

Contractual Standard

User Manual Document Builder

Rev. 06 July 2017

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

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:** XXXXXXXX

ACCESS (1):

- **ENGLISH:**
 1. ITT English Law
 2. BR Italian Law
 3. GC English Law
 4. GC Italian Law
 5. GC Italian Law - Other
 6. BR Italian Law – Other
 7. Std. Smart Tender/Low Value
- **ITALIAN:**
 1. RdO Legge IT
 2. RdO Legge IT - Altre Tip.
 3. CG Legge IT
 4. CG Legge IT - Altre Tip.
 5. Std. Smart Tender/Low Value
- **FRENCH – Inactive**

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

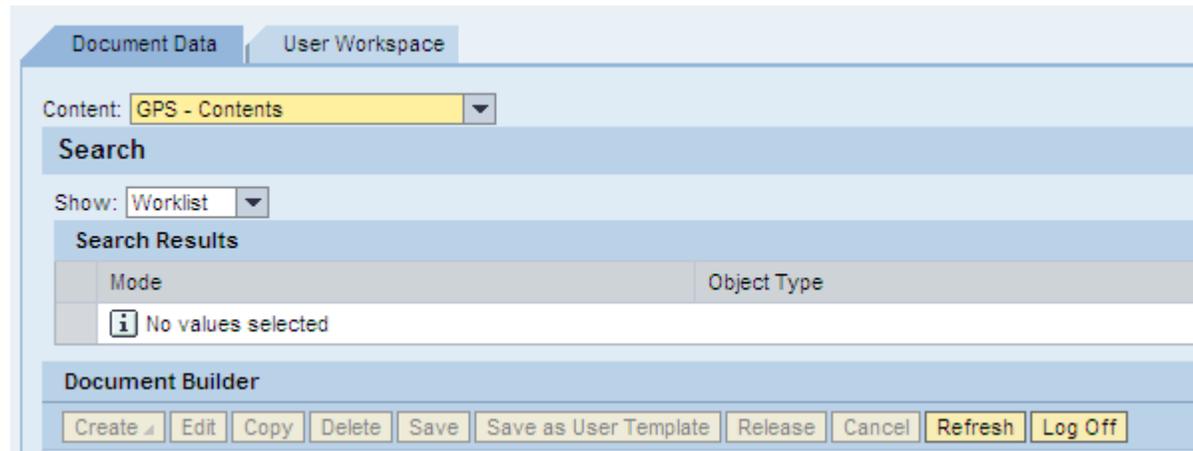
Change Password

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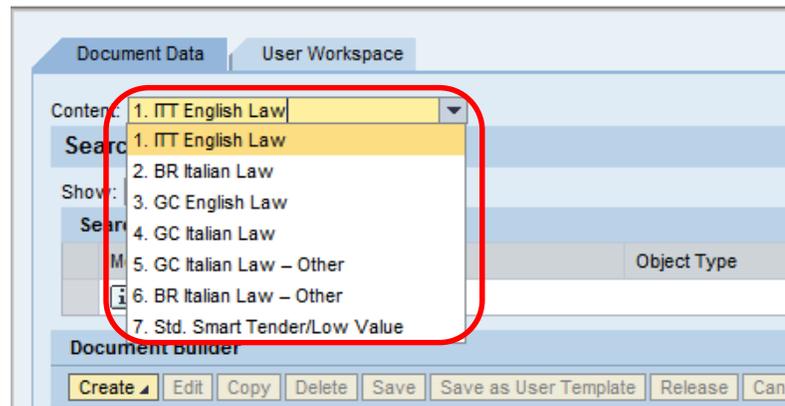


Document Creation 1/7

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



Select the type of document to create:



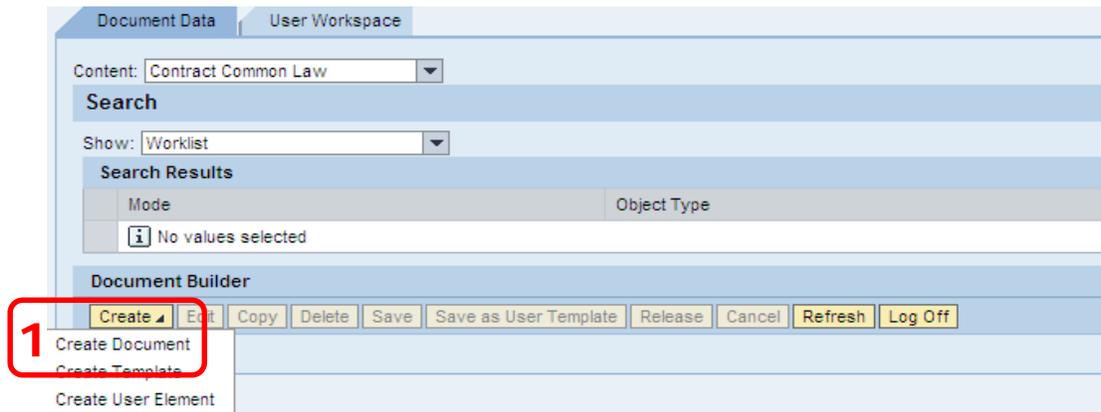
logon in ENGLISH:

1. ITT English Law
2. BR Italian Law
3. GC English Law
4. GC Italian Law
5. GC Italian Law - Other
6. BR Italian Law – Other
7. Std. Smatr Tender/Low Value



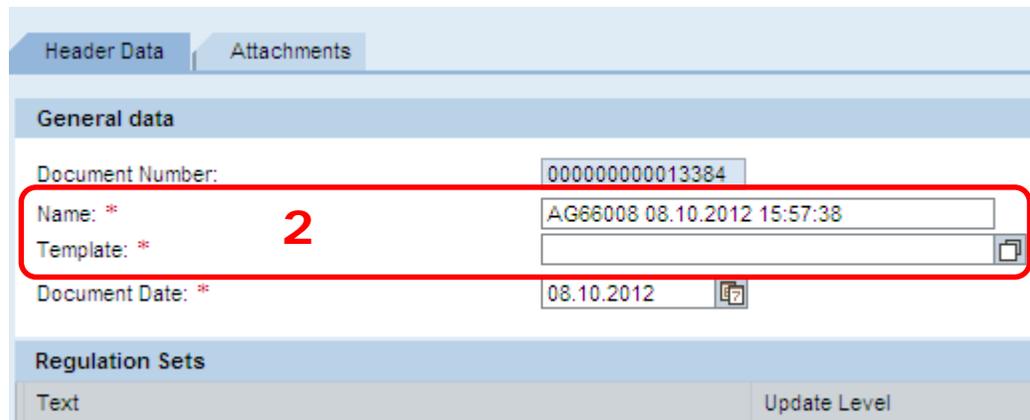
Document Creation 2/7

After selection click "Create Document" (1):



The screenshot shows the 'Document Builder' section of a software interface. At the top, there are tabs for 'Document Data' and 'User Workspace'. Below these, there are sections for 'Content' (set to 'Contract Common Law'), 'Search', and 'Search Results'. The 'Search Results' section shows a table with columns for 'Mode' and 'Object Type', and a message 'No values selected'. The 'Document Builder' section contains a row of 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 a document creation form. It has tabs for 'Header Data' and 'Attachments'. The 'General data' section contains several fields: 'Document Number' (00000000013384), 'Name: *' (AG66008 08.10.2012 15:57:38), 'Template: *', and 'Document Date: *' (08.10.2012). The 'Name' field is highlighted with a red box and the number '2'. Below this is the 'Regulation Sets' section with a table:

Text	Update Level
------	--------------

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 20)

The screenshot displays a software interface for document creation. The main window has tabs for 'Document Data' and 'User Workspace'. The 'Document Data' tab is active, showing a search bar with 'Contract Common Law' and a 'Search' section with a 'Show: Worklist' dropdown. Below this is a 'Search Results' table with columns for Mode, Object Type, and Object ID. A row is highlighted with 'Create' mode and 'Document' object type. The 'Document Builder' section contains buttons for 'Create', 'Edit', 'Copy', 'Delete', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. The 'Header Data' tab is active, showing 'General data' fields: 'Document Number' (00000000013384), 'Name' (AG66008 08.10.2012 15:57:38), 'Template' (empty), and 'Document Date' (08.10.2012). A red box labeled '1' highlights the 'Name' and 'Template' fields. The 'Regulation Sets' section shows 'Text' and 'Update Level'. The 'Document Versions' section has 'New Version' and 'Delete Version' buttons. A 'System Template Name: General Value List' dialog box is open, showing a 'Personal Value List' with fields for 'Content' (ZSIA_CTR_E), 'Content Modifier', 'Created by', 'Document Selection', 'Template Category', 'Effective Date', 'Name', and 'Version No.'. A 'Start Search' button is highlighted with a red box labeled '3'. Below the dialog, a dropdown menu is open, showing 'Templates' selected, with a red box labeled '2' around it. The 'Cancel' button is also visible.

Document Creation 4/7

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

Content	C...	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	

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

Header Data 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

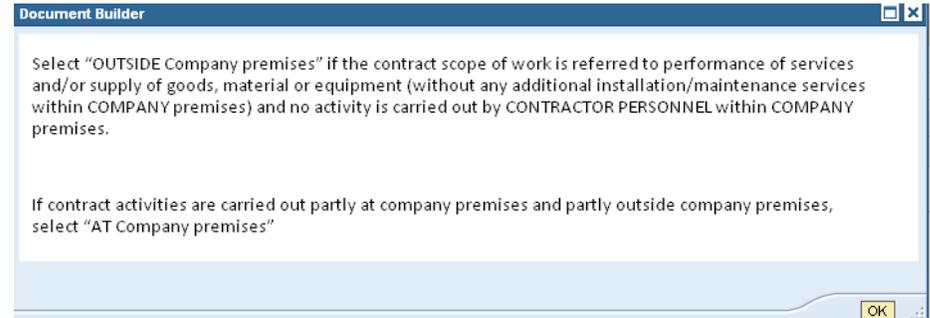
Furthermore, some of the drivers are linked to information notes (or “pop-ups”), which guide the buyers in their choice of the most suitable drivers for a specific procurement procedure.

Contract Drivers	
Scope of Work:	<input type="text" value="Works"/>
Offshore: *	<input type="text" value="---"/>
Contract Type:	<input type="text" value="Purchase Order"/>
Specific Scope of Work (Works):	<input type="text" value="-Select-"/> 
Place of performance:	<input type="text" value="AT Company premises"/> 

Click on

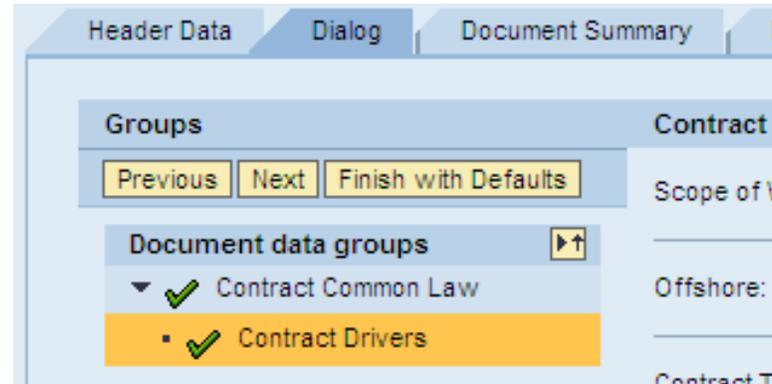


ex. pop-up for the driver “Place of performance”

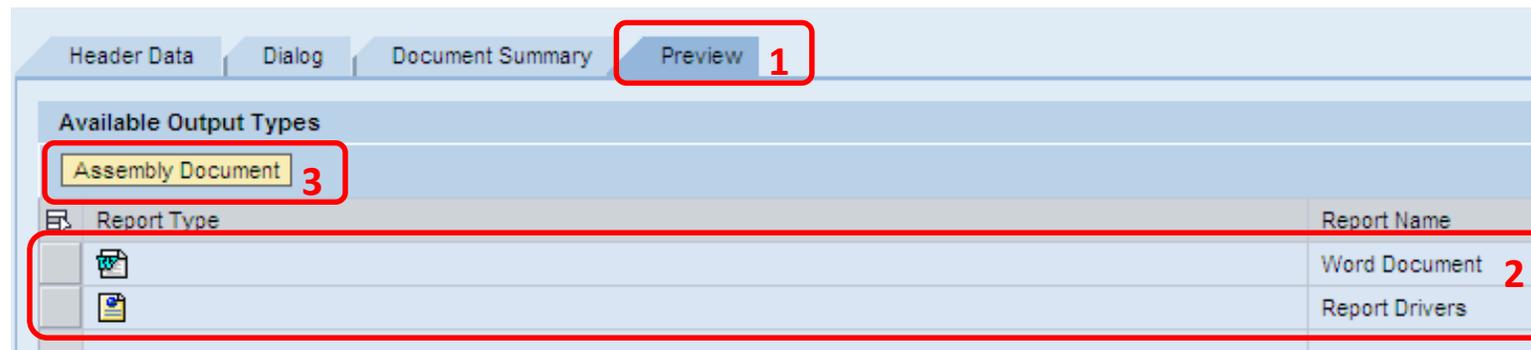


Document Creation 7/7

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.

The screenshot shows a software interface with a document viewer and a sidebar. A red box labeled '1' highlights the 'Save to file' button in the top-left corner. A red box labeled '2' highlights the 'Save to file' button in the sidebar. The document content includes sections for 'GENERAL PROVISION', '1. Acceptance of the contract', and '2. Contract documents and priority'. The sidebar contains 'Available Output Types' and 'Report Drivers'.

Available Output Types

Report Type	Report Name
Available Sections	Assemble Word Document
Assembly Document	Responses Report

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)

Header Data | Dialog | Document Summary | Preview | Attachments

Available Output Types

Available Sections | Assembly Document

Report Type	Report Name
Assemble Word Document	Assemble Word Document
Responses Report	Responses Report

Save to file

Report Drivers

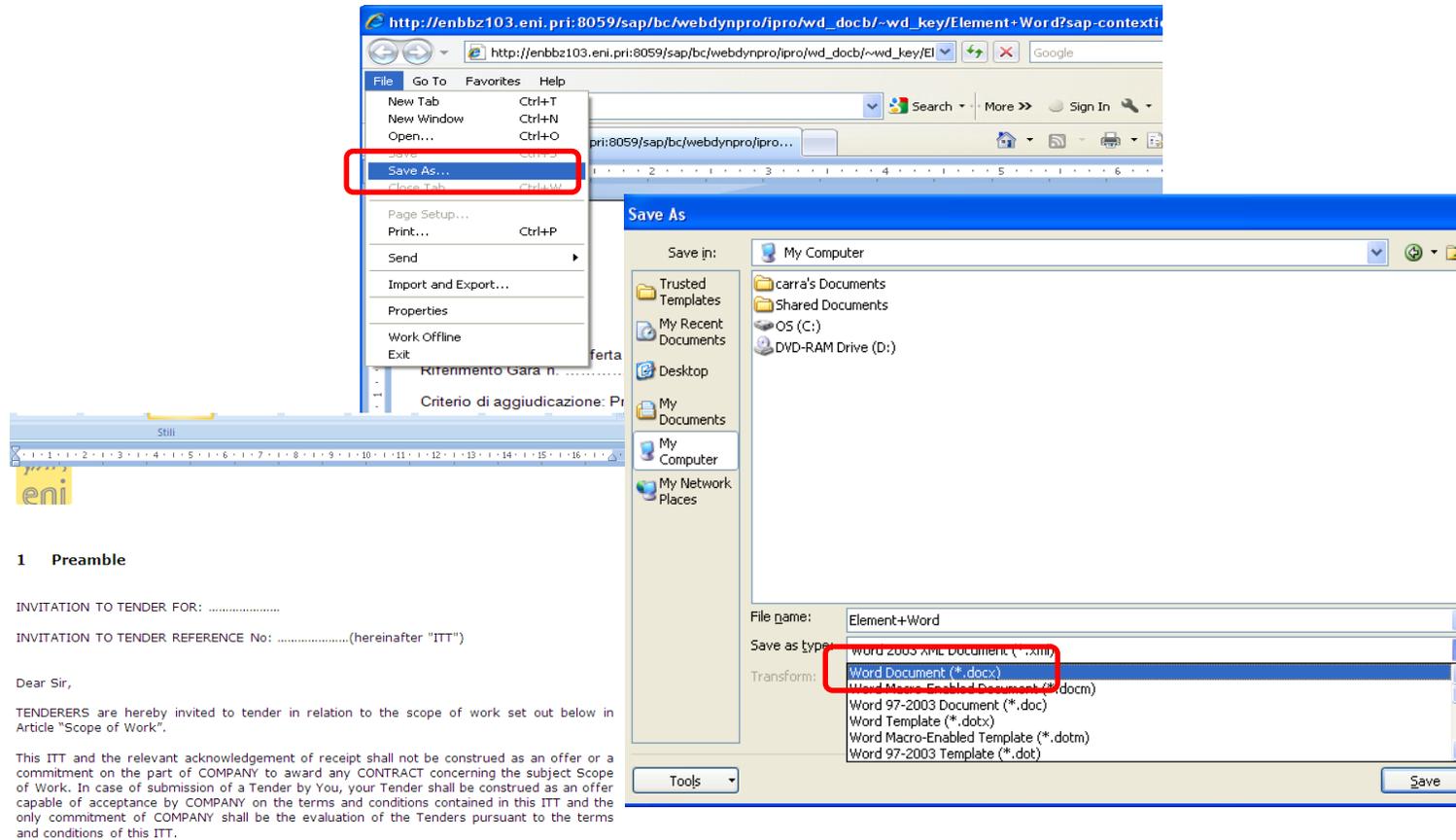
- Document Number: 25318
- Description: AG66008 18.02.2013 15:43:12
- Content: ITT Common law
- Template: INVITATION TO TENDER
- Document Date: 2013.02.18
- UserID and Buyer Name: AG66008 Dario Lodola
- Report execution Date and time: 2013.02.18 14.43.54

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

- 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 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' dropdown menu set to 'Word Document (*.doc)'. The 'Save As' dialog box also shows the 'Save in' location as 'My Computer' and the 'File name' field containing 'Element+Word'. The document content is partially visible, showing a preamble section.

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'. In the 'Document Data' section, there are two tabs: 'Document Data' and 'User Workspace'. The 'Document Data' tab is active. It contains a 'Content' dropdown menu with 'Contract Common Law' selected, and a 'Show' dropdown menu with 'Worklist' selected. A red box labeled '1' highlights the 'Content' dropdown, and a red box labeled '2' highlights the 'Show' dropdown. Below these is a 'Search' section with a 'Search by' dropdown set to 'Name' and a 'Using Value' field containing '*XXX*'. A red box labeled '4' highlights the 'Using Value' field. To the right of the 'Using Value' field is a 'Search' button, highlighted with a red box labeled '3'. Below the search section is a 'Search Results' table with columns: Content, Content Modifier, Name, Version No., and Status. The table currently shows 'No values selected'.

Content	Content Modifier	Name	Version No.	Status
No values selected				

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 'Contract Common Law' selected in a dropdown menu. The search criteria are set to 'Documents (General)', 'Search by: Content Modifier', and 'Using Value:'. There are 'Search' and 'Extended Search' buttons. The search results are shown in a table with the following data:

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

A red box labeled '1' highlights the first two rows of the search results table. Below the table is a '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' highlights the 'Edit' button. Below the 'Document builder' are tabs for 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. The 'Header Data' tab is active, showing 'General data' and 'Administrative Data' sections. The 'General data' section includes fields for Document Number (00000000012306), Name (* test 15.09.2012), Template (* CONTRACT FOR GOODS+SERVICES), and Document Date (* 25.09.2012). The 'Administrative Data' section includes fields for Content (ZSIA_CTR_E), Created by (AG66008), and External Document. Below this is a 'Regulation Sets' table with columns for Text, Update Level, and Memo. The 'Document Versions' section at the bottom has buttons for 'New Version' and 'Delete Version'.

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 a software interface with two main sections. The top section, titled 'Document Data' and 'User Workspace', shows a search for 'Contract Common Law'. Below the search bar, a table of search results is visible:

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

The second row of the table is highlighted in yellow and has a red box around it with the number '1' inside. Below the table is a 'Document Builder' section with buttons for 'Create', 'Edit', 'Copy', 'Delete', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. The 'Edit' button is circled in red.

The bottom section, titled 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments', shows 'Contract Drivers' settings. The 'Scope of Work' is set to 'Goods and Services'. The 'Offshore' dropdown is set to 'Yes' and is circled in red with the number '2' inside. The 'Contract Type' dropdown is set to '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://enbc2101.eni.pri:8040/sap/bc/webdynpro/pro/wd_docb?sap-system-login-basic_auth=0&sap-client=1008&sap-language=EN. The browser menu includes "File", "Modifica", "Visualizza", "Preferiti", and "Strumenti".

The main content area displays a table with the following columns: "Version No.", "Status", "Created by", "Document Number", and "Document D". The table contains six rows of 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	HELD	AG66008	000000000019470	06.12.2012
00001	HELD	AG66008	000000000013462	09.10.2012

An "Alert" dialog box is overlaid on the table, containing a yellow 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 populated with "AG66008". The "Content:" field contains "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.

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 contains the text 'Contract Common Law'. A search filter is set to 'Documents (General)' and 'Search by: Content Modifier'. A search button and an 'Extended Search' button are visible. The search results table shows one entry:

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

Below the search results is the 'Document Builder' section with buttons for 'Create', 'Edit', 'Copy', 'Delete', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. The 'Document Summary' tab is selected and highlighted with a red box and the number '1'. In the 'Document Summary' section, there is a 'Document Sections' tree on the left and an 'Element Summary' area on the right. The 'Update Report' button in the 'Element Summary' area is highlighted with a red box and the number '2'.

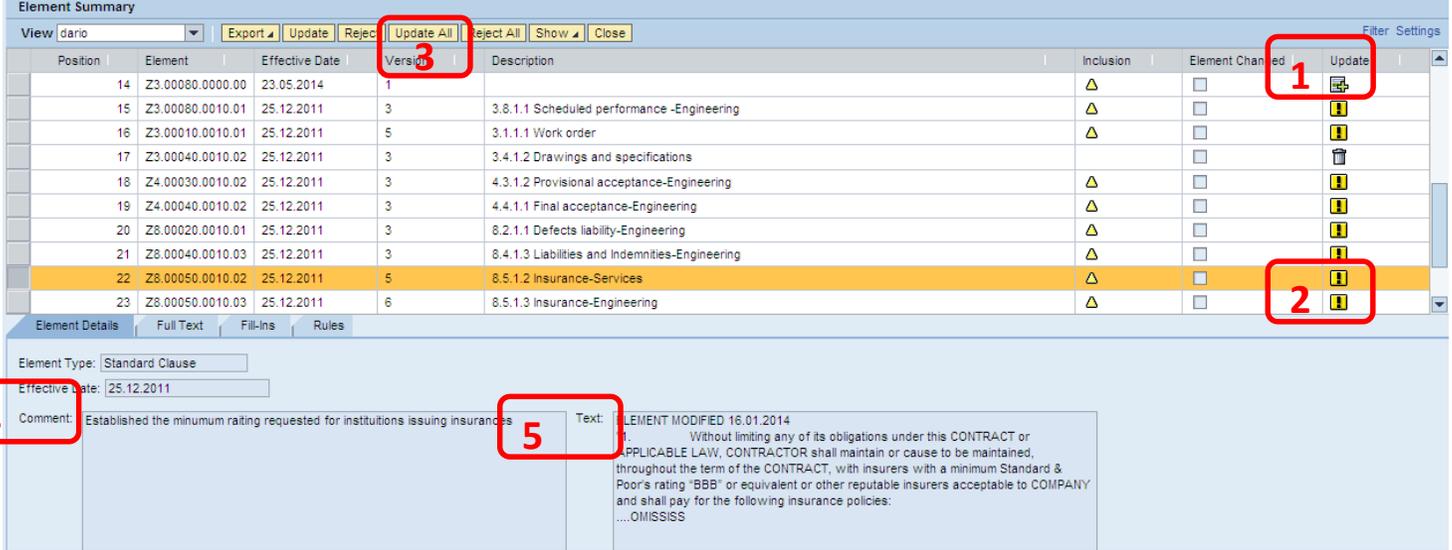
Update of a document after modification 3/3

Document Builder shows:

 New clauses (1)

 Modified clauses (2)

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

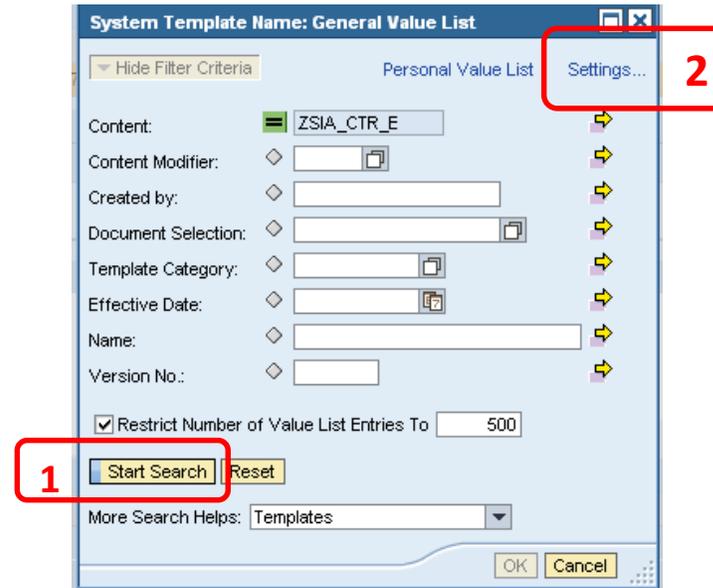


The screenshot displays the 'Element Summary' window. At the top, there are buttons for 'Export', 'Update', 'Rejec', 'Update All' (circled in red with '3'), and 'Reject All'. Below this is a table with columns: Position, Element, Effective Date, Version (circled in red with '3'), Description, Inclusion, Element Chan, and Update (circled in red with '1'). Row 22 is highlighted in orange. Below the table, the 'Element Details' section shows 'Element Type: Standard Clause', 'Effective Date: 25.12.2011', and a 'Comment' field (circled in red with '4') containing text about minimum rating. The 'Text' field (circled in red with '5') contains the revised clause text.

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:

