



GPS e-Bidding

Bidder Manual

December 2020

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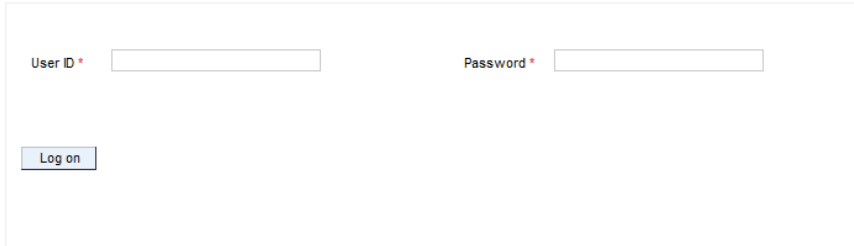
Logon

- 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.

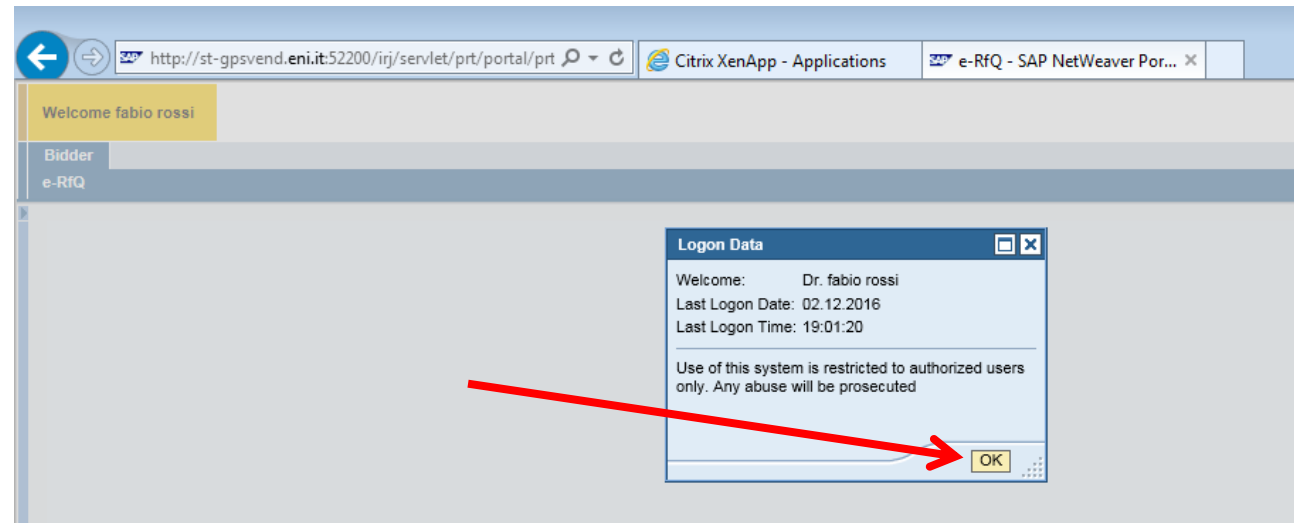
mail: [**ebusiness.support@eni.com**](mailto:ebusiness.support@eni.com)

Call : +39 02 3700 6070

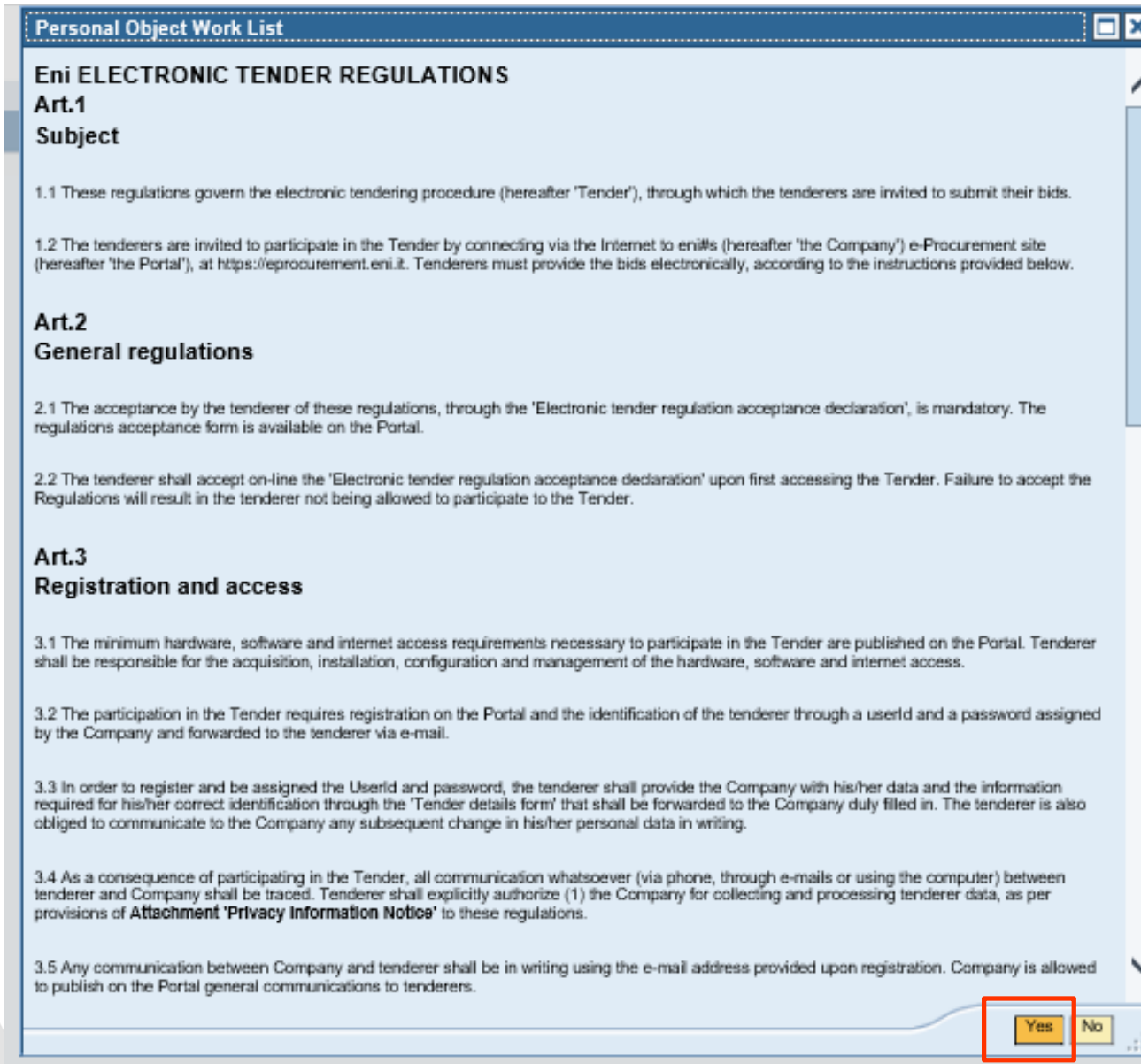
- Each time a user performs the log on into the system, a pop-up displays last logon date&time.
- Select **OK** to access bid management

The image shows the ENI logo at the top. Below it is a yellow horizontal bar. Underneath is a white box containing a logon form. The form has two input fields: 'User ID *' and 'Password *'. Below these fields is a 'Log on' button.



Regulation Acceptance



The screenshot shows a web application window titled "Personal Object Work List". The main content area displays "Eni ELECTRONIC TENDER REGULATIONS" with a scroll bar on the right. The regulations are organized into articles:

- 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.

At the bottom of the window, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular box.

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.

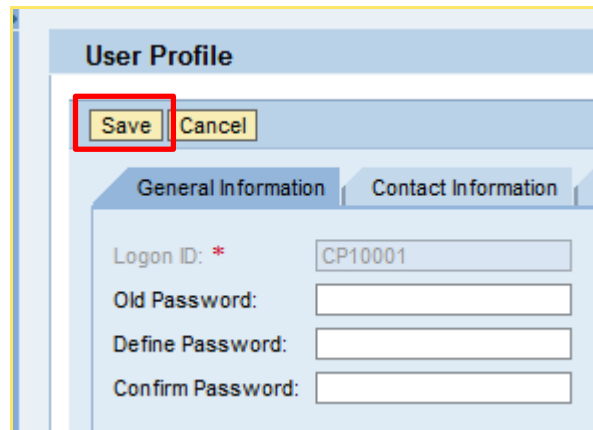
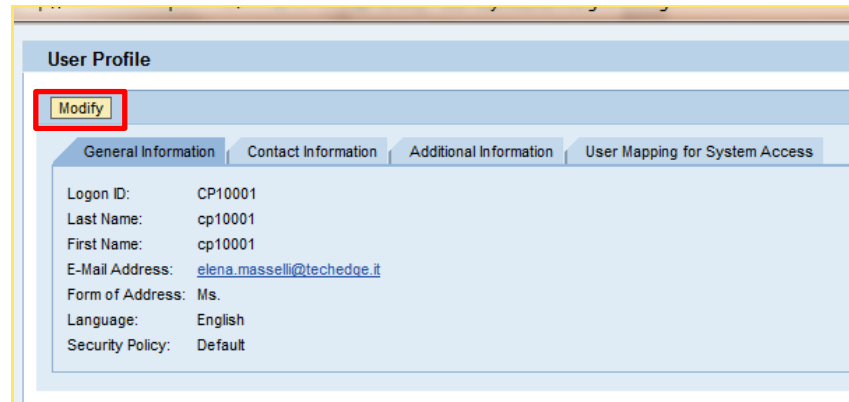
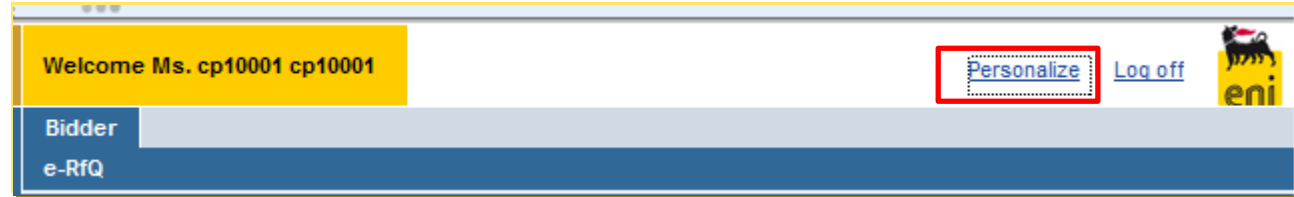
Note: You have to accept the regulation every time you want to access a bid invitation



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].

The screenshot shows the eRFx system interface. At the top, there are instructions: "To create a bid select RIQ line and click on 'Create Response'.", "Go into 'Notes and Attachments' section to display commercial attachments.", and "Go into 'Notes and Attachments' section, then Collaboration and click on 'Tech. Section xxxxxx', to display technical attachments." Below these are "Active Queries" and filters for eRFxs: All (6), Published (1), Ended (0), Completed (8). The "eRFxs - All" section has a "Hide Quick Criteria Maintenance" button. A search bar is labeled "Bid Invitation Number:" with a dropdown arrow and a "To" field. Below it are "Bid Invitation Status:" and "My Responses From:" dropdowns. A red box [1] highlights the search bar. A red box [2] highlights the "Apply" button. Below the search bar are buttons: "View [Standard View]", "Create Response", "Display Bid Invitation", "Display Response", "Refresh" (highlighted with a red box [3]), and "Export". A table lists bid invitations with columns: Bid Invitation Number, Bid Invitation Description, Bid Invitation Status, Start Date, End Date, Response Number, Response Status, Bid Invitation Version, and Crit. Path. The table contains 7 rows of data. At the bottom right, a "Last Refresh" date and time is shown: "Last Refresh 19.11.2020 16:04:09 UTC+3" with a "Refresh" button (highlighted with a red box [4]).

Warning

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

Bid Invitation – Header Information

Display RFQ : 7200002692

RFQ Number	7200002692	RFQ Name	EA_BUYER_01 19.11.2020 13:32:03	RFX Status	Published	RFX Start Date	19.11.2020 15:50:00 UTC+3	Submission Deadline	26.11.2020 16:00:00 UTC+3	Remaining Time	RFX Number 6 Days 23:39:28	RFX Owner	Middle east hub EA_BUYER_01
External Version Number	1	Tracking ID	7200002692										

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:

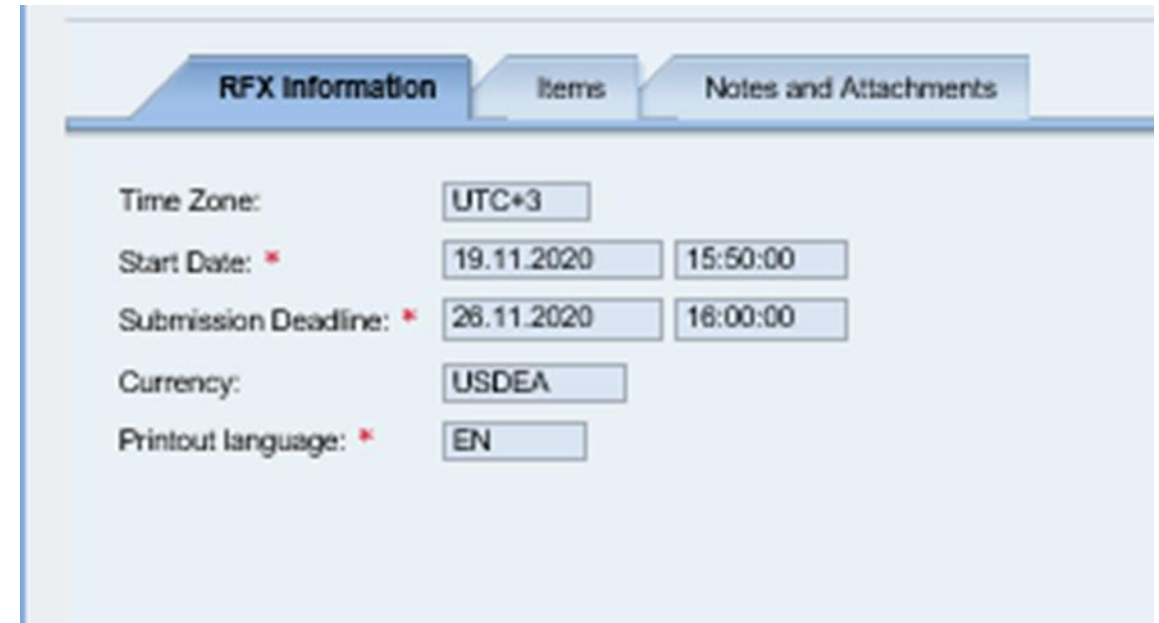
- *RFX Information*
- *Items*
- *Notes and Attachments*

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.*



The screenshot shows a web interface with three tabs: "RFX Information", "Items", and "Notes and Attachments". The "RFX Information" tab is active. Below the tabs, there are several fields for configuration:

Time Zone:	UTC+3	
Start Date: *	19.11.2020	15:50:00
Submission Deadline: *	26.11.2020	16:00:00
Currency:	USDEA	
Printout language: *	EN	

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':

RFX Information Items Notes and Attachments									
▼ Item Overview									
<div>Details Add Line Add Subline ↑ ↓ Cut Copy Paste Delete Download items table</div>									
Line Number	Item Type	Product ID	Description	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date
0001	Material		UAT segregation 5	BB01AA01		1	AU	USDIQ	01.08.2012

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

Item 0001 : UAT segregation 5	
Item Data	Questions Notes and Attachments
Identification	
Product ID:	
Description:	UAT segregation 5
Product Category:	BB01AA01 SAW WELDED PIPES IN CARBON STEEL
Currency, Values, and Pricing	
Required Quantity:	1 Activity unit
Target Value:	1,00 USDIQ
Service and Delivery	
Delivery Date / Time:	01.08.2012 00:00:00

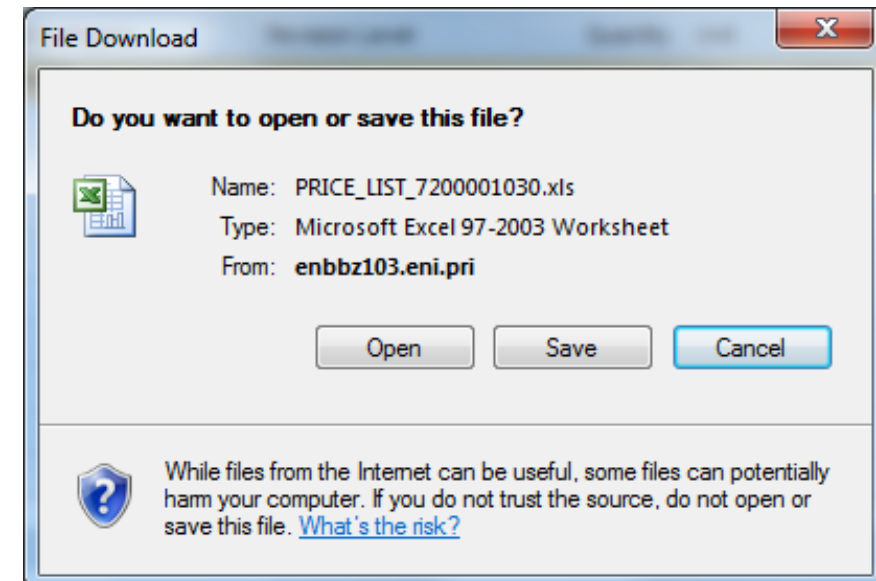


Bid Invitation – Items Tab (2/3)

RFX Information Items Notes and Attachments									
▼ Item Overview									
Details Add Line Add Subline ↑ ↓ Cut Copy Paste Delete Download items table									
Line Number	Item Type	Product ID	Description	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date
0001	Material		UAT segregation 5	BB01AA01		1	AU	USDIQ	01.08.2012

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)



RFQ: 7200002256, Wooden Pallets Supply

International Format
European Format ☒

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)

Notes and Attachments Tab

Notes

Add Clear

Assigned To	Category	Text Preview
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Attachments

Add Attachment Edit Description Versioning Delete

Assigned To	Category	Description	File Name	Version
1 Document Header	Standard Attachment	Commercial details	Commercial details.docx	1
2 Document Header	Legal Document	RFQ for Tender 7200001461	RFQ_for_Tender_7200001461	1

Collaboration

Collaboration	
3 Technical Section 7200001461	2

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)**.

Technical Section 7200001446

Request for Quotation

Bidding documents

1.Technical Request for Quotation

2.Technical Public updates

You are browsing the Public Area. In this area you can view technical RFQ documents and any subsequent public updates. For accessing to Private Area you must select your offer in the dropdown menu. In the Private Area you are able to insert or view technical bid documents and private clarification.

Folder 1.Technical Request for Quotation

Current Path: [Technical Section 7200...](#) > [Request for Quotation](#) > [Bidding documents](#) > [1.Technical Request fo...](#)

Folder

To save any changes made, click Save.

Name: 1.Technical Request for Quotation

Subscribe: ☐

Authorization: Read

Cancel

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents						All	None
	Name	Current Version	Read	Status	Changed by	Changed on	
<input type="checkbox"/>	Capitolato 1	Capitolato Tecnico.docx (11KB)			IRQ BUYER_01	22.11.2013 17:31:57	

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.

The screenshot shows the 'Active Queries' section of a web application. It includes filters for 'eRFxs' (All (6), Published (1), Ended (0), Completed (8)) and a 'Hide Quick Criteria Maintenance' button. Below these are input fields for 'Bid Invitation Number', 'Bid Invitation Status', and 'My Responses From', with an 'Apply' button. A toolbar contains buttons for 'View' (Standard View), 'Create Response' (highlighted with a red box), 'Display Bid Invitation', 'Display Response', 'Refresh', and 'Export'. Below the toolbar is a table with the following data:

Bid Invitation Number	Bid Invitation Description	Bid Invitation Status	Start Date	End Date	Response Number	Response Status
7200002692	EA_BUYER_01 19.11.2020 13:32:03	Published	19.11.2020	26.11.2020		No Bid Created
7200002668	Test C-Folder CP locked	Published	28.08.2020	31.08.2020	8000006100	Saved
7200002667	Test Modifica submission deadline	Published	05.08.2020	10.08.2020	8000006090	Returned
7200002664	Test Modifica submission deadline	Published	05.08.2020	10.08.2020	8000006090	Submitted

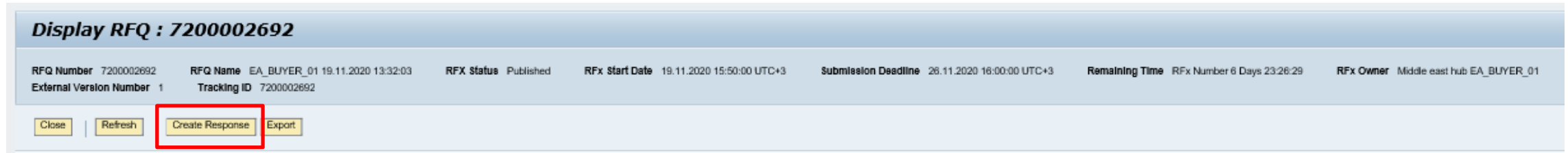
Pay attention to the validity date.

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:



The screenshot displays the 'Display RFQ : 7200002692' interface. At the top, the title 'Display RFQ : 7200002692' is shown. Below it, a table of metadata is presented:

RFQ Number	7200002692	RFQ Name	EA_BUYER_01 19.11.2020 13:32:03	RFX Status	Published	RFX Start Date	19.11.2020 15:50:00 UTC+3	Submission Deadline	26.11.2020 16:00:00 UTC+3	Remaining Time	RFX Number 6 Days 23:26:29	RFX Owner	Middle east hub EA_BUYER_01
External Version Number	1	Tracking ID	7200002692										

At the bottom of the interface, there are four buttons: 'Close', 'Refresh', 'Create Response', and 'Export'. The 'Create Response' button is highlighted with a red rectangular box.

In both cases, system will open a new windows '*Create RFX response*'.

Note:

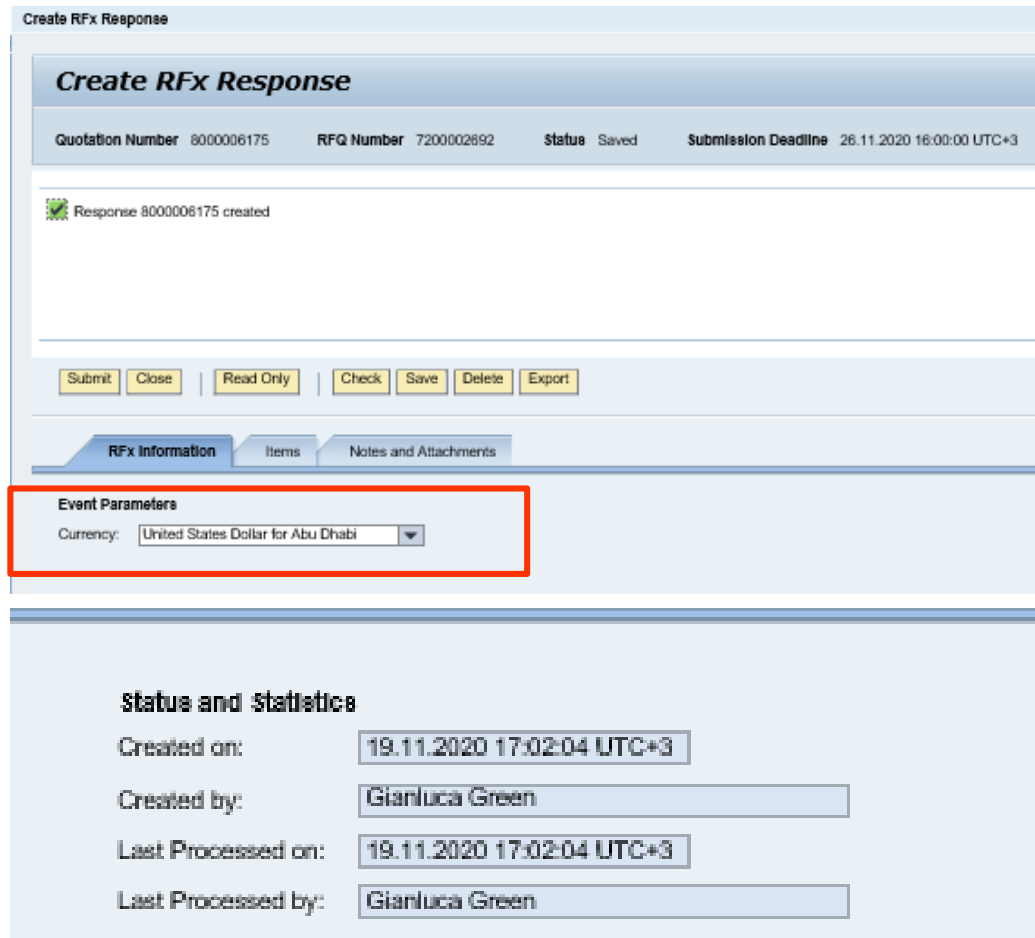
Other available buttons in RfQ are:

- **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:



Create RfX Response

Create RfX Response

Quotation Number 8000006175 RFQ Number 7200002892 Status Saved Submission Deadline 26.11.2020 16:00:00 UTC+3

Response 8000006175 created

Submit Close Read Only Check Save Delete Export

RfX Information Items Notes and Attachments

Event Parameters

Currency: United States Dollar for Abu Dhabi

Status and Statistics

Created on: 19.11.2020 17:02:04 UTC+3

Created by: Gianluca Green

Last Processed on: 19.11.2020 17:02:04 UTC+3

Last Processed by: Gianluca Green

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 screenshot shows the 'Create RfX Response' interface. At the top, there's a header with fields for Quotation Number (8000006175), RFQ Number (7200002692), Status (Saved), Submission Deadline (26.11.2020 16:00:00 UTC+3), Quotation Version Number, and Active Version. Below this is a toolbar with buttons: Submit, Close, Read Only, Check, Save, Delete, and Export. The interface has three tabs: 'RfX Information', 'Items' (selected), and 'Notes and Attachments'. Under the 'Items' tab, there's an 'Item Overview' section. A red box labeled '1' highlights the 'Details' button for the first item. Another red box labeled '2' highlights the 'Download items table' and 'Upload items from Excel' buttons. Below these buttons is a table with columns: Line Number, Description, Item Type, Product ID, Product Category, Product Category Description, and Required Quantity. The first row shows Line Number 0001, Description 'Ex17 Material 4', Item Type 'Material', Product ID 'BB01AA06', Product Category Description 'pipes without welding in alloy steel', and Required Quantity '5'.

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:

RFx Information

Items

Notes and Attachments

▼ Notes

Add

Clear

Filter Settings

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment

Edit Description

Versioning

Delete

Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	ECO-QP-8000005112_v.1	ECO-QP-8000005112.xls	1		<input type="checkbox"/>	xls	176	SPL100001002	30.01.2018

Response – Commercial Attachment

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

Edit Response : 8000006175

Quotation Number 8000006175 RFQ Number 7200002692 Status Saved Submission Deadline 26.11.2020 16:00:00 UTC+3

Submit Close Read Only Check Save Delete Export

RfX Information Items **Notes and Attachments**

Notes

Add Clear

Assigned To	Category	Text Preview
-------------	----------	--------------

Attachments

Add Attachment Edit Description Versioning Delete

Assigned To	Category	Description	File Name	Version
The table does not contain any data				

Collaboration

Collaboration Room

Offer 8000006175 MSA ITALIA S.R.L.

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"**.

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: Browse...

Description:

Assign To: * General Data

Attachment name must begin with 'eco'

OK Cancel

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 **Technical Bid** document:

- click on the link in collaboration room (1) in 'Notes and Attachments' tab

1

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	Commercial details	Commercial details.docx	1		<input type="checkbox"/>	docx	10	GH_BUYER_02	28.11.2013
Document Header	Legal Document	RFQ_for_Tender_7200001461	RFQ_for_Tender_7200001461	1		<input type="checkbox"/>	doc	803	DTSREMOTE	28.11.2013

Collaboration Room	Created on
Offer 8000003129 SPUTNIK TRAVEL & TOURS (GH) LIMITED	

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

2

You are browsing the Private Area. In this area you can:

- enter technical bid documents
- exchange private clarification with buyers

For accessing to Public Area, where you are able to view RFQ technical documents and any subsequent public updates, you must select "Request for Quotation" in the drop-down menu.

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

Folder 3.Technical Bid

Current Path: [Technical Section 7200...](#) > [Offer 8000003129 SPUTN...](#) > [Bidding documents](#) > 3.Technical Bid

Folder

To save any changes made, click Save.

Name	3.Technical Bid
Subscribe	<input type="checkbox"/>
Authorization	Write
<input type="button" value="Cancel"/>	

To create folder objects, select **Create**. To copy or delete objects, select the required objects and then choose **Copy** or **Delete**.

Name	Current Version	Read	Status	Changed by	Changed on
Empty					

3



Response – Technical Bid Upload (2/3)

- Click the link 'Document' (4).

Logout

Technical Section 7200001461

Offer 8000003129 SPUTNIK TRAVEL ...

Bidding documents

3.Technical Bid

4.Technical Private clarification

You are browsing the Private Area. In this area you can:

- enter technical bid documents

Create Object

Navigation: [Folder Overview](#)

Current Path: [Technical Section 7200...](#) > [Offer 8000003129 SPUTN...](#) > [Bidding documents](#) > [3.Technical Bid](#) > Create Object

What do you want to create?

[Document](#) A document can contain any file in different versions.

Cancel

- Specify a 'Name' and click 'Continue' (5).

Logout

Technical Section 7200001461

Offer 8000003129 SPUTNIK TRAVEL ...

Bidding documents

3.Technical Bid

4.Technical Private clarification

You are browsing the Private Area. In this area you can:

- enter technical bid documents
- exchange private clarification with buyers

For accessing to Public Area, where you are able to view RFQ technical documents and any subsequent public updates, you must select "Request for Quotation" in the drop-down menu.

Create Document

Navigation: [Folder Overview](#)

Current Path: [Technical Section 7200...](#) > [Offer 8000003129 SPUTN...](#) > [Bidding documents](#) > [3.Technical Bid](#) > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose Next.

Name Technical Offer *

Description

Subscribe ☐

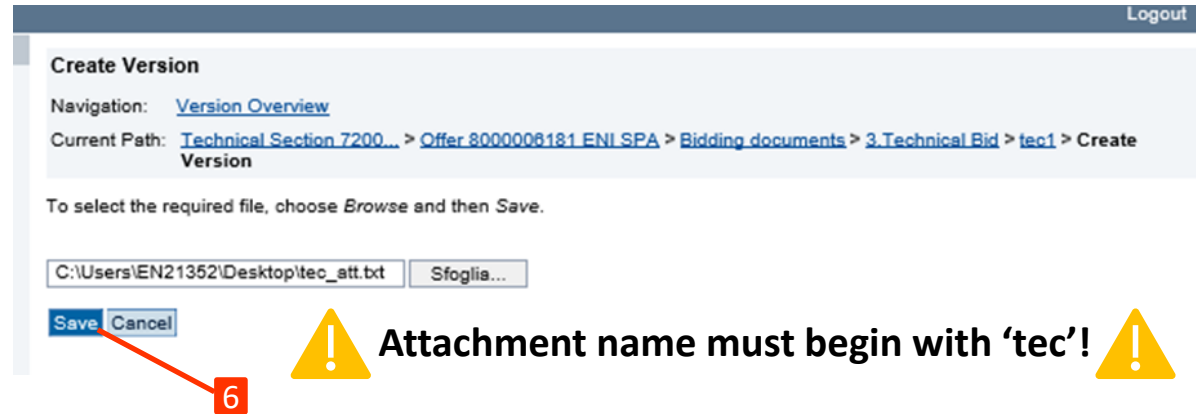
☒ Upload Local File

☐ Create File Later

Continue Cancel

Response – Technical Bid Upload (3/3)

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



Logout

Create Version

Navigation: [Version Overview](#)

Current Path: [Technical Section 7200...](#) > [Offer 8000008181 ENI SPA](#) > [Bidding documents](#) > [3.Technical Bid](#) > [tec1](#) > Create Version

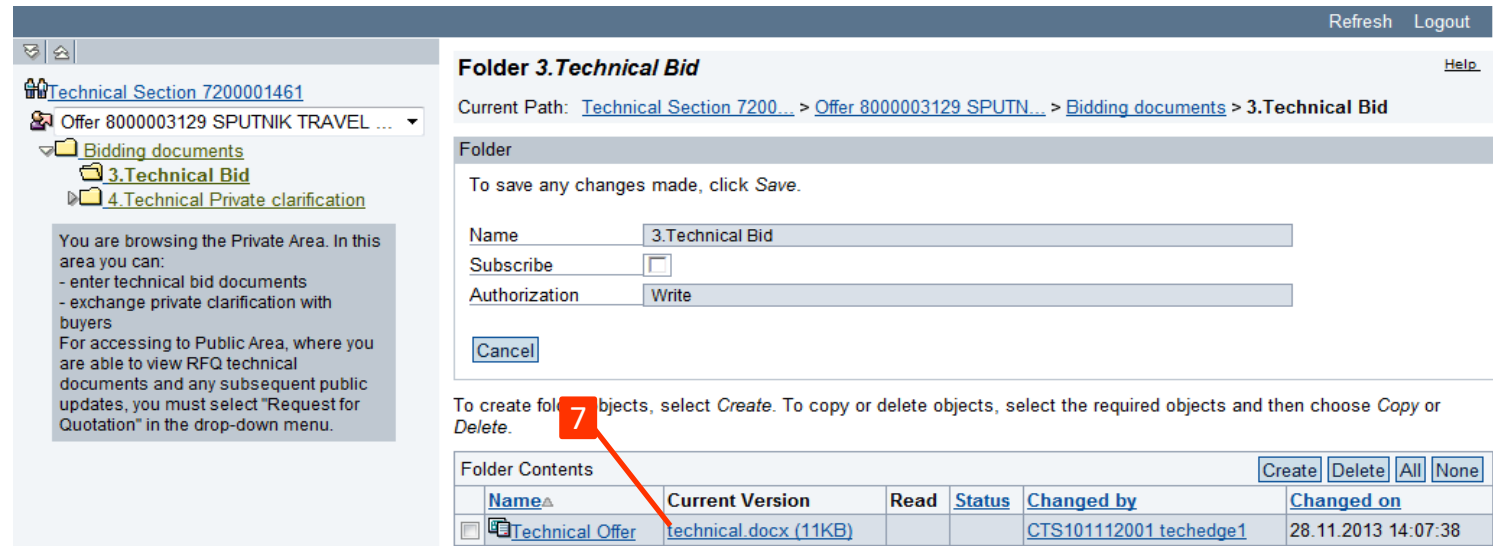
To select the required file, choose *Browse* and then *Save*.

C:\Users\EN21352\Desktop\tec_att.txt Sfoglia...

Save Cancel

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)



Refresh Logout

Folder 3.Technical Bid [Help](#)

Current Path: [Technical Section 7200...](#) > [Offer 8000003129 SPUTNIK TRAVEL ...](#) > [Bidding documents](#) > 3.Technical Bid

Folder

To save any changes made, click *Save*.

Name

Subscribe ☐

Authorization

Cancel

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents [Create](#) [Delete](#) [All](#) [None](#)

	Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/>	Technical Offer	technical.docx (11KB)			CTS101112001 techedge1	28.11.2013 14:07:38

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:

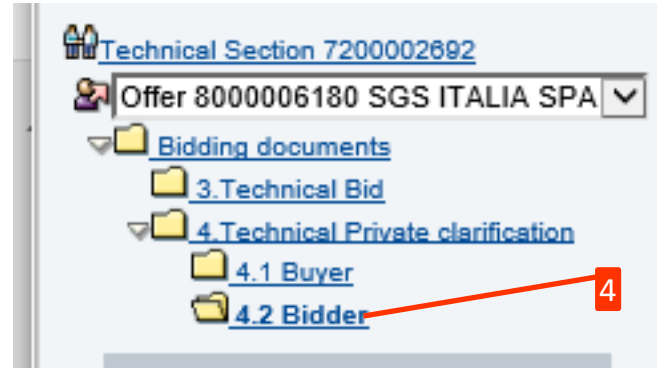
The screenshot shows the 'Notes and Attachments' tab. The 'Collaboration' section contains a 'Collaboration Room' link, which is highlighted with a red arrow and a red box containing the number 1.

- Open your Private Area (2). In this case **Offer 800XXXXXXX VENDOR NAME**
- Open the folder **4.Technical Private clarification** (3)

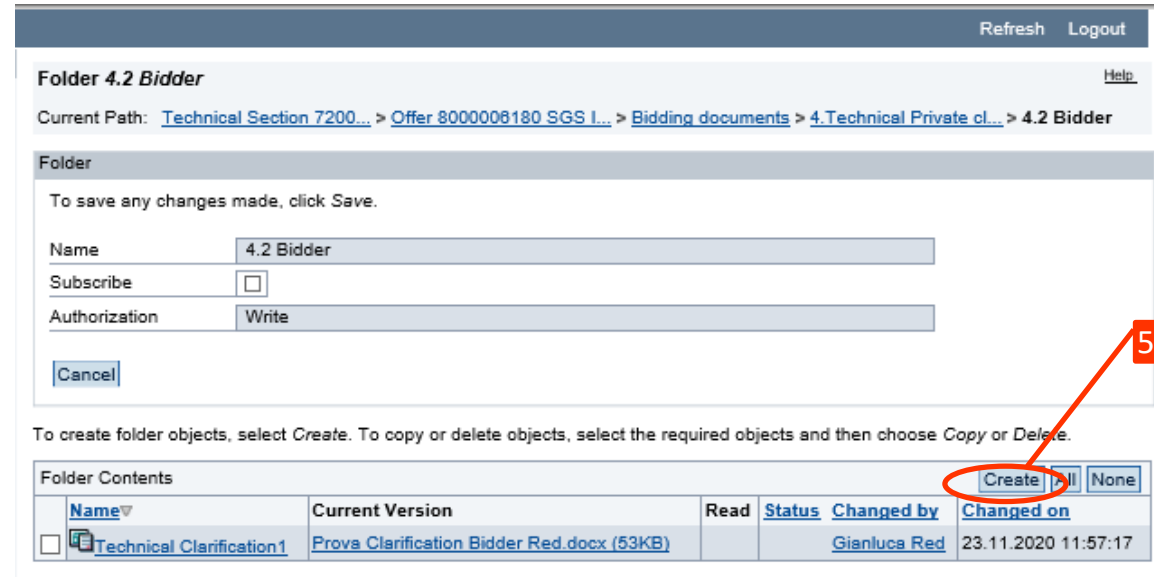
The screenshot shows a file explorer interface. The 'Offer 8000006180 SGS ITALIA SPA' folder is highlighted with a red arrow and a red box containing the number 2. The '4.Technical Private clarification' folder is highlighted with a red arrow and a red box containing the number 3.

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



Folder 4.2 Bidder [Help](#)

Current Path: [Technical Section 7200...](#) > [Offer 8000006180 SGS I...](#) > [Bidding documents](#) > [4. Technical Private cl...](#) > 4.2 Bidder

Folder

To save any changes made, click Save.

Name

Subscribe ☐

Authorization

To create folder objects, select **Create**. To copy or delete objects, select the required objects and then choose **Copy** or **Delete**.

Folder Contents

	Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/>	Technical Clarification1	Prova Clarification Bidder Red.docx (53KB)			Gianluca Red	23.11.2020 11:57:17

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

RFx Information Items **Notes and Attachments**

Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
-------------	----------	--------------

Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	Commercial details	Commercial details.docx	1		<input type="checkbox"/>	docx	10	GH_BUYER_02	28.11.2013
Document Header	Legal Document	RFQ for Tender 7200001461	RFQ_for_Tender_7200001461	1		<input type="checkbox"/>	doc	803	DTSREMOTE	28.11.2013

Collaboration

Collaboration Room

[Offer 8000003129 SPUTNIK TRAVEL & TOURS \(GH\) LIMITED](#) Created on

- Open your Private Area (2). In this case **Offer 800XXXXXXX VENDOR NAME**
- Open the folder **4.Technical Private clarification (3)**

Technical Section 7200002692

Offer 8000006180 SGS ITALIA SPA

Bidding documents

3.Technical Bid

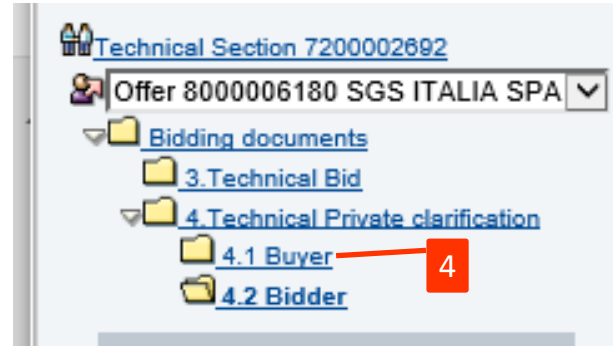
4.Technical Private clarification

4.1 Buyer

4.2 Bidder

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)

Folder 4.1 Buyer [Help](#)

Current Path: [Technical Section 7200...](#) > [Offer 8000006180 SGS I...](#) > [Bidding documents](#) > [4.Technical Private cl...](#) > 4.1 Buyer

Folder

To save any changes made, click Save.

Name: 4.1 Buyer

Subscribe: ☒

Authorization: Read

[Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents [All](#) [None](#)

	Name	Current Version	Read	Status Changed by	Changed on
<input type="checkbox"/>	buyer answer to RED	clarification buyer to bidder red.docx (52KB)		Middle east hub EA BUYER 01	23.11.2020 13:02:20

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.

Active Queries

eRFXs [All \(6\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(8\)](#)

eRFXs - Published

Hide Quick Criteria Maintenance

Bid Invitation Number: To

Bid Invitation Status:

My Responses From:

View [Standard View] Filter Settings

Bid Invitation Number	Bid Invitation Description	Bid Invitation Status	Start Date	End Date	Response Number	Response Status	Bid Invitation Version	Crit. Path
7200002692	EA_BUYER_01 19.11.2020 13:32:03	Published	19.11.2020	26.11.2020	8000006175	Saved		

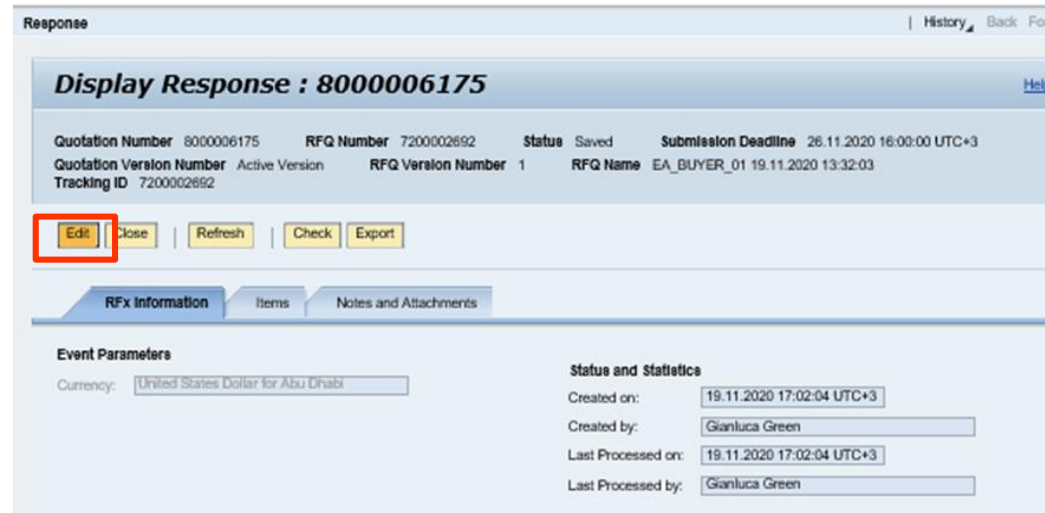
Warning

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

Last Refresh 20.11.2020 13:39:07 UTC+3 [Refresh](#)

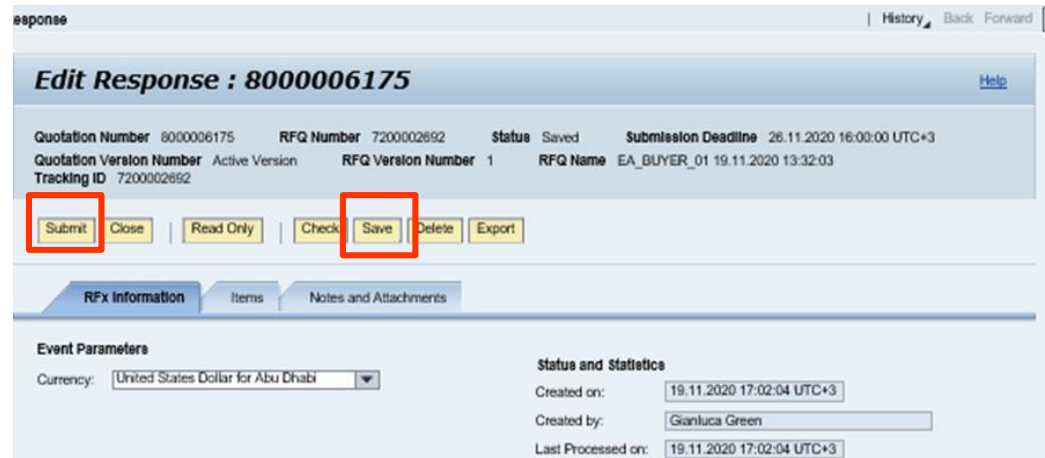
Edit a Response (2/2)

- 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).



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 participate 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.

Edit Response : 8000002106

Quotation Number 8000002106 Tracking ID 7000001542	RFQ Number 7200001030	Status Saved	Submission Deadline 23.10.2012 18:00:21 CET
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SAP SRM

Delete bid?



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.

The screenshot shows a web application interface for editing a response. At the top, there's a header bar with 'response' on the left and navigation links 'History', 'Back', and 'Forward' on the right. Below this is a title bar that says 'Edit Response : 8000006175' with a 'Help' link. The main content area displays various fields: 'Quotation Number' (8000006175), 'RFQ Number' (7200002692), 'Status' (Saved), and 'Submission Deadline' (26.11.2020 16:00:00 UTC+3). Below these are 'Quotation Version Number' (Active Version), 'RFQ Version Number' (1), 'RFQ Name' (EA_BUYER_01), and 'Tracking ID' (7200002692). A row of buttons is visible: 'Submit' (highlighted with a red box), 'Close', 'Read Only', 'Check', 'Save', 'Delete', and 'Export'. Below the buttons are tabs for 'RFx Information', 'Items', and 'Notes and Attachments'. The 'RFx Information' tab is active, showing 'Event Parameters' with a 'Currency' dropdown set to 'United States Dollar for Abu Dhabi'. To the right, under 'Status and Statistics', there are fields for 'Created on:', 'Created by:', 'Last Processed on:', and 'Last Processed by:', all showing values from 19.11.2020.



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)

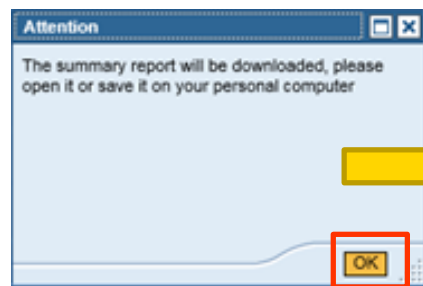
To submit a Response:

- 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).
- 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.

Edit Response : 8000002106

Quotation Number 8000002106 RFQ Number 7200001030 **Status** Saved Submission Deadline 23.10.2012 18:00:21 CET
Tracking ID 7000001542

Submit Close Read Only Check Save Delete Export



Summary Report
05.12.2016 08:40:46 CET

Bidder Data
bianchi teresa
mail: t.bianchi@dalmine.com
DALMINE TENARIS
Via Caduti 6 Luglio 1944, Nr1
44044 DALMINE (BG)

Bid Invitation Data
Name test e-rfq
Number 7200002093

Basic Data
Bid Number 8000004611
Time zone CET
Bid End Date 05.12.2016 08:40:46

Economic Attachments

File name	Date	Time
eco2.txt	05.12.2016	08:39:50

Download & Save the
Summary Report on your PC



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.**

Display Response : 8000002088

Quotation Number 8000002088 RFQ Number 7200001024 Status Saved
Tracking ID 7000001539

Edit **Close** **Refresh** **Check** **Export**

Rfx Information **Items** **Notes and Attachments** **Technical Bid**

Event Parameters

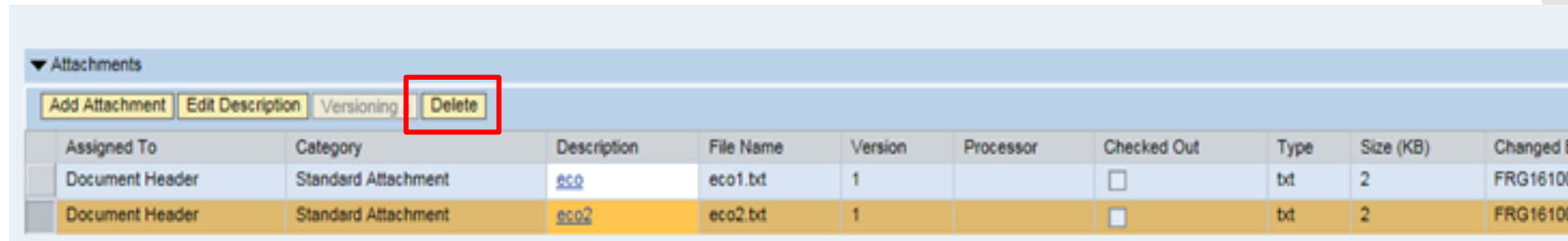
Currency:

Rebid:

Scenario:

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

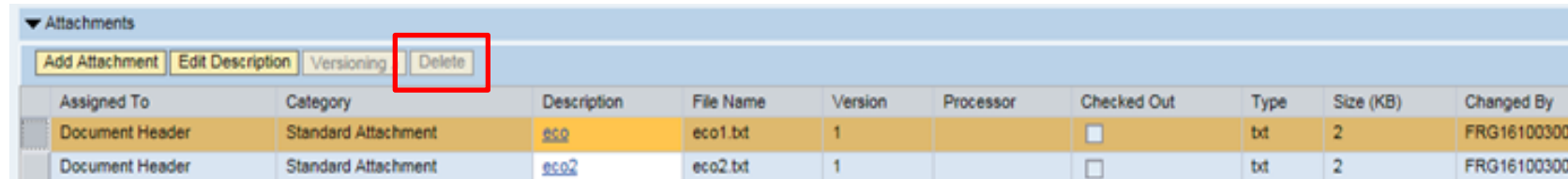
- If the buyer allows deletion of the previously submitted commercial attachments, the **“delete”** button will be active as you select the row related to the attachment.
- If the buyer doesn't allow the cancellation of the economical attachment, the **“delete”** button will be disabled.



▼ Attachments

Add Attachment Edit Description Versioning **Delete**

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By
Document Header	Standard Attachment	eco	eco1.txt	1		<input type="checkbox"/>	txt	2	FRG16100300
Document Header	Standard Attachment	eco2	eco2.txt	1		<input type="checkbox"/>	txt	2	FRG16100300



▼ Attachments

Add Attachment Edit Description Versioning **Delete**

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By
Document Header	Standard Attachment	eco	eco1.txt	1		<input type="checkbox"/>	txt	2	FRG16100300
Document Header	Standard Attachment	eco2	eco2.txt	1		<input type="checkbox"/>	txt	2	FRG16100300

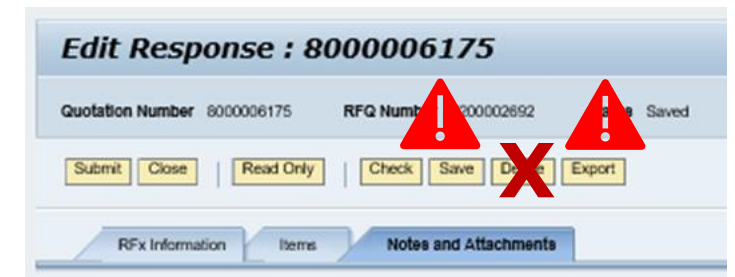


Warning

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!!

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



Edit Response : 8000006175

Quotation Number 8000006175 RFQ Number 800002692 Saved

Submit Close Read Only Check Save **Delete** Export

RFx Information Items **Notes and Attachments**

