Eni e-Business Services

Online Registration and Allocation Auction

Bidder Manual – North/West Europe Auction Annual 2018-19 for Subletting Products

Summary

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 "" re 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"*

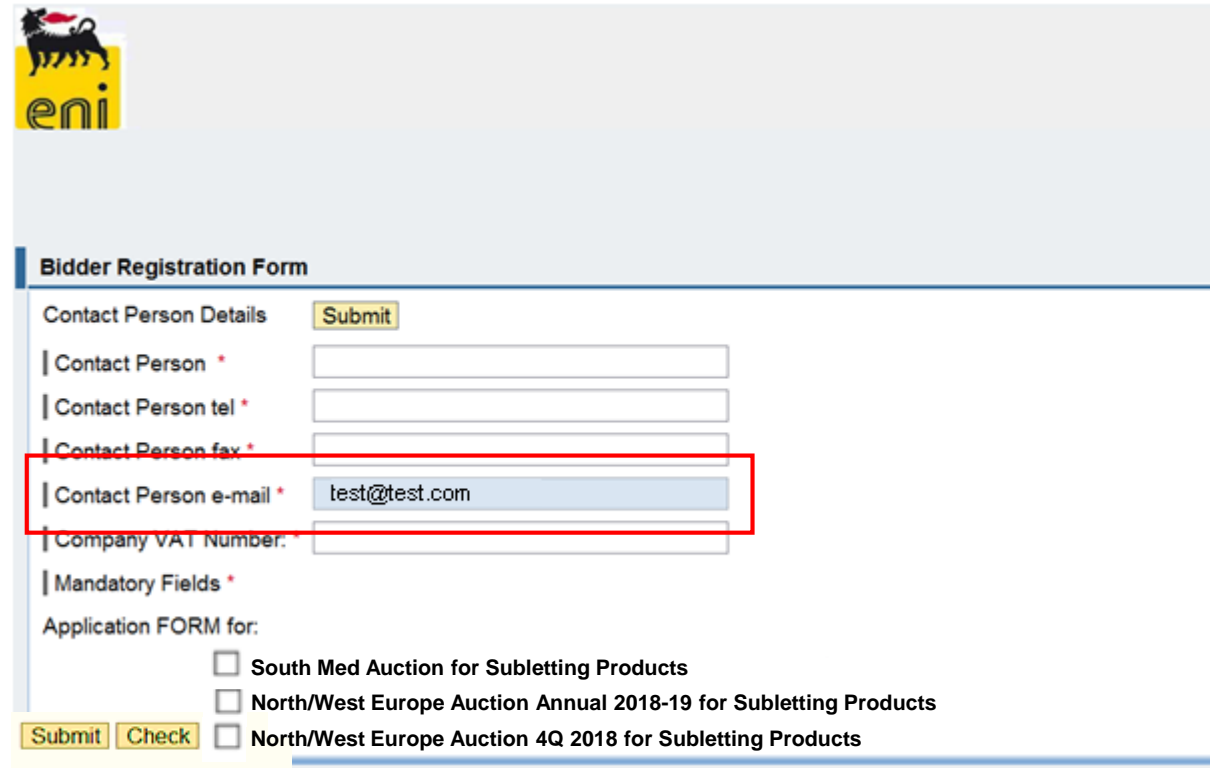# Contact Person Details (Step 2 of 2)

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).

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.
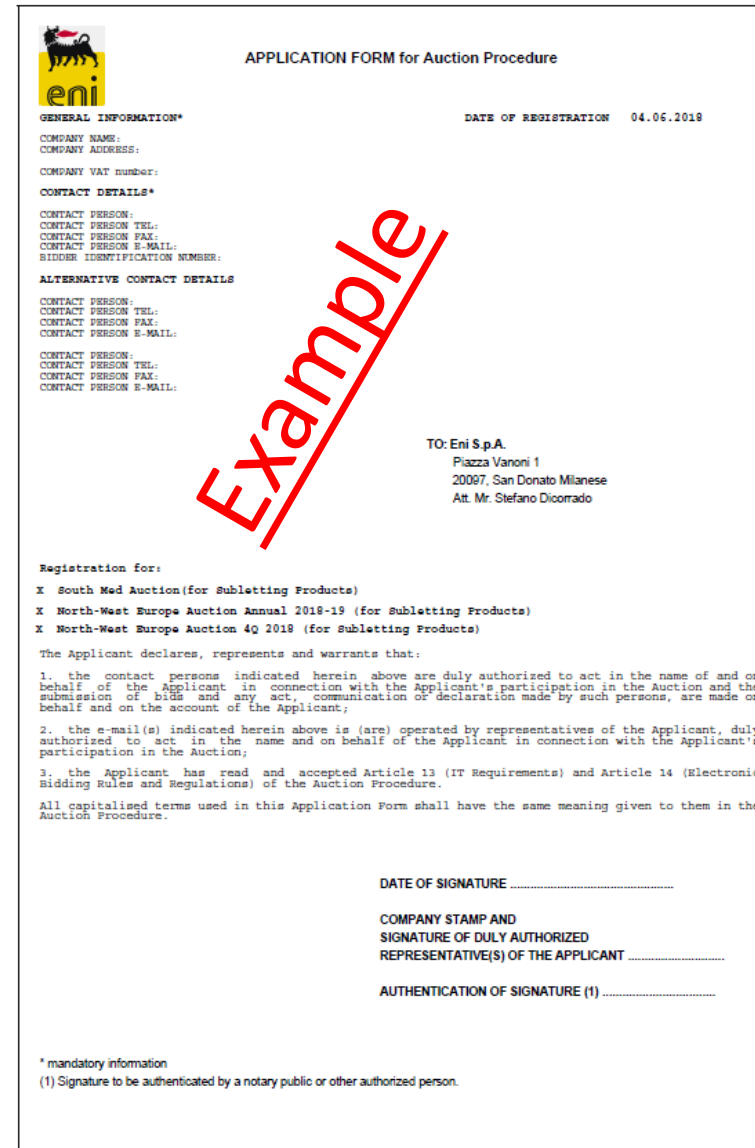
Complete Bidder Application Form

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

Allocation Auction

Summary

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/

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"

Enter Logon data

In order to access Bidder's area:

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

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

Access the Web-Tool
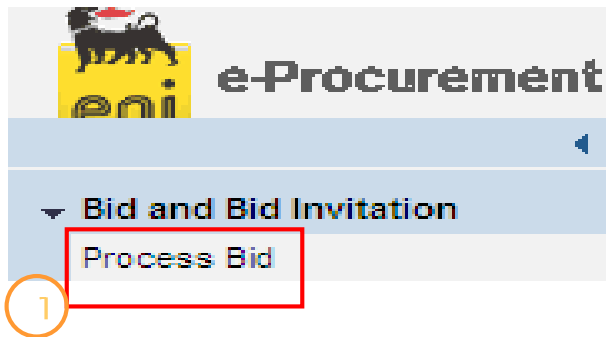
☐ In order to take part in the

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

Electronic Bidding Rules and Regulations

Scope

a. The rules hereinafter expressed ("Electronic Bidding Rules and Regulations") govern the electronic part of the relevant Auction (hereinafter "Bidding") following which the Bidders are invited to submit their bids.

b. The Bidders take part to the Bidding connecting up via Internet to the reserved area of the website (hereinafter "the Portal"). They shall send their bids electronically and in accordance with the present document.

General Rules

a. The Bidder acceptance of the terms and condition of this Auction Procedure including the Electronic Bidding Rules and Regulations, given by the signature of the Application Form, allows the Bidder to participate in the Bidding.

b. The acceptance of the Electronic Bidding Rules and Regulations has to be even given on-line at any access to the Bidding. The non-acceptance will cause the impossibility to gain access

Access Procedures

a. The minimum hardware, software and Internet requirements needed for the participation in the Bidding are published on the Portal. The purchase, installation, configuration and the hardware and software maintenance are in sole charge and under the responsibility of the Bidder.

b. The participation in the Bidding requires the registration on the Portal and the identification of the Bidder by a user code (userId) and an operating code (password) assigned by Eni and sent to the Bidder by the Acceptance Notice.

c. The Bidder gives to Eni the authorization to carry out in succession the recording of contacts and transactions by telephone or computerized systems occurred during the participation in the Bidding.

d. Eni will forward any and all information and notices to the Bidders by the electronic mail address notified in the Application Form.

e. Further instructions for the access to and the participation in the Bidding are provided through the corresponding Bidder Manual which will be provided to all interested participants. If either the information required is not given or it is erroneously given or the operating procedures are not observed, it will not be possible for Bidder to participate in the Bidding.

f. The Bidder can contact the Service Operations Support (SOS) for technical assistance even while the Bidding is running by telephone, along with the telephone number of the SOS. There will be a dedicated phone number active for the events of Test Auction and Bidding. This number will be indicated in the Acceptance Notice.
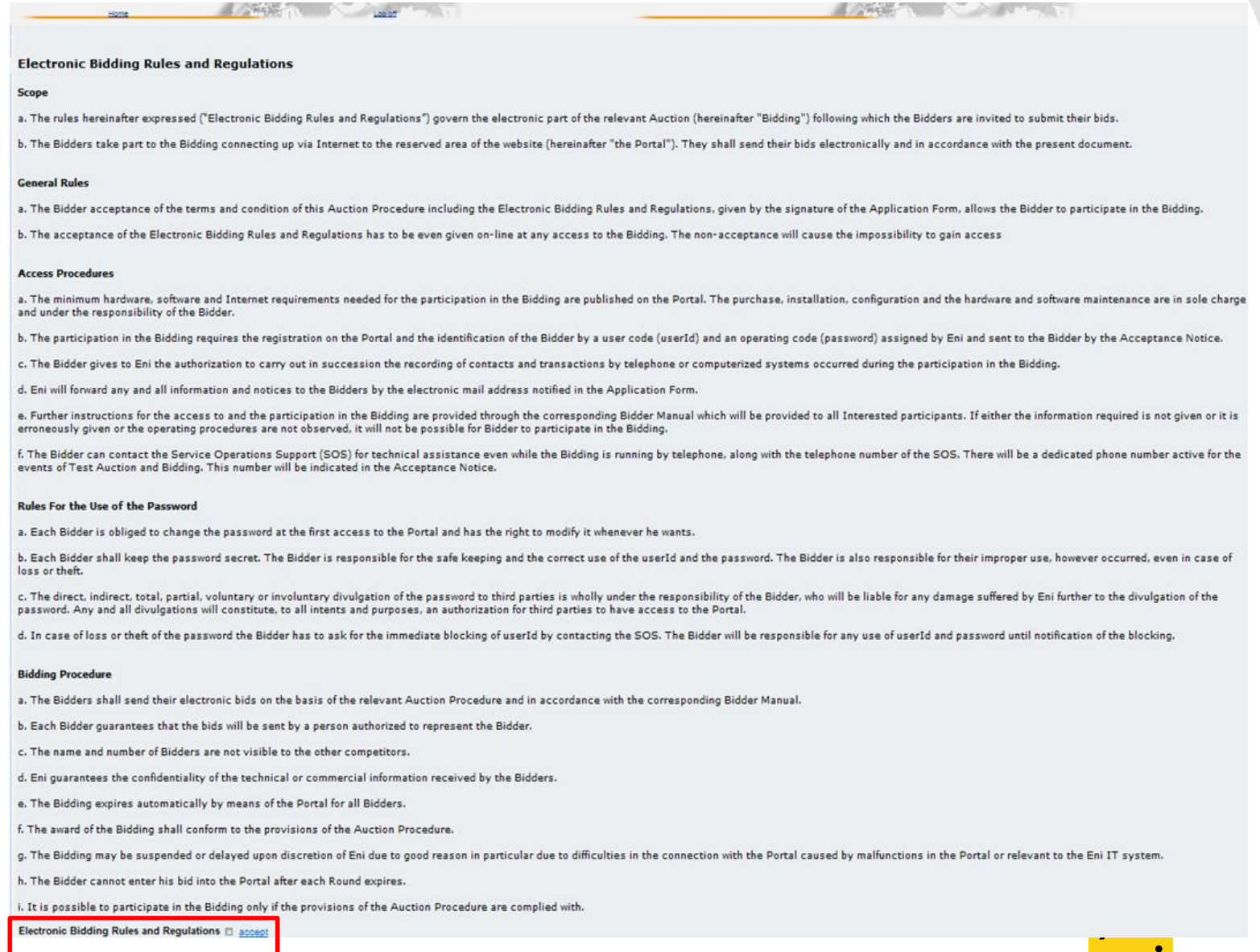
Rules For the Use of the Password

a. Each Bidder is obliged to change the password at the first access to the Portal and has the right to modify it whenever he wants.

b. Each Bidder shall keep the password secret. The Bidder is responsible for the safe keeping and the correct use of the userId and the password. The Bidder is also responsible for their improper use, however occurred, even in case of loss or theft.

c. The direct, indirect, total, partial, voluntary or involuntary divulgation of the password to third parties is wholly under the responsibility of the Bidder, who will be liable for any damage suffered by Eni further to the divulgation of the password. Any and all divulgations will constitute, to all intents and purposes, an authorization for third parties to have access to the Portal.

d. In case of loss or theft of the password the Bidder has to ask for the immediate blocking of userId by contacting the SOS. The Bidder will be responsible for any use of userId and password until notification of the blocking.

Bidding Procedure

a. The Bidders shall send their electronic bids on the basis of the relevant Auction Procedure and in accordance with the corresponding Bidder Manual.

b. Each Bidder guarantees that the bids will be sent by a person authorized to represent the Bidder.

c. The name and number of Bidders are not visible to the other competitors.

d. Eni guarantees the confidentiality of the technical or commercial information received by the Bidders.

e. The Bidding expires automatically by means of the Portal for all Bidders.

f. The award of the Bidding shall conform to the provisions of the Auction Procedure.

g. The Bidding may be suspended or delayed upon discretion of Eni due to good reason in particular due to difficulties in the connection with the Portal caused by malfunctions in the Portal or relevant to the Eni IT system.

h. The Bidder cannot enter his bid into the Portal after each Round expires.

i. It is possible to participate in the Bidding only if the provisions of the Auction Procedure are complied with.

② **Electronic Bidding Rules and Regulations** ☐ accept

Choose Auction

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

Results of searching

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!

View Bid Invitation

④ The *Attributes* folder contains the possible choices for:

⑤ The *Number of Lot(s) for "Product"*

Create Bid

In order to submit a Bid:

Process Bid

Submit | Hold | Delete | Check | Refresh | Download

Aucton type: North – West Europe Auction Annual 2018-19

①

General Data

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 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

| Submit | Hold | Delete | Check | Refresh | Download |

⑤

Aucton type: North – West Europe Auction Annual 2018-19

General Data

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 *		10.00 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	⑥
▪	Plese insert Price or delete N. of Lot(s) for 2.	

| Close |

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.
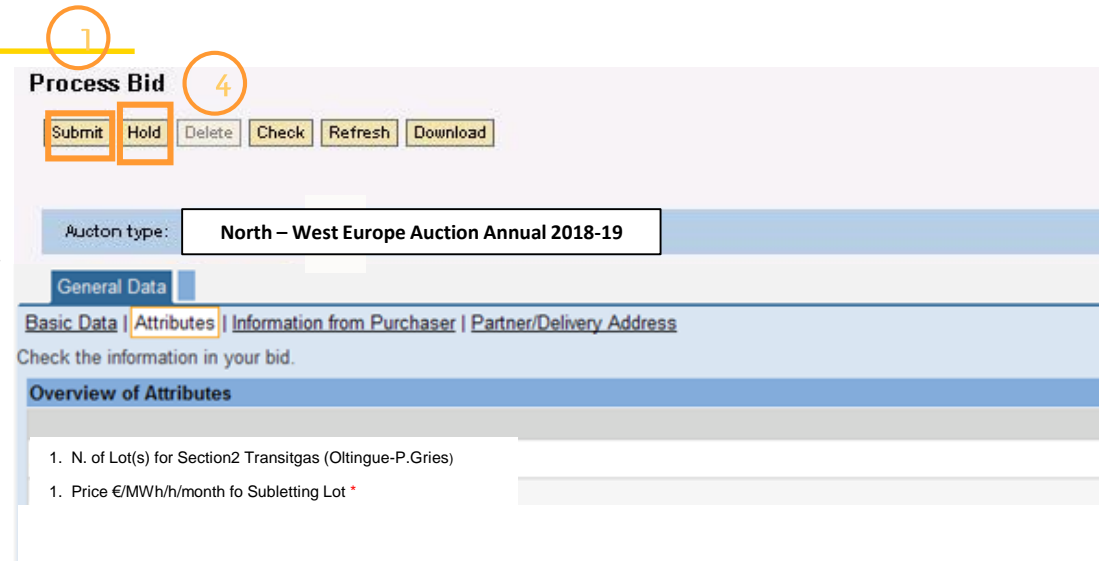
Submit Bid

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"*

Microsoft Internet Explorer ✕

❓ Your quotation could not be modifed anymore! Are you sure?

② [OK] **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)

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①

Process Bid

[Submit] [Hold] [Delete] [Check] [Refresh] [Download] **④**

Aucton type: North – West Europe Auction Annual 2018-19

General Data

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 Transitgas (Oltingue-P.Gries)

1. Price €/MWh/h/month fo Subletting Lot *

Microsoft Internet Explorer ✕

⚠ Bid Auction name

[OK] **③**

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.

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 Dicorrado
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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