

Eni e-Business Services

Online Registration and Allocation Auction Bidder Manual North/West Europe Auction for Subletting Products

Version 12/2019

Dear User,

the following handbook shows you the Online Registration and Allocation Auction flow from Bidder perspective.

We suggest to spend some time reading the following pages for a better and simpler use of the service.



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Technical Requirements

Bidders have to ensure the minimum requirements to allow a connection to the above mentioned website by respecting the “Technical requirements” available in the “Assistance” section of the eBusiness portal:

Link: <https://ebusiness.eni.com/index.php/en/assistenza> .

In particular, in order to access, please that only the following browsers are supported:

- Microsoft Internet Explorer from version 8.x to 11.x
- or
- Mozilla Firefox Firefox Extended Support Release

Online Registration

In order to access the Online Registration:

- ❑ Open the web browser (Internet Explorer or Firefox)
- ❑ Go to the web site:
https://en-dc-srm.eni.com/sap/bc/bsp/sap/ros_self_reg/main.htm?sap-client=401&sap-language=EN&env=GP01

Online Registration

Company Details:

- Name of Company and Language (English only)

Address Data:

- E-Mail Address (please note that you'll receive all the communications at this address), Telephone, Street, House Number, Postal Code, Location, Country

Bidder Data:

- First name, Last Name, Telephone, Fax e VAT reg. no.

Auction:

- Flag the auction type you wish to participate

Data Privacy Statement:

- Click on Eni Privacy Page before submitting the data

Conclude the Online Registration clicking **“Submit”**.

The fields marked with wildcards “” are mandatory.*

Online Registration for Capacity Auction
To register yourself as a supplier, enter your data and then Submit

* Required Entry

Company Details

Name of Company : *

D-U-N-S Number :

Language : *

Address Data

E-Mail Address : *

Telephone : *

Extension :

Fax :

Extension :

Street :

House Number :

Building :

Floor :

Room Number :

Postal Code : *

Location : *

District :

Jurisdic. Code :

Country : *

P.O. Box :

PO Box Postal Code :

PO Box Location :

PO Box Country :

Bidder Data

First name: *

Last name: *

Telephone: *

Fax: *

VAT reg no: *

Auctions

☐ All Time Auction (Registration From 01.01.2019 00:00:00 To 31.12.2022 00:00:00)

Product Categories

☒ Auction for Transportation capacity

Data Privacy Statement

By submitting your request, you accept the Eni Privacy Policy available at the following link: [Eni Privacy Page](#)



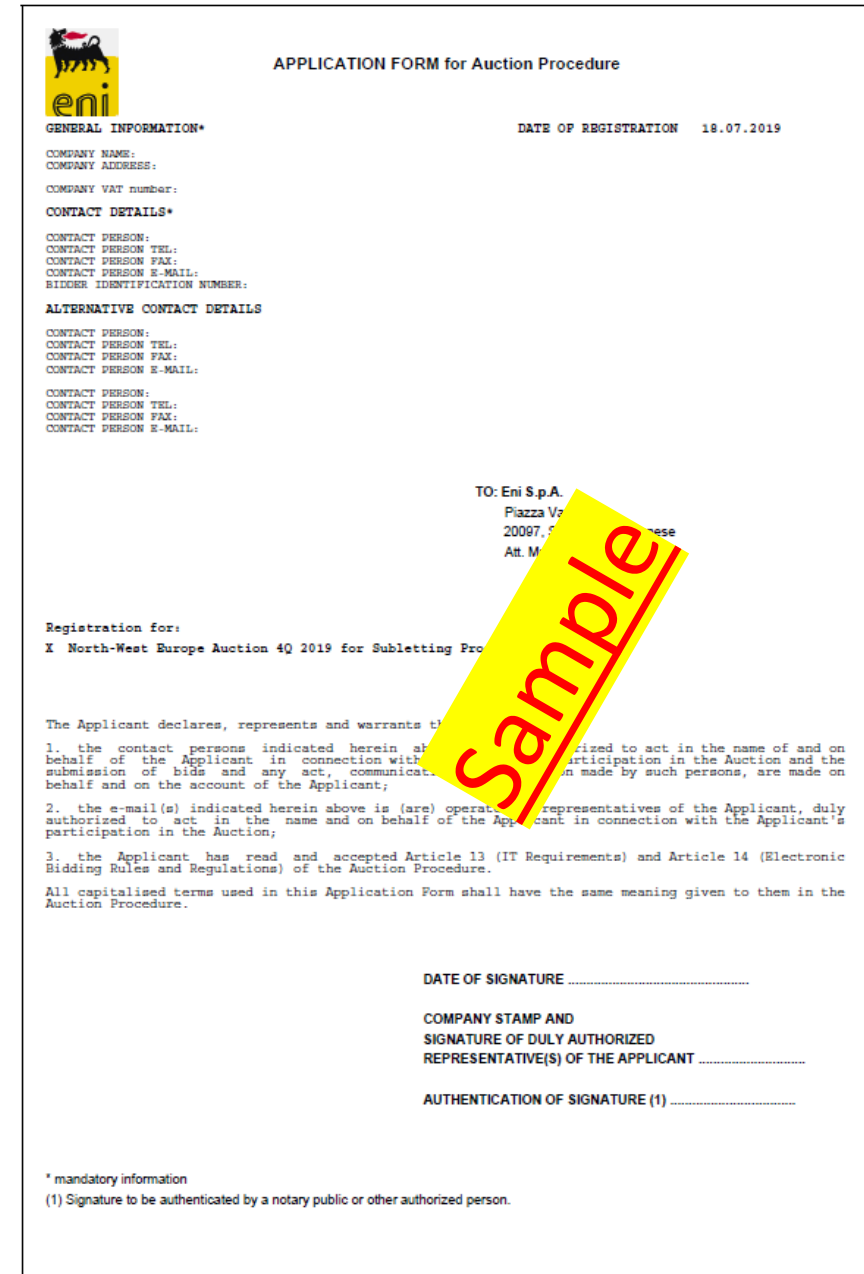
Bidder Application Form

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 send it as illustrated in the Auction Procedure.

Please notice 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'. At the top left is the Eni logo. 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, email, and bidder identification number; and 'ALTERNATIVE CONTACT DETAILS' with similar fields. A large yellow diagonal stamp with the word 'Sample' in red is placed over the right side of the form. Below the contact details, there is a 'Registration for:' section with a checked box for 'North-West Europe Auction 4Q 2019 for Subletting Pro'. The form then contains a declaration section where the applicant declares, represents, and warrants that the contact persons are authorized to act in the name of the applicant, that the email(s) are operational, and that the applicant has read and accepted the auction rules. 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 left states: '* mandatory information (1) Signature to be authenticated by a notary public or other authorized person.'

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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 V
20097, S
Att. M

Registration for:
☒ North-West Europe Auction 4Q 2019 for Subletting Pro

The Applicant declares, represents and warrants that:

- the contact persons indicated herein are authorized to act in the name of and on behalf of the Applicant in connection with the participation in the Auction and the submission of bids and any act, communication or decision made by such persons, are made on behalf and on the account of the Applicant;
- the e-mail(s) indicated herein above is (are) operational and 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.

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Log in

The screenshot shows the Eni eBusiness portal interface. At the top, there's a navigation bar with the Eni logo and 'eni eBusiness' text. Below this, a large banner area displays 'Welcome to eBusiness' and 'Services for your professional needs'. A sidebar menu on the right lists various services, with 'Subletting Auctions' highlighted. Below the banner, there's a section titled 'Format e-Business' and another titled 'Services'. At the bottom, a login form is visible with fields for 'Utente' and 'Password', and a button labeled 'Eseguire logon'.

From October 15th, 2018 the Eni eBusiness portal is available, devoted to all eBusiness services internal users (Eni SpA and foreign affiliates) and external users (Eni customers and Franchisees).
For all enabled internal users, the portal allows access to eBusiness services in Single Sign On mode.
With the launch of the dedicated portal and the technology optimization, an objective pursued with competence and passion.

Format e-Business

Services

The eBusiness services are characterized by their simplicity and effectiveness.

Utente * Password *

Eseguire logon

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

For training and live event follow these steps:

- Services
- Procurement & Contract Management
- Subletting Auction

In order to access Bidder's area:

- Enter **User Id**
- Enter **Password**
- Click on **Logon**



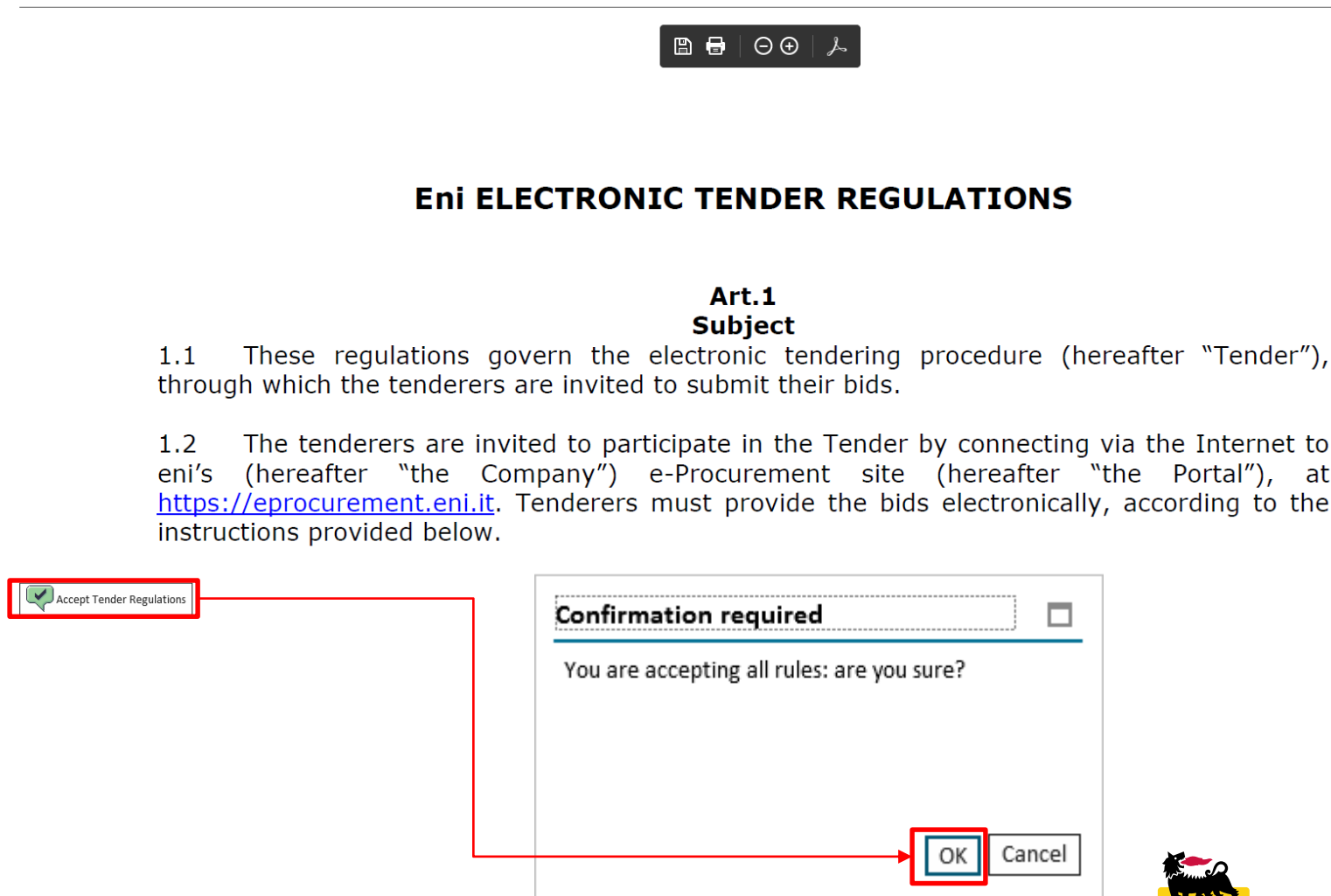
Create Bid



In order to take part to the Auction(s) click ***Bid Rules*** in *RfQ Management* section.

Please read Eni ELECTRONIC TENDER REGULATION at the beginning of each Round and then click on ***Accept Tender Regulation***.

A pop up will ask you to confirm the action, please click on ***OK***.



Create Bid

Select the auction ID (Event Number) to participate in the Auction.

View: [Standard View] ▼ Create Response Display Event Display Response Print Preview Refresh Export												
Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Q&A	Response Version
5100000070	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00		No Bid Created	1	0	
5100000000	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	8000000660	Submitted	1	0	1


If needed, you can insert one or more filter.

Click on **Apply** to search and display Auctions.




Please check the filters in case no Auction is displayed.

RFx / BID category - All

Hide Quick Criteria Maintenance

Event Number: To 

Event Status:

Creation Date:  To  

Deadline Date Flag:

Status:

Response Timeframe:

Apply

Clear



Create Bid

RFx Parameters folder contains data about the Auction like *Submission Deadline* (date and time within which Bidders have to submit their Bids). The system will not accept Bids after this deadline!

You can also see *Number of Lots* and *Bid Value Pairs*.

Display RFx: 5100000070

Number 5100000070 **Name** BUYER_AU_EN1 14.08.2019 15:12 **Status** Published **Start Date** 14.08.2019 15:40:00 CET **End Date** 16.08.2019 12:00:00 CET **Remaining Time** 1 Days 20:05:38

RFx Information Notes and Attachments

RFx Parameters Bids

* Start Date: 14.08.2019 15:40:00

* Submission Deadline: 16.08.2019 12:00:00

Opening Date: 00:00:00

Currency: EUR

Bid Suppl. head info

Auction: ALL

General Auction: ALL

Lot Name: test

Fee Name: test

Number of Lots: 3

Bid Value Pairs: 2

Create Bid

Click on **Create Response** to create an Offer.

Click on **Bids** tab and fill in at least all the mandatory data.

Display RFx: 5100000070

Number 5100000070 Name BUYER_AU_EN1 14.08.2019 15:12

RFx Information Notes and Attachments
RFX Parameters Bids

Create RFx Response: 8000000701

! Attribute 001 - test is mandatory; maintain attribute value
Number 8000000701 RFx Number 5100000070 Status In Process Submission Deadline 16.08.2019 12:00:00 CET Remaining Time 1 Days 19:55:39 RFx Owner Buyer1 CapAuction Total Value 0,00 EUR

RFx Information Notes and Attachments Summary
Basic Data **Bids**
Event Parameters
Currency: European Euro

Status and Statistics
Created On: 14.08.2019 16:04:21 CET
Created By: Primo Prova
Last Processed On: 14.08.2019 16:04:21 CET
Last Processed By: Primo Prova

Partners and Delivery Information

Function	Number	Name
The table does not contain any data		

RFx Information Notes and Attachments Summary
Basic Data **Bids**
Question Reply
*001 - test: 0,00 EUR
002 - test: 0,00 EUR



Create Bid

Please click on **Check** button before submitting the Bid. If the message “*RFx response is complete and contains no errors*” appears, the Bid is correct and it can be saved/submitted.

If you want to save your Bid as a “draft” you can click on **Save**. Please note that bid saved only as draft are not submitted and will not be considered.

The message “*Response XXXXXX saved*” will appear.

Create RFX Response: 8000000701

Submit Read Only **Check** Close **Save**

✓ RFx response is complete and contains no errors

Number 8000000701 RFX Number 5100000070

Display RFX Response: 8000000701

Edit ↺ Check Close

✓ Response 8000000701 saved

Number 8000000701 RFX Number 5100000070

Create Bid

In order to send the Bid click on **Submit**.

To close the window and go back to the previous page, click on **Cancel** button.

To confirm the Bid submission click **OK**.

The message “*RFx response XXXXXX submitted*” appears.

Once a Bid has been submitted it cannot be modified or removed.

Create RFx Response: 8000000701

✓ RFx response is complete and contains no errors

Number 8000000701 RFx Number 5100000070

Confirmation required ☐

Please ensure that you saved all Tech. and Econ. documents before confirm

Display RFx Response: 8000000701

✓ RFx response 8000000701 submitted

Number 8000000701 RFx Number 5100000070

Log Off

RfQ Management

RfQ Management

Active Queries

RfX / BID category [All \(2\)](#) [Published \(0\)](#) [Completed \(0\)](#)

RfX / BID category - All

[Hide Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

[Apply](#) [Clear](#)

View: [\[Standard View\]](#) [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Q&A	Response Version
5100000070	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00	8000000701	Returned	1	0	1
5100000000	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	8000000660	Submitted	1	0	1

Click on **Log off** in order to log off after the conclusion of the Auction(s).

Useful Information

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; e-mail: valeria.cerutti@eni.com

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



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