

# **Eni e-Business Services**

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

Version 04/2020

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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.



# Summary

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# Technical Requirements

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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

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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](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

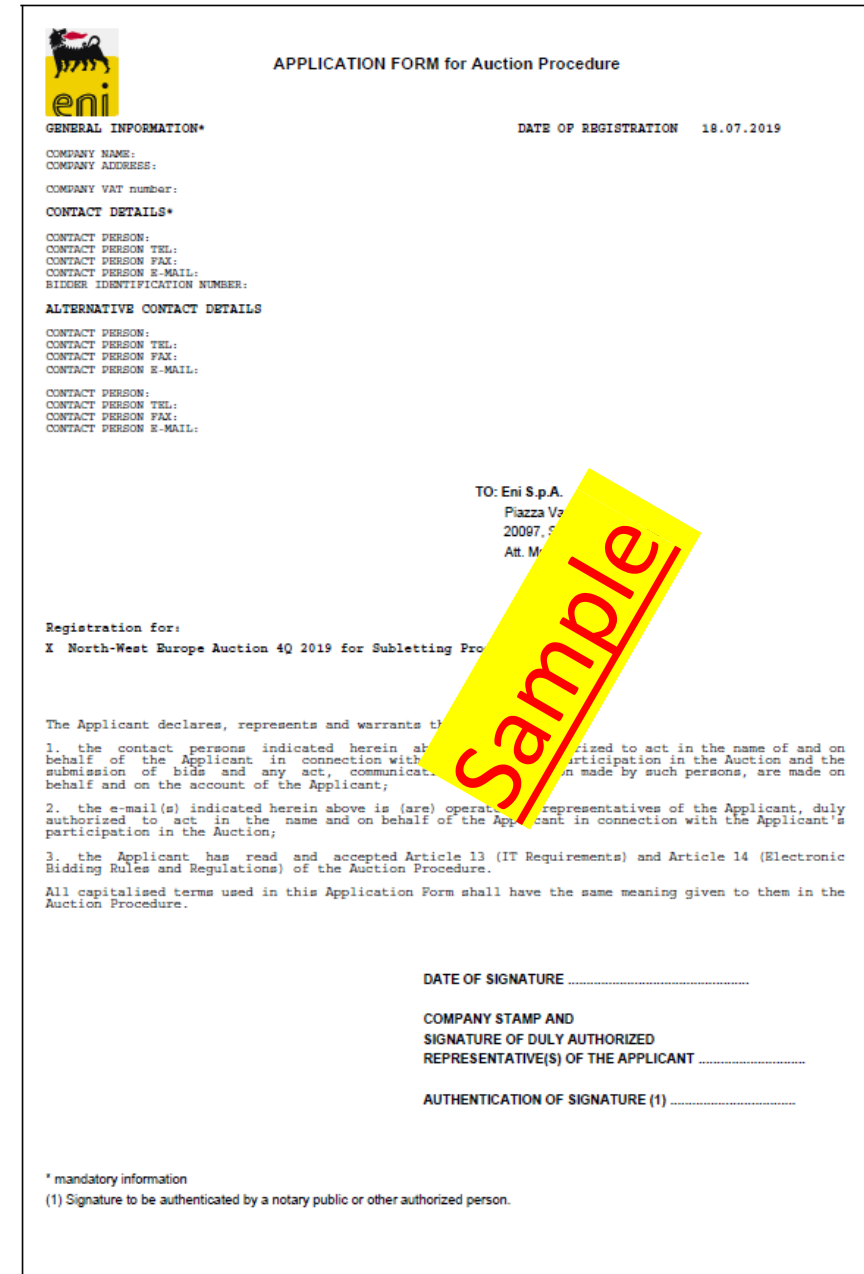
Once the Bidder has completed the registration and the data has been verified by the Seller, Bidders will receive an e-mail containing the ***Application Form*** which shall be printed and duly signed by legal representative (s) of the Bidder.

*"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 'Sample' stamp is diagonally across the middle. Below the stamp, there is a 'Registration for:' section with a checked box for 'North-West Europe Auction 4Q 2019 for Subletting Pro'. The 'To:' address is 'Eni S.p.A., Piazza V... 20097, S... Att. M...'. The 'Registration for:' section is followed by a declaration: 'The Applicant declares, represents and warrants that...'. This is followed by three numbered points: 1. the contact persons indicated herein are authorized to act in the name of and on behalf of the Applicant in connection with 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; 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. Below this is a note: 'All capitalized terms used in this Application Form shall have the same meaning given to them in 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 left states: '\* mandatory information (1) Signature to be authenticated by a notary public or other authorized person.'



# 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 it, a large banner area displays 'Welcome to eBusiness' and 'Services for your professional needs'. A 'Services' dropdown menu is open, listing various services: All services, Beauty Contest, Centralized Services, Certification of Goods and Services, Franchising Network, Intercompany, Procure to Pay, Procurement & Contract Management (highlighted with a red box), and Purchasing. A red arrow points from the 'Procurement & Contract Management' option to the 'Subletting Auctions' option, which is also highlighted with a red box. Below the banner, there's a section titled 'Format e-Business' with a description of the portal's availability and access. At the bottom, there's a 'Services' section and a login form with 'Utente' and 'Password' fields highlighted by red boxes. A 'Eseguire login' button is also visible.

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**





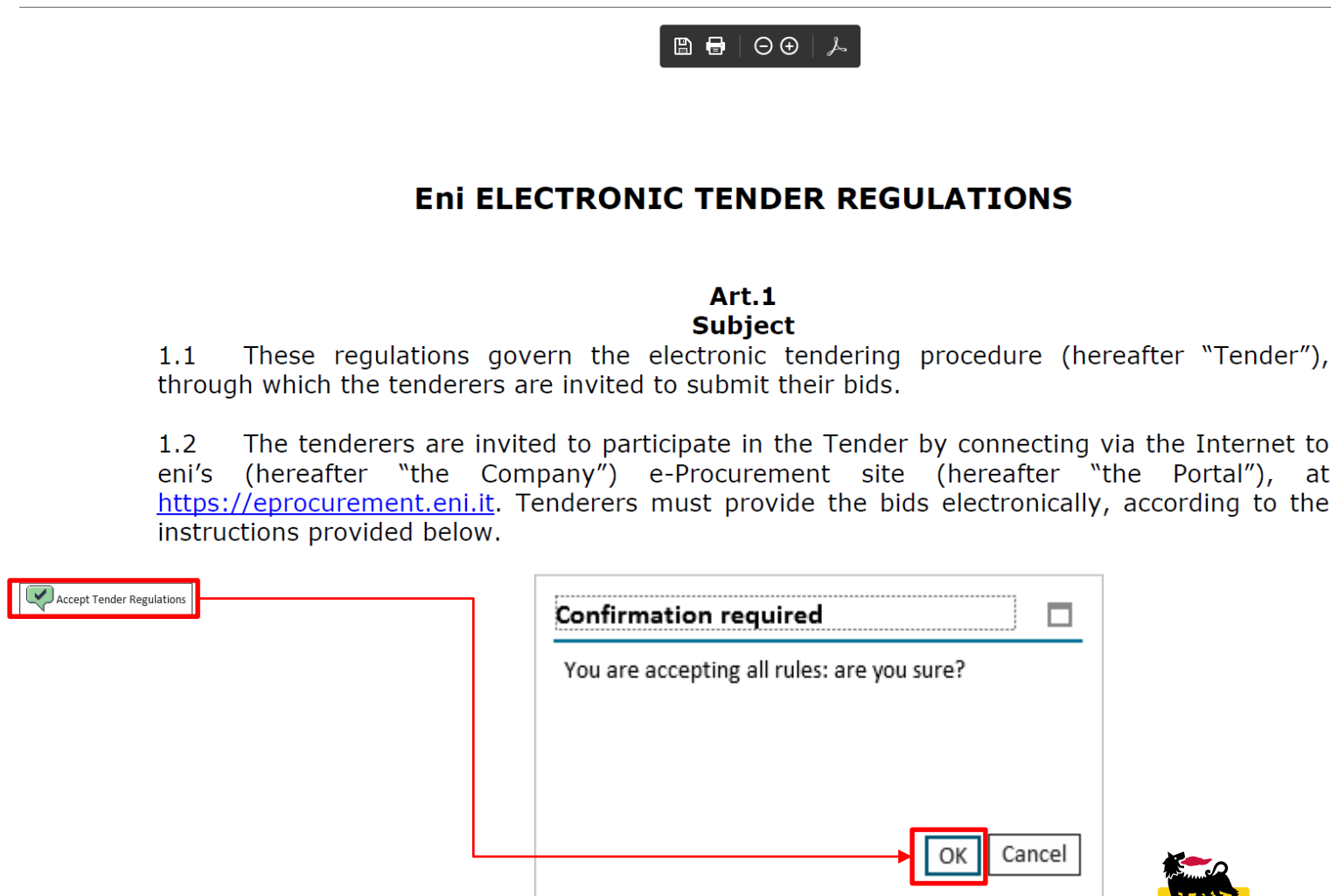
# Create Bid



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] <span>▼</span> <span>Create Response</span> <span>Display Event</span> <span>Display Response</span> <span>Print Preview</span> <span>Refresh</span> <span>Export</span>												
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

Create RFx Response

**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**

Details Send E-Mail Call Clear

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

\*001 - test:  0,00 EUR

002 - 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
<a href="#">5100000070</a>	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00	<a href="#">8000000701</a>	Returned	1	0	1
<a href="#">5100000000</a>	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	<a href="#">8000000660</a>	Submitted	1	0	1

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

# Useful Information

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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; e-mail: [valeria.cerutti@eni.com](mailto:valeria.cerutti@eni.com)

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



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