



Supplier manual – First access

eniSpace Portal

Date: 04/07/2025

Summary



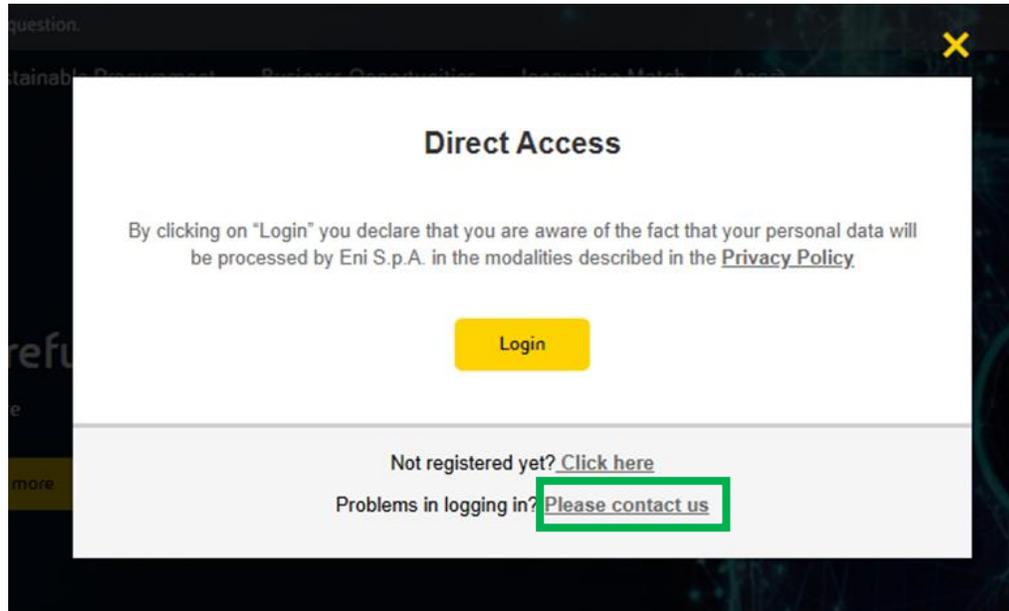
- 01 Sign up to eniSpace Portal
- 02 Access to eniSpace Portal
- 03 Change password
- 04 Retrieve credentials
- 05 Contact Eni Support
- 06 Private Area
- 07 Company details

Summary



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- 09 Company master data
- 10 Manuals and Forms
- 11 Other systems
- 12 Change language

Sign up to eniSpace Portal



If you're not signed up, just click on 'Click here' and follow the steps.

Access to eniSpace Portal



eniSpace

FAQs/Contacts | Invoicing codes | Other systems | EN

Log in

Do you want to know more? Ask a question.

Home | What is eniSpace | JUST! | Business Opportunities | Innovation Match | Agora | Notices COVID-19

NEWS

Welcome to eniSpace

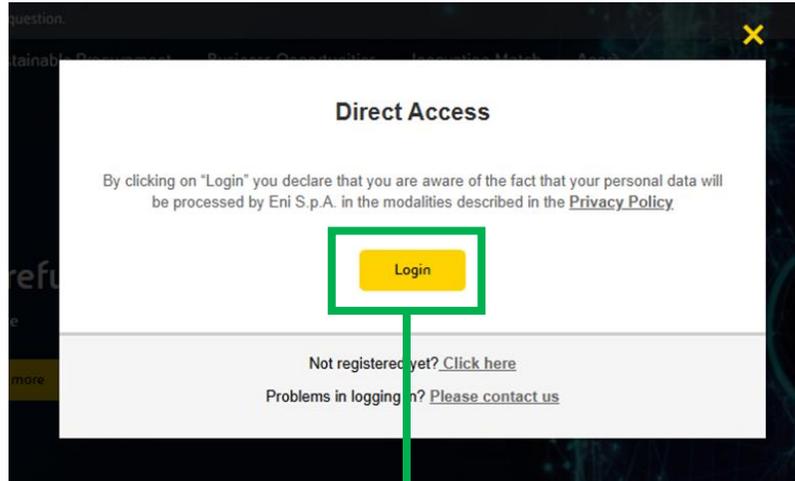
The new platform entirely dedicated to Suppliers

Find out more

Once you get your login details, click the 'Access' button and then hit 'Login'.



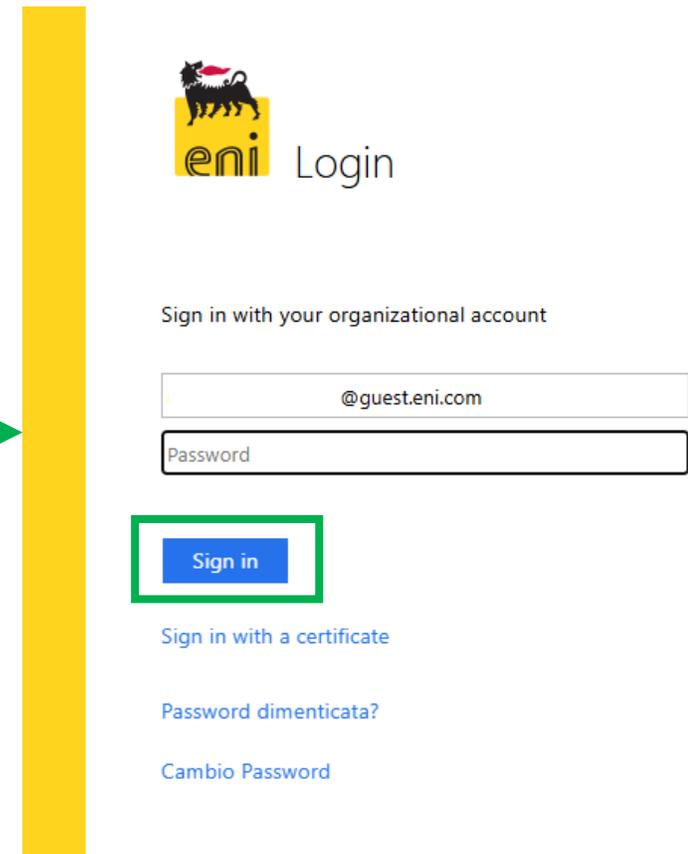
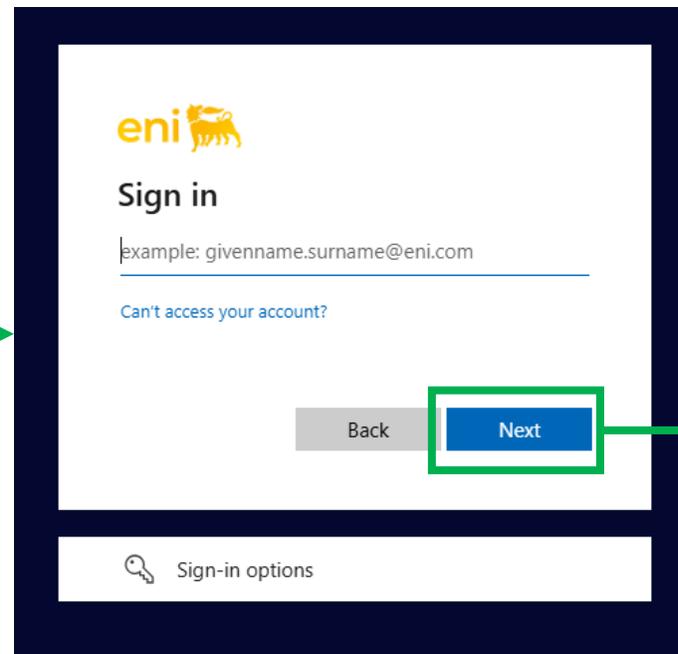
Access to eniSpace Portal



Type in your username (note: you got it by email and it ends with ...@guest.eni.com), then click 'Next'.

Enter your password and click the 'Login' button.

IMPORTANT: you need to wait at least 30 minutes after receiving your login details before signing in



Access to eniSpace Portal



Sign in with your organizational account

[Sign in](#)

[Sign in with a certificate](#)

[Password dimenticata?](#)

[Cambio Password](#)

Heads up:

...@guest.eni.com is just your username — it's *not* a real email address.

All emails from eniSpace will be sent to your personal email (the one you gave when signing up), *not* to the ...@guest.eni.com address.

Change password



Login

Update Password

You must update your password because your password has expired.

The first time you log in — or if your password has expired — you'll need to change it. Enter your username (...@guest.eni.com), type in your old password, then enter your new password twice and click 'Submit'.

Retrieve credentials



Sign in with your organizational account

Incorrect user ID or password. Type the correct user ID and password, and try again.

Sign in

Sign in with a certificate

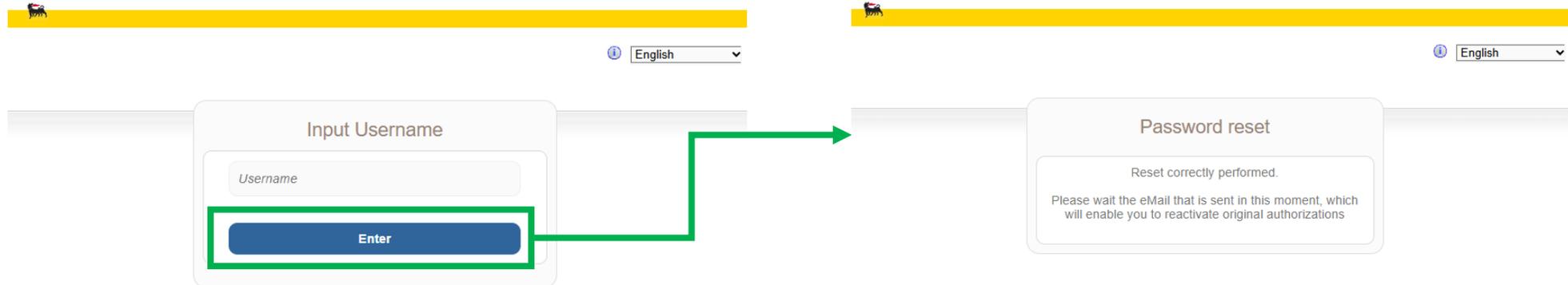
Password dimenticata?

Cambio Password

If you don't remember your username (...@guest.eni.com), click on this [link](#).

If you enter the wrong login details and see the error shown in the screenshot, click 'Forgot Password?', enter your email address, and hit 'Send'.

In both cases, the system will send you an email with your username (...@guest.eni.com) and a new password.



Private Area



eniSpace

FAQs/Contacts | Invoicing codes | Other systems | EN | Private Area | NC

Home | What is eniSpace | JUST! | Business Opportunities | Innovation Match | Agorà | Notices COVID-19

Firma digitale: semplifica e velocizza lo scambio dei documenti
Da qualche mese i nostri contratti sono firmati digitalmente, ricordati anche tu di utilizzare la Firma Digitale per tutte le Dichiarazioni e Documenti che presenti sul portale Eni eSupplier in tutte le fasi del processo

1 of 1

AZIENDA

General Data			
Company name	AZIENDA	Category	Legal Person
Fiscal code	00826040156	VAT number	00826040156
VAT number CEE	IT00826040156	Country	ITALIA
Address	VIA EMILIA, 1	City	SAN DONATO MILANESE
District	Milano	Postal code	20097

See complete registry >

Società
AZIENDA

Master
Nome Cognome ✉

Self-application

Qualified

My Company Data | My documents | Self-application | Qualification | Anti-Mafia | Tender | Contracts | Orders and final balances | Subcontracting | Invoicing

Once you're logged in, you'll see your private area

Company detail



You'll see the company name of the business you're logged in for and currently working with.

If you're allowed to work with more than one company, just click the dropdown menu and select the one you want.

The screenshot displays the eniSpace web application interface. At the top, there is a navigation bar with the eniSpace logo, utility links (FAQs/Contacts, Invoicing codes, Other systems), language selection (EN), and user-specific buttons (Private Area, NC). Below this is a secondary navigation bar with menu items like Home, What is eniSpace, JUST!, Business Opportunities, Innovation Match, Agorà, and Notices COVID-19. A search icon is also present.

A prominent yellow banner at the top of the main content area reads "Firma digitale: semplifica e velocizza lo scambio dei documenti" (Digital signature: simplify and speed up document exchange), with a sub-message about digital contracts and a "1 of 1" indicator.

The main content area is divided into two primary sections. On the left is a dark sidebar menu with options: AZIENDA (highlighted with a green box), My Home, My company data, Manuals and Forms, Profiling, Anti-mafia, My documents, My subcontracting, and My Contracts. The main area is titled "AZIENDA" and contains a "General Data" section, which is also highlighted with a green box. This section displays a table of company information:

General Data			
Company name	AZIENDA	Category	Legal Person
Fiscal code	00826040156	VAT number	00826040156
VAT number CEE	IT00826040156	Country	ITALIA
Address	VIA EMILIA, 1	City	SAN DONATO MILANESE
District	Milano	Postal code	20097

Below the table is a link "See complete registry". To the right of the General Data section is a dropdown menu for "Società" (Companies) with "AZIENDA" selected (highlighted with a green box). Below this are two status cards: "Master" (Nome Cognome) with a checkmark icon, and "Self-application" with a hand icon. At the bottom, there is a "Qualified" status card with a seal icon.

General Data section allows you to view that company's profile details.

Operating menu



Once you're inside your Private Area, you'll see an action menu on the left side — what you see there depends on the profiles you're enabled to.

The screenshot shows the eniSpace user interface. On the left is a dark sidebar menu with a green border. The menu items are: AZIENDA, My Home (with a home icon), My company data, Manuals and Forms, Profiling (with a right arrow), Anti-mafia, My documents, My subcontracting (with a right arrow), and My Contracts (with a right arrow). The main content area has a yellow banner at the top with an information icon and the text: "Firma digitale: semplifica e velocizza lo scambio dei documenti". Below this is a section titled "AZIENDA" containing a "General Data" table. The table has two columns and seven rows of data. At the bottom of the main content area is a row of seven icons with labels: My Company Data, My documents, Self-application, Qualification, Anti-Mafia, Tender, and Contracts. This row is also highlighted with a green border.

General Data			
Company name	AZIENDA	Category	Legal Person
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District	Milano	Postal code	20097
See complete registry >			

In the "My Profiles" section, you can see the profiles you're authorized for. Inactive profiles will be shown in a lighter color (transparently)

Company master data



The screenshot displays the eniSpace web application interface. At the top left is the eniSpace logo. The top navigation bar includes links for 'FAQs/Contacts', 'Invoicing codes', 'Other systems', 'EN', 'Area Privata', and 'NC'. Below this is a secondary navigation bar with 'Home', 'What is eniSpace', 'JUST!', 'Business Opportunities', 'Innovation Match', 'Agorà', and 'Notices COVID-19'. A search icon is located on the right. The main content area is divided into a dark sidebar on the left and a main panel on the right. The sidebar contains the following menu items: 'AZIENDA', 'My Home', 'My company data' (highlighted in yellow), 'Manuals and Forms', 'Profiling', 'Anti-mafia', 'My documents', 'My subcontracting', and 'My Contracts'. The main panel is titled 'Records' and contains four expandable cards: 'General data', 'Group VAT number', 'Contacts', and 'Manage payments', each with a plus sign on the right side.

To access the Company Profile, go to the 'My Company' section. If you have the 'My company' profile enabled, you'll be able to edit the details.

Manuals and Forms



The screenshot displays the eniSpace portal interface. At the top left is the eniSpace logo. The top navigation bar includes links for 'FAQs/Contacts', 'Invoicing codes', 'Other systems', 'EN', 'Private Area', and 'NC'. Below this is a secondary navigation bar with 'Home', 'What is eniSpace', 'JUST!', 'Business Opportunities', 'Innovation Match', 'Agorà', and 'Notices COVID-19'. A search icon is located on the right. On the left side, a dark sidebar menu contains 'AZIENDA', 'My Home', 'My company data', 'Manuals and Forms' (highlighted with a green box), 'Profiling', and 'Anti-mafia'. The main content area is titled 'Manuals' and features a 'Search Documents' input field with a plus sign. Below the search field are two tabs: 'MANUALS (16)' (active) and 'FORMS (33)'. A document card is shown with a PDF icon, the title 'Annex 1 - Subjects involved in verifications for organised crime prevention -February 2018', and a 'Download' button. Metadata for the document includes 'Society: Eni SpA', 'Scope: All', and 'Process: Documentazione Mandanti'.

To download manuals and forms related to eniSpace Portal processes go to “Manuals and Forms” section.

Other systems



“Other systems” provided access to other systems.

eniSpace | [FAQs/Contacts](#) | [Invoicing codes](#) | **Other systems** | EN | [Private Area](#) | NC

Home | What is eniSpace | JUST! | Business Opportunities | Innovation Match | Agorà | Notices COVID-19

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AZIENDA

General Data

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Fiscal code	00826040156	VAT number	00826040156
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Address	VIA EMILIA, 1	City	SAN DONATO MILANESE
District	Milano	Postal code	20097

[See complete registry](#)

Società: AZIENDA

- Master (Nome Cognome) ✓
- Self-application
- Qualified

Change language



To change the language, just click on the arrow on the screen.

The screenshot shows the eniSpace website interface. At the top right, there is a language selection dropdown menu with 'EN' and a downward arrow, which is highlighted with a green box. Other navigation elements include 'FAQs/Contacts', 'Invoicing codes', 'Other systems', 'Private Area', and 'NC'. The main content area features a notification banner about digital signatures, a sidebar menu with options like 'My company data' and 'My documents', and a central 'AZIENDA' section displaying company general data in a table format.

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Company name	AZIENDA	Category	Legal Person
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VAT number CEE	IT00826040156	Country	ITALIA
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