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"VMS User Manual" extract for Contract Holder
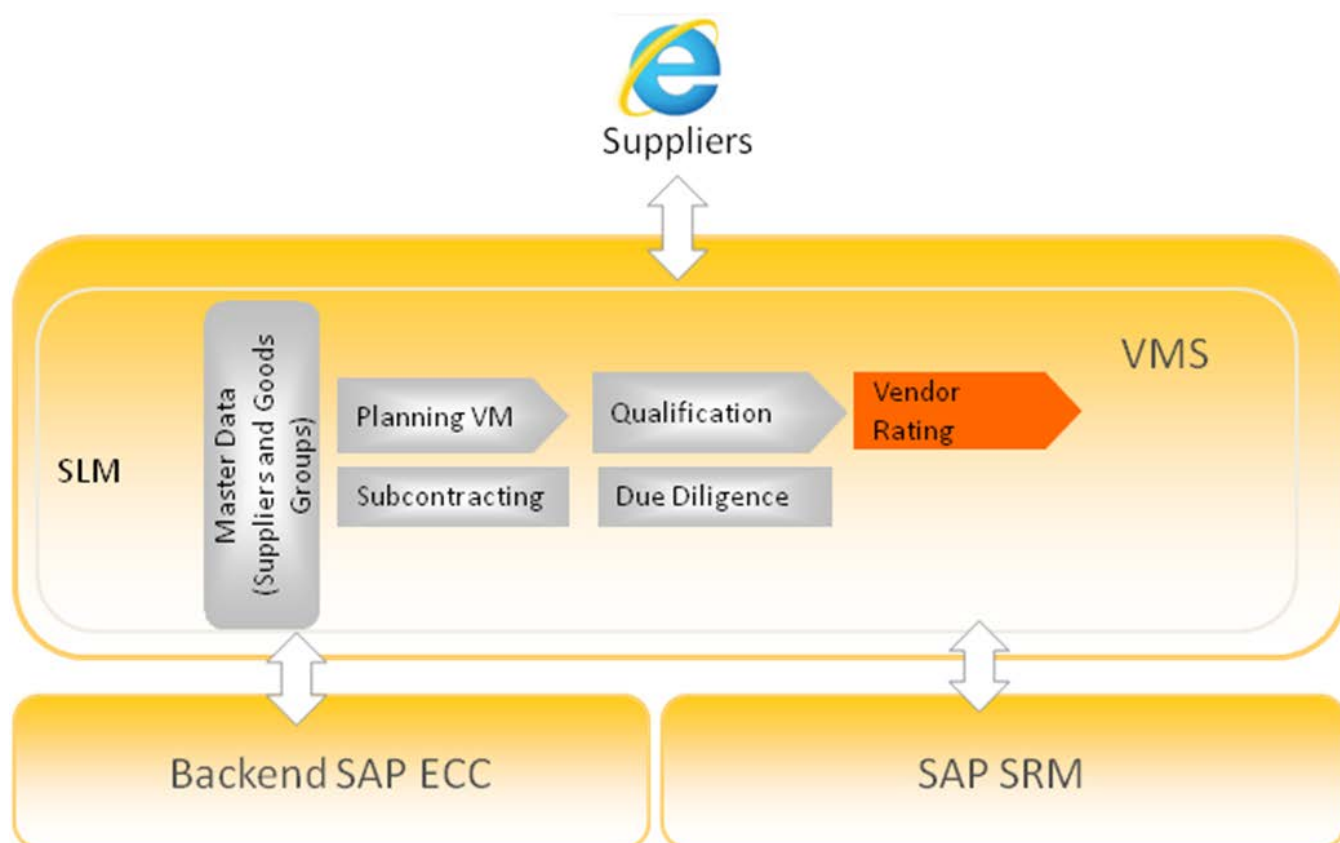
TABLE OF CONTENTS

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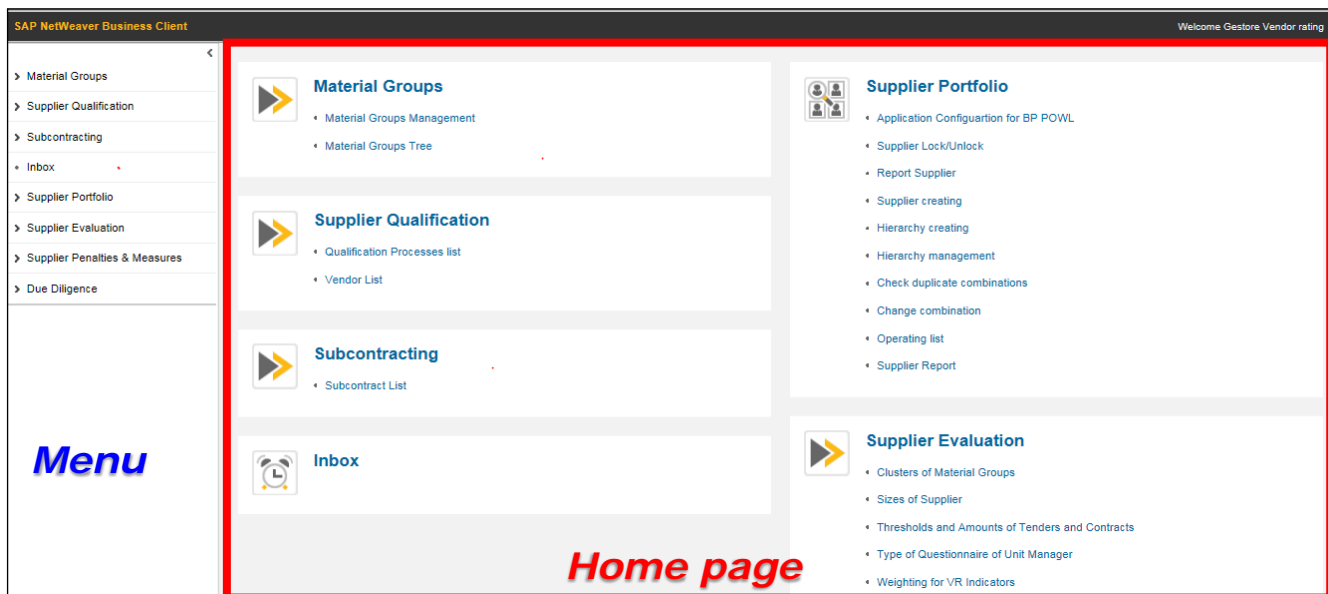
On the left side of the screen (menu), a summary of all the user profile functions are shown, grouped in the form of "resource management" (or tree menu); using dedicated icons, the various groupings can be expanded or collapsed.

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 the Performance Evaluation Processes for the Execution Phase

In the qualification and profiling phase for Compilers and Approvers of Execution Phase Questionnaires, it is possible specify a number of Compilers and Approvers for the same Unit Manager.
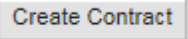
Every VMS User enabled as Compiler of Execution Phase Questionnaires will have access to the Contract List service for their Unit Manager. From this List they can:

- manually enter Contracts for their Unit Manager, in addition to those received via interface with SIA and GPS ("Contracts" List);
- start filling out Evaluation Questionnaires ("Compile Questionnaire" button on the contracts of their Unit Manager ("Contracts" List);
- compile the existing Questionnaires if they are not already partially or fully compiled by other Compilers of their Unit Manager ("Evaluation Questionnaires for Unit Manager" List); in other words, a "Compiler" can open and fill in the Questionnaires only if he is a "Compiler" or is temporarily assigned to the "dummy compiler".

Note: Users with the role of Vendor Rating Manager continue to be able to request the compilation of the Questionnaire for all contracts in the VMS database. The message confirming the creation of the Evaluation Request.

1.1.1 Manual Entry of Contracts

To enter a contract manually it is necessary to:

1. Launch the service from the menu "Vendor Ratings" > Contract List

2. Create a new entry by clicking on the Create Contract icon

SAP System	Contract ID	Contract Type	Primary product category	VMS Company	Supplier SAP ID	Supplier VMS ID	Client Company	Contract value
SIA	2500007448	APERTO	SS02AB07	ENI	356438	24569	AG01	19.500.000,00
SIA	2500007449	APERTO	SS02AB07	ENI	489199	48823	AG01	5.500.000,00
SIA	2500008659	APERTO	SS02AA03	ENI	104064	1292	AG01	700.000,00
SIA	2500008910	APERTO	SS04AB49	ENI	120662	5738	AG01	1.500.000,00
SIA	2500009740	APERTO	SS04AB49	ENI	424687	33159	AG01	1.600.000,00
SIA	2500009776	APERTO	SS02AA03	ENI	347671	23924	AG01	3.000.000,00
SIA	2500010863	APERTO	SS02AC04	ENI	101171	358	AG01	3.000.000,00
SIA	2500012037	APERTO	SS02AC02	ENI	340428	23412	AG01	700.000,00
SIA	2500012038	APERTO	SS02AC02	ENI	511582	52171	AG01	700.000,00
SIA	2500012042	APERTO	SS02AC02	ENI	303166	21607	AG01	600.000,00

The Contract List in the VMS is the tool:
1. *to enter new Contracts, in addition to those from SIA and GPS, compiling the following fields:*

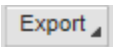| Field	Description	Notes	Mandatory
Contract ID	An ID must be provided that uniquely identifies a Contract for the Customer Company	10-digit alphanumeric code	Yes
Contract Type	It is necessary to indicate the Contract Type	Controlled field with list of possible values (Open/Closed)	Yes
Primary Product Category	It is necessary to indicate the Primary Product Category for the Contract	Field-level help is available to start the search by ….	Yes
Supplier SAP ID	It is necessary to specify the Supplier SAP ID for the Contract	Field-level help is available to start the search by Company Name and part of the SAP Code	Yes
Supplier VMS ID	It is necessary to specify the VMS Supplier ID for the Contract	Field-level help is available to start the search by Company Name and part of the SAP Code. The VMS will fill in the Field according to the Supplier SAP ID.	Yes
VMS Company		The VMS will suggest the Company Name of the Vendor based on the Supplier SAP ID.	Yes
Contract Value/Currency	It is necessary to specify the Contract Value in the Currency		Yes
Contract Value in Euros	It is necessary to specify the Contract Value in Euros		Yes
Approval Date	It is necessary to specify the Contract Approval Date	The Calendar Utility will be available	Yes
Valid From	It is necessary to specify the Contract Validity Start Date	The Calendar Utility will be available	Yes
Valid To	It is necessary to specify the Contract Validity End Date	The Calendar Utility will be available	Yes
Nr. Revision	It is necessary to specify the Contract Revision Number	The Calendar Utility will be available	Yes

Nr. Version	It is necessary to specify the Contract Version Number	The Calendar Utility will be available	Yes
Note	It is possible to insert a Note	Text Field	No
Description	It is possible to enter a Description	Text Field	No
Client Company	It is necessary to indicate the Client Company		Yes
Unit Manager	It is necessary to indicate the Unit Manager		Yes

When saving the data, the VMS will autofill the following Contract information

General information		
Field	**Description**	**Notes**
SAP system		The VMS will automatically enter MAN (manual)
Author	UserID, Full Name of the User who created the Contract	Autofilled by the VMS
Creation date	Date of Contract Entry	Autofilled by the VMS

Uniqueness Checks: it will not be possible to enter multiple contracts with the same combination of Contract ID/Nr. Revision/Nr. Version/Client Company

Data Changeability: a Contract entered manually cannot be changed or deleted if the Evaluation Processes have already been launched

2. ***Search/verification of contracts in the system (manual and uploaded via interface)*** applying appropriate filters

3. ***Excel export*** of the entire list through the [Export▾] button

4. ***Contract Deletion:*** Within the Contract tab, the [🗑 Delete] function key allows the cancellation of the created ID. Before deletion, the system checks that the contract ID in question does not have an Active Evaluation Process.

	Eni S.p.A.	VMS USER MANUAL – EXTRACT FOR CONTRACT HOLDER

1.1.2 Create Evaluation Request for Execution Phase

It is possible to launch the Evaluation Processes for the Execution Phase by selecting one of the Contracts in the list and using the "Create Ev. Request" function.

View: [Standard View] | Refresh | Create Contract | **Create Ev. Request** | Print Version | Export

	SAP System	Contract ID	Contract Type	Primary product category	VMS Company	Supplier SAP ID	Supplier VMS ID	Client Company	Contract value
	MAN	666000222	APERTO	SS01AD02	ENI	320537	22395	AG01	500.000,00
	MAN	666000999	APERTO	SS01AD02	ENI	319270	22355	AG01	600.000,00
	MAN	555000111	APERTO	SS01AD02	ENI	314964	22216	AG01	500.000.000,00
	MAN	555000222	CHIUSO	SS01AD02	ENI	308953	22027	AG01	33.000.000,00
	MAN	111999000	APERTO	SS02BA01	ENI	320328	22385	AG01	500.000,00
	MAN	666000111	APERTO	SS01AD02	ENI	318477	22330	AG01	500.000,00

Confirm

Confirm Evaluation Request for Supplier 0000022395 - Contract nr. 666000222?

Yes | No | Cancel

When the function is launched, the VMS will try to deduce:
1. the correct Evaluation Form based on:
   a. the type of Evaluation: the Questionnaire will be for the Execution Phase if the process is launched from the "Contract List";
   b. the type of Questionnaire (Standard or Simplified): the suggested type of Questionnaire will be that provided for the Unit
   c. the GM Cluster code: starting from the Primary Product Category of the Contract, the VMS will verify the associated Cluster code in the GM Register and will deduce the correct Form;
2. The possible Compilers of the Evaluation Questionnaire: the VMS will deduce the Compilers based on the Contract Unit Manager

After processing is complete, the VMS:
⇨ will confirm the creation of the Evaluation Request, returning the sequence number that will identify it and the Compilers of the Contract Unit Manager.

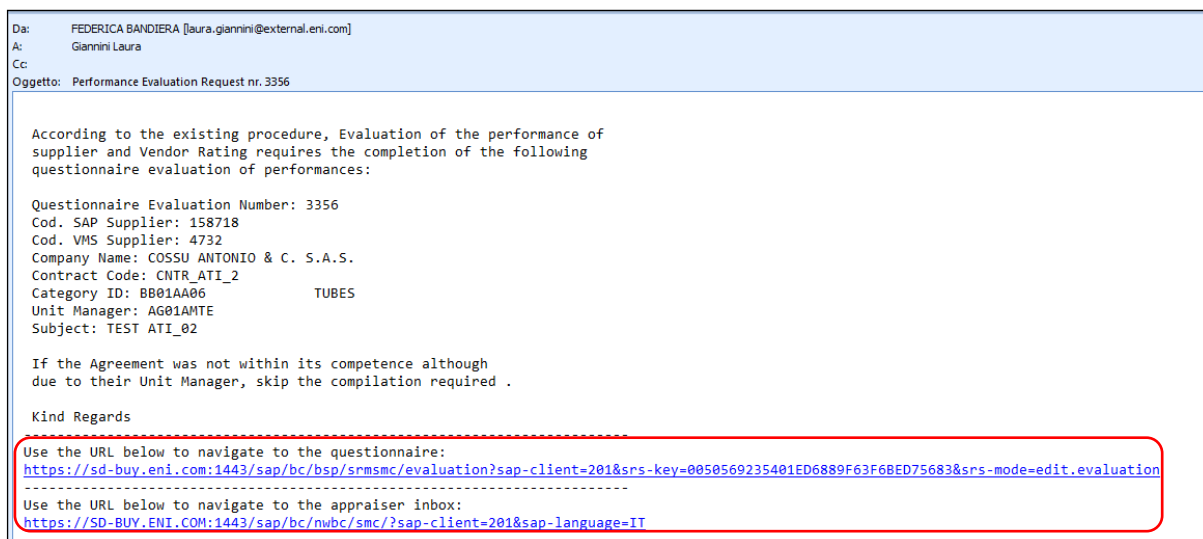Eval. Req. Nr. 00000000000000000149, sent to Managers'Unit AG01AESI

In real time, an Evaluation Request email will be sent to the Questionnaire Compiler, containing a URL that will allow him to open the Questionnaire web page to be filled in if the recipient of the email considers the contract to fall under his evaluation responsibility.

The System will not allow the simultaneous processing of the same Questionnaire; when a compiler opens the Questionnaire, makes a change and saves it, the VMS will not allow compilation of the Questionnaire by other users.

⇨ 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 Creation of the Evaluation Request only after the necessary information has been formalized in the VMS.

It's not possibile to retrieve a compiler/appraiser!

The compiler of the Unit Manager will receive a notification with the request to compile a specific Questionnaire (shown below).


```
Da:        FEDERICA BANDIERA [laura.giannini@external.eni.com]
A:         Giannini Laura
Cc:
Oggetto:   Performance Evaluation Request nr. 3356

   According to the existing procedure, Evaluation of the performance of
   supplier and Vendor Rating requires the completion of the following
   questionnaire evaluation of performances:

   Questionnaire Evaluation Number: 3356
   Cod. SAP Supplier: 158718
   Cod. VMS Supplier: 4732
   Company Name: COSSU ANTONIO & C. S.A.S.
   Contract Code: CNTR_ATI_2
   Category ID: BB01AA06              TUBES
   Unit Manager: AG01AMTE
   Subject: TEST ATI_02

   If the Agreement was not within its competence although
   due to their Unit Manager, skip the compilation required .

   Kind Regards
   --------------------------------------------------------------------
   Use the URL below to navigate to the questionnaire:
   https://sd-buy.eni.com:1443/sap/bc/bsp/srmsmc/evaluation?sap-client=201&srs-key=0050569235401ED6889F63F6BED75683&srs-mode=edit.evaluation
   --------------------------------------------------------------------
   Use the URL below to navigate to the appraiser inbox:
   https://SD-BUY.ENI.COM:1443/sap/bc/nwbc/smc/?sap-client=201&sap-language=IT
```

Alternatively, the Compiler can access the Questionnaire from the "List of Evaluation Questionnaires by Unit Manager", which will contain a list of all manually or automatically generated Questionnaires by Unit Manager Contracts relevant to the user with a "Contract Manager" profile.

All Compilers by Unit Manager can participate in the compilation of the Questionnaire, but when a compiler opens the Questionnaire, makes a change and saves it, the VMS will not allow the opening and compilation of the Questionnaire by other users of the same Unit Manager, who will see in the "Compiler" field the name of the person who is working on it.

If another Compiler of the same Unit Manager tries to open the Questionnaire, the system will generate the following warning:

"Error: You cannot edit the questionnaire; it is locked by Compiler Name and Surname".

Previous | Next | Edit | Save | Print Preview | Close

Nr. Evaluation Questionnaire: 3328

Evaluation: STAGE PERFORMANCE - STANDARD

Supplier: CRYSTAL S.A.

SAP Code: 0000412696

VMS Code: 0000004734

Contract ID: CNTR_ATI_2

Contract Type: APERTO

Contract value: 150000.00 EUR

Valid From: 03.05.2016

Valid To: 30.06.2016

Company: AG01

Unit manager: AG01AMTE

Category ID: BB01AA06 - TUBES

Company VMS: ENI

Appraiser: Compiler To define

Response Status: Pending Reply

Deadline: 19.06.2016

Submission Date: -

Workflow Status: Pending Reply

Date of approve: 00.00.0000

1. The Questionnaire created for the unit manager has not yet been taken over by any compiler.
The author of the evaluation is still **"Compiler to define"**

SAP NetWeaver Business Client

- Supplier Evaluation
  - List of Contracts
  - **My Evaluation Questionnaires**
  - Approved Evaluation Questionnaires

Goods Group:		To	
Sap Code:		To	
Unite Gest:		To	
PAC number:		To	
RFQ number:		To	
Unità Approvvigionante:		To	

Apply | Clear

View: * [Standard View] | Log Approve | Refresh | Export

Evaluation Response Number	Appraiser ID	Appraiser	Deadline	Su...	Filling status	Su...	Co...	Go...
3018	VCOMP	Compiler To define	01.05.2016		New	ST...	ATI...	BB...
3017	VCOMP	Compiler To define	01.05.2016		New	AD...	ATI...	BB...
3016	VCOMP	Compiler To define	01.05.2016		New	MO...	ATI...	BB...
3015	CO01246	ALBERTO NEGRI	01.05.2016	01....	Submitted	LE...	250...	SS...
306	CO28506	FEDERICA BANDI...	30.04.2016		New	AD...	AH...	SS...

2. The Compiler can also start compiling the questionnaire from the "Evaluation Questionnaires for Unit Manager" list.
(Double-click on the process number).

Previous | **Next** | **Display** | **Save** | **Print Preview** | **Close**

Nr. Evaluation Questionnaire: 3301
Evaluation: EXECUTION PHASE – SIMPLIFIED
Supplier: RIGATO GRAZIANO
SAP Code: 0000127230
VMS Code: 0000001593
Contract ID: CNTR303
Contract Type: APERTO
Contract value: 800000.00 EUR
Valid From: 03.05.2016
Valid To: 02.05.2017
Company: AG01
Unit manager: AG01AESI
Category ID: BB01AA06 - TUBES
Company VMS: ENI
Appraiser: Compiler To define

Response Status: Pending Reply
Deadline: 16.06.2016
Submission Date: -
Workflow Status: Pending Reply
Date of approve: 00.00.0000

3. The Compiler "takes charge" of the questionnaire when he first saves something in it.

4. After saving it for the first time, the author of the evaluation will change from "Compiler to define" to "Name and Surname of the Contract Manager" (in our case Contract Manager).

SAP NetWeaver Business Client

- ∨ Supplier Evaluation
  - List of Contracts
  - **My Evaluation Questionnaires**
  - Approved Evaluation Questionnaires

Code: ◇   To
Gest: ◇   To
PAC ...er: ◇   To
RFQ nu...r: ◇   To
Unità Approvvigional ◇   To

Apply | **Clear**

View: * [Standard View] ▾ | 🔍 Log Approve | ⟳ Refresh | Export ⌄

Evaluation Response Number	Appraiser ID	Appraiser	Deadline
3018	VGESTCONTR	Gestore Contratti	01.05.2016

If, however, the Contract Manager starts a detailed compilation of an Evaluation Questionnaire ("Compile Questionnaire" button on the contracts of his Unit Manager ("Contracts" List), the Questionnaire is directly assigned to him as the author of the evaluation.

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

Primary product category:

Supplier SAP ID:	◇		To	→
Supplier VMS ID:	◇		To	→
Client Company:				
Valid From:	◇		To	→
Valid To:	◇		To	→
Unit manager:				

- YVEVAL_WDAC_POWL_SCOR
- Evaluation Scorecards
- List of Awards
- My Evaluation Questionnaires
- Approved Evaluation Questionnaires
- **List of Contracts**
- Evaluation Questionnaires
- Evaluation Questionnaires with scores
- Evaluation Responses
- Clusters of Material Groups
- Sizes of Supplier
- Thresholds and Amounts of Tenders and Contracts
- Type of Questionnaire of Unit Manager

Apply   Clear

View: [Standard View]   Refresh   Create Contract   Create Ev. Request   Compile Questionnaire   Print Version   Export

SAP System	Contract ID	Contract Type	Primary product category	VMS Company	Supplier SAP ID	Supplier VMS ID	Client Company
MAN	88881	Open Contract	BB01AA28	ENI	120022		EN01
MAN	550000002	Open Contract	SS12AB02	ENI	123527	2925	EN01
MAN	2	Open Contract	SS12AB05	ENI	129102	1851	EN01
MAN	5	Open Contract	BB01AA07	ENI	101482		EN01
MAN	RRRR	Open Contract	BB01AA05	ENI	20020	5884	EN01
MAN	3333	Open Contract	SS12AB02	ENI	123527		EN01
MAN	DAI	Open Contract	BB01AA05	ENI	101482	152	EN01
MAN	ASEL	Open Contract	BB01AA04	ENI	12		EN01

> 1. From the Contract List, the Contract Manager starts compiling the Questionnaire directly.

Previous   Next   Display   Save   Print Preview   Close

Nr. Evaluation Questionnaire: 3328	Response Status: In Process
Evaluation: STAGE PERFORMANCE - STANDARD	Deadline: 19.06.2016
Supplier: CRYSTAL S.A.	Submission Date: -
SAP Code: 0000412696	Workflow Status: Pending Reply
VMS Code: 0000004734	Date of approve: 00.00.0000
Contract ID: CNTR_ATI_2	
Contract Type: APERTO	
Contract value: 150000.00 EUR	
Valid From: 03.05.2016	
Valid To: 30.06.2016	
Company: AG01	
Unit manager: AG01AMTE	
Category ID: BB01AA06 - TUBES	
Company VMS: ENI	
Appraiser: Gestore Contratti	

1.1.3 Request for Compilation of Evaluation Questionnaire for Execution Phase

All Compilers authorized to use the VMS may decide to fill out Evaluation Questionnaires starting from the Contract List (appropriately filtered by Unit Manager), selecting one of the existing Contracts (by Unit Manager of the Compiler) and launching the "Compile Questionnaire" function. In this case the Questionnaire will be assigned directly to the Contract Manager who performed the activity.

The VMS will try to deduce:

a. the type of Evaluation: the Questionnaire will be for the Execution Phase if the process is launched from the "Contract List";

b. the type of Questionnaire (Standard or Simplified): the suggested type of Questionnaire will be that provided for the Unit Manager

c. the GM Cluster code: starting from the Primary Product Category of the Contract, the VMS will verify the associated Cluster code in the GM Register and will deduce the correct Form;

d. The compiler of the Questionnaire (name and surname in the "author of the evaluation" field)

After processing is complete, the VMS

⇨ will open the web page for compilation of the Questionnaire
or

⇨ 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 Compilation Request only after the necessary information has been formalized in the VMS.

1.2 Compilation of the Evaluation Questionnaires for Execution Phase

1.2.1 Questionnaire Header Data

Following a Request for Evaluation or at his own discretion, the Compiler will have the opportunity to compile the online Evaluation Questionnaire, being able to deduce the subject of Evaluation from the Questionnaire Header Data itself:

- ✓ Number of the Evaluation Questionnaire
- ✓ Contract ID
- ✓ Contract Type
- ✓ Primary Product Category
- ✓ Supplier SAP ID
- ✓ Supplier VMS ID
- ✓ VMS Company
- ✓ Contract Value in Currency
- ✓ Contract Value in Euros
- ✓ Approval Date
- ✓ Valid From
- ✓ Valid To
- ✓ Client Company
- ✓ Unit Manager

The Next button allows you to scroll through the various points from 1 to 7 to complete the all parts of the Questionnaire.

For instance, compiling the Execution Phase Technical Questionnaire:

1 PUNCTUALITY

1.1 Please rate reported to the punctuality of the Supplier

98 ▼

2 QUALITY

2.1 Indicate a score refers to the quality of the Supplier

22 ▼

Questions must be answered with YES or NO or No Indication (where possible), and a response is mandatory for those marked with a red asterisk.
A comment can also be added, if deemed necessary.
By scrolling through the various questionnaires and answering the questions, you reach point 7, the point of sending for approval.
It is possible to have more than one Approver per Unit Manager.
At point 7, the Questionnaire Compiler will have to choose from the drop-down menu the name of the Approver to whom he wants to send the Questionnaire for approval.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | ■ |
| Introduction | TECHNICAL - Simplified | HSE - Simplified | COMPLIANCE - Simplified | COMMERCI... BEHAVIOUR - Simplified | ECONOMIC - Simplified | Submit | |
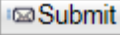
Submit

Send questionnaire for approval

✉Submit < Select > ▼

If no Approver name is selected from the menu, the system will display a fatal error message:

❶ Errors: Select approver from menu

Once the Approver has been selected, clicking the [Submit] button sends the Questionnaire for the approval of the Manager.

The "compiler" user can choose the Questionnaire Approver, by selecting from among the Approvers of their Unit Manager, and he will be responsible for the responses saved up to that point.

The Manager will receive an email containing a URL to open the Questionnaire web page, to check the Questionnaire and for its Approval/Rejection.
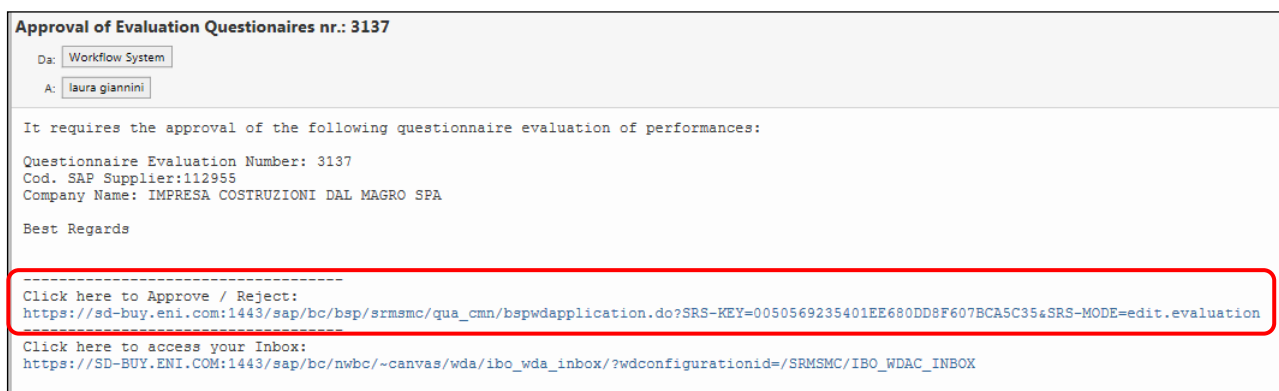
By clicking on the link, the Manager can view all parts of the process, including any attachments, and at point 7) he always has the option to approve or reject the Questionnaire.

In the case of rejection, it is mandatory to enter a reason for the rejection or the system will display the following fatal error message:

Moreover, in the case of Rejection of a Questionnaire, a rejection notification email will be sent to the User who sent the Questionnaire for Approval (same as in the case of approval). Questionnaires that are rejected and once again have a "still no response" status can only be modified by the Compiler who sent it for Approval, and they may be submitted for approval to all approvers of the Unit Manager.

Regarding the HSE portion, the answer to the Questions can be "1,2,3,4,5, or no indication", representative of the statements in an HSE Questionnaire in Excel format, managed (circulated and compiled) outside the VMS. This Excel file must be attached (there will be a system check) to the entire Evaluation Questionnaire managed in the VMS by the "compiler".

1.2.2 Offline compilation of the Evaluation Questionnaire

The Evaluation Questionnaires can be completely compiled offline (full VMS Evaluation Form) or in part (individual VMS Questionnaires for calculating the Level I Indicator: Technical, Compliance, Business Conduct, Financial), in order to delegate its compilation outside the system, after downloading it.

The result of the download is an Excel file consisting of several sheets:

✤ one sheet will contain the header data of the Evaluation Questionnaire.

✤ one sheet for each Questionnaire (Technical, Compliance ....etc.); the sheets will be different if the entire VMS Form is downloaded; one sheet if an individual VMS Questionnaire is downloaded.

Exporting the entire VMS Evaluation

1. Click on the "Export Model" button, and select the path for saving the file.

2. Compiling the questionnaire outside the system.

3. Click "Select" to retrieve the file that was just compiled outside the system

4. Click on the "Import Model" button to upload the Questionnaire compiled offline to the VMS

Exporting the individual VMS Questionnaire:

1. Click on the "Export Questionnaire" button, and select the path for saving the file.

2. Compiling the questionnaire outside the system.

Export Model [   ] Select | Import Model

3. Click "Select" to retrieve the file that was just compiled outside the system

4. Click on the "Import Questionnaire" button to upload the Questionnaire compiled offline to the VMS
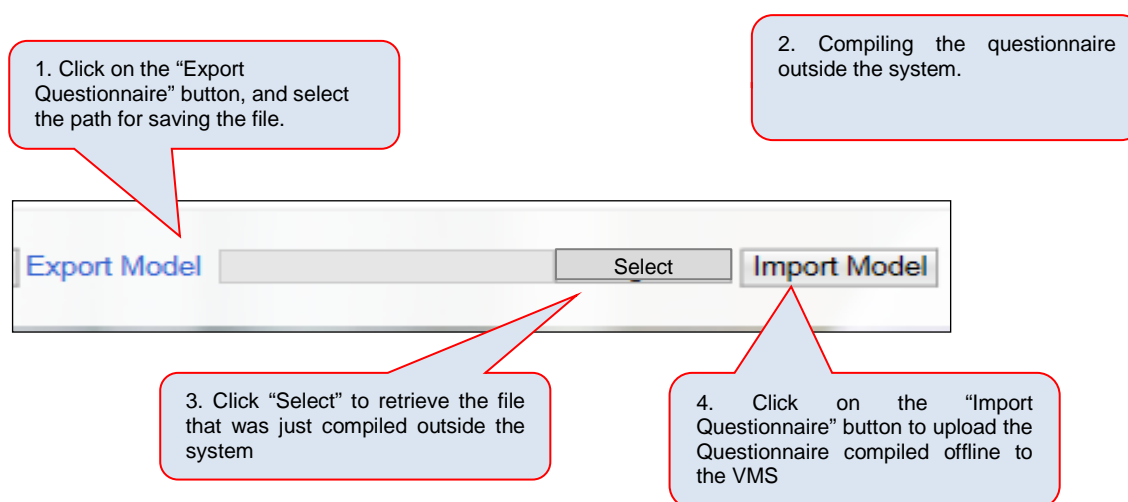
The Excel file will list the individual questions; in detail:
- ✓ the sequential identifier, the text, the explanation, and the type of question;
- ✓ the compilation instructions, based on the type of question;

The Excel sheet can be compiled by entering:
- ✓ an X next to one of the available responses
- ✓ a comment.

After compiling the Excel spreadsheet, it is possible to upload the Evaluation Questionnaire (in full or in parts, as described above).
In this phase, consistency checks with the types of questions will be carried out: for example, if a single-selection question is given two or more answers, the VMS will not update the Evaluation Questionnaire or parts of it in the VMS.

1.3 Approval workflow of Evaluation Questionnaires for Execution 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 what was declared for the Unit.

If the VMS cannot determine the Approver's UserID due to the absence of the information for the Unit, the Evaluation Questionnaire will remain in a "Returned" status and the Compiler will see an "error message" in identifying the Approver.

Following the formalization of the Approver for that specific Unit Manager, the Compiler can again proceed to Send for Approval.

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 the "List of Evaluation Questionnaires", suitably filtered, and proceed with the Approval.

1.3.2 Approval or Rejection of an Evaluation Questionnaire

The Approver of the Evaluation Questionnaires can access the List of Questionnaires to Approve and make selections for:

The Approver can view the Evaluation Questionnaire, but cannot change the Answers.

The Approver can add Comments on an individual Answer level.

The Approver can:

⇨ **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 condition of the Contract 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 sent it for Approval and
who can change the Answers given, on the basis of specific Comments on individual answers or the Reason for Rejection that the Approver must enter during the approval process, and resubmit for approval to one of the approvers of his unit manager.

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:

The SAP screen containing the Approval Workflow Log opens, which identifies the author of the approval/rejection, date and time, and rejection notes.
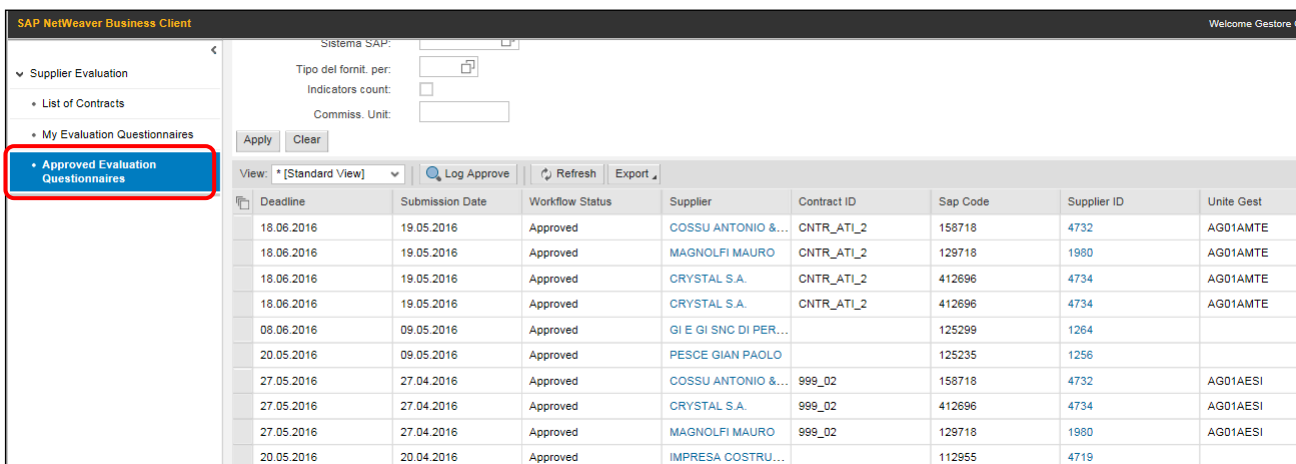
1.4 Evaluation Questionnaire for Execution Phase working lists

1.4.1 List of Approved Evaluation Questionnaires by Compiler

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

Launch the "Evaluation Questionnaires" service:

The display of the output, the various 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 as described in *section 5.8.1*.

The contents of the Lists can be exported to Excel using the [Export] button.

1.4.2 List of Evaluation Questionnaires by Unit Manager and by Compilers

The list of "Questionnaires by Unit Manager" contains a list of all manually or automatically generated Questionnaires for the Contracts of the Unit Manager that the user belongs to.

As stated above, the display of the output, the various 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.
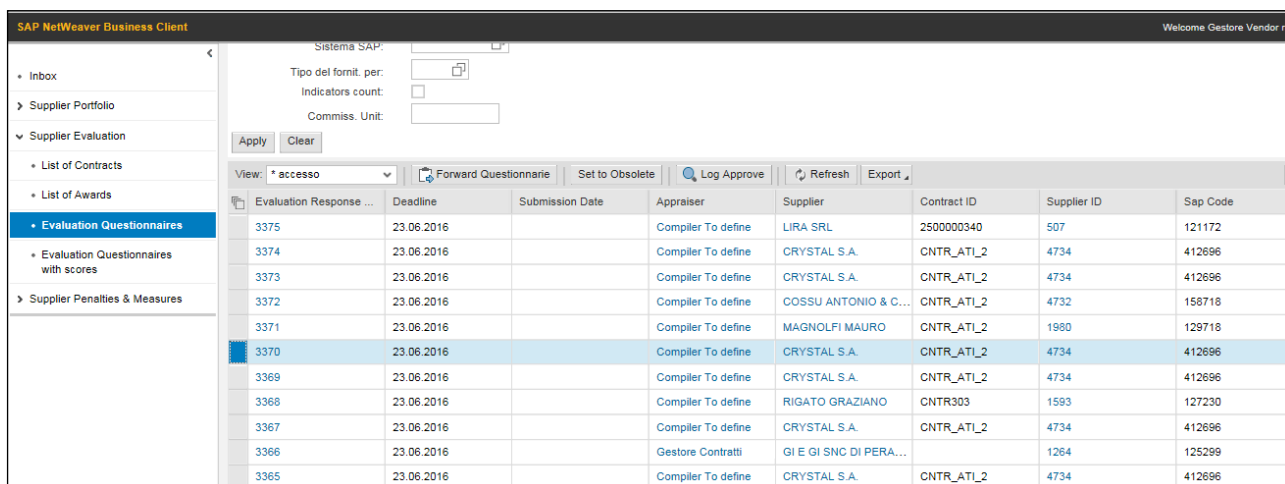
The contents of the Lists can be exported to Excel using the [Export] button.

1.4.3 List of Evaluation Questionnaires for Execution 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 Rating Unit will see all the Evaluation Processes, including those not Approved.

Launch the "Evaluation Questionnaires" service:

The following table shows the input and output information of the Questionnaires List:

INFORMATION	Possible values	Search criteria	Output field
Number of the Evaluation Questionnaire		Yes	Yes
Evaluation Author (UserID)		Yes	Yes
Evaluation Author (Name and Surname)			Yes
Unit Manager of the Evaluation Author		Yes	Yes
Request Creation Author (UserID)		Yes	Yes
Request Creation Author (Name and Surname)			Yes
Supplier VMS ID		Yes	Yes
Supplier SAP ID		Yes	Yes
Supplier Name			Yes
Contract ID		Yes	Yes
Primary Product Category		Yes	Yes
Creation date		Yes	Yes
Expiry date		Yes	Yes
Compilation Status	No Answer Yet Returned	Yes	Yes
Approval Status	For approval Approved Rejected Obsolete	Yes	Yes

1.4.4 List of Evaluation Questionnaires for Execution Phase by Vendor Rating Unit with scores

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:

Date of approve	Supplier VMS ID	Supplier SAP ID	Supplier Name	Primary product...	Questionnaire Name	VMS Questio...	Section Name	VMS Section ...	Model Score
07.03.2016	22027	308953	BARRY ITALIA ...	SS01AD02	HSE_FE_SMP_DFL	◇ 60	HSE_HSE	◇ 60	◇ 60
07.03.2016	22027	308953	BARRY ITALIA ...	SS01AD02	TEC_FE_SMP_DFL	■ 60	TEC_PUN	■ 60	◇ 60
07.03.2016	22027	308953	BARRY ITALIA ...	SS01AD02	TEC_FE_SMP_DFL	■ 60	TEC_QUA	■ 60	◇ 60
07.03.2016	22027	308953	BARRY ITALIA ...	SS01AD02	TEC_FE_SMP_DFL	■ 60	TEC_COM	■ 60	◇ 60
08.03.2016	22331	318484	TECNO HELP S...	SS01AD02	ECO_FE_SMP_DFL	◇ 40	ECO_VAR	◇ 40	◇ 40
08.03.2016	22331	318484	TECNO HELP S...	SS01AD02	ECO_FE_SMP_DFL	◇ 40	ECO_RIL	◇ 40	◇ 40
08.03.2016	22331	318484	TECNO HELP S...	SS01AD02	COM_FE_SMP_DFL	◇ 40	COM_COR	◇ 40	◇ 40
08.03.2016	22331	318484	TECNO HELP S...	SS01AD02	COM_FE_SMP_DFL	◇ 40	COM_DIS	◇ 40	◇ 40

1.4.5 Forwarding or Setting Questionnaires to Obsolete

The Vendor Rating Unit, can perform two activities on the Evaluation Questionnaires for the Execution Phase that have not yet been compiled:

- "Forwarded" to a different Compiler

Evaluation Response ...	Deadline	Submission Date	Appraiser	Supplier	Contract ID	Supplier ID	Sap Code
3375	23.06.2016		Compiler To define	LIRA SRL	2500000340	507	121172
3374	23.06.2016		Compiler To define	CRYSTAL S.A.	CNTR_ATI_2	4734	412696
3373	23.06.2016		Compiler To define	CRYSTAL S.A.	CNTR_ATI_2	4734	412696
3372	23.06.2016		Compiler To define	COSSU ANTONIO & C...	CNTR_ATI_2	4732	158718
3371	23.06.2016		Compiler To define	MAGNOLFI MAURO	CNTR_ATI_2	1980	129718
3370	23.06.2016		Compiler To define	CRYSTAL S.A.	CNTR_ATI_2	4734	412696
3369	23.06.2016		Compiler To define	CRYSTAL S.A.	CNTR_ATI_2	4734	412696
3368	23.06.2016		Compiler To define	RIGATO GRAZIANO	CNTR303	1593	127230

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

- ▪ "set to obsolete"

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

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

1.4.6 Supplier Form for the Execution 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)

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.

To Creating 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 New Evidence 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: • Misconduct • Non-performance • Other	Yes
Type of Finding	The source of information can be specified	Controlled field with a list of possible values: • 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 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.	Text Field	Yes
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	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. 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	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 trend, Measure Update, Other	It is possible to specify one or more GM, searching by ID, Description, VMS Block, HSE Critical Aspects, Business Critical Aspects	Yes,
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").