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S.p.A.

VMS USER MANUAL – EXTRACT FOR BUYER

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”VMS User Manual” extract for Buyer

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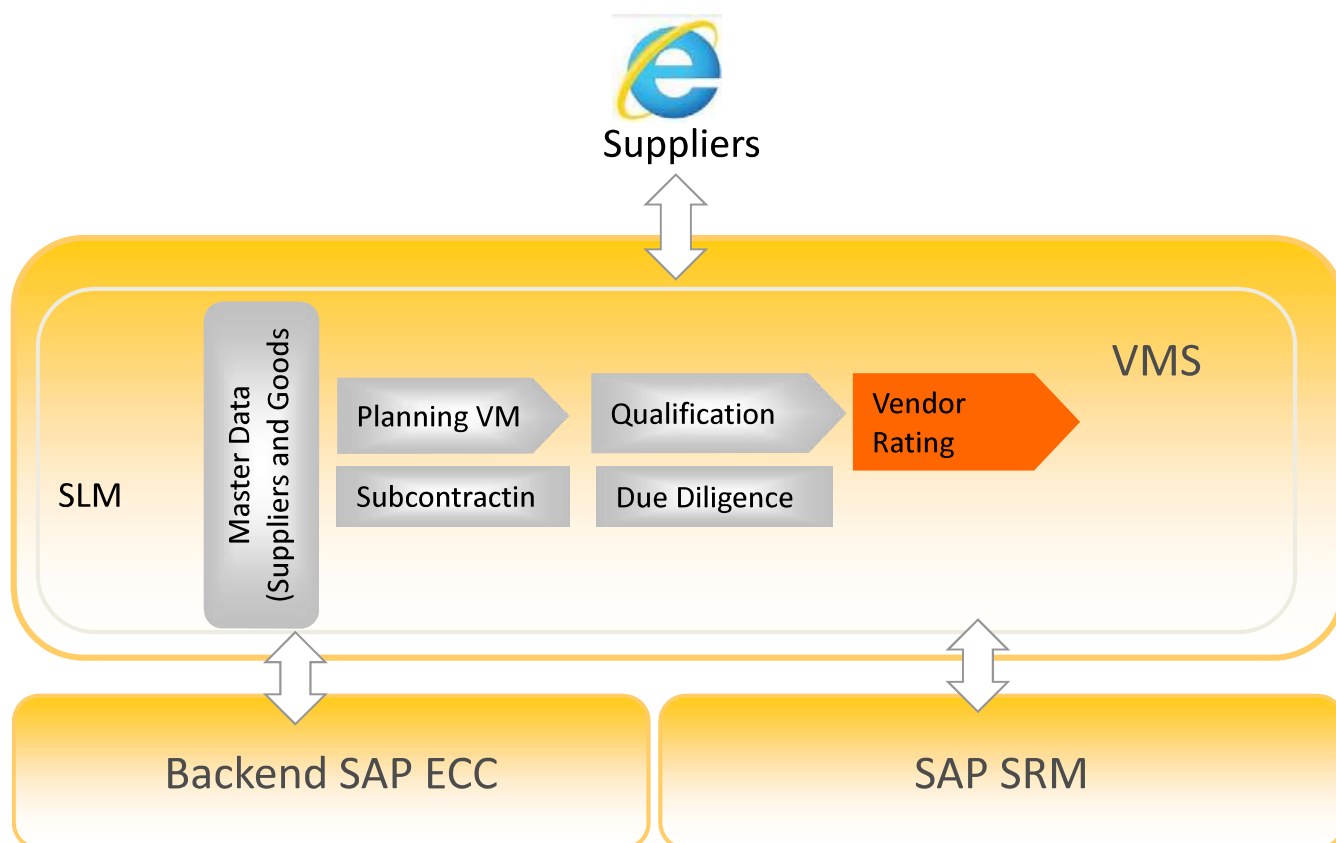
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PURPOSE OF THIS DOCUMENT

The aim of the document is to provide users of the new VMS system with useful information for the proper use of the functions implemented for the management of the Supplier Performance Evaluation Processes.

LANDSCAPE OF REFERENCE

Below is the Landscape of Reference for the VMS project





PROCESSES COVERED BY THE SYSTEM

Management of the Performance Evaluation Processes will enable Vendor Rating Indicators to be obtained, representing the qualitative level of Supplier services, analysing their performance in the “tender phase” and “execution phase”.

The Feedback Processes will make it possible to adopt Measures, resulting in the update of the Supplier Status in the VMS and in the Transaction Systems.

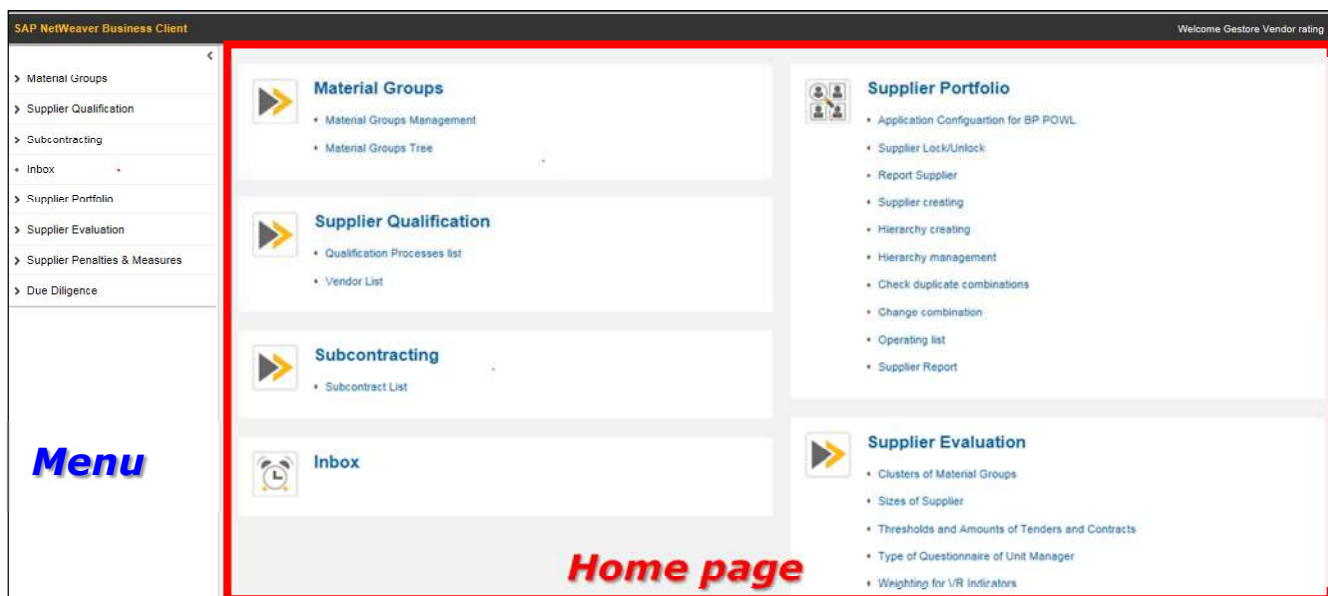
ACCESS TO THE VMS SYSTEM

To login to the system, launch the browser and use the following URL:

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

Access to the VMS system will be made through Single Sign On. Therefore the USER ID and password will not be requested.

After logging into the system, a screen like the one below will be displayed.



On the left side of the screen (menu), a summary of all the user profile functions are shown, grouped in the form of “resource management” (or tree menu); using dedicated icons, the various groupings can be expanded or collapsed.

The same functions specified on the left side of the screen are shown in the right section in expanded form (**home page**).

Placing the cursor over the various listed services, the link will be highlighted to indicate the selection: by clicking the mouse a new screen will open for the selected service.

1.1 “Manual” Launch of Performance Evaluation Processes for the Tender Phase


In the VMS, the Performance Evaluation Processes for the Tender Phase can be launched starting from the list of “Awards”, as a result of the interface flow from SIA and GPS or of manual “entries”.

In detail, the Award can be identified by the combination of the following information:

- Cod. PAC/MOA
- Cod. RDO
- Cod. Vendor Award

1.1.1 Manual entry of “Awards”

To enter an award manually you need to:

1. Launch the service from the menu “Vendor Evaluations”> Awards List
2. Create a new entry by clicking on the  icon

View: Lista Operativa	Create Award	Create Req of Evaluation for Vendor Award	Create Req of Evaluation for Vendor not Award	Compile Questionary for Vendor Award						
Compile Quest. for Vendor not Award	Refresh	Export								
Insert Date	SAP Syst...	Cod. PAC/MOA	Nr. Version	Date release PAC/MOA	Cod. RDO	Sap Code of Vendor Award	Cod. VMS of Vendor Award	Cod. VMS Supplier Contractor	Procedure Amount(Curr)	Currency
22.04.2015	MAN	PAC_MAN_02	1	22.04.2015	RDO_MAN_02	113264	4579	LUBRA SPA	30.000,00	EUR
23.04.2015	MAN	PAC_BI_10	1	23.04.2015	RDO_BI_10	439029	55	OPTICS ITALI...	200.000,00	EUR
23.04.2015	MAN	PAC_BI_30	1	23.04.2015	RDO_BI_30	439029	55	OPTICS ITALI...	400.000,00	EUR
23.04.2015	MAN	PAC_PROVA...	1	23.04.2015	RDO_PROVA	102052	50	GENERAL PA...	456.000,00	EUR
23.04.2015	MAN	PAC_200	1	23.04.2015	RDO_200	100028	490	SAMI SPA	450.000,00	EUR

From the Awards List, it is possible to:

1. **enter Awards**, in addition to those from SIA and GPS, filling in the following fields:

Field Description	Notes	Mand.	Checks	Entry into System	Field Help
SAP System	Possible values: SIA, GPS, MAN. In the case of information from the Interface, the system will show SIA or GPS, depending on whether they are Italian and/or foreign companies. In the case of manual entry, the System autofills the field with MAN, “manual”			Yes	No
Cod. PAC/MOA	13 digit text field (in SIA, 10 digits + 3 digit prefix: PACnnnnnnnnnn; in GPS, 10 digits)	Yes	Field length		No
Nr. Version	5 digit numeric field		Field length		

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Date release PAC/MOA	Date field, with “calendar” utility	Yes			Yes
Cod. RDO	10 digit numeric field	Yes	Field length		
Procedure Amount (Curr)	RDO amount. In SIA, it is technically deducted from the Sum of the Contracts, referring to a single RDO. In GPS, the RDO amount corresponds to the Procedure amount (1:1)	Yes			
Currency	ISO code for the Currency	Yes			Yes
Procedure Amount (in euros)	Procedure amount converted into euros by applying the exchange rate: SIA: on the date of PAC GPS compilation: on the date of MOA approval	Yes			
Procurement unit	Alphanumeric field of 12	Yes			
Buyer ID	UserID of the Buyer	Yes	The Buyer can enter the PAC/RDO only if he declares himself as Procedure Buyer (check when saving)	Yes	Bound to the UserID to which the role of Buyer has been assigned
Buyer description	Full name of the Buyer			Yes	
Procedure Manager ID	UserID of the Procedure Manager In SIA: information entered manually by buyers who are compiling the PAC, to be chosen among the provided approvers In GPS: penultimate approver	Yes	The Buyer can enter the UserID of a User who is associated with the role of Tender Proc. Manager		Bound to the UserID to which the role of Procedure Manager has been assigned
Procedure Manager description	Full name of the Procedure Manager			Yes	
Primary Product Category	Primary Product Category of the RDO	Yes			Yes
SAP Code of Vendor Award		Yes			Yes
Cod. VMS of Vendor Award				Yes	

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Vendor Award company name				Yes	
SAP Code of Vendor not Award	List of unsuccessful vendors				Yes
VMS Code of Vendor not Award				Yes	
Vendor not Award company name				Yes	

When saving the data, the VMS will autofill the following Award information:

Field	Description
Author	UserID, Name and Surname of the User who created the record related to the Award
Creation date	Date of entry of the record related to the Award

Uniqueness checks: it will not be possible to enter several records with the same combination of Cod. PAC(MOA)/ Cod. RDO/Code of Vendor Award

The combination of the information that identifies an Award is actually made up of Cod. PAC/Cod. RDO/ Cod. Vendor Award/Cod. Contract (for a single RDO, one single Vendor can be the awarded contractor more than once, and therefore the holder of several Contracts). Based on the assumption that the Vendor must be evaluated only once for each Procedure, it is not necessary to enter several records in the Award database after several awards to a single supplier in the same tender procedure).

Record deletion: a manually entered Award can be deleted by its Author only if the Evaluation Processes have not already been initiated

The “Award Entry” function is available for use by VMS Users with the role of “Buyer” (restricted to Awards for their own Tender Procedures, based on the check of the “Buyer ID ” field when the record is saved) and “Vendor Rating Unit” (unrestricted).

2. Search/check of Awards in the system (manual and loaded through the interface), with the option to apply the following filters:

- Source system (SIA - Italian Companies; GPS - Foreign Companies)
- Cod. PAC/MOA
- Date release PAC/MOA
- Cod. RDO
- Procedure Amount in euros
- Procurement Unit
- UserID of the Buyer

- UserID of the Procedure Manager
- Primary Product Category
- SAP Code of Vendor Award
- Cod. VMS of Vendor Award
- Vendor Award company name
- SAP Code of Vendor not Award
- VMS Code of Vendor not Award
- Vendor not Award company name

3. Export to Excel through the  button

1.1.2 Creation of Request of Evaluation for Vendor Award

The Vendor Award Evaluation Processes for the Tender Phase can be initiated by selecting one of the Awards on the List and launching the “Create Request of Evaluation for Vendor Award” function.

View:	Lista Operativa	Create Award	Create Req of Evaluation for Vendor Award	Create Req of Evaluation for Vendor not Award	Compile Questionary for Vendor Award					
		Compile Quest. for Vendor not Award	Refresh	Export						
Insert Date	SAP Syst...	Cod. PAC/MOA	Nr. Version	Date release PAC/MOA	Cod. RDO	Sap Code of Vendor Award	Cod. VMS of Vendor Award	Cod. VMS Supplier Contractor	Procedure Amount(Curr)	Currency
22.04.2015	MAN	PAC_MAN_02	1	22.04.2015	RDO_MAN_02	113264	4579	LUBRA SPA	30.000,00	EUR
23.04.2015	MAN	PAC_BI_10	1	23.04.2015	RDO_BI_10	439029	55	OPTICS ITALI...	200.000,00	EUR
23.04.2015	MAN	PAC_BI_30	1	23.04.2015	RDO_BI_30	439029	55	OPTICS ITALI...	400.000,00	EUR
23.04.2015	MAN	PAC_PROVA...	1	23.04.2015	RDO_PROVA	102052	50	GENERAL PA...	456.000,00	EUR
23.04.2015	MAN	PAC_200	1	23.04.2015	RDO_200	100028	490	SAMI SPA	450.000,00	EUR

When the function is launched, the VMS will try to deduce:

1. the correct VMS Evaluation Form based on:
 - a. the type of Evaluation: the Questionnaire is for the Tender Phase, if the Process is launched from the awards list;
 - b. the type of Questionnaire (Standard or Simplified): the Evaluation Questionnaire for the Tender Phase will always be simplified;
 - c. the GM Cluster code: starting from the Primary Product Category of the RDO, the VMS will verify the Cluster code associated in the GM Database and will deduce the correct Form;
2. the Compiler of the Evaluation Questionnaire: the VMS will deduce the Compiler based on the detailed information of the Procedure that the Evaluation refers to.
3. the Vendor subject to Evaluation, namely the RDO Vendor Award.

After processing is complete, the VMS:



- ⇒ will confirm the creation of the Evaluation Request, returning the sequence number that will identify it and the Compiler (UserID, Name and Surname).

⇒ Eval. Req. Nr. 000000000000000000148, sent to Managers'Unit AG01AESI

- ⇒ In real time, an Evaluation Request email will be sent to the Questionnaire Compiler, containing a URL that will allow the user to open the Questionnaire web page to be filled in. Alternatively, the Compiler can access the Questionnaire from the “List of My Evaluation Questionnaires”.



- ⇒ an “error message” will report the inability to start the process due to the failure to deduce the Form and/or Compiler. It will be possible to repeat the Create Request of Evaluation function only after the necessary information have been formalized in the VMS, in terms of availability of the correct Evaluation Form and the existence of the Buyer UserID.

The “Create Request of Evaluation for Vendor Award” function is for the exclusive use of VMS Users with the role of “Vendor Rating Unit”.

1.1.3 Creation of Request of Evaluation for Vendor not Award

The Vendor not Award Evaluation Processes for the Tender Phase can be initiated by selecting one of the Awards on the List and launching the “Create Request of Evaluation for Vendor not Award” function.



View:	Lista Operativa	Create Award	Create Req of Evaluation for Vendor Award	Create Req of Evaluation for Vendor not Award	Compile Questionary for Vendor Award					
Compile Quest. for Vendor not Avarid										
Insert Date	SAP Syst...	Cod. PAC/MOA	Nr. Version	Date release PAC/MOA	Cod. RDO	Sap Code of Vendor Award	Cod. VMS of Vendor Award	Cod. VMS Supplier Contractor	Procedure Amount(Curr)	Currency
22.04.2015	MAN	PAC_MAN_02	1	22.04.2015	RDO_MAN_02	113264	4579	LUBRA SPA	30.000,00	EUR
23.04.2015	MAN	PAC_BI_10	1	23.04.2015	RDO_BI_10	439029	55	OPTICS ITALI...	200.000,00	EUR
23.04.2015	MAN	PAC_BI_30	1	23.04.2015	RDO_BI_30	439029	55	OPTICS ITALI...	400.000,00	EIR
23.04.2015	MAN	PAC_PROVA...	1	23.04.2015	RDO_PROVA	102052	50	GENERAL PA...	456.000,00	EUR
23.04.2015	MAN	PAC_200	1	23.04.2015	RDO_200	100028	490	SAMI SPA	450.000,00	EUR

The deductions of the VMS and the confirmation or error messages in creating the evaluation request will be similar to those described in the previous section.

The “Create Request for Evaluation of Vendor not Award” function is for the exclusive use of VMS Users with the role of “Vendor Rating Unit”.

1.1.4 Compile Questionnaire for Vendor Award

All Compilers of the Tender Phase Questionnaires authorized to use the VMS (Buyer) can decide to fill out Evaluation Questionnaires, starting from the List of Awards (appropriately filtered by Buyer UserID, such as detailed information on the PAC/MOA to which the individual awards relate), selecting one of these Awards and launching the “Compile Questionnaire for Vendor Award” function.

View:	Lista Operativa	Create Award	Create Req of Evaluation for Vendor Award	Create Req of Evaluation for Vendor not Award	Compile Questionary for Vendor Award					
Compile Quest. for Vendor not Avarid										
Insert Date	SAP Syst...	Cod. PAC/MOA	Nr. Version	Date release PAC/MOA	Cod. RDO	Sap Code of Vendor Award	Cod. VMS of Vendor Award	Cod. VMS Supplier Contractor	Procedure Amount(Curr)	Currency
22.04.2015	MAN	PAC_MAN_02	1	22.04.2015	RDO_MAN_02	113264	4579	LUBRA SPA	30.000,00	EUR
23.04.2015	MAN	PAC_BI_10	1	23.04.2015	RDO_BI_10	439029	55	OPTICS ITALI...	200.000,00	EUR
23.04.2015	MAN	PAC_BI_30	1	23.04.2015	RDO_BI_30	439029	55	OPTICS ITALI...	400.000,00	EIR
23.04.2015	MAN	PAC_PROVA...	1	23.04.2015	RDO_PROVA	102052	50	GENERAL PA...	456.000,00	EUR
23.04.2015	MAN	PAC_200	1	23.04.2015	RDO_200	100028	490	SAMI SPA	450.000,00	EUR

The VMS will try to deduce:

1. the correct VMS Evaluation Form based on:
 - a. the type of Evaluation: the Questionnaire is for the tender phase if the Process is launched from the “awards list”;
 - b. the type of Questionnaire (Standard or Simplified): the Evaluation Questionnaire for the Tender Phase will always be simplified;
 - c. GM Cluster code for the Primary Product Category of the RDO;
2. the Vendor subject to Evaluation, namely the RDO Vendor Award.

After processing is complete, the VMS

- ⇒ will open the web page for compilation of the Questionnaire or
- ⇒ will return an “error message” reporting the inability to start the process due to the failure to deduce the Form.



Previous Next Display Save Print Preview Close

Nr. Evaluation Questionnaire: 3300
 Evaluation: EVALUATION STAGE RACE
 Supplier: GI E GI SNC DI PERANO GIOVANNI
 SAP Code: 0000125299
 : 0000001264
 Cod. PAC/MOA: 09052016_03
 : 00000
 Date release PAC/MOA: 20160509
 Cod. RDO: RDO_090516
 Procedure Amount(Curr): 800000.00 EUR
 Procedure Amount(EUR): 800000.00
 Procurement Unit: APPR
 Category ID: BB01AA06 - TUBES
 Company VMS: ENI
 : CO28506 - FEDERICA BANDIERA
 : VRESPPROC - VRESPPROC
 Appraiser: FEDERICA BANDIERA

Response Status: New
 Deadline: 15.06.2016
 Submission Date: -
 Workflow Status: Pending Reply
 Date of approve: 00.00.0000

The “Compile Questionnaire for Vendor Award” function is for the exclusive use of VMS Users with the role of “Buyer”.

1.1.5 Compile Questionnaire for Vendor not Award

All Compilers of the Tender Phase Questionnaires authorized to use the VMS (Buyer) may decide to fill out Evaluation Questionnaires, starting from the list of awards (appropriately filtered by Buyer UserID, such as detailed information on the PAC/MOA to which the individual awards relate), selecting one of these Awards and launching the “Compile Questionnaire for Vendor not Award” function.

View: Lista Operativa	Create Award	Create Req of Evaluation for Vendor Award	Create Req of Evaluation for Vendor not Award	Compile Questionary for Vendor Award						
Compile Quest. for Vendor not Award	Refresh	Export								
Insert Date	SAP Syst...	Cod. PAC/MOA	Nr. Version	Date release PAC/MOA	Cod. RDO	Sap Code of Vendor Award	Cod. VMS of Vendor Award	Cod. VMS Supplier Contractor	Procedure Amount(Curr)	Currency
22.04.2015	MAN	PAC_MAN_02	1	22.04.2015	RDO_MAN_02	113264	4579	LUBRA SPA	30.000,00	EUR
23.04.2015	MAN	PAC_BI_10	1	23.04.2015	RDO_BI_10	439029	55	OPTICS ITALI...	200.000,00	EUR
23.04.2015	MAN	PAC_BI_30	1	23.04.2015	RDO_BI_30	439029	55	OPTICS ITALI...	400.000,00	EIR
23.04.2015	MAN	PAC_PROVA...	1	23.04.2015	RDO_PROVA	102052	50	GENERAL PA...	456.000,00	EUR
23.04.2015	MAN	PAC_200	1	23.04.2015	RDO_200	100028	490	SAMI SPA	450.000,00	EUR

The deductions of the VMS and the confirmation or error messages in creating the evaluation request will be similar to those described in the previous section.



The “Compile Questionnaire for Vendor not Award” function is for the exclusive use of VMS Users with the role of “Buyer”.

1.2 Compilation of Evaluation Questionnaires for the Tender Phase

1.2.1 Questionnaire Header Data

When filling out the Evaluation Questionnaire for the Tender Phase, the Compiler can deduce the subject of the Evaluation from the Questionnaire Header Data:

- Cod. PAC/MOA
- Nr. Version PAC/MOA
- Date release PAC/MOA
- Cod. RDO
- Procedure Amount (Curr) and related Currency
- Procedure Amount in euros
- Procurement Unit
- Buyer ID and Full Name
- ID and Full Name of the Procedure Manager
- Primary Product Category
- Rated Vendor SAP CODE
- Rated Vendor VMS CODE
- Rated Vendor Company Name



Previous Next Display Save Print Preview Close

Nr. Evaluation Questionnaire: 3300	Response Status: New
Evaluation: EVALUATION STAGE RACE	Deadline: 15.06.2016
Supplier: GI E GI SNC DI PERANO GIOVANNI	Submission Date: -
SAP Code: 0000125299	Workflow Status: Pending Reply
: 0000001264	Date of approve: 00.00.0000
Cod. PAC/MOA: 09052016_03	
: 00000	
Date release PAC/MOA: 20160509	
Cod. RDO: RDO_090516	
Procedure Amount(Curr): 800000.00 EUR	
Procedure Amount(EUR): 800000.00	
Procurement Unit: APPR	
Category ID: BB01AA06 - TUBES	
Company VMS: ENI	
: CO28506 - FEDERICA BANDIERA	
: VRESPPROC - VRESPPROC	
Appraiser: FEDERICA BANDIERA	

1 2 3

Introduction COMMERCIAL BEHAVIOUR - Stage Race Submit

The **Next** button allows you to scroll through the various points to complete all parts of the Questionnaire.

The questions need to be answered by indicating a score between 20 and 100, to be allocated to the rating areas “Availability”, “Correctness”, and “Tender Performance”, on the basis of the “offline” compilation of the Questionnaire available and downloadable from the e-procurement portal.

The questions marked with a red asterisk require a mandatory response.
A comment can also be added, if deemed necessary.



1 AVAILABILITY'

1.1 Indicate a score refers to the availability of the Supplier

Not rat: ▾

Comment:

2 CORRECTNESS

2.1 Indicate a score refers to the correctness of the Supplier

Not rat: ▾

Comment:

3 CONTRACT PERFORMANCE

3.1 Please rate reported to the Race Performance

Not rat: ▾

Comment:

In the last screen of the Questionnaire it is possible to report “negative behavior” during the contest phase, checking the relevant flag

Submit


Send questionnaire for approval

Submit

There is a 'negative behavior' during the contest phase ?
In case of 'material breach' you will necessarily proceed to the insertion of a 'Evidence for activation of the Evaluation Team'

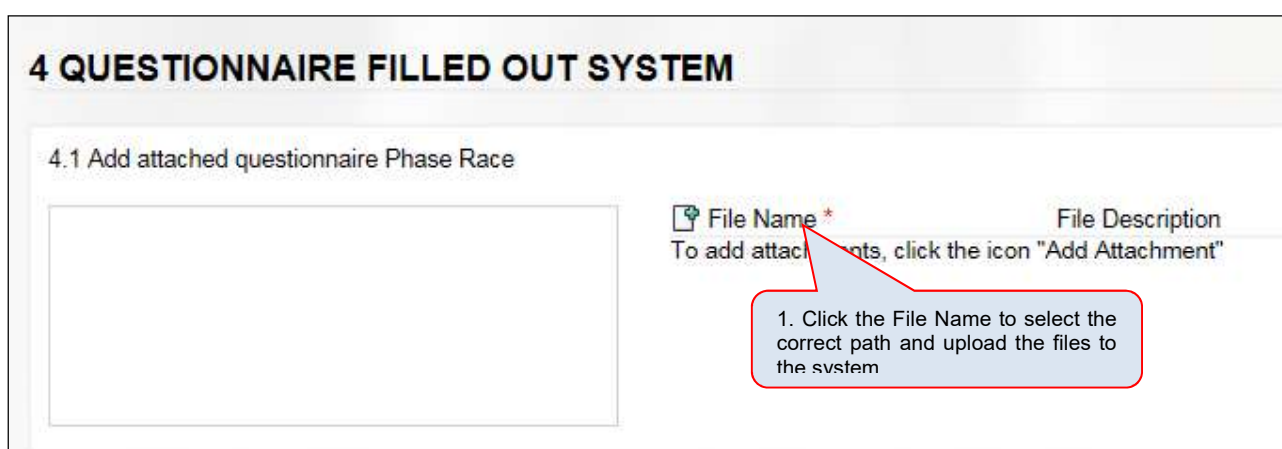
[Previous](#) [Next](#) [Print Preview](#) [Close](#)



Clicking the  button sends the Questionnaire for approval by the Manager. The Manager will receive an email containing a URL to open the Questionnaire web page, to check the Questionnaire and for its Approval/Rejection.


1.2.2 Mandatory inclusion of Questionnaires compiled outside the system

During the compilation of the Tender Phase Questionnaires in the VMS, the Compiler is obliged to attach the Evaluation Questionnaire compiled outside the system.



4 QUESTIONNAIRE FILLED OUT SYSTEM

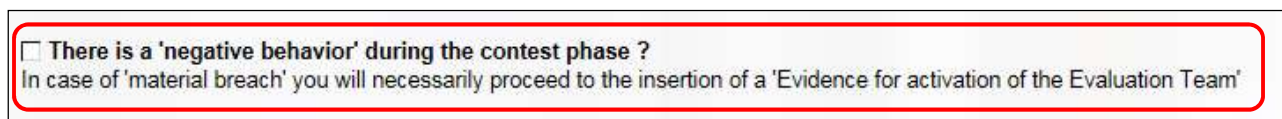
4.1 Add attached questionnaire Phase Race

 File Name *	File Description
To add attachments, click the icon "Add Attachment"	

1. Click the File Name to select the correct path and upload the files to the system

1.2.3 Reporting Negative Behavior during the Tender

The Compiler of the Tender Phase Questionnaires can report the occurrence of “negative behavior during the contest phase” during the online compilation of the VMS Questionnaire, as mentioned above.



There is a 'negative behavior' during the contest phase ?
In case of 'material breach' you will necessarily proceed to the insertion of a 'Evidence for activation of the Evaluation Team'

On the Tender Phase Questionnaire web page, an note will be entered to notify the Buyer that, in addition to the report in the Questionnaire, he must enter an “Evidence for activation of the Evaluation Team” in case of a “serious non-performance”.



1.2.4 Offline compilation of the Evaluation Questionnaire

The Evaluation Questionnaire for the Tender Phase cannot be compiled offline.

1.3 Approval workflow of Evaluation Questionnaires for the Tender Phase

1.3.1 Sending for Approval

After compilation, the Compiler can send the Evaluation Questionnaire “for approval”.

The “Compilation Status” of the Evaluation Questionnaire will change to “Returned”

The “Compilation Status” of the Evaluation Questionnaire will change to “For Approval”

The VMS will submit the Evaluation Questionnaire to the Approver, identified according to detailed PAC/MOA information that the Evaluation refers to (Procedure Manager).

In real time, an Approval Request email will be sent to the Questionnaire Approver, containing a URL that will allow him to open the web page of the Questionnaire for Approval. Alternatively, the Approver can access the Questionnaire from his Inbox and proceed with the Approval.

If the VMS cannot determine the Approver's UserID due to the absence of the UserID in the VMS Users Master File, the Evaluation Questionnaire will remain in a “Returned” status and the Compiler will see an “error message” in identifying the Approver.

1.3.2 Approval or Rejection of an Evaluation Questionnaire

The Approver of the Evaluation Questionnaire for the Tender Phase will have access to the Questionnaire to be approved and can add comments, but not modify the Answers.

The Approver can:

1 AVAILABILITY'

1.1 Indicate a score refers to the availability of the Supplier

Not rat

Comment:

- ↪ **approve the Evaluation Questionnaire:** in this case the Evaluation Process will be concluded and the Questionnaire scores will contribute to updating the Vendor Rating Indicators (provided that the RDO that the Questionnaire refers to is “significant”); the Approval Status of the Questionnaire will change to “Approved”;
- ↪ **reject the Evaluation Questionnaire:** in this case, the Evaluation Questionnaire will be resubmitted to the Compiler, who can modify the assigned scores and the attached Questionnaire, on the basis of specific Comments to the individual score or the Reasons for Rejection that the Approver must enter during the approval process, and send it again for approval.

Submit

Send questionnaire for approval

Submit Approve Reject

Approval/Rejection Reason (Mandatory for Rejection)

The Evaluation Process will only end when the Evaluation Questionnaire is approved.

1.3.3 Log Approve

From the List of Approved Evaluation Questionnaires it is possible to view the list of approval steps that any particular Evaluation Questionnaire underwent.

Using the “Log Approve” button:

Created On	Evaluation Respons...	Deadline	Supplier ID	Sap Code	Supplier	Appraiser
24.05.2016	3365	23.06.2016	4734	412696	CRYSTAL S.A.	Compiler To define
23.05.2016	3357	22.06.2016	4734	412696	CRYSTAL S.A.	Compiler To define
23.05.2016	3356	22.06.2016	4732	158718	COSSU ANTONIO &...	Compiler To define
23.05.2016	3355	22.06.2016	1980	129718	MAGNOLFI MAURO	Compiler To define
23.05.2016	3354	22.06.2016	1264	125299	GI E GI SNC DI PER...	Gestore Contratti
23.05.2016	3353	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3352	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3351	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3350	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA

The SAP screen containing the Approval Workflow Log opens, which identifies the author of the approval/rejection, date and time, and rejection notes.

Summary of Evaluation Approve step

Documental

Evaluation Response ID: 398
Evaluation name: VALUTAZIONE FASE GARA.

Approver List

Actual Approver List

Step number	Agent	Complete name
01	USVRESPPROC	VRESPPROC

Workflow Log

Approval Status

ID	Agent	Complete name	Approval Status	Date	Time	Justification of reject
000000048009	VRESPPR		In approve	24.04.2015	13:39:02	
000000048009	VRESPPR		Approved	24.04.2015	13:43:10	

1.4 Evaluation Questionnaire for the Tender Phase working lists


1.4.1 Display of the List of Evaluation Questionnaires for the Tender Phase by Compilers

The compilers will have access to a working list, where they can track Evaluation Questionnaires, i.e. all the Approved Evaluation Processes.

Launch the “Evaluation Questionnaires” service

Created On	Evaluation Respons...	Deadline	Supplier ID	Sap Code	Supplier	Appraiser
23.05.2016	3357	22.06.2016	4734	412696	CRYSTAL S.A.	Compiler To define
23.05.2016	3356	22.06.2016	4732	158718	COSSU ANTONIO &...	Compiler To define
23.05.2016	3355	22.06.2016	1980	129718	MAGNOLFI MAURO	Compiler To define
23.05.2016	3354	22.06.2016	1264	125299	GI E GI SNC DI PER...	Gestore Contratti
23.05.2016	3353	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3352	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3351	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3350	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA

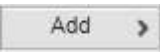






The display of the output, the various pieces of information, and the ordering of the fields can be customized by the user, who can save a Launch Variant to always return to the user’s own default layout. Let’s look at how this is done.

Clicking the  button will open a new window where the user can define which columns they want to display in the layout, and which they wish to hide.



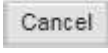
The layout can be sorted by selecting the *Column Selection Folder*.

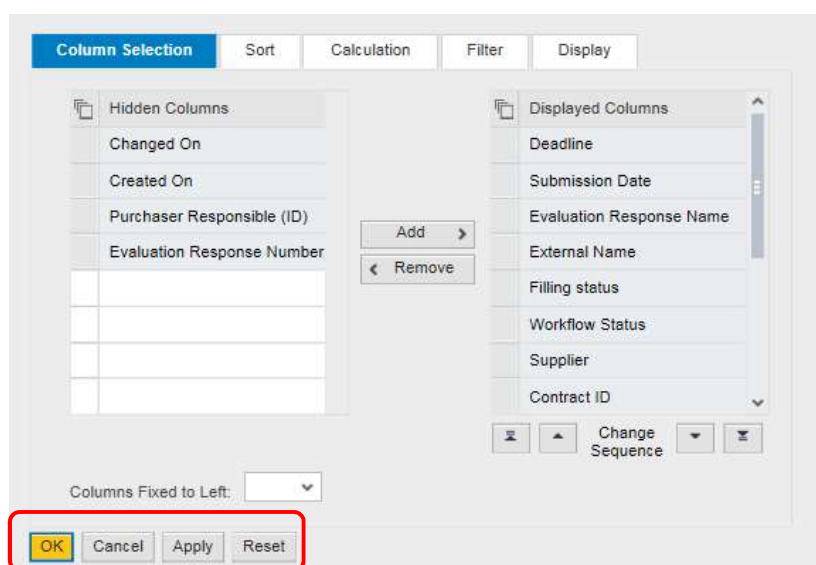


To Add new fields to the Layout:

1. Select the field of interest from the “Hidden Columns” section
2. Select the position of interest (position where you want the field to be added) in the “Displayed Columns” section
3. Click on the  button. The selected field will be moved to the Displayed Columns section in the desired position.
4. The field sequence can be modified. Selecting the field to be moved and clicking on the buttons:
 - a.  moves the selected field to the beginning - to the first position
 - b.  moves it up a position
 - c.  moves it down a position
 - d.  moves the selected field to the end - to the last position
5. Click on the  button to confirm the operation; or click on the  button to cancel the operation

To Remove fields from the Layout:

1. Select the field of interest from the “Displayed Columns” section
2. Click on the  button. The selected field will be moved to the Hidden Columns section
3. Click on the  button to confirm the operation; or click on the  button to cancel the operation



To save a Display Variant:



1. Click on the **Save as...** button
2. Include a description of the Variant
3. Check the Initial View flag if you want the variant to be the default when launching the Process List service

Specify a Description for the Variant and assign it as Initial View:

1.4.2 Display of the List of Evaluation Questionnaires for the Tender Phase by Vendor Rating Unit

Vendor Rating Unit will also have access to a working list where they can track the Evaluation Questionnaires.

Unlike the Compilers, the Vendor Unit will see all the Evaluation Processes, including those not Approved.

Launch the “Evaluation Questionnaires” service



Created On	Evaluation Respons...	Deadline	Supplier ID	Sap Code	Supplier	Appraiser
23.05.2016	3357	22.06.2016	4734	412696	CRYSTAL S.A.	Compiler To define
23.05.2016	3356	22.06.2016	4732	158718	COSSU ANTONIO &...	Compiler To define
23.05.2016	3355	22.06.2016	1980	129718	MAGNOLFI MAURO	Compiler To define
23.05.2016	3354	22.06.2016	1264	125299	GI E GI SNC DI PER...	Gestore Contratti
23.05.2016	3353	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3352	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3351	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3350	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA

1.4.3 Display the List of Evaluation Questionnaires (for the Tender Phase) with scores by Vendor Rating Unit

Vendor Rating Unit also have access to a working list showing the various scores of the Form and the Questionnaire.

Launch the “Evaluation Questionnaires with Scores” service

Evaluation Re...	Date of approve	Supplier VMS...	Supplier SAP ...	Supplier Name	Primary product...	Model Score	Questionnaire...	VMS Questio...	Section Name	VMS Section ...
82	24.02.2016	22330	318477	TEATRO REG...	SS01AD02	100	CMP_FE_SM...	100	CMP_DOC	100
82	24.02.2016	22330	318477	TEATRO REG...	SS01AD02	100	HSE_FE_SMP...	100	HSE_HSE	100
82	24.02.2016	22330	318477	TEATRO REG...	SS01AD02	100	TEC_FE_SMP...	100	TEC_PUN	100
82	24.02.2016	22330	318477	TEATRO REG...	SS01AD02	100	TEC_FE_SMP...	100	TEC_QUA	100
82	24.02.2016	22330	318477	TEATRO REG...	SS01AD02	100	TEC_FE_SMP...	100	TEC_COM	100
92	01.03.2016	22395	320537	STUDIO LEG...	SS01AD02	100	TEC_FE_SMP...	100	TEC_PUN	100
92	01.03.2016	22395	320537	STUDIO LEG...	SS01AD02	100	TEC_FE_SMP...	100	TEC_QUA	100
92	01.03.2016	22395	320537	STUDIO LEG...	SS01AD02	100	TEC_FE_SMP...	100	TEC_COM	100
95	01.03.2016	22355	319270	METROCONS...	SS01AD02	100	COM_FE_SM...	100	COM_DIS	100
95	01.03.2016	22355	319270	METROCONS...	SS01AD02	100	CMP_FE_SM...	100	CMP_NOR	100

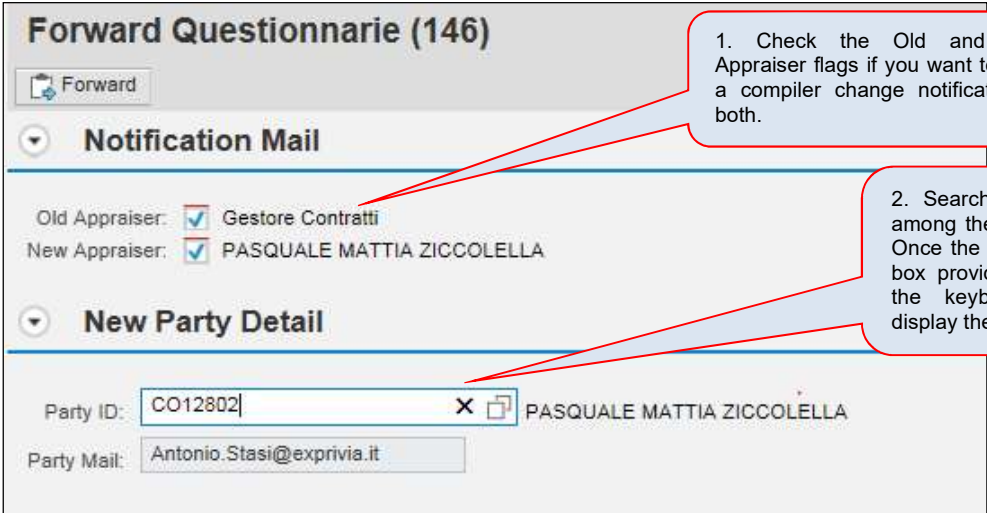
1.4.4 Forwarding or Setting Questionnaires to Obsolete

The Vendor Rating Unit from the Questionnaire List, shown in section 5.8.2, can perform two activities on the Evaluation Questionnaires for the Tender Phase that have not yet been compiled:

- “Forwarded” to a different Compiler (must have a “Buyer” role);

Created On	Evaluation Respons...	Deadline	Supplier ID	Sap Code	Supplier	Appraiser
23.05.2016	3357	22.06.2016	4734	412696	CRYSTAL S.A.	Compiler To define
23.05.2016	3356	22.06.2016	4732	158718	COSSU ANTONIO &...	Compiler To define
23.05.2016	3355	22.06.2016	1980	129718	MAGNOLFI MAURO	Compiler To define
23.05.2016	3354	22.06.2016	1264	125299	GI E GI SNC DI PER...	Gestore Contratti
23.05.2016	3353	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3352	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3351	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3350	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA

Selecting the “Forward Questionnaire” button opens the following screen, on which it is necessary to:



Forward Questionnaire (146)

Forward

Notification Mail

Old Appraiser: Gestore Contratti
New Appraiser: PASQUALE MATTIA ZICCOLELLA

New Party Detail

Party ID: X
Party Mail:

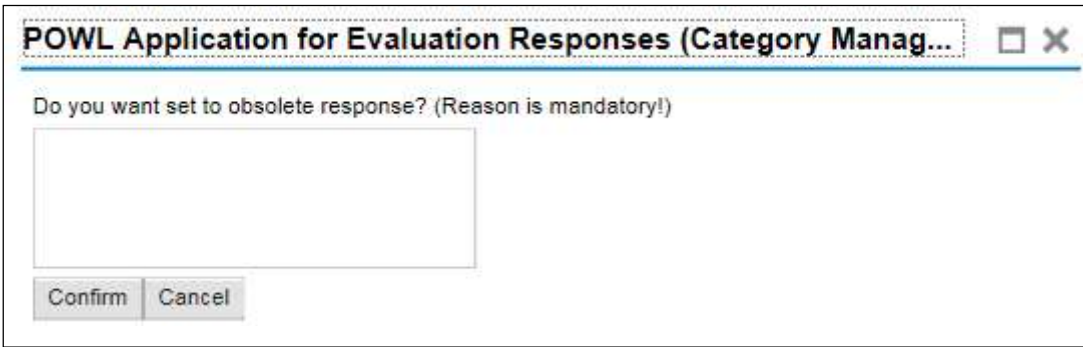
1. Check the Old and New Appraiser flags if you want to send a compiler change notification to both.

2. Search for the new compiler among the compiler match codes. Once the party ID is shown in the box provided, press “ENTER” on the keyboard to automatically display the email address.

- “set to obsolete”

Created On	Evaluation Respons...	Deadline	Supplier ID	Sap Code	Supplier	Appraiser
23.05.2016	3357	22.06.2016	4734	412696	CRYSTAL S.A.	Compiler To define
23.05.2016	3356	22.06.2016	4732	158718	COSSU ANTONIO &...	Compiler To define
23.05.2016	3355	22.06.2016	1980	129718	MAGNOLFI MAURO	Compiler To define
23.05.2016	3354	22.06.2016	1264	125299	GI E GI SNC DI PER...	Gestore Contratti
23.05.2016	3353	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3352	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3351	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA
23.05.2016	3350	22.06.2016	1264	125299	GI E GI SNC DI PER...	FEDERICA BANDIERA

By selecting the “Set to Obsolete” button, the following screen opens, where the reason must be entered and confirmed.



POWL Application for Evaluation Responses (Category Manag...

Do you want set to obsolete response? (Reason is mandatory!)

Confirm Cancel

These functions are for the exclusive use of the Vendor Rating Unit.

1.4.5 Supplier Form for the Tender Phase

The supplier form includes an “Evaluations” tab dedicated to the Vendor Evaluation Process. The Supplier form shows:

- the list of Approved Evaluation Processes
- the following indicators:
 - IVR: Summary performance evaluation indicator and penalties for a vendor
 - IVR (Area): Summary performance evaluation indicator and penalties for a vendor in a specific evaluation area
 - ISP: Summary performance evaluation indicator and penalties for a vendor (no penalties)

Supplier: RAPICANO DELIO (4011)

Save Read-Only Delete/Open

Central Data GCC Data Contacts Tax data Distribution Attachments **Evaluations** Hierarchies Qualification Due Diligence SubContract

Actions and Measures Processes

Performance Evaluation Processes for Tender Phase

Questionnaire Number	Approval Date	VMS Company	Nr. PAC/MOA	Nr. RDO	Product Category	Description MG	Appraiser	Complete name	Approver	Complete name
1372	20.04.2015	ENI	PAC-CO4	RDO-CO4	0000004011		CO27626	LAURA GIANNINI	CO12802	MATTIA ZICCOLELLA
1403	20.04.2015	ENI	PAC-CO5	RDO-CO5	BB01AA10	ACCESSORI	CO27626	LAURA GIANNINI	CO27626	LAURA GIANNINI
1404	20.04.2015	ENI	PAC-CO5	RDO-CO5	BB01AA10	ACCESSORI	CO27626	LAURA GIANNINI	CO27626	LAURA GIANNINI
1405	20.04.2015	ENI	PAC-CO5	RDO-CO5	BB01AA10	ACCESSORI	CO27626	LAURA GIANNINI	CO27626	LAURA GIANNINI
1377	22.04.2015	ENI	PAC-CO4	RDO-CO4	0000004011	ACCESSORI	CO27626	LAURA GIANNINI	CO12802	MATTIA ZICCOLELLA

Because the VMS Questionnaires for the Tender Phase require assigning scores for Level II Indicators, displaying the scores by drill down on the Questionnaire number will be blocked for those VMS Users who are not associated with the role of Vendor Rating Unit.

1.5 EVIDENCE FOR ACTIVATION OF EVALUATION TEAM

This function allows evidence to be created following after “Misconduct” or “Non-performance Feedback”, in relation to a particular Vendor.

SAP NetWeaver Business Client

Supplier Lifecycle Management | Qualifications | Information Systems | Logistics | Accounting | Administer, Monitor, and Start Data Transfer | Create and Test Data Transfer Programs | Perform Test | Test | Administration | Execute Project

Active Queries

Warnings **Warnings (82)**

Warnings - Warnings

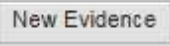
Show Quick Criteria Maintenance

View: [Standard View] Refresh New Evidence Delete Reject Start Process Export

ID	Creation Date	User Name	USER_C...	Cause	Line of investig...	Supplier SAP ID	Code VMS Supplier	Company Name	VMS Company	Contract Code
11		CO28506	FEDERICA BANDIERA	Misconduct	EEEE	127020				3333
21		CO30053	DONATO GRIECO	Serious No...	PROVA FILONE D'INDA...	12	147	test nuovo		123456789
31		CO28506	FEDERICA BANDIERA	Misconduct	FILONE DI INDAGINE XXX	123527	2925	Fuldhica S.p.A.		33333
41		CO28506	FEDERICA BANDIERA	Serious No...	FILONE 1	123389	926	ELETTRO... di TULINA Vit. & C. sas		4444444444

Evidence for Activation of Evaluation Team

To create a new evidence:

1. Launch the service from the menu "Penalties and Measures > Evidence for the Activation of Evaluation Team
2. Create a new entry by clicking on the  icon
3. Enter the necessary information by entering:

General information			
Field	Description	Notes	Mandatory
Cause	The Cause can be specified	Controlled field with a list of possible values: <ul style="list-style-type: none"> • Misconduct • Non-performance • Other 	Yes
Type of Finding	The source of information can be specified	Controlled field with a list of possible values: <ul style="list-style-type: none"> • Press Release • Internal Evidence • Due Diligence - Tender • Due Diligence - Contract • Due Diligence - Qualification • Other 	Yes
Line of Investigation	It is possible to add a text element which, used as	Text Field	Yes

	selection criteria in the evidence list, allows more than one to be retrieved, referring to several vendors, but for example relating to the same offence/breach.		
VMS Company	It is possible to specify the VMS Company that the Evidence refers to	It is possible choose from among the managed VMS Companies	Yes
Context of Finding	It is possible to enter a descriptive text of the context in which the compiler became aware of the material breach or offence	Text Field	No
Description of the Offence or Material Breach	It is possible to enter a brief description of the detected event	Text Field	No
Description of Business Impacts	It is possible to enter the impacts on the business, if any	Text Field	No
Suggested or adopted solutions	It is possible to indicate any solutions identified by the supplier; specify whether the supplier was not able to offer solutions and if the customer had to intervene	Text Field	No
Supplier Information			
Field	Description	Notes	Mandatory
Supplier SAP ID	SAP Code of the Supplier	It is possible to search for the Supplier SAP ID with a partial SAP Code and Company Name	Yes
Code VMS Supplier	The VMS Code of the Supplier	It is possible to search for the Code VMS Supplier with a partial SAP Code and Company Name Alternatively, the VMS will autofill it, starting from the SAP Code	Yes
Supplier Name	Company name of the reported Supplier	The VMS will autofill it, starting from the SAP Code	YES

Contract ID	Code of the Contract that the Supplier breached	<p>The Contracts that can be referred to will be those of the internal VMS database, populated from the SIA/GPS interfaces and manual entries for the launch of the Execution Phase Evaluation Processes.</p> <p>It is possible to search for the Contract Code by partial Code, by the SAP or VMS Code of the Supplier, and Primary Product Category</p>	NO
Contract Revision	Revision of the Contract that the Supplier breached	The VMS will autofill it, starting from the selection made during the search of the Contract ID	Yes, in case of Breach. The field will still be available also for the other Causes
Contract Version	Version of the Contract that the Supplier breached	The VMS will autofill it, starting from the selection made during the search of the Contract ID	Yes, in case of Breach. The field will still be available also for the other Causes
Primary Product Category	Primary Product Category of the Contract	The VMS will autofill it, starting from the selection made during the search of the Contract ID	Yes, in case of Breach. The field will still be available also for the other Causes
Amount in Euros	Contract amount in Euros	The VMS will autofill it, starting from the selection made during the search of the Contract ID	Yes, in case of Breach. The field will still be available also for the other Causes
Valid From	Start Date of the Contract	The VMS will autofill it, starting from the selection made during the search of the Contract ID	Yes, in case of Breach. The field will still be available also for the other Causes
Valid To	End Date of the Contract	The VMS will autofill it, starting from the selection made during the search of the Contract ID	Yes, in case of Breach. The field will still be available also for the other Causes
Product Category	One or more Product Categories referring to the Offence, IVR negative	It is possible to specify one or more GM, searching by ID,	Yes,

	trend, Measure Update, Other	Description, VMS Block, HSE Critical Aspects, Business Critical Aspects	
Procured/Contract Details		Text Field	No
Previous feedback/alleged offences		Text Field	No
Shareholding Structure		Text Field	No
Ongoing Tender Procedures		Text Field	No

When saving data, VMS will autofill the following information of the Evidence

General information		
Field	Description	Notes
Author	UserID, Name and Surname of the User who created the Evidence	Autofilled by the VMS
Creation date	Date of Creation of the Evidence	Autofilled by the VMS
Evidence Status	Processing status of the Evidence The field will accept the following values: New Evidence, Closed (by the feedback Unit), Started Process	The VMS will autofill it as "New Evidence"

The Evidence will be characterized by a **Processing Status**, which can have the following values:

- New Evidence
- Started Process: in the case where a process related to that particular Evidence (system update) has been started
- Completed Process: in the case of an approved process related to that particular Evidence (system update)
- Rejected Evidence: in the case that the Feedback Unit considers the evidence unreliable or it has been previously evaluated (manual update)

Data Changeability: after the Evidence data has been saved, it can still be changed, as long as the evidence status is still “New Evidence”).