



e-Business Services

eBidding Bid Technician Versalis International

Version 09/2020

Dear User,

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

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 eni eBusiness logo. To the right are links for 'Services' (with a dropdown arrow), 'Assistance', and 'English' (with a dropdown arrow). Below the navigation is a large banner image of a sunset over the ocean. Overlaid on the banner is a yellow box with the text 'Welcome to eBusiness' and a white box with the text 'Services for your professional needs'. On the right side, a dark grey dropdown menu is open under the 'Services' button. The menu lists the following options: 'All services', 'Centralized Services', 'Certification of Goods and Services', 'eContest', 'Intercompany', 'Orders Portal for Eni gas e luce', 'Procure to Pay', 'Procurement & Contract Management', 'Purchasing', 'Stand Alone P&CM', and 'Subletting Auctions'. A red box highlights the 'Procurement & Contract Management' and 'Stand Alone P&CM' options, and a red line connects the 'Services' dropdown button to the menu.

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 Tender processes to which you have been invited to collaborate as a Bid Technician click on *Strategic Sourcing*



Activities that can be performed by Bid technician VI are:

- Access to tender processes to check technical documentations shared by Buyers



Access to Tender Lists

The screenshot shows the 'Active Queries' section of the Strategic Sourcing interface. It features a navigation bar with 'Home' and 'Strategic Sourcing' links. Below the navigation bar, there are two tabs: 'Published (3)' and 'Completed (0)'. A red box highlights these tabs, and a red arrow points from the 'Published (3)' tab to a text box that says 'Click on link to select query'. Below the tabs, there is a 'Show Quick Criteria Maintenance' button. A yellow bar contains a 'View:' dropdown menu set to '[Standard View]' and several action buttons: 'Create RFx', 'Display', 'Edit', 'Delete', 'Publish', 'Responses and Awards', 'Print Preview', 'Refresh', and 'Export'. Below this bar is a table with the following data:

RFx Number	RFx Name	Type	Status	Null tender	RFx Category
7200001230	BUYER_OP_VN1 13.08.2020 11:03	BID	Published	<input type="checkbox"/>	BB06AC02
7200001095	BUYER_OP_VN1 23.07.2018 17:18	BID	Published	<input type="checkbox"/>	BB01AD04

In Strategic Sourcing Bid Technician can access to Tenders to which he/she was invited by buyer to collaborate as technician.

Available queries are the following:

- **Published** –Published Tenders
- **Completed** – Completed Tenders



Display Tenders and related statuses

Home

Strategic Sourcing | Strategic Sourcing | Strategic Sourcing

Active Queries

RFxs **Published (3)** Completed (0)

RFxs - Published

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
7200001230	BUYER_OP_VN1 13.08.2020 11:03	BID	Published	<input type="checkbox"/>	BB06AC02
7200001095	BUYER_OP_VN1 23.07.2018 17:18	BID	Published	<input type="checkbox"/>	BB01AD04

Lists of Tender processes shows all Documents for which Bid Technician was invited to participate.

At RFx publication, all invited Technicians to the RFx receive a notification email to participate to the RFx as Bid Technician.

Available tender statuses are the following:

- **Published** → Tender Documents Published
- **Completed** → Tender Documents Completed

Display Tender Document

Display RFX: 7200001230



Number 7200001230 Name BUYER_OP_VN1 13.08.2020 11:03 Type Bid invitation Status Published Created On 13.08.2020 11:03:13 Created By BUYER_OP
Flow type description Stand-Alone Negotiation

RFX Information

Notes and Attachments

RFX Parameters

Status

Identification

Name: BUYER_OP_VN1 13.08.2020 11:03

Type: Bid invitation

* Product Category: BB06AC02 DIAMOND BITS

Organization

Event Parameters

Currency: USD

* Target Value: 100,00 USD

* Tender Type: Ordinary Tender

Bid Technician can access to limited RFX information according to his technical role.

Available sections are the following:

- **RFX Information** → RFX basis parameters including Tender Target Value
- **Notes and Attachments** → RFX section with limited access to Collaboration Area to access documents shared by Buyer

Display tender Document – RFX Information

Display RFX: 7200001230

Number 7200001230 Name BUYER_OP_VN1 13.08.2020 11:03 Type Bid invitation Status Published Created On 13.08.2020 11:03:13 Created By BUYER_OP
Flow type description Stand-Alone Negotiation

RFX Information Notes and Attachments

RFX Parameters Status

Identification
Name: BUYER_OP_VN1 13.08.2020 11:03

Identification
Name: BUYER_BE1 23.07.2020 18:28
Type: Bid invitation

Organi
Product Category: AT_100
* P. category Eni: 99999999 ALIVE ANIMALS

Organization
Purchasing Organization: Versalis International
Purchasing Group: VI - Headquarter [Show Members](#)
Company Code: VS01

Dates
* Submission Deadline: 05.08.2020 13:00:00

Event Parameters
Currency: EUR
* Target Value: 1.000,00 EUR

RFX Information Notes and Attachments

RFX Parameters 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 Nu
13.08.2020 10:05:18	BUYER_OP_VN1	BUYER_OP_VN1	13.08.2020	11:05:18	UTC+1	Published	1
13.08.2020 10:06:19	SUP_USR_VN1	SUP_USR_VN1	13.08.2020	11:06:19	UTC+1	Final approval	1
13.08.2020 10:13:49	MVV001472001	Mr. Mark Vinattieri	13.08.2020	12:13:49	CET	Quotation 8000000710 submitted before the deadline (20200813 - 123000)	1
13.08.2020 10:14:58	RNP164333001	Signore Radimio Nocellari	13.08.2020	12:14:58	CET	RFQ open by Bidder	1
13.08.2020 10:15:53	RNP164333001	Signore Radimio Nocellari	13.08.2020	12:15:53	CET	Quotation 8000000711 submitted before the deadline (20200813 - 123000)	1

Sub-sections available within RFX Information are the following:

- **RFX Parameters** → RFX Basis data including Target Value
- **Status** → System Log of main business events related to RFX process



Display tender Document – Notes and Attachments

The screenshot displays the 'Display RFX: 7200001230' interface. The top section shows RFX details: Number 7200001230, Name BUYER_OP_VN1 13.08.2020 11:03, Type Bid invitation, and Status P. Below this, the 'Flow type description' is 'Stand-Alone Negotiation'. The 'Notes and Attachments' section is highlighted with a red box. A red arrow points from this section to a file explorer view on the right. The file explorer shows the path: Collaboration RFX 7200001230 > Public Area > Bidding documents > Technical Evaluation. The 'Folder Contents' table is also highlighted with a red box.

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> New Document	TEC Bidder 01.xlsx (9KB)			BUYER_OP_VN1	13.08.2020 11:24:07
<input type="checkbox"/> New Document 1	TEC Bidder 02.xlsx (9KB)			BUYER_OP_VN1	13.08.2020 11:24:24

RFX Section Notes and Attachments include exclusively the Link to Collaboration Area dedicated to Technical documentation that Buyer selects to be shared with Bid technicians:

At every attachment upload performed by Buyer on Collaboration folder *Technical Evaluation*, Bid technician (or technicians) invited to tender receive a notification email to access to that specific RFX process.

Click on Link Collaboration RFXnnnnn to access to section *Bidding Documents*. Within sub-folder Technical Evaluation Buyer has shared technical documents with all Bid Technicians



Display tender Document – Notes and Attachments

Home Refresh Search Logout

Collaboration RFx 720001230
Public Area
Bidding documents
Technical Evaluation

Folder Technical Evaluation [Help](#)

Current Path: [Collaboration RFx 7200...](#) > [Public Area](#) > [Bidding documents](#) > [Technical Evaluation](#)

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> New Document	TEC Bidder_01.xlsx (9KB)			BUYER_OP_VN1	13.08.2020 11:24:07
<input type="checkbox"/> New Document 1	TEC Bidder_02.xlsx (9KB)			BUYER_OP_VN1	13.08.2020 11:24:24

Aprire o salvare **TEC_Bidder_01.xlsx** (8,01 KB) da **sd-en-dc-srm.eni.com**?

Bid Technician is enabled to folder in *display mode only* and can download folder contents.

Technical evaluation and any comments or communications related to Tender documents shared by buyer have to be performed outside eBidding system.

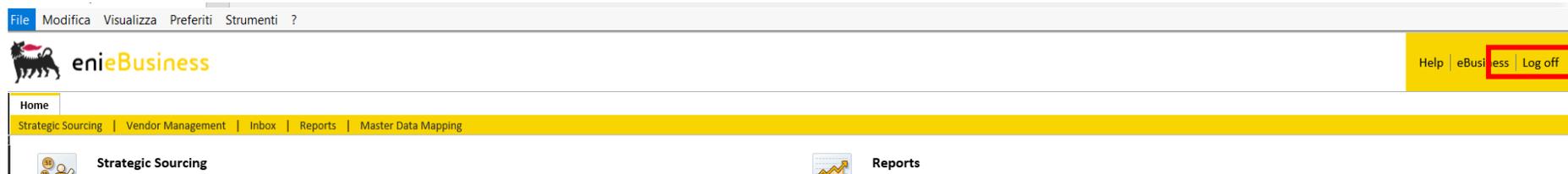
To download a document from Collaboration Area:

Click on documento link and save locally from browser window.



eBidding Logoff

To Logoff eBusiness, click on Log off.



Copyright & trademark

Contents of this manual are aimed to inform users about system features and for private reference.

It's forbidden to reproduce this manual for commercial purposes.

For Copyright e Trademark please refer to eBusiness service Portal.

