



# **Eni e-Business Services**

Online Registration and Allocation Auction Bidder Manual  
North/West Europe Auction for Subletting Products

Version 2021 1.1

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Dear User,

the following handbook shows you the Online Registration and Allocation Auction flow from Bidder perspective.

We suggest to spend some time reading the following pages for a better and simpler use of the service.



# Summary

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# Technical Requirements

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Bidders have to ensure the minimum requirements to allow a connection to the above mentioned website by respecting the “Technical requirements” available in the “Assistance” section of the eBusiness portal:

Link: <https://ebusiness.eni.com/index.php/en/assistenza> .

In particular, in order to access, please that only the following list of browsers are supported:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox Firefox Extended Support Release
- Microsoft Internet Explorer from version 8.x to 11.x



# Online Registration

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In order to access the Online Registration:

- ❑ Open the web browser (Internet Explorer or Firefox)
- ❑ Go to the web site:  
[https://en-dc-srm.eni.com/sap/bc/bsp/sap/ros\\_self\\_reg/main.htm?sap-client=401&sap-language=EN&env=GP01](https://en-dc-srm.eni.com/sap/bc/bsp/sap/ros_self_reg/main.htm?sap-client=401&sap-language=EN&env=GP01)

# Online Registration

## Company Details:

- Name of Company and Language (English only)

## Address Data:

- E-Mail Address (please note that you'll receive all the communications at this address), Telephone, Street, House Number, Postal Code, Location, Country

## Bidder Data:

- First name, Last Name, Telephone, Fax e VAT reg. no.

## Auction:

- Flag the auction type you wish to participate

## Data Privacy Statement:

- Click on Eni Privacy Page before submitting the data

Conclude the Online Registration clicking **“Submit”**.

*The fields marked with wildcards “\*” are mandatory.*

Online Registration for Capacity Auction  
To register yourself as a supplier, enter your data and then Submit

\* Required Entry

### Company Details

Name of Company : \*

D-U-N-S Number :

Language : \*

### Address Data

E-Mail Address : \*

Telephone : \*  Extension :

Fax :  Extension :

Street :  House Number :

Building :

Floor :  Room Number :

Postal Code : \*  Location : \*

District :

Jurisdic. Code :

Country : \*

P.O. Box :  PO Box Postal Code :

PO Box Location :  PO Box Country :

### Bidder Data

First name : \*  Last name : \*

Telephone : \*  Fax : \*

VAT reg no : \*

### Auctions

All Time Auction ( Registration From 01.01.2019 00:00:00 To 31.12.2022 00:00:00 )

### Product Categories

Auction for Transportation capacity

### Data Privacy Statement

By submitting your request, you accept the Eni Privacy Policy available at the following link: [Eni Privacy Page](#)



# Log in

The screenshot shows the Eni eBusiness portal interface. At the top, there is a navigation bar with the Eni logo and the text "eni eBusiness". Below this, there is a main banner with a sunset over the ocean and the text "Welcome to eBusiness" and "Services for your professional needs". A navigation menu is open, showing various services. The "Services" dropdown menu is highlighted, and the "Subletting Auctions" option is selected. Below the banner, there is a section titled "Format e-Business" with a "Services" sub-section. At the bottom, there is a login form with fields for "Utente \*" and "Password \*", and a "Esequire logon" button.

From October 15th, 2018 the Eni eBusiness portal is available, devoted to all eBusiness services internal users (Eni SpA and foreign affiliates) and external users (Eni customers and Franchisees).  
For all enabled internal users, the portal allows access to eBusiness services in Single Sign On mode.  
With the launch of the dedicated portal and the technological optimization, an objective pursued with competence and passion.

Format e-Business

Services

The eBusiness services are characterized by their simplicity and efficiency, aimed at providing a high-quality service to our customers.

Utente \* Password \*

Esequire logon

Once the Bidder has completed the registration and provided the Seller with all the correct documents (see Auction Procedure), Bidder will receive e-mails containing the User Id and Password.

In order to access the web-tool and submit a bid, open the web browser (Internet Explorer or Firefox) and go to the web site <https://ebusiness.eni.com/>

For training and live event follow these steps:

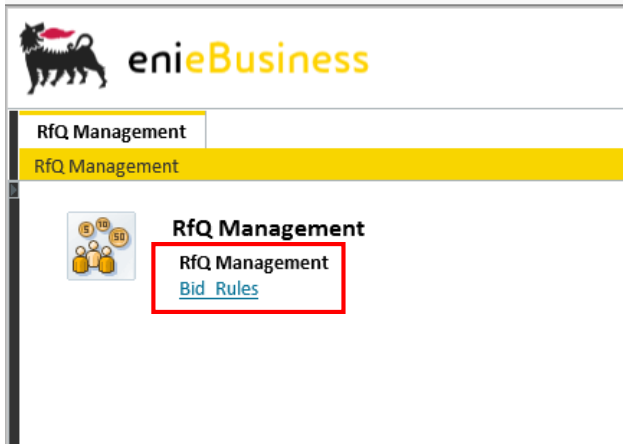
- Services
- Procurement & Contract Management
- Subletting Auction

In order to access Bidder's area:

- Enter **User Id**
- Enter **Password**
- Click on **Logon**



# Create Bid



In order to take part to the Auction(s) click **Bid Rules** in *RfQ Management* section.

Please read Eni ELECTRONIC TENDER REGULATION at the beginning of each Round and then click on **Accept Tender Regulation**.

A pop up will ask you to confirm the action, please click on **OK**.

The screenshot shows the 'Eni ELECTRONIC TENDER REGULATIONS' page. At the top right, there is a toolbar with icons for save, print, zoom, and share. The main heading is 'Eni ELECTRONIC TENDER REGULATIONS'. Below it, the section 'Art.1 Subject' is displayed. Two paragraphs of text follow: 1.1 describes the regulations governing the tendering procedure, and 1.2 describes the requirements for electronic bidding, including the URL 'https://eprocurement.eni.it'. At the bottom left, a small notification box with a green checkmark and the text 'Accept Tender Regulations' is highlighted with a red box. A red line connects this box to a larger 'Confirmation required' dialog box on the right. The dialog box contains the text 'You are accepting all rules: are you sure?' and has 'OK' and 'Cancel' buttons at the bottom. The 'OK' button is highlighted with a red box.





# Create Bid

Select the auction ID (Event Number) to participate in the Auction.

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Q&A	Response Version
510000070	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00		No Bid Created	1	0	
510000000	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	800000660	Submitted	1	0	1

If needed, you can insert one or more filter.

Click on **Apply** to search and display Auctions.

Please check the filters in case no Auction is displayed.

## RFx / BID category - All

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear



# Create Bid

RFX Parameters folder contains data about the Auction like *Submission Deadline* (date and time within which Bidders have to submit their Bids). The system will not accept Bids after this deadline!

You can also see *Number of Lots* and *Bid Value Pairs*.

**Display RFX: 510000070**

Number 510000070   Name BUYER\_AU\_EN1 14.08.2019 15:12   Status Published   Start Date 14.08.2019 15:40:00 CET   End Date 16.08.2019 12:00:00 CET   Remaining Time 1 Days 20:05:38

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**RFX Information**   Notes and Attachments

RFX Parameters   Bids

\* Start Date: 14.08.2019 15:40:00

\* Submission Deadline: 16.08.2019 12:00:00

Opening Date: 00:00:00

Currency: EUR

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**Bid Suppl. head info**

Auction: ALL


General Auction: ALL

Lot Name: test

Fee Name: test

Number of Lots: 3

Bid Value Pairs: 2



# Create Bid

Click on **Create Response** to create an Offer.

**Display RFX: 5100000070**

Number 5100000070 Name BUYER\_AU\_EN1 14.08.2019 15:12

Click on **Bids** tab and fill in at least all the mandatory data.

**Create RFX Response: 8000000701**

**Attribute 001 - test is mandatory; maintain attribute value**

Number 8000000701 RFX Number 5100000070 Status In Process Submission Deadline 16.08.2019 12:00:00 CET Remaining Time 1 Days 19:55:39 RFX Owner Buyer1 CapAuction Total Value 0,00 EUR

**RFX Information** Notes and Attachments Summary

Basic Data **Bids**

Event Parameters  
Currency: European Euro

**Status and Statistics**  
Created On: 14.08.2019 16:04:21 CET  
Created By: Primo Prova  
Last Processed On: 14.08.2019 16:04:21 CET  
Last Processed By: Primo Prova

**Partners and Delivery Information**  
Details Send E-Mail Call Clear

Function	Number	Name
The table does not contain any data		

**RFX Information** Notes and Attachments Summary

Basic Data **Bids**

Question Reply

\*001 - test:   EUR

\*001 - test:   EUR

002 - test:   EUR

002 - test:   EUR

The price shall be with two decimal places and comma is used as separator of decimal places (e.g. XXX,xx).



# Create Bid

Please click on **Check** button before submitting the Bid. If the message “*Rfx response is complete and contains no errors*” appears, the Bid is correct and it can be saved/submitted.

If you want to save your Bid as a “draft” you can click on **Save**. Please note that bid saved only as draft are not submitted and will not be considered.

The message “*Response XXXXXX saved*” will appear.

**Create Rfx Response: 8000000701**

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

✔ Rfx response is complete and contains no errors

Number 8000000701 Rfx Number 5100000070

**Display Rfx Response: 8000000701**

Edit | Refresh | Check | Close

✔ Response 8000000701 saved

Number 8000000701 Rfx Number 5100000070

# Create Bid

In order to send the Bid click on **Submit**.

To close the window and go back to the previous page, click on **Cancel** button.

To confirm the Bid submission click **OK**.

The message “*Rfx response XXXXXX submitted*” appears.

Once a Bid has been submitted it cannot be modified or removed.

**Create Rfx Response: 8000000701**

Submit Read Only Check Close Save

✓ Rfx response is complete and contains no errors

Number 8000000701 Rfx Number 5100000070

**Confirmation required**

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

OK Cancel

**Display Rfx Response: 8000000701**

Refresh Close

✓ Rfx response 8000000701 submitted

Number 8000000701 Rfx Number 5100000070

# Log Off

RfQ Management

RfQ Management

Active Queries

Rfx / BID category **All (2)** Published (0) Completed (0)

Rfx / BID category - All

Hide Quick Criteria Maintenance Change Query Define New Query Personalize

Event Number:  To

Event Status:

Creation Date:  To

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	Start Time	End Date	End time	Response Number	Response Status	Event Version	Q&A	Response Version
<a href="#">5100000070</a>	BUYER_AU_EN1 14.08.2019 15:12	Capacity Auction	Published	14.08.2019	15:40:00	16.08.2019	12:00:00	<a href="#">8000000701</a>	Returned	1	0	1
<a href="#">5100000000</a>	Prima Prova	Capacity Auction	Published	13.05.2019	15:35:00	13.05.2019	15:45:00	<a href="#">8000000660</a>	Submitted	1	0	1

Click on **Log off** in order to log off after the conclusion of the Auction(s).

# Useful Information

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**For technical support, please contact:**

- **For On Line Registration**

SERVICE OPERATIONS SUPPORT  
Phone number : +39 02 3700 6070  
eMail: [ebusiness.support@eni.com](mailto:ebusiness.support@eni.com)  
Monday - Friday 8:30 a.m. - 6:00 p.m. CET

- **For Live Auction:**

SERVICE OPERATIONS SUPPORT  
Phone number : +39 02 2332 9494  
eMail: [ebusiness.live.support@eni.com](mailto:ebusiness.live.support@eni.com)  
Monday - Friday 8:30 a.m. - 6:00 p.m. CET

**For further information concerning the Auction Procedure, please send an email to the general address [supply.services@eni.com](mailto:supply.services@eni.com) or contact:**

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