAL INSTRUMENTS & SP PARTS | | |
| MT_694 | PHOTOGRAPH EQUIP DEVICES & SP... | | | BB15AB08 | PHOTOGRAPH EQUIP DEVICES & S... | | |
| MT_695 | FILM CAMERA PROJECTION EQUIPM... | | | BB15AB08 | PHOTOGRAPH EQUIP DEVICES & S... | | |
| MT_696 | VARIOUS PHOTOGRAPH MAT - PROJ... | | | BB15AB08 | PHOTOGRAPH EQUIP DEVICES & S... | | |
| MT_697 | CHEMICAL PRODUCTS X PHOTOGR... | | | BB16AG05 | CHEMICAL PRODUCTS X PHOTOG... | | |
| MT_698 | PHOTOGRAPHIC FILMS & PLATES | | | BB16AG05 | CHEMICAL PRODUCTS X PHOTOG... | | |
| MT_699 | IMPRESS & DEVELOPED CINEMA FIL... | | | BB16AG05 | CHEMICAL PRODUCTS X PHOTOG... | | |

| Product ca... | La... | Product category VI description |
|---------------|-------|--|
| MT_696 | ZH | VARIOUS PHOTOGRAPH MAT - PROJECTOR & SP PA |
| MT_696 | DE | |
| MT_696 | EN | VARIOUS PHOTOGRAPH MAT - PROJECTOR & SP PA |
| MT_696 | FR | MATÉRIEL PHOTOGRAPHIQUE PROJECTEURS POU... |
| MT_696 | EL | VARIOUS PHOTOGRAPH MAT - PROJECTOR & SP PA |
| MT_696 | HU | VARIOUS PHOTOGRAPH MAT - PROJECTOR & SP PA |
| MT_696 | IT | |
| MT_696 | TR | VARIOUS PHOTOGRAPH MAT - PROJECTOR & SP PA |

| Product ca... | La... | Product category Eni description |
|---------------|-------|---|
| BB15AB08 | EN | PHOTOGRAPH EQUIP DEVICES & SP PARTS |
| BB15AB08 | IT | PROIETTORI E APPARECCHI FOTOCINEMATOGRAFICI |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Section for PG SAP Versalis
description translations

Section for PG ENI description
translations



Vendor Master Data Display

When user accesses vendor Master Data VI/Eni Mapping, system shows a table with following information:

- **Supplier VI** = Supplier Code according to Versalis International SAP Code
- **Supplier VI Description** = Company name according to Versalis International SAP Description
- **Supplier Eni** = Supplier Code according to Eni Code
- **Supplier Eni description** = Company name according to Eni Description

| Supplier VI | Supplier VI description | VI -> Eni | VI <- Eni | Supplier Eni | Supplier Eni description | Edit | Delete |
|-------------|--|-----------|-----------|--------------|--|------|--------|
| 500124 | A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PET... | | | 9000000006 | A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PET... | | |
| 1006514 | DONEGANI ANTICORROSIONE SRL | | | 9000000010 | DONEGANI ANTICORROSIONE SRL | | |
| 1009302 | TELECOM ITALIA SPA | | | 9100000000 | TELECOM ITALIA SPA | | |
| 1009686 | SHIPPING SERVICES ITALIA SRL UNIPERSON... | | | 9000000020 | SHIPPING SERVICES ITALIA SRL UNIPERSON... | | |
| 1027653 | FINSTERWALDER GMBH Transport Logistik | | | 9000000011 | FINSTERWALDER GMBH Transport Logistik | | |
| 1029416 | GLS GENERAL LOGISTICS SYSTEMS KFT. | | | 9000000008 | GLS GENERAL LOGISTICS SYSTEMS KFT. | | |
| 1030551 | SPIE OIL AND GAS SERVICE | | | 9000000003 | SPIE OIL AND GAS SERVICE ENI Subsidiary 2 | | |
| 1030551 | SPIE OIL AND GAS SERVICE | | | 9000000007 | SPIE OIL AND GAS SERVICE ENI Holding | | |
| 1030551 | SPIE OIL AND GAS SERVICE | | | 90000000AB | SPIE OIL AND GAS SERVICE ENI Subsidiary 1 | | |
| 1031213 | CRAIN COMMUNICATIONS LTD. SUBSCRIPTI... | | | 9000000009 | CRAIN COMMUNICATIONS LTD. SUBSCRIPTI... | | |
| 1036470 | Vega SA | | | 9000000005 | Vega SA | | |
| 1037677 | MANON JEAN-POL | | | 9000000004 | MANON JEAN-POL | | |
| 1039903 | INSTITUT BELGE DE L'EMBALLAGE | | | 9000000002 | INSTITUT BELGE DE L'EMBALLAGE | | |
| 1040297 | HAPMAN EUROPE | | | 9000000001 | HAPMAN EUROPE | | |
| 1040330 | FLOWERVE BELGIUM NV | | | 9000000003 | FLOWERVE BELGIUM NV | | |
| 1040330 | FLOWERVE BELGIUM NV | | | 90000000AA | FLOWERVE BELGIUM NV Holding | | |



Vendor Master Data Display – filtering options

To filter Vendor Master Data Mapping:

- Click on header column that you wish to filter (eg *SupplierVI*)
- Select option *User-Defined Filter*
- Insert a value for the search (wildcards * are accepted values)
- Click on Filter and system will show data according to filtered set of values
- To reset Filter values select option *(All)*

The screenshot illustrates the process of filtering Vendor Master Data. It shows a table with columns: Supplier VI, Supplier VI description, VI -> Eni, VI <- Eni, Supplier Eni, Supplier Eni description, Edit, and Delete. A dropdown menu is open over the 'Supplier VI' column, with '(User-Defined Filter...)' selected. A 'Custom Filter' dialog box is shown, with 'Supplier VI' selected as the filter by field and '102*' entered in the search field. The 'Filter' button is highlighted. The resulting filtered table shows two rows: 1027653 FINSTERWALDER GMBH Transport Logistik and 1029416 GLS GENERAL LOGISTICS SYSTEMS KFT.

| Supplier VI | Supplier VI description | VI -> Eni | VI <- Eni | Supplier Eni | Supplier Eni description | Edit | Delete |
|-------------|--|-----------|-----------|--------------|--|------|--------|
| | A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PET... | | | 9000000006 | A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PET... | | |
| | DONEGANI ANTICORROSIONE SRL | | | 9000000010 | DONEGANI ANTICORROSIONE SRL | | |
| | TELECOM ITALIA SPA | | | 9100000000 | TELECOM ITALIA SPA | | |
| | SHIPPING SERVICES ITALIA SRL UNIPERSON... | | | 9000000020 | SHIPPING SERVICES ITALIA SRL UNIPERSON... | | |

| Supplier VI | Supplier VI description | VI -> Eni | VI <- Eni | Supplier Eni | Supplier Eni description | Edit | Delete |
|-------------|---------------------------------------|-----------|-----------|--------------|---------------------------------------|------|--------|
| 1027653 | FINSTERWALDER GMBH Transport Logistik | | | 9000000011 | FINSTERWALDER GMBH Transport Logistik | | |
| 1029416 | GLS GENERAL LOGISTICS SYSTEMS KFT. | | | 9000000008 | GLS GENERAL LOGISTICS SYSTEMS KFT. | | |

eBidding Reports

Home

Strategic Sourcing | Vendor Management | Inbox | Reports | Master Data Mapping

 **Strategic Sourcing**
Strategic Sourcing
[Strategic Sourcing](#)

 **Vendor Management**
Vendor Management
[Vendor Maintenance](#)

 **Inbox**
[Inbox](#)

 **Reports**
[E-tender Report](#)
E-tender Report
[Product Group Mapping Report](#)
Product Groups Mapping Report
[Vendor Mapping Report](#)
Vendor Mapping Report

 **Master Data Mapping**
[Master Data Mapping](#)

Following eBidding reports are available:

- *E-Tender Report for RfX reports with details of invited bidders*
- *Report For Product Group mapping*
- *Report For Vendor mapping*

eBidding Reports: E-Tender Report

The screenshot displays the 'Reports' section of the eBidding system. A red box highlights the 'Reports' menu item, which includes 'E-tender Report' and 'E-tender Report'. A red arrow points from this menu to the 'Filter:' section of the E-Tender Report interface. The 'Filter:' section contains various input fields for search criteria, including RFX number, RFX status, RFX name, Only economical process, First publication date From/To, Actual Publication Date From/To, Actual Submission Deadline From/To, Buyer name, Null tender, Proc. Dep., Supplier Company Name, Supplier BP, Supplier Eni, Supplier Eni descr., and Contact Person. Below the filter fields are 'Search' and 'Reset' buttons. The 'Group:' section contains checkboxes for RFX number, RFX status, Procurement Department, Supplier BP, Contact Person UserID, User ID, Supplier Eni, and Null tender, along with 'Group' and 'Reset' buttons.

E-Tender Report features a series of launch parameters that allow to narrow and aggregate (group) data according to set values.

NB: *E-Tender Report shows results according to user type: for Buyers and Local PM of every Purchasing Group report only shows results about Tenders belonging to their own Purchasing Groups.*

For Approvers of higher level, report will show data for all Tenders related to Versalis International Company

eBidding Reports: E-Tender Report

Filter:

Rfx number: Rfx status: Rfx name: Only economical process:

First publication date From: Actual Publication Date From: Actual Submission Deadline From:

First publication date To: Actual Publication Date To: Actual Submission Deadline To:

Buyer name: Null tender: Purch. Group ID:

Supplier Company Name: Proc. Dep.: Single source:

Supplier Eni descr.: Contact Person:

Group:

Rfx number: Rfx status: Procurement Department:

Supplier BP: Contact Person UserID: User ID:

Supplier Eni: Null tender:

Group

Results:

| Export to Microsoft Excel | | | | | | | | | | | | |
|---------------------------|-------------|-------------------------------|-------------------------------|------------------|------------------|-------------------------------|-------------------------------|---|-----------------------|--------------|------------------|---------|
| Order | Rfx number | Rfx name | Buyer name | Purchasing Group | Supplier BP | Supplier Company Name | Supplier Eni | Supplier Eni description | Contact Person UserID | User ID | Contact Person | Procure |
| 720000022 | 720000022 | BUYER_BE_HR1 22.07.2020 18:52 | Buyer HR 01 | VI - Hungary | 1039903 | INSTITUT BELGE DE L'EMBALLAGE | 900000002 | INSTITUT BELGE DE L'EMBALLAGE | 54 | FPI039903001 | Fabio Pecchia | VIDE |
| 720000022 | 720000022 | BUYER_BE_HR1 22.07.2020 18:52 | Buyer HR 01 | VI - Hungary | 1030551 | SPIE OIL AND GAS SERVICE | 900000003 | SPIE OIL AND GAS SERVICE ENI Subsidiary 2 | 58 | MTS030551001 | Mariano Trani | VIDE |
| 720000023 | 720000023 | BUYER_BE_HR1 23.07.2020 10:30 | Buyer HR 01 | VI - Hungary | 1040297 | HAPMAN EUROPE | 900000001 | HAPMAN EUROPE | 55 | SPH040297001 | Simona Pistocchi | VIUK |
| 720000023 | 720000023 | BUYER_BE_HR1 23.07.2020 10:30 | Buyer | A1 | Tracking ID | | | | | | | |
| 720000024 | 720000024 | BUYER_BE_HR1 23.07.2020 18:06 | Buyer | | | | | | | | | |
| | A | B | C | D | E | F | G | H | | | | |
| | Tracking ID | Rfx number | Rfx name | Buyer name | Purchasing Group | Supplier BP | Supplier Company Name | Supplier Eni | Supplier Eni | | | |
| 1 | | | | | | | | | | | | |
| 2 | 720000022 | 720000022 | BUYER_BE_HR1 22.07.2020 18:52 | Buyer HR 01 | VI - Hungary | 1039903 | INSTITUT BELGE DE L'EMBALLAGE | 900000002 | INSTITUT B | | | |
| 3 | 720000022 | 720000022 | BUYER_BE_HR1 22.07.2020 18:52 | Buyer HR 01 | VI - Hungary | 1030551 | SPIE OIL AND GAS SERVICE | 900000003 | SPIE OIL A | | | |
| 4 | 720000023 | 720000023 | BUYER_BE_HR1 23.07.2020 10:30 | Buyer HR 01 | VI - Hungary | 1040297 | HAPMAN EUROPE | 900000001 | HAPMAN E | | | |
| 5 | 720000023 | 720000023 | BUYER_BE_HR1 23.07.2020 10:30 | Buyer HR 01 | VI - Hungary | 1039903 | INSTITUT BELGE DE L'EMBALLAGE | 900000002 | INSTITUT B | | | |
| 6 | 720000024 | 720000024 | BUYER_BE_HR1 23.07.2020 18:06 | Buyer HR 01 | VI - Hungary | 500124 | A.T.I. TOTAL PETROCHEM -ALTRI | 900000006 | A.T.I. TOTA | | | |
| 7 | 720000024 | 720000024 | BUYER_BE_HR1 23.07.2020 18:06 | Buyer HR 01 | VI - Hungary | 1031213 | CRAIN COMMUNICATIONS LTD. | 900000009 | CRAIN COM | | | |
| 8 | 720000024 | 720000024 | BUYER_BE_HR1 23.07.2020 18:06 | Buyer HR 01 | VI - Hungary | 1037677 | MANON JEAN-POL | 900000004 | MANON JE | | | |

E-Tender Report provides all information related to RfX including statuses and invited Bidders.

An Export functionality in Excel template is available



eBidding Reports: report Master Data Mapping

The screenshot displays the eBidding system's navigation and reporting interface. At the top, a yellow navigation bar contains the following menu items: Home, Strategic Sourcing, Vendor Management, Inbox, Reports, and Master Data Mapping. On the left side, there are three main sections: Strategic Sourcing (with a sub-link for Strategic Sourcing), Vendor Management (with a sub-link for Vendor Maintenance), and Inbox (with a sub-link for Inbox). On the right side, there are two sections: Reports (with sub-links for E-tender Report, Product Group Mapping Report, Product Groups Mapping Report, Vendor Mapping Report, and Vendor Mapping Report) and Master Data Mapping (with a sub-link for Master Data Mapping). The Product Group Mapping Report and Vendor Mapping Report links are highlighted with a red box. In the center, there are two filter sections. The first filter section is for Product Category (VI/Eni) with fields for P. category VI, P. category Eni, PC VI description, and PC Eni description, and Search/Reset buttons. The second filter section is for Supplier (VI/Eni) with fields for Supplier VI, Supplier Eni, Supplier VI descr., and Supplier Eni descr., and Search/Reset buttons. Red arrows point from the highlighted report links to the corresponding filter sections.

Two different Reports are available for data and contents extraction from eBidding Mapping tables:

- Product Groups Mapping table VI/Eni
- Vendor Mapping table VI/ENI

eBidding Reports: report Master Data Mapping

Extraction Report GM Versalis/Eni

Filter:

P. category VI: P. category Eni:

PC VI description: PC Eni description:

Results:

| Product category VI | Product category VI description | Default mapping (VI => Eni) | Default mapping (Eni => VI) | Product category Eni | Product category Eni description |
|---------------------|---------------------------------|-----------------------------|-----------------------------|----------------------|----------------------------------|
| I_S01 | | X | | 99999999 | ALIVE ANIMALS |
| MC_OTHER | | X | | 99999999 | ALIVE ANIMALS |
| MT_100 | | X | | 99999999 | ALIVE ANIMALS |
| MT_101 | | X | | BB16AG02 | MEATS & PREPARATIONS |
| MT_102 | | X | | BB16AG02 | MEATS & PREPARATIONS |
| MT_103 | | X | | BB16AG02 | MEATS & PREPARATIONS |
| MT_106 | | X | | BB16AG02 | MEATS & PREPARATIONS |

| A | B | C | D | E | F |
|---------------------|---------------------------------|-----------------------------|-----------------------------|----------------------|----------------------------------|
| Product category VI | Product category VI description | Default mapping (VI => Eni) | Default mapping (Eni => VI) | Product category Eni | Product category Eni description |
| I_S01 | | X | | 99999999 | ALIVE ANIMALS |
| MC_OTHER | | X | | 99999999 | ALIVE ANIMALS |
| MT_100 | | X | | 99999999 | ALIVE ANIMALS |
| MT_101 | | X | | BB16AG02 | MEATS & PREPARATIONS |
| MT_102 | | X | | BB16AG02 | MEATS & PREPARATIONS |
| MT_103 | | X | | BB16AG02 | MEATS & PREPARATIONS |
| MT_106 | | X | | BB16AG02 | MEATS & PREPARATIONS |

Extraction Report Vendor Versalis/Eni

Filter:

Supplier VI: Supplier Eni:

Supplier VI descr.: Supplier Eni descr.:

Results:

| Supplier VI | Supplier VI description | Default mapping (VI => Eni) | Default mapping (Eni => VI) | Supplier Eni | Supplier Eni description |
|-------------|---|-----------------------------|-----------------------------|--------------|-------------------------------|
| 1040330 | FLOWERVE BELGIUM NV | X | | 9000000003 | FLOWERVE BELGIUM NV |
| 1037677 | MANON JEAN-POL | X | X | 9000000004 | MANON JEAN-POL |
| 1036470 | Vega SA | X | X | 9000000005 | Vega SA |
| 500124 | A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA | X | X | 9000000006 | A.T.I. TOTAL PETROCHEM -ALTRI |
| 1040330 | FLOWERVE BELGIUM NV | | X | 90000000AA | FLOWERVE BELGIUM NV Holding |
| 1030551 | SPIE OIL AND GAS SERVICE | | X | 90000000AB | SPIE OIL AND GAS SERVICE ENI |
| 1040297 | HAPMAN EUROPE | X | X | 9000000001 | HAPMAN EUROPE |
| 1039903 | INSTITUT BELGE DE L'EMBALLAGE | X | X | 9000000002 | INSTITUT BELGE DE L'EMBALLAGE |

| A | B | C | D | E | F |
|-------------|---|-----------------------------|-----------------------------|--------------|-------------------------------|
| Supplier VI | Supplier VI description | Default mapping (VI => Eni) | Default mapping (Eni => VI) | Supplier Eni | Supplier Eni description |
| 1040330 | FLOWERVE BELGIUM NV | X | | 9000000003 | FLOWERVE BELGIUM NV |
| 1037677 | MANON JEAN-POL | X | X | 9000000004 | MANON JEAN-POL |
| 1036470 | Vega SA | X | X | 9000000005 | Vega SA |
| 500124 | A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA | X | X | 9000000006 | A.T.I. TOTAL PETROCHEM -ALTRI |
| 1040330 | FLOWERVE BELGIUM NV | | X | 90000000AA | FLOWERVE BELGIUM NV Holding |
| 1030551 | SPIE OIL AND GAS SERVICE | | X | 90000000AB | SPIE OIL AND GAS SERVICE ENI |

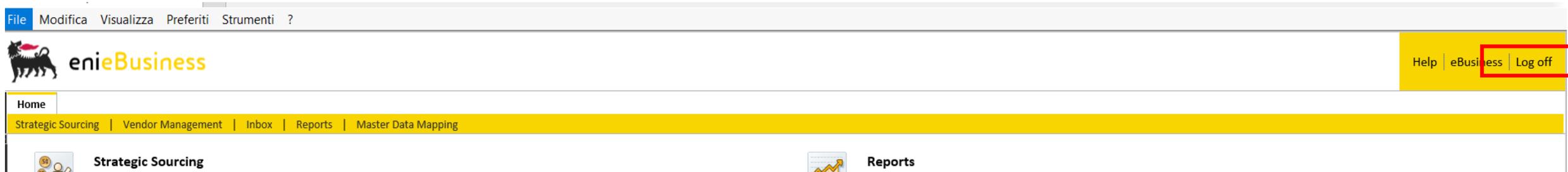
Both reports Extract Data from PGs and Vendors eBidding Mapping Data VI/ENI.

An export function in Excel template is also available



eBidding Logoff

To Logoff eBusiness, click on Log off.



The screenshot displays the top navigation bar of the eniBusiness application. The menu includes 'File', 'Modifica', 'Visualizza', 'Preferiti', and 'Strumenti ?'. The 'eniBusiness' logo is on the left, and 'Help | eBusiness | Log off' is on the right. The 'Log off' link is highlighted with a red box. Below the navigation bar, a yellow bar contains the text 'Home', 'Strategic Sourcing | Vendor Management | Inbox | Reports | Master Data Mapping'. Below this, there are two main sections: 'Strategic Sourcing' with a magnifying glass icon and 'Reports' with a bar chart icon.



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