



Eni  
S.p.A.

**VMS**  
**U716 – USER MANUAL**



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**DOC. TYPE** : U716 – User manual

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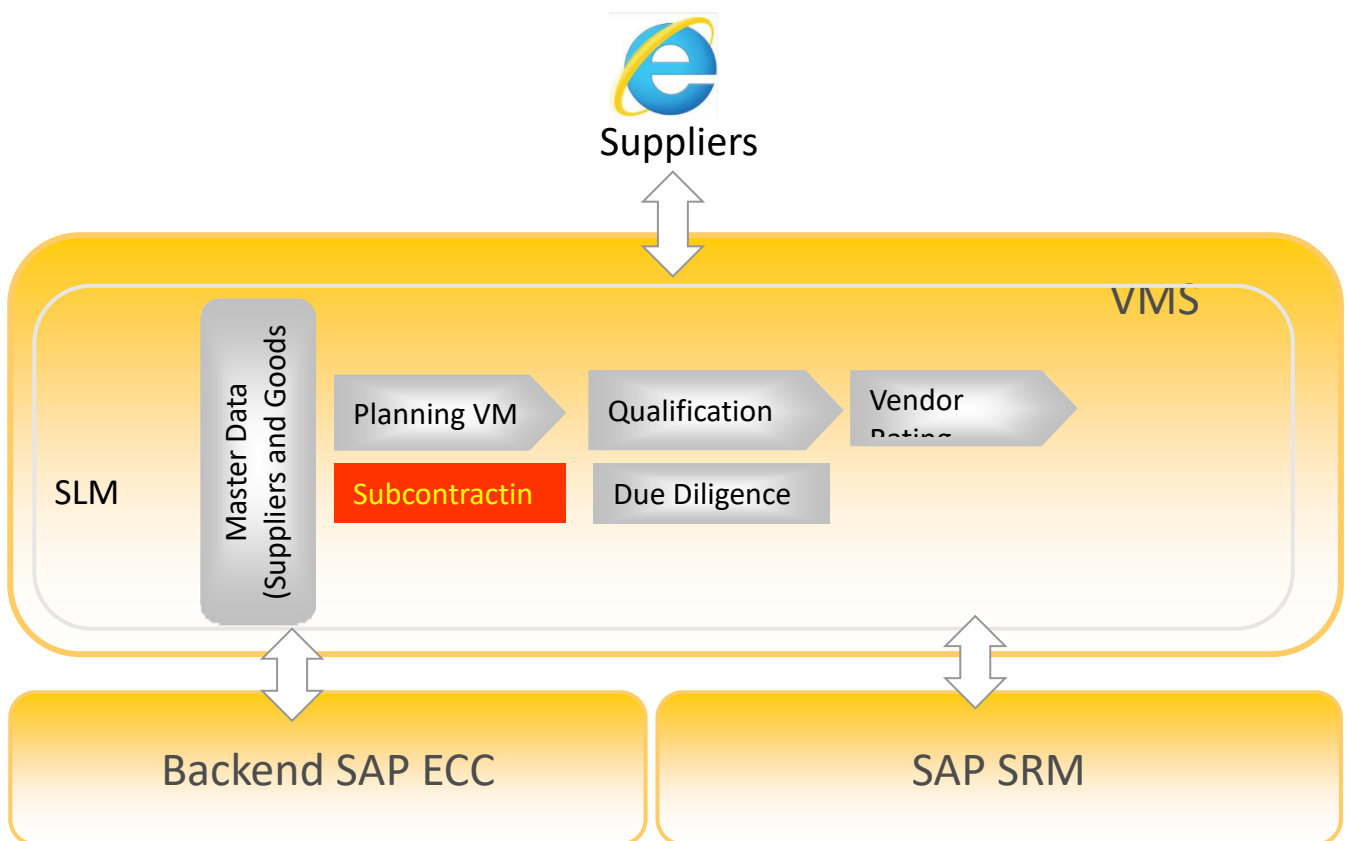


## 1 DOCUMENT SCOPE

The scope of the document is to provide to VMS users all necessary information for the correct usage of all functionalities offered by the new tool aimed at managing the subcontracting process and in particular for the subcontractors listed in the specific contract appendix dedicated to the Subcontracting.

## 2 DOCUMENT REFERENCE

Following the Reference landscape for the VMS project





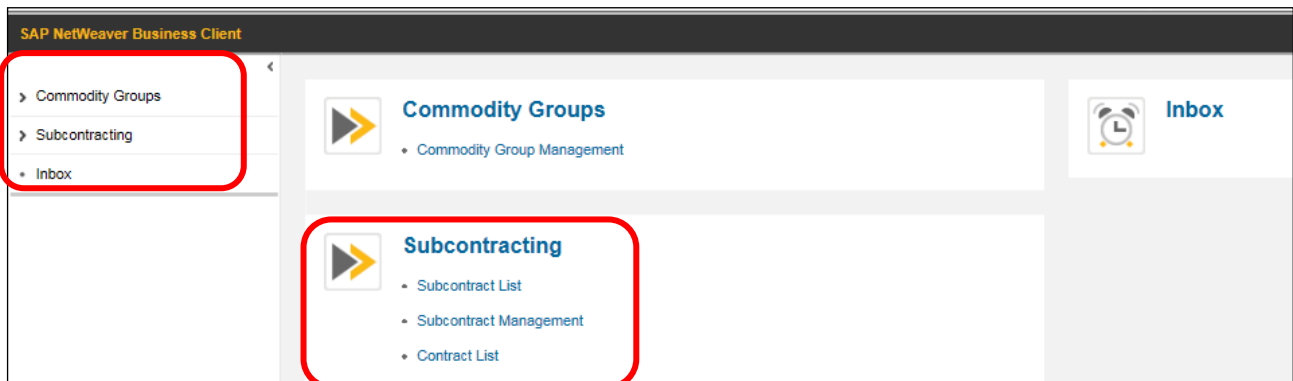
### 3 SYSTEM ACCESS THORUGH VMS

To log in the system, the user needs to open the browser (explorer preferably) and to use the following URL:

<https://ssosap.eni.com/public/gotoFL.html?SSOSAPPARAMS=https://buy.eni.com>

VMS user access will be done through Single Sign On and neither USER ID nor password will be required.

Following system access, the following screen shot will appear to all users.



On the left side of the screen, all the functions related to the user profile will be summarized, grouped as of "resource management".

The same features as specified in the left side of the screen are shown in the right section in an extended form.

Moving the pointer over the various services listed, the link will be highlighted to indicate the selection: performing the click with the mouse will open a new screen for the selected service.

### 4 SUBCONTRACTOR MANAGEMENT

Eni implemented an application called "Subcontracting Management" aimed at managing the creation of Subcontracts related to a contract. The contracts present in the system will be viewable through a " Contract List " which will show, for each Agreement, the last revision / version.

Subcontracts, in VMS system, will not be subject to any approval process that will be managed outside of the system.

The functionality to create a new subcontract will be available in the system as dedicated application in the subcontracts menu.

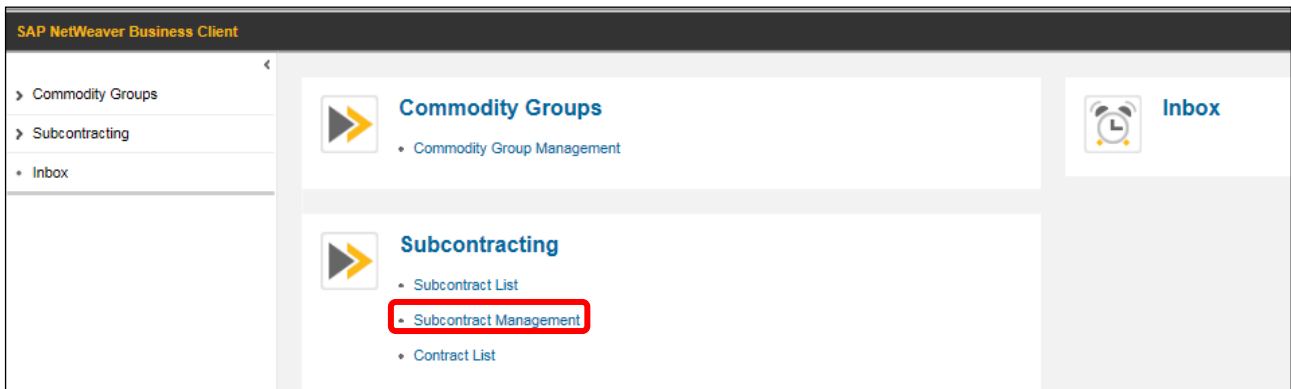


A subcontract will be identified with its own range of numbering and, at the time of data saving, the subcontract number will be created.  
The system will enable the creation of a subcontract also for the subcontractors for which the only VMS codes will exist in the system.

#### 4.1 Contract data

To enable the creation in the system of a subcontracts, it is mandatory to have a contract already in place.

Select the Subcontract Management



The screenshot shows the 'Subcontract Overview' form. At the top, there are buttons for 'Create Contract' and 'Print Subcontract'. Below is a 'Contract' section with a dropdown arrow. The form contains several input fields: '\* Contract ID:' with a copy icon, 'SAP Code:', 'VMS Code:' with a 'Supplier' link, 'Company Name:', 'Client Company:', and 'Contract Type:'.

Use the match code to select the contract number, which can be selected from the list of those available in the drop down menu (the contract number comes from SIA, GPS o from those created manually by the user) filtered on the Contract Manager units the specific user will be enabled to.



Search: Contract ID

---

**Search Criteria** Hide

Contract ID

Client Company

Object of Contract

---

**Results List: 433 results found for Contract ID**

Contract ID	Client Company	Object of Contract	Unit Manager	SAP System
3500038522	AG01	Eni S.p.A. Divisione E&P FORNITURA PARTI DI RICAMBIO	AG01OPCS	SIA
2500011647	AG01	Eni S.p.A. Divisione E&P MANUTENZIONE ANTINCENDIO	AG01OPCS	SIA
2500011649	AG01	Eni S.p.A. Divisione E&P MANUTENZIONE ANTINCENDIO	AG01OPCS	SIA
2500011678	AG01	Eni S.p.A. Divisione E&P MANUTENZIONE ANTINCENDIO	AG01OPCS	SIA
2500013468	AG01	Eni S.p.A. Divisione E&P MANUTENZIONE UPS	AG01OPCS	SIA
2500020977	AG01	Eni S.p.A. Divisione E&P FORNITURA RICAMBI GRU PE...	AG01OPCS	SIA
3500038578	AG01	Eni S.p.A. Divisione E&P INDUSTRIAL ASSOC. PROJEC...	AG01TERA	SIA
2500017417	AG01	Eni S.p.A. Divisione E&P FORNITURA BATTERIE	AG01OPCS	SIA
2500013590	AG01	Eni S.p.A. Divisione E&P CONTROLLI NON DISTRUTTIVI	AG01OPCS	SIA
2500013620	AG01	Eni S.p.A. Divisione E&P CONTROLLI NON DISTRUTTIVI	AG01OPCS	SIA

As soon as contract number is selected, the system will recover automatically the information related to the latest revision/version available.

**Contract**

\* Contract ID: 2500012837

SAP Code: 120020

VMS Code: 157  Supplier

Supplier Name: Titubetti

Client Company Code: EN01 Eni S.p.A. Corporate

Contract Type: APERTO

Object of Contract: UNICA

Revision nr.: 00

Version nr.: 02

Contract Holder Unit: EN01ICT

Primary Commodity Code: SS01AA01 feasibility studies onshore indust plants

Contract value: 250.000,00

Currency: EUR

Contract Value(EUR): 250.000,00

Valid From: 03.02.2014

Valid To: 15.02.2019

Date of Contract: 19.03.2014

Public Sector:

N° CIG:

Subcontracting Percentage of Contract Value: 11

Total amount Subcontracting ( exchange contract ): 28.500,00

Note that the fields **Subcontracting Percentage of Contract Value** and **Total Amount Subcontracting (exchange contract)** are automatically valorized by the system in saving phase of a new Subcontract Activity on specific contract providing that all entered Subcontracts have the same currency of the contract.

In particular:

- **Total Amount Subcontracting (exchange contract)** will report the sum of Subcontract Amount in the currency of the contract for each Subcontract Activity



- **Subcontracting Percentage of Contract Value** will report the percentage of the Total Subcontracting Amount compared to the related Contract Value.

## 4.2 Subcontract creation

To create a New Subcontract, click on the button “New Subcontract”

Subcontracts								
New Subcontract Update link								
N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Company Name	Vendor Status	V. R. Measures Status		
10269	TEST	507	121172	LIRA SRL	Open	Active		

The following screen shot will appear:

**Activity of Subcontract**

Create Vendor Delete Change Log Save

- ▶ Activity of Subcontract
- ▶ External Check
- ▶ Attachments
- ▼ Assessment

Information is divided in four sections:

- Activity of Subcontract
- External Checks
- Attachments
- Assessment

There will be some specific functionalities that will be shown in the further paragraphs such as:

- Create Vendor
- Delete



#### 4.2.1 Activity of subcontract

Mandatory information to enter/create a subcontract in the system is:

- Subcontract type
- Subcontract scope
- Commodity Code
- Subcontractors (either VMS or SAP code)
- Subcontract Value
- Subcontract Value in Contract Currency only if the Currency of Subcontract is different of the currency of the contract.
- Currency
- Subcontract start date
- Subcontract end date

##### Activity of Subcontract

Activity of Subcontract

Create Vendor Delete Change Log Save

Activity of Subcontract

N° Subcontract: 11242  
Subcontract VMS Company: ENI  
\* Subcontract Type: Contract management  
SUBAPPALTO BONIFICHE AMBIENTALI  
\* Subcontract Activity:  
\* Commodity Code (CC): SS01AA01 feasibility studies onshore indust plants - high power >40,000h/a (use SS01BA01)  
SAP Code: 120020 Supplier  
VMS Code: 157 Titubetti  
Vendor Status: Open  
V. R. Measures Status: Active  
Qualification Status: Not assigned  
\* Subcontract amount: 25.000,00  
\* Importo Subappalto in Valuta Contratto: 23.500,00  
\* Currency: USD  
\* Subcontract Start Date: 28.01.2018  
\* Subcontract End Date: 31.01.2018  
Prefectural informative:  
Check if required for amounts exceeding E. 150.000 or for legal protocols  
Subcontract note:

Created By: Comp. Subappalti ENI  
Last Changed By: Comp. Subappalti ENI  
Subcontract Status: Draft

To check the existence of Subcontractor in VMS with SAP code or, if it does not exist, with only VMS code, it is possible to do a search in Supplier Master Data by the match-code associated to VMS code field: the system opens a pop-up where it will be possible, for example, to search for the Supplier through:

- **Company Name.** It is advisable the use of “\*” character (Wild character) to search for the Supplier by Company Code:





Search: VMS Code of Subcontractor



Search Criteria

[Personal Value List](#) [Hide Search Criteria](#)

Further Search Helps:

Company name	is	IBM*		
VMS Code	is			
SAP Code	is			

Maximum Number of Results:

Results List: 7 results found for VMS Code of Subcontractor

Name 1	VMS Code	SAP Code
IBM	46754	459020
IBM ITALIA S.P.A.	2008	104718
IBM ITALIA S.P.A. (PAKISTAN)	118165	446089
IBM PAKISTAN	118207	446197
IBM PC EXPRESS EDUCATION	64409	117608
IBM SEMEA SOUTH EUROPE MIDDLE	5867	120105
IBM UK LTD (CHEM SYSTEMS)	80034	149608



- **Address.** It is possible to search the Suppliers for Country Key, City, Region, etc...:

**Search: VMS Code of Subcontractor** □ ×

---

**Search Criteria** Personal Value List Hide Search Criteria

Further Search Helps: Vendor by address

Country Key	is	IT		
Postal Code	is			
Street	is			
Region	is			

Maximum Number of Results: 500

Search Clear Entries Reset to Default

---

**Results List: There are more than 500 results for VMS Code of Subcontractor**

City	Postal ...	Street	R...	Cou...	Name 1	VMS ...	SAP ...
	00000			IT	GIUSEPPE	121	
- S.NICOLO' - PC	29010	VIA RISCASSI, 1/A	PC	IT	LA MECCANICA PADA...	633	100587
ADRANO	95031	VIA G. CALCAGNO...	CT	IT	DI BELLA	133	107073
ADRANO	95031	VIA SALV.D'ACQUI...	CT	IT	ARCURI GIOVANNI	134	107074
AGRATE BRIANZA	20864	VIA ARCHIMEDE 76	MI	IT	HYDAC SPA MI	615	100544
ALBANO S.ALESS...	24061	VIA MADONNA DE...	BG	IT	EMMECI SERVICE SR...	589	100476
ALCAMO	91011	ALCAMO	TP	IT	GRILLO	187	107078
ANAGNI	03012	VIA ANTICOLANA, 1	FR	IT	AUTORENT SRL	508	100118

- **Tax Details.** It is possible to search the Suppliers for Fiscal Data (Tax Number for example) submitting the fiscal data into field **“Tax Number”**:



Search: VMS Code of Subcontractor



Search Criteria

Personal Value List Hide Search Criteria

Further Search Helps: Vendor according to Tax Details

Tax Number Category	is				
Tax number	is	11776080159			
VMS Code	is				
SAP Code	is				

Maximum Number of Results: 500

Results List: 1 results found for VMS Code of Subcontractor

Category	Tax Number	VMS Code	SAP Code	Name 1
IT2	11776080159	50	102052	GENERAL PACKING SRL

The following fields will always be visible:

- Vendor list status
- Vendor eni warning status
- Vendor/Commodity Code status
- Record creator (Name and Surname)
- Subcontract creation date
- Modified by (Name and Surname of the last modifier)
- Date of last subcontract modification
- Subcontractor status. Following the Status foreseen for the Subcontract activities:
  - **Draft.** It is the status assigned to the first save of a new Subcontract activity. At every subsequent save, it will be displayed an informative message that reminds to user that the Status of Subcontract has to be finalized into “Authorized”.
  - **Activated.** It is the status the user has to set for a Subcontract on which it is necessary to insert a Feedback;
  - **Authorized.** It is the status that means theSubcontract was authorized.
  - **Revoked.** It is the status that the user has to set for a Subcontract, even if Approved, if it has been revoked for a specific cause.
  - **Completed.** It is the status relative to conclusion of a Subcontract.

It will not be possible to insert a Subcontract if the Subcontractor has “**Blocked**” or “**Cancelled**” status in the Vendor registered vs. a specific commodity code.



As soon as the subcontract is saved and going back to the Contract screen management, the user will see the creation of a new record in the subcontract section.

The screenshot shows the 'Contract' management interface. The top section contains various fields for contract details, including Contract ID (2500012837), SAP Code (120020), VMS Code (157), Supplier Name (Titubetti), Client Company Code (EN01 - Eni S.p.A. Corporate), Contract Type (APERTO), Object of Contract (UNICA), Revision nr. (00), Version nr. (02), Contract Holder Unit (EN01ICT), Primary Commodity Code (SS01AA01), Contract value (250,000.00), Currency (EUR), Contract Value (EUR) (250,000.00), Valid From (03.02.2014), Valid To (15.02.2019), Date of Contract (19.03.2014), Public Sector (unchecked), N° CIG (empty), Subcontracting Percentage of Contract Value (11), and Total amount Subcontracting (28,500.00).

The bottom section is titled 'Subcontracts' and contains a table with columns: N° Subcontract, Activity of Subcontract, VMS Code, SAP Code, Supplier Name, Vendor Status, and V. R. Measures Status. The table has two rows: 11244 (SUBAPPALTO) and 11243 (STUDIO FATTIBILITÀ). A red box highlights the table, and a red arrow points to the 'lens' icon on the right of the first row.

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Supplier Name	Vendor Status	V. R. Measures Status
11244	SUBAPPALTO	1305	125829	ISTITUTO DIOCESANO	Open	Warning with authorization
11243	STUDIO FATTIBILITÀ	7045	377708	TECNOMEC ENGINEERING SRL	Open	Active

By clicking on the “lens” icon on the right of each record, user can edit again the record just entered in the system.

#### 4.2.2 External checks

On subcontracting activity it is possible, through a specific online functionality, to perform checks on both natural persons and legal persons that are in the subcontracting company. Starting from a list of natural person and legal person names, it will be possible to run all checks on the reference list getting all information needed where present.

The input form will enable searching for both natural and legal persons by entering the following data:

- **Surname**
- **Name**
- **Business Name**
- **Date of birth**
- **Fiscal code**
- **Natural/Legal person (F/G)**

In case of **Natural Person** search, Surname and Name will be mandatory.

- ✓ Date of birth and fiscal Code will be optional.
- ✓ It will not be possible to enter Business Name



In case of **Legal Person search**, Legal person will be mandatory

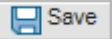
✓ It will not be possible to enter Surname, Name, date of Birth and Fiscal Code

1. Click on "New Line" to enter a new record

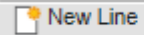

External Check									
Creation Dat...	Person/Legal...	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status
	Natural Pe...	Fred	Guedes				No		000

2. Select between Natural and Legal Person.  
In case of natural Person enter both Surname and Name.

3. Fill in the mandatory information: involvement in illicit facts from open sources.  
Answer YES/NO

After all mandatory information has been entered, save the name by clicking on , before starting the activity.

To start the search on Reference List, select the record and start the search for one or multiple names, as explained below.

In a later moment, it will be possible to add (or cancel) one or more names/business names, by clicking on   : in this case, the search will be done also selecting only the rows related to the names/business names added.

1. Click on "Search Selected", to search only the selected names.

2. Click on "Search all" to select at the same time all inserted names

External Check									
Creation Dat...	Person/Lega	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status
02.08.2016-10...	Natural Pe...		Guedes				No		000

2. Click on update, to verify the outcome of the search

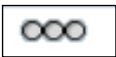


In addition to that, both input and output data, related to controls performed on external systems and related to each subcontractor activity will be tracked and saved in the system log.

On each line related to a Natural Person Name or to a Business Name, the following fields will be present:

- **Search date.** This field, in view only, will show the date when the search has been performed
- **Presence of people related to the company with possible involvement in illegal acts.** Mandatory field (Yes/No, default value as No)
- **Notes.** In this field the compiler will be able to enter comments at the end of his/her search.

In this section of external control, there is a field called “**Control Status**” which is necessary to highlight if the search has been started, has been closed or aborted (for instance for connection problems).



No search has been started



Ongoing search



Search finished



Connection with the reference list not available

As soon as the search is started, the control status will highlight the user with a yellow



triangle that the search is ongoing. At this moment in time, it is possible to exit Subcontract or completely from VMS and the search will completed in any case.

In case the user will keep working on subcontract, by clicking on “Update”, it will be possible to control if the search has been completed. In this case a green square will

appear.

**Important:** the green color in the traffic light, **DOES NOT** mean that the result of the search is positive but only that the action is completed.

As soon as the search is completed, for each name under investigation the box related to the Reference List will show Yes or No depending on the result of the search if it is rather positive or negative on Reference Lists.

External Check									
Creation Dat...	Person/Legal...	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status
02.08.2016-10...	Natural Person	Fred	Guedes				No		○○○
02.08.2016-10...	Natural Person	maria	campari				No	YES	○○■


By clicking on YES, it is possible to see all details of each name which has been “searched”


Name											
Subappalto n:		0000010460									
Person/Legal Entity:		Natural Person									
Name:		maria									
Cognome:		campari									
Business Name:											
Date of birth:											
Codice Fiscale/Partita Iva:											
Numero di risultati trovati:		1									
Detail											
Record		Description	Notes	Birth date	Birth location	Proximity	False positive	Note	Check date	Hour search	
5	7/31/2008 12:...	TORRES Ana L...	7 TORRES, An...	05/09/1961	Puerto Lopez	092	<input checked="" type="checkbox"/>		02.08.2016	10:24:08	

In case the compiler, by accessing the details, selects “Yes” on the field “**False positive**” and selects  for each lines found, then on the Subcontract, for that specific name, the value “Yes” will not be present any more but **N.C.** (not confirmed) will appear.

External Check										
<input type="button" value="New Line"/> <input type="button" value="Delete row"/> <input type="button" value="Refresh"/> <input type="button" value="Search selected"/> <input type="button" value="Search all"/>										
Creation Dat...	Person/Legal...	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status	
02.08.2016-10...	Natural Person	Fred	Guedes				No		○○○	
02.08.2016-10...	Natural Person	maria	campari				No	NC	○○○	

### 4.2.3 Attachments

For each subcontracting activity, it will be possible to insert different types of attachment (such as pdf, word, excel, powerpoint, ecc.) in the specific section. It will be possible to delete such attachments by clicking on icon at every time .

Attachments							
<input type="text"/> <input type="button" value="Sfoggia..."/> <input type="button" value="Attach"/>							
File	User ID	Complete Name	Creation Date	Time	Description		
BDE.DOCX	PROVA67	LUCA MORTELLARO PROVA dd COMPL - SUBAP	02.08.2016	10:28:17	attached		

### 4.2.4 Assessment

An Assessment for a Subcontract is possible only if the subcontract Status is “Activated”. Through subcontracting report, it is possible to search the specific subcontracting activity entered in the system and related to a specific contract. Run the “Subcontracts Report”.



Eni  
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VMS

U716 – USER MANUAL

SAP NetWeaver Business Client Welcome LUCA

Commodity Groups

- Subcontracting
  - Subcontract List**
  - Subcontract Management
  - Contract List
  - Inbox

Compiler of Subcontract:  To

Creation date of Subcontract:  To

Date of last modified Subcontracting:  To

Appraiser:  To

Evaluation Date of Subcontract:  To

Group Unit Managers:  To

ITYPE=YSUBCTR\_STATUS:  To

Ref. lists:

Apply Clear

View: [Standard View] Export Refresh

Contract Code	SAP Code of Contractor	VMS Code of Contractor	Business name of Contractor	Client Company	Unit Manager	Object of Contract	Nr. Revision	Nr. Version	Percentage Subcontract
2500000410	121172	507	LIRA SRL	END1	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1
2500000410	121172	507	LIRA SRL	END1	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1

Clicking on each contract code, the screen with the contract data and with its subcontracts executed will appear.

Subcontracts

New Subcontract Update link

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Company Name	Vendor Status	V. R. Measures Status	
10274	TEST NEW SUBAPPALTO	625	121793	TERMOCLIMA SRL	Open	Active	
10180	TEST2	507	121172	LIRA SRL	Open	Active	
10200	TESTO	1262	125281	FORESTO ARMANDO SPA	Open	Active	
10201	XXXXXXXXXX	5883		pinco pallino spa	Open	Active	
10460	TEST SUBCONTRACT	461	120936	OIL & STEEL SRL	Open	Active	

Click on “lens” icon to enter and display all details of the subcontracting activity entered.





In “Evaluation” section, click on ‘New Entry’. Such functionality will be active only if the subcontracting has been set as **ACTIVATED**.

Activity of Subcontract

N° Subcontract: 11152  
 Subcontract VMS Company: ENI  
 \* Subcontract Type: Contract assignment  
 09012018  
 \* Subcontract Activity:  
 \* Commodity Code (CC): BB01AA01 WELDED TUBES SAWL. (LONGITUD) x CARBON STEEL PIPELINE  
 SAP Code: 121449 Supplier  
 VMS Code: 547 TICCI F.LLI DI TICCI G. SNC  
 Vendor Status: Open  
 V. R. Measures Status: Active  
 Qualification Status: Not assigned  
 \* Subcontract amount: 80.000,00  
 \* Subcontract amount in Contract Currency: 80.000,00  
 \* Currency: USD  
 \* Subcontract Start Date: 15.01.2018  
 \* Subcontract End Date: 28.02.2018  
 Prefectural informative:   
 Check if required for amounts exceeding E. 150.000 or for legal protocols  
 Subcontract note:

Created By: MARINO MARINI - AM  
 Last Changed By: Comp. Subappalti ENI  
 Subcontract Status: **Activated**

Into section “Assessment”, click on “New Entry”

Assessment

**New Entry**

*Subcontract Assessment Index	Evaluation note	Evaluation Date	Appraiser

Enter a summary evaluation selecting between the values 0 (Not Adequate) and 1 (Adequate) that are available from a drop-down menu into Subcontract Feedback Index field.

Assessment

**New Entry**

\*Subcontract Assessment Index

0

1

It will be possible to insert, optionally, an evaluation note clicking on the icon

Assessment

**New Entry**

*Subcontract Assessment Index	Evaluation note	Evaluation Date	Appraiser
0		29.01.2018	Comp. Subappalti ENI



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After saving the record, user will be able to see the following two fields (data will be saved automatically):

- Evaluation Date
- Evaluator (Name and Surname of the user who completed the evaluation)

**N.B.** As soon as the evaluation is saved, it will not be possible to modify it any more except for the Notes. Any change shall be managed by entering a new line, this is done to preserve and keep track of all evaluations/changes made in the system.



## 5 SUBCONTRACT OVERVIEW FUNCTIONALITIES

In the subcontractor management application, there are some particular functionalities such as:

- Contract creation
- Contract print out

### 5.1 Contract creation

The VMS system, offers the possibility to enter contracts manually. Such functionality can be used **as an exception only** when the contract does not exist neither in SIA nor in GPS.

Directly from the Subcontract Overview tab and by clicking on “Create Contract”, it will be possible to enter all information related to a contract which is not present in any system.

It will be possible to save all contract data only if the user is part of the Contract Manager unit of the contract (Contract Holder dept. Unit).

SAP NetWeaver Business Client

Subcontract Overview

Create Contract Print Subcontract

Contract

\* Contract ID:

SAP Code:

VMS Code:  [Supplier](#)

Company Name:

Client Company:

The information to be entered is divided in two different tabs called “**General Data**” and “**Organizational Data**”:



## General Data

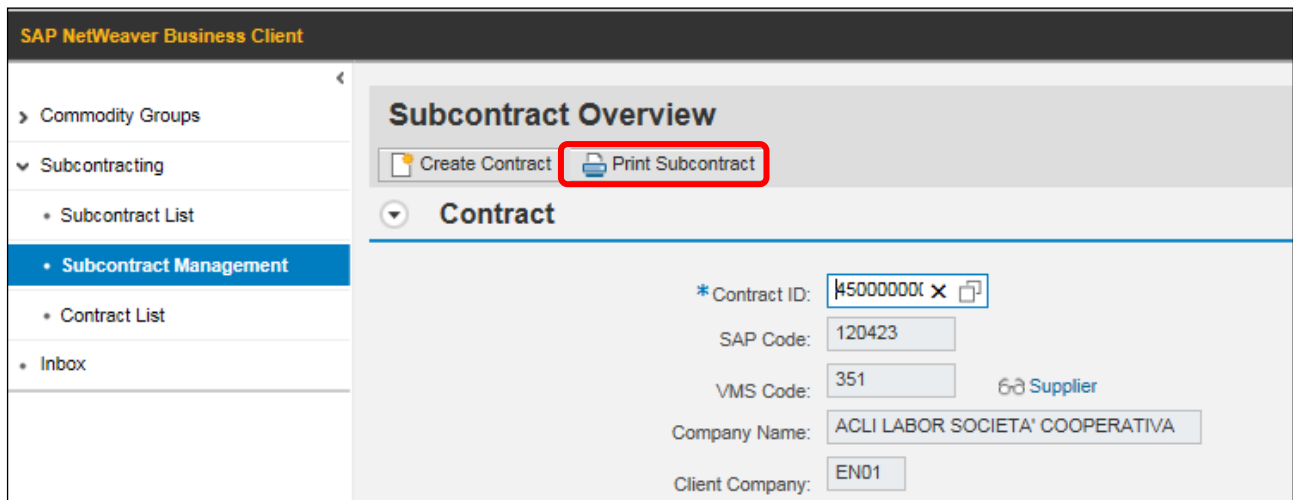
* Contract ID:	4500000001	
* Contract Type:	APERTO	
* Primary product category:	BB01AA07	
* Supplier SAP ID:	120423	
* Supplier VMS ID:	351	
* Name organization:	ACLI LABOR SOCIETA' CO	
* Contract value:	35000	eur
* Contract Value(EUR):	35000	
* Approval Date:	02.08.2016	
* Valid From:	02.08.2016	
* Valid To:	02.09.2017	
DLGS_163:	<input type="checkbox"/>	
N° CIG:		
Nr. Revision:	00	
Nr. Version:	00	
* Object:	test	
Insert Date:		
Insert Time:	00:00:00	
Insert User:	PROVA67	

## Organizational Data

* Client Company:	EN01	Eni S.p.A. Corporate
* Unit manager:	EN01ITAO/E	

## 5.2 Print subcontract

In the subcontract management section there is an icon “print subcontract” through which it will be possible to both launch the print out and to create a pdf file.



Attached there is an example of subcontract print out in the test environment:



Subcontract\_450000  
0001-EN01.pdf

## 6 ADDITIONAL FUNCTIONALITY FOR SUBCONTRACTOR ACTIVITY

Within the screenshot related to Subcontract, there are special “functions” that enable user to manage some additional functionalities such as

- Create Vendor
- Change subcontract
- Subcontract Deletion
- Change Log

### 6.1 Create Vendor

Clicking on create vendor, the compiler will have the possibility to access to VMS special function dedicated to the creation of Supplier VMS code.



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VMS

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**Activity of Subcontract**

Create Vendor Delete Change Log Save

**Activity of Subcontract**

N° Subcontract: 10460 Created By: LUCA MORTELLARO PROVA dd C Creation Date: 02.08.2016

\* Subcontract Type: 02 Last Changed By: LUCA MORTELLARO PROVA dd C Last Mod. Date: 02.08.2016

TEST SUBCONTRACT Stato Subappalto: 2

\* Subcontract Activity:

\* Commodity Group: BB01AA05 TUBI SALDATI TEST

SAP Code: 120936 Supplier

VMS Code: 461 OIL & STEEL SRL

Vendor Status: Open

V. R. Measures Status: Active

All controls to avoid record duplication in vendor register are always present and active.

**Supplier creation: Huawei (6512)**

Supplier has been saved

Supplier 0000006512 has been created

Central Data GCC Data Contacts Tax data Distribution Attachments

LOG Modifiche

**Central Data**

VMS Code: 6512

SAP Code:

\* Company Name: Huawei More...

Account group:

Natural Person:

As soon as vendor data have been entered and the record save is completed, it will be necessary to go back to the main screen subcontract, select the field "VMS Code" and press on "enter". System will recover automatically the VMS code just created and the registration data.



**Activity of Subcontract**

Create Vendor Delete Change Log Save

**Activity of Subcontract**

N° Subcontract: 0

\* Subcontract Type: [v]

\* Subcontract Activity: [ ]

\* Commodity Group: [ ]

SAP Code: [ ] Supplier

VMS Code: 512 x [ ] Huawei

Vendor Status: Open

V. R. Measures Status: Active

Qualification Status: [ ]

\* Subcontract amount: 0,00

\* Currency: EUR [ ]

\* Subcontract Start Date: [ ]

\* Subcontract End Date: [ ]

1. back to the record creation activity, select the field "VMS Code" and press enter on keyboard. The system will recover automatically the VMS code just created in the system register.

## 6.2 Change Subcontract

It is possible to change a subcontract setting the Subcontract status as "Draft", depending on the Subcontract Type.

### 6.2.1 Subcontract of Type "Contract management"

Only the users who insert Subcontracts of type **Contract Management** is able to set Subcontract Status as "**Draft**" and so can proceed to change.



### Activity of Subcontract

N° Subcontract: 11166  
Subcontract VMS Company: ENI  
\* Subcontract Type: Contract management  
GESTIONE CONTRATTO - NON BUYER  
\* Subcontract Activity:  
\* Commodity Code (CC): BB01AA10 Accessori  
SAP Code: 124543 Supplier  
VMS Code: 1112 RISTORANTE "AL CASON" SRL  
Vendor Status: Open  
V. R. Measures Status: Active  
Qualification Status: Not assigned  
\* Subcontract amount: 2.000,00  
\* Subcontract amount in Contract Currency: 2.000,00  
\* Currency: USD  
\* Subcontract Start Date: 01.02.2018  
\* Subcontract End Date: 28.02.2018

Created By: Comp. Subappalti ENI  
Creation Date: 10.01.2018  
Last Changed By: Comp. Subappalti ENI  
Last Mod. Date: 31.01.2018  
Subcontract Status: Authorized  
Draft  
Authorized  
Activated  
Revoked  
Completed

### 6.2.2 Subcontract of Type "Contract assignment"

Only the users who insert Subcontract of type **Contract assignment** is able to set Subcontract Status as **"Draft"** and so can proceed to change.

### Activity of Subcontract

N° Subcontract: 11164  
Subcontract VMS Company: ENI  
\* Subcontract Type: Contract assignment  
ASSEGNAZIONE CONTRATTO  
\* Subcontract Activity:  
\* Commodity Code (CC): BB01AA08 TUBI SALDATI 10"  
SAP Code: 124579 Supplier  
VMS Code: 1118 BIBITE S.GEMILIANO  
Vendor Status: Open  
V. R. Measures Status: Active  
Qualification Status: Not assigned  
\* Subcontract amount: 4.700,00  
\* Subcontract amount in Contract Currency: 4.700,00  
\* Currency: USD  
\* Subcontract Start Date: 08.01.2018  
\* Subcontract End Date: 28.02.2018

Created By: MARINO MARINI - AM  
Creation Date:  
Last Changed By: MARINO MARINI - AM  
Last Mod. Date:  
Subcontract Status: Draft  
Draft  
Authorized

### 6.3 Deletion of Subcontract

Deletion of a subcontract is possible only if the Subcontract Status is "Draft" and selecting the button "Delete".





Starting point:

*Contract with subcontract linked to it*

### Subcontract Overview

Print Subcontract

**Contract**

\* Contract ID: 2500000410

SAP Code: 121172

VMS Code: 507 [Supplier](#)

Company Name: LIRA SRL

Client Company: EN01 Eni S.p.A. Corporate

Contract Type: APERTO

**Subcontracts**

New Subcontract Update link

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Company Name	Vendor Status	V. R. Measures Status	
10252	TEST	507	121172	LIRA SRL	Open	Active	
10269	TEST	507	121172	LIRA SRL	Open	Active	

Select the line and click on **'Delete'**

### Activity of Subcontract

Create Vendor **✗ Delete** Change Log Save

**Activity of Subcontract**

N° Subcontract: 10274

\* Subcontract Type: 02

TEST NEW SUBAPPALTO

\* Subcontract Activity:

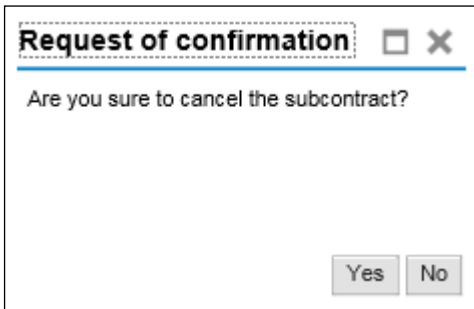
\* Commodity Group: BB01AA01 WELDED TUBES SAWL (LONGITUD) x CARBON STEEL PIPELINE

SAP Code: 121793 [Supplier](#)

VMS Code: 625 TERMOCLIMA SRL

Vendor Status: Open

V. R. Measures Status: Active



Expected result:

**Subcontract deleted successfully**

### Subcontract Overview

Print Subcontract

Contract

\* Contract ID: 2500000410  
 SAP Code: 121172  
 VMS Code: 507 [Supplier](#)  
 Company Name: LIRA SRL  
 Client Company: EN01 Eni S.p.A. Corporate  
 Contract Type: APERTO

The subcontract will NOT be any longer linked to the contract.

#### Subcontracts

New Subcontract Update link

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Company Name	Vendor Status	V. R. Measures Status	
10252	TEST	507	121172	LIRA SRL	Open	Active	
10269	TEST	507	121172	LIRA SRL	Open	Active	
10180	TEST2	507	121172	LIRA SRL	Open	Active	

The result of this cancellation in VMS is NOT to make visible and recoverable the record in the record cancelled neither in the list of subcontracts nor in the report.

## 6.4 Change Log

Selecting the “Change Log”, system will enable user to display all modifications made on the subcontract selected which have been done starting from the first time the record was saved.

In particular, the following information will be displayed:

- The field modified
- The original value of such field



- The value modified in such field
- The modification date
- Modification time
- Userid of the person who made the modification

**Activity of Subcontract**

Create Vendor Delete **Change Log** Save

Activity of Subcontract

N° Subcontract: 10460

\* Subcontract Type: 02

TEST SUBCONTRACT

\* Subcontract Activity:

\* Commodity Group: BB01AA05 TUBI SALDATI TEST

SAP Code: 120936 Supplier

VMS Code: 461 OIL & STEEL SRL

Vendor Status: Open

V. R. Measures Status: Active

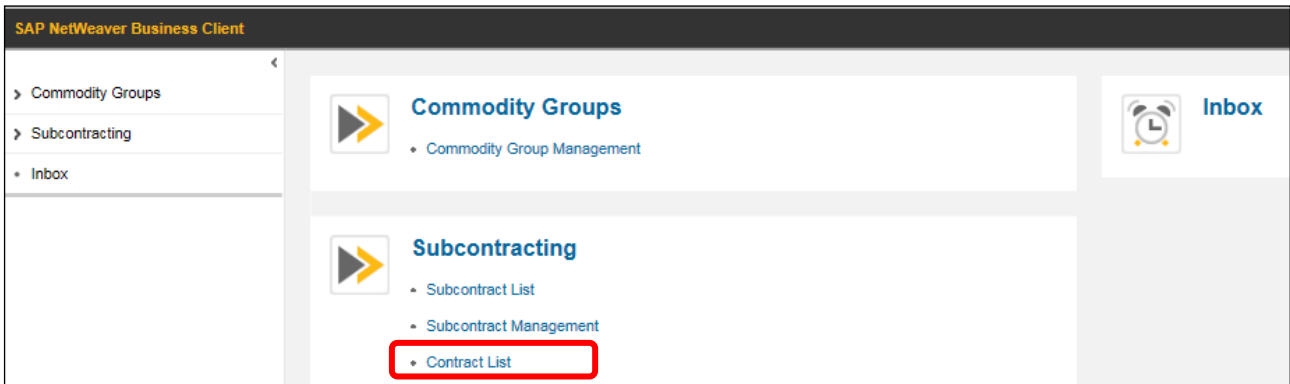
**List of changes of Subcontract Nr.: 10460**

Log

Table	Fieldname	Short Text	Old Value	New Value	User	Date	Time	Transaction	Object Value	Change Ind.
YGS_SUBCNTRS	SUBCTR_STATUS				PROVA67	02.08.2016	10:32:49	WEB	0000010460	U

## 7 CONTRACTS LIST

In the VMS section dedicated to Subcontracts, there is a report called “Contracts List” which is downloadable as an excel file. The report, segregated for each Contract manager unit, will show the contract list with all subcontracts linked to it.



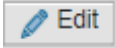
Such report has specific selection criteria, input criteria and report output (see below extract).

SAP System	Client Company	Contract ID	Object of Contract	Contract Type	Unit manager	Primary product category	Supplier SAP ID	Supplier VMS ID	Contract value	Currency	Contract Value (EUR)
MAN	AG01	ATI_00003	TEST_ATI_03	APERTO	AG01AESI	BB01AA04	205013	4741	5.000.000,00	EUR	5.000.000,00
MAN	AG01	ATI_00002	TEST_ATI_02	APERTO	AG01AESI	BB01AA04	163547	4777	5.000.000,00	EUR	5.000.000,00
MAN	AG01	ATI_00001	CORRETTIVA ATI	APERTO	AG01AESI	BB01AA06	163547	4777	5.000.000,00	EUR	5.000.000,00
MAN	EN01	ATI0000002	TEST_ATI_2	CHIUSO	APR/02	BB01AA03	165029	4780	1.000,00	EUR	1.000,00
MAN	AG01	AA05	TEST5	APERTO	AG01PEIT	BB01AA02	120020	157	120,00	EUR	120,00
MAN	AG01	AA01	TTT	APERTO	AG01PEIT	BB01AA01	120020	157	100,00	EUR	100,00
MAN	AG01	999_02	TEST_ATI_06	APERTO	AG01AESI	BB01AA04	434295	4721	8.670.000,00	EUR	8.670.000,00
MAN	EN01	7000000015	CONTRATTO TEST MIKI 2	APERTO	EN01ICT	BB01AA01	101910	4321	320.000,00	EUR	320.000,00
MAN	EN01	7000000010	CONTRATTO CONDIZIONE C)	APERTO	EN01ICT	BB01AA01	101852	4293	200.000,00	EUR	200.000,00

Selecting the contract ID, it will be possible to display all contract details. In addition to that, only in case of contract created manually, only the author of creation will have the choice to use the following functionalities:

- a) Change
- b) Delete

### 7.1 Contract change

As said above, contract change will be possible through the icon 



**Contracts: Display**

**Basic Data**      Organizational Data

\* Contract ID: 2500077661

\* Contract Type: APERTO

\* Primary Commodity Code: BB01AA02

\* Supplier SAP Code: 123912

\* Supplier VMS Code: 995

\* Supplier Name: FRESCHI ALESSANDRO &

\* Contract value: 100.000,00      USD

\* Contract Value(EUR): 83.300,00

\* Approval Date: 08.01.2018

\* Valid From: 09.01.2018

\* Valid To: 30.09.2018

Dlgs 163:

N° CIG:

Revision nr.: 00

Version nr.: 00

Object: PROVA 09012018

Insert Date: 09.01.2018

Insert Time: 15:58:52

Insert User: PROVA27

Change Date:

that will allow only to user who entered the contract to make changes into fields foreseen. (fields not gray, as in the picture below).



**Contracts: Edit**

**Basic Data**    Organizational Data

\* Contract ID: 2500077661

\* Contract Type: APERTO

\* Primary Commodity Code: BB01AA02

\* Supplier SAP Code: 123912

\* Supplier VMS Code: 995

\* Supplier Name: FRESCHI ALESSANDRO &

\* Contract value: 100.000,00    USD

\* Contract Value(EUR): 83.300,00

\* Approval Date: 08.01.2018

\* Valid From: 09.01.2018

\* Valid To: 30.09.2018

Dlgs 163:

N° CIG:

Revision nr.: 00

Version nr.: 00

Object: PROVA 09012018

Insert Date: 09.01.2018

Insert Time: 15:58:52

Insert User: PROVA27

Change Date:

Change Time: 00:00:00

## 7.2 Contract Delete

A contract, manually inserted, could be deleted only by the user, who inserted the contract, using the icon  if it is being respected the limit connected to Vendor Rating (feedback not existing) and to not presence of Subcontracts registered.



**Contracts: Edit**

Read-Only **Delete** Save Change List

**Basic Data** Organizational Data

\* Contract ID: 2500077661

\* Contract Type: APERTO

\* Primary Commodity Code: BB01AA02

\* Supplier SAP Code: 123912

\* Supplier VMS Code: 995

\* Supplier Name: FRESCHI ALESSANDRO &

\* Contract value: 100.000,00 USD

\* Contract Value(EUR): 83.300,00

\* Approval Date: 08.01.2018

\* Valid From: 09.01.2018

\* Valid To: 30.09.2018

Dlgs 163:

N° CIG:

Revision nr.: 00

Version nr.: 00

Object: PROVA 09012018

Insert Date: 09.01.2018

Insert Time: 15:58:52

Insert User: PROVA27

Change Date:

Change Time: 00:00:00

Also from this list and by selecting a specific contract, it will be possible to make the activities showed before, that is to create a New Subcontract or, in case the contract does not exist in VMS, to create a New Contract.

View: [Standard View] **Create Contract** **New Subcontract** Export Refresh

SAP System	Client Company	Contract ID	Object of Contract	Contract Type	Unit manager	Primary product category	Supplier SAP ID	Supplier VMS ID	Contract value
MAN	AG01	<a href="#">ATI_00003</a>	TEST_ATI_03	APERTO	AG01AESI	BB01AA04	205013	4741	5.000.000,00
MAN	AG01	<a href="#">ATI_00002</a>	TEST ATI_02	APERTO	AG01AESI	BB01AA04	163547	4777	5.000.000,00
MAN	AG01	<a href="#">ATI_00001</a>	CORRETTIVA ATI	APERTO	AG01AESI	BB01AA06	163547	4777	5.000.000,00
MAN	EN01	<a href="#">ATI0000002</a>	TEST ATI_2	CHIUSO	APR/02	BB01AA03	165029	4780	1.000,00
MAN	AG01	<a href="#">AA05</a>	TEST5	APERTO	AG01PEIT	BB01AA02	120020	157	120,00
MAN	AG01	<a href="#">AA01</a>	TTT	APERTO	AG01PEIT	BB01AA01	120020	157	100,00

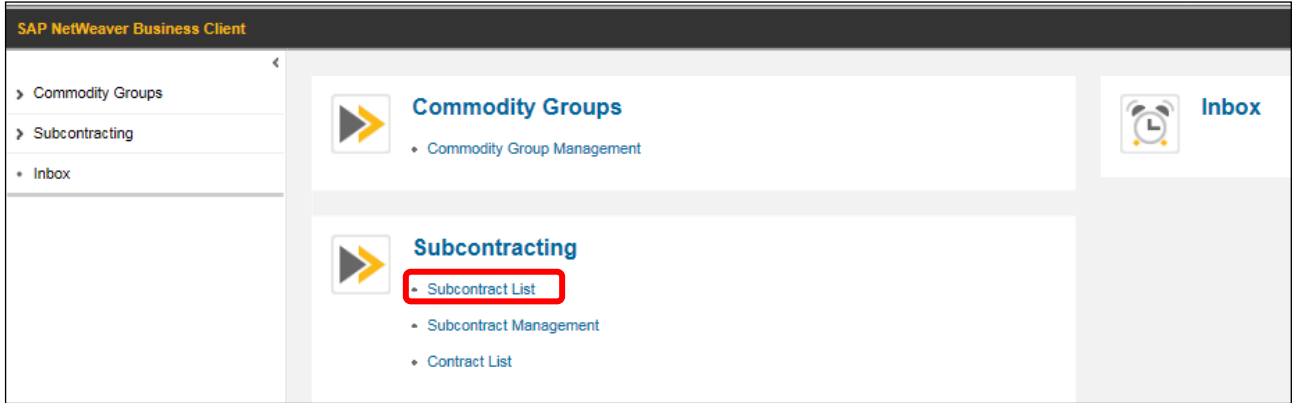
## 8 SUBCONTRACTS REPORT

In the VMS section dedicated to Subcontract, there will be a report called “Subcontract List” downloadable in excel which will enable user to get a full subcontracts list using specific Input Criteria.



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Following the input criteria available in the Subcontract List.





Contracts List - Query per la lista dei Subappalti

Hide Quick Criteria Maintenance

Contract ID:	◆	2500000410	□
Object of Contract:			
SAP Code:	◆		□
Client Company:			□
Unit Manager:			□
Primary Product Category:	◆		□
Subcontracting Percentage of Contract Value:	◆		□
Total amount Subcontracting ( exchange contract ):	◆		
Curr. of Sub. different from Contr.:			□
Subcontract Type:		▼	
N° Subcontract:	◆		
Subcontract amount:	◆		
Subcontract Currency:			□
Subcontract Start Date:	◆		1
Subcontract End Date:	◆		1
VMS Code of Subcontractor:	◆		□
SAP Code of Subcontractor:	◆		□
Material Group Subcontract:	◆		□
Info. prefectural:			<input type="checkbox"/>
Compiler of Subcontract:	◆		□
Creation date of Subcontract:	◆		1
Date of last modified Subcontracting:	◆		1
Appraiser:	◆		□
Evaluation Date of Subcontract:	◆		1
Group Unit Managers:	◆		□
\TYPE=YSUBCTR_STATUS:	◆		□
Ref. lists:	◆		□

To be noted how the “Ref List” filter works: the values showed in the below print screen are the only ones that can be selected.



Search: Ref. lists

Results List: 5 results found for Ref. lists

Check Lista Rif.	Short Descript.
00	No Query
01	YES
02	NOT
03	ND
04	NC

- **List Rif. = 00:** all subcontracts for which no queries have been run will be extracted
- **List Rif. = 01:** all subcontracts for which there is a positive evidence in the Reference List will be extracted
- **List Rif. = 02:** all subcontracts for which there is no positive evidence in the Reference List will be extracted
- **List Rif. = 03:** all subcontracts for which there is at least one entity whose reference list check has not been completed due to connection problem will be extracted
- **List Rif. = 04:** all subcontracts for which there is at least one entity whose reference list check returned a NC (Not confirmed) result will be extracted
- **List Rif. = blank:** all subcontractors will be extracted, regardless the result of the Reference List check

Through **“Export”** button, it will be possible to download the entire list in excel.



It will be possible to “navigate” on fields marked as light blue such as Contract Code, No. Subcontract and VMS Code of Contractor. Depending on user rights it will be possible to either display or modify subcontracts.

Contract Code	N° Subcontract	SAP Code of Contractor	Business name of Contractor	Client Company	Unit Manager	Object of Contract	Nr. Revision	Nr. Version	Percentage Subcontract
2500000410	10180	121172	LIRA SRL	EN01	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1
2500000410	10200	121172	LIRA SRL	EN01	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1
2500000410	10201	121172	LIRA SRL	EN01	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1
2500000410	10252	121172	LIRA SRL	EN01	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1
2500000410	10269	121172	LIRA SRL	EN01	ENI S.P.A. CORPORATE	GREEN DATA CENTER ENI	6	8	1

## 9 SEGREGATION OF SUBCONTRACT MANAGEMENT

To ensure that in the VMS system each user will be enabled to enter only subcontract information related to his/her contract manager unit, the info “Contract Management Unit” has been created.

In this way, through VMS it will be possible to:

- **Limit the contract display only to the Units (and its relevant people) that are actually Contract Holder of the contract**
- **Limit the contract info input and modification only to the Units (and its relevant people) that are actually Contract Holder of the contract**
- **Limit the manual creation of the contract only to the Units (and its relevant people) that are actually Contract Holder if the contract**