

Eni e-Business Services

Online Registration and Allocation Auction Bidder Manual North/West Europe Auction for Subletting Products

Version 10/2019

Dear User,

the following handbook shows you the Online Registration and Allocation Auction flow from Bidder perspective.

We suggest to spend some time reading the following pages for a better and simpler use of the service.



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Technical Requirements

Bidders have to ensure the minimum requirements to allow a connection to the above mentioned website by respecting the “Technical requirements” available in the “Assistance” section of the eBusiness portal:

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

Online Registration

In order to access the Online Registration:

- ❑ Open the web browser (Internet Explorer or Firefox)
- ❑ Go to the web site:
https://en-dc-srm.eni.com/sap/bc/bsp/sap/ros_self_reg/main.htm?sap-client=401&sap-language=EN&env=GP01

Online Registration

Company Details:

- Name of Company and Language (English only)

Address Data:

- E-Mail Address (please note that you'll receive all the communications at this address), Telephone, Street, Postal Code, Location, Country

Bidder Data:

- First name, Last Name, Telephone, Fax e VAT reg. no.

Auction:

- Flag the auction type you wish to participate

Data Privacy Statement:

- Click on Eni Privacy Page before submitting the data

Conclude the Online Registration clicking **“Submit”**.

The fields marked with wildcards “” are mandatory.*

Online Registration for Capacity Auction
To register yourself as a supplier, enter your data and then Submit

* Required Entry

Company Details

Name of Company : *

D-U-N-S Number :

Language : *

Address Data

E-Mail Address : *

Telephone : *

Extension :

Fax :

Extension :

Street :

House Number :

Building :

Floor :

Room Number :

Postal Code : *

Location : *

District :

Jurisdct. Code :

Country : *

P.O. Box :

PO Box Postal Code :

PO Box Location :

PO Box Country :

Bidder Data

First name : *

Last name : *

Telephone : *

Fax : *

VAT reg no : *

Auctions

☐ All Time Auction (Registration From 01.01.2019 00:00:00 To 31.12.2022 00:00:00)

Product Categories

☒ Auction for Transportation capacity

Data Privacy Statement

By submitting your request, you accept the Eni Privacy Policy available at the following link: [Eni Privacy Page](#)



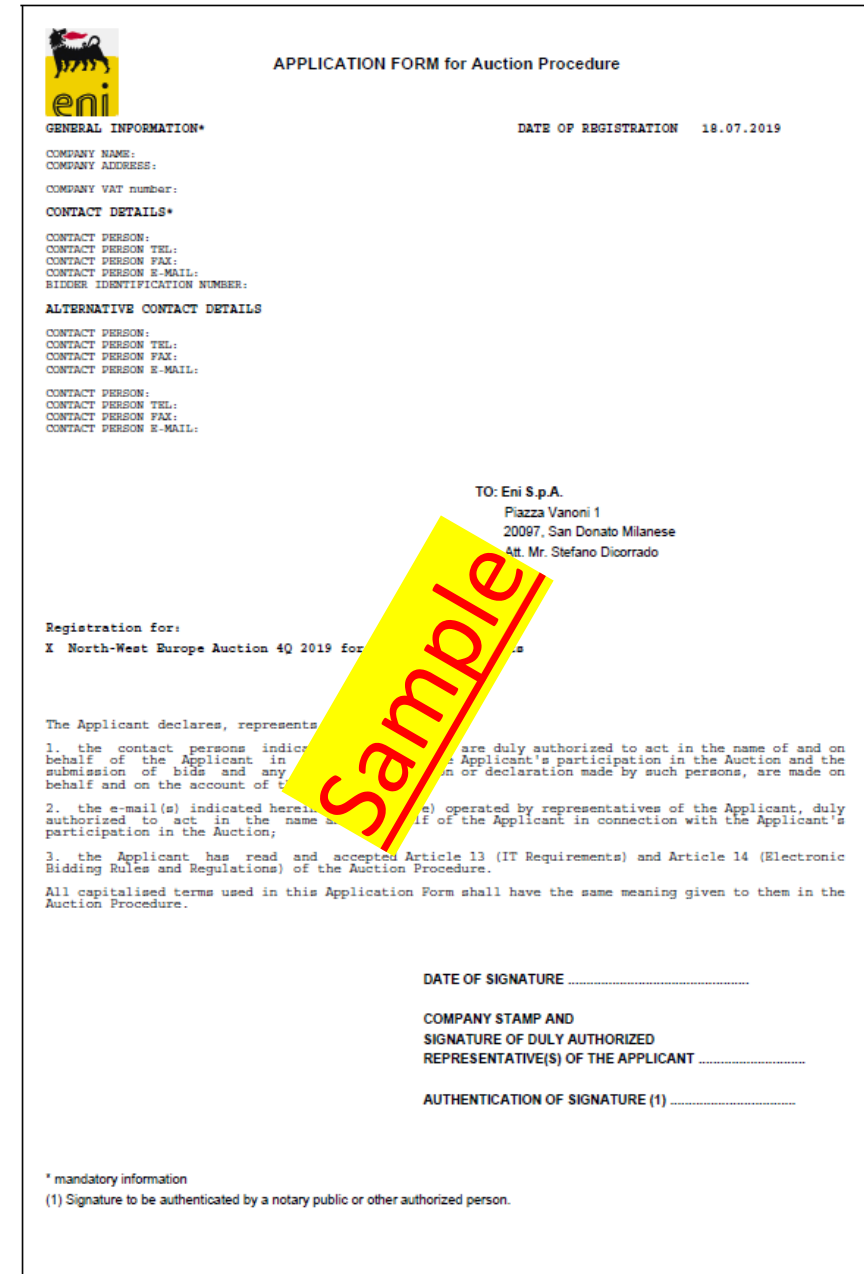
Bidder Application Form

Once the Bidder has completed the registration and the data has been verified by the Seller, Bidders will receive an e-mail containing the ***Application Form*** which shall be printed and duly signed by legal representative (s) of the Bidder.

"Bidder Application Form"

The Bidder has to print the Application Form and send it as illustrated in the Auction Procedure.

Please notice that signature has to be authenticated by a notary public or other authorized person.



The image shows a sample of a "Bidder Application Form for Auction Procedure" from Eni. The form is titled "APPLICATION FORM for Auction Procedure" and includes the Eni logo. It contains sections for "GENERAL INFORMATION*", "CONTACT DETAILS*", and "ALTERNATIVE CONTACT DETAILS". The "GENERAL INFORMATION*" section includes fields for "COMPANY NAME:", "COMPANY ADDRESS:", "COMPANY VAT number:", "CONTACT PERSON:", "CONTACT PERSON TEL:", "CONTACT PERSON FAX:", "CONTACT PERSON E-MAIL:", and "BIDDER IDENTIFICATION NUMBER:". The "CONTACT DETAILS*" section includes fields for "CONTACT PERSON:", "CONTACT PERSON TEL:", "CONTACT PERSON FAX:", and "CONTACT PERSON E-MAIL:". The "ALTERNATIVE CONTACT DETAILS" section includes fields for "CONTACT PERSON:", "CONTACT PERSON TEL:", "CONTACT PERSON FAX:", and "CONTACT PERSON E-MAIL:". The form also includes a "Registration for:" section with a checkbox for "X North-West Europe Auction 4Q 2019 for". A large yellow "Sample" watermark is diagonally across the form. The "TO: Eni S.p.A." address is listed as "Piazza Vanoni 1, 20097, San Donato Milanese, Att. Mr. Stefano Dicorradò". The form includes a declaration section where the applicant declares, represents, and warrants that the contact persons indicated are duly authorized to act in the name of and on behalf of the Applicant in connection with the Applicant's participation in the Auction and the submission of bids and any other declaration made by such persons, are made on behalf and on the account of the Applicant. It also includes a section for the date of signature, company stamp and signature of duly authorized representative(s) of the applicant, and authentication of signature (1). A footnote at the bottom states: "* mandatory information (1) Signature to be authenticated by a notary public or other authorized person."

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APPLICATION FORM for Auction Procedure

DATE OF REGISTRATION 18.07.2019

GENERAL INFORMATION*

COMPANY NAME:
COMPANY ADDRESS:
COMPANY VAT number:
CONTACT DETAILS*

CONTACT PERSON:
CONTACT PERSON TEL:
CONTACT PERSON FAX:
CONTACT PERSON E-MAIL:
BIDDER IDENTIFICATION NUMBER:

ALTERNATIVE CONTACT DETAILS

CONTACT PERSON:
CONTACT PERSON TEL:
CONTACT PERSON FAX:
CONTACT PERSON E-MAIL:

CONTACT PERSON:
CONTACT PERSON TEL:
CONTACT PERSON FAX:
CONTACT PERSON E-MAIL:

TO: Eni S.p.A.
Piazza Vanoni 1
20097, San Donato Milanese
Att. Mr. Stefano Dicorradò

Registration for:
X North-West Europe Auction 4Q 2019 for

The Applicant declares, represents

1. the contact persons indicated are duly authorized to act in the name of and on behalf of the Applicant in connection with the Applicant's participation in the Auction and the submission of bids and any other declaration made by such persons, are made on behalf and on the account of the Applicant;

2. the e-mail(s) indicated herein are operated by representatives of the Applicant, duly authorized to act in the name and on behalf of the Applicant in connection with the Applicant's participation in the Auction;

3. the Applicant has read and accepted Article 13 (IT Requirements) and Article 14 (Electronic Bidding Rules and Regulations) of the Auction Procedure.

All capitalized terms used in this Application Form shall have the same meaning given to them in the Auction Procedure.

DATE OF SIGNATURE

COMPANY STAMP AND
SIGNATURE OF DULY AUTHORIZED
REPRESENTATIVE(S) OF THE APPLICANT

AUTHENTICATION OF SIGNATURE (1)

* mandatory information
(1) Signature to be authenticated by a notary public or other authorized person.

Log in

The screenshot shows the Eni eBusiness portal interface. At the top, there's a navigation bar with the Eni logo and 'eni eBusiness' text. Below this, a large banner features a sunset over the ocean with the text 'Welcome to eBusiness' and 'Services for your professional needs'. A 'Services' dropdown menu is open, listing various services: All services, Beauty Contest, Centralized Services, Certification of Goods and Services, Franchising Network, Intercompany, Procure to Pay, Procurement & Contract Management (highlighted with a red box), and Purchasing. A red arrow points from the 'Procurement & Contract Management' item to a 'Subletting Auctions' button. Below the banner, there's a text block explaining the portal's availability and purpose. Further down, a 'Format e-Business' section is visible. At the bottom, a login form is shown with fields for 'Utente' and 'Password', both highlighted with red boxes, and a 'Esegui login' button.

In order to access the web-tool and submit a bid, open the web browser (Internet Explorer or Firefox) and go to the web site <https://ebusiness.eni.com/>

For training and live event follow these steps:

- Services
- Procurement & Contract Management
- Subletting Auction

In order to access Bidder's area:

- Enter **User Id**
- Enter **Password**
- Click on **Logon**



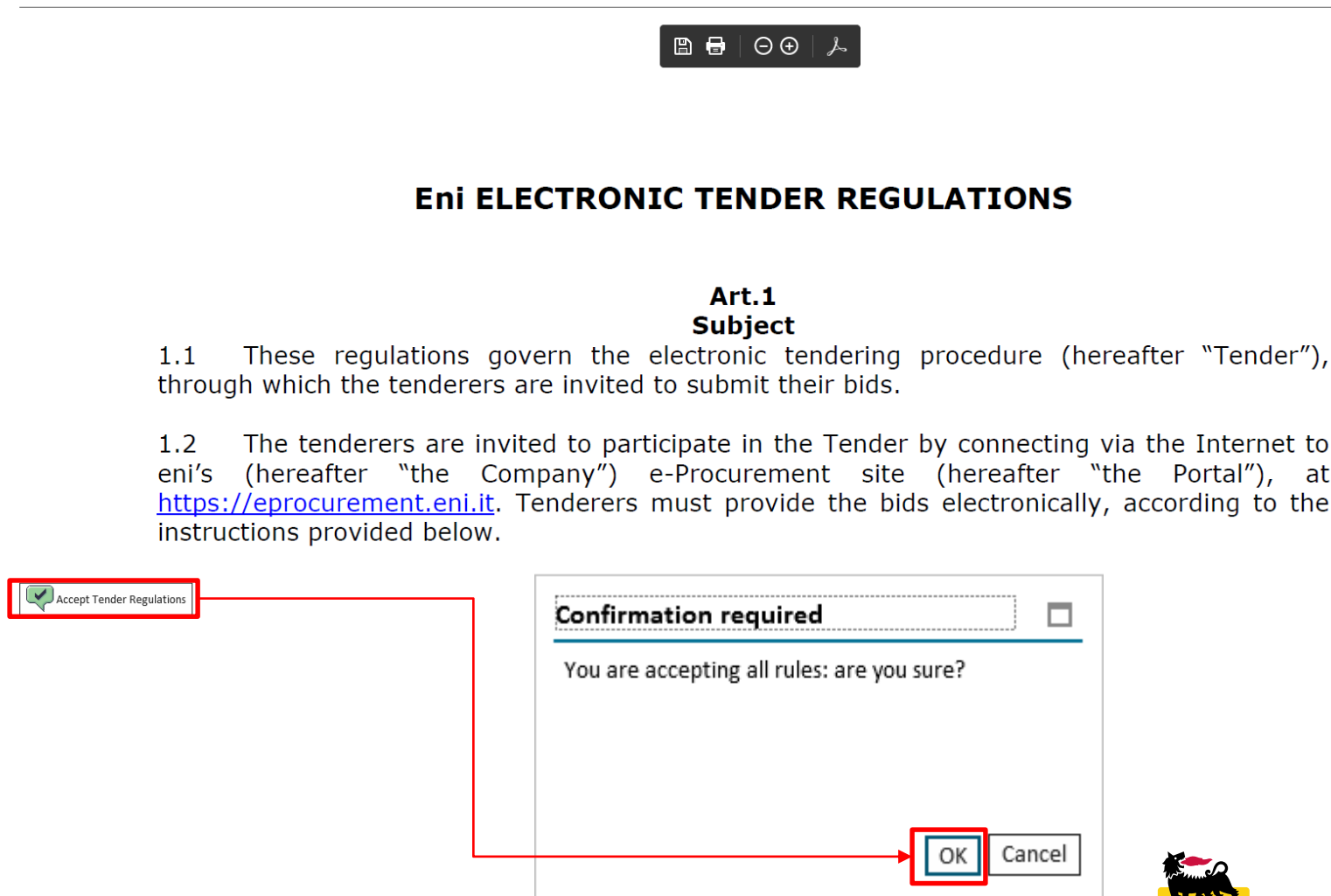
Create Bid



In order to take part to the Auction(s) click ***Bid Rules*** in *RfQ Management* section.

Please read Eni ELECTRONIC TENDER REGULATION at the beginning of each Round and then click on ***Accept Tender Regulation***.

A pop up will ask you to confirm the action, please click on ***OK***.



Create Bid

Select the auction ID (Event Number) to participate in the Auction.

View: [Standard View] ▼ Create Response Display Event Display Response Print Preview Refresh Export												
Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Q&A	Response Version
5100000070	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00		No Bid Created	1	0	
5100000000	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	8000000660	Submitted	1	0	1



If needed, you can insert one or more filter.

Click on **Apply** to search and display Auctions.

Please check the filters in case no Auction is displayed.

RFx / BID category - All

Hide Quick Criteria Maintenance

Event Number:	<input type="text"/>	To	<input type="text"/>	
Event Status:	<input type="text"/>			
Creation Date:	<input type="text"/>	To	<input type="text"/>	
Deadline Date Flag:	<input type="text"/>			
Status:	<input type="text"/>			
Response Timeframe:	<input type="text"/>			

Apply

Clear



Create Bid

RFx Parameters folder contains data about the Auction like *Submission Deadline* (date and time within which Bidders have to submit their Bids). The system will not accept Bids after this deadline!

You can also see *Number of Lots* and *Bid Value Pairs*.

Display RFx: 5100000070

Number 5100000070 **Name** BUYER_AU_EN1 14.08.2019 15:12 **Status** Published **Start Date** 14.08.2019 15:40:00 CET **End Date** 16.08.2019 12:00:00 CET **Remaining Time** 1 Days 20:05:38

RFx Information Notes and Attachments

RFx Parameters Bids

* Start Date: 14.08.2019 15:40:00

* Submission Deadline: 16.08.2019 12:00:00

Opening Date: 00:00:00

Currency: EUR

Bid Suppl. head info

Auction: ALL

General Auction: ALL

Lot Name: test

Fee Name: test

Number of Lots: 3

Bid Value Pairs: 2

Create Bid

Click on **Create Response** to create an Offer.

Display RFX: 5100000070

Number 5100000070 **Name** BUYER_AU_EN1 14.08.2019 15:12

RFX Information Notes and Attachments

Create RFX Response

RFX Parameters Bids

Create RFX Response: 80000000701

Attribute 001 - test is mandatory; maintain attribute value

Number 8000000070 **RFX Number** 5100000070 **Status** In Process **Submission Deadline** 16.08.2019 12:00:00 CET **Remaining Time** 1 Days 19:55:39 **RFX Owner** Buyer1 CapAuction **Total Value** 0,00 EUR

RFX Information Notes and Attachments Summary

Basic Data **Bids**

Event Parameters
Currency:

Status and Statistics
Created On:
Created By:
Last Processed On:
Last Processed By:

Partners and Delivery Information

Function	Number	Name
The table does not contain any data		

RFX Information Notes and Attachments Summary

Basic Data **Bids**

Question

Reply

*001 - test:

*001 - test: EUR

002 - test:

002 - test: EUR

Click on **Bids** tab and fill in at least all the mandatory data.



Create Bid

Please click on **Check** button before submitting the Bid. If the message *“RFx response is complete and contains no errors”* appears, the Bid is correct and it can be saved/submitted.

If you want to save your Bid as a “draft” you can click on **Save** (Please note that bid saved only as draft are not submitted and will not be considered).

The message *“Response XXXXXX saved”* will appear.

Create RFX Response: 8000000701

Submit Read Only **Check** Close **Save**

✓ RFx response is complete and contains no errors

Number 8000000701 RFX Number 5100000070

Display RFX Response: 8000000701

Edit ↺ Check Close

✓ Response 8000000701 saved

Number 8000000701 RFX Number 5100000070

Create Bid

In order to send the Bid click on **Submit**.

To close the window and go back to the previous page, click on **Cancel** button.

To confirm the Bid submission click **OK**.

The message “*RFx response XXXXXX submitted*” appears.

Once a Bid has been submitted it cannot be modified or removed.

Create RFx Response: 8000000701

✓ RFx response is complete and contains no errors

Number 8000000701 RFx Number 5100000070

Confirmation required ☐

Please ensure that you saved all Tech. and Econ. documents before confirm

Display RFx Response: 8000000701

✓ RFx response 8000000701 submitted

Number 8000000701 RFx Number 5100000070

Log Off

RfQ Management

RfQ Management

Active Queries

RfX / BID category [All \(2\)](#) [Published \(0\)](#) [Completed \(0\)](#)

RfX / BID category - All

Hide Quick Criteria Maintenance

[Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View:

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Q&A	Response Version
5100000070	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00	8000000701	Returned	1	0	1
5100000000	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	8000000660	Submitted	1	0	1

Click on **Log off** in order to log off after the conclusion of the Auction(s).

Useful Information

For technical support, please contact:

- **For On Line Registration**

SERVICE OPERATIONS SUPPORT
Phone number : +39 02 3700 6070
eMail: ebusiness.support@eni.com
Monday - Friday 8:30 a.m. - 6:00 p.m. CET

- **For Live Auction:**

SERVICE OPERATIONS SUPPORT
Phone number : +39 02 2332 9494
eMail: ebusiness.live.support@eni.com
Monday - Friday 8:30 a.m. - 6:00 p.m. CET

For further information concerning the Auction Procedure, please send an email to the general address supply.services@eni.com or contact:

Valeria Cerutti
Phone number : +39 02 520 41685

Alessandro Iorio
Phone number : +39 02 520 41307

Paolo Sudati
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Stefano Dicorradò
Phone number : +39 02 520 31565

Monday – Friday 9:00 a.m. - 5:30 p.m. CET



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