



e-Business Services

Buyer/Vendor Manager eBidding Versalis International

Version 12/2020

Dear User,

this manual shows eBidding system process for Standalone Negotiation scenario as Buyer/Vendor Manager.

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



Contents

■ Logon eBidding	6
■ Electronic Tender Section	7
■ Create an Electronic Tender – RFx Information Basic Data	13
■ Create an Electronic Tender – Collaboration Area	33
■ Create an Electronic Tender – RFx Items	40
■ Save an Electronic Tender	42
■ Check and publish an Electronic Tender	47
■ Check a published Electronic Tender	50
■ Check a published Electronic Tender – Collaboration Area	53
■ Manage requests for Clarifications	55
■ Display Bid Responses	58
■ Extend or Rebid a published Electronic Tender	66

Contents

■ Return Bid Responses to Bidders	69
■ Null Tender Process	70
■ Closing a Tender Process	71
■ Check activities log of an Electronic Tender	72
■ Vendor Management	74
■ Vendor List Management	75
■ Vendor and Contact Persons Management	82
■ Master Data Mapping management Application	86
■ eBidding Reports	92
■ eBidding Logoff	97
■ Copyright & trademark	98

eBusiness eBidding Service

The Eni e-Business Service offers the possibility to manage Electronic tenders for the award of supplies in electronic form for materials / services.

Electronic tenders are addressed only to pre-qualified bidders and coded on the system.

Buyer create Electronic tenders and invites the desired bidders to participate.

Bidders receive notification emails, check details of the tender and proceed with the insertion of their Bid Responses.

Bidder fill in the data in Bid responses, attaches any technical documentation to support the product specifications and sends his offer.

Buyer receive Bid responses and evaluates them to determine the winning offer.

The functions available to the buyer are also related to management of supplier lists and management of system master data of the related Contact Persons



Logon eBidding

eBusiness eBidding system is available at:

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



eni eBusiness

Services ▾

Assistance

English ▾

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

Subletting Auctions

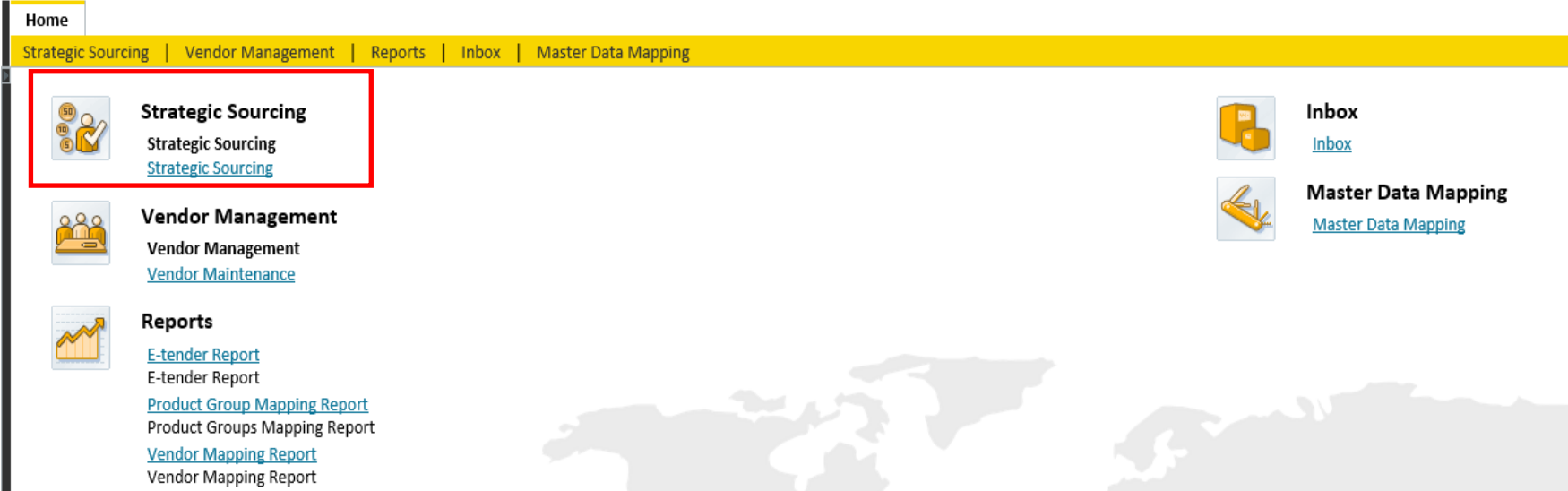
Welcome to eBusiness

Services for your professional needs

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



Electronic Tender Section

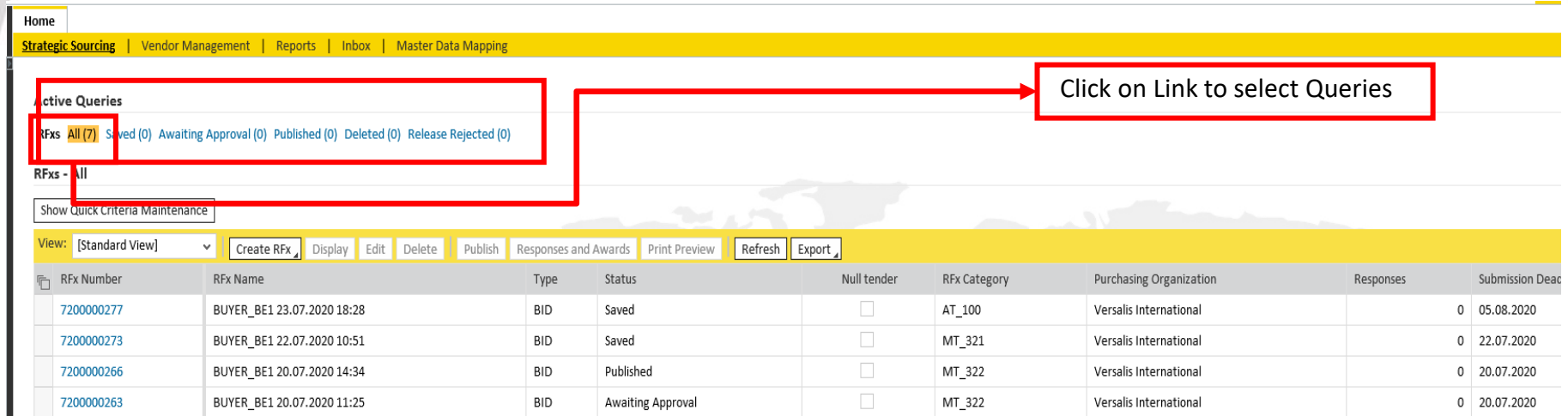


To create a new Electronic Tender, Buyer accesses to User menu «Strategic Sourcing»

NB: Terms **RFx** and **Tender** are synonymous in this reference manual.



Electronic Tender Lists



Home

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

Active Queries

RFXs **All (7)** Saved (0) Awaiting Approval (0) Published (0) Deleted (0) Release Rejected (0)

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 Deac
7200000277	BUYER_BE1 23.07.2020 18:28	BID	Saved	<input type="checkbox"/>	AT_100	Versalis International	0	05.08.2020
7200000273	BUYER_BE1 22.07.2020 10:51	BID	Saved	<input type="checkbox"/>	MT_321	Versalis International	0	22.07.2020
7200000266	BUYER_BE1 20.07.2020 14:34	BID	Published	<input type="checkbox"/>	MT_322	Versalis International	0	20.07.2020
7200000263	BUYER_BE1 20.07.2020 11:25	BID	Awaiting Approval	<input type="checkbox"/>	MT_322	Versalis International	0	20.07.2020

Within Strategic Sourcing the following list of queries show electronic Tenders according to their active status.

List of available queries:

- **All** – All Tenders
- **Saved** – Tenders Saved as Draft
- **Awaiting Approval** – Tenders awaiting for approval
- **Published** –Published Tenders
- **Completed** – Completed and Closed Tenders
- **Deleted** – Deleted Tenders
- **Release Rejected** – Tenders Rejected for Publication



Electronic Tender List and Statuses

Home									
Strategic Sourcing Vendor Management Reports Inbox Master Data Mapping									
Active Queries									
RFxs All (7) Saved (0) Awaiting Approval (0) Published (0) Deleted (0) Release Rejected (0)									
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 Deac	
7200000277	BUYER_BE1 23.07.2020 18:28	BID	Saved	<input type="checkbox"/>	AT_100	Versalis International	0	05.08.2020	
7200000273	BUYER_BE1 22.07.2020 10:51	BID	Saved	<input type="checkbox"/>	MT_321	Versalis International	0	22.07.2020	
7200000266	BUYER_BE1 20.07.2020 14:34	BID	Published	<input type="checkbox"/>	MT_322	Versalis International	0	20.07.2020	
7200000263	BUYER_BE1 20.07.2020 11:25	BID	Awaiting Approval	<input type="checkbox"/>	MT_322	Versalis International	0	20.07.2020	

The list of Tenders shows all documents assigned to Purchasing Group which buyer belongs.

The following statuses are available for Tenders:

- **Saved** → Document saved as Draft by Buyer
- **Awaiting Approval** → Document under approval workflow (go to section *Approval* of the RFX to check status of Workflow)
- **Deleted** → Document deleted by Buyer (document no longer editable)
- **Release Rejected** → Buyer has accepted Approver reject decision. It is still possible to edit document and start a new approval workflow
- **Published** → Document finally published
- **Completed** → Document Completed and Closed
- **In your Inbox** → Document is waiting for a reject acceptance to be checked in your Inbox

Create an Electronic Tender

RFxs **All (0)** Saved (0) Awaiting Approval (0) Published (0) Completed (0) Deleted (0) Release Rejected (0)

RFxs - All

Show Quick Criteria Maintenance

View: [Standard View]

<input type="button" value="New"/> RFX Number	Bid invitation	Type	Status	Null tender	RFX Categ

Create RFX

Create RFX: 7200000061

Number	Name	Type	Status	Created On	Created By
7200000061	BUYER_BE_UK1 10.08.2020 16:32	Bid invitation	In Process	10.08.2020 16:32:20	

RFX Information Bidders Items Notes and Attachments Approval Tracking Status

Identification

Name: BUYER_BE_UK1 10.08.2020 16:32

Type: Bid invitation

Product Category:

* P. category Eni:

Organization

Purchasing Organization: Versalis International

Purchasing Group: VI - United Kingdom [Show Members](#)

Company Code: VS01

Dates

* Submission Deadline: 00:00:00

Event Parameters

Currency: EUR

* Target Value: 0,00 EUR

To create a new Electronic Tender Click on *CreateRfx* and select *Bid Invitation*

Create an Electronic Tender

Create RFX

Create RFX: 7200000061

Close Permissions Publish Save Check

Number 7200000061 Name BUYER_BE_UK1 10.08.2020 16:32 Type Bid invitation Status In Process Created On 10.08.2020 16:32:20 Created By

RFX Information Bidders Items Notes and Attachments Approval Tracking Status

Identification

Name: BUYER_BE_UK1 10.08.2020 16:32

Type: Bid invitation

Product Category:

* P. category Eni:

Organization

Purchasing Organization: Versalis International

Purchasing Group: VI - United Kingdom Show Members

Company Code: VS01

Dates

* Submission Deadline: 00:00:00

Event Parameters

Currency: EUR

* Target Value: 0,00 EUR

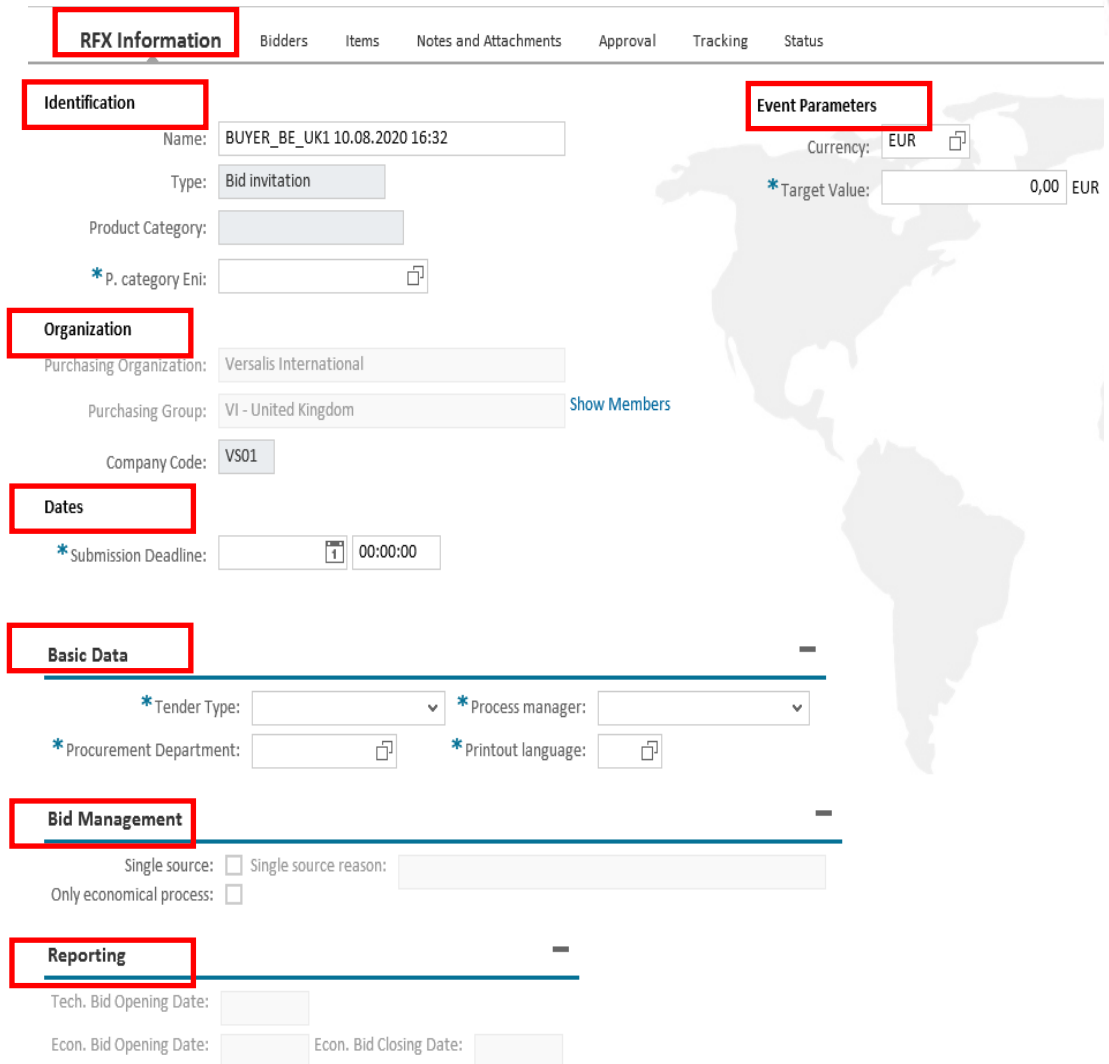
Edit/display information:

1. Name – insert a name to describe RFX document (max 40 digits). Default Name is set as following: UserID + Tender creation date + Tender creation time
2. Number – system unique number for RFX process. Data is managed automatically by system

Create an Electronic Tender – RFx Information

In section *RFx Information* are available all Tender main master data. It is organized in sub-sections:

- ❑ *Identification* – Generic Master Data related to RFx
- ❑ *Event Parameters* – Currency and RFx Target Value
- ❑ *Organization* – Buyer Company data
- ❑ *Dates* (mandatory) – Submission Deadline for RFx Bid Responses
- ❑ *Basic Data* (mandatory):
 - ❑ Tender Type
 - ❑ Procurement Department
 - ❑ Process Manager
 - ❑ Printout Language
- ❑ *Bid Management* – Data for Tender management type
- ❑ *Reporting* – Data related to Tender technical phases



The screenshot displays the 'RFx Information' form with several sections highlighted by red boxes:

- RFx Information** (Main Section Header)
- Identification**: Includes fields for Name (BUYER_BE_UK1 10.08.2020 16:32), Type (Bid invitation), Product Category, and *P. category Eni.
- Event Parameters**: Includes Currency (EUR) and *Target Value (0,00 EUR).
- Organization**: Includes Purchasing Organization (Versalis International), Purchasing Group (VI - United Kingdom), and Company Code (VS01). A 'Show Members' link is also present.
- Dates**: Includes *Submission Deadline (1 00:00:00).
- Basic Data**: Includes *Tender Type, *Process manager, *Procurement Department, and *Printout language.
- Bid Management**: Includes Single source (checkbox), Single source reason, and Only economical process (checkbox).
- Reporting**: Includes Tech. Bid Opening Date, Econ. Bid Opening Date, and Econ. Bid Closing Date.

Create an Electronic Tender – RFx Information Basic Data

Within RFx Information, following data are available:

- a. *Name* – system sets as default User Name and timestamp of RFx creation. Default data is editable
- b. *P. Category Eni* (mandatory) – set Main Product Category for RFx selecting value from search help
- c. *Purchasing Organization* – Buyer Purchasing Organization (not editable)
- d. *Purchasing Group* – Buyer Purchasing Group (not editable)
- e. *Submission Deadline* (mandatory) - insert date (format GG.MM.AAAA o GGMMAA) and time for RFx Response submission Deadline. Within that deadline, bidders need to provide their responses to the RFx. Time system is managed by eBidding Eni server (Italian time).

The screenshot shows the 'RFx Information' tab in a software interface. The form contains several fields, some of which are highlighted with red boxes and labeled with letters a through e:


- Identification**
 - Name:** BUYER_BE_UK1 10.08.2020 16:32 (labeled 'a')
 - Type:** Bid invitation
 - Product Category:** (empty field, labeled 'b')
 - * P. category Eni:** (empty field with a search icon, labeled 'b')
- Organization**
 - Purchasing Organization:** Versalis International (labeled 'c')
 - Purchasing Group:** VI - United Kingdom (labeled 'd')
 - Company Code:** VS01
- Dates**
 - * Submission Deadline:** (empty date field, labeled 'e') followed by a time field set to 00:00:00.


Other visible elements include tabs for 'Bidders', 'Items', 'Notes and Attachments', 'Approval', and 'Tracking'. A 'Show Members' link is also present next to the Purchasing Group field.

Create an Electronic Tender – RFx Information Basic Data

Basic Data

*Tender Type: ▼ *Process manager: ▼

*Procurement Department: 

*Printout language: 

Bid Management

Single source: ☐ Single source reason:

Only economical process: ☐

Search: Printout language

Results List: 2 results found for Printout language [Persona](#)

Language	Name
EN	English
IT	Italian

- *Printout Language* (mandatory) – select RFx printout language (selectable value **Italian** and **English**)
- *Tender Type* (mandatory) : Statistic data according to Eni naming convention to classify Tender processes
- *Procurement Department* (mandatory) – select Procurement Department for approval workflow assignment and calculations
- *Single source* (optional – By default not set): If selected, system requires mandatory reasons to be provided and it's possible to invite only one bidder to the RFx
- *Only economical process* (optional – By Default not set): Select that option to define an RFX as only economical process → only economical envelope. If not set, RFx will be managed as a double envelope process (Economical and Technical). That implies double corresponding evaluation process for RFx

Responses

Create an Electronic Tender – RFX Information Basic Data

RFX Information

Bidders

Items

Notes and Attachments

Approval

Tracking

Status

Identification

Name: BUYER_BE_UK1 10.08.2020 16:32

Type: Bid invitation

Product Category:

* P. category Eni:

Event Parameters

Currency: EUR

* Target Value: 0,00 EUR

P.G. Code and Description Versalis

P.G. Code and Description Eni

Search: P. category Eni

Results List: 419 results found for P. category Eni

Personal Value List Show Search Criteria

P. category VI	PC VI description	P. category Eni	PC Eni description
I_S01		99999999	ALIVE ANIMALS
MC_OTHER		99999999	ALIVE ANIMALS
MT_100	ALIVE ANIMALS	99999999	ALIVE ANIMALS
MT_101	MEATS & PREPARATIONS	BB16AG02	MEATS & PREPARATIONS
MT_102	CREAMERY PROD & EGGS	BB16AG02	MEATS & PREPARATIONS
MT_103	FISH AND PREPARATIONS	BB16AG02	MEATS & PREPARATIONS
MT_106	SUGAR AND HONEY	BB16AG02	MEATS & PREPARATIONS
MT_107	COFFEE COCOA SPIC	BB16AG02	MEATS & PREPARATIONS
MT_108	FEED FOR ANIMALS	99999999	ALIVE ANIMALS
MT_109	FOODSTUFF & PREPARAT	BB16BA01	FOODSTUFF & PREPARAT

f. Currency – Select currency for tender process

g. Target Value - insert Target Value for Tender Process

h. P. Category Eni – PG inserted in ENI Code. It's possible to search values in both Eni or Versalis International Coding. The field value Product Category is filled with Versalis International Code for PG

N.B. All informations above are available for changes after 1st publication only in case of extension

Create an Electronic Tender – RFx Information Basic Data

Basic Data

* Tender Type:	<input type="text"/>	* Process manager:	<input type="text"/>
* Procurement Department:	Ordinary Tender Direct Assignment Abridged Simplified Tender	* Printout language:	Procurement Manager Head of Department Other Buyer

Bid Management

Single source: ☐

- *Tender Type* - Select one Tender process type according to Eni naming convention:
 - Ordinary Tender
 - Direct Assignment
 - Abridged (shortened process)
 - Simplified Tender
- *Process Manager* – Select one process manager according to Eni naming convention:
 - Procurement Manager
 - Head of Department
 - Other
 - Buyer

Create an Electronic Tender – RFx Information Basic Data

Basic Data

*Tender Type: *Process manager:

*Procurement Department: *Printout language:

Search: Procurement Department

Results List: 8 results found for Procurement Department [Personal Value List](#) [Show Search Criteria](#)

Proc. Dep.	Short Descript.
VIAM	Versalis Americas
VIDE	Versalis Germany
VIFR	Versalis France
VIHQ	Versalis International HQ
VIHU	Versalis Hungary
VIKY	Versalis Kymia
VIPA	Versalis Pacific
VIUK	Versalis UK

- *Procurement Department* - Select one Procurement Department of Versalis International:
 - VIAM – Versalis Americas
 - VIDE – Versalis Germany
 - VIFR – Versalis France
 - VIHQ – Versalis Headquarter
 - VIHU – Versalis Hungary
 - VIKY – Versalis Kymia
 - VIPA – Versalis Pacific
 - VIUK – Versalis UK

Create an Electronic Tender – RFx Information Basic Data

Create RFx: 7200000062

Close Permissions Publish Save Check

Number 7200000062 Name BUYER_BE_UK1 10.08.2020 17:44 Type Bid invitation St

RFX Information Bidders Items Notes and Attachm

- j.** *Permissions* – Click to select a Bid technician (user that will be enabled to access to technical documents of a RFx assigned by buyer within specific RFx collaboration section)
- k.** *Add* – click to show list of available Bid technicians
- l.** Click on *Transfer* to add technician
- m.** Set flag *Technical Evaluator* to activate sharing of RFx collaboration Area

Permissions

RFx Name BUYER_BE_UK1 10.08.2020 17:44 RFx No. 7200000062

Save Close Window

User Permission Assignment

Add Delete

User	Technical Evaluator
BUYER_BE_UK1	<input type="checkbox"/>

User Details

User Name Organization Company

Building Room Telephone

Add User

User Name:

First Name:

Last Name:

Search

User Details

First Name	Last Name	User ID	Person ID	Employee ID	E-Mail	Department	Position Name
Bid Technician 01 VI	BIDTECH_BE1	00000000	00000000	00000000	00000000	00000000	00000000

Transfer Cancel

Create an Electronic Tender – RFx Information on Partner and delivery

- In **Partner and Delivery Information Data** , check following data:
- Requester – mandatory, RFx requester (by default, the buyer himself),
- Goods Recipient – person entitled to receive potential Goods Receipt related to RFx process
- Ship-To Address – **N.B.** Data not significant for Versalis International eBidding Standalone Tender scenario
- Location – **N.B.** Data not significant for Versalis International eBidding Standalone Tender scenario

▼ Partners and Delivery Information

Details

Add

Send E-Mail

Call

Clear

Function	Number	Name
Requester	38	Buyer UK 01
Goods Recipient		
Ship-To Address		
Location		

Create an Electronic Tender – RFx Information on Partner and delivery

▼ Partners and Delivery Information

Details			Add	Send E-Mail	Call	Clear
Function	Number	Name				
Requester	38	Buyer UK 01				
Goods Recipient	31	Buyer DE 01				
Ship-To Address						

To insert Data, click on matchcode.

System will open a screen with all list of potential Good Recipients selectable.

Search: Number

Search Criteria

Business Partner is

Name 1/last name is

Name 2/First name is

Search term 1 is

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: 24 results found for Number

Last name	First name	Org. Unit Name	BusinessPartner
Auditor 01 VI		VI_COMP_L	44
Bid Technician 01 VI		VI_COMP_L	45
Buyer Americas VI		VIAM	42
Buyer DE 01		VIDE	31
Buyer DE 02		VIDE	32
Buyer FR 01		VIFR	28
Buyer FR 02		VIFR	29
Buyer Headquarter 01		VIHQ	34
Buyer Headquarter 02		VIHQ	35

Create an Electronic Tender – RFx Bidders

❗ Enter at least one partner of type Bidder

RFX Information

Bidders

Items

Notes and Attachments

Approval

Tracking

Status

▼ Bidder Overview

Search Vendor List

Search Bidders

Send Notifications

Delete

Company Name	Contact	Country	Excluded	Company ID

Provide all mandatory master data and proceed with RFx completion.

System Message '*Enter at least one partner of type Bidder*' notifies buyer that RFx master data still require Bidders to be added to RFx process.

Create an Electronic Tender – RFx Bidders

Create RFx: 7200000063

! Enter at least one partner of type Bidder

Number 7200000063 Name BUYER_BE_UK1 11.08.2020 09:59 Type Bid invitation Status In Process Created On 11.08.

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

▼ Bidder Overview

Company Name	Contact	Country	Excluded	Company

Click on button *Search Bidders* – to perform Bidder selection.

A popup will open with list of valid Contact Persons available to be invited to the RFx.

Bidder list will also show Vendor reference codes in both VI/ENI coding.

Table header can be used as filter to narrow search by both VI or ENI Vendor codes

Search Bidders

Supplier VI	Supplier VI description	Supplier ENI	Supplier ENI description	Business Partner	First name	Last name
500124	A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA	9000000006	A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA	48	Mario	Rossi
1029416	GLS GENERAL LOGISTICS SYSTEMS KFT.	9000000008	GLS GENERAL LOGISTICS SYSTEMS KFT.	49	Antonella	Bianchi
1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidiary 2	50	Marco	Guida
1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidiary 2	58	Mariano	Trani
1031213	CRAIN COMMUNICATIONS LTD. SUBSCRIPTIONS DEPARTMENT	9000000009	CRAIN COMMUNICATIONS LTD. SUBSCRIPTIONS DEPARTMENT	51	Laura	Bellomo
1036470	Vega SA	9000000005	Vega SA	52	Giorgio	Canu
1037677	MANON JEAN-POL	9000000004	MANON JEAN-POL	53	Clelia	Antonelli
1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE	54	Fabio	Pecchia
1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE	59	Dina	Jones
1040297	HAPMAN EUROPE	9000000001	HAPMAN EUROPE	55	Simona	Pistocchi

Create an Electronic Tender – RFx Bidders

Search Bidders



Supplier VI	Supplier VI description	Supplier Eni	Supplier Eni description	Business Partner	First name	Last name
500124	A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA	9000000006	A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA	48	Mario	Rossi
1029416	GLS GENERAL LOGISTICS SYSTEMS KFT.	9000000008	GLS GENERAL LOGISTICS SYSTEMS KFT.	49	Antonella	Bianchi
1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidiary 2	50	Marco	Guida
1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidiary 2	58	Mariano	Trani
1031213	CRAIN COMMUNICATIONS LTD. SUBSCRIPTIONS DEPARTMENT	9000000009	CRAIN COMMUNICATIONS LTD. SUBSCRIPTIONS DEPARTMENT	51	Laura	Bellomo
1036470	Vega SA	9000000005	Vega SA	52	Giorgio	Canu
1037677	MANON JEAN-POL	9000000004	MANON JEAN-POL	53	Clelia	Antonelli
1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE	54	Fabio	Pecchia
1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE	59	Dina	Jones
1040297	HAPMAN EUROPE	9000000001	HAPMAN EUROPE	55	Simona	Pistocchi

Add bidders

Bidder Overview

Search Vendor List <input type="button" value="Search Bidders"/> <input type="button" value="Send Notifications"/> <input type="button" value="Delete"/>					
Company Name	Contact	Country	Excluded	Company ID	Bidder Contact Pe
CRAIN COMMUNICATIONS LTD.	Laura Bellomo	GB	<input type="checkbox"/>	1031213	51
A.T.I. TOTAL PETROCHEM -ALTRI	Mario Rossi	BE	<input type="checkbox"/>	500124	48
INSTITUT BELGE DE L'EMBALLAGE	Fabio Pecchia	BE	<input type="checkbox"/>	1039903	54

Select Bidders and click button *Add Bidders*.

Selected Bidders will be added to RFx section Bidder Overview.



Create an Electronic Tender – RFx Bidders

It is possible to select Bidders From released Vendor Lists. Selecting a Vendor list will add all Vendor contact persons assigned to the selected Vendor List.

Bidder Overview

Search Vendor List | Search Bidders | Send Notifications | Delete

From Internal Directory | Contact | Country

Search for Bidders

Bidders

Number	Description	Product Category	Purchasing Organization	Product ID	Supplier Number	Created By
2000000002	VMAINT_BE1 22.07.2020 16:41	MT_363	VI_COMP_L			

Add Selected Bidders | Cancel

System shows the Vendor List assigned to the Product Group selected by buyer within RFx Information Data

Search for Bidders

Bidders

Number	Description	Product Category	Purchasing Organization	Product ID	Supplier Number	Created By
2000000000	VMAINT_BE1 22.07.2020 10:09	MT_322	VI_COMP_L			
2000000001	BUYER_BE_HR1 22.07.2020 16:31	MT_322	VI_COMP_L			
2000000002	VMAINT_BE1 22.07.2020 16:41	MT_363	VI_COMP_L			
2000000010	VMAINT_BE1 30.07.2020 16:13	MT_439	VI_COMP_L			
2000000020	VMAINT_BE1 05.08.2020 17:01	MT_737	VI_COMP_L			

Add Selected Bidders | Cancel

In case Buyer has not selected yet any Product Group for the RFx, system will show list of all the Vendor lists available



Create an Electronic Tender – RFx Bidders

▼ Bidder Overview

Search Vendor List	Search Bidders	Send Notifications	Delete				
Company Name	Contact	Country	Excluded	Company ID	Bidder Contact Person	E-mail	
HAPMAN EUROPE	Simona Pistocchi	SK	<input type="checkbox"/>	1040297	55	nessunamail@mai.xx	
INSTITUT BELGE DE L'EMBALLAGE	Fabio Pecchia	BE	<input type="checkbox"/>	1039903	54	nessunamail@mai.xx	
DONEGANI ANTICORROSIONE SRL		IT	<input type="checkbox"/>	1006514	1006514		
FINSTERWALDER GMBH		DE	<input type="checkbox"/>	1027653	1027653		

The Column Excluded is available to Buyer to exclude Bidders from RFx. Parameter is not active by default.









NB: in case buyer selects a Vendor List including Vendors for which no contact persons are available on eBidding system, such vendors will not be able to participate to RFx process.



Create an Electronic Tender – RFx Bidders

▼ Bidder Overview

Search Vendor List Search Bidders Send Notifications Delete

Company Name	Contact	Country	Excluded	Company ID	Bidder Contact Person	E-mail	Active user	Online user
HAPMAN EUROPE	Simona Pistocchi	SK	<input type="checkbox"/>	1040297	55	nessunamail@mai.xx		
INSTITUT BELGE DE L'EMBALLAGE	Fabio Pecchia	BE	<input type="checkbox"/>	1039903	54	nessunamail@mai.xx		
DONEGANI ANTICORROSIONE SRL		IT	<input type="checkbox"/>	1006514	1006514			
FINSTERWALDER GMBH		DE	<input type="checkbox"/>	1027653	1027653			

The column *Active user* and *Online user* notify Buyers about the actual state on eBidding system of a Contact Person.

Available status icons:

- Inactive User - icon
- Active User – icon
- Online User – icon
- Offline User – icon



Create an Electronic Tender – RFx Bidders

▼ Bidder Overview

Search Vendor List	Search Bidders	Send Notifications	Delete	Settings				
Company Name	Contact	Country	Excluded	Company ID	Bidder Contact Person	E-mail	Active user	Online user
HAPMAN EUROPE	Simona Pistocchi	SK	<input type="checkbox"/>	1040297	55	nessunamail@mai.xx	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INSTITUT BELGE DE L'EMBALLAGE	Fabio Pecchia	BE	<input type="checkbox"/>	1039903	54	nessunamail@mai.xx	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DONEGANI ANTICORROSIONE SRL		IT	<input type="checkbox"/>	1006514	1006514		<input type="checkbox"/>	<input type="checkbox"/>
FINSTERWALDER GMBH		DE	<input type="checkbox"/>	1027653	1027653		<input type="checkbox"/>	<input type="checkbox"/>

During preparation and before publication of an RFx, to delete contact persons, **Delete** button is available. From next RFx phases (extensions, rebids) it will only be possible to exclude bidders by setting *Excluded* flag.

At first publication all invited bidders will receive a notification email related to the RFx.

In case buyer needs to manually newly notificate a Bidder, a Notification Button will be available within bidder section after publication.

Create an Electronic Tender – Notes and Attachments

Create RFx: 7200000064

[Close](#) [Permissions](#) [Publish](#) [Save](#) [Check](#)

Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type Bid invit

[RFx Information](#) [Bidders](#) [Items](#) **[Notes and Attachments](#)**

▼ **Notes**

[Add](#) [Clear](#)

Assigned To	Category
-------------	----------

▼ **Economical Attachments**

[Add Attachment](#) [Edit Description](#) [Delete](#)

Assigned To	Category	Description
The table does not contain any data		

▼ **Collaboration**

[Create](#)

Collaboration
Collaboration RFx 7200000064

RFx tab *Notes and Attachments* features following sub areas:

- a. Notes
- b. Economical Attachments
- c. Collaboration

Create an Electronic Tender – Notes and Attachments

Notes

Add Clear

Extension/Rebid Reason

Tendering text

Item Tendering text

Internal Note

Add Internal Note

Internal Note: Internal Note

Assign to: General Data

OK Cancel

N.B. Technical and economical RFx documents are available in specific RFx Sections. It is recommended to use the Notes Area only as a description of uploaded documentation.

It is therefore recommended not to insert sensible any RFx data within note section.

Within Note section a dropdown menu shows following options for text creation:

- Tendering text: Description text visible to invited bidders
- Item Tendering text: RFx Item description visible to invited bidders
- Internal Note: Internal text note **NOT** visible to invited bidders
- Extension/Rebid Reason: Mandatory internal note that Buyer has to provide in case of Extension or Rebid (mandatory note requested only for first Extension or Rebid)

After text creation, click on OK.



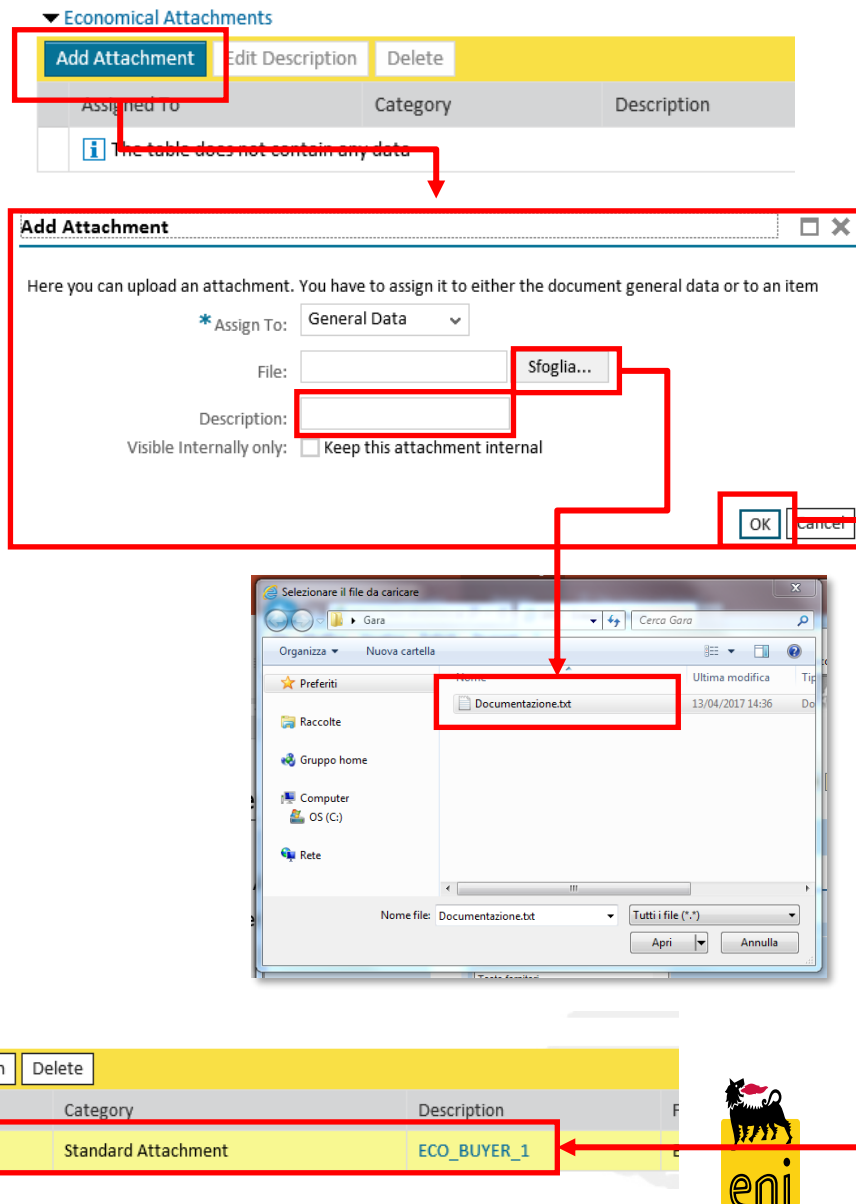
Create an Electronic Tender – Notes and Attachments

Economical Attachment Area allows to upload RFX public Economic specifications (specifications, price lists, etc..). There is no limitation about number of documents that can be uploaded. It is recommended to use *.zip archives in order to reduce attachment size and number of items. It is possible to upload only one file/archive at a time.

If needed, a Description can be inserted.

Click on *Browse* to search for an internal attachment and then click *Open*.

Click on *OK* to finally upload the document on the RFX



Create an Electronic Tender – Notes and Attachments

▼ Economical Attachments

<div>Add Attachment Edit Description Delete</div>						
Assigned To	Category	Description	File Name	Version	Visible Internally only	
Document Header	Standard Attachment	ECO BUYER 1	ECO BUYER 1.xlsx	1	<input type="checkbox"/>	x
Document Header	Standard Attachment	Internal	ADM_Buyer.xlsx	1	<input checked="" type="checkbox"/>	x

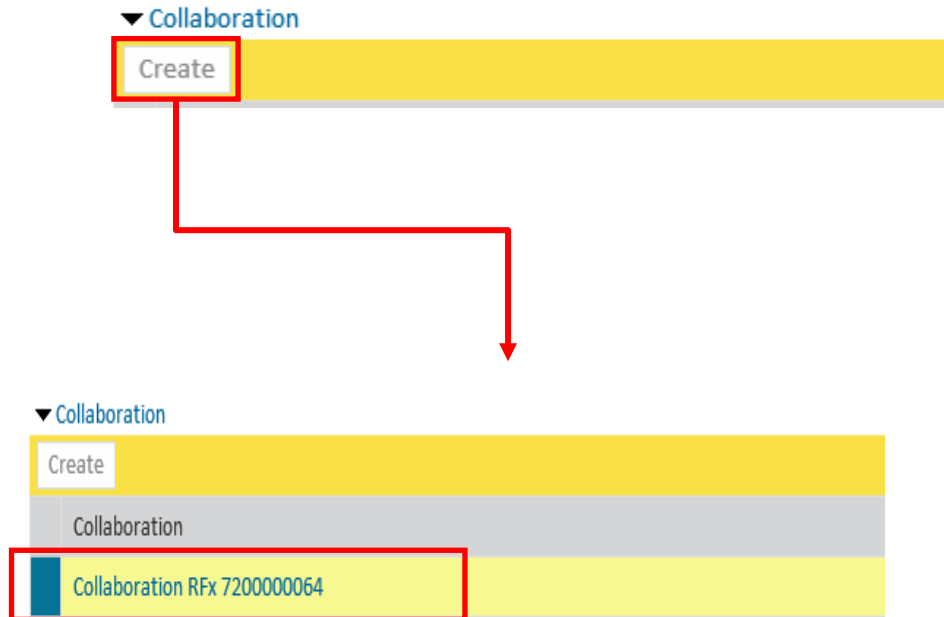
It is still possible to Edit Attachment Descriptions and Delete the Attachments using *Edit Description* and *Delete* buttons.

The parameter *Visible internally only* determines whether an attachment can be accessible to bidders or not. In case parameter is set, attachment will only be visible to internal Versalis users enabled to access to RFx process (eg. Bid technicians and Approvers)

Repeat activity for any of the attachments needed.



Create an Electronic Tender – Collaboration Area



Clicking on Create, system generates a Collaboration area dedicated to administrative and technical documentation of the Rfx (Collaboration Area cFolder).

After some second system will prompt the technical hyperlink to access to Collaboration Area

Create an Electronic Tender – Collaboration Area

SAP mySAP PLM cFolders Collaboration on the Web

Home Refresh Logout

Public Area Public Area [Help](#)

Navigation: [Collaboration](#)
Current Path: [Collaboration RFx 7200...](#) > Public Area

Change Work Area

Choose Save to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose *Aliases*.

Collaboration

Name

Description

Authorization

System opens a new browser window for cFolder Collaboration Area.

During RFx preparation, the only available Area is the Public Area in which buyer has to insert all Administrative and Technical Public Documents that will be accessible by both Buyer and Bidders (once the RFx is published).

NB. The very first time that buyer accesses to cFolder, it's mandatory to accept terms and conditions

Citrix®, das Citrix-Logo, ICA®, Program Neighborhood®, MetaFrame®, WinFrame®, VideoFrame®, MultiWin® und andere hier erwähnte Namen von Citrix-Produkten sind Marken von Citrix Systems, Inc.

HTML, DHTML, XML, XHTML sind Marken oder eingetragene Marken des W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA® ist eine eingetragene Marke der Sun Microsystems, Inc.

JAVASCRIPT® ist eine eingetragene Marke der Sun Microsystems, Inc., verwendet unter der Lizenz der von Netscape entwickelten und implementierten Technologie.

MarketSet und Enterprise Buyer sind gemeinsame Marken von SAP AG und Commerce One.

SAP, R/3, mySAP, mySAP.com, xApps, xApp und weitere im Text erwähnte SAP-Produkte und -Dienstleistungen sowie die entsprechenden Logos sind Marken oder eingetragene Marken der SAP AG in Deutschland und anderen Ländern weltweit. Alle anderen Namen von Produkten und Dienstleistungen sind Marken der jeweiligen Firmen.



Create an Electronic Tender – Collaboration Area



cFolder Public Area is structured under *Bidding Documents* and following sub-folders:

- *Tech. Request for Quotation* – folder used by buyer to upload the Request For Quotation specifications, related attachments (technical and commercial documents) → **N.B:** this is the only visible folder during **RFx preparation** to insert RFx public documentation. After first publication, buyer will lose write/update rights on the folder and system will show two new different sub-folders to *public Update* the RFx and to *exchange documentation with Bid Technicians*

Create an Electronic Tender – Collaboration Area



The screenshot displays the SAP mySAP PLM cFolders interface for 'Collaboration on the Web'. The left sidebar shows a tree structure with 'Public Area' expanded, revealing subfolders: 'Tech. Public Updates', 'Tech. Request for Quotation', and 'Technical Evaluation'. The main content area shows the 'Public Area' configuration page with the following details:

- Navigation:** [Collaboration](#)
- Current Path:** [Collaboration RFX 7200...](#) > Public Area
- Change Work Area:**
 - Choose Save to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose *Aliases*.
 - Collaboration:** Collaboration RFX 72000
 - Name:** Public Area
 - Description:** Public Area
 - Authorization:** Read

After RFX publication, The Subfolder *Bidding Documents* will be enriched with following sub-folders:

1. *Tech. Public updates* – section in which Buyer can upload public update documentation on RFX
2. *Technical Evaluation* – Collaboration Area subfolder shared among Buyers and Bid Technicians. Buyer can create/delete documents in this subfolder. Bid Technicians have access in read mode only and get notified by system anytime buyer adds documents on it.



Create an Electronic Tender – Collaboration Area

[Cancel](#)

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents						Create	Delete
Name	Current Version	Read	Status	Changed by	Changed on		
Empty							

To insert documents, access on needed Subfolder and click on *Create*.

[Home](#) [Logout](#)

[Collaborazione Appalto 2000000110](#)

[Area pubblica](#) ▼

▼ [Bidding documents](#)

▼ [Tech. Request for Quotation](#)

Create Object

[Help](#)

Navigation: [Folder Overview](#)

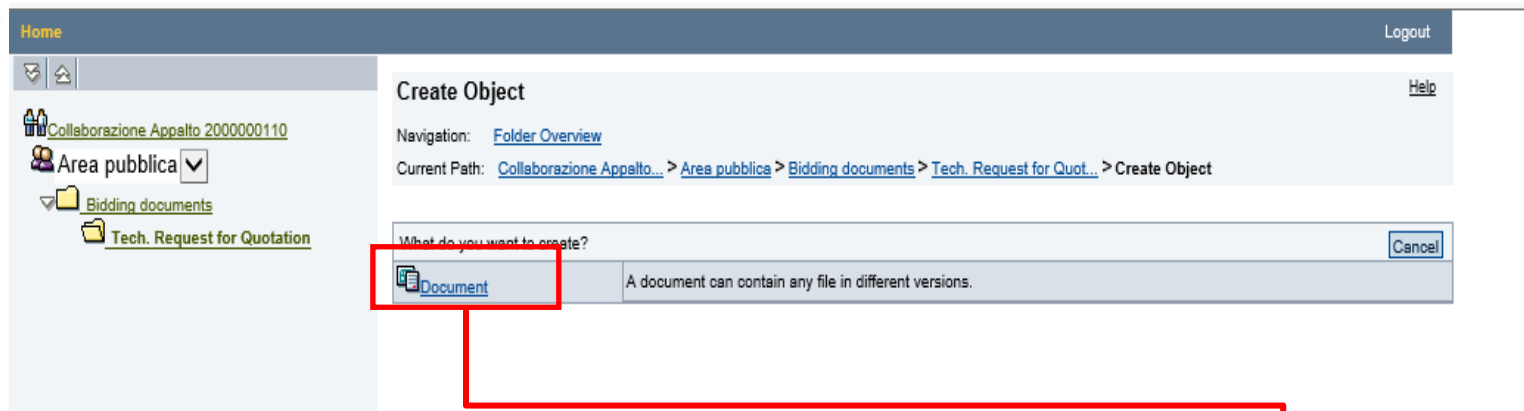
Current Path: [Collaborazione Appalto...](#) > [Area pubblica](#) > [Bidding documents](#) > [Tech. Request for Quot...](#) > Create Object

What do you want to create?

[Document](#) [Cancel](#)

A document can contain any file in different versions.

Create an Electronic Tender – Collaboration Area



Cliccare on *Document*.

Insert document name and description and click on *Continue*; a new popup screen will be opened to upload the document

The screenshot shows the 'Create Document' form. It has a navigation path: 'Collaborazione Appalto...' > 'Area pubblica' > 'Bidding documents' > 'Tech. Request for Quot...' > 'Create Document'. The form title is 'Create Document'. Below the title is a instruction: 'Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose Next.' There are two input fields: 'Name' (containing 'New Document') and 'Description'. Below these is a 'Subscribe' checkbox. At the bottom, there is a radio button labeled 'Upload Local File'. A red box highlights the 'Continue' button at the bottom left.

Create an Electronic Tender – Collaboration Area

Create Version

Navigation: [Version Overview](#)

Current Path: [Collaborazione Appalto...](#) > [Area pubblica](#) > [Bidding documents](#) > [Tech. Request for Quot...](#) > [New Document](#) > Create Version

To select the required file, choose *Browse* and then *Save*.

C:\Users\Marco\Desktop\GPS-STD Doc Sfondia

Save Cancel

Click on *Browse* and select local file/archive to be uploaded and then click *Save*.

Folder will now be enriched with new uploaded file.

Folder Tech. Request for Quotation

[Help](#)

Current Path: [Collaborazione Appalto...](#) > [Area pubblica](#) > [Bidding documents](#) > [Tech. Request for Quot...](#)

Folder

To save any changes made, click *Save*.

Name *

Subscribe ☐

Authorization

Cancel

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents

[Create](#) [Delete](#) [All](#) [None](#)

	Name ▲	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/>	New Document	ECO_Buyer.xlsx (9KB)			Buyer1 RAM	10.04.2020 14:12:32

Create an Electronic Tender – Collaboration Area

File **Modifica** Visualizza Preferiti Strumenti ?

Home Refresh Search **Logout**

Collaborazione Appalto 2000000110
Area pubblica
Bidding documents
Tech. Request for Quotation

Folder Tech. Request for Quotation

Current Path: [Collaborazione Appalto...](#) > [Area pubblica](#) > [Bidding documents](#) > Tech. Request for Quot...

Folder

To save any changes made, click Save.

Name *

Subscribe ☐

Authorization

To create folder objects, select Create. To copy or delete objects, select the required objects and the

Folder Contents			
	Name	Current Version	Read Status
<input type="checkbox"/>	New Document	ECO Buyer.xlsx (9KB)	

Thanks for Using cFolders



THE BEST-RUN BUSINESSES RUN SAP 

After uploading all files buyer can Logout cFolder clicking *Logout*. A new browser page will show 'Thanks for using cFolders' click close Browser button to leave the screen.

Create an Electronic Tender – RFx Items

Edit RFx: 7200000065

Read Only Close Permissions Publish Save Check Delete

Number 7200000065 Name BUYER_BE_UK1 11.08.2020 12:42 Type Bid invitation Status Saved

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

▼ Item Overview

Details Add Line Add Subline ↑ ↓ Cut Copy Paste Delete

Line Number	Description	Quantity	Unit	Current

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

▼ Item Overview

Details **Add Line** Add Subline ↑ ↓ Cut Copy Paste Delete

Material

Line N	Description	Quantity	Unit
		0,000	
		0,000	

After completion of RFx Information section, if needed, select *Items* to create specific RFx Items.

In this section it's possible to provide specific items with description, quantity and Unit Of Measure for which buyer needs quotation.

For each item a description is available (max 40 digits), Product Category, requested item for quotation, Unit of Measure and date/time for preferred delivery (not mandatory).



Create an Electronic Tender – RFx Items details

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

▼ Item Overview

Details Add Line Add Subline ↑ ↓ Cut Copy Paste Delete

Line Number	Description	Quantity	Unit	Currency	Delivery Date
0001	Item #1	100	EA	EUR	
0002	Item #2	50	EA	EUR	
		0.000		EUR	

Item 0001 : Item #1

Item Data Notes and Attachments

Identification

* Configurable Item Number: 0001

Item Type: Material

Description: Item #1

Product Category:

* P. category Eni:

Currency, Values and Pricing

Currency: EUR

Quantity/Unit: 100 EA

Service and Delivery

Delivery Date / Time: 1 00:00:00

Selecting *Add line/Material* it is possible to complete item data assigning Product Category, quantity, UOM and delivery date/time (not mandatory).

Click on **Details** to update/change data provided from items overview.

NB: Product group of each item can be different from RFx Product Group header data



Save an Electronic Tender

Click on *Save* to save a draft RFX. Document can be accessed later for changes.

RFX document status turns to 'Saved'.

The screenshot illustrates the process of saving an RFX document. It is divided into two main sections: 'Edit RFX : 7200000064' at the top and 'Display RFX: 7200000065' at the bottom.

Top Section: Edit RFX : 7200000064

- Buttons: Close, Permissions, Publish, **Save** (highlighted with a red box), Check, Delete.
- Message: RFX is complete and contains no errors
- Table:

Number	7200000064
Name	BUYER_BE_UK1 11.08.2020 11:13
Type	Bid invitation
Status	Awaiting Approval
- Tabs: RFX Information, Bidders, Items, Notes and Attachments, Approval, Tracking, Status.
- Identification form:
 - Name: BUYER_BE_UK1 11.08.2020 11:13
 - Type: Bid invitation

Bottom Section: Display RFX: 7200000065

- Buttons: , Close, Check, Edit/Extend, Print preview.
- Message: RFX BUYER_BE_UK1 11.08.2020 12:42- 7200000065 has been saved (highlighted with a red box). A red arrow points from the 'Save' button in the top section to this message.
- Table:

Number	7200000065
Name	BUYER_BE_UK1 11.08.2020 12:42
Type	Bid invitation
Status	Saved (highlighted with a red box)
Created On	
- Tabs: RFX Information, Bidders, **Items** (active), Notes and Attachments, Approval, Tracking, Status.
- Item Overview section:
 - Buttons: Details, Add Line, Add Subline, Up arrow, Down arrow, Cut, Copy, Paste, Delete.
 - Table headers: Line Number, Description, Quantity, Unit, Currency.

Check and Publish an Electronic Tender

The screenshot displays the RFX system interface. At the top, the 'Edit RFX : 7200000064' section contains buttons for 'Close', 'Permissions', 'Publish', 'Save', 'Check', and 'Delete'. The 'Check' button is highlighted with a red box. Below this, a green checkmark indicates 'RFX is complete and contains no errors'. A table shows the RFX details: Number 7200000064, Name BUYER_BE_UK1 11.08.2020 11:13, Type Bid invitation, and Status Awaiting Approval. The 'RFX Information' tab is selected, with sub-tabs for Bidders, Items, Notes and Attachments, Approval, Tracking, and Status. The 'Items' sub-tab is active, showing a 'Display RFX: 7200000064' section. This section contains buttons for 'Close', 'Show my Tasks', 'Check', 'Edit/Extend', and 'Print preview'. The 'Edit/Extend' button is highlighted with a red box. A red arrow points from the 'Check' button in the 'Edit RFX' section to the 'Edit/Extend' button in the 'Display RFX' section. Below this, another table shows the RFX details: Number 7200000064, Name BUYER_BE_UK1 11.08.2020 11:13, Type Bid invitation, and Status Awaiting Approval. The 'RFX Information' tab is selected, with sub-tabs for Bidders, Items, Notes and Attachments, Approval, Tracking, and Status. The 'Items' sub-tab is active, showing a 'Display RFX: 7200000064' section. This section contains buttons for 'Close', 'Show my Tasks', 'Check', 'Edit/Extend', and 'Print preview'. The 'Edit/Extend' button is highlighted with a red box. Below this, another table shows the RFX details: Number 7200000064, Name BUYER_BE_UK1 11.08.2020 11:13, Type Bid invitation, and Status Awaiting Approval. The 'RFX Information' tab is selected, with sub-tabs for Bidders, Items, Notes and Attachments, Approval, Tracking, and Status. The 'Items' sub-tab is active, showing a 'Display RFX: 7200000064' section. This section contains buttons for 'Close', 'Show my Tasks', 'Check', 'Edit/Extend', and 'Print preview'. The 'Edit/Extend' button is highlighted with a red box.

After RFX data completion, it's recommended to check inserted data clicking on *Check* button. System shows potential errors (warnings and blocking errors); if anything is correct, system message '*RFX is complete and contains no errors*' will be prompted.

Buyer can proceed with RFX publication.



Check RFX Approval Workflow

RFX Information Bidders Items 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	P
001	SRM RFX Approval	Open (No Decision Made)	Procurement Manager VI		
002	SRM RFX Approval	Open (No Decision Made)	Procurement Executive VI		
003	SRM RFX Approval	Open (No Decision Made)	Procurement Director VI		
004	SRM RFX Approval	Open (No Decision Made)	President/CEO VI		

Within RFX *Approval* section it's possible to check approval workflow steps calculated by eBidding according to selection/settings of the following RFX parameters:

- *Procurement Department*
- *RFX Target Value* (workflow steps are calculated according to value thresholds)

According to data inserted by buyer, system calculates RFX approval responsables and will send notification for approval when their approval/rejection for RFX publication is requested.

NB: eBidding features a system check that prevents that a RFX creator can't be at the same time inserted within approvers list. In such cases, system prevents RFX release with an error blocking message

RFx Documents Printouts

RFxs - All

Show Quick Criteria Maintenance

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

RFx Number	RFx Name	Type	Status	Null tender	RF
7200000065	BUYER_BE_UK1 11.08.2020 12:42	BID	Saved	<input type="checkbox"/>	M
7200000064	BUYER_BE_UK1 11.08.2020 11:13	BID	Published	<input type="checkbox"/>	M
7200000036	BUYER_BE_UK1 30.07.2020 14:43	BID	Published	<input type="checkbox"/>	M

Aprire o salvare RFQ.pdf (85,6 KB) da st-en-dc-srm.eni.com?

Apri

Salva

Annulla

It is possible to generate RFx printout from RFx overview list or from within RFx document details:

Display RFx: 7200000064

Close Permissions Check Responses and Awards Edit/Extend Print preview

Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type Bid invitation Status Published Created On
Flow type description Stand-Alone Negotiation

RFx Information

Bidders

Items

Notes and Attachments

Approval

Tracking

Status

Bidder Overview

Search Vendor List Search Bidders Send Notifications Print Out

Company Name	Contact	Country	Excluded	Company ID	Bidder Cont
INSTITUT BELGE DE L'EMBALLAGE	Fabio Pecchia	BE	<input type="checkbox"/>	1039003	54
Vega SA	Giorgio Canu	BE	<input type="checkbox"/>	1036470	52

Printout for Internal VI users

Printout for Bidders: select a Bidder and click on Print Out

Aprire o salvare RFQ.pdf (85,6 KB) da st-en-dc-srm.eni.com?

Apri

Salva

Annulla

eni

RFx Documents Printouts

Document printout for internals shows general RFx information data

DRAFT INTERNAL USE



versalis international, sa
Rue Guimard, 1
B - 1040 Bruxelles
Belgique
Tel: +32 2 3572611

RfQ Internal Notes - 7200000065

Description: BUYER_BE_UK1 11.08.2020 12:42
Target Value: 1,000 EUR
Buyer: VI - United Kingdom
Product Category: MT_534 - VEHICLE FRAMES & SPARE PARTS

Until final approval, RFx printouts will show the header «DRAFT» signature.

After approval the «DRAFT» signature will be removed from printouts

Document printout for Bidders reports information related only to the selected Bidder :

DRAFT



versalis international, sa
Rue Guimard, 1
B - 1040 Bruxelles
Belgique
Tel: +32 2 3572611

Request for quotation - 7200000065

INSTITUT BELGE DE L'EMBALLAGE
Street: RESEARCH PARK-KRANENBERG, 10
1731 ZELLIK ASSE
Phone number: 455775577777
Email: dnjns@testx.com

Until final approval, RFx printouts will show the header «DRAFT» signature.

After approval the «DRAFT» signature will be removed from printouts



Check and Publish an Electronic Tender

To Publish an Electronic Tender:

- Click on button *Publish*;
- A pop-up confirmation message will be prompted out. Clicking on *OK* the Document is sent out for publication approval and a success message is prompted.

Edit RFX : 7200000064

Close Permissions **Publish** Save Check Delete

✓ RFX is complete and contains no errors

Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type Bid invitation

RFX Information Bidders Items Notes and Attachments Approval

Confirmation required

You are going to publish the bid: do you want to proceed?

OK Cancel

Display RFX: 7200000064

Close Show my Tasks Check Edit/Extend Print preview




✓ RFX BUYER_BE_UK1 11.08.2020 11:13 7200000064 published


Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type Bid invitation Statu



Check and Publish RFx

Display RFx: 7200000064

  Close  Show my Tasks  Check  Edit/Extend  Print preview

 RFx BUYER_BE_UK1 11.08.2020 11:13 7200000064 published

Number	Name	Type	Status
7200000064	BUYER_BE_UK1 11.08.2020 11:13	Bid invitation	

After publication of RFx document, system send notification email to all invited bidders (not excluded) and to Bid technicians (in case existing for the RFx).

Within cFolder Collaboration Area, Buyer will lose rights on 'Tech. Request for Quotation', folder and will be enabled on 'Tech. Public updates' and 'Technical Evaluation'.

NB: The actual publication of RFx document and corresponding invitation email sending will take place only after Approval Workflow has been completed.



Inbox for Task acceptance decision/Adjust RFx

In case of rejection of a request for RFx publication by any of the approves, An approval task *Accept Decision/Adjust RFx* will be sent to buyer to complete RFx accepting decision or changing RFx



eniBusiness

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

Strategic Sourcing
Strategic Sourcing
[Strategic Sourcing](#)

Vendor Management
Vendor Management
[Vendor Maintenance](#)

Inbox
[Inbox](#)

Master Data Mapping
[Master Data Mapping](#)

Alerts | **Tasks (1 / 1)** | Notifications

Show: New and In Progress Tasks (1 / 1) | All

Subject

[Accept Decision / Adjust RFx Number 7200000065](#)

Accept Changes to RFx : 7200000065

Close | Accept | Save | Delete

Number	7200000065	Name	BUYER_BE_UK1 11.08.2020 12:42	Type	Bid invitation	Status	Await
Number of Bidders	3	Tracking ID	7200000065	Flow type description	Stand-Alone Negotiation		

RFx Information | Bidders | Items | Notes and Attachments | Approval | Tracking | S

Identification

Name: BUYER_BE_UK1 11.08.2020 12:42

Type: Bid invitation

Product Category: MT_534 VEHICLE FRAMES & SPARE PARTS

* P. category Eni: BB13AA02 VEHICLE FRAMES & SPARE PARTS

Organization

Purchasing Organization: Versalis International

Possible Actions:

- **Close** (no actions carried out)
- **Accept** (decision was accepted and document status is set to *Release rejected*)
- **Delete** the RFx
- **Save** and edit RFx to send it for new approval



Check a Published Electronic Tender

Active Queries

RFxs **All (4)** Saved (0) Awaiting Approval (0) Published (0) Completed (0) Deleted (0) Release Rejected (0)

RFxs - All

Show Quick Criteria Maintenance

View: [Standard View]

RFX Number	RFX Name	Type	Status
7200000065	BUYER_BE_UK1 11.08.2020 12:42		
7200000064	BUYER_BE_UK1 11.08.2020 11:13		
7200000036	BUYER_BE_UK1 30.07.2020 14:43		
7200000032	BUYER_BE_UK1 28.07.2020 12:15		

Active Queries

RFxs **All (4)** Saved (0) Awaiting Approval (0) Published (0) Completed (0) Deleted (0) Release Rejected (0)

RFxs - All

Hide Quick Criteria Maintenance

Number: To

RFX Type:

Name of RFX:

Status:

Processed Since:

Purchasing Organization:

Product Category:

Submission Deadline:

My RFX:

Purchase Group:

Number of RFX responses: To

Supplier:

Item Product:

In **Strategic Sourcing**, it is possible to set search for a single RFX document.

Click on *Show Quick Criteria Maintenance*, system opens a list of search parameters. Set value for search and click on *Apply*, filter will be updated accordingly.



Check a Published RfX

Active Queries

RFxs **All (1)** [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Published \(0\)](#) [Completed \(0\)](#) [Deleted \(0\)](#) [Release Rejected \(0\)](#)

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
7200000064	BUYER_BE_UK1 11.08.2020 11:13	BID	Published	<input type="checkbox"/>

Display RfX: 7200000064

[Close](#) [Permissions](#) [Check](#) [Responses and Awards](#) [Edit/Extend](#) [Print preview](#)

Number 7200000064 **Name** BUYER_BE_UK1 11.08.2020 11:13 **Type** Bid invitation **Status** **Published** **Create**

Flow type description Stand-Alone Negotiation

RFX Information [Bidders](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#) [Status](#)

Identification

Name: BUYER_BE_UK1 11.08.2020 11:13

Type: Bid invitation

Product Category: MT_604 1F 3F ELECTRIC TRANSFORMERS & SP PARTS

*** P. category Eni:** BB09AC01 1F 3F ELECTRIC TRANSFORMERS & SP PARTS

Organization

Event Parameters

Currency

* Target Value

Click on RfX Number or on button *Display* to open RfX.

Check a Published RfX

Display RfX: 7200000064

[Close](#) [Permissions](#) [Check](#) [Responses and Awards](#) [Edit/Extend](#) [Print preview](#)

Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type Bid invitation Status Published Created On 11.08.2020 11:13
Flow type description Stand-Alone Negotiation

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

Notes

[Add](#) [Clear](#)

Assigned To	Category	Text Preview
Document Header	Internal Note	Internal Note

Economical Attachments

[Add Attachment](#) [Edit Description](#) [Delete](#)

Assigned To	Category	Description	File Name
Document Header	Standard Attachment	ECO_BUYER_1	ECO_BUYER_1.xlsx
Document Header	Standard Attachment		

Collaboration

[Create](#)

Collaboration

Collaboration RfX 7200000064

SAP mySAP PLM cFolders

Home

Collaboration RfX 7200000064

Public Area

Bidding documents

- Tech. Public Updates
- Tech. Request for Quotation
- Technical Evaluation

Public Area Public Area

Navigation: [Collaboration](#)

Current Path: [Collaboration RfX 7200...](#) > Public Area

Change Work Area

Choose Save to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this workspace, choose Aliases.

Collaboration Collaboration RfX 72000

Name Public Area

Description Public Area

Authorization Read

Open a Published document and then click on 'Collaboration RfX XXXX' to check RfX collaboration area.

Check a Published Electronic Tender – Collaboration Area

The screenshot shows the 'croiders' web application interface. On the left, a sidebar contains a 'Home' link and a 'Collaboration RFX 7200000065' link. Below these, a red box highlights a 'Public Area' section with the following text: 'Offerta 8000000021 HAPMAN EUROPE' and 'RFXResp 8000000022 INSTITUT BELG...'. The main content area is titled 'Public Area Public Area' and includes a 'Navigation' link to 'Collaboration' and a 'Current Path' of 'Collaboration RFX 7200... > Public Area'. Below this is a 'Change Work Area' section with a note: 'Choose Save to save changes made to the name or the description. If you want to choose Aliases.' The form contains the following fields: 'Collaboration' (Collaboration RFX 72000), 'Name' (Public Area), 'Description' (Public Area), and 'Authorization' (Read).

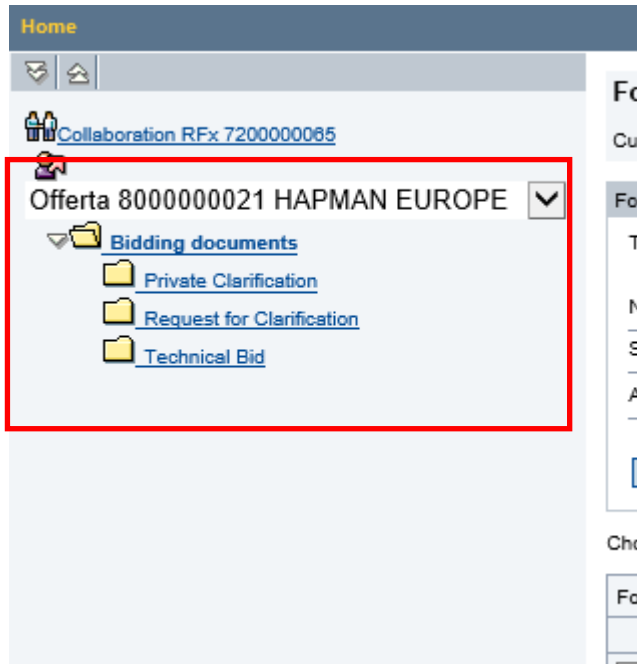
When a Bidder creates a new Bid Response, system creates a new section within Collaboration Area. Each bidder participating creates his own section.

Click on *Public Area* to check all sections created.

N.B. Each area is not generated unless Bidder creates his own Bid Response document.



Check a Published RFx – Collaboration Area



Collaboration Area Bidder private Subfolders are the following:

- Technical Bid – area where Bidder stores his technical Bid documentation. Area will be visible only after Bid Response submission even before Tender Submission deadline has expired
- Request for Clarification – area dedicated to private clarification documents uploaded by Bidder to request any private clarification
- Private Clarification – area dedicated to Buyer private clarifications to be sent to the Bidder

Manage requests for Clarification

The image displays two screenshots of a web application interface, likely for managing procurement requests. The top screenshot shows the 'Folder Request for Clarification' with a 'Current Path' of 'Collaborazione Appalto... > Offerta 8000000751 CAM... > Bidding documents > Request for Clarification'. The folder contains one object: 'Bidder 01 technical request bd (1KB)'. The bottom screenshot shows the 'Folder Technical Evaluation' with a 'Current Path' of 'Collaborazione Appalto... > Area pubblica > Bidding documents > Technical Evaluation'. The folder is empty. A red arrow points from the 'Bidder 01 technical request bd (1KB)' file in the top screenshot to the 'Create' button in the bottom screenshot, indicating the process of creating a new request for clarification in the public area.

Folder Request for Clarification

Current Path: [Collaborazione Appalto...](#) > [Offerta 8000000751 CAM...](#) > [Bidding documents](#) > [Request for Clarification](#)

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.

Folder Contents						<input type="button" value="All"/>	<input type="button" value="None"/>
Name	Current Version	Read	Status	Changed by	Changed on		
<input type="checkbox"/> New Document	Bidder 01 technical request bd (1KB)			Alberto Mariani	10.04.2020 16:40:44		

Folder Technical Evaluation

Current Path: [Collaborazione Appalto...](#) > [Area pubblica](#) > [Bidding documents](#) > [Technical Evaluation](#)

Folder

To save any changes made, click Save.

Name:

Subscribe: ☐

Authorization:

To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.

Folder Contents						<input type="button" value="Create"/>	<input type="button" value="Delete"/>
Name	Current Version	Read	Status	Changed by	Changed on		
Empty							

When Bidders creates requests for clarifications, buyer receive a notification email and has the possibility to redirect same requests to Bid Technicians shifting requests attachments from Bidder private Area to the *Public Area*, folder *Technical Evaluation* shared with Bid Technicians



Private Clarification Management

To forward requests for clarifications to Bid Technicians, buyer proceeds according to the following steps:

1. From Bidder's private Area, download the attachment(s) inserted by Bidder

2. Then uploads same attachments, into folder *Technical Evaluation*, creating a new attachment.

New attachment is now shared with Bid Technician.

Home Refresh Search Logout

Collaborazione Appalto 2000000110

Offerta 8000000751 CAMERON LIMITED

Bidding documents

Private Clarification

Request for Clarification

Technical Bid

Folder Request for Clarification

Current Path: [Collaborazione Appalto...](#) > [Offerta 8000000751 CAM...](#) > [Bidding documents](#) > [Request for Clarification](#)

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.

Folder Contents						<input type="button" value="All"/>	<input type="button" value="None"/>
Name	Current Version	Read	Status	Changed by	Changed on		
<input type="checkbox"/> New Document	Bidder_01_technical_request.txt (1KB)			Alberto Mariani	10.04.2020 10:40:44		

Home Refresh Search Logout

Collaborazione Appalto 2000000110

Area pubblica

Bidding documents

Tech. Public Updates

Tech. Request for Quotation

Technical Evaluation

Folder Technical Evaluation

Current Path: [Collaborazione Appalto...](#) > [Area pubblica](#) > [Bidding documents](#) > [Technical Evaluation](#)

Folder

To save any changes made, click Save.

Name

Subscribe ☐

Authorization

To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.

Folder Contents						<input type="button" value="Create"/>	<input type="button" value="Delete"/>
Name	Current Version	Read	Status	Changed by	Changed on		
Empty							

Private Clarification Management

Any time Buyer uploads attachments within *Technical Evaluation* folder, Bid Technicians receives a notification email from system and is enabled to check and download the attachment.

Bid Technician will NOT be enabled to insert/change/delete documents within Technical Evaluation folder, he/she will be enabled only to check and download documents.

Display Bid Responses

After clarifications , bidder can provide his Bid Response – buyer first needs to open technical and administrative envelope – (Collaboration area *Technical Bid*) .

Economical envelope will be available only after submission deadline and after all technical envelopes were opened.

N.B.

- After Bid Reponse submission, bidder loses writing rights on Technical Bid folder
- Documents inserted within technical section will be accessible to Buyer only after Tender submission deadline expiration terms
- Technical evaluation will be available only after submission deadline expiration.

Check Bid Responses – Technical Envelope

Bid Response Technical Section will be accessible from Collaboration Area according to selected Bidder responses. In case of *Only Economical processes*, Collaboration Area will not be created.

Accessing to a specific bidder Area (**Technical Bid**) → system allows to check and download corresponding documentation:

Collaborazione Appalto 7200000042

Offerta 8000000010 MANON JEAN-POL ▼

- Bidding documents
 - Private Clarification
 - Request for Clarification
 - Technical Bid

Current Path: [Collaborazione Appalto...](#) > [Offerta 8000000010 MAN...](#) > [Bidding documents](#) > Technical Bid

Folder

To save any changes made, click Save.

Name: Technical Bid

Subscribe: ☐



Authorization: Read

Cancel

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

Folder Contents						All	None
	Name▲	Current Version	Read	Status	Changed by	Changed on	
<input type="checkbox"/>	New Document	TEC Bidder_01.xlsx (9KB)			Clelia Antonelli	03.08.2020 13:18:42	

Once Buyer has checked out all documentation attachments, system flags it as *read* and allows technical evaluation to buyer

Folder Contents						All	None
	Name▲	Current Version	Read	Status	Changed by	Changed on	
<input type="checkbox"/>	 New Document	TEC Bidder_01.xlsx (9KB)			Clelia Antonelli	03.08.2020 13:18:42	



Check Bid Responses – Details

RFxs **All (4)** [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Published \(0\)](#) [Completed \(0\)](#) [Deleted \(0\)](#) [Release Rejected \(0\)](#)

RFxs - All

Show Quick Criteria Maintenance

View:	[Standard View]	Create Rfx	Display	Edit/Extend	Delete	Publish	Responses and Awards	Print Preview	Re
RFx Number	RFx Name	Type	Status						
7200000065	BUYER_BE_UK1 11.08.2020 12:42	BID	Published						
7200000064	BUYER_BE_UK1 11.08.2020 11:13	BID	Published						
7200000036	BUYER_BE_UK1 30.07.2020 14:43	BID	Published						
7200000032	BUYER_BE_UK1 28.07.2020 12:15	BID	Deleted						

Bid Reponse sections are the following:

- **RFx Information**
- **Items**
- **Notes and Attachments**
- **Tracking**

In *RFx Information* system shows Header data related to Bid Response, including overall value of Bid Response Items (if existing)

Within *Notes and Attachments* section it is possible to check Notes and Economical attachments provided by bidder.

RFx Information Items Notes and Attachments Tracking

Basic Data

Bidder Contact Information

Supplier Name: INSTITUT BELGE DE L'EMBALLAGE
Contact Person Name: Dr. Dina Jones
E-Mail: dnjns@testcx.com
Fax:
Phone: 45577557777

RFx Response Information

Last Changed On: 11.08.2020 17:27:19 CET
Last Changed By: Buyer UK 01
Creation Date: 11.08.2020 15:09:28 CET
Created By: Ms. Dr. Dina Jones

Event Parameters

Process Type: QUOT
Currency: Unità Monetaria Europea (EURO)
Detailed Price Information: Simple Price
Target Value of RFx in Original Currency: 1.000,00 EUR
Target Value of RFx in Selected Currency: 1.000,00 EUR
Net Value of Header Items: 0,00 EUR

Status and Statistics

Created On: 11.08.2020 15:09:28 CET
Created By: Ms. Dr. Dina Jones
Last Processed On: 11.08.2020 17:27:19 CET
Last Processed By: Buyer UK 01

Check Bid Responses – Details and Items

Rfx Information **Items** Notes and Attachments Tracking

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity
0001	Item #1	Material		MT_107	COFFEE COCOA SPIC	100	
0002	Item #2	Material		MT_107	COFFEE COCOA SPIC	50	

Details for Item 0001 Item #1

Item Data Questions Notes and Attachments

▼ Basic Data

Identification

* Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: MT_107 COFFEE COCOA SPIC

Product ID:

Description: Item #1

Currency: Unità Monetaria Europea (EURO)

Required Quantity: 100 EA each

Submitted Quantity: 100 EA each

Price: 30,00 EUR Per: 1 EA

Incoterm Key/Location:

Delivery Date: 00:00:00

Within *Item* tab system shows detailed items of Bid Response.

To check details, select one item and click on *Details*

Bid Response evaluation (Technical and Economical sections)

Display RFx: 7200000065

[Close](#) [Permissions](#) [Check](#) [Responses and Awards](#) [Edit/Extend](#) [Print preview](#)

Number 7200000065 **Name** BUYER_BE_UK1 11.08.2020 12:42 **Type** Bid invitation **Status** Published **Created On** 11.08.2020 12:42:12 **Created By** [User]

Flow type description Stand-Alone Negotiation

Responses and Awards

Responses and Awards

Ident [Close](#)

Remaining Time 0 Days 00:00:00 **RFx Name** BUYER_BE_UK1 11.08.2020 12:42 **Type** Bid invitation **Status** Published **Number of Bidders** 3 **RFx Number** 7200000065

Flow type description Stand-Alone Negotiation

Response Activity **Response Comparison** **Technical Response Activity**

Details **Return Response**

Response Number	Response Status	Company Name	Bidder Name	Intent
		CRAIN COMMUNICATIONS LTD.		◇
8000000022	Submitted with attachments	INSTITUT BELGE DE L'EMBALLAGE		◇
8000000021	Submitted with attachments	HAPMAN EUROPE		◇

To check potential Bid Response sent, access to RFx document and click on «*Responses and Awards*».

All sent Bid Responses will be available and potential evaluation activities depend on remaining time for Submission deadline.

Remaining time is visible on top of responses and awards section



Bid Response evaluation – Technical Section

To proceed with technical evaluation it's mandatory to read/download documentation of **All** provided technical Bid Responses, The Technical section name is «Technical Response Activity»

Responses and Awards

Close

Technical Evaluation not allowed. Please read all quotation documents

Remaining Time: 0 Days 00:00:00 | Rfx Name: BUYER_BE_UK1 11.08.2020 12:42 | Type: Bid invitation | Status: Published
How type description: Stand-Alone Negotiation

Response Activity | Response Comparison | **Technical Response Activity**

Technical Rfx Responses and Awards

Accept | Reject | Technical Reset | Refresh

Rfx Response	Rfx Response Status	Company Name
8000000021	Bid submitted	HAPMAN EUROPE
8000000022	Bid submitted	INSTITUT BELGE DE L'EMBALLAGE

Button **Accept** technical Bid Response

Button **Reject** technical Bid Response

Once all the technical Bid Responses were checked out, it's possible to technically **Accept/Reject** the Bid Response. Technical Evaluation (acceptance or reject) is **reversible** (button *Technical Reset*) and logged by system.


Response Activity | Response Comparison | **Technical Response Activity**

Technical Rfx Responses and Awards

Accept | Reject | **Technical Reset** | Refresh

Rfx Response	Rfx Response Status	Company Name	Bid
8000000021	Tech Bid Accepted	HAPMAN EUROPE	Sim
8000000022	Bid submitted	INSTITUT BELGE DE L'EMBALLAGE	Din

Button **Reset**
Acceptance/Reject



Bid Response evaluation – Economical section access

To perform Economical evaluation it is necessary that all Technical Bid Responses provided had been evaluated (Accepted or Rejected). The section is named «Response Activity»

Remaining Time 0 Days 00:00:00 RFx Name BUYER_BE_UK1 11.08.2020 12:42 Type Bid invitation Status Published Number of Bidders 3
Flow type description Stand-Alone Negotiation

Response Activity			
Response Comparison			
Technical Response Activity			
Details			
Return Response			
Response Number	Response Status	Company Name	Bidder Name
		CRAIN COMMUNICATIONS LTD.	
8000000022	Submitted with attachments	INSTITUT BELGE DE L'EMBALLAGE	
8000000021	Submitted with attachments	HAPMAN EUROPE	

Confirmation required



Offer opening will close technical evaluation.

OK

Cancel

Opening any of the Economical envelopes of Bid Responses:

- Determines closing of Technical RFx phase
- Allows no further extensions of the RFx. Only Rebids will be possible
- Action is logged on system



Bid Response evaluation – Economical evaluation

To evaluate an Economical Bid Response it is necessary to Edit received Bid response and perform acceptance or reject. The evaluation is reversible and tracked by system.

Display RfX Response: 8000000022

[Edit](#) [Check](#) [Close](#)

Number 8000000022 RfX Name BUYER_BE_UK1 11.08.2020 12:42 Status Submitted Bidder INS

Rfx Information Items Notes and Attachments Tracking

▼ **Basic Data**

Bidder Contact Information

Supplier Name: INSTITUT BELGE DE L'EMBALLAGE
Contact Person Name: Dr. Dina Jones
E-Mail: dnjns@testx.com
Fax:
Phone: 455775577777

Event Parameters

Process Type: QUOT

Rfx Response

Edit RfX Response: 8000000022

[Read Only](#) [Check](#) [Close](#) [Accept](#) [Reject](#)

Number 8000000022 RfX Name BUYER_BE_UK1 11.08.2020 12:42 Status Submitted Bidder

Rfx Information Items Notes and Attachments Tracking

▼ **Basic Data**

Bidder Contact Information

Supplier Name: INSTITUT BELGE DE L'EMBALLAGE
Contact Person Name: Dr. Dina Jones
E-Mail: dnjns@testx.com
Fax:
Phone: 455775577777

RfX Response

Display RfX Response: 8000000022

[Close](#) [Undo Accept](#)

Number 8000000022 RfX Name BUYER_BE_UK1 11.08.2020 12:42 Status Accepted Bidder IN

Rfx Information Items Notes and Attachments Tracking

▼ **Basic Data**

Bidder Contact Information

Supplier Name: INSTITUT BELGE DE L'EMBALLAGE
Contact Person Name: Dr. Dina Jones
E-Mail: dnjns@testx.com

Display RfX Response: 8000000022

[Close](#) [Undo Reject](#)

Number 8000000022 RfX Name BUYER_BE_UK1 11.08.2020 12:42 Status Rejected Bidder

Rfx Information Items Notes and Attachments Tracking

▼ **Basic Data**

Bidder Contact Information

Supplier Name: INSTITUT BELGE DE L'EMBALLAGE
Contact Person Name: Dr. Dina Jones
E-Mail: dnjns@testx.com
Fax:

Extend or Rebid a published Electronic Tender

'Extension' of an RFx means the extension of same RFx phase, while 'Rebid' means closing a preceeding RFx phase (with related quotations and attachments) and the beginning of a new phase.

In case of *Extension* all RFx parameters will be editable by Buyer (excluding list of invited bidders that can't be changed) while rebidding an RFx it will be possible to update only Submission Deadline date and time.

To Edit/Extend an RFx it is necessary to proceed as following:

1. Click button **Edit/Extend** in case of **Extension** OR button **Edit/Rebid** in case of **Rebid** according to RFx phases and conditions
2. Perform changes on RFx data to extend the RFx including mandatory Extension/Rebid reasons
3. Newly publish the RFx

Edit RFx: 7200000064

Close Permissions **Publish** Save Check

Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type Bid invitation Status In Proc
Flow type description Stand-Alone Negotiation

RFx Information Bidders Items Notes and Attachments Approval Tracking Sta

Identification

Name: BUYER_BE_UK1 11.08.2020 11:13

Type: Bid invitation

Product category: MT_604 1F 3F ELECTRIC TRANSFORMERS & SP PARTS

* P. category Eni: BB09AC01 1F 3F ELECTRIC TRANSFORMERS & SP PARTS

Display RFx: 7200000064

Close Show my Tasks Check **Edit/Extend** Print preview

☒ Change version to be published; inform the bidder afterwards

Number 7200000064 Name BUYER_BE_UK1 11.08.2020 11:13 Type
Flow type description Stand-Alone Negotiation

RFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create RFx Display **Edit/Rebid** Delete Publish Responses and Awards

RFx Number	RFx Name	Type	St
7200000065	BUYER_BE_UK1 11.08.2020 12:42	BID	Pu
7200000064	BUYER_BE_UK1 11.08.2020 11:13	BID	Pu
7200000036	BUYER_BE_UK1 30.07.2020 14:43	BID	Pu
7200000032	BUYER_BE_UK1 28.07.2020 12:15	BID	De


Show Quick Criteria Maintenance

View: [Standard View] Create RFx Display **Edit/Extend** Delete Pub

RFx Number	RFx Name
7200000065	BUYER_BE_UK1 11.08.2020 12:42
7200000064	BUYER_BE_UK1 11.08.2020 11:13

Perform Extension or Rebid – Return Bid Responses

Responses and Awards

 [Close](#)

Remaining Time 0 Days 00:04:32 | Rfx Name BUYER_BE_DE1 10.08.2020 12:35 | Type Bid invitation | Status Public
Flow type description Stand-Alone Negotiation

Response Activity | Technical Response Activity

Details | **Return Response**

Response Number	Response Status	Company Name
8000000023	Submitted with attachments	SPIE OIL AND GAS SERVICE
8000000020	Submitted	INSTITUT BELGE DE L'EMBALLAGE

- Return the Bid responses that are needed to be returned to bidders (it is not mandatory to open Bid Responses to return them to bidders)

Perform Extension or Rebid – Send new manual notification

RfX

Display RfX: 7200000065

[Close](#) [Permissions](#) [Check](#) [Responses and Awards](#) [Edit/Rebid](#) [Print preview](#) [Close Bid Process](#)

Number 7200000065 **Name** BUYER_BE_UK1 11.08.2020 12:42 **Type** Bid invitation **Status** Published **Created On** 11.08.2020 12:42
Flow type description Stand-Alone Negotiation

[RFX Information](#) **[Bidders](#)** [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#) [Status](#)

▼ **Bidder Overview**

[Search Vendor List](#) [Search Bidders](#) [Send Notifications](#) [Print Out](#)

Company Name	Contact	Country	Excluded	Company ID	Bidder Contact Person
HAPMAN EUROPE	Simona Pistocchi	SK	<input type="checkbox"/>	1040297	55
CRAIN COMMUNICATIONS LTD.	Laura Bellomo	GB	<input checked="" type="checkbox"/>	1031213	51
INSTITUT BELGE DE L'EMBALLAGE	Dr. Dina Jones	BE	<input type="checkbox"/>	1039903	59

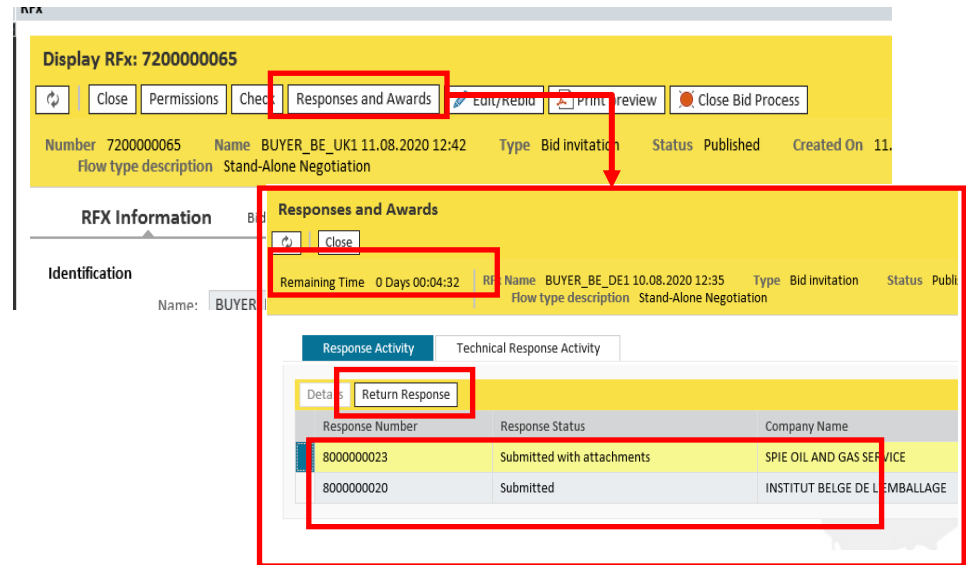
N.B. For Bidders who were excluded (flag *Excluded*) when the RfX were newly published will be excluded from next RfX phases.

5. Proceed, if necessary, sending new notifications clicking on «Send Notifications»

Return Bid Responses to Bidders

To Return Bid Responses, open RFX document *in display mode* and click on *Responses and Awards*.

Then select a single Bid Response to return.
Once selected the Bid Response needed click on *Return Response*



- ❑ Bid Response return can be performed also **before Submission Deadline terms expiration**
- ❑ In case of **RFX Extension**, it is possible to proceed in returning Bid responses to Bidders whom already sent their responses. Bid Response **return can be performed only after new RFX publication**
- ❑ Bid Response Return **is allowed before or after opening of the Response** itself and the returning must be performed per each singular Bidder
- ❑ In case of **Rebid** for new RFX phase, system will automatically return all the Bid responses to all Bidders still invited to Tender (not to the Excluded ones) **ONLY** in case of RFX in double envelope technical/economical. In case of only economic process, Bid returning will have to be performed with manual process

Null Tender Process

At the end of an RfX process it is possible to set a process as *Null* (eg. In case of no participants). To set an RfX as *Null* open the document in display mode and go to section *Bid Management* within section *RfX Information* and click *Edit*

RFx

Display RFx: 7200000060

Close Permissions Check Responses and Awards Edit/Extend Print preview

Number 7200000060 Name BUYER_BE_DE1 10.08.2020 12:35 Type Bid invitation Status Published
Flow type description Stand-Alone Negotiation

RFX Information Bidders Items Notes and Attachments Approval Tracking Status

Identification

Name: BUYER_BE_DE1 10.08.2020 12:35
Type: Bid invitation
Product Category: MT_398 COMMON METAL VARIOUS ARTICLES
* P. category Ent: BB11AD01 THREAD SCREWS NUTS BARS OF STEEL

Organization

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

Dates

* Submission Deadline: 12.08.2020 10:40:00

Basic Data

Tender Type: Ordinary Tender Process manager: Procurement Manager
Procurement Department: VIHQ Printout language: EN

Bid Management

Single source: ☐ Single source reason:
Only economical process: ☐ Change Vendor List: ☐
Null tender: ☒

Then set flag «Null tender»

Bid Management

Save Undo

Single source: ☐ Single source reason:
Only economical process: ☐ Change Vendor List: ☐
Null tender: ☒

Click *Save*. RfX will be set as a *Null Tender*. Flag can be removed at any time unless process is not closed

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
7200000060	BUYER_BE_DE1 10.08.2020 12:35	BID	Published	<input checked="" type="checkbox"/>	MT_398
7200000055	BUYER_BE_DE1 07.08.2020 09:25	BID	Awaiting Approval	<input type="checkbox"/>	MT_648

Closing a Tender Process

At the end of Tender technical phase, which corresponds with the starting of economical phase, it will be available *Close Bid Process* button with which it's possible to close and end a tender process.

NB: Closing Bid processes is not reversible and, if confirmed, determines the block of all activities related to Rfx Process, which will no longer be extensible by bidder (action of Edit/Rebid and other changes to Bid Process and related bid responses will no longer be available)

Rfx

Display Rfx: 7200000060

Close **Permissions** **Check** **Responses and Awards** **Edit/Extend** **Print preview** **Close Bid Process**

Number 7200000060 **Name** BUYER_BE_DE1 10.08.2020 12:35 **Type** Bid invitation **Status** Published **Created On** 10.08.2020 12:35:26 **Create**

Flow type description Stand-Alone Negotiation

RFX Information Bidders Items Notes and Attachments Approval Tracking Status

Identification

Name: BUYER
Type: Bid invi
Product Category: MT_39
* P. category Eni: BB11A

Event Parameters

Currency: EUR
* Target Value: 1.000,00 EUR

Confirmation required

Operation is not reversible and finally close the Rfx! Are you sure?

OK **Cancel**



Check activities log of an Electronic Tender

Display RFX: 7200000044

[Close](#)
[Permissions](#)
[Check](#)
[Responses and Awards](#)
[Edit/Extend](#)
[Print preview](#)

Number 7200000044 Name BUYER_BE_DE1 04.08.2020 12:36 Type Bid invitation Status Published Created On 04.08.2020 12:36:54 Created By Buyer DE 01 Number of Bidders 2 RFX phase Technical Evaluation Flow type description Stand-Alone Negotiation

[RFX Information](#)
[Bidders](#)
[Items](#)
[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
04.08.2020 10:38:10	BUYER_BE_DE1	Buyer DE 01	04.08.2020	12:38:10	CET	Published	1
04.08.2020 10:39:52	LOCAL_PM_DE	Local PM Germany	04.08.2020	12:39:52	CET	Final approval	1
04.08.2020 10:40:51	CAM037677001	Signora Clelia Antonelli	04.08.2020	12:40:51	CET	Quotation 8000000016 submitted before the deadline (20200804 - 130000)	1
04.08.2020 10:42:34	FPI039903001	Signore Fabio Pecchia	04.08.2020	12:42:34	CET	Quotation 8000000017 submitted before the deadline (20200804 - 130000)	1
04.08.2020 11:02:10	BUYER_BE_DE1	Buyer DE 01	04.08.2020	13:02:10	CET	Published	2
04.08.2020 11:02:40	LOCAL_PM_DE	Local PM Germany	04.08.2020	13:02:40	CET	Final approval	2
04.08.2020 11:03:06	BUYER_BE_DE1	Buyer DE 01	04.08.2020	13:03:06	CET	Quotation 8000000016 returned without opening	2
04.08.2020 11:03:16	BUYER_BE_DE1	Buyer DE 01	04.08.2020	13:03:16	CET	Quotation 8000000017 returned without opening	2
04.08.2020 11:06:15	CAM037677001	Signora Clelia Antonelli	04.08.2020	13:06:15	CET	Quotation 8000000016 submitted before the deadline (20200804 - 131500)	2
04.08.2020 11:06:41	FPI039903001	Signore Fabio Pecchia	04.08.2020	13:06:41	CET	Quotation 8000000017 submitted before the deadline (20200804 - 131500)	2

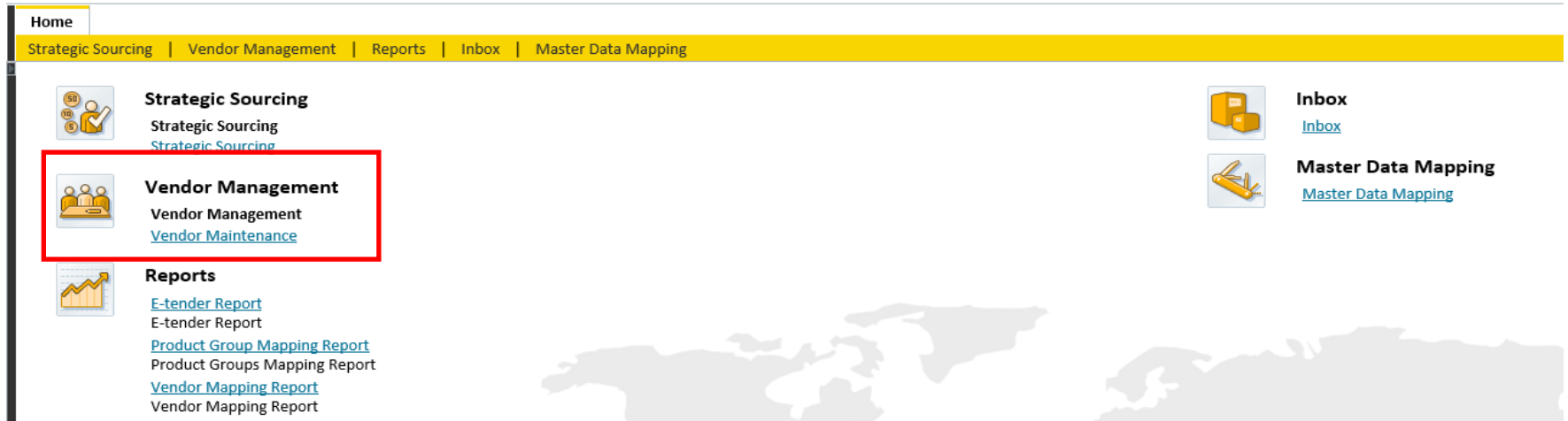
In *Status* tab, system tracks all buyer and bidders activities performed for the RFX process (creation, save, publications, extensions, rebids, etc.) e on Bid Responses (creation opening, returns, submissions, etc...) showing date and time stamp for each of them. Status report can be Exported in both PDF and Excel versions.



73



Vendor Management



Buyer/Vendor Manager is enabled to the following activities on Vendor Master Data and related Contact Persons:

- Vendor List creation and release of VL for RFx processes
- Display Vendor Master Data
- Contact Persons Master Data creation and changes:
 - Contact Persons creation
 - Contact Persons change
 - Contact Persons Deletion



Vendor List Management

Home

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

Active Queries

Approved Supplier Lists **All (8)** Released (0) Not Released (0)

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

Approved Supplier Lists - All

Show Quick Criteria Maintenance

View: [Standard View] Create Supplier List Display Edit Display Sources Of Supply Refresh Export

Supplier List Number	Supplier List Name	Product Ca
2000000004	VMAINT_BE1 22.07.2020 17:38	MT_441
2000000021	VMAINT_BE1 05.08.2020 17:54	MT_373
2000000000	VMAINT_BE1 22.07.2020 10:09	MT_322
2000000003	VMAINT_BE1 22.07.2020 16:46	MT_372
2000000020	VMAINT_BE1 05.08.2020 17:01	MT_737
2000000010	VMAINT_BE1 30.07.2020 16:13	MT_439

In Vendor List main screen system shows *All* available Vendor Lists. Selecting queries *Released* or *Not released*, system shows Vendor Lists in corresponding status.

In Vendor List results, system shows following *main* information:

- **Vendor List Number:** Vendor List code created by Vendor Manager or Buyer
- **Vendor List Name:** Vendor List header Description
- **Product Category:** Product Category assigned to Vendor List



Vendor List Creation – Product Categories

Active Queries

Approved Supplier Lists **All (8)** Released (0) Not Released (0)
 External Business Partner **Suppliers (13)** Contact Persons (13)

Approved Supplier Lists - All

Show Quick Criteria Maintenance

View: [Standard View]

Create Supplier List

Display

Edit

Display Sources Of Supply

R

Supplier List Number	Supplier List Name
20000000	
20000000	
20000000	

Create Supplier List: 20000000030

Release Close Save Check

Status Process Supplier List 20000000030 Description BUYER_BE_DE1 12.08.2020 11:45

General Header Data

Description: BUYER_BE_DE1 12.08.2020

Supplier List: 20000000030

Product Category:

*P. category Eni

Product:

Responsible Purchase Organization: Versalis International

Internal Note

Search: P. category Eni

Search Criteria

Personal Value List Hide Search Criteria

Product category VI	is	
PC VI description	is	
Product category Eni	is	
PC Eni description	is	

Maximum Number of Results: 500

Search Close Entries Reset To Default

Results List: 419 results found for P. category Eni

P. category VI	PC VI description	P. category Eni	PC Eni description
I_S01		99999999	ALIVE ANIMALS
MC_OTHER		99999999	ALIVE ANIMALS
MT_100	ALIVE ANIMALS	99999999	ALIVE ANIMALS
MT_101	MEATS & PREPARATIONS	BB16AG02	MEATS & PREPARATIONS
MT_102	CREAMERY PROD & EGGS	BB16AG02	MEATS & PREPARATIONS
MT_103	FISH AND PREPARATIONS	BB16AG02	MEATS & PREPARATIONS
MT_106	SUGAR AND HONEY	BB16AG02	MEATS & PREPARATIONS
MT_107	COFFEE COCOA SPIC	BB16AG02	MEATS & PREPARATIONS
MT_108	FEED FOR ANIMALS	99999999	ALIVE ANIMALS

During Creation or change of a new Vendor List it's mandatory to provide following data:

- Product Category** – Search Help Shows Product Categories in double ENI/Versalis coding and allows to search values by both types of coding. Wild card character * is valid for values search



Vendor List Creation – List of Vendors

Create Supplier List: 2000000030

Release Close Save Check

Status In Process Supplier List 2000000030 Description BUYER_BE_DE1 12.08.2020 11:45 Product Category Responsible

General Header Data

Description: BUYER_BE_DE1 12.08.2020

Supplier List: 2000000030

Product Category: MT_107 COFFEE COCOA SPIC

* P. category Eni: BB16AG02 MEATS & PREPARATIONS

Product:

Responsible Purchase Organization: Versalis International

Sources of Supply

Add Copy Paste Delete Undelete Evaluate Supplier

Line Number	Supplier is Active	Item Priority	Supplier ID
1	<input checked="" type="checkbox"/>	No Priority	
2	<input checked="" type="checkbox"/>	No Priority	
3	<input checked="" type="checkbox"/>	No Priority	
4	<input checked="" type="checkbox"/>	No Priority	
5	<input checked="" type="checkbox"/>	No Priority	

Search: Supplier ID

Search Criteria

Supplier VI is

Supplier VI descr. is

Supplier Eni is

Supplier Eni descr. is

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: 17 results found for Supplier ID

Supplier VI	Supplier VI descr.	Supplier Eni	Supplier Eni descr.
500124	A.T.I. TOTAL PETROCHEM -ALTRI TOT...	9000000006	A.T.I. TOTAL PETROCHEM -ALTRI TOT...
1006514	DONEGANI ANTICORROSIONE SRL	9000000010	DONEGANI ANTICORROSIONE SRL
1009302	TELECOM ITALIA SPA	9100000000	TELECOM ITALIA SPA
1009686	SHIPPING SERVICES ITALIA SRL UNIPE...	9000000020	SHIPPING SERVICES ITALIA SRL UNIPE...
1027653	FINSTERWALDER GMBH Transport Lo...	9000000011	FINSTERWALDER GMBH Transport Lo...
1029416	GLS GENERAL LOGISTICS SYSTEMS KFT.	9000000008	GLS GENERAL LOGISTICS SYSTEMS KFT.
1030551	SPIE OIL AND GAS SERVICE	90000000AB	SPIE OIL AND GAS SERVICE ENI Subsidi...
1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidi...
1030551	SPIE OIL AND GAS SERVICE	9000000007	SPIE OIL AND GAS SERVICE ENI Holding...

When creating/changing VLs it's mandatory to provide following data:

- **Insert Vendor code** – Search Help shows Vendor master data in double ENI/Versalis coding and allows to search values by both types of coding. Wild card character * is valid for values search



Save and release Vendor Lists for RFx processes

Step 1: Create Supplier List: 2000000030. Supplier List for product category MT_322 already exists.

Step 2: General Header Data. Description: BUYER_BE_DE1 12.08.2020. Supplier List: 2000000030. Product Category: MT_322. * P. category Eni: BB01AA07.

Step 3: Create Supplier List: 2000000030. Supplier List document contains no errors. Save button highlighted.

Step 4: Display Supplier List: 2000000030. Supplier List 2000000030 was saved successfully. Save button highlighted.

Step 5: Edit Supplier List: 2000000030. Release button highlighted.

Step 6: Display Supplier List: 2000000030. Supplier List document 2000000030 was released successfully. Release button highlighted.

As a basis rule **it's not possible to create more than one Vendor List for the same Product Group code**. Once Vendor List is completed, if user sets a Product Group already used for an existing VL, system generates a blocking error **1**: it will be necessary to assign a different Product Group to the VL. Once cleared all errors it will be possible to save the VL. **3**

NB: To make a Vendor List available for RFx procesing, it is mandatory to *release* the VL. *Edit* the VL and *Release* **5** it . Released VL will be available for RFx processes. **6**

Vendor List Change

Approved Supplier Lists - All

Show Quick Criteria Maintenance

View: [Standard View]

Create Supplier List

Display

Edit

Display Sources Of Supply

Refresh

Export

Supplier List Number	Supplier List Name	Product
2000000030	BUYER_BE_DE1 12.08.2020 11:45	MT_1
2000000004		

Edit Supplier List: 2000000030

Release

Read Only

Close

Save

Check

Status In Process Supplier List 2000000030 Description BUYER_BE_DE1 12.08.2020 11:45

General Header Data

Description: BUYER_BE_DE1 12.08.2020

Supplier List: 2000000030

Product Category: MT_107 COFFEE COCOA SPIC

* P. category Eni: BB16AG02 MEATS & PREPARATIONS

Internal Note

Accessing to an existing VL in *Edit* mode, any changes to the VL change the VL status in *Not Released*.

In such cases it will be mandatory to newly *release* the VL to activate it for RFx processes.

Vendor List Change

Responsible Purchase Organization:

▼ Sources of Supply

Add **Copy** **Paste** **Delete** **Undelete** **Evaluate Supplier**

New Line

Line Number	Supplier is Active	Item Priority	Supplier ID	Supplier Name
1	<input checked="" type="checkbox"/>	No Priority	1009302	TELECOM ITALIA S
2	<input checked="" type="checkbox"/>	No Priority	1036470	Vega SA
3	<input checked="" type="checkbox"/>			

Responsible Purchase Organization: Versalis International

▼ Sources of Supply

Add **Copy** **Paste** **Delete** **Undelete** **Evaluate Supplier**

Line Number	Supplier is Active	Item Priority	Supplier ID	Supplier Name	Back-End
1	<input checked="" type="checkbox"/>	No Priority	1009302	TELECOM ITALIA SPA	
2	<input checked="" type="checkbox"/>	No Priority	1036470	Vega SA	
3	<input checked="" type="checkbox"/>	No Priority	1030551	×	
4	<input checked="" type="checkbox"/>	No Priority			

To Add ne Vendors to an existing VL, Edit the VL and click *Add->New Line* and insert new vendors. Use flag *Supplier is Active* to activate/deactivate a specific Vendor for that VL.

NB: Vendor Lists manage the relationship between Product Groups and Vendors and **do not manage relationship with Vendor Contact Persons**, therefore, in case of invitation to a Tender of a specific Vendor for which there are **NO Contact Persons** in the system, that Vendor will not be able to participate to the Tender process.

Vendor List Change

Responsible Purchase Organization: Versalis International

▼ Sources of Supply

Add Copy Paste Delete Undelete Evaluate Supplier					
Line Number	Supplier is Active	Item Priority	Supplier ID	Supplier Name	
1	<input checked="" type="checkbox"/>	No Priority	1009302	TELECOM ITALIA SPA	
2	<input checked="" type="checkbox"/>				
3	<input type="checkbox"/>				

Add Copy Paste Delete Undelete Evaluate Supplier					
Line Number	Supplier is Active	Item Priority	Supplier ID	Supplier Name	
1	<input type="checkbox"/>	No Priority	1009302	TELECOM ITALIA SPA	
2	<input checked="" type="checkbox"/>	No Priority	1036470	Vega SA	

Once a Vendor List is saved, it is possible to update it deleting vendor codes inserted formerly.

Select vendor codes that you need to delete and click *Delete*. Deleted suppliers will be grayed-out and button *Undelete* will be activate to restore deleted master data.

NB: A vendor List requires at least one Vendor Code



Vendor and Contact Persons Management

Approved Supplier Lists [All \(9\)](#) [Released \(0\)](#) [Not Released \(0\)](#)

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

External Business Partner - Suppliers

Show Quick Criteria Maintenance

View: [Standard View] v

Create Supplier

Create Contact Person With Reference

Display

Edit

Delete

Refresh

Export

Supplier Number	Supplier Name	Supplier Name 2	Country	Post Code	City
500124	A.T.I. TOTAL PETROCHEM -ALTRI	TOTAL PETROCHEMICALS FELUY SA	BE	7181	FELUY
1006514	DONEGANI ANTICORROSIONE SRL		IT	28100	NOVARA
1009302	TELECOM ITALIA SPA		IT	20123	MILANO
1009686	SHIPPING SERVICES ITALIA SRL	UNIPERSONALE	IT	57123	LIVORNO
1027653	FINSTERWALDER GMBH	Transport Logistik	DE	86842	Tuerkheim

In External Business Partner view (Vendors and relatd Contact Persons). Queries show:

- **Suppliers:** List of suppliers according to Versalis International coding and Descriptions
- **Contact Persons:** List of contact Persons related to Suppliers

Vendor and Contact Persons Management

External Business Partner - Suppliers

Show Quick Criteria Maintenance

View: [Standard View]

Create Supplier Create

Supplier Number	Supplier Name
1009302	TELECOM ITALIA SPA
1009686	SHIPPING SERVICES IT
1027653	FINSTERWALDER GMI
1029416	GLS GENERAL LOGIST

Display Supplier : 1009302

Close

Business Partner Type Supplier Document Date 12.08.2020 Business Partner Number 1009302 Name of Business Partner TELECOM I

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

Company Data Contact Data

Basic Data

* Company Name 1: TELECOM ITALIA SPA
 Company Name 2:
 * Language: IT Italian
 Partner Number: 1009302
 Search Term1: 99
 Search Term2:
 c/o: 1009302
 Street Prefix:
 Street: VIA GAETANO NEGRI 1

* 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 directly imported by Versalis International SAP system and **can only be displayed by buyer** clicking on Vendor Link. Following Information are available:

- **Company Data:** Vendor basic master data
- **Address Data:** Vendor Address master data
- **Bidder Data:** Detailed Vendor data
- **Invoicing Party Data:** Invoicing Master data for Vendor
- **Supplier Data:** Vendor Purchasing information data
- **Business Documents:** Type and number of business eBidding documents related to Vendor in (RFx, contracts, etc..)

Vendor and Contact Persons Management

The screenshot shows the 'Create Supplier' and 'Create Contact Person' interfaces. In the 'Create Supplier' window, step 1 points to the 'Create Contact Person With Reference' option. In the 'Create Contact Person' window, step 2 points to the 'Contact Person Data' tab, step 3 points to the 'Contact Data' tab, and step 4 points to the 'Save' button. The 'Contact Person Data' tab contains fields for Title, Academic Title, First Name, Last Name, Language (marked with a red star), Country, Search Term1, and Search Term2. The 'Contact Data' tab contains sections for Telephone Numbers and Fax Numbers, each with an 'Add Lines' and 'Delete' button. The 'User Data for Contact Person' section includes User ID, User Valid From, User Valid To, Date Format, and Decimal Notation.

Buyer is enabled to Create and change Contact Persons per each specific imported Vendor from Versalis International Backend. To create a new Contact Person:

- Select Vendor code from Vendor List
- Click *Contact Person with Reference* **1**
- Complete mandatory *Contact Person Data* (signed with wild cards *) **2**
- Compile mandatory *Contact Data* (signed with wild cards *) **3** → NB: Only Create Contact Persons in English (EN) OR Italian Language (IT)
- Click *Save*. **4** Once Contact Persons is created, Vendor Contact person will receive an email according to email address provided in Contact Data with eBidding credentials for first system access.



Vendor and Contact Persons Management

Approved Supplier Lists: All (9) Released (0) Not Released (0)

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

External Business Partner - Contact Persons

Show Quick Criteria Maintenance

View: [Standard View] Create User With Reference Display Edit Delete Refresh Reset

Contact Person Number	Contact Person First Name
51	Laura
52	Giorgio
53	Clelia

Edit Contact Person : 51

Save Read Only Close Delete

Employee User ID LBC031213001 Business Partner Type Contact Person Document Date 12.08.2020 Business Partner Number 51

Contact Person Data Contact Data

Basic Data

* Title: Ms. Academic Title: First Name: Laura Last Name: Bellomo Language: IT Italian Country: IT Italy

* Time Zone: CET Central Europe

Format Name: Building Code: Floor / Room Number: Company Department: Internal Mail: Print Format:

Search Term1: Search Term2:

Accessing to Contact Persons list it is possible to select a single Contact Person and change related master data. Once updated data click *Save*.

To delete Master Data of a Contact Person click *Delete*.

NB: if *Contact Person* was already invited in previous RFX it won't be possible to delete it. In these cases system prompts following error:

Display Contact Person : 58

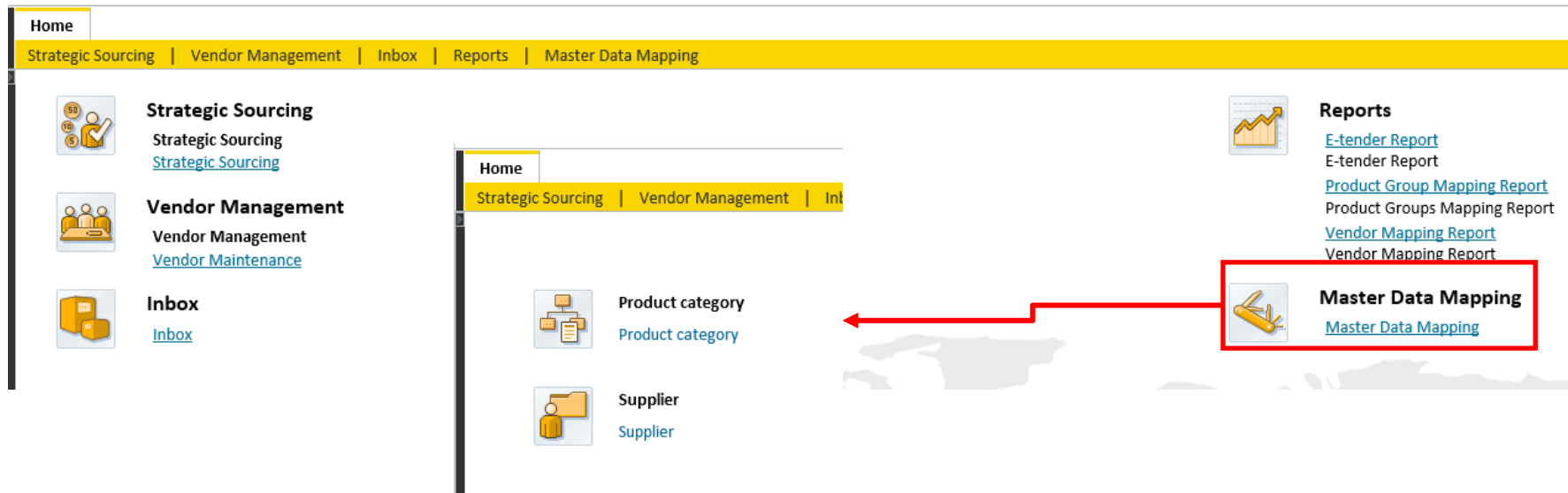
Edit Close Delete

Partner 0000000058 exists in documents. Deletion not possible

Employee User ID MTS030551001 Business Partner Type Contact Person Document Date

Contact Person Data Contact Data

Master Data Mapping management Application



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 data:

- **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 valid values)
- Click on Filter and system will show data according to filtered set of values
- To reset Filter values select option (*All*)

Back

Product category VI	Product category VI description	VI -> Eni	VI <- Eni	Product category Eni
Sort in Ascending Order	VARIOUS ELECTRIC MOTORS & SPA...			BT...
Sort in Descending Order	1F 3F ELECTRIC TRANSFORMERS & S...			BT...
(All)	1F 3F ELECTRIC TRANSFORMERS & S...			BT...
(User-Defined Filter...)	1F 3F ELECTRIC TRANSFORMERS & S...			BT...
(too many entries...)	1F 3F ELECTRIC TRANSFORMERS & S...			BT...

Custom Filter ✕

Use * to Represent Character Strings

Filter By

Product category VI:

Product category VI	Product category VI description	VI -> Eni	VI <- Eni	Product category 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.PHOTOGR...			BB16AG05	CHEMICAL PRODUCTS X.PHOTOGR...		
MT_698	PHOTOGRAPHIC FILMS & PLATES			BB16AG05	CHEMICAL PRODUCTS X.PHOTOGR...		
MT_699	IMPRESS & DEVELOPED CINEMA FIL...			BB16AG05	CHEMICAL PRODUCTS X.PHOTOGR...		

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 category 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 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

Section for PG SAP Versalis
description translations

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

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			910000000	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			9000000008	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			900000000A	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 valid)
- 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 for the 'Supplier VI' column, showing options: 'Sort in Ascending Order', 'Sort in Descending Order', '(All)', and '(User-Defined Filter...)'. A red arrow points from the '(User-Defined Filter...)' option to a 'Custom Filter' dialog box. The dialog box has a title bar 'Custom Filter' and a close button. It contains a label 'Use * to Represent Character Strings' and a 'Filter By' section. In the 'Filter By' section, 'Supplier VI:' is followed by a text input field containing '102*'. Below the input field are 'Filter' and 'Cancel' buttons. A red arrow points from the 'Filter' button to the filtered data table. The 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		
	TECOM ITALIA SPA			9100000000	TELECOM ITALIA SPA		
	SHIPPING SERVICES ITALIA SRL UNIPERSON...			9000000020	SHIPPING SERVICES ITALIA SRL UNIPERSON...		

Custom Filter

Use * to Represent Character Strings

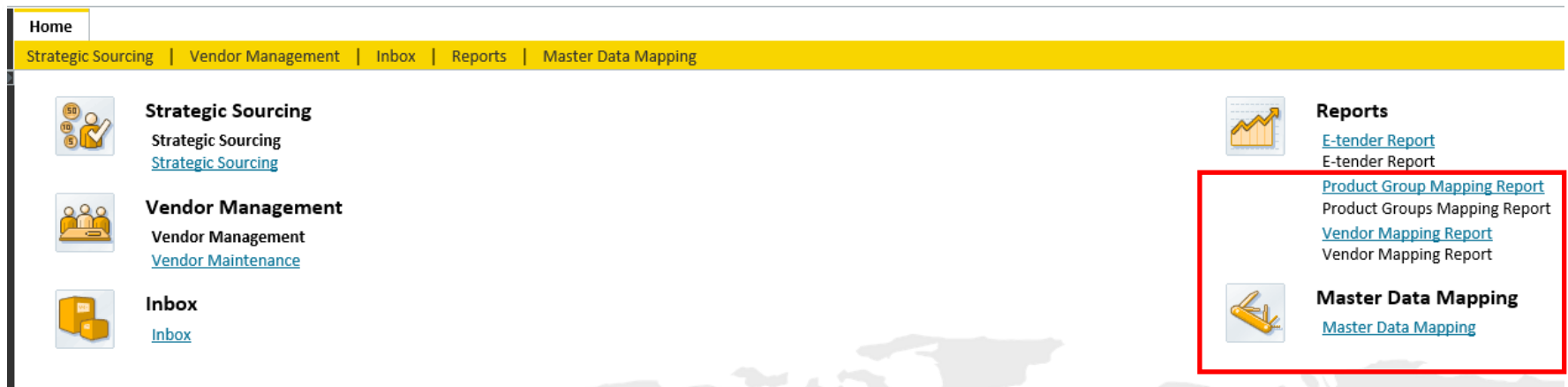
Filter By

Supplier VI: 102*

Filter **Cancel**

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



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 eBidding Reports interface. The top navigation bar includes 'Home', 'Strategic Sourcing', 'Vendor Management', 'Inbox', 'Reports', and 'Master Data Mapping'. The left sidebar contains icons and links for 'Strategic Sourcing', 'Vendor Management', and 'Inbox'. The 'Reports' section is highlighted with a red box, containing links for 'E-tender Report' and 'E-tender Report'. A red arrow points from this section to the 'Filter:' section of the E-Tender Report form.

Filter:

Rfx number:	<input type="text"/>	Rfx status:	<input type="text"/>	Rfx name:	<input type="text"/>	Only economical process:	<input type="text"/>
First publication date From:	<input type="text"/>	Actual Publication Date From:	<input type="text"/>	Actual Submission Deadline From:	<input type="text"/>		
First publication date To:	<input type="text"/>	Actual Publication Date To:	<input type="text"/>	Actual Submission Deadline To:	<input type="text"/>		
Buyer name:	<input type="text"/>	Null tender:	<input type="text"/>	Purch. Group ID:	<input type="text"/>		
Supplier Company Name:	<input type="text"/>	Proc. Dep.:	<input type="text"/>	Single source:	<input type="text"/>		
Supplier Eni descr.:	<input type="text"/>	Contact Person:	<input type="text"/>				

Group:

Rfx number:	<input type="checkbox"/>	Rfx status:	<input type="checkbox"/>	Procurement Department:	<input type="checkbox"/>
Supplier BP:	<input type="checkbox"/>	Contact Person UserID:	<input type="checkbox"/>	User ID:	<input type="checkbox"/>
Supplier Eni:	<input type="checkbox"/>	Null tender:	<input type="checkbox"/>		

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

NB: *E-Tender Report shows results according to user type: for Buyers and Local PM of every Purchasing Group reports 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 Departments: ☐

Supplier BP: ☐ Contact Person User ID: ☐ User ID: ☐

Supplier Eni: ☐ Null tender: ☐

☐ Group ☐ Reset

Results:

Export

Export to Microsoft Excel

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
7200000022	BUYER_BE_HR1 22.07.2020 18:52	Buyer HR 01	VI - Hungary	1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE	54	FPI039903001	Fabio Pecchia	VIDE
7200000022	BUYER_BE_HR1 22.07.2020 18:52	Buyer HR 01	VI - Hungary	1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidiary 2	58	MTS030551001	Mariano Trani	VIDE
7200000023	BUYER_BE_HR1 23.07.2020 10:30	Buyer HR 01	VI - Hungary	1040297	HAPMAN EUROPE	9000000001	HAPMAN EUROPE	55	SPH040297001	Simona Pistocchi	VIUK
7200000023	BUYER_BE_HR1 23.07.2020 10:30	Buyer HR 01	VI - Hungary	1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE	54	FPI039903001	Fabio Pecchia	VIDE
7200000024	BUYER_BE_HR1 23.07.2020 18:06	Buyer HR 01	VI - Hungary	500124	A.T.I. TOTAL PETROCHEM - ALTRI	9000000006	A.T.I. TOTAL PETROCHEM - ALTRI	54	FPI039903001	Fabio Pecchia	VIDE
7200000024	BUYER_BE_HR1 23.07.2020 18:06	Buyer HR 01	VI - Hungary	1031213	CRAIN COMMUNICATIONS LTD.	9000000009	CRAIN COMMUNICATIONS LTD.	54	FPI039903001	Fabio Pecchia	VIDE
7200000024	BUYER_BE_HR1 23.07.2020 18:06	Buyer HR 01	VI - Hungary	1037677	MANON JEAN-POL	9000000004	MANON JEAN-POL	54	FPI039903001	Fabio Pecchia	VIDE

Tracking ID

Tracking ID	RFx number	RFx name	Buyer name	Purchasing Group	Supplier BP	Supplier Company Name	Supplier Eni	Supplier Eni description
1	7200000022	BUYER_BE_HR1 22.07.2020 18:52	Buyer HR 01	VI - Hungary	1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE
2	7200000022	BUYER_BE_HR1 22.07.2020 18:52	Buyer HR 01	VI - Hungary	1030551	SPIE OIL AND GAS SERVICE	9000000003	SPIE OIL AND GAS SERVICE ENI Subsidiary 2
3	7200000023	BUYER_BE_HR1 23.07.2020 10:30	Buyer HR 01	VI - Hungary	1040297	HAPMAN EUROPE	9000000001	HAPMAN EUROPE
4	7200000023	BUYER_BE_HR1 23.07.2020 10:30	Buyer HR 01	VI - Hungary	1039903	INSTITUT BELGE DE L'EMBALLAGE	9000000002	INSTITUT BELGE DE L'EMBALLAGE
5	7200000024	BUYER_BE_HR1 23.07.2020 18:06	Buyer HR 01	VI - Hungary	500124	A.T.I. TOTAL PETROCHEM - ALTRI	9000000006	A.T.I. TOTAL PETROCHEM - ALTRI
6	7200000024	BUYER_BE_HR1 23.07.2020 18:06	Buyer HR 01	VI - Hungary	1031213	CRAIN COMMUNICATIONS LTD.	9000000009	CRAIN COMMUNICATIONS LTD.
7	7200000024	BUYER_BE_HR1 23.07.2020 18:06	Buyer HR 01	VI - Hungary	1037677	MANON JEAN-POL	9000000004	MANON JEAN-POL

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

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

Strategic Sourcing
Strategic Sourcing
[Strategic Sourcing](#)

Vendor Management
Vendor Management
[Vendor Maintenance](#)

Inbox
[Inbox](#)

Filter:

P. category VI: P. category Eni:

PC VI description: PC Eni description:

Filter:

Supplier VI: Supplier Eni:

Supplier VI descr.: Supplier Eni descr.:

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](#)

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
L_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
1 L_S01		X		99999999	ALIVE ANIMALS
2 MC_OTHER		X		99999999	ALIVE ANIMALS
3 MT_100		X		99999999	ALIVE ANIMALS
4 MT_101		X		BB16AG02	MEATS & PREPARATIONS
5 MT_102		X		BB16AG02	MEATS & PREPARATIONS
6 MT_103		X		BB16AG02	MEATS & PREPARATIONS
7 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
1 1040330	FLOWERVE BELGIUM NV	X		9000000003	FLOWERVE BELGIUM NV
2 1037677	MANON JEAN-POL	X	X	9000000004	MANON JEAN-POL
3 1036470	Vega SA	X	X	9000000005	Vega SA
4 500124	A.T.I. TOTAL PETROCHEM -ALTRI TOTAL PETROCHEMICALS FELUY SA	X	X	9000000006	A.T.I. TOTAL PETROCHEM -ALTRI
5 1040330	FLOWERVE BELGIUM NV		X	90000000AA	FLOWERVE BELGIUM NV Holding
6 1030551	SPIE OIL AND GAS SERVICE		X	90000000AB	SPIE OIL AND GAS SERVICE ENI

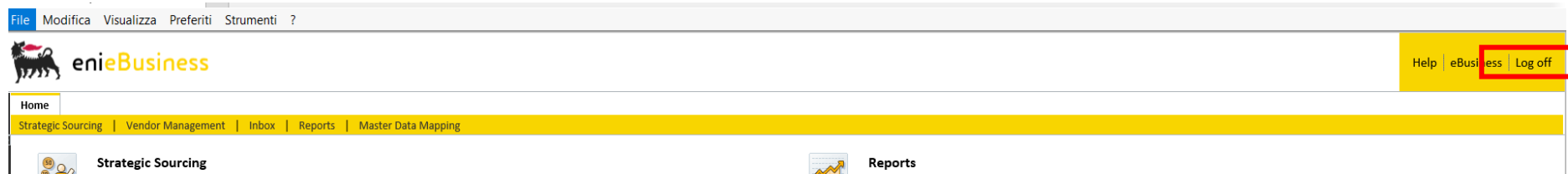
Both reports Extract Data from PGs and Vendors eBidding Mapping Data VI/ENI.

An export function in Excel template is also available



eBidding Logoff

To Logoff eBusiness, click on Log off.



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.