



Eni e-Business Services

Online Registration and Allocation Auction
Bidder Manual - South Med Auction for Subletting Products



Summary

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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

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

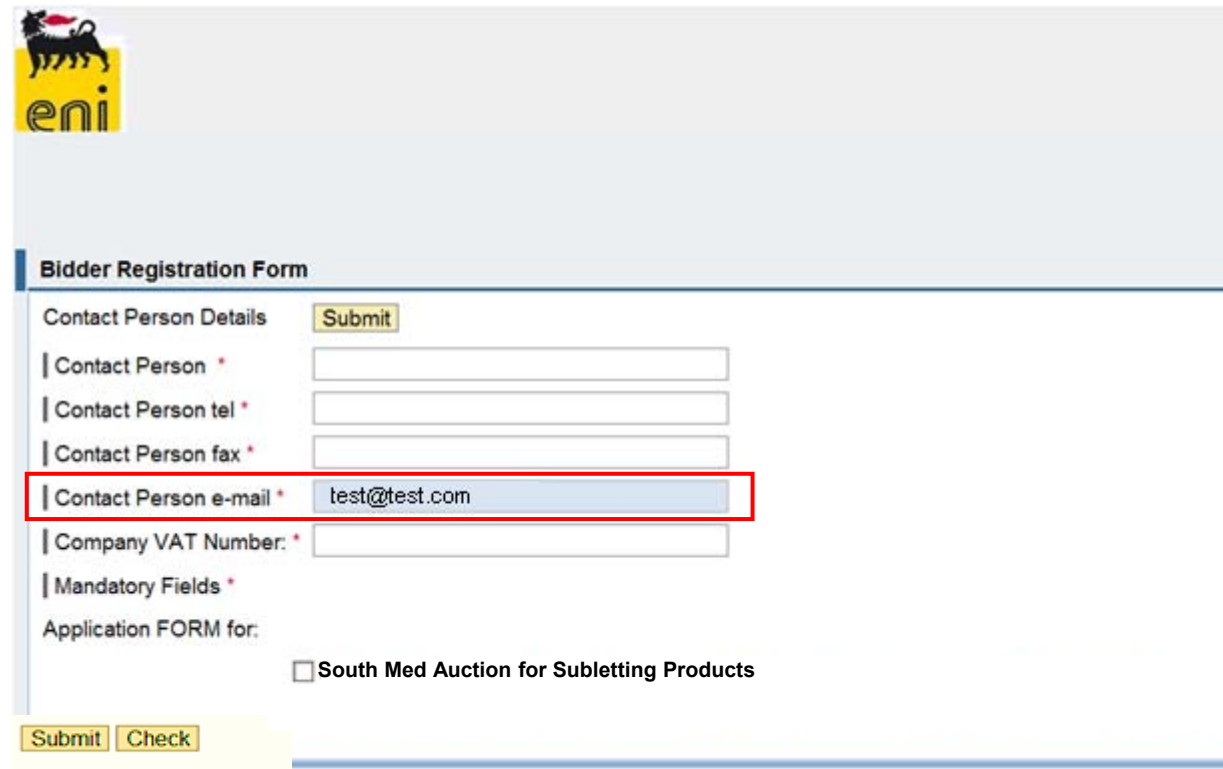


Contact Person Details (Step 2 of 2)

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 in the top left corner. The form is titled "Bidder Registration Form". Under the "Contact Person Details" section, there is a "Submit" button. Below this, there are five input fields: "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 border and contains the text "test@test.com". Below these fields, there is a "Mandatory Fields *" section and an "Application FORM for:" section with a checkbox labeled "South Med Auction for Subletting Products". At the bottom of the form, there 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.

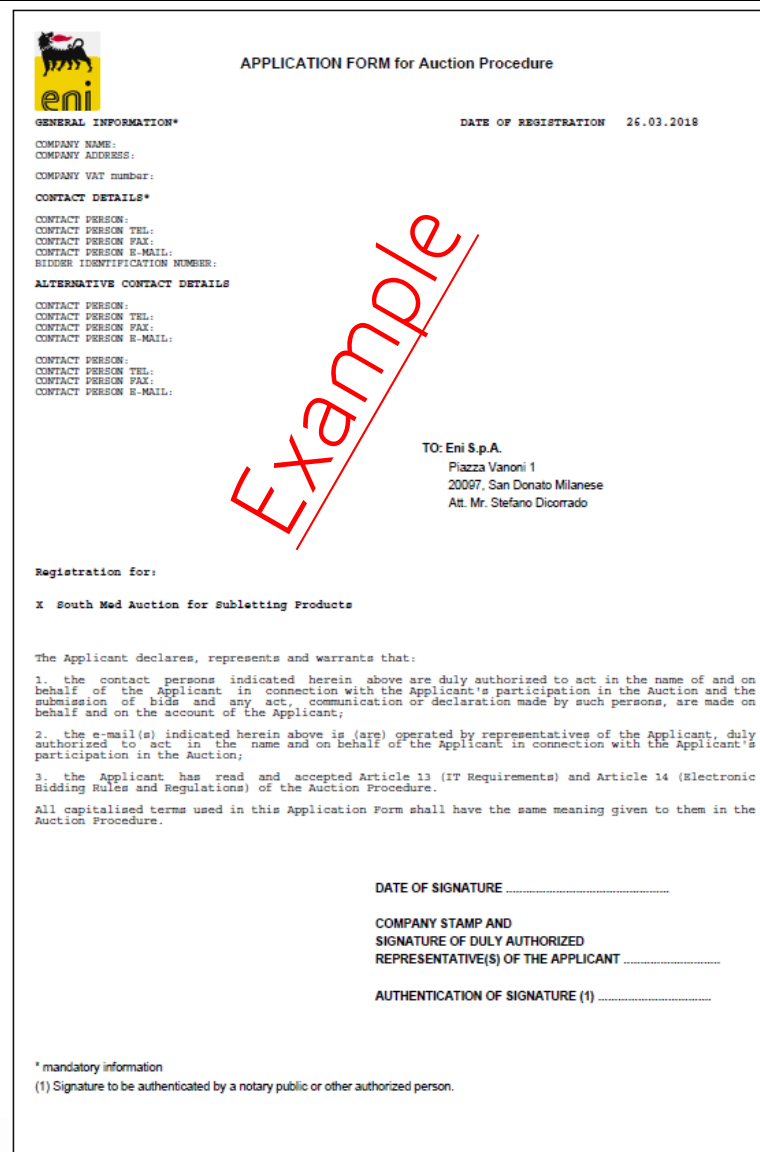
Complete Bidder Application Form

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'. It includes the Eni logo at the top left. The form is divided into sections: 'GENERAL INFORMATION*' with fields for company name, address, and VAT number; 'CONTACT DETAILS*' with fields for contact person, telephone, fax, and email; and 'ALTERNATIVE CONTACT DETAILS' with similar fields. A large red diagonal watermark reading 'Example' is placed over the right side of the form. Below the contact details, there is a 'Registration for:' section with a checked box for 'South Med Auction for Subletting Products'. The form also contains a declaration section where the applicant declares, represents and warrants that the contact persons are duly authorized, the email(s) are operated by representatives of the applicant, and the applicant has read and accepted the relevant articles of the auction procedure. At the bottom, there are fields for '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.'



Allocation Auction

Summary

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| 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/>

The screenshot shows the ENI e-procurement website. The top navigation bar includes 'contacts', 'help me', 'faq', 'site map', and 'eni.com'. The main menu has 'Our services', 'Suppliers', and 'Internal users'. The 'Suppliers' section is highlighted, and the 'Service Access Area' is visible. The 'Service Access Area' section contains a dropdown menu for 'e-Catalog, e-Tendering, e-Auction' and a 'Select company' field. The 'Suppliers' section also features a large image of a truck and a list of announcements.

Suppliers

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"

The screenshot shows the 'Service Access Area' dropdown menu. The menu is open, displaying a list of companies. The company 'eni Transportation Capacity' is highlighted in blue. The search bar at the top of the menu contains the text '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 energhia
- enimad
- 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*"

eni e-procurement eni Transportation Capacity

1 User-id Password Lingua Inglese ▼ [Log on](#) [Change Password](#)

2 3

VeriSign Secured VERIFICA

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

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 divulgence 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 divulgence of the password. Any and all divulgements 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.

Electronic Bidding Rules and Regulations ☒ accept

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:

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

Results of searching

Search Result: 1 Hits

| Number | Name | Trans. Type | Start Date | SubDeadline | Bid Status | Action |
|--------|--------------|----------------|------------|---------------------|----------------|--|
| 3 300 | Auction name | 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!

The screenshot shows a web interface titled "Display Bid Invitation". At the top, there are four buttons: "Create", "Hold", "Change", and "Refresh". Below these is a form field labeled "Auction type:" with the value "Auction name". A tabbed interface follows, with "General Data" selected. Under this tab, there are three sub-tabs: "Basic Data" (highlighted with a red box and callout 2), "Attributes", and "Information from Purchaser". Below the sub-tabs, the text "Check the information for the bid invitation." is displayed. At the bottom, there are two rows of data: "Time Zone" with the value "CET" and "Bid Submission Deadline" with the value "08.05.2006 20:00:00". Callout 1 points to the "Auction type:" label, and callout 3 points to the "Bid Submission Deadline" value.

| Display Bid Invitation | |
|--|---------------------|
| <div>Create Hold Change Refresh</div> | |
| Auction type: Auction name | |
| General 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"*

The screenshot shows the 'Process Bid' interface for the 'South Med Auction - Long Term Product'. The left sidebar contains a navigation menu with 'Bid and Bid Invitation' and 'Process Bid'. The main content area has tabs for 'General Data' (circled with a 4), 'Basic Data', 'Attributes', 'Information from Purchaser', and 'Partner/Delivery Address'. Below the tabs, there is a section titled 'Overview of Attributes' with a table of bid attributes. The first two rows of the table are highlighted with an orange box (labeled with a 5). The first row is '1. N. of Lots for Long Term Product - Section 1 *' and the second row is '1. Bid Fee €/Ccm/d/Month *'. The table also includes a 'Reply' column with a dropdown menu and a 'BID' button. The bottom of the page has a footer with the 'eni' logo and the text '* Required Entry'.

| Overview of Attributes | | Reply |
|---|--|------------------------------------|
| 1. N. of Lots for Long Term Product - Section 1 * | | <input type="button" value="BID"/> |
| 1. Bid Fee €/Ccm/d/Month * | | <input type="button" value="BID"/> |
| 2. N. of Lots for Long Term Product - Section 1 | | <input type="button" value="BID"/> |
| 2. Bid Fee €/Ccm/d/Month | | <input type="button" value="BID"/> |
| 3. N. of Lots for Long Term Product - Section 1 | | <input type="button" value="BID"/> |
| 3. Bid Fee €/Ccm/d/Month | | <input type="button" value="BID"/> |
| 4. N. of Lots for Long Term Product - Section 1 | | <input type="button" value="BID"/> |
| 4. Bid Fee €/Ccm/d/Month | | <input type="button" value="BID"/> |

Create Bid

In order to submit a Bid:

Process Bid

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Download](#)

Auction type: **South Med Auction - Long Term Product**

[General Data](#)

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

Check the information in your bid.

Overview of Attributes

| | Reply |
|---|---------|
| 1. N. of Lots for Long Term Product - Section 1 * | 2 |
| 1. Bid Fee €/Ccm/d/Month * | 10 BID |
| 2. N. of Lots for Long Term Product - Section 1 | |
| 2. Bid Fee €/Ccm/d/Month | BID |
| 3. N. of Lots for Long Term Product - Section 1 | |
| 3. Bid Fee €/Ccm/d/Month | BID |
| 4. N. of Lots for Long Term Product - Section 1 | |
| 4. Bid Fee €/Ccm/d/Month | 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 €/Ccm/d/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

Auction type: **South Med Auction - Long Term Product**

General Data

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

Check the information in your bid.

Overview of Attributes

| | | Reply |
|---|-------|-------|
| 1. N. of Lots for Long Term Product - Section 1 * | 2 | |
| 1. Bid Fee €/Ccm/d/Month * | 10.00 | BID |
| 2. N. of Lots for Long Term Product - Section 1 | 3 | |
| 2. Bid Fee €/Ccm/d/Month | | BID |
| 3. N. of Lots for Long Term Product - Section 1 | | |
| 3. Bid Fee €/Ccm/d/Month | | BID |
| 4. N. of Lots for Long Term Product - Section 1 | | |
| 4. Bid Fee €/Ccm/d/Month | | BID |

* Required Entry

2 Messages

| | | |
|--|---|---|
| | Please insert total N. of Lot(s) <= 4 | 6 |
| | Please 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

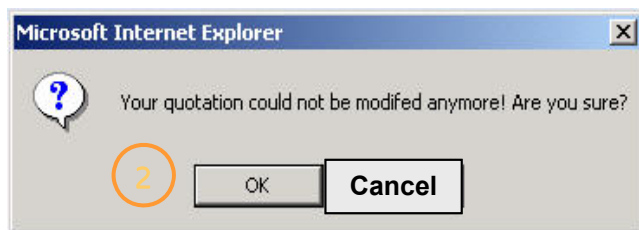
6 In case the selected lot-number exceeds the maximum number of lots a warning message appears and the bid shall not be accepted.
The message indicates the maximum number of lots a Bidder is allowed to bid.



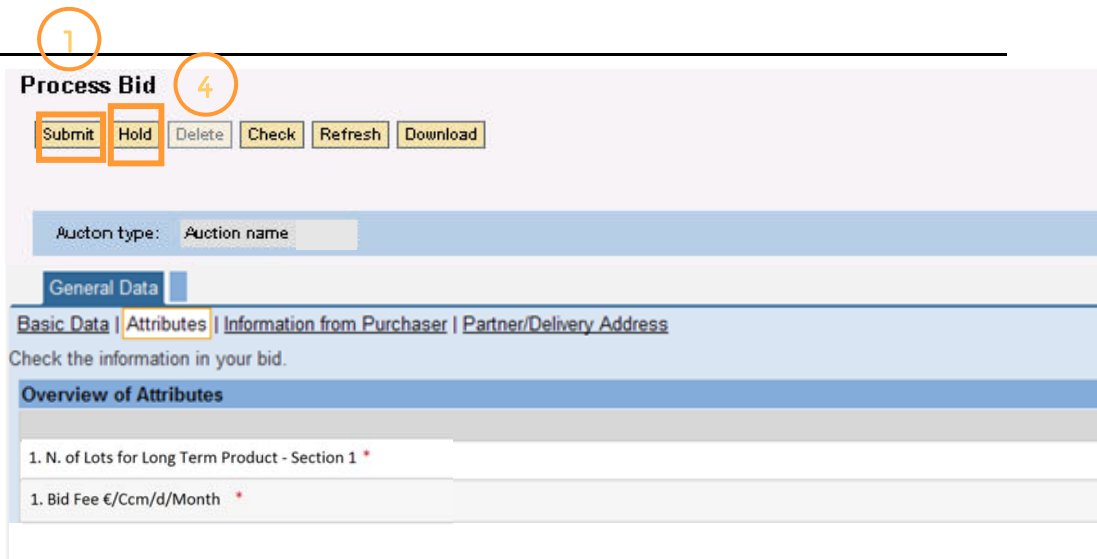
Submit Bid

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"*



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 |    |

3 4


- 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:

Riccardo Moretti

Phone number : +39 02 520 51388

Valeria Cerutti

Phone number : +39 02 520 41685

Alessandro Iorio

Phone number : +39 02 520 41307

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



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