e-Business Services

eBidding Tender participation

Version 11/2020

Dear User,

this manual shows eBidding system process for Standalone Negotiation
scenario as Bidder.

We kindly suggest to inspect this manual and check features and
characteristics of eBidding scenario for a better utilization of the system.

Logon eBidding

eBusiness eBidding system is available at:

https://esupplier.eni.com/PFU_en_US --> Other Systems → Eni Subsiadiaries Tenders → P&CM – Procurement and contract management
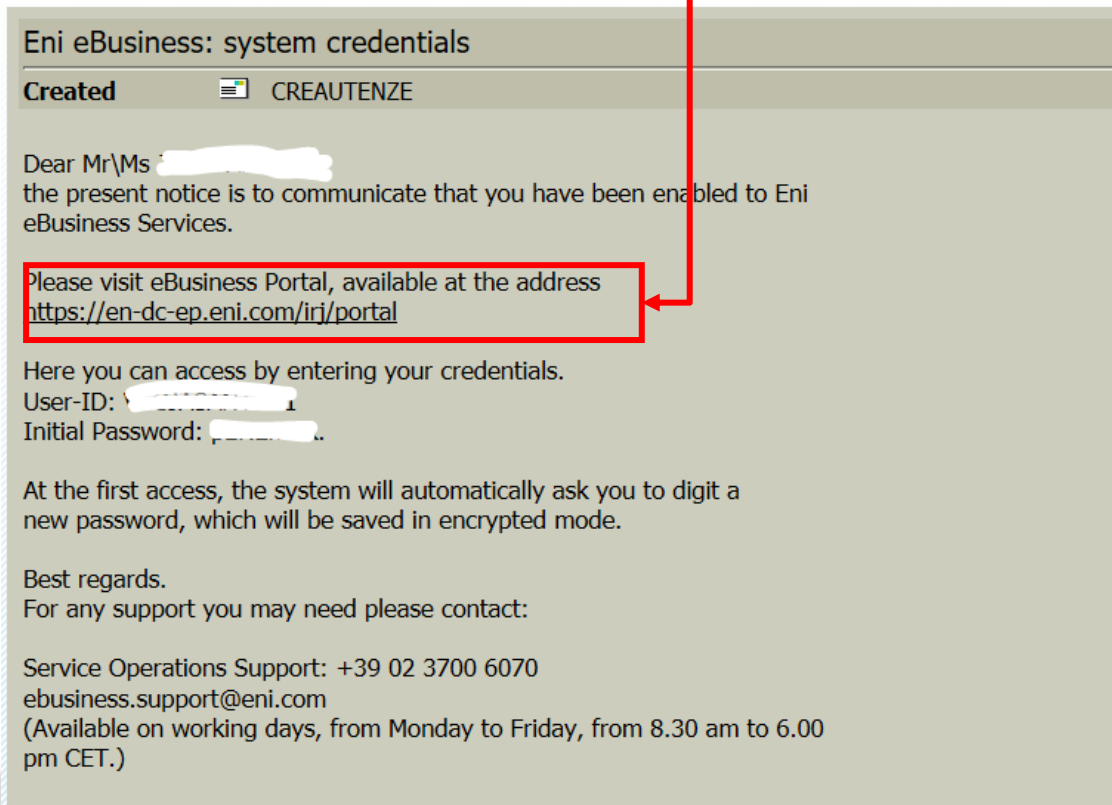

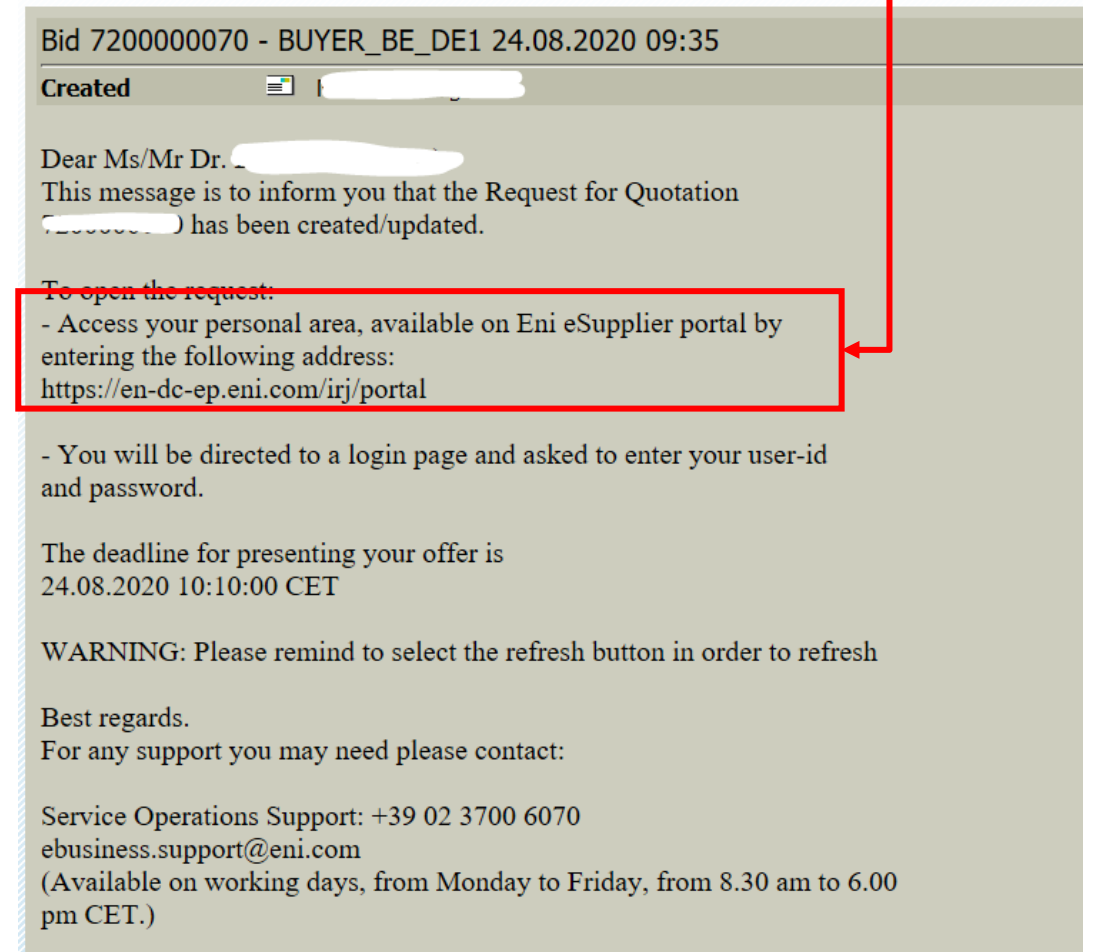Click on Enter and then provide your eBidding system credentials (UserID, Password) to Log-in

Logon eBidding via email links

eBusiness eBidding system email notifications are provided with a direct link that user can click to be sent to logon page:

Credentials email:

Eni eBusiness: system credentials

Created CREAUTENZE

Dear Mr\Ms
the present notice is to communicate that you have been enabled to Eni eBusiness Services.

Please visit eBusiness Portal, available at the address https://en-dc-ep.eni.com/irj/portal

Here you can access by entering your credentials.
User-ID:
Initial Password:

At the first access, the system will automatically ask you to digit a new password, which will be saved in encrypted mode.

Best regards.
For any support you may need please contact:

Service Operations Support: +39 02 3700 6070
ebusiness.support@eni.com
(Available on working days, from Monday to Friday, from 8.30 am to 6.00 pm CET.)

Bid Invitation email:

Bid 7200000070 - BUYER_BE_DE1 24.08.2020 09:35

Created

Dear Ms/Mr Dr.
This message is to inform you that the Request for Quotation (   ) has been created/updated.

To open the request:
- Access your personal area, available on Eni eSupplier portal by entering the following address:
https://en-dc-ep.eni.com/irj/portal

- You will be directed to a login page and asked to enter your user-id and password.

The deadline for presenting your offer is
24.08.2020 10:10:00 CET

WARNING: Please remind to select the refresh button in order to refresh

Best regards.
For any support you may need please contact:

Service Operations Support: +39 02 3700 6070
ebusiness.support@eni.com
(Available on working days, from Monday to Friday, from 8.30 am to 6.00 pm CET.)

eBidding Home Page

eBusiness eBidding system allows to access as Bidder to participate to Tender processes

To access eBidding Tenders it's mandatory to virtually sign-off Eni Tender Regulations clicking *Bid Rules* link icon.

Accept Eni Tender Regulations

Eni Tender Regulations PdF document will open. To accept regulations click on button *Accept Tender Regualtions*

Then click on *OK* for confirmation.

Search for Tender Documents

Bidder can search for Tenders to which was invited to participate

System allows to set Criteria maintenace to search for Tenders. Click on *Show Qucik Criteria Maintenance* then on *Apply* to set filters

Click on *Clear* to reset filters and then *Apply* to save changes

Check Tender details

After Search, system exctract tenders according to set filter criteria.

Bidder Can check details of Tender clicking on Tender Hyperlink or clickin on *Display Event*.

Tender Details are available under sections *RFx Information*, *Items* and *Notes and Attachments*.

Nella sezione Informazioni appalto è presente il Termine presentazione offerta, data e ora entro il quale l'offerente deve presentare la propria offerta; oltre questo termine il sistema non permette l'inserimento di nuove offerte.

Check Tender details

To check Tender Items select *Items* tab then select an item and click on *Details* for item specifications.

Check Tender details – Collaboration Area

Within *Notes and Attachments* sections are available Both *Economical Attachments* and *Collaboration Area*

Within Collaboration Area it is possible to breakdown folder structures in which Buyer inserts, according to Tender phases, technical and Economical attachments visible to all participants.

Check Tender details – Collaboration Area

Bidding Documents folder is organized in two subfolders: *Tech. Public updates* – folder used to provide attachments for updates on Tender; *Tech. Request for Quotation* – folder in which Buyer inserts tender technical specifications only in first publication phase.

NB Bidder can access to Public Folders in view mode only and are not allowed to upload any documents within that Area.

After checks and download of attachments it is possible to log-out from collaboration area by clicking on *Logout* button

Create Bid responses

Click on *Create Response*, system will create a new page with *Bid Response* details

System shows message for New Bid Response created and opens Bid Response document sections.

Within section RFx Information system shows data and statistics about creation and changes of Bid Responses.

Create Bid responses – Item Data

Within *Items* section system shows all positions requested by buyer.

Clicking on Details it will be possible to edit details of selected item.

In both overview and details sections bidder can set Price, Quantity Price and Delivery time in days for any specific Item.

NB: Bidders cant' add new item positions and can't change quantity of requested items

Create Bid responses – Attachments

Within *Notes and Attachments* section it is possible to insert ne attachments related to a single Item or to all the Bid Response document.

Click on Add attachment and on *Browse* to select and insert local File, then click *OK* to confirm.

Create Bid responses – Collaboration Area

Click on Collaboration Room Link. System opens Collaboration Area of Bid Response.

Drilling down the subfolder structure, it is possible to expand folder structure in which insert all attachments needed for techical Bid response specifications (Technical Bid) and optional Requests for Clarification (Request for Clarification).

Create Bid responses – Collaboration Area

It is possible to switch among public Area (RFx data) and Private area (RFx Resp ….) to check data related to RFx.

Create Bid responses – Collaboration Area

To upload technical specification document, open folder *Technical Bid* and click *Create* button.

To select a local file for upload click on *Document*

Create Bid responses – Collaboration Area

To proceed with upload of an attchment, provide an optional file name and click on *Continue*.

Click on *Save* after file selection.

NB: name of attachment file in this subfolder must begin «TEC» prefix to be accepted by system

Create Bid responses – Collaboration Area

After file upload system shows attachment master data including author and time stamp of attachment creation.

NB: name of attachment file in this subfolder must begin with «TEC» prefix to be accepted by system

Creare Bid responses – Collaboration Area

To upload a new file please repeat process described from page 19.

To Downolad the uploaded files, click on file name link under column **Current Version**

Clicking on file link from *Current Version* system downloads attachment on User's workstation

NB→ DO NOT Click on document name under Name column to open the attached documents!!: in this case system accesses to attachment versions management (which is stronlgy unrecommended) described within appendix section of this manual

Create Bid responses – Collaboration Area for clarifications

It is possible to send requests to buyers in private form uploading attachemnts within *Request for Clarification* sub folder.

To upload an attachment containing technical requests, proceed as previously illustrated for Technical Bid.

Buyer will be enabled to answer to clarifications requests by a *Private Clarification* or within Public Area, as *Public updates*.

Create Bid responses – Collaboration Area

To log out from Collaboration Area, click on Logout on top right and close browser window 'Thanks for Using cFolders'.

Save Bid Response

Once created, bidder can click on Bid response *Save* button to save a draft document that can be sent after.

System will confirm Bid Response creation with number of document.

Elaborate Bid responses

To elaborate saved bid responses, *Refresh* list of tenders and select the RFx to be checked.

Click on *Display* response and open the Bid Response in display mode. Click on *Edit* to elaborate the Bid Response.

RFx / BID category All (1) Published (0) Completed (0)

RFx / BID category - All

Show Quick Criteria Maintenance

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
	7200000060	BUYER_BE_DE1 10.08.2020 12:35	Bid invitation	Published		00:00:00	10.08.20

Display RFx Response: 8000000020

✏ Edit | ⟳ | Check | Close

Number 8000000020   RFx Number 7200000060   Status Saved   Remaining Time   0 Days 00:01:33

RFx Information   Items   Notes and Attachments   Summary   Tracking

Event Parameters

Currency: Unità Monetaria Europea (EURO)

At any time it is possible to check remainig time for Bid response sumbission.

Check header data of Bid Response

Check Bid resposnses

It is possible to check Bid response data to verify if anything is correct.

Check and Sumbit Bid resposnses

If Bidder submits a Bid response after Tender deadline has passed, system will block activity with an error message informing that deadline of tender was reached.

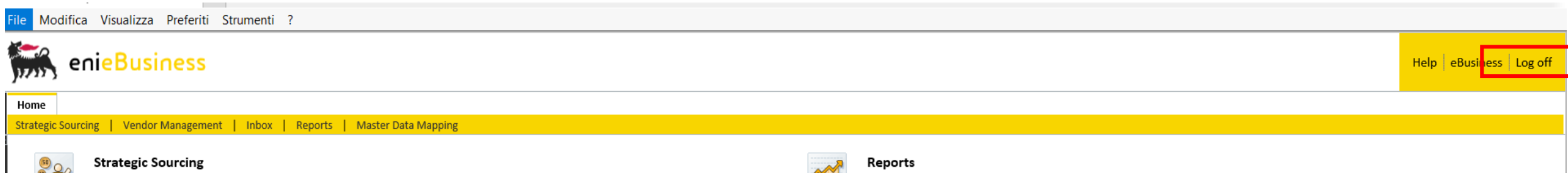It is no longer possible to submit a Bid response unless Tender extensions.

Check and Sumbit Bid resposnses

To sumbit Bid response click on *Submit* button.

A confirmation message will be presented by system; after submission it is no longer possible to change Bid response, unless buyer returns the Bid Response to Bidder. Click on *OK* to proceed with Bid Response submission.

A success message will confirm response sumbission.

eBidding Logoff

To Logoff eBusiness, click on Log off.

Documentation

eBusiness eBidding system is available at:

https://esupplier.eni.com/PFU_en_US --> Other Systems → Eni Subsiadiaries Tenders → P&CM – Download Documents

Click on icon + to open Download document section to downlod documentation related to eBidding service

In case user needs to manage multiple versions or rename an attachment proceed as following:

Click on Document name link

System will open a new section of Collaboration area dedicated to attacment versions management

31

In this section is possible to Udpate attachment name or upload new attachment versions:

Change attachment Name and then *Save* to update attachment name

NB: DO NOT set these parameters

Use this section to **upload and overrwrite** the curent version of selected attachment:

- *Browse* to select new attachment
- *Save* to overwrite current version

NB: name of attachment file in this section must begin with «TEC» prefix to be accepted by system

In case user needs to upload multiple versions of same attachment procedeed as follows: Click on *Create*

NB: VERY IMPORTANT

- **Each uploaded file in this section must always be named with «TEC» prefix**

- **Previously attached versions of the document can not be deleted. To delete them it is mandatory to delete the whole document**

- **Once Bidder response will be opened for evaluation, all attachment versions will be accessible by buyers**

Select option *Copy the Current File* per to **rename current version** of the attachment

Select option *Upload Local File* to **upload a new attachment** that will become the current version

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