GPS e-Bidding

Bidder Manual

December 2020

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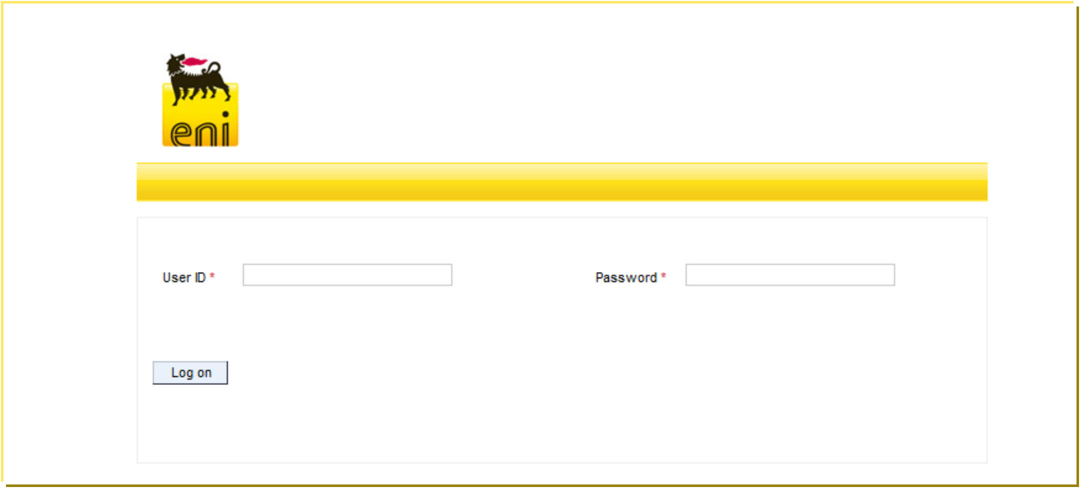
Logon

Logon

- Access to the system by entering your *UserID* and *password*
- If you forget your password, please refer to SOS service desk in order to reset it.

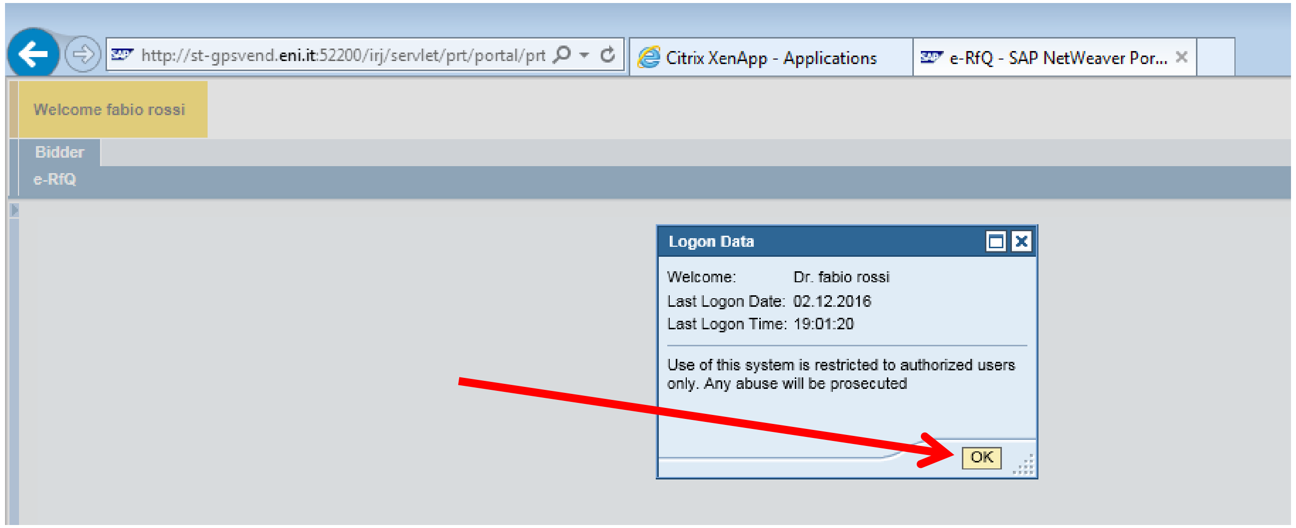
mail: ebusiness.support@eni.com

Call : +39 02 3700 6070



- Each time a user performs the log on into the system, a pop-up displays last logon date&time.

- Select ***OK*** to access bid management



Regulation Acceptance

Personal Object Work List

Eni ELECTRONIC TENDER REGULATIONS

Art.1

Subject

1.1 These regulations govern the electronic tendering procedure (hereafter 'Tender'), through which the tenderers are invited to submit their bids.

1.2 The tenderers are invited to participate in the Tender by connecting via the Internet to eni#s (hereafter 'the Company') e-Procurement site (hereafter 'the Portal'), at https://eprocurement.eni.it. Tenderers must provide the bids electronically, according to the instructions provided below.

Art.2

General regulations

2.1 The acceptance by the tenderer of these regulations, through the 'Electronic tender regulation acceptance declaration', is mandatory. The regulations acceptance form is available on the Portal.

2.2 The tenderer shall accept on-line the 'Electronic tender regulation acceptance declaration' upon first accessing the Tender. Failure to accept the Regulations will result in the tenderer not being allowed to participate to the Tender.

Art.3

Registration and access

3.1 The minimum hardware, software and internet access requirements necessary to participate in the Tender are published on the Portal. Tenderer shall be responsible for the acquisition, installation, configuration and management of the hardware, software and internet access.

3.2 The participation in the Tender requires registration on the Portal and the identification of the tenderer through a userId and a password assigned by the Company and forwarded to the tenderer via e-mail.

3.3 In order to register and be assigned the UserId and password, the tenderer shall provide the Company with his/her data and the information required for his/her correct identification through the 'Tender details form' that shall be forwarded to the Company duly filled in. The tenderer is also obliged to communicate to the Company any subsequent change in his/her personal data in writing.

3.4 As a consequence of participating in the Tender, all communication whatsoever (via phone, through e-mails or using the computer) between tenderer and Company shall be traced. Tenderer shall explicitly authorize (1) the Company for collecting and processing tenderer data, as per provisions of **Attachment 'Privacy Information Notice'** to these regulations.

3.5 Any communication between Company and tenderer shall be in writing using the e-mail address provided upon registration. Company is allowed to publish on the Portal general communications to tenderers.

Yes No

In order to participate to a Bid Invitation, you need to Accept "Eni Regulations".

If you click on "***No***", you can't access the bid invitation.

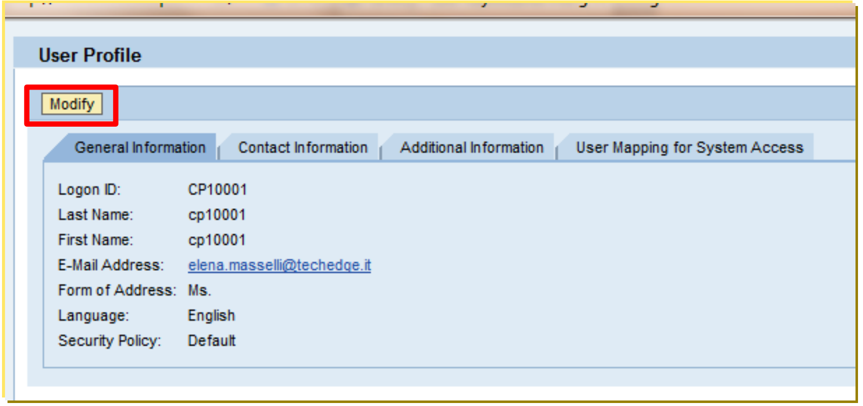
Note: You have to accept the regulation every time you want to access a bid invitation

Change Password

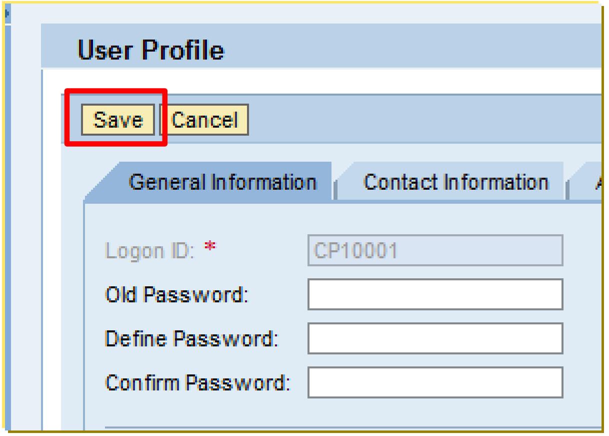
If you want to change your password:

- click on ***Personalize*** at the top right of the screen

- click on ***Modify*** button.



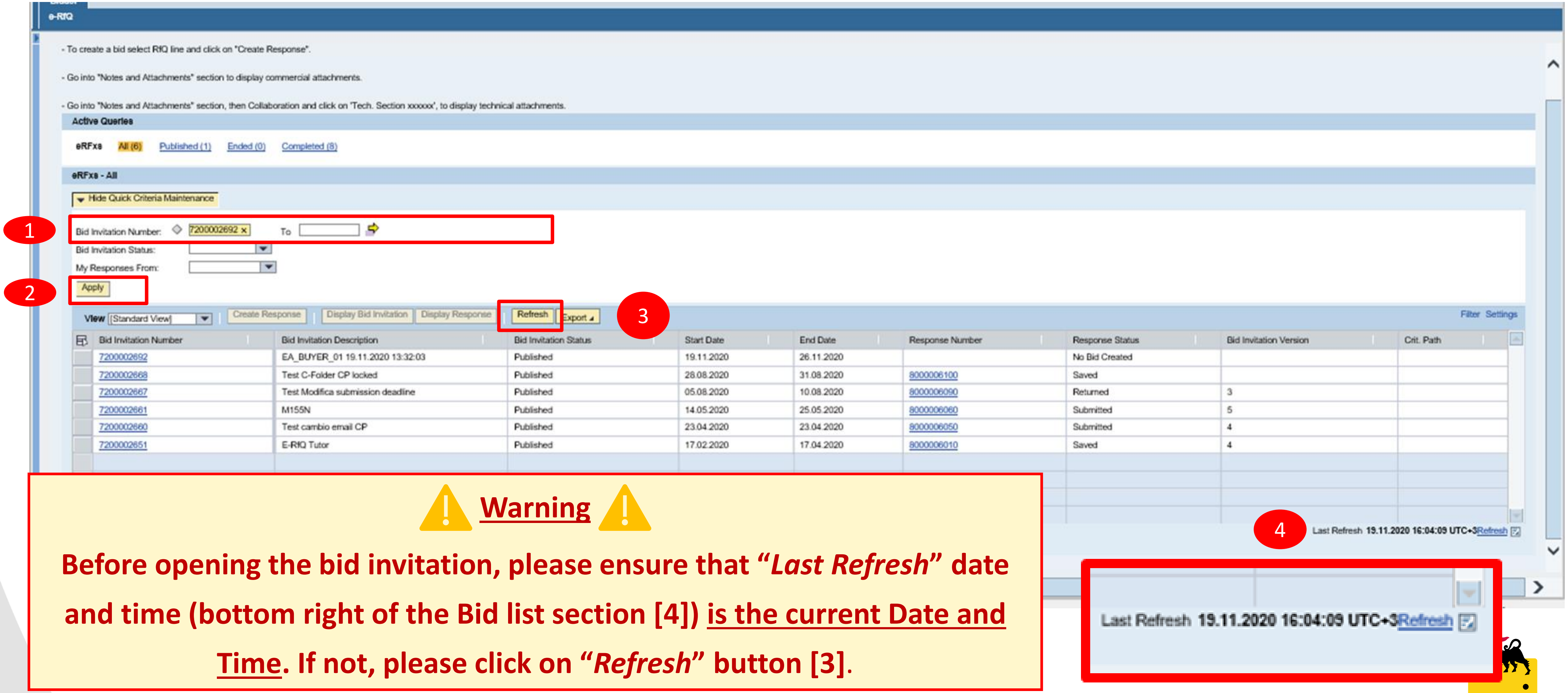
- Insert old password and new password, then press ***Save***. Password will be updated for next system logon.



Bid Invitation

Bid Invitation – Search

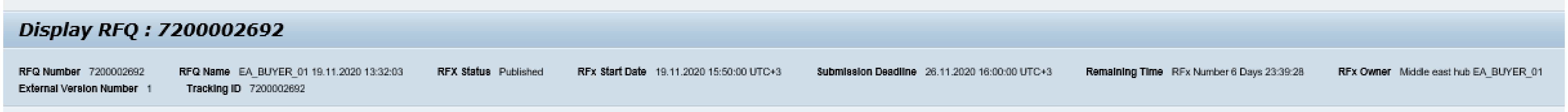
To open a Bid invitation, you can search it directly by entering the eRFX Number in the “*Bid Invitation Number*” field **[1].** Then click on ‘Apply’ **[2].**



⚠ <u>Warning</u> ⚠

Before opening the bid invitation, please ensure that “*Last Refresh*” date and time (bottom right of the Bid list section [4]) <u>is the current Date and Time</u>. If not, please click on “*Refresh*” button [3].

Bid Invitation – Header Information



On the top of screen, Bid Invitation relevant information are displayed:

- ***RFQ Number***: Bid Invitation number
- ***RFX Status***: Status of Bid Invitation (Published or Transaction Completed, once RfQ has been completed by the buyer)
- ***RFx Start Date***: Start date/time of Bid Invitation in bidder's time zone
- ***Submission Deadline***: End date/time of Bid Invitation. After submission deadline, it will no longer possible to Submit a Response.
- ***Remaining Time***: System displays how many days/hours/minutes/seconds remains to submit your Response

Bid Invitation – RFX Information Tab

In each Bid you'll find the following tabs:

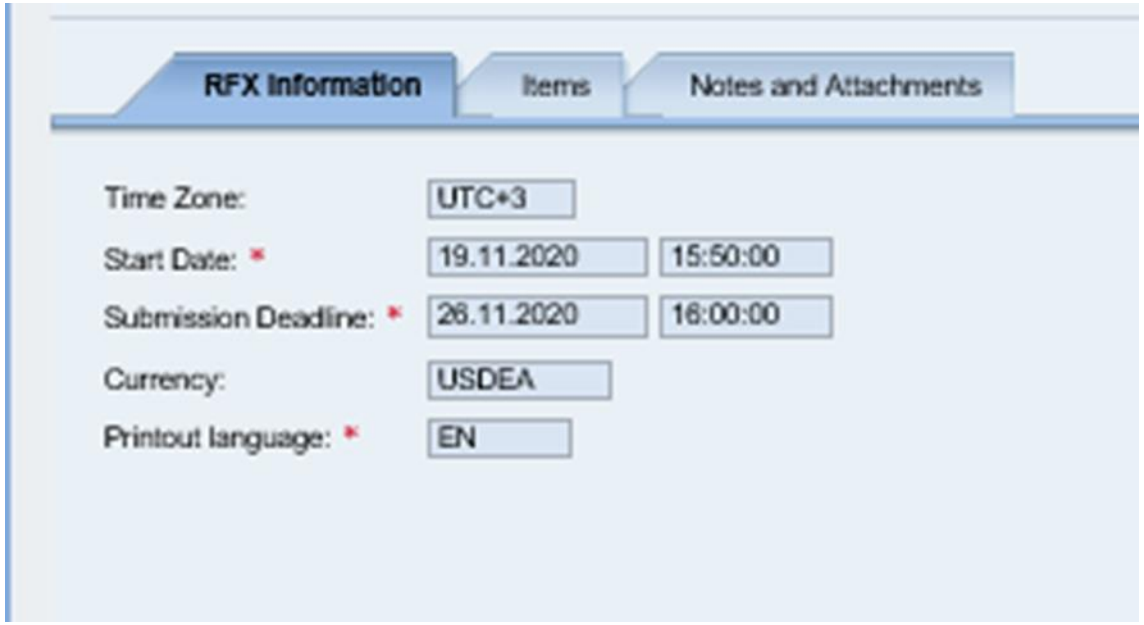
- *RFX Information*
- *Items*
- *Notes and Attachments*

***RFX Information* tab**

In this tab you can see information that are displayed also at the top of the document.

In addition you can see document currency, which will always be set on US Dollar: you can submit your quotation in different currencies, according to buyer choice.

NOTE: Currency USD is same as USD.*

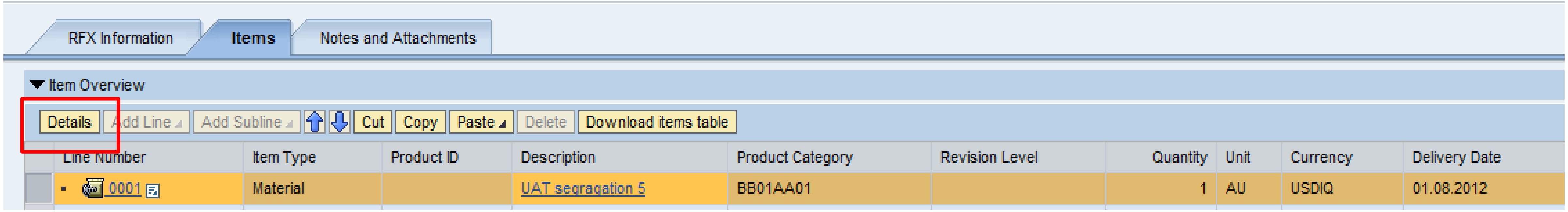


Bid Invitation – Items Tab (1/3)

In this tab all items of RfQ are listed.

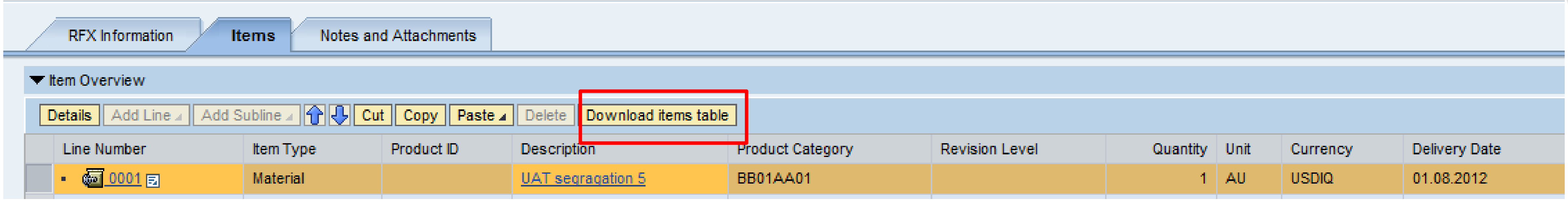
Description, quantity and delivery date are immediately available.

More details can be displayed for each item by selecting the line and clicking on ‘Details’:



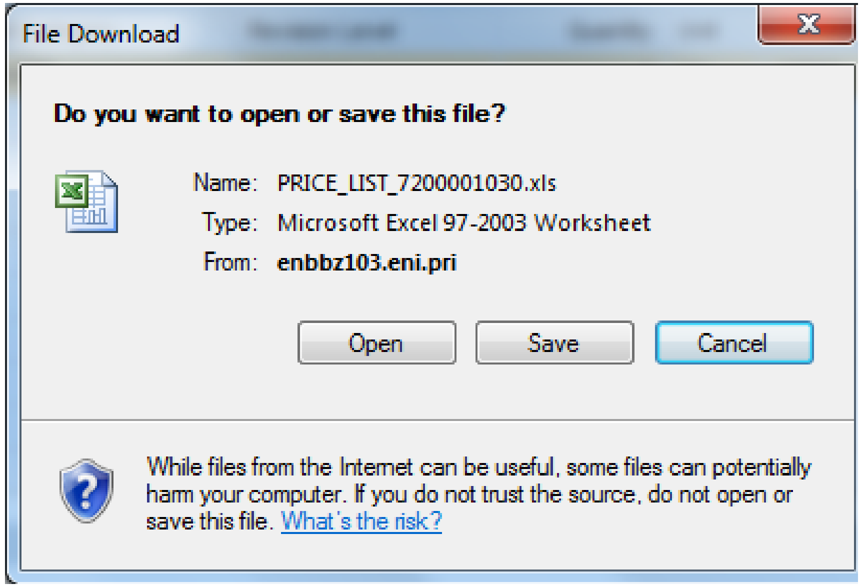
Details about material code, product category, quantity and delivery date are available by selecting “***Item data***” tab:

Bid Invitation – Items Tab (2/3)



Item list can be downloaded in excel format, as follows:

From Bid Invitation, ‘***Items***’ tab, click on “***Download items table***”. The browser will open a popup in order to ask if you want to save or open the file. Save file locally (on your PC) **without changing the file extension.**



Bid Invitation – Items Tab (1/3)

International Format	
European Format	X

RFQ: 7200002256, Wooden Pallets Supply

Notes:
1) Fill in only white fields. Any other change will be ignored.
2) Select the proper number format

Line number	Item type	Product category	Product ID	Description	Quantity	Unit	Price	Currency	Delivery date
0001	Material	BB15AB04		Material	5	EA		USD	31.08.2018
0002	Outline	SS02AB09		Outline	1	AU		USD	
0002.0001	Service	SS02AB09		Service item 1	5	EA		USD	
0002.0002	Service	SS02AB09		Service item 2	10	EA		USD	
0002.0003	Service	SS02AB09		Service item 3	15	EA		USD	

The outcome is an excel file which contains:

- The complete items set of the Request for Quotation;
- RfQ Number and Description.

The ‘***Price***’ column in particular is marked as editable; the bidder should fill in each cell in the column to provide its economical proposal.

The resulting excel file can be uploaded as the quotation before submitting the offer.

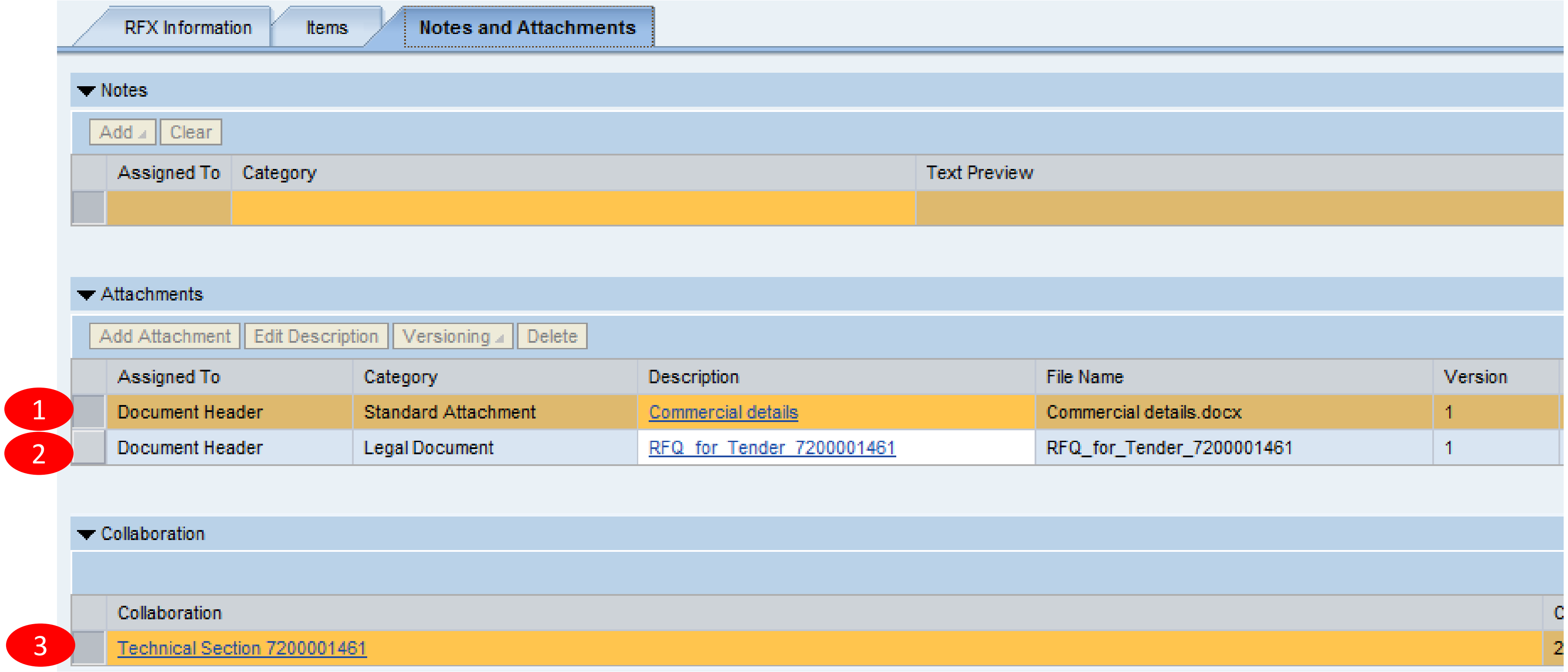
In order to successfully upload file as the quotation, please follow these rules:

- type ONLY inside the white cell ‘***Price***’, per each item of the RfQ. In service items the related outline is grayed, as only sub-items can be quoted;
- do no change table structure: any changes to item structure will make file unloadable
- do not change file extension: any changes to file extension will make file unloadable

Bid Invitation – Notes and Attachments Tab

In Notes and Attachment tab, you can find:

- **Standard attachments**: i.e. **Commercial Attachment**, if available **(1)**
- **Legal Documents**: which shows all textual information related to the RfQ, like Object, Appendixes…**(2)**
- **Technical documents**: under ***Collaboration***, '**Technical section**' **(3).** By clicking on it you'll access cFolders, containing technical specification. (see next slides for details)



Bid Invitation – Collaboration – cFolders Overview (1/2)

Buyer inserts technical specification in *cFolders*, a collaborative area used to share information between buyers and bidder during RfQ phase.

Collaborative area is automatically created at RfQ creation and is made up of the following areas:

- ***Public Area***: Technical Section xxxxxx (directly accessed from RfQ)
    - ***1. Technical Request for Quotation***: this folder is used by buyer to insert initial Technical specifications
    - ***2. Technical Public Updates***: this folder is used by buyer to insert follow-on information related to Technical specification. Once an RfQ has been published, all updates are inserted in this folder. Nothing can be inserted anywhere else.
- ***Private Area***: Offer xxxxxx Vendor Name (**directly accessed from Quotation**)
    - ***3. Technical Bid***: this folder is used by bidder to insert Technical Bid
    - ***4. Technical Private clarification\4.1 Bidder***: this folder is used by bidder to require\send private clarification to buyer
    - ***4. Technical Private clarification\4.2 Buyer***: this folder is used by buyer to require\send private clarification to bidder

Buyer and bidders can access to cFolders from both RfQ and Quotation (see following slides) and then can switch from Private to Public Area and viceversa.

Bid Invitation – Collaboration – cFolders Overview (2/2)

The following table describes how cFolders works and what are the maximum level of rights assigned to each role.

As you can see, what is contained in a bidder private area can be seen only by the buyer and the bidder itself.
At any time, according to the tender phase:

- Users will view only a subset of these folders
- Authorizations 'Create' and 'Delete' may be downgraded to 'Read'

When a new file is uploaded in folders highlighted in red an email notification will be sent to buyer/bidders interested in that folder.

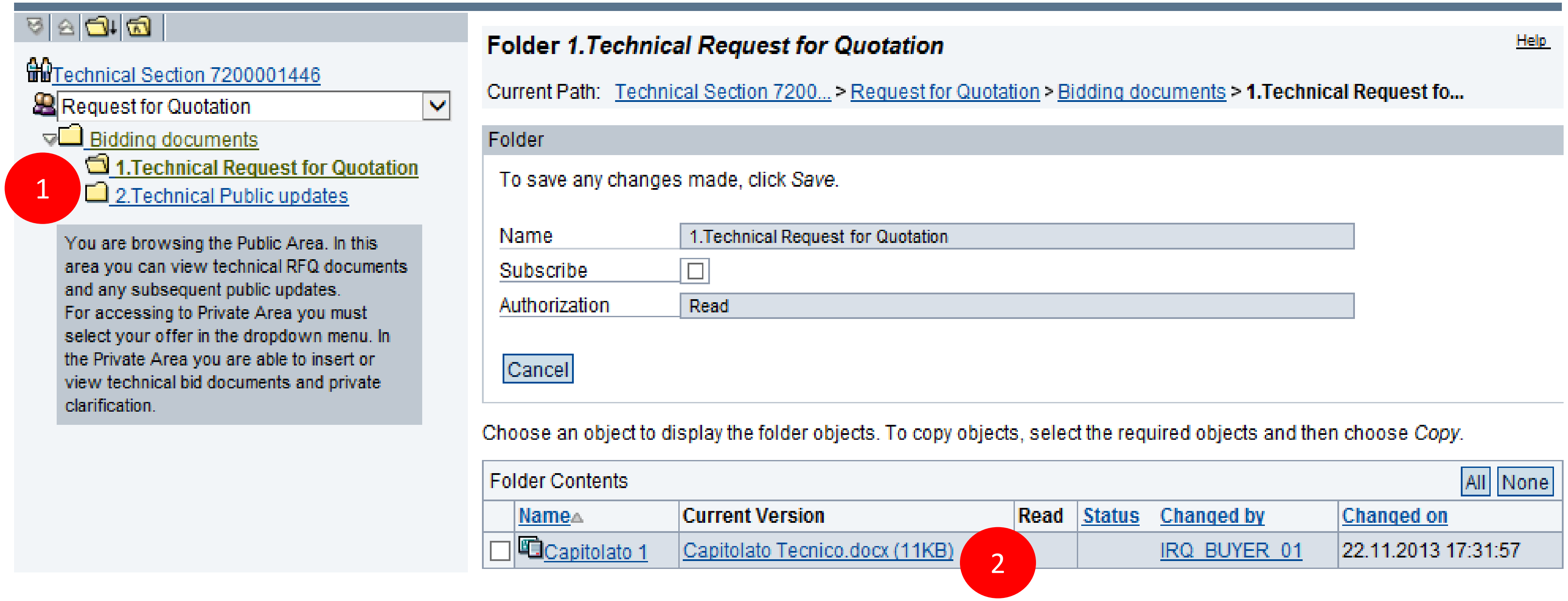
		Buyer	Bidder 1	Bidder 2
Public Area	1. Technical Request for Quotation	Create\Delete	Read	Read
	2. Technical Public updates	Create	Read	Read
Private Area Bidder 1	3. Technical Bid	Read	Create\Delete	
	4.1 Technical Private clarification\Buyer	Create	Read	
	4.2 Technical Private clarification\Bidder	Read	Create	
Private Area Bidder 2	3. Technical Bid	Read		Create\Delete
	4.1 Technical Private clarification\Buyer	Create		Read
	4.2 Technical Private clarification\Bidder	Read		Create

Bid Invitation – Collaboration – View documents in cFolders

To open a document uploaded in cFolders:

1. On the left, select *public/private area* in the drop-down menu and open the folder you are interested in **(1)**.

2. On the right, click the link under ‘*Current Version*’ to open/download the file **(2)**.

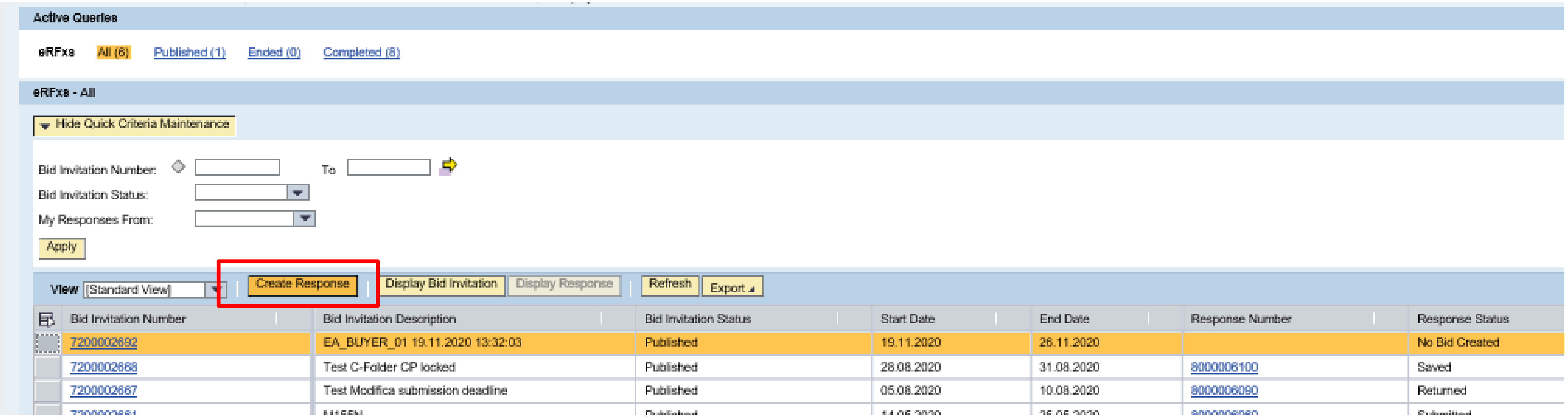


Response

Create a Response (1/2)

You can create a Response in two ways, either directly from the List (**1**) or after opening the Bid invitation (**2**).

1. Select the Bid Invitation line and click on ‘*Create Response*’ button.



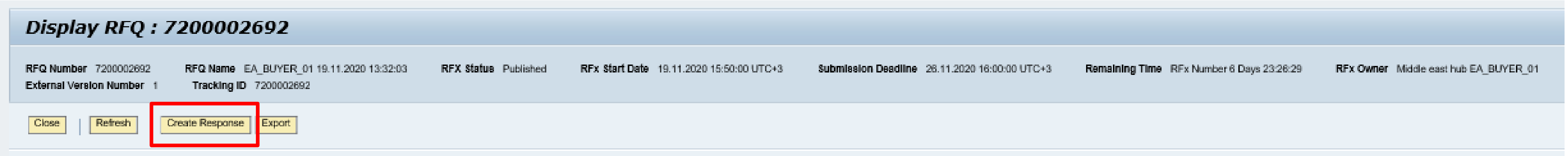
Pay attention to the validity date.

If the submission deadline is not reached or it is in the past, ‘*Create Response*’ button is not available or an error message is displayed: Create and modify responses only during RfQ validity period

Create a Response (2/2)

2. Select Bid invitation Number from the list and open the document, clicking on RfQ number.

In RfQ, you can create your response by clicking the button shown below:



In both cases, system will open a new windows ‘*Create RFx response*’.

<u>Note:</u>

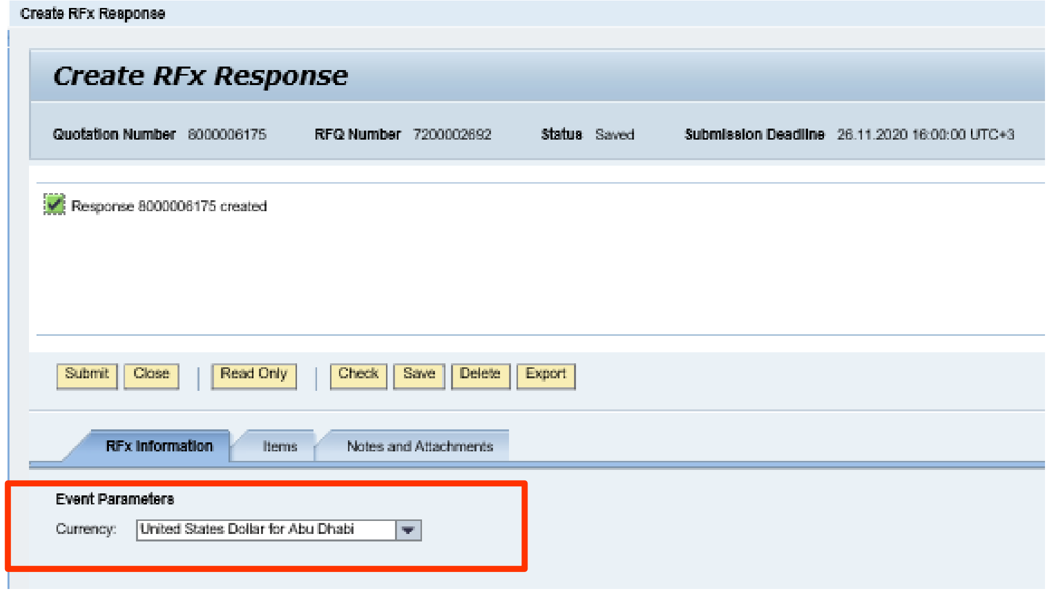
Other available buttons in RfQ are:

- ***Close***: close the RfQ window and go back to *Bid Invitation list*
- ***Refresh***: refresh document with new data (if available)

Create RFx Response – RFx Information Tab

In "*Create RFx Response*" you will find the following tabs: "*RFx Information*", "*Items*", "*Commercial Attachments*".

In "***RFx Information***" tab you will see:



Currency

You can choose a currency among those allowed, according to buyer selection on the RfQ. Use dropdown menu to select the appropriate currency.

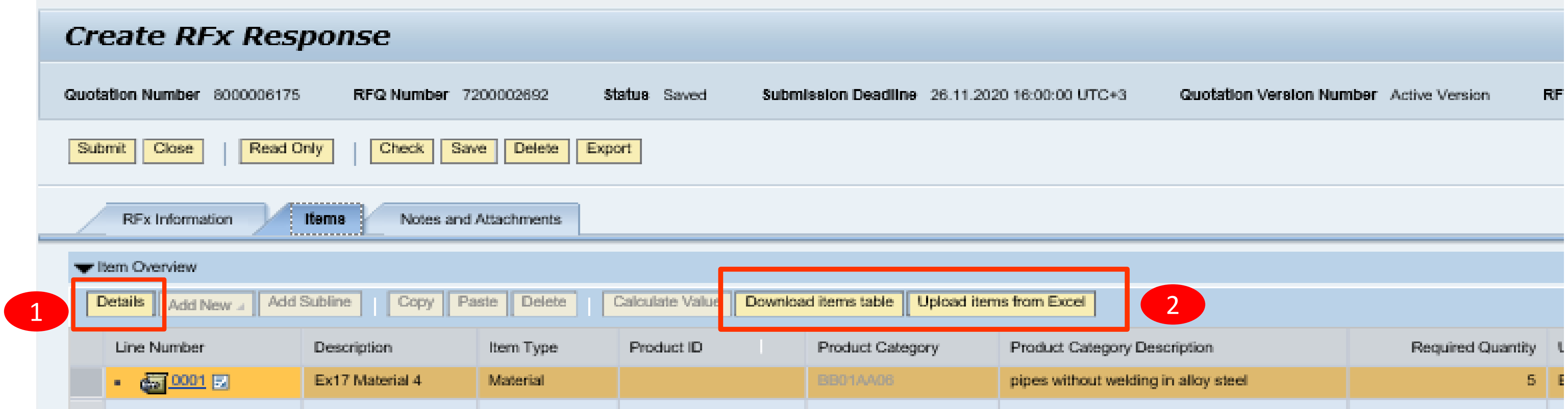
Status and Statistics

This section shows Statistical Information about the current RfQ.

Create RFx Response – Items Tab

In ‘***Items***’ tab you can see the item list for which the buyer has required your quotation.

More details about each item can be displayed selecting the line and clicking on ‘***Details***’ button **(1)**:



The “***Download items table***” **(2)** button has the same functionality already exposed in the RfQ and discussed in slide 12.

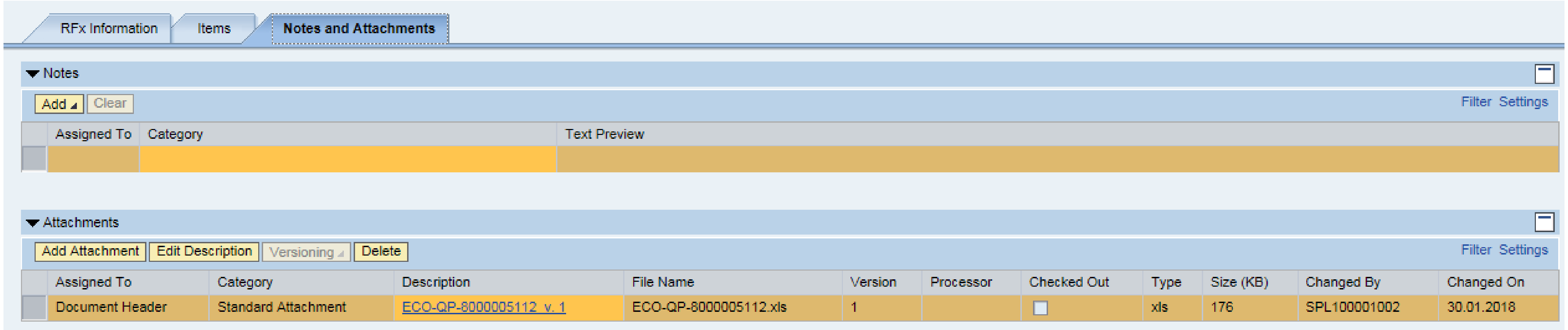
In order to successfully upload a pricing file you can:

1. From ***Response***, ‘***Items***’ tab, upload item list by clicking on ‘***Upload items from excel’*** button **(2)**. The browser will open a popup to select the file stored locally. If any errors occurs in file upload please start again downloading file from RfQ, saving it on desktop, and pay attention to not change file format and item structure (see also Slide 13). In case of successful upload, an informative message is reported in the notification area.
2. Or Follow the instructions at slide 24 (Commercial attachment)

Create RFx Response – Notes and Attachments Tab

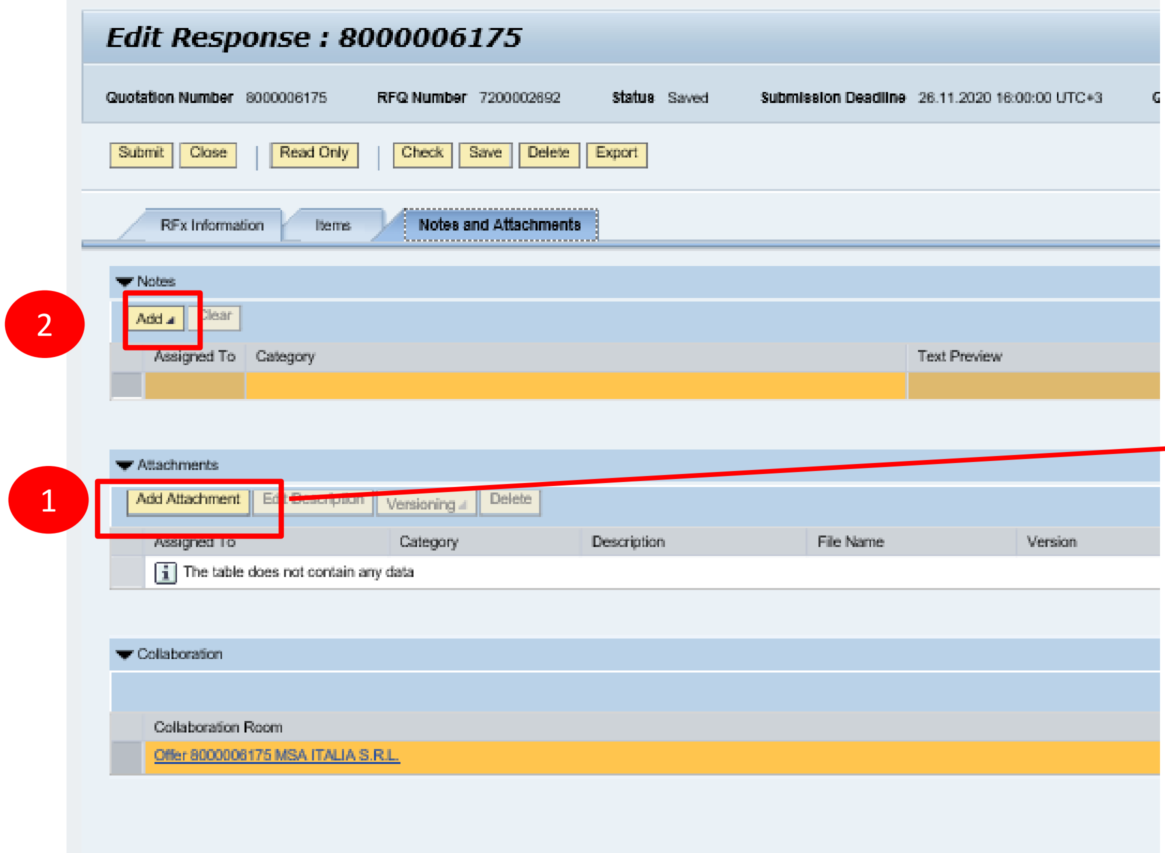
Each uploaded commercial files, will be visible in the "***Notes and Attachments***" section.

Note: If you upload the file using the '***Upload items from excel***' button (see slide 22) the system automatically renames the file with a default description and filename, providing moreover a versioning enumeration:

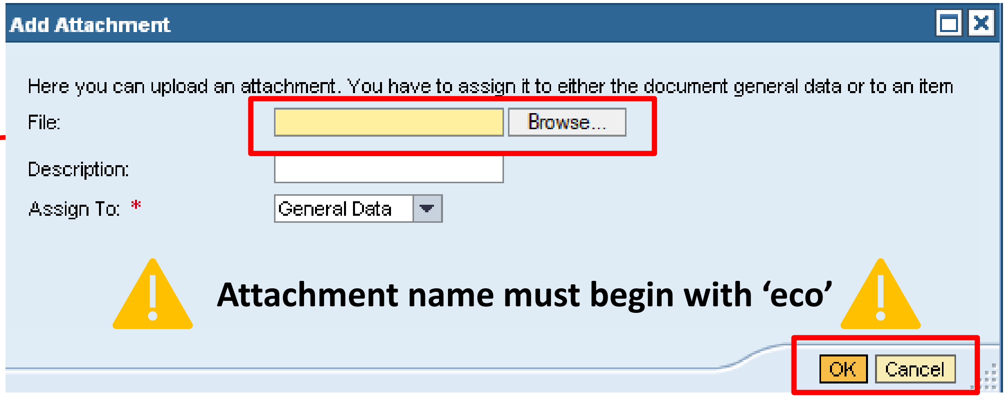


Response – Commercial Attachment

The **'Notes and Attachments' tab** allows to add the **Commercial Attachment.** You can also add Notes



1. Commercial Attachment: '*Add Attachment*' button allows you to upload one or more local files, in any format. Please pay attention to have the file on your desktop before uploading it, to avoid any problem of too long path. Choose file, using "*Browse*" button, then click '*OK*' button to upload it. **File name must begin with "eco".**



2. Insert a Note: 'Add' button allows you to enter a text, in a note. Insert the text then click 'OK' button.

Very important recommendation

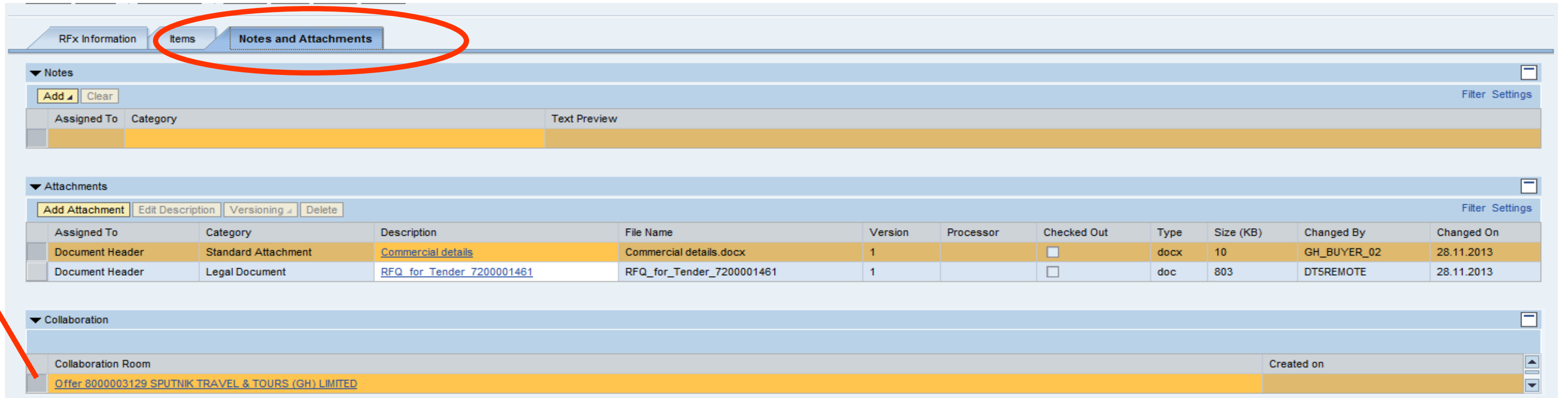
'*Notes and Attachment*' tab is not available to buyer during technical evaluation phase.

Do not insert Technical Bid here: you can be disqualified for incomplete technical specification.

Response – Technical Bid Upload (1/3)

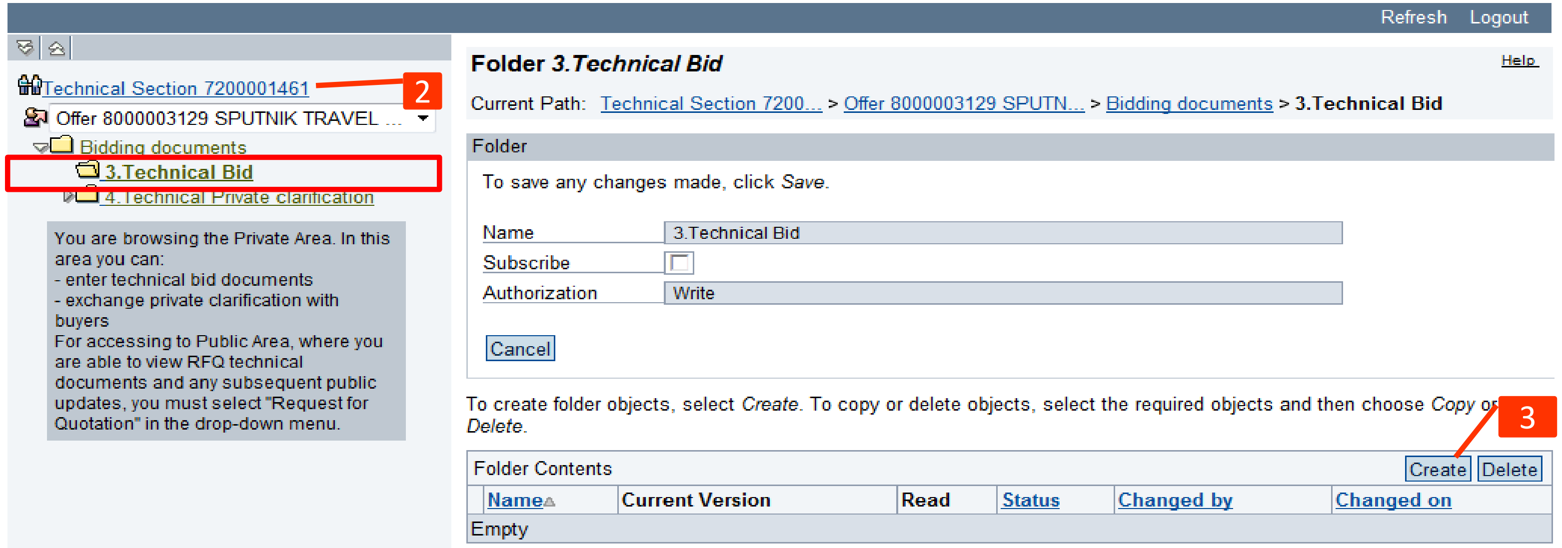
To upload a **Tecnical Bid document:**

- **click on the link in collaboration room (1)** in ‘*Notes and Attachments*’ tab



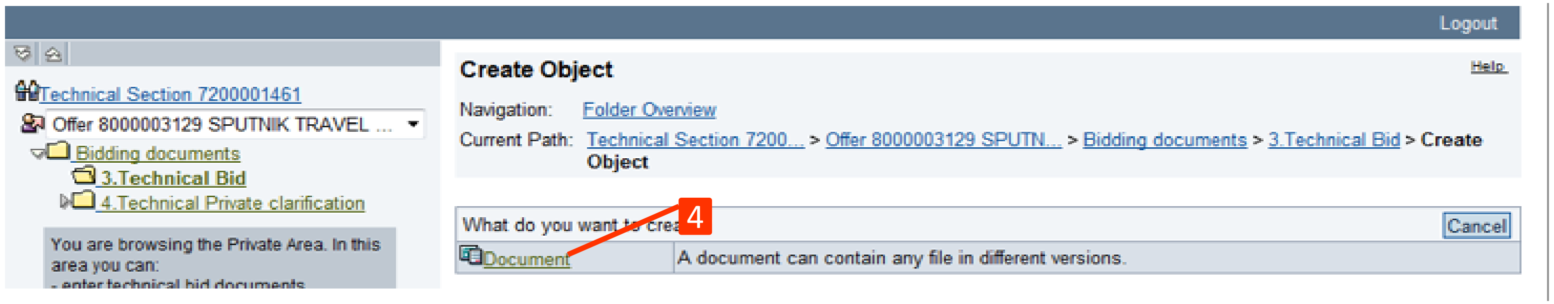
- Open your Private Area **(2)** for ex. ***Offer 800XXXXXXX VENDOR NAME***

- Open the folder ***3. Technical Bid*** and click the **button *‘Create’* (3)**.

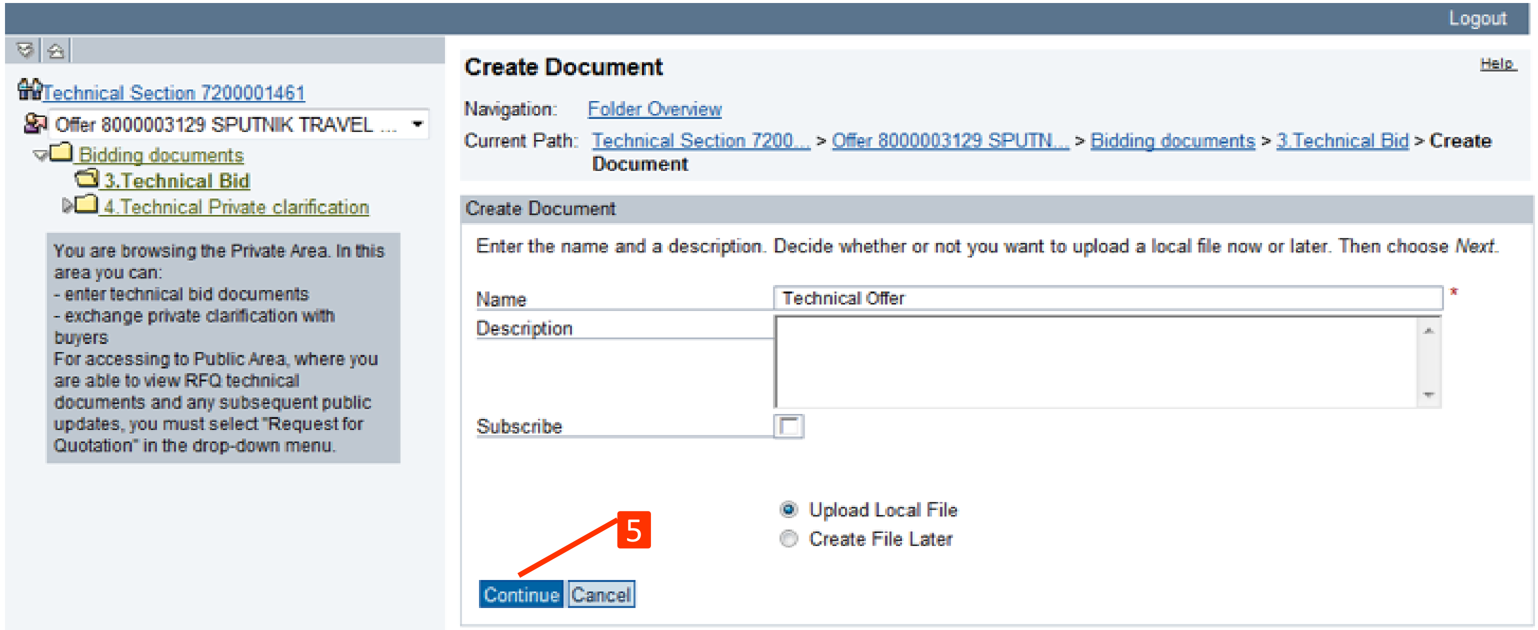


Response – Technical Bid Upload (2/3)

- Click the link ‘**Document**’ **(4)**.

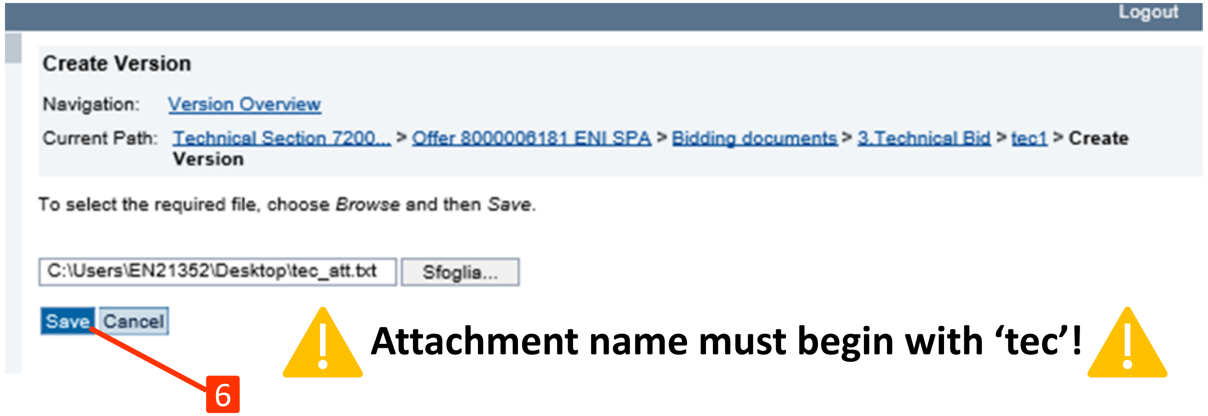


- Specify a ‘Name’ and click ‘**Continue’ (5)**.



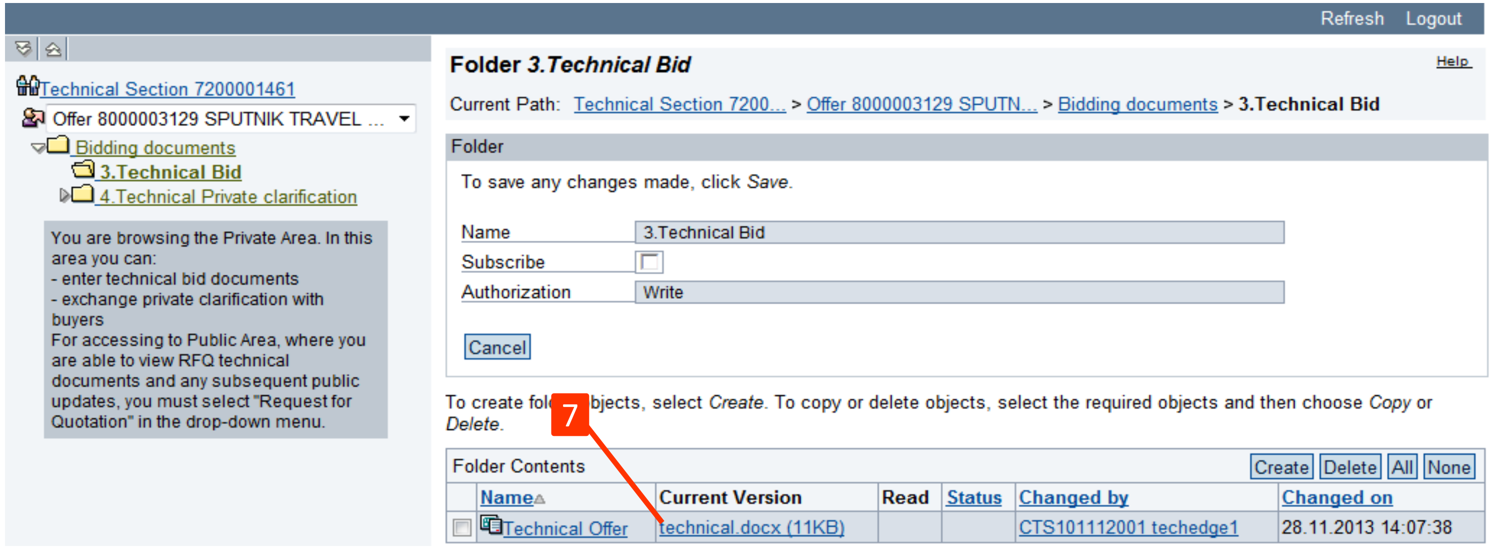
Response – Technical Bid Upload (3/3)

- Select the file using the ‘*Browse*’ function then click **‘*Save*’ (6)**.



Attachment name must begin with ‘tec’!

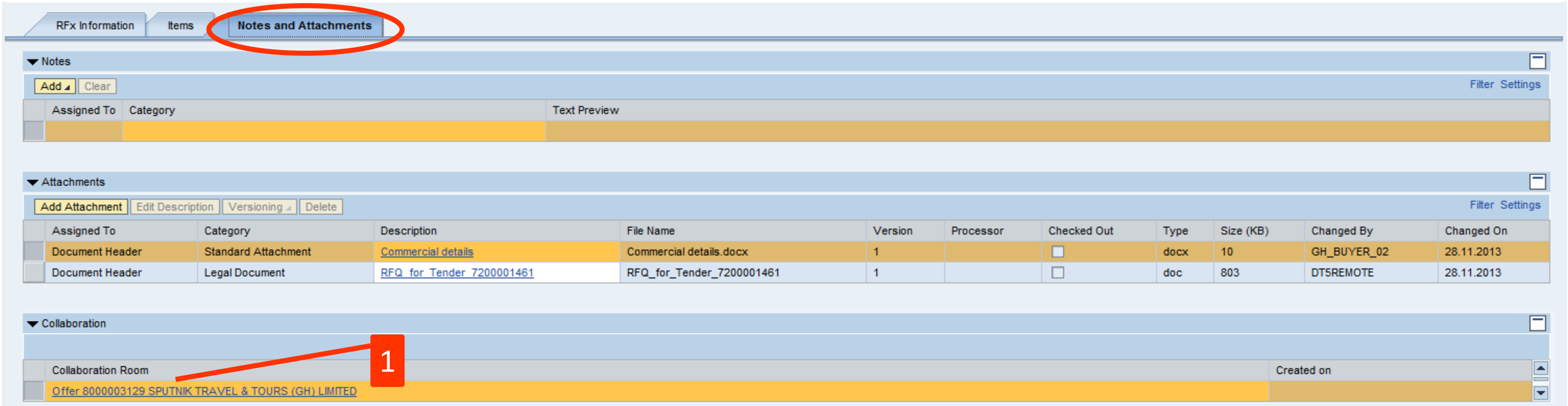
- Document list will be shown in the table. Click the link under ‘***Current Version***’ to open/download the file **(7)**



Response – Insert a Technical Private Clarification (1/2)

To upload a request for Clarifications or to integrate technical documents:

- Click on the link displayed in the ***Collaboration Room*** section (1), in '***Notes and Attachments***' tab:

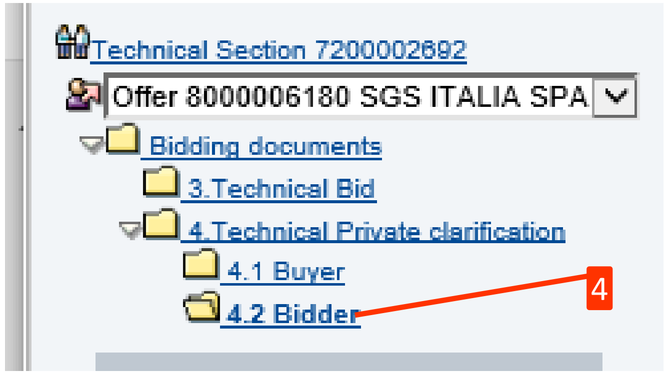


- Open your Private Area **(2)**. In this case ***Offer 800XXXXXXX VENDOR NAME***

- Open the folder **4.Technical Private clarification (3)**

Response – Insert a Technical Private Clarification (2/2)

- Open the folder ***4.2 Bidder* (4)**

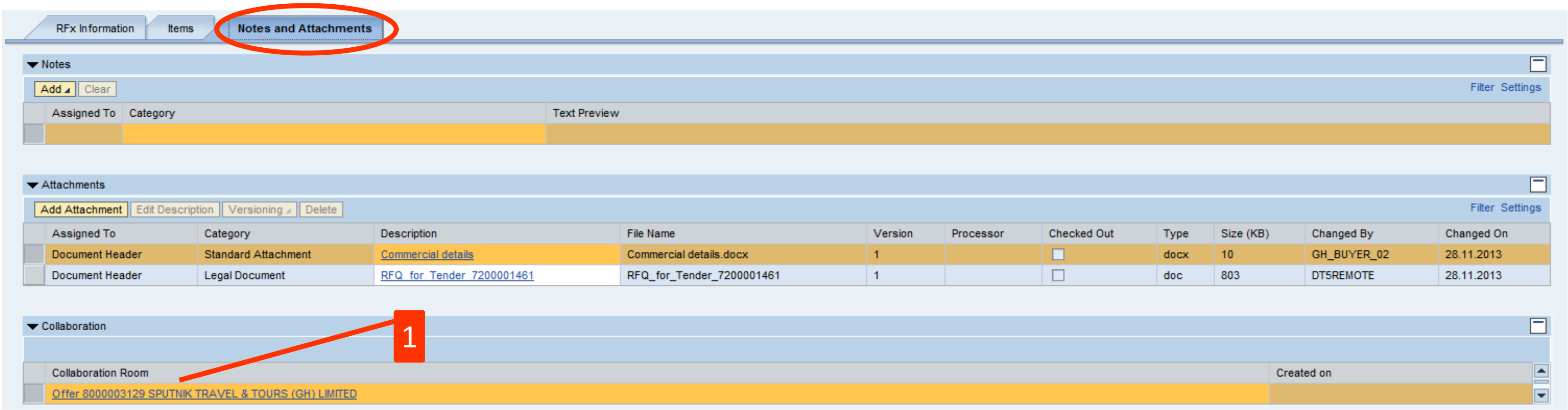


- click the button **‘*Create*’(5)** to write a request for Clarification

Response – Read a Buyer's Technical Private Clarification (1/2)

To read the buyer's answers:

- Click on the link in ***Collaboration Room section*** (1), in '***Notes and Attachments***' tab



- Open your Private Area **(2)**. In this case ***Offer 800XXXXXXX VENDOR NAME***

- Open the folder ***4.Technical Private clarification*** **(3)**

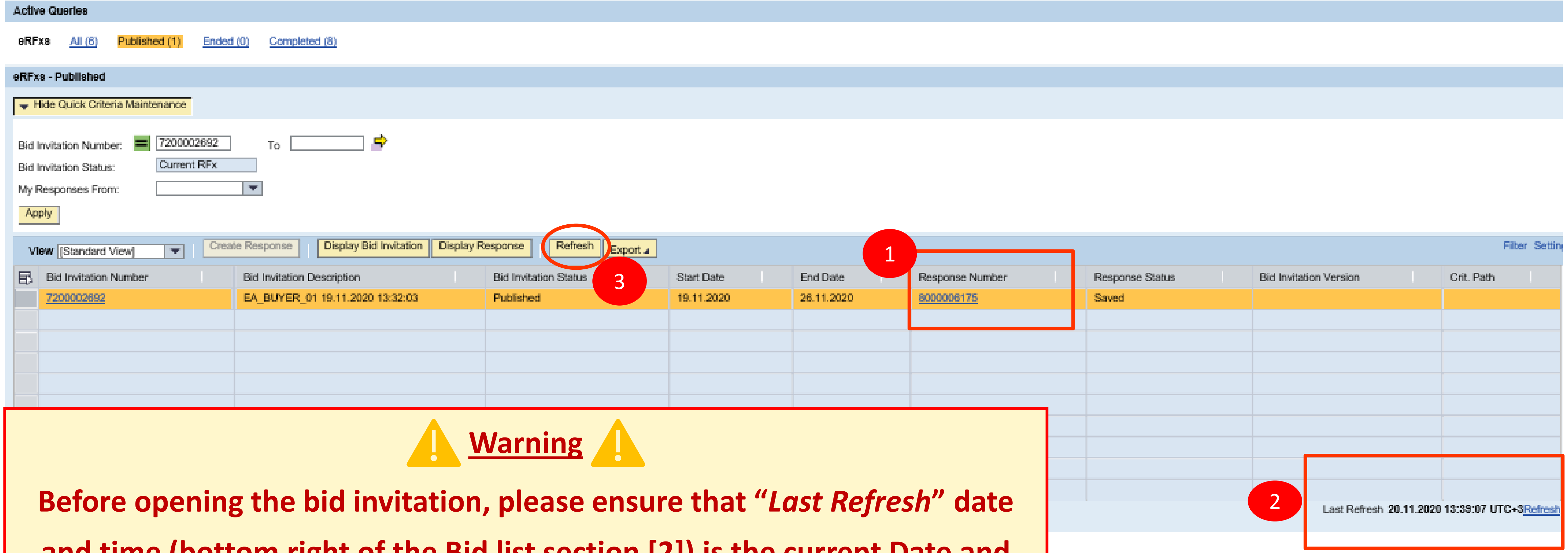
Response – Read a Buyer’s Technical Private Clarification (1/2)

- Open the folder ***4.1 Buyer*** **(4)**

- Click the link under ‘***Current Version***’ to open/download the file **(5)**

Edit a Response (1/2)

A Response can be modified during RfQ validity period or till Response hasn't been submitted. To open it, select the relevant Bid invitation number From ***e-RFxs*** query and click on its number [1] in ***Response number*** column.

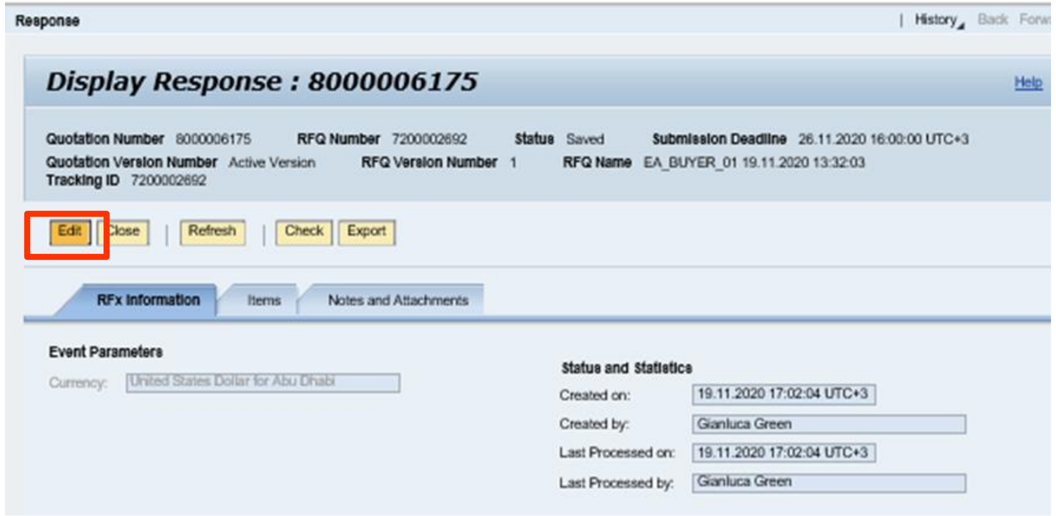


⚠ <u>**Warning**</u> ⚠

Before opening the bid invitation, please ensure that "*Last Refresh*" date and time (bottom right of the Bid list section [2]) <u>is the current Date and Time</u>. If not, please click on "*Refresh*" button [3].

Edit a Response (2/2)

- Click on ‘***Edit***’ button.



While in *Edit mode*:

- Clicking ‘***Save***’ button will only let you hold your response
- Clicking ‘***Submit***” button will finalize the response and start sending process to the buyer (details on pages 35/36).

⚠ **<u>Warning</u>** ⚠

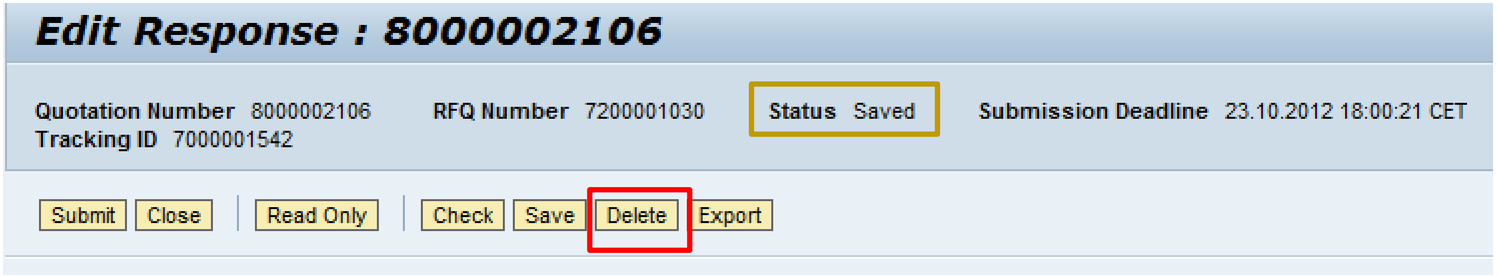
Buyer can see/process only submitted responses. Buyer cannot see/process Saved responses until not submitted.

Please ensure to submit your response before leaving the web interface, within RfQ deadline (details on pages 35/36).

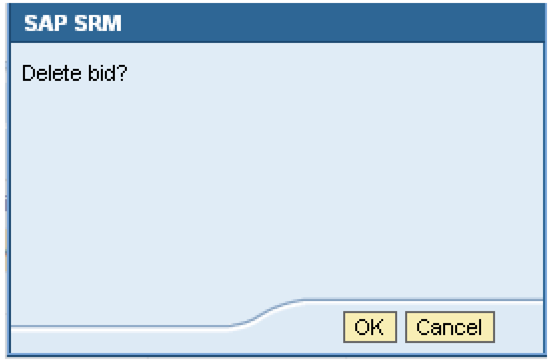
Delete a Response

If you decide not to partecipate in the tender anymore, you can delete a response **already saved and not yet submitted.**

- While in *Edit* mode, Response can be deleted clicking on '***Delete***' button.



- System will prompt for a confirmation with a popup: pressing ***OK*** button will result in response deleting.



Warning

If you delete a response you will not be able to submit a new one.

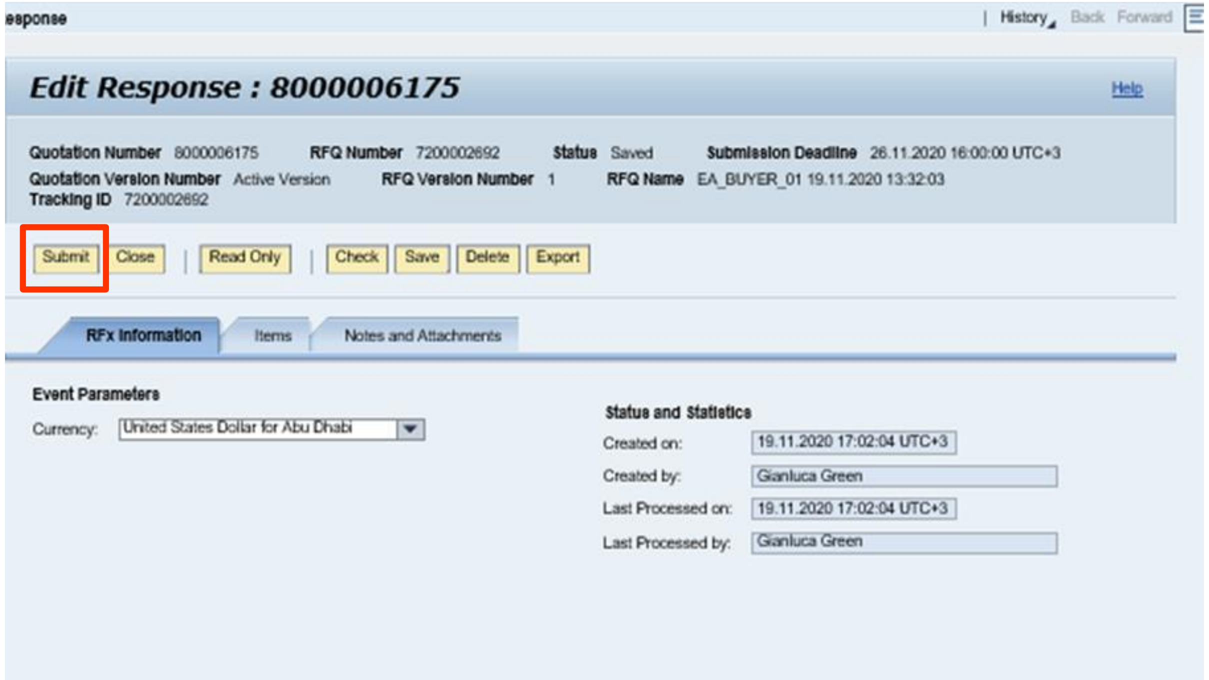
Submit a Response (1/2)

Before submitting a Response, please check that following information has been entered correctly:

- Technical attachment, if required
- Commercial Attachment

In order to submit your Response, click on '***Submit***' button before the Submission Deadline.

The buyer will be able to open a submitted Response only after the expiring of the Submission Deadline.



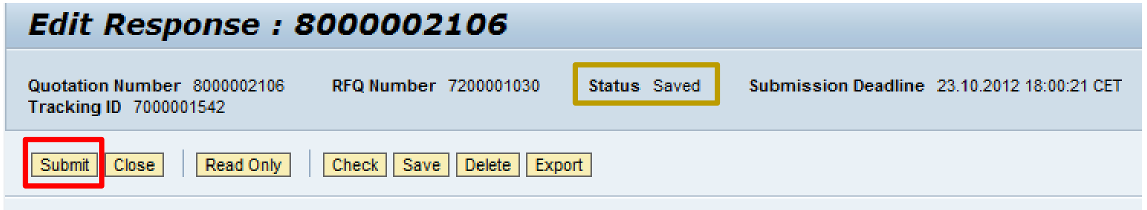
Warning

Once a Response has been submitted, it can't be changed anymore. You can just require/give clarification via cFolders (folders under '*4.Technical Private clarification*') but you can not add new attachments in any other location.

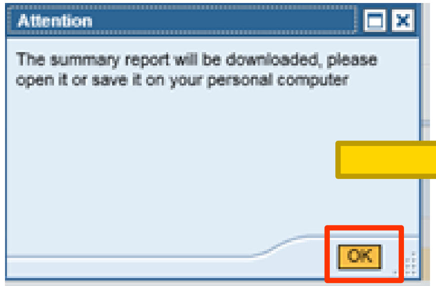
Submit a Response (2/2)

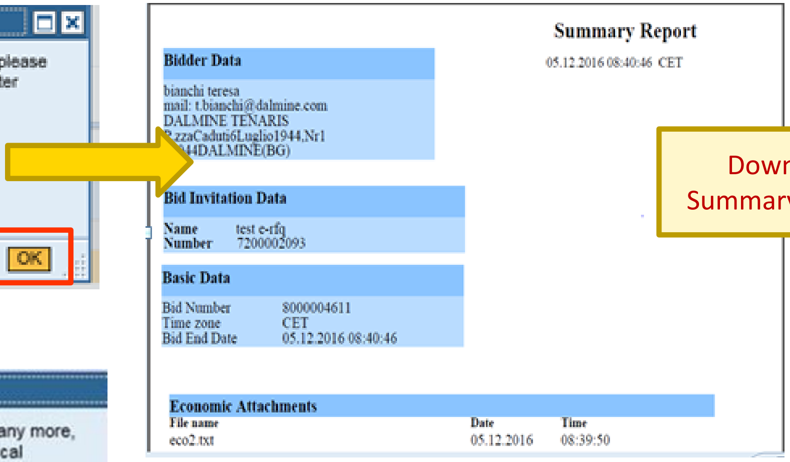
To submit a Response:

- While in Edit mode, click ‘***Submit’*** button.



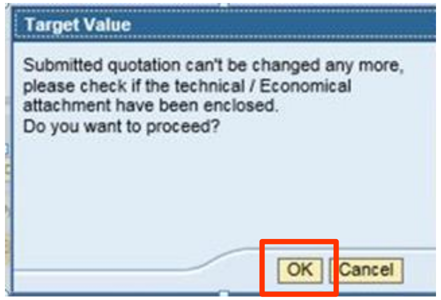
- A pop up will be displayed informing that a summary report will be displayed. Select ***OK*** to open and save the summary report (it contains the list of the attachment enclosed to the response).





Download & Save the Summary Report on your PC

- Another pop up will be displayed, asking you to check if everything has been correctly uploaded. By clicking ***OK*** in this pop up, your response will be duly submitted. System will send you a notification mail with the summary report attached.

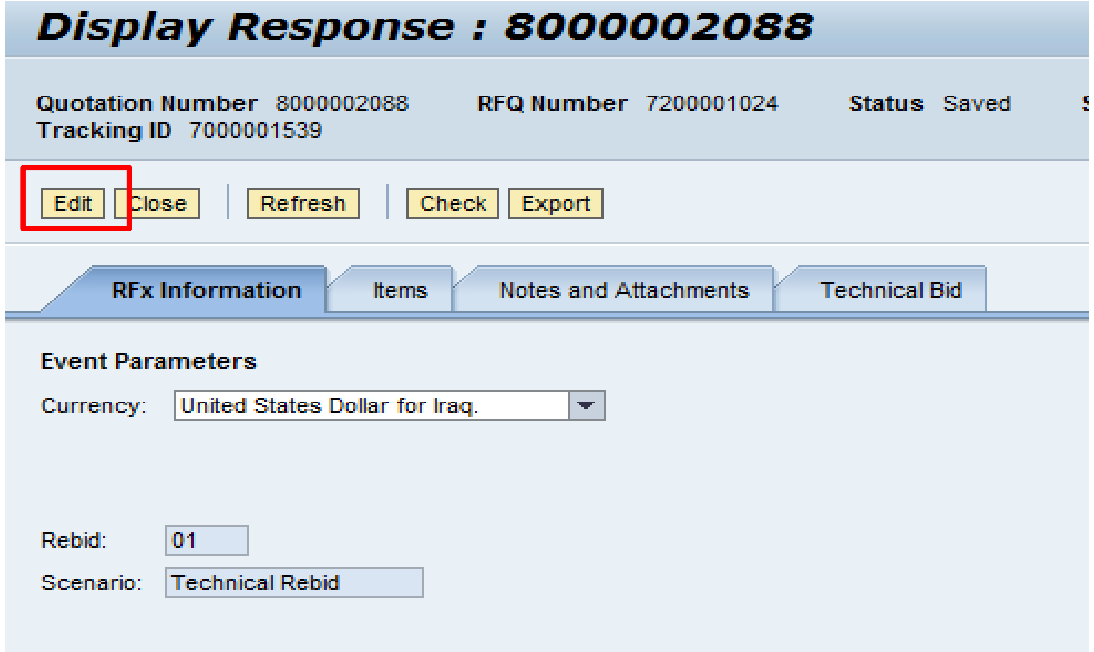


⚠ Warning ⚠

Once a Response has been submitted, it can’t be changed anymore. You can just require/give clarification via cFolders (folders under ‘*4.Technical Private clarification*’) but you can not add new attachments in any other location.

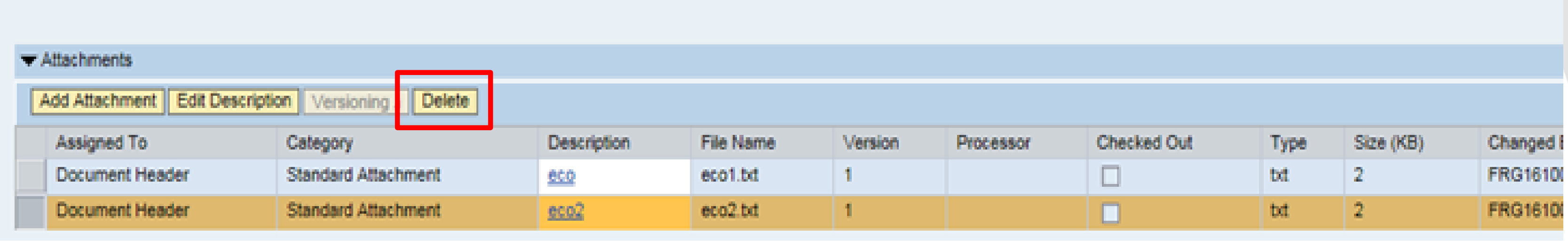
Edit a Response – Commercial re-bid phase (1/2)

- At the end of a tender, you could be asked by the buyer to submit a new economical quotation, in the so-called "*commercial re-bid phase*".
- In this phase, you can edit the response previously submitted, by selecting your response and clicking "***Edit***" button.
- **The modification can be made only in relation of the Commercial attachments, in *Notes and Attachments* Tab.**

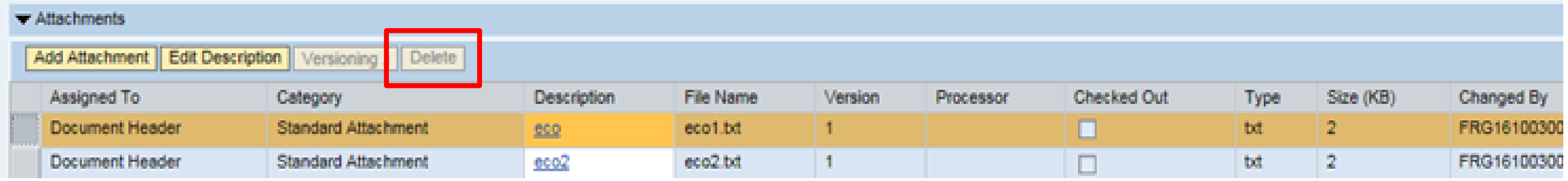


Edit a Response – Commercial re-bid phase (2/2)

- If the buyer allows deletion of the previously submitted commercial attachments, **the "*delete*" button will be active as you select the row related to the attachment.**



- If the buyer doesn't allow the cancellation of the economical attachment, the "***delete***" button will be disabled.



Warning

While deleting old attachments, pay attention not to use the *Delete* button at the top of the screen.

This will cause deleting ALL your Response without the chance to create a new one!!

<u>Remember to submit your response within re-bid deadline, before leaving the system.</u>