

Eni e-Business Services

Online Registration and Allocation Auction

Bidder Manual – North/West Europe Auction 4Q 2018 for Subletting Products

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Technical Support

Technical Requirements

❑ Hardware requirements

- CPU: Pentium or higher.

❑ Internet connection requirements

- Internet Service Provider for accessing the web-tool via browser. We recommend a high speed connection (ADSL).

❑ Browser requirements

- In order to access the web-tool Internet Explorer 10.x, Internet Explorer 11.x or Firefox version 5 2.0 is needed. You can check your Internet Explorer version by selecting "?"/"Information on Internet Explorer" or your Firefox version by selecting "Help"/"Information on Firefox".
- SSL (Secure Socket Layer, protocol for secure transaction) suitability is required. You can check whether you satisfy this requirement by selecting "Tools" -> "Options" -> "Advanced" from Internet Explorer menu. The options "Use SSL 2.0" and "Use SSL 3.0" should be flagged.
- Cookies enabling is required: you can find instructions on this topic in the "Help me" -> "Cookies" section on the Eni e-Procurement portal.
- Saving encrypted pages to disk must be allowed: see instructions on support.microsoft.com website.
- Resolution: the optimal resolution for the web site is 1024x768 pixel.

Technical Requirements

□ Software requirements

- It's recommended to use one of the following systems:
 - Windows 7 32 bit or 64 bit
 - Windows 10
- An active e-mail address is required so that you can receive e-mail notifications when a document is delivered.
- Microsoft Office to display the auction's documentation. Free copies of the Microsoft Office viewers can be downloaded from www.microsoft.com.
- Acrobat Reader is needed for opening *.pdf* files containing documents notifications. Acrobat Reader is available free of charge at the following address: <http://www.adobe.it/products/acrobat/readstep.html>. Version 8.0 or higher is recommended.
- In order to use all the Service functionalities you need to install the JRE Java Runtime Environment applet: Minimum release: 1.5.xx. The file can be downloaded on the SUN web site at the following address: www.java.com/it.

Online Registration



Summary Online Registration

- 7 Log in
- 8 Company Data (Step 1 of 2)
- 9 Contact Person Details (Step 2 of 2)
- 10 Complete Bidder Application Form

Log in

In order to access the Online Registration:

- ❑ Open the web browser (Internet Explorer or Firefox)
- ❑ Go to the web site: <http://www.eni.com/>
- ❑ Select "ASTE E BANDI" / "AUCTIONS AND TENDERS"
- ❑ On the appearing web-page select "Click here for the Online Registration"



Company Data (Step 1 of 2)

The fields marked with a "*" are mandatory:

- 1 Company Name
- 2 Language (English only)
- 3 Contact person e-mail: (Please take note that an e-mail will be sent to this address in order to conclude the Online Registration)
- 4 Company details
- 5 This box has to be ticked to proceed.

In order to submit the data and conclude the 1st step of the Online Registration click **"Send"**

Welcome to Online Registration for

- South Med Auction for Subletting Products
- North/West Europe Auction Annual 2018-19 for Subletting Products
- North/West Europe Auction 4Q 2018 for Subletting Products

To register enter your data and click send (step 1 of 2)

Company Details

Company Name * 1

DUNS Number

Language * English 2

Address Data

Contact Person e-mail * 3

Telephone * 4

FAX * 4

Street * 4

Building

Floor 4

Postal Code * 4

City District 4

Jurisd. Code

Country * Please Select 4

P.O. Box

P.O. Box City

Extension

Extension 4

House Number * 4

Room Number 4

City * 4

Which Product Categories are you interested in?

Select a Language for the Questionnaires. English

Category * ☐ Auction for Transportation capacity 5

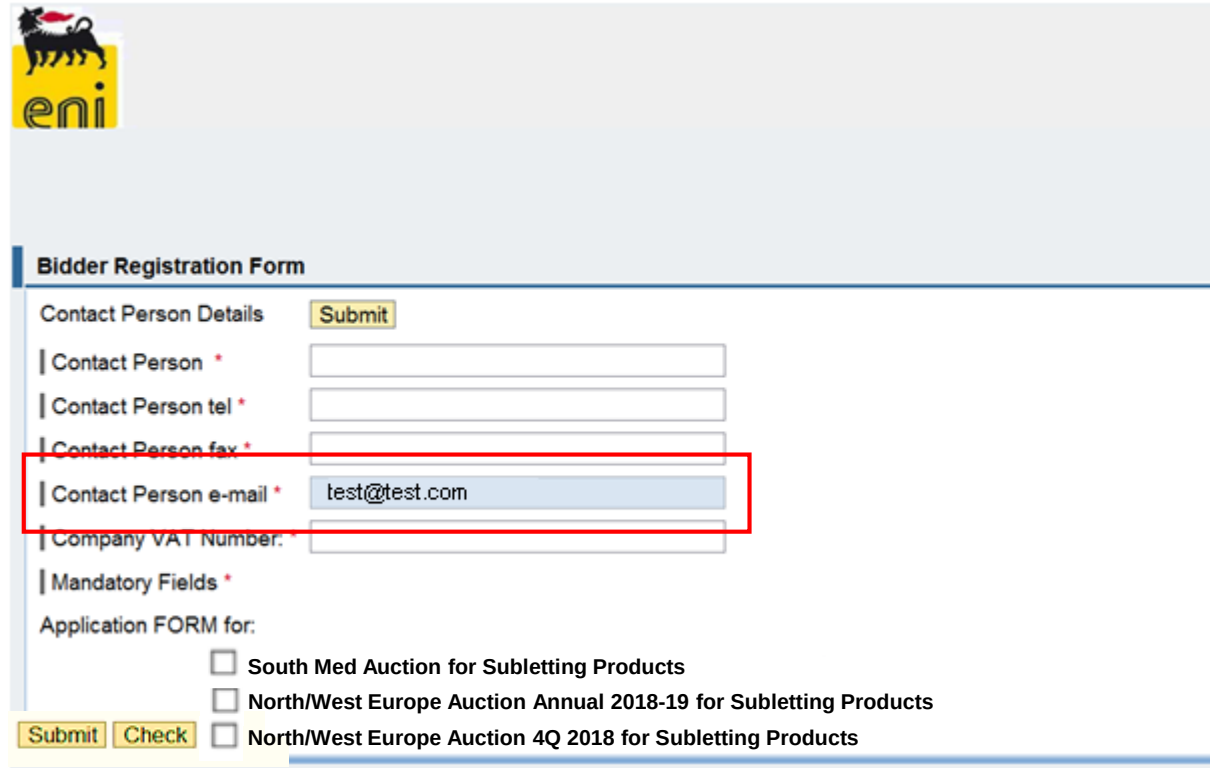
Send **Delete Entries**

Contact Person Details (Step 2 of 2)

After having selected **"Send"** the Bidder will receive an e-mail containing a link to the second part of the registration.

Fill in all mandatory data.

Automatically the system will insert the **Contact Person e-mail** which has been filled in the previous step (step 1).



The screenshot shows the ENI logo at the top left. Below it is the title "Bidder Registration Form". The section "Contact Person Details" has a "Submit" button. The form fields are:

- Contact Person *
- Contact Person tel *
- Contact Person fax *
- Contact Person e-mail * (highlighted with a red box and containing "test@test.com")
- Company VAT Number *

Below these fields is the "Mandatory Fields *" section, which includes the text "Application FORM for:" followed by three checkboxes:

- ☐ South Med Auction for Subletting Products
- ☐ North/West Europe Auction Annual 2018-19 for Subletting Products
- ☐ North/West Europe Auction 4Q 2018 for Subletting Products

At the bottom left of the form are two buttons: "Submit" and "Check".

Select **"Submit"** in order to complete the Online Registration.

The Bidder will receive an e-mail containing a confirmation if the data have been successfully transmitted.

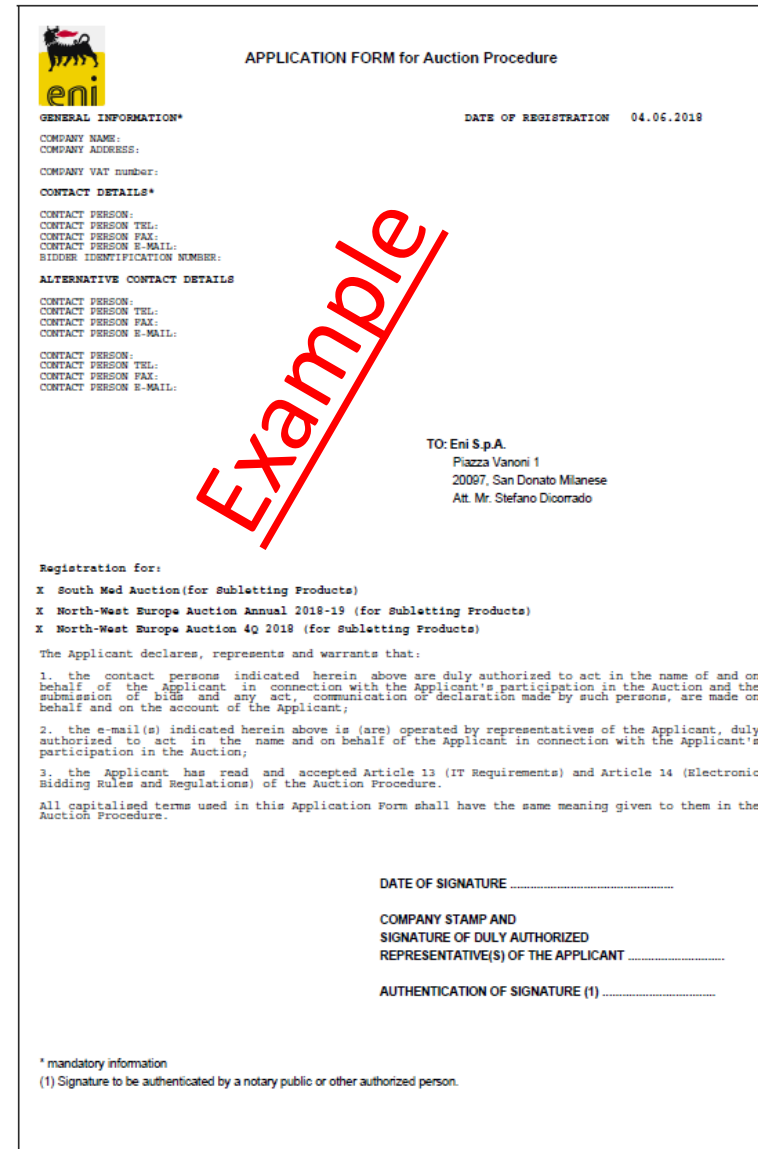
Complete Bidder Application Form

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 to send it as indicated in the Auction Procedure.

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



The image shows a sample of the 'APPLICATION FORM for Auction Procedure' from Eni. A large red diagonal watermark reading 'Example' is placed over the form. The form includes sections for general information, contact details, and registration for specific auctions. It also contains a declaration by the applicant and fields for signature and stamp.

eni

APPLICATION FORM for Auction Procedure

DATE OF REGISTRATION 04.06.2018

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 Diconrado

Registration for:

☒ South Med Auction (for Subletting Products)
☒ North-West Europe Auction Annual 2018-19 (for Subletting Products)
☒ North-West Europe Auction 4Q 2018 (for Subletting Products)

The Applicant declares, represents and warrants that:

- the contact persons indicated herein above 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 act, communication or declaration made by such persons, are made on behalf and on the account of the Applicant;
- the e-mail(s) indicated herein above is (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;
- the Applicant has read and accepted Article 13 (IT Requirements) and Article 14 (Electronic Bidding Rules and Regulations) of the Auction Procedure.

All capitalised 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.



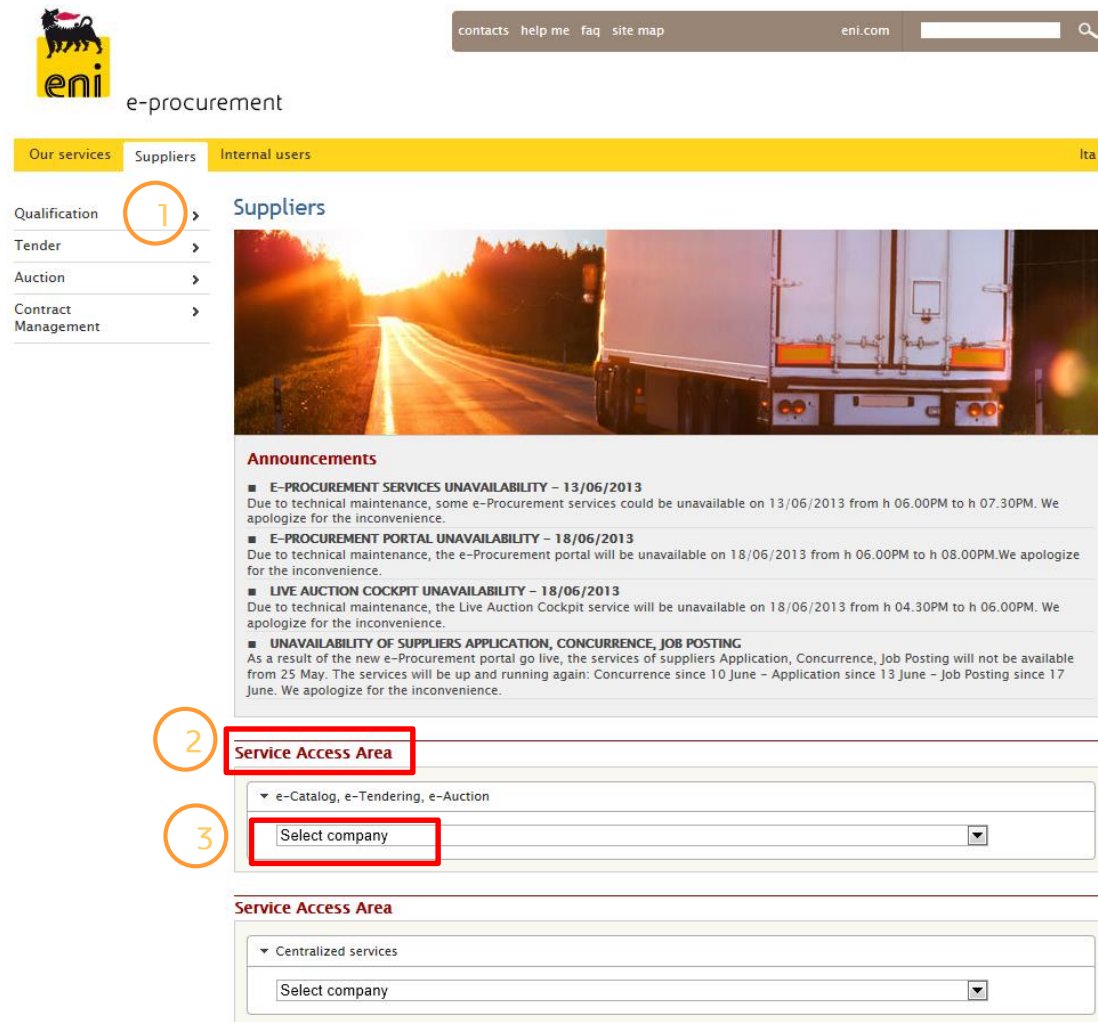
Allocation Auction

Summary

13	Log in
14	Enter Logon Data
15	Accessing the Web-Tool
16	Choose Auction
17	View Bid Invitation
19	Create Bid
21	Submit Bid
22	Held or returned Bids
23	Log Off

Log in

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



eni e-procurement

Our services Suppliers Internal users Ita

Qualification 1 > Suppliers

Tender >

Auction >

Contract Management >

Announcements

- **E-PROCUREMENT SERVICES UNAVAILABILITY – 13/06/2013**
Due to technical maintenance, some e-Procurement services could be unavailable on 13/06/2013 from h 06.00PM to h 07.30PM. We apologize for the inconvenience.
- **E-PROCUREMENT PORTAL UNAVAILABILITY – 18/06/2013**
Due to technical maintenance, the e-Procurement portal will be unavailable on 18/06/2013 from h 06.00PM to h 08.00PM. We apologize for the inconvenience.
- **LIVE AUCTION COCKPIT UNAVAILABILITY – 18/06/2013**
Due to technical maintenance, the Live Auction Cockpit service will be unavailable on 18/06/2013 from h 04.30PM to h 06.00PM. We apologize for the inconvenience.
- **UNAVAILABILITY OF SUPPLIERS APPLICATION, CONCURRENCE, JOB POSTING**
As a result of the new e-Procurement portal go live, the services of suppliers Application, Concurrence, Job Posting will not be available from 25 May. The services will be up and running again: Concurrence since 10 June – Application since 13 June – Job Posting since 17 June. We apologize for the inconvenience.

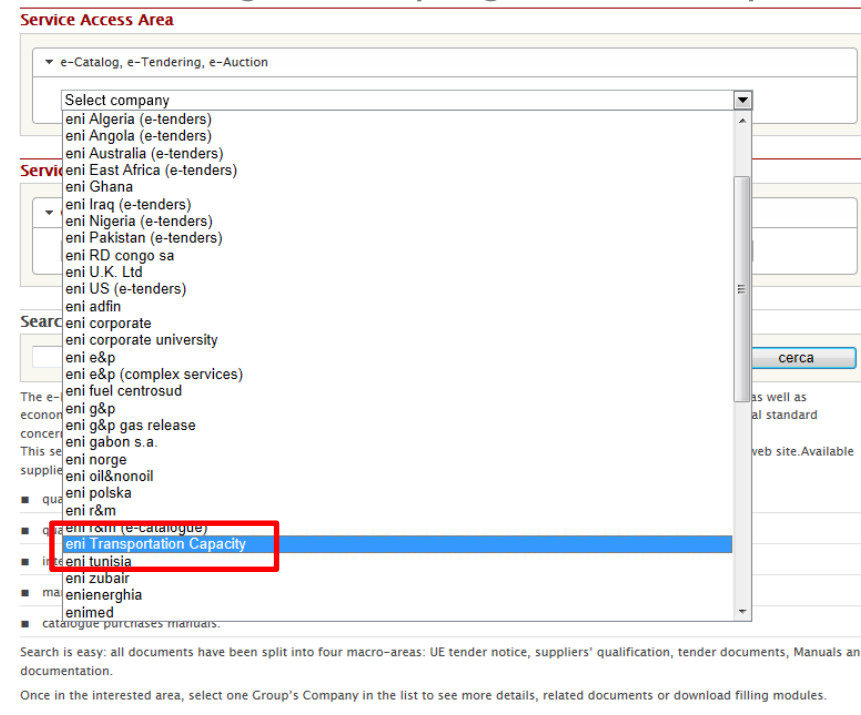
Service Access Area

▼ e-Catalog, e-Tendering, e-Auction

Select company

For training and live event follow these steps:

- 1 "Suppliers"
- 2 "Service Access Area"
- 3 Then from the *e-catalog, e-Bidding, e-Auction Menu* "Select your Company" → "eni Transportation Capacity"



Service Access Area

▼ e-Catalog, e-Tendering, e-Auction

Select company

- eni Algeria (e-tenders)
- eni Angola (e-tenders)
- eni Australia (e-tenders)
- eni East Africa (e-tenders)
- eni Ghana
- eni Iraq (e-tenders)
- eni Nigeria (e-tenders)
- eni Pakistan (e-tenders)
- eni RD congo sa
- eni U.K. Ltd
- eni US (e-tenders)
- eni adfin
- eni corporate
- eni corporate university
- eni e&p
- eni e&p (complex services)
- eni fuel centrosud
- eni g&p
- eni g&p gas release
- eni gabon s.a.
- eni norge
- eni oil&nonoil
- eni polska
- eni r&m
- eni r&m (e-catalogue)
- eni tunisia
- eni zubair
- enienerghia
- enimed
- catalogue purchases manuals.

Search is easy: all documents have been split into four macro-areas: UE tender notice, suppliers' qualification, tender documents, Manuals and documentation.

Once in the interested area, select one Group's Company in the list to see more details, related documents or download filling modules.



Enter Logon data

In order to access Bidder's area:

- 1 Enter *User Id*
- 2 Enter *Password*
- 3 Click "*Log on*"



e-procurement

eni Transportation Capacity

1

User-id

2

Password

Lingua Inglese ▼

3

[Log on](#) [Change Password](#)



On the first login:

- ❑ The Service will request a new password
- ❑ Type in the current password
- ❑ Type in the new password in the fields:
New password and *Repeat password*
- ❑ Click "*Change*" to confirm
- ❑ No Multi-session login is permitted

Change Password

 This is an initial password that must be changed

Users BIDDER

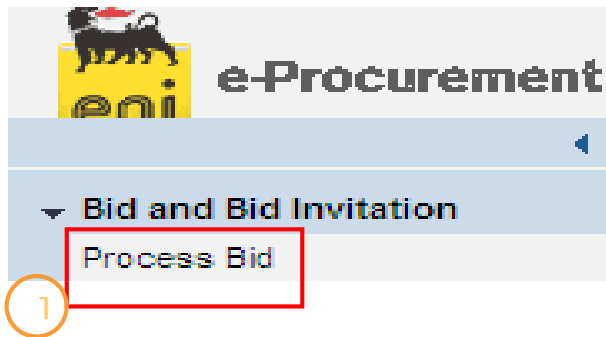
Current password *

New password *

Repeat Password *



Access the Web-Tool



□ In order to take part in the

Auction(s) click *"Process Bid"*

Please select *"Process Bid"*

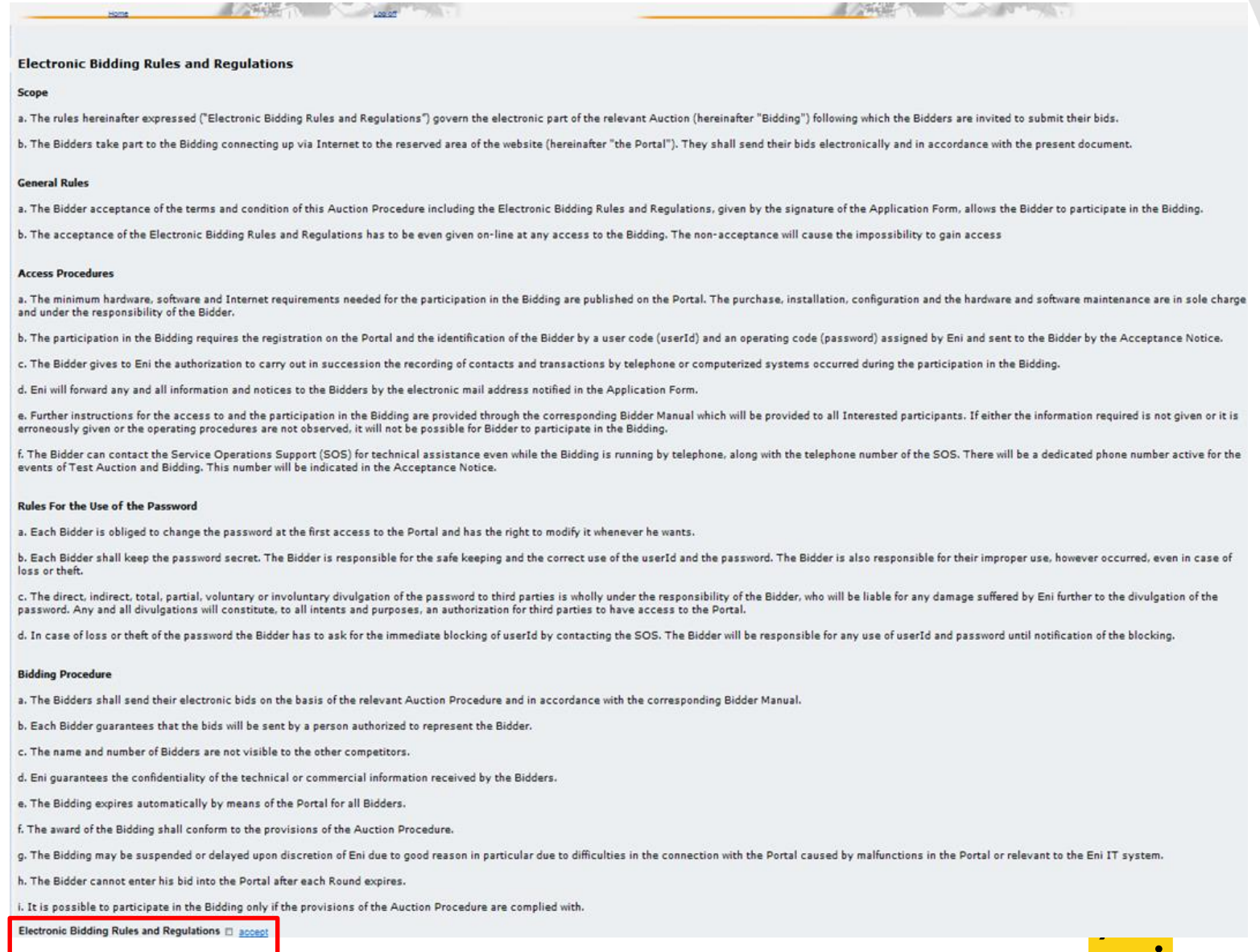
1

at the beginning of each Round

and then *"Accept"*

Electronic Bidding Rules and Regulations

2



Choose Auction

Process Bids

Find Bid Invitations and Auctions

Number of Document: Name: Status: Processed by Me:

1 Start [Extended Search](#)

1 Click **"Start"** to find auction rounds to take part in

Process Bids

Find Bid Invitations and Auctions

Number of Document: Name: Status: Processed by Me:

Start [Extended Search](#)

Results of searching

Search Result: 1 Hits

Number	Name	Trans. Type	Start Date	SubDeadline	Bid Status	Action
3 <u>300</u>	Auction name Round1	tation		08.05.2006 18:00:00	No Bid Created	  

4

After having selected **"Start"** a list of Bids will be displayed. **2**

Choose now:

- ☐ Select the bid number **3** to display the data of the Bid invitation
- ☐ Select  to create a bid **4**

View Bid Invitation

- 1 **Auction type** indicates the name of the auction with the specific round number
- 2 The **Basic Data** folder contains the following data about the Auction:
- 3 **Bid submission deadline** indicates the date and time by which Bidder have to submit its Bid. The system will not accept Bids after this deadline!

Display Bid Invitation

Create Hold Change Refresh

Auction type: Auction name Round1

General Data Item Data

Basic Data Attributes Information from Purchaser

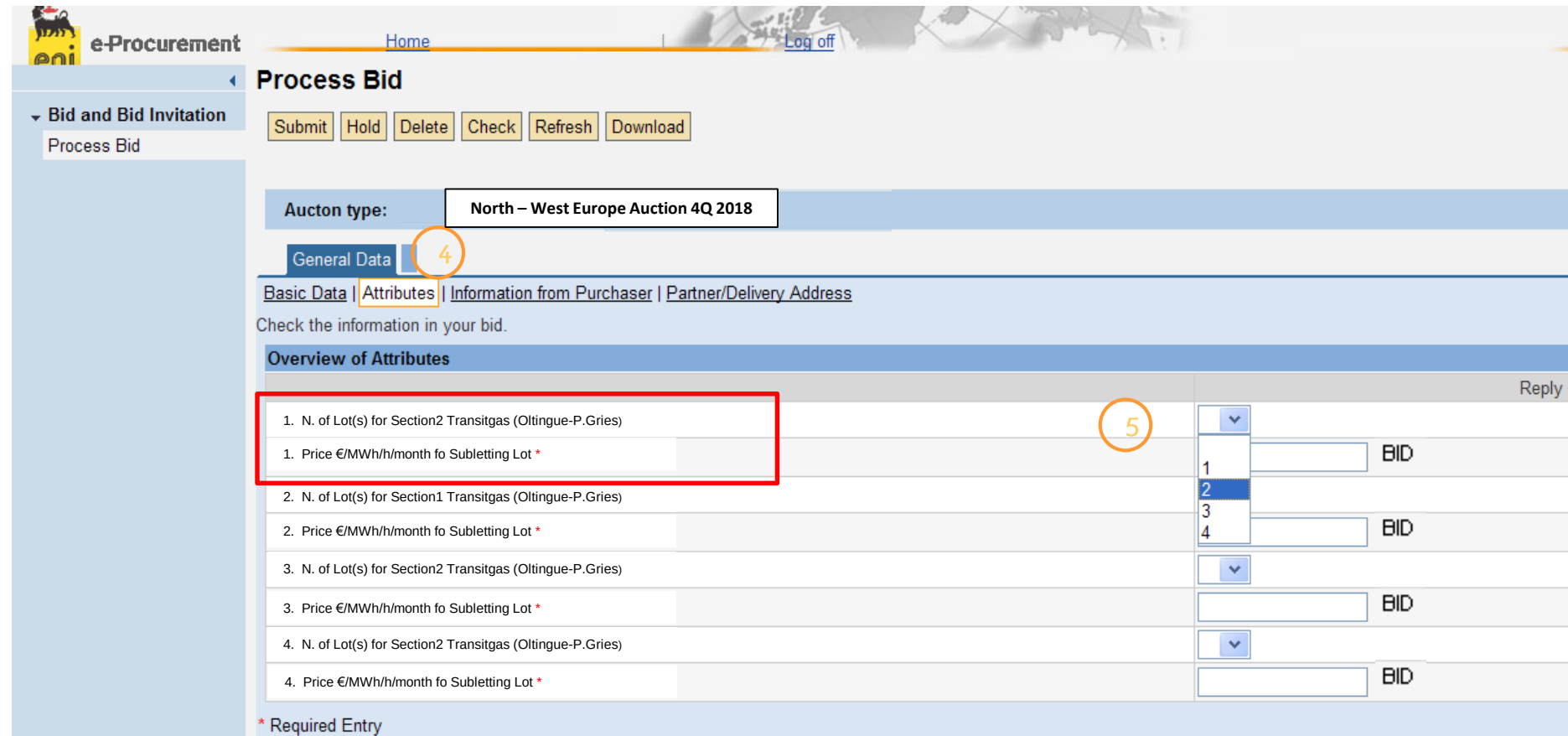
Check the information for the bid invitation.

Time Zone CET

Bid Submission Deadline 08.05.2006 20:00:00

View Bid Invitation

- 4 The *Attributes* folder contains the possible choices for:
- 5 The *Number of Lot(s) for "Product"*



e-Procurement Home Log off

Process Bid

Submit Hold Delete Check Refresh Download

Auction type: North – West Europe Auction 4Q 2018

General Data 4

Basic Data Attributes Information from Purchaser Partner/Delivery Address

Check the information in your bid.

Overview of Attributes

		Reply
1. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	5	
1. Price €/MWh/h/month fo Subletting Lot *		BID
2. N. of Lot(s) for Section1 Transitgas (Oltingue-P.Gries)		
2. Price €/MWh/h/month fo Subletting Lot *		BID
3. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)		
3. Price €/MWh/h/month fo Subletting Lot *		BID
4. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)		
4. Price €/MWh/h/month fo Subletting Lot *		BID

* Required Entry

Create Bid

In order to submit a Bid:

Process Bid

Submit Hold Delete Check Refresh Download

Auction type: North – West Europe Auction 4Q 2018

General Data 1

Basic Data | Attributes | Information from Purchaser | Partner/Delivery Address

Check the information in your bid.

Overview of Attributes

	Reply
1. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	2
1. Price €/MWh/h/month fo Subletting Lot *	10 BID 3
2. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	
2. Price €/MWh/h/month fo Subletting Lot *	BID
3. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	
3. Price €/MWh/h/month fo Subletting Lot *	BID
4. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	
4. Price €/MWh/h/month fo Subletting Lot *	BID

* Required Entry

- 1 In the **Attributes** folder insert into "**Reply**" field, according to the Auction Procedure for the Available Transportation Capacity :
- 2 the **Number of Lot(s)** for the specific "Product"
- 3 the **Bid Fee €/MWh/h/Month** for Subletting Product. The Price shall be with two decimal places and comma is used as separator of decimal places (e.g. XXX,xx).



Create Bid

Process Bid

Auction type: **North – West Europe Auction 4Q 2018**

Check the information in your bid.

Overview of Attributes

		Reply
1. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	2	
1. Price €/MWh/h/month fo Subletting Lot *	10.00	BID
2. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	3	
2. Price €/MWh/h/month fo Subletting Lot *		BID
3. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)		
3. Price €/MWh/h/month fo Subletting Lot *		BID
4. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)		
4. Price €/MWh/h/month fo Subletting Lot *		BID

* Required Entry

2 Messages

☐	Please insert total N. of Lot(s) <= 4
☐	Please insert Price or delete N. of Lot(s) for 2.

- 5! Please Check before submitting if your bid is lower or equal to the maximum number of lots
- 6 In case the selected lot-number exceeds the maximum number of lots a warning message appears and the bid shall not be accepted.
The message indicates the maximum number of lots a Bidder is allowed to bid.



Submit Bid

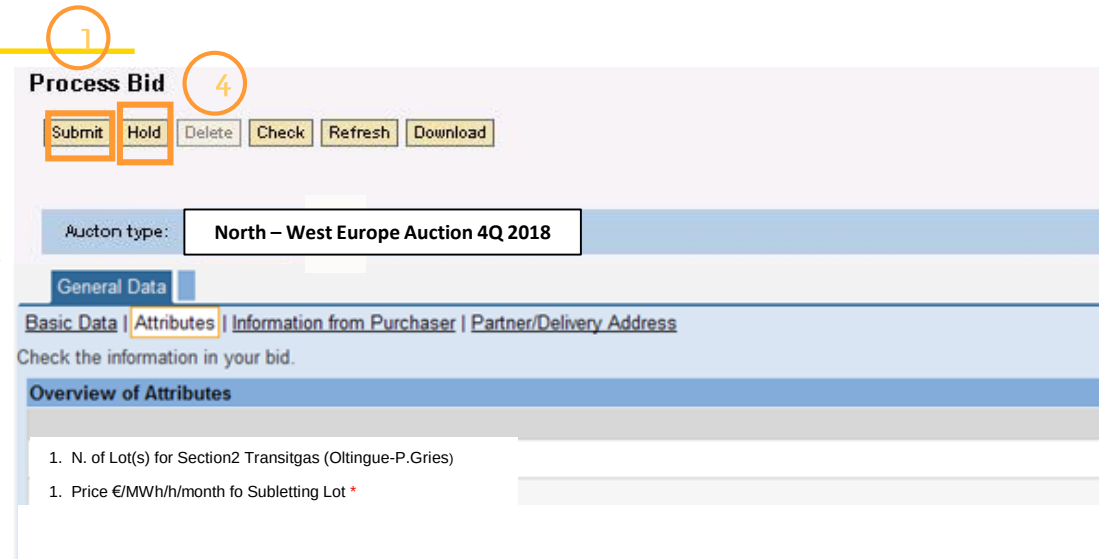
1 In order to send the Bid click *"Submit"*

2 In order confirm the bid submission click *"Ok"*
In order to cancel the submission click *"Cancel"*



3 Once a bid has been submitted it cannot be edited anymore!

4 In order to save your bid for later proceeding click *"Hold"* (NOT RECOMMENDED)



Held or returned Bids

This is an exceptional procedure to be used only in the following cases:

- ❑ Bid unintentionally held
- ❑ Bid returned the Seller due to Bidder's failures.

Find Bid Invitations and Auctions

Number of Document Name Status Processed by Me

1 **Start** [Extended Search](#)

Search Result: 2 Hits

Number	Name	Trans. Type	Start Date	SubDeadline	Bid Status	Action
2 301	Auction name	Bid Invitation		08.05.2006 20:00:00	Held	  

- 1 By selecting "**Start**" a list of Bids will be displayed
- 2 In order to display the data of a Bid click the Bid number or
- 3 Select  in order to display the data of a previous Bid
- 4 In order to modify a held Bid (saved but not sent) or a returned Bid select 

Log Off



In order to log off after the conclusion of the Auction(s):

❑ Click *'Log off'*

❑ Do not click 

Support

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

Stefano Dicorradò
Phone number : +39 02 520 31565

Monday - Thursday 9:00 a.m. - 5:30 p.m. CET, Friday 9:00 a.m. - 1:00 p.m. CET



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