



GPS e-Bidding Bidder Manual

eni.com

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Logon

Access to the system by entering your User ID and password:



The logo features a black silhouette of a dog with a red flame coming out of its mouth, positioned above a yellow square containing the lowercase letters 'eni' in a black, sans-serif font.

User ID *

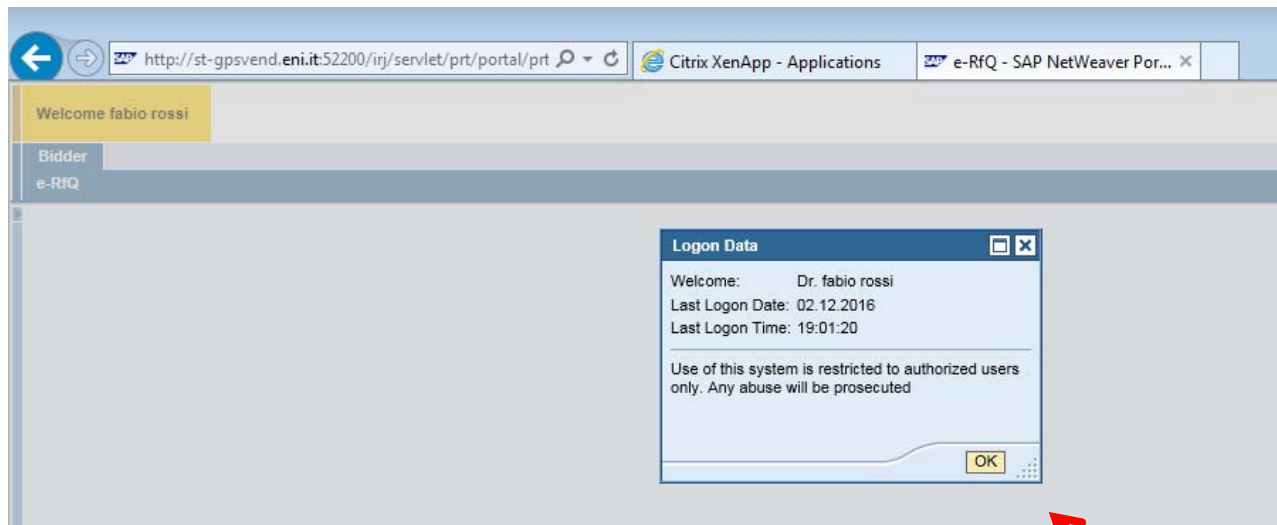
Password *

If you forget your password or to reset it, reference to SOS service desk.



Logon

Each time a user will perform the login into the system a pop-up will be displayed with the data of the last login.



select ok to access into the response management



Search RfQ

In order to open a Bid invitation you can search it directly by entering the Bid Invitation Number on appropriate field. Select 'Apply' Button.

Bidder e-RfQ

Active Queries

eRFxs **All (3)** [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Bid Invitation Number: To ↗

Bid Invitation Status:

My Responses From:

Apply

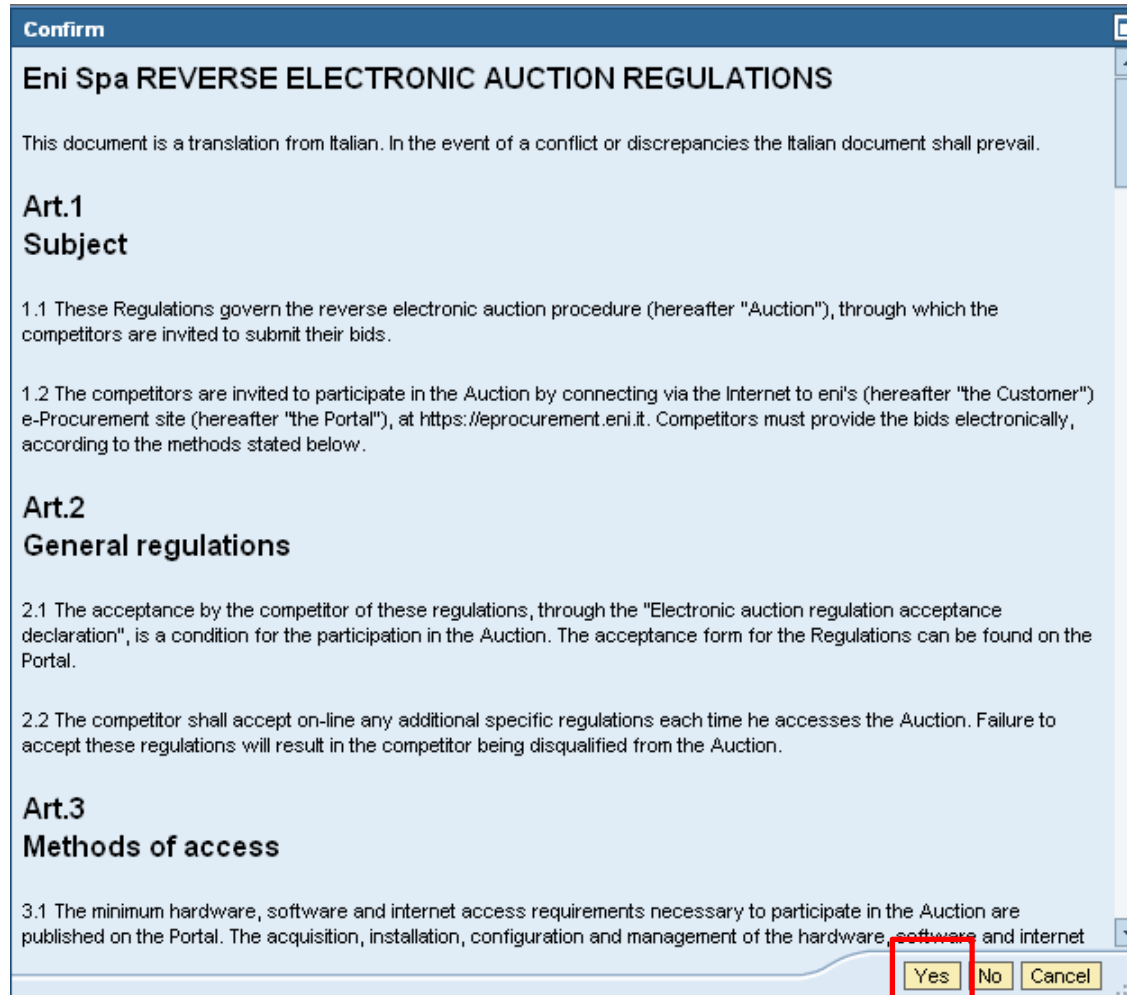
View [Standard View] | [Create Response](#) | [Display Bid Invitation](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Bid Invitation Number	Bid Invitation Description	Bid Invitation Type	Bid Invitation Status	Start Date	End Date
7200001030	IRQ_BUYER_18 23.10.2012 13:12:22	e-RFQ for Tender	Published	23.10.2012	23.10.2012
7200001027	gare elettroniche last	e-RFQ for Tender	Published	22.10.2012	23.10.2012
7200001024	IRQ_BUYER_01 18.10.2012 12:28:16	e-RFQ for Tender	Published	18.10.2012	02.11.2012

In order to **refresh** the list, select '**Refresh**' button. It's also available the 'Export' button to allows you save the list on .xls file.



Regulation Acceptance



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

Clicking on RfQ number, System displays "eni Regulations".

In order to display the RfQ, select 'Yes'.

If you click on "No", RfQ won't be displayed.

Every time you want to open an RfQ, regulation must be accepted first.

First time you are going to create a quotation, regulation must be accepted.



Bid Invitation: Header information

Bid Invitation will be opened, clicking on RfQ number and after having accepted eni regulation.

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

Display RFQ : 7200001030

RFQ Number 7200001030	RFQ Name IRQ_BUYER_18 23.10.2012 13:12:22	RFX Status Published	RFX Start Date 23.10.2012 13:21:21 CET	Submission Deadline 23.10.2012 16:00:21 CET	Remaining Time RFX Number 0 Days 00:08:52
RFX Owner IRQ_BUYER_18	External Version Number 2	eProcess Tender	Tracking ID 7000001542		



Bid Invitation: RfX Information

For each Bid they are available following tab:

- ✓ RFX Information
- ✓ Item
- ✓ Notes and Attachments

RFX Information

In this tab you can see information already displayed, on the top of the document.

In addition you can see document currency, which will always be US Dollar: you can submit your quotation in different currencies, not just in document currency, according to buyer choose.

NOTE: Currency USD is same as USD.*

	RFX Information	Items	Notes and Attachments
Time Zone:	CET		
Start Date: *	23.10.2012	13:21:21	
Submission Deadline: *	23.10.2012	16:00:21	
Currency:	USDIQ		



Bid Invitation: Items (1/3)

On Item 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 click on 'Details' button:

Line Number	Item Type	Product ID	Description	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date
0001	Material	BB01AA01	UAT segregation 5	BB01AA01		1	AU	USDIQ	01.08.2012

Details about material code, product category, quantity and delivery date are available at "item data" level:

Identification	Currency, Values, and Pricing	Service and Delivery
Product ID: <input type="text"/>	Required Quantity: <input type="text" value="1"/> Activity unit	Delivery Date / Time: <input type="text" value="01.08.2012"/> <input type="text" value="00:00:00"/>
Description: <input type="text" value="UAT segregation 5"/>	Target Value: <input type="text" value="1,00"/> USDIQ	
Product Category: <input type="text" value="BB01AA01"/> SAW WELDED PIPES IN CARBON STEEL		



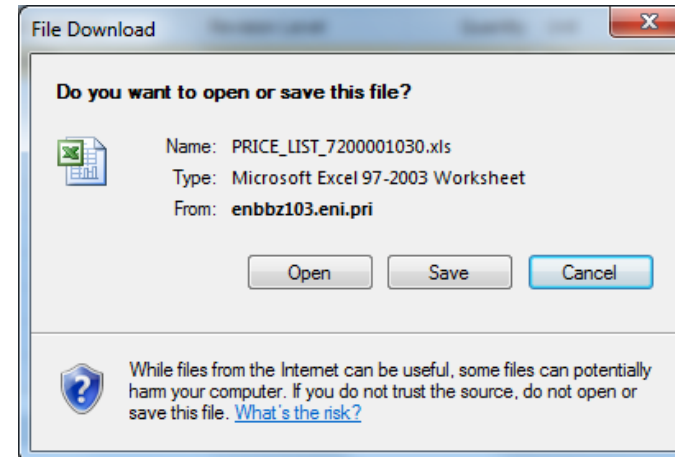
Bid Invitation: Items (2/3)




Item list can be downloaded as follows:

From Bid Invitation, '*Items*' tab, download item list in excel format by clicking on "**Download items table**" button. The browser will open a popup in order to ask if you want to save or open the file. Save file locally (on your desktop) without changing the file extension.

The same button and functionality will be available also in the Quotation's item table (explained in detail in the following pages).



Bid Invitation: Items (3/3)



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 the each cell on the column to provide its economical proposal.

The resulting excel file must therefore be uploaded on quotation before submitting the offer.

In order to successfully upload file on quotation, please follow the following rules:

- type **ONLY** inside the white cell '**Price**', per each item taking part 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

In Notes and Attachment tab, you can find:

- Technical document: under Collaboration, 'Technical section', containing technical specification
- Standard attachments: i.e. Commercial Attachment, if available
- Legal Documents: which shows all textual information related to the RfQ, like Object, Appendixes...

The screenshot displays the 'Notes and Attachments' tab with the following sections:

- Notes:** Includes 'Add' and 'Clear' buttons and a table with columns 'Assigned To', 'Category', and 'Text Preview'.
- Attachments:** Includes 'Add Attachment', 'Edit Description', 'Versioning', and 'Delete' buttons. Below is a table:

Assigned To	Category	Description	File Name	Version
Document Header	Standard Attachment	Commercial details	Commercial details.docx	1
Document Header	Legal Document	RFQ for Tender 7200001461	RFQ_for_Tender_7200001461	1
- Collaboration:** Includes a table with columns 'Collaboration' and 'Version'.

Collaboration	Version
Technical Section 7200001461	2



Bid Invitation: Collaboration – cFolder 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 in the previous one.
- 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 and then can switch from Private to Public Area and viceversa.



Bid Invitation: Collaboration – cFolder overview (2/2)

		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	Grey
	4.1 Technical Private clarification\Buyer	Create	Read	
	4.2 Technical Private clarification\Bidder	Read	Create	
Private Area Bidder 2	3. Technical Bid	Read	Grey	Create\Delete
	4.1 Technical Private clarification\Buyer	Create		Read
	4.2 Technical Private clarification\Bidder	Read		Create

This table describes the maximum level of rights assigned to each role. 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.



Bid Invitation: Collaboration – View documents in cFolders

To open an attachment 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)**.

The screenshot shows the cFolders interface. On the left, a navigation pane displays a tree structure: 'Technical Section 7200001446' > 'Request for Quotation' > 'Bidding documents' > '1.Technical Request for Quotation'. A red circle with the number '1' highlights the '1.Technical Request for Quotation' folder. Below the tree is a text box explaining the Public Area. On the right, the main content area shows the details for the selected folder: 'Folder 1.Technical Request for Quotation'. It includes a 'Current Path' breadcrumb, a 'Folder' section with a 'Name' field containing '1.Technical Request for Quotation', a 'Subscribe' checkbox, and an 'Authorization' field set to 'Read'. Below this is a 'Folder Contents' table with columns for Name, Current Version, Read, Status, Changed by, and Changed on. A red circle with the number '2' highlights the 'Capitolato 1' entry in the table.

1

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 [Help](#)

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

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"/> Capitolato 1	Capitolato Tecnico.docx (11KB)			IRQ BUYER_01	22.11.2013 17:31:57		

2



Create a Response (1/2)

You can create a Response directly from the List (1) or 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. At the top, there are filters for 'eRFxs' with counts: All (4), Published (3), Ended (0), and Completed (0). Below this is the 'eRFxs - All' section, which includes a 'Hide Quick Criteria Maintenance' dropdown and search filters for 'Bid Invitation Number', 'Bid Invitation Status', and 'My Responses From'. An 'Apply' button is located below the filters. A toolbar contains buttons for 'View [Standard View]', 'Create Response' (highlighted with a red box), 'Display Bid Invitation', 'Display Response', and 'Print Preview'. Below the toolbar is a table with the following data:

Bid Invitation Number	Bid Invitation Description	Bid Invitation Type	Bid Invitation Status
7200001031	IRQ_BUYER_01 23.10.2012 17:30:40	e-RFQ for Tender	Published
7200001030	IRQ_BUYER_18 23.10.2012 13:12:22	e-RFQ for Tender	Published

Pay attention to the validity date. If the submission deadline is not reached or 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 list and open the document, clicking on RfQ number.

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

Display RFQ : 7200001030

RFQ Number	7200001030	RFQ Name	IRQ_BUYER_18 23.10.2012 13:12:22	RFX Status	Published	RFX Start Date	23.10.2012 13:21:21 CET	Submission Deadline	23.10.2012 16:00:21 CET
RFX Owner	IRQ_BUYER_18	External Version Number	2	eProcess	Tender	Tracking ID	7000001542		

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

Other available buttons on RfQ are :

- ✓ Close: close the RfQ windows and moves back to Bid Invitation list
- ✓ Refresh: refresh document with new data (if available)



Response: RFX Information

Currency

You can choose a currency among those allowed, according to buyer selection on the RfQ. Use match code, as shown below, to select the appropriate currency:



Create RFX Response

Quotation Number 8000002107 RFQ Number 7200001030 Status In Process
Tracking ID 7000001542

Submit Close | Read Only | Check Save Export

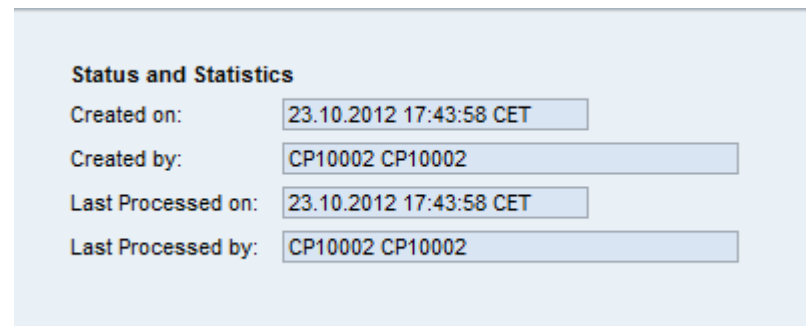
RFX Information | Items | Notes and Attachments

Event Parameters

Currency: United States Dollar for Iraq

Status and Statistics

On your right you can see Statistical Information.



Status and Statistics

Created on: 23.10.2012 17:43:58 CET
Created by: CP10002 CP10002
Last Processed on: 23.10.2012 17:43:58 CET
Last Processed by: CP10002 CP10002



Response: Items (1/2)

On '*Items*' tab you can see the item list for which buyer has required your quotation.

More details about each item can be displayed selecting the line and click on '*Details*' button:

Create RFX Response

Quotation Number 8000005112 RFQ Number 7200002275 Status Saved Submission Deadline 24.01.2020 01:00:00 CET Quotation Tracking ID 7200002275

Submit Close Read Only Check Save Delete Export

RFx Information **Items** Notes and Attachments

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value **Download items table** Upload items from RFQ

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Currency
0001	mat	Material		BBD1AA01	TUBI	10	EA	USDTN

Please notice that *no pricing information will be clearly visible of the Quotation document.*

Items' prices must be uploaded by means of a pricing file.

The "**Download items table**" button has the same functionality already exposed in the RfQ and discussed on page 10.

In order to successfully upload a pricing file:

- from Response, '*Items*' tab, upload item list by clicking on '**Upload items from RfQ**' button. 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.




Response: Items (2/2)

In case of successful upload, an informative message is reported in the notification area:

Create RFX Response

Create RFX Response

Quotation Number 8000005112 RFQ Number 7200002275 Status Se
Tracking ID 7200002275

 Economical offer loaded and available in "Notes and Attachments" section.

Each uploaded file will be visible in the "Notes and Attachments" section. The system automatically renames the file with a default description and filename, providing moreover a versioning enumeration:

RFx Information Items **Notes and Attachments**

▼ Notes Filter Settings

[Add](#) [Clear](#)

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

▼ Attachments Filter Settings

[Add Attachment](#) [Edit Description](#) [Versioning](#) [Delete](#)

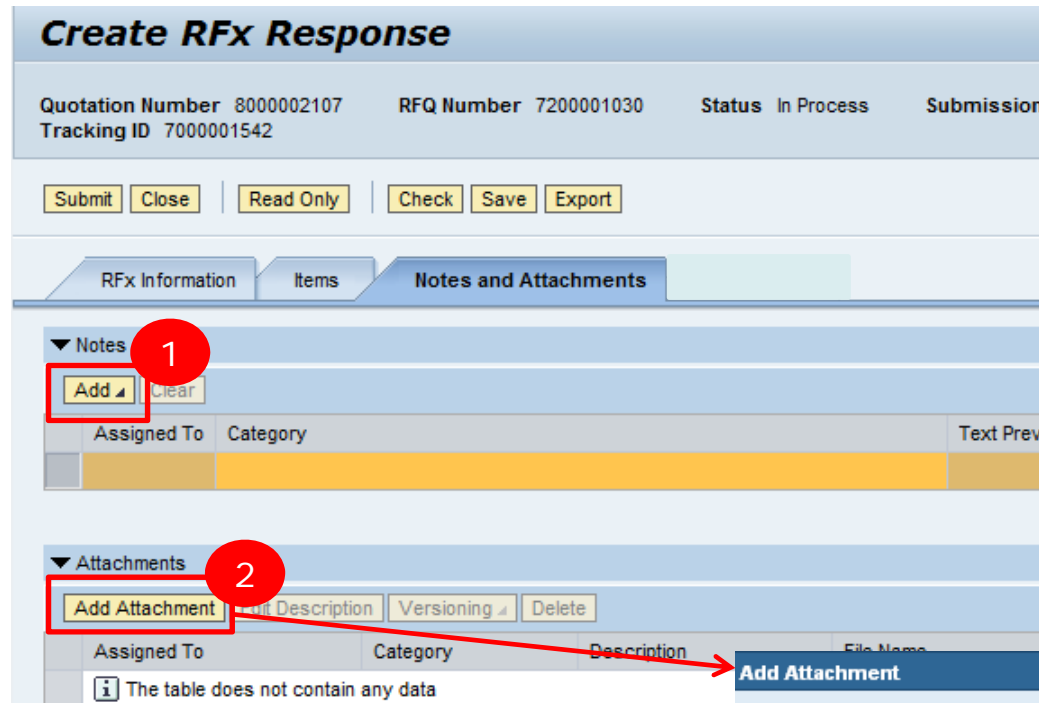
Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	ECO-QP-8000005112_v_1	ECO-QP-8000005112.xls	1		<input type="checkbox"/>	xls	176	SPL100001002	30.01.2018

Multiple economical pricing files can be uploaded, if requested; the version column – as well as the "Changed On" field - will allow to sort them by a chronological order.



Response: Notes and Attachments

In the 'Notes and Attachments' tab it's possible to add Notes and Commercial Attachment.



1. 'Add' button allows you to enter a text, in a note. Insert the text then click 'OK' button.
2. 'Add Attachment' button allows you to upload a local file, in any format. Please pay attention to have the file on you desktop before uploading it, to avoid any problem of too long path. Choose file, using "Browse" button, then click 'OK' button to upload it.

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: Upload documents in cFolders

To upload a new attachment:

- Open your Private Area (1).
- Open a folder and click the button 'Create' (2).
- Click the link 'Document' (3).
- Specify a 'Name' and click 'Continue' (4).
- Select the file using the 'Browse' function then click 'Save' (5).



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 (6).

1

2

3

4

5

6

Name	Current Version	Read	Status	Changed by	Changed on
Technical Offer	technical.docx (11KB)			CTS101112001techedge1	28/11/2013 14:07:38



Edit a Response

1. A Response can be modified during RfQ validity period or till Response hasn't been submitted. From e-RFXs query, Response number, created for each Bid invitation, is shown.

Click on Response number to open the document.

Bid Invitation Number	Bid Invitation Description	Bid Invitation Type	Bid Invitation Status	Start Date	End Date	Response Number	Response Status
7200001031	IRQ_BUYER_01 23.10.2012 17:30:40	e-RFQ for Tender	Published	23.10.2012	23.10.2012	8000002109	Submitted
7200001027	gare elettronica last.	e-RFQ for Tender	Published	22.10.2012	22.10.2012	8000002101	Submitted
7200001024	IRQ_BUYER_01 18.10.2012 12:28:16	e-RFQ for Tender	Published	18.10.2012	02.11.2012	8000002088	Saved

2. Response can be modified clicking on 'Edit' button.

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

Event Parameters

Currency: United States Dollar for Iraq.

Rebid: 01

Scenario: Technical Rebid

3. Response is available in Edit mode and both 'Save' and 'Submit' button are available to hold quotation or resend it to buyer.

Edit Response : 8000002088

Quotation Number 8000002088 RFQ Number 7200001024 Status Saved

Tracking ID 7000001539

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

RFX Information | Items | Notes and Attachments

Event Parameters

Currency: United States Dollar for Iraq.

Rebid: 01

Scenario: Technical Rebid



Save a Response

Enter your data and select 'Save' button.

Response will be created in Saved status:
response is not available to buyer to be displayed.

Display Response : 8000002106

Quotation Number	8000002106	RFQ Number	7200001030	Status	Saved
Tracking ID	7000001542				

Response 8000002106 saved



Submit a Response

Before submitting a Response, verify that following information has been entered:

- ✓ Prices (by means of the Pricing file upload);
- ✓ Technical attachment, if required
- ✓ Commercial Attachment, if needed

In order to submit your Response, click on '**Submit**' button

When a Response is 'submitted' after submission date is expired buyer can open it.

Once a Response has been submitted, no more changes can be done on it. You can just require/give clarification via cFolders (folders under '4. Technical Private clarification') but you can not add new attachments in folder '3. Technical bid'.

Edit Response : 8000002088

Quotation Number	8000002088	RFQ Number	7200001024	Status	Saved
Tracking ID	7000001539				

Submit Close Read Only Check Save Delete Export

Rfx Information Items Notes and Attachments

Event Parameters

Currency: United States Dollar for Iraq.

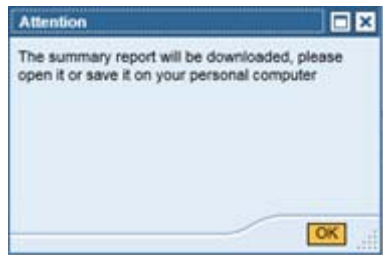
Rebid: 01

Scenario: Technical Rebid



Submit a Response

By selecting the «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 that contains the list of the attachment enclosed to the response.



Summary Report

05.12.2016 08:40:46 CET

Bidder Data
bianchi teresa
mail: t.bianchi@dalmine.com
DALMINE TENARIS
P.zzaCaduti6Luglio1944,Nr1
24044DALMINE(BG)

Bid Invitation Data
Name test e-rfq
Number 7200002093

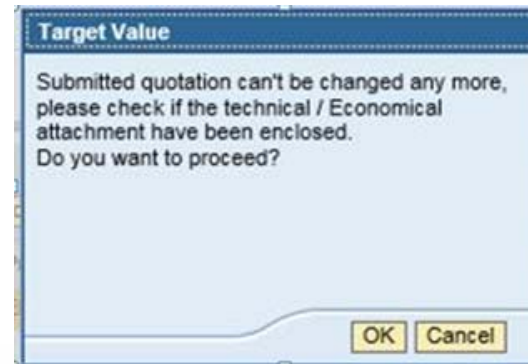
Basic Data
Bid Number 8000004611
Time zone CET
Bid End Date 05.12.2016 08:40:46

Economic Attachments

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

At last, a confirmation pop up will be displayed in order to submit the response.

After clicking OK, the system will send an email with the summary report attached.



Edit a Response – Commercial re-bid phase

In the commercial re-bid phase where the buyer is asking a new economical quote, it is possible to delete the previous economical attachment only if the buyer allows it.

Display Response : 8000002088

Quotation Number 8000002088 RFQ Number 7200001024 Status Saved 5
Tracking ID 7000001539

Edit Close Refresh Check Export

RFX Information Items Notes and Attachments Technical Bid

Event Parameters

Currency: United States Dollar for Iraq.

Rebid: 01

Scenario: Technical Rebid

If the buyer allows the deletion of the economical attachment, the delete button will be available on the selected row related to the attachment.

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

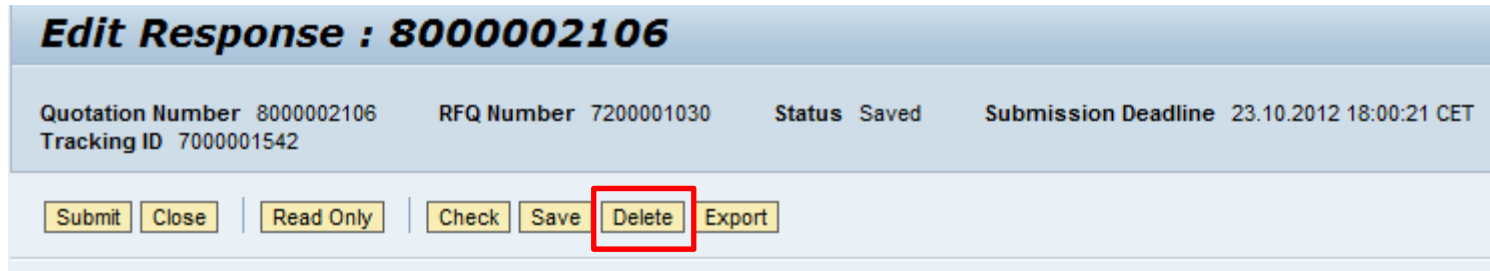
Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	ECO	eco1.bt	1		<input type="checkbox"/>	bt	2	FRG161003001	05.12.2016
Document Header	Standard Attachment	ECO2	eco2.bt	1		<input type="checkbox"/>	bt	2	FRG161003001	05.12.2016

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	ECO	eco1.bt	1		<input type="checkbox"/>	bt	2	FRG161003001	05.12.2016
Document Header	Standard Attachment	ECO2	eco2.bt	1		<input type="checkbox"/>	bt	2	FRG161003001	05.12.2016



Delete a Response

If you don't want to participate any more in an Rfq, you can delete already inserted response.
Response can be deleted clicking on 'Delete' button:



Edit Response : 8000002106

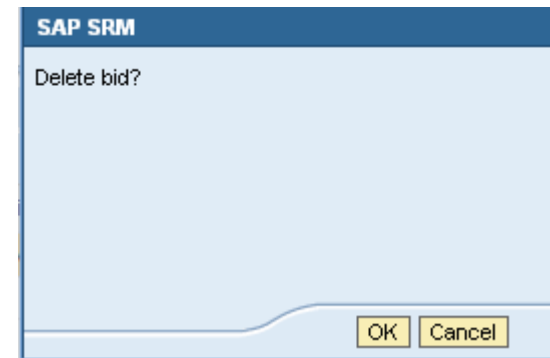
Quotation Number 8000002106 RFQ Number 7200001030 Status Saved Submission Deadline 23.10.2012 18:00:21 CET
Tracking ID 7000001542

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

To delete a Response, a confirmation is required by the system.

If you confirm, Response status become 'Deleted'.

You are not able to create a new offer



SAP SRM

Delete bid?

OK Cancel



Change Password

If you want to change password, click on "Personalize" and then "Modify" button

The screenshot displays a web application interface for user management. At the top left, a yellow banner reads "Welcome Ms. cp10001 cp10001". To the right, there are buttons for "Personalize" (highlighted with a red dashed box) and "Log off", along with the ENI logo. Below this, a blue sidebar contains the text "Bidder" and "e-RfQ". The main content area is titled "User Profile" and features a "Modify" button (highlighted with a red solid box). Below the button are four tabs: "General Information", "Contact Information", "Additional Information", and "User Mapping for System Access". The "General Information" tab is active, showing the following details:

Logon ID:	CP10001
Last Name:	cp10001
First Name:	cp10001
E-Mail Address:	elena.masselli@techedge.it
Form of Address:	Ms.
Language:	English
Security Policy:	Default

Overlaid on the bottom right is a smaller "User Profile" dialog box. It has "Save" and "Cancel" buttons, with "Save" highlighted by a red solid box. The dialog box shows the "General Information" tab with the following fields:

Logon ID: *	<input type="text" value="CP10001"/>
Old Password:	<input type="password"/>
Define Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Insert old password and new password, then Save.

Password is updated successfully.

