



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 Subsidiaries Tenders → P&CM – Procurement and contract management

The screenshot shows the EniSpace website interface. At the top, the 'eniSpace' logo is on the left, and navigation links for 'FAQs/Contacts', 'Invoicing codes', and 'Other systems' are on the right. A red box highlights the 'Other systems' link. Below the navigation bar, a horizontal menu contains links for 'Home', 'What is eniSpace', 'JUST!', 'Business Opportunities', 'Innovation Match', 'Agorà', and 'Health Emergency'. A red line connects the 'Other systems' link to the 'Eni Subsidiaries Tenders' page shown in the inset. The inset page features a large number '1' in a medal icon, the title 'Eni Subsidiaries Tenders', and the text 'Here you can access the electronic tenders system for Eni Subsidiaries.' Below this is a dropdown menu labeled 'System' with the option 'P&CM - Procurement and contract management' highlighted in blue. A red box also highlights the 'Enter' button next to the dropdown. To the left of the dropdown is a 'Download documents' link.

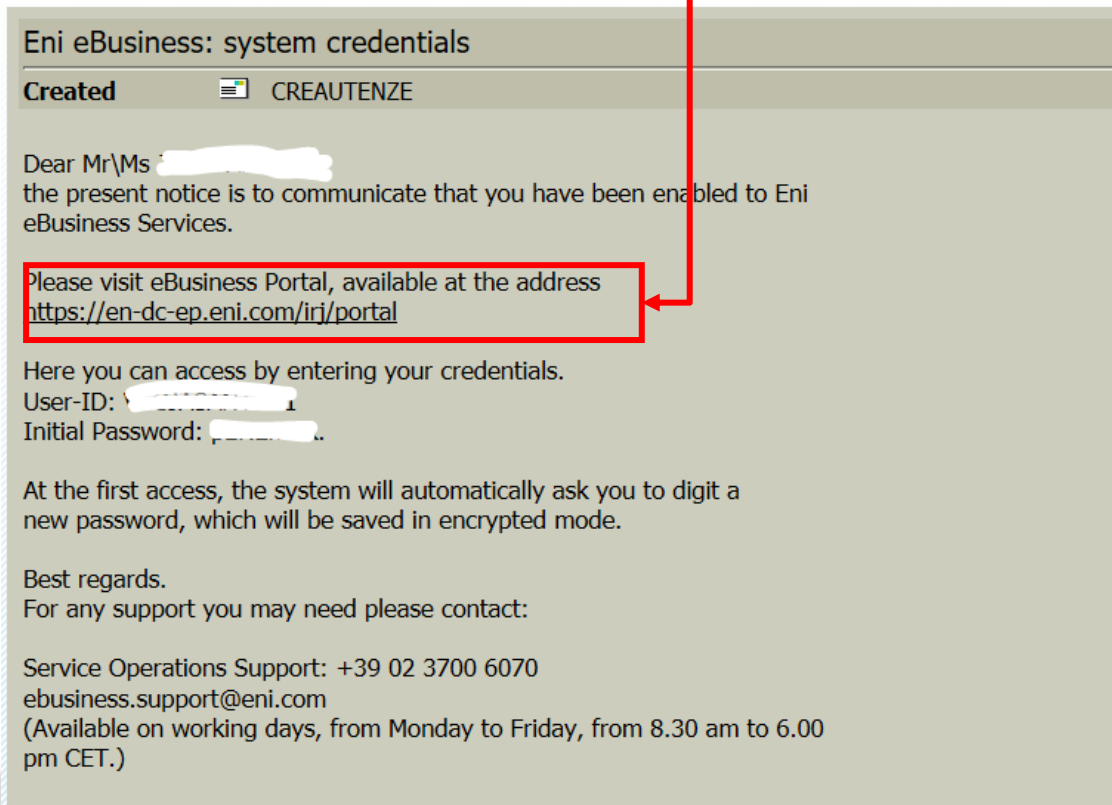
Click on Enter and then provide your eBidding system credentials (UserID, Password) to Log-in



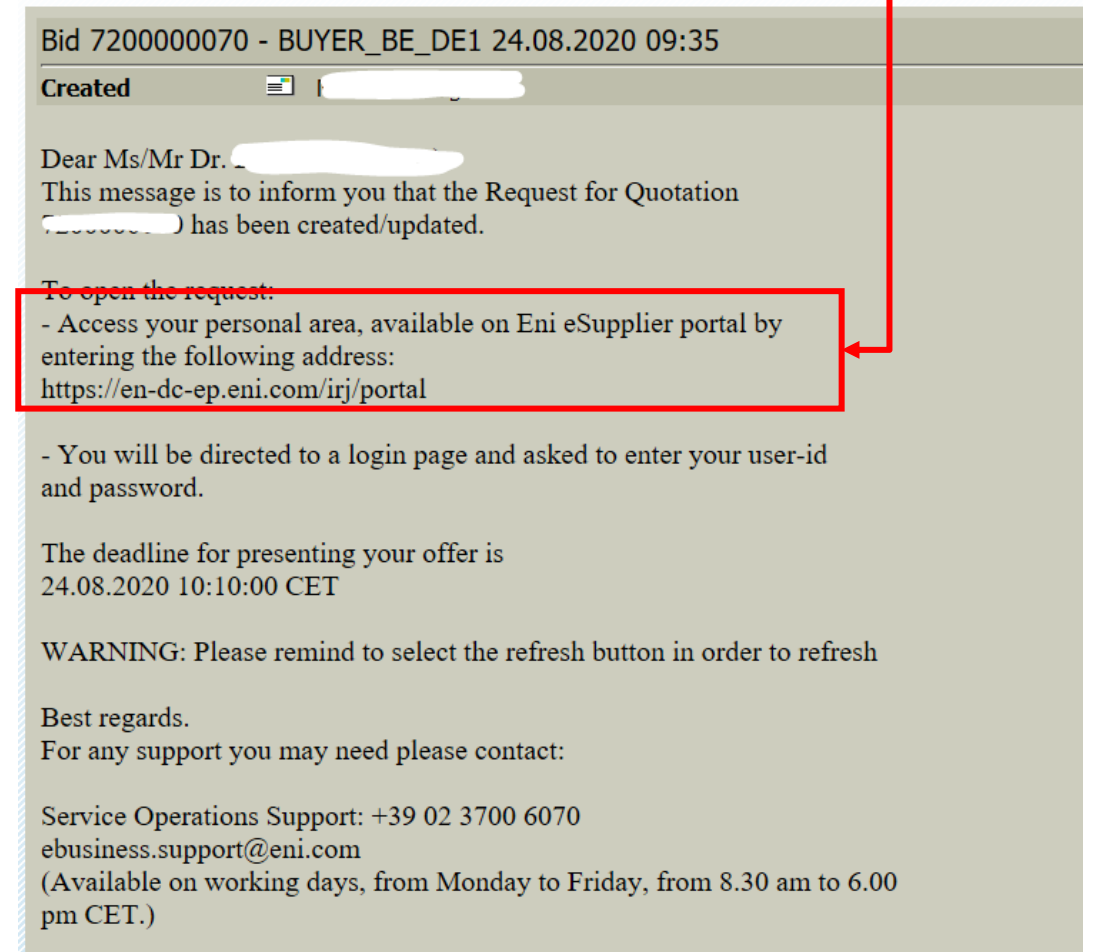
Logon eBidding via email links

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

Credentials email:



Bid Invitation email:



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 Regulations*

Then click on *OK* for confirmation.

RfQ Management



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Each User has the obligation to change the password at the first access to the Tender. To process further password changes the User shall contact the Service Operations Support.

The password assigned is unique, exclusive and not transferable to third parties. The User is responsible for the password and any consequences deriving from its use.

The user can access the System after accepting the Tender Regulations and clicking on the OK button.

210 x 297 mm

Accept Tender Regulations

Confirmation required

You are accepting all rules: are you sure?

OK Cancel



Search for Tender Documents

Bidder can search for Tenders to which was invited to participate

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

RfQ Management

RfQ Management

Active Queries

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

| Event Number | Event Description | Event Type |
|--------------|-------------------------------|------------|
| 7200000060 | BUYER_BE_DE1 10.08.2020 12:35 | Bid |

Hide Quick Criteria Maintenance

Event Number: 7200000060 To

Event Status:

Creation Date: 1 To 1

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

| Event Number | Event Description | Event Type | Event Status | Start Date |
|--------------|-------------------------------|----------------|--------------|------------|
| 7200000060 | BUYER_BE_DE1 10.08.2020 12:35 | Bid invitation | Published | |

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

Check Tender details

After Search, system extract 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.

RFx / BID category - All

Show Quick Criteria Maintenance

View: [Standard View] ▾

RFx

| Event Number | Event De |
|--------------|----------|
| 7200000060 | BUYER_B |

Display RFx: 7200000100

↻ Close

| Number | Name | Status | Remaining Time | RFx Response |
|------------|-------------------------------|-----------|-----------------|--------------|
| 7200000100 | BUYER_BE_DE1 11.09.2020 14:22 | Published | 0 Days 00:00:00 | |

RFX Information

Items

Notes and Attachments

* Submission Deadline: 11.09.2020 13:35:00


Currency: EUR

Check Tender details

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

RFX




Display RFX: 7200000060




Number 7200000060 Name BUYER_BE_DE1 10.08.2020 12:35 Status Published Remaining Time 0 Days 01:35:10

RFX Information **Items** Notes and Attachments

▼ Item Overview

| Line Number | Description | Quantity | Unit | Currency | Delivery Date |
|---|---------------------|----------|------|----------|---------------|
|  0001 | Electronic Material | | | | |
|  0002 | Cables | | | | |
|  0003 | Hardware | | | | |

 ▶ Item 0001 : Electronic Material

Identification

Description:

Product Category:

Further Properties

Currency, Values and Pricing

Required Quantity: each

Service and Delivery

Delivery Date / Time:

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.

The screenshot displays the SAP mySAP PLM cFolders 'Collaboration on the Web' interface for tender RFX 7200000060. The interface is divided into several sections, with red boxes highlighting key areas and red arrows indicating the flow of information.

Top Section: Display RFX: 7200000060

- Buttons: Close, Create Response
- Metadata: Number 7200000060, Name BUYER_BE_DE1 10.08.2020 12:35, Status Published, Remaining Time 0 Days 01:30:11
- Navigation: RFX Information, Items, **Notes and Attachments** (highlighted)

Notes and Attachments Section

- Notes:** Includes 'Add' and 'Clear' buttons. A table with columns 'Assigned To', 'Category', and 'Text Preview' is shown.
- Economical Attachments:** Includes 'Add Attachment', 'Edit Description', and 'Delete' buttons. A table with columns 'Assigned To', 'Category', 'Description', and 'File Name' is shown. One attachment is listed: 'Document Header' (Standard Attachment) with description 'ECO_BUYER_1' and file name 'ECO_BUYER_1'. A red arrow points from this section to the 'Collaboration' section.
- Collaboration:** Includes a 'Create' button. A table with columns 'Collaboration' is shown. One collaboration is listed: 'Collaborazione Appalto 7200000060'. A red arrow points from this section to the 'Collaboration on the Web' interface.

Collaboration on the Web Interface

- Header: SAP mySAP PLM cFolders, Collaboration on the Web, Logout
- Navigation: Home, Collaboration Appalto 7200000060, Public Area (dropdown), Bidding documents, Tech. Public Updates, Tech. Request for Quotation
- Content: 'You are browsing the Public Area. In this area, in the Bidding DocumentsFolder, you can view technical RFQ documents and any subsequent publicupdates. 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.'
- Process Collaboration: Enter a name and description. If you want to create a collaboration by copying a template, select a template. Specify whether the new collaboration is to be used as template. Note that an Engineering Change will not be copied from a template or Public Area.
- Form Fields: Name (Collaborazione Appalto 7), Description (Collaborazione Appalto 7200000060 BUYER_BE_DE1 10.08.2020 12:35), Authorization (Read), Due Date (DD.MM.YYYY), Due Time (00:00:00), Use as Template (checkbox), Created by (eBusiness Eni), Created on (10.08.2020 12:37:55), Changed by, Changed on.

File Download Dialog

Aprire o salvare ECO_BUYER_1.xlsx da st-en-dc-srm.eni.com? [Apri] [Salva] [Annulla]

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.

The screenshot displays the ENI Collaboration Area interface. On the left, a sidebar shows the navigation tree with 'Public Area' selected, and subfolders 'Bidding documents', 'Tech. Public Updates', and 'Tech. Request for Quotation' listed. A red box highlights the 'Public Area' and its subfolders. The main content area is titled 'Folder Tech. Request for Quotation'. It shows the current path: 'Collaborazione Appalto 7200000080 > Public Area > Bidding documents > Tech. Request for Quot...'. Below this, there is a 'Folder' section with a 'Name' field containing 'Tech. Request for Quotai', a 'Subscribe' checkbox, and an 'Authorization' dropdown set to 'Read'. A 'Cancel' button is at the bottom. Below the folder section, there is a 'Folder Contents' table with columns: Name, Current Version, Read, Status, Changed by, and Changed on. The table contains one entry: 'Tech. Request' with 'TEC BUYER.xlsx (9KB)' as the current version, a green checkmark in the 'Read' column, and 'Buyer DE 01' as the user who changed it on '10.08.2020 12:39:47'. Below the table, there are instructions for displaying RFQ attachments, submitting a bid, and requiring clarification.

Home Refresh Search Logout

Collaborazione Appalto 7200000080

Public Area

Bidding documents

Tech. Public Updates

Tech. Request for Quotation

You are browsing the Public Area. In this area, in the Bidding DocumentsFolder, you can view technical RFQ documents and any subsequent publicupdates. 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 Tech. Request for Quotation

Current Path: [Collaborazione Appalto...](#) > [Public Area](#) > [Bidding documents](#) > [Tech. Request for Quot...](#)

Folder

To save any changes made, click Save.

Name

Subscribe ☐

Authorization

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

| Folder Contents | | | | | | <input type="button" value="All"/> | <input type="button" value="None"/> |
|--------------------------|---------------|----------------------|------|--------|-------------|------------------------------------|-------------------------------------|
| | Name | Current Version | Read | Status | Changed by | Changed on | |
| <input type="checkbox"/> | Tech. Request | TEC BUYER.xlsx (9KB) | ✓ | | Buyer DE 01 | 10.08.2020 12:39:47 | |

Instructions to display RFQ attachments:

- technical attachments: click on "Technical Request for Quotation"
- economical attachments: are available in RFQ, "Notes and Attachments" section
- further clarification are eventually available, after an e-mail notification, in the folders "Tech. Public Updates"

Instructions to submit a bid:

- to attach technical specification, go into Private Area, clicking on the link "Offer xxxxx", folder "Technical Bid": only files whose name starts with TEC are allowed
- to attach the document related to commercial section, go into Response, in "Notes and Attachments" tab: only files whose name starts with ECO are allowed

Instruction to require clarification:

- to attach the request of clarification, go into Private Area, clicking on the link "Offer xxxxx", attachment can be added in folder "Request for Clarification"
- to read clarification, inserted by buyer, go into Private Area, clicking on the link "Offer xxxxx", attachment can be found in folder "Private Clarification"

Create Bid responses

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

Display RFX: 7200000060

Number 7200000060 Name BUYER_BE_DE1 10.08.2020 12:35 Status Published Remaining Time 0 Day

RFX Information Items **Notes and Attachments**

▼ Notes

Add Clear

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

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 RFX Response: 8000000020

✓ Response 8000000020 created

Number 8000000020 RFX Number 7200000060 Status Saved Remaining Time 0 Days 00:59:30 Total Value 0,00 EUR

RFX Information Items Notes and Attachments Summary Tracking

Event Parameters

Currency: Unità Monetaria Europea (EURO)

Status and Statistics

Created On: 10.08.2020 14:00:26 CET

Created By:

Last Processed On: 10.08.2020 14:00:26 CET

Last Processed By:

▼ Partners and Delivery Information

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.

Create RfX Response: 8000000020

Submit Read Only Check Close Save

Number 8000000020 RfX Number 7200000060 Status Saved Remaining Time 0 Days 00:59:30 Total Value 0,00 EUR

RfX Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value

| Line Number | Description | Item Type | Product ID | Product Category | Product Category Description | Required Quantity | Submitted Quantity | Unit | Price | Currency |
|-------------|---------------------|-----------|------------|------------------|------------------------------|-------------------|--------------------|------|-------|----------|
| 0001 | Electronic Material | Material | | AT_100 | | 10 | 10 | EA | 0,00 | EUR |
| 0002 | Cables | Material | | AT_100 | | 100 | 100 | EA | 0,00 | EUR |
| 0003 | Hardware | Material | | AT_100 | | | | | | |

Details for Item 0001 Electronic Material

Item Data Questions Notes and Attachments

▼ Basic Data

Identification

*Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: AT_100

Product ID:

Description: Electronic Material

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency: Unità Monetaria Europea (EURO)

Required Quantity: 10 EA each

Submitted Quantity: 10 EA each

Price: 0,00 EUR Per: 1 EA

Incoterm Key/Location:

Delivery Date: 29.08.2020 00:00:00

Delivery Days: 000

Status and Statistics

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.

Edit RFx Response: 8000000020

Buttons: Submit, Read Only, Check, Close, Save

Number: 8000000020 | RFx Number: 7200000060 | Status: Saved | Remaining Time: 0 Days 00:43:33

Navigation: RFx Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Buttons: Add, Clear

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

Economical Attachments

Buttons: **Add Attachment**, Edit Description, Delete

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

Add Attachment Dialog 1:

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

* Assign To: General Data (dropdown)

File: Single Item (dropdown) | Sfoglia...

Description: [text area]

OK | Cancel

Add Attachment Dialog 2:

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

* Assign To: Single Item (dropdown)

Item Number: 1 (input)

File: C:\... | Sfoglia...

Description: [text area]

OK | Cancel

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 technical Bid response specifications (Technical Bid) and optional Requests for Clarification (Request for Clarification).

The screenshot displays the ENI Collaboration Area interface. At the top, a yellow bar contains a 'Create' button. Below it, a grey bar shows 'Collaboration Room'. A red box highlights the 'RFxResp 8000000020 II' link. A red arrow points from this link to the 'Bidding documents' folder in the left sidebar. The sidebar also shows 'Collaborazione Appalto 7200000080' and 'RFxResp 8000000020'. The 'Bidding documents' folder is expanded, showing subfolders: 'Private Clarification', 'Request for Clarification', and 'Technical Bid'. A text box explains the Private Area functionality. The main content area shows the 'Work Area RFxResp 8000000020' with navigation links, current path, and fields for Collaboration, Name, Description, and Authorization.

▼ Collaboration

Create

Collaboration Room

RFxResp 8000000020 II

Home Refresh Logout

Collaborazione Appalto 7200000080

RFxResp 8000000020

Bidding documents

- Private Clarification
- Request for Clarification
- Technical Bid

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 "Public Area" in the drop-down menu.

Work Area *RFxResp 8000000020* Help

Navigation: [Collaboration](#)

Current Path: [Collaborazione Appalto...](#) > [RFxResp 8000000020 IN S...](#)

Change Work Area

Choose Save to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose Aliases.

Collaboration [Collaborazione Appalto 7](#)

Name [RFxResp 8000000020 IN](#)

Description [RFxResp 8000000020](#)

Authorization [Read](#)

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.

The screenshot displays the 'Collaborazione Appalto' web application interface. The top navigation bar includes 'Home', 'Refresh', 'Search', and 'Logout'. The left sidebar shows the breadcrumb path: 'Collaborazione Appalto 7200000080' > 'RFxResp 8000000020' > 'Public Area'. The 'Public Area' is highlighted with a red box. Below the breadcrumb, there are links for 'Private Clarification', 'Request for Clarification', and 'Technical Bid'. A text box explains that the user is currently in the Private Area and provides instructions on how to switch to the Public Area.

Folder Bidding documents [Help](#)

Current Path: [Collaborazione Appalto...](#) > [RFxResp 8000000020 INS...](#) > Bidding documents

Folder

To save any changes made, click Save.

Name:

Subscribe: ☐

Authorization:

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

| Folder Contents | | | | | | | <input type="button" value="All"/> | <input type="button" value="None"/> |
|--------------------------|---|-----------------|------|--------|-------------------------------|---------------------|------------------------------------|-------------------------------------|
| | Name | Current Version | Read | Status | Changed by | Changed on | | |
| <input type="checkbox"/> | Private Clarification | | | | eBusiness Eni | 10.08.2020 12:37:55 | | |
| <input type="checkbox"/> | Request for Clarification | | | | eBusiness Eni | 10.08.2020 12:37:55 | | |
| <input type="checkbox"/> | Technical Bid | | | | eBusiness Eni | 10.08.2020 12:37:55 | | |

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*

The screenshot shows the SAP mySAP PLM cFolders interface. On the left, the navigation pane shows the path: **Collaborazione Appalto 7200000000** > **RFxResp 8000000020** > **Bidding documents** > **Technical Bid**. The **Technical Bid** folder is highlighted with a red box. A red arrow points from this folder to the main content area.

The main content area is titled **Folder Technical Bid**. It shows the current path: **Collaborazione Appalto...** > **RFxResp 8000000020 INS...** > **Bidding documents** > **Technical Bid**. Below this, there is a form for creating a folder object. The form has fields for **Name** (Technical Bid), **Subscribe** (checkbox), and **Authorization** (Write). A **Cancel** button is at the bottom left.

Below the form, there is a section for **Folder Contents**. It includes a table with columns: **Name**, **Current Version**, **Read**, **Status**, **Changed by**, and **Changed on**. The table is currently empty. To the right of the table are **Create** and **Delete** buttons. A red arrow points from the **Create** button to a dialog box.

The dialog box is titled **What do you want to create?** and has a **Cancel** button. It shows a **Document** icon and the text: **A document can contain any file in different versions.** A red arrow points from the **Create** button to this dialog box.

On the left side of the interface, there is a text box that reads: "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 'Public Area' in the drop-down menu."

Create Bid responses – Collaboration Area

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

Click on *Save* after file selection.

Create Document [Help](#)

Navigation: [Folder Overview](#)

Current Path: [Collaborazione Appalto...](#) > [Offerta 8000000780 CAM...](#) > [Bidding documents](#) > [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 x *

Description

Subscribe ☐

☒ Upload Local File

Create Version

Navigation: [Version Overview](#)

Current Path: [Collaborazione Appalto...](#) > [Offerta 8000000780 CAM...](#) > [Bidding documents](#) > [Technical Bid](#) > [Offerta tecnica](#) > Create Version

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

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.

Collaborazione Appalto 7200000060

RFxResp 8000000020 |

- Bidding documents
 - Private Clarification
 - Request for Clarification
 - Technical Bid**

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 "Public Area" in the drop-down menu.

Current Path: [Collaborazione Appalto...](#) > [RFxResp 8000000020 INS...](#) > [Bidding documents](#) > Technical Bid

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 | | | | | | <input type="button" value="Create"/> | <input type="button" value="Delete"/> | <input type="button" value="All"/> | <input type="button" value="None"/> |
|--------------------------|------------------------------|--|------|--------|--------------------------------|---------------------------------------|---------------------------------------|------------------------------------|-------------------------------------|
| | Name | Current version | Read | Status | Changed by | Changed on | | | |
| <input type="checkbox"/> | New Document | TEC Bidder 01.xlsx (9KB) | | | Dr. Dina Jones | 10.08.2020 14:43:15 | | | |

Instructions to display RfQ attachments:

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

Create Bid responses – Collaboration Area

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

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

[Request for Clarification](#)
[Technical Bid](#)

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 "Public Area" in the drop-down menu.

Subscribe ☐
Authorization Write
[Cancel](#)

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

| Folder Contents | | Current Version | Read | Status | Changed by | Changed on |
|--------------------------|---------------------------------|--|------|--------|------------|---------------------|
| <input type="checkbox"/> | New Document | TEC_Bidder_02.xlsx (9KB) | | | | 30.10.2020 16:00:50 |
| <input type="checkbox"/> | New Document 1 | TEC_Bidder_02.xlsx (9KB) | | | | 30.10.2020 11:21:48 |
| <input type="checkbox"/> | New Document 10 | TEC_Bidder_03.xlsx (9KB) | | | | 30.10.2020 11:23:46 |
| <input type="checkbox"/> | New Document 11 | TEC_Bidder_02.xlsx (9KB) | | | | 30.10.2020 11:24:00 |

Instructions to display RFQ attachments:
- technical attachments: click on "Technical Request for Quotation"
- economic attachments: click on "Economic Request for Quotation"
- further information: click on "Further Information"

Aprire o salvare **TEC_Bidder_02.xlsx** (8,01 KB) da **st-en-dc-srm.eni.com?** [Apri](#) [Salva](#) [Annulla](#) [×](#)

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 strongly 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 attachments 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*.

The screenshot shows a web application interface for managing bid responses. On the left, a navigation pane shows the breadcrumb path: **Collaborazione Appalto 7200000060** > **RFxResp 8000000020** > **Bidding documents** > **Request for Clarification**. The 'Request for Clarification' folder is highlighted with a red box. Below the navigation pane, a text box explains the Private Area functionality.

Folder Request for Clarification [Help](#)

Current Path: [Collaborazione Appalto...](#) > [RFxResp 8000000020 INS...](#) > [Bidding documents](#) > [Request for Clarification](#)

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 |
|-------|-----------------|------|--------|------------|------------|
| Empty | | | | | |

Instructions to display RfQ attachments:

- technical attachments: click on "Technical Request for Quotation"
- economical attachments: are available in RfQ "Notes and Attachments" section

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'.

The screenshot shows the SAP cFolders interface. On the left, there is a navigation pane with a tree structure under 'Collaborazione Appalto 7200000080'. The selected folder is 'RFxResp 8000000020', which contains subfolders: 'Bidding documents', 'Private Clarification', 'Request for Clarification', and 'Technical Bid'. A message box on the left states: '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 "Public Area" in the drop-down menu.'

The main content area is titled 'Folder Request for Clarification'. It shows the current path: 'Collaborazione Appalto...' > 'RFxResp 8000000020 INS...' > 'Bidding documents' > 'Request for Clarification'. There is a 'Help' link. Below this, there is a 'Folder' section with fields for 'Name', 'Subscribe', and 'Authorization', and a 'Cancel' button. A message says 'To save any changes made...'. Below that, there is a 'Folder Contents' section with a table header 'Name' and 'Cur'. The table is currently empty. A message says 'To create folder objects, select...'. Below that, there is an 'Instructions to display' section with a list: '- technical attachment', '- economical attachment'.

A red box highlights the 'Logout' button in the top right corner of the interface. Another red box highlights a 'Thanks for Using cFolders' dialog box that appears over the main content area. The dialog box contains the text 'Thanks for Using cFolders', the SAP logo, and the text 'THE BEST-RUN BUSINESSES RUN SAP'.

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.

The screenshot displays the 'Create RFX Response: 8000000020' interface. At the top, there is a yellow header bar with the title and a row of buttons: 'Submit', 'Read Only', 'Check', 'Close', and 'Save'. The 'Save' button is highlighted with a red box, and a red arrow points from it to a confirmation message at the bottom right. Below the header bar, there is a table with the following data: Number 8000000020, RFX Number 7200000060, Status Saved, and Remaining Time 0 Days 00:48:19. Below the table, there are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Notes and Attachments' tab is selected. Below the tabs, there is a section for 'Notes' with an 'Add' button and a 'Clear' button. Below the 'Notes' section, there is a table with the following data: Assigned To, Category, and Text Preview. The 'Add' button is highlighted with a red box, and a red arrow points from it to the 'Save' button in the header bar.

Create RFX Response: 8000000020

Submit Read Only Check Close **Save**

Number 8000000020 RFX Number 7200000060 Status Saved Remaining Time 0 Days 00:48:19

RFX Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add Clear

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

Response 8000000020 saved

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

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 remaining time for Bid response submission.

Check header data of Bid Response

Check Bid responses

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

Edit RFX Response: 8000000020

☒ RFX response is complete and contains no errors

| | | | | | | | | | |
|---------------|------------|-------------------|------------|---------------|-------|-----------------------|-----------------|--------------------|--|
| Number | 8000000020 | RFX Number | 7200000060 | Status | Saved | Remaining Time | 0 Days 00:00:44 | Total Value | |
|---------------|------------|-------------------|------------|---------------|-------|-----------------------|-----------------|--------------------|--|

RFX Information [Items](#) [Notes and Attachments](#) [Summary](#) [Tracking](#)

Event Parameters

Currency:

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.

Edit RFx Response: 8000000020


Submit

Read Only

Check

Close

Save

 End date reached and submission deadline has passed

| | | | | | | | | |
|--------|------------|------------|------------|--------|-------|----------------|-----------------|-------|
| Number | 8000000020 | RFx Number | 7200000060 | Status | Saved | Remaining Time | 0 Days 00:00:00 | Total |
|--------|------------|------------|------------|--------|-------|----------------|-----------------|-------|

RFx Information

Items

Notes and Attachments

Summary

Tracking

Event Parameters

Currency:

Unità Monetaria Europea (EURO)

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.

Edit RFX Response: 8000000020

Submit

Read Only

Check

Close

Save

☒ RFX response is complete and contains no errors

| | | | | | | | | |
|--------|------------|------------|------------|--------|-------|----------------|-----------------|-----------|
| Number | 8000000020 | RFX Number | 7200000060 | Status | Saved | Remaining Time | 0 Days 00:00:44 | Total Val |
|--------|------------|------------|------------|--------|-------|----------------|-----------------|-----------|

RFX Information

Items

Notes and Attachments

Summary

Tracking

Event Parameters

Currency:

Unità Monetaria Europea (EURO)

Confirmation required

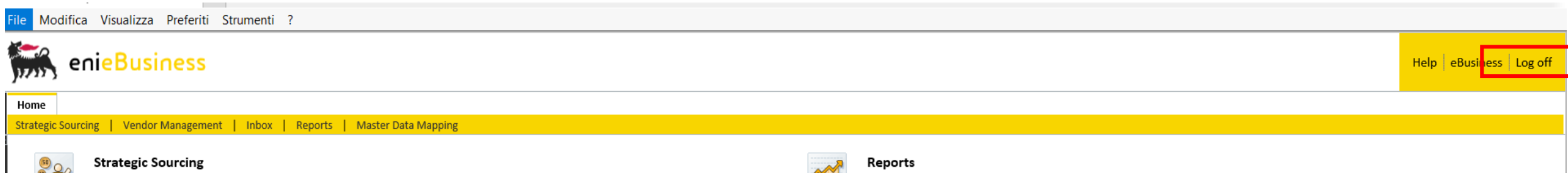
Please ensure that you saved all Tech. and Econ. documents before confirm

OK

Cancel

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 Subsidiaries Tenders → P&CM – Download Documents

The screenshot shows the EniSpace website interface. At the top, the 'Other systems' menu item is highlighted with a red box. A red line connects this menu item to the 'Eni Subsidiaries Tenders' section on the page. Within this section, a red box highlights a minus sign icon next to the 'Download documents' heading. Another red line connects this icon to a table of documents. The table contains two entries, each with a PDF icon, a title, a size, and a 'Download' button. The first entry is 'Ebusiness - Technical Requirements - June 2018' (179.1 kB) and the second is 'GPS - Eni etender regulations'.

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 | Agorà | Health Emergency

Eni Subsidiaries Tenders

Here you can access the electronic tenders system for Eni Subsidiaries.

System
Select System Enter

Download documents

| | | |
|-----|--|----------|
| PDF | Ebusiness - Technical Requirements - June 2018 179.1 kB | Download |
| PDF | GPS - Eni etender regulations | Download |

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



Appendix – Collaboration Area: management of attachment versions 1/3

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

Click on Document name link

[Request for Clarification](#)
[Technical Bid](#)

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 "Public Area" in the drop-down menu.

Technical Bid

Subscribe ☐

Authorization Write

Cancel

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 |
| <input type="checkbox"/> New Document | TEC Bidder 02.xlsx (9KB) |
| <input type="checkbox"/> New Document 1 | TEC Bidder 02.xlsx (9KB) |
| <input type="checkbox"/> New Document 10 | TEC Bidder 03.xlsx (9KB) |
| <input type="checkbox"/> New Document 11 | TEC Bidder 02.xlsx (9KB) |

Home Refresh Logout

Collaborazione Appalto 7200000210

RFxResp { ... }

Bidding documents

Private Clarification

Request for Clarification

Technical Bid

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 "Public Area" in the drop-down menu.

Document New Document 1 Help

Navigation: [Folder Overview](#)

Current Path: [Collaborazione Appalto...](#) > [RFxResp 8000000180 CRA...](#) > [Bidding documents](#) > [Technical Bid](#) > [New Document 1](#)

Document

Choose Save to save changes made to the name or description (or alias if available).

Name *

Subscribe ☐

Write Lock ☐

Authorization Write

Discussions 0

Save Additional Functions Cancel

Current Version

To change the file of the current version, click the hyperlink. Use the right-hand mouse button to save the file to your hard disk. Make your changes and save them. To upload the changed file back into the cFolders application, choose Browse... and then Save. The existing file is then overwritten.

Download/Open [TEC BUYER.xlsx \(9KB\)](#)

Upload

Save Cancel

Select a version name to process this version of the document. Click Create to create a new version of the document.

| Versions | | | | | | |
|-----------|--------------------------------|-----------|-------------|------------------|--------------|---------------------|
| Name | File | File Size | Description | Redlining Layers | Changed by | Changed on |
| Version 1 | TEC BUYER.xlsx | 8.209 | | - | Miles Robson | 30.10.2020 17:24:58 |

Create

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

Appendix – Collaboration Area: management of attachment versions 2/3

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

The screenshot shows the 'Document New Document 1' interface. The left sidebar contains a navigation tree with 'Collaborazione Appalto 7200000210', 'RFxResp 800000', and a dropdown menu showing 'Bidding documents', 'Private Clarification', 'Request for Clarification', and 'Technical Bid'. A text box on the left explains the Private Area functionality. The main content area has a 'Document' section with a 'Name' field containing 'New Document 1', 'Subscribe' and 'Write Lock' checkboxes, an 'Authorization' dropdown set to 'Write', and 'Discussions' set to '0'. Below these are 'Save', 'Additional Functions', and 'Cancel' buttons. A red box highlights the 'Name' field with the instruction 'Change attachment Name and then Save to update attachment name'. Another red box highlights the 'Subscribe' and 'Write Lock' checkboxes with the instruction 'NB: DO NOT set these parameters'. The 'Current Version' section contains instructions on how to change the file, a 'Download/Open' button, and an 'Upload' button with a file selection field. A red box highlights the 'Upload' button with the instruction 'Use this section to upload and overwrite the current version of selected attachment: - Browse to select new attachment - Save to overwrite current version'. At the bottom, a 'Versions' table lists the current version.

Document New Document 1

Navigation: [Folder Overview](#) [Help](#)

Current Path: [Collaborazione Appalto...](#) > [RFxResp 800000180 CRA...](#) > [Bidding documents](#) > [Technical Bid](#) > New Document 1

Document

Choose Save to save changes made to the name or description (or alias if available).

Name: *

Subscribe ☐

Write Lock ☐

Authorization:

Discussions: 0

Current Version

To change the file of the current version, click the hyperlink. Use the right-hand mouse button to save the file to your hard disk. Make your changes and save them. To upload the changed file back into the cFolders application, choose [Browse...](#) and then Save. The existing file is then overwritten.

Download/Open [TEC BUYER.xlsx \(8KB\)](#)

Upload

Select a version name to process this version of the document. Click Create to create a new version of the document.

| Versions | | | | | | |
|---------------------------|--------------------------------|-----------|-------------|------------------|--------------|---------------------|
| Name | File | File Size | Description | Redlining Layers | Changed by | Changed on |
| Version 1 | TEC BUYER.xlsx | 8.209 | | - | Miles Robson | 30.10.2020 17:24:58 |

Change attachment Name and then Save to update attachment name

NB: DO NOT set these parameters

Use this section to **upload and overwrite** the current 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



Appendix – Collaboration Area: management of attachment versions 2/3

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

Select a version name to process this version of the document. Click *Create* to create a new version of the document.

| Name | File | File Size | Description | Redlining Layers | Changed by | Changed on |
|-----------------------------|------------------------------------|-----------|-------------|------------------|--------------|---------------------|
| New Version | TEC Bidder 04.xlsx | 8.209 | | - | Miles Robson | 02.11.2020 10:34:54 |
| AAA | TEC Bidder 02.xlsx | 8.209 | AAA | - | Miles Robson | 02.11.2020 10:34:35 |
| Version 1 | TEC Bidder 02.xlsx | 8.209 | | - | Miles Robson | 02.11.2020 10:30:08 |

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

Create Version

Enter the name and a description Specify whether the associated file is to be uploaded or created from the file storage

Name *

Description

☒ Copy the Current File
☐ Upload Local File

Continue *Cancel*

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

Name *

Description

☐ Copy the Current File
☒ Upload Local File

Continue *Cancel*

To select the required f

Save *Cancel*

| Versions | | | |
|---------------|--------------------|-----------|-------------|
| Name | File | File Size | Description |
| New Version 1 | TEC BUYER.xlsx | 8.209 | |
| New Version | TEC Bidder 04.xlsx | 8.209 | |
| AAA | TEC Bidder 02.xlsx | 8.209 | AAA |
| Version 1 | TEC Bidder 02.xlsx | 8.209 | |

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

| Folder Contents | | | | | <i>Create</i> | <i>Delete</i> | <i>All</i> | <i>None</i> |
|---|------|--------|--------------|---------------------|---------------|---------------|------------|-------------|
| Name | Read | Status | Changed by | Changed on | | | | |
| <input type="checkbox"/> Technical Bid Response | | | | | | | | |
| <input checked="" type="checkbox"/> Current Version | | | | | | | | |
| TEC BUYER.xlsx (9KB) | | | Miles Robson | 02.11.2020 11:50:03 | | | | |

Instructions to display RfQ attachments:

- technical attachments: click on "Technical Request for Quotation"
- economical attachments: are available in RfQ, "Notes and Attachments" section
- further clarification are eventually available, after an e-mail notification, in the folders "Tech. Public Updates"

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