



Tool Concurrence

eBusiness Cloud

Reference Manual

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Summary



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Dear User,

this Manual explains the tasks for the Concurrency Tool.

We suggest taking a few minutes to read in order to make the most of the service.

Log in to the Tool Concurrency application 1/2

To access Tool Concurrency please navigate to URL:

<https://ebusiness.eni.com/index.php/en/>

Then select the
“Tool
Concurrency”
menu option

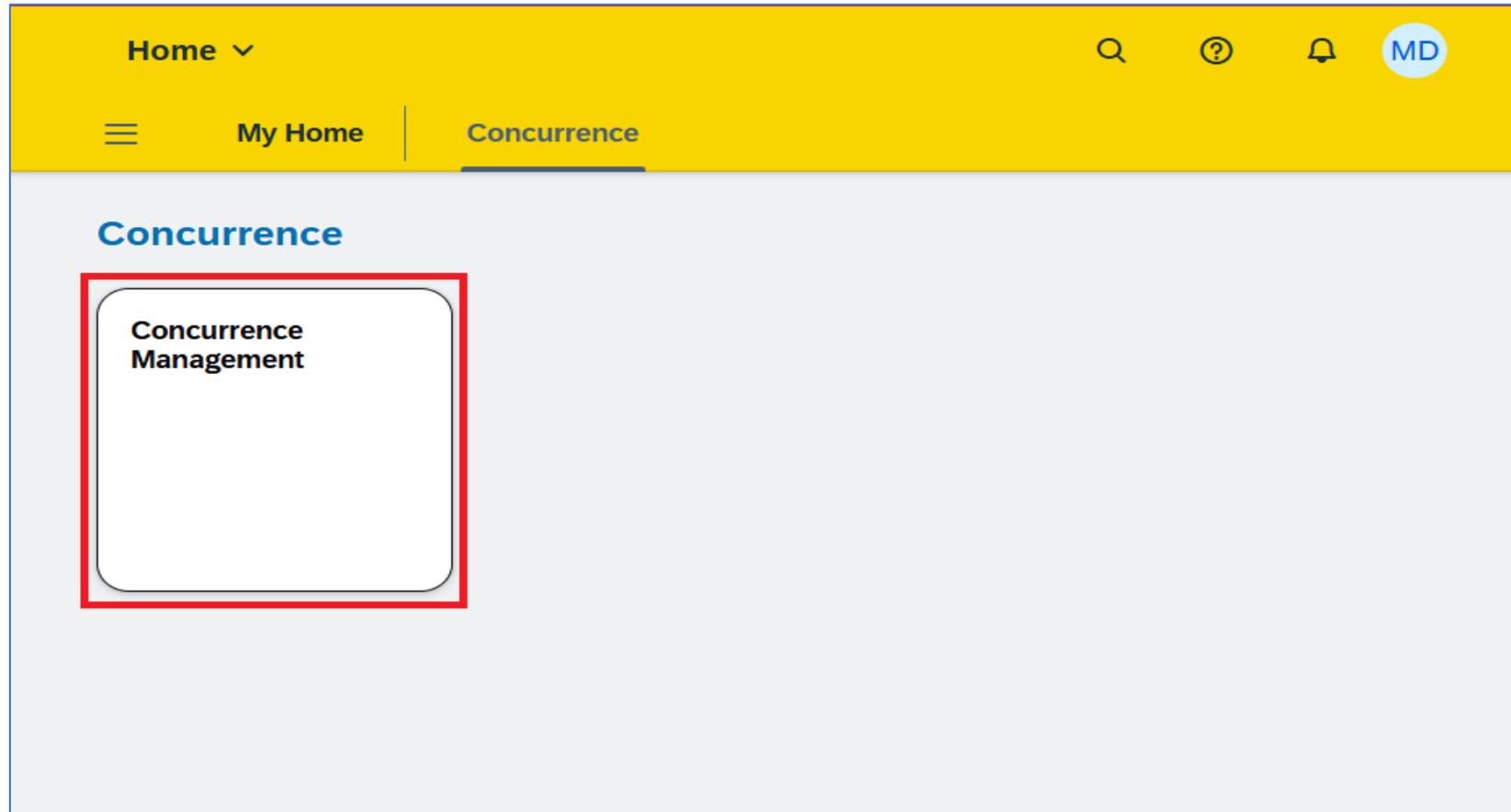
To access the system, compatible browsers are:

- **Google Chrome**
- **Microsoft Edge**
- **Firefox Mozilla**
- **Internet Explorer 11**

The **recommended** browser for the best experience using the application is **Google Chrome**

The screenshot shows the eni eBusiness website interface. At the top left is the eni eBusiness logo. To the right are navigation links for 'Servizi', 'Assistenza', and 'Italiano'. The 'Servizi' menu is open, displaying a list of services: 'Tutti i servizi', 'Acquisti', 'Certificazione Beni e Servizi', 'eContest', 'Intercompany', 'Portale Ordini Eni Plenitude', 'Procure to Pay', 'Procurement & Contract Management', 'Servizi Centralizzati', 'Tool Concurrency', and 'Tool Concurrency secondo link'. The 'Tool Concurrency' and 'Tool Concurrency secondo link' options are highlighted with a red box. Below the menu, there is a banner with the text 'Benvenuto su eBusiness' and 'Servizi per le tue esigenze professionali'. At the bottom, there is a paragraph of text: 'Benvenuti nel portale dei Servizi eBusiness Eni dedicato a tutti gli utenti interni ed est... no utilizzati per la gestione di processi di Procurement, sia in modalità stand alone che in modalità integrata con gli ERP Societari. L'applicazione si fonda su tre componenti'.

Log in to the Tool Concurrency application 2/2



Log in to the SAP Fiori Launchpad: [SAP Fiori](#) Launchpad.

The Group «Concurrence» is available to all enabled users within the SAP Fiori Launchpad. Log in to the application by selecting the "Concurrence Management" tile.

■ Available Roles for Tool Concurrency

For the Concurrency Tool, the roles envisaged are :

- **Requester**
- **Approver**
- **Reporting User**

Depending on the role of the user, the screens and actions available change.

Requester User

Application main screen

The screenshot shows the 'Concurrency Management' application interface. At the top, there is a yellow header with a navigation bar and a search bar. Below the header, there are tabs for 'All', 'Draft', 'Wait for Approval', 'Released', and 'Rejected'. A filter section contains various input fields: 'Search', 'Status', 'Released Date' (with a date range example), 'Geographic Area', 'Country', 'Subsidiary', 'Value', 'Contract', and 'Contract Counter'. A 'Go' button is located at the bottom right of the filter section. Below the filter section, there is a '+ New Concurrence' button and a table of concurrences. The table has 14 columns: ID, Country, Subsidiary, Scope of Work, Value, Status, Creation Date, Created by, Released Date, Released by, Send Date, Sent by, Commodity Code, and Contract Counter. The table contains 5 rows of data. Callouts point to the search bar, the filter section, the '+ New Concurrence' button, the table, and the 'Go' button.

Search bar

Filters: to search press «Go»

Concurrency Creation

Download Concurrences to Excel

Concurrences

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
0				0.00									0
1	Emirati Arabi	Eni Abu Dhabi	Prova concurrence range	99.99	Released			02/10/2024	CB9980000021			4	1
2	Cipro	Eni Cyprus Ltd	Test range 2	11.11	Rejected							4	0
3	Australia	Eni Australia LTD	Prova reversed filter	11110.00	Released			08/11/2024	Marta D'Inglilo			4	2
4	Indonesia	Eni West Timor Ltd	scopo	500.00	Released			04/10/2024	Marta D'Inglilo			1	1

The main screen is divided into 5 tabs that allow you to filter the Concurrences shown according to the state in which they are, alternatively you can select the "All" tab in which all the Concurrences are shown. Filters are also available to search through Concurrences. Using the search bar it is possible to search for Concurrences by ID, creator user, approver user, code and description of the commodities.

Concurrence creation

The screenshot displays the 'New Concurrence' creation interface. At the top, there is a navigation bar with 'Concurrence Management' and a search icon. Below this, the title 'New Concurrence' is centered. On the right side, there are 'Save' and 'Cancel' buttons. A red box highlights the 'Save' button, with a red arrow pointing to an error message box that reads: 'Error: Please fill geographic area, country and subsidiary fields before saving'. In the center of the form, a red box contains the text 'Required fields for saving', with red arrows pointing to three mandatory fields: 'Geographic Area (mandatory for concurrence draft creation):*', 'Eni Subsidiaries/Foreign Affiliates (mandatory for concurrence draft creation):*', and 'Country (mandatory for concurrence draft creation):*'. Other fields include 'Overall Scope:*', 'Concurrence Endorsed by (Procurement Manager):*', and 'Comments:'.

Clicking on the "New Concurrence" button on the main screen will display the Concurrence creation screen.

Before you can save the Concurrence, you must enter at least the three mandatory fields: Geographic Area, Country and Subsidiaries.

Concurrence creation

The image shows a web form for 'Concurrence creation' with four main sections: Strategy & Value, Project, Compliance, and Commodity. A red box highlights a 'Commodity' popup window, and a red arrow points from a small icon in the main form to the popup.

STRATEGY & VALUE

Strategy:* Estimated Value (USD):*

PROJECT

Project: Contract Type:*

COMPLIANCE

Compliance with regulations on transactions involving interests of directors and statutory auditors and transactions with related parties Project:

Belongs to the references list:

Due Diligence Card Compliance:

COMMODITY

Main Commodity Code:*

Commodity

- ▼ B - Goods
 - ▼ BB01 - PIPING AND ACCESSORIES
 - ▼ BB01AA - PIPING
 - BB01AA01 - SAWL WELDED LINEPIES IN CARBON STEEL
 - BB01AA02 - ERW WELDED PIPES IN CARBON STEEL
 - ▼ BB02 - STRUCTURES
 - ▼ BB02AA - METAL STRUCTURES
 - BB02AA01 - STEEL STRUCTURAL WORK
 - BB02AA02 - HEAVY STEEL STRUCTURAL WORK
 - ▶ BB02AB - PRE-FABRICATED STRUCTURES - PLATFORMS

Ok Cancel

Other sections available are Strategy & Value, Project, Compliance and Commodities (this can be selected by means of the appropriate popup)

Concurrence creation

SUPPLIERS

+ Add  Delete

In order to add suppliers you must save the concurrence

<input type="checkbox"/>	Proposed Contractor/Supplier List	HQ Qualification Status	Local Qualification Status
No data			

PUBLIC ATTACHMENTS

Documents

 Upload  Download  Remove

In order to upload any attachment you must save the concurrence

<input type="checkbox"/>	File Name	Description	Type	Creation Date	Notes	Uploaded by requester
--------------------------	-----------	-------------	------	---------------	-------	-----------------------



No documents available

Drag and drop files here to upload

CONTRACTS

+ Add  Delete

In order to add contracts you must save the concurrence

<input type="checkbox"/>	Contract Number
No contracts	

3 tabular sections are also available :

- Suppliers
- Public Attachments
- Contracts

In order to fill in these sections, you must save the Concurrence for the first time so that it goes into the “Draft” status

Saving Concurrency

Concurrence Management

94

Status: Draft Created by: Marta D'Ingillo Sent to Approver by: Released by:
Created at: 23/12/2024 Sent to Approver at: Released at:

Save Cancel

General Data Strategy & Value Project Suppliers Compliance Commodity Public Attachments Contracts

Geographic Area (mandatory for concurrence draft creation):*
North Africa, Africa Sub ... X v

Eni Subsidiaries/Foreign Affiliates (mandatory for concurrence draft creation):*
Eni Algeria Exploration BV X v

Concurrence Endorsed by (Managing Director):*

Line Scope:*

Country (mandatory for concurrence draft creation):*
Algeria X v

Overall Scope: *

Concurrence Endorsed by (Procurement Manager):*

Comments:

Send to Approver

Once the 3 mandatory fields have been filled in, it will be possible to save the Concurrency and it will pass into "Draft" status. The header will display the current status of the Concurrency and the creation data.

Concurrency Draft Display

A saved Concurrency can be found from the main screen in the "Drafts" tab and by clicking on the Concurrency the user is sent back to the View screen

Tool Concurrency

All Draft Wait for Approval Released Rejected

Status: Released Date: e.g. 22/12/2024 - 31/12/2024 Geographic Area: Country: Subsidiary:

Value: Contract: Contract Counter: Go

Concurrences (1) + New Concurrency

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
94	Algeria	Eni Algeria Exploration BV		0.00	Draft	23/12/2024	Marta D'Ingillo						0

From the display screen it is possible to view the data entered so far, delete the Concurrency using the "Delete" button and return to the edit screen using the "Edit" button

94 Modify Delete

Status: Draft Created by: Marta D'Ingillo Sent to Approver by: Released by:
Created at: 23/12/2024 Sent to Approver at: Released at:

General Data Strategy & Value Project Suppliers Compliance Commodity Public Attachments Contracts

Geographic Area: North Africa, Africa Sub Saharan and Middle East Country: Algeria
Eni Subsidiaries/Foreign Affiliates: Eni Algeria Exploration BV Overall Scope:
Concurrency Endorsed by (Procurement Manager):
Concurrency Endorsed by (Managing Director): Comments:
Line Scope:

Send to Approver

Edit Concurrency Draft

The user can add, modify, or delete one or more suppliers associated with Concurrency

The image shows a software interface for managing suppliers. At the top is a table titled 'SUPPLIERS' with two columns: 'Proposed Contractor/Supplier List' and 'Local Qualification Status'. The first row contains 'Supplier N°1' and 'Qualified'. The second row contains 'Under Qualification'. To the right of the table are buttons for '+ Add' and 'Delete'. Below the table are icons for 'Edit' and 'Delete'. Red boxes highlight these buttons and icons. Red arrows point from these elements to three modal windows: 'Add Supplier', 'Delete', and 'Edit Supplier'.

Proposed Contractor/Supplier List	HQ Qualification Status	Local Qualification Status
Supplier N°1	Qualified	Under Qualification

Add Supplier

Proposed Contractor/Supplier List: *

HQ Qualification Status:

Local Qualification Status:

Ok Cancel

Delete

Are you sure you want to delete?

Ok Cancel

Edit Supplier

Proposed Contractor/Supplier List: *

Supplier N°1

HQ Qualification Status:

Local Qualification Status:

Ok Cancel

Edit Concurrency Draft

PUBLIC ATTACHMENTS

Documents ↑ Upload ↓ Download Remove

⚠ Please insert at least one attachment with type "Submission for Concurrency"

<input type="checkbox"/>	File Name	Description	Type	Creation Date	Notes	Uploaded by requester
 No documents available Drag and drop files here to upload						

Documents ↑ Upload ↓ Download Remove

<input checked="" type="checkbox"/>	File Name	Description	Type	Creation Date	Notes	Uploaded by requester	
<input checked="" type="checkbox"/>	Letter.png image/png	Lorem ipsum dolor sit amet	Submission for Concurrency	CB998000002 0 23/12/2024 - 04:08	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Yes	↓ ✎ ✕

Upload document

File Name: *
Letter.png Browse...

Type: *
Submission for Concurrency

Description:
Lorem ipsum dolor sit amet

Notes:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco

Execute Cancel

Edit Letter.png

Description:
Lorem ipsum dolor sit amet

Notes:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis

Execute Cancel

Warning

Are you sure you want to remove the selected documents?

Remove Cancel

The user can add, download, modify or delete one or more public attachments from the Concurrency, in order to send the Concurrency for approval it will be mandatory to insert an attachment with the type "Submission for Concurrency"

Edit Concurrency Draft

94

Status: Draft Created by: Marta D'ingillo Sent to Approver by: Released by:
Created at: 23/12/2024 Sent to Approver at: Released at:

Save Cancel

General Data Strategy & Value Project Suppliers Compliance Commodity Public Attachments Contracts

Geographic Area (mandatory for concurrence draft creation): *
North Africa, Africa Sub ... X v

Eni Subsidiaries/Foreign Affiliates (mandatory for concurrence draft creation): *
Eni Algeria Exploration BV X v

Concurrence Endorsed by (Managing Director): *

Line Scope: *

Country (mandatory for concurrence draft creation): *
Algeria X v

Overall Scope: *

Concurrence Endorsed by (Procurement Manager): *

Comments:

Send to Approver

Changes made in the "Suppliers", "Public Attachments" and "Contracts" tables will be saved automatically. All changes made in the other sections need to be saved by pressing the "Save" button to become effective. Pressing the "Cancel" button will cancel the changes (Warning: the Cancel button does not delete the changes made to the Suppliers, Public Attachments and Contracts tables).

Submission of Concurrence to Approver

To send the Concurrence to the approver, the requester must use the appropriate buttons located at the bottom right of both the detail screen and the concurrence edit screen.

If the system detects that the mandatory fields are not filled in or the attachment "Signed Concurrence Letter" is missing, the appropriate error messages will be displayed and it will be necessary to return to edit.

Edit Concurrence

94

Save Cancel

General Data Strategy & Value Project Suppliers Compliance Commodity Public Attachments Contracts

Proposed Contractor/Supplier List	HQ Qualification Status	Local Qualification Status
Supplier N°1	Qualified	Under Qualification

COMPLIANCE

Compliance with regulations on transactions involving interests of directors and statutory auditors and transactions with related parties Project:

Belongs to the references list:

Due Diligence Card Compliance:

Send to Approver

Display Concurrence

94

Status: Draft Created by: Marta D'Ingillo Sent to Approver by: Released by: Created at: 23/12/2024 Sent to Approver at: Released at:

General Data Strategy & Value Project Suppliers Compliance Commodity Public Attachments Contracts

Geographic Area: North Africa, Africa Sub Saharan and Middle East Country: Algeria Overall Scope: Concurrence Endorsed by (Procurement Manager): Comments: Line Scope:

Send to Approver

Alert

Send to Approve not allowed: fill the required fields first

OK

Please insert at least one attachment with type "Submission for Concurrence"

The submitted concurrence will take on the status "Wait for Approval" and will be viewable by the requester (but not editable) in the section of the same name on the main screen

Submission of Concurrence to Approver

Concurrence Tool - A new concurrence request has been Submitted

Please be informed that a new concurrence request has been inserted in the Concurrence Tool.

Subsidiary: Eni Australia BV
Overall Scope of Work: Overall sc
Concurrence ID: 0000000015

La informiamo che una nuova richiesta di concurrence è stata inserita nel Concurrence Tool.

Consociata: Eni Australia BV
Scopo generale di lavoro: Overall sc
Concurrence ID: 0000000015

For any problem related to the functionality of the tool please contact **Service operation Support**
- **E-mail:** ebusiness.support@eni.com
- **Phone:** +39 02 3700 6070

The "Send to Approver" action will generate the sending of a notification email directed to the approver users (the requesting users of the subsidiary on which the Concurrence was created will also be kept in copy)

Rejected Concurrences

Tool Concurrence

All Draft Wait for Approval Released **Rejected**

Geographic Area: Country: Subsidiary: Value: Contract:

94 x ↻ [] [] [] [] []

Contract Counter: [] **Go**

Concurrences (1) **+ New Concurrence**

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
94	Algeria	Eni Algeria Exploration BV	Scope of request	50.00	Rejected	23/12/2024	Marta D'Inglis			23/12/2024	Marta D'Inglis	BB01AA01	0

The user can find the concurrences rejected by the approvers in the "Rejected" section. You will be able to view, edit, and resubmit these Concurrences for approval by following the normal procedures used for a Draft Concurrence.

In the Public Attachments section, you may find attachments inserted by the approvers, these attachments can be viewed but not modified or deleted.

Documents ↑ Upload ↓ Download Remove

<input type="checkbox"/>	File Name	Description	Type	Creation Date	Notes	Uploaded by requester
<input checked="" type="checkbox"/>	SignedLetter.png image/png	Lorem ipsum dolor sit amet	Signed Concurrence Letter	CB998000002 0 23/12/2024 - 08:44	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	No ↓
<input type="checkbox"/>	Letter.png image/png	Lorem ipsum dolor sit amet	Submission for Concurrence	CB998000002 0 23/12/2024 - 04:08	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Yes ↓ ✎ ✕

Warning

Are you sure you want to remove the selected documents?
Attention, the attachments uploaded by approvers will not be deleted.

Remove **Cancel**

Released Concurrencies

The screenshot shows the 'Tool Concurrence' interface. At the top, there are tabs for 'All', 'Draft', 'Wait for Approval', 'Released', and 'Rejected'. Below the tabs is a search bar with fields for 'Released Date' (with a date range example 'e.g. 23/12/2024 - 31/12/2...'), 'Geographic Area', 'Country', 'Subsidiary', and 'Value'. There are also fields for 'Contract' and 'Contract Counter' and a 'Go' button. Below the search bar, there is a table titled 'Concurrences (1)' with a '+ New Concurrence' button. The table has the following columns: ID, Country, Subsidiary, Scope of Work, Value, Status, Creation Date, Created by, Released Date, Released by, Send Date, Sent by, Commodity Code, and Contract Counter. The table contains one row with the following data: ID: 94, Country: Algeria, Subsidiary: Eni Algeria Exploration BV, Scope of Work: Scope of request, Value: 50.00, Status: Released, Creation Date: 23/12/2024, Created by: Marta D'Ingillo, Released Date: 23/12/2024, Released by: Marta D'Ingillo, Send Date: 23/12/2024, Sent by: Marta D'Ingillo, Commodity Code: BB01AA01, and Contract Counter: 0.

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
94	Algeria	Eni Algeria Exploration BV	Scope of request	50.00	Released	23/12/2024	Marta D'Ingillo	23/12/2024	Marta D'Ingillo	23/12/2024	Marta D'Ingillo	BB01AA01	0

The user can find the Concurrences approved by the approvers in the "Released" section. It will be possible to view such Concurrences.

It will also be possible to enter, delete, or modify the contracts associated with this Concurrences.

The diagram illustrates the workflow for managing contracts. It starts with a 'CONTRACTS' list containing a table with columns 'Contract Number' and '5465454455'. Below the table are two icons: a pencil (edit) and a trash can (delete). Red arrows point from these icons to three modal forms: 'Edit Contract', 'Add Contract', and 'Delete'. The 'Edit Contract' modal has a title 'Edit Contract' and a field for 'Contract Number: *' with the value '5465454455'. The 'Add Contract' modal has a title 'Add Contract' and a field for 'Contract Number: *'. The 'Delete' modal has a title 'Delete' and the text 'Are you sure you want to delete?' with 'Ok' and 'Cancel' buttons.

CONTRACTS

Contract Number
5465454455

Edit Contract

Edit Contract

Contract Number: *

5465454455

Ok Cancel

Add Contract

Add Contract

Contract Number: *

Ok Cancel

Delete

Are you sure you want to delete?

Ok Cancel

Approver User

Application main screen

Search bar

Filters: to search press «Go»

Download Concurrences to Excel

Concurrences

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
33	Australia	Eni Energy Australia Pty Ltd	AUS1	150.00	Released	24/01/2025	Marco Guadagnuolo	24/01/2025	Marta D'Ingillo	24/01/2025	Marco Guadagnuolo	BB01AA01	1
34	Australia	Eni Energy Australia Pty Ltd	TEST	46546552.00	Released	24/01/2025	Marco Guadagnuolo	24/01/2025	Marta D'Ingillo	24/01/2025	Marco Guadagnuolo	BB01AA01	1
35	United Arab Emirates	Eni Bahrain	Progetto	100.00	Released	27/01/2025	Nataliya Aronovych	28/01/2025	Marta D'Ingillo	27/01/2025	Nataliya Aronovych	BB01AA01	2
41	Australia	Eni Energy Australia Pty Ltd	Scope OverALL	15000.00	Released	28/01/2025	Marco Guadagnuolo	28/01/2025	Marta D'Ingillo	28/01/2025	Marco Guadagnuolo	SS03AA02	3
46	United Arab Emirates	Eni Abu Dhabi	Upstream	2345000.00	Wait for Approval	28/01/2025	Nataliya Aronovych			28/01/2025	Nataliya Aronovych	SS02AA01	0

The main screen is divided into 3 tabs that allow you to filter the Concurrences shown according to the state in which they are, alternatively you can select the "All" tab in which all the Concurrences are shown. Filters are also available to search through Concurrences. Using the search bar it is possible to search for Concurrences by ID, creator user, approver user, code and description of the commodities.

Concurrences awaiting Approval (or Rejection)

The screenshot displays a web interface for 'Concurrence Management'. The main heading is 'Display Concurrence'. A large number '94' is shown next to a hexagonal icon. The status is 'Wait for Approval'. Metadata includes 'Created by: Marta D'Ingillo', 'Sent to Approver by: Marta D'Ingillo', and 'Released by:'. Dates are 'Created at: 23/12/2024' and 'Sent to Approver at: 23/12/2024'. A navigation bar lists categories: General Data, Strategy & Value, Project, Suppliers, Compliance, Commodity, Public Attachments, Private Attachments, and Contracts. The main content area is divided into two columns. The left column contains: Geographic Area (North Africa, Africa Sub Saharan and Middle East), Eni Subsidiaries/Foreign Affiliates (Eni Algeria Exploration BV), Concurrence Endorsed by (Managing Director) (Jhon Smith), and Line Scope (Scope). The right column contains: Country (Algeria), Overall Scope (Scope of request), Concurrence Endorsed by (Procurement Manager) (Will Black), and Comments (Lorem ipsum dolor sit amet). At the bottom right, there are 'Approve' and 'Reject' buttons.

By clicking on a Concurrence in the “Wait for Approval” status, it is possible to view its details, add attachments, approve or reject it.

Concurrences awaiting Approval : Public Attachments

PUBLIC ATTACHMENTS

Documents Upload Download Remove

⚠ Please insert at least one attachment with type "Signed Concurrence letter"

File Name	Description	Type	Creation Date	Notes	Uploaded by requester
<input type="checkbox"/> Letter.png image/png	Lorem ipsum dolor sit amet	Submission for Concurrence	CB998000002 0 23/12/2024 - 04:08	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Yes Download

Documents Upload Download Remove

File Name	Description	Type	Creation Date	Notes	Uploaded by requester
<input checked="" type="checkbox"/> SignedLetter.png image/png	Lorem ipsum dolor sit amet	Signed Concurrence Letter	CB998000002 0 23/12/2024 - 08:44	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	No Download Edit Delete
<input type="checkbox"/> Letter.png image/png	Lorem ipsum dolor sit amet	Submission for Concurrence	CB998000002 0 23/12/2024 - 04:08	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Yes Download

Upload document

File Name: * Browse...

Type: *

Other
Signed Concurrence Letter

Notes:

Execute Cancel

Warning

Are you sure you want to remove the selected documents?
Attention, the attachments uploaded by requesters will not be deleted.

Remove Cancel

Warning

Attention, all the selected attachments were uploaded by requesters, so they won't be deleted.

Cancel

Warning

Are you sure you want to remove the selected documents?

Remove Cancel

Edit SignedLetter.png

Description:

Notes:

Execute Cancel

In the "Public Attachments" section, the approver can upload, edit, view, download, or delete attachments. They cannot edit or delete attachments that have been uploaded by a requester user.

Concurrences awaiting Approval : Private Attachments

The image illustrates the 'PRIVATE ATTACHMENTS' section of a system, showing the interface for managing documents and the associated dialog boxes for various actions.

PRIVATE ATTACHMENTS Interface:

- Documents:** A table with columns: File Name, Description, Type, Creation Date, Notes.
- Actions:** Upload, Download, Remove.
- Warning:** Please insert at least one attachment with type "Memorandum for approval".

Upload Document Dialog:

- File Name:** Input field with a 'Browse...' button.
- Type:** Dropdown menu with options: Memorandum for Approval, Other.
- Notes:** Text area.
- Buttons:** Execute, Cancel.

Documents Table (Detailed View):

File Name	Description	Type	Creation Date	Notes	Actions
<input checked="" type="checkbox"/> Memo.png image/png	Lorem ipsum dolor sit amet	Memorandum for Approval	CB998000002 23/12/2024 - 08:52	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Edit Memo.png Dialog:

- Description:** Input field with text: Lorem ipsum dolor sit amet.
- Notes:** Text area with text: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis...
- Buttons:** Execute, Cancel.

Warning Dialog:

- Warning:** Are you sure you want to remove the selected documents?
- Buttons:** Remove, Cancel.

In the "Private Attachments" section, the approver can upload, edit, view, download or delete attachments. These attachments are not visible to requester users.

Rejection of a Concurrence

The screenshot displays a web application interface for 'Concurrence Management'. The main header is yellow and contains the text 'Concurrence Management' with a dropdown arrow, a search icon, a help icon, a notification bell, and a user profile icon labeled 'MD'. Below the header, the page title is 'Display Concurrence'. A large yellow banner at the top left features the number '94' and a hexagonal logo. To the right of the logo, the status is 'Wait for Approval', and the creator is 'Marta D'Ingillo'. The creation date is '23/12/2024'. Below this, there are fields for 'Sent to Approver by: Marta D'Ingillo' and 'Released by:'. A navigation menu below the banner includes 'General Data', 'Strategy & Value', 'Project', 'Suppliers', 'Compliance', 'Commodity', 'Public Attachments', 'Private Attachments', and 'Contracts'. The main content area is divided into two columns. The left column contains: 'Geographic Area: North Africa, Africa Sub Saharan and Middle East', 'Eni Subsidiaries/Foreign Affiliates: Eni Algeria Exploration BV', 'Concurrence Endorsed by (Managing Director): Jhon Smith', and 'Line Scope: Scope'. The right column contains: 'Country: Algeria', 'Overall Scope: Scope of request', 'Concurrence Endorsed by (Procurement Manager): Will Black', and 'Comments: Lorem ipsum dolor sit amet'. At the bottom right, there are two buttons: 'Approve' (green) and 'Reject' (pink), with the 'Reject' button highlighted by a red rectangular box.

If the user deems it appropriate, he can reject the Concurrence using the appropriate "Reject" button, in this way the Concurrence will be editable again for requester users.

Rejection of a Concurrence

The image shows two parts of the process. On the left is a 'Reject Note' dialog box with a text input field containing 'I am rejecting this concurrence because....' and two buttons: 'Reject' and 'Cancel'. On the right is an email notification titled 'Concurrence Tool - Concurrence request has been Rejected'. The email body contains the rejection note, a confirmation message, and details about the concurrence request. Red boxes and arrows highlight the 'Reject' button and the rejection note field in the dialog, and the corresponding rejection note in the email.

Reject Note

I am rejecting this concurrence because....

Reject Cancel

Concurrence Tool - Concurrence request has been Rejected

Rejection note: I am rejecting this concurrence because...

Please be informed that your concurrence request has been rejected.

Subsidiary: Eni Mexico
Overall Scope of Work: Scope 123
Concurrence ID: 0000000047

La informiamo che la sua richiesta di concurrence è stata rifiutata.

Consociata: Eni Mexico
Scopo generale di lavoro: Scope 123
Concurrence ID: 0000000047

For any problem related to the functionality of the tool please contact **Service operation Support**
- E-mail: ebusiness.support@eni.com
- Phone: +39 02 3700 6070

To reject a Concurrence is mandatory to fill the rejection note field in the popup that will open automatically.

If you press the "Cancel" button the rejection operation will be aborted and the Concurrence will still have the "Wait for Approval" status.

The action "Reject" will generate a special email directed to requester users (with approvers in copy).

Approval of a Concurrence

The screenshot displays the 'Concurrence Management' interface. The main content area shows a concurrence request with the following details:

- Status:** Wait for Approval
- Created by:** Marta D'Ingillo
- Sent to Approver by:** Marta D'Ingillo
- Released by:**
- Created at:** 23/12/2024
- Sent to Approver at:** 23/12/2024
- Released at:**

The sidebar on the left contains the following information:

- Geographic Area:** North Africa, Africa Sub Saharan and Middle East
- Country:** Algeria
- Eni Subsidiaries/Foreign Affiliates:** Eni Algeria Exploration BV
- Overall Scope:** Scope of request
- Concurrence Endorsed Manager:** Will Black
- Concurrence Endorsed by (Managing Director):** Jhon Smith
- Comments:** Lorem ipsum dolor sit amet
- Line Scope:** Scope

The right-hand panel, titled 'Concurrence Tool - Concurrence request has been Approved', contains the following text:

Subsidiary: Eni Abu Dhabi
Overall Scope of Work: test
Concurrence ID: 0000000007

La informiamo che la sua richiesta di concurrence è stata approvata.

Consociata: Eni Abu Dhabi
Scopo generale di lavoro: test
Concurrence ID: 0000000007

For any problem related to the functionality of the tool please contact **Service operation Support**
- **E-mail:** ebusiness.support@eni.com
- **Phone:** +39 02 3700 6070

At the bottom right of the main content area, there are two buttons: 'Approve' (highlighted with a red box) and 'Reject'.

If the user deems it appropriate, he or she can approve the Concurrence using the appropriate "Approve" button. The action will generate a special email directed to requesting users (with approvers in copy).

Approval will be allowed by the system only after the attachment "Signed Concurrence Letter" has been uploaded in the public section and "Memorandum of Approval" in the private section. Released Concurrences will no longer be editable, but will be viewable in the "Released" section.

Reporting User

Application main screen

Search bar

Filters: to search press «Go»

Concurrence Management

Search In: "Apps"

Tool Concurrency

Released

Released Date: e.g. 20/12/2025 - 31/1...

Geographic Area: Country: Subsidiary: Value: Contract: Contract Counter: Go

Concurrences (5)

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
33	Australia	Eni Energy Australia Pty Ltd	AUS1	150.00	Released	24/01/2025	Marco Guadagnuolo	24/01/2025	Marta D'Ingillo	24/01/2025	Marco Guadagnuolo	BB01AA01	1
34	Australia	Eni Energy Australia Pty Ltd	TEST	46546552.00	Released	24/01/2025	Marco Guadagnuolo	24/01/2025	Marta D'Ingillo	24/01/2025	Marco Guadagnuolo	BB01AA01	1
35	United Arab Emirates	Eni Bahrain	Progetto	100.00	Released	27/01/2025	Nataliya Aronovych	28/01/2025	Marta D'Ingillo	27/01/2025	Nataliya Aronovych	BB01AA01	2
41	Australia	Eni Energy Australia Pty Ltd	Scope OverALL	15000.00	Released	28/01/2025	Marco Guadagnuolo	28/01/2025	Marta D'Ingillo	28/01/2025	Marco Guadagnuolo	SS03AA02	3
50	Mexico	Eni Mexico	Scopo	150000.00	Released	28/01/2025	Marco Guadagnuolo	28/01/2025	Marta D'Ingillo	28/01/2025	Marco Guadagnuolo	SS01AA17	3

Download Concurrences to Excel

Concurrences

The main screen only shows Concurrences in the "Released" status. Filters are available to search through Concurrences. Using the search bar, you can search for Concurrences by ID, creator user, approver user, code and commodity description.

Concurrence Display

Released

Released Date: x Geographic Area: Country: Subsidiary: Value:

Contract: Contract Counter:

Concurrences (1)

ID	Country	Subsidiary	Scope of Work	Value	Status	Creation Date	Created by	Released Date	Released by	Send Date	Sent by	Commodity Code	Contract Counter
94	Algeria	Eni Algeria Exploration BV	Scope of request	50.00	Released	23/12/2024	Marta D'Ingillo	23/12/2024	Marta D'Ingillo	23/12/2024	Marta D'Ingillo	BB01AA01	1

By clicking on a Concurrence it is possible to view its details.

< Concurrence Management ▾

Display Concurrence

94

 Status: Released Created by: Marta D'Ingillo Sent to Approver by: Marta D'Ingillo Released by: Marta D'Ingillo
Created at: 23/12/2024 Sent to Approver at: 23/12/2024 Released at: 23/12/2024

General Data Strategy & Value Project Suppliers Compliance Commodity Public Attachments Contracts

Geographic Area:
North Africa, Africa Sub Saharan and Middle East

Eni Subsidiaries/Foreign Affiliates:
Eni Algeria Exploration BV

Concurrence Endorsed by (Managing Director):
Jhon Smith

Line Scope:
Scope

Country:
Algeria

Overall Scope:
Scope of request

Concurrence Endorsed by (Procurement Manager):
Will Black

Comments:
Lorem ipsum dolor sit amet

Information

For requests for information or support, please contact the Eni e-Business Services Contact Center, available both by phone and by e-mail.

The Contact Center's references and time slots are published on the Service portal.

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