

# **Eni e-Business Services**

Online Registration and Allocation Auction

Bidder Manual – North/West Europe Auction 4Q 2019 for Subletting Products

# Summary

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# Technical Requirements

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## ❑ 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

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## □ 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](http://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](http://www.java.com/it).

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# Online Registration



# Summary Online Registration

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- 9 Contact Person Details (Step 2 of 2)
- 10 Complete Bidder Application Form

# Log in

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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 1<sup>st</sup> step of the Online Registration click **"Send"**

**Welcome to Online Registration for North/West Europe Auction 4Q 2019 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

Jurisdiction 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 \*  5 ☐ Auction for Transportation capacity

**Send** **Delete Entries**

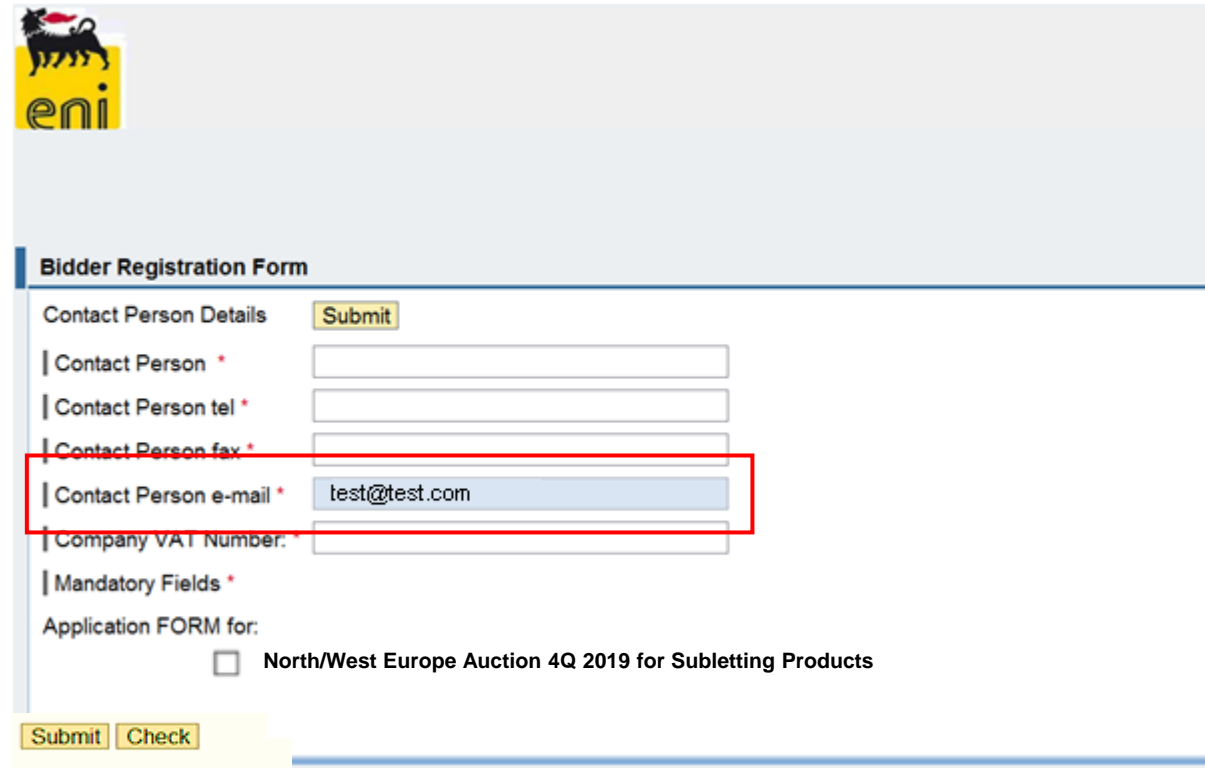


## Contact Person Details (Step 2 of 2)

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 Bidder Registration Form. The ENI logo is at the top left. The form is titled "Bidder Registration Form". Under the "Contact Person Details" section, there is a "Submit" button. The form fields are: "Contact Person \*", "Contact Person tel \*", "Contact Person fax \*", "Contact Person e-mail \*", and "Company VAT Number \*". The "Contact Person e-mail \*" field is highlighted with a red rectangle and contains the text "test@test.com". Below the form fields, there is a section for "Mandatory Fields \*" with the text "Application FORM for:" and a checkbox labeled "North/West Europe Auction 4Q 2019 for Subletting Products". At the bottom of the form, there are "Submit" and "Check" buttons.

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



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  
Attn: Mr. Stefano Dicorradò

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

The Applicant declares, represents and warrants that:

1. 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;
2. the e-mail(s) indicated herein above (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 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.



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# Allocation Auction

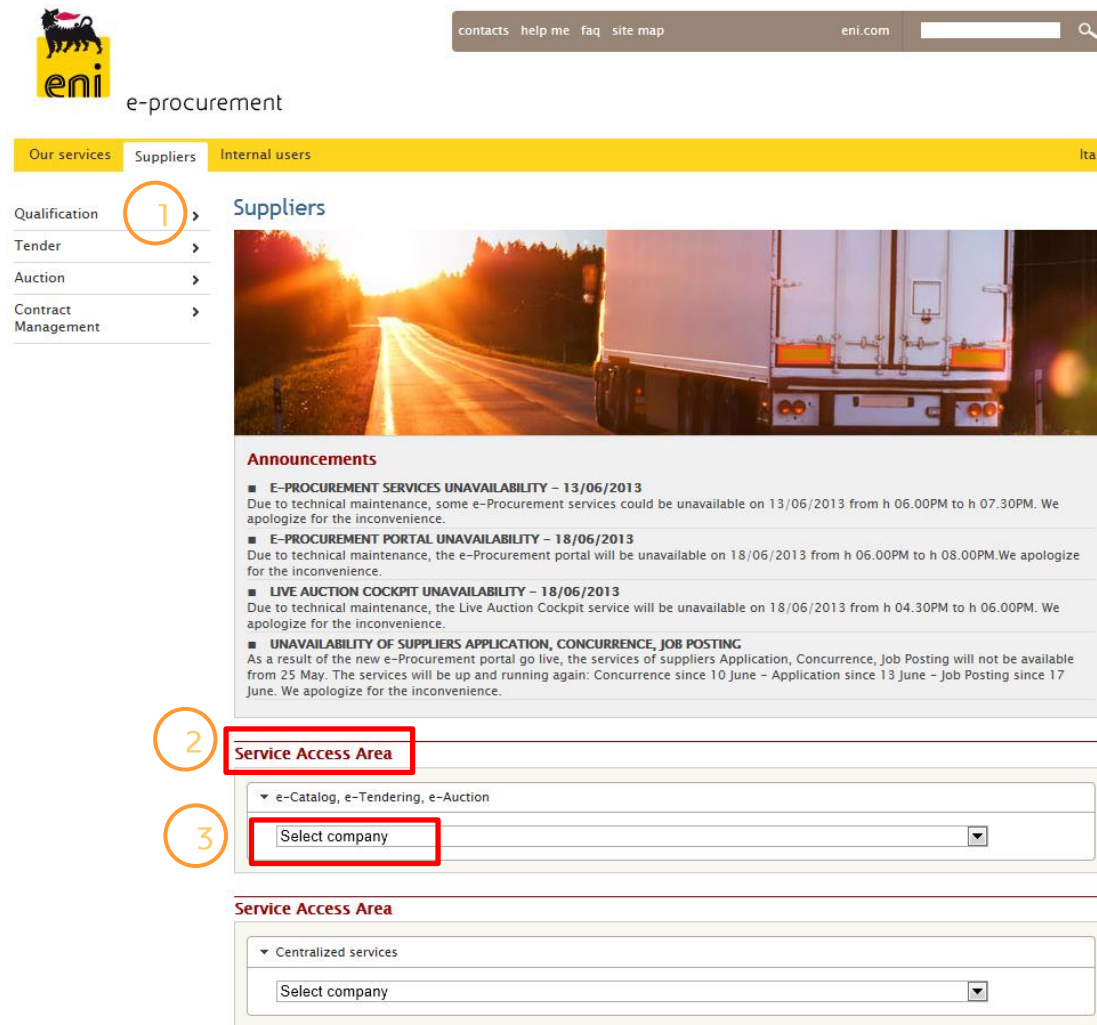
# Summary

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13	Log in
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# 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

contacts help me faq site map eni.com

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.

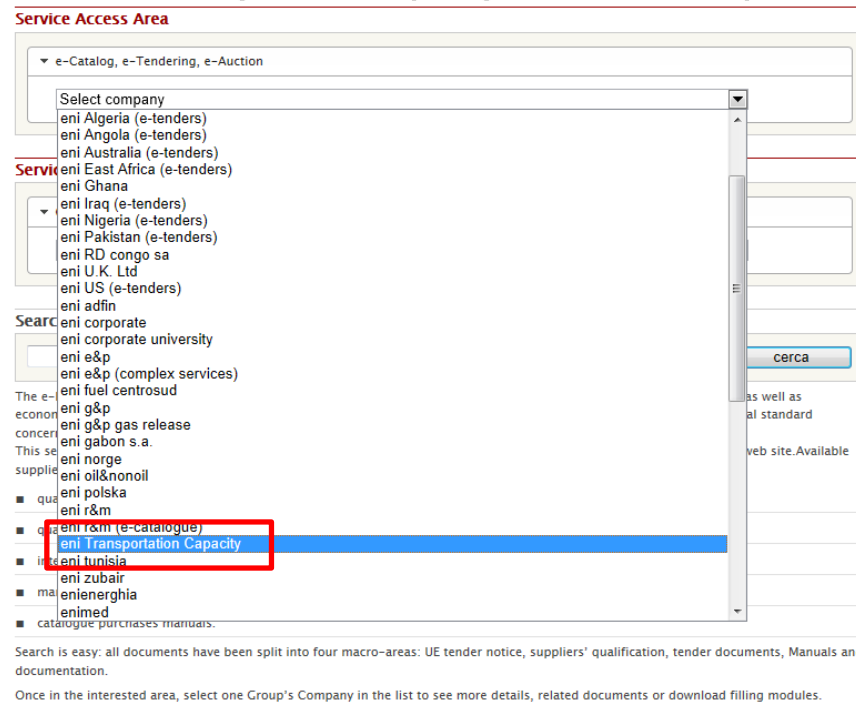
**Service Access Area**

▼ 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 Transportation Capacity**
- eni tunisia
- eni zubair
- eni 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

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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

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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"*

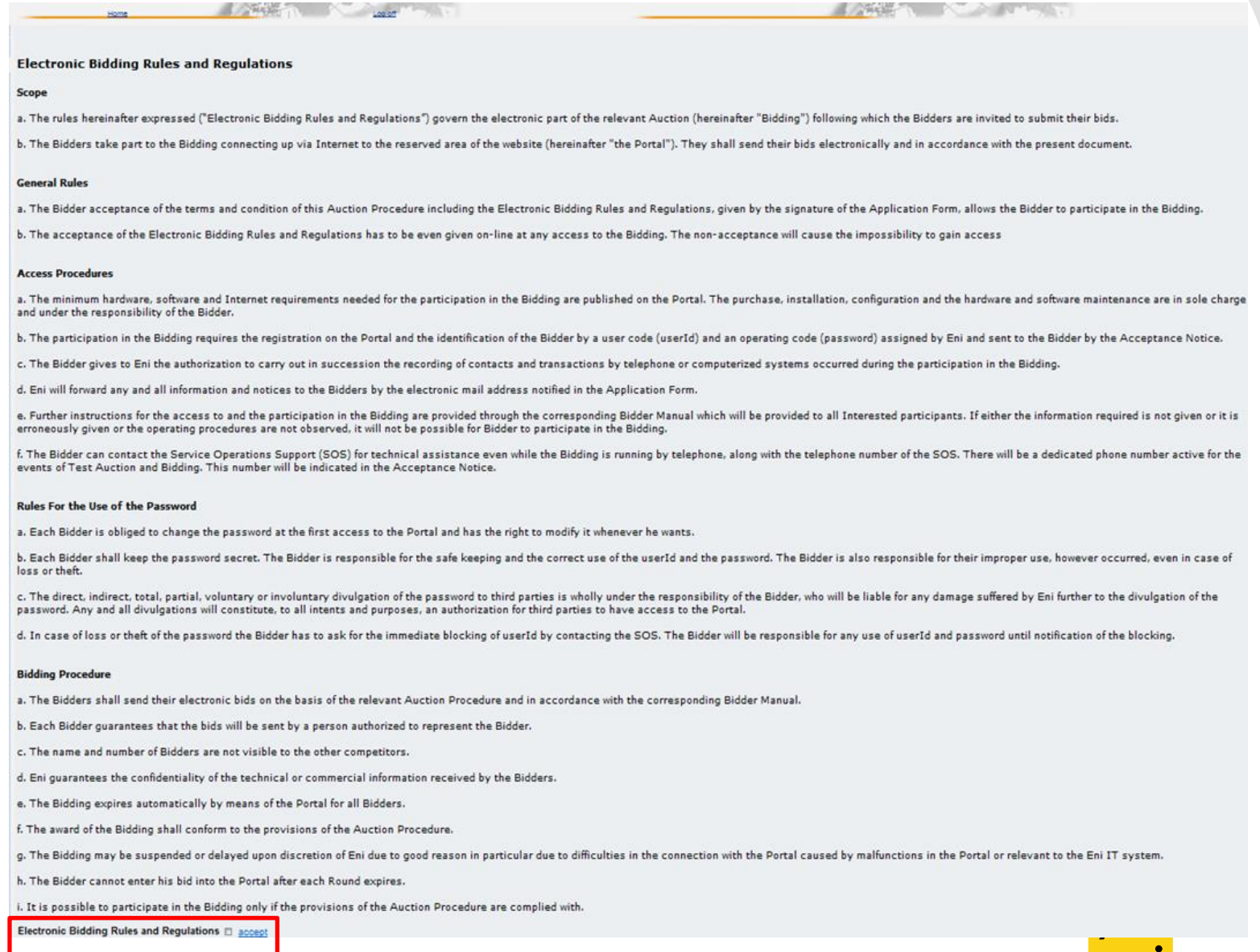
1

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
<b>3</b> <u>300</u>	Auction name Round1	Bid Invitation		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 2019

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 *	1 BID
2. N. of Lot(s) for Section1 Transitgas (Oltingue-P.Gries)	2
2. Price €/MWh/h/month fo Subletting Lot *	3 4 BID
3. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	4
3. Price €/MWh/h/month fo Subletting Lot *	BID
4. N. of Lot(s) for Section2 Transitgas (Oltingue-P.Gries)	BID
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 2019

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 Transigas (Oltingue-P.Gries)	2
1. Price €/MWh/h/month fo Subletting Lot *	10 BID 3
2. N. of Lot(s) for Section2 Transigas (Oltingue-P.Gries)	
2. Price €/MWh/h/month fo Subletting Lot *	BID
3. N. of Lot(s) for Section2 Transigas (Oltingue-P.Gries)	
3. Price €/MWh/h/month fo Subletting Lot *	BID
4. N. of Lot(s) for Section2 Transigas (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 2019

[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) | [Partner/Delivery Address](#)



Check the information in your bid.

**Overview of Attributes**

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

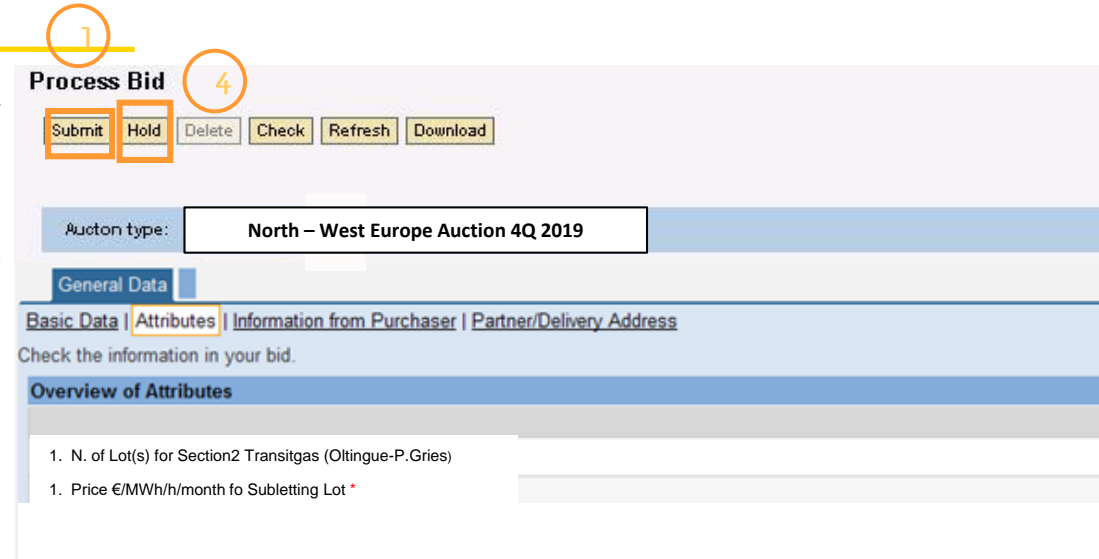
1 In order to send the Bid click *"Submit"*

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 <a href="#">301</a>	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

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For technical support, please contact:

- **For On Line Registration**

SERVICE OPERATIONS SUPPORT

Phone number : +39 02 3700 6070

eMail: [ebusiness.support@eni.com](mailto: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](mailto: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](mailto:supply.services@eni.com) or contact:

Valeria Cerutti

Phone number : +39 02 520 41685

Alessandro Iorio

Phone number : +39 02 520 41307

Paolo Sudati

Phone number : +39 02 520 51860

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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