



eni e-Business Services

Online Registration and Allocation Auction
Bidder Manual_ North/West & East Europe Auction Winter 2016-17 (for
Subletting and Swap Products)
(NW&E-E Auction Winter 2016-17 (for Subletting and Swap 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 7.x**, Internet **Explorer 8.x** (with "Compatibility View" Option active) or **Firefox from 2.0 to 8.0** 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

- 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>.
- 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 "TOP NEWS"
- ❑ 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
- North/West and East Europe Auction Winter 2016-17 (for Subletting and Swap Products)

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

Company Details

Company Name *
DUNS Number
Language * English

Address Data

Contact Person e-mail *
Telephone *
FAX *
Street *
Building
Floor
Postal Code *
City District
Jurisdic. Code
Country * Please Select
P.O. Box
P.O. Box City
Extension
House Number *
Room Number
City *

Which Product Categories are you interested in?

Select a Language for the Questionnaires. English
Category * ☐ Auction for Transportation capacity

Send Delete Entries

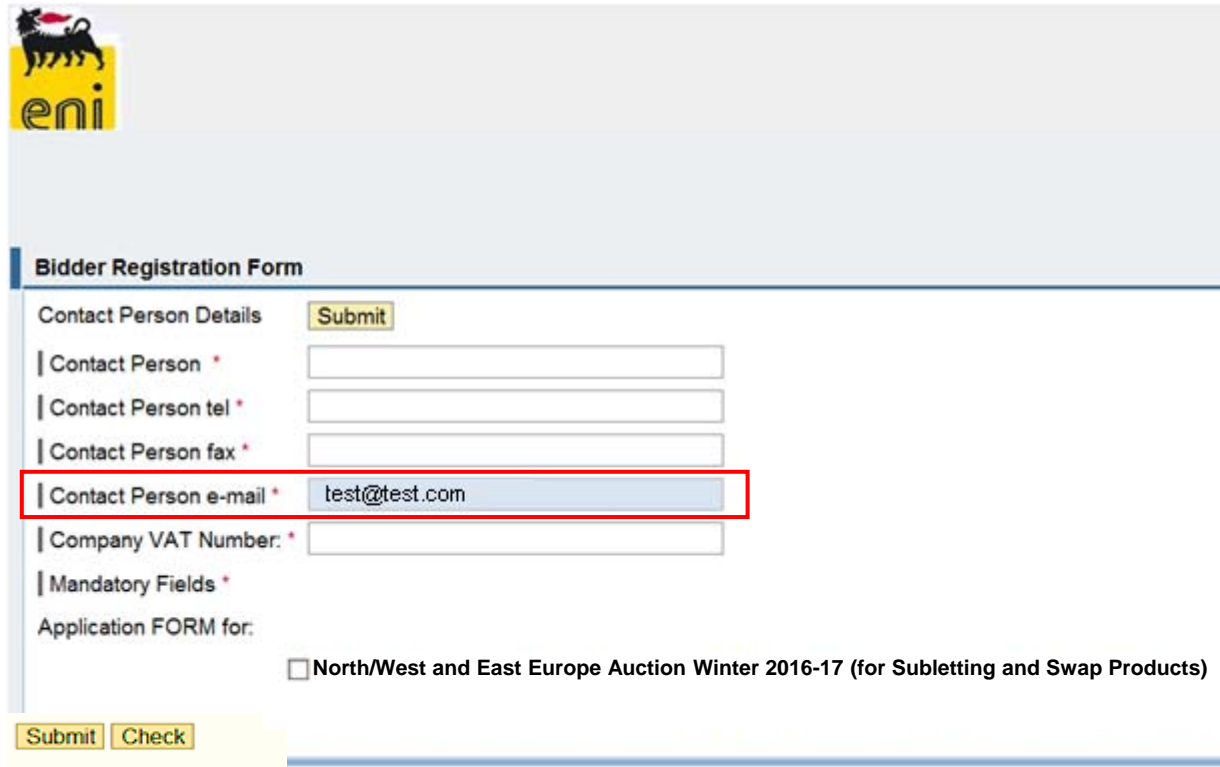


Contact Person Details (Step 2 of 2)

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 in the top left corner. The form is titled "Bidder Registration Form". Under the heading "Contact Person Details", 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 section for "Mandatory Fields *" and an "Application FORM for:" checkbox labeled "North/West and East Europe Auction Winter 2016-17 (for Subletting and Swap 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.

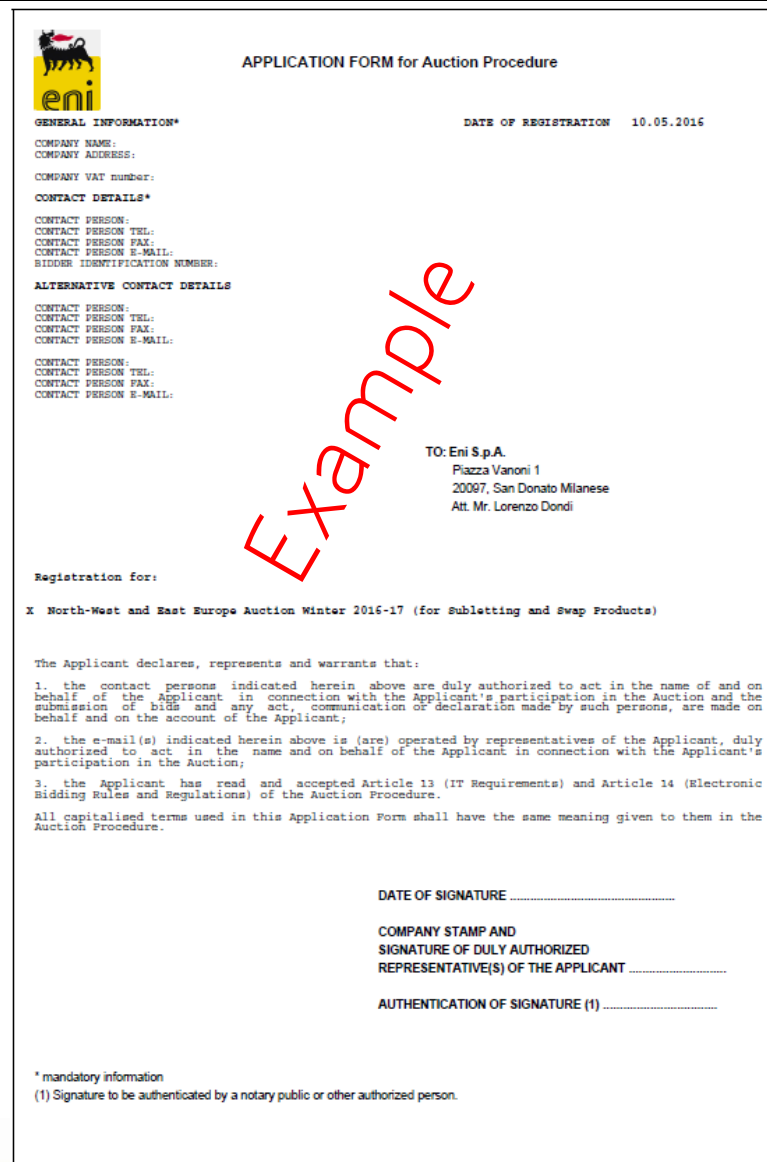
Complete Bidder Application Form

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' from ENI. A large red diagonal watermark reading 'Example' is overlaid on the form. The form includes sections for general information, contact details, and alternative contact details. It also contains a declaration by the applicant and a section for the signature and authentication of the signature. The ENI logo is visible in the top left corner of the form.

APPLICATION FORM for Auction Procedure

GENERAL INFORMATION* DATE OF REGISTRATION 10.05.2016

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. Lorenzo Dondi

Registration for:

☒ North-West and East Europe Auction Winter 2016-17 (for Subletting and Swap 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 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;
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.



Allocation Auction

Summary

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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/>

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 'Suppliers' menu item is circled with a red '1'. Below the menu, there is a large image of a truck on a road. To the right of the image, there are 'Announcements' for E-PROCUREMENT SERVICES UNAVAILABILITY, E-PROCUREMENT PORTAL UNAVAILABILITY, and LIVE AUCTION COCKPIT UNAVAILABILITY. Below the announcements, the 'Service Access Area' section is highlighted with a red box and a red '2'. The 'Service Access Area' section has a dropdown menu for 'e-Catalog, e-Tendering, e-Auction' and a 'Select company' button. The 'Select company' button is circled with a red '3'.

For training and live event follow these steps:

1 "Suppliers"

2 "Service Access Area"

Then from the *e-catalog, e-Bidding, e-Auction* Menu "Select your Company" → "eni Transportation Capacity"

3

The screenshot shows the 'Service Access Area' dropdown menu. The menu is open, showing a list of companies. The 'eni Transportation Capacity' option is highlighted with a red box. The list of companies includes: 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, eni energhia, eni med, and catalogue purchases manuals. The 'eni Transportation Capacity' option is highlighted with a red box. Below the list, there is a search bar with the text 'Search is easy: all documents have been split into four macro-areas: UE tender notice, suppliers' qualification, tender documents, Manuals and documentation.' and a note '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 Italiano [Change Password](#)

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

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



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	
Create Hold Change Refresh	
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"*

e-Procurement Home Log off

Process Bid

Submit Hold Delete Check Refresh Download

Auction type: East North - West Europe Auction

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 (Bocholtz-P.Gries) *		
1. Bid Price €/Ncm/h/Month *		
2. N. of Lot(s) for Section2 (Bocholtz-P.Gries)		
2. Bid Price €/Ncm/h/Month		
3. N. of Lot(s) for Section2 (Bocholtz-P.Gries)		
3. Bid Price €/Ncm/h/Month		
4. N. of Lot(s) for Section2 (Bocholtz-P.Gries)		
4. Bid Price €/Ncm/h/Month		

* Required Entry

Create Bid

In order to submit a Bid:

Process Bid

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

Auction type: East North - West Europe Auction

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 (Bocholtz-P.Gries) *	2
1. Bid Price €/Ncm/h/Month *	10 BID
2. N. of Lot(s) for Section2 (Bocholtz-P.Gries)	
2. Bid Price €/Ncm/h/Month	BID
3. N. of Lot(s) for Section2 (Bocholtz-P.Gries)	
3. Bid Price €/Ncm/h/Month	BID
4. N. of Lot(s) for Section2 (Bocholtz-P.Gries)	
4. Bid Price €/Ncm/h/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 Price *€/Ncm/h/Month* for Subletting Product and *€/MWh(25°C)/h/Month* per Lot for Swap Logistic 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: East North - West Europe Auction

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 (Bocholtz-P.Gries) *	2	
1. Bid Price €/Ncm/h/Month *	10.00	BID
2. N. of Lot(s) for Section2 (Bocholtz-P.Gries)	3	
2. Bid Price €/Ncm/h/Month		BID
3. N. of Lot(s) for Section2 (Bocholtz-P.Gries)		
3. Bid Price €/Ncm/h/Month		BID
4. N. of Lot(s) for Section2 (Bocholtz-P.Gries)		
4. Bid Price €/Ncm/h/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

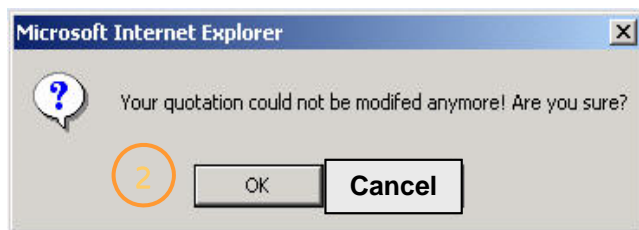
6 In case the selected lot-number exceeds the maximum number of lots a warning message appears and the bid shall not be accepted.
The message indicates the maximum number of lots a Bidder is allowed to bid.



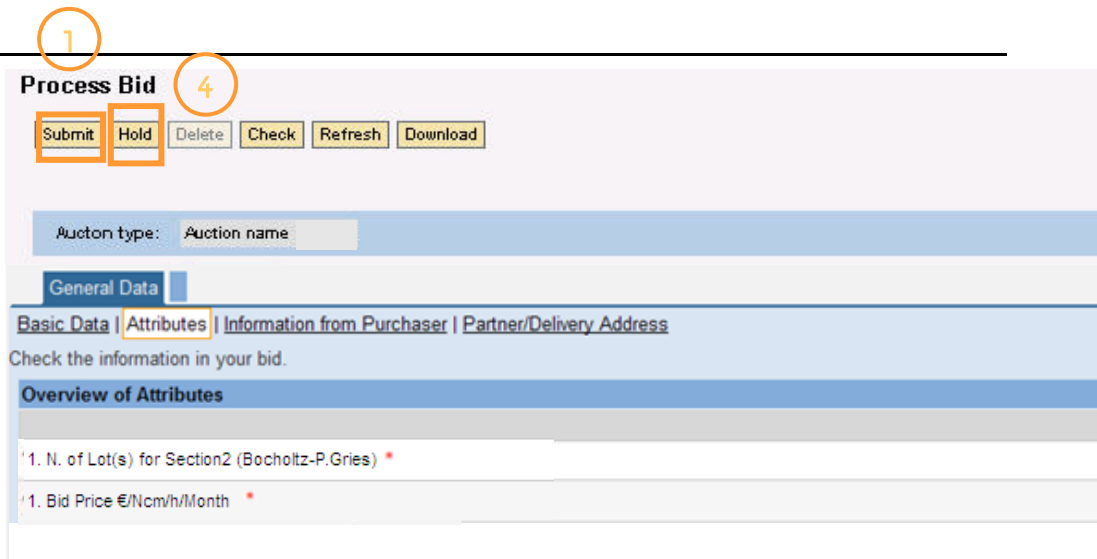
Submit Bid

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

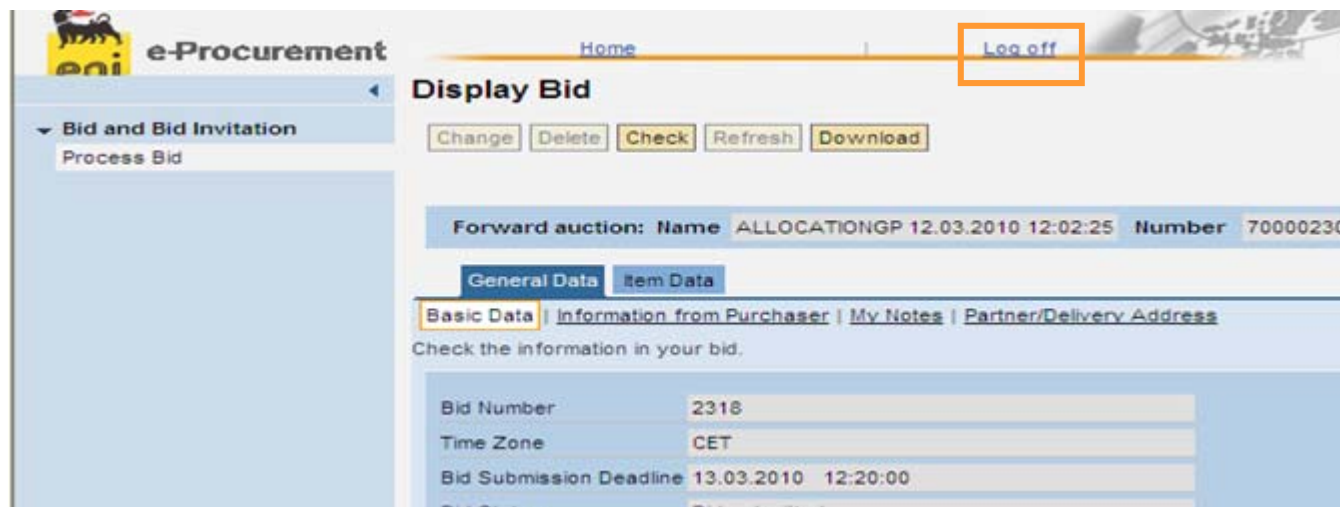
Number	Name	Trans. Type	Start Date	SubDeadline	Bid Status	Action
2 301	Auction name	Bid Invitation		08.05.2006 20:00:00	Held	  

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:

Valeria Cerutti

Phone number : +39 02 520 41685

Marco Baroncini

Phone number : +39 02 520 45175

Marco Gianninoto

Phone number : +39 02 520 41627

Lorenzo Dondi

Phone number : +39 02 520 31533

Monday - Thursday 8:30 a.m. - 5:30 p.m. CET, Friday 8:30 a.m. - 1:00 p.m. CET



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