



# Contractual Standard

User Manual Document Builder – Rev. 05

# Objective

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- The objective of this document is to provide a guide lines to the use the Document Builder System.



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- Creating a document p. 5
- Saving a document p. 12
- Search / display of a document p. 15
- Modification of a document p. 17
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# Steps to access the system 1/1

- To access complete User and Password fields:

[http://enbcz101.eni.pri:8040/sap/bc/webdynpro/ipro/wd\\_docb?sap-language=IT/EN/FR](http://enbcz101.eni.pri:8040/sap/bc/webdynpro/ipro/wd_docb?sap-language=IT/EN/FR)

**User:** AG / EN00000    **Password:** XXXXXXXX

- ACCESS (1):**

- ENGLISH:**

1. ITT English Law
2. BR Italian Law
3. GC English Law
4. GC English Law - Other
5. GC Italian Law
6. GC Italian Law – Other

- ITALIAN:**

1. RdO Legge IT
2. RdO Legge IT - Altre Tip.
3. CG Legge IT
4. CG Legge IT - Altre Tip.

- FRENCH:**

1. CG Loi EN – Autres Types

## SAP NetWeaver

 No switch to HTTPS occurred, so it is not secure to send a password

 No switch to HTTPS occurred, so it is not secure to send a password

System:

Client: \*

User: \*

Password: \*

Language: 

English	EN
French	FR
Italian	IT

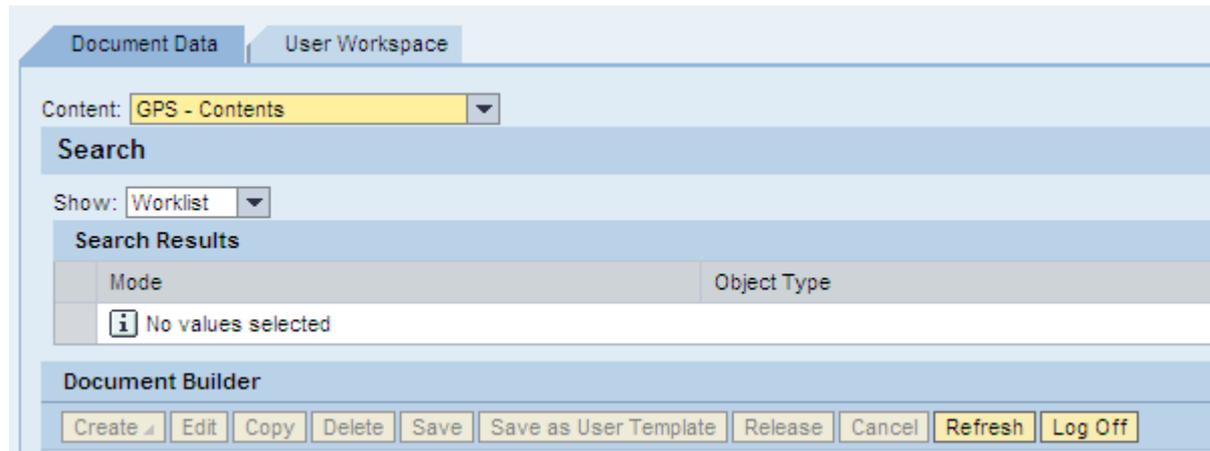
Change Password

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# Document Creation 1/7

Once logged onto the system the following screen will be displayed :



Select the type of document to create:

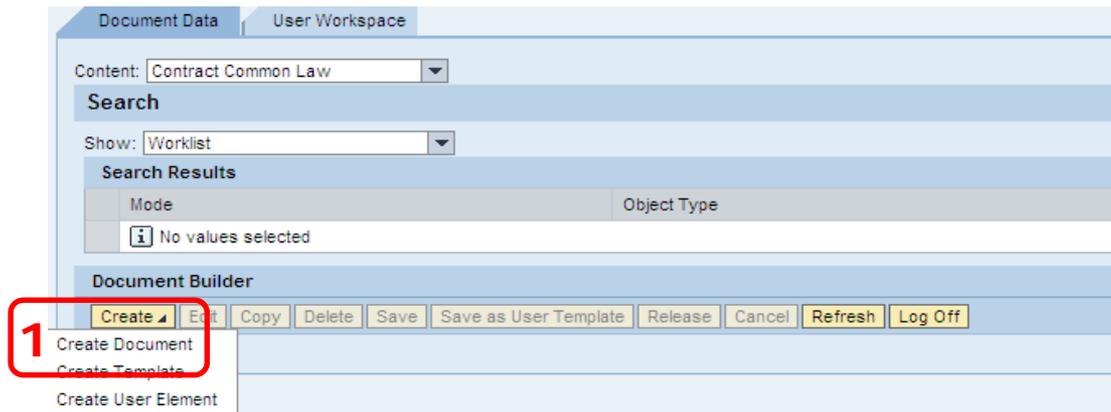


logon in ENGLISH:

1. ITT English Law
2. ITT Italian Law
3. GC English Law
4. GC English Law - Other
5. GC Italian Law
6. GC Italian Law - Other

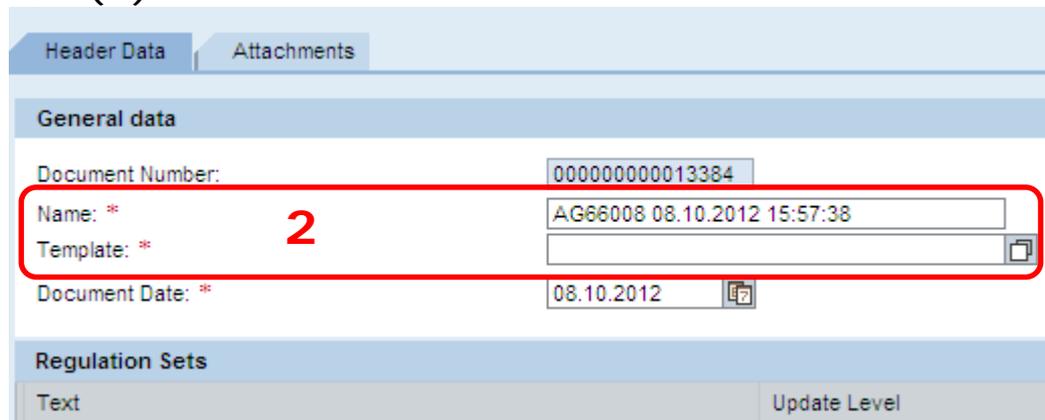


After selection click "Create Document" (1):



The screenshot shows the 'Document Builder' section of a software interface. The 'Content' dropdown is set to 'Contract Common Law' and the 'Show' dropdown is set to 'Worklist'. The 'Search Results' table is empty, showing 'No values selected'. The 'Document Builder' toolbar contains several buttons: 'Create', 'Edit', 'Copy', 'Delete', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. The 'Create' button is highlighted with a red box and the number '1'.

In the next screen enter a name for your document and then select the Template (2).



The screenshot shows the 'Header Data' section of the document creation form. The 'General data' section contains the following fields:

Document Number:	00000000013384
Name: *	AG66008 08.10.2012 15:57:38
Template: *	
Document Date: **	08.10.2012

The 'Name' and 'Template' fields are highlighted with a red box and the number '2'.

# Document Creation 3/7

Click on "Template" (1) key, then select "Templates" (2) and click on "Start Search" key (3).

(To avoid to click on "Start Search" (1) again for selection of the "Template", see page 21)

The screenshot shows a software interface for document creation. The main window has tabs for "Document Data" and "User Workspace". The "Search" section includes a "Show:" dropdown set to "Worklist" and a "Search Results" table with columns for Mode, Object Type, and Object ID. A "Document Builder" section contains buttons for "Create", "Edit", "Copy", "Delete", "Save", "Save as User Template", "Release", "Cancel", "Refresh", and "Log Off". The "Header Data" section has tabs for "Header Data" and "Attachments", with a "General data" sub-section containing fields for "Document Number", "Name", "Template: \*", and "Document Date: \*". A red box highlights the "Template: \*" field, with a red "1" next to it. A modal dialog box titled "System Template Name: General Value List" is open, showing various fields for configuration, including "Content", "Content Modifier", "Created by", "Document Selection", "Template Category", "Effective Date", "Name", and "Version No.". A "Start Search" button is highlighted with a red box and a red "3" next to it. A dropdown menu is open below the "Start Search" button, showing "Templates" selected, with a red box around it and a red "2" next to it. The "Restrict Number of Value List Entries To" field is set to 500.

# Document Creation 4/7

In this screen, choose the template to use for the creation of the document and click on "OK":

System Template Name: General Value List

Show Filter Criteria Personal Value List Settings...

Add to Personal Value List

Content	Created by	Document Selection	Effective Date	Name	Version...	Template C...
ZSIA_CTR_E	AG17925	ZCONTRACT_GOODS	25.05.2012	CONTRACT FOR GOODS	00001	
ZSIA_CTR_E	AG17925	ZCONTRACT_SERV_GO...	25.05.2012	CONTRACT FOR GOODS+SERVICES	00001	
ZSIA_CTR_E	AG17925	ZCONTRACT_SERVICES	25.05.2012	CONTRACT FOR SERVICES	00001	
ZSIA_CTR_E	AG17925	ZCONTRACT_WORKS	29.05.2012	CONTRACT FOR WORKS	00001	

More Search Helps: Templates

Then click on "Refresh" (1) and in the next screen on the tab "Dialog" (2)

Document Builder

Create Edit Copy Delete Save Save as User Template Release Cancel Refresh Log Off

Header Data Attachments

General data

Document Number: 00000000013384

Name: \* AG66008 08.10.2012 15:57:38

Template: \* CONTRACT FOR SERVICES

Document Date: \* 08.10.2012

Regulation Sets

Dialog Document Summary Preview Attachments

General data Document dialog data

Document Number: 00000000013384

Name: \* AG66008 08.10.2012 15:57:38

Template: \* CONTRACT FOR SERVICES

Document Date: \* 08.10.2012



# Document Creation 5/7

- The questionnaire is divided into sections (1)
- For each driver, choose the correct value to enter (2)
- For each section, fill in all of the drivers, at the end of each section must click on “Next” to continue (3)

- You can also click on “Contract Common Law/ITT Questionnaire” to view all the drivers at once, at the end click on “Finish with Defaults”(4)



## Document Creation 6/7

- Furthermore, some of the drivers are linked to information notes (or “pop-ups”), which guide the buyers in their choice of the most suitable drivers for a specific procurement procedure.

Contract Drivers	
Scope of Work:	Works
Offshore: *	---
Contract Type:	Purchase Order
Specific Scope of Work (Works):	-Select- 
Place of performance:	AT Company premises 

Click on



*ex. pop-up for the driver “Place of performance”*

**Document Builder**

Select “OUTSIDE Company premises” if the contract scope of work is referred to performance of services and/or supply of goods, material or equipment (without any additional installation/maintenance services within COMPANY premises) and no activity is carried out by CONTRACTOR PERSONNEL within COMPANY premises.

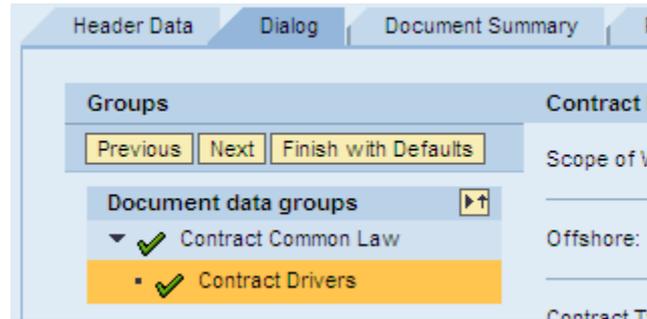
If contract activities are carried out partly at company premises and partly outside company premises, select “AT Company premises”

OK

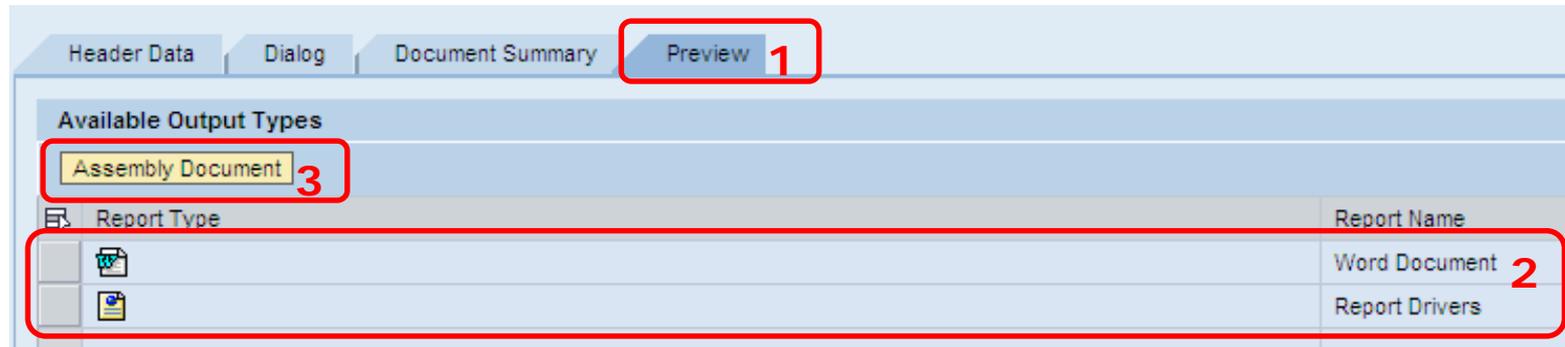


## Document Creation 7/7

- When you have completed all sections and the green ticks have appeared



- Click on the "Preview" (1); select the field named "Word Document" (2) and/or "Report Drivers" (2) click on the "Assembly Document" (3) to obtain the document and/or the drivers list



# Saving a document 1/3

You can now save the document locally (1) in **.doc**, **.docx** or **.rtf** format. The document (2 – Report Drivers) can be saved locally only in **.mht** format.

The screenshot displays a software interface with a ribbon menu at the top. The 'Save to file' button in the top-left corner is highlighted with a red box and labeled '1'. A red arrow points from this button to a 'Save to file' button in the bottom-right corner, which is also highlighted with a red box and labeled '2'. The main content area shows a document titled 'GENERAL PROVISION' with two numbered sections: '1. Acceptance of the contract' and '2. Contract documents and priority'. To the right, there is a 'Report Drivers' section with a table of metadata and a table of drivers.

**Report Drivers**

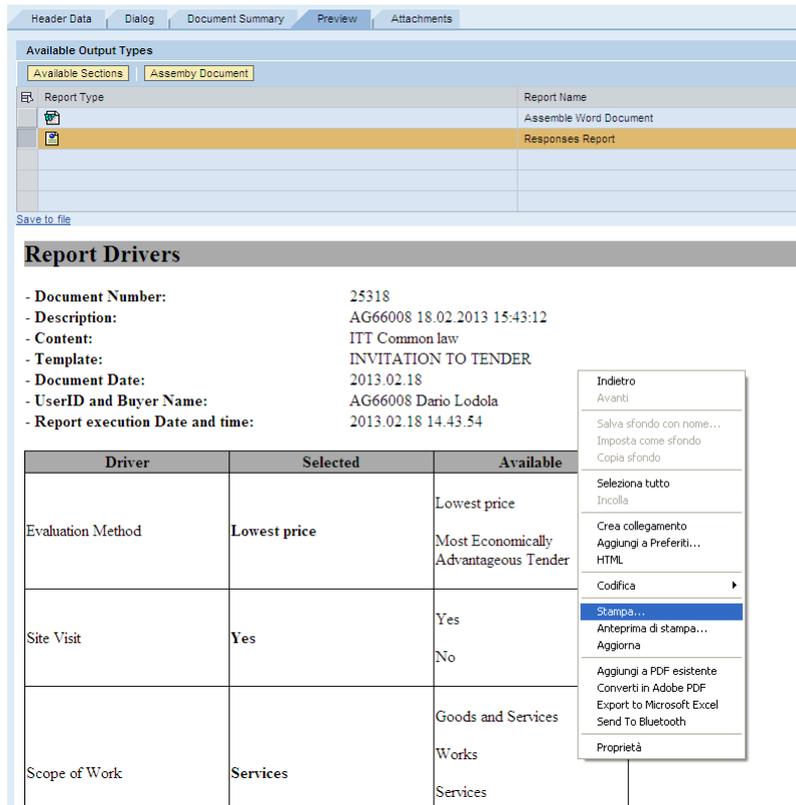
- Document Number: 25318
- Description: AG66008 18.02.2013 15:43:12
- Content: ITT Common law
- Template: INVITATION TO TENDER
- Document Date: 2013.02.18
- UserID and Buyer Name: AG66008 Dario Lodola
- Report execution Date and time: 2013.02.18 14:43:54

Driver	Selected	Available
Evaluation Method	Lowest price	Lowest price
		Most Economically Advantageous Tender
Site Visit	Yes	Yes
		No
Scope of Work	Services	Goods and Services
		Works
		Services



## Saving a document 2/3

It is possible to print the “Report Drivers” placing the pointer on any point of the text and then select “Print” (with the right mouse button). You may print the “Report Drivers” also in **.pdf** format (Adobe PDF)



The screenshot shows a software interface with a 'Report Drivers' section. A context menu is open over the table, with 'Stampa...' (Print) selected. The table lists drivers with their selected and available options.

Driver	Selected	Available
Evaluation Method	Lowest price	Lowest price Most Economically Advantageous Tender
Site Visit	Yes	Yes No
Scope of Work	Services	Goods and Services Works Services

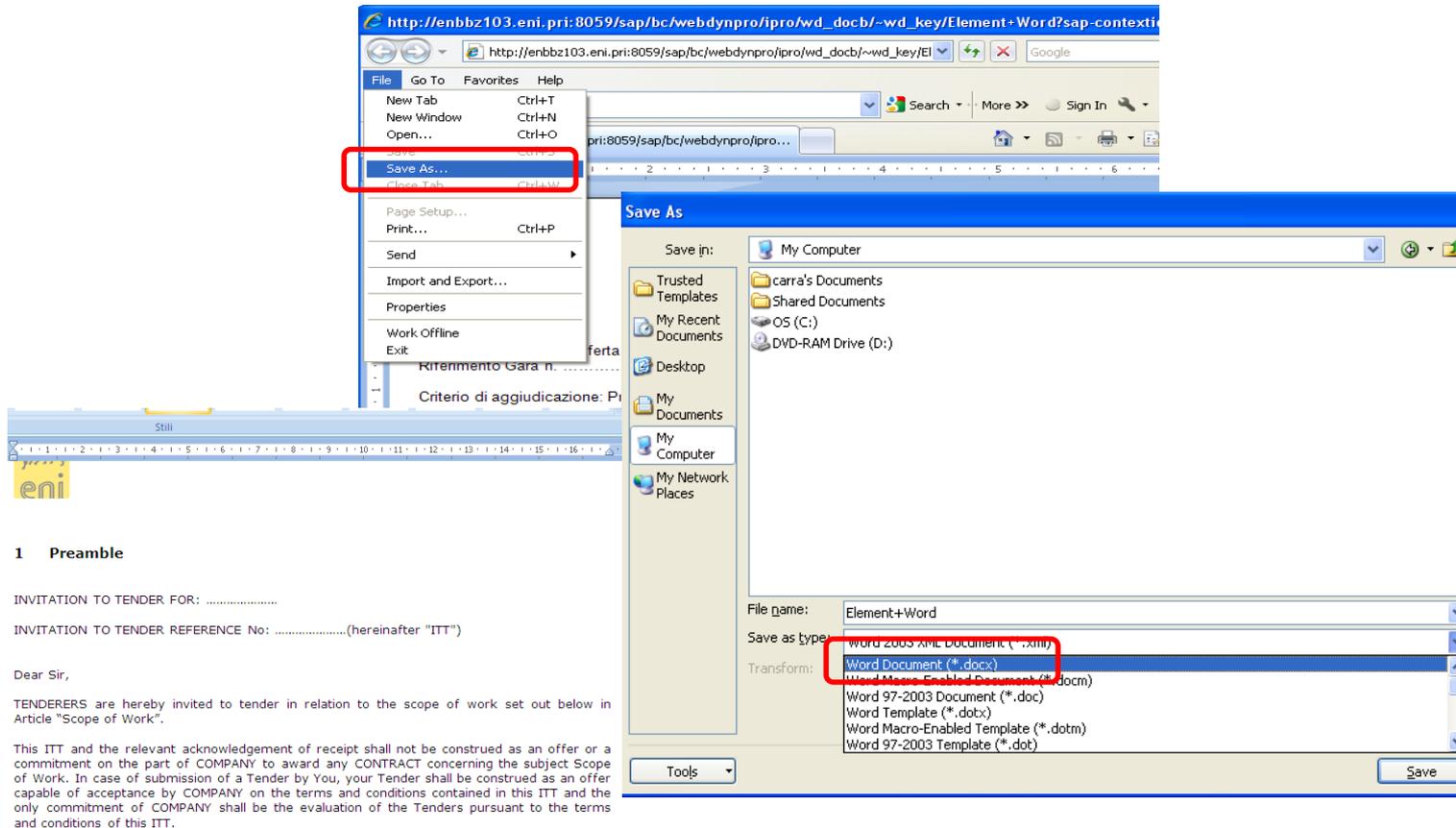
Context menu options:

- Indietro
- Avanti
- Salva sfondo con nome...
- Imposta come sfondo
- Copia sfondo
- Seleziona tutto
- Incolla
- Crea collegamento
- Aggiungi a Preferiti...
- HTML
- Codifica
- Stampa...**
- Anteprima di stampa...
- Aggiorna
- Aggiungi a PDF esistente
- Converti in Adobe PDF
- Export to Microsoft Excel
- Send To Bluetooth
- Proprietà



# Saving a document 3/3

- Choose the format and the folder to save the file, like any document in **.doc** format



The screenshot shows a web browser window displaying a document. The address bar shows the URL: [http://enbbz103.eni.pri:8059/sap/bc/webdynpro/pro/wd\\_docb/~wd\\_key/Element+Word?sap-contexti](http://enbbz103.eni.pri:8059/sap/bc/webdynpro/pro/wd_docb/~wd_key/Element+Word?sap-contexti). The browser's 'File' menu is open, and the 'Save As...' option is highlighted with a red box. A 'Save As' dialog box is open, showing the file name 'Element+Word' and the 'Save as type' set to 'Word Document (\*.docx)'. The 'Transform' dropdown is also open, showing various file formats, with 'Word Document (\*.docx)' selected. The background document content includes the ENI logo and the following text:

**1 Preamble**

INVITATION TO TENDER FOR: .....

INVITATION TO TENDER REFERENCE No: .....(hereinafter "ITT")

Dear Sir,

TENDERERS are hereby invited to tender in relation to the scope of work set out below in Article "Scope of Work".

This ITT and the relevant acknowledgement of receipt shall not be construed as an offer or a commitment on the part of COMPANY to award any CONTRACT concerning the subject Scope of Work. In case of submission of a Tender by You, your Tender shall be construed as an offer capable of acceptance by COMPANY on the terms and conditions contained in this ITT and the only commitment of COMPANY shall be the evaluation of the Tenders pursuant to the terms and conditions of this ITT.



## Search / display existing document 1/2

- To search for a document previously created, select the document type in the "Content" field (1) and then select "Documents (General)" (2) in the "Show" field.
- Click on "Search" (3) to obtain the complete list, search by "name" part of the document name (4) (using asterisks for partial selection) and press "Search" key (3).

The screenshot shows a software interface for searching documents. It is divided into two main sections: "Document Data" and "User Workspace".

**Document Data Section:**

- Content:** A dropdown menu is set to "Contract Common Law". A red box with the number "1" highlights this field.
- Search Section:**
  - Show:** A dropdown menu is open, showing options: "Worklist", "Documents (General)", "Templates (General)", and "User Templates (General)". A red box with the number "2" highlights this menu.
  - Search by:** A dropdown menu is set to "Name".
  - Using Value:** A text input field contains "\*XXX\*", with a red box and the number "4" highlighting it.
  - Search:** A button labeled "Search" is highlighted with a red box and the number "3".
  - Extended Search:** A button labeled "Extended Search" is visible next to the "Search" button.

**User Workspace Section:**

- Search Results:** A table with the following columns: Content, Content Modifier, Name, Version No., and Status. The table currently displays "No values selected" with an information icon.



# Search / display existing document 2/2

- Select one of the documents displayed (1). You can again view or save the document as indicated in chapter “Document Creation”.
- You can modify the document by clicking “Edit” (2).

The screenshot displays a software interface for document management. At the top, there are tabs for 'Document Data' and 'User Workspace'. Below this, a search bar is visible with 'Content: Contract Common Law' selected. The 'Search' section includes a 'Show:' dropdown set to 'Documents (General)', a 'Search by:' dropdown set to 'Content Modifier', and a 'Using Value:' input field. The 'Search Results' table contains two entries, both highlighted in orange. A red box labeled '1' encloses the first two rows of the table. Below the table is the 'Document Builder' section with buttons for 'Create', 'Edit', 'Copy', 'Delete', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. A red box labeled '2' encloses the 'Edit' button. The bottom section shows 'Header Data' with tabs for 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. It is divided into 'General data' and 'Administrative Data' sections. The 'General data' section includes fields for Document Number, Name, Template, and Document Date. The 'Administrative Data' section includes fields for Content, Created by, and External Document. Below these are 'Regulation Sets' and 'Document Versions' sections.

Content	Content Modifier	Name	Version No.	Status	Created by	Document Number	Document Date
ZSIA_CTRL_E		Test 09.10.2012 15:21:55	00001	HELD	AG66008	00000000013462	09.10.2012
ZSIA_CTRL_E		test 15.09.2012	00001	HELD	AG66008	00000000012306	25.09.2012

General data		Administrative Data	
Document Number:	00000000012306	Content:	ZSIA_CTRL_E
Name: *	test 15.09.2012	Created by:	AG66008
Template: *	CONTRACT FOR GOODS+SERVICES	External Document:	
Document Date: *	25.09.2012		

Text	Update Level	Memo
Contract Element for Common La		



# Modification of a document 1/1

- In “Edit” (1) mode you can change one or more drivers (2), to get a new output with the new selection or to incorporate updates to clauses.

The screenshot displays the Document Builder interface. At the top, the 'Document Data' tab is active, showing the content 'Contract Common Law'. Below this is a search section with a search bar and filters. The search results table shows two entries for 'ZSIA\_CTR\_E'. The 'Edit' button in the Document Builder toolbar is highlighted with a red box and labeled '1'. The 'Contract Drivers' section on the right shows configuration options for 'Scope of Work' (Goods and Services), 'Offshore' (Yes), and 'Contract Type' (Blanket Order). The 'Yes' dropdown and 'Blanket Order' dropdown are highlighted with a red box and labeled '2'.

Content	Content Modifier	Name	Version No.	Status
ZSIA_CTR_E		Test 09.10.2012 15:21:55	00001	HELD
ZSIA_CTR_E		test 15.09.2012	00001	HELD

**Document Builder**

Groups: Previous, Next, Finish with Defaults

Document data groups: Contract Common Law, Contract Drivers

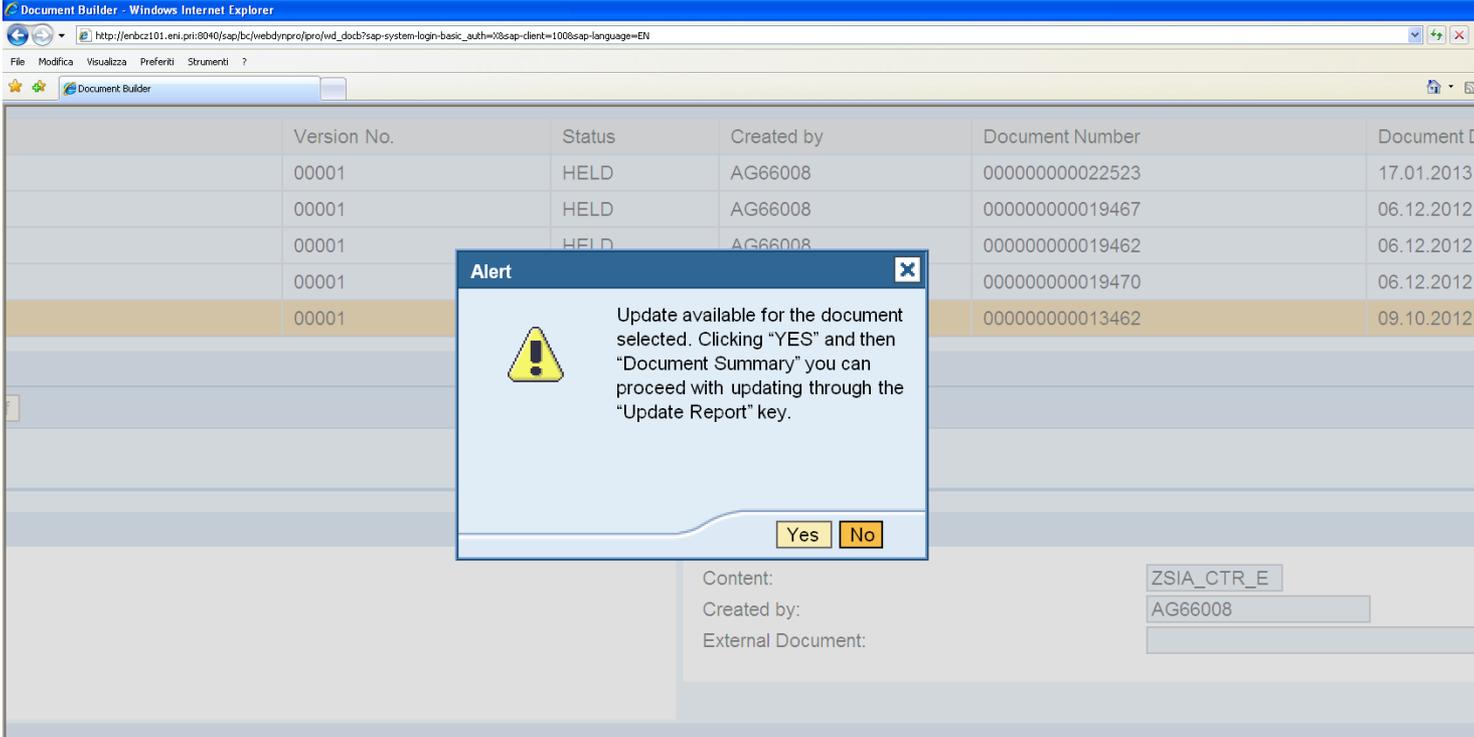
Contract Drivers:

- Scope of Work: Goods and Services
- Offshore: Yes
- Contract Type: Blanket Order



# Update of a document after modification 1/3

Where there has been a change/addition to the any Standard clauses, by clicking "Edit" button you can view the following message:



The screenshot shows a web browser window titled "Document Builder - Windows Internet Explorer". The address bar contains the URL: [http://enbcz101.eni.pri:8040/sap/bc/webdynpro/pro/wd\\_docb?sap-system-login-basic\\_auth=V8&sap-client=100&sap-language=EN](http://enbcz101.eni.pri:8040/sap/bc/webdynpro/pro/wd_docb?sap-system-login-basic_auth=V8&sap-client=100&sap-language=EN). The browser menu includes "File", "Modifica", "Visualizza", "Preferiti", and "Strumenti".

The main content area displays a table with the following data:

Version No.	Status	Created by	Document Number	Document D
00001	HELD	AG66008	000000000022523	17.01.2013
00001	HELD	AG66008	000000000019467	06.12.2012
00001	HELD	AG66008	000000000019462	06.12.2012
00001			000000000019470	06.12.2012
00001			000000000013462	09.10.2012

An "Alert" dialog box is overlaid on the table, containing a warning icon and the following text:

Update available for the document selected. Clicking "YES" and then "Document Summary" you can proceed with updating through the "Update Report" key.

The dialog box has "Yes" and "No" buttons at the bottom.

Below the table, there are input fields for "Content:", "Created by:", and "External Document:". The "Created by:" field is filled with "AG66008". The "Content:" field is filled with "ZSIA\_CTR\_E".

## Update of a document after modification 2/3

By clicking "Document Summary" (1) and then "Update Report" (2), you can update the clauses.

Updates available for document: run update report

Document Data | User Workspace

Content: Contract Common Law

**Search**

Show: Documents (General) Search by: Content Modifier Using Value: Search Extended Search

**Search Results**

Content	Content Modifier	Name	Version No.	Status
ZSIA_CTR_E		TRAINING_01 15.05.2012 12:37:23	00001	HELD

**Document Builder**

Create Edit Copy Delete Save Save as User Template Release Cancel Refresh Log Off

Header Data | Dialog | **Document Summary 1** | Preview | Attachments

**Document Summary**

Document Sections

- Sections
  - Index

**Element Summary**

View [Standard View] Export Create Edit Insert Cut Paste Delete Utilities **Update Report 2**

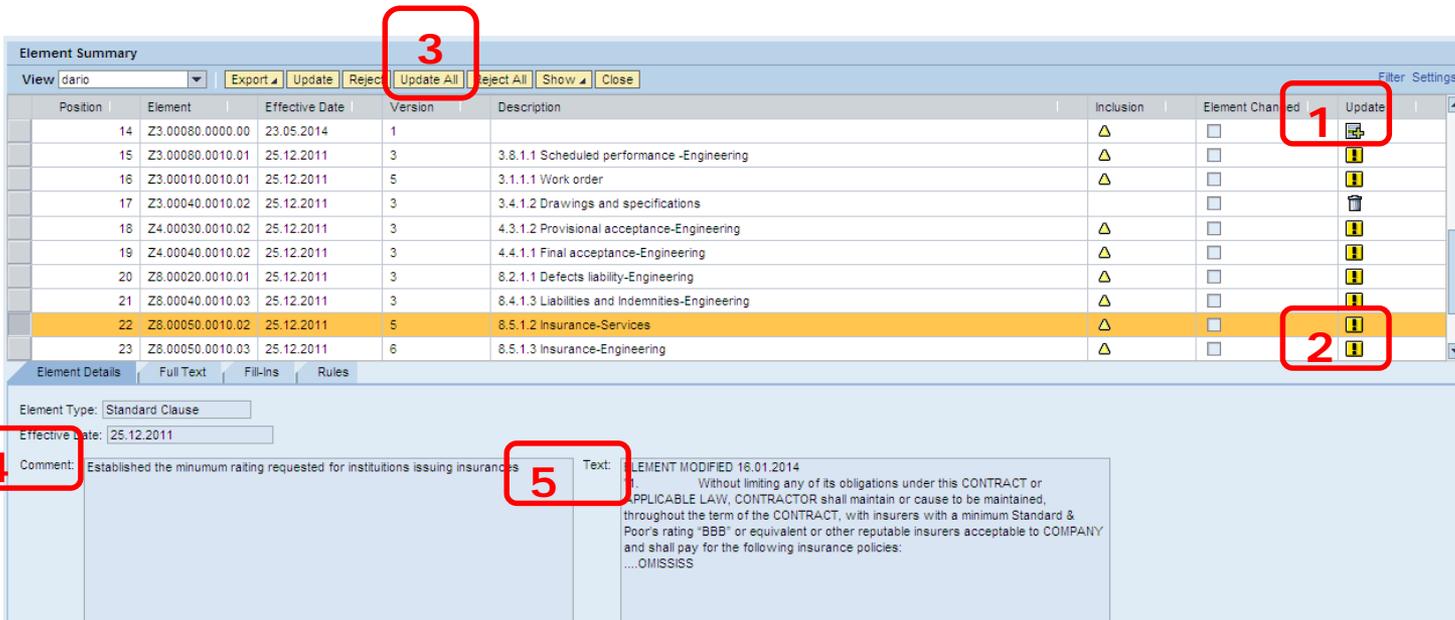


# Update of a document after modification 3/3

Document Builder shows:

- New clauses (1) 
- Modified clauses (2) 

By the “Update All” (3) all articles will be updated.



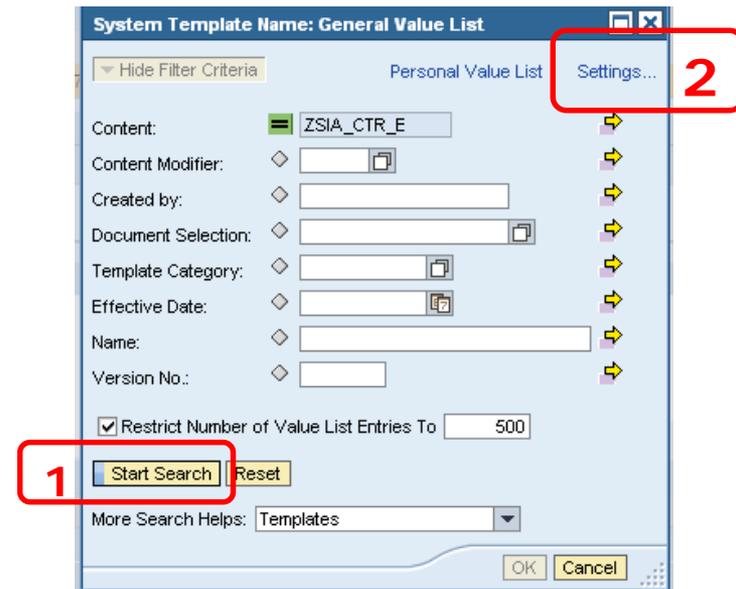
The screenshot shows the 'Element Summary' window. At the top, there is a toolbar with buttons: 'Export', 'Update', 'Reject', 'Update All' (circled in red with '3'), 'Reject All', 'Show', and 'Close'. Below the toolbar is a table with columns: Position, Element, Effective Date, Version, Description, Inclusion, Element Changed, and Update. The 'Update' column contains icons: a plus sign (1), a warning sign (2), and a trash can icon. The table has 13 rows, with rows 22 and 23 highlighted in yellow. Below the table are tabs for 'Element Details', 'Full Text', 'Fill-ins', and 'Rules'. The 'Element Details' tab is active, showing fields for 'Element Type' (Standard Clause), 'Effective Date' (25.12.2011), 'Comment' (4), and 'Text' (5). The 'Comment' field contains the text: 'Established the minimum rating requested for institutions issuing insurances'. The 'Text' field contains the text: 'ELEMENT MODIFIED 16.01.2014 Without limiting any of its obligations under this CONTRACT or APPLICABLE LAW, CONTRACTOR shall maintain or cause to be maintained, throughout the term of the CONTRACT, with insurers with a minimum Standard & Poor's rating "BBB" or equivalent or other reputable insurers acceptable to COMPANY and shall pay for the following insurance policies: ...OMISSISS

**NOTE:** The field “Comment” (4) shows the reasons for the modifications, the field “Text” (5) shows the revised clause



# System parametration 1/1

To avoid to click on “Start Search” (1) again for selection of the “Template” :



Select “Settings” (2) and clear “Show Search Criteria of Standard Value List” as follows:

