Contractual Standard

User Manual Document Builder – Rev. 05

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Objective

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

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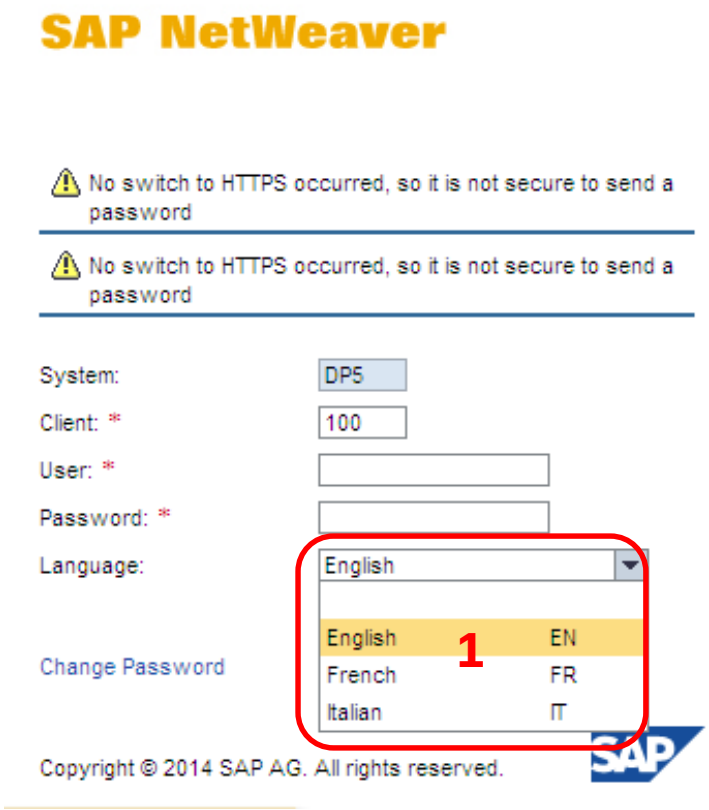
Steps to access the system 1/1

- To access complete User and Password fields:

http://enbcz101.eni.pri:8040/sap/bc/webdynpro/ipro/wd_docb?sap-language=IT/EN/FR

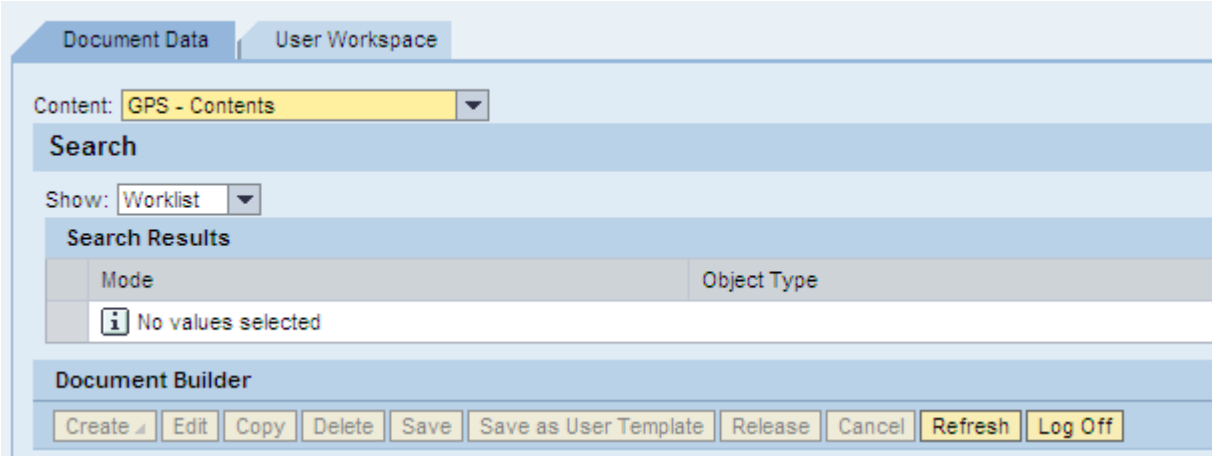
User: AG / EN00000 **Password:** XXXXXXX

- **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**

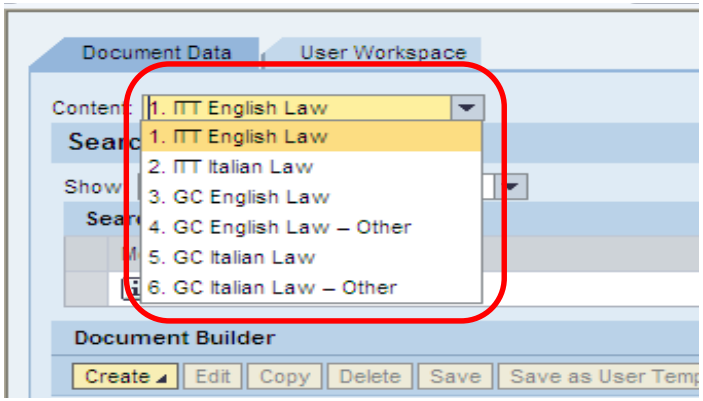


Document Creation 1/7

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



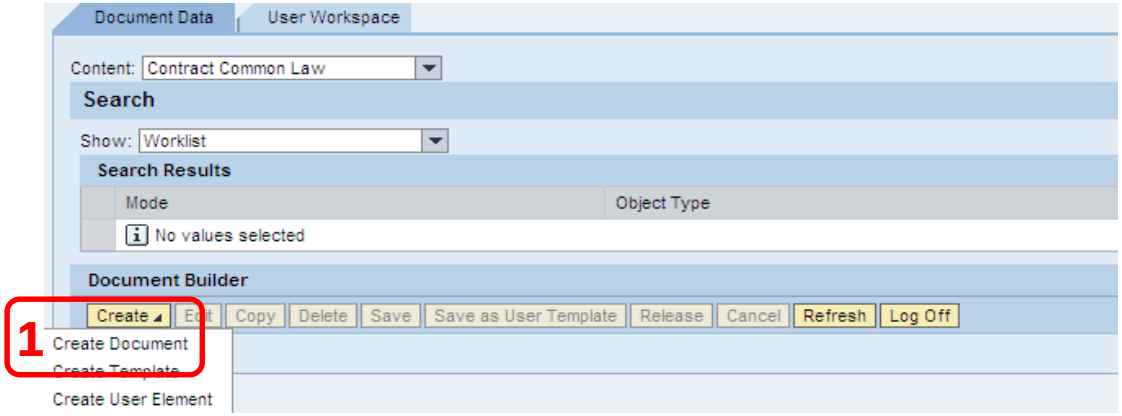
Select the type of document to create:



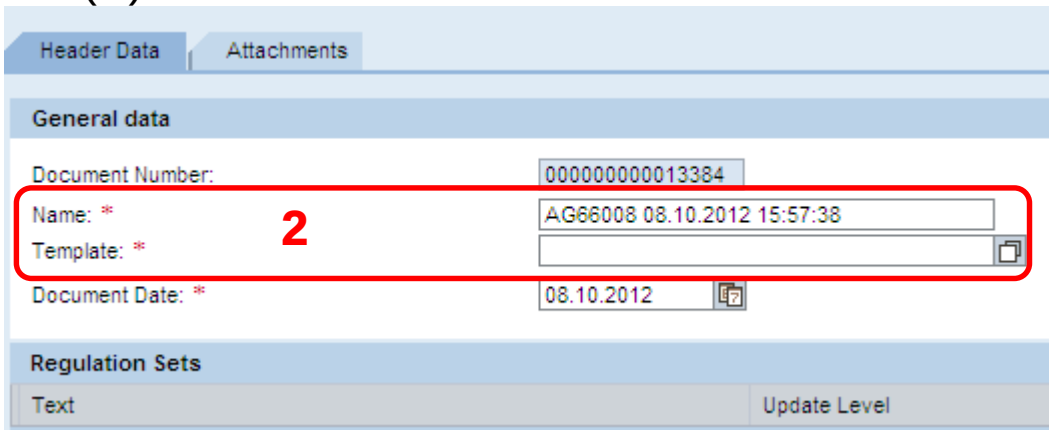
logon in ENGLISH:

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):



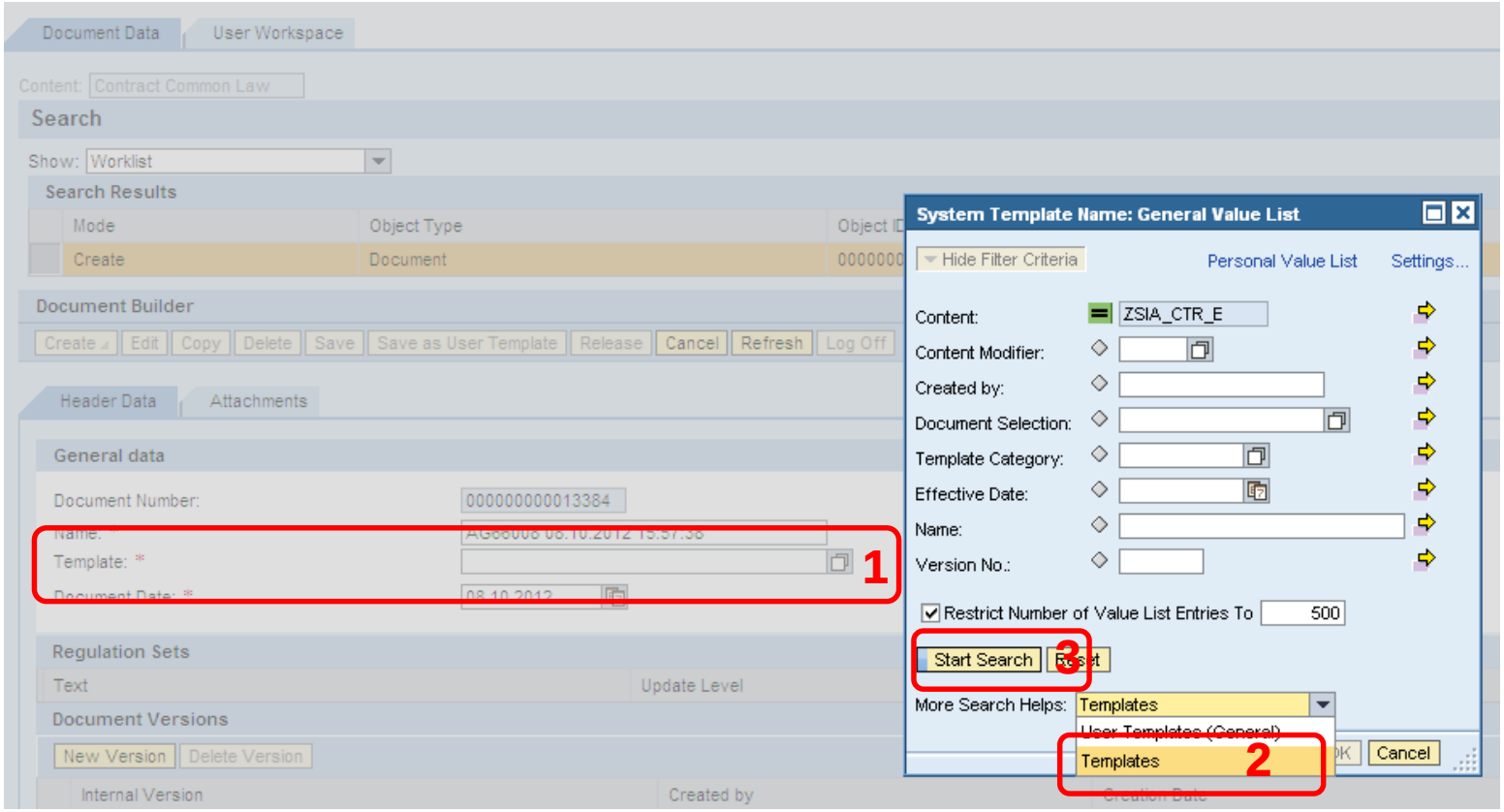
In the next screen enter a name for your document and then select the Template (2).



Document Creation 3/7

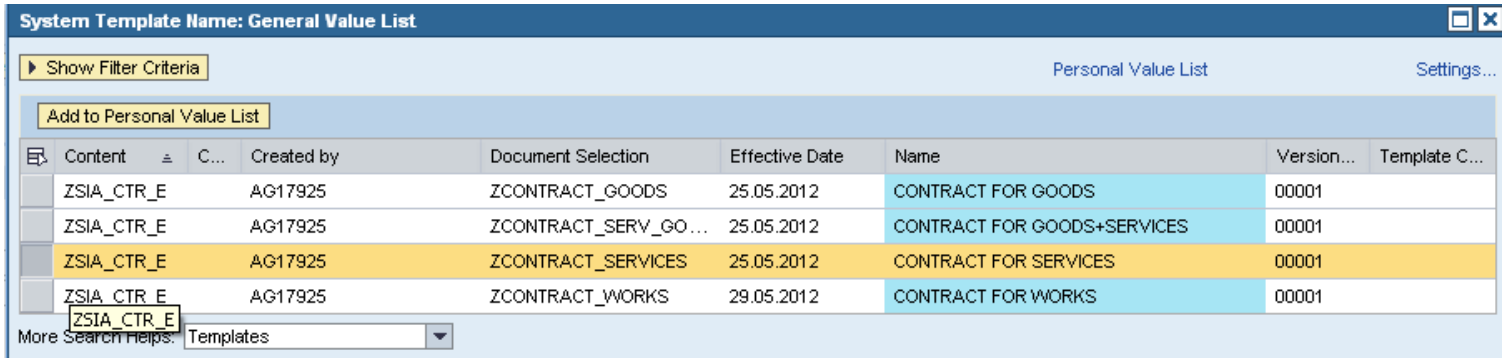
Click on “Template” (1) key, then select “Templates” (2) and click on “Start Search” key (3).

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

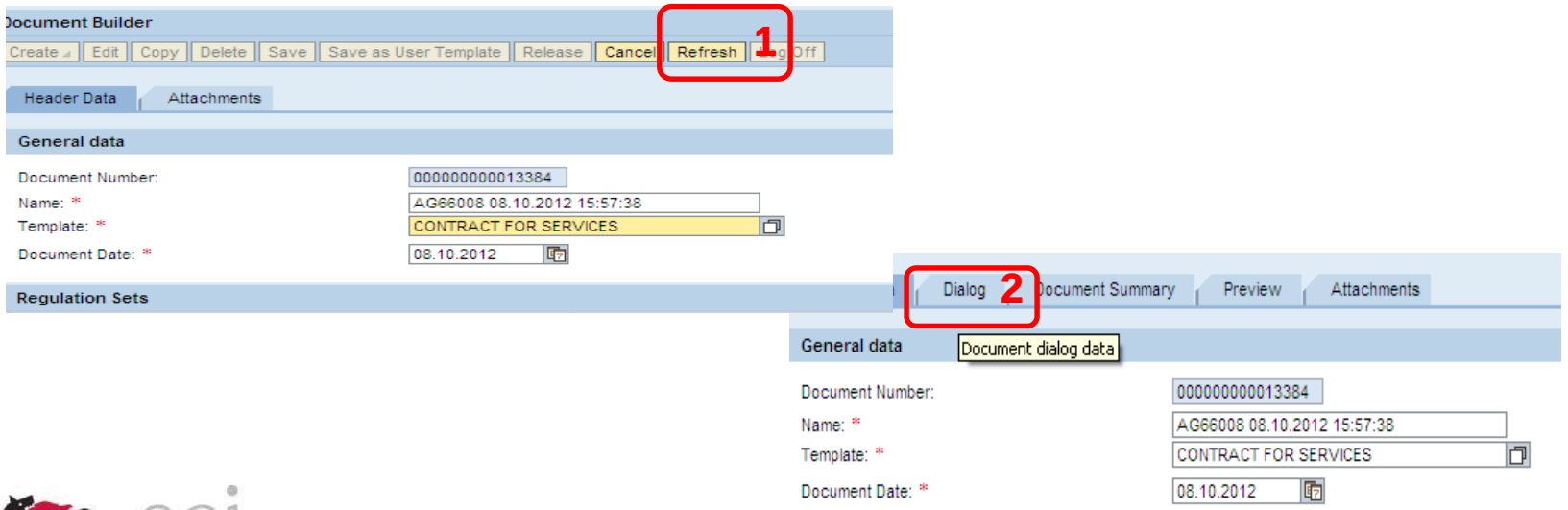


Document Creation 4/7

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

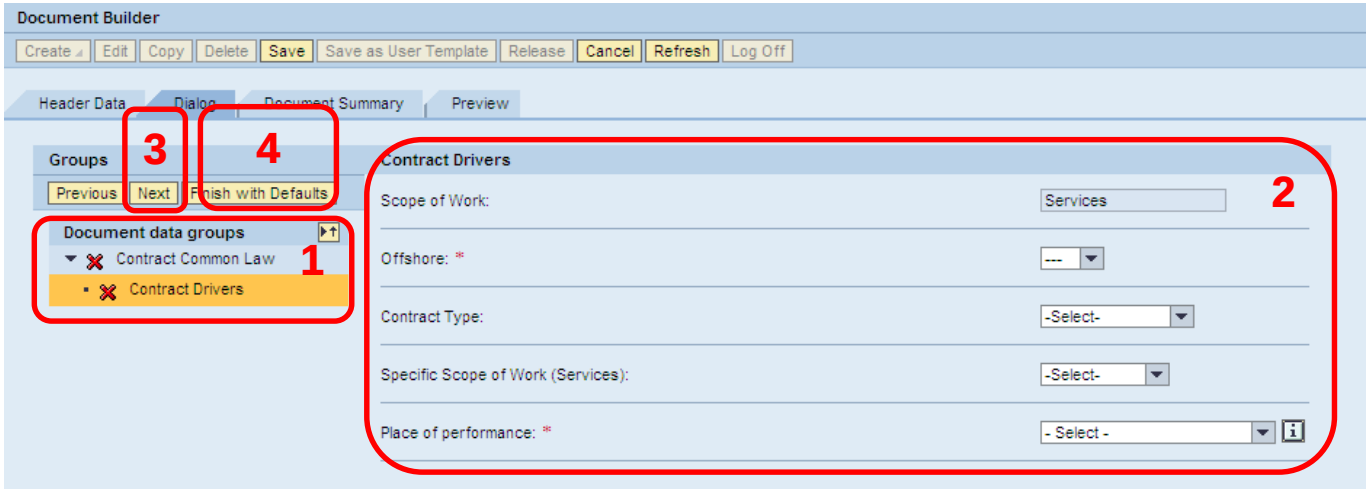


Then click on “Refresh“ (1) and in the next screen on the tab "Dialog” (2)



Document Creation 5/7

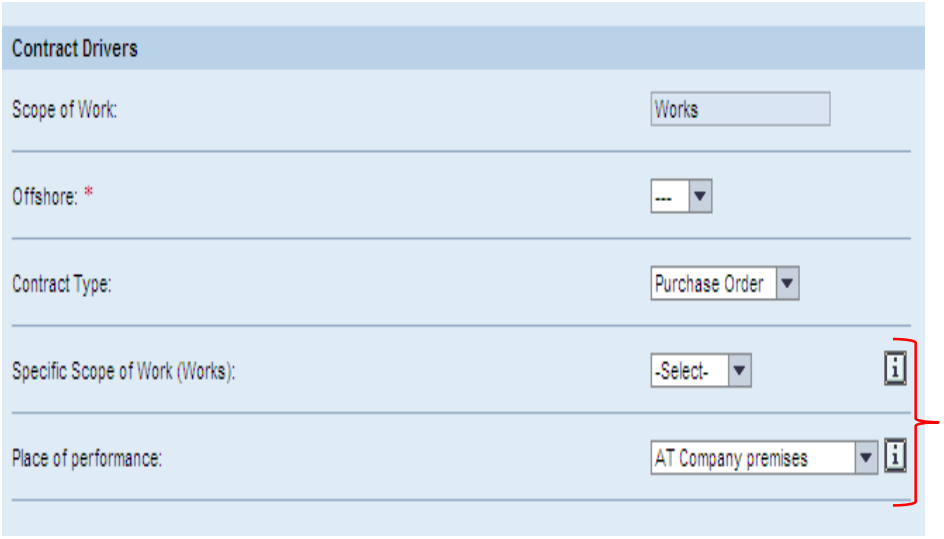
- The questionnaire is divided into sections (1)
- For each driver, choose the correct value to enter (2)
- For each section, fill in all of the drivers, at the end of each section must click on “Next” to continue (3)



- 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)

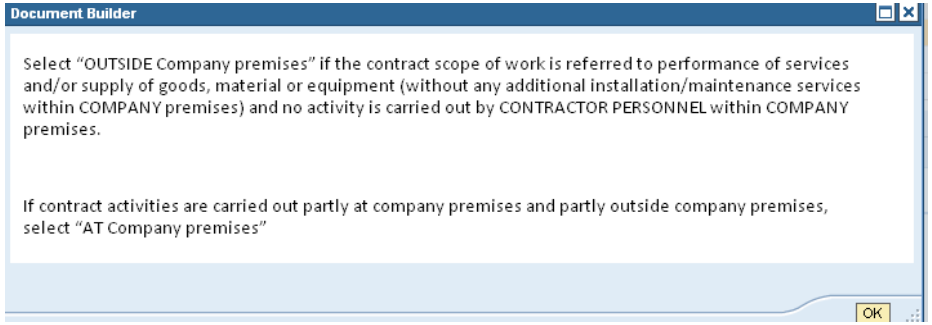
Document Creation 6/7

- 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.



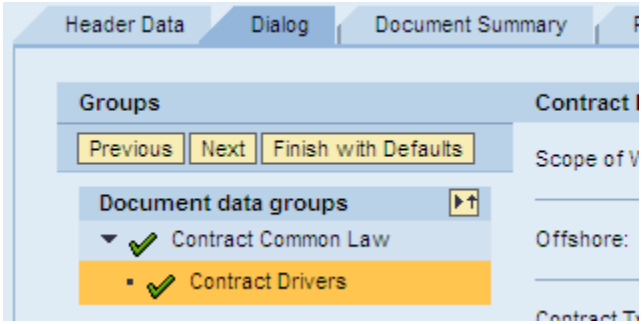
Click on

ex. pop-up for the driver "Place of performance"

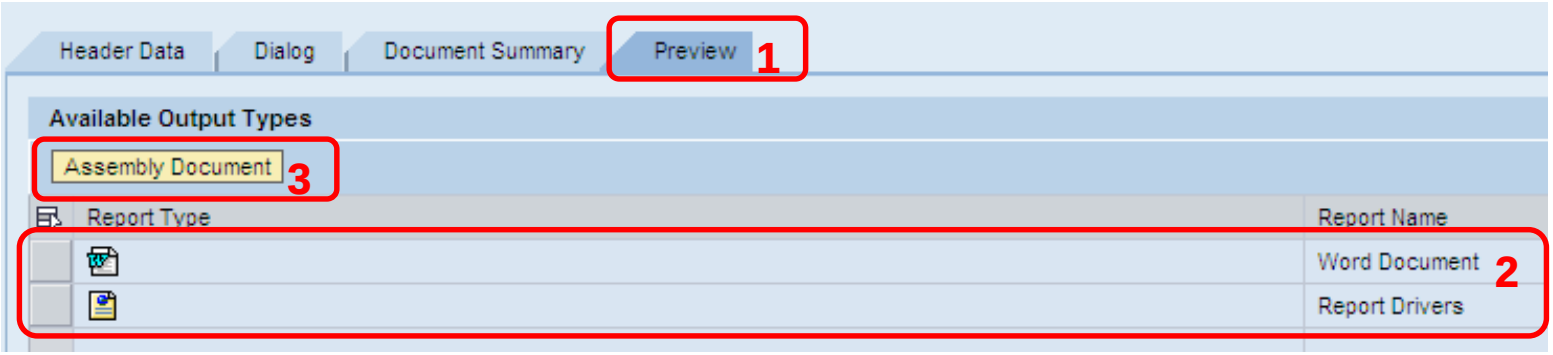


Document Creation 7/7

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

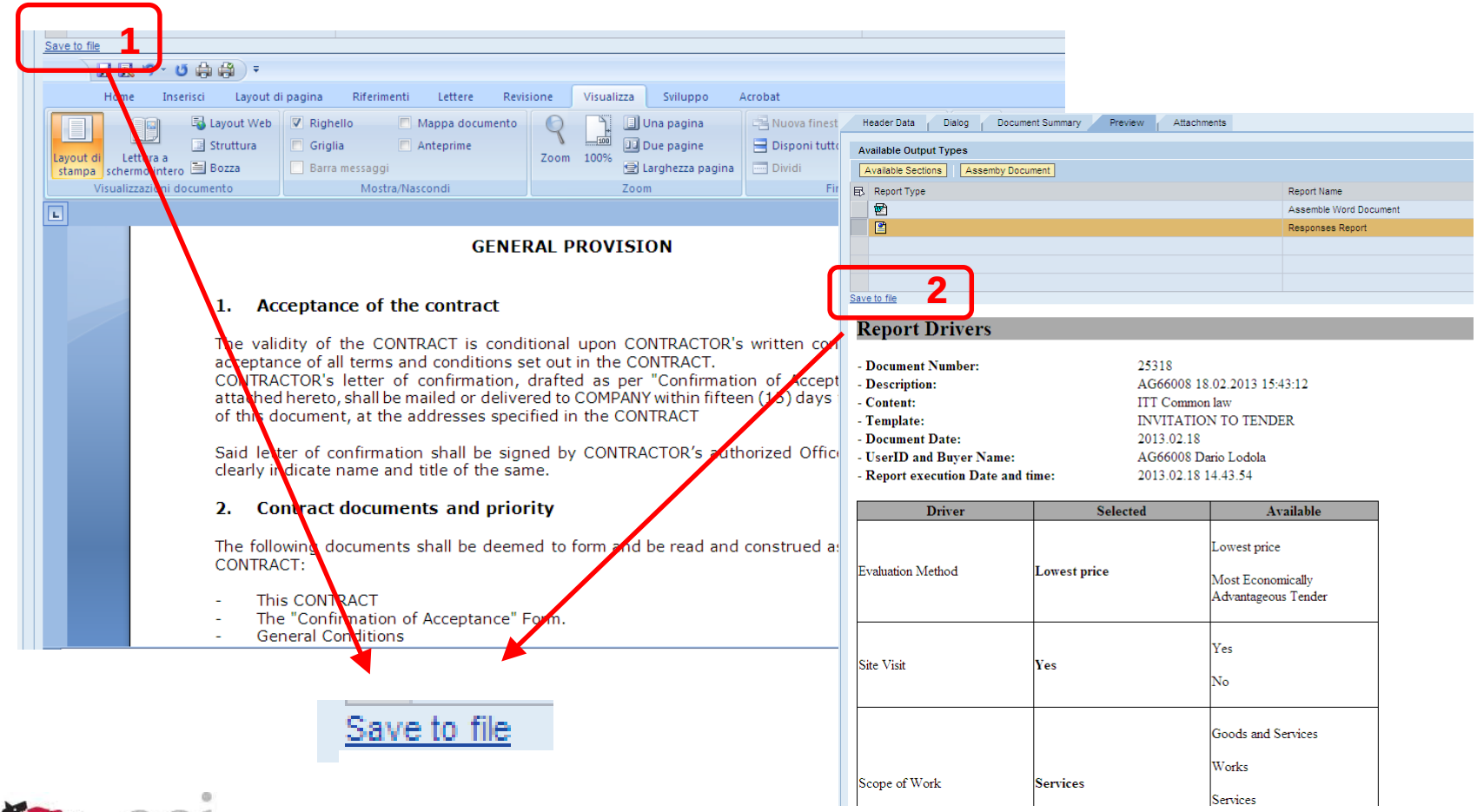


- Click on the “Preview” (1); select the field named “Word Document” (2) and/or “Report Drivers” (2) click on the “Assembly Document" (3) to obtain the document and/or the drivers list



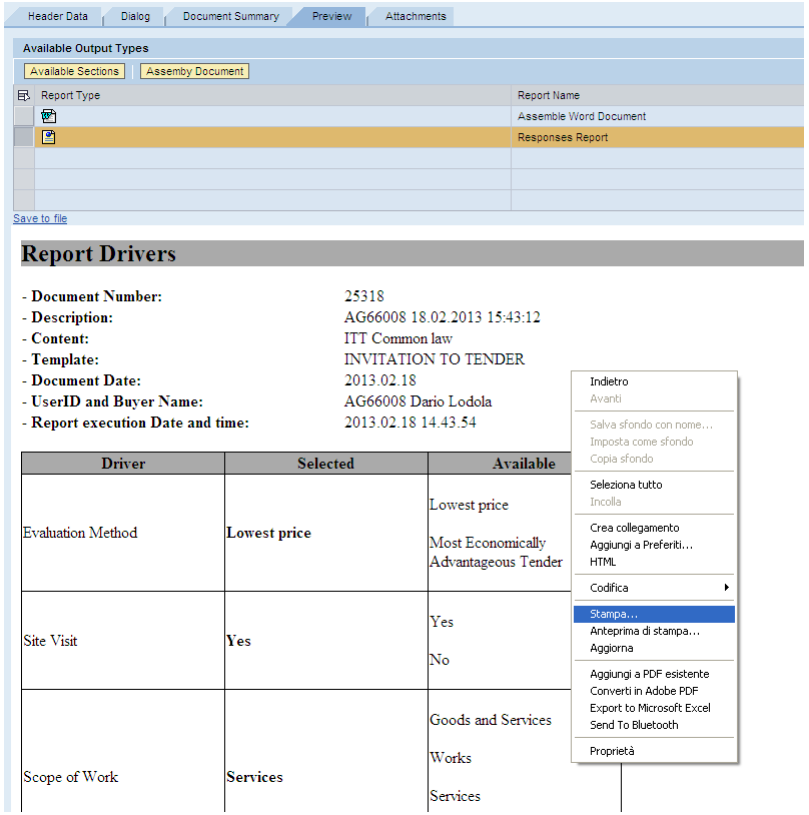
Saving a document 1/3

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.



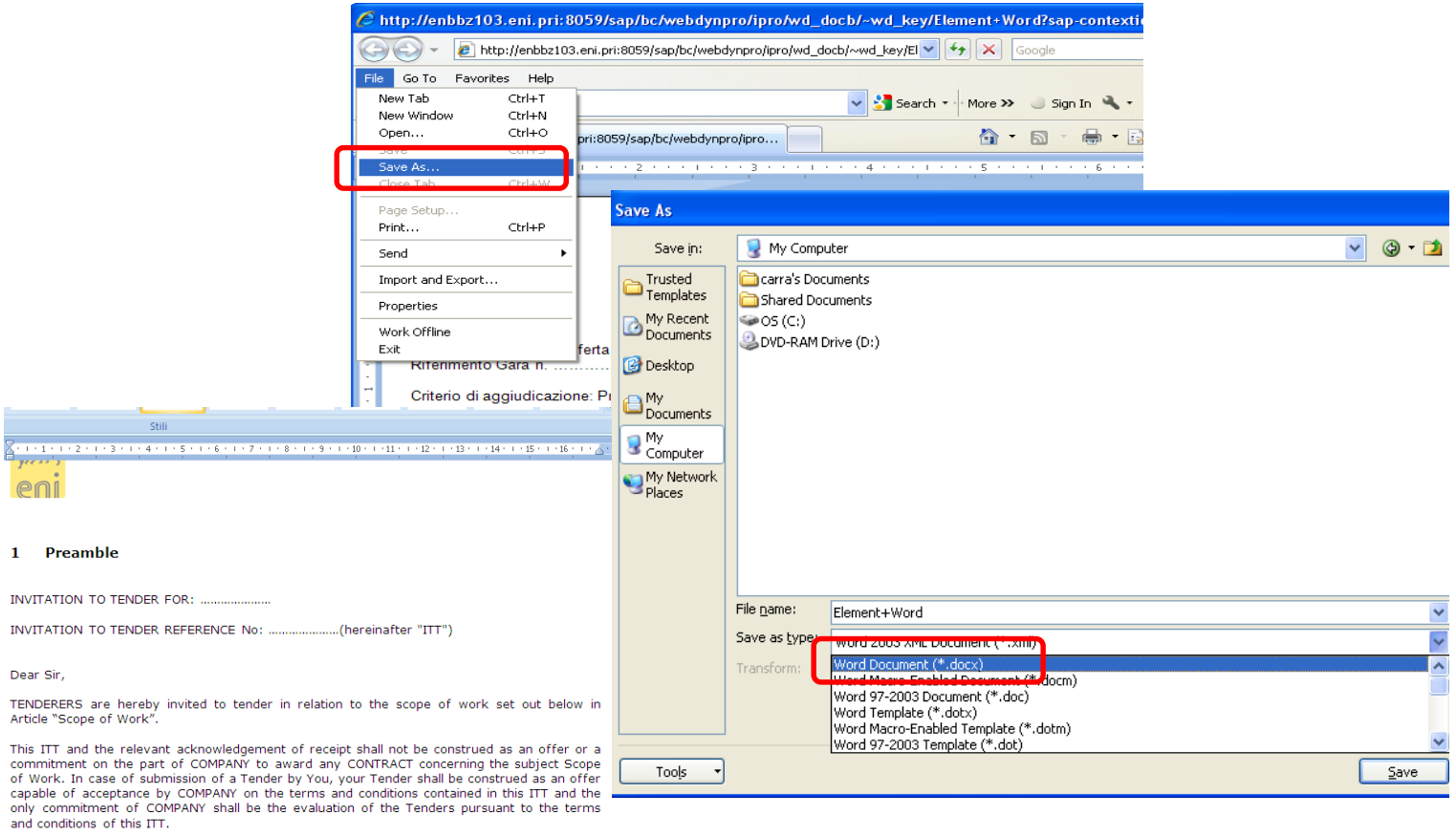
Saving a document 2/3

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)



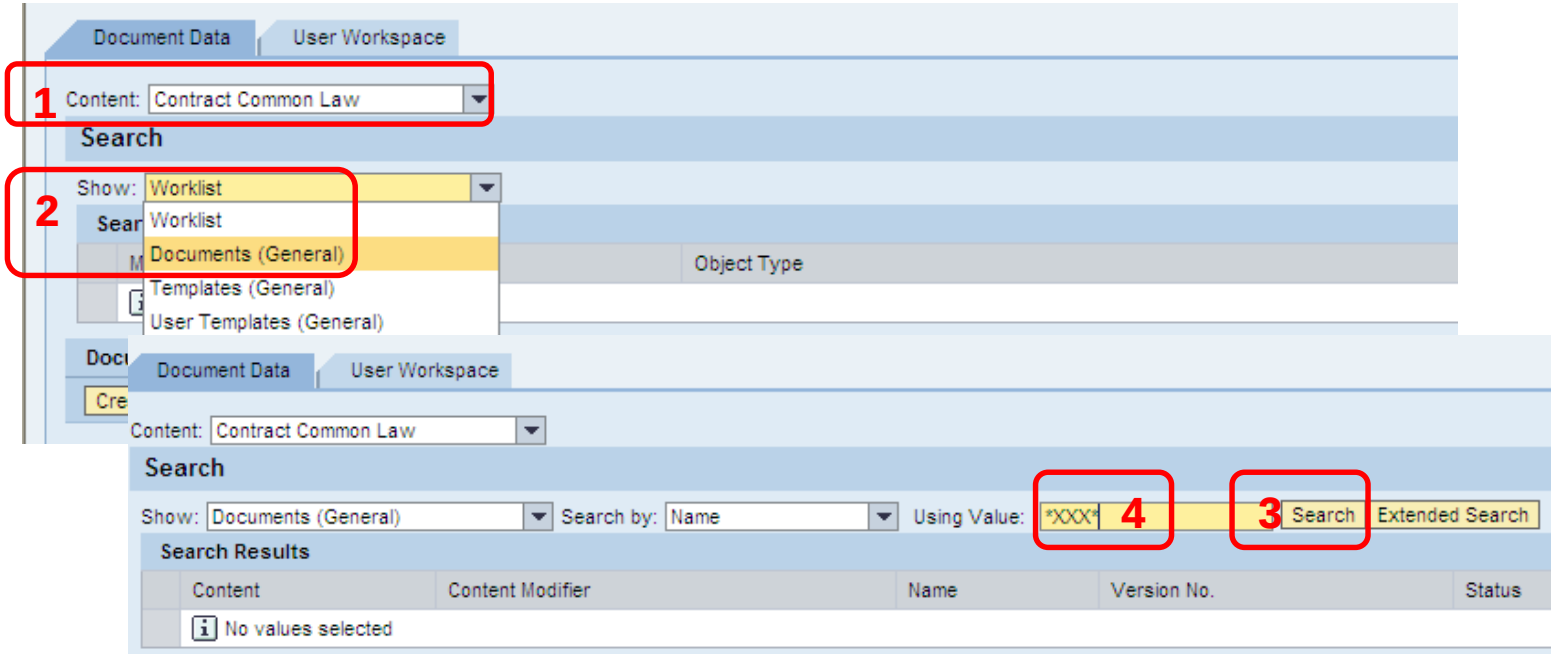
Saving a document 3/3

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



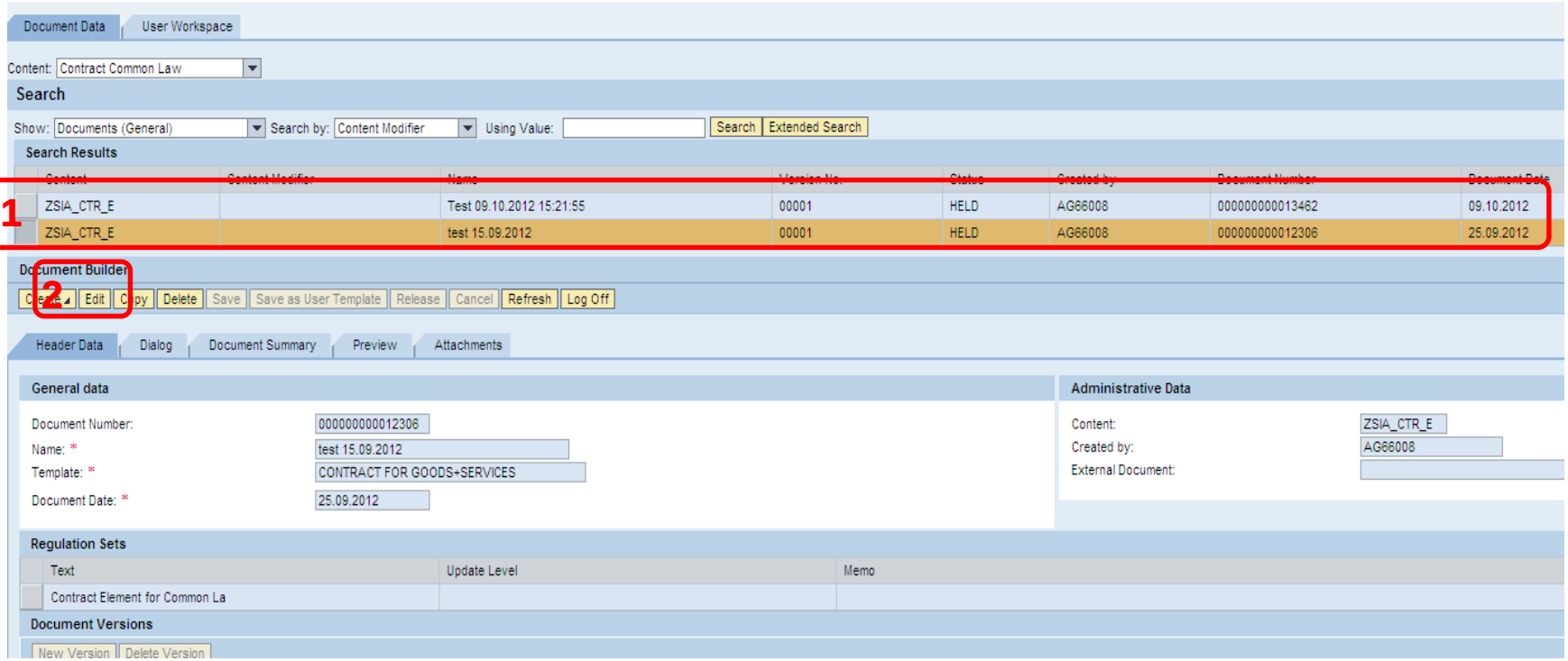
Search / display existing document 1/2

- 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).



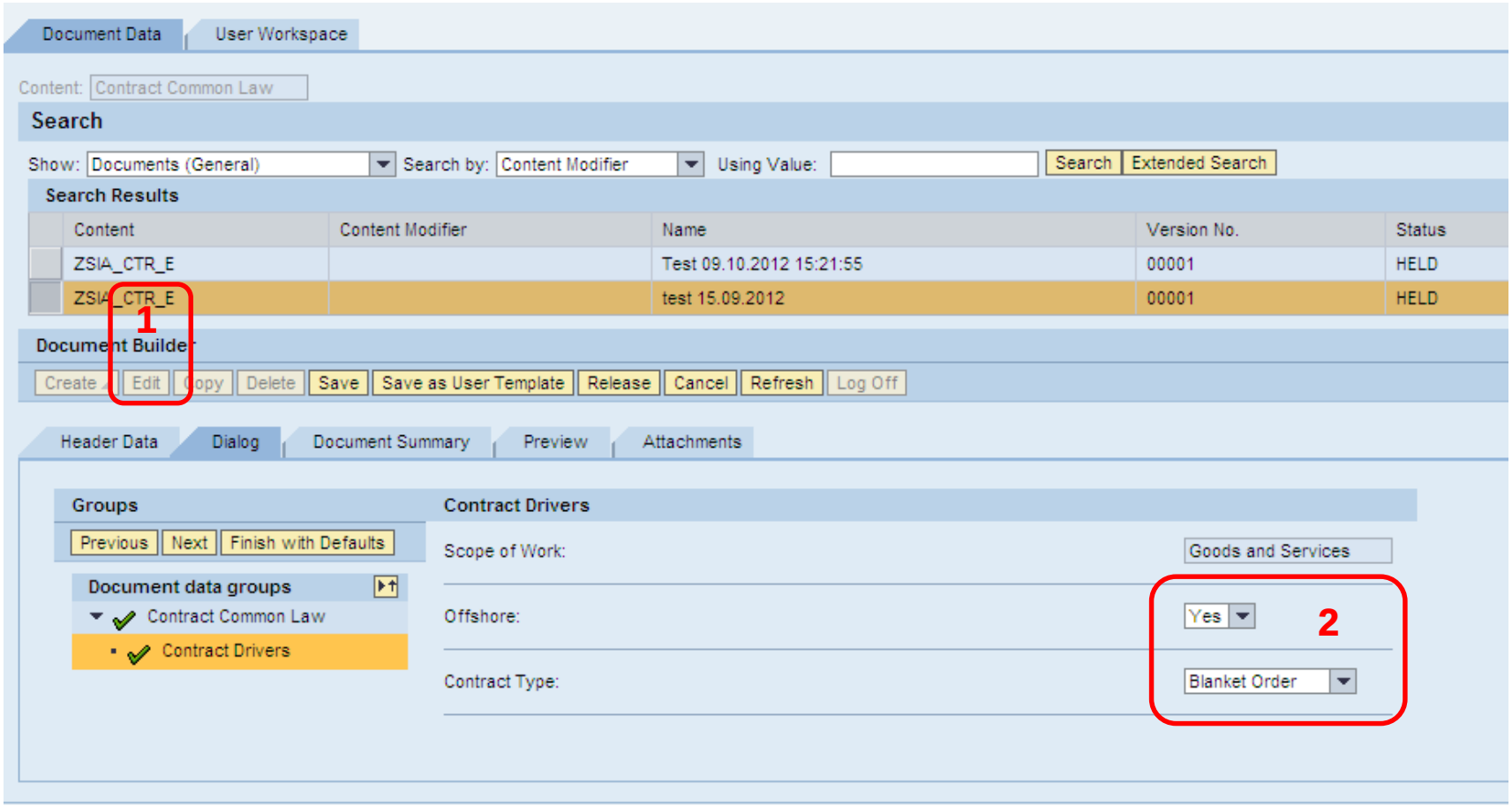
Search / display existing document 2/2

- 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).



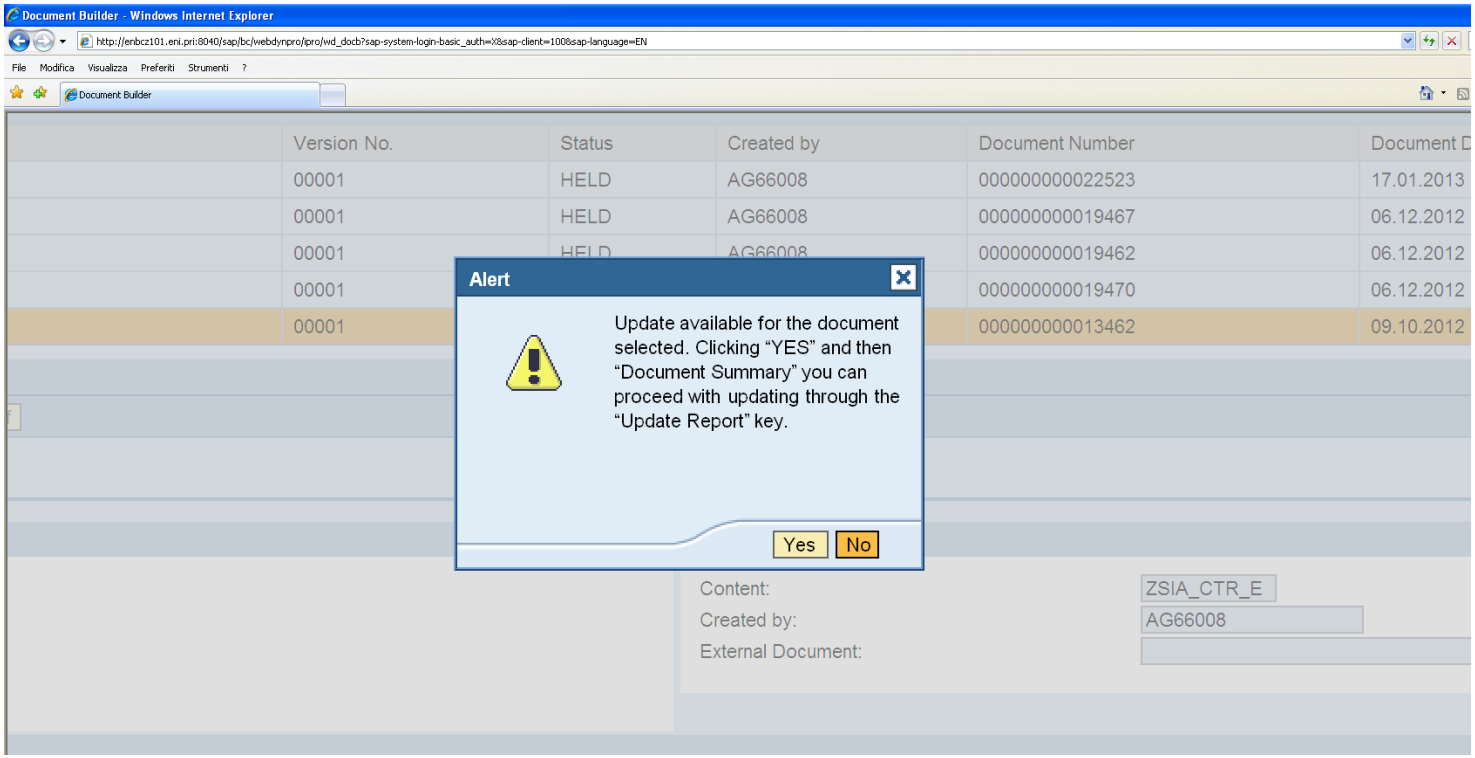
Modification of a document 1/1

- 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.



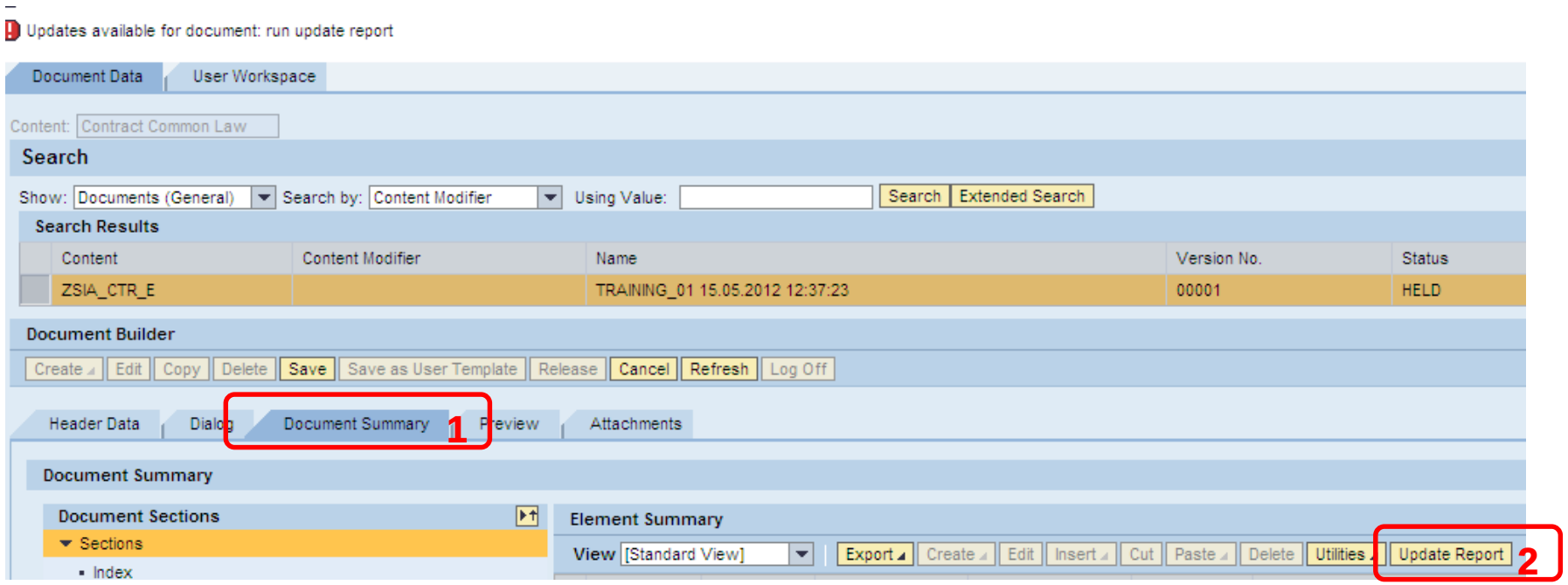
Update of a document after modification 1/3

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



Update of a document after modification 2/3

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

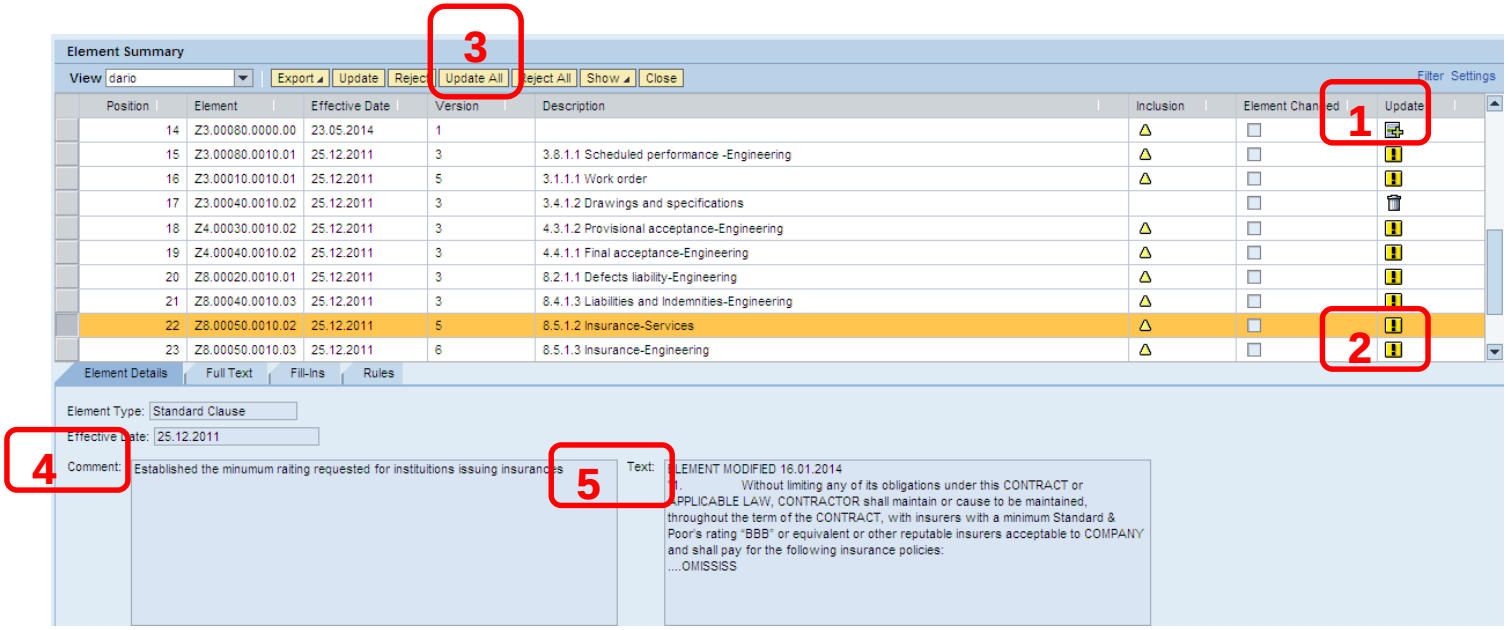


Update of a document after modification 3/3

Document Builder shows:

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

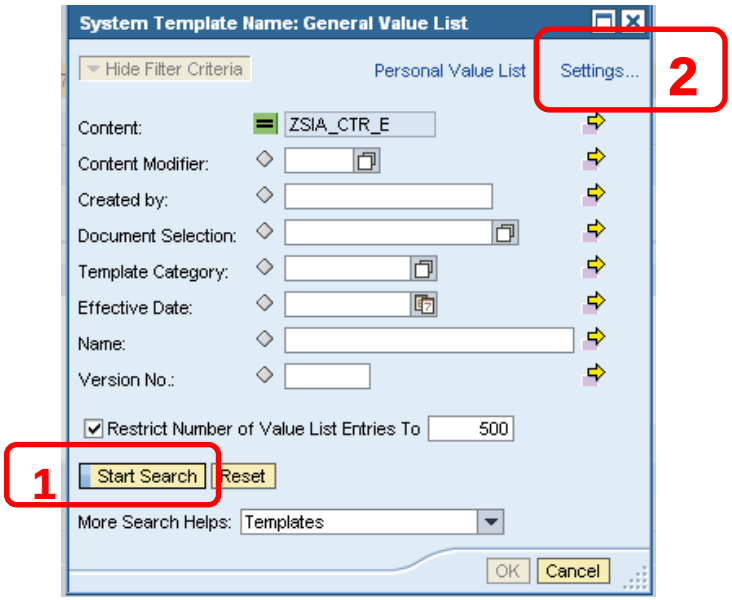
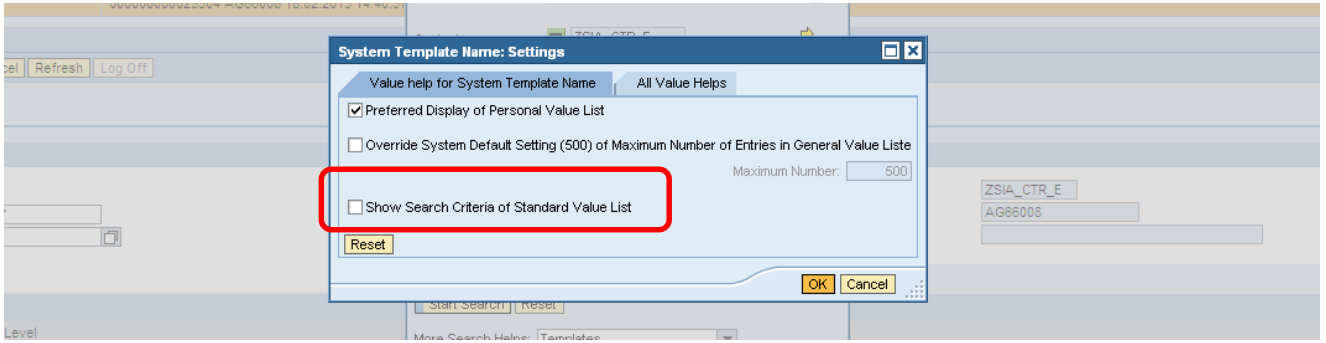
By the “Update All“ (3) all articles will be updated.



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: